

1. Agenda

Documents: [01- PLANNING COMMISSION AGENDA 03-21-2012 .PDF](#)

2. Packet

Documents: [03212012_PACKET .PDF](#)

**Agenda
Planning Commission
Council Chambers
Wednesday, 21 March 2012 - 7:00 P.M.**

I. Call to Order

II. Roll Call

Roderick Johnson, Chair	P	A
Mark Bullard	P	A
Gary Clark	P	A
Phil Hollifield	P	A
Daniel Lautenbach	P	A
Brett Lenart	P	A
Richard Murphy	P	A
Kelly Weger	P	A
Cheryl Zuellig	P	A

III. Approval of Minutes

- 15 February 2012
- 14 March 2012

IV. Audience Participation

Open for general public comment to Planning Commission on items for which a public hearing is not scheduled

V. Old Business

- Water Street Recreation Center Update (BW)
 - o City Council Water Street Work Session: Tue Mar 20, 7pm, Council Chambers

VI. New Business

- 301 W Michigan Site Plan (BW)

VII. Committee Reports

- Master plan update committee [Johnson, Murphy, Lenart]
- Ordinance committee [Bullard, Lautenbach, Weger]
 - o Minutes
- Non-motorized transportation committee [Johnson, Murphy]
 - o Minutes: February 2012
 - o Annual Report 2011

VIII. Future Business Discussion / Updates

IX. Adjournment

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**PLANNING COMMISSION
MEETING MINUTES
February 15, 2012
CITY COUNCIL CHAMBER
7:00 P.M.**

I. CALL TO ORDER

The meeting was called to order at 7:03 p.m.

II. ROLL CALL

Present: R. Johnson, R. Murphy, G. Clark, B. Lenart, D. Lautenbach, M. Bullard,
P. Hollifield

Absent: K. Weger, C. Zuellig

Staff: Teresa Gillotti, City Planner
Nan Schuette, Executive Secretary

III. APPROVAL OF MINUTES – December 14, 2011

Commissioner Lenart moved to approve the minutes of December 14, 2011 with corrections as stated (Support: G. Clark) and the motion carried unanimously.

IV. AUDIENCE PARTICIPATION

None

V. OLD BUSINESS

Water Street Recreation Center Briefing

The City Planner, Ms. Gillotti, gave an update on the status of the Water Street property. There is another interest from a developer on an affordable housing project off Park Street, extending Parsons Street into the Water Street property. Commissioner Lenart referred to our nursery grant for trees stating that the Chevrolet site in Flint is considering replicating the project.

VI. NEW BUSINESS

1. Annual Report

Ms. Gillotti reviewed the 2011 Annual Report stating that the commission had considered 33 applications, including 11 site plans, 7 special use permits and 6 text amendments. Significant reviews include the former Ford/Visteon/ACH property at 128 Spring St, a Planned Unit Development for the former Parkview, now Hamilton Cross, the Corner Brewery expansions, and the expansion of the Gilbert Residence on S. Huron Street.

In addition to above-average number of applicants, the Commission addressed a number of significant issues that weren't tied to individual sites or applications, which included a sign ordinance, sidewalk expansion/bump-out for the 300 block of Normal Street at W. Cross, as well as adding in bicycle lanes.

The Master Plan Committee reviewed the existing master plan providing more research on demographic changes in the city. The Non-Motorized Committee met monthly and has representation from the DDA and Recreation Commission.

On-going activities include the Climate Action Plan, Revision process on the Master Plan and consideration of four possible amendments by the Ordinance Committee.

City Council has included in their 2012 goals consideration of the sale of City-owned property. Planning Commission would like to be engaged in potential re-use considerations for the Boys and Girls club property at 220 N. Park Street, as well as providing recommendations for a disposition policy for properties returned to the city through tax foreclosure sales.

Ms. Gillotti also referred to the property on Superior/Huron River and the possibility of considering rezoning to RO – Residential Office.

Commissioner Lenart moved to approve the annual report with amendment to city owned properties being more generalized (Support: R. Murphy) and the motion carried unanimously.

2. Non-Motorized Transportation Committee Appointment

At the Advisory Committee Meeting in January, 2012, the committee recommended the appointment of Adam Gainsley to the board to replace Thomas Kula who has moved to New York City. Commissioner Lenart moved to approve the appointment (Support: G. Clark) and the motion carried unanimously.

VIII. COMMITTEE REPORTS

- Master Plan Update Committee – Johnson, Murphy, Lenart – no update
- Ordinance committee (Bullard, Lautenbach, Weger)
 - o Update on proposed food production/business amendments

Commissioner Lautenbach stated that the committee had met on February 8th and discussed several areas: urban farms & how they would work, maximum size, primary use in R1 – gardening, type of structure to be used, general farm stand – no walk-up stand for potential buyers, potential parking issues, determine if chickens and beehives could be included, which garnered a mixed opinion, potential nuisance issues and screening, operation of equipment at odd hours, possibility of food carts and permits. The meeting lasted about one hour and they plan to meet again for further discussion in March.

- Non-motorized transportation committee (Johnson, Murphy)
 - o Minutes: December 2011 and January 2012 were included in packets.
- Capital improvements plan committee (yet to meet)

IX FUTURE BUSINESS DISCUSSION/UPDATES

1. March: Key Bank Parking Lot
2. Possible Master Plan Amendment

VI. ADJOURNMENT

Since there was no further business, Commissioner Lenart moved to adjourn the meeting (Support: D. Lautenbach) and the motion carried unanimously. The meeting adjourned at 7:45 p.m.

**PLANNING COMMISSION
SPECIAL MEETING MINUTES
March 14, 2012
CITY COUNCIL CHAMBER
6:00 P.M.**

I. CALL TO ORDER

The meeting was called to order at 6:04 p.m.

II. ROLL CALL

Present: R. Murphy, K. Weger, C. Zuellig, B. Lenart, D. Lautenbach, M. Bullard,

Absent: R. Johnson (excused) G. Clark, P. Hollifield

Staff: Teresa Gillotti, City Planner
Nan Schuette, Executive Secretary
Marcus McNamara, OHM (City engineer)

III. AUDIENCE PARTICIPATION

None

IV. PUBLIC HEARING ITEMS & PRESENTATIONS

1. Text Amendment: Flood Damage Prevention Ordinance

Ms. Gillotti introduced Marcus McNamara, Orchard, Hiltz & McCliment, Inc. to give a status report. Mr. McNamara noted that the documentation went before City Council on March 6, 2012 adding that the changes that are involved are so minor as to be negligible. There are no new impacts to residential areas or to the Water Street area for insurance purposes.

Commissioner Lautenbach moved to open the public portion of the hearing (Support: B. Lenart) and the motion carried unanimously. Since there was no public comments, Commissioner Bullard moved to close the public portion of the hearing (Support: B. Lenart) and the motion carried unanimously.

Ms. Gillotti stated that the only other change to the ordinance was that FEMA recommended language stating that the Building Official was going to be the enforcing agency per the State Building Code. That is a new section that has been added to Sec. 122-913. Sections 1, 2 and 3 are new otherwise they are edits to indicate the new date of the study as well as the panel of the flood insurance rate map. Commissioner Murphy added that this is not a substantial change since the Building Official was already named as part of our Zoning Ordinance.

Commissioner Lenart move to recommend approval of the amended ordinance to City Council, and C. Zuellig seconded the motion and it passed unanimously.

VI. ADJOURNMENT

Since there was no further business, Commissioner Lenart moved to adjourn the meeting (Support: M. Bullard) and the motion carried unanimously. The meeting adjourned at 6:10 p.m.



Memo

To: Mayor and City Council
From: Teresa Gillotti
Date: March 20, 2012

Subject: Water Street Redevelopment Area update – Work session items for March 20 6 to 7 p.m.

The work session will provide updates on the following items, several with related resolutions that will be discussed during the regular City Council meeting which begins at 7 p.m.

1. CBRE contract extension and updated marketing plan for Water Street
2. Current development interest in the site
3. Update on the schedule from WCPRC for the Recreation Center project
4. Update on the under Michigan Avenue pedestrian bridge, and alternate plans
5. Request for a National Resources Trust Fund application for the linear park and Border to Border trail expansion on Water Street, adjacent to the proposed Recreation Center
6. Close-out of EPA Clean up grants, NSP funds, and Downriver Consortium grants
7. Update on interim uses on the Water Street Redevelopment area
 - Phytoremediation
 - Urban tree nursery

1. CBRE contract extension and updated marketing plan for Water Street

In 2008 the City of Ypsilanti altered the direction of marketing efforts for the Water Street redevelopment area, opening up the potential to sell smaller portions of the site in addition to the potential to sell the 38 acre parcel as a whole. To further inform this process, the City entered into a contract with CB Richard Ellis, (CBRE) to develop a market study for the site, create a plan for parcelization that included developing specific pricing, listing the property on MLS services, and ongoing marketing at events and through their networks.

That contract had stipulated a monthly payment, which was to be applied to potential commission. The amount related to this “pre-paid” commission is \$72,000. The new contract stipulates that CBRE will not be entitled to any additional consulting fees, and that CBRE waives the right to any additional consulting fees related to activities since the end of the prior agreement, through the proposed contract.

The updated contracted includes these provisions of note:

- The city will expend no additional funds for the services provided by CBRE

- In the case of a donation or transfer of land, rather than a sale, CBRE cannot claim any commission
- CBRE will be under contract for these additional services:
 - o Updated Analysis and Brochures. Broker shall prepare new comparable analysis and updated brochures for the Property at least every six (6) months during the Term.
 - o ICSC. Broker shall feature the Property at the International Council of Shopping Centers' regional and national annual meetings.
 - o Marketing Plans. Prepare and update every six months during the Term marketing plans for the marketing of the Property.

In conversation with City staff, Mr. Itkis has expanded on these elements further:

Marketing Study Information:

I will update the Marketing Study information with the latest demographics, gap report, and traffic counts. I don't think that the situation in Ypsilanti has changed so much in the past 3 years, so these three items will be sufficient. This will be free of charge to the City.

Marketing Brochure:

I will update the marketing brochure including the new prices for the various size parcels of land at Water Street. I will run the latest comp study and discuss it with you for your and the City's approval.

Marketing:

My team and I have created a marketing campaign that is more targeted and reaches the logical users instead of marketing to everyone and hope to get lucky. Over the years our user database has grown to over 1,000 users, most of which are national companies and some are the local companies that are currently actively looking for properties. We have categorized them by their real estate requirements, whether they lease, purchase, go inline, free standing, etc. we have further categorized them by their co-tenancy requirements, such as whether they have to be near a big box retailer such as Target, Wal-Mart, Meijer, or will they take properties not near these type of big boxes. This categorization is what has allowed us to be more targeted in our marketing.

Our marketing campaigns go out every 45 to 60 days. This is due to the fact that we have noticed that by sending too many emails, we may have people "unsubscribe" from our email blasts with property information. If this keeps on taking place, we will lose potential users. So, we are cognizant of not overloading anyone's emails with our information. These steps have helped us increase the number of people who review our information, which has helped us obtain interested parties in our properties. This approach has proven to be successful and we will utilize it when marketing Water Street.

Recreational Center Possibility:

Since the City is considering having a Recreation Center at Water Street, I will put together a map of the 5 county area, Washtenaw, Livingston, Wayne, Macomb, and Oakland that will show where the current Recreation Centers are located. Knowing the other Recreation Centers' proximity to Water Street will help the City evaluate the viability of this idea

Attendance: Arthur Itkis from CBRE will be available at the working session to discuss the marketing plan, the new construction market in SE Michigan and to answer any other questions related to the marketing of Water Street. Likewise, Joe Fazio from Miller Canfield will be available to answer questions about the contract in particular.

2. Current development interest on the site

The City has been in conversation with three developers in addition to Washtenaw County Parks and Recreation Commission. Projects under consideration include active senior housing, family affordable housing, and small retail development. Staff is providing interested developers with site information, zoning guidelines, and general location on the proposed location for the County's Recreation facility. Staff will be working with CBRE to move these parties toward a Letter of Intent in upcoming weeks.

3. Update on the schedule from WCPRC for the Recreation Center project

City staff has been meeting regularly with WCPRC on creating a timeline for moving the project forward, as well as determining appropriate milestones for the project. Washtenaw County Parks is looking to create several committees to help coordinate several components of the project. Below is a summary of the committees and proposed membership:

- **Steering Committee** –The Steering Committee is comprised of representatives of the project partners and will meet monthly to coordinate the efforts of the Working Committees and keep the project moving forward.
 - o WCPRC staff: Bob Tetens, Coy Vaughn, Meghan Bonfiglio
 - o WCPRC board: Robert Marans
 - o City of Ypsilanti staff: Teresa Gillotti
 - o **Ypsilanti City Council representative (TBD)**
 - o YMCA staff: Cathi Duchon
 - o U of M architectural professor: Craig Borum
- **Architecture & Site Planning** – Develop the building program and conceptual design alternatives for the proposed building and site amenities including building program/elements, schematic layout and elevations, investigate building materials, parking layout, schematic site plan, preliminary cost estimate
 - o Bob Tetens, (lead)
 - o Cathi Duchon (YMCA)
 - o Coy Vaughn WCPRC staff
 - o Jon Keith, WCPRC staff
 - o **Ypsi Planning Commissioner**
 - o **Ypsi Recreation Commissioner**
- **Greenway/Border-to-Border Trail** – Develop a conceptual design for a 100'-wide urban greenway (B2B extension) along the Huron River from Riverside Park to Grove Road and extending south to connect to trail network at Ford Lake. Coordinate the implementation of the MNTRF grant for the Heritage Bridge and submittal of new applications for funding the remainder of the proposed trail.
 - o WCPRC staff
 - o City Staff
 - o City of Ypsilanti Non-motorized committee representative
 - o U of M School Architecture representative.
- **Infrastructure & Environment:** Determine existing and potential onsite environmental impacts and identify necessary infrastructure improvements including considerations of floodway/floodplain, brownfield plan updates, water, sewer and other utility location, roadways, and storm water treatments.
 - o Meghan Bonfiglio (WCPRC staff) and Teresa Gillotti (City staff) (co-leaders)
 - o Washtenaw County brownfield program staff
 - o Jeff Dehring (WCPRC staff)
- **Partnerships & Funding:** Research and identify potential funding and partnership opportunities including grants, private endowments, foundation funding, YMCA partnership, EMU partnership and other opportunities.

- o Bob Tetens (lead)
- o Melissa Milton-Pung
- o Ypsilanti Mayor or City Council Representative
- o Leigh Greden, EMU
- o David Rutledge, State representative

Attendance: Coy Vaughn of Washtenaw County Parks and Recreation Commission will be in attendance and will be presenting and detailing the schedule for next steps including milestones, and dates for execution of the development agreement, bridge and trail construction and Recreation Center construction.

Recommendation:

Staff would like Council to select either the mayor or a council member to serve on the Steering Committee, as well as the funding committee. Staff would also like approval to work with the Planning Commission and Recreation Commission to select members for the building, site, and trail committees.

4. Update on the under Michigan Avenue pedestrian bridge, and alternate plans

As was reported previously in the Council Information Letter, the 2011 NRTF application for the Michigan Avenue pedestrian bridge did undergo a setback when MDEQ and MDOT failed to approve the under Michigan avenue location for the bridge, due to issues with scouring of the Michigan Avenue bridge supports. Staff and WCPRC staff have been looking at alternatives, and have been in contact with the DNR on what alternatives would still qualify for the grant funding.

The attached plan shows a proposed alteration of the pedestrian bridge connection that incorporates all of the same elements (ADA compliant, fishing pier, educational signage) but has the bridge crossing from Riverside Park to the edge of the Fischer Honda dealership on the west side of the bank. An at-grade crossing of Michigan Avenue is proposed. NRTF staff have felt comfortable with the changes, as long as MDOT approves the at-grade pedestrian crossings, and all amenities from the previous application are included in the alternative pedestrian bridge plan.

Staff has been in contact with MDOT about appropriate pedestrian treatments including discussion of pedestrian refuge island (median) or possibly a HAWK (high-intensity activated crosswalk) signal. WCPRC have had an initial conversation with Fischer Honda, and they have expressed interest in partnering on the project. MDOT has been positive so far, and planning staff are conducting pedestrian counts in the area of the proposed crossing to provide data for MDOT to assist in their recommendation.

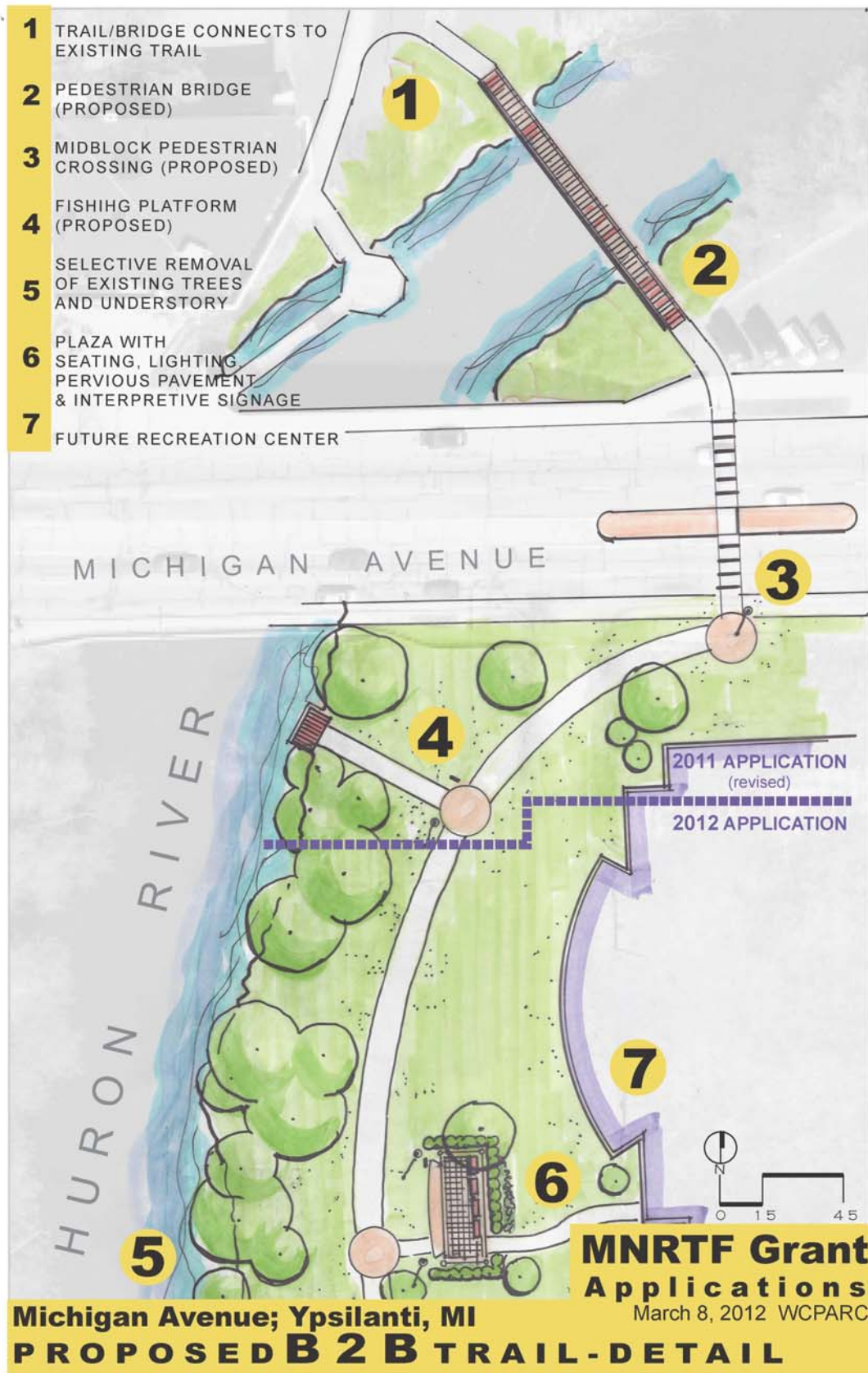


Pedestrian refuge island



HAWK signalized crossing

Proposed alternative pedestrian bridge crossing from Riverside Park to Water Street Redevelopment Area.



5. Request for a National Resources Trust Fund application for the linear park and Border to Border trail expansion on Water Street, adjacent to the proposed Recreation Center

Washtenaw County Parks and Recreation Commission is again seeking to partner with the City of Ypsilanti on a 2012 National Resources Trust Fund (NRTF) to complete the Water Street trail (named the River's Edge Trail in the grant application), from the terminus of the 2011 project (see above) to the connection to sidewalks and biking lanes on S. Grove Street (see right).

The River's Edge park project is estimated at \$592,000, and the NRTF grant request is for \$300,000 with Washtenaw County Parks providing a match of \$292,000 to the project.

The County would develop 100 feet of land closest to the river as a linear park with a 3,000' multiuse trail. This project is to construct the first phase of the park with trail, plaza, overlook, signage and complimentary site amenities to create a dynamic space adjacent to the Huron River.

The resolution provided as part of the regular meeting would authorize the grant application for the trail. Note that the bridge and trail projects would be developed prior to the proposed Recreation Center, but will be aligned with that future project.

The greenway/trail is included in the City's Master Plan (2008 Water Street Amendment), 2008-2012 Parks Plan, and has been a featured element of Water Street Redevelopment plans throughout the life of the project.

B2B Michigan Ave to Grove, Ypsilanti, MI



Washtenaw County
Parks and Recreation Commission
2010 Aerial: Washtenaw County GIS

0 300 600 900 1,200 Feet

6. Close-out of EPA Clean up grants, NSP funds, and Downriver Consortium grants

ECT has completed reporting for all grants related to the demolition and remediation of the Water Street Redevelopment Area. This includes the three (3) EPA Clean-up grants, Neighborhood Stabilization Funds distributed through Washtenaw County, Downriver Consortium Grant funding, as well as required reporting to the State of Michigan Department of Environmental Quality (DEQ). All funds have been expended, and the current environmental map has been included on the City's updated Water Street information page: <http://cityofypsilanti.com/DoingBusiness/WaterStreetRedevelopmentArea>

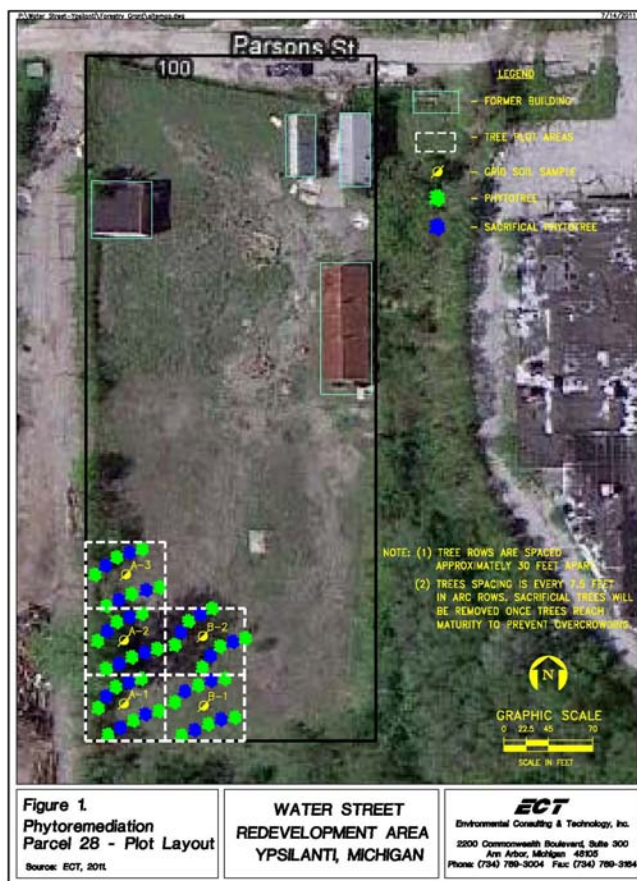
7. Update on interim uses on the Water Street Redevelopment Area

Phytoremediation effort – GLRI grant

Phase one of the phytoremediation project has been completed including pre-testing of subject area, an approximately 1 acre area where heavy metals remain above state DEQ levels for direct contact.

The plot map below shows the location of the 49 native conifers were planted during spring of 2011. The location of the control and other 5 plots will be formalized later this spring, but will be located adjacent to the existing test plots. The next test plot will include more traditional species of trees for phytoremediation including poplar and willow. The project team intends to use native cultivars of these species if available. One or more test plots with no trees will be evaluated as a control. The test plots are scheduled to be planted in spring of 2012 and fall of 2012 if necessary. A drip irrigation system has been installed for the first plot series to support the health of the planted trees.

A silt fence will be installed to monitor the effect of trees on surface water run-off. Test plots with trees versus no trees and native trees versus non-native trees will be evaluated to see whether there is a noticeable effect on run-off quality and quantity. A sign has also been installed noting the general project area.



Urban Forestry Initiative – GLRI grant

The tree inventory, canopy cover analysis and urban forestry plan have been completed and were delivered to the City of Ypsilanti from Davey Resource Group at the end of February. Combined with the research and recommendations provided by Lindsay Davenport, a landscape architecture student from the University of Michigan's School of Natural Resources, staff will presenting more information regarding the location, and timing of the installation of the nursery at the March 20 working session. The infrastructure for the nursery is expected to be installed along with some initial stock this spring, while the bulk of the trees will be installed this fall. Related programming components will be worked out during the spring/summer.



City of Ypsilanti
Planning and Development Department

23 February 2012

**Staff Review of Site Plan Application
Franklin Realty/Bancsites
301 W Michigan Ave**

GENERAL INFORMATION

Applicant: Ed Berch
Franklin Realty
301 W Michigan Ave
Ypsilanti, MI 48197

Project Name: 301 W Michigan Ave – Parking Lot Renovation

Application Date: 07 February 2012

Location: South-east corner of Michigan and Hamilton; commonly called the Key Bank Building

Zoning: B3 – Central Business (north half)
B2 – Community Business (south half)
HO – Historic Overlay (east half)

Action Requested: Site plan approval for significant renovation of parking lot, including capital improvements to the right-of-way.

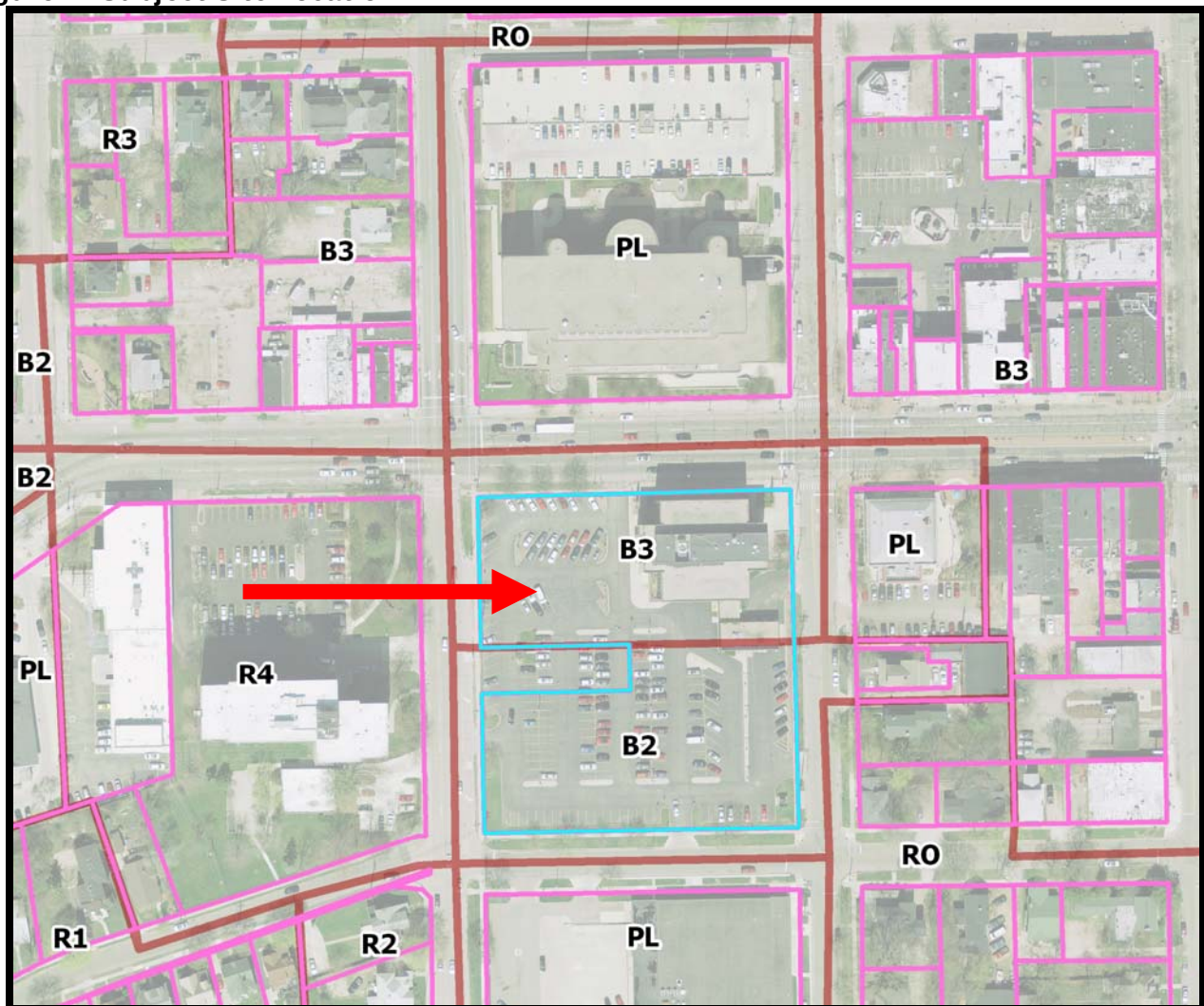
Staff Recommendation: Approval with conditions.

PROJECT AND SITE DESCRIPTION

The parcel is 3.2 acres in size, occupying the block bounded by West Michigan, South Adams, Ferris St, and S Hamilton. There is an existing four-story building, one-story addition, drive-through area, drive-up ATM, dumpster enclosure, and an existing parking area with approximately 210 spaces on the site. The building was constructed in 1974, and the separate drive-through ATM in 1986.

The applicant is requesting site plan approval for renovations of the existing parking lot, closure of two existing curb cuts along S Hamilton Street, one of which is not in use, the reconstruction of existing sidewalks and pedestrian crossing ramps, the relocation of the dumpster, burying of utility lines, significant changes to landscaping, and an overall reduction in the number of parking spaces to 190.

Figure 1: Subject Site Location



Note that as shown, there's an "indent" on the west side. This is an error; that space is a vacated alley and part of the parcel.

Figure 2: Land Use and Zoning of Surrounding Area

	LAND USE	ZONING
NORTH	higher education	PL + HO
EAST	library, community business, residential	PL, B2, RO + HO
SOUTH	post office	PL + HO
WEST	multifamily residential (senior housing)	R4

SITE PLAN: CRITERIA AND REVIEW**§122-127****REQUIREMENTS****§122-127(2)**

ORDINANCE REFERENCE	REQUIRED	EXISTING CONDITIONS	PROPOSED
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As lot area, width, setbacks, lot coverage, and building heights are to remain unchanged from existing, staff has not included these requirements in this table.

§122-647	SIDEWALKS	provide a sidewalk or shared-use path	sidewalk in variable condition; some areas poor, some good.	Complete reconstruction of sidewalks, pedestrian ramps, and drive crossings.
§122-707	LANDSCAPING	10%		23276/120739 = 19%
§122-836	PARKING	1 per 200 sf of bank, @5400 sf = 27 1 per 300 sf of office @ 39040 sf = 130 TOTAL: 157	• 210 spaces (13 BF) • 4 stacking spots provided for drive-through • 8 bike parking spots ("fence" style)	• 190 (7 BF, 3%) • 4 stacking spots for drive-through • 12 bike parking spaces (6 hoops)
§122-861 et seq	SIGNAGE	Per 122-861 et seq, and April 2002 sign variance permitting up to four (4) signs for Key Bank, w/ conditions (paraphrased): • total signage dedicated to Key Bank, the main tenant, shall not exceed the maximum 150 sq ft allowed • the 2 existing monument signs shall remain one-sided	• 2 monument signs • 2 building signs • directional signs	no changes proposed

Items to be Addressed:

1. Show size, location, and lighting of existing monument signs and building sign.
2. Public signs need not be listed on the site plan.
3. Directional signs:
 - a. Indicate the sizes of directional signs. Directional signs may not exceed two square feet per sign.
 - b. Some parking lot signage appears to have incorrect directional arrows (signs 24 and 25, first and second aisles from the northwest). Please double-check before installation.
 - c. Parking lot/informational sign #7 may have incorrect times. Please double-check before installation.
 - d. Note conditions of the April 2002 sign variance in any future signage decisions.

BUILDING LOCATION AND SITE ARRANGEMENT §122-127(3)

The building is located in the north-east quadrant of the parcel. There is a drive-through located on the eastern side of the building, an enclosed dumpster on the south-east corner of the site, and a drive-up ATM on the west side of the site, approximately at the center. Parking surrounds the building to the west, south-west, and south.

The only proposed modification to the site arrangement is relocation of the dumpster and enclosure from the south-east corner of the property to the south side of the building.

Items to be Addressed: *None.*

SITE ACCESS, TRAFFIC, AND PARKING

§122-127(4)

The site is accessed by vehicles from W Michigan Ave (1 entry-exit curbcut), S Hamilton St (2 active entry-exit curbcuts, 1 closed curbcut), Ferris Street (1 entry-exit curbcut), and S Adams Street (one exit-only curbcut, one entry-exit curbcut). The main entrance for the building is located off the parking lot, on the northwest side. A service entrance exists on the south side of the building.

Bicycle parking is just south of the main entrance, and accommodates up to eight bikes. There is a 24-hour drive-up ATM on the west side of the site, and a drive-through bank branch on the south side of the building (access on south-east corner).

The applicant is proposing to close the two northmost of the three curbcuts on S Hamilton (one already effectively closed) and repair the remaining existing curbcuts. The pedestrian plaza at the north-east corner of the site will be repaved in brick and the planters in those areas will be reconstructed, in matching brick, to serve as seatwalls, an amenity for pedestrians. The bicycle parking located south of the main entrance will be upgraded and the number of spaces will be increased. The vehicle parking layout will be changed significantly; three east-west aisles of angled parking will be realigned to be north-south and to be perpendicular, joining with existing north-south parking aisles. Angled parking along the north is to be realigned to the perpendicular, to allow for a larger landscaped area at the north-west corner as well as off-street parking lot screening. Angled parking along the west side of the site is being realigned to parallel parking (in the north) or eliminated entirely (in the south) to allow for increased landscaping.

Items to be Addressed: *The nine proposed angled parking spots along the east of the site appear to block the third drive-through lane. Please check and reconfigure as needed.*

ENGINEERING & STORMWATER

§122-127(5), §122-127(6)

The proposed construction is not in a floodplain or floodway. The plan proposes the burial of utility lines, the replacement of catchbasins (although no new connections are proposed), and significant work in the right-of-way, including pedestrian crosswalk ramps.

Items to be Addressed:

- 1. Existing and proposed calculations shall be provided for the net increase/decrease of impervious surface.*
- 2. It is not clear how the storm drainage is handled on the existing site. The existing catch basins and rim elevations are identified, however the pipe networks and outlet(s) are not shown. Storm water pretreatment will be required as part of the improvements.*
- 3. The plans call for existing overhead utilities to be relocated underground. Confirmation from the utility owner that this is feasible shall be provided.*
- 4. A permit from the Michigan Department of Transportation (MDOT) will be required for all work within the Michigan Avenue and Hamilton Street right-of-way.*

SCREENING §122-127(7)

Figure 4: Screening

ORDINANCE REFERENCE	REQUIRED	EXISTING CONDITIONS	PROPOSED
§122-641 Lighting	• down-directed and shielded • not >0.5 fc @ lot line • not >16'in height • not < 0.3 fc	fifteen pole lights, all down-directed. photometrics unavailable. height not listed on site plan.	existing to remain; two pole lights to be relocated from drive-through stacking area on east side of site to drive-up ATM at west side of site.
§122-703 Screening Between Land Uses	at adjoining (abutting) conflicting land uses. No conflicting land uses abut; site is surrounded by public streets.	--	--
§122-704 Off-Street Parking Landscaping	1 tree per 8 spaces (190/8 = 24)	approximately 11 trees on-site; 7 additional within the right-of-way	60 trees on-site 25 additional w/in right-of-way
	landscape island per 16 continuous spaces	met	met
	ends of all aisles and corners protected	met	North end of eastern aisle (just west of drive-through) is unprotected.
	minimum distance of 3' from curb backside to landscaping	--	met
	must be screened per 122-703 if conflicting land use adjacent	not required	--
	must be screened from public ROW with landscape berm, solid wall, or alternative landscape plantings	unscreened	Extensive landscape plantings proposed, particularly along north and northwest sides.
	prevent vehicular encroachment into landscaping, structures		fully curbed
§122-705 Greenbelt Landscaping	not required	--	--

ORDINANCE REFERENCE	REQUIRED	EXISTING CONDITIONS	PROPOSED
§122-706 Foundation Landscaping	screen buildings from parking areas/ ROWs 1 ornamental tree and 6 shrubs per 30' - Michigan Ave: 135' 27 shrubs 5 trees - West/entrance: 165' 33 shrubs 6 trees - S Adams: 165' 33 shrubs 6 trees	Landscaped beds along Michigan Ave, S Adams, and west parking area entrance;	- Michigan Ave: 135' 40 shrubs 6 trees +4 ROW - West/entrance: 165' 30 shrubs 4 trees - S Adams: 165' 25 shrubs 6 trees +5 ROW - Existing wooden bed will be replaced with brick - Overall: bed structures will remain largely unchanged; overall character and density of plantings are to remain the same.
§122-650, §122-709 Refuse Containers	masonry enclosure 1' taller than dumpster (no less than 6'), in rear yard, 80% opaque swing door, on a concrete pad	wooden dumpster enclosure at south-east corner of site	CMU dumpster enclosure shown abutting south side of building.
§122-710 Exterior Electrical	when visible from ROW screen	HVAC located on building roof; electrical/utility on SE corner of building	Screened as part of foundation landscaping.
§122-712 Maintenance	install underground sprinkler system		Underground irrigation shown for all plantings, including trees in ROW.
§122-714 Fencing, hedges, walls, berms	no taller than 10' in side/rear yard	none existing.	none proposed.

Items to be Addressed:

1. Protect north aisle-end of easternmost north-south aisle with raised curb.
2. Planning Commission waiver requested to accept proposed foundation landscaping, with the finding that the benefit intended to be secured by §122-706 will exist with less than the required landscaping or screening.

OTHER DEPARTMENT AND AGENCY APPROVALS

HISTORIC DISTRICT

The project was approved on 14 February 2012. Bricks proposed for work in right-of-way to match existing throughout downtown area; grates proposed for new trees in right-of-way to match existing throughout downtown area.

DEPARTMENT OF PUBLIC SERVICES

The applicant is responsible for obtaining permits from the Department of Public Services before beginning work on any portion of the City right-of-way, including sidewalks, curbs, and driveways on South Adams and Ferris Streets.

FIRE DEPARTMENT

As applicant is requesting a curbcut closure and changes to parking area circulation, Fire Department review was required. Fire Department has no objection to the proposed changes.

MICHIGAN DEPARTMENT OF TRANSPORTATION

The applicant is responsible for obtaining permits from the Michigan Department of Transportation before beginning work on any portion of the State right-of-way, including sidewalks, curbs, and driveways on South Hamilton Street and West Michigan Avenue.

STAFF RECOMMENDATIONS: SITE PLAN

Staff recommends the Planning Commission **approve** the Site Plan and proposed capital improvements for the Bancsites/Franklin Realty property at 301 W Michigan with the following findings, waivers, and conditions:

Findings

1. The application substantially complies with §122-127.

Waivers

1. Planning Commission waiver requested to accept proposed foundation landscaping, with the finding that the benefit intended to be secured by §122-706 will exist with less than the required landscaping or screening.

Conditions

1. Show size, location, and lighting of existing monument signs and building sign.
2. Indicate the sizes of directional signs. Directional signs may not exceed two square feet per sign.
3. The nine proposed angled parking spots along the east of the site appear to block the third drive-through lane. Please check and reconfigure as needed.
4. Protect north aisle-end of easternmost north-south aisle with raised curb.
5. Existing and proposed calculations shall be provided for the net increase/decrease of impervious surface.
6. It is not clear how the storm drainage is handled on the existing site. The existing catch basins and rim elevations are identified, however the pipe networks and outlet(s) are not shown. Storm water pretreatment will be required as part of the improvements.
7. The plans call for existing overhead utilities to be relocated underground. Confirmation from the utility owner that this is feasible shall be provided.
8. A permit from the Michigan Department of Transportation (MDOT) will be required for all work within the Michigan Avenue and Hamilton Street right-of-way.

Bonnie Wessler
Planner I, Planning & Development Dept.

CC File
 Applicant
 Site designer
 Department of Public Services
 City Engineer



March 9, 2012

City of Ypsilanti
Planning and Development Department
One South Huron Street
Ypsilanti, Michigan 48197

Attention: Ms. Teresa Gillotti

Regarding: 301 W. Michigan Parking Lot Improvements
Site Plan Review No. 2
OHM Job No. 0094-11-1061

Dear Ms. Gillotti:

The applicant is requesting site plan approval for parking lot improvements to an existing office facility on the southeast corner of West Michigan and South Hamilton. We have reviewed the plans and recommend site plan approval from an engineering standpoint. The applicant must address the comments below prior to submitting detailed engineering plans for review.

1. Existing and proposed calculations shall be provided for the net increase/decrease of impervious surface.
2. It is not clear how the storm drainage is handled on the existing site. The existing catch basins and rim elevations are identified, however the pipe networks and outlet(s) are not shown. Storm water pretreatment will be required as part of the improvements.
3. The plans call for existing overhead utilities to be relocated underground. Confirmation from the utility owner that this is feasible shall be provided.
4. A permit from the Michigan Department of Transportation (MDOT) will be required for all work within the Michigan Avenue and Hamilton Street right-of-way.

If you have any questions please contact me at (734) 522-6711.

Sincerely,

ORCHARD, HILTZ & McCLIMENT, INC.

A handwritten signature in blue ink, appearing to read "Marcus J McNamara", is written over the company name.

Marcus J McNamara

CC: Stan Kirton, Department of Public Works, One South Huron Street, Ypsilanti, MI 48197
Scott Westover, P.E., YCUA, 2777 State Street, Ypsilanti, MI 48198
File

P:\0000_0100\SITE_YpsilantiCity\2011\0094111060_301WMichPark\301_W_Mich_Parking02.doc

301 W. MICHIGAN AVENUE PARKING LOT RENOVATION

SHEET INDEX

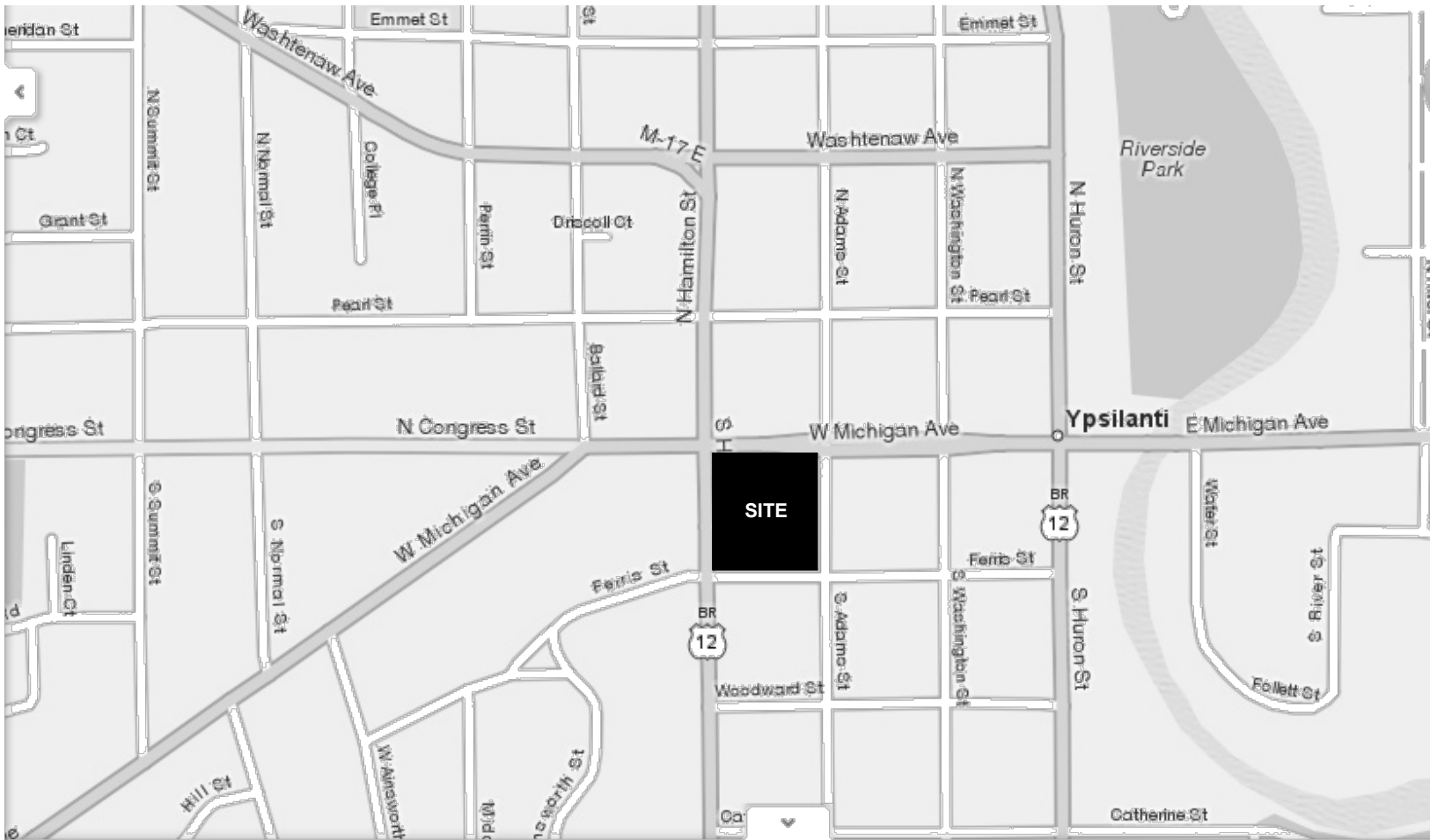
SHEET NO.	SHEET TITLE
1	SHEET INDEX, KEY PLAN
2	EXISTING PLAN/ SURVEY
3	SITE PLAN- NORTH SIDE
4	SITE PLAN- SOUTH SIDE
5	SITE DETAILS
6	ADA CURB DETAILS
7	DRIVEWAY DETAILS
8	LANDSCAPE- NORTH SIDE
9	LANDSCAPE- SOUTH SIDE
10	DRAINAGE & EROSION CONTROL PLANS
11	SIGNAGE PLAN- NORTH SIDE
12	SIGNAGE PLAN- SOUTH SIDE

DESIGNED IN ACCORDANCE WITH THE YPSILANTI ZONING ORDINANCE/ MICHIGAN BUILDING CODE 2009 EDITION.

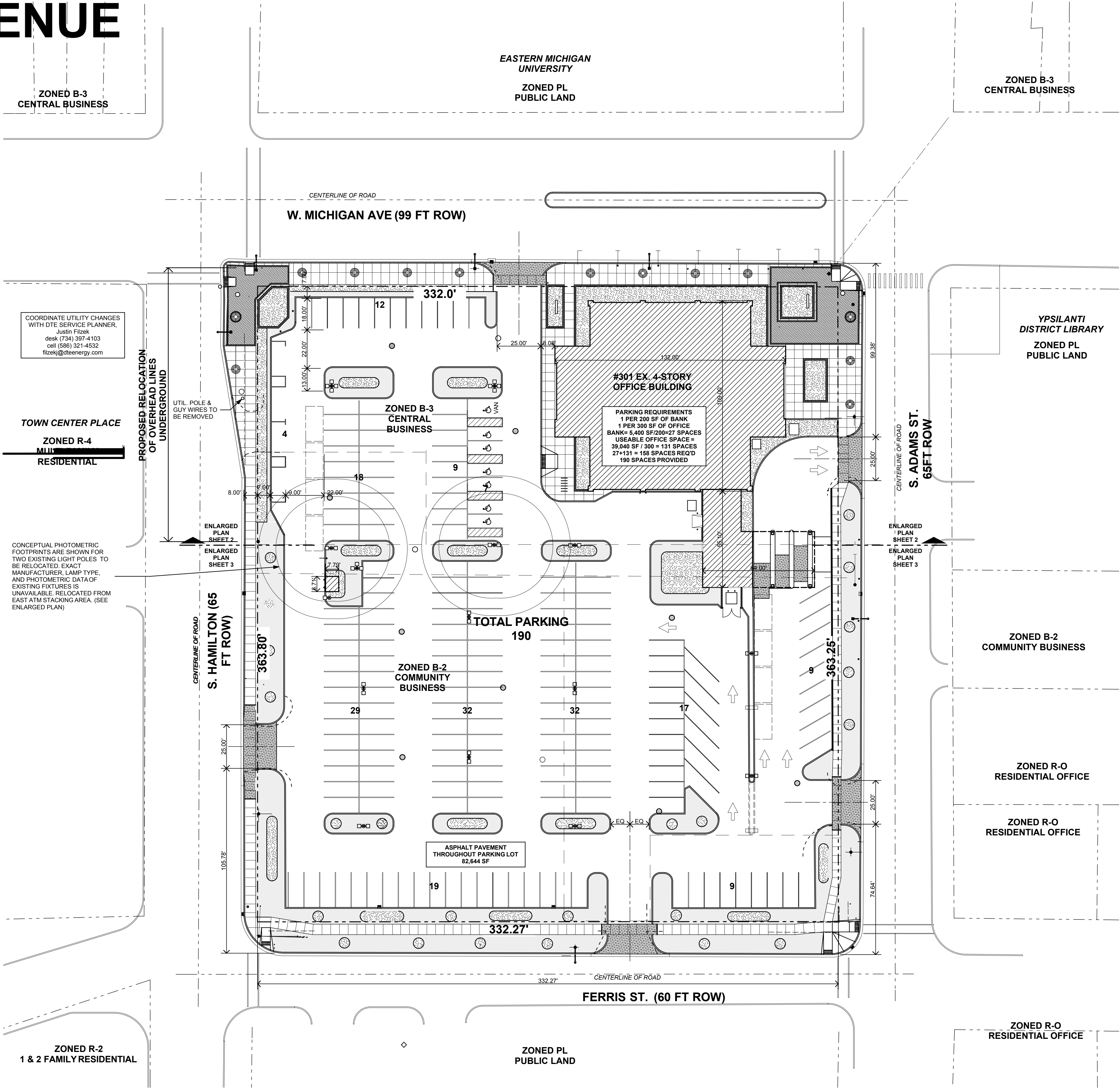
LEGAL DESCRIPTION:
LOTS 6 THRU 10 HOWARD'S ADDITION INCLUDING A 16.5 FT VACATED ALLEY ALONG S LINE OF LOTS 6 THRU 10, ALSO LOTS 18 THRU 23 ORIGINAL PLAT, INCLUDING A 16.5 FT VACATED ALLEY INCLUDED IN REAR PART OF SAID LOTS 18 THRU 23.

PROPERTY OWNER
BANC SITES, INC. ED BERCH, FACILITY MANAGER
301 1. MICHIGAN AVE, YPSILANTI MI
(734) 481-8000

BRIEF PROJECT DESCRIPTION
REPLACEMENT OF EX. ASPHALT PAVING, SIDEWALKS, AND INTERIOR CURBS. MINOR REWORK OR CIRCULATION PATTERN, NEW LANDSCAPING AND PLANTERS, NEW SIGNAGE. REMOVAL OF DRIVEWAY ON S. HAMILTON



LOCATION MAP



SITE PLAN

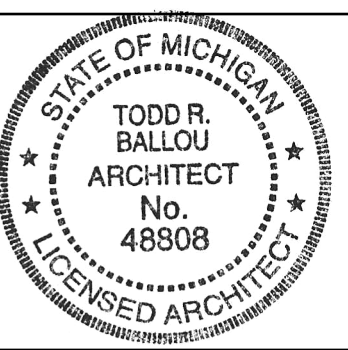
COPYRIGHT 2012
BALLOU ENTERPRISES PLLC

SITE PLAN REVIEW 1 FEB 2012
REVISION 12 DEC 2011
REVISION 27 SEP 2011
REVISION 16 AUG 2011
REVISION 10 AUG 2011
SITE PLAN REVIEW 30 JUNE 2011
PRELIMINARY 6 JUNE 2011
PRELIMINARY 13 MAY 2011
REVIEW 18 APR 2011

focus / design
Todd Ballou, Registered Architect
(734) 276-2110
www.focusdesign.us
focusdesign@comcast.net
3300 Berry Rd, Ypsilanti, MI 48198

PROJECT: 301 W. MICH AVE PARKING LOT RENOVATION
#Street YPSILANTI, MI
TITLE: SITE PLAN

JOB NO:
1108



SHEET NO.
1

SIDEWALK NOTES

1. ALL SIDEWALKS TO BE 4" WHITE (PLANT) CONCRETE UNLESS OTHERWISE NOTED.
2. PROVIDE 1/2" EXPANSION JOINT AT 50'-0" INTERVALS.
3. PROVIDE 1" EXPANSION JOINTS WHERE SIDEWALK MEETS BACK OF CURB, SUCH AS AT CROSS WALK RAMPS.
4. PROVIDE 1" EXPANSION JOINT WHERE SIDEWALK MEETS A RIGID STRUCTURE, SUCH AS THE BUILDING, PLANTERS, AND MONUMENT PEDESTALS WITH FOUNDATIONS.
5. POUR SIDEWALKS MONOLITHICALLY, WITH SAW CUT JOINTS PLACED AS NEAR TO PERPENDICULAR AS POSSIBLE TO THE SIDEWALK EDGE.
6. WHERE SIDEWALKS CROSS A DRIVEWAY, THICKEN SIDEWALK TO 8" AND ADD 6" x6" W2.9 WIRE FABRIC REINFORCEMENT.
7. SIDEWALKS TO HAVE MAXIMUM SIDE SLOPE OF 2%.
8. REFER TO COMPLETE MDOT SIDEWALK STANDARDS, R-29 G.

CATCH BASIN INSERTS

- CONFIRM SIZE & QTY OF CATCH BASINS IN THE FIELD PRIOR TO ORDERING INSERTS.
- A. 26" DIAMETER GRATE, TR24RD TRITON CATCH BASIN INSERT MANUFACTURED BY CONTECH. CUT UP DOWN TO FIT OPENING. QTY 3
 - B. 21" DIAMETER GRATE, TR18RD TRITON CATCH BASIN INSERT MANUFACTURED BY CONTECH. QTY 6
 - C. 22" X 17" GRATE, TRC2 TRITON CATCH BASIN INSERT FOR CURB INLET, MANUFACTURED BY CONTECH. QTY 2
- ROUND CATCH BASINS TAKE STANDARD FILTER CARTRIDGES
- CLEAN FILTERS THREE TIMES PER YEAR, AND REPLACE FILTER CARTRIDGES ANNUALLY, OR AS NEEDED BY THE SITE CONDITIONS.
- CONTECH SALES REP
John Thompson, PE
DESK (586-484-5512
thompsonj@contech-cpi.com

GENERAL NOTES

1. UNLESS NOTES OTHERWISE, USE MDOT TYPE C CURB ON INTERIOR OF LOT.
2. MATCH EXISTING STREET CURBS AT PERIMETER OF LOT.
3. BOLLARDS CAN BE REPLACED, OR SALVAGED. PAINT BOLLARDS DARK BROWN TO MATCH OTHER SITE ACCESSORIES.
4. POINT ELEVATIONS ON DRAWINGS ARE EXISTING ELEVATIONS. POINT ELEVATIONS MARKED "INT" ARE INTERPOLATED FROM EXISTING ELEVATIONS. ELEVATIONS IN A BOX ARE PROPOSED ELEVATIONS.

DEMOLITION NOTES:

1. ALL STREET CURBS TO REMAIN, UNLESS REQUIRED TO BE REPLACED BY ADA CURB RAMP OR DRIVEWAY DETAILS.
2. REMOVE ALL ASPHALT, CONCRETE, AND CURBS INSIDE OF STREET CURBS. REPLACE AS INDICATED ON PLANS.
3. TWO LIGHTS PEDESTALS TO BE REMOVED AND THE LIGHTS RELOCATED. OTHER LIGHT PEDESTALS & FIXTURES TO REMAIN.
4. REMOVE WOOD PLANTER AT NORTH EAST PLAZA. BRICK PLANTERS TO REMAIN.
5. REMOVE EX. DUMPSTER ENCLOSURE & BOLLARDS.
6. UTILITY POLES/ GUY WIRES AT HAMILTON TO BE REMOVED, OR REPLACED.
7. EX. IRRIGATION LINES OR EQUIPMENT TO BE REMOVED ONLY IF DAMAGED.

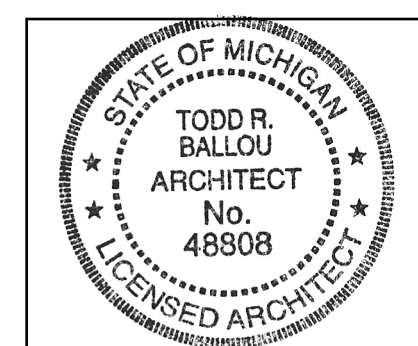
SITE PLAN REVIEW	1 FEB 2012
REVISION	12 DEC 2011
REVISION	27 SEP 2011
REVISION	18 AUG 2011
REVISION	10 AUG 2011
SITE PLAN REVIEW	30 JUNE 2011
PRELIMINARY	6 JUNE 2011
PRELIMINARY	13 MAY 2011
REVIEW	18 APR 2011

focus / design
Todd Ballou, Registered Architect
(734) 276-2110
www.focusdesign.us
focusdesign@comcast.net
3300 Berry Rd., Ypsilanti, MI 48198

PROJECT: **301 W. MICH AVE PARKING LOT RENOVATION**
#Street YPSILANTI, MI

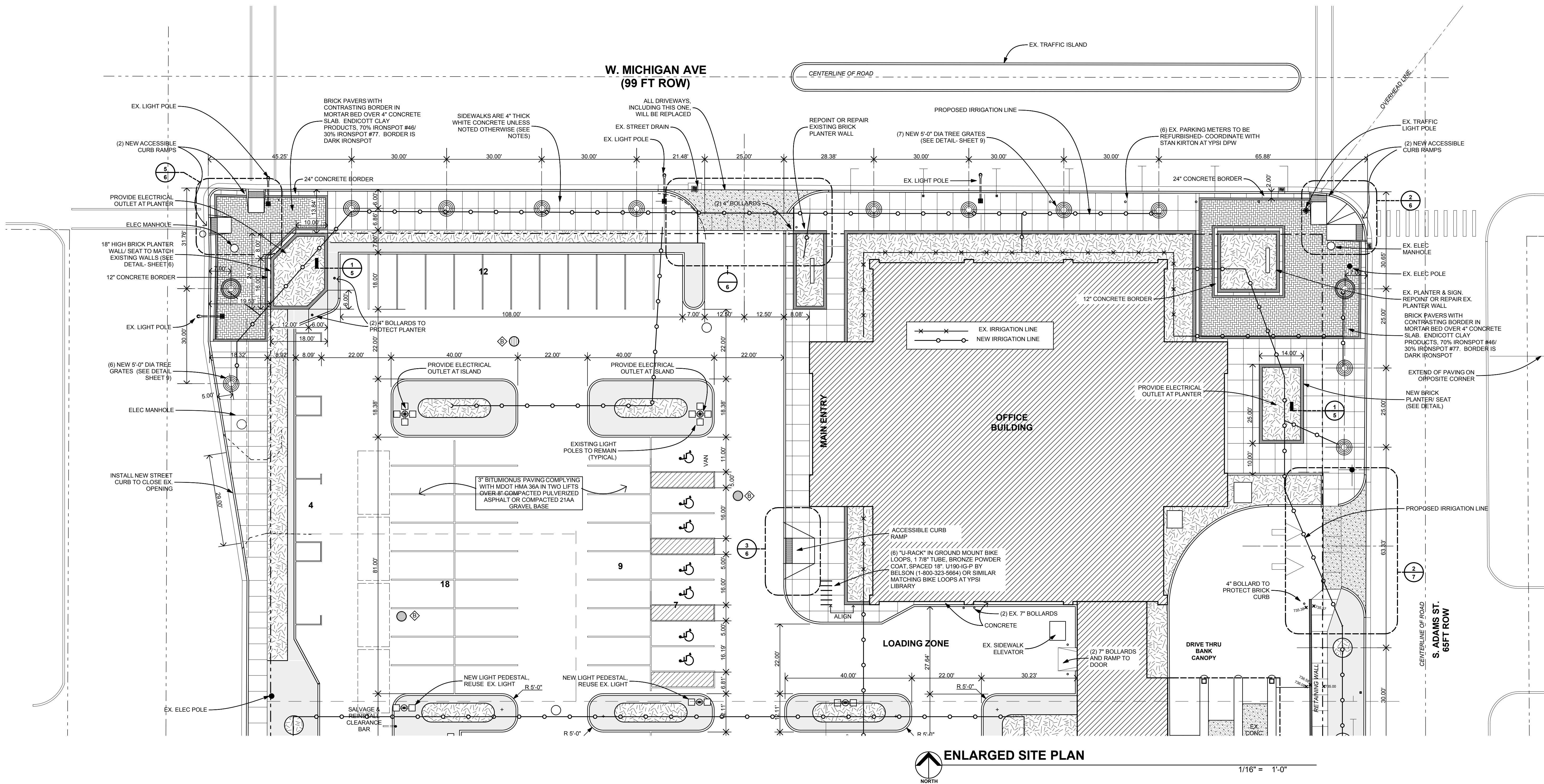
TITLE: **NORTH HALF**

JOB NO:
1108



SHEET NO.

3



**Food Production Ordinance Committee
Meeting Minutes
February 08, 2012
4:00 P.M.**

Present: D. Lautenbach, M. Bullard, K. Weger, E. Dahl-McGregor, A. Edmonds

Staff: Teresa Gillotti, Bonnie Wessler

1. Food Production in Residential Lots

Discussed potential:

- limitations on size of garden/farm area,
- size limitations on accessory structures used for growing food plants (122-666 et seq),
- interactions with home occupation ordinance (122-669 et seq)

2. Food Production in Non-Residential lots

Discussed potential:

- limitations on size of garden/farm area,
- changes to allow growing of plants in a greenhouse as a permitted use in Workshop-Studio; as a special use in B4 & B2 (exists currently as a permitted primary use in M1, M2, CI);
- on-site sales.

3. Food Processing

Discussed potential changes to catering/manufacturing uses to unify and streamline the varied and overlapping definitions while directing traffic appropriately.

4. Mobile Food Vending

Discussion surrounding potential food cart (on-sidewalk) ordinance.

Ypsilanti Non-Motorized Advisory Committee Meeting

Thursday, February 2nd, 2012, 7pm

Meeting Room #2 (basement)

Ypsilanti District Library, 229 West Michigan Avenue, downtown Ypsilanti

Agenda

1. Call to order
 - a. Present: Cheryl Weber, Bonnie Wessler, Pete Murdoch, Kevin Hill, Larry Deck, Adam Gainsley
2. Introductions
 - a. Audience participation
3. General business
 - a. Agenda approval
 - b. Approval of January meeting minutes
 - c. Committee communications received
 - d. Other
4. Old business
 - a. Complete Streets improvements update (sharrows, mid-block pedestrian crossings, share-the-road sign locations, bus stops)
 - Bonnie's Notes: Looking over your agenda-with-comments, one quick thing re: Share the Road signs. Their explicit purpose is to warn drivers-of-motor-vehicles what unusual objects *will* be in the roadway with them. Thus, for the vast majority of Ypsi's roadways, the only item that should be on the sign is a bike. Further, we must use signs that have been approved by MDOT- signs that are included in the currently-adopted Manual for Uniform Traffic Control Devices (MUTCD). The sign linked to (<http://www.roadtrafficsigns.com/signs/car-cyclists-pedestrian-share-the-road-sign/sku-k-9080.aspx>) is *not* approved for use in the Michigan MUTCD (the searchable, interactive Michigan MUTCD is here: http://mdotwas1.mdot.state.mi.us/public/tands/Details_Web/mmutcdcompleteinteractive.pdf, and the relevant bits about bike signage starts around page 797). To sum up: we can do a share-the-road (MMUTCD W16-1P) with a bike (MMUTCD W11-1), but we can't use the share-the-road-with-everything that was linked. As I mentioned in an email with Bob late last week, Planning is working with DPS to resolve the signage issue- we do intend to put up the MMUTCD W11-1 (bike) portion with all the MMUTCD W16-1Ps (share the road), it's just a matter of when we'll have the budget, MDOT permits, manpower, and weather conditions to do so, in that order.
 - The sign order is on track for this summer
 - Bonnie also suggested that we look to the DDA for funding for bike racks. She also pointed out that when going to them it will be helpful to have data on how much traffic there is in the area, and how much usage we expect.
 - Cheryl will get more info on how AATA determines what amenities they put at which steps. This could serve to help us determine where to request bike racks be put.
 - b. Downtown bike routes-signage-maps
 - Larry mentioned that the County and Ann Arbor are planning on redoing/improving their bike route map soon. It might not be this year so we may want to start building our own map. When they do get to redoing theirs we should see if we can get Ypsilanti included. I'll take responsibility for finding out who makes the map, what the timeline is and what tools they use. I'll also ask among my friends for anyone interested in helping with this. I know a couple map geeks, hopefully one of them will be interested in helping.
 - c. Additional bike parking hoop locations

- Bonnie's Notes: "As the funding would be through AATA, they're the lead on this. I have spoken with them, and funding bike hoops at bus stops (your average bus stop- not the Transit Center) is fairly low on their priority list, due to right-of-way and maintenance constraints. Further, they generally have to scope out what they plan to use the funds for about 5 years in advance- so even though hoops could fall under (for instance) a "bus stop improvements" scope item, it would necessarily be of lower priority than accessibility improvements. Also, the priority they'd set for such upgrades would be tied to number of boardings/deboardings- off the top of my head, as I don't have those figures, I don't think those really jive with the stops/locations the NMTAC laid out. In short- it's great to have gotten this on AATA's radar, but I don't think that NMTAC should count on them as a funding source".
- She also reports that the Ypsilanti AATA transit center is possibly going to be remodeled in the fall of 2012 at which point it is likely that we can get them to include additional bike racks at that point.
- Kevin asked about the process for a downtown business owner to install a rack in front of their business. Bonnie explained
 1. Get approval from the Historic District Commission
 2. Get Approval from DPS for a right of way permit.
 3. Go!
- Kevin suggested we make this information public – maybe add to city website

d. Additional Committee members

- Bonnie's suggestions for updates to our bylaws concerning members
 1. Set a minimum number of core committee members. This will help with planning and prioritizing projects
 2. Set a term length for members. Make sure not all terms end at the same time. I suggested that starting in Jan 2013 Half the committee begin one year terms and the other half begin two year terms. After that all ensuing terms would be two years. This would not preclude us from having less formal members who want to work with us on particular project or for a shorter period of time. This will just ensure that we maintain a base committee capable of managing projects and making progress on goals.

e. Winter bicycling talks

f. Non-Motorized year end task report

- Bonnie has a new draft of the report that consists of the same content but rearranged so that it corresponds to goals from the Non-Motorized Plan. She said that she would be more comfortable taking that to the Planning Commission as a draft and giving us time to read the new report and approve it next month. Kevin moved that we resolve to be prepared to approve the new report next month. Cheryl seconded.

g. City Non-Motorized web page

- Bonnie asked for feedback on a couple pages from the new website. They looked good to everyone.

h. 2012 Non-Motorized Committee Priorities

- Bonnie suggests that since these are derived from the Non-Motorized Plan that we cite which objectives in the plan each priority comes from.
- Kevin suggests we add the Cross street repaint to this years priorities. Even though our work is done on this one this is something that we will have accomplished this year and something we can report on at the end of the year.

i. Other

5. New Business

a. Police enforcement of darkened drivers windows

- Bonnie pointed out that there is a chain of command for this type of communication. Teresa Gilloti has info. I volunteered to get in touch to get details.

b. Other

6. Major project working groups

a. Complete Streets subcommittee

b. Sidewalks subcommittee

c. Non-motorized projects list subcommittee

- Border To Border Trail completion
- I-94 non-motorized crossings (Grove Road, Huron Street)
- Ypsilanti got a grant to go towards planning for this. Teresa has info. I volunteered to get in touch about this as well.

7. Other items

a. Announcements

- Larry: WBWC has moved its meetings to the second Thursday of each month beginning each month beginning this month. Their next meeting is Thur 2/9 7pm at the Ecology Center in Ann Arbor 339 E. Liberty.
- Larry: Ann Arbor Non-Motorized Plan review meeting next Wednesday at 3pm in the City Council chamber.
- Larry: The AATA is working with the Clean Energy Coalition to set up a bike sharing program in Ann Arbor. WATS has set this as a high priority.
 1. This could be something that Ypsilanti could tie into if it's successful. Especially if we begin working on getting the public informed about it early.
 2. Could also be used as a model for other cities in the future.

8. Adjournment – Next meeting Thursday, March 1st, 2012, Ypsilanti District Library

a. Stuff for the next agenda

- updates to the bylaws
- updates to 2012 priorities
- passing year end report
- Kids Event at library
- Book rack/favorite biking books at library
- Possible events/involvement with Mix market
 1. maybe at least have info about NMAC available there

City of Ypsilanti Non-Motorized Advisory Committee
2012 Possible Priority Projects

1.Border To Border Trail completion – Riverside Park to Ypsilanti Township.

1. P70 Support the establishment and improvement of critical multimodal transportation linkages between jurisdictions throughout the County
2. P71 Link the B2B Trail with Ypsilanti's parks system
3. P71 Complete the pedestrian network in Ypsilanti
4. P72 Complete the bicycle transportation network in Ypsilanti

2.Border To Border Trail completion – Route planning Frog Island to EMU.

1. P70 Support the establishment and improvement of critical multimodal transportation linkages between jurisdictions throughout the County
2. P71 Link the B2B Trail with Ypsilanti's parks system
3. P71 Complete the pedestrian network in Ypsilanti
4. P72 Complete the bicycle transportation network in Ypsilanti

3.Border To Border Trail completion – Frog Island & Riverside Park trail. Improvements.

1. P70 Support the establishment and improvement of critical multimodal transportation linkages between jurisdictions throughout the County
2. P71 Link the B2B Trail with Ypsilanti's parks system
3. P71 Complete the pedestrian network in Ypsilanti
4. P72 Complete the bicycle transportation network in Ypsilanti

4.Non-motorized page on new City website.

5.Non-motorized information in property tax statement/water bill.

1. P73 Include information about walking, biking and taking transit within Ypsilanti in city mailings, such as property tax bills, water bills, and DPS announcements

6.Library bicycling and walking programs & informational displays.

1. P73 Create educational posters for display at high-traffic areas such as Ypsilanti District Library branches and local grocery and convenience stores

7. Bus stop improvements (maps, waiting pads, bike racks).

1. P70 Work with AATA, local community org's, and local businesses to improve the accessibility, usability, and attractiveness of bus stops.
2. P73 Work with the AATA on outreach to bus system users, including providing area maps at bus stops.

8. EMU fall bicycling information tables & events.

1. P73 Partner with EMU to distribute information about opportunities for walking, biking, and taking transit within Ypsilanti as part of welcome events, student orientations, and other special events.

9. Bike To Work Week events (May).

10. New driver education (Ypsilanti High School) on bicycling & bicyclists.

1. P73 Work with the YHS and Drivers' Ed providers to educate new drivers about interactions with bicyclists and pedestrians

11. Bike Friendly Community application (League of American Bicyclists).

1. P74 Pursue national certifications, such as the LAB's "Bike Friendly City" award.

12. Downtown library bicycling and walking book section.

1. P73 Create educational posters for display at high-traffic areas such as Ypsilanti District Library branches and local grocery and convenience stores
2. (we may want to combine this with item #6 on this list)

13. Additional bike racks.

14. Adopt A Street program (street clean-up) with Parks and Recreation Commission.

1. P66 Consider reimplementing the Adopt-A-Street program

15. I-94 non-motorized crossings.

1. P71 Provide a non-motorized crossing on Hamilton/Huron at I-94.
2. Improve the existing non-motorized crossing on Huron and Grove/Ecorse
3. (The plan for now is to redesign those crossings but not implement yet we may want to specify here that we're not intending on getting reconstruction to happen this year)

16. Grove Road to Huron Street non-motorized path revitalization.

1. P70 Support the establishment and improvement of critical multimodal transportation linkages between jurisdictions throughout the County
2. Improve the existing non-motorized crossing on Huron and Grove/Ecorse
3. P71 Link the B2B Trail with Ypsilanti's parks system
4. P71 Complete the pedestrian network in Ypsilanti
5. P72 Complete the bicycle transportation network in Ypsilanti

17. Sidewalk "gap" (missing sidewalk section) survey.

1. P70 Support the establishment and improvement of critical multimodal transportation linkages between jurisdictions throughout the County
2. P71 Complete the pedestrian network in Ypsilanti
- 3.

18. Blue light emergency phones.

19. Spring & fall Non-Motorized Advisory Committee public input sessions.

1. P66 Empower residents and businesses to participate in transportation, network-building, such as provision of public bicycle parking and public benches for pedestrians

20. Revise bike maps to show more preferred biking routes.



February 2012

**2011 Annual Report
Non-Motorized Transportation Committee****INTRODUCTION**

The Planning Commission created the Non-Motorized Advisory Committee in September 2010 to help enact recommendations of the Non-motorized Transportation Plan..

The Committee works to enact recommendations of the City of Ypsilanti Non-Motorized Plan through recommendations to Planning Commission, outreach and promotional activities, and work advising Planning Department staff.

2011 Committee Members		
	Term Began	Term End
Bob Krzewinski (chair)	12/2010	01/2013
Ken Shannon	12/2010	01/2013
Cheryl Weber	12/2010	01/2013
Richard Murphy	12/2010	01/2013
Kevin Hill	12/2010	01/2013
Tim Colbeck	12/2010	01/2013
Rod Johnson	12/2010	
Thomas Kula	12/2010	resigned 10/2011

Operations

The Committee met monthly during 2011, and held one special meeting on 3/24/2011. Bylaws were adopted on 2/3/2011, and are attached.

Non-motorized Plan Objective Completion Progress

During 2011, the Committee actively worked to complete many of the goals of the Non-motorized Plan, as listed below.

Administer

Adopt a "Complete Streets" ordinance

The Committee supported efforts by the Planning Department and City Planning Commission to enact a Complete Streets ordinance for the City. The basic premise of Complete Streets is that when a street is built or reconstructed, all users, including pedestrians and bicyclists are taken in account. The Ypsilanti Complete Streets ordinance became City law in September 2011 with Complete Streets planning already incorporated into the rebuilding of both West and East Cross Streets.

Build

Provide a non-motorized crossing on Huron Street at I-94

I-94 Crossing Study – The Committee reviewed a study of non-motorized crossings of I-94 done though the Washtenaw County Parks & Recreation Commission and submitted a letter to the City Planning Commission urging that the Huron/Whittaker interchange and Grove Road overpass were the City's priorities for non-motorized crossings of I-94. Members of the Committee also attended an I-94 non-motorized crossing meeting in May 2011 called by the Washtenaw Bicycling and Walking Coalition.

Complete the bicycle transportation network

The Committee forwarded Resolutions to the Planning Commission supporting bicycle lanes on any West Cross Street reconstruction.

The Committee also gave input to the City Planning Department on the placement of sharrows, “share-the-road” signs and bus stop improvements in association with a State Of Michigan Complete Streets grant.

Promote

General Public Information

The Committee established a Facebook page to inform the public of Committee meeting times, work of the Committee and for safe bicycling/walking information. As of late 2011 the Facebook page had 46 members.

In the beginning of 2011, a reporter from the Ypsilanti Courier attended two meetings resulting in two stories about the Committee and non-motorized activities in the City.

The Committee posted meeting minutes and agendas on the Bike Bus Walk Ypsi webpage (www.bbwypsi.org) pending the establishment of a new City website with a dedicated Committee link. The Committee established this public information website with information about alternative transportation in the City - www.bbwypsi.org.

Ypsilanti Bike To Work Week (May 15-21) – The Committee held Ypsilanti Bike To Work Week with events including...

- A bicycling safety talk at the downtown library by Bike Ypsi.
- Bike To Work Day in Ypsilanti on May 20th (part of a nationwide event that day).
- Ghost Bikes display of all white bikes commemorating cyclists hurt or killed and urging all parties to share the road safely.
- AATA bus pass give-aways at the downtown library.
- Water Street temporary trail walk.
- A Saturday morning Bike Ypsi bicycle ride.

The Committee had a biking and walking safety information table at the summer downtown Crossroads Festival and at the annual downtown Halloween festival

The Committee's November meeting was dedicated to public input on the City's Non-Motorized Plan and the work of the Committee.

Committee members gave winter bicycling talks at Ypsilanti Cycle, the downtown bicycle shop.

Promotion to Future Residents and Employers

Safe Routes To School – The Committee is continuing to explore and encourage children to bicycle or walk to schools in the area through education and outreach.

Coordinate

Create a Non-Motorized Transportation Advisory Committee that includes members of the Planning Commission, the Parks & Recreation Commission, the YDDA Board of Directors, and other stakeholders.

- (Bob Krzewinski (Parks & Recreation Commission)
- Ken Shannon (Bike Ypsi)
- Cheryl Weber (Full Circle Community Center)
- Richard Murphy (Planning Commission)
- Kevin Hill (Ypsilanti Downtown Development Association)
- Tim Colbeck (Ypsilanti Downtown Development Association – alternate to Kevin Hill) –
- Rod Johnson (Planning Commission)

Support the establishment and improvement of critical multimodal transportation linkages between jurisdictions throughout the County.

In March, the Committee wrote a letter of support for the City's Michigan Natural Resources Land Trust Grant application for a Border To Border Trail crossing of the Huron River from the Water Street development area to Riverside Park. The City was awarded the grant in late December and the Committee remains involved in the design process.

The Committee forwarded a resolution to the Planning Commission urging the support of a Border To Border Trail bridge across the Huron River from Riverside Park to the Water Street development area

Work with current property owners, current businesses, and prospective property owners and businesses to bridge gaps and complete the “last mile” of network building.

The Committee worked over the summer of 2011 to list additional locations where there was interest in placing additional bicycle parking loops could be placed. At the end of 2011 the Committee was working with the City Planning Department to explore funding for such parking loops.

Committee Education and Development:

The Ypsilanti Police Department attended several Committee meetings to discuss traffic safety, specifically as it relates to bicycling and walking safety.

The Committee received a briefing regarding transportation funding and project prioritization methods at the February 2011 meeting from Ryan Buck of the Washtenaw Area Transportation Study, Washtenaw County's transportation planning office.

Committee members participated in the Ann Arbor Transportation Authority master plan hearings held in the City.

Future Actions:

ADMINISTER: Consider reinstating the “adopt-a-street” program

The Committee plans to work with the City Parks and Recreation Commission to reinstate an Adopt A Street program which would enlist local businesses, organizations and individuals to keep streets free of trash and also report other problems (i.e. potholes, streetlights out of service, etc.) to the appropriate City office.