

**PLANNING COMMISSION
MEETING MINUTES
May 21, 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, C. Zuellig, H. Jugenitz, A. Bedogne;

Absent: N. Sandberg, P. Hollifield, M. Bullard (all excused)

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

III. APPROVAL OF MINUTES – April 16, 2014

Commissioner Jugenitz moved to approve the minutes of April 16, 2014 with amendment to Page 3 that read “from January 2014” to “each January”(Support: A. Bedogne) and the motion carried unanimously.

IV. AUDIENCE PARTICIPATION

None

V. PUBLIC HEARING ITEMS

None

VI. OLD BUSINESS

1. Water Street Update

Ms. Gillotti gave an update on the status of the Water Street project. Staff is scheduling the closing for Family Dollar during the first week of June and hopefully they will start construction in June or July. Water Street Flats has put their proposal forward to the state so we are waiting for feedback from MSHDA on the application for tax credit. The Bridge and Trail plans have been submitted to the DEQ for approval since they in are in the flood

plain and once plans are approved, they will be put out for bid and estimate construction to begin in August and completed in October.

VII. NEW BUSINESS

1. 454 Harriet – Hope Clinic

Ms. Gillotti stated that this is a site approval request for a food distribution site, parking lot paving and access aisle. The parcel fronts on Harriet Street and has an existing 1,231 sq. ft. 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 proposed renovations are primarily to the exterior of the building and additional parking. The changes are replacement of two 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.

Ms. Gillotti reviewed the land use and zoning of surrounding areas. There is some landscaping proposed although it is minimal. A waiver is requested for the greenbelt on the north side. The engineer wants to do a site visit with the architect for storm water options to see what can be done.

Commissioner Zuellig asked for clarification on the parking requirements questioning with 6 spaces required, 23 parking spaces on site, what will the overflow used for to which Ms. Gillotti responded in detail. Commissioner Johnson referred to the parking waiver landscaping asking what it would look like without a waiver and Ms. Gillotti explained that without a waiver, it would then require 3 trees and greenbelt on three sides - east, west and south.

Ken Cousino, Design Engineer for the project and **Matt Hudson**, Project Director for Hope Clinic were in attendance to represent Hope Clinic. Also in attendance was Associate Director, **Jean Horack**.

Mr. Hudson stated that Hope Clinic has grown considerably so that they now utilize over 400 volunteers a month from UofM, WCC, and at times, when all assistance is being utilized in patient advocacy, medical and dental assistance, soup kitchen, personal hygiene and many other programs, including distribution of produce, the overflow in parking is required. They started distribution of produce last year and were giving out 1,000 lbs/week, which has now risen to 4,000 lbs/week. They have approached the owner of the adjacent lot in an effort to purchase it but have been unsuccessful at this time. Some discussion was held on the use for the lot in question but Ms. Gillotti added that until such time as the lot is acquired, nothing definite can be agreed. Ms. Horack stated that currently, this lot is being used for parking by the neighborhood.

Commissioner Johnson asked about bicycle parking and Mr. Cousino responded that there is room behind the building and they would agree to have this included as a condition. Commissioner Jugenitz asked if we need to specify the number of bike racks and Ms. Gillotti responded that there is no standard set, only that they are required. Both Commissioners Zuellig and Bedogne had concerns about parking, as well as the paving of large portions of the site. Ms. Gillotti stated that this is a particularly narrow lot and quite restrictive.

Commissioner Bedogne moved that 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 Sec 122-127.

Waivers

1. To accept proposed foundation landscaping, with the finding that the benefit intended to be secured by Sec 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 Sec 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 Sec 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 current condition of the site creates conditions so that strict application cannot be applied.
5. To accept proposed parking lot landscaping, with the finding that the current condition of the site creates 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 product 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.

The motion was support by Commissioner Zuellig. A roll call vote was taken and carried unanimously.

2. 876 Railroad – Addition to tow yard

Ms. Gillotti presented some background information on this site stating that a few years ago, a special use was granted for a tow yard – it is much the same – there is no curb and no sidewalk. The previous site plan waived sidewalks since the city was granted an easement along the river. The entire site is used as part of the towing services; therefore, we do feel it is not an expansion of the special use.

Ms. Gillotti continued that this is a request for site plan for an expansion of a building. The parcel is 2.26 acres fronting on Railroad Street. There is an existing 1,920 sq.ft building, two sheds and a 16-space parking lot. The applicant is proposing to expand the building with an 8,000 sq. ft. 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 building addition will be used for storage and parking, as well as some repairs to trucks.

It is a very sizeable building compared to the existing building. The proposed addition is comprised of six 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 battery room. She reviewed the site plan in detail highlighting the changes that are planned. They proposed a sign on the roof on the new addition and this is not allowed.

The land use and zoning surrounding areas was reviewed.

Commissioner Zuellig asked for clarification on the 20' drive width parking lot. Ms. Gillotti stated that this had been on the previous plan. Ms. Zuellig also asked if we had maximum driveway width, to which, Ms. Gillotti responded that we do not have a standard for non-residential.

John Holowicki, 313639 W. 8 Mile Road, is the architect for the project and was accompanied by the owner, Billy Salamey. Mr. Holowicki stated that the original building is outdated and too small and detailed the proposed use of the site and new building including maneuvering of trucks in and out of the site. Both he and the owner agreed to do whatever landscaping is required. He agreed to remove signage on the roof.

After further discussion by board members on clarification of required landscaping, updating site plan with floodplain and floodway line for the Huron River and applicant to receive permit from Department of Public Services for any work in the Railroad Street right-of-way, Commissioner Jugenitz moved that 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 Sec 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 Sec 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 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 flood plain 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 either appropriate ground cover, or juniper bushes planted in and round 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.
8. Applicant to clearly show or denote on the site plan the work to be completed as part of the site plan approval.

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

VIII. COMMITTEE REPORTS

Non-Motorized Committee - Ms. Gillotti is working with Carlisle/Wortman on this project and hopes to begin the process in June. April and May meeting minutes were included in the packet. A special meeting will be held on May 27th to officially complete the Bike/Walk Friendly applications.

Capital Improvements Committee - Commissioners Johnson and Zuellig agreed to participate on this committee. Ms. Gillotti stated that she anticipated there would be two meetings between June and December.

IX. FUTURE BUSINESS DISCUSSION/UPDATES

1. Full Zoning Text & Map
2. Election of Officers
3. Bylaws

X. ADJOURNMENT

Since there was no further business, Commissioner Bedogne moved to adjourn the meeting (Support: H. Jugenitz) and the motion carried unanimously. The meeting adjourned at 9:00 pm.