CITY OF YPSILANTI
PLANNING COMMISSION MEETING
Wednesday, December 20, 2023 @ 7:00 PM
Council Chambers
One South Huron, Ypsilanti, MI 48197
Launch Meeting - Zoom

I. CALL TO ORDER

II. ROLL CALL

A. Matt Dunwoodie, Chair
Michael Simmons, Vice-Chair
Eric Bettis
Mike Davis, Jr.
Jessica Donnelly
Phil Hollifield
Brian Jones- Chance
Carl Schier
Amanda Smith

III. AGENDA APPROVAL

IV. APPROVAL OF MINUTES

A. October Meeting Minutes

V. PUBLIC COMMENT (3 MINUTES)

VI. COMMITTEE REPORTS

A. Non-Motorized Committee Report (if applicable)

VII. PRESENTATIONS AND PUBLIC HEARING ITEMS

A. 216 N Hamilton - Special Use and Limited Site Plan Review (Public Hearing)

VIII. OLD BUSINESS

IX. NEW BUSINESS

A. 2024 Meeting Schedule

B. EMB Signs Discussion

C. Recreational Vehicles and Trailers Discussion

D. Marijuana Discussion

X. FUTURE BUSINESS DISCUSSIONS/UPDATES

XI. ADJOURNMENT

CITY OF YPSILANTI
Planning Commission MEETING
DRAFT MINUTES
Wednesday, October 25, 2023 @ 7:00 PM
Council Chambers
One South Huron, Ypsilanti, MI 48197

Page

I. CALL TO ORDER | *7:10 PM with Quorum*

II. ROLL CALL

Matt Dunwoodie, Chair (excused absence)
Michael Simmons, Vice-Chair (present and acting chair)
Eric Bettis (excused absence)
Mike Davis Jr. (excused absence)
Jessica Donnelly (excused absence)
Phil Hollifield (present)
Amanda Smith (present)
Carl Schier (present)
Brian Jones-Chance (present)

Excused absences acknowledged. Vote to approve.
-- Moved by Hollifield. Seconded by Jones-Chance. Yays – 5, Nays – 0, approved.

III. AGENDA APPROVAL

A. October 2023 Regular Meeting Agenda

Vote to approve the October 2023 agenda as presented.
-- Moved by Schier. Seconded by Smith. Yays – 5, Nays – 0, approved.

IV. APPROVAL OF MINUTES

 # - # A. September Meeting Minutes
9-20-23 Planning Commission

Vote to approve the September 2023 Meeting Minutes as presented.
-- Moved by Jones-Chance. Seconded by Smith. Yays – 5, Nays – 0, approved.

V. AUDIENCE PARTICIPATION

None.

VI. COMMITTEE REPORTS

A. Committee discussion

 # - # B. Non-Motorized Committee Report

NMAC Meeting Agenda - October 2023

City Planner, Holli Andrews reported out on the Pedestrian Education (PedED) Campaign's status in October 2023. The promotion "Are you paying attention? With pedestrian death statistics has launched on RIDE buses and at gas stations. Partners include MDOT, SEMCOG, Governor Whitmer's office, Michigan Fitness Foundation and fellow communities in Monroe and Detroit.

VII. PRESENTATIONS AND PUBLIC HEARING ITEMS

 # - # A. 1733 Washtenaw
Staff Review and Recommendation | Proposed Childcare Center

Staff Review
Andrews presented a report on an application to approve a childcare center in the NC.

Public Hearing
Motion to open the public hearing section of the evening.
-- Moved by Smith. Seconded by Jones-Chance. Yays – 5, Nays – 0, approved.

Applicant Rana Sadkan answered questions along with her current employer, Patricia Cantelon spoke on behalf of the Family Childcare Network grant awarded to Sadkan and the need for infant care in Ypsilanti.

Motion to close the public hearing. Moved by Hollifield. Seconded by Jones-Chance. Yays – 5, Nays – 0, approved

Discussion by Commissioners focused on sidewalk conditions and construction, landscaping, waste storage, property owner compliance, and equity in business creation / location.

Jones-Chance motioned to approve the proposed Lilly Childcare Center at 1733 Washtenaw with the following findings and conditions –

Findings–
1. *The application substantially complies with §122-311.*
2. *The sidewalk construction requirement would create a segment of sidewalk that is discontinuous.*

Conditions–
1. *Trash storage area(s) must be screened with an enclosure and provided on a concrete pad in accordance with §122-608f.*
2. *Submit a landscaping plan to meet standards outlined in §122-631, 634, 636, 638 and 684.*
3. *Waive the requirement for sidewalk construction due to discontinuous nature of requirement and/or construction.*

Vote to approve.
-- Moved by Jones-Chance. Supported by Hollifield. Yays – 5, Nays – 0, approved.

VIII. OLD BUSINESS

IX. NEW BUSINESS

Staff announced the resignation of Holli Andrews (last day November 3, 2023) and the news of planning firm, Giffels and Webster to provide services in transition.

X. FUTURE BUSINESS DISCUSSIONS/UPDATES

XI. ADJOURNMENT

Move to adjourn.
-- Motion made by Jones-Chance. Seconded by Hollifield. Yays – 5, Nays – 0, approved.

City of Ypsilanti

Community & Economic Development Department

December 2023

Staff Review of Site Plan & Special Use Application
216 N Hamilton St
Five Unit Multiple Family Building

GENERAL INFORMATION

Applicant:	Robert Barnes 520 W. Cross Street, Ypsilanti, MI
Project:	216 N Hamilton Renovation Existing four-unit conversion to include fifth unit
Application Date:	November 13, 2023
Location:	216 N Hamilton St On east side of Hamilton north of Washtenaw
Zoning:	CN
Action Requested:	Approval
Staff Recommendation:	Approval with Conditions.

PROJECT AND SITE DESCRIPTION

216 N. Hamilton is an approximately 2,807 SF building, constructed in approximately 1860, on a .25 acre lot. The house has been converted into a multiple-family building with four units, and the applicant is requesting to add an additional fifth unit to an area presently used for storage. The property is zoned CN- Core Neighborhood; any multiple-family structure with more than 4 units requires a Special Land Use permit. The applicant, in the material submitted with the application, proposes to keep the site as-is and is not proposing any site improvements as part of this renovation.

Figure 1: Subject Site Location

Figure 2: Site Aerial (2020)

Figure 3: Site photos

Figure 4: Capture of Limited Site Plan

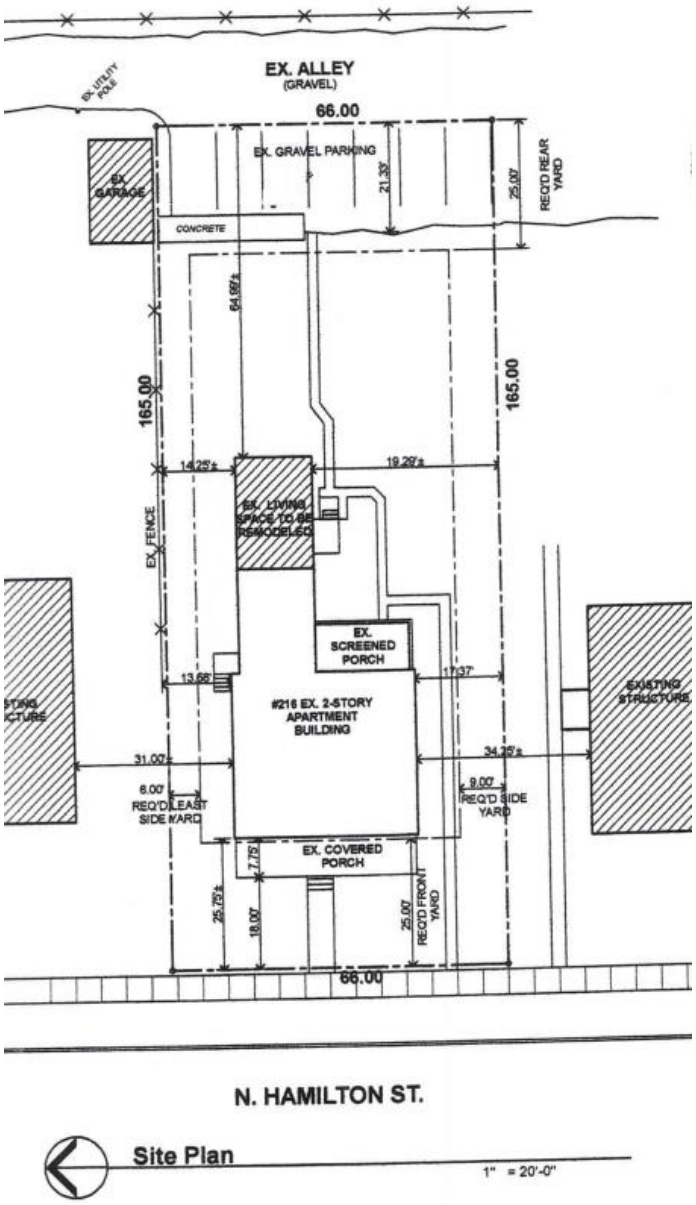


Figure 5: Land Use and Zoning of Surrounding Area

	LAND USE	ZONING
NORTH	6-unit (Immediate) Multi & single-family homes	CN
EAST	Public ROW (Alley) Multi & single-family homes	CN
SOUTH	8-unit (immediate) multi & single-family homes	CN
WEST	8-unit (immediate) multi & single-family homes	CN

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

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

COMMENTS:

The applicant submitted a limited site plan. The applicant should provide the following information as a condition of approval:

- Survey (area of site, dimensions of building, dimensions of parking area, setbacks)
- All existing vegetation on-site
- Location of fence and any other accessory structures on the site

The proposed use – five dwelling units – does comply with the spirit and intent of the chapter, by providing dense, affordable dwelling units centrally located constructed to modern code while preserving the historic structure and fabric of the community. **However, nonconformities are present on the site, as outlined in this report, and the Planning Commission shall determine whether sufficient effort has been made to eliminate them.**

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

COMMENTS: As proposed, the additional apartment unit should not have any detrimental, hazardous, or disturbing effects on the surrounding properties, persons, or public welfare. The applicant did not submit a detailed floor plan of the entire layout of the building; the Planning Commission may consider examining the floor plan to ensure all of the units are livable dwelling units rather than roominghouse rooms, which is a different land use.

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

COMMENTS: The historic building already exists and serves as a multiple-family structure, the parking area provides sufficient parking to accommodate an additional unit, and no changes to the layout of the site are proposed.

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

COMMENTS: The plans do not include any improvements to better accommodate pedestrian, bicycle, or vehicular traffic. The existing parking area is sufficient to accommodate an additional residential unit.

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

COMMENTS: No additional public services needed to accommodate this use.

CONDITIONS OF APPROVAL §122-326

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

(1) Be designed to protect natural resources, the health, safety, and welfare, as well as the social and economic well-being.

(2) Be related to the valid exercise of police power and purposes which are affected by the proposed use or activity.

(3) Be necessary to meet the intent and purposes of this chapter, be related to standards established in this chapter, and be necessary to ensure compliance with those standards."

Items to be addressed: Planning Commission should consider whether a "reasonable effort" to bring nonconforming characteristics into compliance has been made.

SITE PLAN: CRITERIA AND REVIEW §122-311

STANDING §122-311(a)

The applicant is legally eligible to apply for a Special Land Use by the Planning Commission.

REQUIREMENTS §122-311(b)

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

Figure 6: Requirements

ORDINANCE REFERENCE	REQUIRED	EXISTING CONDITIONS	PROPOSED
CN: BUILDING TYPE §122-469	Determined by lot size	Apartment House	Unchanged
LOT REQUIREMENTS			
	No changes proposed to the lot.		
BUILDING ENVELOPE AND HEIGHT			
	No changes proposed to building mass, location, or height.		
PARKING PROVISIONS	Location: side, street side, or rear yards	Parking is located in the rear, directly abutting the public alley way	unchanged

BUILDING LOCATION AND SITE ARRANGEMENT §122-311(c)

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

The location of the building is to remain unchanged. An independent entrance serves the new apartment unit.

Items to be Addressed: *The on-site parking is not connected to the west entrance by a walkway (existing unit). The walkways are of insufficient width.*

SITE ACCESS, TRAFFIC, AND PARKING §122-311(d)

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

Figure 7: Site access, traffic and parking

	ORDINANCE REFERENCE	REQUIRED	EXISTING CONDITIONS	PROPOSED
§122-607	**Building entrances**	No principal building can be placed on a lot unless the building is situated in such a manner that the front entry into the building faces the street to which the property is addressed.		Met
§122-685	**PARKING Dimensions**	• 9'x18' minimum, exceptions if adjacent to wall or overhang provided • May have 20% small car (8'x16', signed) • May have 10% motorcycle (5x8', signed)		**Dimensions not shown.**
§122-686	**BARRIER FREE**	Barrier free parking spaces must be provided in accordance with the state barrier free design requirements.		**No barrier-free parking provided. To be provided if State code requires.**

§122-683	**Access**	5' walkway from parking lot to parks, commercial, transit, walkways, institutions; raised/marked crosswalks within parking lot		**Walkways are <5'**
	Ingress & Egress	Maneuvering or backing out of vehicles onto a street/walkway is prohibited		**Unchanged, backing out into alley as the maneuvering drive. Nonconforming.**
	Surfacing	durable bonded material in accordance with accepted engineering standards, or alternative surfacing materials to minimize impervious surface and stormwater runoff		**Compacted (impervious) gravel.**
	Drainage	Graded and drained to public storm sewers or alternate. No surface water shall be permitted to drain onto adjoining properties. No surface water drainage from an off-street parking lot shall be permitted to drain across a public sidewalk.		None shown/provided- no changes to parking area proposed.
	Setback from Adjacent Lot	Parking areas are required to be 10' from any adjacent lot		**Insufficient.**
	Striping	For parking lots containing five or more spaces, all spaces shall be outlined with three-inch wide strips of white or yellow paint, except that barrier-free spaces shall be blue, with a symbol of compliance in blue, and signed in accordance with the State Barrier-Free Code.		**None shown.**
	Wheel Stops	For parking lots containing five or more spaces or accessory to commercial uses, wheel stops or curbing shall be provided for all parking spaces to prevent any vehicle from projecting beyond the parking lot area, bumping any wall or fence, or encroaching upon any landscaping.		**None shown.**

	Lighting	With the exception of multiple-family dwellings on individual lots containing no more than four units, parking and loading facilities utilized during night-time hours shall be artificially illuminated. All such outdoor lighting shall meet the requirements of §122-609.		**Applicant to provide lighting plan.**
§122-684	**Screening & Landscaping (internal)**	1 tree per 8 spaces		**No trees or parking lot islands provided.**
		1 landscape island for each 16 spaces		n/a
		Islands w trees: 9' wide min and 160' sf Islands w 5' min walkway: 11' wide min Islands: curbed or used for stormwater		n/a
		All aisle-ends & corners protected w curbed island		n/a
		3' between curb and planting (5' if vehicle overhang)		n/a
	Screening & Landscaping (perimeter)	Screened in accordance with 703 if abutting R1, MD, CN, CN-Mid, CN-SF		**No screening shown.**
		3'-4' screen 80% opacity where visible from ROW		
		Landscaped areas, walls, structures, walks- must be protected by curbing		
§122-691	**Motor spaces**	1.5 per unit, divided by half = 3.75 = rounds up to 4	n/a	7 provided
§122-693	**Bicycle spaces**	1 per 5 motor spaces, minimum of 2		**No bicycle spaces shown. Minimum of two must be provided.**
§122-692	**Parking discounts**	Transit	NA	
		Alternative Vehicles	None shown	
		Bicycle	None shown	
		PC discretion, special circumstances not listed above		
§122-672	**SIDEWALKS**	provide a sidewalk or shared-use path		Sidewalk present along Hamilton

§122-675	**TRAFFIC VISIBILITY**	Maintain shrubs/other obstructions lower than 30" and trees/other obstructions higher than 8': At driveway: within a 10'x10' triangle formed by the street ROW line and the edge of the driveway At intersection: within a 25' x 25' triangle formed by an extension of the property lines, as measured from the pavement edges.		No obstructions

Items to be Addressed:

1. *Staff recommends approval be contingent on compliance with ADA requirements subject to building code review; if unit(s) are required to be accessible, a 5' wide path and barrier free space must be provided. In this circumstance, the applicant must return to the planning commission to amend the plans, and the amended plans must provide all information consistent with the requirements of a complete site plan, including a grading and drainage plan.*
2. *Staff recommends at least two bicycle spaces are added to the site.*
3. *Staff recommends approval be contingent on review of a lighting plan indicating sufficient illumination is on the site.*
4. *Other non-conforming characteristics addressed in this review may be required to be brought into compliance if determined that such condition can be addressed with "reasonable effort." This may include landscaping or parking improvements. Should the planning commission determine that the parking area must be improved with appropriate surfacing, a complete site plan showing a grading and drainage plan must be provided.*

ENGINEERING & STORMWATER §122-311(f), §122-311(g)

(6) Adequate services and utilities including sanitary sewers shall be available or provided, with sufficient capacity to properly serve the development. Appropriate measures will be taken to ensure that site drainage will not adversely affect adjoining properties or the capacity of the public storm drainage system, or nearby bodies of water. Provisions shall be made to accommodate stormwater and prevent soil erosion. All stormwater management facilities, including but not limited to storm sewers and detention/retention facilities, shall be designed in accordance with the "Rules of the Washtenaw County Water Resources Commissioner," together with any special provisions established by the city.
(7) Natural resources will be protected to the maximum feasible extent. The proposed development will not cause soil erosion or sedimentation problems, and will respect floodways or floodplains on or in the vicinity of the subject property.

Items to be Addressed:

1. *Stormwater drainage is unaddressed, but no impervious area is proposed to be added. Any changes affecting stormwater drainage must comply with the City's Engineering standards.*

SCREENING §122-311(h)

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

Figure 8: Screening

ORDINANCE REFERENCE		REQUIRED	EXISTING CONDITIONS	PROPOSED
§122-609	**Lighting**	• Dark Sky compliant; may be full cutoff where affecting residential uses • not >0.5 fc @ lot line • not >16'in height • not < 0.3 fc		**None shown. Applicant to provide lighting plan.**
§122-608	**Refuse Containers**	masonry enclosure 1' taller than dumpster (no less than 6'), in rear yard, 80% opaque swing door, on a concrete pad	Not shown	**Not shown. Applicant to provide refuse removal plan.**
§122-631	**Landscape plan**			**Not provided.**
§122-636	**Street Trees**	1 tree per 30' of lineal frontage, centered between sidewalk and back of curb: 66'/30' = 2trees		**One street tree located between sidewalk and back of curb, two are required.**
§122-638	**Site Landscaping**	10%		Not calculated.
§122-632	**Landscape Elements**	Quality, composition, berms, spacing, species		
		Credit for existing vegetation		
§122-633 (d)(e)	**Maintenance**	Readily available and acceptable water supply; may install underground sprinkler system		
§122-635	**Fencing, hedges, walls, berms**	The use of bared wires, spikes, nails, etc prohibited. • 4/50% opacity' in front yard, 6' in rear (no opacity requirement)		Fence details not provided.

Items to be Addressed:

1. *Applicant shall provide lighting plan.*
2. *Applicant shall provide landscape plan.*
3. *Applicant shall provide information on how refuse will be handled.*
4. *Applicant should provide fence details if desired by the Planning Commission.*

OTHER DEPARTMENT AND AGENCY APPROVALS §122-311(j)

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

HISTORIC DISTRICT
Applicant to obtain HDC approval for any work on the exterior of the building.

DEPARTMENT OF PUBLIC SERVICES
The applicant is responsible for obtaining permits from the Department of Public Services before beginning work on any portion of the City right-of-way, including street tree plantings.

MASTER PLAN CONSIDERATIONS §122-311(k)

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

Safety Comes First. Ensure lighting recommendations are followed.
Diversity is our strength. This development accommodates economic diversity.
Ypsilanti is sustainable. Addition of bicycle parking will benefit the sustainability of the City.
Anyone, no matter what age or income, can find a place to call home in Ypsilanti. This provides additional housing within the City.
Easily walk, bike, drive or take transit from anywhere. This site is very walkable, but additional width to internal pathways may enhance pedestrian connectivity.

STAFF RECOMMENDATIONS: SPECIAL USE

Staff recommends the Planning Commission **approve** the Special Use Permit for *216 Hamilton Renovation* with the following findings and conditions:

Findings:

1. The application shows sufficient information to inform the Planning Commission's decision.
2. The application substantially complies with the Special Use review standards of §122-324(b).

(Note: the Planning Commission may consider whether a "reasonable effort" has been made to address the nonconforming characteristics on the site.)

Conditions:

1. Special use approval shall be subject to approval of the limited site plan and building code review for accessibility.
2. The applicant shall submit all required sketch plan details, including a lighting, refuse, and landscaping plan. The applicant shall also provide the locations of two bicycle parking spaces, wheel stops for parking spaces, existing fence, parking lot planting hedge, and one additional street tree for administrative review.

(Note: The Planning Commission may consider attaching the following conditions upon a finding that such request will be consistent with a "reasonable effort" to bring the site into compliance with the nonconforming characteristics.

- *Require a trash enclosure is provided on site. Should the planning commission request this additional improvement, a complete site plan, with grading and drainage plan, will be required.*
- *Require parking lot is paved and striped. Should the planning commission request this additional improvement, a complete site plan, with grading and drainage plan, will be required.*)

STAFF RECOMMENDATIONS: SITE PLAN

Staff recommends the Planning Commission **approve** the Site Plan for *216 N. Hamilton Renovation* with the following findings and conditions:

Findings

- The application substantially complies with §122-311.

Conditions

1. Applicant to provide a landscaping plan for administrative review and approval. This shall include provision of at least one additional street tree, one additional parking lot tree, and a planting hedge that screens vehicle lights from the parking area from the residences.
2. Applicant to provide a lighting plan for administrative review and approval.
3. Applicant to provide a survey.
4. Applicant to provide two bicycle parking spaces. Bike parking shall be connected to sidewalk or front walk with a paved path.
5. Applicant to provide wheel stops at all parking spaces.
6. If building official determines ADA accessibility is required, then the parking lot shall provide an ADA-compliant barrier-free parking space, appropriate internal sidewalk widths, and a ramp to the unit.
7. Any new parking area surfacing changes shall require detailed engineering review.

Julia Upfal, AICP, Senior Planner
Andy Aamodt, Senior Planner
Giffels Webster

CC File
Applicant

City of Ypsilanti
Planning & Development Department

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

SPECIAL USE PERMIT APPLICATION

MUST BE SUBMITTED WITH SITE PLAN OR SKETCH PLAN APPLICATION.
INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

Applicant

Name	Robert M. Barnes
Address	520 W. Cross St. Ypsilanti MI 48197
Phone: 734-368-4706	Email: bob@barnesapts.com

Property

Address: 216 N. Hamilton St.	Parcel ID: 11-11-40-413-002
Property owner*: Barnes & Barnes Properties, LLC	

*If applicant is not the property owner: applicant must attach property owner's written, notarized authorization of application.

Project

Name of project: 216 N. Hamilton
Current use: 4 unit apartment building
Proposed use**: To change the 4 unit apartment building into a 5 unit apartment building by converting the attached 15' x 22' storage area into a studio apartment.

Rationale for request**
To add additional affordable housing to Ypsilanti.

**Please attach additional pages to the application if needed.

Signature

I hereby attest that the above information is accurate and complete. I am authorized to and grant permission to the City of Ypsilanti staff to access the subject property for the purposes of preparing staff reports and/or evaluating this application.	
Signature	Date 11/13/23
Print Name Robert M. Barnes	

FOR OFFICE USE ONLY

Date:	Amount: **$400**	Account: **101-4-7210-607-01**
☐ Cash ☐ Check payable to City of Ypsilanti ☐ Credit (+ 3.0% surcharge)		Code: **178 Rezone** Signature of person receiving deposit:
Description of deposit:		

SITE PLAN REVIEW APPLICATION

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

Applicant

Name: Robert M. Barnes		
Address: 520 W. Cross St.		
City: Ypsilanti	State: MI	Zip: 48197
Phone: 734-368-4706	Email: bob@barnesapts.com	

Property

Name of project: 216 N. Hamilton
Address: 216 N. Hamilton St.
List all parcel identification numbers included in development: 11-11-40-413-002
Property owner*: Barnes & Barnes Properties, LLC
Current use: 4 unit Building
Proposed use: 5 unit Apartment Building
Current zoning: CN
Legal description of property (may be attached): OLD SID- 11 11-414-00YP City 44W-125 Lot 414 Norris & Cross Addition *

*If applicant is not the property owner: applicant must attach property owner's written, notarized authorization of application.

* 216 N. Hamilton

Signature

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

Signature: R M. Barnes	Date: 11/13/23
Print Name: R M. Barnes	

You must complete the checklist on the following page before turning in your application.

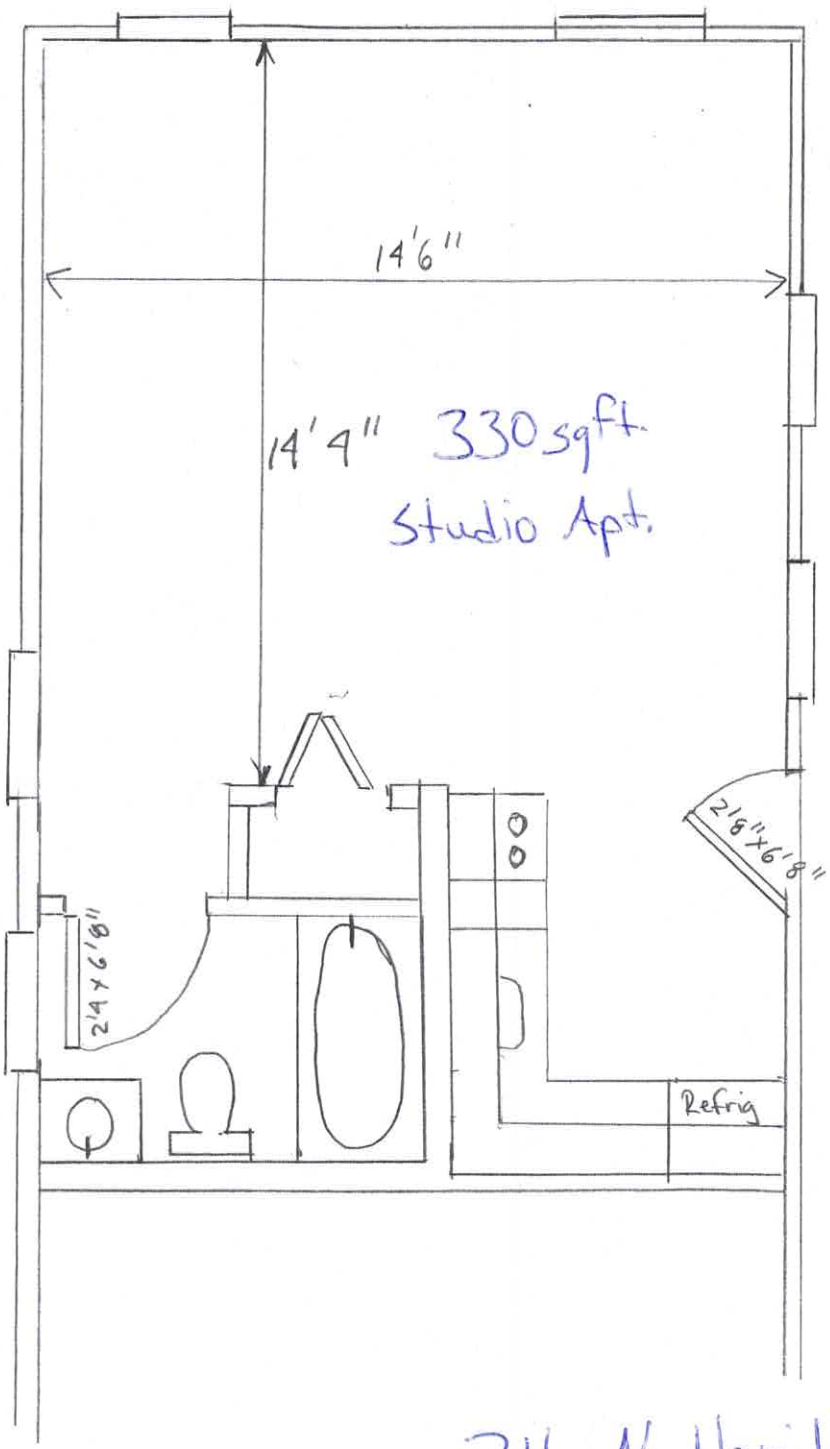
Site Plan Required Information Checklist

This checklist **must** be completed by site plan designer and submitted with site plan review application. The City Planner or Planning Commission may require other data they deem necessary. **Four full-size folded copies of the plans are required, as well as one electronic copy (PDF preferred).**

The Planning and Development Department will reject any incomplete submission.

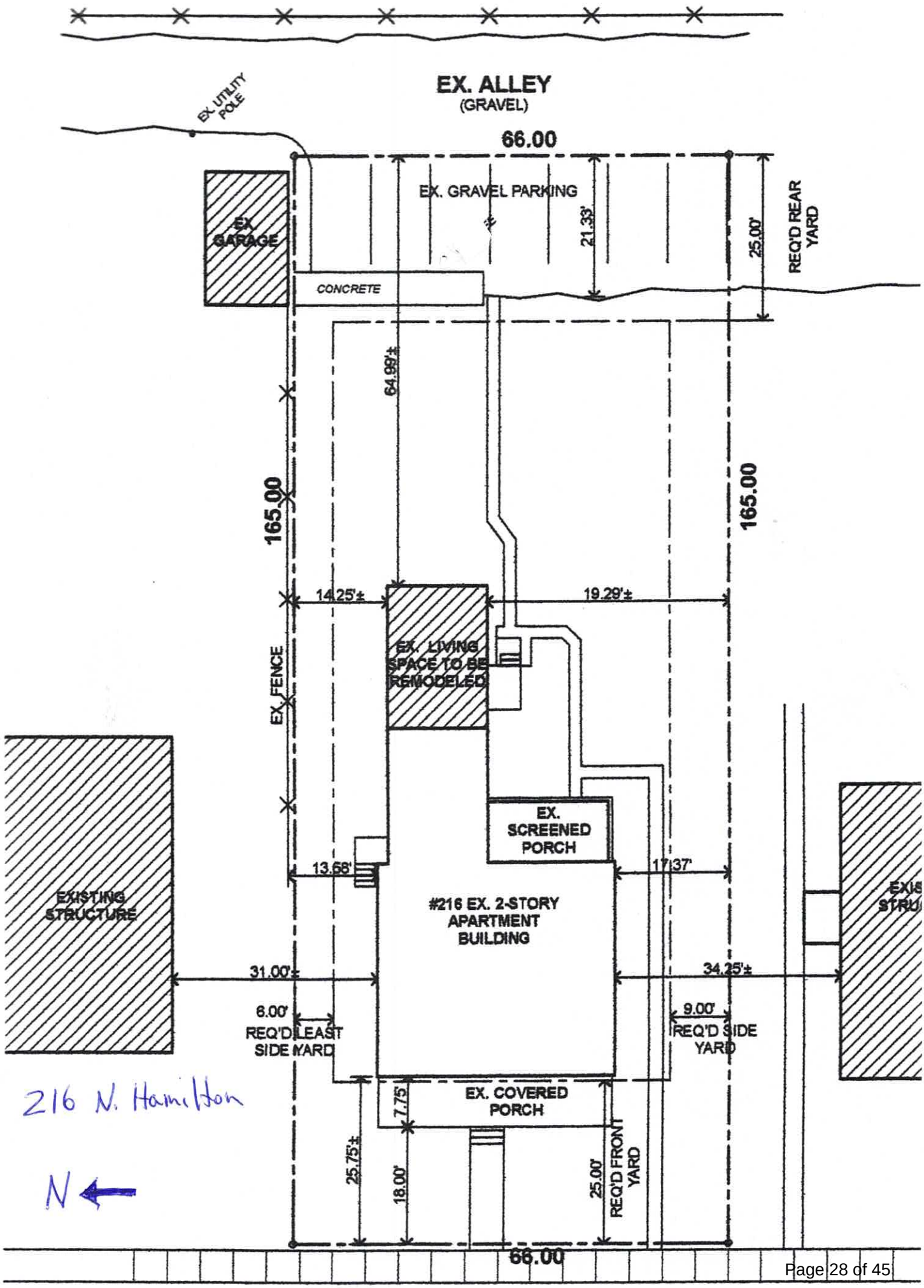
Project-identifying information	
	Name of project
	Brief description of project
	Location map showing major thoroughfares and site location (no scale necessary)
	Name, address and phone number of the site owner
	Name, address and phone number of the developer
	Name, address and phone number of the plan designer and their professional seal
Existing conditions	
	Scale (minimum of one inch equals 200 feet), north arrow, date of original drawing and any revisions
	Area of the site in square feet and acres, excluding all existing and proposed rights-of-way.
	Property lines and dimensions, including lines and dimensions of all rights-of-way & easements
	All structures and accessory structures, their uses and dimensions. These include but are not limited to buildings, signs, drives, parking areas, sidewalks, utilities, lighting, fences, flagpoles, and dumpsters/refuse collection areas.
	Location of abutting streets, existing and proposed rights-of-way, service drives, curb cuts, and access easements serving the site, as well as driveways opposite the site and all driveways within 100 feet of the site. The centerline of road rights-of-way shall be shown.
	Use(s) of existing buildings
	Existing landscaping
	Dimensions of all structures and lot lines within 50 feet of the site
	Existing zoning of the site and all adjacent properties
Proposed conditions	
	Scale (minimum of one inch equals 200 feet), north arrow, date of original drawing and any revisions
	Any changes to site dimensions, and completed *Lot Split/Combination Application*
	Any changes to zoning, and completed *Zoning Map Amendment or Text Amendment Application*
	Any variances requested, and completed *Variance Application*
	Any changes to rights-of-way or easements on the property
	All structures and accessory structures, their uses and dimensions, and addition information that may be required by code. These include but are not limited to buildings, signs, drives, parking areas, sidewalks, utilities, lighting, fences, flagpoles, and dumpsters/refuse collection areas.
	Building floor plans and architectural wall elevations.
	Location and dimensions of any open-air uses, such as outdoor cafes, open-air sales, or outdoor storage
	Parking areas, access drives, or sidewalks, showing the method of surfacing, number and size of spaces, aisles, loading areas, and handicapped access ramps.
	Landscape plan. Existing vegetation that is to be retained on the site shall be shown.
	Direction and method of stormwater drainage, ground elevations of all existing buildings, site contours at 2 foot intervals, drives and parking lots, and any unusual surface conditions. Include the method of collection; the method and location of the connection to existing stormwater system; and first flush method and type of device that is proposed.
	Indicate all areas of this site that are located within floodplains.
	If phased construction is to be used, each phase must be noted and each phase must stand on its own.

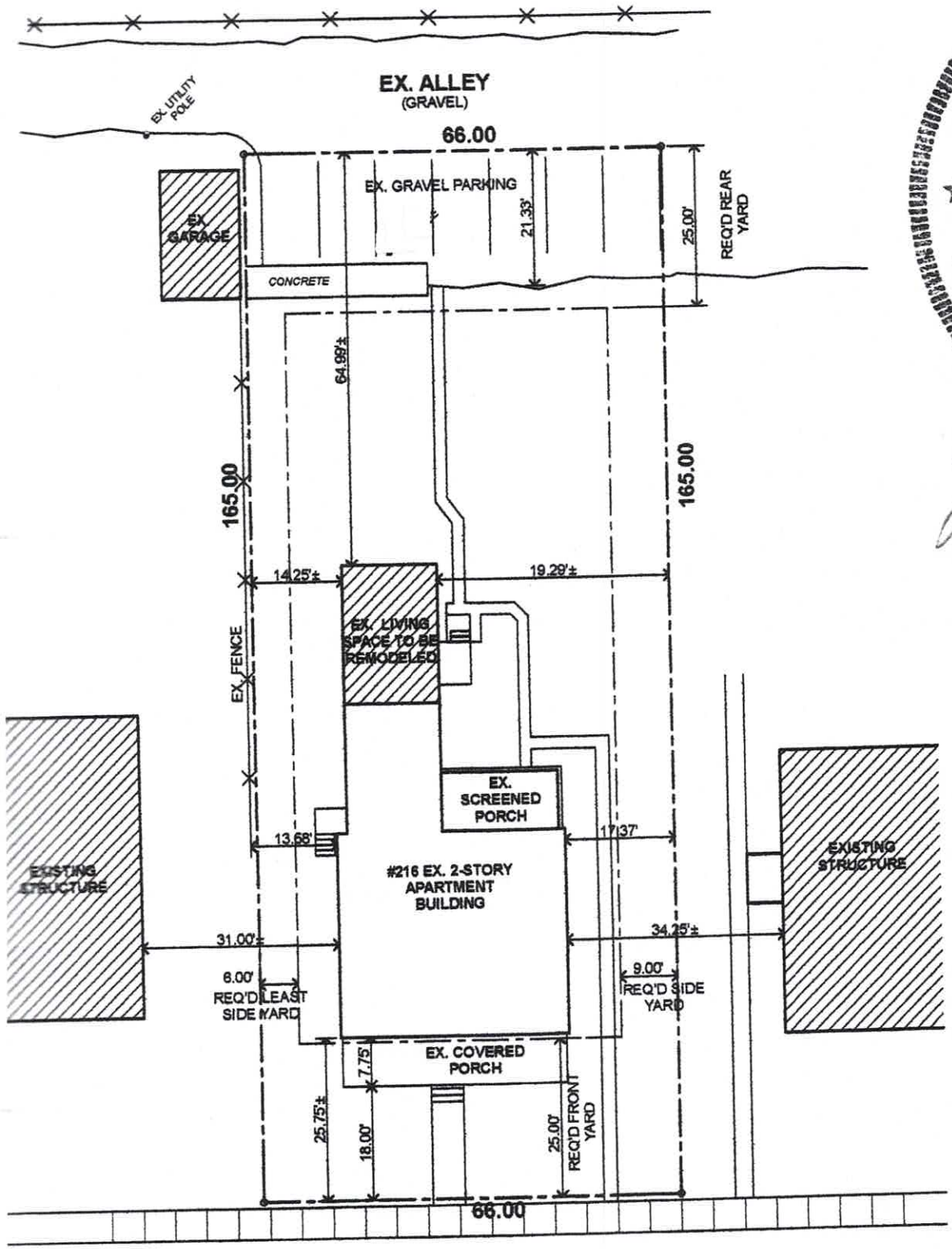
Site designer initials: _____



216 N. Hamilton

N


EX. ALLEY
(GRAVEL)
EX. UTILITY POLE
66.00
EX. GRAVEL PARKING
EX. GARAGE
CONCRETE
21.33'
25.00'
REQ'D REAR YARD
64.99'±
165.00
165.00
14.25'±
19.29'±
EX. LIVING SPACE TO BE REMODELED
EX. FENCE
EX. SCREENED PORCH
13.58'
17.37'
EXISTING STRUCTURE
#216 EX. 2-STORY APARTMENT BUILDING
31.00'±
34.25'±
6.00' REQ'D LEAST SIDE YARD
9.00' REQ'D SIDE YARD
EX. COVERED PORCH
7.75'
25.75'±
18.00'
25.00' REQ'D FRONT YARD
66.00
216 N. Hamilton
N



N. HAMILTON ST.

Site Plan

1" = 20'-0"

STATE OF MICHIGAN
TODD R. BALLOU
ARCHITECT
No. 48808
LICENSED ARC

CONST DOCS 20

focus / design
Todd Ballou, Registered Architect

216 N. Hamilton

216 N. Hamilton

0 25.00 50.0 100.0 Feet

1: 600

11/13/2023

Geographic Information System

NOTE: Parcels may not be to scale.

The information contained in this cadastral map is used to locate, identify and inventory parcels of land in Washtenaw County for appraisal and taxing purposes only and is not to be construed as a "survey description". The information is provided with the understanding that the conclusions drawn from such information are solely the responsibility of the user. Any assumption of legal status of this data is hereby disclaimed.

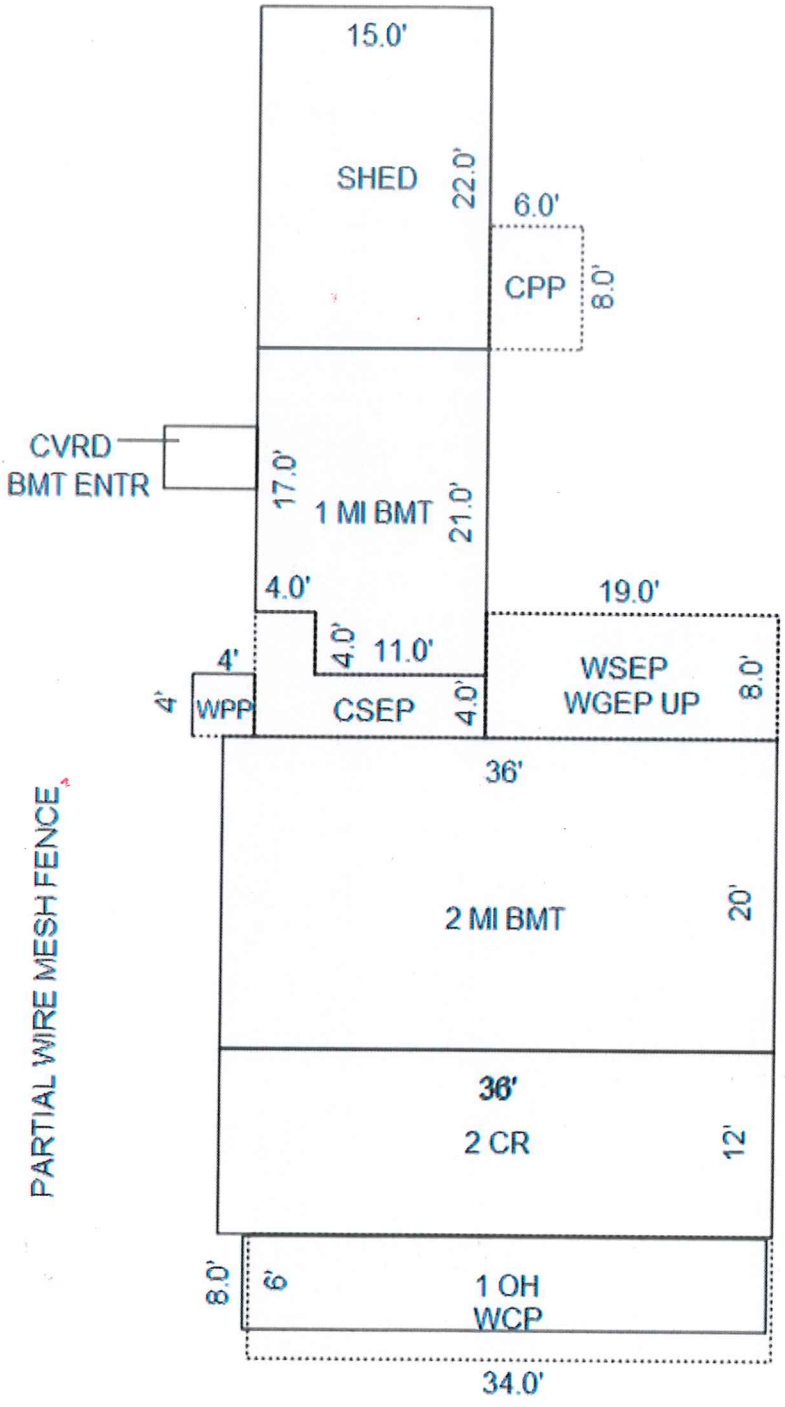
© 2013 Washtenaw County

THIS MAP REPRESENTS PARCELS ATTHE TIME OF PRINTING. THE OFFICIAL PARCEL TAX MAPS ARE MAINTAINED SOLELY BY THE WASHTENAW COUNTY EQUALIZATION DEPARTMENT AND CAN BE OBTAINED BY CONTACTING THAT OFFICE AT 734-222-6662.

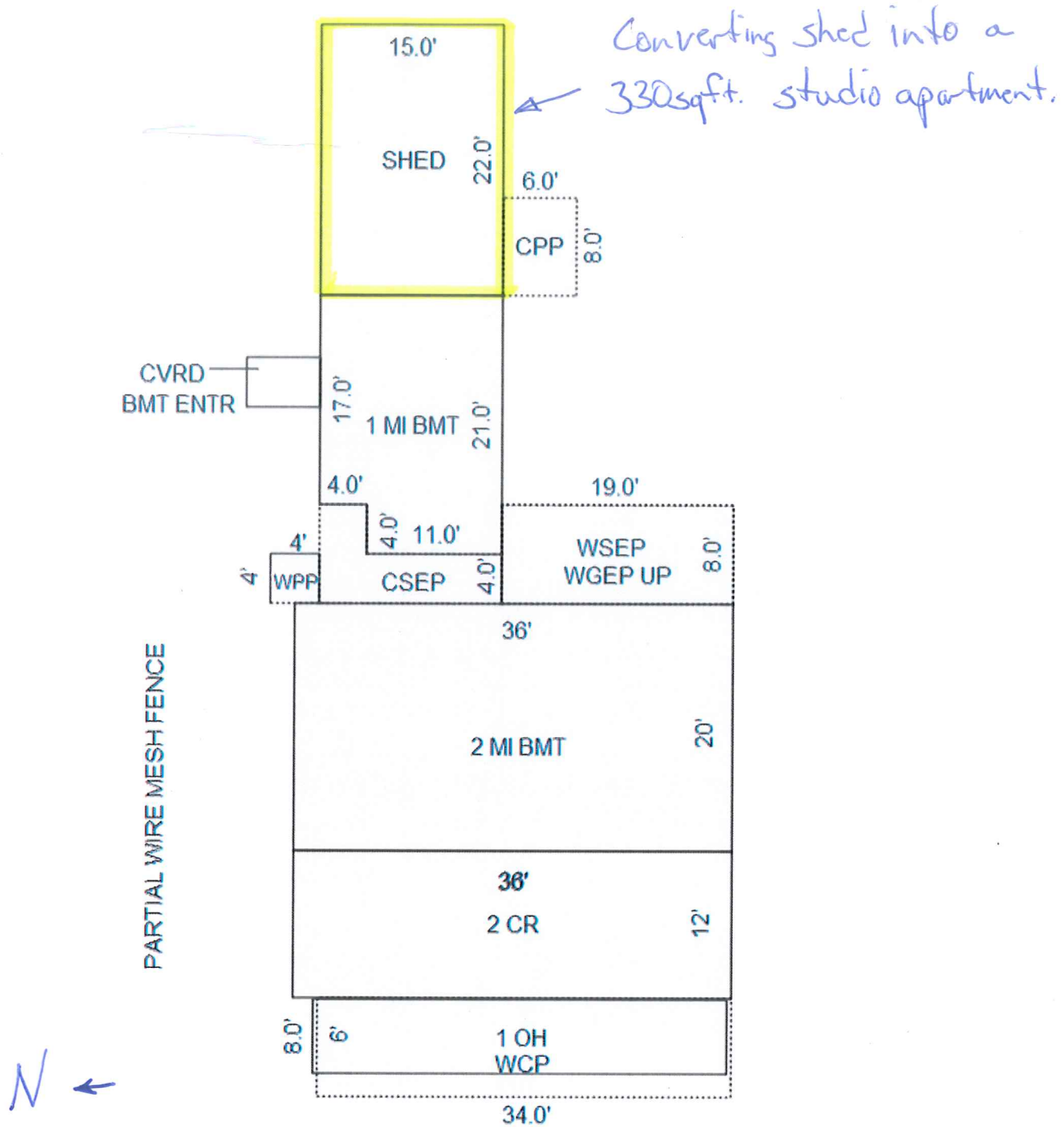
216 N. Hamilton

N

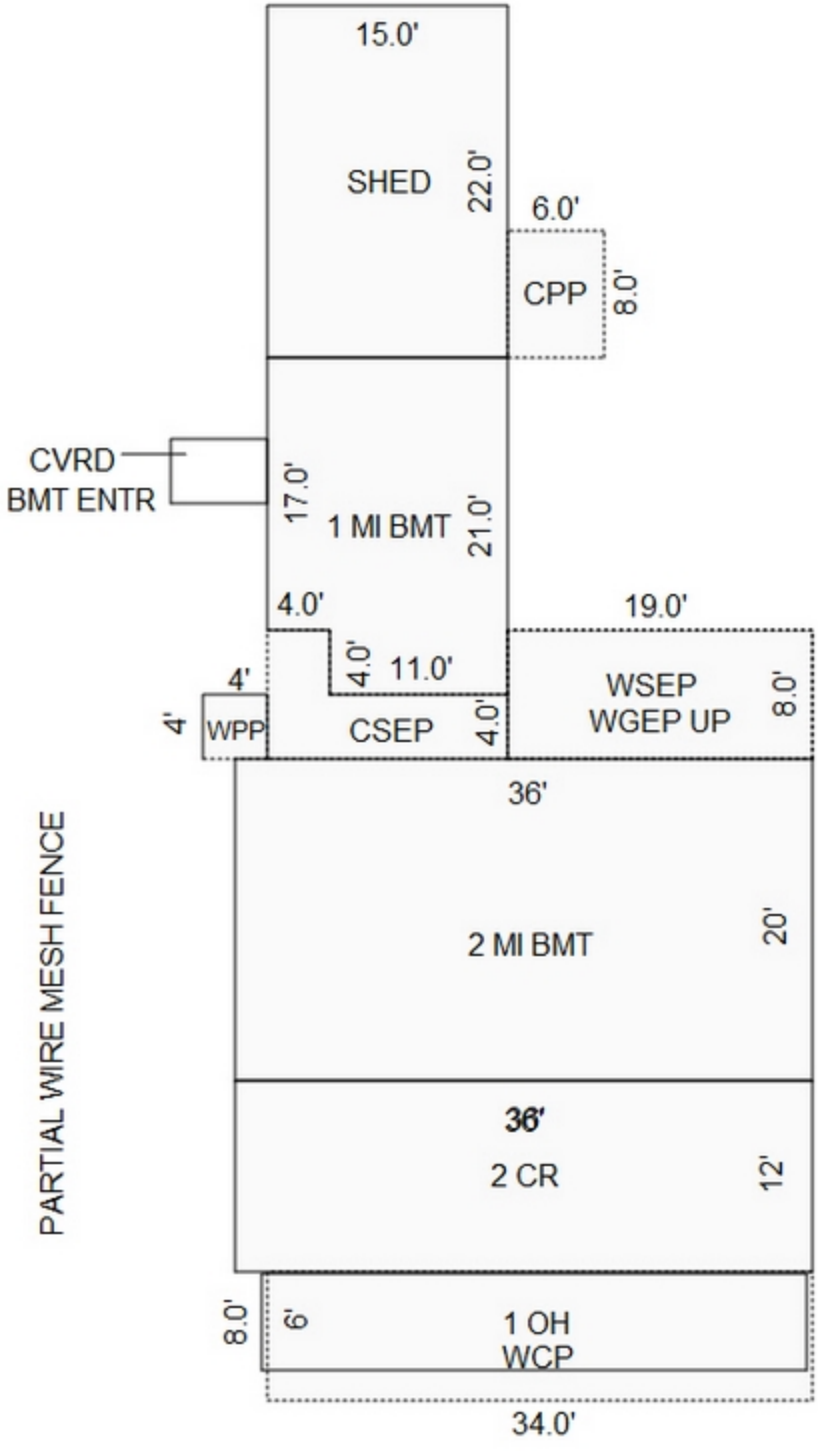
216 N. Hamilton currently has 7 parking spaces in alley. No additional parking needed.



216 N. Hamilton



216 N. Hamilton


15.0'
SHED
22.0'
6.0'
CPP
8.0'
CVRD
BMT ENTR
17.0'
1 MI BMT
21.0'
4.0'
19.0'
4'
4.0'
11.0'
4'
WPP
CSEP
4.0'
WSEP
WGEP UP
8.0'
36'
PARTIAL WIRE MESH FENCE
2 MI BMT
20'
36'
2 CR
12'
8.0'
6'
1 OH
WCP
34.0'

City of Ypsilanti

PLANNING COMMISSION

One South Huron Street
Ypsilanti, Michigan 48197

2024 Calendar of Meetings

The regular meetings of the City of Ypsilanti **Planning Commission** for the year of 2024 will be held on the **on the third Wednesday of each month,** unless otherwise indicated. Meetings will start at 7:00 p.m. in the City Hall Council Chambers (first floor) at One South Huron Street | Ypsilanti, Michigan.

January 17
February 21
March 20
April 17
May 15
June 19
July 17
August 21
September 18
October 16
November 20
December 18

The City of Ypsilanti encourages persons with disabilities to participate and will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired, Limited English Proficiency (LEP) services, and audios of printed materials being considered at the meeting. Individuals requiring auxiliary aids or services should provide two (2) days' notice to the City, and contact the City by writing or calling the following –

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

All persons are welcome to attend. For further information on the Planning Commission, please contact Elize Jekabson, Interim Planning Director at 734-483-9646 or ejekabson@cityofypsilanti.com, or visit www.cityofypsilanti.com/329/Planning-Commission.

giffels webster

memorandum

DATE: **December 14, 2023**

TO: **Ypsilanti Planning Commission**

FROM: **Julia Upfal, AICP and Andy Aamodt, Giffels Webster**

SUBJECT: **Electronic Message Sign Preliminary Discussion**

Introduction

The Zoning Board of Appeals reviewed a variance request for an electronic message sign (aka "electronic message board sign" or "EMB sign") at their December 6, 2023 meeting. This EMB sign variance was applied for by Second Baptist Church of Ypsilanti and was intended to be placed near the northwest corner of the building, facing the corner of South Hamilton and Catherine streets. The ZBA did not find that the variance met the standards for practical difficulty, and thus denied the request.

Separate from the finding of practical difficulty and the technical denial of the variance, the ZBA was, in summary, interested by the arguments made by the applicant in terms of meeting a community need. The ZBA was also cognizant that, if approved, many conditions would likely be placed on the sign to prevent a nuisance. A ZBA member stated, in summary, "I do not believe it is in the purview of this board to start rewriting code, and any parameters that we put on this sign is essentially what we would be doing." This sentiment was seemingly accepted by all three members of the Board present. Then, the ZBA recommended by motion, that the Planning Commission review this portion (the EMB sign prohibition) of the zoning ordinance. The motion passed unanimously. **This motion does not compel the Planning Commission to craft any amendments; its purpose is to place this topic on your radar for review.**

History and Current Ordinance

The current zoning ordinance provision prohibiting electronic message signs is found in Section 122-664:

Section 122-664: The following signs are prohibited in all zoning districts:

A. Unsafe signs. When any sign or sign structure becomes insecure, in danger of falling, or otherwise unsafe, or if any sign or sign structure shall be unlawfully installed, erected, or maintained in violation of any of the provisions of this chapter, or prohibited signs, it shall be considered a nuisance per se. The owner or lessee shall, upon receipt of written notice of the building official, immediately in the case of an unsafe sign make such sign conform to the provisions of this article or shall remove it. If, after ten days, the notice is not complied with, the building official may remove such sign at the expense of the owner or lessee after having obtained an order from the administrative hearings bureau. The cost, including actual attorney

fees, shall be assessed against the property as provided in Article VIII of the City Charter.

B. Prohibited signs.
    1. Animated signs.
    2. Portable signs, not including sidewalk signs.
    3. Signs mounted upon a roof.
    4. Signs containing obscene material. Signs containing symbols that area or purports to be an imitation of or resembles, or which may be mistaken for a traffic control device or that attempts to direct the movement of traffic.
    5. Mechanical Signs.
    6. **Sign, electronic message, excepting digital billboards.**
    7. Signs not specifically permitted under the sections of this chapter.
    8. Signs with less than six feet horizontal clearance or 12 feet vertical clearance from overhead electrical conductors which are energized in excess of 250 volts.

This prohibition was adopted in 2014 as part of the major zoning ordinance overhaul at that time.

Prior to the 2014 amendment, EMB signs were permitted, but animated signs have been a prohibited sign type since at least 1998.

Next Steps

- Discuss and prioritize zoning amendments for 2024
- Review considerations and case studies related to electronic message signs
- Discuss the Planning Commission's vision and goals for electronic message signs in the community; establish general consensus among members
- Present draft language

We would like to remind you that in light of Reed v. Gilbert, the 2015 Supreme Court case that established that government regulations regarding signage shall be content neutral, we recommend the Planning Commission do not discuss any aspects of signage content during this discussion. Signage placement (location/setbacks), signage manner (size, illumination, etc.), and signage time (time of day, duration of temporary signage, message changing timeframes, etc.) are all subjects in which the government has authority to regulate.

Please let us know if you have any questions.

giffels webster

memorandum

DATE: **December 14, 2023**

TO: **Ypsilanti Planning Commission**

FROM: **Julia Upfal, AICP and Andy Aamodt, Giffels Webster**

SUBJECT: **Recreational Vehicles and Trailers Preliminary Discussion**

Introduction

City staff has fielded numerous comments in the recent months about recreational vehicle storage on residential property. For the purpose of discussion, recreational vehicles are defined in the zoning ordinance as "a boat, snowmobile, off-road vehicle, camper travel trailer, motor home, pick-up camper, trailer which is designed for private recreational or recreational travel use. Any trailer which is principally used for transporting any of the above shall also be considered a recreational vehicle."

Currently, the ordinance prohibits recreational vehicles from being located in an R1, CN-SF, CN-MID, CN, MD, or HHS district unless parked within an enclosed building, or within a rear or side yard other than a required setback area. Some residents have expressed concern with this requirement and voiced their desire to store the recreational vehicles on their driveway, which is often located in a front yard or side yard. On small lots, driveways are often located in a *required* front or side yard.

The second part of this discussion is regarding the topic of trailers. Trailers are referenced in the definitions of both commercial vehicle and recreational vehicle (see below). Code enforcement has mentioned the fact that sometimes the two definitions overlap and the line can be blurred when trying to distinguish what is a commercial vehicle trailer versus a recreational vehicle trailer.

History and Current Ordinance

The current zoning ordinance regulates commercial vehicles and recreational vehicles on residential property in sections 122-561 and 122-562. See below.

Sec. 122-561. Commercial vehicles in residential areas.

The parking or storage of a commercial vehicle over a two ton capacity is prohibited on any residential lot. However, this section does not apply to commercial vehicles temporarily parked less than eight hours in a residential area in conjunction with maintenance or service to a residential property.

Sec. 122-562. Recreational vehicles.

(a) The parking or storage of recreational vehicles, whether or not the recreational vehicle is mounted upon or hitched to another vehicle, including vacant mobile homes, antique or racing automobiles, or any other vehicles of a similar nature and related equipment, is prohibited on any lot in an R1, CN-SF, CN-Mid, CN, MD or HHS zoning district unless parked within a completely enclosed building or within a rear or side yard other than within a required yard setback area. Such vehicles stored in a side yard must be screened from view from the street and the adjacent property by an acceptable fence or landscaped screen, in accordance with §122-634 of this chapter. Notwithstanding the above, no recreational vehicle may be parked or stored on any indoor or outdoor parking space which is required to meet the minimum parking space requirement in an CN, MD or HHS district.

(b) No more than two recreational vehicles per dwelling unit may be stored outdoors at one time. The size of recreational vehicles kept or stored outdoors may not exceed eight feet in width, ten feet in height, or 32 feet in length.

(c) Trailer coaches, motor homes, and other vehicles or equipment designed or adaptable for sleeping purposes must remain unoccupied and must not be connected to sanitary sewer facilities, or to electricity, water, or gas.

Next Steps

- Discuss and prioritize zoning amendments for 2024
- Review considerations and case studies related to RV's and trailers
- Discuss the Planning Commission's vision and goals for RV's and trailers in the community; establish general consensus among members
- Present draft language

giffels webster

memorandum

DATE: **December 15, 2023**

TO: **Ypsilanti Planning Commission**

FROM: **Julia Upfal, AICP and Andy Aamodt, Giffels Webster**

SUBJECT: **Marijuana Discussion**

Regulation Strategies

It is our understanding that marijuana discussions have taken place at the Planning Commission level at least once or twice in the recent months. We are eager to assist Planning Commission in this task.

There are a few strategies the City could consider in future marijuana policy.

1. Implement caps, potentially with a rollback, to lock in the maximum number of facilities.
    a. Keep the existing buffer language and/or allowable districts and special land use ratings
    b. Revise the buffer language and/or allowable districts and special land use ratings.
2. No caps
    a. Keep existing buffer language and/or allowable districts and special land use ratings. Potentially four or five new locations would be possible, depending on site locations (see map below). This situation would represent where the City left off with marijuana policy in fall of 2022.
    b. Overlay districts. However, overlay districts in specified geographic areas would likely create many nonconforming uses.

We want to express our caution at pursuing special land use ratings for marijuana retailers in the Center zoning district. Many of the Center zoning district's land use and building conditions are quite similar – built-up form in a walkable core of the City with residential units or other uses on a second floor – and giving one property a Special Use Permit but denying another (or installing certain conditions), under those similar built and land use circumstances could lead to consistency issues. Additionally, a broad variety of retail uses are allowed in the Center district.

With that in mind, if Planning Commission is concerned about any consistent factors pertaining to marijuana retailers, use-wise or site standard-wise, we invite discussion on that topic and strengthening the specific use standards for marijuana retailers (§122-538).

We also invite discussion on if Planning Commission wishes to regulate microbusinesses similarly to marijuana retailers under the above-mentioned policy strategies.

We hope that tonight's discussion will culminate in general consensus about the policy goals discussed above. Following this discussion, we will reconvene to review potential language that aligns with the Planning Commission's intent.