



**CITY OF YPSILANTI
REGULAR COUNCIL MEETING
Tuesday, September 17, 2024 @ 7:00 PM
Council Chambers
One South Huron, Ypsilanti, MI 48197
[Launch Meeting - Zoom](#)**

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 No. 1438 - An Ordinance Entitled "Adaptive Reuse Planned Unit Development (PUD): Highscope Childcare and Community Learning Resource Center". Public Hearing Resolution No. 2024-202, close the public hearing. Resolution No. 2024-201, determination.
- B. Ordinance No. 1439 - An Ordinance entitled "*Electronic Message Board Signs*". Public Hearing Resolution No. 2024-204, close the public hearing. Resolution No. 2024-203, determination.

VIII. CONSENT AGENDA

- A. Resolution No. 2024-205 Approving all items on the Consent Agenda.
- B. Resolution No. 2024-206 Approving the minutes of the meeting of September 3, 2024.
- C. Resolution No. 2024-207 Authorizing the transfer of \$1.2 million from the general fund into the budget stabilization (rainy day) fund.
- D. Resolution No. 2024-208 Appointing Tom Koch as Employee Delegate and Delonzo Weaver as Alternate to the Municipal Employees' Retirement System annual meeting held October 10-11, 2024.

- E. Resolution No. 2024-209 Appointing Tracey Boudreau as Officer Delegate and Bonnie Wessler, Director of the Department of Public Services, as Alternate to the Municipal Employees' Retirement System annual meeting held October 10-11, 2024.

IX. RESOLUTIONS/MOTIONS/DISCUSSIONS

- A. Resolution No. 2024-210 Extending the contract with Governmental Consulting Services, Inc (GSCI) for one year, from October 1, 2024 to September 30, 2025 on the terms set forth in the attached contract, for consideration of \$3,000 per month retainer.
- B. Request from the Sustainability Commission to allocate funds in the amount of \$3,000 for the Earth Day event (EDY5).
- C. Resolution No. 2024-211 Authorizing the City Clerk to hire Molly Boudreau, daughter of the City Clerk, as a contract employee for Elections.

X. BOARD AND COMMISSION - LIAISON REPORTS

- A. Police Advisory Commission
- B. Human Relations Commission
- C. Parks and Arts Commission
- D. Sustainability Commission
- E. Historic District Commission
- F. Planning Commission
- G. 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

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. 2024-212, 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.



PROJECT NARRATIVE

July 19, 2024 (Updated Aug 9, 2024)

Introduction

At HighScope, we believe that every child deserves a high-quality, equitable early childhood education. This conviction for equity is the center of our early childhood research and what we practice in the classroom, for over 50 years. We care deeply about the people we serve. That's why we are dedicated to providing an early childhood education that supports every child and every community including ours in Ypsilanti, MI. But the research highlights the fact that early learning for children is not an isolated system. Although we cannot provide a holistic system in every site we serve, we want to build that system at home as a model for other sites.

Our main campus, since 1968, is in Ypsilanti and houses our demonstration preschool, our corporate offices, an infant toddler house, and soon a 3-year-olds house. Part of that main campus includes an unoccupied 25,094 sq ft. (22,622 usable area) building on a 47,470 sq ft. lot. The building and grounds need to be renovated in order to be used. We want to provide a community learning and resource center with a holistic approach to health and education for underserved families in partnership with other service providers in the area including mental health, physical health, disabilities support, family therapy and parent outreach, after-school activities, a police community outreach site, arts & culture activities, etc. For example, a parent could drop off their child at the preschool and come into the center for a workforce development course or an art class or a session to learn how to support their autistic child, etc.

The project has already been started and initial estimates place the entire project at \$8-10 million. We are proceeding with this in phases. For the phase we are proposing here, we have been granted \$1 million to renovate the kitchen and cafeteria areas, two bathrooms, install solar panels on part of the roof, and replace all the electrical wiring in the building. We feel that these areas will have the most immediate benefit for our community providing meeting space, training space, celebration spaces, etc. That can be utilized immediately. We will recruit a group of 8-10 community members to sit on an advisory committee for the project including representatives from the mental and physical health and disabilities community. They will be asked to provide feedback and advice for outreach engagements, construction/use advice, accessibility advice, and more for the center. After we get the renovated areas activated, we will ask them to help "get the word out" and assist providing an open house for the center. After the project is completed and spaces are used on a regular basis, we will move on to renovating individual training/classroom spaces as funds become available.

The building was purchased in 2016, and many ideas were projected about the use of the building. Unfortunately, once COVID invaded, all thoughts and action on that building was pushed to the backburner as immediate mitigation of financial loss from the preschool and infant toddler areas, as well as a major downturn in product and services sales became our reality. We tried to work with the city and county to provide some millage or other funding, but that was not feasible especially during the COVID years. We also looked at selling the site as is but would have lost a considerable amount. Although the holding costs were also detrimental, the board decided to keep the property until a more beneficial resolution could be found.

In 2020, we worked with a volunteer from Hewlett Packard who helped us submit a proposal to the Solar Moonshot program to install solar panels on the roof of the preschool building. We were awarded that grant and panels were installed. In 2022, we worked with Homeland Solar to develop a plan for the 216 E Forest building and applied for another Solar Moonshot grant but were unsuccessful. We are committed to green and sustainable practices and have included that in this part of the project as well.

In 2022, we were granted an University of Michigan Business Department Multidisciplinary Action Project to investigate the idea of using the 216 E Forest building to create a community learning and resource center in northeast Ypsilanti. Through that project, we were able to contact and discuss needs and feasibility with many community partners and residents and were informed that, yes, a facility would be welcomed here and that there was a need for it on the northeast side of the city. Our city leaders say that there is only one other facility of this kind in northeast Ypsilanti, and it is filled to capacity.

Committed to this vision, we realized that we needed to raise funds for such an ambitious undertaking and move forward in phases. Phase 1 saw us replace the roof, install solar panels on adjacent roof, replace the electrical panel and the boiler system, repair the existing elevator, as well as clean out the building. We are happy to say that volunteer groups, including a local church group and the police department rehabilitation activities, assisted us in the clean out. This proposal documents the second phase in the process.

The proposed PUD includes three parcels and buildings - 202, 206 and 216 E Forests.

Uses:

Early Childhood Education (E)

HighScope has partnered with Gretchen's House to reopen the HighScope Demonstration Preschool on HighScope's Ypsilanti campus at 206 E Forest and expand those offering to a second house at 202 E Forest for younger children. HighScope's Demonstration Preschool has been a fixture on the campus since 1971 and, for the first time in the Foundation's history, took a gap year for the 2020–2021 school year because of COVID. HighScope and Gretchen's House are thrilled to form a partnership to uphold high-quality early learning as a beacon for the early childhood community.

A **special use permit** was previously granted for these two parcels and is attached.

Gretchen's House @ HighScope offers high-quality preschool education that promotes active learning by:

- Demonstrating the HighScope Curriculum in action to fidelity.
- Providing ongoing professional learning and coaching for teachers in the Demonstration Preschool.
- Serving as an innovation lab for research that supports and strengthens the HighScope Curriculum and related resources, assessment tools, and professional learning.
- Providing access to a high-quality early learning option for Ypsilanti and surrounding communities.

The Great Start Readiness Program (GSRP) is designed to be an option for children the year before they enter kindergarten to help them get a "great start" to their educational journey. The program is free to families who qualify.

206 E Forest houses the 4-5 year old program for 16-24 children and 202 E Forest houses the new In full time 30 month to 48 month program for up to 16 children.

Community Learning and Resource Center (A-3)

The existing Church is to be renovated in phases to fulfill the vision of the Community Learning Resource Center. As mentioned above Phase I is complete and stabilized the building and repaired the elevator.

Phase I

- A) Renovate existing kitchen and adjacent meeting/dining space in the Lower Level of previous educational wing of the church.
- B) Renovate restrooms and two classrooms on the 1st floor of the educational wing.
- C) Reconfigure the seating in the main level of the previous sanctuary to be more flexible for community meetings and programs.
- D) Improve the landscaping on the site to screen the parking lot from the street. The parking lot is currently screened from the residences south of the parking lot with a 6' high wood fence.
- E) Replace the existing wood ramp at the south entrance to the educational wing with a concrete ramp and stairs.
- F) Replace exterior lighting with new LED fixtures to comply with the ordinance
- G) Restripe the parking lot to accommodate the new ramp and place the barrier free parking spaces at the closest locations to the two barrier free entrances to the building.

Phase II

- A) Demolish the south wing of the building which is type V construction and not suitable for occupancy.
- B) Create green space where the structure is demolished for community vegetable gardens
- C) Renovate additional classrooms and office space for various programs to support the mission and vision of community learning and resource center

Phase III

- A) Add an approximately 2,000 sf entry/lobby addition to the existing entry at the NW side of the building to provide an update to the exterior image of the building and provide additional space.
- B) Upgrade the parking lot and access to the site with additional landscaping and stormwater management.
- C) Renovate the balance of the building to complete the long term vision of community learning and resource center

Community and Economic Impact

There are three SMART goals:

- 1) Enhance resources for positive individual, family, and community growth including services for the elderly, handicapped and children and recreation opportunities by renovating an existing building within 3 years in northeast Ypsilanti.
- 2) Meet community development and wellbeing needs having a particular urgency created by the COVID-19 pandemic by renovating spaces where residents can gather therefore minimizing the effects of social isolation within 3 years.
- 3) Benefit low- and moderate-income persons in Ypsilanti by creating spaces to house educational support, workforce development, recreational needs, mental/physical health support systems, etc.

In order to meet these goals, this project has four objectives:

- 1) Renovate and furnish the kitchen and cafeteria and adjacent office space;
- 2) renovate two public bathrooms;
- 3) install solar panels on the roof and/or geothermal mechanical system to replace the failing hydronic system;
- 4) replace the electrical systems throughout the building.

This will impact the community the most as the electrical and bathrooms will impact the entire building and the kitchen/cafeteria/office space will be able to be used in multiple flexible ways as we work on the other classrooms. The solar panels will help with energy costs for the space as well as fulfilling some of our commitment to green building/sustainability. As the MAP report and letters of support show, there is a definite need for this space in northeast Ypsilanti.

How will the project make a difference in the community.

A 2017 study done by Professor Robin Dunbar of the University of Oxford's Experimental Psychology department, said social eating has an important role in the facilitation of social bonding, and that communal eating may have even evolved as a mechanism for humans to do just that. 'We know from previous studies that social networks are important in combating mental and physical illness. A significant proportion of respondents felt that having a meal together was an important way of making or reinforcing these social networks. In these increasingly fraught times, when community cohesion is ever more important, making time for and joining in communal meals is perhaps the single most important thing we can do – both for our own health and wellbeing and for that of the wider community.'

Peter Stewart, Exec Director of Eden Project who are behind a 2018 national study, said: 'Social eating clearly plays a key role in the development of community life and the happiness of individuals within that community – 75% of respondents recognized that making an effort to see someone more often was best done by sharing a meal.' Providing a flexible space where people can gather that has a kitchen (even for potlucks), in their own community, to celebrate and share a meal is important to the wellbeing of the community, especially after the isolation caused by COVID.

Programs Offered and Beneficiaries

Who will the Capital Project serve?
The surrounding neighborhood of the center and Ypsilanti's northeast side is considered an "Opportunity Area" and the residents have low-income and low housing value. These are most likely the residents who will benefit from this community center.

Households in range of community center:

	3 Mile	5 Mile	1 Mile
Population	13,127	68,436	124,871
Households	6,015	28,624	51,199
Median Income	\$42,001	\$49,391	\$61,231

We anticipate numerous programs in the center after it is finished and have already contacted potential partners for that purpose. The partners range from local food access programs to after-school study centers, to autism support, to arts and culture programming. Some of the partners contacted include:

- Michigan Works!
- Educate Youth
- SOS Community Services
- Hope America
- Community Action Network
- Growing Hope
- Ypsi Writes / Ypsi Community Library
- YTown
- Neighborhood Theatre Group
- Veronika Ventures
- St. Mark Lutheran Church
- The Ypsi
- A Better Way
- Ypsi Youth Orchestra
- My Brother's Keeper
- SummerWorks
- Riverside Arts Center / YpsiFest
- EMU Bright Futures

Sustainability

As part of the project, we will install solar panels on the newly replaced roof and/or replace portions of the mechanical system with geothermal depending on the available budget remaining after site improvements required by the city and interior renovations and Section 48 funding.

We intend to work with contractors who share our vision of including green materials and processes wherever they can be applied and to identify those who are best for our purposes, we will once again contact IFF's real estate solutions team. IFF champions nonprofits to shape more equitable and vibrant communities through many avenues including real estate consulting. We will also consult with the City of Ypsilanti. We anticipate they will be able to assist us in identifying at least 3 green builders with strong track record. We will also interview Dexter Builders whom we have had a past relationship with, Adaptive Building Solutions, a green construction company headquartered in Ann Arbor, and Walbridge, a large environmentally aware construction company headquartered in Detroit.

One area we will look at is how to reduce embodied carbon in our source materials and ensure they have been verified with environmental product declarations (EPDs) by using the EC3 Embodied Carbon in Construction Calculator (EC3). Created by the Carbon Leadership Forum, the EC3 is a free, open access application that helps architects and contractors source sustainable materials in categories like concrete, insulation, gypsum board, and carpet. § Describe environmentally friendly features incorporated into the project.

HighScope agrees with the evidence-backed observation that combining early childhood education with environmental education enhances the quality of the human experience and has beneficial impacts for spaces and species for generations (Baille, 2012). Recently, through a grant from the Kiwanis Club of Ann Arbor, we built two age-appropriate playgrounds for the Infant-Toddler School and Preschool adjacent to the building to be renovated. These playgrounds are used by the schools during business hours and accessible to the community after hours and on weekends. The design is based on the Social- Emotional and Environmental Education Development

(SEED) Framework, a program designed by a nature center, that blends early childhood education, environmental education, and social-emotional development through the integration of best practice recommendations from (a) National Association for the Education of Young Children Early Childhood Program Standards, (b) North American Association for Environmental Education (NAAEE) Early Childhood Environmental Education Programs' Guidelines for Excellence, and (c) Pyramid Model for Supporting Social-Emotional Competence in Infants and Young Children. The NAAEE Guidelines, our main resource for this project, is a publication that assists organizations in designing age-appropriate environmental spaces, curriculum materials, and educator preparation training. It also includes evaluation instruments for all areas of the program.

In addition, there will be a container garden area that will encourage residents to grow and take vegetables in response to community members need for access to locally grown food. We also hope to work with food pantry providers to organize a weekly market for residents. Finally, green spaces will eventually take up areas that are now impervious and additional trees, shrubs, and greenery will be added. A local botanist, Celia Lawson, has volunteered her advice and contacts for this work.

All areas of the building construction materials will be rated for energy efficiency including things such as high-rated insulation, composite building materials, recycled materials, energy-efficient appliances and fixtures, etc. This is a commitment that HighScope makes to the community as a whole. Adding the solar panels to the flat roof and/or geothermal HVAC system will also add energy efficiency to the building and the campus.

Weather-resistant outdoor materials and composite materials using plastics and recycled materials reduce maintenance and offer long-term sustainability features for the building. We will work with the general contractor to identify low-maintenance options for all fixtures and furnishings as well as flooring/paint, etc. Using predictive analytics, through ZOHO analytics, we can see what immediate but smaller expenditures will likely prevent the greater cost of more major repairs that results from deferred maintenance and map which items to complete first. §

Assisting the community with accessing energy efficient resources.

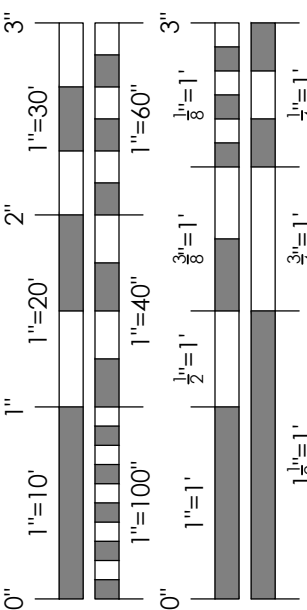
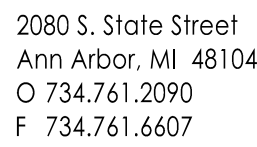
We will work with Community and Economic Development of Washtenaw County Michigan's Home Weatherization Program to provide free energy audit training and free weatherization services to qualified Washtenaw County residents. The program is implemented through Washtenaw County in partnership with the U.S. Department of Energy (DOE) and is designed to help residents lower their utility bills. They also provide eligible repairs on homes for free. Homeowners and renters that meet the eligibility requirements are welcome to apply. By having free energy audit workshops, residents can come together to find out if they are eligible before applying online. We will also provide a way for them to apply while at the workshop and they can talk to a program representative in-person.

Sustainability - Volunteer Support

The Restoration Church group has worked on getting part of the building renovated and cleaned out and is currently using the sanctuary for their services. We have also had assistance from the Police Department's public works program and other volunteers. We estimate that approximately 200 volunteers have assisted us in the last year with 100 of them continuing to assist us on a regular basis.



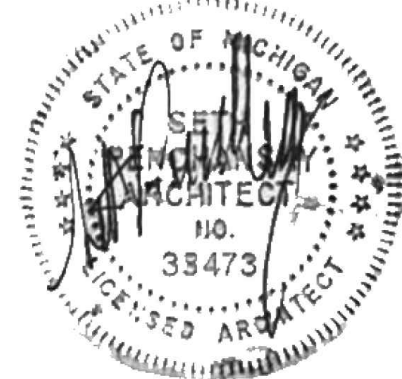
HIGHSOPE COMMUNITY LEARNING CENTER



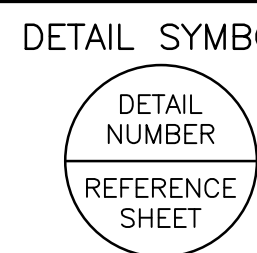
REVISIONS

ISSUED FOR PUD
SITE PLAN APPROVAL
19 JUL 24
ISSUED FOR PUD
SITE PLAN APPROVAL
09 AUG. 24

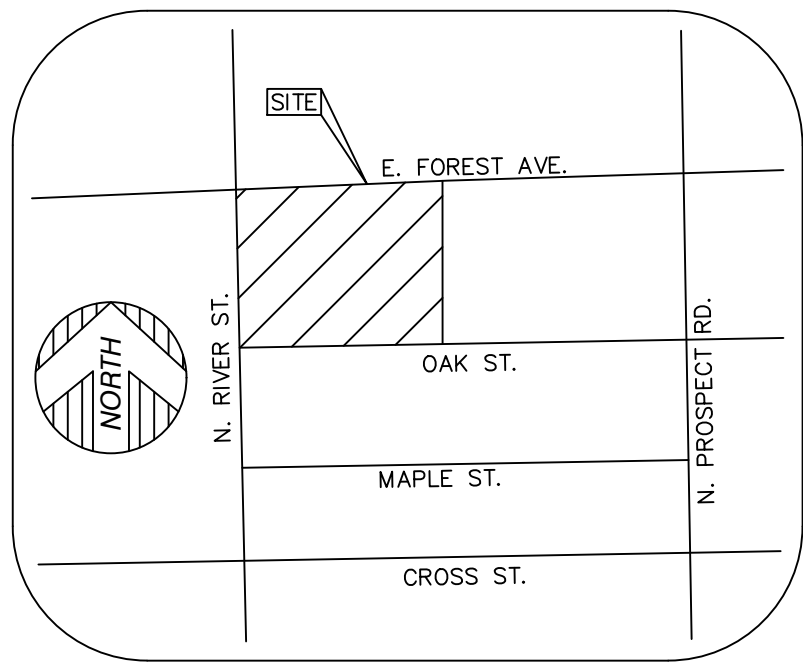
DIRECTORY		
ARCHITECT	TENANT/DEVELOPER	
DANIELS AND ZERMACK ARCHITECTS, LLC. 2080 SOUTH STATE STREET ANN ARBOR, MI 48104 (734) 761-2090 FAX (734) 761-6607	HIGHSCOPE EDUCATIONAL RESEARCH FOUNDATION 600 NORTH RIVER ST. YPSILANTI, MI 48198-2898 (734) 485-2000 FAX (734) 485-0704	
INTERIOR DESIGNER	PROJECT ADDRESS	
DANIELS AND ZERMACK ARCHITECTS, LLC. 2080 SOUTH STATE STREET ANN ARBOR, MI 48104 (734) 761-2090 FAX (734) 761-6607 8/14/2024 10:08:20 AM	HIGHSCOPE EDUCATIONAL RESEARCH FOUNDATION 202,206,218 E FOREST AVE. YPSILANTI, MI 48198-2898 (734) 485-2000 FAX (734) 485-0704	



JOB	2024-40
DATE	19 JUL 24
DRAWN	TL
CHECKED	SP



T1.1



VICINITY MAP
(NOT TO SCALE)

PARKING

HANDICAP PARKING = 7 STALLS
STANDARD PARKING = 75 STALLS

PARCEL AREA

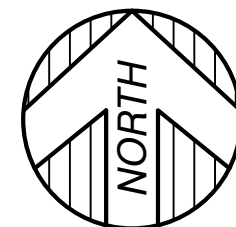
PARCEL 1:
125,381± SQUARE FEET = 2.88± ACRES
PARCEL 2:
15,584± SQUARE FEET = 0.36± ACRES
PARCEL 3:
15,655± SQUARE FEET = 0.36± ACRES
PARCEL 4:
15,727± SQUARE FEET = 0.36± ACRES
PARCEL 5:
47,588± SQUARE FEET = 1.09± ACRES
PARCEL 6:
16,460± SQUARE FEET = 0.38± ACRES
PARCEL 7:
16,460± SQUARE FEET = 0.38± ACRES
PARCEL 8:
16,460± SQUARE FEET = 0.38± ACRES
PARCEL 9:
22,900± SQUARE FEET = 0.53± ACRES
TOTAL:
292,215± SQUARE FEET = 6.72± ACRES

BASIS OF BEARING

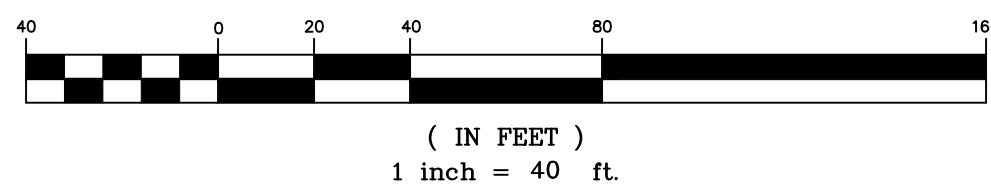
NORTH 87°28'12" EAST, BEING THE SOUTHERLY
RIGHT OF WAY LINE OF FOREST AVENUE, BASED
ON GPS OBSERVATION, MICHIGAN STATE PLANE
COORDINATE SYSTEM, SOUTH ZONE, NAD83.

LEGEND

● (R&M)	FOUND MONUMENT (AS NOTED)
(R)	RECORD AND MEASURED DIMENSION
(M)	RECORD DIMENSION
(M)	MEASURED DIMENSION
⊙	ELECTRIC MANHOLE
⊙	ELECTRIC METER
⊙	UTILITY POLE
⊙	GAS METER
⊙	GAS VALVE
⊙	LIGHT POLE WITH STREET LAMP
⊙	ROUND CATCH BASIN
⊙	SQUARE CATCH BASIN
⊙	STORM DRAIN MANHOLE
⊙	FIRE HYDRANT
⊙	WATER VALVE
⊙	AIR CONDITIONING UNIT
⊙	BOLLARD
⊙	LIGHTPOST/LAMP POST
⊙	SINGLE POST SIGN
⊙	HANDICAP PARKING
⊙	DECIDUOUS TREE (AS NOTED)
⊙	PARCEL BOUNDARY LINE
⊙	PLATTED LOT LINE
⊙	BUILDING
⊙	BUILDING OVERHANG
⊙	CONCRETE CURB
⊙	RAISED CONCRETE PARKING
⊙	EDGE OF CONCRETE (CONC.)
⊙	EDGE OF ASPHALT (ASPH.)
⊙	EDGE OF GRAVEL
⊙	FENCE (AS NOTED)
⊙	WALL (AS NOTED)
⊙	EDGE OF LANDSCAPING
⊙	TREE / BRUSH LINE (AS NOTED)
⊙	OVERHEAD UTILITY LINE
⊙	GAS LINE
⊙	BUILDING AREA
⊙	ASPHALT
⊙	CONCRETE



GRAPHIC SCALE



PROPERTY DESCRIPTION

LAND SITUATED IN THE CITY OF YPSILANTI, COUNTY OF WASHTENAW, STATE OF MICHIGAN, DESCRIBED AS:

PARCEL 1:
LOTS 522 THRU 529 M. NORRIS, B. FOLLETT C. JOSLIN & EM SKINNER ADDITION & E. M. SKINNER ADDITION
PARCEL 2:
LOT 558 M. NORRIS, B. FOLLETT, C. JOSLIN & E. M. SKINNER ADDITION.
PARCEL 3:
LOT 559 M. NORRIS, B. FOLLETT, C. JOSLIN & E. M. SKINNER ADDITION.
PARCEL 4:
LOT 560 M. NORRIS, B. FOLLETT, C. JOSLIN & E. M. SKINNER ADDITION.
PARCEL 5:
LOTS 561, 562 & 563 M. NORRIS, B. FOLLETT, C. JOSLIN & E. M. SKINNER ADDITION
PARCEL 6:
LOT 544 M. NORRIS, B. FOLLETT, C. JOSLIN & E. M. SKINNER ADDITION
PARCEL 7:
LOT 545 M. NORRIS, B. FOLLETT, C. JOSLIN & E. M. SKINNER ADDITION
PARCEL 8:
LOT 546 M. NORRIS, B. FOLLETT, C. JOSLIN & E. M. SKINNER ADDITION
PARCEL 9:
THE E 26 FT OF LOT 548 AND ALL OF LOT 549 M. NORRIS, B. FOLLETT, C. JOSLIN & E. M. SKINNER ADDITION

TITLE REPORT NOTE

A CURRENT TITLE POLICY HAS NOT BEEN FURNISHED AT TIME OF SURVEY, THEREFORE EASEMENTS AND/OR ENCUMBRANCES AFFECTING SUBJECT PARCEL MAY NOT BE SHOWN.

SURVEYOR'S NOTE

THE UNDERGROUND UTILITIES SHOWN HAVE BEEN LOCATED FROM FIELD SURVEY INFORMATION AND EXISTING DRAWINGS. THE SURVEYOR MAKES NO GUARANTEES THAT THE UNDERGROUND UTILITIES SHOWN COMPRISE ALL SUCH UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THE SURVEYOR FURTHER DOES NOT WARRANT THAT THE UNDERGROUND UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED ALTHOUGH HE DOES CERTIFY THAT THEY ARE LOCATED AS ACCURATELY AS POSSIBLE FROM INFORMATION AVAILABLE. THE SURVEYOR HAS NOT PHYSICALLY LOCATED THE UNDERGROUND UTILITIES OTHER THAN THE STRUCTURE INVENTORY SHOWN HEREON.

SURVEYOR'S CERTIFICATION

I HEREBY CERTIFY THAT I HAVE SURVEYED THE LAND HEREIN DESCRIBED AND THAT THIS MAP REPRESENTS THE RESULTS OF THE SURVEY.

ANTHONY T. SYCKO, JR., P.S.
PROFESSIONAL SURVEYOR
MICHIGAN LICENSE NO. 47976
22556 GRATIOT AVE., EASTPOINTE, MI 48021
TSycko@kentec-survey.com

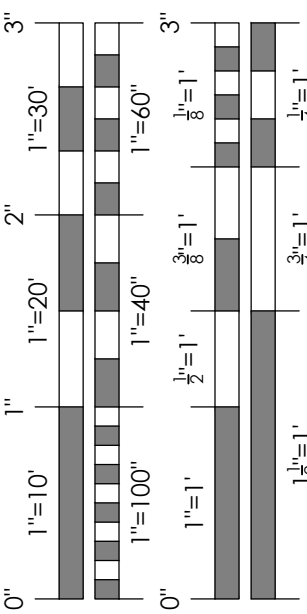


BOUNDARY SURVEY
PREPARED FOR: HIGHSCOPE EDUCATIONAL RESEARCH FOUNDATION
600 N RIVER ST, 118,202,206,218 E FOREST AVE, 201,205,209,219 OAK ST,
YPSILANTI, MICHIGAN,
PART OF SECTION 4,
TOWN 3 SOUTH, RANGE 7 EAST

DATE	BY	REVISION	DESCRIPTION
06/18/24	JV	1	ADDED ADDITIONAL UTILITIES
06/18/24	ATS		
JUNE 18, 2024			
24-0181			



2080 S. State Street
Ann Arbor, MI 48104
O 734.761.2090
F 734.761.6607



REVISIONS

ISSUED FOR PUD
SITE PLAN APPROVAL
18 JUL 24
ISSUED FOR PUD
SITE PLAN APPROVAL
09 AUG 24

JOB 2024-40
DATE 19 JULY 24
DRAWN BC
CHECKED SP

DETAIL SYMBOL
DETAIL NUMBER
REFERENCE SHEET

ST1.1
HIGHSCOPE CLC

ZONING: CN-SF CORE NEIGHBORHOOD SINGLE-FAMILY

PHASING AND PARKING

	PROGRAM	USABLE SQ. FT.	CALCULATIONS	REQUIRED # OF SPACES	PROPOSED # OF SPACES
PHASE #1	COMMUNITY, LEARNING, RESOURCE CENTER	22,622	1 FOR EACH 500SQFT OF USABLE FLOOR AREA, EXCLUDING STORAGE	46	53
	CHILD CARE CENTER	3,820	1 PARKING SPACE PER CAREGIVER REQUIRED TO STAFF FACILITY & 1 SPACE FOR EVERY 20 CHILDREN	4	
		1,691	1 PARKING SPACE PER CAREGIVER REQUIRED TO STAFF FACILITY & 1 SPACE FOR EVERY 20 CHILDREN	4	
	TOTAL:	28,133		54	
PHASE #2	SOUTH WING	-1,786	DEMOLITION/REMOVAL	-4	53
	TOTAL:	26,347		50	
PHASE #3	ADDITION	2,318	FUTURE ENTRY FRONT ENTRY ATRIUM 1 FOR EACH 500SQ OF USABLE FLOOR AREA, EXCLUDING STORAGE	5	53
	TOTAL:	28,665		55(28)*	

(1) BICYCLE PARKING SPACE FOR EVERY FIVE (5) SPACES PROVIDED FOR MOTOR VEHICLES (SECTION 122-693)
*THE WALKABLE NEIGHBORHOOD ZONING REQUIRES 50% OF THE CALCULATED PARKING

EXISTING ZONING: CN-SF CORE NEIGHBORHOOD SINGLE-FAMILY

34% (26,745 SQFT) OF OPEN SPACE AREAS

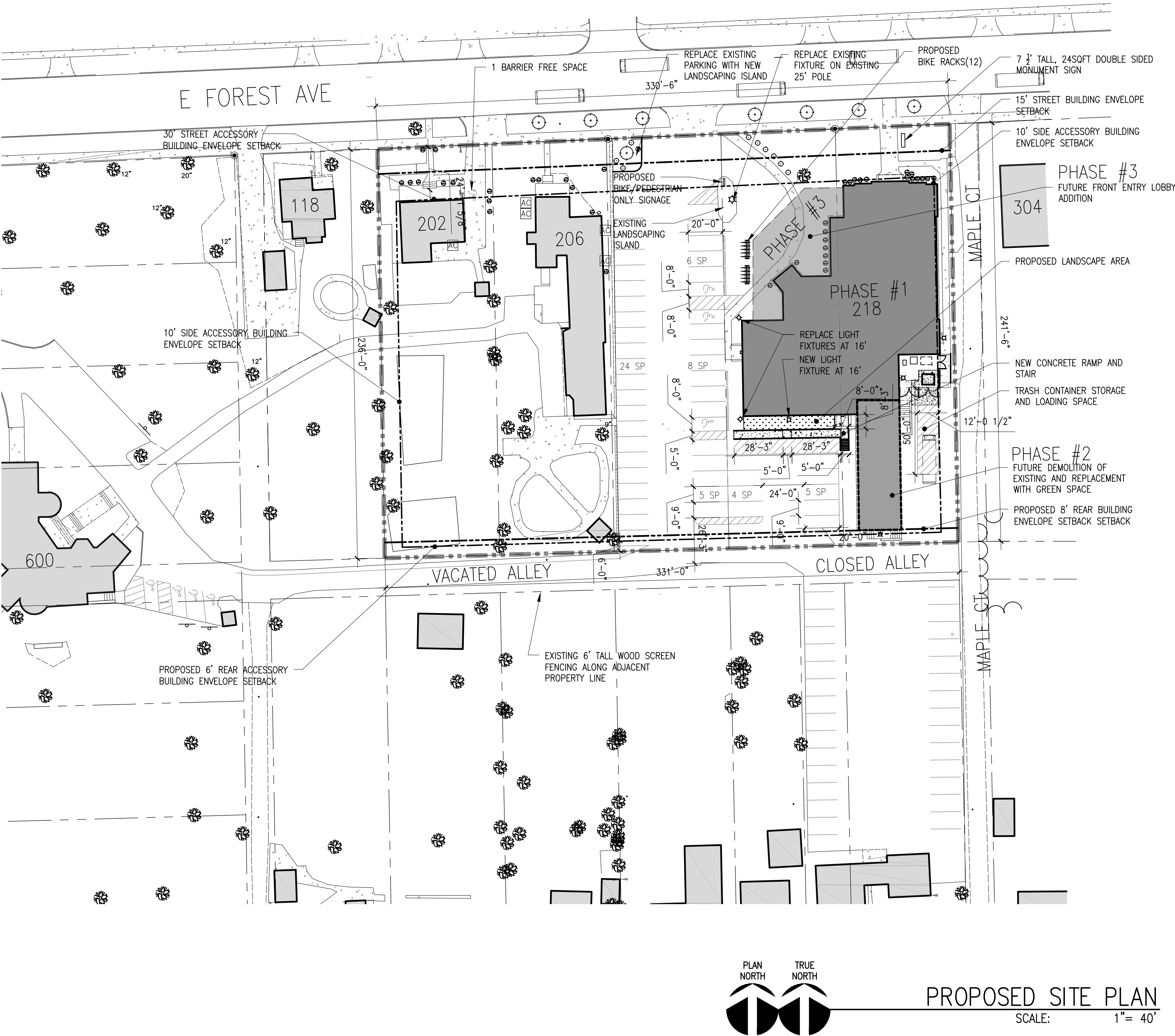
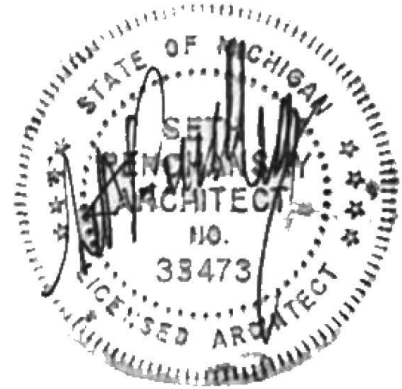
	PARCEL 11-11-04-483-001	PARCEL 11-11-04-483-002	11-11-04-483-003	PUD 11-11-04-483-003,11-11-04-483-002 & 11-11-04-483-001
ADDRESS	218 FOREST AVE.	206 FOREST AVE.	202 FOREST AVE.	
USE	RELIGIOUS BUILDING	EARLY CHILDHOOD EDUCATION CENTER	EARLY CHILDHOOD EDUCATION CENTER	COMMUNITY, LEARNING, RESEARCH CENTER & EARLY CHILDHOOD EDUCATION CENTER
LAND AREA	47,588 SQFT (1.09ACRES)	15,727 SQFT (0.36 ACRES)	15,655 SQFT (0.36 ACRES)	78,970 SQFT (1.81 ACRES)
USABLE FLOOR AREA	22,622 SQFT	3,382 SQFT	1,691 SQFT	25,222 SQFT
DENSITY CALCULATIONS	42% (FAR)	22% (FAR)	11% (FAR)	32% (FAR)
NUMBER AND TYPE OF DWELLING UNITS	N/A	N/A	N/A	N/A
BUILDING GROUND COVERAGE	12,535 SQFT (26%)	3,170 SQFT (20%)	1,070 SQFT (7%)	16,775 SQFT (21%)
BUILDING HEIGHT	2 STORIES (25FT)	2 STORIES (20FT)	2 STORIES (20FT)	16,775 SQFT (21%)

LEGAL DESCRIPTION
PARCEL NO. 11-11-04-483-003,11-11-04-483-002 & 11-11-04-483-001

LOTS 559, 560, 561, 562, & 563. JOSLIN & NORRIS , B. FOLLET, C. EM, SKINNER ADDITION

LEGEND

PHASE #1	PHASE #2	PHASE #3	ACCESS AISLE
PARCEL LINE	BUILDING SETBACK LINE	PARKING SETBACK LINE	
TREE/BUSH LINE	DECIDUOUS TREE (EXISTING)		



PROPOSED SITE PLAN

General Note

1. SEE SCHEDULE FOR LUMINAIRE MOUNTING HEIGHT.
2. CALCULATIONS ARE SHOWN IN FOOTCANDLES AT: 0' - 0"
3. LIGHTING ALTERNATES REQUIRE NEW PHOTOMETRIC CALCULATION AND RESUBMISSION TO CITY FOR APPROVAL.

THE ENGINEER AND/OR ARCHITECT MUST DETERMINE APPLICABILITY OF THE LAYOUT TO EXISTING / FUTURE FIELD CONDITIONS. THIS LIGHTING LAYOUT REPRESENTS ILLUMINATION LEVELS CALCULATED FROM LABORATORY DATA TAKEN UNDER CONTROLLED CONDITIONS IN ACCORDANCE WITH ILLUMINATING ENGINEERING SOCIETY APPROVED METHODS. ACTUAL PERFORMANCE OF ANY MANUFACTURER'S LUMINAIRE MAY VARY DUE TO VARIATION IN ELECTRICAL VOLTAGE, TOLERANCE IN LAMPS, AND OTHER VARIABLE FIELD CONDITIONS. MOUNTING HEIGHTS INDICATED ARE FROM GRADE AND/OR FLOOR UP.

THIS LIGHTING CALCULATIONS ARE NOT A SUBSTITUTE FOR INDEPENDENT ENGINEERING ANALYSIS OF LIGHTING SYSTEM SUITABILITY AND SAFETY. THE ENGINEER AND/OR ARCHITECT IS RESPONSIBLE TO REVIEW FOR MICHIGAN ENERGY CODE AND LIGHTING QUALITY COMPLIANCE.

UNLESS EXEMPT, PROJECT MUST COMPLY WITH LIGHTING CONTROLS REQUIREMENTS DEFINED IN ASHRAE 90.1 2013. FOR SPECIFIC INFORMATION CONTACT GBA CONTROLS GROUP AT ASG@GASSERBUSH.COM OR 734-266-6705.

FOR ORDERING INQUIRIES CONTACT GASSER BUSH AT QUOTES@GASSERBUSH.COM OR 734-266-6705.

THIS DRAWING WAS GENERATED FROM AN ELECTRONIC IMAGE FOR ESTIMATION PURPOSE ONLY. LAYOUT TO BE VERIFIED IN FIELD BY OTHERS.

MOUNTING HEIGHT IS MEASURED FROM GRADE TO FACE OF FIXTURE. POLE HEIGHT SHOULD BE CALCULATED AS THE MOUNTING HEIGHT LESS BASE HEIGHT.

Schedule									
Symbol	Label	Quantity	Manufacturer	Catalog Number	Description	Lamp	Lumens Per Lamp	Light Loss Factor	Wattage
	A	1	Lithonia Lighting	DSX1 LED P3 40K TSW MVOLT	DSX1 LED P3 40K TSW MVOLT	LED	12969	0.9	102
	B	4	Lithonia Lighting	DSXW2 LED 30C 1000 40K TTFM MVOLT	DSXW2 LED WITH 3 LIGHT ENGINES, 30 LED's, 1000mA DRIVER, 4000K LED, TYPE FORWARD THROW MEDIUM OPTIC	LED	11120	0.9	109
	C	0	Lithonia Lighting	DSXW2 LED 30C 1000 40K T3M MVOLT	DSXW2 LED WITH 3 LIGHT ENGINES, 30 LED's, 1000mA DRIVER, 4000K LED, TYPE 3 MEDIUM OPTIC	LED	11279	0.9	109
	D	2	Lithonia Lighting	DSXW1 LED 10C 350 50K T3S MVOLT	DSXW1 LED WITH (1) 10 LED LIGHT ENGINES, TYPE T3S OPTIC, 5000K, @ 350mA.	LED	1512	0.9	13.3

Statistics

Description	Symbol	Avg	Max	Min	Max/Min	Avg/Min	Avg/Max
Grade	+	0.5 fc	6.1 fc	0.0 fc	N/A	N/A	0.1:1
Parking Lot	X	1.0 fc	4.4 fc	0.0 fc	N/A	N/A	0.2:1

D-Series Size 1 LED Area Luminaire

Specifications

Width: 12.5" Height: 12.5" Depth: 12.5" Weight: 12.5 lbs

Capable Luminaire

This item is an A+ capable luminaire, which has been designed and tested to provide consistent color appearance and system level interoperability.

Ordering Information

EXAMPLE: DSX1 LED P7 40K T3M MVOLT SPN DBDND

Order	Qty	Description	Manufacturer	Quantity	Manufacturer	Quantity	Manufacturer
DSX1	1	DSX1 LED P7 40K T3M MVOLT SPN DBDND	Lithonia	1	DSX1 LED P7 40K T3M MVOLT SPN DBDND	Lithonia	1

D-Series Size 2 LED Wall Luminaire

Specifications

Width: 18.5" Height: 18.5" Depth: 18.5" Weight: 18.5 lbs

Capable Luminaire

This item is an A+ capable luminaire, which has been designed and tested to provide consistent color appearance and system level interoperability.

Ordering Information

EXAMPLE: DSXW2 LED 30C 700 40K T3M DBDND

Order	Qty	Description	Manufacturer	Quantity	Manufacturer	Quantity	Manufacturer
DSXW2	1	DSXW2 LED 30C 700 40K T3M DBDND	Lithonia	1	DSXW2 LED 30C 700 40K T3M DBDND	Lithonia	1

D-Series Size 1 LED Wall Luminaire

Specifications

Width: 12.5" Height: 12.5" Depth: 12.5" Weight: 12.5 lbs

Capable Luminaire

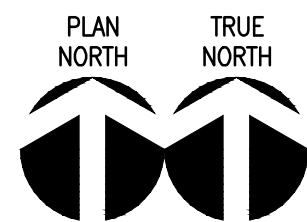
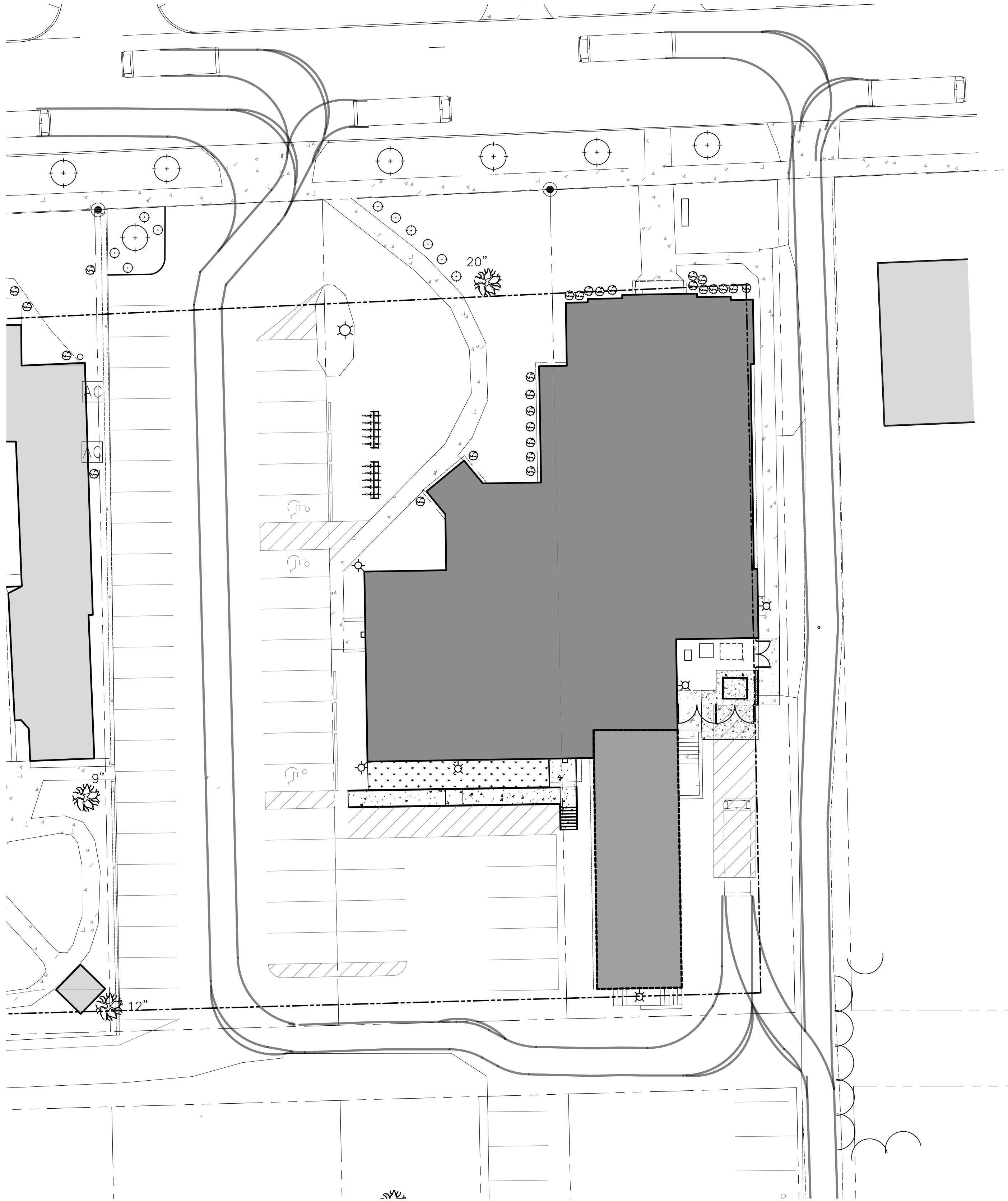
This item is an A+ capable luminaire, which has been designed and tested to provide consistent color appearance and system level interoperability.

Ordering Information

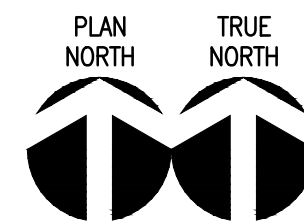
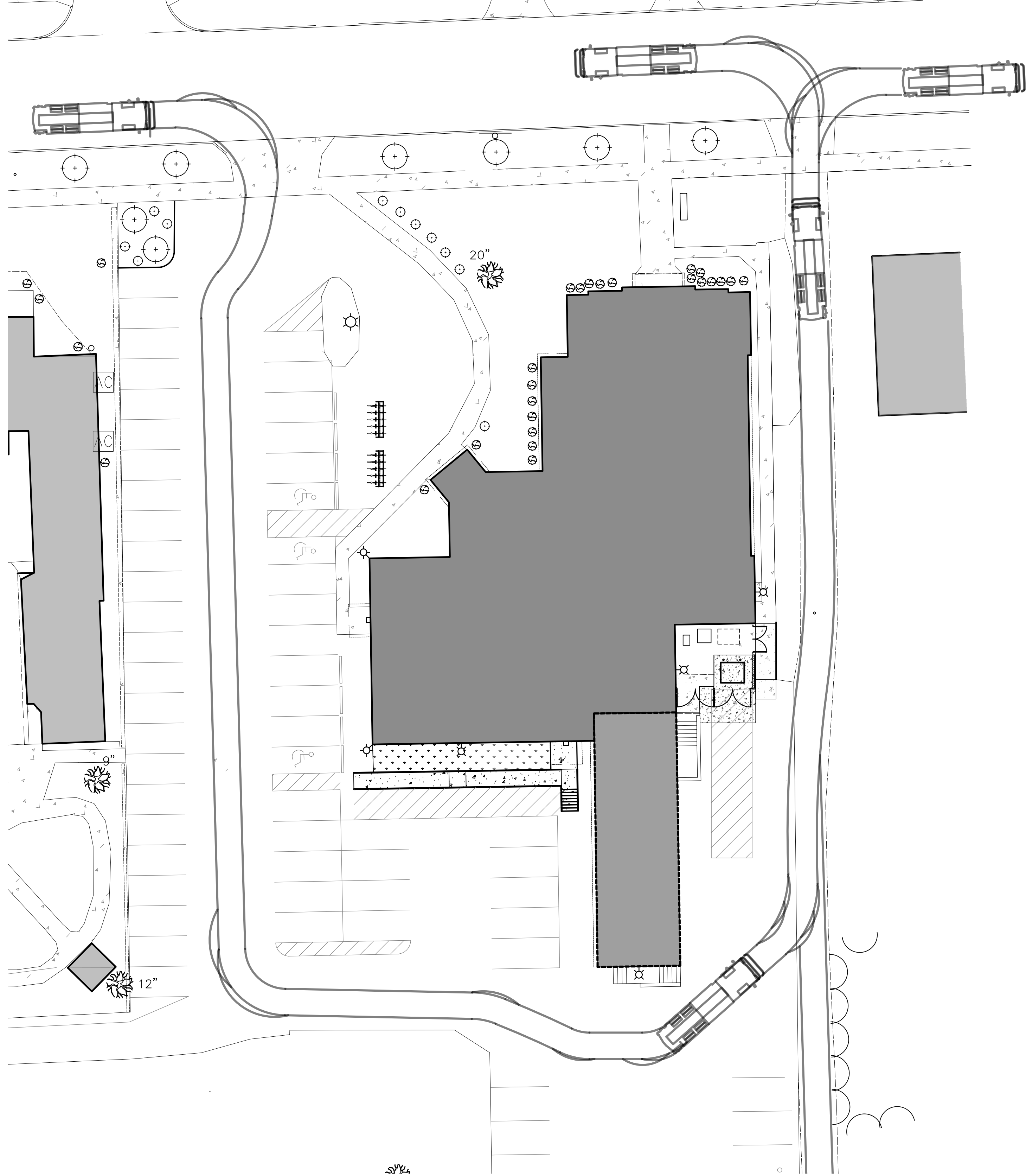
EXAMPLE: DSXW1 LED 10C 350 50K T3S DBDND

Order	Qty	Description	Manufacturer	Quantity	Manufacturer	Quantity	Manufacturer
DSXW1	1	DSXW1 LED 10C 350 50K T3S DBDND	Lithonia	1	DSXW1 LED 10C 350 50K T3S DBDND	Lithonia	1

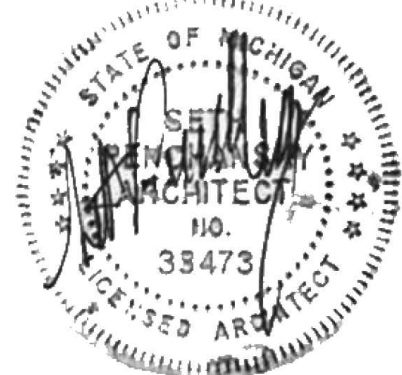
Plan View
Scale = 1" = 16'



DUMPSTER TRUCK ROUTE
SCALE: 1"= 20'



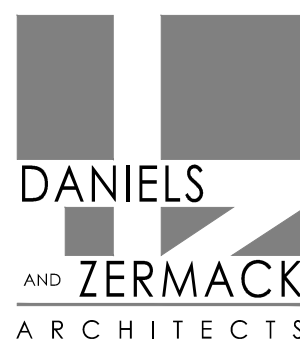
FIRE TRUCK ACCESS ROUTE
SCALE: 1"= 20'



SITE TRUCK ROUTING

ST1.5
HIGHSOPE CLC

HIGHSOPE COMMUNITY LEARNING CENTER



2080 S. State Street
Ann Arbor, MI 48104
O 734.761.2090
F 734.761.6607

REVISIONS	
ISSUED FOR POD	
SITE PLAN APPROVAL	19 JUN 24
ISSUED FOR POD	
SITE PLAN APPROVAL	09 AUG 24

JOB	2024-40
DATE	19 JUN 24
DRAWN	TL
CHECKED	XXX/XXX

DETAIL SYMBOL
DETAIL NUMBER
REFERENCE SHEET



2080 S. State Street
Ann Arbor, MI 48104
O 734.761.2090
F 734.761.6607

NO.	DATE	DESCRIPTION
1	10/1/23	ISSUED FOR PUD
2	10/1/23	SITE PLAN APPROVAL
3	10/1/23	ISSUED FOR PUD
4	10/1/23	SITE PLAN APPROVAL

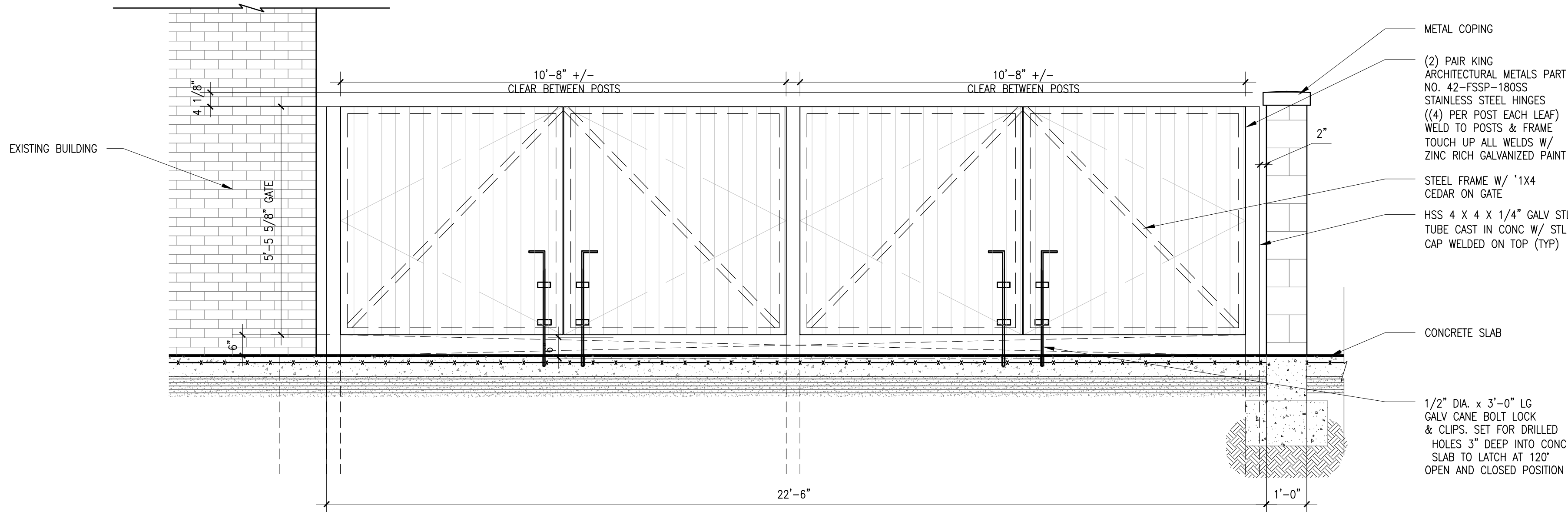
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1	10/1/23	ISSUED FOR PUD
2	10/1/23	SITE PLAN APPROVAL
3	10/1/23	ISSUED FOR PUD
4	10/1/23	SITE PLAN APPROVAL

NO.	DATE	DESCRIPTION
1	10/1/23	ISSUED FOR PUD
2	10/1/23	SITE PLAN APPROVAL
3	10/1/23	ISSUED FOR PUD
4	10/1/23	SITE PLAN APPROVAL

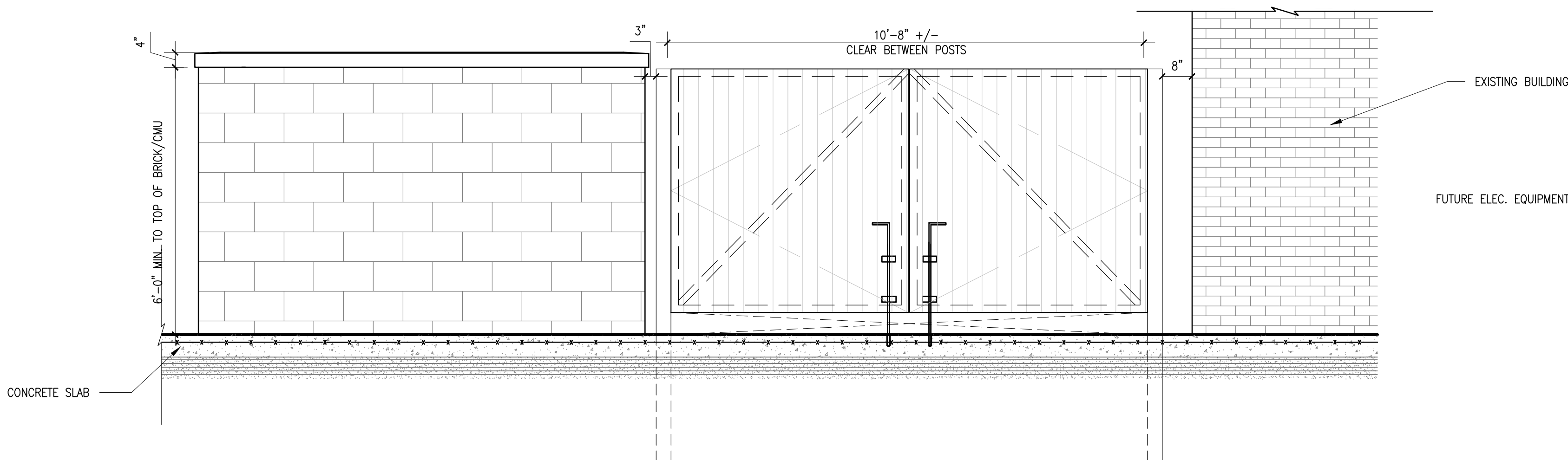
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DATE	13 AUG 24
DRAWN	BC
CHECKED	XXX/XXX

DETAIL SYMBOL
DETAIL NUMBER
REFERENCE SHEET

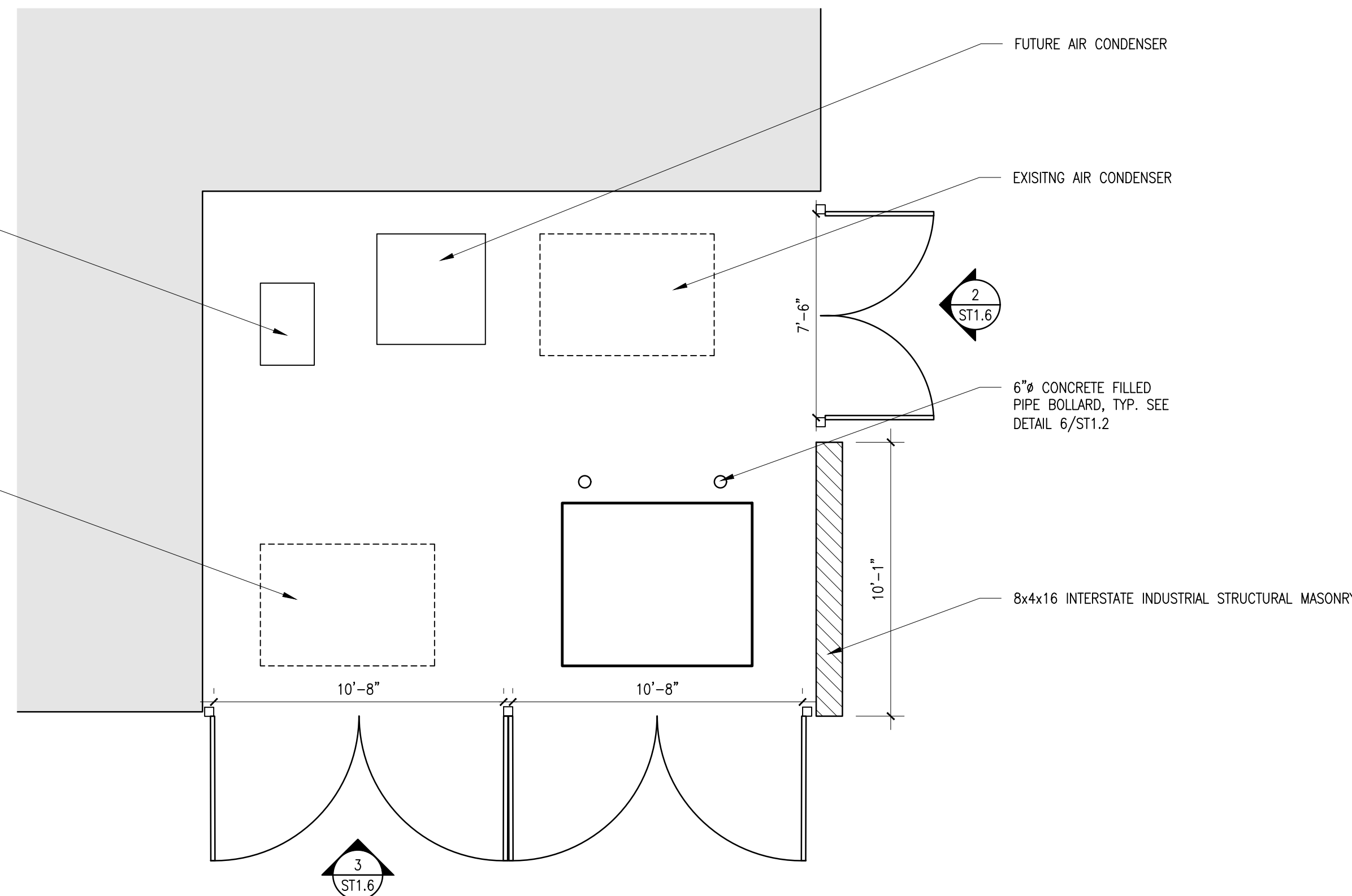
ST1.6
HIGHSCOPE CLC



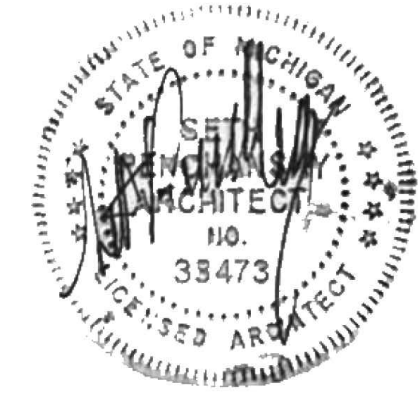
3 ELEVATION AT DUMPSTER ENCLOSURE GATE
ST1.6 SCALE: 1/2" = 1'-0"

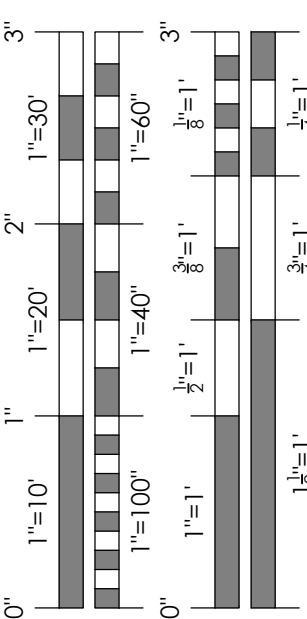


2 ELEVATION AT DUMPSTER ENCLOSURE GATE
ST1.6 SCALE: 1/2" = 1'-0"



1 DETAIL PLAN DUMPSTER ENCLOSURE GATE
ST1.6 SCALE: 1/2" = 1'-0"





REVISIONS

ISSUED FOR POD
SITE PLAN APPROVA
19 JUL 24
ISSUED FOR POD
SITE PLAN APPROVA
09 AUG. 24

JOB 2024-40

DATE 19 JULY 24

DRAWN BC

CHECKED SP

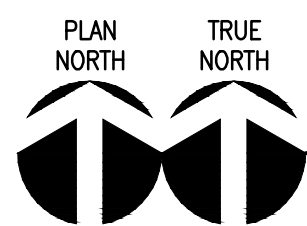
DETAIL SYMBOL

DETAIL
NUMBER

REFERENCE
SHEET

L1.1

HIGHSCOPE CLC



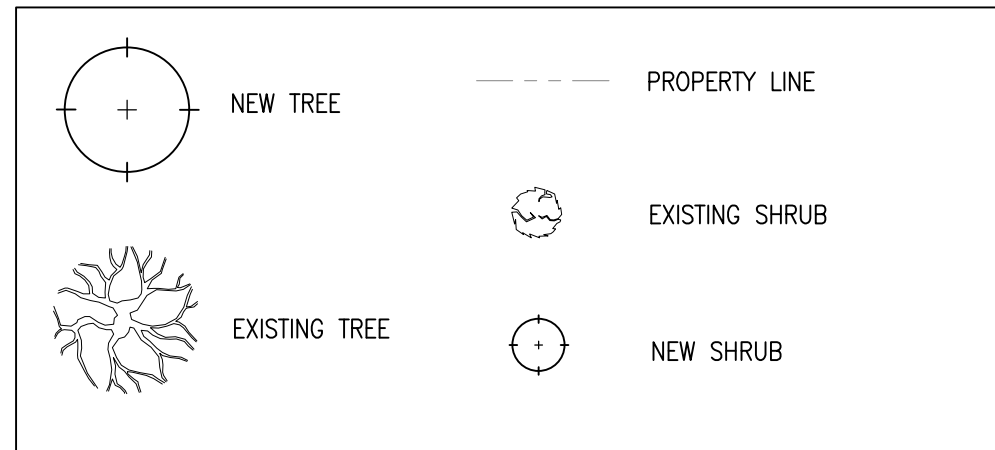
LANDSCAPE PLAN

SCALE: 1" = 20'

CREDIT FOR EXISTING VEGETATION

PLANT MATERIAL	MINIMUM SIZE	SIZE	CREDIT
TREES	2.5" IN CALIPER	2.5"-8"	1
		8"-12"	2
		12"-20"	3
		OVER 20"	4
SHRUBS	2.4" IN CALIPER	ALL SIZES	1

LEGEND



PLANT SCHEDULE (TREES)

SYMBOL	TOTAL	NEW OR EXISTING	BOTANICAL NAME	COMMON NAME	STREET		PARKING		GENERAL	
					#	CREDIT	#	CREDIT	#	CREDIT
AP	9	EXISTING	Acer Rubrum 'Armstrong'	Armstrong Red Maple	1	1			8	19
JN	5	EXISTING	Juglans Nigra	Black Walnut*					5	0
TA	1	EXISTING	Tilia Americana	American Basswood					1	2
UA	8	NEW	Ulmus Americana "Frontier"	Frontier American Elm	7	7	1	1		
PN	1	EXISTING	Pinus Nigra	Australian Pine					1	3

*Black walnut are ineligible for credit

PLANT SCHEDULE (SHRUBS)

SYMBOL	TOTAL	NEW OR EXISTING	BOTANICAL NAME	COMMON NAME	STREET		PARKING		GENERAL	
					#	CREDIT	#	CREDIT	#	CREDIT
LM	4	EXISTING	Lonicera Maackii	Amur Honeysuckle					4	4
PL	9	EXISTING	Prunus Laurocerasus	Schip Laurel					9	9
TB	13	EXISTING	Taxus Baccata	English Yew					13	13
VD	23	EXISTING	Viburnum Dentatum	Arrowwood Viburnum			6	6	12	12
SA	4	NEW	Spiraea Alba	Meadows Weet			4	4		

TOTAL PROPOSED:	0	0	14	14	38	38
TOTAL REQUIRED:	0	0	18	18	0	0

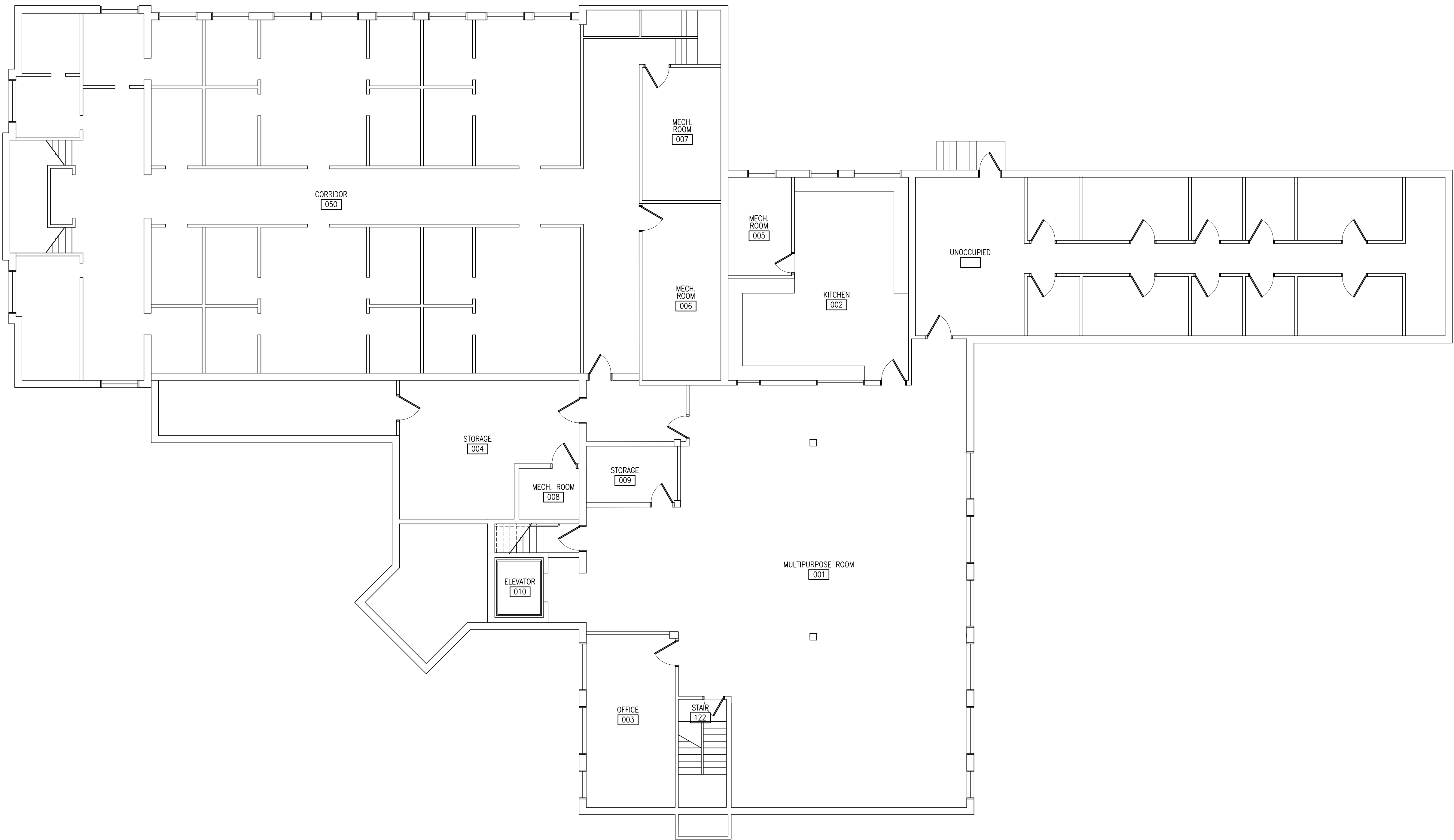
TREES AND SHRUBS

	STREET		PARKING		GENERAL		GRAND TOTAL	
	#	CREDIT	#	CREDIT	#	CREDIT	#	CREDIT
TOTAL CREDITS PROPOSED:	8	8	15	15	53	62	76	85
TOTAL CREDITS REQUIRED:	13	13	25	25	0	0	38	38

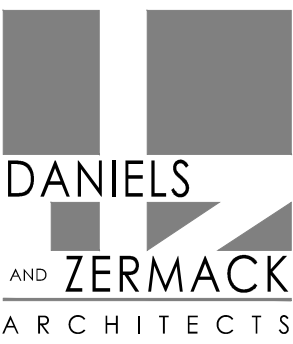
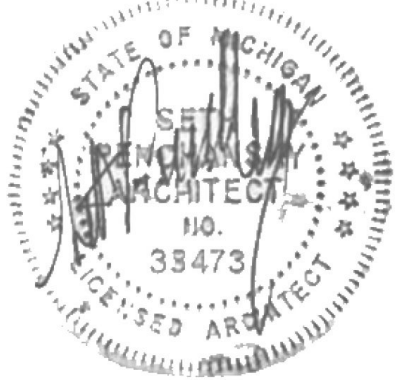
AREA OF LANDSCAPING

Total Site SQ: 62,960

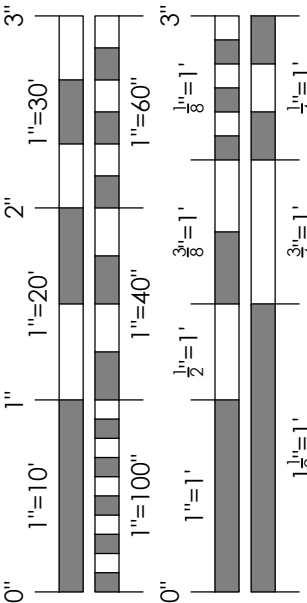
	LANDSCAPE	SITE	PERCENTAGE
EXIST	20,004SF	62,960SF	31.5%
PROPOSED	20,719SF	62,960SF	32.9%
REQUIRED: >10%	6296SF	62,960SF	10%



EXISTING BASEMENT FLOOR PLAN
SCALE: 1/8" = 1'-0"



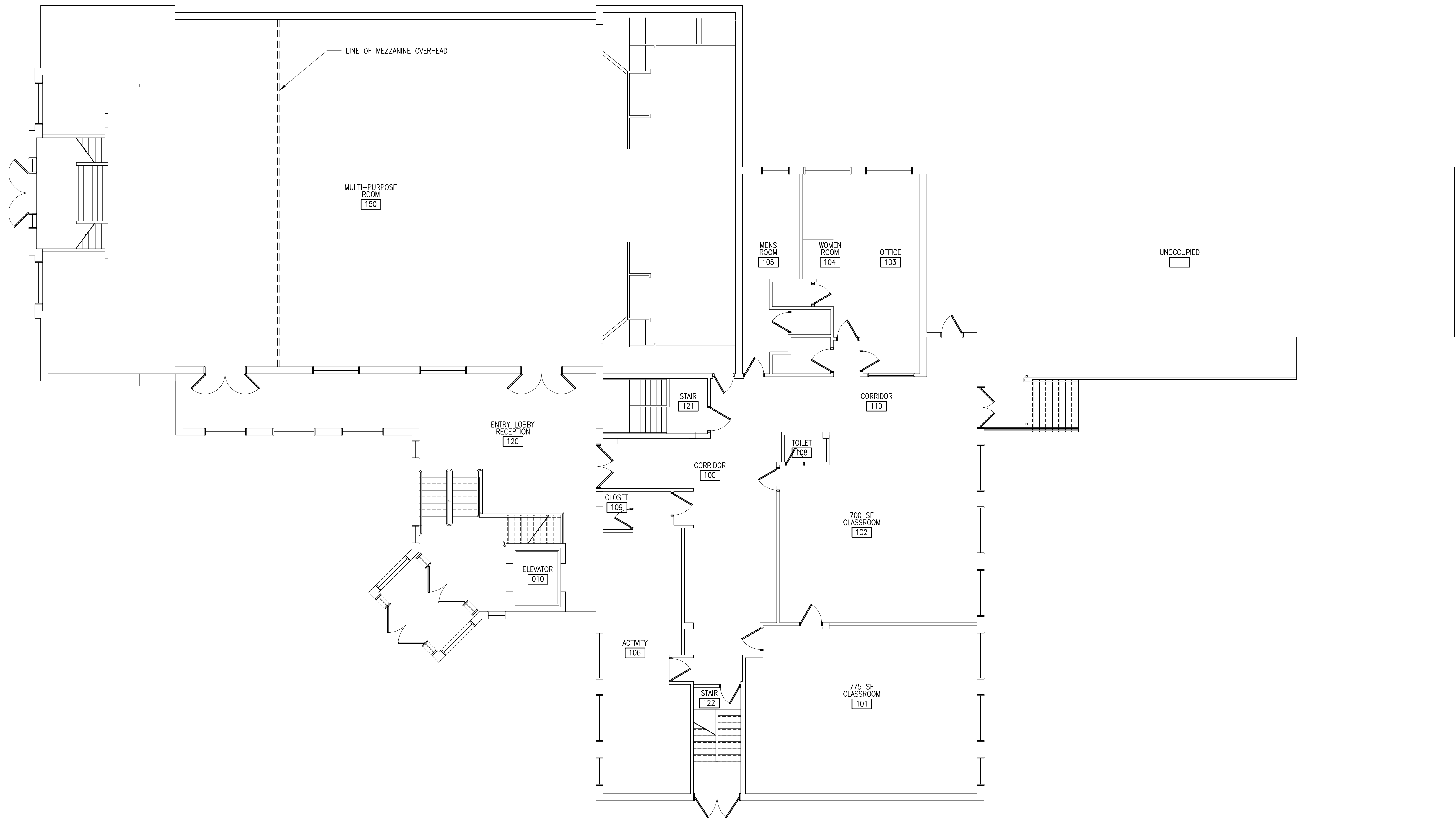
2080 S. State Street
Ann Arbor, MI 48104
O 734.761.2090
F 734.761.6607



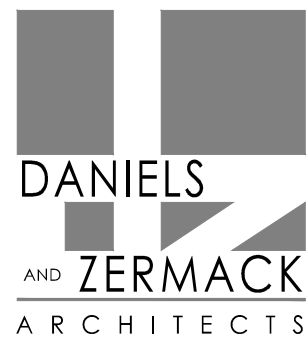
REVISIONS	
ISSUED FOR POD	
SITE PLAN APPROVAL	18 JUL 24
ISSUED FOR POD	
SITE PLAN APPROVAL	09 AUG 24

JOB	2024-40
DATE	19 JULY 24
DRAWN	ASJ
CHECKED	XXX/XXX

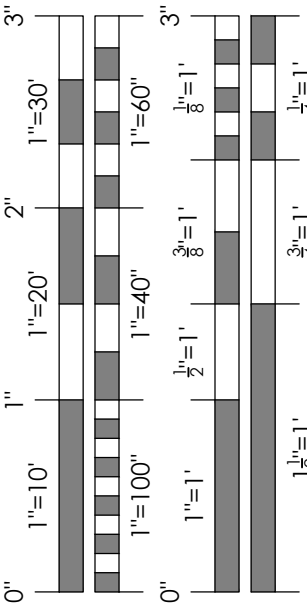
DETAIL	SYMBOL
DETAIL NUMBER	
REFERENCE SHEET	



FIRST FLOOR PLAN
SCALE: 1/8" = 1'-0"



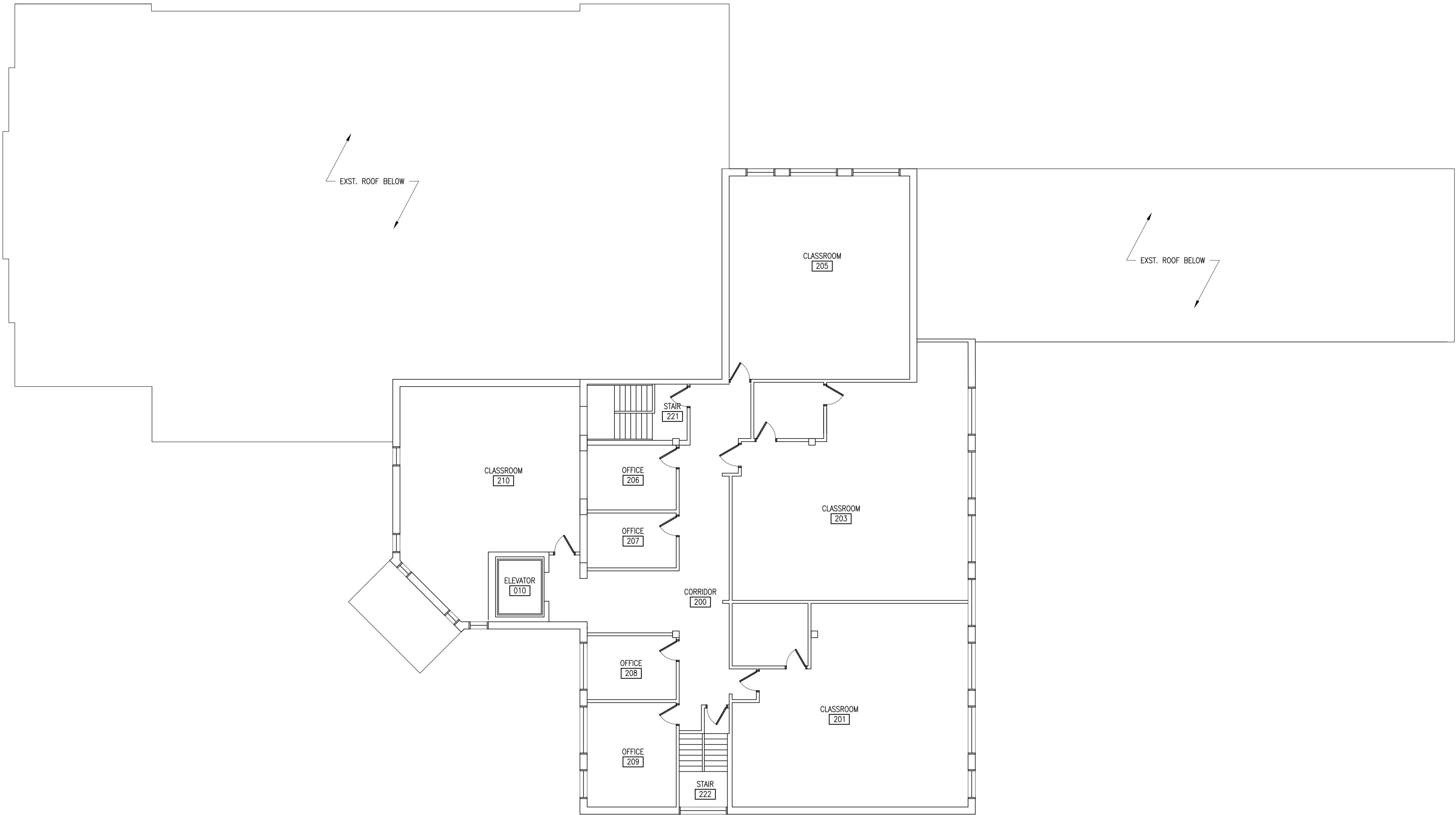
2080 S. State Street
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REVISIONS	
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SITE PLAN APPROVAL	19 JUL 24
ISSUED FOR POD	
SITE PLAN APPROVAL	09 AUG 24

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DATE	19 JUL 24
DRAWN	DS
CHECKED	SP

DETAIL SYMBOL
DETAIL NUMBER
REFERENCE SHEET



EXISTING SECOND FLOOR PLAN
SCALE: 1/8" = 1'-0"

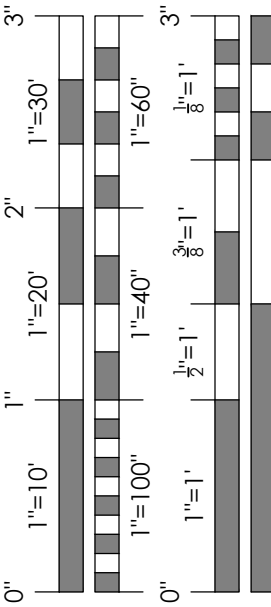


JOB 2024-40
DATE 19 JULY 24
DRAWN
CHECKED SP

DETAIL SYMBOL
DETAIL NUMBER
REFERENCE SHEET

A1.3
HIGHSCOPE CLC

REVISIONS
ISSUED FOR POD
SITE PLAN APPROVAL
18 JUL 24
ISSUED FOR POD
SITE PLAN APPROVAL
09 AUG 24



2080 S. State Street
Ann Arbor, MI 48104
O 734.761.2090
F 734.761.6607

HIGHSCOPE COMMUNITY LEARNING CENTER

July 19, 2024 (Revised August 13, 2024)

Exceptions to zoning ordinance and & designer narratives of development.

§122-695 - OFF-STREET LOADING

(A)

Required: 2 spaces.

Proposed: 1 space.

(C)

Required: 50'

Proposed: 30'

§122-691 - Parking Spaces Required

Required: 28 (50% of 55).

Proposed: 53.

There are 51 existing parking spaces on the site. Because two of those parking spaces are in the front setback, those two spaces are proposed to be replaced those with a landscaped island and restripe half the lot to improve the layout and circulation pattern with appropriately located barrier free spaces. The more efficient layout increased the number of spaces to 53 while reducing the amount of impervious pavement. With the phase 3 proposed addition to the building, the total calculated parking would be 55 which is reduced by 50% to 28 due to the walkable neighborhood zoning district. Due to the variety of different uses in the proposed community resource center, it is proposed that the 53 spaces will be utilized on a regular basis. In addition, there isn't any on street parking allowed on Forest Avenue.



August 2024

**Staff Review of Planned Unit Development
202, 206, 218 E. Forest**

Child Care Center & Community Learning Resource Center

GENERAL INFORMATION

Applicant:	Jennilyn Campos, Highscope
Project:	202, 206, 218 E. Forest Child Care Center & Community Learning Resource Center
Application Date:	July 23, 2024
Location:	202, 206, 218 E. Forest (parcel ID# 11-11-04-483-003, 11-11-04-483-002, and 11-11-04-483-001)
Zoning:	Core Neighborhood Single-Family
Action Requested:	Approval
Staff Recommendation:	Approval with Conditions

PROJECT AND SITE DESCRIPTION

202, 206, and 218 E. Forest are located at the northeast intersection of E. Forest Ave and Maple Court in Ypsilanti. The site includes parcels 11-11-04-483-003 (0.36 acres), 11-11-04-483-002 (0.36 acres), and 11-11-04-483-001 (1.691 acres). The site presently includes 2 former single-family structures currently being utilized as childcare centers and a former church, presently vacant. 202 and 206 E. Forest each include a shed. The site presently includes a parking lot with 50 vehicle spaces and one residential driveway that is utilized as an ADA space. There are two curb cuts providing access to the site off of E. Forest Ave. There is additional access to 218 E. Forest off Maple Court. Pedestrian access to each of the sites is located on E. Forest Ave.

The applicant proposes a phasing plan that includes three main stages. In Phase I, the proposed plans are to maintain each of the existing buildings and uses in 202 and 206 E. Forest and activate the vacant church at 218 E. Forest as a community learning research center and childcare center. The proposed renovations for the church will include classrooms, multipurpose rooms, offices, and a kitchen, encompassing 25,222 sq ft. The plans also display a cohesive restriping of the parking lot and eliminate some of the impervious surfacing on the site. Phase II includes the demolition of the south wing of the building, which will create space for a community vegetable garden. Phase III will include

the addition of a 2,318 sq ft entry on the NW side of the building, along with upgrades to the parking lot and improvements to landscaping and stormwater management.

It is important to note that a church is considered a private assembly use under the zoning ordinance, and the proposal to reuse the former church as a community learning center is ultimately another form of private assembly.

Pedestrian access will continue to be provided along E. Forest. A concrete ramp is proposed in phase I in order to enhance ADA accessibility.

Vehicle access will be provided in a two-way direction, using the existing curb cut on E. Forest. Vehicular access to the site is also provided through a closed alley, connecting to Maple Court.

The applicant vows to add solar panels to the vacant church, decreasing the carbon footprint of the community learning center.

This development, located in the Core Neighborhood Single-Family zoning district, is proposed as an adaptive reuse planned unit development (PUD) due to the proposed use of a community learning research center not being permitted in the CN-SF zoning district. Additionally, City Council approval is needed following a recommendation by the Planning Commission.

Throughout this review, the buildings will be referenced as follows:

- 202 E. Forest: Building #1
- 206 E. Forest: Building #2
- 218 E. Forest: Building #3

Attached to this packet are the applicant's submittals:

- Cover Letter dated 08/09/2024
- Revised Site plan set dated 08/09/2024
- Revised PUD Departure List dated 08/13/2024
- Project Narrative dated 08/09/2024

Figure 1: Subject Site Location (2020)



Figure 2: Capture of Site Plan

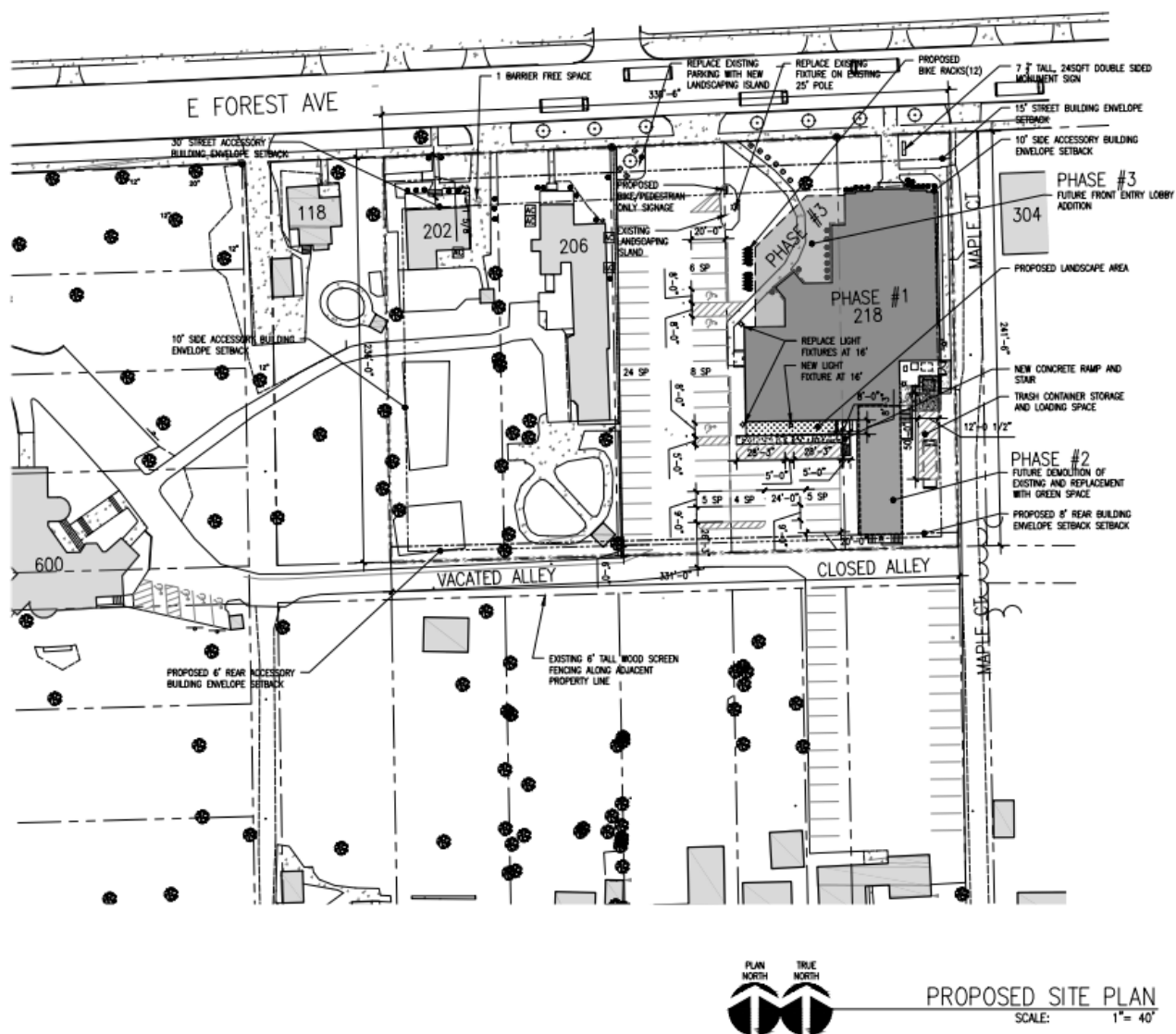


Figure 3: Photo of Site from E. Forest Ave



Figure 4: Adaptive Reuse Planned Unit Development Ordinance

Sec. 122-701. Permitted uses.

In a planned unit development, the principal uses which are permitted are based on the underlying zoning district. City Council may also consider, upon Planning Commission recommendation, the City of Ypsilanti Master Plan as a basis for principal uses permitted in a planned unit development.

Underlying Zoning District	Permitted Uses under Planned Unit Development
R1, CN-SF, P	Planned unit developments are not permitted in these districts, except as provided for under §122-703.
CN, CN-Mid, MD	Any combination of uses permitted in the CN, CN-Mid, and MD zoning districts. Limited commercial, service, and office uses may be permitted if in combination with and related to residential uses.
HHS, HC, NC, C	Any combination of uses permitted in the HHS, HC, NC, or C zoning districts.
GC	All uses permitted under GC, plus Unclassified Uses as defined in §122-431(c).
PMD	All industrial and office uses and any combination of such uses. Limited commercial and service uses may be permitted if in combination with industrial uses. Residential uses are not permitted.

Sec. 122-703. Planned adaptive reuse projects.

A planned unit development that involves adaptive reuse of an existing structure that is located in a residential zoning district, but that was originally constructed for non-residential use, may be reviewed as a planned adaptive reuse project at the request of the applicant. The following requirements must apply to a planned adaptive reuse project in addition to the requirements applied to all planned unit developments:

- (a) **Eligibility.** The project must involve the reuse of an existing structure that is located in a residential zoning district, that was constructed for non-residential use.
- (b) **Minimum size.** Notwithstanding §122-702(b), no minimum size is required for a planned adaptive reuse project.
- (c) **Permitted uses.** Notwithstanding §122-701, a planned adaptive reuse project may include any uses determined by the City Council, upon Planning Commission recommendation, to be appropriate for the site and compatible with adjacent uses and zoning districts, with the master plan, and with any subarea plans.

Figure 5: Land Use and Zoning of Surrounding Area

	LAND USE	ZONING
NORTH	Single Family Homes	Core Neighborhood Single Family
EAST	Single Family House	Core Neighborhood Single Family
SOUTH	Single Family Homes	Core Neighborhood Single Family
WEST	Duplex	Core Neighborhood Single Family

PLANNED UNIT DEVELOPMENT: CRITERIA AND REVIEW

Description and purpose of planned unit developments:

- a) *It is the purpose of this article to provide guidelines for development or redevelopment which is planned as a unit. Toward this end, it is the intent of these regulations to allow flexibility in the regulation of land development; encourage innovation in land use and variety in design, layout, and type of structures constructed; achieve economy and efficiency in the use of land, energy, public services, and utilities; encourage useful open space; provide better housing, employment, shopping opportunities, compatibility of design, and use between neighboring properties; facilitate the preservation and reuse of historic structures; and encourage development that is consistent with the City's master land use plan.*
- b) *The approval of a planned unit development application requires an amendment to this chapter to revise the Zoning Map and designate the subject property as "PUD, planned unit development." An approval granted under this article, including all aspects of the final site development plan and conditions imposed on it, constitutes an inseparable part of this chapter.*
- c) *The provisions of this article are not intended as a device for ignoring this chapter, the specific standards set forth in this chapter, or the planning upon which it has been based. Provisions of this article are intended to result in land development substantially consistent with the zoning standards generally applied to the proposed uses, allowing for modifications and departures from generally applicable standards in accordance with the guidelines of this article to insure appropriate, fair, and consistent decision-making.*

Planned Unit Development Permitted Uses**§122-701**

The table in §122-701 covers the allowed uses for PUDs in their underlying zoning district. This site's underlying zoning district is Core Neighborhood Single Family, and therefore, planned unit developments are not permitted in this district, except as provided for under §122-703. The proposed use of Building 3 as a community learning research center is not permitted in the CN-SF zoning district; however, Section 122-703 allows a planned unit development that involves the adaptive reuse of an existing structure that is located in a residential zoning district

that was originally constructed for non-residential use. This development, as an adaptive reuse PUD will reuse a vacant church and activate the space as a community learning and childcare center. The existing uses of Buildings 1 and 2 (childcare centers) are allowed as a special land use in the CN-SF district.

Planned Unit Development Requirements

§122-702

The following requirements must apply to all planned unit developments:

- a) *Unified Control. Unified control. The proposed development must be under single ownership or control such that there is a single person or entity having responsibility for completing the project in conformity with this chapter. The applicant must provide legal documentation of a single ownership or control in the form of agreements, contracts, covenants, and deed restrictions which indicate that the development can be completed as shown on the plans, and further, that all portions of the development that are not to be maintained or operated at public expense will continue to be operated and maintained by the developers or their successors.*

Staff Comments: The present property owner of 202, 206, and 218 E. Forest is the applicant for this PUD application.

- b) *Minimum size. The minimum size of a planned unit development in the Walkable Urban Districts is one half-acre of contiguous land. The minimum size of a planned unit development in the Use Based Districts is one acre of contiguous land.*

Staff Comments: The site is 1.81 acres. This standard is met.

- c) *Applicable base regulations. Unless waived or modified in accordance with the procedures and standards set forth in this article, the yard, bulk, parking, loading, landscaping, lighting, general provisions, and all other standards set forth in this chapter for the uses listed below must be applicable for uses proposed as part of a planned unit development:*
- (1) Multiple-family residential uses must comply with the regulations applicable in the MD multiple dwelling residential district.*
 - (2) Commercial and office uses must comply with the regulations applicable in the C - Center district.*
 - (3) Manufacturing uses must comply with the regulations applicable in the PMD - Production, Manufacturing, and Distribution district.*
 - (4) Mixed uses must comply with the regulations applicable for each individual use, as outlined above, except that if conflicts exist between provisions, the regulations applicable to the most dominant use must apply.*
 - (5) To encourage flexibility and creativity in development consistent with the planned development concept, departures from compliance with the base regulations may be granted by the City Council, upon recommendation of the Planning Commission, as a part of the approval of the planned development. For example, such departures may include modifications of lot dimensional standards, setback requirements, density standards, parking and landscaping requirements, and similar requirements. Such departures may be approved only on the condition that they will result in a higher quality of development than would be possible using conventional zoning standards.*

Staff Comments: The proposed adaptive reuse PUD will contain two childcare centers and a community learning research center. Departures can be granted by City Council, upon recommendation by the Planning Commission, so long as they result in a higher quality of development than would be possible using conventional zoning standards. Below is staff's analysis of the requested departures. Also, see the applicant's provided materials for their comments on these departures in full:

Figure 5: Full List of Departures Requested

ORDINANCE PROVISION	REQUIRED	PROVIDED	RATIONALE FOR A HIGHER-QUALITY DEVELOPMENT
Off-Street Loading Space Requirements (122-695 (a))	Institutional Use (20,000 sq ft – 49,999 sq ft gross floor area) 28,665 sq ft proposed – 2 Spaces required.	1 loading space	This departure is for the single loading space provided by the applicant; staff acknowledges that the site presently has no loading space stripped. Staff does not believe two loading spaces are necessary for this development, and finds that one is sufficient. Staff recommends approval of this departure.
Off-Street Loading Space Requirements (122-695 (c))	No loading space shall be located closer than 50 feet to any R1, MD, CN-SF, CN-Mid, CN, or HHS district unless located within a completely enclosed building or enclosed on all sides facing the district by a solid concrete or masonry wall not less than six feet in height.	Loading space within 50 feet from a CN-SF zoned lot.	This departure is for the loading space provided by the applicant. Staff acknowledges that there are limitations to where the loading space can go without removing parking spaces. Staff believes the proposed location of the loading zone is sufficient and does not believe it will disrupt the neighbor to the east. Staff recommends approval of this departure.
Minimum and Maximum Number of Parking Spaces (122-691)	Community Centers – 1 for each 500 square feet of usable floor area, excluding area devoted to storage. Childcare Center - 1 off-street parking space per caregiver required to staff the facility at the state-licensed capacity, plus 1 space for every 20 children the facility is licensed to care for. Section 122-692(g) - Walkable Urban Districts. The parking requirements in each of the Walkable Urban	53 spaces	The existing parking lot is already a legal nonconformity with excessive parking, lack of landscape islands, lack of screening from E. Forest Ave, and lack of parking lot landscaping. While the applicant does increase the total number of parking spaces, the impervious surface of the parking lot is actually proposed to decrease slightly with the addition of a landscape island along E. Forest. Additionally, the proposal strips the parking lot to allow for better flow and functionality overall. Staff recommends approval of this departure.

	Zoning Districts shall be halved. 28 spaces required due to Section 122-692(g)		
Note: if the Planning Commission does not approve of any departures, the Planning Commission should explicitly state so in their motion.			

Overall, staff observes many of these departures to be necessary for an innovative, adaptive reuse of this vacant church. Ultimately, the previous use of the building as a religious institution is permitted through special use; however, other private assembly uses that may draw in the same crowd are not.

- d) *Street Access. Each lot, main building, and principal use within a Planned Development district shall have vehicular access to a public street. Adequate provision shall be made for dedications of land for streets and essential services.*

Staff Comments: Street access provided. Standard is met.

- e) *Usable Open Space. The proposed development shall contain at least as much open space as would otherwise be required by the existing underlying zoning.*

Staff Comments: Lot coverage in the CN-SF zoning district cannot exceed 60% for institutional and house-building types. The applicant's proposal displays 32% lot coverage. Standard is met.

- f) *Landscaping and Maintenance of Common Areas. All required yards and common areas shall be landscaped and adequately and permanently maintained by the property owner, tenant, or organization responsible for maintaining common areas. Through an irrevocable conveyance, such as deed restrictions or covenants that run with the land, the developer shall assure that all yards and common areas will be developed in accordance to the site plan and not changed to another use.*

Staff Comments: Applicant states irrevocable conveyance on the cover letter.

- g) *Additional Considerations. During review of a proposed planned development, the Planning Commission shall take into account the following considerations which may be relevant to a particular project: perimeter setbacks and screening; thoroughfares, drainage, as provided for in best management practices as appropriate, and utility design; underground installation of utilities; insulating pedestrian circulation from vehicular thoroughfares and ways; achievement of an integrated development with respect to signage, lighting, landscaping and building materials; and noise reduction mechanisms, particularly in cases where non-residential uses adjoin off-site residentially zoned property.*

Staff Comments: The site does have nonconformities; however, the applicant has made an attempt to address some of these nonconformities.

Planned Unit Development Application Requirements

§122-704

An application for a planned unit development must contain the following:

- a) *Cover letter signed by the applicant and owner holding an equitable interest in the property.*

Staff Comments: A cover letter is signed by the applicant.

- b) *Legal description showing the location and acreage of the property*

Staff Comments: None.

- c) *General description of proposed development, including a timetable of development and a list of departures from the regulations of this chapter which will be required.*

Staff Comments: None.

- d) *Site plan at a scale of one inch equals 50 feet or larger, prepared in accordance with §122-309. Additional information on the site plan must include:*

- a. *(1) A schedule of total land areas devoted to each type of use, useable floor areas, density calculations, number and types of units, and building ground coverage.*
- b. *(2) Open space areas, indicating the proposed uses and improvements for such areas.*
- c. *(3) Architectural sketches showing building heights, external wall finishes, location of building entry ways, Article VII: Supplementary Regulations | Division 1: Planned Unit Development 225 lighting elements, and other architectural features.*
- d. *(4) Copy of agreements, covenants, or deed restrictions which will assure that the development will be completed and maintained as shown on the plans by the developer and successive owners.*
- e. *(5) Other information deemed pertinent to the proposed development by the Planning Commission or City Council.*

Staff Comments: None.

- e) *A fee for the processing of the planned development application, as established by the City Council.*

Staff Comments: The fee has been paid.

Planned Unit Development Review Procedures

§122-705

Broadly, this is the Planned Unit Development process:

- 1) Pre-application conference. (Completed)
- 2) Planned Unit Development application submitted to Planning Department. (Completed)
- 3) Planning Commission review, public hearing, and recommendation to Council (**currently here**). The Planning Commission has up to 90 days, from the date of the public hearing, to make a recommendation to City Council.
- 4) City Council action: City Council must receive the Planning Commission's transmitted PUD action within 60 days. City Council may approve the PUD.
- 5) Effect of approval: PUD adoption is to be published and the Zoning Map is to be updated to reflect it.
- 6) Applicant records the approval and its records with the Register of Deeds.

Planned Unit Development Standards for Approval

§122-706

The Planning Commission and City Council must make their determinations based on the standards for site plan review (§122-311) and the following standards:

- a) *Conformance with the planned development concept. The overall design and all uses proposed in connection with a planned unit development must be consistent with and promote the intent of this article, as well as with specific project design standards set forth in this chapter.*

Staff Comments: The proposed adaptive reuse PUD generally conforms with planned development concepts.

- b) *Recognizable benefits. The planned development will result in recognizable and substantial benefits to the ultimate users of the project and to the community in general where such benefits would otherwise be unfeasible or unlikely to be achieved.*

Staff Comments: Staff believes the application provides recognizable benefits to the users of the site, especially the surrounding residents in the neighborhood and City. The community learning and childcare

will activate an already vacant space and provide numerous services to the community such as childcare, educational support, mental/physical health support, and workforce training. Highscope's mission falls in line with the City's master plan, especially with expanding educational opportunities within the City.

- c) *Compatibility with adjacent uses. The proposed planned unit development must be designed with due regard to its relationship with development on surrounding properties and uses thereon, including building heights, setbacks, density, parking, circulation, landscaping, views, and other layout features. In particular, consideration must be given to the following:*

- (1) *The bulk, placement, architecture, and types of materials used in construction of proposed structures.*
- (2) *The location and screening of vehicular circulation and parking areas in relation to surrounding development.*
- (3) *The location and screening of outdoor storage, outdoor activity or work areas, and mechanical equipment in relation to surrounding development.*
- (4) *The hours of operation of the proposed uses.*
- (5) *Landscaping, preservation of historic features, and other site amenities.*

Staff Comments: The site will regain the institutional character it has had since the 1940s, which was lost with the church space becoming vacant.

- d) *Impact of traffic. The planned development must be designed to minimize any adverse impact of traffic generated by the proposed development. Consideration must be given to the following:*

- (1) *Estimated traffic to be generated by the proposed development.*
- (2) *Access to major thoroughfares.*
- (3) *Proximity and relation to intersections.*
- (4) *Adequacy of driver sight distances.*
- (5) *Location of and access to off-street parking.*
- (6) *Required vehicular turning movements.*
- (7) *Provisions for pedestrian traffic.*
- (8) *Access to loading and unloading areas.*

Staff Comments: The site has adequate pedestrian access. The applicant has added 12 bike parking spaces to the site, increasing the potential for non-motorized transportation to the site.

- e) *Public services. The proposed type and density of use must not result in a material increase in the need for public services, facilities, and utilities; including but not necessarily limited to water and sewer services, public roads, fire and police protection, and schools. The proposal must not place an undue burden upon the subject or surrounding land or property owners and occupants or the natural environment.*

Staff Comments: **The applicant displays dumpster enclosure details and the location of the dumpster enclosure on the site; however, they will need to provide height details of the dumpster to ensure compliance with Section 122-608.**

- f) *Compatibility with master plan and this chapter. The proposed development must be compatible with the adopted City master plan and with the spirit and intent of this chapter.*

Staff Comments: The Planning Department supports this development from a master plan perspective, as it meets the intent of the Center Framework designation, and mostly aligns with the following guiding values:

Safety Comes First. The adaptive reuse of Building 3 will help activate a vacant space and create natural surveillance (eyes on the street) of the area, in alignment with the Master Plan's consideration that people should be able to see what is going on in public places from private places.

Diversity is our strength. The applicant aims to offer services for the community that will enhance opportunities for those seeking to live in Ypsilanti and will enhance overall diversity and inclusivity.

Ypsilanti is sustainable. The applicant is planning to install solar panels and utilize sustainable building materials that will decrease their carbon footprint and increase their energy efficiency. They also plan to install a community garden area to provide access to locally grown food.

Anyone, no matter what age or income, can find a place to call home in Ypsilanti. This development will enhance resources for positive individual, family, and community growth including services for the elderly, handicapped, and children and recreation opportunities.

Easily walk, bike, drive or take transit from anywhere. With excellent sidewalk networks surrounding the site, there is adequate pedestrian access.

Ypsilanti is a great place to do business, especially the green and creative kind.

Highscope's mission is to provide high-quality educational services and resources for residents of Ypsilanti.

- g) *Economic impact. The proposed development must not result in an unreasonable negative economic impact upon surrounding properties.*

Staff Comments: The proposed development does not appear to create an unreasonable negative economic impact on surrounding properties. It is believed the proposal will boost the economic vitality of the City.

- h) Compliance with applicable regulations. The proposed development must be in compliance with all applicable federal, state, county, and local laws and regulations.

Staff Comments: The proposed development does not appear to conflict with such regulations.

- i) Phasing. Where a project is proposed for construction in phases, the project must be so designed that each phase, when completed, must be capable of standing on its own in terms of the presence of services, facilities, and open space; and must contain the necessary components to ensure protection of natural resources and the health, safety, and welfare of the users of the planned unit development and the occupants of the surrounding area.

Staff Comments: The phasing plan appears to comply.

SITE PLAN: CRITERIA AND REVIEW

APPLICATION CONTENTS

§122-309

Each site plan submitted for review shall contain all information outlined in Section 122-309. The following additional information needs to be provided:

Items to be addressed: None.

STANDING

§122-311(a)

The applicant is legally eligible to apply for a Planned Unit Development 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

Red text indicates noncompliance; Highlighted text indicates PUD departure applied for by applicant				
ORDINANCE REFERENCE		REQUIRED	EXISTING CONDITIONS	PROPOSED
CN-SF: §122-468 & 122-480	BUILDING TYPE	Determined by lot size	Building #1 and #2: (HS) House Building #3: (IT) Institutional	Building #1 and #2: (HS) House Building #3: (IT) Institutional
LOT REQUIREMENTS				
Several buildings of either one type or multiple types are permitted on one lot, provided that each building type is provided at least the minimum area required by the building type, and other requirements of this chapter are met.		This lot is large enough to accommodate the HS and IT Building Types and does not exceed the maximum lot width, depth, size, or coverage for the CL Building Type. Lot Size: 1.81 Acres (78,970 sq ft) Lot Width: 330.5 Ft Lot Depth: ~238.75 Ft Lot Coverage: 32%		
NOTE: No exterior changes are proposed for Buildings 1-3.				
PARKING PROVISIONS				
Location	Side or rear yards	Parking for all three buildings is located in either a rear or side yard.	Compliant	

Items to be addressed:
None.

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

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

Items to be addressed:
None.

Figure 7: General Site Standards

ORDINANCE REFERENCE	REQUIRED	Proposed	Comments
§122-609 Site Lighting	- Levels shall not be >0.5 fc at lot line - Levels shall not be < 0.3 fc anywhere where lighting required – parking/loading, building entrances/exits used during night-time. - Levels shall average > 0.5 fc across entire area where lighting required. - Fixtures shall not be >160' in height when adjacent to one and two-family residential uses. - Must be full cutoff fixtures	Photometric ordinance standards appear to be met.	Compliant – however, an existing, nonconforming fixture is 25' in height. The Planning Commission may ask for this nonconformity to be addressed.

Items to be addressed:**None.****SITE ACCESS, TRAFFIC, AND PARKING****§122-311(d)**

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

The parking lot at 218 E. Forest services the childcare centers found at 202 and 206 E. Forest. This proposal demonstrates that 202 and 206 E. Forest will continue to be serviced by this parking lot along with the proposed community learning center at 218 E. Forest. The site can be accessed vehicularly through E. Forest and Maple Court. Pedestrian access is possible along E. Forest. The proposal displays the drop-off lane for Building 3 being blocked off on one end with additional proposed parking spaces within that end; the applicant has proposed signage that will indicate the drop-off zone is only for pedestrian/bike access. The applicants propose an eventual expansion of the building to create a lobby over part of this drop-off zone.

Items to be addressed:**None.**

Figure 8: Site access, traffic, and parking

REFERENCE	REQUIRED	Proposed	Comments
§122-671 Public Service Areas	Site shall provide adequate access for fire, police, sanitation, and public works vehicles.	Fire Department and DPS approval needed.	Fire Department and DPS Approval Needed.
§122-672 Sidewalks	Sidewalks shall be provided along front of site.	Sidewalks existing.	Compliant
§122-673 Direct Access to Major Thoroughfare	Can't traverse through or abut R1, MD, CN-SF, CN-Mid, and CN	The site only abuts CN-SF zoning	Compliant
§122-674 Street Frontage	Street frontage must meet minimum lot width; or shall have an exclusive unobstructed private easement of at least 50 feet wide linking to a street.	Meets minimum lot width	Compliant
§122-675 Traffic visibility	At driveway intersection: within a 10'x10' triangle formed by the street ROW line and the edge of the driveway. Shrubs, plantings, and low walls less than 30" in height are allowed in such triangles.	10'x10' vision triangle unobstructed.	Compliant

§122-683	PARKING Ingress & Egress	Ingress and egress to parking shall be provided by clearly defined and limited drives being a minimum of 20 feet wide for two-way traffic or 10 feet wide for one-way traffic.	Two-way ingress and egress traffic to remain on site; curb-cuts are ~25' feet in width from E. Forest.	Compliant
		No more than one curb cut on lots 100 wide or less.	The lot is greater than 100 feet in width.	Compliant
		Ingress and egress can't cross P, R1, or CN-SF land.	Ingress & egress only cross CN-SF land.	Compliant
		Parking lot driveways shall reduce vehicle headlights shining on residences.	Minimal light shining based on traffic direction.	Compliant
		Where possible, curb cuts shall be located across from existing curb cuts on opposite side of street, or shall be offset by at least 25'.	The curb cut on E. Forest is at least 25' offset from other curb cuts.	Compliant
		No curb cut for a parking lot can be closer than 50 feet to an intersection; Planning Commission can waive it to up to 20 feet from intersection.	Existing curb cuts are at least 50' from an intersection.	Compliant
	Access	5' walkway from the parking lot to parks, commercial, transit, walkways, institutions; raised/marked crosswalks within the parking lot	Buildings 1-3 can all be accessed via a 5' walkway.	Compliant
	Maneuvering Drives	Minimum driveway width of 10'. Where a turning radius is necessary, it shall be an arc that allows unobstructed vehicle flow.	Compliant	Compliant

Surfacing	Durable bonded material in accordance with accepted engineering standards, or alternative surfacing materials to minimize impervious surface and stormwater runoff.	Applicant not proposing any changes to their parking lot surfacing.	
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.	Applicant not increasing any impervious surface, but rather decreasing them.	
Setback from Adjacent Lot	Parking areas are required to be 10' from any adjacent lot.	The parking lot at 218 E. Forest directly abuts the adjacent lot, 206 E. Forest, within 10' of the western lot line.	Existing nonconformity. The Planning Commission may condition this nonconformity to be addressed; however, staff does not recommend this due to there being very little space between the parking lot and Building 2.
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.	The location of the proposed striping is indicated on the plans.	Compliant
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.	Wheel stops are provided for a few spaces.	Existing nonconformity. The Planning Commission may condition this nonconformity to be addressed.

	Lighting (Parking)	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.	A photometric plan was provided.	Compliant
§122-684	Screening & Landscaping (internal)	1 tree per 8 spaces	53 surface parking spaces = 7 internal lot trees	Existing nonconformity. The Planning Commission may condition this nonconformity to be addressed.
		1 landscape island for each 16 spaces	53 spaces in a surface lot, but 2 landscape islands are provided.	Existing nonconformity. The Planning Commission may condition this nonconformity to be addressed.
		Islands w trees: 9' wide min and 160' sf Islands w 5' min walkway: 11' wide min Islands: curbed or used for stormwater	Proposed landscape island is not curbed and can be used for stormwater.	Compliant
		All aisle-ends & corners protected with curbed island	Only one aisle end is provided with an island, which is not curbed.	Noncompliant – Applicant must place a curb along the proposed island.
		3' between curb and planting (5' if vehicle overhang)	No curbing was provided and the 3' setback does not appear to be met.	Compliant
	Screening & Landscaping (perimeter)	3'-4' screen 80% opacity where visible from ROW	The height of screening is not specified.	Existing nonconformity. The Planning Commission may condition this nonconformity to be addressed.
		Landscaped areas, walls, structures, and walks shall be protected by curbing or wheel stops, as well as a distance of at least 3 feet.	The parking lot is not curbed, nor provides wheel stops for every spot.	Existing nonconformity. The Planning Commission may condition this nonconformity to be addressed.

§122-685 PARKING Dimensions	- Spaces shall be 9'x18' minimum, can be shrunk to 16' long if curb can provide 2' overhang; width shall be increased by 1' if abutting a wall - For 90 degree parking: total of one tier is no less than 40', total of two tiers is no less than 62' - May have 20% small car (8'x16', signed) - May have 10% motorcycle (5'x8', signed)	All regular spaces comply with the dimensional requirement for 9' by 18' spaces.	Compliant
§122-695 OFF-STREET LOADING	Commercial: 20,000 to 49,999 SF- 2 10'x50' loading spaces required No loading space shall be located closer than 50 feet to any R1, MD, CN-SF, CN-Mid, CN, or HHS district, unless located within a completely enclosed building or enclosed on all sides facing the district by a solid concrete or masonry wall not less than six feet in height. A truck-turning plan must be provided.	28,665 SF of commercial and institutional space. A loading area was provided east of the vacant church. Loading space within 50 ft of CN-SF. Templates provided.	Noncompliant. See the departure list. Noncompliant. See the departure list. Compliant
§122-686 BARRIER-FREE	Barrier free parking spaces must be provided in accordance with the state barrier free design requirements.	Proposed 3 spaces, with a fourth space already existing in Building 1's driveway.	Compliant

§122-691	Parking Spaces Required	Childcare Centers: 1 off-street parking space per caregiver required to staff facility at the state-licensed capacity, plus 1 space for every 20 children the facility is licensed to care for. Community Center: 1 for each 500 square feet of usable floor area, excluding area devoted to storage. Section 122-692(g) – Halve parking requirements in walkable urban districts. 28 spaces required.	The applicant increases their parking spaces from 51 to 53 parking spaces with the proposal. Parking calcs show 55 are required without regard to 122-692(g) Applicant provides 52 parking spaces in one lot and an additional ADA space at 202 E. Forest.	Noncompliant. See the departure list.
§122-693	Bicycle spaces	1 per 5 motor spaces, a minimum of 2 = minimum of 11 bicycle spaces required.	12 bike spaces provided	Compliant.
§122-692	Parking discounts	Transit	No reduction	Applicant not within 500' of a transit stop. No parking reductions.
		Car Sharing and Carpooling Spaces	None provided.	No parking reductions.
		EV Charging: 2 space reduction for every 1 EV charging space	No EV spaces provided.	No parking reductions.
		Bicycle	1 space per 4 covered, secure bicycle spaces. 27 covered bicycle spaces provided.	No parking reductions.
		PC discretion, special circumstances not listed above	Up to 20% waiver	Up to 6 space reduction may be granted by PC with finding that there is a special circumstance. Staff does not recommend this reduction.
		Walkable Urban Districts	Up to 50% waiver	27 space reduction.
		Total Reductions		0 provided, 27 space reduction required.

Items to be addressed:

- Applicant must provide tree planting details to ensure compliance with Division 3 and Section 122-675.
- Applicant must clarify the size of the off-street loading zone.
- Applicant must place a curb along the proposed island.

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:

Engineering is not required.

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 9: Screening

ORDINANCE REFERENCE	REQUIRED	PROPOSED	COMMENTS
122-608 Trash Receptacles and Dumpsters	Any new or altered commercial use, including residential uses with three or more units, which requires zoning compliance review and has an outdoor trash storage area must comply with the following requirements: All trash storage areas must be on a paved pad, and must be screened with an enclosure at least one (1) foot taller than the dumpster. Where a dumpster is the primary means of collecting refuse, the trash storage area must be on a concrete pad, and screened with an enclosure at least six feet in height. The enclosure must be of a solid brick or masonry wall on three sides with an 80% opacity wooden swing door on the fourth side.	A dumpster enclosure has been provided; however, no dumpster height and dumpster enclosure details are provided.	Applicant must provide dumpster height to ensure compliance with Section 122-608.

ORDINANCE REFERENCE	REQUIRED	PROPOSED	COMMENTS
§122-631 Landscape plan	Includes planting locations and details for each plant type Includes locations and details for all trees to remain on site Planting details Identification of landscape maintenance program	Planting locations of existing and proposed planting are shown. Some discrepancies exist between tables and existing landscaping. Applicant does not provide planting details.	Noncompliant - Applicant must address discrepancies and lack of planting details.
§122-634 Screening of Conflicting Uses	Screening of consisting of a wall, fence, or landscape buffer of at least 6' in height shall be provided when a non-residential use abuts a property where a residential use occupies the first floor of the principal structure.	No screening proposed.	Existing nonconformity. The Planning Commission may condition this nonconformity to be addressed.
§122-636 Street Trees	1 tree per 30' of lineal frontage, centered between sidewalk and back of curb: E. Forest: ~332 Ft = 12 street trees.	1 street tree existed, and 7 new street trees were proposed. All tree species must be reviewed and approved by the Department of Public Services (DPS).	Existing nonconformity. The Planning Commission may condition this nonconformity to be addressed.
§122-638 Site Landscaping	10% of the total site shall be landscaped	32.9%	Compliant

Items to be addressed:

- Applicant must provide a dumpster and dumpster enclosure compliant with Section 122-608.
- Applicant must address discrepancies and the lack of planting details.

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(s) and permanent site elements.

DEPARTMENT OF PUBLIC SERVICES

Provide information on proposed stormwater management.

FIRE DEPARTMENT

Ensure there are two access pathways on separate planes of the roof no less than 36 inches wide from the gutter to the ridge. If the applicant wishes to have more solar panels, they will need to request a variance from the fire department.

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."

See the Planned Unit Development Standards for Approval section of this review which discusses Master Plan compliance.

RECOMMENDED APPROVAL MOTION: ADAPTIVE REUSE PLANNED UNIT DEVELOPMENT

Motion to recommend City Council **approve** the adaptive reuse planned unit development for 202, 206, and 218 E. Forest Avenue, with parcel IDs as noted in the staff report, with the following findings and conditions:

Findings:

1. The application, site plan, and land use comply with §122-311, 122-702, 122-703, and 122-706
2. The Planning Commission approves the departures listed in Figure 5 of this report.

Conditions:

1. The applicant shall obtain Department of Public Services approval for any right-of-way work as proposed by the project.
2. The applicant shall obtain Fire Department approval of the site plans.
3. The applicant shall obtain HDC approval for any work on the exterior of the building(s) and permanent site elements.
4. Staff can approve a performance guarantee for the phasing plan.
5. Applicant shall provide dumpster height details to ensure compliance with Section 122-608.
6. The applicant shall clarify the size of and provide a compliant loading zone space.
7. Applicant shall address discrepancies in the landscaping plan.
8. Applicant shall provide tree planting details to ensure compliance with Division 3 and Section 122-675.
9. Any new and existing landscaping is to be maintained in good condition by the owner.
10. Applicant shall place a curb along the proposed landscape island.
11. A PUD agreement shall be reviewed and approved by the City Council before engineering and building permit review. The PUD agreement may specify terms and details related to performance, logistical, and

administrative items including but not limited to: performance guarantees, waste management, changes to the site or uses, construction staging, project completion timelines, items documented on the site plans themselves, and approval requirements for City departments.

Joshua Burns
City Planner, City of Ypsilanti

CC File
 Applicant



**CITY OF YPSILANTI
PLANNING COMMISSION MEETING
DRAFT ACTION MINUTES
Wednesday, August 21st 2024 @ 7:00 PM
Council Chambers
One South Huron, Ypsilanti, MI 48197**

I. Call to Order | 7:02 PM

II. Roll Call

Matt Dunwoodie, Chair - Present
Micheal Simmons, Vice-Chair – Present
Mike Davis Jr. – Present
Phil Hollifield – Present
Amanda Smith – Excused Absence
Carl Scheir – Excused Absence
Brian Jones-Chance – Present
Michelle Marin – Present

Excused absences acknowledged. Motion to approve.

--Moved by Jones-Chance. Seconded by Hollifield Yays – 6, Nays – 0, motion carries

III. Agenda Approval

August 2024 Regular Meeting Agenda

Motion to approve the August 2024 agenda.

--Moved by Simmons. Seconded by Hollifield. Yays - 6, Nays - 0, motion carries

IV. Approval of Minutes

Motion to Approve the June 2024 Meeting Minutes

--Moved by Hollifield. Seconded by Jones-Chance. Yays - 6, Nays - 0, motion carries

Motion to Approve the July 2024 Meeting Minutes

--Moved by Jones-Chance Seconded by Hollifield. Yays - 6, Nays - 0, motion carries

V. Public Comments

Motion to open public comments to the Planning Commission.

--Moved by Simmons. Seconded by Jones-Chance. Yays - 6, Nays -0, motion carries

Maurice Jordan (Deacon at Second Baptist Church, Ypsilanti)

Jordan spoke on the constitutionality of the monochrome text requirement in the proposed EMB ordinance. He asks if the Planning Commission is choosing to ignore the advice of the City Attorney to keep this language in the proposed ordinance or was it an oversight.

Motion to close public comments to the Planning Commission.

--Motion made by Jones-Chance. Seconded by Simmons. Yays – 6, Nays – 0, motion carries.

VI. Committee Reports

Non-Motorized Advisory Committee (NMAC)

Commissioner Davis Jr. (PC Liaison to NMAC)

Davis Jr. touches on the bylaws that were recently adopted by NMAC. He discusses conversations happening in NMAC and its role within the City. He also brings up the NMAC table that will be at the Parkridge Festival this weekend (08/24).

VII. Presentations

VIII. Old Business

Public Hearing: Electronic Messaging Board Ordinance

Staff provided a brief presentation on the changes to the ordinance that have occurred since the July 2024 Planning Commission Meeting. Staff notes that the maximum size requirement for freestanding permanent signs has been increased from the 24 sq ft proposed last month to 36 sq ft. Staff mentioned that they did not receive any indication that Planning Commission wishes to remove the monochrome text language in the proposed language. Staff points out that if the Planning Commission decides to approve this language, it would then go to the City Council for its second reading.

Motion to open public comments to the Planning Commission for the Public Hearing.

--Motion made by Simmons. Seconded by Hollifield. Yays – 6, Nays – 0, motion carries.

No comments occurred.

Motion to close public comments to the Planning Commission for the Public Hearing.

--Motion made by Jones-Chance. Seconded by Simmons. Yays – 6, Nays – 0, motion carries.

Planning Commission Discussion

Commissioner Dunwoodie

Commissioner Dunwoodie discusses the content neutrality of the monochrome text requirement in the ordinance. He states that Commissioner Smith was under the impression that the memo indicated restricting the sign to one color and prohibiting images would be unconstitutional. From Dunwoodie's understanding, restricting one color and prohibiting images would not be difficult to justify. Dunwoodie feels keeping the monochrome text language isn't moderating content.

Commissioner Marin

Commissioner Marin thinks the attorney's memo has a grammatical error, which is what is confusing the Planning Commission regarding the memo. Marin agrees keeping the monochrome text language is content-neutral.

Commissioner Davis Jr.

Commissioner Davis Jr. believes the monochrome text language is content-neutral; however, if it is found to not be content-neutral, then the Planning Commission can change the language.

Commissioner Marin

Commissioner Marin mentioned that she thought the Planning Commission was going to get rid of the language about using the existing area, instead using 50% of the existing sign area that's permitted for freestanding as a way to calculate the maximum sign area.

Commissioner Dunwoodie

Dunwoodie mentions the question is whether the 50 limit is intended to apply to limiting the size of an electronic message board relative to the allowed size of a sign in that district, or whether we are talking about the area of that sign that is allowed to be used for electronic messaging. He then states from his notes from last month's meeting that the language would maximize that area at 50% of the zoning district's maximum area for free-standing or building-mounted signs which would be more restrictive for the core neighborhood.

Commissioner Jone-Chance

Commissioner Jones-Chance does not see the point in requiring the EMB to be 50% of the total sign because if someone wants a larger EMB, they shouldn't have to build a larger sign to have a larger EMB.

Commissioner Marin

Commissioner Marin believes we need the 50% requirement because if this language is removed, then someone could have a 36 sq ft EMB in the Core Neighborhood district. Marin believes this language accomplishes the goal of the City Council.

Commissioner Simmons

Commissioner Simmons asks what the difference is between D.1 and D.2.

Staff clarified D.1 would be residential uses, and D.2 would be nonresidential uses.

Motion to recommend City Council approve the proposed text amendment to Sections 122-417, 122-422, 122-427, 122-432, 122-442, 122-447, 122-452, 122-462, 122-664, and 122-665 with the following findings:

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

--Motion made by Jones-Chance. Seconded by Hollifield. Yays – 6, Nays – 0, motion carries.

Matt Dunwoodie, Chair - Support

Micheal Simmons, Vice-Chair – Support

Mike Davis Jr. – Support

Phil Hollifield – Support

Brian Jones-Chance – Support

Michelle Marin – Support

IX. New Business

Public Hearing: Highscope Adaptive Reuse Planned Unit Development (PUD)

Staff provided a presentation going over the proposed development, specifically pointing out the nonconformities, the PUD departures requested, and the future phasing on the proposed PUD.

Planning Commission Questions for Staff

Commissioner Dunwoodie

Commissioner Dunwoodie asks about private assembly uses in the CN-SF zoning district. Dunwoodie does not agree with staff's interpretation.

--Staff mention they would classify uses such as religious institution as a private assembly use, and that this has been the staff interpretation historically.

Dunwoodie mentions that the adaptive reuse PUD would allow for the use to exist within the CN-SF district.

Dunwoodie asked for further clarification on each of the building's uses and whether or not the entire site is being considered in the review or just for 218 E. Forest.

--Staff clarify that the entire site (202, 206, and 218 E. Forest) is being considered in the review.

Commissioner Marin

Commissioner Marin asks if there will be a requirement for the applicant to combine the parcels. Marin believes that these parcels need to be combined.

--Staff mentions that lot combination could be a condition of approval if PC would like.

Planning Commission Questions for Applicant

Seth Penchansky (Architect for Highscope)

Seth mentions that he has been working on a master plan for Highscope. He provides a presentation on the proposed use.

Commissioner Marin

Commissioner Marin asks if the reason they want to have more parking is because they are expecting to be a regional draw rather than a community sort of base.

--Seth claims this use may draw in people throughout Washtenaw County, but does not expect it to draw many people outside of Washtenaw County.

Marins asks about 219 Oak Street and the parking lot that is effectively connected to the parking lot at 218 E. Forest. She asks why this is not part of the PUD.

--Seth states the parking at the 219 Oak Street parking lot is for the staff at 600 N. River, and that the parking lot at 218 E. Forest ultimately services 202, 206, and 218 E. Forest. Seth also states the master plan for Highscope 5 years ago showed the removal of the parking lot at 218 E. Forest.

Marin asked if the main vehicular access to the site will be through Maple Court. Additionally, she asks how this will impact traffic on Maple Court.

--Seth mentions that a majority of vehicular access to 218 E. Forest is done through the ingress/egress to E. Forest. Seth also mentions that access to Maple Court will increase accessibility to the Fire Department.

Commissioner Dunwoodie

Dunwoodie asked Commissioner Marin what she thinks would improve traffic flow on the site. Commissioner Marin believes adding wheel stops would provide visual cues to drivers to ensure they are not regularly accessing Maple Court.

Commissioner Marin

Marin asked if the applicant has been in contact with the neighbors at 304 E. Forest.

--Seth mentions that he believes Highscope has been in contact with the neighbors.

Motion to open public comments to the Planning Commission for the Public Hearing.

--Motion made by Jones-Chance. Seconded by Simmons. Yays – 6, Nays – 0, motion carries.

No comments occurred.

*Motion to close public comments to the Planning Commission for the Public Hearing.
--Motion made by Jones-Chance. Seconded by Simmons. Yays – 6, Nays – 0, motion carries.*

Planning Commission Discussion

Commissioner Dunwoodie

Commissioner Dunwoodie believes the applicant does not need 2 loading zones as required per the zoning ordinance, and he believes that the departure requesting 1 makes sense. Commissioner Marin agrees.

Dunwoodie believes the departure regarding having more parking spaces than what the ordinance allows is compelling due to the parking lot currently existing and the proposed use of the PUD.

Commissioner Marin

Commissioner Marin raises concerns over the open usable space and mentions that the ordinance is not very clear regarding what open usable space means. She does point out that the existing parking lot currently is a sea of impervious surface. She mentions that due to the proposed landscaping being slim, allowing the applicant to have more parking does not achieve the open space requirement.

Commissioner Dunwoodie

Commissioner Dunwoodie believes requiring more green space may negatively impact the connectivity of the site.

Dunwoodie further asks for clarification as to whether or not we are approving all three phases or just phase 1.

--Staff mentions we are only approving phase 1.

Commissioner Marin

Commissioner Marin asked if 202 and 206 E. Forest have individual special use permits for childcare centers.

--Staff mentions that they both received their special use approvals back in 2022.

Commissioner Jones-Chance

Commissioner Jones-Chance mentions that the parking lot is already paved, so the parking space requirements from the zoning ordinance makes sense.

Commissioner Dunwoodie

Dunwoodie wants the Planning Commission to discuss the nonconformities on the site than the Planning Commission can wish to address.

Dunwoodie mentions that he is not very concerned about the parking lot setback being nonconforming considering that parking lot services 206 E. Forest

Commissioner Marin

Commissioner Marin mentions that she would not have a problem with the light pole being as tall as it is if the color temperature of the light was lower.

Commissioner Simmons

Commission Simmons asks what's the difference between a 16' pole vs a 25' pole.

--Staff mentions the 25' pole would allow for light to spread further depending on the shielding; however, staff also points out that the photometric plan shows the applicant not exceeding the maximum footcandle amount at the property line.

Commissioner Jones-Chance

Commissioner Jones-Chance does not see why we would require the applicant to decrease the height of the light pole if the applicant isn't exceeding the footcandle maximum at the property line.

Commissioner Marin and Davis Jr.

Commissioners Marin and Davis Jr. would like to see the color temperature of lighting decreased. Commissioner Davis Jr. also mentions that the lighting ordinance needs to be changed to consider color temperature.

Commissioner Dunwoodie

Commissioner Dunwoodie mentioned that wheel stops must be included for all parking spaces in parking lots greater than 5 spaces, and so Planning Commission should ask the applicant to address this nonconformity. Commissioner Davis Jr. and Marin agree.

Commissioner Jones-Chance

Commissioner Jones-Chance asks why staff did not require the applicant to include wheel stops for each space.

--Staff mention that this is an existing nonconformity, and if the Planning Commission would like the applicant to include wheel stops for each space, then they can make that a condition of approval.

Commissioner Dunwoodie and Marin

Commissioner Dunwoodie discusses the street tree nonconformity. Him and Commissioner Marin mention that 12 seems like a lot, so 7 seems fine. Commissioner Marin would like the caliper of the proposed street trees be larger and changed to 4".

Commissioner Dunwoodie does not see the value of requiring more landscape island. Marin believes the Planning Commission should require more landscape islands.

Commissioner Simmons

Commissioner Simmons mentions that 202, 206, and 218 E. Forest have always shared the parking lot, so he wonders what the nonconformities are.

--Staff mentions the lack of landscape islands, lack of parking lot trees, lack of wheel stops, the excessive parking, etc. is what makes this parking lot nonconforming.

Commissioner Marin

Commissioner Marin mentions she believes the lots should be combined if each of the sites proposed in the PUD are relying on each other for parking and open space requirements.

Commissioner Jones-Chance

Commissioner Jones-Chance does not see the benefit of conditioning lot combinations and that the applicant can just update their parking agreement.

Commissioner Marin

Commissioner Marin mentions the parking agreement would have to be updated if the City approves the PUD. She points out that if the applicant at some point chooses to sell one of the properties within the PUD the parking agreement would then be voided, so conditioning lot combination for approval would alleviate this problem.

Commissioner Davis Jr.

Commissioner Davis Jr. mentions that requiring the lot combination could mitigate any downside risks.

Motion to recommend City Council approve the adaptive reuse planned unit development for 202, 206, and 218 E. Forest Avenue, with parcel IDs as noted in the staff report, with the following findings and conditions:

Findings:

1. The application, site plan, and land use comply with §122-311, 122-702, 122-703, and 122-706
2. The Planning Commission approves the departures listed in Figure 5 of this report.

Conditions:

1. The applicant shall obtain Department of Public Services approval for any right-of-way work as proposed by the project.
2. The applicant shall obtain Fire Department approval of the site plans.
3. The applicant shall obtain HDC approval for any work on the exterior of the building(s) and permanent site elements.
4. Staff can approve a performance guarantee for the phasing plan.
5. Applicant shall provide dumpster height details to ensure compliance with Section 122-608.
6. The applicant shall clarify the size of and provide a compliant loading zone space.
7. Applicant shall address discrepancies in the landscaping plan.
8. Applicant shall provide tree planting details to ensure compliance with Division 3 and Section 122-675.
9. Any new and existing landscaping is to be maintained in good condition by the owner.
10. Applicant shall place a curb along the proposed landscape island.
11. A PUD agreement shall be reviewed and approved by the City Council before engineering and building permit review. The PUD agreement may specify terms and details related to performance, logistical, and administrative items including but not limited to: performance guarantees, waste management, changes to the site or uses, construction staging, project completion timelines, items documented on the site plans themselves, and approval requirements for City departments.
12. The applicant shall add wheel stops to all parking spaces in compliance with Section 122-683(j).
13. The applicant shall reduce the color temperature of pole mounted lights to 2,700 Kelvin.

14. The applicant shall increase the diameter of the 7 proposed street trees to 4 inch calipers.
15. The applicant shall add one additional landscape island.
16. The applicant shall pursue lot combinations for the 3 subject parcels.

--Motion made by Marin. Seconded by Davis Jr. Yays – 4, Nays – 2, motion carries.

Matt Dunwoodie, Chair - Oppose

Micheal Simmons, Vice-Chair – Support

Mike Davis Jr. – Support

Phil Hollifield – Oppose

Brian Jones-Chance – Support

Michelle Marin – Support

*Commissioner Hollifield opposed because he does not support the lot combination. He does not see it making much of a difference.

*Commissioner Dunwoodie opposed for the same reason as Hollifield, but also believes the same justification applies to the conditions requiring an additional landscape island and to the lighting temperature.

Community Benefits Ordinance

Staff provided a brief explanation of City's Council's desire to receive input from members of the City's Boards and Commissions regarding the proposed Community Benefits Ordinance. Staff directed the Planning Commission to provide all comments by no later than August 26th.

X. Public Comments

Motion to open public comments to the Planning Commission.

--Motion made by Jones-Chance Seconded by Simmons. Yays – 6, Nays – 0, motion carries.

No comments occurred.

Motion to close public comments to the Planning Commission.

--Motion made by Jones-Chance. Seconded by Hollifield. Yays – 6, Nays – 0, motion carries.

XI. Adjournment | 09:52 pm

Motion to adjourn.

--Motion made by Jones-Chance. Seconded by Hollifield. Yays – 6, Nays – 0, motion carries.

**Note: The August 21st, 2024, Planning Commission Meeting Recording Can Be Viewed on The City's YouTube Channel.*



To: Mayor and City Council

From: Joshua Burns, City Planner

Date: September 10, 2024

Subject: Adaptive Reuse Planned Unit Development (PUD): Highscope Childcare and Community Learning Resource Center at 202, 206, and 218 E. Forest

SUMMARY & BACKGROUND

202, 206, and 218 E. Forest are located at the northeast intersection of E. Forest Ave and Maple Court in Ypsilanti. The site includes parcels 11-11-04-483-003 (0.36 acres), 11-11-04-483-002 (0.36 acres), and 11-11-04-483-001 (1.691 acres). The site presently includes 2 former single-family structures currently being utilized as childcare centers and a former church, presently vacant. 202 and 206 E. Forest each include a shed. The site presently includes a parking lot with 50 vehicle spaces and one residential driveway that is utilized as an ADA space. There are two curb cuts providing access to the site off E. Forest Ave. There is additional access to 218 E. Forest off Maple Court. Pedestrian access to each of the sites is located on E. Forest Ave.

The applicant displays a phasing plan that includes three main stages. In Phase I, the proposed plans are to maintain each of the existing buildings and uses in 202 and 206 E. Forest and activate the vacant church at 218 E. Forest as a community learning research center and childcare center. The proposed renovations for the church will include classrooms, multipurpose rooms, offices, and a kitchen, encompassing 25,222 sq ft. The plans also display a cohesive restriping of the parking lot and eliminate some of the impervious surfacing on the site. Phase II includes the demolition of the south wing of the building, which will create space for a community vegetable garden. Phase III will include the addition of a 2,318 sq ft entry on the NW side of the building, along with upgrades to the parking lot and improvements to landscaping and stormwater management. The applicant is currently seeking approval for phase I and intends to come back in the future for phases II and III.

It is important to note that a church is considered a private assembly use under the zoning ordinance, and the proposal to reuse the former church as a community learning center is ultimately another form of private assembly.

Pedestrian access will continue to be provided along E. Forest. A concrete ramp is proposed in phase I to enhance ADA accessibility.

Vehicle access will be provided in a two-way direction, using the existing curb cut on E. Forest. Vehicular access to the site is also provided through a closed alley, connecting to Maple Court.

The applicant vows to add solar panels to the vacant church, decreasing the carbon footprint of the community learning center.

This development, located in the Core Neighborhood Single-Family zoning district, is proposed as an adaptive reuse planned unit development (PUD) due to the proposed use of a community learning research center not being permitted in the CN-SF zoning district. Additionally, City Council approval is needed following a recommendation by the Planning Commission.

A PUD is a development plan that offers more flexibility to the developer in designing the site. This happens through “departures,” or in other words “exceptions,” that allow creativity in site design otherwise not possible when strictly adhering to the zoning ordinance. In exchange for design flexibility, developers must provide a public benefit, including (but not limited to) amenities and infrastructure improvements, and often find it easier to accommodate environmental and scenic attributes. In this case, the applicant applied for a few departures, all approved by the Planning Commission. The departures are broadly summarized here (see the full list of departures and analysis in Figure 5 of the attached August 2024 staff report):

- Departures from the off-street loading space requirements (122-695(a) & (c))
- Departure from the minimum and maximum number of parking spaces (122-691)

The Planning Commission was provided with staff recommendation of approval with conditions at their August 2024 meeting, and the Planning Commission approved with conditions the Adaptive Reuse Planned Unit Development, 4-2.

The developer has submitted a draft PUD agreement to the City, and it is currently in review with the City Attorney. Staff recommends that the City Council consider including the review of the PUD agreement as a condition of approval.

Please see the attached Planning Commission staff review for further discussion/analysis. Please see the August 2024 Planning Commission minutes for the full list of the Planning Commission’s recommended conditions of approval. A few of the conditions have been met via the updated plan set, hence the reason why the recommendation in this memo below varies from the Planning Commission minutes. If the City Council approves the PUD with any conditions of approval, those conditions of approval will be required to be acted on and maintained.

RECOMMENDATION

RECOMMENDED ACTION: Approval with conditions

Motion to approve with conditions the adaptive reuse planned unit development for 202, 206, and 218 E. Forest Avenue, with parcel IDs as noted in Attachment A, with the following findings and conditions:

Findings:

1. The application, site plan, and land use comply with §122-311, 122-702, 122-703, and 122-706
2. The City Council approves the departures listed in Figure 5 of this report.

Conditions:

1. The applicant shall obtain Department of Public Services approval for any right-of-way work as proposed by the project.
2. The applicant shall obtain Fire Department approval of the site plans.
3. The applicant shall obtain HDC approval for any work on the exterior of the building(s) and permanent site elements.
4. Staff can approve a performance guarantee for the phasing plan.
5. Applicant shall address discrepancies in the landscaping plan.
6. Any new and existing landscaping is to be maintained in good condition by the owner.
7. The applicant shall pursue lot combination for the 3 subject parcels.
8. A PUD agreement shall be reviewed and approved by the City Council before engineering and building permit review. The PUD agreement may specify terms and details related to performance, logistical, and administrative items including but not limited to: performance guarantees, waste management, changes to the site or uses, construction staging, project completion timelines, items documented on the site plans themselves, and approval requirements for City departments.

ATTACHMENTS: Resolution, Ordinance, Planning Commission Minutes (August Draft Minutes), August Planning Commission Staff Reports, Site Plan Set (dated August 9, 2024), Applicant Narratives and Additional Items

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____



RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, the City has an interest in protecting the health, safety, and welfare of the community; and

WHEREAS, the City has a Master Plan that reflects the policy goals of the City, including the guiding value that “anyone, no matter what age or income, can find a place to call home in Ypsilanti;” and

WHEREAS, the applicant, Jennilyn Campos, Highscope, intends to provide public benefits in this development; and

WHEREAS, the Planning Commission recommends the City Council approve the Adaptive Reuse Planned Unit Development for the site known as 202, 206, and 218 E. Forest, with the property’s legal description in the attached ordinance; and

NOW THEREFORE BE IT RESOLVED THAT the Ypsilanti City Council adopt Ordinance No. 1438, entitled “Adaptive Reuse Planned Unit Development (PUD): Highscope Childcare and Community Learning Resource Center” with conditions as recommended in the request for legislation memo on First Reading.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

City of Ypsilanti
Notice of Adopted Ordinance
Ordinance No. 1438

An Ordinance Entitled "Adaptive Reuse Planned Unit Development (PUD): Highscope Childcare and Community Learning Resource Center"

THE CITY OF YPSILANTI ORDAINS:

That the properties with the addresses of 202, 206, and 218 E. Forest, tax identification codes 11-11-04-483-003, 11-11-04-483-002, and 11-11-04-483-001, as well as the legal description attached in Attachment A;

BE REZONED TO PLANNED UNIT DEVELOPMENT

MADE, PASSED, AND ADOPTED BY THE YPSILANTI CITY COUNCIL THIS ____ DAY OF _____ , _____.

Tracey Boudreau, City Clerk

Attest

I do hereby confirm that the above Ordinance No. _____ was published in the Washtenaw Legal News on the ____ day of _____, ____.

Tracey Boudreau, 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 ____ day of _____, ____.

Tracey Boudreau, City Clerk

Notice Published:

First Reading:

Second Reading:

Published:

Effective Date:

Attachment A

The subject adaptive reuse planned unit development site is currently known with the address of 202, 206, and 218 E. Forest, with tax identification codes 11-11-04-483-003, 11-11-04-483-002, and 11-11-04-483-001 as described per the legal description.

LEGAL DESCRIPTION

PARCEL NO. 11-11-04-483-003, 11-11-04-483-002 &
11-11-04-483-001

LOTS 559, 560, 561, 562, & 563. JOSLIN & NORRIS , B.
FOLLET, C. EM, SKINNER ADDITION



Resolution No. 2024 - 202
September 17, 2024

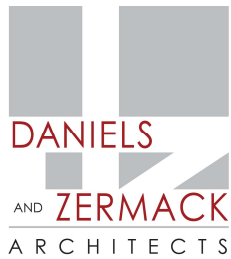
RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That the public hearing to consider Ordinance No. 1438, entitled "Adaptive Reuse Planned Unit Development (PUD): Highscope Childcare and Community Learning Resource Center" be officially closed.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



August 9, 2024

Mr. Josh Burns, Planner
City of Ypsilanti
1 S Huron Street
Ypsilanti, MI 48197

Regarding: HighScope Community Learning and Resource Center PUD.

Dear Mr. Burns,

Please find attached the updated submission for the PUD prepared by Daniels and Zermack Architects on behalf of the HighScope Educational Research Foundation.

The submission includes updated Narrative, Departure List, and Drawings.

Additionally, HighScope agrees to provide some type of irrevocable conveyance (such as a performance bond) for landscaping and maintenance of common areas (such as proposed street trees and lawn areas).

Very truly yours,

Daniels and Zermack Architects

Seth Penchansky, AIA, LEED AP BD+C
Principal

HighScope Educational Research Foundation

Jennilyn A. Campos
Executive Director Of Operations



August 21, 2024

**Text Amendment Staff Review
Electronic Message Board (EMB) Signs**

GENERAL INFORMATION

Action Requested

Proposed zoning text amendment to allow electronic message board (EMB) signs, with reasonable standards to ensure compatibility with neighboring uses and reduce the potential for off-site glare. The amendment includes the following sections of the Ordinance:

- Section 122-417.g (Park District- P) Non-use and Dimensional Requirements
- Section 122-422.d.1 (Single-Family Residential District- R1) Non-use and Dimensional Requirements
- Section 122-422.d.2 (Single-Family Residential District- R1) Non-use and Dimensional Requirements
- Section 122-427.d (Multiple Dwelling Residential District- MD) Non-use and Dimensional Requirements
- Section 122-432.d.1 (Production, Manufacturing and Distribution District- PMD) Non-use and Dimensional Requirements
- Section 122-432.d.2 (Production, Manufacturing and Distribution District- PMD) Non-use and Dimensional Requirements
- Section 122-442.D.1 (Core Neighborhoods- CN, CN-Mid, CN-SF) Non-use and dimensional requirements for site improvements not regulated by building type
- Section 122-442.D.2 (Core Neighborhoods- CN, CN-Mid, CN-SF) Non-use and dimensional requirements for site improvements not regulated by building type
- Section 122-447.D.1 (Center- C) Non-use and dimensional requirements for site improvements not regulated by building type
- Section 122-447.D.2 (Center- C) Non-use and dimensional requirements for site improvements not regulated by building type
- Section 122-452.D.1 (Corridors- HC, NC, GC) Non-use and dimensional requirements for site improvements not regulated by building type.
- Section 122-452.D.2 (Corridors- HC, NC, GC) Non-use and dimensional requirements for site improvements not regulated by building type.

- Section 122-462.d.1 (Health and Human Services- HHS) Non-use and dimensional requirements for site improvements not regulated by building type.
- Section 122-462.d.2 (Health and Human Services- HHS) Non-use and dimensional requirements for site improvements not regulated by building type.
- Section 122-664 Prohibited Signs
- Section 122-665 Sign Design Standards

SUMMARY

The City of Ypsilanti is committed to improving our zoning systems, encouraging communication methods, and updating the ordinance to reflect changes in modern technology. It is the purpose of this zoning text amendment to update provisions for EMB signs in a sensible manner while ensuring that the neighboring uses, properties, and traffic concerns are adequately protected. This proposed amendment was taken up by City staff with the assistance of Planning Commission in forming the key policy considerations.

BACKGROUND

The Zoning Board of Appeals reviewed a variance request for an EMB sign at their December 6, 2023 meeting. This EMB sign variance was applied for by the 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 the EMB sign prohibition in 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. At the December 20, 2023 meeting, staff introduced this item to the Planning Commission. At the January 17, 2024 meeting, staff and the Planning Commission engaged in a policy discussion regarding the manner in which EMBs could potentially be regulated.

Following the January meeting, staff developed a drafted amendment, which was approved unanimously by the Planning Commission during their March 20th meeting. It then went before the City Council on May 14th, where it was tabled, and the Council delegated the Planning Commission to rereview the size limitations for EMBs at their scheduled May 15th meeting. At the May 15th meeting, the Planning Commission directed staff to compose a memorandum informing the City Council of their intention to thoroughly reassess the size requirements of EMBs. In response to the memorandum sent to the City Council following the May 15th Planning Commission meeting, the City Council decided to table their discussion of the ordinance until the Planning Commission has had a chance to thoroughly review the proposed ordinance. The Planning Commission further discussed EMBs during

the June meeting and directed staff to make some changes to the proposed ordinance, one of which increases the square footage for permanent freestanding signs in the non-residential Core Neighborhood category to 24 square feet. After the July meeting, the Planning Commission directed staff to increase the square footage for permanent freestanding signs in the non-residential Core Neighborhood category to 36 square feet.

DISCUSSION

A key result of the proposed text amendment would permit EMBs for non-residential uses as freestanding and building-mounted (wall) signs in the HC, NC, GC, C, CN, CN-Mid, and CN-SF zoning districts. Such EMBs would be allowed to be built up to 50% of the zoning district's standards for freestanding or building-mounted (wall) signs. Additional conditions are provided to protect neighboring uses, and properties, and alleviate traffic concerns.

PROPOSED TEXT AMENDMENT

Current Ordinance

Section 122-664 Prohibited Signs

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 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.

Proposed Ordinance

See the proposed text. ~~Red~~ text with strikethrough is being deleted; green text underlined is proposed to be added. Sections shall be renumbered accordingly.

Section 122-417.g (Park District- P) Non-use and Dimensional Requirements (New Language)	
<u>Electronic Message Board Signs</u>	<u>Not Permitted</u>
Section 122-422.d.1 (Single-Family Residential District- R1) Non-use and Dimensional Requirements (New Language)	
<u>Electronic Message Board Signs</u>	<u>Not Permitted</u>

Section 122-422.d.2 (Single-Family Residential District- R1) Non-use and Dimensional Requirements. (New Language)			
Electronic Message Board Signs		Not Permitted	
Section 122-427.d (Multiple Dwelling Residential District- MD) Non-use and Dimensional Requirements (New Language)			
Electronic Message Board Signs		Not Permitted	
Section 122-432.d.1 (Production, Manufacturing and Distribution District- PMD) Non-use and Dimensional Requirements (New Language)			
Electronic Message Board Signs		Not Permitted	
Section 122-432.d.2 (Production, Manufacturing and Distribution District- PMD) Non-use and Dimensional Requirements (New Language)			
Electronic Message Board Signs		Not Permitted	
Section 122-442.D.1 (Core Neighborhoods- CN, CN-Mid, CN-SF)) Non-use and Dimensional Requirements for site improvements not regulated by building type. (New Language)			
Electronic Message Board Signs		Not Permitted	
Section 122-442.D.2 (Core Neighborhoods- CN, CN-Mid, CN-SF)) Non-use and Dimensional Requirements for site improvements not regulated by building type. (New Language)			
Electronic Message Board Signs (Permanent)	Must comply with all requirements for Electronic Message Board Signs in Section 122-665		Permit Required
Section 122-442.D.2 (Core Neighborhoods- CN, CN-Mid, CN-SF)) Non-use and Dimensional Requirements for site improvements not regulated by building type. (New Language)			
Freestanding Signs (Permanent)	Maximum Area	36 sf	Permit Required
Section 122-447.D.1 (Center- C) Non-use and dimensional requirements for site improvements not regulated by building type. (New Language)			
Electronic Message Board Signs		Not Permitted	
Section 122-447.D.2 (Center- C) Non-use and dimensional requirements for site improvements not regulated by building type. (New Language)			
Electronic Message Board Signs (Permanent)	Must comply with all requirements for Electronic Message Board Signs in Section 122-665		Permit Required
	Building-mounted only		
Section 122-452.D.1 (Corridors- HC, NC, GC) Non-use and dimensional requirements for site improvements not regulated by building type. (New Language)			
Electronic Message Board Signs		Not Permitted	
Section 122-452.D.2 (Corridors- HC, NC, GC) Non-use and dimensional requirements for site improvements not regulated by building type. (New Language)			
Electronic Message Board Signs (Permanent)	Must comply with all requirements for Electronic Message Board Signs in Section 122-665		Permit Required
Section 122-462.d.1 (Health and Human Services- HHS) Non-use and dimensional requirements for site improvements not regulated by building type. (New Language)			
Electronic Message Board Signs		Not Permitted	
Section 122-462.d.2 (Health and Human Services- HHS) Non-use and dimensional requirements for site improvements not regulated by building type. (New Language)			
Electronic Message Board Signs		Not Permitted	
Section 122-664. Prohibited Signs			
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 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.

Section 122-665(c) Sign Design Standards (New Language)

(C) Electronic Message Board Signs. Building Mounted Signs and Freestanding signs may include an Electronic Message Board, subject to the following:

- 1) Required Area, Height, and Setbacks. The maximum area for an electronic message board sign shall be no greater than 50% of the zoning district's maximum area for freestanding or building-mounted signs. The maximum height and minimum setbacks shall comply with the zoning district's allowances for freestanding or building-mounted signs.
- 2) Maximum Number. No more than one electronic message board sign shall be located on a single lot of land.
- 3) Change of message shall not occur more than once every two minutes.
- 4) Lights shall never blink or flash. Message change sequence shall not involve flashing or other animations but shall be an instantaneous change.
- 5) Illumination. Illumination from an electronic message board sign shall not exceed 0.3 footcandles when measured at the property line of the subject lot.
- 6) Colors. Messages shall be in monochrome text, and electronic display areas shall be black.
- 7) Electronic message board signs shall not be illuminated between the hours of 9 PM and 6 AM.
- 8) Signs shall be programmed to go dark in the event of a malfunction.

STANDARDS FOR AMENDMENTS

§122-362(a)

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

- (1) The proposed amendment is consistent with the guiding values of the Master Plan; and*
- (2) The rezoning is consistent with description and purpose of the proposed district; and (Staff Note: This is not a rezoning.)*
- (3) The proposed amendment is consistent with the intent of this Zoning Ordinance; and*
- (4) The proposed amendment will enhance the functionality, transportation network or character of the future development in the City; and*
- (5) The proposed amendment will preserve the historic nature of the surrounding area and of the City; and*
- (6) The proposed amendment will enhance the natural features and environmental sustainability of the City; and*
- (7) The proposed amendment will protect the health, safety, and general welfare of the public; or*

- (8) The proposed amendment is needed to correct an error or omission in the original text; or*
(9) The proposed amendment will address a community need in physical or economic conditions or development practices; and
(10) The proposed amendment will not result in the creation of significant nonconformities in the City.

SAMPLE MOTION

Motion to **recommend City Council approve** the proposed text amendment to Sections 122-417, 122-422, 122-427, 122-432, 122-442, 122-447, 122-452, 122-462, 122-664, and 122-665 with the following findings:

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

(Note: If Planning Commission is not comfortable with the proposed amendment as provided, Planning Commission can recommend changes to the text so long as proposed changes are clearly covered in the motion.)

Joshua Burns
City Planner, City of Ypsilanti



**CITY OF YPSILANTI
PLANNING COMMISSION MEETING
DRAFT ACTION MINUTES
Wednesday, August 21st 2024 @ 7:00 PM
Council Chambers
One South Huron, Ypsilanti, MI 48197**

I. Call to Order | 7:02 PM

II. Roll Call

Matt Dunwoodie, Chair - Present
Micheal Simmons, Vice-Chair – Present
Mike Davis Jr. – Present
Phil Hollifield – Present
Amanda Smith – Excused Absence
Carl Scheir – Excused Absence
Brian Jones-Chance – Present
Michelle Marin – Present

Excused absences acknowledged. Motion to approve.

--Moved by Jones-Chance. Seconded by Hollifield Yays – 6, Nays – 0, motion carries

III. Agenda Approval

August 2024 Regular Meeting Agenda

Motion to approve the August 2024 agenda.

--Moved by Simmons. Seconded by Hollifield. Yays - 6, Nays - 0, motion carries

IV. Approval of Minutes

Motion to Approve the June 2024 Meeting Minutes

--Moved by Hollifield. Seconded by Jones-Chance. Yays - 6, Nays - 0, motion carries

Motion to Approve the July 2024 Meeting Minutes

--Moved by Jones-Chance Seconded by Hollifield. Yays - 6, Nays - 0, motion carries

V. Public Comments

Motion to open public comments to the Planning Commission.

--Moved by Simmons. Seconded by Jones-Chance. Yays - 6, Nays -0, motion carries

Maurice Jordan (Deacon at Second Baptist Church, Ypsilanti)

Jordan spoke on the constitutionality of the monochrome text requirement in the proposed EMB ordinance. He asks if the Planning Commission is choosing to ignore the advice of the City Attorney to keep this language in the proposed ordinance or was it an oversight.

Motion to close public comments to the Planning Commission.

--Motion made by Jones-Chance. Seconded by Simmons. Yays – 6, Nays – 0, motion carries.

VI. Committee Reports

Non-Motorized Advisory Committee (NMAC)

Commissioner Davis Jr. (PC Liaison to NMAC)

Davis Jr. touches on the bylaws that were recently adopted by NMAC. He discusses conversations happening in NMAC and its role within the City. He also brings up the NMAC table that will be at the Parkridge Festival this weekend (08/24).

VII. Presentations

VIII. Old Business

Public Hearing: Electronic Messaging Board Ordinance

Staff provided a brief presentation on the changes to the ordinance that have occurred since the July 2024 Planning Commission Meeting. Staff notes that the maximum size requirement for freestanding permanent signs has been increased from the 24 sq ft proposed last month to 36 sq ft. Staff mentioned that they did not receive any indication that Planning Commission wishes to remove the monochrome text language in the proposed language. Staff points out that if the Planning Commission decides to approve this language, it would then go to the City Council for its second reading.

Motion to open public comments to the Planning Commission for the Public Hearing.

--Motion made by Simmons. Seconded by Hollifield. Yays – 6, Nays – 0, motion carries.

No comments occurred.

Motion to close public comments to the Planning Commission for the Public Hearing.

--Motion made by Jones-Chance. Seconded by Simmons. Yays – 6, Nays – 0, motion carries.

Planning Commission Discussion

Commissioner Dunwoodie

Commissioner Dunwoodie discusses the content neutrality of the monochrome text requirement in the ordinance. He states that Commissioner Smith was under the impression that the memo indicated restricting the sign to one color and prohibiting images would be unconstitutional. From Dunwoodie's understanding, restricting one color and prohibiting images would not be difficult to justify. Dunwoodie feels keeping the monochrome text language isn't moderating content.

Commissioner Marin

Commissioner Marin thinks the attorney's memo has a grammatical error, which is what is confusing the Planning Commission regarding the memo. Marin agrees keeping the monochrome text language is content-neutral.

Commissioner Davis Jr.

Commissioner Davis Jr. believes the monochrome text language is content-neutral; however, if it is found to not be content-neutral, then the Planning Commission can change the language.

Commissioner Marin

Commissioner Marin mentioned that she thought the Planning Commission was going to get rid of the language about using the existing area, instead using 50% of the existing sign area that's permitted for freestanding as a way to calculate the maximum sign area.

Commissioner Dunwoodie

Dunwoodie mentions the question is whether the 50 limit is intended to apply to limiting the size of an electronic message board relative to the allowed size of a sign in that district, or whether we are talking about the area of that sign that is allowed to be used for electronic messaging. He then states from his notes from last month's meeting that the language would maximize that area at 50% of the zoning district's maximum area for free-standing or building-mounted signs which would be more restrictive for the core neighborhood.

Commissioner Jone-Chance

Commissioner Jones-Chance does not see the point in requiring the EMB to be 50% of the total sign because if someone wants a larger EMB, they shouldn't have to build a larger sign to have a larger EMB.

Commissioner Marin

Commissioner Marin believes we need the 50% requirement because if this language is removed, then someone could have a 36 sq ft EMB in the Core Neighborhood district. Marin believes this language accomplishes the goal of the City Council.

Commissioner Simmons

Commissioner Simmons asks what the difference is between D.1 and D.2.

Staff clarified D.1 would be residential uses, and D.2 would be nonresidential uses.

Motion to recommend City Council approve the proposed text amendment to Sections 122-417, 122-422, 122-427, 122-432, 122-442, 122-447, 122-452, 122-462, 122-664, and 122-665 with the following findings:

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

--Motion made by Jones-Chance. Seconded by Hollifield. Yays – 6, Nays – 0, motion carries.

Matt Dunwoodie, Chair - Support

Micheal Simmons, Vice-Chair – Support

Mike Davis Jr. – Support

Phil Hollifield – Support

Brian Jones-Chance – Support

Michelle Marin – Support

IX. New Business

Public Hearing: Highscope Adaptive Reuse Planned Unit Development (PUD)

Staff provided a presentation going over the proposed development, specifically pointing out the nonconformities, the PUD departures requested, and the future phasing on the proposed PUD.

Planning Commission Questions for Staff

Commissioner Dunwoodie

Commissioner Dunwoodie asks about private assembly uses in the CN-SF zoning district. Dunwoodie does not agree with staff's interpretation.

--Staff mention they would classify uses such as religious institution as a private assembly use, and that this has been the staff interpretation historically.

Dunwoodie mentions that the adaptive reuse PUD would allow for the use to exist within the CN-SF district.

Dunwoodie asked for further clarification on each of the building's uses and whether or not the entire site is being considered in the review or just for 218 E. Forest.

--Staff clarify that the entire site (202, 206, and 218 E. Forest) is being considered in the review.

Commissioner Marin

Commissioner Marin asks if there will be a requirement for the applicant to combine the parcels. Marin believes that these parcels need to be combined.

--Staff mentions that lot combination could be a condition of approval if PC would like.

Planning Commission Questions for Applicant

Seth Penchansky (Architect for Highscope)

Seth mentions that he has been working on a master plan for Highscope. He provides a presentation on the proposed use.

Commissioner Marin

Commissioner Marin asks if the reason they want to have more parking is because they are expecting to be a regional draw rather than a community sort of base.

--Seth claims this use may draw in people throughout Washtenaw County, but does not expect it to draw many people outside of Washtenaw County.

Marins asks about 219 Oak Street and the parking lot that is effectively connected to the parking lot at 218 E. Forest. She asks why this is not part of the PUD.

--Seth states the parking at the 219 Oak Street parking lot is for the staff at 600 N. River, and that the parking lot at 218 E. Forest ultimately services 202, 206, and 218 E. Forest. Seth also states the master plan for Highscope 5 years ago showed the removal of the parking lot at 218 E. Forest.

Marin asked if the main vehicular access to the site will be through Maple Court. Additionally, she asks how this will impact traffic on Maple Court.

--Seth mentions that a majority of vehicular access to 218 E. Forest is done through the ingress/egress to E. Forest. Seth also mentions that access to Maple Court will increase accessibility to the Fire Department.

Commissioner Dunwoodie

Dunwoodie asked Commissioner Marin what she thinks would improve traffic flow on the site. Commissioner Marin believes adding wheel stops would provide visual cues to drivers to ensure they are not regularly accessing Maple Court.

Commissioner Marin

Marin asked if the applicant has been in contact with the neighbors at 304 E. Forest.

--Seth mentions that he believes Highscope has been in contact with the neighbors.

Motion to open public comments to the Planning Commission for the Public Hearing.

--Motion made by Jones-Chance. Seconded by Simmons. Yays – 6, Nays – 0, motion carries.

No comments occurred.

*Motion to close public comments to the Planning Commission for the Public Hearing.
--Motion made by Jones-Chance. Seconded by Simmons. Yays – 6, Nays – 0, motion carries.*

Planning Commission Discussion

Commissioner Dunwoodie

Commissioner Dunwoodie believes the applicant does not need 2 loading zones as required per the zoning ordinance, and he believes that the departure requesting 1 makes sense. Commissioner Marin agrees.

Dunwoodie believes the departure regarding having more parking spaces than what the ordinance allows is compelling due to the parking lot currently existing and the proposed use of the PUD.

Commissioner Marin

Commissioner Marin raises concerns over the open usable space and mentions that the ordinance is not very clear regarding what open usable space means. She does point out that the existing parking lot currently is a sea of impervious surface. She mentions that due to the proposed landscaping being slim, allowing the applicant to have more parking does not achieve the open space requirement.

Commissioner Dunwoodie

Commissioner Dunwoodie believes requiring more green space may negatively impact the connectivity of the site.

Dunwoodie further asks for clarification as to whether or not we are approving all three phases or just phase 1.

--Staff mentions we are only approving phase 1.

Commissioner Marin

Commissioner Marin asked if 202 and 206 E. Forest have individual special use permits for childcare centers.

--Staff mentions that they both received their special use approvals back in 2022.

Commissioner Jones-Chance

Commissioner Jones-Chance mentions that the parking lot is already paved, so the parking space requirements from the zoning ordinance makes sense.

Commissioner Dunwoodie

Dunwoodie wants the Planning Commission to discuss the nonconformities on the site than the Planning Commission can wish to address.

Dunwoodie mentions that he is not very concerned about the parking lot setback being nonconforming considering that parking lot services 206 E. Forest

Commissioner Marin

Commissioner Marin mentions that she would not have a problem with the light pole being as tall as it is if the color temperature of the light was lower.

Commissioner Simmons

Commission Simmons asks what's the difference between a 16' pole vs a 25' pole.

--Staff mentions the 25' pole would allow for light to spread further depending on the shielding; however, staff also points out that the photometric plan shows the applicant not exceeding the maximum footcandle amount at the property line.

Commissioner Jones-Chance

Commissioner Jones-Chance does not see why we would require the applicant to decrease the height of the light pole if the applicant isn't exceeding the footcandle maximum at the property line.

Commissioner Marin and Davis Jr.

Commissioners Marin and Davis Jr. would like to see the color temperature of lighting decreased. Commissioner Davis Jr. also mentions that the lighting ordinance needs to be changed to consider color temperature.

Commissioner Dunwoodie

Commissioner Dunwoodie mentioned that wheel stops must be included for all parking spaces in parking lots greater than 5 spaces, and so Planning Commission should ask the applicant to address this nonconformity. Commissioner Davis Jr. and Marin agree.

Commissioner Jones-Chance

Commissioner Jones-Chance asks why staff did not require the applicant to include wheel stops for each space.

--Staff mention that this is an existing nonconformity, and if the Planning Commission would like the applicant to include wheel stops for each space, then they can make that a condition of approval.

Commissioner Dunwoodie and Marin

Commissioner Dunwoodie discusses the street tree nonconformity. Him and Commissioner Marin mention that 12 seems like a lot, so 7 seems fine. Commissioner Marin would like the caliper of the proposed street trees be larger and changed to 4".

Commissioner Dunwoodie does not see the value of requiring more landscape island. Marin believes the Planning Commission should require more landscape islands.

Commissioner Simmons

Commissioner Simmons mentions that 202, 206, and 218 E. Forest have always shared the parking lot, so he wonders what the nonconformities are.

--Staff mentions the lack of landscape islands, lack of parking lot trees, lack of wheel stops, the excessive parking, etc. is what makes this parking lot nonconforming.

Commissioner Marin

Commissioner Marin mentions she believes the lots should be combined if each of the sites proposed in the PUD are relying on each other for parking and open space requirements.

Commissioner Jones-Chance

Commissioner Jones-Chance does not see the benefit of conditioning lot combinations and that the applicant can just update their parking agreement.

Commissioner Marin

Commissioner Marin mentions the parking agreement would have to be updated if the City approves the PUD. She points out that if the applicant at some point chooses to sell one of the properties within the PUD the parking agreement would then be voided, so conditioning lot combination for approval would alleviate this problem.

Commissioner Davis Jr.

Commissioner Davis Jr. mentions that requiring the lot combination could mitigate any downside risks.

Motion to recommend City Council approve the adaptive reuse planned unit development for 202, 206, and 218 E. Forest Avenue, with parcel IDs as noted in the staff report, with the following findings and conditions:

Findings:

1. The application, site plan, and land use comply with §122-311, 122-702, 122-703, and 122-706
2. The Planning Commission approves the departures listed in Figure 5 of this report.

Conditions:

1. The applicant shall obtain Department of Public Services approval for any right-of-way work as proposed by the project.
2. The applicant shall obtain Fire Department approval of the site plans.
3. The applicant shall obtain HDC approval for any work on the exterior of the building(s) and permanent site elements.
4. Staff can approve a performance guarantee for the phasing plan.
5. Applicant shall provide dumpster height details to ensure compliance with Section 122-608.
6. The applicant shall clarify the size of and provide a compliant loading zone space.
7. Applicant shall address discrepancies in the landscaping plan.
8. Applicant shall provide tree planting details to ensure compliance with Division 3 and Section 122-675.
9. Any new and existing landscaping is to be maintained in good condition by the owner.
10. Applicant shall place a curb along the proposed landscape island.
11. A PUD agreement shall be reviewed and approved by the City Council before engineering and building permit review. The PUD agreement may specify terms and details related to performance, logistical, and administrative items including but not limited to: performance guarantees, waste management, changes to the site or uses, construction staging, project completion timelines, items documented on the site plans themselves, and approval requirements for City departments.
12. The applicant shall add wheel stops to all parking spaces in compliance with Section 122-683(j).
13. The applicant shall reduce the color temperature of pole mounted lights to 2,700 Kelvin.

14. The applicant shall increase the diameter of the 7 proposed street trees to 4 inch calipers.
15. The applicant shall add one additional landscape island.
16. The applicant shall pursue lot combinations for the 3 subject parcels.

--Motion made by Marin. Seconded by Davis Jr. Yays – 4, Nays – 2, motion carries.

Matt Dunwoodie, Chair - Oppose

Micheal Simmons, Vice-Chair – Support

Mike Davis Jr. – Support

Phil Hollifield – Oppose

Brian Jones-Chance – Support

Michelle Marin – Support

*Commissioner Hollifield opposed because he does not support the lot combination. He does not see it making much of a difference.

*Commissioner Dunwoodie opposed for the same reason as Hollifield, but also believes the same justification applies to the conditions requiring an additional landscape island and to the lighting temperature.

Community Benefits Ordinance

Staff provided a brief explanation of City's Council's desire to receive input from members of the City's Boards and Commissions regarding the proposed Community Benefits Ordinance. Staff directed the Planning Commission to provide all comments by no later than August 26th.

X. Public Comments

Motion to open public comments to the Planning Commission.

--Motion made by Jones-Chance Seconded by Simmons. Yays – 6, Nays – 0, motion carries.

No comments occurred.

Motion to close public comments to the Planning Commission.

--Motion made by Jones-Chance. Seconded by Hollifield. Yays – 6, Nays – 0, motion carries.

XI. Adjournment | 09:52 pm

Motion to adjourn.

--Motion made by Jones-Chance. Seconded by Hollifield. Yays – 6, Nays – 0, motion carries.

**Note: The August 21st, 2024, Planning Commission Meeting Recording Can Be Viewed on The City's YouTube Channel.*



REQUEST FOR LEGISLATION

17 September 2024

FOR Mayor and City Council
FROM Joshua Burns, City Planner
SUBJECT Zoning Text Amendment | Electronic Message Board Signs

SUMMARY & BACKGROUND:

The City of Ypsilanti is committed to improving our zoning systems and encouraging sensible regulations that ensure harmony between residential and non-residential uses. The purpose of this zoning text amendment is to update provisions for EMB signs in a sensible manner while ensuring that the neighboring uses, properties, and traffic concerns are adequately addressed. This proposed amendment was taken up by the Planning Commission following a recommendation by the Zoning Board of Appeals to place this on a Planning Commission agenda for further consideration.

The Zoning Board of Appeals reviewed a variance request for an 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 in 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 the EMB sign prohibition in the zoning ordinance. At the December 20, 2023, meeting, staff introduced this item to the Planning Commission.

At the January 17, 2024, meeting, staff and the Planning Commission engaged in a policy discussion regarding how EMBs could potentially be regulated. Among the considerations, they discussed the location, sign type, message change timeframes, animation, lighting, color, maximum area, time of day permitted, and malfunction mitigation. A public hearing on the amendment was held during the March meeting and the Planning Commission recommended adoption by the City Council

unanimously. It then went before the City Council on May 14th, where it was tabled, and the Council delegated the Planning Commission to rereview the size limitations for EMBs at their scheduled May 15th meeting.

At the May 15th meeting, the Planning Commission directed staff to compose a memorandum informing the City Council of their intention to thoroughly reassess the size requirements of EMBs. In response to the memorandum sent to the City Council following the May 15th Planning Commission meeting, the City Council decided to table their discussion of the ordinance until the Planning Commission has had a chance to thoroughly review the proposed ordinance. The Planning Commission further discussed EMBs during the June meeting and directed staff to make some changes to the proposed ordinance, one of which increases the square footage for permanent freestanding signs in the non-residential Core Neighborhood category to 24 square feet. After the July meeting, the Planning Commission directed staff to increase the square footage for permanent freestanding signs in the non-residential Core Neighborhood category to 36 square feet. The Planning Commission then held another public hearing during their August meeting to ensure that all sections of the zoning ordinance affected would be properly publicly noticed. They then recommended the adoption of the language proposed in July by the City Council.

Following the Planning Commission's recommendation, staff has publicly noticed the proposed language for the City Council's September 17th meeting. Staff recommend that the City Council conduct a first reading of the proposed language due to the changes found in this language.

RECOMMENDED ACTION

The Planning Commission recommends City Council approve the proposed text amendment to the sections of the ordinance listed as "exhibit A" with the following findings:

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

ATTACHMENTS –

Resolution, Ordinance, Planning Commission Minutes, Planning Commission Staff Report

CITY MANAGER APPROVAL

COUNCIL AGENDA DATE

MANAGER COMMENTS –

FISCAL SERVICES DIRECTOR APPROVAL

Exhibit A

The following sections of the Ordinance are proposed to be amended.

- Article IV, Division 2, Subdivision I, Section 122-417.g (Park District- P) Non-use and Dimensional Requirements
- Article IV, Division 2, Subdivision II, Section 122-422.d.1 (Single-Family Residential District- R1) Non-use and Dimensional Requirements
- Article IV, Division 2, Subdivision II, Section 122-422.d.2 (Single-Family Residential District- R1) Non-use and Dimensional Requirements
- Article IV, Division 2, Subdivision III, Section 122-427.d (Multiple Dwelling Residential District- MD) Non-use and Dimensional Requirements
- Article IV, Division 2, Subdivision IV, Section 122-432.d.1 (Production, Manufacturing and Distribution District- PMD) Non-use and Dimensional Requirements
- Article IV, Division 2, Subdivision IV, Section 122-432.d.2 (Production, Manufacturing and Distribution District- PMD) Non-use and Dimensional Requirements
- Article IV, Division 3, Subdivision I, Section 122-442.d.1 (Core Neighborhoods- CN, CN-Mid, CN-SF) Non-use and dimensional requirements for site improvements not regulated by building type
- Article IV, Division 3, Subdivision I, Section 122-442.d.2 (Core Neighborhoods- CN, CN-Mid, CN-SF) Non-use and dimensional requirements for site improvements not regulated by building type
- Article IV, Division 3, Subdivision II, Section 122-447.d.1 (Center- C) Non-use and dimensional requirements for site improvements not regulated by building type
- Article IV, Division 3, Subdivision II, Section 122-447.d.2 (Center- C) Non-use and dimensional requirements for site improvements not regulated by building type
- Article IV, Division 3, Subdivision III, Section 122-452.d.1 (Corridors- HC, NC, GC) Non-use and dimensional requirements for site improvements not regulated by building type.
- Article IV, Division 3, Subdivision III, Section 122-452.d.2 (Corridors- HC, NC, GC) Non-use and dimensional requirements for site improvements not regulated by building type.
- Article IV, Division 3, Subdivision IV, Section 122-462.d.1 (Health and Human Services- HHS) Non-use and dimensional requirements for site improvements not regulated by building type.
- Article IV, Division 3, Subdivision IV, Section 122-462.d.2 (Health and Human Services- HHS) Non-use and dimensional requirements for site improvements not regulated by building type.
- Article VI, Division 5, Section 122-664 Prohibited Signs
- Article VI, Division 5, Section 122-665 Sign Design Standards



RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS the City of Ypsilanti recognizes that the City has an interest in protecting the economic diversity and image of the community; and

WHEREAS the City of Ypsilanti recognizes that the City has an interest in updating regulations to address changes in technology; and

WHEREAS the City of Ypsilanti recognizes that electronic message board signs allow for easy and clear communication among residents and businesses; and

WHEREAS the City of Ypsilanti recognizes the importance of regulations that ensure electronic message board signs are compatible with neighboring uses and unobtrusive to traffic; and

NOW THEREFORE BE IT RESOLVED THAT the Ypsilanti City Council approve the Zoning Text Amendment provision in the zoning ordinance to permit Electronic Message Board signs in the CN-SF, CN-Mid, CN, Center, HC, GC, and NC Zoning Districts with corresponding regulations to protect neighboring properties and traffic from visual distractions and/or glare.

This zoning text amendment applies to the list of sections in Exhibit A attached.

OFFERED BY _____

SUPPORTED BY _____

YES: _____

NO: _____

ABSENT: _____

VOTE: _____

This resolution is adopted by the Council of the City of Ypsilanti and approved by the Mayor this [Date].

City of Ypsilanti
Notice of Adopted Ordinance
Ordinance No. 1439

An Ordinance Entitled *Electronic Message Board Signs*

THE CITY OF YPSILANTI ORDAINS that the Zoning Text Amendment provision in the zoning ordinance to permit Electronic Message Board signs in the CN-SF, CN-Mid, CN, Center, HC, GC, and NC Zoning Districts with corresponding regulations to protect neighboring properties and traffic from visual distractions and/or glare.

This zoning text amendment applies to

- Article IV, Division 2, Subdivision I, Section 122-417.g (Park District- P) Non-use and Dimensional Requirements
- Article IV, Division 2, Subdivision II, Section 122-422.d.1 (Single-Family Residential District- R1) Non-use and Dimensional Requirements
- Article IV, Division 2, Subdivision II, Section 122-422.d.2 (Single-Family Residential District- R1) Non-use and Dimensional Requirements
- Article IV, Division 2, Subdivision III, Section 122-427.d (Multiple Dwelling Residential District- MD) Non-use and Dimensional Requirements
- Article IV, Division 2, Subdivision IV, Section 122-432.d.1 (Production, Manufacturing and Distribution District- PMD) Non-use and Dimensional Requirements
- Article IV, Division 2, Subdivision IV, Section 122-432.d.2 (Production, Manufacturing and Distribution District- PMD) Non-use and Dimensional Requirements
- Article IV, Division 3, Subdivision I, Section 122-442.d.1 (Core Neighborhoods- CN, CN-Mid, CN-SF) Non-use and dimensional requirements for site improvements not regulated by building type
- Article IV, Division 3, Subdivision I, Section 122-442.d.2 (Core Neighborhoods- CN, CN-Mid, CN-SF) Non-use and dimensional requirements for site improvements not regulated by building type
- Article IV, Division 3, Subdivision II, Section 122-447.d.1 (Center- C) Non-use and dimensional requirements for site improvements not regulated by building type
- Article IV, Division 3, Subdivision II, Section 122-447.d.2 (Center- C) Non-use and dimensional requirements for site improvements not regulated by building type
- Article IV, Division 3, Subdivision III, Section 122-452.d.1 (Corridors- HC, NC, GC) Non-use and dimensional requirements for site improvements not regulated by building type.
- Article IV, Division 3, Subdivision III, Section 122-452.d.2 (Corridors- HC, NC, GC) Non-use and dimensional requirements for site improvements not regulated by building type.
- Article IV, Division 3, Subdivision IV, Section 122-462.d.1 (Health and Human Services- HHS) Non-use and dimensional requirements for site improvements not regulated by building type.
- Article IV, Division 3, Subdivision IV, Section 122-462.d.2 (Health and Human Services- HHS) Non-use and dimensional requirements for site improvements not regulated by building type.
- Article VI, Division 5, Section 122-664 Prohibited Signs
- Article VI, Division 5, Section 122-665 Sign Design Standards

Section 122-417.g (Park District- P) Non-use and Dimensional Requirements (New Language)	
Electronic Message Board Signs	Not Permitted
Section 122-422.d.1 (Single-Family Residential District- R1) Non-use and Dimensional Requirements (New Language)	
Electronic Message Board Signs	Not Permitted

Section 122-422.d.2 (Single-Family Residential District- R1) Non-use and Dimensional Requirements. (New Language)			
Electronic Message Board Signs		Not Permitted	
Section 122-427.d (Multiple Dwelling Residential District- MD) Non-use and Dimensional Requirements (New Language)			
Electronic Message Board Signs		Not Permitted	
Section 122-432.d.1 (Production, Manufacturing and Distribution District- PMD) Non-use and Dimensional Requirements (New Language)			
Electronic Message Board Signs		Not Permitted	
Section 122-432.d.2 (Production, Manufacturing and Distribution District- PMD) Non-use and Dimensional Requirements (New Language)			
Electronic Message Board Signs		Not Permitted	
Section 122-442.D.1 (Core Neighborhoods- CN, CN-Mid, CN-SF) Non-use and dimensional requirements for site improvements not regulated by building type. (New Language)			
Electronic Message Board Signs		Not Permitted	
Section 122-442.D.2 (Core Neighborhoods- CN, CN-Mid, CN-SF) Non-use and dimensional requirements for site improvements not regulated by building type. (New Language)			
Electronic Message Board Signs (Permanent)	Must comply with all requirements for Electronic Message Board Signs in Section 122-665		Permit Required
Section 122-442.D.2 (Core Neighborhoods- CN, CN-Mid, CN-SF) Non-use and dimensional requirements for site improvements not regulated by building type. (New Language)			
Freestanding Signs (Permanent)	Maximum Area	36 sf	Permit Required
Section 122-447.D.1 (Center- C) Non-use and dimensional requirements for site improvements not regulated by building type. (New Language)			
Electronic Message Board Signs		Not Permitted	
Section 122-447.D.2 (Center- C) Non-use and dimensional requirements for site improvements not regulated by building type. (New Language)			
Electronic Message Board Signs (Permanent)	Must comply with all requirements for Electronic Message Board Signs in Section 122-665		Permit Required
	Building-mounted only		
Section 122-452.D.1 (Corridors- HC, NC, GC) Non-use and dimensional requirements for site improvements not regulated by building type. (New Language)			
Electronic Message Board Signs		Not Permitted	
Section 122-452.D.2 (Corridors- HC, NC, GC) Non-use and dimensional requirements for site improvements not regulated by building type. (New Language)			
Electronic Message Board Signs (Permanent)	Must comply with all requirements for Electronic Message Board Signs in Section 122-665		Permit Required
Section 122-462.d.1 (Health and Human Services- HHS) Non-use and dimensional requirements for site improvements not regulated by building type. (New Language)			
Electronic Message Board Signs		Not Permitted	
Section 122-462.d.2 (Health and Human Services- HHS) Non-use and dimensional requirements for site improvements not regulated by building type. (New Language)			
Electronic Message Board Signs		Not Permitted	
Section 122-664. Prohibited Signs			
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 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.

Section 122-665(c) Sign Design Standards (New Language)

(C) Electronic Message Board Signs. Building Mounted Signs and Freestanding signs may include an Electronic Message Board, subject to the following:

- 1) Required Area, Height, and Setbacks. The maximum area for an electronic message board sign shall be no greater than 50% of the zoning district's maximum area for freestanding or building-mounted signs. The maximum height and minimum setbacks shall comply with the zoning district's allowances for freestanding or building-mounted signs.
- 2) Maximum Number. No more than one electronic message board sign shall be located on a single lot of land.
- 3) Change of message shall not occur more than once every two minutes.
- 4) Lights shall never blink or flash. Message change sequence shall not involve flashing or other animations but shall be an instantaneous change.
- 5) Illumination. Illumination from an electronic message board sign shall not exceed 0.3 footcandles when measured at the property line of the subject lot.
- 6) Colors. Messages shall be in monochrome text, and electronic display areas shall be black.
- 7) Electronic message board signs shall not be illuminated between the hours of 9 PM and 6 AM.
- 8) Signs shall be programmed to go dark in the event of a malfunction.

MADE, PASSED, AND ADOPTED BY THE YPSILANTI CITY COUNCIL THIS ____ DAY OF _____,
_____.

_____ Tracey Boudreau, City Clerk

Attest

I do hereby confirm that the above Ordinance No. _____ was published in the Washtenaw Legal
News on the ____ day of _____, ____.

_____ Tracey Boudreau, 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 ____ day of _____, ____.

_____ Tracey Boudreau, City Clerk

Notice Published: 08/29/2024

First Reading:

Second Reading:

Published:

Effective Date:



**Resolution No. 2024-204
September 17, 2024**

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI –

That the public hearing to permit Electronic Message Board signs in the CN-SF, CN-Mid, CN, Center, HC, GC, and NC Zoning Districts with corresponding regulations be officially closed.

OFFERED BY

SECONDED BY

YES:

NO:

ABSENT:

VOTE:

This resolution is adopted by the Council of the City of Ypsilanti and approved by the Mayor this [date 2024].



RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That the following items on the consent agenda be approved:

1. Resolution No. 2024-206 approving the minutes of the Council Meeting of September 3, 2024.
2. Resolution No. 2024-207 Authorizing the transfer of \$1.2 million from the general fund into the budget stabilization (rainy day) fund.
3. Resolution No. 2024-208 Appointing Tom Koch as Employee Delegate and Delonzo Weaver as Alternate to the Municipal Employees' Retirement System annual meeting held October 10-11, 2024.
4. Resolution No. 2024-209 Appointing Tracey Boudreau as Officer Delegate and Bonnie Wessler, Director of the Department of Public Services, as Alternate to the Municipal Employees' Retirement System annual meeting held October 10-11, 2024.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



Resolution No. 2024-206
September 17, 2024

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

THAT the minutes of the September 3, 2024, City Council Meetings be approved.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



**MINUTES
REGULAR COUNCIL MEETING
7:00 PM - Tuesday, September 3, 2024
Council Chambers
One South Huron, Ypsilanti, MI 48197**

I. CALL TO ORDER

Mayor Brown called the meeting to order at 7:02 p.m.

II. ROLL CALL

PRESENT at roll call were Mayor Brown, Mayor Pro-Tem Wilcoxen, Council Member King, Council Member Tooson, Council Member McLean, Council Member Simmons, and Council Member Sweet. ABSENT: None

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

Council Member Sweet requested to add Resolution No. 2024-200 waiving the fees for Love Washtenaw's "Conscious Music Fest" on September 14, 2024 at Frog Island Park Amphitheater in the amount of \$735.

Council Member Simmons requested to add a discussion on Short-Term Rentals.

Council Member Tooson moved to Approve the AGENDA as amended. Council Member McLean seconded the motion.

Yes:	(7)	Michelle King, Evan Sweet, Roland Tooson, Desirae Simmons, Steve Wilcoxen, Nicole Brown, Patrick McLean
No:	0	None
Absent:	(0)	

V. PUBLIC COMMENT (3 MINUTES)

7 Members of the public spoke.

VI. PRESENTATIONS

VII. ORDINANCES FIRST READING

VIII. CONSENT AGENDA

A. Resolution No. 2024-188 Approving all items on the Consent Agenda.

Council Member Tooson moved to Approve Resolution No. 2024-188 Approving all items on the Consent Agenda. Council Member Sweet seconded the motion.

<u>Yes:</u>	<u>(6)</u>	<u>Michelle King, Evan Sweet, Roland Tooson, Desirae Simmons, Nicole Brown, Patrick McLean</u>
<u>No:</u>	<u>1</u>	<u>Steve Wilcoxen</u>
<u>Absent:</u>	<u>(0)</u>	

B. Resolution No. 2024-189 Approving the minutes of the Council Meeting of August 27, 2024.

Council Member Tooson moved to Approve Resolution No. 2024-189 Approving the minutes of the Council Meeting of August 27, 2024. as presented. Council Member Sweet seconded the motion.

Yes: (7) Michelle King, Evan Sweet, Roland Tooson, Desirae Simmons, Steve Wilcoxon, Nicole Brown, Patrick McLean

No: 0 None

Absent: (0)

C. Resolution No. 2024-190 Appointing residents Abra Beu and Amanda May Moore to the Parks & Arts Commission.

Council Member Tooson moved to Approve Resolution No. 2024-190 Appointing residents Abra Beu and Amanda May Moore to the Parks & Arts Commission. Council Member Sweet seconded the motion.

Yes: (7) Michelle King, Evan Sweet, Roland Tooson, Desirae Simmons, Steve Wilcoxon, Nicole Brown, Patrick McLean

No: 0 None

Absent: (0)

IX. RESOLUTIONS/MOTIONS/DISCUSSIONS

A. Resolution No. 2024-191 Approving the Legal Counsel Contract.

Mayor Pro-Tem Wilcoxon moved to Amend Resolution No. 2024-191 Approving the Legal Counsel Contract by setting the contract term to 3 years and requiring Council Approval of the contract once drafted. Council Member McLean seconded the motion.

Yes: (7) Michelle King, Evan Sweet, Roland Tooson, Desirae Simmons, Steve Wilcoxon, Nicole Brown, Patrick McLean

No: 0 None

Absent: (0)

Council Member King moved to Table Resolution No. 2024-191 Approving the Legal Counsel Contract. Council Member Simmons seconded the motion.

Yes: (3) Michelle King, Desirae Simmons, and Steve Wilcoxon,

No: (4) Evan Sweet, Roland Tooson, Nicole Brown, and Patrick McLean

Absent: (0)

Mayor Pro-Tem Wilcoxon moved to Approve Resolution No. 2024-191 Approving the Legal Counsel Contract. as amended. Council Member Sweet seconded the motion.

Yes: (6) Evan Sweet, Roland Tooson, Desirae Simmons, Steve Wilcoxon, Nicole Brown, Patrick McLean

No: (1) Michelle King,

Absent: (0)

B. Resolution No. 2024-192 Approving a Letter of Agreement with the IAFF, International Association of Fire Fighters, and authorizing the City Manager to sign on behalf of the City.

Council Member Sweet moved to Approve Resolution No. 2024-192 Approving a Letter of Agreement with the IAFF, International Association of Fire Fighters, and authorizing the City Manager to sign on behalf of the City. Mayor Pro-Tem Wilcoxon seconded the motion.

Yes: (7) Michelle King, Evan Sweet, Roland Tooson, Desirae Simmons, Steve Wilcoxon, Nicole Brown, Patrick McLean

No: 0 None

Absent: (0)

C. Resolution No. 2024-193 designating the Youth Arts Alliance project for the property located at 326 E Michigan Ave as meeting the intent of the Community Benefits Ordinance and authorizing that the process be waived.

Council Member Tooson moved to Approve Resolution No. 2024-193 designating the Youth Arts Alliance project for the property located at 326 E Michigan Ave as meeting the intent of the Community Benefits Ordinance and authorizing that the process be waived. Council Member King seconded the motion.

Yes: (7) Michelle King, Evan Sweet, Roland Tooson, Desirae Simmons, Steve Wilcoxon, Nicole Brown, Patrick McLean

No: 0 None

Absent: (0)

D. Resolution No. 2024-194 appointing NON-resident Cornelius Williams to the Police Advisory Commission.

Council Member Tooson moved to Approve Resolution No. 2024-194 appointing NON-resident Cornelius Williams to the Police Advisory Commission. Council Member King seconded the motion. The motion failed upon a roll call vote as follows:

Yes: (3) Michelle King, Desirae Simmons, Steve Wilcoxen
No: 4 Evan Sweet, Roland Tooson, Nicole Brown, Patrick McLean
Absent: (0)

E. Resolution No. 2024-195 appointing resident Jane Munro to the Human Relations Commission.

Council Member McLean moved to Approve Resolution No. 2024-195 appointing resident Jane Munro to the Human Relations Commission. Council Member Tooson seconded the motion.

Yes: (4) Evan Sweet, Roland Tooson, Nicole Brown, Patrick McLean
No: (3) Michelle King, Desirae Simmons, Steve Wilcoxen
Absent: (0)

F. Resolution No. 2024-196 appointing resident John Paul Myers to the Human Relations Commission.

Council Member Sweet moved to Approve the Resolution No. 2024-196 appointing resident John Paul Myers to the Human Relations Commission. as presented. Council Member Tooson seconded the motion.

Yes: (4) Evan Sweet, Roland Tooson, Nicole Brown, Patrick McLean
No: 3 Michelle King, Desirae Simmons, Steve Wilcoxen
Absent: (0)

Council Member Tooson moved to remove Items G and H, because there are only 2 spots available on the Human Relations Commission, and Council just appointed two members with the previous resolutions. Council Member Sweet seconded the motion.

Yes: (4) Evan Sweet, Roland Tooson, Nicole Brown, Patrick McLean
No: 3 Michelle King, Desirae Simmons, Steve Wilcoxen
Absent: (0)

G. Resolution No. 2024-197 appointing resident Bekah Whitehed to the Human Relations Commission.

This item was removed from the Agenda.

H. Resolution No. 2024-198 appointing resident Ravyn Kalfayan to the Human Relations Commission.

This item was removed from the Agenda.

I. Resolution No. 2024-200 waiving the permit fees in the amount of \$735 for Love Washtenaw's "Conscious Music Fest" on September 14, 2024.

Council Member Simmons moved to Amend Resolution No. 2024-200 waiving the permit fees in the amount of \$735 for Love Washtenaw's "Conscious Music Fest" by amending the amount to be less the credit card fees. Council Member McLean seconded the motion.

Yes: (7) Michelle King, Evan Sweet, Roland Tooson, Desirae Simmons, Steve Wilcoxen, Nicole Brown, Patrick McLean
No: 0 None
Absent: (0)

Council Member McLean moved to Approve Resolution No. 2024-200 waiving the permit fees in the amount of \$735 for Love Washtenaw's "Conscious Music Fest" on September 14, 2024. as amended. Council Member Tooson seconded the motion. The motion failed upon a roll call vote as follows:

Yes: (3) Michelle King, Nicole Brown, Patrick McLean
No: 4 Evan Sweet, Roland Tooson, Desirae Simmons, Steve Wilcoxen
Absent: (0)

J. Short Term Rental Discussion

Mayor Pro-Tem Wilcoxon moved to create an Ad-Hoc Committee, consisting of Council Members Wilcoxon, McClean, Simmons, and 4 members of the Planning Commission (to be determined at their next meeting) to develop a proposal for an Ordinance on Short Term Rentals. Council Member Simmons seconded the motion.

Yes: (7) Michelle King, Evan Sweet, Roland Tooson, Desirae Simmons, Steve Wilcoxon, Nicole Brown, Patrick McLean

No: 0 None

Absent: (0)

Mayor Pro-Tem Wilcoxon moved to extend the Council meeting to 10:15 p.m. Council Member Sweet seconded the motion.

Yes: (7) Michelle King, Evan Sweet, Roland Tooson, Desirae Simmons, Steve Wilcoxon, Nicole Brown, Patrick McLean

No: 0 None

Absent: (0)

X. BOARD AND COMMISSION - LIAISON REPORTS

A. Police Advisory Commission

Council Member Tooson reported that the next meeting is September 26th at 7 p.m.

B. Human Relations Commission

Council Member King reported that the Commission is now full!

C. Parks and Arts Commission

No update.

D. Sustainability Commission

Council Member Simmons reported that the next meeting will be Monday, in Council Chambers, at 7p.m. On the 16th they will be hosting a community conversation on Resilience Hubs. Earth Day has been moved to March 30th so it can still happen at the Freighthouse.

E. Historic District Commission

Has not met.

F. Planning Commission

Has not met.

G. Zoning Board of Appeals

Has not met.

XI. LIAISON REPORTS

A. SEMCOG Update

Has not met.

B. Washtenaw Area Transportation Study

Has not met.

C. Urban County

No report.

D. Ypsilanti Downtown Development Authority

No report.

E. Friends of Rutherford Pool

Mayor Pro Tem Wilcoxon reported that they had a successful season and there is a meeting next week.

XII. COUNCIL PROPOSED BUSINESS
Council Member Tooson -

- Huge thanks to DPS Director Wessler and the DPS staff for taking care of the issues on First Avenue.

Council Member McLean -

- Toured "Book" Clinic & encourages everyone to do so. It is an important community resource.
- Thank Mayor Pro Tem Wilcoxon for coordinating tours for a different view of the river. With the transformation going on with the removal of the Dam, this is another great resource right in our own backyard.
- MLive suggested that our Clerk was responsible for missing a deadline on petitions, but I support our Clerk and there is a real lack of clarity on the laws for the deadlines on signature verification. More important is the fact that by law, the Clerk has 45 days to validate signatures, managed to do so in less than half that time, right smack in the middle of a Primary Election.

Council Member Sweet -

- Looking forward to the new additions to the Parks and Arts Commission at the next meeting.

Mayor Pro Tem Wilcoxon -

- It was my pleasure take people out on the river to show folks what a free flowing river in our town looks like.
- There will be a virtual site tour for a possible \$7.5 Million grant from the US Fish and Wildlife Service.
- Pointing out the danger of attempting to walk on the Pen Park dam and discouraging those that would try.

Council Member Simmons -

- Requests update on Troy Street enforcement - City Manager Hellenga will consult with Code Enforcement and provide an email update.
- Attended Debbie Dingell Town Hall & learned that State Rep Jimmie Wilson is working on a bill to localize area median income, which would affect housing prices here in Ypsi. There is also work being done on a Housing Bill of Rights which would do things like ban source of income.

Council Member King -

- Question on HRC commissioner who has not taken oath within 10 days. Clerk Boudreau explained that Council would usually just reappoint at a subsequent meeting, but the choice is always theirs. Council Member King asked for more clarity on how to proceed and the process. Clerk Boudreau suggested to extend another 10 days for all unsigned oaths.

Council Member Simmons moved to Approve a resolution extending the deadline an additional ten days for all appointed commissioners who have not yet signed their oath. Mayor Pro-Tem Wilcoxon seconded the motion.

Yes: (7) Michelle King, Evan Sweet, Roland Tooson, Desirae Simmons, Steve Wilcoxon, Nicole Brown, Patrick McLean

No: 0 None

Absent: (0)

Council Member Sweet moved to extend the Council meeting until 10:30 p.m. Council Member Tooson seconded the motion.

Yes: (7) Michelle King, Evan Sweet, Roland Tooson, Desirae Simmons, Steve Wilcoxon, Nicole Brown, Patrick McLean

No: 0 None

Absent: (0)

Council Member King finished her comments by thanking Mayor Pro Tem and Maria Goodrich for spending their holiday morning with us on the river.

XIII. COMMUNICATIONS FROM THE MAYOR

Mayor Brown was scheduled as a panelist for the Dingell Town Hall, but could not attend because of a downed tree in the yard. We all love our trees, but please trim your trees, check your trees! Let's take care of them because I have just learned my lesson!

XIV. COMMUNICATIONS FROM THE CITY MANAGER

- Building and Planning Permits are now available for purchase online.
- Bringing forward a Budget Amendment at the next meeting.

XV. COMMUNICATIONS

XVI. PUBLIC COMMENT (3 MINUTES)

1 Member of the public spoke.

XVII. REMARKS FROM THE MAYOR

XVIII. ADJOURNMENT

A. Resolution No. 2024-199, 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.



DRAFT
September 17, 2024

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

Transfer of Funds to Budget Stabilization Fund Resolution

Whereas the Government Finance Officers Association (GFOA) says "it is essential that governments maintain adequate levels of fund balance to mitigate current and future risks (e.g., revenue shortfalls and unanticipated expenditures) and to ensure stable tax rates," and

Whereas the GFOA recommends, "at a minimum, that general-purpose governments, regardless of size, maintain unrestricted budgetary fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures," and

Whereas the City of Ypsilanti currently has \$2 million in its Budget Stabilization Fund (BSF) which represents approximately 32 days' worth of expenditures; and

Whereas the City of Ypsilanti is expected to finish the fiscal year ending on June 30, 2024 with a surplus in excess of \$1 million; and

Whereas the City of Ypsilanti already has \$13.3 in its general fund balance prior to the close of the fiscal year ending June 30, 2024, \$8.1 of which is Unassigned; and

Whereas the City of Ypsilanti continues to project deficits in the current fiscal year and beyond; and

Whereas a transfer of \$1.2 million from the general fund to the BSF would bring Ypsilanti's BSF to \$3.2 million, or approximately 51 days' worth of expenditures, and this transfer would represent significant movement toward;

Now therefore be it resolved that the Finance Director be directed to transfer \$1.2 million into the city's budget stabilization fund.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



REQUEST FOR LEGISLATION
September 17th, 2024

To: Mayor and City Council
From: Rachel Frye, HR Director
Date: September 11, 2024
Subject: MERS Retirement Conference

SUMMARY/BACKGROUND:

It is requested that the City Council agenda September 17th, 2024, include consideration of a resolution authorizing the attendance of one employee delegate to attend the Municipal Employees' Retirement System (MERS) Conference, scheduled for October 10 – 11, 2024, in Grand Rapids, MI.

MERS requires an election by secret ballot for the employee delegate. The election process was conducted from August 19 to August 23, 2024. Three employees were nominated: Communications Manager Tom Koch, Delonzo Weaver from the Building Inspection Department and, Office Manager David Cantor from Public Services. The results of the election are Tom Koch, Delegate and Delonzo Weaver, Alternate.

The registration fee is \$345.00 per person. Because the MERS Annual Meeting is being held in Grand Rapids, MI, and activities will be held at night, lodging will be necessary at the cost of \$179 a night, plus tax. A two-night stay is required. Therefore, the total amount of funds required to attend the meeting will be \$703 plus tax and mileage reimbursement.

RECOMMENDED ACTION:

It is recommended that the City Council approve the selection of Tom Koch as Delegate and Delonzo Weaver as Alternate to attend the MERS Annual Meeting.

ATTACHMENTS: Proposed Resolution

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: _____



CITY MANAGER COMMENTS:

FINANCE DIRECTOR APPROVAL: _____

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, the Municipal Employees' Retirement System of Michigan covers all full-time City employees excluding Fire and Police Pension system Members, and

WHEREAS, the Municipal Employees' Retirement System is holding its annual meeting October 10-11, 2024, in Grand Rapids, MI and

WHEREAS, the Municipal Employees' Retirement System allows one employee delegate to be appointed by a governing body to attend the conference, and

WHEREAS, this governing body has appointed Tom Koch as Delegate and Delonzo Weaver as Alternate,

THEREFORE, BE IT RERESOLVED, that this employee be appointed as an employee delegate.

OFFERED BY: _____

SUPPORTED BY: _____

YES: 0 NO: 0 ABSENT: VOTE:

I do hereby certify that the above resolution is a true and correct copy of Resolution **2024-208** as adopted by the Ypsilanti City Council, at their meeting held on **September 17, 2024**.

Tracey Boudreau, City Clerk



REQUEST FOR LEGISLATION
September 17th, 2024

To: Mayor and City Council
From: Rachel Frye, HR Director
Date: September 11, 2024
Subject: MERS Retirement Conference

SUMMARY/BACKGROUND:

It is requested that the City Council agenda September 17th, 2024 include consideration of a resolution authorizing the attendance of one officer delegate to attend the Municipal Employees' Retirement System (MERS) Conference, scheduled for October 10 – 11, 2024, in Grand Rapids, MI.

MERS requires a governing body to appoint one officer delegate to attend the conference.

The registration fee is \$345.00 per person. Because the MERS Annual Meeting is being held in Grand Rapids, MI, and activities will be held at night, lodging will be necessary at the cost of \$179 a night, plus tax. A two-night stay is required. Therefore, the total amount of funds required to attend the meeting will be \$703 plus tax and mileage reimbursement per person.

RECOMMENDED ACTION:

It is recommended that the City Council approve the appointment of Tracey Boudreau, City Clerk, Officer Delegate and Bonnie Wessler, Director of the Department of Public Services as the Alternate, to attend the MERS Annual Meeting.

ATTACHMENTS: Proposed Resolution

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: **9/17/2024**



CITY MANAGER COMMENTS:

FINANCE DIRECTOR APPROVAL: _____

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, the Municipal Employees' Retirement System of Michigan covers all full-time City employees excluding Fire and Police Pension system Members, and

WHEREAS, the Municipal Employees' Retirement System is holding its annual meeting October 10-11, 2024, in Grand Rapids, MI and

WHEREAS, the Municipal Employees' Retirement System allows one officer delegate to be appointed by a governing body to attend the conference, and

WHEREAS, this governing body has appointed Tracey Boudreau, City Clerk as an officer delegate and Bonnie Wessler, Director of the Department of Public Services,

THEREFORE, BE IT RERESOLVED, that this employee be appointed as an officer delegate.

OFFERED BY: _____

SUPPORTED BY: _____

YES: 0 NO: 0 ABSENT: VOTE:

I do hereby certify that the above resolution is a true and correct copy of Resolution **2024-209** as adopted by the Ypsilanti City Council, at their meeting held on **September 17, 2024**.

Tracey Boudreau, City Clerk



**Barr,
Anhut &
Associates, P.C.**
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John M. Barr
~~~~~

Jesse O'Jack ~ Of Counsel  
Tobias J. Lipski, ~ Of Counsel  
Jennifer Healy ~ Legal Assistant

**REQUEST FOR LEGISLATION**

DATE: August 16, 2023

FROM: John M. Barr, Ypsilanti Attorney

SUBJECT: Lobbyist contract extension

**SUMMARY/BACKGROUND**

Governmental Consultant Services, Inc. (GCSI), the city lobbyist in Lansing has a one-year retainer contract with the City that is expiring at the end of September, 2023. GCSI is requesting another one-year contract.

A Draft contract for a one-year extension is attached as provided by GCSI.

ATTACHMENTS: Proposed One-year contract

RECOMMENDED ACTION: Consider contract

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DATE RECEIVED: \_\_\_\_\_ AGENDA ITEM NO.

CITY MANAGER COMMENTS:

FOR AGENDA OF: \_\_\_\_\_ FINANCE DIR. APPROVAL

COUNCIL ACTION TAKEN:

RESOLUTION TO APPROVE ONE-YEAR CONTRACT  
WITH GOVERNMENTAL CONSULTING SERVICES, INC.

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

A contract with Governmental Consulting Services, Inc (GSCI) be extended for one year, from October 1, 2024 to September 30, 2025 on the terms set forth in the attached contract, for consideration of \$3,000 per month retainer.

OFFERED BY: \_\_\_\_\_

SUPPORTED BY: \_\_\_\_\_

YES:            NO:            ABSENT:            VOTE:

## GCSI Lobbying Efforts 2023-2024 On Behalf of the City of Ypsilanti

GCSI submitted an infrastructure budget request to address several critical needs within the City of Ypsilanti, focusing on the modernization, repair, and enhancement of city facilities and infrastructure. Below is an overview of the primary budget items included in the request:

### DPS Yard Modernization Study:

The city proposes a \$50,000 investment to conduct a modernization study of the Department of Public Services (DPS) yard. The current facilities—comprising the service garage, salt barn, administrative building, and truck port—are outdated and inadequate to support the maintenance needs of a modern city. Issues such as space constraints, aging infrastructure, and environmental concerns due to the site's historical use as a coal gasification plant pose significant challenges. These factors hinder the city's ability to meet its long-term goals for safe infrastructure, efficient emergency response, and sustainability.

### DPS Yard Emergency Repairs:

An estimated \$500,000 is requested for urgent repairs to essential facilities at the DPS yard. The service garage's roof and supporting knee-walls require immediate attention, and the salt barn and fuel pumps need replacement. Current conditions, including a tarped roof and ice dam damage, compromise the functionality and safety of these critical facilities, necessitating swift repairs.

### Cross Street Bridge Superstructure Replacement:

The Cross Street Bridge, built in 1982, requires a complete replacement of its superstructure due to aging. The project is estimated to cost \$5.9 million for construction, with an additional \$1.8 million allocated for engineering. The city plans to apply for \$3 million from the State's bridge program and will seek federal funding to cover the remaining costs.

### Frog Island Parking Lot and B2B Trailhead Improvements:

A \$1 million budget is proposed for the reconstruction and resurfacing of the Frog Island parking lot, which serves the Depot Town commercial area and nearby recreational spaces. This project includes installing additional lighting and enhancing stormwater management, thereby improving accessibility and parking availability for both commercial and recreational users.

### Other Infrastructure Considerations:

While this budget request primarily focuses on infrastructure and roads, the city notes that several facilities have required emergency repairs in recent years. Acknowledging the "well-loved" condition of these facilities, the city remains open to broader discussions about future facility needs and potential upgrades.

#### Outcome of GCSI Efforts:

GCSI successfully secured an earmark of \$3 million to help address these infrastructure needs. Additionally, GCSI provided invaluable assistance in obtaining funding from the Michigan Department of Environment, Great Lakes, and Energy (EGLE) for the Peninsular Paper Dam removal project. The firm has also been actively engaged with the city and county on issues related to the Water Street development.

This revised report provides a clearer and more concise overview of the City of Ypsilanti's infrastructure budget request and the successful lobbying efforts by GCSI on behalf of the city.



REQUEST FOR LEGISLATION  
**September 17<sup>th</sup>, 2024**

To: Mayor and City Council  
From: Tracey Boudreau, City Clerk  
Date: September 13, 2024  
Subject: Request for Approval of Contract Election Employee

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**SUMMARY/BACKGROUND:**

Additional assistance is always needed to facilitate an election. The Clerk's office has been utilizing two experienced individuals to help with all the Elections work. One has a full-time job and is usually only available after 4pm. The second person has informed me that she will be unavailable as of October 1<sup>st</sup>.

The November General Election will be much more demanding than the Primary in August and we will need additional support. My daughter, Molly Boudreau, worked as a Voting Assistant for me while I was Deputy in Dearborn. She is QVF certified, can register voters, receive applications and ballots, issue ballots, and can assist on Election Day.

Pursuant to Section 11.05 of our Charter, regarding anti-nepotism, for me to hire my daughter in any capacity would require a unanimous vote of Council. Therefore, I respectfully request that you consider my request and unanimously vote to hire my daughter as a contract employee for Elections.

**RECOMMENDED ACTION:**

It is recommended that the City Council unanimously vote to hire Molly Boudreau, daughter of the City Clerk, as a contract employee for Elections.

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**ATTACHMENTS:** Proposed Resolution

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CITY MANAGER APPROVAL: \_\_\_\_\_ COUNCIL AGENDA DATE: 9/17/24



CITY MANAGER COMMENTS:

FINANCE DIRECTOR APPROVAL: \_\_\_\_\_

**RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:**

WHEREAS, Section 11.05 of the City Charter requires a unanimous Council vote to hire the child of an appointed official or Department Head, and

WHEREAS, the City Clerk needs additional Election support and her daughter, Molly Boudreau, is qualified to perform the work, and

THEREFORE, BE IT RERESOLVED, that the Clerk be authorized to hire her daughter, Molly Boudreau, as contract Election support.

OFFERED BY: \_\_\_\_\_

SUPPORTED BY: \_\_\_\_\_

YES: 0      NO: 0      ABSENT:      VOTE:

I do hereby certify that the above resolution is a true and correct copy of Resolution **2024-210** as adopted by the Ypsilanti City Council, at their meeting held on **September 17, 2024**.

\_\_\_\_\_  
Tracey Boudreau, City Clerk