

1. Agenda

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

2. Packet

Documents: [OCT22 PACKET .PDF](#)

3. Packet 2

Documents: [311 S GROVE SUPPLEMENT .PDF](#)

Agenda
Planning Commission
Council Chambers
Wednesday, October 29, 2014 - 7:00 P.M.

I. Call to Order

II. Roll Call

Roderick Johnson, Chair	P	A
Cheryl Zuellig, Vice Chair	P	A
Anthony Bedogne	P	A
Phil Hollifield	P	A
Heidi Jugenitz	P	A
Nicki Sandberg	P	A
Scott Straley	P	A

III. Audience Participation

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

IV. Public Hearing Items

- *none*

V. New Business

- *none*

VI. Old Business

- *Zoning Ordinance and Zoning Map revisions per Planning Commission request (planning staff)*

VII. Future Business Discussion / Updates

- Prospect and Grove non-motorized improvements (complete streets review)
- 6-year Capital Improvements plan

VIII. Adjournment

**Agenda
Planning Commission
Council Chambers
Wednesday, October 22, 2014 - 7:00 P.M.**

I. Call to Order

II. Roll Call

Roderick Johnson, Chair	P	A
Cheryl Zuellig, Vice Chair	P	A
Anthony Bedogne	P	A
Phil Hollifield	P	A
Heidi Jugenitz	P	A
Nicki Sandberg	P	A
Scott Straley	P	A

III. Approval of Minutes

- August 20, 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

- *Alley Vacation Application - second from East N-S Alley between Forest and Oak*
- *Alley Vacation Application - Whittier/Cornell/Washtenaw/Mansfield east portion*
- *Lather Street vacation*

VI. New Business

- *500 S. Mansfield – site plan for temporary parking lot*

VII. Old Business

- *311 S. Grove site plan (tabled Aug. 20)*

VIII. Future Business Discussion / Updates

- Oct. 29 meeting – Zoning ordinance revision modifications

IX. Adjournment

**PLANNING COMMISSION
MEETING MINUTES
August 20, 2014 2014
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: C. Zuellig, H. Jugenitz, A. Bedogne, P. Hollifield, N. Sandberg, S. Straley

Absent: R. Johnson (excused)

Staff: Teresa Gillotti, Community Development Director
Bonnie Wessler, Planner I

III. APPROVAL OF MINUTES – June 18, 2014

Commissioner Sandberg moved to approve the minutes of June 18, 2014 (Support: P. Hollifield) and the motion carried unanimously.

IV. AUDIENCE PARTICIPATION

None

V. PUBLIC HEARING ITEMS AND PRESENTATIONS

None

VI. OLD BUSINESS

Commissioner Sandberg moved to amend the agenda moving Capital Improvements under "New Business" to "Old Business (Support: H. Jugenitz) and the motion carried unanimously.

1. Capital Improvements Review – Prospect Road

Ms. Gillotti stated that the plans were just received. A representative from Mannik and Smith was in attendance to discuss the project for Ypsilanti Heritage Bridge and River's Edge Linear. He gave a presentation on the park and trail final designs, which included the plans for the bridge – Part A. He also discussed Part B, which extends from

Michigan Ave south to Grove Street with details of the process and types of materials that would be used for the layout of the path.

Commissioners had minimal comments regarding the amount of traffic as well as concern for safety and lighting on the bridge. Commissioner Straley asked about park hours and if it could be consistent with other parks in the city. Ms. Gillotti responded that it differs in various parks. Commissioner Bedogne asked about the implementation schedule and Ms. Gillotti responded that staff is looking at a tentative date of October for construction start.

Commissioner Straley moved to support the plans as stated with special consideration for future lighting and clarification of hours (Support: H. Jugenitz) and the motion carried unanimously.

2. Request for Extension – Parkridge Homes

Ms. Gillotti stated that last year Ypsilanti Housing Commission submitted two funding proposals to MSHDA for loans and housing tax credits. One was for Parkridge Homes and the second to rehab all other Parkridge properties. They have received funding for the scattered site project and were invited to re-apply in October. They need approval for an extension on the site plan application, which would give them time to re-apply.

Commissioner Jugenitz moved to approve the request for an extension of six months of the site plan review (Support: P. Hollifield) and the motion carried unanimously.

IX. NEW BUSINESS

1. 1510 Washtenaw

Ms. Wessler, Planner I, stated that this is a request for a major site plan revision. The original site plan was submitted last year. There is a complication because of the size of the lot and as a result some changes have to be made. The applicant is requesting four changes: 1) Removal of the westernmost parking space along Washtenaw frontage and related curbing changes; 2) Removal of the greenbelt landscaping along Washtenaw between parking lot and sidewalk; 3) Removal of the requirement for easement along the front of the building; and 4) The applicant had proposed new lighting but has managed to rehab the existing lighting and would like approval to continue with the old lighting.

It is staff's opinion that all of these are reasonable requests and recommend approval with findings, waivers and conditions included in staff's memo of August 12, 2014.

Commissioner Bedogne was very concerned about storm water management. Commissioner Zuellig was concerned about plant survival. Commissioner Straley inquired about the existing sign. Ms. Wessler addressed these issues with responses from the Mr. Issa, representative of the property.

After further discussion by commissioners and concerns addressed by staff, Commissioner Bedogne moved that the Planning Commission approve amending the existing site plan for 1510 Washtenaw with the following findings, waiver and condition:

Findings

- Continuance of 22 parking spaces is not an expansion of an existing non-conformity.
- The easement previously required by Planning Commission is no longer required due to the presence of sidewalk along the Washtenaw frontage.
- To reach a higher percentage closer to the 10% landscaping requirement in Sec 122-127.

Waiver

- Planning Commission waiver for provision of the greenbelt, due to dimensional and maintenance concerns.

Conditions

- The changes noted above and in the attached sketch plan are provided on sealed as-built drawing.
- Approximate 2" screen wall between sidewalk and parking area be installed

The motion was supported by Commissioner Hollifield and was passed 6-0.

2. 636 S. Mansfield

This is a request for a site plan approval for new storage building, drive approach for said building, dumpster enclosure and sidewalk. B. Wessler presented the site plan noting that there were a few recommendations on storm water managements concerns. The owner, Pat Walters, expressed concern about having to build a sidewalk in an area that has minimal activity, and requested to be able to provide funding for a limited time frame for sidewalks to be built throughout the area. The commissioners had minimal discussion, and the motion to approve the site plan was provided by Commissioner Jugenitzx noting the following findings, conditions and waivers:

Findings

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

Waivers

1. Planning Commission waiver requested to accept proposed off-street parking landscaping
2. Planning Commission waiver required to omit in-ground irrigation.

Conditions

1. Applicant shall submit an estimate to construct a sidewalk built to City of Ypsilanti standards along the frontage of the lot, and submit this amount into an escrow account held by the City for construction of said sidewalk by the City.
2. Applicant to submit further detail regarding parking lot and entrance lighting, subject to administrative approval
3. Applicant to submit further detail regarding dumpster enclosure to confirm compliance.

4. A separate drawing showing the proposed contours and site plan shall be provided, separate from the existing topography and site conditions.
5. Storm runoff from the proposed improvement shall be fully captured and handled onsite by the existing storm system. An easement will be required from the adjoining property (Lot 7) if the existing drainage swale is to be used to channel new runoff from the improved area.
6. It appears there will be a significant grade differential from the relocated dumpster location to the north. The limits of grading shall be clearly identified in this area.
7. The type and location of all existing structures will need to be field-verified.
8. It appears that neither new water main nor sanitary sewer is proposed. If proposed, water main and sanitary sewer shall be shown on plans. Review and approval from YCUA will be required.
9. We understand that payment in lieu of construction is being recommended for the proposed sidewalk. The proposed sidewalk shall be removed from the plan and replaced with a note stating so.
10. A truck circulation plan with turning movements for the largest anticipated vehicle shall be provided.
11. 11. Cross sections are required for all paved areas, including HMA, concrete, and sidewalks.
12. Slopes shall be shown for all paved drive areas.
13. The owner's telephone number shall be provided on the site plan.
14. Review and approval will be required from the Fire Department.
15. A note shall be added to the plans indicating "distressed or damaged areas of the existing parking lot will be repaired as part of the project".

The motion was seconded by Commissioner Sandberg and passed unanimously (6-0)

3. 311 S. Grove

B. Wessler presented a site plan for 311 S. Grove Street, noting that there were a series of items that still needed to be addressed. The property owner, Ayad Jacksi and the engineer, Ziad El-Baba were present and talked through many of the issues in the review during the presentation including distance from the sidewalk, the ability to stack spaces for show spaces rather than formal parking spaces, islands, catch basins and bioswales and other items.

Commissioner Bedogne noted he needs to see the changes before being able to consider.

Commissioner Bedogne moved to table this item (Support: S. Straley) and the motion carried unanimously.

X. COMMITTEE REPORTS

Non-Motorized Committee

XI. FUTURE BUSINESS DISCUSSION/UPDATES

1. Zoning Code Update – Schedule Update
2. Request for September 10 meeting for review of proposed I-94 crossing

XII. ADJOURNMENT

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



City of Ypsilanti

Community & Economic Development Department

16 October 2014

Staff Review of Alley Vacation Application Second from East N-S Alley between Forest and Oak

GENERAL INFORMATION

Applicant: Robert Grams, Jr
317 Oak St
Ypsilanti, MI 48198

Application Date: 9/17/2014

Location: Second from East N-S Alley between Forest and Oak

Zoning: R1, Single-family Residential

Action Requested: Alley Closure

Staff Recommendation: Approval.

PROJECT AND SITE DESCRIPTION

Mr Grams and his family live at 317 Oak, at the south-west end of the alleyway. With the recent closure of the alley to their east, approved by Planning Commission in 2011, he and his neighbors have seen an increase in cut-through traffic in the alley. Due to this traffic, the neighbors are concerned about their health, safety, and welfare. They do wish the alley not be vacated, as pedestrians use the alley frequently, and the neighbors use it for garage access.

Figure 1: Street Location

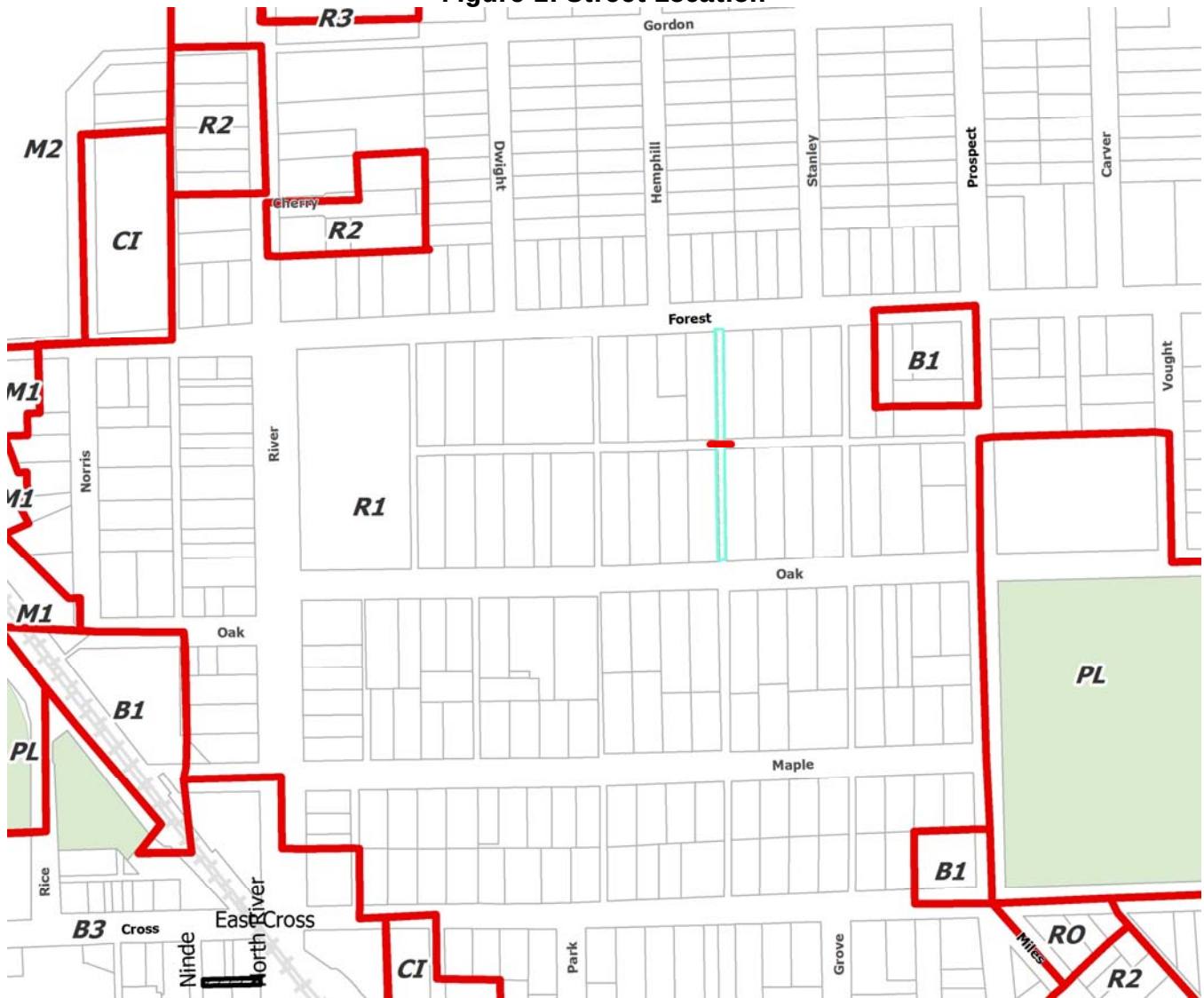


Figure 2: Site Aerial (2010)



ALLEY VACATION STANDARDS

§94-271

The process to vacate an alley, as prescribed by City Code, follows these simplified steps:

- (1) A motion of City Council, or a Petition by the majority of abutting owners, initiates the process.
- (2) Planning Commission holds a public hearing
- (3) Planning Commission makes recommendation to City Council
- (4) City Council considers the request in open session and passes a resolution of intent to vacate in the form of an ordinance first reading.
- (5) City Council sets a date for a public hearing not less than four weeks thereafter.
- (6) City Council decides to vacate or close the alley, with or without conditions, or take no action.

The ordinance further provides standards to be considered in any closure or vacation of a public right-of-way. These five, and staff comments, are as follows:

(1) Whether the alley services a residential, single-family, multi-family or business area.

The area served is residential.

(2) Whether the closing will create an undue burden on traffic.

It is currently used for garage access and pedestrian traffic. Cut-through traffic has been redirected from the alley to the east to this alley. Those drivers were, anecdotally, avoiding the light at Forest/Prospect and traffic generated by the school.

(3) Whether the closing is necessary to prevent traffic from traveling through the neighborhood to destinations outside the neighborhood or other safety factors such as speed of traffic, frequency of use, the size and condition of the alley.

This closure would prevent cut-through traffic

(4) The wishes and desires of the majority of the neighborhood.

Representatives from each household abutting the alley have signed the petition for its closure.

Not less than four weeks prior to the City Council meeting at which this issue will be further deliberated, staff will mail notice to adjacent property owners, post notice of that meeting in no less than three different public places in and around the alley, and publish notice in the official city newspaper at least once per week for two successive weeks, per §94-293, §94-294, & §94-295. Additional feedback is expected at that time.

(5) The present and future interests of the city considering planning for the entire city.

Closing the alley does not affect future plans. We recommend that this alley not be vacated in the future.

OTHER DEPARTMENT AND AGENCY INVOLVEMENT

DEPARTMENT OF PUBLIC SERVICES

AWAITING FEEDBACK. Utility easements, if necessary, will be retained.

FIRE DEPARTMENT

The Fire Department has reviewed the application and has no objection.

UTILITY ACCESS

Per §94-297 of the City Code of Ordinances, the City shall retain and reserve within the entire former right-of-way an easement for installation and maintenance of utilities unless such easement is specifically abandoned. Staff is not aware of any utilities in this location.

STAFF RECOMMENDATIONS

Staff recommends that this alley be closed.

Bonnie Wessler
Planner I, Community & Economic Development Dept.

CC File
 Applicant



City of Ypsilanti

Community & Economic Development Department

16 October 2014

Staff Review of Alley Vacation Application Whittier / Cornell / Washtenaw / Mansfield east portion

GENERAL INFORMATION

Applicant: Homes for Autism DBA Pheasant Ring
1403 Whittier
Ypsilanti, MI 48197

Application Date: 7/22/2014

Location: Easternmost portion of the east-west alley Whittier, Cornell, Washtenaw, and Mansfield, immediately south of 1403 Whittier.

Zoning: B2, Community Business, and R1, Single-Family Residential

Action Requested: Alley Vacation

Staff Recommendation: Denial.

PROJECT AND SITE DESCRIPTION

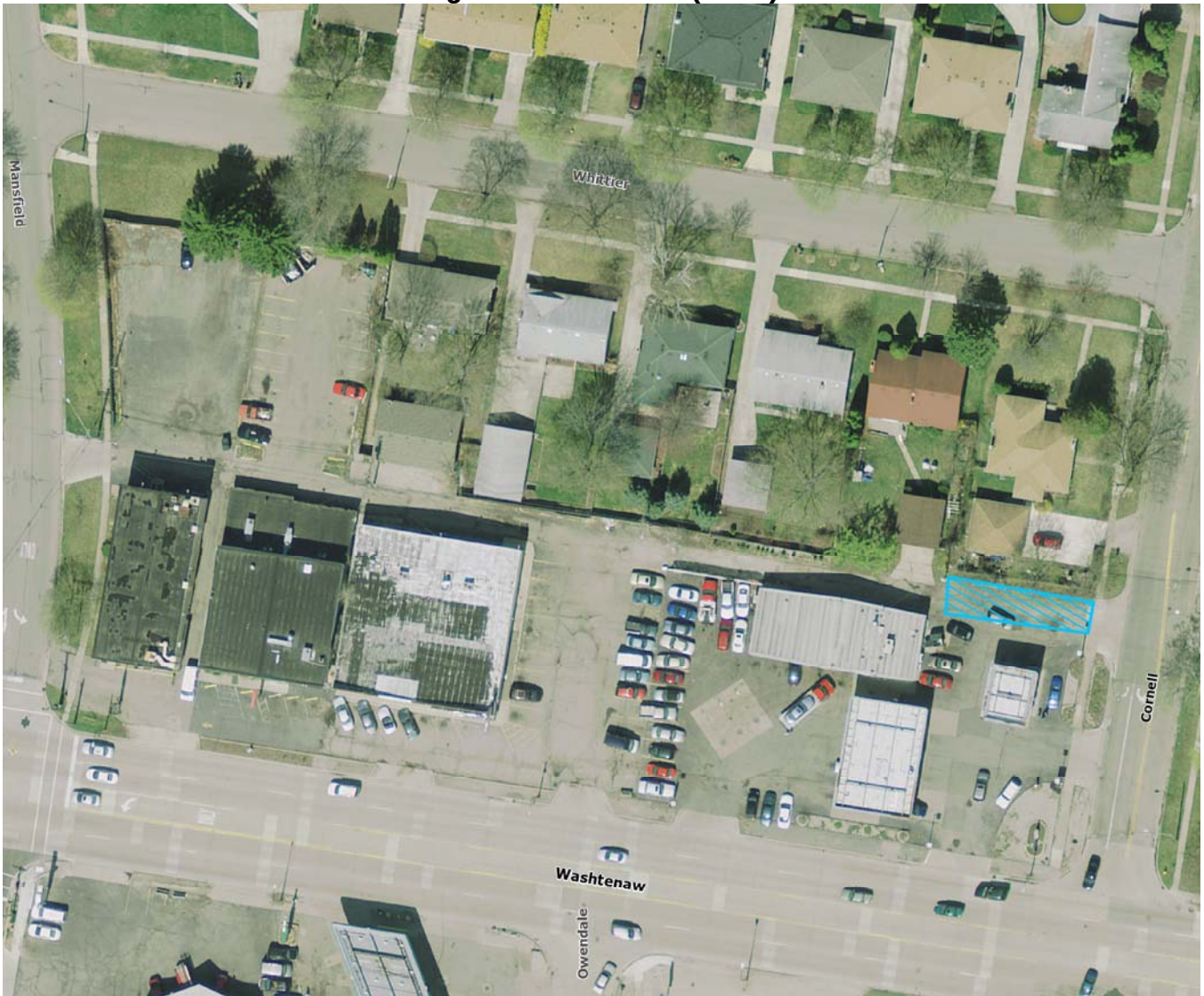
Homes for Autism own the property at 1403 Washtenaw, which is immediately north of 1420 Washtenaw, Sam's Auto. These properties are currently separated by the alleyway. The applicant has had issues with trash blowing onto the portion of the alley immediately adjacent to them. Under the City Code, §42-75, they are responsible for keeping this portion of the alley clean. They no longer wish to be responsible for keeping it clear, and they state they do not generate the litter in question. By vacating this portion of the alley and deeding "their" portion to their neighbor to the south, they would be free of this responsibility.

This alley is currently open and owned by the city. The property owner at 1415 Whittier, immediately adjacent, uses the alley for access to their garage, as does the property at 1439 Whittier. Businesses along the Washtenaw frontage use the alleyway for access to parking, ingress, and egress.

Figure 1: Alley Location



Figure 2: Site Aerial (2010)



ALLEY VACATION STANDARDS

§94-271

The process to vacate an alley, as prescribed by City Code, follows these simplified steps:

- (1) A motion of City Council, or a Petition by the majority of abutting owners, initiates the process.
- (2) Planning Commission holds a public hearing
- (3) Planning Commission makes recommendation to City Council
- (4) City Council considers the request in open session and passes a resolution of intent to vacate in the form of an ordinance first reading.
- (5) City Council sets a date for a public hearing not less than four weeks thereafter.
- (6) City Council decides to vacate or close the alley, with or without conditions, or take no action.

The ordinance further provides standards to be considered in any closure or vacation of a public right-of-way. These five, and staff comments, are as follows:

(1) Whether the alley services a residential, single-family, multi-family or business area.

The alley serves both a residential and a business area, and is in active use for both.

(2) Whether the closing will create an undue burden on traffic.

It is our understanding that the property owner at 1403 Whittier does not wish to retain title to that portion of the alley, were it to be vacated. Presumably they would offer it to the business to the south. Likely, it would be used as an ingress/egress for the business, but does have the potential to be closed off to non-business traffic.

(3) Whether the closing is necessary to prevent traffic from traveling through the neighborhood to destinations outside the neighborhood or other safety factors such as speed of traffic, frequency of use, the size and condition of the alley.

These factors do not appear to apply.

(4) The wishes and desires of the majority of the neighborhood.

No feedback has been received from other parties abutting the alleyway. However, notice of this petition was only published in the newspaper of record; individual notices were not sent at this point in the process.

Not less than four weeks prior to the City Council meeting at which this issue will be further deliberated, staff will mail notice to adjacent property owners, post notice of that meeting in no less than three different public places in and around the alley, and publish notice in the official city newspaper at least once per week for two successive weeks, per §94-293, §94-294, & §94-295. Additional feedback is expected at that time.

(5) The present and future interests of the city considering planning for the entire city.

This portion of Washtenaw is considered to be a major traffic corridor of the City, and the commerce located along it to serve mostly neighborhood needs. The area to the north is strongly single-family residential. This is reflected both in the City's Master Plan and in the current and future zoning ordinances. As this block in particular has intense commercial uses, the alley serves as a buffer between those very different use types. It may also serve as a secondary access for loading and unloading for current and future businesses, as well as garage access for residences to the north.

OTHER DEPARTMENT AND AGENCY INVOLVEMENT

DEPARTMENT OF PUBLIC SERVICES

AWAITING FEEDBACK. Utility easements, if necessary, will be retained.

FIRE DEPARTMENT

The Fire Department has no objection to this vacation.

UTILITY ACCESS

Per §94-297 of the City Code of Ordinances, the City shall retain and reserve within the entire former right-of-way an easement for installation and maintenance of utilities unless such easement is specifically abandoned. Staff does not recommend that such easements be abandoned in this case.

STAFF RECOMMENDATIONS

The easternmost portion of the east-west alley immediately abutting 1403 Whittier and 1420 Washtenaw currently serves as an important access point for the block; serves to buffer the commercial and residential uses; and will support future redevelopment of the Washtenaw frontage. Staff does not recommend vacation at this time.

Bonnie Wessler
Planner I, Community & Economic Development Dept.

CC File
 Applicant



Homes for Autism

The Brightest Hope for People with Autism

PO Box 904
Birmingham, MI
48012-0904
July 22, 2014

VIA E-mail: Teresa Gillotti (tgillotti@cityofypsilanti.com)

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

Dear Ms. Theresa Gillotti,

Attached are:

- Alley Vacation Application;
- Sketch of pertinent area;
- Photograph of pertinent area.

I submit this application for alley vacation so that the 16' ROW between 1403 Whittier and the Citgo gas station can be ceded to the Citgo gas station owner who I believe is Sam Wahab. He also owns the adjoining Sam's auto service at 1420 Washtenaw Ave. Ypsilanti, MI 48197.

Homes for Autism DBA Pheasant Ring, owner of the residence at 1403 Whittier, and the Citgo gas station have been cited for code violations. As you can see from the attached photos, none of the debris is on the home side of the fence. Despite this, the home has received several citations.

Sam Wahab and his son, Al Wahab are in agreement to accept the ROW as an extension of the property as indicated on the sketch. I met with them on July 22, 2014 at the site.

I met with your representative and it was suggested that an application be submitted so the ROW can be placed in private hands. Homes for Autism has no interest in acquiring any property beyond its lot 350, namely, 1403 Whittier. Therefore it is willing to cede any of the ROW to Sam Wahab.

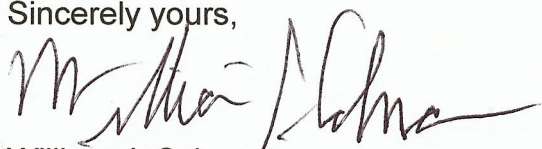
As a way of background, Homes For Autism has 5 homes in southeast Michigan where adults who have autism live under 24/7 care. See: www.homesforautism.org

We are currently renovating a home in Waterford working with Habitat for Humanity of Oakland County and Christ the Redeemer Church in Lake Orion, MI. See Christ the Redeemer web site for photos showing the progress of renovation.

Because we are a 501(c) (3) Michigan corporation, we request that the fee for the application be waived.

If you need any further information, please let me know.

Sincerely yours,

A handwritten signature in black ink, appearing to read "William J. Schramm", written over a horizontal line.

William J. Schramm

President

Homes For Autism DBA Pheasant Ring

2674 Browning Dr.

Lake Orion, MI 48360

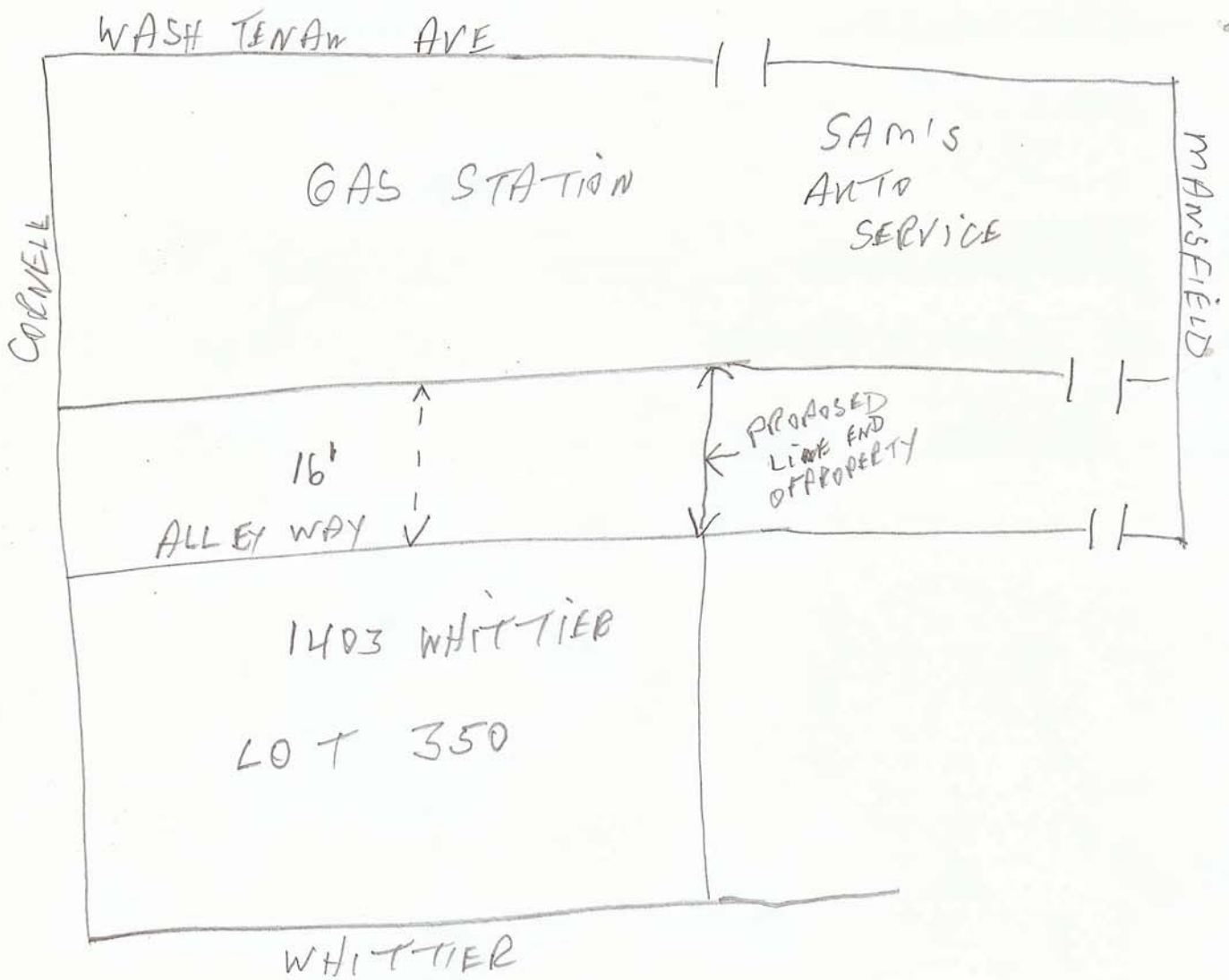
248-391-2674

CC: Anne Gerard, Executive Director of Homes For Autism: via e-mail

Sam & Al Wahab: via e-mail: aliwahab@gmail.com

State Senator James Marleau, Board member of Homes for Autism: via E-mail

Jess O'Jack: via e-mail









City of Ypsilanti

Community & Economic Development Department

16 October 2014

Staff Review of Street Vacation Application Lathers Street

GENERAL INFORMATION

Applicant:	City of Ypsilanti on behalf of Mary Louise Foley & family 1010 W Michigan Ave Ypsilanti, MI 48197
Application Date:	9/18/2014
Location:	Lathers Street within the City
Zoning:	RO, Residential Office (1010 W Michigan) and R1, single-family residential (northwards)
Action Requested:	Street Vacation
Staff Recommendation:	Approval.

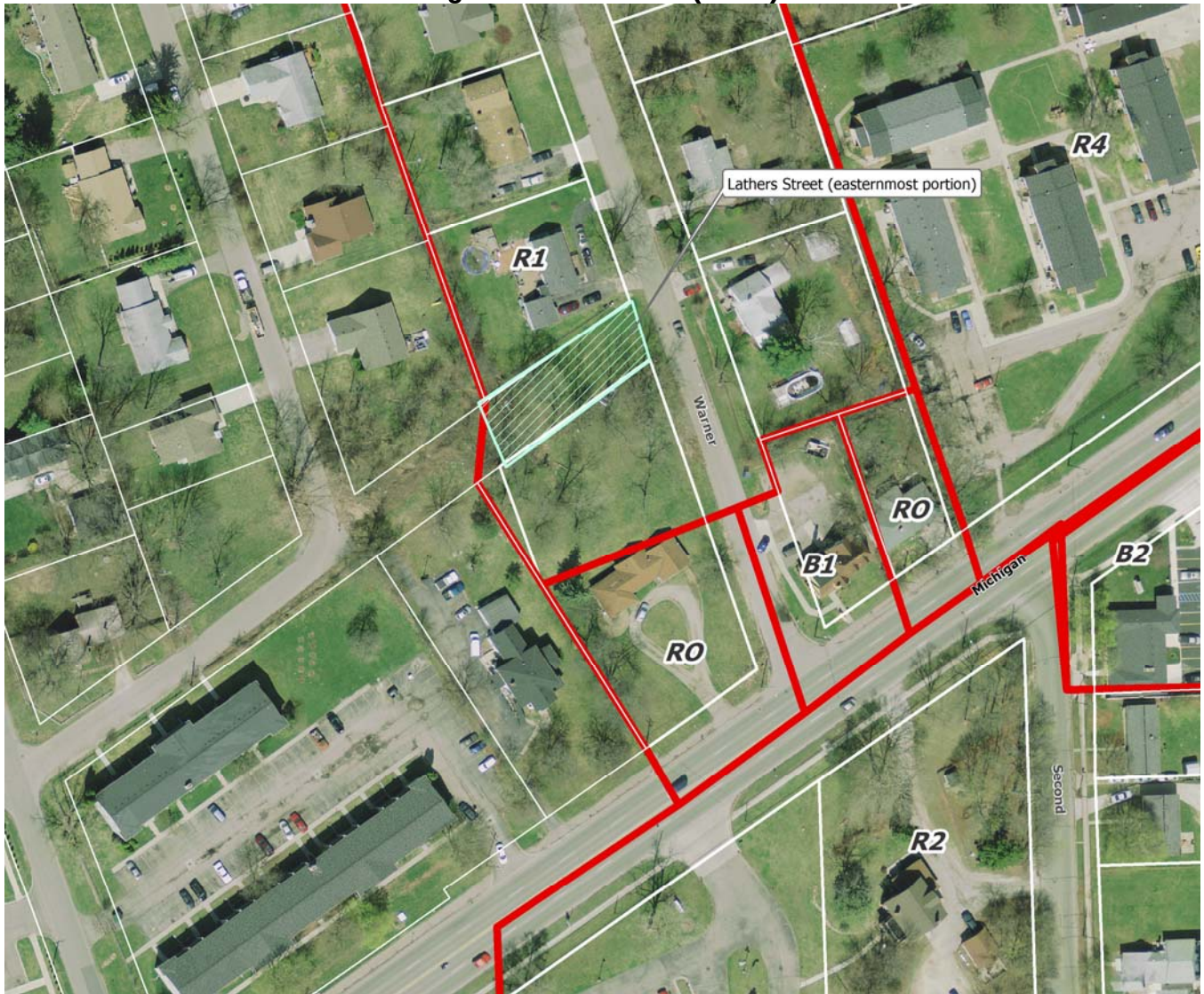
PROJECT AND SITE DESCRIPTION

The family of Ms Foley live at 1010 W Michigan, at the corner of Warner and Michigan Ave. Immediately to the north of the property is the disused Lathers Street, and to the north is 15 W Warner, a single-family residence. This portion of Lathers has not been in use as a street for many years; it has become effectively part of the neighbors' yards; it is not used for access. The neighbors are requesting the City formally vacate the street so that it may become part of their respective properties.

Figure 1: Street Location



Figure 2: Site Aerial (2010)



ALLEY VACATION STANDARDS

§94-271

City Code does not currently outline a process by which streets are vacated. Currently we abide by state statute, which only requires Council resolve to vacate the street in question. However, in defense of the public interest, the City has chosen to, for the time being, address street vacations in the same manner as alley vacations, including a mirroring of the review process and public noticing. We anticipate revising the ordinance within the next year to address this procedure directly.

The process to vacate an alley, as prescribed by City Code, follows these simplified steps:

- (1) A motion of City Council, or a Petition by the majority of abutting owners, initiates the process.
- (2) Planning Commission holds a public hearing
- (3) Planning Commission makes recommendation to City Council
- (4) City Council considers the request in open session and passes a resolution of intent to vacate in the form of an ordinance first reading.
- (5) City Council sets a date for a public hearing not less than four weeks thereafter.
- (6) City Council decides to vacate or close the alley, with or without conditions, or take no action.

The ordinance further provides standards to be considered in any closure or vacation of a public right-of-way. These five, and staff comments, are as follows:

(1) Whether the alley services a residential, single-family, multi-family or business area.

The street is effectively closed, currently.

(2) Whether the closing will create an undue burden on traffic.

The street does not serve any traffic, currently.

(3) Whether the closing is necessary to prevent traffic from traveling through the neighborhood to destinations outside the neighborhood or other safety factors such as speed of traffic, frequency of use, the size and condition of the alley.

These factors do not appear to apply.

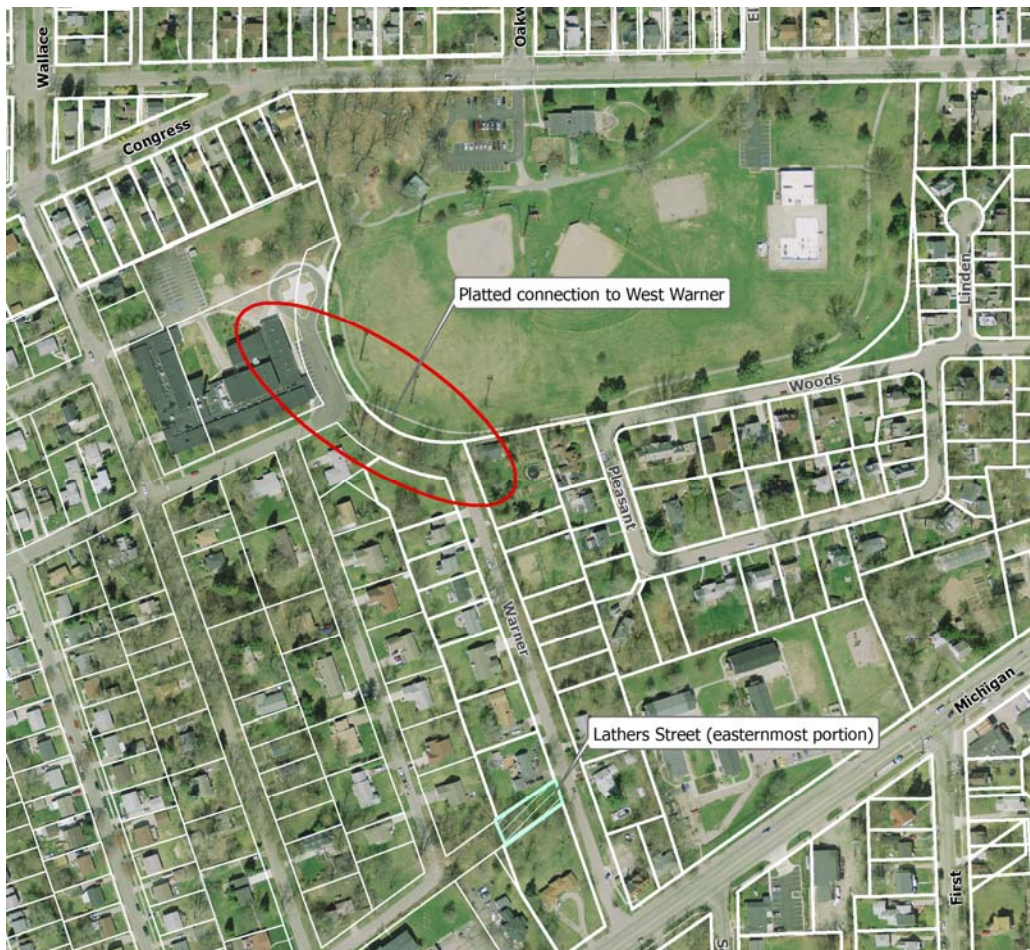
(4) The wishes and desires of the majority of the neighborhood.

It is our understanding that both property owners abutting Lathers are in favor of the vacation. However, notice of this petition was only published in the newspaper of record; individual notices were not sent at this point in the process.

Not less than four weeks prior to the City Council meeting at which this issue will be further deliberated, staff will mail notice to adjacent property owners, post notice of that meeting in no less than three different public places in and around the alley, and publish notice in the official city newspaper at least once per week for two successive weeks, per §94-293, §94-294, & §94-295. Additional feedback is expected at that time.

(5) The present and future interests of the city considering planning for the entire city.

As constructed, Warner is a street with no outlet. To the north, it dead-ends into Recreation Park. As platted, however, it connects to West Warner in the township, and to Lathers, the subject of our review. The Master Plan emphasizes connections between neighborhoods; Warner is fairly unique within the City in that it is largely disconnected; not only is it a dead-end street, but it also has no sidewalks connecting it either to Michigan Avenue or into Recreation Park. A connection to the adjacent neighborhood could be very valuable, but it can be via either platted right-of-way, it need not be via both. Staff would prioritize maintaining the connection adjacent to the park and school before the connection via Lathers, and such a connection would be more “legible”- both on its own, or in the presence of a Lathers connection.



OTHER DEPARTMENT AND AGENCY INVOLVEMENT

DEPARTMENT OF PUBLIC SERVICES

AWAITING FEEDBACK. Utility easements, if necessary, will be retained.

FIRE DEPARTMENT

The Fire Department has reviewed the application and has no objection.

UTILITY ACCESS

Per §94-297 of the City Code of Ordinances, the City shall retain and reserve within the entire former right-of-way an easement for installation and maintenance of utilities unless such easement is specifically abandoned. Staff is not aware of any utilities in this location.

STAFF RECOMMENDATIONS

Staff recommends that Lathers be vacated , as it currently serves no public purpose and will not negatively impact traffic patterns.

Staff further recommends that Lathers be vacated, but that Planning Commission note that the right-of-way connecting Warner to West Warner .

Bonnie Wessler
Planner I, Community & Economic Development Dept.

CC File
 Applicant



City of Ypsilanti
Community & Economic Development Department

17 October 2014

**Staff Review of Site Plan Application
UPS Overflow Parking Lot
540 S Mansfield**

GENERAL INFORMATION

Applicant: Jason Schwartzenberger, PE, Soils & Materials Engineers
on behalf of UPS
540 Mansfield
Ypsilanti, MI 48197

Project: UPS Overflow Parking Lot

Application Date: 9/23/2014

Location: Immediately south of the existing UPS facility on the west side of South Mansfield, south of Michigan Ave, in the industrial park.

Zoning: M1, Light Manufacturing.

Action Requested: Site Plan Approval

Staff Recommendation: Approval with conditions

PROJECT AND SITE DESCRIPTION

The applicant, UPS, is a long-time resident of the City's industrial park. Due to the increasing importance of internet-based sales, they are seeing an increased need for seasonal employee parking. They are applying to lay a gravel parking lot to the south of the existing parking area this year, and to pave it in the following year, as well as install a sidewalk along the Mansfield frontage. No other changes are proposed to the site.

Figure 1: Subject Site Location

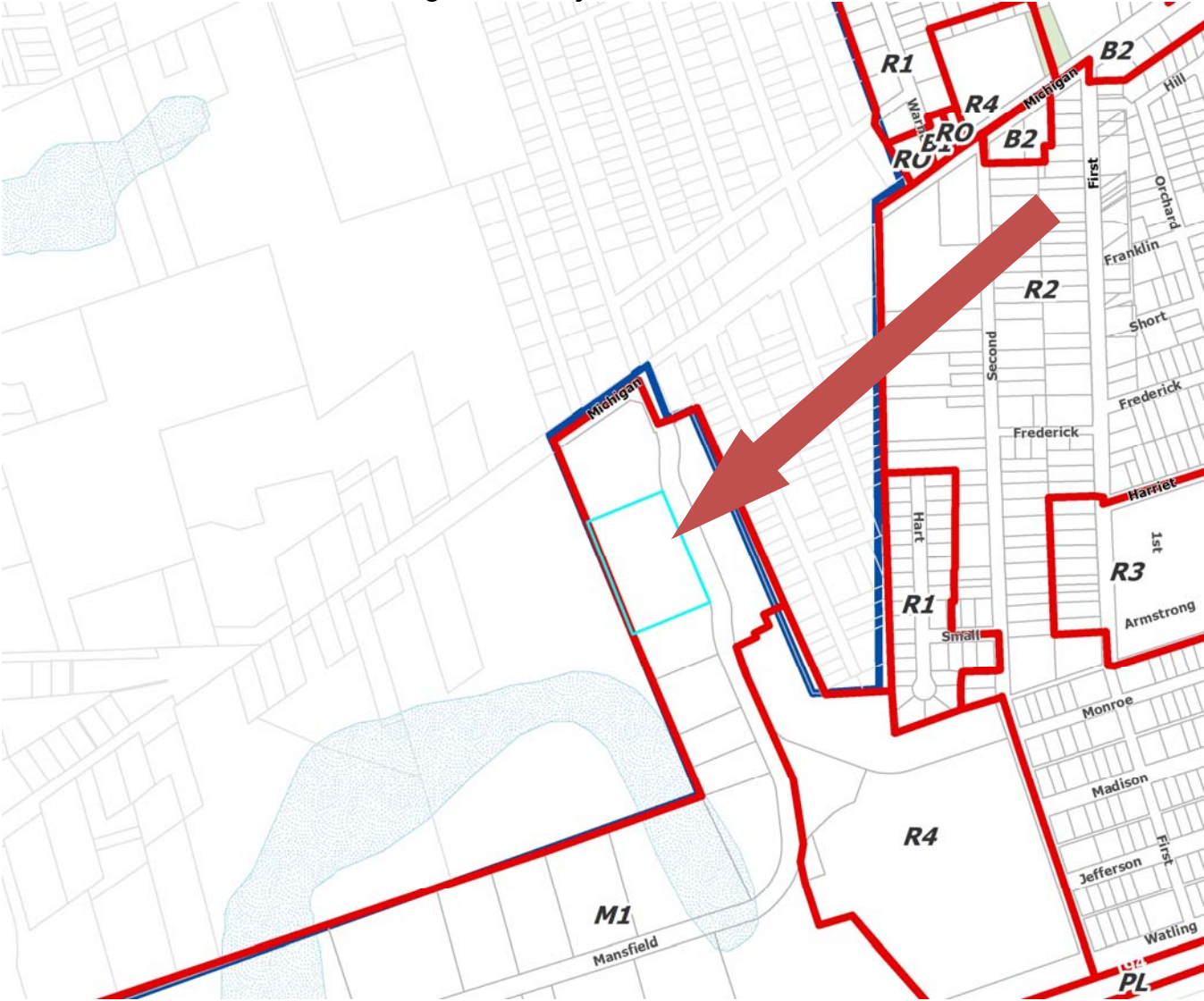


Figure 2: Site Aerial (2010)

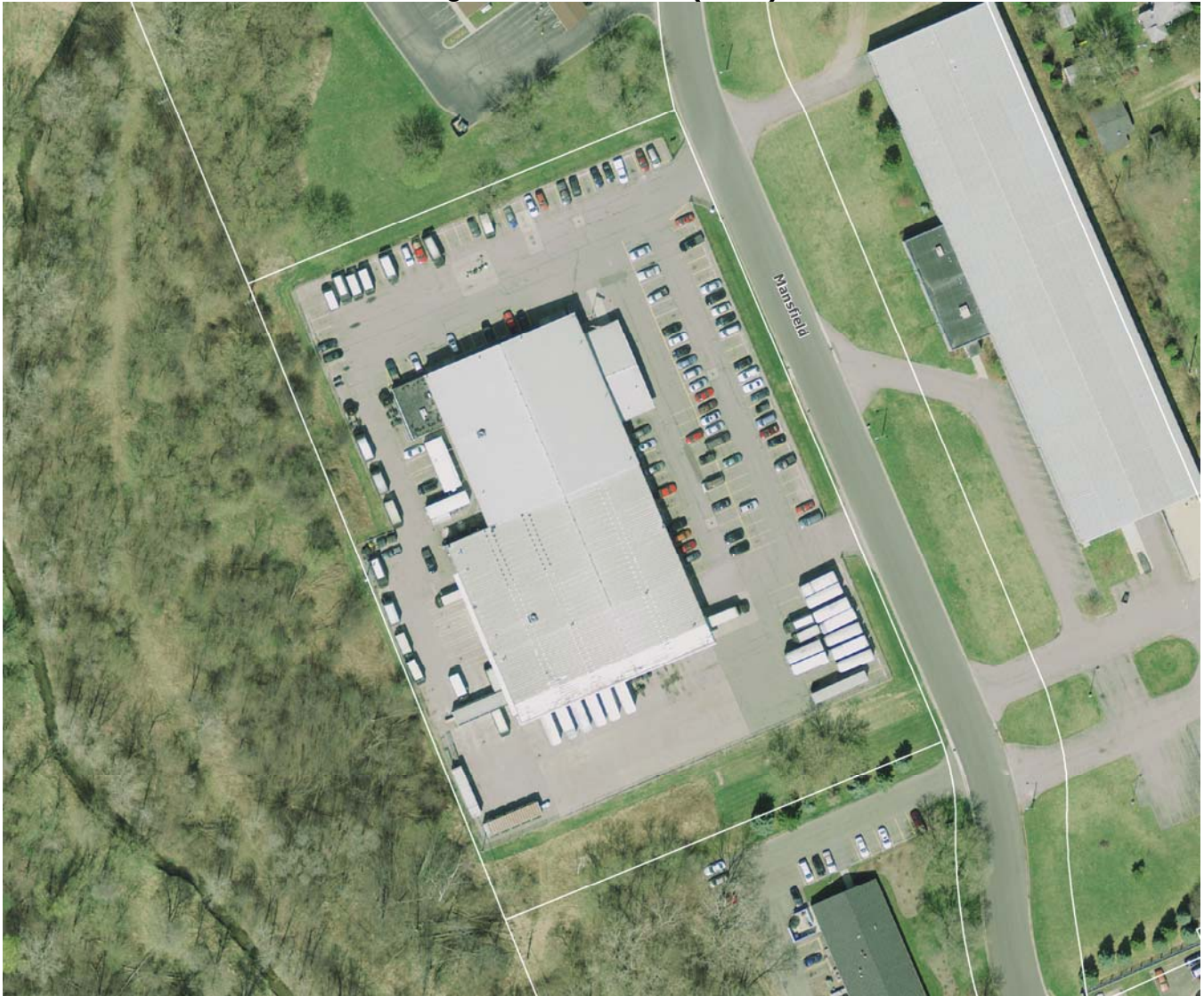


Figure 3: Land Use and Zoning of Surrounding Area

	LAND USE	ZONING
NORTH	Credit union	M1
EAST	Tool manufacturing	M1
SOUTH	Laboratory	M1
WEST	Paint Creek, vacant land	I-1 (township)

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: Requirements**

ORDINANCE REFERENCE	REQUIRED	EXISTING CONDITIONS	PROPOSED
M1	Note: no changes are being proposed to the existing building, nor existing drainage patterns. Staff is performing this review largely for the additional parking; other items, such as foundation landscaping, are presumed existing legal nonconforming.		
§122-647 SIDEWALKS	provide a sidewalk or shared-use path	No sidewalk	Sidewalk proposed. Note: it is unclear what is proposed for the sidewalk for this season. Please clarify.
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.		Traffic visibility at curbcut complies.
§122-707 LANDSCAPING	10%		17,000 sq ft 10%
§122-836 PARKING	5 plus 1 per employee in the largest working shift, or 1 for every 1700 sq ft gross floor area, plus 1 for each 300 sq ft office, whichever is greater.	Insufficient, legal nonconforming, parking under the ordinance due to seasonal employment surge.	17 additional spaces. Barrier-free parking accommodated within existing paved parking area.

Items to be Addressed:

1. Clarify treatment of sidewalk during this season.
2. As development is to be phased, clarify sidewalk treatment in the initial phase.

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

No changes to building location are proposed.

Items to be Addressed: None

SITE ACCESS, TRAFFIC, AND PARKING**§122-127(4)**

An additional curbcut off South Mansfield is proposed to accommodate ingress and egress from this overflow parking area. This curbcut is located opposite one of the drives serving American Broach.

Items to be Addressed:

1. Curbcut to be subject to Right-of-Way permit issued by Department of Public Services.

ENGINEERING & STORMWATER**§122-127(5), §122-127(6)**

As additional paved area is being proposed, as are new sidewalks, the site plan was submitted for engineering review.

Items to be Addressed:

1. See attached engineering review letter.

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	Lighting provided to the north	Unchanged
§122-704 Off-Street Parking Landscaping	1 tree per 8 spaces (17/8 = 2)	--	2 trees shown to remain
	landscape island per 16 continuous spaces	n/a	n/a
	ends of all aisles and corners protected	--	all aisle ends protected
	minimum distance of 3' from curb backside to landscaping	--	wheel stops provided
	must be screened from public ROW	n/a	n/a
	prevent vehicular encroachment into landscaping, structures		None provided

Items to be Addressed:

1. Consider adding new lighting, perhaps even temporary generator-mounted lighting for the coming season, or redirecting existing lighting to serve overflow parking.
2. Planning Commission waiver requested to accept lack of curbing.

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 Mansfield.

STAFF RECOMMENDATIONS: SITE PLAN

Staff recommends the Planning Commission **approve** the Site Plan for the UPS Overflow Parking Lot at 540 S Mansfield with the following findings, waivers, and conditions:

Findings

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

Waivers

1. To accept lack of parking area curbing, with the finding that the benefit intended to be secured by §122-704 will exist with less than the required landscaping or screening, due to the existing fencing, wheelstops, and landscaping.

Conditions

1. Applicant to bond prior to installation of gravel parking area for the construction of permanent overflow parking area and sidewalk in calendar year 2015.
2. Applicant to provide lighting for overflow parking area.
3. Applicant must obtain a permit from the Department of Public Works prior to constructing anything in the right-of-way.

Bonnie Wessler
Planner I, Planning & Development Dept.

CC File
 Applicant

UPS Customer Center

Temporay Gravel Parking Lot

500 S. Mansfield Street, Ypsilanti, Michigan 48197

WARNING!!

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 EXCLUSIVELY RESPONSIBLE FOR DETERMINING THE EXACT UTILITY LOCATIONS AND ELEVATIONS PRIOR TO THE START OF CONSTRUCTION.



Indiana
Michigan
Ohio

**Soil and Materials
Engineers, Inc.**

Shelby Township
13019 Pauline Drive
Shelby Township, MI 48315-3122
ph (586) 731-3100
fax (586) 731-3582

GENERAL NOTES

1. THE CONTRACTOR SHALL TAKE PRECAUTIONARY MEASURES TO ENSURE ALL UTILITY SERVICES WILL REMAIN FUNCTIONAL DURING THE CONSTRUCTION PERIOD. LOCATIONS OF EX. UTILITIES ON THESE PLANS ARE BASED ON AVAILABLE RECORD DRAWINGS. CONTRACTOR IS RESPONSIBLE FOR UTILITY CLEARANCE PRIOR TO COMMENCEMENT OF FIELDWORK. CONTRACTOR TO CALL MISSDIG FOR UTILITY LOCATION A MINIMUM OF 3 BUSINESS DAYS PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL ALSO RETAIN THE SERVICES OF A PRIVATE LOCATING SERVICE TO MARK PRIVATE UTILITY LOCATIONS. CONTRACTOR SHALL BE RESPONSIBLE FOR THE COSTS TO REPAIR ANY UTILITY DAMAGE.
2. CONTRACTOR AGREES TO ASSUME SOLE AND COMPLETE RESPONSIBILITY FOR JOB SITE CONDITIONS DURING THE COURSE OF CONSTRUCTION OF THIS PROJECT, INCLUDING SAFETY OF ALL PERSONS AND PROTECTION OF PROPERTY.
3. THE CONTRACTOR SHALL DESIGN, CONSTRUCT, AND MAINTAIN ALL SAFETY DEVICES, AND SHALL BE SOLELY RESPONSIBLE FOR CONFORMING TO ALL LOCAL, STATE, AND FEDERAL SAFETY AND HEALTH STANDARDS, LAWS, AND REGULATIONS. ALL TRAFFIC CONTROL ACTIVITIES SHALL BE PERFORMED IN ACCORDANCE WITH THE LATEST VERSION OF THE MICHIGAN MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES AND SHALL SUBMIT ALL REQUESTS TO OWNER'S REPRESENTATIVE AT LEAST SEVENTY-TWO (72) HOURS PRIOR TO THE ANTICIPATED NEED TO CLOSE AREAS.
4. CONTRACTOR IS RESPONSIBLE FOR OBTAINING ANY NECESSARY PERMITS AND CONFORMING TO ALL APPLICABLE PERMIT REQUIREMENTS.
5. MATERIAL AND CONSTRUCTION METHODS SHALL FOLLOW THE PRACTICE DEFINED BY THE 2012 EDITION OF THE MICHIGAN DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" AND APPLICABLE SPECIAL PROVISIONS UNLESS OTHERWISE MODIFIED HEREWITHIN OR IN THE PROJECT SPECIFICATIONS.
6. CONTRACTOR SHALL SUBMIT ALL MATERIAL SUBMITTALS REQUIRED BY THE PROJECT SPECIFICATIONS INCLUDING ASPHALT CONCRETE AND PORTLAND CEMENT CONCRETE MIX DESIGNS TO SME A MINIMUM OF 14 DAYS PRIOR TO BEGINNING FIELD WORK.
7. CONTRACTOR IS RESPONSIBLE FOR LAYOUT AND FIELD VERIFICATION. ADJUST CATCHBASINS AS REQUIRED. CONTRACTOR IS RESPONSIBLE FOR PROVIDING POSITIVE DRAINAGE (MIN. 1.5%). A PROPOSED GRADING PLAN HAS BEEN PROVIDED. DRAINAGE ISSUES SHALL BE BROUGHT TO THE ATTENTION OF SME PRIOR TO PLACEMENT OF ANY PAVEMENT STRUCTURE LAYERS. AREAS OF PONDING WATER SHALL BE REPAIRED BY FULL DEPTH PATCHING AT NO ADDITIONAL COST TO OWNER. CONTRACTOR SHALL PERFORM WALKTHROUGH WITH OWNER AND SME BEFORE PLACEMENT OF ASPHALT CONCRETE LEVELING COURSE TO REVIEW PROPOSED GRADES.
8. OBJECTS DESIGNATED TO REMAIN INCLUDING SIDEWALKS, PAVEMENT, CURB, LIGHT POLES, TRAFFIC SIGNS, LANDSCAPE AREAS, ETC. SHALL BE PROTECTED. IF DAMAGED BY THE CONTRACTOR, IT SHALL BE REPAIRED TO OWNER SATISFACTION AT NO ADDITIONAL COST TO THE OWNER.
9. UPON COMPLETION OF EACH DAY OF WORK, THE CONTRACTOR SHALL BE RESPONSIBLE FOR LEAVING THE WORK AREA FREE OF HAZARDS AND SHALL PROVIDE ALL NECESSARY TEMPORARY SIGNS, WARNING DEVICES, AND BARRICADES.
10. THE CONTRACTOR SHALL HAVE AN APPROVED SET OF FINAL PLANS MARKED "FOR CONSTRUCTION" ON THE JOB SITE AT ALL TIMES. THE CONTRACTOR SHALL KEEP ACCURATE AND LEGIBLE RECORDS OF ALL CHANGES OF WORK THAT OCCUR DURING CONSTRUCTION AND INFORMATION ON "AS-BUILT" CONDITIONS. DOCUMENTATION OF CHANGES AND AS-BUILT INFORMATION SHALL BE RECORDED ON AN APPROVED SET OF FINAL PROJECT PLANS AND DELIVERED TO SME AFTER COMPLETION OF WORK.
11. THE CONTRACTOR SHALL TAKE THE NECESSARY STEPS TO PROTECT THE PROJECT AND ADJACENT PROPERTY FROM ANY EROSION AND SILING THAT RESULT FROM THE CONSTRUCTION BY APPROPRIATE MEANS UNTIL SUCH TIME THE PROJECT IS COMPLETED AND ACCEPTED FOR MAINTENANCE BY OWNER.

TOPOGRAPHIC SURVEY

THE SITE PLANS WERE DEVELOPED BASED ON PARTIAL TOPOGRAPHIC SURVEY BY LIVINGSTON ENGINEERING, LLC., RECORD DRAWINGS PROVIDED BY THE OWNER AND SUPPLEMENTED BY FIELD MEASUREMENTS. THE CONTRACTOR IS RESPONSIBLE FOR LAYOUT AND PROVIDING POSITIVE DRAINAGE. UNDERGROUND UTILITY INFORMATION IF SHOWN ON THE DRAWINGS ARE APPROXIMATE AND ARE BASED ON THE AS-BUILT PLANS AND ARE NOT FIELD VERIFIED.

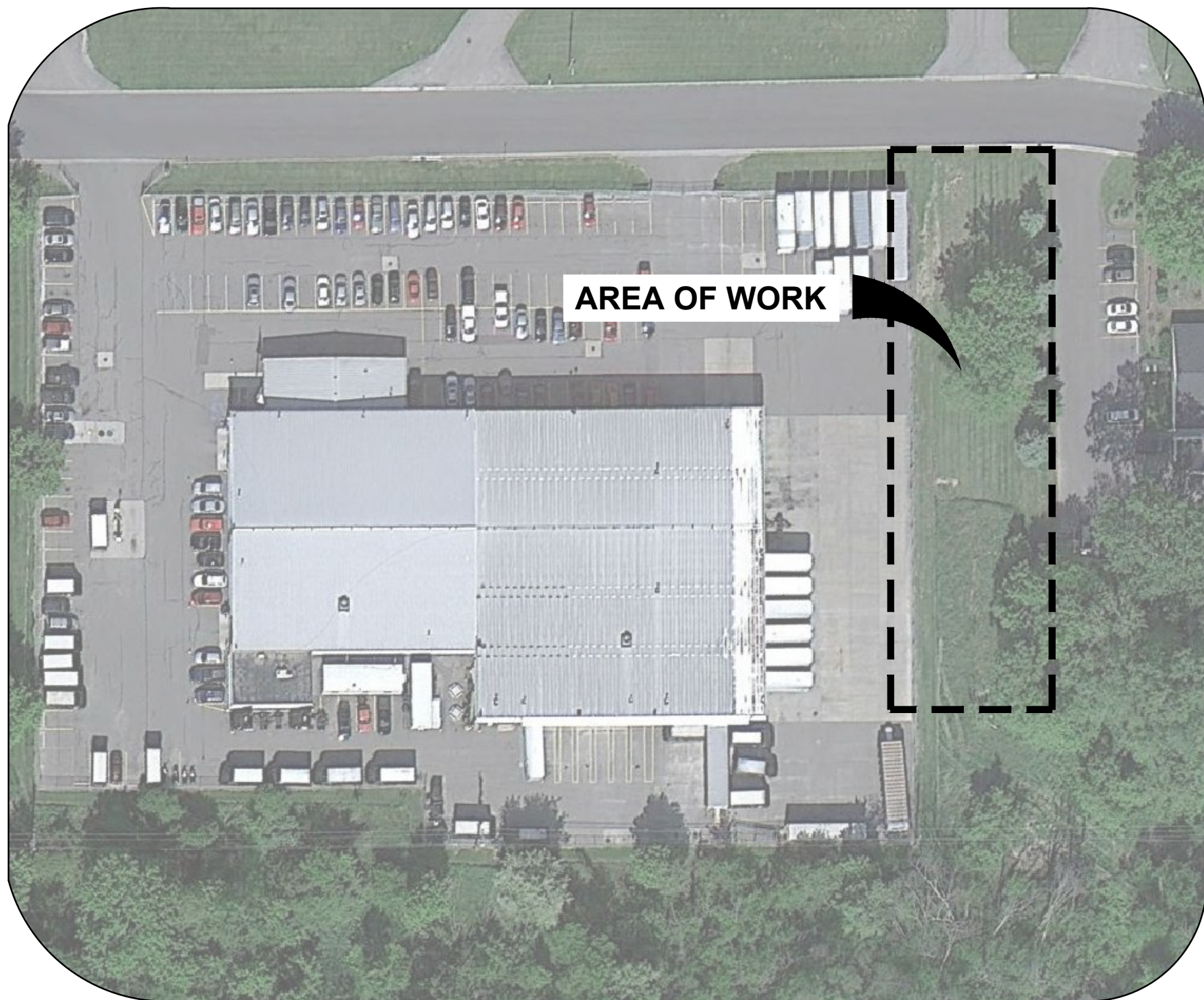
SITE ACCESS/STAGING AREA

THE CONTRACTOR SHALL COORDINATE SITE ACCESS WITH THE OWNER. A STAGING AREA FOR TEMPORARY STORAGE OF MATERIALS SHALL BE COORDINATED WITH THE OWNER TO FACILITATE THE CONSTRUCTION.

ABBREVIATIONS

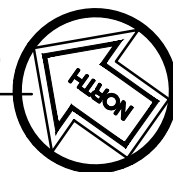
THE FOLLOWING ABBREVIATIONS ARE USED ON THESE PLANS:

AC	ASPHALT CONCRETE
ADA/ A.D.A.	AMERICANS WITH DISABILITIES ACT (BARRIER FREE ACCESS)
APPROX.	APPROXIMATE/APPROXIMATELY
CITY	PLYMOUTH
CITY ENG.	WADE TRIM
CONC.	CONCRETE
DEPT. -	DEPARTMENT (= OWNER)
DIA.	DIAMETER
ENGINEER	SOIL AND MATERIALS ENGINEERS, INC.
EX.	EXISTING
FT.	FOOT/FEET
HORIZ.	HORIZONTAL
MAX.	MAXIMUM
MDOT	MICHIGAN DEPARTMENT OF TRANSPORTATION
MIN.	MINIMUM
NO.	NUMBER
NFV	NOT FIELD VERIFIED
O.C.	ON CENTER
OWNER	COMCAST CABLE
PCC	PORTLAND CEMENT CONCRETE
PROP.	PROPOSED
REM.	REMOVE
TEMP.	TEMPORARY
TYP.	TYPICAL
UNO	UNLESS NOTED OTHERWISE
VERT.	VERTICAL
V.I.F.	VERIFY IN FIELD



OVERALL SITE MAP

NOT TO SCALE



LIST OF DRAWINGS

SHEET NO.	SHEET TITLE
1	COVER SHEET
2	EXISTING SITE CONDITIONS
3	REMOVAL AND SESC PLAN
4	INSTALLATION, GRADING AND STRIPING PLAN

PREPARED FOR:

UPS
CONTACT: HEATHER PUTERBAUGH
GREAT LAKES DISTRICT PLANT ENGINEERING
PH: 734-523-1172
CELL: 248-506-4907
FAX: 734-523-1194

PREPARED BY:

SOIL AND MATERIALS ENGINEERS, INC.
43980 PLYMOUTH OAKS BLVD.
PLYMOUTH, MICHIGAN 48170
CONTACT: MR. JASON A. SCHWARTZENBERGER, PE
PH: 734-454-9900
CELL: 734-260-0430
FAX: 734-454-0629

SME PROJECT NO. 070834.00

SURVEYOR:

LIVINGSTON ENGINEERING, LLC.
3300 S. OLD US 23
BRIGHTON, MI 48114

CONTACT: MR. BILL STREBBING, P.S.
PH: 517-376-1502

SCOPE OF WORK - BASE BID

1. PROVIDE TRAFFIC CONTROL DEVICES AS REQUIRED TO CLOSE CONSTRUCTION AREAS.
2. INSTALL SOIL EROSION CONTROL MEASURES AND SILT FENCE.
3. EXCAVATE TO ACCOMMODATE PROPOSED PAVEMENT SECTION.
4. GRADE, COMPACT AND PROOFROLL BASE FOR PROPOSED PAVEMENT.
5. INSTALL STORM SEWER AND UNDERDRAINS.
6. INSTALL HMA PAVEMENT SECTION.
7. PERFORM STRIPING.
8. SITE RESORATION AND REMOVE SOIL EROSION CONTROL MEASURES.

SEAL

PROJECT NAME

UPS CUSTOMER CENTER

TEMPORARY GRAVEL
PARKING LOT

FACILITY NAME & LOCATION

UPS CUSTOMER CENTER
540 S. MANSFIELD STREET
YPSILANTI, MI 48197

SHEET NAME

COVER SHEET

REVISIONS

REV	ISSUED FOR	DATE	BY

SME PROJECT NO.

070834.00

PROJECT MANAGER

JAS

DESIGNED BY

BH

DRAWN BY

BH

CHECKED BY

JAS

DRAWING SCALE

DATE

10-9-14

FILE NAME

070834.00-Cover.dwg

SHEET NO.

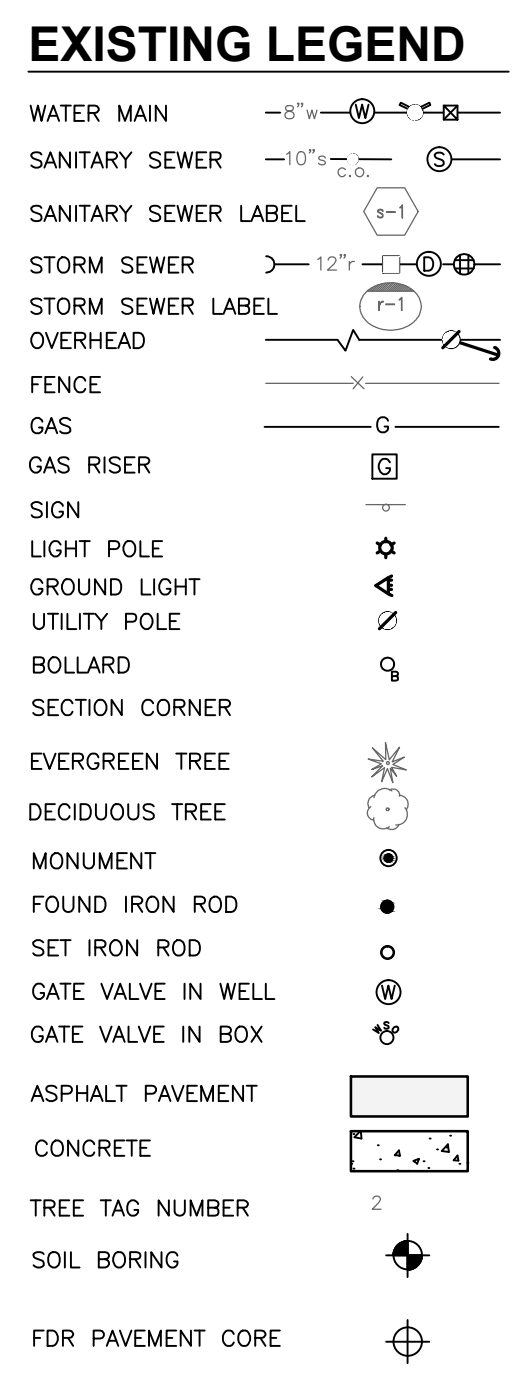
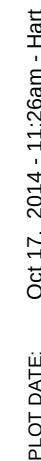
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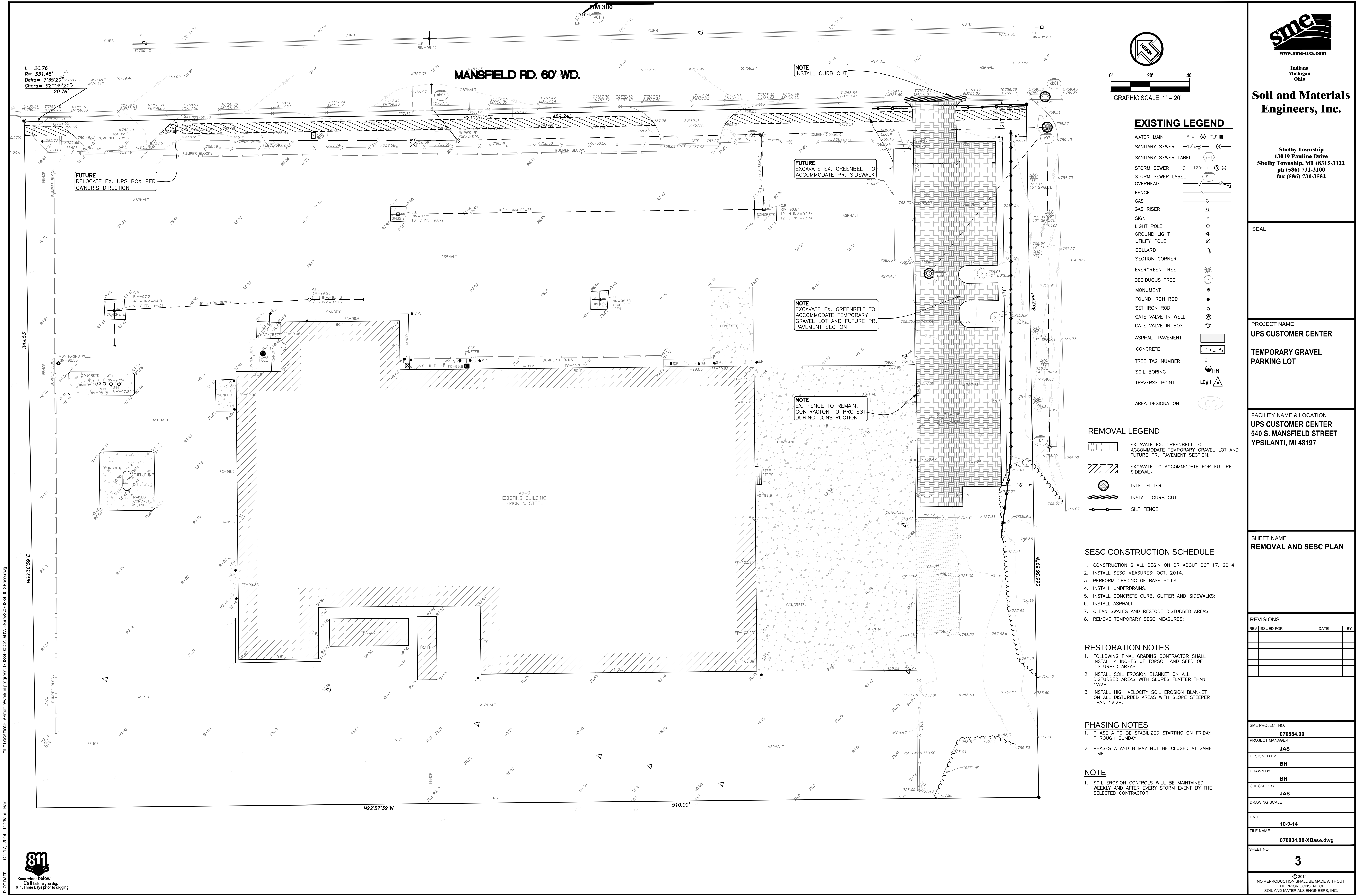


EXISTING SANITARY SEWER SCHEDULE				
STR #	TYPE	DIA	RIM ELEV	INVERT DATA
s1	MANHOLE	4'	100.00	8" INV. 000.00 S.

EXISTING ELECTRIC UTILITY SCHEDULE				
STR #	TYPE	DIA	RIM ELEV	INVERT DATA
e1	MANHOLE	4'	100.00	LINE 000.00 S.

NOTE:
NORTHINGS AND EASTINGS SHOWN ON THIS DRAWING ARE BASED ON
MICHIGAN STATE PLANE COORDINATE SYSTEM, SOUTH ZONE INTERNATIONAL
FEET (NAD83), ELEVATION BASED UPON NAVD88 DATUM FROM RTK GPS
OBSERVATIONS.

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SEAL																																											
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Shelby Township
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Shelby Township, MI 48315-3122
ph (586) 731-3100
fax (586) 731-3582

SEAL

PROJECT NAME
UPS CUSTOMER CENTER

**TEMPORARY GRAVEL
PARKING LOT**

FACILITY NAME & LOCATION
**UPS CUSTOMER CENTER
540 S. MANSFIELD STREET
YPSILANTI, MI 48197**

SHEET NAME
REMOVAL AND SESC PLAN

REVISIONS

REV	ISSUED FOR	DATE	BY

SME PROJECT NO.

070834.00

PROJECT MANAGER

JAS

DESIGNED BY

BH

DRAWN BY

BH

CHECKED BY

JAS

DRAWING SCALE

DATE

10-9-14

FILE NAME

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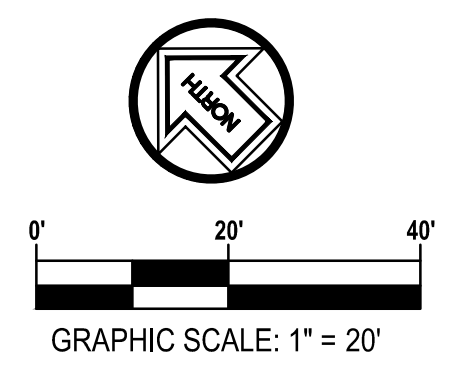
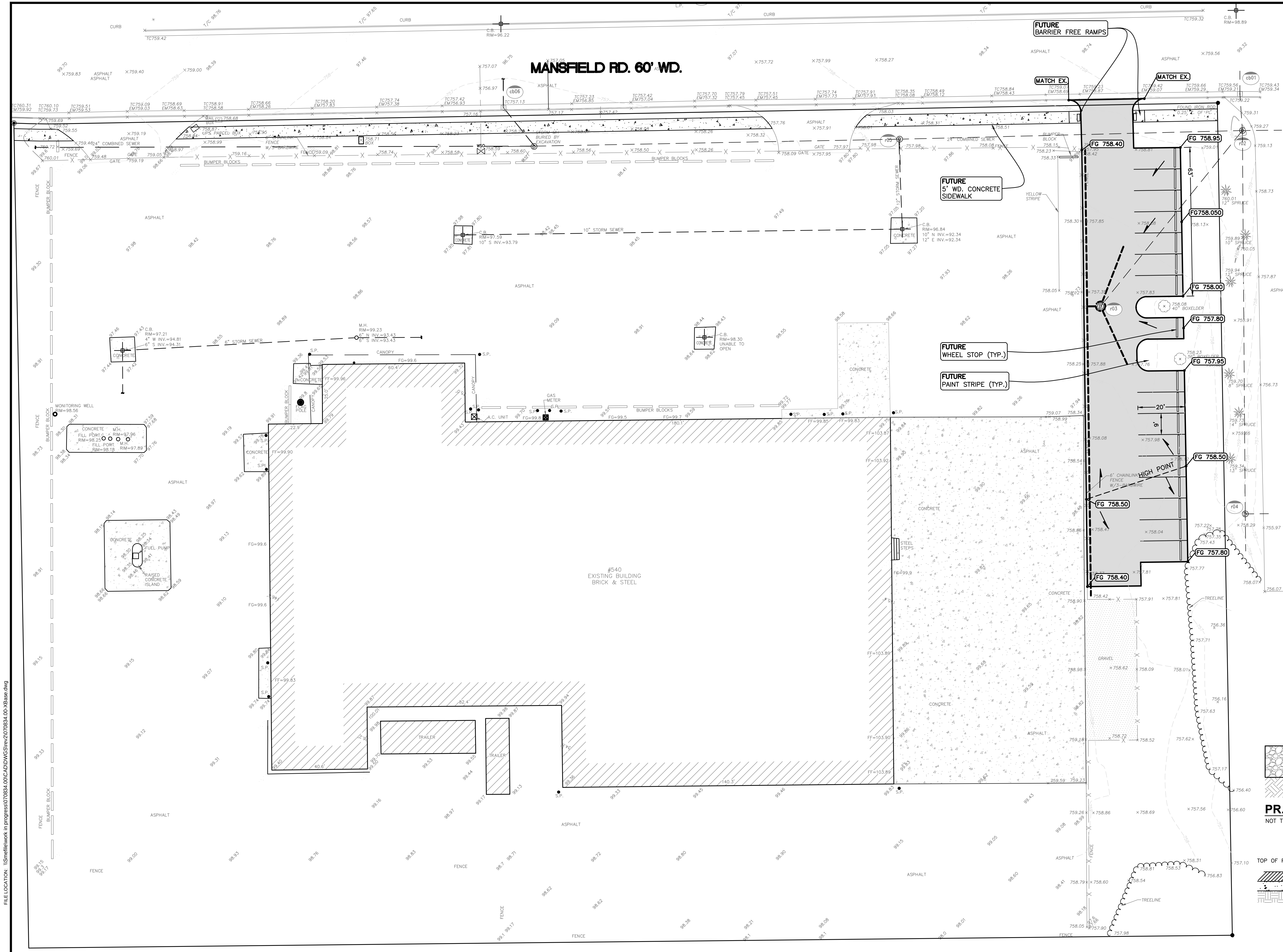
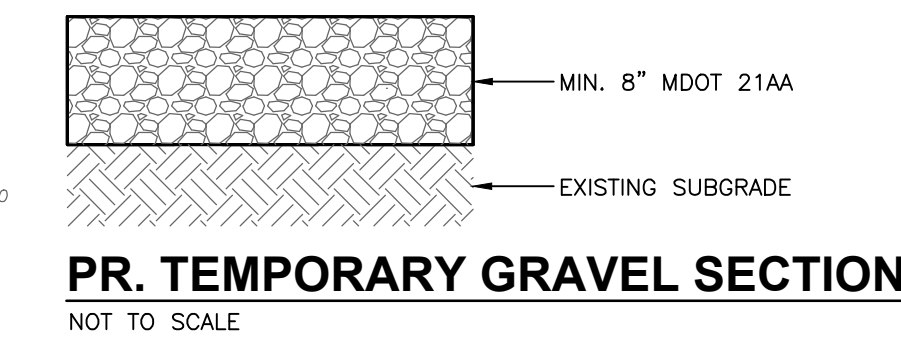
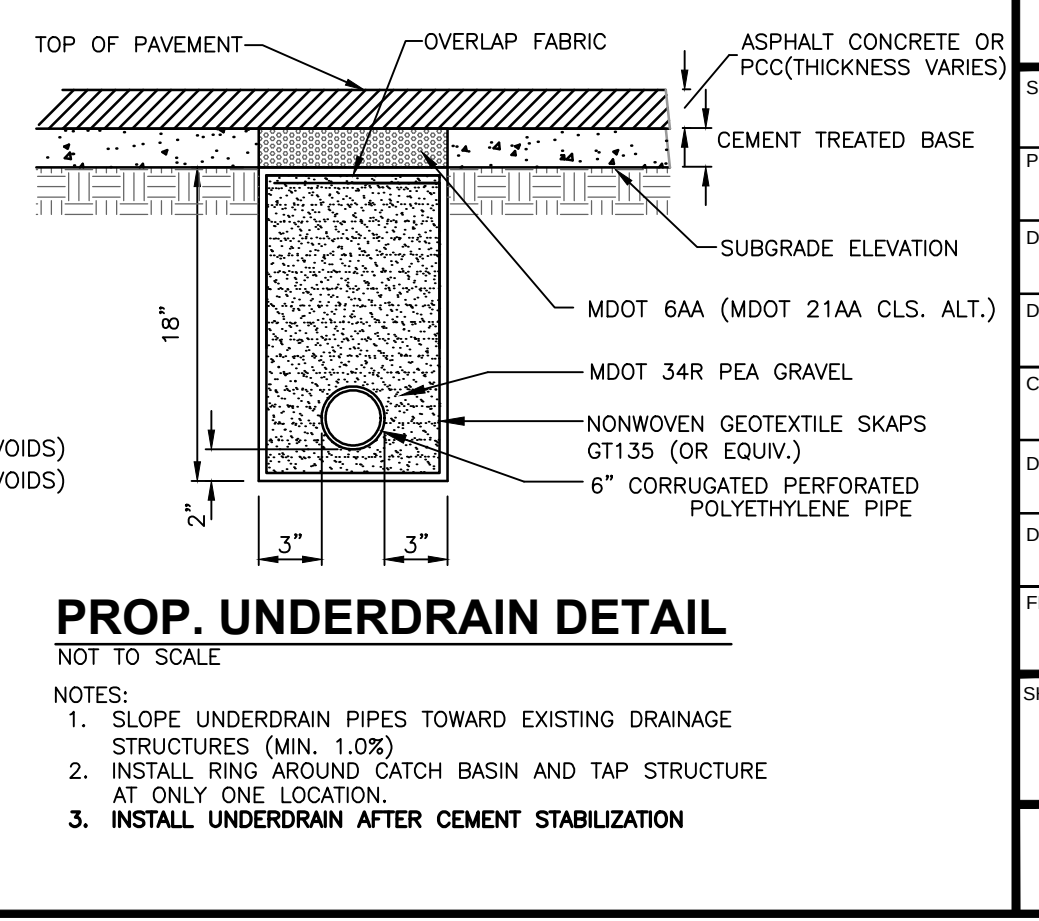
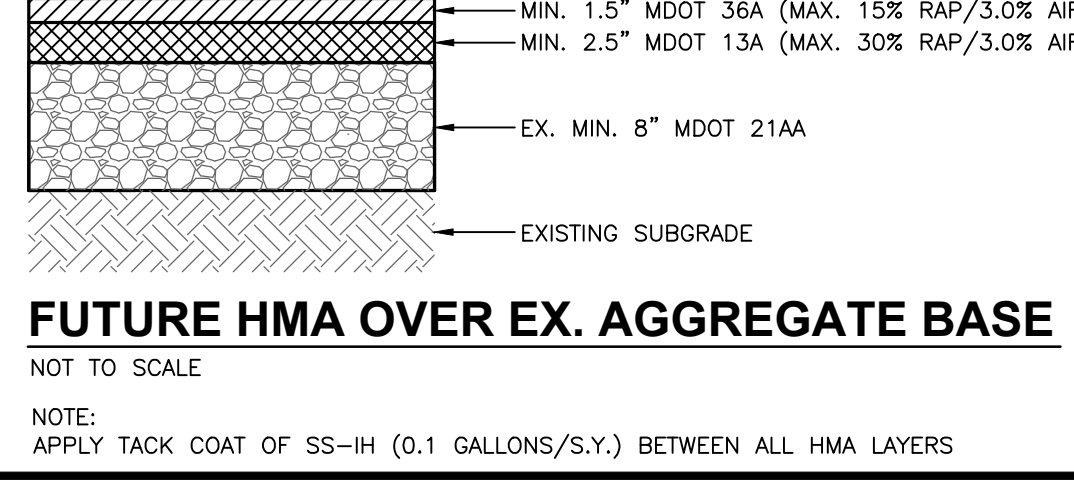
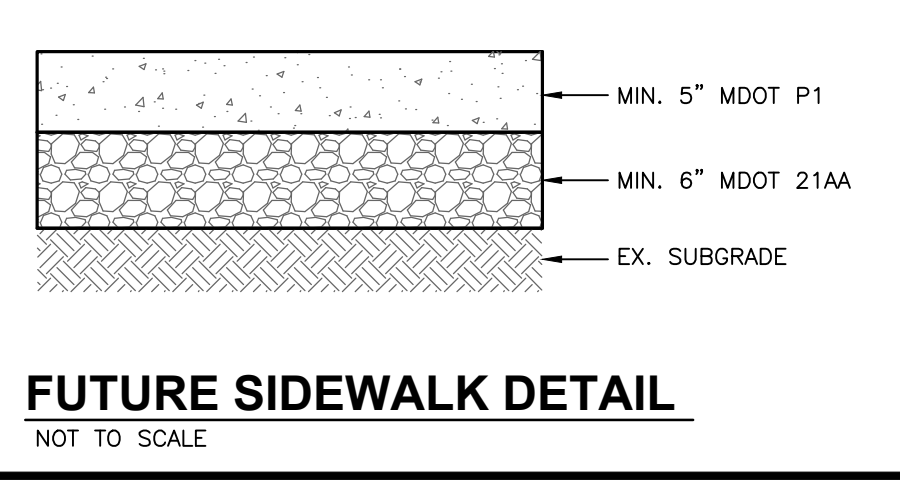
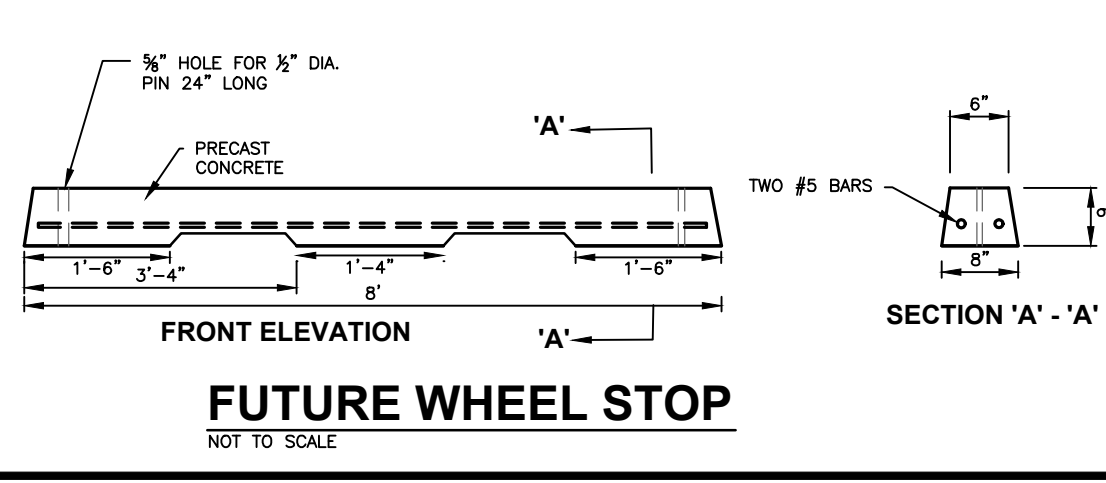
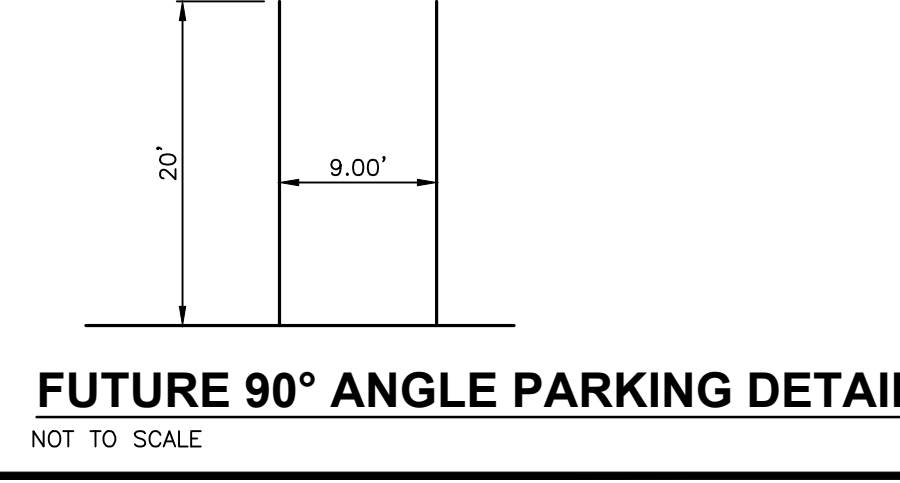
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FILE LOCATION: I:\shel\work in progress\070834.00\CADD\DWG\Shel\2070834.00-XBase.dwg

PLOT DATE: Oct 17, 2014 - 11:25am - Hart



- EXISTING LEGEND**
- WATER MAIN - 8" x 12" (C.O.)
 - SANITARY SEWER - 10" x 12" (C.O.)
 - SANITARY SEWER LABEL - 12" x 12" (C.O.)
 - STORM SEWER - 12" x 12" (C.O.)
 - STORM SEWER LABEL OVERHEAD - 12" x 12" (C.O.)
 - FENCE - 12" x 12" (C.O.)
 - GAS - 12" x 12" (C.O.)
 - GAS RISER - 12" x 12" (C.O.)
 - SIGN - 12" x 12" (C.O.)
 - LIGHT POLE - 12" x 12" (C.O.)
 - GROUND LIGHT - 12" x 12" (C.O.)
 - UTILITY POLE - 12" x 12" (C.O.)
 - BOLLARD - 12" x 12" (C.O.)
 - SECTION CORNER - 12" x 12" (C.O.)
 - EVERGREEN TREE - 12" x 12" (C.O.)
 - DECIDUOUS TREE - 12" x 12" (C.O.)
 - MONUMENT - 12" x 12" (C.O.)
 - FOUND IRON ROD - 12" x 12" (C.O.)
 - SET IRON ROD - 12" x 12" (C.O.)
 - GATE VALVE IN WELL - 12" x 12" (C.O.)
 - GATE VALVE IN BOX - 12" x 12" (C.O.)
 - ASPHALT PAVEMENT - 12" x 12" (C.O.)
 - CONCRETE - 12" x 12" (C.O.)
 - TREE TAG NUMBER - 12" x 12" (C.O.)
 - SOIL BORING - 12" x 12" (C.O.)
 - TRAVERSE POINT - 12" x 12" (C.O.)
 - AREA DESIGNATION - 12" x 12" (C.O.)

- INSTALLATION LEGEND**
- FG 758.22 - PR. SPOT ELEVATION
 - FG - FINISH GRADE
 - ME - MATCH EX. ELEVATION
 - TA - TOP OF PR. AC PAVEMENT
 - TC - TOP OF CURB ELEVATION
 - GU - GUTTER ELEVATION
 - SLOPE DIRECTION - 12" x 12" (C.O.)
 - INSTALL TEMPORARY GRAVEL LOT (TO BE PAVED IN FUTURE) - 12" x 12" (C.O.)
 - FUTURE CONCRETE SIDEWALK - 12" x 12" (C.O.)
 - INSTALL 6" UNDERDRAIN - 12" x 12" (C.O.)
 - FUTURE WHEEL STOP - 12" x 12" (C.O.)
- FUTURE STRIPING LEGEND**
- FUTURE 4" WIDE PAINT STRIPE - 12" x 12" (C.O.)

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**Soil and Materials
Engineers, Inc.**

Shelby Township
13019 Pauline Drive
Shelby Township, MI 48315-3122
ph (586) 731-3100
fax (586) 731-3582

SEAL

PROJECT NAME
UPS CUSTOMER CENTER

**TEMPORARY GRAVEL
PARKING LOT**

FACILITY NAME & LOCATION
UPS CUSTOMER CENTER
540 S. MANSFIELD STREET
YPSILANTI, MI 48197

SHEET NAME
**INSTALLATION, GRADING
AND STRIPING PLAN**

REVISIONS			
REV	ISSUED FOR	DATE	BY

SME PROJECT NO.	070834.00
PROJECT MANAGER	JAS
DESIGNED BY	BH
DRAWN BY	BH
CHECKED BY	JAS
DRAWING SCALE	
DATE	10-9-14
FILE NAME	070834.00-XBase.dwg
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Memo

To: Planning Commission

From: Bonnie Wessler, Planner I

Date: 17 October 2014

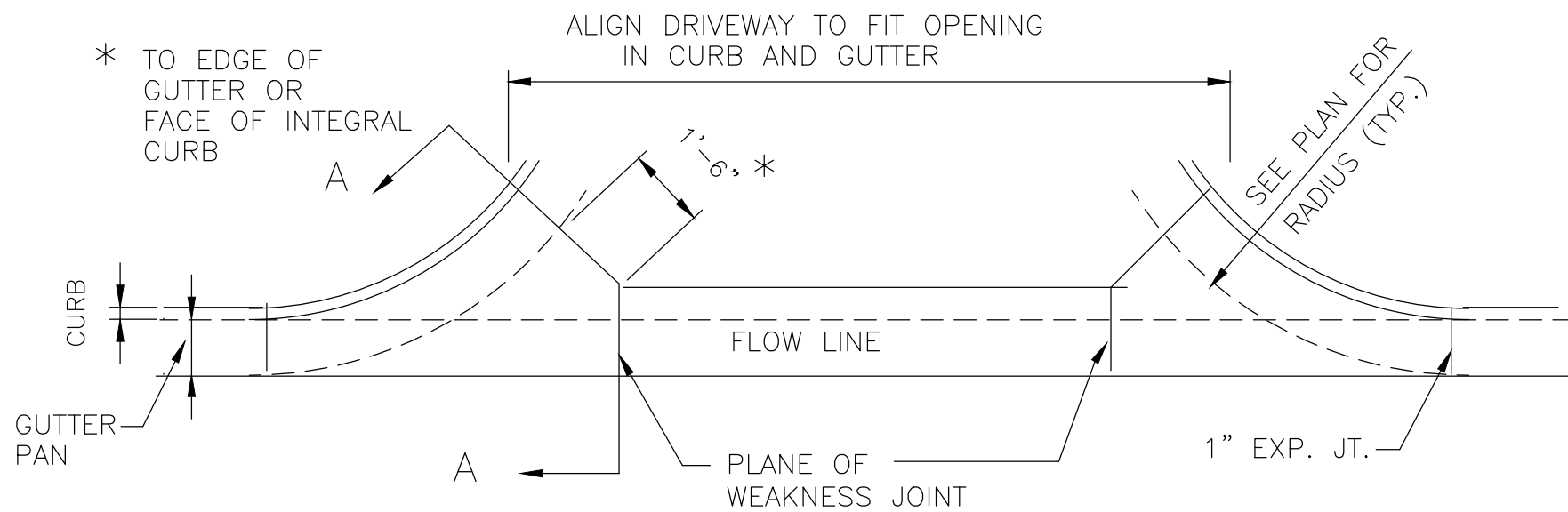
Subject: 311 S Grove, Complete Auto Site Plan Review

Staff has reviewed the revised site plan submitted by the applicant and cannot recommend approval at this time. In the interests of brevity, below is a list of the items the applicant had yet to address in their site plan in italics, and in plain font immediately following each item is how that item has been addressed in the latest site plan submission, dated August 30, 2014.

1. *Note on the site plan that minor repair only is permitted under the terms of 122-412(6), Automobile Sales. Minor Repair means "...engine tune-ups and servicing of brakes, air conditioning, exhaust systems, oil change or lubrication, wheel alignment or balancing, or similar servicing, rebuilding or repairs that normally do not require significant disassembly or storing the automobiles on the premises overnight."*
 - This has not been noted.
2. *Note on site plan that all signs require a sign permit.*
 - This has not been noted.
3. *Show current outdoor lighting.*
 - Not shown.
4. *Note on site plan that no dumpster is to be used on site, and should a dumpster be used on site, it will be screened and enclosed per code.*
 - Not shown.
5. *Conditions of Rezoning:*
 - a. *Plant trees and ornamental grasses on South Grove frontage from [north] property line (chain fence) adjacent to Spring Street to [northmost] driveway on South Grove. All landscaping shall be placed on applicant's property, not in right-of-way/tree lawn.*
 - Landscaping has been relocated.
6. *Parking:*
 - a. *Parking spaces & display cars shown are located in the visibility triangle. Remove.*
 - These have been removed.

- b. Revise parking area as discussed in the staff review.*
 - Display cars have been shown more densely, as suggested by staff. However, parking calculations for “display area” have not been shown, and the issue with adequate parking appears to have been made worse.
 - c. Planning Commission waiver requested to permit a stall depth of 18’.*
 - Parking sizes shown as 20’ deep on notes, drawn as 18’ deep.
 - d. Planning Commission waiver requested for 20% of parking requirement.*
 - Parking shown is still insufficient; correct calculations not shown.
 - e. Protect all parking aisle-ends with concrete curbs or islands.*
 - Customer parking is protected. Display parking is not.
 - f. Screen off-street parking ROW per ordinance.*
 - Screening (landscaping) is shown.
 - g. All parking areas must be curbed, unless part of stormwater management strategy.*
 - Curbing shown, as are openings in curb for draining stormwater.
7. *Screening, fencing, and landscaping:*
- a. Clarify location and type of screening and fencing on east property boundary.*
 - East property boundary to be vinyl-coated chainlink fence.
 - b. Request a Planning Commission waiver to omit foundation landscaping due to site constraints.*
 - Waiver requested.
 - c. Request a Planning Commission waiver to omit underground sprinkler system.*
 - Waiver requested.
 - d. Request a Planning Commission waiver for off-street parking landscaping on South Grove to accept landscaping proposed as part of conditional rezoning.*
 - Waiver requested.
8. *Engineering:*
- NOTE:** These plans have not been resubmitted for engineering re-review due to a lack of requested information.
- a. It is not clear how storm water runoff is accommodated on the existing site. Storm runoff from the site (both existing and proposed expansion) shall be captured and treated prior to discharge to the City storm system to the extent possible. Overland sheet flow to the right-of-way should be reduced as part of the site improvements.*
 - Unchanged.
 - b. A note shall be added to the plans indicating "distressed or damaged areas of the existing parking lot must be repaired as part of the project". It appears a significant portion of the existing site paving needs repair.*
 - Not added.

- c. The purpose and viability of the proposed curb internal to the site is not clear.*
 - Internal curb is to protect aisle-ends. However, its effect upon stormwater is unexamined.
 - d. The plans shall accurately represent the intended vehicle configuration for the display area. We note that the display area parking may not be required to conform to standard parking stall space requirements.*
 - Car display area is shown as standard parking spaces.
 - e. A note shall be added to the plan stating that no new water or sanitary sewer are proposed.*
 - Not added.
 - f. Cracked or settled sidewalk along Grove and Spring shall be repaired as part of this project. The plans shall identify the locations of the deficient sidewalk.*
 - Locations have not been noted.
 - g. A truck circulation plan with turning movements for the largest anticipated vehicle shall be provided.*
 - Not provided.
 - h. Cross sections are required for all paved areas, including HMA, concrete, and sidewalks.*
 - Not shown.
9. *Fire:*
- a. The slope from Spring to the parking area shall be no more than 5%.*
 - Not shown.
 - b. Adequate width for fire truck circulation shall be preserved in parking lot redesign.*
 - Not shown.

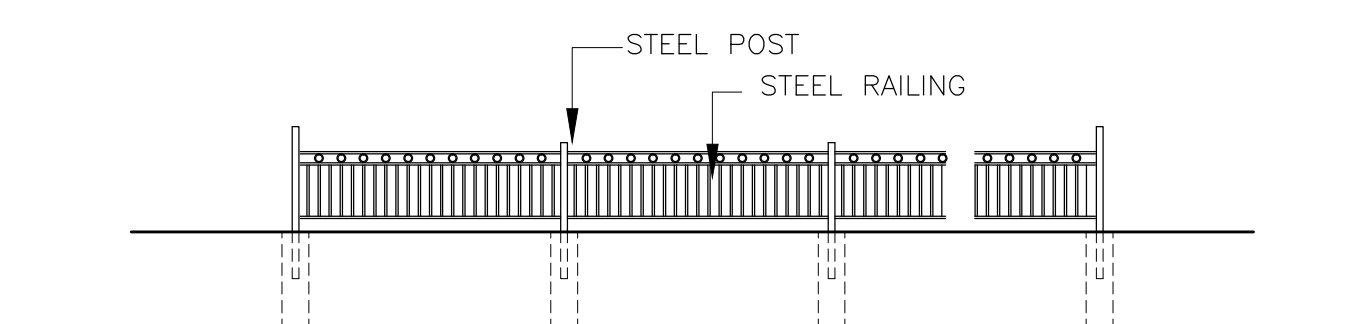


NEW CONCRETE APPROACH

M.DOT II-29E

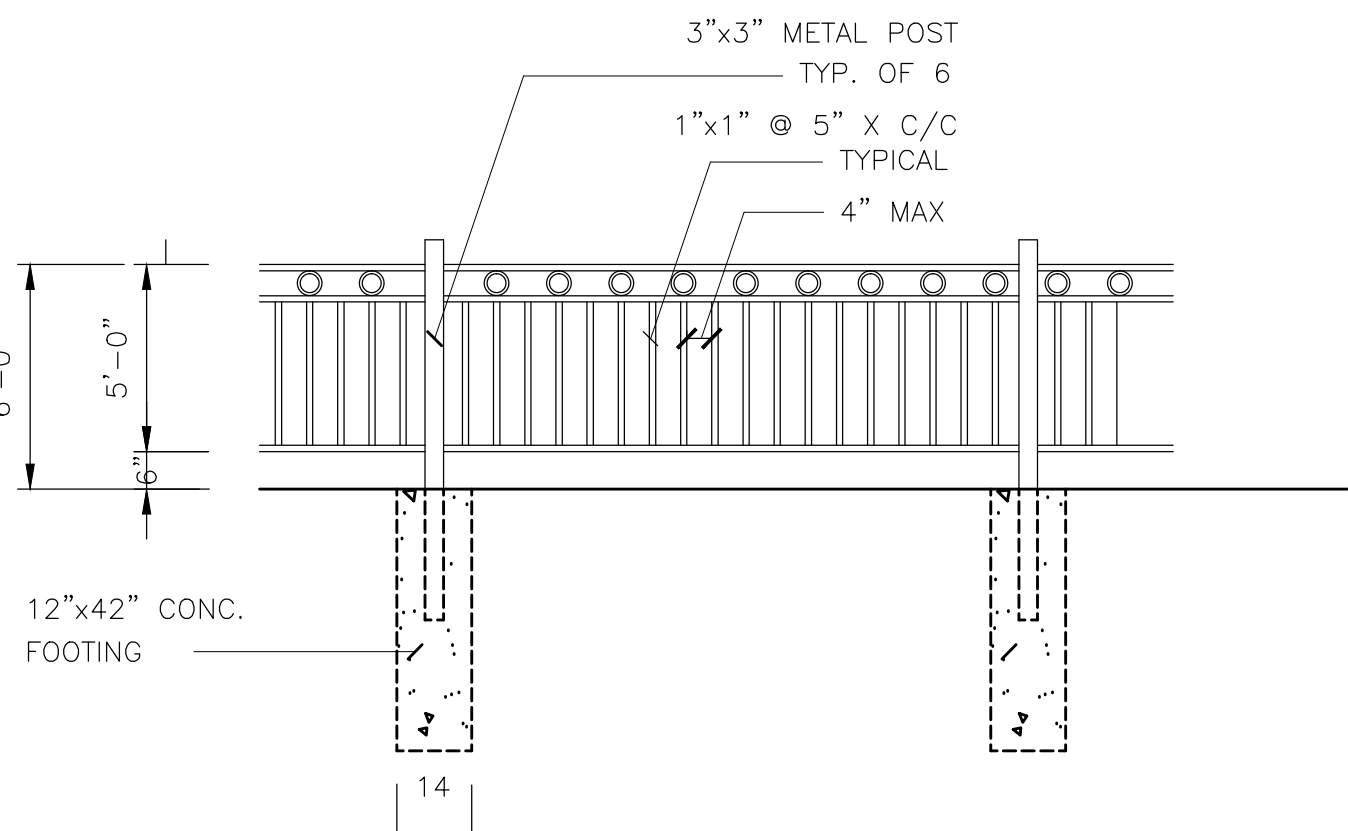
NEW LANDSCAPING TABLE

	QUANTITY	DESCRIPTION	SIZE
	32+	BOXWOOD	30" MIN SPREAD
	8	SUGAR MAPLE	2 1/2" CAL. 7' CLEAR STEM MIN
	1	DOGWOOD	1.75" CAL
	15	ORNAMENTAL GRASS	



PROSPECTIVE METAL ORNAMENTAL FENCE AT SPRING RD

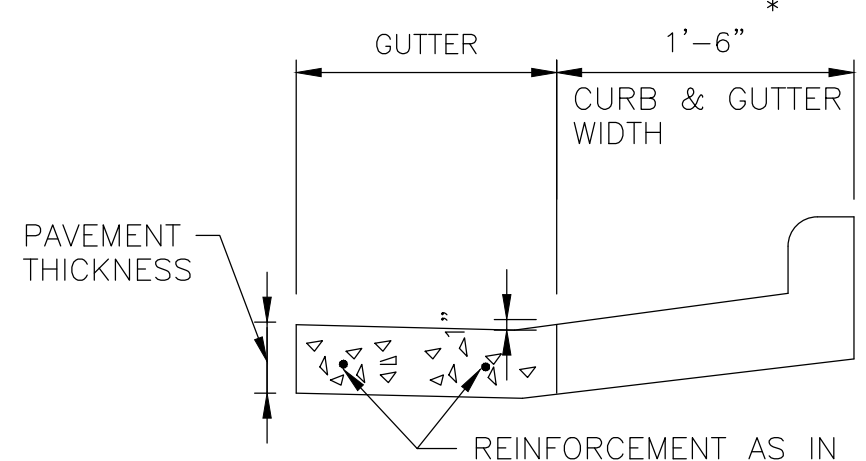
SCALE: 1"=20'-0"



PARTIAL FENCE ELEVATION

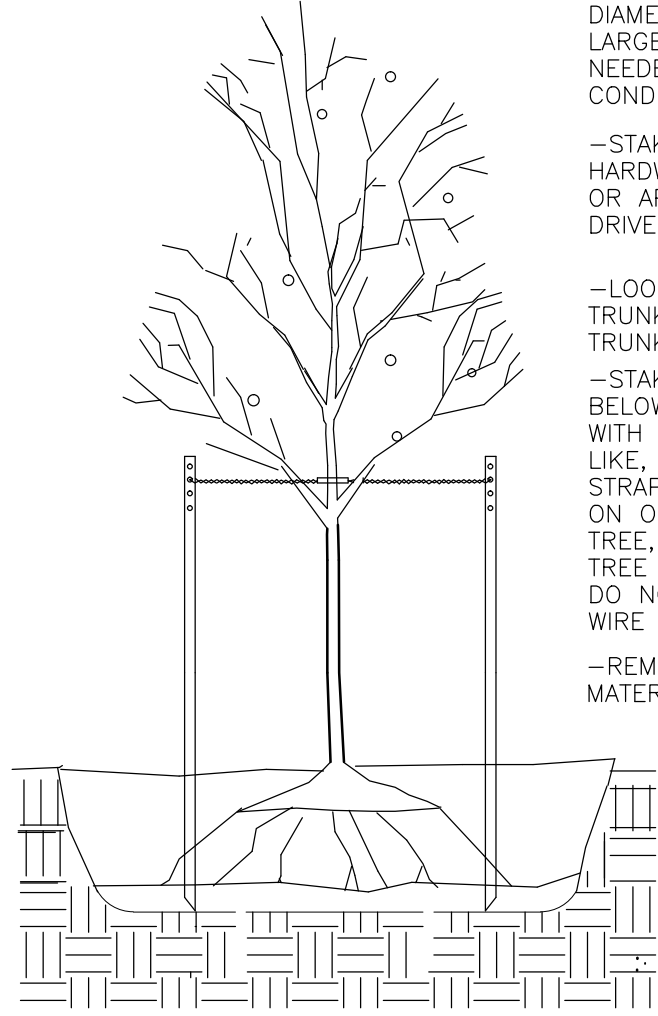
SCALE: 1/4"=1'-0"

CONSTRUCTION SEQUENCE	OPERATION TIME SCHEDULE - LATE 2013											
	OCT	NOV	DEC									
STAKE BUILDING												
SEDIMENT CONTROL MEASURES												
A.												
B.												
REMOVE TREES												
STOCKPILE TOPSOIL												
A.												
B.												
ROUGH GRADE												
TEMPORARY EROSION CONTROL												
A.												
B.												
EXCAVATE FOOTINGS/BASEMENT												
INSTALL UNDERGROUND UTILITIES												
CONSTRUCT FOOTINGS/FOUNDATIONS												
CONSTRUCT STRUCTURE												
APPLY AGGREGATE BASE TO DRIVES												
FINAL GRADE												
PERMANENT EROSION CONTROL												
A. SEEDING												
B. SODDING												
C.												

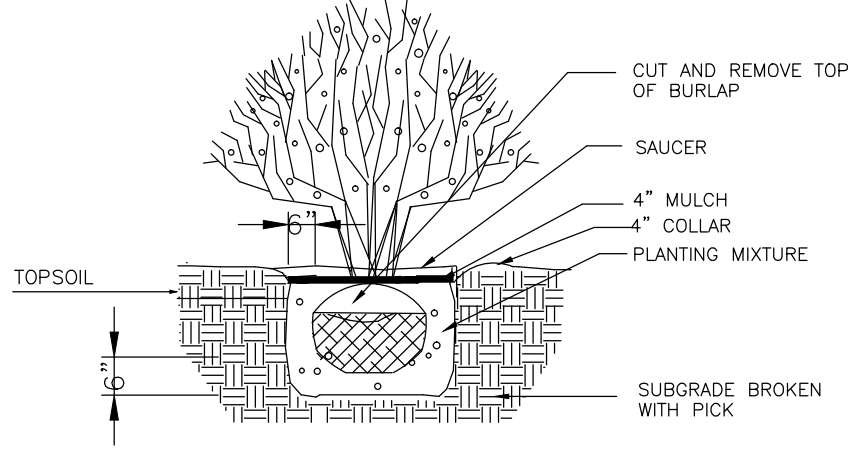


SECTION A-A

M.DOT II-29E



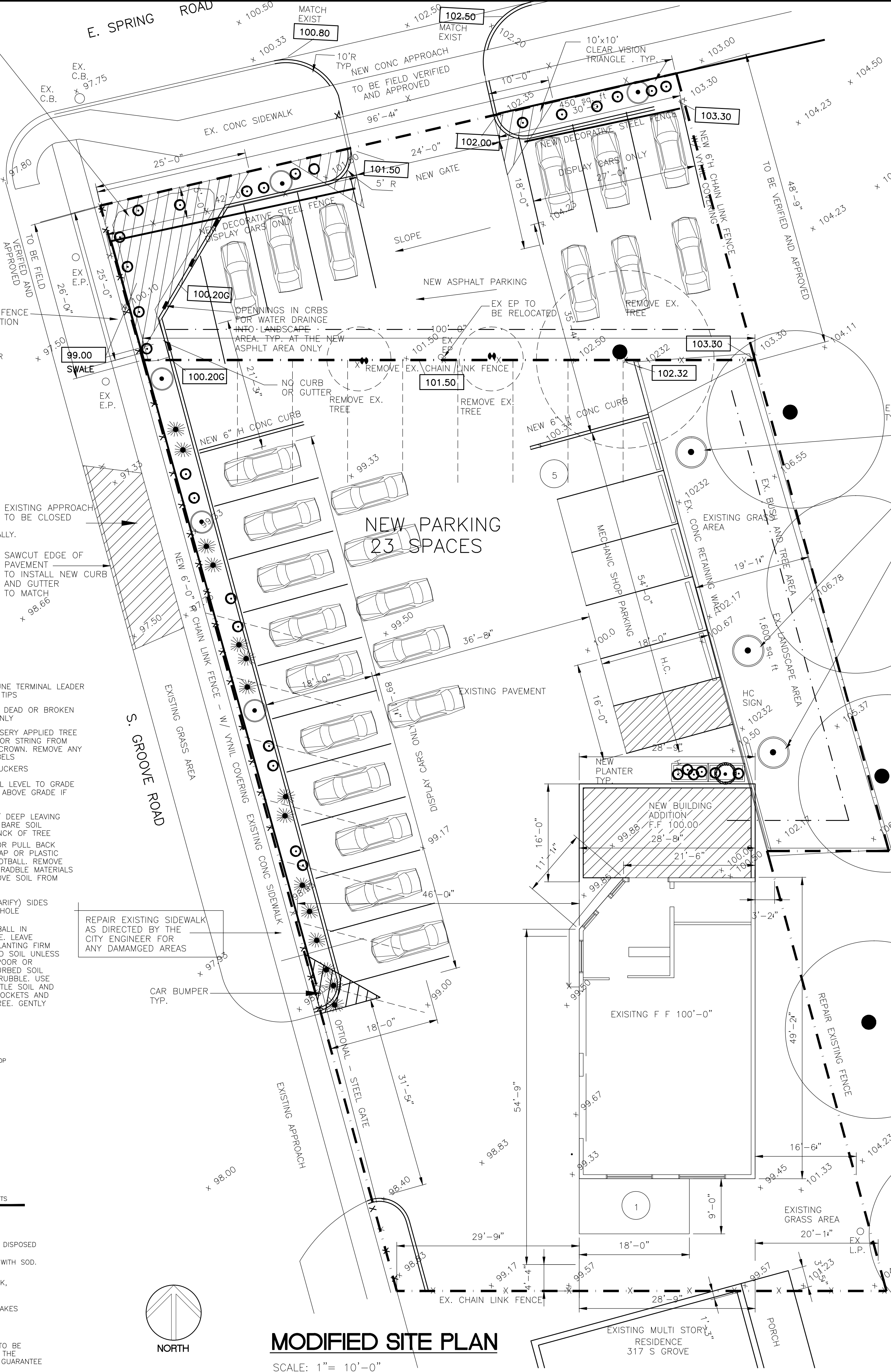
Deciduous Tree Planting Detail



Shrub Planting

LANDSCAPING NOTES:

- PROTECTED FROM EXTREME WEATHER CONDITIONS, BAD SOIL TO BE DISPOSED IN LEGAL MANNER.
- ALL LANDSCAPED AREA (L.S. AREA) TO RECEIVE MIN. 4" TOP SOIL WITH SOD. PROVIDE FERTILIZER UNDER SOD, ALL PER CITY STANDARDS.
- ALL PLANT MATERIALS ARE TO BE FIRST QUALITY NURSERY STOCK, FREE FROM DISEASE OR OBJECTIONABLE DISFIGUREMENTS, AND PLANTED IN CONFORMANCE WITH SOUND NURSERY PRACTICE.
- ALL NEW TREES ARE TO BE STAKED WITH TWO 6 FT., CEDAR STAKES GUYED WITH HOSE COVERED WIRE.
- ALL PLANTING PITS ARE TO RECEIVE 3 AGRIFORM TABS (3-YEAR FERTILIZER) AT TIME OF PLANTING
- ALL PLANT MATERIALS ARE TO BE GUARANTEED FOR ONE YEAR TO BE IN HEALTHY AND VIGOROUS CONDITION, IT IS UNDERSTOOD THAT THE OWNER WILL PROVIDE ADEQUATE AND TIMELY CARE DURING THE GUARANTEE PERIOD



MODIFIED SITE PLAN

SCALE: 1"= 10'-0"

SITE / BLDG. DATA

HOURS OF OPERATION - 9A M TO 6 PM

NO ADDITIONAL LIGHTS ARE PROPOSED FOR THE SITE

EXISTING SITE AREA	13,773 SQ. FT. = .32 AC
ADDITIONAL SITE AREA	3,603 SQ. FT. = .08 AC
	17,376 SQ. FT. = .40 AC

AT 10% = 1738 sqft MIN LANDSCAPE AREA
PROVIDED 2,050 SQ. FT. = 117 %
(IGNORING FOUNDATION LANDSCAPING)

FOUNDATION PLANTING = 1 ORNAMENTAL TREE+
6 SHRUBS / 30FT OF BLDG FRONTAGE

BUILDING FRONTAGE = 28'-8"/30 =
1 TREES AND 6 SHRUBS

EXISTING BUILDING	1383 SQ. FT
NEW BUILDING ADDITION	456 SQ. FT
	1839 SQ. FT
PARKING CALCULATION:	
2 PER STALL = 3x2	6 SPACES
EMPLOYEES	1 SPACES
CAR DISPALY	24 SPACES
	31 SPACES

PROVIDED PARKING
PARKING SIZES
BENCH MARK : 100'-0" EXISTING BUILDING
FINFLOOR AT THE FRONT DOOR.

NEW TREE
INTERIOR LANDSCAPING

ZIAD EL-BABA
ENGINEERING

674 GAUTHIER
TECUMSEH ONTARIO
N9N3P8 CANADA
CELL : 313-938-8767
CELL - 519-796-9882
FAX - 519-979-3535

DATE	REV. NO.	ISSUED FOR
JUL.12.13		SITE PLAN
AUG 31 13		ENGINEERING
OCT.12.13		SITE PLAN
NOV.20.13		SITE PLAN
JULY.18.14		COUNCIL APPROVAL
AUG.30.14		COUNCIL APPROVAL

Project:
NEW SITE
311 S GROVE
YPSILANTI MI
OWNER
311 S GROVE
YPSILANTI MI

Drawing Title:
SITE PLAN PLANS

Project Number	
Scale	AS NOTED
Date	
Drawn By	
Checked By	

Drawing No.

SP-1



City of Ypsilanti

Community & Economic Development Department

Memo

To: Planning Commission
From: Bonnie Wessler, Planner I
Date: 17 October 2014
Subject: 311 S Grove, Complete Auto Site Plan Review

Staff has reviewed the revised site plan submitted by the applicant and cannot recommend approval at this time. In the interests of brevity, below is a list of the items the applicant had yet to address in their site plan in italics, and in plain font immediately following each item is how that item has been addressed in the latest site plan submission, dated August 30, 2014.

1. *Note on the site plan that minor repair only is permitted under the terms of 122-412(6), Automobile Sales. Minor Repair means "...engine tune-ups and servicing of brakes, air conditioning, exhaust systems, oil change or lubrication, wheel alignment or balancing, or similar servicing, rebuilding or repairs that normally do not require significant disassembly or storing the automobiles on the premises overnight."*
 - This has not been noted. *Noted on 10/21/2014 submission.*
2. *Note on site plan that all signs require a sign permit.*
 - This has not been noted. *Noted on 10/21/2014 submission.*
3. *Show current outdoor lighting.*
 - Not shown. *Shown on 10/21/2014 submission.*
4. *Note on site plan that no dumpster is to be used on site, and should a dumpster be used on site, it will be screened and enclosed per code.*
 - Not shown. *Noted on 10/20/2014 submission.*
5. *Conditions of Rezoning:*
 - a. *Plant trees and ornamental grasses on South Grove frontage from [north] property line (chain fence) adjacent to Spring Street to [northmost] driveway on South Grove. All landscaping shall be placed on applicant's property, not in right-of-way/tree lawn.*
 - Landscaping has been relocated. ✓
6. *Parking:*
 - a. *Parking spaces & display cars shown are located in the visibility triangle. Remove.*
 - These have been removed. ✓

b. *Revise parking area as discussed in the staff review.*

- Display cars have been shown more densely, as suggested by staff. However, parking calculations for "display area" have not been shown, and the issue with adequate parking appears to have been made worse.

As shown on 10/24/2014 siteplan, 11 spaces required, 10 provided. 10% Waiver requested.

c. *Planning Commission waiver requested to permit a stall depth of 18'.*

- Parking sizes shown as 20' deep on notes, drawn as 18' deep.

Waiver requested.

d. *Planning Commission waiver requested for 20% of parking requirement.*

- Parking shown is still insufficient; correct calculations not shown.

See (b.)

e. *Protect all parking aisle-ends with concrete curbs or islands.*

- Customer parking is protected. Display parking is not.

✓

f. *Screen off-street parking ROW per ordinance.*

- Screening (landscaping) is shown.

✓

g. *All parking areas must be curbed, unless part of stormwater management strategy.*

- Curbing shown, as are openings in curb for draining stormwater.

✓

7. *Screening, fencing, and landscaping:*

a. *Clarify location and type of screening and fencing on east property boundary.*

- East property boundary to be vinyl-coated chainlink fence.

✓

b. *Request a Planning Commission waiver to omit foundation landscaping due to site constraints.*

- Waiver requested.

✓

c. *Request a Planning Commission waiver to omit underground sprinkler system.*

- Waiver requested.

✓

d. *Request a Planning Commission waiver for off-street parking landscaping on South Grove to accept landscaping proposed as part of conditional rezoning.*

- Waiver requested.

✓

8. *Engineering:*

NOTE: These plans have not been resubmitted for engineering re-review due to a lack of requested information.

a. *It is not clear how storm water runoff is accommodated on the existing site. Storm runoff from the site (both existing and proposed expansion) shall be captured and treated prior to discharge to the City storm system to the extent possible. Overland sheet flow to the right-of-way should be reduced as part of the site improvements.*

- Unchanged.

b. *A note shall be added to the plans indicating "distressed or damaged areas of the existing parking lot must be repaired as part of the project". It appears a significant portion of the existing site paving needs repair.*

- Not added.

Noted on 10/21/2014 submission.

- c. The purpose and viability of the proposed curb internal to the site is not clear.
- Internal curb is to protect aisle-ends. However, its effect upon stormwater is unexamined.

Unchanged.

- d. The plans shall accurately represent the intended vehicle configuration for the display area. We note that the display area parking may not be required to conform to standard parking stall space requirements.

- Car display area is shown as standard parking spaces.

Shown stacked, but with same assumed area as std. spaces.

- e. A note shall be added to the plan stating that no new water or sanitary sewer are proposed.

- Not added.

Noted on 10/21/2014 submission.

- f. Cracked or settled sidewalk along Grove and Spring shall be repaired as part of this project. The plans shall identify the locations of the deficient sidewalk.

- Locations have not been noted.

Unchanged

- g. A truck circulation plan with turning movements for the largest anticipated vehicle shall be provided.

- Not provided.

Provided on 10/21/2014 submission.

- h. Cross sections are required for all paved areas, including HMA, concrete, and sidewalks.

- Not shown.

Unchanged.

9. Fire:

- a. The slope from Spring to the parking area shall be no more than 5%.

- Not shown.

Unchanged. Note states field verification, but not to a standard.

- b. Adequate width for fire truck circulation shall be preserved in parking lot redesign.

- Not shown.

Shown on 10/21/2014 submission. Not yet approved by YFD.