1. 7:00 P.M. Planning Commission January 2021 Regular Meeting

   Documents:

   01 - JANUARY 2021 AGENDA.PDF
   02 - DECEMBER 2020 MEETING MINUTES.PDF
   03 - NON-MOTORIZED ADVISORY COMMITTEE DOCUMENTS.PDF
   04 - ZONING ORDINANCE TEXT AMENDMENTS.PDF
   05 - PLANNING COMMISSION 2020 ANNUAL REPORT.PDF
   VIRTUAL MEETING PUBLIC NOTICE.PDF
   FULL PACKET.PDF

Agenda
Planning Commission - Virtual Meeting
Wednesday, January 20, 2021 – 7:00 P.M.

Please be advised that due to COVID-19, City Hall will not be open to the public. This meeting will be held electronically on a video conferencing application. The access code is posted in the Public Notice on www.cityofypsilanti.com and attached in the packet. The public may choose to participate during Audience Participation or during the Public Hearing, on the video conferencing application, or may submit e-mailed comments to aaamodt@cityofypsilanti.com by 4 pm, January 20.

I. Call to Order

II. Roll Call

Matt Dunwoodie, Chair	P	A
Jared Talaga, Vice-Chair	P	A
Eric Bettis	P	A
Mike Davis Jr.	P	A
Jessica Donnelly	P	A
Phil Hollifield	P	A
Michael Simmons	P	A

III. Approval of Minutes

- December 16, 2020 Meeting

IV. Audience Participation

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

V. Committee Reports

- Non-motorized Advisory Committee
  - Committee Reappointments
  - 2020 Annual Report
  - January 2021 Meeting Minutes

VI. Presentations and Public Hearing Items

- Zoning Ordinance Text Amendments
  - *Public Hearing*

VII. Old Business

VIII. New Business

- 2020 Planning Commission Annual Report

IX. Future Business Discussion / Updates

- Distribution of Draft Master Plan Update

X. Adjournment

MEETING MINUTES
Planning Commission - Virtual Meeting
Wednesday, December 16, 2020 – 7:00 P.M.

Please be advised that due to COVID-19, City Hall will not be open to the public. This meeting will be held electronically on a video conferencing application. The access code is posted in the Public Notice on www.cityofypsilanti.com and attached in the packet. The public may choose to participate during Audience Participation on the video conferencing application, or may submit e-mailed comments to aaamodt@cityofypsilanti.com by 4 pm, December 16.

I. Call to Order

II. Roll Call

Matt Dunwoodie, Chair	P
Jared Talaga, Vice-Chair	P
Eric Bettis	P
Mike Davis Jr.	P
Jessica Donnelly	A - Excused
Phil Hollifield	P
Heidi Jugenitz	P
Michael Simmons	A - Excused

III. Approval of Minutes

- November 18, 2020 Meeting
  Motion to approve
  Offered By: Commissioner Hollifield; Seconded By: Commissioner Davis Jr.
  Approved: Yes – 6; No – 0; Absent – 2 (Donnelly; Simmons)

IV. Audience Participation

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

V. Committee Reports

- Non-Motorized Committee
  - No meeting has been held since the last Planning Commission meeting.
  - There is a meeting scheduled for January 7th, 2021.
  - The committee will continue to work on the plan to include text reviews with the Planning Commission. There will be no major changes with maps and images.
  - The plan should be expected to be brought to Planning Commission around February or March depending on the number of changes requested at the January meeting.

- Housing Affordability and Accessibility
  - Committee presented to City Council on December 8th, 2020 during a special session on housing affordability.
  - No discussion around next steps was held at the December City Council meeting.
  - The work of the committee is complete, and the committee report can be removed from future Planning Commission agendas.

VI. Presentations and Public Hearing Items

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VII. Old Business

- Master Plan Update Draft

  City Planner Andy Aamodt mentioned the biggest additions to the Master Plan were to the sustainability aspect of the plan. There was text added to discuss climate adaptation versus mitigation and text added to discuss the importance of complete neighborhoods in the face of climate resiliency.

  The Commission made comments. A discussion was held around allowing greater density in residential neighborhoods for the sake of affordability as a goal of the Planning Commission. This was in response to the section about making corner lot duplexes permissible by-right. The Commission interpreted as corner lots being the goal instead of a step towards the goal of increasing density for the sake of affordability, which the Commission suggested to fix.

  RESOLVED BY THE CITY OF YPSILANTI PLANNING COMMISSION:
  WHEREAS, the City of Ypsilanti adopted the Shape Ypsilanti Master Plan in 2013 which establishes guiding values and policy recommendations for the City;
  WHEREAS, the Planning Commission determined in 2018 that a Master Plan update was necessary;
  WHEREAS, the Ypsilanti Sustainability Commission drafted a Sustainability Plan in which the Planning Commission subsequently determined to incorporate into the Master Plan as a full chapter;
  WHEREAS, the Citizen Committee on Housing Affordability and Accessibility drafted a Report and Recommendations;
  WHEREAS, the Ypsilanti Planning Commission has the responsibility of developing a Master Plan and any updates;
  NOW THEREFORE BE IT RESOLVED, that the Ypsilanti Planning Commission supports the Master Plan update draft as amended;
  BE IT FURTHER RESOLVED THAT the Ypsilanti Planning Commission recommend the Ypsilanti City Council formally distribute the Master Plan update for public comment.

  Master Plan update draft was amended to include clarifying text about density for the sake of affordability, and corner lot duplexes.

  Motion to approve Master Plan Update Draft as amended
  Offered By: Commissioner Davis Jr.; Seconded By: Commissioner Hollifield
  Approved: Yes – 6; No – 0; Absent – 2 (Donnelly; Simmons)

VIII. New Business

- Special Use Permit & Limited Site Plan Review: Medical marijuana provisioning center/recreational marihuana retailer at 80 Ecorse Rd.
  - Public Hearing

  City Planner Andy Aamodt presented the staff report.

  Aamodt explained that Capital Solutions Ypsilanti (also known as Green Vitality) is looking to relocate from 50 Ecorse to 80 Ecorse. The property is zoned "GC" and the lot is about 26,000 square feet and the building is about 2,700 square feet. There are currently three curb cuts and one

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of the biggest improvements would be to close one the curb cuts to eliminate conflicts. There will be a slight increase in landscaping to replace a few parking spaces and a concrete path.

Aamodt mentioned that in terms of special use provisions staff recognizes this site as generally conforming and a sufficient site to accommodate a medical and recreational marijuana retail; Ecorse is a busy road and there are not many land uses in the vicinity that would be disrupted.

Aamodt noted that the applicant is proposing a few additions in the site plan that will be beneficial to the site. The site's existing layout is fairly compliant with the current zoning ordinance.

One staff suggestion is to better separate pedestrian and vehicle traffic via a sidewalk or surfacing materials so that pedestrians can safely access the building from public sidewalk.

The applicant confirmed the to-be-closed middle curb cut will indeed be at the same level and curbing as the rest of the public sidewalk.

Staff recommended that the applicant install directional signage at the front of each access drive that differentiates delivery access versus customer access.

A lighting plan should be provided.

The applicant is providing six street trees which is an improvement to the three street trees that are currently in place. Based on calculations, it is recommended that the applicant provide one more street tree in addition to the six proposed street trees.

Johno Norian of Next Commercial Real Estate, representing the purchaser, spoke on elements of the site plan.

Jason Attisha, representing Capital Solutions Ypsilanti, spoke to include that the comments from the staff report have been discussed with his client and the changes will be made through the architect.

A discussion was held by the commission on clarifying language around lighting and dark sky compliance.

Motion to open the public hearing.
Offered By: Commissioner Jugenitz; Seconded By: Commissioner Hollifield
Approved: Yes – 6; No – 0; Absent – 2 (Donnelly; Simmons)

No public comments were made

Motion to close the public hearing.
Offered By: Commissioner Davis Jr.; Seconded By: Commissioner Jugenitz
Approved: Yes – 6; No – 0; Absent – 2 (Donnelly; Simmons)

Motion to approve the Special Use Permit for medical marijuana provisioning center and recreational marihuana retailer use at 80 Ecorse Rd with the following findings 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.

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Offered By: Commissioner Davis Jr.; Seconded By: Commissioner Hollifield
Approved: Yes – 6; No – 0; Absent – 2 (Donnelly; Simmons)

Motion to approve the Limited Site Plan for 80 Ecorse Rd with the following findings and conditions:
Findings: The application substantially complies with §122-311.
Conditions:

- *Provide at least 8 bike hoops/spaces on site, in conformance with §122-693.*
- *Provide landscaping area dimensions, along with planting type and height details, in conformance with §122-675 and §122-684.*
- *Add a sidewalk or surfacing materials to delineate where pedestrians can safely access the building from the public sidewalk.*
- *Curb and level the proposed sidewalk in the place of the former middle curb-cut.*
- *Add directional signage at the entry curb-cuts that differentiate delivery access versus customer access.*
- *Provide at least one additional street tree in front yard or fee-in-lieu.*
- *Applicant shall submit a lighting plan conforming with the provisions of §122-609.*

Offered By: Commissioner Talaga; Seconded By: Commissioner Hollifield
Approved: Yes – 6; No – 0; Absent – 2 (Donnelly; Simmons)

- Approval of 2021 Meeting Schedule
  Motion to approve 2021 meeting schedule.
  Offered By: Commissioner Davis Jr.; Seconded By: Commissioner Talaga
  Approved: Yes – 6; No – 0; Absent – 2 (Donnelly; Simmons)

IX. Future Business Discussion / Updates

- Planning Commission Vacancy

  Planning Commission has been short a commission member for some time. A reminder will be sent the City Clerk to notify City Council and the Mayor about this vacancy.

- Dissolution of Citizen Committee on Housing Affordability and Accessibility

  Committee members were aware that the committee would be dissolved after the last City Council meeting.

  Motion to dissolve the Citizen Committee on Housing Affordability and Accessibility
  Offered By: Commissioner Hollifield; Seconded By: Commissioner Jugenitz
  Approved: Yes – 6; No – 0; Absent – 2 (Donnelly; Simmons)

- Zoning Ordinance bug fix will take place to clarify terminology and language within the ordinance.

X. Adjournment

Motion to adjourn.
Offered By: Commissioner Hollifield; Seconded By: Commissioner Talaga
Approved: Yes – 6; No – 0; Absent – 2 (Donnelly; Simmons)

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City of Ypsilanti Non-Motorized Advisory Committee
Bob Krzewinski
706 Dwight Street
Ypsilanti, MI 48198
wolverbob@gmail.com - 734-218-3307

January 12, 2021

Matt Dunwoodie - Chairman
City of Ypsilanti Planning Commission
1 South Huron Street
Ypsilanti, Michigan

Dear Matt

If the following business could be approved at the January 20, 2021 Planning Commission meeting it would be appreciated.

1. Reappointment of Non-Motorized Advisory Committee Members

As per section 1.b of the by-laws of the City of Ypsilanti Non-Motorized Advisory Committee…

> "Committee members – The Committee Chairman shall select Committee members from City residents interested in serving on the Committee. Committee members will serve a two-year term of office, with Committee member appointments approved by the City of Ypsilanti Planning Commission. A Committee member's term starts on the date they are approved by the Planning Commission and expires on the last day of the month two years later."

On January 31, 2021 the terms of Dylan Going and Helen Schulte expire. Both have indicated that they would like to serve another two-year term and I would like to request that the Planning Commission reappoint them at the January 20, 2021 meeting.

2. Reappointment of Bob Krzewinski as Non-Motorized Advisory Committee Chairman

As per section 1.a of the by-laws of the City of Ypsilanti Non-Motorized Advisory Committee…

> "Officers – During January of every odd-numbered year, the Planning Commission shall appoint a Committee Chair, taking in account the recommendation of the Committee members, to serve a two-year term of office. In turn the newly appointed Committee Chair will select Committee Vice-Chair and Secretary to serve two-year terms of office.

At reflected in the January 7, 2021 Non-Motorized Advisory Committee meeting minutes, "a motion was offered by: Committee member Going; seconded by: Committee member Davis, that the Planning Commission, at its next meeting, reappoint Committee member Krzewinski as Committee Chair for another two-year term. With no further discussion, the motion was approved: Yes – 6; No – 0.

3. Non-Motorized Advisory Committee 2020 Annual Report

No Commission action needed on this document but it would be appreciated if this could be forwarded to all Commission members.

4. Non-Motorized Advisory Committee January 7, 2021 Meeting Minutes

No Commission action needed on this document but it would be appreciated if this could be forwarded to all Commission members.

Thank you for your help on this matter and if there are any questions, please contact me.

Sincerely,
Bob Krzewinski
Chair - City of Ypsilanti Non-Motorized Advisory

City Of Ypsilanti Non-Motorized Advisory Committee
2020 Annual Report

Introduction

The City of Ypsilanti Non-Motorized Advisory Committee was created out of a recommendation in the City Non-Motorized Plan and serves under the City Of Ypsilanti Planning Commission. The Committee was formed in September 2010.

The Statement of Purpose of the Committee is as follows… "The City of Ypsilanti Non-Motorized Advisory Committee, working through the Planning Commission, will work to enact recommendations of the City of Ypsilanti Non-Motorized Plan so as to offer residents increased non-motorized transportation and recreation options as well as having the Plan creating economic and quality of life incentives to the City".

Operations

While 2020 began with the Committee meeting in January at it's regular time and location (1st Thursday of the month, 7pm, Ypsilanti District Library Michigan Avenue), the February meeting was not held due to Committee member availability, followed by a March Committee meeting. April saw the COVIS-19 pandemic explode and the next meeting was held, by teleconference in June, followed by teleconference meetings in August, September and October.

2020 members of the Committee through the year (some terms ended, others began) were as follows (Committee members as of 1/1/2021 in italics)…

- *Jenny Connolly*
- *Mike Davis Jr. (also a City Of Ypsilanti Planning Commission member)*
- *Renee Echols*
- *Dylan Goings*
- *Bob Krzewinski*
- *Helen Schulte*
- Lee Stimson
- Jared Talaga (also a City Of Ypsilanti Planning Commission member)
- Sarah Walsh
- Jared Walfish

Non-Motorized Advisory Committee 2020 Actions

While the Committee worked to complete goals of the Non-Motorized Plan, as listed below, work was hampered by the pandemic.

- Public Input – The Committee's meetings always start with a public input session on the City's Non-Motorized Plan and the work of the Committee. The Committee also maintains a Facebook page offering an opportunity for additional public input.

- Committee Priorities – Normally every October and November, the Committee reviews possible priorities for the coming calendar year and finalize the list at its December meeting. The Committee priorities are then forwarded to the Planning Department and City Council. This year, due to the pandemic, when meetings were held they were on an abbreviated agenda and for the 2021 Committee priorities, the Committee voted at its October 2020 meeting to change the Committee's 2020 Priorities to read "2020-2021 Committee Priorities" with the only change being to add "Sharrows" to item 4 (Bike Lanes).

- Publicity/Outreach/Communications – Committee meetings are publicized though an official City notice by the City Clerks office as well as announcements over the Committee's Facebook page as well as through other email/Facebook pages (i.e. Bike Ypsi, Bike-Bus-Walk Ypsilanti, etc.). As of early December 2020, there are 433 "Likes" on the Non-Motorized Advisory Committee Facebook late (www.facebook.com/YpsilantiNMAC).

  While the Committee did have an information table on August 1st at annual Eastern Michigan University Bike Rodeo with bike maps and safe bicycling/walking handouts, other events that the

Continued on next page…

Committee usually appeared at were cancelled due to the pandemic. These cancellations included the Ypsilanti Earth Day Festival (April), Bike Ypsi Spring Ride (May), Parkridge Festival (August) and the downtown Halloween Festival (October). Also, besides sending reminders to neighborhood groups over social media about the City's sidewalk snow removal ordinance requirements, reminders are also sent indicating vegetation must be trimmed back so as to not block sidewalks during summer weather.

- City Meetings – Members of the Committee met with, had telephone conversations with, or had as guests at Committee meetings, staff from the Planning Department (Andy Aamodt) and Public Services (Ron Akers, Bonnie Wessler) for input and updates. Also, Committee members attended numerous City Council and Planning Commission meetings throughout 2020 to support non-motorized projects. City Council member (and Ypsi Bike Co-Op volunteer). Steve Wilcoxen, volunteered to be a City Council member liaison to the Committee.

- Snow Removal – In the winter months the Committee mounted a campaign to educate area residents, thorough social media and its Facebook page, about the need to shovel sidewalks as required by City ordinance and how to report problems using "Report An Issue" (ClickFix) on the City web page. The Committee timed media actions to that of just prior to major snowfalls with information sent to all City neighborhood groups on Facebook and NextDoor.

- City Non-Motorized Plan – The Committee continued to work with the City Planning Department to update the City's Non-Motorized Plan and expects the process to be complete in mid-2021.

- Sidewalk curb cut inventory & improvements – In June 2020, the Committee completed an initial priority list for curb cuts assembled from Committee member input, public input through social media and also site visits. The priority list was forwarded to the Public Services Department as well as the Planning Commission and City Council. The Committee is planning on updating the curb cut list annually with a deadline of June 1st.

- Bike Friendly Community & Walk Friendly Community status – The City officially became a League of American Cyclists "Bike Friendly Community "at the Bronze level in late 2017 with the award being for a four-year period. The Committee plans to start work in 2021 to apply for a renewal of its Bike Friendly Community award. The Committee plans to resubmit the Walk Friendly Community once the Non-Motorized Plan is updated.

- Bike Friendly Business program – The Committee, with the support of the Downtown Association of Ypsilanti, continued to sign up participants for a local Bike Friendly Business (BFB) program as a way to promote active and healthy lifestyles for employees and customers in the Ypsilanti area. The campaign will honor corporations, organizations, associations, government agencies or non-profit groups located in Ypsilanti that actively promotes bicycling for transportation, recreation, exercise and sport. Business participants receive a BFB window sticker and are listed on the Bike-Bus-Walk Ypsi (www.bbwypsi.org) web site.

- Bike Lanes – With the completion of bike lanes along Cross Street from the water tower west to the western City limit, the Committee has been a party in an effort initiated with the Washtenaw Bicycling & Walking Coalition to improve bicycle facilities along Cross/Prospect from Ypsilanti to Ann Arbor. An initial online meeting was held on November 16th with more meetings planned for the future.

- The Committee continues to promote, through social media to neighborhood groups, the City's "Speeding Concerns" web page - https://cityofypsilanti.com/699/Speeding-Concerns - that gives the process for citizen petitioning to have traffic calming (such as signage, pavement markings, speed bumps) on a specific street section.

- Three-Foot Passing Law – In the spring of 2020, the Committee placed basic information on the Mayors Newsletter and the Committee Facebook page about the Michigan 3-foot bicycle passing law that took effect in September 2018. The Committee plans to conduct a safe biking drive every upcoming April and May.

- I-94/Huron – Hamilton Streets Non-Motorized Projects - The Committee continued to follow these items closely as there are a fair number of pedestrians and bicyclists using Huron Street over I-94 with no dedicated non-motorized facilities.

- Bike Bus-Walk Week (Third week of May) – With the intent to have individuals try alternative transit in the hope that such modes of transportation would become a habit, in the past the Committee coordinated events during this week which included a “Ride Of Silence” (sponsored by Bike Ypsi, the Ann Arbor Bicycle Touring Society and the Ypsilanti- headquartered Program To Educate All Cyclists) starting from Recreation Park to memorialize cyclists injured or killed and urging motorists and cyclists show respect for each other. The Friday of Bike-Bus-Walk Week is also known nationally at Bike To Work Day and in the past a bike commuting station was set up that morning at Beezy’s Café by the Committee offering free bike maps, literature, coffee snacks, etc. Due to the pandemic, the local Bike-Bus-Walk Week was cancelled for 2020.

- Neighborhood Connectors (also known as “Bike Boulevards”) – The Committee is exploring designating a small number of local streets, with lower traffic volume, which pedestrians, the disabled and bicyclists are encouraged to use to travel within the City. These would be a low cost project consisting of signage and road markings.

- The Committee has pledged to work with the City Sustainably Commission on projects and areas of concern.

Ypsilanti Non-Motorized Advisory Committee Meeting Minutes
Monday, January 7, 2021

1. Call to order - The meeting was brought to order at 7:03pm by teleconference. Committee members attending were Jenny Connolly, Mike Davis Jr., Renee Echols, Dylan Goings, Bob Krzewinski, and Helen Schulte (quorum met) . Also attending were City Public Services Department Project Manager Bonnie Wessler, City Planner Andy Aamodt, and City Council member Steve Wilcoxen.

2. Introductions - Audience participation - Public input - Damien Guyton, of the Ypsilanti Wolfpack Cruiserz bicycle club, gave an update on his organization and invited everyone to the group rides in the spring.

3. General business

   - Agenda approval - Offered By: Committee member Davis; Seconded By: Committee Member Going. Approved: Yes – 6; No – 0.

   - Approval of November meeting minutes - Offered By: Committee member Schulte; Seconded By: Committee member Davis. Approved: Yes – 6; No – 0.

   - Bylaws review

     i Committee member terms review – Committee members Going and Schulte's terms expire at the end of January 2021. Both indicated they are willing to serve another term. Committee member Krzewinski will forward to the Planning Commission, for their January 20th meeting, for reappointment.

     ii Committee member recommendation for Committee Chair position to the Planning Commission at their January 20, 2021 Planning Commission meeting - As per the Committee bylaws section 1.a, "During January of every odd-numbered year, the Planning Commission shall appoint a Committee Chair, taking in account the recommendation of the Committee members, to serve a two-year term of office." After discussion, a motion was Offered By: Committee member Going; Seconded By: Committee member Davis, that the Planning Commission, at its next meeting, reappoint Committee member Krzewinski as Committee Chair for another two-year term. With no further discussion, the motion was approved: Yes – 6; No – 0. Committee member Krzewinski will forward to the Planning Commission the approved motion, for their January 20th meeting.

   - Committee Annual Report – This was reviewed by the Committee and will be forwarded to the Planning Commission as well as City Council.

4. Old & continuing business

   - 2020 Committee priorities (Abbreviated List)

     1. City Non-Motorized Plan – Committee member Davis gave a report on his work to update the City Non-Motorized Plan and a discussion was held on Chapter Four (Vision and Goals). Committee members were encouraged to continue to offer feedback with Committee member Davis continuing to work with City Staff to move forward on a complete Non-Motorized Plan update draft.

     2. Sidewalk curb cut inventory & improvements.
        - Create an annual City Curb Cut Priority List for 2021 - Committee member Krzewinski will start gathering public input for additions to the 2020 curb cut recommendation list and pass on new listings to City Public Services no later than June 1st.

     3. Pedestrian Improvements –Install permanent (i.e. solar powered) radar speed signs at locations with a high incidence of speeding – North and South Mansfield (adjacent to Washtenaw International High School) and southbound Prospect south of City limit. – Briefly discussed

4. Bike Lanes
    - Sharrows at beginning and end of bike lanes – Short discussion was held.
    - Ypsilanti to Ann Arbor bicycle route improvements – Discussed teleconference meeting on November 16, 2020 called by the Washtenaw Bicycling & Walking Coalition to improve bicycle facilities on Cross Street and Packard with Bonnie Wessler and Bob Krzewinski representing the City of Ypsilanti.

5. Communication & Education
    - Publish quarterly Non-Motorized Committee newsletter – Winter edition planned.
    - Review City Council, Planning Commission, Sustainability Commission agendas for possible Committee input at their meetings – It was noted that Ypsilanti City Council Goal Sessions will be held January 12th and 19th at 6pm with traffic speeding and sidewalks being on the agenda for discussion.
    - Sidewalk/Curb Cut vegetation (summer) and snow removal (winter) promotion by Committee – Committee sent communications out on social media to neighborhood groups reminding individuals about the City sidewalk snow removal ordinance. Also, more public education is needed on snow removal as the Public Services Department has placed a higher priority on sidewalk snow removal on City property and has acquired more sidewalk capable snow removal equipment.

6. Non-Motorized City budget – Determine yearly, non-motorized project funding amount available. Committee involvement in CIP review and non-motorized project funding disbursement decisions – Briefly discussed.

7. Neighborhood Connectors - Low-speed street which has been "optimized" for bicycle & walking traffic – Committee member Davis working on this with a draft map at https://tinyurl.com/NeighborhoodConnect

8. Border To Border (B2B) Trail gap completion and enhancement.
    - Install “State Law – Yield For Pedestrians In Crosswalk” signs at mid-block B2B Trail crossing of Cornell Street between Collegewood and Mayhew – Committee member Krzewinski will discuss this with Public Services Department.

9. Bike & Walk Friendly Communities
    - Bike Friendly Community (BFC) award recertification (current BFC award expires in November 2021) – Sub-Committee needed to start working on renewal application. Committee member Krzewinski will forward information on to Committee members.

10. Events & Community Outreach – Cold weather cycling talks. Committee member Krzewinski will contact Bike Ypsi to see if they can schedule a “get a jump on spring” teleconference in March that gives cooler weather riding advice.

11. Safe Routes To School – No updates.

5. New Business
    - Upcoming City non-motorized improvements – Forest Avenue bridge (2022), Huron River Drive (2023 – Cornell to LeForge) – Bonnie Wessler discussed items with Committee.
    - City Planning Department and Public Services Department updates – Short discussion of Washtenaw Area Transportation Study non-motorized short term demonstration project program for Ypsilanti in 2021 similar to what was done in Chelsea in 2020 - www.miwats.org/chelseapop.

6. Other Items – Announcements - Next meeting: Monday, February 15, 7pm, Zoom teleconference.

7. Adjournment - Offered By: Committee member Krzewinski; Seconded By: Committee Member Schulte: Approved: Yes – 6; No – 0. Meeting adjourned at 8:38pm.

City of Ypsilanti
Community & Economic Development Department

January 20, 2021

Staff Review
Zoning Ordinance Text Amendments

GENERAL INFORMATION

Applicant: City of Ypsilanti

Action Requested: Recommendation to City Council to approve zoning text amendments to Sections 122-422, 122-483, 122-531, and 122-682.

SUMMARY

Staff is proposing zoning ordinance text amendments for the following sections:

- R1 building height (§122-422(b)(1))
- Forecourt private frontages (§122-483)
- Home occupations (§122-531)
- Off-street parking for one- and two-family dwellings (§122-682)

The goal of these "bug fix" zoning text amendments is to make the zoning ordinance more readable and more consistent.

PROPOSED AMENDMENTS

R1 Building Height – Section 122-422(b)(1)

Existing text:

(1) Height		
Maximum height	30 feet or 2.5 stories	See exceptions in §122-613.

Proposed text:

(1) Height		
Maximum height	30 feet or 2.5 stories, whichever is shorter	See exceptions in §122-613.

Forecourt Private Frontages – Section 122-483

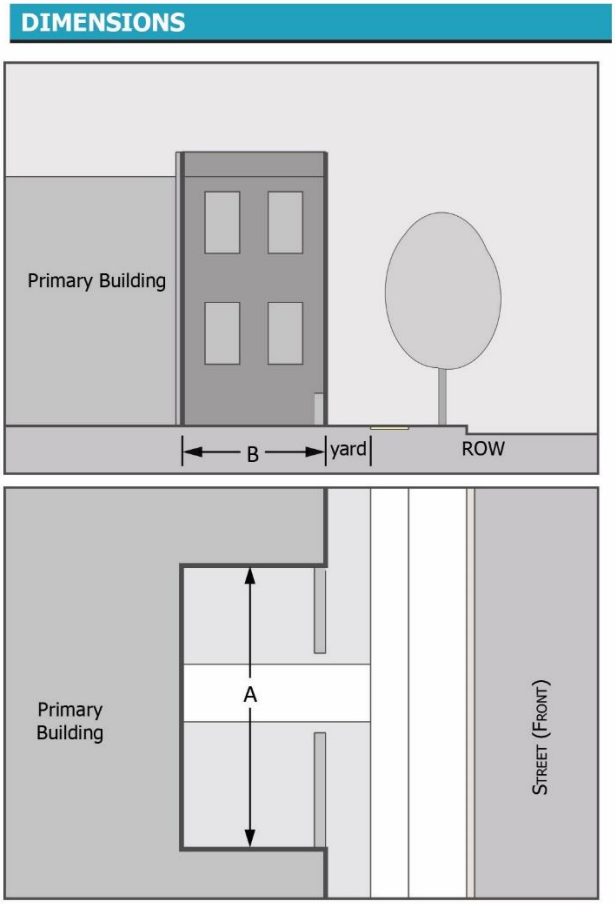
Note: This proposed amendment is in reaction to the November 30, 2020 Zoning Board of Appeals interpretation. See the meeting packet here and the action minutes here.

Existing text:

F FORECOURT

The façade is set back from the front lot line per applicable street setback requirements. A portion of the façade is recessed to form an uncovered court. The court is suitable for outdoor dining, gardens, formal entries etc.. A fence, wall, or landscaping may be used to define the private space of the court. The court may be elevated behind a retaining wall at or near the front lot line with entry steps to the court.

FORECOURT DIMENSIONS		MIN	MAX
A	Clear span width (ft)	12	--
B	Depth (ft)	12	50
YARD REQUIREMENTS			
C	Must be landscaped/pervious, with a path at least 6 feet wide connecting the building entrance to the sidewalk.		



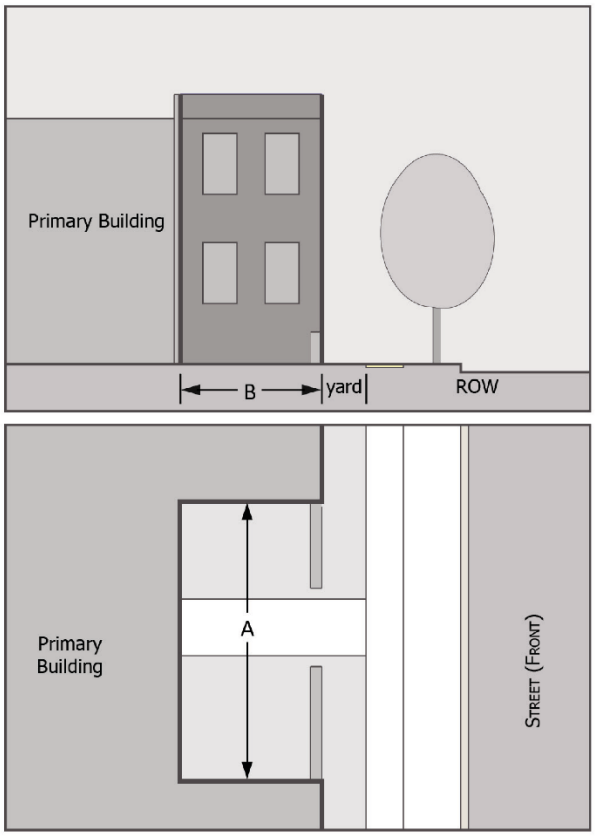
Proposed text:

F FORECOURT

The façade is set back from the front lot line per applicable street setback requirements. A portion of the façade is recessed to form an uncovered court. The court is suitable for outdoor dining, gardens, formal entries etc.. A fence, wall, or landscaping may be used to define the private space of the court. The court may be elevated behind a retaining wall at or near the front lot line with entry steps to the court. The court and building entry need not face the street, rather an open space, so long as there is a direct pedestrian connection to the public sidewalk.

FORECOURT DIMENSIONS		MIN	MAX
A	Clear span width (ft)	12	--
B	Depth (ft)	12	50
YARD REQUIREMENTS			
C	Must be landscaped/pervious, with a path at least 6 feet wide connecting the building entrance to the sidewalk.		
D	Parking surfaces shall not contribute to the forecourt dimensions (clear span width and depth).		

DIMENSIONS



Home Occupations – Section 122-531(a)

Existing text:

(a) Prohibited home occupations. The following are not permitted as home occupations: animal grooming establishments, barber shops or beauty parlors with more than one stylist or chair, medical clinics or hospitals with more than one practitioner and one non-practicing staff, commercial stables, day care centers, kennels, real estate offices, restaurants, vehicle repair or painting, retail or wholesale sales of any items stocked on the premises, landscape installation and maintenance businesses, construction contractors, snow removal, funeral homes, nursing homes, antique shops, bed and breakfast establishments, private clubs, trailer rentals, adult regulated uses, millinery and other apparel shops, veterinarian's office, clinic or hospital, any use involving the distribution of firearms or the storage of firearms intended for sale or distribution, or any use that endangers the health, safety, and welfare of any other persons residing in that area by reason of noise, noxious odors, unsanitary or unsightly conditions, fire hazards and the like. This section is not intended to prohibit offices related to the administration of construction contracting, landscaping, maintenance, or snow removal businesses.

Proposed text:

(a) Prohibited home occupations. The following are not permitted as home occupations: animal grooming establishments, barber shops or beauty parlors with more than one stylist or chair, medical clinics or hospitals with more than one practitioner and one non-practicing staff, commercial stables, day care centers, kennels, ~~real estate offices,~~ restaurants, vehicle repair or painting, retail or wholesale sales of any items stocked on the premises, landscape installation and maintenance businesses, construction contractors, snow removal, funeral homes, nursing homes, antique shops, bed and breakfast establishments, private clubs, trailer rentals, adult regulated uses, millinery and other apparel shops, veterinarian's office, clinic or hospital, any use involving the distribution of firearms or the storage of firearms intended for sale or distribution, or any use that endangers the health, safety, and welfare of any other persons residing in that area by reason of noise, noxious odors, unsanitary or unsightly conditions, fire hazards and the like. This section is not intended to prohibit offices related to the administration of construction contracting, landscaping, maintenance, or snow removal businesses.

Off-street parking for one- and two-family dwellings – Section 122-682(c)

Existing text:

(c) Surfacing. Parking areas and driveways shall be surfaced with crushed limestone or similar gravel material, or shall be hard surfaced with asphalt, concrete, or similar bonded material. Porous paving is also allowed. However, parking areas which are designed for five or more spaces must meet the requirements of §122-683. That portion of the driveway between the lot line and the public way shall be paved with concrete a minimum of six inches thick for residential occupancies. Curb cuts along state trunk lines shall comply with the requirements of the state department of transportation. All other curb cuts shall comply with adopted standards of the Department of Public Works.

Proposed text:

(c) Surfacing. Parking areas and driveways shall be surfaced with crushed limestone or similar gravel material, or shall be hard surfaced with asphalt, concrete, or similar bonded material. Porous paving is also allowed. However, parking areas which are designed for five or more spaces must meet the requirements of §122-683. That portion of the driveway between the lot line and the public way shall be paved with concrete a minimum of six inches thick for residential occupancies. Curb cuts along state trunk lines shall comply with the requirements of the state department of transportation. All other curb cuts shall comply with adopted standards of the Department of Public Works. Surfacing for parking areas and driveways shall be no closer than two feet from property lines, except where connecting to the public way.

STANDARDS FOR AMENDMENTS §122-362(a)

(a) ***Text Amendment.*** *For a change to the text of the Zoning Ordinance, the Planning Commission shall consider and the City Council may consider, whether the proposed amendment meets the following standards:*

(1) The proposed amendment is consistent with the guiding values of the Master Plan; and
(2) The rezoning is consistent with description and purpose of the proposed district, and
(3) The proposed amendment is consistent with the intent of this Zoning Ordinance; and
(4) The proposed amendment will enhance the functionality, transportation network or character of the future development in the City; and
(5) The proposed amendment will preserve the historic nature of the surrounding area and of the City; and
(6) The proposed amendment will enhance the natural features and environmental sustainability of the City; and
(7) The proposed amendment will protect the health, safety, and general welfare of the public; or
(8) The proposed amendment is needed to correct an error or omission in the original text; or
(9) The proposed amendment will address a community need in physical or economic conditions or development practices; and
(10)The proposed amendment will not result in the creation of significant nonconformities in the City.

Staff believes these modifications to the zoning ordinance appropriately follow these standards.

STAFF RECOMMENDATION

Staff recommends the Planning Commission recommend ***approval*** of the proposed text amendments to Chapter 122 sections 122-422, 122-483, 122-531, and 122-682, with the following findings:

(1) The proposed amendment is consistent with the guiding values of the Master Plan;
(2) The proposed amendment is consistent with the intent of this Zoning Ordinance;
(3) The proposed amendment will enhance the functionality, transportation network or character of the future development in the City;
(4) The proposed amendment will preserve the historic nature of the surrounding area and of the City;
(5) The proposed amendment will enhance the natural features and environmental sustainability of the City;
(6) The proposed amendment will protect the health, safety, and general welfare of the public;
(7) The proposed amendment is needed to correct an error or omission in the original text;
(8) The proposed amendment will address a community need in physical or economic conditions or development practices;
(9) The proposed amendment will not result in the creation of significant nonconformities in the City;

Andy Aamodt
City Planner, City of Ypsilanti

c.c. File

City of Ypsilanti
Community and Economic Development
January 2021

2020 Annual Report
Ypsilanti Planning Commission

INTRODUCTION

The Planning Commission of the City of Ypsilanti is governed by the Michigan Planning Enabling Act, State of Michigan Public Act 33 of 2008, and by the City of Ypsilanti's Zoning Ordinance.

In 2020, the Planning Commission's membership was as follows:

Matt Dunwoodie (chair)
Jared Talaga (vice-chair)
Eric Bettis
Jessica Donnelly
Phil Hollifield
Michael Simmons
Mike Davis Jr.
Heidi Jugenitz (resigned December 2020)
Michael Borsellino (resigned July 2020)

Under the Planning Enabling Act, the Commission must provide an annual report to City Council, as the legislative body of the City. This report discusses,

1. The operations of the Commission during the past year
2. The status of any on-going planning activities
3. Recommendations to the legislative body related to planning and development

PLANNING COMMISSION OPERATIONS

The Planning Commission held twelve total meetings during 2020 which moved to a virtual platform once the state and city were affected by the COVID-19 pandemic. Two meetings had been cancelled. One meeting was a special meeting, and one meeting was a special joint meeting with the Sustainability Commission. Overall, Planning Commission acted on 31 items in 2020.

Applications

The Commission reviewed 13 site plan review applications- three as full site plan reviews and ten as limited site plan reviews. The Commission also reviewed 12 special use permit applications. All site plan review and special use permit applications were eventually approved; a few were tabled first for more information or clarity before being approved.

There were three zoning text amendments. Two were applied for by members of the public, one was applied for by the City. One zoning text amendment was recommended for denial; City Council subsequently denied the amendment as well. The other two were recommended for approval and were ultimately adopted by City Council. These involved updates to the medical and recreational marijuana portions of the zoning ordinance, to streamline provisions and make the ordinance more readable.

Special Planning Topics and Master Plan

The special planning topics included the Housing Affordability and Accessibility Report & Recommendations and the Sustainability Plan. Both of these topics were incorporated into the initial draft Master Plan update, which was recommended to City Council in December.

Planning Commission's Housing Affordability and Accessibility subcommittee and Non-Motorized Advisory subcommittee continued to meet throughout 2020.

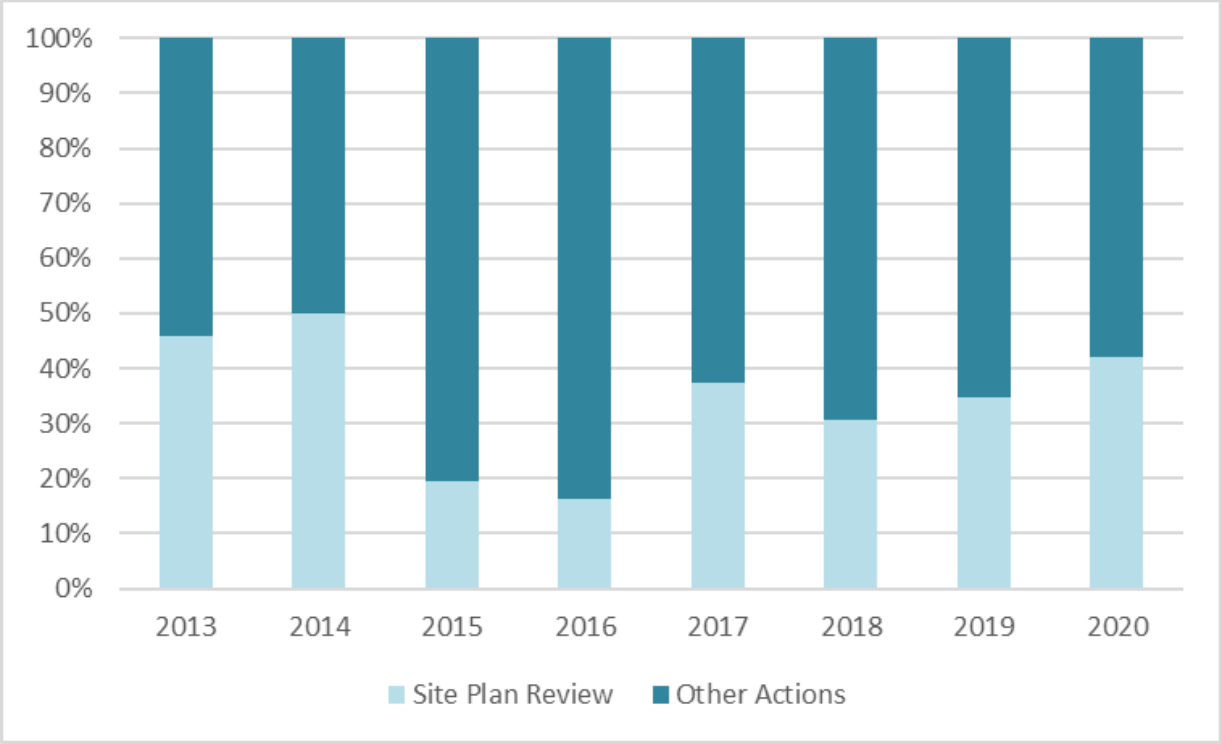
Bylaws
The bylaws were amended twice. One amendment clarified conflict of interest rules, and the other amendment updated the order of the meeting agenda.

Included in this year's annual report is the implementation matrix from the 2013 Master Plan. Note that the Master Plan is currently being updated.

Figure 1: Planning Commission Applications by Type (past seven years)

	2014	2015	2016	2017	2018	2019	2020
Site Plan Review	9	7	5	6	12	8	13
Approved Site Plan Amendment	1	--	--	2	1	1	--
Special Use Permit	2	6	5	1	11	5	12
Zoning Map Amendment	1	1	2	1	4	--	--
Zoning Text Amendment	1	2	5	1	8	4	3
Master plan amendment	--	--	--	--	--	--	1
Planned unit development	--	2	1	1	1	--	--
Amend approved PUD	--	--	--	--	--	--	--
Alley/Street closure/Vacation	2	--	2	--	--	--	--
Change in non-conforming use	--	--	1	--	--	--	--
Capital Improvements Reviews	2	3	3	1	1	4	--
Special topic planning (begins 2010)	--	--	--	3	1	--	2
Study item (begins 2010)	--	7	1	--	--	--	--
Conditional Rezoning	--	--	--	--	--	1	--
Modification of Sign Standards (begins 2012, ends 2016)	--	1	--	--	--	--	--
Special Use Revocation (begins 2015)	--	1	--	--	--	--	--
Designation of Special Nonconforming Status (begins 2015)	--	6	6	1	--	--	--
Total Applications / Deliberations	**18**	**36**	**31**	**17**	**39**	**23**	**31**

Figure 2: Planning Commission Actions by Year (percent)



Master Plan Implementation Matrix

These goals and their matrices are taken directly from the Master Plan, adopted Oct 2013.

Capital Improvements Plan = CIP; Zoning Ordinance = ZO

Key		Action	Timeframe	Location	Safety	Diversity	Equity	Enviro	Economy	Primary Mechanism	Completion or Benchmark Date	Next Steps
Center	C1	Building standards for centers that preserve the architecture	2014-2015	All Centers	■	■	■		■	Zoning Ordinance	Ordinance passed 2014	Completed
	C2	Allow renewable energy facilities on all buildings	2014-2015	All Centers				■	■	Zoning Ordinance	Ordinance passed 2014	Completed
	C3	Continue and expand the numbers, types of festivals and events	Ongoing	All Centers		■			■	Convention & Visitors Bureau (event attraction, destination marketing) Special Events policy (enabling)		Ongoing
	C4	Finish upper stories	Ongoing	All Centers		■	■	■	■	Zoning Ordinance (enable private investment) DDA (business & investment attraction)	Ordinance passed 2014 MEDC façade grant 2018	Ongoing- ZO completed. DDA ongoing efforts
	C5	Maintain and expand transportation options	Ongoing	Downtown	■		■	■	■	Capital Improvements Plan Zoning Ordinance (require last-mile infrastructure)	Capital Improvements Plan adopted 2015 Zoning Ordinance passed 2014	Ongoing

Key		Action	Timeframe	Location	Safety	Diversity	Equity	Enviro	Economy	Primary Mechanism	Completion or Benchmark Date	Next Steps
	C6	Draft a business attraction plan for Downtown, Depot Town and Cross St	2014-2019	All Centers						DDA	RRC Certification obtained 2015	Ongoing
	C7	Encourage business and event activity during the day and evening	2014-2019	All Centers						Zoning Ordinance (encourage mix of uses) DDA (business development)	Ordinance passed 2014	Ongoing
	C8	Create a marketing campaign for the City of Ypsilanti	1-5 Years	All Center						Convention & Visitors Bureau	Community Tourism Action Plan adopted 2014	Ongoing- Update CTAP 2019. Also, City is working on Marketing Plan.
	C9	Build curbless "festival" street on Washington	2014-2019	Downtown						Capital Improvements Plan	Capital Improvements Plan adopted 2015	CIP annual update/review
	C10	Use vacant storefronts for temporary retail uses	2014-2019	Downtown						DDA (landlord outreach)	Ordinance passed 2014	Ongoing
	C11	Permanent year-round home for Downtown Farmer's Market	1-5 Years	Downtown						Zoning Ordinance (enabling) DDA (attraction)	Downtown Farmers' Market established 2016	Completed
	C12	Permanent year-round home for Depot Town Farmer's Market	1-5 Years	Depot Town						Zoning Ordinance (enabling) DDA (attraction)		Ongoing
	C13	Install a wayfinding system	1-10 Years	All Centers						Convention & Visitor's Bureau	Complete, 2017	Completed
	C14	Increase walkability (2-way streets & raised intersections)	2014-2024	Downtown						MDOT coordination (20-year	Capital Improvements	Capacity reduction planning 2019-2022

Key	Action	Timeframe	Location	Safety	Diversity	Equity	Enviro	Economy	Primary Mechanism	Completion or Benchmark Date	Next Steps
									horizon) Capital Improvements Plan	Plan adopted 2015	
C15	Curbless "festival" street on River and Cross Street	2014-2024	Depot Town						Capital Improvements Plan	Capital Improvements Plan adopted 2015	Funding
C16	Create a public space at new train station	2014-2024	Depot Town						Capital Improvements Plan	Capital Improvements Plan adopted 2015 Proposed Amtrak Stop Feasibility Study completed 2018	Ongoing- Applied for CRISI (Consolidated Rail Infrastructure and Safety Improvements) grant but was not awarded grant.
C17	Separate Cross and Washtenaw	2014-2024	Cross Street						Capital Improvements Plan	Capital Improvements Plan adopted 2015	Capacity reduction, 2-way conversion
C18	Create a "front door" for EMU with reconfiguration of Cross and Washtenaw	2014-2024	Cross Street						MDOT coordination Capital Improvements Plan	Capital Improvements Plan adopted 2015	Capacity reduction, 2-way conversion
N1	Continue and increase rental inspections and enforcement	Ongoing	All neighborhoods						Building Department		Ongoing
N2	Assist continuation and expansion of EMU Live Ypsi program	Ongoing	All neighborhoods							Program continuing	Ongoing

Key		Action	Timeframe	Location	Safety	Diversity	Equity	Enviro	Economy	Primary Mechanism	Completion or Benchmark Date	Next Steps
Neighborhoods	N3	Plan and zone for range of housing typologies for the needs of all ages and abilities	Ongoing	All neighborhoods	■	■			■	Zoning Ordinance	Ordinance passed 2014	Completed
	N4	Streamline multiple-family living arrangements into categories based on number of units and form, instead of use	2014-2015	All neighborhoods		■	■		■	Zoning Ordinance	Ordinance passed 2014	Completed
	N5	Continue home-based entrepreneurship	2014-2015	All neighborhoods		■	■		■	Zoning Ordinance (enable)	Complete	Completed
	N6	Regulate the form of buildings to preserve the character of neighborhoods	2014-2015	All neighborhoods		■	■		■	Zoning Ordinance	Complete	Completed
	N7	Preserve the character of the area by using regulations on street type, building type as well as use	2014-2015	Central neighborhoods	■	■	■	■	■	Zoning Ordinance, Engineering Standards	Complete	Completed
	N8	Regulations of the variety of housing types, uses and lot sizes will be calibrated to the existing patterns	2014-2015	Central neighborhoods		■			■	Zoning Ordinance	Complete	Completed
	N9	Limit uses to predominantly single-family residential uses in areas with small	2014-2015	Outlying neighborhoods	■	■			■	Zoning Ordinance	Complete	Completed

Key		Action	Timeframe	Location	Safety	Diversity	Equity	Enviro	Economy	Primary Mechanism	Completion or Benchmark Date	Next Steps
		houses, suited for only single-family use										
	N10	Create 'Eco-Districts' in neighborhood parks	2014-2024	All neighborhoods						Zoning Ordinance (enable); Parks Plan > Capital Improvements Plan (planning & Execution)		Ongoing
Corridor	Co1	Designate the appropriate building form for each corridor based on existing patterns and vision for that corridor	2014-2015	All corridors						Zoning Ordinance	Complete	Completed
	Co2	Retain the mix of uses within each corridor but allow them throughout the area	2014-2015	All corridors						Zoning Ordinance	Complete	Completed
	Co3	Reinforce the preservation of historic buildings	2014-2015	Historic corridors						Zoning Ordinance; Historic District ordinance	Complete	Ongoing
	Co4	Maintain River Street as a historic boulevard	2014-2015	Historic corridors						Zoning Ordinance, Capital Improvements Plan		Ongoing
	Co5	Require a pedestrian-friendly building form while allowing a mix of uses for both students and	2014-2015	General corridors						Zoning Ordinance		Ongoing

Key		Action	Timeframe	Location	Safety	Diversity	Equity	Enviro	Economy	Primary Mechanism	Completion or Benchmark Date	Next Steps
		residents along Huron River Dr, LeForge & Railroad corridors										
	Co6	Coordinate regulations for Washtenaw with the County Re-Imagine Washtenaw Ave Plan	2014-2015	General corridors						Zoning Ordinance	Ongoing	Ongoing
	Co7	Restore Harriet St as the Main St of adjacent neighborhoods	2014-2015 for ZO / 2014-2024 years for street improvements	General corridors						Zoning Ordinance, Capital Improvements Plan	Ordinance passed 2014, ongoing	Ongoing
	Co8	Restore two-way function to Cross, Huron and Hamilton Streets	2014-2024	Historic corridors						MDOT Coordination Capital Improvements Plan	Capital Improvements Plan adopted 2015	Capacity/lane reduction project
District Areas	D1	Update regulations to create walkable areas at the border of the City and EMU campus	2014-2015	EMU						Zoning Ordinance	Complete	Completed
	D2	Create regulations that support the existing building form but assure access by all modes of transportation	2014-2015	Health & Human Services						Zoning Ordinance	Complete	Completed
	D3	Allow renewable energy facilities, such as solar panels, on industrial land	2014-2015	Job Districts						Zoning Ordinance	Complete	Completed
	D4	Reduce the minimum lot size and width in	2014-2015	Job Districts						Zoning Ordinance	Complete	Completed

Key		Action	Timeframe	Location	Safety	Diversity	Equity	Enviro	Economy	Primary Mechanism	Completion or Benchmark Date	Next Steps
		the industrial park to create more opportunity										
	D5	Align economic development incentives and programs to encourage emerging sectors that align with the Guiding Values and the employment potential of residents	1-5 years	All Districts							In Progress	Ongoing
	D6	Create "Welcome to Ypsilanti" packages for new EMU students, including web version	1-5 years	EMU						Website & PDF Authorship?		Package creation
	D7	Encourage use or redevelopment of unused parking lots	2014-2019	HHS & Job Districts						Zoning Ordinance (enable)	Complete	Completed
	D8	Create a 'front door' for EMU in the area created by the reconfiguration of Cross and Washtenaw	2014-2024	EMU						MDOT coordination Capital Improvements Plan		Capacity reduction & conversion to 2-way
General	G1	Establish "Aging in Place" programs	2014-2019	All neighborhoods						Zoning Ordinance (enable), Capital Improvements Plan (accessibility)	Ordinance passed 2014, Capital Improvements Plan 2015	Ongoing

LOOKING FORWARD

At the end of 2020, these planning projects remain in progress:

- An update to the Master Plan is currently taking place. Plan update was distributed for public comment. Planning Commission public hearing for Plan will likely be at April 2021 meeting.
- Year 2020 goals included housing affordability and accessibility; housing density; sustainability planning; non-motorized transportation; traffic on Hamilton, Huron, and Washtenaw; Water Street; 220 N. Park; 206-210 N. Washington; and general implementation updates. These continue to be priorities going into 2021.
- The Planning Commission will continue to provide review of the annual Capital Improvements Plan prior to adoption by City Council, per state act.

ACTION

Staff recommends Planning Commission **approve** the 2020 annual report and its transmittal to City Council.

PUBLIC NOTICE
CITY OF YPSILANTI
PLANNING COMMISSION MEETING – VIRTUAL MEETING

The Ypsilanti Planning Commission will hold a virtual meeting on Wednesday, January 20, 2021 at 7 p.m.

The Planning Commission meeting is being held virtually in order to prevent the spread of COVID-19.

The meeting can be attended through the below link, or through the below toll free numbers.

January 20, 2021 Planning Commission Meeting Virtual Access Link

https://us02web.zoom.us/j/88910794650?pwd=THBWRXpUSnd3MnV0N1pyb3V3eHkyQT09

When prompted, enter **Passcode**: 297162

When prompted, enter **Meeting ID**: 889 1079 4650

January 20, 2021 Planning Commission Meeting Toll Free Phone Number Access

877 853 5257 US Toll-free
888 475 4499 US Toll-free

When prompted, enter the **Meeting ID**: 889 1079 4650, followed by the **Passcode:** 297162, followed by #, press # again to be connected.

The public will be able to make comment during *Audience Participation* or during the public hearing. To address the Planning Commission, meeting participants will need to "raise their hand" to indicate they want to speak.

To raise your hand while participating online, click the "Raise Hand" icon at the bottom of the Zoom Screen or press *9 via phone. After you raise your hand you will be informed when it is your turn to speak, and your microphone will be unmuted at that time. Your microphone will be muted again when you have finished your comments or when your speaking time has expired.

Instructions for Persons with Disabilities

Persons with disabilities who need accommodations to effectively participate in the meeting should contact the City Clerk, Andrew Hellenga at ahellenga@cityofypsilanti.com by 5:00 p.m. on the day before the meeting to request assistance. Closed Captions will be provided during the meeting.

City Clerk's Office
One South Huron Street
Ypsilanti, Michigan 48197
(734) 483-1100

Andrew Hellenga
City Clerk
Posted: January 15, 2021

Agenda
Planning Commission - Virtual Meeting
Wednesday, January 20, 2021 – 7:00 P.M.

Please be advised that due to COVID-19, City Hall will not be open to the public. This meeting will be held electronically on a video conferencing application. The access code is posted in the Public Notice on www.cityofypsilanti.com and attached in the packet. The public may choose to participate during Audience Participation or during the Public Hearing, on the video conferencing application, or may submit e-mailed comments to aaamodt@cityofypsilanti.com by 4 pm, January 20.

I. Call to Order

II. Roll Call

Matt Dunwoodie, Chair	P	A
Jared Talaga, Vice-Chair	P	A
Eric Bettis	P	A
Mike Davis Jr.	P	A
Jessica Donnelly	P	A
Phil Hollifield	P	A
Michael Simmons	P	A

III. Approval of Minutes

- December 16, 2020 Meeting

IV. Audience Participation

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

V. Committee Reports

- Non-motorized Advisory Committee
  - Committee Reappointments
  - 2020 Annual Report
  - January 2021 Meeting Minutes

VI. Presentations and Public Hearing Items

- Zoning Ordinance Text Amendments
  - *Public Hearing*

VII. Old Business

VIII. New Business

- 2020 Planning Commission Annual Report

IX. Future Business Discussion / Updates

- Distribution of Draft Master Plan Update

X. Adjournment

MEETING MINUTES
Planning Commission - Virtual Meeting
Wednesday, December 16, 2020 – 7:00 P.M.

Please be advised that due to COVID-19, City Hall will not be open to the public. This meeting will be held electronically on a video conferencing application. The access code is posted in the Public Notice on www.cityofypsilanti.com and attached in the packet. The public may choose to participate during Audience Participation on the video conferencing application, or may submit e-mailed comments to aaamodt@cityofypsilanti.com by 4 pm, December 16.

I. Call to Order

II. Roll Call

Matt Dunwoodie, Chair	P
Jared Talaga, Vice-Chair	P
Eric Bettis	P
Mike Davis Jr.	P
Jessica Donnelly	A - Excused
Phil Hollifield	P
Heidi Jugenitz	P
Michael Simmons	A - Excused

III. Approval of Minutes

- November 18, 2020 Meeting
  Motion to approve
  Offered By: Commissioner Hollifield; Seconded By: Commissioner Davis Jr.
  Approved: Yes – 6; No – 0; Absent – 2 (Donnelly; Simmons)

IV. Audience Participation

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

V. Committee Reports

- Non-Motorized Committee
  - No meeting has been held since the last Planning Commission meeting.
  - There is a meeting scheduled for January 7th, 2021.
  - The committee will continue to work on the plan to include text reviews with the Planning Commission. There will be no major changes with maps and images.
  - The plan should be expected to be brought to Planning Commission around February or March depending on the number of changes requested at the January meeting.

- Housing Affordability and Accessibility
  - Committee presented to City Council on December 8th, 2020 during a special session on housing affordability.
  - No discussion around next steps was held at the December City Council meeting.
  - The work of the committee is complete, and the committee report can be removed from future Planning Commission agendas.

VI. Presentations and Public Hearing Items

DRAFT

VII. Old Business

- Master Plan Update Draft

  City Planner Andy Aamodt mentioned the biggest additions to the Master Plan were to the sustainability aspect of the plan. There was text added to discuss climate adaptation versus mitigation and text added to discuss the importance of complete neighborhoods in the face of climate resiliency.

  The Commission made comments. A discussion was held around allowing greater density in residential neighborhoods for the sake of affordability as a goal of the Planning Commission. This was in response to the section about making corner lot duplexes permissible by-right. The Commission interpreted as corner lots being the goal instead of a step towards the goal of increasing density for the sake of affordability, which the Commission suggested to fix.

  RESOLVED BY THE CITY OF YPSILANTI PLANNING COMMISSION:
  WHEREAS, the City of Ypsilanti adopted the Shape Ypsilanti Master Plan in 2013 which establishes guiding values and policy recommendations for the City;
  WHEREAS, the Planning Commission determined in 2018 that a Master Plan update was necessary;
  WHEREAS, the Ypsilanti Sustainability Commission drafted a Sustainability Plan in which the Planning Commission subsequently determined to incorporate into the Master Plan as a full chapter;
  WHEREAS, the Citizen Committee on Housing Affordability and Accessibility drafted a Report and Recommendations;
  WHEREAS, the Ypsilanti Planning Commission has the responsibility of developing a Master Plan and any updates;
  NOW THEREFORE BE IT RESOLVED, that the Ypsilanti Planning Commission supports the Master Plan update draft as amended;
  BE IT FURTHER RESOLVED THAT the Ypsilanti Planning Commission recommend the Ypsilanti City Council formally distribute the Master Plan update for public comment.

  Master Plan update draft was amended to include clarifying text about density for the sake of affordability, and corner lot duplexes.

  Motion to approve Master Plan Update Draft as amended
  Offered By: Commissioner Davis Jr.; Seconded By: Commissioner Hollifield
  Approved: Yes – 6; No – 0; Absent – 2 (Donnelly; Simmons)

VIII. New Business

- Special Use Permit & Limited Site Plan Review: Medical marijuana provisioning center/recreational marihuana retailer at 80 Ecorse Rd.
  - Public Hearing

  City Planner Andy Aamodt presented the staff report.

  Aamodt explained that Capital Solutions Ypsilanti (also known as Green Vitality) is looking to relocate from 50 Ecorse to 80 Ecorse. The property is zoned "GC" and the lot is about 26,000 square feet and the building is about 2,700 square feet. There are currently three curb cuts and one

DRAFT

of the biggest improvements would be to close one the curb cuts to eliminate conflicts. There will be a slight increase in landscaping to replace a few parking spaces and a concrete path.

Aamodt mentioned that in terms of special use provisions staff recognizes this site as generally conforming and a sufficient site to accommodate a medical and recreational marijuana retail; Ecorse is a busy road and there are not many land uses in the vicinity that would be disrupted.

Aamodt noted that the applicant is proposing a few additions in the site plan that will be beneficial to the site. The site's existing layout is fairly compliant with the current zoning ordinance.

One staff suggestion is to better separate pedestrian and vehicle traffic via a sidewalk or surfacing materials so that pedestrians can safely access the building from public sidewalk.

The applicant confirmed the to-be-closed middle curb cut will indeed be at the same level and curbing as the rest of the public sidewalk.

Staff recommended that the applicant install directional signage at the front of each access drive that differentiates delivery access versus customer access.

A lighting plan should be provided.

The applicant is providing six street trees which is an improvement to the three street trees that are currently in place. Based on calculations, it is recommended that the applicant provide one more street tree in addition to the six proposed street trees.

Johno Norian of Next Commercial Real Estate, representing the purchaser, spoke on elements of the site plan.

Jason Attisha, representing Capital Solutions Ypsilanti, spoke to include that the comments from the staff report have been discussed with his client and the changes will be made through the architect.

A discussion was held by the commission on clarifying language around lighting and dark sky compliance.

Motion to open the public hearing.
Offered By: Commissioner Jugenitz; Seconded By: Commissioner Hollifield
Approved: Yes – 6; No – 0; Absent – 2 (Donnelly; Simmons)

No public comments were made

Motion to close the public hearing.
Offered By: Commissioner Davis Jr.; Seconded By: Commissioner Jugenitz
Approved: Yes – 6; No – 0; Absent – 2 (Donnelly; Simmons)

Motion to approve the Special Use Permit for medical marijuana provisioning center and recreational marihuana retailer use at 80 Ecorse Rd with the following findings 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.

DRAFT

Offered By: Commissioner Davis Jr.; Seconded By: Commissioner Hollifield
Approved: Yes – 6; No – 0; Absent – 2 (Donnelly; Simmons)

Motion to approve the Limited Site Plan for 80 Ecorse Rd with the following findings and conditions:
Findings: The application substantially complies with §122-311.
Conditions:

- *Provide at least 8 bike hoops/spaces on site, in conformance with §122-693.*
- *Provide landscaping area dimensions, along with planting type and height details, in conformance with §122-675 and §122-684.*
- *Add a sidewalk or surfacing materials to delineate where pedestrians can safely access the building from the public sidewalk.*
- *Curb and level the proposed sidewalk in the place of the former middle curb-cut.*
- *Add directional signage at the entry curb-cuts that differentiate delivery access versus customer access.*
- *Provide at least one additional street tree in front yard or fee-in-lieu.*
- *Applicant shall submit a lighting plan conforming with the provisions of §122-609.*

Offered By: Commissioner Talaga; Seconded By: Commissioner Hollifield
Approved: Yes – 6; No – 0; Absent – 2 (Donnelly; Simmons)

- Approval of 2021 Meeting Schedule
  Motion to approve 2021 meeting schedule.
  Offered By: Commissioner Davis Jr.; Seconded By: Commissioner Talaga
  Approved: Yes – 6; No – 0; Absent – 2 (Donnelly; Simmons)

IX. Future Business Discussion / Updates

- Planning Commission Vacancy

  Planning Commission has been short a commission member for some time. A reminder will be sent the City Clerk to notify City Council and the Mayor about this vacancy.

- Dissolution of Citizen Committee on Housing Affordability and Accessibility

  Committee members were aware that the committee would be dissolved after the last City Council meeting.

  Motion to dissolve the Citizen Committee on Housing Affordability and Accessibility
  Offered By: Commissioner Hollifield; Seconded By: Commissioner Jugenitz
  Approved: Yes – 6; No – 0; Absent – 2 (Donnelly; Simmons)

- Zoning Ordinance bug fix will take place to clarify terminology and language within the ordinance.

X. Adjournment

Motion to adjourn.
Offered By: Commissioner Hollifield; Seconded By: Commissioner Talaga
Approved: Yes – 6; No – 0; Absent – 2 (Donnelly; Simmons)

DRAFT

City of Ypsilanti Non-Motorized Advisory Committee
Bob Krzewinski
706 Dwight Street
Ypsilanti, MI 48198
wolverbob@gmail.com - 734-218-3307

January 12, 2021

Matt Dunwoodie - Chairman
City of Ypsilanti Planning Commission
1 South Huron Street
Ypsilanti, Michigan

Dear Matt

If the following business could be approved at the January 20, 2021 Planning Commission meeting it would be appreciated.

1. Reappointment of Non-Motorized Advisory Committee Members

As per section 1.b of the by-laws of the City of Ypsilanti Non-Motorized Advisory Committee…

> "Committee members – The Committee Chairman shall select Committee members from City residents interested in serving on the Committee. Committee members will serve a two-year term of office, with Committee member appointments approved by the City of Ypsilanti Planning Commission. A Committee member's term starts on the date they are approved by the Planning Commission and expires on the last day of the month two years later."

On January 31, 2021 the terms of Dylan Going and Helen Schulte expire. Both have indicated that they would like to serve another two-year term and I would like to request that the Planning Commission reappoint them at the January 20, 2021 meeting.

2. Reappointment of Bob Krzewinski as Non-Motorized Advisory Committee Chairman

As per section 1.a of the by-laws of the City of Ypsilanti Non-Motorized Advisory Committee…

> "Officers – During January of every odd-numbered year, the Planning Commission shall appoint a Committee Chair, taking in account the recommendation of the Committee members, to serve a two-year term of office. In turn the newly appointed Committee Chair will select Committee Vice-Chair and Secretary to serve two-year terms of office.

At reflected in the January 7, 2021 Non-Motorized Advisory Committee meeting minutes, "a motion was offered by: Committee member Going; seconded by: Committee member Davis, that the Planning Commission, at its next meeting, reappoint Committee member Krzewinski as Committee Chair for another two-year term. With no further discussion, the motion was approved: Yes – 6; No – 0.

3. Non-Motorized Advisory Committee 2020 Annual Report

No Commission action needed on this document but it would be appreciated if this could be forwarded to all Commission members.

4. Non-Motorized Advisory Committee January 7, 2021 Meeting Minutes

No Commission action needed on this document but it would be appreciated if this could be forwarded to all Commission members.

Thank you for your help on this matter and if there are any questions, please contact me.

Sincerely,
Bob Krzewinski
Chair - City of Ypsilanti Non-Motorized Advisory

City Of Ypsilanti Non-Motorized Advisory Committee
2020 Annual Report

Introduction

The City of Ypsilanti Non-Motorized Advisory Committee was created out of a recommendation in the City Non-Motorized Plan and serves under the City Of Ypsilanti Planning Commission. The Committee was formed in September 2010.

The Statement of Purpose of the Committee is as follows… "The City of Ypsilanti Non-Motorized Advisory Committee, working through the Planning Commission, will work to enact recommendations of the City of Ypsilanti Non-Motorized Plan so as to offer residents increased non-motorized transportation and recreation options as well as having the Plan creating economic and quality of life incentives to the City".

Operations

While 2020 began with the Committee meeting in January at it's regular time and location (1st Thursday of the month, 7pm, Ypsilanti District Library Michigan Avenue), the February meeting was not held due to Committee member availability, followed by a March Committee meeting. April saw the COVIS-19 pandemic explode and the next meeting was held, by teleconference in June, followed by teleconference meetings in August, September and October.

2020 members of the Committee through the year (some terms ended, others began) were as follows (Committee members as of 1/1/2021 in italics)…

- *Jenny Connolly*
- *Mike Davis Jr. (also a City Of Ypsilanti Planning Commission member)*
- *Renee Echols*
- *Dylan Goings*
- *Bob Krzewinski*
- *Helen Schulte*
- Lee Stimson
- Jared Talaga (also a City Of Ypsilanti Planning Commission member)
- Sarah Walsh
- Jared Walfish

Non-Motorized Advisory Committee 2020 Actions

While the Committee worked to complete goals of the Non-Motorized Plan, as listed below, work was hampered by the pandemic.

- Public Input – The Committee's meetings always start with a public input session on the City's Non-Motorized Plan and the work of the Committee. The Committee also maintains a Facebook page offering an opportunity for additional public input.

- Committee Priorities – Normally every October and November, the Committee reviews possible priorities for the coming calendar year and finalize the list at its December meeting. The Committee priorities are then forwarded to the Planning Department and City Council. This year, due to the pandemic, when meetings were held they were on an abbreviated agenda and for the 2021 Committee priorities, the Committee voted at its October 2020 meeting to change the Committee's 2020 Priorities to read "2020-2021 Committee Priorities" with the only change being to add "Sharrows" to item 4 (Bike Lanes).

- Publicity/Outreach/Communications – Committee meetings are publicized though an official City notice by the City Clerks office as well as announcements over the Committee's Facebook page as well as through other email/Facebook pages (i.e. Bike Ypsi, Bike-Bus-Walk Ypsilanti, etc.). As of early December 2020, there are 433 "Likes" on the Non-Motorized Advisory Committee Facebook late (www.facebook.com/YpsilantiNMAC).

  While the Committee did have an information table on August 1st at annual Eastern Michigan University Bike Rodeo with bike maps and safe bicycling/walking handouts, other events that the

Continued on next page…

Committee usually appeared at were cancelled due to the pandemic. These cancellations included the Ypsilanti Earth Day Festival (April), Bike Ypsi Spring Ride (May), Parkridge Festival (August) and the downtown Halloween Festival (October). Also, besides sending reminders to neighborhood groups over social media about the City's sidewalk snow removal ordinance requirements, reminders are also sent indicating vegetation must be trimmed back so as to not block sidewalks during summer weather.

- City Meetings – Members of the Committee met with, had telephone conversations with, or had as guests at Committee meetings, staff from the Planning Department (Andy Aamodt) and Public Services (Ron Akers, Bonnie Wessler) for input and updates. Also, Committee members attended numerous City Council and Planning Commission meetings throughout 2020 to support non-motorized projects. City Council member (and Ypsi Bike Co-Op volunteer). Steve Wilcoxen, volunteered to be a City Council member liaison to the Committee.

- Snow Removal – In the winter months the Committee mounted a campaign to educate area residents, thorough social media and its Facebook page, about the need to shovel sidewalks as required by City ordinance and how to report problems using "Report An Issue" (ClickFix) on the City web page. The Committee timed media actions to that of just prior to major snowfalls with information sent to all City neighborhood groups on Facebook and NextDoor.

- City Non-Motorized Plan – The Committee continued to work with the City Planning Department to update the City's Non-Motorized Plan and expects the process to be complete in mid-2021.

- Sidewalk curb cut inventory & improvements – In June 2020, the Committee completed an initial priority list for curb cuts assembled from Committee member input, public input through social media and also site visits. The priority list was forwarded to the Public Services Department as well as the Planning Commission and City Council. The Committee is planning on updating the curb cut list annually with a deadline of June 1st.

- Bike Friendly Community & Walk Friendly Community status – The City officially became a League of American Cyclists "Bike Friendly Community "at the Bronze level in late 2017 with the award being for a four-year period. The Committee plans to start work in 2021 to apply for a renewal of its Bike Friendly Community award. The Committee plans to resubmit the Walk Friendly Community once the Non-Motorized Plan is updated.

- Bike Friendly Business program – The Committee, with the support of the Downtown Association of Ypsilanti, continued to sign up participants for a local Bike Friendly Business (BFB) program as a way to promote active and healthy lifestyles for employees and customers in the Ypsilanti area. The campaign will honor corporations, organizations, associations, government agencies or non-profit groups located in Ypsilanti that actively promotes bicycling for transportation, recreation, exercise and sport. Business participants receive a BFB window sticker and are listed on the Bike-Bus-Walk Ypsi (www.bbwypsi.org) web site.

- Bike Lanes – With the completion of bike lanes along Cross Street from the water tower west to the western City limit, the Committee has been a party in an effort initiated with the Washtenaw Bicycling & Walking Coalition to improve bicycle facilities along Cross/Prospect from Ypsilanti to Ann Arbor. An initial online meeting was held on November 16th with more meetings planned for the future.

- The Committee continues to promote, through social media to neighborhood groups, the City's "Speeding Concerns" web page - https://cityofypsilanti.com/699/Speeding-Concerns - that gives the process for citizen petitioning to have traffic calming (such as signage, pavement markings, speed bumps) on a specific street section.

- Three-Foot Passing Law – In the spring of 2020, the Committee placed basic information on the Mayors Newsletter and the Committee Facebook page about the Michigan 3-foot bicycle passing law that took effect in September 2018. The Committee plans to conduct a safe biking drive every upcoming April and May.

- I-94/Huron – Hamilton Streets Non-Motorized Projects - The Committee continued to follow these items closely as there are a fair number of pedestrians and bicyclists using Huron Street over I-94 with no dedicated non-motorized facilities.

- Bike Bus-Walk Week (Third week of May) – With the intent to have individuals try alternative transit in the hope that such modes of transportation would become a habit, in the past the Committee coordinated events during this week which included a “Ride Of Silence” (sponsored by Bike Ypsi, the Ann Arbor Bicycle Touring Society and the Ypsilanti- headquartered Program To Educate All Cyclists) starting from Recreation Park to memorialize cyclists injured or killed and urging motorists and cyclists show respect for each other. The Friday of Bike-Bus-Walk Week is also known nationally at Bike To Work Day and in the past a bike commuting station was set up that morning at Beezy’s Café by the Committee offering free bike maps, literature, coffee snacks, etc. Due to the pandemic, the local Bike-Bus-Walk Week was cancelled for 2020.

- Neighborhood Connectors (also known as “Bike Boulevards”) – The Committee is exploring designating a small number of local streets, with lower traffic volume, which pedestrians, the disabled and bicyclists are encouraged to use to travel within the City. These would be a low cost project consisting of signage and road markings.

- The Committee has pledged to work with the City Sustainably Commission on projects and areas of concern.

Ypsilanti Non-Motorized Advisory Committee Meeting Minutes
Monday, January 7, 2021

1. Call to order - The meeting was brought to order at 7:03pm by teleconference. Committee members attending were Jenny Connolly, Mike Davis Jr., Renee Echols, Dylan Goings, Bob Krzewinski, and Helen Schulte (quorum met) . Also attending were City Public Services Department Project Manager Bonnie Wessler, City Planner Andy Aamodt, and City Council member Steve Wilcoxen.

2. Introductions - Audience participation - Public input - Damien Guyton, of the Ypsilanti Wolfpack Cruiserz bicycle club, gave an update on his organization and invited everyone to the group rides in the spring.

3. General business

   - Agenda approval - Offered By: Committee member Davis; Seconded By: Committee Member Going. Approved: Yes – 6; No – 0.

   - Approval of November meeting minutes - Offered By: Committee member Schulte; Seconded By: Committee member Davis. Approved: Yes – 6; No – 0.

   - Bylaws review

     i Committee member terms review – Committee members Going and Schulte's terms expire at the end of January 2021. Both indicated they are willing to serve another term. Committee member Krzewinski will forward to the Planning Commission, for their January 20th meeting, for reappointment.

     ii Committee member recommendation for Committee Chair position to the Planning Commission at their January 20, 2021 Planning Commission meeting - As per the Committee bylaws section 1.a, "During January of every odd-numbered year, the Planning Commission shall appoint a Committee Chair, taking in account the recommendation of the Committee members, to serve a two-year term of office." After discussion, a motion was Offered By: Committee member Going; Seconded By: Committee member Davis, that the Planning Commission, at its next meeting, reappoint Committee member Krzewinski as Committee Chair for another two-year term. With no further discussion, the motion was approved: Yes – 6; No – 0. Committee member Krzewinski will forward to the Planning Commission the approved motion, for their January 20th meeting.

   - Committee Annual Report – This was reviewed by the Committee and will be forwarded to the Planning Commission as well as City Council.

4. Old & continuing business

   - 2020 Committee priorities (Abbreviated List)

     1. City Non-Motorized Plan – Committee member Davis gave a report on his work to update the City Non-Motorized Plan and a discussion was held on Chapter Four (Vision and Goals). Committee members were encouraged to continue to offer feedback with Committee member Davis continuing to work with City Staff to move forward on a complete Non-Motorized Plan update draft.

     2. Sidewalk curb cut inventory & improvements.
        - Create an annual City Curb Cut Priority List for 2021 - Committee member Krzewinski will start gathering public input for additions to the 2020 curb cut recommendation list and pass on new listings to City Public Services no later than June 1st.

     3. Pedestrian Improvements –Install permanent (i.e. solar powered) radar speed signs at locations with a high incidence of speeding – North and South Mansfield (adjacent to Washtenaw International High School) and southbound Prospect south of City limit. – Briefly discussed

4. Bike Lanes
    - Sharrows at beginning and end of bike lanes – Short discussion was held.
    - Ypsilanti to Ann Arbor bicycle route improvements – Discussed teleconference meeting on November 16, 2020 called by the Washtenaw Bicycling & Walking Coalition to improve bicycle facilities on Cross Street and Packard with Bonnie Wessler and Bob Krzewinski representing the City of Ypsilanti.

5. Communication & Education
    - Publish quarterly Non-Motorized Committee newsletter – Winter edition planned.
    - Review City Council, Planning Commission, Sustainability Commission agendas for possible Committee input at their meetings – It was noted that Ypsilanti City Council Goal Sessions will be held January 12th and 19th at 6pm with traffic speeding and sidewalks being on the agenda for discussion.
    - Sidewalk/Curb Cut vegetation (summer) and snow removal (winter) promotion by Committee – Committee sent communications out on social media to neighborhood groups reminding individuals about the City sidewalk snow removal ordinance. Also, more public education is needed on snow removal as the Public Services Department has placed a higher priority on sidewalk snow removal on City property and has acquired more sidewalk capable snow removal equipment.

6. Non-Motorized City budget – Determine yearly, non-motorized project funding amount available. Committee involvement in CIP review and non-motorized project funding disbursement decisions – Briefly discussed.

7. Neighborhood Connectors - Low-speed street which has been "optimized" for bicycle & walking traffic – Committee member Davis working on this with a draft map at https://tinyurl.com/NeighborhoodConnect

8. Border To Border (B2B) Trail gap completion and enhancement.
    - Install “State Law – Yield For Pedestrians In Crosswalk” signs at mid-block B2B Trail crossing of Cornell Street between Collegewood and Mayhew – Committee member Krzewinski will discuss this with Public Services Department.

9. Bike & Walk Friendly Communities
    - Bike Friendly Community (BFC) award recertification (current BFC award expires in November 2021) – Sub-Committee needed to start working on renewal application. Committee member Krzewinski will forward information on to Committee members.

10. Events & Community Outreach – Cold weather cycling talks. Committee member Krzewinski will contact Bike Ypsi to see if they can schedule a “get a jump on spring” teleconference in March that gives cooler weather riding advice.

11. Safe Routes To School – No updates.

5. New Business
    - Upcoming City non-motorized improvements – Forest Avenue bridge (2022), Huron River Drive (2023 – Cornell to LeForge) – Bonnie Wessler discussed items with Committee.
    - City Planning Department and Public Services Department updates – Short discussion of Washtenaw Area Transportation Study non-motorized short term demonstration project program for Ypsilanti in 2021 similar to what was done in Chelsea in 2020 - www.miwats.org/chelseapop.

6. Other Items – Announcements - Next meeting: Monday, February 15, 7pm, Zoom teleconference.

7. Adjournment - Offered By: Committee member Krzewinski; Seconded By: Committee Member Schulte: Approved: Yes – 6; No – 0. Meeting adjourned at 8:38pm.

City of Ypsilanti
Community & Economic Development Department

January 20, 2021

Staff Review
Zoning Ordinance Text Amendments

GENERAL INFORMATION

Applicant: City of Ypsilanti

Action Requested: Recommendation to City Council to approve zoning text amendments to Sections 122-422, 122-483, 122-531, and 122-682.

SUMMARY

Staff is proposing zoning ordinance text amendments for the following sections:

- R1 building height (§122-422(b)(1))
- Forecourt private frontages (§122-483)
- Home occupations (§122-531)
- Off-street parking for one- and two-family dwellings (§122-682)

The goal of these "bug fix" zoning text amendments is to make the zoning ordinance more readable and more consistent.

PROPOSED AMENDMENTS

R1 Building Height – Section 122-422(b)(1)

Existing text:

(1) Height		
Maximum height	30 feet or 2.5 stories	See exceptions in §122-613.

Proposed text:

(1) Height		
Maximum height	30 feet or 2.5 stories, whichever is shorter	See exceptions in §122-613.

Forecourt Private Frontages – Section 122-483

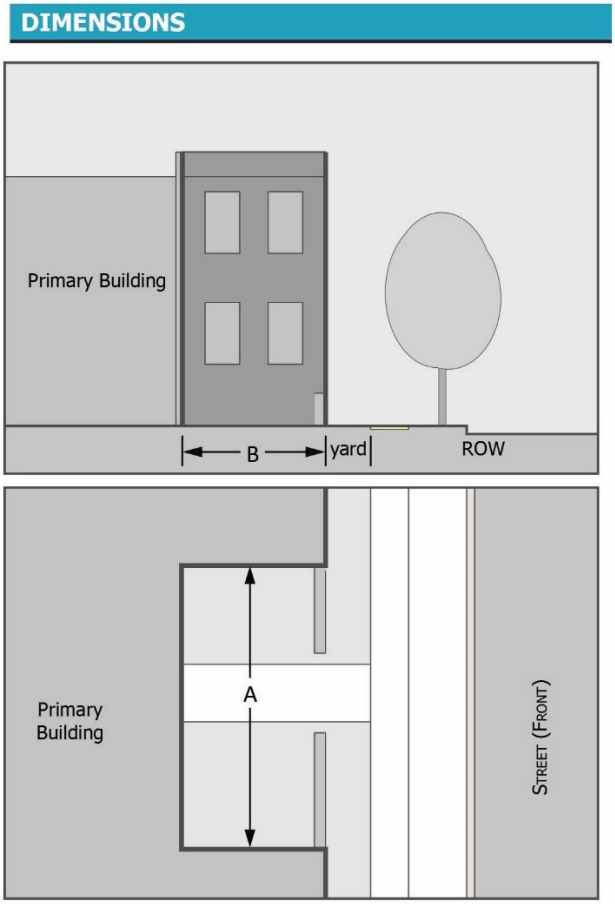
Note: This proposed amendment is in reaction to the November 30, 2020 Zoning Board of Appeals interpretation. See the meeting packet here and the action minutes here.

Existing text:

F FORECOURT

The façade is set back from the front lot line per applicable street setback requirements. A portion of the façade is recessed to form an uncovered court. The court is suitable for outdoor dining, gardens, formal entries etc.. A fence, wall, or landscaping may be used to define the private space of the court. The court may be elevated behind a retaining wall at or near the front lot line with entry steps to the court.

FORECOURT DIMENSIONS		MIN	MAX
A	Clear span width (ft)	12	--
B	Depth (ft)	12	50
YARD REQUIREMENTS			
C	Must be landscaped/pervious, with a path at least 6 feet wide connecting the building entrance to the sidewalk.		



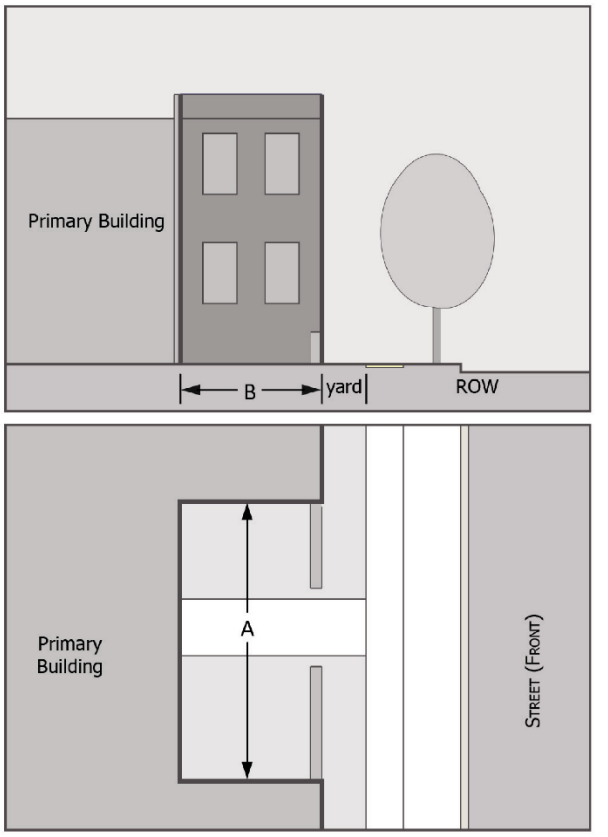
Proposed text:

F FORECOURT

The façade is set back from the front lot line per applicable street setback requirements. A portion of the façade is recessed to form an uncovered court. The court is suitable for outdoor dining, gardens, formal entries etc.. A fence, wall, or landscaping may be used to define the private space of the court. The court may be elevated behind a retaining wall at or near the front lot line with entry steps to the court. The court and building entry need not face the street, rather an open space, so long as there is a direct pedestrian connection to the public sidewalk.

FORECOURT DIMENSIONS		MIN	MAX
A	Clear span width (ft)	12	--
B	Depth (ft)	12	50
YARD REQUIREMENTS			
C	Must be landscaped/pervious, with a path at least 6 feet wide connecting the building entrance to the sidewalk.		
D	Parking surfaces shall not contribute to the forecourt dimensions (clear span width and depth).		

DIMENSIONS



Home Occupations – Section 122-531(a)

Existing text:

(a) Prohibited home occupations. The following are not permitted as home occupations: animal grooming establishments, barber shops or beauty parlors with more than one stylist or chair, medical clinics or hospitals with more than one practitioner and one non-practicing staff, commercial stables, day care centers, kennels, real estate offices, restaurants, vehicle repair or painting, retail or wholesale sales of any items stocked on the premises, landscape installation and maintenance businesses, construction contractors, snow removal, funeral homes, nursing homes, antique shops, bed and breakfast establishments, private clubs, trailer rentals, adult regulated uses, millinery and other apparel shops, veterinarian's office, clinic or hospital, any use involving the distribution of firearms or the storage of firearms intended for sale or distribution, or any use that endangers the health, safety, and welfare of any other persons residing in that area by reason of noise, noxious odors, unsanitary or unsightly conditions, fire hazards and the like. This section is not intended to prohibit offices related to the administration of construction contracting, landscaping, maintenance, or snow removal businesses.

Proposed text:

(a) Prohibited home occupations. The following are not permitted as home occupations: animal grooming establishments, barber shops or beauty parlors with more than one stylist or chair, medical clinics or hospitals with more than one practitioner and one non-practicing staff, commercial stables, day care centers, kennels, ~~real estate offices,~~ restaurants, vehicle repair or painting, retail or wholesale sales of any items stocked on the premises, landscape installation and maintenance businesses, construction contractors, snow removal, funeral homes, nursing homes, antique shops, bed and breakfast establishments, private clubs, trailer rentals, adult regulated uses, millinery and other apparel shops, veterinarian's office, clinic or hospital, any use involving the distribution of firearms or the storage of firearms intended for sale or distribution, or any use that endangers the health, safety, and welfare of any other persons residing in that area by reason of noise, noxious odors, unsanitary or unsightly conditions, fire hazards and the like. This section is not intended to prohibit offices related to the administration of construction contracting, landscaping, maintenance, or snow removal businesses.

Off-street parking for one- and two-family dwellings – Section 122-682(c)

Existing text:

(c) Surfacing. Parking areas and driveways shall be surfaced with crushed limestone or similar gravel material, or shall be hard surfaced with asphalt, concrete, or similar bonded material. Porous paving is also allowed. However, parking areas which are designed for five or more spaces must meet the requirements of §122-683. That portion of the driveway between the lot line and the public way shall be paved with concrete a minimum of six inches thick for residential occupancies. Curb cuts along state trunk lines shall comply with the requirements of the state department of transportation. All other curb cuts shall comply with adopted standards of the Department of Public Works.

Proposed text:

(c) Surfacing. Parking areas and driveways shall be surfaced with crushed limestone or similar gravel material, or shall be hard surfaced with asphalt, concrete, or similar bonded material. Porous paving is also allowed. However, parking areas which are designed for five or more spaces must meet the requirements of §122-683. That portion of the driveway between the lot line and the public way shall be paved with concrete a minimum of six inches thick for residential occupancies. Curb cuts along state trunk lines shall comply with the requirements of the state department of transportation. All other curb cuts shall comply with adopted standards of the Department of Public Works. Surfacing for parking areas and driveways shall be no closer than two feet from property lines, except where connecting to the public way.

STANDARDS FOR AMENDMENTS §122-362(a)

(a) ***Text Amendment.*** *For a change to the text of the Zoning Ordinance, the Planning Commission shall consider and the City Council may consider, whether the proposed amendment meets the following standards:*

(1) The proposed amendment is consistent with the guiding values of the Master Plan; and
(2) The rezoning is consistent with description and purpose of the proposed district, and
(3) The proposed amendment is consistent with the intent of this Zoning Ordinance; and
(4) The proposed amendment will enhance the functionality, transportation network or character of the future development in the City; and
(5) The proposed amendment will preserve the historic nature of the surrounding area and of the City; and
(6) The proposed amendment will enhance the natural features and environmental sustainability of the City; and
(7) The proposed amendment will protect the health, safety, and general welfare of the public; or
(8) The proposed amendment is needed to correct an error or omission in the original text; or
(9) The proposed amendment will address a community need in physical or economic conditions or development practices; and
(10)The proposed amendment will not result in the creation of significant nonconformities in the City.

Staff believes these modifications to the zoning ordinance appropriately follow these standards.

STAFF RECOMMENDATION

Staff recommends the Planning Commission recommend ***approval*** of the proposed text amendments to Chapter 122 sections 122-422, 122-483, 122-531, and 122-682, with the following findings:

(1) The proposed amendment is consistent with the guiding values of the Master Plan;
(2) The proposed amendment is consistent with the intent of this Zoning Ordinance;
(3) The proposed amendment will enhance the functionality, transportation network or character of the future development in the City;
(4) The proposed amendment will preserve the historic nature of the surrounding area and of the City;
(5) The proposed amendment will enhance the natural features and environmental sustainability of the City;
(6) The proposed amendment will protect the health, safety, and general welfare of the public;
(7) The proposed amendment is needed to correct an error or omission in the original text;
(8) The proposed amendment will address a community need in physical or economic conditions or development practices;
(9) The proposed amendment will not result in the creation of significant nonconformities in the City;

Andy Aamodt
City Planner, City of Ypsilanti

c.c. File

City of Ypsilanti
Community and Economic Development
January 2021

2020 Annual Report
Ypsilanti Planning Commission

INTRODUCTION

The Planning Commission of the City of Ypsilanti is governed by the Michigan Planning Enabling Act, State of Michigan Public Act 33 of 2008, and by the City of Ypsilanti's Zoning Ordinance.

In 2020, the Planning Commission's membership was as follows:

Matt Dunwoodie (chair)
Jared Talaga (vice-chair)
Eric Bettis
Jessica Donnelly
Phil Hollifield
Michael Simmons
Mike Davis Jr.
Heidi Jugenitz (resigned December 2020)
Michael Borsellino (resigned July 2020)

Under the Planning Enabling Act, the Commission must provide an annual report to City Council, as the legislative body of the City. This report discusses,

1. The operations of the Commission during the past year
2. The status of any on-going planning activities
3. Recommendations to the legislative body related to planning and development

PLANNING COMMISSION OPERATIONS

The Planning Commission held twelve total meetings during 2020 which moved to a virtual platform once the state and city were affected by the COVID-19 pandemic. Two meetings had been cancelled. One meeting was a special meeting, and one meeting was a special joint meeting with the Sustainability Commission. Overall, Planning Commission acted on 31 items in 2020.

Applications

The Commission reviewed 13 site plan review applications- three as full site plan reviews and ten as limited site plan reviews. The Commission also reviewed 12 special use permit applications. All site plan review and special use permit applications were eventually approved; a few were tabled first for more information or clarity before being approved.

There were three zoning text amendments. Two were applied for by members of the public, one was applied for by the City. One zoning text amendment was recommended for denial; City Council subsequently denied the amendment as well. The other two were recommended for approval and were ultimately adopted by City Council. These involved updates to the medical and recreational marijuana portions of the zoning ordinance, to streamline provisions and make the ordinance more readable.

Special Planning Topics and Master Plan

The special planning topics included the Housing Affordability and Accessibility Report & Recommendations and the Sustainability Plan. Both of these topics were incorporated into the initial draft Master Plan update, which was recommended to City Council in December.

Planning Commission's Housing Affordability and Accessibility subcommittee and Non-Motorized Advisory subcommittee continued to meet throughout 2020.

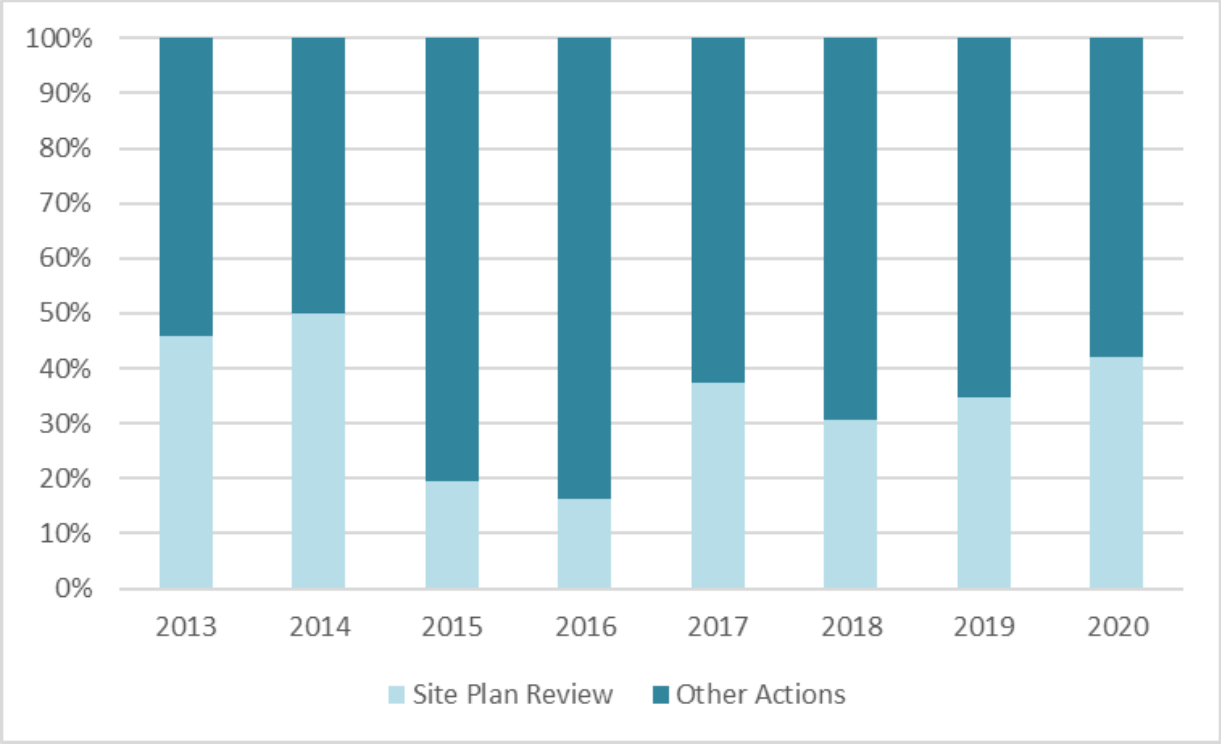
Bylaws
The bylaws were amended twice. One amendment clarified conflict of interest rules, and the other amendment updated the order of the meeting agenda.

Included in this year's annual report is the implementation matrix from the 2013 Master Plan. Note that the Master Plan is currently being updated.

Figure 1: Planning Commission Applications by Type (past seven years)

	2014	2015	2016	2017	2018	2019	2020
Site Plan Review	9	7	5	6	12	8	13
Approved Site Plan Amendment	1	--	--	2	1	1	--
Special Use Permit	2	6	5	1	11	5	12
Zoning Map Amendment	1	1	2	1	4	--	--
Zoning Text Amendment	1	2	5	1	8	4	3
Master plan amendment	--	--	--	--	--	--	1
Planned unit development	--	2	1	1	1	--	--
Amend approved PUD	--	--	--	--	--	--	--
Alley/Street closure/Vacation	2	--	2	--	--	--	--
Change in non-conforming use	--	--	1	--	--	--	--
Capital Improvements Reviews	2	3	3	1	1	4	--
Special topic planning (begins 2010)	--	--	--	3	1	--	2
Study item (begins 2010)	--	7	1	--	--	--	--
Conditional Rezoning	--	--	--	--	--	1	--
Modification of Sign Standards (begins 2012, ends 2016)	--	1	--	--	--	--	--
Special Use Revocation (begins 2015)	--	1	--	--	--	--	--
Designation of Special Nonconforming Status (begins 2015)	--	6	6	1	--	--	--
Total Applications / Deliberations	**18**	**36**	**31**	**17**	**39**	**23**	**31**

Figure 2: Planning Commission Actions by Year (percent)



Master Plan Implementation Matrix

These goals and their matrices are taken directly from the Master Plan, adopted Oct 2013.

Capital Improvements Plan = CIP; Zoning Ordinance = ZO

Key		Action	Timeframe	Location	Safety	Diversity	Equity	Enviro	Economy	Primary Mechanism	Completion or Benchmark Date	Next Steps
Center	C1	Building standards for centers that preserve the architecture	2014-2015	All Centers	■	■	■		■	Zoning Ordinance	Ordinance passed 2014	Completed
	C2	Allow renewable energy facilities on all buildings	2014-2015	All Centers				■	■	Zoning Ordinance	Ordinance passed 2014	Completed
	C3	Continue and expand the numbers, types of festivals and events	Ongoing	All Centers		■			■	Convention & Visitors Bureau (event attraction, destination marketing) Special Events policy (enabling)		Ongoing
	C4	Finish upper stories	Ongoing	All Centers		■	■	■	■	Zoning Ordinance (enable private investment) DDA (business & investment attraction)	Ordinance passed 2014 MEDC façade grant 2018	Ongoing- ZO completed. DDA ongoing efforts
	C5	Maintain and expand transportation options	Ongoing	Downtown	■		■	■	■	Capital Improvements Plan Zoning Ordinance (require last-mile infrastructure)	Capital Improvements Plan adopted 2015 Zoning Ordinance passed 2014	Ongoing

Key		Action	Timeframe	Location	Safety	Diversity	Equity	Enviro	Economy	Primary Mechanism	Completion or Benchmark Date	Next Steps
	C6	Draft a business attraction plan for Downtown, Depot Town and Cross St	2014-2019	All Centers						DDA	RRC Certification obtained 2015	Ongoing
	C7	Encourage business and event activity during the day and evening	2014-2019	All Centers						Zoning Ordinance (encourage mix of uses) DDA (business development)	Ordinance passed 2014	Ongoing
	C8	Create a marketing campaign for the City of Ypsilanti	1-5 Years	All Center						Convention & Visitors Bureau	Community Tourism Action Plan adopted 2014	Ongoing- Update CTAP 2019. Also, City is working on Marketing Plan.
	C9	Build curbless "festival" street on Washington	2014-2019	Downtown						Capital Improvements Plan	Capital Improvements Plan adopted 2015	CIP annual update/review
	C10	Use vacant storefronts for temporary retail uses	2014-2019	Downtown						DDA (landlord outreach)	Ordinance passed 2014	Ongoing
	C11	Permanent year-round home for Downtown Farmer's Market	1-5 Years	Downtown						Zoning Ordinance (enabling) DDA (attraction)	Downtown Farmers' Market established 2016	Completed
	C12	Permanent year-round home for Depot Town Farmer's Market	1-5 Years	Depot Town						Zoning Ordinance (enabling) DDA (attraction)		Ongoing
	C13	Install a wayfinding system	1-10 Years	All Centers						Convention & Visitor's Bureau	Complete, 2017	Completed
	C14	Increase walkability (2-way streets & raised intersections)	2014-2024	Downtown						MDOT coordination (20-year	Capital Improvements	Capacity reduction planning 2019-2022

Key	Action	Timeframe	Location	Safety	Diversity	Equity	Enviro	Economy	Primary Mechanism	Completion or Benchmark Date	Next Steps
									horizon) Capital Improvements Plan	Plan adopted 2015	
C15	Curbless "festival" street on River and Cross Street	2014-2024	Depot Town						Capital Improvements Plan	Capital Improvements Plan adopted 2015	Funding
C16	Create a public space at new train station	2014-2024	Depot Town						Capital Improvements Plan	Capital Improvements Plan adopted 2015 Proposed Amtrak Stop Feasibility Study completed 2018	Ongoing- Applied for CRISI (Consolidated Rail Infrastructure and Safety Improvements) grant but was not awarded grant.
C17	Separate Cross and Washtenaw	2014-2024	Cross Street						Capital Improvements Plan	Capital Improvements Plan adopted 2015	Capacity reduction, 2-way conversion
C18	Create a "front door" for EMU with reconfiguration of Cross and Washtenaw	2014-2024	Cross Street						MDOT coordination Capital Improvements Plan	Capital Improvements Plan adopted 2015	Capacity reduction, 2-way conversion
N1	Continue and increase rental inspections and enforcement	Ongoing	All neighborhoods						Building Department		Ongoing
N2	Assist continuation and expansion of EMU Live Ypsi program	Ongoing	All neighborhoods							Program continuing	Ongoing

Key		Action	Timeframe	Location	Safety	Diversity	Equity	Enviro	Economy	Primary Mechanism	Completion or Benchmark Date	Next Steps
Neighborhoods	N3	Plan and zone for range of housing typologies for the needs of all ages and abilities	Ongoing	All neighborhoods	■	■			■	Zoning Ordinance	Ordinance passed 2014	Completed
	N4	Streamline multiple-family living arrangements into categories based on number of units and form, instead of use	2014-2015	All neighborhoods		■	■		■	Zoning Ordinance	Ordinance passed 2014	Completed
	N5	Continue home-based entrepreneurship	2014-2015	All neighborhoods		■	■		■	Zoning Ordinance (enable)	Complete	Completed
	N6	Regulate the form of buildings to preserve the character of neighborhoods	2014-2015	All neighborhoods		■	■		■	Zoning Ordinance	Complete	Completed
	N7	Preserve the character of the area by using regulations on street type, building type as well as use	2014-2015	Central neighborhoods	■	■	■	■	■	Zoning Ordinance, Engineering Standards	Complete	Completed
	N8	Regulations of the variety of housing types, uses and lot sizes will be calibrated to the existing patterns	2014-2015	Central neighborhoods		■			■	Zoning Ordinance	Complete	Completed
	N9	Limit uses to predominantly single-family residential uses in areas with small	2014-2015	Outlying neighborhoods	■	■			■	Zoning Ordinance	Complete	Completed

Key		Action	Timeframe	Location	Safety	Diversity	Equity	Enviro	Economy	Primary Mechanism	Completion or Benchmark Date	Next Steps
		houses, suited for only single-family use										
	N10	Create 'Eco-Districts' in neighborhood parks	2014-2024	All neighborhoods						Zoning Ordinance (enable); Parks Plan > Capital Improvements Plan (planning & Execution)		Ongoing
Corridor	Co1	Designate the appropriate building form for each corridor based on existing patterns and vision for that corridor	2014-2015	All corridors						Zoning Ordinance	Complete	Completed
	Co2	Retain the mix of uses within each corridor but allow them throughout the area	2014-2015	All corridors						Zoning Ordinance	Complete	Completed
	Co3	Reinforce the preservation of historic buildings	2014-2015	Historic corridors						Zoning Ordinance; Historic District ordinance	Complete	Ongoing
	Co4	Maintain River Street as a historic boulevard	2014-2015	Historic corridors						Zoning Ordinance, Capital Improvements Plan		Ongoing
	Co5	Require a pedestrian-friendly building form while allowing a mix of uses for both students and	2014-2015	General corridors						Zoning Ordinance		Ongoing

Key		Action	Timeframe	Location	Safety	Diversity	Equity	Enviro	Economy	Primary Mechanism	Completion or Benchmark Date	Next Steps
		residents along Huron River Dr, LeForge & Railroad corridors										
	Co6	Coordinate regulations for Washtenaw with the County Re-Imagine Washtenaw Ave Plan	2014-2015	General corridors						Zoning Ordinance	Ongoing	Ongoing
	Co7	Restore Harriet St as the Main St of adjacent neighborhoods	2014-2015 for ZO / 2014-2024 years for street improvements	General corridors						Zoning Ordinance, Capital Improvements Plan	Ordinance passed 2014, ongoing	Ongoing
	Co8	Restore two-way function to Cross, Huron and Hamilton Streets	2014-2024	Historic corridors						MDOT Coordination Capital Improvements Plan	Capital Improvements Plan adopted 2015	Capacity/lane reduction project
District Areas	D1	Update regulations to create walkable areas at the border of the City and EMU campus	2014-2015	EMU						Zoning Ordinance	Complete	Completed
	D2	Create regulations that support the existing building form but assure access by all modes of transportation	2014-2015	Health & Human Services						Zoning Ordinance	Complete	Completed
	D3	Allow renewable energy facilities, such as solar panels, on industrial land	2014-2015	Job Districts						Zoning Ordinance	Complete	Completed
	D4	Reduce the minimum lot size and width in	2014-2015	Job Districts						Zoning Ordinance	Complete	Completed

Key		Action	Timeframe	Location	Safety	Diversity	Equity	Enviro	Economy	Primary Mechanism	Completion or Benchmark Date	Next Steps
		the industrial park to create more opportunity										
	D5	Align economic development incentives and programs to encourage emerging sectors that align with the Guiding Values and the employment potential of residents	1-5 years	All Districts							In Progress	Ongoing
	D6	Create "Welcome to Ypsilanti" packages for new EMU students, including web version	1-5 years	EMU						Website & PDF Authorship?		Package creation
	D7	Encourage use or redevelopment of unused parking lots	2014-2019	HHS & Job Districts						Zoning Ordinance (enable)	Complete	Completed
	D8	Create a 'front door' for EMU in the area created by the reconfiguration of Cross and Washtenaw	2014-2024	EMU						MDOT coordination Capital Improvements Plan		Capacity reduction & conversion to 2-way
General	G1	Establish "Aging in Place" programs	2014-2019	All neighborhoods						Zoning Ordinance (enable), Capital Improvements Plan (accessibility)	Ordinance passed 2014, Capital Improvements Plan 2015	Ongoing

LOOKING FORWARD

At the end of 2020, these planning projects remain in progress:

- An update to the Master Plan is currently taking place. Plan update was distributed for public comment. Planning Commission public hearing for Plan will likely be at April 2021 meeting.
- Year 2020 goals included housing affordability and accessibility; housing density; sustainability planning; non-motorized transportation; traffic on Hamilton, Huron, and Washtenaw; Water Street; 220 N. Park; 206-210 N. Washington; and general implementation updates. These continue to be priorities going into 2021.
- The Planning Commission will continue to provide review of the annual Capital Improvements Plan prior to adoption by City Council, per state act.

ACTION

Staff recommends Planning Commission **approve** the 2020 annual report and its transmittal to City Council.

PUBLIC NOTICE
CITY OF YPSILANTI
PLANNING COMMISSION MEETING – VIRTUAL MEETING

The Ypsilanti Planning Commission will hold a virtual meeting on Wednesday, January 20, 2021 at 7 p.m.

The Planning Commission meeting is being held virtually in order to prevent the spread of COVID-19.

The meeting can be attended through the below link, or through the below toll free numbers.

January 20, 2021 Planning Commission Meeting Virtual Access Link

https://us02web.zoom.us/j/88910794650?pwd=THBWRXpUSnd3MnV0N1pyb3V3eHkyQT09

When prompted, enter **Passcode**: 297162

When prompted, enter **Meeting ID**: 889 1079 4650

January 20, 2021 Planning Commission Meeting Toll Free Phone Number Access

877 853 5257 US Toll-free
888 475 4499 US Toll-free

When prompted, enter the **Meeting ID**: 889 1079 4650, followed by the **Passcode:** 297162, followed by #, press # again to be connected.

The public will be able to make comment during *Audience Participation* or during the public hearing. To address the Planning Commission, meeting participants will need to "raise their hand" to indicate they want to speak.

To raise your hand while participating online, click the "Raise Hand" icon at the bottom of the Zoom Screen or press *9 via phone. After you raise your hand you will be informed when it is your turn to speak, and your microphone will be unmuted at that time. Your microphone will be muted again when you have finished your comments or when your speaking time has expired.

Instructions for Persons with Disabilities

Persons with disabilities who need accommodations to effectively participate in the meeting should contact the City Clerk, Andrew Hellenga at ahellenga@cityofypsilanti.com by 5:00 p.m. on the day before the meeting to request assistance. Closed Captions will be provided during the meeting.

City Clerk's Office
One South Huron Street
Ypsilanti, Michigan 48197
(734) 483-1100

Andrew Hellenga
City Clerk
Posted: January 15, 2021