

1. Planning Commission Regular Meeting Agenda

Documents:

[01-17 MAY 2017 AGENDA.PDF](#)

2. Planning Commission Regular Meeting Packet

Documents:

[MAY 17, 2017 PC MEETING PACKET.PDF](#)

**Agenda
Planning Commission
Council Chambers
Wednesday, 17 May 2017 – 7:00 P.M.**

I. Call to Order

II. Roll Call

Heidi Jugenitz, Chair	P	A
Cheryl Zuellig, Vice Chair	P	A
Anthony Bedogne	P	A
Liz Dahl MacGregor	P	A
Toi Dennis	P	A
Matt Dunwoodie	P	A
Phil Hollifield	P	A
Chris Madigan	P	A
Jared Talaga	P	A

III. Approval of Minutes

- April 19, 2017

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

- None

VII. Old Business

- 539 S Huron
Site Plan Review
- Non-motorized Staff Report

VIII. Future Business Discussion / Updates

- 2100 Washtenaw-update

IX. Committee Reports

- Non-motorized Advisory Committee: May Minutes

X. Adjournment

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**PLANNING COMMISSION
MEETING MINUTES
April 19, 2017
CITY COUNCIL CHAMBER
7:00 P.M.**

I. CALL TO ORDER

The meeting was called to order at 7:06 p.m.

II. ROLL CALL

Present: H. Jugenitz, C. Zuellig, A. Bedogne, L. Dahl MacGregor, M. Dunwoodie,
P. Hollifield, T. Dennis, C. Madigan

Absent: Jared Talaga

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

III. APPROVAL OF MINUTES

Commissioner MacGregor moved to approve the minutes of March 15, 2017 (Support: M. Dunwoodie) and the motion carried unanimously. Commissioner MacGregor moved to approve the minutes of the Joint HDC, PC, ZBA Meeting, March 16, 2017 with recommended changes by Chairperson Jugenitz (Support: T. Dennis) and the motion carried unanimously

IV. AUDIENCE PARTICIPATION

None

V. PRESENTATION AND PUBLIC HEARING ITEMS

1. Special Use and Site Plan Review

Bonnie Wessler, City Planner, presented this item stating that it is a request for approval of a Special Use for multi-family for 206 and 210 N. Washington. The property is 0.45 acres with frontage on N. Washington St. There is an existing 7,197 sq. ft. three floor apartment building with an attached 2,903 sq. ft. single story apartment building. There are two outbuildings on the east side of the site at 504 sq. ft and 407 sq. ft respectively. Parking is located to the south and to the east of the structure. The parking spaces are currently unmarked, therefore, it is unclear as to how many are currently on site.

The three story structure has been used as an apartment building since it was built in approximately 1926. In 1926, the ZBA allowed a variance from the 800 sq. ft requirement for

each family dwelling unit. No special use permits have previously been approved for the property. The one story office was added in 1944 and an addition to the rear of the office was built in 1955. The one-story addition was converted to apartment use likely at the time of the 1955 addition, but the files are silent on precise timing. A fire on January 1, 2017 resulted in substantial damage to the structure and the cost of restoration is expected to exceed the 100% of the state equalized value, thus prompting the need for a special use application under Sec. 122-205(4). At the time of the fire there were 156 units in the building; the applicant is seeking approval for 14. It was previously a 16 unit dwelling.

The parcel is zoned CN-Core Neighborhood, which allows for multiple family dwellings of more than 4 units per building after approval as a special land use. The plans submitted call for a reduction in the number of units to 14 and some additional landscaping while retaining the pre-fire site layout. A single barrier-free parking space has been added to the site with the new plans.

Ms. Wessler added that staff recommends approval of the Special Use, however, they would like to see according to the Master Plan two barrier-free units and two barrier-free parking spaces, which she has noted in recommended findings and conditions.

Ms. Wessler also stated that staff is recommending approval of the Site Plan with significant parking layout changes, which she noted in detail along with a number of findings and conditions.

Commissioner MacGregor moved to open the public portion of the hearing (Support: A. Bedogne) and the motion carried unanimously.

Greg Davel, Balmoral Holdings, owner of the property – stated that all of the findings and conditions as stated by Ms. Wessler look reasonable. He added that he had not had time to explore the ADA requirements.

There was a number of questions of the owner regarding number of units and layout of apartments and how parking would be handled on-site and options for bike parking. Clarification was asked of Ms. Wessler, City Planner, on barrier-free requirements.

Commissioner MacGregor asked Ms. Wessler if Planning Commission could designate certain units to be barrier-free or if it could construct an approval that would allow for several different compliance scenarios. Ms. Wessler responded that such a Special Use permit would not be considered best practice, and was not likely to stand the test of time. Planning Commission also asked how staff would determine final compliance and the course of action were the units not made barrier-free; staff responded that they would work with the Building Department, as per usual, to ensure that compliance with the Site Plan and Special Use permit was in place before issuing a Certificate of Occupancy.

Since there were no further questions, Commissioner Bedogne moved that the Planning Commission recommend approval of the Special Use Permit for the Phoenix Apartments Restoration Project at 206-210 N. Washington with the following finding and conditions:

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

Conditions:

1. Special use approval shall be subject to approval of site plan.
2. Barrier free access into the structure and barrier-free units are not addressed. Applicant to make two units barrier-free, add barrier free access to the structure, and provide two barrier-free parking spaces.
3. Applicant to provide eight covered bicycle spaces due to the site's high walkability and proximity to transit options.

The motion was supported by Commissioner Dunwoodie. A roll call vote was taken and carried with a vote of 7:1. Commissioner Zuellig opposed.

Commissioner MacGregor moved that the Planning Commission approve the Site Plan for the Phoenix Apartments Restoration Project at 206-210 N. Washington with the following finding and conditions:

Finding: The application substantially complies with Sec 122-127.

Conditions:

1. Applicant to provide sign details with sign permit application.
2. Provide barrier-free entry to buildings from parking areas.
3. Applicant to make the following changes to the southern lot:
 - a. Narrow existing drive; it is significantly wider than the drive apron.
 - b. Install landscaped island in south-west corner of lot
 - c. Rotate parking spaces and reconfigure lot to allow for 90° spaces. Angled parking with a two-way aisle is not beneficial for maneuverability. This includes adding small curbed areas at the east end of the lot to aid in cars backing from the easternmost spaces.
 - d. Grade lot to address drainage issues (apparent per paving failures). Staff recommends a rain garden in new SW landscaped island.
 - e. Applicant to consider providing screening between southern parking area and commercial lot to the south.
4. Applicant to make the following changes to the eastern lot:
 - a. Provide one barrier-free parking space.
 - b. Ensure that a barrier-free path of access exists to proposed dumpster enclosure.
 - c. Consider adding a mirror at the one-vehicle choke point between apartment building and northern outbuilding, due to limited visibility and narrow path of travel.
5. Applicant to provide eight covered bicycle spaces, per Special Use Permit recommendations.
6. Applicant to submit revised parking plan upon redesign of southern and eastern parking areas and to include bicycle parking.
7. Applicant to install dark sky compliant lighting and provide staff with a detailed lighting plan for staff review.
8. Applicant to provide details for a compliant dumpster enclosure for staff review.

9. Applicant to provide a visual buffer of at least 80% opacity and 6' height on the south side of the south parking lot.
10. Applicant to provide an additional four trees in the front yard to meet the street tree requirement. Trees to be located between the sidewalk and the curb.
11. Applicant to maintain all existing and new landscaping in good condition.
12. Applicant to replace or repair existing fence on site.

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

VI. NEW BUSINESS

1. Complete Streets Staff Report

The City Planner, Ms. Wessler gave a brief staff report noting that our engineer, Marcus McNamara, OHM would provide a larger staff report. She stated that he had provided these plans for us to review, however, since it is a mill and overlay project, not a complete reconstruct, it is not subject to the complete streets ordinance. He is looking for a courtesy review and feedback from the commission.

Mr. McNamara stated that this is a project primarily funded by federal aid through WATS and run through state transportation and has design constraints, such as 11' motor vehicle travel lanes. The city has done a number of reconstructs over the years but this is just taking off the top layer of asphalt, therefore, we are limited to number of curb lines that can be installed. The project is four streets although the planning staff only reviewed three: Hamilton from Cross to Washtenaw; Congress from Elm to Ballard; and Summit from Washtenaw to Michigan.

There was a lot of discussion by all members and staff. They had a number of recommendations including the addition of proposed bump-outs everywhere new/upgraded ramps are done; no room to add dedicated bike lanes but they are adding signage and sharrows per PC request. Also, planning staff suggests bike friendly signage "Bikes may use full lane". Street trees are not eligible with the state contract – they could be added but would be 100% responsibility of the city. Mr. McNamara responded to the many questions put forth by the commission members.

Mr. McNamara will incorporate recommendations and report back to Ms. Wessler.

2. Non-motorized Staff Report

Ms. Wessler stated that back in January, Planning Commission received letters submitted by the Non-motorized Commission to MDOT requesting action on certain areas on signage and ADA ramps, which is a safety issue specifically for people in wheelchairs. The letters were specifically referring to Hamilton/Ferris, N. Huron St at Pearl, Hamilton at Michigan Avenue and Huron Street Crossing of I-94. Planning Commission had asked for a staff review of these items and recommendations on priority items. Staff included recommendations in the agenda packet dated April 14, 2017 for all these locations. Ms. Wessler reviewed each of the locations in question. While there was much discussion on all of the recommendations, including some interesting ideas and comments, it was the opinion of Ms. Wessler that the city would have to

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make a strong case to the state identifying traffic counts, crash counts, lighting, and safety issues, etc. She referred to the HAWK crossing on Washtenaw between Oakwood and Cross noting that it was a five year process in order to get this put into action and completed. While Ms. Wessler did agree that there are many challenges, many of these recommendations are good long-term options.

Chairman Jugenitz stated that it was her opinion, given the complexity of the issues, that the commission does not take action tonight. She added that she would like to take concrete action at the next meeting and take some of the actions forward. She thanked Ms. Wessler and Bob Krzewinski, Non-motorized Committee Chairman, for all of the effort devoted to this issue. Ms. Wessler asked what is expected from staff for the next meeting – Chairman Jugenitz added that she would like to have a brief synopsis of the comments and suggestions that were made this evening to review.

3. Student Presentations

Commissioner Dunwoodie made a motion to move this item to the end of the agenda (Support: P. Hollifield) and the motion carried unanimously.

VII. OLD BUSINESS

1. 539 S. Huron – Site Plan Review

Since we have no new information, Commissioner Dennis moved to table this item (Support: L. MacGregor) and the motion carried unanimously.

VIII. FUTURE BUSINESS DISCUSSION/UPDATES

1. 2100 Washtenaw – Update

Ms. Wessler stated this is the dentist office on Washtenaw as you approach Hewitt from the north side of the street - they are doing an expansion and as part of that, they have submitted an easement for the non-motorized pathway to the south along Washtenaw Avenue.

2. Non-motorized

Commissioner Bedogne stated the committee is working on bike friendly applications and walk friendly applications. They have an extra meeting scheduled for Wednesday, April 26th to try to tackle the application. They have some sample applications from other communities that made it through the process (League of American Bicyclists and America Walks) which will be a tremendous help.

3. Transit Station Radii

Short presentation by Ms. Wessler asking for advice from the Planning Commission. In the site plan review for 206-210 N. Washington, one of the parking discounts we gave to them was to be within 300 ft. of a transit station. The parking ordinance allows us to give 20% discount discretionary when you are within 300 ft. of a bus station, or any future rail station we may

have. The property is exactly 300 ft. from the outermost border of the station to the outermost border of 206 N. Washington. It is less than a block and a half from the transit station – it is her thought that 300 ft. is not enough and that we should consider expanding that radius. She did three buffers – 300 ft. 500 ft. and 1,000 ft. and would like some feedback. Ms. Wessler would like some direction since there are discount options of changing percentages also based on distance. After some discussion and comments, the consensus was 500 ft. Chairperson Jugenitz is interested in the idea of gradually decreasing the discount but making it applicable up to 1,000 ft. Commissioner Zuellig agreed but feels that 500 ft. would be pretty realistic. Ms. Wessler stated she will come back with more information.

IX. NEW BUSINESS - continued

1. Student Presentations

Professor Ben Tallerico, Eastern Michigan University (EMU) stated that students from his Urban Planning Class at EMU will be doing a presentation on a location of their choice in the city. This is part of their final class project and will be scored on their presentation. They will discuss boundaries, history, community development and recommendations of changes that would improve the area and the community as a whole. The first panel consisted of Briana Mason, Lucas Kempen and Chris Madigan. Their chosen area was the Miles/Garland Plan. They began with an outline of the boundaries, then proceeded with an outline of the history of the area in the 1940's, 1960's, present day conditions, and pro/cons. They pointed out the strengths, weaknesses, opportunities and threats. Also included was past and future city involvement with street improvements and housing. They ended their presentation with a list of recommendations on various areas and how they could be used, i.e: that the city purchase property at 601 E. Michigan, which could be used as a community space. The alley could be resurfaced to be an open area with lighting and paving; movable tables/chairs (like Time Sq.), food trucks. They provided a budget with details for each recommendation. They were limited to 15 weeks for their timeline to complete the project.

Chairperson Jugenitz stated their presentation was very inspiring. She lives in that particular area and liked the alley recommendation.

The second presentation was made by three more students, namely, Thomas Klee, Supriya Joshi and Beha. Their choice of location was the Heritage Park Neighborhood.

The group gave an outline of the boundaries and data on the area which he got from the US Census, various neighborhood groups, site Visits and neighborhood resident interviews. He stated that the area was primarily black, low income, a young neighborhood. Listing the strengths included Parkridge Community Center and Perry School and weaknesses included high poverty, low education and low home ownership. The three primary recommendations were for house painting assistance, , removal of fences from front yards, and an increase in the tree canopy giving a sense of well-being, home value and reduction of crime. They showed slides of two streets one block apart, one where there were absolutely no trees and the other that had many trees to note the huge difference in appearance. Their recommendation was to install 350 trees in the area, and while there would be an initial cost, the end result would be relatively low vs the benefits in the long-term.

Removal of fences could be done by volunteers with no cost for labor. They also recommended checking for any housing grants that could include painting of many of the homes. Their conclusion on their project was that by adding trees, removing fences and painting some of the homes, it would bring more of a sense of community to the area and personal investment of belonging, which would also encourage safety – getting to know neighbors and a feeling of pride in the neighborhoods.

X. COMMITTEE REPORTS

1. Non-motorized Advisory Committee – April minutes

XI. ADJOURNMENT

Since there was no further business, Commissioner MacGregor moved to adjourn the meeting (Support: T. Dennis) and the motion carried unanimously. The meeting adjourned at 10:23 p.m.



Memo

To: Planning Commission

From: Cynthia Kochanek, Associate Planner

Date: May 12, 2017

Subject: 539 S Huron St-application process

A site plan application was submitted for review by the Planning Commission for the expansion at 539 S Huron. The property is currently zoned GC- General Corridor, which no longer permits medical marijuana dispensaries thus this is a legal nonconforming use. Staff noted in its review of the site plans that if approved, the applicant will be required to limit the dispensary use to no more than 540 square feet in the new structure, under the current zoning ordinance, and eliminate the use in the existing building.

At its March 15, 2017 meeting the Planning Commission discussed the application. The possibility of a PUD was discussed along with the difficulties of permitting a larger structure on site while limiting the medical marijuana use to 540 square feet. The Planning Commission tabled the site plan application at its March 15, 2017 meeting and again at its April 19, 2017.

No additional information has been provided from the applicant. At this time staff recommends that Planning Commission deny the application due to lack of follow-up on issues identified in the review.



February 20, 2017

**Staff Review of Site Plan Review Application
Patient Station New Build
539 S. Huron**

GENERAL INFORMATION

Applicant: Patient Station
James Nemeth
539 S. Huron
Ypsilanti, MI 48197

Project: Patient Station New Build

Application Date: January 18, 2017

Location: East side of S. Huron St between I-94 and Spring St

Zoning: GC-General Corridor

Action Requested: Approval of site plans for new building and location on site

Staff Recommendation: Conditional Approval

PROJECT AND SITE DESCRIPTION

Parcel # 11-11-37-101-002 has frontage on S. Huron St. There is some discrepancy in the total area of the parcel, assessing indicates that the parcel is 0.96 acres and the survey included with the plans indicates parcels 1 and 2 (which make up the parcel) are 1.24 acres. There is an existing 540 square foot single story building on site. There are approximately 15 parking spaces in the lot, but there does not appear to be an ADA compliant space. There are three curb cuts on the site, two off of S. Huron and one off of Kramer St, access from the Kramer St curb cut is blocked by wheel stops about 50' inside the lot.

The property was zoned B2-Community Business which allowed medical marijuana dispensaries as a permitted use in 2013 when this use was established. The property is currently zoned **GC- General Corridor**, which no longer permits medical marijuana dispensaries thus this is a legal nonconforming use. The moving of a nonconforming use is addressed in §122-205(2)(c) which states that an existing structure containing a nonconforming use shall not be enlarged, constructed, reconstructed, moved or structurally altered or extended, unless the use is changed to a use which is permitted in the district in which the structure is located. This refers to moving off-site. The proposed building is more conforming in regards to setbacks, frontage, and orientation than the current structure. If approved, the applicant will be required to limit the dispensary use to no more than 540 square feet in the new structure, under the current zoning ordinance, and eliminate the use in the existing building.

The submitted plans call for the building of a new 7,040 square foot structure to the southeast of the current 540 square foot structure, which is to remain. There are 27 parking spaces planned with 2 ADA spaces, the parking lot will be just to the north and east of the new structure, to the side and rear of the building. A dumpster enclosure is included to the southeast of the structure and the existing curb cuts are to remain.

The zoning ordinance states that a lot may consist of a portion of a lot of record, and 122-274(d)(3) allows for multiple building types on a single lot of record, provided the area requirements for each are met. Thus, due to the "boomerang" shape of the lot, we are considering the southern part of the lot of record the lot for the purposes of performing the site review. Figure 1 shows the split in building type lots; "Parcel 2," to the south is considered the subject lot; Parcel 1, to the north, is left as existing nonconforming.

Figure 1: Subject Site Location

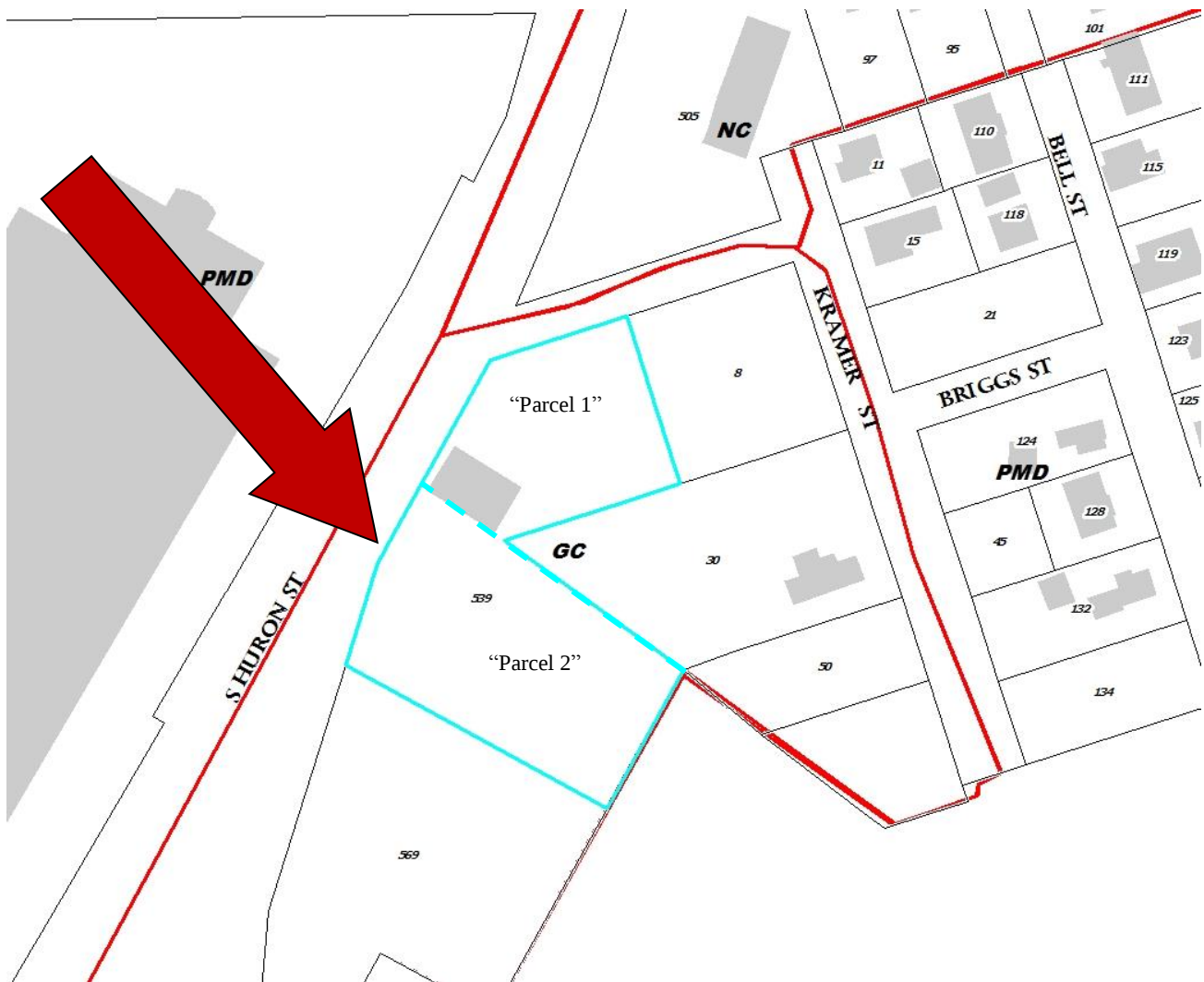


Figure 2: Site Aerial (2015)

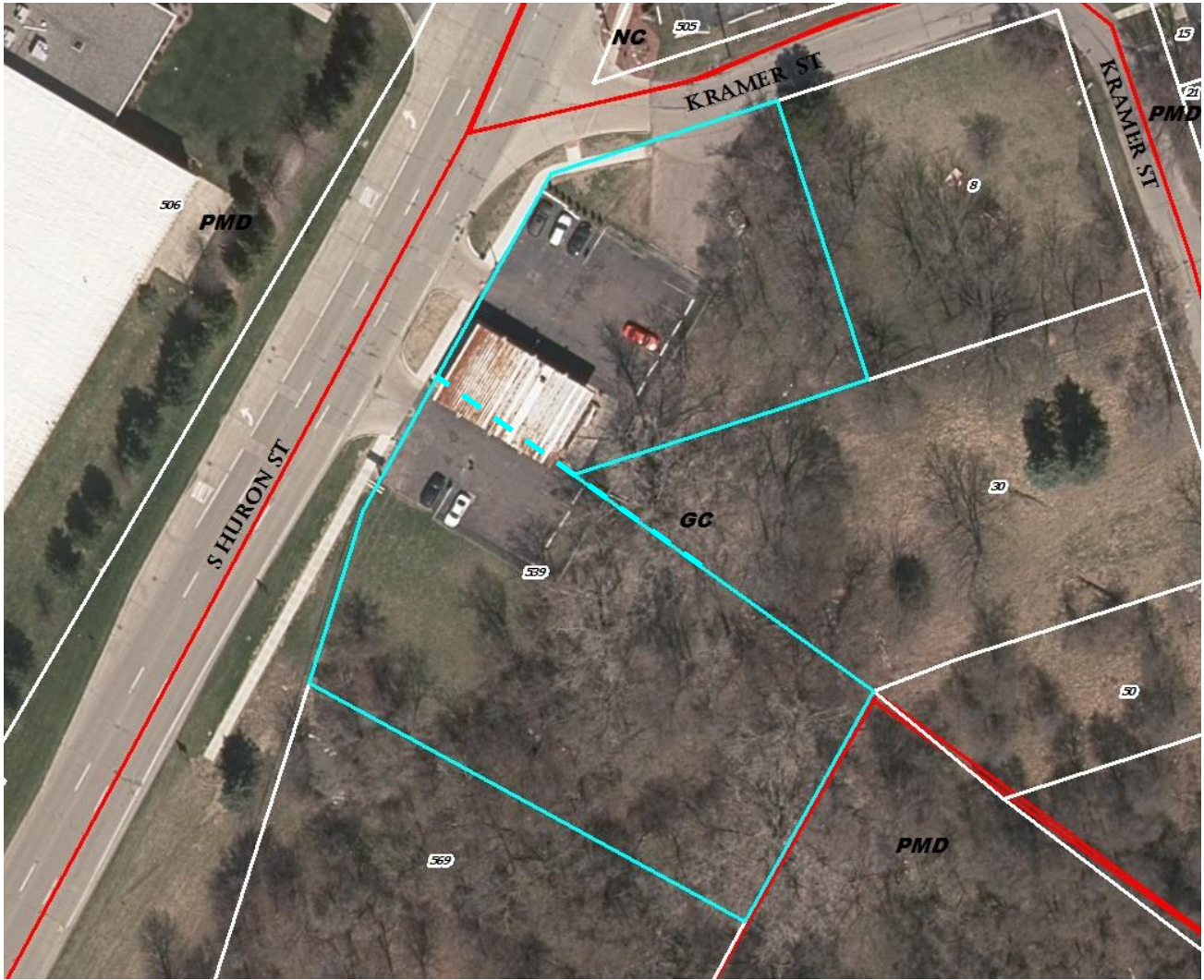


Figure 3: photograph of site (Google street view, Aug 2016)



Figure 4: Land Use and Zoning of Surrounding Area

	LAND USE	ZONING
NORTH	Gas Station	NC- Neighborhood Corridor
EAST	Residential	PMD- Production, Manufacturing, Distribution
SOUTH	Vacant Land I-94 Ramp	GC- General Corridor PMD- Production, Manufacturing, Distribution
WEST	Warehouse	PMD- Production, Manufacturing, Distribution

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)

"The proposed site plan conforms with all the provisions and requirements, as well as the spirit and intent of this chapter and the Master Plan. The proposed development will meet all the regulations of the zoning district in which it is located."

Figure 5: Requirements

ORDINANCE REFERENCE	REQUIRED	EXISTING CONDITIONS	PROPOSED
GC: BUILDING TYPE §122-274	Determined by lot size	Single story commercial	Single story commercial

ORDINANCE REFERENCE	REQUIRED		EXISTING CONDITIONS	PROPOSED
LOT REQUIREMENTS				
Width ft	Min 50	Max 300	164.65' (west) 121.83' (east)	Unchanged
Depth ft	Min 100	Max 300	238' (north) 210' (south)	Unchanged
Area sf	Min 7500	Max 90,000	33,453 sf (parcel 2)	Unchanged
Coverage %	Min -	Max 60%	Building footprint: 540 sf/33,453= 1.6%	Building footprint: 7,040+540/33,453= 22.7%, meets
BUILDING ENVELOPE AND HEIGHT				
Street setback ft	Min 5	Max 15		5' - 17.8', average: 11.4', meets, the property line is not on the same angle as S Huron. The proposed building is to be built in line with S. Huron.
Side setback ft	Min 0	Max -		6.6', south lot line 76.5', average from north lot line, meets
Rear setback ft	Min 15 (25 if adjacent to existing SF)	Max -		94' – 96', meets
Frontage buildout %	Min 50	Max 100		~39%, does not meet
Height stories	Min 1	Max 1	1	1
PARKING PROVISIONS	Location: side, street-side and rear		Side, street-side	Side, rear
PRIVATE FRONTAGES	Permitted: Commercial		Commercial	Commercial
Distance between façade openings ft	Min --	Max 2		0.5' – 7', does not meet
Door recess Ft	Min --	Max 5		n/a
Ground floor transparency %	Min 60	Max -		~31%, does not meet
Height to bottom of window ft	Min --	Max 2.5		~2', meets

ORDINANCE REFERENCE	REQUIRED	EXISTING CONDITIONS	PROPOSED
Interface zone	Extended sidewalk from right-of-way		Sidewalk exists along S. Huron, connects to the path surrounding the structure using the existing curb cut and driveway.
§122-861 et seq	SIGNAGE Master sign plan: HC, NC, GC, C, PMD, P; nonres uses in R1, CN-SF, CN-Mid, CN, MD	Existing pole sign is not used, signage exists in windows	No signage indicated on plans other than the existing pole sign. Abandoned pole sign should be removed.
Area maximum			submit master sign plan with sign application
Height maximum			submit master sign plan with sign application
Setbacks minimum	Front property line: 3' Side/rear property lines: 10'	Existing sign in the ROW.	n/a

Items to be Addressed:

1. Applicant to attempt to bring the west elevation more into compliance with the private frontages requirements.
2. Applicant to provide a 5' path from the sidewalk in the ROW to the interior paths on site.
3. Applicant to provide a master sign plan for all existing and proposed signage with sign permit applications.
4. Applicant to remove the abandoned pole sign on site.

BUILDING LOCATION AND SITE ARRANGEMENT

§122-128(3)

"All elements of the site plan shall be harmoniously and efficiently organized in relation to the character of the proposed use, the size and type of lot, the size and type of buildings, and the character of the adjoining property. The site shall be so developed as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this chapter."

The lot is an odd shape that does not run parallel to S. Huron, thus posing some issues with the siting of the new structure. The existing building is to remain on site and a new one story structure is proposed to be built south of the existing structure, perpendicular to S. Huron St. The three existing curb cuts, two on S. Huron and one on Kramer, are to remain with the southernmost one to be utilized as the main entrance for the new structure. The existing chain link fence to the south the current structure is to be removed.

The proposed entrance to the building is located in the northwest corner of the new structure facing the proposed parking lot to the north of the structure. The proposed parking lot includes 27 parking spaces, including two ADA compliant spaces, a 10' x 50' loading zone to the rear of the structure and a dumpster enclosure at the southeast corner.

This arrangement is not optimal however the shape of the lot provides some difficulties. Even with those issues the structure could be oriented differently.

Items to be Addressed: Applicant to explore other options in the location and siting of the proposed structure.

SITE ACCESS, TRAFFIC, AND PARKING

§122-128(4)

"With respect to vehicular and pedestrian circulation on the site, including walkways, interior drives, and parking; circulation shall to the extent possible create potential cross-and joint-access to adjacent parcels and the existing block layout. Special attention shall be given to the location, number and spacing of ingress and egress points; general interior circulation including turnaround areas; adequate provisions for delivery of services (trash removal, school buses, mail and parcel delivery); separation of pedestrian and vehicular traffic; avoidance of building corners next to access drives; identification of addresses; storage of plowed snow; and arrangement of parking areas that are safe and convenient, and insofar as practicable, do not detract from the design of the proposed buildings and structures, neighboring properties, pedestrian and bicyclist safety, access to transit and flow of traffic on adjacent streets. All buildings or groups of buildings shall be so arranged as to permit adequate access by emergency vehicles as required by the city building code."

Proposed vehicular access utilizes the current southernmost curb cut off of S. Huron. No new curb cuts will be added. Bicycle and pedestrian access is via the same point, thus sharing the driveway with vehicles. The closest AAATA bus stop is at S. Huron just north of Harriet St, this stop is approximately 635 feet from the proposed building. AAATA routes 45, 46 and 47 stop at that location. Routes 45 and 47 have stops on Harriet just east of Hamilton and route 46 has a stop on Hamilton just south of Harriet. The sidewalk continues on only another 45' to the south of this parcel as there is currently no pedestrian/bike lane over the S. Huron St bridge over I-94. There are 27 vehicle parking spaces proposed on site, with a loading area to the east of the proposed structure. No bicycle parking spaces appear on the site plan.

Figure 6: Site Access, Traffic and Parking

ORDINANCE REFERENCE	REQUIRED	EXISTING CONDITIONS	PROPOSED
GC: §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		None provided, please provide a circulation plan
§122-834 PARKING Dimensions	• 9'x18' minimum, exceptions if adjacent to wall or overhang provided • May have 20% small car (8'x16', signed) • May have 10% motorcycle (5x8', signed)		9'x18' parking dimensions proposed, meets

§122-835	Access	5' walkway from parking lot to parks, commercial, transit, walkways, institutions; raised/marked crosswalks within parking lot		5' sidewalk exists, 5' internal walkway, connection between the two utilizes the driveway, no marked crosswalks indicated within the parking lot. No ramp indicated at building entrance.
	Ingress & Egress	- Aligned across ROW, or offset by 25' >50' from intersection 20'-30' driveway	S. Huron: existing.	Requirements met for the existing S. Huron St. drives
	Internal Maneuvering	10' width driveway		20' width drive, meets
	Surfacing	paved with a durable bonded material in accordance with accepted engineering standards		See engineering letter.
	Drainage			See engineering letter.
	Striping	spaces shall be outlined with three-inch wide strips of white or yellow paint, except that barrier-free spaces shall be blue, with a symbol of compliance in blue.		Adequate
	Wheel Stops	wheel stops or curbing shall be provided for all parking spaces		Curbing indicated on plans, see engineering letter.
	Lighting	Parking lots utilized during night-time hours shall be artificially illuminated		Lighting fixture locations and type shown on plans. Photometric submitted.
	Screening & Landscaping (internal)	1 tree per 8 spaces		27/8=3.375, 4 trees required, 18 on site, 9 proposed and 9 existing, not including the 3 new & 9 existing trees up front counted to meet the street tree requirement, meets
		1 landscape island for each 16 spaces		Meets

		Islands w trees: 9' wide min and 160' sf Islands w 5' min walkway: 11' wide min Islands: curbed or used for stormwater		Island w/ tree just northeast of structure is listed at 128 sf does not meet the required min sf
		All aisle-ends & corners protected w curbed island		All aisle-ends & corners protected w/curbed island, meets
Screening & Landscaping (perimeter)		Screened in accordance with 703 if abutting R1, MD, CN, CN-Mid, CN-SF		Not required
		3'-4' screen 80% opacity where visible from ROW		Parking lot screening for the southern end includes existing trees, 3 new trees and 16 shrubs; northernmost spaces screened by 4 shrubs and a tree, the shrubs are on the low end of height for screening, applicant to consider switching those proposed with the wintergreen boxwoods located farther back on the site.
		Landscaped areas, walls, structures, walks- must be protected by curbing		See engineering letter.
§122-836	Motor spaces	1 for each 300 square feet of gross floor area.		7040/300=24 spaces required, proposed=27 spaces, less than 120% of requirement, meets
	Bicycle spaces	1 per 5 motor spaces, minimum of 2	None	27/5 = 5.4; 6 required, none provided, applicant to provide 6 bike spaces.
122-837	Parking discounts	Transit	~600' to closest transit stop	~635' to closest transit stop
		Alternative Vehicles	None	n/a
		Bicycle	None	n/a

		PC discretion, special circumstances not listed above		n/a
§122-647	SIDEWALKS	provide a sidewalk or shared-use path	None	A 5' sidewalk adjacent to S. Huron St exists on site. Internal 5' sidewalk surrounds the proposed structure. The connection between the two utilizes the driveway and is not acceptable. See engineering letter.
§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.		Unlabeled tree at northwest corner of property is at the corner of the 10' visibility triangle, it either needs to be moved or maintained higher than 8'; other site plantings are not anticipated to cause additional visibility issues. Existing unused pylon sign is likewise within the visibility triangle; applicant to remove.

Items to be Addressed:

1. Applicant to increase the size of the landscape island with the tree just northeast of structure to the required 160 sf.
2. Applicant to switch the proposed cranberry cotoneasters on the northwest aisle end with the wintergreen boxwoods located farther back on the site.
3. Applicant to provide 6 bike spaces on site.
4. Unlabeled tree at northwest corner of property at the corner of the 10' visibility triangle either needs to be moved or maintained higher than 8'.
5. Applicant to remove existing unused pylon sign located south of the drive.
6. Applicant to address issues as listed in the engineering review.

ENGINEERING & STORMWATER

§122-128(6), §122-128(7)

(6) Adequate services and utilities including sanitary sewers shall be available or provided, with sufficient capacity to properly serve the development. Appropriate measures will be taken to ensure that site drainage will not adversely affect adjoining properties or the capacity of the public storm drainage system, or nearby bodies of water. Provisions shall be made to accommodate stormwater and prevent soil erosion. All stormwater management facilities, including but not limited to storm sewers and detention/retention facilities, shall be

designed in accordance with the "Rules of the Washtenaw County Water Resources Commissioner," together with any special provisions established by the city.

(7) Natural resources will be protected to the maximum feasible extent. The proposed development will not cause soil erosion or sedimentation problems, and will respect floodways or floodplains on or in the vicinity of the subject property.

Site plan approval is subject to engineering review.

Items to be Addressed: See attached engineering review.

SCREENING

§122-128(8)

"The site plan shall provide reasonable visual and sound privacy for all dwelling units on or adjacent to the property. Fences, walks, barriers, and landscaping shall be used, as appropriate, for protection and enhancement of the property. All outdoor storage of materials, loading and unloading areas, and refuse containers shall be screened or located so as not to be a nuisance. Outdoor lighting shall be shielded so as to not adversely affect neighboring properties or traffic on adjacent streets."

Figure 7: 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		Seven light poles indicated on specs only 6 shown on photometric; more than 0.5 foot-candles indicated at west lot line near driveway and again near the building.
§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	Submitted; see engineering review.
§122-703 Screening Between Land Uses <i>if conflicting use</i>	visual buffer of at least 80% opacity and 6' height		n/a
§122-704 Street Trees	1 tree per 30' of lineal frontage, centered between sidewalk and back of curb	244.35'/30'=8 trees required	4 trees placed within front yard and 9 existing trees on site, meets
§122-708 Site Landscaping	10%	10%*54,084=5,408	~4,772 sq ft in southern portion of parcel plus ~1,000 sq ft existing in the northern portion, meets
122-711 Landscape Elements	Quality, composition, berms, spacing, species		Meets

ORDINANCE REFERENCE	REQUIRED	EXISTING CONDITIONS	PROPOSED
	Credit for existing vegetation		9 trees at the rear and 9 at front marked as existing
§122-712 Maintenance	Readily available and acceptable water supply; may install underground sprinkler system		Irrigation system or maintenance plans not indicated.
§122-713 Fencing, hedges, walls, berms	GC; shall not exceed ten (10) feet in height, and must be constructed in the side or rear yard.		n/a

Items to be Addressed:

1. Applicant to resubmit a photometric plan that includes compliant measurements and the missing pole light for staff review.
2. Applicant to submit plans for landscaping maintenance for staff review.

PHASING**§122-128(9)**

"Separate phases of development shall be in logical sequence, and each phase shall stand alone so that no one phase will depend upon a subsequent phase for adequate access, public utility services, drainage, or other improvements."

There is no indication of phasing on the plans.

OTHER DEPARTMENT AND AGENCY APPROVALS**§122-128(10)**

"Site plans shall conform to all applicable requirements of state and federal statutes, including health and pollution laws, fire or explosion hazards, toxic and hazardous materials, and barrier-free requirements. Site plan approval may be conditioned on the applicant receiving necessary county, state, or federal permits before a local building permit or occupancy permit is granted."

DEPARTMENT OF PUBLIC SERVICES

The applicant is responsible for obtaining permits from the Department of Public Services before beginning work on any portion of the City right-of-way, including sidewalks, curbs, and driveways on Kramer, if planned.

FIRE DEPARTMENT

As the applicant is requesting changes to parking area circulation, Fire Department review is required. The Fire Department has no objections to the proposed site plan; awaiting their response to the engineering review concern regarding the hydrant location.

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 S. Huron St.

MASTER PLAN CONSIDERATIONS**§122-128(11)**

"An objective of site plan review shall be to protect and promote public health, safety, sustainability and general welfare. It is also the intent of site plan review to improve the quality of existing developments as they are expanded, contracted, or redeveloped in keeping with sound site development standards of this chapter and city master plan."

Great place to do business, especially green and creative. This new build helps with the potential growth of a local business, or creates new medical office space in a convenient location.

STAFF RECOMMENDATIONS: SITE PLAN

Staff recommends the Planning Commission **approve** the Site Plan for the Patient Station New Build at 539 S. Huron St. with the following finding and conditions:

Finding

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

Conditions

1. Applicant to limit the dispensary use to no more than 540 square feet in the new structure and to discontinue use in the existing structure. Zoning authorization will be required for any expansion of the dispensary use.
2. Applicant to attempt to bring the west elevation more into compliance with the private frontage requirements.
3. Applicant to provide a 5' path from the sidewalk in the ROW to the interior paths on site.
4. Applicant to provide a master sign plan for all existing and proposed signage with sign permit applications.
5. Applicant to remove the abandoned pole sign on site.
6. Applicant to increase the size of the landscape island with the tree just northeast of structure to the required 160 sf.
7. Applicant to switch the proposed cranberry cotoneasters on the northwest aisle end with the wintergreen boxwoods located farther back on the site.
8. Applicant to provide 6 bike parking spaces on site.
9. The unlabeled tree at northwest corner of property either needs to be moved or maintained with its lowest branches higher than 8'.
10. Applicant to address issues listed in the engineering review.
11. Applicant to resubmit a photometric plan that includes existing and proposed lighting, both cut sheets and photometric plan.
12. Applicant to submit plans for landscaping maintenance for staff review.

Cynthia Kochanek
Associate Planner, Community & Economic Development Department

CC File
 Applicant
 Site designer

February 28, 2017

City of Ypsilanti
Planning and Development Department
One South Huron Street
Ypsilanti, Michigan 48197

Attention: Ms. Bonnie Wessler

Regarding: 539 S. Huron
Site Plan Review No. 1
OHM Job No. 0094-17-1010

Dear Ms. Wessler:

The applicant is requesting site plan approval for site redevelopment at 539 S. Huron. The project consists of a building demolition and a new building and parking lot construction. We have reviewed the plans dated January 18, 2017 for compliance with local ordinances and general engineering standards and do not recommend site plan approval at this time. The following items shall be addressed prior to resubmitting the plans for review:

1. A permit from the Michigan Department of Transportation (MDOT) will be required for all work within the Huron Street right-of-way. It appears work will be required in the right-of-way for the utility service connections.
2. The Fire Department will review the plan to ensure adequate fire hydrant coverage exists for the proposed building.
3. Approval from YCUA will be required for all work associated with the water supply and sanitary sewer.
4. The plans are not clear if the 2" Type K copper water service is existing or proposed.
5. The proposed sewer lead is shown tapping an existing manhole in Huron Street. Service connections at manholes are not allowed.
6. Vehicle circulation templates shall be provided for the largest anticipated vehicle. It appears the entrance geometry may be problematic for incoming vehicles.
7. Sidewalk that abuts parking spaces shall be a minimum of seven feet wide to accommodate vehicle overhang.
8. Additional information is required regarding the proposed underground detention system. Based on the findings of the Phase I assessment, measures will need to be taken to ensure groundwater and potential contamination do not impact the storm water to be discharged from the site.
9. Curb does not appear to be proposed in the south east corner of the site between the dumpster and building. Clarification is needed in this area.

If you have any questions, please contact me at (734) 522-6711.

Sincerely,
OHM Advisors
Marcus McNamara

CC: Stan Kirton, Department of Public Works
Scott Westover, YCUA
File

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Memo

To: Planning Commission

From: Bonnie Wessler, City Planner

Date: May 12, 2017

Subject: Non-Motorized Committee MDOT recommendations

In January of this year, Planning Commission was in receipt of letters sent by the Nonmotorized Commission to MDOT requesting action on certain areas of signage and ADA ramps. Planning Commission received a staff review of these items in April, and requested staff recommendations.

Curb Ramps

The Non-Motorized Committee has recommended to MDOT that they provide new curb ramps and crosswalk markings at Hamilton Street at Ferris, due to the high volume of wheelchair users and people with mobility challenges travelling to and from the adjacent Towne Centre Place (referred to as Hamilton Place in the request letter).

Discussion

This is a good long-term option, but do not agree that it is the best near-term option or use of limited resources. Pedestrians at this location more often cross at the driveway to the former alley/curbcut on the east side of the road (purple stars); or from driveway to driveway (blue stars), not on-Ferris, to-Ferris.

From the yellow star (bus stop) to the signalized crossing to the north is about 200 feet; from the yellow star to the pink star (Ferris crossing) is about 130 feet. Between the bus stop and the crossings to the north or south are popular unofficial crossings, and both have better visibility to the Michigan intersection than the Ferris intersection. For these reasons, staff does not see an improved Ferris Street crossing seeing a significant increase in use from the Towne Centre population or bus users from this stop (channelization of users). There is the possibility that users from the Ainsworth neighborhood would use it, if a cut-through has not yet arisen to replace the closed cut-through at 324 S Hamilton (at Buffalo). There are approximately 168 households in that neighborhood.



Staff would instead recommend a signed, striped, accessible crossing at Buffalo or Catherine. In July of 2014 an elderly motorized-wheelchair user was struck and killed while crossing Hamilton at Buffalo (http://www.mlive.com/news/ann-arbor/index.ssf/2014/06/police_release_name_of_ypsiran_1.html). Buffalo and Catherine, while legal crossings per Michigan law, are completely unsigned, unsignalized, unmarked, and have no ADA ramps on either side. They are also approximately at the halfway point between Michigan and Harriet; the only two full (marked, ramped) crossings of Hamilton at and south of Michigan, and adjacent to a major community hub, the Second Baptist Church. As this is the halfway point between the two signalized intersections, it is also generally where cars are travelling at their peak speed in this stretch. A full crosswalk here would not only help improve the overall safety and navigability of the crossing, but also reduce the “speedway” appearance of this stretch of Hamilton.

The Ferris location would make an already-walkable area slightly more walkable. A signed, ramped, and potentially signalized Buffalo or Catherine crossing would provide a safe crossing where one demonstrably does not exist, provide additional connectivity between the Historic South Side neighborhood and the many neighborhoods to the west, and be a strong visual reminder to motorists that the area is a neighborhood and pedestrians may be present. Staff suggests that MDOT and the City work together to perform vehicle and pedestrian counts at this location and evaluate for signalization and/or pedestrian improvements.

Non-Motorized Crossing Improvements at West Cross/Huron, West Cross/Washington

The Non-Motorized Committee has recommended to MDOT that they provide improved pedestrian crossing warnings at the following locations:

1. North Huron at West Cross, due to the high volume of traffic and slip-lane traffic; recommending either pedestrian crossing ahead signage with a single flashing yellow light, or a Rapid Rectangular Flashing Beacon (RRFB) light, signaling pedestrians crossing the left-turn lane on the Huron leg.
2. West Cross at Washington, due to the high volume of vehicle traffic making lane and speed adjustments after the Huron/Cross intersection; pedestrian crossing signage and continental stripe markings overlaid on the stamped concrete crosswalk; potentially also an RRFB light.

Discussion: The traffic challenges at Huron/Cross, and stemming from them, are due largely to three items:

- people turning left from Huron generally begin to accelerate at about 80% of the way through the curve, (right star on map)
- people turning left from Huron generally do not have a clear field of vision of the Washington crossing until less than 100’ from the Washington crossing
- people turning left from Huron and going straight from Cross are in potential conflict due to the large number of people from Cross, generally local traffic, attempting to merge left to turn onto Washington, Adams, or Hamilton (more local destinations). This leads to erratic speeds and people looking for other cars, not other people.



The issue is yielding behavior, a problem that appears endemic to Michigan, and is exacerbated by the lane-changing that happens as westbound traffic from East Cross merges with westbound traffic from North Huron, and the two unsignalized intersections in the area where most lane changes are attempted.

Recommendation: There is no obvious or easy solution at Huron/Cross or Cross/Washington. Staff recommends that a traffic study be performed, and that MDOT fund such a study, based on extensive history of sideswipe crashes in this three-block span. Such a study could look at improvements or changes at both the micro level, such as gateway treatments; the macro level, such as two-way local streets north of Cross; or somewhere in between, such as signaling Adams.

Non-Motorized Crossing Improvements at North Huron and Pearl

3. North Huron at Pearl, due to the volume of traffic and pedestrian attractions on both sides of the street; pedestrian crossing signage, continental marking of the crosswalk; and an RRFB are requested.

Discussion:

Generally, pedestrian signage is not considered for downtown applications; crosswalks are generally obvious and signalized. This is an interesting location, largely because it is the point at which travel on Huron goes from two lanes to three, generally prompting an increase in speed and some lane shifting. It is unlikely that signage will be effective; a correction of the underlying issue- the over-capacitized roadway- is corrected. An RRFB would not be additive here; again, drivers do not have good yielding behavior at such devices, and the cost would likely outweigh any particular benefit. RRFBs are generally better suited to less-urban and visually “busy” locations. A potential challenge here is also the bus-turning movements; buses turn left onto Pearl from Huron with frequency; a gateway treatment may not be able to stand the test of time.

Staff Recommendation:

Request that MDOT evaluate for a gateway treatment and request installation of pedestrian crossing signs, each side.



4. Hamilton at Michigan, due to the challenging placement of the crosswalk and the propensity of vehicles to ignore the “no turn on red” signage; two additional “no turn on red” signage and “stop here on red” signage is requested on both Hamilton and Michigan.

Discussion:

Additional signage is unlikely to provide much benefit here. Stop bars are clearly marked, as is the crosswalk. Driver compliance is the issue, not awareness.

Staff recommendation:

Adding a “no turn on red” sign to the light guidewire facing Hamilton, as well as a “no turn on red” sign at the right-turn lane on Michigan, is likely appropriate. Such could be requested from MDOT.



5. Huron at I-94, due to the future (not yet programmed) installation of the pedestrian crossing; installation of more and differently placed “share the road” signage.

Discussion:

As noted in the letter, the physical improvements proposed for this intersection would, at the earliest, be installed circa 2022.

Recommendation:

“Bikes may use full lane” and add the “pedestrian” symbol to the existing “share the road” signage would be appropriate. Consult with MDOT and WCRC on appropriate signage per MMUTCD and placement, and request MDOT place such signage on MDOT portions of the road.





City of Ypsilanti

Community & Economic Development Department

Memo

To: Planning Commission
From: Cynthia Kochanek, Associate Planner
Date: May 12, 2017
Subject: 2100 Washtenaw, fire response to Whittier curb cut

Site plans submitted for review by the Planning Commission for the addition at 2100 Washtenaw included a new curb cut off of Whittier. At the January 18, 2017 meeting the Planning Commission approved the site plan for 2100 Washtenaw with the following condition:

Remove the Whittier access driveway contingent on emergency services review and approval.

Staff emailed the Fire Chief shortly after the meeting and received a response that indicated that the access drive on Whittier needed to remain. Please see the attached email for more detail.

Cynthia Kochanek

From: Max Anthouard
Sent: Friday, January 27, 2017 9:31 AM
To: Cynthia Kochanek
Subject: RE: 2100 Washtenaw

Sorry for the delay Cynthia,

The access on Whittier need to stay open.

NFPA 1 Chap 18.2.3.4.4 and the International Fire Code 503.2.5 both state;
“Dead end in excess of 150 ft. shall be provided with an approved turn around. “

the closest hydrant is on Wittier at approximately 100ft. The second hydrant on Washtenaw is over 300 ft. away.

The access road to the building shall be marked as fire lane.

Thank you

Max Anthouard

Fire Chief
City of Ypsilanti Fire Department
525 W. Michigan
Ypsilanti, MI. 48197
734-482-9778

From: Cynthia Kochanek
Sent: Friday, January 27, 2017 9:11 AM
To: Max Anthouard
Cc: Bonnie Wessler; Jameson Schultz
Subject: 2100 Washtenaw

Hi Max,

I sent you plans for 2100 Washtenaw a few weeks ago showing their office and parking lot expansion with a 2nd curb cut on the north end of the property. As it turns out, that 2nd curb cut on Whittier may not be going in. Please take a look at the attached plan page and let me know if there any issues from the fire department standpoint if the 2nd curb cut is eliminated. They will redraw the plans but we wanted to check in with you first to verify if there are any issues.

If this is the 2nd time that you have received this, I apologize, it's did not show up in my sent email folder.

Thanks,
Cynthia Kochanek
Associate Planner
Community Development Division, City of Ypsilanti
734-483-9646

ckochanek@cityofypsilanti.com

From: Max Anthouard
Sent: Monday, January 09, 2017 10:37 AM
To: Cynthia Kochanek
Subject: RE: 2100 Washtenaw

No issues as far as access to the facility.

Max

From: Cynthia Kochanek
Sent: Monday, January 09, 2017 8:38 AM
To: Max Anthouard
Subject: 2100 Washtenaw

Hi Max,

2100 Washtenaw is expanding their office and the parking lot. Would you please review the plans and let me know if there are any issues from the fire department standpoint.

Thanks,
Cynthia Kochanek
Associate Planner
Community Development Division, City of Ypsilanti
734-483-9646
ckochanek@cityofypsilanti.com

Ypsilanti Non-Motorized Advisory Committee Meeting Minutes

Thursday, May 4, 2017

1. Call to order - The meeting was brought to order at 7:06pm, May 4, 2017 at the Ypsilanti District Library, 229 West Michigan Avenue. Committee members attending were Tony Bedogne, Cathie Kinzel, Bob Krzewinski and Sarah Walsh. Also attending was Bonnie Wessler from the City of Ypsilanti Planning Department.
2. Introductions
 - a. Audience participation/public input – none.
3. General business
 - a. Agenda approval - A motion was made by Sarah, seconded by Tony, to accept the agenda, passing unanimously.
 - b. Approval of April meeting minutes - A motion was made by Tony, seconded by Sarah, to approve the April meeting minutes, passing unanimously.
4. Old & continuing business
 - a. 2017 Committee priorities
 - Bike lanes – Complete bike lane on Forest and extend the West Cross bike lane from Wallace Street to the western City limit – Painting of the bike lane on Forest is expected to be completed this spring.
 - I-94/Huron non-motorized improvements – No new updates.
 - Border To Border Trail – Trail re-route through Riverside Park & Water Street, Ypsilanti Trail completion master plan – Bob passed around two documents, one being a listing of B2B signs needed on the route from Frog Island Park to Eastern Michigan University and the other being suggested signs to reroute the B2B through Riverside Park and the Water Street area. Bob is in communication with the Washtenaw County Parks & Recreation Commission, EMU and City Public Services about the actual placement of these signs.
 - Walk Friendly & Bike Friendly Community applications submitted – WFC deadline June 15 – BFC deadline August 17 – With the deadline coming up June 15th, most of the meeting time was spent on reviewing the Walk Friendly Community application with agreement that a working session on this application will also be held at City Hall, Wednesday, May 24th at City Hall. In the meantime Committee members will continue to update both the Walk Friendly and Bike Friendly applications with Sarah coordinating the Walk application and Tony the Bike application.
 - Pedestrian safety signage (including radar speed readout signs) – No new updates.
 - Sidewalks - Washtenaw Avenue – Fill gaps and bring up to standards sidewalks on both sides of the road from Oakwood Street to Hewitt Road – No new updates.
 - Accessibility in City parks – No new updates.

- b. Non-motorized plan – It was decided to hold another public input session on the Plan update on June 28th at a location outside City Hall (Bob will check on having it at the Freight House, SPARK or Senior Center). It was suggested that outside agencies, such as the Washtenaw Area Traffic Study and the Washtenaw County Parks & Recreation Commission, among others, be invited to attend.
- c. Traffic calming – Depot Town, Congress Street – “Stop For Pedestrians” signs should be going back up on Congress at Elm Street.
- d. MDOT improvements (pedestrian signage-curb cuts) – The Planning Commission is continuing to review what items they would like included in a request to MDOT on safety improvements and curb cuts on MDOT-jurisdiction roads within the City. The next Planning Commission meeting is May 17.
- e. Bike Bus Walk Week (May 14-20) – Bob passed around flyers for events happening during this week, which is also known as “Bike To Work Week”.

5. New Business

- a. Planning Department update – No other updates.
6. Other Items – Announcements – Bike Ypsi Spring Ride (May 7), Bike To School Day (May 10) – Bob will place basic information about Bike To School Day on the Committee’s Facebook page.
7. Adjournment - A motion was made by Sarah, seconded by Tony, to adjourn the meeting, passing unanimously. The meeting adjourned at 8:45pm with the next meeting being Thursday, June 1, at the downtown Library.