

1. Agenda

Documents: [01- PC AGENDA MAY .PDF](#)

2. Packet

Documents: [MAY2014_PC_PACKET .PDF](#)

**Agenda
Planning Commission
Council Chambers
Wednesday, May 21, 2014 - 7:00 P.M.**

I. Call to Order

II. Roll Call

Roderick Johnson, Chair	P	A
Anthony Bedogne	P	A
Mark Bullard	P	A
Phil Hollifield	P	A
Heidi Jugenitz	P	A
Nicki Sandberg	P	A
Cheryl Zuellig	P	A

III. Approval of Minutes

- April 16, 2014

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

- none

VI. Old Business

- Water Street Update (Gillotti)

VII. New Business

- 454 Harriet: site plan – Hope Clinic food distribution site (Gillotti)
- 876 Railroad: site plan – addition to tow yard (Gillotti)

VIII. Committee Reports

- Non-Motorized Committee
- Capital Improvements Committee – time to convene!

IX. Future Business Discussion / Updates

- Full Zoning Text & Map
- Election of Officers
- Bylaws

X. Adjournment

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**PLANNING COMMISSION
MEETING MINUTES
April 16, 2014
CITY COUNCIL CHAMBER
7:00 P.M.**

I. CALL TO ORDER

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

II. ROLL CALL

Present: R. Johnson, G. Clark, P. Hollifield, H. Jugenitz, A. Bedogne; M. Bullard, C. Zuellig

Absent: B. Lenart, R. Murphy

Staff: Teresa Gillotti, Community Development Director
Megan Minock, Consultant
Nan Schuette, Executive Secretary

Commissioner Clark resigned from the board and acknowledged that this would be his last meeting. Richard Murphy submitted his resignation effective immediately due to family issues but hoped to re-apply to the board at a later date.

III. APPROVAL OF MINUTES – March 19, 2014

Commissioner Bedogne moved to approve the minutes of March 19, 2014 (Support: P. Hollifield) and the motion carried unanimously.

IV. AUDIENCE PARTICIPATION

Ms. Gillotti introduced Nikki Sandberg adding that she would be replacing Brett Lenart on the Planning Commission. Nikki will join the board at the June meeting. Brett resigned effective May 1st but could not attend his last meeting.

V. PUBLIC HEARING ITEMS

None

VI. OLD BUSINESS

1. Zoning Presentation

Megan Minock, Consultant, gave a presentation on the Draft Zoning Plan with assistance from Ms. Gillotti. She reviewed the zoning map by areas and also reviewed all of the tables on the following districts:

R-1 Single Family Residential District
MD Multiple Dwelling Residential Zoning District
Core Neighborhood Zoning Districts
Corridor Zoning Districts
Corridor Neighborhood Zoning Districts
CCenters
Center Zoning Districts
RO Residential Office
PParks
PMD Production, Manufacturing, Distribution

Ms. Minock stated that she planned to give an overview of all of the proposed districts, giving the commissioners' time for discussion and changes. Each district was reviewed in detail with comments and suggestions from the commissioners. Commissioners asked for group living and multiple family residential to be separate categories, more analysis for retail uses as to what scale is appropriate for neighborhood corridor and general corridor, all alternative energy and stormwater facilities to be allowed as accessory in the centers (downtown, Depot Town, Cross Street), review of how to allow tasting rooms and carry-out for microbreweries and distilleries in the centers, review of uses in the Production, Manufacturing and Distribution (PMD) District as phrasing and whether special land use required and for a setback from residential to be added in the PMD District.

She also stated that she would be filling in part-time for Ms. Wessler in the Planning Department, while she is out on maternity leave, so if anyone has any questions, they could call her at any time.

2. Water Street Update

- Ms. Gillotti gave an update on Water Street referring to an article that had been in Ann Arbor News regarding the closure of 370 Family Dollar stores throughout the country. She added that she had spoken to a representative of the company and was assured that the proposed store in Water Street is still in play, hoping to close in May.
- Water Street Flats –she has been in contact with their architect who stated that they would be submitting their plan if financing has been confirmed.
- Staff is still negotiating a purchase agreement on the Recreation Center and continuing to have meetings.

- Bridge and Border-to-Border Trail – this is in the design process – hope to go out to bid in May or June. Construction to start late summer and hope for completion in the fall.
- Grant for Grove Road – this application has not been submitted yet but will keep the board apprised of the status.

3. Consideration of bylaws alteration related to attendance

Chairman Johnson stated that Richard Murphy resigned effective immediately due to a personal commitment at this time and hopefully will re-apply at a later date. He had missed a number of meetings and this brought up a question in the by-laws pertaining to absences. Chairman Johnson read the article pertaining to absences. He also stated that we would be losing three members effective May 1st, and possibly a fourth member, therefore, this would be a good time to go over the by-laws, and make any changes that may be recommended by the board members. After some discussion, Commissioner Clark moved to wait until June to have a full discussion on this issue (Support: H. Jugenitz) and the motion carried.

Commissioner Hollifield moved to use January 2014 as the starting date for counting absences (Support: A. Bedogne) and the motion carried unanimously.

Commissioner Bullard moved to appoint Cheryl Zuellig as temporary Vice Chair (Support: H. Jugenitz). Ms. Zuellig accepted the nomination and the motion carried unanimously.

Chairman Johnson added that we would have election of officers in June for Chair and Vice-Chair.

VII. NEW BUSINESS

None

VIII. COMMITTEE REPORTS

Non-Motorized Committee - reports for March and April were included in packets

Annual Report Committee – this report is due in June, Ms. Gillotti is still waiting for feedback from the committee

Capital Improvements Committee – we are close to having the consultants on board to start the process of the Capital Improvement Plan and Ms. Gillotti wanted to ensure that people are still willing to participate

Community Outreach – Ms. Gillotti asked board members for a volunteer on this – she added it would be a one-time meeting. Gary Clark offered to participate although he would no longer be on the Planning Commission.

IX. FUTURE BUSINESS DISCUSSION/UPDATES

Chairman Johnson thanked Gary Clark for the many years of service to the city and his participation on the Planning Commission. He added that Gary had been a dedicated member, whose opinion was always appreciated. The board is also losing Richard Murphy on a temporary basis and Chairman Johnson hoped that there would be a vacancy when he felt that he could take the time to come back on the board. He added that it is unfortunate that we are losing three of our longest and most experienced and talented board members. He lastly thanked Brett Lenart adding that he will be missed for his valued experience and input on planning issues and for his motions!

X. ADJOURNMENT

Since there was no further business, Commissioner Clark moved to adjourn the meeting (Support: P. Hollifield) and the motion carried unanimously. The meeting adjourned at 10:03 p.m.



City of Ypsilanti
Community & Economic Development Department

May 16, 2014

Staff Review of Site Plan Application
Hope Clinic Produce Center
454 Harriet

Applicant: Matt Hudson
Hope Clinic
518 Harriet Street
Ypsilanti, MI 4818

Project: Hope Clinic Produce Center

Application Date: April 14, 2014 (Revised plans dated April 28, 2014)

Location: North side of Harriet, four lots west of Hamilton

Zoning: B1 - Neighborhood Business & Entryway overlay

Action Requested: Site plan approval for food distribution site, parking lot paving and access aisles

Staff Recommendation: Approval with conditions

The parcel is 14,864.8 square feet in size, fronting on Harriet Street. There is an existing 1,231 square foot building and 22-space parking lot. Nine spaces at the rear of the site were built without site plan approval. The applicant is proposing to re-use the formerly retail building as a food distribution site and off-site parking for the Hope Clinic building two lots to the west.

The property is zoned **B1 – Neighborhood Business**, which allows food stores as a Permitted Use. The building is currently vacant but was used as a food store.

The proposed renovations are primarily to the exterior of the building and additional parking. The exterior changes proposed are: replacement of 2 side by side doors with double-wide doors in a single frame on the south façade, a 6-foot high wood screen fence on the northern property line, a 17-foot two-way access drive in front of the eastern façade, landscaping and an awning on the southern façade.

The applicant is currently negotiating to purchase the lot to the east for additional vehicle and bicycle parking. Sheet 4 of the site plan shows a master plan for the site with the additional property.

Figure 1: Subject Site Location Scale ~1:1000

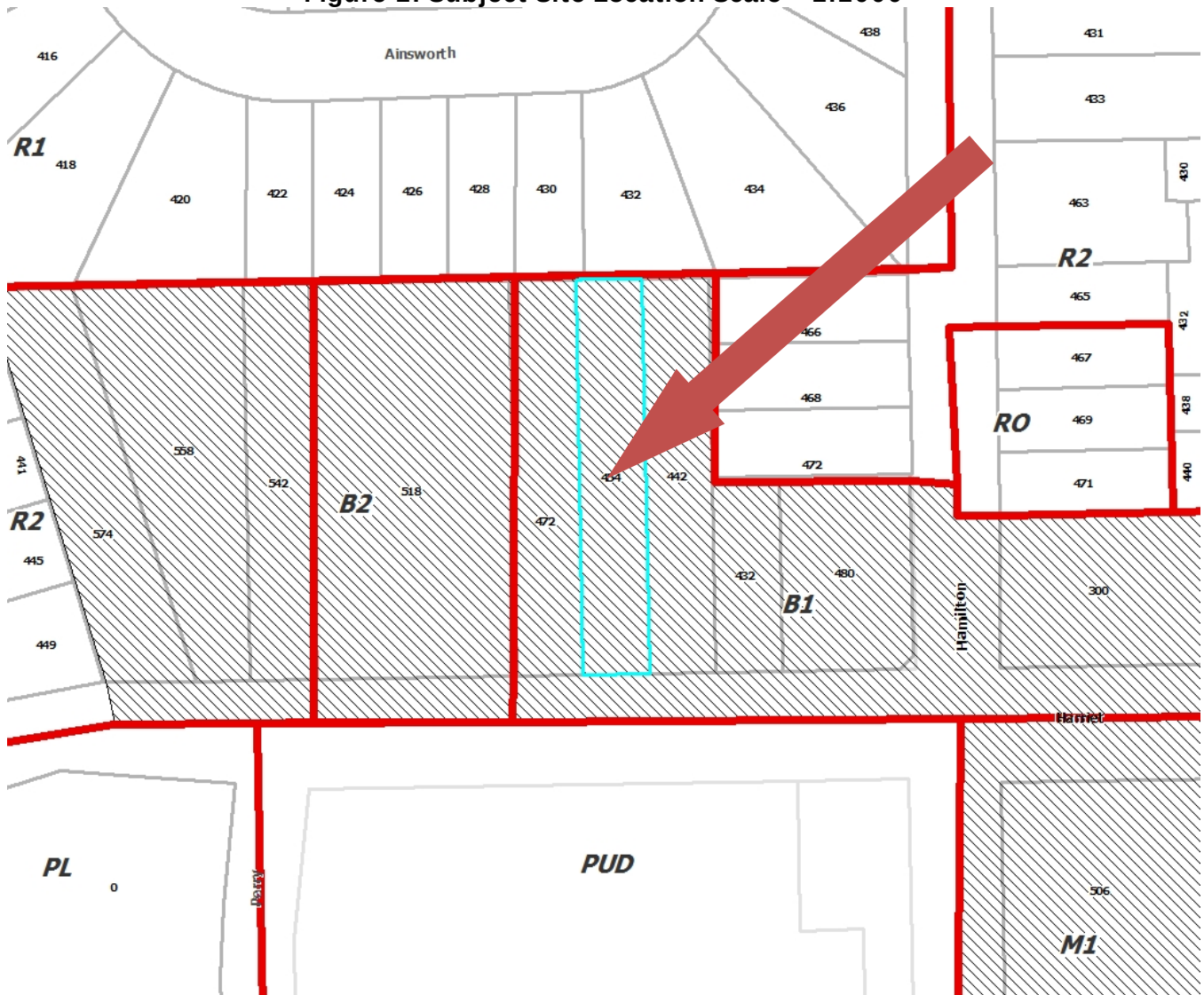


Figure 2: Site Aerial (2010) Scale ~1:1000

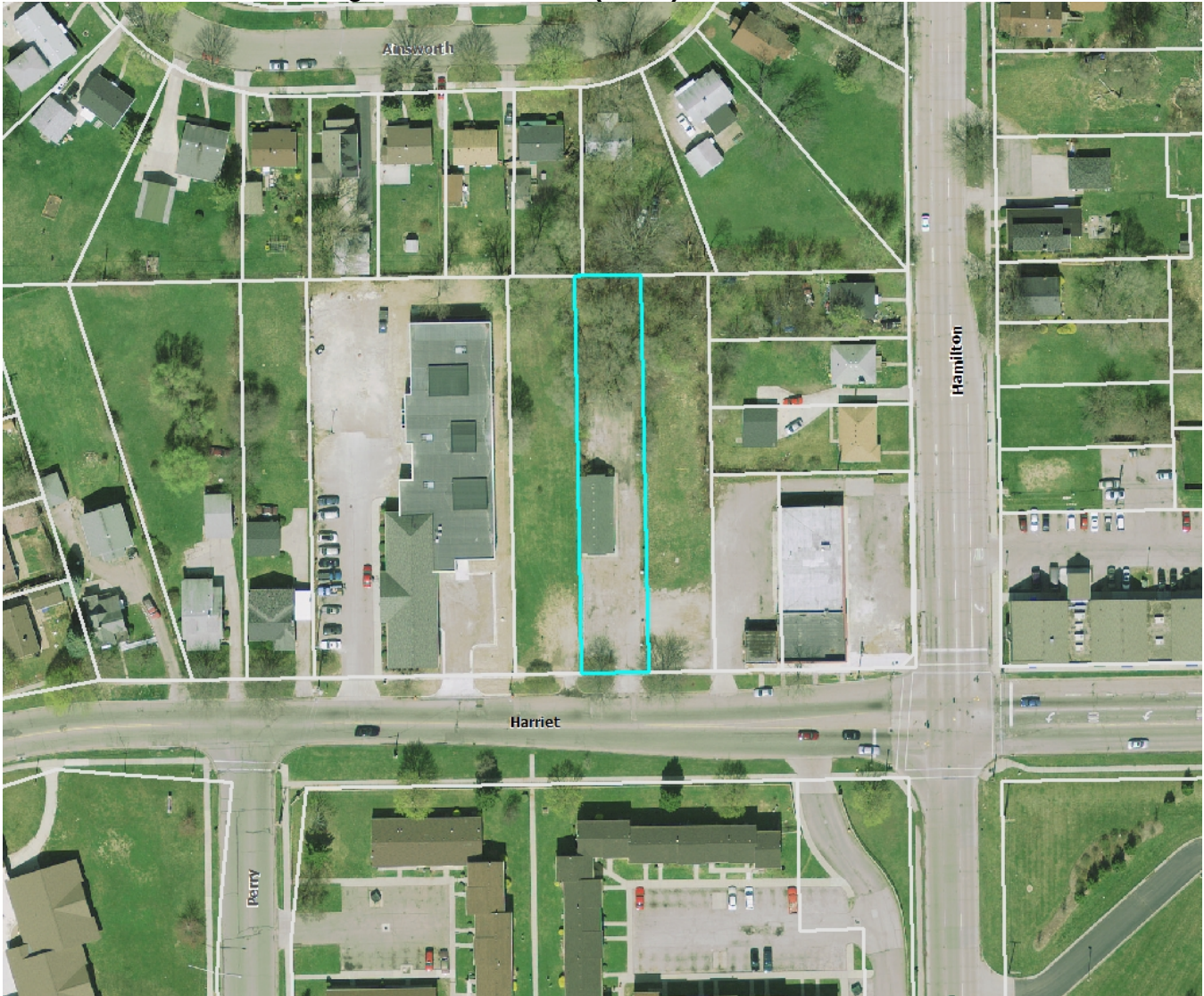


Figure 3: Land Use and Zoning of Surrounding Area

	LAND USE	ZONING
NORTH	single-family	R1
EAST	Vacant, barber shop & small shops	B1
SOUTH	Hamilton Crossing	PUD
WEST	Vacant, Hope Clinic	B1

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)****Figure 4:**

ORDINANCE REFERENCE	REQUIRED	EXISTING CONDITIONS	PROPOSED
B1: §122-354	LOT AREA Determined by setbacks, screening and parking requirements.	14,864.8 square feet	unchanged
	LOT WIDTH Determined by setbacks, screening and parking requirements.	44'	unchanged
E-OL: §122-559	LOT COVERAGE (buildings or structures) 40% of lot area.	8.2 %	unchanged
	SETBACKS		
E-OL: §122-559	front 10'	87'	87' (existing building footprint remaining)
B1: §122-354	side 0' if fire-retardant; 3' otherwise	West: 5'	unchanged
		East: ~32'	unchanged
E-OL: §122-559	rear 35' min	150"	unchanged
EO: §122-558 / §122-705	Greenbelt 10' along all property lines	10' greenbelt on front, south property line only	Waiver requested for east, west and south property line.
B1: §122-355	HEIGHT Lesser of two stories or 30'; exceptions in §122-640	17' at roof peak	17' at roof peak
§122-647	SIDEWALKS provide a sidewalk or shared-use path	Sidewalk in good condition	unchanged

ORDINANCE REFERENCE	REQUIRED	EXISTING CONDITIONS	PROPOSED
122-649 TRAFFIC VISIBILITY	Maintain shrubs/other obstructions lower than 30" and trees/other obstructions higher than 8': At driveway: within a 10'x10' triangle formed by the street ROW line and the edge of the driveway At intersection: within a 25' x 25' triangle formed by an extension of the property lines, as measured from the pavement edges.	No impediments to traffic visibility	Nothing proposed in traffic visibility areas.
§122-558 LANDSCAPING	10% Greenbelt buffers required	Greenbelt on south property only	Compliance with 10 % requirement is noted but the square footage of landscape areas should be provided to confirm compliance. 7' greenbelt on portion of west property line
§122-836 PARKING	1 for 200 square feet of gross floor area • 1,231 square feet - o 6 spaces - o 1 of which barrier-free	23 spaces, 1 barrier-free	22 spaces, 1 of which barrier-free 9 existing spaces have not been approved in a previous site plan review, 1 parking space is proposed to become a loading space

ORDINANCE REFERENCE	REQUIRED	EXISTING CONDITIONS	PROPOSED
§122-839 LOADING	0 if gross floor area less than 2,000 square feet • 1,231 square foot building • 0 loading spaces required	0 loading space	One 10' x 25' loading space
§122-861 et seq SIGNAGE	• Pole-mounted signs prohibited • Ground: max of 40 sq ft, 10' tall; must be $\geq 3'$ from front property line; $\geq 10'$ from side or rear.	One building mounted sign.	Note on page 2 states that proposed signage will be submitted for a sign permit
§122-780 USE-SPECIFIC	parking, height, use reqs	n/a	n/a

Items to be Addressed:

1. Applicant to revise site plan to include square footage of landscape areas to confirm compliance with 10% landscaping area requirement.
2. Planning Commission waiver requested for greenbelt landscaping on east, north and west property lines.

BUILDING LOCATION AND SITE ARRANGEMENT

§122-127(3)

There is currently one building on the west portion of the site. Parking is located is currently located to the south of the building and to the north. There is one access drive. Building entrances are located to the south side (adjacent to the loading space) and the east side adjacent to the access aisle.

SITE ACCESS, TRAFFIC, AND PARKING

§122-127(4)

The site is accessed from Harriet Street. The driveway is approximately 20' wide. The project is within walking distance of AATA route #11, which runs from 6am to 10:30pm Monday through Friday and 8am to 6:30 pm on Saturday. The sidewalk is approximately 5' wide.

Twenty-three parking spaces exist on the site, 1 of which is barrier-free. The parking space nearest to the southern façade is proposed to become a loading space, decreasing the number of parking spaces to 22. Only 6 spaces are required for the building on the site. Nine of the parking spaces in the northern portion of the site were not approved in previous site plan approvals for this parcel. The existing asphalt parking surface will be maintained.

The site is currently used for overflow parking for Hope Clinic two doors down. The applicant has provided a master plan for the site, if the parcel to the east could be obtained, with additional 27 parking spaces and a 22' maneuvering lane adjacent to the building. The parking regulations in the upcoming zoning ordinance revisions may establish maximums for parking spaces to prevent over parking.

A bicycle hoop should be added to the site. A 5' foot sidewalk surrounds the south, east and north sides of the building providing pedestrian access to the building entrances. A foot path is worn in the

grass at the rear of the site where people have walked from the residential lot to the rear to the parking lot. The applicant sees this as a safety issue and is proposing a 6-foot high wooden privacy fence on the rear property line. A proposed barrier-free ramp is shown on the northeast corner of the sidewalk surrounding the building, adjacent to the barrier-free parking space.

A 17' two-way maneuvering lane is shown to the east of the building connecting the parking areas to the south and north of the building and was approved under a previous site plan. Two-way maneuvering lanes adjacent to parking are required to be 22', which is provided on site. The zoning ordinance does not give a specific dimension for an internal maneuvering lane not adjacent to parking. During the site visit, staff observed that there is adequate room for a single vehicle to use the internal maneuvering lane. There is also room for vehicles to approaching the area to pull over to wait for the oncoming vehicle to pass. Due to the narrow width of the site and existing conditions, the 17' maneuvering lane is adequate. However, to minimize the use of the lane during food distribution, staff recommends that overflow parking for the Hope Clinic Building be in the rear of the site, leaving the parking in the front of the site for the Produce Center customers. The applicant has communicated that they will encourage Hope Clinic staff and volunteers to use the parking to the north of the building as much as possible. A sign should be posted in the front parking area stating it is for the produce market customers only.

Items to be Addressed:

1. *Applicant to revise site plan with addition of a bicycle hoop.*
2. *Applicant to consider restricting Hope Clinic parking to the rear of the site.*
3. *Applicant to revise site plan to show sign in front parking area stating those parking spaces are for produce market customers only.*

ENGINEERING & STORMWATER

§122-127(5), §122-127(6)

Engineering review has been requested for the 9-space parking area in the northern or rear portion of the site, as there has been an addition of impervious surface without storm water accommodation. A letter of review dated May 16, 2014 is attached. The primary concern is storm water management. Staff recommends a meeting on-site with the owner, owner's engineer, City Planning and Development and the City's engineer.

Items to be Addressed:

1. *All items from engineering review.*

SCREENING

§122-127(7)

Figure 5: Screening

ORDINANCE REFERENCE	REQUIRED	EXISTING CONDITIONS	PROPOSED
§122-641 Lighting	• down-directed and shielded • not >0.5 fc @ lot line • not >16'in height • not < 0.3 fc	3 25' pole-mounted lights on east property line, 3 wall mounted lights (north, south and east	Unchanged

ORDINANCE REFERENCE	REQUIRED	EXISTING CONDITIONS	PROPOSED
		building faces) 5 double lights mounted on overhang (4 corners and east face)	
§122-558 Screening Between Land Uses	Solid wall with planting strip, screening mounds or berms, evergreen screen along north boundary	No screening	6' high wooden privacy fence along north boundary with planting strip of daylilies and assorted perennials
§122-558 Off-Street Parking Landscaping	Parking lots >20 parking spaces	23 spaces	22 spaces
	5% of interior parking area landscaped, landscape island >150 square feet, at least 1 deciduous tree with combination of shrubs and ground cover in landscape island(s)	None	Planning Commission waiver requested
§122-704 Off-Street Parking Landscaping	1 tree per 8 spaces (22/8 = 3)	0	Unchanged
	landscape island per 16 continuous spaces	n/a	n/a
	ends of all aisles and corners protected	--	n/a
	minimum distance of 3' from curb backside to landscaping	wheel stops on front parking area	unchanged
	must be screened per 122-703 if conflicting land use	conflicting land use to north	6' high wooden privacy fence along north boundary
	must be screened from public ROW	6 bayberry bushes along south	10 barberry and 10 spirea along west property line screening parking south of building

ORDINANCE REFERENCE	REQUIRED	EXISTING CONDITIONS	PROPOSED
	prevent vehicular encroachment into landscaping, structures	Sidewalk surrounding building Wheel stops on front parking area	unchanged
§122-558 Greenbelt Landscaping	1 tree per 30' along ROW • 44' lot width • 1 tree required	1 tree	unchanged
§122-706 Foundation Landscaping	screen buildings from parking areas/ ROWs 1 ornamental tree and 6 shrubs per 30' • front ROW: 23.17' • east parking: 54.33' • 3 ornamental trees • 18 shrubs	none	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	None	Curb carts proposed and shown to be stored at the rear of the building in 5-foot high masonry enclosure
§122-710 Exterior Electrical	when visible from ROW screen	n/a	n/a
§122-712 Maintenance	install underground sprinkler system	none	None proposed. Waiver requested.
§122-714 Fencing, hedges, walls, berms	no taller than 10' in side/rear yard	None	none proposed

Items to be Addressed:

1. Planning Commission waive Entryway Overlay screening between land uses requirements for a wall with a planting strip to allow a wooden privacy fence.
2. Planning Commission waiver requested for Entryway Overlay parking lot landscaping requirements.
3. Planning Commission waiver required to omit in-ground irrigation.
4. Planning Commission waiver for foundation plantings.

OTHER DEPARTMENT AND AGENCY APPROVALS

DEPARTMENT OF PUBLIC SERVICES

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

MASTER PLAN CONSIDERATIONS

HARRIET STREET AS A CORRIDOR

The 2013 City of Ypsilanti Master Plan calls out Harriet as a corridor. It is intended to be a walkable area and restored as the Main Street of the surrounding neighborhood.

***Items to be Addressed:** For the master plan for the site, the proposed amount of parking may not be compatible with a walkable corridor.*

STAFF RECOMMENDATIONS: SITE PLAN

Staff recommends the Planning Commission **approve** the Site Plan for the Hope Clinic Produce Market with the following findings, waivers, and conditions:

Findings

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

Waivers

1. To accept proposed foundation landscaping, with the finding that the benefit intended to be secured by §122-706 will exist with less than the required landscaping or screening, specifically the 20 bushes proposed along the western property line.
2. To omit in-ground irrigation, with the finding that the benefit intended to be secured by §122-712 will exist with an alternate watering plan.
3. To accept the proposed 6-foot wooden privacy fence with perennial planting strip, with finding that the screen will meet the benefit intended by §122-588 (a) and is appropriate to the area since Hope Clinic, two parcels to the west with the same zoning, has the same fence.
4. To accept proposed Greenbelt landscaping, with the finding that the special characteristics of the site create conditions so that strict application cannot be applied.
5. To accept proposed parking lot landscaping, with the finding that the special characteristics of the site create conditions so that strict application cannot be applied.

Conditions

1. Applicant to submit proposed signage under a sign permit for approval at a later date.
2. A permit from Department of Public Services for any work in the Harriet Street right-of-way.
3. Approval from City Engineer of storm water management on site.
4. Hope Clinic staff and volunteers shall park in the rear parking lot to the greatest extent possible to allow for safe vehicular circulation on the site. A sign shall be shown on the site plan in front parking area stating those parking spaces are for produce market customers only, subject to administrative approval.
5. A bicycle hoop shall be shown on the site plan, subject to administrative approval.
6. The master plan shown on page 4 of the site plan is not approved as part of this master plan. If the property to the east is obtained, any improvements requiring site plan review must be submitted for review and approval as part of a new site plan. No waivers applied to this site plan shall apply to any site plan submitted containing additional property.

Teresa Gillotti
Planner II, Planning & Development Dept.

CC File
 Matthew Hudson, Hope Clinic
 Maureen T. Cousino, Engineering Technologies Corporation



ARCHITECTS. ENGINEERS. PLANNERS.

May 16, 2014

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

Attention: Ms. Teresa Gillotti

Regarding: Hope Clinic Produce Market
454 Harriet
Site Plan Review No. 1
OHM Job No. 0094-14-1031

Dear Ms. Gillotti:

The applicant is requesting site plan approval for a parking lot addition at the above address. The site plan is dated April 14, 2014. We understand the improvements have been completed. We have reviewed the plans and recommend the following be a condition of site plan approval:

1. The primary concern from an engineering standpoint is storm water management. Insufficient detail is provided to determine how storm water will be handled in the rear parking area. Site grades and existing or proposed swales shall be shown. All storm water must be captured on-site. Sheet flow to neighboring parcels is not permitted without the appropriate easements. We recommend this information be added to the plans prior to engineering plan submission. It is likely a meeting on-site with the owner, the owner's engineer, the City, and the City's engineer will be beneficial following the submittal of engineering plans.

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

Sincerely,
OHM Advisors

A handwritten signature in blue ink, appearing to read "Marcus J. McNamara".

Marcus J. McNamara

CC: Stan Kinton, Department of Public Works, One South Huron Street, Ypsilanti, MI 48197
Scott Westover, P.E., YCUA, 2777 State Street, Ypsilanti, MI 48198
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28 April 2014

Teresa Gillotti, City Planner
City of Ypsilanti Planning & Development Department
1 S Huron St
Ypsilanti, MI 48197

(734) 483-9646

Re: Hope Clinic Produce Market REVISED Site Plan
454 Harriet Street, City of Ypsilanti

Dear Teresa,

Attached please find the revised Site Plan dated 28 April 2014 in accordance with the City Planning comments received by email on 23 April 2014.

1. Square footage of parcel has been added.
2. Lot coverage calculations have been added.
3. A note has been added that any proposed signage will be submitted separately for a sign permit.
4. Landscaping percentage has been added to the plan.
5. A note and hatch have been added designating the 9 spaces in the existing parking area north of the building are under review as part of this site plan.
6. Sheet 3 of the site plan has been updated to correct the labels on the building elevations.
7. Method of paving parking lot area has been added to the site plan.
8. The number of spaces in the southern parking areas have been revised on sheets 2 and 4.
9. The light pole to the north currently has three lights mounted on the light pole. However, the main light is not functional, which is why there are two additional lights mounted next to it. The plan has been revised to show a double light fixture on this pole.
10. The rear screen is proposed as a 6 foot wooden privacy fence with a planting strip in front of it. The Owner does not want large shrubs in this area for security purposes. The Owner requests a waiver from the Planning Commission to construct a privacy fence and not a wall for this requirement.
11. A masonry enclosure has been added to the northwest corner of the building for curb cart storage. A detail has also been added to the plan.

Additional Considerations:

12. The Owner would like to add bicycle parking to this site as part of Phase 2 of the site improvements. They are currently negotiating with the neighbor to the east to purchase that lot for additional parking and would like to add bicycle parking at that time.
13. The Owner will encourage their staff and volunteers to use the parking to the north of the building as much as possible, leaving the front spaces available for the produce market customers.

Additionally, the Owner is requesting the following waivers from Planning Commission:

- a. Allow the installation of a 6 foot wooden privacy fence along the north property line, instead of a wall. There is a planting strip proposed in front of the proposed privacy fence. Hope Clinic's main site has the same fence two doors down.
- b. Waive the required greenbelt on east, north, and west property lines.
- c. Waive photometric plan.
- d. Waive in-ground irrigation
- e. Waive foundation planting requirements.

If you have any questions or require any additional information, please contact us.

Sincerely,
Engineering Technologies Corporation



Kenneth Cousino, P.E.
President



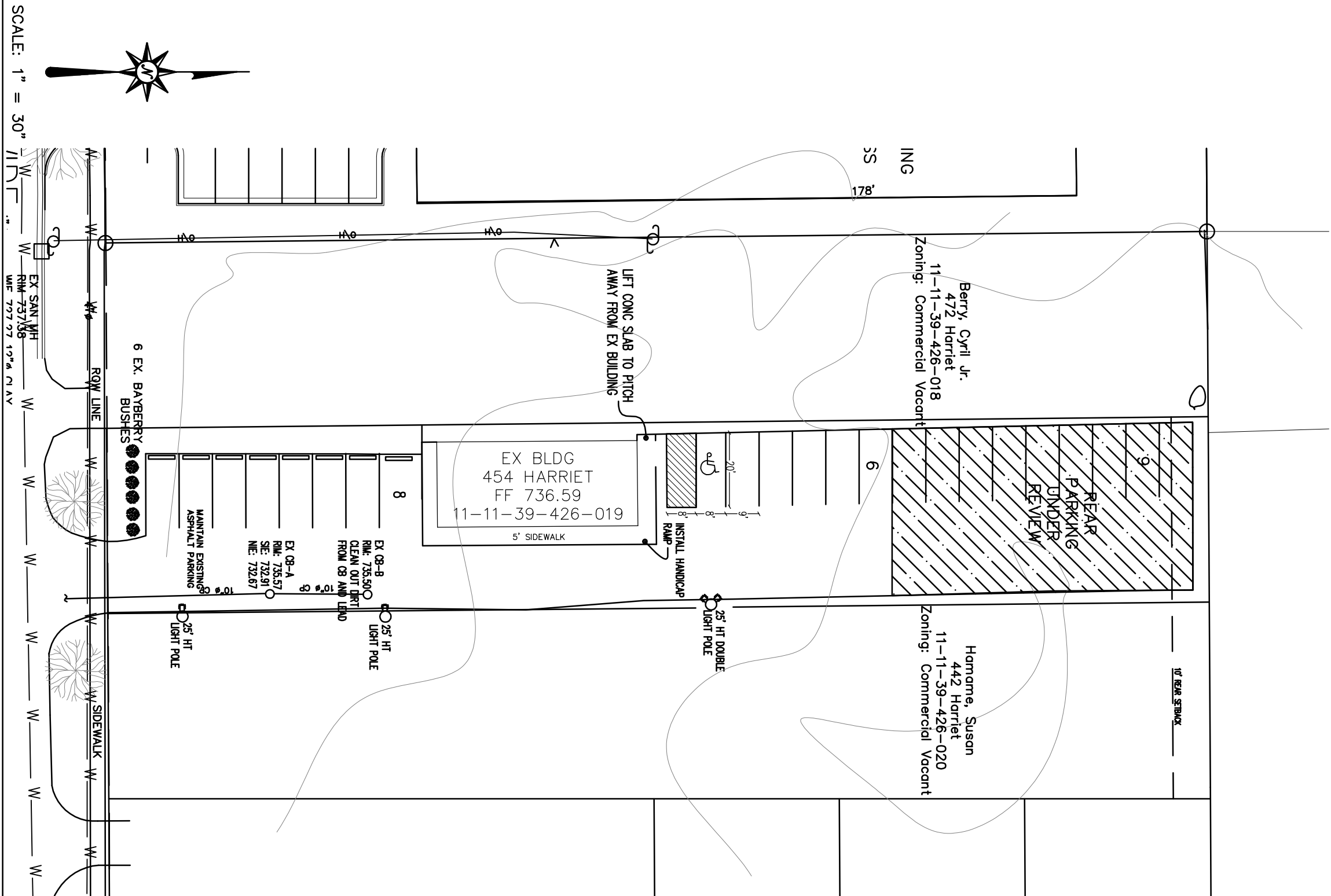
Maureen T. Cousino
Project Coordinator

Encl: 3 Sets – REVISED Site Plan dated 28 April 2014

- SHEET INDEX
- 1 - EXISTING CONDITIONS
 - 2 - SITE PLAN
 - 3 - ARCHITECTURAL
 - 4 - MASTER PLAN

TAX ID: 11-11-39-426-019

*OLD SID - 11 11-265-007-00 YP CITY 26W-7
LOT 7 HARRIET SUBDIVISION, 454 HARRIET



DATE: April 14, 2014
REVISED 4-28-14
SHT. 1

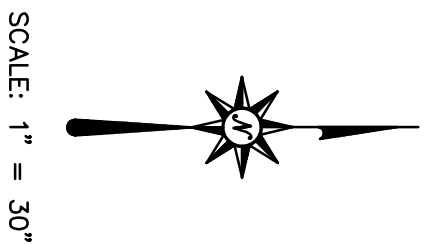
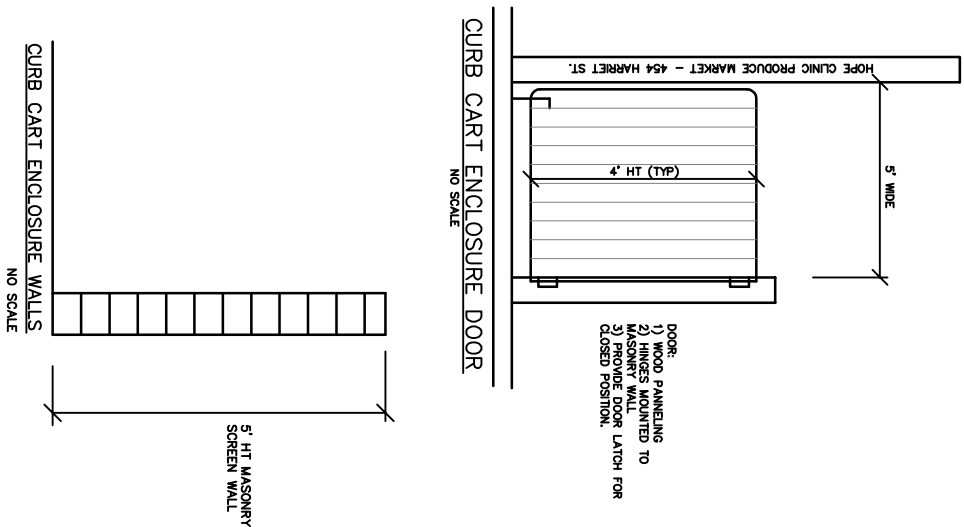
HOPE CLINIC
PRODUCE MARKET
EXISTING CONDITIONS

Engineering
Technologies
CORPORATION

3824 CARPENTER ROAD
YPSILANTI, MICHIGAN 48197
PHONE: (734) 944-2020
FAX: (734) 868-3824

TOTAL LOT SIZE - 14,864.8SF
LOT COVERAGE - 12,676.2SF
LANDSCAPING - 1,284.6SF
PERCENTAGE OF COVERAGE - 85%
PERCENTAGE OF LANDSCAPING - 10%

PROPOSED SIGNAGE WILL BE SUBMITTED FOR A SIGN PERMIT



SCALE: 1" = 30"

BENCH MARKS

#1 ELEV 736.59
WEST EDGE OF WEST DOOR

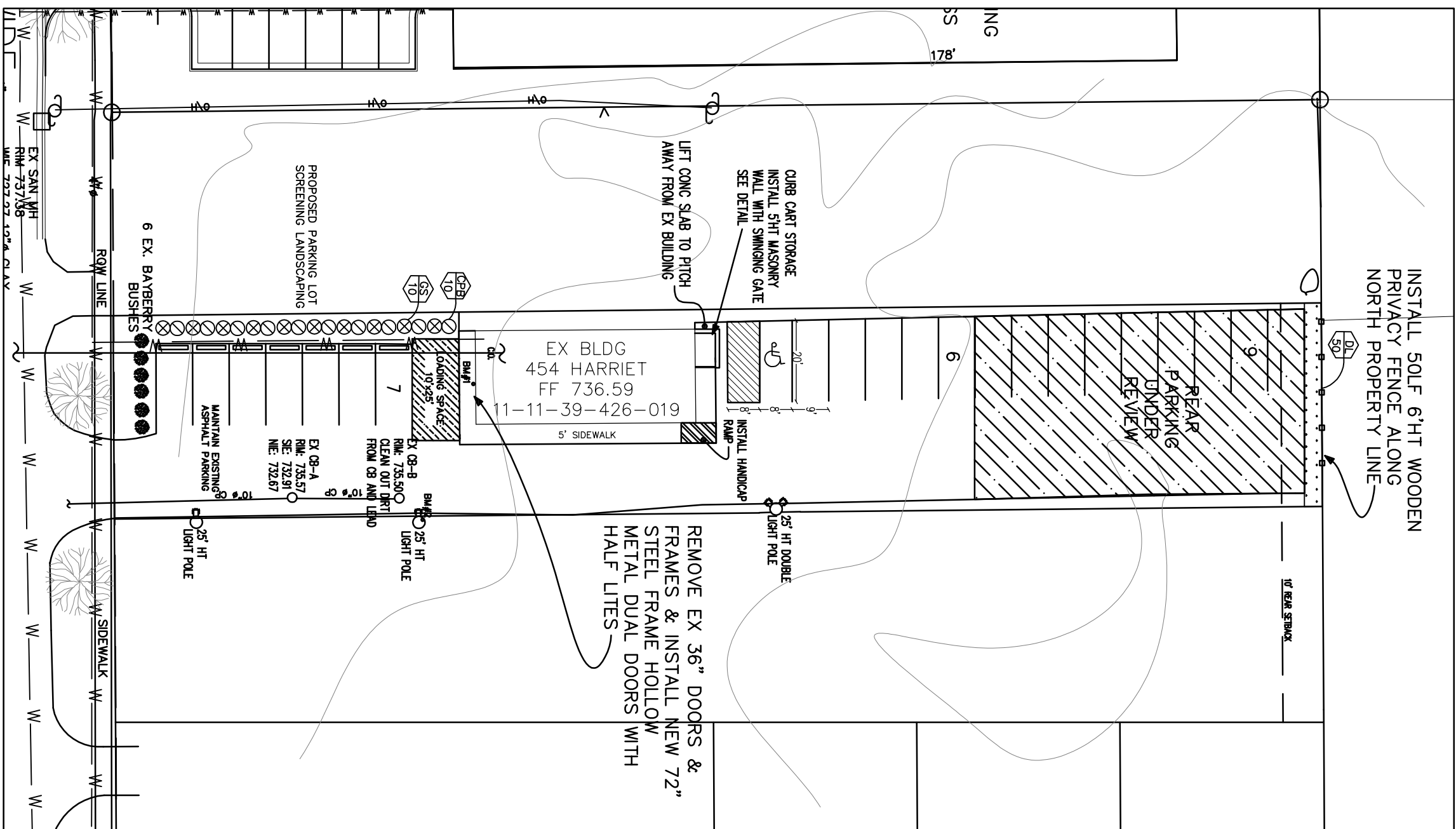
#2 ELEV 737.74
TOP/CONC MIDDLE LIGHTPOLE BASE
NEAR SE CORNER OF PRODUCE
MARKET

#3 ELEV 739.11
FF EX HOPE CLINIC ADDN 518
HARRIET AT SOUTH FACING DOOR

DATE: April 14, 2014
REMOVED 4-28-14

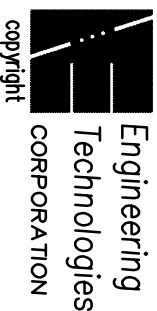
SHT. 2

Landscape Legend



HOPE CLINIC
PRODUCE MARKET

SITE PLAN



3824 CARPENTER ROAD
YPSILANTI, MICHIGAN 48197
PHONE: (734) 944-2020
FAX: (734) 868-3824

DATE: April 14, 2014
REVISED 4-28-14
SHT. 3

HOPE CLINIC
PRODUCE MARKET
ARCHITECTURAL

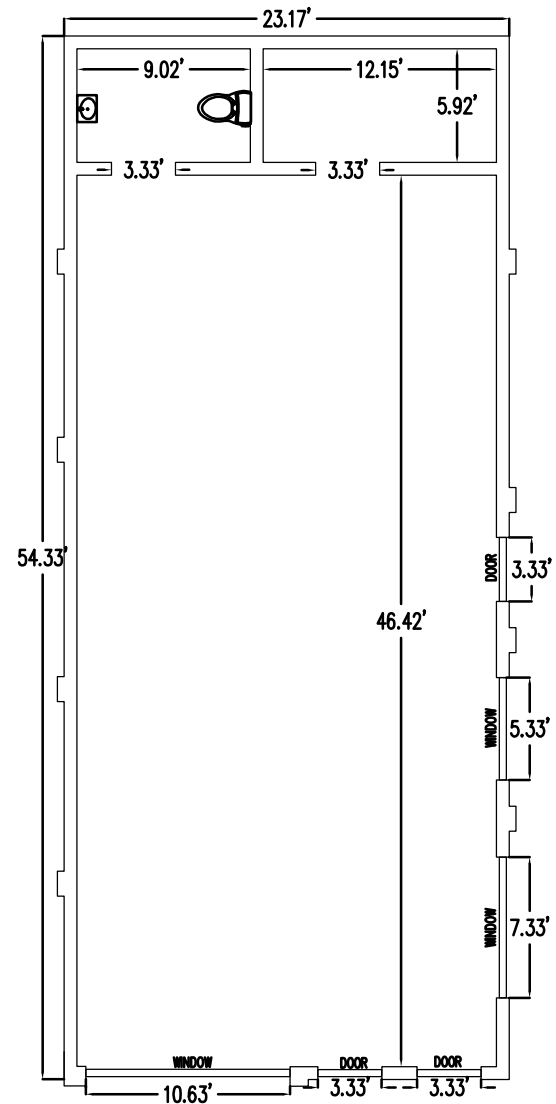


Engineering
Technologies
CORPORATION

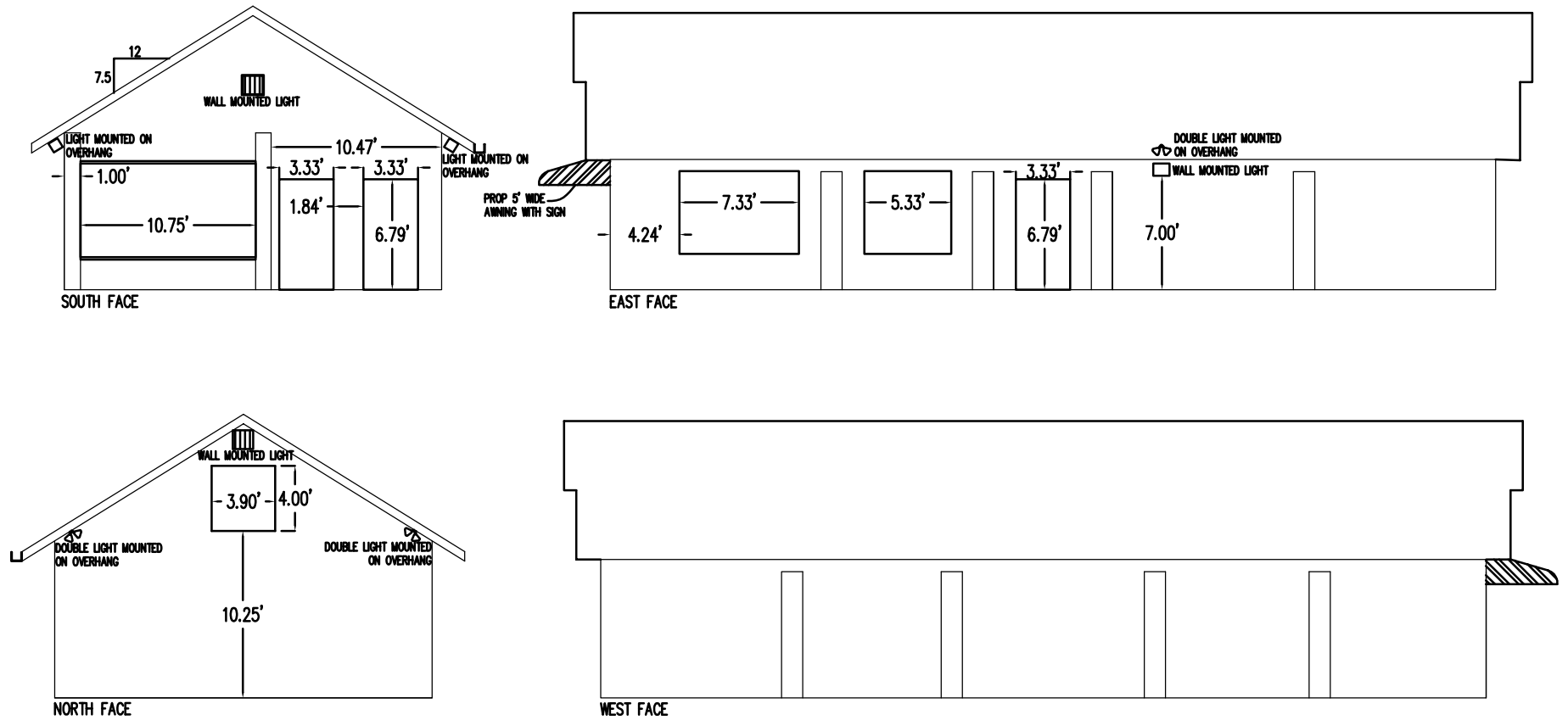
3824 CARPENTER ROAD
YPSILANTI, MICHIGAN 48197
PHONE: (734) 944-2020
FAX: (734) 868-3824

SCALE: 1"=10'

EXISTING BUILDING FOOTPRINT



EXISTING BUILDING ELEVATION





May 16, 2014

**Staff Review of Site Plan Application
Budget Towing Addition
876 Railroad**

GENERAL INFORMATION

Applicant: Bill Salamey
Budget Towing
876 Railroad
Ypsilanti, MI 48197

Project: Budget Towing Addition

Application Date: April 17, 2014

Location: North side of Railroad, east of Leforge Road

Zoning: M2

Action Requested: Site plan for expansion of building

Staff Recommendation: Approval with conditions

PROJECT AND SITE DESCRIPTION

The parcel is 2.26 acres in size, fronting on Railroad Street. There is an existing ~1,920 square foot building, two sheds (96 square feet and 192 square feet), and 16-space parking lot; the applicant is proposing to expand the building with a 8,000 square foot addition, and remove the two sheds. Two deciduous trees are planted in the front yard. The site plan shows six juniper bushes where the trees are located.

The property is zoned **M2 – General Industrial**. The tow yard was allowed previously as a similar use permitted by Special Use by the Planning Commission. This use received a special use permit in May 2007. The building addition will not expand the use, and not require a new special use permit. Addition of property would merit a new special use. The building addition will constrain tow truck parking and storage to certain areas of the site, some of which is currently used for vehicle storage.

The proposed addition is comprised of 6 bays for trucks with overhead doors opening to the front and rear of the site, a single truck well off the rear of the proposed building, additional office area, a dispatch room, an I.T. room, a barrier-free changing room and toilet, a tool crib and a battery room.

Figure 1: Subject Site Location [Scale ~1:1,500]



Figure 2: Site Aerial (2010) [1:1,500]



Figure 3: Land Use and Zoning of Surrounding Area

	LAND USE	ZONING
NORTH	Multiple-family	RM-2 Ypsilanti Township
EAST	Vacant	M2
SOUTH	Railroad	--
WEST	Industrial – Phoenix & VG Kids	CI

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)

Figure 4:

ORDINANCE REFERENCE		REQUIRED	EXISTING CONDITIONS	PROPOSED
M2: §122-474	LOT AREA	Determined by the use and required setbacks, screening and parking requirements.	98,111 sq. ft.	unchanged
	LOT WIDTH	Determined by the use and required setbacks, screening and parking requirements.	185'	unchanged
	LOT COVERAGE (buildings or structures)	Determined by the use and required setbacks, screening and parking requirements.	Not provided	Not provided but with addition ~ 9 %
	SETBACKS			
	front	25'	30'	30' (existing building footprint remaining) and 80' (expansion)
	side	0' if fire-retardant; 3' otherwise; 15' from business district	East: 96'	~35'
			West: 48'	Unchanged
	rear	30' min	394'	~350'
M2: §122-475	HEIGHT	100', if over 30' setbacks increase for one foot for each foot over 30'	~20'	~28' at mid-point of gable
§122-647	SIDEWALKS	provide a sidewalk or shared-use path	No sidewalk exists. Easement along Huron River previously provided	unchanged
122-649	TRAFFIC VISIBILITY	Maintain shrubs/other obstructions lower than 30" and trees/other obstructions higher than 8': At driveway: within a 10'x10' triangle formed by the street ROW line and the edge of the driveway At intersection: within a 25' x 25' triangle formed	No impediments to traffic visibility	Nothing proposed in traffic visibility areas

ORDINANCE REFERENCE	REQUIRED	EXISTING CONDITIONS	PROPOSED
	by an extension of the property lines, as measured from the pavement edges.		
§122-707 LANDSCAPING	10%	More than 10%	Unchanged
§122-836 PARKING	5 space + 1 per 1.5 employees in largest shift • $5 + (9 \times 1.5) = 11$ spaces Or 1 space per each 1,000 square feet of GFA + 1 per 300 sq. ft. office • $(8,000/1,000) + (3,000/1,920) = 8+1=9$	14 spaces with 1 barrier-free space	Unchanged. Employee parking is designated to the east of the building and tow truck parking in the rear fenced area.
§122-861 et seq SIGNAGE	• Building Mounted: max of 3 sq ft per ft of frontage • Ground: max of 100 sq. ft., 35' tall; must be $\geq 3'$ from front property line; $\geq 10'$ from side or rear.	Single building mounted sign	100 square foot roof-mounted sign. Roof signs are prohibited.
§122-780 USE-SPECIFIC	parking, height, use reqs	n/a	n/a

Items to be Addressed:

1. Applicant to update site plan with lot coverage.
2. Tow trucks will be parked in the designated parking area to the rear of the addition or in the building at all times.
3. Applicant to revise proposed sign to meet the provisions of Article XIV of the City of Ypsilanti Zoning Ordinance. A building mounted sign is allowed. The total area of all building mounted signs may not exceed three square feet for each one linear foot of building frontage on which the sign is mounted. Staff recommends the applicant replace the existing wall sign in the gable of the existing building with the proposed sign. Wall signs cannot exceed 100 square feet.

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

There are currently three buildings on the site: an office building and two sheds. Parking is located to the east and west of the office building. Since Railroad Street does not have a curb, the driveways are undefined but the parking areas on both sides of the building bleed directly into the street. The access to the existing office building is from the west side of the existing building.

The planned addition will build off the existing building to the north and east, adding approximately 8,000 square feet of building footprint. On the eastern and western sides of the proposed addition, four entrance doors are proposed, two on either side near the corners. Six overhead truck doors are proposed on the north façade and three on the south façade. The building design will allow trucks to pull through the building using the three most eastern doors.

SITE ACCESS, TRAFFIC, AND PARKING

§122-127(4)

The site is accessed from Railroad Street. The driveways are on either side of the building and are not defined by curbs. There is no sidewalk. Fourteen parking spaces are shown on the site plan. During staff's site visit, we observed the parking spaces on the west side of the building were used by employee or customer private vehicles. On the east side of the building, tow trucks were parked but not in the defined stalls shown on the site plan. On staff's site visit, 13 tow trucks were parked in three locations: the parking spaces and gravel area to the east of the building, in front of the building partially in the right-of-way, and in the parking lot of the adjacent industrial building to the west. The tow trucks were of various sizes.

The site plan does not show any increased parking. However, the site plan proposes a building addition with six truck bays. The applicant has defined an area to the rear of the building where tow trucks will be parked that does not conflict with required parking spaces.

ENGINEERING & STORMWATER

§122-127(5), §122-127(6)

It is not clear whether the proposed construction is not in a floodplain or floodway.

Items to be Addressed:

1. *Applicant to update site plan with floodplain and floodway line for the Huron River.*

SCREENING

§122-127(7)

Figure 5: Screening

ORDINANCE REFERENCE	REQUIRED	EXISTING CONDITIONS	PROPOSED
§122-641 Lighting	• down-directed and shielded • not >0.5 fc @ lot line • not >16'in height • not < 0.3 fc	3 building mounted lights on western side facade	4 400 watt shielded LED wall pack mounted on north (rear) façade Photometric plan not provided, Planning Commission may waive
§122-704 Off-Street Parking Landscaping	1 tree per 8 spaces (14/8 = 2)	2 existing	The existing trees are not shown on the site plan.
	landscape island per 16 continuous spaces	n/a	n/a

ORDINANCE REFERENCE		REQUIRED	EXISTING CONDITIONS	PROPOSED
		ends of all aisles and corners protected	--	--
		minimum distance of 3' from curb backside to landscaping	--	--
		must be screened per 122-703 if conflicting land use	n/a	Unchanged
		must be screened from public ROW	2 deciduous trees in front eastern corner	Screen of 6 juniper bushes
		prevent vehicular encroachment into landscaping, structures	Existing landscaping in pots	Landscaping in pots not shown in current location in front of existing building on the site plan
§122-705	Greenbelt Landscaping	not required	--	--
§122-706	Foundation Landscaping	screen buildings from parking areas/ ROWs 1 ornamental tree and 6 shrubs per 30' • Front parking: 40' o 8 shrubs o 1 trees	• 5 shrubs front of building • 2 ornamental trees front of building • 6 shrubs front eastern corner of lot	Unchanged
§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	None existing	Unchanged
§122-710	Exterior Electrical	when visible from ROW screen	n/a	n/a
§122-712	Maintenance	install underground sprinkler system		None proposed
§122-714	Fencing, hedges, walls, berms	no taller than 10' in side/rear yard	8' wood fence in side and rear yards	unchanged

Items to be Addressed:

1. Planning Commission waiver for photometric plan.

2. *Applicant to update site plan to show landscaping in pots in front of existing building, retain existing trees in front eastern corner with juniper bushes planted around them. Both the existing trees and proposed bushes are necessary to comply with parking lot landscaping requirements.*
3. *Planning Commission waiver required to omit in-ground irrigation.*

DEPARTMENT OF PUBLIC SERVICES

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

MASTER PLAN CONSIDERATIONS

RAILROAD

The 2013 City of Ypsilanti Master Plan designates Railroad Street as a General Corridor. The site design should facilitate Railroad to become a mixed use corridor with a variety of uses, with an urban, walkable form. Previously, an easement along the Huron River was given by the property owners in consideration of the 1998 City of Ypsilanti Master Plan special considerations for properties with river frontage.

STAFF RECOMMENDATIONS: SITE PLAN

Staff recommends the Planning Commission **approve** the Site Plan for the Budget Towing building addition at 876 Railroad with the following findings, waivers, and conditions:

Findings

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

Waivers

1. To omit the photometric plan, with the finding that the photometric study is not needed since the lighting of the site will not change substantially that will affect any neighboring properties since the lights will be mounted on the rear façade.
2. To omit in-ground irrigation, with the finding that the benefit intended to be secured by §122-712 will exist with an alternate watering plan.

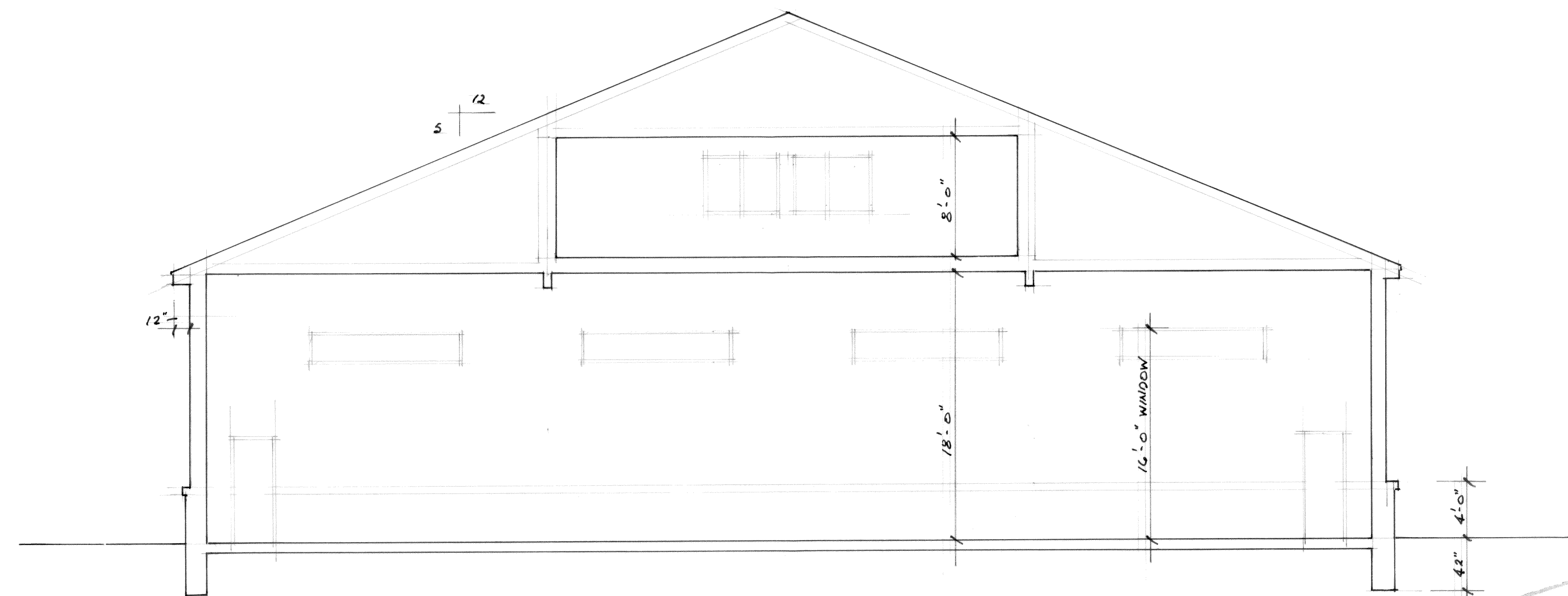
Conditions

1. Applicant to update site plan with lot coverage subject to administrative approval.
2. Tow trucks will be parked on in the designated parking area to the rear of the addition or in the addition at all times.
3. Applicant to revise proposed sign to meet the provisions of Article XIV of the City of Ypsilanti Zoning Ordinance, subject to administrative approval.
4. Applicant to update site plan with floodplain and floodway line for the Huron River subject to administrative approval.

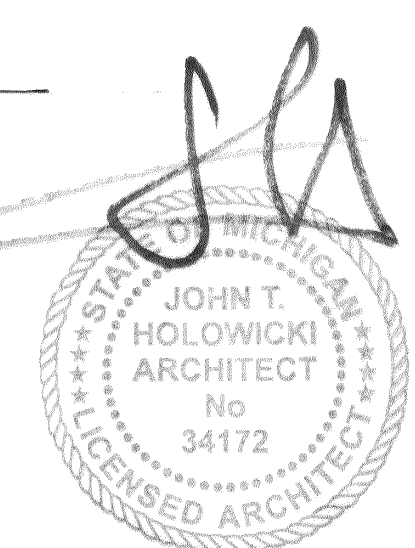
5. Applicant to update site plan to show existing landscaping in pots in front of existing building, existing trees in eastern front corner with proposed juniper bushes planted in and around them, subject to administrative approval.
6. Applicant to update site plan with latest revision date, subject to administrative approval.
7. A permit from the Department of Public Services for any work in the Railroad Street right-of-way.

Teresa Gillotti
Planner II, Planning & Development Dept.

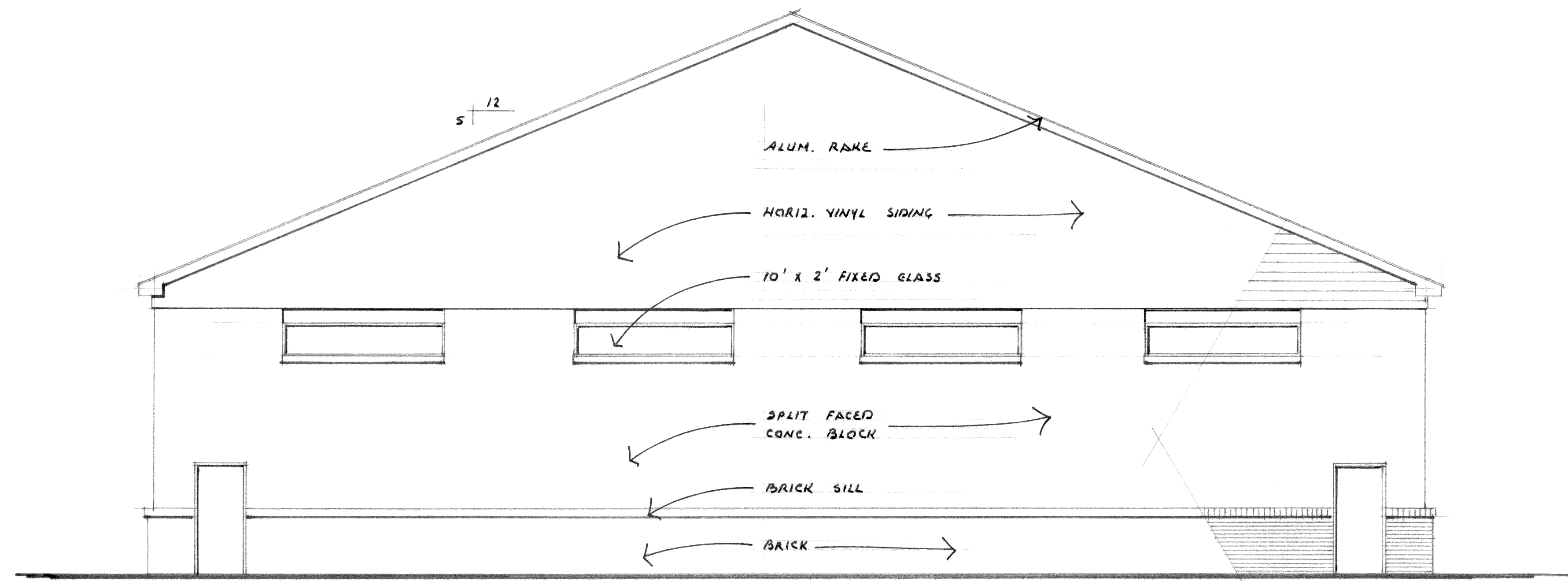
CC File
 Bill Salamey, 876 Railroad, Ypsilanti, MI 48197
 John T. Holowicki, Architecturally Speaking, 19931 Farmington Road, Livonia, MI 48152



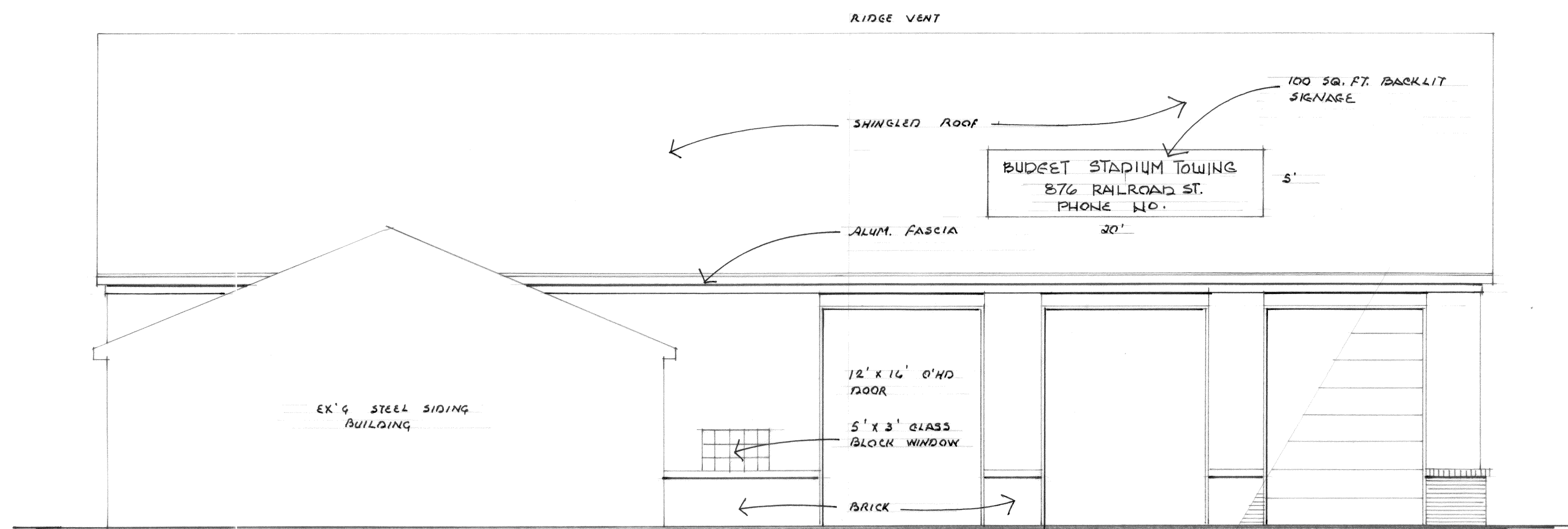
BUILDING CROSS SECTION $\frac{3}{16}'' = 1'-0''$



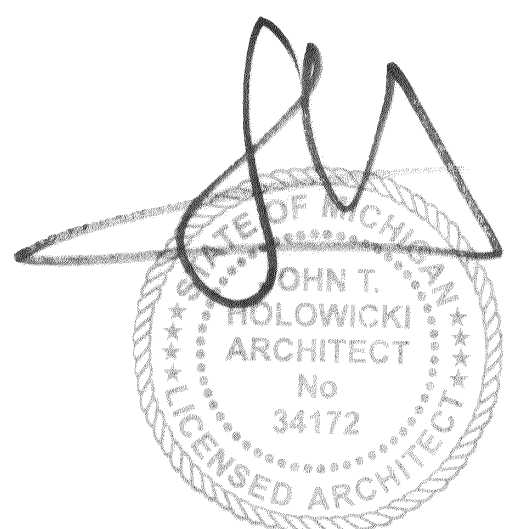
JOB No.
2014.28
SHEET No.
A-4

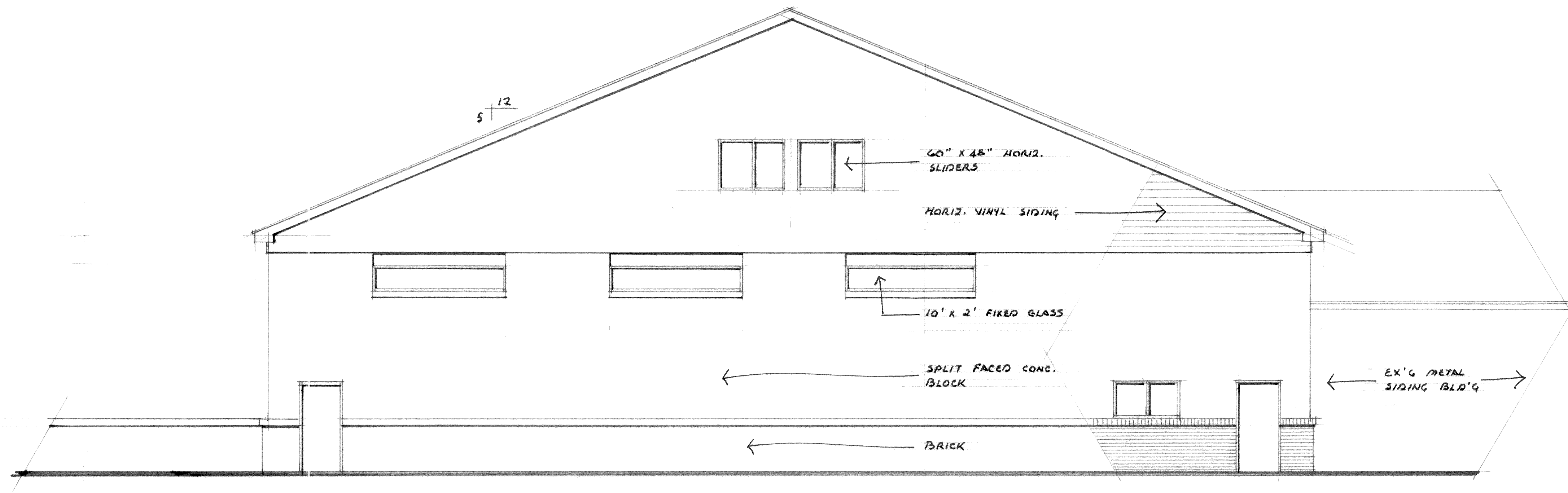


EAST SIDE VIEW $\frac{3}{16}" = 1'-0"$

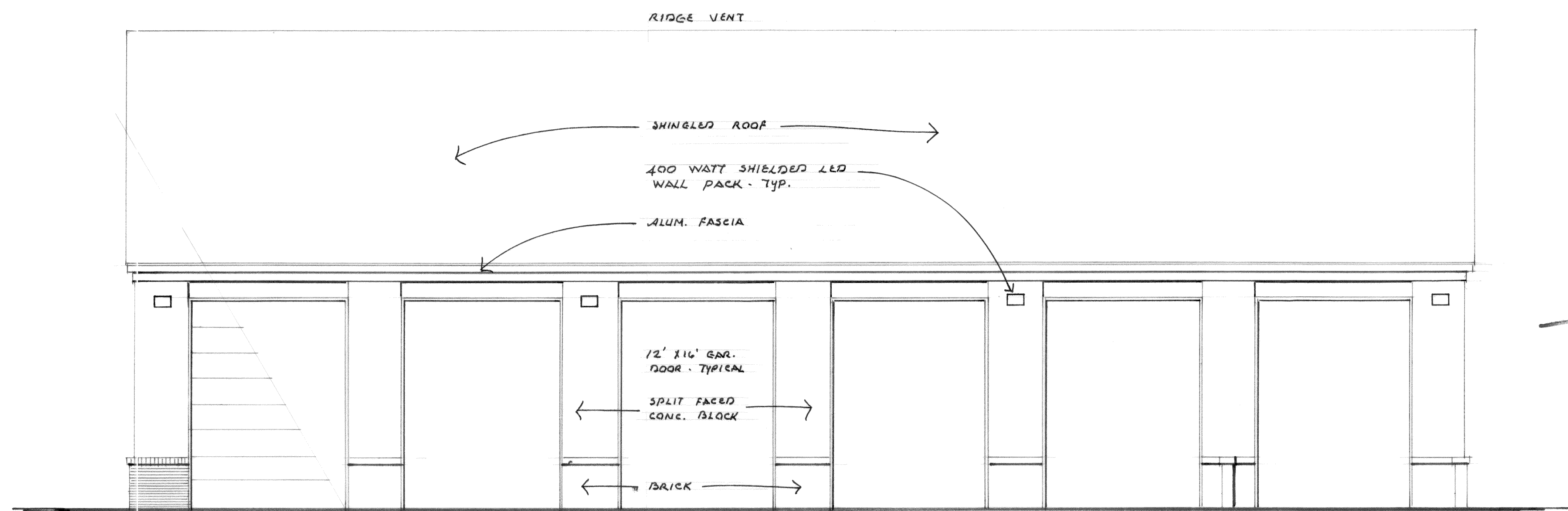


STREET ELEVATION $\frac{3}{16}" = 1'-0"$

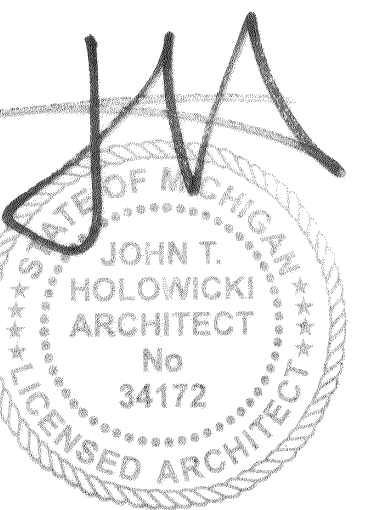




WEST SIDE VIEW $\frac{3}{16}'' = 1'-0''$



NORTH ELEVATION $\frac{3}{16}'' = 1'-0''$



JOB No.
2014.28
SHEET No.
A-2

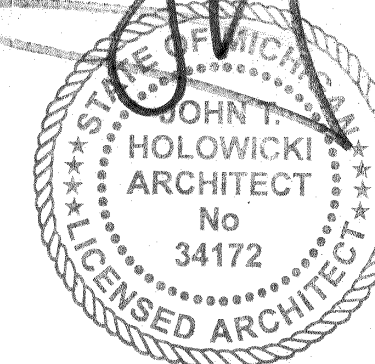
date 04.16.14
rev.
rev.
rev.

ARCHITECTURALLY
SPEAKING
120 antrim street
charlevoix michigan 49720 616-547-4040
19831 FARMINGTON ROAD
LIVONIA MICHIGAN 48154
PHONE 248.219.9386

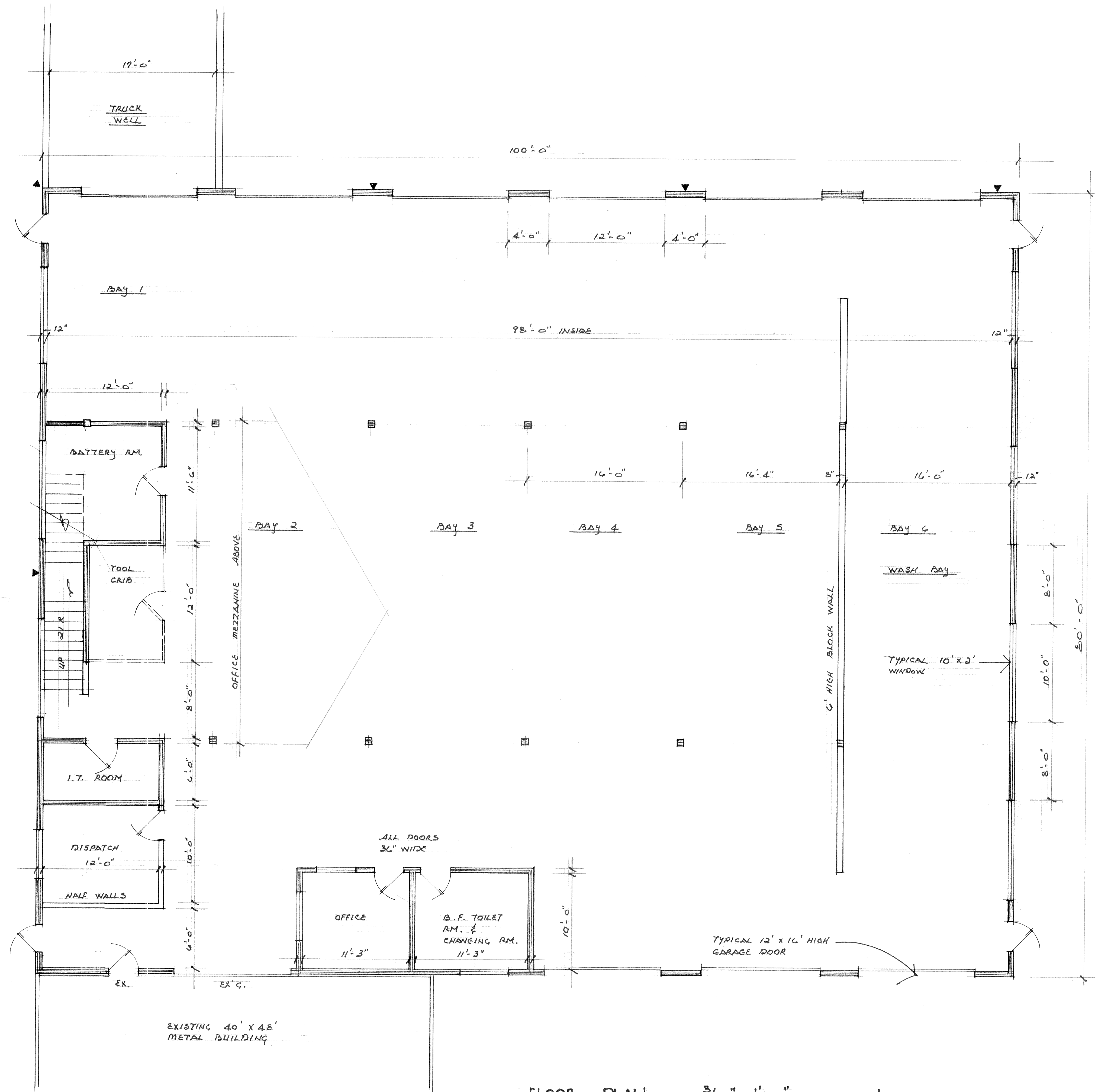
project: BUDEET STADIUM TOWING

874 RAILROAD
YPSILANTI, MICHIGAN

job no.
2014.28
sheet no.
A-1



Typical 400 WATT
LED WALL PACK -
SHIELDED



FLOOR PLAN 3/16" = 1'-0"



EXISTING 40' X 48'
METAL BUILDING

ALL DOORS
36" WIDE

OFFICE

B.F. TOILET
RM. &
CHANGING RM.
11'-3"

TYPICAL 12' x 16' HIGH
GARAGE DOOR

TYPICAL 10' x 2'
WINDOW

6' HIGH BLOCK WALL

OFFICE MEZZANINE ABOVE

I.T. ROOM

DISPATCH
12'-0"

HALF WALLS

BATTERY RM.

TOOL
CRIB

BAY 1

BAY 2

BAY 3

BAY 4

BAY 5

BAY 6

WASH BAY

17'-0"

TRUCK
WELL

100'-0"

4'-0"

12'-0"

4'-0"

98'-0" INSIDE

16'-0"

16'-4"

16'-0"

12"

8'-0"

10'-0"

8'-0"

10'-0"

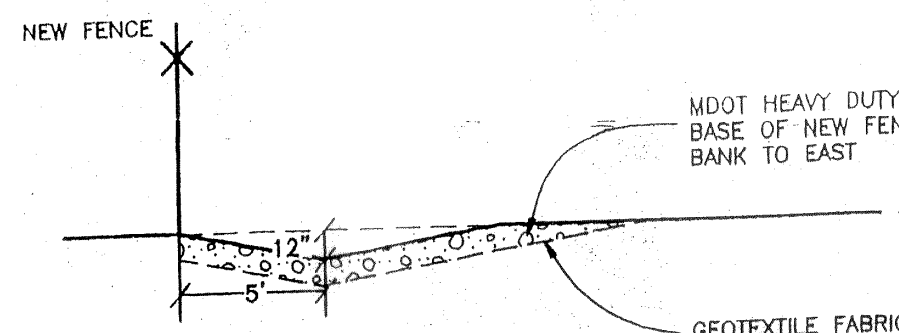
20'-0"

EX. C.

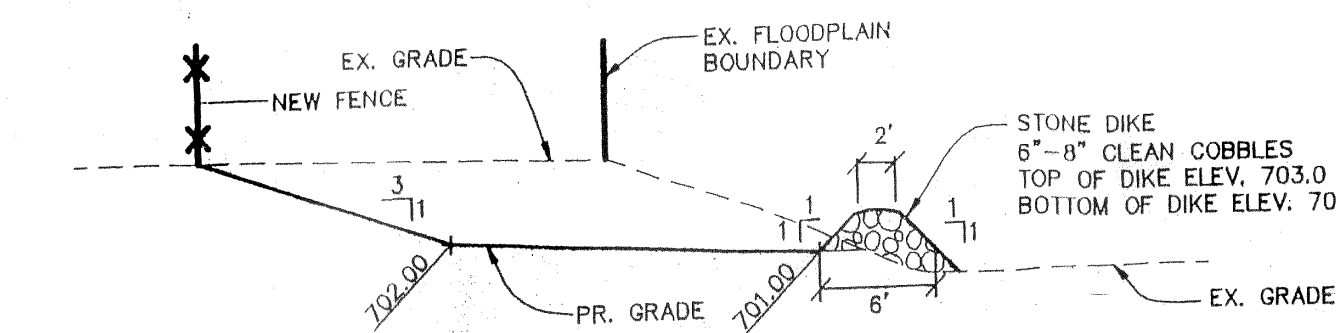
EX.

10'-0"

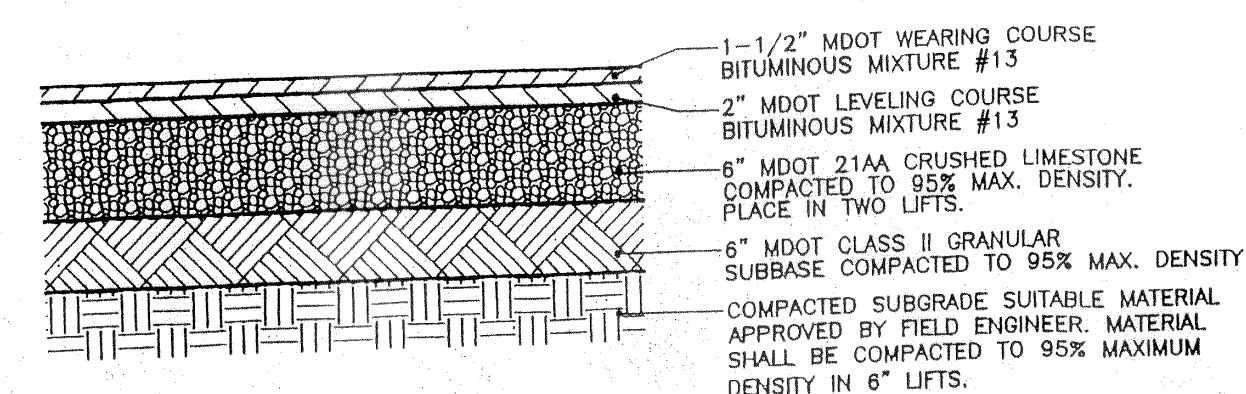
NO SCALE



NO SCALE



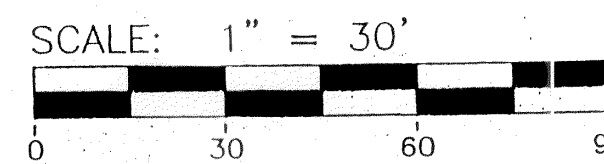
SCALE: 1" = 10' (HOR. & VERT.)



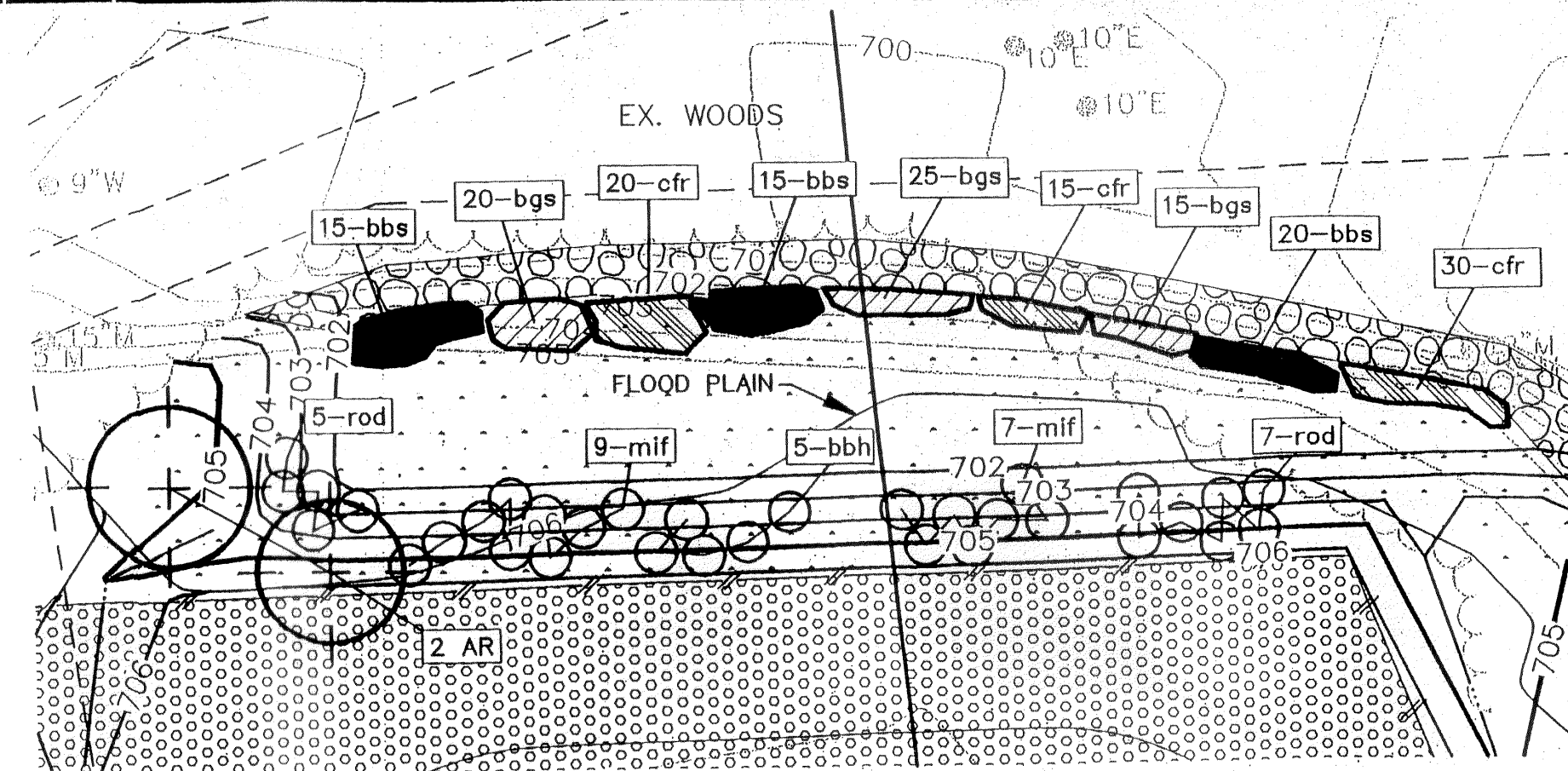
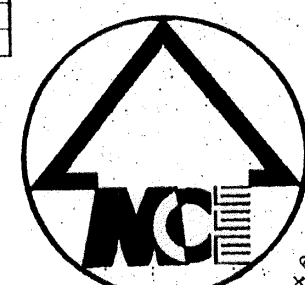
NO SCALE

DEVELOPMENT SUMMARY		
ZONING		
LOT 592	M2	GENERAL INDUSTRIAL
LOT 593	M2	GENERAL INDUSTRIAL
NORTH	RM-2	MULTI-FAMILY RESIDENTIAL ¹
EAST	M2	GENERAL INDUS.TRIAL
SOUTH	CI	COMMERCIAL/INDUSTRIAL
WEST	CI	COMMERCIAL/INDUSTRIAL
LOT SIZE		
LOT 592	47,377 SF	1.09 AC
LOT 593	50,734 SF	1.17 AC
SETBACKS		
YARD	REQUIRED	PROVIDED
FRONT	25 FT	30 FT
WEST SIDE	15 FT ²	48 FT
EAST SIDE	NONE	96 FT
REAR	30 FT	350 FT
BUILDINGS		
OFFICE	1,920 SQ FT	16 FT TALL
SMALL SHED	96 SQ FT	8 FT TALL
LARGE SHED	192 SQ FT	10 FT TALL

¹ NORTH OF THE RIVER IS IN IPSYLANDT ZONED C1
² PARCEL TO THE WEST IS ZONED CI



SCALE: 1" = 10' (HOR. & VERT.)

 $1'' = 20'$

SEED MIX "A" (Biodetention area, detention basin bottom and side slopes)		
Botanical Name	Common Name	Application
<i>Andropogon gerardii</i>	Big Blue -Stem	8 oz/acre
<i>Carex vulpinoidea</i>	Sage Sedge	4 oz/acre
<i>Elymus canadensis</i>	Canada Wild Rice	2 lbs/acre
<i>Koeleria macrantha</i>	June Grass	1 lbs/acre
<i>Panicum virgatum</i>	Switch Grass	2 lbs/acre
<i>Schizachyrium scoparium</i>	Little Blue Stem	1.5 lbs/acre
<i>Lolium multiflorum</i>	Annual Rye	200 lbs/acre

A bi-annual, mowable, semi-natural, cool-season seed mix suited for biodetention area, detention basin bottom and side slopes.

Mulch with straw mulch at the rate of two (2) bales per 1,000 sq ft.

CANOPY TREE

ORNAMENTAL TREE

EVERGREEN TREE

DECIDUOUS SHRUBS

EVERGREEN SHRUBS

838
×836.2

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T/C

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EXIST. CONTOUR
EXIST. SPOT ELEVATION
EXIST. LIGHT POLE
EXIST. ELECTRIC LINE
EXIST. GAS LINE
EXIST. WATER MAIN
EXIST. HYDRANT
EXIST. GATE VALVE IN BOX
EXIST. STORM SEWER
EXIST. CATCH BASIN OR INLET
END SECTION
EXIST. SANITARY SEWER
EXIST. FENCE
FENCE
TOP OF CURB
ELECTRIC METER
GAS METER
POST
SINGLE TREE
FOUND PK
FOUND IRON ROD
CONTROL PT.
— AGGREGATE SURFACE
BITUMINOUS SURFACE
SEED MIX "A"

SPIKE IN NORTH SIDE OF UTILITY POLE LOCATED
ON THE SOUTH SIDE OF RAILROAD STREET IN
FRONT OF BUDGET TOWING.
ELEVATION=715.28 (NAVD88)

- AS ASH
- BO BOX ELDER
- CH CHERRY
- CO COTTONWOOD
- E ELM
- M MAPLE
- MU MULBERRY
- O OAK
- SY SYCAMORE
- TOH TREE-OF-HEAVEN
- TWH TWIN TREES
- W WALNUT

PARKING

REQUIRED: 5 PLUS 1 FOR EVERY 1.5 EMPLOYEES
IN THE LARGEST WORKING SHIFT;
5 SPACES PLUS LARGEST SHIFT =
 $5 + (9 + 1.5) = 11$ SPACES

OR

1 SPACE PER EACH 1,000 SQUARE FEET
OF GROSS FLOOR AREA, PLUS 1 SPACE
PER 300 SQUARE FEET OF OFFICE AREA
 $(1,120 + 1,000) = (800 + 300) = 5$ SPACES

WHICHEVER IS GREATER.

PROVIDED: 1 BARRIER FREE SPACE, 8 FOOT WIDE
1 PLUS 8 FOOT WIDE WHEEL-
5 SPACES 5 FEET BY 20 FEET
8 SPACES 10 FEET BY 40 FEET
1/4 TOTAL SPACES

KEYNOTES

- ① EX. WOODEN FENCE, EIGHT FEET TALL. REUSE SLOTTED END (X) FROM REMOVED FENCE AND POST. NEW POST SHALL BE 6" X 6" PRESSURE TREATED WOOD, GROUND CONTACT.
- ② EX. CHAIN LINK FENCE, SIX FEET TALL. REUSE FABRIC AND SOUND POST. CORNERS SHALL BE BRACED.
- ③ EX. MDOT 22A AGGREGATE, SURFACE, SIX INCHES THICK AFTER COMPACTION, PLACED ON GEOTEXTILE FABRIC.
- ④ EX. SWALE AND BERM TO DIRECT SURFACE RUN-OFF TO DEPRESSIONED AREA NORTH OF NEW CHAIN LINK FENCE.
- ⑤ EX. BITUMINOUS PAVEMENT
- ⑥ SEDIMENTATION FOREBAY
- ⑦ STONE DIKE
- ⑧ HEAVY DUTY RIP-RAP
- ⑨ CONCRETE WALK, FIVE FEET WIDE. REWORK SPLIT RAIL FENCE AT EAST END OF WALK.
- ⑩ WESTERN SWALE TO BE SIMILAR TO EASTERN SWALE EXCEPT THE SWALE IS ONLY SIX INCHES DEEPER THEN THE EXISTING STORAGE LOT ELEVATIONS; AND THE OF BERM ELEVATION IS ONLY 12 INCHES ABOVE THE EXISTING STORAGE LOT ELEVATION.
- ⑪ PAINT OUT THE EXISTING PARKING LOT STRIPES WITH PAINT THAT MATCHES THE CURRENT PAVEMENT COLOR. PAINT NEW PARKING LOT LAYOUT, FOUR-INCH WIDE, YELLOW LINES. BARRIER FEE SPACE SHALL BE PAINTED BLUE.
- ⑫ PAINT NO PARKING STRIPES BETWEEN THE EXISTING SPLIT RAIL FENCE AND THE EDGE OF

PARCEL INFORMATION

ZONING: M2 - GENERAL MANUFACTURING
LAND USE: TOWING DISPATCH AND STORAGE OF
DAMAGED VEHICLES
REQUIRES SPECIAL USE PERMIT

THE PREVIOUS OWNER OF THE BUDGET TOWING HAD A SPECIAL USE PERMIT FOR LOT 593. THE CITY ISSUED A FENCE PERMIT TO ENCLOSE LOT 592 BUT THE PREVIOUS OWNER DID NOT APPLY FOR THE SPECIAL USE PERMIT.

WHEN THE CURRENT OWNERS BOUGHT THE BUSINESS AND LAND, THEY WERE LED TO BELIEVE THAT THE PARCEL MEETS ALL CITY REQUIREMENTS

▶ NEW LIGHTING IS PROPOSED. 400 WATT LED WALL PACKS. SEE EXTERIOR ELEVATIONS

SURFACE DRAINAGE NARRATIVE

THE CURRENT SURFACE DRAINAGE IS FROM RAILROAD STREET AT THE SOUTH NORTH TO THE HURON RIVER. THE AREA BETWEEN RAILROAD STREET AND THE SOUTHERN FENCE IS MOSTLY IMPERVIOUS. THE ENCLOSED YARD AND THE FL AREA NORTH OF THE NORTH FENCE IS AGGREGATE. THE REMAINDER OF THE PARCEL IS COVERED WITH GRASS AND TREES.

A SMALL SWALE WILL BE CREATED ALONG THE E
SIDE OF THE SITE TO DIRECT THE SURFACE RUN
TO A SEDIMENTATION FOREBAY TYPE DEPRESSIO
CREATED NORTH OF THE ENCLOSED STORAGE E
THE ENTIRE NORTHERN DIKE OF THE DEPRESSIO
WILL BE CONSTRUCTED OUT OF 8 TO 10 INCH
BOULDERS TO SLOW THE DISCHARGE FROM THE
GRAVEL STORAGE LOT.

BUDGET TOW NG CURRENTLY AND WILL CONTINUE TO PLACE ABSORPTION PADS UNDER ANY CAR THAT SHOWS A POSSIBILITY OF DRIPPING TO CAPTURE ALL SUCH FLUIDS.

MIDWESTERN CONSULTING

AC Civil, Environmental and
Transportation Engineers
Planners, Surveyors
Landscape Architects
3815 Plaza Drive
Ann Arbor, Michigan 48108
Phone: 734.995.0200
Fax 734.995.0599

CLIENT

ABIL (BILLY) SALAMEY
267 STATE STREET
ANN ARBOR, MI 48104
(734) 476-3330

BUDGET TOWING

CITY OF YPSILANTI

SITE PLAN AND DETAILS

2

DATE: 3/23/07

JOB NO. 07040		SHEET 2 OF 2	
REV. DATE		CADD: BSK, MGH, JCD, WAJ	
PER CITY COMMENTS		ENG:	
PER CITY COMMENTS		PM: SWB	
MDEQ APPLICATION			

DATE	6-7-07	PM: SWB
MDEQ APPLICATION		
PER MDEQ COMMENTS	6-26-07	TECH: WAJ

Ypsilanti Non-Motorized Advisory Committee Meeting

Thursday, April 3, 2014

1. Call to order - The meeting was brought to order on April 3, 2014, 7:35pm at the Ypsilanti District Library, 229 West Michigan Avenue, downtown Ypsilanti. Committee members attending were Tony Bedogne, Diana Gonzalez, Bob Krzewinski, and Laura Shiltz. Also attending was City Council member Pete Murdock.
2. Introductions
 - a. Audience participation/public Input - None
3. General business
 - a. Agenda approval - A motion was made by Laura Shiltz, seconded by Tony Bedogne, to accept the meeting agenda, with no objections.
 - b. Approval of March meeting minutes - A motion was made by Laura Shiltz, seconded by Tony Bedogne, to accept the March meeting minutes, with no objections.
4. Old business
 - a. 2014 Committee priorities
 - Ypsilanti bicycling/walking map – The Washtenaw Area Transportation Study (WATS) has just sent out an email concerning County bicycle maps which will be forwarded to all Committee members.
 - Border To Border Trail completion progress – The City Planning Department informed the Committee that design work is being finalized and that construction is expected to start at the earliest in the late summer of 2014.
 - Update the City Non-Motorized Plan (current plan is dated to the end of 2014) – This will be the theme of a future meeting.
 - Sidewalk improvements – Washtenaw Avenue – North Huron – Catherine Street – The City will incorporate sidewalk improvements suggested by the Committee into a City Capitol Improvements Plan which is the first step in obtaining funding.
 - Additional bike lanes – Forest Avenue – West Cross Street – Huron & Hamilton Streets – The City Planning Department is finalizing an application for a Federal Transportation Alternatives Plan (TAP) grant for non-motorized improvements, including bike lanes and pedestrian crossings. The Planning Department will be in touch with the Committee for support letters. On bike lanes on Huron and Hamilton, the Michigan Department of Transportation is asking the City for more data before action can be taken.
 - Bike Friendly Community & Walk Friendly Community applications – Teresa Gillotti from the Planning Department will attend the May Committee meeting to review both applications. Tony Bedogne will bring projection equipment to tie in with laptop computer data.
 - Bike Friendly Business program – Bob Krzewinski plans to attend a Downtown Development Authority Economic Restructuring & Design Committee meeting in May to discuss this project.
 - Public education outreach to encourage bicycling and walking – Tony Bedogne will attend the May 4th Bike Ypsi Spring Ride to staff a bicycling/walking information display. Bob Krzewinski will supply handouts.
 - Signage/pavement marking improvements – N. Huron & Cross – Hamilton & Michigan – Cross & Washtenaw (EMU) – S. Hamilton mid-block crossing – Huron & Pearl – These will be included in the City TAP grant request mentioned earlier in the meeting.
 - b. Committee project “helpers” – Bob Krzewinski is continuing to do outreach to find volunteers to help with Committee projects such as information displays and attending City Council meetings.
 - c. Prospect Avenue rebuild non-motorized aspects – The City Planning Department is continuing to promote any and all possible non-motorized improvements to this project keeping in mind the City’s Complete Streets ordinance.
 - d. Cross Street (Depot Town) non-motorized use safety improvements – The City recently revised an ordinance allowing enforcement of mid block pedestrian crossing problems, which will allow enforceable signage to be installed for increased pedestrian safety.
 - e. West Michigan Avenue “road diet” reconsideration – On April 15th, City Council is expected to review the present configuration (two traffic lanes, one center turn lane, bike lanes) of West Michigan Avenue, with one option being to convert the road back to four traffic lanes. With the Committee formally supporting the present configuration (already conveyed to Council through a letter), the Committee is taking steps encouraging residents to contact Council to not change the road configuration.
5. New Business
 - a. Planning Department update – Bob Krzewinski contacted the Department in early April with updates incorporated into meeting minute subjects.
 - b. Upcoming events (Bike Ypsi Spring Ride, Ypsi Pride, Heritage Festival) – For Ypsi Pride Day (May 17) a possible bike ride to clean up bike routes may take place. Also discussed was a possible Eastern Michigan University fall bike/pedestrian outreach event.
 - c. EMU to downtown/Depot Town bike/walk routes – Bob Krzewinski will contact the DDA and Visitors & Convention Bureau encouraging pedestrian and bicycling routes between campus and downtown/Depot Town.

- d. May Bike-Bus-Walk Week (May 11-17) – Bob Krzewinski will send out a list of events to Committee members during this week encouraging people to try alternative transportation in the hope that this will become a habit. Also, Ghost Bikes (white painted bikes with signs on them stating “a cyclist was injured near this spot” to encourage sharing the road) will be displayed again this year with Bob Krzewinski and Diana Gonzalez working on increasing the number of Ghost Bikes.
- 6. Other Items – Announcements – There will be an informal City trash cleanup April 5th and 6th.
- 7. Adjournment – A motion was made by Bob Krzewinski to adjourn the meeting, seconded by Tony Bedogne, with no objections. The meeting was adjourned at 8:35pm with the next meeting being Thursday, May 1, 7pm at the downtown library.

Ypsilanti Non-Motorized Advisory Committee Meeting Minutes

Thursday, May 1, 2014

1. Call to order – The meeting was brought to order at 7:15pm, Thursday, May 1, 2014 at the Ypsilanti District Library, 229 West Michigan Avenue. Committee members attending were Tony Bedogne, Diana Gonzalez, Bob Krzewinski, and Laura Shiltz.
2. Introductions
 - a. Audience participation/public input – None.
3. General business
 - a. Agenda approval – A motion was made by Laura Shiltz, seconded by Tony Bedogne, to approve the May meeting agenda with no objections.
 - b. Approval of April meeting minutes – A motion was made by Tony Bedogne, seconded by Laura Shiltz, to approve the April meeting minutes with no objections.
4. Old business
 - a. 2014 Committee priorities
 - Ypsilanti bicycling/walking map – Tony Bedogne gave an overview on his meeting with Washtenaw Area Transportation Study (WATS) staff on new maps. As much map feedback and input is needed from WATS, Tony will look into possibly a separate Non-Motorized Advisory Committee meeting for August or September.
 - Border To Border Trail completion progress – No new updates.
 - Bike Friendly Community & Walk Friendly Community applications – A majority of the meeting time was spent discussing the Bike Friendly and Walk Friendly Community applications. A separate meeting will be rescheduled later in May with City Planner Teresa Gillotti to spend more in-depth time with the applications.
 - b. Planning Department update – None.
 - c. Upcoming events (Bike Ypsi Spring Ride) – Tony Bedogne will have a City of Ypsilanti Non-Motorized Advisory Committee display at the May 4th Bike Ypsi Spring Ride, passing out information and gathering public input.
 - d. May Bike-Bus-Walk Week (May 11-17) – Bob Krzewinski gave an overview of Bike-Bus-Walk Week activities.
5. New Business – Bike racks have turned up missing from the Depot Town area and Bob Krzewinski has the Downtown Development Authority looking into this matter.
6. Other Items – Announcements – There will be a walk along the planned Border To Border Trail segment from Frog Island Park south to the Water Street area on Saturday, May 24th starting from Frog Island. The walk is sponsored by the Huron River Watershed Council.
7. Adjournment – A motion was made by Laura Shiltz, seconded by Tony Bedogne, to adjourn the meeting. With no objections, the meeting was adjourned at 8:15pm. The next meeting will be Thursday, June 5, 2014 at the downtown Ypsilanti District Library.