

**PLANNING COMMISSION
MEETING MINUTES
May 20, 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, P. Hollifield, S. Straley,
N. Sandberg,

Absent: A. Bedogne (excused) P. Hollifield (excused)

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

III. APPROVAL OF MINUTES

Commissioner Jugenitz moved to approve the minutes of April 15, 2015 as read (Support: C. Zuellig) and the motion carried unanimously.

IV. AUDIENCE PARTICIPATION

None

V. PRESENTATIONS AND PUBLIC HEARING ITEMS

1. 130 N. Normal

The applicant owns a 2995 sq. foot home that is three stories and most recently certified for a three-unit rental. The site provides parking for up to nine vehicles in a gravel lot. The current occupants of all three units belong to the same sorority and wish to occupy the residence as one group residence for up to nine people, not three separate apartments. The sorority has been in residence for several years. Group residences are allowed as a special use in the CN district, in accordance with the specific standards of Sec. 122-804.

Ms. Wessler, City Planner, presented the staff report stating that the application is another sketch plan special use review. The applicant provided a mortgage survey from 1981 as the basis for the sketch plan which provided most of the required information on the number of bedrooms, etc. We requested more information from the applicant. Mr. Milkey (owner) stated that he will not be changing the interior and it will be as provided in the plan. Staff is recommending that Planning Commission approve the special use permit and approve the sketch plan but more information is required on the parking area and that it be brought into compliance with the current zoning, which requires that it be surfaced and have barrier-free access.

Chairman Johnson confirmed that it is currently three apartments being converted into 9 rooms. He also asked if there any issues with landscaping, which Ms. Wessler responded in the negative.

Commissioner Zuellig moved to open the public portion of the hearing (Support: H. Jugenitz) and the motion carried unanimously.

Doug Milkey, owner of 130 N. Normal, stated that the two car garage will be taken down and use the slab for parking. He added that he does not have a resident manager but he has listed emergency contacts for both the Building and Fire Departments for any issues that may arise. A staff member visits Monday of each week. He has worked on the parking lot and will keep it gravel. They are good neighbors and work with the Building Department getting their c/o every two years. They have good lighting, and have ingress/egress on each floor and fire escape.

Chairman Johnson asked about signage which Ms. Wessler addressed stating that a permit will be required for the "Sorority" sign. The other signage is a rental information sign provided by the landlord stating that no other signage can be put up without landlord approval.

Mr. Milkey added that all the electrical have been upgraded. He also explained the layout for the third floor.

Commissioner Jugenitz moved to close the public portion of the hearing (Support: N. Sandberg) and the motion carried unanimously.

Commissioner Zuellig moved that the Planning Commission approve the Special Use Permit for 130 N. Normal with the following findings and conditions:

Findings: The application is substantially in compliance with Sec. 122-165(b)

Conditions: Special Use approval shall be subject to approval of sketch plan.

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

Commissioner Jugenitz moved that the Planning Commission approve the Site Plan for 130 N. Normal Street with the following findings and conditions:

Findings:

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

Conditions:

1. There is a two car garage shown on the sketch plan; as the sketch plan provided is a mortgage survey from 1981 and the garage no longer exists, applicant should provide an updated, dimensioned sketch plan.
2. Any signage proposed on site must first obtain a sign permit.
3. Applicant to submit floor plan (sketch acceptable) of current interior layout indicating number and size of sleeping rooms. Should any renovations be proposed, building permits must be pulled and all applicable building and fire codes be followed.
4. Applicant must submit resident manager information once determined; provide at rental inspections and upon request by the City.
5. Applicant to pave parking lot in accordance with adopted engineering, zoning, and building standards, including barrier-free (s) and bicycle parking spaces as well as appropriate storm water treatment. Applicant must provide plan for City review.

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

VI. NEW BUSINESS

Ms. Wessler stated that we are currently short three members on the Planning Commission and asked the board members if they knew of anyone who may be interested to let her know. There was also some discussion on considering a student member from EMU who was a resident to be a board member. Commissioner Jugenitz moved to have staff investigate this further and report back (Support: C. Zuellig) and the motion carried unanimously.

VII. OLD BUSINESS

1. Annual Report –

Commissioner Zuellig moved to approve the 2104 Annual Report (Support: H. Jugenitz) and the motion carried unanimously.

VIII. FUTURE BUSINESS DISCUSSION/UPDATES

908 Congress – Little Bird Café
311 S. Grove – Special Use
Non-conforming – Ypsilanti Housing

IX. COMMITTEE REPORTS

Non-Motorized Committee – no reports

X. ADJOURNMENT

Since there was no further business, Commissioner Zuellig moved to adjourn the meeting (Support: S. Straley). The meeting adjourned at 8:13 p.m.