

1. Agenda

Documents:

[01-APRIL 2019 AGENDA.PDF](#)

2. Full Packet (One Pdf)

Documents:

[00- FULL PACKET.PDF](#)

3. March 2019 Draft Minutes

Documents:

[02- MINUTES.PDF](#)

4. 112 Perrin: Supportive Housing

Documents:

[03- 112_PERRIN.PDF](#)

5. 834 Railroad: Medical Marijuana

Documents:

[04- 834 RR.PDF](#)

6. Bylaws Update Draft

Documents:

[05- BYLAWS UPDATE DRAFT.PDF](#)

7. Committee Update: Nonmotorized

Documents:

[06- NONMOTORIZED.PDF](#)

8. Committee Update: Housing

Documents:

[07- HOUSING.PDF](#)

Agenda
Planning Commission
Wednesday, 17 April 2019 – 7:00 P.M.
City Hall – Council Chambers, 1 S Huron St
Ypsilanti, MI 48197

I. Call to Order

II. Roll Call

Matt Dunwoodie, Chair	P	A
Jared Talaga, Vice-Chair	P	A
Toi Dennis	P	A
Jessica Donnelly	P	A
Phil Hollifield	P	A
Heidi Jugenitz	P	A
Jelani McGadney	P	A
Michael Simmons	P	A

III. Approval of Minutes

- March 20, 2019

IV. Audience Participation

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

V. Presentations and Public Hearing Items

- 834 Railroad: Special Use Permit Expansion, Medical Marijuana Growing/Processing
Public Hearing
- 112 Perrin: Special Use Permit, Supportive Housing
Public Hearing

VI. Old Business

VII. New Business

- Bylaws discussion: Conflict of Interest, attendance updates

VIII. Future Business Discussion / Updates

IX. Committee Reports

- Non-motorized Committee Report
- Master Plan: Housing Affordability and Access Committee report

X. Adjournment

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- March 20, 2019

Meeting Minutes
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Wednesday, 20 March 2019 – 7:00 P.M.
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Toi Dennis	P	Jessica Donnelly	P
Phil Hollifield	P	Heidi Jugenitz	A
Jelani McGadney	P	Michael Simmons	P

III. Approval of Minutes

- February 20, 2019

Offered By: Commissioner Hollifield; Seconded By: Commissioner Talaga
Approved: Yes – 7; No – 0; Absent – 1 (Jugenitz)

IV. Audience Participation

n/a

V. Presentations and Public Hearing Items

9 Casler: Conditional Rezoning

Rezoning: Tabled from 1/2019 due to offer of conditions.

Staff has received conditions by the applicant. Staff and City Attorney has reviewed the conditions. Staff still recommends that the planning commission deny the application with the same findings as previously. The use, although it is a good use, is not a great fit for that particular area.

Motion to open public hearing

Offered By: Commissioner Hollifield; Seconded By: Commissioner Talaga
Approved: Yes – 7; No – 0; Absent – 1 (Jugenitz)

- *Jacob Winnega* used to live at 9 Casler as an in-house manager. They started a halfway house and were contacted by the city that they were zoned incorrectly for the amount of people they were intaking. They want to be rezoned as a supportive house so that they can take in and help more people. If conditional rezoning cannot be approved, Jacob Winnega asked for a grace period to be able to relocate current tenants into appropriate housing.
- *Laurence Wartley* 423 S. Huron
Concerned because if they are contracting with the county or the state to house these tenants, then questions would be raised if they are within the codes of the local municipality. This has come to attention last September, the community was only notified in February- is concerned that the city has not inspected the space. He was told that 9 Casler would be given the chance to become legal. If the

store down the street started selling liquor before the store became legal to do so, they would have been stopped. Same should happen in this case, because the excuse of "they did not know" is not a defense of breaking the law. He would like to object to 9 Casler being operated as a halfway house especially because none of the neighbors were given the chance to say whether or not they wanted that in the neighborhood.

- Commissioner Dennis asked if Laurence Wartley had issues neighboring the halfway house in the last 4-5 months.

Laurence Wartley replied that he was in the process of selling his house, and thinks bunch of guys smoking cigarettes out front, and entering with a keypad may have been a reason his house did not sell.

Motion to close public hearing

Offered By: Commissioner Hollifield; Seconded By: Commissioner Donnelly

Approved: Yes – 7; No – 0; Absent – 1 (Jugenitz)

- Commissioner Dunwoodie asked Jacob Winnega to clarify the contracts 9 Casler has with the state or county. Jacob Winnega responded no. They get calls from Washtenaw County Probation system, and they send clients to 9 Casler. Most of the people come from the rehab facility in Brighton and Dawn Farms. These people are not legal tenants, but under contract that keep them to a set of rules set by the management, and are under care of management.
- Commissioner Dennis asked about services provided. Right now they have eight clients under their care. They are only zoned for five. Requirements of the program are random drug tests, curfew, chores, accountability to go to five meetings a week, and to work full time. This a family run operation, they understand concerns from neighbors, and want to work with them and be good neighbors as well. They are not accredited, but have certification with the state,
- Commissioner Dunwoodie asked Bonnie Wessler for clarification of how many people could live in the house if the conditional rezoning is denied. Bonnie Wessler responded that only three unrelated persons are allowed to inhabit a single family home without a special use, or supplementary permit.
- Commissioner Hollifield asked to clarify that if this application is not approved, they would be required to go down to three people at 9 Casler. Bonnie Wessler clarified that it would be three inhabitants maximum with no rezoning, and that would include the staff person. Going down to three inhabitants would lead management to close the house. Staff clarified that they are zoned CN-mid with does not permit for rooming houses or supportive housing, and they are asking to be rezoned CN- Core Neighborhood that allows supportive housing with a special use. They've offered voluntary conditions to limit the future use of the property to not be a multi-family dwelling.
- Bonnie Wessler asked to speak about the application process. Right now what's under consideration is just the rezoning. It doesn't guarantee any future approval as a special use, and it doesn't mean that you can't put conditions on a future special use permit.

- Commissioner Dunwoodie pointed out that the commission has an obligation to consider what that parcel would look like in 100 years, not just the current use.
- Commissioner Dunwoodie stressed that the commission supports the type of work being done at 9 Casler. It is a question of whether further down the road that parcel makes sense under a different zoning. The future land use map guides the commission's decision making.
- Commissioner Dunwoodie read Commissioner Jugenitz's email on the subject.
 - Supportive of Ypsilanti offering a full spectrum of social services and avoid marginalizing the people using addiction and recovery services.
 - Agrees with Staff recommendation to deny the application.
 - Encourages applicants to seek out alternate locations in the City.
- Commissioner Dennis reminded the commission that the housing subcommittee is looking into the three non-related persons rule, as it is an antiquated.

Motion to recommend the Planning Commission deny the rezoning of 9 Casler from the Core Neighborhood - Mid to Core Neighborhood to City Council with the following findings:

1. The rezoning would not be consistent with the policies, guiding values, and future land use map. Rezoning only this parcel would be inconsistent with the surrounding neighborhood.
2. The rezoning allows for more apartments including apartment new apartment building. This site is adjacent to steep slopes near a natural spring. Any new construction or expansion would be challenging.
3. The intensity of the proposed zoning district does not match the neighborhood on Casler and Bell.
4. The rezoning is not consistent with the neighborhood on Casler and Bell.
5. The rezoning is not consistent with the trend of development.

Commissioner McGadney added a friendly amendment to remove the first statement of #2 as it was part of the condition the applicant has offered. Commissioner Talaga accepted the friendly amendment.

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3. The intensity of the proposed zoning district does not match the neighborhood on Casler and Bell.
4. The rezoning is not consistent with the neighborhood on Casler and Bell.
5. The rezoning is not consistent with the trend of development.

Offered By: Commissioner Talaga; Seconded By: Commissioner Simmons

Approved: Yes – 4 ; No – 3 (Dennis, Hollifield, Simmons) ; Absent – 1 (Jugenitz)

VI. Old Business

534 N Huron: Site Plan Update

Site Plan Update: Per PC condition of site plan/special use approval, revised site plans are being presented to PC due to a denial of a requested variance.

Staff report- applicant has come back with revised plans that conform to the code specifically in regard to the proposed frontage for the addition. Staff believes these changes to be both minor and desirable, and in alignment with the code, and no further action needs to be made by the planning commission.

Commissioner Talaga thanks applicant.

VII. New Business

- Bylaws discussion: Conflict of Interest update
 - Staff has looked at comparable bylaws to define what “adjacent” is. Proposed changes fall into the bylaws that were looked at. Staff updated what would happen if there was a conflict of interest.
 - Commission absences have been updated. Extenuating circumstances for absences is discussed.
 - Section 2 article 4 of bylaws discussed. Staff would like to remove “chair to sign approved minutes of each meeting”.
 - Commission recommends staff mark-up items discussed for next meeting.

VIII. Future Business Discussion / Updates

Bonnie Wessler- two special use applications coming up in April.

IX. Committee Reports

Non-motorized Committee Report

Commissioner Talaga- wrapping up non-motorized plan, will see it in April or May.

- Master Plan: Housing Affordability and Access Committee report
Commissioner Dunwoodie updated the commission in behalf of Commissioner Jugenitz. They are raising their amount of meetings, as they are behind a month. Hope to have the report out in May

X. Adjournment

Motion to Adjourn:

Offered By: Commissioner Hollifield; Seconded By: Commissioner Dennis

Approved: Yes – 7 ; No – 0 ; Absent – 1 (Jugenitz)

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V. Presentations and Public Hearing Items

- 112 Perrin: Special Use Permit, Supportive Housing
Public Hearing



City of Ypsilanti
Community & Economic Development Department

April 2019

**Special Use and Sketch Plan Review Application
The Launchpad
112 Perrin St**

GENERAL INFORMATION

Applicant: Sidharth Chhabra
108 N Adams St.
Ypsilanti, MI 48197

Project: The Launchpad

Application Date: March 1, 2019

Location: Between Perrin and Ballard, Pearl and Washtenaw

Zoning: Core Neighborhood

Action Requested: Approval

Staff Recommendation: Conditional Approval

PROJECT AND SITE DESCRIPTION

Parcel # 11-11-625-021-00 has a total area of 0.23 areas with a frontage on Perrin St. There is an existing ~10,500 square foot house and ~506 sf garage. The house is currently a residence for three monks. The proposed use is supportive housing for people age (21-40). Uses include in-house training in personality development and leadership based on Vedic knowledge and include daily practices of yoga, meditation, and volunteering. This facility will serve 4-6 people and one teacher.

Zoned **CN- Core Neighborhood**, which allows supportive housing as a special use.

Figure 1: Subject Site Location



Figure 2: Site Aerial (2010)



**Figure 3: photograph of site
Google Street View (July 2018)**



Figure 4-8: photographs of site (March 2019)







Figure 9: Land Use and Zoning of Surrounding Area

	LAND USE	ZONING
NORTH	Multi- Family Residential	CN – Core Neighborhood
EAST	Multi- Family Residential	CN – Core Neighborhood
SOUTH	Single and Multi- Family Residential	CN – Core Neighborhood
WEST	Single and Multi- Family Residential	CN – Core Neighborhood

SPECIAL USE: CRITERIA AND REVIEW**§122-324(b)**

- (1) *The proposed use conforms with all the provisions and requirements of this chapter, including site plan or sketch plan review standards, as applicable, and the applicable site development standards for the specific use, as well as the spirit and intent of this chapter and the Master Plan. The location, scale, and intensity of the proposed use shall be compatible with adjacent uses and the zoning of the land. Height, location and size of buildings shall be compatible with uses and buildings on adjacent properties. The intensity of the proposed use, such as volume, frequency and times of operation, and its compatibility shall be considered. If nonconformities are present, all reasonable effort has been made to eliminate them.*

COMMENTS: The location, scale, and intensity are compatible with the surrounding uses.

- (2) *The proposed use shall promote the use of land in a socially and economically sustainable manner and shall not be detrimental, hazardous, or disturbing to existing or future neighboring uses, persons, property or public welfare. Noise, odor, smoke and potential contamination of air, soil and water and its potential effect on neighboring uses, persons and property, as well as public welfare, shall be considered.*

COMMENTS: The proposed use is not anticipated to be hazardous to existing or future neighboring uses, persons, property, or public welfare. Noise, odor, smoke and potential contamination of air, soil and water is not anticipated.

Note that there is an Adult Foster Care home less than one block away at 601 Pearl Street (Renaissance House, license #AL810007458). This home exclusively serves persons with mental illness. Care should be taken when siting supportive housing (non-AFC) near other types of supportive housing (non-AFC and AFC) to guard against a concentration of stigmatized uses and a concentration of poverty, except where proximity to services may be a mitigating factor, such as in our HHS district.

- (3) *The proposed special land use shall be designed, constructed, operated and maintained to assure long-term compatibility with surrounding land uses. Consideration shall be given to the placement, bulk, and height of structures; materials used in construction; location and screening of parking areas, driveways, outdoor storage areas, outdoor activity areas, and mechanical equipment; nature of landscaping and fencing; and hours of operation.*

COMMENTS: The proposed special use is not proposing any outward changes to the site.

- (4) *The proposed special land use shall not present unreasonable adverse impacts on the transportation system. Consideration shall be given to the estimated pedestrian, bicycle and vehicular traffic generated by such use, access to transit, proximity to major thoroughfares, proximity to intersections, required vehicular turning movements, and provisions for pedestrian and bicycle traffic.*

COMMENTS: Staff does not anticipate any unreasonable adverse impacts on the transportation system.

- (5) *The proposed use shall not create additional requirements at public cost for public facilities and services that will be detrimental to the economic sustainability of the community.*

COMMENTS: As noted above, care should be taken when siting such facilities in close proximity to other such facilities, to avoid a concentration of stigmatized uses and a concentration of poverty.

CONDITIONS OF APPROVAL

§122-326

"Reasonable conditions may be required in conjunction with an approval. The conditions may include conditions necessary to ensure that public services and facilities affected by a proposed land use or activity will be capable of accommodating increased service and facility loads caused by the land use or activity, to conserve natural resources and energy, to ensure compatibility with adjacent uses of land, and to promote the use of land in a socially and economically desirable manner. Conditions imposed must do all of the following:

- (1) Be designed to protect natural resources, the health, safety, and welfare, as well as the social and economic well-being.*
- (2) Be related to the valid exercise of police power and purposes which are affected by the proposed use or activity.*
- (3) Be necessary to meet the intent and purposes of this chapter, be related to standards established in this chapter, and be necessary to ensure compliance with those standards."*

The applicant has not noted any certification programs, such as CARF international (<http://carf.org/home/>) or training from the State Department of Community Health or a similarly situated agency.

Items to be addressed:

1. On-site services shall be for residents of the facility only.
2. If the owner of the property does not reside on the premises, the owner must appoint a resident manager, who resides on the premises. The property owner must provide the name and contact information of this person upon request by the City, to both the Building Department and emergency services.
3. The owner is to ensure a good quality of care of the property.
4. Obtain and retain certification and training from the State or an appropriate accreditation board.

SITE PLAN: CRITERIA AND REVIEW

§122-311

For zoning compliance reviews, or plans where a Special Use permit is required but no site changes will likely be needed, the applicant may, at the determination of the City Planner, submit a sketch plan for review in lieu of a full site plan per §122-126(19).

STANDING

§122-311(a)

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

REQUIREMENTS

§122-311(b)

"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."

The applicant is not proposing any changes to the existing building. It meets current setbacks, parking, and lot coverage requirements.

BUILDING LOCATION AND SITE ARRANGEMENT

§122-311(c)

"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."

Building remains unchanged. The existing garage is in need of maintenance.

Items to be Addressed: The existing garage is in need of maintenance.

SITE ACCESS, TRAFFIC, AND PARKING

§122-311(d)

"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."

A Route 4 bus stop is about 400' away. This is a very walkable area, situated close to downtown and Eastern Michigan University. The alley along the south end of the property provides access to the parking area.

SCREENING

§122-311(h)

"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."

The existing fence complies with screening requirements.

Items to be Addressed: None.

MASTER PLAN CONSIDERATIONS

§122-311(k)

"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."

Diversity is our strength. This development sustains the existing economic diversity of the City.

Anyone, no matter what age or income, can find a place to call home in Ypsilanti. This special use provides supportive programming and housing for the community.

STAFF RECOMMENDATIONS: SPECIAL USE

Staff recommends the Planning Commission **approve** the Special Use Permit for **The Launchpad** with the following finding and conditions:

Findings: The application is substantially in compliance with §122-324(b).

Conditions: Special use approval shall be subject to approval of site plan.

1. On-site services shall be for residents of the facility only.
2. If the owner of the property does not reside on the premises, the owner must appoint a resident manager, who resides on the premises. The property owner must provide the name and contact information of this person upon request by the City, to both the Building Department and emergency services.
3. The owner is to ensure a good quality of care of the property.
4. Obtain and retain certification and training from the State or an appropriate accreditation board within three months.

STAFF RECOMMENDATIONS: LIMITED SITE PLAN

Staff recommends the Planning Commission **approve** the Site Plan for **The Launchpad** with the following finding and condition:

Findings: The application substantially complies with §122-310.

Conditions:

1. Applicant to fix the garage.

Sarah Stachnik
Planning Intern, Community & Economic Development Department

Bonnie Wessler
City Planner, Community & Economic Development Department

CC File
 Applicant



City of Ypsilanti
Planning & Development Department

One South Huron • Ypsilanti, MI 48197
Phone: (734) 483-9646 • Fax: (734) 483-7260
www.cityofypsilanti.com

**Non-refundable
Planning Fee:**
\$300 special use
PLUS plan review fees-
consult with staff

Engineering Fee:
If required: \$500;
additional fees may also
be required

SPECIAL USE PERMIT APPLICATION

MUST BE SUBMITTED WITH SITE PLAN OR SKETCH PLAN APPLICATION

Applicant*

Name Sidhanth Chhabra

Property

Name of project The Launchpad

Current use: 3 Menks living

Proposed use : Invite youth for in-house training in personality development & leadership. The Training would be based on Vedic knowledge & would include daily practice of Yoga, meditation & volunteering.

Rationale for request: There is a dire need for training the Youth (21-40)

Signature

I hereby attest that the above information is accurate. I am authorized to and grant permission to the City of Ypsilanti staff to be on the subject property for the purposes of preparing staff reports and/or evaluating this application.

Signature: [Redacted Signature] Date: 03/01/2019

Print Name: Sidhanth Chhabra

Applicant*

Name

Sidharth Chhabra

Address

108 N. Adams St.

City

Ypsilanti

State

MI

Zip

48197

Phone

734-353-2914

E-Mail

SIDHARTH.CHHABRA@gmail.com

*If applicant is not owner of property, a written, notarized statement from the owner authorizing this application must be included.

Property

Name of project

The Launchpad

Address

112 Persim St. Ypsilanti MI 48197

List all parcel identification numbers included in development:

Current use:

3 Monks reside here

Proposed use:

Training Men / Lifestyle Coaching / Mindful Living

Current Zoning:

Single - Family Rental

Legal description of property (may be attached)

Signature

I hereby attest that the above information is accurate. I am authorized to and grant permission to the City of Ypsilanti staff to be on the subject property for the purposes of preparing staff reports and/or evaluating this application.

Signature:



Date:

03/01/2019

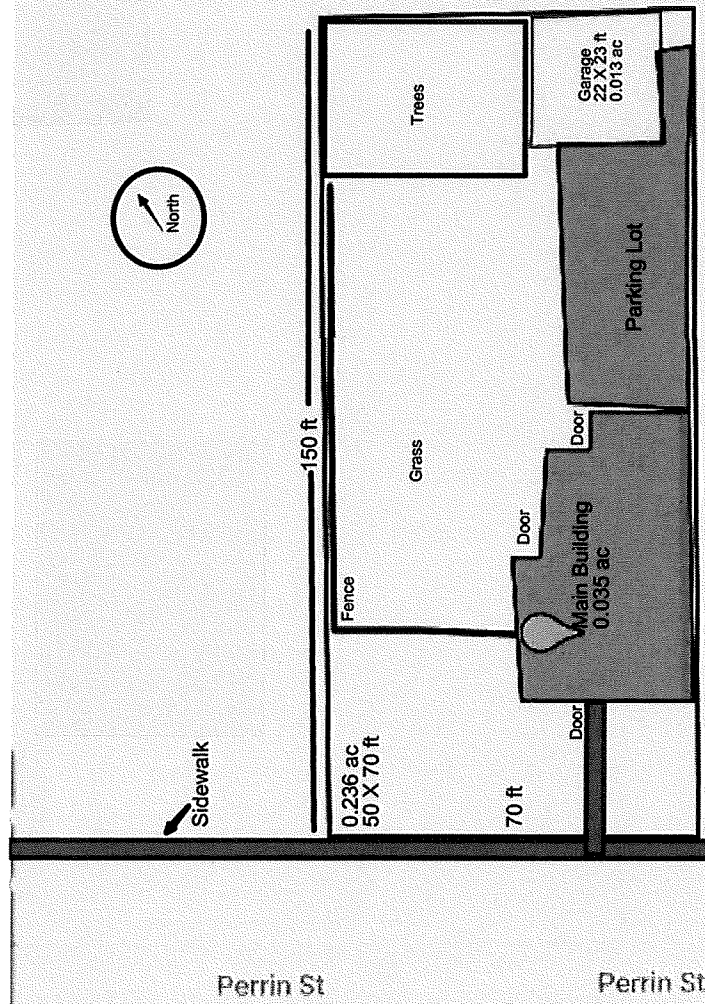
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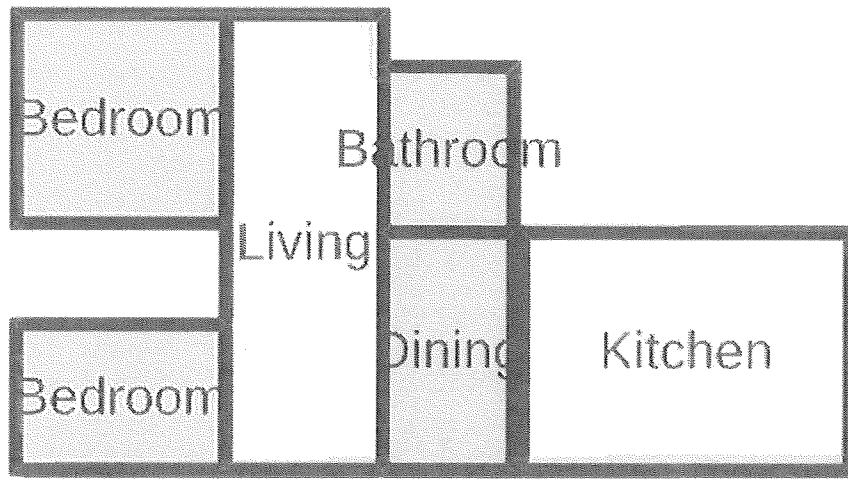
Sidharth Chhabra

Complete the checklist on the following page before turning in your application!

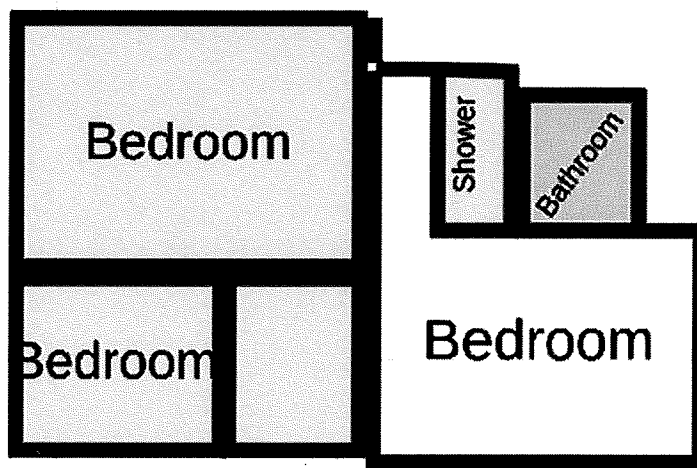
The Launchpad
Mindful Living
112 Perrin St

Sidharth Chhabra
108 N Adams St
Ypsilanti, MI 48197
734-353-2914





Floor 1



Floor 2

April 9, 2019

City of Ypsilanti Planning Commission
1 S Huron, Ypsilanti, MI 48197

Subject: 112 Perrin Special Use Permit

To Whom it May Concern,

I represent Flo-Mar Apartments. We own 117, 119, 121, 123 and 125 Perrin Street, which are homes to 38 residents. **We strongly object to the Special Use Permit to turn 112 Perrin into Supportive Housing.**

We have been active members of the Ypsilanti business community for over 50 years and have witnessed many ups and downs in the community. Through it all we have believed in the strength of the Ypsilanti community and have continued to invest. More recently the city is on a positive trajectory. The community around Perrin Street is vibrant. There have been huge strides in public safety. It is a pleasant neighborhood where kids can ride their bikes on the sidewalk and play in the yard without constant parental supervision. Women feel very confident walking alone at night.

Unfortunately the introduction of Supportive Housing would negatively impact the entire neighborly feeling. I am not simply hypothesizing. There is actually a Supportive Housing Residence near the corner of Pearl and Perrin. All throughout the day and night the residents (older men) cram themselves onto the porch. Pedestrians feel very uncomfortable walking by. Neighbors feel unsafe. The residents of this house are loud and constantly have streams of people coming in and out. I have heard many complaints about them from the landlord and residents of the neighboring houses. These complaints range from using the side and back yards as a toilet, to loud and rowdy language that make passersby feel very unsafe.

112 is a 5 bedroom 2 bath house that is meant for a single family. Packing 8 unrelated adults in there is bound to result in conflicts that will carry outside and affect the neighbors. Since they have no privacy, they will constantly congregate outside, making the neighbors feel uncomfortable. Having only 2 bathrooms for 8 people + visitors + staff, will most likely result in the use of the yard as a latrine.

Please don't approve this Special Use Permit. It will destroy the neighborly, community feel of our lovely street. I have spoken with the majority of our 38 residents and they too are against this Special Use Permit.

Unfortunately I am out of town during the public hearing, otherwise I would be there in person to represent my views and those of our residents and employees, who all oppose Supportive Housing Special Use Permit.

Best Regards,
Carmel Gerber
Flo-Mar Apartments
carmel@flo-mar.com



Agenda
Planning Commission
Wednesday, 17 April 2019 – 7:00 P.M.
City Hall – Council Chambers, 1 S Huron St
Ypsilanti, MI 48197

V. Presentations and Public Hearing Items

- 834 Railroad: Special Use Permit Expansion, Medical Marijuana Growing/Processing
Public Hearing



April 2019

**Staff Review of Special Use Application
Feleo Manufacturing Class A Cultivation Facility
834 Railroad Street**

GENERAL INFORMATION

Applicant:	Feleo Manufacturing Strategies 117 N First St Suite 1 Ann Arbor, MI 48104
Project:	Class A Cultivation Facility
Application Date:	March 20, 2019
Location:	834 Railroad Street
Zoning:	GC-General Corridor
Action Requested:	Approval of Special Use for equipment and materials storage, drying, and curing, for medical marijuana production.
Staff Recommendation:	Approval

PROJECT AND SITE DESCRIPTION

Parcel 11-11-40-270-012, 834 Railroad, is approximately 0.9 acres/39,204 square feet, that fronts on Railroad St and backs to the Huron River. A portion of the rear of the site is floodplain. There is an existing 5,000 square foot main building, with an attached 870 square foot office space, and a detached 1,950 square-foot accessory storage/garage space.

In October 2013 the Ypsilanti Planning Commission approved a site plan for a Medical Marijuana growing and production facility on-site, contingent on several conditions. Among the conditions not yet addressed are:

- A riparian buffer.

The City of Ypsilanti has an easement at the rear of the property to facilitate a potential trail along the Huron River.

The site is zoned **GC- General Corridor**, which allows for Medical Marijuana Growing and Manufacturing as a Special Land Use, subject to the specific requirements in Section 122-533.

Figure 1: Subject Site Location



Figure 2: Site Aerial (2015)



Figure 3: View of Main Building



Figure 4: View of accessory building proposed for use expansion



Figure 6: Marked parking and fencing along paved driveway



Figure 7: Gravel parking and proposed dumpster enclosure location



Figure 8: Cyclone fence screening to left of property



Figure 9: Land Use and Zoning of Surrounding Area

	LAND USE	ZONING
NORTH	Huron River waterfront/City Limits	N/A
EAST	Single family residence	GC- General Corridor
SOUTH	Railroad Grade	GC- General Corridor
WEST	Single family residence	GC- General Corridor

SPECIAL USE: CRITERIA AND REVIEW

§122-165(b)

- (1) *The proposed use conforms with all the provisions and requirements of this chapter, including site plan review standards (section 122-128) and the applicable site development standards for the specific use, as well as the spirit and intent of this chapter and the Master Plan. The location, scale, and intensity of the proposed use shall be compatible with adjacent uses and the zoning of the land. Height, location and size of buildings shall be compatible with uses and buildings on adjacent properties. The intensity of the proposed use, such as volume, frequency and times of operation, and its compatibility shall be considered.*

COMMENTS: The location, scale, and intensity of the proposed use is compatible with other uses on the property, as two bays of the main building are already utilized for medical marijuana production and processing. General Corridor zoning allows for the use of the structure as a medical marijuana cultivation facility once approved as a special use. No change in the height, location or size of the building is proposed.

- (2) *The proposed use shall promote the use of land in a socially and economically sustainable manner and shall not be detrimental, hazardous, or disturbing to existing or future neighboring uses, persons, property or public welfare. Noise, odor, smoke and potential contamination of air, soil and water and its potential effect on neighboring uses, persons and property, as well as public welfare, shall be considered.*

COMMENTS: As the proposed use is a continuation of the use already in-place on other parts of the property. Therefore, it is not expected to be detrimental, hazardous, or disturbing to existing or future neighboring uses, persons, property or public welfare. No effect on noise, odor, smoke and potential contamination of air, soil and water is expected, provided the applicant maintains adequate air filtering equipment.

- (3) *The proposed special land use shall be designed, constructed, operated and maintained to assure long-term compatibility with surrounding land uses. Consideration shall be given to the placement, bulk, and height of structures; materials used in construction; location and screening of parking areas, driveways, outdoor storage areas, outdoor activity areas, and mechanical equipment; nature of landscaping and fencing; and hours of operation.*

COMMENTS: The surrounding area includes medical marijuana production facilities on the subject property and a variety of other uses. Although the building is flanked by residential properties, General Corridor allows for varying use types in the same area. The applicant has not proposed any changes to the appearance of the structures, nor to the overall landscaping and layout of the site.

- (4) *The proposed special land use shall not present unreasonable adverse impacts on the transportation system. Consideration shall be given to the estimated pedestrian, bicycle and vehicular traffic generated by such use, access to transit, proximity to major thoroughfares, proximity to intersections, required vehicular turning movements, and provisions for pedestrian and bicycle traffic.*

COMMENTS: The expansion of use on the property is not anticipated to impact future traffic and transportation conditions.

- (5) *The proposed use shall not create additional requirements at public cost for public facilities and services that will be detrimental to the economic sustainability of the community.*

COMMENTS: The use is not expected to create additional requirements at public cost for public facilities and services that will be detrimental to the economic sustainability of the community.

CONDITIONS OF APPROVAL

§122-167

“Reasonable conditions may be required in conjunction with an approval. The conditions may include conditions necessary to ensure that public services and facilities affected by a proposed land use or activity will be capable of accommodating increased service and facility loads caused by the land use or activity, to conserve natural resources and energy, to ensure compatibility with adjacent uses of land, and to promote the use of land in a socially and economically desirable manner. Conditions imposed must do all of the following:

- (1) Be designed to protect natural resources, the health, safety, and welfare, as well as the social and economic well-being.*
- (2) Be related to the valid exercise of police power and purposes which are affected by the proposed use or activity.*
- (3) Be necessary to meet the intent and purposes of this chapter, be related to standards established in this chapter, and be necessary to ensure compliance with those standards.”*

Items to be addressed: None.

SITE PLAN: CRITERIA AND REVIEW

§122-311

For zoning compliance reviews, or plans where a Special Use permit is required but no site changes will likely be needed, the applicant may, at the determination of the City Planner, submit a sketch plan for review in lieu of a full site plan per §122-126(19).

STANDING

§122-311(a)

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

REQUIREMENTS

§122-311(b)

“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.”

Work is to be completed on the interior of the building that does not affect the exterior appearance. Changes to the lot are minimal, however a wood stockade fence dumpster enclosure will be added.

Items to be Addressed: None.

BUILDING LOCATION AND SITE ARRANGEMENT

§122-311(c)

“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.”

There are currently two buildings on the site. The primary building is 5,000 SF industrial space with three separate bays that have been enclosed, and an attached 870 SF office. The office component of the building

fronts on Railroad Street with an approximate setback of 15 feet. The building has side setbacks of 11.25' to the left (northwest elevation) and 31.87' to the right (southeast elevation), and a rear setback of approximately 203'. The 1,950 SF accessory building is behind the main building, with an identical left setback to the main building, a right setback of approximately 52.5', and a rear setback of approximately 113'.

An access drive and parallel parking are located to the east. There is a gravel parking lot at the rear of the property. This site is proposed for a wood fence dumpster enclosure, which has not yet been constructed. Additional fencing includes a cyclone fence along the left property boundary, and a wood stockade fence along the right boundary. No changes are being proposed.

Items to be Addressed: *The dumpster arrangement needs to be addressed as it is proposed for a gravel lot, however trash storage areas are required to be positioned on a concrete pad per §122-608(d) within a masonry enclosure. The height of the dumpster enclosure is yet to be determined.*

SITE ACCESS, TRAFFIC, AND PARKING

§122-311(d)

"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."

The site is accessed from Railroad Street. A short asphalt driveway provides is located left of the office building, however the main property access point is to the right of the office via a paved asphalt driveway that parallels the property boundary. This main driveway is approximately 30' wide and 240' long and used as a parking area for the office. At the terminus to the drive, behind the accessory building, there is a 75' x 82.5' graveled parking area.

Six marked parallel parking spaces are shown on the site plan for the paved driveway. One of these spaces is barrier-free. The spaces are marked by paint, which has substantially faded. Additional unmarked parking spaces are provided in the east overflow gravel parking lot, accommodating up to 10 vehicles. The gravel lot is permissible so long as it is for temporary overflow parking only. Long term vehicle storage is not permitted at this location. Bicycle parking is accommodated by a rack near the office.

Pedestrian traffic may use a sidewalk on Railroad Street, however adjacent properties do not have a sidewalk.

Items to be Addressed: *None.*

SCREENING

§122-311(h)

"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."

Screening is required for along the boundaries that abut residential properties. This has been achieved through a stockade fence to the right of the buildings, however the left of the buildings may need additional screening

between the primary building and adjacent residence at 840 Railroad Street. At this time property lighting consists of directional wall-mounted fixtures that do not offer a full cutoff. No parking lot lighting has been installed. The foundation landscaping along the façade appears to be in poor health. At least three trees must be planted to meet the street frontage requirements, however the lack of a curb and existing vehicle access points prevent successful installation.

Items to be Addressed:

1. Applicant to address fencing between 834 and 840 Railroad Street.
2. Applicant to install dark sky compliant lighting and provide staff with a detailed lighting plans and photometric for review.
3. Applicant to provide details for a compliant dumpster enclosure for staff review.
4. Applicant to maintain all existing and new landscaping in good condition.
5. Applicant to address need for street trees. Since the street right-of-way is limited, applicant may choose to plant the required trees elsewhere on the property.

OTHER DEPARTMENT AND AGENCY APPROVALS

§122-311(j)

"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."

None needed beyond standard building/fire marshal permits (in progress), city marijuana permits (in progress), and State marijuana licensure (in progress).

MASTER PLAN CONSIDERATIONS

§122-311(k)

"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."

Ypsilanti is a great place to do business, especially the green and creative kind. The plan allows for expansion of a business that is a growing market statewide, thereby progressing Ypsilanti forward with new industries.

Medical Marijuana Growing / Manufacturing Facility

§122-533 (b)

"The following standards for Medical Marijuana Growing and/or Processing Facilities apply:

- (1) The facility shall operate at all times in compliance with the General Rules of the Michigan Department of Community Health, the MMMA, the MMFLA, the MTA, as well as any and all administrative rules or regulations contained or adopted under the authority therein;"*

It is incumbent on the applicant to maintain the proper licensees and comply with the rules, regulations, and permits by the necessary state agencies.

- (2) The growing and/or processing facility site shall not be located within one thousand (1,000) feet of a school, as measured from the outermost boundaries of the lot or parcel on which the growing and/or processing facility and to the outermost boundaries of the lot or parcel on which the school is located;*

The property is well over the required 1,000' distance from a school. The nearest school is Ypsilanti International Elementary School, located approximately 4,250' east-southeast of the 834 Railroad Street.

- (3) The growing and/or processing facility site shall not be located within a five hundred (500) feet of a lawfully existing medical marijuana facility as measured from the outermost boundaries of the lot or parcel on which the proposed growing and/or processing facility and to the outermost boundaries of the lot or parcel on which the lawfully existing medical marijuana facility is located;*

No other marijuana growing or processing facilities are located within 500' of 834 Railroad Street.

- (4) Use of medical marijuana is prohibited on the premises;*

No use will be permitted on site.

- (5) All activity related to the growing and/or processing facility shall be done indoors;*

All activity is limited to the interior of the buildings.

- (6) The premises shall be open for inspection upon request by the Building Official the Fire Department and law enforcement officials for compliance with all applicable laws and rules, during the stated hours of operation/use and as such other times as anyone is present on the premises.*

It is incumbent on the applicant to comply with inspections by the Ypsilanti Building, Fire, and Police Departments as necessary.

- (7) If the growing and/or processing facility ceases operation for a length of time of sixty (60) days or greater, any Special Use permit shall expire;*

- (8) Drive-through and walk-up or similar facilities shall be prohibited;*

No drive-through or walk-up facilities are proposes at this property.

- (9) All medical marijuana shall be contained within the main building in an enclosed, locked facility in accordance with the General Rules of the Michigan Department of Community Health, the MMMA, the MMFLA, the MTA, as well as any and all administrative rules or regulations contained or adopted under the authority therein;*

At this time, only non-marijuana material may be held in the accessory building. The physical plants and product must be contained in the main building. The accessory building may be used for storage of other materials related to production.

- (10) That portion of the structure where the storage of any chemicals such as herbicides, pesticides, and fertilizers shall be subject to inspection and approval by the Ypsilanti Fire Department to insure compliance with the Michigan Fire Protection Code;*

It is incumbent on the applicant to meet approval from the Ypsilanti Fire Department.

- (11) All growing and/or processing facilities must be registered with and licensed by the State Department of Licensing and Regulatory Affairs, as well as be permitted under Chapter 7 of the City Code of Ordinances;*

It is incumbent on the applicant to obtain a license administered by the State Department of Licensing and Regulatory Affairs.

- (12) The dispensing of medical marijuana shall be prohibited.*
None is proposed.

(13) There shall be no other accessory uses permitted within the same building, other than those clearly necessary for continued operation, such as offices, employee facilities, and storage."

None are proposed.

STAFF RECOMMENDATIONS: SPECIAL USE

Staff recommends the Planning Commission **approve** the Special Use Permit for Feleo Manufacturing Strategies equipment and materials storage, drying, and curing, for medical marijuana production with the following finding and conditions:

Finding: The application is substantially in compliance with §122-533(b).

Conditions:

1. Special use approval shall be subject to approval of site plan.

STAFF RECOMMENDATIONS: SITE PLAN

Staff recommends the Planning Commission **approve** the Site Plan for the Feleo Manufacturing Strategies equipment and material storage, drying, and curing, for medical marijuana production at 834 Railroad with the following finding and conditions:

Finding

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

Conditions

1. *No screening is provided to the left (north-west) of the site. Waiver suggested from 122-634 due to blank wall on that frontage.*
2. *Applicant to install dark sky compliant lighting and provide staff with a detailed lighting plans and cut sheets for review.*
3. *Applicant to provide details for a compliant dumpster enclosure for staff review.*
4. *Applicant to maintain all existing and new landscaping in good condition.*
5. *Applicant to address need for street trees. Due to the location and lack of curb, staff would support fee in lieu of plantings, or plantings elsewhere on the site per 122-636(c).*

Scott E. Slagor

Preservation Planner, Community & Economic Development Department

CC File
 Applicant

Applicant*

Name Feleo Manufacturing Strategies		
Address 117 N. First St. Suite 1		
City Ann Arbor	State MI	Zip 48104
Phone 734-395-4426	E-Mail bud.bloomcc@gmail.com	

*If applicant is not owner of property, a written, notarized statement from the owner authorizing this application must be included.

Property

Name of project Feleo Manufacturing Class A Cultivation Facility
Address 834 RR St. Ypsilanti MI 48103
List all parcel identification numbers included in development: 11-11-04-270-012
Current use: Glass Blowing Company in Main Building. Ancillary garage used for storage.
Proposed use: Class A Cultivation Facility. Garage to be used for equipment and material storage & for drying and curing.
Current Zoning: General Commercial
Legal description of property (may be attached) OLD SID-11 11-448-587-00 YP CITY 45W-12E 90 FT OF LOT 587 Norris Western Addition

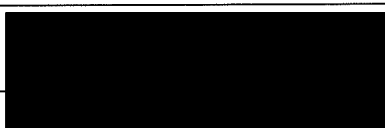
Signature

I hereby attest that the above information is accurate. I am authorized to and grant permission to the City of Ypsilanti staff to be on the subject property for the purposes of preparing staff reports and/or evaluating this application.

	Date: 3-18-19
Print Name: Craig Terrell	

Complete the checklist on the following page before turning in your application!

I hereby attest that the above information is accurate. I am authorized to and grant permission to the City of Ypsilanti staff to be on the subject property for the purposes of preparing staff reports and/or evaluating this application.

	Date: 3-18-19
Patrick Kinney	



**City of Ypsilanti
Planning & Development Department**

One South Huron • Ypsilanti, MI 48197
Phone: (734) 483-9646 • Fax: (734) 483-7260
www.cityofypsilanti.com

**Non-refundable
Planning Fee:**
\$300 special use
PLUS plan review fees-
consult with staff

Engineering Fee:
If required: \$500;
additional fees may also
be required

SPECIAL USE PERMIT APPLICATION

MUST BE SUBMITTED WITH SITE PLAN OR SKETCH PLAN APPLICATION

Applicant*

Name

Feleo Manufacturing Strategies 117 N. First St. Suite 1 Ann Arbor, MI 48104

Property

Name of project

834 RR St. Ypsilanti, MI

Current use:

Glass Blowing Company

Proposed use :

Class A Cannabis Grow Facility. Garage to be used for equipment and material storage & for drying and curing.

Rationale for request:

Most of the site has been approved for the changed use. We are asking for a small part of the main building to added to the use (See Plans). We are also asking for an exisitng garage to be added to the use. (See Plans)

Signature

I hereby attest that the above information is accurate. I am authorized to and grant permission to the City of Ypsilanti staff to be on the subject property for the purposes of preparing staff reports and/or evaluating this application.

Date:

3-18-19

Patrick Kinney

*****FOR OFFICE USE ONLY*****

Date	Amount	Cash	Check
Account: 101-4-7210-607-01		Code: 178 Rezone	
Description of deposit:			
Signature of person receiving deposit:			

Applicant*

Feleo Manufacturing Strategies

Address

117 N. First St. Suite 1

City

Ann Arbor

State

MI

Zip

48104

Phone

734-395-4426

E-Mail

bud.bloomcc@gmail.com

*If applicant is not owner of property, a written, notarized statement from the owner authorizing this application must be included.

Property

Name of project

Feleo Manufacturing Class A Cultivation Facility

Address

834 RR St. Ypsilanti MI 48103

List all parcel identification numbers included in development:

11-11-04-270-012

Current use:

Glass Blowing Company in Main Building. Ancillary garage used for storage.

Proposed use:

Class A Cultivation Facility. Garage to be used for equipment and material storage & for drying and curing.

Current Zoning:

General Commercial

Legal description of property (may be attached)

OLD SID-11 11-448-587-00 YP CITY 45W-12E 90 FT OF LOT 587 Norris Western Addition

Signature

I hereby attest that the above information is accurate. I am authorized to and grant permission to the City of Ypsilanti staff to be on the subject property for the purposes of preparing staff reports and/or evaluating this application.

Date:

3-18-19

Craig Terrell

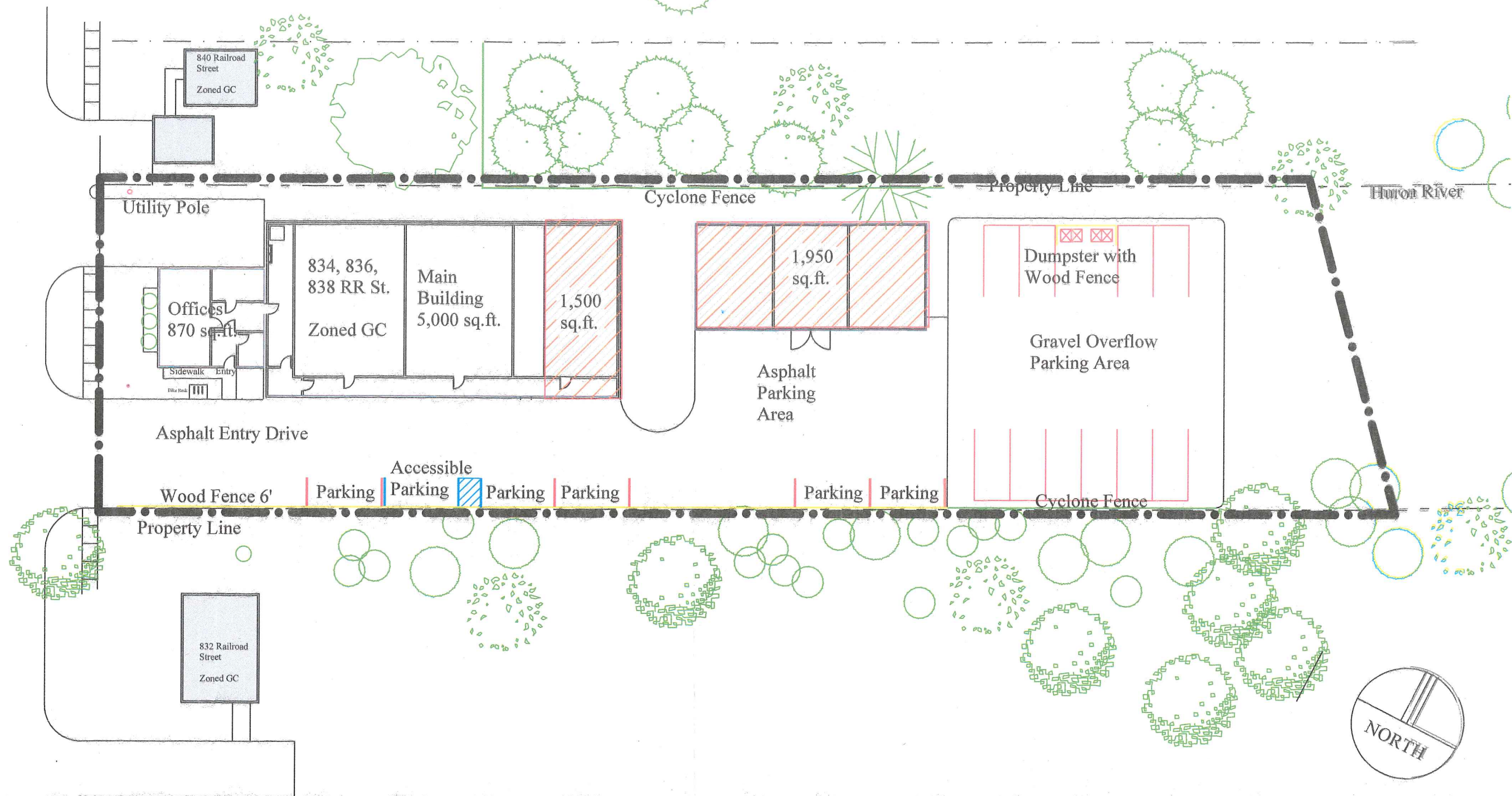
Complete the checklist on the following page before turning in your application!

FOR OFFICE USE ONLY

Date 3-18-19	Amount \$100	Cash	Check
Account: 101-4-7210-607-01 (fee)		Code: 178 Rezone	
Description of deposit:			
Signature of person receiving deposit:			

Planting
Bed

RAILROAD STREET



**FELEO
MANUFACTURING
STRATEGIES**

834 Railroad Street Ypsilanti, MI

SITE PLAN

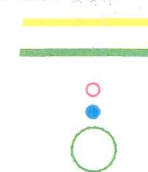
**CLASS A CULTIVATION
FACILITY**

PLAN KEY



Special Use Permit
Request for these
Areas of the Site

Wood Fence
Cyclone Fence
Utility Pole
Flag Pole
Existing Plants



Drawn By:
CWT

Scale: 1"=30'

March 18, 2019

Sheet 1 of 1

Agenda
Planning Commission
Wednesday, 17 April 2019 – 7:00 P.M.
City Hall – Council Chambers, 1 S Huron St
Ypsilanti, MI 48197

VII. New Business

- Bylaws discussion: Conflict of Interest, attendance updates



THE RULES OF PROCEDURE AND BYLAWS

OF

THE PLANNING COMMISSION

OF

THE CITY OF YPSILANTI, MICHIGAN

As adopted, Aug 17 2011

DRAFT FOR DISCUSSION
2019-03-14

ARTICLE I – Name

The name of the Commission shall be the Planning Commission of The City of Ypsilanti, hereinafter referred to as "Commission."

ARTICLE II – Objectives

The objectives, purposes, powers, and duties of the Commission are those set forth by P.A. 33 of 2008, as amended, being the Michigan Planning Enabling Act, (M.C.L. 125.3801 et seq.), hereinafter "the Planning Act," and the administration of Chapter 122 of the City Code of Ordinances, Zoning, and all subsequent amendments thereto, in accordance with P.A. 110 of 2006, as amended, being the Michigan Zoning Enabling Act, (M.C.L. 125.3101 et seq.), hereinafter "the Zoning Act."

- Section 1. The commission shall review and act on all proposed zoning ordinances, zoning amendments, or Planned Unit Developments pursuant to the Zoning Act. At least one hearing shall be held on each proposed zoning ordinance, amendment, or Planned Unit Development, with notices given as specified in the zoning ordinance and the Zoning Act. After the hearing, action shall be in the form of a recommendation to the City Council.
- Section 2. The Commission shall review and act on all special use permit applications pursuant to the Zoning Act and zoning ordinance. At least one hearing shall be held on each special use permit.
- Section 3. The Commission shall review and act on all those site plans which the zoning ordinance requires Commission action.
- Section 4. The Commission shall not act, or otherwise hear issues on zoning ordinance interpretation, zoning map interpretation, or variances. Such matters shall be exclusively the jurisdiction of the Zoning Board of Appeals.
- Section 5. The Commission shall review and advise upon all plans of adjacent or contiguous government units, including Ypsilanti and Superior Townships, Washtenaw County, and Eastern Michigan University. This review should focus on coordination of planning between governments, including consistencies or inconsistencies between plans and consideration of matters of broader interest than the City of Ypsilanti.
- Section 6. The Commission shall review and advise upon plans for capital improvements, such as construction, expansion, removal, or vacating of public lands, buildings, or right-of-ways. This review should focus on consistency with adopted plans of the City and other governmental units. This may be done by an annual review of the City's Capital Improvement Plan prior to adoption by City Council, rather than of each project individually.

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ARTICLE III – Membership

- Section 1. Membership of the Planning Commission shall consist of nine members. Members of the Commission shall be appointed as provided for in the City Charter of the City of Ypsilanti.
- Section 2. The first priority of each member of the Commission shall be to represent and advocate what is best for the City of Ypsilanti as a whole, putting aside personal or special interests.
- Section 3. Membership of the Commission shall be representative of the entire geography of the City of Ypsilanti and of important segments of the community.

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PLANNING COMMISSION RULES OF PROCEDURE AND BYLAWS

Section 4. Each member of the Commission shall avoid conflicts of interest, including, but not limited to, deliberating on, voting on, or reviewing a case concerning the member; the immediate family or household of the member; property owned by or neighboring property owned by the member; or a corporation or partnership in which the member has an ownership, employment, or other financial interest; or when there is a reasonable appearance of a conflict of interest.

For the purposes of this section, a neighboring property shall include any property falling within the 300' notification radius described by Section 103 of the Zoning Act.

Potential conflicts of interest should be identified by the member prior to deliberation of the case. Members shall disclose, except where it violates a confidence, the general nature of the conflict, and the minutes shall so record the conflict and abstention. The member shall remove themselves from the meeting room during deliberation of the case.

Section 5. Members shall avoid *ex parte* contact about cases before the Commission whenever possible. If such contact occurs, the member shall make a report of the discussion to the Commission at the public hearing or deliberation of the case.

Section 6. Once a vote is taken and an issue is decided by vote, the duty of each member of the Commission is to accurately represent the position reflected by the outcome of the vote.

From time-to-time, or on a specific issue, the Commission may appoint a spokesperson for the Commission for all matters which occur outside of the meetings of the Commission.

Section 7. One member of the Commission may also serve on the Zoning Board of Appeals. This member shall not vote twice on the same issue, such as voting at the ZBA on an appeal of a Planning Commission decision that the member voted on.

ARTICLE IV – Officers, and Their Duties

Section 1. The officers of the Commission shall be a Chairperson and a Vice-Chairperson. Such other officers, sub-committees, etc. as are deemed necessary and advisable for the conduct of business shall be appointed as required and provided for by the Commission.

Section 2. The Chairperson shall preside at all meetings and hearings of the Commission and shall have the duties normally conferred by parliamentary usage on such officers. The Chairperson shall additionally serve as Secretary, and shall sign approved minutes of meetings, receive communications and petitions sent to the Planning Commission, and transmit proposed Master Plan amendments to neighboring communities.

Section 3. The Vice-Chairperson shall preside and exercise all of the duties of the Chairperson in their absence. Should neither the Chairperson nor the Vice-Chairperson be present at a meeting, a temporary Chairperson shall be elected by the majority vote of the members present.

Section 4. The Chairperson and the City Planner shall sign all legal documents for the Commission.

Section 5. The Commission may designate a person who is not a member of the Commission to serve as Recording Secretary. The Recording Secretary shall prepare draft minutes for review by the Commission and shall perform such other duties as may be ordered by the Commission.

Section 6. Nomination of officers shall be made from the floor at the annual organizational meeting which shall be the regular meeting in June each year, and the election shall be immediately thereafter.

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¶ Potential conflicts of interest should be identified by the member prior to deliberation of the case; if the Commission determines that a conflict exists, t

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PLANNING COMMISSION RULES OF PROCEDURE AND BYLAWS

Section 7. A candidate receiving a majority vote of the entire Commission shall be declared elected and shall serve a term of one year or until ~~their~~ successor shall take the office.

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Section 8. Vacancies in office shall be filled immediately by regular election procedures.

Section 9. The officers shall be members of the Commission.

ARTICLE V – Meetings

Section 1. All regular and special meetings, hearings, and records shall be open to the public. Meetings shall be conducted under the Open Meetings Act of the State of Michigan.

Section 2. The Commission shall hold a minimum of four regular meetings per year.

Section 3. A special meeting of the Commission may be called by the Chairperson, or the Vice-Chairperson in the event the Chairperson is unavailable, or any three (3) members of the Commission. Each member of the Commission must receive at least two days' notice as to the time, place and purpose of the meeting.

Section 4. All inquiries, applications, or matters requiring official action by the Commission shall be submitted in writing, ~~be properly drafted on official forms necessary, and contain all relevant information regarding the matter upon which the Commission is requested to act. Further, any petitioners may withdraw a petition at any time by filing a written notice of withdrawal with the City Planner.~~

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Section 5. The normal order of business at meetings shall be as follows:

1. Call to order
2. Roll call
3. Approval of minutes
4. Audience participation
5. Any business item requiring a public hearing
6. Old business
7. New business
8. Adjournment

Section 6. A quorum shall consist of a majority of the current Planning Commissioners, but no less than four (4) members.

Section 7. All proceedings, decisions and resolutions of the Commission shall be initiated by motion.

Motions made in an administrative capacity, such as rezonings, site plan reviews, and special use permits, shall include findings of facts and reasons for the Commission's action.

Section 8. An affirmative vote of a majority of those present shall be necessary to pass any motion involving the adoption or amending of plans, policy statements or recommendations to the Council.

Section 9. Voting shall be by voice vote and shall not be recorded as individual ayes or nays unless requested by a member of the Commission, in which case the Chairperson shall order the vote to be so recorded except that any member may abstain by so declaring prior to vote. An abstention may only be made in the case of a conflict of interest; it is otherwise the duty of all Commissioners present to participate in the vote.

PLANNING COMMISSION RULES OF PROCEDURE AND BYLAWS

Section 10. Parliamentary procedure in Commission meetings shall be governed by Roberts Rules of Order, as amended. The City Planner shall act as parliamentarian during Planning Commission meetings.

Section 11. The City Planner, City Attorney, and other officials of the City may participate in the Commission's discussion, but shall not vote, introduce motions, be counted towards quorum, or initiate any other parliamentary action.

ARTICLE VI – Procedures

Section 1. Applications and all required supporting documentation are to be submitted by the filing deadline. Applicants are to be provided with instructions which include the deadline date. Failure to submit a complete application and/or any required component of the application or submission of an inadequate application and/or any required component of the application will result in the case being withdrawn from consideration.

Deleted: Applications shall be made by the owner or by parties who have substantial interest and rights in the premises affected, provided that the owner consents to the request. The applicant may appear in his/her own behalf or may be represented by his/her attorney or agent at the hearing.¶
¶

Section 2. The usual order of procedure of the public hearing shall be:

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- Site inspections shall be made by the City Planner or other staff, or by members of the Commission designated to make inspections.¶

a. Chair states the name of the case and explains procedure and nature of case.

b. City Planner presents the official records of the case.

c. City Planner presents staff recommendation.

d. Commission asks questions of staff.

e. Applicant presents their case.

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f. Motion to open public hearing and chairperson directs that all persons present in connection therewith identify themselves by name and address. Chair explains the procedure.

Deleted: ¶

g. The public are heard.

Deleted: Staff

h. Closing of Public Hearing – motion to close shall require majority concurrence for each petition.

Deleted: ¶

i. Discussion by Commissioners.

Deleted: ¶

j. Motion and decision by Commissioners.

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<#>Applicant presents his/her case.¶
¶

ARTICLE VII – Disposition and Record

Section 1. The decision of the Commission shall take effect five (5) days from the date of determination. However, the Commission may find the immediate effect of such decision is necessary for the preservation of property or personal rights and shall certify with five (5) concurring votes or a majority vote of the members present. The applicant shall be advised of the decision in writing within five (5) days of the final hearing and decision.

Deleted: in favor and/or opposed to the proposed change

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Section 2. The Commission shall keep, or cause to be kept, a permanent record of Commission meetings and decisions, which shall, at a minimum, include:

Commented [BW1]: There's no particular reason to delay this. We can go next business day, or three business days (then essentially by the Friday). Five days is just a bit odd (it would be by the following Tuesday).

a. A copy of the meeting posting pursuant to P.A. 267 of 1976, as amended, (being the Michigan Open Meetings Act, M.C.L. 15.261 et seq.).

b. A copy of the minutes, and all its attachments which shall include a summary of the meeting, in chronological sequence of occurrence.

c. Records of any action, support documents, maps, site plans, photographs, and correspondence received, attached as an appendix to the minutes.

Section 3. The City Planner shall communicate the actions and recommendations of the Commission to the City Council and general public.

PLANNING COMMISSION RULES OF PROCEDURE AND BYLAWS

ARTICLE VIII – Committees

- Section 1. The Commission or Chair may establish and appoint ad hoc committees for special purposes or issues, as deemed necessary. Less than a quorum may serve on an ad hoc committee at any given time.
- Section 2. The Commission, Chair, or City Planner may establish and appoint citizen committees with the consent of the Commission. Membership can be any number, so long as less than a quorum of the Commission serves on a citizen committee at any given time. The purpose of the citizen committee is to be able to use individuals who are knowledgeable or expert in a particular issue before the Commission or to better represent various interest groups.
- Section 3. All committees are subservient to the Commission and report their recommendations to the Commission for review and action. The Commission can overrule any action of any committee.
- Section 4. The same principles of these Bylaws for the Commission also apply to all committees of the Commission, including, but not limited to, making all meetings open to the public and keeping a record of all proceedings.

Deleted: Section 4. - Whenever approval of a petition is authorized by resolution of the Commission, a building or occupancy permit shall be obtained within six (6) months from the date of this approval or failure to obtain such permit within six (6) months shall invalidate the approval.¶

Deleted: principals

ARTICLE IX – Commission Absences

- Section 1. In order to maintain maximum participation of all appointed Commission members at all regularly scheduled meetings, the following attendance guide and Commissioner replacement policy for “excused” or “unexcused” should be implemented:
- When appointed, each Commissioner should state their willingness and intention to attend each scheduled meeting of the Commission.
 - In the event of unplanned personal matters, business trips, family vacation trips, changed job requirements, sickness, or other physical disabilities that prohibit the commissioner from attending the scheduled meeting, the Commission, professional staff of the City, or the Commission Chairperson should be notified as early as possible prior to the start hour of their inability to attend the scheduled meeting. The Commission member upon this notification will receive an “excused absence” for the involved scheduled meeting.
 - There will be a limit of three (3) consecutive “excused absences” or two (2) consecutive “unexcused absences” for any member of the Commission. If any member exceeds the above criteria for consecutive absences, the Commissioner will be recommended for dismissal unless extenuating circumstances exist.
 - If any Commission member is absent, whether excused or not, from any five (5) scheduled monthly Commission meetings, whether consecutive or not, during any one year period, the commissioner will be recommended for dismissal unless extenuating circumstances exist.
 - The recommendation for dismissal as required will be initiated by City staff and forwarded on to the City Council for official action.

Deleted: Section 1. - In order to maintain maximum participation of all appointed Planning Commission members at all regularly scheduled meetings of the Ypsilanti Planning Commission, the following attendance guide and Commissioner replacement policy for “excused” or “unexcused” should be implemented:¶

¶
<#>When appointed, each Commissioner should state his/her willingness and intention to attend each scheduled monthly meeting of the Planning Commission.¶

¶
<#>In the event of unplanned personal matters, business trips, family vacation trips, changed job requirements, sickness, or other physical disabilities that prohibit the commissioner from attending the scheduled monthly meeting; the Commission, professional staff at City Hall or the Planning Commission Chairperson should be notified as early as possible prior to the start hour of their inability to attend the scheduled meeting. The Planning Commission member upon this notification will receive an “excused absence” for the involved scheduled meeting.¶

¶
<#>There will be a limit of three (3) consecutive “absences” or two (2) consecutive “unexcused absences” for any member of the Planning Commission. If any member meets the above criteria for consecutive yearly scheduled regular meetings, the Commissioner will be canvassed and be considered for an automatic appointment nullification.¶

¶
<#>If any Planning Commission member is absent from any five (5) scheduled monthly Planning Commission meetings during any one year period, whether consecutive or not, the Commissioner is subject to an automatic appointment nullification immediately after the fifth missed meeting, whether the absences are excused or not. The Commissioner should be replaced as soon as possible by the Mayor and City Council in order to maintain the prescribed number of Planning Commission members.¶

¶
<#>The “appointment nullification” action as required will be initiated by Planning and Development Professional staff and forwarded on to the City Council for official action.¶

ARTICLE X – Miscellaneous

PLANNING COMMISSION RULES OF PROCEDURE AND BYLAWS

Section 1. These Rules may be amended or altered during a regular meeting by the affirmative vote of at least six (6) members, or a majority of those on the current roster of the Commission, provided notice of the proposed change is given to the Commission at a preceding regular meeting.

Deleted: and Regulations

Section 2. The provisions of these Rules shall be discussed and/or adopted or readopted by the Commission annually at their regular June meeting.

Deleted: and Regulations

Section 3. The Commission shall provide City Council with an annual report. This report shall include discussion of the Commission's activities, the status of any planning processes, priorities and recommendations to Council for the coming year, and any fiscal needs anticipated. This report shall be prepared prior to the preparation of the City's budget priorities.

Moved by Commissioner and Supported by Commissioner that the Rules and Regulations of the Commission be adopted as presented on .

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Deleted: LAUTENBACH

Deleted: August 17, 2011

AYES: NAYS: 0 ABSENT: DENIED
ADOPTED

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Agenda
Planning Commission
Wednesday, 17 April 2019 – 7:00 P.M.
City Hall – Council Chambers, 1 S Huron St
Ypsilanti, MI 48197

IX. Committee Reports

- Non-motorized Committee Report

Ypsilanti Non-Motorized Advisory Committee Meeting Minutes - Thursday, April 4, 2019, 7:00pm

1. Call to order - The meeting was called to order at 7:00pm at the Ypsilanti District Library, 229 W. Michigan Avenue. Committee members attending were Sarah Walsh, Dylan Goings and Bob Krzewinski.
2. Introductions - Audience participation - Public input – None.
3. General business
 - a. Agenda approval – Motion made by Sarah, seconded by Dylan, to approve the agenda, passing unanimously.
 - b. Approval of March meeting minutes - A motion was made by Dylan, seconded by Sarah to approve the minutes, passing unanimously.
 - c. Additional Committee member recruitment – No new updates.
4. Old & continuing business
 - a. 2019 Committee priorities
 1. City Non-Motorized Plan – Complete update – Jared indicated by email that he would have an updated draft by next week.
 2. Sidewalk curb cut inventory & improvements
 - *Top 10” list of curb cut needs and improvements* – Bob will start placing requests for curb cut improvements for the “top 10” list on Facebook neighborhood pages.
 3. Pedestrian Improvements – Signage, road markings, permanent radar speed signs at select locations, traffic calming
 - *City web page promotion - Responsive Traffic Safety Improvement Policy* – Bob will check with Bonnie Wessler in the City Planning Department for the Policy page so the Committee can start publicizing this.
 4. Bike Lanes – West Cross Street, Harriet/Spring/Factory/Maus – No update.
 5. Communication – Meeting invitations (City Council, Mayor, etc.), quarterly Non-Motorized Committee newsletter
 - *May local 3-foot passing law education drive* – Bob working on communications and planning for items in the Mayor’s first May newsletter.
 6. Non-Motorized City budget – Amount of funds for non-motorized projects, Committee involvement in disbursement decisions - No update.
 7. Bike Boulevards – No update.
 8. Border To Border Trail gap completion & improvements – The Washtenaw County Parks & Recreation Commission will hold a public input section on Trail completion in far eastern Washtenaw County with connections to Wayne County’s Lower Huron Metropark on April 11th, 7pm, at the Ypsilanti Township Civic Center.
 9. Walk Friendly Community application – Will reapply when Non-Motorized Plan updated.
 10. Sidewalk/Curb Cut snow removal promotion - No update.
 11. Events – Ypsilanti Earth Day (4/14, Cultivate, 3-7pm) – Bob and Dylan will attend representing the Non-Motorized Advisory Committee with an information table. Bob will set up a Border To Border Trail walk on 4/13 for national Trails Opening Day.
 12. Dockless bicycle/scooter policy by City – City ordinance on Shared Mobility Devices approved by City Council with Committee input.
 - b. Parkridge bike repair station (AARP grant) – Bob met with the Washtenaw Bicycling and Walking Coalition approved matching funds for a bike repair stand. Bob met with Parkridge Community Center staff and working on AARP grant for the repair station. The League of Michigan Bicyclists also have a grant that may be used for matching funds.
5. New Business
 - a. Planning Department update – No update.
 - b. May Bike-Bus-Walk Week (May 12-18), Bike-To-Work Day (May 17) – Bob will post publicity for Bike-Bus-Walk Week/Bike-To-Work Day and staff an information table at Beezy’s for Bike To Work Day.
6. Other Items – Announcements – None.
7. Adjournment - A motion was made by Sarah, seconded by Dylan, to adjourn the meeting. The motion was approved unanimously, and the meeting was adjourned at 7:40pm. The next meeting will be Thursday, May 2, 7pm at the downtown Library.

Agenda
Planning Commission
Wednesday, 17 April 2019 – 7:00 P.M.
City Hall – Council Chambers, 1 S Huron St
Ypsilanti, MI 48197

IX. Committee Reports

- Master Plan: Housing Affordability and Access Committee report

Concerned about
housing affordability
& accessibility?

Curious about
potential solutions?



The City of Ypsilanti Housing Affordability & Accessibility Committee invites you to join the conversation.

HOUSING FORUM

THURSDAY

MAY 2

6:30pm - 8:30pm

in the Riverside Arts Center Gallery
76 N Huron St, Ypsilanti 48197

Hear the committee's initial findings on housing affordability & accessibility in Ypsilanti, then share your ideas and insights in a **town hall style open forum**.

For more information, visit us at:



@ypsihousingcommittee

Agenda
Planning Commission
Wednesday, 17 April 2019 – 7:00 P.M.
City Hall – Council Chambers, 1 S Huron St
Ypsilanti, MI 48197

III. Approval of Minutes

- March 20, 2019

Meeting Minutes
Planning Commission
Wednesday, 20 March 2019 – 7:00 P.M.
City Hall – Council Chambers, 1 S Huron St
Ypsilanti, MI 48197

I. Call to Order

II. Roll Call

Matt Dunwoodie, Chair	P	Jared Talaga, Vice-Chair	P
Toi Dennis	P	Jessica Donnelly	P
Phil Hollifield	P	Heidi Jugenitz	A
Jelani McGadney	P	Michael Simmons	P

III. Approval of Minutes

- February 20, 2019

Offered By: Commissioner Hollifield; Seconded By: Commissioner Talaga
Approved: Yes – 7; No – 0; Absent – 1 (Jugenitz)

IV. Audience Participation

n/a

V. Presentations and Public Hearing Items

9 Casler: Conditional Rezoning

Rezoning: Tabled from 1/2019 due to offer of conditions.

Staff has received conditions by the applicant. Staff and City Attorney has reviewed the conditions. Staff still recommends that the planning commission deny the application with the same findings as previously. The use, although it is a good use, is not a great fit for that particular area.

Motion to open public hearing

Offered By: Commissioner Hollifield; Seconded By: Commissioner Talaga
Approved: Yes – 7; No – 0; Absent – 1 (Jugenitz)

- *Jacob Winnega* used to live at 9 Casler as an in-house manager. They started a halfway house and were contacted by the city that they were zoned incorrectly for the amount of people they were intaking. They want to be rezoned as a supportive house so that they can take in and help more people. If conditional rezoning cannot be approved, Jacob Winnega asked for a grace period to be able to relocate current tenants into appropriate housing.
- *Laurence Wartley* 423 S. Huron
Concerned because if they are contracting with the county or the state to house these tenants, then questions would be raised if they are within the codes of the local municipality. This has come to attention last September, the community was only notified in February- is concerned that the city has not inspected the space. He was told that 9 Casler would be given the chance to become legal. If the

store down the street started selling liquor before the store became legal to do so, they would have been stopped. Same should happen in this case, because the excuse of "they did not know" is not a defense of breaking the law. He would like to object to 9 Casler being operated as a halfway house especially because none of the neighbors were given the chance to say whether or not they wanted that in the neighborhood.

- Commissioner Dennis asked if Laurence Wartley had issues neighboring the halfway house in the last 4-5 months.

Laurence Wartley replied that he was in the process of selling his house, and thinks bunch of guys smoking cigarettes out front, and entering with a keypad may have been a reason his house did not sell.

Motion to close public hearing

Offered By: Commissioner Hollifield; Seconded By: Commissioner Donnelly

Approved: Yes – 7; No – 0; Absent – 1 (Jugenitz)

- Commissioner Dunwoodie asked Jacob Winnega to clarify the contracts 9 Casler has with the state or county. Jacob Winnega responded no. They get calls from Washtenaw County Probation system, and they send clients to 9 Casler. Most of the people come from the rehab facility in Brighton and Dawn Farms. These people are not legal tenants, but under contract that keep them to a set of rules set by the management, and are under care of management.
- Commissioner Dennis asked about services provided. Right now they have eight clients under their care. They are only zoned for five. Requirements of the program are random drug tests, curfew, chores, accountability to go to five meetings a week, and to work full time. This a family run operation, they understand concerns from neighbors, and want to work with them and be good neighbors as well. They are not accredited, but have certification with the state,
- Commissioner Dunwoodie asked Bonnie Wessler for clarification of how many people could live in the house if the conditional rezoning is denied. Bonnie Wessler responded that only three unrelated persons are allowed to inhabit a single family home without a special use, or supplementary permit.
- Commissioner Hollifield asked to clarify that if this application is not approved, they would be required to go down to three people at 9 Casler. Bonnie Wessler clarified that it would be three inhabitants maximum with no rezoning, and that would include the staff person. Going down to three inhabitants would lead management to close the house. Staff clarified that they are zoned CN-mid with does not permit for rooming houses or supportive housing, and they are asking to be rezoned CN- Core Neighborhood that allows supportive housing with a special use. They've offered voluntary conditions to limit the future use of the property to not be a multi-family dwelling.
- Bonnie Wessler asked to speak about the application process. Right now what's under consideration is just the rezoning. It doesn't guarantee any future approval as a special use, and it doesn't mean that you can't put conditions on a future special use permit.

- Commissioner Dunwoodie pointed out that the commission has an obligation to consider what that parcel would look like in 100 years, not just the current use.
- Commissioner Dunwoodie stressed that the commission supports the type of work being done at 9 Casler. It is a question of whether further down the road that parcel makes sense under a different zoning. The future land use map guides the commission's decision making.
- Commissioner Dunwoodie read Commissioner Jugenitz's email on the subject.
 - Supportive of Ypsilanti offering a full spectrum of social services and avoid marginalizing the people using addiction and recovery services.
 - Agrees with Staff recommendation to deny the application.
 - Encourages applicants to seek out alternate locations in the City.
- Commissioner Dennis reminded the commission that the housing subcommittee is looking into the three non-related persons rule, as it is an antiquated.

Motion to recommend the Planning Commission deny the rezoning of 9 Casler from the Core Neighborhood - Mid to Core Neighborhood to City Council with the following findings:

1. The rezoning would not be consistent with the policies, guiding values, and future land use map. Rezoning only this parcel would be inconsistent with the surrounding neighborhood.
2. The rezoning allows for more apartments including apartment new apartment building. This site is adjacent to steep slopes near a natural spring. Any new construction or expansion would be challenging.
3. The intensity of the proposed zoning district does not match the neighborhood on Casler and Bell.
4. The rezoning is not consistent with the neighborhood on Casler and Bell.
5. The rezoning is not consistent with the trend of development.

Commissioner McGadney added a friendly amendment to remove the first statement of #2 as it was part of the condition the applicant has offered. Commissioner Talaga accepted the friendly amendment.

Motion to recommend the Planning Commission deny the rezoning of 9 Casler from the Core Neighborhood - Mid to Core Neighborhood to City Council with the following findings:

1. The rezoning would not be consistent with the policies, guiding values, and future land use map. Rezoning only this parcel would be inconsistent with the surrounding neighborhood.
2. This site is adjacent to steep slopes near a natural spring. Any new construction or expansion would be challenging.
3. The intensity of the proposed zoning district does not match the neighborhood on Casler and Bell.
4. The rezoning is not consistent with the neighborhood on Casler and Bell.
5. The rezoning is not consistent with the trend of development.

Offered By: Commissioner Talaga; Seconded By: Commissioner Simmons

Approved: Yes – 4 ; No – 3 (Dennis, Hollifield, Simmons) ; Absent – 1 (Jugenitz)

VI. Old Business

534 N Huron: Site Plan Update

Site Plan Update: Per PC condition of site plan/special use approval, revised site plans are being presented to PC due to a denial of a requested variance.

Staff report- applicant has come back with revised plans that conform to the code specifically in regard to the proposed frontage for the addition. Staff believes these changes to be both minor and desirable, and in alignment with the code, and no further action needs to be made by the planning commission.

Commissioner Talaga thanks applicant.

VII. New Business

- Bylaws discussion: Conflict of Interest update
 - Staff has looked at comparable bylaws to define what “adjacent” is. Proposed changes fall into the bylaws that were looked at. Staff updated what would happen if there was a conflict of interest.
 - Commission absences have been updated. Extenuating circumstances for absences is discussed.
 - Section 2 article 4 of bylaws discussed. Staff would like to remove “chair to sign approved minutes of each meeting”.
 - Commission recommends staff mark-up items discussed for next meeting.

VIII. Future Business Discussion / Updates

Bonnie Wessler- two special use applications coming up in April.

IX. Committee Reports

Non-motorized Committee Report

Commissioner Talaga- wrapping up non-motorized plan, will see it in April or May.

- Master Plan: Housing Affordability and Access Committee report
 - Commissioner Dunwoodie updated the commission in behalf of Commissioner Jugenitz. They are raising their amount of meetings, as they are behind a month. Hope to have the report out in May

X. Adjournment

Motion to Adjourn:

Offered By: Commissioner Hollifield; Seconded By: Commissioner Dennis

Approved: Yes – 7 ; No – 0 ; Absent – 1 (Jugenitz)

Agenda
Planning Commission
Wednesday, 17 April 2019 – 7:00 P.M.
City Hall – Council Chambers, 1 S Huron St
Ypsilanti, MI 48197

V. Presentations and Public Hearing Items

- 112 Perrin: Special Use Permit, Supportive Housing
Public Hearing



City of Ypsilanti
Community & Economic Development Department

April 2019

**Special Use and Sketch Plan Review Application
The Launchpad
112 Perrin St**

GENERAL INFORMATION

Applicant: Sidharth Chhabra
108 N Adams St.
Ypsilanti, MI 48197

Project: The Launchpad

Application Date: March 1, 2019

Location: Between Perrin and Ballard, Pearl and Washtenaw

Zoning: Core Neighborhood

Action Requested: Approval

Staff Recommendation: Conditional Approval

PROJECT AND SITE DESCRIPTION

Parcel # 11-11-625-021-00 has a total area of 0.23 areas with a frontage on Perrin St. There is an existing ~10,500 square foot house and ~506 sf garage. The house is currently a residence for three monks. The proposed use is supportive housing for people age (21-40). Uses include in-house training in personality development and leadership based on Vedic knowledge and include daily practices of yoga, meditation, and volunteering. This facility will serve 4-6 people and one teacher.

Zoned **CN- Core Neighborhood**, which allows supportive housing as a special use.

Figure 1: Subject Site Location



Figure 2: Site Aerial (2010)



**Figure 3: photograph of site
Google Street View (July 2018)**



Figure 4-8: photographs of site (March 2019)







Figure 9: Land Use and Zoning of Surrounding Area

	LAND USE	ZONING
NORTH	Multi- Family Residential	CN – Core Neighborhood
EAST	Multi- Family Residential	CN – Core Neighborhood
SOUTH	Single and Multi- Family Residential	CN – Core Neighborhood
WEST	Single and Multi- Family Residential	CN – Core Neighborhood

SPECIAL USE: CRITERIA AND REVIEW

§122-324(b)

- (1) *The proposed use conforms with all the provisions and requirements of this chapter, including site plan or sketch plan review standards, as applicable, and the applicable site development standards for the specific use, as well as the spirit and intent of this chapter and the Master Plan. The location, scale, and intensity of the proposed use shall be compatible with adjacent uses and the zoning of the land. Height, location and size of buildings shall be compatible with uses and buildings on adjacent properties. The intensity of the proposed use, such as volume, frequency and times of operation, and its compatibility shall be considered. If nonconformities are present, all reasonable effort has been made to eliminate them.*

COMMENTS: The location, scale, and intensity are compatible with the surrounding uses.

- (2) *The proposed use shall promote the use of land in a socially and economically sustainable manner and shall not be detrimental, hazardous, or disturbing to existing or future neighboring uses, persons, property or public welfare. Noise, odor, smoke and potential contamination of air, soil and water and its potential effect on neighboring uses, persons and property, as well as public welfare, shall be considered.*

COMMENTS: The proposed use is not anticipated to be hazardous to existing or future neighboring uses, persons, property, or public welfare. Noise, odor, smoke and potential contamination of air, soil and water is not anticipated.

Note that there is an Adult Foster Care home less than one block away at 601 Pearl Street (Renaissance House, license #AL810007458). This home exclusively serves persons with mental illness. Care should be taken when siting supportive housing (non-AFC) near other types of supportive housing (non-AFC and AFC) to guard against a concentration of stigmatized uses and a concentration of poverty, except where proximity to services may be a mitigating factor, such as in our HHS district.

- (3) *The proposed special land use shall be designed, constructed, operated and maintained to assure long-term compatibility with surrounding land uses. Consideration shall be given to the placement, bulk, and height of structures; materials used in construction; location and screening of parking areas, driveways, outdoor storage areas, outdoor activity areas, and mechanical equipment; nature of landscaping and fencing; and hours of operation.*

COMMENTS: The proposed special use is not proposing any outward changes to the site.

- (4) *The proposed special land use shall not present unreasonable adverse impacts on the transportation system. Consideration shall be given to the estimated pedestrian, bicycle and vehicular traffic generated by such use, access to transit, proximity to major thoroughfares, proximity to intersections, required vehicular turning movements, and provisions for pedestrian and bicycle traffic.*

COMMENTS: Staff does not anticipate any unreasonable adverse impacts on the transportation system.

- (5) *The proposed use shall not create additional requirements at public cost for public facilities and services that will be detrimental to the economic sustainability of the community.*

COMMENTS: As noted above, care should be taken when siting such facilities in close proximity to other such facilities, to avoid a concentration of stigmatized uses and a concentration of poverty.

CONDITIONS OF APPROVAL

§122-326

"Reasonable conditions may be required in conjunction with an approval. The conditions may include conditions necessary to ensure that public services and facilities affected by a proposed land use or activity will be capable of accommodating increased service and facility loads caused by the land use or activity, to conserve natural resources and energy, to ensure compatibility with adjacent uses of land, and to promote the use of land in a socially and economically desirable manner. Conditions imposed must do all of the following:

- (1) Be designed to protect natural resources, the health, safety, and welfare, as well as the social and economic well-being.*
- (2) Be related to the valid exercise of police power and purposes which are affected by the proposed use or activity.*
- (3) Be necessary to meet the intent and purposes of this chapter, be related to standards established in this chapter, and be necessary to ensure compliance with those standards."*

The applicant has not noted any certification programs, such as CARF international (<http://carf.org/home/>) or training from the State Department of Community Health or a similarly situated agency.

Items to be addressed:

1. On-site services shall be for residents of the facility only.
2. If the owner of the property does not reside on the premises, the owner must appoint a resident manager, who resides on the premises. The property owner must provide the name and contact information of this person upon request by the City, to both the Building Department and emergency services.
3. The owner is to ensure a good quality of care of the property.
4. Obtain and retain certification and training from the State or an appropriate accreditation board.

SITE PLAN: CRITERIA AND REVIEW

§122-311

For zoning compliance reviews, or plans where a Special Use permit is required but no site changes will likely be needed, the applicant may, at the determination of the City Planner, submit a sketch plan for review in lieu of a full site plan per §122-126(19).

STANDING

§122-311(a)

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

REQUIREMENTS

§122-311(b)

"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."

The applicant is not proposing any changes to the existing building. It meets current setbacks, parking, and lot coverage requirements.

BUILDING LOCATION AND SITE ARRANGEMENT

§122-311(c)

"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."

Building remains unchanged. The existing garage is in need of maintenance.

Items to be Addressed: The existing garage is in need of maintenance.

SITE ACCESS, TRAFFIC, AND PARKING

§122-311(d)

"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."

A Route 4 bus stop is about 400' away. This is a very walkable area, situated close to downtown and Eastern Michigan University. The alley along the south end of the property provides access to the parking area.

SCREENING

§122-311(h)

"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."

The existing fence complies with screening requirements.

Items to be Addressed: None.

MASTER PLAN CONSIDERATIONS

§122-311(k)

"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."

Diversity is our strength. This development sustains the existing economic diversity of the City.

Anyone, no matter what age or income, can find a place to call home in Ypsilanti. This special use provides supportive programming and housing for the community.

STAFF RECOMMENDATIONS: SPECIAL USE

Staff recommends the Planning Commission **approve** the Special Use Permit for **The Launchpad** with the following finding and conditions:

Findings: The application is substantially in compliance with §122-324(b).

Conditions: Special use approval shall be subject to approval of site plan.

1. On-site services shall be for residents of the facility only.
2. If the owner of the property does not reside on the premises, the owner must appoint a resident manager, who resides on the premises. The property owner must provide the name and contact information of this person upon request by the City, to both the Building Department and emergency services.
3. The owner is to ensure a good quality of care of the property.
4. Obtain and retain certification and training from the State or an appropriate accreditation board within three months.

STAFF RECOMMENDATIONS: LIMITED SITE PLAN

Staff recommends the Planning Commission **approve** the Site Plan for **The Launchpad** with the following finding and condition:

Findings: The application substantially complies with §122-310.

Conditions:

1. Applicant to fix the garage.

Sarah Stachnik
Planning Intern, Community & Economic Development Department

Bonnie Wessler
City Planner, Community & Economic Development Department

CC File
 Applicant



**City of Ypsilanti
Planning & Development Department**

One South Huron • Ypsilanti, MI 48197
Phone: (734) 483-9646 • Fax: (734) 483-7260
www.cityofypsilanti.com

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PLUS plan review fees-
consult with staff

Engineering Fee:
If required: \$500;
additional fees may also
be required

SPECIAL USE PERMIT APPLICATION

MUST BE SUBMITTED WITH SITE PLAN OR SKETCH PLAN APPLICATION

Applicant*

Name Sidhanth Chhabra

Property

Name of project The Launchpad

Current use: 3 Menks living

Proposed use : Invite youth for in-house training in personality
development & leadership. The Training would be based on
Vedic knowledge & would include daily practice of Yoga,
meditation & volunteering.

Rationale for request:
There is a dire need for training the Youth (21-40)

Signature

I hereby attest that the above information is accurate. I am authorized to and grant permission to the City of Ypsilanti staff to be on the subject property for the purposes of preparing staff reports and/or evaluating this application.

Signature: [Redacted] Date: 03/01/2019

Print Name: Sidhanth Chhabra

Applicant*

Name

Sidharth Chhabra

Address

108 N. Adams St.

City

Ypsilanti

State

MI

Zip

48197

Phone

734-353-2914

E-Mail

SIDHARTH.CHHABRA@gmail.com

*If applicant is not owner of property, a written, notarized statement from the owner authorizing this application must be included.

Property

Name of project

The Launchpad

Address

112 Persim St. Ypsilanti MI 48197

List all parcel identification numbers included in development:

Current use:

3 Monks reside here

Proposed use:

Training Men / Lifestyle Coaching / Mindful Living

Current Zoning:

Single - Family Rental

Legal description of property (may be attached)

Signature

I hereby attest that the above information is accurate. I am authorized to and grant permission to the City of Ypsilanti staff to be on the subject property for the purposes of preparing staff reports and/or evaluating this application.

Signature:



Date:

03/01/2019

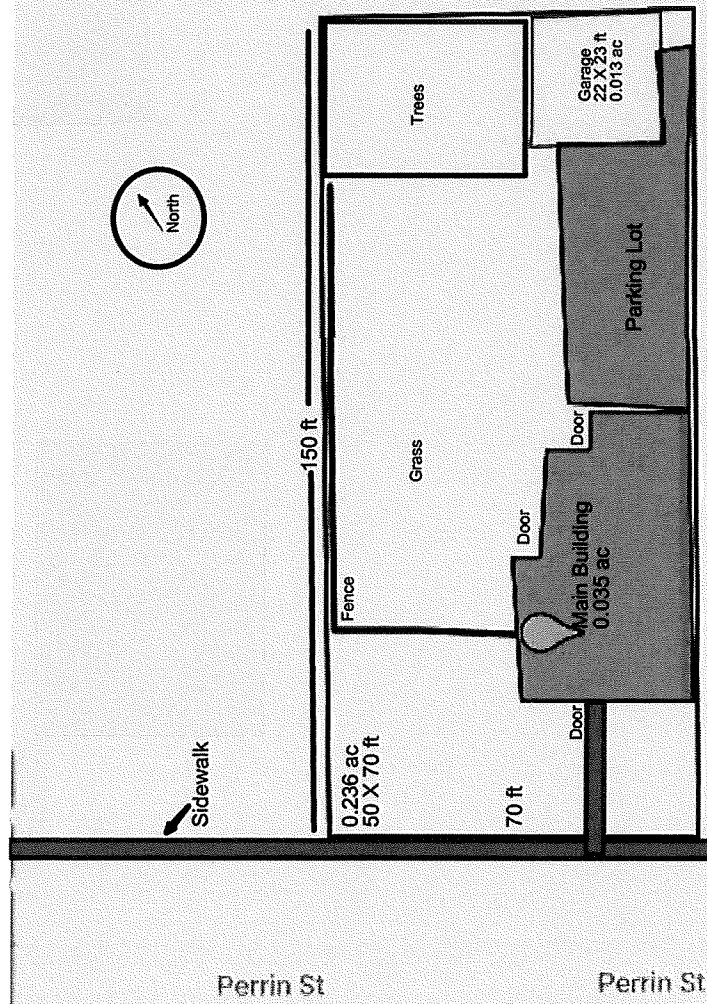
Print Name:

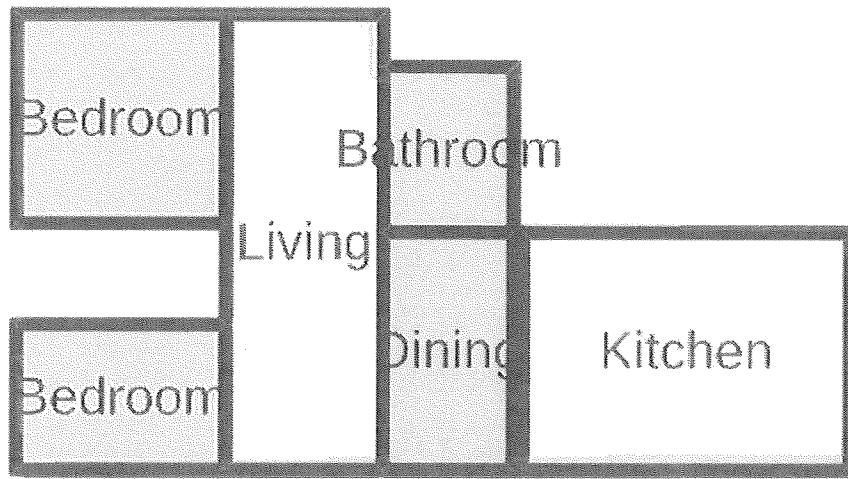
Sidharth Chhabra

Complete the checklist on the following page before turning in your application!

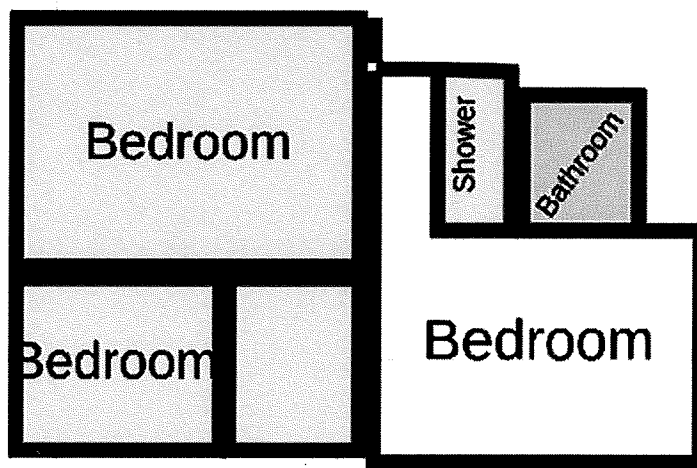
The Launchpad
Mindful Living
112 Perrin St

Sidharth Chhabra
108 N Adams St
Ypsilanti, MI 48197
734-353-2914





Floor 1



Floor 2

April 9, 2019

City of Ypsilanti Planning Commission
1 S Huron, Ypsilanti, MI 48197

Subject: 112 Perrin Special Use Permit

To Whom it May Concern,

I represent Flo-Mar Apartments. We own 117, 119, 121, 123 and 125 Perrin Street, which are homes to 38 residents. **We strongly object to the Special Use Permit to turn 112 Perrin into Supportive Housing.**

We have been active members of the Ypsilanti business community for over 50 years and have witnessed many ups and downs in the community. Through it all we have believed in the strength of the Ypsilanti community and have continued to invest. More recently the city is on a positive trajectory. The community around Perrin Street is vibrant. There have been huge strides in public safety. It is a pleasant neighborhood where kids can ride their bikes on the sidewalk and play in the yard without constant parental supervision. Women feel very confident walking alone at night.

Unfortunately the introduction of Supportive Housing would negatively impact the entire neighborly feeling. I am not simply hypothesizing. There is actually a Supportive Housing Residence near the corner of Pearl and Perrin. All throughout the day and night the residents (older men) cram themselves onto the porch. Pedestrians feel very uncomfortable walking by. Neighbors feel unsafe. The residents of this house are loud and constantly have streams of people coming in and out. I have heard many complaints about them from the landlord and residents of the neighboring houses. These complaints range from using the side and back yards as a toilet, to loud and rowdy language that make passersby feel very unsafe.

112 is a 5 bedroom 2 bath house that is meant for a single family. Packing 8 unrelated adults in there is bound to result in conflicts that will carry outside and affect the neighbors. Since they have no privacy, they will constantly congregate outside, making the neighbors feel uncomfortable. Having only 2 bathrooms for 8 people + visitors + staff, will most likely result in the use of the yard as a latrine.

Please don't approve this Special Use Permit. It will destroy the neighborly, community feel of our lovely street. I have spoken with the majority of our 38 residents and they too are against this Special Use Permit.

Unfortunately I am out of town during the public hearing, otherwise I would be there in person to represent my views and those of our residents and employees, who all oppose Supportive Housing Special Use Permit.

Best Regards,
Carmel Gerber
Flo-Mar Apartments
carmel@flo-mar.com



Agenda
Planning Commission
Wednesday, 17 April 2019 – 7:00 P.M.
City Hall – Council Chambers, 1 S Huron St
Ypsilanti, MI 48197

V. Presentations and Public Hearing Items

- 834 Railroad: Special Use Permit Expansion, Medical Marijuana Growing/Processing
Public Hearing



April 2019

**Staff Review of Special Use Application
Feleo Manufacturing Class A Cultivation Facility
834 Railroad Street**

GENERAL INFORMATION

Applicant:	Feleo Manufacturing Strategies 117 N First St Suite 1 Ann Arbor, MI 48104
Project:	Class A Cultivation Facility
Application Date:	March 20, 2019
Location:	834 Railroad Street
Zoning:	GC-General Corridor
Action Requested:	Approval of Special Use for equipment and materials storage, drying, and curing, for medical marijuana production.
Staff Recommendation:	Approval

PROJECT AND SITE DESCRIPTION

Parcel 11-11-40-270-012, 834 Railroad, is approximately 0.9 acres/39,204 square feet, that fronts on Railroad St and backs to the Huron River. A portion of the rear of the site is floodplain. There is an existing 5,000 square foot main building, with an attached 870 square foot office space, and a detached 1,950 square-foot accessory storage/garage space.

In October 2013 the Ypsilanti Planning Commission approved a site plan for a Medical Marijuana growing and production facility on-site, contingent on several conditions. Among the conditions not yet addressed are:

- A riparian buffer.

The City of Ypsilanti has an easement at the rear of the property to facilitate a potential trail along the Huron River.

The site is zoned **GC- General Corridor**, which allows for Medical Marijuana Growing and Manufacturing as a Special Land Use, subject to the specific requirements in Section 122-533.

Figure 1: Subject Site Location



Figure 2: Site Aerial (2015)



Figure 3: View of Main Building



Figure 4: View of accessory building proposed for use expansion



Figure 6: Marked parking and fencing along paved driveway



Figure 7: Gravel parking and proposed dumpster enclosure location



Figure 8: Cyclone fence screening to left of property



Figure 9: Land Use and Zoning of Surrounding Area

	LAND USE	ZONING
NORTH	Huron River waterfront/City Limits	N/A
EAST	Single family residence	GC- General Corridor
SOUTH	Railroad Grade	GC- General Corridor
WEST	Single family residence	GC- General Corridor

SPECIAL USE: CRITERIA AND REVIEW

§122-165(b)

- (1) *The proposed use conforms with all the provisions and requirements of this chapter, including site plan review standards (section 122-128) and the applicable site development standards for the specific use, as well as the spirit and intent of this chapter and the Master Plan. The location, scale, and intensity of the proposed use shall be compatible with adjacent uses and the zoning of the land. Height, location and size of buildings shall be compatible with uses and buildings on adjacent properties. The intensity of the proposed use, such as volume, frequency and times of operation, and its compatibility shall be considered.*

COMMENTS: The location, scale, and intensity of the proposed use is compatible with other uses on the property, as two bays of the main building are already utilized for medical marijuana production and processing. General Corridor zoning allows for the use of the structure as a medical marijuana cultivation facility once approved as a special use. No change in the height, location or size of the building is proposed.

- (2) *The proposed use shall promote the use of land in a socially and economically sustainable manner and shall not be detrimental, hazardous, or disturbing to existing or future neighboring uses, persons, property or public welfare. Noise, odor, smoke and potential contamination of air, soil and water and its potential effect on neighboring uses, persons and property, as well as public welfare, shall be considered.*

COMMENTS: As the proposed use is a continuation of the use already in-place on other parts of the property. Therefore, it is not expected to be detrimental, hazardous, or disturbing to existing or future neighboring uses, persons, property or public welfare. No effect on noise, odor, smoke and potential contamination of air, soil and water is expected, provided the applicant maintains adequate air filtering equipment.

- (3) *The proposed special land use shall be designed, constructed, operated and maintained to assure long-term compatibility with surrounding land uses. Consideration shall be given to the placement, bulk, and height of structures; materials used in construction; location and screening of parking areas, driveways, outdoor storage areas, outdoor activity areas, and mechanical equipment; nature of landscaping and fencing; and hours of operation.*

COMMENTS: The surrounding area includes medical marijuana production facilities on the subject property and a variety of other uses. Although the building is flanked by residential properties, General Corridor allows for varying use types in the same area. The applicant has not proposed any changes to the appearance of the structures, nor to the overall landscaping and layout of the site.

- (4) *The proposed special land use shall not present unreasonable adverse impacts on the transportation system. Consideration shall be given to the estimated pedestrian, bicycle and vehicular traffic generated by such use, access to transit, proximity to major thoroughfares, proximity to intersections, required vehicular turning movements, and provisions for pedestrian and bicycle traffic.*

COMMENTS: The expansion of use on the property is not anticipated to impact future traffic and transportation conditions.

(5) *The proposed use shall not create additional requirements at public cost for public facilities and services that will be detrimental to the economic sustainability of the community.*

COMMENTS: The use is not expected to create additional requirements at public cost for public facilities and services that will be detrimental to the economic sustainability of the community.

CONDITIONS OF APPROVAL

§122-167

“Reasonable conditions may be required in conjunction with an approval. The conditions may include conditions necessary to ensure that public services and facilities affected by a proposed land use or activity will be capable of accommodating increased service and facility loads caused by the land use or activity, to conserve natural resources and energy, to ensure compatibility with adjacent uses of land, and to promote the use of land in a socially and economically desirable manner. Conditions imposed must do all of the following:

- (1) Be designed to protect natural resources, the health, safety, and welfare, as well as the social and economic well-being.*
- (2) Be related to the valid exercise of police power and purposes which are affected by the proposed use or activity.*
- (3) Be necessary to meet the intent and purposes of this chapter, be related to standards established in this chapter, and be necessary to ensure compliance with those standards.”*

Items to be addressed: None.

SITE PLAN: CRITERIA AND REVIEW

§122-311

For zoning compliance reviews, or plans where a Special Use permit is required but no site changes will likely be needed, the applicant may, at the determination of the City Planner, submit a sketch plan for review in lieu of a full site plan per §122-126(19).

STANDING

§122-311(a)

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

REQUIREMENTS

§122-311(b)

“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.”

Work is to be completed on the interior of the building that does not affect the exterior appearance. Changes to the lot are minimal, however a wood stockade fence dumpster enclosure will be added.

Items to be Addressed: None.

BUILDING LOCATION AND SITE ARRANGEMENT

§122-311(c)

“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.”

There are currently two buildings on the site. The primary building is 5,000 SF industrial space with three separate bays that have been enclosed, and an attached 870 SF office. The office component of the building

fronts on Railroad Street with an approximate setback of 15 feet. The building has side setbacks of 11.25' to the left (northwest elevation) and 31.87' to the right (southeast elevation), and a rear setback of approximately 203'. The 1,950 SF accessory building is behind the main building, with an identical left setback to the main building, a right setback of approximately 52.5', and a rear setback of approximately 113'.

An access drive and parallel parking are located to the east. There is a gravel parking lot at the rear of the property. This site is proposed for a wood fence dumpster enclosure, which has not yet been constructed. Additional fencing includes a cyclone fence along the left property boundary, and a wood stockade fence along the right boundary. No changes are being proposed.

Items to be Addressed: *The dumpster arrangement needs to be addressed as it is proposed for a gravel lot, however trash storage areas are required to be positioned on a concrete pad per §122-608(d) within a masonry enclosure. The height of the dumpster enclosure is yet to be determined.*

SITE ACCESS, TRAFFIC, AND PARKING

§122-311(d)

"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."

The site is accessed from Railroad Street. A short asphalt driveway provides is located left of the office building, however the main property access point is to the right of the office via a paved asphalt driveway that parallels the property boundary. This main driveway is approximately 30' wide and 240' long and used as a parking area for the office. At the terminus to the drive, behind the accessory building, there is a 75' x 82.5' graveled parking area.

Six marked parallel parking spaces are shown on the site plan for the paved driveway. One of these spaces is barrier-free. The spaces are marked by paint, which has substantially faded. Additional unmarked parking spaces are provided in the east overflow gravel parking lot, accommodating up to 10 vehicles. The gravel lot is permissible so long as it is for temporary overflow parking only. Long term vehicle storage is not permitted at this location. Bicycle parking is accommodated by a rack near the office.

Pedestrian traffic may use a sidewalk on Railroad Street, however adjacent properties do not have a sidewalk.

Items to be Addressed: *None.*

SCREENING

§122-311(h)

"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."

Screening is required for along the boundaries that abut residential properties. This has been achieved through a stockade fence to the right of the buildings, however the left of the buildings may need additional screening

between the primary building and adjacent residence at 840 Railroad Street. At this time property lighting consists of directional wall-mounted fixtures that do not offer a full cutoff. No parking lot lighting has been installed. The foundation landscaping along the façade appears to be in poor health. At least three trees must be planted to meet the street frontage requirements, however the lack of a curb and existing vehicle access points prevent successful installation.

Items to be Addressed:

1. Applicant to address fencing between 834 and 840 Railroad Street.
2. Applicant to install dark sky compliant lighting and provide staff with a detailed lighting plans and photometric for review.
3. Applicant to provide details for a compliant dumpster enclosure for staff review.
4. Applicant to maintain all existing and new landscaping in good condition.
5. Applicant to address need for street trees. Since the street right-of-way is limited, applicant may choose to plant the required trees elsewhere on the property.

OTHER DEPARTMENT AND AGENCY APPROVALS

§122-311(j)

"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."

None needed beyond standard building/fire marshal permits (in progress), city marijuana permits (in progress), and State marijuana licensure (in progress).

MASTER PLAN CONSIDERATIONS

§122-311(k)

"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."

Ypsilanti is a great place to do business, especially the green and creative kind. The plan allows for expansion of a business that is a growing market statewide, thereby progressing Ypsilanti forward with new industries.

Medical Marijuana Growing / Manufacturing Facility

§122-533 (b)

"The following standards for Medical Marijuana Growing and/or Processing Facilities apply:

- (1) The facility shall operate at all times in compliance with the General Rules of the Michigan Department of Community Health, the MMMA, the MMFLA, the MTA, as well as any and all administrative rules or regulations contained or adopted under the authority therein;"*

It is incumbent on the applicant to maintain the proper licensees and comply with the rules, regulations, and permits by the necessary state agencies.

- (2) The growing and/or processing facility site shall not be located within one thousand (1,000) feet of a school, as measured from the outermost boundaries of the lot or parcel on which the growing and/or processing facility and to the outermost boundaries of the lot or parcel on which the school is located;*

The property is well over the required 1,000' distance from a school. The nearest school is Ypsilanti International Elementary School, located approximately 4,250' east-southeast of the 834 Railroad Street.

- (3) The growing and/or processing facility site shall not be located within a five hundred (500) feet of a lawfully existing medical marijuana facility as measured from the outermost boundaries of the lot or parcel on which the proposed growing and/or processing facility and to the outermost boundaries of the lot or parcel on which the lawfully existing medical marijuana facility is located;*

No other marijuana growing or processing facilities are located within 500' of 834 Railroad Street.

- (4) Use of medical marijuana is prohibited on the premises;*

No use will be permitted on site.

- (5) All activity related to the growing and/or processing facility shall be done indoors;*

All activity is limited to the interior of the buildings.

- (6) The premises shall be open for inspection upon request by the Building Official the Fire Department and law enforcement officials for compliance with all applicable laws and rules, during the stated hours of operation/use and as such other times as anyone is present on the premises.*

It is incumbent on the applicant to comply with inspections by the Ypsilanti Building, Fire, and Police Departments as necessary.

- (7) If the growing and/or processing facility ceases operation for a length of time of sixty (60) days or greater, any Special Use permit shall expire;*

- (8) Drive-through and walk-up or similar facilities shall be prohibited;*

No drive-through or walk-up facilities are proposes at this property.

- (9) All medical marijuana shall be contained within the main building in an enclosed, locked facility in accordance with the General Rules of the Michigan Department of Community Health, the MMMA, the MMFLA, the MTA, as well as any and all administrative rules or regulations contained or adopted under the authority therein;*

At this time, only non-marijuana material may be held in the accessory building. The physical plants and product must be contained in the main building. The accessory building may be used for storage of other materials related to production.

- (10) That portion of the structure where the storage of any chemicals such as herbicides, pesticides, and fertilizers shall be subject to inspection and approval by the Ypsilanti Fire Department to insure compliance with the Michigan Fire Protection Code;*

It is incumbent on the applicant to meet approval from the Ypsilanti Fire Department.

- (11) All growing and/or processing facilities must be registered with and licensed by the State Department of Licensing and Regulatory Affairs, as well as be permitted under Chapter 7 of the City Code of Ordinances;*

It is incumbent on the applicant to obtain a license administered by the State Department of Licensing and Regulatory Affairs.

- (12) The dispensing of medical marijuana shall be prohibited.*
None is proposed.

(13) There shall be no other accessory uses permitted within the same building, other than those clearly necessary for continued operation, such as offices, employee facilities, and storage."

None are proposed.

STAFF RECOMMENDATIONS: SPECIAL USE

Staff recommends the Planning Commission **approve** the Special Use Permit for Feleo Manufacturing Strategies equipment and materials storage, drying, and curing, for medical marijuana production with the following finding and conditions:

Finding: The application is substantially in compliance with §122-533(b).

Conditions:

1. Special use approval shall be subject to approval of site plan.

STAFF RECOMMENDATIONS: SITE PLAN

Staff recommends the Planning Commission **approve** the Site Plan for the Feleo Manufacturing Strategies equipment and material storage, drying, and curing, for medical marijuana production at 834 Railroad with the following finding and conditions:

Finding

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

Conditions

1. *No screening is provided to the left (north-west) of the site. Waiver suggested from 122-634 due to blank wall on that frontage.*
2. *Applicant to install dark sky compliant lighting and provide staff with a detailed lighting plans and cut sheets for review.*
3. *Applicant to provide details for a compliant dumpster enclosure for staff review.*
4. *Applicant to maintain all existing and new landscaping in good condition.*
5. *Applicant to address need for street trees. Due to the location and lack of curb, staff would support fee in lieu of plantings, or plantings elsewhere on the site per 122-636(c).*

Scott E. Slagor

Preservation Planner, Community & Economic Development Department

CC File
 Applicant

Applicant*

Name Feleo Manufacturing Strategies		
Address 117 N. First St. Suite 1		
City Ann Arbor	State MI	Zip 48104
Phone 734-395-4426	E-Mail bud.bloomcc@gmail.com	

*If applicant is not owner of property, a written, notarized statement from the owner authorizing this application must be included.

Property

Name of project Feleo Manufacturing Class A Cultivation Facility
Address 834 RR St. Ypsilanti MI 48103
List all parcel identification numbers included in development: 11-11-04-270-012
Current use: Glass Blowing Company in Main Building. Ancillary garage used for storage.
Proposed use: Class A Cultivation Facility. Garage to be used for equipment and material storage & for drying and curing.
Current Zoning: General Commercial
Legal description of property (may be attached) OLD SID-11 11-448-587-00 YP CITY 45W-12E 90 FT OF LOT 587 Norris Western Addition

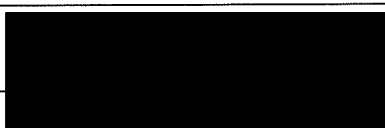
Signature

I hereby attest that the above information is accurate. I am authorized to and grant permission to the City of Ypsilanti staff to be on the subject property for the purposes of preparing staff reports and/or evaluating this application.

	Date: 3-18-19
Print Name: Craig Terrell	

Complete the checklist on the following page before turning in your application!

I hereby attest that the above information is accurate. I am authorized to and grant permission to the City of Ypsilanti staff to be on the subject property for the purposes of preparing staff reports and/or evaluating this application.

	Date: 3-18-19
Patrick Kinney	



**City of Ypsilanti
Planning & Development Department**

One South Huron • Ypsilanti, MI 48197
Phone: (734) 483-9646 • Fax: (734) 483-7260
www.cityofypsilanti.com

**Non-refundable
Planning Fee:**
\$300 special use
PLUS plan review fees-
consult with staff

Engineering Fee:
If required: \$500;
additional fees may also
be required

SPECIAL USE PERMIT APPLICATION

MUST BE SUBMITTED WITH SITE PLAN OR SKETCH PLAN APPLICATION

Applicant*

Name

Feleo Manufacturing Strategies 117 N. First St. Suite 1 Ann Arbor, MI 48104

Property

Name of project

834 RR St. Ypsilanti, MI

Current use:

Glass Blowing Company

Proposed use :

Class A Cannabis Grow Facility. Garage to be used for equipment and material storage & for drying and curing.

Rationale for request:

Most of the site has been approved for the changed use. We are asking for a small part of the main building to added to the use (See Plans). We are also asking for an exisitng garage to be added to the use. (See Plans)

Signature

I hereby attest that the above information is accurate. I am authorized to and grant permission to the City of Ypsilanti staff to be on the subject property for the purposes of preparing staff reports and/or evaluating this application.

Date:

3-18-19

Patrick Kinney

*****FOR OFFICE USE ONLY*****

Date	Amount	Cash	Check
Account: 101-4-7210-607-01		Code: 178 Rezone	
Description of deposit:			
Signature of person receiving deposit:			

Applicant*

Feleo Manufacturing Strategies

Address

117 N. First St. Suite 1

City

Ann Arbor

State

MI

Zip

48104

Phone

734-395-4426

E-Mail

bud.bloomcc@gmail.com

*If applicant is not owner of property, a written, notarized statement from the owner authorizing this application must be included.

Property

Name of project

Feleo Manufacturing Class A Cultivation Facility

Address

834 RR St. Ypsilanti MI 48103

List all parcel identification numbers included in development:

11-11-04-270-012

Current use:

Glass Blowing Company in Main Building. Ancillary garage used for storage.

Proposed use:

Class A Cultivation Facility. Garage to be used for equipment and material storage & for drying and curing.

Current Zoning:

General Commercial

Legal description of property (may be attached)

OLD SID-11 11-448-587-00 YP CITY 45W-12E 90 FT OF LOT 587 Norris Western Addition

Signature

I hereby attest that the above information is accurate. I am authorized to and grant permission to the City of Ypsilanti staff to be on the subject property for the purposes of preparing staff reports and/or evaluating this application.

Date:

3-18-19

Print Name:

Craig Terrell

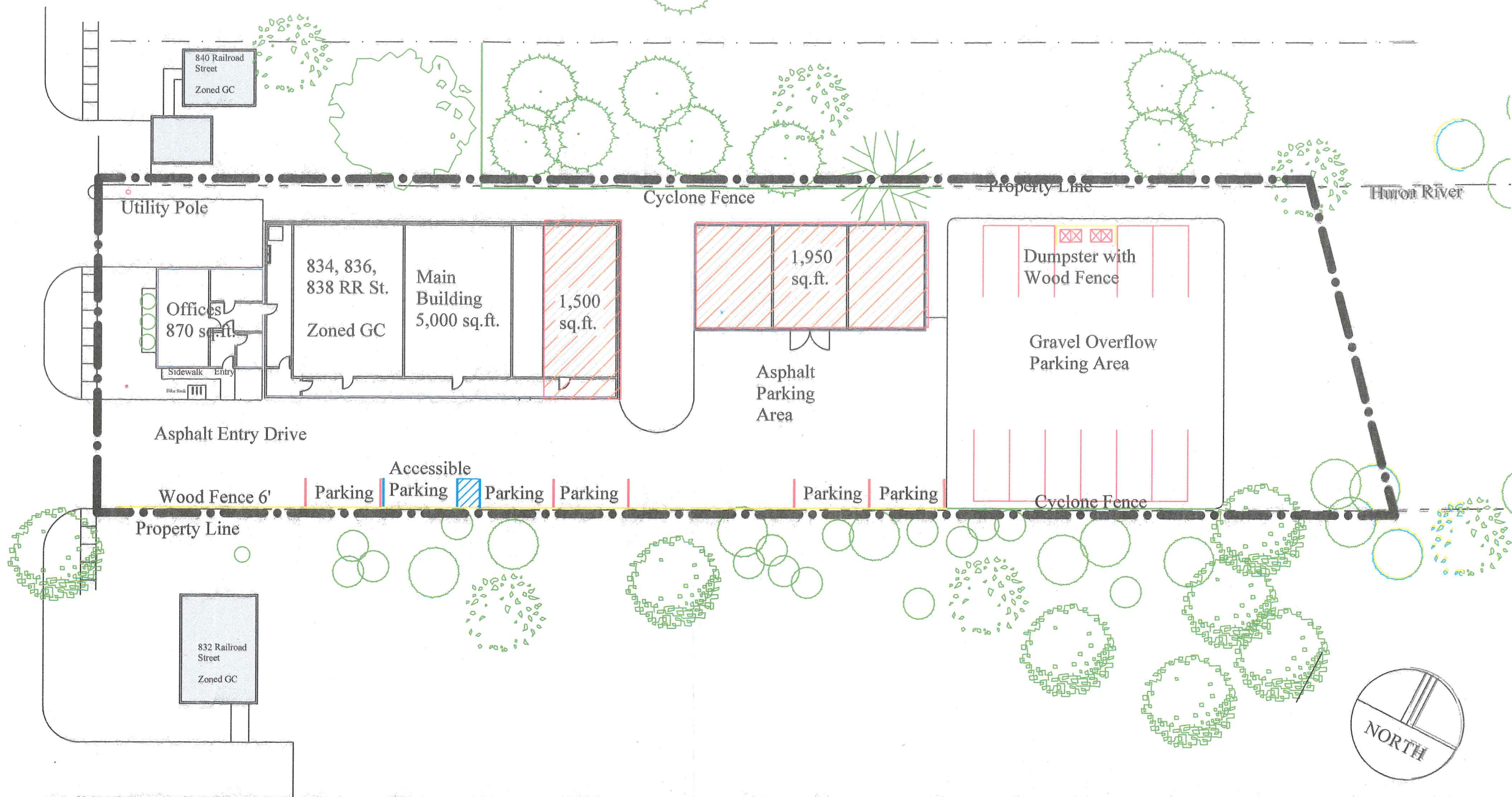
Complete the checklist on the following page before turning in your application!

FOR OFFICE USE ONLY

Date 3-18-19	Amount \$100	Cash	Check
Account: 101-4-7210-607-01 (fee)		Code: 178 Rezone	
Description of deposit:			
Signature of person receiving deposit:			

Planting
Bed

RAILROAD STREET



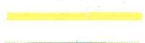
**FELEO
MANUFACTURING
STRATEGIES**

834 Railroad Street Ypsilanti, MI

SITE PLAN

**CLASS A CULTIVATION
FACILITY**

PLAN KEY

-  Special Use Permit Request for these Areas of the Site
-  Wood Fence
-  Cyclone Fence
-  Utility Pole
-  Flag Pole
-  Existing Plants

Drawn By:
CWT

Scale: 1"=30'

March 18, 2019

Sheet 1 of 1

Agenda
Planning Commission
Wednesday, 17 April 2019 – 7:00 P.M.
City Hall – Council Chambers, 1 S Huron St
Ypsilanti, MI 48197

VII. New Business

- Bylaws discussion: Conflict of Interest, attendance updates



THE RULES OF PROCEDURE AND BYLAWS

OF

THE PLANNING COMMISSION

OF

THE CITY OF YPSILANTI, MICHIGAN

As adopted, Aug 17 2011

DRAFT FOR DISCUSSION
2019-03-14

ARTICLE I – Name

The name of the Commission shall be the Planning Commission of The City of Ypsilanti, hereinafter referred to as "Commission."

ARTICLE II – Objectives

The objectives, purposes, powers, and duties of the Commission are those set forth by P.A. 33 of 2008, as amended, being the Michigan Planning Enabling Act, (M.C.L. 125.3801 et seq.), hereinafter "the Planning Act," and the administration of Chapter 122 of the City Code of Ordinances, Zoning, and all subsequent amendments thereto, in accordance with P.A. 110 of 2006, as amended, being the Michigan Zoning Enabling Act, (M.C.L. 125.3101 et seq.), hereinafter "the Zoning Act."

- Section 1. The commission shall review and act on all proposed zoning ordinances, zoning amendments, or Planned Unit Developments pursuant to the Zoning Act. At least one hearing shall be held on each proposed zoning ordinance, amendment, or Planned Unit Development, with notices given as specified in the zoning ordinance and the Zoning Act. After the hearing, action shall be in the form of a recommendation to the City Council.
- Section 2. The Commission shall review and act on all special use permit applications pursuant to the Zoning Act and zoning ordinance. At least one hearing shall be held on each special use permit.
- Section 3. The Commission shall review and act on all those site plans which the zoning ordinance requires Commission action.
- Section 4. The Commission shall not act, or otherwise hear issues on zoning ordinance interpretation, zoning map interpretation, or variances. Such matters shall be exclusively the jurisdiction of the Zoning Board of Appeals.
- Section 5. The Commission shall review and advise upon all plans of adjacent or contiguous government units, including Ypsilanti and Superior Townships, Washtenaw County, and Eastern Michigan University. This review should focus on coordination of planning between governments, including consistencies or inconsistencies between plans and consideration of matters of broader interest than the City of Ypsilanti.
- Section 6. The Commission shall review and advise upon plans for capital improvements, such as construction, expansion, removal, or vacating of public lands, buildings, or right-of-ways. This review should focus on consistency with adopted plans of the City and other governmental units. This may be done by an annual review of the City's Capital Improvement Plan prior to adoption by City Council, rather than of each project individually.

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ARTICLE III – Membership

- Section 1. Membership of the Planning Commission shall consist of nine members. Members of the Commission shall be appointed as provided for in the City Charter of the City of Ypsilanti.
- Section 2. The first priority of each member of the Commission shall be to represent and advocate what is best for the City of Ypsilanti as a whole, putting aside personal or special interests.
- Section 3. Membership of the Commission shall be representative of the entire geography of the City of Ypsilanti and of important segments of the community.

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PLANNING COMMISSION RULES OF PROCEDURE AND BYLAWS

Section 4. Each member of the Commission shall avoid conflicts of interest, including, but not limited to, deliberating on, voting on, or reviewing a case concerning the member; the immediate family or household of the member; property owned by or neighboring property owned by the member; or a corporation or partnership in which the member has an ownership, employment, or other financial interest; or when there is a reasonable appearance of a conflict of interest.

For the purposes of this section, a neighboring property shall include any property falling within the 300' notification radius described by Section 103 of the Zoning Act.

Potential conflicts of interest should be identified by the member prior to deliberation of the case. Members shall disclose, except where it violates a confidence, the general nature of the conflict, and the minutes shall so record the conflict and abstention. The member shall remove themselves from the meeting room during deliberation of the case.

Section 5. Members shall avoid *ex parte* contact about cases before the Commission whenever possible. If such contact occurs, the member shall make a report of the discussion to the Commission at the public hearing or deliberation of the case.

Section 6. Once a vote is taken and an issue is decided by vote, the duty of each member of the Commission is to accurately represent the position reflected by the outcome of the vote.

From time-to-time, or on a specific issue, the Commission may appoint a spokesperson for the Commission for all matters which occur outside of the meetings of the Commission.

Section 7. One member of the Commission may also serve on the Zoning Board of Appeals. This member shall not vote twice on the same issue, such as voting at the ZBA on an appeal of a Planning Commission decision that the member voted on.

ARTICLE IV – Officers, and Their Duties

Section 1. The officers of the Commission shall be a Chairperson and a Vice-Chairperson. Such other officers, sub-committees, etc. as are deemed necessary and advisable for the conduct of business shall be appointed as required and provided for by the Commission.

Section 2. The Chairperson shall preside at all meetings and hearings of the Commission and shall have the duties normally conferred by parliamentary usage on such officers. The Chairperson shall additionally serve as Secretary, and shall sign approved minutes of meetings, receive communications and petitions sent to the Planning Commission, and transmit proposed Master Plan amendments to neighboring communities.

Section 3. The Vice-Chairperson shall preside and exercise all of the duties of the Chairperson in their absence. Should neither the Chairperson nor the Vice-Chairperson be present at a meeting, a temporary Chairperson shall be elected by the majority vote of the members present.

Section 4. The Chairperson and the City Planner shall sign all legal documents for the Commission.

Section 5. The Commission may designate a person who is not a member of the Commission to serve as Recording Secretary. The Recording Secretary shall prepare draft minutes for review by the Commission and shall perform such other duties as may be ordered by the Commission.

Section 6. Nomination of officers shall be made from the floor at the annual organizational meeting which shall be the regular meeting in June each year, and the election shall be immediately thereafter.

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¶ Potential conflicts of interest should be identified by the member prior to deliberation of the case; if the Commission determines that a conflict exists, t

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PLANNING COMMISSION RULES OF PROCEDURE AND BYLAWS

Section 7. A candidate receiving a majority vote of the entire Commission shall be declared elected and shall serve a term of one year or until ~~their~~ successor shall take the office.

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Section 8. Vacancies in office shall be filled immediately by regular election procedures.

Section 9. The officers shall be members of the Commission.

ARTICLE V – Meetings

Section 1. All regular and special meetings, hearings, and records shall be open to the public. Meetings shall be conducted under the Open Meetings Act of the State of Michigan.

Section 2. The Commission shall hold a minimum of four regular meetings per year.

Section 3. A special meeting of the Commission may be called by the Chairperson, or the Vice-Chairperson in the event the Chairperson is unavailable, or any three (3) members of the Commission. Each member of the Commission must receive at least two days' notice as to the time, place and purpose of the meeting.

Section 4. All inquiries, applications, or matters requiring official action by the Commission shall be submitted in writing, ~~be properly drafted on official forms necessary, and contain all relevant information regarding the matter upon which the Commission is requested to act. Further, any petitioners may withdraw a petition at any time by filing a written notice of withdrawal with the City Planner.~~

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Section 5. The normal order of business at meetings shall be as follows:

1. Call to order
2. Roll call
3. Approval of minutes
4. Audience participation
5. Any business item requiring a public hearing
6. Old business
7. New business
8. Adjournment

Section 6. A quorum shall consist of a majority of the current Planning Commissioners, but no less than four (4) members.

Section 7. All proceedings, decisions and resolutions of the Commission shall be initiated by motion.

Motions made in an administrative capacity, such as rezonings, site plan reviews, and special use permits, shall include findings of facts and reasons for the Commission's action.

Section 8. An affirmative vote of a majority of those present shall be necessary to pass any motion involving the adoption or amending of plans, policy statements or recommendations to the Council.

Section 9. Voting shall be by voice vote and shall not be recorded as individual ayes or nays unless requested by a member of the Commission, in which case the Chairperson shall order the vote to be so recorded except that any member may abstain by so declaring prior to vote. An abstention may only be made in the case of a conflict of interest; it is otherwise the duty of all Commissioners present to participate in the vote.

PLANNING COMMISSION RULES OF PROCEDURE AND BYLAWS

- Section 10. Parliamentary procedure in Commission meetings shall be governed by Roberts Rules of Order, as amended. The City Planner shall act as parliamentarian during Planning Commission meetings.
- Section 11. The City Planner, City Attorney, and other officials of the City may participate in the Commission's discussion, but shall not vote, introduce motions, be counted towards quorum, or initiate any other parliamentary action.

ARTICLE VI – Procedures

- Section 1. Applications and all required supporting documentation are to be submitted by the filing deadline. Applicants are to be provided with instructions which include the deadline date. Failure to submit a complete application and/or any required component of the application or submission of an inadequate application and/or any required component of the application will result in the case being withdrawn from consideration.
- Section 2. The usual order of procedure of the public hearing shall be:
- Chair states the name of the case and explains procedure and nature of case.
 - City Planner presents the official records of the case.
 - City Planner presents staff recommendation.
 - Commission asks questions of staff.
 - Applicant presents their case.
 - Motion to open public hearing and chairperson directs that all persons present in connection therewith identify themselves by name and address. Chair explains the procedure.
 - The public are heard.
 - Closing of Public Hearing – motion to close shall require majority concurrence for each petition.
 - Discussion by Commissioners.
 - Motion and decision by Commissioners.

ARTICLE VII – Disposition and Record

- Section 1. The decision of the Commission shall take effect five (5) days from the date of determination. However, the Commission may find the immediate effect of such decision is necessary for the preservation of property or personal rights and shall certify with five (5) concurring votes or a majority vote of the members present. The applicant shall be advised of the decision in writing within five (5) days of the final hearing and decision.
- Section 2. The Commission shall keep, or cause to be kept, a permanent record of Commission meetings and decisions, which shall, at a minimum, include:
- A copy of the meeting posting pursuant to P.A. 267 of 1976, as amended, (being the Michigan Open Meetings Act, M.C.L. 15.261 et seq.).
 - A copy of the minutes, and all its attachments which shall include a summary of the meeting, in chronological sequence of occurrence.
 - Records of any action, support documents, maps, site plans, photographs, and correspondence received, attached as an appendix to the minutes.
- Section 3. The City Planner shall communicate the actions and recommendations of the Commission to the City Council and general public.

Deleted: Applications shall be made by the owner or by parties who have substantial interest and rights in the premises affected, provided that the owner consents to the request. The applicant may appear in his/her own behalf or may be represented by his/her attorney or agent at the hearing.¶
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Site inspections shall be made by the City Planner or other staff, or by members of the Commission designated to make inspections.¶

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<#>Applicant presents his/her case.¶
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Commented [BW1]: There's no particular reason to delay this. We can go next business day, or three business days (then essentially by the Friday). Five days is just a bit odd (it would be by the following Tuesday).

PLANNING COMMISSION RULES OF PROCEDURE AND BYLAWS

ARTICLE VIII – Committees

- Section 1. The Commission or Chair may establish and appoint ad hoc committees for special purposes or issues, as deemed necessary. Less than a quorum may serve on an ad hoc committee at any given time.
- Section 2. The Commission, Chair, or City Planner may establish and appoint citizen committees with the consent of the Commission. Membership can be any number, so long as less than a quorum of the Commission serves on a citizen committee at any given time. The purpose of the citizen committee is to be able to use individuals who are knowledgeable or expert in a particular issue before the Commission or to better represent various interest groups.
- Section 3. All committees are subservient to the Commission and report their recommendations to the Commission for review and action. The Commission can overrule any action of any committee.
- Section 4. The same principles of these Bylaws for the Commission also apply to all committees of the Commission, including, but not limited to, making all meetings open to the public and keeping a record of all proceedings.

Deleted: Section 4. - Whenever approval of a petition is authorized by resolution of the Commission, a building or occupancy permit shall be obtained within six (6) months from the date of this approval or failure to obtain such permit within six (6) months shall invalidate the approval.¶

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ARTICLE IX – Commission Absences

- Section 1. In order to maintain maximum participation of all appointed Commission members at all regularly scheduled meetings, the following attendance guide and Commissioner replacement policy for “excused” or “unexcused” should be implemented:
- When appointed, each Commissioner should state their willingness and intention to attend each scheduled meeting of the Commission.
 - In the event of unplanned personal matters, business trips, family vacation trips, changed job requirements, sickness, or other physical disabilities that prohibit the commissioner from attending the scheduled meeting, the Commission, professional staff of the City, or the Commission Chairperson should be notified as early as possible prior to the start hour of their inability to attend the scheduled meeting. The Commission member upon this notification will receive an “excused absence” for the involved scheduled meeting.
 - There will be a limit of three (3) consecutive “excused absences” or two (2) consecutive “unexcused absences” for any member of the Commission. If any member exceeds the above criteria for consecutive absences, the Commissioner will be recommended for dismissal unless extenuating circumstances exist.
 - If any Commission member is absent, whether excused or not, from any five (5) scheduled monthly Commission meetings, whether consecutive or not, during any one year period, the commissioner will be recommended for dismissal unless extenuating circumstances exist.
 - The recommendation for dismissal as required will be initiated by City staff and forwarded on to the City Council for official action.

Deleted: Section 1. - In order to maintain maximum participation of all appointed Planning Commission members at all regularly scheduled meetings of the Ypsilanti Planning Commission, the following attendance guide and Commissioner replacement policy for “excused” or “unexcused” should be implemented:¶

¶
<#>When appointed, each Commissioner should state his/her willingness and intention to attend each scheduled monthly meeting of the Planning Commission.¶

¶
<#>In the event of unplanned personal matters, business trips, family vacation trips, changed job requirements, sickness, or other physical disabilities that prohibit the commissioner from attending the scheduled monthly meeting; the Commission, professional staff at City Hall or the Planning Commission Chairperson should be notified as early as possible prior to the start hour of their inability to attend the scheduled meeting. The Planning Commission member upon this notification will receive an “excused absence” for the involved scheduled meeting.¶

¶
<#>There will be a limit of three (3) consecutive “absences” or two (2) consecutive “unexcused absences” for any member of the Planning Commission. If any member meets the above criteria for consecutive yearly scheduled regular meetings, the Commissioner will be canvassed and be considered for an automatic appointment nullification.¶

¶
<#>If any Planning Commission member is absent from any five (5) scheduled monthly Planning Commission meetings during any one year period, whether consecutive or not, the Commissioner is subject to an automatic appointment nullification immediately after the fifth missed meeting, whether the absences are excused or not. The Commissioner should be replaced as soon as possible by the Mayor and City Council in order to maintain the prescribed number of Planning Commission members.¶

¶
<#>The “appointment nullification” action as required will be initiated by Planning and Development Professional staff and forwarded on to the City Council for official action.¶

ARTICLE X – Miscellaneous

PLANNING COMMISSION RULES OF PROCEDURE AND BYLAWS

Section 1. These Rules may be amended or altered during a regular meeting by the affirmative vote of at least six (6) members, or a majority of those on the current roster of the Commission, provided notice of the proposed change is given to the Commission at a preceding regular meeting.

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Section 2. The provisions of these Rules shall be discussed and/or adopted or readopted by the Commission annually at their regular June meeting.

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Section 3. The Commission shall provide City Council with an annual report. This report shall include discussion of the Commission's activities, the status of any planning processes, priorities and recommendations to Council for the coming year, and any fiscal needs anticipated. This report shall be prepared prior to the preparation of the City's budget priorities.

Moved by Commissioner and Supported by Commissioner that the Rules and Regulations of the Commission be adopted as presented on .

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Agenda
Planning Commission
Wednesday, 17 April 2019 – 7:00 P.M.
City Hall – Council Chambers, 1 S Huron St
Ypsilanti, MI 48197

IX. Committee Reports

- Non-motorized Committee Report

Ypsilanti Non-Motorized Advisory Committee Meeting Minutes - Thursday, April 4, 2019, 7:00pm

1. Call to order - The meeting was called to order at 7:00pm at the Ypsilanti District Library, 229 W. Michigan Avenue. Committee members attending were Sarah Walsh, Dylan Goings and Bob Krzewinski.
2. Introductions - Audience participation - Public input – None.
3. General business
 - a. Agenda approval – Motion made by Sarah, seconded by Dylan, to approve the agenda, passing unanimously.
 - b. Approval of March meeting minutes - A motion was made by Dylan, seconded by Sarah to approve the minutes, passing unanimously.
 - c. Additional Committee member recruitment – No new updates.
4. Old & continuing business
 - a. 2019 Committee priorities
 1. City Non-Motorized Plan – Complete update – Jared indicated by email that he would have an updated draft by next week.
 2. Sidewalk curb cut inventory & improvements
 - *Top 10” list of curb cut needs and improvements* – Bob will start placing requests for curb cut improvements for the “top 10” list on Facebook neighborhood pages.
 3. Pedestrian Improvements – Signage, road markings, permanent radar speed signs at select locations, traffic calming
 - *City web page promotion - Responsive Traffic Safety Improvement Policy* – Bob will check with Bonnie Wessler in the City Planning Department for the Policy page so the Committee can start publicizing this.
 4. Bike Lanes – West Cross Street, Harriet/Spring/Factory/Maus – No update.
 5. Communication – Meeting invitations (City Council, Mayor, etc.), quarterly Non-Motorized Committee newsletter
 - *May local 3-foot passing law education drive* – Bob working on communications and planning for items in the Mayor’s first May newsletter.
 6. Non-Motorized City budget – Amount of funds for non-motorized projects, Committee involvement in disbursement decisions - No update.
 7. Bike Boulevards – No update.
 8. Border To Border Trail gap completion & improvements – The Washtenaw County Parks & Recreation Commission will hold a public input section on Trail completion in far eastern Washtenaw County with connections to Wayne County’s Lower Huron Metropark on April 11th, 7pm, at the Ypsilanti Township Civic Center.
 9. Walk Friendly Community application – Will reapply when Non-Motorized Plan updated.
 10. Sidewalk/Curb Cut snow removal promotion - No update.
 11. Events – Ypsilanti Earth Day (4/14, Cultivate, 3-7pm) – Bob and Dylan will attend representing the Non-Motorized Advisory Committee with an information table. Bob will set up a Border To Border Trail walk on 4/13 for national Trails Opening Day.
 12. Dockless bicycle/scooter policy by City – City ordinance on Shared Mobility Devices approved by City Council with Committee input.
 - b. Parkridge bike repair station (AARP grant) – Bob met with the Washtenaw Bicycling and Walking Coalition approved matching funds for a bike repair stand. Bob met with Parkridge Community Center staff and working on AARP grant for the repair station. The League of Michigan Bicyclists also have a grant that may be used for matching funds.
5. New Business
 - a. Planning Department update – No update.
 - b. May Bike-Bus-Walk Week (May 12-18), Bike-To-Work Day (May 17) – Bob will post publicity for Bike-Bus-Walk Week/Bike-To-Work Day and staff an information table at Beezy’s for Bike To Work Day.
6. Other Items – Announcements – None.
7. Adjournment - A motion was made by Sarah, seconded by Dylan, to adjourn the meeting. The motion was approved unanimously, and the meeting was adjourned at 7:40pm. The next meeting will be Thursday, May 2, 7pm at the downtown Library.

Agenda
Planning Commission
Wednesday, 17 April 2019 – 7:00 P.M.
City Hall – Council Chambers, 1 S Huron St
Ypsilanti, MI 48197

IX. Committee Reports

- Master Plan: Housing Affordability and Access Committee report

Concerned about
housing affordability
& accessibility?

Curious about
potential solutions?



The City of Ypsilanti Housing Affordability & Accessibility Committee invites you to join the conversation.

HOUSING FORUM

THURSDAY

MAY 2

6:30pm - 8:30pm

in the Riverside Arts Center Gallery
76 N Huron St, Ypsilanti 48197

Hear the committee's initial findings on housing affordability & accessibility in Ypsilanti, then share your ideas and insights in a **town hall style open forum**.

For more information, visit us at:



@ypsihousingcommittee