PLANNING COMMISSION
MEETING MINUTES
February18, 2015
CITY COUNCIL CHAMBER
7:00 P.M.

I. CALL TO ORDER

The meeting was called to order at 7:00 p.m.

II. ROLL CALL

Present: R. Johnson, C. Zuellig, H. Jugenitz, A. Bedogne, P. Hollifield, S. Straley, N. Sandberg

Absent: H. Jugenitz (excused)

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

III. APPROVAL OF MINUTES

Commissioner Sandberg moved to approve the minutes of January 21, 2015 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. Planning Commission “practice” site plan review and discussion

A brief presentation was made by Ms. Wessler who stated that this “practice” site plan was completed by one of our consultants. Some of the same issues that were discussed at the

January “practice” review meeting need clarification, precedent or ordinance amendments, i.e. Angled lot lines, Frontage Build-out, private Frontages “permitted” vs “preferred” language, Circulation standards, Parking requirements, Parking plantings, Traffic visibility, Greenbelts, Foundation landscaping and Landscape elements.

Ms. Wessler reviewed each of these items and referred to the mock review and also the templates of the site plan checklist she had created explaining the differences going forward on information that would be included for each specific site plan review and special use. Input and comment was provided by commission members.

New copies of the zoning ordinance will be ready for delivery to the Planning Commissioners the end of February. Chairman Johnson asked the next step for commission members, to which Ms. Wessler responded that all that is required is general acceptance and approval of the template by commissioners.

VII. OLD BUSINESS

1. Disposition Policy

Commissioner Zuellig moved to approve the Disposition Policy as listed in the Planning Department Staff Report dated February 13, 2015 (Support: N,. Sandberg) and the motion carried unanimously.

VIII. FUTURE BUSINESS DISCUSSION/UPDATES

1. Annual report update

A copy of the Annual Report was included, listing number of meetings held and total number of actions taken. The total number of items that had been taken included 11 site plans, 5 special use plans and two Planned Unit Developments. The commission also undertook an overhaul of the City’s zoning code, implementing one step of the Master Plan adopted in 2013. Regular business included Reimagine Washtenaw (the right-of-way study for the corridor), which is near completion. Three committees were active during the year:

- The Non-Motorized Committee met monthly and has representation from the DDA and Recreation Commission in addition to Planning Commission although attendance is very up and down.
- The Annual Report committee began work to incorporate the goals and objectives of the Shape Ypsi Master Plan into the annual report.
- The Capital Improvements Plan Committee.

Ms. Wessler stated that it is her opinion that one more meeting should be held with the Annual Report Committee in March to finalize the report.

2. Change date/time for April meeting

Ms. Wessler asked board about the possibility of changing the April Planning Meeting to April 22nd instead of the regularly held meeting on the third week of April. She explained that the reason for the change is a class who are working on a small neighborhood plan who would like to present it to the commission and that is the only date that they would be available. Ms. Wessler will confirm the date to ensure that it is set in stone and come back in March but in the meantime, she asked that the commission hold that date in April until she gets a confirmation.

3. Next month's meeting will include a Planned Unit Development
4. Capital Improvement Plan
5. Engineering Standards for review and approval
6. Potential revisions to the non-conforming part of the ordinance

IX. COMMITTEE REPORTS

Non-Motorized Committee - The Planning Department has acquired a unpaid intern to work on an update for the five-year non-motorized transportation plan. Staff has made quite a bit of progress since the 2010 edition, including gathering quite a bit of data. Because of the progress, this data, and the recent master plan update, we anticipate that this plan will be more focused on infrastructure and mapping than the 2010 edition.

X. ADJOURNMENT

Since there was no further business, Commissioner Hollifield moved to adjourn the meeting (Support: A. Bedogne). The meeting adjourned at 7:50 p.m.