

1. City Council Agenda

Documents:

[REGULAR COUNCIL - 16 APR 2019 - AGENDA.PDF](#)

2. City Council Packet

Documents:

[REGULAR COUNCIL - 16 APR 2019 - PACKET.PDF](#)



**CITY OF YPSILANTI
REGULAR COUNCIL MEETING
Tuesday, April 16, 2019 @ 7:00 PM
Council Chambers
One South Huron, Ypsilanti, MI 48197**

Page

I. CALL TO ORDER

II. ROLL CALL

Mayor Bashert
Mayor Pro-Tem Richardson
Council Member Murdock
Council Member Brown
Council Member Symanns
Council Member Morgan
Council Member Wilcoxon

III. INVOCATION

IV. PLEDGE OF ALLEGIANCE

- A. 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

VI. INTRODUCTIONS

VII. PRESENTATIONS

- A. Proclamation Honoring Council Member Pete Murdock for his years of dedicated service to Ypsilanti
- B. Update from from City Lobbyist - Kirk Profit, Governmental Consultant Services Inc.
- C. Department of Natural Resources Fisheries regarding the Peninsular Dam - Sara Thomas, DNR
- D. Peninsular Dam Emergency Action Plan - Interim Fire Chief Ken Hobbs & Mike Saranen, Ford Lake dam Operator.

VIII. PUBLIC COMMENT (3 MINUTES)

IX. ORDINANCE FIRST READING

- A. Application for Conditional Rezoning: 9 Casler
 - 1. Resolution No. 2019-076, determination
 - 2. Open public hearing
 - 3. Resolution No. 2019-077, close public hearing

X. CONSENT AGENDA

- A. Resolution No. 2019-078, approving the Consent Agenda.
- B. Resolution No. 2019-079, approving the minutes of April 2, and April 3, 2019.
- C. Resolution No. 2019-080, approving a Charitable Gaming License for the Corner Health Center.

XI. RESOLUTIONS/MOTIONS/DISCUSSIONS

- A. Resolution No. 2019-081, authorizing the City Manager to make application to MDOT, for the Forest Street bridge for FY 2022.
- B. Resolution No 2019-082 approving the updated Historic District Commission Rules and Regulations
- C. Resolution No. 2019-083, authorizing the Park Improvement Cost Schedule.
- D. Resolution No. 2019-085, adopting the Ypsilanti Central Business District Parking Study and Strategy.
- E. Resolution No. 2019-085, approving the Employment Contract for Andrew Hellenga, Ypsilanti City Clerk
- F. Resolution No. 2019-086, directing the City Attorney and staff to continue negotiations to complete the sale of 30 Kramer and provide final documents for City Council approval.
- G. Resolution No. 2019-088, approving an amendment to City Manager McMullan's Contract - (added)

XII. LIAISON REPORTS

- 1. SEMCOG Update
- 2. Washtenaw Area Transportation Study
- 3. Urban County
- 4. Ypsilanti Downtown Development Authority
- 5. Ypsilanti Youth Safety Collaboration
- 6. Friends of Rutherford Pool

7. Housing Equity Leadership Team

XIII. COUNCIL PROPOSED BUSINESS

XIV. COMMUNICATIONS FROM THE MAYOR

XV. COMMUNICATIONS FROM THE CITY MANAGER

XVI. COMMUNICATIONS

Nominations

- A. **Sustainability Commission**
Beth Gibbons - (appointment Exp. 5/1/2022)
110 N. Hamilton
Ypsilanti, MI 48197
- B. **Parks and Recreation Commission**
Dillon Navarre - (appointment Exp. 7/1/2022)
10 S. Huron
Ypsilanti, MI 48197
- C. **Human Relations Commission**
George Hagenauer - (appointment Exp. 5/1/2022)
309 N. Grove
Ypsilanti, MI 48198
- D. Memo Regarding the Peninsular Dam
- E. Recommendation from the Parks and Recreation Commission to remove Commissioner Delois Wilson.
- F. **Budget Sessions**
May 7th - In conjunction with the regular scheduled meeting
May 16th
May 21st - In conjunction with the regular scheduled meeting

XVII. PUBLIC COMMENT (3 MINUTES)

XVIII. REMARKS FROM THE MAYOR

XIX. ADJOURNMENT

- A. Resolution No. 2019-087, adjourning the City Council meeting.



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[DNR Fisheries Recommendations Regarding Pen Dam](#)
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[Supporting Documents - Pdf](#)

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[2019-079 - Pdf](#)

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[2019-080 - Pdf](#)

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[2019-084 - Pdf](#)

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- E. Resolution No. 2019-085, approving the Employment Contract for Andrew Hellenga, Ypsilanti City Clerk
[2019-085 - Pdf](#)

- 382 - 391** F. Resolution No. 2019-086, directing the City Attorney and staff to continue negotiations to complete the sale of 30 Kramer and provide final documents for City Council approval.
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- 392 - 394** G. Resolution No. 2019-088, approving an amendment to City Manager McMullan's Contract
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[Memo](#)

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[Parks and Rec Commission Res No 2019-01](#)

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[2019-087 - Pdf](#)



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF NATURAL RESOURCES
LANSING



DANIEL EICHINGER
DIRECTOR

City of Ypsilanti
One South Huron St.
Ypsilanti, MI 48197

March 27, 2019

Dear Mayor Bashert and Ypsilanti City Council Members,

The Huron River watershed drains approximately 900 square miles in southeast Michigan. Its mainstem extends 136 miles from north-central Oakland County down to Lake Erie and is fragmented by 19 dams. The highest gradient stretch of river runs from Ann Arbor to Belleville and is now a series of nearly back-to-back impoundments formed by dams built between 1914 – 1932, of which Peninsular Dam is one.

Fisheries Division is highly supportive of the removal of Peninsular Dam on the Huron River given the increased connectivity and quality of fish habitat that would be provided. Dam removal would result in approximately 1.25 miles of impoundment returning to natural stream conditions and over 3 miles of connected river. The habitat in this stretch of the Huron is rare in the watershed and very valuable to a range of fish species and macroinvertebrates. Both DEQ and DNR surveys (see attachment for further details) have indicated fish and macroinvertebrate community health in this stretch of river is excellent and organisms would greatly benefit from an extension of this stretch of open river.

Peninsular Dam sits on one of the highest gradient (change in elevation) areas on the mainstem (Huron River Assessment, Chmielewski 1995). In the 1.25 miles from the dam upstream to end of the impoundment, the slope of the natural river bottom averages 10 feet/mile. This is much higher than the average gradient of the mainstem (2.95 feet/mile). River gradient has a strong influence on channel habitat. Higher gradient stretches have faster flows and a variety of habitats with pool-riffle sequences to support various life stages and functions of many species. Fish and other aquatic life are most diverse and productive in stretches of river with gradients at, or greater than, 10 feet/mile. Unfortunately, due to the topography of Michigan, these gradients are rare and are the most likely to have been dammed. In the Huron River, only 6 miles (4%) of the mainstem has this most desirable gradient of between 10 – 69.9 ft/mi and 2.4 miles of this are impounded and not available to fish as river habitat. Removal of Peninsular dam would return 52% of this to useable high gradient, diverse river habitat for aquatic organisms.

The river bottom in the Huron River between Peninsular dam and the start of Ford Lake is made up primarily of gravel and cobble, along with boulders. Based on the gradient and surveys done by Princeton Hydro, it is expected that once the river returns to its natural state, that this will be the dominant substrate type in formerly impounded area

as well. This would almost double the length of river that fish coming up from Ford Lake would have access to for spawning, as well as an important nursery area for juvenile fish. Ford Lake has the only self-sustaining population of walleye in inland waters of southeast Michigan because they can spawn in the small stretch of rocky, high velocity habitat just below Peninsular Dam. Ford Lake is a very popular fishing destination with high catch rates. Increasing the stretch of river available for spawning would be likely to increase the successful reproduction of walleye and other species such as smallmouth bass and white bass, benefitting anglers in both the Huron River and Ford Lake.

Based on sediment contamination results from the dam removal assessment and feasibility study and samples collected in 2013, there are no major concerns about detrimental impacts to the ecology of downstream systems. The major concern DNR would have would be sedimentation of habitat downstream of the dam by release of sediment when the dam is removed. This could be addressed as suggested by the planner, by removing the bulk of the sediment immediately upstream of the dam. If dam removal were to occur, DNR would work closely with the engineers and contractors to ensure sediment transport was handled properly.

Although this is on a relatively small scale compared to some dam removals, the habitat and gradient that would then be available to fish in this part of the Huron River is of much higher quality than in many dam removal situations. Removal of Peninsular Dam would also open the door to future increased connectivity in the Huron River with potential installation of fish ladders and/or other dam removals. Game fish species, such as smallmouth bass, walleye, and white bass would benefit greatly from the increased access to prime spawning habitat, nursery areas and likely cooler water temperatures that would result from Peninsular dam removal. This could increase opportunity for fishing at public areas along this stretch of river as well as in Ford Lake, which had the third highest open water fishing effort per acre in a survey of 20 lakes during 2000-2006. Given the increased open stretch and uncovered riffles, this would also likely be a very popular destination for paddle sport enthusiasts.

We hope this information on the fisheries benefits of Peninsular Dam removal is helpful as you make your decision. As the fisheries manager for inland waters in southeast Michigan, I would be willing to submit letters of support in grant applications for dam removal if that is the direction you choose. Please do not hesitate to contact me with any questions (thomass35@michigan.gov, 248-666-7443).

Sincerely,

Sara Thomas

Michigan DNR-Fisheries Division
Lake Erie Unit Manager
Waterford Fisheries Station

Attachment A: Summary of Recent DEQ and DNR surveys in Huron River below Peninsular dam and Ford Lake

1) Huron River, Heritage Park (downstream of Peninsular Dam) - August 2001

- Collected fish via electrofishing in a 1,200 foot segment
- Collected 4,242 fish and 26 species
- Dominant species collected indicative of good water quality
- Fish community on borderline between cool and warm water fish
 - Coolwater fish found include: smallmouth bass, greenside and rainbow darter, rock bass, logperch, white sucker
 - Warmwater fish found include: bluegill, largemouth bass, bullheads, bluntnose minnow
- Multiple species sensitive to sedimentation and pollution were present, a very positive sign (rainbow darter, stonecat, logperch, northern hogsucker).
- Abundance of smaller smallmouth bass indicates this stretch is an important nursery area

2) Ford Lake - DNR Fisheries survey, May 2006

- Collected fish via trap nets, seines and electrofishing
- Collected 3,236 fish and 28 species
- Panfish (primarily bluegill & black crappie) accounted for 67% of fish caught
- Large game fish accounted for 25% of fish by number caught
- Walleye captured had excellent growth, being 2.2 inches above the state average
- Numbers of yellow perch collected were good for a southeast Michigan lake
- Predators and desirable game fish such as channel catfish, walleye and bass are much more abundant compared to the 1970s-1990s and rough fish (common carp and sucker) are much less dominant

3) Ford Lake – DNR Angler survey, April 1 – October 31, 2006

- Both shore and boat anglers were interviewed 5 days a week (both weekend days, 3 weekdays)
- Estimated 12,272 angler hours of boat fishing effort, and 15,406 angler hours of shore fishing effort (over 9,000 angler trips)
- third highest open water fishing effort per acre in a survey of 20 lakes during 2000-2006
- Total estimated catch of over 30,000 fish
- Smallmouth bass catches are dramatically up from the last survey in 1974-1977. They accounted for only 4% of the catch in the 1970s but were 25% of catch in this 2006 survey.

- Top species caught were bluegill (14,755 fish), smallmouth bass (7,383 fish), walleye (2,634 fish), yellow perch (1,550 fish) and black crappie (1,232 fish)

4) Huron River, La Forge Road – DEQ Biological Survey, June and August 2012

- used MDEQ standard non-wadeable stream protocols to sample habitat and the macroinvertebrate community at 32 sites throughout the watershed
- One site was located at La Forge Road, directly downstream from Peninsular Dam.
- This stretch of the mainstem was rated as excellent for both the macroinvertebrate community and habitat and was the highest scoring of the 8 mainstem sites.
- There were 28 macroinvertebrate taxa collected, which was the second highest out of 29 stations sampled for these animals.
- Mayflies, stoneflies and caddisflies, which are all known for their high water quality requirements, contributed 33% of all individuals collected.



Peninsular Park Dam

Emergency Action Plan (EAP)

Presented by: Mark Saranen and Interim Fire Chief, Ken Hobbs

April 16, 2019

Peninsular Park Dam

Emergency Action Plan (EAP)

Purpose

Education

- Dam classification (high hazard)
- Staff awareness

Planning

- Emergency Planning
- Review

Training

- Revising
- Staff Re-training

Protect community

- Why: Flood awareness, property conservation and life preservation
- How: Dam Management
 - Impact
- When

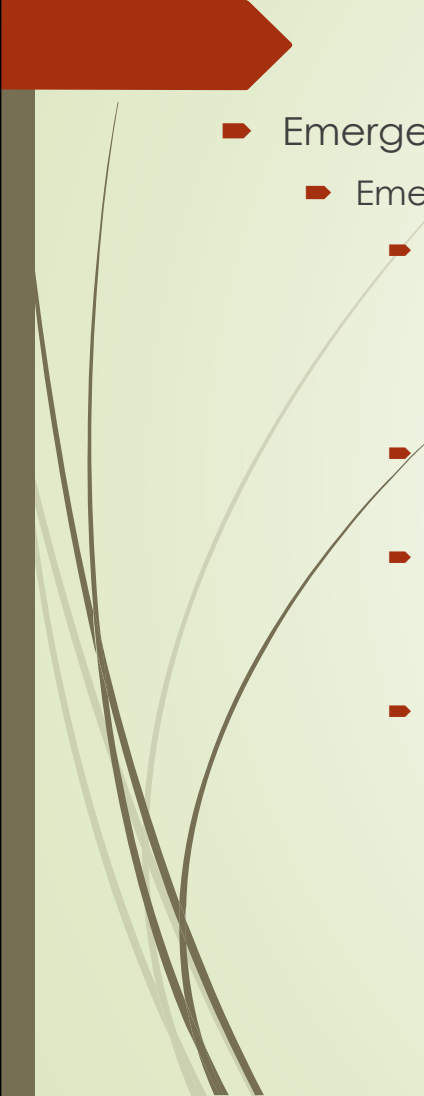
Promote Dam awareness

Responsibilities

- Develop, Maintain and Disseminate the EAP

Operations, Maintenance and Monitoring

Peninsular Park Dam

- 
- Emergency Action Plan
 - Emergency Planning
 - Detection
 - General Maintenance/Inspections
 - Bystander
 - Warning/Weather Alerts
 - Activation: Verify
 - Police and Fire
 - Impact: Flooding, By-Stander, Public Infrastructure
 - Level of impact
 - Conditions/Type of Emergency
 - Response
 - Confirmation
 - How and when to activate?
 - Time to implement
 - Where are resources needed?
 - Box alarm
 - Develop a Standard Operating Procedure (SOP)

EAP Response Process

➤ Event Detection

- High Flow Condition: Flooding is possible
- Non-Failure: new condition that would require an investigation
 - Seepage/leakage
- Potential Failure: condition that could lead to failure
 - More time is allowed for corrective measures but less than imminent
- Imminent Failure
 - Failure has occurred or is occurring, there is no plan for corrective measures

Peninsular Park Dam

- Emergency Action Plan cont'd
 - Emergency Planning
 - Close-out (Fire Department)
 - Incident has been resolved/stabilized.
 - Post incident analysis
 - Update plan
 - Training
 - Compliance
 - Regulated by the State of Michigan
 - Dam Safety Program

Peninsular Park Dam

Activation

- ▣ Fixed Dam - No operator
 - ▣ Witness (9-1-1)
 - ▣ Activate fire & emergency services

Box Alarm

BOX ALARM TYPE:

STRUCTURE FIRE

EFFECTIVE DATE:

2/8/2019

MABAS DIVISION:

Washtenaw - 3205

DEPARTMENT NAME

City of Ypsilanti

BOX ALARM #

81-02-A

LOCATION OR AREA:

Ypsilanti City wide

YPFD

LOCAL DISPATCH AREA:

Washtenaw Central

ALARM

LEVEL

ENGINES

TANKERS

AERIALS

RESCUES

EMS

CHIEFS

SPECIAL
EQUIPMENT

CHANGE OF
QUARTERS/COV

Station Response	Ypsilanti x2		Ypsilanti		HVA			
	Superior		Superior					
	Ypsilanti Twp #1							
	Ypsilanti Twp #3							
Box Alarm								

WASHTENAW COUNTY BOX:

ALARM

LEVEL

ENGINES

TANKERS

AERIALS

RESCUES

EMS

CHIEFS

SPECIAL
EQUIPMENT

CHANGE OF
QUARTERS/COV

2nd BOX Alarm	Ypsilanti Twp #4		Pittsfield #2		HVA Supervisor	Chief 2 phone call	HART	Ann Arbor Twp
	Pittsfield #1					Ann Arbor Battalion	Everbridge shift call	Engine w/ 4
	Ann Arbor City #4						back	personnel
3rd BOX Alarm	Ann Arbor Twp		Ann Arbor City #1					Saline, Engine
	Ann Arbor City #6							w/ 4 personnel
4th BOX Alarm	Saline		Pittsfield #3					Augusta, Engine
	Ann Arbor City #3							w/ 4 personnel
5th BOX Alarm	Augusta		Ann Arbor City #5					Northfield,
	Canton							Engine w/ 4
	Van Buren							personnel
6th BOX Alarm	Northfield		Ann Arbor Twp					
			MINIMUM OF 3					
			PERSONNEL					

STRUCTURE FIRE Hydrant area

MABAS

➤ PURPOSE:

- To provide a guideline for “out of division” MABAS responses.

➤ SCOPE:

- This procedure is to be followed by all members of the City of Ypsilanti Fire Department.

➤ PROCEDURE:

Deployment Types and Time frame:

- Scramble – Mobilize within 30 minutes and be deployed for up to 24 hours
- Standard – Mobilize within three hours and be deployed up to 72 hours
- EMAC – Mobilize within 24 hours and be deployed up to 14 days

Alarm Types:

The Washtenaw County MABAS Division can be deployed under three types of alarm.

- An Engine Strike Team: Five engines with four personnel, under the command of one Strike Team leader.
- Tanker/Tender Strike Team: Five tankers or tender with 2 personnel
- Fire Task Force: 3 engines plus 2 additional units either engines or aerials with 4 personnel.

The response structure for each type of alarm is detailed in the box cards.

MABAS

City of Ypsilanti Fire Department Commitments:

- Engine Strike Team: One engine with two YFD personnel and 2 YTFD personnel
 - Tanker Strike Team: NA
 - Fire Task Force: One engine with two YFD personnel and 2 YTFD personnel
- YTFD personnel shall bring their own SCBAs.

Response procedure depending on deployment type:

- Scramble: The OIC will send four on-duty personnel (2 YFD and 2 YTFD) with one engine to the POD (Point of Departure) which until further notice will be Meijer's at 3145 Ann Arbor/Saline Road. If necessary, a limited callback and Everbridge message will be sent out to maintain our minimum staffing.
- Standard: Dispatch will do an all call and Everbridge message. The OIC will coordinate with all available fire fighters as to who is available to respond.
- EMAC: Dispatch will do an all call and Everbridge message. The OIC will coordinate with all available fire fighters as to who is available to respond.

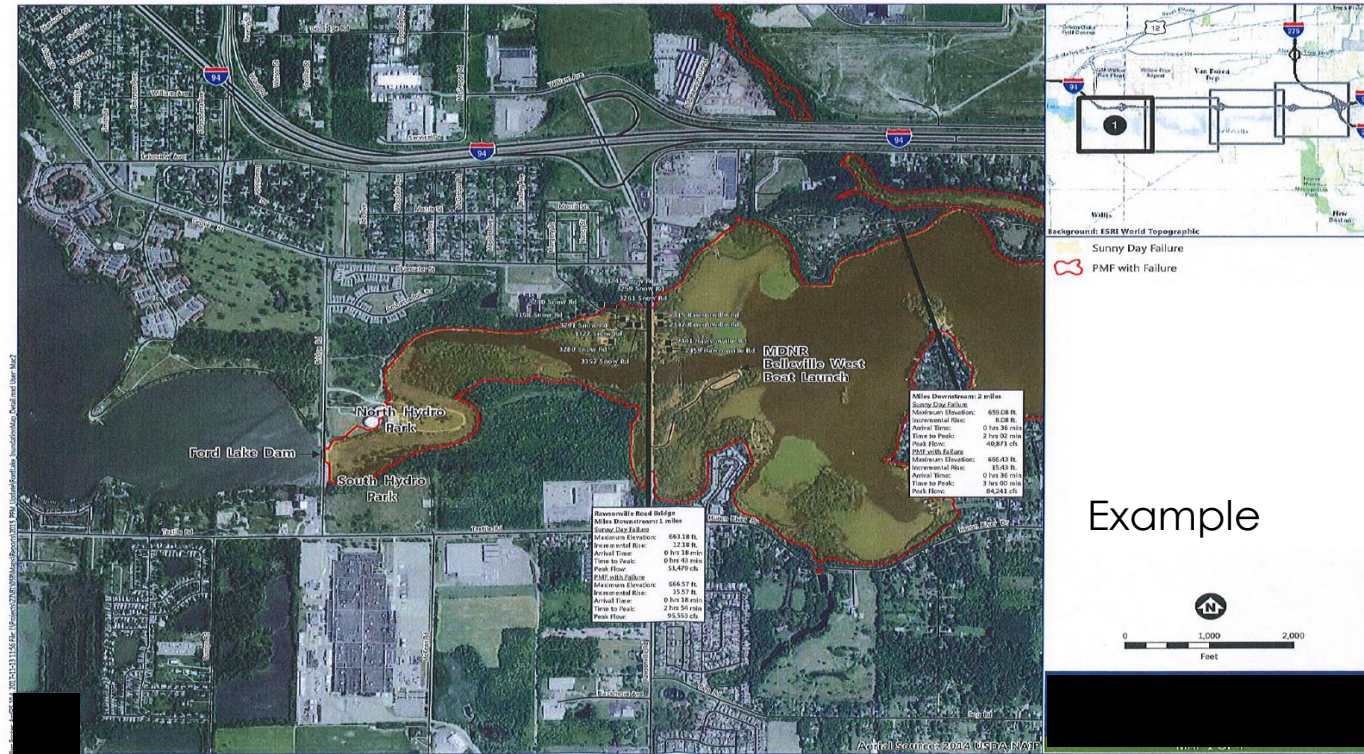
MABAS



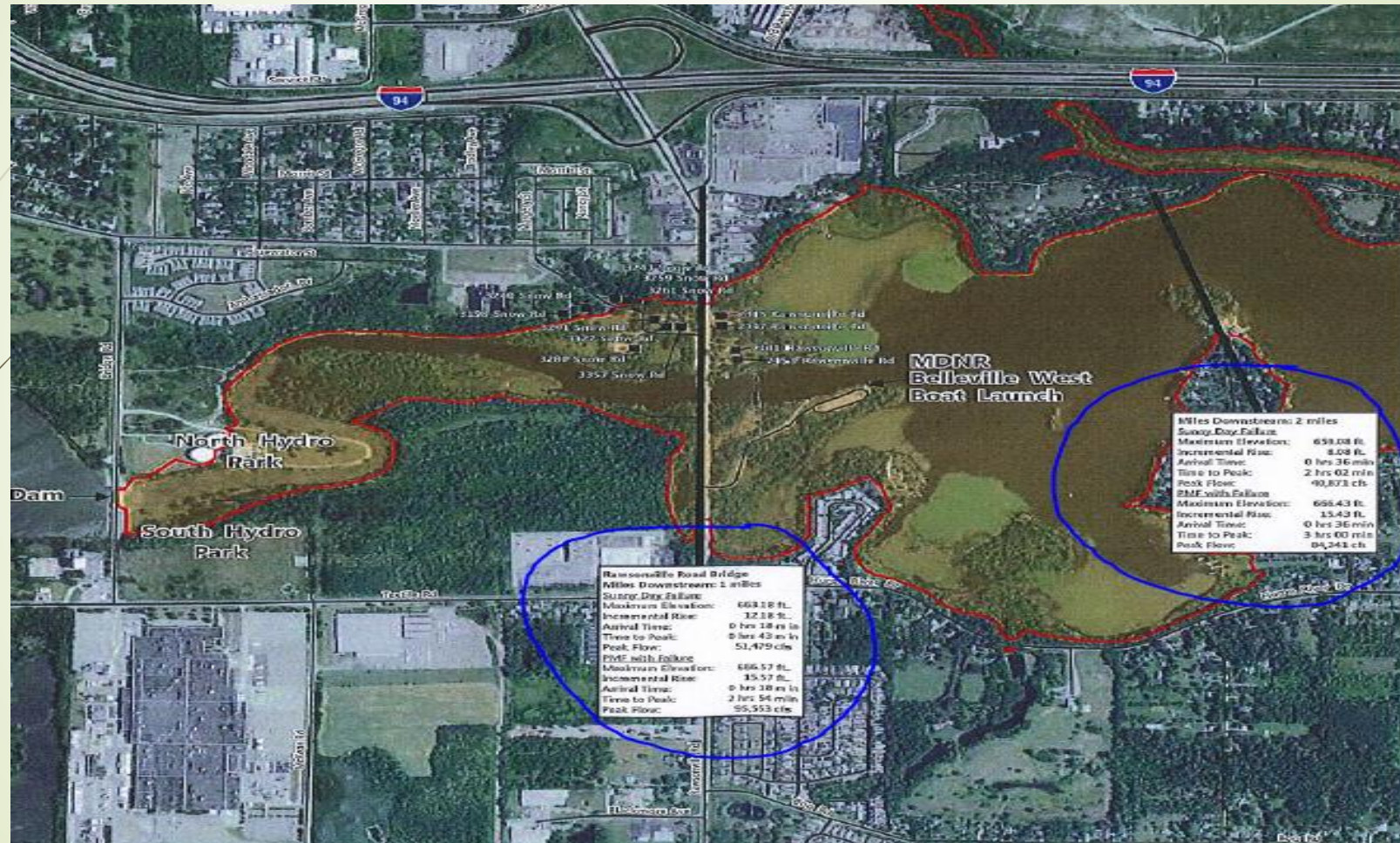
When a MABAS mobilization request is received and the responding personnel are identified, the OIC will do the following:

- 1) Have all responding personnel fill out an emergency contact form to be brought with them to the POD. For “standard” and “EMAC” deployment, responding personnel shall bring PPE and personnel items listed on attached forms and “go bag”.
- 2) Assure that all responding personnel have all of their proper PPE.
- 3) Assure that all responding personnel have their driver’s license and department identification.
- 4) Assure the responding unit fuel tank and cans are topped-off and document the mileage of vehicle on an “Inter Division Mileage log” form.
- 5) Advise the Fire Chief.

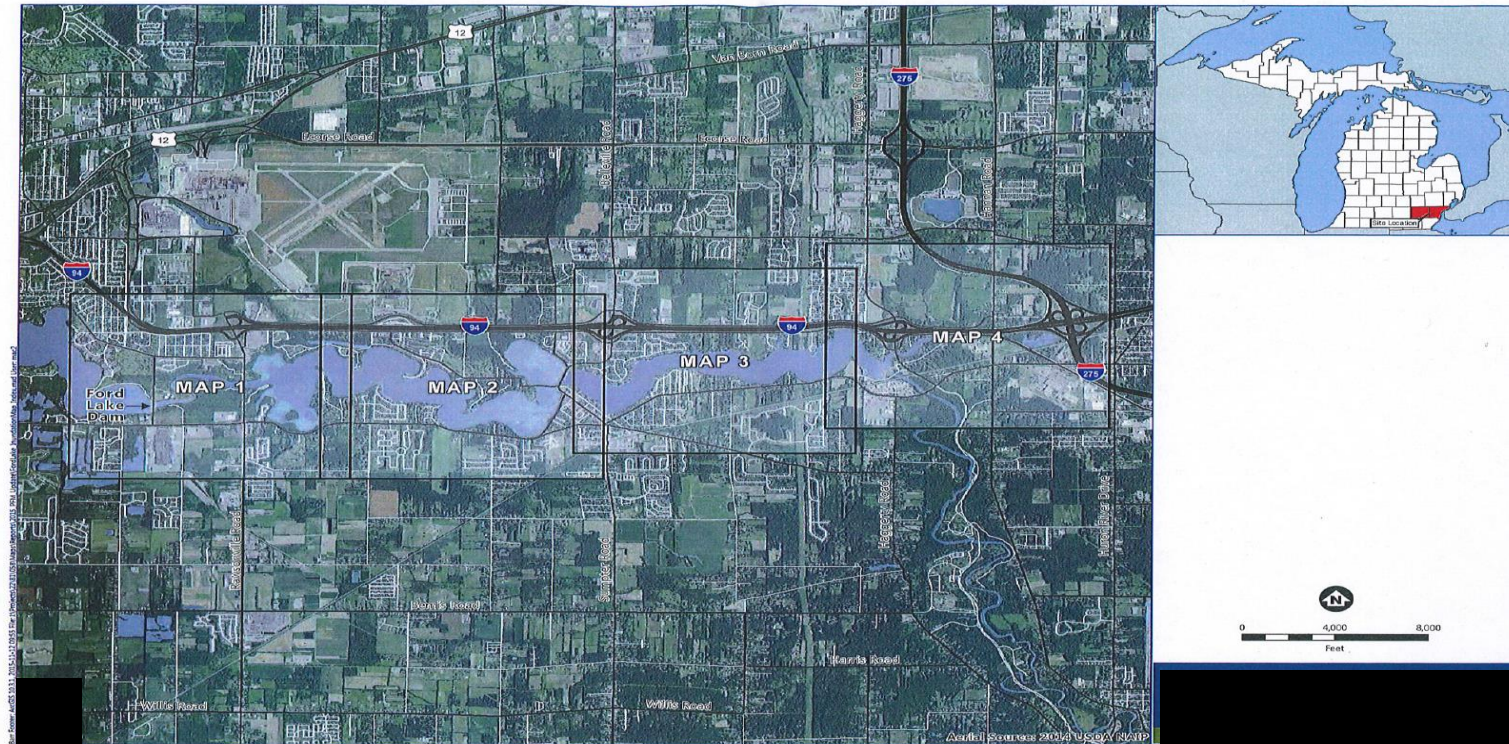
Ford Lake Dam Sample



(Sunny Day & Rainy Day Events)



Ford Lake Dam Sample cont'd





Questions?

October 15, 2016
Last updated April 3, 2019

EMERGENCY ACTION PLAN PENINSULAR PAPER DAM And FLOODING EVENTS

ID #: 500



City of Ypsilanti, Michigan 48197

Prepared by: *Chief Ken Hobbs*
City of Ypsilanti Fire Department

**Contains Critical Energy Infrastructure Information
Do Not Release**

Contents of the Plan

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1. Emergency Action Plan distribution submission and review
2. Introduction and description
 - a. Location
 - b. Hazard Classification
 - c. History
 - d. Description
3. Statement of Purpose
4. EAP Response Process
The Five Step EAP Process:
 - a. Step A: Event Detection
 - b. Step B: Emergency Level Determination
 - ◆ Sample Guidance for Determining Emergency Level
 - c. Step C: Notification and Communication
 - d. Step D: Expected Actions
 - e. Step E: Termination
5. Notification Flowchart
 - a. High flow condition
 - b. Non failure
 - c. Potential failure
 - d. Imminent failure
6. General Responsibilities under the Plan
 - a. Owner responsibilities
 - b. Dispatch centers
 - c. County sheriff
 - d. Local Fire Department
 - e. Local Police Department
 - f. Department of Public Work
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 - a. Surveillance and monitoring
 - b. Evaluation of detection and response time
 - c. Response during periods of darkness

- d. Site access
- e. Emergency supply information
- f. Training and exercise

Part II: Flooding Events

- A. Advanced Hydrologic Prediction Service website:
http://water.weather.gov/ahps2/hydrograph.php?wfo=dtx&prob_type=stage&gage=ANNM4
- B. Flood categories

Part III: Appendices

- A. Inundation Maps
- B. Training and Testing
- C. Photos
- D. Glossary

Part I: EAP Information

1. Emergency Action Plan distribution, submission and review:

An electronic copy of this plan will be disseminated to the following parties upon finalization and approval.

- a. Dam Owner, City of Ypsilanti
- b. Washtenaw County Emergency Operation Center
- c. Department of Natural Resource

2. Introduction and Description

a. Location:

Washtenaw County 1/8 mile upstream of LeForge Rd. Bridge Quad U28SC ¼ Sect 5 Town O3S Range O7E DEQ District 13

b. Hazard Classification:

High

c. History:

The Peninsular Paper Dam was originally constructed in 1867 to provide hydropower for paper manufacturing. The dam failed in 1918 and was rebuilt in 1920. The dam no longer operates and is not staffed. All electricity-generating equipment has been removed from the powerhouse. Located on the Huron River in Washtenaw County, the dam is owned and operated by the City of Ypsilanti. Upstream is the Superior Dam and downstream the Ford Lake Dam.

d. Description

The 250-foot long dam consists of a 232-foot long principal spillway, an 8-foot wide auxiliary spillway, and a 40-foot wide powerhouse, flanked by short earthen embankments at each end. The principal spillway structure consists of a single, ogee-crested concrete spillway bay at the right end of the structure. The auxiliary spillway consists of a single, 8-foot wide stoplog bay located between the principal spillway and the powerhouse structures. The auxiliary spillway currently contains 8-inch by 8-inch square stoplog timbers that allow for drawdown of the impoundment. It once held a radial tainter gate, which has since been removed.

The powerhouse consists of an abandoned brick and concrete superstructure that rests on a concrete foundation. All generating equipment has been removed, though flow can be observed passing through the structure. The powerhouse intake and outlet structures are submerged, and not visible from the surface.

The dam has a structure height of 21 feet, a hydraulic height of 19.7 feet, and maintains approximately 14 feet of head with 6.5 feet of freeboard, creating a 66-acre impoundment under normal flow conditions.

3. Statement of Purpose

This Emergency Action Plan (EAP) defines responsibilities and provides procedures designed to identify unusual and unlikely conditions which may endanger the Peninsular Paper Dam. The Plan is designed to notify the appropriate public officials of possible, impending, or actual dam failure in time to take remedial action. The EAP contains notification procedures to safeguard property and the lives of citizens living, working, schooling, and recreating along the Huron River in the event of a failure of the Peninsular Paper Dam.

4. EAP Response Process

The Five Step EAP Process:

a. Step A: Event Detection

After an unusual condition is detected, the condition should be confirmed and the condition shall be categorized into one of the established emergency level based on the severity of the initial condition or triggering events.

- **High Flow Condition:**
The high flow emergency level indicates that flooding is occurring or may occur on the Huron River, but there is no apparent threat to the integrity of the dam
- **Non-Failure**
- **Potential Failure**
Situation in which a failure may eventually occur. Pre-plan actions designed to avoid the failure are taken. The potential failure notification flow chart shall be enacted. Periodic updates are scheduled to assess the need of potential evacuation.
- **Imminent Failure**
Situation in which failure has occurred or is occurring or is about to occur. There is not time for delay. The imminent failure notification flow chart shall be enacted.

b. Step B: Emergency Level Determination

Guidance Table for Determining Emergency Level

Event	Situation	Emergency Level
Spillway Flow	Reservoir water surface elevation is at 735.0 feet or greater with no active erosion or spillway flows greater than 6,000 cfs.	High Flow Condition
	Spillway flow that could result in flood of people downstream if the reservoir level continues to rise.	Potential failure
	Reservoir water surface elevation is at 737.0 feet and continues to rise OR spillway flows greater than 17,000 cfs.	Imminent failure
Embankment Overtopping	Reservoir level is at 736.0 (2 feet below the top of the dam).	Potential failure
	Water from the reservoir is flowing over the top of the embankment.	Imminent failure
Seepage	New seepage areas in the embankment.	Non-failure
	New seepage areas with cloudy discharge or increasing flow rate.	Potential failure
	Seepage with increasing discharge and visual loss of material.	Imminent failure
Sinkholes	Observation of new sinkhole on embankment.	Potential failure
	Rapidly enlarging sinkhole	Imminent failure
Embankment Cracking	New cracks in the embankment without seepage	Non-failure
	Cracks in the embankment with seepage	Potential failure
Embankment Movement	Visual movement/slippage of the embankment slope	Non-failure
	Sudden or rapidly proceeding slides of the embankment slopes	Imminent failure
Instruments	Instrumentation readings beyond predetermined values	Non-failure
Earthquake	Measurable earthquake felt or reported	Non-failure
	Earthquake resulted in visible damage to the dam or appurtenances	Potential failure
	Earthquake resulted in uncontrolled release of water from the dam.	Imminent failure
Security Threat	Verified bomb threat that, if carried out, could result in damage to the dam	Potential failure
	Detonated bomb that has resulted in damage to the dam or appurtenances	Imminent failure
Sabotage/ Vandalism	Damage that could adversely impact the functioning of the dam	Non-failure
	Damage that has resulted in seepage flow	Potential failure
	Damage that has resulted in uncontrolled water release	Imminent failure

c. Step C: Notification and Communication

Notification of 9-1-1 falls primarily on the initial observer.

Readymade evacuation messages are in page ____ of this document. The Emergency Operation Center Officials will broadcast an emergency evacuation message via the radio emergency channel and local radio or TV stations

Contact list

Ford Lake Dam Operators	(734) 544-3691, 24/7 (734) 473-0031 <i>Mike Saranen</i> Home: (734) 461-9381 Cell: (734) 368-4169
Superior Rd. Dam	(734) 994-2840 (Treatment Plant) 24/7 <i>Brian Steglitz, Supervisor</i> Cell: (734) 845-0775
Washtenaw County Emergency Management	<i>David Halteman, Director</i> (734) 973-4734
MSP Jackson Post	(517) 780-4580
MSP HQ	(517) 332-2521
Ypsilanti Township Fire Department	(734) 544-4225
Angstrom Storage Facility	Security: (734) 756-1166
Facility Manager	(734) 756-0918
Department of Environmental Quality DEQ local contact	Business: (517) 284-6700 Emergency: (800) 292-4706 Luke Trumble 517-420-8923
Norfolk Southern Railway	(800) 453-2530

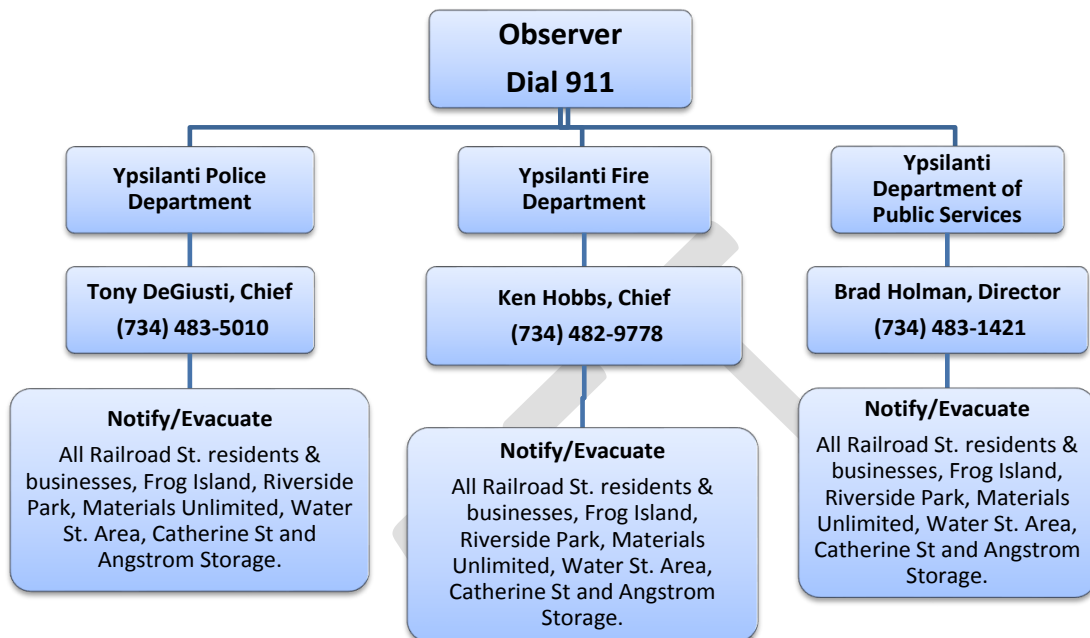
d. Step D: Expected Actions

The general area to be evacuated or alerted is between the Peninsular Dam and the Ford Lake location as identified by inundation maps. The specific list of areas and business to be evacuated is listed on page ____ of this document.

The evacuation shall be performed by local Police/Fire and Rescue personnel.

e. Step E: Termination

5. Notification and Flowchart



-
- a. High Flow Condition- Monitor water levels at multiple sites.
 - b. Non Failure
 - c. Potential Failure
 - d. Imminent Failure
 - Immediately upon confirmation of dam failure, authorities at the Ford Lake (Jyro) Dam shall be notified so they can make the proper water flow adjustments. Upstream dam authorities (Superior Rd.) shall also be notified immediately that a request to cease water flow is possible.
 - Should the dam fail, real danger would obviously occur below the dam resulting in a wall of water flowing through the City of Ypsilanti and entering Ford Lake. To prevent loss of life and property, people would have to be immediately notified with the areas of greatest danger being near the riverbank immediately below the dam, Depot Town, included but not limited to east Michigan Avenue and Angstrom storage facility. As the lay of the land rises sharply away from the river bottom, the flow of water would be contained and directed into Ford Lake which would raise the level of the lake and put tremendous pressure on the dam located at the south end of the lake. The dam has the ability to release water at controlled rate and would have to be immediately notified. Structural problems would be anticipated and may occur at the bridges that cross Forest

St., Cross St., Michigan Ave., Spring St., and I-94. Traffic should be diverted from crossing these bridges until proper authorities can make a determination about possible damages.

- Obviously Life safety is the first priority in any emergency action plan, therefore immediate notification and possibly evacuation of all residents and businesses in all potential flood areas is crucial. All City departments (Police, Fire and DPS) will immediately be dispatched to the following locations to initiate notification/evacuation procedures (starting at the dam).
 - Peninsular Apartments residents (evacuate)
 - All Railroad St. residents and businesses (notify)
 - Frog Island (evacuate)
 - Riverside Park (evacuate)
 - Materials Unlimited (notify)
 - All Water St. residents and businesses (no current residents or businesses)
 - Waterwork Park and lower Catherine St. (evacuate)
 - Chidester Apartments and Chidester St. residents and businesses (notify)
 - Angstrom Storage Facility (notify)

6. General Responsibilities under the Plan

Dam construction, inspection and repairs are regulated by the Michigan Department of Natural Resources and environmental protection Act 451 of 1994 PART 315.

- a. Owner responsibilities
 - Routine maintenance of the dam.
 - Routine surveillance of the dam.
 - Designating an EAP Coordinator
 - Identify the emergency condition.
 - Submit to the State of Michigan an inspection reports prepared by a licensed professional engineer that evaluate the condition of the dam. The inspection report shall be submitted not less than once every 3 years for high hazard potential dams.
- b. AP Coordinator
 - Make and distribute document revisions.
 - Establish training schedule, coordinate EAP exercises
 - Review, update and distribution of the EAP, as needed.
 - Establish procedures for notification of the department, public off-site authorities, and other agencies of the emergency actions to be taken prior to and following an impending or actual failure of a dam.

- c. Dispatch Centers (Metro dispatch and HVA dispatch)
 - Receive and retransmit calls to appropriate authority
 - Dispatch appropriate resource for emergency operation
- d. Local Fire Department
- e. Local Police Department
- f. Department of Public Work
- g. County Sheriff

7. Preparedness

- a. Surveillance and monitoring:

Emergency situations may occur as the result of failure or imminent danger of failure of the dam. Although overtopping of the spillway is a designed feature of the Peninsular Paper Dam, high flows during the late winter (ice) or early spring can result in tremendous pressure resulting in dam failure. It is imperative, therefore, that the water level above the dam, along with local weather conditions, be closely monitored during these periods.

The dam should be monitored after each high flow event and any changes in condition relating to the dam structure or seepage of the surrounding ground, noted. Areas of concern would include significant or increasing seepage through any portion of the earth embankment at either side of the dam or significant flows or water resulting in the impoundment level to rise more than 1.5 feet. Any structural failure of the dam itself to include sapling or cracking of the concrete.

- b. Evaluation of detection and response time
- c. Response during periods of darkness
- d. Site access
- e. Emergency supply information
- f. Training and exercise

Part II: Flooding Events

A. Advanced Hydrologic Prediction Service website:

http://water.weather.gov/ahps2/hydrograph.php?wfo=dtx&prob_type=stage&gage=ANNM4

B. Flood categories in feet:

Major Flood Stage:	18
Moderate Flood Stage:	17
Flood Stage:	16
Action Stage:	13.5

22.5 Water reaches main Michcon building.

22 Water reaches back building and parking lot of Michcon.

19.5 Canal St. floods by gage. Water reaches apartments on island drive.

18.3 The record flood of March 14, 1918 is reached

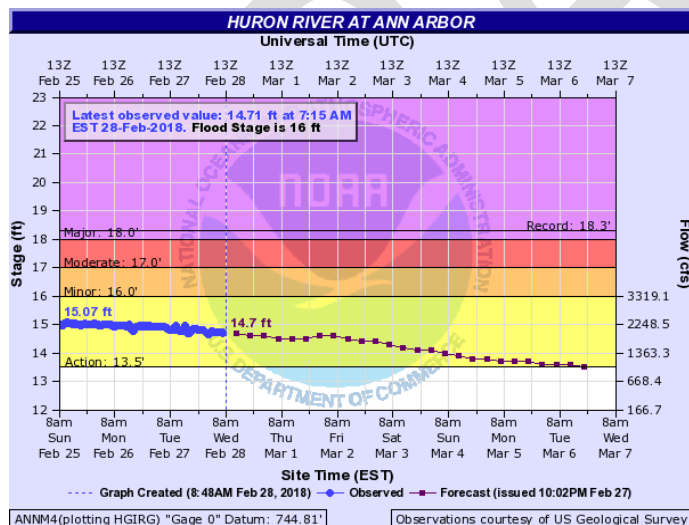
17 Water may begin to backup drain on Wall St. at Canal St. and also in parking lot of apartments at that intersection.

Parts of Canal St. floods. Water begins to flood island drive.

16 **Riverside park dirt parking lot floods.** Water may begin to Backup Street drains on island drive by Island Park.

15 Flooding begins at Island Park, **Riverside Park** and fuller recreation area.

Flooding forecast / historical hydrograph

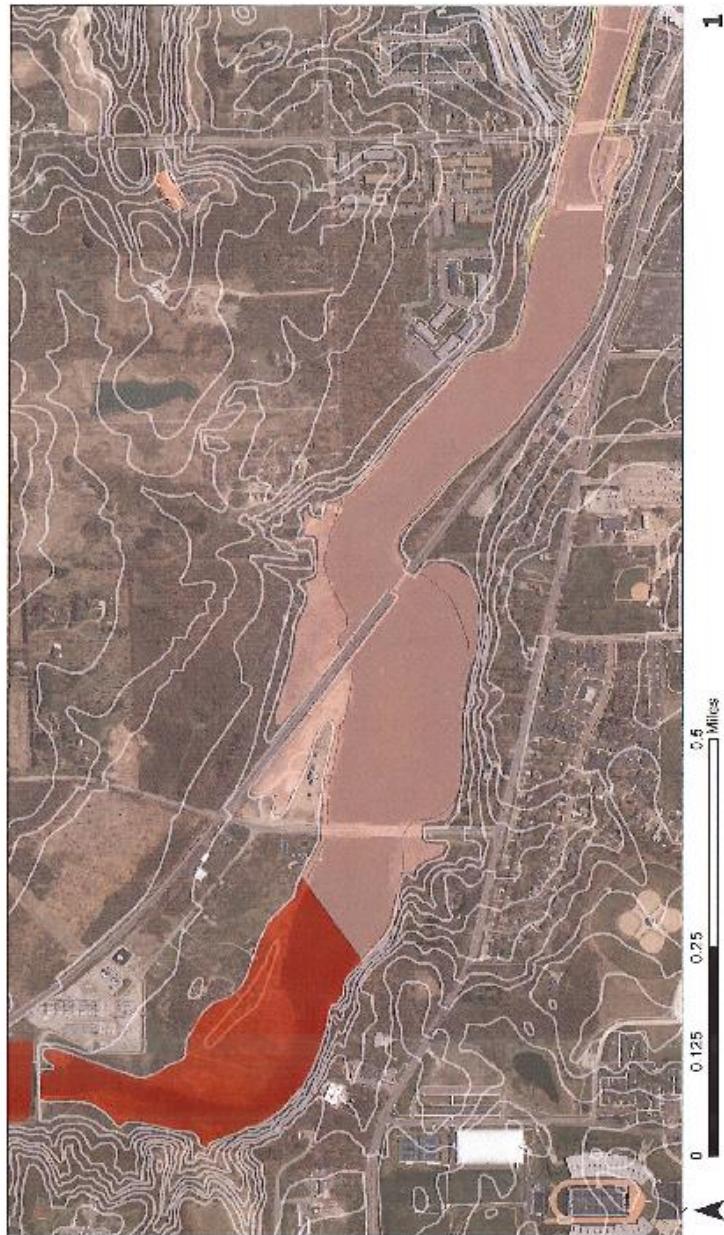


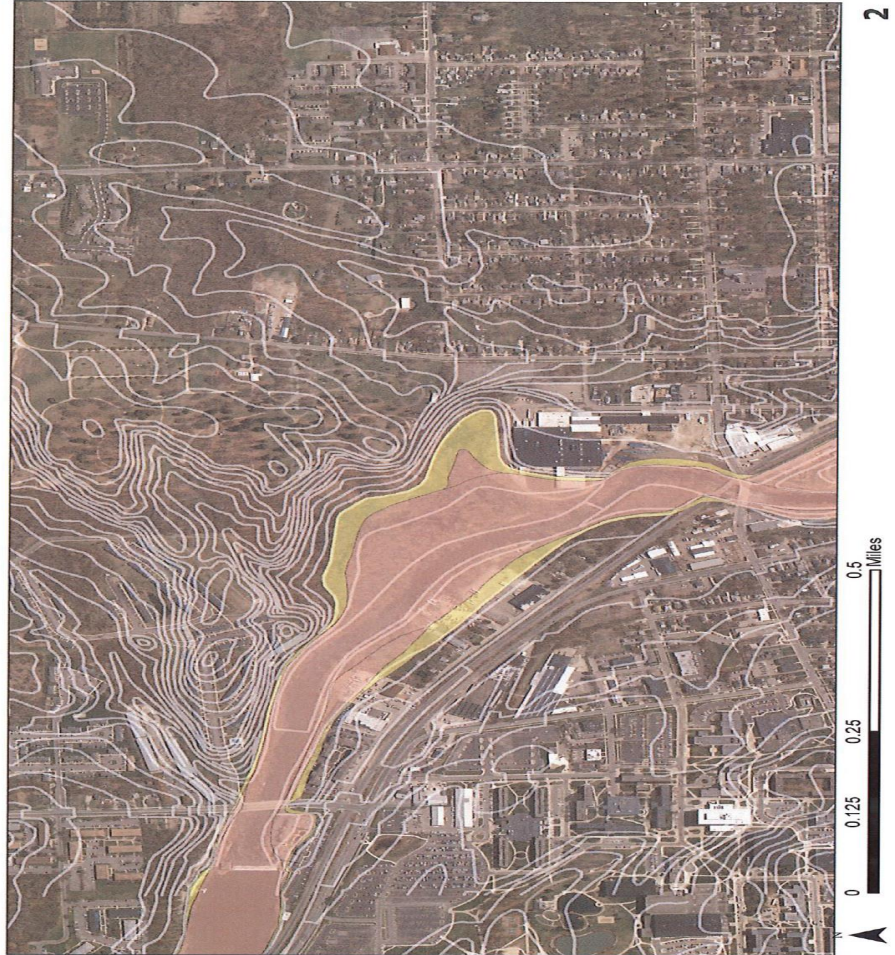
Part III: Appendices

- A. Inundation Maps
- B. Emergency Notification Messages
- C. Training and Testing
- D. Photos
- E. Glossary
- F. Emergency Action Plan Approval

DRAFT

A. Inundation Maps (from Superior Dam)

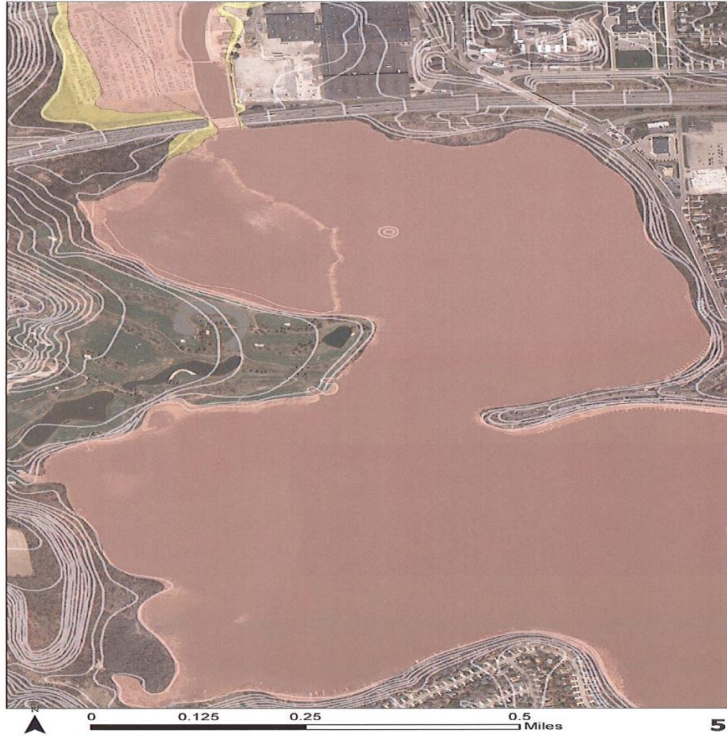




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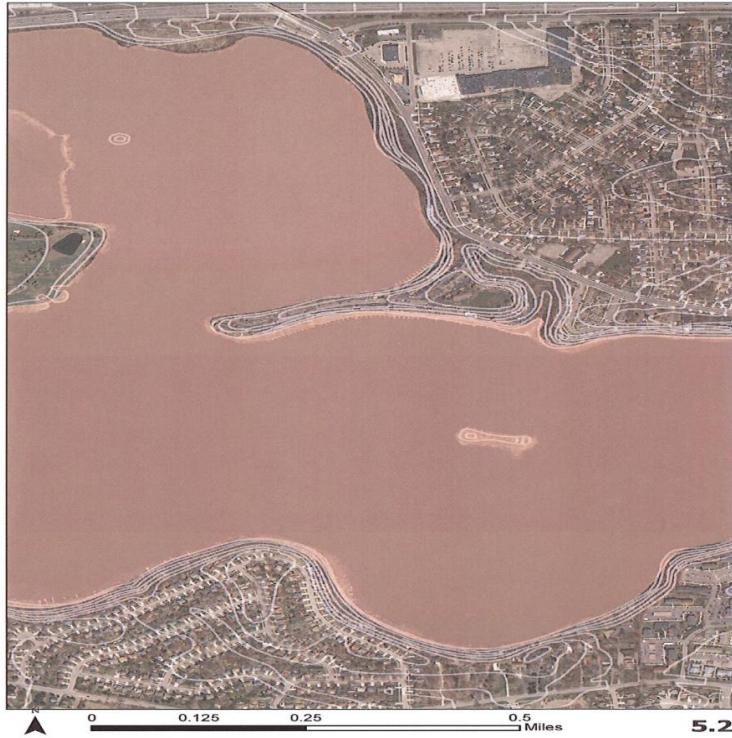


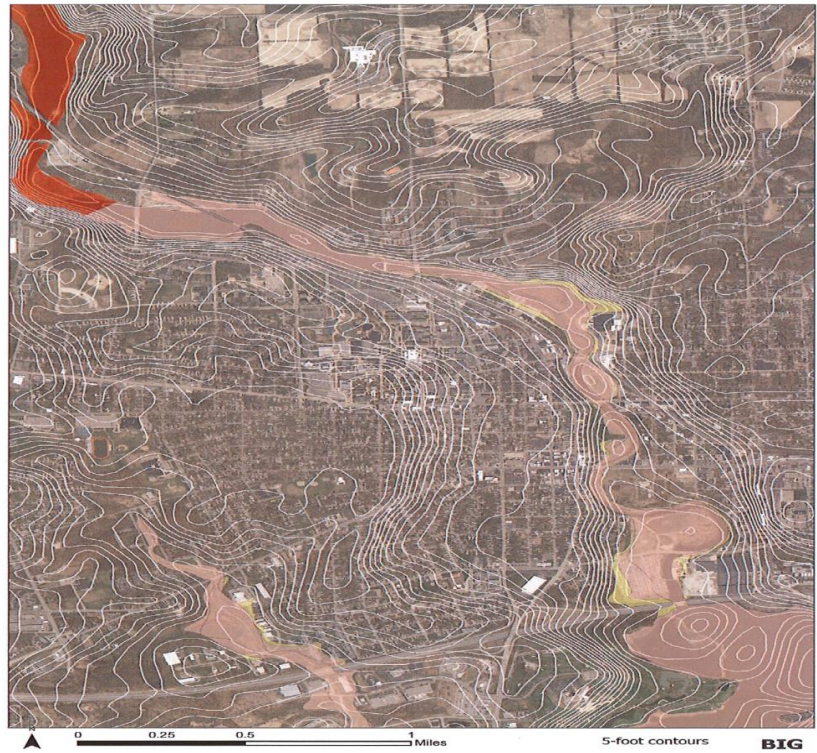






5.1





B. Emergency Notification Messages

Examples of Emergency Messages/Notifications

Potential Failure

This is _____ [your name and position]. We have an emergency condition at the Peninsular Paper Dam located west of Leforge Road in Ypsilanti. We have activated the Emergency Action Plan for this dam and are determining this to be a Potential Failure condition. We are implementing predetermined actions to respond to a rapidly developing situation that could result in dam failure. Please prepare to evacuate the area along low-lying portions of the Huron River. Reference the evacuation map in your copy of the Emergency Action Plan. We will advise you when the situation is resolved or if the situation gets worse. I can be contacted at the following number:

_____. If you cannot reach me, please call the following alternative number:
_____.

Imminent Failure

This is an emergency. This is _____ [your name and position]. The Peninsular Paper Dam located west of Leforge Road in Ypsilanti. Dam No MI 0050 is failing. The downstream area must be evacuated immediately. Repeat, <Insert Dam Name>, Dam No. <>, is failing; evacuate the area along low-lying portions of <Insert River>. We have activated the Emergency Action Plan for this dam and are determining this to be an Imminent Failure condition. Reference the evacuation map in your copy of the Emergency Action Plan. I can be contacted at the following number _____. If you cannot reach me, please call the following alternative number: _____. The next status report will be provided in approximately 30 minutes.

The following pre-scripted message may be used as a guide for emergency management authorities to communicate the status of the emergency with the public:

- Attention: This is an emergency message from the <CEO>. Listen carefully. Your life may depend on immediate action.
- <Insert Dam Name>, Dam No. <>, <Dam Location> is failing. Repeat. <Insert Dam Name>, Dam No. <>, <Dam Location> is failing.
- If you are in or near this area, proceed immediately to high ground away from the valley. Do not travel on <Impacted roads> or return to your home to recover your possessions. You cannot outrun or drive away from the flood wave. Proceed immediately to high ground.
- Repeat message.

D. Photos







E. Glossary

ABUTMENT - That part of the valley side against which the dam is constructed. The left and right abutments of dams are defined with the observer looking downstream from the dam.

BREACH - An opening through the dam that allows draining of the reservoir. A controlled breach is an intentionally constructed opening. An uncontrolled breach is an unintended failure of the dam.

DAM FAILURE - The uncontrolled release of a dam's impounded water.

DAM OPERATOR - The person or persons, including any individual, firm, partnership, association, syndicate, company, trust, corporation, municipality, agency, political or administrative subdivision of the state or any legal entity of any kind having authority to operate or maintain a dam.

DRAIN, TOE OR FOUNDATION OR BLANKET - A water collection system of sand and gravel and typically pipes along the downstream portion of the dam to collect seepage and convey it to a safe outlet.

DRAINAGE AREA (watershed) - The geographic area on which rainfall flows into the reservoir.

DRAWDOWN - The lowering or releasing of the water level in a reservoir over time or the volume lowered or released over a particular period of time.

EMBANKMENT - The fill material, including but not limited to rock or earth, placed to provide permanent barrier that impounds water.

EMERGENCY - A condition that develops unexpectedly, endangers the structural integrity of the dam and of downstream human life and property, and requires immediate action.

EMERGENCY ACTION PLAN (EAP) - A formal document identifying potential emergency conditions that may occur at the dam and specifying preplanned actions to minimize potential failure of the dam or minimize failure consequences including loss of life, property damage, and environmental impacts.

EAP EXERCISE - Activity designed to promote prevention, preparedness, and response to incidents and emergencies, and may also be extended to include recovery operations. The exercise also demonstrates the EAP's effectiveness in an actual situation and demonstrates the readiness levels of key personnel. Periodic exercises result in an improved EAP because lessons learned are incorporated into the updated EAP document. Exercises consist of testing and performing the duties, tasks, or operations identified and defined within the EAP through a simulated event.

EVACUATION MAP - A map showing the geographic area downstream of a dam that should be evacuated if it is threatened to be flooded by a breach of the dam or other large discharge.

FILTER - Those layers of sand and gravel in a drain that allow seepage through an embankment to discharge into the drain without eroding the embankment soil.

FLOOD ROUTING - Process of determining progressively, over time, the amplitude of a flood wave as it moves past a dam or downstream to successive points along a river or stream.

HAZARD CLASSIFICATION - A rating for a dam that relates to the probable consequences of failure or miss-operation of the dam.

INUNDATION MAP - Map delineating areas that would be flooded as a result of a dam failure.

PIPING - The progressive development of internal erosion by seepage through the dam. Piping appears downstream as a hole or a discharging flow of water that includes soil particles from the dam embankment or foundations.

PROBABLE MAXIMUM PRECIPITATION (PMP) OR FLOOD (PMF) - The theoretically greatest precipitation or resulting flood that is meteorologically feasible for a given duration over a specific drainage area at a particular geographical location.

QUALIFIED ENGINEER – A professional engineer fully registered in the State of Rhode Island, who is experienced with dam inspection, design, construction and repair.

RESERVOIR - The body of water that is impounded or diverted by a dam.

RISK - A measure of the likelihood and severity of an adverse consequence.

SEEPAGE - The natural movement of water through the embankment, foundation, or abutments of the dam.

SLIDE - The movement of a mass of earth down a slope on the embankment or abutment of the dam.

SPILLWAY (primary, auxiliary or emergency) - A structure, a low area in natural grade or any part of the dam which has been designed or relied upon to allow normal flow or major flood flow to pass over or through while being discharged from a reservoir.

SPILLWAY CAPACITY - The maximum discharge the spillway can safely convey with the reservoir at the maximum design elevation.

SPILLWAY CREST - The lowest level at which reservoir water can flow into the spillway.

SLOUGHING - To be cast off or shed; come off or separate.

SLUMPING - To fall or sink heavily or settle, as into mud or slush.

STOPLOG - hydraulic engineering control element that are used in floodgates to adjust the water level or flow rate in a river, canal, or reservoir.

TAILWATER - The water immediately downstream from a dam. The water surface elevation varies due to fluctuations in the outflow from the structures of a dam and due to downstream influences of other dams or structures of a dam and due to downstream influences of other dams or structures. Tailwater monitoring is an important consideration because a failure of a dam will cause a rapid rise in the level of the tailwater.

TAINTER GATE, SLIDE OR SLUICE, OR REGULATING - An operable, watertight valve to manage the discharge of water from the dam.

TOE OF DAM - The junction of the upstream or downstream face of an embankment with the ground surface.

TOP OF DAM (crest of dam) - The elevation of the uppermost surface of an embankment.

DRAFT



REQUEST FOR LEGISLATION

TO: Mayor and City Council
FROM: Bonnie Wessler
DATE: April 16, 2019
SUBJECT: Application for Conditional Rezoning: 9 Casler

DESCRIPTION:

Application for Conditional Rezoning: 9 Casler

SUMMARY:

The property is currently zoned CN-Mid, as are the other properties fronting onto Casler. The property owner is applying to have the parcel rezoned to Core Neighborhood, and is offering to place a deed restriction on the property preventing its future use as apartments. This process is called Conditional Rezoning (see ordinance §122-362(c)). 9 Casler is currently approved for use as a single-family home. The applicant is currently operating a supportive housing program at this location; the proposed rezoning would allow the applicant to apply for a special use permit to operate legally, as well as open the potential use of the site to future uses that are permissible in the CN district (see pages 6-7 of the December staff report).

During Planning Commission deliberation of the initial rezoning application in December, the applicants freely offered to restrict the future use of the property such that it could not be used as apartments. Planning Commission tabled the application at the time to allow for proper review with the conditions taken into account, and took the matter up again in March.

The Planning Commission recommended that the City Council deny the rezoning (4:3:1) at their regular March meeting, with the following findings:

1. The rezoning would not be consistent with the policies, guiding values, and future land use map. Rezoning only this parcel would be inconsistent with the surrounding neighborhood.
2. This site is adjacent to steep slopes near a natural spring. Any new construction or expansion would be challenging.
3. The intensity of the proposed zoning district does not match the neighborhood on Casler and Bell.
4. The rezoning is not consistent with the neighborhood on Casler and Bell.

5. The rezoning is not consistent with the trend of development.
Staff likewise recommends denial.

RECOMMENDED ACTION: Denial

ATTACHMENTS:

Resolution, March Staff Memo & Supporting Documents, Abridged March 2019 Draft
Planning Commission Minutes

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____



Resolution No. 2019-076
April 16, 2019

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, the City has an interest in protecting the health, safety, and welfare of the community; and

WHEREAS, the City has an adopted Master Plan that reflects the policy goals of the City; and

WHEREAS, the Planning Commission is in receipt of an application for Conditional Rezoning of 9 Casler from CN-Mid to CN, with the condition that it not be used as a multiple dwelling; and

WHEREAS, the rezoning would not be consistent with the policies, guiding values, and future land use map of the Master Plan;

WHEREAS, the intensity of the proposed zoning district does not match the neighborhood on Casler and Bell;

WHEREAS, the rezoning is not consistent with the trend of development;

WHEREAS, the Planning Commission has recommended the City Council deny the application;

NOW THEREFORE BE IT RESOLVED THAT the Ypsilanti City Council deny the application to rezone 9 Casler.

OFFERED BY: _____

SECONDED BY: _____

YES: NO: ABSENT: VOTE:

This resolution is adopted by the Council of the City of Ypsilanti and approved by the Mayor this 16 day of April 2019

#Resolution No. 2019-076



City of Ypsilanti

Community & Economic Development Department

Memo

To: Planning Commission
From: Bonnie Wessler, City Planner
Date: 14 March 2019
Subject: 9 Casler, Conditional Rezoning

Our ordinance provides for a type of rezoning, referred to as a conditional rezoning. In this type of rezoning, the applicant freely and unprompted offers conditions upon the rezoning. These conditions can include use restrictions, or non-use conditions (build a wall, add landscaping, etc) that go beyond what would otherwise be required for normal development- that is, someone would not likely be successful with an application wherein they simply offered to do what would otherwise be required. Ordinance section 122-362(c) also provides additional standards for conditional rezonings.

During Planning Commission deliberation of the initial rezoning application, the applicants freely offered to restrict the future use of the property such that it could not be used as apartments. Planning Commission tabled the application, so that staff and legal counsel could review the conditions offered, and that the applicant could prepare the proper forms. Staff's review is below. Staff's original review, as well as additional information from the applicant, from other departments, and the applicant's formal offer of conditions, is appended.

STANDARDS FOR AMENDMENTS

§122-362(c)

(c) Conditional Zoning Map Amendment. For a change in the Zoning Map with voluntary conditions, the Planning Commission shall consider and the City Council may consider, whether the proposed rezoning and voluntary conditions meet the following conditions:

(1) The voluntary conditions are first offered and heard at a public meeting.

These conditions were first offered at the December 2018 regular Planning Commission meeting.

(2) The rezoning and voluntary conditions are consistent with the policies, guiding values and City Framework (Future Land Use Map) of the Master Plan, including any subarea or corridor studies. If conditions have changed since the current Master Plan was adopted, the consistency with recent development trends in the area.

The rezoning would not be consistent with the policies, guiding values, and future land use map. Rezoning only this parcel would be inconsistent with the surrounding neighborhood. The restriction from apartments ("dwelling, multifamily") restricts not only a use that is permitted in the CN district, but also restricts a use that is permitted- albeit to a lesser extent- in the current CN-Mid district.

- (3) *The rezoning and voluntary conditions are consistent with the description and purpose of the district of the property.*

The voluntary conditions limit one of the primary distinctions between CN and CN-Mid- multifamily housing. In the CN-Mid district, properties may have up to two units per building by right, and four with a special use permit. In the CN district, properties may have up to four units per building by right, and more than that with a special use permit. The proposed conditions would prohibit these uses, but not limit the other additional commercial uses that might be possible with a CN zoning designation.

- (4) *The rezoning and voluntary conditions sustain the site's physical, geological, hydrological and other environmental features with the potential uses allowed in the proposed zoning district.*

The site is adjacent to a steep slope and near a natural spring; any construction (new or addition/expansion) would have to be carefully reviewed and managed.

- (5) *The property proposed to be re-zoned can accommodate the requirements of the proposed zoning district and voluntary conditions.*

The property would be unlikely to be particularly successful as a carry-out &/or delivery restaurant or a café or coffee shop, largely due to its location and the challenging flow of traffic through the area.

- (6) *All the potential uses and building types allowed in the proposed zoning district under the voluntary conditions are compatible with surrounding uses, buildings, and zoning in terms of land suitability, impacts on the environment, impacts on the transportation network, density, nature of use, aesthetics, infrastructure and potential influence on property values.*

The intensity of the proposed zoning district does not match the neighborhood on Casler and Bell. The CN district provides for a wider array of commercial uses via Special Use Permit.

- (7) *The capacity of City infrastructure and services are sufficient to accommodate the uses permitted in the requested district under the voluntary conditions without compromising the health, safety, sustainability and welfare of the City.*

City capacity is sufficient.

- (8) *The rezoning and voluntary conditions will not be detrimental to the financial stability and economic welfare of the City.*

It will not be detrimental.

- (9) *The rezoning and voluntary conditions will not negatively impact the condition of any nearby parcels considering existing vacancy rates, current per-square-foot lease or sale rates, and other impacts.*

Neighbors have expressed dissatisfaction with the property's current- and proposed- use as a group residence/supportive housing, citing increased traffic and poor management.

- (10) *The rezoning and voluntary conditions are consistent with the trend of development in the neighborhood or surrounding area.*

The rezoning is not consistent with the neighborhood on Casler and Bell.

- (11) *The voluntary conditions bear a reasonable and rational relationship to the property for which rezoning is requested.*

They do.

- (12) *The voluntary conditions shall run with the land, and may only be removed or changed through another act of rezoning.*

This can be noted explicitly in the agreement.

ATT: BONNIE
WESSLER
(3) PAGES

AFFIDAVIT BY OWNER AND STATEMENT OF CONDITIONS

The Affiant, Kirk Winnega, being duly sworn states as follows:

1. Affiant is a single man residing at 2549 Hounds Chase Troy, MI [REDACTED], and is the individual Owner of real property commonly known as 9 Casler Street, Ypsilanti Michigan 48197-5501, more legally described as:
Commencing at the South line on Lot 7, A, Larzelere's Addition to the Village (now City) of Ypsilanti, as recorded in Liber N of Deeds, Page 194, Washtenaw County Records, two chains, sixteen links South 45 degrees East of the Southwest corner of Lot 7; thence North 47 ½ degrees East, 70 links; thence North 86 ½ degrees East 1 chain, 74 links to the West side of an alley; thence along the West side of said alley South 9 degrees West 1 chain; thence South 79 degrees West to the North side of a street, 1 chain, 45 links; thence North 45 degrees West along the North line of said street 1 chain to the Point of Beginning.
Tax ID # [REDACTED]
(hereafter the "Subject Property").
2. All references contained herein to the City of Ypsilanti Zoning Ordinances, Chapter 122, shall be in reference to the ordinances approved by City Council on December 16, 2014 and last updated on April 20, 2017 and shall be referred to as "YZO Section ____."
3. Affiant is making this Affidavit to give notice that the Subject Property shall be subject to certain conditions and restrictions as contained herein and in connection with a rezoning application submitted by Affiant as attached as Exhibit A to use the Subject Property as "Supportive Housing" defined in YCO Section 122-548.
4. The Subject Property is currently zoned Core Neighborhood-Mid (CN-Mid) as defined by the YZO Section 122-400, 122-401 and 122-435 et seq. This Affiant has submitted a rezoning application to request the Subject Property be rezoned to Core Neighborhood (CN).
5. This Affidavit by Owner and Statement of Conditions and any restrictions or conditions contained herein shall only become effective upon approval of the Affiant's rezoning application to zone the Subject Property to Core Neighborhood (CN) and may only be recorded upon a certification of the minutes approving the rezoning application by Affiant attached as Exhibit A.
6. Upon recording, this Affidavit shall serve as an agreement of affiant to be bound by the Statement of Conditions regarding the Subject Property and such conditions shall be valid restrictions on and run with the land and be binding upon affiant, his heirs, successors and assigns and all subsequent owners, purchasers, and anyone with an interest in the Subject Property subject to the conditions stated below.
7. Affiant agrees and warrants that Affiant is the individual sole owner of the Subject Property and that Affiant has voluntarily offered and consented to the following restriction for use of the Subject Property as inducement to approve the rezoning application attached as Exhibit A: the Subject Property shall not be used as a building provided, leased or rented to individuals, families or groups for unassisted living space, or as an "Apartment-Building Dwelling, Multi-family" so long as the Subject Property remains zoned CN and so long as "Apartment-Building Dwelling, Multi-family" is defined

by YZO Section 122-473-203 as “a building designed for and occupied by three or more families living independently with separate housekeeping, cooking, and bathroom facilities for each Apartment Buildings are generally multiple-story multi-family residential buildings, located on lots that may be as large as a city block and can accommodate two or more buildings and accessory parking, waste disposal and outdoor living areas.”

8. This restriction shall not preclude Affiant and/or any subsequent owner from using the Subject Property in full compliance with all state laws and city ordinances for any other use that is permitted by the zoning or applicable to the Subject Property, including but not limited to “Supportive Housing” as defined by YZO Section 122-548203 as: “facility that provides housing for twenty-four (24) hours per day and supportive services designed to assist residents with improving daily living skills, securing employment, rehabilitation, or obtaining permanent, independent housing. Supportive housing is not intended for short-term, emergency housing and care, but rather longer periods ranging from a few months to a few years. Supportive housing is distinguished from a hospital or other health care environment, and facilities regulated by the State of Michigan as State licensed residential facilities. This definition shall not include fraternities, sororities, dormitories, adult foster care facilities, group homes, nursing homes, substance abuse treatment facilities, emergency shelters, individuals utilizing tenant-based or homeownership-based voucher funding through the U.S. Department of Housing and Urban Development, community correctional facilities, and housing for the rehabilitation of former occupants of correctional facilities.”

9. Affiant agrees to obey the YZO and the conditions set out above and is on notice of and is familiar with YZO Section 122-375 that provides: Division 6: Violations and Penalties. Sec. 122-375. Violations and Penalties. (a) Public nuisance. Any building or structure which is erected, altered, converted, or used, or any use of premises or land which is begun or changed subsequent to the passage of this chapter and in violation of any of the provisions of this chapter is hereby declared to be a public nuisance per se, and may be abated by order of the City Council, subject to appeal to any court of competent jurisdiction. (b) Blight Violation. A person who violates any provision of this chapter is responsible for a blight violation, subject to payment of a civil fine and costs as set forth in section 71-73. Repeat offenses under this chapter shall be subject to increased fines and costs as set forth in section 71-73. A person who violates this chapter is also subject to enforcement by the procedures, costs, and penalties set forth in Section 1-15 of the Ypsilanti City Code for blight violations. (c) Owner responsibility. The owner of any building, structure or premises or part thereof, where any condition in violation of this chapter shall exist or shall be created, and who has assisted knowingly in the commission of such violation, shall be guilty of a separate offense and upon conviction thereof shall be liable for the fines provided in this chapter. (d) Each day separate offense. Each and every day during which a violation of this chapter shall exist shall constitute a separate offense. (e) Rights and remedies are cumulative. The rights and remedies provided in this chapter are cumulative and are in addition to any other remedies provided by law. (f) Rights and remedies preserved, no waiver. Any failure or omission to enforce the provisions of this chapter, and any failure or omission to prosecute any violations of this chapter, shall not constitute a waiver of any rights and remedies provided by this chapter or by law, and shall not constitute a waiver of or prevent any further prosecution of violations of this chapter.

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10. Dated:

3-14-19

By:

Kirk Winnega

STATE OF MICHIGAN
COUNTY OF WASHTENAW)

Subscribed and sworn to before me a Notary Public, by Kirk Winnega, known personally to me, who affirmed that he has read the above affidavit and the same is true of his own knowledge and he signed this affidavit freely of his own will and accord, this ____ day of _____, 2019.

Notary Public,
Washtenaw County, Michigan
Acting in Washtenaw County, Michigan
My commission expires _____

AFFIDAVIT BY OWNER AND STATEMENT OF CONDITIONS

The Affiant, Kirk Winnega, being duly sworn states as follows:

1. Affiant is a single man residing at _____, and is the individual Owner of real property commonly known as 9 Casler Street, Ypsilanti Michigan 48197-5501, more legally described as:

Commencing at the South line on Lot 7, A, Larzelere's Addition to the Village (now City) of Ypsilanti, as recorded in Liber N of Deeds, Page 194, Washtenaw County Records, two chains, sixteen links South 45 degrees East of the Southwest corner of Lot 7; thence North 47 ½ degrees East, 70 links; thence North 86 ½ degrees East 1 chain, 74 links to the West side of an alley; thence along the West side of said alley South 9 degrees West 1 chain; thence South 79 degrees West to the North side of a street, 1 chain, 45 links; thence North 45 degrees West along the North line of said street 1 chain to the Point of Beginning.

Tax ID #11-11-39-403-001

(hereafter the "Subject Property").

2. All references contained herein to the City of Ypsilanti Zoning Ordinances, Chapter 122, shall be in reference to the ordinances approved by City Council on December 16, 2014 and last updated on April 20, 2017 and shall be referred to as "YZO Section ____."
3. Affiant is making this Affidavit to give notice that the Subject Property shall be subject to certain conditions and restrictions as contained herein and in connection with a rezoning application submitted by Affiant as attached as Exhibit A to use the Subject Property as "Supportive Housing" defined in YCO Section 122-548.
4. The Subject Property is currently zoned Core Neighborhood-Mid (CN-Mid) as defined by the YZO Section 122-400, 122-401 and 122-435 et seq. This Affiant has submitted a rezoning application to request the Subject Property be rezoned to Core Neighborhood (CN).
5. This Affidavit by Owner and Statement of Conditions and any restrictions or conditions contained herein shall only become effective upon approval of the Affiant's rezoning application to zone the Subject Property to Core Neighborhood (CN) and may only be recorded upon a certification of the minutes approving the rezoning application by Affiant attached as Exhibit A.
6. Upon recording, this Affidavit shall serve as an agreement of affiant to be bound by the Statement of Conditions regarding the Subject Property and such conditions shall be valid restrictions on and run with the land and be binding upon affiant, his heirs, successors and assigns and all subsequent owners, purchasers, and anyone with an interest in the Subject Property subject to the conditions stated below.
7. Affiant agrees and warrants that Affiant is the individual sole owner of the Subject Property and that Affiant has voluntarily offered and consented to the following restriction for use of the Subject Property as inducement to approve the rezoning application attached as Exhibit A: the Subject Property shall not be used as a building provided, leased or rented to individuals, families or groups for unassisted living space, or as an "Dwelling, Multi-family" so long as the Subject Property remains zoned CN and so long as "Dwelling, Multi-family" is defined by YZO Section 122-203 as "a building

designed for and occupied by three or more families living independently with separate housekeeping, cooking, and bathroom facilities for each.”

8. This restriction shall not preclude Affiant and/or any subsequent owner from using the Subject Property in full compliance with all state laws and city ordinances for any other use that is permitted by the zoning or applicable to the Subject Property, including but not limited to “Supportive Housing” as defined by YZO Section 122-203 as: “facility that provides housing for twenty-four (24) hours per day and supportive services designed to assist residents with improving daily living skills, securing employment, rehabilitation, or obtaining permanent, independent housing. Supportive housing is not intended for short-term, emergency housing and care, but rather longer periods ranging from a few months to a few years. Supportive housing is distinguished from a hospital or other health care environment, and facilities regulated by the State of Michigan as State licensed residential facilities. This definition shall not include fraternities, sororities, dormitories, adult foster care facilities, group homes, nursing homes, substance abuse treatment facilities, emergency shelters, individuals utilizing tenant-based or homeownership-based voucher funding through the U.S. Department of Housing and Urban Development, community correctional facilities, and housing for the rehabilitation of former occupants of correctional facilities.”
9. Affiant agrees to obey the YZO and the conditions set out above and is on notice of and is familiar with YZO Section 122-375 that provides: Division 6: Violations and Penalties. Sec. 122-375. Violations and Penalties. (a) Public nuisance. Any building or structure which is erected, altered, converted, or used, or any use of premises or land which is begun or changed subsequent to the passage of this chapter and in violation of any of the provisions of this chapter is hereby declared to be a public nuisance per se, and may be abated by order of the City Council, subject to appeal to any court of competent jurisdiction. (b) Blight Violation. A person who violates any provision of this chapter is responsible for a blight violation, subject to payment of a civil fine and costs as set forth in section 71-73. Repeat offenses under this chapter shall be subject to increased fines and costs as set forth in section 71-73. A person who violates this chapter is also subject to enforcement by the procedures, costs, and penalties set forth in Section 1-15 of the Ypsilanti City Code for blight violations. (c) Owner responsibility. The owner of any building, structure or premises or part thereof, where any condition in violation of this chapter shall exist or shall be created, and who has assisted knowingly in the commission of such violation, shall be guilty of a separate offense and upon conviction thereof shall be liable for the fines provided in this chapter. (d) Each day separate offense. Each and every day during which a violation of this chapter shall exist shall constitute a separate offense. (e) Rights and remedies are cumulative. The rights and remedies provided in this chapter are cumulative and are in addition to any other remedies provided by law. (f) Rights and remedies preserved, no waiver. Any failure or omission to enforce the provisions of this chapter, and any failure or omission to prosecute any violations of this chapter, shall not constitute a waiver of any rights and remedies provided by this chapter or by law, and shall not constitute a waiver of nor prevent any further prosecution of violations of this chapter.

10. Dated: _____

By: _____
Kirk Winnega

STATE OF MICHIGAN)
COUNTY OF WASHTENAW)

Subscribed and sworn to before me a Notary Public, by Kirk Winnega, known personally to me, who affirmed that he has read the above affidavit and the same is true of his own knowledge and he signed this affidavit freely of his own will and accord, this ____ day of _____, 2019.

Notary Public,
Washtenaw County, Michigan
Acting in Washtenaw County, Michigan
My commission expires _____

DRAFT

SERIOUS SOBER LIVING, LLC

RULES AND REQUIREMENTS

SERIOUS SOBER LIVING, LLC ("SSL") is a community-based living experience, providing a safe, clean and sober living environment to allow Residents to bridge the gap from alcohol or drug abuse treatment programs to an independent lifestyle free from drugs and alcohol.

We promote mind, body and spiritual changes through the Twelve Steps of Alcoholics and Narcotics Anonymous. At SSL we want you to have an enjoyable and memorable experience, free from the temptations of drug and alcohol use, while learning to develop personal living skills. We request a six month commitment, but Residents are welcome to stay as long as they wish as long as they continue to follow the program rules and requirements.

Residents are required to sign this Agreement and be bound by the following rules:

1. There is a zero tolerance policy for drug or alcohol possession or use, including the sale of any drugs or alcohol.
 - a. Drugs include, but are not limited to the following: any illegal substances of any nature, medical marijuana, prescription drugs (unless in compliance with this Agreement as set forth below), or any substance that is legal but is used in a manner that induces a "high" or "buzz." Examples of legal substances used to induce a high or buzz include "huffing," "vaping," and "sniffing glue."
 - b. The following are specifically allowed by Residents if legal and used in the manner the substance is intended: Caffeine, over the counter medications, and prescription drugs if declared below and Resident warrants that he/she has a valid legal prescription and the Facility Manager approves of the possession of the prescription drug by Resident:

2. If a Resident violates this policy, the Resident must IMMEDIATELY vacate the premises, and will be referred to a detox or treatment facility or to a shelter. This policy is for the protection of all residents. If illegal substances are found on the premises, the police will be immediately called. The Facility Manager may also call the police to remove any Resident from the premises who violates this policy and refuses to vacate the premises.
3. Residents are required to maintain a productive lifestyle, by actively seeking work, working, going to school or doing volunteer work during their stay at SSL.
4. Residents must attend a minimum of _____ AA meetings per week, and actively work the Twelve Steps. Within two weeks of admittance, Residents must find a home group and obtain a sponsor and identify these to the Facility Manager.
5. Residents must attend a weekly house meeting to express cares and concerns.

6. Residents are responsible for a fee payable to SSL in advance for the license to stay on the premises, are responsible for their own food, clothing, telephone, etc. (SSL will provide basic household supplies, cleaning products, Cable TV, Internet and WI-FI.)
7. Daily curfews are strictly enforced: Residents must be present in the residence before 11:00 P.M. on weekdays and 12:00 midnight. on weekends, and may not leave the residence before 6:00 A.M. Overnight passes will be considered after 30 days of residency.
8. Guests and invitees (sponsors, friends in recovery, family) are permitted in the residence until 8:00 P.M. WITH STAFF PERMISSION. Guests and invitees of Residents shall not be permitted to remain at the residence overnight.
9. Residents are subject to a minimum of two drug and alcohol tests per week, performed with urinalysis screening and/or a Breathalyzer. Residents are also required to submit to testing at any time requested by the staff.
10. In addition to those items identified in Section 1a, the following items are not permitted on the premises at any time:
 - a. Alcohol in any form, including mouthwash, cologne, after shave lotions, cooking extracts, etc.;
 - b. Dietary pills, sleep aids or any other non-approved cold medications;
 - c. Medications or drugs which are mood altering and not legally prescribed for the particular Resident;
 - d. Guns, knives or any other weapons;
 - e. Fireworks or any flammable liquids.
11. ALL legally prescribed medications must be authorized by SSL as provided for in Section 1b.
12. Smoking is not permitted inside or within 20 feet of any building. A Resident smoking outside must use appropriate containers for butts and not litter.
13. Resident must keep doors and windows closed to conserve on heating and air conditioning expenses.
14. Resident must keep doors and windows locked and protect personal items, as SSL is not responsible for a Resident's personal items.
15. The following will not be tolerated and may subject the violator to IMMEDIATELY VACATING THE PREMISES:
 - a. Fighting, hazing, threatening, endangering, or any aggressive behavior directed

toward staff or any other resident;

- b. Theft of any kind;
 - c. Defacing, damaging or Destroying of SSL's or another Resident's property;
 - d. Creating loud sounds or noises that unreasonably disturb neighbors or other residents, including high volume levels on TV, radio or similar devices;
 - e. Doing anything to the structure or its surroundings that may be hazardous or that will cause the Facility's insurance to be cancelled or premiums to increase;
 - f. Keeping any flammable or explosive materials or any dangerous, hazardous, or toxic substance in or around the premises;
 - g. Change the locks or install any additional locks or bolts without the Facility Manager's written consent;
 - h. Install any antenna or satellite without the Facility Manager's written consent.
16. Resident shall maintain the premises in a neat, clean and orderly condition, including washing used dishes immediately, removing garbage and placing it in appropriate containers, making beds, picking up clothes, etc.
17. Resident must not alter the premises without the Facility Manager's written consent (e.g., painting, wallpapering, installing locks). Resident is responsible for damage to the walls and interior structures beyond reasonable wear and tear.
18. PETS: Dogs, cats, or other pets are not allowed on the premises.
19. When Resident vacates the premises, Resident must remove all personal property. Resident must dispose of all trash and leave the premises clean.
20. PARKING: Facility Manager will provide parking for Resident's automobiles. Resident must keep the parking area free of all debris. Vehicles must be in operating condition and must have current legal license plates. Automobiles must be parked only in assigned areas as follows:

(year, make, model, and plate number)

SERIOUS SOBER LIVING, LLC

RESIDENTIAL AGREEMENT

This agreement made this ____ day of _____, 2017, by and between _____ (the "Resident") whose permanent home address is _____ and SERIOUS SOBER LIVING, LLC (the "Residential Facility" or "Facility").

The Residential Facility shall provide a temporary guest residential setting for the Resident in one of the Residential Facility's properties located at _____ and Resident's stay shall begin on _____ (the "Effective Date"). The Residential Facility consents to Resident's stay only on the terms and conditions contained in this Residential Agreement and the Rules and Requirements attached and incorporated herein. Resident agrees and acknowledges that Residential Facility and Resident are not creating a landlord tenant relationship, that Resident is not a tenant of Residential Facility but a licensee on a day to day basis, that Resident does not have property or possessor interest in any portion of the Residential Facility, including the room being rented to Resident. Resident further acknowledges that Resident may be required to leave at any time for violation of this agreement, or for no reason at all, and that Resident is free to leave at any time.

PAYMENT: The Resident shall pay to the Residential Facility a rate of \$____, per month ("Fee"). The Fee shall be payable in advance on the Effective Date, in an amount equal to thirty days. Thereafter, the Fee shall be due and payable on the first day of every month. If a Resident's Effective Date is any date other than the first of the month, the initial Fee shall be pro-rated per the daily rate and credited to the next month. Should Resident cease to occupy the Residential Facility, any prepaid amounts shall be forfeited by Resident. Payments to the Residential Facility shall be made payable to Serious Sober Living, LLC at _____.

KEYS/LOCKS: Resident will receive a combination code to a keypad to open the main door of the Residential Facility. At the time or before Resident ceases to occupy the Residential Facility, the keypad code for ingress will be changed. Resident must never gain entrance to the premises by force through a window or door, or otherwise without using the access code. Resident must not change or add locks without the Facility Manager's written consent.

CONDITION OF PREMISES AT THE BEGINNING OF RESIDENT'S OCCUPANCY: Resident accepts the premises, and all appliances and furnishings, in good condition. Resident will be allowed use of the stove, refrigerator, and washer and dryer at the Facility and shall maintain and keep them clean.

SMOKE DETECTORS: The Facility has installed smoke-detection devices as required by law, all working satisfactorily. Resident must never remove the battery from the smoke-detection devices except when necessary for replacement. Resident must inform the Facility Manager

immediately of any defect or malfunction in the operation of the smoke detecting devices.

REPAIRS AND MAINTENANCE: The Facility Manager must provide and maintain the Facility in a safe, habitable, and fit condition, including maintaining those things requiring periodic maintenance (e.g., heating, air conditioning, cracked windows, etc.). Resident must notify the Facility Manager IMMEDIATELY, BY PHONE at _____ of any gas leaks, electrical problems, water damage, broken appliances, serious structural damage, or any other condition that represents an emergency or an immediate threat to the health and safety of Residents. Resident must notify the Facility Manager, in writing, of all other problems needing repair. The Facility is required to make all repairs to the premises that, in Facility Manager's sole judgment, are required by law. Whenever repairs are delayed for reasons beyond the Facility's control, the Resident's obligations are not affected, nor does any claim accrue to Resident against the Facility. Damage to the premises caused by Resident's negligence, or their guest's or invitee's negligence, whether by act or omission, will be repaired by the Facility Manager and charged to the Resident, who shall immediately pay the repair costs. If Resident fails to do so, the Facility may take legal action to recover any such repair costs.

PROGRAM OVERVIEW AND PROGRAM RULES AND REQUIREMENTS: Resident has read and understands the SERIOUS SOBER LIVING, LLC PROGRAM OVERVIEW (attached) and PROGRAM RULES AND REQUIREMENTS (attached), and agrees to be bound thereby.

Signature _____ (Resident)

Signature _____
(Serious Sober Living, LLC)

By: _____

Its: _____

ASSIGNMENT OF BENEFITS/RELEASE OF MEDICAL INFORMATION

I hereby authorize and request that payment of benefits by _____ (herein referred to as "Insurance Company"), be made directly to Serious Sober Living, LLC (herein referred to as "Facility") for services furnished to me or my dependent. I understand that Insurance Company may only cover a portion of the total bill. I further understand that I may be responsible for all charges not covered by this assignment.

In addition, I authorize Facility to disclose any and all written information from the above named to my above named Insurance Company and/or its designated representatives, or other financially responsible party, at the determination of Facility. Such disclosure shall be for reimbursement purposes for those services received.

I hereby release Facility, its officers, agents, employees, and any clinician associated with my case, from all liability that may arise as a result of disclosure of information to the above named Insurance Company(s) or their designated representatives.

By signing this Assignment of Benefits and Release of Medical Information, I acknowledge:

- a. I am aware and understand that this authorization will not be used unless the above named Insurance Company(s) or their designated representatives request records of information for reimbursement purposes; or seek to take action referencing payment for treatment services.
- b. I agree to participate and assist Facility and its designated representatives with any appeal process necessary to collect payment for the services rendered.
- c. I am aware and have been advised of the provisions of Federal and State Statutes, rules and regulations that provide for my right to confidentiality of these records.
- d. I understand that this assignment and authorization is subject to revocation at any time except to the extent that action has been in reliance thereof. In any event, this authorization will expire once reimbursement for services rendered is complete.
- e. Facility is acting in filing for insurance benefits assigned to SSL and it can assume no responsibility for guaranteeing payment of any charges from the Insurance Company(s).
- f. Billing may be done by a firm contracted by facility for billing and collection purposes.
- g. Facility has been appointed by me to act as my representative and on my behalf in any proceeding that may be necessary to seek payment from my insurance carrier.
- h. Should an overpayment take place, a refund check will be mailed to the authorized party that is due the overpayment.

- i. Facility shall be entitled to the full amount of its charges without offset.
- j. I agree to endorse and forward to Facility any monies from the Insurance Company paid to me and/or the primary insured. I understand that I am otherwise responsible for the cost of any and all charges accrued.

I acknowledge receipt of a completed and signed copy of this Assignment and Release form:

Client Signature _____ Legal Guardian _____ Insured Policy Holder _____

Witness Signature _____ Date of Signature _____

Resident Medical Profile

Resident Name: _____ Date: _____

Physician: _____ Practice: _____

Address: _____ Phone: _____

Note: _____

Physician: _____ Practice: _____

Address: _____ Phone: _____

Note: _____

Therapist/CAC: _____ Practice: _____

Address: _____ Phone: _____

Substance History: _____

Medical History: _____

Medication: _____ Doctor: _____

Medication: _____ Doctor: _____

Medication: _____ Doctor: _____

Medication: _____ Doctor: _____

Medication: _____ Doctor: _____

Insurance Carrier: _____

Policy Number: _____

Group Plan Number: _____

Prescription Plan Number: _____

Notes:

I _____ state that the above information is true and accurate. I have provided Serious Sober Living, LLC with all pertinent medical issues.

Resident Signature: _____ Date: _____

Resident Intake Form

Resident Information			
Name:		Phone:	
DOB:		SSN:	
Age:		Sex:	
Marital Status:		Date of Arrival:	
Address:		Diagnosis Codes:	
City:		State:	
Zip Code:		Medical Record #:	

Emergency Contact Information			
Name of Contact:		Relationship:	
Address:			
City:		State:	
Zip Code:		Phone Number:	
		Alt Number:	

Primary Insurance Information			
Insurance Company:		Policy ID #:	
Policy Holder:		Group #:	
Insured's Name:		Insurance Phone:	
Policy Holder SSN:		Policy Holder DOB:	
Insurance Company Address:			

Secondary Insurance Information			
Insurance Company:		Policy ID #:	
Policy Holder:		Group #:	
Insured's Name:		Insurance Phone:	
Policy Holder SSN:		Policy Holder DOB:	
Insurance Company Address:			

AUTHORIZATION TO RELEASE MEDICAL AND PERSONAL INFORMATION

I, _____, (the "Patient"), Social Security Number _____, presently residing at _____, being of sound mind, full age and under no duress or influence, do make the following: **AUTHORIZATION TO RELEASE MEDICAL AND PERSONAL INFORMATION.**

Authorization: I hereby authorize Serious Sober Living, LLC, and its employees and agents to receive and disclose my medical and personal information to _____ ("Designee")

Effective Date, Disclosure and Durability. This document is intended to create a Power of Attorney pursuant to MCL §700.5506 for the limited purpose of obtaining and disclosing medical and personal information about me, including any information contained in my patient records, including alcohol and drug abuse records protected under the regulations in Code 42 of Federal Regulations, Part 2, if any; Psychological Services Records, if any; Social Services Records, if any; Psychiatric Records, if any, including communications made by me to a Social Worker, Psychologist or Psychiatrist, if any; Human Immunodeficiency Virus (HIV), Acquired Immunodeficiency Syndrome (AIDS), and AIDS Related Complex (ARC) Records, if any; Communicable Disease and Serious Communicable Disease and Infections, Venereal Diseases, Tuberculosis, Hepatitis B, Sickle Cell Anemia Records, if any, to Serious Sober Living, LLC. I authorize my attending physician and such other physician or licensed psychologist to disclose all such information about my medical or mental condition to the person(s) nominated by me as my Designee above. This authorization is intended to constitute a release or waiver to permit disclosure of such information as provided under the Health Insurance Portability and Accountability Act of 1996, as from time to time amended ("HIPAA"). This Authorization shall not be affected by my disability and shall continue in effect until my death or until I revoke it in writing.

Powers of Patient Advocate. My Designee shall be considered my "personal representative" for purposes of the privacy rule issued by the U.S. Department of Health and Human Services and required by HIPAA. My Designee has the power and authority to request, review and receive any information, verbal or written, regarding my personal affairs or my physical or mental health, including medical and hospital records, and to execute any releases or other documents that may be required to obtain this information, to waive any physician/patient privilege, and to disclose my medical and other personal information to others;

Third Party Reliance. For the purpose of inducing any and all persons connected with the administration of my health care or the implementation of this - **AUTHORIZATION TO RELEASE MEDICAL AND PERSONAL INFORMATION-**, I represent, warrant and agree that I and my estate, heirs, successors, assigns and any legal representative of me will hold any person harmless from any loss suffered or liability incurred as a result of such person acting in good faith upon the instructions of or releasing information to the Designee.

Governing Law. This -**AUTHORIZATION TO RELEASE MEDICAL AND PERSONAL INFORMATION-** shall be subject to and governed by the laws of the State of Michigan.

However, I intend for this -AUTHORIZATION TO RELEASE MEDICAL AND PERSONAL INFORMATION- to be honored in any jurisdiction where it is presented and for such jurisdiction to refer to Michigan law to interpret and determine its validity and enforceability.

Photographic Copies. Photographic or other facsimile reproductions of this executed -AUTHORIZATION TO RELEASE MEDICAL AND PERSONAL INFORMATION- may be made and delivered by my Designee, and may be relied upon by any person to the same extent as though the copy were an original. Anyone who acts in reliance upon any representation or certificate of my Designee, or upon a reproduction of this -AUTHORIZATION TO RELEASE MEDICAL AND PERSONAL INFORMATION-, shall not be liable for permitting my Designee to perform any act pursuant to this power.

IN WITNESS WHEREOF, I have signed and delivered this -AUTHORIZATION TO RELEASE MEDICAL AND PERSONAL INFORMATION- this ____ day of _____, 2017.

Patient

Subscribed and sworn to before me
this ____ day of _____, 2017

, Notary Public,
County, MI
My Commission Expires:

Bonnie Wessler

From: Tony DeGiusti
Sent: Thursday, January 17, 2019 5:14 PM
To: Bonnie Wessler
Subject: RE: 9 Casler

Bonnie,

Resident was a victim in the PPO violation. [REDACTED]

Tony DeGiusti
Chief of Police
City of Ypsilanti Police Department
505 W. Michigan Avenue
Ypsilanti, MI 48197



From: Bonnie Wessler [mailto:wesslerb@cityofypsilanti.com]
Sent: Thursday, January 17, 2019 5:09 PM
To: Tony DeGiusti <tdegiusti@cityofypsilanti.com>
Subject: RE: 9 Casler

This is useful, thank you. Quick clarification- was the PPO violation committed by a resident, or "at" a resident?

[REDACTED]

--
Bonnie Wessler, AICP
City Planner
Community Development Division, City of Ypsilanti
734/483.9646 (office)
bwessler@cityofypsilanti.com

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From: Tony DeGiusti
Sent: Thursday, January 17, 2019 4:25 PM
To: Bonnie Wessler <wesslerb@cityofypsilanti.com>
Subject: 9 Casler

Bonnie,

This is a summary of what I found all of this activity was in the last year. There is a couple year gap in activity and it appears that the people there at that time are not associated with the current occupants:

12/27 – Aggravated Stalking/PPO Violation

12/23 – Stolen Car from location

11/21 – Disorderly Person [REDACTED]

10/11 – Heroin OD Death

09/30 – Resident arrested for heroin possession

07/28 – Suicidal Adult (transported to the hospital)

That is all from the police side, however, you might want to check with the FD as they may roll on medicals (perhaps narcotic related) that we are not aware of.

Hope this is what you needed.

Tony DeGiusti
Chief of Police
City of Ypsilanti Police Department
505 W. Michigan Avenue
Ypsilanti, MI 48197



Bonnie Wessler

From: Ken Hobbs
Sent: Friday, January 18, 2019 10:25 AM
To: Bonnie Wessler
Subject: RE: 9 Casler - medical calls?

Bonnie,

The only EMS response to 9 Casler Since June 2018 occurred on 10/11/2018.
This was for a fatal drug overdose.

Ken

From: Bonnie Wessler [mailto:wesslerb@cityofypsilanti.com]
Sent: Friday, January 18, 2019 9:25 AM
To: Ken Hobbs <khobbs@cityofypsilanti.com>; Bonnie Wessler <wesslerb@cityofypsilanti.com>
Subject: Re: 9 Casler - medical calls?

Just 2018 would be great!

Sent from my Sprint Samsung Galaxy S8.

----- Original message -----

From: Ken Hobbs <khobbs@cityofypsilanti.com>
Date: 1/18/19 09:02 (GMT-05:00)
To: Bonnie Wessler <wesslerb@cityofypsilanti.com>
Subject: RE: 9 Casler - medical calls?

Bonnie,

Yes we can. How far back do you want to go?

Ken

From: Bonnie Wessler [mailto:wesslerb@cityofypsilanti.com]
Sent: Thursday, January 17, 2019 5:17 PM
To: Ken Hobbs <khobbs@cityofypsilanti.com>
Subject: 9 Casler - medical calls?

Hi Ken!

I'd asked Tony for some info about calls to 9 Casler for a zoning request review I'm looking at. He suggested I reach out to you to see if they'd had much in the way of medical (or fire!) calls. Is that something you can look into for me?

Thank you!

Bonnie

--

Bonnie Wessler, AICP
City Planner
Community Development Division, City of Ypsilanti
734/483.9646 (office)
bwessler@cityofypsilanti.com

Sign up to receive City news and public notices here: <http://cityofypsilanti.com/list.aspx>

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City of Ypsilanti
Community & Economic Development Department

December 2018

**Staff Review of Rezoning Application
Serious Sober Living
9 Casler**

GENERAL INFORMATION

Applicant: Kirk Winnega
Project: Serious Sober Living
Application Date: October 26, 2018
Location: North-east of Spring/Harriet and Huron intersection, near intersection of Casler and Bell
Zoning: Core Neighborhood Mid
Master Plan: Central Neighborhood
Action Requested: Rezone parcel to CN, Core Neighborhood
Staff Recommendation: Denial

PROJECT AND SITE DESCRIPTION

A rezoning is requested for parcel #11-11-39-403-001. The parcel is 0.19 acres with an existing single-family home on site. The property is currently zoned CN-Mid, as are the other properties fronting onto Casler. The property owner wishes to have the parcel rezoned to Core Neighborhood. No variances or special uses have been approved for the property.

Figure 1: Subject Site Location & Zoning

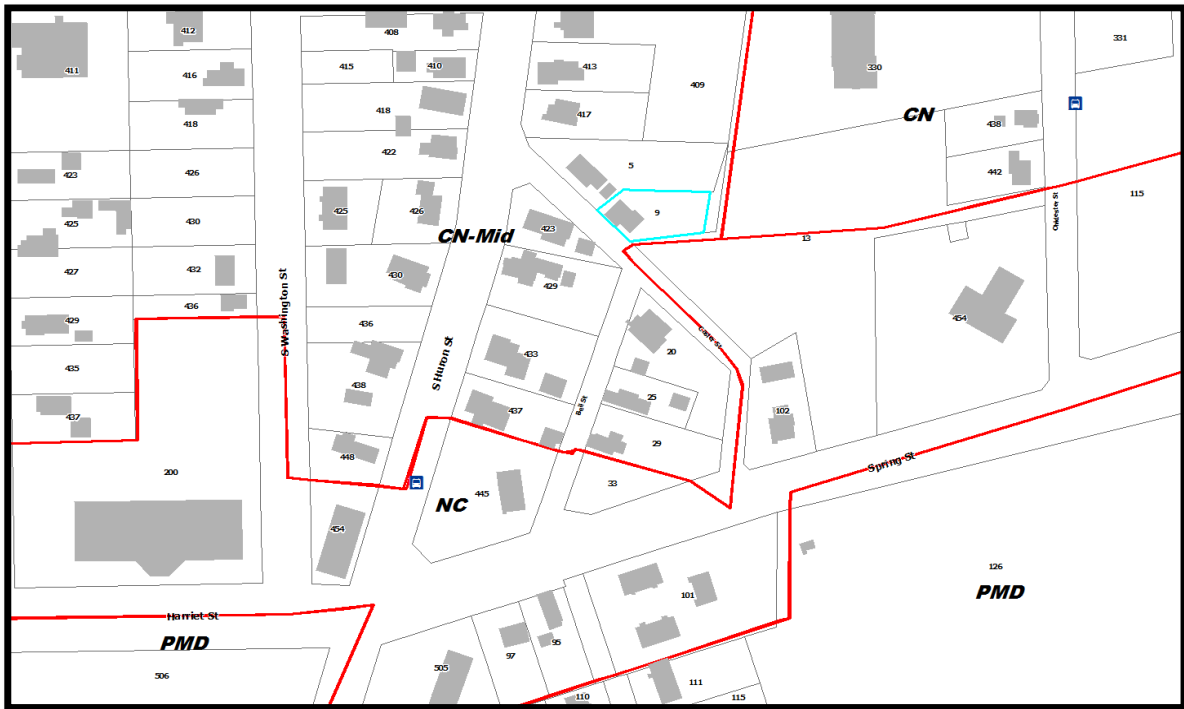
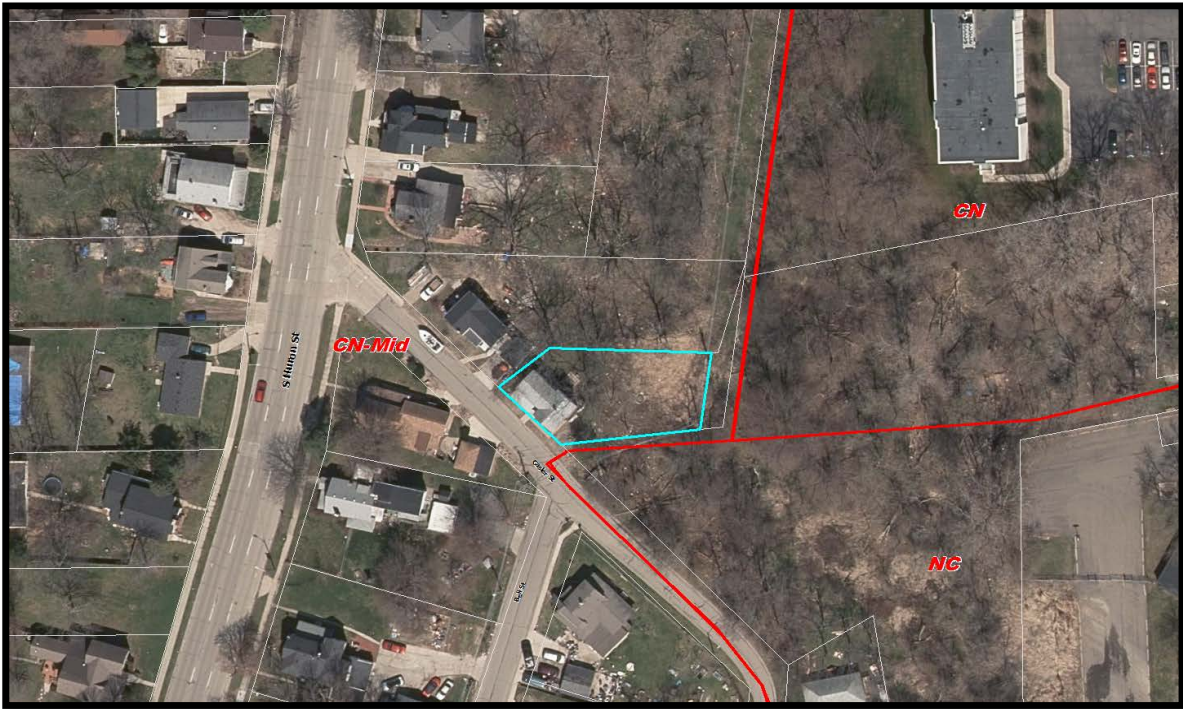


Figure 2: Site Aerial (2015)

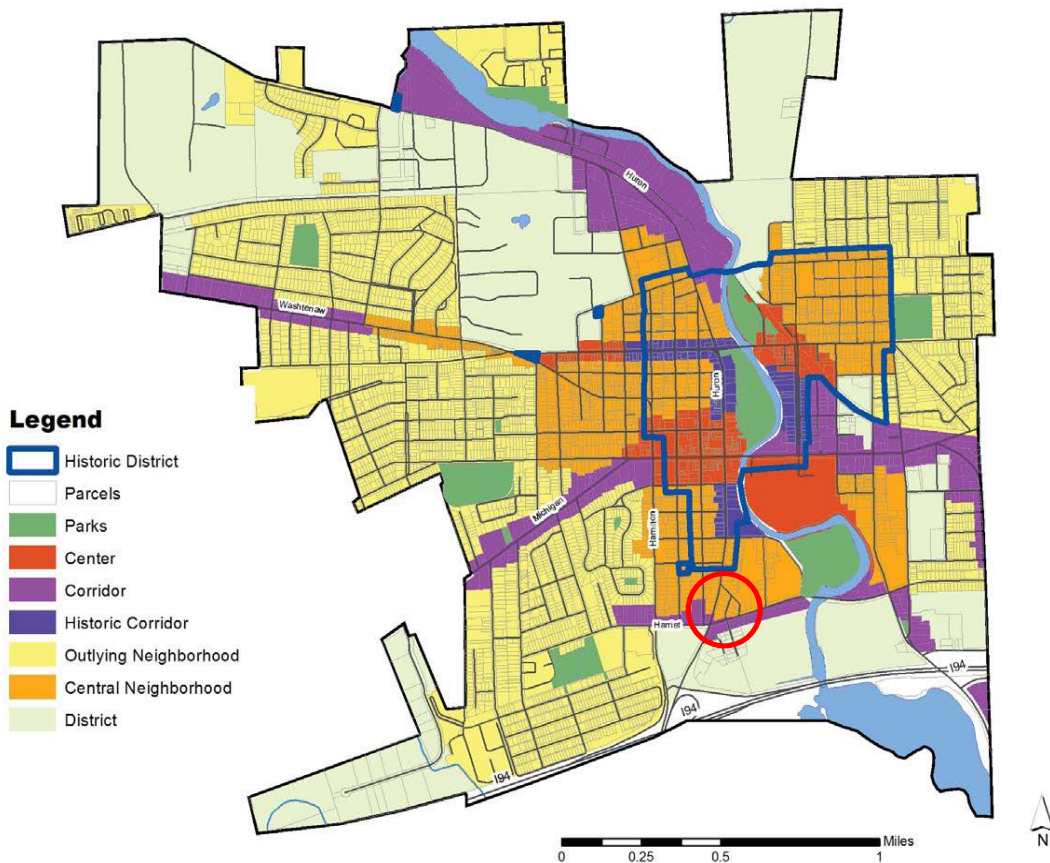


MASTER PLAN

The subject property is within the “Central Neighborhood” future land use. These neighborhoods are some of the oldest in Ypsilanti. Initially oriented on the Huron River, they are built on a grid street network connected to the adjacent business districts. They border Downtown, Depot Town and EMU. These neighborhoods have a range of residential building types, with churches, schools, stores and gas stations intermixed. Around the railroad, industrial uses are mixed into the neighborhood. The Master Plan states: “Under this plan, the mix of uses will follow the pattern of current zoning. ... When developing the form-based code zoning, the building types, uses and setbacks will be calibrated to preserve the character of these neighborhoods.” (p 30)

Note that the Core Neighborhood future land use map designation encompasses the current zoning designation of Core Neighborhood, Core Neighborhood-Mid, and Core Neighborhood – Single Family.

Figure 3: Future Land Use Designations



EXISTING LAND USE AND ZONING

Figure 4: Surrounding Land Use and Zoning

	LAND USE	ZONING
NORTH	Mix of single- and multi-family properties	CN-Mid
EAST	(hill) vacant land; apartment building, church	CN (north, apartment complex) NC (south, church)
SOUTH	Mostly single-family homes, some multi gas station	CN-Mid NC (gas station)
WEST	Mostly single-family homes, some multi	CN-Mid

Figure 5: Surrounding Land Use and Zoning



REZONING IMPLICATIONS

INTENT

Core Neighborhood is intended to directly border center districts and have a variety of housing types, ranging from cottages to group living to apartment buildings. This district also affords opportunities for accessibly-placed walkable, neighborhood businesses.

Core Neighborhood Mid generally abuts the Core Neighborhoods, and offers a less dense and less intense residential area with opportunities for accessibly-placed low-intensity walkable, neighborhood businesses. Housing types range from mansions to cottages, with multiple-family and single-family uses. This zoning may also be used as a transition zone between single-family districts and mixed use districts.

Figure 5: Permitted uses in existing and proposed zonings.
Differences are highlighted

<i>P=Principal, A=Accessory, S=Special Land Use, -- = Not Permitted</i>				
USES	CN-MID	CN	NOTES	SPECIFIC REGULATIONS
RESIDENTIAL				
Single-Family Detached Dwelling	P	P		
Single-Family Attached Dwellings	P	P		In "townhome" building type only
Accessory Dwelling Unit	A	A		
Two-family dwelling units	P	P		
Multiple Family Dwellings, maximum of 4 units per building	S	P		
Multiple Family Dwellings, more than 4 units per building	--	S		
Apartments located above ground floor of permitted nonresidential uses	--	P		
Home Occupation	A	A		Section 122-527
Family Child Care Home	A	A	1-6 children	Must be licensed by the state and must comply with the minimum state standards for such facilities.
Group Child Care Home	S	S	6-12 children	Section 122-521
Adult foster care family homes	A	A	1-6 adults, day care and 24 hour care	Must be licensed by the state and must comply with the minimum state standards for such facilities.
Group residence	--	S		Section 122-526
Roominghouse	--	S		
Group living with support staff, not licensed by State of Michigan	--	S	Includes supportive housing, rehabilitation housing or dormitories.	Section 122-548

<i>P=Principal, A=Accessory, S=Special Land Use, -- = Not Permitted</i>				
USES	CN-MID	CN	NOTES	SPECIFIC REGULATIONS
Adult foster care small & group homes, adult congregate facilities	S	S	7 or more adults. Licensed by State of Michigan.	Section 122-511
Adult foster care facilities licensed by a state agency for care and treatment of persons released from or assigned to adult correctional facilities.	--	S		
RECREATION, EDUCATION & PUBLIC ASSEMBLY USES				
Park	P	P		
Indoor recreation	--	A		Section 122-529
Primary & Secondary Schools (public & private)	S	S	Public schools are only subject to State regulations regarding location and construction.	Section 122-545
Post-secondary educational institutions (public & private)	S	S	Public schools are only subject to State regulations regarding location and construction.	Section 122-545
Religious institution	S	S		Section 122-543
Private assembly, including banquet hall	--	S		
Municipal, county, regional, & state service uses	S	S		Section 122-535
Public Art	A	A		
SERVICES				
Bed & Breakfast or Inn	S	S		Section 122-520
Funeral Homes	S	S		
Nursing Homes	S	S		Section 122-536
Medical or Dental Offices, less than 5,000 square feet	S	S		
COMMERCIAL				
Arts & crafts studios	--	S		
Food stores, excluding sale of alcohol, less than 15,000 square feet	S	S		
Farmers' Market	A	A		When accessory to a non-residential use.
Garage Sales	A	A		Section 122-524
RESTAURANTS				
Carry-out and/or delivery restaurant	--	S		
Café or coffee shop	--	S		
AUTO-ORIENTED				
Automobile Filling Station - no repair	S	S		Section 122-516

<i>P=Principal, A=Accessory, S=Special Land Use, -- = Not Permitted</i>				
USES	CN-MID	CN	NOTES	SPECIFIC REGULATIONS
Automobile Share Parking	--	A		
INFRASTRUCTURE				
Essential Services	P	P		Section 122-523
Communication Devices	A	A		Article V, Division 3
Alternative Energy	A	A		Section 122-513
GARDENS/COMMUNITY GARDENS				
Community gardens	P	P		Section 122-525
Passive solar building	A	A		Must meet accessory building regulations for building type.
Toolhouses, sheds, and other similar buildings for the storage of domestic supplies	A	A		Must meet accessory building regulations for building type.

Figure 6: Area Regulations

BUILDING TYPE		CN	CN-MID	CN-SF	C	HHS	HC	NC	GC
MA	Mansion	L	L	L	--	--	L	--	--
ES	Estate	P	P	P	--	--	P	P	--
HS	House	P	P	P	--	P	P	P	--
CO	Cottage	P	P	P	--	--	--	--	--
TH	Townhouse	P	P	--	L	--	--	P	--
AH	Apartment House	P	P	--	P	P	P	P	--
CA	Courtyard Apartment	P	--	--	L	--	P	P	P
AB	Apartment Building	P	--	--	L	--	L	P	P
CS	Commercial/Mixed-Use Small	L	--	--	P	--	P	P	P
CM	Commercial/Mixed Use Medium	--	--	--	P	--	P	P	P
CL	Commercial/Mixed Use Large	--	--	--	P	P	--	--	P
SC	Single Story Commercial Building	L	L	L	--	--	L	P	P
LS	Large Single Story Commercial Building	--	--	--	--	P	--	--	P
MB	Multiple Story	--	--	--	P	P	--	--	P
IT	Institutional	P	P	P	P	P	P	P	P

HS HOUSE

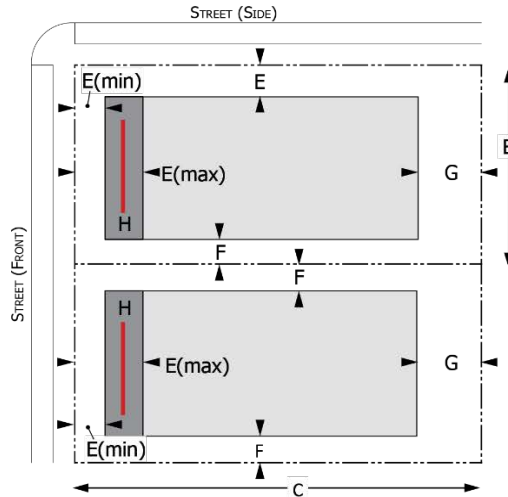
Houses are detached, generally single-family dwelling units. They are located on lots that accommodate a primary building with small side yards and relatively large rear or front yards. They generally have one primary entrance.

LOT REQUIREMENTS		MIN	MAX
A	Lot size (sf)	4,000	12,000
B	Lot width (ft)	35	80
C	Lot depth (ft)	100	--
D	Lot coverage (%)	--	60
BUILDING ENVELOPE		MIN	MAX
E	Street setback (front or side) (ft)	15 ⁽¹⁾	25
F	Side setback (interior lot line) (ft)	5	--
G	Rear setback (ft)	20	--
H	Frontage buildout (%)	60	80
ACCESSORY BUILDING ENVELOPE		MIN	MAX
I	Street setback (ft)	30	--
J	Side setback (ft)	5	--
K	Rear setback (ft)	5	--
L	Building footprint (sf)	--	800
Note: there is a maximum of two accessory buildings.			
BUILDING HEIGHT		MIN	MAX
M	Principal building (stories)	1	3
N	Accessory structure(s) (ft)	--	15
PARKING LOCATION		Permitted in the side, street-side, and rear yards.	
PRIVATE FRONTAGES		Porch or Stoop required.	

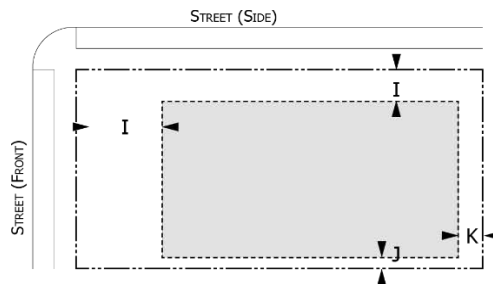
(1) Where an existing front yard setback line has been established by existing residential dwellings occupying 50 percent or more of the frontage within the same block on the same side of the street, the depth of the front yard must be within the range so established.



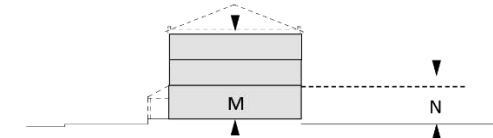
LOT REQUIREMENTS AND BUILDING ENVELOPE



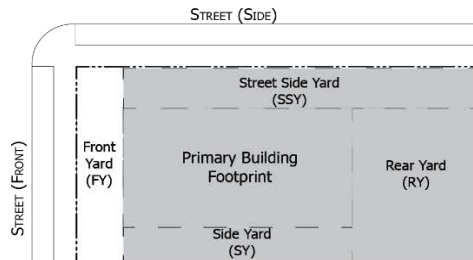
ACCESSORY BUILDING ENVELOPE



BUILDING HEIGHT



PARKING LOCATION



AH APARTMENT HOUSE

Apartment Houses may be buildings converted from single-family detached buildings or built to resemble them that contain two or more dwelling units, with lots that accommodate the parking and outdoor living areas for several dwellings.

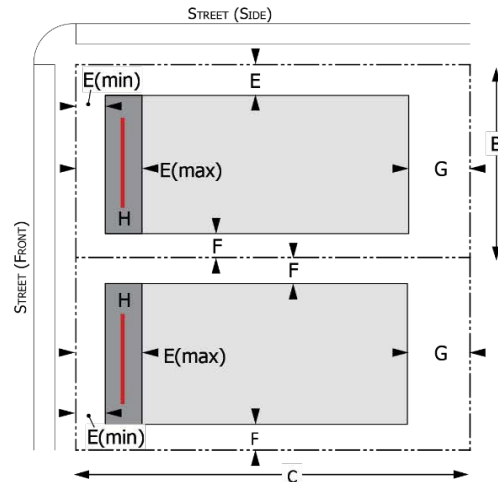
LOT REQUIREMENTS		MIN	MAX
A	Lot size (sf)	4,000	18,000
B	Lot width (ft)	40	120
C	Lot depth (ft)	100	150
D	Lot coverage (%)	--	50
BUILDING ENVELOPE		MIN	MAX
E	Street setback (front or side) (ft)	15 ⁽¹⁾⁽²⁾	25
F	Side setback (interior lot line) (ft)	5	--
G	Rear setback (ft)	20	--
H	Frontage buildout (%)	60	80
ACCESSORY BUILDING ENVELOPE		MIN	MAX
I	Street setback (ft)	30 ⁽¹⁾	--
J	Side setback (ft)	5	--
K	Rear setback (ft)	5	--
L	Building footprint (sf)	--	800
Note: there is a maximum of two accessory buildings.			
BUILDING HEIGHT		MIN	MAX
M	Principal building (stories)	1	3
N	Accessory structure(s) (ft)	--	15
PARKING LOCATION		Permitted in the side, street side, and rear yards.	
PRIVATE FRONTAGES		Porch or Stoop required.	

- (1) Where an existing front yard setback line has been established by existing residential dwellings occupying 50 percent or more of the frontage within the same block on the same side of the street, the depth of the front yard must be within the range so established.
- (2) If located on Washtenaw Avenue, must build no more than ten feet from future right-of-way line as defined in the ReImagine Washtenaw plan.

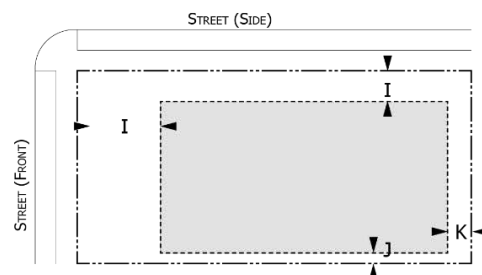


EXAMPLE

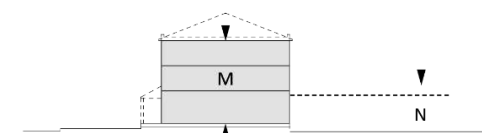
LOT REQUIREMENTS AND BUILDING ENVELOPE



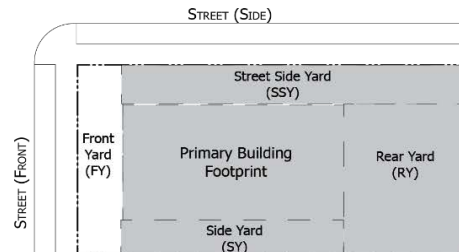
ACCESSORY BUILDING ENVELOPE



BUILDING HEIGHT



PARKING LOCATION



AB APARTMENT BUILDING

Apartment Buildings are generally multiple-story multifamily residential buildings, located on lots that may be as large as a city block and can accommodate two or more buildings and accessory parking, waste disposal, and outdoor living areas.

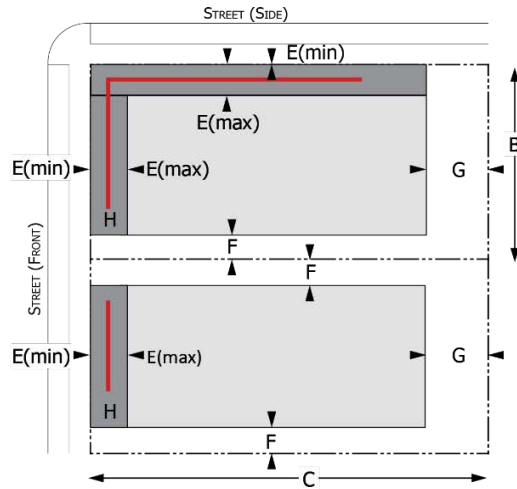
LOT REQUIREMENTS		MIN	MAX
A	Lot size (sf)	4,000	90,000
B	Lot width (ft)	30	300
C	Lot depth (ft)	100	300
D	Lot coverage (%)	--	80
BUILDING ENVELOPE		MIN	MAX
E	Street setback (front or side) (ft)	10 ⁽¹⁾	25 ⁽¹⁾
F	Side setback (interior lot line) (ft)	5	--
G	Rear setback (ft)	15 ⁽²⁾	--
H	Frontage buildout (%)	60	80
ACCESSORY BUILDING ENVELOPE		MIN	MAX
I	Street setback (ft)	30	--
J	Side setback (ft)	10	--
K	Rear setback (ft)	10	--
L	Building footprint (sf)	--	800
BUILDING HEIGHT		MIN	MAX
M	Principal building (stories)	2	6
N	Accessory structure(s) (ft)	--	15
PARKING LOCATION		Permitted in the side and rear yards.	
PRIVATE FRONTAGES		Porch, Stoop, or Forecourt required.	

- (1) If located on Washtenaw Avenue, must build no more than ten feet from future right-of-way line as defined in the ReImagine Washtenaw plan.
 (2) When adjacent to existing detached single-family homes, the rear setback shall be a minimum of 25 feet.

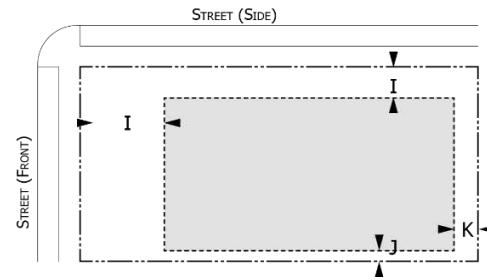


EXAMPLE

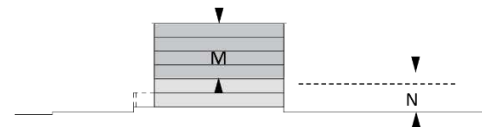
LOT REQUIREMENTS AND BUILDING ENVELOPE



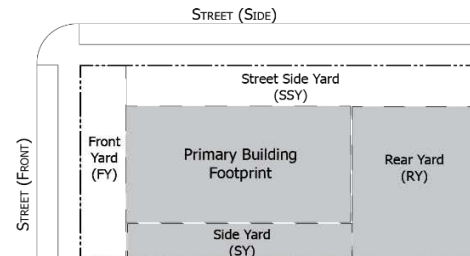
ACCESSORY BUILDING ENVELOPE



BUILDING HEIGHT



PARKING LOCATION



REZONING CONSIDERATIONS

122-362(b)

(b) Zoning Map Amendment. For a change in the Zoning Map, the Planning Commission shall consider and the City Council may consider, whether the proposed rezoning meets the following standards (with staff responses to each):

(1) The rezoning is consistent with the policies, guiding values and City Framework (Future Land Use Map) of the Master Plan, including any subarea or corridor studies. If conditions have changed since the current Master Plan was adopted, the consistency with recent development trends in the area.

The rezoning would not be consistent with the policies, guiding values, and future land use map. Rezoning only this parcel would be inconsistent with the surrounding neighborhood.

(2) The rezoning sustains the site's physical, geological, hydrological and other environmental features with the potential uses allowed in the proposed zoning district.

This rezoning allows for more apartments, including an apartment building. The site is adjacent to a steep slope and near a natural spring; any construction would have to be carefully reviewed and managed.

(3) The property proposed to be re-zoned can accommodate the requirements of the proposed zoning district.

It can.

(4) All the potential uses and building types allowed in the proposed zoning district are compatible with surrounding uses, buildings, and zoning in terms of land suitability, impacts on the environment, impacts on the transportation network, density, nature of use, aesthetics, infrastructure and potential influence on property values.

The intensity of the proposed zoning district does not match the neighborhood on Casler and Bell.

(5) The capacity of City infrastructure and services sufficient to accommodate the uses permitted in the requested district without compromising the health, safety, sustainability and welfare of the City.

The capacity is sufficient.

(6) The rezoning will not be detrimental to the financial stability and economic welfare of the City.

It will not be detrimental.

(7) The rezoning not would negatively impact the condition of any nearby parcels considering existing vacancy rates, current per-square-foot lease or sale rates, and other impacts.

Neighbors have expressed dissatisfaction with the property's current- and proposed- use as a group residence, citing increased traffic and poor management.

(8) The rezoning is consistent with the trend of development in the neighborhood or surrounding area.

The rezoning is not consistent with the neighborhood on Casler and Bell.

(9) The property in question was improperly zoned or classified when this Chapter was adopted or amended.

The property was not improperly zoned.

(10) Where a rezoning is reasonable given the above criteria, a determination shall be made that the requested zoning district is more appropriate than another district or than amending the list of permitted or special land uses within a district.

The most appropriate district for this area is CN-Mid.

STAFF RECOMMENDATION

Staff recommends that the Planning Commission recommend **denial** of the rezoning for 9 Casler from Core Neighborhood Mid to Core Neighborhood to City Council with the following findings:

1. The rezoning would not be consistent with the policies, guiding values, and future land use map, as rezoning only this parcel would be inconsistent with the surrounding neighborhood.
2. This rezoning allows for more apartments, including an apartment building. The site is adjacent to a steep slope and near a natural spring; any new construction or expansion would be challenging.
3. The intensity of the proposed zoning district does not match the neighborhood on Casler and Bell.
4. The rezoning is not consistent with the neighborhood on Casler and Bell.
5. This rezoning is not consistent with the trend of development.

Bonnie Wessler
City Planner, Community & Economic Development Division

c.c. File
 Applicant



**City of Ypsilanti
Planning & Development Department**

One South Huron • Ypsilanti, MI 48197
Phone: (734) 483-9646 • Fax: (734) 483-7260
www.cityofypsilanti.com



MAP AMENDMENT (REZONING) APPLICATION

Applicant*

Name	Kirk Winneba
Address	[REDACTED]
City	[REDACTED]
Phone	[REDACTED]

*If applicant is not owner of property, a written, notarized statement from the owner authorizing this application must be included.

Property

Name of project	
Serious Sober Living	
Address	
9 Casler	
List all parcel identification numbers included in request:	
11-11-39-403-001	
Current Zoning:	Proposed Zoning:
CN Mid	CN
Circumstances, factors, and other relevant information (may continue on a separate sheet):	
See attachment	

Signature

I hereby attest that the above information is accurate. I am authorized to and grant permission to the City of Ypsilanti staff to

Signature

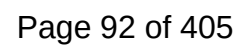
Print Name

KIRK A WINNEBA

We are seeking your permission to change the zoning on our parcel located at 9 Casler. The parcel is currently zoned CN MID (Exhibit 1 colored red numbers) and we are requesting it be changed to CN. We feel our parcel fits both the model and neighborhood of CN zoning. The parcel is adjacent to the CN boundaries and somewhat of a peninsula (Exhibit 2 red dot). There are no neighbors to the south and only 2 neighbors on this short street. It is within sight of commercial property; gas station/convenience store (Exhibit 3 red underline)

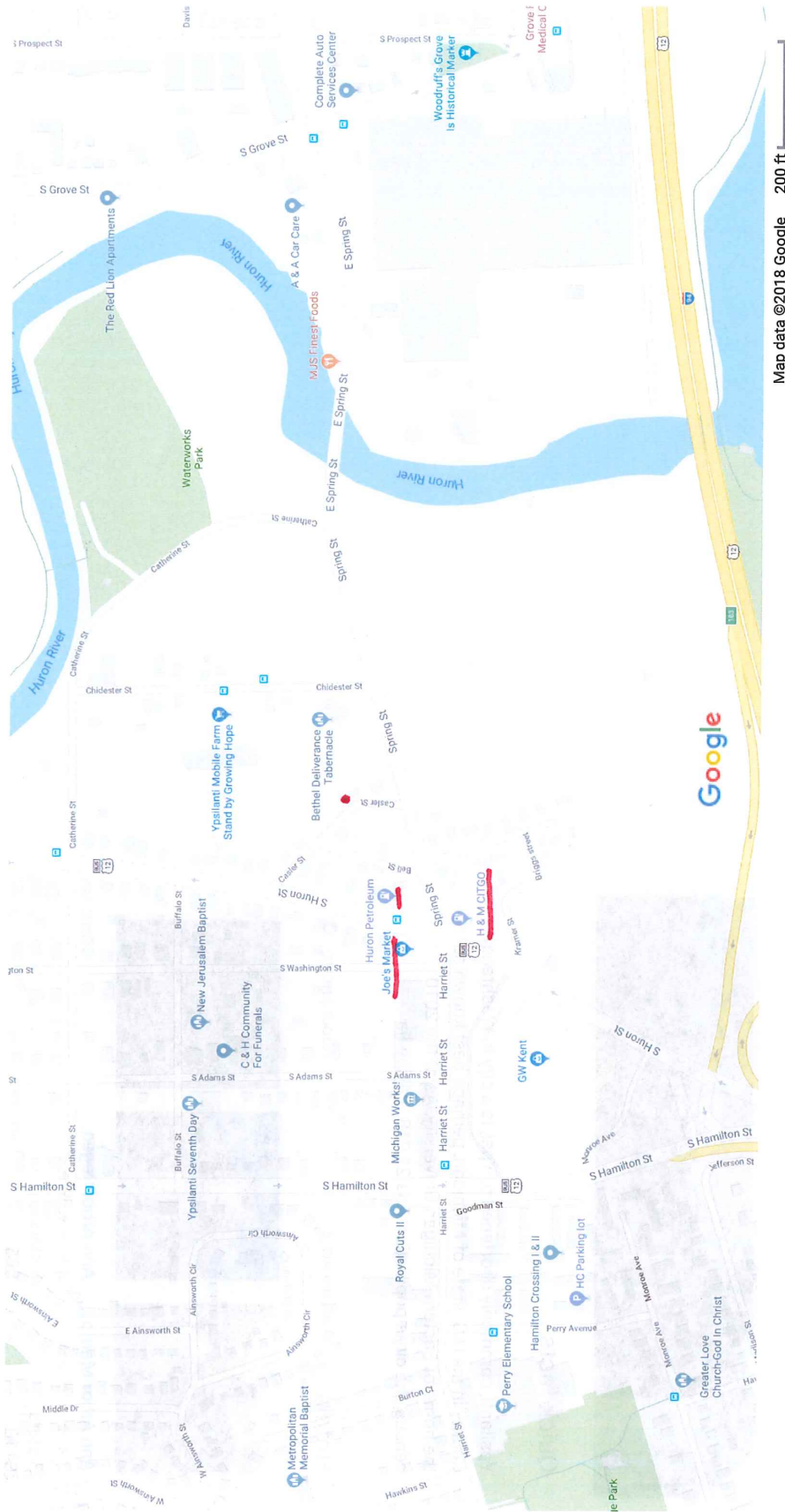
Our property is well maintained and has a large parking area with no street parking needed. Our target clients are students and/or young men transitioning out of the Brighton Hospital of Recovery and Dawn Farm program. There are only 2 occupants to a room. The young men staying at our facility have strict rules to follow: Absolutely no alcohol or drugs on the premises, strict daily curfews, weekly drug testing, no guests, must be employed and/or an enrolled student, and must be active in a recovery program. Any violation of these rules results in an immediate dismissal. Our occupants should be out of the house most of the day either working or attending classes. We offer the following free-of-charge to our occupants: resume writing assistance, air conditioning units in each bedroom, and all utilities.

Our desire is to be a positive influence in the neighborhood by giving young men a structured lifestyle to help facilitate their return to the community. We are working directly with the Ypsilanti courts and have even been able to help local police officers with personal family issues. This house is our personal mission to give back to the community for all our own blessings. It was a home-setting just like the one we are trying to emulate that saved our son's life. He is passionately and actively involved in monitoring this home and ensuring its success. Our goal is not to be a burden on the city of Ypsilanti, but rather be actively involved in its long-term health. We want to continue to work directly with its courts, police, universities, and people. As such, we ask you to please accept our request to re-zone the property to CN to ensure a positive impact for all.



Listing Type ▾ Any Price ▾ 0+ Beds ▾ More ▾





Meeting Minutes
Planning Commission
Wednesday, 20 March 2019 – 7:00 P.M.
City Hall – Council Chambers, 1 S Huron St
Ypsilanti, MI 48197

I. Call to Order

II. Roll Call

Matt Dunwoodie, Chair	P	Jared Talaga, Vice-Chair	P
Toi Dennis	P	Jessica Donnelly	P
Phil Hollifield	P	Heidi Jugenitz	A
Jelani McGadney	P	Michael Simmons	P

III. Approval of Minutes

- February 20, 2019

Offered By: Commissioner Hollifield; Seconded By: Commissioner Talaga

Approved: Yes – 7; No – 0; Absent – 1 (Jugenitz)

IV. Audience Participation

n/a

V. Presentations and Public Hearing Items

9 Casler: Conditional Rezoning

Rezoning: Tabled from 1/2019 due to offer of conditions.

Staff has received conditions by the applicant. Staff and City Attorney has reviewed the conditions. Staff still recommends that the planning commission deny the application with the same findings as previously. The use, although it is a good use, is not a great fit for that particular area.

Motion to open public hearing

Offered By: Commissioner Hollifield; Seconded By: Commissioner Talaga

Approved: Yes – 7; No – 0; Absent – 1 (Jugenitz)

- *Jacob Winnega* used to live at 9 Casler as an in-house manager. They started a halfway house and were contacted by the city that they were zoned incorrectly for the amount of people they were intaking. They want to be rezoned as a supportive house so that they can take in and help more people. If conditional rezoning cannot be approved, Jacob Winnega asked for a grace period to be able to relocate current tenants into appropriate housing.
- *Laurence Wartley* 423 S. Huron
Concerned because if they are contracting with the county or the state to house these tenants, then questions would be raised if they are within the codes of the local municipality. This has come to attention last September, the community was only notified in February- is concerned that the city has not inspected the space. He was told that 9 Casler would be given the chance to become legal. If the

store down the street started selling liquor before the store became legal to do so, they would have been stopped. Same should happen in this case, because the excuse of "they did not know" is not a defense of breaking the law. He would like to object to 9 Casler being operated as a halfway house especially because none of the neighbors were given the chance to say whether or not they wanted that in the neighborhood.

- Commissioner Dennis asked if Laurence Wartley had issues neighboring the halfway house in the last 4-5 months.

Laurence Wartly replied that he was in the process of selling his house, and thinks bunch of guys smoking cigarettes out front, and entering with a keypad may have been a reason his house did not sell.

Motion to close public hearing

Offered By: Commissioner Hollifield; Seconded By: Commissioner Donnelly

Approved: Yes – 7; No – 0; Absent – 1 (Jugenitz)

- Commissioner Dunwoodie asked Jacob Winnega to clarify the contracts 9 Casler has with the state or county. Jacob Winnega responded no. They get calls from Washtenaw County Probation system, and they send clients to 9 Casler. Most of the people come from the rehab facility in Brighton and Dawn Farms. These people are not legal tenants, but under contract that keep them to a set of rules set by the management, and are under care of management.
- Commissioner Dennis asked about services provided. Right now they have eight clients under their care. They are only zoned for five. Requirements of the program are random drug tests, curfew, chores, accountability to go to five meetings a week, and to work full time. This a family run operation, they understand concerns from neighbors, and want to work with them and be good neighbors as well. They are not accredited, but have certification with the state,
- Commissioner Dunwoodie asked Bonnie Wessler for clarification of how many people could live in the house if the conditional rezoning is denied. Bonnie Wessler responded that Only three unrelated persons are allowed to inhabit a single family home without a special use, or supplementary permit.
- Commissioner Hollifield asked to clarify that if this application is not approved, they would be required to go down to three people at 9 Casler. Bonnie Wessler clarified that it would be three inhabitants maximum with no rezoning, and that would include the staff person. Going down to three inhabitants would lead management to close the house. Staff clarified that they are zoned CN-mid with does not permit for rooming houses or supportive housing, and they are asking to be rezoned CN- Core Neighborhood that allows supportive housing with a special use. They've offered voluntary conditions to limit the future use of the property to not be a multi-family dwelling.
- Bonnie Wessler asked to speak about the application process. Right now what's under consideration is just the rezoning. It doesn't guarantee any future approval as a special use, and it doesn't mean that you can't put conditions on a future special use permit.

- Commissioner Dunwoodie pointed out that the commission has an obligation to consider what that parcel would look like in 100 years, not just the current use.
- Commissioner Dunwoodie stressed that the commission supports the type of work being done at 9 Casler. It is a question of whether further down the road that parcel makes sense under a different zoning. The future land use map guides the commission's decision making.
- Commissioner Dunwoodie read Commissioner Jugenitz's email on the subject.
- Commissioner Dennis reminded the commission that the housing subcommittee is looking into the three non-related persons rule, as it is an antiquated.

Motion to recommend the Planning Commission deny the rezoning of 9 Casler from the Core Neighborhood - Mid to Core Neighborhood to City Council with the following findings:

1. The rezoning would not be consistent with the policies, guiding values, and future land use map. Rezoning only this parcel would be inconsistent with the surrounding neighborhood.
2. The rezoning allows for more apartments including apartment new apartment building. This site is adjacent to steep slopes near a natural spring. Any new construction or expansion would be challenging.
3. The intensity of the proposed zoning district does not match the neighborhood on Casler and Bell.
4. The rezoning is not consistent with the neighborhood on Casler and Bell.
5. The rezoning is not consistent with the trend of development.

Commissioner McGadney added a friendly amendment to remove the first statement of #2 as it was part of the condition the applicant has offered. Commissioner Talaga accepted the friendly amendment.

Offered By: Commissioner Talaga; Seconded By: Commissioner Simmons
Approved: Yes – 4 ; No – 3 (Dennis, Hollifield, Simmons) ; Absent – 1 (Jugenitz)

VI. Old Business

534 N Huron: Site Plan Update

Site Plan Update: Per PC condition of site plan/special use approval, revised site plans are being presented to PC due to a denial of a requested variance.

Staff report- applicant has come back with revised plans that conform to the code specifically in regard to the proposed frontage for the addition. Staff believes these changes to be both minor and desirable, and in alignment with the code, and no further action needs to be made by the planning commission.

Commissioner Talaga thanks applicant.

VII. New Business

Bylaws discussion: Conflict of Interest update

- Staff has looked at comparable bylaws to define what "adjacent" is. Proposed changes fall into the bylaws that were looked at. Staff updated what would happen if there was a conflict of interest.



Resolution No. 2019-077
April 16, 2019

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That the public hearing for the rezoning of 9 Casler from CN Mid to CN by officially closed.

OFFERED BY: _____

SECONDED BY: _____

YES: NO: ABSENT: VOTE:

This resolution is adopted by the Council of the City of Ypsilanti and approved by the Mayor this 16 day of April 2019

#Resolution No. 2019-077



Resolution No. 2019-078
April 16, 2019

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That the following items be approved:

1. **Resolution No. 2019-079, approving the minutes of April 2, and April 3, 2019.**
2. **Resolution No. 2019-080, approving a charitable gaming license for the Corner Health Center.**

OFFERED BY: _____

SECONDED BY: _____

YES: NO: ABSENT: VOTE:

This resolution is adopted by the Council of the City of Ypsilanti and approved by the Mayor this 16 day of April 2019

#Resolution No. 2019-078



Resolution No. 2019-079
April 16, 2019

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

THAT the minutes of April 2 and April 3, 2019 be approved.

OFFERED BY: _____

SECONDED BY: _____

YES: NO: ABSENT: VOTE:

This resolution is adopted by the Council of the City of Ypsilanti and approved by the Mayor this
16 day of April 2019

#Resolution No. 2019-079



MINUTES REGULAR COUNCIL Meeting

7:00 PM - Tuesday, April 2, 2019
Council Chambers

The REGULAR COUNCIL of the City of Ypsilanti was called to order on Tuesday, April 2, 2019, at 7:00 PM, in the Council Chambers, with the following members present:

PRESENT: Beth Bashert, Council Member Jennifer Symanns, Council Member Steven Wilcoxon, Council Member Nicole Brown, Council Member Lois Richardson, and Council Member Anthony Morgan

ABSENT: Council Member Pete Murdock

I CALL TO ORDER

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

II INVOCATION

Mayor Bashert asked all to stand for a moment of silence.

III PLEDGE OF ALLEGIANCE

A "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."

IV AGENDA APPROVAL

A Mayor Bashert requested a motion to approve the agenda

Nicole Brown moved to approve the agenda Lois Richardson seconded the motion.

Lois Richardson moved to remove the two interviews from Section VII, Presentations. Steven Wilcoxon seconded the motion.

CARRIED. 5 to 1.

<i>Steven Wilcoxon</i>	<i>For</i>
<i>Lois Richardson</i>	<i>For</i>
<i>Beth Bashert</i>	<i>Against</i>
<i>Jennifer Symanns</i>	<i>For</i>
<i>Nicole Brown</i>	<i>For</i>
<i>Anthony Morgan</i>	<i>For</i>

Steven Wilcoxon moved to remove Resolution No. 2019-069, approving the appointment of Frances McMullan as City Manager and Contract of Employment. Jennifer Symanns seconded the motion.

FAILED. 2 to 4.

<i>Beth Bashert</i>	<i>Against</i>
<i>Jennifer Symanns</i>	<i>For</i>
<i>Steven Wilcoxon</i>	<i>For</i>
<i>Nicole Brown</i>	<i>Against</i>
<i>Lois Richardson</i>	<i>Against</i>
<i>Anthony Morgan</i>	<i>Against</i>

Jennifer Symanns moved to add a discussion prior to Resolution No. 2019-069 regarding the hiring process for the City Manager and City Clerk Steven Wilcoxon seconded the motion.

CARRIED. 4 to 2.

<i>Beth Bashert</i>	<i>For</i>
<i>Jennifer Symanns</i>	<i>For</i>
<i>Steven Wilcoxon</i>	<i>For</i>
<i>Nicole Brown</i>	<i>For</i>
<i>Lois Richardson</i>	<i>Against</i>
<i>Anthony Morgan</i>	<i>Against</i>

V INTRODUCTION

Mayor Bashert introduced the following individuals; Interim City Manager Frances McMullan, Economic Development Director Joe Meyers, City Planner Bonnie Wessler, Community Development Manager/DDA Director Christopher Jacobs, Police Chief Tony DeGiusti, Interim Fire Chief Ken Hobbs, Eastern Michigan University Vicki Reaume and Walter Kraft, State Representative Ronnie Peterson, and Washtenaw County Commissioner Ricky Jefferson.

VI PRESENTATIONS

- A** Eastern Michigan University Update of university news and activities - Vicki Reaume & Walter Kraft

EMU Vice President and Secretary of the Board of Regents Vicki Reaume and Vice President Division of Communications Walter Kraft provided a presentations regarding the Eastern Michigan University.

Mayor Bashert asked if the shift in funding is a result of the state, or shifting in expenses. Mr. Kraft responded shift in funding from the state.

Council Member Morgan asked for clarification on how the Rec Center is fully funded by the students. Mr. Kraft responded students agreed to pay a fee on their tuition bills. Mr. Morgan asked if all 18,000 decided to make that contribution. Kraft responded students had the opportunity to opt out if they did not want to participate. Mr. Morgan asked over how many years are students asked to contribute. Mr. Kraft responded until the building is completed. Mr. Morgan asked if the students who choose to buy in get any equity out of the facility. Mr. Kraft responded they will not receive equity, but will be able to use the facility. Mr. Morgan asked if the students who helped fund the building will have to pay to use it. Mr. Kraft responded no. Ms. Reaume added students will just need to show their student identification card.

Mayor Bashert stated she heard the Live Ypsi Program is being ended by the county. Mr. Kraft responded they are still funding it from the university's standpoint.

Council Member Morgan stated there is an imbalance in the university's educational system and that of the local school system. He asked what the university's relationship is pulling the local educational system up as a whole. Mr. Kraft responded the university offers some after school programs, but there is certainly more that could be done. He offered the Office of Education Dean to share many of the things EMU is doing for the local schools. Also, he has discussed with State Rep. Peterson on how EMU can play a more active role to help facilitate a greater collaboration more in the region.

Council Member Brown appreciated the presentation, and is excited to see how the university and the city could turn around the perception that the two entities do not work collaboratively. She added there has been a lot of discussion regarding the city's first responders and mental health crisis. She asked if there is potential for the university's Social Work Program could collaborate a way to support those first responders. Mr. Kraft responded he will take that back to the university.

Council Member Symanns appreciated the presentation and hopes the university and the city can continue to strengthen their relationship. While she understands the universities budgetary issues, there is concern with the privatization in university functions. She asked if there are future plans to privatize other university functions. Mr. Kraft responded the university needs to invest in its campus in order to stay competitive.

Council Member Wilcoxen stated there is a lot of concern in the community regarding Ypsilanti being a small city and the university takes up a large portion of that land. Anytime there is a discussion about the university obtaining more land is troubling and removing it from the tax roll. There is also concern in the community regarding the privatization of university functions, private entities using state land have a distinct advantage over other business. He would like to hear more about ways that will translate back to the city as an opportunity. Mr. Kraft responded the university needs to grow, and the more students it can attract the better off the community as a whole will be. Mr. Wilcoxen asked if the public-private housing project would be on located on the current campus. Mr. Kraft responded in the affirmative. Mr. Wilcoxen stated he is looking forward to hearing how the College of Education is engaging the high school students in this community.

Mayor Pro-Tem Richardson stated her favorite president over the past years often would "say so goes the university so goes the city, and so goes the city so goes the university". During that time the city and EMU both worked together and experienced advancement of both entities. She has not seen that kind of collaboration since he left the university. There is a division that is growing, and something needs to be done to improve that relationship. She explained the public is upset that private companies are making tax free dollars on city property.

Mayor Bashert asked for an update on Lowell Street. Mr. Kraft responded the university is currently evaluating that property. Ms. Bashert stated anything that can be done to keep that property on the tax roll would be appreciated. Her experience with the the university is that it has responded positively almost every time she has had a conversation. She is intrigued by further outreaches and what they mean for the future.

B ~~Interview of Frances McMullan for the Position of City Manager (Removed)~~

C ~~Interview of Andrew Hellenga for the Position of City Clerk (Removed)~~

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VII PUBLIC COMMENT (3 MINUTES)

1. Reza Rajabi, 110 N Summit, stated while filing a police report he asked for the department's phone number and was laughed at by an officer. As a tax payer he should not be insulted by city employees.
2. Amber Fellows, Ward 3, expressed support for the appointment of Frances McMullan as City Manager. Although she does not see an issue with having a process, she believes this appointment will begin to reestablish public trust.
3. Kim Jones, City Employee, stated her support for the appointment of Frances McMullan to City Manager and Andrew Hellenga to City Clerk. She does not see an issue in performing a search.
4. Desirae Simmons, Ward 3, supported the appointment of Frances McMullan and Andrew Hellenga to City Manager and City Clerk. She was pleased Council pushed the conversation with EMU. She wants Council to keep housing on their mind, and to not always pursue growth. She would have an eye kept on the Regional Recycling Authority, and ensure it does not result in the loss of jobs.
5. Brian Geringer, Ward 1, supported the appointment of Frances McMullan as City Manager. He stated a search is not necessary, and supports African American women in positions of power. He expressed that Interim Fire Chief Hobbs needs to be appointed Chief and support for Andrew Hellenga to be made City Clerk. He thanked Council for pressing the EMU representatives, and that growth is not always the best for a community. He added there is seven years until the Penn Dam becomes dangerous, and Council should take its time on the decision for removal.
6. Brian Foley, 425 Ainsworth Cir, supported the appointment of Frances McMullan as City Manager, Andrew Hellenga as City Clerk, Ken Hobbs as the Fire Chief, and Brad Holman as the DPS Director. He has worked with all four employees on a professional level, and they are the right people for those positions.
7. Beverly James, 968 Monroe, stated she is proud of the young people in this community. She added her support for EMU, however, there should not have been given an hour for a presentation. That time should be reserved for the citizens of this community.
8. Sam Jones-Darling, 210 Brown Hall, expressed his support for Frances McMullan's appointment to City Manager and Andrew Hellenga's appointment to City Clerk. He suggested Council reach out to the EMU Board of Regents.
9. Lee Tooson, 107 Middle, supported the appointment of Frances McMullan, Ken Hobbs, Brad Holman, and Andrew Hellenga. Council needs to move forward and begin to heal. He added Beth is against Frances McMullan becoming City Manager. Frances is qualified for the position, and Council Chambers is not a place to become a power broker.
10. Ricky Jefferson, 113 Devonshire, Washtenaw County Board of Commissioners, stated Council should listen to Beverly James, she has been in his community for a long time. He supported Frances McMullan's appointment to City Manager. He explained Ms. McMullan stays neutral in

politics. Council needs a strong person to gather egos, a person who preservers, and has guts.

11. Madeline Baier, 330 Chidester #406, quoted Mark Twain, "better to keep your mouth shut and appear stupid than to open it and remove all doubt".
12. William Simmons supported the appointment of France McMullan, and what has already been said. He also expressed his support for Council.
13. Valerie Brown Tooson, 107 Middle, stated her support for Frances McMullan and Ken Hobbs.
14. Tracy McMullan stated he knows his wife well, and she is more than capable to perform the duties of City Manager.

VIII CONSENT AGENDA - RESOLUTION NO. 2019-066

- A** Resolution No. 2019-067, approving the minutes of March 18, and March 19, 2019.
- B** Resolution No. 2019-068, approving Ordinance No. 1335, Firearms Sales and Commercial Recreational Use. (Second reading)

Steven Wilcoxon moved to approve Resolution No. 2019-066, Consent Agenda Nicole Brown seconded the motion.

CARRIED. 6 to 0.

<i>Steven Wilcoxon</i>	<i>For</i>
<i>Nicole Brown</i>	<i>For</i>
<i>Beth Bashert</i>	<i>For</i>
<i>Jennifer Symanns</i>	<i>For</i>
<i>Lois Richardson</i>	<i>For</i>
<i>Anthony Morgan</i>	<i>For</i>

IX RESOLUTIONS/MOTIONS/DISCUSSIONS

- A** Discussion of the hiring process for both the City Manager and City Clerk.

Council Member Symanns stated she is willing to forgo the process of posting these positions. She only wants to ensure that Council is on the same page and that the public has the time to meet the candidates.

Council Member Brown objected that the Mayor added interviews to the agenda without input of Council. However she does not take issue with holding

a meet and greet for the candidates, but it is ridiculous to not move forward with the appointments.

Council Member Wilcoxen stated it has been an interesting couple of weeks. he explained there has been talk about process when it has been clear since the beginning Council has already had the employees it wanted. He thought setting a process was worthwhile even with knowing the outcome. He has had to explain to constituents that were concerned why these positions are not going to be posted. He explained to that person Council is not required to do that.

Council Member Syamnns stated she would like to have a dialog with the candidates on how Council can help the employees do their job.

Mayor Pro-Tem Richardson stated during the March 18th Special Meeting she asked the City Attorney to start the process of appointing Ms. McMullan City Manager. If Council knows what it wants to do it should move forward in this process. However, she is not opposed to holding a meet and greet for the candidates. She would like Council to move forward with Resolution No. 2019-069.

Council Member Brown stated she would like to schedule a Special Meeting that included a question and answer portion between Council and the employees, followed by a meet and greet with the public.

Council Member Morgan stated he is in favor of the appointment of Frances McMullan and Andrew Hellenga to the perspective positions. These employees have earned these appointments, and it is not Council simply giving them the jobs.

Mayor Bashert apologized to Council Member Brown for not returning her email regarding the scheduled interview. She supports the hiring of Ms. McMullan and Mr. Hellenga. She stated the words of Council hold weight, and she has felt the weight of her words.

- B** Resolution No. 2019-069, approving the appointment of Frances McMullan to City Manager and contract of employment.

Council Member Wilcoxen stated he has one issue with the contract. There has been a lot of attention paid to the previous City Manager not residing in the city. This contract does not include any of those stipulations. He recognizes Ms. McMullan lives in Ypsilanti Township, which is much closer than the previous City Manager. Ms. McMullan responded the contract does offer an allowance if the employee moves into the city, but there is no stipulation requiring it. She added she was not interested in receiving that stipend.

Lois Richardson moved to approve Resolution No. 2019-069 Nicole Brown seconded the motion.

CARRIED. 6 to 0.

Beth Bashert	For
Jennifer Symanns	For
Steven Wilcoxon	For
Nicole Brown	For
Lois Richardson	For
Anthony Morgan	For

- C** Resolution No. 2019-070, approving the Articles of Incorporation of the Washtenaw Regional Resource Management Authority

Mayor Bashert asked Council for a motion to appoint the city representative and alternate. Council Member Brown asked if the appointments are to be city staff. Council Member Wilcoxon responded the appointments can be anyone. Washtenaw County Public Works Manager Theo Eggermont interjected Council can appoint a designee at a later date.

Mayor Pro-Tem Richardson stated she is favor of the proposal, but she is concerned if this could result in the loss of jobs. She does not want to vote on this resolution until she knows employees will not lose their jobs. Mr. Eggermont replied in the future the Authority could seek contractors for collections, which would then be offered to members, but the Authority cannot force Ypsilanti to use those services. Mayor Bashert asked if the city has the autonomy to engage with the program as much, or as little as it sees fit. Mr. Eggermont responded in the affirmative.

Mayor Bashert asked if the city becomes a member of the Authority would any changes to the program come before Council. Ms. McMullan replied before any changes are made the program it would come before Council. She added it would be ideal for the city to develop what it would want its program to look like.

Mayor Bahert stated Ypsilanti is way behind in its recycling practices, but she shares the concerns regarding jobs.

DPS Foreman Chris Simmons stated he is required to get competitive quotes for services, and this authority is a tool to ensure prices stay low. This simply allows the city to gather information in a regional function.

Council Member Wilcoxon stated concerns were raised at the last Sustainability Commission meeting regarding the potential loss of jobs. He

stated the articles of incorporation are not necessarily a threat to current employees. However, there is concern the city would not do the right thing regarding those jobs. He thought it was a great revelation that there is concern the city would not do the right thing when the time came.

Council Member Morgan asked the top three reasons why the authority would not have sufficient funds to satisfy obligations. Mr. Eggermont responded he doesn't have a specific scenario, but if a project goes over budget due to unforeseen circumstances. Mr. Morgan stated it would be a gamble if the city's contribution would cover services rendered. Mr. Eggermont replied the gamble is minimal because any project that would extend past the \$5,000 would go back to Council for approval. Mr. Morgan asked if the authority is a form of privatization. Mr. Eggermont responded no. Mayor Bashert added it is a regional response.

Mayor Bashert stated many of the city's problems are regional. Combining resources creates a more valuable product.

Steven Wilcoxon moved to approve Resolution No. 2019-070 Nicole Brown seconded the motion.

CARRIED. 6 to 0.

<i>Beth Bashert</i>	<i>For</i>
<i>Jennifer Symanns</i>	<i>For</i>
<i>Steven Wilcoxon</i>	<i>For</i>
<i>Nicole Brown</i>	<i>For</i>
<i>Lois Richardson</i>	<i>For</i>
<i>Anthony Morgan</i>	<i>For</i>

- D** Resolution No. 2019-071, approving an amendment to 2017 Assistance to Firefighters Grant

Ms. McMullan stated the city's is short on a grant match, and approval of this resolution would allow the Fire Department to move forward.

Interim Fire Chief Hobbs stated when the resolution was originally proposed it did not take into effect the increase in personnel at the Fire Department as a result of the SAFER Grant. The equipment is going to be paid in May, and the account will be short without this approval. He added the department has also not received the SAFER allocation.

Nicole Brown moved to approve Resolution No. 2019-071 Jennifer Symanns seconded the motion.

CARRIED. 6 to 0.

Beth Bashert	For
Jennifer Symanns	For
Steven Wilcoxon	For
Nicole Brown	For
Lois Richardson	For
Anthony Morgan	For

- E** Resolution No. 2019-072, approving the Memorandum of Understanding between Growing Hope and the City of Ypsilanti regarding the Depot Town Farmers Market

Economic Development Director Joe Meyers provided an overview to why this has been submitted for approval.

Council Member Morgan asked if the MOU needs to be approved every year. Mr. Meyers responded in the affirmative.

Council Member Wilcoxon asked if there is a provision to allow Growing Hope the Freighthouse in the winter. Mr. Meyers responded no. Mr. Wilcoxon asked why. Mr. Meyers replied it is not what Growing Hope is requesting, and not included in the Freighthouse MOU.

Mayor Pro-Tem Richardson asked if the Freighthouse will be available for use other than during the Farmer's Market. Mr. Meyers replied the Freighthouse Plaza is available for use at anytime other than during the Farmer's Market. The actual Freighthouse is available for use under the MOU the city holds with the Friends of the Freighthouse.

Mayor Bashert stated this is a wonderful program Growing Hope provides the city, it helps many people have access to fresh healthy food. And provide assistance to some of the disadvantaged residents of the city.

Jennifer Symanns moved to approve Resolution No. 2019-072 Nicole Brown seconded the motion.

CARRIED. 6 to 0.

Beth Bashert	For
Jennifer Symanns	For

Steven Wilcoxen	For
Nicole Brown	For
Lois Richardson	For
Anthony Morgan	For

- F** Resolution No. 2019-073, approving the Community and Economic Development Department to Submit the MDEQ Grant Application

Community Development Manager/DDA Director Christopher Jacobs provided an overview to why this has been submitted for approval.

Council Member Symanns stated she is a strong supporter of recycling, but what will the city need to give up in order to fund this truck. It is difficult to approve this funding without knowing where the funds are being diverted. Mayor Bashert asked if the budget year is 2020-2021. Mr. Jacobs responded in the affirmative. He added obviously there are trade offs when budgeting, but the DPS has identified the truck is a need. Ms. Symanns asked if the city could just get a standard truck without a cart tipper feature. Mr. Jacobs responded it would cost less, roughly \$70,000. Mr. Symanns stated if approved Council would still have an opportunity to make decisions what account this is funded. Mr. Jacobs stated it is better for Council to plan for this purchase now, and have the funding available in FY 2020-2021. Ms. Symanns asked if this is going to commit Council to this purchase if approved. Mr. Jacobs responded Council could choose not to allocate the grant match, but it looks bad to accept a grant and then chose not to accept it. Ms. Symanns asked City Manager McMullan for her input. Ms. McMullan responded at this point she does not have much information, but looking at the scenario it would be budgeted though the Motor Pool. It is better to make this decision now so staff can prepare.

Mr. Meyers stated DPS policy is that all new trucks will have the trash tipper.

Council Member Morgan asked if this truck could be used in conjunction with the just approved regional authority. Mr. Jacobs responded the authority provided a letter of recommendation for this grant. He added this would not change the collection process, and doesn't think one would have a bearing on the other.

Mayor Pro-Tem Richardson stated a concern of where the money is going to come from, and lately Council has voted to expend money at a high rate. She would like Council to slow down and allow this to move through the budget process. Mr. Jacobs responded this application is due May 1st. ms. Richardson asked why staff cannot apply for the grant next year if it comes out of that budget. Mr. Jacobs responded the deadline always falls on May 1st, and the amount of money changes from year to year.

Council Member Wilcoxon stated the point of doing this now is to plan for the next Fiscal Year. He added this would equate to roughly \$95,000 per year. he added DPS currently needs to replace a truck, and asked the timeline for that. Mr. Jacobs responded the need is imminent.

Council Member Morgan stated from staff's explanation a request has been made for this truck three times, and now the need is imminent. He would like begin to take care of things when they become necessary, and wants DPS to have what they need to complete their jobs.

Anthony Morgan moved to approve Resolution No. 2019-073 Jennifer Symanns seconded the motion.

CARRIED. 6 to 0.

<i>Beth Bashert</i>	<i>For</i>
<i>Jennifer Symanns</i>	<i>For</i>
<i>Steven Wilcoxon</i>	<i>For</i>
<i>Nicole Brown</i>	<i>For</i>
<i>Lois Richardson</i>	<i>For</i>
<i>Anthony Morgan</i>	<i>For</i>

X LIAISON REPORTS

- A. SEMCOG Update - Mayor Pro-Tem Richardson stated the meeting will be held April 24th. She asked if Council has received the SEMCOG Update. Mayor Bashert responded in the affirmative. Ms. Richardson stated the City Manager forwarded an event that will be held April 10th.
- B. Washtenaw Area Transportation Study - Council Member Symanns stated the meeting was held March 20th regarding the 2045 Long Range Plan. In that plan it is estimated Washtenaw County will add 100,000 new residents and 40,000 jobs. That will create a huge demand on the roads in the county, which will create a greater need for rapid transit.
- C. Urban County - None
- D. Ypsilanti Downtown Development Authority - Joint meeting tomorrow, Wednesday, April 3, 2019
- E. Ypsilanti Youth Safety Collaboration - Council Member Morgan stated a meeting was held on March 21st, and there are many liaisons from various organizations. He will provide an invite to Council regarding the next meeting. Some of the core issues have been identified by the group.
- F. Friends of Rutherford Pool - Mayor Bashert stated she has been energized regarding solar power and is excited the Pool will have that feature.
- G. Housing Equity Leadership Team - None

XI COUNCIL PROPOSED BUSINESS

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A Richardson

- Since the winter has concluded the streets in the downtown need to be cleaned.

B Wilcoxon

Resolution No. 2019-075, approving the appointment of Andrew Hellenga as City Clerk and authorize the City Attorney to begin contract negotiations.

Steven Wilcoxon moved to approve Resolution No. 2019-075 Lois Richardson seconded the motion.

CARRIED. 6 to 0.

<i>Beth Bashert</i>	<i>For</i>
<i>Jennifer Symanns</i>	<i>For</i>
<i>Steven Wilcoxon</i>	<i>For</i>
<i>Nicole Brown</i>	<i>For</i>
<i>Lois Richardson</i>	<i>For</i>
<i>Anthony Morgan</i>	<i>For</i>

C Brown

- Discussed how the Special Meeting regarding Council/Manager and Clerk question and answer. Followed by a meet and greet with the public.
- She will be attending the Real Truth of Human Trafficking Jewish Federation Meeting regarding along with Council Member Symanns on Wednesday, April 10th. She encouraged all to attend.

D Symanns

- Asked how the tipper cart will effect normal trash collections. Mr. Jacobs responded this would allow staff to create a pilot program. Mr. Meyers responded trash would be separate. Ms. Symanns asked for that to be considered when the city bids out for the solid wets contract.

E Morgan

- Stated he received a communication from a resident who was happy to be able to speak to an actual city official. The resident asked if there was an ordinance regarding unleashed dogs. Chief DeGiusti replied the individual should call Animal Control.

XII COMMUNICATIONS FROM THE MAYOR

- Ypsilanti received an award for the solar project at Parkridge and for trianing local people to perform the installation.
- She asked that Sam Jones-Darling's application to the HRC be rescinded because he is moving out of the city.
- She asked for a street cleaning schedule.

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- She asked for an update regarding the Freighthouse MOU.

Steven Wilcoxen moved to extend the meeting until 10:15 p.m. Nicole Brown seconded the motion.

CARRIED. 6 to 0.

<i>Beth Bashert</i>	<i>For</i>
<i>Jennifer Symanns</i>	<i>For</i>
<i>Steven Wilcoxen</i>	<i>For</i>
<i>Nicole Brown</i>	<i>For</i>
<i>Lois Richardson</i>	<i>For</i>
<i>Anthony Morgan</i>	<i>For</i>

XIII COMMUNICATIONS FROM THE CITY MANAGER

- Asked for Council to review the Council Information letter
- Thanked Council for the appointment, and is excited to foster teamwork among staff.

XIV COMMUNICATIONS

A NOMINATIONS

HRC

Sam Jones-Darling (Reappointment)
210 Brown Hall
Ypsilanti, MI 48197

XV PUBLIC COMMENT (3 MINUTES)

1. Lee Tooson, 107 Middle, thanked Council for their decision to appoint Frances McMullan City Manager and Andrew Hellenga City Clerk. He stated it sends a message to the community that Council is responsive. He added he knows the right thing will be done considering Interim Chief Hobbs.
2. Valerie Tooson, 107 Middle, stated she is very happy with the outcome, and is here to assist Council in any way she can.
3. Interim Chief Hobbs applauded Council for the appointments.

XVI REMARKS FROM THE MAYOR

None

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XVII ADJOURNMENT

A Resolution No. 2019-074, adjourning the City Council meeting.

Anthony Morgan moved to adjourn the meeting Nicole Brown seconded the motion.

CARRIED. Meeting adjourned at 10:04 p.m. 6 to 0.

<i>Nicole Brown</i>	<i>For</i>
<i>Anthony Morgan</i>	<i>For</i>
<i>Beth Bashert</i>	<i>For</i>
<i>Jennifer Symanns</i>	<i>For</i>
<i>Steven Wilcoxon</i>	<i>For</i>
<i>Lois Richardson</i>	<i>For</i>



MINUTES

COUNCIL/DDA Joint Meeting

7:00 PM - Wednesday, April 3, 2019
Riverside Arts Center

The REGULAR COUNCIL of the City of Ypsilanti was called to order on Wednesday, April 3, 2019, at 7:00 PM, in the Riverside Arts Center, with the following members present:

PRESENT: Beth Bashert, Council Member Jennifer Symanns, Council Member Steven Wilcoxon, and Council Member Anthony Morgan

ABSENT: Council Member Pete Murdock, Council Member Nicole Brown, and Council Member Lois Richardson

I CALL TO ORDER

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

II ROLL CALL - DOWNTOWN DEVELOPMENT AUTHORITY

Ben Harrington - Chair	Present
Andrew O'Neal	Present
Danielle Milner	Present
Jen Eastridge	Present
Ylondia Portis	Present
Kayia Robinson	Present
Andy French	Present
Dieter Otto	Present
Janette Rook	Present

III INVOCATION

Mayor Bashert asked all to stand for a moment of silence.

IV PLEDGE OF ALLEGIANCE

- a) 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.

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V AGENDA APPROVAL

DDA Board Member Portis moved, seconded by DDA Board Member Hinton to approve the agenda.

On a voice vote, the motion carried, and the agenda was approved.

VI INTRODUCTIONS

Mayor Bashert introduced the following individuals; Community Development Manager/DDA Director Christopher Jacobs, City Planner Bonnie Wessler, MML Program Coordinator Richard Murphy, Parking Enforcement Officer Sandra Rogala, DDA Coordinator Elize Jekabson, and Rich & Associates Parking Planning Director David Burr.

VII PUBLIC COMMENT (3 MINUTES)

1. Rex Richie, 40 E. Cross, asked how many people at the table have actually read the report in its entirety.
2. Corrine Sikorski, Ypsilanti Food Coop, expressed that many businesses in the city would benefit from short term parking.
3. Martha Kern-Boprie, Friends of the Frieghthouse Board Member, encouraged the installation of parking meters in Depot Town.
4. Nicole Bell, 512 Washtenaw, Vegorama Manager, stated there needs to be better signage for parking.
5. Jeanne Adwani, 36 N Huron, stated the city needs parking meters in order to create greater turnover for parking.
6. Jessica French, 56 E Cross, stated the recommendations are based on a study that lasted only two days, and feels the study is not comprehensive. She added if the city adopts a policy to have a 50% private/public parking the city would need to provide over 200 additional parking spaces. She suggested examining a parking structure.
7. Carolyn Mckeever, 23, 25, & 29 E Cross, stated her concern with both her commercial and residential tenants. Both categories need to have spaces to park, and she does not want to charge outrageous prices for parking because she would never be able to acquire tenants.
8. Sallie Richie, 40 E. Cross, stated she does not feel the study is an accurate reflection of the parking in the city.
9. Jason Branham, 36 E Cross, stated when the city wants to get something done it gets done. He does not agree with other business owners that the study is not a reflection of parking. He stated he wants to see progress in parking.
10. Tyler Weston, 302 N Grove, stated he is disappointed in the process and asked for something to be done quickly to help the situation.
11. Bekah Wallace, Cultivate, stated she hopes the city is not just going to put a Band-Aid on this problem, or continue to kick the can down the road. She is concerned what will happen when Thompson Block is finished.

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April 3, 2019

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VIII RESOLUTIONS/MOTIONS/DISCUSSIONS

a) Discussion of the Parking Strategy Report and Recommendations

DDA Board Member French asked if there has been any thought to using gates rather than have meters gate the lots. This would help to reduce cost for signage and new meters. Gates will also allow you to collect revenue twenty-four hours a day. Rich & Associates Parking Planning David Burr replied that technology is expensive, and the technology used now is a multiple space pay station. These stations allow a user to add time to their space using a phone app. Mr. French replied the city would need to employ a person to monitor the meters. According to the study Depot Town is stressed until roughly 10:00 p.m. Is there a plan to staff parking enforcement until 9:00 to 10:00 p.m. Mr. Burr replied it is a recommendation to expand enforcement hours.

DDA Board Member Portis asked if there has been any consideration regarding outsourcing the entire parking system. Mr. Burr responded no, however there are organizations that provide that service.

Mr. French asked how the DDA would play a larger role in the parking enforcement. Mr. Burr responded the city is going to develop the policy and the DDA will ensure those policies are implemented. Mr. French asked if the DDA is going to implement the policy. Council Member Morgan interjected that is according to the recommendation. City Planner Bonnie Wessler stated the DDA might not necessarily implement the policy.

DDA Board Member Milner asked what makes Ypsilanti's parking system unique and what similarities are there between other communities. Mr. Burr responded Ypsilanti is unique in that it has three distinct districts. Ypsilanti is similar in that each district has its own parking issues.

Council Member Morgan asked what exactly a Parking Manager would be responsible. He also asked what the difference is for having privatized parking and having the DDA control parking functions. Mr. Jacobs responded the Parking Manager would take the lead in policy setting with the direction of Council and the DDA. Ms. Wessler added a parking committee would assist the Parking Manager performing their duties. The Parking Manager would be the one point of contact. Mr. Jacobs stated the DDA overseeing the system is different the privatization because it can set policy.

Ms. Portis asked if the report identifies a best in class in research regarding other jurisdictions. Mr. Burr responded for policy development the research is based on the best practices a municipality should have.

DDA Board Member Harrington asked how parking supply can be effected, especially in Depot Town. Mr. Burr replied adding capacity will not happen overnight, there is potential to build a parking structure. Mr. Jacobs suggested shared parking.

DDA Board Member Hinton asked if a parking structure in Depot Town is feasible. Ms. Wessler replied nothing is off the table. Mr. Burr added that is a policy decision.

DDA Board Member Eastridge stated she understands there is a parking deficit in Depot Town, but that problem also exists in the Downtown.

Mr. French stated the study lists Depot Town as the one district that meets the 50% threshold private/public parking. However, there is a 250 parking spot deficit and in the near future it will be north of 300. He stated when the city creates a policy of 50% threshold the city is responsible for those upgrades. Not having that parking is a major threat to business. He asked if there is a recommendation for the city to loosen that policy and allow private business to purchase land to provide parking. Mr. Burr replied private parking will only be for that specific business. Public parking encourages a park once mentality, in that a person parks and moves through the city enjoying everything it has to offer. Mr. French stated by having that goal it puts the onus on the city to provide that parking. Mr. Burr responded in the affirmative.

Council Member Symanns stated the city needs a long term strategy. However, it would be great if there were some quick wins. She asked if there is something as simple as having better signage. Mr. Jacobs responded that and policy.

DDA Board Member O'Neal stated he owns a building at Cross and Normal and there is not a parking supply issue there. There needs to be flexibility in policy for the districts.

Mr. French stated he sees the Parking Manager as a very important role, especially from an economic development standpoint. He asked who this person would report to. Mayor Bashert replied this person will not decide things, they would only execute policy created by Council and the DDA. Council Member Morgan suggested the DDA fund the salary of the Parking Manager. DDA Board Member Otto stated city staff should be examined to see if there is potential for a Manager to come from current employee stock. He added this would assist in getting change moving forward.

Ms. Portis stated outsourcing this position should be considered. Mayor Bashert responded the city is not afraid to outsource.

Mr. Harrington stated the current revenues created through parking are realized through the city, but some of the parking costs are realized through the DDA. He believes having this under one body in streamline both repairs. Council Member Morgan stated parking is a city problem that affects everyone, not just businesses.

Council Member Symanns stated centralizing parking could build efficiencies.

Mr. Harrington stated the DDA does not have a specific role in mind that it would like to pay other than support the stakeholders involved. He added there are many different stakeholder in the area and that parking does not meet their needs. There is an influx of development and daytime businesses, and that revenue created through parking should be directed to the parking system. Mayor Bashert responded the DDA is not looking for a major role in parking. Mr. Harrington replied the DDA is open to either potential.

Council Member Symanns stated generally she is not a fan of privatization, however, it has been effective in some instances. She would like to see the DDA play a bigger role in the parking system. Mayor Bashert stated the privatization of parking is not going well for EMU, there would be a loss of control.

Mr. Harrington stated roughly ten to fifteen years ago the DDA funded the reconstruction of the Downtown parking lots, without revenue to fund the construction. The DDA is still paying \$80,000 a year to pay for the construction, but cannot afford to repair them. The city and the DDA have enough revenue to provide a better system. It might not be a bad idea to have a public/private system with city oversight. Mayor Bashert added the loan the DDA took to fund that construction was for longer than the life expectancy of the parking lots.

Mayor Bashert stated the city's current parking meters are in terrible condition. The city has been discussing a kiosks system, they are expensive but they do pay for themselves. Council Member Symanns agreed the parking technology needs to be modernized with consistency throughout the city.

Ms. Portis agreed for the need of smart technology, but asked where the revenue created would be held. Those funds should only be reserved for the parking system. She added much of this discussion is punitive but parking should be designed for people to walk through the city.

Council Member Morgan stated he understands the need to increase revenue, however, he is not in favor of increasing enforcement too late. Mayor Bashert

stated the discussion has been to extend enforcement until 8:00 p.m. to 9:00 p.m. Ms. Hinton agreed with Council Member Morgan to not extend enforcement until late into the night. Ms. Bashert replied no matter what is decided some people are not going to be happy.

Council Member Symanns stated parking enforcement is a necessary evil, and part of the intention is to create turnover in parking. If there were better signage to inform people where the long term parking is located it would be helpful. She suggested enforcement be expanded to other areas in the city. Mr. French stated Royal Oak just extended enforcement until 9:00 p.m. and it appears that is the new rule in areas with an active night scene. Mayor Bashert stated there is a value in coming to Ypsilanti.

Council Member Symanns stated she has always had to have a residential parking permit, and it might make sense to expand that to other areas of the city.

Mayor Bashert asked if there are any thoughts regarding public/private shared parking. Mr. Harrington responded it would be good in general, however, consistency is important. He added in his day job he tries to bring additional businesses to Ypsilanti, and it has become difficult to encourage growth without available parking. There is not an effort to provide parking for daytime users.

Mayor Bashert asked how people felt regarding two hour street parking, and longer term parking being further away.

Council Member Symanns stated there needs to be safe ample parking for employees. There should be lots for employees the city sells.

Mr. Harrington stated he supports the recommendations as written it does a good job of balancing the needs of the retail and employee parking.

Mayor Bashert stated there is a need for better parking signs and employees should not be parking in prime spaces.

Council Member Symanns stated there might be a partnership available with the AAATA to provide busing for downtown employees. Mr. O'Neal suggested a commuter bus that travel throughout the central business district. Council Member Morgan stated there is already a bus line through the College of Business.

Mayor Bashert stated she is in favor of encouraging biking and keeping the city looking its best.

DDA Board Member Rook stated she bikes to work each day, but there are issues with crossing Huron. She asked if there is a way to traffic calming. Ms. Wessler responded last fall a traffic safety analysis was performed at that location and MDOT authorized the City to fund, at its own cost, certain traffic calming methods.

Council Member Symanns stated all of the city's parking lots need updates. Mr. French stated he is glad the city is open to creating an enterprise fund for parking. He asked if there are plans to get parking lots into serviceable conditional in the near term. Mayor Bashert responded the city does not have the funding available to fix the parking lots. However, the city is looking at different strategies to fix those lots.

Mr. Harrington stated 50% of the DDA Tax Capture is going into bond payments for the parking lots. The city and the DDA need to work together to increase revenue.

Mr. Harrington asked if there is any way to increase parking especially in Depot Town. Mr. Burr responded there is potential to pick up spaces in the Frog Island lot. Mr. French asked if there is potential to use the land north of the Freight House. Ms. Wessler replied that land is owned by the railroad.

Mr. French stated he has heard autonomous vehicles are many years away, and the city cannot rely on that to solve these issues. Mr. Burr agreed.

DDA Board Member Portis moved, seconded by DDA Board Member Hinton to extend the meeting until 9:05 p.m.

On a voice vote the motion carried and the meeting was extended.

IX PUBLIC COMMENT (3 MINUTES)

1. Mike, stated there are two issues; one, visitors and owners and two, metering enforcement at night will not work in Ypsilanti when people can go to Ann Arbor.
2. Corrine Sikorski, Food Coop, thirty minutes parking is very important for businesses like the coop.
3. Audience member stated having employees park far away at night is not safe.
4. Audience member stated the system should be privatized allow an outside company to make all the profits while Ypsilanti sees the benefits.
5. Kirista, Freighthouse Manager, stated she would like to see an employee walk, bike, ride program. She would like to see electric charging stations and more bike parking.
6. Audience member stated it is exciting to be a part of this city. There needs to be two approaches to solving this problem; one immediate and one long term.

Council/DDA Joint Meeting
April 3, 2019

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7. Jason Branham, 36 E Cross, stated during the earlier meeting most of the people in attendance were residents and he asked how that information was presented to Council.
8. Jessica French, 56 Cross, stated her concern with the 50% public threshold, and the city better be able to provide that parking.

X ADJOURNMENT

Council Member Morgan moved, seconded by Council Member Wilcoxon to adjourn the meeting.

On a voice vote, the motion carried, and the meeting adjourned at 9:01 p.m.



REQUEST FOR LEGISLATION

TO: Mayor and City Council
FROM: Andrew Hellenga
DATE: April 16, 2019
SUBJECT: Charitable Gaming License – Corner Health Center

DESCRIPTION:

Charitable Gaming License – Corner Health Center

SUMMARY:

The Corner Health Center provides judgment free, high-quality medical care exclusively to all who are ages 12 to 25.

The organization provides physicals, vaccinations and integrated medical care, and many other services.

The organization would like to host an organizational fundraising raffle event at on the following tentative date: August 2, 2019, and will sell tickets starting April 17, 2019 until August 1, 2019, or until 100 tickets are sold.

RECOMMENDED ACTION: Approval

ATTACHMENTS:

Resolution
Tax Exempt Form

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____



Resolution No. 2019-080

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

THAT the Ypsilanti City Council recognizes the Corner Health Center as a nonprofit organization operating in the City of Ypsilanti for the purpose of obtaining a charitable gaming license.

OFFERED BY: _____

SECONDED BY: _____

YES: NO: ABSENT: VOTE:

This resolution is adopted by the Council of the City of Ypsilanti and approved by the Mayor this day of

#Resolution No. 2019-080

Internal Revenue Service
P.O. Box 2508
Cincinnati, OH 45201

Department of the Treasury

Date: May 9, 2013

Person to Contact:

Vaida Singleton - 0203345

Toll Free Telephone Number:

877-829-5500

Employer Identification Number:

38-2329742

CORNER HEALTH CENTER
47 N HURON ST
YPSILANTI MI 48197-2607

Dear Sir or Madam:

This is in response to your March 4, 2013, request for information regarding your name.

Our records indicate you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in November 1980.

Our records also indicate you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website www.irs.gov/charities for information regarding filing requirements. Specifically, note that section 6033(j) of the Code automatically revokes the tax-exemption of any organization that fails to satisfy its filing requirement for three consecutive years. The automatic revocation of exemption is effective as of the due date of the third required annual filing or notice. The IRS maintains a list of organizations whose tax-exempt status was automatically revoked at IRS.gov.

If you have any questions, please call the phone number in the heading of this letter.



Cindy Thomas
Manager, Exempt Organizations
Determinations



Charitable Gaming Division
Box 30023, Lansing, MI 48909
OVERNIGHT DELIVERY:
101 E. Hillsdale, Lansing MI 48933
(517) 335-5780
www.michigan.gov/cg

LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES
(Required by MCL 432.103(K)(ii))

At a _____ meeting of the _____
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by _____ on _____
DATE

at _____ a.m./p.m. the following resolution was offered:
TIME

Moved by _____ and supported by _____

that the request from _____ of _____,
NAME OF ORGANIZATION CITY

county of _____, asking that they be recognized as a
COUNTY NAME

nonprofit organization operating in the community for the purpose of obtaining charitable

gaming licenses, be considered for _____.
APPROVAL/DISAPPROVAL

APPROVAL

Yeas: _____

Nays: _____

Absent: _____

DISAPPROVAL

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is a true and complete copy of a resolution offered and

adopted by the _____ at a _____
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL

meeting held on _____.
DATE

SIGNED: _____
TOWNSHIP, CITY, OR VILLAGE CLERK

PRINTED NAME AND TITLE

ADDRESS

COMPLETION: Required.
PENALTY: Possible denial of application.
BSL-CG-1153(R6/09)



REQUEST FOR LEGISLATION

TO: Mayor and City Council
FROM: Frances McMullan
DATE: April 16, 2019
SUBJECT: MDOT Local Bridge Program Application for Forest Street Bridge

DESCRIPTION:

MDOT Local Bridge Program Application for Forest Street Bridge

SUMMARY:

During the bi-annual bridge inspections conducted by OHM Advisors in 2017, it was revealed that significant deficiencies exist in the bridge located at Forest Avenue over the Huron River in the City of Ypsilanti. The overall condition of the bridge was identified as poor in 2017.

The Forest Avenue bridge was constructed in 1964, rehabilitated in 1995, and the 2017 inspection exposed insufficiencies in the bridge piers and slope protection. The inspection also noted cracks developing in the concrete bridge deck, and overtime, these cracks can allow moisture to penetrate and cause damage to the deck, joints, and the beams. To increase the life of the Forest Avenue bridge structure, it is recommended to patch and add an epoxy overlay on the deck, repair the substructure cracked areas on the pier, reseal joints, improve approaches, and repair undermining of slope paving.

Based on the bridge inspection, OHM Advisors recommends that the City Council authorizes the Director of Public Services and OHM Advisors to submit an application to the Michigan Department of Transportation (MDOT) to include the Forest Avenue bridge on the FY 2022 Local Bridge Program as a priority project.

PREVIOUS COUNCIL ACTION:

In April 2018, the City Council authorized OHM Advisors and the Director of Public Services to submit an application to the bridge program for the Forest Street bridge preventative maintenance. The Forest Street bridge was not selected for funding.

RECOMMENDED ACTION:

Staff concurs with OHM Advisors and recommends City Council authorizes the Director of Public Services and OHM Advisors to submit an application for Forest Street bridge to MDOT for the FY 2022 Local Bridge Program.

ATTACHMENTS:

Draft Application and Attachments

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____



Resolution No. 2019-081
April 16, 2019

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, the bridge on Forest Street over the Huron River in the City of Ypsilanti has deterioration and is in need of rehabilitation repairs; and,

WHEREAS, Orchard, Hiltz & McCliment, Inc., Consulting Engineers for the City of Ypsilanti, completed the inspection of the bridge in the City and prepared Inspection Reports and other information on bridge that includes rehabilitation of the bridge; and,

WHEREAS, based on the findings and recommendations of the Consulting Engineers, the Director of Public Services recommends that the City Council authorize the City Manager to make application to the Michigan Department of Transportation to include the bridges on the State and Federal Bridge Programs for bridge rehabilitation; and,

WHEREAS, the City of Ypsilanti has available their 10% portion of the project financing available,

NOW THEREFORE BE IT RESOLVED THAT that the City of Ypsilanti is actively seeking financial participation to perform preventative maintenance repairs on Forest Street bridge over the Huron River and authorizes the City Manager to make application to the Michigan Department of Transportation, to include the bridge on the State and Federal Bridge Programs list, and to make application for financial assistance from the State of Michigan and Federal government, and to do those things reasonably necessary or required in order to accomplice the maintenance repair work on the bridge.

OFFERED BY: _____

SECONDED BY: _____

YES: NO: ABSENT: VOTE:

#Resolution No. 2019-081

This resolution is adopted by the Council of the City of Ypsilanti and approved by the Mayor this
16 day of April 2019

#Resolution No. 2019-081

MICHIGAN DEPARTMENT OF TRANSPORTATION

STR 11090

BRIDGE SAFETY INSPECTION REPORT

Facility	Latitude / Longitude	MDOT Structure ID	Structure Condition	
FOREST AVENUE	42.2492 / -83.6131	814747800054B03	Poor Condition(4)	
Feature	Length / Width / Spans	Owner		
HURON RIVER	148 / 59.7 / 2	City: YPSILANTI(7478)		
Location	Built / Recon. / Paint / Ovly.	TSC	Operational Status	
IN CITY OF YPSILANTI	1964 / 1995 / /	Brighton(3)	A Open, no restriction(A)	
Region / County	Material / Design	Last NBI Inspection	Scour Evaluation	
University(6) / Washtenaw(81)	5 Prestressed Concrete / 32 Multi Str Comp	05/15/2018 / UQYJ	U Unknown Scour	

NBI INSPECTION

UQYJ

Inspector Name	Agency / Company Name	Insp. Freq.	Insp. Date
Adam Rychwalski	Orchard Hiltz & McClimment Inc	12	05/15/2018

GENERAL NOTES

Deck sounded in spring 2018 revealing large areas of delamination throughout the deck surface.

DECK

	05/15	05/17	05/18	
1. Surface (SIA-58A)	6	5	4	Spalling and patching at the east reference line heaviest in westbound lane. One longitudinal on the south half of the deck. Several longitudinal, transverse and areas of map cracking on the north half of the deck. Spalling and delamination along pier joint with some cold patch. 5x3 spall in eastbound lane west span with cold patch. Large areas of delamination throughout deck surface found in 2018 deck sounding. (05/18) Spalling and patching at the east reference line heaviest in westbound lane. One longitudinal on the south half of the deck. Several longitudinal, transverse and areas of map cracking on the north half of the deck. Spalling and delamination along pier joint with some cold patch. 5x3 spall in eastbound lane west span with cold patch. (05/17) Spalling and patching at the east reference line. One spall (1x1/2) in the west span near the pier. One longitudinal on the south half of the deck. Several longitudinal, transverse and areas of map cracking on the north half of the deck. (05/15)
2. Expansion Joints	5	5	5	Deck cracks along the reference line joints. Debris build up at the pier joint. West end jt sunken with numerous spalls and cold patch. (05/18) Deck cracks along the reference line joints. Debris build up at the pier joint. West end jt sunken with numerous spalls and cold patch (05/17) Deck beginning to crack along the reference line joints. Debris build up at the pier joint. West end jt sunken with numerous spalls and cold patch (05/15)
3. Other Joints	6	5	5	Some efflorescence along longitudinal construction joint. (05/18) Some efflorescence along longitudinal construction joint. (05/17) Some efflorescence along longitudinal construction joint. (05/15)
4. Railings	7	7	7	Minor surface corrosion is several areas on the tubes and connections. (05/18) Minor surface corrosion is several areas on the tubes and connections. (05/17) Minor surface corrosion is several areas on the tubes and connections. (05/15)
5. Sidewalks or Curbs	7	5	5	A few transverse cracks and minor abrasion. Longitudinal crack 6' behind curb face on south sidewalk. 8' spall to steel on south fascia of west span. 6' long crack 6" behind curb on north sidewalk. (05/18) A few transverse cracks and minor abrasion. Longitudinal crack 6' behind curb face on south sidewalk. 8' spall to steel on south fascia of west span. 6' long crack 6" behind curb on north sidewalk. (05/17) A few transverse cracks and minor abrasion. Longitudinal crack 6' behind curb face on south sidewalk. 8' spall to steel on south fascia of west span. 6' long crack 6" behind curb on north sidewalk. (05/15)
6. Deck Bottom Surface (SIA-58B)	7	7	7	Some diagonal cracks at backwall with some leaching. Efflorescence along construction joint. (05/18) Some diagonal cracks at backwall with some leaching. Efflorescence along construction joint. (05/17) Some diagonal cracks at backwall with some leaching. Efflorescence along construction joint. (05/15)
7. Deck (SIA-58)	7	6	5	Poor surface condition with large areas of delamination and spalling. Underside in good condition with minor cracks and efflorescence. (05/18) (05/17) Few cracks on bottom surface are minor. (05/15)

Form P2502

Printed on 04/10/2019

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MICHIGAN DEPARTMENT OF TRANSPORTATION

STR 11090

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8. Drainage Deck drains are open. (05/18)
Deck drains are open. (05/17)
Deck drains are open. (05/15)

SUPERSTRUCTURE

	05/15	05/17	05/18	
9. Stringer (SIA-59)	7	7	7	Some cracking on the bottom flange at the pier at the bearings. North end diaphragms in both spans have spalled along bottom with rebar exposed. (05/18) Some cracking on the bottom flange at the pier at the bearings. North end diaphragms in both spans have spalled along bottom with rebar exposed. (05/17) Some cracking on the bottom flange at the pier at the bearings. North end diaphragms in both spans have spalled along bottom with rebar exposed. (05/15)
10. Paint (SIA-59A)	N	N	N	(05/18) (05/17) (05/15)
11. Section Loss	N	N	N	(05/18) (05/17) (05/15)
12. Bearings	6	5	5	Bearings functioning as intended with some pack rust. Pier deterioration is starting to encroach on bearings (05/18) Bearings functioning as intended with some pack rust. Pier deterioration is starting to encroach on bearings (05/17) Bearings functioning as intended with some rust. (05/15)

SUBSTRUCTURE

	05/15	05/17	05/18	
13. Abutments (SIA-60)	7	7	7	A couple of vertical cracks. (05/18) A couple of vertical cracks. (05/17) A couple of vertical cracks. (05/15)
14. Piers (SIA-60)	4	4	4	Spalling to steel on west side N end at the top under the fascia beams. Spalling to steel on the west side S end under the first 2 beams from each fascia. Large horizontal cracks extend to the fourth beam from each fascia. Spall on east fascia at south end first 4 beams. Large spall now possibly compromising bearings (05/18) Spalling to steel on west side N end at the top under the fascia beams. Spalling to steel on the west side S end under the first 2 beams from each fascia. Large horizontal cracks extend to the fourth beam from each fascia. Spall on east fascia at south end first 4 beams. Large spall now possibly compromising bearings (05/17) Spalling to steel on west side N end at the top under the fascia beams. Spalling to steel on the west side S end under the first 2 beams from each fascia. Large horizontal cracks extend to the fourth beam from each fascia. Spall on east fascia at south end first 4 beams. Large spall now possibly compromising bearings (05/15)
15. Slope Protection	5	5	5	Broken slope paving flags and erosion undermining additional flags at south end of west abutment. (05/18) Broken slope paving flags and erosion undermining additional flags at south end of west abutment. (05/17) Broken slope paving flags and erosion undermining additional flags at south end of west abutment. (05/15)
16. Channel (SIA-61)	7	7	6	Erosion in the southeast quad near the abutment. (05/18) Erosion in the southeast quad near the abutment. (05/17) Debris on upstream end. Debris consists of trees and brush. Erosion in the southeast quad near the abutment. (05/15)

MICHIGAN DEPARTMENT OF TRANSPORTATION

STR 11090

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17. Scour Inspection	6	6	Local erosion scour only at slope paving failure location. Heavy armoring and boulders throughout channel. Bridge on piles. (05/18) None evident. Heavy armoring and boulders throughout channel. Bridge on piles. (05/17) (05/15)
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APPROACH

	05/15	05/17	05/18	
18. Approach Pavement	6	6	6	Random cracking in HMA pavement. Pavement is ravelling at reference lines. There is a large gap in east approach. North half has 1/2" settlement. West approach has some transverse cracking and settlement. (05/18) Random cracking in HMA pavement. Pavement is ravelling at reference lines. There is a large gap in east approach. North half has 1/2" settlement. West approach has some transverse cracking and settlement. (05/17) Random cracking in HMA pavement. Pavement is ravelling at reference lines. There is a large gap in east approach. North half has 1/2" settlement. West approach in good condition. (05/15)
19. Approach Shoulders Sidewalks	7	5	5	Settlement in NE, SE and SW quads up to 2". West approach sidewalk has 2" drop at bank side of curbs. (05/18) Settlement in NE, SE and SW quads up to 2". West approach sidewalk has 2" drop at bank side of curbs. (05/17) Minor settlement in NE, SE and SW quads. West approach sidewalk has 2" drop at bank side of curbs. (05/15)
20. Approach Slopes				No signs of erosion. (05/18) No signs of erosion. (05/17) No signs of erosion. (05/15)
21. Utilities				North two bays have utilities hanging from the deck. North bay has a large pipe, which is missing insulation at the west end and is corroding. Bay 2N has two pipes hanging with corrosion on the hangers. (05/18) North two bays have utilities hanging from the deck. North bay has a large pipe, which is missing insulation at the west end and is corroding. Bay 2N has two pipes hanging with corrosion on the hangers. (05/17) North two bays have utilities hanging from the deck. North bay has a large pipe, which is missing insulation at the west end and is corroding. Bay 2N has two pipes hanging with corrosion on the hangers. (05/15)
22. Drainage Culverts				Culvert in SW quadrant downstream of bridge. Does not impact bridge. (05/18) Culvert in SW quadrant downstream of bridge. Does not impact bridge. (05/17) Culvert in SW quadrant downstream of bridge. Does not impact bridge. (05/15)

MISCELLANEOUS

Guard Rail		Other Items	
<u>Item</u>	<u>Rating</u>	<u>Item</u>	<u>Rating</u>
36A. Bridge Railings	1	71. Water Adequacy	8
36B. Transitions	1	72. Approach Alignment	7
36C. Approach Guardrail	1	Temporary Support	0 No Temporary Supports
36D. Approach Guardrail Ends	0	High Load Hit (M)	No
		Special Insp. Equipment	
		Underwater Insp. Method	1
False Decking (Timber) Removed to Complete Inspection		N/A - No False Decking	
Critical Feature Inspections (SIA-92)			
	<u>Freq</u>	<u>Date</u>	
92A. Fracture Critical			

MICHIGAN DEPARTMENT OF TRANSPORTATION

STR 11090

BRIDGE SAFETY INSPECTION REPORT

Facility	Latitude / Longitude	MDOT Structure ID	Structure Condition
FOREST AVENUE	42.2492 / -83.6131	814747800054B03	Poor Condition(4)
Feature	Length / Width / Spans	Owner	
HURON RIVER	148 / 59.7 / 2	City: YPSILANTI(7478)	
Location	Built / Recon. / Paint / Ovly.	TSC	Operational Status
IN CITY OF YPSILANTI	1964 / 1995 / /	Brighton(3)	A Open, no restriction(A)
Region / County	Material / Design	Last NBI Inspection	Scour Evaluation
University(6) / Washtenaw(81)	5 Prestressed Concrete / 32 Multi Str Comp	05/15/2018 / UQYJ	U Unknown Scour



92B. Underwater

92C. Other Special

92D. Fatigue Sensitive

MICHIGAN DEPARTMENT OF TRANSPORTATION

STR 11090

STRUCTURE INVENTORY AND APPRAISAL

Facility	Latitude / Longitude	MDOT Structure ID	Structure Condition
FOREST AVENUE	42.2492 / -83.6131	814747800054B03	Poor Condition(4)
Feature	Length / Width / Spans	Owner	
HURON RIVER	148 / 59.7 / 2	City: YPSILANTI(7478)	
Location	Built / Recon. / Paint / Ovly.	TSC	Operational Status
IN CITY OF YPSILANTI	1964 / 1995 / /	Brighton(3)	A Open, no restriction(A)
Region / County	Material / Design	Last NBI Inspection	Scour Evaluation
University(6) / Washtenaw(81)	5 Prestressed Concrete / 32 Multi Str Comp	05/15/2018 / UQYJ	U Unknown Scour



Bridge History, Type, Materials

27 - Year Built	1964
106 - Year Reconstructed	1995
202 - Year Painted	
203 - Year Overlay	
43 - Main Span Bridge Type	5 32
44 - Appr Span Bridge Type	
77 - Steel Type	0
78 - Paint Type	0
79 - Rail Type	3
80 - Post Type	0
107 - Deck Type	1
108A - Wearing Surface	1
108B - Membrane	0
108C - Deck Protection	0

Structure Dimensions

34 - Skew	20
35 - Struct Flared	0
45 - Num Main Spans	2
46 - Num Apprs Spans	0
48 - Max Span Length	86
49 - Structure Length	148
50A - Width Left Curb/SW	4.9
50B - Width Right Curb/SW	4.9
33 - Median	0
51 - Width Curb to Curb	47.9
52 - Width Out to Out	59.7
112 - NBIS Length	Y

Inspection Data

90 - Inspection Date	05/15/2018
91 - Inspection Freq	12
92A - Frac Crit Req/Freq	N
93A - Frac Crit Insp Date	
92B - Und Water Req/Freq	N
93B - Und Water Insp Date	
92C - Oth Spec Insp Req/Freq	N
93C - Oth Spec Insp Date	
92D - Fatigue Req/Freq	N
93D - Fatigue Insp Date	
176A - Und Water Insp Method	1
58 - Deck Rating	5
58A/B - Deck Surface/Bottom	4 7
59 - Superstructure Rating	7
59A - Paint Rating	N
60 - Substructure Rating	4
61 - Channel Rating	6
62 - Culvert Rating	N

Navigation Data

38 - Navigation Control	0
39 - Vertical Clearance	0
40 - Horizontal Clearance	0
111 - Pier Protection	
116 - Lift Brgd Vert Clear	

Route Carried By Structure(ON Record)

5A - Record Type	1
5B - Route Signing	5
5C - Level of Service	0
5D - Route Number	02006
5E - Direction Suffix	0
10L - Best 3m Unclr-Lt	0 0
10R - Best 3m Unclr-Rt	99 99
PR Number	
Control Section	
11 - Mile Point	0
12 - Base Highway Network	0
13 - LRS Route-Subroute	0000014299 06
19 - Detour Length	1
20 - Toll Facility	3
26 - Functional Class	16
28A - Lanes On	4
29 - ADT	7316
30 - Year of ADT	1997
32 - Appr Roadway Width	47.9
32A/B - Ap Pvt Type/Width	5 48
42A - Service Type On	5
47L - Left Horizontal Clear	0.0
47R - Right Horizontal Clear	47.9
53 - Min Vert Clr Ov Deck	99 99
100 - STRAHNET	0
102 - Traffic Direct	2
109 - Truck %	0
110 - Truck Network	0
114 - Future ADT	10500
115 - Year Future ADT	2010
Freeway	0

Structure Appraisal

36A - Bridge Railing	1
36B - Rail Transition	1
36C - Approach Rail	1
36D - Rail Termination	0
67 - Structure Evaluation	4
68 - Deck Geometry	2
69 - Underclearance	N
71 - Waterway Adequacy	8
72 - Approach Alignment	7
103 - Temporary Structure	
113 - Scour Criticality	U

Miscellaneous

37 - Historical Significance	5
98A - Border Bridge State	
98B - Border Bridge %	
101 - Parallel Structure	N
EPA ID	
Stay in Place Forms	
143 - Pin & Hanger Code	
148 - No. of Pin & Hangers	

Route Under Structure (UNDER Record)

5A - Record Type	
5B - Route Signing	
5C - Level of Service	
5D - Route Number	
5E - Direction Suffix	
10L - Best 3m Unclr-Lt	
10R - Best 3m Unclr-Rt	
PR Number	
Control Section	
11 - Mile Point	
12 - Base Highway Network	
13 - LRS Route-Subroute	
19 - Detour Length	
20 - Toll Facility	
26 - Functional Class	
28B - Lanes Under	
29 - ADT	
30 - Year of ADT	
42B - Service Type Under	5
47L - Left Horizontal Clear	
47R - Right Horizontal Clear	
54A - Left Feature	
54B - Left Underclearance	99 99
54C - Right Feature	
54D - Right Clearance	99 99
Under Clearance Year	
55A - Reference Feature	N
55B - Right Horiz Clearance	99.9
56 - Left Horiz Clearance	0
100 - STRAHNET	
102 - Traffic Direct	
109 - Truck %	
110 - Truck Network	
114 - Future ADT	
115 - Year Future ADT	
Freeway	

Proposed Improvements

75 - Type of Work	
76 - Length of Improvement	
94 - Bridge Cost	
95 - Roadway Cost	
96 - Total Cost	
97 - Year of Cost Estimate	

Load Rating and Posting

31 - Design Load	6
41 - Open, Posted, Closed	A
63 - Fed Oper Rtg Method	0
64F - Fed Oper Rtg Load	1.67
64MA - Mich Oper Rtg Method	0
64MB - Mich Oper Rtg	1
64MC - Mich Oper Truck	18
65 - Inv Rtg Method	0
66 - Inventory Load	1
70 - Posting	5
141 - Posted Loading	
193 - Overload Class	N

MICHIGAN DEPARTMENT OF TRANSPORTATION

STR 11090

WORK RECOMMENDATIONS

Facility	Latitude / Longitude	MDOT Structure ID	Structure Condition
FOREST AVENUE	42.2492 / -83.6131	814747800054B03	Poor Condition(4)
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WORK RECOMMENDATIONS

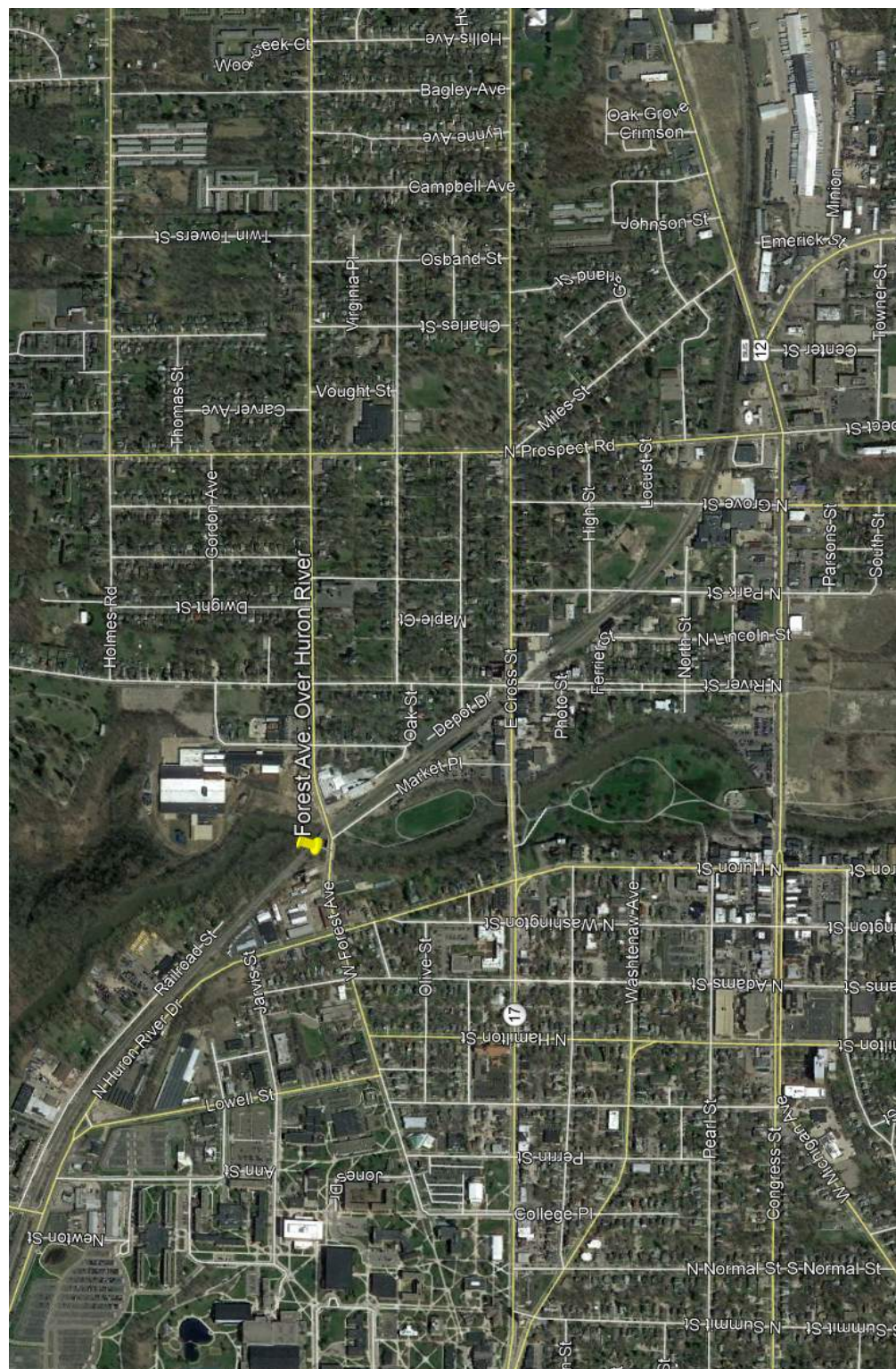
UQYJ

Inspector Name	Agency / Company Name	Insp. Freq.	Insp. Date
Adam Rychwalski	Orchard Hiltz & McCliment Inc	12	05/15/2018

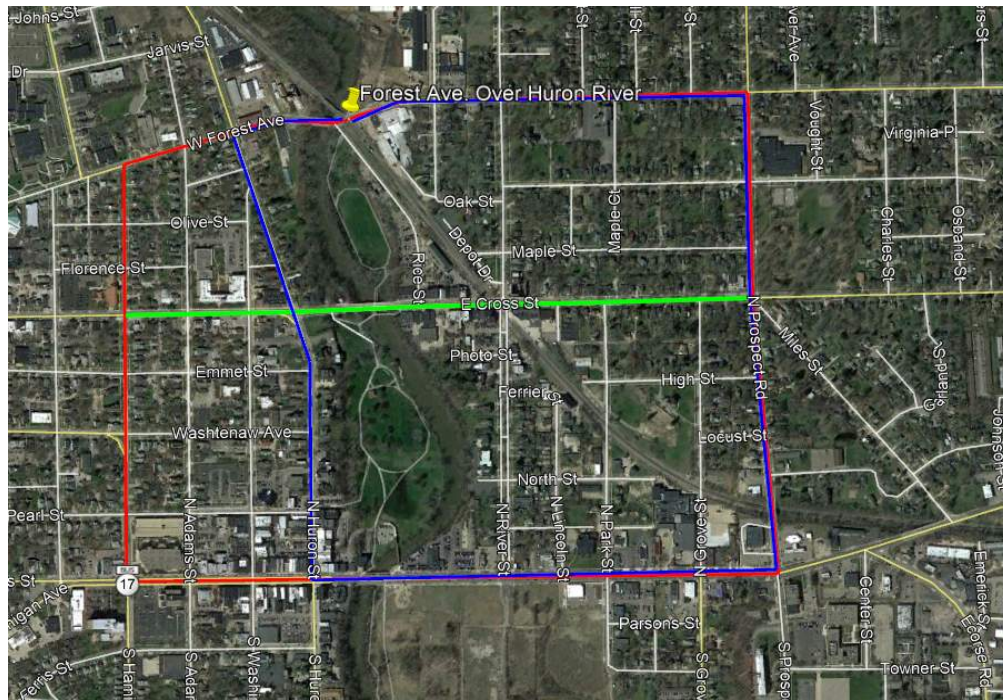
RECOMMENDATIONS & ACTION ITEMS

Recommendation Type	Priority	Description
Slope Repair	M	Repair undermining of slope paving. Place riprap in southeast quad.
Joint Repair	L	Reseal joints.
Deck Patching	H	Repair spalled areas.
Overlay	M	Concrete overlay
Substr Repair	H	Repair Spalled and cracked areas on the pier.
Other	M	Place HMA wedging at ends of sidewalk where settlement or replace flags of sidewalk.

2a. Situation Map



2b. Detour Map



Eastbound: (Red)

Forest Ave. to Hamilton St.
Hamilton St. to Michigan Ave.*
Michigan Ave to Prospect St.
Prospect St. to Forest Ave.

Detour Length: 2.7 Miles

Westbound: (Blue)

Forest Ave. to Prospect St.
Prospect St. to Michigan Ave.*
Michigan Ave. to Huron St.
Huron St. to Forest Ave.

Detour Length: 2.3 Miles

*Alternate Route: (Green)

Cross St. can be used instead of Michigan Ave, however the bridge over the Huron River currently has posted load restrictions.
Eastbound Detour Length: 2.0 Miles
Westbound Detour Length: 1.7 Miles

3. Photographs



Surface East



Surface West



Joint Condition



Reference Line West



Reference Line East



Pier Condition



Pier Condition



Pier Condition



Pier Condition

4. Application Requirements for Forest Ave. over the Huron River

A. Local Agency Contact Person

Brad Holman
Interim Director of Public Services
(734) 483-1421
bholman@cityofypsilanti.com

B. The purpose of this application is for the rehabilitation of the bridge carrying Forest Ave. over the Huron River. Funding requested shallow overlay of deck, pier cap replacement and approach work. The city is willing to contribute 10% matching funds.

C. Economic Importance of the Structure

This structure is located approximately 1.3 miles north of I-94 and 3.6 miles east of US-23 in Ypsilanti, MI and serves over 10,500 vehicles per day. The area surrounding the structure is predominantly industrial. The City of Ypsilanti DPW yard is located in the northwest quadrant of the bridge and there is a ladder manufacturing company in the southeast quadrant. Beyond the bridge it becomes residential.

This structure lies between Huron Street, a one-way traveling north, and River Street, a two-way north-south street, just north of Frog Island Park. Eastern Michigan University is directly west of this structure. Forest Ave. is one of four east-west roads crossing the Huron River in Ypsilanti. To bypass this crossing would mean traveling south to Cross Street, which is a longer route and is a more congested crossing. This crossing provides access for students traveling to the nearby schools and routes for emergency vehicles traveling to and from the St. Joseph Mercy Hospital, 2.0 miles away. It is used as the main crossing for deliveries to the ladder manufacturing industry and is used as a main access to the east side of the river by City of Ypsilanti DPW crews. The Huron River is a wide river throughout the City of Ypsilanti and there are only a few crossings. Closing any of the crossings will increase traffic at the other bridges and cause user delay.

The existing structure is precast I-beam bridge founded on concrete piers and abutments. The structure is currently in poor condition primarily due to the condition of the pier cap and the deck surface. The deck has several longitudinal and transverse cracks along with locations where delamination, spalling and patching have occurred. Some efflorescence is present along the longitudinal construction joint, and some leaching has occurred at the backwall. Some cracking is present at the bottom of the beams near the bearings. Both of the diaphragms at the north end of the structure have spalls with exposed rebar. The piers have multiple spalls exposing steel, and are the element in the worst condition on the bridge. The spalling is extensive and is starting to undermine the bearing. The area under the fascia beams is the most

deteriorated, however the remainder of the pier is also cracked. If the condition worsens, temporary supports and restricted loads across the structure will become necessary. Some erosion is present at the slope protection and in the channel.

To increase the life of the structure the top portion of the pier cap should be replaced and a shallow overlay applied to the deck.

Given the limited number of bridges crossing the Huron River near this location, closing this road would mean eliminating one of the few east-west routes through town and will cause more congestions and possible delays on the adjacent bridges, which are already load posted.

D. If there is a current detour, what does it affect?

Currently the bridge is open to traffic and there is no detour.

E. If the structure were to be closed, what would the detour affect?

If the structure were to be closed, the detour would affect the residents in the area. Forest Street is one of only a few crossings of the Huron River in the area and closing it will increase volumes of traffic on the surrounding roadways. The DPW yard is located in the northwest quadrant service crews would have to be detoured around to serve areas east of the bridge. The school system, with its already tight budget, will have cost increases because of the need to reroute its busses. Emergency vehicles may also see delays and increased cost due to rerouting. Michigan Ladder Co. will have to reroute deliveries in order to maintain business operations. The nearest crossing of the Huron River is over Cross Street to the south, however this structure is currently load posted and runs through historic depot town so would not serve well as a detour which means an even longer detour route.

F. The structure is not currently closed.

G. Maintenance of the Structure

Some surface patching has been done to this structure.

5. Estimated Rehabilitation Costs

Pier Cap Replacement and Shallow Concrete Overlay

A.	Approach Construction	\$ 125,000.00
B.	Structure Construction	\$ 1,040,000.00
	Total (A & B)	\$ 1,165,000.00

The City of Ypsilanti is willing to provide 10% matching funds.

For a breakdown of Construction costs, see Appendix A.

6. Priority List

- 1. Forest Street over Huron River**

7. Resolution

The resolution is attached in Appendix B.

8. Previous Applications

It is understood that all previous applications have been discarded and that this application will be used to select funding.

APPENDIX A

2019

LAP - BRIDGE COST ESTIMATE WORKSHEET
- CPM, REHAB, REPLACE -

REV. 2/1/2019

OWNER: YPSILANTI FISCAL YEAR: 2022 DATE: 3/26/2019
 REGION: University ENGINEER: KSO
 TSC: Brighton PR: #N/A MP: #N/A LENGTH 148.0 Out to Out 59.7 Curb to Curb 47.9
 STRUCTURE ID: 11090
 LOCATION: FOREST AVENUE over HURON RIVER
 PRIMARY WORK ACTIVITY: Substructure Repair
 OTHER WORK: Shallow Overlay DECK AREA: 8,836 SFT STR. TYPE: Prestressed Concrete
 CLEAR ROADWAY: 7,089 SFT Multi-Stringer, W or I-Beam

WORK ACTIVITY	Michigan Bridge Design Manual	QUANTITY	UNIT	UNIT COST	TOTAL
NEW BRIDGE (increase deck area based on design standards and hydraulic requirements)					
Single or Multiple Spans, Grade Separation	(add demo, approach, MOT)		SFT	\$220.00 /SFT	
Single Span, Over Water	Length < 100ft (add demo, approach, MOT)		SFT	\$300.00 /SFT	
Multiple Spans, Over Water	Length > 100ft (add demo, approach, MOT)		SFT	\$220.00 /SFT	
Precast Culvert	Length < 40ft (add demo, approach, MOT)		SFT	\$350.00 /SFT	
NEW SUPERSTRUCTURE					
New Superstructure, Grade Separation	(incl. remove exist deck/super; add MOT & approach)		SFT	\$160.00 /SFT	
New Superstructure, Over Water	(incl. remove exist deck/super; add MOT & approach)		SFT	\$200.00 /SFT	
WIDENING					
Structure Widening, _____ ft	(incl. deck/super/sub widening, add approach transition)		SFT	\$270.00 /SFT	
NEW DECK					
New Bridge Deck & Barrier	(incl. remove exist deck/railing, add approach, MOT)		SFT	\$75.00 /SFT	
DEMOLITION					
Entire Structure, Grade Separation			SFT	\$33.00 /SFT	
Entire Structure, Over Water			SFT	\$46.00 /SFT	
DECK REPAIR / TREATMENTS					
Bridge Railing Replacement	(incl. removal and replacement)		FT	\$400.00 /FT	
Concrete Brush Block / Curb Patch	(incl. hand chipping and formwork)		FT	\$20.00 /FT	
Concrete Barrier Patch	(incl. hand chipping and formwork)		SFT	\$60.00 /SFT	
Concrete Deck Patch	(incl. hand chipping)	310.0	SFT	\$30.00 /SFT	\$9,300
Deep Overlay	(incl. joint repl & hydro)		SFT	\$32.00 /SFT	
Epoxy Overlay	(incl. warranty)		SYD	\$30.00 /SYD	
Expansion Joint Gland Replacement	(remove and replace elastomeric gland)		FT	\$85.00 /FT	
Expansion Joint Replacement	(incl. removal)		FT	\$550.00 /FT	
Full Depth Patch			SFT	\$65.00 /SFT	
Healer / Sealer	(penetrates cracks in bridge deck)		SYD	\$15.00 /SYD	
HMA Overlay with WP membrane			SYD	\$52.00 /SYD	
Overlay Removal	(Epoxy: \$8/syd Latex: \$16/syd HMA: \$7/syd)	904.4	SYD	\$16.00 /SYD	\$14,471
Reseal Bridge Joints			FT	\$16.00 /FT	
Shallow Overlay	(incl. joint repl & hydro)	8,140.0	SFT	\$22.00 /SFT	\$179,080
SUPERSTRUCTURE REPAIR					
Bearing Realignment / Replacement	(incl. temporary supports)	18.0	EA	\$5,000.00 /EA	\$90,000
Heat Straightening	(incl. clean and coat)		EA	\$50,000.00 /EA	
Pack Rust Repair	(greater than 3/8" separation)		FT	\$500.00 /FT	
Paint - Complete	(incl. clean & coat)		SFT	\$20.00 /SFT	
Paint - Partial / Spot / Zone	(incl. clean & coat - \$20k minimum)		SFT	\$40.00 /SFT	
PCI Beam End Blockout	(incl. temporary supports)		EA	\$7,200.00 /EA	
Pin & Hanger Replacement	(incl. temporary supports)		EA	\$7,000.00 /EA	
Structural Steel Repair	(based on 6ft length; for stiffeners use \$1,200 ea)		EA	\$3,000.00 /EA	
SUBSTRUCTURE REPAIR					
Substructure Patching	(measured x 2) replace if repair area > 30%	1,120.0	CFT	\$260.00 /CFT	\$291,200
Substructure Replacement	(incl. temporary supports, excavation)		CFT	\$140.00 /CFT	
Substructure Horizontal Surface Sealer			SYD	\$35.00 /SYD	
Temporary Supports	(add \$1,200 for ea steel beam - stiffeners)	18.0	EA	\$2,000.00 /EA	\$36,000
MISCELLANEOUS					
Articulating Concrete Block System (ACB)			SYD	\$200.00 /SYD	
Concrete Surface Coating			SYD	\$24.00 /SYD	
Culvert Cleanout			FT	\$30.00 /FT	
Epoxy Crack Injection	(structural crack repair)		FT	\$40.00 /FT	
Metal Mesh Panels	(48" width, max 6'-6" length)		SFT	\$15.00 /SFT	
Pressure Relief Joint	(use when approach concrete roadway exceeds 1,000ft)		FT	\$100.00 /FT	
Riprap	(assume 10ft distance around perimeter of substructure)		SYD	\$160.00 /SYD	
Silane Treatment	(penetrating sealer for concrete surfaces)		SFT	\$3.50 /SFT	
Slope Protection Repairs		34.0	SYD	\$100.00 /SYD	\$3,400
Other	Temporary supports for utilities and complex repair	1.0	LSUM	\$100,000.00 /LSUM	\$100,000
STRUCTURE CONSTRUCTION BUDGET					\$723,451
ROAD WORK					
Approach Pavement, 12" RC	(incl. removal; add curb, gutter, guardrail) 20' ea. end		SYD	\$175.00 /SYD	
Approach Curb & Gutter	(incl. removal) 20' ea. quadrant	40.0	FT	\$54.00 /FT	\$2,160
Guardrail Anchorage to Bridge	(each quadrant)	4.0	EA	\$1,500.00 /EA	\$6,000
Guardrail	(incl. removal) < 200ft beyond reference line		FT	\$22.00 /FT	
Guardrail Terminal	(each quadrant)	4.0	EA	\$2,200.00 /EA	\$8,800
Roadway Approach Work	(beyond approach pavement)	1.0	LSUM	\$10,000.00 /LSUM	\$10,000
HMA Approach Remove and Replace		1,916.0	SFT	\$13.00 /SFT	\$24,908
Utilities			LSUM		
TRAFFIC CONTROL Unit Cost to be determined by Region or TSC Traffic & Safety					
Part Width Construction			LSUM		
Crossovers			EA	\$300,000.00 /EA	
Temporary Traffic Signals			set	\$25,000.00 /set	
RR Flagging			LSUM		
Detour		1.0	LSUM	\$35,000.00 /LSUM	\$35,000
RELATED ROAD/TRAFFIC CONSTRUCTION BUDGET					\$86,868
CONTINGENCY (10% - 20%) (use higher contingency for small projects)					
MOBILIZATION (estimate at 10%)		20	%	\$810,000.00	\$162,000
INFLATION (assume 3% per year, beginning in 2020)		10	%	\$972,000.00	\$97,000
		9	%	\$1,069,000.00	\$96,000
TOTAL CONSTRUCTION BUDGET					\$1,165,000

(Does not include PE or CE)

APPENDIX B



REQUEST FOR LEGISLATION

TO: Mayor and City Council
FROM: Scott Slagor
DATE: April 16, 2019
SUBJECT: Updated Historic District Commission Rules and Regulations

DESCRIPTION:

Updated Historic District Commission Rules and Regulations

SUMMARY:

The Ypsilanti Historic District Commission (HDC) guides development and renovation in the Historic District in order to safeguard Ypsilanti's historic built resources. Any proposed work done on the exterior of a structure within the District must be reviewed by the HDC. This includes new construction, reconstruction, renovation, restoration, or painting of any property or historic landmark within the Historic District, as well as work on site features such as driveways, retaining walls, and fences. The HDC abides by their set of adopted Rules and Regulations.

Additionally, the City of Ypsilanti is a Certified Local Government (CLG) with the Michigan State Historic Preservation Office (SHPO), which makes the city eligible for Federal historic preservation matching grants. Part of maintaining the CLG status includes periodic reviews of the city's preservation efforts by SHPO. The SHPO completed their most recent evaluation in 2018 and recommended the HDC update its Rules and Regulations.

The most recent version of the Rules and Regulations were adopted in 1999. Two revisions have gone before City Council since then, in 2009 and 2016, however neither were adopted. The current proposed revisions are recommended based on the SHPO's evaluation of the HDC's practices from 2015-2018. Specifically, the SHPO requested that the HDC revise the Rules and Regulations to include adoption of a conflict of interest policy consistent with the one required by the U. S. Department of the Interior, for which CLGs are required to adhere. Other revisions were made to provide clarity and ensure compliance with other state regulations.

Council is required to approve changes to the HDC Rules and Regulations per the Historic Preservation chapter of the City's Code of Ordinances, Chapter 54, Section 54-52 (f).

RECOMMENDED ACTION: Staff recommends approval the revised Rules and Regulations of the Historic District Commission of the City of Ypsilanti.

ATTACHMENTS:

Draft of the revised HDC Rules and Regulations with proposed changes marked in red.

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____



Resolution No. 2019-082
April 16, 2019

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, the City of Ypsilanti is a Certified Local Government (CLG) and its Historic District Commission (HDC) is subject to evaluation by the Michigan State Historic Preservation Office (SHPO); and

WHEREAS, the SHPO recommended changes to the HDC rules and regulations to adhere to the Federal Department of the Interior Conflict of Interest policy that all CLGs must follow; and

WHEREAS, the HDC Rules and Regulations need to be updated for clarity and compliance with state and federal regulations; and

NOW THEREFORE BE IT RESOLVED THAT the Ypsilanti City Council hereby approves the revised HDC Rules and Regulations.

OFFERED BY: _____

SECONDED BY: _____

YES: NO: ABSENT: VOTE:

This resolution is adopted by the Council of the City of Ypsilanti and approved by the Mayor this 16 day of April 2019

#Resolution No. 2019-082



RULES AND REGULATIONS

OF

THE HISTORIC DISTRICT COMMISSION

OF

THE CITY OF YPSILANTI, MICHIGAN

As adopted, Month Day, Year

HDC Rules and Regulations – As adopted, Month Day, Year

Section 1.0 Purpose

The following Rules and Regulations are hereby adopted by the City of Ypsilanti Historic District Commission (hereinafter known as HDC) to facilitate the performance of its duties as outlined in the City of Ypsilanti Historic District Ordinance. The objectives, purposes, powers, and duties of the Commission are those set forth by P.A. 169 of 1970, as amended, being the Local Historic District Act, hereinafter "the Act," and the administration of Chapter 54 of the City Code of Ordinances, Historical Preservation, and all subsequent amendments thereto.

- 1.1 Internal Affairs.** These Rules and Regulations shall govern the internal affairs of the HDC.
- 1.2 No Rights Granted.** These Rules and Regulations govern the procedures of the HDC and do not give rise to any additional rights, remedies, cause of action or benefits.
- 1.3 Time.** Time lines mentioned are advisory only.
- 1.4 Conflict with Law.** These Rules and Regulations in no way amend, modify or repeal any city ordinance or state law. City ordinance and state law take precedence in all cases.

Section 2.0 Officers and Members

- 2.1 Selection.** At the first regular meeting in February of each year the members of the commission shall nominate candidates for Chairperson, and Vice-Chairperson. At the next regular meeting the HDC shall elect, from its membership, a Chairperson, and Vice-Chairperson. All members are eligible for election.
- 2.2 Tenure.** The officers shall take office the same meeting of their selection and shall hold office for a term of one year or until their successors are selected and assume office.
- 2.3 Duties**
 - A. The Chairperson shall preside at all meetings and perform such other duties as may be requested or approved by the HDC.
 - B. The Vice-Chairperson shall act in the capacity of Chairperson in his/her absence and in the event the office of the Chairperson becomes vacant, the Vice-Chairperson shall succeed to this office for the remainder of the un-expired term and the HDC shall select a successor to the office of Vice-Chairperson for the un-expired term.
 - C. The commission may designate a Secretary who is not a member of the commission. The Secretary shall execute documents in the name of the HDC, perform the duties hereinafter listed and shall perform such other duties as the HDC may determine. The Secretary shall be responsible for the record and minutes of each meeting, packet and agenda preparation and notices of decisions.
 - D. Should neither the Chairperson nor the Vice-Chairperson be present at a meeting, a temporary Chairperson shall be elected by the majority vote of the members present.
- 2.4 Representation.** No officer or member shall act in any capacity which has the appearance of, or could be construed as, representing the Commission unless such action is authorized by the Commission in a public meeting. This shall include, but not be limited to, dealing with the press and attending public and private meetings and/or hearings which deal with the duties or

HDC Rules and Regulations – As adopted, Month Day, Year

authority of the Commission. Except as authorized above, no individual officer or member shall meet or deal with any applicant in any way that may lead the applicant to believe that he/she has, or will, receive approval for any application or other matter to come before the Commission.

Section 3.0 Application

3.1 Action Items

- A. Filing.** Any property owner, or the owner's authorized agent as defined in the adopted building code, may apply to the HDC for permission to undertake work regulated by the Commission. Application shall be in writing on a form provided by the Building Department, and shall include payment any of fee(s) as may be required and established from time to time by City Council.
- B. Public Hearing Notification.** When, pursuant to the Ordinance or these Rules and Regulations, a public hearing is required, the Commission shall review the application at the first meeting after the application is made and shall then set a date for the public hearing as soon as possible in accordance with public notice publication requirements. The Community & Economic Development Department shall publish all required notices and furnish proof of such publication to the HDC prior to the start of the public hearing.
- C. Decisions.** The HDC shall hear all applications and render its decision with a statement of reasons for the decision not more than sixty (60) days after receipt of the application by the HDC, unless a longer period of time is mutually agreed upon by the applicant (in writing) and the HDC. Failure to act shall constitute approval unless an extension is mutually agreed upon in writing by the applicant and the Commission.

It is desirable to have the applicant present at the meeting. If the applicant does not attend the meeting and the HDC can not reach a decision due to lack of information or other questions, it shall instruct the Community & Economic Development Department to notify the applicant in writing and request an appearance at the next regular meeting. If the applicant fails to appear at the said meeting of the HDC, or fails to schedule an alternate appearance date, the Chairperson may entertain a motion from the Commission to deny the application for lack of required information. In cases which are denied for lack of information the applicant will be furnished written notice of the action by the Community & Economic Development Department as provided in Section 3.1.E, below. The applicant shall have fourteen (14) days from the date of notice of denial to apply for reinstatement of the application. In such cases, the applicant must file a written request with the Building Department for reinstatement of the original application. Reinstatement shall be at the discretion of the Chairperson and only for good cause shown and shall not require payment of additional fees. If the applicant fails to appear at the meeting at which the re-instated application is heard the application shall be denied.

- D. Site Inspection.** The HDC, if it considers it necessary, may conduct a site inspection at any site at issue. If such an inspection is part of a public hearing, the site inspection shall be posted as part of the public meeting/hearing. The site inspection, if posted as part of the hearing shall always be held the same day and as part of the same meeting as the start of the public hearing on the application. A quorum of the HDC shall not ride in the same vehicle to or from a site inspection or to or from a meeting. Nothing in this paragraph shall prevent members of the HDC from individually and separately visiting a site in question at their own expense and time. A quorum of the HDC shall not make site inspections or otherwise discuss an application except during posted open meetings of the HDC.
- E. Notice of Decision.** The Community & Economic Development Department shall send immediate notice of all action to the Building Department and shall notify the applicant, or his agent, of all decisions, by first class mail, or by personal service within seven (7) days of the

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action.

- 3.2 Study Items.** Any person wishing to discuss proposed projects or obtain information or advice from the Commission prior to application may request to be placed on the agenda as a study item. The Commission may review plans and advise property owners on what may be appropriate in the District. The Commission may not take any formal action on a study item.

3.3 Demolition and Moving

- A. Applications.** Applications for the demolition or removal of any structure within the Historic District shall:

1. Include the name of the property owner, the telephone number of the applicant and the address, tax identification number and legal description of the subject property.
2. State the specific grounds under the provisions of the Historic District Ordinance upon which the request for the demolition or moving permit is based.
3. Include a site plan showing all existing conditions on the subject property.
4. Include a site plan, along with any drawing, or other description which reasonably describes the proposed use and appearance of the site after removal or demolition of the structure.
5. Include a description of the general type, design, size and use of any new structure to be erected on the site.

- B. Notices.** Following the first meeting of the HDC at which such application is considered and upon determination that the application may proceed and that a hearing is required, the Commission shall request that a notice be published in a newspaper of general circulation in the City of Ypsilanti. Such notice shall be published at least fifteen (15), days prior to the meeting at which the hearing is to be held and shall contain the following:

1. Address of the structure.
2. Nature of the application and name of the applicant.
3. Date, time and place of the meeting at which the application shall be discussed and that reasonable time shall be allotted for comments by the public.

In addition, a copy of such notice shall be mailed, by first class mail, to the owner of the structure at the address contained in the application and to the owner of record, as listed on the tax roll, of all property within three hundred (300) feet of the subject property. A proof of mailing shall be filed in the official file and shall be prima facie evidence of mailing to the addresses shown therein.

- C. Action.** At the meeting of HDC specified in the notice a public hearing shall be held pursuant to the procedure set forth in Section 4.5.D, below. The HDC shall also hear any reports, requested by the HDC, concerning the safety or condition of the structure, historic or architectural merit of the structure, or alternative uses for the structure or site.

1. Formal action on the application shall not be taken at such meeting unless a motion to take action is approved by unanimous vote of the members present and the motion shall state the reason for action and that action be taken for good cause.

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2. Following such meeting, action on the application shall be placed on the agenda for a regularly scheduled meeting of the HDC or such special meeting as the HDC shall specify. Notice that such application is on the agenda for a specified meeting shall be given to each member of the HDC and to the applicant at least four (4) days prior to the meeting.

D. Exceptions to Procedure. The procedure outlined in this section is to be followed in the case of all applications for demolition, removal or moving of structures within the Historic District except that the Commission may approve an application for demolition or moving at any meeting upon the unanimous vote of the members present that such structure is of such minimal historic or architectural significance that its demolition or moving would clearly be compatible with the purposes of the Historic District Ordinance and that its demolition or removal would have no adverse impact on the adjacent area or upon the Historic District as a whole.

Section 4.0 Meetings

- 4.1 Regular meetings.** The HDC shall normally meet twice each month. Any other meetings of the HDC shall be called as needed so long as the meeting is properly noticed to the public, in accordance with the Michigan Open Meetings Act. The meeting can be called by the Chairperson of the HDC, or by any two (2) members of the Commission. At the final meeting of each calendar year the Commission shall approve the schedule of regular meetings for the following year.
- 4.2 Attendance.** If any member of the HDC is absent from more than two meetings in a row, then that member shall be considered delinquent. Delinquency may be grounds for the Commission to request the removal any member from the HDC for nonperformance of duty or misconduct. City staff shall keep attendance records and shall notify the HDC whenever any member of the HDC is absent from more than two meetings in a row, so the Commission can consider whether further action is required.
- 4.3 Public.** All meetings, hearings, records and accounts shall be open to the public to the extent required and in conformity with the Michigan Open Meetings Act, Freedom of Information Act, city ordinance and state law.
- 4.4 Quorum.** Four (4) members of the HDC shall constitute a quorum for the transaction of business and the taking of official action for all matters.
- 4.5 Order of Business.** Agenda. The Chairperson or designate shall prepare an agenda for each meeting and the order of business therein shall be as follows:
 - A. Call to order and roll call.
 - B. Approval of Agenda.
 - C. Public comments on agenda items.
 - D. Public Hearings, if necessary. The Chairperson will declare a public hearing open and state its purpose.
 1. The Chairperson summarizes the procedure for a public hearing as outlined in Paragraphs 2 through 7 below, of these rules and regulations for any members of the public in attendance, or provides copies.

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2. The applicant, or his agent, may present his case, including presenting witnesses on his behalf. No time limit will be imposed on the applicant.
3. Members of the HDC may report on any site inspection, any conversations with the applicant they may have had and ask questions relevant to the applicant's presentation.
4. Members of the public who support the applicant speak and correspondence is read.
 - a. The Chairperson shall allow anyone present to speak in favor of the applicant and can impose a time limit for the speaker. All speakers shall state their name, address and if they represent a group.
5. Members of the public who oppose the applicant speak and correspondence is read.
 - a. The Chairperson shall allow anyone present to speak in rebuttal of the applicant and can impose a time limit for the speaker. All speakers shall state their name, address and if they represent a group.
6. Anyone may ask the Chairperson questions on presentations or comments given at this hearing. The Chairperson will attempt to obtain an answer to the question. Answers shall be given to the Chairperson. No discussion, questioning or answering shall take place between any two or more people except between the Chairperson and the individual who has the floor.
7. Motion to Close the Public Hearing.
(At this point all public participation on the issue ends.)

E. Business Session.

1. Old Business - All matters remaining on the agenda from previous meetings.
2. New Business - Matters appearing on the agenda for the first time.
3. Study Items - Discussion items not available for action.
4. Other business of the HDC.

E. Items From the Floor. Opportunity for citizens to address the Commission on items not on the agenda.

G. Housekeeping Business.

1. Approval of minutes from previous meeting(s).
2. Election of officers, if necessary.
3. Other Items.

H. Adjournment.

4.6 Comments Out of Order. The Chairperson shall rule out of order any irrelevant remarks; remarks which are personal, about another's race, religion, sex or sexual orientation, physical condition, ethnic background, beliefs, or similar topics; profanity; or any other remarks which are not about the item at hand or which are scandalous, inflammatory or threatening.

4.7 Recesses. The Chairperson may recess a public hearing and/or meeting to another time if it is after 11 p.m. or if the meeting has been over four (4) hours in length. In order for a recess to be in order, the time, day, month, date, year and location to reconvene shall be stated as part of the action to recess. If a meeting and/or public hearing reconvenes over thirty-six (36) hours after the action to recess, the reconvened meeting shall be posted at least eighteen (18) hours before

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the time of the reconvened meeting, to comply with Section 4.3 of these rules of procedure. Upon reconvening, a roll call shall be taken as the first order of business.

4.8 Parliamentary Procedure. Meetings shall be conducted in a formal manner and parliamentary procedure shall be governed by Robert's Rules of Order if not specifically dealt with in these rules of procedure. Legal Rules of evidence do not apply.

4.9 Motions. Motions shall be reiterated by the Chairperson before a vote is taken.

A. Motions dealing with an application shall contain the following:

1. The address of the subject property.
2. The conclusion and/or decision of the HDC.
3. Any conditions attached to an approval.
4. Reference to the appropriate Secretary of the Interior guideline(s).

B. Any other motion shall be stated in prose or in the form of a resolution.

4.10 Voting. Voting on any application or item requiring a public hearing shall be by roll call vote. All other votes may be by voice vote. Any member may require a roll call vote. Members must be present to cast a vote. Voting by proxy is not permitted. Except as required elsewhere in these Rules and Regulations, a motion is adopted only if a majority of the members present cast their votes in favor of the motion.

4.11 Approvals. All work approved by the Commission shall commence within six (6) months of the date of approval. For purposes of this section the issuance of a building permit shall constitute commencement. In the event that work is not commenced as stated above the approval shall be null and void and the applicant shall file a new application and fee, if required. In the event a permit is cancelled, rescinded or voided by the building department, any approvals by the HDC shall also be rescinded.

Section 5.0 Records

5.1 Preparation. A record of each meeting, including public hearings, shall be prepared under the direction of the Secretary, or his or her designee.

5.2 Content. The record of each meeting shall include the following items:

- A. A copy of any required notices as required in Section 3.3.B of these rules of procedure.
- B. A signed statement indicating that notices, as required in Section 3.3.B of these rules of procedure, was published and posted and a copy of a newspaper notice, if one was published.
- C. The written original of the minutes of the meeting which shall include all action taken.
- D. Verbatim text of any resolutions adopted at the meeting.
- E. Supplemental materials for an application that were submitted during the meeting that were not part of the publically posted meeting packet.

5.3 Retention. The record of each meeting shall be permanently kept on file and spread in suitable volumes, with a hardcopy on file at City Hall. All the pertinent documents and minutes for each case before the HDC shall be copied and filed with the Community & Economic Development Department. Draft copies of the minutes shall be distributed to each member of the HDC prior to

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the next meeting and shall be available to the public within seven days of the meeting.

Section 6.0 Conflict of Interest Policy

In addition to the Conflict of Interest policy listed in the Historical Preservation ordinance Sec. 54-55 the Historic District Commissioners shall be governed by the terms of the Michigan State Historic Preservation Office Michigan State Housing Development Authority Conflict of Interest Policy for Historic Preservation Activities, see appendix of the same title.

Each member of the commission shall avoid conflicts of interest, including, but not limited to, deliberating on, voting on, or reviewing a case concerning the commissioner; the immediate family or household of the commissioner; property owned by or adjacent to property owned by the commissioner; or a corporation or partnership in which the commissioner has an ownership, employment, or other financial interest. A commissioner may consider the possibility of declaring a conflict of interest if their home or property falls within the public noticing radius requirement as prescribed by Section 103 of the Zoning Enabling Act.

Section 7.0 Per Diem and Mileage.

Mileage and per diem may be paid to members of the HDC at rates established by the governing body for attending HDC meetings and other authorized meetings and trips, if those members submit a bill for the same. No mileage or per diem is paid to any members unless authorized and budgeted by the City Council.

Section 8.0 Other Duties

The HDC may formulate and provide advice and may advise on policy to the Planning Commission or Zoning Board of Appeals or any committee thereof, on issues dealing with construction, planning and/or use of property and structures within the Historic District.

Section 9.0 Adoption and Repeal

Upon adoption of these rules of procedure of the Ypsilanti Historic District Commission and approval by Ypsilanti City Council, they shall become effective and all previous by-laws and/or rules of procedure, as amended, shall be repealed.

Section 10.0 Amendments

These rules may be amended at any regular or special meeting by a majority vote of the total membership of the HDC and submission to an approval by City Council provided:

1. Such amendment does not result in a conflict with state law, City ordinance, or court decision; and
2. Such amendment was proposed at a meeting prior to the meeting at which it is considered.

Adopted the ____ day of _____, 2019 through Resolution No. _____ of the Ypsilanti City Council.

Frances McMullan
City Clerk
City of Ypsilanti

Rev May 10, 2010

MICHIGAN STATE HISTORIC PRESERVATION OFFICE
MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY
CONFLICT OF INTEREST POLICY FOR HISTORIC PRESERVATION ACTIVITIES

Application of Policy

The Michigan State Historic Preservation Office is required to implement the federal conflict of interest policy for historic preservation activities. Generally speaking, this conflict of interest policy applies to any person who is paid in full or in part with Historic Preservation Fund (HPF) or matching share (state) monies, or who donates time or provides in-kind services to the HPF program. For purposes of the policy, "person" is defined as and means: the State Historic Preservation Officer; staff member of the State Historic Preservation Office (SHPO), including persons authorized to represent the SHPO or to perform in any official capacity for the SHPO; subgrantees and contractors paid in whole or part by HPF funds or whose time or salaries are used as allowable matching share; members of the State Historic Preservation Review Board and the Michigan Historical Commission; Certified Local Government Historic District Commission members, agents and staff; and the employees, agents, partners, associates, and family members of the persons listed above.

Policy

No person (as defined above) shall participate in the selection, award, or administration of any HPF-assisted program activity, subgrant, contract, or subcontract if a conflict of interest, real or apparent exists; nor shall a person participate through approval, disapproval, recommendation, or other decision concerning any Federal Preservation Tax Incentive Certification, National Register Nomination, or Review and Compliance case if such a conflict, real or apparent, exists.

No person shall engage in outside employment or have any direct or indirect financial interest that actually conflicts or would appear to conflict with the fair, impartial, and objective performance of officially assigned duties and responsibilities for the administration of the HPF program.

No person shall solicit nor accept gratuities, favors, nor anything of monetary value from contractors, potential contractors, or recipients or potential recipients of HPF subgrant award or contract.

Real and Apparent Conflicts

A real conflict of interest exists when a person may benefit (either through financial or personal gain) from the position the person holds with respect to the HPF-assisted program, or may be unable to make impartial decisions or render impartial advice due to outside relationships or other activities with persons as defined above. (This applies to those persons who participate in or influence the grant award decision-making process, gain information not available to the general public, or provide oversight or administration of any aspect of the HPF program.)

An apparent conflict of interest exists whenever circumstances are such that a person may appear to be in a position to benefit (either through financial or personal gain) from the position the person holds with respect to the HPF-assisted program, or may be unable to make impartial decisions or render impartial advice due to outside relationships or other activities with other persons as defined above. (This applies to those persons who participate in or influence the grant award decision-making process, gain information not available to the general public, or provide oversight or administration of any aspect of the HPF program, whether or not such a conflict actually exists.)

An apparent conflict also exists when a person may appear to have an unfair competitive advantage because of his or her relationship to the SHPO.

Declaring and Resolving Conflicts

Should a conflict of interest, real or apparent, exist: The person shall fully disclose the possible conflict in writing as soon as the situation becomes apparent, but at a minimum, before the issue or action for which the conflict exists is acted upon or brought to resolution and shall physically absent himself/herself from the decision-making process. The disclosure shall be presented (if appropriate) to the staff person's supervisor and then transmitted to the State Historic Preservation Officer and the Grant Section Supervisor. A disclosure statement shall be submitted for each subsequent fiscal year while the conflict of interest exists.

The entirety of the U.S. Department of the Interior's Policy and Procedure on Conflict of Interest which is set forth in

the National Park Service manual entitled Historic Preservation Fund Grants Manual, Chapter 3 is available in the SHPO office.

ACKNOWLEDGMENT

I certify that the conflict of interest policy for historic preservation activities has been read by me. I agree to abide by the policy and the procedures which implement it, including those specified in the Historic Preservation Fund Grants Manual. In particular, I agree to immediately disclose any real or apparent conflict of interest as soon as such a conflict becomes known to me.

Print Name of Staff Member* (or other affected person) Signature Date

Supervisor (if State employee) Date

Brian D. Conway, SHPO Date

*Staff members who serve in the state classified civil service are also subject to ethics and conflict of interest regulations as prescribed in the Michigan State Housing Development Authority Employee Handbook (January 20, 2010), specific Conflict of Interest Policy for Historic Preservation Activities, Civil Service Commission Rule 2-8, the Contracts with Public Servants Act (Act No. 317 of the Public Acts of 1968), and the State Ethics Act (Act No. 196 of the Public Acts of 1973).



REQUEST FOR LEGISLATION

TO: Mayor and City Council
FROM: Christopher Jacobs
DATE: April 16, 2019
SUBJECT: Recommended Park Improvements

DESCRIPTION:

Recommended Park Improvements

SUMMARY:

In November 2017, Washtenaw County residents voted two-to-one in favor of an eight-year millage that would generate \$5 - \$6 million per year for mental health and public safety improvements beginning in January 2019. A portion of that revenue, \$125,000, has been set aside for the purpose of park improvements. These proposed improvements are based on the Needs Assessment completed by Parks and Recreation Commission last year and the wide consensus reached on several key priorities during the Joint City Council Meeting on 12/18/18

The proposed improvements are focused primarily on deferred maintenance needs such as playground and baseball diamond resurfacing, benches, trashcans, picnic tables, grills, basketball nets, BBQ Grills, swings, playground equipment repairs, bike racks, door replacement, signage additions, and hazard removal. The following presentation will detail each of the proposed repairs or additions by park. The following Park Improvement Cost Schedule is also provided for your convenience and review:

Park Improvement Cost Schedule

Parkridge- \$38,050 Total includes

\$3,500- Replace 1 door (on storage closet)
\$12,000- Replace 8 fixed metal picnic tables
\$1,000- Replace/repair guardrail in parking lot near Perry School
\$500- Replace 2 broken and outdated grills
\$2,000- 4 new trashcans

\$500- Hazard Removal
\$50- Replacement Basketball Nets
\$16,000 – Reserved for Community Project
\$1,500- Vita Course Removal
\$1,000- Gravel for baseball diamond

Recreation Park- \$12,750 Total include

\$3,000- Resurface playground area and swing area, including excavating current playground surface, and laying new weed barrier
\$300- Replace 2 broken swings
\$5,000- Replace 4 fixed metal picnic tables
\$400- Grill Replacement and Hazard Removal
\$1,500- 3 new trashcans
\$1,000- Additional Bike Racks
\$1,000- 7 wooden benches repairs
\$550- Basketball Court Improvements

Waterworks- \$5,000 Total includes

\$2,500- Signage Replacement
\$500- Hazard Removal
\$1,000- 2 new trashcans
\$1,000- Additional Bike Racks

Carrie Mattingly Tot Lot- \$4,500 Total includes

\$2,500- Replace sign in park to match signage in park system
\$1,000- Add 1 fixed metal picnic table
\$1,000- Add 1 fixed metal bench

Candy Cane Park- \$12,000 Total includes

\$1,000- Repair wooden bleachers and 1 wooden bench with new boards
\$5,000- Replace 6 fixed benches
\$2,000- Replace 2 fixed wooden picnic tables
\$1,000- Replace 3 broken and outdated grills
\$3,000- Resurface playground area, including excavating current playground surface, and laying new weed barrier and play surfacing

Peninsular Park- \$18,500 Total includes

\$1,500- 3 new trashcans
\$10,000- Replace 10 fixed picnic tables
\$500- Hazard Removal

\$1,000- Additional Bike Racks
\$500- 2 Additional Grills
\$5,000- Gravel and re-grading entryway into park

Edith Heftly Tot Lot- \$2,000 Total includes

\$1,000- Add 1 fixed metal picnic table
\$1,000- Add 1 fixed metal bench

Prospect Park- \$24,150 Total includes

\$2,000- Securing basement entry to field house
\$2,500- Park ID Sign
\$2,500- 5 new trashcans
\$1,100- 3 Grill Replacements
\$1,000- Additional Bike Racks
\$5,000- Replace 5 fixed metal picnic tables
\$10,000- Replace Missing Rope Bridge, Double Slide, and broken Glide Handle
\$50- Replacement Basketball Nets

Riverside Park- \$4,000 Total includes

\$1,000- Additional Bike Racks
\$1,000- Replace unsafe wood/boards in Gazebo
\$2,000- Replace 2 fixed wooden benches

Charles St Tot Lot- \$1,500 Total includes

\$1,500- Playground Resurfacing and Sandbox

Frog Island- \$0

The border to border trail extension project in cooperation with Washtenaw County will leverage \$20,000 from the City of Ypsilanti to realize over \$800,000 worth of trail improvements primarily benefiting Frog Island Park. It is for this reason that Park Improvement Funds are not allocated to Frog Island as part of this project.

\$124,950 Total Improvements

Staff has surveyed the parks and provided the following presentation with photographs to illustrate most of the proposed replacements and additions identified in the Park Improvement Cost Schedule. We have met with Parks and Recreation Commission, DPS, and the City Manager to coordinate these improvements and ensure they represent the best use of our

limited financial resources. Fulfilling these deferred maintenance needs will substantially improve the experience of park users in each ward and we are recommending that Council approve the following resolution authorizing staff to begin this important work. Staff is working with DPS to coordinate what work can be done in-house and what needs to be contracted out to ensure city staff can be utilized when practical.

RECOMMENDED ACTION: (Approval)

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____



Resolution No. 2019-083
April 16, 2019

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, The City of Ypsilanti has a number of deferred maintenance needs at each of its parks; and

WHEREAS, Mental Health and Public Safety Millage funds have been set aside for the purpose of park improvements totaling \$125,000 in FY 2018-2019; and

WHEREAS, The Parks and Recreation Commission has completed a "Needs Assessment" consistent with the proposed improvements; and

NOW THEREFORE BE IT RESOLVED THAT the Ypsilanti City Council authorizes the Park Improvement Cost Schedule as submitted or similar as amended by Council.

OFFERED BY: _____

SECONDED BY: _____

YES:

NO:

ABSENT:

VOTE:

This resolution is adopted by the Council of the City of Ypsilanti and approved by the Mayor this
16 day of April 2019

#Resolution No. 2019-083



Parks System Improvements

CITY OF YPSILANTI, MI
04/09/2019

Background

In November 2017, Washtenaw County residents voted two-to-one in favor of an eight-year millage that would generate \$5 - \$6 million per year for mental health and public safety improvements beginning in January 2019. A portion of that revenue, \$125,000, has been set aside for the purpose of park improvements.

These proposed improvements are based on the Needs Assessment completed by Parks and Recreation Commission last year and the wide consensus on several key priorities during Joint City Council Meeting 12/18/18

Parkridge

Replace 1 hollow metal door and frame on storage closet

\$3,000 Total Material

\$500 Total Labor

\$3,500 Total Budget



Parkridge

Replace 8 fixed metal picnic tables

\$10,000 Total Material

\$2,000 Total Labor

\$12,000 Total Budget



Parkridge

Replace 8 fixed metal picnic tables

\$10,000 Total Material

\$2,000 Total Labor

\$12,000 Total Budget





Parkridge

**Replace/repair guardrail in parking lot near
Perry School**

\$1,000 Total Budget

Parkridge

Replace 2 broken and outdated grills

\$400 Total Material

\$100 Total Labor

\$500 Total Budget



Parkridge

Replace two trash cans and add two additional near basketball courts

\$2,000 Total Budget



Parkridge

Additional Labor Needed for Hazard Removal

\$500 Total Budget



Parkridge

Vita Course Removal
\$1,500 Total Budget

Fitness Course Replacement
or Other Community Project
\$16,000 Total Budget



Parkridge

Gravel for the baseball diamond

\$1,000 Total Budget



Recreation Park

Resurface playground area and swing area, including excavating current playground surface, and laying new weed barrier.

\$3,000 Total Budget



Recreation Park

Replace 2 broken swings

\$200 Total Material

\$100 Total Labor

\$300 Total Budget



Recreation Park

Replace 4 fixed picnic tables

\$4,000 Total Material

\$1,000 Total Labor

\$5,000 Total Budget



Recreation Park

Replace 4 fixed picnic tables

\$4,000 Total Material

\$1,000 Total Labor

\$5,000 Total Budget



Recreation Park

1 Hazard Removal and Grill Replacement

\$200 Total Material

\$200 Total Labor

\$400 Total Budget



Recreation Park

Replace 1 Trash Can and 2 Additional Trash Cans – Only 2 on site.

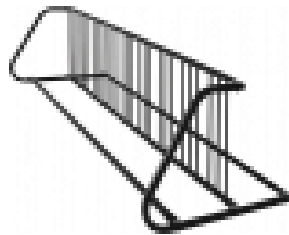
\$1,500 Total Budget



Recreation Park

Additional Bike Racks

\$1,000 Total Budget



Recreation Park

7 wooden benches repairs

\$1,000 Total Budget



Recreation Park

7 wooden benches repairs

\$1,000 Total Budget



Recreation Park

Basketball Court Improvements

Paint basketball court lines (\$500 Materials + Labor)

Replace basketball nets (\$50 Materials + Labor)

\$550 Total Budget



Peninsular Park

1 trashcan on site, big garbage problem

1 replacement and 2 additional at \$500 each

\$1,500 Total Budget



Peninsular Park

Replace 10 benches, all in poor condition

\$8,000 Total Material

\$2,000 Total Labor

\$10,000 Total Budget



Peninsular Park

1 Hazard Removal

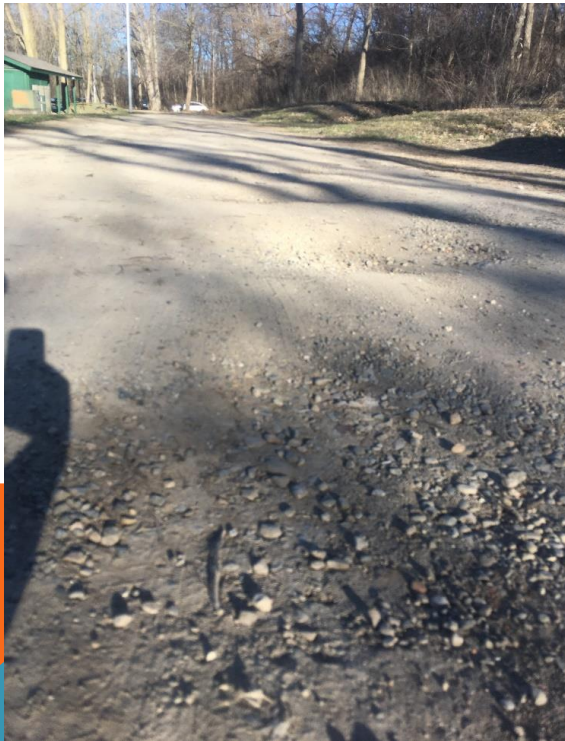
\$500 Total Budget



Peninsular Park

Gravel and re-grading entryway into park

\$5,000 Total Budget



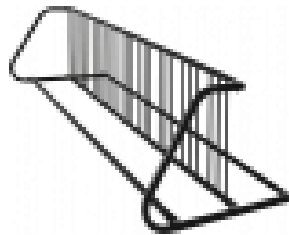
Peninsular Park

No Bike Racks on site

\$1,000 Total Budget

Add 2 grills nearby picnic tables at

\$500 Total Budget



Prospect Park

\$2,000 Total Budget to secure basement entry to field house



Prospect Park

Park ID Sign – None on Site

\$2,500 Total Budget



Prospect Park

1 Trashcan replacement and 4 additional

\$2,500 Total Budget



Prospect Park

3 grill replacements

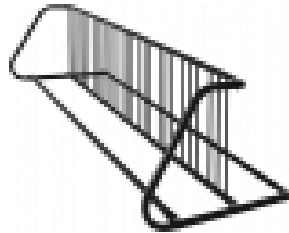
\$1,100 Total Budget



Prospect Park

Bike Racks on the Corner of Prospect and Oak

\$1,000 Total Budget



Prospect Park

Replace 5 fixed metal picnic tables

\$4,000 Total Material

\$1,000 Total Labor

\$5,000 Total Budget



Prospect Park

Replace Missing Rope Bridge and Double Slide

\$3,128 - Double Wide Slide

\$3,371 -Cargo net replacement bridge

\$351 - Freight

\$8,000 Total Budget



Prospect Park

Replace broken glide handle playground equipment

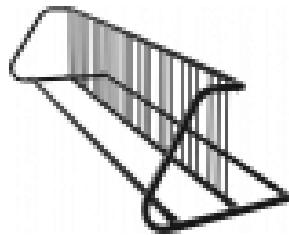
\$2,000 Total Budget



Riverside Park

**Add bike rack next to Michigan Ave Heritage bridge for those using that
to enter park on foot**

\$1,000 Total Budget



Riverside Park

Michigan Avenue Bridge and Gazebo Repairs

\$1,000 Total Budget



Riverside Park

Replace 2 fixed wooden benches with steel powder coated benches

\$2,000 Total Budget



Candy Cane Park

Repair wooden bleachers with new boards

Repair 1 wooden bench with new boards

\$1,000 Total Budget



Candy Cane Park

Replace 6 fixed benches

\$5,000 Total Budget



Candy Cane Park

Replace 2 fixed wooden picnic tables

\$2,000 Total Budget



Candy Cane Park

Replace 3 broken and outdated grills

\$1,000 Total Budget



Candy Cane Park

Resurface playground area, including excavating current playground surface, and laying new weed barrier and play surfacing

\$3,000 Total Budget



Waterworks Park

Signage for bridge leading to Water St Trail

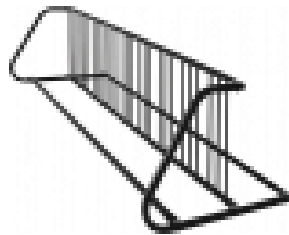
\$2,500 Total Budget



Waterworks Park

Additional bike racks – none on site

\$1,000 Total Budget



Waterworks Park

2 Additional Trashcans

\$1,000 Total Budget

Hazard Removal

\$500 Total Budget



Carrie Mattingly Tot Lot

Replace sign in park to match signage in park system

Add 1 fixed picnic table and 1 fixed bench

\$4,500 Total Budget



Edith Heftly Tot Lot

Add one bench and one picnic table

\$2,000 Total Budget



Charles St Tot Lot

Sandbox and playground resurfacing

\$1,500 Total Budget





REQUEST FOR LEGISLATION

TO: Mayor and City Council
FROM: Christopher Jacobs
DATE: April 16, 2019
SUBJECT: Parking Strategy

DESCRIPTION:
Parking Strategy

SUMMARY:

The Downtown, Depot Town, and West Cross business areas (the Central Business District, or CBD) have seen a surge in popularity recently, and are expected to continue to grow. This growth has led to significant parking pressure in many areas. This pressure led the City to seek out assistance from Rich & Associates/Giffels Webster, parking experts, via the MEDC and the MML to complete a parking study and develop a strategy to identify areas of opportunity for improvement in our parking and transportation systems so that the City can better support both existing businesses and residents and support future growth.

This the study portion of the document examines the existing CBD parking system from both a qualitative and quantitative standpoint, and analyzes the parking needs in the context of facilitating modal shifts from motorized to nonmotorized transportation options both as an initial means of accessing the CBD and as encouraging a park-once mentality and method of operation to access shops, services, residences, and businesses.

The strategy portion of the document includes recommendations regarding policy, communication, and infrastructure upgrades; recommendations to develop, deploy, coordinate or support alternate modes of transportation; and a financing and implementation strategy. The recommendations are intended to facilitate access to the CBD for all users of the parking system including visitors, students, employees, and residents.

A summary of the study and strategy was presented to the Depot Town neighborhood, Downtown neighborhood, and West Cross neighborhood on Wednesday, 3 April, followed by discussions. A joint meeting of the City Council and the DDA was held that night for a similar presentation and discussion format. At both meetings, we heard general dissatisfaction regarding the current state of parking, from policy to infrastructure, in agreement with the assessment provided by the study.

Regarding the strategy, we heard general agreement with the strategy that the City should add more handicap parking, provide better and safer pedestrian and bike infrastructure, repair and improve the lots, striping, and meters, and be more consistent and transparent with policies regarding parking duration, parking permits, and parking pricing. We also heard a general agreement that the proceeds from the parking system should be used, at least in part, to fund the upkeep of the parking system, and that having a single point of contact regarding parking would be desirable. Conversely, staff heard concerns about some of the specific policy recommendations regarding parking duration and parking pricing, as well as a desire to see demand from special events – both public and private – better addressed, largely in the Depot Town area.

Overall, the parking strategy document prepared by Rich & Associates and Giffels Webster lays out a policy, management, and infrastructure framework which can guide the implementation of any policy or capital programming effort. As steps recommended by the plan are implemented- or not- the results from that implementation can guide future steps.

Staff recommends that City Council adopt this plan as a guiding policy document.

RECOMMENDED ACTION: Approval

ATTACHMENTS:

Final Parking Study/Strategy, Resolution

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____



Resolution No. 2019-084
April 16, 2019

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, the City of Ypsilanti has a wide array of businesses and residents in the central business district; and

WHEREAS, the central business district has consistently grown in the past ten years; and

WHEREAS, the City wishes to support existing businesses, residents, and visitors as well as encourage continued local growth; and

WHEREAS, parking has become a limiting and frustrating factor for many who live, work, and visit the central business district; and

WHEREAS, the City, DDA, Michigan Municipal League, and the Michigan Economic Development Corporation have commissioned the creation of a parking study/strategy from Rich & Associates and Giffels Webster; and

WHEREAS, this parking study/strategy provides a policy framework and suggests implementation tools to improve the parking and transportation system in the central business district;

NOW THEREFORE BE IT RESOLVED THAT THE YPSILANTI CITY COUNCIL adopt the Ypsilanti Central Business District Parking Study and Strategy as a guiding policy document.

OFFERED BY: _____

SECONDED BY: _____

YES:

NO:

ABSENT:

VOTE:

This resolution is adopted by the Council of the City of Ypsilanti and approved by the Mayor this 16 day of April 2019

#Resolution No. 2019-084

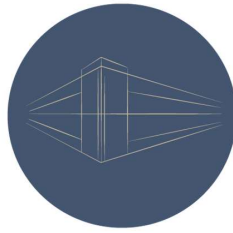
Ypsilanti Central Business District Parking Study and Strategy

Final Report



April 12, 2019





RICH & ASSOCIATES
PARKING CONSULTANTS

April 12, 2019

Ms. Bonnie Wessler, AICP
City Planner
Community Development Division, City of Ypsilanti
1 S. Huron Street
Ypsilanti, MI. 48197

Dear Bonnie:

On behalf of the Rich & Associates/Giffels Webster team we are pleased to submit this Final Report for the Ypsilanti Central Business Parking Study and Strategy. This report contains the detailed assessment of parking needs within each of the three Downtown Development Authority Districts and includes a comprehensive strategy for helping the City and DDA operate parking for the benefit of all concerned.

Beginning with the quantified and qualified parking needs in each district, the report provides a number of strategies designed to address identified deficiencies within the existing parking system. In our opinion these recommendations will lead to both a more equitable sharing of costs and provide a means for improving and maintaining the parking system going forward. The strategies are presented in a format that will allow City Administration to see the role of each of these in the overall context and to re-prioritize as budgets and community goals allow. The changes we have suggested range from management and operational changes to improvements in the user experience, maintenance, ADA parking and enforcement. Implementation of these recommendations we believe can have a positive impact on the overall parking system so that it can support the positive growth being experienced in the CBD of Ypsilanti.

We would very much like to thank you, Christopher Jacobs, Joe Meyers and other members of the City of Ypsilanti Planning and Community Development Department for your help and insight in completing this analysis. We would also like to thank Richard Murphy of the Michigan Municipal League for his help in bringing this project to fruition. It has been our pleasure to work with each of you and the community and we look forward to assisting in whatever way possible as the City moves forward with its parking system.

Sincerely,
Rich & Associates, Inc.

David W. Burr
Project Manager

ARCHITECTS • ENGINEERS • PLANNERS ☎ b. 248.353.5080 f. 248.353.3830 💻 richassoc.com
26877 Northwestern Hwy. | Suite 208 | Southfield, MI 48033

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Executive Summary

EXECUTIVE SUMMARY

INTRODUCTION

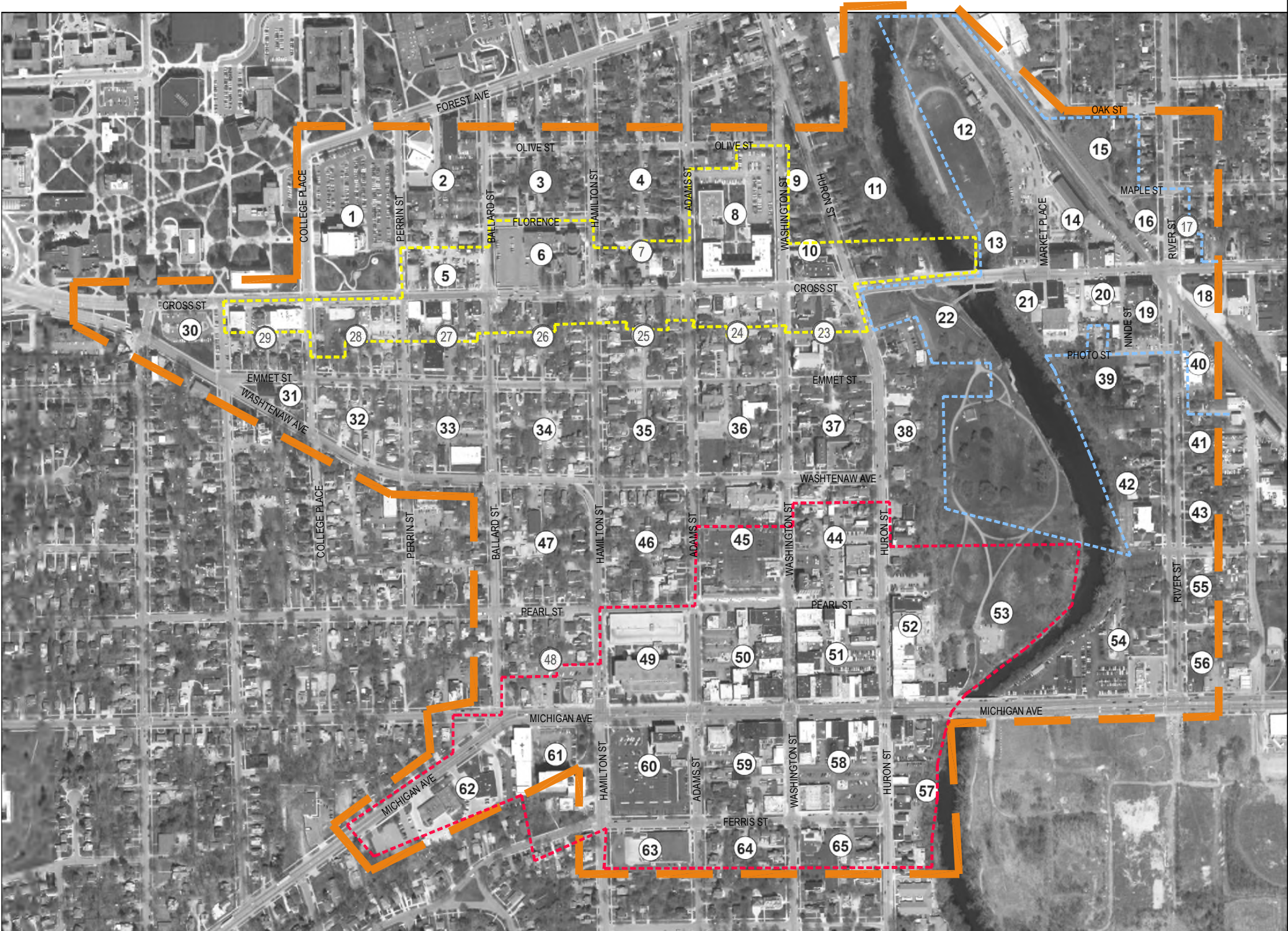
The Michigan Municipal League and the Michigan Economic Development Corporation contracted with the team of Rich & Associates/Giffels Webster on behalf of the City of Ypsilanti to prepare a Downtown Parking Study. This parking study serves to examine the downtown existing parking system from both a qualitative and quantitative standpoint. The study will also analyze the parking needs in the context of facilitating modal shifts from motorized to non-motorized transportation options both as an initial means of accessing downtown Ypsilanti as well as encouraging a park-once mentality and method of operation to access shops, services and businesses within the various DDA districts.

The City of Ypsilanti has been certified as Redevelopment Ready Community by the MEDC and has received support for this work through the RRC pre-development assistance program. City staff identified a comprehensive strategy for current and future parking needs as a critical first step for the re-occupancy or redevelopment of vacant downtown space.

As such, the purpose of this parking study is to assess the current and future parking needs and conditions of downtown Ypsilanti within a defined study area. Provided is a long-term, sustainable parking strategy. The results of this study include a supply and demand assessment; recommendations to develop, deploy, coordinate or support alternate modes of transportation combined with zoning strategies; and a financing and implementation strategy. The recommendations are intended to facilitate access to downtown for all users of the parking system including visitors, students, employees and downtown residents.

STUDY AREA

The study area identified by the City of Ypsilanti has consisted of three districts with distinct boundaries. Within each of these three districts (Downtown DDA District, West Cross DDA District and Depot Town DDA District) the team evaluated the unique parking supply and demand activity, the conditions of the publicly managed parking supply and how the management of the parking system affects the utilization of parking within each district. Within the defined study area there are a total of 65 blocks with the focus on the three DDA districts noted. Blocks contained within the overall 65 block study area but outside one of the three DDA districts analyzed, have an indirect effect on the parking system. That is because these “out-of-district” blocks generally consist of residential neighborhoods that could be negatively impacted by parking regulations in adjoining districts as displaced parking patrons or students seek other parking opportunities.



PARKING STUDY
FOR
YPSILANTI, MICHIGAN

RICH & ASSOCIATES
PARKING CONSULTANTS

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Southfield, MI 248.353.5080
Lutz, FL 813.949.9860

ARCHITECTS • ENGINEERS • PLANNERS

LEGEND:

BLOCK NUMBER

STUDY AREA

West Cross DDA District

Depot Town DDA District

Downtown DDA District

BLOCK FACE KEY PLAN:

A
D # B
C

Sheet Title:

STUDY AREA

File No	1918
Scale	NTS
Date	12-2018
Checked By	

MAP Number:

MAP 1

Pg. 2

METHODOLOGY

In order to accomplish the goals of the overall parking study for the City of Ypsilanti the team of Rich & Associates/Giffels Webster completed a series of tasks designed to collect the unique information appropriate to the parking, traffic and transportation needs for the defined study area. Within each district, the team performed:

- A detailed block-by-block inventory of the parking supply and land-use (**Map 2 on page 7**).
- Thursday and Saturday parking utilization counts.
- Parking demand assessment.
- Public outreach via an open house and focus groups.

These tasks were performed so that the team could assess the quantitative and qualitative values regarding the parking need and capability of the parking supply to meet the unique needs in each district. This parking demand versus parking supply assessment then serves as the initial basis for the formulation of the comprehensive parking plan. This information can help in the determination of whether or if modal shifts can enhance the existing parking supply. Recommendations are then developed to address identified deficiencies and facilitate future community growth. The comprehensive analysis of all three districts also helps to ensure that consistency in parking operations, regulations, management and enforcement can be developed and applied.

A – DOWNTOWN DDA DISTRICT

The Downtown DDA District primarily includes one to one and one-half blocks on either side of Michigan Avenue from the Huron River to Ballard Street and then continuing southwest along Michigan Avenue to include the Washtenaw County Eastern Government Center and City police and fire department facilities on the south side of Michigan Avenue. As such, the Downtown DDA District consists of 17 blocks and contains just over 1.5 million square feet of occupied building area and has a total parking supply (on-street and off-street both public and private) of 2,078 spaces. This equates to about 1.39 parking spaces provided per 1,000 square feet of building area.

This parking supply consists of a combination of publicly provided surface parking lots and on-street spaces totaling 736 spaces. When compared against the 1,342 spaces in privately controlled surface lots, this means that the City of Ypsilanti controls just 35 percent of the downtown parking supply. This is significantly below Rich's recommended benchmark that a municipality control at least 50 percent of the parking supply in order to facilitate a more walkable environment. The high proportion of privately controlled parking can lead to perceptions of insufficient parking availability because parking provided by private businesses are generally intended for use only by their staff, customers or visitors.

Parking occupancy counts conducted within the Downtown District on Thursday October 25, 2018 between 9:00 am and 9:00 pm showed that about 53 percent of the parking supply was occupied at peak time between 1:00 pm and 3:00 pm. Counts conducted on Saturday,

November 3, 2018 between 4:00 pm and 12:00 am showed that the peak occupancy was just about 32 percent of the spaces occupied between 4:00 pm and 6:00pm.

The calculated demand of 1,271± spaces compared against a total available supply of 2,078 spaces means that the downtown has a “gross” surplus of 807± spaces. The “gross” basis simply compares total downtown parking demand to total downtown parking supply. On the “net” basis, which deducts surplus private supply, the surplus is reduced to 221± spaces.

B – WEST CROSS DDA DISTRICT

The West Cross DDA District extends from approximately the Huron River on the east to approximately College Place as the western boundary and includes essentially the commercial frontage along West Cross Street. Fourteen blocks are assigned to the West Cross District and encompass 370,000 square feet of occupied building area. The parking supply serving the West Cross District totals 661 spaces of which 41 percent is publicly provided and available leaving 59 percent privately controlled. The proportion of parking that is publicly available is a slight improvement over the ratio in the downtown but this is still below Rich’s best practice recommendation that a municipality control 50 percent of the parking in order to facilitate a walkable community where a patron can park once and visit multiple destinations.

The weekday occupancy count (Thursday October 18, 2018) showed a peak occupancy of 298 spaces occupied between 1:00 pm and 3:00 pm which represents 45 percent of the total available parking supply.

The “calculated” parking demand was 339 spaces. This assessment also shows that just four blocks have calculated parking deficits. On three blocks it is just one space short each while block 5 has a deficit of just 9 spaces. The remaining blocks all have gross surpluses ranging from 4 to as many as 108 spaces. Comparing the 339± space total demand against the 661-space total parking supply would result in a gross surplus of 322± spaces. Applying the parking demand on each block first to the private supply on that block and then discarding any surplus private spaces following the assumption that they are not available to patrons from other blocks or businesses, would reduce the gross surplus from 322± spaces to about half the number at 166± surplus spaces on the “net” basis.

C – DEPOT TOWN DDA DISTRICT

The Depot Town DDA District although the smallest of the three districts in terms of occupied square footage (173,500 sf) is the most congested in terms of patron and visitor parking needs of all the three districts analyzed. It is also unique with two peak parking periods during the day. As an area experiencing the greatest strain on existing parking resources, Depot Town is also the only area that achieves Rich’s benchmark of 50 percent of the parking supply publicly available. This parking supply consists of a total of 625 spaces distinguished by 314 public spaces (on and off-street) and 311 privately controlled spaces in various lots. This level of parking supply compared to the land use information shows that Depot Town is also providing

the highest proportion of parking spaces to occupied building square footage of the three districts at just short of four spaces provided (3.61) per 1,000 gsf. of building area. Downtown was just 1.39 provided spaces per 1,000 gsf. while the West Cross District calculates as 1.8 spaces provided per 1,000 gsf.

The occupancy analysis showed not only a daytime peak consistent with the times experienced in both the Downtown and West Cross districts at about 46% occupancy during the 1:00 pm – 3:00 pm period but unlike these areas, Depot Town experienced a second and much more significant peak during the evening hours on the Thursday survey date with 85 percent of the available parking supply occupied between 7:00 pm and 9:00 pm. Data for the Saturday evening counts (conducted on November 3, 2018) showed that peak occupancy occurred between 8:00 pm and 10:00 pm when 77 percent of the parking supply was occupied. Therefore, in projecting the evening demand, we are using the Thursday values.

The high evening occupancy is consistent with Rich & Associates expectations given that nearly one-third (50,000 sf) of the approximate 175,000 sf of occupied building area is dedicated to restaurant / bar use.

The parking demand calculated as 613± spaces. On the “gross basis” this would mean that there is just a 12± space surplus which would be a “net deficit” of 162± spaces on the “net basis”. Development of the Thompson Block in the anticipated configuration is expected to increase this “net deficit” to approximately 256± spaces.

PUBLIC PARTICIPATION

A critical component in the development of the Downtown Ypsilanti parking assessment within the three DDA districts was the input collected from various downtown individuals and groups. This input was facilitated via a two-hour open house conducted at City Hall on Wednesday, December 5, 2018. This forum allowed participants to simply indicate modes of travel, parking issues or concerns for each district as well as timing for when they find the parking most challenging. Team staff were available to address any questions but there was not a formal presentation.



A second aspect of the public outreach were a series of focus groups directed to each specific district. As such these meetings which ran approximately one-hour each were designed to have a more in-depth and meaningful dialogue regarding particular parking issues and concerns unique to each district.

Focus Group Summary

Downtown

1. One-hour time limit for parking is not enough time for visitors to park and eat a meal.
2. Public parking is often difficult for visitors to find; wayfinding signs could be larger.
3. More barrier-free parking spaces are needed.
4. Winter parking more difficult because of snow plowing.
5. How will parking improvements be funded?

West Cross

1. Parking meters are helping in preventing all-day parking, leaving spaces available for businesses.
2. Speeding traffic makes walking and parking more difficult.
3. Employees are seen parking in two-hour spaces and periodically moving cars to reset time.

Depot Town

1. It is inconvenient to make short trips (1-2 hours) into Depot Town due to parking issues.
2. Time limits for parking areas is inconsistent and confusing
3. Signs for parking areas are inconsistent and do not adequately inform visitors where to park.
4. Employees need long-term parking.
5. Concern for ability to access retail shops, particularly with increasing number of restaurants.
6. Difficult for visitors to distinguish public from private parking areas.
7. Public parking hard to find. Wayfinding signs could be larger.

On-line Survey Summary

In addition to the open-house and focus group meetings, the team prepared and made available an on-line survey which provided some information on modes of travel to each of the districts, opinions on peak demand hours, parking and vehicle circulation, enforcement, safety and methods of operating paid parking. Detailed results from the on-line surveys are shown beginning on page 83 in Section 6 Public Participation.

Recommendation Summary

Successfully operating municipal parking systems are actively managed with the primary goal of serving the downtown business community. This means that revenues are sufficient to maintain and upgrade the system as needs require so that parking is actually a non-event in the consideration of whether or not to visit downtown. In order to achieve this goal, the Rich / Giffels Webster Team is recommending:

Operations / Management

- Parking Services Manager - Appointment of a Parking Services Manager who can serve as the central point of responsibility and answer questions by the business and residential community.
- DDA with larger role in parking management - The City and DDA work together so that the DDA has a larger role in the day-to-day operation of the parking system. Periodic reports to the City will allow the City to have input in the management of the parking system.
- New Parking Control Equipment - Until such time that revenues achieve the necessary level, the City may be required to invest in parking system upgrades for consistent revenue control equipment across all three DDA districts. Once revenues are established the system should be able to fund replacement of parking control equipment with rates that meet the revenue needs of the system.
- Private Parking - Maintain the policy of not requiring parking within the districts with the exception of residential parking combined with maintaining the policy that such developments can pay a fee-in-lieu of providing the required number of spaces. This will help get the proportion of public to private parking more in line with best practices.
- Shared-Use Opportunities - Maximize the use of the existing parking supply by having the City and DDA work with private businesses to use surplus capacity as either public parking during off-hours (nights/weekends) or working with businesses whereby employees of certain businesses can use surplus private parking capacity from other adjoining businesses. This may also mean adjusting the rates for the N. Washington Street lot to encourage use by employees although this may require lighting upgrades.
- Bicycle Parking - Increased use of bicycle parking opportunities combined with ride-share/bike-share or car-sharing options can help in reducing the number of parking spaces that may be needed in the future. Other technologies should also be monitored for their potential impact on future parking needs.
- Residential Parking - The City should help to market opportunities where residential overnight parking can be permitted and under what conditions. The annual renewal period for residential permits should also allow a grace period for issuance of penalty citations to allow new and relocating residents the opportunity to renew permits.
- Parking Duration and Allocations - Rich recommends, as a best practice, that on-street parking convenient to adjacent businesses should have a maximum time limit of two-hours. Less convenient parking or parking where turnover is not required can have longer periods and serve as alternative employee parking. The most convenient off-

street spaces in various parking lots should have a time restriction of three hours to discourage use by employees while affording customers and visitors with parking with longer time frames than on-street.

User Experience

- Parking Signs - Parking signs play an integral role in patrons understanding of where, when and the cost for parking. These signs should be consistent, clearly identifiable and clear in their message. There are a family of signs that best address signage issues. Among the highest priority are lot identification signs with lot names, permitted parking groups and hours of operation.
- Employee Parking - It is generally expected that employees park further than customers and visitors. This requires that the appropriate permit areas (on and off-street) be developed but that the walkability is improved so that employees feel safe parking in these areas and walking to their ultimate destination.
- Lower Cost Bus Permits for Employee - Improving employee parking opportunities or reducing the need for employee parking can also be achieved through a possible partnership with TheRide, similar to the arrangement between the Ann Arbor DDA and the transit authority that provides discounted bus fares.
- Pedestrian Enhancements – Improvements in landscaping, lighting and other walkability issues can improve the perceptions of pedestrians to encourage more of a park-once and walk to multiple destinations. Making appropriate improvements (shade, benches, traffic separation) can increase the acceptable walking distance under various conditions.
- Marketing – Distributing appropriate information to the public through flyers, social media, and the City web-page can help in understanding new policies and procedures and where available parking is located. This media can also help provide information for special events for available parking locations, directions, etc.
- Parking Ambassadors – Parking enforcement officers have a central function of enforcing the rules and procedures necessary to make the parking system function efficiently. As a visible presence in the CBD however, they should also be trained and marketed to help with directions, additional security presence and disseminating information.

Maintenance

- Budgeting / Tracking Parking Revenues / Expenses - Monitoring all parking related revenues and expenses and having these reported in City and DDA budgets. Eventually it should be intended that parking operates as an Enterprise Fund able to handle all operating and capital needs. This may also require development of a parking sinking fund to provide for capital upgrades and long-term parking facility replacement and repair.

- Maintenance Schedule – All public lots should have developed a schedule for daily, weekly, monthly and annual issues to be monitored and addressed. This will help to make the appropriate budgeting decisions to address deficiencies in a timely manner.
- Painting / Striping – Curbs must be painted consistently depending on their use and / or restrictions following the standard colors for no parking, loading zone, and handicap. Stripe on-street spaces so that cars can park more efficiently.
- Communications – Maintain the text alert system to keep the public informed on maintenance issues in lots that may impact access to all or some of the parking spaces.
- Parking Control Equipment – Parking Control equipment must be consistent so that patrons do not have to try to figure out the operation, policies or procedures for different equipment. This may require as noted above investment in new equipment by the City.
- Stormwater – Consider landscaping technologies that can help with runoff from parking areas.

ADA Parking

- ADA Deficiencies – Address deficiencies in parking lots that do not meet the requirements for the number of ADA required spaces. The City should also monitor the need for handicap accessible parking that may require providing more off-street or provision of on-street parking in excess of ADA minimums.

Parking Enforcement

- Staffing – Parking enforcement is a necessary element of any well-run parking system. Maintain the policy of two full-time parking enforcement staff with random scheduling. Enforcement staff should also be trained as CBD ambassadors to provide information and direction to CBD patrons.
- Fines – Develop a policy of issuing courtesy citations to first-time offenders as well as during the residential renewal period and when significant changes are made to parking policies.

Additional Parking

- New Parking – New development particularly in the Depot Town District will increase the strain on parking resources. The City should investigate partnership opportunities for development of additional parking in this district combined with parking mitigation measures (increased bike parking, ride-sharing, pedestrian enhancements) to improve the parking experience.

Project Methodology

METHODOLOGY

Rich uses a comprehensive approach in developing the parking needs within each of the three districts. In all three districts a similar methodology was employed. This included:

- Evaluate the existing parking supply both on-street and off-street (public & private)
- Inventory and assess existing land uses
- Collect square footage attributable to each land use (provided by City)
- Conduct turnover & occupancy studies
 - Depot Town & West Cross – Thursday, October 18, 2019 (9:00 am – 9:00 pm)
 - Downtown – Thursday, October 25, 2018 (9:00 am – 9:00 pm)
 - Depot Town, West Cross, Downtown – Saturday, November 3, 2018 (4:00 pm - 12:00 am)
- Calculate the parking needs correlated to peak observed occupancies
- Adjust the observed day calculated need by +15% to account for likely “peak day” conditions

The public and private supply within each district is totaled and compared. Rich recommends that a municipality control at least 50% of the parking supply in order to facilitate a more walkable environment. Too high a proportion of privately controlled parking can lead to perceptions of insufficient parking availability because parking provided by private businesses are generally intended for use only by their staff, customers or visitors.

In developing the parking generation rates (PGR's) used, Rich uses the just noted occupancy counts as a benchmark. The occupancy counts reflect as many spaces as possible in the direct observations but typically in a large study area, not every space can be directly observed within an efficient route covered in the defined time period. In each district the same proportion of spaces occupied that were directly observed was applied to the spaces not directly observed. This results in the Corrected Observed Value (COV). The highest value then becomes the **Corrected Peak Hour Occupancy (CPHO)**.

Once the peak hour (period) has been determined Rich makes a second adjustment. Because it is unlikely that it just so happened that the counts in each district were conducted on the most representative day of the year, we seek to adjust the peak hour demand to reflect what is likely to be a more representative day. Therefore, in order to properly account and plan for peak days, the peak hour observation is increased by a percentage (15 percent in this case) to demonstrate peak hour, peak day occupancy which is the **Adjusted Peak Hour Occupancy (APHO)**.

Using the APHO as the target demand, Rich then adjusts the Parking Generation Rates (PGR's) which is the number of parking spaces required per 1,000 sf or per residential unit applicable to each land use to reflect the parking needs as the observations suggests are appropriate. The intent is to derive the **Calculated Peak Hour Demand (CPHD)** to get as close as possible to the

APHO (APHO ~ CPHD). The demand factor for each land use type includes an estimate for both employees and patrons to that particular land use at this peak period.

In quantifying the “net surplus or deficit,” Rich first applies the demand on each block to the private supply on that block. This follows the assumption that any private parking provided by a business would be the most convenient and free. Any spaces not needed, because they are not available to outside users, are then discounted from the calculation and the surplus becomes just the public supply. If the demand on each block exceeds the private supply on each block, the public spaces are added back in to calculate the surplus or deficit for the block.

Turnover

The turnover portion of the analysis, where license plate numbers were recorded, applied mostly to on-street spaces in each of the districts. These same spaces were observed during each two-hour circuit. This is done to determine how long specific vehicles were parked in the most convenient customer spaces. This also allows us to see if any vehicle was parked for extended periods in a time limited space. At the same time, the turnover information also yields occupancy results for the parking area, and therefore for each circuit a composite occupancy can be derived.

Turnover is an indicator of how often a parking stall is being used by different vehicles throughout the course of the day. Turnover is most relevant to the short-term customer trying to find parking for a quick errand. If this customer is unable to find a convenient space, they might not stop to patronize the business. For each district a table was prepared which shows how many times cars are observed parking in the same space. In two-hour spaces, cars should not be observed more than twice and then only if they arrived just prior to the surveyors. Any short-term spaces analyzed such as 30 minutes or 1 hour should not have any vehicle seen more than once or they are clearly in violation because the observations occurred every two hours.

ANALYSIS

Introduction

This analysis provides an assessment of how the existing parking system is operating, the current conditions that affect the system and how potential new developments may affect the system in the future. A primary goal of this analysis is to determine if new parking may be required based on current and anticipated future developments. In completing this study, the team compiled and reviewed turnover and occupancy data, parking inventories, transit access, traffic concerns, multi-modal opportunities and land use inventories to develop a working demand model. The analysis was further refined based on our previous experience with similar communities.

The overall analysis is a multi-step process to evaluate the parking conditions in each of the three DDA districts. Beginning with the detailed land use and parking supply information collected allows us to perform a comparison of the demand for parking against the supply of parking both currently and projected for the future. With an understanding of where parking may be deficient versus available can help in developing changes in signage and wayfinding as well as how modal shifts can enhance the existing parking supply to meet the business needs within each of the three districts.



PARKING DEMAND CALCULATION

Analyses were performed to determine the current and future parking demands and needs for each study area. The data collected and compiled by Rich & Associates to calculate the parking demand included:

- An inventory of the study area on-street and off-street parking supplies.
- Turnover and occupancy studies for public and private on-street and off-street parking areas.
- Block-by-block analysis of square footage and type of land use in the study area. (Building inventory was provided by Ypsilanti staff).
- The demand model is based on a weekday peak between 9:00AM and 9:00PM.

The assumptions used in developing the PGR's and the parking demand calculations are:

- Assumption 1:** It was assumed that parking demand per block was dependent on the gross floor area contained in the block. Demand computed for one block was not affected by the amount of gross floor area available on surrounding blocks.
- Assumption 2:** The projected parking demand for the future was derived under the assumption that currently occupied properties would remain occupied at existing levels into the future.
- Assumption 3:** The projected vacant space is shown reoccupied at a rate of 40% in five years and 80% in 10 years.

The gross square footage of the land use was provided by Ypsilanti staff. ***Tables A-1, B-1 and C-1*** in the Appendix shows the allocation of the various square footage values by land use and block for each of the three districts.

Downtown DDA District

DOWNTOWN DDA DISTRICT

Introduction

The Downtown DDA District is a 17-block area focused on either side of Michigan Avenue extending between the Huron River as the eastern boundary to the police and fire department facilities west of the Washtenaw County Eastern Government Center. Land use within this district totals just over 1.5 million square feet of occupied building area and has a total parking supply of 2,078 spaces.

Downtown DDA District Parking Supply

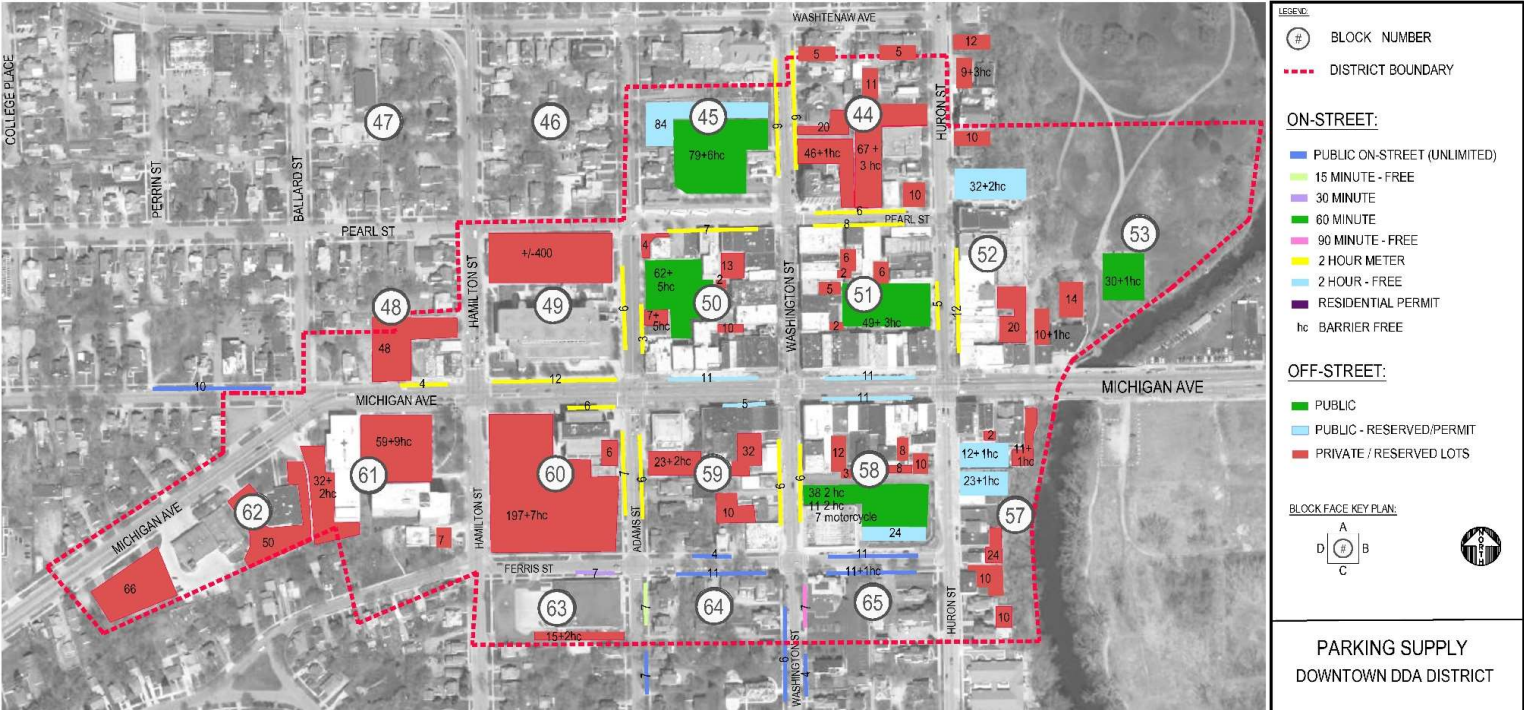
Map DD.1, on the following page, is a spatial view of the Downtown DDA district and of the parking supply for the Downtown District. **Table A** shows that there is a total of 2,078 parking spaces in the Downtown study area. Of these spaces 262 are on-street spaces and 474 are public off-street spaces. The remaining 1,342 spaces are private.

Table A

DOWNTOWN		
PUBLIC PARKING SUPPLY		
	Number	Percentage
ON-STREET	262	36%
OFF-STREET	474	64%
PUBLIC PARKING TOTALS	736	35%
PRIVATE PARKING SUPPLY		
PRIVATE PARKING TOTALS	1,342	65%
TOTAL PARKING SUPPLY	2,078	100%

The 736 publicly available spaces when compared against the 1,342 spaces in privately controlled surface lots means that the City of Ypsilanti controls just 35 percent of the downtown parking supply which is significantly below Rich's benchmark that 50 percent of spaces should be publicly available.

Map DD.1



Detailed Parking Inventory

The parking inventory demonstrated by **Table B** on the following page, shows the number of parking spaces of each type by block. As such, it demonstrates that the on-street parking in the Downtown DDA district consists of a limited number (14) of short-term 15-minute or 30-minute spaces. Sixty percent or 158 of the total on-street parking spaces are limited to two-hours of parking. Three-quarters (120) of the 158 two-hour spaces are metered with the balance allowing two-hours of free parking. There are nearly the same number of unrestricted spaces (39) as two-hour free (38) within the defined downtown district blocks. Just five on-street spaces are designated as handicap accessible.

The Appendix of the report has the detailed inventory of the on-street and off-street parking supply for the Downtown District.

Table B

DOWNTOWN**PARKING SUPPLY BY BLOCK**

BLOCK	44	45	48	49	50	51	52	53	57	58	59	60	61	62	63	64	65	TOTALS
PUBLIC ON-STREET																		
15 MINUTE																7		7
30 MINUTE FREE																		0
30 MINUTE METERED															7			7
60 MINUTE																		0
90 MINUTE																	7	7
2 HOUR METERED	15	9	4	18	10	13	12	8		6	12	13						120
2 HOUR FREE					11	11				11	5							38
UNRESTRICTED																24	15	39
RESIDENTIAL PERMIT	13	6	5							11	4							39
BARRIER FREE		3						1									1	5
SUB-TOTAL ON-STREET	28	18	9	18	21	24	12	9	0	28	21	13	0	0	7	31	23	262
PUBLIC OFF-STREET																		
PUBLIC		79			62	49		30		49								269
BARRIER FREE		6			5	3	2	1	2	4								23
MOTORCYCLE										7								7
PUBLIC RESERVED/PERMIT		84					32		35	24								175
SUB-TOTAL PUBLIC OFF	0	169	0	0	67	52	34	31	37	84	0	0	0	0	0	0	0	474
PRIVATE																		
OFF-STREET	164		48	400	36	19	30	24	57	41	65	203	59	148	15			1,309
BARRIER FREE	4				5			1	1		2	7	9	2	2			33
SUB-TOTAL PRIVATE OFF	168	0	48	400	41	19	30	25	58	41	67	210	68	150	17	0	0	1,342
TOTALS	196	187	57	418	129	95	76	65	95	153	88	223	68	150	24	31	23	2,078

Source: Rich and Associates Fall 2018

* In cases where parking spaces were not marked (on-street and off-street), the number of spaces were estimated.

Parking Conditions Audit - Downtown

For any parking area to be functional it must appear safe and attractive to potential users. This means that lots must appear to be properly designed with sufficiently wide drive aisles and parking stalls so that damage isn't caused by other vehicles maneuvering through aisles or parking in adjacent stalls which are too tight from being able to simply open the car door without causing damage. Having easy to understand signage, payment equipment, appropriate lighting and a safe path from the parking area to appropriate destinations, is also critical to the user acceptance of a parking area. This acceptance of the public parking areas is critical in the assessment of the adequacy of the downtown parking supply. Comparison of parking needed to the supply may be inaccurate if parking areas are shown and factored into the availability calculations. However, because of issues in the items noted above, patrons may avoid the parking area. Restrictions or fees must be clear, as well as, hours of operation. Therefore, **Table C** on the following page summarizes some of the issues analyzed for each of the public parking lots within the Downtown District.

PARKING CONDITIONS AUDIT

Table C

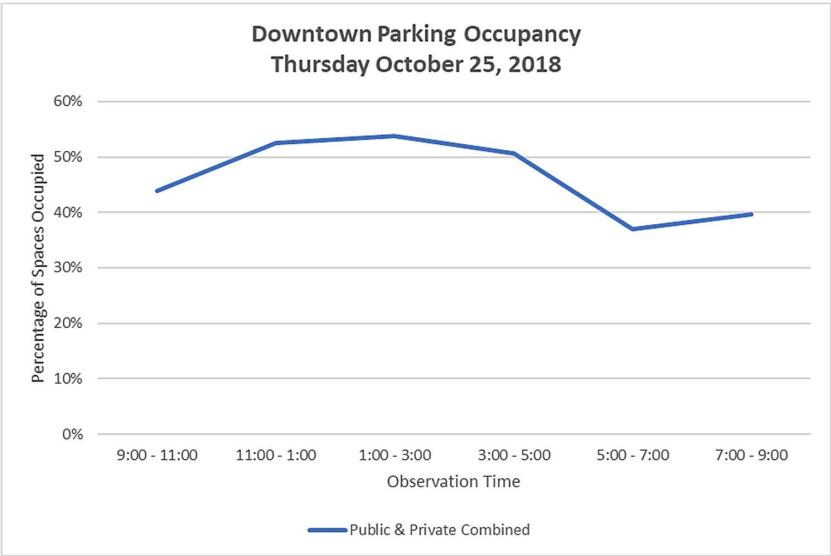
Downtown Parking Lot Overview												
Lot Name or #	Block #	# Stalls	# HC Stalls	Lighting	Striping	Surface Type and Conditions	Control Equipment	Signage	Pedestrian Pathways	Bicycle Provisions	Landscaping	Comments
Riverside Arts Center Lot	43	32 permit use only until 5:00pm	2	Needs additional lighting	OK	OK	Signs	Needs introduction sign.	No	No	Yes	This lot is dark and needs lighting.
North Washington St Lot	45	7-10hr meter, 57-employee/residential permit, 22-Park and ride, 5-AAATA	6	Good	Good	OK	10hr meters and signs, meters are \$0.50/hr.	Permit signs ok, no duration signs, signs on meters are faded. Public parking sign at entrance but cannot be seen until at entrance.	Yes	14	Some	Meter posts are at different heights, some have bent poles.
N. Adams Lot	50	62	5	OK	Faded, needs to be restriped.	Ok, some minor cracking	Signs	Poor placement of signs, the identification sign is posted inside the dumpster enclosure and cannot be easily viewed by a driver.	No	No	Yes	Many people parking around the edges of this lot make it difficult to maneuver through.
North Huron St Lot	51	49	3	OK	Faded, needs to be restriped.	Ok, some minor cracking	Signs	Poor placement of signs, the identification sign is posted inside the dumpster enclosure and cannot be easily viewed by a driver.	No	No	Yes	Entrance and exit should be reversed.
Upper City Hall Lot	57	23	1	Needs additional lighting	OK	Large cracks	Signs	Signs in the lot should be replaced.	No	No	No	Permit only until 5pm
Lower City Hall Lot	57	12	1	OK	OK	OK	Signs	There is a location sign, no identification sign.	No	No	No	Permit only until 5pm
South Huron Lot	58	38-1hr, 11-2hr, 24-permit, 7 motorcycle	4	OK	OK	Surfaced patched, some cracks, some potholes.	Signs	Location sign to lot off S. Washington, no identification sign, 1hr and 2hr confusing.	No	No	Yes	Allow for entrance and exit to S. Huron Street.

DOWNTOWN TURNOVER / OCCUPANCY RESULTS

Occupancy – Thursday Counts

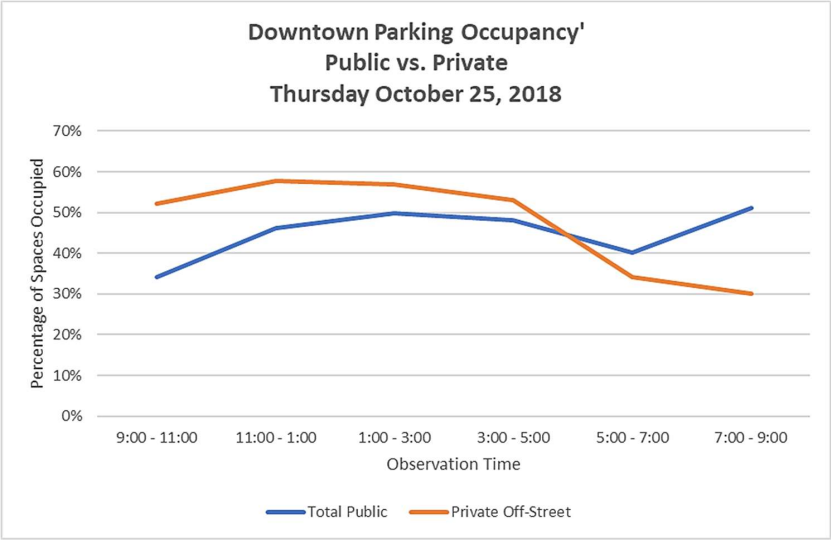
As previously noted, the occupancy results provide critical information as to how the parking supply is currently being utilized. The graphs below and on the following page show that for the downtown, just over 50 percent of the total parking supply is occupied at peak time between approximately 11:00 am and 3:00 pm. The demand then drops off before recovering very slightly presumably due to patrons arriving to downtown restaurants or other entertainment venues or possibly downtown residents returning home.

Graph 1

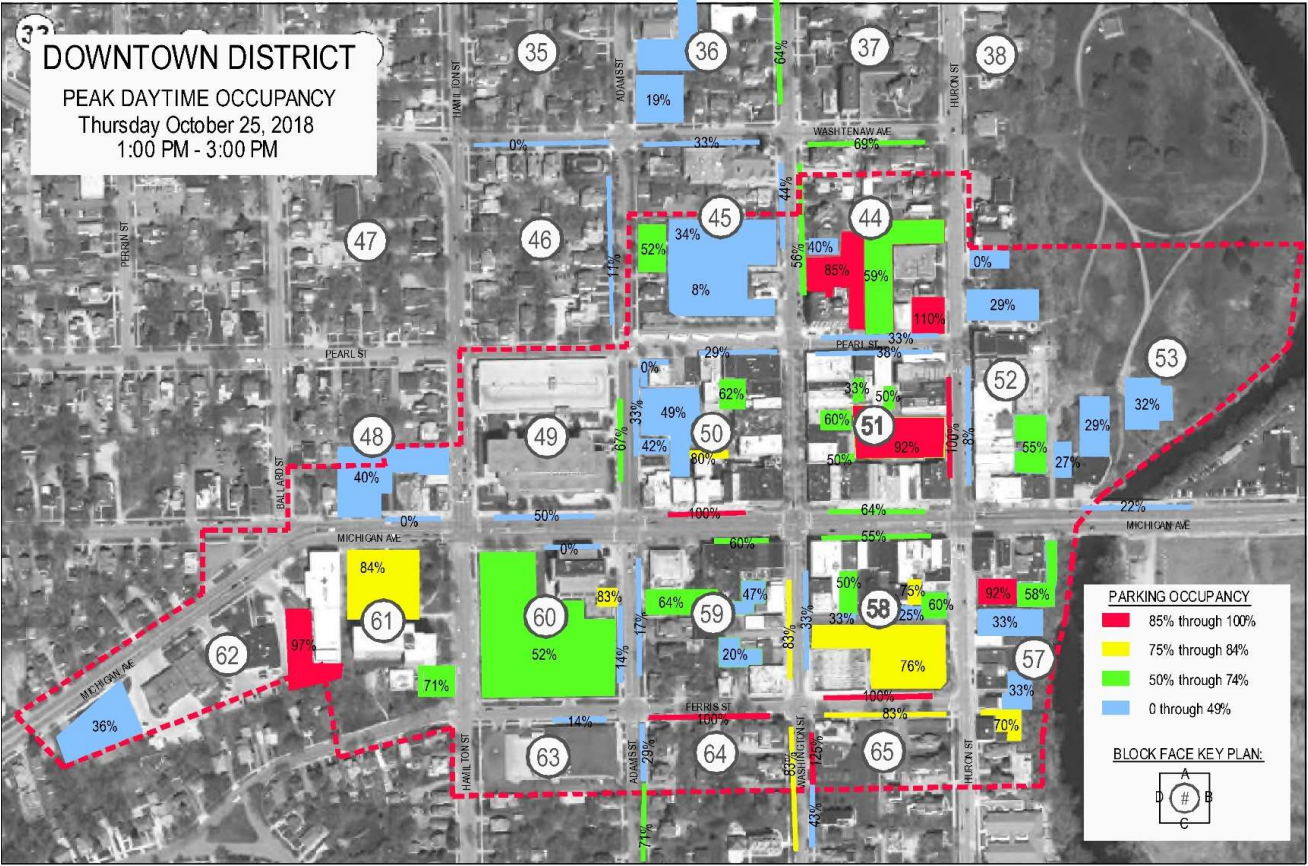


When the parking demand is evaluated separately between that which is publicly provided and available and that which is privately controlled, the results show that a higher proportion of the privately controlled spaces are occupied through much of the day until the evening hours at which time a greater proportion of the public spaces become occupied. This would be expected as workers parking in private spaces leave for the day and these spaces remain unused during the evening hours. The occupancy of the various areas during this peak hour is demonstrated by Map DD.2 on the following page.

Graph 2



Map DD.2



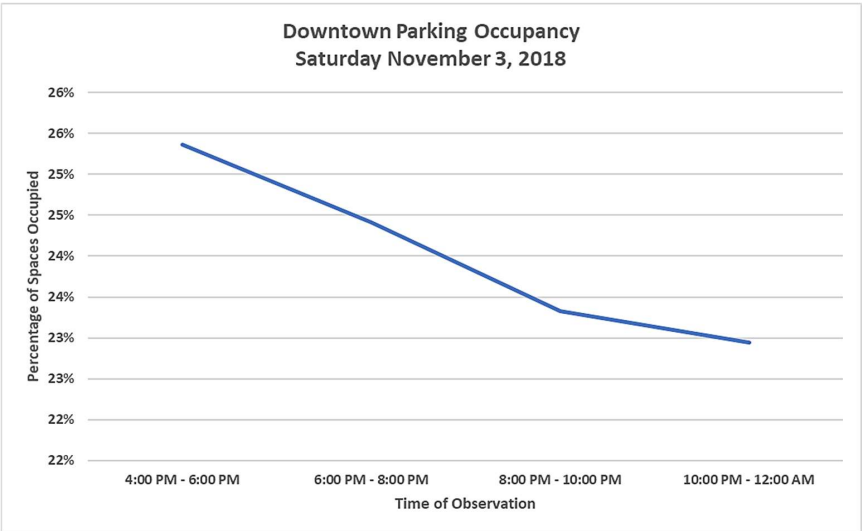
Occupancy – Saturday Counts

While the Thursday counts provided data for what is believed to be a reasonable basis of quantifying parking demand, often communities are interested in understanding how their parking is affected on Saturday afternoons or evenings when restaurant and other entertainment venues will experience higher levels of activity. Obviously, such an analysis would reflect a significant drop in office and some retail employees as many if not most offices are not open while some retail businesses may not be open past early evening on a Saturday. This employee reduction may not be entirely offset from the entertainment venues which will see higher employment and visitors.

The city requested that the Saturday counts be conducted reflecting evening activity and therefore the counts were scheduled for between 4:00 pm and 12:00 am. It was believed that this would encompass the highest expected activity for a Saturday.

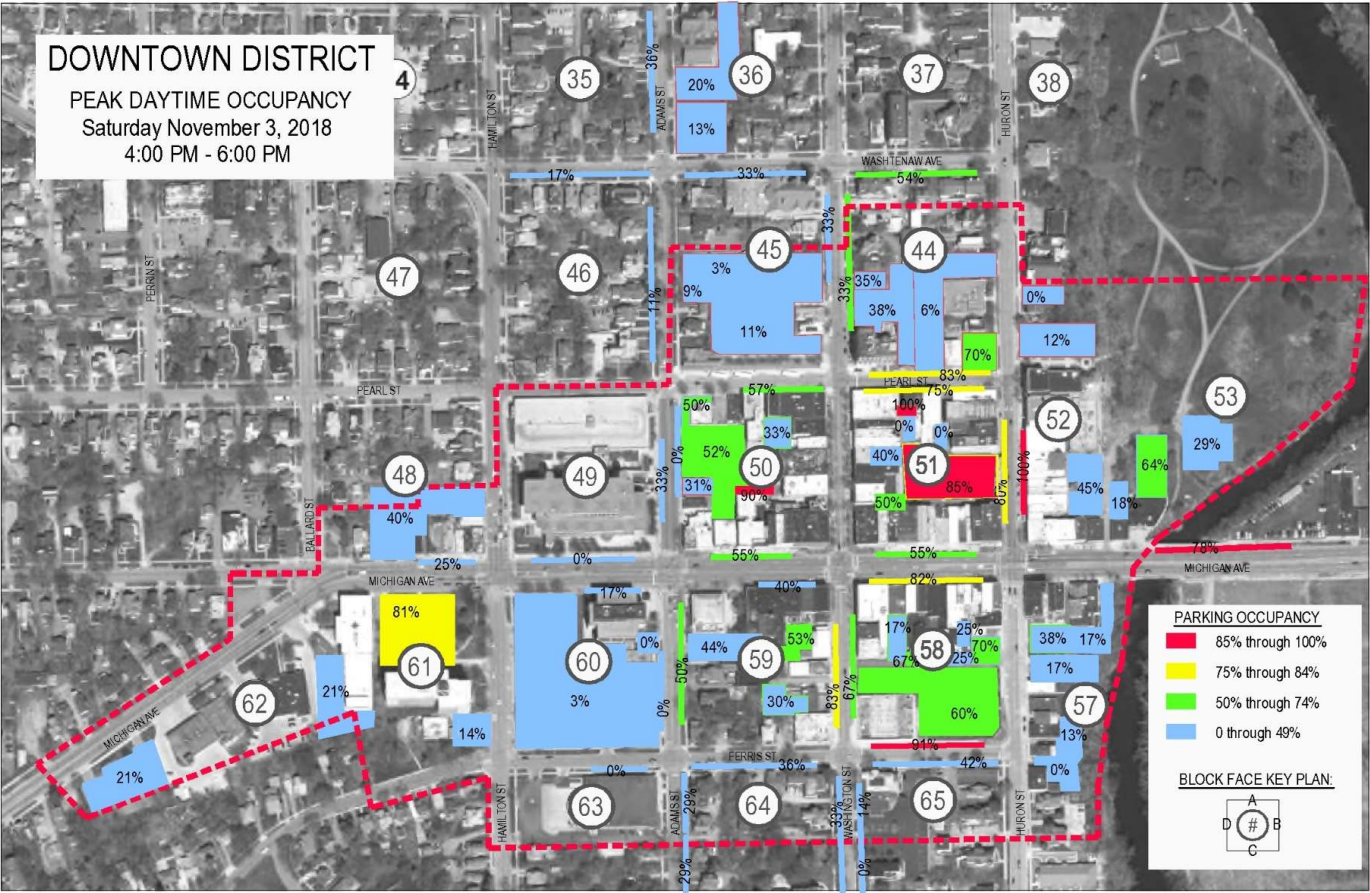
Graph 3 below shows the overall percentage occupancy experienced during the survey hours on the Saturday observation date. Peak occupancy occurred between 4:00 pm and 6:00 pm and then showed a steady decline for the balance of the day and evening. This would be expected when retail shops open during the day are starting to close and the declining demand is not offset by incoming patrons to restaurants or other venues.

Graph 3



These results also show that the downtown occupancy at peak (26%) on the Saturday count day is only about one-half the 53 percent of all spaces occupied at peak experienced on the Thursday observation day.

Map DD.3



Turnover

For the Thursday, October 25th observations, the table shows that 31 cars were seen in the same space three times or more which represents a violation rate of just over six percent. Rich’s best practice is that a violation rate should not exceed five percent. The violation rate as very slightly over this benchmark is not a great cause of concern and appears to reflect patrons general understanding and adherence to the posted time limits.

The Saturday results showed a violation rate of right about five percent, again not a cause for concern.

Table D

Downtown Turnover Thursday, October 25, 2018										
Block #	Description	Spaces	1X	2X	3X	4X	5X	6X	Turnover	Total Cars
44	44D - 2hr Meters	9	19						2.11	19
44	44C - 2hr Meters	6	11	1		1			2.17	13
45	45B - 2hr Meters	9	18	1					2.11	19
46	46B - 2hr Meters	18	26						1.44	26
48	48C - 2hr Meters	4	2						0.50	2
49	49C - 2hr Meters	12	30						2.50	30
49	49B - 2hr Meteres	6	16	1					2.83	17
50	50C - 2hr Free	11	45	4	2				4.64	51
50	50D - 2hr Meters	3	9	1					3.33	10
50	50A - 2hr Meters	7	11	3					2.00	14
51	51C - 2hr Free	11	30	1					2.82	31
51	51B - 2hr Meters	12	15	2	1				1.50	18
51	51A - 2hr Meters	8	17	1					2.25	18
52	52D - 2hr Meters	5	29	2					6.20	31
53	53C - 2hr Free	9	17						1.89	17
58	58A - 2hr Free	11	18	1					1.73	19
58	58D - 2hr Meters	6	13	1					2.33	14
58	58C - Unmarked	11	10	2	4	2	3		1.91	21
59	59A - 2hr Free	5	11	2	1				2.80	14
59	59B - 2hr Meters	6	17	1			1		3.17	19
59	59D - 2hr Meters	6	8						1.33	8
60	60A - 2hr Meters	6	7	1					1.33	8
60	60B - 2hr Meters	7	9						1.29	9
63	63A - 30min Meters	7	3						0.43	3
64	64A - 2hr Free	11	13	6	7	1			2.45	27
64	64D - 15min Free	7	11						1.57	11
65	65A - 2hr Free	12	9	3	2	3	3		1.67	20
65	65D - 90min Free	7	3	1					0.57	4
Totals		232	427	35	17	7	7	0	2.17	493

Table E

Downtown Turnover Saturday, November 3, 2018							
Block #	Description	Spaces	1X	2X	3X	Turnover	Total Cars
44	44D - 2hr Meters	9	7		1	0.89	8
44	44C - 2hr Meters	6	5	3		1.33	8
45	45B - 2hr Meters	9	6	2		0.89	8
46	46B - 2hr Meters	18	5	1	1	0.39	7
48	48C - 2hr Meters	4	3			0.75	3
49	49C - 2hr Meters	12				0.00	0
49	49B - 2hr Meters	6	7			1.17	7
50	50C - 2hr Free	11	21	2		2.09	23
50	50D - 2hr Meters	3	3			1.00	3
50	50A - 2hr Meters	7	12	2		2.00	14
51	51C - 2hr Free	11	14	3		1.55	17
51	51B - 2hr Meters	12	5			0.42	5
51	51A - 2hr Meters	8	5	4	1	1.25	10
52	52D - 2hr Meters	5	17	5	1	4.60	23
53	53C - 2hr Free	9	8	3	1	1.33	12
58	58A - 2hr Free	11	15	1	3	1.73	19
58	58D - 2hr Meters	6	9	1	1	1.83	11
58	58C - Unmarked	11	8	3		1.00	11
59	59A - 2hr Free	5	8	1		1.80	9
59	59B - 2hr Meters	6	13	2		2.50	15
59	59D - 2hr Meters	6	9		1	1.67	10
60	60A - 2hr Meters	6	4			0.67	4
60	60B - 2hr Meters	7				0.00	0
63	63A - 30min Meters	7	1			0.14	1
64	64A - 2hr Free	11	5	1	1	0.64	7
65	65A - 2hr Free	12	4	1	2	0.58	7
65	65d - 90min Free	7	1			0.14	1
Totals		225	195	35	13	1.20	243

PARKING DEMAND CALCULATION - DOWNTOWN

With the parking generation rates established that appear to accurately portray the parking needs, (the **Adjusted Peak Hour Occupancy** of 1,277 approximately equals the **Calculated Peak Hour Demand** of 1,271) the analysis compares the parking demand versus the supply both for individual blocks as well as for the Downtown DDA district in total. This is reflected by blocks having a gross surplus (the parking supply exceeds the parking demand on that block) or a gross deficit (the demand exceeds the supply). Having blocks with deficits is not uncommon in an urban area as many times the parking intended to service a specific need is provided on adjacent blocks. The issue becomes when many contiguous blocks all have deficits which means patrons and or staff may be forced to walk to and from parking more distant than they would like.

Table F on **page 30** demonstrates the parking demand matrix for the Downtown DDA District. These results show that the 1,271± space demand compared against the 2,078-space downtown parking supply results in an overall surplus of 807± spaces. It also shows that while overall there is a gross 807-space surplus, six blocks have deficits and one block has neither a surplus nor a deficit. However, this 807± surplus figure is slightly misleading because by using total parking supply and comparing this against the demand for parking, it assumes that surplus privately owned or controlled parking spaces can be used by anyone which is often not the case. These excess spaces although unused are generally not available to users going to other destinations or businesses.

Table F shows how the 807± “gross surplus” is reduced to 221± spaces after the surplus private parking is deducted. The same blocks that have deficits on the gross basis (shown in red numerals) have equivalent net deficits as well. The difference from the net calculation is shown by the shaded cells in the gross and net columns which shows the surplus with the gross supply included and then again after the surplus private spaces are deducted.

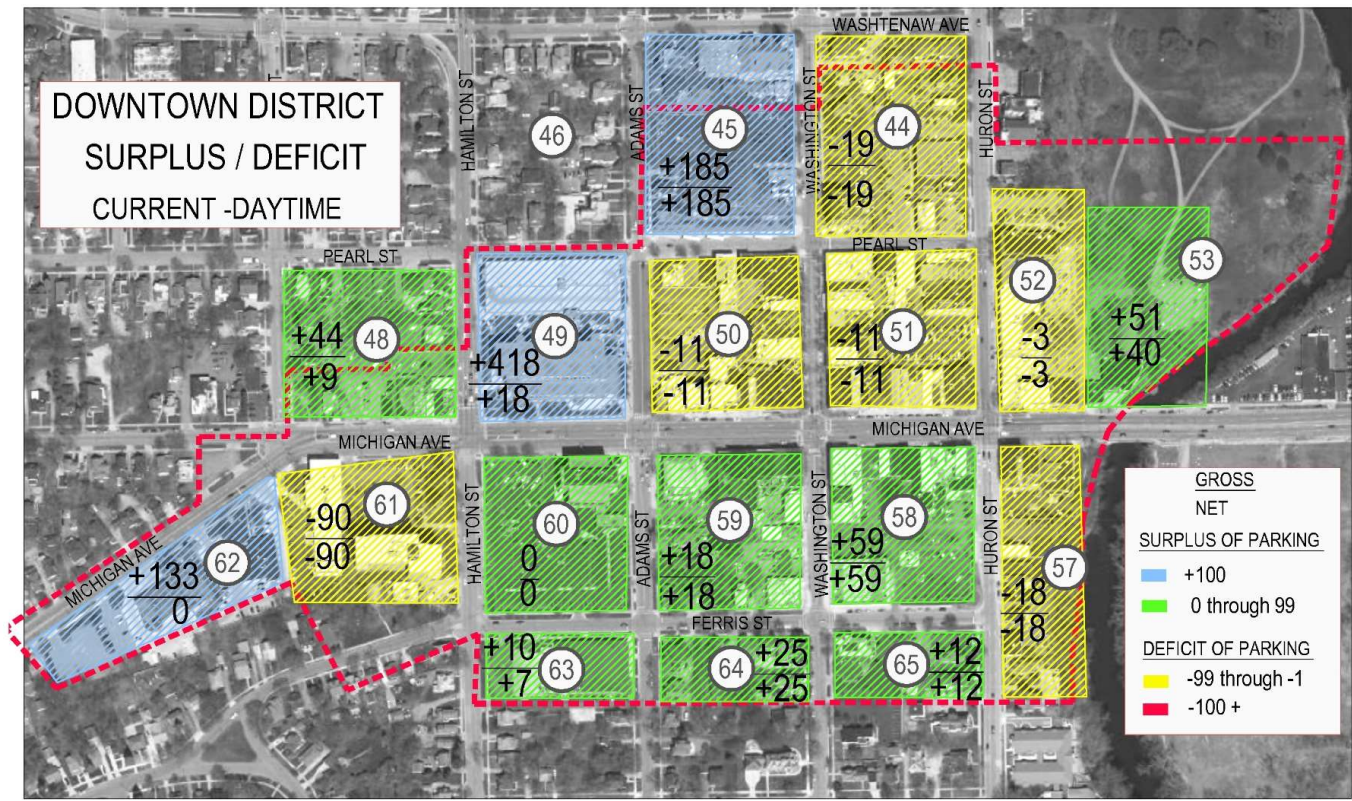
This provides a more representative picture of what some patrons will be experiencing because they cannot park in a private lot that is not their destination. The tables and maps which follow, show the parking demand reflecting both the “gross surplus / or deficit” as well as the calculations reflecting the “net basis”

A spatial representation of the surplus or deficit by block is demonstrated by the **Map DD.4** on **page 31**. It should be noted that the color coding on the maps reflects the “net” condition values.

Table F - Downtown Parking Demand Matrix

Downtown DDA District Parking Demand Matrix																	Existing Conditions	
Block	Office	Government	Medical Office	Retail	Service	Mixed Use	Restaurant /Bar	Library/ Museum	Residential	Community	Vacant	TOTAL	Public		Private	Total	Gross	Net
								(per unit, 850sf)										
Current Parking Generation Ratios	0.90	0.75	0.75	0.75	0.85	0.85	2.00	0.70	0.60	0.25	2.25		On-Street	Off-Street	Off-Street	On & Off-Street	Surplus / (Deficit)	Surplus / (Deficit)
44	179	-	22	2	-	2	-	-	10	-	-	215	28	0	168	196	(19)	(19)
45	-	-	-	-	0	-	-	-	-	1	3	2	18	169	0	187	185	185
48	1	-	-	4	-	-	3	-	-	-	7	9	9	0	48	57	48	9
49	-	-	-	-	-	-	-	-	-	-	-	-	18	0	400	418	418	18
50	33	-	-	10	3	4	56	-	35	-	88	140	21	67	41	129	(11)	(11)
51	38	-	17	18	8	2	4	-	19	0	109	106	24	52	19	95	(11)	(11)
52	-	-	-	8	16	1	30	-	13	11	18	79	12	34	30	76	(3)	(3)
53	-	-	1	13	-	-	-	-	-	-	-	14	9	31	25	65	51	40
57	98	-	-	-	-	-	3	-	12	-	-	113	0	37	58	95	(18)	(18)
58	52	-	-	20	5	13	-	-	3	-	15	94	28	84	41	153	59	59
59	3	-	-	6	-	-	42	4	12	2	26	70	21	0	67	88	18	18
60	185	-	38	-	-	-	-	-	-	-	-	223	13	0	210	223	(0)	0
61	-	57	-	-	-	-	-	-	102	-	-	158	0	0	68	68	(90)	(90)
62	-	17	-	-	-	-	-	-	-	-	-	17	0	0	150	150	133	0
63	-	14	-	-	-	-	-	-	-	-	-	14	7	0	17	24	10	7
64	5	-	1	-	-	-	-	-	-	-	-	6	31	0	0	31	25	25
65	5	-	3	-	-	-	-	-	1	2	-	11	23	0	0	23	12	12
Totals	600	88	82	81	32	23	138	4	206	17	265	1,271	262	474	1,342	2,078	807	221

Map DD.4



DOWNTOWN PARKING – FUTURE CONDITIONS

In addition to evaluating the parking for the existing conditions, Rich is also projecting the parking as it might exist in future years. At this point, future development plans are limited and therefore the future demand is based on re-occupancy of portions of the 118,000 sf of existing vacant space in Downtown Ypsilanti.

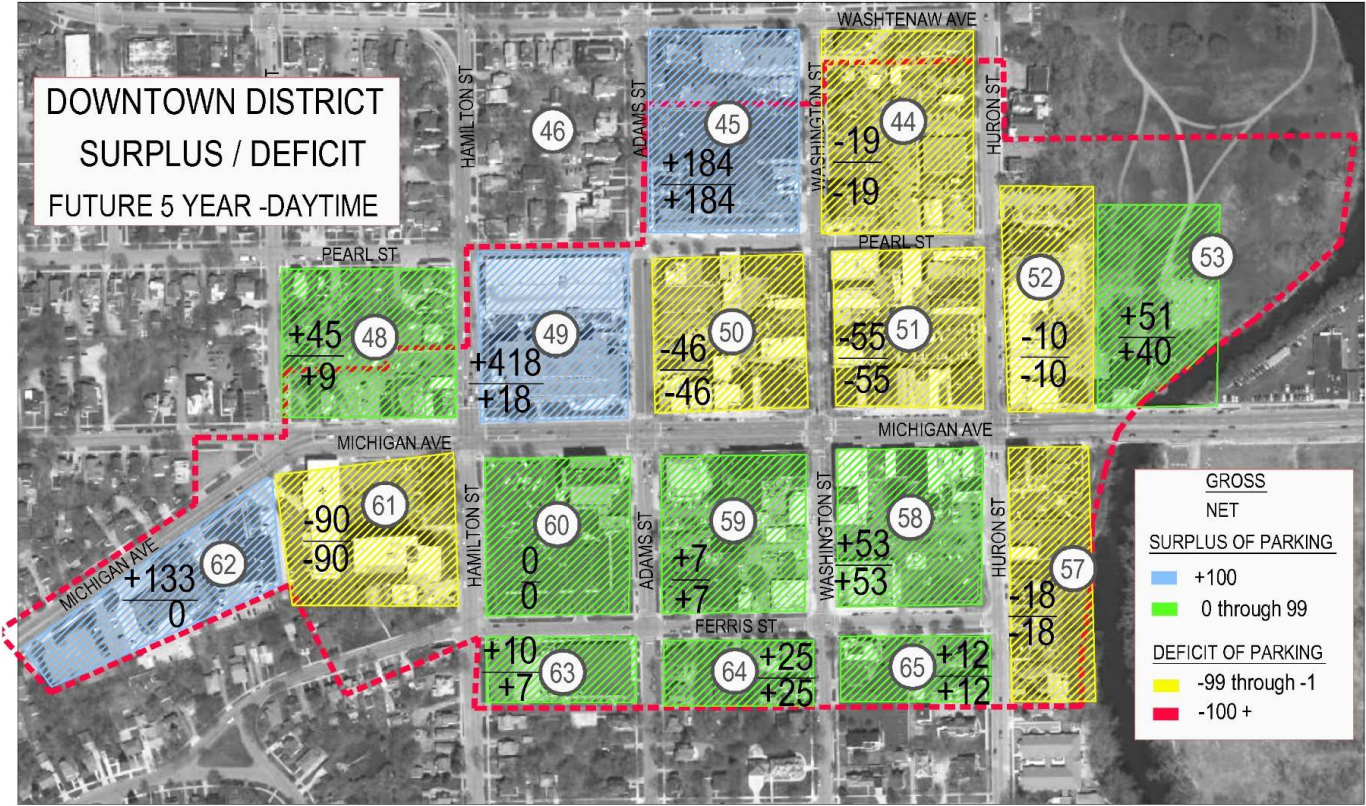
Five Years

The five-year assumption is that about 40 percent (47,000 sf) of the existing 118,000 vacant square feet in downtown Ypsilanti becomes re-occupied. **Table G** below shows seven blocks with existing vacant space would add 106 spaces to the existing 1,271 space calculated demand increasing the downtown parking demand to 1,377± spaces at peak time. This would reduce the gross surplus from 807± spaces calculated for the existing condition to 701± spaces in the future. On the more appropriate “net basis”, the added demand would reduce the net surplus from 221± spaces to 117± spaces.

Table G - Five Year Demand vs. Supply Comparison

Downtown DDA District								Future Condions	
Parking Demand Matrix								with 40% vacant re-occupied	
Block	TOTAL	Vacant	TOTAL	Public		Private	Total	Gross	Net
			40%						
Current Parking Generation Ratios	Existing Demand	2.25	Total demand with 40% of vacant occupied	On-Street	Off-Street	Off-Street	On & Off-Street	Surplus / (Deficit)	Surplus / (Deficit)
44	215	-	215	28	0	168	196	(19)	(19)
45	2	1	3	18	169	0	187	184	184
48	9	3	12	9	0	48	57	45	9
49	-	-	0	18	0	400	418	418	18
50	140	35	175	21	67	41	129	(46)	(46)
51	106	43	150	24	52	19	95	(55)	(55)
52	79	7	86	12	34	30	76	(10)	(10)
53	14	-	14	9	31	25	65	51	40
57	113	-	113	0	37	58	95	(18)	(18)
58	94	6	100	28	84	41	153	53	53
59	70	10	81	21	0	67	88	7	7
60	223	-	223	13	0	210	223	(0)	0
61	158	-	158	0	0	68	68	(90)	(90)
62	17	-	17	0	0	150	150	133	0
63	14	-	14	7	0	17	24	10	7
64	6	-	6	31	0	0	31	25	25
65	11	-	11	23	0	0	23	12	12
Totals	1,271	106	1,377	262	474	1,342	2,078	701	117

Map DD.5



Ten Years

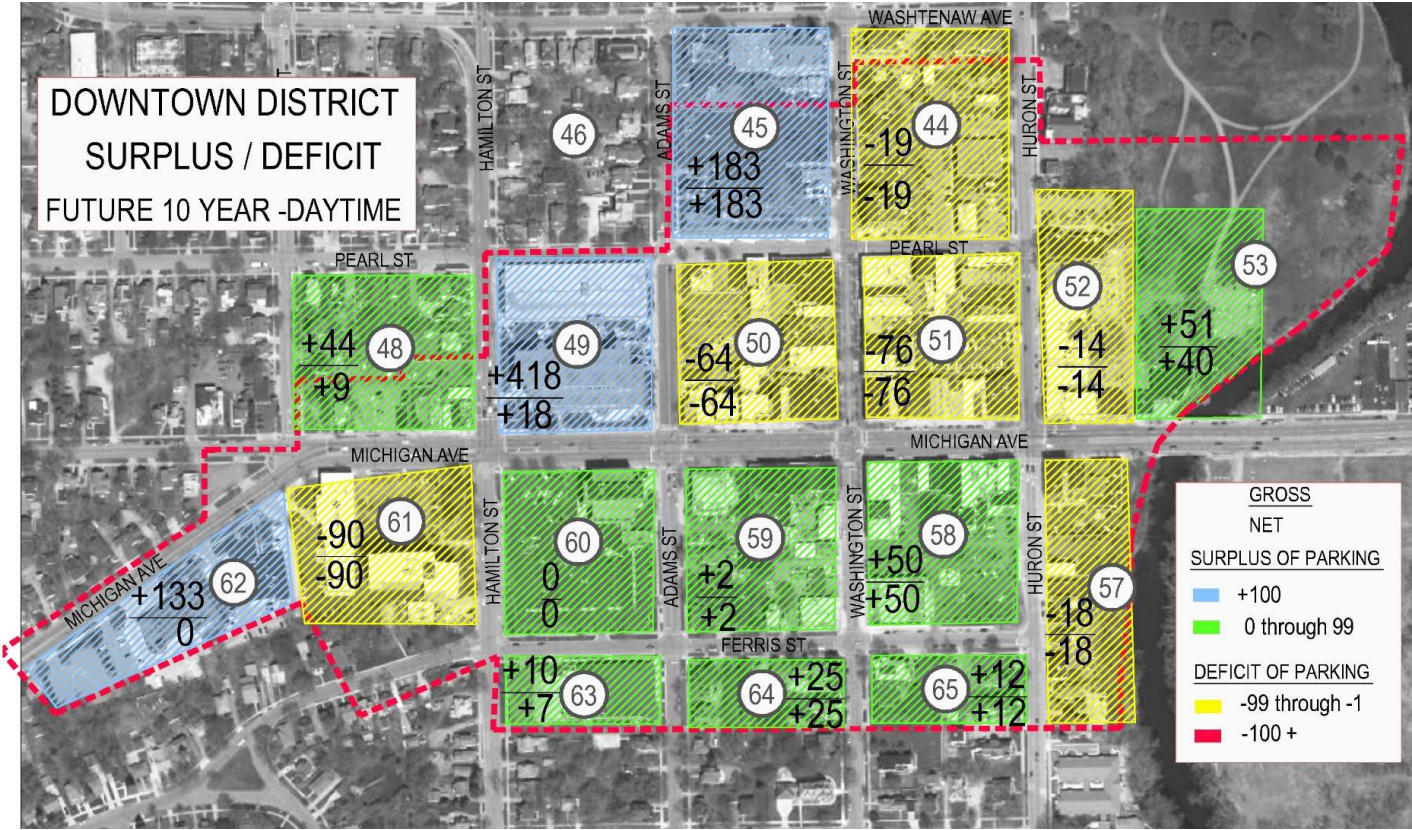
The ten-year assumption is that about 80 percent (94,000 sf) of the existing 118,000 vacant square feet in downtown Ypsilanti becomes re-occupied. This would add 212± spaces to the existing 1,271± for a projected future need of 1,483± spaces. The gross surplus on this basis is reduced to 595± spaces while on the net surplus / deficit basis it becomes a minimal 14± space surplus.

Both the five and 10-year projections assume that the existing occupied space will remain in its existing or a similar configuration and that there will be no reduction in the parking supply either on-street or off-street.

Table H - Ten Year Demand vs. Supply Comparison

Downtown DDA District								Future Conditions	
Parking Demand Matrix								with 80% vacant re-occupied	
Block	TOTAL	Vacant	TOTAL	Public		Private	Total	Gross	Net
			80%						
Current Parking Generation Ratios	Existing Demand	2.25	Total demand with 80% of vacant occupied	On-Street	Off-Street	Off-Street	On & Off-Street	Surplus / (Deficit)	Surplus / (Deficit)
44	215	-	215	28	0	168	196	(19)	(19)
45	2	2	4	18	169	0	187	183	183
48	9	6	15	9	0	48	57	42	9
49	-	-	0	18	0	400	418	418	18
50	140	70	210	21	67	41	129	(81)	(81)
51	106	87	193	24	52	19	95	(98)	(98)
52	79	14	94	12	34	30	76	(18)	(18)
53	14	-	14	9	31	25	65	51	40
57	113	-	113	0	37	58	95	(18)	(18)
58	94	12	106	28	84	41	153	47	47
59	70	21	91	21	0	67	88	(3)	(3)
60	223	-	223	13	0	210	223	(0)	0
61	158	-	158	0	0	68	68	(90)	(90)
62	17	-	17	0	0	150	150	133	0
63	14	-	14	7	0	17	24	10	7
64	6	-	6	31	0	0	31	25	25
65	11	-	11	23	0	0	23	12	12
Totals	1,271	212	1,483	262	474	1,342	2,078	595	14

Map DD.6



West Cross District

WEST CROSS DDA DISTRICT

Introduction

The fourteen block West Cross District encompasses essentially the commercial frontage along West Cross Street from the Huron River to approximately College Place. Currently, the district includes about 370,000 square feet of occupied building area and 662 total parking spaces.

West Cross DDA District Parking Supply

Table I summarizes the existing parking supply in the West Cross study area. **Table J** on **page 37** details the parking throughout the study area and **Map WCD.1** on **page 38**, is a spatial view of the parking supply. There is a total of 662 parking spaces in this area. Of these spaces, 243 are on-street spaces representing 89 percent of the public parking supply with just one lot (Ballard Street Lot) consisting of 31 spaces being the only publicly available off-street parking within the district. The remaining 388 spaces are privately controlled.

Table I

WEST CROSS			
PUBLIC PARKING SUPPLY			
		Number	Percentage
	ON-STREET	243	89%
	OFF-STREET	31	11%
PUBLIC PARKING TOTALS		274	41%
PRIVATE PARKING SUPPLY			
	PRIVATE PARKING TOTALS	388	59%
TOTAL PARKING SUPPLY		662	

The table shows that Ypsilanti manages and controls just 41% of the parking in the West Cross study area. Although this is a higher proportion than observed for the Downtown study area, it still falls short of Rich & Associates experience and best practices where we have found that to successfully manage municipal parking it is desirable for the municipality to have control of at least 50% of the supply. This allows the municipality to effectively manage parking in terms of allocation, changing demand, potential market pricing, and allows the parking to be enforced with greater efficiency. Ypsilanti is not meeting this benchmark.

Detailed Parking Inventory

Table J below shows the allocation of public and private on and off-street parking within the West Cross DDA District by block. Several blocks have minimal supply while several others have significant parking capacity.

Table J

WEST CROSS

PARKING SUPPLY BY BLOCK

BLOCK	5	6	7	8	9/10	11	23	24	25	26	27	28	29	TOTALS
PUBLIC ON-STREET														
15 MINUTE														0
30 MINUTE FREE														0
30 MINUTE METERED														0
60 MINUTE												17		17
90 MINUTE														0
2 HOUR METERED	6							8	7	11	19	6	30	87
2 HOUR FREE														0
UNRESTRICTED				20	19	11								50
RESIDENTIAL PERMIT		18	13					4	6	27	8	10		86
BARRIER FREE			2									1		3
														243
PUBLIC OFF-STREET														
PUBLIC										13				13
BARRIER FREE										3				3
MOTORCYCLE														0
PUBLIC RESERVED/PERMIT										15				15
														31
PRIVATE														
OFF-STREET	12	91		101			63		12	6	16	37	33	371
BARRIER FREE		6		8			1					2		17
														388
TOTALS	18	115	15	129	19	11	64	12	25	75	43	73	63	662

Source: Rich and Associates Fall 2018

* In cases where parking spaces were not marked (on-street and off-street), the number of spaces were estimated.

Map WCD.1



Parking Conditions Audit – West Cross

The Ballard Street Lot is technically not within the defined West Cross District boundaries but lies just on the border which is why it is being included. In order to be accepted, parking areas must be not only clearly signed as permissible parking but should appear to be designed and maintained that patrons will feel not only that they are safe when parking in the lot but that their vehicle is safe from vandalism or damage from other vehicles parking or maneuvering through the lot. As **Table K** shows there are a number of issues with the condition of the Ballard Street Lot and the meters in the lot.

PARKING CONDITIONS AUDIT

Table K

West Cross Parking Lot Overview												
Lot Name or #	Block #	# Stalls	# HC Stalls	Lighting	Striping	Surface Type and Conditions	Control Equipment	Signage	Pedestrian Pathways	Bicycle Provisions	Landscaping	Comments
Ballard St Lot	26	15-permit and 13-2 hr meter	3	OK	Metered spaces OK, Permit side is not striped	This lot is in poor shape. Large potholes and areas of dirt.	Meters and signs. Meters are \$0.50/hr, 8:00am - 8:00pm	No identification sign, there is an location sign (arrow pointing wrong way), employee permit signs need repair, no HC signs.	No	No	No	Meters are all different heights in this lot. Some too high for many people to read. Many of the meters window to see durations are scratched or clouded and you cannot see through them. This lot needs to be surfaced.

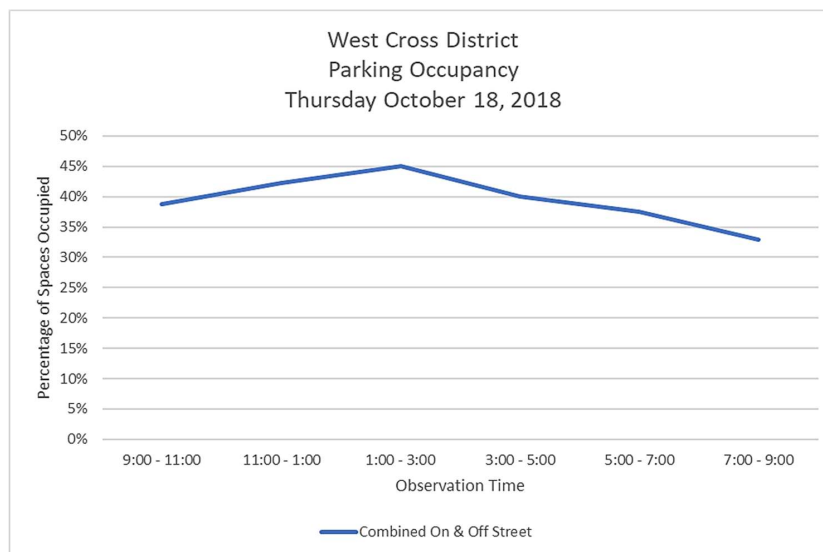
WEST CROSS DISTRICT TURNOVER / OCCUPANCY RESULTS

Turnover and occupancy counts were also conducted in the West Cross District on a Thursday (Thursday, October 18, 2018) and Saturday, November 3, 2018. The Thursday counts were conducted between 9:00 am and 9:00 pm while the Saturday counts at the request of the City were conducted between 4:00 pm and 12:00 am.

Occupancy – Thursday Counts

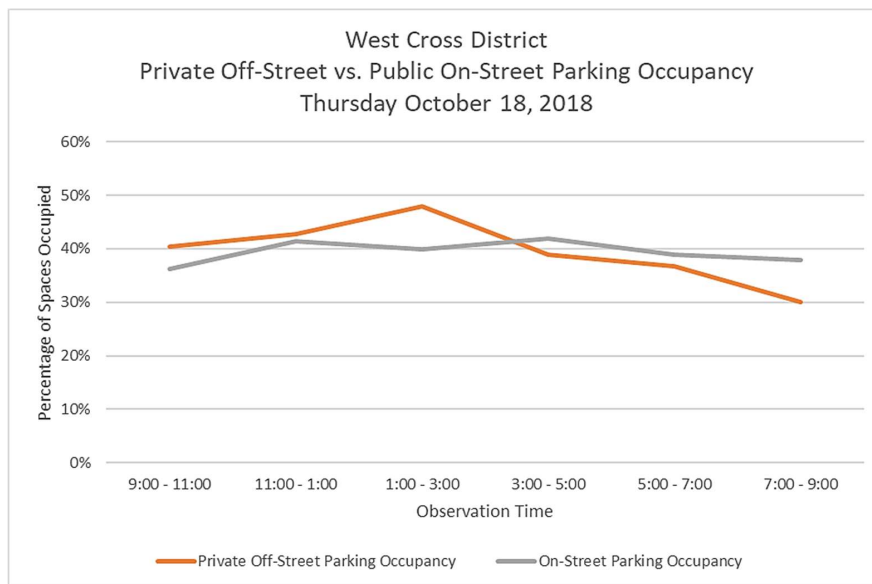
The occupancy results for the West Cross District reflect peak demand occurring coincident with the 1:00 pm to 3:00 pm time period. This was also the peak period observed during the downtown district study.

Graph 3



Occupancy of the private parking increases from 43 percent during the 11:00 am – 1:00 pm period to 48 percent at this peak period. It then drops off to less than 40 percent during the next period. The on-street occupancy holds fairly consistent at about 40 percent occupancy through much of the day. **Map WCD.2** on **page 43** shows the daytime peak hour occupancy for each observed parking area in the West Cross district.

Graph 4



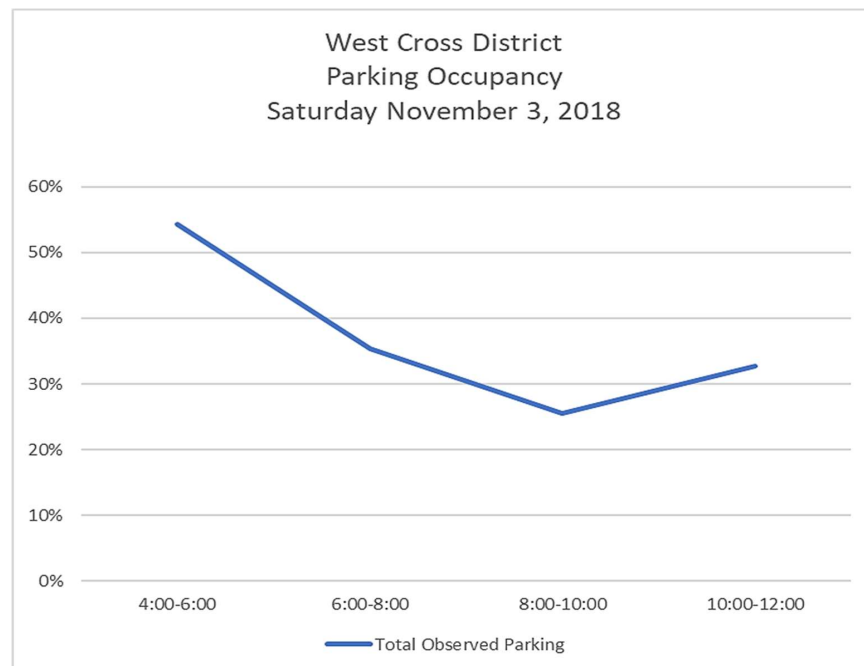
Map WCD.2



OCCUPANCY – SATURDAY COUNTS

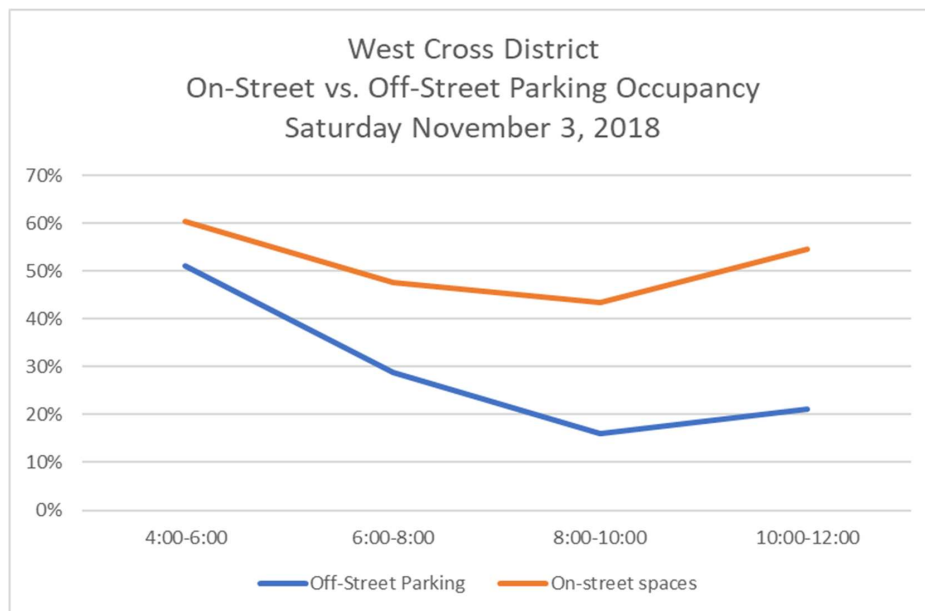
Results from the Saturday counts showed that the West Cross District peaked between 4:00 pm and 6:00 pm. This is partially due to the mass at St. John the Baptist Catholic Church on the Saturday afternoon with the 94-space lot virtually full at this time. After this peak the occupancy exhibited a steady decline although there was a slight increase between 10:00 pm and 12:00 am. The overall Saturday results are demonstrated by **Graph 5** below.

Graph 5



Graph 6 below shows how both the on-street and off-street parking within the West Cross District exhibited a slight increase in occupancy during the late evening observations.

Graph 6



Map WCD.3



TURNOVER

The results from Thursday, October 18, 2018 as detailed below show that 207 cars were observed in 117 parking stalls over the course of the 12-hour survey. These results reflect a relatively low turnover of just 1.15 which is likely due to the relatively low occupancy (which peaked at just 45 percent occupied). With circuits conducted every two hours a car conceivably could be observed in the same space and technically not be in violation if it arrived just prior to the initial count and then departed just after the second time it was observed. Therefore, only if cars that are observed three times or more in the same spot are counted, **Table L** below shows that 14 of the 207 cars counted would be in violation. This is a violation rate of 7 percent which is slightly above Rich's maximum recommended value that a community should not exceed five percent.

One important point is shown on block 28B which has 17 spaces designated as 60-minute parking. In this case, any car seen more than once is likely in violation. One final factor that can affect the apparent violation rate would be cars which are observed parked later in the afternoon or evening after enforcement hours end for the day that therefore would not actually be in violation. These results suggest that with the exception of the 60-minute parking violations, the violation rate in the West Cross District is not a cause for significant concern.

Table L

West Cross Turnover Thursday, October 18, 2018									
Block #	Description	Spaces	1X	2X	3X	4X	5X	Turnover	Total Cars
24	24A - 2hr Meters	8						0.00	0
25	25A - 2hr Meters	7	7					1.00	7
26	26A - 2hr Meters	9	4					0.44	4
27	27A - 2Hr Meters	10	15	1		1		1.70	17
27	27D Unmarked	9	39	5		1		5.00	45
28	28A - 2hr Meters	7	3					0.43	3
28	28B - 60min Free	17	40	5	6	2	3	3.29	56
29	29B - 2hr Meters	6	7	1			1	1.50	9
29	29A - 2hr Meters	8	19	1				2.50	20
29	29D - 2hr Meters	16	13	2				0.94	15
30	30B - 2hr Meters	20	29	2				1.55	31
	Totals	117	176	17	6	4	4	1.15	207

Results are shown by **Table M** for the Saturday evening counts conducted on November 3, 2018. Although it is unlikely that enforcement was being performed during this period, the results show that 12 of the 141 (9%) cars observed in these spaces were clearly staying longer than two hours.

As the occupancy counts showed, the overall occupancy of on-street parking in the West Cross District on Saturday was only about 50 percent which suggests that other spaces should be available.

Table M

West Cross Turnover Saturday, November 3, 2018							
Block #	Description	Spaces	1X	2X	3X	Turnover	Total Cars
24	24A - 2hr Meters	8	3			0.38	3
25	25A - 2hr Meters	7	5		1	0.86	6
26	26A - 2hr Meters	11	7	1	3	1.00	11
27	27A - 2hr Meters	10	11	2	1	1.40	14
27	27D - 2hr Meters	9	14	4		2.00	18
28	28A - 2hr Meters	7	13	2		2.14	15
29	29A - 2hr Meters	8	14	2		2.00	16
29	29D - 2hr Meters	16	18	5	2	1.56	25
30	30B - 2hr Meters	20	26	2	5	1.65	33
	Totals	96	111	18	12	1.47	141

PARKING DEMAND CALCULATION – WEST CROSS

The **Adjusted Peak Hour Occupancy** (APHO) in the West Cross District calculated as 343± spaces. This compares well with the **Calculated Peak Hour Demand** (CPHD) of 339± spaces derived from the parking generation rates established. The next step in the process compares the parking demand versus the supply both for individual blocks as well as for the West Cross DDA district in total. This is reflected by blocks having a gross surplus (the parking supply exceeds the parking demand on that block) or a gross deficit (the demand exceeds the supply). Having blocks with deficits is not uncommon in an urban area as many times the parking intended to service a specific need is provided on adjacent blocks. The issue becomes when many contiguous blocks all have deficits which means patrons and or staff may be forced to walk to and from parking more distant than they would like.

Table N on page 51 demonstrates the parking demand matrix for the West Cross DDA District. These calculations show four blocks with minimal gross parking deficits while overall the West Cross area has an existing gross surplus of 323± spaces.

As was noted with the assessment of parking supply within the West Cross DDA district, the City controls just 41 percent of the supply with the balance privately owned. As just noted, many of these business owners or controlling entities would not want to make their “extra” parking spaces open since this could presumably make parking more difficult for their customers or visitors. Therefore, in order to demonstrate a more realistic condition that some parking patrons may face, Rich calculates the “net surplus or deficit” for each block and for the West Cross District in total.

The parking demand calculated on this net basis shows the same blocks with deficits as under the gross basis but the overall surplus for the West Cross District is reduced from 323± spaces to just 167± spaces after discounting excess private supply.

A spatial representation of the surplus or deficit by block is demonstrated on the following page. It will be noted that two values are shown for each block. The numerator reflects the surplus or deficit on the “gross” basis, while the denominator shows the surplus or deficit on the “net” basis. The color coding of the maps reflects the net values.

MAP WCD.4

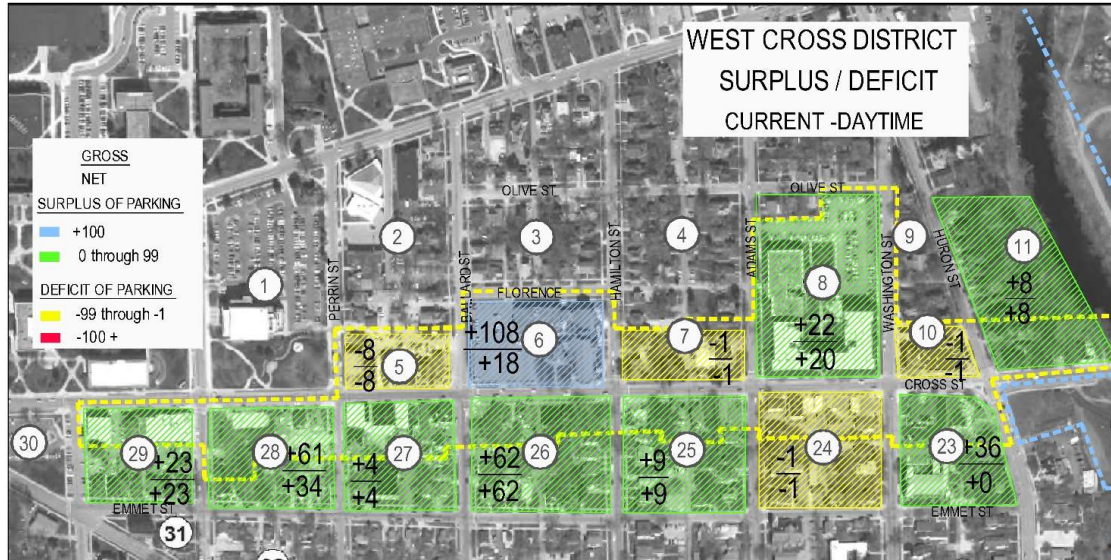


TABLE N - WEST CROSS PARKING DEMAND MATRIX

West Cross DDA District																	Existing Conditions	
Daytime Parking Demand Matrix																		
Block	Office	Medical Office	Retail	Service	Mixed Use	Restaurant /Bar	Residential	Community	Museum	Warehouse	Vacant	TOTAL	Public		Private	Total	Gross	Net
						(per unit, 850sf)												
Current Parking Generation Ratios	1.25	1.50	1.25	1.50	1.50	2.00	0.60	0.25	1.50	0.45	2.25		On-Street	Off-Street	Off-Street	On & Off-Street	Surplus / (Deficit)	Surplus / (Deficit)
5	-	-	3	-	13	-	11	-	-	-	-	26	6	0	12	18	(8)	(8)
6	-	-	-	-	-	-	-	-	7	-	-	7	18	0	97	115	108	18
7	1	-	-	-	8	-	7	-	-	-	-	16	15	0	0	15	(1)	(1)
8	-	-	-	-	-	-	107	-	-	-	-	107	20	0	109	129	22	20
10	6	-	-	-	-	-	9	6	-	-	-	20	19	0	0	19	(1)	(1)
11	-	-	3	-	-	-	-	-	-	-	-	3	11	0	0	11	8	8
23	-	-	-	-	-	-	-	-	27	1	-	28	0	0	64	64	36	0
24	-	-	1	-	11	-	2	-	-	-	-	13	12	0	0	12	(1)	(1)
25	2	-	-	-	-	6	8	-	-	-	-	16	13	0	12	25	9	9
26	4	-	-	-	-	2	6	-	-	-	-	13	38	31	6	75	62	62
27	-	-	3	-	4	22	9	-	-	-	18	39	27	0	16	43	4	4
28	-	5	-	-	-	-	7	-	-	-	-	12	34	0	39	73	61	34
29	-	-	-	-	17	18	5	-	-	-	6	40	30	0	33	63	23	23
Totals	12	5	9	-	53	48	172	6	34	1	24	339	243	31	388	662	323	167

WEST CROSS PARKING – FUTURE CONDITIONS

In addition to evaluating the parking for the existing conditions, Rich is also projecting the parking as it might exist in future years. At this point, future development plans are limited and therefore the future demand is based on re-occupancy of portions of the 11,000 sf of existing vacant space in Downtown Ypsilanti.

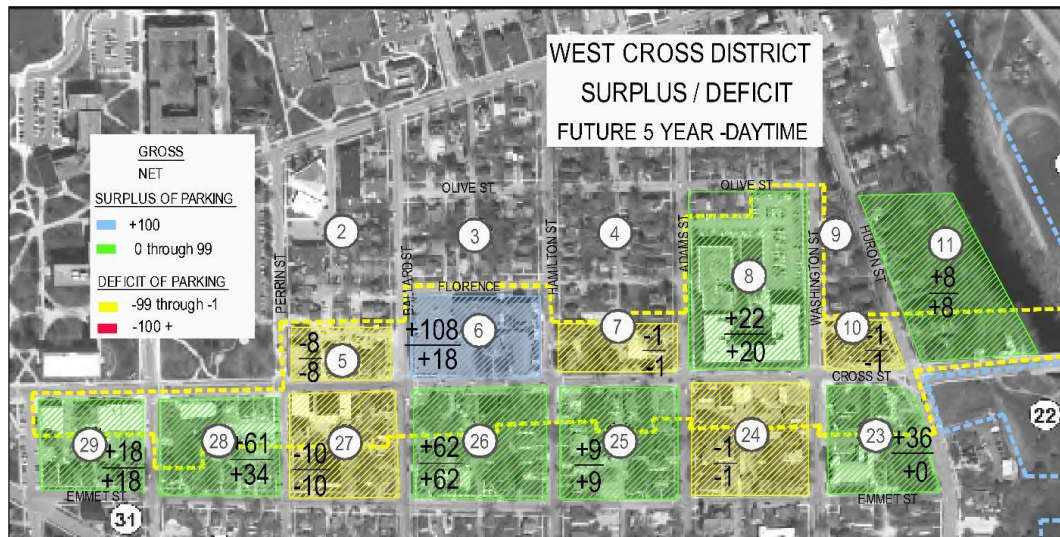
Five Years

The five-year assumption is that about 40 percent (4,300 sf) of the existing 11,000 (10,864 sf) vacant square feet in the West Cross District of Ypsilanti becomes re-occupied. **Table O** below shows two blocks with existing vacant square footage which has a minimal impact on future parking needs. Assuming 2.25 spaces required per 1,000 square feet, these two blocks if 40% re-occupied in five years would add 10 spaces to the existing 339 space calculated demand increasing the West Cross District parking demand to 349± spaces at peak time. This would reduce the gross surplus from 323± to 313± and the net surplus from 167± to 157± spaces.

Table O - Five Year Demand vs. Supply Comparison

West Cross DDA District								Future with 40%	
Daytime Parking Demand Matrix									
Block		Vacant		Public		Private	Total	Gross	Net
			40%						
Current Parking Generation Ratios	Existing Demand	2.25	Total Demand with 40% of vacant occupied	On-Street	Off-Street	Off-Street	On & Off-Street	Surplus / (Deficit)	Surplus / (Deficit)
5	26	-	26	6	0	12	18	(8)	(8)
6	7	-	7	18	0	97	115	108	18
7	16	-	16	15	0	0	15	(1)	(1)
8	107	-	107	20	0	109	129	22	20
10	20	-	20	19	0	0	19	(1)	(1)
11	3	-	3	11	0	0	11	8	8
23	28	-	28	0	0	64	64	36	0
24	13	-	13	12	0	0	12	(1)	(1)
25	16	-	16	13	0	12	25	9	9
26	13	-	13	38	31	6	75	62	62
27	39	7	46	27	0	16	43	(3)	(3)
28	12	-	12	34	0	39	73	61	34
29	40	2	43	30	0	33	63	20	20
Totals	339	10	349	243	31	388	662	313	157

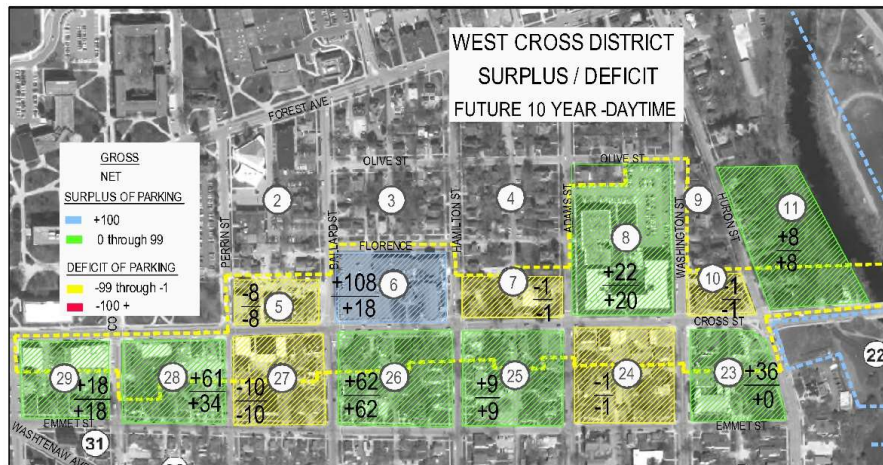
WCD.5

**Ten Years**

The minimal vacant square footage determined for the West Cross District shows that even at 80% of this space re-occupied as presumed for the ten-year forecast has a minimal impact on the overall parking needs. While **Table P** shows three blocks with very minimal deficits (1 space each), two other blocks have small deficits of just 8 or 10 spaces that should be able to be accommodated on adjacent blocks. At 80 percent of the 11,000 square feet of vacant space re-occupied, this would add just 20 spaces increasing the district demand from 339± (existing condition) to just 359± in ten years. This assumes that all existing square footage remains occupied in similar configurations as now and thus would only slightly reduce the net surplus from 157± spaces at the five-year projection to 148± net surplus spaces at the ten-year forecast.

Table P - Ten Year Demand vs. Supply Comparison

West Cross DDA District								Future with 80%	
Daytime Parking Demand Matrix									
Block		Vacant		Public		Private	Total	Gross	Net
			80%						
Current Parking Generation Ratios	Existing Demand	2.25	Total Demand with 80% of vacant occupied	On-Street	Off-Street	Off-Street	On & Off-Street	Surplus / (Deficit)	Surplus / (Deficit)
5	26	-	26	6	0	12	18	(8)	(8)
6	7	-	7	18	0	97	115	108	18
7	16	-	16	15	0	0	15	(1)	(1)
8	107	-	107	20	0	109	129	22	20
10	20	-	20	19	0	0	19	(1)	(1)
11	3	-	3	11	0	0	11	8	8
23	28	-	28	0	0	64	64	36	0
24	13	-	13	12	0	0	12	(1)	(1)
25	16	-	16	13	0	12	25	9	9
26	13	-	13	38	31	6	75	62	62
27	39	15	53	27	0	16	43	(10)	(10)
28	12	-	12	34	0	39	73	61	34
29	40	5	45	30	0	33	63	18	18
Totals	339	20	359	243	31	388	662	303	148

Map WCD.6

Depot Town District

DEPOT TOWN DDA DISTRICT

Introduction

A total of 12 blocks are included as part of the Depot Town DDA District. Most of the parking demand is centered at the intersection of N. River Street and Cross Street but does include demand at the Freight House and the parking supply at Frog Island Park. The existing residential and commercial square footage (occupied) totals just short of 175,000 square feet with an additional 35,500 square feet of space un-occupied (per data provided by the City).

Depot Town DDA District Parking Supply

Table Q summarizes the existing parking supply in the Depot Town study area. **Table R** on **page 56** details the parking throughout the study area and **Map DTD.1** is a spatial view of the parking supply. There are 625 parking spaces in the Depot Town DDA district study area. Of these spaces 86 are on-street spaces and 228 are public off-street spaces for a total public supply of 314 spaces. The balance of 311 spaces are privately controlled.

Table Q

DEPOT TOWN			
PUBLIC PARKING SUPPLY			
		Number	Percentage
	ON-STREET	86	27%
	OFF-STREET	228	73%
	PUBLIC PARKING TOTALS	314	50%
PRIVATE PARKING SUPPLY			
	PRIVATE PARKING TOTALS	311	50%
	TOTAL PARKING SUPPLY	625	

Detailed Parking Inventory

Table R below details the amount of on-street and off-street public and private parking by block. This table shows that none of the on-street parking supply in Depot Town is paid parking. Analysis of the designated public lots which includes the Frog Island lot and 62-space Maple Street along the tracks on block 15 shows that none of the off-street supply is paid either.

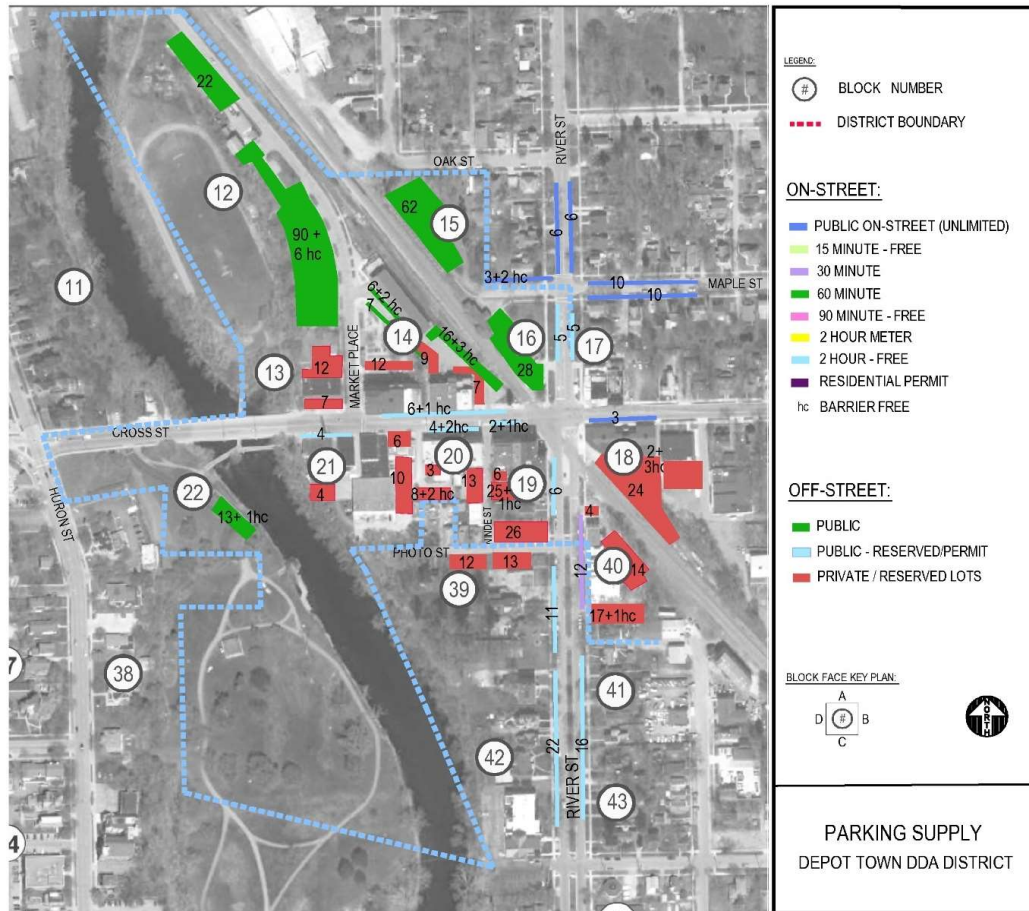
Table R

DEPOT TOWN													
PARKING SUPPLY BY BLOCK													
BLOCK	12	13	14	15	16	17	18	19	20	21	22	40	TOTALS
PUBLIC ON-STREET													
15 MINUTE													0
30 MINUTE FREE												12	12
30 MINUTE METERED													0
60 MINUTE													0
90 MINUTE													0
2 HOUR METERED													0
2 HOUR FREE			6		5	5		8	3	4			31
UNRESTRICTED				15		20	3						38
RESIDENTIAL PERMIT													0
BARRIER FREE			1	2				1	1				5
Total Public On-street	0	0	7	17	5	25	3	9	4	4	0	12	86
PUBLIC OFF-STREET													
PUBLIC	112		29	62							13		216
BARRIER FREE	6		5								1		12
MOTORCYCLE													0
PUBLIC RESERVED/PERMIT													0
Total Public Off-street	118	0	34	62	0	0	0	0	0	0	14	0	228
PRIVATE													
OFF-STREET		19	28		28		48	57	24	20	45	35	304
BARRIER FREE							3	1	2			1	7
Total Private	0	19	28	0	28	0	51	58	26	20	45	36	311
TOTALS	118	19	69	79	33	25	54	67	30	24	59	48	625

Source: Rich and Associates Fall 2018

* In cases where parking spaces were not marked (on-street and off-street), the number of spaces were estimated.

Map DTD.1



Parking Conditions Audit – Depot Town

While the Frog Island lot is a dirt lot and therefore has some issues with the condition of the parking surface, its biggest liability is that both it and the lot surrounding the Freight House is very confusing for allowable parking. There is some signage for two-hour parking but it is unclear where this parking starts and ends. There is also some parking that is designated just for the businesses that back to the lot.

PARKING CONDITIONS AUDIT

Table S

Depot Town Parking Lot Overview											
Lot Name or #	Block #	# Stalls	# HC Stalls	Lighting	Striping	Surface Type and Conditions	Signage	Pedestrian Pathways	Bicycle Provisions	Landscaping	Comments
Freight House Lot	14	23	3	OK	Striping is faded	Cracks, potholes, patches.	No identification sign so it is unclear who can park in this lot, there is a directional sign pointing to the lot on E. Cross. 2hr parking signs, 8:00am - 6:00pm.	No	No	Some	Confusing, hard to tell public parking from private.
Curb parking across from Freight House	14	7	0	OK	OK	OK	2hr signs and a pedestrian wayfinding sign near the parking.	Yes	No	Some	Confusing, there is two- hour parking along a curb that is painted yellow.
Frog Island South	12	78	6	OK	Needs to be restriped	Lot is in poor condition and needs to be resurfaced. There are large potholes with uneven surfaces.	No identification sign so it is unclear who can park here.	No	No	Yes	The landscaping needs better maintenance along the edge of the park and the entrance to the park.
Frog Island North	12	22	0	None	N/A	dirt lot	No	No	No	No	
Maple St Lot	15	62	0	Good	OK	OK, some cracking.	No	No	No	Yes	Trees need to be trimmed, the branches are blocking the lights.
Riverside Park North Lot	22	12	1	OK	OK	asphalt ok, some cracks	No	Yes	No	Yes	

DEPOT TOWN DISTRICT TURNOVER / OCCUPANCY RESULTS

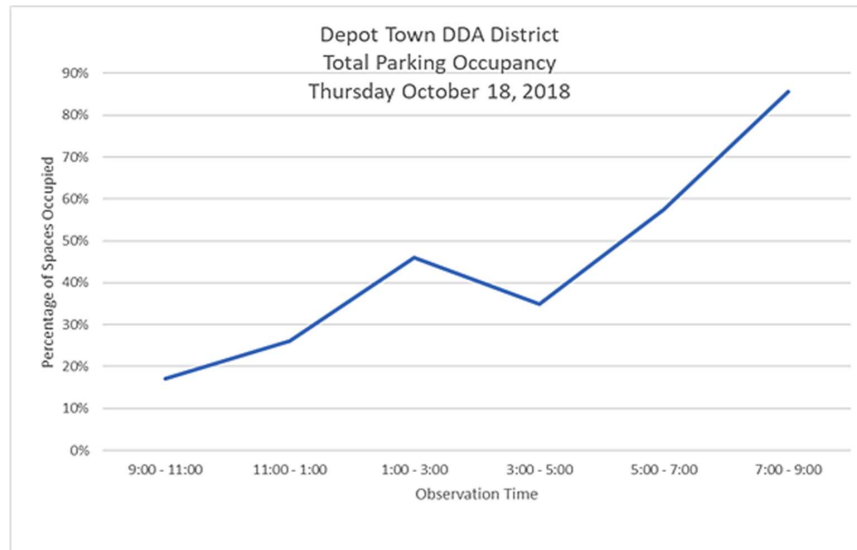
The analysis of the results showed Depot Town to be somewhat unique compared to the Downtown and West Cross districts because while it exhibited a similar afternoon peak, Depot Town also showed a much more significant evening peak.

Occupancy – Thursday Counts

The occupancy analysis in the Depot Town DDA district exhibited conditions unique from the previous two study area districts. Based on the Thursday observations, both downtown and West Cross demonstrated a mid-afternoon peak with steadily declining parking utilization throughout the remainder of the day and evening. This contrasts with the conditions observed in Depot Town that showed an initial early afternoon peak (1:00 pm – 3:00 pm), followed by a slight decrease in parking utilization during the 3:00 pm to 5:00 pm period followed by a sharp increase in parking utilization to where nearly 90 percent of the available parking supply in Depot Town is occupied between 7:00 pm and 9:00 pm. The Saturday observations peaked during the 8:00 pm to 10:00 pm period with a slightly lower 77 percent of the spaces occupied.

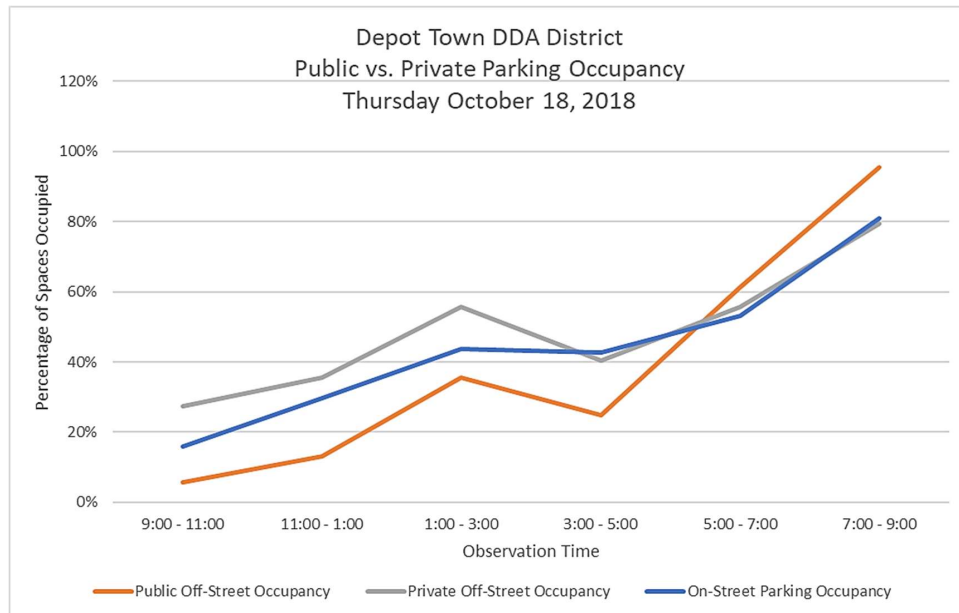
Graph 7 below shows the total occupancy results for the Thursday occupancy count day while **Graph 8** on the following page, shows the results separated into the public and private off-street spaces and the on-street parking occupancy rates for this same day. The peak daytime and peak evening occupancy rates are represented spatially on pages 61 and 62.

Graph 7

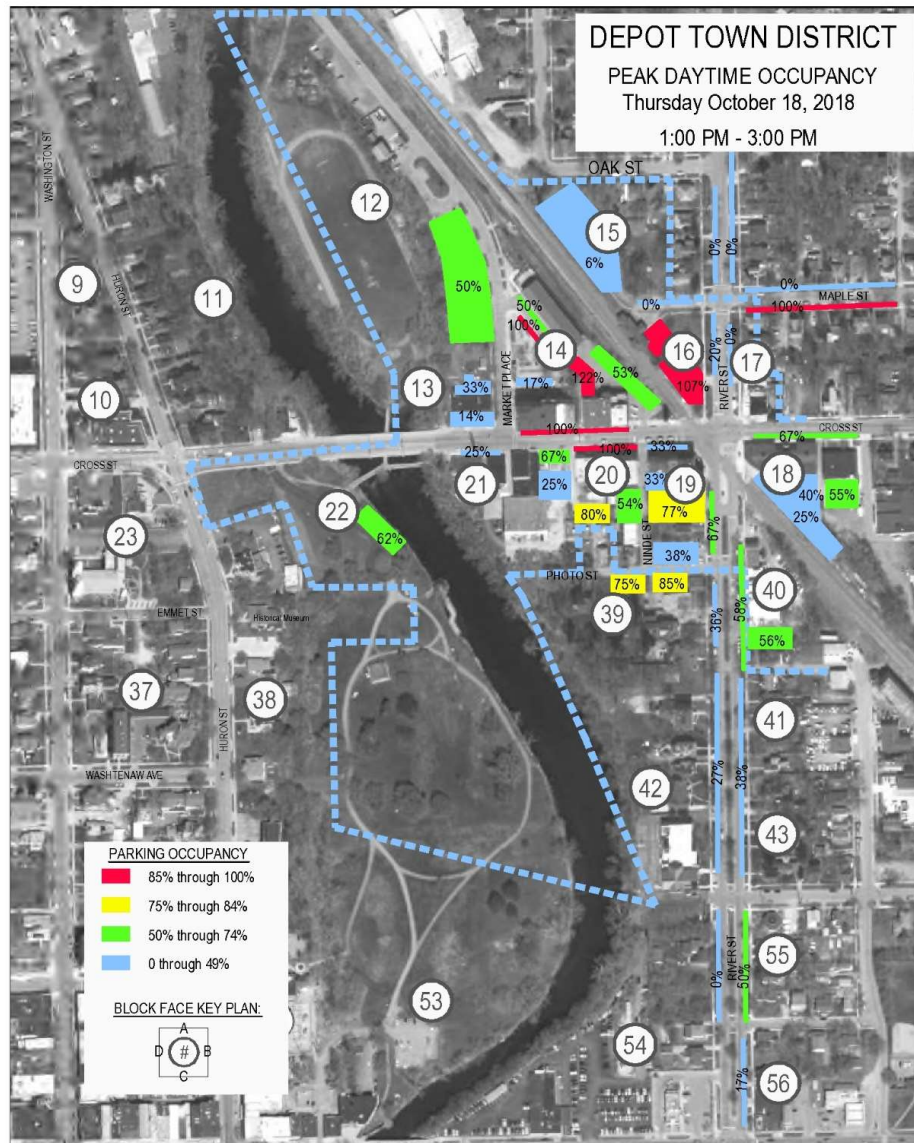


Graph 8 below separates the occupancy results from the public on-street and off-street results from the private off-street. The results show that each classification exhibits similar profiles with occupancy peaking relatively late in the day.

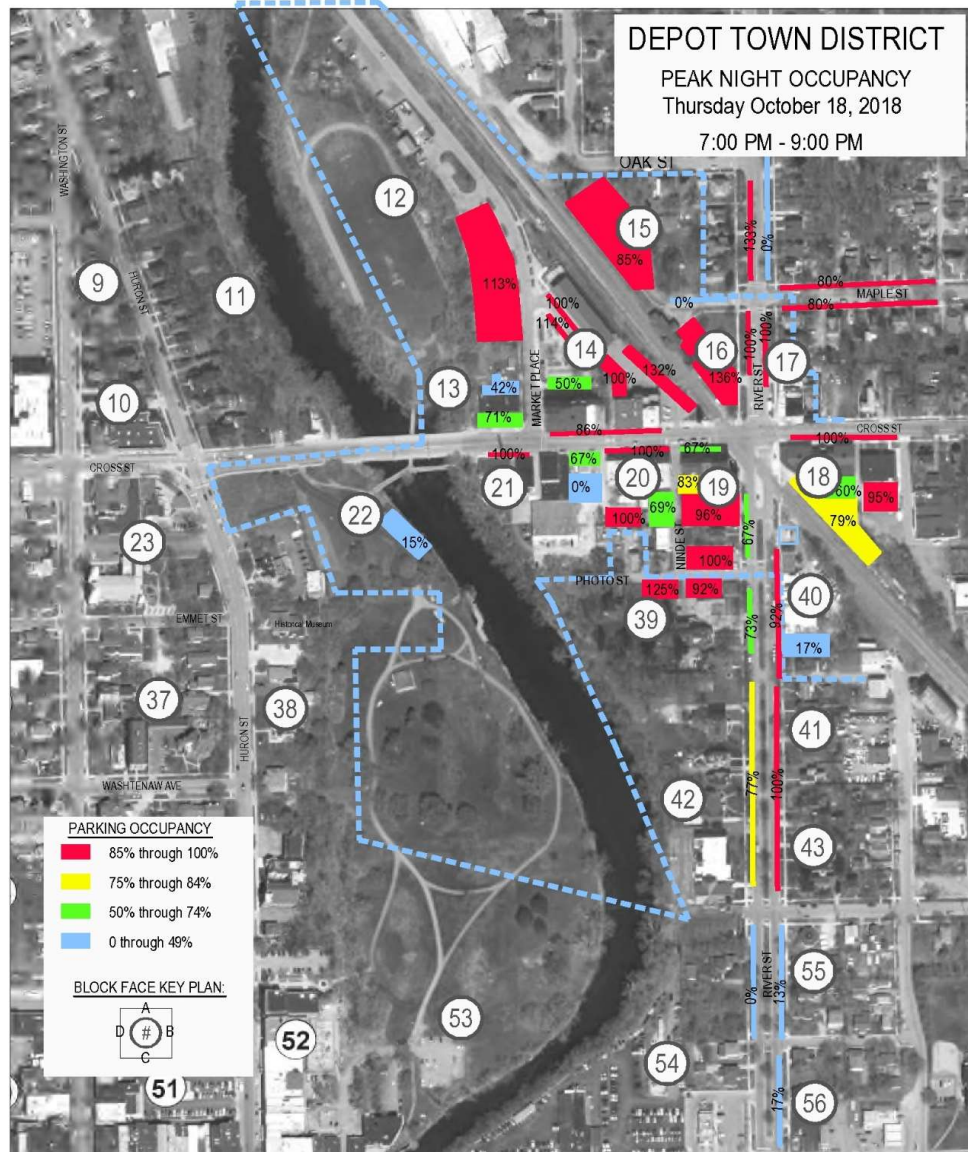
Graph 8



Map DTD.2



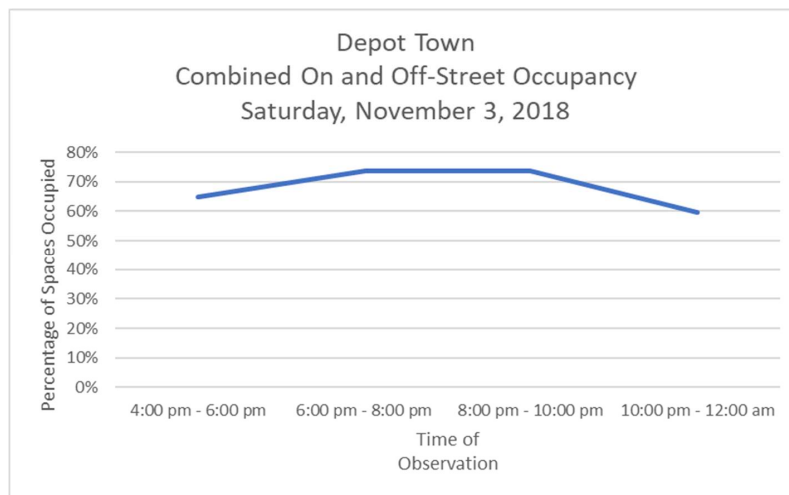
Map DTD.3



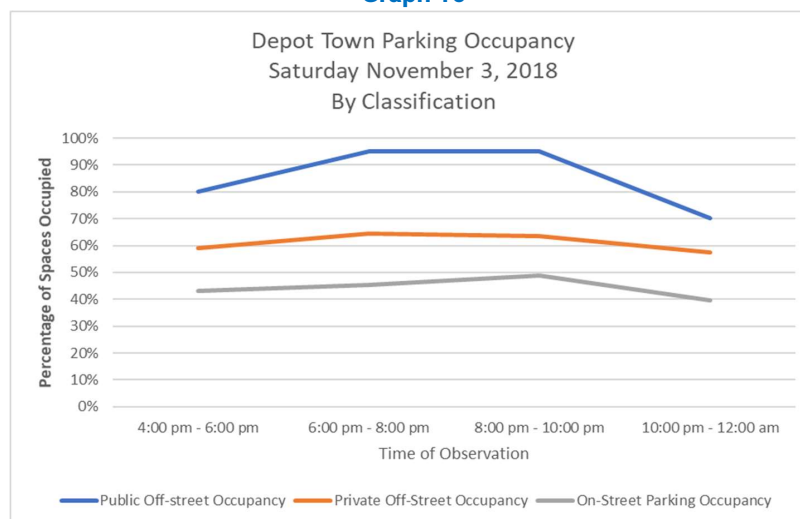
Occupancy – Saturday Counts

While the Thursday counts showed peak occupancy during the evening (7:00 pm – 9:00 pm) of all spaces approaching 90 percent, the Saturday counts peaked at about this same time (6:00 pm – 10:00 pm) with about 75 percent of all spaces occupied. In both cases the public off-street lots were approaching 100 percent full on the Thursday date and reaching 95 percent occupancy on the Saturday count date.

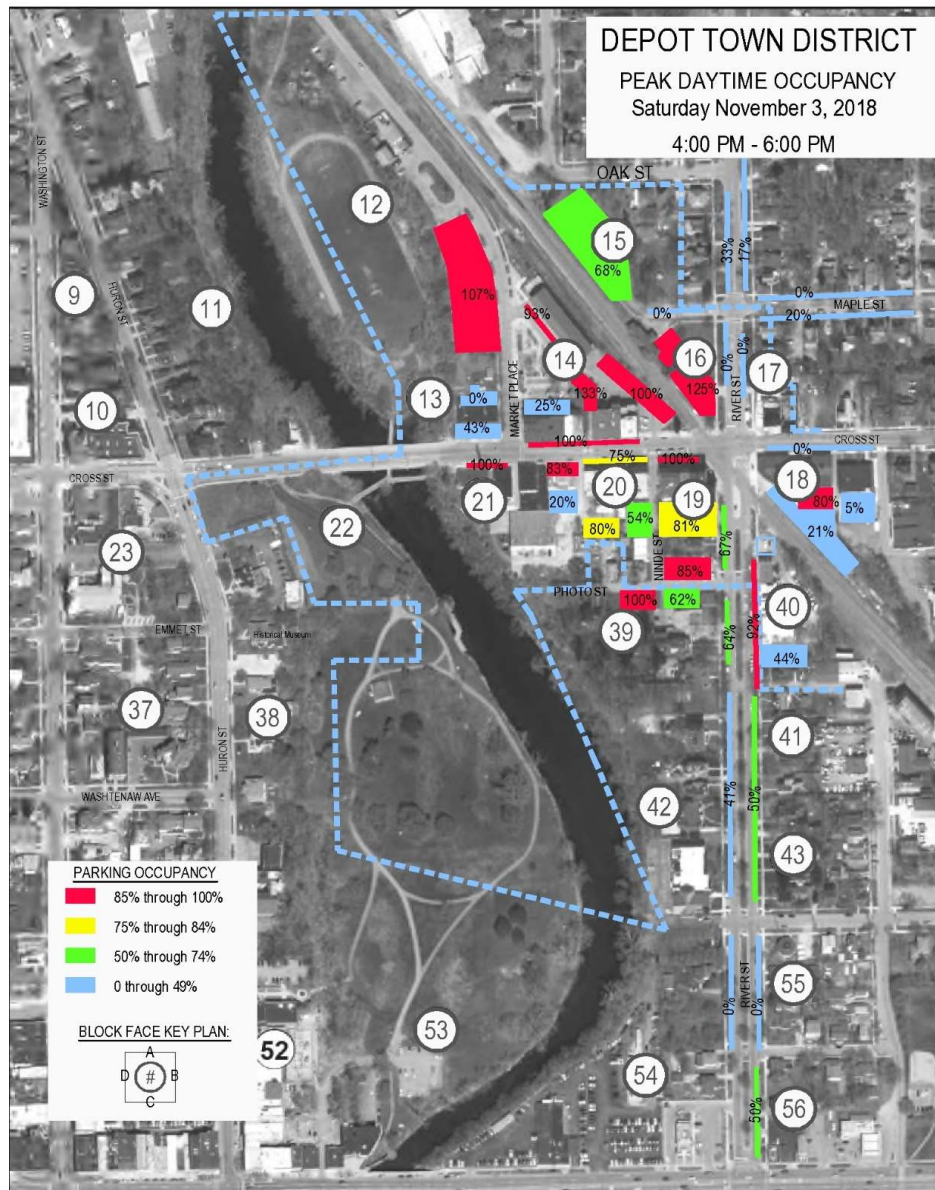
Graph 9



Graph 10



Map DTD.4



TURNOVER

Having spaces which turnover appropriately helps in the perception of sufficiently available parking. When cars stay for extended periods in short-term spaces, it limits the availability of these spaces to other patrons. This may be most critically noticed in very short-term parking (15 – 30 minutes) which are spaces generally intended to be the most convenient to those destinations requiring a very quick in-out service such as to pick up or drop off items. Analysis of the Depot Town turnover results shows that there was significant abuse (40%) of the twelve 30-minute spaces along N. River Street on Block 40 on the Thursday count date.

Table T

Depot Town Turnover Thursday, October 18, 2018									
Block #	Description	Spaces	1X	2X	3X	4X	5X	Turnover	Total Cars
14	14C - 2hr Free	7	14	2		1		2.43	17
19	19A - 2hr Free	3	6					2.00	6
19	19B - 2hr Free	6	11	2		1		2.33	14
20	20A - 2hr Free	6	11	1				2.00	12
21	21A - 2hr Free	4	4	1				1.25	5
40	40D - 30min Free	12	9	2		2	2	1.25	15
	Totals	38	55	8	0	4	2	1.82	69

Table U

Depot Town Turnover Saturday, November 3, 2018									
Block #	Description	Spaces	1X	2X	3X	Turnover	Total Cars		
14	14C - Unmarked	7	14	3		2.43	17		
19	19A - 2hr Free	3	4	1	1	2.00	6		
20	20A - 2hr Free	6	6	1	1	1.33	8		
21	21A - 2hr Free	4	10	1		2.75	11		
40	40D - 2hr Free	12	29			2.42	29		
	Totals	32	63	6	2	2.22	71		

PARKING DEMAND CALCULATION – DEPOT TOWN

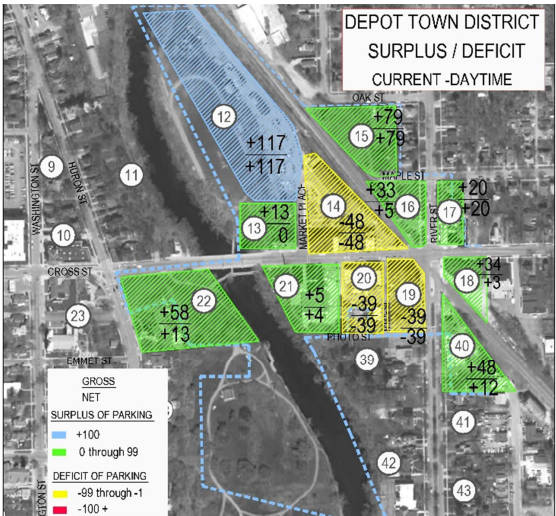
Table V on the following page demonstrates the parking demand matrix for the Depot Town DDA District reflecting weekday daytime conditions. The **Adjusted Peak Hour Occupancy** within Depot Town is $328\pm$ spaces which is reasonably close to the **Calculated Peak Hour Demand** of $343\pm$ spaces derived by applying the various PGR's for each land use. Although these calculations show three blocks with gross parking deficits, overall the Depot Town area has an existing gross surplus of $282\pm$ spaces during the daytime hours on a weekday.

The parking demand determination for the Depot Town DDA district continues with the unique conditions as demonstrated by the occupancy analysis which showed both an initial daytime peak during the early to mid-afternoon followed by a slight decline before increasing to an overall and significantly higher evening peak coinciding with the 7:00 pm to 9:00 pm observations on the Thursday observation date.

Table V - Depot Town Daytime Parking Demand Matrix – Existing Conditions

Depot Town DDA District																	Existing Conditions	
Daytime Parking Demand Matrix																	Gross	Net
Block	Office	Medical Office	Retail	Service	Mixed Use	Restaurant/Bar	Residential	Museum	Community	Warehouse	Vacant	TOTAL	Public		Private	Total		
(per unit, 850sf)													On-Street	Off-Street	Off-Street	On & Off-Street	Surplus / (Deficit)	Surplus / (Deficit)
Current Parking Generation Ratios	1.75	2.75	1.25	1.50	1.75	4.10	1.00	1.60	0.25	0.45	2.25							
12	-	-	-	-	-	-	-	-	-	1	-	1	0	118	0	118	117	117
13	-	-	6	-	-	-	-	-	-	-	-	6	0	0	19	19	13	0
14	-	-	12	10	-	66	26	-	2	-	14	117	7	34	28	69	(48)	(48)
15	-	-	-	-	-	-	-	-	-	-	-	-	17	62	0	79	79	79
16	-	-	-	-	-	-	-	-	-	-	9	-	5	0	28	33	33	5
17	-	-	-	-	-	-	5	-	-	-	-	5	25	0	0	25	20	20
18	-	-	-	-	-	-	-	20	-	-	-	20	3	0	51	54	34	3
19	7	-	1	3	-	85	10	-	-	-	57	106	9	0	58	67	(39)	(39)
20	-	-	-	-	1	55	12	-	-	-	-	69	4	0	26	30	(39)	(39)
21	4	-	6	2	-	-	-	-	-	8	-	19	4	0	20	24	5	4
22	-	-	-	-	-	-	-	-	-	-	-	-	0	14	45	59	59	14
40	-	-	-	-	-	-	-	-	-	-	-	-	12	0	36	48	48	12
Totals	11	-	25	15	1	206	53	20	2	9	80	343	86	228	311	625	282	128

Map DTD.5



Depot Town Evening Parking Demand

Depot Town is unique with both a daytime and evening demand. The occupancy results showed a much more significant peak coinciding with the 7:00 to 9:00 pm period. Using these values, the existing evening condition showed the parking demand would peak at 613± parking spaces needed. This would mean that the Depot Town DDA district would have just a 12± space surplus on the “gross basis” which assumes that every parking space is essentially open to anyone. On the more appropriate “net basis” the **deficit** in the Depot Town District for the existing condition would be a -162± spaces.

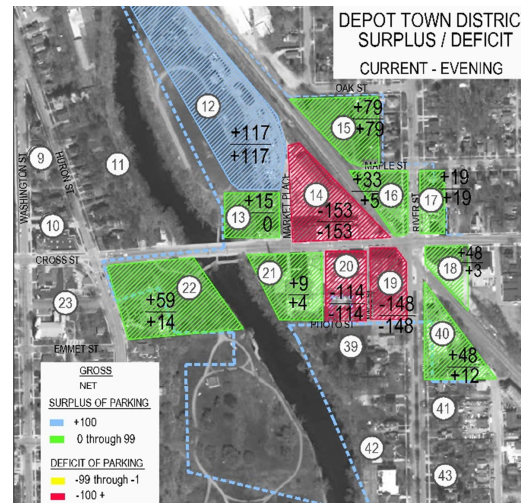
Thompson Block – October 2019

The near-term opening of the Thompson Block redevelopment by October 2019 with its residential and restaurant demand could increase this **deficit** to -256± spaces during the evenings hours assuming everything else remains the same.

Table W - Depot Town Existing Parking Demand Matrix (Evening)

Depot Town DDA District Evening Parking Demand Matrix																Existing Conditions	
Block	Office	Medical Office	Retail	Service	Mixed Use	Restaurant/Bar	Residential	Museum	Community	Warehouse	Vacant	TOTAL	Public	Private	Total	Gross	Net
						(per unit, 850sf)											
Current Parking Generation Ratios	1.00	0.00	0.85	0.75	1.50	9.50	1.25	0.50	2.30	0.45	2.25		On-Street	Off-Street	Off-Street	On & Off-Street	Surplus / (Deficit)
12	-	-	-	-	-	-	-	-	-	1	-	1	0	118	0	118	117
13	-	-	4	-	-	-	-	-	-	-	-	4	0	0	19	19	15
14	-	-	8	5	-	154	33	-	21	-	14	222	7	34	28	69	(153)
15	-	-	-	-	-	-	-	-	-	-	-	-	17	62	0	79	79
16	-	-	-	-	-	-	-	-	-	-	9	-	5	0	28	33	33
17	-	-	-	-	-	-	6	-	-	-	-	6	25	0	0	25	19
18	-	-	-	-	-	-	-	6	-	-	-	6	3	0	51	54	48
19	4	-	1	2	-	196	12	-	-	-	57	215	9	0	58	67	(148)
20	-	-	-	-	1	128	15	-	-	-	-	144	4	0	26	30	(114)
21	2	-	4	1	-	-	-	-	-	8	-	15	4	0	20	24	9
22	-	-	-	-	-	-	-	-	-	-	-	-	0	14	45	59	59
40	-	-	-	-	-	-	-	-	-	-	-	-	12	0	36	48	48
Totals	6	-	17	7	1	478	67	6	21	9	80	613	86	228	311	625	(162)

Map DTD.6



DEPOT TOWN PARKING – FUTURE CONDITIONS

In addition to evaluating the parking for the existing conditions, Rich is also projecting the parking as it might exist in future years. The future parking needs calculated for Depot Town reflect not only the re-occupancy of the existing 35,000 sf of vacant space over the forecast period but also the re-development of the Thompson Block. Current information for this building assumes 20 high quality residential units plus just under 10,000 sf of restaurant space on the ground floor. Therefore, the future projections assume the existing conditions are maintained **plus** 40 percent of existing vacant space re-occupied in five years and the Thompson Block demand.

Five Years – Daytime Demand

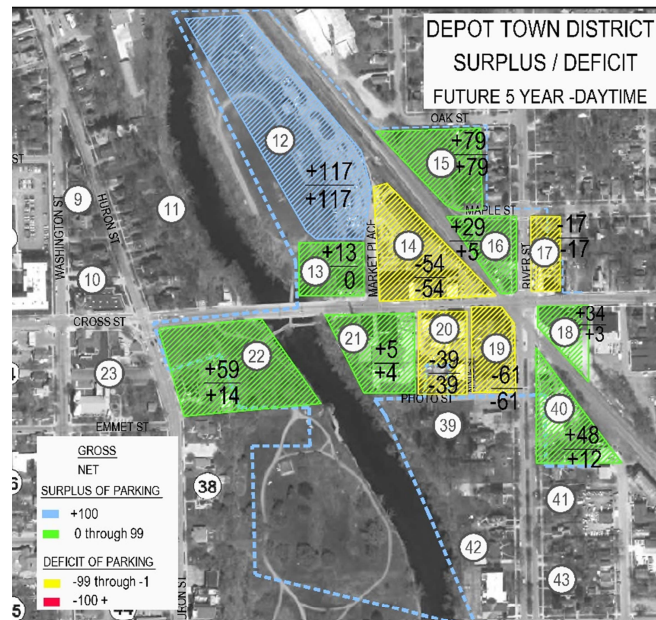
The five-year assumption is that 40 percent of the 35,000 vacant square feet will become re-occupied and there will be the additional parking demand from the redevelopment of the Thompson block with residential units and a new restaurant. **Table X** below shows the future daytime demand as just 83 spaces without including any demand from the restaurant or residential space in Depot Town. The added demand from the Thompson redevelopment on block 17 (highlighted) shows an expected demand of 40 from the nearly 10,000 sf of restaurant space and 25 from residential needs on the block. Overall restaurant demand adds 246 to the Depot Town parking needs while residential demand adds an additional 73 spaces. Combined the future demand for the Depot Town blocks would be 403 spaces before factoring the re-occupancy of the approximately 14,000 sf of vacant space (35,000 x 40%). This adds an additional 32 spaces to the daytime demand for a total of 434 spaces.

Table X – Depot Town 5-Year Parking Demand Matrix (Daytime, 40% vacant re-occupancy)

Depot Town DDA District Future Daytime Parking Demand Matrix											Future w/ 40%	
Block	TOTAL	Restaurant/B ar	Residential		Vacant		Public		Private	Total	Gross	Net
		(per unit, 850sf)				40%						
Current Parking Generation Ratios	Existing Demand w/o Restaurant & Residential	4.10	1.00	Existing Demand with Restaurant & Residential	2.25	TOTAL DEMAND W/ VACANT OCCUPIED	On-Street	Off-Street	Off-Street	On & Off- Street	Surplus / (Deficit)	Surplus / (Deficit)
12	1	-	-	1	-	1	0	118	0	118	117	117
13	6	-	-	6	-	6	0	0	19	19	13	0
14	24	66	26	117	6	123	7	34	28	69	(54)	(54)
15	-	-	-	-	-	0	17	62	0	79	79	79
16	-	-	-	-	4	4	5	0	28	33	29	5
17	-	40	25	65	-	65	25	0	23	48	(17)	(17)
18	20	-	-	20	-	20	3	0	51	54	34	3
19	11	85	10	106	23	128	9	0	58	67	(61)	(61)
20	1	55	12	69	-	69	4	0	26	30	(39)	(39)
21	19	-	-	19	-	19	4	0	20	24	5	4
22	-	-	-	-	-	0	0	14	45	59	59	14
40	-	-	-	-	-	0	12	0	36	48	48	12
Totals	83	246	73	403	32	434	86	228	334	648	214	63

This data shows that Depot Town would have a “gross surplus” of 214 spaces during the daytime hours but just 63± spaces after deducting the surplus private parking.

Map DTD.7

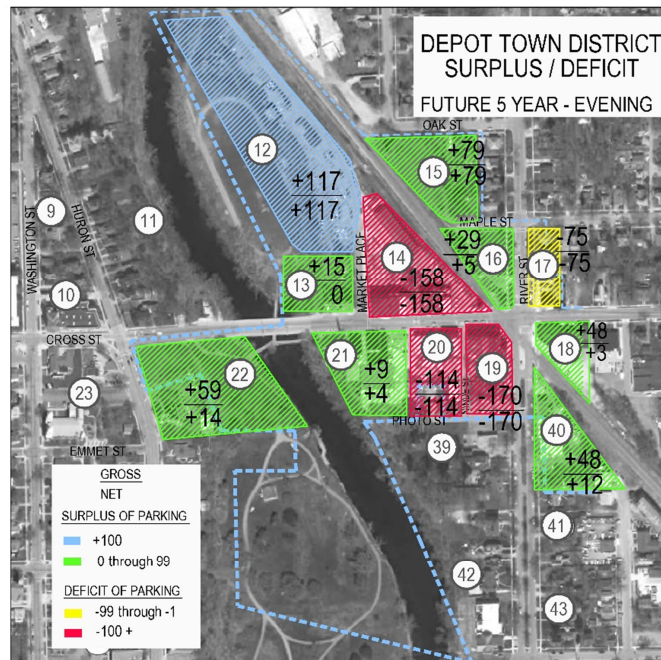


Five Years – Evening Demand

As the existing conditions analysis demonstrated, the demand during the evening hours on a Thursday was higher than the Saturday results based on the occupancy counts. Following this benchmark and applying the same parking generation rates, **Table Y** on the following page shows that the evening demand after applying the new demand from the Thompson project redevelopment and factoring for 40 percent of the vacant square footage being re-occupied would total 762± spaces. Compared to the 648 parking spaces expected to be available within the district would mean a gross deficit of -114± spaces and a “net deficit” of -283± spaces. Several blocks have both gross and net deficits in excess of -100± spaces.

Table Y – Depot Town Future Parking Demand Matrix (Evening 40% vacant re-occupancy)

Depot Town DDA District												
Future Evening Parking Demand Matrix											Future w/ 40%	
Block	TOTAL	Restaurant / Bar	Residential		Vacant		Public		Private	Total	Gross	Net
		(per unit, 850sf)				40%						
Current Parking Generation Ratios	Existing Demand w/o Restaurant & Residential	9.50	1.25	Existing Demand with Restaurant & Residential	2.25	TOTAL DEMAND W/ VACANT OCCUPIED	On-Street	Off-Street	Off-Street	On & Off-Street	Surplus / (Deficit)	Surplus / (Deficit)
12	1	-	-	1	-	1	0	118	0	118	117	117
13	4	-	-	4	-	4	0	0	19	19	15	0
14	35	154	33	222	6	227	7	34	28	69	(158)	(158)
15	-	-	-	-	-	0	17	62	0	79	79	79
16	-	-	-	-	4	4	5	0	28	33	29	5
17	-	92	31	123	-	123	25	0	23	48	(75)	(75)
18	6	-	-	6	-	6	3	0	51	54	48	3
19	6	196	12	215	23	237	9	0	58	67	(170)	(170)
20	1	128	15	144	-	144	4	0	26	30	(114)	(114)
21	15	-	-	15	-	15	4	0	20	24	9	4
22	-	-	-	-	-	0	0	14	45	59	59	14
40	-	-	-	-	-	0	12	0	36	48	48	12
Totals	68	570	92	730	32	762	86	228	334	648	(114)	(283)

Map DTD.8

Ten Years – Daytime Demand

Rich has also projected future conditions assuming 10 years in the future. These projections assume that the existing occupied square footage in Depot Town will remain in a similar configuration as exist currently with the exception of the added demand from the Thompson redevelopment. These projections assume that 80 percent of the 35,000 square feet of vacant space (28,000 sf) will be re-occupied and that the Thompson development site is fully functional with the residential units and restaurant space as programmed. **Table Z** shows with these changes that the “gross surplus is still 182± spaces but that on the more appropriate “net basis” the Depot Town surplus has been reduced to just 35 spaces during the daytime hours.

Table Z – Depot Town 10-Year Parking Demand Matrix (Daytime, 80% vacant re-occupancy)

Depot Town DDA District											Future w/ 80%	
Future Daytime Parking Demand Matrix												
Block	TOTAL	Restaurant/B ar	Residential		Vacant		Public		Private	Total	Gross	Net
		(per unit, 850sf)				80%						
Current Parking Generation Ratios	Existing Demand w/o Restaurant & Residential	4.10	1.00	Existing Demand with Restaurant & Residential	2.25	TOTAL DEMAND W/ VACANT OCCUPIED	On-Street	Off-Street	Off-Street	On & Off- Street	Surplus / (Deficit)	Surplus / (Deficit)
12	1	-	-	1	-	1	0	118	0	118	117	117
13	6	-	-	6	-	6	0	0	19	19	13	0
14	24	66	26	117	11	128	7	34	28	69	(59)	(59)
15	-	-	-	-	-	0	17	62	0	79	79	79
16	-	-	-	-	7	7	5	0	28	33	26	5
17	-	40	25	65	-	65	25	0	23	48	(17)	(17)
18	20	-	-	20	-	20	3	0	51	54	34	3
19	11	85	10	106	45	151	9	0	58	67	(84)	(84)
20	1	55	12	69	-	69	4	0	26	30	(39)	(39)
21	19	-	-	19	-	19	4	0	20	24	5	4
22	-	-	-	-	-	0	0	14	45	59	59	14
40	-	-	-	-	-	0	12	0	36	48	48	12
Totals	83	246	73	403	64	466	86	228	334	648	182	35

Map DTD.9

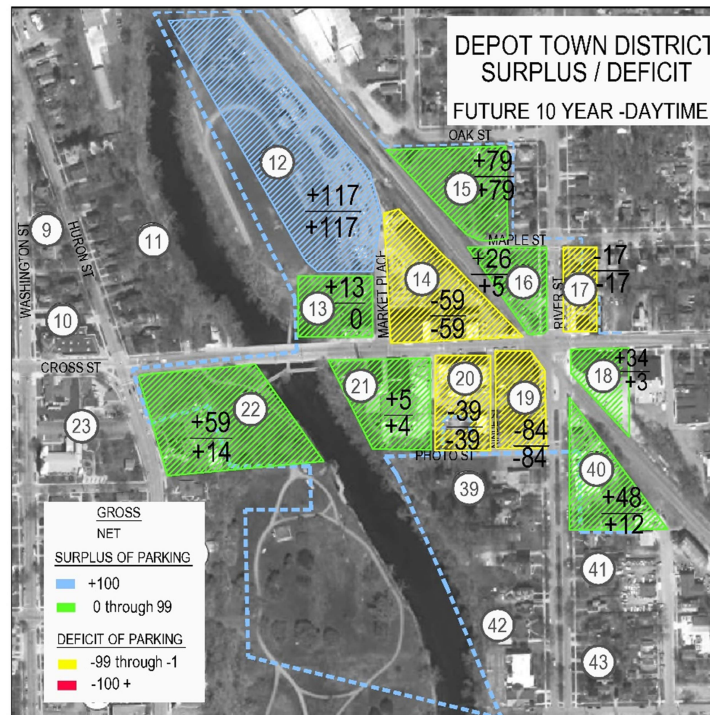
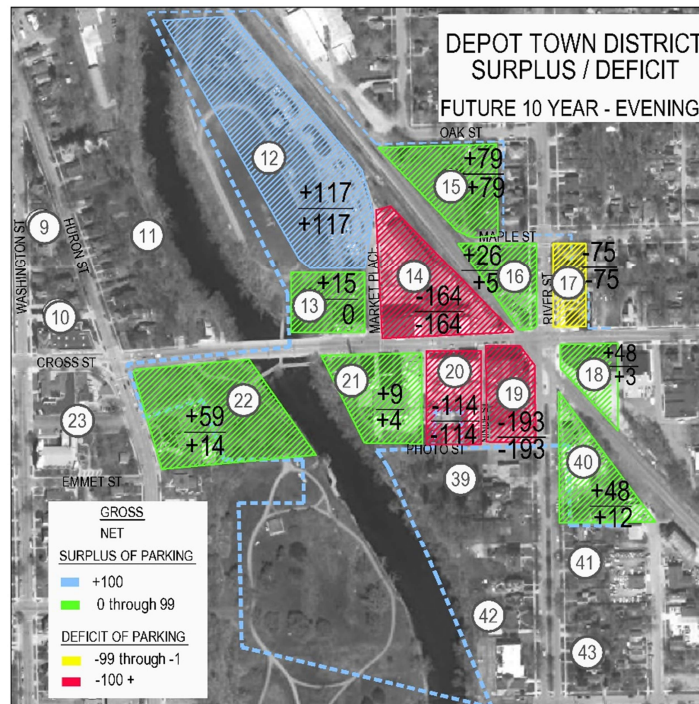


Table AA - Depot Town 10-Year Parking Demand Matrix (Evening, 80% vacant re-occupancy)

Depot Town DDA District											Future w/ 80%	
Future Evening Parking Demand Matrix											Gross	Net
Block	TOTAL	Restaurant / Bar	Residential		Vacant		Public		Private	Total		
						80%						
		(per unit, 850sf)										
Current Parking Generation Ratios	Existing Demand w/o Restaurant & Residential	9.50	1.25	Existing Demand with Restaurant & Residential	2.25	TOTAL DEMAND W/ VACANT OCCUPIED	On-Street	Off-Street	Off-Street	On & Off-Street	Surplus / (Deficit)	Surplus / (Deficit)
12	1	-	-	1	-	1	0	118	0	118	117	117
13	4	-	-	4	-	4	0	0	19	19	15	0
14	35	154	33	222	11	233	7	34	28	69	(164)	(164)
15	-	-	-	-	-	0	17	62	0	79	79	79
16	-	-	-	-	7	7	5	0	28	33	26	5
17	-	92	31	123	-	123	25	0	23	48	(75)	(75)
18	6	-	-	6	-	6	3	0	51	54	48	3
19	6	196	12	215	45	260	9	0	58	67	(193)	(193)
20	1	128	15	144	-	144	4	0	26	30	(114)	(114)
21	15	-	-	15	-	15	4	0	20	24	9	4
22	-	-	-	-	-	0	0	14	45	59	59	14
40	-	-	-	-	-	0	12	0	36	48	48	12
Totals	68	570	92	730	64	794	86	228	334	648	(146)	(312)

Map DTD.10

Public Participation

PUBLIC PARTICIPATION

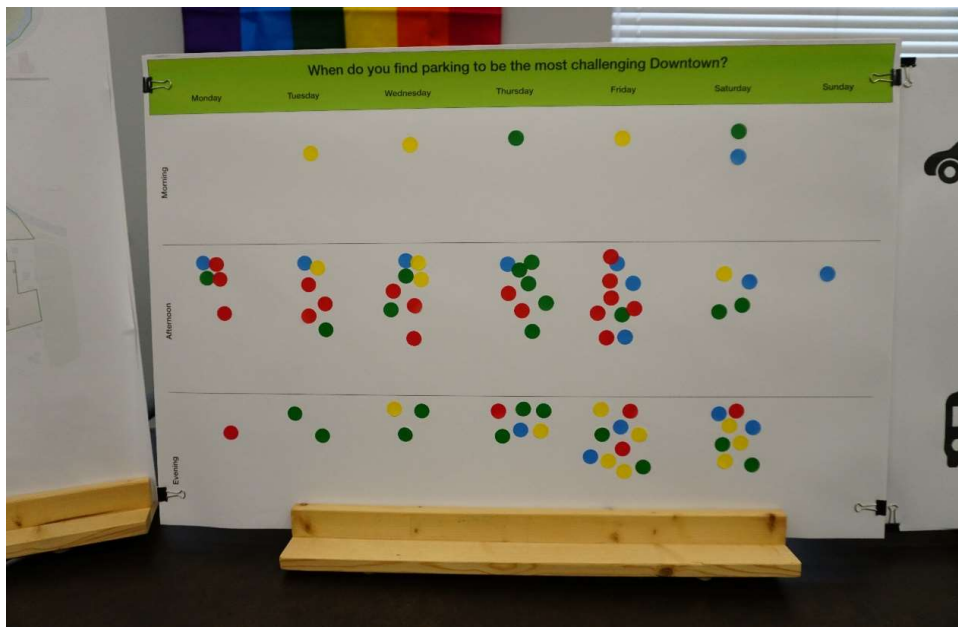
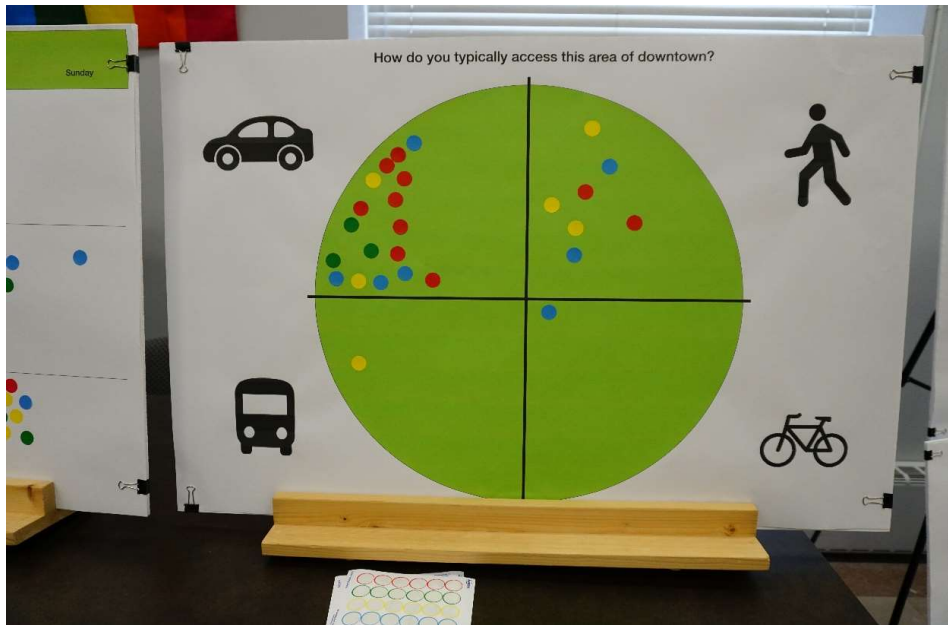
A critical component in the development of the Downtown Ypsilanti parking assessment within the three DDA districts was the input collected from various downtown individuals and groups. This input was facilitated via a two-hour open house conducted at City Hall on Wednesday, December 5, 2018. This forum allowed participants to simply indicate modes of travel, parking issues or concerns for each district as well as timing for when they find the parking most challenging. Team staff were available to address any questions but there was not a formal presentation.

A second aspect of the public outreach were a series of focus groups directed to each specific district. As such these meetings which ran approximately one-hour each were designed to have a more in-depth and meaningful dialogue regarding particular parking issues and concerns unique to each district.

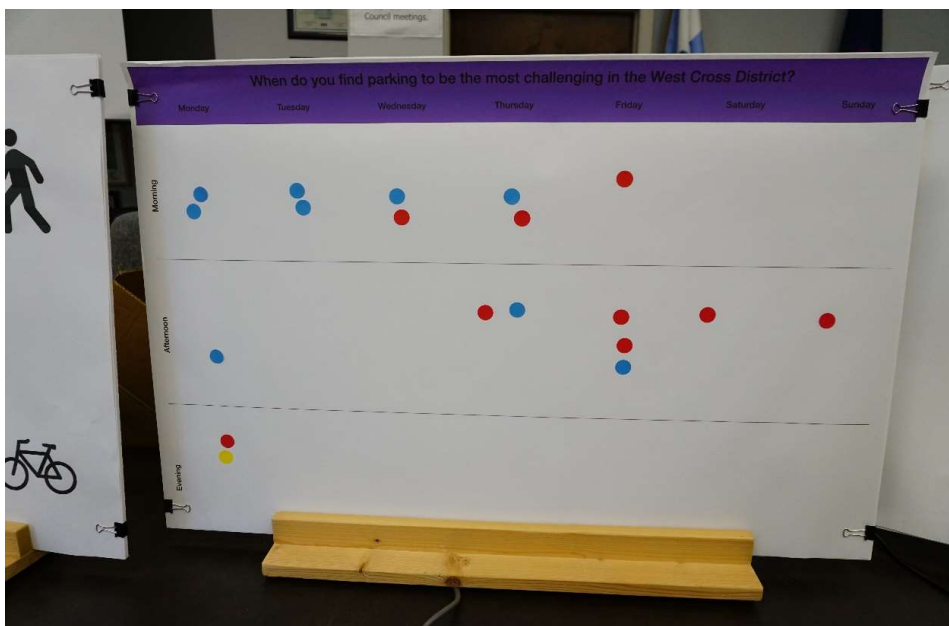
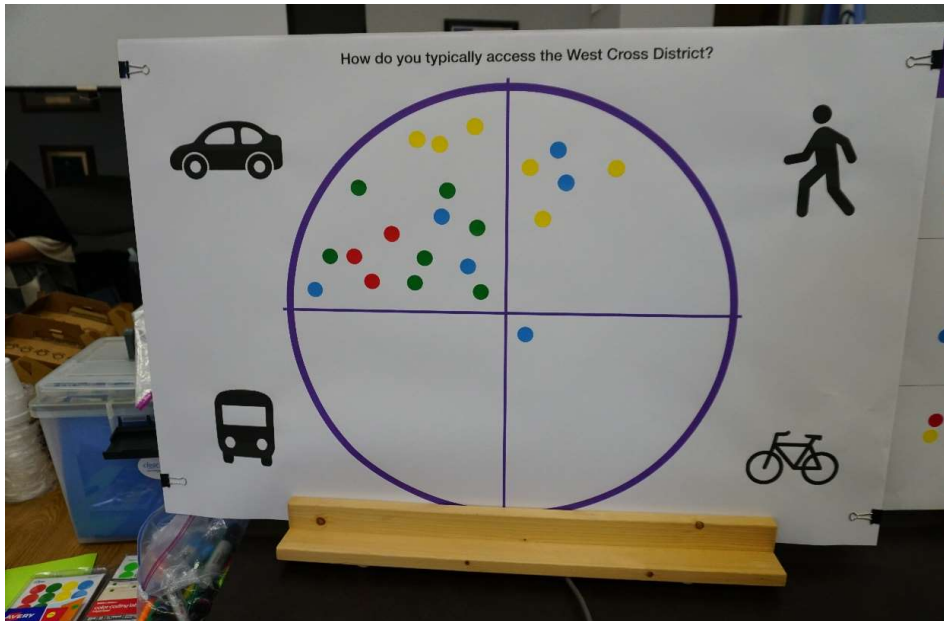
December 5 Open House



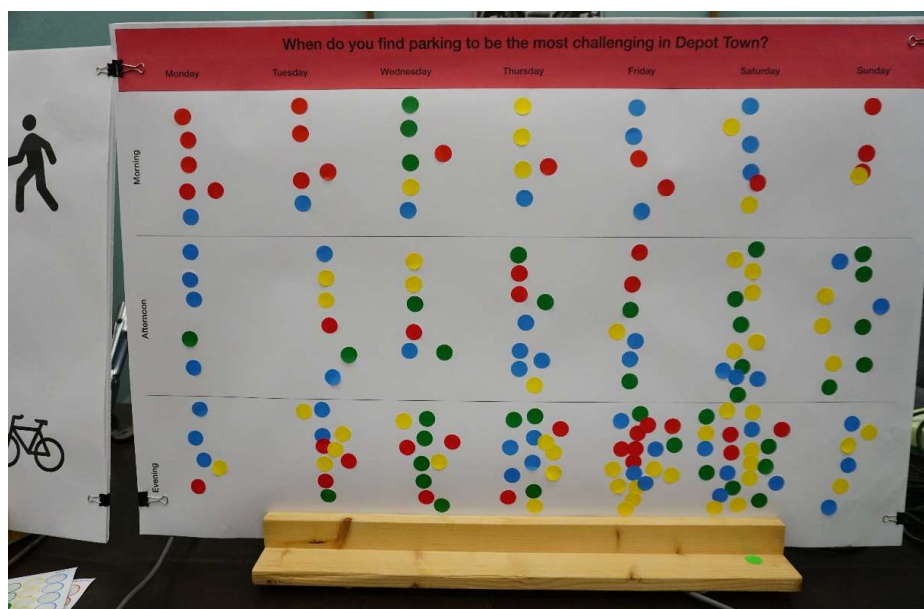
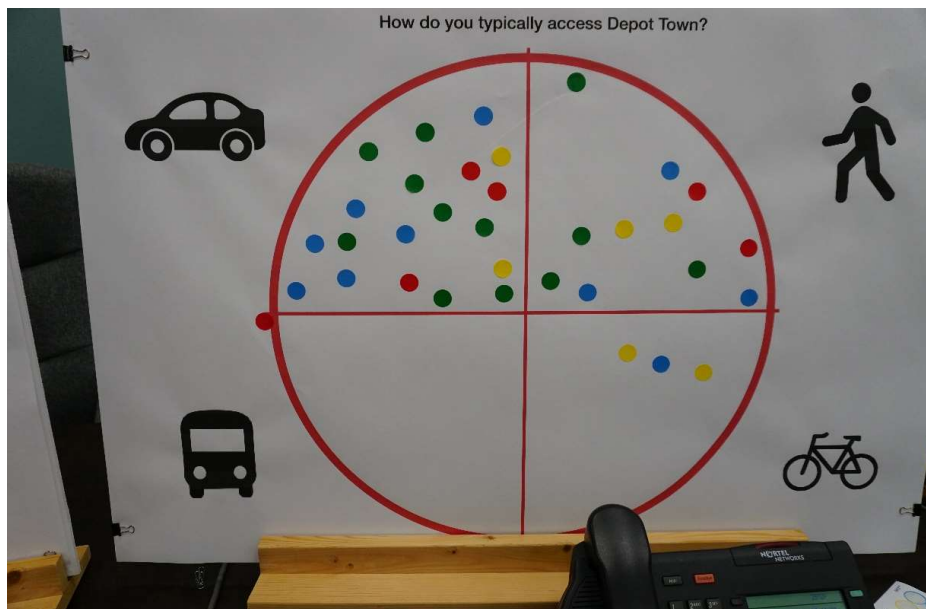
Downtown DDA District



West Cross DDA District



Depot Town DDA District



FOCUS GROUP MEETINGS

As a part of the Ypsilanti Parking Strategy, three facilitated focus group discussions were held after the public open house to dive deeper into discussions over parking. Focus group meetings were held in each of the three study areas on December 12, 2018 between 7:30 – 10:30 a.m. Participation was highest in Depot Town, where approximately 20 people attended. Three people attended each of the Downtown and West Cross meetings. The parking enforcement officer joined in on the West Cross meeting. Each area has its own opportunities and challenges; summaries of those discussions are provided below:

Downtown District

General Concerns

- One-hour time limit for parking is not enough time for visitors to park and eat a meal.
- Some businesses are managing their own private parking areas.
- Public parking is often hard for visitors to find; wayfinding signs could be larger.
- More barrier-free parking spaces are needed.
- Snow plowing in the winter makes parking harder.
- There are concerns over how to fund parking improvements.

Specific Places and Issues. Certain areas were highlighted as particularly difficult:

- Michigan Avenue lacks striping for parking spaces.
- The lot behind the Ypsilanti Transit Center on Pearl Street is not used as well as it could be because it doesn't feel safe.
- Some sidewalks are in need of repair on Hamilton, Washington/Michigan Avenue and near the library.

Paid System. Participants were generally supportive of a paid parking system Downtown.

Multi-Modal Transportation. Bicycle security has been an issue for some participants; additional bicycle parking is needed in the district in more secure locations. Additional transit-issues were raised, including the lengthy bus trip between Ann Arbor and Ypsilanti. Improve pavement conditions and calm traffic for the safety of pedestrians and cyclists.

Opportunities. Discussions about how to address parking issues included the following suggestions by participants:

- Stripe parking spaces.
- Change parking in the S. Huron Street lot from one-hour to two-hour limits.
- Provide additional on-street barrier-free spaces.
- Add more secure bicycle parking racks.

West Cross Street

General Concerns

- Parking meters are helpful in preventing all-day parking, leaving spaces available for businesses.
- Speeding traffic make walking and parking difficult.
- Employees are parking in two-hour parking spaces and seen moving cars back/forth to “re-calibrate” parking duration.

Specific Places and Issues. Certain areas were highlighted as particularly difficult:

- The Ballard Street lot is dark at night. The gravel surface is difficult for older patrons.

Multi-Modal Transportation. More bicycle parking is needed in the district in more secure locations. Improve pavement conditions and calm traffic for the safety of pedestrians and cyclists.

Opportunities. Discussions about how to address parking issues included the following suggestions by participants:

- Improve the Ballard Street lot for long-term parking.
- Add more secure bicycle parking racks.
- It seems like more students are parking more within the campus at Eastern Michigan University; explore sharing parking in areas closer to West Cross Street, including the lot on Normal.
- Explore angle parking on Perrin Street by Jimmy John’s.

Depot Town

General Concerns

- It is inconvenient to make short trips (1-2 hours or less) into Depot Town due to parking issues.
- Time limits for parking areas is inconsistent and confusing.
- Signs for parking areas are also inconsistent and do not adequately inform visitors where to park.
- Employees need longer-term parking.
- Some attendees expressed concern over retail shops, particularly with the increasing number of restaurants.
- Some businesses are managing their own private parking areas.
- It can be hard for visitors to distinguish private parking from public parking.
- Public parking is often hard for visitors to find; wayfinding signs could be larger.

Specific Places and Issues. Certain areas were highlighted as particularly difficult:

- The Freight House seems to be an issue for many participants. Valet service should be considered. Michigan Ladder and the Maple Street Lot were mentioned as potential places for the Freight house to valet park.

- On-street parking is challenging on River Street, Grove, Park and High Streets – particularly during large events. High and Locust Streets near Grove are also becoming full.
- The lot on Market Place has confusing signs.
- Frog Island parking sometimes doesn't feel safe; additional lighting is needed. Better striping of spaces would improve how cars are parked.
- There may be an increased need for residential permit parking due to the new Thompson Building.

Enforcement. Enforcement was a concern for participants, who felt that enforcement could be more consistent and focus on short-term management.

Paid System. Some participants were opposed to any type of paid parking system; however other participants supported paid parking as a way to manage where and how long people park. Parking is not as much of an issue at certain hours of the day (late at night and Sundays) and it may be unnecessary to charge for parking at those times.

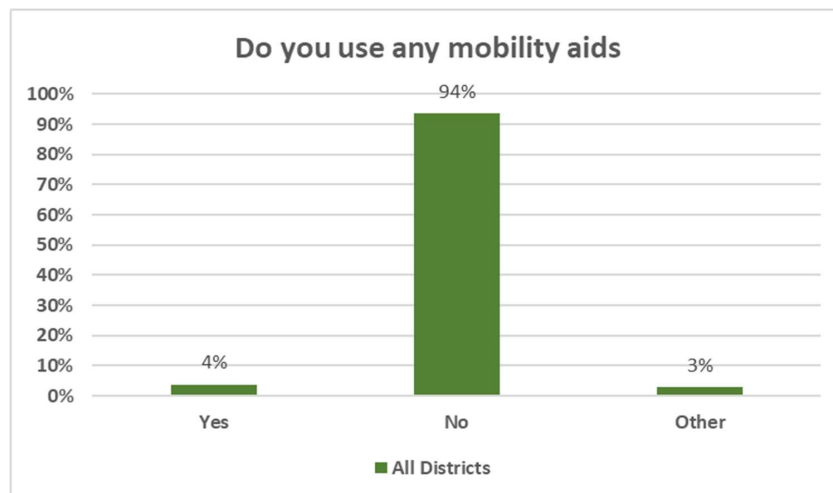
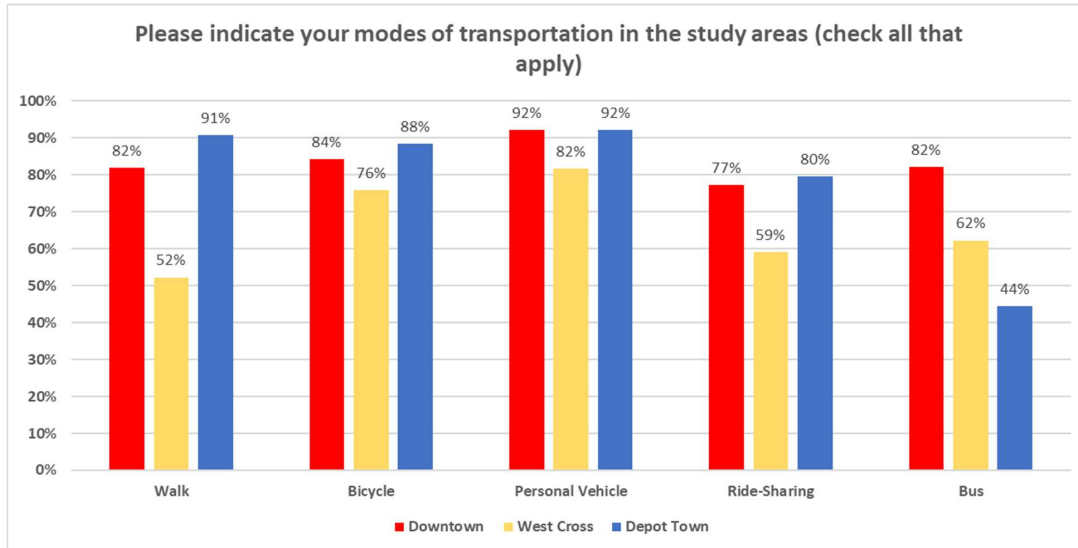
Multi-Modal Transportation. Additional bike racks are needed throughout Depot Town; bike racks at Cultivate would be used. Traffic calming throughout the district would make walking and cycling safer and more would likely choose these alternative transportation options.

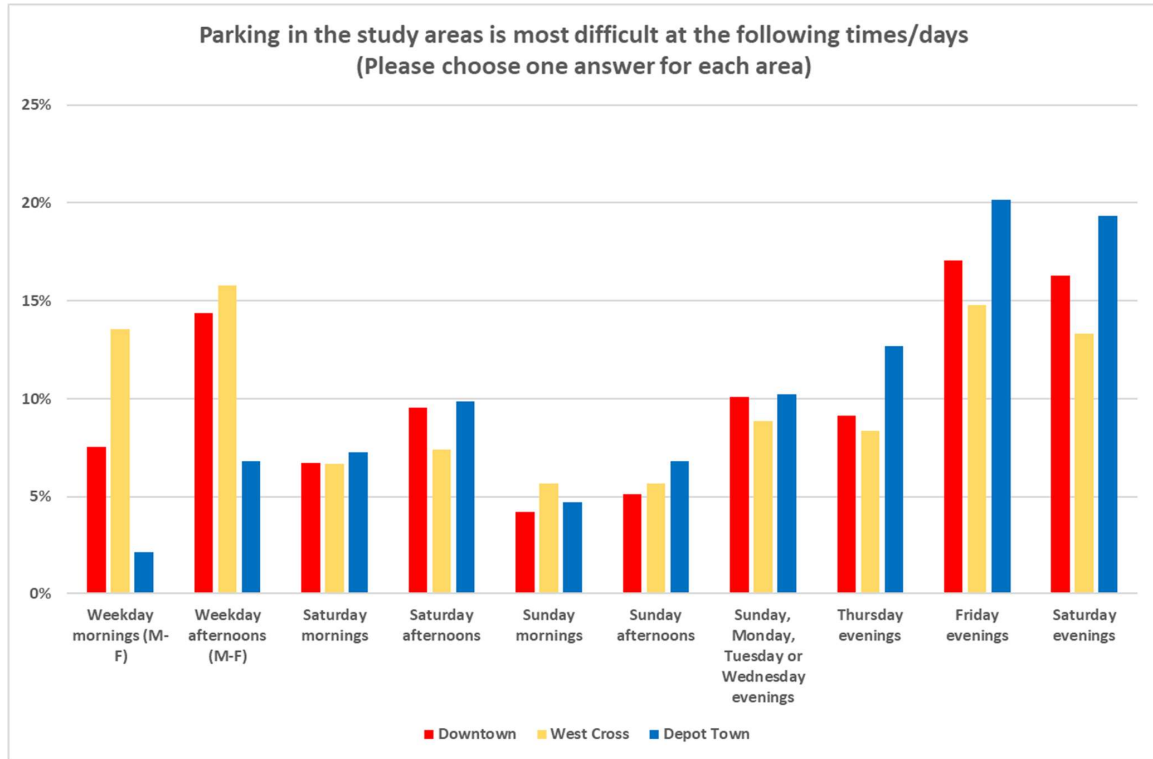
Opportunities. Discussions about how to address parking issues included the following suggestions by participants:

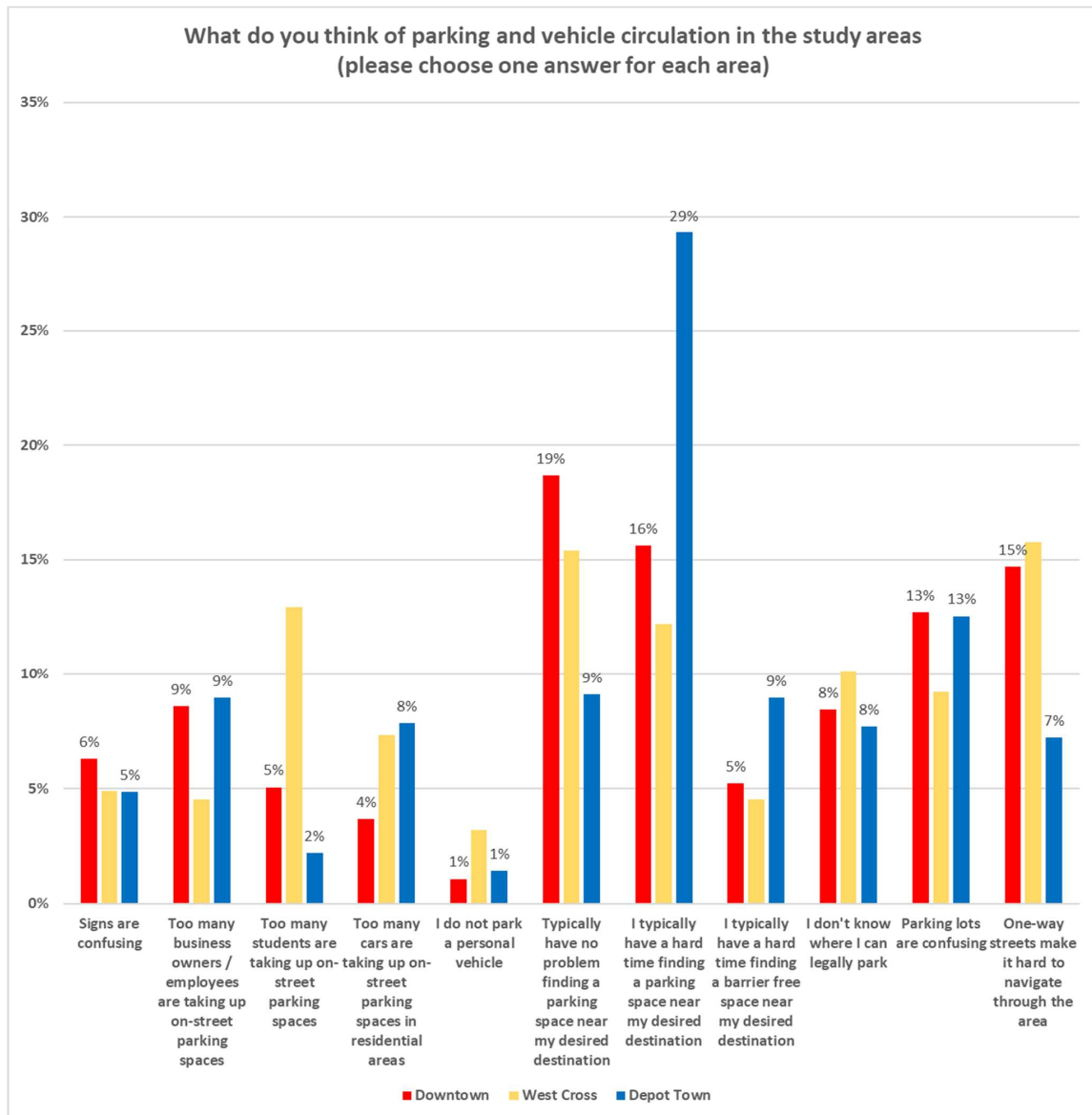
- Stripe parking on River Street.
- Improve parking lot at Frog Island with striping and lights.
- Require valet parking for weekend events at the Freight House.
- Explore acquisition of the wooded lot adjacent to Michigan Ladder for additional parking lot.
- Work with churches to provide shared parking.

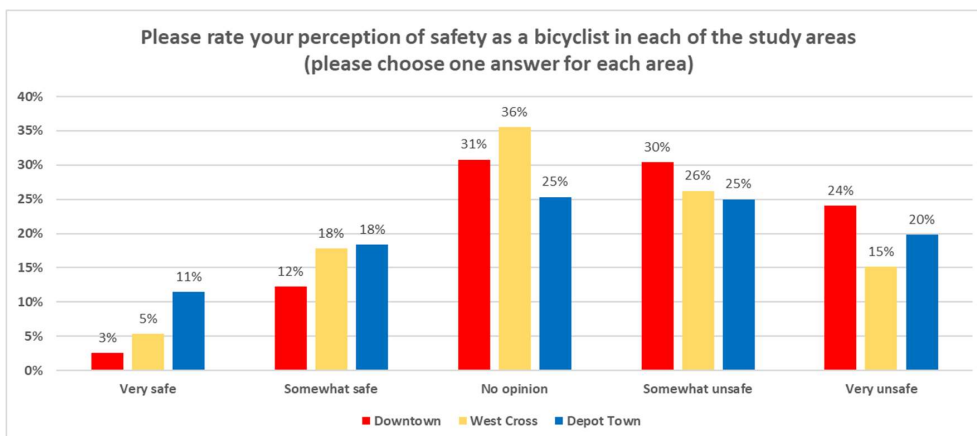
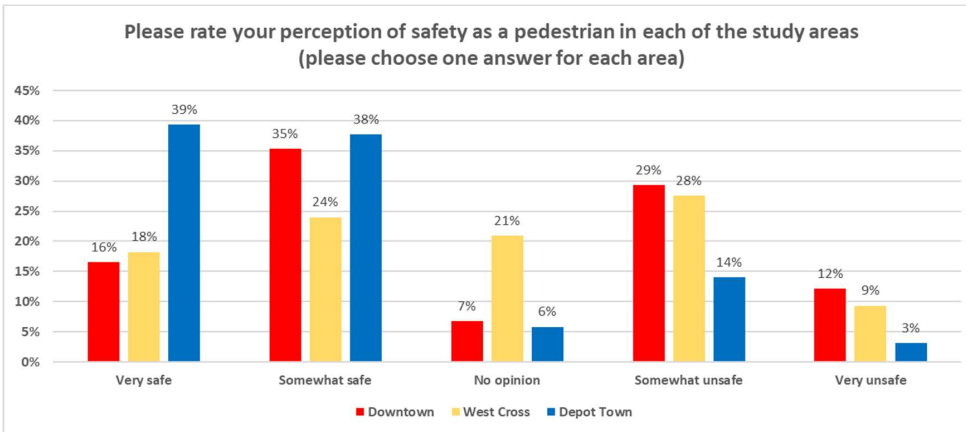
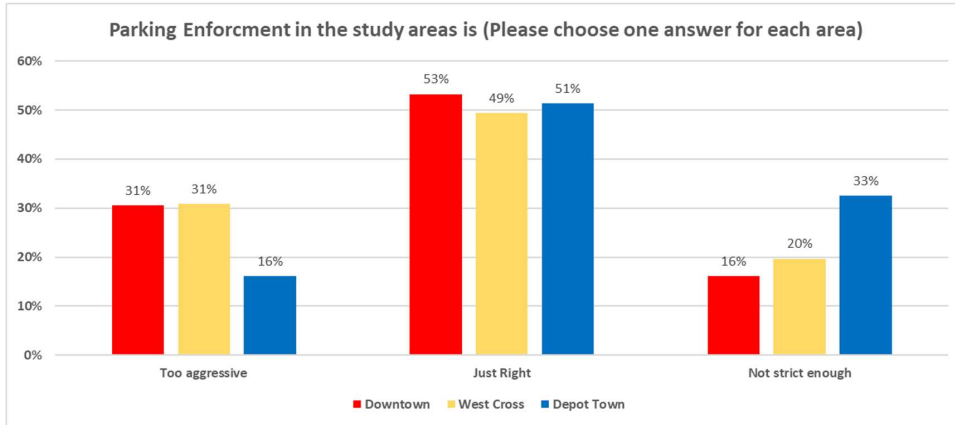
ON-LINE SURVEY

In addition to the focus groups, the team also prepared and made available an on-line survey in order to collect some statistics regarding modes of travel to each district and opinions by patrons regarding the parking situation including mobility, safety, user convenience etc. These surveys were directed at all groups including business owners, employees, students and visitors. These results are summarized by the charts on the following pages.

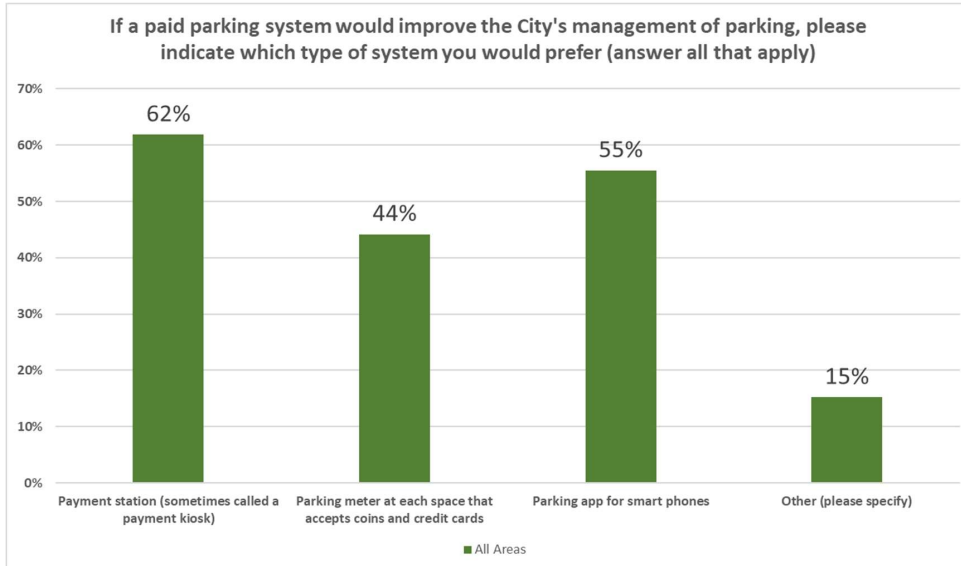
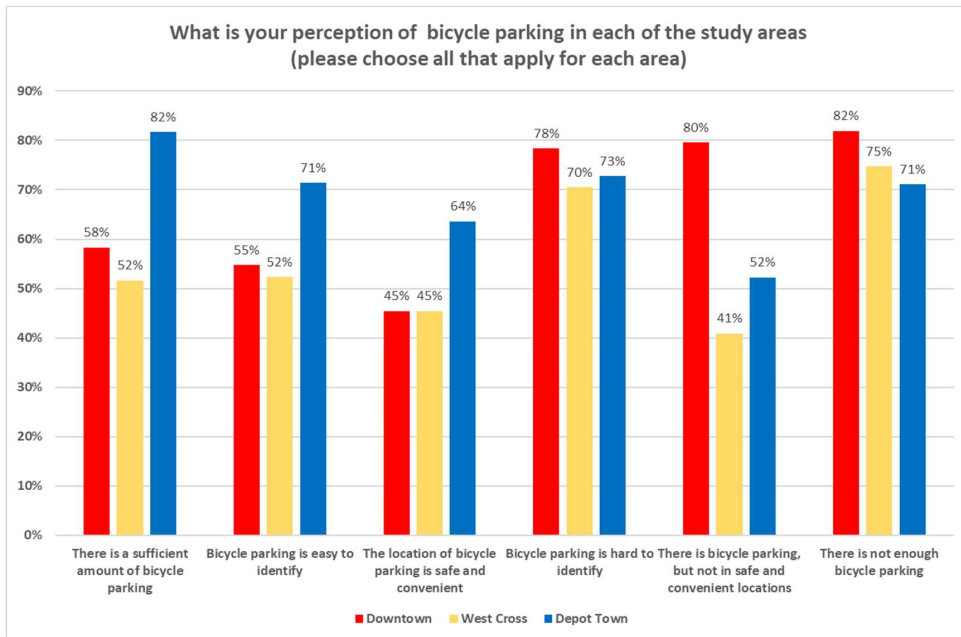


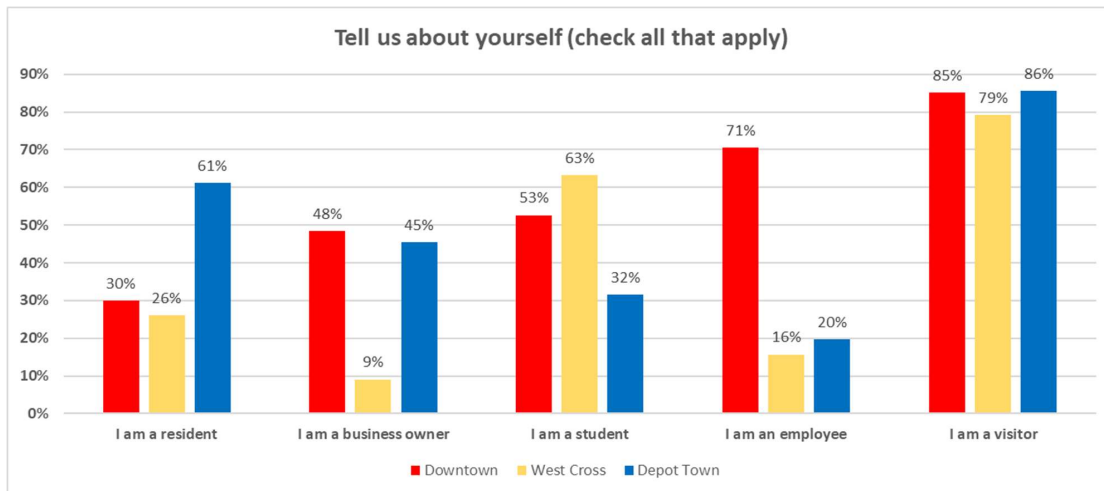






SECTION 6 | PUBLIC PARTICIPATION





Recommendations

RECOMMENDATIONS

INTRODUCTION

The recommendations presented here are intended to enhance the existing supply of parking through operational and management changes. While aimed primarily at increasing the efficiency of the parking system, the recommendations are comprehensive and provide a holistic approach to improving parking in the downtown today as well as provide a plan for accommodating future growth of the downtown study area.

The recommendations in this section are a set of tools that Ypsilanti can use to manage the parking system. A parking system is not just about parking vehicles. It also involves the walkability of a downtown and elements such as signage, enforcement and lighting as well as marketing parking to business owners, employees and customers/visitors. The utilization of individual lots can depend on any or all of these factors as well as the overall condition of the lot. Fundamentally, these issues can impact a parking system and therefore downtown economics in general.

All recommendations within this section, whether used individually or as a package of coordinated improvements, will aid Ypsilanti in creating a parking system. With a unified approach, Ypsilanti will best be prepared to address parking related issues and handle new development both now and in the future.

Some of these recommendations can be implemented easily and quickly with little or no cost to the City while others may require significant budgeting and time to complete. The Recommendations Section of the report focuses on policy and actions to the current parking system and changes with the proposed new development where the New Parking Section addresses new parking options and timing.

The majority of the recommendations are appropriate for all three DDA Districts although a few may be appropriate or directed to specific districts. A recommendations matrix follows listing all recommendations in an implementation plan.

The time frames shown for each of the recommendations list the month indexed from June of 2019 (Month 0). This time frame demonstrates the expectation for the City to begin discussing or implementing the recommendation. Therefore, a recommendation with a time frame of 0 – 18 months would start June 1, 2019 (Month 0) and be expected to be completed by December 1, 2020 (month 18 from June 2019). Similarly, a recommendation with a time frame of 6 to 18 months would be expected to begin about December 1, 2019 (month 6) and be completed in December 2020 (month 18).

RECOMMENDATIONS MATRIX

Issue Addressed			Recommendation	Time Frame	Responsibility
	Management/Operations			Months	
1.0	Parking Management	1.1	Appoint point person (Parking Manager) to oversee parking operations.	0 - 18	City
		1.2	Evaluate possibility to have DDA with responsibility for managing parking system.	0 - 18	City
		1.3	Have a parking advisory committee that develops guidelines for how the parking system should be operated.	0 - 18	City / DDA
2.0	Upgrades / New Parking Control Equipment	2.1	Install meters in Depot Town to help manage the parking better.	16 - 28	City
		2.2	Launch a phone parking application starting in Depot Town, then West Cross and Downtown.	12 - 30	DDA
		2.3	Begin the budget process to upgrade to multi-space pay stations in lots & eventually on-street spaces.	6 - 18	City
3.0	New Private Parking	3.1	City does not require new parking except for residential plus provides fee-in-lieu option. Keep doing this.	0 - 18	City
4.0	Shared Use	4.1	Allow and sign lots for public use in evening where possible.	2 - 14	City / DDA
		4.2	DDA works with private businesses as broker allowing staff from adjacent businesses to use surplus parking.	2 - 14	DDA
5.0	Bike Parking	5.1	Develop & Adopt bicycle parking standards.	0 - 6	DDA
		5.2	Expand bicycle parking throughout each of three districts.	0 - 6	DDA
		5.3	Add bicycle parking corrals in on-street spaces during warmer months.	0 - 6	DDA
		5.4	Bicycle Connections within and between districts and rest of City.	16 - 41	City / DDA
6.0	RideSharing / New Technologies	6.1	Designate specific spots for ridesharing pickup & drop-off during certain peak hours.	2 - 6	City / DDA
		6.2	Monitor development of Autonomous Vehiclees for impact on parking needs.	6 -	Parking Manager
		6.3	Bike Share / Car Share / Scooters.	6 - 18	City / DDA
7.0	Residential Parking	7.1	Create a residential parking flyer clearly defining overnight parking and locations approved for overnight parking.	12 - 36	City
		7.2	Incorporate a "grace period" during the annual renewal period for residential parking where courtesy tickets are issued rather than fines.	0 - 6	City
8.0	Parking Duration and Allocation (On-Street)	8.1	Ensure that on-street parking for customer use is designated as two-hours.	6 - 18	City / DDA
		8.2	Allow longer term parking in on-street spaces where turnover is not needed.	6 - 18	City
	Parking Duration and Allocation (Off-Street)	8.3	Off street parking intended for customer use should be the most convenient spaces and designated as three-hour parking.	6 - 18	City / DDA
		8.4	Consider reduced price in N. Washington Lot to encourage use. May need to improve lighting.	6 - 15	City / DDA

SECTION 7 | RECOMMENDATIONS

Issue Addressed		Recommendation	Time Frame	Responsibility
User Experience				
9.0	Parking Signs	9.1 Add identification signs at the entrance to all public lots.	9 - 15	DDA
		9.2 Rich & Associates recommends the addition of a family of parking signs (three sign types, there are vehicular wayfinding signs) in the downtown.	12 - 36	DDA
		9.3 All of the parking signs should use the same text size and color scheme. The text should remain consistent for parking signs both on-street and off-street. The lot identification signs should be placed at the entrance of all lots and the text should be large enough to be read while driving.	15 - 36	DDA
		9.4 Permit parking and free visitor parking should be clearly identified. There are lots where it is difficult to find the visitor parking because it is mixed in the permit parking. Clearly identify areas in the lot with the visitor parking being the most convenient.	15 - 36	DDA
10.0	Employee Parking	10.1 Improve walkability from lots to destinations in order to encourage employees to park where required (improved lighting).	24 - 48	City
		10.2 Establish employee permit areas in all three districts.	6 - 18	City / DDA
		10.2.1 Would allow employee to park at long-term meters in lots without paying if display proper permit.	6 - 18	City / DDA
		10.3 Manage employee permit sales to encourage permit parking.	6 - 18	City / DDA
		10.4 Address deficiencies in Ballard Street Lot and sell employee permits.	24 - 36	City
		10.5 Investigate possibilities to partner with TheRide for reduced fare bus passes for employees similar to the arrangement employed by the Ann Arbor Downtown Development Authority.	0 - 18	DDA
11.0	Pedestrian Enhancements and Activity	11.1 Follow landscaping criteria outlined in the land use ordinance for all parking lots in the downtown (public and private) in order to enhance pedestrian safety by increasing the separation from motor vehicle traffic.	6 - 18	City
		11.2 Conduct a lighting study along sidewalks and in all public lots. As funding and officers are available, add police officers to a downtown route walking and on bicycles to help address pedestrian safety concerns in the downtown.	6 - 18	City
		11.3 Walking Distance (see map in Section 6).	12 - 24	City / DDA
		11.4 Work with private building owners to make pedestrian walkways more friendly and safe.	0 - 18	City / DDA
12.0	Marketing	12.1 Develop flyer that can be distributed to businesses and carried by Parking Enforcement Officer.	28 - 36	City / DDA
		12.2 Develop link on City and DDA websites that are specifically for parking.	28 - 36	City / DDA
		12.3 Parking Enforcement officers trained to act as ambassadors. Give directions, provide information on CBD events, vehicle/ bike-share stations etc.	6 - 18	City / DDA
		12.4 Purchase sandwich boards to be used as temporary wayfinding signs during special events.	12 - 18	DDA

SECTION 7 | RECOMMENDATIONS

Issue Addressed			Recommendation	Time Frame	Responsibility
	Maintenance				
13.0	Budgeting	13.1	Specifically track all parking related revenues and expenses in either DDA or City Budget.	6 - 12	City / DDA
		13.1.1	Develop sinking fund for long-term expenses and upgrades.	6 - 12	City / DDA
		13.1.2	Consider developing parking as an Enterprise Fund to handle all parking related expenses.	12 - 24	City / DDA
		13.2	Develop a maintenance schedule for the lots to keep up with maintenance needs and help budget yearly costs.	12 - 36	City
14.0	Painting / Striping	14.1	Maintain striping for on-street spaces as budgets and resources are available.	0 - 12	City
		14.2	Paint curbs following the colors provided consistently throughout the entire study area.	0 - 12	City
15.0	Communication	15.1	Maintain policy of communicating maintenance issues of street and lots to businesses through text alert system.	0 - 12	City
16.0	Equipment	16.1	Correct inconsistency between meters (heights, time limits, payment methods).	13 - 37	City / DDA
17.0	Stormwater Management	17.1	Investigate appropriate design changes in landscaped islands or outfall areas surrounding lots for stormwater management.	33 - 69	City
	ADA Parking				
18.0	ADA Parking	18.1	Address deficient barrier free space complement in the lots.	0 - 6	City
		18.2	Monitor need for providing additional handicap parking in lots that may be required above minimum ADA standards.	0 - 6	City
	Parking Enforcement				
19.0	Staffing	19.1	Continue enforcement managed through two parking enforcement staff.	0 - 6	City
		19.2	PEO (Parking Enforcement Officer) should be dedicated to parking duties as an ambassador of the downtown, only being reassigned during emergencies and special circumstances that may arise.	0 - 6	City
		19.3	Train PEO's to act as ambassadors. Trained to provide direction to various destinations, information about events and transportation options (ride share stops, vehicle / bike share stations, etc.)	8 - 20	City / DDA
		19.4	PEO should enforce the parking lots and on-street parking to create an equitable system that works for everyone.	8 - 20	City
	Fines / Citations	19.5	Parking Fines - Adopt the recommended fine schedule along with issuing courtesy tickets.	4 -16	City
	Additional Parking				
20.0	Additional Parking	20.1	Evaluate possibility for developing additional parking particularly in Depot Town.	22 - 38	City

MANAGEMENT / OPERATIONS RECOMMENDATIONS

1. Parking Management

1.1 - Parking Manager

Discussion: Currently, there is no one person with overall responsibility for managing the Ypsilanti parking system. Managing the parking system appears to be from a combination of City departments (public works, police department, accounting) and the DDA with the lines somewhat blurred as to who is responsible for what. This lack of a “point person” also makes it difficult for residents and business owners with concerns regarding the parking to determine who to turn to for help. Appointing a parking manager would allow someone to manage staff dedicated to day-to-day parking operation. This would include lot maintenance, parking revenue and control equipment, enforcement and clerical staff.

Action: Appoint one person as a parking manager to oversee all parking operations in each of the three DDA districts

Time Frame: 0 – 18 Months

Responsibility: City

1.2 - City Council / DDA Cooperative Arrangement for Parking Operations

Discussion: The success of the CBD and individual DDA districts is obviously in the best interest of the City. A vibrant business district with shops and restaurants attracts both continuing visits and dollars as well as new investment. Ensuring that the parking system is in fact supporting the CBD may require a cooperative arrangement between the City and DDA with the DDA playing a larger role in day-to-day parking management. As such, the parking manager (recommendation 1 above) would report to the DDA board. The DDA would periodically report to City Council on parking operations.

Action: Begin the process to form a cooperative arrangement between the City and DDA whereby the DDA can play a larger role in day-to-day parking management.

Time Frame: 0 – 18 months

Responsibility: City

1.3 - Parking Advisory Committee

Discussion: The policies to be followed and implemented for operation of the parking system would be developed in a Parking Advisory Committee. This committee would have representatives from the City, DDA and citizens to develop the policies for paid parking

locations, permit areas, rates, enforcement policies, capital equipment and parking facility upgrades or essentially anything related to the CBD parking system. Recommendations from the parking advisory committee would go to The DDA Board and then forwarded to City Council with a recommendation for approval, denial or further investigation.

Action: Following agreement to both appoint an overall parking manager and form a cooperative arrangement for managing the parking system, begin the process to form the Parking Advisory Committee with representatives of the City, DDA and residents.

Time Frame: 0 – 18 months

Responsibility: City / DDA

2 – Upgrades / New Parking Control Equipment

2.1 – Install Meters in Depot Town to help manage parking and fund the parking system

Discussion: Presently, all public parking both on-street and off-street in Depot Town is free. This contrasts with both the Downtown and West Cross districts where the majority of the parking requires payment. In order to have both a consistent and equitable parking system, it is prudent that the parking patrons in Depot Town also support the cost of providing and maintaining parking.

Action: Although the ideal situation would be to install multi-space pay stations to cover on-street parking in Depot Town as well as the lots, the cost of these units may be prohibitive (\$6,000 - \$9,500 per unit plus extended warranties that run between \$300 and \$700 per unit). Therefore, it may be more prudent to install individual meters along on-street spaces in Depot Town until such time that funding increases to allow investment in multi-space pay stations. This may require using individual meters for on-street spaces and putting in pay stations to cover the Frog Island Lot and Maple Street lots and the lot near the Freight House.

Time Frame: 16- 28 months due to cost of equipment may require budgeting.

Responsibility: City

2.2 – Launch a phone parking application

Discussion: Among the frustrations often voiced by patrons particularly in a business environment with restaurants is the fear of receiving a parking citation due to extended stays while visiting restaurants. While someone may have intended to only stay for 90 minutes, delays in being seated or simply enjoying the evening out can create anxiety that they will be ticketed. Technology that allows patrons to pay for parking by entering their license plate number into pay stations or smart phone apps can be configured with text alerts to notify when the time is about to expire. These apps allow patrons to extend their time without the need to return to a pay station. Pay stations and phone apps also allow someone to pay for parking

using credit cards reducing the need to carry cash or coins. A system like this should be implemented where meters or pay stations already exists so that patrons have the option of paying at the meter or pay station, particularly those that do not have smart phones.

Action: Partner with one of the many phone parking providers (ParkMobile, Pay-by-Phone etc.) to allow pay-by-phone parking.

Time Frame: 12 – 30 Months

Responsibility: DDA

2.3 – Begin the budget process to expand and upgrade the paid parking system

Discussion: Patrons will see real value for their parking dollars when a parking system is developed that can not only sustain itself, but provide the necessary level of service. This will require an initial investment and equipment in Depot Town to be part of the paid parking system. Eventually additional procedures (pay-by-phone) should be added to make the payment system as easy as possible throughout the CBD and various DDA districts. This means upgrading older style meters that currently only accept coins to new meters that can accept credit cards.

Analysis of parking rates used in other similar sized communities throughout Michigan showed some offering all free parking whereas others had a paid system. In the systems with paid parking, rates range from \$.50 – \$1.50 per hour for on-street parking. For example, the City of Birmingham has rates that range from \$1.00 to \$1.50 per hour for on-street parking with the more convenient spaces carrying the higher charge.

Action: Begin including in budgets the costs of adding parking control equipment. This may require adjusting rates in the future.

Time Frame: 6 – 18 Months

Responsibility: City

3 – New Private Parking

3.1 - Discourage the Development of Any New Private Parking Lots in the Downtown

Discussion: A parking system works best when the parking can be shared and the municipality is in control of 50% or more of the available parking in the downtown. At higher percentages of public parking, even more flexibility is available. This is an important benchmark because it allows shared use parking. Maximizing the percentage of the parking supply that is shared use allows the parking needs of the City to be met with fewer spaces, thereby requiring less investment. Ypsilanti is only meeting this benchmark in Depot Town.



When parking spaces are reserved for specific businesses or uses and are not available for multiple businesses in the downtown, they often go unused during parts of the day. While the current parking demand analysis showed that there is an overall sufficient parking supply in Downtown and West Cross, with an evening issue in Depot Town, the availability of shared use public parking is vital for downtown businesses to succeed. When there is a lack of available public parking because the parking is reserved for specific uses, this makes it difficult for a customer/visitor of the downtown to visit more than one location. This also makes it difficult to provide a sufficient amount of employee parking off-street for those businesses without their own lots.

Density combined with a mixture of land use types encourages activity in an urban setting. Privately developed surface parking lots can be discouraged through zoning ordinances. Some communities outright ban parking development by private developers, while others implement parking maximums that limit the amount of on-site parking that can be built with development.

When a community chooses to discourage private parking within a specific business district, the Municipality takes on the task of providing enough parking to support economic activity for all developments (other than residential) within the district. Most successful downtowns do not require parking in Central Business Districts. The reasoning behind this move is that a dense downtown can be created without an excess of parking or driveways. The parking that is built is intended for all businesses and encourages walking, thus encouraging customers to visit multiple locations. Additionally, this allows the City to keep development where they want, parking in locations that benefit the whole district and a more pedestrian friendly downtown.

Under this scenario, most of the parking need is provided by the City.

Action: Already the City of Ypsilanti does not require developments to provide parking with the exception of residential and even this can be waived via the payment of the in-lieu fee. This process encourages development of publicly available parking that can be shared among various uses with different peak periods. The City should maintain this policy.

Time Frame: 0 – 18 Months

Responsibility: City

4 – Shared Use

4.1 - Work with Private Parking Lot Owners in all districts to Create Additional Public parking for use during “off” hours (nights/weekends).

Discussion: Public and private partnerships are another key factor in providing additional shared use parking. It is recommended that the City work with lot owners that have underutilized lots to bring these spaces into the public parking system, through a lease or an agreement to plow, sweep and enforce. Where possible it will benefit the City to seek out additional public/private partnerships with parking to increase the amount of publicly available parking.

Action: The City should work with owners of private lots to allow for public shared use of the private parking areas where possible.

Time Frame: 2 – 14 Months

Responsibility: City / DDA

4.2 – DDA works with private businesses to share surplus parking with staff from adjoining businesses.

Discussion: The use of private parking during off hours as noted in recommendation 4.1 can help provide additional publicly available parking at night and on weekends. If the businesses with private parking, would open their surplus spaces to the employees of other businesses rather than the public, this would open prime on-street parking to visitors/patrons. These arrangements can be facilitated by the DDA / City so that businesses with the extra parking know how many added employees that they are allowing into their lots and under what conditions. This may involve developing a permit that the employees would obtain from their employer which directs and gives them permission to use the private lot. The results from the Thursday occupancy counts showed parking occupancy in the private lots was less than 60 percent during the daytime hours in all three districts and still just 80 percent at peak time in Depot Town at night. These values suggest an opportunity to more efficiently use some of these spaces for employee parking and free up additional public parking for customers and visitors.

Action: - DDA or City work with private businesses that may have extra parking to determine the number of spaces that they may be willing to make available to staff from adjoining businesses to free up public parking spaces.

Time Frame: 2 – 14 Months

Responsibility: DDA

5 – Bike Parking

5.1 Develop and adopt bicycle parking standards

Discussion: Bicycle parking, to be effective, should be regular, secure, visible and well lit.

Action: As part of updating vehicular parking standards, consideration should be given to developing and adopting bicycle parking standards and guidelines (engineering, not planning) for the city. Simple, yet effective, bike rack designs and placement will aid in increasing usage.

The Association of Pedestrian and Bicycle Professionals (APBP, www.apbp.org) *Bicycle Parking Guidelines, 2nd Edition (2010)* provides professional guidance on providing bicycle racks and covered parking enclosures for employees and visitors.

Time Frame: 0 – 6 Months

Responsibility: DDA

5.2 – Expand bicycle parking throughout each of the three districts

Discussion: Bike parking currently exists within the three districts, but not necessarily in a uniform manner, and at times, not in the quantities needed. Additional uniform and well-placed bicycle parking throughout the three districts could offset the need for some additional vehicular parking.

Regular bicycle parking, evenly placed through the districts, is suggested to provide a base volume of parking. Once arriving at the three districts, expanded bicycle parking facilities within the districts has the ability to reduce the demand for new vehicular parking to be created. The majority of the parking lots do not have provisions for bicycle parking. The North Washington Street Lot in the downtown district being the sole exception. Additional secure and covered parking would encourage use for employees and longer-term visitors to the districts.

Action: Add additional bike racks and consider installing bike lockers throughout all three districts. This is likely to help reduce the number of parking spaces needed.

Time Frame: 0 – 6 Months

Responsibility: DDA

5.3 – Bike Corral Parking

Discussion: Bike corral parking could be used as a seasonal method to provide additional parking, especially for events, restaurants, and entertainment areas. During warmer months, a single on-street or lot parking space can be converted into a bike corral, providing space for up to ten bicycles.

Action: In key areas consider allocating individual on-street or parking lot spaces as bicycle corral parking.

Time Frame: 0 – 6 Months

Responsibility: DDA

5.4 - Bicycle Connections

Discussion: Providing the necessary connections within and between districts of the proper design can encourage expanded use of bicycles as a mode of transportation around the CBD. A network of bicycle facilities (e.g., on street bike lanes, etc.) need to be completed within and between the three districts and connected to the rest of the city. Currently only Cross Street has bicycle lanes. Depot Town has bike lanes approaching it, but not continuing through it, and not connecting to Cross Street. The downtown district does not have any bike lanes. An increase in bike lanes, (buffered or protected are preferred) will allow for an increase in bicycle usage by riders other than “Type A” (very confident and experienced).

Action: Begin the process to develop the necessary bicycle facilities (lanes) buffered and protected from traffic whenever possible to encourage this use.

Time Frame: 16 – 41 Months

Responsibility: City / DDA

6 – Ridesharing / New Technologies

6.1 – Ridesharing spaces

Discussion: The significant increase in the use of ride share services (e.g., taxi, Lyft, Uber) has at times resulted in increases in travel lanes being blocked during drop offs and pickups and circulating vehicles. Designated drop off / pickup areas should be considered in areas of high-volume restaurant and entertainment venues, especially during peak hours. Two or three on-street parking spaces can be marked as “ride share” spaces during peak evening times, yet still be available for parking during regular business hours or used as loading zones. Parking signage can be developed to note the specific hours of operation. Additionally, consideration should be given to address vehicles left in city parking lots by patrons who may be using ride share due to excessive drinking. Business owners could be provided with a contact number to notify parking enforcement about vehicles being left overnight where not normally allowed.

<https://www.hometownlife.com/story/money/business/2018/10/12/uber-and-lyft-services-create-traffic-parking-issues-downtowns/1581058002/>

Action: Develop designated drop off / pickup areas in high volume restaurant entertainment areas. Mark spaces as ride share during these hours.

Time Frame: 2 – 6 Months

Responsibility: City / DDA

6.2 - New Technologies

Discussion: At this point it is difficult to know when and exactly how self-driving vehicles will be introduced in cities. Most articles of late point to autonomous vehicles being used as taxis and shuttle services in the first release of autonomous vehicles. The release date is unknown and is reported anywhere from 3 to 30 years away depending on technology and the laws regulating the technology.

Parking will be needed even with autonomous vehicles. Not everyone will live close enough to the downtown area that their vehicle can drive home after dropping them off. These cars will still have to be stored somewhere. There will most likely be a shift to store vehicles on the outskirts of downtowns. Though, because vehicles will not have a driver, parking structures will be able to be restriped making the spaces smaller to allow for more vehicles to park in the structure. This will, in turn, make it possible for surface lots to then be developed creating additional density and thus creating additional tax revenue in the downtown.

We do know that the market will not be saturated overnight due to the high costs of the vehicles and the fact that there is still not an overall buy in to autonomous vehicles at this point. It is clear that they will someday soon be a part of the downtown fabric but we do not yet understand exactly what the impact will be.

It is important to keep up with the parking demand in the downtown. The City can conduct annual turnover and occupancy studies to monitor where the parking demand is changing and address the issues. It will also be important to keep up with the industry and follow the potential impacts on parking systems due to the changes in autonomous vehicles.

Action: Keep educated with the progress of autonomous vehicles.

Time Frame: Annually

Responsibility: Parking Manager

6.3 – Bike share / Car Share / Scooters

Discussion: Other technologies or possibilities include provision of bike sharing services, car sharing services (zipcar) or scooters. While any of these possibilities may require dedicated spaces for their use, they may also encourage someone to realize that they do not need access to a personal vehicle since these services along with walking and public transit may provide for their transportation needs.

Action: Investigate possibilities of developing and providing these shared transportation alternatives

Time Frame: 6 – 18 Months

Responsibility: City / DDA

7 - Residential Parking

7.1 – Residential Flyer

Discussion: Downtown residents are an important part of downtown revitalization. It would be beneficial if the City worked with downtown landlords to create a flyer for locations of permitted overnight parking. The flyer should include a map identifying locations where it is permissible to park overnight without worry of receiving a parking ticket, the ordinance relating to overnight parking, cost and where to purchase permits and the fine for parking in the parking spaces that are not identified as residential permit parking. This flyer would be distributed to all existing downtown residents and provided to new downtown residents when signing leases if their building does not have dedicated overnight parking. Comparison of residential parking rates in some other Michigan communities showed the lowest rate was \$15.00 for a residential parking waiver in Hazel Park, Michigan. Overnight rates in Marquette are \$35.00 per month.

Action: Create a residential parking flyer clearly defining overnight parking and locations of approved overnight parking.

Time Frame: 12 – 36 Months

Responsibility: City

7.2 – Residential Permit Grace Period

Discussion: Among one of the concerns voiced during the focus group meetings was the need for the City to allow a grace period during the annual renewal period of residential permits. Movement between districts or areas can result in someone not having the proper permit for the new area. During a defined period, improperly permitted cars would not be given a citation with a fine attached but only issued a courtesy ticket.

Action: Implement defined grace period during annual residential permit renewal.

Time Frame: 0 – 6 Months

Responsibility: City

8 - Parking Duration & Allocation

8.1 - On-Street 2-Hours

Discussion: A two-hour limit is often the predominant duration for on-street parking as it suits the needs of the majority of customers and visitors. Based on parking Best Practices, it is generally agreed that on-street parking should be reserved for customers and visitors.

Action: Ensure that on-street parking intended for customer use is designated as two-hours to encourage turnover and prevent abuse by employees.

Time Frame: 6 – 18 Months

Responsibility: City / DDA

8.2 – On-Street (beyond two hours)

Discussion: Longer term on-street parking is acceptable in areas where turnover is not the desired effect. This parking can be used for additional employee or extended stay customer/visitor parking.

Unrestricted on-street parking may be provided where turnover is not required and therefore may be used by employee needing the longer-term parking. However, it is important that the employees are not pushed into residential areas as this will only create a new parking issue causing the residents to not have available parking.

Action: On-street spaces not directly adjacent businesses may be allocated as longer-term parking (beyond two-hours) provided that turnover is not needed. These spaces can be used as convenient parking for customers / visitors who may need to stay beyond two-hours or for use as additional employee parking.



Time Frame: 6 – 18 Months

Responsibility: City

8.3 - Off-Street Parking

Discussion: While on-street parking will often be the preferred choice for many customers and visitors due to its perceived convenience close to many intended destinations, it will not be the only parking consideration. The majority of the off-street parking should be long term for customers and visitors who plan on spending longer periods of time in the City. Public off-street parking is where most employees of businesses that do not have their own parking should park. It is important that long term parking be differentiated from the short-term parking with signs that are easy to understand. Currently there are no time restrictions in the public lots. There needs to be a clear definition of where employees should park and where customers wanting long term parking can park. Any parking intended for customer/visitor use is often set with a maximum time limit of three hours to discourage employees from parking in these spaces. Three-hour parking requires most employees to move their vehicle two times in a workday discouraging this action.

Action: Properly sign and provide customer parking in off-street lots with the most convenient spaces limited to three hours to discourage abuse by employees.

Time Frame: 6 – 18 Months

Responsibility: City / DDA

8.4 – North Washington Street Lot

Discussion: The North Washington Lot appears to be underutilized. Encouraging employees to use this lot may move them from other locations which in turn could mean more spaces available for customers and visitors. This could be accomplished through a combination of financial incentives (lower cost parking) and improved security. As such, this may require improvements in the lighting of this lot and a visible police presence.

Action: Implement a lower monthly permit rate for employee parking in the North Washington Lot. As soon as possible, upgrade the lighting.

Time Frame: 6 – 15 months

Responsibility: City / DDA

USER EXPERIENCE RECOMMENDATIONS

9 - Parking Signs

Discussion: Parking areas can be difficult to find if they are located behind buildings, particularly if someone is not familiar with the downtown. In Rich's opinion there should be more directional/location signs in the various areas, especially to lead parkers to public parking lots. The parking lots need identification signs that let a visitor of the downtown know that the parking is public and what the rates are. It is helpful to name the lots so that a customer can remember where they parked. Naming the lots can also help with giving directions to businesses in the downtown. The names should reflect the lot locations by using street names.

Pedestrian wayfinding is critical once a person parks and transitions to walking. Being able to follow wayfinding maps or signs aid pedestrians in locating key destinations and then the way back to where they parked. These types of signs are particularly important elements in tourist/customer/visitor-oriented downtowns. Ypsilanti should consider adding one or two kiosks, particularly in the downtown district with business listings and parking locations.

Rich & Associates has developed a parking signage best practices package that is detailed in this recommendation. The information is provided to show how the signs work together and provide a comprehensive wayfinding system.

Best Practice Sign types include

The following four types of parking signs are strongly recommended as best practices for improving driver wayfinding. Communities often miss the important role that signs play in making visitors comfortable with their surroundings and the effect that signs can have on vehicle travel and parking use efficiency.

Directional/Location:



Directional-parking signage is distinct in color, size and logo and directs drivers to off-street parking areas. Parking location signage complements the directional parking signage. The signs can have arrows pointing to the off-street lots. The signs are mounted on poles at standard heights, on the streets directing parkers to off-street lots. Ypsilanti has some of this type of sign, though the lettering is small.

Identification:



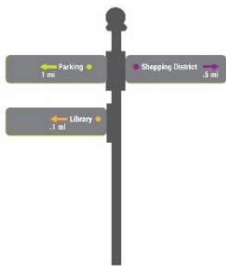
Identification signage is placed at the entry of each parking lot. The name of the parking area is identified and the type of parking available as well as hours of enforcement and the hours of lot operation are listed on the signage. The identification signage is distinctive in color and size, and it is located on a pole at a lower height. The text should be large enough to read while driving.

Vehicular Wayfinding:



Vehicular wayfinding signs are placed at points in the downtown leading drivers to places of interest and parking locations. The sign also points out the various landmarks or attractions that can be found. These types of signs are placed at key locations easily found by a driver and are intended to help a driver orient themselves to the downtown area. Arrows should always point forward, to the left and right. Avoid using downward pointing arrows causing drivers turn around. Ypsilanti already has a very good system of these types of signs.

Pedestrian Wayfinding:



Pedestrian wayfinding signs or kiosks are placed at the points of pedestrian entry/exit to parking lots. Typically, a map illustrating the downtown area that points out the various shops or attractions. These types of signs are placed at locations easily found by a pedestrian and are intended to help that person orient themselves to the downtown area, to locate their destination and then be able to return to where they parked. There is one pedestrian wayfinding sign near the Freight House.

The duration parking signs on-street should be consistent in color and text. They should also be placed at a height that will not be obstructed by a SUV parking in front of the sign and approximately 100 ft. apart. It is also important that there are enough signs on a block that it is clear that the parking is time restricted. All signs should be posted perpendicular to the roadway.



Current Parking Signs

It is important that a customer can clearly determine if parking is public or private, know the parking duration and if there is a fee for parking. Signs should all be consistent in text and color.



Action, Time Frame and Cost:

9.1 Action: Add location signs at the entrance to all public lots. This will aid in marketing and wayfinding.

Time Frame: 9 – 15 Months

Responsibility: DDA

9.2 Action: Rich & Associates recommends the addition of a family of parking wayfinding (3 sign types, there are vehicular wayfinding signs) in the downtown.

Time Frame: 12 – 36 Months

Cost: \$75,000-\$150,000 for a package of signs (not including wayfinding).

Responsibility: DDA

9.3 Action: All of the parking signs should use the same text size and color scheme. The text should remain consistent for parking signs both on-street and off-street. The lot introduction signs should be placed at the entrance of all lots and the text should be large enough to read while driving. The text on the current signs is small, specifically describing the hours of operation. The name of the lot should be clearly visible at the top of the sign and the hours of operation should be prominent.

Time Frame: 15 – 36 Months

Responsibility: DDA

9.4 Action: Permit parking and free visitor parking should be clearly identified. There are lots where it is difficult to find the visitor parking because it is mixed in the permit parking. Clearly identify areas in the lot with the visitor parking being the most convenient.

Time Frame: 15 – 36 Months

Responsibility: DDA

10 – Employee Parking

Discussion: Ensuring that employees have appropriate locations for their parking needs is critical in any successful downtown. If employees do not have adequate parking, they will seek to park in customer spaces and simply attempt to move their car to maintain the time limits. When this parking requires payment, they will become increasingly frustrated with the high cost that transient parking typically requires compared to more reasonable monthly rates when translated on an hourly basis. In order to provide for a lower cost often means that these spaces come with less convenience. This may also mean seeking to provide alternatives for employees having to drive when coming to work.

10.1 Action: Improve the walkability from designated employee parking to central destinations. This will often mean improved lighting, additional police presence (particularly at night) and ensuring that the designated employee parking areas are perceived as safe for both person and vehicle.

Time Frame: 24 – 48 Months

Responsibility: City

10.2 Action: Establish employee permit areas in all three districts where employees can park at a lower cost than the hourly transient rates.

Time Frame: 6 – 18 Months

Responsibility: City / DDA

10.3 Action: Manage and encourage employees to purchase parking permits.

Time Frame: 6 – 18 Months

Responsibility: City / DDA

10.4 Action: Address deficiencies in Ballard Street Lot and sell permits to encourage use by employees

Time Frame: 24 – 36 Months

Responsibility: City

10.5 Action: Investigate to have the DDA partner with TheRide (transit authority) for participating employers to offer low cost fares. This may encourage some employees to take advantage of this service and help in the reduction of parking needed. Similar to the program employed by the Ann Arbor Downtown Development Authority

Time Frame: 0 – 18 Months

Responsibility: DDA

11 – Pedestrian Enhancements and Activity

11.1 – Landscaping

Discussion: Pedestrian movement is an important aspect of parking. It is extremely difficult to get people to park beyond the front door of their destination if there is any concern regarding safety or if the experience is not pleasant. Lighting and landscaping can greatly change a person's perception of safety in lots and along sidewalks. Murals, art, window decorations and flowers can create a pleasant walking experience during the day and night. Follow the ordinance for landscaping criteria for all parking lots in the downtown.

Action: Follow landscaping criteria outlined in the land use ordinance for all parking lots in the downtown (public and private) in order to enhance pedestrian safety by increasing the separation from motor vehicle traffic.

Time Frame: 6 – 18 Months

Responsibility: City

11.2 – Lighting / Pedestrian Safety

Several people commented in the focus group and in stakeholder meetings about not feeling safe in the downtown area. A lighting study is recommended along the sidewalks and in the public parking lots to assure that there is enough lighting. It is also recommended to have a visible police presence in the downtown on a regular basis both in the daytime and at night, walking and on bicycles. Whether the feeling of not being safe is a perception or it is reality, people have stated that they will not walk in downtown Ypsilanti due to their not feeling safe and this needs to be addressed.

All pedestrian walkways should be barrier free and easy to navigate. Minimize pedestrian and vehicular interaction by creating a clear differential between the street and sidewalk. This can be done by using texture, colors, trees, or planters between the sidewalks and streets. It is also important to provide handicap accessibility at all intersections. There were several complaints in the survey responses regarding the one-way streets and the speed that vehicles travel. It is difficult to have a vibrant downtown when people are unwilling to walk and bicycle, due to a fear of being hit by a vehicle.

Having two-way streets with on-street parking typically reduces the speed of vehicles in a downtown setting. One-way streets can be difficult for someone unfamiliar with the area to navigate. They can make it difficult to find parking for a particular destination. This is an MDOT issue that is being addressed within the next 10 years to convert many one-way streets to two-way. Trees, banners, art and window displays are other ways to help reduce the speed in downtowns. Bump outs or bulb outs help provide an area of safety when pedestrians are crossing the street. Creating a more pedestrian friendly downtown encourages people to park once while visiting the downtown helping cut down on congestion.

Action: Conduct a lighting study along sidewalks and in public lots. Also, as funding and officers are available add police officers to a route in all districts (particularly downtown, at least initially) to increase perceptions of increased safety.

Time Frame: 6 - 18 Months

Responsibility: City

11.3 – Walking Distance

Discussion: Customer and visitor parking should remain close and convenient, while it is generally expected that employees walk farther in downtown settings. Educating business owners, managers and employees on appropriate parking behaviors is important. There should be a clear understanding with business owners and employees that leaving on-street parking along with the close and convenient off-street spaces for customers is vital to the success of businesses in the downtown. The intent is to provide an equitable parking system that works for all businesses in the downtown. As discussed earlier, education and marketing are a key component to a successful parking system.

The following chart details people's tolerance for walking depending on the environment. We understand that every community is different and that this will vary depending on the vibrancy, density and age of the downtown.

Chart to illustrate people's tolerance for walking

	Minutes	Feet
In a highly attractive, completely weather protected & artificially acclimatized environment	20	5,000
In a highly attractive environment in which sidewalks are protected from sunshine and rain	10	2,500
In an attractive but not weather-protected area during periods of inclement weather	5	1,250
In an unattractive environment (parking lot, garage, traffic-congested streets)	2	600

Gruen, Victor, *The Heart of Our Cities. The Urban Crisis: Diagnosis and Cure.* Simon and Schuster 1964, New York, p. 250:

"An average walk is at a speed of 2.5 miles per hour. This converts to 13,200 feet per hour or 220 feet per minute. On this basis, a 5-minute walk would be 1,100 feet and a 10-minute walk would be at 2,200 feet." Pushkarev and Zupan. *Public Transportation and Land Use Policy.* Indiana University Press from a study by Regional Plan Association of New York (RPA).

It is difficult for a retail business to survive in an area when there is not convenient on-street parking available. If a customer wanting to visit a retail store to complete a specific errand cannot find convenient parking they will go elsewhere. If a customer is planning on visiting more than one retail location, they may be willing to park a bit further away and if a customer is planning on spending the day in a downtown, they are may to park off-street and even further away as long as the parking location and path to their destination is perceived as safe.

Action: Even so, it will be important that the distance even for the longer stays is not excessive for customers and visitors. In any case, it is important to locate the employees to parking that is either less convenient for customer use or where turnover is not needed and / or into off-street parking.

Time Frame: 12 – 24 Months

Responsibility: City / DDA

11.4 –Alley access

Discussion: Both the N. Huron Lot and the N. Adams lot had alley ways that lead from parking lots to the front of businesses where vehicles were parking making it unsafe for pedestrians to walk. Making alleys appear safe can make for improved access between parking areas and the businesses. If the pedestrian alleys are public, then vehicles should not be allowed to park in them with significant fines for doing so.



Action: Work with private building owners to get lighting and art in the alleys to make them more pedestrian friendly.

Time Frame: 0 – 18 Months

Responsibility: City / DDA



PARKING STUDY

FOR

YPSILANTI, MICHIGAN

RICH & ASSOCIATES

PARKING CONSULTANTS

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ARCHITECTS • ENGINEERS • PLANNERS

LEGEND:

BLOCK NUMBER

STUDY AREA

WALKING DISTANCES IN MILES

West Cross DDA District

Depot Town DDA District

Downtown DDA District

BLOCK FACE KEY PLAN:

A

D # B

C

Sheet Title:

WALKING DISTANCES

File No	1918
Scale	NTS
Date	12-2018
Checked By	

MAP Number:

MAP 3

Pg. 112

12 – Marketing

12.1 – Marketing Flyer

Discussion: Marketing is a key aspect of a successful parking system. Marketing should be done every time there is a change to the parking system and should be directed towards downtown employees, business owners, residents and customers and visitors of the downtown. It is important to help encourage downtown employees to park in the long-term parking areas, leaving the most valuable on-street parking for customers and visitors. Additionally, an individual's perception of Ypsilanti is greatly enhanced if they know ahead of time where they can park and what, if any, restrictions on parking duration apply.

Action: Develop a flyer that can be distributed to businesses and carried by the Parking Enforcement Officer.

Time Frame: 28 – 36 Months

Cost: \$300-\$500 for flyers with \$800 annually for ongoing maintenance.

Responsibility: City / DDA

12.2 – Website Link for Parking

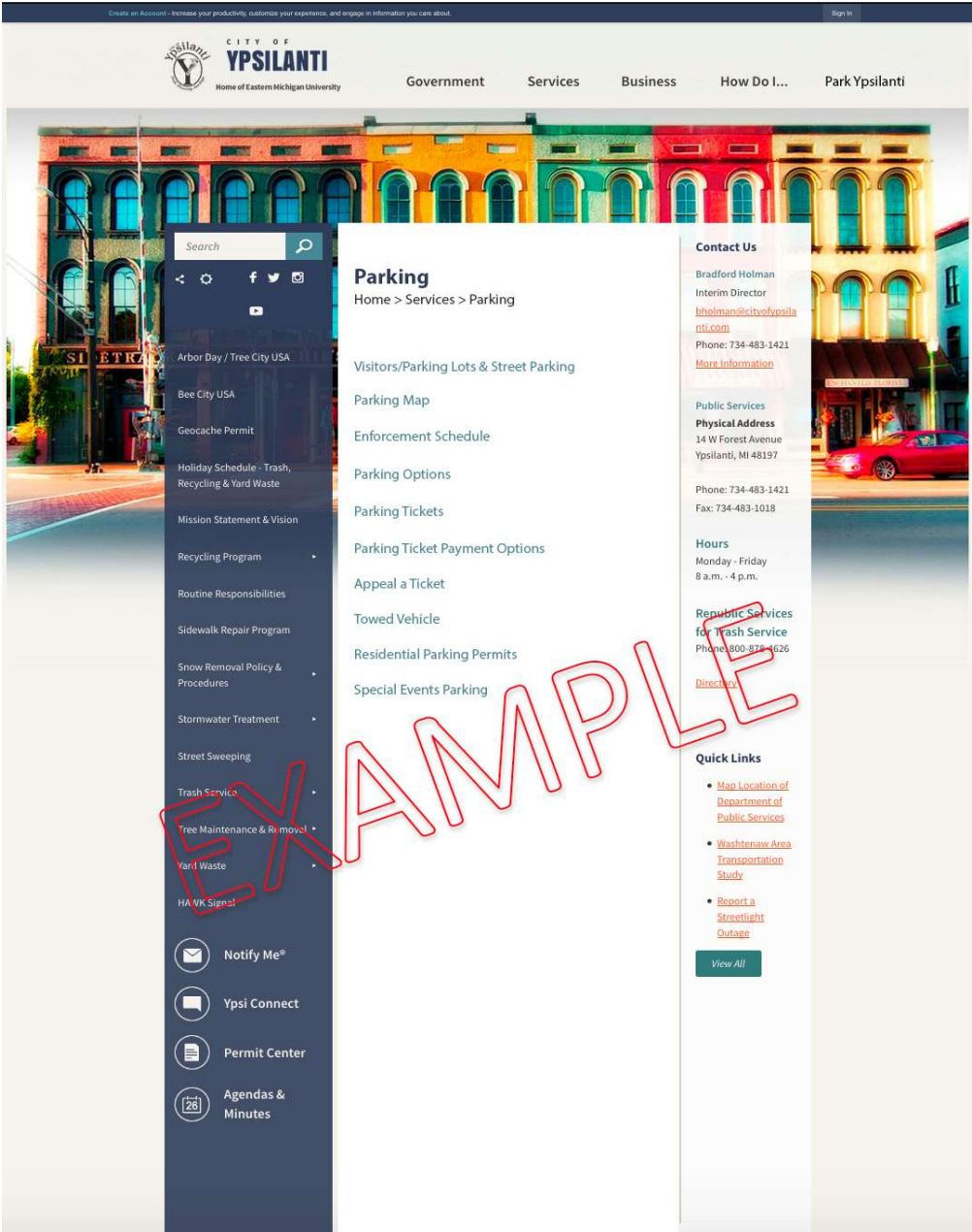
Discussion: Marketing materials can include direct mailings, brochures, maps, kiosks, on-line web pages and articles in magazines and newspapers. Information contained in the marketing materials should include parking location data, up-coming changes, regulations, fine payment options and any other information relating to the parking system.

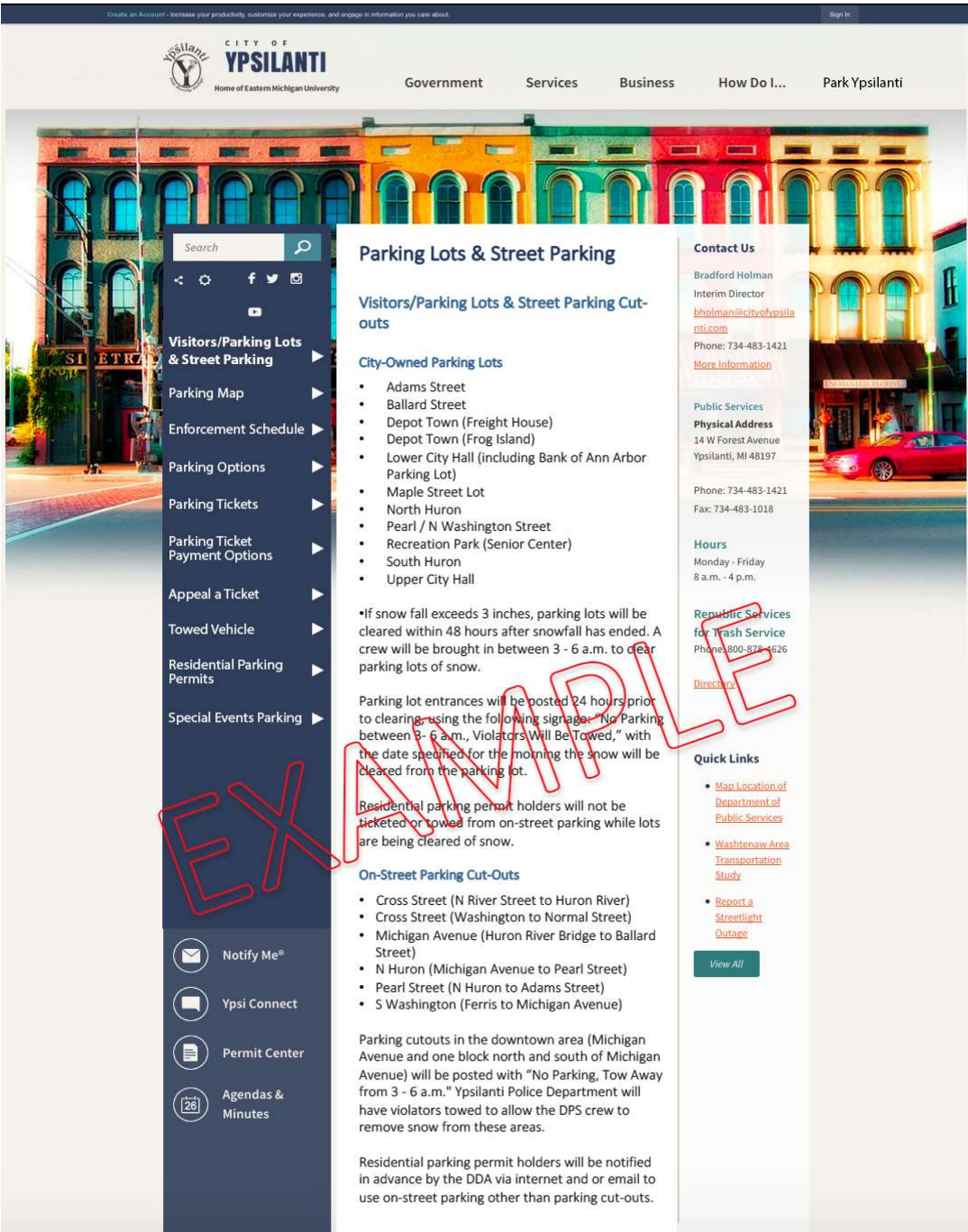
Action: Beginning on **page 115**, Rich is demonstrating the information that should be included on the City's website regarding parking. There should be a button or link from the City home page and should include maps for all three districts, showing parking areas and key attractions in each district, the businesses and the parking system. The site is even more beneficial if it includes all the durations of parking both on-street and off-street, including pricing for permits, meters, parking violations and options to use other modes of transportation to get downtown. This information will be vital to a successful transition with any changes to the parking system in the downtown.

Time Frame: 28 – 36 Months

Cost: Estimated at \$300-\$500 initially and then wrap into cost of annual marketing.

Responsibility: City / DDA







12.3 – Parking Enforcement Officers as Ambassadors

Discussion: To many individuals, parking enforcement officers (PEO's) are perceived with disdain. Perceptions are that parking is or should be free and issuing citations is simply another revenue grab by the municipality. In reality, parking enforcement is a necessary element in any well-run parking system to help to ensure that the most convenient parking is available for customers and visitors. Parking fees also help to maintain the parking system that otherwise may be ignored in an era of tight municipal budgets for more pressing issues. Rich feels that parking enforcement should really be intended to discourage habitual abuse of the parking rules by use of "courtesy tickets" that will both educate and control access to convenient parking. Parking enforcement can be seen as ambassadors when short-term violations are not immediately penalized. Parking enforcement officers can also be marketed as additional eyes and ears in the community noting issues in lots and on-street that if left unattended could become more serious issues. PEO's can provide direction to key destinations, information on ride-sharing, car-sharing or bike-sharing locations as well as information regarding each district. Develop a flyer that explains parking rules for public distribution and that can be carried by the Parking Enforcement Officers. The flyer should also be available on the City website, at DDA offices and in businesses. This is intended to be marketed toward customers and visitors of the City as well as residents and employees. There should be clear distinctions of where employees should park and where customers wanting to spend more than two hours downtown can park.

Action: Train PEO's to be ambassadors of the CBD.

Time Frame: 6 – 18 Months

Responsibility: City / DDA

12.4 – Special Event Parking

Discussion: Special events will often bring much larger groups into the CBD beyond the capability of the parking and roadways to accommodate the traffic. Having a plan in place to direct patrons to peripheral lots can help with both issues.

Action: Rich & Associates recommends that a plan be developed for parking during special events. This plan should include remote lot location(s) (public school, church, City or Municipally owned lot) and if necessary, an agreement with the lot owner. Additionally, some form of shuttle service may need to be arranged with the local transit service, or schools.

Purchase sandwich boards and develop a flyer to be used during special events. The flyers can be handed out to businesses and used in marketing the event (further discussed in the Marketing recommendation). The sandwich boards are used as temporary wayfinding signs during special events leading parkers to the temporary overflow lots.

Time Frame: 12 – 18 months

Responsibility: DDA

MAINTENANCE RECOMMENDATIONS

13 - BUDGETING

13.1 – Track all parking related revenues and expenses

Discussion: Properly maintaining parking is a combination of both day-to-day operations and aesthetics, such as; cleaning of lots of trash and debris, maintenance of control equipment (meters, signs), ensuring that lighting is appropriate and working, as well as performing landscaping and tree trimming.

A cursory review of the City's financial statements does not appear to delineate revenue or expenses from parking operations. In our opinion, one key consideration in managing the parking system and its maintenance is ensuring that revenues not only cover day-to-day expenses but should also fund long-term improvements. Without information on existing expenses, Rich has estimated the per-space parking expenses for the City of Ypsilanti based on data completed as part of another project.

In 2017 Rich was asked to assess the financial health of the parking system and make recommendations for the City of Joliet Illinois. As part of this assessment, the firm reviewed financial information on the parking system operating costs and revenues from surrounding communities in the Chicago area. The closest municipality in size and number of managed spaces to the City of Ypsilanti (20,000 population and 1,353 spaces) was the Village of New Lenox with a population of 24,400 and 1,381 spaces managed (primarily commuter). Here the average expense per space was \$128.00. Applying this value to Ypsilanti would mean annual operating expenses for the parking system of about \$173,000. The Village of Schaumburg although more than three times as large as Ypsilanti manages just 1,200 parking spaces with an average expense of \$121.00. Eliminating the communities that have more than 3,000 managed spaces resulted in six communities with an average of 1,700 managed spaces at an average annual expense of \$285.00 per space. Therefore, if we assume an average annual expense per space for Ypsilanti of about \$200.00 (\$270,000) for routine maintenance as noted above, we can begin to develop a parking budget for day-to-day maintenance and factor in the amounts necessary to budget both for long-term improvements and capital replacement.

Action: Specifically track all parking related revenues and expenses.

Time Frame: 6 – 12 Months

Responsibility: City / DDA

13.1.1 – Develop a Sinking Fund for long-term capital expenses

Discussion: Apart from the day-to-day cost of operating the parking (\$200 per space noted above), the parking budget should also include an amount to be set aside into a sinking fund for capital upgrades to the parking system. We recommend putting aside \$40.00 per parking space

per year. This would equate to about \$54,000 set aside each year. Additionally, Rich would recommend an additional \$114¹ per space per year be set aside assuming a four percent annual return to provide necessary funds to rebuild parking lots. Asphalt lots will deteriorate over time and approximately every 15 years may need significant reconstruction. Setting the \$114 per space aside in the annual budgeting will help to ensure that the money will be available for this eventual expense.

Action: Create a sinking fund for maintenance and upgrades to the parking system.

Time Frame: 6 – 12 Months

Responsibility: City / DDA

13.1.2 – Parking as an Enterprise Fund

Discussion: When parking is designated as an enterprise fund, it is expected that the revenues from the parking system will be able to cover all the operating and capital needs of the system. This means not only collection of revenues, but also solid control on expenses. Having such a system reduces the strain on the municipal budgets as parking is not then covered out of general fund accounts. As the parking system can be improved and continues to evolve, the City should be able to define parking as an enterprise fund although it is understood that this may take some time before this can occur.

Action: Consider improvements that will help ensure the financial stability of the parking system such that in time parking can be an enterprise fund.

Time Frame: 12 – 24 Months

Responsibility: City / DDA

13.2 – Maintenance Schedule for Lots

Discussion: The maintenance means developing a maintenance schedule for the lots to keep up with daily, weekly and annual maintenance needs. It also means understanding these annual operating costs and budgeting for more expensive maintenance costs such as restriping, light replacement, parking control equipment replacement, etc. A rotating schedule should be developed with daily, weekly, monthly and annual tasks to assure proper maintenance is completed.

Regular cleaning of the lots and trash removal is an important part of making a lot feel safe. It is difficult to get people to use the lots if they do not feel safe and if they are unclean. There

¹ The lots surrounding Rich's offices were recently reconstructed. Information provided by the management company related that this reconstruction costs approximately \$1,700 per space.

should be daily trash removal in the lots. The dumpster enclosures should be kept up and monitored.

Lighting needs to be updated in the Ballard street lot, Riverside Arts Center Lot, N Washington Public lot, City Hall upper lot.

Action: Develop a rotating schedule of maintenance tasks for daily, weekly and annual maintenance needs. This helps keep the costs lower rather than wait until issues become extreme.

Time Frame: 12 – 36 Months

Responsibility: City

14 – Painting / Striping

14.1 – On-street Space striping

Discussion: It is important that the City keep up with maintenance of striping of the on-street parking spaces. The striping of all on-street spaces makes enforcement more efficient. It also makes it easier for parkers by providing a clear distinction of the spaces, allowing a parker to clearly see the defined parking space and not take several spaces and helps prevent vehicles from being blocked in on-street. The City can use information contained in the Parking Conditions Audit to determine which lots should be prioritized by the level of maintenance needed.

Action: Conduct, at least annually, a review of on-street stall striping (perhaps every fall) so that remedial work can be conducted in the Spring.

Time Frame: 0 - 12 Months

Responsibility: City

14.2 - Curb Painting

Discussion: Curb painting should be consistent throughout the downtown and in all districts. If parking is allowed, the curb should not be painted yellow (picture shows curb across from the Freight House in Depot Town, two-hour parking and a yellow curb). Use the standard curb colors below to paint curbs where needed. Consistency in curb painting is important and will help enforcement staff do their job.



Standard curb colors:

Yellow – Active Loading Zone

Red – No Parking

Blue – Handicap

Action: Paint curbs following the colors provided consistently throughout the entire study area.

Time Frame: 0 -12 Months

Responsibility: City

15 – Communication

15.1 – Business Text Alert System

Discussion: Maintaining parking lots in an efficient cost-effective manner may require that some spaces or facilities are taken out of service for short periods to perform necessary work. Informing patrons prior to this work being undertaken can give them opportunity to seek alternative parking locations or to make other arrangements. Such a system can also inform on changes to the parking system, street closures, plowing routes and times, special event information as well as emergency situations.

Action: Work with the DDA Districts to enhance as necessary to include maintenance information the business text alert system that allows the City to share important information.

Time Frame: 0 – 12 Months (Already in Place – Maintain)

Responsibility: City

16 – Parking Revenue and Control Equipment

16.1 – Parking Meters

Discussion: Patrons are most comfortable in a parking system where there is consistency in the equipment used. They should not have to learn new equipment depending on the location parked within the City. It also means being able to read and understand any parking restrictions as noted on meters. As such, meter maintenance is important and should include the aesthetics and the mechanical aspect of the meter. The meters should all be installed at the same height. Currently the meter heights vary and some of the meters are mounted much too high making it very difficult for many patrons to use. Information contained in ADA standards (X02.6.2) which are reasonable state that the centerline of all controls on a parking meter shall be no more than 42 inches above the pedestrian access route. This height would make it easy for virtually all patrons to both operate the meters and see information beneath the dome. Stickers placed on the meters can be different colors to differentiate between 2 hour and 10-

hour meters. All meters should have information on the meter providing the hours of operation and cost per hour. ***There is a 10-hour meter in the Ballard Street lot that is two-hour parking.***

It is important to clean and or replace the lenses when they are scratched or when the seals are broken creating issues with fogged meters. The meters should be repainted the same color (unless distinguishing between different durations). If at all possible, use one company for the coin slots and mechanical features. There are several meters that have a credit card slot though credit cards are not accepted adding to the confusion of patrons.



There are issues with the coin storage in the meters as well. Some meters do not have an up to date collection canister, the coins are loose inside the meter housing. This creates potential issues in accounting and puts those collecting the money in an unsafe position. All meters should have a canister that is locked for the coin to drop into and collection staff should have a locked cart that receives the canister to empty the coin without anyone ever having to touch the coins.

Consider adding a phone application to pay for parking to provide multiple payment options on at the meters.

Remove the nonfunctioning pay station in the N. Adams lot. This only leads to confusion and frustration when a parker tries to pay at this machine.

Action: Meters (Correction of height inconsistency, maintenance, consistency, time limits information conveyed, methods of operation (coin, credit card, pay-by-phone)).

Time Frame: 13 – 37 Months

Responsibility: City / DDA

17 – Stormwater Management

17.1 – Design changes within lots to handle stormwater

Discussion: Beyond porous pavements, significant storm water management can take place in the landscaped islands within the parking lots or outfall areas from the lots where bioswales can replace raised hardscaped or landscaped areas and filter the runoff and reduce the volumes of storm water prior to out-letting to a traditional storm sewer system.

The National Association of City Transportation Officials (NACTO, www.nacto.org) produces the *Urban Street Stormwater Guide* that can assist the city in planning for storm water management in the rights-of-way and in the municipal parking lots.

Action: As lots are rebuilt investigate appropriate changes in landscaped islands and peripheral borders for managing stormwater runoff.

Time Frame: 33 – 69 Months

Responsibility: City

18 - ADA Parking Recommendations

18.1 – Barrier Free Requirement ADA Standards

As part of the parking analysis, Rich & Associates reviewed the number of barrier free (handicap) parking stalls in Ypsilanti. **Table BB** is a copy of the Americans with Disabilities Act (ADA) parking guidelines. It should be noted that it is permissible in the ADA recommendations that the spaces required in one lot can be provided in another lot if the relocated accessible spaces would be along a more accessible pathway. However, the aggregate total of spaces must be provided.

Table BB
ADA Parking Guidelines

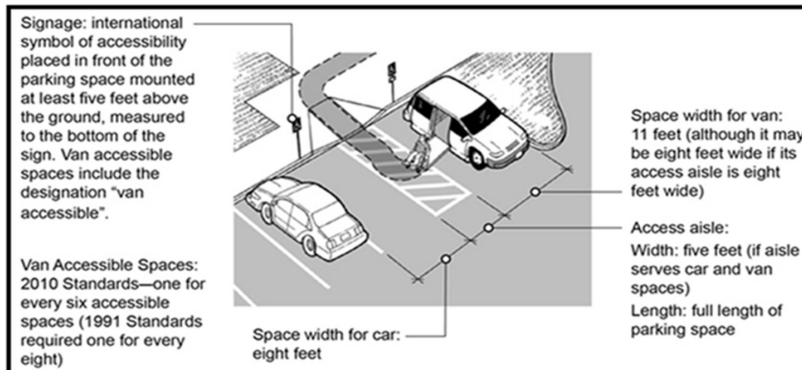
Total Parking in Lot	Required Minimum Number of Accessible Spaces
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7
301 to 400	8
401 to 500	9
501 to 1000	2% of total
1001 and over	20, plus 1 for each 100 over 1000

One in every eight accessible spaces, but not less than one, shall be served by an access aisle 96 in (2440 mm) wide minimum and shall be designated "van accessible"

Follow the Zoning Ordinance Chapter 122, Sec. 122-683. Off-street Parking layout and construction for all other uses. (g) 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. Exhibit 1 is an example of a barrier free parking space layout from the ADA National Network.

- https://www.ada.gov/2010ADASTandards_index.htm,
- <https://www.access-board.gov/guidelines-and-standards/buildings-and-sites/about-the-ada-standards/guide-to-the-ada-standards/chapter-5-parking#spaces>

Exhibit 1 <https://adata.org/factsheet/parking>



The following tables show the number of barrier free parking spaces in the public lots. The tables are separated by DDA District and show the surplus of barrier free spaces or the number of barrier free spaces that need to be added to the lots.

Table CC

DOWNTOWN BARRIER FREE SPACES IN PUBLIC LOTS					
Column1	Column2	Column3	Column4	Column5	Column6
Block #	Lot	Total Capacity	# of Barrier Free Spaces Required	# of Barrier Free Spaces Provided	Surplus/ Shortfall
45	North Washington Lot	85	4	6	2
50	North Adams Lot	64	3	2	-1
51	North Huron Lot	52	3	3	0
53	Riverside Park S Lot	31	2	1	-1
58	South Huron Lot	84	4	4	0

Table DD

WEST CROSS BARRIER FREE SPACES IN PUBLIC LOTS					
Column1	Column2	Column3	Column4	Column5	Column6
Block #	Lot	Total Capacity	# of Barrier Free Spaces Required	# of Barrier Free Spaces Provided	Surplus/ Shortfall
1	Pease Auditorium Lot	107	5	3	-2
26	Ballard Lot	31	2	3	1

Table EE

DEPOT TOWN BARRIER FREE SPACES IN PUBLIC LOTS					
Column1	Column2	Column3	Column4	Column5	Column6
Block #	Lot	Total Capacity	# of Barrier Free Spaces Required	# of Barrier Free Spaces Provided	Surplus/ Shortfall
12	Frog Island North	22	1	0	-1
12	Frog Island South	96	4	6	2
14	Freight House Lot	26	2	3	1
15	Maple St Lot	62	3	0	-3
22	Riverside Park N Lot	12	1	1	0

Rich & Associates encourages the development of on-street barrier free stalls to ensure the downtown is accessible to everyone. The ADA has a draft guideline for on-street parking minimums that uses the same requirements for off-street parking (not in residential areas). This draft was developed in 2011 and has not been updated or finalized.

Generally, it is best to have one on-street barrier free space per block face in the dense downtown areas. Locating these spaces as either the first or last space of the block tends to work best due to the space being located next to a ramped sidewalk. It is recommended that Ypsilanti follow the ADA proposed guidelines for the core downtown area.

ADA Proposed Guidelines for On-street Parking:

<https://www.access-board.gov/guidelines-and-standards/streets-sidewalks/public-rights-of-way/background/access-advisory-committee-final-report/x02-6-vehicular-ways-and-facilities>

Action: Address deficient barrier free space complement in the lots.

Time Frame: 0 – 6 Months

Responsibility: City

18.2 – Barrier Free Parking Per Need

Discussion: The previous discussion and recommendation analyzed the number of handicap accessible spaces as function of the capacity of each lot. This follows guidelines as noted in the American's with Disabilities Act which mandates the number of spaces to be provided based primarily on the size of the individual parking area. The only exception to this is medical facilities. For outpatient facilities the required number is 10% of the size of the lot and if the facility caters to patients with mobility related conditions, the proportion is 20%.

As such, the number of spaces per the capacity may not be adequate for the area being serviced. Even though the surrounding businesses or entities may not be medical based under the definition of the ADA, it may be appropriate to provide more accessible spaces, either in lots or on the streets, if these are more accessible along a more accessible path.

Action: Monitor the need and provide as necessary additional barrier free spaces even if above ADA minimums.

Time Frame: 0 – 6 Months

Responsibility: City

19. Parking Enforcement

19.1 – 19.4 Staffing

Discussion: Parking enforcement is an important and necessary component of a properly functioning parking system. By differentiating the time limits of parking between off-street and on-street parking, the intent is to ensure that customers and visitors always have not only

adequate but also the most convenient parking possible. However, achieving this goal means that it is necessary to enforce the parking time limits in order for the allocation to work.

Enforcement of time restrictions and other regulations should follow the posted enforcement hours of operation in the entire downtown. Within reason, the enforcement staff cannot choose who gets a ticket. Everyone in violation is treated equally. Parking regulations are necessary and implemented to increase the efficiency of the parking system by allocating certain parking areas to specific users. When the regulations are not followed, the system efficiency is degraded.

Parking Enforcement Officer (PEO) staffing levels will need to be adequate to ensure that parking is routinely monitored per the applicable regulations. Specifically, one PEO can monitor a route consisting of between 600 and 800 parking spaces. This ratio assumes the use of handheld ticket writers and includes the PEO covering a mixture of long- and short-term parking. If an individual is in a vehicle, a specified route of 600 to 800 parking stalls can be monitored up to four times during a standard shift (as permitted with scheduling). There should be multiple routes with varied times so that patterns are not developed allowing patrons to know when and where to park to avoid a citation.

If parking enforcement is done consistently there is no need to have full time PEO or to cover every space for every hour of the enforcement time. It is important to maintain a level of staffing to cover the entire parking supply though this can be done randomly. As budgeting allows, follow the recommendations below for parking enforcement. The officer should work varying schedules between 9:00am – 5:00pm Monday through Friday. However, Depot Town and perhaps West Cross should consider extending the two-hour limit for on-street parking enforcement to at least 6:00 or 7:00 pm. This helps prevent abuse by restaurant staff who arrive for their evening shifts after 3:00 pm who will often take the most convenient on-street spaces because of the expiration of the two-hour limit at 5:00 pm. Extending the two-hour limit later into the evening can help prevent this abuse.

When using the handheld device and following a route, every parking space, whether occupied or not, is then entered into the device (typed in or a picture taken of plate) giving a time stamp of when the PEO checked the space. This helps ensure that a vehicle is not given a ticket before the posted duration.

Handheld units can also store data concerning warrants, previous offenders, shuffling of vehicles and unpaid tickets. If a vehicle needs to be booted or towed due to multiple unpaid tickets, the information will display on the handheld unit. Software needs to be purchased to run a handheld system and process and file tickets. A cloud based back up or a “home base” where the handhelds can be downloaded and updated daily will also be required. There are several options of specific ticket writing units. Much of the software written for enforcement can be used with tablets or smart phones. The units can also take pictures of the vehicle in violation.

PEO should be dedicated to parking duties, only being reassigned during emergencies or special circumstances that may arise. Clearly identifiable signs should indicate that the hours that

parking is enforced. Enforcement of the parking lots as well as on-street parking is necessary to make the system work.

19.1 **Action:** Continue enforcement managed through two parking enforcement staff.

Time Frame: 0 – 6 Months (Already in Place)

Responsibility: City

19.2 **Action:** PEO should be dedicated to parking duties as an ambassador of the downtown, only being reassigned during emergencies or special circumstances that may arise.

Time Frame: 0 – 6 Months

Responsibility: City

19.3 **Action:** Train PEO's to act as Ambassadors.

Time Frame: 8 – 20 Months

Responsibility: City / DDA

19.4 **Action:** PEO should enforce the parking lots and on-street parking to create an equitable system that works for everyone.

Time Frame: 8 – 20 Months

Responsibility: City

19.5 - Parking Fines / Citations

Discussion: It is recommended that the City move to a graduated fine system (i.e., the first ticket would be a courtesy ticket, and the second ticket would be \$17.00 with each ticket after increasing in price). The current parking ticket for overtime parking is \$17.00. By offering a courtesy ticket first, the parker has clearly been warned of the parking time durations and with free long-term parking available there are the appropriate parking options.

The recommended graduated parking fine schedule for overtime parking tickets:

1st– Courtesy ticket

2nd –\$17.00

3rd –\$25.00

4th –\$35.00

Offer courtesy tickets during the first few weeks of enforcement when the system is changed. After the first few weeks, adopt the recommended fine schedule and only offer a courtesy ticket when a parker has not received a ticket in six months (or whatever time frame is chosen). From a public relations standpoint, it would be preferable to issue a Courtesy ticket alerting the parker of their violation and then explaining the rules for parking in the downtown including a map of labeled parking areas.

All fines should go to a parking fund and should be used to cover parking operating expenses with any net revenue going back into the downtown area (parking fund) for things such as parking enforcement, sidewalk cleaning, signs, lighting, banners, etc. Parking revenue is then helping to pay for the upkeep of the downtown.

Action: Adopt the recommended fine schedule along with courtesy tickets.

Time Frame: 4 – 16 Months

Responsibility: City

20. Additional Parking

20.1 Investigate possibilities for additional parking

The parking demand models demonstrate that within both Downtown and West Cross there is sufficient total parking available. Initiatives that seek to partner with private businesses to share parking either making the parking available to the general public at least during the evening hours or where some spaces owned by one business can be used by the staff of adjoining businesses in order to make more space available in the public lot should be encouraged.

In Depot Town, the demand assessment has demonstrated that during the evening hours, parking is extremely tight even considering use of all public and private parking and will become more congested in the near future from the anticipated impact of the Thompson Block development. In reality, spaces controlled by many private businesses may not be available to offset blocks or businesses with deficient parking meaning the conditions will be exacerbated. Given these conditions, Depot Town clearly is in need of additional parking.

The possibility of a rail station in Depot Town presents an opportunity to develop parking that will service not only the train station but support the anticipated parking deficiency expected to occur in the near future.

Action: Investigate opportunities to combine rail parking with Depot Town parking needs in combined facility.

Time Frame: 22 – 38 Months

Responsibility: City

Summary

On the following pages is a chart showing the sequencing and anticipated duration by type of each of the various recommendations.

SECTION 7 | RECOMMENDATIONS

Recommendation Type	Category	Rec #	Description	Begin Process	Process Complete	6/1/2019	8/1/2019	10/1/2019	12/1/2019	2/1/2020	4/1/2020	6/1/2020	8/1/2020	10/1/2020	12/1/2020	2/1/2021	4/1/2021	6/1/2021	8/1/2021	10/1/2021	12/1/2021	2/1/2022	4/1/2022
Management & Operations	Bike Parking	5.3	Add Bicycle Parking Corrals	6/1/2019	12/1/2019																		
Management & Operations	Management	1.1	Appoint Point Person to Manage Parking	6/1/2019	12/1/2020																		
Management & Operations	Management	1.2	Seek Opportunity for City/DDA Cooperation re Parking	6/1/2019	12/1/2020																		
Management & Operations	Management	1.3	Form Parking Advisory Committee	6/1/2019	12/1/2020																		
Management & Operations	Private Parking	3.1	Limit New Private Parking	6/1/2019	12/1/2019																		
Management & Operations	Bike Parking	5.1	Develop and Adopt Bicycle Parking Standards	6/1/2019	12/1/2019																		
Management & Operations	Bike Parking	5.2	Expand Bicycle Parking	6/1/2019	12/1/2019																		
Management & Operations	Residential Parking	7.2	Residential Parking Grace Period (Renewal Period)	6/1/2019	8/1/2019																		
User Experience	Employee Parking	10.5	Investigate Partner with Transit for Reduced Cost Emp Pmts	6/1/2019	11/1/2019																		
User Experience	Pedestrian Enhancements	11.4	Work with Private Owners for Improvements to Ped Walkways	6/1/2019	12/1/2020																		
Maintenance	Painting	14.1	Stripe On-street Spaces	6/1/2019	6/1/2020																		
Maintenance	Painting	14.2	Paint Curbs Consistently for Restrictions	6/1/2019	6/1/2020																		
Maintenance	Communication	15.1	Maintain Policy of Text Message Alerts	6/1/2019	6/1/2020																		
ADA	ADA Parking	18.1	Address Deficiencies in ADA Compliance Within Lots	6/1/2019	12/1/2019																		
ADA	ADA Parking	18.2	Monitor Need for Accessible Spaces Above ADA Minimums	6/1/2019	12/1/2025																		
Parking Enforcement	Staffing	19.1	Continue Enforcement with Two Staff	6/1/2019	12/1/2025																		
Parking Enforcement	Staffing	19.2	Parking Enforcement Primary Duties	6/1/2019	12/1/2025																		
Management & Operations	Shared-Use	4.1	Use of Vacant Private Spaces for Public Parking Off-hours	8/1/2019	8/1/2020																		
Management & Operations	Shared-Use	4.2	Use of Private Lots Additional Employee Parking	8/1/2019	8/1/2020																		
Management & Operations	Rideshare/Technology	6.1	Designate Ridesharing Pickup/Drop-off Locations	8/1/2019	12/1/2019																		
Maintenance	Budgeting	13.1	Track All Parking Revenues / Expenses	8/1/2019	12/1/2019																		
User Experience	Marketing / Staffing	12.3	PEO's Trained as Ambassadors	10/1/2019	10/1/2020																		
Parking Enforcement	Fines / Citations	19.4	Adopt Recommended Fine Schedule w/ Courtesy Tickets	10/1/2019	10/1/2020																		
Management & Operations	Upgrades	2.3	Begin the Budget Process to Upgrade to Pay Stations	12/1/2019	12/1/2020																		
Management & Operations	Rideshare/Technology	6.3	Evaluate Bike-share/Ride-share/Scooters	12/1/2019	6/1/2020																		
Management & Operations	Duration / Allocation	8.1	Customer On-street Parking 2-Hours	12/1/2019	6/1/2020																		
Management & Operations	Duration / Allocation	8.2	Long-term on Less Convenient On-street Spaces	12/1/2019	6/1/2020																		
Management & Operations	Duration / Allocation	8.3	Customer Parking Off-street 3-Hours	12/1/2019	6/1/2020																		

SECTION 7 | RECOMMENDATIONS

				Begin	Process	6/1/2019	8/1/2019	10/1/2019	12/1/2019	2/1/2020	4/1/2020	6/1/2020	8/1/2020	10/1/2020	12/1/2020	2/1/2021	4/1/2021	6/1/2021	8/1/2021	10/1/2021	12/1/2021	2/1/2022	4/1/2022
Recommendation Type	Category	Rec #	Description	Process	Complete																		
Management & Operations	Duration / Allocation	8.4	Reduce Price Washington Street Lot to Encourage Use	12/1/2019	3/1/2020																		
User Experience	Employee Parking	10.2	Establish Employee Permit Areas In All 3 Districts	12/1/2019	12/1/2020																		
User Experience	Employee Parking	10.3	Manage Employee Permit Sales to Encourage Permit Parking	12/1/2019	12/1/2020																		
User Experience	Pedestrian Enhancements	11.1	Follow Landscape Criteria In All Public Lots	12/1/2019	12/1/2020																		
User Experience	Pedestrian Enhancements	11.2	Conduct Lighting Study	12/1/2019	12/1/2020																		
User Experience	Signage	9.1	Add Identification Signs at the Entrance to All Public Lots	3/1/2020	9/1/2020																		
Management & Operations	Upgrades	2.2	Launch Phone Parking Application	6/1/2020	12/1/2021																		
Management & Operations	Residential Parking	7.1	Residential Parking Flyer Developed	6/1/2020	12/1/2020																		
User Experience	Signage	9.2	Begin Developing Family of Sign Types	6/1/2020	6/1/2022																		
User Experience	Pedestrian Enhancements	11.3	Evaluate Placement of Parking to Walking Distance	6/1/2020	6/1/2021																		
User Experience	Marketing	12.4	Purchase Sandwich Boards - Temp Wayfinding Signs	6/1/2020	12/1/2020																		
Maintenance	Budgeting	13.2	Develop Maintenance Schedule for Lots	6/1/2020	6/1/2021																		
Maintenance	Equipment	16.1	Correct Inconsistency Between Meters (Heights/Payment)	7/1/2020	7/1/2022																		
User Experience	Signage	9.3	Consistency in Signs	9/1/2020	6/1/2022																		
User Experience	Signage	9.4	Clearly Identify Permit and Visitor Parking	9/1/2020	6/1/2022																		
Management & Operations	Upgrades	2.1	Install Meters in Depot Town	10/1/2020	10/1/2021																		
Management & Operations	Bike Parking	5.4	Improve Bicycle Connections Between/Within Districts	10/1/2020	11/1/2022																		
Additional Parking	New Parking	20.1	Investigate Opportunities to Add Parking	10/1/2020	10/1/2022																		
Management & Operations	Rideshare/Technology	6.2	Monitor Development Autonomous Vehicles	12/1/2020	12/1/2034																		
User Experience	Employee Parking	10.4	Address Ballard St Lot Deficiencies - Sell Permits	6/1/2021	6/1/2022																		
User Experience	Employee Parking	10.1	Improve Walkability from Lots to Destinations	6/1/2021	6/1/2023																		
User Experience	Marketing	12.2	City Website Link for Parking	10/1/2021	6/1/2022																		
Maintenance	Stormwater Management	17.1	Investigate Design Changes in Lots Stormwater Management	3/1/2022	3/1/2025																		

Appendix

APPENDIX A

Appendix A-1 Downtown DDA District Square Footage Allocation

Block	Office	Government	Medical Office	Retail	Service	Mixed Use	Restaurant /Bar	Library/ Museum	Residential	Community	Vacant	TOTAL
								(per unit, 850sf)				
44	198,756	-	29,184	2,854	-	2,460	-	-	13,897	-	-	247,151
45	-	-	-	-	454	-	-	-	-	5,782	1,302	7,538
48	1,632	-	-	5,733	-	-	1,636	-	-	-	3,242	12,243
49	-	-	-	-	-	-	-	-	-	-	-	110,295
50	36,864	-	-	12,869	3,237	5,174	27,760	-	49,057	-	38,935	173,896
51	41,731	-	22,148	23,758	9,303	2,760	2,245	-	27,201	1,856	48,225	179,227
52	-	-	-	10,455	18,838	1,188	15,056	-	18,500	44,344	8,046	116,427
53	-	-	1,976	16,690	-	-	-	-	-	-	-	18,666
57	109,355	-	-	-	-	-	1,260	-	17,332	-	-	127,947
58	58,012	-	-	27,270	6,059	15,510	-	-	3,640	-	6,658	117,149
59	3,552	-	-	8,270	-	-	21,064	6,410	17,396	7,637	11,576	75,905
60	205,160	-	51,290	-	-	-	-	-	-	-	-	256,450
61	-	75,756	-	-	-	-	-	-	144,033	-	-	219,789
62	-	22,392	-	-	-	-	-	-	-	-	-	22,392
63	-	18,802	-	-	-	-	-	-	-	-	-	18,802
64	5,670	-	800	-	-	-	-	-	-	-	-	6,470
65	5,775	-	3,384	-	-	-	-	-	1,008	8,815	-	18,982
Totals	666,507	116,950	108,782	107,899	37,891	27,092	69,021	6,410	292,064	68,434	117,984	1,729,329

Appendix A-2 - Downtown DDA District Off-Street Parking Supply Detail

Block	Name	Public				Private		
		Standard Spaces	Reserved	HCP	Total	Standard Space	HCP	Total
44	Haab Health Bld Lot				0	67	3	70
44	Private Perminant Lot				0	46	1	47
44	Residential				0	20		20
44	Corner Lot				0	10		10
44	Residential				0	5		5
44	Robert Freatman Law				0	5		5
44	Bredell and Bredell Law				0	11		11
	Block Total	0	0	0	0	164	4	168
45	North Washington St Lot	79		6	85			0
45	Public/Permit Lot		84		84			0
	Block Total	79	84	6	169	0	0	0
46	No off-street parking on this block							
	Block Total	0	0	0	0	0	0	0
47	No off-street parking on this block							
	Block Total	0	0	0	0	0	0	0
48	Private Parking				0	48		48
	Block Total	0	0	0	0	48	0	48
49	EMU College of Business Structure				0	400		400
	Block Total	0	0	0	0	400	0	400
50	N. Adams Lot	62		5	67			0
50	Trojan Laundry Lot				0	4		4
50	Sizzles Lot				0	7	5	12
50	Ally Parking				0	10		10
50	DejaVu Parking				0	13		13
50	Handicapped Parking				0	2		2
	Block Total	62	0	5	67	36	5	41
51	North Huron St Lot	49		3	52			0
51	Ace Back Lot				0	6		6
51	Beezy's Back Lot				0	5		5
51	Roller Derby Parking				0	6		6
51	Ally				0	2		2
	Block Total	49	0	3	52	19	0	19
52	Riverside Arts Center Lot		32	2	34			0
52	Ally Combined				0	20		20
52	St. Lukes's South				0	10		10
	Block Total	0	32	2	34	30	0	30
53	Riverside Park South Lot	30	1		31			0
53	Ann Arbor Pharmacy Lot				0	10	1	11
53	Materials Unlimited Lot				0	14		14
	Block Total	30	1	0	31	24	1	25
54	No off-street parking on this block							
	Block Total	0	0	0	0	0	0	0
55	No off-street parking on this block							
	Block Total	0	0	0	0	0	0	0
56	No off-street parking on this block							
	Block Total	0	0	0	0	0	0	0

Appendix A-2 - Downtown DDA District Off-Street Parking Supply Detail (Con't)

Block	Name	Public				Private		
		Standard Spaces	Reserved	HCP	Total	Standard Space	HCP	Total
57	City Hall Lot		23	1	24			0
57	City Lower Lot		12	1	13			0
57	Ann Arbor Bank Lot				0	11	1	12
57	SOS Lot				0	10		10
57	All Lots Combined				0	24		24
57	Ma Lou's				0	2		2
57	Parish House Lot				0	10		10
	Block Total	0	35	2	37	57	1	58
58	South Huron St Lot	56	24	4	84			0
58	Tax Service Lot				0	10		10
58	Puffer Reds				0	8		8
58	Freeman				0	8		8
58	Salt City Antiques				0	3		3
58	Citizens Bank Lot				0	12		12
	Block Total	56	24	4	84	41	0	41
59	Library Parking				0	23	2	25
59	Ally Parking				0	32		32
59	MarketPlace Hall Lot				0	10		10
	Block Total	0	0	0	0	65	2	67
60	301 West Michgan Lot				0	197	7	204
60	drive through atm				0	6		6
	Block Total	0	0	0	0	203	7	210
61	Towne Centre Lot				0	59	9	68
	Block Total	0	0	0	0	59	9	68
62	District Court Overflow Lot				0	66		66
62	Police and Fire				0	50		50
62	Court House Lot					32	2	34
	Block Total	0	0	0	0	148	0	150
63	Post Office				0	15	2	17
	Block Total	0	0	0	0	15	2	17
64	No off-street parking on this block							
	Block Total	0	0	0	0	0	0	0
65	No off-street parking on this block							
	Block Total	0	0	0	0	0	0	0
	All Blocks	276	176	22	474	1,309	31	1,342

Appendix A-3 - Downtown DDA District On-Street Parking Supply Detail

Block	Face	Description	Public On-Street (Unlimited)	15 Minute - Free	30 Minute	60 Minute	90 Minute - Free	2 Hour Meter	2 Hour - Free	Residential Permit	Barrior Free	Total
44	A									13		13
44	C							6				6
44	D							9				9
		Block 44 Total	0	0	0	0	0	15	0	13	0	28
45	A									6	3	9
45	B							9				9
		Block 45 Total	0	0	0	0	0	9	0	6	3	18
48	C							4				4
48	D									5		5
		Block 48 Total	0	0	0	0	0	4	0	5	0	9
49	B							6				6
49	C							12				12
		Block 49 Total	0	0	0	0	0	18	0	0	0	18
50	A							7				7
50	C								11			11
50	D							3				3
		Block 50 Total	0	0	0	0	0	10	11	0	0	21
51	A							8				8
51	B							5				5
51	C								11			11
		Block 51 Total	0	0	0	0	0	13	11	0	0	24
52	D							12				12
		Block 52 Total	0	0	0	0	0	12	0	0	0	12
53								8			1	9
		Block 53 Total	0	0	0	0	0	8	0	0	1	9
57												0
		Block 57 Total	0	0	0	0	0	0	0	0	0	0
58	A								11			11
58	C		11									11
58	D							6				6
		Block 58 Total	11	0	0	0	0	6	11	0	0	28
59	A								5			5
59	B							6				6
59	C		4									4
59	D							6				6
		Block 59 Total	4	0	0	0	0	12	5	0	0	21
60	A							6				6
60	B							7				7
		Block 60 Total	0	0	0	0	0	13	0	0	0	13
61												0
		Block 61 Total	0	0	0	0	0	0	0	0	0	0
62												0
		Block 62 Total	0	0	0	0	0	0	0	0	0	0
63	A				7							7
		Block 63 Total	0	0	7	0	0	0	0	0	0	7
64	A		11									11
64	B		6									6
64	D		7									7
64	D			7								7
		Block 64 Total	24	7	0	0	0	0	0	0	0	31
65	A		11								1	12
65	D		4									4
65	D						7					7
		Block 65 Total	15	0	0	0	7	0	0	0	1	23
		All Blocks	54	7	7	0	7	120	38	24	5	262

APPENDIX B

Appendix B-1 West Cross DDA District Square Footage Allocation

Block	Office	Medical Office	Retail	Service	Mixed Use	Restaurant /Bar	Residential	Community	Museum	Warehouse	Vacant	TOTAL
						(per unit, 850sf)						
5	-	-	2,026	-	8,713	-	15,025	-	-	-	-	25,764
6	-	-	-	-	-	-	-	-	4,336	-	-	4,336
7	504	-	-	-	5,099	-	10,487	-	-	-	-	16,090
8	-	-	-	-	-	-	151,479	-	-	-	-	151,479
10	4,787	-	-	-	-	-	12,097	22,297	-	-	-	39,181
11	-	-	2,280	-	-	-	-	-	-	-	-	2,280
23	-	-	-	-	-	-	-	-	18,087	2,113	-	20,200
24	-	-	441	-	7,163	-	2,200	-	-	-	-	9,804
25	1,237	-	-	-	-	2,875	11,938	-	-	-	-	16,050
26	3,342	-	-	-	-	1,195	9,015	-	-	-	-	13,552
27	-	-	2,740	-	2,906	10,849	13,221	-	-	-	8,108	37,824
28	-	3,241	-	-	-	-	10,517	-	-	-	-	13,758
29	-	-	-	-	11,210	9,180	7,313	-	-	-	2,756	30,459
Totals	9,870	3,241	7,487	-	35,091	24,099	243,292	22,297	22,423	2,113	10,864	380,777

Appendix B-2 – West Cross DDA District Off-Street Parking Supply Detail

Block	Name	Public				Private		
		Standard Spaces	Reserved	HCP	Total	Standard Space	HCP	Total
5	Tom's Party Store Lot				0	12		12
	Block Total	0	0	0	0	12	0	12
6	John The Baptist Church				0	91	6	97
	Block Total	0	0	0	0	91	6	97
7	No off-street parking on this block							
	Block Total	0	0	0	0	0	0	0
8	Private Parking				0	101	8	109
	Block Total	0	0	0	0	101	8	109
9/10	No off-street parking on this block							
	Block Total	0	0	0	0	0	0	0
11	No off-street parking on this block							
	Block Total	0	0	0	0	0	0	0
23	Church Lot				0	51	1	52
23	Funeral Home				0	12		12
	Block Total	0	0	0	0	63	1	64
24	No off-street parking on this block							
	Block Total	0	0	0	0	0	0	0
25	Got Burger Lot				0	6		6
25	Cross Street Coffee Lot				0	6		6
	Block Total	0	0	0	0	12	0	12
26	Ballard St Public Lot	13	15	3	31			0
26	Golden Wall Lot				0	6		6
	Block Total	13	15	3	31	6	0	6
27	Eagle's Market Lot				0	4		4
27	La Fiesta Mexicana Lot				0	12		12
	Block Total	0	0	0	0	16	0	16
28	West Cross Lot				0	37	2	39
	Block Total	0	0	0	0	37	2	39
29	Tower Lot				0	8		8
29	Private Parking				0	25		25
	Block Total	0	0	0	0	33	0	33
	All Blocks	13	15	3	31	371	17	388

Appendix B-3 – West Cross DDA District On-Street Parking Supply Detail

Block	Face	Description	Public On-Street (Unlimited)	15 Minute - Free	30 Minute	60 Minute	90 Minute - Free	2 Hour Meter	2 Hour - Free	Residential Permit -	Barrier Free	Total
5	D							6				6
		Block 5 Total	0	0	0	0	0	6	0	0	0	6
6	A									13		13
6	B									5		5
		Block 6 Total	0	0	0	0	0	0	0	18	0	18
7	B									5	2	7
7	D									8		8
		Block 7 Total	0	0	0	0	0	0	0	13	2	15
8	B		20									20
		Block 8 Total	20	0	0	0	0	0	0	0	0	20
9/10	D		19									19
		Block 9/10 Total	19	0	0	0	0	0	0	0	0	19
11	D		11									11
		Block 11 Total	11	0	0	0	0	0	0	0	0	11
23			No On-Street Parking									0
		Block 23 Total	0	0	0	0	0	0	0	0	0	0
24	A							8				8
24	B									4		4
		Block 24 Total	0	0	0	0	0	8	0	4	0	12
25	A							7				7
25	B									6		6
		Block 25 Total	0	0	0	0	0	7	0	6	0	13
26	A							11				11
26	B									8		8
26	C									10		10
26	D									9		9
		Block 26 Total	0	0	0	0	0	11	0	27	0	38
27	A							10				10
27	C									8		8
27	D							9				9
		Block 27 Total	0	0	0	0	0	19	0	8	0	27
28	A							6			1	7
28	B					17						17
28	C									10		10
		Block 28 Total	0	0	0	17	0	6	0	10	1	34
29	A							8				8
29	B							6				6
29	D							16				16
		Block 29 Total	0	0	0	0	0	30	0	0	0	30
		All Blocks	50	0	0	17	0	87	0	86	3	243

Appendix C-1 Depot Town DDA District Square Footage Allocation

Block	Office	Medical Office	Retail	Service	Mixed Use	Restaurant /Bar	Residential	Museum	Community	Warehouse	Vacant	TOTAL
						(per unit, 850sf)						
12	-	-	-	-	-	-	-	-	-	1,972	-	1,972
13	-	-	4,942	-	-	-	-	-	-	-	-	4,942
14	-	-	9,519	6,729	-	16,206	22,380	-	9,346	-	6,138	70,318
15												-
16	-	-	-	-	-	-	-	-	-	-	4,119	4,119
17	-	-	-	-	-	-	4,206	-	-	-	-	4,206
18	-	-	-	-	-	-	-	12,332	-	-	-	12,332
19	4,008	-	1,000	2,000	-	20,628	8,334	-	-	-	25,224	61,194
20	-	-	-	-	819	13,465	10,331	-	-	-	-	24,615
21	2,475	-	4,719	1,066	-	-	-	-	-	17,021	-	25,281
22												-
40												-
Totals	6,483	-	20,180	9,795	819	50,299	45,251	12,332	9,346	18,993	35,481	208,979

Appendix C-2 – Depot Town DDA District Off-Street Parking Supply Detail

Block	Name	Public				Private		
		Standard Spaces	Reserved	HCP	Total	Standard Space	HCP	Total
12	Frog Island South Lot	90		6	96			0
12	Frog Island North Lot	22			22			0
	Block Total	112	0	6	118	0	0	0
13	Gated Brewery Lot				0	12		12
13	Brewery Lot				0	7		7
	Block Total	0	0	0	0	19	0	19
14	2hr Curb Free	7			7			0
14	Freight House Lot	16		3	19			0
14	Private Lot				0	12		12
14	Private Lot				0	9		9
14	Private Parking				0	7		7
14	Public	6		2	8			0
	Block Total	29	0	5	34	28	0	28
15	Maple Street Park Lot	62			62			0
	Block Total	62	0	0	62	0	0	0
16	Depot Gravel Lot				0	28		28
	Block Total	0	0	0	0	28	0	28
17	No off-street parking on this block							
	Block Total	0	0	0	0	0	0	0
18	100 Ypsi Auto Museum				0	2	3	5
18	Hudsons Gravel Lot				0		24	24
18	Standard Printing Lot				0	22		22
	Block Total	0	0	0	0	24	27	51
19	Sidetracks Main Lot				0	25	1	26
19	Private Lot				0	6		6
19	Sidetracks South Lot				0		26	26
	Block Total	0	0	0	0	31	27	58
20	MAIZ Mexican Cantina				0	8	2	10
20	Ollie Foot + Spirits				0	13		13
20	Private Parking				0	3		3
	Block Total	0	0	0	0	24	2	26
21	Coin & Gold				0	6		6
21	City Body				0	10		10
21	Private Lot				0	4		4
	Block Total	0	0	0	0	20	0	20
22	Riverside Park North Lot	13		1	14			0
22	Law Offices and Healthcare Lot				0	45		45
	Block Total	13	0	1	14	45	0	45
40	Hyperion Lot				0	17	1	18
40	Gravel Lot				0	14		14
40	Co-op Lot				0	4		4
	Block Total	0	0	0	0	35	1	36
	All Blocks	216	0	12	228	254	57	311

Appendix C-3 – Depot Town DDA District On-Street Parking Supply Detail

Block	Face	Description	Public On-Street (Unlimited)	15 Minute - Free	30 Minute	60 Minute	90 Minute - Free	2 Hour Meter	2 Hour - Free	Residential Permit -	Barrior Free	Total
12			No On-Street Parking									0
			0	0	0	0	0	0	0	0	0	0
13			No On-Street Parking									0
			0	0	0	0	0	0	0	0	0	0
14	C								6		1	7
		Block 14 Total	0	0	0	0	0	0	6	0	1	7
15	B		6									6
15	BB		6									6
15	C		3								2	5
		Block 15 Total	15	0	0	0	0	0	0	0	2	17
16	B								5			5
		Block 16 Total	0	0	0	0	0	0	5	0	0	5
17	AA		10									10
17	A		10									10
17	D								5			5
		Block 17 Total	20	0	0	0	0	0	5	0	0	25
18	A		3									3
		Block 18 Total	3	0	0	0	0	0	0	0	0	3
19	A								2		1	3
19	B								6			6
		Block 19 Total	0	0	0	0	0	0	8	0	1	9
20	A								3		1	4
		Block 20 Total	0	0	0	0	0	0	3	0	1	4
21	A								4			4
		Block 21 Total	0	0	0	0	0	0	4	0	0	4
22			No On-Street Parking									0
		Block 22 Total	0	0	0	0	0	0	0	0	0	0
40	D				12							12
		Block 40 Total	0	0	12	0	0	0	0	0	0	12
		All Blocks	38	0	12	0	0	0	31	0	5	86



REQUEST FOR LEGISLATION

TO: Mayor and City Council
FROM: John Barr
DATE: April 16, 2019
SUBJECT: Employment Contract for Andrew Hellenga, Ypsilanti City Clerk

DESCRIPTION:

Employment Contract for Andrew Hellenga, Ypsilanti City Clerk

SUMMARY:

City Council, at the April 2, 2019 meeting, requested that this office negotiate an employment contract with Andrew Hellenga, Ypsilanti City Clerk.

Andrew Hellenga began serving the City Clerk's Department in April of 2014, and prior to that working for the Downtown Development Authority. Since that time, he has served as Acting City Clerk twice, and as of April 2, 2019 appointed City Clerk permanently. He has a Master's Degree in Public Administration with Graduate Certificates in Public Management and Local and Land Use Planning.

The contract is in line with the current duties of the City Clerk and Mr. Hellenga will continue his Tier 2 employee status to maintain the city's goal of lowering legacy costs.

RECOMMENDED ACTION: Approve contract and authorize the Mayor and City Manager to sign.

ATTACHMENTS:

Resolution and Proposed City Clerk Employment Contract

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____



Resolution No. 2019-085
April 16, 2019

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

Andrew Hellenga was appointed Ypsilanti City Clerk on April 2, 2019, and the attached employment contract with Mr. Hellenga and its terms and conditions are hereby approved and the Mayor and City Manager are authorized to sign said contract for and on behalf of the city, subject to approval by the City Attorney.

OFFERED BY: _____

SECONDED BY: _____

YES: NO: ABSENT: VOTE:

This resolution is adopted by the Council of the City of Ypsilanti and approved by the Mayor this
16 day of April 2019

#Resolution No. 2019-085

April 12, 2019

Andrew Hellenga
2411 Burns St
Ypsilanti, MI 48198

Dear Andrew:

This letter is a formal offer of employment and an outline of the terms and conditions for the full-time City Clerk position. This is an exempt, non-union position and you will be subject to, and entitled to all the benefits provided in, the City of Ypsilanti Non Union Employees' Handbook.

- Assignment shall begin on, **DATE**
- Starting annual salary of 78,004.16
- You will be entitled to 10 working days of vacation for your first two years of employment. After two years you will receive 12 vacation days; after five years 15 vacation days; after seven years 16 vacation days; after ten years, 18 vacation days; after twelve years 19 vacation days; after fifteen years, 21 vacation days; and after twenty years, 25 vacation days each year.
- Typical work schedule shall be Monday-Friday, 8:00 a.m. to 5:00 p.m., plus attendance at meetings and events as assigned by the City Council.
- Either you or the City may end the employment relationship at will at any time during the probationary period with or without cause.
- In the event you resign employment after successful completion of your probationary period, you must give thirty (30) days prior written notice to the City. Furthermore you shall not be entitled to any severance pay. Failure to give required notice shall forfeit any right to reimbursement for accumulated, but unused, vacation pay.
- In the event you are terminated without cause after successful completion of your probationary period, the City will continue to pay your salary, and provide health insurance including dental and optical coverage for you and your eligible dependents, for a period of up to ninety (90) days after the effective date of termination. However, in the event you obtain new employment before this period elapses, the City will be relieved of any further obligation to provide compensation and benefits. During the 90 day period referred to above, you will remain on the City's payroll and continue to receive regular bi-weekly paycheck, and the compensation shall be considered as payment(s) in lieu of notice.
- In the even you are terminated with cause at any time, you shall not be entitled to any further compensation including, but not limited to, severance pay or any additional salary. For purposes of this agreement "cause" shall be defined as insubordination, misconduct, or other just cause as defended according to common definitions found in State and Federal law.

You agree to the following:

"I understand and agree that my employment with the City of Ypsilanti is not for a fixed term and that I may terminate my employment at any time and for any reason, with or without notice. I further understand that The City has the right to terminate the employment relationship at any time, with or without cause, with or without notice. I also understand that no one except the City Manager can enter into any kind of employment relationship or agreement that is contrary to the foregoing. To be enforceable, such relationship shall be in writing and personally signed by the City Manager and myself, and attested by Human Resources."

"I understand and agree that I am bound by the rules, regulations, policies, procedures and other terms and conditions of employment of the City of Ypsilanti, as they are from time-to-time changed, with or without notice to me."

"I agree to bring any claim relating to my employment with the City of Ypsilanti or the termination thereof within the applicable statute of limitations or within six months of the challenged action, whichever is shorter, and to waive any statute of limitations to the contrary."

"I agree to bring any claim relating to my employment with the City of Ypsilanti or the termination thereof within the applicable statute of limitations or within six months of the challenged action, whichever is shorter, and to waive any statute of limitations to the contrary."

"I understand that the City may modify my assigned work hours, and if requested, I will be required to work overtime in the evening or weekends."

"I also understand that as long as I am employed in any position by the City of Ypsilanti that the provisions of this agreement will apply."

I have read and understood and agree to the above statements and voluntarily enter into this agreement.

Andrew Hellenga, City Clerk

Date

Approved and agreed:

City of Ypsilanti

By: Beth Bashert, Mayor

Frances McMullan, City Manager

Approved as to form:

John Barr, City Attorney



REQUEST FOR LEGISLATION

TO: Mayor and City Council
FROM: John Barr
DATE: April 16, 2019
SUBJECT: Offer to purchase 30 Kramer, tax ID 11-11-37-101-003

DESCRIPTION:

Offer to purchase 30 Kramer, tax ID 11-11-37-101-003

SUMMARY:

The owners of the Patient Station, a permitted medical marihuana dispensary of 539 South Huron, are constructing a new structure on their land. The Patient Station property is roughly on the corner of Kramer and South Huron Street. According to attorney Dennis G. Cowan, the contractor hired to build the structure decided that access from Kramer would be safer than access from South Huron and proceeded to begin the installation of a construction drive to the building site. The contractor apparently thought the drive was on Patient Station owned land, but in fact, the drive crossed a city owned parcel.

Attorney Cowan contacted the city Planning department inquiring about a driveway Construction easement. City Manager McClary requested that the attorney contact be with this office. Accordingly, I contacted attorney Cowan and sent him an initial list of items needed for City Council consideration of his request. Attorney Cowan responded and also asked if the City would be interested in selling the parcel.

The City parcel in question has tax description of 11-11-37-101-003 and is the former 30 Kramer Street. Please see the survey attached.

Attorney Cowan has now sent a letter offering to buy the parcel for \$50,000, and also requests that the parcel be rezoned from Park to General Corridor. The City Assessor

has the property at \$55,000 true cash value. The land is not considered one of the City's Protected Lands per Charter, nor is it in use as a park; it is simply zoned Park.

Staff will need to know the will of City Council. Council, of course, has the option to approve, reject, or negotiate. One possible path of negotiation would be to consider sale of the triangular portion of the parcel and direct Planning Commission to make a recommendation to Council regarding rezoning of that portion. In this scenario, the City would retain ownership of the eastern portion of the parcel, and the buffer between the neighborhood and this commercial use would remain largely intact. The sale and the rezoning would not have a direct impact upon the approved site plan and special use for the facility.

Staff recommends approval of the MOU and sale subject to the approval of the City Attorney.

RECOMMENDED ACTION: Approval

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____



Resolution No. 2019-086

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

The certain MOU by and between 530 S. Huron Real Estate Company for sale and purchase of vacant city property with tax description of 11-11-37-101-003 for the cash price of \$50,000 is approved. The City Attorney and staff are directed to continue negotiations to complete the sale and provide final documents for City Council approval.

OFFERED BY: _____

SECONDED BY: _____

YES: NO: ABSENT: VOTE:

This resolution is adopted by the Council of the City of Ypsilanti and approved by the Mayor this day of

#Resolution No. 2019-086

MEMORANDUM OF UNDERSTANDING

Sale and Purchase of Real Estate

Common Recitals

The 539 Huron Real Estate Company, LLC, hereinafter "Purchaser" owns property at 539 South Huron Street in the City of Ypsilanti, and leases the property to Kenzy/Patient Station, used as a medical marihuana provisioning center. The Purchaser desires to construct a new building on the property and has obtained building permits and want to begin construction. A contractor for the Purchaser erroneously installed a temporary construction road that intrudes on City owned land. Dennis Cowan, attorney for the Purchaser first requested a construction easement and then, on behalf of the Purchaser, offered to buy property of the City, two lots and a triangular shaped end piece with tax code of 11-11-37-101-003 (The Property). The City Assessor places the True Cash Value of The Property at \$55,000. The Purchaser has offered to buy The Property for a cash sale of \$50,000. The Property is presently zoned as park. The transaction will also include a construction road easement over a small piece of other City property.

City staff is supportive of the offer, provided The Purchaser would agree to the usual City deed restrictions prohibiting adult uses and provided that the two lots be restricted from any building and be restricted as green or park space.

MOU

THE PARTIES AGREE:

1. That the City accepts in principal the offer of The Purchaser to purchase The Property for \$50,000, cash on closing, provided that the offer is put in legal written form and the terms are approved in form and substance by the Ypsilanti City Attorney.
2. That the final descriptions, deed, restrictions and closing documents are approved as to form and substance by the Ypsilanti City Attorney.
3. Any cost of title work, surveys or other inspection of the property shall be the responsibility of The Purchaser.
4. The City makes no warranty of fitness for use or condition of the property and The Purchaser assumes all risks. Purchaser shall have 90 days to do any testing desired.
5. Upon final approval of all the documents, the Mayor and City Clerk are authorized complete the sale and to sign for and on behalf of the City.

Dated: April 16, 2019

Purchaser

City of Ypsilanti

By: Beth Bashert, Mayor

By: Andrew Hellenga, City Clerk



March 28, 2019

VIA EMAIL TO: JBarr@barrlawfirm.com

John M. Barr
City Attorney
City of Ypsilanti
105 Pearl St.
Ypsilanti, MI 48197

Re: Offer to Purchase - 30 Kramer Street
539 Huron Real Estate Company, LLC

Dear Mr. Barr:

Pursuant to our recent discussions, I have been authorized by our client, 539 Huron Real Estate Company, LLC, to offer a purchase price of \$50,000 for property commonly known as:

Address: 30 Kramer Street
Parcel ID: 11-11-37-101-003

The property is being purchased to primarily "square off" the Patient Station footprint. Our client would like to own the property in order to landscape and maintain, as well as possible add additional parking in the future, if needed. The property to be purchased is not needed for the approved Site Plan, including new dispensary construction.

We believe after reviewing recent sales of nearby vacant land, the offer of 539 Huron Real Estate Company is a generous offer and reflective of the fact that the property is not "buildable" for our client's purposes, but is really "excess" land.

In addition to the customary sales provisions of title insurance evidencing "good and marketable" title, there are two conditions that will be required by our client. First, the property is currently shown on the City Zoning Map as "park." However, in the BS&A Property Search Portal, the property is identified as being zoned "General Corridor." Obviously, the property will be rezoned to General Corridor or be confirmed by the City as having that classification to be consistent with our client's primary piece of property to be redeveloped. Second, if the purchase and rezoning take additional time, our client would still need to utilize the City property, both this parcel and neighboring property, for a

ATTORNEYS & COUNSELORS AT LAW

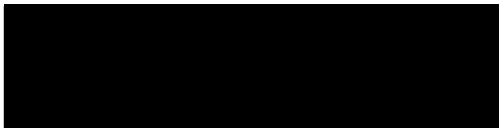
38505 Woodward Ave., Suite 100 • Bloomfield Hills, MI 48304 • T: (248) 901-4000 • F: (248) 901-4040 • plunkettcooney.com

John M. Barr
City Attorney
City of Ypsilanti
March 28, 2019
Page 2

temporary construction road, which is currently in place in order to commence construction. This condition could easily be placed in a Purchase Agreement.

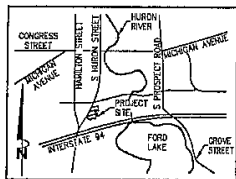
If this offer is acceptable to the City, I would be pleased to draft a Purchase Agreement consistent with the above terms and conditions.

----- As always, please feel free to contact me with any questions. -----



Dennis G. Cowan
Direct Dial: (248) 901-4029
Email: dcowan@plunkettcooney.com

DGC/cmw
cc: Eric Nemeth
Open: 3742490470.21886038-1



LEGAL DESCRIPTION
LAND SITUATED IN THE COUNTY OF WASHTENAW, CITY OF YPSILANTI, STATE OF MICHIGAN,
DESCRIBED AS FOLLOWS:

PART 2
 PART OF LOT 3 PLAN OF GLARKSVILLE, ACCORDING TO THE PLAT THEREOF, RECORDED IN
 LIBER 3, PAGE 1, WASHINGTON COUNTY RECORDS, AND PART OF FRENCH CLAIM 800,
 DESCRIBED AS FOLLOWS: BEGINNING AT THE INTERSECTION OF THE CENTERLINE OF HIGHWAY
 100, THENCE SOUTHWESTERLY 88 DEGREES 33 MINUTES TO THE RIGHT 20.81 FEET TO
 NORTHEASTEASTLY 70.69 FEET ALONG THE CENTERLINE OF HIGHWAY 100, THENCE
 SOUTHEASTERLY DECLINING 98 DEGREES 14 MINUTES TO THE RIGHT 271.80 FEET, THENCE
 SOUTHWESTERLY DECLINING 81 DEGREES 48 MINUTES TO THE RIGHT 12.83 FEET, THENCE
 SOUTHEAST 10.00 FEET TO THE CENTERLINE OF HIGHWAY 100, THENCE SOUTHWESTERLY
 CENTER OF HIGHWAY STREET, THENCE NORTHEASTLY DECLINING 81 DEGREES 27 MINUTES TO
 THE RIGHT 40.57 FEET ALONG THE CENTER OF HIGHWAY STREET TO THE POINT OF BEGINNING.
 BEARING AND DISTANCE OF EACH COURSE AND ANGLE OF EACH COURSE, FOR PURPOSES AS SET FORTH IN
 DECLARATION, TENDON, RECORDED IN LIBER 100, PAGE 424.

NOTES:

1. SURVEY IN ACCORDANCE WITH TITLE COMMITMENT FILE NO. 12018935 PREPARED BY LINDY TAYLOR, AN AGENT FOR WESTON LAND SURVEYING COMPANY, DATE MAY 24, 2018.
2. TELEPHONE, GAS, ELECTRIC, AND CABLE TV UTILITY MAPS WERE NOT AVAILABLE AT THE SURVEY.
3. TREE SIZES ARE THE BEST ESTIMATION OF THE FIELD SURVEYOR. SPECIFIC QUESTIONS REGARDING INDIVIDUAL TREES SHOULD BE DIRECTED TO A QUALIFIED DENDROLOGIST.
4. BY GRADING PLOWING THIS LOT, THIS PARCEL IS LOCATED WITHIN A FEDERALLY DESIGNATED FLOOD HAZARD AREA (ZONE X - OTHER AREAS (AREAS DESIGNATED TO BE OUTSIDE OF THE 1% CHANCE ANNUAL FLOODPLAIN) OF THE FLOOD INSURANCE RATE MAP. MAP NUMBER 17023C0001, EFFECTIVE DATE OF APRIL 3, 2016. NO FIELD SURVEYING WAS PERFORMED TO DETERMINE THE ZONE AND AN ELEVATION SCHEDULED MAY BE NEEDED TO DETERMINE IF THIS DETERMINATION OR APPLY FOR A VARIANCE FROM THE FEDERAL EMERGENCY MANAGEMENT AGENCY.

C&E
CORE
CORE LAND CONSULTING
PROFESSIONAL SURVEYING
39425 Northwestern Hwy., Suite 320
Southfield, MI 48034
Phone: (248) 932-7100
Fax: (248) 932-7124
Email: info@corelandconsulting.com

PROJECT LOCATION:
539 S. HURON STREET
YPSILANTI, MICHIGAN

DRAWN BY: NEM

CHECKED BY: NEM

FIELD WORK BY: MDL



Know what's below.
Call before you dig.

Terms and Conditions for Electronic Data:
This document is provided in electronic form for the referenced project. It is submitted and agreed that any use or reuse of original or altered files will be at the user's own risk and legal responsibility. It is also agreed that the electronic files provided by Cyber Logic Consulting, LLC are being provided for the user's personal purposes only. The user agrees that the user will not use, alter or in any way modify the electronic files for any purpose, the user expressly indemnifies and holds Cyber Logic Consulting, LLC harmless for any and all claims, suits, liability, damages or other costs arising out of or resulting from the unauthorized use of these materials. Cyber Logic makes no representation as to the accuracy of the information provided by the electronic tools. Data on electronic tools can deteriorate or be modified without the knowledge of Cyber Logic.

SHEET:
ALTA/NSPS LAND TITLE
SURVEY

DATE: 06/06/2018

SCALE: 1"=30'

PROJECT NO: 3032-213

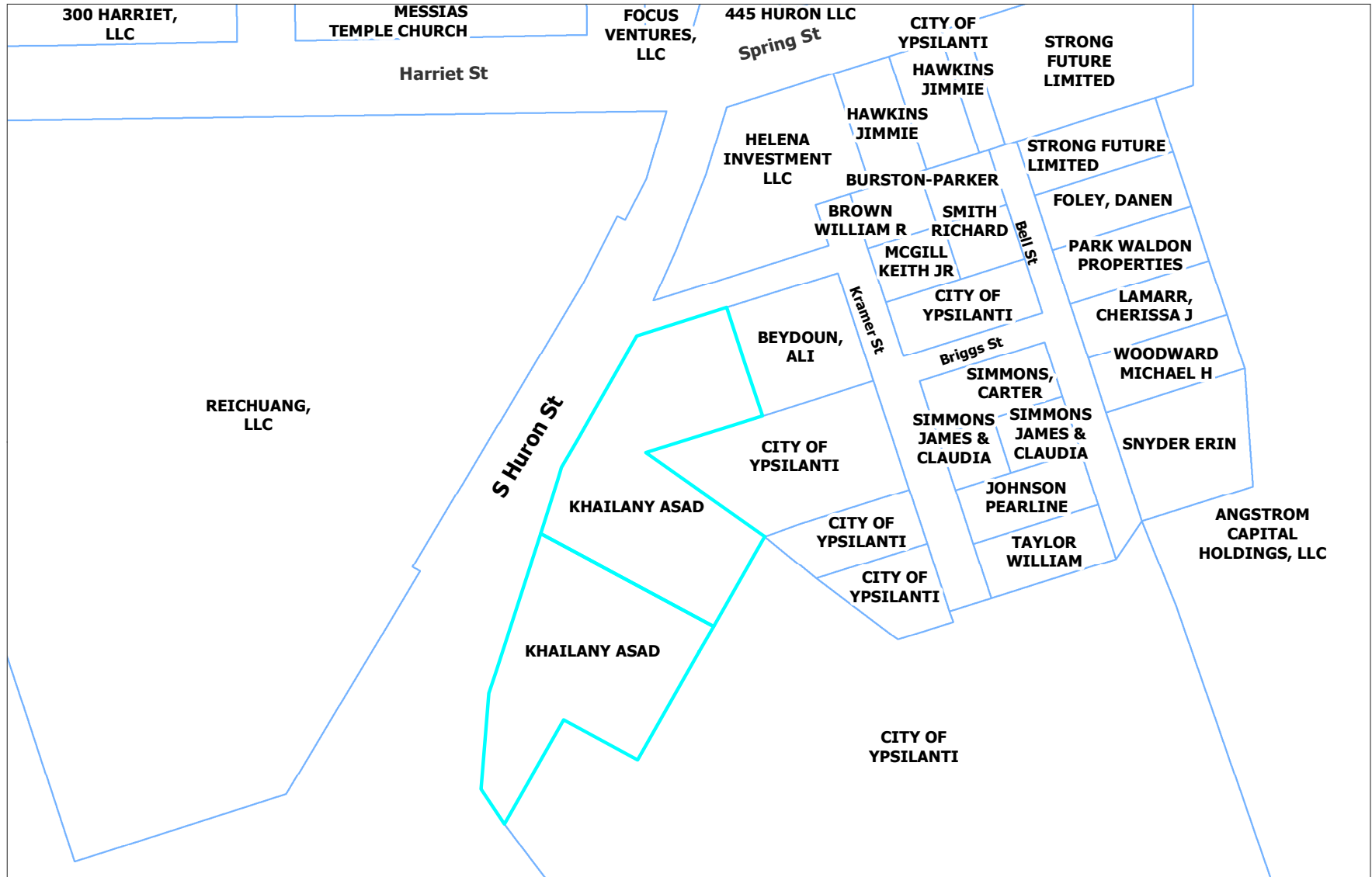
THIS IS TO CERTIFY THAT THIS MAP OR PLAT AND THE SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH THE 2011 MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/ACSM LAND TITLE SURVEYS, JOINTLY ESTABLISHED AND ADOPTED BY ALTA AND NSPS, AND INCLUDES ITEMS 2, 3, 4, 11, 13, 16, 17 AND 19 OF TABLE A THEREOF. THE FIELD WORK WAS COMPLETED ON JULY 6, 2018.

DARRYL LAYMAN, P.S. #46574

DATE _____

LENDING	●	FOUND MONUMENT (AS NOTED)
—	■	PROPERTY CORNER
—	■	SQUARE EATCH BASIN
—	■	STORM MANHOLE
—	■	ROUND CATCH BASIN
—	■	FIRE HYDRANT
—	■	WATER VALVE
—	■	SEWER MANHOLE
—	■	GAS METER
—	■	LIGHT POLE BASE
—	■	UTILITY POLE
—	■	ELECTRIC METER
—	■	ELECTRIC TRANSFORMER
—	■	TELEPHONE MANHOLE
—	■	ROLLING
—	■	DOOR OR POST SIGN
—	■	MONITORING WELL
—	—	ADJACENT BOUNDARY LINE
—	—	EDGE OF ASPHALT
—	—	BOUNDARY LINE
—	—	BUILDING
—	—	BUILDING OVERHANG
—	—	EDGE OF CONCRETE
—	—	CONCRETE CURB
—	—	EASEMENT
—	—	OVERLAP SURVEY LINE
—	—	FENCE (AS NOTED)
—	—	PLATTED SUBDIVISION
—	—	EDGE OF ROAD
—	—	RIGHT OF WAY
—	—	BIGHT LINE
—	—	EDGE OF SIDEWALK
—	—	STORM DRAIN LINE
—	—	WALL (AS NOTED)

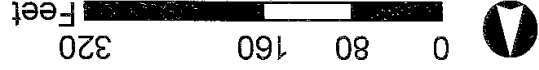
Ownership around 539 & 569 S Huron



0 80 160 320 Feet

DRAFT FOR DISCUSSION ONLY.
4 February 2019
City of Ypsilanti/WCGIS

Ownership around 539 & 569 S Huron





REQUEST FOR LEGISLATION

TO: Mayor and City Council
FROM: John Barr
DATE: April 16, 2019
SUBJECT: Salary adjustment for City Manager

DESCRIPTION:

Salary adjustment for City Manager

SUMMARY:

When the contract for Frances McMullan as City Manager was negotiated, a provision for the salary increase based on other city non-union employees was not included because of oversight. The non-union employees received a 2% increase recently and that was not included in the contract.

Attached is a proposed Resolution to amend the employment contract to include the non-union 2% pay increase and the tie bar to future increases.

RECOMMENDED ACTION: Review and approve resolution and contract amendment.

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____



Resolution No. 2019-088
April 16, 2019

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

The attached amendment of employment contract with Frances McMullan as City Manager to provide for the recent non-union 2% pay increase and future adjustments be approved and the Mayor and City Clerk are authorized to sign the amendment to contract, subject to the approval of the City Attorney.

OFFERED BY: _____

SECONDED BY: _____

YES: NO: ABSENT: VOTE:

This resolution is adopted by the Council of the City of Ypsilanti and approved by the Mayor this
16 day of April 2019

#Resolution No. 2019-088

EMPLOYMENT AGREEMENT AMENDMENT WITH
FRANCES MCMULLAN, CITY MANAGER

Whereas, the recent employment agreement of the City of Ypsilanti did not include increases for non-union employee pay adjustments, and the parties desire to amend the said employment agreement to include automatic pay adjustments for the City Manager as afforded other non-union staff for across the board pay adjustments,

Now Therefore the parties agree that the employment agreement for Frances McMullan as City Manager of the City of Ypsilanti be amended to add the following provision:

"The salary of Frances McMullan, City Manager may be adjusted from time to time, as determined by City Council, and shall include an immediate increase of 2% of base pay to correspond to the recent across the board non-union pay increase, and further, that her said salary shall be adjusted in the future to include any future across the board non-union pay increases."

So, Agreed.

Dated:

Frances McMullan

City of Ypsilanti

By: Beth Bashert, Mayor

By: Andrew Hellenga, City Clerk

Approved as to form:

John M. Barr, Ypsilanti City Attorney

Citizen Advisory Boards and Commissions Participation Resume

The people of Ypsilanti are involved in their City government and are an important part of the community's achievements. Individuals interested in receiving more information in regards to serving on an advisory board or commission are invited to contact the City Clerk's Office at 734-483-1100. Alternatively, citizens who would like to participate can submit their information in the form below.

Name	Beth Gibbons
Email Address	
Address	
City	Ypsilanti
State	MI
Zip Code	48198
Phone Number	
Fax Number	Field not completed.
Number of Years in the Community	5
Ward You Live In	3
Education	Masters degree in urban planning/ Grad Certificate in African Studies / BA in Political Science
Occupation	Executive Director of a national non-profit
Employer	American Society of Adaptation Professionals
Are you applying for youth membership?	No
I would like to be considered and could devote sufficient time to serve on the following board or commission:	Sustainability Commission
Party Affiliation	Dem

Field not completed.

Why are you interested in serving on these boards/commissions?

I am interested in serving on the Sustainability Commission because I would like to be more engaged in civic life in Ypsilanti and I believe that my expertise and passion make me a unique candidate to serve on the Commission. I have assisted with the development of climate change action and/or adaptation plans with seven communities and I am deeply steeped in the state of sustainability and climate change action across the United States, in both the public and private sector. I believe that Ypsi's Sustainability Commission and forthcoming Sustainability Plan or strategies for the City can be a foundation for advancing social justice and equity in the community. In my work my organization seeks to advance climate change adaptation that will lead to more equitable, ethical and effective changes in social, environmental and built systems. I will bring this same outlook and passion to this committee.

Work/volunteer experience related to the board or commission:

My professional bio is below. Additionally, I previously served on the Ann Arbor Energy Commission, I am on the Blue Ribbon Committee of the Great Lakes One Water Program, Board of Directors Global Urban Development, and a variety of advisory and planning commissions for cities across the country developing climate action plans. Beth Gibbons is the Executive Director of the American Society of Adaptation Professionals (ASAP). She is responsible for building the capacity of individuals, organizations, and the field of climate change adaptation. She manages ASAP's relationships with its members, board and donors, and facilitates peer learning and networking development among adaptation professionals, and seeks to advance ethical, equitable and effective adaptation practices. Beth brings over a decade of experience in sustainable development and climate adaptation to her role. She has nonprofit management and governance experience and is highly skilled in climate communications, qualitative and quantitative research and analysis, collaborative project management, and stakeholder management. Previously, Beth was Director of the University of Michigan Climate Center and managed NOAA's Great Lakes Regional Integrated Sciences and Assessments Center. She also worked for the Graham Environmental Sustainability Institute as a research specialist, helping develop and implement the Great Lakes Adaptation Assessment for Cities. She served in the Peace Corps in

Agodopke, Togo. Beth earned her undergraduate degree in Comparative Politics from the Catholic University of America and holds a Master of Urban Planning and a Masters Certificate in African Studies from the University of Michigan. Beth is based in Ypsilanti, Michigan.

I understand that appointment to a City of Ypsilanti board or commission requires regular attendance at board meetings.

Yes

I hereby certify that all of the information above is true.

Yes

Email not displaying correctly? [View it in your browser.](#)

Citizen Advisory Boards and Commissions Participation Resume

The people of Ypsilanti are involved in their City government and are an important part of the community's achievements. Individuals interested in receiving more information in regards to serving on an advisory board or commission are invited to contact the City Clerk's Office at 734-483-1100. Alternatively, citizens who would like to participate can submit their information in the form below.

Name	Dillon Navarre
Email Address	
Address	
City	YPSILANTI
State	MI
Zip Code	48197
Phone Number	
Fax Number	Field not completed.
Number of Years in the Community	APT. 2S
Ward You Live In	1
Education	Bachelors of Sport Management
Occupation	Account Mangement
Employer	North American Lighting
Are you applying for youth membership?	No
I would like to be considered and could devote sufficient time to serve on the following board or commission:	Parks and Recreation Commission
Party Affiliation	Field not completed.

Field not completed.

Why are you interested in serving on these boards/commissions?

After graduating Eastern Michigan in 2014, I have recently moved back to the area and am committed to giving back into the community that helped shape me as a college student. I am looking to give back to that community and being involved in bettering this community. Being apart of the Parks and Recreation Commission is one avenue I would like to take to help make that happen. This is due to not only my college education background which is in Sport Management but also that I feel that a strong Parks and Recreation Department is one way that government can have a direct impact on its citizens on a daily basis. The Parks and Recreation Department has a such an impact on so many various groups within the community that I feel keeping a strong and vibrant department is paramount to a thriving community.

Work/volunteer experience related to the board or commission:

Bachelors in Sport Management Internship at the City of Jackson's Parks and Recreation Department Internship in the Athletic Department of Spring Arbor University Baseball Umpire and Soccer Referee

I understand that appointment to a City of Ypsilanti board or commission requires regular attendance at board meetings.

Yes

I hereby certify that all of the information above is true.

Yes

Email not displaying correctly? [View it in your browser.](#)

Citizen Advisory Boards and Commissions Participation Resume

The people of Ypsilanti are involved in their City government and are an important part of the community's achievements. Individuals interested in receiving more information in regards to serving on an advisory board or commission are invited to contact the City Clerk's Office at 734-483-1100. Alternatively, citizens who would like to participate can submit their information in the form below.

Name	George Hagenauer
Email Address	[REDACTED]
Address	[REDACTED]
City	Ypsilanti 48198
State	MI
Zip Code	48198
Phone Number	[REDACTED]
Fax Number	Field not completed.
Number of Years in the Community	4 part time and homeowner 1 1/2 full time
Ward You Live In	3
Education	BA Journalism Political Science Sociology
Occupation	retired after about 50 years working with non-profit community groups usually on poverty/education/child care issues
Employer	me- note the part time status in Ypsi was due to completing work at my job in Wisconsin- wife was here I was part owner on the home and was here a lot
Are you applying for youth membership?	No
I would like to be considered and could devote sufficient time to	Human Relations Commission

serve on the following
board or commission:

Party Affiliation

Field not completed.

Field not completed.

Why are you interested in
serving on these
boards/commissions?

I am interested in poverty/human rights issues and have worked in this area professionally or as a volunteer for 50+ years. I am especially interested in how state/federal formulas and funding can be impacted by local governments to improve the conditions of their citizens- the census is one example of this but there are many that probably need to be addressed . Usually there are far more resources impacting a place like Ypsilanti from outside the local budget than inside - developing strategies that leverage/impact the policies controlling those resources is key to helping our low income residents.

Work/volunteer
experience related to the
board or commission:

Helped start (while still in college) worked at the Learning Exchange in Chicago 1970-1974 Worked at the Alternative Schools Network 1975-1980, started/worked at Literacy Volunteers of Chicago 1980-1989 worked at Community Coordinated Child Care on various policy and economy of child care issues 1991-2017 Volunteer work includes rural planning work Springdale Town, SWAPP (A rural progressive network) Illinois State Literacy Board and many activities I can't remember right now as I am not sure where my resume is! - Starting ends dates above may be off by a year as again they are from memory. I am interested in the contradictions between market data and public policies related to poverty and have done a lot of work in that area. I also have experience in running conferences and giving testimony, doing media work, trainings and presentations .

I understand that
appointment to a City of
Ypsilanti board or
commission requires
regular attendance at
board meetings.

Yes

I hereby certify that all of
the information above is
true.

Yes

Email not displaying correctly? [View it in your browser.](#)

Date: April 8, 2019

Memo To: City Manager and City Council

From: Sally and Jon Lusk

We have been city residents since 1989 when we built our home on the impoundment of the river above the Peninsular Dam. We love our water view, the wildlife on and along the river, and watching the fishermen and boaters on the river. Since we cannot be present at your upcoming meetings regarding the dam, as citizens of the city, we want to share our thoughts and concerns with you. We are opposed to the removal of the dam for the following reasons:

1. We believe that dam removal would cause a number of problems for our property:
 - a.) bank erosion on some of our river frontage, requiring stabilization procedures for which the city would be responsible for funding;
 - b.) swamp and invasive plants in some areas of our frontage;
 - c.) the value of our property will be diminished.
2. Dam removal would cause problems for downstream residents:
 - a.) contaminants in the existing sediment would be released;
 - b.) the actual content and level of hazards associated with the sediment is not known.
3. Dam removal would represent another financial albatross for the city:
 - a.) All of the costs of removal are unknown, and many of these costs cannot be accurately predicted. These include the costs of bank stabilization and remediation of the exposed land, legal suits brought by residents, and handling of the contaminated sediment.
 - b.) The repairs required by the state can be completed over up to a ten-year period while all of the expenditures for removal will be concentrated in a shorter period of time, and are more than seven times the cost of repair.
4. There are esthetic, environmental, and cultural benefits to keeping and repairing the dam:
 - a.) The iconic and historic powerhouse can be saved;
 - b.) Friends of Pen Park are committed to improving the park, and have initiated collaboration with property owners along the river to accomplish it;
 - c.) Retaining the dam offers the option for another Ypsilanti "Green" effort by exploring possibilities for hydropower – wouldn't it be fantastic if Ypsi could say that it was powering its own street lights!
5. Undesirable changes to Pen Park:
 - a.) With dam removal, the depth and flow of the water at the edge of the park would be so great that new and costly barriers (fencing, railing) would be needed from the dam site to the west end of the park;
 - b.) The new fast flow of water would make launching of boats very difficult, eliminating casual and family use.



Resolution No. 2019-01
February 2019

**RESOLVED BY THE PARKS AND RECREATION COMMISSION OF THE CITY OF
YPSILANTI:**

Whereas, the Parks and Recreation Commission has adopted certain bylaws requiring regular attendance; and

Whereas, Delois Wilson is a member of this body who has missed 5 consecutive meetings; and

Whereas, Lisa Voelker is a member of this body that has missed 5 consecutive meetings; and

Furthermore, be it resolved that the Parks and Recreation Commission of the City of Ypsilanti recommends to Ypsilanti City Council that Delois Wilson and Lisa Voelker be dismissed from this body.

OFFERED BY: Ben Connor-Berre

SUPPORTED BY: Amanda Marshall

YES: 5 NO: 0 ABSENT: 3 VOTE:



Resolution No. 2019-087
April 16, 2019

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That the City Council Meeting be adjourned, on call, by the Mayor or three (3) members of Council.

OFFERED BY: _____

SECONDED BY: _____

YES: NO: ABSENT: VOTE:

This resolution is adopted by the Council of the City of Ypsilanti and approved by the Mayor this
16 day of April 2019

#Resolution No. 2019-087