

1. Agenda

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

2. Packet

Documents: [PACKET2015-01 .PDF](#)

**Agenda
Planning Commission
Council Chambers
Wednesday, January 21 2015 - 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

- December 17, 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

- PC "practice" site plan review & discussion (LD)

VII. Old Business

- Disposition policy

VIII. Future Business Discussion / Updates

- Annual report - committee volunteers (Heidi & Tony), schedule next meeting

IX. Committee Reports

- Non-motorized Committee

X. Adjournment

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**PLANNING COMMISSION
MEETING MINUTES
December 17, 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, P. Hollifield

Absent: Scott Straley (excused)

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

III. APPROVAL OF MINUTES

Commissioner Jugenitz moved to approve the minutes of November 19, 2014 as read (Support: P. Hollifield) and the motion carried unanimously.

IV. AUDIENCE PARTICIPATION

None

V. PRESENTATIONS AND PUBLIC HEARING ITEMS

None

VI. NEW BUSINESS

1. 6 year city-Wide Capital Improvements Plan

Ms. Wessler distributed a list of projects that were identified by the City Manager, Finance Director and Director of Planning to be included for consideration. The Capital Improvements Plan (CIP) is a multi-year planning document that is used to identify needs and financing sources for public infrastructure. A CIP facilitates coordinated infrastructure improvements; maintains reserves and protects the City's existing infrastructure system and capital assets; and provides for the acquisition of scheduled replacement of equipment to ensure the efficient delivery of services to the community. These 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 (FY2015-2021) and is based on input from each City department.

There are a number of advantages to a Capital Improvements Plan, i.e. more predictable and transparent of capital spending; coordination between needs and operational budgets; better schedule of public improvements; etc.

Once the CIP has been adopted by City Council, it becomes a statement of city policy regarding the timing location, character and funding of future capital projects.

Ms. Wessler explained to the board that this was being presented to get feedback from the Planning Commission and that no resolution is required. She also distributed a Project Prioritization Criteria, which is broken into two stages – a scoring system and also by priority, which she explained in detail. She also explained the difference between what a capital improvement is and maintenance.

A number of questions were asked by board members – Ms. Wessler stated the list is a giant “to do” list. It could be something that was requested in the previous budget cycle that was not approved so some of the items were taken from that list. One change that was made is removal of neighborhoods and area, which is now broken down into Wards making it more transparent since it will be used by City Council for their budget purposes. The proposed year is basically a “place holder”, which will be dictated by the prioritization major. This list is for a six-year period; however, staff will do a “refresh” every year. Chairman Johnson recommended that language should be included in the plan to reflect the review on a yearly basis.

Ms. Wessler responded to all questions including lighting and the Cross Street Bridge, and the possibility of putting money aside on an annual basis in order to have the full amount for a project. Ms. Wessler stated that the latter is a question that would have to be deferred to the Financial Director.

Commissioner Sandberg pointed out small errors on Pages 3, 8 and 9 to be corrected.

The next step is to take the feedback by the board members to the Capital Improvements Committee, after which, Ms. Wessler will come back to the Planning Commission for approval, hopefully in January.

2. Disposition Policy Draft

Ms. Wessler explained that this is a draft policy for tax foreclosure reverted properties. Recently, a number of properties have been returned to the City from the County after they failed to sell at tax foreclosure auction. The City now has the option to accept or reject these properties but has not taken a position on how to review or potentially handle these properties. Ms. Wessler referred to a draft policy/process for making recommendations for disposition of

previous acquisitions the City has received through the tax foreclosure and would be applied to any properties acquired in the future. She is looking for feedback from the Planning Commission on the process itself and recommendations for the disposition of the properties she had included in the staff report dated December 11, 2014.

Commissioner Sandberg asked how many properties are involved and how often this occurs. Ms. Wessler said there were only a few properties and they are only returned on a yearly basis.

Commissioner Zuellig suggested that the public needs to be made aware of the available properties for lease/sale – recommends notification to people w/in 300 ft, the same as we do for special uses or variances, prior to going to City Council for appropriate action.

3. Non-Motorized Commission

Included in the packet were the meeting minutes for September, October, November and December as well as the 2015 Calendar of Meetings. Ms. Wessler also referred to the appointments/reappointments of the Non-Motorized Commission asking for approval. Commissioner Bedogne moved to approve the new appointment of Sarah Walsh and re-appointments of Cheryl Weber and Bob Krzewinski to the Non-Motorized Commission (Support: C. Zuellig) and the motion carried unanimously.

4. 2015 Schedule of Meetings

Commissioner Sandberg moved to approve the Planning Commission 2015 Schedule of Meetings (Support: H. Jugenitz) and the motion carried unanimously.

VII. OLD BUSINESS

None

VIII. FUTURE BUSINESS DISCUSSION/UPDATES

1. Capital Improvement Plan
2. Staff changes
3. Commissioner Jugenitz asked if the board could use the January meeting as an opportunity to do a case study on a former variance request/special use that came before the board using the new zoning ordinance. Possible 706 W. Michigan or Urgent Care.

IX. ADJOURNMENT

Since there was no further business, Commissioner Bedogne moved to adjourn the meeting (Support: P. Hollifield). The meeting adjourned at 8:10 p.m.



19 December 2014

**Staff Review of Site Plan
Michigan Avenue Animal Hospital
706 West Michigan Avenue
Ypsilanti, Michigan**

GENERAL INFORMATION

Applicant: Ajaib Dhaliwal
Michigan Avenue Animal Hospital
706 W Michigan
Ypsilanti, MI 48197

Project: Michigan Avenue Animal Hospital Expansion

Application Date: 29 July 2010, resubmittal 7 July 2011

Location: 706 W Michigan – north side of Michigan, east of Ainsworth

Zoning: NC, Neighborhood Corridor

Action Requested: No action requested. This is a trial review using new zoning ordinance of existing site approved under old zoning ordinance.

Staff Recommendation: Approval with conditions

PROJECT AND SITE DESCRIPTION

The applicant is seeking site plan approval for an expansion of an existing animal hospital facility on this site. The application first appeared before Planning Commission on 20 October, 2010 and again in 2011.

The property is zoned NC, Neighborhood Corridor, which allows veterinary hospitals and clinics as a Special Land Use, requiring Planning Commission approval as well as being subjected to the specific requirements in Sec. 122-809. Other accessory uses on the site include small animal boarding and grooming.

The site, which is 24,215 sq.ft. (0.556 acres) in size, fronts Michigan Avenue in the 463 block (perimeter: 2,877 ft; Michigan Ave. segment: 1,197 ft). Currently, the site is approximately half impervious surface with limited landscaping and paved parking and driving areas; the proposed addition replaces lawn in the rear yard.

The building is type SC, single story commercial. It is designed for non-residential use and located on lots that accommodate a detached primary building and associated parking, loading, and waste disposal.

Figure 1: Correct lot outline, zoning, and building footprints



Figure 2: Subject Site Location and 2010 Aerial Photo



Figure 3: Land Use and Zoning of Surrounding Area

	LAND USE	ZONING
NORTH	Single-family residential 3-unit residential	CN
EAST	VFW	NC
SOUTH	Michigan Ave, HVAC Repair & Housing	NC
WEST	Vacant immediately adjacent	NC

SITE PLAN: CRITERIA AND REVIEW

§122-128

STANDING

§122-128(1)

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

REQUIREMENTS

§122-128(2)

Neighborhood corridors have a linear land pattern and are adjacent to residential neighborhoods. The size, form, and scale of buildings and the type and intensity of uses should be complementary to abutting single-family or core neighborhoods, including less intense multiple-family residential building types and uses.

Figure N: Site Requirements

ORDINANCE REFERENCE	REQUIRED		EXISTING CONDITIONS	PROPOSED
NC: BUILDING TYPE §122-274	Determined by lot size		Single story commercial	Unchanged
LOT REQUIREMENTS				
Width ft	Min 50	Max 300	132	Unchanged
Depth ft	Min 100	Max 300		Unchanged
Area sf	Min 7500	Max 90,000	27,849	Unchanged
Coverage %	Min -	Max 60%	Building footprint: 1721 sf 6%	Building footprint: 4142 or 4104 sf by calculation of floor plan numbers; 4155 and 4487.6 listed as existing conditions 16% max
BUILDING ENVELOPE AND HEIGHT				
Street setback ft	Min 5	Max 15	96'5"	Unchanged – existing nonconforming
Side setback ft	Min 0	Max -	34'	3'6", 13'

ORDINANCE REFERENCE	REQUIRED		EXISTING CONDITIONS	PROPOSED
Rear setback ft	Min 15 (25 if adjacent to existing SF)	Max -	~ 75'	35'
Frontage buildout %	Min 50	Max 100	0%	Unchanged – existing nonconforming
Height stories	Min 1	Max 1	1	Unchanged
ACCESSORY BUILDING ENVELOPE, FOOTPRINT, AND HEIGHT				
Street setback ft	Min 30	Max -	n/a	n/a
Side setback ft	Min 10	Max -	n/a	n/a
Rear setback ft	Min 10	Max -	n/a	n/a
Footprint sf	Min -	Max 800	n/a	n/a
Height ft	Min -	Max 15	n/a	n/a
PARKING PROVISIONS	Location: Side, street-side, and rear yards		Front	Front
PRIVATE FRONTAGES	Permitted: Commercial Required: n/a		None	None
Width	Min	Max		
Depth	Min	Max		
Height	Min	Max		
Setback from curb (awning/gallery) ft	Min 2	Max -		
Distance between façade openings ft	Min -	Max 2		
Door recess Ft	Min -	Max 5		
Ground floor transparency %	Min 60	Max -		
Height to bottom of window ft	Min -	Max 2.5		
Interface zone				

ORDINANCE REFERENCE	REQUIRED	EXISTING CONDITIONS	PROPOSED
§122-861 et seq SIGNAGE	Master sign plan: HC, NC, GC, C, PMD, P; nonres uses in R1, CN-SF, CN-Mid, CN, MD	One sign at front property line shown	No sign plan provided Existing sign retained
Area maximum	40 sq ft	Unknown	Unknown
Height maximum	10 ft	Unknown	Unknown
Setbacks minimum	Front property line: 3' Side/rear property lines: 10'	Unknown	Unknown
§122-809 USE-SPECIFIC	Principal activities within enclosed building; If <500ft from residential zoning, boarding buildings soundproofed	Principal activities within enclosed building	Principal activities within enclosed building; soundproofing provided

Items to be Addressed:

1. Applicant to ensure correct square footage of building on plans.
2. Vehicle parking provisions to be moved to rear of site.
3. Applicant to provide master sign plan showing all existing and proposed signage.

BUILDING LOCATION AND SITE ARRANGEMENT

§122-128(3)

There is currently one building on the northwest portion of the site. The main office, exam rooms, and kennels are located inside the building; animals are currently exercised outside the building in the eastern side yard and in the enclosed northern rear yard. A dumpster is located east of the building. Parking is located on the western side of the front yard.

The proposed addition expands the building to the north (the rear of the building and property) to add approximately 2,365 of building footprint. In addition to the office, exam, and surgery space, the new floor plan includes a pool and physical therapy space. Walls and partitions in the kennel area are proposed to be soundproofed as required by §122-809.

Parking remains at the front of the building, for which the applicant requests a waiver.

Items to be Addressed:

1. Parking provisions for single-story commercial buildings are permitted only in the side, street-side, and rear yards.

SITE ACCESS, TRAFFIC, AND PARKING

§122-128(4)

There are currently three vehicular access drives to the site from W Michigan Ave. All drives are 20-30 feet wide and intended for two-way traffic. The west-most drive appears to have been shared with the parcel to the west, as it currently straddles the property line. The west-most and middle drives allow access to the paved parking area; the easternmost drive allows access to the graveled area which is connected to the paved area currently. There is no bike parking on-site, nor is there a dedicated pedestrian linkage from the existing sidewalk.

The parking lot will be reconfigured to provide one row of parking stalls on the west side of the lot rather than two rows in the center of the lot, and the lot will be extended to the east side of the building. The graveled area east of the current parking lot will be converted into a rain garden, and the middle access drive will be closed. No bike parking or dedicated pedestrian linkage from the existing sidewalk is proposed.

The parking standard used is for “service uses not elsewhere specified”: 1 parking space per 300 ft of gross floor area.

Figure N: Circulation and Parking Requirements

ORDINANCE REFERENCE	REQUIRED	EXISTING CONDITIONS	PROPOSED
NC: §122-273	CIRCULATION STANDARDS CN, C, HC, NC, GC, HHS: Sites <3 acres: circulation plan to ID potential cross and joint access to adjacent parcels Sites >3 acres: block plan	NC, <3 acres = circulation plan required	No circulation plan provided
	Easements: nonmotorized plan, Relmagine Washtenaw, other	n/a	n/a
§122-834	PARKING Dimensions o 9'x18' minimum, exceptions if adjacent to wall or overhang provided o May have 20% small car (8'x16', signed) o May have 10% motorcycle (5x8', signed)	Majority 9' x 18'. One 9' x 23', another 9' x 7'. One handicapped space.	9' x 18', with handicapped space 8' x 18'.
§122-835	Access 5' walkway from parking lot to parks, commercial, transit, walkways, institutions; raised/marked crosswalks within parking lot	None provided	None provided
	Curb cuts o Aligned across ROW, or offset by 25' o >50' from intersection o 20'-30' driveway	Two curb cuts, 20'. >50' from intersection. One driveway aligned with home driveway across street.	One curb cut (combined two driveways into one 30' driveway.) >50' from intersection. Driveway aligned with home driveway across street.
	Landscaping 1 tree per 8 spaces Isles and corners protected Wheel stops/curbing	No tee islands. Void of landscaping, wheel stops not provided.	Application notes 12 trees for 10 parking spaces (2 Sunburst Honeylocust, 2 Redbud, 4 Flowering Dogwood and 4 Flame Amur Maple.) Flowering Dogwood not labeled, Only count 24 Juniper skyrocket (plan notes 25) and only 32 Dwarf Mugo Pine (plan notes 32).

	Islands: curbed or used for stormwater Islands w trees: 9' wide min and 160' sf Islands w 5' min walkway: 11' wide min	None provided.	Islands are curbed and have shrubs and bushes, not trees.
	3' between curb and planting (5' if vehicle overhang)	None provided.	This requirement is not met. Plantings overhang into parking spaces. Parking blocks not provided
	3'-4' screen 80% opacity where visible from ROW	No screening in front.	New plan has 100% screening in front. Traffic visibility requirement not met
§122-836 Motor spaces	Determined by use	1 per 300 sf = 18	11
Bicycle spaces	1 per 5 motor spaces, minimum of 2	None	None
§122-837 Reductions in Parking Requirements - Transit	20% reduction within 300 feet of a commuter rail station or bus transit center or within 100 feet of a transit stop.	n/a	The subject parcel is across the street from a transit stop and eligible for a parking reduction.
Reductions in Parking Requirements – Alternative Vehicles	Each alternative vehicle parking spaces may count as four motor parking spaces.	n/a	None provided.
Reductions in Parking Requirements – Bicycle	Every four secured, cover bicycle parking spaces allow for the reduction of one required motor parking space.	n/a	None provided.
§122-647 SIDEWALKS	provide a sidewalk or shared-use path	Sidewalk	Unchanged
§122-649 TRAFFIC VISIBILITY	Maintain shrubs/other obstructions lower than 30" and trees/other obstructions higher than 8': At driveway: within a 10'x10' triangle formed by the street ROW line and the edge of the driveway At intersection: within a 25' x 25' triangle formed by an extension of the property lines, as measured from the pavement edges.	Pavement, lawn, gravel	Dogwood at west side of approach is 10' from ROW; hostas at east side of approach are lower than 30"

Items to be Addressed:

1. Circulation plan to be provided identifying potential cross- and joint-access to adjacent parcels, the exiting block layout, and accommodations for nonmotorized and alternative modes of transportation.
2. Bicycle parking to be provided.
3. 5 foot wide paved connective access to be provided from vehicle parking area to structure.
4. Seven additional vehicle parking spaces to be provided.

ENGINEERING & STORMWATER

§122-128(6), §122-128(7)

The proposed construction is not in a floodplain or floodway. It is subject to engineering site plan review.

Items to be Addressed:

Subject to engineering site plan review.

SCREENING

§122-128(8)

Figure N: Screening

ORDINANCE REFERENCE	REQUIRED	EXISTING CONDITIONS	PROPOSED
§122-641 Lighting	• Dark Sky compliant; may be full cutoff where affecting residential uses • not >0.5 fc @ lot line • not >16'in height • not < 0.3 fc	Not shown	• 3 arm mounted and 4 building mounted lights • "Nighttime friendly" compliant • Measurements not taken at west lot line • 25' height? • <0.3 fc at rear property line
§122-703 Screening Between Land Uses	visual buffer of at least 80% opacity and 6' height if conflicting use	Conflicting use at north boundary	8'-10' evergreen screen
§122-704 Street Trees	1 tree per 30' of lineal frontage, centered between sidewalk and back of curb: 160'/30' = 6 trees	None	10 deciduous trees Shown on opposite side of sidewalks from ROW
	Conformance with Urban Forestry plan		
§122-705 Greenbelts	1 tree per 30' of lineal frontage abutting public road ROW	None	10 deciduous trees
	Natural landscape material groundcover	Gravel	Grass

ORDINANCE REFERENCE	REQUIRED	EXISTING CONDITIONS	PROPOSED
§122-707 Foundation Landscaping	Required in MD, PMD zoning districts and with (Large Footprint) Single Story Commercial Buildings; on front or sides of buildings facing public ROW, parking, or other access	Single Story Commercial	Single Story Commercial
	6 shrubs per 30 lineal feet of applicable building frontage in 6' wide planning area	Front: 49'/30' = 12 shrubs East parking lot: 20'/30' = 4 shrubs	Front: 9 shrubs plus 2 evergreen trees (Good enough?) Side: 6 shrubs
§122-708 Site Landscaping	10%	None	~16,900/27,849 = 60%
§122-650 Refuse Containers	masonry enclosure 1' taller than dumpster (no less than 6'), in rear yard, 80% opaque swing door, on a concrete pad	Not shown	Dumpster shown at east end of parking lot; detail is compliant
§122-710 Exterior Electrical	Screen when visible from any primary visual exposure area	n/a	n/a
§122-712 Maintenance	May install underground sprinkler system		None proposed
§122-713 Fencing, hedges, walls, berms	NC: no taller than 10' in side or rear yard	Cyclone fence on west and west portion of north lot lines; wood fence on east portion of north lot line; wood fence encloses outdoor exercise area. No heights given.	Existing cyclone and wood fences to be retained at north lot line; new safety fence at east lot line separating them. Fences are unclear on site plan and do not delineate height

Items to be Addressed:

1. Applicant to define "Nighttime friendly" compliant as it relates to Dark Sky compliance requirements
2. Applicant to provide lighting measurements at west lot line
3. Arm-mounted lighting to be <16' in height
4. Lighting measurements to be increased at rear property line
5. Street trees to be planted between sidewalk and back of curb
6. Planning Commission waiver required to omit in-ground irrigation
7. Detail on proposed and existing fences to be provided, including height

OTHER DEPARTMENT AND AGENCY APPROVALS

§122-128(10)

FIRE DEPARTMENT

As applicant is requesting a curbcut closure and changes to parking area circulation, Fire Department review was required. Fire Department has no objection to the proposed changes.

MICHIGAN DEPARTMENT OF TRANSPORTATION

The applicant is responsible for obtaining permits from the Michigan Department of Transportation before beginning work on any portion of the State right-of-way, including sidewalks, curbs, and driveways on West Michigan Avenue.

STAFF RECOMMENDATIONS: SITE PLAN

No recommendation since this is just a trial review.

Findings

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

Waivers

1. To accept the proposed vehicle parking provisions at the front of the site due to practical difficulty.
2. To omit in-ground irrigation requirement, with the finding that landscaping plantings will be adequately served by natural and manual watering.

Conditions

1. Applicant to ensure correct square footage of building on site plan.
2. Applicant to submit signage plan or to update site plan with signage, subject to administrative approval.
3. Applicant to submit circulation plan identifying potential cross- and joint-access to adjacent parcels, the exiting block layout, and accommodations for nonmotorized and alternative modes of transportation, subject to administrative approval.
4. Applicant to define "Nighttime friendly" compliant as it relates to Dark Sky compliance requirements.
5. Applicant to provide lighting measurements at west lot line, subject to administrative approval.
6. Applicant to submit detail on proposed and existing fences, including height, subject to administrative approval.
7. A permit from the Michigan Department of Transportation (MDOT) will be required for all work within the Michigan Avenue right-of-way.
8. Engineering approval.
9. Bicycle parking to be provided.
10. 5 foot wide paved connective access to be provided from vehicle parking area to structure.
11. Seven additional vehicle parking spaces to be provided.
12. Arm-mounted lighting to be <16' in height.
13. Lighting measurements to be increased at rear property line.
14. Street trees to be planted between sidewalk and back of curb.
15. Traffic visibility (clear corner vision) affected by street tree.
16. Plantings overhang into parking spaces.
17. Parking blocks not provided.

Bonnie Wessler
Planner I, Planning & Development Dept.

CC File
 Applicant

Site Plan Required Information Checklist

Must be completed by site plan designer and submitted with site plan review application.

The Planning and Development Department reserves the right to reject any incomplete submission.	
Project-identifying information	
	Name of project
	Location map showing major thoroughfares and site location
	Name, address and phone number of the site owner
	Name, address and phone number of the developer
	Name, address and phone number of the plan designer and their professional seal
Existing conditions	
	Scale (minimum of one inch equals 200 feet), north arrow, date of original drawing and any revisions,
	Area of the site in square feet and acres, excluding all existing and proposed rights-of-way.
	Property lines and dimensions, and building setback distances and dimensions of all structures and lot lines within 50 feet of the site. For large parcels boundaries of total land holding should be shown.
	Location of existing and proposed buildings their intended use; the length, width and height of each building; and the square footage of each building. The location and dimensions of any open air uses shall also be provided, such as recreational fields, outdoor cafes, or open air sales areas.
	Location of abutting streets, existing and proposed rights-of-way, service drives, curb cuts, and access easements serving the site, as well as driveways opposite the site and all driveways within 100 feet of the site. The centerline of road rights-of-way shall be shown.
	Existing zoning of the site and all adjacent properties
Proposed conditions	
	Scale (minimum of one inch equals 200 feet), north arrow, date of original drawing and any revisions
	Any changes to site dimensions, and completed <i>Lot Split/Combination Application</i>
	Any changes to zoning, and completed <i>Zoning Map Amendment or Text Amendment Application</i>
	Any variances or special use permits, and any legal nonconforming uses or structures, and any state or federal permits which have been secured or may be necessary.
	Any changes to rights-of-way or easements on the property
	Accessory structures, including fences or walls, outdoor lighting fixtures, outdoor communications devices, flagpoles, storage sheds, transformers, dumpsters or trash removal areas, and signs. Also show the location of all sidewalks or pathways, fire hydrants, existing and proposed utility poles, utility easements, and drainways.
	Building floor plans and architectural wall elevations. The height if all buildings/structures to be indicated.
	Location of all outdoor storage areas for materials and the manner in which they will be screened or covered.
	Parking areas, access drives, showing the method of surfacing, number and size of spaces, aisles, loading areas, and handicapped access ramps.
	Landscape plan in accordance with Article XI, division 5 of the Zoning Ordinance, which indicates type and size of all plant material, including all areas to be sod or seeded for grass. Cross sections of all proposed berms shall be provided. Existing vegetation that is to be retained on the site shall be shown.
	Direction of stormwater drainage, ground elevations of all existing buildings, drives and parking lots, and any unusual surface conditions.
	Indicate all areas of this site that are located within floodplains.
	Location and specifications for any existing or proposed above or below ground storage facilities for any chemicals, salts, flammable materials, or hazardous materials as well as any containment structures or clear zones required.
	If phased construction is to be used, each phase must be noted and each phase must stand on its own.
	Locations of all planned easements for non-motorized pathways in the City of Ypsilanti's Non-Motorized Plan, a 50 to 100 foot conservation and/or access easement along any Huron River frontage and any planned road easement expansions approved by City Council
	Other data which the planning commission, city planner or consulting engineer may deem reasonably necessary for adequate review.
	For proposals in the CN, CN-SF, CN-Mid, C, HC, NC, GC, HHS districts, the following information shall be provided:

	1) <i>Circulation Plan Requirements:</i> For proposed development less than three acres in size, a circulation plan shall be submitted which identifies potential cross-and-joint access to adjacent parcels, the existing block layout. The block shall be defined as lots and/or all contiguous lots shall be considered to be part of a block for this purpose. Pedestrian accommodations and alternative transportation modes shall be reflected in the submitted circulation plan, as required by Section 122-647. The street trees, as required by Section 122-705 will also be required to be applied to existing streets. 2) <i>Block Plan Requirements:</i> When a proposed development is three acres or greater, a block plan shall be submitted. The block plan must show the street layout, proposed parking areas and access drives, showing the number and size of spaces, aisles, loading areas, and handicapped access ramps. The proposed method of surfacing such areas shall be noted. 3) The building type. 4) The building lot configuration. 5) The parking location.
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Sketch Plans

The approving body, planning commission or city planner may grant waivers of data requirements when specific data is deemed unnecessary in determining compliance of a site plan with the regulations or standards of this chapter. For zoning compliance reviews or site plans approved by the City Planner, the City Planner may allow a sketch plan, defined as a scale drawing based on a legal survey containing less information than a site plan; drawn in compliance with the Ordinance but not required to be prepared by a licensed professional. Sketch plans shall contain the following information:

	A) Name of development, scale, north arrow, date of original drawing and any revisions,
	B) Name, address and phone number of the site owner, developer and/or plan designer,
	C) The area of the site in square feet or acres.
	D) Existing zoning of the site and all adjacent properties.
	E) Location and setbacks of existing and buildings; their intended use; the length, width and height of each building; and the square footage of each building. The location and dimensions of any open air uses shall also be provided, such as recreational fields, outdoor cafes, or open air sales areas.
	F) Location of abutting streets, existing right-of-way, service drives, curb cuts, and access easements serving the site, as well as driveways opposite the site.
	G) Parking areas and access drives, showing the number and size of spaces, aisles, loading areas, and handicapped access ramps.
	H) Landscape plan in accordance with article XI, division 5 of the ordinance, which indicates type and size of all plant material, including all areas to be sod or seeded for grass. Existing vegetation which is to be retained on the site shall be illustrated.
	I) Location of all proposed and existing accessory structures, including fences or walls, outdoor lighting fixtures, outdoor communication devices, flagpoles, storage sheds, transformers, dumpsters or trash removal areas, and signs. Also show the location of all sidewalks or pathways, fire hydrants, and utility poles.
	J) Location of all outdoor storage areas for materials and the manner in which materials shall be screened and/or covered.
	K) Notation of any variances or special use permits which are required, any legal nonconforming uses or structures, and any state or federal permits which have been secured or may be necessary to secure.
	L) For proposals in the CN, CN-SF, CN-Mid, C, HC, NC, GC, HHS districts, the following information shall be provided:
	1) <i>Circulation Plan Requirements:</i> For proposed development less than three acres in size, a circulation plan shall be submitted which identifies potential cross-and-joint access to adjacent parcels, the existing block layout. The block shall be defined as lots and/or all contiguous lots shall be considered to be part of a block for this purpose. Pedestrian accommodations and alternative transportation modes shall be reflected in the submitted circulation plan, as required by Section 122-647. The street trees, as required by Section 122-705 will also be required to be applied to existing streets. 2) The building type. 3) The building lot configuration. 4) The parking location.
	Other data which the planning commission, city planner, or consulting engineer may deem reasonably necessary for adequate review.



Memo

To: Planning Commission
From: Bonnie Wessler, Acting Planner II
Date: 16 January 2015

Subject: Disposition policy second draft

At the December Planning Commission meeting, Commissioners discussed a possible policy for addressing current and future tax-reverted properties within the City. Staff proposes the procedure below. We are requesting that the Planning Commission pass a resolution adopting this policy.

Process / review policy

Once the City owns the property, the following steps take place.

1. Planning staff review the 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*: 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, parks and recreation master plan, 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.
2. The Planning Department drafts a recommendation, based on the review, to the City Manager for disposition for one of the following options:
 - *Sale*: Where the market could support rehabilitation of the structure or construction of new, list the property with a broker, release an RFP to developers, or offer the property for sale to neighboring properties/businesses.

- *Donation.* Donation to 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. One dollar per year leases can be considered for community uses, such as gardens.

In the three previous cases, once the determination to sell, donate, or lease the property, notify the neighborhood via a postcard, with a brief description of the planned procedure and contact info for more information. The neighborhood would be notified in the same manner as other zoning notifications under §122-164(a).

- *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.

3. The City Manager brings the recommendation and a presentation to City Council for appropriate action.