

1. Agenda

Documents: [01- PLANNING COMMISSION AGENDA 01-18-2012 .PDF](#)

2. Packet

Documents: [PACKET_2-15-11 .PDF](#)

**Agenda
Planning Commission
Council Chambers
Wednesday, February 15, 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

- December 14, 2011

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 Briefing (TG)

VI. New Business

- 2011 Annual Report
- Non-Motorized Transportation Committee Appointment, Adam Gainsley
-

VII. Committee Reports

- Master plan update committee [Johnson, Murphy, Lenart]
- Ordinance committee [Bullard, Lautenbach, Weger]
 - Update on proposed food production/business amendments
- Non-motorized transportation committee [Johnson, Murphy]
 - Minutes: December 2011

VIII. Future Business Discussion / Updates

- March: Key Bank parking lot

IX. Adjournment

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**PLANNING COMMISSION
MEETING MINUTES
December 14, 2011
CITY COUNCIL CHAMBER
7:00 P.M.**

I. CALL TO ORDER

The meeting was called to order at 7:02 p.m.

II. ROLL CALL

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

Absent: B. Lenart (excused)

Staff: Teresa Gillotti, City Planner
Bonnie Wessler, Planner I
Nan Schuette, Executive Secretary

III. APPROVAL OF MINUTES – November 16, 2011

Commissioner Murphy moved to approve the minutes of the November 16, 2011 Planning Meeting with corrections as noted on page 4, under conditions item #7 (Support: K. Weger) and the motion carried unanimously.

IV. AUDIENCE PARTICIPATION

None

V. PRESENTATIONS

1. Capital Improvements Review: 2012 W. Cross Improvements

Ms. Gillotti referred to the many pieces of material that the board had received in recent days and reviewed them prior to the engineer's presentation. She stated that earlier this year, Planning Commission recommended, and City Council adopted a complete streets ordinance. The ordinance requires consideration of all transportation options whenever there is a capital improvement project undertaken in the city. Staff has put together a draft worksheet to more

clearly illustrate those considerations for a road or other transportation project in the City. She added that the city engineer was in attendance to review the various options and offer a response to any concerns or questions. A letter was received was received from the Non-Motorized Committee with their recommendations, a copy of which was included in the packet.

Marcus McNamara, Orchard Hiltz & McCliment - stated that the area in question is W. Cross from Washtenaw to Wallace. He gave some history stating that this project has been in the works for some time – the project has a federal funding component included, which he detailed. The project also has an underground component – YCUA is doing new water mains, etc. before paving, which should not affect the city's involvement. Meetings were held with the neighborhood to get their opinion and concerns. In summary, the consensus was in favor of 5ft bike lanes on the north side, eliminating the parking, two 12ft travel lanes and 5ft bike lanes on south side. He reviewed the other options including widening the road, however, that would involve a lot more money so they would probably keep it within the current footprint. The only other question was if the 12ft travel lane would really be necessary. He felt that the 5ft bike lane was fine including the gutter and would still have 4ft pavement.

He indicated that we have some flexibility – could even do 11ft travel lanes with 6ft bike lanes - the minimum is 11ft on travel lanes, 4ft absolute minimum on bike lanes and parking would be 8ft.

Ms. Gillotti stated that one thing that came up in the neighborhood meeting is that the non-motorized committee tends to recommend bump-outs to slow traffic and asked Mr. McNamara to discuss this, which he did in some detail and responded to questions by the board. Bump-outs could be included at Oakwood and could possibly be done at Hiawatha and Wallace; however, Washtenaw would be out of the project's scope. A question arose on how bump-outs would affect bike lanes, to which Mr. McNamara responded that bump-outs are more or less a design detail, and that it was fairly easy to work out.

Some discussion was held on parking availability and possible elimination. Planning Commissioners expressed concern that the neighborhood was not made aware that the project information meeting would involve parking – just bike lanes.

Commissioner Weger is in favor of Option 2 (two bike lanes, two travel lanes, one parking lane) since she uses the bike lanes on a regular basis recommending striping for bike lanes. Commissioner Johnson is in favor of Option 2 conditional on subsequent studies that justify closing parking lane and notification to neighborhood. Commissioner Murphy is in favor of Option 2 or Option 3 (two parking lanes and two larger shared travel lanes) given the low speed limit. Commissioner Lautenbach lives in the neighborhood and is in favor of Option 3 with several bump-outs to reduce the potential for passing since it is a low speed road. Commissioner Bullard is in favor of Option 2 but added that staff should contact the church on Washtenaw to determine the difficulty in getting in to the parking lot – he also mentioned the children's nursery in the same location with children being dropped off and picked up on a regular basis. Commissioner Lenart had some concerns about Option 3, which he detailed. Commissioner Zuellig agrees that more conversation needs to be held with property owners.

Adam Gainsley, who has been attending motorized committee meetings, added that they discussed 10ft travel lanes with 4ft bike lanes and 8ft parking. However, as Mr. McNamara had stated, travel lanes must be a minimum of 11ft.

After much more discussion and comments, Commissioner Murphy moved to recommend that the West Cross Street repaving from Washtenaw Avenue to Wallace Blvd consider a cross section that involved two 12 ft vehicle travel lanes, two 5 ft bike lanes, 8 ft parking lane on one side of the street with a back-up option of Option 3 given with 8 ft parking lanes and 13 ft shared travel lanes should it not be feasible to implement a lane for parking and that bump-outs be installed at the intersections where feasible and that during maintenance, the city consider re-striping the section west of Cross Street from Wallace to Owendale to match this section, and amend Option 2 to 11 ft travel lanes, 6 ft bike lanes and 8 ft parking. The motion was supported by Commissioner Zuellig.

A roll call vote was taken with a vote of 7:1 in favor. Commissioner Lautenbach opposed.

VI. OLD BUSINESS

1. Water Street Creation Center Briefing

Ms. Gillotti stated that staff plans to meet with Washtenaw County staff later this week and try to put together a letter of intent for January to purchase the property putting together a smaller scope of the project. At this time, they are still interested in the northwest corner of the property.

VI. NEW BUSINESS

1. 2012 Meeting Schedule

Commissioner Bullard moved to approve the meeting schedule for 2012 (Support: R. Murphy) and the motion carried unanimously.

VII. COMMITTEE REPORTS

- Master Plan Update Committee (Johnson, Murphy, Lenart) December minutes
Ms. Gillotti gave an update on the Master Plan stating that the Master Plan will be funded for the complete plan by a grant. She will know more in February.
Commissioner Murphy and Ms. Gillotti will complete demographics in January – will also look at other communities.
- Ordinance Committee – Will schedule first meeting early January.
- Capital improvements plan committee (yet to meet)
- Non-motorized transportation committee (Johnson, Murphy)
 - Minutes: November, 2011

VIII. FUTURE BUSINESS DISCUSSION/UPDATES

- January: Draft 2011 Annual Report

Commissioner Murphy stated that there had been a total of 34 actions in 2011, which is higher than that of previous years (27 actions) in a given year. This included 11 Site Plan Reviews, which is higher than any other year from 2003-2010.

IX. ADJOURNMENT

Since there was no further business, Commissioner Lenart moved to adjourn the meeting (Support: R. Murphy) and the motion carried unanimously. The meeting adjourned at 8:10 p.m.



City of Ypsilanti

Planning and Development Department

Date: February 15, 2011

2011 Annual Report Planning Commission Ypsilanti, Michigan

INTRODUCTION

The Planning Commission of the City of Ypsilanti is governed by the Michigan Planning Enabling Act, State of Michigan Public Act 33 of 2008, and by the City of Ypsilanti's Zoning Ordinance.

In 2011, the Planning Commission's membership was as follows:

Roderick Johnson (chair)	Brian McClemens (resigned 4-2011)
Gary Clark (vice-chair thru 10-11)	Kelly Weger (appointed 5-1-2011)
Phil Holifield (appointed 10-18-11)	Cheryl Zuellig
Daniel Lautenbach	Richard Murphy (vice-chair beginning 11-11)
Brett Lenart	
Mark Bullard	

Under the Planning Enabling Act, the Commission must provide an annual report to City Council, as the legislative body of the City. This report discusses,

1. The operations of the Commission during the past year
2. The status of any on-going planning activities
3. Recommendations to the legislative body related to planning and development

PLANNING COMMISSION OPERATIONS

The Planning Commission met monthly during 2011, except for the month of October. From the perspective of formal applications, the Commission's agenda maintained an above average load compared to previous years. The Commission 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 Street, a Planned Unit Development for the former

Parkview, now Hamilton Crossing Project, the Corner Brewery expansions, and the expansion of the Gilbert Residence on S. Huron Street. Some of these applications were internally initiated, including zoning text amendments regarding sidewalks, abandonment, and sign and billboard ordinance revisions.

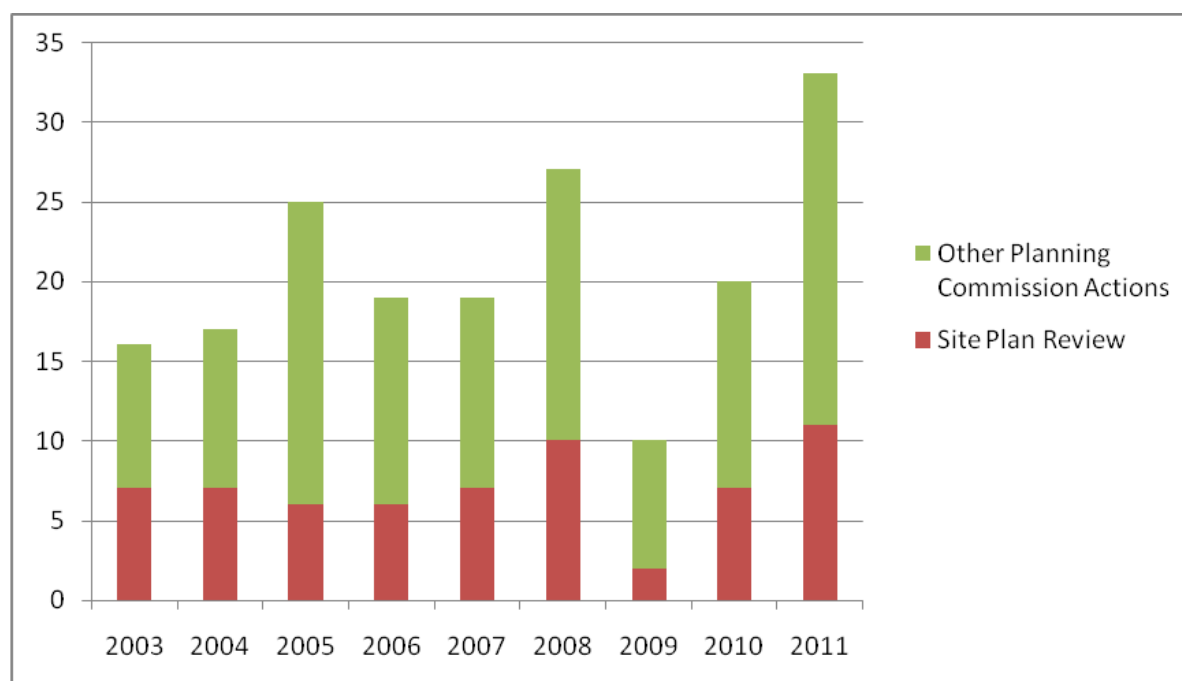
In addition to a above-average number of applicants, the Commission addressed a number of significant issues that weren't tied to individual sites or applications.

- As mentioned, the Planning Commission undertook a revision of the sign ordinance, the largest wholesale revision of the ordinance since the down zoning in 2006. Highlights of the revision include the introduction of flexible standards and a provision for allowing restoration of signs of local historic significance.
- In September, the Commission received the presentation of the South of Michigan Community Needs Assessment. The report is available online here: <http://cityofypsilanti.com/Government/Departments/PlanningDepartment/CurrentUpcomingPlanningProjects/SouthofMichiganAvenueStudy>
- The Commission also continued reviewing and making recommendations on capital improvement projects in the City of Ypsilanti, as called for in the Planning Enabling Act.
 - Planning commission made recommendations related to a sidewalk expansion/bumpout for the 300 block of Normal Street at W. Cross.
 - Planning Commission recommended two options for the 2012 West Cross Street road project. Recommendations were later considered at a neighborhood meeting where consensus was reached on adding in bicycle lanes, limiting on-street parking to the south side of the street, and the addition of bumpouts. This review was the first since the adoption of the Complete Streets ordinance.
- Two committees were active during the past year
 - The Master Plan Committee met semi-regularly to review the existing master plan and providing more research on demographics changes in the City of Ypsilanti. The committee presented preliminary information to the Planning Commission in July. The committee also proposed a strategy and timeline for updating the plan.
 - The Non-Motorized Committee met monthly and has representation from the DDA and Recreation Commission in addition to Planning Commission. The Committee will be submitting their annual report to the Commission in March.

Table 1: Planning Commission applications by type

Planning Commission Applications	2003	2004	2005	2006	2007	2008	2009	2010	2011
Site plan review	7	7	6	6	7	10	2	7	11
Amend approved site plan	0	0	0	0	4	1	1	1	2
Special use permit	3	3	6	3	3	6	1	1	7
Zoning map amendment	2	1	4	5	2	5	2	3	2
Zoning text amendment	2	1	3	1	2	2	3	6	6
Master plan amendment	0	2	3	2	0	2	0	1	0
Planned unit development	2	0	1	0	0	0	0	0	1
Amend approved PUD	0	1	0	0	0	1	0	0	0
Alley/Street closure/vacation	0	1	2	2	0	0	1	0	2
Change in non-conforming use	0	1	0	0	0	0	0	0	0
Allow add'l floor area in B1	0	0	0	0	1	0	0	0	0
Historic Overlay discretionary zoning								1	0
Capital Improvements Review (tally starts in 2011)									2
Total Applications	16	17	25	19	19	27	10	20	33

Figure 1: Planning Commission applications by year



ONGOING PLANNING ACTIVITIES

As of the end of 2010, a few specific planning activities remain in-progress.

- The Climate Action Plan is underway. Milestones include completion of a greenhouse gas inventory for the City. Public outreach continues in the form of stakeholder meetings and community forums. This process is expected to culminate with adoption of the plan by Planning Commission and City Council in early fall of 2012.
- As part of the Washtenaw County HUD Community Challenge Grant, the City of Ypsilanti is expected to receive funding for a Master Plan revision. The Master Plan Update Committee will work with the Commission on a plan for this larger revision process, and presentation of a request for proposals to hire a consultant to assist in spring of 2012.
- The ordinance committee has begun consideration of four possible amendments, changes related to food production, process and distribution in the City.

COMMISSION RECOMMENDATIONS

The Commission urges that the importance of these and similar projects to Ypsilanti's future not be overlooked.

- Ypsilanti 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 reuse considerations for the former 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.
- Additionally, it's recommended that the Ordinance Committee work with staff on identifying and prioritizing areas of the ordinance to be addressed in 2012. Possible areas to evaluate would be the parking section, the overlay districts and landscaping standards – these sections were updated or added since the 1998 Master Plan adoption and have been identified by the Master Plan Update committee as areas to review for their effectiveness in advancing the City's economic development and quality of life goals.
- The Commission would like to active the Capital Improvements Committee to work on a 5-year Capital Improvements plan as it is a requirement of the State Planning Enabling Legislation.
- Ongoing projects such as Water Street redevelopment remain priorities that require staff time and may further engage the Commission as the City continues a partnership with Washtenaw County Parks and Recreation Commission to develop a portion of the site.

ACTION

The Planning Commission will review this report at its February 15 , 2012, meeting and determine if any changes are required before transmittal to the City Council.

Ypsilanti Non-Motorized Advisory Committee Meeting Minutes

Thursday, December 1, 2011, 7pm

1. Call to order – The meeting was brought to order at 7:10pm, Thursday, December 1, 2011 at the Full Circle Community Center, 750 Towner Street in Ypsilanti. Committee members present included Kevin Hill, Bob Krzewinski and Cheryl Weber.
2. Introductions
 - a. Audience participation – None.
3. General business
 - a. Agenda approval – The meeting agenda was accepted without change.
 - b. Approval of November meeting minutes – A motion was made to approve the minutes by Kevin Hill, seconded by Cheryl Weber, passing unanimously.
 - c. Committee communications received – DreamBikes (see item under New Business below).
4. Old business
 - a. Complete Streets improvements update (sharrows, mid-block pedestrian crossings, share-the-road sign locations, bus stops) – A suggestion was made to add a bicycle logo sign above the recently installed “Share The Road” signs in the City. Another thought would be to add “It’s The Law” bumper stickers below the words “Share The Road”.
 - b. Safe Routes To Schools – Cheryl Weber indicated that State funding for this program has all been depleted with no signs of future funding.
 - c. Downtown bike routes-signage-maps – No new update.
 - d. Additional bike parking hoop locations – Keeping in mind the recent Federal Transit Administration (FTA) ruling that FTA pedestrian and bicycle improvement grants could be issued for projects close to transit centers, the Committee formulated a resolution to be forwarded to the City urging AATA install additional bike racks in the City. Specifically these additional racks would be at the AATA Pearl Street transit center, North Washington Street, Depot Town and the bus stop at the City Senior Center. Also, funding is requested to make the sidewalk crossing of the southeast corner of Pearl and Washington Streets ADA compliant.
 - e. Additional Committee members – Adam Gainsley has indicated a willingness to serve on the Committee.
 - f. Winter bicycling talks – Bob Krzewinski will give another winter/night biking talk at Ypsilanti Cycle on Saturday, December 17th at 2pm.
5. New Business
 - a. Non-Motorized year end task report – Bob Krzewinski is still working on this and will forward a copy to all Committee members.
 - b. Ypsilanti DreamBikes store – Bob Krzewinski received an email from Chuck McCourt of Midland, Michigan on his interest in possibly setting up a “DreamBikes” store in Ypsilanti which would seek to sell affordable bikes in the area combined with a bicycle training program for youth. An immediate concern of the Committee is how such a store would affect already established bicycle shops. Bob Krzewinski will contact Chuck directly and share any communications with the Committee.
 - c. City Non-Motorized web page – Bob Krzewinski submitted to the City items for the Non-Motorized Committee page of the new City website that is being formulated.
 - d. 2012 goal setting – Copies of the “Implement” section (page 65-74) of the City Non-Motorized Plan were distributed and briefly discussed with a plan to name firm 2012 goals at the January 2012 meeting. Possible action areas include education, promotion and safety items.
 - e. Other
6. Major project working groups
 - a. Complete Streets subcommittee – No new updates.
 - b. Sidewalks subcommittee – No new updates.
 - c. Non-motorized projects list subcommittee
 - Border To Border Trail completion – A meeting is being planned with the City Planning Department and the Washtenaw County Parks and Recreation Commission staff to discuss the Trail crossing of Michigan Avenue. Bob Krzewinski will attend for the Non-Motorized Committee.
 - I-94 non-motorized crossings (Grove Road, Huron Street) – The City Planning Department indicated that new federal funding being available for a dedicated Huron Street non-motorized crossing of I-94.
7. Adjournment – A motion was made at 8:10pm to adjourn the meeting by Kevin Hill, seconded by Cheryl Weber to adjourn the meeting, passing unanimously. The next Non-Motorized Advisory Committee meeting will be Thursday, January 5th, 2012 at the Ypsilanti District Library.

Ypsilanti Non-Motorized Advisory Committee Meeting Minutes

Thursday, January 5th, 2012

1. Call to order – The meeting was brought to order at 7:05pm at the Ypsilanti District Library, 229 West Michigan Avenue.
2. Introductions
 - a. Audience participation – None.
3. General business
 - a. Agenda approval – No additions to the agenda were made.
 - b. Approval of December meeting minutes – December meeting minutes were accepted.
 - c. Committee communications received – None.
4. Old business
 - a. Complete Streets improvements update (sharrows, mid-block pedestrian crossings, share-the-road sign locations, bus stops) – It was discussed adding a bicycle symbol sign above the recently installed “share the road signs in the City. Bob Krzewinski will start looking into pricing and funding. Also discussed was adding more prominent “bike lane” signs on the northwest corner of Huron Street and Cross Street to discourage motor vehicles from using the bike lane as a motor vehicle lane.
 - b. Downtown bike routes-signage-maps – Bob Krzewinski will set up a meeting with Washtenaw County Parks and Recreation Commission staff to revise the current Ypsilanti Border To Border Trail map to make it more of a City bicycling route map (i.e. color-coded streets – green for a good cycling route, red for poor cycling).
 - c. Additional bike parking hoop locations – Additional funding sources for parking hoops are being researched through the City and other avenues.
 - d. Additional Committee members – Communications were sent to the City Planning Commission to take Thomas Kula off the Committee (he has moved out of the area) and install Adam Gainsley of Bike Ypsi to complete Thomas’s term of office (ending December 31, 2012).
 - e. Winter bicycling talks – Bob Krzewinski gave talks at Ypsilanti Cycle in November and December and will give another talk 1pm, January 14th, at the Corner Brewery.
 - f. Non-Motorized year end task report – Bob Krzewinski met with City Planning Department staff on the report and will revise the report with input given. A new report will be emailed to the Non-Motorized Committee and eventually passed on to the Planning Commission and City Council.
 - g. City Non-Motorized web page – The new City webpage should be up and running in its preliminary design by the end of January. Once the webpage is up, enhancements and additions to the Non-Motorized Committee section will be done.
5. New Business
 - a. 2012 Committee goal setting – A period of time was spent reviewing possible 2012 projects for the Committee which included the following...
 - Border To Border Trail completion.
 - Non-Motorized information on the new City website
 - Enclosing non-motorized information in a City property tax mailing envelope.
 - Library – Holding bicycling/walking programs there, having informational displays and also increasing the number of bicycling/walking books “based” at the downtown location.
 - Bus stop improvements (concrete pads to stand on, maps, bike parking hoops).
 - EMU fall bicycling information tables and events.
 - Bike To Work Week (May) events.
 - New driver education concerning bicycling and sharing the road at Ypsilanti High School.
 - Submitting a League of American Bicyclists “Bike Friendly Community” application for Ypsilanti.
 - Installing additional bike parking hoops.
 - Restarting an Adopt A Street program (working with the City Parks & Recreation Commission).
 - Improving I-94 non-motorized crossings at Grove Road and Huron Street.
 - Holding both Fall and Spring Non-Motorized Advisory Committee public input sessions.
 - Revise the current eastern Border To Border Trail map to make it more bike-friendly in regards to good (and bad) streets to bike on.

Further action will be taken on 2012 goal setting at the February Non-Motorized meeting with Committee members working on selected projects in the time until the meeting.

- b. Other – A short conversation was held on the recent public hearing on rebuilding West Cross Street where a consensus was reached to have bike lanes on both sides of the road.
- 6. Major project working groups
 - a. Complete Streets subcommittee - Richard Murphy talked about other possible street projects in the City could be taking place and will forward a list to Committee members.
 - b. Sidewalks subcommittee – Bonnie Wessler in the City Planning Department has forwarded a report to the Committee showing where sidewalk sections in the City are missing or needed.
 - c. Non-motorized projects list subcommittee
 - Border To Border Trail completion – Another meeting is planned between the City Planning Department and the Washtenaw County Parks and Recreation Commission staff
 - I-94 non-motorized crossings (Grove Road, Huron Street)
- 7. Other items – Sean Dalton from the Ypsilanti Courier was present at the meeting and Bob Krzewinski will forward him press releases about Complete Streets improvements and also the Committee's 2011 year-end report. Bob Krzewinski will be on vacation in early February with Adam Gainsley volunteering to run the meeting.
- 8. Adjournment – The meeting was adjourned at 8:10pm with the next meeting being Thursday, February 2, 2012, Ypsilanti District Library

Bonnie Wessler

From: Bob Krzewinski [wolverbob@gmail.com]
Sent: Tuesday, 03 January, 2012 21:39
To: Rod Johnson
Cc: YNMAC Murphy, Richard; Teresa Gillotti; Bonnie Wessler
Subject: Non-Motorized Advisory Committee Member Changes

Rod - When the Non-Motorized Advisory Committee was formed early last year, the makeup was as follows...

Bob Krzewinski (Recreation Commission)
Thomas Kula (Bike Ypsi)
Ken Shannon (Bike Ypsi)
Cheryl Weber (Full Circle Community Center)
Richard Murphy (Planning Commission)
Kevin Hill (YDDA) - YDDA Alternate - Tim Colbeck
Rod Johnson (Planning Commission liaison)

Thomas Kula can be taken off the Committee as he has moved to New York City. For his replacement, I would like to request the Planning Commission approve Adam Gainsley of Bike Ypsi. Adam is a City resident, very level-headed and has already attended Non-Motorized meetings. If this appointment could be approved at the next Planning Commission meeting it would be appreciated. Thanks!

Bob Krzewinski