



**CITY OF YPSILANTI
REGULAR COUNCIL MEETING
Tuesday, August 15, 2023 @ 7:00 PM
Council Chambers
One South Huron, Ypsilanti, MI 48197
VIRTUAL MEETING**

I. CALL TO ORDER

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE

- A. I pledge allegiance to the flag, of the United States of America, and to the Republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.

IV. AGENDA APPROVAL

V. PUBLIC COMMENT (3 MINUTES)

VI. PRESENTATIONS

VII. ORDINANCES FIRST READING

- A. Ordinance 1408, an Ordinance Entitled "Amending Chapter 7 of the Ypsilanti City Code".
1. Resolution No. 2023-129, determination
 2. Public Hearing
 3. Resolution No. 2023-130, closing the public hearing.

VIII. CONSENT AGENDA

IX. RESOLUTIONS/MOTIONS/DISCUSSIONS

- A. Resolution No. 2023-143, approving a proposal from Carlisle Wortman to provide planning services.
- B. Resolution No. 2023-139, approving the Fee Schedule for Fiscal Year 23-24

X. BOARD AND COMMISSION - LIAISON REPORTS

- A. Police Advisory Commission
- B. Human Relations Commission

- C. Arts Commission
- D. Parks and Recreation Commission
- E. Sustainability Commission
- F. Historic District Commission
- G. Planning Commission
- H. Zoning Board of Appeals

XI. LIAISON REPORTS

- A. SEMCOG Update
- B. Washtenaw Area Transportation Study
- C. Urban County
- D. Ypsilanti Downtown Development Authority
- E. Friends of Rutherford Pool
- F. Bicentennial Committee

XII. COUNCIL PROPOSED BUSINESS

XIII. COMMUNICATIONS FROM THE MAYOR

XIV. COMMUNICATIONS FROM THE CITY MANAGER

XV. COMMUNICATIONS

XVI. PUBLIC COMMENT (3 MINUTES)

XVII. REMARKS FROM THE MAYOR

XVIII. ADJOURNMENT

- A. Resolution No. 2023-157, adjourning the City Council Meeting.
- B. Please click [here](#) to access the City Council Contact Form. This form can be used to submit any comments/concerns you might have about this agenda.



REQUEST FOR LEGISLATION
August 15, 2023

For: City Council

From: Andrew Hellenga, City Clerk

Subject: Ordinance 1408, an Ordinance Entitled "Amending Chapter 7 of the Ypsilanti City Code".

1. Resolution No. 2023-129, determination
2. Public Hearing
3. Resolution No. 2023-130, closing the public hearing.

SUMMARY & BACKGROUND: Per discussion of City Council during the June 20, 2023 staff adjusted the proposed Chapter 7 amendments for zoning to control location of facilities.

Modifications have been made to create a process if a facility is found non-compliant during renewal with bringing the facility to compliance as the goal.

Language has been adjusted to make the ordinance clearer and provide for legal remedies if renewal applications are late and if reasonable progress is not being made in the opening of a new facility.

Planning Department has provided maps indicating buffers for microbusinesses and designated consumption sites.

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. Resolution No. 2023- 129 & 2023-130
2. ORD 1408
3. Maps

CITY MANAGER APPROVAL: Resolutions,
Ordinance, Maps

COUNCIL AGENDA DATE: August 15, 2023

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



Resolution No. 2023-129
July 25, 2023

IT IS RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI that:

The certain ordinance entitled: "An Ordinance to amend Chapter 7 – MARIJUANA" be adopted on first reading.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



Resolution No. 2023-130
July 25, 2023

IT IS RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI that:

That the public hearing for an ordinance entitled "An Ordinance to amend Chapter 7 – MARIJUANA" be officially closed.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



**CITY OF YPSILANTI
NOTICE OF ADOPTED ORDINANCE
Ordinance No. 1408**

1. **THE CITY OF YPSILANTI HEREBY ORDAINS** That the Ypsilanti City Code is Chapter 7 -MARIJUANA, is hereby amended Which Chapter reads as follows:

Sec. 7-4.1. - Permit requirements

(a) No person shall own or operate a marihuana establishment in the City without first applying for and receiving a state license issued by the State of Michigan and permit issued by the City of Ypsilanti. ~~a permit from the city clerk's office, and a state license issued by the State of Michigan.~~

(b) Licenses The location of permits is transferrable upon state approval, city approval, and payment of the transfer fee. Transfers may only be granted upon the following:

1. All building improvements, as described in the application, will be completed, and approved at the originally applied location.
2. The facility has been awarded a state license at the originally stated location.

(c) Permit shall be valid from January 1 to December 31

(d) A Permit shall must be issued or renewed upon payment of the required fee, submission of a completed application in compliance with the provisions of this article, and compliance with all provisions and requirements of this article. Application to renew a permit shall be filed not later than November 15th, if November 15th falls on a weekend, applications are due not later than the following Monday. For each business day following the deadline a \$50 late fine will be assessed to the application cost. Such renewal shall be annual and shall be accompanied by the annual fee.

(e) Every applicant shall pay a fee at the time of the application for an initial or renewal permit, or location transfer of permit, which fee shall be set by council resolution. Said fee is non-refundable if the application is reviewed.

(f) The permit requirements set forth in this chapter shall be in addition to, and not in lieu of, any other licensing and permitting requirements imposed by any other federal, state or local law.

(g) The issuance of any permit pursuant to this chapter does not create an exception, defense or immunity to any person in regard to any potential civil or criminal liability under federal law.

Pursuant to the MRTMA, MMFLA, MMMA and MTA, the City of Ypsilanti authorizes the operation in the city of the following types and number of both medical and recreational ~~marijuana~~ marihuana facilities, provided they possess a state operating license issued under

the MRTMA and they comply with the additional requirements of this chapter, chapter 122 of this Code, and all other applicable laws and ordinances:

The ~~amounts of the~~ location of the following facility types will be regulated by zoning as stipulated in Chapter 122 in the City Code:

- Medical marihuana provisioning centers.
- Adult-use recreational retail.
- Marihuana microbusiness.
- Marihuana safety compliance facility.
- Marihuana secure transporter.
- Marihuana processor.
- Class A marihuana grower authorizing cultivation of not more than 100 marihuana plants.
- Class B marihuana grower authorizing cultivation of not more than 500 marihuana plants.
- Class C marihuana grower authorizing cultivation of not more than 2,000 marihuana plants.
- Excess marihuana grower ~~designated consumption establishment.~~
- Designated consumption establishment

Sec. 7-4.2 ~~5.~~ - Application.

Every applicant for a ~~marijuana~~ marihuana establishment must file an application under oath with the city clerk's office upon a form provided by the city, which shall fulfill all ~~of the~~ requirements indicated on the form, including but not limited to:

- (a) The name, age, and address of applicant and operator
 - i. Name, age and address of the applicant and all partners of the applicant, including proof that the applicant and/or proposed employees are at least 21 years of age.
 - ii. Name, age and address of the operator of the facility in cases where this differs from the applicant.
 - iii. In the case of corporations, partnerships, non-profit organizations, or other business types, the applicant shall be the highest level official or employee of the entity such as, Board President, Chief Executive Officer, Executive Director, or comparable position.

- iv. If the applicant is a corporation, a copy of the articles of incorporation and Current Corporation records disclosing the identity and residential addresses of all directors, officers, and shareholders. Include the address of the corporation itself, if different from the address of the ~~marijuana~~ marihuana establishment and the name and address of the resident agent for the corporation.
 - v. If the applicant is a partnership, the names and residence address of each of the partners and the partnership itself, if different from the address of the marihuana dispensary or Marijuana growing/manufacturing facility, and the name and address of the resident agent.
 - vi. Photo identification of the applicant and operator and/or driver's license
- (b) State or federally issued photo identification. Expired identification will not be accepted, and if provided the application will be considered incomplete ~~denied~~.
 - (c) Provide proof of ownership, copy of lease or letter of intent to lease. If a lease or letter of intent is provided and not current the application will be considered incomplete ~~and denied~~.
 - (d) If premises are leased, attached written permission from owner of the premises for the use specified in this application. If the letter is not current the application will be considered incomplete ~~and denied~~. If leased the operator of the facility must ensure the building owner is current with all real property taxes.
 - (e) Proof of insurance for fire damage in the amount of the value of the premises and liability insurance with minimum limits of \$1,000,000.
 - (f) Proof that all employees are over the age of 21.
 - (g) Describe storage facilities of all marihuana on site, including lotions, baked goods, usable, and all other forms.
 - (h) Describe storage facilities of all marihuana on site, including lotions, baked goods, usable, and all other forms (if applicable).
 - (i) Provide proof of compliance with statewide monitoring system (if in operation)
 - (j) An area map, drawn to scale, indicating within a radius of one thousand feet (1,000) from the boundaries of the proposed marihuana facility dispensary or growing/manufacturing facility site, the proximity of the site to any school, existing dispensary, or existing growing facility zoning permit or similar clearance from the

zoning administrator verifying the proposed use of the location at which the license will be utilized is in compliance with the zoning ordinance.

- (k) A copy of state license or prequalification letter.
- (l) Retailer/Microbusinesses/Designated Consumption Establishments only: Provide a description of the products and services to be provided by the establishment, including retail sales of food and/or beverages, if any, and any related accommodations or facilities.
- (m) Growing/Processing/Safety Compliance Facility applications only: Provide a description of the growing and processing procedures, including volatile chemicals stored or used on the premises.
- ~~(n) Provide copy of facility social equity plan as required by the State of Michigan.~~
- ~~(o) Volunteerism plan—provide a plan of community projects to be completed through the permit year. Plans could either be in the form of financial contribution or time given to specific community projects. All contributions must be undertaken in the City of Ypsilanti. Documentation of completion will be required upon renewal. If documentation is not provided the application will be considered incomplete and denied.~~

If the application includes errors or omissions the city will notify the applicant and provide five business days to satisfy the requirement. If issues are not rectified, the applicant will either need to request an extension with cause, or the application will be denied.

Sec. 7-6. Approval of application.

The city manager or designee shall issue a permit for a marijuana establishment if inspections for safety, zoning compliance, state approval, and all other information available to the city verify that the applicant has submitted a full and complete application, paid the appropriate fee, and has made improvements to the business location consistent with the application and is prepared to operate the business with in compliance with this Code and any other applicable law, rule or regulation. The city manager or designee will deny any application that does not meet the requirements of this chapter or any other applicable law, rule or regulation or that contains any false or incomplete information.

Upon approval of the application a permit that is contingent on zoning and building department approval, will be provided. ~~The applicant will receive no more than 60 days to complete all work as listed in the application and be awarded all necessary permits/approvals for existing structures. Or the~~ The applicant will be provided no more than six months to complete all work as listed in the application and be awarded all necessary permits/approvals

for new construction. ~~Once the 60 days, or six months~~ Once six months has expired the applicant will either be awarded a full permit, or have their permit revoked.

If multiple complete permit applications are submitted within the same zoning buffer, the first facility to receive site plan and special use permit (if applicable) approval will be granted the permit. The planning department will time stamp complete site plan and special use permit applications when submitted to their office.

Sec. 7-4.5 8. - Non-renewal or revocation.

The city manager shall choose to not renew or revoke a permit based on any of the following:

- (1) A failure to meet the conditions or maintain compliance with the standards established by this chapter in reference to applications for a new permit or the renewal of an existing permit;
- (2) One or more violations of any city ordinance on the premises that exceeds 90 days;
- (3) Maintenance of a nuisance on the premises that exceeds 90 days;
- (4) A demonstrated history of excessive calls for public safety (police, fire, and EMS) originating from the premises, being three or more calls in any 30-day period; or
- (5) Nonpayment of real and/or personal property taxes, fines, fees, or liens owed to the city.
- (6) Failure to be provided a state license.
- (7) Failure to be provided a Special Use Permit if one is required at that applied to location.
- (8) Failure to be provided site plan approval or the expiration of an approved site plan.
- (9) Failure to be provided building plan approval and certificate of occupancy within 6 months of permit issuance
- (910) If the facility ceases operations for 120 days. "Operations" refers to the regular running of the business type applied for and does not refer to the construction prior to opening.

~~If Applicants fail to apply for renewal by November 15th of each year their application will not be accepted, and they will not receive a permit. Said applicant may apply using the New Applicant Portal as described in Section 7.4-3 of this Ordinance.~~ **The city will not provide notice of renewal.**

Sec. 7-4.6 9.- Appeal process.

If an applicant is denied a permit, they may request a meeting with relevant staff and the City Manager to remedy deficiencies in an application. At that time the applicant and City Manager will sign a notarized affidavit, which will provide a timeline to complete all necessary items to

cure deficiencies. If the applicant is unable to meet the timeline, the application will be denied, and a formal denial letter will be provided via first class mail.

~~If an applicant or permitted marijuana facility chooses. At that time the applicant may to appeal the denial of a permit or revocation of a permit, they can enter by entering in a written appeal to the clerk's office. The appeal should include the following: the appellant's signature, the requirement or decision from which the appeal is made and shall state the specific grounds on which the appeal is based item listed in the affidavit they were unable to complete and why they were unable to meet the deadline. The applicable fee shall be submitted with the notice of the appeal; such fee shall be nonrefundable. Appeals shall be filed within 30 days of the decision in question. City council shall consider the appeal within 30 days of receipt of the appeal. An appeal shall be considered an adjudication and outside the function of normal permit administration and enforcement.~~

Sec. 7-5 10. Social-Equity Community Advocacy and Law Enforcement.

- ~~1) The City Council and city staff will work to create a permit process to allow state social equity qualifiers to participate in businesses within the city limits. Permit numbers for these applicants are listed in Sec. 7.4.1.~~
- ~~2) \$1,000 from each permit fee will be used to promote social equity to negatively impacted communities by promoting advocacy around criminal justice issues related to marijuana prohibition, supporting youth who have been negatively impacted by the war on drugs as it relates to the prohibition of marijuana, and community education and outreach on adult-use marijuana in general.~~
- ~~3) Good faith effort in employment: any person or entity receiving more than \$10,000 in contract value or benefit from the city must use good faith efforts in hiring employees who have been negatively impacted by marijuana prohibition. Adult-use recreational marijuana businesses should use good faith efforts in hiring 25% employees who are low income or live in the area codes 48197 or 48198.~~
- ~~4) The City of Ypsilanti will not drug-test workers who are not in safety-sensitive jobs, without reasonable documented cause; random drug-testing is prohibited.~~
- ~~5) Lowest law enforcement: This ordinance instructs and authorizes local law enforcement to de-prioritize marijuana investigations (except as conducted in conjunction with licensing authorities) and arrests. The possession or smell of marijuana will no longer constitute probable cause for investigation or arrest. The investigation, citation, and arrest for marijuana law violations in the City of Ypsilanti shall have the lowest law enforcement priority. This does not apply to distribution to minors.~~

- 6) For the purpose of law enforcement in the City of Ypsilanti, the following shall not constitute reasonable articulable suspicion of a crime in the absence of other factors:
 - a) The odor of burnt or unburnt marihuana
 - b) The possession of or suspicion of possession of marihuana that does not exceed the legal limit in Michigan.
 - c) The possession of multiple containers of marihuana without evidence of excess of the legal limit in Michigan.
- 7) ~~The City of Ypsilanti shall make all reasonable efforts to create spaces for on-site consumption as allowed under state law.~~
- 8) ~~The City of Ypsilanti may add requirements that applicants enter Community Benefits Agreements, which may or may not apply to social equity applicants as well.~~

Sec. 7-6 11. Severability.

If any clause, sentence, section, paragraph, or part of this ordinance, or the application thereof to any person, firm, corporation, legal entity, or circumstances, shall be for any reason adjudged by a court of competent jurisdiction to be unconstitutional or invalid, such judgment shall not affect, impair, or invalidate the remainder of this Ordinance and the application of such provision to other persons, firms, corporations, legal entities, or circumstances by such judgment shall be confined in its operation to the clause, sentence, section, paragraph, or part of this Ordinance thereof directly involved in the case or controversy in which such judgment shall have been rendered and to the person, firm, corporation, legal entity, or circumstances then and there involved. It is hereby declared to be the legislative intent of this body that the Ordinance would have been adopted had such invalid or unconstitutional provisions not been included in this Ordinance.

Sec. 7-7 12 Repeal

All other Ordinances inconsistent with the provisions of this Ordinance are, to the extent of such inconsistency, hereby repealed.

Sec. 7-8 13. Savings Clause

The balance of the Code of Ordinances, City of Ypsilanti, Michigan, except as herein or previously amended, shall remain in full force and effect. The repeal provided herein shall not abrogate or affect any offense or act committed or done, or any penalty or forfeiture incurred, or any pending fee, assessments, litigation, or prosecution of any right established, occurring prior to the effective date hereof.

Sec. 7-9 14. Copies to be available.

Copies to be available. Copies of the Ordinance are available at the office of the city clerk for inspection by, and distribution to the public during normal office hours. A complete copy of the ordinance is also available for inspection on the City's website, www.cityofypsilanti.com.

Sec 7-10 15. Publication and Effective Date

The City Clerk shall cause this Ordinance, or a summary of this Ordinance, to be published by printing the same in the publication of record. This Ordinance shall become effective after publication at the expiration of 30 days after adoption.

MADE, PASSED, AND ADOPTED BY THE YPSILANTI CITY COUNCIL THIS 1st DAY OF August, 2023.

Andrew Hellenga, City Clerk

Attest

I do hereby confirm that the above Ordinance No. 1408 was published in the Washtenaw Legal News on the 1st day of August, 2023.

Andrew Hellenga, City Clerk

CERTIFICATE OF ADOPTING

I hereby certify that the foregoing is a true copy of the Ordinance passed at the regular meeting of the City Council held on the 1st day of August, 2023.

Andrew Hellenga, City Clerk

Notice Published:

First Reading:

Second Reading:

Published:

Effective Date:

Marijuana Buffers and Available Parcels Map | City of Ypsilanti 2023

Potential Eligible Parcels | Retail and Designated Consumption

Legend

- Eligible Designated Consumption or Retail
- Available Eligible MJ Retail
- Existing Retailers
- Microbusiness Planet Jane

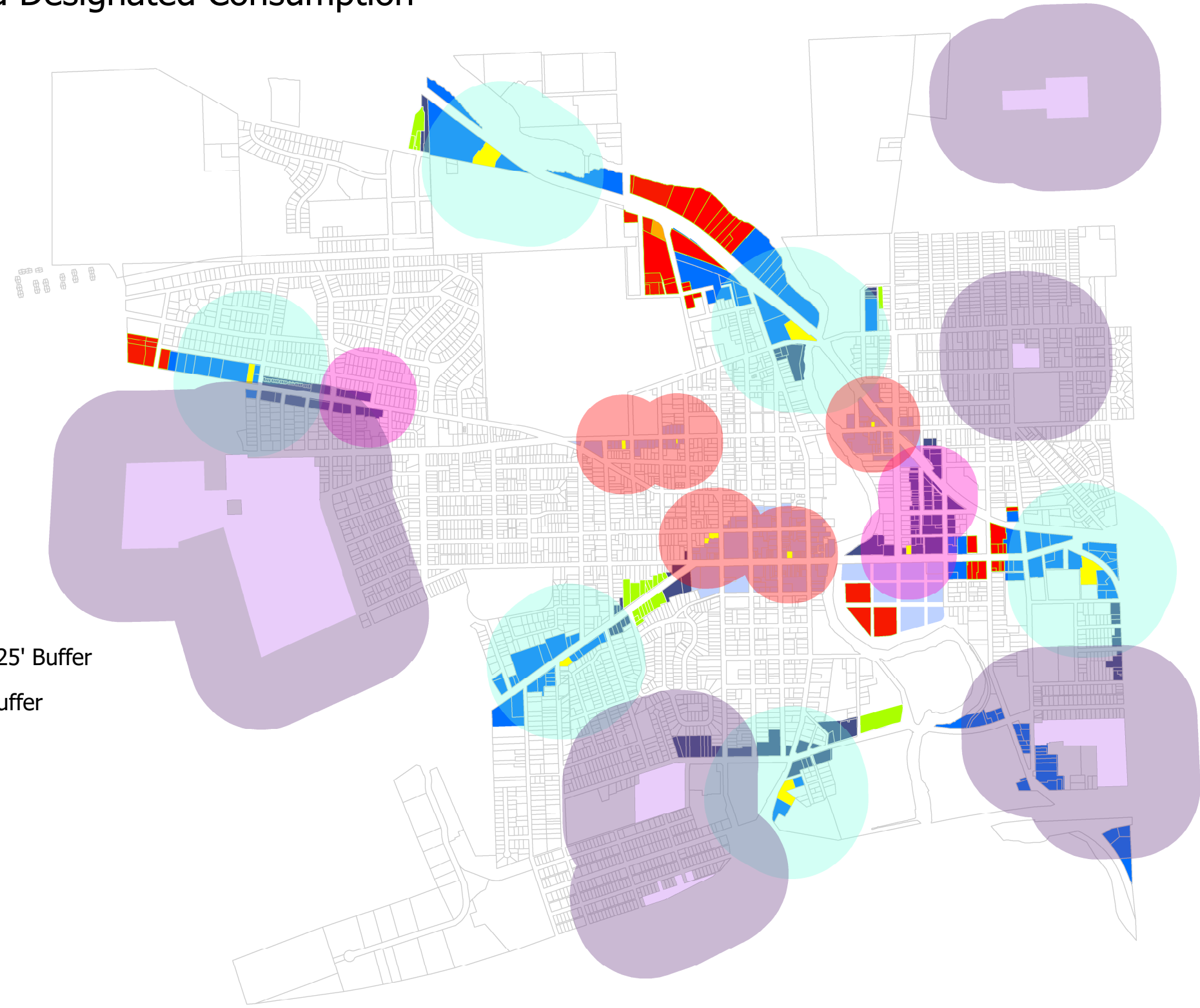
Eligible Districts

- Center
- General Corridor
- Neighborhood Corridor

Existing with Buffers

- Center (C) Existing Retail with 600' Buffer
- Neighborhood Corridor (NC) Existing Retail with 625' Buffer
- General Corridor (GC) Existing Retail with 1300' Buffer
- Schools
- Schools Buffer

Coordinate System: NAD 1983 StatePlane Michigan South FIPS 2113 Feet Intl
 Projection: Lambert Conformal Conic
 Datum: North American 1983
 False Easting: 13,123,359.5801
 False Northing: 0.0000
 Central Meridian: -84.3667
 Standard Parallel 1: 42.1000
 Standard Parallel 2: 43.6667
 Latitude Of Origin: 41.5000
 Units: Foot





REQUEST FOR LEGISLATION
August 15, 2023

For: City Council

From: Frances McMullan, City Manager

Subject: Resolution No. 2023-143, approving a proposal from Carlisle Wortman to provide planning services.

SUMMARY & BACKGROUND:

The Ypsilanti Community and Economic Development Department has undergone many iterations over the past decade. From 2015-2023 there has been a singular Director overseeing two managers, one for Planning and one for Building. Each manager had a staff of 3 to 6 FTE at a given time for carrying out their respective roles to support the department. In 2023, there has been several changes to separate the work of Building, Planning, and Economic Development which were previously under one umbrella. Concurrently, the Downtown Development Authority has utilized staffing support provided by the department during this time, which has allowed for more competitive wages and a higher output of productivity to serve both organizations. With the departure of both the Community Development Director and Economic Development Director over the past several months, we are looking to Carlisle Wortman to provide staffing support in both areas. Carlisle Wortman has already been engaged to assist with the redevelopment of Water Street and has provided a proposal to assist the city with planning services.

Carlisle Wortman has the experienced staff necessary to support the planning department while also performing an audit of the City's current Community and Economic Development Department organizational structure, staffing, and workflow processes to make recommendations for improvements, efficiencies, and staffing needs. This audit is a core component of the scope of services offered by Carlisle Wortman and will help us identify and fill the positions most needed to support the department.

Under Option 1, Carlisle Wortman will also provide development review for site plans, special land use requests, rezonings, variances, and planned unit developments in combination with the City Planner, Holli Andrews. These reviews will be billed hourly based on the proposal. Carlisle is also capable of providing special planning studies, ordinance amendments, GIS Mapping services, or other special projects or duties requested by the City Manager's Office.

Under Option 2, Carlisle Wortman will provide the same scope of services for a retainer rather than hourly billing. The retainer will provide for two days per week of on site services at City Hall to serve as the Planning Director, coordinate with appropriate staff, meet with applicants and developers, and assist residents with zoning and planning questions while on site, among other responsibilities as described in the proposal.

Under Option 1 and other work outside of the retainer would be billed under the hourly rate schedule

as follows:

Personnel	2023 Hourly Rate	2024 Hourly Rate	2025 Hourly Rate
Past President / Senior Principal	\$150.00	\$155.00	\$160.00
President	\$140.00	\$145.00	\$150.00
Principal	\$135.00	\$140.00	\$145.00
Senior Associate	\$130.00	\$135.00	\$140.00
Associate	\$120.00	\$125.00	\$130.00
Community Planner/Landscape Architect	\$110.00	\$115.00	\$120.00
Graphics (GIS) Technician	\$93.00	\$98.00	\$103.00
Support Staff	\$78.00	\$83.00	\$88.00

Option 2 office hours would be billed at a monthly retainer while would include the following:

- ❖ Two (2) days per week of in person office hours
- ❖ Unlimited telephone/email consultation with staff.
- ❖ Assistance in preparation of Planning Commission and Zoning Board of Appeals agenda packet.
- ❖ Attendance at all Planning Commission meetings. Other meetings such as City Council and Zoning Board of Appeals attendance will be billed hourly as noted below.
- ❖ Keep City Officials current on changes in State planning and zoning enabling legislation, grant programs, and latest planning issues.
- ❖ Yearly training workshop on topics requested by the City.

	2023 Rates	2024 Rates	2025 Rates
Monthly Retainer	\$10,400	\$11,000	\$11,600

RECOMMENDED ACTION: Staff is seeking Council to approve Option 2 for planning services to be provided by Carlisle Wortman

ATTACHMENTS:

1. Resolution No. 2023-143
2. Ypsilanti City - Cost Estimate Letter 07-27-2023_Redacted
3. City of Ypsilanti Planning Assistance Proposal 7-7-23_Redacted
4. Contract

CITY MANAGER APPROVAL: Carlisle Wortman
Planning Services Proposal

COUNCIL AGENDA DATE: August 15, 2023

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



REQUEST FOR LEGISLATION
7/25/2023

For: Mayor and City Council

From: Frances McMullan, City Manager

Subject: Carlisle Wortman Planning Services Proposal

SUMMARY & BACKGROUND:

The Ypsilanti Community and Economic Development Department has undergone many iterations over the past decade. From 2015-2023 there has been a singular Director overseeing two managers, one for Planning and one for Building. Each manager had a staff of 3 to 6 FTE at a given time for carrying out their respective roles to support the department. In 2023, there has been several changes to separate the work of Building, Planning, and Economic Development which were previously under one umbrella. Concurrently, the Downtown Development Authority has utilized staffing support provided by the department during this time, which has allowed for more competitive wages and a higher output of productivity to serve both organizations. With the departure of both the Community Development Director and Economic Development Director over the past several months, we are looking to Carlisle Wortman to provide staffing support in both areas. Carlisle Wortman has already been engaged to assist with the redevelopment of Water Street and has provided a proposal to assist the city with planning services.

Carlisle Wortman has the experienced staff necessary to support the planning department while also performing an audit of the City's current Community and Economic Development Department organizational structure, staffing, and workflow processes to make recommendations for improvements, efficiencies, and staffing needs. This audit is a core component of the scope of services offered by Carlisle Wortman and will help us identify and fill the positions most needed to support the department.

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Principal	\$135.00	\$140.00	\$145.00
Senior Associate	\$130.00	\$135.00	\$140.00
Associate	\$120.00	\$125.00	\$130.00
Community Planner/Landscape Architect	\$110.00	\$115.00	\$120.00
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	2023 Rates	2024 Rates	2025 Rates
Monthly Retainer	\$10,400	\$11,000	\$11,600

RECOMMENDED ACTION: Staff is seeking Council to approve Option 2 for planning services to be provided by Carlisle Wortman

ATTACHMENTS:

Carlisle Wortman Planning Services Proposal

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____



Resolution No. 2023-143
July 25, 2023

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

NOW THEREFORE BE IT RESOLVED THAT the Ypsilanti City Council approve Planning Services Proposal Option 1 from Carlisle Wortman.

OFFERED BY: Mayor Pro-Tem Wilcoxon

SUPPORTED BY: Council Member Sweet

YES: 6 NO: 0 ABSENT: 1 (Symanns) VOTE: Carried

I do hereby certify that the above resolution is a true and correct copy of Resolution 2023-151 as passed by the Ypsilanti City Council, at their meeting held on August 1, 2023.

Andrew Hellenga, City Clerk



Carlisle | Wortman
ASSOCIATES, INC.

117 NORTH FIRST STREET SUITE 70 ANN ARBOR, MI 48104 734.662.2200 734.662.1935 FAX

July 27, 2023

Frances McMullen
City Manager
City of Ypsilanti

Via Email to: fmcullen@cityofypsilanti.com

Re: Contract Options 1/2 Cost Estimates

Dear Frances:

Thank you for the opportunity to present the following cost estimates for contractual services as requested by City Council.

Option 1: Hybrid Staffing

Organizational and Staffing Audit

The audit is expected to take approximately two (2) months to complete and will include scheduled interviews with identified staff members and organizational leaders. CWA estimates the audit will require approximately 20 hours of combined effort for a total cost of approximately **\$3,000**.

Development Reviews

CWA will provide development reviews for site plans, special land use requests, rezonings, variances, planned unit developments, etc. When these reviews come before City Council or the Planning Commission, CWA would attend those meetings. These services will be provided on an hourly basis with charged hourly rates attributable as pass-through costs to the development applicant with no impact on the City's budget.

Special Projects

Special projects such as special planning studies, ordinance amendments, and GIS mapping services will be performed on an as-needed basis and charged at hourly rates. Cost estimates will be provided for City consideration individually for the scope of services for each individual project.

Office Support

Support to City staff will be provided on an as-needed basis by appropriate level consultant staff dependent upon the nature and complexity of the work and will be charged on an hourly rate basis. Office support will include expert consultation services by phone, email, video conferencing, and in-

*Benjamin R. Carlisle, President Douglas J. Lewan, Executive Vice President John L. Enos, Vice President
David Scurto, Principal Sally M. Elmiger, Principal R. Donald Wortman, Principal
Paul Montagno, Principal, Megan Masson-Minock, Principal, Laura Kreps, Senior Associate
Richard K. Carlisle, Past President/Senior Principal*

person as indicated. It could also include attendance at Planning Commission, City Council or other appointed bodies, as requested. For the purpose of estimating costs, Option 1 office support will likely require between five (5) and sixteen (16) hours of effort each week, however, will be determined in real time by City staff. Costs are estimated to fluctuate between \$2,925/month and \$9,200/month, however, may be more or less depending on situational need.

Option 1: Hybrid Staffing Cost Estimate Summary

- Organizational and Staffing Audit \$3,000
- Development Reviews TBD Pass-Through to Developer
- Special Projects TBD for individual projects
- Office Support \$2,925-\$9,200 per month
- *REQUIRES MINIMUM SIX (6) MONTH COMMITMENT
- Estimated cost September 2023-February 2024: \$17,550-\$55,200 (estimated monthly cost for 6 months)

Option 2: Office Hours

Organizational and Staffing Audit

The audit is expected to take approximately two (2) months to complete and will include scheduled interviews with identified staff members and organizational leaders. CWA estimates the audit will require approximately 20 hours of combined effort which will be included in the monthly retainer.

Development Reviews

CWA will provide development reviews for site plans, special land use requests, rezonings, variances, planned unit developments, etc., including attendance at associated City Council meetings. These services will be provided on an hourly basis with charged hourly rates attributable as pass-through costs to the development applicant with no impact on the City's budget.

Special Projects

Special projects such as special planning studies, ordinance amendments, and GIS mapping services will be performed on an as-needed basis and charged at hourly rates. Cost estimates will be provided for City consideration individually for the scope of services for each individual project.

Office Support

CWA will provide on-site services at the City Offices up to **two full business days per week** or as mutually agreed upon by the parties. Duties at the City Offices may include but are not limited to the following:

1. Serve as Community Planning Director.
2. Coordinate appropriate staff.
3. Meet with applicants including developers.

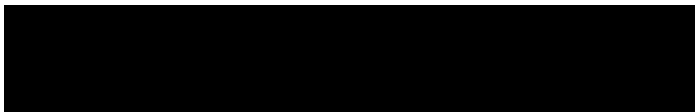
4. Assist residents and potential applicants with zoning and planning questions while on-site.
5. Assist applicants in completing and filing applications for Zoning Board of Appeals (ZBA), rezoning, site plans, etc.
6. Review permit applications and perform field inspections for zoning compliance in consultation with the city's designated Building Official.
7. Oversee preparation of public hearing and legal notices for rezonings, ordinance amendments, special uses, and variances.
8. Assist staff with Planning Commission, ZBA, and other relevant agendas, notices, and packets.
9. Attend planning/zoning related meetings held during regular business hours at the City Offices or within city jurisdiction.
10. Attend monthly Planning Commission meetings.
11. Other duties as requested by the City Manager's Office.

Option 2: Office Hours Cost Estimate Summary

- Organizational and Staffing Audit Included in Monthly Retainer
- Development Reviews TBD Pass-Through to Developer
- Special Projects TBD for individual projects
- Office Support \$10,400 per month (2023)
\$11,000 per month (2024)
- *REQUIRES MINIMUM TWELVE (12) MONTH COMMITMENT
- Estimated Cost September 2023-August 2024: \$129,600 (2023 rates through December 31st, 2024 rates January-August)

Please contact me with any further questions.

Sincerely,



CARLISLE/WORTMAN ASSOC., INC
Megan Masson-Minock, AICP
Principal



Carlisle | Wortman
ASSOCIATES, INC.

117 NORTH FIRST STREET SUITE 70 ANN ARBOR, MI 48104 734.662.2200 734.662.1935 FAX

July 7, 2023

Frances McMullan
City Manager
Via email: FMcmullan@cityofypsilanti.com

Re: Proposal of Services – Planning Services

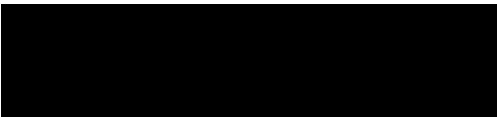
Dear Ms. McMullan,

Thank you for the opportunity to present a proposal for services to assist the City of Ypsilanti in Planning Services. Our multi-disciplinary team of professional planners and landscape architects is among the most experienced in the State. Our core service is to act as an expert for and extension of the client to build strong, attractive, and more livable communities. The firm actively serves over 75 municipal clients, the majority of our work is centered on continuing planning services.

Our team was specifically assembled to provide the precise expertise for the needs and understanding of City of Ypsilanti. Through our continuing planning services to a number of surrounding communities, as well as communities similar to City of Ypsilanti, we have an understanding of the City and southern Michigan.

In order to best serve the City, we have provided three scope of service options to consider. Please do not hesitate to contact us at (734) 662-2200 if you have any questions.

Sincerely,



CARLISLE | WORTMAN ASSOC., INC
Benjamin R. Carlisle, AICP, LEED AP
President

Attachments:

- Firm Background
- Scope of Services Options

FIRM BACKGROUND

Carlisle | Wortman Associates, Inc. is well prepared and equally enthused to provide the scope of services and service specifications as requested. Since 1988 Carlisle | Wortman Associates Inc. has been providing public sector clients with professional planning services. Our highly experienced professionals are forward thinking, experienced and accomplished at finding sound and creative strategies to fit our clients' needs. Our core service is to act as an expert for and extension of the client to build strong, attractive, and more livable communities. Our continuing success is a direct result of our philosophy: responsiveness, commitment, trust, and success.

We have been exclusively servicing Michigan for over thirty-five years. With a commitment to public service, we only provide services for governmental and non-profit entities ranging from townships, cities, and counties to community development organizations and public transit agencies. We take pride in the fact that Carlisle | Wortman Associates does not represent private developers, as we believe this creates a conflict of interest. The firm currently serves over 75 clients, the majority of which are centered on continuing planning services. Each client is personally represented by a principal of the firm.

Most importantly, we know Ypsilanti and have a long working history with the city. We have assisted the city in drafting multiple Master Plans, numerous zoning ordinances rewrites, and continuing services including providing office hours.

City of Ypsilanti can rely on CWA for:

Responsiveness

We believe in constant contact with our clients via telephone, in person meetings, email, and mobile communication and at hours beyond standards business practice.

Commitment

We have been working with client communities for over 40 years.

Trust

We cherish long-term client-CWA relationships built by listening intently to client needs, maintaining clear and frequent contact, providing timely and responsive service, and exceeding expectations.

Success

We equip our clients for success by sharing our expertise, leadership, and creativity while educating communities to ensure successful solutions.

SCOPE OF SERVICES

Option 1: Hybrid Staffing

Organizational and Staffing Audit

CWA will perform an audit of the City's current Planning and Development and Economic Development Department organizational structure, staffing, and workflow processes and make recommendations for improvements, efficiencies, and staffing needs. This work will be conducted by Richard Carlisle, Past President, Ben Carlisle, President, and Mike Radzik, Operations Manager.

Development Reviews

CWA will provide development review for site plans, special land use requests, rezonings, variances, planned unit developments, etc. Reviews will be transmitted to the Client within two (2) weeks of receipt by the CWA. The CWA will provide this service to the Client on an hourly basis and charge hourly rates for all development reviews with pass-through costs to the applicant.

Special Projects

Special projects as requested may include but are not limited to:

1. Special Planning Studies
2. Ordinance amendments
3. GIS Mapping services
4. Other special projects or duties as requested by the City Manager's Office

Option 2: Office Hours

Organizational and Staffing Audit

Similar to Option 1, the CWA will perform an audit of the City's current Planning and Development and Economic Development Department organizational structure, staffing, and workflow processes and make recommendations for improvements, efficiencies, and staffing needs. This work will be conducted by Richard Carlisle, Past President, Ben Carlisle, President, and Mike Radzik, Operations Manager.

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10. Other duties as requested by the City Manager's Office.

Rate Schedule

Option 1 and other work outside of the retainer would be billed under the hourly rate schedule:

Personnel	2023 Hourly Rate	2024 Hourly Rate	2025 Hourly Rate
Past President / Senior Principal	\$150.00	\$155.00	\$160.00
President	\$140.00	\$145.00	\$150.00
Principal	\$135.00	\$140.00	\$145.00
Senior Associate	\$130.00	\$135.00	\$140.00
Associate	\$120.00	\$125.00	\$130.00
Community Planner/Landscape Architect	\$110.00	\$115.00	\$120.00
Graphics (GIS) Technician	\$93.00	\$98.00	\$103.00
Support Staff	\$78.00	\$83.00	\$88.00

Option 2 office hours would be billed at a monthly retainer, which would include the following:

- ❖ Two (2) days per week of in person office hours
- ❖ Unlimited telephone/email consultation with staff.
- ❖ Assistance in preparation of Planning Commission and Zoning Board of Appeals agenda packet.
- ❖ Attendance at all Planning Commission meetings. Other meetings such as City Council and Zoning Board of Appeals attendance will be billed hourly as noted below.
- ❖ Keep City Officials current on changes in State planning and zoning enabling legislation, grant programs, and latest planning issues.
- ❖ Yearly training workshop on topics requested by the City.

	2023 Rates	2024 Rates	2025 Rates
Monthly Retainer	\$10,400	\$11,000	\$11,600

Personnel

This work will be performed by Ben Carlisle, President, Megan Masson-Minnick, Principal, and other personnel as assigned and agreed upon.



Carlisle | Wortman
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117 NORTH FIRST STREET SUITE 70 ANN ARBOR, MI 48104 734.662.2200 734.662.1935 FAX

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- ❖ Assistance in preparation of Planning Commission and Zoning Board of Appeals agenda packet.
- ❖ Attendance at all Planning Commission meetings. Other meetings such as City Council and Zoning Board of Appeals attendance will be billed hourly as noted below.
- ❖ Keep City Officials current on changes in State planning and zoning enabling legislation, grant programs, and latest planning issues.
- ❖ Yearly training workshop on topics requested by the City.

	2023 Rates	2024 Rates	2025 Rates
Monthly Retainer	\$10,400	\$11,000	\$11,600

Personnel

This work will be performed by Ben Carlisle, President, Megan Masson-Minnick, Principal, and other personnel as assigned and agreed upon.

PLANNING SERVICES AGREEMENT BETWEEN
CITY OF YPSILANTI AND CARLISLE WORTMAN, INC.

THIS AGREEMENT is made this ____ day of August, 2023 between the CITY OF YPSILANTI, a Michigan Home-Rule Corporation, of One South Huron Street, Ypsilanti MI 48197, hereinafter referred to as "CITY" and CARLISLE WORTMAN, INC. a Michigan corporation, of 117 North First Street, Suite 70, Ann Arbor MI 48104, hereinafter referred to as "CARLISLE";

BACKGROUND

The CITY is in need of planning services for the Ypsilanti Community and Economic Development Department, including planning services, building department services and Downtown Development Authority (DDA) services. CITY contracts with DDA to provide staffing services.

CARLISLE responded to a Request for Services from CITY to provide needed planning services, building department and DDA services. CITY desires to contract with CARLISLE for the services. This Agreement is to memorialize the agreement.

AGREEMENT

WITNESSETH:

WHEREAS CARLISLE is able and willing to provide planning, building department and DDA services according to the Request for Services and city policies, and has submitted a certain Planning Services Proposal (copy attached), and CITY accepts The Proposal, Option two,

NOW THEREFORE, in consideration of the promises and covenants set forth, the parties mutually AGREE as follows:

1. PLANNING SERVICES. CARLISLE shall perform planning and staffing services for the CITY pursuant to a Proposal for Services, Option Two (2) Planning Services (The Services) on a retainer basis, copy of which is attached hereto and made a part hereof .

2. PAYMENT. The CITY shall pay CARLISLE a monthly retainer, in arrears, for the services in amount of \$10,400 per month for 2023 and \$11,000 for 2024 and \$11,600 for 2025.

3. TERM OF AGREEMENT. This agreement shall be on a month-to-month basis commencing on ____, 2023.

4. STANDARD OF PERFORMANCE. CARLISLE shall perform the Contract faithfully and diligently and perform the services in a competent, professional, satisfactory and proper manner and during the Contract term or extensions thereof, use every best effort and endeavor to promote the interests of the CITY and devote such time, attention, skill, knowledge and ability as is necessary to most effectively and efficiently carry out and perform the Contract.
5. The parties understand and agree that the CITY may terminate this Contract at any time with or without notice. In such event CARLISLE will be compensated for work already completed.
6. This Contract is to be performed in Washtenaw County, Michigan, and all legal venues shall exclusively lie therein.
7. The parties agree that time is of the essence in the performance of this Contract by CARLISLE.
8. Each provision of this Contract shall be separately enforceable and in the event that a court of competent jurisdiction determines or adjudges that any provision of this Contract is invalid or illegal, such decision shall not affect the rest of the Contract which shall remain in full force and effect.
9. This Agreement shall be governed by and construed in accordance with the laws of Michigan.
10. INDEPENDENT CONTRACTOR. The relationship of CARLISLE to the CITY is and shall continue to be that of an independent CONTRACTOR and no liability or benefits such as worker's compensation, pension rights, or other rights or liabilities arising out of or related to a contract for hire or employer/employee relationship shall arise or accrue to either party as a result of the performance of this Contract.
11. WAIVER AND LIABILITY. CARLISLE hereby waives any claim against the CITY and agrees not to hold the CITY liable for any personal injury or damage incurred by it, its employees or associates on this project which is not held by a court of competent jurisdiction to be directly attributable to the sole and/or gross negligence or malicious intentional conduct of any employee of the CITY acting within the scope of their employment. It further agrees to hold the CITY harmless from any such claim by its employees or associates.
12. For the purpose of the hold harmless indemnity and insurance provisions contained in this Contract, the term "CITY" shall be deemed to include the City of Ypsilanti and all other associated, affiliated, allied or subsidiary entities, or commissions, officers, agents, representatives and employees.

13. The following Indemnification Agreement shall be, and is hereby, a provision of the Contract and shall be endorsed on the reverse sides of all certificates of insurance:

"CARLISLE agrees, to the fullest extent permitted by law, to indemnify and hold the CITY harmless from damages and losses arising from the negligent acts, errors or omissions of CARLISLE in the performance of professional services under this Agreement, to the extent that CARLISLE is responsible for such damages and losses on a comparative basis of fault and responsibility between CARLISLE and the CITY. CARLISLE is not obligated to indemnify the CITY for the CITY'S own negligence."

14. INSURANCE. CARLISLE, prior to commencing work shall provide at his own cost and expense the following insurance to the CITY in insurance companies licensed and/or approved in the State of Michigan, which insurance shall be evidenced by certificates and/or policies as determined by the CITY. All policies and certificates of insurance shall be approved by the Department of City Manager of the CITY prior to the inception of any work.

Each certificate or policy shall require that, thirty days prior to cancellation or material change in the policies, notice thereof shall be given to the CITY of registered mail, return receipt requested, for all of the following stated insurance policies. All such notices shall name the CARLISLE and identify the contract number.

All property losses shall be made payable to and adjusted with the CITY.

In order to determine financial strength and reputation of insurance carriers, all companies providing the coverages required shall be licensed or approved by the Insurance Bureau of the State in which the work is performed and shall have a financial rating not lower than XI and a policyholder's service rating no lower than B+ as listed in A.M. Best's Key Rating Guide, current edition. Certificates of insurance shall note A.M. Best's Rating. Companies with ratings lower than B+:XI will be acceptable only upon written consent of the Owner.

All policies and certificates of insurance of the CARLISLE shall contain the following clauses:

The clause "other insurance provision" in a policy in which the CITY is named as an insured, shall not apply to the CITY.

The insurance companies issuing the policy or policies shall have no recourse against the CITY (including its agents and agencies as aforesaid) for payment of any premiums or for assessments under any form of policy.

Any and all deductibles in the above-described insurance policies shall be assumed by and be for the account of, and at the sole risk of the CARLISLE.

The CITY (at its option) shall be listed as an Additional Named Insured on the following insurance coverages provided by the CARLISLE.

YES <u>_x_</u>	NO _____	1)	Comprehensive General Liability
YES <u>_x_</u>	NO _____	2)	Automobile Liability
YES _____	NO <u>_x_</u>	3)	Malpractice Insurance

CARLISLE shall maintain at its own expense during the term of this Contract the following insurance:

Worker's Compensation insurance with Michigan statutory limits and employers' liability insurance with minimum limits of \$100,000 each accident.

General Liability insurance with a minimum limit of liability per occurrence of \$1,000,000,000 Combined Single Limit (Bodily Injury/Property Damage).

This insurance shall indicate on the Certificate of Insurance the following coverages:

- (a) Premises - Operations
- (b) Independent CARLISLE and Sub-CARLISLEs
- (c) Products and Completed Operations
- (d) Broad Form Contractual
- (e) Broad Form Liability Endorsement

Automobile Liability insurance with minimum limits of liability, per occurrence, of \$500,000 Combined Single Limit (Bodily Injury/Property Damage) unless otherwise indicated in the "Special Conditions" of the Contract specifications. This insurance shall include for bodily injury and property damage the following coverages:

- (a) Owned automobiles
- (b) Hired automobiles
- (c) Non-owned automobiles

If any of the Property and Casualty insurance requirements are not complied with at their renewal dates, payments to CARLISLE will be withheld until those requirements have been met, or at the option of the CITY the CITY may pay the Renewal Premium and withhold such payments from any monies due CARLISLE.

In the event that claims in excess of the insured amounts provided herein, are filed by reason of any operations under the Contract, the amount of excess of such claims, or any portion thereof, may be withheld from payment due or to become due CARLISLE until such time as CARLISLE shall furnish such additional security covering such claims as may be determined by the CITY.

If at any time any of the foregoing policies shall be or become unsatisfactory to the CITY to form or substance, or if a company insuring any such policy shall be or become unsatisfactory to the CITY, CARLISLE shall upon notice to that effect from the CITY promptly obtain a new policy, submit the same to the City Manager for approval and submit a certificate thereof as herein provided. Upon failure of CARLISLE to furnish, deliver and maintain such insurance as above provided, this Contract, at the election of the CITY may be forthwith declared suspended, discontinued or terminated. Failure of CARLISLE to take out and/or maintain or the taking out and/or maintenance of any required insurance, shall not relieve CARLISLE from any liability under the Contract, nor shall the insurance requirements be construed to conflict with or otherwise limit the obligations of CARLISLE concerning indemnification.

15. **DISABILITY BENEFITS.** CARLISLE shall provide proof of compliance with the Disability Benefits Law. (If applicable).

16. **CONFLICT OF INTEREST.** CARLISLE covenants that neither said corporation nor any officer, agent or employee of the corporation has any interest nor shall they acquire any interest, directly or indirectly, which would conflict in the manner or degree of performance with the Contract.

17. **CONTINGENT FEES.** CARLISLE warrants it has not employed or retained any company or person other than bonafide employees working solely for the CARLISLE, to solicit or secure this Contract, and that it has not paid or agreed to pay any company, or person, other than a bonafide employee working solely for the CARLISLE, any fee, commission, percentage, brokerage fee, gift, or any other consideration contingent upon or resulting from the award of making this Contract. For breach or violation of this warranty, the CITY shall have the right to annul the Contract without liability or, at its discretion, to deduct from the fees due CARLISLE, or otherwise, recover the full amount of such fee, commission, percentage, brokerage fee, gift or contingent fee.

18. **EQUAL OPPORTUNITY.** CARLISLE has knowledge of and agrees to comply with the provisions of the Ypsilanti City Ordinance 538, Affirmative Action.

19. CARLISLE agrees to perform this Contract in accord with all federal, state and local laws and will not discriminate against any person on the basis of race, sex, color, national origin, religion, handicap status, heights, weight, marital status, or other criteria which is not relevant to the particular job.

20. CARLISLE further agrees not to discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, disability as set forth in the American's With Disability Act, age, height, weight, or marital status (except insofar as it relates to a bonafide or occupational qualification reasonably necessary to the normal operation of the business). Breach of this provision may be regarded as material breach of the Agreement.

21. LIVING WAGE.

A. (1) Living Wages be paid according to the Ypsilanti Living Wage Ordinance No. 892 (The Ordinance) , and

(2) Suitable notices be posted in the work place; and

(3) Evidence of compliance including payroll records be provided to the Ypsilanti Personnel Department within 10 days of written request from the Ypsilanti Personnel Department.

B. In the event of violation of the provisions of The Ordinance or this contract this contract may be modified or terminated to comply with the provisions of The Ordinance, including withholding of moneys in amount equal to Living Wages not paid in accordance with The Ordinance and the City may also take action to recover the amount of the contract provided to any person found to have violated The ordinance.

C. Any employee shall have a separate cause of action to enforce the provisions of this contract and The Ordinance and any rights conferred under The Ordinance, in law and or equity, and any court of competent jurisdiction upon proper proof and the prevailing of the employee in such action, shall award actual damages, wage restitution, interest and actual attorney fees.

D. The City shall have the right to enforce this contract and The Ordinance in law or equity by court process including specific performance.

22. This Contract and attachments hereto are the sole Contract and Agreement between the parties. Any changes, additions or deletions shall not be effective or actionable unless they are in writing signed by the parties.

23. NOTICES. All notices concerning this Contract shall be deemed served on the party if sent to the party at the address shown at the beginning of this Contract, or such other address as has been endorsed to the Contract copy of the serving party in writing by the party so served and notified.

24. Iran Economic Sanctions Act 517 of 2013. Pursuant to the Iran Economic Sanctions act, MCL 129.211, before accepting any bid or proposal, or entering into any contract for goods or services with any prospective Provider, the Provider must first certify that it is not an "Iran Linked Business" as defined by that law."

25. NOT IN DEFAULT TO CITY. CARLISLE hereby certifies that CARLISLE is not in default to the CITY, and that there are no unpaid taxes, real or personal,

owed to the CITY by CARLISLE, and CARLISLE has no other unfulfilled obligations to the CITY and is in compliance with all Ypsilanti City codes and ordinances. The parties understand that a breach of this provision is a material breach of the contract.

26. In accordance with PA 517 of 2012, CARLISLE must certify CARLISLE is not an Iran linked business, as set forth in the act. Signing this addendum is such certification.

IN WITNESS WHEREOF, the undersigned have set their hands the day and year set out below. The parties signing all certify that they sign this agreement with full power and authority.

Carlisle Wortman, Inc.

By: _____

Dated: _____, 2023.

CITY OF YPSILANTI, a Michigan
Municipal home-rule City

BY: _____
Nicole Brown, Mayor

BY: _____
Andrew Hellenga, City Clerk

APPROVED AS TO FORM:

John M. Barr
Ypsilanti City Attorney



Resolution No. 2023-139
July 25, 2023

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That the attached fee schedule is adopted pursuant to the Ypsilanti City Code, and the following fees relating to various sections of the City Code and activities of the City are hereby established, and the various City Departments are authorized to charge and collect such fees effective immediately.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



A
RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI that the attached fee schedule is adopted pursuant to the Ypsilanti City Code, and the following fees relating to various sections of the City Code and activities of the City are hereby established, and the various City Departments are authorized to charge and collect such fees effective immediately.

City of Ypsilanti Amended Fee Schedule (FY 2023-24) (Res.)

Dept./Div.	Ordinance Sec. No.	Type of Fee	2022/23 Fee (\$)	2023/24 Fees (\$)
		Notary Public Service - Signature and seal (per notarized document)	10	10
		Freedom of Information Act (FOIA) Requests	Actual cost; See FOIA Policy	Actual cost; See FOIA Policy
Assessor	22-35	Business License Application Fee	See Commercial Business Inspection	See Commercial Business Inspection
		Real Estate agent access to sketch program	0	0
		Copy of building sketch	0.00	0
Building		Plan Review Note: If sent to 3rd party review additional fees may be incurred.	20% of permit cost as deposit +	20% of permit cost as deposit + balance of
		Zoning review-accessory structures and fences	70	70
	18-3	Building Permit		
		First \$1,000 of construction value or less	70	70
		Each additional \$1,000 or fraction thereof	11	11
		Demolition Permit	70	90
		First \$1,000 of work contract or less	11	11
		Plumbing Permit (per inspection/service/unit/appliance)	70	70
		Electrical Permit (per inspection/service/panel/unit)	70	70
		Mechanical Permit (per inspection/service/system/unit/appliance)	70	70
		Sign Permit	100	100
	94-193	Outdoor Café, Restaurant, and Beer Garden Annual Fee	75	75
		All other permit (minimum fee)	70	70
	14-13	Domestic Fowl and Bee permit application	25	25
		Residential builders, alteration and maintenance	32	32
		Sign contractor license/registration	32	32
		Electrical contractor	32	32
		Plumbing contractor	15	15
		Mechanical contractor	15	15
	18-31(b)	Appeals to Building Board of Appeals per structure	County fees + 52	County fees + 52
		Residential	50	50

Dept./Div.	Ordinance Sec. No.	Type of Fee	2022/23 Fee (\$)	2023/24 Fees (\$)					
	18-153								
		Single Family* – Initial Inspection	\$150 per unit	\$150 per unit					
		Single Family* – Recertification (2-year)	\$100 per unit	\$100 per unit					
		Reinspection's	\$55 per inspection	\$55 per inspection					
		Multi-Family Building – Recertification (2-year)							
		20 or less units	\$75 per unit	\$75 per unit					
		21 or more units	\$65 per unit	\$65 per unit					
		Reinspection	\$55 per inspection	\$55 per inspection					
		Multi-Family Complex – Recertification (2-year)	\$250 per building inspected plus \$35	\$250 per building inspected plus \$35 per unit					
		Reinspection	\$55 per inspection	\$55 per inspection					
		Townhouse/Condo – recertification (2-year)	\$70 per unit	\$70 per unit					
		Reinspection	\$55 per unit	\$55 per unit					
		Rooming House – recertification	\$120 per structure	\$120 per structure					
		Reinspection	\$55 per inspection	\$55 per inspection					
		No Show Fee - Multi family (per unit)	\$55 per inspection	\$55 per inspection					
		No Show Fee - 1 & 2 family (per unit)	\$85 per unit	\$85 per unit					
		Late Payment Fees	Original fee plus 20% the original fee	Original fee plus 20% the original fee					
		Lien Collection Fee	100	100					
		Administrative Review Fee	\$50 per unit	\$50 per unit					
		Search Warrants obtained for inspection	\$100 per unit	\$100 per unit					
	18-153								
		Retail - Small (Under 2,500 SQ FT)	75	75					
		Retail - Large (Over 2,500 SQ FT)	150	150					
		Restaurant - Small (Under 2,500 SQ FT)	75	75					
		Restaurant - Large (Over 2,500 SQ FT)	150	150					
		Personal Service (barber, salon, tattoo, etc.)	100	100					
		Medical - Small (Under 2,500 SQ FT)	75	75					
		Medical - Large (Over 2,500 SQ FT)	150	150					
		Medical - Large (per additional floor)	75	75					
		Automotive (sales/repair/gas station)	175	175					
		Assembly (hall, church, etc.)	150	150					
		Industrial/Manufacturing/Warehousing - Small (Under 5,000 SQ FT)	250	250					
		Industrial/Manufacturing/Warehousing - Large (Over 5,000 SQ FT)	350	350					
		Business Occupancy Permit Application Fee (with and without change of use)	90	90					
		Business (General - Large)	150	150					
		Business (General - Small)	75	75					
		Chapel/Funeral Home	150	150					
		Educational	100	100					
		Late Payment Fees	Original fee plus 20% the original fee	Original fee plus 20% the original fee					
		Lien Collection Fee	100	100					
		Inspection (2 or more)	55	55					
		Inspection No Show/Late Cancellation (per unit)	55	55					
	18-190	Vacant Building Inspection Fee	150	150					
		Escrow Account (Monthly)	300	300					
		Vacant building - not "regularly occupied"	75	75					
		New building/structure	50	50					
		All other vacant buildings - including dangerous buildings	300	300					
	42-69	Maintenance of exterior premises - City cleanup	50+*	50+*					
		General & Administrative							
		Zoning Map or Text copies; Copies of adopted plans	Actual cost; See FOIA Policy	Actual cost; See FOIA Policy					
		Marihuana Location Letter	200	200					
		Code Compliance Letter	100	100					
		Zoning							
	122-303	Zoning Map amendment	1500	1500					
		Zoning Text amendment	1000	1000					

Dept./Div.	Ordinance Sec. No.	Type of Fee	2022/23 Fee (\$)	2023/24 Fees (\$)					
Planning and Development		Appeal of staff interpretation	500	500					
		Specific interpretation	500	500					
		Area Variance - SF Residential	500	500					
		Area Variance - other use	1000	1000					
		All variance types: each variance requested beyond first on same site/application.	250	250					
		Pre-development meeting (related to site plan)	75	75					
		Administrative fee for site work started without issuance of applicable permit	50	50					
		Site Plan Review	500+*	500+*					
			*plus engineering review fees as applicable	*plus engineering review fees as applicable					
		Site Plan review (additional revision review)	200	200					
		Sketch Plan Review	100	100					
		Site inspections by P&D Dept. staff after first compliance inspection	35	35					
		Special Exception permit for fee in-lieu of providing off street parking (per space)	345/Per Space Annually	345/Per Space Annually					

Dept./Div.	Ordinance Sec. No.	Type of Fee	2022/23 Fee (\$)	2023/24 Fees (\$)					
		Address Assignment	100/Per address or 500/per development	100/Per address or 500/per development					
		Special Use permit	400	400					
		Designation of Special Nonconforming Status	400	400					
		Temporary Use-Concession Sale Review	50	50					
		Garden on vacant residential lot	25	25					
		Use of a public commercial area parking space during construction, see Special Events							
		Sidewalk Signs	See sign permit fee	See sign permit fee					
	122-704	PUD Application *	1500+*	1500+*					
			*plus \$5/1,000 sf of new or redeveloped non-residential or \$5/unit of new or redeveloped residential construction and engineering review fees	*plus \$5/1,000 sf of new or redeveloped non-residential or \$5/unit of new or redeveloped residential construction and engineering review fees					
		PUD Application (Adaptive Re-Use)	550	550					
	94-271	Alley/Street Closure (Application fee plus construction escrow)	750 fee + 1000 escrow	750 fee + 1000 escrow					
	94-291	Alley/Street Vacation	1500	1500					
	122-625	Lot split application	50	50					
		Creation of a District (public notice, preparation for City Council)	1000	1000					
		Application Review and Recommendation	500	500					
	54-81	Historic District work permit application fee	45+*	45+*					
			*plus \$5 per \$3000 of labor and material	*plus \$5 per \$3000 of labor and material					
		Administrative Fee for HDC work started without issuance of applicable permit	50	50					
		Historic District work permit application fee, flat fee for paint-only application	10	10					
	122-309								
		Site Plan Review	500	500					
		Site Plan Review-Beyond Initial Two	250	250					
		Site Plan Review-Planned Unit Development-Adaptive Reuse PUD	500	500					
		Site Plan Review-Planned Unit Development-Less Than 5 Acres	1000	1000					
		Site Plan Review-Planned Unit Development-More Than 5 Acres	1800	1800					
		Planned Unit Development Review-Beyond Initial Two	500	500					
		Preapplication Meeting	200	200					
	122-309								
		Construction Estimate Less Than \$50,000	6% - Minimum 500	6% - Minimum 500					
		Construction Estimate Between \$50,000 - \$100,000	5% + Minimum 3,500	5% + Minimum 3,500					

Dept./Div.	Ordinance Sec. No.	Type of Fee	2022/23 Fee (\$)	2023/24 Fees (\$)					
		Construction Estimate Between \$100,000 - \$500,000	3% - Minimum 6,000	3% - Minimum 6,000					
		Construction Estimate More Than \$500,000	2.5% - Minimum 12,000	2.5% - Minimum 12,000					
	122-309								
		Construction Estimate Less Than \$50,000	9.0% - Minimum 1,000 Construction	9.0% - Minimum 1,000 Construction Escrow					
		Construction Estimate Between \$50,000 - \$100,000	6,000 + 8.0% of amount over 50,000	6,000 + 8.0% of amount over 50,000					
		Construction Estimate Between \$100,000 - \$500,000	11,500 + 6.0% of amount over	11,500 + 6.0% of amount over 100,000					
		Construction Estimate More Than \$500,000	35,000 + 5.0% of amount over	35,000 + 5.0% of amount over 500,000					
		Notes: Engineering Site Plan and Engineering Plan Review fees are nonrefundable. Initial Engineering Site Plan Review Fee covers two reviews. Initial Engineering Plan Review Fee covers three reviews. Construction Escrow collected in excess of incurred costs will be refunded upon final acceptance of project. These fees are for the City Engineer only. Additional fees from other City Departments may apply.							
Clerk		City Charter	Actual cost; See FOIA Policy	Actual cost; See FOIA Policy					
	6-31								
		"A" Hotel	500	500					
		"B" Hotel	500	500					
		"C" Hotel	500	500					
		"Tavern" beer and by the glass	500	500					
		"SDD" package liquor	500	500					
		"SDM" package beer and wine	500	500					
		If more than one class of license held (Fee per class held)	25	25					
		Transfer of ownership, including partner	500	500					
		Transfer of location	300	300					
		Addition of space	300	300					
		Deletion of partner	300	300					
		Addition of special permit, i.e. entertainment, dancing or Sunday sales	315	315					
		Wine Maker License	500	500					
		Micro Brewer License	500	500					
	6-43	Application for license to sell	500	500					
	10-45	Additional fee for DDA location	110	110					

Dept./Div.	Ordinance Sec. No.	Type of Fee	2022/23 Fee (\$)			2023/24 Fees (\$)							
	22-76	Bed and breakfast application fee	80			80							
	22-80	Annual bed and breakfast, inn license fee	175			175							
	22-117	Health club license application fee	80			80							
	22-121	Annual health club fee	175			175							
	22-178	Peddlers license application fee, investigation fee	100			100							
	82-47	Secondhand dealer license application fee	100			100							
	82-49	Issuance of annual 2nd hand dealer license	100			100							
	22-182	House to house soliciting by established business, various fee (monthly rate)	80			80							
		Mayor Officiating Wedding Ceremony	25			25							
		Qualified Voter File (disks), Printed Voter Listing, Polling location maps	Actual cost; See FOIA Policy			Actual cost; See FOIA Policy							
		Return check for NSF											
		first check	50			50							
		second and subsequent NSF check from same person or entity within one year (per	60			60							
		Online payment fees											
		Amount of payment due is between: \$2.00-\$66.00	2.00/payment			2.00/payment							
		Payment amount that exceed \$67.00	3% of payment			3% of payment							
			1st	2nd	3rd	1st violation	2nd violation	3rd violation					
	18-52	State construction code	\$50,	\$100,	\$200,	\$50,	\$100,	\$200,					
	18-92	Property maintenance code	\$50,	\$100,	\$200, \$225	\$50,	\$100,	\$200, \$225					
	18-115	Violations generally	\$50,	\$100,	\$200,	\$50,	\$100,	\$200,					
	18-134 A&B	Allow occupancy without certificate of compliance	\$100	\$300	\$500	\$100	\$300	\$500					
			1st	2nd	3rd	1st violation	2nd violation	3rd violation					
	42-55	Property maintenance nuisance	\$50,	\$100,	\$200,	\$50,	\$100,	\$200,					
	42-68	Litter (see 70-38)	\$50,	\$150,	\$300,	\$50,	\$150,	\$300,					
	71-72	Specific Violations (raw building materials, junk waste, abandoned refrigerators)	\$50,	\$150,	\$200,	\$50,	\$150,	\$200,					
	50-34	Fire Prevention Code (when designated as blight violation)	\$100,	\$300,	\$500,	\$100,	\$300,	\$500,					
			1st	2nd	3rd	1st violation	2nd violation	3rd violation					
	86-32	Disposal arrangements	\$50,	\$100,	\$200, \$225	\$50,	\$100,	\$200, \$225					
	86-33	Commercial properties	\$50,	\$100,	\$200, \$225	\$50,	\$100,	\$200, \$225					
			\$75 after 10 business days	\$125 after 10 business days	after 10 business days	\$75 after 10 business days	\$125 after 10 business days	after 10 business days					
	86-34	Residential properties	\$50,	\$100,	\$200, \$225	\$50,	\$100,	\$200, \$225					
	86-35	Multiple Dwellings	\$50,	\$100,	\$200, \$225	\$50,	\$100,	\$200, \$225					
	86-54	Peak Times	\$50,	\$100,	\$200, \$225	\$50,	\$100,	\$200, \$225					
			1st	2nd	3rd	1st violation	2nd violation	3rd violation					
	94-136	Snow removal from sidewalk adjacent to residential and commercial premises	\$15,	\$50,	\$200, \$225	\$15,	\$50,	\$200, \$225					
	94-136	Snow removal from parking lot serving less than 10 dwelling units	\$15,	\$50,	\$200, \$225	\$15,	\$50,	\$200, \$225					

Dept./Div.	Ordinance Sec. No.	Type of Fee	2022/23 Fee (\$)			2023/24 Fees (\$)							
Administrative Hearings Bureau	94-136	Snow removal from parking lot serving 10 or more dwelling units	\$15, \$40 after 10 business days	\$50, \$75 after 10 business days	\$200, \$225 after 10 business days	\$15, \$40 after 10 business days	\$50, \$75 after 10 business days	\$200, \$225 after 10 business days					
			1st violation	2nd violation	3rd violation	1st violation	2nd violation	3rd violation					
	110-34	Trees and shrubs	\$50, \$75 after 10 business days	\$100, \$125 after 10 business days	\$200, \$225 after 10 business days	\$50, \$75 after 10 business days	\$100, \$125 after 10 business days	\$200, \$225 after 10 business days					
	110-81	Grass and weed control	\$50, \$75 after 10 business days	\$100, \$125 after 10 business days	\$200, \$225 after 10 business days	\$50, \$75 after 10 business days	\$100, \$125 after 10 business days	\$200, \$225 after 10 business days					
	110-85	Lien collection charge for cost of cutting weeds											
			1st violation	2nd violation	3rd violation	1st violation	2nd violation	3rd violation					

Dept./Div.	Ordinance Sec. No.	Type of Fee	2022/23 Fee (\$)			2023/24 Fees (\$)							
	122-375	Zoning	\$50, \$75 after 10 business days	\$100, \$125 after 10 business days	\$200, \$225 after 10 business days	\$50, \$75 after 10 business days	\$100, \$125 after 10 business days	\$200, \$225 after 10 business days					
		Abatement costs	Actual cost plus fee			Actual cost plus fee							
		Prosecution Costs	75			75							
		Building Costs	75			75							

Dept./Div.	Ordinance Sec. No.	Type of Fee	2022/23 Fee (\$)	2023/24 Fees (\$)					
		Administrative Hearings Bureau (AHB) Costs	250	250					
		Administrative Hearings Bureau Costs - Waiver	Waive \$50 in AHB Costs if paid within 30 days	Waive \$50 in AHB Costs if paid within 30 days					
		State JSA (set by state statute)	10	10					
		Continuance/Adjournment	50	50					
		Default	50	0					
		Show Cause	50	0					

Dept./Div.	Ordinance Sec. No.	Type of Fee	2022/23 Fee (\$)	2023/24 Fees (\$)					
		Motion to Set Aside Default	50	50					
		Street cut or curb cut—per opening	60	REMOVED					
		Right of Way permit (storage of materials/pods)		25/week residential; commercial see parking rental					
		Right of Way permit (sidewalk repair/replacement)	60	50					
		Right of Way permit (not in roadway, includes; driveway approach repair replacement, new sidewalk installation, curbcut repair, boring/trenching)		100					
		Ridght of Way permit (Aerial)		200					

Dept./Div.	Ordinance Sec. No.	Type of Fee	2022/23 Fee (\$)	2023/24 Fees (\$)					
Department of Public Services		Right of Way permit (roadway, including NEW curbcuts)	130	250.00					
		Right of Way permit (street closure major streets)		\$2,500/day per lane					
		Right of Way permit (street closure local streets)		\$1,000/day per lane					
		Stump removal		25.00					
		Penalty fee for failing to apply for Right of Way permit before work begins. Fee is in addition to permit fee.	60	TRIPLE INITIAL PERMIT FEE or 150, whichever is greater					
		Bond amount: Contractor shall furnish either a cash bond or a performance bond							
		property line to back of curb, other than sidewalk (includes new driveway approach or expansion)	3000	\$ 3,000					
		property line to 1/2 pavement width	5000	\$ 5,000					
		property line to full pavement width	10,000	\$ 10,000					
		Existing utility repair/modification		\$ 3,000					
		New utility installation		\$ 5,000					

Dept./Div.	Ordinance Sec. No.	Type of Fee	2022/23 Fee (\$)	2023/24 Fees (\$)					
		each boring pit	250	\$ 1,000					
	94-112	Moving building, license application fee (*Owner also responsible for materials used)	320+*	320+*					
		Recycle bins—each	12	REMOVED					
		Recycle carts - each	75	\$ 75					
		Trash Stickers	2.50	2.50					
		Bulk Item stickers	20.00	20.00					
		Freon Removal stickers	35.00	35.00					
	110-77	Manufactured Fertilizer Commercial Applicator	25	25					
		Small Cell Wireless Facilities Deployment							
		When such deployment will require a new or replacement pole in right of way	300	300					
		When such deployment will not require a new or replacement pole in right of way	200	200					
		For zoning applications to install or modify a wireless support structure in right of way	1000	1000					
		To install or modify a small wireless facility outside the right of way	500	500					
		Annual rent: per small cell wireless facility per year	20	20					
		Annual rent: For utility pole or support structure erected by or on behalf of a wireless provider after March 12, 2019	125	125					
		Code Enforcement ABATEMENT							
	86-87	Mowing per 50 x 100 Lot							
		— Under 12 inches	40						
		— Over 12 inches	80						
	86-87	Brush Removal	100						
	42-74	Trash Removal	100+						
	42-74	Furniture Removal	225						
	86-87	Weed/Brush hog	300+						
	94-133	Snow/Ice Removal per 50 x 100 Lot	50+						
		Mowing; 10-12"		\$80 per 50x100 lot; charged in whole unit increments (ex, a 50x115 lot would be charged two increments)					
		Mowing; 12-18"		\$120 per 50x100 lot; charged in whole unit					
		Weed/brush hog		\$300 per hour					
		Cut brush removal		\$100 per cubic yard					
		Furniture removal		\$225 per cubic yard					
		Trash removal		\$100 per cubic yard of bagged trash; additional charges may apply for hazardous or noxious waste (ex, dead animals, automotive fluids, tires, etc); additional hourly rate of \$75 for gathering unbagged trash					
		Snow/Ice removal		\$125 per visit per 50' frontage, charged in whole					
		Administration fee (monthly billings & special service invoices)	10% for annual amounts less than \$25,000	10% for annual amounts less than \$25,000					
		Administration fee (monthly billings & special service invoices)	5% for annual amounts over \$25,000	5% for annual amounts over \$25,000					
		Late fee for invoices							
		Over 30 days	2%	2%					
		Over 60 days	Additional 2%	Additional 2%					

Dept./Div.	Ordinance Sec. No.	Type of Fee	2022/23 Fee (\$)	2023/24 Fees (\$)					
		Removal of abandoned materials in City Right-of-Way (Barricades, Construction Signs, etc.)	50	75					
		Daily Storage Fee per item for abandoned materials removed from City Right-of-Way	5	10					
Facilities									
	78-124	Fees for rental of Senior Citizens center, Parkridge Community Center and Rutherford Pool are hereby established, but set by operations management at each facility. Contact each facility directly for reservations, terms and conditions							
		Senior Center (2 hr min.)	55/hr	75/hr + 200 Deposit					
		Parkridge Community Center (3 hr. min.)	30/hr	150/3hr 50 for each additional hr					
		Rutherford Pool							
		SINGLE ENTRY							
		Youth (ages 3-17)	3	4.00					
		Adults (ages 18-54)	4	5.00					
		Youth during Family Swim	2.25	3.00					
		Seniors (ages 55 and above)	2.75	4.00					
		SEASON PASSES							
		Individuals (12yrs and above)	110	125.00					
		Seniors (ages 55 and above)	75	90.00					
		Family (includes tot splash)	265	285.00					
		PUNCH CARD PASSES (5 ENTRIES)							
		Youth (ages 3-7)	12	16.00					
		Adult (ages 18-54)	16	20.00					
		Seniors (ages 55 and above)	11	16.00					

Dept./Div.	Ordinance Sec. No.	Type of Fee	2022/23 Fee (\$)	2023/24 Fees (\$)					
		TOT SPLASH	1.75/child	2.50/child					
		(Free with family season pass)							
		Freighthouse Plaza							
		Damage deposit (refundable, due 14 days in advance)	200	200.00					
		Fees for Rutherford Pool shall be determined by the Friends of Rutherford Pool based on cost of service, projected attendance and other cost factors. Fees shall be approved by the City Manager and posted on the City's website.							
		Senior Center, Parkview and Pool renters shall reimburse the City for actual costs of cleanup (including but not limited to Public Works employees) required if applicant fails to comply with cleanup agreement (employee costs shall be reimbursed at hourly rate +10% (non-profit events) or +15% (for-profit events)]							
		Fees for the Freighthouse shall be determined by the Friends of the Ypsilanti Freighthouse based on the terms of the Operation and Management agreement.							
		Default: Any person in default for 30 days or more shall be ineligible for a park reservation, special event permit, noise permit, street closing permit or city facility rental for eighteen months							
Parks	78-125								
		Gazebo Rental (Riverside Park)	150/first 2 hours	200/first 2 hours					
		Amphitheater Rental (Frog Island Park)	150/first 2 hours	200/first 2 hours					
		Pavilion Rental (resident)	75/first 2 hours	100/first 2 hours					
		Pavilion Rental (nonresident)	90/first 2 hours	150/first 2 hours					
		Each Additional Hour of Pavilion Rental	35 per hour	50 per hour					
		Riverside Park Key (refundable deposit)	25	50					
		Water Utility Fee (refundable deposit)	25	50					
		Security deposit for the Gazebo and Pavilions are merged into Class 1 and 2 application fees							
		Rental fees for Riverside and Frog Island park are merged into Class 3 and 4 permit application fees, and are subject to additional Capital Park Improvement and/or Administrative Fees for coordinating public park use, per day.							
		Special Event Applicant shall reimburse the City for actual costs of cleanup (including but not limited to Public Works employees) required if applicant fails to comply with cleanup agreement. [employee and equipment costs shall be reimbursed at hourly rate +25%]							
Fiscal Services									
		Reprint of W-2/1099-R, Copy of Payroll check stub (non-public)	Actual cost; See FOIA Policy	Actual cost; See FOIA Policy					
Film Permit	10-312	Permit for Film on Public Property	250	250					
		Permit for Film on Private Property	100	100					
		Deposit (if City Services are required)	3000	3000					
		Daily Public Property Use-per day	107	107					

Dept./Div.	Ordinance Sec. No.	Type of Fee	2022/23 Fee (\$)	2023/24 Fees (\$)					
Special Events	10-312 /10-268	Parking Space Rental/per day	25 (meter and non-meter)	25 (commercial non-metered) / 50 (commercial metered)					
		Parking Officer	40	50/hour					
		Special Events Parking Permit	12/day	REMOVED					
		Parking Lot Rental (Class 1 and 2 Events)	350/day & up	350/day & up					
		Parking Lot Rental (Class 3 and 4 Events)	500/day & up	1500/day and up					
		Notes: The City reserves the right to approve public parking lot rentals on a case by case basis as well as charge for parking during special events.							
		Police Officer	59/hr	59/hr					
		Police Sergeant	74/hr	74/hr					
		Police Lieutenant	76/hr	76/hr					
		Dispatcher	76/hr	76/hr					

Dept./Div.	Ordinance Sec. No.	Type of Fee	2022/23 Fee (\$)	2023/24 Fees (\$)					
		Dispatch Supervisor	96/hr	96/hr					
		Dispatch	39/hr	39/hr					
		Firefighter	40/hr	40/hr					
		Firefighter Officer	48/hr	48/hr					
		DPS Operator-ST	38/hr						
		DPS Operator-OT	57/hr						
		DPS Operator DT	75/hr	100/hr					
		DPS Supervisor-ST	44/hr						
		DPS Supervisor-OT	66/hr						
		DPS Supervisor DT	88/hr	150/hr					
		Parade Route	90/hr	90/hr					
		Traffic Control Plan	90/hr	90/hr					
		Walk/Run Route	90/hr	90/hr					
		Special Event Applicant shall reimburse the City for all actual costs incurred by the Ypsilanti Department of Public Works and Police Department related to the event as determined no later than 14 days prior to the event during pre-event meeting. (employee and equipment costs shall be reimbursed at hourly rate +15%)							
		Mobile Command	13	13					
		Police Cruiser	9	9					
		Class 1 Engine	495	495					
		Aerial Truck	715	715					
		Support Vehicle	165	165					
		Custom Temp No Parking Signs Includes Date & Time (per bundle of 10)	35.00 per 10						
		Temp No Parking Signs Includes Date & Time (per event)		50					
		Barricades – small	5.00/day						
		Barricades – large (for street closures)	17.00/day						
		Traffic Cones 18" or 25"	3.00/day						
		Traffic Cones 42"	4.00/day						
		Road Signs	9.00/day						
		Traffic control devices		\$25 per item per day					
		Car – Crown Vic	11.00/hr						
		Arrowboard (V #2)	6.00/hr						
		Snow Blower (V #3)	4.00/hr						
		Stake Truck (V #131)	10.00/hr						
		Pickup Truck (V #101)	10.00/hr						
		Small Dump truck (V #104)	10.00/hr						

Dept./Div.	Ordinance Sec. No.	Type of Fee	2022/23 Fee (\$)	2023/24 Fees (\$)					
Special Events		Large Dump truck-no plow (V #109 no-plow)	48.00/hr						
		Pickup Truck with Aerial Lift (V #122)	15.00/hr						
		Trailer (V-117)	7.00/hr						
		Weed Whip (V #423)	4.00/hr						
		Mower (V-448)	26.00/hr						
		Sweeper (V #142)	105.00/hr						
		Loader (V #129)	70.00/hr						
		Rear Packet-Truck (V#603)	29.00/hr						
		Bobcat (V#128)	51.00/hr						
		Bobcat with Palled Fork (V# 128A)	57.00/hr						
		Bobcat-with Jackhammer (V# 128B)	62.00/hr						
		Bobcat with Backhoe (V# 128C)	54.00/hr						
		Bobcat-with Stump Grinder (V#128D)	99.00/hr						
		Bobcat-with Snow-Pusher Blade & One-way Blade (V# 128E)	194.00/hr						
		Bobcat-with Auger-bit 24" (V# 128F)	57.00/hr						
		Bobcat-with Tree Auger (V# 128G)	57.00/hr						
		Bobcat-with Grader (V# 128H)	64.00/hr						
		Bobcat-with Soil-Conditioner (V# 128I)	66.00/hr						
		Bobcat-with Brush Hog (V# 128J)	64.00/hr						
	10-268								
		Special Events Application Fee (nonrefundable)	35	35					
		Class 4a events (alcohol or marihuana, more than 10,000 participants)	750/day	2500/day					
		Class 4 events (more than 10,000 participants)	600/day	2000/day					
		Class 3a events (alcohol)	600/day	1500/day					
		Class 3 events	400/day	1000/day					
		Class 2 events	200	\$ 500					
		Class 1 events	100	\$ 250					
		Local Street Closure Permit (per street) (per day)	200	\$ 500					
		Major Street Closure Permit (per street) (per day)	1000	\$ 1,500					
		Recurring Event Permit	See Special Events Policy						
		Wedding Permit	See Special Events Policy						
		Noise Permit	100	\$ 500					
		Sign/Banner Permit Application	35	\$ 50					
		Banner installation & removal fees (non-refundable, due 30 days in advance)	Actual Cost (2 hours min.)	\$50/banner, \$500 min					

Dept./Div.	Ordinance Sec. No.	Type of Fee	2022/23 Fee (\$)	2023/24 Fees (\$)					
		Class 4a events (alcohol or marihuana, more than 10,000 participants)	6000	\$ 10,000					
		Class 4 events	5000	\$ 5,000					
		Class 3a events (alcohol or marihuana, less than 10,000 participants)	2000	\$ 7,500					
		Class 3 events	1000	\$ 2,000					
		Class 2 events	500	\$ 500					
		Class 1 events	100	\$ 500					
		Surety bond in lieu of damage deposit (subject to City Attorney approval)	10,000	\$ 25,000					
		Capital Park Improvement Fee							
		Class 1 events	0						
		Class 2 events	0						
		Class 3 Events	750/day	750/day					
		Class 3a events	1500/day	1500/day					
		Class 4 events	1500/day	1500/day					
		Class 4a events	1500/day	1500/day					
		Utility Fee-Electric							
		Class 4 events	100/Day	500/Day					
		Class 3 events	100/Day	250/Day					

Dept./Div.	Ordinance Sec. No.	Type of Fee	2022/23 Fee (\$)	2023/24 Fees (\$)					
		Class 2 events	35/day	50/day					
		Class 1 events	35/day	50/day					
		Utility Fee-Water							
		Class 4 events	55/day	250/day					
		Class 3 events	55/day	250/day					
		Class 2 events	20/day	20/day					
		Class 1 events	20/day	20/day					
	10-271	Vendors requiring hard wiring electricity (Licensed electrician required to complete permit application. Work must be inspected by City Bldg. Dept.)	No Hard Wiring	(include in policy documents)					
		Applicant(s) shall reimburse the City for actual costs of cleanup (including but not limited to Public Works employees) required if applicant fails to comply with cleanup agreement.		\$250, plus actual cost + 15%					
		Trash per cubic yard	45.00/cy	\$100 per cubic yard of bagged trash; additional					
		Failure to restore site by 1:00 p.m. day following event	200/day	200/day					
Marijuana Facilities		City site restoration	200, plus labor and fringes	\$500, plus actual cost + 15%					
	22-205	Marijuana Facility Application	5000	5000					
	22-205	License Revocation Appeal	1100						
				1100					
	22-205	Relocation Application	5000	5000					
Fire	22-205	Application Renewal	5000	5000					
	50-34	Fire Prevention							
		Initial Certificate of Occupancy for Fire Safety Inspection							
		This fee is included is certificate of occupancy application and is paid to the building department	75	75					
		First re-inspection	0	0					
		Additional re-inspections or no-show.	50 per re-inspection	50 per re-inspection					
		Annual Fire Safety Inspection							

Dept./Div.	Ordinance Sec. No.	Type of Fee	2022/23 Fee (\$)	2023/24 Fees (\$)					
		Annual inspection (no fee if compliance is maintained since last year)	0	0					
		Additional necessary annual re-inspection or no show	50	50					
		Inspection in large facilities or requiring more than one hour	50/hr	50/hr					
		Acceptance Tests							
		Sprinklers systems, fire alarms, fire pump...	50/hr	50/hr					
		Plan Review							
		Occupancy calculation, fireworks, special venues, concerts...	50/hr	50/hr					
		Fire Investigation							
		Origin and cause	50/hr	50/hr					
	38-135								
		CLASS 1 ENGINE	450 with crew	450 with crew					
		AERIAL TRUCK	650 with crew	650 with crew					

Dept./Div.	Ordinance Sec. No.	Type of Fee	2022/23 Fee (\$)			2023/24 Fees (\$)							
		SUPPORT VEHICLE	150 with crew			150 with crew							
		FIRE FIGHTER	36			36							
		FIRE OFFICER	43			43							
		FIRE INSPECTOR	43			43							
		EMS Standby (2 EMTs)	80 / Hour			80 / Hour							
		Fire Standby Pyrotechnic (includes inspection)	250			250							
		Fire Display (includes inspection)	250			250							
		Fire inspection	75			75							
		* Fire re-inspection	50			50							
		Fire Investigation (Additional Fee if over 10 hours)	500			500							
		Fire permits	50			50							
	38-40												
		First occurrence in a calendar year			Warning			Warning					
		Second occurrence in a calendar year			\$200			\$200					
		Third occurrence in a calendar year			\$400			\$400					
		Fourth occurrence in a calendar year			\$600			\$600					
		Each additional occurrence in calendar year	Add \$200 to:		Add \$200 to	Add \$200 to:		Add \$200 to					
Police	38-40												
		Police											
		First occurrence in calendar year	Warning			Warning							
		Second occurrence in calendar year	100			100							
		Third occurrence in calendar year	200			200							
		Fourth occurrence in calendar year	300			300							
		Each additional occurrence in calendar year	Add \$100 to previous fine		Add \$100 to previous fine	Add \$100 to previous fine		Add \$100 to previous fine					
	38-78	Incidents Involving Persons Driving Under The Influence											
		OWI	155			155							
		OWI with accident	205			205							
		OWI with blood draw	230			230							
		All reports	Actual cost; See FOIA Policy			Actual cost; See FOIA Policy							
		Bicycle Registration Fees											
	102-34	Bicycle registration fee	5			5							
	102-34	Bicycle registration fee - change of ownership	5			5							
	102-34	Bicycle registration fee - loss of license plate	5			5							
		Bike license	n/a			n/a							
		Transfer of bike license	n/a			n/a							
Police		Audio/Visual											
		Photographs, Audio, Video	Actual cost; See FOIA Policy			Actual cost; See FOIA Policy							
		Misc. Police Fees											
		Public vehicle license	30			30							
		Replacement of valid public vehicle license	30			30							
		Gold and silver registration (approval)	55			55							
		Gold and silver registration (if denied)	35			35							
		Preliminary Blood Testing (court ordered)	20			20							
		Fingerprinting (court ordered and liquor control only)	No Charge			No Charge							
		Fingerprinting (Live scan)	65			65							
		Fingerprinting (Ink prints)	20/card			20/card							
		Gun purchase (first card)	0 (State law)			0 (State law)							
		Processing bond money for other departments	\$10 for notarizing			\$10 for notarizing							
		24 hour Liquor License	10			10							
			n/a			n/a							

Dept./Div.	Ordinance Sec. No.	Type of Fee	2022/23 Fee (\$)	2023/24 Fees (\$)					
City Manager	102-255	Truck Route Special or Emergency Exception Permit	150	150					

	Ordinance Sec. No.	Type of Fee	2022/23 Fee (\$)			2023/24 Fees (\$)								
Dept. / Div.		Parking Fees												
	102-61 (a)	Parking rates: per hour			1									
	101-104 (a) (3)	Service/Landlord Vehicle Pass			100		100							
	101-104 (a) (3)	Contractor Service Pass			25		25							
	102-132	Downtown Employee Parking (prorated monthly)												
		4 months			115		115							
		1 Year			300		300							
		West Cross Employee Parking (prorated monthly)												
		4 months					40							
		1 Year					100							
		Permits for Residents in C District (prorated monthly)												
		4 months			57.5	65*								
		1 Year			150	175*								
		Annual Renewal			150	175*								
	102-105 (d)	Residential parking permit fees												
		Each permit			40	45*								
		Renewal			25	30*								
		First Visitor Pass			0		0							
		Second visitor pass			25	30*								
		Discount Downtown Permit (employee or resident, prorated monthly)												
		4 months			60	85*								
		1 Year			150	175*								
		Annual Renewal			135		135							
		replace lost physical passes			25		25							
		Online payments fees and credit card fees are set by the contract with the vendor				*To take effect for 24/25 permit cycle								
	102-62	Impound Vehicles:												
		Impound - private property			30		30							
		Impound - police -tow-admin. fee			40		40							
		Impound Release Fee			40		40		FY 23-24					
			Parking Violation Fees	Base Fee	Next Day	After 21 days	After 21 days	After 21 days		Base Fee	Next Day	After 21 days	After 21 days	After 21 days
		102-81 (a)	Parking: blocking fire hydrant	100.00		120.00	120.00	120.00		100.00		120.00	120.00	120.00
			Parking on street during maintenance hours (2 am to 6 am, where signed)	50.00		70.00	70.00	70.00		50.00		70.00	70.00	70.00
		102-82	Parking on margin	35.00		55.00	55.00	55.00		35.00		55.00	55.00	55.00
			Parking on front or side lawn	35.00		55.00	55.00	55.00		35.00		55.00	55.00	55.00
			Parking over legal limit	25.00	15.00	40.00	40.00	40.00		25.00	15.00	40.00	40.00	40.00
			Parking w/ expired meter	25.00	15.00	40.00	40.00	40.00		25.00	15.00	40.00	40.00	40.00
			Unauthorized parking on private property	50.00		70.00	70.00	70.00		50.00		70.00	70.00	70.00
		Unauthorized parking on city property	50.00		70.00	70.00	70.00		50.00		70.00	70.00	70.00	
		Truck gvw >10,000 or length >22' on residential street more than 3 hours	25.00		45.00	45.00	45.00		25.00		45.00	45.00	45.00	
		Use of a visitor permit by a resident	50.00		70.00	70.00	70.00		50.00		70.00	70.00	70.00	
		Parking w/o permit / residential permit required	50.00		70.00	70.00	70.00		50.00		70.00	70.00	70.00	
		Parking w/o permit / downtown permit required	50.00		70.00	70.00	70.00		50.00		70.00	70.00	70.00	
		Counterfeit permit	100.00		120.00	120.00	120.00		100.00		120.00	120.00	120.00	
		Parking in emergency snow route	150.00		170.00	170.00	170.00		150.00		170.00	170.00	170.00	
		Parking in an alley (not loading/unloading)	25.00		45.00	45.00	45.00		25.00		45.00	45.00	45.00	
		Display advertising	50.00		70.00	70.00	70.00		50.00		70.00	70.00	70.00	
		Displaying cars "for sale" on City property or ROW	50.00		70.00	70.00	70.00		50.00		70.00	70.00	70.00	
Parking		Selling merchandise from vehicle unless authorized by a Special Events or Peddler's Permit	75.00		95.00	95.00	95.00		75.00		95.00	95.00	95.00	

Dept. / Div.	Ordinance Sec. No.	Type of Fee	2022/23 Fee (\$)		2023/24 Fees (\$)						
		Parking for over 48 hours	25.00	45.00	45.00	45.00	25.00		45.00	45.00	45.00
		Parking in prohibited zone, including bus stop, taxi stand and loading zone	75.00	95.00	95.00	95.00	75.00		95.00	95.00	95.00
		Parking not fully within metered space	25.00	15.00	45.00	45.00	25.00	15.00	45.00	45.00	45.00
		Parking to wash/polish/grease/repair vehicle	25.00		45.00	45.00	25.00		45.00	45.00	45.00
		Parking of inoperative vehicle	50.00		70.00	70.00	50.00		70.00	70.00	70.00
		Parking on a sidewalk	50.00		70.00	70.00	50.00		70.00	70.00	70.00
		Parking in front of a public or private driveway	75.00		95.00	95.00	75.00		95.00	95.00	95.00
		Within an intersection.	100.00		95.00	95.00	100.00		95.00	95.00	95.00
		Parking within 15 ft. of a fire hydrant	75.00		95.00	95.00	75.00		95.00	95.00	95.00
		On a crosswalk.	75.00		95.00	95.00	75.00		95.00	95.00	95.00
		Parking within 20 ft of a crosswalk, or if there is not a crosswalk, then within 15 feet of the intersection of property lines at an intersection of highways.	50.00		70.00	70.00	50.00		70.00	70.00	70.00
		Parking within 30 ft of a flashing beacon, stop sign, or traffic-control signal	25.00		45.00	45.00	25.00		45.00	45.00	45.00
		Between a safety zone and the adjacent curb or within 30 feet of a point on the curb immediately opposite the end of a safety zone	50.00		70.00	70.00	50.00		70.00	70.00	70.00
		Parking within 50 ft of nearest rail of a R/R crossing	100.00		120.00	120.00	100.00		120.00	120.00	120.00
		Parking opposite a fire station curb / Within 20 feet of the driveway entrance to a fire station and on the side of a street opposite the entrance to a fire station within 75 feet of the entrance if properly marked by an official sign.	50.00		70.00	70.00	50.00		70.00	70.00	70.00
		Parking alongside/opposite street excavation, if the stopping, standing, or parking would obstruct traffic.	100.00		120.00	120.00	100.00		120.00	120.00	120.00
		Parking: double parking	50.00		70.00	70.00	50.00		70.00	70.00	70.00
		Upon a bridge or other elevated highway structure or within a highway tunnel.	50.00		70.00	70.00	50.00		70.00	70.00	70.00
		At a place where an official sign prohibits stopping or parking.	50.00		70.00	70.00	50.00		70.00	70.00	70.00
		In front of a theater.	50.00		70.00	70.00	50.00		70.00	70.00	70.00
		Blocking an emergency exit of a building	100.00		120.00	120.00	100.00		120.00	120.00	120.00
		Blocking a fire escape	100.00		120.00	120.00	100.00		120.00	120.00	120.00
		Parking in handicap space or zone (public or private property)	150.00		170.00	170.00	150.00		170.00	170.00	170.00
		Parking in or blocking a marked access for parking by persons with disabilities.	150.00		170.00	170.00	150.00		170.00	170.00	170.00
		Blocking or interfering with the use of a curb-cut or ramp by persons with disabilities.	100.00		120.00	120.00	100.00		120.00	120.00	120.00
		In violation of an official sign restricting the period of time for or manner of parking.	50.00		70.00	70.00	50.00		70.00	70.00	70.00
		Parking: night parking in prohibited zone	50.00		70.00	70.00	50.00		70.00	70.00	70.00
		Blocking the delivery of mail to a rural mailbox by a carrier of the United States postal service.	50.00		70.00	70.00	50.00		70.00	70.00	70.00
		Blocking an alley	50.00		70.00	70.00	50.00		70.00	70.00	70.00
		Parking in or blocking a fire lane	100.00		120.00	120.00	100.00		120.00	120.00	120.00
		Parking over 12" from curb	25.00		45.00	45.00	25.00		45.00	45.00	45.00
		Parking left side to curb (except on one-way streets)	25.00		45.00	45.00	25.00		45.00	45.00	45.00
		Parking motor running, car unattended	25.00		45.00	45.00	25.00		45.00	45.00	45.00



Resolution No. 2023-157
August 1, 2023

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That the City Council Meeting be adjourned, on call, by the Mayor or three (3) members of Council.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE: