

1. Agenda

Documents: [01- PLANNING COMMISSION AGENDA 1- .PDF](#)

2. Packet

Documents: [1-16-13 PC PACKET .PDF](#)

Agenda
Planning Commission
Council Chambers
Wednesday, January 16, 2013 - 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 12, 2012

IV. Audience Participation

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

V. Public Hearing Items & Presentations

- 517-521 Tyler – rezoning request – PL, B2 to M2, General industrial (BW)
Public hearing and presentation

VI. Old Business

- Water Street Recreation Center update (TG)
- Master Plan process update (TG)
 - Approval of Steering Committee members
 - Review of process schedule

VII. New Business

- 715 Norris: Bay Logistics (TG)
- 2012 Annual Report

VIII. Committee Reports

- Nonmotorized committee [Murphy, Johnson]
- Ordinance committee (none)

IX. Future Business Discussion / Updates

X. Adjournment

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**PLANNING COMMISSION
MEETING MINUTES
December 12, 2012
CITY COUNCIL CHAMBER
7:00 P.M.**

I. CALL TO ORDER

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

II. ROLL CALL

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

Absent: B. Lenart (excused) G. Clark (excused)

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

III. APPROVAL OF MINUTES – November 14, 2012

Commissioner Bullard moved to approve the minutes of November 14, 2012 with recommended changes (Support: C. Zuellig) and the motion carried unanimously.

IV. AUDIENCE PARTICIPATION

None

V. PUBLIC HEARING ITEMS & PRESENTATIONS

1. 5, 6 7, W. Ainsworth – Rezoning Request

Commissioner Murphy moved to remove this item from the table (Support: M. Bullard) and the motion carried unanimously. Commissioner Johnson stated that at the November meeting, this applicant was interested in going from R1 to RC. After some discussion with staff, the applicant has agreed to go in a different direction. This was re-noticed.

Ms. Wessler, Planner I, stated that this is a request to rezone to R2, One and Two Family Residential or RO Residential Office. She added that she had examined the difference between R2 and RO as compared to R1. R2 is significantly more similar to R1 than RO. RO permits as special uses some things that are relatively high intensity uses compared to the context of a residential neighborhood. Staff is recommending that the Planning Commission approves rezoning to R2 one and two residential and to remove the overlay zones of RCO and EO for 5 and 6 W. Ainsworth as these designations are more approximate to a commercial setting than a residential setting.

Commissioner Lautenbach moved to open the public commercial of the hearing (Support: K. Weger) and the motion carried unanimously.

Orlando Avant – was in attendance to represent the applicant. He had no comments but was willing to answer any questions by the board.

Since there were no questions of the board, Commissioner Weger moved to close the public portion of the hearing (Support: C. Zuellig) and the motion carried unanimously.

Chairman Johnson stated that it was his thought that R2 is closer to R1 and less impactful than RO and agrees with staff recommendation. Commissioner Lautenbach was also in agreement.

Commissioner Murphy had some questions since he was absent at the last meeting. He asked for clarification of the rationale of rezoning these three parcels to R2 since this does not match the designation of R2 in the Master Plan. Ms. Wessler detailed the logic for staff's decision in great detail. Ms. Zuellig also had concerns on this decision and about the message that this is sending that the commission should rectify a situation that just because ownership changes, that we would make a non-conforming property legal.

Commissioner Lautenbach moved to recommend to City Council that Planning Commission approve the rezoning to R2, One and Two family Residential for 5, 6 and 7 W. Ainsworth, removing the overlay zones of RCO, Residential Commercial Overlay and EO, Entryway Overlay, with the following findings:

1. The rezoning is consistent with the 1998 Master Plan goals and policy of protecting strong residential neighborhoods.
2. The proposed zoning of the site is consistent with existing and planned surrounding zoning districts and land uses.
3. Existing surrounding streets and public utilities will be able to accommodate any uses permitted in the R2 zoning district.
4. The proposed boundary for the rezoning is appropriate, based on the existing character of the site, the uses permitted in the proposed and existing zoning districts, natural features, and the character and use of adjacent properties.
5. The requested R2 designation is most appropriate for these properties.
6. The rezoning will not result in an unplanned and isolated spot zone.
7. Removal of the RCO and EO overlay districts is appropriate due to the commercial nature of these overlays.

The motion was supported by Commissioner Bullard.

Commissioner Murphy moved to make a friendly amendment as follows: That the Planning Commission recommend to City Council to approve the rezoning to R2, One and Two family Residential for 6 and 7 W. Ainsworth, removing the overlay zones of RCO, Residential Commercial Overlay and EO, Entryway Overlay, and that 5 W. Ainsley be rezoned to RC and not remove overlays based on its ownership in common with the surrounding 707 W. Michigan, the geometry of it relative to 707 W. Michigan, based on the following findings:

1. The rezoning is consistent with the 1998 Master Plan goals and policy of protecting strong residential neighborhoods.
2. The proposed zoning of the site is consistent with existing and planned surrounding zoning districts and land uses.
3. Existing surrounding streets and public utilities will be able to accommodate any uses permitted in the R2 and RC zoning district.
4. The proposed boundary for the rezoning is appropriate, based on the existing character of the site, the uses permitted in the proposed and existing zoning districts, natural features, and the character and use of adjacent properties.
5. The requested R2 and RC designation is most appropriate for these properties.
6. The rezoning will not result in an unplanned and isolated spot zone.
7. Removal of the RCO and EO overlay districts for 6 and 7 W. Ainsworth is appropriate due to the commercial nature of these overlays and not remove overlay for 5 W. Ainsworth.

A roll call vote was taken with a vote of 5:2. Commissioners Murphy and Zuellig opposed.

2. 834 Railroad – Site Plan and Special Use

This is a request for approval of site plan and special use for medical marijuana cultivation facility and associated office to occupy existing occupied multitenant industrial facility. The property in question is zoned M2 General Manufacturing, which allows medical marijuana cultivation as a Special Use, subject to the specific requirements in Sec. 122-815. Ms. Wessler stated that there is minimal history on this parcel prior to 1998. There are no site renovations proposed; the applicant proposes only to occupy one “bay” of a three-bay industrial building. A pole barn is also located on the property to the rear; the applicant is not proposing any operations in that portion of the site. The applicant will be leasing the property. The site is approximately 0.9 acres; it fronts onto Railroad Street and back on to the Huron River. A portion of the rear of the site is floodplain; no buildings or other alterations to the site are proposed.

Ms. Wessler reviewed the special use criteria and review with no items to be addressed. Site access, traffic and parking was reviewed with items to be addressed, which included a Planning Commission waiver for 20% of the required parking due to site constraints; addition of bicycle parking and fee-in-lieu of construction of a sidewalk, per Sec. 122-647(b)(2). It does conform to all the use criteria. Applicant does need to work with property owner to resolve all lighting, parking, screening and landscaping issues.

Staff is recommending that Planning Commission table the Site Plan for the Railroad Cultivation Facility at 834 Railroad, as site plan proposed would require a substantial number of waivers,

not only for amount of parking, but parking layout, landscaping, screening and possibly lighting, and allow the applicant to come back with a parking plan and landscaping plan and address all of the issues. Ms. Wessler added that the plans did not address the requirements of the ordinance.

Ms. Wessler added that a support letter for this request had been received from Ms. Barbara Heath, 840 Railroad, a neighbor of the applicant. The letter was read into the record.

Commissioner Lautenbach moved to open the public portion of the hearing (Support: R. Murphy) and the motion carried unanimously.

Don McMullan, Architect, 308 N. River, was in attendance to represent the applicant. He stated that he disagreed with the report that had been presented. He also stated that he needs to meet with the planner to discuss all of the issues in more detail. He added that the applicant is only leasing one portion of the building and questioned if the applicant should be responsible for the requirements for the whole site.

Commissioner Murphy responded that the owner is responsible to make sure that the site complies with the ordinance and how much improvements they need to make to the property prior to leasing to tenants, whether it is a portion or all. It is in the best interest of the owner if he wants to rent out part of the property to ensure that it meets all the necessary requirements.

Commissioner Weger moved to close the public portion of the hearing (Support: R. Murphy) and the motion carried unanimously.

Commissioner Murphy stated that while he had no concern about the special use, the site plan was incomplete. There is a minimal landscaping plan and for a site plan review, we do have to review these items for a special use. In the Master Plan, we do have to look at easements along Huron riverfront properties, and there may be opportunities to do some pass-through filtration/storm water on rear of site. Payment in lieu of sidewalk would be appropriate for this property considering its location and past protection of the Huron Street and Railroad Street corridor for future trail development.

After much discussion by the commissioners, Commissioner Murphy moved that the site plan and special use permit for a medical marijuana cultivation facility at 834 Railroad be tabled and asked that staff work with the applicant to address missing information on the site plan as required under the zoning ordinance as well as look at opportunities to secure an easement along the river as directed in the Master Plan; check the potential for improving storm water and run-off into the river and identify the best approach to deal with the sidewalk requirement and noting that on the site plan (Support: K. Weger) and carried unanimously.

VI. OLD BUSINESS

1. 16 Ecorse – Site Plan Review – McDonalds Drive-Through Upgrade

This is a request for site plan approval for additional order board and reduction in number of parking spaces.

Ms. Wessler stated that at the previous meeting, Planning Commission had requested further information about the landscaping on this site. Such information has been provided and staff is recommending full approval of the site plan with various waivers.

Greg Lautzenheiser, L & A Architects – representing McDonalds – gave an update on the landscape plan adding that they had further embellished it from the previous plan. He detailed the new trees that would be added and reviewed the ramp being revamped at the corner of Center.

Commissioner Murphy asked for clarification of the dimension waiver on the foundation landscaping due to the sod update, which Mr. Lautzenheiser provided.

Commissioner Weger moved that the Planning Commission approve the site plan for the McDonald's at 16 Ecorse with the following findings, waivers, and conditions:

Findings:

The application substantially complies with Sec. 122-127

Waivers:

1. Planning Commission waiver requested for 15% reduction in the required parking, due to site dimensional constraints, majority of the business being conducted via drive-through, and nearby weekday bus stop.
2. Planning Commission waiver requested from requirement for trees in foundation landscaping on north and west frontages due to façade upgrade.
3. Planning Commission waiver from 10' minimum greenbelt width for approximately 20' at rear of property requested due to site dimensional constraints and existence of a landscaped berm on adjacent property.

Conditions:

1. Applicant to reconstruct pedestrian ramp at east corner of Center Street.
2. Obtain permit from DPS prior to work at Center Street pedestrian ramp.

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

2. Water Street Recreation Center Update

Ms. Gillotti stated that at the last council meeting, the U of M design team updated them on the process and provided a market study and steps for the next steps of the recreation center. After a decision has been made on various issues, location of actual building, contract with architectural firm, settle on design of the building, potential costs, where access is needed, etc. staff expects to have a development agreement on Water Street late spring.

Ms. Gillotti continued with an update on the Family Dollar, adding that a letter of intent was approved with three months to work out a purchase agreement and staff is expecting that to come back to council February or early March. Ms. Gillotti has asked them to send a sample of some of the materials they propose to use.

3. Master Plan process Update

Ms. Gillotti stated that a Steering Committee meeting will be scheduled for the following week, however, if this does not work, it will be held in January. There will be two ½ day charrettes in March and April. She will pass along the dates when they are confirmed. There will be a similar plan in the fall.

VII. NEW BUSINESS

1. 715 Norris – Bay Logistics

Ms. Gillotti stated that this is a request for site plan review for current use and outdoor storage. She noted that Bay Logistics purchased this property in 2002 and at that time, a change of use was granted from manufacturing to warehousing without a site plan due to limited use of the building for warehousing and the lack of outdoor storage. For a brief time in 2003, the company utilized outdoor space for storage of racks from another facility during a retooling period and at that time; they were notified that the outdoor storage use would require site plan review. The use appears to have discontinued that year, and the racks removed from the site. In 2006, the company expanded their use within the building and staff revisited the need for a site plan due to the expansion of the change of use.

In November 2012, staff and Planning Commissioners noted activity on the site including the addition of screening. After a site visit and communication with property manager, they have applied for the full site plan approval including the change of use to utilize the entire indoor facility for warehousing and office use, as well as consideration of the outdoor storage areas.

This site has three zoning districts, the majority of which is M2, General Business, as well as small segments to the northeast that are R1, single-family residential and R3 multiple family medium residential. Warehousing and outdoor storage are both permitted uses in the M2 district, although outdoor storage is subject to standards in Section 122-801. The uses in the two residential districts are parking, and are considered legal, non-conforming uses.

Ms. Gillotti stated that in a discussion with the Fire Chief, it was determined that more information is required on where fire access would be width of lanes and access to office building, the repair of a non-working hydrant, etc. On landscaping, there is limited frontage

and waivers could be considered. Ms. Gillotti recommends site plan approval but has noted a number of conditions that should be noted on the plans; waivers for landscaping but include installation of street trees on North and Forest, reduction in required parking and in-ground irrigation. She is requesting a 50' conservation easement along property line along the river.

Commissioner Murphy restated that the site plan approval is for both the use of the yard area for outdoor storage and also to approve the expansion of the use from the 18,000 sq ft noted in 2006 to the full 217,000 sq. ft. of the existing structures, to which Ms. Gillotti affirmed.

Commissioner Zuellig had some comments about the landscape waiver and plantings along the river and storm water into the river. Commissioner Bullard had concerns on outdoor warehousing. Commissioner Murphy stated that while he was happy to see something happen on this site, he had concerns that the applicant had to be caught storing materials, which they had been previously and repeatedly told could not be done without going through the site plan process, before finally apply for a site plan. It is his opinion that the site plan submitted is inadequate and he would like to see more effort put into compliance and improvement of this site. Commissioner Weger feels there is an opportunity to add street trees at the corner but is not as concerned about the issue of the parking lot.

Mark Pasco, Engineer for Project – stated that he had reviewed the various conditions noted by staff and feels they are all fair and is agreeable to them. He added that they only have eight employees and are asking for a waiver on parking requirements since they would not be using all of the former parking lot. They are agreeable to the 50' easement. They have designated a 20' fire lane access to go all the way around the site. They have two fire hydrants – they have discussed the possibility of an east/west connector.

After a number of questions and much discussion by board members, Commissioner Murphy moved to table this site plan application to allow the applicant and staff to address the various issues noted in the staff report as well as consider improvements to the site regarding storm water management and any other opportunities to improve the site's compliance with the current ordinance recognizing that full 100% compliance of the existing site is not going to be possible (Support: K. Weger). A roll call vote was taken with a vote of 5:2. Commissioners Lautenbach and Hollifield opposed.

Commissioner Murphy moved to issue a temporary use permit, under Sec 122-35(3) for a duration of 40 days for external storage use only to allow applicant time to address the site plan needs for more permanent use of the site with whatever conditions the Building Dept and Fire Marshal believe necessary for the safety of the external use with the following findings:

1. Location of such use shall not be injurious to adjacent properties or surrounding neighborhoods
2. No structures are proposed for erection under the temporary use
3. The applicant has stated that time is of the essence
4. Will allow the applicant time to pursue a permanent approval that will meet everyone's interest

The motion was supported by Commissioner Lautenbach and carried. Commissioner Bullard opposed

Ms. Wessler stated that while the Rutherford Pool is owned by the city, it is currently operated under a Memorandum of Understanding with the Friends of the Rutherford Pool. For the purposes of this review, it is being treated as an independent site from the park itself. Outdoor pools are permitted use under the PL, Public Land. Dimensional requirements have been met. The site arrangement will have no changes. They are tearing out the existing pool and replacing it on the same footprint. The concrete deck of the pool will be slightly rearranged to allow for a grassy area to reduce the heat island effect and extending the fence.

Staff recommends approval of the site plan with various waivers and conditions.

Eric Rudolph, Manager of the Pool – was in attendance for any questions. Commissioner Lautenbach commended Mr. Rudolph for the good job they do at the pool and service to the community.

Commissioner Lautenbach moved to recommend Planning Commission approval of the Site Plan for the Rutherford Community Pool at 975 Congress with the following findings, waivers and conditions:

Findings:

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

Waivers:

1. For 5% reduction in the required parking, due to site dimensional constraints, provision of bicycle parking, nearby location of public parking lot, availability of on-street parking, and nearby weekday bus stop.
2. From Sec 122-704, due to existing mature trees and minimal parking frontage to ROW.
3. From Sec122-706, due to existing mature shrubs, minimal planting bed, and permeable building front.
- 4, From Sec122-710 due to minimal planting bed and need to retain access to meters.
5. From Sec122-712 due to hardiness of existing plantings and FORP's commitment to hand-watering as needed.

Conditions:

None

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

VIII. COMMITTEE REPORTS

- Non-motorized – Minutes of November 7, were attached.
- Commissioner Lautenbach moved to approve the terms of the Non-Motorized Committee outlined in memo from Robert Krzewinski memo of December 7, 2012 (P. Hollifield) and carried unanimously.

- Ordinance Committee (none)

IX. 2013 Schedule

Commissioner Bullard moved to approve the Planning Commission Schedule for 2013 (Support: D. Lautenbach) and the motion carried unanimously.

X. FUTURE BUSINESS DISCUSSION/UPDATES

715 Norris
Railroad St
Rezoning on Tyler
Second Reading by council on 311 S. Grove
Food Ordinance – first reading

XI. ADJOURNMENT

Since there was no further business, Commissioner Lautenbach moved to adjourn the meeting (Support: R. Murphy) and the motion carried unanimously. The meeting adjourned at 9:30 p.m.



City of Ypsilanti

Planning and Development Department

10 January 2013

Staff Review of Rezoning Application National Storage Centers Rezoning 517-521 Tyler Rd

Applicant:	Maurice Pogoda Tyler Industries, Inc 30301 Northwestern Hwy, Ste 300 Farmington Hills, MI 48334
Project:	National Storage Centers Rezoning
Application Date:	10 December 2012
Location:	North side of Tyler Rd, between Prospect and Emerick St
Zoning:	Current: M2, General Manufacturing PL, Public Land B2, Community Business
Master Plan:	Light Industrial/High Technology (M1, per p 72) Community Commercial (B2, per p 72)
Action Requested:	Rezone to M2, General manufacturing
Staff Recommendation:	Partial Approval.

PROJECT AND SITE DESCRIPTION

Rezoning is requested for a single, 4.3-acre parcel. The property is currently used as a self-storage facility, with living quarters for a resident manager, and truck rentals available. Zoning on the site is currently split; some of the storage buildings are in a portion of the site that is zoned PL, Public Land. The storage buildings are thus considered legal nonconforming. The applicant is seeking rezoning for the entirety of the site to M2, General Manufacturing, to eliminate those nonconformities, thus removing barriers to refinancing, rebuilding, or future expansion.

The area bounded by the east-west alley south of Maus, Emerick, Tyler, and Prospect was rezoned in the mid-1990s to the current B2/M2/PL configuration from M1 as part of a City-wide zoning ordinance update. It further appears that the parcel boundaries on the map used for this exercise were out of date or otherwise incorrect. A 1986 Washtenaw County equalization print shows the northern boundary of this site as it is today; the plat/parcel-based zoning maps apparently used in the rezoning effort show a different boundary, reflected in the boundary of the zones.

Staff discovered the error as part of a routine zoning verification request by the owner. The owner is requesting the rezoning in order to refinance the parcel. Staff views this rezoning application as means for correction to the previous administrative zoning boundary issue.

Figure 1: Subject Site Location & Zoning

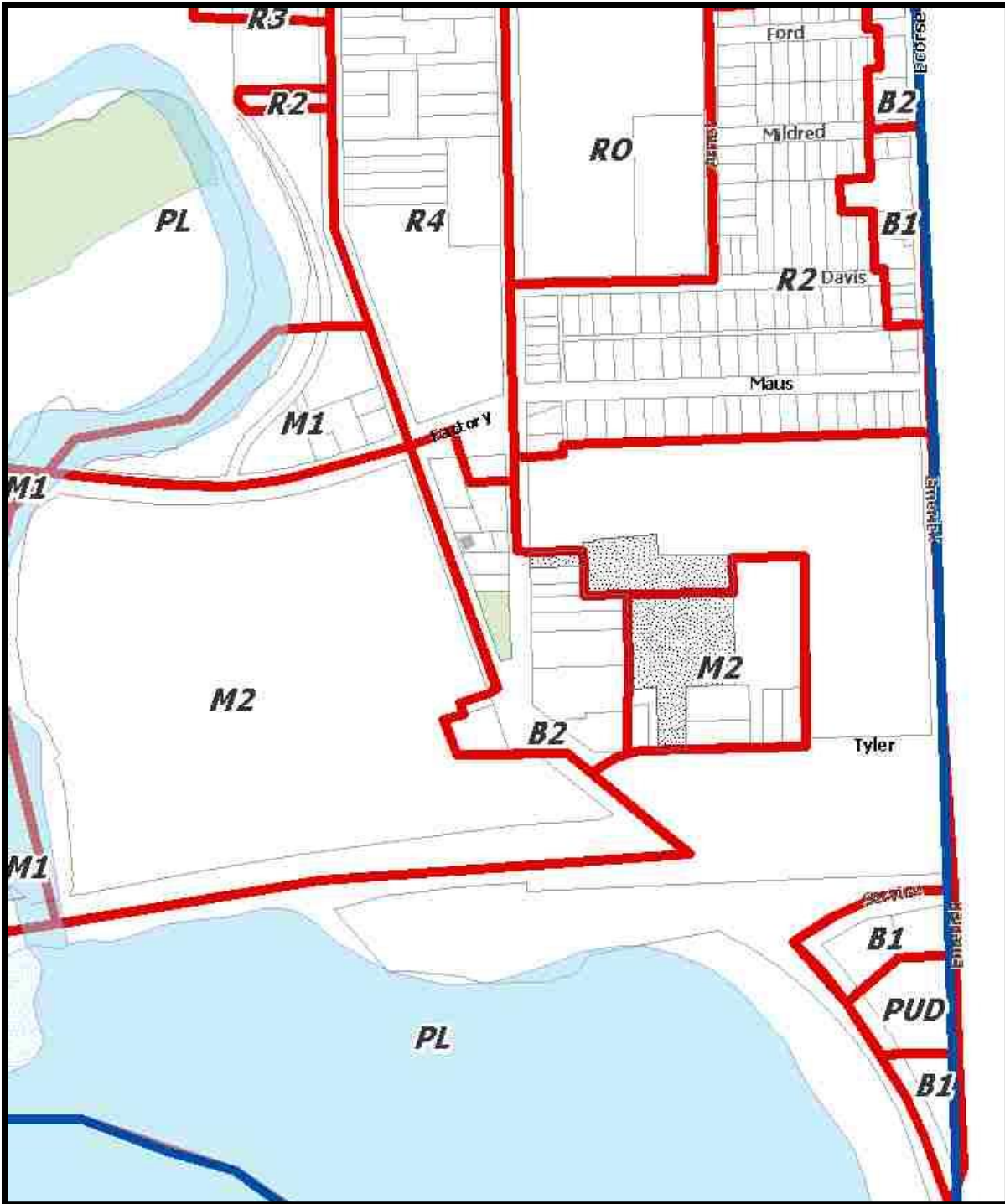


Figure 2: Site Aerial (2010)



Figure 3: Topography (2ft contours, Washtenaw County database)

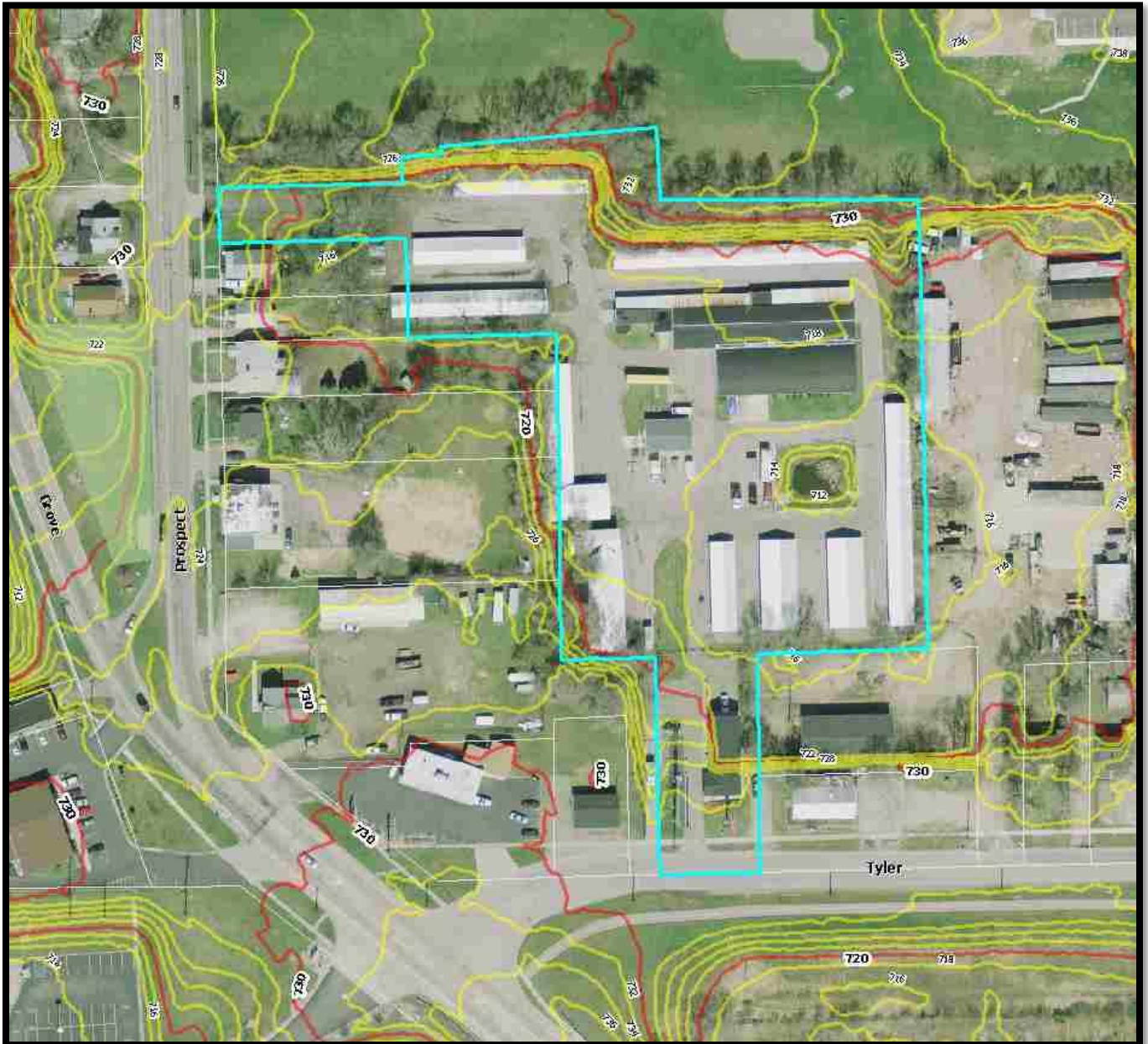
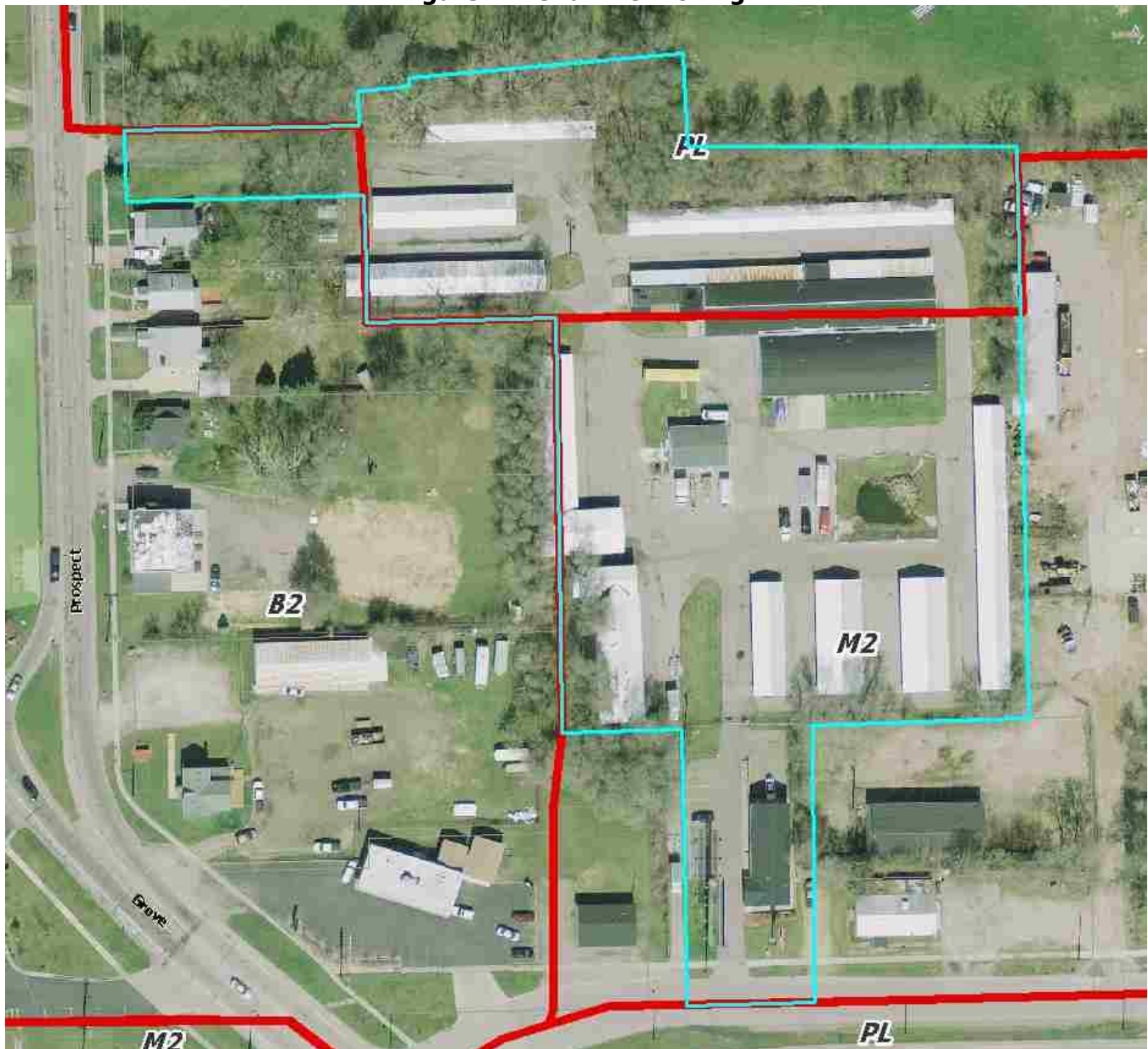


Figure 4: Aerial with zoning



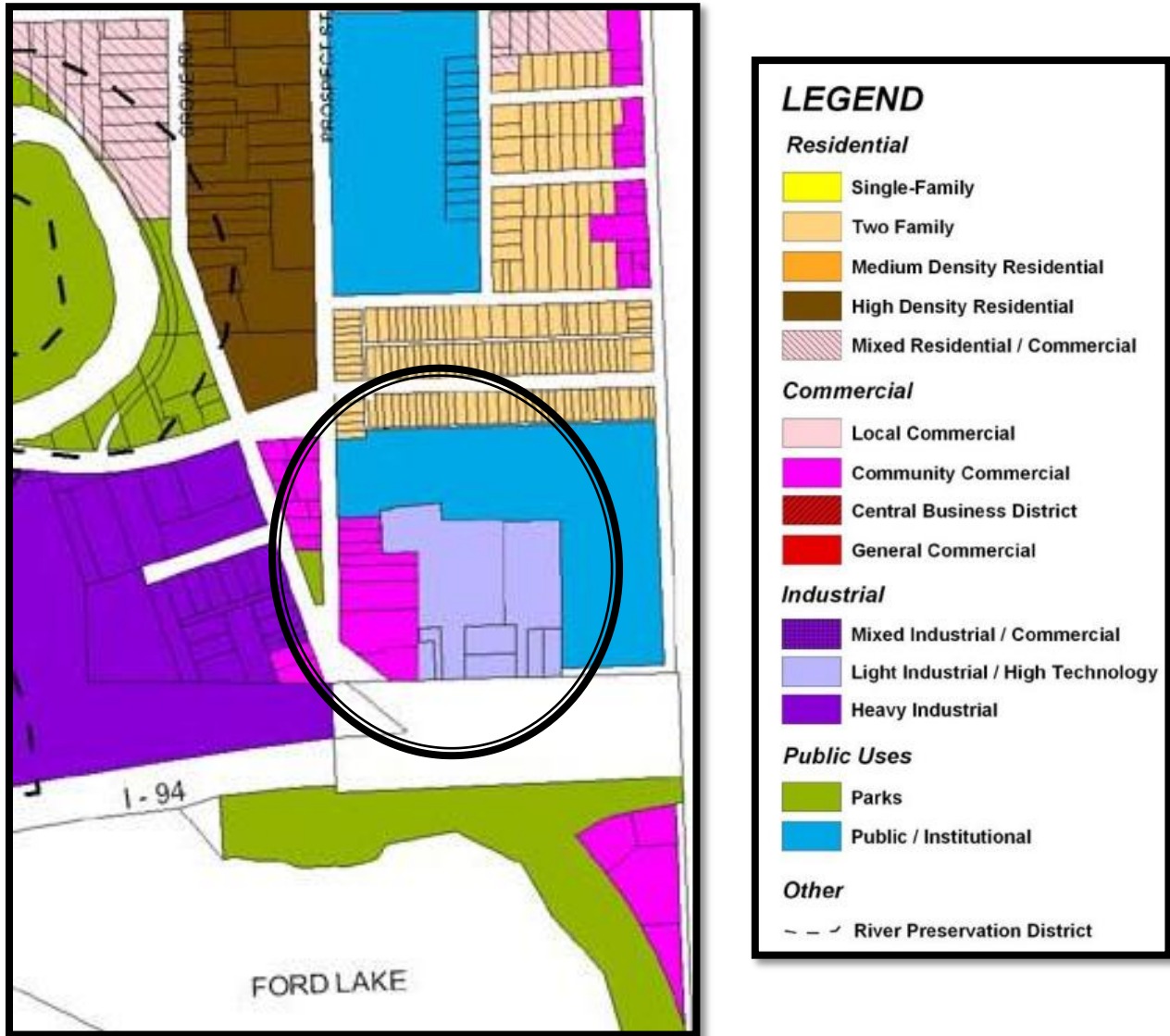
Note: aerial is skewed slightly to the west of parcel boundaries. All buildings on the site are fully on the subject site. The west property line (at Prospect) should be approximately flush with the sidewalk.

MASTER PLAN

The subject property is within the "Gateway Area / Perry Neighborhood." Goals for this neighborhood include "creating a positive entry into the City via design, landscaping, and signage; improving the linkages between neighborhoods and Downtown; upgrading the commercial properties along East Michigan Avenue; preventing unwanted land uses along West Michigan Avenue; and improving and redeveloping the existing housing stock." This site is not within any specific target area.

The future land use map, below, shows the site as partially Community Commercial, the equivalent of B2; but with the majority of the site master planned for light industrial/high technology.

Figure 5: Future Land Use Designations



EXISTING LAND USE AND ZONING

Only one parcel is under consideration for rezoning; it is currently used a self-storage facility, with living quarters for a resident manager, and truck rentals available. The majority of the site is zoned M2, with a significant portion in the PL district and a smaller portion in the B2 district.

Figure 6: Surrounding Land Use and Zoning

	LAND USE	ZONING
NORTH	High School (Washtenaw International Baccalaureate)	PL, Public Land
EAST	Retail (525 Tyler, vacant) Machine shop (527 Tyler, landscaping contractor's office Mobile home recycling (529 Tyler)	M2, General Industrial
SOUTH	I-94	PL, Public Land
WEST	Retail (513 Tyler, vacant) Construction (345 S Prospect) Church (333 S Prospect) One-and-Two family homes	M2, General Manufacturing B2, Community Business

Traffic

On Grove south of Tyler, counts totaled approximately 7700 vehicles per day in 2006. On South Prospect south of Spring, counts totaled approximately 7600 vehicles per day in 2004. There is a sidewalk at the Prospect St frontage.

On Tyler west of Redwood, in a residential neighborhood about half a mile east of the site, traffic counts totaled about 1000 cars in 2001. There is a sidewalk along the north side of Tyler and a shared-use path to the south.

REZONING IMPLICATIONS

INTENT

The stated purpose of **M2** zoning is to provide "locations for general or heavy industrial activities" and that "permitted activities or operations will produce external impacts."

The stated purpose of **B2** is to provide "for major retail shopping areas outside the downtown area... the uses permitted are intended to accommodate both the general retail consumer and the needs and services of the automobile travelling consumer, and are to be limited in hours of operation."

Note: The portion of the site that is currently zoned B2 does not contain any structures. It currently serves as an access/service drive for the site; there is an 8'-10' grade change that would affect placement of any structures. It is approximately 50' x 170'.

The stated purpose of **PL** zoning is to "classify publicly-owned uses, and permits the normal principal and incidental uses required to carry out governmental functions and services.

The master plan recommended **light manufacturing** district's stated purpose is "to provide locations for wholesale activities, warehouses, and industrial operations which produce minimal external impacts that are detrimental in any way to other uses in the district."

The storage facility as it exists would be consistent with the intent of M1 zoning; however, current uses of other M2-zoned areas in the adjacent area do not fit with the M1 ideal. Thus, staff has chosen to pursue only the requested rezoning for this specific site, rather than addressing the zoning of the area as a whole.

REZONING CONSIDERATIONS

The following are generally accepted criteria for evaluating a rezoning request and staff responses to each:

1) Is the proposed change consistent with the goals, policies and future land use map of the City of Ypsilanti Master Plan?

The Master Plan recommends that the future use of this parcel be "light industrial/high tech" roughly equivalent to M1 per the equivalency table on page 72 of the Master Plan. Light Industrial/High Tech is described as the following:

The light industrial/high-tech district is designed to primarily accommodate wholesale activities, warehouses, and industrial operations whose external and physical effects are restricted to the immediate area having only a minimal effect on surrounding districts. This designation is also structured so as to permit the manufacturing, compounding, processing, packaging, and assembly of finished or semi-finished products from previously prepared materials. Research and hi-tech uses are also included in this designation, so long as the impacts are minimal. Because many of the areas with this designation are not located along major thoroughfares, the uses in this designation can be serviced by small trucks only." (p 70).

The change from PL to M2, consistent with the remainder of the site, would enable the light industrial use to continue operations and to expand &/or remodel. Although the existing (and proposed expansion) M2 zoning allows more intense uses than indicated in the future land use map, other limitations on this site, such as the grade, stormwater, and availability of water/sewer, would likely deter them.

The B2 Community Business portion is designated Community Commercial in the future land use map, correlating to the current zoning and can remain B2.

2) Is there evidence that the owner(s) cannot receive a reasonable return on investment through developing the property with one of the uses permitted under the current zoning?

The property is currently developed and is existing nonconforming. Under the existing ordinance and PL zoning, those buildings being used for the self-storage use that are completely destroyed (cost to rebuild exceeds SEV) would not be able to rebuilt, per §122-205(4). This stands in contrast to those buildings extant in the M2 district, where any buildings that are (legal) nonconforming would be able to be rebuilt, provided such construction is completed within 18 months and is diligently pursued to completion, per §122-206(b)(4). Thus, the issue is not that of proximate economic return but long-term economic viability.

3) Are the uses permitted in the proposed zoning district compatible with existing surrounding land uses?

Yes. The self-storage site has low traffic volumes, low daily use, low noise, and few other externalities; it is, however, space-intensive and possibly considered unsightly. The majority of this use exists below-grade, is fenced, and has minimal on-street presence, consisting of a caretaker house/office, two driveways, a billboard, and signage on the Tyler frontage.

- 4) *Are city utilities and services sufficient to accommodate the uses permitted in the proposed zoning designation?*

Perhaps. For the current use, utilities are sufficient. Should a more-intense use be proposed, there may be issues of sanitary sewer availability; the neighboring use at 527 Tyler was found by YCUA to have no access, as the nearest access was more than 200' distant.

- 5) *Can the existing street system safely and efficiently accommodate the expected traffic generated by uses permitted in the proposed zoning district?*

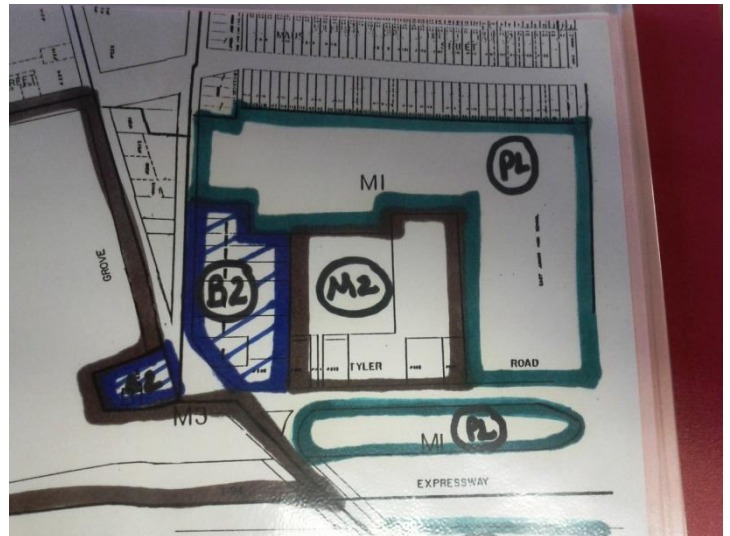
Yes. Per ITE trip generation rates, a single-bay automotive repair use generates up to ten trips per day. Per those same standards, a *new* car sales establishment with one sales person would generate up to twenty trips per day.

- 6) *Is there apparent demand for the types of uses permitted in the proposed zoning district compared to the amount of land in the City currently zoned and available to accommodate the demand?*

Yes. There are currently two self-storage facilities within Ypsilanti. Due to EMU, there is a relatively high demand baseline; both facilities in Ypsilanti appear to be operating at or near full capacity.

- 7) *The boundaries of the requested rezoning district are reasonable in relationship and development of the site will be able to meet the dimensional regulations for the proposed zoning district.*

Yes. The boundaries for rezoning encompass an area which was part of the property during the 1994 rezoning, which appears to have attempted to follow existing property lines in this block. It is reasonable to assume that had this office had correct information available, the portions of this property currently zoned PL would have been zoned M2.



- 8) *If the rezoning is appropriate, is the proposed designation the most appropriate considering all other districts, from the City's perspective?*

Yes.

- 9) *If the rezoning request is for a specific use, is rezoning the land more appropriate than amending the list of permitted or special land uses in the current zoning district to allow the use?*

Yes.

- 10) *Will the requested rezoning create an isolated and unplanned "spot zone"?*

No.

STAFF RECOMMENDATION

Staff recommends the Planning Commission recommend partial **approval** of the rezoning for 519-521 Tyler with the following findings:

1. The rezoning is consistent with the goals and policies of the 1998 Master Plan.
2. The proposed zoning of the site is consistent with existing and planned surrounding zoning districts and land uses.
3. Utilities and services as they exist are adequate for the self-storage and accessory uses.
4. The proposed boundary for the rezoning is appropriate, based on the existing character of the site, the uses permitted in the proposed and existing zoning districts, natural features, and the character and use of adjacent properties.
5. The rezoning will not result in an unplanned and isolated spot-zone.
6. The adjacent M2, General Manufacturing, designation is the most appropriate for this property.
7. The portion of the site currently designated B2, Community business retain the existing zoning designation.

Bonnie Wessler
Planner I, Community Development Department

c.c. File



City of Ypsilanti Planning & Development Department

Non-refundable
Planning Fee:
\$800

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

Date: 12/10/12

MAP AMENDMENT (REZONING) APPLICATION

Applicant*

Name Tyler Industries, Inc		
Address 30301 Northwestern Hwy, suite 400		
Farmington Hills, MI 48334		
City	State	Zip
Phone / Fax 248-855-9676/248-855-0170		E-Mail m.pogoda@pogadeco.com

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

Property

Name of project National storage centers of Ypsilanti	
Address 517-21 Tyler Road, Ypsilanti, MI 48198	
List all parcel identification numbers included in request: 11-11-10-360-023	
Current Zoning: M-2 & PL	Proposed Zoning: M-2
Circumstances, factors, and other relevant information (may continue on a separate sheet): A section of the property was previously rezoned by Ypsilanti to PL when it should have remained M-2.	
Signature M-2.	
I hereby attest that the above information is accurate. I am authorized to and grant permission to the City of Ypsilanti staff to be on the subject property for the purposes of preparing staff reports and/or evaluating this application.	
Signature: [Redacted]	Date: 12-10-12
Print Name: Maurice Pogoda	

Pogoda Companies

December 10, 2012

Ms. Bonnie Wessler
Planner I
City of Ypsilanti
One South Huron Street
Ypsilanti, MI 48197

Re: Rezoning Application for 517 Tyler Road

Dear Bonnie:

As we discussed, attached is an application for a Map Amendment (Rezoning) Application for the self storage site at 517-21 Tyler Road. As you indicated to me, a portion of the property was improperly rezoned in the 1990s from M-2 to PL as part of Ypsilanti's update of its zoning map. We are requesting that the entire property be zoned M-2.

Please let me know if there is anything more I need to do for this application. Thanks in advance for your help.

Sincerely,
TYLER INDUSTRIES, INC.


Tyler Industries, Inc.

Enclosures

Self Storage & Manufactured Housing Specialists

30301 Northwestern Hwy., Suite 400 | Farmington Hills, MI 48334 | 248.855.9676 | F 248.855.0170

www.pogodaco.com



City of Ypsilanti

Planning and Development Department

Memo

To: Planning Commission
From: Teresa Gillotti, Planner II
Date: January 16, 2013

Subject: Master Plan Steering Committee/Master Plan revision schedule

Staff and consultants have been working to confirm commitments for the Steering Committee as well as work out scheduling for the process. Below is a list of Steering Committee members (too date) I'd like to ask the Planning Commission to approve as a update to the previous Master Plan Update committee.

Master Plan Steering Committee

Name	Affiliation	Ward	Comment
Pete Murdock/Brian Robb	City Council	3	Split - Councilmember Murdoch will serve during Master plan phase and Councilmember Robb will pick up during zoning ordinance revision phase.
Ricky Jefferson	City Council	1	
Rod Johnson	Planning Commission	3	
Richard Murphy	Planning Commission	3	
Phil Hollifield	Planning Commission	1	
Anne Stevenson	Historic District commission	2	
Leigh Greden	Eastern Michigan University	n/a	Also DDA Chair and Eastern Leaders Group co-chair
Bee Mayhew	Business owner/resident	3	
D'Real Graham	Recreation Commissioner	n/a	
Teresa Gillotti	City staff/resident	3	
TBD	EMU Student		

Additionally, staff would like to share the schedule for the charette workshops and request that Commissioners save the dates on their calendars.

Shape Ypsilanti: Important Dates

Event	Date
Website & social media launch	January 2013
Steering Committee meeting	January 23, 2013 at 6:00 p.m.
Average Joe & Jane Focus Groups	TBD in January/February 2013
Steering Committee Meeting	TBD February 2013
Discover Charrette	March 12-15, 2013
Design Charrette	April 16-19, 2013
Average Joe & Jane Focus Group	TBD in May 2013
Steering Committee review of draft master plan	TBD in June 2013
Public Hearing on draft master plan	TBD in August 2013
Zoning Ordinance work starts	September 2013
Steering Committee Meeting	TBD in September 2013
Zoning Charrette	October 8-11, 2013
Steering Committee Meeting	TBD in Nov./Dec. 2013
Steering Committee review of draft zoning ordinance	TBD in February 2014
Public Hearing on draft zoning ordinance	TBD in March 2014

Next Steering Committee meeting is scheduled for Jan. 23, 2013 at 6 p.m. at SPARK East.

PLANNING COMMISSION
Master Plan Steering Committee
MEETING MINUTES

December 20, 2012

SPARK East
5:30 P.M.

I. CALL TO ORDER

The meeting was called to order at 6:10p.m.

II. ROLL CALL

Present: T. Gillotti, D. Graham, Rod Johnson , B. Mayhew, R. Murphy,
M. Minock, Russ Johnson

IV. DISCUSSION

The steering committee was introduced to each other, the project, and the initial values/character statements to be considered as part of the Master Plan (see attached). Committee members were asked to comment on a potential name for the project (Shape Ypsilanti), as well as individuals and groups to interview either individually or in focus groups.

Ms. Minock and Ms. Gillotti will formalize the list of participants in the groups/interviews and return them to the Steering Committee in January for a final review.

Additionally, Ross Johnson presented initial concepts for the Master Plan website asking for feedback on the look and feel, sections and other components.

Staff will be following up with the full steering committee to coordinate the January meeting where the focus group process will be tested on the Steering Committee themselves.

V. NEXT MEETING

TBD - January



P.O. Box 131095
Ann Arbor, MI 48113

Phone: 734-395-6057
Fax: 734-527-6158
Website: www.enp-associates.com

MEMORANDUM

To: Steering Committee
From: Megan Masson-Minock, Planner
Date: 12/15/2012
Subject: Decisions for our December Meeting

Thank you for joining us to lead the Master Plan process in Ypsilanti. We are excited to work with you! You will be building directly on the work of a previous committee, which the process of hiring consultants for this process. In doing so, they identified the following values for the community character and goals of Ypsilanti:

- Accessibility
- Conservation and celebration of natural resources
- Commitment to provision of transportation options
- Availability of quality housing of various types dispersed throughout the City
- Encouraging a diverse and tolerant community

On Thursday, we will be asking for your input on the following:

- How do we test these values with stakeholders in Ypsilanti? Who should be invited to participate in either focus groups or interviews? The attached worksheet will be a starting point for the conversation.
- What are your thoughts on how to reach folks on-line, for education and creation of participation? We will have a draft website and social media campaign to share with you at the meeting.

Please let us know if you have any other questions! I can be reached directly at 734-646-3163 or megan@enp-associates.com.

Ypsilanti Master Plan Stakeholder Identification Worksheet

The master plan includes focus groups and interviews in January and February of 2013 to make sure the values previously identified are truly the goals of the community. We will preview the questions to be asked in the focus groups and interviews at your January meeting. In the meanwhile, we need to schedule these meetings and need your input as to who invite and how. The focus groups and interviews differ in the following ways:

	Focus Groups	Interviews
Who?	Groups with a common interest representing segments of the community, especially those who do not usually come to city-wide events. Examples are the DDA, neighborhood groups, Eastern Michigan students, youth, etc.	Individuals who should be included in the value formation and/or can bring new groups into the process. Examples are EMU administration, the Housing Commission staff, business owners, pastors, Growing Hope staff, etc.
Why?	Smaller groups familiar with one another provide richer feedback since they are in a more comfortable environment.	Individuals, especially those with public jobs, are often share more in an one on one interview than in public meetings.
When?	January/February 2013 for values Summer 2013 review draft master plan	January/February 2013 for values

Please use below to brainstorm ideas, scribble down advice, etc.

[illegible]



City of Ypsilanti
Planning and Development Department

December 12, 2012
January 16, 2012

Staff Review of Site Plan Application
Bay Logistics, 715 Norris

GENERAL INFORMATION

Applicant: Kurt Cuncannan
Bay Logistics, Inc
715 Norris
Ypsilanti, MI 48198

Project: 715 Norris

Application Date: 11-21-12

Location: Parcel is located east of Huron River, North of Forest, extending along Norris Street with Highland Cemetery to the north.

Zoning: M2, General manufacturing; R3, multiple-family medium density residential; R1, single family residential

Action Requested: Site plan approval for current use and outdoor storage

Staff Recommendation: Approval with conditions
(previously tabled at December 12, 2012 meeting)

PROJECT AND SITE DESCRIPTION

Bay Logistics purchased 715 Norris Street in 2002. At that time a change of use was granted from manufacturing to warehousing without a site plan due to limited use of the building (approx 10%) for warehousing, and the lack of outdoor storage. Staff informed representatives of the company that additional use of the building may require a site plan.

For a brief period of time in 2003, Bay Logistics utilized outdoor space for storage of racks from another facility during a retooling period for that facility. At that time, they were notified that the outdoor storage use would require site plan review. The use appears to have discontinued that year, and the racks removed from the site. Issues at that time were related to Section 122-801 which includes special standards for Outdoor storage of raw materials supplies and products. Issues included a lack of screening and height of the racks. By 2006, Bay Logistics expanded their use within the building. Staff at the time revisited the need for a site plan due to the expansion of the change of use, however no submission was made at that time.

In 2011, Bay Logistics put the property up for sale, but then determined they would keep it and reutilize the property for the warehousing/distribution use.

In early November staff and Planning Commissioners noted activity on the site including the addition of screening. Staff communicated with the property manager and scheduled a site visit for November 13, 2012 to investigate if outdoor storage racks were being considered for the site and to follow up with appropriate approvals. Bay Logistics staff has been cooperative and has since applied for the full site plan approval including the change of use to utilize the entire indoor facility for warehousing and office use, as well as consideration of the outdoor storage areas.

The site plan was presented to the Planning Commission and was tabled, albeit with approval for a temporary use of outdoor storage in order for the site plan to be updated with more information for January consideration by the Planning Commission.

The parcel is 28.14 acres and has three zoning districts, the majority of which is M2, General Business as well as small segments to the Northeast that are R1, single-family residential and R3- multiple family medium-residential. Warehousing and outdoor storage are both permitted uses in the M2 district, although Outdoor storage is subject to standards in Section 122-801. The uses in the two residential districts are parking, and are considered legal, non-conforming uses.

Figure 1: Subject Site Location



Figure 2: Site Aerial (2010)



Land Use and Zoning of Surrounding Area

	LAND USE	ZONING
NORTH	Highland Cemetery	R2
EAST	Single (13) and two family residential (1), church and Corner Brewery	CI, R1, R2,
SOUTH	Michigan Ladder, residential	M1, R1
WEST	Huron River, then combination of vacant land, residential, and bus yard	PL, R4,M2

SITE PLAN: CRITERIA AND REVIEW

§122-127

STANDING

§122-127(1)

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

REQUIREMENTS**§122-127(2)**

ORDINANCE REFERENCE	REQUIRED	EXISTING CONDITIONS	PROPOSED
122-474 LOT AREA AND WIDTH (1)	The minimum lot area and width and the maximum percent of building coverage shall be determined by the use and the required off-street parking, loading, screening walls and yards setbacks as provided in this chapter...	Area: 28.14 acres Width: 677.22 ft Lot Coverage: 221,836 sf or 18%	Unchanged
122-474 SETBACKS			
front	There shall be a front yard of not less than 25 feet as measured from the front lot line (Norris)	12 ft between (southern portion of Norris) 50+ feet further north	Unchanged – existing non-conforming building
side	0' if fire-retardant; 3' otherwise unless abutting business district (15 feet)	North: 330 ft	Unchanged
Street side yard	On a corner lot there shall be provided on the street side yard a minimum setback of 15 Minimum four foot six inch wide greenbelt shall be maintained along a street bordering a residential district in accordance with subsection 122-835 (11)	South (Forest): 165 ft (SE corner) 6 foot chain link fence with opaque screening provided in accordance with 122-703 (b).	Unchanged Unchanged
rear	Minimum of 30 feet	50 feet to edge of main building, 40 feet to substation, 50 feet to other outbuilding	Unchanged
122-475 HEIGHT	Shall not exceed 100 feet, however, setbacks of a building or structure shall be increased by one foot for each foot the building or structure exceeds 30 feet in height.	Varying heights reported by property owner, none exceeding 30 feet.	Unchanged
122-476 DEVELOPMENT STANDARDS	Outside storage subject to provisions of sec. 122-801		

ORDINANCE REFERENCE	REQUIRED	EXISTING CONDITIONS	PROPOSED
122-801 OUTDOOR STORAGE	(1) All such storage shall be located within a rear yard and screened with fencing in accordance with section 122-703. No material shall be stored above the height of the screening	Street side yard screened with 6 ft chain link fence with opaque material	Storage proposed in street side yard and rear yard
	(2) All storage areas shall conform to all district setback requirements for principal uses, but in no cases shall outside storage be located closer than 50 feet to residentially zoned property	All property lines are more than 50 feet from residentially zoned areas	unchanged
	(3) Property access to all parts of the storage areas shall be provided for fire and emergency services as provided in the city building code	Clear access to all sides of existing buildings. Hashed areas indicate flexibility in exact location.	Fire access lanes provided according to fire code standards.
	(4) All loosely packed materials such as sand, topsoil, dirt, etc., shall be covered and contained to prevent them from being blown or washed off the site.	None	Outdoor storage limited to racks
	(5) No materials which give off noxious odors shall be stored outdoors	None	Unchanged.
122-647 SIDEWALKS	provide a sidewalk or shared-use path	sidewalk in fair condition	Unchanged
122-707 LANDSCAPING	10%	Site plan indicates 46% green space primarily along river and north side of the site. Staff estimates closer to 30%	Unchanged.

ORDINANCE REFERENCE	REQUIRED	EXISTING CONDITIONS	PROPOSED
122-836 PARKING	5 plus 1 for every 1 employee in the largest working shift; or 1 for every 1,700 sf of gross floor area, plus 1 for each 300 sf of office area, whichever is greater. Spaces shall also be provided for any retail or service area shall be in addition to the above	8 employees 217, 636 warehouse = 128 required 4,200 sf office = 14 required 113 with 20% waiver	127 proposed on site plan including 5 handicap.
122-861 SIGNAGE et seq	• Building Mounted: max of 3 sq ft per ft of frontage • Ground: max of 40 sq ft, 10' tall; must be ≥3' from front property line; ≥10' from side or rear.	New temporary signage installed on fence on corners of Forest and Norris	Show all signage on site plan and pull related permits. Remove signage in corner clearance zone.

Items to be Addressed:

1. Applicant to not locate any outdoor storage in street side yard
2. Applicant to note any signage on site, and obtain related permits. Remove signage in corner clearance zone.
3. Planning Commission waiver requested for 20% reduction in the required parking, due to site dimensional constraints.

BUILDING LOCATION AND SITE ARRANGEMENT

§122-127(3)

The existing office building is located on the Norris Street frontage. Primary building is located on the center of the site, extending north to south. Loading docks are located on the NE and NW sides of the main building. A series of out-buildings are located on the west side including a substation.

The outdoor storage area is depicted on the south, west and north side of the main building. No dimensions and limited access are indicated on the site plan

Items to be addressed

- Edit cover sheet indicating interior use as warehousing and distribution
- Edit sheet C-102 #5 under storage indicating that interior use will be warehousing and distribution, rather than indoor storage of temporary racks.

SITE ACCESS, TRAFFIC, AND PARKING

§122-127(4)

Vehicular access is available off Forest Street, but the primary vehicular and pedestrian entrance is off of Norris Street which includes a parking booth for security. Loading docks are also located on the east side of the building using Norris for primary access.

The proposed outdoor storage will effectively surround the main building, however a 20-foot wide fire lane with access from Forest and Norris Streets to the main building and then to the west and north of the building. Additional 20 foot fire access lanes will be provided per fire code guidelines including access to the office building from the west side, and to the fire hydrant on the Norris Street side.

Additional lanes will be provided similar to what is shown in hashed areas, subject to the location of the outdoor storage. The fire department has noted an inoperable fire hydrant on the Forest Avenue frontage.

The applicant proposes 127 parking spaces including 5 handicap spaces. The parking area is currently overgrown, not appropriately striped and may need repair in certain areas. The applicant proposes resurfacing and restriping the parking lot as indicated on the site plan.

For the corner of Norris and Forest, the applicant is proposing removing 25 feet of screening on either side to reinstate the corner clearance, while adding arbor vitae along a 45' angle as screening to meet the outdoor storage screening requirement.

Items to be addressed:

- *Repair inoperable hydrant on Forest Avenue frontage*
- *Mow the parking lot*

ENGINEERING & STORMWATER

§122-127(5), §122-127(6)

Engineering site plan review not required for this project as no impervious surface was added. The applicant has added drainage arrows and an area of stormwater vuffer, although no additional plantings are proposed or treatments are proposed.

SCREENING

§122-127(7)

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	Four outdoor lights along west lot line	unchanged
122-703 Screening Between Land Uses	visual buffer of at least 80% opacity and 6' height along north boundary	6 foot chain link fence with black opaque panel screening provided	unchanged
§122-704 Off-Street Parking Landscaping	1 tree per 8 spaces (49/8 = 6)	None shown	Applicant requests to put 6 street trees on Norris street and 4 on Forest frontage in lieu of landscaping requirements
	landscape island per 16 continuous spaces	Only two locations with more than 16 spaces	Existing non-conforming parking lot
	ends of all aisles and corners protected	No existing aisle caps	Aisle caps shown on site plan

ORDINANCE REFERENCE	REQUIRED	EXISTING CONDITIONS	PROPOSED
	minimum distance of 3' from curb backside to landscaping	Existing adequate distance	Unchanged
	must be screened per 122-703 if conflicting land use	6 foot chain link fence with black opaque panel screening provided on all street frontages	Unchanged
	must be screened from public ROW	existing chain link fence between existing parking and Norris	Unchanged
	prevent vehicular encroachment into landscaping, structures	n/a	Na/
§122-706 Foundation Landscaping	screen buildings from ROWs 1 ornamental tree and 6 shrubs per 30' • rear parking: 80' o 16 shrubs o 3 trees • front ROW: 80' o 16 shrubs o 3 trees	No landscaping shown on the plan	None.
§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	No refuse areas indicated on site plan	Unchanged
§122-710 Exterior Electrical	when visible from ROW screen	existing substation on west side of property.	n/a
§122-712 Maintenance	install underground sprinkler system	n/a	n/a

ORDINANCE REFERENCE	REQUIRED	EXISTING CONDITIONS	PROPOSED
§122-714 Fencing, hedges, walls, berms	no taller than 10' in side/rear yard	Existing chain-link fence with screening at perimeter of property including barbed wire	unchanged

Items to be Addressed:

1. Planning Commission waiver for site and parking lot screening requirements based on street tree plantings on Norris and Forest.
2. Planning Commission waiver required to omit in-ground irrigation.

MASTER PLAN CONSIDERATIONS

Huron River

The 1998 City of Ypsilanti Master Plan call out special consideration for properties with river frontage. The intent is

...to preserve Huron River frontage for both environmental reasons and to allow for ht future integration with a continuous greenway system along the Huron River

As the parcel in question is intended for continued industrial use, and due to existing contamination on the site, staff is recommends a conservation easement of 50 from the property line along the Huron River frontage as indicated on the site plan.

Items to be Addressed: None.

STAFF RECOMMENDATIONS: SITE PLAN

Staff recommends the Planning Commission **approve** the Site Plan for the 715 Norris for warehousing and distribution as well as outdoor storage with the following findings, waivers, and conditions:

Findings

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

Waivers

1. Waive foundation landscaping requirements and parking lot screening requirements due to existing conditions and the addition of 6 street trees on Norris and a minimum of 4 street trees on the Forest Street frontage.
2. Waive 20% reduction in the required parking, due to site dimensional constraints.
3. Waiver for in-ground irrigation

Conditions

1. Applicant to remove note on cover sheet that submission is for "housekeeping" replacing it with "coming into compliance."
2. Applicant to not locate any outdoor storage in street side yard
3. Applicant to note any signage on site, obtain related permits, and remove signage in corner clearance zone

4. *Edit cover sheet indicating interior use as warehousing and distribution*
5. *Edit sheet C-102 #5 under storage indicating that interior use will be warehousing and distribution, rather than indoor storage of temporary racks.*
6. *Repair inoperable hydrant on Forest Avenue frontage*
7. *Mow the parking lot*

Teresa Gillotti
Planner II, Planning & Development Dept.

CC File
 Applicant

Chapter 10 General Safety Requirements

10.16* Outside Storage.

10.16.1 Outside storage of combustible materials shall not be located within 10 ft (3 m) of a property line.

10.16.2 The separation distance shall be allowed to be reduced to 3 ft (0.9 m) for storage not exceeding 6 ft (1.8 m) in height.

10.16.3 The separation distance shall be allowed to be reduced where the AHJ determines that no hazard to the adjoining property exists.

10.16.4 Combustible material shall not be stored beneath a building or structure unless specifically constructed or protected for this purpose.

10.16.5 Combustible storage in the open shall not exceed 20 ft (6.1 m) in height.

18.2 Fire Department Access.

18.2.1 Fire department access and fire department access roads shall be provided and maintained in accordance with Section [18.2](#).

18.2.3.4 Specifications.

18.2.3.4.1 Dimensions.

18.2.3.4.1.1 Fire department access roads shall have an unobstructed width of not less than 20 ft (6.1 m).

18.2.3.4.1.2 Fire department access roads shall have an unobstructed vertical clearance of not less than 13 ft 6 in. (4.1 m).

18.2.3.4.1.2.1 Vertical clearance shall be permitted to be reduced, provided such reduction does not impair access by fire apparatus, and approved signs are installed and maintained indicating the established vertical clearance when approved.

18.2.3.4.1.2.2 Vertical clearances or widths shall be increased when vertical clearances or widths are not adequate to accommodate fire apparatus.

34.10.4 Idle pallet stacks shall not exceed 15 ft (4.6 m) in height nor shall cover an area of greater than 400 ft² (37 m²). Pallet stacks shall be arranged to form stable piles. A distance of not less than 8 ft (2.4 m) shall separate stacks. Piles shall be no closer than 8 ft (2.4 m) to any property line.

18.2.3.4.2 Surface. Fire department access roads shall be designed and maintained to support the imposed loads of fire apparatus and shall be provided with an all-weather driving surface.

18.2.3.4.3 Turning Radius.

18.2.3.4.3.1 The turning radius of a fire department access road shall be as approved by the AHJ.

18.2.3.4.3.2 Turns in fire department access roads shall maintain the minimum road width.



Stantec Consulting Michigan Inc.
3754 Ranchero Drive
Ann Arbor MI 48108-2771
Tel: (734) 761-1010
Fax: (734) 761-1200

Stantec

January 7, 2013
File:2075124100

Attention: Ms. Teresa Gillotti, Economic Development Coordinator

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

Dear Ms. Gillotti,

**Reference: 715 Norris Site Plan
Ypsilanti, Michigan**

Following up on the December 12, 2012 Planning Commission Meeting and subsequent work session meeting in your office on December 14, 2012, we have revised the Site Plan to address the following comments (plan changes are "bubbled" per your request):

1. The existing fence height and notes from the heavy duty screening material specifications (catalog cut-sheet attached) used in the installation have been added to the plans.
2. Building heights have been added to the plans.
3. Twenty (20) feet wide fire access and maintenance lanes have been provided at the two existing fire hydrants. Typical access aisles have also been added to the plan.
4. Dimensions of the proposed storage areas have been provided on the drawings. Also, attached are photos of the existing racks showing the relative rack height as compared to the existing fence height viewed from inside the facility. The current stored racks are not visible from Forest Avenue looking north.
5. A new landscaping and stormwater plan has been added to the plan set. As you are aware, there is very little formal landscaping existing on the site. However, we have calculated that approximately 13.19 acres, or 46%, of the site is currently green space. Substantial trees and vegetative cover exist along the northern and western part of the site. These vegetated areas are proposed to be preserved and utilized as stormwater buffer areas (see #7 below).
6. Four (4) street trees have been added to the Site Plan along Forest Avenue.
7. A proposed fifty (50) foot wide conservation easement is shown along the western property line running along the river. We are also proposing to use this conservation easement as a natural vegetated stormwater buffer to help filter first flush stormwater runoff contaminants before entering the river. It is our understanding that the final details and terms of the easement will be negotiated between the City and Property Owner legal representatives.

**Reference: 715 Norris Site Plan
Ypsilanti, Michigan**

8. The two existing fence signs located at the northwest corner of Forest and Norris are proposed to be removed. Sign permits will be obtained by the Property Owner for any future signs.
9. One (1) additional handicap parking space has been added to the plans along with the Engineer's Opinion of Probable Construction Cost of the proposed parking lot improvements. Parking lot improvements are proposed to be deferred, or a variance obtained, since the 100+ parking spaces proposed are not presently needed for the existing eight (8) employees. It is our understanding that the City does not desire that an unused parking lot be reconstructed on the site at this time. It is also our understanding that the current parking ordinance space requirements will be reviewed in the near future to help rectify this type of situation. Final terms of the parking lot deferral will be negotiated between the City and the Property Owner.
10. Twenty-five (25) feet of existing fence screening located along Norris and Forest, at the northwest corner of the intersection, is proposed to be removed (fence will stay) to comply with City site distance requirements. New landscape screening (dense landscape shrubbery) will be installed along a forty-five (45) degree angle to replace the removed screening.
11. The delineation of office vs. warehouse space is now shown on the plan.
12. A note to repair the existing south fire hydrant has been added to the plan.
13. A note that there are no existing dumpster(s) on the site has been added to the plan.
14. Parking spaces for the eight (8) existing employees has been shown on the plan.
15. Drainage arrows and stormwater buffer notes have been added to the plans.
16. The amount of site "green space" has been calculated and added to the plan (i.e. 13.19 acres or 46%).
17. Outdoor storage notes from the ordinance (#4 & #5) have been added to the plan (i.e. cover all loose materials and no noxious materials allowed). The approximate amount of proposed outdoor storage space has been calculated (i.e. 223,000 sf) and shown on the plan.
18. The existing parking booth has been labeled.
19. Consideration was given to removing the existing barbed wire located along the top of the existing fence, but for security reasons we request that it be allowed to stay.
20. The weeds have been removed in the deferred parking area, and approximately 150 feet of fence screening is proposed along Norris to screen the parking area.

January 7, 2013
Ms. Teresa Gillotti,
Page 3 of 3

**Reference: 715 Norris Site Plan
Ypsilanti, Michigan**

Please find enclosed three (3) full-size sealed copies of the revised Site Plan. I can email you the pdf's if there are no proposed changes. It is our understanding that the plan will be considered at the January 16, 2013 Planning Commission Meeting. If you have any questions or need any additional information, please do not hesitate to contact me.

Regards,

STANTEC CONSULTING MICHIGAN INC.

Mark D. Pascoe, PE, LEED AP
Senior Project Manager
Tel: (734) 214-1865
Fax: (734) 761-1200
mark.pascoe@stantec.com

Attachment: Site Plan (3 full size paper copies), Rack Photos (2), Fence Screening Catalog Cut-Sheet (1)

c. Kurt Cuncannan







3500 179TH STREET, UNIT 8, HAMMOND, IN 46323
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www.midwestcover.com

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- Extremely Strong and Durable
- High Tensile and Tear Strength
- Fire-retardant to pas California State Fire Marshall's Test

PHYSICAL PROPERTIES

	Test Method	Odyssey 13
Weight	FS 5040	13 oz.
Finish		Textured Matte
Width		61"
Tread Count		9x9
Denier		1000
Tensile Strength	FS 5100 (Grab)	253 x 233 lbs./in.
Tear Strength	FS 5134 (Tongue)	74 x 65 lbs.
Adhesion	FS 5970 (Peel)	24 lbs./2"
Fire-Retardancy	CSFM	Pass
Putup		100 yd.

*All results in English measurements such as lbs., in., and lbs/in



Stantec

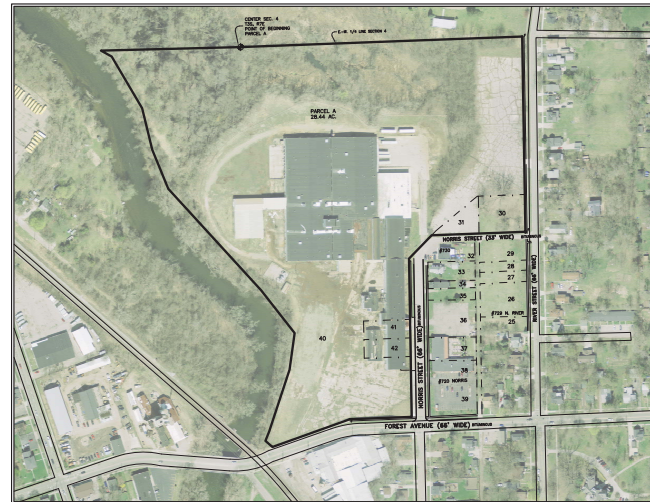
715 NORRIS STREET

SITE PLAN

CITY OF YPSILANTI, WASHTENAW COUNTY, MICHIGAN

DEVELOPER/OWNER:
BAY LOGISTICS, INC.
KURT CUNCANNAN
1202 PONTALUNA ROAD
SPRING LAKE, MI 49456
PHONE: (231) 578-7989

ENGINEER:
STANTEC CONSULTING MICHIGAN INC.
MARK D. PASCOE, PE, LEED AP
3754 RANCHERO DRIVE
ANN ARBOR, MI 48108-2771
PHONE: (734) 761-1010



OVERALL SITE SKETCH
SCALE: 1"=200'

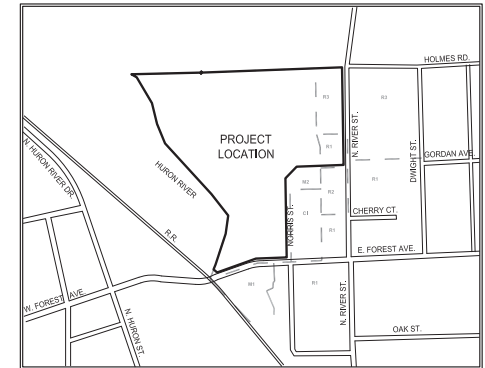
PROJECT ADDRESS:
715 NORRIS ST.
YPSILANTI, MI 48198

PROJECT NARRATIVE:

The project site is the old Motor Wheel manufacturing facility located at the northwest corner of Forest Avenue and Norris Street. The site is currently being used by a logistics company (Bay Logistics, Inc.) for the temporary storage of manufactured products. The site is bordered to the west & north by the Huron River, to the south by Forest Avenue, to the east by Norris Street and the northeast corner of the parcel is bordered by River Street to the east. The site consists of a large building, several smaller buildings, and the rest of site is mostly concrete pavement with an old railroad spur entering the site from the south west. The site is currently zoned M2 General Manufacturing, and the current and proposed uses are permitted as of right under this zoning classification.

The purpose of this Site Plan is to gain formal City approval for outdoor and indoor storage and general document "housekeeping" for City files, since no Site Plan records currently exists for the site. The proposed outdoor storage use is to allow the temporary outdoor storage of engine racks similar to what was observed & documented by the City in the summer of 2003. Pursuant to Section 122-401 of the City of Ypsilanti Zoning Ordinance, the existing chain-link fence has been recently screened to obscure the outdoor storage from public view. Street Tree Plantings are proposed along Norris Street and Forest Avenue in an attempt to improve the overall aesthetics of the site.

The weeds located in the deferred parking area have been removed and approximately 150 feet of screening fence is proposed in this area.



VICINITY MAP
SCALE: NTS

DRAWING INDEX:

DWG	SHEET	TITLE
G-100	01	COVER SHEET
C-101	02	EXISTING CONDITIONS
C-102	03	PROPOSED SITE PLAN
C-103	04	PROPOSED STORMWATER AND LANDSCAPE PLAN

SITE DATA

ZONING M2 (GENERAL MANUFACTURING)
CURRENT USE STORAGE OF MANUFACTURED GOODS
PROPOSED USE OUTDOOR STORAGE OF MANUFACTURED GOODS
AREA OF SITE 28.44 ACRES
LOT WIDTH 677.2 FEET

EXISTING BUILDING HEIGHT

VARIABLE (SEE EXISTING CONDITIONS PLAN)

LOT SETBACKS

FRONT 25 FT

SIDE 15 FT

REAR 30 FT

BUILDING AREA 223,727 SF (219,527 SF WAREHOUSE, 4200 SF OFFICE, DIVISIONS ARE APPROXIMATE)

IMPERVIOUS SURFACES 664,698 SF (15.26 AC.)

BUILDING - 223,727 SF

PAVEMENT - 58,618 SF

GRAVEL & BROKEN PAVEMENT - 385,153 SF

GREEN SPACE 574,448 SF (13.19 AC.) - 46%

NET LOT COVERAGE 54%

FLOOR AREA RATIO 18 %

PARKING REQUIRED

REGULAR 148

BARRIER FREE 5 (4 CAR & 1 VAN)

PARKING PROVIDED 122

REGULAR 122

BARRIER FREE 5 (4 CAR & 1 VAN)

PARKING REQUIREMENTS

WAREHOUSE 219,527 SF/1700 SF = 129 SPACES

OFFICE 4,200 SF/300 SF = 14 SPACES

148 SPACES LESS 20% = 118 SPACES REQUIRED

LOADING SPACES REQUIRED

6

LOADING SPACES PROVIDED

6

148 SPACES LESS 20% = 118 SPACES REQUIRED



Know what's below.
Call before you dig.

NOTE:

THE LOCATIONS AND ELEVATIONS OF EXISTING UNDERGROUND UTILITIES AS SHOWN ON THIS DRAWING ARE ONLY APPROXIMATE. NO GUARANTEE IS EITHER EXPRESSED OR IMPLIED AS TO THE COMPLETENESS OR ACCURACY THEREOF. THE CONTRACTOR SHALL BE RESPONSIBLE FOR CONTACTING MGS PRIOR TO CONSTRUCTION.

JANUARY 2013

STANTEC PROJECT:#2075124100



Starlec Consulting Michigan Inc.
3754 Randam Drive
Ann Arbor MI U.S.A.
48106-2771
Tel: 734.781.1810
Fax: 734.781.1280
www.starlec.com

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Conclusions

Legend

	EXIST. CONTOUR
	EXIST. SPOT ELEVATION
	EXIST. HYDRANT
	EXIST. LIGHT POLE
	EXIST. UTILITY POLE
	DUTY WISE
	EXIST. ELECTRIC TRANSFORMER
	EXIST. OVERHEAD ELECTRIC EXISTING FENCE
	EXISTING SCREENED FENCE
	EXIST. WESTLANDS LIMIT
	PROPERTY LINE
	CENTERLINE
	SECTION CORNER
	FOUND CONCRETE MONUMENT
	SET IRON PIPE
	NUMBER OF LINED REGULAR PARKING SPACES
	NUMBER OF LINED BARRIER FREE PARKING SPACES
	100 YEAR FLOOD PHONE AREA
	STORM WATER DRAINAGE DIRECTION

Notes

Revision	By	App'd	TY.MMXJ3
----------	----	-------	----------

CITY COMMENTS	MP	MP	DATE

File Name: 1261002-001.DWG	PA	MP	TR	12/11/21
----------------------------	----	----	----	----------

Permit-Sand

Client/Project

715 Norris St.
Site Plan
Ypsilanti, Michigan

Title
**EXISTING
CONDITIONS**

Project No. 2075124100

Scale 1"=100'

Drawing No. Sheet Revision

C-101 2 of 4 0



EXISTING BUILDING HEIGHTS

- 1 FACTORY MAIN - 30 FT.
- 2 FACTORY WEST - 20 FT.
- 3 FACTORY EAST - 30 FT.
- 4 OFFICE - 8 FT.
- 5 BLOCK BUILDING - 25 FT.
- 6 STEEL BUILDING - 20 FT.
- 7 OUT BUILDING - 20 FT.

* DATA FURNISHED BY OWNER

NOTES

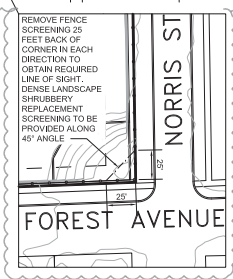
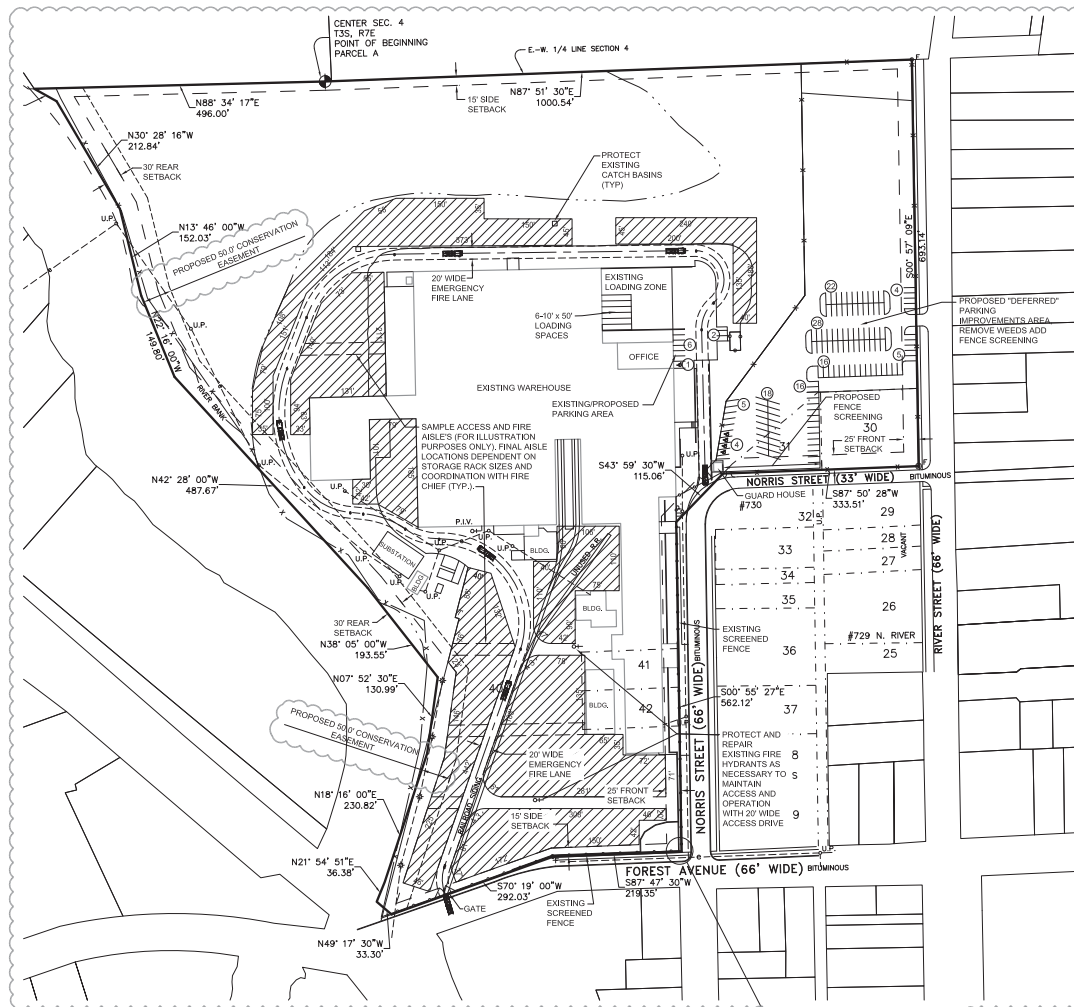
1. PROJECT WAS NOT SURVEYED FOR PREPARATION OF THIS EXISTING CONDITIONS MAP. DATA WAS OBTAINED FROM HISTORICAL SOURCES (ATWELL/HIGGS ALTA SURVEY DATED 1-16-2002 AND WAGHTENAW QUOTA GIS DATA PROVIDED 11-16-2012).
2. THE EXISTING FACTORY BUILDING AND THE BRICK OFFICE BUILDING ARE SERVED BY WATER AND SEWER FROM LEADS OFF NORRIS STREET. THE EXACT LEAD LOCATIONS ARE UNKNOWN.
3. THERE ARE 125 REGULAR LINED PARKING SPACES AND 14 BARRIER FREE LINED PARKING SPACES ON SITE. (REMAINDER OF SPACES ON SITE ARE IN THE PARKING AREA AND NOT GRAPHICALLY SHOWN).
4. NO DUMPSTER EXISTS ON THE SITE.

ZONING DISTRICTS

- R1 SINGLE FAMILY RESIDENTIAL
R2 MULTIPLE-FAMILY MEDIUM DENSITY RESIDENTIAL
C1 COMMERCIAL - INDUSTRIAL
M1 LIGHT MANUFACTURING
M2 GENERAL MANUFACTURING

PARCEL A LEGAL DESCRIPTION:

[illegible]



PARKING NOTES

- 8 SPACES CURRENTLY REQUIRED FOR 8 EMPLOYEES PLUS 1 BARRIER FREE SPACE, NEXT TO OFFICE.
- VISITOR PARKING IS AVAILABLE ON THE STREET.
- REMAINDER OF PARKING SPACES ARE PROPOSED AS DEFERRED.

PARKING LOT IMPROVEMENTS

- (ENGINEER'S OPINION OF PROBABLE CONSTRUCTION COST)
- RESURFACE PARKING LOT WITH 1.5" HMA (45000 SF @ 0.65=\$29,250)
 - RESTRIPE LOT 1LS @ 750-\$750
 - APPROPRIATE SECURITY WILL BE POSTED WITH THE CITY IN ACCORDANCE WITH CITY REQUIREMENTS, OR VARIANCE OBTAINED FOR DEFERRED IMPROVEMENTS.

STORAGE NOTES

- THE PROPOSED CURRENT OUTDOOR STORAGE USE IS TO ALLOW THE TEMPORARY OUTDOOR STORAGE OF ENGINE RACKS SIMILAR TO WHAT WAS OBSERVED & DOCUMENTED BY THE CITY IN THE SUMMER OF 2003.
- ALL LOOSELY PACKED MATERIALS SUCH AS SAND, TOPSOIL, DIRT, ETC., SHALL BE COVERED AND CONTAINED TO PREVENT THEM FROM BEING BLOWN OR WASHED OFF OF THE SITE.
- NO MATERIALS WHICH GIVE OF NOXIOUS ODORS SHALL BE STORED OUTDOORS.
- APPROXIMATELY 223,000 SF OF OUTDOOR STORAGE IS PROPOSED.
- THE PROPOSED CURRENT INDOOR STORAGE USE ON THE SITE IS TO ALLOW THE TEMPORARY INDOOR STORAGE OF PLASTIC RACKS THROUGHOUT THE EXISTING INDOOR FACILITIES IN ACCORDANCE WITH APPLICABLE FIRE CODES. TOTAL GROSS AVAILABLE WAREHOUSE SPACE IS APPROXIMATELY 219,327 S.F.

FENCE SCREENING NOTES

- CHAINLINK FENCE WITH VINYL SCREENING 6 FOOT HEIGHT TYPICAL.
- USE 13 OZ. SOLID VINYL FENCE SCREENING WITH HIGH TENSILE AND TEAR STRENGTH AND TEXTURED MATTE FINISH, WITH FIRE RETARDANT, OR APPROVED EQUAL.
- EXISTING SCREENING TO BE REMOVED 25 FEET BACK OF FOREST AND NORRIS STREET CORNER FOR SIGHT DISTANCE. ALSO THE (TWO) SIGNS MOUNTED ON FENCE SHALL BE REMOVED OR CITY SIGN APPLICATION AND PERMIT OBTAINED.
- APPROXIMATELY 150 FEET OF NEW SCREENING TO BE INSTALLED ALONG NORRIS STREET SOUTH OF THE PARKING LOT.

PROPOSED CONSERVATION EASEMENT LEGAL DESCRIPTION

DESCRIPTION TO BE NEGOTIATED BY OWNER AND CITY ATTORNEYS



Stantec Consulting Michigan Inc.
3754 Ranchers Drive
Ann Arbor MI U.S.A.
48108-2771
Tel. 734.761.1010
Fax. 734.761.1200
www.stantec.com

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Consultants

Legend

- EXIST. HYDRANT
- EXIST. LIGHT POLE
- EXIST. UTILITY POLE
- GUY WIRE
- EXIST. ELECTRIC TRANSFORMER
- EXIST. OVERHEAD ELECTRIC
- EXIST. FENCE
- EXISTING SCREENED FENCE
- EAST BANK OF HURON RIVER
- EXIST. WETLANDS LIMIT
- PROPERTY LINE
- CENTERLINE
- SECTION CORNER
- FOUND CONCRETE MONUMENT
- SET IRON PIPE
- NUMBER OF LINED & DEFERRED REGULAR PARKING SPACES
- NUMBER OF LINED BARRIER FREE PARKING SPACES
- PROPOSED TREE LOCATION
- 100 YEAR FLOOD PRONE AREA
- PROPOSED OUTDOOR STORAGE AREA

Notes

- REMOVE FENCE SCREENING 25 FEET BACK OF CORNER IN EACH DIRECTION TO OBTAIN REQUIRED LINE OF SIGHT. DENSE LANDSCAPE SHRUBBERY REPLACEMENT SCREENING TO BE PROVIDED ALONG 45° ANGLE

Revision	By	Appr.	YY/MM/DD

CITY COMMENTS	MP	MP	12/11/21
Issued	By	Appr.	YY/MM/DD

File Name	1341000-122.DWG	PL	MP	TS	12/11/21
		Des.	Chk.	Dgn.	YY/MM/DD

Permit-Seal

Client/Project

715 Norris St.
Site Plan
Ypsilanti, Michigan

Title

PROPOSED
SITE PLAN

Project No.	2075124100	Scale	1"=10'
Drawing No.	Sheet	Revision	

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Consultants

- | | |
|--|------------------------------|
| | EXIST. CONTOUR |
| | EXIST. SPOIL ELEVATION |
| | EXIST. HYDRANT |
| | EXIST. LIGHT POLE |
| | EXIST. UTILITY POLE |
| | WIRE GUY |
| | EXIST. ELECTRIC TRANSFORMER |
| | EXIST. OVERHEAD ELECTRIC |
| | FENCE |
| | EAST BANK OF HURON RIVER |
| | EXIST. WETLANDS LUMP |
| | PROPERTY LINE |
| | CENTERLINE |
| | SECTION CORNER |
| | FOUND CONCRETE MONUMENT |
| | SECTON PIPES |
| | NUMBER OF LINED & DEFERRED |
| | REGULAR PAVING SPACES |
| | NUMBER OF LINED BARRIER FREE |
| | PAVING SPACES |
| | PROPOSED TREE LOCATION |
| | PROPOSED STORMWATER BUFFER |

Notes

NO GRADING IS PROPOSED

Notes

1. NO ADDITIONAL IMPERVIOUS AREA IS PROPOSED.
2. PROVIDE NATURAL VEGETATED STORMWATER BUFFER AREAS AS SHOWN.

Symbol	Qty	Botanical Name	Common Name	Size	Root
AR	3	Acer Rubrum 'Red Sunset'	Red Sunset Maple	2.5" Cal	B&B
GT	4	Gleditsia Tricanthos 'Skyline'	Skyline Honeylocust	2.5" Cal	B&B
C	3	Crataegus 'Crusader'	Thornless Hawthorn	2" Cal	B&B

SCREENING
INSTALL 6
(8 HGT.)
EMERALD GREEN
ARBORVITAE

NORRIS STREET

FOREST AVENUE

DECIDUOUS TREE PLANTING DETAIL (N.T.S.)
REVISED

715 Norris St.
Site Plan
Ypsilanti, Michigan

The
PROPOSED
STORMWATER AND
LANDSCAPE PLAN

Project No. 2075124100

Scale 1:100

Drawing No. Sheet Revision



City of Ypsilanti

Planning and Development Department

Date: January 16, 2013

2012 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 2012, the Planning Commission's membership was as follows:

Roderick Johnson (chair)	Daniel Lautenbach
Richard Murphy (vice-chair)	Brett Lenart
Mark Bullard	Kelly Weger
Gary Clark	Cheryl Zuellig
Phil Holifield	

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 2012, except for the months of January, April and August. From the perspective of formal applications, the Commission's agenda maintained an average load compared to previous years. The Commission considered 23 actions, including 7 site plans, 2 special use permits, and 2 text amendments.

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.

- a series of study items including a draft disposition policy for City-owned property, a proposed expansion for Parkridge Community Center, consideration of Master Plan Changes for City-owned property including the former Boys and Girls club site and Superior Road property as well as a proposal for a Road Diet on State Trunk lines including Huron and Hamilton Streets and portions of Washtenaw Avenue.
- In July the Commission received the final presentation of the [Climate Action Plan](#) from the Michigan Suburbs Alliance. The plan was ultimately adopted by City Council on July 17, 2012 and is available on the City's website.
- 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.
 - In October, the Planning Commission reviewed initial plans for the Grove Road project in the area between Emerick and Service Drive. Planning Commission recommended addition of a pedestrian crosswalk at Service drive, the addition of three ADA ramps at the crossing, and continuous sidewalk on the east side of S. Grove in the project area.
- Three committees were active during the past year
 - The Master Plan Committee met more regularly as funding was secured through Washtenaw County's Community Challenge grant for a full master plan and zoning ordinance revision. The committee developed the RFP for consultants, reviewed applications and recommended a process for two finalists to be recommended by the Planning Commission to City Council for the contract. Ultimately ENP & Associates was hired to conduct the Master Plan and Zoning ordinance revisions, along with their team of sub-consultants.
 - 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.
 - The ordinance committee took on changes to zoning ordinance related to food production, processing and sales. The committee welcomed additional members to this process and guided staff to provide text amendment proposals which were considered twice by the Planning Commission and will be considered by City council in Feb. 2013.

Table 1: Planning Commission applications by type

Planning Commission Applications	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
Site plan review	7	7	6	6	7	10	2	7	11	7
Amend approved site plan	0	0	0	0	4	1	1	1	2	1
Special use permit	3	3	6	3	3	6	1	1	7	2
Zoning map amendment	2	1	4	5	2	5	2	3	2	3
Zoning text amendment	2	1	3	1	2	2	3	6	6	2
Master plan amendment	0	2	3	2	0	2	0	1	0	0
Planned unit development	2	0	1	0	0	0	0	0	1	0
Amend approved PUD	0	1	0	0	0	1	0	0	0	0
Alley/Street closure/vacation	0	1	2	2	0	0	1	0	2	1
Change in non-conforming use	0	1	0	0	0	0	0	0	0	0
Allow add'l floor area in B1	0	0	0	0	1	0	0	0	0	0
Historic Overlay discretionary zoning (tally starts 2010)								1	0	0
Capital Improvements Review (tally starts in 2011)									2	1
Special topic planning (tally starts in 2012)										1
Study item (tally starts in 2012)										4
Conditional rezoning (tally starts in 2012)										1
Total Applications	16	17	25	19	19	27	10	20	33	18

Figure 1: Planning Commission applications by year



ONGOING PLANNING ACTIVITIES

As of the end of 2012, a few specific planning activities remain in-progress.

- Master Plan Revision formally began in November 2012, but will more formally kick off with a website, regularly Steering Committee meetings leading into a discovery charette in March, followed by a design charette in April. The entire master plan and zoning ordinance rewrite is expected to last 18 months.
- The property disposition strategy remains in a draft form and will likely be revised for Planning Commission in 2013.

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 2011-2012 goals consideration of the sale of City-owned property. Planning Commission would like to be engaged in potential reuse considerations for the properties under consideration, as well as providing recommendations for a disposition policy for properties returned to the City through tax foreclosure sales. Some of this work is also likely to be addressed in the master plan revision process.

- The Commission would like to activate the Capital Improvements Committee to work on a 5-year Capital Improvements plan as it is a requirement of the State Planning Enabling Legislation. In addition to this being required by state law, it's recommendation of the recent SEMCOG report as well as the Redevelopment Ready Communities Certification administered by MEDC.
- 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 January 16, 2013, meeting and are approved transmittal to City Council.

Ypsilanti Non-Motorized Advisory Committee Meeting Minutes January 2013

1. Call to order – The meeting was brought to order at 7pm, Thursday, January 3, 2013, at the downtown Ypsilanti District Library, 229 West Michigan Avenue. Committee members present included Kevin Hill, Bob Krzewinski, Laura Shiltz and Cheryl Weber.
2. Introductions
 - a. Audience participation – Public Input - A short portion of the meeting was held on public input.
3. General business
 - a. Agenda approval - A motion to approve the agenda was made by Cheryl Weber, seconded by Bob Krzewinski and passed without objection.
 - b. Approval of December meeting minutes - A motion to approve the minutes was made by Cheryl Weber, seconded by Bob Krzewinski and passed without objection.
 - c. Committee communications received – None.
 - d. Committee appointments – At the December 2012 City Planning Commission meeting, the following Non-Motorized Committee members were appointed for the period of time indicated: Adam Gainsley (1 year), Kevin Hill (1 year), Tim Colbeck (1 year), Rod Johnson (1 year), Laura Shiltz (1 year), Bob Krzewinski (2 years), Richard Murphy (2 years), Cheryl Weber (2 years).
 - e. Committee By-Laws review – The Committee's By-Laws have not been updated since the Committee's inception with there being a need for updated language indicating the term of office for members, how members are appointed, how the Committee Chair is selected and a requirement for an annual Committee report. A motion was made by Cheryl Weber, seconded by Bob Krzewinski to accept these changes (as indicated in meeting minutes attachment 1) and forward them to the Planning Commission for approval. The motion passed without objection.
 - f. Other – Officer elections. With Committee By-Laws language stating the Planning Commission shall appoint a Committee Chair, Bob Krzewinski indicated a willingness to serve another two years as Committee Chair with the concurrence of the Committee members and no other volunteers for the position. A motion (meeting attachment 2) will be forwarded to the Planning Commission for the Chair appointment.
4. Old business
 - a. Complete Streets improvements update – An update was given on Complete Streets improvements to West Cross Street and the upcoming 2013 reconstruction of Grove Road (south of I-94), which will have non-motorized improvements.
 - b. Downtown bike routes-signage-maps – No update although Committee members indicated this should be a real priority for 2013.
 - c. Additional bike parking hoop locations – Kevin Hill will make sure the issue of funding for additional bicycle racks is brought up at the next Downtown Development Association meeting.
 - d. City Non-Motorized web page – Additional updates are still being planned.
 - e. Border To Border Trail Ypsilanti completion – The new Trail Bridge over the Huron River from Riverside Park to Michigan Avenue should be completed in 2013. And while it is hoped that the Trail segment from Michigan Avenue along the north shore of the Huron River to Grove Road will be constructed in 2013, funding delays might cause this segment to be delayed until 2014. Also, City Planner Teresa Gillette, Bob Krzewinski and Washtenaw County Parks staff member Richard Kent took a field trip to survey the next logical Trail gap segment, along Grove Road south to the I-94 bridge with hopes that this segment can be constructed in the next 2-3 years.
 - f. Huron/Hamilton road diets – The City Planning staff will meet with the Michigan Department Of Transportation on this issue in January, which is intended to slow traffic through lane reductions, on-street parking and bike lanes.
 - g. Bike Friendly Community application – No update.
 - h. Library programs – book additions – Bob Krzewinski will have a list of additional book donations on biking/walking for the downtown library shortly.
 - i. Hamilton/Michigan pedestrian crossing – A letter from the Committee to the Michigan Department of Transportation urging improved signage be installed at that this intersection to protect pedestrians. Also, Kevin Hill indicated a need for the old crosswalk lines to be removed.
 - j. NMAC annual report – Bob Krzewinski distributed a draft of an annual report of 2012 activities by the Committee.
 - k. Other
5. New Business
 - a. Planning Department update – Bob Krzewinski met with City Assistant Planner Bonnie Wessler on January 3 and information from the meeting is incorporated into these minutes.
 - b. 2013 Committee priorities – A list of possible Committee projects was distributed for review with more discussion, and action, at the February 2013 meeting. A clear priority, however, is non-motorized improvements to the Huron Street crossing of I-94. Related to this Bob Krzewinski will forward a copy of the 2004/5 I-94-Huron Non-Motorized Improvement Study to Committee members.

- c. Snow removal – A reminder was sent out on Facebook urging Ypsilanti residents to clear their sidewalks after a snowfall. A request was also made to the City to place a notice on the main page of the City website.
 - d. Other – Bob Krzewinski will give a cold-weather bicycling talk, co-sponsored by the Committee and Bike Ypsi, on Saturday, January 19th at Ypsilanti Cycle.
6. Other Items – Announcements – Bob Krzewinski will be on vacation out of town for the February meeting and a volunteer will be needed to run the meeting then.
 7. Adjournment – A motion was made by Kevin Hill, seconded by Bob Krzewinski, to adjourn, with no objections. The meeting adjourned at 8:25 pm.

December 2012 Non-Motorized Advisory Committee Meeting – Attachment 1
Draft Changes To The City of Ypsilanti Planning Commission
Non-Motorized Advisory Committee Bylaws

New language highlighted. Deleted language stricken through.

1. Structure

- a. Officers – During January of every odd-numbered year, the Planning Commission shall appoint a Committee Chair, taking in account the recommendation of the Committee members, to serve a two-year term of office. In turn the newly appointed Committee Chair will select Committee Vice-Chair and Secretary to serve two-year terms of office.
- b. Committee members – The Committee Chairman shall select Committee members from City residents interested in serving on the Committee. ~~Committee members will serve without a term of office.~~ Committee members will serve a two year term of office, with Committee member appointments approved by the City of Ypsilanti Planning Commission.

2. Meetings

- a. Meetings – Normally held monthly with a public announcement made through the City Clerks office. This public notice will be at least 48 hours prior to the start of a meeting.
- b. Location – In a handicapped accessible location in the City.
- c. Minutes – Will be provided to the Planning Commission with an offer to forward the minutes to the Mayor and City Council.

3. Statement Of Purpose – “The City of Ypsilanti Non-Motorized Advisory Committee, working through the Planning Commission, will work to enact recommendations of the City of Ypsilanti Non-Motorized Plan so as to offer residents increased non-motorized transportation and recreation options as well as having the Plan creating economic and quality of life incentives to the City”.

4. Communications – The Committee will keep the public informed of its work and activities through the City web page, public programs, information displays and a newsletter. In addition, the Committee will issue an annual report ever January to cover activities of the previous calendar year.

December 2012 Non-Motorized Advisory Committee Meeting – Attachment 2
Appointment of Non-Motorized Advisory Committee Chair

Whereas, the By-Laws of the Non-Motorized Advisory Committee state that “The Planning Commission shall appoint a Committee Chair to serve a two-year term of office”, and

Whereas, at the January 2013 Non-Motorized Advisory Committee meeting, Bob Krzewinski indicated a willingness to continue as Committee Chair with no other Committee member showing an interest in the position.

Therefore Be It Resolved that the Non-Motorized Advisory Committee asks the Planning Commission to appoint Bob Krzewinski as Committee Chair for a two-year term of office.