

1. Agenda

Documents: [2014-12- PC AGENDA DEC .PDF](#)

2. Packet

Documents: [2014-12-17_PACKET .PDF](#)

**Agenda
Planning Commission
Council Chambers
Wednesday, December 17, 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

- November 19, 2014

IV. Audience Participation

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

V. Presentations and Public Hearing Items

- *None*

VI. New Business

- 6-year City-Wide Capital Improvements Plan– request for Planning Commission feedback requested
- Disposition policy draft: PC feedback requested
- Non-Motorized Commission: appointments
 - o Sarah Walsh (new appointment)
 - o Cheryl Weber (reappointment)
 - o Bob Krzewinski (reappointment)
- 2015 Schedule of Meetings

VII. Old Business

- *None*

VIII. Future Business Discussion / Updates

IX. Adjournment

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**PLANNING COMMISSION
MEETING MINUTES
November 19, 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, N. Sandberg, A. Bedogne, S. Straley

Absent: P. Hollifield (excused) Cheryl Zuellig (excused)

Staff: Bonnie Wessler, Planner II
Nan Schuette, Executive Secretary

III. APPROVAL OF MINUTES

1. Minutes of October 15, 2014

Commissioner Sandberg moved to approve the minutes of October 15, 2014 as read (Support: H. Jugenitz) and the motion carried unanimously.

2. Minutes of October 22, 2014

Commissioner Sandberg moved to approve the minutes of October 22, 2014 as read (Support: A. Bedogne) and the motion carried unanimously.

3. Minutes of October 29, 2014

Commissioner Sandberg moved to approve the minutes of October 29, 2014 as read (Support: S. Straley) and the motion carried unanimously.

IV. AUDIENCE PARTICIPATION

Roberta Woczik Andrews, 7 N. Normal – applauded the work of the commission on completion of the zoning ordinance revision, taking note of the thought, consideration and time that went into making this possible.

She had attended the City Council meeting the previous evening for the first reading of the revised zoning ordinance. She is very concerned about the CN neighborhoods and deterioration of the neighborhoods as well as the lack of better quality rental housing in the city. The new designation is going to become homogenized and overshadowed by the group living and everything else will leave over time. The one shining example of what would be more affordable, allow less transient and more stable and higher quality housing, is the cooperative. Cooperative living makes sense since it allows someone with little means to make a small investment, which we should encourage, but she does not agree it should be “by right”, i.e. fraternity houses. It is her opinion that we do not need more fraternities in her neighborhood and the city. She also noted that in the new ordinance, the requirement for a fraternity to be registered to a national fraternity and that they be affiliated with the university, is no longer included, making them less accountable to any particular body.

When one looks at the definition of family, a group of six people can already live together on a long term basis under the current code and proposed zoning so there is no need for a separate designation of “group living”. The definition of “group living” is people who live together on a weekly basis or longer, which are highly transient and it should not be made as a right and should not encourage transient people. Under the current ordinance for rooming houses it states the requirement of a “resident manager”. The terminology of “resident manager” is undefined and does not require that they reside on the property. Living there would be an important factor. It is her opinion that “group living” should be a special use. While she realizes that changing this designation will be difficult, she is recommending that we leave cooperatives as a primary use and take out the fraternities and group living.

It is also her opinion that people who are looking for a single family residence will not buy if they see that the property next door could be used as a fraternity. Once it is a “right”, it cannot be taken back.

Chairman Johnson responded by thanking her for her input and her attendance at all the various meetings and participation as a resident. He added that the Planning Commission has already turned over the document to City Council and it is now their decision to approve of the final document.

V. PRESENTATIONS AND PUBLIC HEARING ITEMS

- Capital Improvements and complete streets review of Prospect Road and Grove Road
Non-motorized improvements

Ms. Wessler introduced Marcus McNamara, our engineer from Orchard, Hiltz & McCliment. Mr. McNamara gave an update of the proposed project on the significant work that the city is proposing on Prospect and Grove Streets in calendar year 2015. This includes repaving Prospect from Holmes south to Michigan Avenue; performing safety improvements at Prospect and Michigan Avenue; installing improved bicyclist and pedestrian facilities on South Grove from approximately 130 S. Grove to Spring/Factory; and improving the pedestrian/bicyclist experience at South Grove./South Prospect/Tyler Road. Although these projects draw from various funding sources and will be bid and constructed separately, they are presented as one item for Planning Commission's review for an accurate “big picture” view.

He did an overview presentation on Prospect from Holmes to the railroad bridge. No lane reconfigurations are proposed for this stretch, however, engineering staff are currently exploring the option of installing “sharrows,” as widening the curb-to-curb distance to accommodate bicycle lanes which would have a significant negative impact upon existing trees and would like remove the buffer between the street and the sidewalk in many places. He also reviewed the various crosswalk improvements and potential relocation of vehicle sensors, reducing vehicle encroachment into the pedestrian crossing. Striping will be consistent for all crossings.

Mr. McNamara proceeded to review the crossing at Prospect at Michigan adding that significant crossing upgrades are being proposed. Pedestrian signals should provide countdown timers and clear signage regarding whether they are on timed operation (pedestrian by-right) or activated through a pushbutton.

On Grove at Prospect/Tyler, he reviewed the improvements to guide the pedestrian or bicyclist south on Grove, using Haab Brothers Memorial Parks as a refuge island, directing them to the east side of Grove. From there, they can use the recently installed crossing to get back to the west side of the road and the Ypsilanti Township Park at that location. This configuration is made necessary by the poor condition of the drive immediately north of the bridge over I-94. There is not sufficient room on the west side of the bridge for safe, accessible pedestrian and bicyclist traffic.

Grove Road from 130 S. Grove to Factory/Spring, the sidewalk along the west side of Grove is being widened and cleared of brush. Pull-off ramps are being provided for bicyclists.

Mr. McNamara summarized his presentation by stating that overall, the plans take into account non-motorized modes of transportation adequately and after numerous meetings with city staff, approval is recommended. He was prepared to respond to any specific questions from board members.

Commissioner Sandberg noted that the visibility for drivers is tricky at Grove/Tyler and asked about striping in the street. Mr. McNamara responded that there will be striping as well as giving a more detailed explanation of that particular area. Commissioner Jugenitz asked about a start date. Mr. McNamara responded that a bid will be going out after the New Year for the Grove/Prospect/Bridge since that is controlled by the city with no federal funds involved and hopefully begin in the spring. Commissioner Bedogne asked about striping on the west side of Prospect at Cross and Mr. McNamara agreed that there will be striping at that location.

Mr. McNamara added that he will probably be back in front of the commission in a couple of weeks to discuss construction for Adams from Pearl to Cross, which is also on the list for next year.

VI. NEW BUSINESS

- None

VII. OLD BUSINESS

- None

VIII. FUTURE BUSINESS DISCUSSION/UPDATES

- Commissioner Jugenitz stated that she attended a training seminar on Day 1 and Commissioner Bedogne attended the seminar on Day 2. They went through a series of Best Practices for Long Range Planning. Commissioner Jugenitz stated that the three Best Practices she was in attendance for were Participatory Planning, Zoning Regulations and Procedures. There was a wealth of information and she took notes which she will pass along to all the board members. One of the exercises included the exchange of zoning ordinances. The other attendee she exchanged with found it difficult to facilitate utilization of our zoning ordinance so this might be something that we want to consider.

Commissioner Bedogne noted the three Best Practices he was involved in – Marketing, Economic Development and Training, with a reminder that when people attend these seminars that it is important upon return to share with other board members what they had learned. Another item was economic development that actually used the Shape Ypsilanti Master Plan, talking about the importance of putting together a plan identifying different pockets of a community and pointing businesses towards where you want them to look.

Commissioner Bedogne also asked about Redevelopment Ready Communities and Ms. Wessler gave him a short explanation of what is involved in being a Redevelopment Ready Community for the benefit of businesses that are interested in locating to our community with unnecessary roadblocks.

- Capital Improvement Plan – December meeting

IX. ADJOURNMENT

Since there was no further business, Commissioner Sandberg moved to adjourn the meeting (Support: H. Jugenitz). The meeting adjourned at 8:18 p.m.



Memo

To: City of Ypsilanti Planning Commission
From: Bonnie Wessler, Temporary Planner II
Date: 12 December 2014
Subject: Capital Improvement Plan (CIP) – Draft Progress

A Capital Improvement Plan (CIP) is a multi-year planning instrument used to identify needs and financing sources for public infrastructure. A CIP facilitates coordinated infrastructure improvements; maintains, preserves, and protects the City's existing infrastructure system and capital assets; and provides for the acquisition or scheduled replacement of equipment to ensure the efficient delivery of services to the community. Capital projects and improvements are major non-recurring tangible assets and projects that are greater or equal to \$10,000. The CIP plans for large, physical improvements or purchases that are permanent in nature.

The CIP plays an important role by providing the link between planning and budgeting for capital expenditures to consistency with City long-range goals and objectives. The CIP process occurs prior to the budget process and will be used by Council to develop the capital portion of the municipal budget. The City of Ypsilanti's Capital Improvements Plan (CIP) outlines a schedule of public service expenditures over the ensuing six year period (FY 2015 – 2021) and is based on input from each City department.

A CIP offers a number of advantages such as:

- Enables capital spending to be more predictable and transparent;
- Facilitate coordination between capital needs and operational budgets;
- Support projects with high return on investment;
- Allow for better scheduling of public improvements and coordination of construction;
- Enhance the community's credit rating, control of its tax rate, and avoid sudden changes in its debt service requirements.

Upon adoption by the City Council, the CIP becomes a statement of city policy regarding the timing, location, character, and funding of future capital projects.

Tonight we are presenting to you draft text. We are only seeking your feedback at this time. A resolution is not needed.

City of Ypsilanti, Michigan

Capital Improvement Plan

FY 2015/2016 – FY 2020/2021

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Acknowledgements

Mayor

Paul Schreiber

Mayor Pro-Tem

Lois Richardson

City Council

Ricky Jefferson

Susan Moeller

Peter Murdock

Brian Robb

Daniel Vogt

City Manager

Ralph Lange

City Clerk

Frances McMullan

City Treasurer

Kimberly Teamer

Director of Planning & Development

Director of Financial Services

Marilou Uy

Director of Public Services

Stan Kirton

Planning Commission

Anthony Bedogne

Phil Hollifield

Roderick Johnson, Chairperson

Heidi Jugenitz

Nikki Sandberg

Scott Straley

Cheryl Zuellig, Vice Chair

City Planning Consultant

Carlisle / Wortman Associates, Inc.

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 - Project Type
 - Total Cost
 - Project Identification Number / Budget Number
 - Location / Project Map
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 - Identified Need
 - Project Schedule
 - Project Justification
 - Funding Sources / Cost Details
- Capital Improvement Plan Aggregate Spreadsheet
- CIP Coordinating Committee Scoring Summary

Section I: Executive Summary

Every municipality has a portfolio of capital assets that it owns, maintains, and employs to help deliver quality services to its residents. These assets include equipment and vehicles, such as fire engines, snow plows, and tools, but also more permanent assets such as roads, bridges, buildings, underground utilities, storm water systems, parklands, parking facilities, and natural areas. With ownership comes an obligation to maintain and continually improve that asset. The process used to determine how to invest City resources to maintain and improve these assets is known as the Capital Investment Process.

A Capital Improvement Plan (CIP) is a multi-year planning instrument used to identify needs and financing sources for public infrastructure improvements. A CIP facilitates coordinated infrastructure improvements; maintains, preserves, and protects the City's existing infrastructure system; and provides for the acquisition or scheduled replacement of equipment to ensure the efficient delivery of services to the community. The CIP plans for large, physical improvements or purchases that are permanent in nature. These include municipal facilities, information technology systems, transportation systems, utilities, and other miscellaneous projects.

The CIP plays an important role by providing the link between planning and budgeting for capital expenditures to ensure that capital improvements are fiscally sound and consistent with City long-range goals and objectives. The CIP process occurs prior to the budget process and should be used to develop the capital portion of the municipal budget. The projects contained in the first year of the CIP will be requested in next year's department requested municipal budget. Capital Improvements Plan (CIP) outlines a schedule of public service expenditures over the ensuing six year period (FY 2015 – 2021).

Introduction and Purpose

The quality of the infrastructure and community facilities in the City directly influences the quality of life that the City can provide. As community infrastructure and facilities age, continual improvements and updates are required to stay current with changing demands and needs. Currently, the City does not have a formalized process for reviewing long-range major improvements and purchases, and instead reviews department requests on an annual basis. In the midst of shrinking resources and deferred maintenance costs, a CIP is more important than ever. The 2015-2021 Plan will reflect a six year anticipated scheduling and costs for infrastructure, facilities, and equipment based on input from each City department.

A Capital Improvement Plan is a blueprint for planning a community's capital expenditures. It coordinates planning, financial capacity, and physical development, and will be used as a management tool for the budget and planning processes. Upon adoption by the City Council, the CIP becomes a statement of city policy regarding the timing, location, character, and funding of future capital projects. The CIP represents City Council's best judgment at that time; however, future needs, financial constraints, and grant opportunities may result in programmatic changes over the six year period.

A CIP offers a number of advantages such as:

- Facilitate coordination between capital needs and operational budgets;
- Support projects with high return on investment;
- Allow for better scheduling of public improvements and coordination of construction; and
- Enhance the community's credit rating, control of its tax rate, and avoid sudden changes in its debt service requirements.

Relationship between CIP and Budget

The CIP makes capital spending more predictable and transparent. The CIP does not address all of the capital expenditures for the City, but provides for large, physical improvements and purchases that are permanent in nature, including the basic facilities, services, and installations needed for the functioning of the community. Capital planning identifies purchases of physical assets or construction, major repair, reconstruction, or replacement of capital items, such as buildings, utility systems, roadways, bridges, parks, heavy equipment, and extensive internal office needs which are of high cost and have a longer useful life. The intent is to have the first year of the CIP represent the proposed capital budget for the current fiscal year. The remaining years of the CIP serve as a financial plan for capital investments.

Definition of Capital

Examples include construction, expansion, or renovation of a public building, water line upgrades and extensions, major equipment, the acquisition of land for public use, or new storm and sanitary sewers. The adoption of a common definition assist in determining what projects are part of the capital improvement program versus those that are part of the general budget.

Only the projects that meet the capital project or improvement definition are included in the capital improvement program. A capital improvement project can include one or more of the following:

- **Building Maintenance:** is the repair, replacement, or upgrades of exterior and interior walls, roofs, furnishings and similar non-mechanical features that extend a building's life. Examples include new roofs, windows and doors, tuck pointing and masonry repair, interior and exterior painting, carpeting and furniture.
- **Building Equipment:** is the repair or replacement of heating, ventilation, and air conditioning (HVAC) systems.
- **Building Construction:** includes the erecting of new buildings and additions that add usable floor space for staff and patrons.
- **Interior Equipment:** includes all equipment critical to the functioning of the city such as computers, telephones, cameras and voting machines.
- **Equipment:** includes heavy apparatus used by the fire department and department of public services. Examples are lifesaving equipment, vehicle hoists, and similar specialized mechanisms that last for several years.
- **Vehicles:** encompass cars, trucks, buses and grounds maintenance equipment. Vehicles are considered part of the motor pool that is maintained by the Department of Public Services. For the purpose of the capital improvements plan, vehicles are attached to their respective departments.
- **Infrastructure:** includes below grade, at grade and above grade (non-building) improvements. Examples include new water and sewer lines, stormwater, streets and sidewalks, bike lanes landscape, and fences

Section II: Community Assets and Capital Assets

When planning for capital improvements, it is important to understand what the City is responsible to maintain. Even without planning for any major improvements, the City has a responsibility to maintain the level of service to the community and bring capital assets, facilities, and infrastructure into compliance with local, state, and federal laws.

That being said, identifying all community assets, whether or not they are owned and maintained by the City of Ypsilanti, is beneficial for project coordination and long-term planning. At this time, many community assets are actually operated by a separate entity, such assets include the Ypsilanti District Library Michigan Avenue branch, the Highland Cemetery, and the City's water supply and wastewater infrastructure. While these assets do not factor into the City's annual capital budgeting process, they certainly effect the prioritization of the City's capital improvement projects. Sometimes circumstances change and it is possible that the City may be required to support a particular asset if the current authority or agency decides they no longer have the capacity to operate these facilities.

Town and Gown

The City of Ypsilanti is 4.3 square miles in area. Eastern Michigan University's (EMU) employs over 2,500 people and the campus is over 800 acres, making it the largest employer and single largest land holder in the city. The university represents approximately 25 percent of the City's total land area and 40 percent of the day-time population. As a state university EMU is exempt from local taxes and zoning codes, still, they are an important partner in planning for capital improvements. This Plan gives the City and the university a foundation for increased, future coordination on various capital projects. While independent from the City, EMU is an important community asset for the City of Ypsilanti.

Utilities

The City of Ypsilanti is responsible for all stormwater drains; however, the Ypsilanti Community School (YCS) district is responsible for its own stormwater management, as school sites can be a large contributor to nonpoint source pollution. Water and wastewater services are essential community assets to residents and business owners but these utilities are not owned and operate by the City of Ypsilanti. Ypsilanti Community Utilities Authority (YCUA) provides water and wastewater services to property owners based on user fees. Solid waste collection and curb-side recycling are provided by the City via contract and are supported by a tax millage levy. The City operates a recycling drop-off center at 651 Rice Street.

DTE owns and operates electricity for the City. In recent years, the community has made a major push towards alternative energy and has been working to make Ypsilanti a "Solar Destination." In September 2014, an anonymous donor selected six Ypsilanti non-profit organizations to receive solar roof installations, including the following City assets: Ypsilanti Senior/Community, the Michigan Avenue branch of the Ypsilanti District Library, Ypsilanti Department of Public Services, and Washtenaw International High School. Whether or not the City owns or operates a capital asset, it is important for the City to know what is happening with its community facilities and utilities.

The following City of Ypsilanti CIP categories are based on existing budget categories:

1. Computer Equipment
2. Capital Equipment
3. Capital Facilities
4. Motorpool
5. Major Road Improvements
6. Capital Non-Equipment

For the purpose of clarity and consistency these categories, rather than departmental divisions, establish the framework for the plan. The subsequent paragraphs are intended to describe these CIP categories and outline some of the major capital assets in each category.

Computer Equipment

Replacement of computer hardware or installation of new technology is considered a capital asset if the asset or total “program” of projects is greater than or equal to \$10,000. For instance, City departments may make individual requests regarding the number of laptops, desktops, and/or tablets needed, but only bulk technology upgrades should be included as part of the capital improvement plan. The City of Ypsilanti currently has 64 computers for departmental use. A large portion of the City’s standard office equipment and software programs are leased; consequently, they are not considered capital assets.

1. Capital Equipment

Equipment is defined as a large capital asset with a significant life span that can be installed/removed from a facility (building) or non-equipment asset (such as a park or right-of-way). The City of Ypsilanti Police and Fire departments require an array of highly specialized equipment to do their job effectively and keep the community safe. Such equipment includes K9 dogs and hydraulic rescue tools or the “jaws of life.” The Department of Public Services also maintains equipment in the parks, such as climbers and swing sets.

While YCUA maintains the wastewater system infrastructure for the City of Ypsilanti and surrounding communities, it is important to note that there are sewage pumping stations located within the city boundary.

2. Capital Facilities

Facilities refer to buildings and shelters (such as sheds or pavilions). The capital improvement plan can include interior and/or exterior improvements as well as new construction and demolition. There has been a great deal of deferred maintenance on key city facilities, including city facilities located in its park system. While the City is not responsible for the operations and maintenance of every community facility located within the city limits, these facilities have been included as existing capital assets.

City Hall (1 S. Huron Street), Police Station (505 W. Michigan Avenue), Fire Station (525 W. Michigan Avenue), Department of Public Services building (14 W. Forest Avenue), and the Recycling Center (651 Rice Street) are all city-owned facilities. Other major community facilities include the Parkridge Community Center (591 Armstrong Street), Senior Citizen Center (1015 N. Congress), Freighthouse (100 Market Plaza), Rutherford Municipal Pool (975 N. Congress), and the former Boys and Girls Clubs Southeastern Michigan facility (220 N. Park Street).

Not all community assets are owned by the City, the Ypsilanti Historical Museum is operated by the Ypsilanti Historical Society (220 N. Huron Street) and the Michigan Avenue YDL branch (229 W. Michigan Avenue) is run by the Friends of the Library. Ypsilanti Community Schools (YCS) is directly responsible for the operations and maintenance of school facilities within the City of Ypsilanti (and Ypsilanti Township), but they are also included here as existing community assets. The following YCS facilities are located in the city limits: Perry Early Learning Center (550 Perry Street), Adams STEM Academy (K-6) (503 Oak Street), Estabrook Elementary (2-7) (1555 W. Cross Street), Washtenaw International Middle Academy (5-8) (510 Emerick Street), and Washtenaw International High School (510 Emerick Street).

3. Motorpool

Budget documents indicate an excessive amount of motorpool equipment that by and large is not in very good condition. The City has four (4) vehicles for general use. The Department of Public Services has five (5) dump trucks, two (2) street sweepers, and eleven (11) other utility vehicles/trucks. Public Services also owns six (6) bobcats, five (5) tractors, and three (3) other pieces of equipment. Environmental Services has four (4) trucks and a fork lift. The Police Department has eighteen (18) vehicles. The Fire Department has three (3) vehicles, two (2) engines, and one (1) tower. The Building Department owns three (3) vehicles. Vehicle leases are not included in capital improvements because the City is not responsible for their upkeep and replacement.

4. Major Road Improvements

Major road projects include all local roadways and automobile bridges. The City of Ypsilanti has four (4) major corridors: Huron Street, Washtenaw Avenue (M17), Michigan Avenue, and Harriet Street. Other major roads include Congress Street, Cross Street, Forest Avenue, Grove Street, Hamilton Street, and Prospect Road. There are five (5) automobile bridges over the Huron River: Leforge Road, Forest Avenue, Cross Street, Michigan Avenue, and Spring Street. Replacing aging infrastructure as a result of deferred road maintenance is a major priority for the City of Ypsilanti.

5. Capital Non-Equipment

Non-Equipment is the largest CIP category and somewhat of a catch-all for capital improvement projects that do not fit into one of the other five categories. Non-Equipment includes permanent infrastructure that is not a road or facility. Parks, sidewalks, and bike lanes are the three major capital non-equipment assets subcategories.

The City of Ypsilanti has an extensive parks system that is linked to adjacent communities by the Border to Border (B2B) trail and the Huron River. One notable detail about the city's park system is that the Olmstead Brothers created a parks and greenway plan for the Huron River in 1913.

The City has four different types of parks: river parks, tot lots, passive parks, and neighborhood parks. River parks include Peninsular, Railroad Street, Frog Island, River's Edge, and Waterworks. There are four Tot Lots: Carrie Mattingly, Charles Street, Edith Hefley, and Ainsworth. The City also has two passive parks: Minuteman monument and Haab Bros. Finally, Ypsilanti's neighborhood parks include Candy Cane, Prospect Park, Recreation Park, Ometha Smith, and Parkridge. The Peninsular Park Dam is also a physical asset for the City.

The majority of Ypsilanti's housing stock is within a quarter-mile of a park. EMU's campus, Madonna Park, and Washtenaw 100 Club Memorial Park provide public open space amenities but are not owned by the City.

Another important asset is the City's urban forest. The City has established a small temporary tree nursery at the southeast corner of the Water Street property to nurture new trees, but a full and healthy tree canopy also requires regular attention and maintenance. Proactive maintenance pruning may lower the overall cost of sustaining the urban forest, reducing the need for emergency removal.

Highland Cemetery (943 N. River Street) in northeast Ypsilanti is another community asset. Highland Cemetery is a 150 year old, garden style cemetery. It is currently maintained and operated by the Highland Cemetery Association, a non-profit organization with a Board of Directors.

The City of Ypsilanti also has an established system of sidewalks and a growing number of bike lanes. Other pedestrian systems include the Tridge, a three-way pedestrian bridge at Riverside Park, and possible future non-motorized improvements at Huron Street and I-94. Addressing the continuity and accessibility of the pedestrian system is vital for encouraging use and achieving legal compliance. For example, the City has contributed \$100,000 annually for sidewalk ramps. The City of Ypsilanti has a commitment to Complete Streets principles, which go above and beyond ADA compliance and promote greater non-motorized transportation use.

Water infrastructure is also considered capital non-equipment. The Owen Drain, which outlets from the Township into the Huron River, is situated in the City of Ypsilanti. Any improvements to the drain are the responsibility of the Washtenaw County Drain Commissioner. Again, while the City of Ypsilanti does not operate the community's water supply infrastructure and distribution systems, the water supply infrastructure is another important capital asset. There are two elevated water storage tanks located in the City: the historic stone water tower built in 1890 (303 N. Summit) and Shadford tower built in 1957 (1861 Cross Street).

Section III: Capital Improvements Programming Planning

CIP Adoption Process

When financial resources are constrained and there is greater need for public understanding of capital decisions, the CIP becomes an even more important framework for the community. As such, Michigan law requires an inclusive CIP process that involves input from the Planning Commission under Article IV of the Michigan Planning Enabling Act (P.A. 33 of 2008).

The City of Ypsilanti CIP adoption process was an inclusive one that included all pertinent departments. The roles and responsibilities associated with the CIP adoption process are divided among the following groups:

Public Act 33 of 2008

"To further the desirable future development of the local unit of government under the master plan, a planning commission, after adoption of a master plan, shall annually prepare a capital improvements program of public structures and improvements, unless the planning commission is exempted from this requirement by charter or otherwise."

CIP Coordinating Committee*: reviews the policy, develops project rating and weighting criteria, scores project applications, review funding and project coordination, and presents recommendation to the Administrative Group. CIP coordinating committee also looks for opportunities to coordinate with YCUA, EMU, MDOT and other partners to maintain infrastructure serving the City of Ypsilanti.

- City Manager
- Director of Planning & Development
- Director of Financial Services
- Director of Public Services
- City Clerk
- City Treasurer
- Police Chief
- Fire Chief
- Planning Commission Representation (2 members)

Administrative Committee*: reviews Master Plan documents and annual City Council goals, organizes kickoff meeting, finalizes project schedule, and prepares CIP draft.

- City Manager
- Director of Planning & Development
- Director of Financial Services

Planning Commission: works with the CIP Coordinating Committee during the development of the plan, review recommendations, receives public input, conducts public hearings, and adopts the plan.

City Council: encouraged to use the CIP as a guide for the annual budget.

Residents: encouraged to participate in plan development.

**These groups may also be assisted by a planning consultant.*

CIP Coordinating Committee

City Manager is responsible for supervising the administration of city government. Manages and supervises all departments, agencies, and officers. Provides leadership and direction in the development of short and long range plans. Provides profession

Director of Planning & Development is responsible for the overall management of the City's planning and development. Supervises a small work force of employees focusing on economic development, community resource, code enforcement, and land use programs. Prepares and administers the department budget. Reports to the City Manager.

Director of Financial Services is responsible for the overall direction of the Accounting, Assessing and Treasury divisions. The individual supervises a small work force of clerical, technical, and accounting personnel. They compile the annual budget, manage the investments of the City, and coordinate/prepare the City Audit.

Director of Public Services responsible for planning, organizing and directing the maintenance and repair of City municipal streets, public properties, vehicles and apertures. Coordinates work activities and monitors work of utility companies as it relates to City property. Prepares and administers the department budget. Reports to the City Manager.

City Clerk is appointed by the City Council and receives day-to-day supervision from the City Manager. The City Clerk supervises a small clerical staff in documenting and preserving the official records of the City and assists the City Council in conducting their business.

City Treasurer is involved in the preparation, collection and maintenance of tax payments and special assessments. This position also provides assistance in election preparation and various customer service requests from citizens and employees. Reports to the City Clerk.

Police Chief is responsible for the directing, planning, organization, coordination and operation of the Police Department, including patrol, traffic, criminal investigation, crime prevention, records maintenance, community relations, and related activities through subordinate supervisors. Prepares and administers the department budget.

Fire Chief is responsible for planning, organizing, directing and reviewing fire prevention, training, suppression, inspection, and maintenance of fire services. The Fire Chief is responsible for all Fire Department personnel, equipment, apparatus and buildings associated with the City's public safety. Prepares and administers the department budget. Reports to the City Manager.

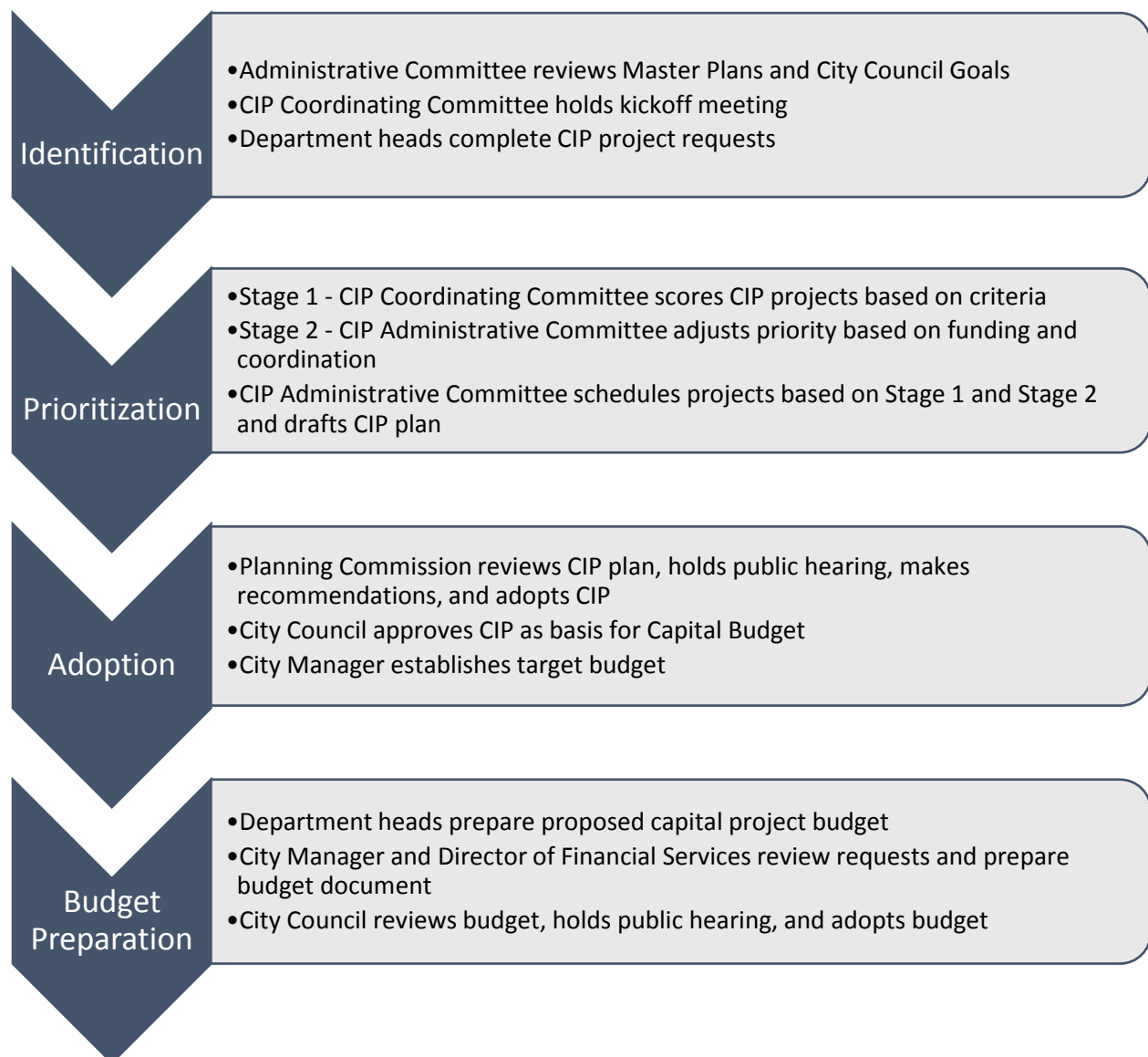
Planning Commissioners administer compliance with the City Zoning Ordinance and reviews requests for rezoning, special use permits, street or alley vacations, capital improvements, planned unit developments, and site plans. The Planning Commission is also responsible for amendments to the Master Plan and Zoning Ordinance.

CIP Adoption Process

The quality of the infrastructure and community facilities in the City directly influences the quality of life that the City can provide. As community infrastructure and facilities age, continual improvements and updates are required to stay current with changing demands and needs. Currently, the City does not have a formalized process for reviewing long-range major improvements and purchases.

The Capital Improvement Plan (CIP) will provide a blueprint for planning the City of Ypsilanti's capital expenditures. It coordinates planning, financial capacity, and physical development, and will be used as a management tool for the budgeting and planning processes.

Figure 1. Capital Improvement Program Process



*City is encouraged to Evaluate CIP process, criteria, and output at every stage.

Source: Adapted from MEDC's Capital Improvements Plan Guide

Capital Investment Policies

An essential component of the Capital Improvement Program is to establish a policy framework for capital project selection. The policy framework establishes prioritization of projects to most efficiently determine whether or not to allocate *X dollars* to *activity A* as opposed to *activity B*. In order to establish a policy framework to properly evaluate capital project and prioritization a set of long-range investment policies was established. These policies provide the framework for making capital project decisions in order to ensure the City's financial viability, improve and maintain levels of service standards, provide responsive community development, and meet other strategic goals.

The Capital Investment Policy is based on priorities identified in community strategic plans and master planning documents. These policies incorporate the City Council goals from 2014 related to Fiscal Stability, Economic Development, Public Safety, Transportation Choices, Environmental Sustainability, and Diversity. They also speak directly to ShapeYpsi's Guiding Values.

The following criteria and project prioritization matrix offer a high level of transparency which is desired by the community and its leadership. The capital improvement plan prioritizes projects based on the following investment policy statements:

- 1. Community Needs and Vision:** Capital improvement projects identified in the Plan should be consistent with the City of Ypsilanti's long-term vision. Specifically, projects should be aligned with the goals and objectives of Shape Ypsilanti (2013) and other multiyear planning documents, including the Non-Motorized Transportation Master Plan (2010), Climate Action Plan (2012), and Parks and Recreation Master Plan (2013). The projects should also address current and future needs of the community and protect the health, safety, and welfare of all residents. Another basic function of the capital improvement plan is to maintain and improve levels of service and quality of public infrastructure and facilities.
- 2. Economic, Social, and Environmental Sustainability:** The Capital Improvement Process gives Ypsilanti the opportunity to respond proactively to the community's needs for infrastructure, facilities, and services. The City has a deeply rooted commitment to sustainability that is reflected in its long-term planning and daily operations.
- 3. Project Readiness:** Capital budgeting is an ongoing process which requires long-term planning and annual budgeting. Understanding project readiness is vital to the prioritization of projects over the six (6) year life of the Plan. Ypsilanti should prioritize projects that are ready to proceed and can be coordinated with other capital improvements to provide bulk upgrade benefits. Projects with an identified or secured funding source should also be prioritized. In terms of the Plan, capital improvements expected to be implemented within the next 1-2 years will provide more detailed project information, while long-term capital needs are usually identified in general terms.

ShapeYpsi Guiding Values

As part of the Shape Ypsilanti Master Plan (2013) process, the City established a set of ten guiding values to inform land use and policy decisions in the community. These guiding values focus on safety, diversity, sustainability, communication and outreach, housing options, transportation choices, business friendly, and sense of place, as well as establishing a strong partnership with Eastern Michigan University and building community within the City's neighborhoods. In addition to the Capital Investment Policies above, these guiding values were used to development the questions that would ultimately become the CIP prioritization decision matrix.

Figure 2. Aligning CIP Decision Matrix with ShapeYpsi Guiding Values

CIP Decision Matrix Questions	ShapeYpsi Guiding Values
Is the project <i>Aligned with the Master Plan?</i>	safety, diversity, sustainability, communication and outreach, housing options, transportation choices, business friendly, sense of place, partnership with EMU, building community
Does the project <i>Protects Health, Safety, and Welfare?</i>	safety, communication and outreach, housing options, partnership with EMU, building community
Does it <i>Maintain or Improve Level of Service and Legal Compliance?</i>	safety, diversity, transportation choices, business friendly
Does it <i>Provide Return on Investment or Economic Development?</i>	sustainability, transportation choices, business friendly, sense of place
Does it <i>Serve a CDBG Eligible Neighborhood?</i> Is it <i>within a ¼ mile of Ypsilanti Community School?</i>	diversity, communication and outreach, housing options, building community
Is it <i>Aligned with the Climate Action Plan (2012)?</i> Does it <i>Reduce Waste and Increase Water and/or Air Quality?</i>	sustainability, communication and outreach
Does it <i>Improve Non-Motorized Transportation Options?</i>	sustainability, transportation choices, building community

Capital Improvement Program Asset Inventory

As part of the initial CIP process, department heads were asked to complete a detail form for each capital asset in their department. The each detail form requires the following information:

- Department name
- Name of capital asset
- CIP Category
- Year built/acquired
- Latest major improvement
- Condition
- Utilization
- Replacement cost
- Expected life of asset
- Deferred maintenance cost
- Total cost of operating and maintain the asset verse total cost of replacement
- Future capital improvements needed

Figure 3. Capital Improvement Program Asset Inventory Detail Form

City of Ypsilanti Capital Improvement Plan		2015 - 2021
Capital Improvement Program Asset Inventory Detail Form		
Please fill out this form for each capital asset in your Department.		
Department Name		
Capital Asset Name	CIP Category	
Year Built / Acquired		
Latest Major Improvement		
Condition		
Utilization		
Replacement Cost		
Schedule for Repair, Replacement, and Maintenance		
Expected Life of Asset		
Deferred Maintenance Cost		
Total Cost of Operating and Maintaining the Asset verse Total Cost of Replacement		
Future Capital Improvement (Primary Work* & Project Description)	Est. Year	Est. Cost

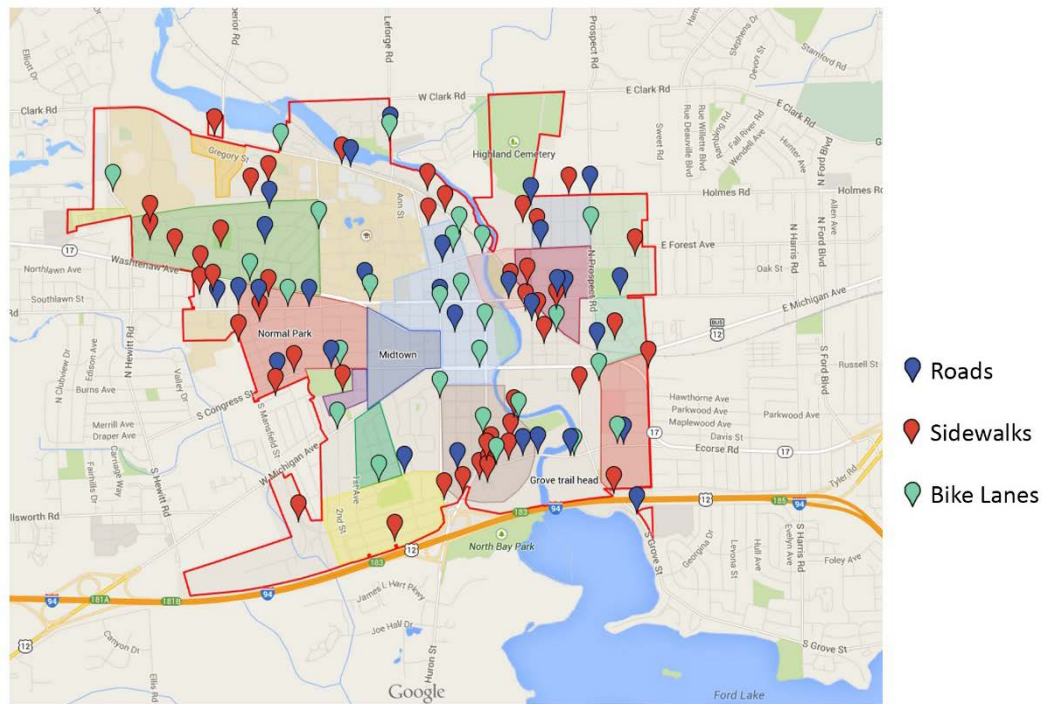
*Use the following terms to describe Primary Work: Demolish/New, Reconstruct, Reconstruct/rehabilitate, Rehabilitate, Repair, or Upgrade

Capital Project Requests

During the Identification Step, department heads were asked to provide the following information for each requested capital improvement project:

Project Name	The CIP Administrative Committee will ultimately assign an Identification Number (ID No.) that will function as the unique identifier for each capital project. Project names will be used for sorting and identifying opportunities for coordinated implementation. Project name should describe the equipment, road repair, park improvements, or facility improvements. Motorpool project names should include the City assigned vehicle number.
Project Location	The location of the project may be identified as a specific facility, park, or street segment. The location should also include the neighborhood, as this will be used to coordinate project implementation.
Primary Work	There are six (6) options for primary work: 1. New/Construct: new infrastructure or facility that does not currently exist or installation of a new kind of equipment that the city does not already own 2. Reconstruct: complete replacement of existing infrastructure or facility 3. Reconstruct/rehabilitate: hybrid, can provide some cost savings 4. Rehabilitate: significant improvements to existing infrastructure or facility 5. Repair: general improvements or regular maintenance for existing infrastructure or facility, also may be used to describe the repair of equipment or Motorpool vehicles 6. Upgrade: replacement of existing equipment with a newer or better technology with the same function
Total Project Cost	Estimated cost of the project.
Cost to City	Cost to the city after identified or secured grants/funds.
Fiscal Year(s)	This is the year(s) the project will be budgeted for. This year may be determined by the Master Plan or another planning document, or requested by the Department Head. This will be adjusted based on project prioritization, funding availability, and coordination.

Figure 6. CIP Project Request Locator Map



Evaluation Criteria/Scoring

Based on the investment policy statements and guiding values, the following evaluation criterion was used to determine capital spending levels and to guide capital project prioritization. In order to objectively prioritize each project, CIP Coordinating Committee members used the following scoring matrix to evaluate proposed capital improvement projects for Stage 1 Prioritization. Stage 1 focuses on basic requirements for capital projects as well as economic, social, and environmental sustainability goals directly linked to the ShapeYspilanti Master Plan (2013). Phase 1 uses a scale of 0-2 to achieve a baseline score for each project for the CIP Coordinating and Administrative Committees to use internally.

Once the CIP Coordinating Committee completes Stage 1 Prioritization, the Administrative Committee is responsible for completing Stage 2 of the process. This second stage is intended to adjust priority based on project funding and possible coordination, and potentially accelerating or decelerating the project implementation schedule.

Once the scoring process is complete, the priority is translated into High, Medium, or Low priority with the highest priority projects scheduled for following Fiscal Year. It is important to note that some projects identified in the CIP process may be long-term visions and beyond the six year scope of the current Capital Improvements Plan.

High Project should be completed within the next 1-2 years

Medium Project should be completed within the next 3-5 years

Low Project may be completed within the next 6-20 years

Stage 1 Prioritization				
		Scoring		
		0	1	2
Basic Requirements	Aligned with Master Plan	Is not aligned with the Master Plan	Is aligned with the Master Plan	Addresses a major goal or objective of the Master Plan
	Protects Health, Safety, and Welfare	Does not impact health, safety, and/or welfare	Increases health, safety, and welfare but is not an urgent, persistent need	Addresses an immediate, persistent need
	Maintains or Improves Level of Service and Legal Compliance	Does not improve level of service and legal compliance	Maintains existing level of service and legal compliance	Improves level of service and legal compliance
Econo	Provides Return on Investment / Economic	Would have a negative effect on investment and	Would not increase investment or economic	Would increase investment and provide for greater

	Development	economic sustainability	sustainability	economic sustainability
	Serves CDBG Eligible Neighborhood or within ¼ mile of Ypsilanti Community School	Would have a destabilizing effect on surrounding neighborhood	Would not affect surrounding neighborhood	Would help to stabilize and strengthen surrounding neighborhood
	Aligned with the Climate Action Plan (2012), Reduce Waste and Increase Water and/or Air Quality	Would have a negative effect on energy consumption and/or environmental sustainability	Would not reduce energy consumption or improve environmental sustainability	Would reduce energy consumption and improve environmental sustainability
	Improves Non-Motorized Transportation Options	Does not improve non-motorized transportation	Increases non-motorize transportation	Catalyst project for non-motorized transportation

Stage 2 Prioritization				
		Lower Priority	Maintain Priority	Increase Priority
Project Readiness	Cost to City	Identified future funding source / substantial maintenance costs	Grant or funding source identified	Grant or funding source secured / Funding expires
	Coordinated Implementation	Coordination with a potential project outside the 5-yr horizon	No significant opportunity for project coordination	Coordination with a high priority project or is a prerequisite for another project

Capi

tal Budget Transparency

Ultimately, the CIP plan provides greater transparency, identifying the criteria and process used to prioritize capital improvement requests. The following table shows the requested and approved amount for the different budget categories prior to the establishment of a formal CIP process. It is important to note that these categories include both capital projects and operations. Separating capital projects from reoccurring maintenance costs and licenses or fees, will help the City plan effectively for major improvements.

	Capital Equipment		Capital Facilities		Capital Non-Equipment		Computer Equipment		Motorpool	
	Request	Approve	Request	Approve	Request	Approve	Request	Approve	Request	Approve
2004-05	116,425	103,625	862,924	157,924	1,915,801	156,706	209,996	201,996	896,760	162,760

2005-06	66,175	59,675	929,900	159,900	1,928,086	156,106	196,442	193,242	1,001,260	597,460
2006-07	162,650	142,650	1,367,809	124,709	1,921,860	150,480	179,199	172,749	677,800	237,400
2007-08	192,850	96,865	569,102	571,358	154,750	154,750	186,931	178,995	1,553,700	1,452,700
2008-09	95,000	91,000	348,397	310,443	153,906	170,176	211,500	152,993	304,200	292,247
2009-10	111,955	80,508	296,793	262,221	153,031	153,806	237,267	267,616	618,200	120,200
2010-11	116,355	84,138	192,154	274,296	42,759	42,759	253,890	216,336	703,500	1,041,218
2011-12	57,202	57,202	276,793	276,793	41,804	41,804	216,101	216,101	605,007	605,007
2012-13	51,100	61,874	423,929	444,212	38,105	38,105	189,172	179,837	254,000	132,016
2013-14	42,100	150,120	94,614	223,473	36,890	1,212,365	186,983	304,760	238,800	247,668
2014-15	190,018	200,518	190,752	187,452	1,450,138	1,956,613	213,225	213,225	999,034	732,650
2015-16	81,344	85,344	166,090	86,090	39,230	39,705	253,302	253,302	261,834	300,000

Program Funding

Funding for capital improvement projects came from various sources including capital funds, federal and state grants, local contributions, charges for services, transfers, special designated funds, grants, contributions, charges for services, and transfers.

CIP Revenue Sources					
Sources	2015	2016	2017	2018	2019
Taxes					
Transfers					
State Grants					
Federal Grants					
Charges for Services					
Local Contributions					
Interest & Rent					
Total Revenues					

Section IV: FY2015-2021 Capital Improvement Plan

More information located in Project Sheets.

Computer Equipment

Replacement of computer hardware or installation of new technology is considered a capital asset if the asset or total “program” of projects is greater than or equal to \$10,000. For instance, City departments may make individual requests regarding the number of laptops, desktops, and/or tablets needed, but only bulk technology upgrades are included as part of the capital improvement plan.

Capital Equipment CIP Distribution			
<i>Fiscal Year</i>	<i>No. of Projects</i>	<i>Total Cost</i>	<i>Departments Involved</i>
2015/16			
2016/17			
2017/18			
2018/19			
2019/20			
2020/21			

Capital Equipment

Capital Equipment is defined as a large capital asset with a significant life span that can be installed/removed from a facility (building) or non-equipment asset (such as a park or right-of-way). The City of Ypsilanti Police and Fire departments require an array of highly specialized equipment to do their job effectively and keep the community safe. Such equipment includes K9 dogs and hydraulic rescue tools or the “jaws of life.” The Department of Public Services also maintains equipment in the parks, such as climbers and swing sets.

Capital Equipment CIP Distribution			
<i>Fiscal Year</i>	<i>No. of Projects</i>	<i>Total Cost</i>	<i>Departments Involved</i>
2015/16			
2016/17			
2017/18			
2018/19			
2019/20			
2020/21			

Capital Facilities

Capital Facilities refer to buildings and shelters (such as sheds or pavilions) owned by the City. The capital improvement plan can include interior and/or exterior improvements as well as new construction and demolition. There has been a great deal of deferred maintenance on key city facilities, including city facilities located in its park system.

Capital Equipment CIP Distribution			
<i>Fiscal Year</i>	<i>No. of Projects</i>	<i>Total Cost</i>	<i>Departments Involved</i>
2015/16			
2016/17			
2017/18			
2018/19			
2019/20			
2020/21			

Motor Pool

Budget documents indicate an excessive amount of motorpool equipment that by and large is not in very good condition. The City has four (4) vehicles for general use. The Department of Public Services has five (5) dump trucks, two (2) street sweepers, and eleven (11) other utility vehicles/trucks. Public Services also owns six (6) bobcats, five (5) tractors, and three (3) other pieces of equipment. Environmental Services has four (4) trucks and a fork lift. The Police Department has eighteen (18) vehicles. The Fire Department has three (3) vehicles, two (2) engines, and one (1) tower. The Building Department owns three (3) vehicles. Vehicle leases are not included in capital improvements because the City is not responsible for their upkeep and replacement.

Capital Equipment CIP Distribution			
<i>Fiscal Year</i>	<i>No. of Projects</i>	<i>Total Cost</i>	<i>Departments Involved</i>
2015/16			
2016/17			
2017/18			
2018/19			
2019/20			
2020/21			

Major Road Improvements

Major road projects include all local roadways and automobile bridges. The City of Ypsilanti has four (4) major corridors: Huron Street, Washtenaw Avenue (M17), Michigan Avenue, and Harriet Street. Other major roads include Congress Street, Cross Street, Forest Avenue, Grove Street, Hamilton Street, and Prospect Road. There are five (5) automobile bridges over the Huron River: Leforge Road, Forest Avenue, Cross Street, Michigan Avenue, and Spring Street. Replacing aging infrastructure as a result of deferred road maintenance is a major priority for the City of Ypsilanti.

Capital Equipment CIP Distribution			
<i>Fiscal Year</i>	<i>No. of Projects</i>	<i>Total Cost</i>	<i>Departments Involved</i>
2015/16			
2016/17			
2017/18			
2018/19			
2019/20			
2020/21			

Capital Non-Equipment

Capital Non-Equipment is the largest CIP category and somewhat of a catch all for capital improvement projects that do not fit into one of the other five categories. Non-Equipment includes permanent infrastructure that is not a road or facility; for instance parks, sidewalks, and bike lanes are considered non-equipment.

Capital Equipment CIP Distribution			
<i>Fiscal Year</i>	<i>No. of Projects</i>	<i>Total Cost</i>	<i>Departments Involved</i>
2015/16			
2016/17			
2017/18			
2018/19			
2019/20			
2020/21			







Memo

To: Planning Commission
From: Megan Masson-Minock, Planning Consultant
Date: December 11, 2014

Subject: Disposition policy draft for tax foreclosure reverted properties

Recently, a handful of properties have been returned to the City of Ypsilanti from the County Treasurer's Office, after they failed to sell at tax foreclosure auction. The City has the option to accept or reject these properties, and currently has not taken a position on how to review or potentially handle these properties.

The following is a draft policy/process for making recommendations for disposition of previous acquisitions the City has received through the tax foreclosure process. This policy most likely would be applied to any properties acquired by the same means in the future. Examples of application (for comment) are also included referencing the items below.

Process/review policy

1. County Treasurer's office notifies City of parcels that could revert to City, providing corresponding deeds – is reported to City Manager's office
2. Planning and Building are notified and initial inspection conducted.
3. The Planning Department is responsible for reviewing parcel with respect to the following conditions/context and making recommendation to council based on the following factors:
 - Location: adjacent ownership and potential for related use, ownership and/or adoption
 - Zoning review – permitted uses, non-conforming status (use or structure), whether or not the lot is buildable
 - Site considerations: grade, wetlands, contamination or perceived contamination, etc.
 - Planning: master plan, redevelopment areas in master plan, economic development potential, relationship to current or future development projects
 - Owner-occupied/Rental Housing: In residential areas, percentages of owner-occupied and rental housing on the same and adjacent blocks.

4. The Planning Department drafts a recommendation, based on the review in step 3, to the City Manager for disposition for one of the following options:
 - Sale: Listing the property with a broker, RFP released to developers, or priority consideration for neighboring properties/businesses. The following incentives could be attached to sale of a property:
 - o In cases where infill is desired and a market condition exists, consider establishment a Neighborhood Enterprise Zone (NEZ) for qualifying housing projects (single and two-family residences).
 - o Commercial/industrial property should consider related incentives to encourage rehabilitation when possible (OPRA, Commercial Rehabilitation District, Industrial Development District, etc)
 - Donation: Donation to Habitat for Humanity, Community Housing Alternatives (CHA) or other non-profit housing developers, where infill housing development is desired but the market cannot support it.
 - Lease: Lease of vacant land, where recommendation is for future redevelopment, interim uses should be considered, and have been requested, by neighboring residents. City Attorney's office should develop template for interim use/care lease, with automatic renewal, but a 90 day "out" clause. Leases can be considered for the following, with payment of \$1/year:
 - o Community gardens
 - o Tot lots
 - o Other community uses
 - Maintain: Continue to maintain the property in cases where there may be no interest in donation, lease, or in cases of contamination or perceived contamination.
 - Non-acceptance: Not accept properties, in cases of contamination or perceived contamination. The property would then revert to the county, or could be offered to the State Land Bank.
5. The City Manager brings the recommendation and a presentation to City Council for appropriate action.

We need input from the Planning Commission on the following:

- The process itself
- The recommendations for disposition of the properties attached.

Draft application to existing tax reverted properties

Map/context	Address/ Parcel ID	Zoning review	Neighborhood context – nearby ownership – other development	Condition of building/site	Recommendation
810 Harriet - proximity map 	810 Harriet, vacant no structure 11-11-39-440- 027	R2 – 50 x 164 sf lot or 8,200 sf Buildable lot. Future R1	Located across street from the Parkridge Community Center, adjacent to owner-occupied single family homes.		Interim use or infill (donation). Do not recommend pursuing interest by Parkridge committee as it is located between owner- occupied houses. Pursue Habitat for Humanity or CHA.

Map/context	Address/ Parcel ID	Zoning review	Neighborhood context – nearby ownership – other development	Condition of building/site	Recommendation
822 Short - proximity map 	822 Short (corner Short and Orchard Street) 11-11-39-432- 006	R2 – 50 x 122 sf or 6100 sf. Buildable lot Future R1	Property to the north, 705 Franklin, which is 124 x 100 or 12,400 sf, is also vacant with no structure.		Consider sale to adjacent user, for infill development, with potential use of NEZ. Can also consider donation to Habitat and CHA. .

Map/context	Address/ Parcel ID	Zoning review	Neighborhood context – nearby ownership – other development	Condition of building/site	Recommendation
30 Kramer - proximity map 	30 Kramer 11-11-37-101-003	R2 – 132 x 222 or 29,304 sf Buildable lot Future GC	Abuts commercial property to west along at 539 S. Huron Street, and vacant lot to the north at 8 Kramer. Entire area seeing higher number of foreclosures and vacancies.	Phase I completed in 2010. Recommendation for Phase II based on previous automotive storage (on residential lot)	Consider sale to adjacent user, with specific requirement for construction within 2 years, or revert to City.

Map/context	Address/ Parcel ID	Zoning review	Neighborhood context – nearby ownership – other development	Condition of building/site	Recommendation
893 Madison - proximity map 	893 Madison 11-11-37-152-011 Corner of Brooks and Madison	R2 – 50 x 122 6,100 sf Buildable lot Future R1	Surrounded by single family residential, and adjacent to a Housing Commission property to the east.		Fairly strong single family owner-occupied housing around the site, with exception of some school/church uses to the south on Jefferson. Consider infill through Habitat or CHA, by donation. Potential interim use as well.

Map/context		Zoning review	Neighborhood context – nearby ownership – other development	Condition of building/site	Recommendation
1086 and 1074 Madison - proximity map 	1086 Madison (corner of Madison and second 11-11-37-202-006	R2 – 50 x 122 6100 sf Buildable lot	Corner lot opposite Forest Knoll Apartments, next to 1074 Madison, another City owned vacant lot.		Parcels are located in a fairly strong owner-occupied block, consider infill housing and/or donation to habitat or CHA for infill. Interim uses also appropriate
	1074 Madison 11-11-37-202-007	R2 – 50 x 122 6100 sf Buildable lot Future R1	Adjacent to 1086 Madison Scheduled for demolition, summer of 2012.		

Map/context		Zoning review	Neighborhood context – nearby ownership – other development	Condition of building/site	Recommendation
829 Hill - proximity map 	829 Hill Corner of Hill and Worden 11-11-39- 168-001	R2 - 141.86 x 97.3 13,802 sf Buildable lot Future R1	Corner lot, directly adjacent to another vacant lot, 321 Worden which is privately owned		Recommend seeking infill opportunities with neighboring owner (possible NEZ), sale or donation to Habitat or CHA.

Map/context		Zoning review	Neighborhood context – nearby ownership – other development	Condition of building/site	Recommendation
314 & 322 Parsons proximity map 	314 Parsons St. 11-11-09-191-008	R3 – 66 x 60 3960sf Does not meet lot requirements	Mid-block Parsons street. Adjacent to vacant parcel 318 Parsons (also unbuildable).		Review potential application of NEZ to this type of redevelopment.
	322 Parsons St. (corner of Farmer and Parsons) 11-11-09-192-002	R3 – 86.5 x 66 5,709 Meets requirement for single family Future CN	North side of Parsons street is adjacent commercial. Neighborhood has high percentage of foreclosure and vacant building. Close proximity to Water Street Redevelopment area.		

**CITY OF YPSILANTI
PLANNING COMMISSION
ONE SOUTH HURON STREET
YPSILANTI, MICHIGAN 48197**

2015 CALENDAR OF MEETINGS

The regular monthly meetings of the City of Ypsilanti Planning Commission will be held on the third Wednesday of each month, unless a holiday falls on that date. Unless otherwise indicated, meetings will start at 7:00 p.m. in the Council Chamber.

Dates for 2015 meetings are as follows:

**January 21, 2015
February 18, 2015
March 18, 2015
April 15, 2015
May 20, 2015
June 17, 2015
July 15, 2015
August 19, 2015
September 16, 2015
October 21, 2015
November 18, 2015
December 16, 2015**

The City of Ypsilanti encourages persons with disabilities to participate and will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed material being considered at the meeting to individuals with disabilities at the meeting upon 2 days notice to the City of Ypsilanti. Individuals with disabilities requiring auxiliary aids or services, should contact the City by calling (734) 483-9646 or (1-800-649-4777 (TDD RELAY)

For further information on the Planning Commission, contact the Office of Planning and Development at the above address and phone number.

If any individual is interested in attending a meeting, you may call the Planning Department at 734-483-9646 to confirm that the meeting is still scheduled.

Ypsilanti Non-Motorized Advisory Committee Meeting Minutes

Thursday, September 4, 2014

1. Call to order – The meeting was brought to order at 7:05pm, Thursday, September 4, 2014 at the Ypsilanti District Library, 229 West Michigan Avenue. Committee members attending were Diana Gonzalez, Kevin Hill, Bob Krzewinski, Laura Shlitz and Cheryl Weber. Also attending was Teresa Gillotti of the City Planning Department and City Councilman Pete Murdock.
2. Introductions
 - a. Audience participation/public input - None
3. General business
 - a. Agenda approval – A motion was made by Laura Shlitz, seconded by Diana Gonzalez, to accept the September agenda with no objections.
 - b. Approval of August meeting minutes - A motion was made by Laura Shlitz, seconded by Diana Gonzalez, to accept the August meeting minutes with no objections.
4. Old business
 - a. 2014 Committee priorities
 - Bike Friendly Community & Walk Friendly Community applications – A majority of the meeting time was spent working to complete the Walk Friendly Community application which will be submitted well prior to the December 15th deadline.
 - Ypsilanti bicycling/walking map – No updates.
 - Border To Border Trail completion progress – Construction is expected to begin on the new Trail bridge from Riverside Park to Michigan Avenue, and permanent Water Street area Trail, by late October.
 - Sidewalk improvements – Washtenaw Avenue – North Huron – Catherine Street - No updates.
 - Additional bike lanes – Forest Avenue – West Cross Street – Huron & Hamilton Streets – A guidelines and protocol document for creating new bike lanes was briefly discussed. Also needed is a survey of possible bike lane additions throughout the City.
 - Bike Friendly Business program – The Downtown Association of Ypsilanti (DAY), at their August meeting, unanimously supported a Bike Friendly Business. The next step will be taking this matter to the Downtown Development Authority.
 - Public education outreach to encourage bicycling and walking – The Non-Motorized Committee table at the late August Parkridge Summerfest was very well received. The Committee may also possibly have table space at a joint Eastern Michigan University/City of Ypsilanti street festival on September 13th.
 - Signage/pavement marking improvements – N. Huron & Cross – Hamilton & Michigan – Cross & Washtenaw (EMU) – S. Hamilton mid-block crossing – Huron & Pearl - "Stop For Pedestrians" signs were recently set up on Cross Street in Depot Town.
 - b. I-94/Huron non-motorized improvements – Committee members have been attending the Washtenaw Area Transit Study (WATS) Huron/I-94 Non-Motorized Crossing Steering Committee meetings, at which a preferred Alternative (#4) was approved with Alternative #1 being a second choice. It was also learned that such non-motorized improvements to this bridge could perhaps be completed in 2016.
 - c. Upcoming events –SEMCOG Non-Motorized Plan meeting 9/18, 4-7pm, Ypsilanti City Hall (Presentations at 4:30pm and 6pm), Car-Free Day (9/22), downtown Halloween event (10/30).
5. New Business
 - a. Planning Department update – Brief update by Teresa Gillotti.
 - b. Additional bike racks – After input from the Committee and community members, a list of requested additional bicycle racks, and relocations, were provided to the Downtown Development Authority.
 - c. I-94/Huron Street Non-Motorized Improvements support letter – The Committee unanimously approved a letter to the City Planning Commission and City Council urging they support the WATS Huron/I-94 Non-Motorized Crossing Steering Committee's preferred alternative for non-motorized improvements to the Huron Street /I-94 bridge.
 - d. Other
6. Other Items – Announcements – None.
7. Adjournment – A motion was made by Kevin Hill, seconded by Laura Shlitz, to adjourn the meeting. The meeting stood adjourned at 8:43pm. The next meeting Thursday, October 2, 2014.

Ypsilanti Non-Motorized Advisory Committee Meeting Minutes

Thursday, October 2, 2014

1. Call to order - The meeting was brought to order at 7:10pm, Thursday, October 2, 2014 at the Ypsilanti District Library, 229 West Michigan Avenue. Committee members attending were Diana Gonzalez, Kevin Hill, Laura Shlitz and Cheryl Weber. Also attending was Andy Hromadka as audience.
2. Introductions
 - a. Audience participation/public input - None
3. General business
 - a. Agenda approval - A motion was made by Cheryl Weber, seconded by Diana Gonzalez, to accept the September agenda with no objections.
 - b. Approval of September meeting minutes - A motion was made by Cheryl Weber, seconded by Diana Gonzalez, to accept the September meeting minutes with no objections.
4. Old business
 - a. 2014 Committee priorities
 - **Bike Friendly Community & Walk Friendly Community applications** – Data has been rec'd and enter from AAATA, City of Ypsilanti Police Chief, and Kevin Hill has added updates also.
 - **Ypsilanti bicycling/walking map** – Mark Ferrall of WATS is coordinating map with Tony.
 - **Border To Border Trail completion progress** - Water Street Segment: Final permits to State should be approved by the first week of October, then bids will go out. Construction still expected to start by early November and progress, weather permitting, through the winter. Asphalt paving will have to take place in the spring as that's when asphalt would be available again. Cheryl said that the Hawk construction on Michigan Ave should be started this month.
 - **Sidewalk improvements** - Washtenaw Avenue - North Huron - Catherine Street - No updates.
 - **Additional bike lanes** - Forest Avenue - West Cross Street - Huron & Hamilton Streets – -Protocol/Guidelines for establishing bike lanes given to Planning Department. Three streets listed above a priority with the Planning Department requesting the Committee come up with a list of other bike lane possibilities. Actual bike lane creation would be planned for every spring as laying down markings in the fall would have them scraped up by snow plows over the winter. Discussed that Cornell Street, Packard to Hewitt and Huron River Drive, but nothing confirmed at this time on additional streets for bike lanes.
 - **Bike Friendly Business program** – Andy suggested maintenance of bike hoops. At Aubrey's the bolts on the hoops are lose and can be taken apart with your hands. Co-op bike hoops are not in the ground solid. Suggestion is to see about maintenance or construction of the hoops to city. Kevin said the Downtown Association of Ypsilanti (DAY) and the DDA are ready to move forward with the stickers, waiting to hear where to get the stickers and etc.
 - **Public education outreach to encourage bicycling and walking** – Annual safe-trick-or-treating is at 5:30 pm and on 10/30, is not located only at the Michigan Ave library. Street will be closed and parking lot of the library will be used for the event.
 - **Signage/pavement marking improvements** N. Huron & Cross - Hamilton & Michigan -Cross & Washtenaw (EMU) - S. Hamilton mid-block crossing - Huron & Pearl - Planning Department will be talking with MDOT about "No Turn On Red" sign next to signal for southbound Hamilton/Michigan intersection light and also "Pedestrian Crossing Ahead" signage for traffic turning from northbound Huron on to West Cross. Also, MDOT is working on a Federal Transportation Alternatives Program grant for a HAWK crossing of Washtenaw/Cross by the water tower. (There was debate on where the HAWK is going to be, it was unclear as if near the water tower or more west of it.)
 - b. I-94/Huron non-motorized improvements - WATS is currently working with MDOT on preferred alternative action and looking at a Federal Transportation Alternatives Program grant for possible 2016 construction.
 - c. Upcoming events-Downtown Halloween event (10/30) at 5:30pm, Bike-Ypsil Fall ride October 12, at 1 pm at the Corner Brewery.
5. New Business

- a. Planning Department update
 - b. 2015 Committee Priorities - The thought would be to start work on this in October and complete it at the December meeting, using past lists and also heavily consulting the Non-Motorized Master Plan (suggest looking at this link to portion of Master Plan - <http://cityofypsilanti.com/Portals/0/docs/Planning/NonMotorizedPlan/YNMTP-3.pdf>). Suggested “starter list” will be emailed to everyone. Suggested to pick the Top and work on them to see if we can get them done. The recommendation at this time with the Draft Priorities are #1, #3, #6,#7 and #8. Kevin is going to contact the person at EMU about the drop down on EMU’s website for the downtown events. #6, - Kevin suggested a focus also on the business buying bike hoops for \$25.
 - c. 2015 Committee Members - Terms end 12/13 for Cheryl Weber, Bob Krzewinski, Richard Murphy - Bob will send out information requesting volunteers for new Committee members with other suggestions forwarded to him (two-year term of office). No update
 - d. Other - EMU Bike Sharing: Survey should be going out soon about setting up a bike-sharing (short-term rental) program with the Committee getting a copy of the survey.
College Place/W. Cross bike rack: There is a new, multi-bike bike rack on the SE corner of this intersection that may not be used that much and the Planning Department is looking for suggestion on where it could be moved to for greater use.
Suggestions were to move the bike hoops to Tower Inn at the corner by the counseling center. Seems to me more traffic area there where people would feel safe.
6. Other Items – Announcements-
 7. Adjournment - Next meeting Thursday, November 6, 2014

Ypsilanti Non-Motorized Advisory Committee Meeting Minutes

November 6, 2014

Ypsilanti District Library, Meeting Room #2 (basement), 229 West Michigan Avenue, downtown Ypsilanti

1. Call to order – The meeting was brought to order at 7:00pm at the Ypsilanti District Library, 229 West Michigan Avenue. Committee members present were Tony Bedogne, Diana Gonzalez, Kevin Hill, Bob Krzewinski, and Cheryl Weber. Also present 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 Cheryl Weber, seconded by Tony Bedogne, to accept the meeting agenda with no objections.
 - b. Approval of October meeting minutes - A motion was made by Cheryl Weber, seconded by Tony Bedogne, to accept the October minutes with no objections.
4. Old business
 - a. 2014 Committee priorities
 - Bike Friendly Community & Walk Friendly Community applications – News about the Bike Friendly application should be received soon. The Walk Friendly application needs final proof reading and will be sent in November 10th (one month before deadline). Also discussed was the need for local publicity if awards are received so as to encourage more people to bike and walk in Ypsilanti.
 - Ypsilanti bicycling/walking map – Tony Bedogne reported that for bike map revisions, the Washtenaw County Parks and Recreation Commission (along with the City of Ann Arbor) will be the primary agency. Relating to this, for a new eastern Washtenaw County bike map, the Committee will hold a public input session on Monday, December 8th, 7pm at the Ypsilanti downtown library. Items for walkers will also try to be included in the map, such as how long it takes to walk from certain neighborhoods to downtown/Depot Town in the hope that this would result in more residents walking to locations. Also being researched will be bulk printing costs per map.
 - Border To Border Trail completion progress – Bids came in higher than expected for the new Trail bridge from Riverside Park to Michigan Avenue as well as the Trail segment from Michigan Avenue east to Grove Road. The City is attempting to either work with contractors submitting bids or if that fails, re-bid the project. With that in mind work on the new Trail segment is now expected to start in 2015.
 - Sidewalk improvements – Washtenaw Avenue – North Huron – Catherine Street – Bob Krzewinski will plan to meet with the City Public Services Department for increased safety signage for Catherine Street at Chidister Place.
 - Additional bike lanes – Forest Avenue – West Cross Street – Huron & Hamilton Streets – Bob Krzewinski is working with City Departments on setting up a protocol for creating new bike lanes over the winter, with plans for actual bike lane development in the spring. Also, the County Road Commission is planning to repave Huron River Drive segments east of Hewitt in 2015, going from four lanes to a two-lane/center turn lane/bike lanes configuration.
 - Bike Friendly Business program – The Downtown Development Authority and Downtown Association are expected to share costs for a Program sticker to be displayed in windows of participating merchants. Volunteers will also be needed to visit businesses to process program applications.
 - Public education outreach to encourage bicycling and walking – The Committee will sponsor a “Cold Weather Cycling” talk at the Michigan Avenue Library on Saturday, November 11.
 - Signage/pavement marking improvements – N. Huron & Cross – Hamilton & Michigan – Cross & Washtenaw (EMU) – S. Hamilton mid-block crossing – Huron & Pearl – No new updates.
 - b. I-94/Huron non-motorized improvements – Pete Murdock informed the group that the Michigan Department of Transportation recently gave notice that they cannot support the preferred alternative for this project (center of the bridge crossing) and is concentrating on the 2nd alternative (dedicated non-motorized crossing on west side of the Huron Avenue bridge).
 - c. Upcoming events – There will be a Huron-Hamilton “Road Diet” public hearing sponsored by City of Ypsilanti and the Washtenaw Area Traffic Study (WATS) – Tuesday, December 2nd, Ypsilanti City Hall 7pm. Bob Krzewinski will verify the date.

- d. 2015 Committee Priorities – A list of priorities was discussed with the plan being that Bob Krzewinski will email the list to Committee members to make their online input. Formal adoption of 2015 Committee priorities will take place at the December meeting. It was highly suggested, however, to include sign way finding, especially walking and biking routes from EMU to downtown and Depot Town.
 - e. 2015 Committee Members – Terms end 12/31/14 for Cheryl Weber, Bob Krzewinski, Richard Murphy – Bob Krzewinski is willing to serve another term. Names will be solicited and collected by Bob Krzewinski for new & renewing Committee members by the December Committee meeting so as to be submitted to the City Planning Commission for their approval at the Commission's December 17th meeting.
 - f. Other – The Committee's table at the annual downtown Halloween Festival was very successful (besides donated candy, flyers were given out that had children's coloring pages, puzzles that also had safe trick-or-treating tips).
5. New Business
- a. Planning Department update – Bob Krzewinski met with Bonnie Wessler of the Planning Department on November 6th with information received conveyed in the above meeting agenda items.
6. Other Items – Announcements – There will be a Huron River Watershed Council Ypsilanti Trail Town meeting on Friday, November 07, 2014, 9am at the Michigan Avenue Visitors and Convention Bureau office. Also, the Washtenaw Biking and Walking Coalition will hold its annual membership meeting on November 13th with more details at www.wbwc.org.
7. Adjournment – A motion was made by Tony Bedogne, seconded by Bob Krzewinski, to adjourn the meeting with no objections. The meeting was adjourned at 8:30apm. The next Committee meeting is Thursday, December 4, 2014 at the Michigan Avenue Ypsilanti District Library.

City Of Ypsilanti Non-Motorized Advisory Committee
2015 Priorities – Adopted At The December 4, 2014 NMAC Meeting

1. Ypsilanti bicycling/walking map (In progress with Washtenaw Area Transportation Study – WATS, and the Washtenaw County Parks & Recreation Commission – expected completion summer 2015)
2. Border To Border Trail completion progress
 - Formulate a conceptual plan for the Frog Island Part to Eastern Michigan University segment
 - Work to complete a gap in the Trail over I-94 on Grove Road connecting with a completed segment in Ypsilanti Township
 - Work to have Trail rebuilt in Riverside & Frog Island Parks
3. Update the City Non-Motorized Plan (current plan is dated to the end of 2015).
4. Sidewalk improvements (additional list below) and funding sources.
 - Washtenaw Avenue – North side of road from Eastern Michigan University to Hewitt – Complete sidewalk gaps, perhaps in conjunction with the Re Imagine Washtenaw project
 - North Huron Street – Jarvis north/northwest to LeForge – Could become a part of the Border To Border Trail
 - Safety signage – Post additional pedestrian warning signage/pavement markings, signals at non-traditional pedestrian crossings (Chidister/Catherine, Huron/West Cross, Hamilton/Michigan, Huron/Pearl, West Cross/Washington)
 - Sidewalk gap – Edith Heffley Park – No sidewalk on Elm between Pearl and Grant Street
 - Sidewalk gap – Candy Cane Park – No sidewalk on Roosevelt between Courtland and Mansfield
5. Work to add additional bike lanes and find funding sources
 - Identify additional bike lane locations
 - Finalize protocol document on how individual bike lanes would be established.
 - Create bike lanes in 2015 on Forest, West Cross and Miles.
 - Re-stripe existing bicycle lanes in the spring 2015
6. Bike Friendly Business program – Encourage businesses to enroll attract cyclists (i.e. but also encourage businesses to have employees bicycle to work. Major emphasis for publicity during National Bike Month (May))
7. Public education outreach to encourage bicycling and walking (at Fall/Spring Bike Ypsi rides, Eastern Michigan University student events, downtown Library programs/displays and snow removal education).
8. Traffic Calming In Neighborhoods
 - Urge City Council to complete work on speed bump protocol for all City streets
 - Set up subcommittee to explore how other communities have used citizen action to calm traffic speeds
9. Walk Friendly & Bike Friendly Community Applications – Resubmit Bike Friendly application and take necessary steps when Walk Friendly Community application status is announced
10. Wayfinding – Work with the Downtown Development Authority on pedestrian/bicyclist friendly directional signage.

City Of Ypsilanti
Non-Motorized Advisory Committee
C/o City Planning Department
1 South Huron Street
Ypsilanti, Michigan 48197

2015 Calendar Of Meetings

The regular monthly meetings of the City of Ypsilanti Non-Motorized Advisory Committee (a Committee of the City Planning Commission) are generally held on the first Thursday of every month, unless a holiday falls on that date. Meetings are generally held at the handicapped-accessible Ypsilanti District Library, 229 West Michigan Avenue starting at 7pm. Please check the City of Ypsilanti web page (www.cityofypsilanti.com) or call the City Clerk's office (734- 483-1100) to confirm meeting times and locations.

Dates for 2015 meetings are as follows:

January 8, 2015
February 5, 2015
March 5, 2015
April 2, 2015
May 7, 2015
June 4, 2015
July 2, 2015
August 6, 2015
September 3, 2015
October 1, 2015
November 5, 2015
December 3, 2015

The City of Ypsilanti encourages persons with disabilities to participate with meeting places being fully handicapped accessible. Individuals with disabilities requiring auxiliary aids or services should contact the City by calling (734) 483-9646 or (1-800-649-4777 (TDD RELAY). For further information on the Planning Commission, contact the Office of Planning and Development at the above address and phone number. If any individual is interested in attending a meeting, you may call the Committee Chair, Bob Krzewinski, at 734-487-9058, or email wolverbob@gmail.com, to confirm that the meeting is still scheduled.