CITY OF YPSILANTI
REGULAR CITY COUNCIL MEETING
Tuesday, August 18, 2026 @ 7:00 PM
Council Chambers
One South Huron, Ypsilanti, MI 48197
Launch Meeting - Zoom

I. CALL TO ORDER

II. ROLL CALL

III. A MOMENT TO CENTER AND FOCUS

IV. AGENDA APPROVAL

V. PUBLIC COMMENT - 60 MINUTES TOTAL (3 MINUTES/EACH SPEAKER)

VI. PRESENTATIONS

A. Vacancy Tax/Registration Fees Presentation by Jasmine Kaltenbach of MI Home Rule Project and Mia Loseff of Local Progress.

VII. ORDINANCES FIRST READING

A. Ordinance No. 1470 – "An ordinance to amend Chapter 106, Article V, Section 106-454(b) of the Code of Ordinances to adjust water service rates within the City of Ypsilanti."
Public Hearing Resolution No. 2026-182, close the public hearing.
Resolution No. 2026-181, determination.

B. Ordinance No. 1471 – "An ordinance to amend Chapter 106, Article V, Section 106-455(a) of the Code of Ordinances to adjust sewage disposal service rates within the City of Ypsilanti."
Public Hearing Resolution No. 2026-184, close the public hearing.
Resolution No. 2026-183, determination.

VIII. CONSENT AGENDA

A. Resolution No. 2026-185 Approving all items on the Consent Agenda.

B. Resolution No. 2026-186 Approving the minutes of the regular meeting of July 21, 2026.

C. Postponed Resolution No. 2026-144 Approving the new collective bargaining agreement between the City of Ypsilanti and the TPOAM, for the term terminating on June 30, 2030, as presented and authorizing the Mayor, City Manager, and City Clerk

to execute the agreement on behalf of the city, after approval by the City Attorney as to form.

D. Resolution No. 2026-187 Approving the tying of teal ribbons in the business districts during the month of September for "Tie the Town Teal" to bring awareness to Ovarian Cancer.

E. Resolution No. 2026-188 Appointing Residents Matt Jones, Barry Larue, Erika Lindsey, Hannah McCready, Paul Schreiber, and Anne Stevenson to the HDC Study Committee for Amendment to Ypsilanti's Local Historic District, until completion of the study.

F. Resolution No. 2026-189 Appointing Resident Kidus Hiwot to the Planning Commission, with a term ending July 1, 2029.

G. Resolution No. 2026-190 Approving the request of Maniacal Mead Co., located at 15 E Cross Street, for a Social District License, contingent on the approval of Maniacal Mead Co's request for a local liquor license.

H. Resolution No. 2026-191 Approving the request of ACE Pyro, LLC for a Pyrotechnics Permit for the Fall 2026 Football season at EMU, subject to approval by the Fire Department.

IX. RESOLUTIONS/MOTIONS/DISCUSSIONS

A. Resolution No. 2025-193, approving a Small Wine Maker Off-Premises Retailer Permit, with outdoor seating, dance and a social district, for Maniacal Mead Co., for use at 15 E Cross St.
Public Hearing Resolution No. 2025-194, closing the public hearing.

B. Postponed Resolution No. 2026-179 Adopting the fee schedule pursuant to the Ypsilanti City Code, and the following fees relating to various sections of the City Code and activities of the City are hereby established, and the various City Departments are authorized to charge and collect such fees, effective immediately.

C. Resolution No. 2026-195 Approving, upon Second Reading, Ordinance No. 1466 amending the Zoning Map to rezone the property located at 424 S. Mansfield (Parcel No. 11-11-39-340-003) from PMD – Production, Manufacturing & Distribution to GC – General Corridor.

D. Resolution No. 2026-196 Approving the second and final reading of Ordinance No. 1467, entitled "Walk-Up Window Zoning Text Amendment".

E. Resolution No. 2026-197 Awarding a professional services contract for the Comprehensive Master Plan Update to SmithGroup in the amount of $96,900, and authorizing the City Manager to execute the contract on behalf of the City, following review and approval as to form by the City Attorney.

F. Resolution No. 2026-198 Approving the Park Restroom Renovation Project at Parkridge Park, Riverside Park, Prospect Park, and Candy Cane Park and authorizing staff to competitively bid the work; also authorizing to utilize funding from CDBG and to release an RFP for the project.

G. Resolution No. 2026-199 Appointing a voting delegate and an alternate delegate for the Michigan Municipal League Annual Convention to be held in Traverse City, Michigan, October 7-9, 2026.

H. Resolution No. 2026-200 Awarding a contract for Frog Island Parking Lot Replacement Construction Services to OHM in the amount of $142,825; also authorizing the Mayor and City Clerk to sign the contract, subject to approval by the City Attorney, and that any change orders may be approved by the City Manager.

I. Resolution No. 2026-201 Awarding a contract for Prospect Road Bridge Design - Superstructure Replacement to OHM in the amount of $305,860; also authorizing the Mayor and City Clerk to sign this contract, subject to approval by the City Attorney, and that any change orders may be approved by the City Manager to facilitate completion of this work.

J. Resolution No. 2026-202 Awarding the 2026 Janitorial Services contract to Facilities 360 for an annual cost of $59,400 and authorizing the City Manager to sign the contract documents and any change orders, subject to approval by the City Attorney.

K. Resolution No. 2026-203 Adopting the Special Events Policy.

L. Resolution No. 2026-203 Adopting the proposed Parks & Events Fee Schedule.

M. Resolution No. 2026-205 Approving the proposed Freighthouse Fee Schedule.

N. Resolution No. 2026-206 Approving an amendment to the contract with OHM to add additional design, survey, and permitting services in the not to exceed amount of $38,200, bringing the new total to $278,760; also authorizing the Mayor and City Clerk to sign this contract amendment, subject to approval by the City Attorney.

O. Resolution No. 2026-207 Awarding a contract for underground storage tank pump conversion, upgrades to the key reader at DPW, and upgrading the DPW and Fire Veeder-Root monitoring systems to R.W. Mercer in the total amount of $73,638.

P. Resolution No. 2026-208 either approving or denying the FOIA appeal of Alexander Munro, regarding 24 N. Huron St permit records.

Q. Submitting FOIA appeal of Alexander Munro, regarding Solid Waste.

R. Submitting FOIA Appeal of Alexander Munro, regarding FOIA 26-172 fees.

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

A. Submitting correspondence related to the two Proposed Charter Amendments, via Initiative Petition.

XVI. PUBLIC COMMENT - CONTINUED (3 MINUTES/EACH SPEAKER)

XVII. ADJOURNMENT

A. 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.

LOCAL PROGRESS IMPACT LAB

Decreasing Vacancies: Strategies to Consider

Ypsilanti, MI - August 2026

Hello!



Mia Loseff

Local Progress

she/her

San Antonio, TX



Jasmine Kaltenbach

Home Rule Project

she/her

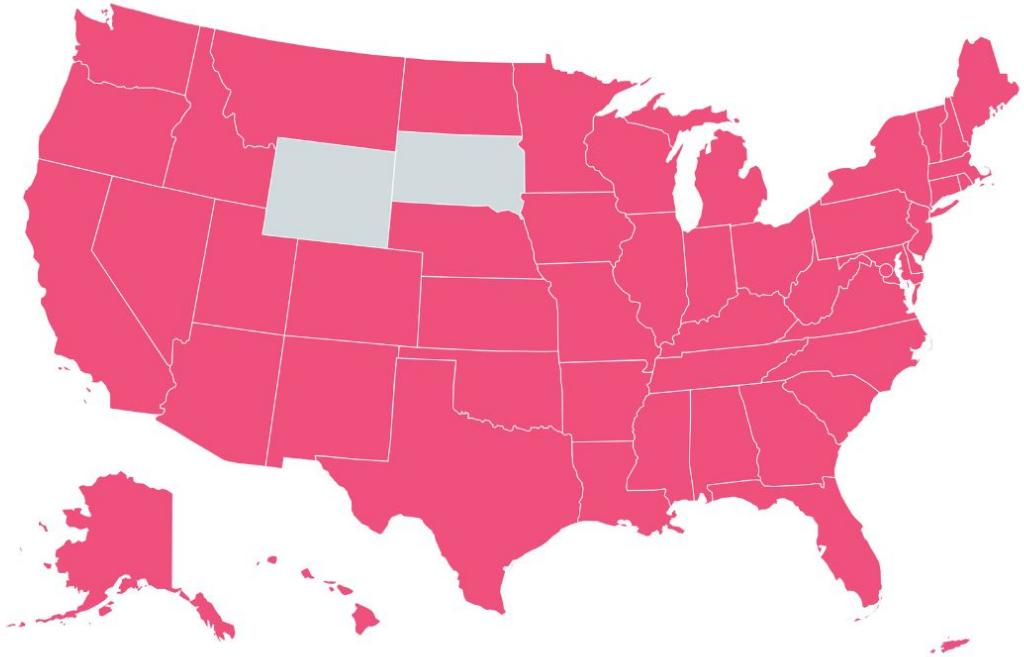
Detroit, MI

Who we are

The **Local Progress Impact Lab** brings together local leaders, partners, and issue experts to build the knowledge, skills, and leadership needed to advance racial and economic justice at the local level.



OUR NETWORK



NEARLY

1,800 MEMBERS

47 STATES

+ WASHINGTON, D.C.
AND PUERTO RICO

Agenda

- Defining vacancy tax/fees
- What issues can a vacancy tax/fee solve for?
- Case studies
  - Lakewood, CO
  - Portland, ME
  - Minneapolis, MN
  - Vancouver, B.C.



Defining Vacancy Tax / Fees

- Applicability
  - Vacant lots
  - Vacant homes (residential)
  - Vacant commercial buildings (including vacant storefronts)
- Increased tax rate
  - Escalating annual increases for each year kept vacant
  - Annual fee charged
- Different classifications of “vacant”
  - Units empty for certain percentage of the year or total annual days empty

Identifying Goals of a Vacancy Tax / Fee

Why are these policies important? What issue are they aiming to solve?

- Reducing the number of vacant properties and/or vacant lots
  - Reducing unwanted / unsafe activities at those properties
- Increasing the tax base of a jurisdiction
- Bringing more units + lots into utilization so they can be used for housing / community centers / green space / businesses
  - Some jurisdictions specifically target residential or commercial with their vacancy tax

Identifying Goals of a Vacancy Tax / Fee

Why are these policies important? What issue are they aiming to solve?

- Penalizing negligent owners
  - Often tied to properties that have fallen into disrepair, with subgoals around rehab
  - Out of town owners
- Penalizing speculative land ownership practices
  - For property owners that year after year keep their property empty instead of renting/leasing/occupying in hopes that the value of the property will increase
- Helping interested property owners find tenants (commercial + residential)

The point is almost never to tax owners (generate revenue), the point is to activate the spaces.

Case Studies

Lakewood, CO: Vacant Property Fees

- $700 registration fee every six months, required after building is vacant for 30 days
  - Commercial and non-residential buildings
- Services response fee ($800) added when emergency services are called to the property
  - Police, fire, code enforcement resources - were being used much more on vacant properties than occupied ones, so they added an extra fee

Lakewood, CO: Vacant Property Fees

- Properties actively for sale are exempt
- **Lakewood Reinvestment Authority** offers a revolving loan fund to pay for the cost of demolition - once the property sells, the city is repaid
    - Part of larger “Distressed Property Program”, vacant Blue Sky motel now owned by city has been demolished with materials recycled

Portland, ME - Vacant Storefront Ordinance

- Ground-level commercial spaces **in pedestrian zones** pay escalating fines
  - Once vacant for 6 months, owners have 30 days to register
  - $500 for every 6 months vacant
  - Up to $7,500 (10 years) - additional $1,000 every year after

Exemptions:

- Vacancy fines waived if owners allow art in storefront window
  - Paid for by City of Portland
- 180 day **Temporary Use Permit** available for pop-ups in unit and/or storefront window

Portland, ME - Vacant Storefront Ordinance

- Additional support
  - City connects commercial property owners to prospective commercial tenants
  - City offers interest-free loans (up to $20,000) to improve facades, lighting, entryway upgrades, signs



Goal: activate commercial units

Minneapolis, MN: Vacant Building Registry

- $24,000 annual fee for vacant residential buildings
- Owners have **two years** to rehabilitate or sell their vacant building
    - After two years, city fines every unresolved code violation up to $2,000 / month
- $150/month fee to cover proactive inspections for long-term vacant properties



Vancouver, B.C.: Empty Homes Tax



- Applies to individual units, not just entirely vacant buildings
  - Units exempted if owner-occupied or rented for 6 months of year
- 3% annual tax rate
  - Initially 1% tax rate, gradual increase
- Since 2017: $194M for affordable housing
- Reduced vacant homes by 67%

Lessons Learned / Takeaways

- These policies are most effective when you have a clear understanding of the types of vacancies in your locality
    - Lots vs buildings? Locally owned? City owned? Out of state owner? On the market? Reason for vacancy?
- Compounding, escalating fines are a strong tool to target speculative behavior
    - Make it really expensive to sit on land
- To activate vacant spaces, it is important to both incentivize new tenants/owners & penalize existing vacancies

Lessons Learned / Takeaways

- Residential vacancies are hard to justify in any landscape with high housing demand
- Vacant land is the worst case scenario in terms of land use options
    - Community is missing out on **anything else** that could go in that space (park, housing, garden)



Adjacent Strategies to Consider

- **Escalation + Receivership**: after x amount of years vacant and x amount of attempts to contact property owner, the jurisdiction takes it over
    - Baltimore's In Rem Foreclosure process - allows the city of Baltimore to foreclose on the liens on a vacant lot or building where the value of the liens exceeds the assessed value of the property.
        - Liens such as: unpaid property taxes, environmental citations, water bills, etc
- **"Repeat Offender"**: if a given property owner has too many vacant properties with outstanding fines, owner loses certificate of occupancy

Adjacent Strategies to Consider

- **Land value tax**: taxing the land itself rather than anything built on the land
  - Single family home = same tax as empty lot, discourages land hoarding / speculation
- **Incentives for Timely Occupancy**: local funds available to owners who activate their vacant property within a certain amount of time
- **Adaptive Reuse:** identifying and converting existing, underutilized (or unused) buildings into residential units
  - Detroit: Institutional Adaptive Building Reuse made possible with loans from MI Economic Development Corporation, TIF and city funds

Start of Jasmine slides

REQUEST FOR LEGISLATION
August 18, 2026

For: Mayor and City Council

From: Tracey Boudreau, City Clerk

Subject: Ordinance No. 1470 – "An ordinance to amend Chapter 106, Article V, Section 106-454(b) of the Code of Ordinances to adjust water service rates within the City of Ypsilanti."
Public Hearing Resolution No. 2026-182, close the public hearing.
Resolution No. 2026-181, determination.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:
1. 2026 City Water Sewer Rate Change Request (7.22.2026)
2. Budget Highlights 2026-2027 (City Version)
3. ORD No 1470 Resolution
4. Resolution No 2026- Close PH Water
5. Ypsi City 2026 W Rate Ordinance Effective 09-01-26

CITY MANAGER APPROVAL: COUNCIL AGENDA DATE: August 18, 2026

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:

Dedicated to Providing Top Quality, Cost Effective, and
Environmentally Safe Water and Wastewater Services to Our Customers

YPSILANTI COMMUNITY UTILITIES AUTHORITY

2777 STATE ROAD
YPSILANTI, MICHIGAN 48198-9112
TELEPHONE: 734-484-4600
WEBSITE: www.ycua.org

July 22, 2026

VIA EMAIL

Ms. Tracey Boudreau, Clerk
CITY OF YPSILANTI
One South Huron Street
Ypsilanti, Michigan 48197-5400

Re: **Water and Sewer Rate Changes**

Dear Clerk Boudreau:

Please be advised that the Board of Commissioners of the Ypsilanti Community Utilities Authority (YCUA) approved a recommendation to the City Council to decrease the water and readiness-to-serve rate by 7.00% at their regular meeting on June 24, 2026. At the same meeting, the YCUA Board also approved a recommendation to the City Council to increase the sewer and readiness-to-serve rate by 2.00%. The combined effect of these rate adjustments will be a 3.52% decrease in a City Division customer's bimonthly bill. The Great Lakes Water Authority's (GLWA) increase to the Authority was 5.63%, which took effect on July 1, 2026. The ordinances needed to approve these recommendations are attached, along with the supporting documentation.

The Authority's 2026/2027 annual budget and proposed rates reflect a continued commitment to investing in our system's infrastructure while managing a declining fund balance and the implementation of a new water rate methodology. Increased GLWA, maintenance supplies, and professional service costs contribute to most of the increases in the 2026/2027 budget. Overall expenditures are estimated to increase by $0.59 million (~1.2%) over the 2025/2026 budget, with many budgeted items being reduced to minimize the overall impact.

Please place these items on the City Council's agenda for their consideration at the August 18 and September 1, 2026, meetings. Please also forward the supporting material attached for their use in considering these ordinance adoption requests.

Please contact me with any questions or concerns regarding this information by email at lblackburn@ycua.org or by phone at 734-484-4600 ext. 116.

Sincerely,

LUTHER BLACKBURN, Executive Director
Ypsilanti Community Utilities Authority

Enclosures
cc w/encl.: YCUA Board of Commissioners
Mr. Andrew Hellenga, City of Ypsilanti
Mr. Matthew T. Jane, Pear Sperling Eggan & Daniels, P.C
Mr. Dwayne Harrigan, YCUA
Ms. Gail M. Thomas, YCUA
Ms. Olga Kharin, YCUA

ORDINANCE NO. 2026 –_____

An ordinance to amend Chapter 106, Article V, Section 106-454(b) of the Code of Ordinances to adjust water service rates.

BE IT ORDAINED BY THE CITY OF YPSILANTI, that:

Chapter 106, Article V, Section 106-454(b) of the Code of Ordinances is amended as follows:

(b) For all billings rendered prior to September 1, 2026, existing water service rates shall prevail. For all billings rendered on or after September 1, 2026, water service rates shall be as follows, for each bimonthly (two-month) period:

(1) **Readiness-to-serve rates based on size of meter:**

Meter Size (inch)	Water Rate
5/8-3/4	$ 21.72
1	$ 54.30
1-1/2	$ 108.59
2	$ 173.74
3	$ 542.94
4	$ 1,085.87
6	$ 2,171.75
8	$ 3,800.56
10	$ 5,972.30
12	$ 7,058.18

(2) **Commodity rate:** $6.21 per 100 cubic feet

* * * * * * * * * *

This Ordinance shall take effect and be in full force upon publication in the _____.

MADE, PASSED AND ADOPTED BY THE YPSILANTI CITY COUNCIL THIS _____ DAY OF _____, 2026.

_____
Nicole Brown, Mayor

_____
Tracey Boudreau, City Clerk

ATTEST

I do hereby confirm that the above Ordinance No. 2026-_____ was published in the _____ on the _____ day of _____, 2026.

ORDINANCE NO. 2026 –_____

An ordinance to amend Chapter 106, Article V, Section 106-455(a) of the Code of Ordinances to adjust sewage disposal rates.

BE IT ORDAINED BY THE CITY OF YPSILANTI, that:

Chapter 106, Article V, Section 106-455(a) of the Code of Ordinances is amended as follows:

(a) For all billings rendered prior to September 1, 2026, existing sewage disposal rates shall prevail. For all billings rendered on or after September 1, 2026, sewage disposal rates shall be as follows for each bimonthly (two-month) period:

(1) **Readiness-to-serve rates based on size of meter:**

Meter Size (inch)	Sewer Rate
5/8-3/4	$ 20.83
1	$ 52.06
1-1/2	$ 104.11
2	$ 166.58
3	$ 520.58
4	$ 1,041.15
6	$ 2,082.32
8	$ 3,644.06
10	$ 5,726.37
12	$ 6,767.54

(2) **Commodity rate:** $3.72 per 100 cubic feet

* * * * * * * * * *

This Ordinance shall take effect and be in full force upon publication in the _____.

MADE, PASSED AND ADOPTED BY THE YPSILANTI CITY COUNCIL THIS _____ DAY OF _____, 2026.

_____
Nicole Brown, Mayor

_____
Tracey Boudreau, City Clerk

ATTEST

I do hereby confirm that the above Ordinance No. 2026-_____ was published in the _____ on the _____ day of _____, 2026.

YCUA City Division

	water	sewer	Total
Current			
Ready to Service	$23.35	$20.42	$43.77
Commodity rate (per unit)	$6.68	$3.65	$10.32

Average User residential

10 units(7,480 gallons) per 2 month billing cycle

	water	sewer	Total
Ready to Service	$23.35	$20.42	$43.77
10 units	$66.77	$36.46	$103.23
Total	$90.13	$56.88	$147.00

Effect on average city customers with a proposed 7.00% water rate decrease, a sewer rate increase of 2.00%. Combined effect is a -3.52% decrease.

	water	sewer	Total
PROPOSED: September 01, 2026			
Ready to Service	$ 21.72	$ 20.83	$42.54
Commodity rate (per unit)	$ 6.21	$ 3.72	$9.93

Average User residential (proposed)

10 units(7,480 gallons) per 2 month billing cycle

	water	sewer	Total
Ready to Service	$21.72	$20.83	$42.54
10 units	$62.10	$37.19	$99.29
Total	$83.82	$58.01	$141.83
Increase in bill			-$5.17
Percent Change	-7.00%	2.00%	-3.52%

YPSILANTI COMMUNITY UTILITIES AUTHORITY

2777 STATE ROAD
YPSILANTI, MICHIGAN 48198-9112
TELEPHONE: 734-484-4600
WEBSITE: www.ycua.org

2026-27 Budget Highlights

The Authority's 2026/2027 annual budget reflects a continued commitment to investing in our system's infrastructure while managing a declining fund balance and the implementation of a new water rate methodology. Revenue is estimated to be $52.97 million with expenditures of $51.98 million (*includes depreciation but does not include debt service*). Please find below various highlights and factors that the Authority considered in developing this year's annual budget.

- Water sales demonstrate a relatively flat consumption over the last 5 years (usage in MCF or 1000 cubic feet):

Fiscal Year	Sales (MCF)	% Change from Prior Year	Purchased	% Change from Prior Year	Water Loss (%)
2021	461,623	-1.50%	478,318	-1.18%	2.02%
2022	478,329	3.62%	504,391	5.45%	8.48%
2023	472,151	-1.29%	491,830	-2.49%	2.75%
2024	456,602	-3.29%	469,603	-4.52%	-0.54%
2025	463,828	1.58%	494,176	5.23%	7.60%
	Current YTD	-1.6%			

- Based upon year-to-date usage, we are projecting 2026 water usage to come in at 454,000 MCF.

- Increased GLWA, maintenance supplies, and professional service costs contribute to most of the increases in the 2026/2027 budget. Overall expenditures are estimated to increase by $0.59 million (~1.2%) over the 2025/2026 budget, with many budgeted items being reduced to minimize the overall increase. GLWA increased YCUA's water service charges by 5.63%, which will become effective July 1, 2026.

- Planned capital acquisitions include the following:

Merritt Generator	$500,000
Road Repairs	$750,000
Fleet Vehicles	$400,000
WWTP Improvements	$1M (Grit Scum System & EQ Basin Repairs)
WW Pump Stations	$850,000

- Current and upcoming capital improvement projects include (~$26.9M):

Clark Road Pump Station Improvements – Township (construction phase) ~ $1.59M
Ellsworth Storage Tank Improvements – Township (construction phase) ~ $0.87M
Water Meter Upgrades – Township Phase I (construction phase) ~ $2.67M

Water Meter Upgrades – City (construction phase) ~ $2.28M
Primary Switchgear Replacement – WRRF (construction phase) ~ $3.92M
Harriet Street Phase II Water Main Replacement – City (construction phase) ~ $0.92M
West Primary Tanks Mechanism Replacement – WRRF (bidding phase) ~ $4.5M
Solids Process Building Electrical Upgrades – WRRF (bidding phase) ~ $6.5M
Lead Service Line Replacement (design phase)
City of Ypsilanti ~ $2,625,000
Charter Township of Ypsilanti ~ $1,050,000

- Principal due on debt payments in FY 26/27 is $6.135M. Over the next 5 years, ~ $1.68M worth of debt payments will drop off (City: $0.83M / Twp $0.63M / Shared $0.22M):

FY 26/27	DWRF 7215-01, final payment for $23,953 (City) 2016 Series, final payment for $581,400 (City) 2013 Water, final payment for $193,800 (City)
FY 27/28	DWRF 7174-01, final payment for $126,403 (Twp)
FY 28/29	DWRF 7247-01, final payment for $69,066.68 (Twp) DWRF 7248-01, final payment for $24,556.16(City) DWRF 7249-01, final payment for $9,141.86 (City) DWRF 7263-01, final payment for $16,773.08 (Twp)
FY 29/30	No debt payments drop off
FY 30/31	2003 Water Supply #4, final payment for $385,000 (Twp) CWSRF 5426-01, final payment of $46,000 (Shared) CWSRF 5334-01, final payment of $170,000 (Shared) CWSRF 5336-01, final payment of $32,000 (Twp)

- Upcoming debt payments on current or upcoming capital improvement projects include:

New Debt					
Project Number	*Description*	*Bond Ceiling*	*Amount Drawn*	*Projected Pmts*	*Type*
5678	Aeration Blowers	$ 3,525,000	$ 3,252,292.90	$ 210,000	Regional WRRF
5759	Priamry Switchgear	$ 3,125,000	$ 2,548,727.00	$ 190,000	Regional WRRF
5784	State St Pump Station	$ 3,235,000	$ 2,686,354.76	$ 195,000	Twp Sewer
5787	Headworks Odor Control & UV	$ 10,335,500	$ 9,764,692.00	$ 600,000	Regional WRRF
7729	Harriet St & Meters	$ 2,424,000	$ 50,000.00	$ 140,000	City Water
7902	Harriet St Phase 2	$ 1,140,000	$ -	$ 70,000	City Water
5788	Primary Clarifiers & SB Electrical	$ 11,000,000	$ -	$ 750,000	Regional WRRF
				$ 2,155,000	

- **For the 2026/2027 Budget, we propose a 9.00% increase in water rates and a 2.00% increase in sewer rates for the Township:**

  Township Customers: For an average bill (10 units of usage), the bi-monthly cost would be $118.23. This is an increase of $6.43 per bill or $3.21 per month.

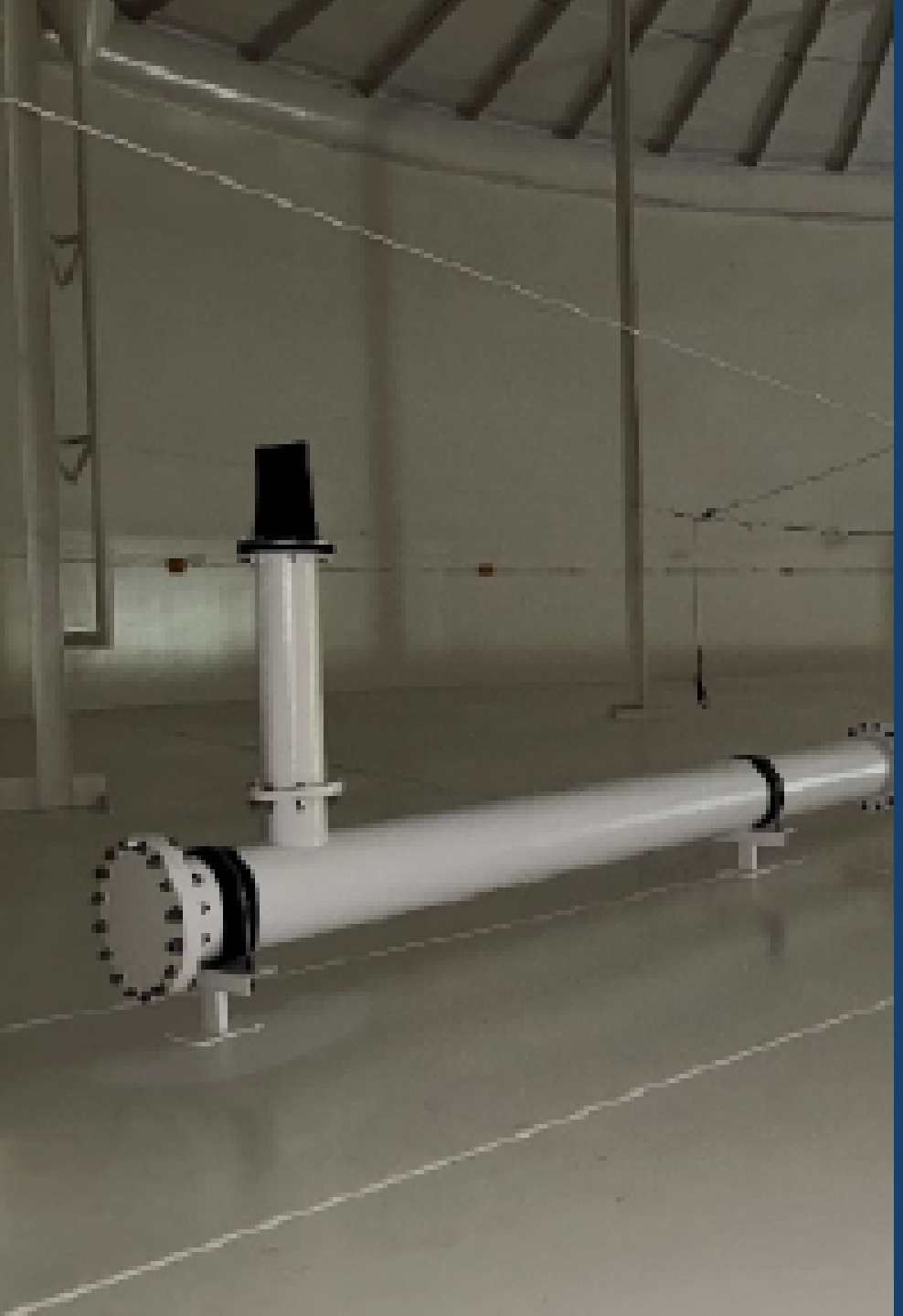
- **For the 2026/2027 Budget, we propose a 7.00% decrease in water rates and a 2.00% increase in sewer rates for the City:**

  City Customers: For an average bill (10 units of usage), the bi-monthly cost would be $141.83. This is a decrease of $5.17 per bill or $2.58 per month.



YPSILANTI COMMUNITY UTILITIES AUTHORITY
Environmental Leaders
YCUA
www.ycua.org

Fiscal Year 2026-27 Budget

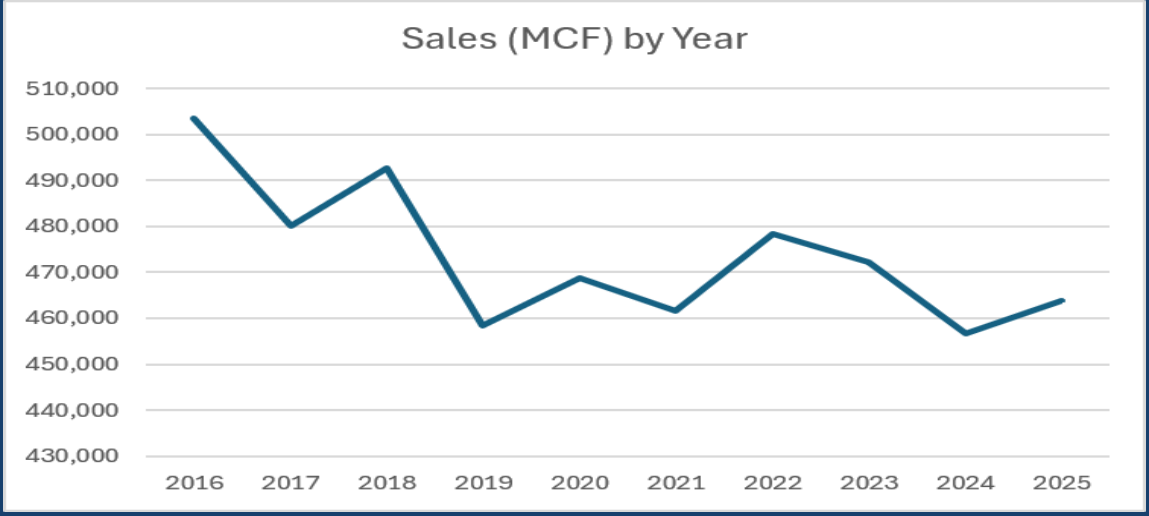


Budget Highlights

- The Authority's 2026/2027 annual budget reflects a continued commitment to investing in our system's infrastructure while managing a declining fund balance and the implementation of a new water rate methodology. Revenue is estimated to be $52.97 million with expenditures of $51.98 million.
- Increased Great Lakes Water Authority (GLWA), maintenance supplies, and professional service costs contribute to most of the increases in the 2026/2027 budget.
- Overall expenditures are estimated to increase by $0.59 million (~1.2%) over the 2025/2026 budget, with many budgeted items being reduced to minimize the overall increase.
- GLWA increased YCUA's water service charges by 5.63%, which will become effective July 1, 2026.

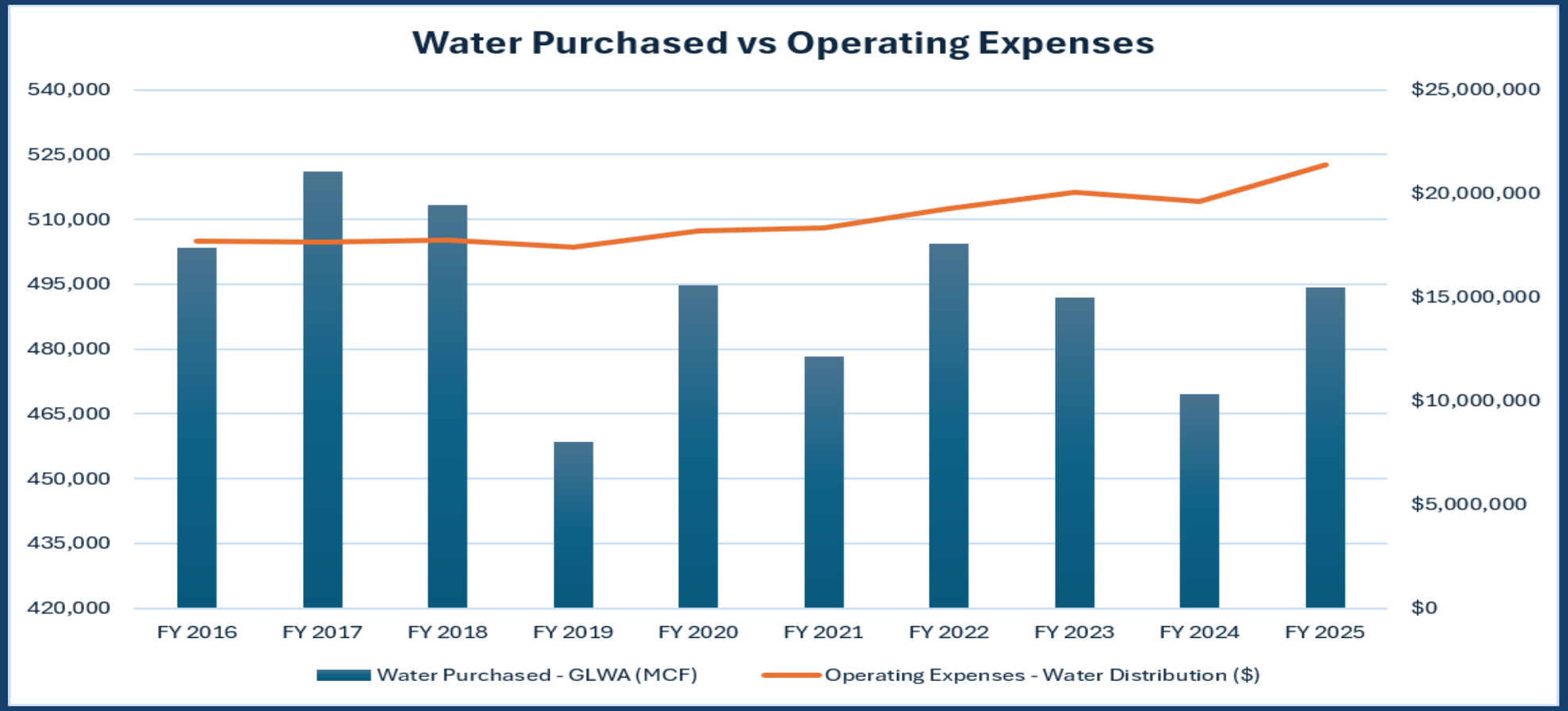
Water Consumption Forecast

Fiscal Year	Sales (MCF)	% Change from Prior Year	Purchased	% Change from Prior Year	Water Loss (%)
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2023	472,151	-1.29%	491,830	-2.49%	2.75%
2024	456,602	-3.29%	469,603	-4.52%	-0.54%
2025	463,828	1.58%	494,176	5.23%	7.60%

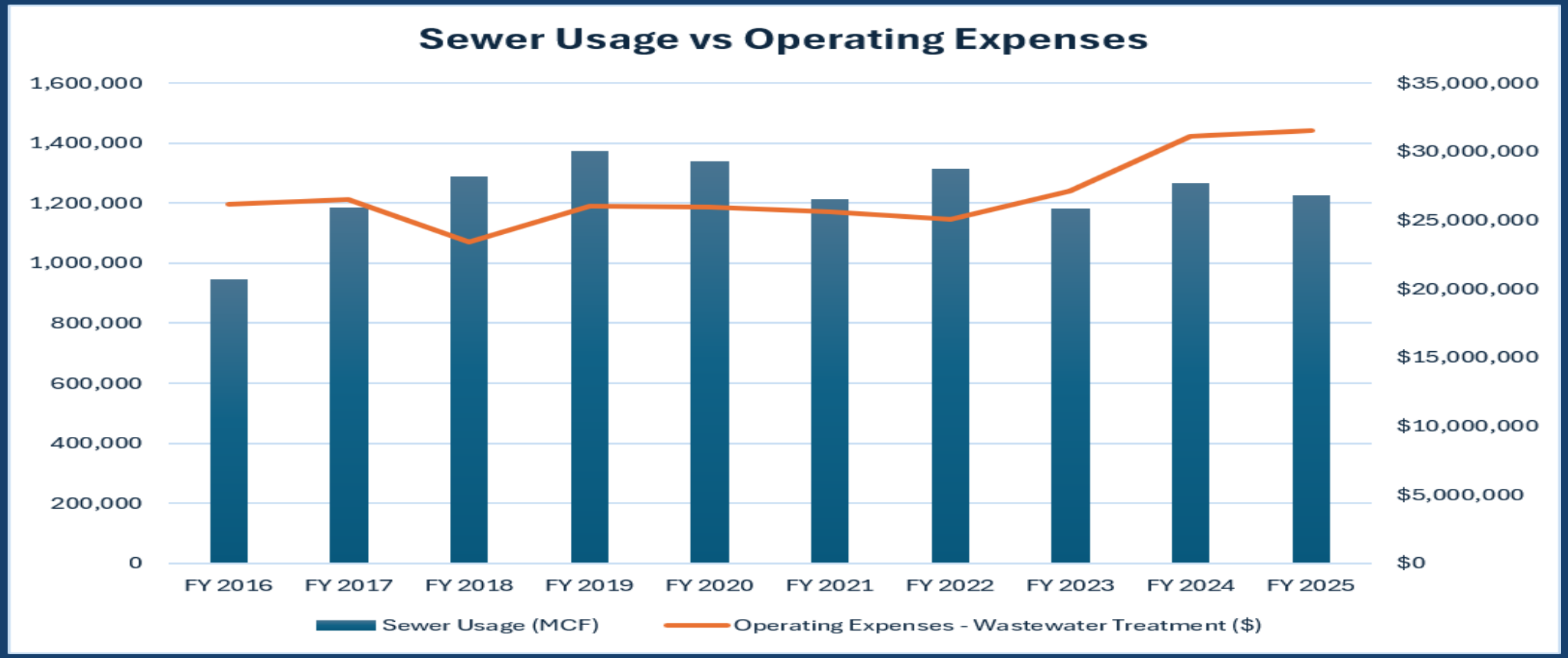


- Water sales demonstrate a relatively flat consumption over the last 5 years (usage in MCF or 1000 cubic feet).
- Additional analysis required on elevated water loss. Loss may be attributed to new GLWA meters.
- Based upon year-to-date usage, we are projecting water usage to come in at 454,000 MCF. Current YTD usage is down 1.6% from last year.

Consumption vs Operating Expenses (Water)



Consumption vs Operating Expenses (Sewer)





Non-Bonded Capital Expenditures

- Planned capital acquisitions include the following:

✓	Road Repairs	$750,000
✓	Fleet Vehicles	$400,000
✓	WW Pump Stations	$850,000
✓	WWTP Improvements	$1M (includes Grit Scum System & EQ Basin Repairs)

Capital Projects

- Current & upcoming capital improvement projects include the following:
  - Water Meters – City (construction phase) ~ $2.28M
  - Switchgear – WRRF (construction phase) ~ $3.92M
  - Harriet Street Phase II – City (construction phase) ~ $0.92M
  - West Primary Tanks – WRRF (bidding phase) ~ $4.5M
  - Solids Process Electrical – WRRF (bidding phase) ~ $6.5M
  - Lead Service Line Replacement (design phase)
    - City of Ypsilanti ~ $2,625,000



Bond Payments

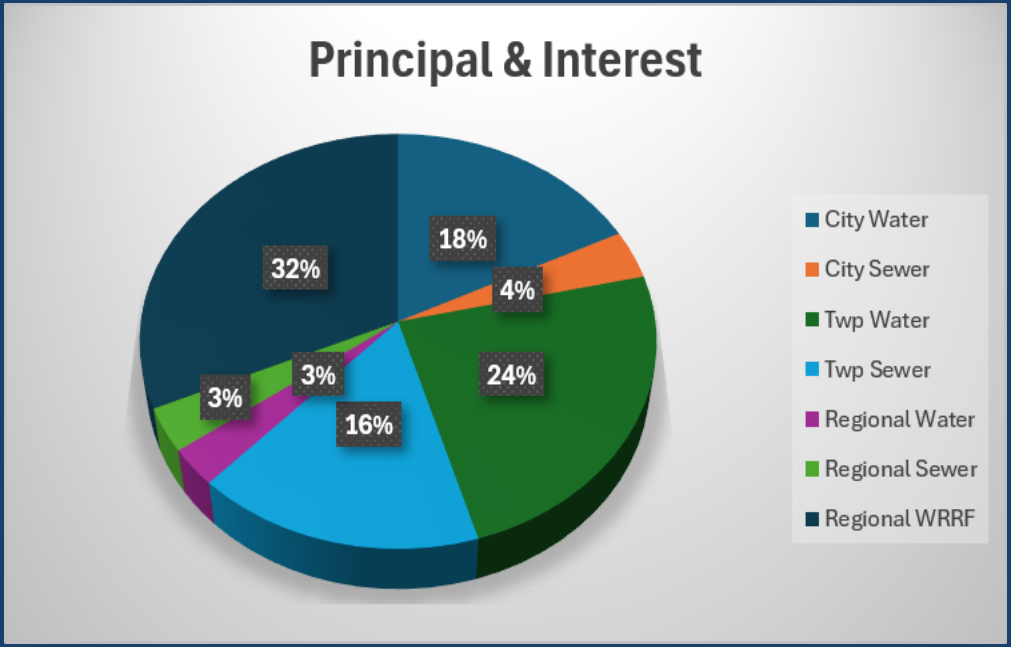
- Principal due on debt payments in FY 26/27 is $6.135M. Over the next 5 years, ~ $1.68M worth of debt payments will drop off (City: $0.83M / Shared $0.22M – City portion $12,100):

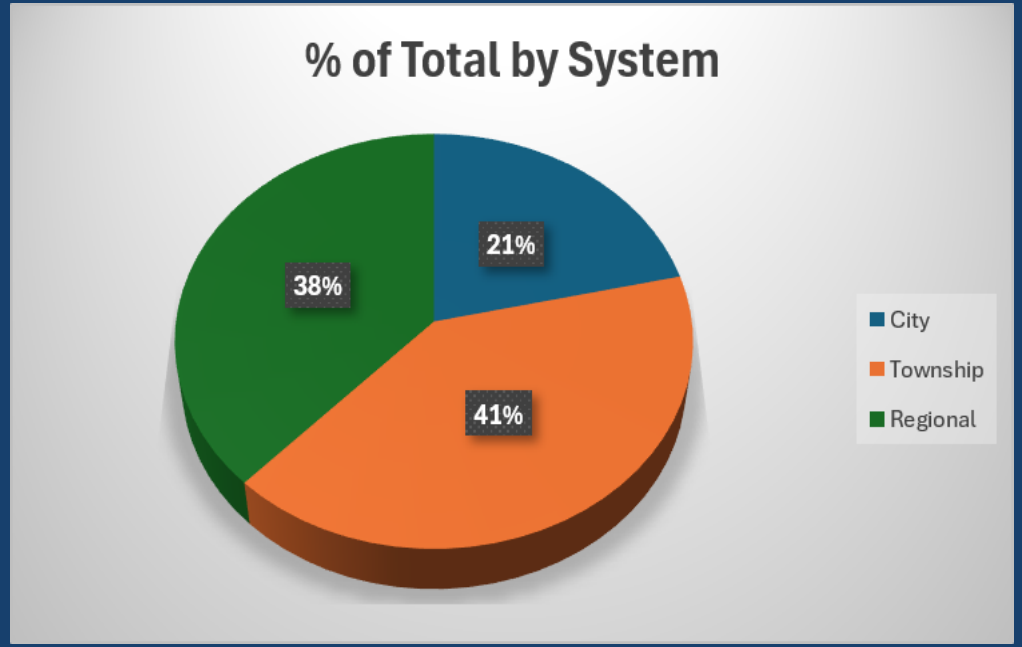
◦ FY 26/27	DWRF 7215-01, final payment for $23,953 (City)
	2016 Series, final payment for $581,400 (City)
	2013 Water, final payment for $193,800 (City)
◦ FY 28/29	DWRF 7248-01, final payment for $24,556.16(City)
	DWRF 7249-01, final payment for $9,141.86 (City)
◦ FY 29/30	No debt payments drop off
◦ FY 30/31	CWSRF 5426-01, final payment of $46,000 (Shared)
	CWSRF 5334-01, final payment of $170,000 (Shared)

Upcoming Bonds

New Debt					
Project Number	***Description***	***Bond Ceiling***	***Amount Drawn***	***Projected Pmts – City***	***Type***
5678	Aeration Blowers	$ 3,525,000	$ 3,252,292.90	$ 11,550	Regional WRRF
5759	Primary Switchgear	$ 3,125,000	$ 2,548,727.00	$ 10,450	Regional WRRF
5787	Headworks Odor Control & UV	$ 10,335,500	$ 9,764,692.00	$ 33,000	Regional WRRF
7729	Harriet St & Meters	$ 2,424,000	$ 50,000.00	$ 140,000	City Water
7902	Harriet St Phase 2	$ 1,140,000	$ -	$ 70,000	City Water
5788	Primary Clarifiers & SB Electrical	$ 11,000,000	$ -	$ 41,250	Regional WRRF
				$306,250	

Bond Allocation







Pittsfield Township
Water Rate Model

200-12758-25007
June 4, 2026

TETRA TECH

Water Rate Methodology

- Prompted by the expiration of Pittsfield Township's Water Service Contract
- The utility basis of determining revenue requirements is mandated for all investor-owned utilities and for most municipal systems under the jurisdiction of state commissions or other regulatory bodies. It is also an appropriate method for determining the costs of service applicable to non-Owner customers. As the Owner of the facilities, YCUA is entitled to a reasonable return on its investment to provide the water system infrastructure required to serve the non-Owner customers.
- Major undertaking to refine debt and cost allocations

Water & Sewer Rates

- For the 2026/2027 Budget, we propose a 7.00% decrease in water rates and a 2.00% increase in sewer rates for the City:

  City Customers: For an average bill (10 units of usage), the bi-monthly cost would be $141.83. This is a decrease of $5.17 per bill or $2.58 per month.

Financial Assistance

- The Water Residential Assistance Program (WRAP) provides funding to eligible, low-income households.
- Funding is provided by the Great Lakes Water Authority and is administered in partnership with local community action agencies. A portion of YCUA's water service charges is allocated to support WRAP funding.
- Participants may also receive conservation assistance and minor plumbing repairs.





QUESTIONS?



Resolution No. 2026-181
August 18, 2026

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, YCUA Board of Commissioners approved a recommendation to City Council for a water and readiness to serve rate decrease; and

WHEREAS, The proposed decrease of 7.00% to City Division customers would become effective September 1, 2026, and

WHEREAS, The Great Lakes Water Authority's Water Charge increase to YCUA was 5.63% which became effective July 1, 2026; and

NOW THEREFORE BE IT RESOLVED, that the Ypsilanti City Council approves An ordinance to amend Chapter 106, Article V, Section 106-454(b) of the Code of Ordinances to adjust water service rates within the City of Ypsilanti, Ordinance No. 1470, upon first reading.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

Resolution No. 2026-182
August 18, 2026

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That the public hearing for Ordinance No. 1470 entitled, "An ordinance to amend Chapter 106, Article V, Section 106-454(b) of the Code of Ordinances to adjust water service rates within the City of Ypsilanti" be officially closed.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

ORDINANCE NO. 2026 –1470

An ordinance to amend Chapter 106, Article V, Section 106-454(b) of the Code of Ordinances to adjust water service rates.

BE IT ORDAINED BY THE CITY OF YPSILANTI, that:

Chapter 106, Article V, Section 106-454(b) of the Code of Ordinances is amended as follows:

(b) For all billings rendered prior to September 1, 2026, existing water service rates shall prevail. For all billings rendered on or after September 1, 2026, water service rates shall be as follows, for each bimonthly (two-month) period:

(1) **Readiness-to-serve rates based on size of meter:**

Meter Size (inch)	Water Rate
5/8-3/4	$ 21.72
1	$ 54.30
1-1/2	$ 108.59
2	$ 173.74
3	$ 542.94
4	$ 1,085.87
6	$ 2,171.75
8	$ 3,800.56
10	$ 5,972.30
12	$ 7,058.18

(2) **Commodity rate:** $6.21 per 100 cubic feet

* * * * * * * * * *

This Ordinance shall take effect and be in full force upon publication in the Washtenaw Legal News.

MADE, PASSED AND ADOPTED BY THE YPSILANTI CITY COUNCIL THIS _____ DAY OF _____, 2026.

_____
Nicole Brown, Mayor

_____
Tracey Boudreau, City Clerk

ATTEST

I do hereby confirm that the above Ordinance No. 2026-_____ was published in the _____ on the _____ day of _____, 2026.

REQUEST FOR LEGISLATION
August 18, 2026

For: Mayor and City Council

From: Tracey Boudreau, City Clerk

Subject: Ordinance No. 1471 – "An ordinance to amend Chapter 106, Article V, Section 106-455(a) of the Code of Ordinances to adjust sewage disposal service rates within the City of Ypsilanti."
Public Hearing Resolution No. 2026-184, close the public hearing.
Resolution No. 2026-183, determination.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:
1. ORD No 1471 Resolution
2. Resolution No 2026- Close PH Sewage
3. Ypsi City 2026 S Rate Ordinance Effective 09-01-26
4. YCUA Public Hearing Notice

CITY MANAGER APPROVAL: COUNCIL AGENDA DATE: August 18, 2026

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:

Resolution No. 2026-183
August 18, 2026

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, YCUA Board of Commissioners approved a recommendation to City Council for an increase in the sewer and readiness to serve rate; and

WHEREAS, The proposed increase of 2.00% to City Division customers would become effective September 1, 2026, and

NOW THEREFORE BE IT RESOLVED, that the Ypsilanti City Council approves "An ordinance to amend Chapter 106, Article V, Section 106-455(a) of the Code of Ordinances to adjust sewage disposal service rates within the City of Ypsilanti", Ordinance No. 1471, upon First Reading.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

Resolution No. 2026-184
August 18, 2026

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That the public hearing for Ordinance No. 1471 entitled, "An ordinance to amend Chapter 106, Article V, Section 106-455(a) of the Code of Ordinances to adjust sewage disposal service rates within the City of Ypsilanti" be officially closed.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

ORDINANCE NO. 2026 –1471

An ordinance to amend Chapter 106, Article V, Section 106-455(a) of the Code of Ordinances to adjust sewage disposal rates.

BE IT ORDAINED BY THE CITY OF YPSILANTI, that:

Chapter 106, Article V, Section 106-455(a) of the Code of Ordinances is amended as follows:

(a) For all billings rendered prior to September 1, 2026, existing sewage disposal rates shall prevail. For all billings rendered on or after September 1, 2026, sewage disposal rates shall be as follows for each bimonthly (two-month) period:

(1) **Readiness-to-serve rates based on size of meter:**

Meter Size (inch)	Sewer Rate
5/8-3/4	$ 20.83
1	$ 52.06
1-1/2	$ 104.11
2	$ 166.58
3	$ 520.58
4	$ 1,041.15
6	$ 2,082.32
8	$ 3,644.06
10	$ 5,726.37
12	$ 6,767.54

(2) **Commodity rate:** $3.72 per 100 cubic feet

* * * * * * * * * *

This Ordinance shall take effect and be in full force upon publication in the Washtenaw Legal News.

MADE, PASSED AND ADOPTED BY THE YPSILANTI CITY COUNCIL THIS _____ DAY OF _____, 2026.

_____
Nicole Brown, Mayor

_____
Tracey Boudreau, City Clerk

ATTEST

I do hereby confirm that the above Ordinance No. 2026-_____ was published in the _____ on the _____ day of _____, 2026.

Public Hearing Notice

City of Ypsilanti

Tuesday, August 18, 2026

The Ypsilanti City Council will hold a public hearing at its August 18, 2026 meeting at the Ypsilanti City Hall located at One South Huron Street, Ypsilanti, Michigan 48197, at 7:00 p.m. to address the following:

2026 YCUA Water and Sewer Rate Changes

• Public Hearing and First Reading of an ordinance to amend Chapter 106, Article V, Section 106-454(b) of the Code of Ordinances to adjust water service rates within the City of Ypsilanti

• Public Hearing and First Reading of an ordinance to amend Chapter 106, Article V, Section 106-455(a) of the Code of Ordinances, City of Ypsilanti, to adjust sewage disposal service rates.

All interested citizens are invited to attend this meeting and/or send written comments to:

City Clerk's Office

One South Huron Street

Ypsilanti, Michigan 48197

(734) 483-1100

Tracey Boudreau

City Clerk

REQUEST FOR LEGISLATION
August 18, 2026

For: Mayor and City Council

From: Tracey Boudreau, City Clerk

Subject: Resolution No. 2026-185 Approving all items on the Consent Agenda.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:
1. 2026 Consent

CITY MANAGER APPROVAL: COUNCIL AGENDA DATE: August 18, 2026

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:

Resolution No. 2026-185
CONSENT
August 18, 2026

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That the following items be approved:

1. Resolution No. 2026-186 Approving the minutes of the regular meeting of July 21, 2026.

2. Postponed Resolution No. 2026-144 Approving the new collective bargaining agreement between the City of Ypsilanti and the TPOAM, for the term terminating on June 30, 2030, as presented and authorizing the Mayor, City Manager, and City Clerk to execute the agreement on behalf of the city, after approval by the City Attorney as to form.

3. Resolution No. 2026-187 Approving the tying of teal ribbons in the business districts during the month of September for "Tie the Town Teal" to bring awareness to Ovarian Cancer.

4. Resolution No. 2026-188 Appointing Residents Matt Jones, Barry Larue, Erika Lindsey, Hannah McCready, Paul Schreiber, and Anne Stevenson to the HDC Study Committee for Amendment to Ypsilanti's Local Historic District, until completion of the study.

5. Resolution No. 2026-189 Appointing Resident Kidus Hiwot to the Planning Commission, with a term ending July 1, 2029.

6. Resolution No. 2026-190 Approving the request of Maniacal Mead Co., located at 15 E Cross Street, for a Social District License, contingent on the approval of Maniacal Mead Co's request for a local liquor license.

7. Resolution No. 2026-191 Approving the request of ACE Pyro, LLC for a Pyrotechnics Permit for the Fall 2026 Football season at EMU, subject to approval by the Fire Department.

8. Resolution No. 2026-192 Approving the request of ACE Pyro, LLC for an additional Pyrotechnics Permit for the September 4, 2026 Football game at EMU, subject to approval by the Fire Department.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

REQUEST FOR LEGISLATION
August 18, 2026

For: Mayor and City Council

From: Tracey Boudreau, City Clerk

Subject: Resolution No. 2026-186 Approving the minutes of the regular meeting of July 21, 2026.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:
1. Resolution No 2026-186 Minutes
2. City Council Meeting Agenda Minutes - July 21, 2026

CITY MANAGER APPROVAL: COUNCIL AGENDA DATE: August 18, 2026

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:

Resolution No. 2026-186
August 18, 2026

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

THAT the minutes of the regular meeting of July 21, 2026 of the Ypsilanti City Council be approved.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

MINUTES
REGULAR CITY COUNCIL MEETING
6:00 PM - Tuesday, July 21, 2026
Council Chambers
One South Huron, Ypsilanti, MI 48197

I. CALL TO ORDER

Mayor Brown called the meeting to order at 6:02p.m.

II. ROLL CALL

PRESENT at roll call were Mayor Brown, Mayor Pro Tem Wilcoxen, Council Member Fellows, Council Member McLean, and Council Member Tooson. Absent Council Member Simmons and Council Member King.

Mayor Pro Tem Wilcoxen moved, supported by Council Member McLean, to excuse Council Members Simmons and King. The motion passed upon a voice vote.

Council Member King entered the Chambers at 6:03p.m.

III. A MOMENT TO CENTER AND FOCUS

IV. AGENDA APPROVAL

Council Member Tooson moved to Approve the AGENDA as presented. Council Member McLean seconded the motion.
Council Member Fellows requested that Resolution No. 2026-158 and Resolution No. 2026-179 be postponed, but there was no support.
Council Member Fellows suggested that Resolution No 2026-179 be made a discussion.
Mayor Pro Tem Wilcoxen requested that Resolution No. 2026-158 be removed from the Consent Agenda.

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

Yes:	(6)	Michelle King, Roland Tooson, Steve Wilcoxen, Nicole Brown, Patrick McLean, Amber Fellows
No:	0	None
Absent:	(1)	Desirae Simmons

V. PUBLIC COMMENT - 60 MINUTES TOTAL (3 MINUTES/EACH SPEAKER)

24 Members of the Public spoke.

VI. PROCLAMATIONS

A. Proclamation for Ypsilanti Farmers Market Week, August 2-8, 2026.

VII. PRESENTATIONS

A. Presentation from Washtenaw Community College, Brandon Tucker

VIII. ORDINANCES FIRST READING

A. Ordinance No. 1466 – "424 S. Mansfield Rezoning."
Public Hearing Resolution No. 2026-148, close the public hearing.
Resolution No. 2026-147, determination.

Council Member Tooson moved to Approve Ordinance No. 1466 – "424 S. Mansfield Rezoning." Mayor Pro-Tem Wilcoxen seconded the motion.
Public Hearing Resolution No. 2026-148, close the public hearing.
Resolution No. 2026-147, determination.

Yes:	(6)	Michelle King, Roland Tooson, Steve Wilcoxen, Nicole Brown, Patrick McLean, Amber Fellows
No:	0	None
Absent:	(1)	Desirae Simmons

B. Ordinance No. 1467 – "Walk Up Window Zoning Text Amendment."
Public Hearing Resolution No. 2026-150, close the public hearing.
Resolution No. 2026-149, determination.

Council Member McLean left the Chambers at 8:10p.m. and returned at 8:13p.m.

Council Member Fellows moved to Approve Ordinance No. 1467 – "Walk Up Window Zoning Text Amendment." Mayor Pro-Tem Wilcoxen seconded the motion.
Public Hearing Resolution No. 2026-150, close the public hearing.
Resolution No. 2026-149, determination.

Yes:	(6)	Michelle King, Roland Tooson, Steve Wilcoxen, Nicole Brown, Patrick McLean, Amber Fellows
No:	0	None
Absent:	(1)	Desirae Simmons

C. Ordinance No. 1468 – "AN ORDINANCE TO AMEND CHAPTER 18, ARTICLE VI "INSPECTION AND CONTROL OF CERTAIN BUILDINGS" OF THE YPSILANTI CITY CODE, BY AMENDING SECTIONS 18-111, 18-115, 18-146, 18-148, AND ADDING SECTION 18-167."
Public Hearing Resolution No. 2026-152, close the public hearing.
Resolution No. 2026-151, determination.

Council Member Fellows left the Chambers at 8:57p.m. and returned at 8:59p.m.
Mayor Brown left the Chambers at 9:10p.m. and returned at 9:13p.m.

Council Member McLean moved to Approve the Ordinance No. 1468 – "AN ORDINANCE TO AMEND CHAPTER 18, ARTICLE VI "INSPECTION AND CONTROL OF CERTAIN BUILDINGS" OF THE YPSILANTI CITY CODE, BY AMENDING SECTIONS 18-111, 18-115, 18-146, 18-148, AND ADDING SECTION 18-167." Mayor Pro-Tem Wilcoxen seconded the motion.
Public Hearing Resolution No. 2026-152, close the public hearing.
Resolution No. 2026-151, determination.

Yes:	(5)	Michelle King, Roland Tooson, Steve Wilcoxen, Nicole Brown, Amber Fellows
No:	1	Patrick McLean
Absent:	(1)	Desirae Simmons

D. Ordinance No. 1469 – "AN ORDINANCE TO AMEND CHAPTER 18, ARTICLE V "PROPERTY MAINTENANCE CODE" OF THE YPSILANTI CITY CODE, BY AMENDING SECTION 18-92."
Public Hearing Resolution No. 2026-154, close the public hearing.
Resolution No. 2026-153, determination.

Mayor Pro-Tem Wilcoxen moved to Approve the Ordinance No. 1469 – "AN ORDINANCE TO AMEND CHAPTER 18, ARTICLE V "PROPERTY MAINTENANCE CODE" OF THE YPSILANTI CITY CODE, BY AMENDING SECTION 18-92." Council Member King seconded the motion.
Public Hearing Resolution No. 2026-154, close the public hearing.
Resolution No. 2026-153, determination. as presented.

Yes:	(6)	Michelle King, Roland Tooson, Steve Wilcoxen, Nicole Brown, Patrick McLean, Amber Fellows
No:	0	None
Absent:	(1)	Desirae Simmons

Mayor Pro Tem Wilcoxen moved, supported by Council Member Fellows, to extend the meeting until midnight. The motion passed upon a voice vote.

IX. CONSENT AGENDA

A. Resolution No. 2026-155 Approving all items on the Consent Agenda.

Mayor Pro-Tem Wilcoxen moved to Approve Resolution No. 2026-155 Approving all items on the Consent Agenda. Council Member King seconded the motion.

Yes:	(6)	Michelle King, Roland Tooson, Steve Wilcoxen, Nicole Brown, Patrick McLean, Amber Fellows
No:	0	None
Absent:	(1)	Desirae Simmons

B. Resolution No. 2026-156 Approving the minutes of the regular meeting of June 16, 2026.

Approved under the Consent Agenda, Resolution No. 2026-155.

C. ~~Postponed Resolution No. 2026-144 Approving the new collective bargaining agreement between the City of Ypsilanti and the TPOAM, for the term terminating on June 30, 2030, as presented and authorizing the Mayor, City Manager, and City Clerk to execute the agreement on behalf of the city, after approval by the City Attorney as to form.~~ Removed by City Manager

D. Resolution No. 2026-157 Approving the contract with CLEMIS and authorizing the City Manager to sign on behalf of the City.

Approved under the Consent Agenda, Resolution No. 2026-155.

E. Resolution No. 2026-159 Approving the proposal with OHM in the amount of $39,500 for the Parkridge Community Center Roof Replacement; also authorizing the Mayor and City Clerk to sign this contract, subject to approval by the City Attorney.

Approved under the Consent Agenda, Resolution No. 2026-155.

F. Resolution No. 2026-160 Awarding a contract for the Frog Island Parking Lot Replacement to T&M Asphalt Paving, Inc. in the amount of $936,962, with a contingency of $207,250, for a total of $1,144,212; also authorizing the Mayor and City Clerk to sign this contract, subject to approval by the City Attorney.

Approved under the Consent Agenda, Resolution No. 2026-155.

G. Resolution No. 2026-161 Approving the Property and Liability insurance renewal for the City, with the Michigan Municipal League (MML) Liability and Property Pool in the amount of $529,456.

Approved under the Consent Agenda, Resolution No. 2026-155.

H. Resolution No. 2026-162 Resolution to Destigmatize Menstruation and Expand Access to Free Period Products.

Approved under the Consent Agenda, Resolution No. 2026-155.

I. Resolution No. 2026-163 Appointing Youth Resident Sebastian Krage to the Police Advisory Commission, with a term ending July 1, 2027.

Approved under the Consent Agenda, Resolution No. 2026-155.

J. Resolution No. 2026-164 Appointing 3 Residents to certain Boards and Commissions.

Approved under the Consent Agenda, Resolution No. 2026-155.

K. Resolution No. 2026-165 Reappointing resident Ben Connor Barrie to the Parks and Arts Commission, with a term ending July 1, 2029.

Approved under the Consent Agenda, Resolution No. 2026-155.

L. Resolution No. 2026-166 Reappointing 5 members to the YDDA, with different term expirations to ensure continuity and staggered terms throughout the board.

Approved under the Consent Agenda, Resolution No. 2026-155.

X. RESOLUTIONS/MOTIONS/DISCUSSIONS

A. Resolution No. 2026-158 Awarding the towing contract to Budget Towing and authorizing the Mayor and City Clerk to sign the contract, subject to the approval of the City Attorney.

Mayor Pro-Tem Wilcoxen moved to Approve Resolution No. 2026-158 Awarding the towing contract to Budget Towing and authorizing the Mayor and City Clerk to sign the contract, subject to the approval of the City Attorney. Council Member King seconded the motion.

Mayor Pro-Tem Wilcoxen moved to Table Resolution No. 2026-158 for study by the City Manager and City Attorney for compliance with City Ordinances, and issue a temporary contract with the current contractor for up to 3-6 months, as needed. Council Member McLean seconded the motion.

Yes:	(6)	Michelle King, Roland Tooson, Steve Wilcoxen, Nicole Brown, Patrick McLean, Amber Fellows
No:	0	None
Absent:	(1)	Desirae Simmons

B. Resolution No. 2026-167 Approving the Hazard Mitigation Plan.
Public Hearing Resolution No. 2025-168, close the public hearing.
Resolution No. 2025-167 determination.

Mayor Pro-Tem Wilcoxen moved to Approve Resolution No. 2026-167 Approving the Hazard Mitigation Plan. Council Member Tooson seconded the motion.
Public Hearing Resolution No. 2025-168, close the public hearing.
Resolution No. 2025-167 determination.

Yes:	(6)	Michelle King, Roland Tooson, Steve Wilcoxen, Nicole Brown, Patrick McLean, Amber Fellows
No:	0	None
Absent:	(1)	Desirae Simmons

C. Tabled Resolution No. 2026-142 Authorizing the Removal of the Encampment at Kramer Street and Bell Street and Resolution No. 2026-169 Postponing the tabled resolution to a date certain, which will allow the Bell/Kramer Task Force sufficient time to develop potential solutions for the remaining campers and the neighborhood.

Mayor Pro Tem Wilcoxen left the Chambers at 9:57p.m. and returned at 9:59p.m.
Council Member King moved to Approve Tabled Resolution No. 2026-142 Authorizing the Removal of the Encampment at Kramer Street and Bell Street, as presented. Council Member Tooson seconded the motion.

Council Member Fellows moved to Amend Tabled Resolution No. 2026-142 to include notifying the residents of the encampment that they must move; moving forward with the task force and exploring overnight emergency shelter options; determining who shall sit on the Task force and inviting Mr. Jackson to be a member. Mayor Pro-Tem Wilcoxen seconded the motion.

Yes:	(6)	Michelle King, Roland Tooson, Steve Wilcoxen, Nicole Brown, Patrick McLean, Amber Fellows
No:	0	None
Absent:	(1)	Desirae Simmons

Council Member McLean moved to Amend Tabled Resolution No. 2026-142 by including a timeline of four to six weeks, with a deadline of September 1st.. Council Member Tooson seconded the motion.
Mayor Pro Tem Wilcoxen offered a friendly amendment to communicate this timeline clearly to the members of the encampment now. This friendly amendment was accepted.

Yes:	(5)	Michelle King, Roland Tooson, Steve Wilcoxen, Nicole Brown, Patrick McLean
No:	1	Amber Fellows
Absent:	(1)	Desirae Simmons

Council Member King moved to Approve Tabled Resolution No. 2026-142 Authorizing the Removal of the Encampment at Kramer Street and Bell Street as amended. Council Member Tooson seconded the motion.

Yes:	(5)	Michelle King, Roland Tooson, Steve Wilcoxen, Nicole Brown, Patrick McLean
No:	1	Amber Fellows
Absent:	(1)	Desirae Simmons

D. Postponed Resolution No. 2026-143 Supporting the Washtenaw Community College (WCC) proposed replacement operating millage on the August 4, 2026 ballot.

Council Member McLean moved to Approve Postponed Resolution No. 2026-143 Supporting the Washtenaw Community College (WCC) proposed replacement operating millage on the August 4, 2026 ballot. Mayor Pro-Tem Wilcoxen seconded the motion.

Yes:	(6)	Michelle King, Roland Tooson, Steve Wilcoxen, Nicole Brown, Patrick McLean, Amber Fellows
No:	0	None
Absent:	(1)	Desirae Simmons

E. Resolution No. 2026-170 Approving a Memorandum of Understanding with LEAF to install sharps containers in the city to be managed by the Michigan Department of Health and Human Services, and directing the City Manager to sign on Council's behalf.

Council Member Fellows moved to Approve Resolution No. 2026-170 Approving a Memorandum of Understanding with LEAF to install sharps containers in the city to be managed by the Michigan Department of Health and Human Services, and directing the City Manager to sign on Council's behalf. Council Member King seconded the motion.

Yes:	(6)	Michelle King, Roland Tooson, Steve Wilcoxen, Nicole Brown, Patrick McLean, Amber Fellows
No:	0	None
Absent:	(1)	Desirae Simmons

F. Resolution No. 2026-171 Authorizing the issuance of a Request for Proposals (RFP) to solicit qualified licensed professional surveyors to conduct surveys of the affected properties along First Avenue and prepare an Assessor's Plat.

Council Member McLean left the Chambers at 11:06p.m. and returned at 11:09p.m.

Council Member King moved to Approve Resolution No. 2026-171 Authorizing the issuance of a Request for Proposals (RFP) to solicit qualified licensed professional surveyors to conduct surveys of the affected properties along First Avenue and prepare an Assessor's Plat. Mayor Pro-Tem Wilcoxen seconded the motion.

Yes:	(6)	Michelle King, Roland Tooson, Steve Wilcoxen, Nicole Brown, Patrick McLean, Amber Fellows
No:	0	None
Absent:	(1)	Desirae Simmons

G. Resolution No. 2026-172 Authorizing and directing city staff to take all necessary action to enforce the Hearing Officer's Order, including the demolition of the building or structure at 539 S. Huron Street.

Mayor Pro-Tem Wilcoxen moved to Approve Resolution No. 2026-172 Authorizing and directing city staff to take all necessary action to enforce the Hearing Officer's Order, including the demolition of the building or structure at 539 S. Huron Street. Council Member King seconded the motion.

Yes:	(6)	Michelle King, Roland Tooson, Steve Wilcoxen, Nicole Brown, Patrick McLean, Amber Fellows
No:	0	None
Absent:	(1)	Desirae Simmons

H. Resolution No. 2026-173 Authorizing and directing city staff to take all necessary action to enforce the Hearing Officer's Order, including the demolition of the building or structure at 558 Madison Street.

Council Member Tooson moved to Approve Resolution No. 2026-173 Authorizing and directing city staff to take all necessary action to enforce the Hearing Officer's Order, including the demolition of the building or structure at 558 Madison Street. Council Member McLean seconded the motion.

Yes:	(4)	Roland Tooson, Steve Wilcoxen, Nicole Brown, Patrick McLean
No:	2	Michelle King, Amber Fellows
Absent:	(1)	Desirae Simmons

I. Resolution No. 2026-174 Authorizing and directing city staff to take all necessary action to enforce the Hearing Officer's Order, including the demolition of the building or structure at 601 E Michigan Avenue.

Mayor Pro-Tem Wilcoxen moved to Approve Resolution No. 2026-174 Authorizing and directing city staff to take all necessary action to enforce the Hearing Officer's Order, including the demolition of the building or structure at 601 E Michigan Avenue. Council Member Tooson seconded the motion.

Yes:	(6)	Michelle King, Roland Tooson, Steve Wilcoxen, Nicole Brown, Patrick McLean, Amber Fellows
No:	0	None
Absent:	(1)	Desirae Simmons

J. Resolution No. 2026-175 Authorizing and directing city staff to take all necessary action to enforce the Hearing Officer's Order, including the demolition of the building or structure at 1032 Watling Blvd.

Council Member Tooson moved to Approve Resolution No. 2026-175 Authorizing and directing city staff to take all necessary action to enforce the Hearing Officer's Order, including the demolition of the building or structure at 1032 Watling Blvd. Council Member McLean seconded the motion.

Yes:	(6)	Michelle King, Roland Tooson, Steve Wilcoxen, Nicole Brown, Patrick McLean, Amber Fellows
No:	0	None
Absent:	(1)	Desirae Simmons

K. Resolution No. 2026-176 Approving the request of Maiz Mexican Cantina, located at 36 E Cross Street, for a Social District License.

Council Member King moved to Approve Resolution No. 2026-176 Approving the request of Maiz Mexican Cantina, located at 36 E Cross Street, for a Social District License. Mayor Pro-Tem Wilcoxen seconded the motion.

Yes:	(6)	Michelle King, Roland Tooson, Steve Wilcoxen, Nicole Brown, Patrick McLean, Amber Fellows
No:	0	None
Absent:	(1)	Desirae Simmons

L. Resolution No. 2026-177 Approving the request of Aubree's Saloon Inc, located at 39 E Cross Street, for a Social District License.

Council Member McLean moved to Approve Resolution No. 2026-177 Approving the request of Aubree's Saloon Inc, located at 39 E Cross Street, for a Social District License. Mayor Pro-Tem Wilcoxen seconded the motion.

Yes:	(6)	Michelle King, Roland Tooson, Steve Wilcoxen, Nicole Brown, Patrick McLean, Amber Fellows
No:	0	None
Absent:	(1)	Desirae Simmons

M. Resolution No. 2026-178 Approving the request of Sidetrack Bar & Grill, located at 56 E Cross Street, for a Social District License.

Mayor Pro-Tem Wilcoxen moved to Approve Resolution No. 2026-178 Approving the request of Sidetrack Bar & Grill, located at 56 E Cross Street, for a Social District License. Council Member McLean seconded the motion.

Yes:	(6)	Michelle King, Roland Tooson, Steve Wilcoxen, Nicole Brown, Patrick McLean, Amber Fellows
No:	0	None
Absent:	(1)	Desirae Simmons

N. Resolution No. 2026-179 Adopting the fee schedule pursuant to the Ypsilanti City Code, and the following fees relating to various sections of the City Code and activities of the City are hereby established, and the various City Departments are authorized to charge and collect such fees, effective immediately.

During agenda approval, this resolution was changed to a discussion.

Council Member McLean moved to add the following language as part of the Freighthouse fee schedule: "For any organization which meets the following criteria, the Resident, Employee or Nonprofit fees shall be 40% of the scheduled fees:
An organization whose event
a) is open to the public;
b) charges no fee to a member of the public to attend;
c) is focused on promoting, supporting and featuring Ypsilanti-based entrepreneurs and businesses; and
d) provides proof of fee for any vendor.
The City Manager or the City Manager's designee shall certify whether an organization meets these criteria."
Council Member Tooson seconded the motion. The motion passed upon a roll call vote as follows:

Yes:	(6)	Michelle King, Roland Tooson, Steve Wilcoxen, Nicole Brown, Patrick McLean, Amber Fellows
No:	0	None
Absent:	(1)	Desirae Simmons

O. ~~Fireworks Discussion~~ Removed by Council Member McLean

P. Resolution No. 2026-180 Directing City staff to initiate government-to-government outreach and relationship building with Tribal Nations having historical ties to the Ypsilanti area to inform future efforts to acknowledge and honor indigenous history, heritage, and connection to the land.

Council Member McLean left the Chambers at 11:44p.m. and returned at 11:46p.m.
Council Member Tooson moved to Approve Resolution No. 2026-180 Directing City staff to initiate government-to-government outreach and relationship building with Tribal Nations having historical ties to the Ypsilanti area to inform future efforts to acknowledge and honor indigenous history, heritage, and connection to the land, as presented. Mayor Pro-Tem Wilcoxen seconded the motion.

Council Member Fellows moved to Amend Resolution No. 2026-180 by including local, indigenous residents who may not have those historical ties; and to include Free, Prior, and Informed Consent (FPIC), and to acknowledge Water Street as a place of interest. Council Member King seconded the motion. Mayor Pro Tem Wilcoxen offered a friendly amendment to remove Water Street from this list. The friendly amendment was accepted, and the amended amendment was approved upon a roll call vote as follows:

Yes:	(6)	Michelle King, Roland Tooson, Steve Wilcoxen, Nicole Brown, Patrick McLean, Amber Fellows
No:	0	None
Absent:	(1)	Desirae Simmons

Council Member Tooson moved to Approve Resolution No. 2026-180 Directing City staff to initiate government-to-government outreach and relationship building with Tribal Nations having historical ties to the Ypsilanti area to inform future efforts to acknowledge and honor indigenous history, heritage, and connection to the land, as amended. Mayor Pro-Tem Wilcoxen seconded the motion.

Yes:	(6)	Michelle King, Roland Tooson, Steve Wilcoxen, Nicole Brown, Patrick McLean, Amber Fellows

No:	0	None
Absent:	(1)	Desirae Simmons

XI. BOARD AND COMMISSION - LIAISON REPORTS

A. Police Advisory Commission

Council Member Tooson reported the next meeting is Thursday and we now have a new Youth Member.

B. Human Relations Commission

Council Member King reported the next meeting is this Monday.

C. Parks and Arts Commission

Council Member McLean reported the meeting was last night; no additional report.

D. Sustainability Commission

No report.

E. Historic District Commission

No report.

F. Planning Commission

Mayor Pro Tem Wilcoxen reported that information on the DATA center zoning was presented.

G. Zoning Board of Appeals

No report.

XII. LIAISON REPORTS

A. SEMCOG Update

No report.

B. Washtenaw Area Transportation Study

No report.

C. Urban County

No report.
The meeting was adjourned at midnight.

D. Ypsilanti Downtown Development Authority

E. Friends of Rutherford Pool

XIII. COUNCIL PROPOSED BUSINESS

XIV. COMMUNICATIONS FROM THE MAYOR

XV. COMMUNICATIONS FROM THE CITY MANAGER

XVI. COMMUNICATIONS

XVII. PUBLIC COMMENT - CONTINUED (3 MINUTES/EACH SPEAKER)

XVIII. ADJOURNMENT

REQUEST FOR LEGISLATION
August 18, 2026

For: Mayor and City Council

From: Andrew Hellenga, City Manager

Subject: Postponed Resolution No. 2026-144 Approving the new collective bargaining agreement between the City of Ypsilanti and the TPOAM, for the term terminating on June 30, 2030, as presented and authorizing the Mayor, City Manager, and City Clerk to execute the agreement on behalf of the city, after approval by the City Attorney as to form.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:
1. RFL - TPOAM 2026-2030 Collective Bargaining Agreement

CITY MANAGER APPROVAL: COUNCIL AGENDA DATE: August 18, 2026

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:

REQUEST FOR LEGISLATION
June 16, 2026

To: Honorable Mayor and Ypsilanti City Council

From: Andrew Hellenga, City Manager

Subject: TPOAM 2026-2030 COLLECTIVE BARGAINING AGREEMENT

SUMMARY & BACKGROUND:

TPOAM, representing the city's Technical, Professional, and OfficeWorkers Association, and the city have reached a tentative agreement on a new collective bargaining agreement for the term of January 1, 2026, through June 30, 2030.

PREVIOUS COUNCIL ACTION:

None

FINANCIAL IMPACT:

Please refer to the tentative agreement for specific details.

ATTACHMENTS:

CITY MANAGER APPROVAL: _____ **COUNCIL AGENDA DATE:** 6/16/2026

CITY MANAGER COMMENTS: Approve the new TPOAM 2027-2030 collective bargaining agreement as presented.

FISCAL SERVICES DIRECTOR APPROVAL: _____

Resolution No. 2026-144
~~June 16, 2026~~
~~July 21, 2026~~
August 21, 2026

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, the TPOAM, collective bargaining agreement with the city expired June 30, 2026; and

WHEREAS, the city and the union have been engaged in contract negotiations for a successor contract; and

WHEREAS, the city and the union have reached a tentative agreement on a new collective bargaining agreement for the term commencing on July 1, 2026, and terminating on June 30, 2030; and

WHEREAS, the city desires to approve the new contract as presented.

NOW THEREFORE BE IT RESOLVED BY THE CITY OF YPSILANTI that the city council does hereby approve the new collective bargaining agreement between the City of Ypsilanti and the TPOAM, for the term commencing on July 1, 2026, and terminating on June 30, 2030, as presented and authorize the Mayor, City Manager, and City Clerk to execute the agreement on behalf of the city after approval by the City Attorney as to form.

OFFERED BY:_____

SUPPORTED BY:_____

YES: NO: ABSENT: VOTE:

REQUEST FOR LEGISLATION
August 18, 2026

For: Mayor and City Council

From: Nicole Brown, Mayor

Subject: Resolution No. 2026-187 Approving the tying of teal ribbons in the business districts during the month of September for "Tie the Town Teal" to bring awareness to Ovarian Cancer.

SUMMARY & BACKGROUND: This is an annual agenda item.

RECOMMENDED ACTION: Approval

ATTACHMENTS:
1. Res. No. 2025-187 Tie the Town Teal
2. Tie the Town Teal Local Request_Redacted
3. Tie Ypsilanti Teal 2026

CITY MANAGER APPROVAL: COUNCIL AGENDA DATE: August 18, 2026

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:

Resolution No. 2026-187
August 18, 2026

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, *Tie the Town* Teal is a national campaign to create awareness of ovarian cancer and its symptoms;

WHEREAS, ovarian cancer is the deadliest of gynecologic cancers and a leading cause of cancer-related death in women. There is no early detection test for ovarian cancer; It is referred to as "The Silent Disease"; and

WHEREAS, each year the Michigan Ovarian Cancer Alliance (MIOCA), a nonprofit and partner member of the Ovarian Cancer National Alliance, sponsors ***"Tie the Towns Teal,*** a national campaign to create awareness of ovarian cancer; and

WHEREAS, this event is held in conjunction with National Ovarian Cancer Awareness Month, from September 1 to September 30; and

WHEREAS, the Michigan Ovarian Cancer Alliance would like to tie teal ribbons throughout the city, post awareness posters at establishments, and distribute information cards; and

WHEREAS, the Michigan Ovarian Cancer Alliance (MIOCA), will cover all expenses incurred by this campaign and there will be no cost to the city.

THEREFORE BE IT RESOLVED THAT the Mayor and City Council supports this national campaign and approves of teal ribbons being tied throughout the city September 1st - September 30, 2026, along with lawn signs, awareness posters and information cards being provided for establishments that are interested.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

Tracey Boudreau

From: CAROL HUNTLEY <[redacted]
Sent: Wednesday, June 24, 2026 9:21 AM
To: Brown, Nicole; Tracey Boudreau
Subject: Tie Ypsilanti Teal
Attachments: Tie Ypsilanti Teal 2026.pdf

Attention: This email was sent to the City of Ypsilanti from an ***external source.*** Please be extra vigilant when opening attachments or clicking links.

Dear Mayor Nicole Brown and Clerk Tracey Boudreau,

For the past 9 years, we, the Friends of Mary, have hung teal ribbons on lampposts in Depot Town, Michigan Avenue and Cross Street in September, as part of a statewide effort to educate and raise awareness about Ovarian Cancer. September is Ovarian Cancer Month and this effort is coordinated statewide by Michigan Ovarian Cancer Alliance.

This event was started in September 2017 by our dear friend, Mary Davis, who organized all her family and friends to tie Ypsilanti Teal. She was battling Ovarian Cancer herself and inspired 300 Ypsilanti residents to pick up the fight to educate women and the community about ovarian cancer. In February 2018, Mary lost her fight against Ovarian Cancer.

In her memory, we would like to continue honoring her and other Ovarian Cancer victims and survivors by requesting to Tie Ypsilanti Teal this September 2026. And, as always, we will be removing the ribbons at the end of the month.

Attached is the official form from Michigan Ovarian Cancer Alliance (MIOCA) requesting your approval. If this is acceptable to the City of Ypsilanti, please sign this form, and email it back to me (or I can pick it up). Thank you.

Sincerely,

Carol Huntley

[redacted]



2026 *Tie Michigan Teal*

Dear Administrator:

Tie Michigan Teal **is a statewide campaign of the Michigan Ovarian Cancer Alliance (MIOCA) designed to promote awareness of ovarian cancer and its symptoms. Teal is the color representing ovarian cancer. Ovarian cancer is the deadliest of the gynecologic cancers and one of the five leading causes of cancer related deaths among women in the United States.**

Unlike other cancers, there is no early detection test for ovarian cancer. A woman's risk of getting ovarian cancer during her lifetime is about 1 in 91.

The *Tie Michigan Teal* campaign consists of volunteers tying teal ribbons on lamp posts, benches, or other approved landmarks in downtown areas, and distributing awareness information to local businesses to display. The campaign is held during the month of September, which has been declared National Ovarian Cancer Awareness Month. There is no cost to the city and the ribbons will be taken down at the end of the month by volunteers.

We are asking for your permission for our volunteers to tie ribbons throughout your town/city/village this September, 2026. Please sign on the bottom of this letter and return the signed letter to the volunteer whose name and contact information is below. Thank you for your support of our efforts to raise awareness and educate on ovarian cancer. If you have any questions or concerns, please contact us at info@mioca.org or (734) 800-6144

Sincerely,

Megan Neubauer

Megan Neubauer
Executive Director

Tie Michigan TEAL
Raising awareness of ovarian cancer

Town/City/Village: Ypsilanti

X ***Mayor/Town Official Name:*** _____

X ***Signature:*** _____

X ***Date:*** _____

Please return the signed letter to the volunteer listed below. They will be responsible for the Tie the Michigan Teal Campaign in your city/town.

Volunteer Name: Carol Huntley

Phone Number: 734-223-5022

Email: hemhun@comcast.net

REQUEST FOR LEGISLATION
August 18, 2026

For: Mayor and City Council

From: Nicole Brown, Mayor

Subject: Resolution No. 2026-188 Appointing Residents Matt Jones, Barry Larue, Erika Lindsey, Hannah McCready, Paul Schreiber, and Anne Stevenson to the HDC Study Committee for Amendment to Ypsilanti's Local Historic District, until completion of the study.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:
1. Resolution 2026-188 HDC Study Appointments
2. Matt Jones - HDC STUDY_Redacted
3. Erika Lindsey1 - HDC STUDY_Redacted
4. Hannah McCready - HDC STUDY_Redacted
5. Barry Larue - HDC STUDY_Redacted
6. Paul Schreiber - HDC STUDY_Redacted
7. Anne Stevenson - HDC STUDY_Redacted

CITY MANAGER APPROVAL: COUNCIL AGENDA DATE: August 18, 2026

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:

Resolution No. 2026-188
August 18, 2026

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

THAT, the following Residents be appointed to the Historic District Study Committee for Amendment to Ypsilanti's Local Historical District as indicated below:

Name	Board	Expiration
Matt Jones 1362 Hull Ave Ypsilanti, MI 48198	HDC Study Committee	until completion of Study
Barry LaRue 302 Oak St Ypsilanti, MI 48198	HDC Study Committee	until completion of Study
Erika Lindsey 317 N Prospect Rd Ypsilanti, MI 48198	HDC Study Committee	until completion of Study
Hannah McCready 411 N Huron St Ypsilanti, MI 48197	HDC Study Committee	until completion of Study
Paul Schreiber 922 Pleasant Dr Ypsilanti, MI 48197	HDC Study Committee	until completion of Study
Anne Stevenson 707 Collegewood St Ypsilanti, MI 48197	HDC Study Committee	until completion of Study

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

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SAVE CHANGES

CANCEL

The people of Ypsilanti are involved in their city government and are an important part of the community's achievements. Individuals interested in receiving more information in regard to serving on an advisory board or commission are invited to contact the City Clerk at 734-483-1100. Alternatively, citizens who would like to participate can submit their information in the form below.

After submitting your resume application, nomination to a board or a commission under the City Charter is either by the Mayor or by two Council Members and is subject to the approval and confirmation by a majority vote of the City Council.

QUALIFICATIONS

Must be a verifiable resident/business owner in the city for at least two years. Or Council must determine your expertise is essential and not available in an applicant that meets the qualifications above. Must be eligible to vote in the state if not applying for youth membership.

Form Details

Submitted By:

Submitted On:
May 26, 2026 10:20 AM

IP Address:
164.76.108.185

Referrer:
https://cityofypsilanti.com/FormCent...Commissions-6/Citizen-Advisory-Boards-and-Commissions--45

Answered 20 of 22 (90.9%)

Name *
Matt Jones

Email Address *
[redacted]

Address (legal residence) *

City *

Ypsilanti

State *

MI

Zip Code *

48198

Phone Number *

[redacted]

Number of Years in the Community *

25

Are you registered to vote in the City of Ypsilanti?*

- [x] Yes
- [ ] No

Which Ward do you live or reside in?*

- [ ] Ward 1
- [ ] Ward 2
- [ ] Ward 3
- [x] NA

Education *

Eastern Michigan University

Occupation *

Director, EMU Center For Oral History Research

Employer *

I would like to be considered and could devote sufficient time to serve on the following board or commission:*

- [ ] Ann Arbor Area Transit Authority
- [ ] Ann Arbor/Ypsilanti SmartZone (LDFA)
- [ ] Dangerous Buildings Officer
- [ ] Economic Development Corporation/Brownfield Redevelopment Authority
- [ ] Board of Ethics (party affiliation required)
- [ ] Review and Tax Assessment Board
- [ ] Police and Fire Pension Board
- [ ] Fire Civil Service Commission (party affiliation required)
- [x] Historic District Commission (HDC)
- [ ] Human Relations Commission (HRC)
- [ ] Huron River Watershed Council
- [ ] Non-motorized Advisory Committee
- [ ] Parks and Arts Commission
- [ ] Planning Commission
- [ ] Police Advisory Commission (YPAC)
- [ ] Sustainability Commission
- [ ] YCUA
- [ ] Ypsilanti Downtown Development Authority (YDDA)
- [ ] Ypsilanti Housing Commission
- [ ] Zoning Board of Appeals

Party Affiliation

Are you applying for youth membership?*

Boards and Commissions that allow Youth Membership are: Human Relations Commission (HRC), Parks and Arts Commission, Police Advisory Commission (YPAC), Sustainability Commission

- [ ] Yes
- [x] No

Why are you interested in serving on these boards/commissions? *

I have been deeply involved in public history activities in the city for a while. I have been looking for a way to get more involved. Also, I was asked by Carrie Malas and Barry Larue.

Work/volunteer experience related to the board or commission:

Yes

I hereby certify that all of the information above is true.*

Yes

Electronic Signature Agreement *

Yes

By checking the "I agree" box above, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

Electronic Signature *

David M. Jones

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CANCEL

The people of Ypsilanti are involved in their city government and are an important part of the community's achievements. Individuals interested in receiving more information in regard to serving on an advisory board or commission are invited to contact the City Clerk at 734-483-1100. Alternatively, citizens who would like to participate can submit their information in the form below.

After submitting your resume application, nomination to a board or a commission under the City Charter is either by the Mayor or by two Council Members and is subject to the approval and confirmation by a majority vote of the City Council.

QUALIFICATIONS

Must be a verifiable resident/business owner in the city for at least two years. Or Council must determine your expertise is essential and not available in an applicant that meets the qualifications above. Must be eligible to vote in the state if not applying for youth membership.

Form Details

Submitted By:

Submitted On:
May 11, 2026 11:31 AM

IP Address:
147.92.105.241

Referrer:
https://cityofypsilanti.com/FormCent...Commissions-6/Citizen-Advisory-Boards-and-Commissions--45

Answered 22 of 22 (100.0%)

Name *
Erika Lindsay

Email Address *
[redacted]

Address (legal residence) *

City *

Ypsilanti

State *

Michigan

Zip Code *

48198

Phone Number *

[redacted]

Number of Years in the Community *

15

Are you registered to vote in the City of Ypsilanti?*

- [x] Yes
- [ ] No

Which Ward do you live or reside in?*

- [ ] Ward 1
- [ ] Ward 2
- [x] Ward 3
- [ ] NA

Education *

Master of Architecture, M.Sci Architecture Conservation concentration. BFA - Digital Cinema

Occupation *

Associate Professor of Architecture + Community Development

Employer *

I would like to be considered and could devote sufficient time to serve on the following board or commission:*

- [ ] Ann Arbor Area Transit Authority
- [ ] Ann Arbor/Ypsilanti SmartZone (LDFA)
- [ ] Dangerous Buildings Officer
- [ ] Economic Development Corporation/Brownfield Redevelopment Authority
- [ ] Board of Ethics (party affiliation required)
- [ ] Review and Tax Assessment Board
- [ ] Police and Fire Pension Board
- [ ] Fire Civil Service Commission (party affiliation required)
- [x] Historic District Commission (HDC)
- [ ] Human Relations Commission (HRC)
- [ ] Huron River Watershed Council
- [ ] Non-motorized Advisory Committee
- [ ] Parks and Arts Commission
- [ ] Planning Commission
- [ ] Police Advisory Commission (YPAC)
- [ ] Sustainability Commission
- [ ] YCUA
- [ ] Ypsilanti Downtown Development Authority (YDDA)
- [ ] Ypsilanti Housing Commission
- [ ] Zoning Board of Appeals

Party Affiliation

Democrat

Are you applying for youth membership?*

Boards and Commissions that allow Youth Membership are: Human Relations Commission (HRC), Parks and Arts Commission, Police Advisory Commission (YPAC), Sustainability Commission

- [ ] Yes
- [x] No

Why are you interested in serving on these boards/commissions? *

Interested in contributing to my community and sharing my expertise. Deeply committed to making preservation accessible to community members via stewardship narratives. Specifically interested in Historic District Study Committee. Could begin as early as September.

teach historic preservation and courses on history, memory, and tangible traces of the past.

I understand that appointment to a City of Ypsilanti board or commission requires regular attendance at board meetings.*

Yes

I hereby certify that all of the information above is true.*

Yes

Electronic Signature Agreement *

Yes

By checking the "I agree" box above, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

Electronic Signature *

Erika J. Lindsay

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CANCEL

The people of Ypsilanti are involved in their city government and are an important part of the community's achievements. Individuals interested in receiving more information in regard to serving on an advisory board or commission are invited to contact the City Clerk at 734-483-1100. Alternatively, citizens who would like to participate can submit their information in the form below.

After submitting your resume application, nomination to a board or a commission under the City Charter is either by the Mayor or by two Council Members and is subject to the approval and confirmation by a majority vote of the City Council.

QUALIFICATIONS

Must be a verifiable resident/business owner in the city for at least two years. Or Council must determine your expertise is essential and not available in an applicant that meets the qualifications above. Must be eligible to vote in the state if not applying for youth membership.

Form Details

Submitted By:

Submitted On:
April 14, 2026 10:42 PM

IP Address:
173.15.248.129

Referrer:
https://cityofypsilanti.com/FormCent...Commissions-6/Citizen-Advisory-Boards-and-Commissions--45

Answered 22 of 22 (100.0%)

Name *
Hannah McCready

Email Address *
[redacted]

Address (legal residence) *

City *

Ypsilanti

State *

MI

Zip Code *

48197

Phone Number *

[redacted]

Number of Years in the Community *

5

Are you registered to vote in the City of Ypsilanti?*

- [x] Yes
- [ ] No

Which Ward do you live or reside in?*

- [ ] Ward 1
- [ ] Ward 2
- [x] Ward 3
- [ ] NA

Education *

Bachelor of Arts, Art and Art History, Eastern Michigan University. Some graduate level coursework in Museum Studies

Occupation *

Director of Interpretation and Education [former curator and project manager]

Employer *

I would like to be considered and could devote sufficient time to serve on the following board or commission:*

- [ ] Ann Arbor Area Transit Authority
- [ ] Ann Arbor/Ypsilanti SmartZone (LDFA)
- [ ] Dangerous Buildings Officer
- [ ] Economic Development Corporation/Brownfield Redevelopment Authority
- [ ] Board of Ethics (party affiliation required)
- [ ] Review and Tax Assessment Board
- [ ] Police and Fire Pension Board
- [ ] Fire Civil Service Commission (party affiliation required)
- [x] Historic District Commission (HDC)
- [ ] Human Relations Commission (HRC)
- [ ] Huron River Watershed Council
- [ ] Non-motorized Advisory Committee
- [ ] Parks and Arts Commission
- [ ] Planning Commission
- [ ] Police Advisory Commission (YPAC)
- [ ] Sustainability Commission
- [ ] YCUA
- [ ] Ypsilanti Downtown Development Authority (YDDA)
- [ ] Ypsilanti Housing Commission
- [ ] Zoning Board of Appeals

Party Affiliation

N/A

Are you applying for youth membership?*

Boards and Commissions that allow Youth Membership are: Human Relations Commission (HRC), Parks and Arts Commission, Police Advisory Commission (YPAC), Sustainability Commission

- [ ] Yes
- [x] No

Why are you interested in serving on these boards/commissions? *

Specifically interested as serving on the Historic District Study Committee as a current member of the Historic District Commission

Work/volunteer experience related to the board or commission:

Currently serving on the Historic District Commission for the City of Ypsilanti, former project manager on the restoration of Henry and Clara Ford's estate, Fair Lane, in Dearborn, MI. Active member of the Michigan Historic Preservation Network and Association of Preservation Technology. Currently restoring a historic property within the district.

I understand that appointment to a City of Ypsilanti board or commission requires regular attendance at board meetings.*

Yes

I hereby certify that all of the information above is true.*

Yes

Electronic Signature Agreement *

Yes

By checking the "I agree" box above, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

Electronic Signature *

Hannah M. McCready

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CANCEL

The people of Ypsilanti are involved in their city government and are an important part of the community's achievements. Individuals interested in receiving more information in regard to serving on an advisory board or commission are invited to contact the City Clerk at 734-483-1100. Alternatively, citizens who would like to participate can submit their information in the form below.

After submitting your resume application, nomination to a board or a commission under the City Charter is either by the Mayor or by two Council Members and is subject to the approval and confirmation by a majority vote of the City Council.

QUALIFICATIONS

Must be a verifiable resident/business owner in the city for at least two years. Or Council must determine your expertise is essential and not available in an applicant that meets the qualifications above. Must be eligible to vote in the state if not applying for youth membership.

Form Details

Submitted By:

Submitted On:
April 10, 2026 9:03 PM

IP Address:
73.191.195.65

Referrer:
https://cityofypsilanti.com/FormCent...Commissions-6/Citizen-Advisory-Boards-and-Commissions--45

Answered 22 of 22 (100.0%)

Name *
Barry LaRue

Email Address *
[redacted]

Address (legal residence) *

City *

Ypsilanti

State *

MI

Zip Code *

48198

Phone Number *

[redacted]

Number of Years in the Community *

69

Are you registered to vote in the City of Ypsilanti?*

- [x] Yes
- [ ] No

Which Ward do you live or reside in?*

- [ ] Ward 1
- [ ] Ward 2
- [x] Ward 3
- [ ] NA

Education *

BS Eastern Michigan University, Major Speech & Dramatic Arts

Occupation *

Retired Performance Hall Operations Manager

Employer *

I would like to be considered and could devote sufficient time to serve on the following board or commission:*

- [ ] Ann Arbor Area Transit Authority
- [ ] Ann Arbor/Ypsilanti SmartZone (LDFA)
- [ ] Dangerous Buildings Officer
- [ ] Economic Development Corporation/Brownfield Redevelopment Authority
- [ ] Board of Ethics (party affiliation required)
- [ ] Review and Tax Assessment Board
- [ ] Police and Fire Pension Board
- [ ] Fire Civil Service Commission (party affiliation required)
- [x] Historic District Commission (HDC)
- [ ] Human Relations Commission (HRC)
- [ ] Huron River Watershed Council
- [ ] Non-motorized Advisory Committee
- [ ] Parks and Arts Commission
- [ ] Planning Commission
- [ ] Police Advisory Commission (YPAC)
- [ ] Sustainability Commission
- [ ] YCUA
- [ ] Ypsilanti Downtown Development Authority (YDDA)
- [ ] Ypsilanti Housing Commission
- [ ] Zoning Board of Appeals

Party Affiliation

Democrat

Are you applying for youth membership?*

Boards and Commissions that allow Youth Membership are: Human Relations Commission (HRC), Parks and Arts Commission, Police Advisory Commission (YPAC), Sustainability Commission

- [ ] Yes
- [x] No

Why are you interested in serving on these boards/commissions? *

I am interested in a spot on the Historic District Study Committee

Council 19991-1995, 1998-2006. Member of the Ypsilanti Community Development Citizens Advisory Committee from 1979-1983 and the Water Subsidy Board, and the Commercial Loan Review Board.

I understand that appointment to a City of Ypsilanti board or commission requires regular attendance at board meetings.*

Yes

I hereby certify that all of the information above is true.*

Yes

Electronic Signature Agreement *

Yes

By checking the "I agree" box above, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

Electronic Signature *

Barry LaRue

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SAVE CHANGES

CANCEL

The people of Ypsilanti are involved in their city government and are an important part of the community's achievements. Individuals interested in receiving more information in regard to serving on an advisory board or commission are invited to contact the City Clerk at 734-483-1100. Alternatively, citizens who would like to participate can submit their information in the form below.

After submitting your resume application, nomination to a board or a commission under the City Charter is either by the Mayor or by two Council Members and is subject to the approval and confirmation by a majority vote of the City Council.

QUALIFICATIONS

Must be a verifiable resident/business owner in the city for at least two years. Or Council must determine your expertise is essential and not available in an applicant that meets the qualifications above. Must be eligible to vote in the state if not applying for youth membership.

Form Details

Submitted By:

Submitted On:
April 14, 2026 4:06 PM

IP Address:
67.167.132.24

Referrer:
https://cityofypsilanti.com/FormCent...Commissions-6/Citizen-Advisory-Boards-and-Commissions--45

Answered 22 of 22 (100.0%)

Name *

Paul T. Schreiber

Email Address *

Address (legal residence) *

City *

Ypsilanti

State *

MI

Zip Code *

48197

Phone Number *

Number of Years in the Community *

40

Are you registered to vote in the City of Ypsilanti?*

- [x] Yes
- [ ] No

Which Ward do you live or reside in?*

- [x] Ward 1
- [ ] Ward 2
- [ ] Ward 3
- [ ] NA

Education *

BS in Electronic Engineering

Occupation *

Retired

Employer *

I would like to be considered and could devote sufficient time to serve on the following board or commission:*

- [ ] Ann Arbor Area Transit Authority
- [ ] Ann Arbor/Ypsilanti SmartZone (LDFA)
- [ ] Dangerous Buildings Officer
- [ ] Economic Development Corporation/Brownfield Redevelopment Authority
- [ ] Board of Ethics (party affiliation required)
- [ ] Review and Tax Assessment Board
- [ ] Police and Fire Pension Board
- [ ] Fire Civil Service Commission (party affiliation required)
- [x] Historic District Commission (HDC)
- [ ] Human Relations Commission (HRC)
- [ ] Huron River Watershed Council
- [ ] Non-motorized Advisory Committee
- [ ] Parks and Arts Commission
- [ ] Planning Commission
- [ ] Police Advisory Commission (YPAC)
- [ ] Sustainability Commission
- [ ] YCUA
- [ ] Ypsilanti Downtown Development Authority (YDDA)
- [ ] Ypsilanti Housing Commission
- [ ] Zoning Board of Appeals

Party Affiliation

Democratic

Are you applying for youth membership?*

Boards and Commissions that allow Youth Membership are: Human Relations Commission (HRC), Parks and Arts Commission, Police Advisory Commission (YPAC), Sustainability Commission

- [ ] Yes
- [x] No

Why are you interested in serving on these boards/commissions? *

I wish to serve on the Ypsilanti Historic District Survey committee..My previous application requested online meetings. I now understand that in-person public meetings are required. I would be delighted to serve and I would attend in-person.

Work/volunteer experience related to the board or commission:

Ypsilanti Heritage Foundation member since 1985.
YHF Board and historic building marker committee member since 2015.
Mayor of Ypsilanti from 2006 to 2014 and supported historic preservation.

I understand that appointment to a City of Ypsilanti board or commission requires regular attendance at board meetings.*

Yes

I hereby certify that all of the information above is true.*

Yes

Electronic Signature Agreement *

Yes

By checking the "I agree" box above, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

Electronic Signature *

Paul T. Schreiber

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SAVE CHANGES

CANCEL

The people of Ypsilanti are involved in their city government and are an important part of the community's achievements. Individuals interested in receiving more information in regard to serving on an advisory board or commission are invited to contact the City Clerk at 734-483-1100. Alternatively, citizens who would like to participate can submit their information in the form below.

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QUALIFICATIONS

Must be a verifiable resident/business owner in the city for at least two years. Or Council must determine your expertise is essential and not available in an applicant that meets the qualifications above. Must be eligible to vote in the state if not applying for youth membership.

Form Details

Submitted By:

Submitted On:
May 19, 2026 8:44 AM

IP Address:
38.131.234.254

Referrer:
https://cityofypsilanti.com/FormCent...Commissions-6/Citizen-Advisory-Boards-and-Commissions--45

Answered 21 of 22 (95.5%)

Name *
Anne Stevenson

Email Address *
[redacted]

Address (legal residence) *

City *

Ypsilanti

State *

MI

Zip Code *

48197

Phone Number *

[redacted]

Number of Years in the Community *

21

Are you registered to vote in the City of Ypsilanti?*

- [x] Yes
- [ ] No

Which Ward do you live or reside in?*

- [ ] Ward 1
- [ ] Ward 2
- [x] Ward 3
- [ ] NA

Education *

Masters Historic Preservation

Occupation *

Project Manager

Employer *

I would like to be considered and could devote sufficient time to serve on the following board or commission:*

- [ ] Ann Arbor Area Transit Authority
- [ ] Ann Arbor/Ypsilanti SmartZone (LDFA)
- [ ] Dangerous Buildings Officer
- [ ] Economic Development Corporation/Brownfield Redevelopment Authority
- [ ] Board of Ethics (party affiliation required)
- [ ] Review and Tax Assessment Board
- [ ] Police and Fire Pension Board
- [ ] Fire Civil Service Commission (party affiliation required)
- [x] Historic District Commission (HDC)
- [ ] Human Relations Commission (HRC)
- [ ] Huron River Watershed Council
- [ ] Non-motorized Advisory Committee
- [ ] Parks and Arts Commission
- [ ] Planning Commission
- [ ] Police Advisory Commission (YPAC)
- [ ] Sustainability Commission
- [ ] YCUA
- [ ] Ypsilanti Downtown Development Authority (YDDA)
- [ ] Ypsilanti Housing Commission
- [ ] Zoning Board of Appeals

Party Affiliation

Are you applying for youth membership?*

Boards and Commissions that allow Youth Membership are: Human Relations Commission (HRC), Parks and Arts Commission, Police Advisory Commission (YPAC), Sustainability Commission

- [ ] Yes
- [x] No

Why are you interested in serving on these boards/commissions? *

I would like to work with the HDC Study Committee.

Work/volunteer experience related to the board or commission:

10 years on the Ypsilanti HDC.
4 years with the Washtenaw County HDC

Yes

I hereby certify that all of the information above is true.*

Yes

Electronic Signature Agreement *

Yes

By checking the "I agree" box above, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

Electronic Signature *

Anne E Stevenson

REQUEST FOR LEGISLATION
August 18, 2026

For: Mayor and City Council

From: Amber Fellows, Council Member, Desirae Simmons, Council Member

Subject: Resolution No. 2026-189 Appointing Resident Kidus Hiwot to the Planning Commission, with a term ending July 1, 2029.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:
1. Resolution 2026-189 B&C Resident Appointments
2. Kidus Hiwot Planning App_Redacted

CITY MANAGER APPROVAL: COUNCIL AGENDA DATE: August 18, 2026

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:

Resolution No. 2026-189
August 18, 2026

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

THAT, the following resident be appointed to the City of Ypsilanti Boards and Commissions as indicated below:

Name	Board	Expiration
Kidus Hiwot 730 N Prospect Rd Ypsilanti, MI 48198	Planning Commission	07/01/2029

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

Print

Citizen Advisory Boards and Commissions Participation Resume - Submission #8191

Date Submitted: 7/22/2026

The people of Ypsilanti are involved in their city government and are an important part of the community's achievements. Individuals interested in receiving more information in regard to serving on an advisory board or commission are invited to contact the City Clerk at 734-483-1100. Alternatively, citizens who would like to participate can submit their information in the form below.

After submitting your resume application, nomination to a board or a commission under the City Charter is either by the Mayor or by two Council Members and is subject to the approval and confirmation by a majority vote of the City Council.

QUALIFICATIONS

Must be a verifiable resident/business owner in the city for at least two years. Or Council must determine your expertise is essential and not available in an applicant that meets the qualifications above. Must be eligible to vote in the state if not applying for youth membership.

Name*

Kidus Hiwot

Email Address*

[redacted]

Address (legal residence)*

730 N Prospect Rd

City*

Ypsilanti

State*

MI

Zip Code*

48198

Phone Number*

[redacted]

Number of Years in the Community*

5

Are you registered to vote in the City of Ypsilanti?*

- [x] Yes
- [ ] No

Which Ward do you live or reside in?*

- [ ] Ward 1
- [ ] Ward 2
- [x] Ward 3
- [ ] NA

Education*

PhD in Statistics (University of Michigan); BA in Applied Mathematics (Harvard College)

Occupation*

Data and applied scientist

Employer*

Microsoft

I would like to be considered and could devote sufficient time to serve on the following board or commission:*

- [ ] Ann Arbor Area Transit Authority
- [ ] Ann Arbor/Ypsilanti SmartZone (LDFA)
- [ ] Dangerous Buildings Officer
- [ ] Economic Development Corporation/Brownfield Redevelopment Authority
- [ ] Board of Ethics (party affiliation required)
- [ ] Review and Tax Assessment Board
- [ ] Police and Fire Pension Board
- [ ] Fire Civil Service Commission (party affiliation required)
- [ ] Historic District Commission (HDC)
- [ ] Human Relations Commission (HRC)
- [ ] Huron River Watershed Council
- [ ] Non-motorized Advisory Committee
- [ ] Parks and Arts Commission
- [x] Planning Commission
- [ ] Police Advisory Commission (YPAC)
- [ ] Sustainability Commission
- [ ] YCUA
- [ ] Ypsilanti Downtown Development Authority (YDDA)
- [ ] Ypsilanti Housing Commission
- [ ] Zoning Board of Appeals

Party Affiliation

Are you applying for youth membership?*

Boards and Commissions that allow Youth Membership are: Human Relations Commission (HRC), Parks and Arts Commission, Police Advisory Commission (YPAC), Sustainability Commission

- [ ] Yes
- [x] No

Why are you interested in serving on these boards/commissions?*

Having been an observer of city council proceedings for the last couple of years, I would now like to be a part of how decisions are made in our city. I'm interested in being a part of the conversation regarding Master Plan updates and am curious about making processes easier for people to bring their projects to life.

Work/volunteer experience related to the board or commission:

I have looked into some case studies from the planning commission's previous meetings. For instance, there was a case in January 2026 where a teacher was trying to convert her home into a group childcare home. The property was zoned core neighborhood (CN) and a group childcare home counts as special land use under that zoning. After reviewing lot sizes, setbacks etc. there were only two real problems. The first is that the outdoor play area needed to not be in the front yard. The second is that there was no bike space. Staff recommended changes to address these problems and the commission approved the special use permit and site plan with conditions.
Studying cases like this has been my primary way of getting acquainted with the work involved in this commission. I have also read the book 'Abundance,' a fact which my friends will not let me live down.

I understand that appointment to a City of Ypsilanti board or commission requires regular attendance at board meetings.*

- [x] Yes

I hereby certify that all of the information above is true.*

- [x] Yes

Electronic Signature Agreement *

- [x] Yes

By checking the "I agree" box above, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

Electronic Signature*

Kidus Hiwot

REQUEST FOR LEGISLATION
August 18, 2026

For: Mayor and City Council

From: Tracey Boudreau, City Clerk

Subject: Resolution No. 2026-190 Approving the request of Maniacal Mead Co., located at 15 E Cross Street, for a Social District License, contingent on the approval of Maniacal Mead Co's request for a local liquor license.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:
1. Resolution No 2026-190 Maniacal Mead Co Social District
2. Social District App - Maniacal Mead

CITY MANAGER APPROVAL: COUNCIL AGENDA DATE: August 18, 2026

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:

Resolution No. 2026-190
August 18, 2026

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That the request of Maniacal Mead Co., located at 15 E Cross Street, for a Social District License be approved, contingent on the approval of Maniacal Mead Co's request for a local liquor license.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

CITY OF YPSILANTI SOCIAL DISTRICT LICENSE APPLICATION

1 S. Huron St. Ypsilanti, MI 48197

Date: 5/13/26_____

New Application Submittal - Fee $100 Annual Renewal Fee - $100

APPLICANT

Name: _____Maniacal Mead Co._____

Phone: (734)__649-6453___ Email: ___**maniacalmeadco@gmail.com**_____

BUSINESS NAME _____
_____**Maniacal Mead Co.**_____

Address: _____15 E Cross St, Ypsilanti, MI_____

Phone: (734) __649-6453_ Email: ____maniacalmeadco@gmail.com_____

NAME OF BUSINESS OWNER
_____**Patrick Echlin**_____

Address: _____same_____

Phone: ( ) __same_____ Email: _____same_____

HAVE YOU HAD A LICENSE OR PERMIT REQUIRED BY THE CITY OF YPSILANTI OR ANY OTHER STATE OR MUNICIPAL AUTHORITY REVOKED, SUSPENDED, OR DENIED IN THE LAST THREE YEARS? IF YES, PLEASE PROVIDE DETAILS:

HOLD HARMLESS ACKNOWLEDGEMENT

To the fullest extent permitted by law, _734 Brewing Company, Inc.__, agrees to defend, pay on behalf of, indemnify, and hold harmless the City of Ypsilanti, its elected and appointed officials, employees, volunteers, and others working on behalf of the City of Ypsilanti or the Ypsilanti Downtown Development Authority against all claims, demands, suits or loss, including all costs connected therewith, and for any damages, which may be asserted, claimed, or recovered against or from the City of Ypsilanti or the Ypsilanti Downtown Development Authority, its elected and appointed officials, employees, volunteers, and others working on behalf of the City of Ypsilanti or the Ypsilanti Downtown Development Authority, by reason of personal injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this application.

Printed Name: _Patrick Echlin___ Signature: _____

(Date) 5/13/26

S:\Clerk's Office\PERMITS & LICENSES\Liquor License\SOCIAL DISTRICT\COY SD Application.docx


MANIACAL
MEAD CO.

FOR DEPOSIT ONLY
CITY OF YPSILANTI
0000017947 08/07/2026 $100.00
FLOOR 1 FRONT DESK

Deposit Slip

CASH _____

CHECK 6521

CREDIT CARD _____

DATE: 8-8-26 AMOUNT: $100.00

CODE: _____ ACCOUNT: 101-2150-4456-07

DESCRIPTION:

Maniacal Mead Co.

Social District App

15 E Cross

Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Toll Free: 866-813-0011 • www.michigan.gov/lcc

Business ID: _____

Request ID: _____
(For MLCC use only)

Local Governmental Unit Approval For Social District Permit

Instructions for Governing Body of Local Governmental Unit:
A qualified licensee that wishes to apply for a Social District Permit must first obtain approval from the governing body of the local governmental unit where the licensee is located and for which the local governmental unit has designated a social district with a commons area that is clearly marked and shared by and contiguous to the licensed premises of at least two (2) qualified licensees, pursuant to MCL 436.1551. Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a _____ meeting of the _____ council/board
(regular or special) *(name of city, township, or village)*

called to order by _____ on _____ at _____
(date) (time)

the following resolution was offered:

Moved by _____ and supported by _____

that the application from _____
(name of licensee - if a corporation or limited liability company, please state the company name)

for a **Social District Permit** is _____ by this body for consideration for approval by the
(recommended/not recommended)
Michigan Liquor Control Commission.

If not recommended, state the reason: _____

Vote

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the _____
(name of city, township, or village)
council/board at a _____ meeting held on _____
(regular or special) *(date)*

I further certify that the licensed premises of the aforementioned licensee are contiguous to the commons area designated by the council/board as part of a social district pursuant to MCL 436.1551.

Print Name of Clerk	Signature of Clerk	Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

LARA is an equal opportunity employer/program.Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

CITY OF YPSILANTI SOCIAL DISTRICT LICENSE APPLICATION

1 S. Huron St. Ypsilanti, MI 48197

The following outlines the step-by-step process for obtaining a City of Ypsilanti Social District License.

1. Submit a complete application and **all** its requirements to the city for review. Requirements are listed below.
2. You will be notified when the application is accepted. The City Clerk will notify you of the date of the City Council meeting the application will be scheduled for review.
3. The application will be reviewed by the City Council, and then you will be notified of their approval and provided with a Resolution document to include with your application to Michigan Liquor Control Commission (MLCC).
4. Submit your application to MLCC along with the Resolution document.
5. The MLCC will notify you of their approval. It is a requirement to provide the City of Ypsilanti with a copy of this approval. You do not have City of Ypsilanti approval at this point.
6. The City will do a final review of your application after all the above steps have been taken and are satisfied.
7. Upon final City approval, you will receive a Social District License and will be issued a Social District sticker to be placed on a public facing entrance in your establishment. This can be picked up at City Hall.
8. Then you may begin selling Social District beverages.

Submittal Requirements

- Completed Application
- Certificate of Insurance naming the City of Ypsilanti as Additional Insured
- $100 fee, cash or check payable to the City of Ypsilanti
- Copy of your liquor license
- A depiction of your business's logo/marker/signifier to be used on your Social District cups.

Please note:

- The allowed hours for serving social district drinks are 10 a.m. – 10 p.m.
- Social District cups cannot be glass, must be a maximum of 16 oz., and have both the logo provided with your application and the Social District logo on them. An electronic copy of the Social District logo can be emailed to you.
- Your establishment must post a copy of the Social District map and rules.
- Approval of a Social District permit issued by the City is within the City's discretion notwithstanding any approval by the Michigan Liquor Control Commission.
- The City may revoke the Applicant's Social District license within its discretion at any time.
- Revocation by the MLCC of the Applicant's Social District license issued by the MLCC constitutes automatic revocation of any Social District license issued by the City to the Applicant without appeal as otherwise provided by the Ypsilanti City Code.

REQUEST FOR LEGISLATION
August 18, 2026

For: Mayor and City Council

From: Tracey Boudreau, City Clerk

Subject: Resolution No. 2026-191 Approving the request of ACE Pyro, LLC for a Pyrotechnics Permit for the Fall 2026 Football season at EMU, subject to approval by the Fire Department.

SUMMARY & BACKGROUND: This is a new, additional request for a Pyrotecnic event at EMU.

RECOMMENDED ACTION: Approval

ATTACHMENTS:
1. Pyro Resolution 2026-191
2. EMU 2026 Season Application

CITY MANAGER APPROVAL: COUNCIL AGENDA DATE: August 18, 2026

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:

Resolution No. 2026-191
August 18, 2026

WHEREAS, the City of Ypsilanti has received a request from ACE Pyro, LLC for a Pyrotechnics Permit for fireworks displays on August 29, September 4 and 26, October 17 and 24, 2026 at Rynearson Stadium, 799 N Hewitt Road, Eastern Michigan University, and

WHEREAS, The Fire Department will require certain inspections,

NOW, THEREFORE, IT IS RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI that the Pyrotechnics Permit is approved for ACE Pyro, LLC, subject to approval by the Fire Department.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VACANT: VOTE:

EMU 2026 Football Season
Proximate Pyrotechnics Display(s)

CHANGE TO THIS YEAR: EMU has removed the audible effect fireworks for their football games.

Display Date(s):

- Sat - 08/29/2026
- Fri - 09/04/2026 (includes prox. show during half time for EMU band)
- Sat - 09/26/2026
- Sat - 10/17/2026
- Tue - 11/24/2025

Display Location:

- Rynearson Stadium, 799 North Hewitt Road, Ypsilanti, MI 48197
- Pyrotechnics will be fired from 4 rooftop positions at north end of stadium (see attached diagram). ***Track level positions will not be used for these events.***

Display Description:

- Pyrotechnics will be employed for the event.
- Duration will be ~30 seconds for team introduction, and ~3 seconds for every touchdown.
- During Eastern Michigan University football game days as noted above.
- 9/4 Band Show: Display is during half-time and will be same type of products used during games. Show is ~9 minutes. Pyrotechnics will be shot at choreographed moments during the bands performance.

Type of Fireworks:

- Display will consist entirely of products certified UN0431, 1.4G Articles Pyrotechnic
- Pyrotechnics are designed for use on buildings, stages, and other proximate environments
- Pyrotechnics specifically designed to produce no hot fallout debris and low smoke

Display Operator Qualifications:

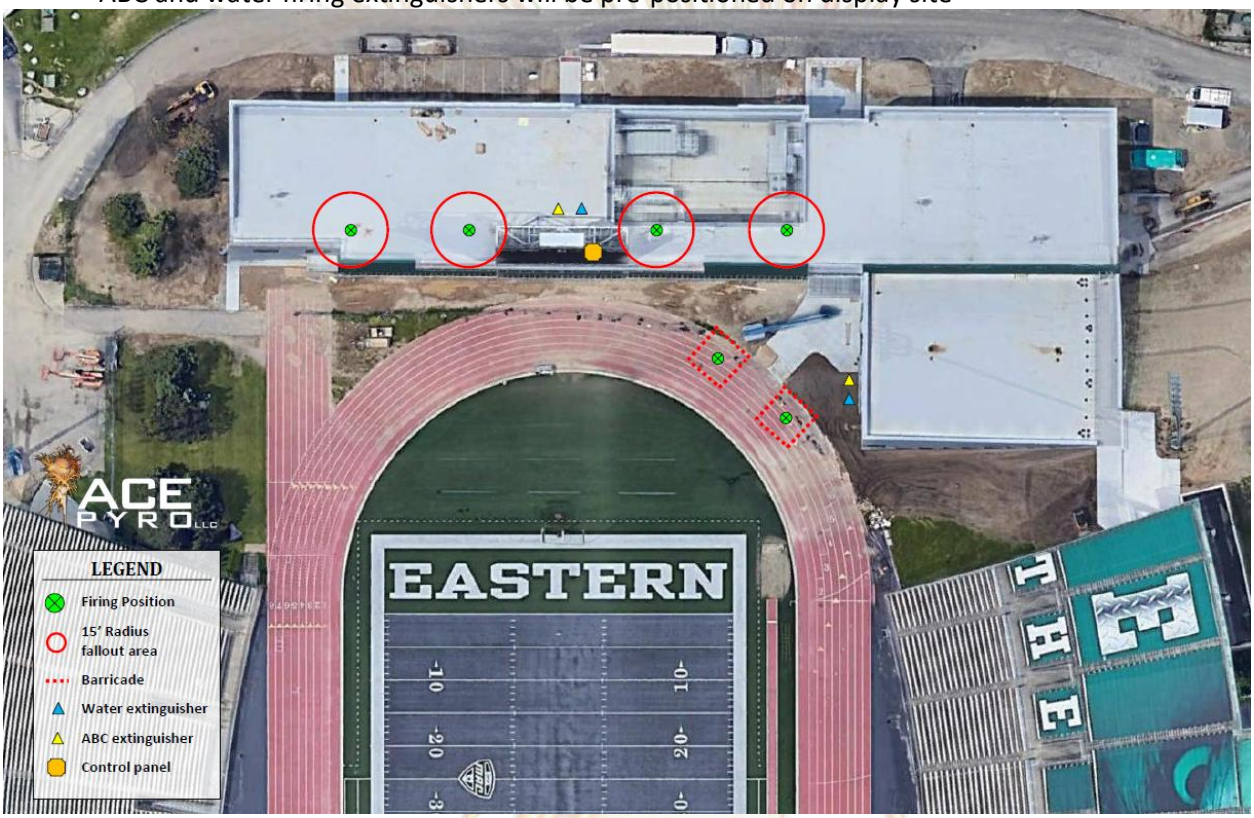
- Display Sales & Production Manager ACE Pyro, LLC
- Certified by the Pyrotechnics Guild International 'Display Operator Certification Course'
- Pyrotechnic Operator License – City of Detroit, Michigan
- Display choreographer
- System developer and industrial engineer – StarFire digital firing system
- 10+ years of experience on 100+ professional fireworks displays

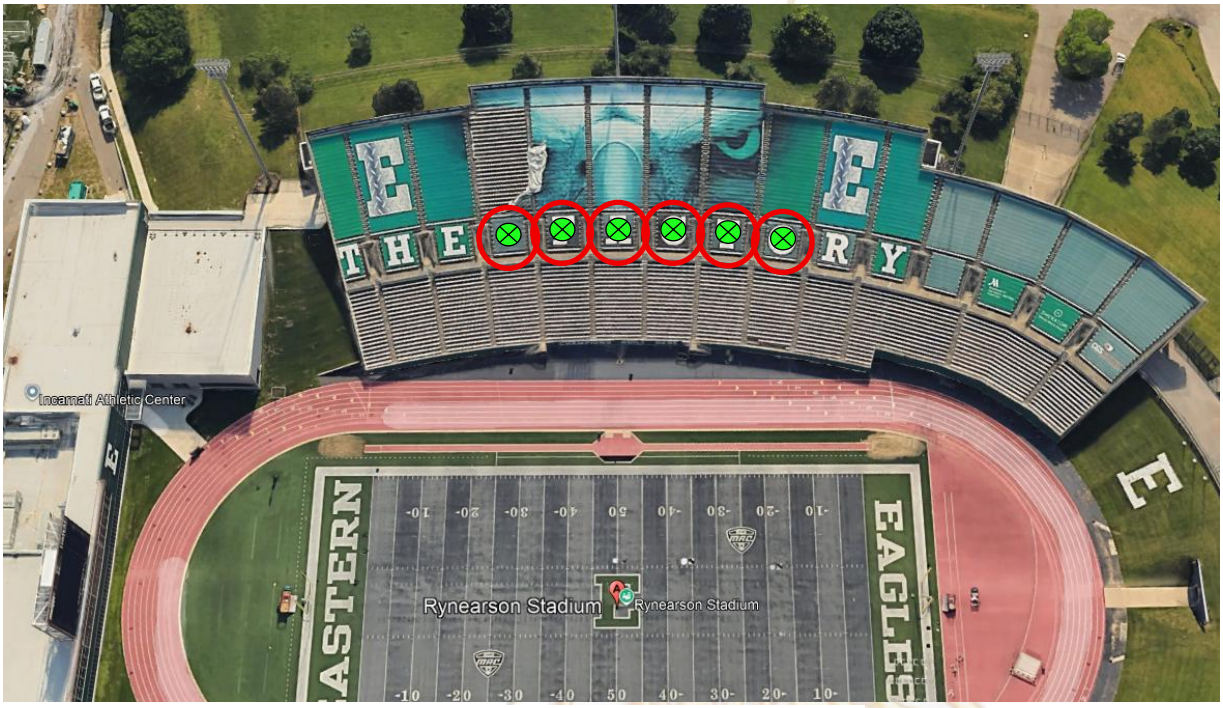
Safety Precautions:

- Compliance with NFPA 1126: Standard for the Use of Pyrotechnics Before a Proximate Audience
- Firing positions will be barricaded to prevent unauthorized access

PO Box 2 | Manchester, MI 48158 | 586-855-9492 | chrisp@acepyro.com

- Pyrotechnic materials will be attended at all times once on site
- Pyrotechnics will be fired using a computer controller digital firing system
- ABC and water firing extinguishers will be pre-positioned on display site





9/4 Band Show Setup – stands will be cleared from firing areas.

- Pyrotechnic materials will be attended at all times once on site
- Pyrotechnics will be fired using a computer controller digital firing system
- ABC and water firing extinguishers will be pre-positioned on display site

2026 Application for Fireworks Other Than Consumer or Low Impact

FOR USE BY LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD ONLY
DATE PERMIT(S) EXPIRE:

Authority: 2011 PA 256

The LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this Legislative Body of City, Village or Township Board.

TYPE OF PERMIT(S) (Select all applicable boxes)

- ☐ Agricultural or Wildlife Fireworks
- ☐ Articles Pyrotechnic
- ☑ Display Fireworks
- ☑ Public Display
- ☐ Private Display
- ☐ Special Effects Manufactured for Outdoor Pest Control or Agricultural Purposes

NAME OF APPLICANT	ADDRESS OF APPLICANT	AGE OF APPLICANT 18 YEARS OR OLDER
Ace Pyro, LLC	13001 E Austin Road, Manchester, MI	■ YES ☐ NO
NAME OF PERSON OR RESIDENT AGENT REPRESENTING CORPORATION, LLC, DBA OR OTHER	**ADDRESS PERSON OR RESIDENT AGENT REPRESENTING CORPORATION, LLC, DBA OR OTHER**	
Chris Pappas	13001 E Austin Road, Manchester, MI	
IF A NON-RESIDENT APPLICANT (LIST NAME OF MICHIGAN ATTORNEY OR MICHIGAN RESIDENT AGENT)	**ADDRESS (MICHIGAN ATTORNEY OR MICHIGAN RESIDENT AGENT)**	**TELEPHONE NUMBER**
		734.428.0900
NAME OF PYROTECHNIC OPERATOR	**ADDRESS OF PYROTECHNIC OPERATOR**	**AGE OF PYROTECHNIC OPERATOR 18 YEARS OR OLDER**
Chris Pappas	13001 E Austin Road, Manchester, MI	■ YES ☐ NO

NO. YEARS EXPERIENCE	NO. DISPLAYS	WHERE
10+	100+	Michigan, Illinois, Indiana, Quebec, Canada

NAME OF ASSISTANT	ADDRESS OF ASSISTANT	AGE OF ASSISTANT 18 YEARS OR OLDER
		☐ YES ☐ NO
NAME OF OTHER ASSISTANT	**ADDRESS OF OTHER ASSISTANT**	**AGE OF OTHER ASSISTANT 18 YEARS OR OLDER**
		☐ YES ☐ NO

EXACT LOCATION OF PROPOSED DISPLAY
Rynearson Stadium, 799 North Hewitt Road, Ypsilanti, MI 48197

DATE OF PROPOSED DISPLAY	TIME OF PROPOSED DISPLAY
8.29.2026, 9.4.2026, 9.26.2026, 10.17.2026, 11.24.2026	TBD (based on game time)

MANNER AND PLACE OF STORAGE, SUBJECT TO APPROVAL OF LOCAL FIRE AUTHORITIES, IN ACCORDANCE WITH NFPA 1123, 1124 & 1126 AND OTHER STATE OR FEDERAL REGULATIONS. PROVIDE PROOF OF PROPER LICENSING OR PERMITTING BY STATE OR FEDERAL GOVERNMENT

None, fireworks will be brought from company storage on display date

AMOUNT OF BOND OR INSURANCE (TO BE SET BY LOCAL GOVERNMENT)	NAME OF BONDING CORPORATION OR INSURANCE COMPANY
$10,000,000	Acrisure

ADDRESS OF BONDING CORPORATION OR INSURANCE COMPANY
3737 Park East Dr, Ste 204, Beachwood, OH 44122

NUMBER OF FIREWORKS	KIND OF FIREWORKS TO BE DISPLAYED (Please provide additional pages as needed)
Approx. 50	Close Proximity Articles Pyrotechnic Effects

SIGNATURE OF APPLICANT	DATE
Christopher Pappas	8/7/2026

2026 Permit for Fireworks Other than Consumer or Low Impact

Authority: 2011 PA 256	The **LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD** will not discriminate against any individual or group because of race, sex, religion, age, national origin,color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this Legislative Body of City, Village or Township Board.

This permit is not transferable. Possession of this permit authorizes the herein named person to possess, transport and display fireworks in the amounts, for the purpose of and at the place listed below only through permit expiration date.

TYPE OF PERMIT(S) (Select all applicable boxes)

☐ Agricultural / Wildlife Fireworks ☑ Articles Pyrotechnic ☑ Display Fireworks

☑ Public Display ☐ Private Display

☐ Special Effects Manufactured for Outdoor Pest Control or Agricultural Purposes

FOR USE BY LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD ONLY.

PERMIT(S) EXPIRATION DATE (ENTER DATE OF EXPIRATION)

NAME OF PERSON PERMIT ISSUED TO: Chris Pappas

AGE (18 YEARS OR OLDER): ■ YES ☐ NO

ADDRESS OF PERSON PERMIT ISSUED TO: 13001 E Austin Road, Manchester, MI

NAME OF ORGANIZATION, GROUP, FIRM OR CORPORATION: ACE Pyro, LLC

ADDRESS: 13001 E Austin Road, Manchester, MI

NUMBER AND TYPES OF FIREWORKS (Please attach additional pages if necessary)

Approx. 50 - Close Proximity Articles Pyrotechnic Effects

EXACT LOCATION OF DISPLAY OR USE: Rynearson Stadium, 799 North Hewitt Road, Ypsilanti, MI 48197

CITY, VILLAGE, TOWNSHIP	DATE	TIME
Ypsilanti, MI	8.29.26, 9.4.26, 9.26.26, 10.17.26, 11.24.26	TBD (based on game time)

BOND OR INSURANCE FILED: ☐ YES ☐ NO Acrisure Great Lakes Partners Insurance Services 223 West Grand River Ave #1 Howell MI 48843

AMOUNT: $10,000,000

Issued by action of the Legislative Body of the

☐ City ☐ Village ☐ Township of _____ on the _____ day of _____, 2026.

(Signature and Title of Legislative Body Representative)

THIS FORM IS VALID UNTIL THE DATE OF EXPIRATION OF PERMIT

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 6/12/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
Acrisure Great Lakes Partners Insurance Services 223 West Grand River Ave #1 Howell MI 48843	PHONE (A/C, No, Ext): 216-658-7100	FAX (A/C, No): 216-658-7101
	E-MAIL ADDRESS: info@brittongallagher.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Third Coast Insurance Company	10713
INSURED Ace Pyro LLC 13001 E Austin Road Manchester MI 48158	INSURER B : Allianz Global Corporate & Specialty SE	
	INSURER C : HDI Global Specialty SE	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** 1130547845 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY X PRO-JECT X LOC			PYTP0000021-00	11/1/2025	11/1/2026	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG $	$ 1,000,000 $ 500,000 $ $ 1,000,000 $ 2,000,000 $ 2,000,000 $
A	AUTOMOBILE LIABILITY X ANY AUTO ALL OWNED AUTOS / SCHEDULED AUTOS X HIRED AUTOS / X NON-OWNED AUTOS			PYTA0000013-00	11/1/2025	11/1/2026	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) $	$ 1,000,000 $ $ $ $
B	UMBRELLA LIAB X OCCUR X EXCESS LIAB / CLAIMS-MADE DED / RETENTION $			25ABEX0200	11/1/2025	11/1/2026	EACH OCCURRENCE AGGREGATE $	$ 4,000,000 $ 4,000,000 $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					WC STATU-TORY LIMITS / OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ $ $
C	Excess Liability #2			18HX3630	11/1/2025	11/1/2026	Each Occurance Aggregate Total Excess Limits	$5,000,000 $5,000,000 $9,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Additional Insured extension of coverage is provided by above referenced General Liability policy where required by written agreement.
Additional Insured: City of Ypsilanti and Eastern Michigan University
Event Location: Rynearson Stadium, 799 North Hewitt Road, Ypsilanti, MI 48197
Display Date:
8/29/26
9/4/26
9/26/26
10/17/26
11/24/26

CERTIFICATE HOLDER

City of Ypsilanti
1 South Huron St
Ypsilanti MI 48197
United States

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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ACORD 25 (2010/05) The ACORD name and logo are registered marks of ACORD

U.S. Department of Justice
Bureau of Alcohol, Tobacco, Firearms and Explosives

Federal Explosives License/Permit
(18 U.S.C. Chapter 40)

In accordance with the provisions of Title XI, Organized Crime Control Act of 1970, and the regulations issued thereunder (27 CFR Part 555), you may engage in the activity specified in this license or permit within the limitations of Chapter 40, Title 18, United States Code and the regulations issued thereunder, until the expiration date shown. **THIS LICENSE IS NOT TRANSFERABLE UNDER 27 CFR 555.53.** See "WARNINGS" and "NOTICES" on reverse.

Direct ATF Correspondence To: ATF - Chief, FELC
244 Needy Road
Martinsburg, WV 25405-9431

License/Permit Number: **4-MI-161-20-9D-12625**

Chief, Federal Explosives Licensing Center (FELC)
Shawn Stevens

Expiration Date: **April 1, 2029**

Name
ACE PYRO LLC

Premises Address (Changes? Notify the FELC at least 10 days before the move.)
13001 E AUSTIN RD
MANCHESTER, MI 48158-

Type of License or Permit
20-MANUFACTURER OF EXPLOSIVES

Purchasing Certification Statement
The licensee or permittee named above shall use a copy of this license or permit to assist a transferor of explosives to verify the identity and the licensed status of the licensee or permittee as provided by 27 CFR Part 555. The signature on each copy must be an original signature. A faxed, scanned or e-mailed copy of the license or permit with a signature intended to be an original signature is acceptable. The signature must be that of the Federal Explosives Licensee (FEL) or a responsible person of the FEL. I certify that this is a true copy of a license or permit issued to the licensee or permittee named above to engage in the business or operations specified above under "Type of License or Permit."

Licensee/Permittee Responsible Person Signature _____ Position/Title _____

Printed Name _____ Date _____

Mailing Address (Changes? Notify the FELC of any changes.)
ACE PYRO LLC
13001 E AUSTIN RD
MANCHESTER, MI 48158-

Previous Edition is Obsolete

ATF Form 5400.14/5400.15 Part I
Revised September 2011

Federal Explosives License (FEL) Customer Service Information

Federal Explosives Licensing Center (FELC)
244 Needy Road
Martinsburg, WV 25405-9431

Toll-free Telephone Number: (877) 283-3352
Fax Number: (304) 616-4401
E-mail: FELC@atf.gov

ATF Homepage: www.atf.gov

Change of Address *(27 CFR 555.54(a)(1))*. Licensees or permittees may during the term of their current license or permit remove their business or operations to a new location at which they intend regularly to carry on such business or operations. The licensee or permittee is required to give notification of the new location of the business or operations not less than 10 days prior to such removal with the Chief, Federal Explosives Licensing Center. The license or permit will be valid for the remainder of the term of the original license or permit. **(The Chief, FELC, shall, if the licensee or permittee is not qualified, refer the request for amended license or permit to the Director of Industry Operations for denial in accordance with § 555.54.)**

Right of Succession *(27 CFR 555.59)*. (a) Certain persons other than the licensee or permittee may secure the right to carry on the same explosive materials business or operations at the same address shown on, and for the remainder of the term of, a current license or permit. Such persons are: (1) The surviving spouse or child, or executor, administrator, or other legal representative of a deceased licensee or permittee; and (2) A receiver or trustee in bankruptcy, or an assignee for benefit of creditors. (b) In order to secure the right provided by this section, the person or persons continuing the business or operations shall furnish the license or permit for for that business or operations for endorsement of such succession to the Chief, FELC, within 30 days from the date on which the successor begins to carry on the business or operations.

(Continued on reverse side)

Cut Here ✂

Federal Explosives License/Permit (FEL) Information Card

License/Permit Name: **ACE PYRO LLC**

Business Name:

License/Permit Number: **4-MI-161-20-9D-12625**

License/Permit Type: **20-MANUFACTURER OF EXPLOSIVES**

Expiration: **April 1, 2029**

Please Note: Not Valid for the Sale or Other Disposition of Explosives.

REQUEST FOR LEGISLATION
August 18, 2026

For: Mayor and City Council

From: Tracey Boudreau, City Clerk

Subject: Resolution No. 2025-193, approving a Small Wine Maker Off-Premises Retailer Permit, with outdoor seating, dance and a social district, for Maniacal Mead Co., for use at 15 E Cross St.
Public Hearing Resolution No. 2025-194, closing the public hearing.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:
1. Res. No. 2025-193 Maniacal Mead Off-Premises Retailer Liquor License
2. Resolution No 2026-194 PH
3. 15 E Cross St - Maniacal Mead Co LIQUOR LIC APP
4. PUBLIC HEARING NOTICE - Maniacal Mead

CITY MANAGER APPROVAL: COUNCIL AGENDA DATE: August 18, 2026

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:

Resolution No. 2026-193
August 18, 2026

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, Maniacal Mead Co. has applied to the City of Ypsilanti and Michigan Liquor Control Commission requesting the following:

> Small Wine Maker Off-Premises Retailer Permit, with outdoor seating, dance and a social district, for Maniacal Mead Co., per MCL 436.1111(12), for use at 15 E Cross St., Ypsilanti, MI 48197, Washtenaw County; and

WHEREAS, a public hearing to consider the proposed Off-Premises Retailer Permit for Maniacal Mead Co. was duly noticed and held on August 18, 2026.

NOW, THEREFORE, BE IT RESOLVED THAT the request of Maniacal Mead Co. for the property located at 15 E Cross St., Ypsilanti, MI 48197 be approved, contingent on approval of all applicable departments.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

Resolution No. 2025-194
August 18, 2026

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That the public hearing for a Small Wine Maker Off-Premises Retailer Permit, with outdoor seating, dance and a social district, for Maniacal Mead Co., for use at 15 E Cross St. be officially closed.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

City of Ypsilanti
Office of the City Clerk

APPLICATION FOR NEW
OR
TRANSFER LIQUOR LICENSE

Full Name: Maniacal Mead Co. **Date of Birth:** n/a

Home address: 15 E Cross St **Apt.#** _____

City/State/Zip code: Ypsilanti, MI 48198

Home phone: (734)649 6453 **Business Phone:** ( )

Email address (optional): maniacalmeadco@gmail.com

Non-Refundable $500 fee- subject to change by City Council without notice.

NAMES OF ALL PARTNERS OF THE APPLICANT, IF ANY:

_____ _____

_____ _____

IF THE APPLICANT IS A CORPORATION: Supply a copy of the Articles of Incorporation, current corporation records disclosing the identity, address of all Directors, Officers, and Shareholders.

Address of place for a Liquor License: _____
(Attach legal description of the premises)

_____

Name and Address of Premise Owner: KEEP IT MOVIN PROPERTY MANAGEMENT

9 E Cross St, Ypsilanti, MI 48198

Address **City/State/Zip code**

TYPE OF LICENSE APPLIED FOR (Class C, Tavern, B-Hotel, etc.):

small wine maker off premise permit

SPECIAL PERMITS APPLIED FOR (Dance, Entertainment, etc.):

Outdoor seating, dance, social district

SUPPLY WRITTEN EVIDENCE: That the Applicant has the right to possess the premises from the property owner.

SUPPLY ZONING PERMIT OR CLEARANCE FROM THE ZONING ADMINISTRATOR: That the location is in compliance with the Zoning Ordinance.

SUPPLY CERTIFICATE OF OCCUPANCY OR SIMILAR CLEARANCE FROM THE BUILDING OFFICIAL: That the structure and premises is in compliance with local code provisions.
SUPPLY WRITTEN EVIDENCE FROM THE CITY TREASURER: That all real and personal property taxes and City utility bills associated with the premises are paid and that all real and personal property taxes and City utility bills in the name of the applicant are paid.

SUPPLY A WRITTEN STATEMENT: That the applicant will not violate any laws of the State of Michigan or the ordinances of the City of Ypsilanti in conducting the business where the liquor license will be used and that a violation on the premises may be caused for the City objecting to renewal of the license or requesting revocation of the license.

SUPPLY A WRITTEN STATEMENT: That the applicant understands that the City of Ypsilanti has an ordinance prohibiting public nudity, and a violation of the ordinance on the premises where the liquor license is used will be caused for objecting to renewal of the license, or for requesting revocation of the license.

SUPPLY DOCUMENTATION (REDEVELOPMENT APPLICANTS ONLY): That the applicant has invested at least $75,000 for the rehabilitation or restoration of the building over a period of the preceding five years, or documentation that the applicant has or will commit a capital investment of at least $75,000 that will be expended for rehabilitation or restoration of the building before the license is issued.

My signature acknowledges the following:

- I have read the above application and am submitting this completed application for consideration of a new or transfer liquor license in the City of Ypsilanti.
- I have (either in hardcopy or online) received a copy of ordinance number 926, (as amended and codified in section 6-31 et sec) and have read and understand the City's ability to request revocation of the license upon violation of the ordinance terms, and/or breach of any agreement with the City.
- Council Approval **DOES NOT** take the place of or avoid any permitting process of the City, including, but not limited to Building, Zoning, Fire, ADA, etc. Significant issues with regards to non-conforming uses may arise after applicant properly submits detailed plans for such construction and/or use permits.
- Redevelopment Applicants:
    - I affirm that I have attempted to purchase an available on-premises escrowed license or quota license within the city, and that one was not readily available as defined in the Liquor Control Code (MCL 436.1521a).

- I affirm that the premises described above will be a dining, entertainment, or recreation business open at least 5 days per week and open to the general public at least 10 hours a day.
- I affirm that I have invested $75,000 in the real property within the last 5 years, or I will invest $75,000 prior to issuance of the license. This provision may be enforced by the City as a breach of contract. In the event I fail to make the required investment, and the City is required to enforce this provision, I agree to pay the City's actual attorney fees arising from the breach of contract.
- I affirm that at least $75,000 was invested or will be invested in the property by _____, and that the liquor license may issue on or after that date.

Signature of Applicant: _____

Signature of Applicant: _____

Signature of Applicant: _____

IF THIS IS A LIQUOR LICENSE TRANSFER REQUEST, THE SIGNATURE OF THE CURRENT LICENSE HOLDER IS REQUIRED.

Signature of Current License Holder: _____
Date

For the City Clerk's Office Staff only:

Date application submitted: _____ Staff's Initials: _____

Routed for approval by the following departments: Date: _____

For Department Approval:

_____Building _____Zoning _____Fire Dept. _____ Police Dept.

_____Assessor _____Treasurer _____City Attorney _____ DDA/DTDDA

Departments: Please conduct the appropriate review to ensure that the applicant does not have any outstanding issues within your department area. When you have completed your review, please report your findings to the City Clerk's Office, and initial on the line provided for your department.

Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Toll Free: 866-813-0011 • www.michigan.gov/lcc

Business ID: _____

Request ID: _____
(For MLCC use only)

Local Government Approval For Off-Premises Tasting Room License

(Authorized by MCL 436.1536)

Instructions for Applicants:

- You must obtain a recommendation from the local legislative body for a new Off-Premises Tasting Room License application.

Instructions for Local Legislative Body:

- Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a _____ meeting of the _____ council/board
(regular or special) (name of township, city, village)

called to order by _____ on _____ at _____
(date) (time)

the following resolution was offered:

Moved by _____ and supported by _____

that the application from _____
(name of applicant - if a corporation or limited liability company, please state the company name)

for a **NEW OFF-PREMISES TASTING ROOM LICENSE**

to be located at: _____

It is the consensus of this body that it _____ this application be considered for
(recommends/does not recommend)

approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are _____

Vote

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the _____
(name of township, city, village)

council/board at a _____ meeting held on _____
(regular or special) (date)

_____ _____ _____
Print Name of Clerk Signature of Clerk Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

Please return this completed form along with any corresponding documents to:
Michigan Liquor Control Commission
Mailing address: P.O. Box 30005, Lansing, MI 48909
Fax to: 517-763-0059

LARA is an equal opportunity employer/program.Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Toll-Free: 866-813-0011 - www.michigan.gov/lcc

Business ID: _____

Request ID: _____

(For MLCC Use Only)

Report of Stockholders, Members, or Partners

(Authorized by MCL 436.1529(1), R 436.1051, and R 436.1110)

Part 1 - Licensee Information

Please state your name as it is filed with the State of Michigan Corporation Division.

Licensee name(s): Maniacal Mead Co.	
Address: 1497 Ecorse Rd	
City: Ypsilanti	Zip Code: 48198

Part 2a - Corporations - Please complete this section and attach more copies of this page if more room is needed.

Name and address of all stockholders:	No. of Shares Issued:	Date Issued/Acquired:
Jeffrey Fraser, 529 Maulbetsch, Ypsilanti, MI 48197	459,000	9/18/18
Patrick Echlin, 1135 N Prospect, Ypsilanti, MI 48198	441,000	9/18/18

Name and address of Corporate Officers and Directors, pursuant to administrative rule R 436.1109:

Jeffrey Fraser, President/CEO, 529 Maulbetsch, Ypsilanti, MI 48197

Patrick Echlin, Vice President/CFO, 1135 N Prospect, Ypsilanti, MI 48198

Part 2b - Limited Liability Companies - Please complete this section and attach more copies of this page if more room is needed.

Name and address of all members:	Percent % Issued:	Date Issued/Acquired:

Name and address of Managers and Assignees, pursuant to administrative rule R 436.1110:

LARA is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

City of Ypsilanti

Building Department
One South Huron St.
Ypsilanti, MI 48197
Phone: (734) 482-1025

Certificate of Compliance

Property Address

15 E CROSS

Certificate Holder:

734 BREWING COMPANY INC
15 E CROSS
YPSILANTI, MI 48198

Responsible Party:

734 BREWING COMPANY INC
15 E CROSS
YPSILANTI, MI 48198

The above structure substantially complies with the minimum requirements of the City of Ypsilanti Property Maintenance Code and may be used for the number of apartments and rooms as indicated below.

This Certificate Does Not Represent Compliance With The Americans With Disabilities Act Of 1991. This certificate only applies to the structure's use under the City of Ypsilanti Property Maintenance Code and in no way does it approve the use under the city's Zoning Ordinance. Zoning approval can only be issued by the City Planner. All zoning questions should be referred to the Planning & Development Department at (734) 483-9646.

Certificate #: CBOP-25-0124
Apartments/Rooms: 1
Classification:
Inspector: Delonzo Weaver
Date Issued: 01/06/26
Certification Period: 08/01/25 - 08/01/27

Certificate expires at the end of certification period and not valid unless date issued is noted above

MICROBREWERY & WINERY. ALL BEER & WINE WILL BE BREWED ON SITE. APPROX. 2/3 OF THIS SPACE WILL SERVE AS A TAP ROOM WHERE PATRONS CAN DRINK OUR BEVERAGES

NEXT HVAC SERVICE CHECK REQUIRED: 12/1/2026

Joe Meyers
Community Services Director

Authentisign ID: 3435C4EF-BA5A-F111-8FCA-002248359474

COMMERCIAL LEASE AGREEMENT

Keep It Movin Property Management LLC (Landlord)
and
734 Brewing Company, Inc. (Tenant)

Lease Term: April 1, 2026 – March 31, 2031
Premises: 15 E. Cross St., Suite A & B, Ypsilanti, Michigan 48198

Authentisign ID: 3435C4EF-BA5A-F111-8FCA-002248359474

4. Late Fee

A late fee of $100 per offense is assessed for rent received more than 10 days late. Returned checks incur a $35 fee.

5. Holdover

If Tenant remains after expiration, rent shall be 125% of the prior rate plus damages.

6. Security Deposit

Tenant has deposited with Landlord the sum provided for in Paragraph 1(I) hereof; as security for the performance of Tenant's obligation under this Lease. The parties acknowledge and agree that said security deposit (or any pre-paid Rent received from Tenant under this Lease or under any separate agreement in connection therewith) may be deposited in Landlord's general operating account, and not a separate escrow account. Should any such security deposit and/or pre-paid Rent be placed in an interest bearing account, all interest accruing thereon shall be payable to Landlord. Tenant's security deposit shall not be construed as pre-paid Rent, or as a measure of Landlord's damages in the event of a Default by Tenant. If Tenant should be placed in default with respect to any provision of this Lease, Landlord may apply all or a portion of said security deposit for the payment of any sum in Default or for the payment of any amount which Landlord expends by reason of such Default. If any portion of said deposit is so applied, Tenant shall deposit with landlord, within five (5) days after receipt of Landlord's written demand, an amount sufficient to restore said security deposit to its original amount. Upon the expiration of this Lease, Landlord shall return said security deposit to Tenant, provided Tenant has paid to Landlord all sums owing to Landlord under this Lease, and Tenant has returned the Premises to Landlord in same condition as when Tenant took possession.

7. Use

Absent the prior written consent of Landlord, Tenant shall not use or allow the Premises to be used or occupy the Premises other than for the Permitted Uses as set forth in Paragraph 1(I). Tenant shall not use or allow the Premises to be used or occupy the Premises in violation of any law or of the certificate of occupancy issued for the Building. Upon five (5) days' written notice from Landlord, Tenant shall cease any use of the Premises which is declared unlawful or which will invalidate or increase the cost of any insurance covering the Building or property located therein. Tenant shall promptly upon demand, reimburse Landlord, as additional rent, for any additional premium charged by reason of Tenant's failure to comply with the provisions hereof. In connection with its use of the Premises, Tenant agrees to the following:

A. Tenant shall not use the Premises in any manner deemed hazardous because of fire risk or otherwise. If any of Tenant's operations produce noise or vibrations disturbing to Landlord or the other tenants of Landlord's property, Tenant will, on Landlord's written request, forthwith cease such operation or install sound proofing or take other measures necessary to eliminate such disturbances. If Tenant installs equipment which unbalances or overloads electrical equipment or wiring in or about the Premises, it shall correct such unbalanced or overloaded condition and replace any equipment or wiring thereby damaged at its own expense.

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8. Sublease and Assignment.

Tenant shall not assign or sublet the Premises, or any portion thereof; nor allow the same to be used or occupied by any other person, without the prior written consent of Landlord, which will not be unreasonably withheld, conditioned or delayed. Landlord's consent to any sublease or assignment shall not constitute a release of Tenant from the full performance of Tenant's obligations under this Lease unless any such release is confirmed in writing. Landlord Hereby consents to a partial (shared use) sublease to Maniacal Mead Co.

9. Repairs and Maintenance

A. During the Lease term, Tenant shall make, at Tenant's expense, all necessary minor repairs to the Leased Premises. Repairs shall include such items as routine replacement of light bulbs and other parts of the Leased Premises damaged or worn through normal occupancy, except for the roof, subject to the obligations of the parties otherwise set forth in this Lease.

B. Landlord shall maintain the roof, sky lights, outer walls, foundation, structural elements and all common areas of the Building, including without limitation, all electrical, plumbing and mechanical systems in in the common areas of the Building, to the point at which those systems enter the Leased Premises and shall be responsible for snow removal and lawn maintenance (rear yard). Trash removal is available from the City of Ypsilanti. 4 cans can be used for each unit address. If Tenant requires a dumpster, Tenant is responsible for obtaining a dumpster agreement at Tenant's expense. Tenant must discuss dumpster storage location with Landlord prior to obtaining.

10. Alterations and Improvements.

A. Tenant shall not make any alterations, improvements or additions to the Premises without the prior written consent of Landlord. If Tenant undertakes any alterations, improvements or additions within the Premises, all construction in connection therewith shall be performed by contractors pre-approved by Landlord. All improvements made to the Premises by or on behalf of Tenant shall, at the election of Landlord, become the property of Landlord and shall be surrendered with the Premises upon the termination of this Lease. Tenant shall have the right to remove from the Premises after termination of this Lease all brewery equipment and other equipment related to the brewing and storage of beverages. Upon approval by Landlord of Tenant's alteration plans, Landlord shall designate any such alterations that Tenant must remove upon termination of this Lease, in which case Tenant shall remove all such improvements upon the expiration or earlier termination of this Lease, and restore the Premises to a condition substantially similar to that condition when delivered to Tenant.

B. All alternations and improvements in or upon the Premises, made by either party (except to Tenant's personal property, furniture and furnishings, signs and trade fixtures), shall become the property of Landlord and shall be surrendered with the Premises as provided for herein.

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13. Utilities.

Tenant acknowledges that the Leased Premises are designed to provide standard office use electrical facilities and standard office lighting. Tenant shall be responsible for any upgrades to existing utilities serving the Leased Premises that are required for the Operation of tenant's brewpub □business. Tenant shall not use any equipment or devices that utilize excessive electrical energy or which may, in Landlord's reasonable opinion, overload the wiring or interfere with electrical services to other tenants. Tenant shall pay all charges for gas, electricity, telephone and other services and utilities used by Tenant on the Leased Premises during the term of this Lease unless otherwise expressly agreed in writing by Landlord. Landlord shall pay all charges for Water/Sewer as long as use, at the Landlords discretion, is within Standard Office/Retail usage levels. If Tenant wishes to use equipment that requires excessive Water/Sewer, independent metering for shall be installed at the Tenants expense, in which the tenant will then be responsible for usage charges. Additional details, if any, are to be provided in paragraph 1(p) on Page 2 of this Agreement.

14. Signs.

Following Landlord's consent, Tenant shall have the right to place on the leased premises, at locations selected by Tenant, any signs which are permitted by applicable zoning ordinances and private restrictions. The size, number, design and location of all signs shall require Landlord's written approval prior to installation, which approval shall not be unreasonable withheld, conditioned or delayed. Tenant shall maintain all signs in good condition and repair at all times, and shall hold the Landlord harmless from injury to person or property arising from the erection and maintenance of said signs. Upon vacating the Premises, Tenant shall remove all signs and repair all damages caused by such installation and removal. No signs shall be painted on the exterior of the Premises or Property. The use of portable or free-standing signs is strictly prohibited without the prior written consent of Landlord. Signs may not be hung or otherwise attached to the existing awning and painting of information on the awning is permitted with Landlord's approval, which will not be unreasonable withheld, conditioned or delayed. Tenant shall not have access to the roof for sign installation. Exterior signs must be installed from the street level. Tenant shall repair all damage to the Leased Premises resulting from the installation/removal of signs by Tenant.

15. Entry.

Landlord shall have the right to enter upon the Leased Premises at reasonable hours to inspect the same, provided Landlord shall not thereby unreasonably interfere with Tenant's business on the Leased Premises. Except in cases of emergency, landlord shall provide 2 business days' prior notice of its intention to enter into the Leased Premises and Tenant shall have the right to have its representative accompany Landlord when Landlord is present in the Leased Premises.

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18. Damage and Destruction.

If the Premises or a substantial portion of the Property is damaged in whole or in part by casualty, and the Premises are made untenantable as a result thereof and if in Landlord's reasonable opinion such damages cannot be substantially repaired within one hundred eighty (180) days from the date of said casualty, this Lease may be terminated by either party. If the damages can be repaired within one hundred eighty (180) days, but Landlord fails within the first sixty (60) days after such casualty to either commence to make such repairs or notify Tenant of Landlord's intent to make such repairs, Tenant shall have the right to terminate this Lease. Should Landlord elect to make such repairs, this Lease shall remain in full force and effect, and Landlord shall proceed with all due diligence to repair and restore the Premises to a condition substantially similar to that condition which existed prior to such casualty. If repair and restoration of the Premises extends beyond one hundred eighty (180) days after the date of such casualty due to causes beyond the control of landlord, this Lease shall remain in full force and effect, and Landlord shall not be liable therefore; but Landlord shall continue to complete such repairs and restoration with all due diligence.

If either party should elect to terminate this Lease, the party so electing shall notify the other party in writing. The effective date of such termination shall be the date of said casualty. If this Lease is terminated, the parties shall have no further obligations to the other, except for those obligations accrued through the effective date of such termination; and, upon such termination, Tenant shall immediately surrender possession of the Premises to Landlord. Tenant shall not be required to pay any Rent for any period in which the Premises are untenantable. If only a portion of the Premises are untenantable, Tenant's Rent shall be equitably abated in proportion to that portion of the Premises which are so unfit. However, there shall be no Rent abatement if the damages are due to the conduct, fault or negligence of tenant or Tenant's agents, employees or invitees.

19. Default.

This Lease and Tenant's right to possession of the Premises is made subject to and conditioned upon Tenant performing all of the covenants and obligations to be performed by Tenant hereunder, at the times and pursuant to terms and conditions set forth herein. If Tenant should fail to pay any Rent, additional rent or other charge when the same is due, or if Tenant should fail to perform any other obligation to be performed by Tenant within the time or times set forth herein, Tenant shall be in Default under this1.ease. If any Default shall continue for five (5) days after written notice from Landlord, or if Tenant makes an assignment for the benefit of creditors, vacates or abandons the Premises for more than thirty (30) days, files or has filed against it a petition in bankruptcy, has a receiver, trustee or liquidator appointed over a substantial portion of its property, or is adjudicated insolvent, Landlord may either (a) terminate this Lease, or (b) terminate Tenant's right of possession to the Premises without terminating this Lease. In either event, Landlord shall have the right to dispossess Tenant, or any other person in occupancy, together with their property, and re-enter the Premises. Upon such re-entry, Tenant shall be liable for all expenses incurred by Landlord in recovering the Premises, including, without limitation, clean-up costs, legal fees, removal, storage or disposal of Tenant's property, and restoration costs.

If Landlord elects to terminate this Lease, all Rent through the effective date of termination shall immediately become due, and the aforesaid expenses incurred by Landlord to recover possession,

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No action by Tenant after final judgment for possession of the Premises shall reinstate this Lease and Tenant waives any and all rights of redemption if Tenant is judicially dispossessed. Should Landlord neglect not to exercise any of its rights m the event of a Default, it shall not be deemed a waiver of such rights as to subsequent Defaults. No payment by Tenant or receipt by Landlord of a lesser amount than the Rent herein stipulated shall be deemed to be other than on account of the stipulated Rent nor shall any endorsement or statement on any check or any letter accompanying any check or payment as rent be deemed an accord and satisfaction. Landlord may accept such check or any partial payment without prejudice to Landlord's right to recover the balance of such Rent or pursue any other remedy provided for in this Lease or available at law or in equity to collect the balance of such Rent. After the service of any notice or commencement of any suit or final Judgment therein, Landlord may receive and collect any Rent due and such collection or receipt shall not operate as a waiver of nor affect such notice, suit or judgment. All of the aforesaid rights of Landlord shall be in addition to any remedies which Landlord may have at law or in equity. Both parties hereby waive trial by jury in any action, proceeding or counter-claim brought by either party against the other on any matter arising out of or in any way connected with this Lease, or Tenant's use or occupancy of the Premises. Tenant shall pay all costs and reasonable attorney's fees incurred by Landlord in the enforcement of this Lease.

20. Attorneys' Fees

In the event that Landlord should bring suit for the possession of the Premises, for the recovery of any sum due under this lease, or because of the breach of any provision of this lease, or if Tenant shall bring any action for any relief against Landlord arising out of the Lease, then all costs and expenses, including reasonable attorneys' fees, incurred by the prevailing party shall be paid by the other party.

21. Guaranty

This Agreement and the covenants and obligations thereof of the Tenant are hereby guaranteed by the individuals and/or entities identified in paragraph 1(c) on Page One of this Agreement and as further provided in Exhibit **"A"**, attached hereto and made a part hereof and such guaranty shall be unconditional.

22. Quiet Possession.

Landlord covenants and warrants that upon performance by Tenant of its obligations hereunder, Landlord will keep and maintain Tenant in exclusive, quiet, peaceable and undisturbed and uninterrupted possession of the Leased Premises during the term of this Lease.

23. Tenant to Indemnify

The Tenant agrees to indemnify, hold harmless and defend the Landlord from any liability for damages to any person in, on or about said leased premises from any cause whatsoever, to the extent of Tenant's fault for any such damages.

24. Condemnation/Eminent Domain

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26. Notice.

Any notice required or permitted under this Lease shall be deemed sufficiently given or served if sent by United States certified mail, return receipt requested, addressed as follows:

If to Landlord to:	*If to Tenant:*
Keep It Movin Property Mgmt, LLC [Landlord]	734 Brewing Company, Inc. [Tenant]
5243 Walsh Rd	15 E. Cross St. Suite B
Whitmore Lake, Michigan 48189	Ypsilanti, Michigan 48198
[Landlord's Address]	[Tenant's Address)

Landlord and Tenant shall each have the right from time to time to change the place notice is to be given under this paragraph by written notice thereof to the other party

27. Brokerage.

Except as provided below, the parties warrant that they have dealt with no broker claiming a commission in connection with this transaction; and each party shall hold the other party harmless for any breach of such warranty. Tenant shall be liable for any commissions payable to any broker services obtained.

28. Waiver.

No waiver of any default of Landlord or Tenant hereunder shall be implied from any omission to take any action on account of such default if such default persists or is repeated, and no express waiver shall affect any default other than the default specified in the express waiver and that only for the time and to the extent therein stated. One or more waivers by Landlord or Tenant shall not be construed as a waiver of a subsequent breach of the same covenant, term or condition.

29. Headings

Authentisign ID: 3435C4EF-BA5A-F111-8FCA-002248359474

34. Compliance with Law.

Tenant shall comply with all laws, orders, ordinances and other public requirements now or hereafter pertaining to Tenant's use of the Leased Premises. Landlord shall comply with all laws, orders, ordinances and other public requirements now or hereafter affecting the Leased Premises.

35. Final Agreement.

This Agreement terminates and supersedes all prior understandings or agreements on the subject matter hereof. This Agreement may be modified only by a further writing that is duly executed by both parties.

36. RIGHT OF FIRST OFFER – ADJACENT SPACE

If the adjacent unit (now known as 11 E. Cross St. Ypsilanti, MI 48198) becomes available, Tenant has the first right to lease it under similar terms, with base rent of $2,250/month or an amount consistent with fair-market rental rates, whichever applies.
Tenant must accept in writing within 10 business days of notice.

37. GOVERNING LAW

This Lease shall be governed by the laws of the State of Michigan.

40. Lease Amendments

Upon execution of this lease, the prior lease between 734 Brewing Co. and J&K Worldwide is terminated with the exception of the Amendments made to the lease.

FIRST AMENDMENT TO LEASE AGREEMENT

Amendment, effective July 20, 2016 between J&K Worldwide, LLC ;Landlord and 734 Brewing Company, Inc; Tenant

RECITALS

The parties entered into a Lease Agreement, dated March 1, 2016, governing the rental by Tenant of property commonly known as 15 E Cross St, Suite B, Ypsilanti, MI 48198 (The Lease) The parties have agreed to amend the Lease on the terms provided in this Amendment.
NOW, THEREFORE, the parties agree as follows:

1. Building. Section 1 (d) of the Lease is hereby amended to provide that Unit/Suite No.(s) include Unit/Suite No. 15A and Unit/Suite No. 15B.
2. Premises. Section 1 (e) of the Lease is hereby amended to provide that the leased Premises is the space within the Building, defined by Unit Number 15 Suite A and Unit Number 15 Suite B.
3. Rent. Section 1 (i) of the Lease is hereby amended to provide that the monthly rent for the remainder of the Lease term is fixed at $1,800.00 per month beginning August 1, 2016.
4. Security Deposit. Section 1 (k) of the Lease is hereby amended to provide that, in addition to remaining payments of last Months rent and base rent, the Security Deposit is equal to the sum of

LANDLORD COPY

Authentisign ID: 3435C4EF-BA5A-F111-8FCA-002248359474

SIGNATURES

LANDLORD	TENANT
Keep It Movin Property Management LLC	734 Brewing Company, Inc.
By: Samantha Stacey	By: Patrick Echlin
Name: Samantha Stacey	Name: Patrick Echlin
Title: Samantha Campbell	Title: President
Date: 05/28/26	Date: 05/28/26

LANDLORD COPY

Authentisign ID: EE0B020A-835E-F111-8FCA-002248359474

COMMERCIAL SUBLEASE AGREEMENT

THIS SUBLEASE dated this 2nd day of June, 2026

BETWEEN:

734 Brewing Company, Inc.
(the "Sublandlord")

OF THE FIRST PART

- AND -

Maniacal Mead Co.
(the "Subtenant")

OF THE SECOND PART

Background

A. This is an agreement (the "Sublease") to sublet real property according to the terms specified below.

B. The master lease (the "Master Lease") is dated May 5, 2026 and is between Keep it Movin A2 LLC (the "Landlord") and the Sublandlord with respect to the following lands and any improvements on those lands (the "Premises"): 15 E Cross St, Ypsilanti, MI 48198, USA.

C. The Subtenant is willing to undertake certain obligations of the Master Lease.

IN CONSIDERATION OF the Sublandlord subletting and the Subtenant renting the Subleased Premises, both parties agree to keep, perform and fulfill the promises, conditions and agreements below:

Subleased Premises

1. The Sublandlord leases to the Subtenant all of the Premises (the "Subleased Premises").

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Alterations and Improvements

10. The Subtenant will have the same right to make such alterations and improvements to the Subleased Premises as the Sublandlord is allowed in the Master Lease.

11. Any alterations and improvements must comply with all applicable construction laws and regulations regarding property improvements.

12. The Subtenant will ensure that the Subleased Premises remain free and clear of any and all liens arising out of the work performed or materials used in making such improvements to the Subleased Premises.

Taxes

13. The Subtenant will pay any privilege, excise and other taxes duly assessed against the business of the Subtenant, the Subleased Premises and any personal property on or about the Subleased Premises. The Subtenant will avoid the assessment of any late fees or penalties.

Event of Default

14. The Subtenant will default under this Sublease if any one or more of the following events (the "Event of Default") occurs:

    a. The Subtenant fails to pay the Rent to the Sublandlord or any amount of it when due or within any grace period, if any.

    b. The Subtenant fails to perform any of its obligations under this Sublease or any applicable obligation under the Master Lease.

    c. The Subtenant becomes insolvent, commits an act of bankruptcy, becomes bankrupt, takes the benefit of any legislation that may be in force for bankrupt or insolvent debtors, becomes involved in a voluntary or involuntary winding up, dissolution or liquidation proceeding, or if a receiver will be appointed for the affairs of the Subtenant.

    d. The Subtenant abandons the Subleased Premises or any part of the Subleased Premises.

    e. The Subtenant uses the Subleased Premises for any unpermitted or illegal purposes.

    f. The Subtenant fails to commence, diligently pursue, and complete the Subtenant's work to be performed pursuant to this Sublease pertaining to the Subleased Premises.

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Surrender of Premises

19. At the expiration of the Term of this Sublease, the Subtenant will quit and surrender the Premises in as good a state and condition as they were at the commencement of this Lease, reasonable use and wear and damages by the elements excepted.

Governing Law

20. It is the intention of the parties to this Sublease that the tenancy created by this Sublease and the performance under this Sublease, and all suits and special proceedings under this Sublease, be construed in accordance with and governed, to the exclusion of the law of any other forum, by the laws of Michigan, without regard to the jurisdiction in which any action or special proceeding may be instituted.

Severability

21. If there is a conflict between any provision of this Sublease and the applicable legislation of Michigan (the "Act"), the Act will prevail and such provisions of the Sublease will be amended or deleted as necessary in order to comply with the Act. Further, any provisions that are required by the Act are incorporated into this Sublease.

22. In the event that any of the provisions of this Sublease will be held to be invalid or unenforceable in whole or in part, those provisions to the extent enforceable and all other provisions will nevertheless continue to be valid and enforceable as though the invalid or unenforceable parts had not been included in this Sublease and the remaining provisions had been executed by both parties subsequent to the expungement of the invalid provision.

Assignment and Subletting

23. The Subtenant will not assign, transfer or further sublet the Subleased Premises or any part of the Subleased Premises without the prior written consent of the Sublandlord and the Landlord.

Notices

24. Unless otherwise specifically provided in this Sublease, all notices from the Subtenant to the Sublandlord will be served or sent to the Sublandlord at the following address:
15 E Cross St, Ypsilanti, MI 48198, USA.

25. Unless otherwise specifically provided in this Sublease, all notices from the Sublandlord to the Subtenant will be served or sent to the Subtenant at the following address:
1497 Ecorse Rd, Ypsilanti, MI 48198, USA.

34. All sums payable by the Subtenant to the Sublandlord under any provision of this Sublease will be deemed to be additional rent and will be recovered by the Sublandlord as rental arrears.

35. Where there is more than one Subtenant executing this Sublease, all Subtenants are jointly and severally liable for each other's acts, omissions and liabilities under this Sublease.

36. The Subtenant will be charged an additional amount of $25.00 for each N.S.F. check or check returned by the Subtenant's financial institution.

37. All schedules to this Sublease are incorporated into and form an integral part of this Sublease.

38. Headings are inserted for the convenience of the parties only and are not to be considered when interpreting this Sublease. Words in the singular mean and include the plural and vice versa. Words in the masculine include the feminine and vice versa. The words "Sublandlord" and "Subtenant" as used in this Sublease include the plural as well as the singular; no regard for gender is intended by the language in this Sublease.

39. This Sublease may be executed in counterparts.

40. Time is of the essence in this Sublease.

41. The Sublandlord and the Subtenant have no interest or other rights of ownership in each other. The parties to this Sublease are not agents for each other. Under no circumstances will this Sublease be construed as creating a partnership or joint venture between the parties to this Sublease.

42. Each signatory to this Sublease acknowledges receipt of an executed copy of this Sublease.

43. This Sublease will not be valid and binding on the Sublandlord and Subtenant unless and until it has been completely executed by and delivered to both parties and the Landlord has consented to this Sublease.

IN WITNESS WHEREOF the Sublandlord and the Subtenant have duly affixed their signatures under hand and seal on this _____ day of _____, _____.

Application for New Liquor (Off premise tasting room) License

Attachments

Legal Description of Premises:
15 E Cross St, Ypsilanti, MI 48198
*OLD SID - 11 11-020-030-00 YP CITY 1E-12 LD COM AT NW COR CROSS & RICE STS, TH N 194.55FT, TH W 107.54FT, TH S 195.63FT, TH E 108.68FT TO BEG

Statements

Maniacal Mead Co and its officers will not violate any laws of the State of Michigan or the ordinances of the City of Ypsilanti in conducting the business where the liquor license will be used. Maniacal Mead Co and its officers further understand that a violation on the premises may be cause for the City objecting to renewal of the license or requesting revocation of the license.

Signed,

Patrick Echlin, President and CFO

Maniacal Mead Co and its officers understand that the City of Ypsilanti has an ordinance prohibiting public nudity, and that a violation of the ordinance on the premises where the liquor license is used will be cause for objecting to renewal of the license, or for requesting revocation of the license.

Signed,

Patrick Echlin, President and CFO

CITY OF

Ypsilanti

PRIDE | DIVERSITY | HERITAGE

Patrick Echlin
15 E. Cross St.
Ypsilanti, MI 48198

June 3rd, 2026

Re: 15 E. Cross Liquor License Zoning Verification Letter; Parcel ID # 11-11-04-462-002

Dear Patrick Echlin,

This office is responsible for the administration of the zoning ordinance for the City of Ypsilanti, Michigan (the "City"), within which the above-referenced Property is located. We write to address the liquor license application with the following:

1. 15 E. Cross St. is located within the Center zoning district.
2. Section 122-446 establishes the permissible uses within the Center zoning district. Per this section, a tasting room is permitted as an accessory use to the proposed principal use as a performance venue and restaurant.

This information was researched on June 3rd, 2026, by the undersigned per request and as a public service. The undersigned certifies that the above information contained herein is believed to be accurate and is based upon or relates to the information supplied to the requestor. The authority assumes no liability for errors and omissions. All information was obtained from public records, which may be viewed anytime. Please contact me at 734-482-9832 or jburns@cityofypsilanti.com with any questions. The full text of the zoning ordinance is available at cityofypsilanti.com/zoning.

Sincerely,

Joshua Burns
City Planner
Community Services Department

One South Huron Street
Ypsilanti, MI 48197
Tel (734) 483-9646
www.cityofypsilanti.com

2025 Summer/Winter Tax Bill Information
CITY OF YPSILANTI
11-99-00-019-003

CURRENT OWNER: 734 BREWING CO

CURRENT PROPERTY ADDRESS
15 E CROSS ST

** 2025 SUMMER HISTORY INFO **

OWNER: 734 BREWING CO

TAXABLE:	0
ASSESSMENT:	0
PRE/MBT %:	100.0000
SCHOOL DIST:	81020

TAXING UNIT	TAX
DEPOT TOWN	0.00
SCHOOL OPER FC	0.00
COUNTY	0.00
LIBRARY	0.00
WISD	0.00
WCC	0.00
STATE ED	0.00
SINKING FUND	0.00
SCHL DBT	0.00
SCHL OP	0.00
AAATA	0.00
WATER ST 2016A	0.00
PUBLIC TRANSIT	0.00
SANITATION	0.00
CITY	0.00
ADMIN FEE	0.00
AMT DUE	0.00
INT/PENALTIES	0.00
TOTAL DUE	0.00
TOTAL PAID	0.00
DATE PAID	

*** P A I D I N F U L L ***

** 2025 WINTER HISTORY INFO **

OWNER: 734 BREWING CO

TAXABLE:	0
ASSESSMENT:	0
PRE/MBT %:	100.0000
SCHOOL DIST:	81020

TAXING UNIT	TAX
COUNTY	0.00
LIBRARY	0.00
ADMIN FEE	0.00
AMT DUE	0.00
INT/PENALTIES	0.00
TOTAL DUE	0.00
TOTAL PAID	0.00
DATE PAID	

*** P A I D I N F U L L ***

CURRENT OWNER & ADDRESS INFO

734 BREWING CO
15 E CROSS ST
YPSILANTI, MI 48197

FOR DEPOSIT ONLY
CITY OF YPSILANTI
0000016736 06/09/2026 $500.00
FLOOR 1 FRONT DESK

Deposit Slip

CASH _____

CHECK 6542

CREDIT CARD _____

DATE: 6/9/26 AMOUNT: $500

CODE: 138 ACCOUNT: _____

DESCRIPTION:

Liquor license Mariaal Mead Co. 15 Ecross

PUBLIC HEARING NOTICE: Small Wine Maker Off-Premise Permit - 15 E Cross St

Public Hearing Notice

City of Ypsilanti

Tuesday August 18, 2026

The Ypsilanti City Council will hold a public hearing at its August 18, 2026 meeting in the Council Chambers of the City Hall, One South Huron Street, Ypsilanti, Michigan 48197, at 7:00 p.m. to consider the following:

Request to approve Small Wine Maker Off-Premise Permit for 15 E Cross St, Ypsilanti MI 48198, Maniacal Mead Co.

All interested citizens are invited to attend this meeting and/or send written comments to the City of Ypsilanti, City Clerk's Office, One South Huron Street, Ypsilanti, Michigan 48197.

City Clerk's Office

One South Huron Street

Ypsilanti, Michigan 48197

(734) 483-1100

Tracey Boudreau

City Clerk

Published: August 7, 2026

City Website

REQUEST FOR LEGISLATION
August 18, 2026

For: Mayor and City Council

From: Andrew Hellenga, City Manager

Subject: Postponed Resolution No. 2026-179 Adopting the fee schedule pursuant to the Ypsilanti City Code, and the following fees relating to various sections of the City Code and activities of the City are hereby established, and the various City Departments are authorized to charge and collect such fees, effective immediately.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:
1. Res. No. 2026 Fee Schedule
2. Fee Schedule FY 26-27
3. Fee Schedule FY 26-27 Redlined

CITY MANAGER APPROVAL: COUNCIL AGENDA DATE: August 18, 2026

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:

Resolution No. 2026-179
~~July 21, 2026~~
August 21, 2026

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

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

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



City of Ypsilanti
Amended Fee Schedule
Fiscal Year 2026-2027

Resolution XX
Approved by City Council XX

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General Fees

These fees apply across departments.

Notary Public Service

	Notary Public Service – Signature and seal (per notarized document)	$10

	Return Check for NSF	
	First check	$50
	Second check	$60
	Online payment fees	
	Amount of payment due is between $2-$66	$2/payment
	Payment amount that exceeds $67	3% of payment
	Online Payment Fees	
	Amount of payment due is between $2 - $66	$2/payment
	Payment amount that exceeds $67	$3% of payment

Freedom of Information Act (FOIA) Requests

	Freedom of Information Act (FOIA) Request	Actual cost; see FOIA policy

Administrative Hearings Bureau (AHB)

Bureaus are collaborative efforts between departments. AHB is a collaborative effort between Community Services and the Clerks.

Ord. Sec. No.	Building Regulations	1st	2nd	3rd
18-52	State construction code	$150	$300	$500
18-92	Property maintenance code	$75	$150	$300, $350 after 10 business days
18-115	Violations generally	$75	$150	$300
18-134 A&B	Allow occupancy without certificate of compliance	$200	$400	$500
42-55	Property maintenance nuisance	$50	$100	$200
42-68	Litter (see 70-38)	$50	$150	$300
71-72	Specific Violations (raw building materials, junk waste, abandoned refrigerators)	$150	$300	$500
50-34	Fire Prevention Code (when designated as blight violation	$100	$300	$500

86-32	Disposal arrangements	$50	$100	$200, $225 after 10 business days
86-33	Commercial properties	$50, $75 after 10 business days	$100, $125 after 10 business days	$200, $225 after 10 business days
86-34	Residential properties	$25	$50	$200, $225 after 10 business days
86-35	Multiple dwellings	$50	$100	$200, $225 after 10 business days
86-54	Peak times	$50	$100	$200, $225 after 10 business days
94-136	Snow removal from sidewalk adjacent to residential and commercial premises	$15	$50	$200, $225 after 10 business days
94-136	Snow removal from parking lot serving less than 10 dwelling units	$15, $40 after 10 business days	$50, $75 after 10 business days	$200, $225 after 10 business days
94-136	Snow removal from parking lot serving 10 or more dwelling units	$15, $40 after 10 business days	$50, $75 after 10 business days	$200, $225 after 10 business days

AHB Cont'd

Ord. Sec. No.	Building Regulations	1st	2nd	3rd
110-34	Trees and shrubs	$75, $100 after 10 business days	$150, $175 after 10 business days	$300, $325 after 10 business days
110-81	Grass and weed control	$50, $75 after 10 business days	$100, $125 after 10 business days	$200, $225 after 10 business days
122-375	Zoning	$100, $75 after 10 business days	$100, $125 after 10 business days	$200, $225 after 10 business days
	Abatement costs	Actual cost, plus fee		
	Prosecution costs	$75		
	Building costs	$75		

	Administrative Hearings Bureau Formal costs	$250
	Administrative Hearings Bureau Informal costs	$125
	Administrative Hearings Bureau costs – Waiver	Waive $50 in AHB costs if paid within 30 days
	State JSA (set by state statute)	$10
	Continuance/Adjournment	$75
	Default	$0
	Show Cause	$0
	Motion to Set Aside Default	$50 + Bond of actual cost

Parking Bureau

Bureaus are collaborative efforts between departments. Parking is a collaborative effort between DPW, Police, and Treasury.

Parking Fees

	Parking Fees	
102-61(a)	Parking rates: per hour	$2.00
101-104(a)(3)	Service/Landlord Vehicle Pass	$100
101-104(a)(3)	Contractor Service Pass	$25
102-132	Downtown Employee Parking (prorated monthly)	
	4 months	$115
	1 Year	$300
	West Cross Employee Parking (prorated monthly)	
	4 months	$40
	1 Year	$100
	Permits for Residents in C District (prorated monthly)	
	4 months	$65*
	1 Year	$175*
	Annual Renewal	$175*
102-105(d)	Residential Parking Permit Fees	
	Each permit	$45*
	Renewal	$30*
	First Visitor Pass	$0
	Second Visitor Pass	$30*
	Discount Downtown Permit (employee or resident (prorated monthly)	
	4 months	$85*
	1 Year	$175*
	Annual Renewal	$135
	Replace lost physical passes	$25
	Online payments fees and credit card fees are set by the contract with the vendor	
Ord. Sec. No.	Traffic and Vehicle Fees	
102-104 (a) (3)	Contractor service pass (each)	$33
102-104 (a) (4)	Employee service pass (each)	$300
	Annual renewal	$300
102-106 (a)	Fine for parking without permit	$50
102-105 (d)	Residential parking permit fee, first permit	$33
	Each additional permit	$33
	Renewal	$17
	Second resident visitor pass	$17
	Non-resident service vehicle pass	$33
	Non-resident service vehicle pass renewal	$17
	Non-resident visitor pass issued with first service vehicle pass	$0
	Replace lost visitor pass	$33
	Replace lost service vehicle pass	$33

	Replace lost residential pass	$33
102-106 (b & c)	Use of non-owned permit	$100
	Use of permit for commuter parking	$100
102-35 (d)	Parking permit fee for residents in C District	
	For 4 months	$115
	For 1 year	$300

Parking Fines

Ord. Sec. No.	Parking Violation Fees	Base	Next Day	After 21 Days		
	Parking: blocking fire hydrant	$100		$120		
	Parking on street during maintenance hours (2 am to 6 am, where signed)	$50		$70		
	Parking on margin	$35		$55		
	Parking on front or side lawn	$35		$55		
	Parking over legal limit	$25	$15	$40		
	Parking w/expired meter	$25	$15	$40		
	Unauthorized parking on private property	$50		$70		
	Unauthorized parking on city property	$50		$70		
	Truck gvw >10,000 or length >22' on residential street more than 3 hours	$25		$45		
	Use of a visitor permit by a resident	$50		$70		
	Parking w/o permit / residential permit required	$50		$70		
	Parking w/o permit / downtown permit required	$50		$70		
	Counterfeit permit	$100		$120		
	Parking in emergency snow route	$150		$170		
	Parking in alley (not loading/unloading)	$25		$45		
	Display advertising	$50		$70		
	Displaying cars "for sale" on City property or in ROW	$50		$70		
	Selling merchandise from vehicle unless authorized by a Special Events or Peddler's Permit	$75		$95		
	Parking for over 48 hours	$25		$45		
	Parking prohibited zone, including bus stop, taxi stand and loading zone	$75		$95		
	Parking not fully within metered space	$25	$15	$45		
	Parking to wash/polish/grease/repair vehicle	$25		$45		
	Parking of inoperative vehicle	$50		$70		
	Parking on a sidewalk	$50		$70		
	Parking in front of a public or private driveway	$75		$95		
	Within an intersection	$100		$95		
	Parking within 15 ft of a fire hydrant	$75		$95		
	On a crosswalk	$75		$95		

	Parking within 20 ft of a crosswalk, or if there is not a crosswalk, then within 15 ft of the intersection of property lines at an intersection of highways	$50		$70		
	Parking within 30 ft of a flashing beacon, stop sign, or traffic-control signal	$25		$45		
	Between a safety zone and the adjacent curb or within 30 ft of a point on the curb immediately opposite the end of a safety zone	$50		$70		
	Parking within 50 ft of nearest rail of a R/R	$100		$120		
	Parking opposite of fire station curb/Within 20 ft of driveway entrance to a fire station on the side of a street opposite the entrance to a fire station within 75 ft of the entrance if properly marked by official sign	$50		$70		
	Parking alongside/opposite street excavation, if the stopping, standing, or parking would obstruct	$100		$120		
	Parking: double parking	$50		$70		
	Upon bridge or other elevated highway structure or within a highway tunnel	$50		$70		
	At a place where an official sign prohibits stopping or parking	$50		$70		
	In front of a theater	$50		$70		
	Blocking an emergency exit of a building	$100		$120		
	Blocking a fire escape	$100		$120		
	Parking in handicap space or zone (public or private property)	$150		$170		
	Parking in or blocking a marked access for parking by persons with disabilities	$150		$170		
	Blocking or interfering with the use of a curb-cut or ramp by persons with disabilities	$100		$120		
	In violation of an official sign restricting the period of time or manner of parking	$50		$70		

	Parking: night parking in prohibited	$50		$70		
	Blocking the delivery of mail to a rural mailbox by a carrier of the United States Postal service	$50		$70		
	Blocking an alley	$50		$70		
	Parking in or blocking a fire lane	$100		$120		
	Parking over 12” from curb	$25		$45		
	Parking left side to curb (except on one-way streets)	$25		$45		
	Parking motor running, car unattended	$25		$45		
	Improper parking	$33		$53		

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Clerk

Ord. Sec. No.		
	City Charter	Actual cost; see FOIA policy
Ord. Sec. No.	**Liquor License Fees**	
6-31	"A" Hotel	$500
6-31	"B" Hotel	$500
6-31	"C" Hotel	$500
6-31	"Tavern" beer and by the glass	$500
6-31	"SDD" package liquor	$500
6-31	"SDM" package beer and wine	$500
6-31	If more than one class of license held	
	(Fee per class held)	$25
6-31	Transfer of ownership, including partner	$500
	Transfer location	$300
6-31	Addition of space	$300
6-31	Deletion of partner	$300
	Addition of special permit, i.e. entertainment, dancing or Sunday sales	$300
6-31	Wine Maker License	$500
6-31	Micro Brewer License	$500
6-43	Application for license to sell	$500
	Application for Social District Participation	$100
10-45	Additional fee for DDA location	$110
Ord. Sec. No.	**Entertainment & Misc. Fees**	
22-76	Bed & Breakfast application fee	$80
22-80	Annual bed & breakfast, inn license fee	$175
22-117	Health club license application fee	$80
22-121	Annual health club fee	$175
22-178	Peddlers license application fee, investigation fee	$100

Clerk Cont'd

Ord. Sec. No.	Entertainment & Misc. Fees Cont'd	
82-47	Secondhand dealer license application fee	$100
82-49	Issuance of annual 2nd hand dealer license	$100
22-182	House to house soliciting by established business, various fee (monthly rates)	$50 per team member
	Mayor Officiating Wedding Ceremony	$25
	Qualified vote file (disks, Printed Voter Listing, Polling location maps	Actual cost; see FOIA Policy

Medical Marijuana

22-205	Medical Marijuana Application	$5,000
22-205	License Revocation Appeal	$1,100
22-205	Relocation Application	$5,000
22-205	Application Renewal	$5,000

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Community Services

Building

Ord. Sec. No.	Certificate of Compliance Inspection Fees (Residential)	
18-153	Single Family* - Initial Inspection	$155 per unit
18-153	Single Family* - Recertification	$105
18-153	Reinspection	$60 per inspection
18-153	Multi-Family Building – Recertification	
18-153	20 or less units	$75 per unit
18-153	21 or more units	$65 per unit
18-153	Reinspection	$60 per inspection
18-153	Multi-Family Complex – Recertification	$350 per building inspected plus $50
18-153	Reinspection	$60 per inspection
18-153	Townhouse/Condo – Recertification	$75 per unit
18-153	Reinspection	$60 per unit
18-153	Rooming House – Recertification	$50 per sleeping room
18-153	Reinspection	$60 per inspection
18-153	No Show/Late Cancelation Fee – Multi-Family (per unit)	$60 per inspection
18-153	No Show/Late Cancelation Fee – 1 & 2 Family (per unit)	$85 per unit
18-153	Late Payment Fees	Original fee plus 20% the original fee
18-153	Lien Collection Fee	$100
18-153	Administrative Review Fee	$75 per unit
18-153	Search Warrants obtained for inspection	$100 per unit
Ord. Sec. No.	**Certificate of Compliance Inspection Fees (Commercial)**	
22-153	Business Occupancy Permit (with and without change of use)	$90
	Late Payment Fee (original fee plus 20% of original fee)	(original fee plus 20% of original fee)
	Business Inspection – No Show/Late Cancelation	$55
	Business Re-inspection (2 or more)	$55
22-153	Assembly (hall, church, etc.)	$150
22-153	Automotive (sales/repair/gas station)	$175
	Business (General – Large)	$150
	Business (General – Small)	$75
	Chapel/Funeral Home	$150
	Educational	$100
22-153	Industrial/Manufacturing/Warehousing – Small (under 5,000 sq ft)	$250
22-153	Industrial/Manufacturing/Warehousing – Large (over 5,000 sq ft)	$350
	Office Complex	

	Office – Large	$150

Building Cont'd.

Ord. Sec. No.	Commercial/Residential Certificate of Occupancy Con't	
	Office – Small	$75
22-153	Personal Service (barber, salon, tattoo, etc.)	$150
	Retail Complex	
22-153	Retail – Small (under 2,500 sq ft)	$75
22-153	Retail – Large (over 2,500 sq ft)	$150
22-153	Restaurant – Small (under 2,500 sq ft)	$75
22-153	Restaurant – Large (over 2,500 sq ft)	$150
	Lien Collection Fee	$100
Ord. Sec. No.	**Certificate of Occupancy (each unit/tenant)**	
18-153	Residential	$50
Ord. Sec. No.	**Contractor Registration**	
	Residential builders, alteration and maintenance	$35
	Sign contractor license/registration	$35
	Electrical contractor	$35
	Plumbing contractor	$20
	Mechanical contractor	$20
18-31(b)	Appeals to Construction Board of Appeals per	County fees + $100
	Outdoor Cafe	
94-193	Outdoor Café, Restaurant, and Beer Garden Annual Fee	$125
Ord. Sec. No.	**Permits**	
	Plan review note: If sent to 3rd party review additional fees may be incurred	20% of permit as deposit+balance of review
18-3	Building Permit	
	First $1,000 of construction value or less	$70
	Each additional $1,000 or fraction thereof up to $1,000,000 in building value	$11
	For building values over 1,000,001 to $5,000,000 in building value	$10
	For building values over $5,000,001 and above in building value	$9
18-3	Demolition Permit	$90
	First $1,000 of work contract or less	$11
	Application for trade permit	$30
18-3	Plumbing Permit (per inspection/service/unit/appliance)	$75

18-3	Electrical Permit (per inspection/service/unit/appliance)	$75
18-3	Mechanical Permit (per inspection/service/unit/appliance)	$75
18-3	Sign Permit (per sign)	$100
14-13	Domestic Foul & Bee permit application	$25
	All other permit (minimum fee)	$70
	Zoning review-accessory structure and fences	$70

Building Cont'd

Ord. Sec. No.	Vacant Buildings	
18-190	Vacant Building Inspection Fee	$150
18-190	Escrow Account (monthly)	$300
18-190	Vacant building – not "regularly occupied"	$75
18-190	New building/structure	$50
18-190	All other vacant buildings – including dangerous buildings	$300
42-69	Maintenance of exterior premises – City cleanup *Plus actual cost of hired contractor	$50+*

Planning and Development

	General & Administrative	
	Zoning Map or Text copies; Copies of adopted plans	Actual cost; see FOIA policy
	Marihuana Location Letter	$200
	Code Compliance Letter	$100
	Zoning	
122-303	Zoning Map amendment	$1,500
	Zoning Text amendment	$1,000
	Appeal of staff interpretation	$500
	Specific interpretation	$500
	Area Variance – SF Residential	$500
	Area Variance – other use	$1,000
	All variance types: each variance requested beyond first on same site/application	$250
	Pre-development meeting (related to site plan)	$150
	Administrative fee for site work started without issuance of applicable permit	$50
	Site Plan Review *plus engineering review fees as applicable	$1,000 +*
	Site Plan review (additional revision review)	$400
	Sketch Plan Review	$400
	Site inspections by P&D Dept. staff after first compliance inspection	$50
	Special Exception permit for fee in-lieu of providing off street parking (per space)	$600/Per space annually

	Address Assignment	$100/Per address or $500 per development
	Special Use permit	$750
	Designation of Special Nonconforming Status	$750
	Temporary Use – Concession Sale Review	$60
	Garden on vacant residential lot	$25
	Use of a public commercial area parking space during construction, see Special Events	
	Sidewalk Signs	See sign permit fee
122-704	PUD Application*	$2,000+ * *plus $5/1,000 sf of new or redeveloped non-residential or $5/unit of new or redeveloped residential construction and engineering review fees

Planning and Development Cont'd

	Zoning Cont'd	
	Meeting Fees: any development that requires over 3 meetings with staff shall pay a per meeting fee based on scale.	$150
	PUD Application (Adaptive Re-Use)	$550
94-271	Alley/Street Closure (Application fee plus construction escrow)	$750 fee + $1,000 escrow
94-291	Alley/Street Vacation	$1,500
122-625	Lot split application	$50
	Tax Abatement	
	Creation of a District (public notice, preparation for City Council)	$1,000
	Application review and recommendation	$1,000
	Historic Preservation	
54-81	Historic District work permit application fee	$48 + * *plus $5 per $3,000 of labor and material
	Administrative Fee for HDC work started without issuance of applicable permit	$60
	Historic District work permit application fee, flat fee for paint-only application	$10
122-309	**Engineering: Site Review Phase**	

	Site Plan Review	$500
	Site Plan Review - Beyond Initial Two	$250
	Site Plan Review – Planned Unit Development – Adaptive Reuse PUD	$500
	Site Plan Review – Planned Unit Development – Less than 5 acres	$1,000
	Site Plan Review – Planned Unit Development – More than 5 acres	$1,800
	Planned Unit Development Review – Beyond Initial Two	$500
	Preapplication Meeting	$200
122-309	**Engineering: Plan Review Phase**	
	Construction Estimate less than $50,000	6% - Minimum $500
	Construction Estimate between $50,000 - $100,000	5% + Minimum $3,500
	Construction Estimate between $100,000 - $500,000	3% - Minimum $6,000
	Construction Estimate more than $500,000	2.5% - Minimum $12,000

Planning and Development Cont'd

122-309	**Engineering: Plan Review Phase**	
	Notes: -Engineering Site Plan and Engineering Plan Review fees are nonrefundable. -Initial Engineering Site Plan Review Fee covers two (2) reviews. -Initial Engineering Plan Review Fee covers three (3) reviews. -Construction Escrow collected in excess of incurred costs will be refunded upon final acceptance of project. -These fees are for the City Engineer only. Additional fees from other City Departments may apply.	
122-309	**Engineering: Construction Phase**	
	Construction Estimate less than $50,000	9% - Minimum $1,000 Construction
	Construction Estimate between $50,000 - $100,000	$6,000 + 8% of amount over $50,000
	Construction Estimate between $100,000 - $500,000	$11,500 + 6% of amount over $100,000 construction

	Construction Estimate more than $500,000	$35,000 + 5% of amount over $500,000 construction
	Notes: -Engineering Site Plan and Engineering Plan Review fees are nonrefundable. -Initial Engineering Site Plan Review Fee covers two (2) reviews. -Initial Engineering Plan Review Fee covers three (3) reviews. -Construction Escrow collected in excess of incurred costs will be refunded upon final acceptance of project. -These fees are for the City Engineer only. Additional fees from other City Departments may apply.	

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Fire

50-34	**Fire Prevention**	
	Initial Certificate of Occupancy Inspection	$75
	First re-inspection	$0
	Additional re-inspections or no show.	$50 per re-inspection

Fire Cont'd

	Annual Fire Safety Inspection	
	Annual inspection (no fee if compliance is maintained since last year)	$0
	Additional necessary annual re-inspection or no show	$50
	Inspection in large facilities or requiring more than one hour	$50/hr
	Acceptance Tests	
	Sprinkler systems, fire alarms, fire pump...	$50/hr
	Plan Review	$0
	Occupancy calculation, fireworks, special venues, concerts...	$50/hr
	Fire Investigation	
	Origin and cause	$50/hr
	Fire Suppression	
	Class 1 Engine	$475 with crew
	Aerial Truck	$650 with crew
	Support Vehicle	$150 with crew
	Fire Fighter	$46
	Fire Officer	$53
	Fire Inspector	$75
	EMS Standby (2 EMTs)	$95/hr
	Fire Standby Pyrotechnic (includes inspection)	$300
	Fire Display (includes inspection)	$300
	Fire Inspection	$75
*	Fire re-inspection	$50
	Fire Investigation (additional fee if over 10 hours)	$550
	Fire Permits	$50
38-40	**False Alarms**	
	First occurrence in a calendar year	Warning
	Second occurrence in a calendar year	$200
	Third occurrence in a calendar year	$400
	Fourth occurrence in a calendar year	$600

	Each additional occurrence in calendar year	Add $200 to previous fine

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Fiscal Services

	Reprint of W-2/1099-R, Copy of Payroll check stub (non-public)	Actual cost, see FOIA policy

Assessor

Ord. Sec. No.		
22-35	Business License Application Fee	See Commercial Business Inspection
	Real Estate agent access to sketch program	$0
	Copy of building sketch	$0

Treasurer

102-192	Civil Infraction – Pedestrian or other traffic on the median	$50
	Misc. Fees	
	MortComp Request	$100

Police

38-40	**False Alarms**	
	Police	
	First occurrence in calendar year	Warning
	Second occurrence in calendar year	$100
	Third occurrence in calendar year	$200
	Fourth occurrence in calendar year	$300
	Each additional occurrence in calendar year	Add $100 to previous fine
38-78	**Incidents involving Persons Driving Under The Influence**	
	OWI	$155
	OWI with accident	$205
	OWI with blood draw	$230
	All reports	Actual cost, see FOIA policy
	Bicycle Registration Fees	
102-34	Bicycle registration fee	$5
102-34	Bicycle registration fee – change of ownership	$5
102-34	Bicycle registration fee – loss of license plate	$5
	Bike license	N/A
	Transfer of bike license	N/A
	Audio/Visual	
	Photographs, Audio, Visual	Actual cost, see FOIA policy
	Misc. Police Fees	
	Public vehicle license	$30
	Replacement of valid public vehicle license	$30
	Gold and silver registration (approval)	$55
	Gold and silver registration (if denied)	$35
	Preliminary Blood Testing (court ordered)	$20
	Fingerprinting (court ordered and liquor control only)	No charge
	Fingerprinting (Live scan)	$65
	Fingerprinting (Ink prints)	$20/card
	Gun purchase (first card)	$0 (State law)
	Processing bond money for other departments	$10 (State law)
	24 hour Liquor License	N/A
102-62	Impound Vehicles:	
	Impound – private property	$30
	Impound – police – tow – admin. Fee	$40
	Impound Release Fee	$40

Public Works

Admin & Misc

110-77	Manufactured Fertilizer Commercial Applicator	$25
Ord. Sec. No.	**Administrative Fees**	
	Administration fee (monthly billing & special service invoices)	10% for annual amounts less than $25,000
	Administration fee (monthly billing & special service invoices)	5% for annual amounts over $25,000
	Late fee for invoices	
	Over 30 days	2%
	Over 60 days	Additional 2%

Film Permits

Ord. Sec. No.		
10-312	Permit for Film on Public Property	$250
	Permit for Film on Private Property	$100
	Deposit (if City Services are required)	$3,000
	Daily Public Property Use – per day	$107

Parks, Special Events, and Freighthouse

Freighthouse

	Residents, Employees, Non-Profits	Non-residents
Entire Building – Weekends	$200/hr	$350/hr
Entire Building – Weekday	$100/hr	$200/hr
Great Hall – Weekdays	$75/hr	$150/hr
Café – Weekdays	$50/hr	$100/hr

Parks & Facilities

Ord. Sec. No.	Facilities and Public Property	
78-124	Fees for rental of Senior Citizens Center, Parkridge Community Center and Rutherford Pool are set by operations management at each facility. Contact each facility directly for reservations, terms and conditions.	
	Default: Any person in default for 30 days or more shall be ineligible for a park reservation, special event permit, noise permit, street closing permit or city facility rental for eighteen months.	
78-125	Park Reservation Fees	
	Freighthouse Plaza	$200

	Gazebo Rental (Riverside Park)	$200/first 2 hours
	Amphitheater Rental (Frog Island Park)	$200/first 2 hours
	Pavilion Rental (resident)	$100/first 2 hours
	Pavilion Rental (nonresident)	$150/first 2 hours
	Each addition hour of pavilion rental	$50 per hour
	Water Utility Fee (refundable deposit)	$50
	Security deposit for the Gazebo and Pavilions are merged info Class 1 and 2 application fees.	
	Rental fees for Riverside and Frog Island Park are merged into Class 3 and 4 permit application fees and are subject to additional Capital Park Improvement and/or Administrative Fees for coordinating public park use, per day.	
	Special Event Applicant shall reimburse City for actual costs of cleanup required if applicant fails to comply with cleanup agreement. [employee and equipment costs shall be reimbursed at hourly rate + 10% (non-profit events)]	

Special Events

	Administrative Services	Per Hour
	Parade Route	$90
	Traffic Control Plan	$90
	Walk/Run Route	$90
	Note: Special Event Applicant shall reimburse the City for all actual costs incurred by the Ypsilanti Department of Public Works and Police Department related to the event as determined no later than 14 days prior to the event during pre-event meeting (employee and equipment costs shall be reimbursed at hourly rate + 10% (non-profit events) or + 15% (for-profit events)	
	Application and Permit Fees	
10-268	Festival – Special Events use fees and Park Registration fees (merged in 2009)	
	Special Events Application (nonrefundable)	$35
	Special Events Permit Fees (non-refundable; due in 14 days in advance)	
	Class 4a events (alcohol, more than 10,000 participants)	$2,000/day
	Class 4 events (more than 10,000 participants)	$1,500/day
	Class 3a events (alcohol)	$1,250/day
	Class 3 events	$600/day
	Class 2 events	$350
	Class 1 events	$250

	Local Street Closure Permit (per street/per day)	$100
	Major Street Closure Permit (per street/per day)	$300
	Noise Permit	$150
	Sign/Banner Permit	$50
	Banner Installation & Removal Fees (non-refundable, due 30 days in advance, must receive approval from business district association)	$50/banner, $500 min
	Event Security Deposit (refundable; due 14 days in advance)	
	Class 4a events (alcohol, more than 10,000 participants)	$6,000
	Class 4 events	$5,000
	Class 3a events (alcohol, less than 10,000 participants)	$4,000
	Class 3 events	$2,000
	Class 2 events	$500
	Class 1 events	$250
	Surety bond in lieu of damage deposit (subject to City Attorney approval)	$25,000
	Utility Fee – Electric	
	Class 4 events	$500
	Class 3 events	$250
	Class 2 events	$50
	Class 1 events	$50
	Utility Fee – Water	
	Class 4 events	$250
	Class 3 events	$250
	Class 2 events	$20
	Class 1 events	$20
	Site Restoration	
	Failure to restore site by 1:00 p.m. day following event	$200/day
	City site restoration	$500, plus actual cost + 15%
	Applicant(s) shall reimburse City for actual costs of cleanup required if applicant fails to comply with cleanup agreement.	$250, plus actual cost + 15%

Rights of Way

Ord. Sec. No.		
102-255	Truck Route Special or Emergency Exception Permit	$150
	Right of Way permit (storage of materials/pods)	Residential: $25 first week, then $50/week Commercial: $50 first
	Right of Way permit (sidewalk repair/replacement)	$50

	Right of Way permit (new sidewalk installation)	$100
	Right of Way permit (not in roadway, includes; driveway approach repair replacement, new sidewalk installation, curbcut repair, boring/trenching)	$100
	Right of Way permit (Aerial)	$200
	Right of Way permit (Underground)	$350
	Right of Way permit (Stormwater Connection)	$500 initial application, then construction and engineering fees/escrow
	Construction oversight and engineering	
	Less than $50,000	6% (min. $500) fee, 9% (min. $1,000) escrow
	Between $50,000-$100,000	5% (min. $3,500) fee, $6,000 + 8% over $50,000 escrow
	Between $100,000-$500,000	3% (min. $6,000) fee, $11,500 + 6% over $100,000 escrow
	Greater than $500,000	2.5% (min. $12,000) fee, $35,000 + 5% over $500,000 escrow
	Right of Way permit (roadway, including NEW curbcuts	$250
	Right of Way permit (street closure major streets)	$250/day per lane
	Right of Way permit (lane shift, major street)	$50/day per lane
	Right of Way permit (street closure local streets)	$100/day per lane
	Right of Way permit (lane shift, local street)	$25/day per lane
	Penalty fee for failing to apply for Right of Way permit before work begins. Fee is in addition to permit fee.	TRIPLE INITIAL PERMIT FEE or $150, whichever is greater
	Bond amount: Contractor shall furnish either a cash bond or a performance bond.	
	Property line to back of curb	$3,000
	Property line to $^1/_2$ pavement width	$5,000
	Property line to full pavement width	$10,000
	Existing utility repair/modification	Aerial, $3,000;
	New utility installation	Aerial, $5,000;
	each boring pit	$1,000
94-112	Moving building, license application fee (*Owner also responsible for materials used)	$320 + *
Ord. Sec. No.	Small Cell Wireless Facilities Deployment	
	When such deployment will require a new or replacement pole in right of way	$300 + $1,000 bond
	When such deployment will not require a new or replacement pole in right of way	$200 + $1,000 bond
	For zoning applications to install or modify a wireless support structure in right of way	$1,000 + $1,000 bond

	To install or modify a small wireless facility outside the right of way	$500
	Annual rent: per small cell wireless facility per year	$22
	Annual rent: for utility pole or support structure erected by or on behalf of a wireless provider after March 12, 2019	$138

Trash, Recycling, and Yard Waste

Ord. Sec. No.		
	Recycle carts – each	$~~75~~ **25**



City of Ypsilanti
Amended Fee Schedule
Fiscal Year 2026-2027

Resolution XX
Approved by City Council XX

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General Fees

These fees apply across departments.

Notary Public Service

	Notary Public Service – Signature and seal (per notarized document)	$10

	Return Check for NSF	
	First check	$50
	Second check	$60
	Online payment fees	
	Amount of payment due is between $2-$66	$2/payment
	Payment amount that exceeds $67	3% of payment
	Online Payment Fees	
	Amount of payment due is between $2 - $66	$2/payment
	Payment amount that exceeds $67	$3% of payment

Freedom of Information Act (FOIA) Requests

	Freedom of Information Act (FOIA) Request	Actual cost; see FOIA policy

Administrative Hearings Bureau (AHB)

Bureaus are collaborative efforts between departments. AHB is a collaborative effort between Community Services and the Clerks.

Ord. Sec. No.	Building Regulations	1st	2nd	3rd
18-52	State construction code	$150~~75~~	$300~~150~~	$500~~300~~
18-92	Property maintenance code	$75	$150	$300, $350 after 10 business days
18-115	Violations generally	$75	$150	$300
18-134 A&B	Allow occupancy without certificate of compliance	$200	$400	$500
42-55	Property maintenance nuisance	$50	$100	$200
42-68	Litter (see 70-38)	$50	$150	$300
71-72	Specific Violations (raw building materials, junk waste, abandoned refrigerators)	$150~~75~~	$300~~150~~	$500~~300~~
50-34	Fire Prevention Code (when designated as blight violation	$100	$300	$500

86-32	Disposal arrangements	$50	$100	$200, $225 after 10 business days
86-33	Commercial properties	$50, $75 after 10 business days	$100, $125 after 10 business days	$200, $225 after 10 business days
86-34	Residential properties	$25	$50	$200, $225 after 10 business days
86-35	Multiple dwellings	$50	$100	$200, $225 after 10 business days
86-54	Peak times	$50	$100	$200, $225 after 10 business days
94-136	Snow removal from sidewalk adjacent to residential and commercial premises	$15	$50	$200, $225 after 10 business days
94-136	Snow removal from parking lot serving less than 10 dwelling units	$15, $40 after 10 business days	$50, $75 after 10 business days	$200, $225 after 10 business days
94-136	Snow removal from parking lot serving 10 or more dwelling units	$15, $40 after 10 business days	$50, $75 after 10 business days	$200, $225 after 10 business days

AHB Cont'd

Ord. Sec. No.	Building Regulations	1st	2nd	3rd
110-34	Trees and shrubs	$75, $100 after 10 business days	$150, $175 after 10 business days	$300, $325 after 10 business days
110-81	Grass and weed control	$50, $75 after 10 business days	$100, $125 after 10 business days	$200, $225 after 10 business days
122-375	Zoning	$100, $75 after 10 business days	$100, $125 after 10 business days	$200, $225 after 10 business days
	Abatement costs	Actual cost, plus fee		
	Prosecution costs	$75		
	Building costs	$75		

	Administrative Hearings Bureau Formal costs	$250
	Administrative Hearings Bureau Informal costs	$125
	Administrative Hearings Bureau costs – Waiver	Waive $50 in AHB costs if paid within 30 days
	State JSA (set by state statute)	$10
	Continuance/Adjournment	$75
	Default	$0
	Show Cause	$0
	Motion to Set Aside Default	$50 + Bond of actual cost

Parking Bureau

Bureaus are collaborative efforts between departments. Parking is a collaborative effort between DPW, Police, and Treasury.

Parking Fees

	Parking Fees	
102-61(a)	Parking rates: per hour	$2.00
101-104(a)(3)	Service/Landlord Vehicle Pass	$100
101-104(a)(3)	Contractor Service Pass	$25
102-132	Downtown Employee Parking (prorated monthly)	
	4 months	$115
	1 Year	$300
	West Cross Employee Parking (prorated monthly)	
	4 months	$40
	1 Year	$100
	Permits for Residents in C District (prorated monthly)	
	4 months	$65*
	1 Year	$175*
	Annual Renewal	$175*
102-105(d)	Residential Parking Permit Fees	
	Each permit	$45*
	Renewal	$30*
	First Visitor Pass	$0
	Second Visitor Pass	$30*
	Discount Downtown Permit (employee or resident (prorated monthly)	
	4 months	$85*
	1 Year	$175*
	Annual Renewal	$135
	Replace lost physical passes	$25
	Online payments fees and credit card fees are set by the contract with the vendor	
Ord. Sec. No.	Traffic and Vehicle Fees	
102-104 (a) (3)	Contractor service pass (each)	$33
102-104 (a) (4)	Employee service pass (each)	$300
	Annual renewal	$300
102-106 (a)	Fine for parking without permit	$50
~~102-104 (a) (3)~~	~~Contractor service pass (each)~~	~~$33~~
~~102-104 (a) (4)~~	~~Employee service pass (each)~~	~~$300~~
	~~Annual renewal~~	~~$300~~
102-105 (d)	Residential parking permit fee, first permit	$33
	Each additional permit	$33
	Renewal	$17
	Second resident visitor pass	$17
	Non-resident service vehicle pass	$33
	Non-resident service vehicle pass renewal	$17

	Non-resident visitor pass issued with first service vehicle pass	$0
	Replace lost visitor pass	$33
	Replace lost service vehicle pass	$33
	Replace lost residential pass	$33
102-106 (b & c)	Use of non-owned permit	$100
	Use of permit for commuter parking	$100
102-35 (d)	Parking permit fee for residents in C District	
	For 4 months	$115
	For 1 year	$300

Parking Fines

Ord. Sec. No.	Parking Violation Fees	Base	Next Day	After 21 Days		
	Parking: blocking fire hydrant	$100		$120		
	Parking on street during maintenance hours (2 am to 6 am, where signed)	$50		$70		
	Parking on margin	$35		$55		
	Parking on front or side lawn	$35		$55		
	Parking over legal limit	$25	$15	$40		
	Parking w/expired meter	$25	$15	$40		
	Unauthorized parking on private property	$50		$70		
	Unauthorized parking on city property	$50		$70		
	Truck gvw >10,000 or length >22' on residential street more than 3 hours	$25		$45		
	Use of a visitor permit by a resident	$50		$70		
	Parking w/o permit / residential permit required	$50		$70		
	Parking w/o permit / downtown permit required	$50		$70		
	Counterfeit permit	$100		$120		
	Parking in emergency snow route	$150		$170		
	Parking in alley (not loading/unloading)	$25		$45		
	Display advertising	$50		$70		
	Displaying cars "for sale" on City property or in ROW	$50		$70		
	Selling merchandise from vehicle unless authorized by a Special Events or Peddler's Permit	$75		$95		
	Parking for over 48 hours	$25		$45		
	Parking prohibited zone, including bus stop, taxi stand and loading zone	$75		$95		
	Parking not fully within metered space	$25	$15	$45		
	Parking to wash/polish/grease/repair vehicle	$25		$45		
	Parking of inoperative vehicle	$50		$70		
	Parking on a sidewalk	$50		$70		
	Parking in front of a public or private driveway	$75		$95		
	Within an intersection	$100		$95		
	Parking within 15 ft of a fire hydrant	$75		$95		
	On a crosswalk	$75		$95		

	Parking within 20 ft of a crosswalk, or if there is not a crosswalk, then within 15 ft of the intersection of property lines at an intersection of highways	$50		$70		
	Parking within 30 ft of a flashing beacon, stop sign, or traffic-control signal	$25		$45		
	Between a safety zone and the adjacent curb or within 30 ft of a point on the curb immediately opposite the end of a safety zone	$50		$70		
	Parking within 50 ft of nearest rail of a R/R	$100		$120		
	Parking opposite of fire station curb/Within 20 ft of driveway entrance to a fire station on the side of a street opposite the entrance to a fire station within 75 ft of the entrance if properly marked by official sign	$50		$70		
	Parking alongside/opposite street excavation, if the stopping, standing, or parking would obstruct	$100		$120		
	Parking: double parking	$50		$70		
	Upon bridge or other elevated highway structure or within a highway tunnel	$50		$70		
	At a place where an official sign prohibits stopping or parking	$50		$70		
	In front of a theater	$50		$70		
	Blocking an emergency exit of a building	$100		$120		
	Blocking a fire escape	$100		$120		
	Parking in handicap space or zone (public or private property)	$150		$170		
	Parking in or blocking a marked access for parking by persons with disabilities	$150		$170		
	Blocking or interfering with the use of a curb-cut or ramp by persons with disabilities	$100		$120		
	In violation of an official sign restricting the period of time or manner of parking	$50		$70		

	Parking: night parking in prohibited	$50		$70		
	Blocking the delivery of mail to a rural mailbox by a carrier of the United States Postal service	$50		$70		
	Blocking an alley	$50		$70		
	Parking in or blocking a fire lane	$100		$120		
	Parking over 12” from curb	$25		$45		
	Parking left side to curb (except on one-way streets)	$25		$45		
	Parking motor running, car unattended	$25		$45		
	Improper parking	$33		$53		

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Clerk

Ord. Sec. No.		
	City Charter	Actual cost; see FOIA policy
Ord. Sec. No.	**Liquor License Fees**	
6-31	"A" Hotel	$500
6-31	"B" Hotel	$500
6-31	"C" Hotel	$500
6-31	"Tavern" beer and by the glass	$500
6-31	"SDD" package liquor	$500
6-31	"SDM" package beer and wine	$500
6-31	If more than one class of license held	
	(Fee per class held)	$25
6-31	Transfer of ownership, including partner	$500
	Transfer location	$300
6-31	Addition of space	$300
6-31	Deletion of partner	$300
	Addition of special permit, i.e. entertainment, dancing or Sunday sales	$300
6-31	Wine Maker License	$500
6-31	Micro Brewer License	$500
6-43	Application for license to sell	$500
	Application for Social District Participation	$100
10-45	Additional fee for DDA location	$110
Ord. Sec. No.	**Entertainment & Misc. Fees**	
22-76	Bed & Breakfast application fee	$80
22-80	Annual bed & breakfast, inn license fee	$175
22-117	Health club license application fee	$80
22-121	Annual health club fee	$175
22-178	Peddlers license application fee, investigation fee	$100

Clerk Cont'd

Ord. Sec. No.	Entertainment & Misc. Fees Cont'd	
82-47	Secondhand dealer license application fee	$100
82-49	Issuance of annual 2nd hand dealer license	$100
22-182	House to house soliciting by established business, various fee (monthly rates)	$50 per team member
	Mayor Officiating Wedding Ceremony	$25
	Qualified vote file (disks, Printed Voter Listing, Polling location maps	Actual cost; see FOIA Policy

Medical Marijuana

22-205	Medical Marijuana Application	$5,000
22-205	License Revocation Appeal	$1,100
22-205	Relocation Application	$5,000
22-205	Application Renewal	$5,000

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Community Services

Building

Ord. Sec. No.	Certificate of Compliance Inspection Fees (Residential)	
18-153	Single Family* - Initial Inspection	$155 per unit
18-153	Single Family* - Recertification ~~(2-year)~~	$105
18-153	Reinspection	$60 per inspection
18-153	Multi-Family Building – Recertification ~~(2-year)~~	
18-153	20 or less units	$75 per unit
18-153	21 or more units	$65 per unit
18-153	Reinspection	$60 per inspection
18-153	Multi-Family Complex – Recertification ~~(2-year)~~	$350 per building inspected plus $50
18-153	Reinspection	$60 per inspection
18-153	Townhouse/Condo – Recertification ~~(2-year)~~	$75 per unit
18-153	Reinspection	$60 per unit
18-153	Rooming House – Recertification ~~(2-year)~~	$50 per sleeping room
18-153	Reinspection	$60 per inspection
18-153	No Show/Late Cancelation Fee – Multi-Family (per unit)	$60 per inspection
18-153	No Show/Late Cancelation Fee – 1 & 2 Family (per unit)	$85 per unit
18-153	Late Payment Fees	Original fee plus 20% the original fee
18-153	Lien Collection Fee	$100
18-153	Administrative Review Fee	$75 per unit
18-153	Search Warrants obtained for inspection	$100 per unit
Ord. Sec. No.	**Certificate of Compliance Inspection Fees (Commercial)**	
2218-153	Business Occupancy Permit (with and without change of use)	$90
	Late Payment Fee (original fee plus 20% of original fee)	(original fee plus 20% of original fee)
	Business Inspection – No Show/Late Cancelation	$55
	Business Re-inspection (2 or more)	$55
2218-153	Assembly (hall, church, etc.)	$150
2218-153	Automotive (sales/repair/gas station)	$175
	Business (General – Large)	$150
	Business (General – Small)	$75
	Chapel/Funeral Home	$150
	Educational	$100
2218-153	Industrial/Manufacturing/Warehousing – Small (under 5,000 sq ft)	$250
2218-153	Industrial/Manufacturing/Warehousing – Large (over 5,000 sq ft)	$350
	Office Complex	

	Office – Large	$150

Building Cont'd.

Ord. Sec. No.	Commercial/Residential Certificate of Occupancy Con't	
	Office – Small	$75
2218-153	Personal Service (barber, salon, tattoo, etc.)	$150
	Retail Complex	
2218-153	Retail – Small (under 2,500 sq ft)	$75
2218-153	Retail – Large (over 2,500 sq ft)	$150
2218-153	Restaurant – Small (under 2,500 sq ft)	$75
2218-153	Restaurant – Large (over 2,500 sq ft)	$150
	Lien Collection Fee	$100
Ord. Sec. No.	**Certificate of Occupancy (each unit/tenant)**	
18-153	Residential	$50
Ord. Sec. No.	**Contractor Registration**	
	Residential builders, alteration and maintenance	$35
	Sign contractor license/registration	$35
	Electrical contractor	$35
	Plumbing contractor	$20
	Mechanical contractor	$20
18-31(b)	Appeals to ConstructionBuilding Board of Appeals per	County fees + $10055
	Outdoor Cafe	
94-193	Outdoor Café, Restaurant, and Beer Garden Annual Fee	$12590
Ord. Sec. No.	**Permits**	
	Plan review note: If sent to 3rd party review additional fees may be incurred	20% of permit as deposit+balance of review
18-3	Building Permit	
	First $1,000 of construction value or less	$70
	Each additional $1,000 or fraction thereof up to $1,000,000 in building value	$11
	For building values over 1,000,001 to $5,000,000 in building value	$10
	For building values over $5,000,001 and above in building value	$9
18-3	Demolition Permit	$90
	First $1,000 of work contract or less	$11
	Application for trade permit	$30
18-3	Plumbing Permit (per inspection/service/unit/appliance)	$75

18-3	Electrical Permit (per inspection/service/unit/appliance)	$75
18-3	Mechanical Permit (per inspection/service/unit/appliance)	$75
18-3	Sign Permit (per sign)	$100
14-13	Domestic Foul & Bee permit application	$25
	All other permit (minimum fee)	$70
	Zoning review-accessory structure and fences	$70

Building Cont'd

Ord. Sec. No.	Vacant Buildings	
18-190	Vacant Building Inspection Fee	$150
18-190	Escrow Account (monthly)	$300
18-190	Vacant building – not "regularly occupied"	$75
18-190	New building/structure	$50
18-190	All other vacant buildings – including dangerous buildings	$300
42-69	Maintenance of exterior premises – City cleanup *Plus actual cost of hired contractor	$50+*

Planning and Development

	General & Administrative	
	Zoning Map or Text copies; Copies of adopted plans	Actual cost; see FOIA policy
	Marihuana Location Letter	$200
	Code Compliance Letter	$100
	Zoning	
122-303	Zoning Map amendment	$1,500
	Zoning Text amendment	$1,000
	Appeal of staff interpretation	$500
	Specific interpretation	$500
	Area Variance – SF Residential	$500
	Area Variance – other use	$1,000
	All variance types: each variance requested beyond first on same site/application	$250
	Pre-development meeting (related to site plan)	$150
	Administrative fee for site work started without issuance of applicable permit	$50
	Site Plan Review *plus engineering review fees as applicable	$1,000 +*
	Site Plan review (additional revision review)	$400
	Sketch Plan Review	$400
	Site inspections by P&D Dept. staff after first compliance inspection	$50
	Special Exception permit for fee in-lieu of providing off street parking (per space)	$600/Per space annually

	Address Assignment	$100/Per address or $500 per development
	Special Use permit	$750
	Designation of Special Nonconforming Status	$750
	Temporary Use – Concession Sale Review	$60
	Garden on vacant residential lot	$25
	Use of a public commercial area parking space during construction, see Special Events	
	Sidewalk Signs	See sign permit fee
122-704	PUD Application*	$2,000+ * *plus $5/1,000 sf of new or redeveloped non-residential or $5/unit of new or redeveloped residential construction and engineering review fees

Planning and Development Cont'd

	Zoning Cont'd	
	Meeting Fees: any development that requires over 3 meetings with staff shall pay a per meeting fee based on scale.	$150
	PUD Application (Adaptive Re-Use)	$550
94-271	Alley/Street Closure (Application fee plus construction escrow)	$750 fee + $1,000 escrow
94-291	Alley/Street Vacation	$1,500
122-625	Lot split application	$50
	Tax Abatement	
	Creation of a District (public notice, preparation for City Council)	$1,000
	Application review and recommendation	$1,000
	Historic Preservation	
54-81	Historic District work permit application fee	$48 + * *plus $5 per $3,000 of labor and material
	Administrative Fee for HDC work started without issuance of applicable permit	$60
	Historic District work permit application fee, flat fee for paint-only application	$10
122-309	**Engineering: Site Review Phase**	

	Site Plan Review	$500
	Site Plan Review - Beyond Initial Two	$250
	Site Plan Review – Planned Unit Development – Adaptive Reuse PUD	$500
	Site Plan Review – Planned Unit Development – Less than 5 acres	$1,000
	Site Plan Review – Planned Unit Development – More than 5 acres	$1,800
	Planned Unit Development Review – Beyond Initial Two	$500
	Preapplication Meeting	$200
122-309	**Engineering: Plan Review Phase**	
	Construction Estimate less than $50,000	6% - Minimum $500
	Construction Estimate between $50,000 - $100,000	5% + Minimum $3,500
	Construction Estimate between $100,000 - $500,000	3% - Minimum $6,000
	Construction Estimate more than $500,000	2.5% - Minimum $12,000

Planning and Development Cont'd

122-309	**Engineering: Plan Review Phase**	
	Notes: -Engineering Site Plan and Engineering Plan Review fees are nonrefundable. -Initial Engineering Site Plan Review Fee covers two (2) reviews. -Initial Engineering Plan Review Fee covers three (3) reviews. -Construction Escrow collected in excess of incurred costs will be refunded upon final acceptance of project. -These fees are for the City Engineer only. Additional fees from other City Departments may apply.	
122-309	**Engineering: Construction Phase**	
	Construction Estimate less than $50,000	9% - Minimum $1,000 Construction
	Construction Estimate between $50,000 - $100,000	$6,000 + 8% of amount over $50,000
	Construction Estimate between $100,000 - $500,000	$11,500 + 6% of amount over $100,000 construction

	Construction Estimate more than $500,000	$35,000 + 5% of amount over $500,000 construction
	Notes: -Engineering Site Plan and Engineering Plan Review fees are nonrefundable. -Initial Engineering Site Plan Review Fee covers two (2) reviews. -Initial Engineering Plan Review Fee covers three (3) reviews. -Construction Escrow collected in excess of incurred costs will be refunded upon final acceptance of project. -These fees are for the City Engineer only. Additional fees from other City Departments may apply.	

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Fire

50-34	**Fire Prevention**	
	Initial Certificate of Occupancy Inspection	$75
	First re-inspection	$0
	Additional re-inspections or no show.	$50 per re-inspection

Fire Cont'd

	Annual Fire Safety Inspection	
	Annual inspection (no fee if compliance is maintained since last year)	$0
	Additional necessary annual re-inspection or no show	$50
	Inspection in large facilities or requiring more than one hour	$50/hr
	Acceptance Tests	
	Sprinkler systems, fire alarms, fire pump...	$50/hr
	Plan Review	$0
	Occupancy calculation, fireworks, special venues, concerts...	$50/hr
	Fire Investigation	
	Origin and cause	$50/hr
	Fire Suppression	
	Class 1 Engine	$47~~50~~ with crew
	Aerial Truck	$650 with crew
	Support Vehicle	$150 with crew
	Fire Fighter	$~~34~~6
	Fire Officer	$5~~4~~3
	Fire Inspector	$75~~43~~
	EMS Standby (2 EMTs)	$95~~80~~/hr
	Fire Standby Pyrotechnic (includes inspection)	$300~~250~~
	Fire Display (includes inspection)	$300~~250~~
	Fire Inspection	$75
*	Fire re-inspection	$50~~50~~
	Fire Investigation (additional fee if over 10 hours)	$5500~~00~~
	Fire Permits	$50
38-40	**False Alarms**	
	First occurrence in a calendar year	Warning
	Second occurrence in a calendar year	$200
	Third occurrence in a calendar year	$400
	Fourth occurrence in a calendar year	$600

	Each additional occurrence in calendar year	Add $200 to previous fine

DRAFT

Fiscal Services

	Reprint of W-2/1099-R, Copy of Payroll check stub (non-public)	Actual cost, see FOIA policy

Assessor

Ord. Sec. No.		
22-35	Business License Application Fee	See Commercial Business Inspection
	Real Estate agent access to sketch program	$0
	Copy of building sketch	$0

Treasurer

102-192	Civil Infraction – Pedestrian or other traffic on the median	$50
	Misc. Fees	
	MortComp Request	$100

Police

38-40	**False Alarms**	
	Police	
	First occurrence in calendar year	Warning
	Second occurrence in calendar year	$100
	Third occurrence in calendar year	$200
	Fourth occurrence in calendar year	$300
	Each additional occurrence in calendar year	Add $100 to previous fine
38-78	**Incidents involving Persons Driving Under The Influence**	
	OWI	$155
	OWI with accident	$205
	OWI with blood draw	$230
	All reports	Actual cost, see FOIA policy
	Bicycle Registration Fees	
102-34	Bicycle registration fee	$5
102-34	Bicycle registration fee – change of ownership	$5
102-34	Bicycle registration fee – loss of license plate	$5
	Bike license	N/A
	Transfer of bike license	N/A
	Audio/Visual	
	Photographs, Audio, Visual	Actual cost, see FOIA policy
	Misc. Police Fees	
	Public vehicle license	$30
	Replacement of valid public vehicle license	$30
	Gold and silver registration (approval)	$55
	Gold and silver registration (if denied)	$35
	Preliminary Blood Testing (court ordered)	$20
	Fingerprinting (court ordered and liquor control only)	No charge
	Fingerprinting (Live scan)	$65
	Fingerprinting (Ink prints)	$20/card
	Gun purchase (first card)	$0 (State law)
	Processing bond money for other departments	$10 (State law)
	24 hour Liquor License	N/A
102-62	Impound Vehicles:	
	Impound – private property	$30
	Impound – police – tow – admin. Fee	$40
	Impound Release Fee	$40

Public Works

Admin & Misc

110-77	Manufactured Fertilizer Commercial Applicator	$25
Ord. Sec. No.	**Administrative Fees**	
	Administration fee (monthly billing & special service invoices)	10% for annual amounts less than $25,000
	Administration fee (monthly billing & special service invoices)	5% for annual amounts over $25,000
	Late fee for invoices	
	Over 30 days	2%
	Over 60 days	Additional 2%

Film Permits

Ord. Sec. No.		
10-312	Permit for Film on Public Property	$250
	Permit for Film on Private Property	$100
	Deposit (if City Services are required)	$3,000
	Daily Public Property Use – per day	$107

Parks, Special Events, and Freighthouse

Freighthouse

	Residents, Employees, Non-Profits	Non-residents
Entire Building – Weekends	$200~~350~~/hr	$350~~500~~/hr
Entire Building – Weekday	$100~~50~~/hr	$200~~300~~/hr
Great Hall – Weekdays	$75~~100~~/hr	$150~~200~~/hr
Café – Weekdays	$50~~100~~/hr	$100~~200~~/hr

Parks & Facilities

Ord. Sec. No.	Facilities and Public Property	
78-124	Fees for rental of Senior Citizens Center, Parkridge Community Center and Rutherford Pool are set by operations management at each facility. Contact each facility directly for reservations, terms and conditions.	
	~~**Freighthouse Plaza**~~	
	~~Damage deposit (refundable, due 14 days in advance)~~	~~$200~~

	Default: Any person in default for 30 days or more shall be ineligible for a park reservation, special event permit, noise permit, street closing permit or city facility rental for eighteen months.	
78-125	Park Reservation Fees	
	Freighthouse Plaza	$200
	Gazebo Rental (Riverside Park)	$200/first 2 hours
	Amphitheater Rental (Frog Island Park)	$200/first 2 hours
	Pavilion Rental (resident)	$100/first 2 hours
	Pavilion Rental (nonresident)	$150/first 2 hours
	Each addition hour of pavilion rental	$50 per hour
	Water Utility Fee (refundable deposit)	$50
	Security deposit for the Gazebo and Pavilions are merged info Class 1 and 2 application fees.	
	Rental fees for Riverside and Frog Island Park are merged into Class 3 and 4 permit application fees and are subject to additional Capital Park Improvement and/or Administrative Fees for coordinating public park use, per day.	
	Special Event Applicant shall reimburse City for actual costs of cleanup required if applicant fails to comply with cleanup agreement. [employee and equipment costs shall be reimbursed at hourly rate + 10% (non-profit events)]	

Special Events

	Administrative Services	Per Hour
	Parade Route	$90
	Traffic Control Plan	$90
	Walk/Run Route	$90
	Note: Special Event Applicant shall reimburse the City for all actual costs incurred by the Ypsilanti Department of Public Works and Police Department related to the event as determined no later than 14 days prior to the event during pre-event meeting (employee and equipment costs shall be reimbursed at hourly rate + 10% (non-profit events) or + 15% (for-profit events)	

	Application and Permit Fees	
10-268	Festival – Special Events use fees and Park Registration fees (merged in 2009)	
	Special Events Application (nonrefundable)	$35
	Special Events Permit Fees (non-refundable; due in 14 days in advance)	

	Class 4a events (alcohol, more than 10,000 participants)	$2,000/day
	Class 4 events (more than 10,000 participants)	$1,500/day
	Class 3a events (alcohol)	$1,250/day
	Class 3 events	$600/day
	Class 2 events	$350
	Class 1 events	$250
	Local Street Closure Permit (per street/per day)	$100~~350~~
	Major Street Closure Permit (per street/per day)	$300~~1,000~~
	Noise Permit	$150
	Sign/Banner Permit	$50
	Banner Installation & Removal Fees (non-refundable, due 30 days in advance, must receive approval from business district association)	$50/banner, $500 min
	Event Security Deposit (refundable; due 14 days in advance)	
	Class 4a events (alcohol, more than 10,000 participants)	$6,000
	Class 4 events	$5,000
	Class 3a events (alcohol, less than 10,000 participants)	$4,000
	Class 3 events	$2,000
	Class 2 events	$500
	Class 1 events	$250
	Surety bond in lieu of damage deposit (subject to City Attorney approval)	$25,000
	Utility Fee – Electric	
	Class 4 events	$500
	Class 3 events	$250
	Class 2 events	$50
	Class 1 events	$50
	Utility Fee – Water	
	Class 4 events	$250
	Class 3 events	$250
	Class 2 events	$20
	Class 1 events	$20
	Site Restoration	
	Failure to restore site by 1:00 p.m. day following event	$200/day
	City site restoration	$500, plus actual cost + 15%
	Applicant(s) shall reimburse City for actual costs of cleanup required if applicant fails to comply with cleanup agreement.	$250, plus actual cost + 15%

Rights of Way

Ord. Sec. No.		
102-255	Truck Route Special or Emergency Exception Permit	$150
	Right of Way permit (storage of materials/pods)	Residential: $25 first week, then $50/week Commercial: $50 first
	Right of Way permit (sidewalk repair/replacement)	$50
	Right of Way permit (new sidewalk installation)	$100
	Right of Way permit (not in roadway, includes; driveway approach repair replacement, new sidewalk installation, curbcut repair, boring/trenching)	$100
	Right of Way permit (Aerial)	$200
	Right of Way permit (Underground)	$350
	Right of Way permit (Stormwater Connection)	$500 initial application, then construction and engineering fees/escrow
	Construction oversight and engineering	
	Less than $50,000	6% (min. $500) fee, 9% (min. $1,000) escrow
	Between $50,000-$100,000	5% (min. $3,500) fee, $6,000 + 8% over $50,000 escrow
	Between $100,000-$500,000	3% (min. $6,000) fee, $11,500 + 6% over $100,000 escrow
	Greater than $500,000	2.5% (min. $12,000) fee, $35,000 + 5% over $500,000 escrow
	Right of Way permit (roadway, including NEW curbcuts	$250
	Right of Way permit (street closure major streets)	$250/day per lane
	Right of Way permit (lane shift, major street)	$50/day per lane
	Right of Way permit (street closure local streets)	$100/day per lane
	Right of Way permit (lane shift, local street)	$25/day per lane
	Penalty fee for failing to apply for Right of Way permit before work begins. Fee is in addition to permit fee.	TRIPLE INITIAL PERMIT FEE or $150, whichever is greater
	Bond amount: Contractor shall furnish either a cash bond or a performance bond.	
	Property line to back of curb	$3,000
	Property line to $^1/_2$ pavement width	$5,000
	Property line to full pavement width	$10,000
	Existing utility repair/modification	Aerial, $3,000;
	New utility installation	Aerial, $5,000;
	each boring pit	$1,000

94-112	Moving building, license application fee (*Owner also responsible for materials used)	$320 + *
Ord. Sec. No.	Small Cell Wireless Facilities Deployment	
	When such deployment will require a new or replacement pole in right of way	$300 + $1,000 bond
	When such deployment will not require a new or replacement pole in right of way	$200 + $1,000 bond
	For zoning applications to install or modify a wireless support structure in right of way	$1,000 + $1,000 bond
	To install or modify a small wireless facility outside the right of way	$500
	Annual rent: per small cell wireless facility per year	$22
	Annual rent: for utility pole or support structure erected by or on behalf of a wireless provider after March 12, 2019	$138

Trash, Recycling, and Yard Waste

Ord. Sec. No.		
	Recycle carts – each	$~~75~~ **25**

REQUEST FOR LEGISLATION
August 18, 2026

For: Mayor and City Council

From: Joshua Burns, City Planner

Subject: Resolution No. 2026-195 Approving, upon Second Reading, Ordinance No. 1466 amending the Zoning Map to rezone the property located at 424 S. Mansfield (Parcel No. 11-11-39-340-003) from PMD – Production, Manufacturing & Distribution to GC – General Corridor.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:
1. 01 - RFL_Resolution - 424 S. Mansfield Rezoning Request
2. 02 - 424 S. Mansfield Rezoning Application
3. 03 - June 2026 PC Draft Minutes

CITY MANAGER APPROVAL: COUNCIL AGENDA DATE: August 18, 2026

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:

To: Mayor and City Council

From: Joshua Burns, City Planner

Date: August 18th, 2026

Subject: Second Reading: 424 S. Mansfield Rezoning Request

GENERAL INFORMATION

Applicant:	TRUE Community Credit Union
Project:	TRUE Community Credit Union – Mansfield Branch Rezoning
Application Date:	May 20, 2026
Planning Commission Public Hearing Date:	June 17, 2026
City Council Public Hearing Date	July 21, 2026
Location:	Southwest Corner of the W. Michigan and S. Mansfield Intersection
Zoning:	"PMD" Production, Manufacturing, & Distribution
Master Plan:	District
Action Requested:	Rezoning of the Entire Parcel to "GC" General Corridor

PROJECT AND SITE DESCRIPTION

The applicant is requesting a rezoning for a lot at 424 S. Mansfield (Parcel #11-11-39-340-003). The property is 3.40 acres (148,104 sq ft). The property is presently zoned "PMD" Production, Manufacturing, & Distribution, and is presently a financial institution, making it a legally nonconforming land use. Notable site features include an expansive lawn, a cluster of mature trees in the northeast corner of the site, and a sizeable wetland that is located in the "rear" (appears to be in the side & rear yard from Michigan Avenue).

The applicant acknowledges the legal non-conforming element of the credit union and mentions that rezoning the property to the General Corridor will eliminate its nonconforming land-use status. They also justify the proposed zoning by pointing out how the properties to the east along Michigan Avenue are

zoned General Corridor and that, if granted, would align better with the zoning to the east of the property.

It is crucial to note that upon previous discussions with the applicant, they've shared their desire to rezone the property to General Corridor as it would permit them to split the parcel, sell and discontinue operations in the existing building, and build a standalone remote drive through ATM adjacent to the Michigan Avenue frontage; meaning the Michigan Avenue frontage would not feature an actual building complying with the permitted building types and form in the General Corridor.

Figure 1: MapWashtenaw Site Aerial (March 2024)



Figure 2: 424 S. Mansfield (Facing South) Google Maps, August 2025



Figure 3: 424 S. Mansfield (Facing Northwest) Google Maps, May 2024



Figure 4: Surrounding Land Use and Zoning

	LAND USE	ZONING
NORTH	Single-Family & Multi-Family Residential	Regional Corridor (Ypsilanti Township)
EAST	Single-Family Residential	Regional Corridor (Ypsilanti Township)
SOUTH	Warehouse/Distribution	Production, Manufacturing, Distribution (PMD)
WEST	Vacant	Regional Corridor (Ypsilanti Township)

ZONING HISTORY

Prior to the existence of the PMD zoning district, 424 S. Mansfield was zoned M-1 (Light Manufacturing District).

Back on May 24th, 1996, the Planning Commission approved the construction of a credit union at 424 S. Mansfield. Interestingly, financial institutions were not originally permitted in this district; however, prior to Planning Commission approval, the applicant requested to amend the Zoning Ordinance, and the City Council officially approved the amendment to allow financial institutions in this zoning district on May 21st, 1996.

Despite the M-1 zoning district near perfect alignment with the PMD zoning district, financial institutions were removed from the PMD zoning district; it is unknown as to why they were removed.

Figure 5: 1994 Zoning Ordinance (Last Revised in 1998)

M1 Light Manufacturing

ARTICLE 16
M1 LIGHT MANUFACTURING DISTRICT

5.120 **DESCRIPTION AND PURPOSE.** The M1 Light Manufacturing District is designed to provide locations for wholesale activities, warehouses, and industrial operations which produce minimal external impacts that are detrimental in any way to other uses in the district or to properties in adjoining districts. Permitted uses should be compatible with surrounding residential or commercial uses.

Accordingly, permitted manufacturing, distribution, warehousing, and light industrial uses permitted in this district should be fully contained within well-designed buildings, with adequate off-street parking and loading areas, and with property screening around outside storage areas. Truck traffic, loading and unloading operations are expected to be part of this district. New dwellings are not permitted.

5.121 **PERMITTED USES.** In M1 Districts, no use shall be permitted except the following:

(1) Automobile repair garages which provide minor repairs, subject to the specific standards in Section 5.211(3).

(2) Automobile, trailer, and truck rental outlets.

(3) Central dry cleaning plants or laundries.

(4) Development and Research: Any use charged with the principal function of basic research, design, and pilot or experimental project development when conducted within a completely enclosed building.

(5) Financial institutions, including banks, credit unions, and savings and loan associations. Drive-through facilities are permitted, subject to the Specific Provisions in Section 5.212(2).

(6) Greenhouses.

(7) Kennels, commercial, subject to the Specific Provisions in Section 5.213(1).

(8) Laboratories: experimental, film, or testing.

(9) Machine, sheet metal, carpentry, wood working, tool, die and welding shops.

(10) Manufacture, compounding, assembling, or treatment of articles or merchandise from previously prepared materials such as, but not limited to: bone, canvas, cellophane, cloth, cork, elastomers, feathers, felt, fiber, fur, glass, hair, horn, leather, paper, plastic, rubber, precious or semi-precious metals or stone, sheet metal, shell, textiles, tobacco, wax, wire, wood and yarns; custom plating or galvanizing.

(11) Manufacture, compounding, processing, washing and cleaning, packaging, or treatment of such products as, but not limited to: bakery goods, candy, beverages, coffee, tea, spices, and other food products; cosmetics, powders, toiletries, and pharmaceutical products; household chemicals and cleaning products; and hardware and cutlery.

(12) Manufacture of handicraft products, statuary and art goods, cosmetics and toiletries, baked goods, confections, ice cream and non-alcoholic beverages in bulk, jewelry, clothing and garments, perfumes, electrical appliances and fixtures, draperies, novelty articles, advertising display, notions, smoking tobacco products, gauges, jigs, optical goods, luggage and leather products, toys and household supplies, personal accessories, paper, wood, plastic, or rubber molded products.

(13) Manufacture of pottery and figurines or other similar ceramic products, using kilns fired only by electricity or gas.

(14) Offices, showrooms and work spaces of a plumber, electrician, upholsterer, decorator, or similar trade, provided that no more than twenty-five percent (25%) or less of the floor area of such activity is used as a showroom.

(15) Printing services, including but not limited to: photocopying, printing, publishing, engraving, photo engraving, photo development, lithographing, and blueprint production.

(16) Production fabrication, treatment or assembly of sheet metal products, not heavier than number 14 U.S. gauge, not elsewhere classified, which does not involve blooming, forging, hammer or foundry work; or wire metal products not elsewhere classified which does not involve cold heating or upset on wire more than 1/4 inch in diameter.

(17) Public buildings and utilities including necessary structures, storage yards and other related uses; but not including heating and electric generation plants and water supply and sewage treatment plants.

(18) Radio and television stations.

(19) Self-storage facilities and mini-warehouses subject to the provisions of Section 5.214(5).

(20) Storage facilities for building materials, asphalt, tar, grain, fertilizer, lumber, machinery, contractors' equipment and supplies, provided such is enclosed within a building. Outdoor storage of materials is permitted after special use approval, subject to the provisions of Section 5.122(4).

(21) Trade or industrial schools.

(22) Warehousing and wholesale establishments and trucking facilities, including cold storage and the packaging, crating, and boxing of manufactured products.

5.122 **SPECIAL USES.** The following uses may be permitted, subject to the conditions specified for each use, review, and approval of the Planning Commission, the imposition of special conditions which in the opinion of the Planning Commission are necessary to fulfill the purposes of this Ordinance, and the procedures set forth in Article 28.

(1) Adult Regulated Uses, as regulated in Section 5.211(2).

(2) Automobile repair garages providing major repair, and undercoating shops, subject to the Specific Provisions in Section 5.211(3).

(3) Automobile or car wash establishments, subject to the Specific Provisions in Section 5.211(5).

(4) Outdoor storage of raw materials and supplies or finished or semi-finished products, subject to the Specific Provisions in Section 5.213(10).

(5) Radio and television towers, public utility microwaves, and public utility T.V. transmitting towers, mobile communications towers, and their attendant facilities provided that the distance from the base of any tower to all exterior property lines is not less than the height of the tower. Adequate fencing and security shall be provided to keep unauthorized persons from climbing any tower. No signs shall be attached to or mounted on any tower structure, except warning signs or direction signs related to the use of the tower.

(6) Recycling centers for discarded items, subject to the Specific Provisions in Section 5.214(2).

(7) Retail uses which have an industrial character in terms of either their outdoor storage requirements or activities such as lumber yards, building material outlets, upholsterer and cabinet maker shops and sale of agricultural implements. Any outdoor storage shall meet the requirements of Section 5.213(10).

(8) Storage within enclosures of liquid and solid fuels, subject to the Specific Provisions in Section 5.214(6).

Figure 6: Existing Zoning Designation

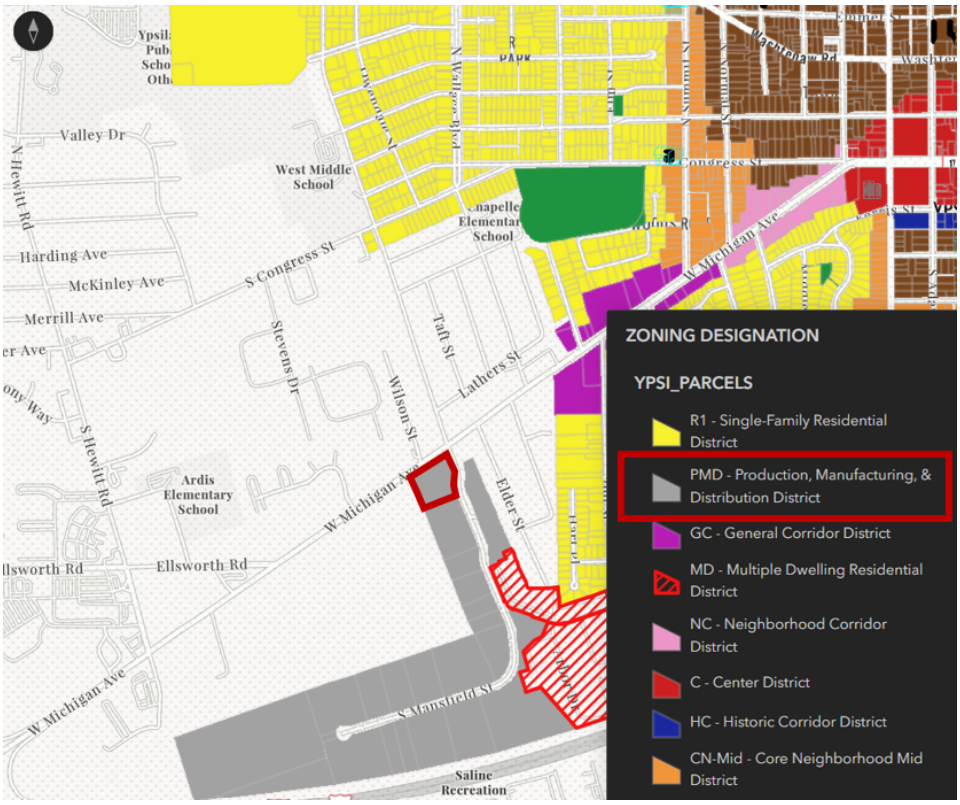
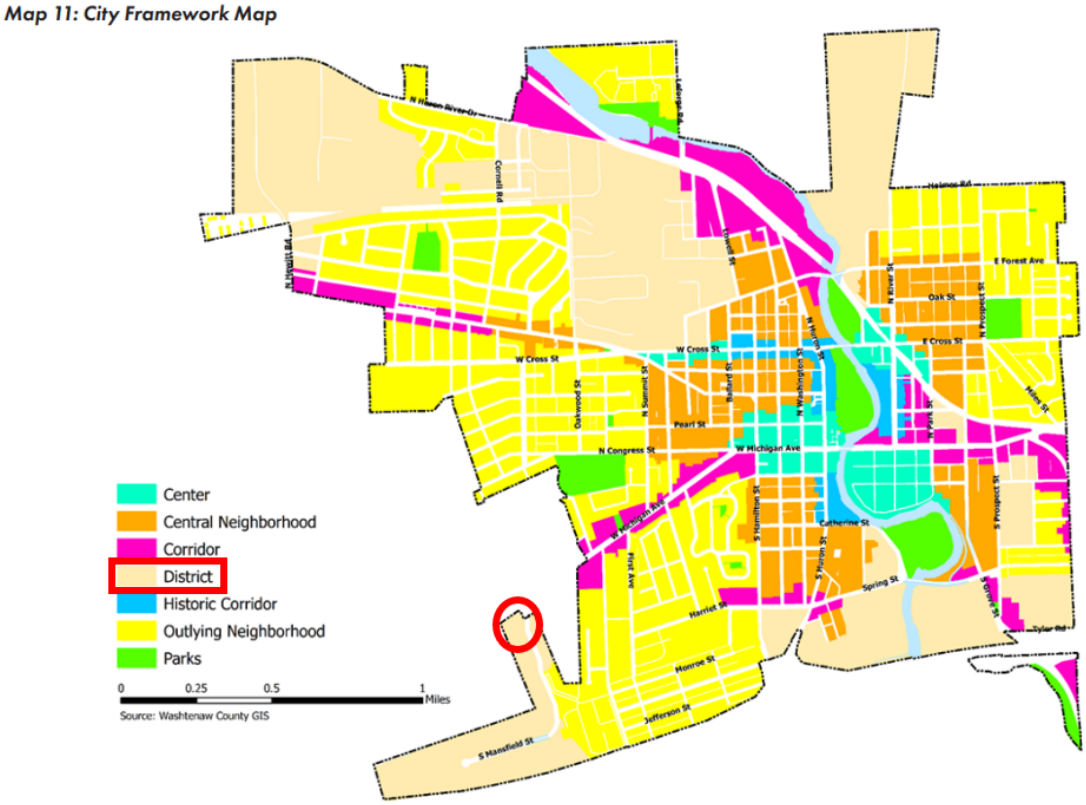


Figure 7: City Framework Map (Subject Area Circled in Red)



CITY FRAMEWORK & ZONING DESIGNATION

City Framework: District

The City Framework Map (Future Land Use Map) places 424 S. Mansfield within the "District" framework.

According to the Master Plan, "*Districts are parts of the city dedicated to a single type of activity, like Eastern Michigan University, the office and medical area on Towner, and the industrial areas of the City in the south. The challenge is to use the street network design to integrate them into the City while assuring that students, faculty, workers and suppliers can reach their destinations easily.*" The Master Plan further expands upon the single types of activity and specifically states the following for the industrial areas in the south of the city: "*The industrial areas in the south of the City represent the best hopes for a revitalized employment area. The industrial park in the southwest corner of the city has no vacancies, but could be reconfigured to accommodate additional businesses…*"

The designation of this parcel is no accident, in fact, during master plan community engagement sessions, "*Almost all participants felt new jobs within the City for current City residents of all education levels were imperative. They felt large job centers should be located in southern industrial areas or "jobs districts". Overall, the vision articulated was that jobs and industry are needed for the economic and equitable sustainability of the City.*" It is further emphasized that, "*The industrial park, large Angstrom property and* ***other assorted industrial properties in the southern part of the City*** *are well-suited for facilities that require easy highway access and roadways for trucks. These districts should be called "job districts…*"

Figure 8: Permitted Uses in the PMD Zoning District

P=Principal; A=Accessory; S/Res= Special Land Use when adjacent to R-1, CN, CN-Mid, CN-SF, or MD zoning, otherwise permitted; S=Special Land Use			
USES	**PMD**	**NOTES**	**SPECIFIC REGULATIONS**
INFRASTRUCTURE			
Essential Services	P		Section 122-524
Communication Devices	A		Article V, Division 3
Radio & Television Studios or Stations	P		
Radio and television towers, public utility microwaves, and public utility television transmitting towers, mobile communications towers, cellular phone towers and their accessory facilities	P		Article V, Division 3
Utility buildings including electric and gas service buildings and yards, telephone exchange buildings, electrical transformer stations and substations, gas regulator stations, and water and propane tank holders.	P		
Railroad yards not including manufacture and repair	S/Res		
Energy, electricity and heat generation plants	S	Includes solar farms and geothermal plants	Section 122-513
Landfill	S	May include anaerobic digester.	
Water or sewage treatment plant	S		
Biofiltration Facility	P		
Alternative Energy	A		Section 122-513

P=Principal; A=Accessory; S/Res= Special Land Use when adjacent to R-1, CN, CN-Mid, CN-SF, or MD zoning, otherwise permitted; S=Special Land Use			
USES	**PMD**	**NOTES**	**SPECIFIC REGULATIONS**
SERVICES			
Business and professional offices and services, 15,000 square feet or more	P		
Business and professional offices and showrooms	A		
Kennels, commercial	S/Res		Section 122-535
Offices for skilled trade services including but not limited to plumbing, electric, heating, and painting establishments	P		
Repair of appliances, machines or vehicles	P		
Self-storage facilities	P		
Printing services, including but not limited to: publishing, engraving, photo development, lithographing, silk screening and three-dimensional printing	P		Section 122-549
Construction and Landscape Contractors, contractor's yards, equipment and materials storage	P		
Recycling centers	S		
Adult Regulated Uses (1): Adult book or supply stores; Adult hotels or motels; Adult motion picture theatres/adult live stage performing theaters; Adult mini-motion picture theaters; Cabarets	P		Section 122-512
Adult Regulated Uses (2) or (3): Massage parlors/massage establishments; Pawnshops	S		Section 122-512
Firearms Sales Establishments	S/Res		Section 122-527
Firearms Range	S		Section 122-526
AUTO-ORIENTED			
Automobile Wash & Detailing	P		
Automobile Share Parking	A		
Truck Wash	S		
Automobile Repair	P		Section 122-515
Automobile rental (parking, storage, wash & repair)	P		
Vehicle &/or Recreational Vehicle Storage and Towing	S/Res		No storage of vehicles is permitted in setback from R-1, CN-SF, CN-Mid, CN, MD district.
Junkyards; Vehicle Wrecking, Salvage, Storage of Inoperable Vehicles	S		Section 122-534
RESEARCH			
Laboratories	S/Res		
Development & Research	S/Res		
Marihuana safety compliance facility	S		Section 122-539
PRODUCTION, MANUFACTURING & DISTRIBUTION			
Manufacture or processing of food products including brewing & distilling	P		
Craft manufacturing	P		

P=Principal; A=Accessory; S/Res= Special Land Use when adjacent to R-1, CN, CN-Mid, CN-SF, or MD zoning, otherwise permitted; S=Special Land Use			
USES	**PMD**	**NOTES**	**SPECIFIC REGULATIONS**
Storage, warehousing, and wholesale distribution	S/Res	Outdoor storage is a special land use subject to section 122-544	
Central dry cleaning plants	S		
Clothing production	P		
Software, film, music, television and radio, and video game development & physical production	S/Res		
Assembly and production, from prefabricated parts, of household appliances, electronic products, hardware products, and similar products	S/Res		
Processing or assembling of parts for production of finished equipment	S/Res		
Dry cleaning plants or laundries	S		
Manufacturing, Compounding, Processing, packing or treatment of such products as candy, cosmetics, drugs, perfumes, pharmaceuticals, and toiletries, except the rendering or refining of fats and oils	S/Res		
Manufacturing of alcohol; ammonia; bleaching powder or chlorine; asphalt, including refining; brick, tile or terra cotta; chemicals; concrete or cement products; lampblack; oil cloth or linoleum; paint, oil, shellac, turpentine, lacquer or varnish; petroleum products; plastics; soap; sodium compounds; tar distillation or tar products	S		
Manufacturing of machine tools, machinery, vehicles of all types, machine or vehicle components or that requires metal plating or galvanizing, plastic extrusion or molding or similar process	S		
Metal Foundry or fabricating plant and heavyweight casting	S		
Manufacture of construction materials	S		
Manufacturing of textiles, rubber or synthetic treated products	S		
Manufacture and repair of train cars, locomotives and track	S		
Animal slaughter and processing	S	Does not include aquaculture and aquaponics.	All activities must take place inside a fully enclosed building.
Ethanol, petroleum and fuel production, refining and storage	S		
Passive solar building	P		
Hydroponics, aquaculture, aquaponics, and similar raising of food	P		All activities must take place inside a fully enclosed building.
Excess marihuana grower	S		Section 122-525
Marihuana growing and/or processing facility	S		Section 122-536
Marihuana microbusiness	S		Section 122-537

P=Principal; A=Accessory; S/Res= Special Land Use when adjacent to R-1, CN, CN-Mid, CN-SF, or MD zoning, otherwise permitted; S=Special Land Use			
USES	**PMD**	**NOTES**	**SPECIFIC REGULATIONS**
Marihuana secure transporter	S		Section 122-540
STORAGE			
Outdoor storage	S/Res		Section 122-546
Storage of liquid and solid fuels	S		Section 122-652

Comments:
The Zoning Ordinance defines the PMD zoning district as "*The Production, Manufacturing and Distribution (PMD) district is designed to create and sustain producing, manufacturing, storing, and distributing goods. These districts are generally located where buildings can be on large plots of contiguous land, serviced by railroad lines or major thoroughfares, and adequately served by required utilities and services. Uses are expected to generate waste, noise, odor, and truck traffic; however, uses should produce minimal external impacts that are detrimental in any way to other uses in the district or to properties in adjoining districts. Special uses are expected to produce undesirable external impacts and should, therefore, be located only where such impacts will not be detrimental to other uses in the PMD district or to properties in adjoining districts*."

As mentioned in the introduction of the report, financial services are not permitted in the PMD zoning district. This may appear convoluted as the property's previous zoning designation (M-1) is by far the most comparable zoning designation to the PMD zoning district today and it is notable that the M-1 district was amended to permit financial services. Once the new Zoning Ordinance was adopted, financial services were removed from the PMD district, making 424 S. Mansfield's land use non-conforming today.

The PMD district permits business and professional offices and services **(15,000 square feet or more)** by right. Despite financial institutions being a type of business and professional office and/or service, the Zoning Ordinance notably establishes a separate land use for banks and credit unions known as "financial services," meaning the ordinance does not permit them in the PMD zoning district, but they are explicitly permitted (by-right or as a special land use) in the MD, C, HC, NC, GC, & HHS districts.

City Framework: Corridors

In regard to the "Corridor" framework, the Master Plan states, "*Corridors are the streets that connect the City together, and sometimes divide it. They are the arteries of transportation into, around and through the City. Two types of corridors exist in Ypsilanti.*" When narrowing in on the General Corridor, the Master Plan states, "***General Corridors are streets that connect the City to neighboring municipalities and the centers**. Many of the corridors – Ecorse, East Michigan, **West Michigan** and along many of these corridors no longer accommodate the larger 21st century footprint of suburban style buildings with parking in front and lawns on all sides. The new pattern proposed in this Plan will allow parking on the street and require buildings to be closer to the street; with minimal yards, lots will have more buildable area for residential, commercial and office uses mixed throughout.*" Furthermore, Chapter 10 of the Master Plan defines the General Corridor by stating "*General corridors are designated along Washtenaw Ave and Cross Streets, East Michigan Avenue and Ecorse, Huron River Drive, Leforge and Railroad Street, Harriet Street, Lincoln and **West Michigan Avenue**.*"

Despite 424 S. Mansfield's framework designation as a "District," the property itself is compatible with the "Corridor" district, specifically the General Corridor zoning district, as the property's northern frontage abuts W. Michigan Ave. Additionally, it is the gateway parcel into and out of the city, blurring the dimensional lot lines and spatial characteristics of this parcel and surrounding area, meaning, the property meshes distinct characteristics with both the "District" and "Corridor" framework.

Figure 9: Permitted Uses in the GC Zoning District

P=Principal, A=Accessory, S=Special Land Use, -- = Not Permitted					
USES	**HC**	**NC**	**GC**	**NOTES**	**SPECIFIC REGULATIONS**
RESIDENTIAL					
Single-Family Detached Dwelling	P	--	--		
Single-Family Attached Dwelling	--	P	P		In "Townhome" building type only
Accessory Dwelling Unit	A	--	--		
Two-family dwelling units	P	P	P		
Multiple Family Dwellings, maximum of 4 units per building	P	P	P		
Multiple Family Dwellings, more than 4 units per building	S	S	P		Section 122-541
Apartments located above ground floor of permitted nonresidential uses	P	P	P		
Apartments located below the ground floor of permitted nonresidential uses	P	P	P		
Home Occupation	A	A	A		Section 122-531
Family Child Care Home	A	A	A	1-6 children	Must be licensed by the state and must comply with the minimum state standards for such facilities.
Group Child Care Home	A	A	A	Up to 12 children	Section 122-521
Adult foster care family homes	A	A	A	1-6 adults	Must be licensed by the state and must comply with the minimum state standards for such facilities.
RECREATION, EDUCATION & PUBLIC ASSEMBLY USES					
Parks	P	P	P		
Outdoor recreation	--	S	P		Section 122-533
Museums & libraries, less than 15,000 square feet	P	P	--		
Museums & libraries 15,000 square feet or more	S	S	--		
Primary & Secondary Schools (public & private)	S	S	--	Public schools are only subject to State regulations regarding location and construction.	Section 122-552
Post-secondary educational institutions (public & private)	S	S	--	Public schools are only subject to State regulations regarding location and construction.	Section 122-552
Religious institution	S	S	--		Section 122-550
Private assembly, including banquet halls	S	S	--		

P=Principal, A=Accessory, S=Special Land Use, -- = Not Permitted					
USES	**HC**	**NC**	**GC**	**NOTES**	**SPECIFIC REGULATIONS**
Indoor recreation less than 15,000 square feet	--	P	P		
Indoor recreation 15,000 square feet or more	--	--	P		
Municipal, county, regional & state service uses	S	P	P		Section 122-542
Public Art	A	A	A		
SERVICES					
Business and professional offices, less than 15,000 square feet	P	P	P		
Business and professional offices, 15,000 square feet or more	--	S	P		
Financial services, including banks, less than 15,000 square feet	P	P	P		Drive through or drive-in facilities require special land use
Financial services, including banks, 15,000 square feet or more	--	S	P		Drive through or drive-in facilities require special land use.
Homeless Shelter	--	--	P		Section 122-532
Personal service establishments, less than 15,000 square feet	P	P	P		
Personal service establishments, 15,000 square feet or more	--	--	P		
Body art facilities	--	--	P		
Offices for skilled trade services including but not limited to plumbing, electric, heating, and painting establishments	--	S	P		Section 122-544
Printing services, including but not limited to: publishing, engraving, photo development, lithographing, silk screening and three-dimensional printing	--	S	S		Section 122-549
Bed & Breakfast or Inn	P	S	--		Section 122-520
Hotels & motels	--	--	P		
Child Care Centers	S	P	P		Section 122-521
Funeral homes	S	S	S		
Laundromats and dry cleaners, less than 15,000 square feet	--	P	P		No dry cleaning on premises.
Laundromats and dry cleaners, 15,000 square feet or more	--	--	P		No dry cleaning on premises.
Nursing Homes	S	--	S		Section 122-543
Medical or dental clinics, less than 10,000 square feet	P	P	P		

P=Principal, A=Accessory, S=Special Land Use, -- = Not Permitted					
USES	**HC**	**NC**	**GC**	**NOTES**	**SPECIFIC REGULATIONS**
Medical or dental clinics, 10,000 square feet or more	S	S	P		
Veterinary hospitals and clinics	--	S	S		Section 122-556
Kennels, commercial	--	--	S		Section 122-535
Substance abuse treatment facilities	--	--	S		Section 122-554
Catering services, less than 15,000 square feet	P	P	P		
Catering services, 15,000 square feet or more	--	--	P		
Self-storage	--	--	P		Section 122-553
COMMERCIAL					
Retail stores, less than 15,000 square feet	S	P	P		
Retail stores, greater than 15,000 square feet	--	--	P		
Resale stores	--	P	P		
Arts & crafts studios	P	P	P		
Food stores, excluding sale of alcohol, less than 15,000 square feet	S	P	P		
Food stores, with sale of alcohol, less than 15,000 square feet	--	S	P		
Food stores greater than 15,000 square feet with or without sale of alcohol	--	--	P		
Commercial Greenhouse			P		
Farmers' market and other open-air markets	--	P	P		
Outdoor retail sales	--	S	S		Section 122-545
Firearms Sales Establishments	--	--	S		Section 122-527
Designated consumption establishment	--	--	S		Section 122-522
Marihuana retailers and/or provisioning centers	--	--	S		Section 122-538
Marihuana retailers and/or provisioning centers, less than 5,000 square feet gross floor area	--	S	S		Section 122-538
RESTAURANTS					
Carry-out and/or delivery restaurant	--	P	P		
Café or coffee shop	P	P	P		
Sit-down, with seating limit of 50 seats	P	P	P		
Sit-down, no seating limit	--	--	P		
Bar/Lounge	--	S	P		

P=Principal, A=Accessory, S=Special Land Use, -- = Not Permitted					
USES	**HC**	**NC**	**GC**	**NOTES**	**SPECIFIC REGULATIONS**
Tasting room and accessory to microbrewer/ small distiller/ small wine maker	--	S	P		Carry-out sales allowed with proper licenses.
Fast Food	--	S	P		Must be located on major thoroughfare. Drive through or drive-in facilities require special land use.
Drive through restaurant of any type	--	--	S		Section 122-523
Outdoor cafes	A	A	A		Section 122-547
AUTO-ORIENTED					
Parking lot	--	--	S	Permitted as an accessory use without special use permit.	Section 122-519
Parking Garage	--	--	S		Section 122-518
Automobile Sales	--	--	S		
Automobile Filling Station - no repair	--	S	S		Section 122-516
Automobile Filling Station with repair	--	--	S		Sections 122-516 and 122-515
Automobile Wash & Detailing	--	--	S		
Automobile Repair	--	--	S		Section 122-515
Automobile repair, less than 5,000 square feet	--	P	P		All repair and storage must be within a fully enclosed building. Business hours are limited to 7:00am to 10:00pm.
Automobile Share Parking	A	A	A		
Automobile rental or share organization (parking, storage, wash & repair)	--	--	S		
Vehicle, Recreational Vehicle, Storage and Towing	--	--	S		
RESEARCH					
Laboratories	--	--	S		
Research & Development	--	--	S		
PRODUCTION, MANUFACTURING & DISTRIBUTION					
Craft production, clothing production or food production, less than 16,000 square feet	--	P	P		
Craft production, clothing production or food production, 16,000 square feet or greater	--	--	S		
Microbrewer/ small distiller /small wine maker, less than 16,000 square feet	--	P	P		
Microbrewer/ small distiller /small wine maker, 16,000 square feet or greater	--	--	S		Carry-out sales allowed with proper licenses.

P=Principal, A=Accessory, S=Special Land Use, -- = Not Permitted					
USES	**HC**	**NC**	**GC**	**NOTES**	**SPECIFIC REGULATIONS**
Wholesale or distribution facility with total gross floor area of less than 16,000 square feet	S	S	P		
Wholesale or distribution facility with total gross floor area 16,000 square feet or greater	--	--	S		
Marihuana growing and/or processing facility	--	--	S		Section 122-536
Marihuana microbusiness	--	--	S		Section 122-537
Marihuana secure transporter	--	--	S		Section 122-540
TEMPORARY USES					
Mobile Food Establishments	--	P	P		Section 122-335
INFRASTRUCTURE					
Essential Services	P	P	P		Section 122-524
Communication Devices	A	A	A		Article V, Division 3
Alternative Energy	A	A	A		Section 122-513
GARDENS/COMMUNITY GARDENS					
Passive solar building	A	A	A		Must meet accessory structure regulations for building type. Maximum square footage is 800 square feet in the HC zoning district.
Community gardens	--	A	A		Section 122-529
PERFORMANCE OR STRUCTURES REQUIRING SPECIAL LAND USE					
Operation between 2 a.m. and 6 a.m. during any 24-hour period	--	S	S		
Drive through facilities	--	S	S		Section 122-523
Ongoing outdoor retail sales or display	--	S	S		Section 122-545
Outdoor storage	--	S	S		Section 122-546

COMMENTS:
The Zoning Ordinance defines the General Corridor zoning district as "*General corridors are located along roads with heavy traffic and have commercial establishments, restaurants, offices, and other businesses that are geared toward automobile traffic. Multiple-family residential building types and uses are appropriate in this district.*"

Notably, the General Corridor's use chart clearly names financial services in the chart and permits them by-right, regardless of scale. If the rezoning request is approved, the existing land use at 424 S. Mansfield will become conforming.

COMPARATIVE ANALYSIS

The rezoning implications, if granted, are complex. At the heart of this application, the applicant is simply proposing to rezone this property from PMD to GC. Because of the property's spatial characteristics, it's not unrealistic to grant the rezoning. Critically, of all the zoning districts, the PMD district permits the most intensive land uses that produce the most undesirable impacts to adjoining parcels (waste, noise, odor, truck traffic, etc.), meanwhile, the GC district is the second-most intensive zoning districts, permitting many of the same land uses as the PMD district.

Additionally, as mentioned above, approving the property's rezoning will make the land use compliant, eliminating the non-conforming land use element; however, there is a distinctive difference between the PMD and GC districts. The PMD zoning district is defined as a Euclidean (Use-Based) zoning type, meanwhile the GC district is a Form-Based zoning type – this key distinction complicates the rezoning as the land use will become compliant; yet, the property's form will fail to comply with the regulations of permitted building types, leading to the creation of numerous nonconformities. Lest we forget, the property shares the right spatial characteristics to be rezoned as the "Corridor" framework (General Corridor), but the existing form of the building and lot layout is the poster child of Euclidean-Based zoning – further proving that the property's has characteristics that mesh well with both frameworks and zoning designations.
On the other hand, despite having distinct characteristics that mesh well with both frameworks and zoning designations, the Master Plan clearly defines the intention of "Districts."

To draw from earlier:

The designation of this parcel is no accident, in fact, during master plan community engagement sessions, "*Almost all participants felt new jobs within the City for current City residents of all education levels were imperative. They felt large job centers should be located in southern industrial areas or "jobs districts". Overall, the vision articulated was that jobs and industry are needed for the economic and equitable sustainability of the City.*" It is further emphasized that, "*The industrial park, large Angstrom property and* ***other assorted industrial properties in the southern part of the City*** *are well-suited for facilities that require easy highway access and roadways for trucks. These districts should be called "job districts…*"

In recent decades, dramatic shifts of the city's economy, primarily resulting from the significant loss of manufacturing jobs, has decimated the economic wellbeing of the city; meaning it's only imperative that the community would desire to maintain a "jobs district." Despite losing most of the manufacturing jobs decades ago, the local economy has struggled to recover, resulting in higher rates of poverty, health issues, and lack of opportunity. Additionally, introductions and improvements in technology, such as automation and AI, growing rates of economic inequality, and a rapidly increasing cost-of-living crisis threaten to further destabilize the City's economy, meaning it is increasingly important to ensure that the Zoning Ordinance is able to accommodate diverse land uses that promotes economic resiliency and are adaptable to modern-day economic trends.

The Master Plan makes it clear that this property is intended to be part of this "jobs district." While rezoning the property to General Corridor may not be unreasonable, or make it impossible to have a job-abundant land use, it's crucial to highlight that the applicant has indicated that if rezoning is granted, they plan to shut down operations in the existing building, but intend to split the parcel and build a remote, standalone drive-through ATM on the new parcel created along Michigan Avenue. It's unknown if the applicant has any idea who they may be selling the parcel with the existing building (and it's impossible to know what that land use may be), it's ironic that this specific proposal would result in the immediate loss of jobs in city, directly conflicting with the intention on the "jobs district." Additionally, staff have informed the applicant that this specific proposal is not approvable as it would not comply with the required form of the General Corridor district (Figure 10), and may not be eligible to be split due to Section 122-620 – Altered Land Parcel (Figure 11). **Despite these crucial considerations, the present rezoning application is not about approving the applicant's desired development of the site, but rather the appropriateness of changing the property's city framework and zoning designation.**

Figure 10: Allowed Building Types

BUILDING TYPE		CN-SF	CN-MID	CN	C	HC	NC	GC	HHS
MA	Mansion	L	L	L	--	L	--	--	--
ES	Estate	P	P	P	--	P	P	--	--
HS	House	P	P	P	--	P	P	--	P
CO	Cottage	P	P	P	--	--	--	--	--
TH	Townhouse	--	P	P	L	--	P	--	P
AH	Apartment House	--	P	P	P	P	P	--	P
CA	Courtyard Apartment	--	--	P	L	P	P	P	--
AB	Apartment Building	--	--	P	L	L	P	P	--
CS	Commercial/Mixed-Use Small	--	--	L	P	P	P	P	--
CM	Commercial/Mixed Use Medium	--	--	--	P	P	P	P	--
CL	Commercial/Mixed Use Large	--	--	--	P	--	--	P	P
SC	Single Story Commercial Building	L	L	L	--	L	P	P	--
LS	Large Single Story Commercial Building	--	--	--	--	--	--	P	P
MB	Multiple Story	--	--	--	P	--	--	P	P
IT	Institutional	L	L	L	L	L	L	L	L

COMMENTS: None.

Figure 11: Altered Land Parcel

(a) No lot or parcel of land may be divided, altered or reduced by sale, gift, or other disposition so that the yards, parking area, or other open spaces, or the land area thereof is less than the minimum requirements of this chapter.

(b) No lot, parcel of land, parking area, or other open space may be reduced so as to increase its noncompliance with the minimum requirements of this chapter.

REZONING CONSIDERATIONS 122-362(b)

Zoning Map Amendment*. For a change in the Zoning Map, the Planning Commission shall consider and the City Council may consider, whether the proposed rezoning meets the following standards (with staff responses to each):*

(1) The rezoning is consistent with the policies, guiding values and City Framework (Future Land Use Map) of the Master Plan, including any subarea or corridor studies. If conditions have changed since the current Master Plan was adopted, the consistency with recent development trends in the area.

COMMENTS: The rezoning, as proposed, is generally consistent with the policies and guiding values of the community. While the City Framework Map designates this parcel as a "District," key spatial characteristics are equally compatible with the "Corridors."

(2) The rezoning sustains the site's physical, geological, hydrological and other environmental features with the potential uses allowed in the proposed zoning district.

COMMENTS: Considering the PMD district permits the most intensive land uses, rezoning the property to General Corridor may better preserve the site's environmental features; especially its hydrological features considering about 1/3 of the site is a wetland within the Paint Creek Watershed.

(3) The property proposed to be re-zoned can accommodate the requirements of the proposed zoning district.

COMMENTS: If the rezoning is granted, existing conditions of the site would be nonconforming; however, that does not mean that the property is unable to handle future development/redevelopment.

(4) All the potential uses and building types allowed in the proposed zoning district are compatible with surrounding uses, buildings, and zoning in terms of land suitability, impacts on the environment, impacts on the transportation network, density, nature of use, aesthetics, infrastructure and potential influence on property values.

COMMENTS: Due to the site's spatial characteristics, staff believe that any future uses and/or building types would be compatible with surrounding uses, transportation network, and infrastructure. Additionally, Ypsilanti Township has adopted a form-based code along W. Michigan – rezoning the property to General Corridor better aligns with the Township's zoning.

(5) The capacity of City infrastructure and services sufficient to accommodate the uses permitted in the requested district without compromising the health, safety, sustainability and welfare of the City.

COMMENTS: City infrastructure and services could sufficiently accommodate existing and future uses of the property.

(6) The rezoning will not be detrimental to the financial stability and economic welfare of the City.

COMMENTS: The rezoning will not be detrimental to the financial stability and/or economic welfare of the city.

(7) The rezoning not would negatively impact the condition of any nearby parcels considering existing vacancy rates, current per-square-foot lease or sale rates, and other impacts.

COMMENTS: None are anticipated – if anything, rezoning AND redevelopment may increase nearby property values and reactivate a corridor that has experienced decades of disinvestment.

(8) The rezoning is consistent with the trend of development in the neighborhood or surrounding area.

COMMENTS: The rezoning appears to be consistent with the trend of development in the surrounding area. To get a better idea of recent development trends, it's worth evaluating Sheetz down the street. The Township's form-based code drew the building closer to the street and placed parking in the rear and back. While

(9) The property in question was improperly zoned or classified when this Chapter was adopted or amended.

COMMENTS: The property was not improperly zoned; however, staff find both zoning classifications to be sufficient.

(10) Where a rezoning is reasonable given the above criteria, a determination shall be made that the requested zoning district is more appropriate than another district or than amending the list of permitted or special land uses within a district.

COMMENTS: Of all the zoning districts, the PMD district permits the most intensive land uses that produce the most undesirable impacts to adjoining parcels (waste, noise, odor, truck traffic, etc.), meanwhile, the GC district is the second-most intensive zoning districts, permitting many of the same land uses as the PMD district. As an example, while the GC district may permit mixed-use development/multi-family residential, which may appear incompatible with the PMD district, the surrounding land uses would be largely compatible with residential land uses, and staff do not foresee any issues with UPS's distribution center.

RECOMMENDATION

Recommended Action: Adopt

Motion to recommend that the City Council approve the proposal of rezoning 424 S. Mansfield St. to "GC" General Corridor with the following findings:

1. The rezoning is consistent with the policies, guiding values and City Framework (Future Land Use Map) of the Master Plan, including any subarea or corridor studies.
2. The rezoning sustains the site's physical, geological, hydrological and other environmental features with the potential uses allowed in the proposed zoning district.
3. The property proposed to be re-zoned can accommodate the requirements of the proposed zoning district.
4. All the potential uses and building types allowed in the proposed zoning district are compatible with surrounding uses, buildings, and zoning in terms of land suitability, impacts on the environment, impacts on the transportation network, density, nature of use, aesthetics, infrastructure and potential influence on property values.
5. The capacity of City infrastructure and services sufficient to accommodate the uses permitted in the requested district without compromising the health, safety, sustainability and welfare of the City.
6. The rezoning will not be detrimental to the financial stability and economic welfare of the City.
7. The rezoning not would negatively impact the condition of any nearby parcels considering existing vacancy rates, current per-square-foot lease or sale rates, and other impacts.
8. The rezoning is consistent with the trend of development in the neighborhood or surrounding area.
9. The property in question was not improperly zoned or classified when this Chapter was adopted or amended.
10. Where a rezoning is reasonable given the above criteria, a determination shall be made that the requested zoning district is more appropriate than another district or than amending the list of permitted or special land uses within a district.

--Moved by Dunwoodie. Seconded by Smith. Yays – 6, Nays – 0, motion carries

Brian Jones-Chance, Chair – Approve
Matt Dunwoodie, Vice-Chair – Approve
Mike Davis Jr. – Approve
Amanda Smith – Approve
Michelle Marin – Approve
Greg Woodring – Approve

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____

ATTACHMENTS

- Resolution
- Ordinance
- 424 S. Mansfield Rezoning Application
- Planning Commission Minutes

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____

Resolution No. 2026 - 195
August 18th, 2026

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, TRUE Community Credit Union has submitted an application requesting the rezoning of property located at 424 S. Mansfield (Parcel No. 11-11-39-340-003) from PMD – Production, Manufacturing & Distribution to GC – General Corridor; and

WHEREAS, the requested rezoning has been processed in accordance with the requirements of the Michigan Zoning Enabling Act, Public Act 110 of 2006, as amended, and the City of Ypsilanti Zoning Ordinance; and

WHEREAS, the Planning Commission conducted a public hearing on the proposed rezoning on June 17, 2026, receiving public comment and considering the application, staff report, and applicable documents; and

WHEREAS, following its review, the Planning Commission recommended approval of the proposed rezoning to the City Council; and

WHEREAS, the City Council conducted a public hearing on the proposed rezoning on July 21, 2026, receiving public comment, considering the application, staff report, and applicable documents, and approving its First Reading of the rezoning request; and

NOW, THEREFORE, BE IT RESOLVED that the Ypsilanti City Council hereby approves, at its Second Reading, Ordinance No. 1466 amending the Zoning Map to rezone the property located at 424 S. Mansfield (Parcel No. 11-11-39-340-003) from PMD – Production, Manufacturing & Distribution to GC – General Corridor.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

City of Ypsilanti
Notice of Adopted Ordinance
Ordinance No. **1466**

An Ordinance Entitled "424 S. Mansfield Rezoning"

THE CITY OF YPSILANTI ORDAINS:

That the property with the address of 424 S. Mansfield, Parcel ID 11-11-39-340-003, as well as the legal description attached in Attachment A;

BE REZONED TO GENERAL Corridor - GC

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: June 30th, 2026

First Reading: July 21st, 2026

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
ASSR REQUEST ****FROM 1139340001 11/20/96****FROM 1139340002 11/20/96LOTS 1 & 2 YPSILANTI WEST INDUSTRIAL SUB # 1

City of Ypsilanti
Planning & Development Department

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

MAP AMENDMENT (REZONING) APPLICATION

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

Applicant*

Name TRUE Community Credit Union		
Address 1100 Clinton Road		
City Jackson	State Michigan	Zip 49202
Phone / Fax (b) (1) (A)	E-Mail (b) (1) (A)	

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

Property

Name of project: TRUE Community Credit Union - Mansfield Branch	
Address: 424 S. Mansfield Ave	
List all parcel identification numbers included in request: 11-11-39-340-003	
Property Owner: TRUE Community Credit Union	
Current Zoning: PMD	Proposed Zoning: GC - General Corridor

Circumstances, factors, and other relevant information (may continue on a separate sheet):

The TRUE credit union office currently is a legal non-conforming use within the PMD zoning district. TRUE Community Credit Union wishes to re-zone their parcel to GC (General Corridor), as financial offices are a permitted use within GC zoning. Additionally, we believe that re-zoning to GC will better align TRUE's parcel with the GC zoning further to the east along Michigan Avenue.

Signature

I hereby attest that the above information is accurate and complete. I am authorized to and grant permission to the City of Ypsilanti staff to access the subject property for the purposes of preparing staff reports and/or evaluating this application.	
Signature: (b) (1) (A)	Date: 5/14/2026
Print Name: Heather Colonius	

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

Date:	Amount: **$1,500**	Account: **101-4-7210-607-01**
☐ Cash ☐ Check payable to City of Ypsilanti ☐ Credit (+ 3.0% surcharge)		Code: **178 Rezone** Signature of person receiving deposit:
Description of deposit:		

CITY OF YPSILANTI
PLANNING COMMISSION MEETING
DRAFT MINUTES
Wednesday, June 17th, 2026 @ 7:00 PM
Council Chambers
One South Huron, Ypsilanti, MI 48197

I. Call to Order | 7:05 PM

II. Roll Call

Brian Jones-Chance, Chair – Present *Arrived at 7:08 PM
Matt Dunwoodie, Vice-Chair – Present
Mike Davis Jr. – Present
Amanda Smith – Present
Carl Schier – Absent
Michelle Marin – Present
Greg Woodring – Present
Vacant
Vacant

Motion to excuse the absence of Commissioners
--Moved by Woodring. Seconded by Smith. Yays – 5, Nays – 0, motion carries

III. Agenda Approval

June 17th, 2026, Agenda

Motion to approve the agenda
--Moved by Smith. Seconded by Woodring. Yays – 5, Nays - 0, motion carries

IV. Approval of Minutes

May 20th, 2026, Planning Commission Draft Minutes.

Motion to approve the May 20th, 2026, draft minutes as presented.
--Moved by Davis Jr. Seconded by Smith. Yays – 5, Nays - 0, motion carries

V. Public Comments

Motion to open public comments to the Planning Commission.
--Moved by Smith. Seconded by Woodring. Yays – 5, Nays – 0, motion carries

No public comments occurred.

Motion to close public comments to the Planning Commission.
--Moved by Woodring. Seconded by Davis Jr. Yays – 5, Nays – 0, motion carries

VI. Committee Reports

A. Non-Motorized Advisory Committee (NMAC) – No Update

VII. Presentations

A. Interactive Zoning Map

Staff shared the new interactive zoning map with the Planning Commission. The map is available here: Interactive_Zoning_Map_YpsilantiCity

No action was taken.

VIII. Public Hearing Items

A. 424 S. Mansfield | Rezoning Request

Staff presented a request to rezone the True Community Credit Union property located at 424 S. Mansfield Avenue from Production, Manufacturing, and Distribution (PMD) to General Corridor (GC). Staff ultimately recommended approval of the rezoning request.

Discussion focused on the property's unique position within both the Master Plan's "District" framework, intended to preserve employment-generating land uses, and its location along the Michigan Avenue corridor, meaning the property shares key spatial characteristics of both frameworks. Commissioners discussed the benefits of eliminating the property's nonconforming use status, the potential long-term implications, compatibility with adjacent land uses, and the distinction between the PMD district's use-based regulations and the GC district's form-based regulations.

The Commission also discussed the applicant's previously stated interest in a future parcel split and standalone ATM, though staff clarified that such concepts were not part of the rezoning request before the Commission.

Public Hearing

Motion to open public comments to the Planning Commission.
--Moved by Dunwoodie. Seconded by Smith. Yays – 6, Nays – 0, motion carries

No public comments occurred.

Motion to close public comments to the Planning Commission.
--Moved by Dunwoodie. Seconded by Woodring. Yays – 6, Nays – 0, motion carries

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Motion to recommend that the City Council approve the proposal of rezoning 424 S. Mansfield St. to "GC" General Corridor with the following findings:

1. The rezoning is consistent with the policies, guiding values and City Framework (Future Land Use Map) of the Master Plan, including any subarea or corridor studies.
2. The rezoning sustains the site's physical, geological, hydrological and other environmental features with the potential uses allowed in the proposed zoning district.
3. The property proposed to be re-zoned can accommodate the requirements of the proposed zoning district.
4. All the potential uses and building types allowed in the proposed zoning district are compatible with surrounding uses, buildings, and zoning in terms of land suitability, impacts on the environment, impacts on the transportation network, density, nature of use, aesthetics, infrastructure and potential influence on property values.
5. The capacity of City infrastructure and services sufficient to accommodate the uses permitted in the requested district without compromising the health, safety, sustainability and welfare of the City.
6. The rezoning will not be detrimental to the financial stability and economic welfare of the City.
7. The rezoning not would negatively impact the condition of any nearby parcels considering existing vacancy rates, current per-square-foot lease or sale rates, and other impacts.
8. The rezoning is consistent with the trend of development in the neighborhood or surrounding area.
9. The property in question **was not** improperly zoned or classified when this Chapter was adopted or amended.
10. Where a rezoning is reasonable given the above criteria, a determination shall be made that the requested zoning district is more appropriate than another district or than amending the list of permitted or special land uses within a district.

--Moved by Dunwoodie. Seconded by Smith. Yays – 6, Nays – 0, motion carries

Brian Jones-Chance, Chair – Approve
Matt Dunwoodie, Vice-Chair – Approve
Mike Davis Jr. – Approve
Amanda Smith – Approve
Michelle Marin – Approve

Greg Woodring – Approve

IX. Old Business

A. Zoning Text Amendment: Data Centers

Staff presented an updated draft of the proposed data center zoning regulations and reviewed revisions made since previous discussions.

The Commission discussed appropriate locations for data centers within the City, minimum parcel size requirements, infrastructure and utility impacts, noise standards, screening requirements, and renewable energy provisions. Additional discussion focused on reporting requirements, operational standards, decommissioning requirements, and how to balance flexibility with adequate safeguards should a data center proposal be submitted in the future. Commissioners also discussed legal considerations, enforceability of certain standards, and the importance of establishing regulations before development pressure emerges.

No formal action was taken. Staff will continue refining the ordinance and return with revisions.

B. Zoning Text Amendment: Party Stores

Staff reintroduced a proposed zoning text amendment establishing a "party store" land use category encompassing liquor stores, vape shops, and similar establishments. Staff explained that the amendment was intended to address the concentration of these uses and their associated land-use impacts.

Commissioners discussed whether zoning is an appropriate tool to address such concerns and considered the potential impacts of spacing requirements and concentration limits. Discussion also focused on the distinction between party stores and grocery stores where alcohol sales are incidental, as well as the role of nonconforming use regulations in gradually reducing concentrations over time. The Planning Commission, overall, was not in favor of grouping liquor stores with vape shops.

No formal action was taken, and staff will return with revised language for vape shops.

C. Zoning Text Amendment: Planned Unit Developments – No Update; Public Hearing to be Held Next Month

X. New Business

A. Officer Elections – Chairperson & Vice-Chair

Chairperson:

Motion to nominate Commissioner Jones-Chance as Chairperson.

--Moved by Smith. Seconded by Marin. Accepted by Jones-Chance. Yays – 6, Nays – 0, motion carries

Brian Jones-Chance, Chair – Support
Matt Dunwoodie, Vice-Chair – Support
Mike Davis Jr. – Support
Amanda Smith – Support
Michelle Marin – Support
Greg Woodring – Support

Vice-Chair:

Motion to nominate Commissioner Dunwoodie as Vice-Chair.
--Moved by Davis Jr. Accepted by Dunwoodie. Yays – 6, Nays – 0, motion carries

Brian Jones-Chance, Chair – Support
Matt Dunwoodie, Vice-Chair – Support
Mike Davis Jr. – Support
Amanda Smith – Support
Michelle Marin – Support
Greg Woodring – Support

B. Master Plan Survey Questions

Staff presented draft survey questions intended for use during the upcoming Master Plan update process. Commissioners reviewed the proposed questions and provided feedback intended to improve the quality and usefulness of the data collected. Discussion included potential revisions to community values questions, housing and commercial development questions, transportation priorities, and passenger rail service. Commissioners also discussed demographic questions and suggested modifications to ensure responses would provide meaningful information for future planning efforts. Overall, the Commission expressed support for the survey and offered recommendations to improve clarity and effectiveness.

No formal action was taken.

C. Resolution No. 2026-01 - Hazard Mitigation Plan

Staff presented the City's draft Hazard Mitigation Plan and explained that adoption of the plan is necessary to maintain eligibility for certain grant funding opportunities, including funding associated with the Peninsular Dam removal project. Discussion focused on the limited scope of the current document, the ongoing development of a more comprehensive countywide hazard mitigation plan, and the importance of meeting grant deadlines. Commissioners discussed implementation responsibilities and potential future updates to the plan. The Commission generally viewed the item as a necessary administrative step and expressed support for forwarding a recommendation of approval to City Council.

RESOLVED BY THE PLANNING COMMISSION OF THE CITY OF YPSILANTI:

WHEREAS, the City of Ypsilanti is seeking grant funding through the Michigan Department of Environment, Great Lakes, and Energy (EGLE) for the removal of a failing dam; and

WHEREAS, adoption of a Hazard Mitigation Plan is required to maintain eligibility for such funding; and

WHEREAS, the Planning Commission has reviewed the Hazard Mitigation Plan and finds that it supports the protection of public health, safety, and welfare by identifying hazards and mitigation strategies within the City.

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission hereby recommends that the City Council adopt the City of Ypsilanti Hazard Mitigation Plan.

--Moved by Dunwoodie. Seconded by Smith. Yays – 6, Nays – 0, motion carries

Brian Jones-Chance, Chair – Support
Matt Dunwoodie, Vice-Chair – Support
Mike Davis Jr. – Support
Amanda Smith – Support
Michelle Marin – Support
Greg Woodring – Support

XI. Public Comments

Motion to open public comments to the Planning Commission.
--Moved by Dunwoodie. Seconded by Davis Jr. Yays – 6, Nays – 0, motion carries

No public comments occurred.

Motion to close public comments to the Planning Commission.
--Moved by Davis Jr. Seconded by Marin. Yays – 6, Nays – 0, motion carries

XII. Adjournment | 9:08 PM

Motion to adjourn.
--Moved by Commissioner Jones-Chance. No objections, motion carries

REQUEST FOR LEGISLATION
August 18, 2026

For: Mayor and City Council

From: Joshua Burns, City Planner

Subject: Resolution No. 2026-196 Approving the second and final reading of Ordinance No. 1467, entitled "Walk-Up Window Zoning Text Amendment".

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:
1. 01 - RFL_Resolution_Ordinance - Walk-Up Windows
2. 02 - Walk-Up Windows ZTA Application
3. 03 - Walk-Up Window Ordinances
4. 04 - May 2026 PC Approved Minutes

CITY MANAGER APPROVAL: COUNCIL AGENDA DATE: August 18, 2026

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:

To: Mayor and City Council

From: Joshua Burns, City Planner

Date: August 18th, 2026

Subject: Second Reading: Walk-Up Windows Zoning Text Amendment (ZTA)

GENERAL INFORMATION

Applicant's Requested Action	Proposed zoning text amendment to permit walk-up windows and drive-in (curbside) spaces for Marijuana Retailers. The amendment includes the following section of the Ordinance: • Section 122-538(b)(8) – Marihuana Retailers and/or Provisioning Centers
Staff's Requested Action	Proposed zoning text amendment to permit walk-up windows and drive-in (curbside) spaces for Marijuana Retailers and Microbusinesses. The amendment includes the following sections of the Ordinance: • Section 122-203 – Definitions D & W (New Definitions) • Section 122-446 - Center Permissible Uses Chart • Section 122-451 – Corridors Permissible Uses Chart • Section 122-523 Drive-Through or Drive-In Facilities • Section 122-537 - Marijuana Microbusinesses • Section 122-538 - Marijuana Retailers and/or Provisioning Centers • Section 122-558 – Walk-Up Windows (New Use-Based Language) • Section 122-661(C) – Signs Exempted • Section 122-691 – Minimum and Maximum Number of Parking Spaces | Restaurants

SUMMARY

The City of Ypsilanti is committed to improving our zoning systems, encouraging non-motorized transportation, enhancing accessibility, and improving the quality of life for our residents and visitors. It is the purpose of this zoning text amendment to permit walk-up windows and drive-in (curbside) spaces for marijuana retailers and microbusinesses.

BACKGROUND

The Planning Department identified a walk-up window Bloom City Club at 121 E. Michigan. As a result, a violation letter was issued on July 1st, 2025, requiring the permanent closing of the window by August 15th, 2025. Following the violation letter, staff met with Bloom discussing the violation and possible next steps, leading to the submittal of a zoning text amendment application to permit walk-up windows for only marijuana retailers. In addition to the applicant's request, staff have identified a few key sections of the ordinance that should be amended in addition to the permissibility of walk-up windows for dispensaries.

STANDARDS FOR ZONING TEXT 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.

RECOMMENDATION

Recommended Action: Adopt

Planning Commission's Action Notification:

Motion to ***recommend City Council approve*** the proposed text amendment to Sections 122-203, 122-446, 122-451, 122-523, 122-537, 122-538, 122-558, 122-661, and 122-691, with the following findings:

1. The proposed amendment is consistent with the guiding values of the Master Plan; and
2. The proposed amendment is consistent with the intent of this Zoning Ordinance; and
3. The proposed amendment will enhance the functionality, transportation network or character of the future development in the City; and
4. The proposed amendment will preserve the historic nature of the surrounding area and of the City; and
5. The proposed amendment will enhance the natural features and environmental sustainability of the City;
6. The proposed amendment will not result in the creation of significant nonconformities in the City.

--Moved by Woodring. Seconded by Marin. Yays – 6, Nays – 0, motion carries

Brian Jones-Chance, Chair – Approve
Matt Dunwoodie, Vice-Chair – Approve
Mike Davis Jr. – Approve
Carl Schier – Approve
Michelle Marin – Approve
Greg Woodring – Approve

EXISTING LANGUAGE

122-446 – Center Permissible Uses Chart

COMMERCIAL			
Retail stores	P		
Resale stores	P		
Arts & crafts studios	P		
Food stores, excluding sale of alcohol	P		
Food stores less than 15,000 square feet, with sale of alcohol	S		
Food stores greater than 15,000 square feet, with sale of alcohol	P		
Farmers' market and other open-air markets	P		
Auction houses	P		Section 122-514
Designated consumption establishment	S		Section 122-522
Marihuana retailers and/or provisioning centers	P		Section 122-538

122-451 – Corridors Permissible Uses Chart

COMMERCIAL					
Retail stores, less than 15,000 square feet	S	P	P		
Retail stores, greater than 15,000 square feet	--	--	P		
Resale stores	--	P	P		
Arts & crafts studios	P	P	P		
Food stores, excluding sale of alcohol, less than 15,000 square feet	S	P	P		
Food stores, with sale of alcohol, less than 15,000 square feet	--	S	P		
Food stores greater than 15,000 square feet with or without sale of alcohol	--	--	P		
Commercial Greenhouse			P		
Farmers' market and other open-air markets	--	P	P		

				P=Principal, A=Accessory, S=Special Land Use, -- = Not Permitted	
USES	**HC**	**NC**	**GC**	**NOTES**	**SPECIFIC REGULATIONS**
Outdoor retail sales	--	S	S		Section 122-545
Firearms Sales Establishments	--	--	S		Section 122-527
Designated consumption establishment	--	--	S		Section 122-522
Marihuana retailers and/or provisioning centers	--	--	S		Section 122-538
Marihuana retailers and/or provisioning centers, less than 5,000 square feet gross floor area	--	S	S		Section 122-538

Sec. 122-523. Drive-through or drive-in facilities.

Drive-through or drive-in facilities in combination with any kind of other use are subject to the conditions hereinafter imposed:

(a) Uses must not be located within 100 feet of property zoned CN, CN-Mid, CN-SF, or R1 district, measured from the lot line.
(b) Off-street loading and stacking spaces must be provided in accordance with §122-694.
(c) Canopies and support structures associated with drive-through facilities must meet all minimum yard setback requirements for principal buildings.. The lowest edge of a canopy must be at least 12 feet above grade.
(d) The sound from amplification equipment must not be audible beyond the boundaries of the site.
(e) Uses must have direct access to a major thoroughfare in accordance with §122-673. Ingress and egress curb cuts to the site must be located at least 60 feet from the intersection of any two streets, measured along the nearest right-of-way line.
(f) Any drive-through or drive-in facilities in C, HC, NC, GC must also provide for walk-up and bicycle users.

Sec. 122-537. Marihuana microbusiness.

(a) **Generally**. Nothing in this Chapter, or in any companion regulatory provision adopted in any other provision of this Code, is intended to grant, nor shall they be construed as granting, immunity from criminal prosecution for growing, sale, consumption, use, distribution, or possession of marihuana not in strict compliance with the State of Michigan laws and rules. Also, since Federal law is not affected by the Act or the General Rules, nothing in this Chapter, or in any companion regulatory provision adopted in any other provision of this Code, is intended to grant, nor shall they be construed as granting, immunity from criminal prosecution under Federal law.

(b) The following standards for marihuana microbusiness apply:

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

(2) A marihuana microbusiness shall not be located within the following areas:

i. Within one-thousand (1,000) feet of any lawfully established marihuana retailer, provisioning center, or marihuana microbusiness, as measured from the outermost boundaries of the lot or parcel on which the proposed marihuana microbusiness is located to the outermost boundaries of the lot or parcel on which the lawfully established facility is located.

ii. Within six-hundred (600) feet of any lawfully established marihuana growing and/or processing facilities, as measured from the outermost boundaries of the lot or parcel on which the proposed marihuana microbusiness is located to the outermost boundaries of the lot or parcel on which the lawfully established facility is located.

iii. Within one-thousand (1,000) feet of a school, as measured from the outermost boundaries of the lot or parcel on which the marihuana microbusiness is located to the outermost boundaries of the lot or parcel on which the school is located.

(3) Use of marihuana is prohibited on the premises unless otherwise noted;

(4) All activity related to the safety and compliance shall be done indoors;

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

(6) Drive-through and walk-up or similar facilities shall be prohibited

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

(8) That portion of the structure where the storage of any chemicals shall be subject to inspection and approval by the Ypsilanti Fire Department to ensure compliance with the Michigan Fire Protection Code;

(9) All marihuana microbusiness facilities must be registered with and licensed by the State Department of Licensing and Regulatory Affairs, as well as be permitted under Chapter 7 of the City Code of Ordinances;

(10) Growing, cultivation, processing, testing and sales of marihuana in the microbusiness is allowed so long as it is done within the facility and has a maximum of 150 plants as allowed by the MRTMA and the State department of Licensing and Regulatory Affairs;

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

(12) The marihuana microbusiness and site shall not be altered or expanded without approval from the Planning Commission, subject to Sec. 122-328.

Sec. 122-538. Marihuana retailers and/or provisioning centers.

(a) **Generally**. Nothing in this Chapter, or in any companion regulatory provision adopted in any other provision of this Code, is intended to grant, nor shall they be construed as granting, immunity from criminal prosecution for growing, sale, consumption, use, distribution, or possession of marihuana not in strict compliance with the State of Michigan laws and rules. Also, since Federal law is not affected by the Act or the General Rules, nothing in this Chapter, or in any companion regulatory provision adopted in any other provision of this Code, is intended to grant, nor shall they be construed as granting, immunity from criminal prosecution under Federal law.

(b) The following standards for marihuana retailers and/or medical marihuana provisioning centers apply:

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

(2) A marihuana retailer and a provisioning center may be co-located in the same facility so long as it complies with Chapter 7 of the City Code of Ordinances, the MMFLA, the MRTMA as well as any and all administrative rules or regulations contained or adopted under the authority therein;

(3) A marihuana retailer and/or provisioning center in the Center (C) zoning district shall not be located within the following areas:

i. Within six-hundred-ninety (690) feet of a lawfully established marihuana retailer, provisioning center, or marihuana microbusiness located in the Center (C) zoning district, as measured from the outermost boundaries of the lot or parcel on which the proposed marihuana retailer and/or provisioning center is located to the outermost boundaries of the lot or parcel on which the lawfully established facility is located.

ii. Within one-thousand (1,000) feet of a lawfully established marihuana retailer, provisioning center, or marihuana microbusiness located in the General Corridor (GC) or Neighborhood Corridor (NC) zoning districts, as measured from the outermost boundaries of the lot or parcel on which the proposed marihuana retailer and/or provisioning center is located to the outermost boundaries of the lot or parcel on which the lawfully established facility is located.

iii. Within one-thousand (1,000) feet of a school, as measured from the outermost boundaries of the lot or parcel on which the marihuana retailer and/or provisioning center is located to the outermost boundaries of the lot or parcel on which the school is located

(4) A marihuana retailer and/or provisioning center in the Neighborhood Corridor (NC) or General Corridor (GC) zoning district shall not be located within the following areas.

i. Within one-thousand (1,000) feet of any lawfully established marihuana retailer, provisioning center, or marihuana microbusiness, as measured from the outermost boundaries of the lot or parcel on which the proposed marihuana retailer and/or provisioning center is located to the outermost boundaries of the lot or parcel on which the lawfully established facility is located.

ii. Within one-thousand (1,000) feet of a school, as measured from the outermost boundaries of the lot or parcel on which the marihuana retailer and/or provisioning center is located to the outermost boundaries of the lot or parcel on which the school is located.

(5) Use of marihuana is prohibited on the premises;

(6) All activity related to the marihuana retailer and/or provisioning center shall be done indoors;

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

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

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

(10) All marihuana retailers and/or provisioning centers must be registered with and licensed by the State Department of Licensing and Regulatory Affairs, as well as be permitted under Chapter 7 of the City Code of Ordinances;

(11) Growing, cultivation, or processing of marihuana in a marihuana retailer and/or provisioning center is prohibited;

(12) If a special land use, the existing marihuana retailer and/or provisioning center facility and site shall not be altered or expanded without approval from the Planning Commission, subject to Sec. 122-328.

Section 122-661. Generally

(c) **Signs exempted.**

(1) Any sign required by City ordinance or State law, as applicable. This includes, but is not limited to, address signs, Fire Department Connection signs, or signs indicating barrier-free parking locations.

(2) Any sign less than three square feet in area and five feet in height on the interior of a site placed so as to be oriented and clearly legible to persons on the site, provided that each sign be no closer than twenty feet to another such sign.

(3) Drive-Through Signs. Any use that includes a drive-through is permitted to have signs up to a maximum height of six feet and a maximum area of 32 sq. ft. per drive-through use, located in the rear of the site, when placed so as to be oriented and clearly legible to persons on the site.

(4) Signs erected by a public body. Any sign or marker erected by the City, County, State, or other municipal body is not subject to these requirements.

Section 122-691. Minimum and Maximum Number of Parking Spaces

Restaurant, fast food, drive-in or drive-through	1 for each 50 square feet of customer waiting and eating areas, plus 1 for each employee in the largest employment shift, plus 8 stacking spaces for each drive-in or drive-through transaction station.

PROPOSED LANGUAGE

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 122-203. Definitions. D (New Language)

Drive-in service (may also be known as "curbside service") means a business activity in which merchandise, food, or services are delivered directly to customers in their vehicles, typically in designated pickup location.

Section 122-203. Definitions. W (New Language)

Walk-up window refers to a business activity that allows pedestrians to order, purchase, or receive goods or services directly through an exterior window, without entering the building interior.

Section 122-446. Center Permissible Uses Chart (Amended Language)

Uses	C	Notes	Specific Regulations
Marihuana retailers and/or provisioning centers.	P		Section 122-538 No drive-through or drive-in facilities are permitted in C.
Marihuana Microbusiness	S		Section 122-537 No drive-through or drive-in facilities are permitted in C.

Section 122-451. Corridors Permissible Uses Chart (Amended Language)

Uses	HC	NC	GC	Notes	Specific Regulations
Marihuana retailers and/or provisioning centers.	--	--	S		Section 122-538 Drive-through facilities are not permitted.
Marihuana retailers and/or provisioning centers, less than 5,000 square feet gross floor area	--	S	S		Section 122-538 Drive-through facilities are not permitted.
Marihuana Microbusiness	--	--	S		Section 122-538 Drive-through facilities are not permitted.

Section 122-523. Drive-Through or Drive-In Facilities (Amended Language)

Drive-through or drive-in facilities, though separate uses, in combination with any kind of other use are subject to the conditions hereinafter imposed:

(a) Uses must not be located within 100 feet of property zoned CN, CN-Mid, CN-SF, or R1 district, measured from the lot line.
(b) Off-street loading and stacking spaces must be provided in accordance with §122-694.
(c) Canopies and support structures associated with drive-through facilities must meet all minimum yard setback requirements for principal buildings. The lowest edge of a canopy must be at least 12 feet above grade.
(d) The sound from amplification equipment must not be audible beyond the boundaries of the site.
(e) Uses must have direct access to a major thoroughfare in accordance with §122-673. Ingress and egress curb cuts to the site must be located at least 60 feet from the intersection of any two streets, measured along the nearest right-of-way line.
(f) Any drive-through or drive-in facilities in C, HC, NC, GC must also provide for walk-up and bicycle users.
(g) No more than 20% of the minimum required parking spaces may be designated for curbside services.

Section 122-558(W). Walk-up windows (New Section)

Walk-up windows may be permitted as accessory to a principal use, such as retail, food service, and similar establishments, subject to the conditions hereinafter imposed:

(a) No more than two (2) walk-up windows may be permitted.
(b) Accessible Route. All walk-up windows shall be connected to the public sidewalk, and accessible parking spaces by a continuous, unobstructed pedestrian route that complies with the Americans with Disabilities Act (ADA) and applicable building codes.
(c) Service Counter Accessibility. At least one walk-up window shall provide an accessible service counter no more than thirty-six (36) inches above the adjacent grade, with a clear floor area of at least thirty (30) inches by forty-eight (48) inches for wheelchair maneuvering.
(d) Maneuvering Space. A clear, level, and unobstructed maneuvering area with a minimum diameter of five (5) feet shall be maintained in front of each walk-up window. This area shall be free of steps, curbs, or other barriers.
(e) Separation from Vehicular Areas. Walk-up windows shall not be located where customers are required to cross a drive-through lane or vehicle drive aisle to access the service window, unless a designated and accessible pedestrian crossing is provided.
(f) Queuing. The queuing area shall be located so that it does not impede pedestrian traffic and maintains a minimum 5-foot clear pedestrian path on at least one side of a public sidewalk. It shall also be positioned in a manner that does not create a hazard for on-street traffic.

Section 122-537(b)(6). Marihuana Microbusinesses (Amended Language)

Drive-through ~~and walk-up or similar~~ facilities shall be prohibited.

Section 122-538(b)(8). Marihuana Retailers and/or Provisioning Centers (Amended Language)

Drive-through ~~and walk-up or similar~~ facilities shall be prohibited.

Section 122-694. Off-Street Stacking Spaces for Drive-Through Facilities (Amended Language)

(a) ~~Drive-in or~~ Drive-through windows. ~~On the same premises with every building, structure, or part thereof, erected or occupied for the purpose of serving customers in their automobiles, by means of a service window or similar arrangement, such as drive-in banks, restaurants, or cleaning establishments, there shall be provided two off-street stacking spaces, for each service window or transaction station, unless otherwise stated in this ordinance. for each service window or transaction station in compliance with subsection (c) of this section. Six off-street stacking spaces shall be provided for each drive-through transaction station of a restaurant.~~ Any building or structure used to serve customers in their vehicles, through a service window or similar arrangement, shall provide at least two (2) off-street stacking spaces for each service window or transaction station, unless otherwise specified in this ordinance
(b) Automobile servicing. Self-service automobile and car wash establishments shall provide three off-street stacking spaces for each washing stall. Quick oil change facilities shall provide three off-street stacking spaces per each oil change service bay. Automobile and car wash establishments, other than self-service, shall provide stacking spaces equal in number to four times the maximum capacity of the motor vehicle wash for automobiles awaiting entrance. The term "maximum capacity" shall mean the greatest number of possible automobiles undergoing some phase of washing at the same time.

(c) Stacking space dimensions. Each stacking space shall be a minimum dimension of ~~ten~~ nine (9) feet in width and ~~20~~ eighteen (18) ~~-~~ feet in length.
Section 122-661(c). Signs Exempted (Amended Language)
(1) Any sign required by City ordinance or State law, as applicable. This includes, but is not limited to, address signs, Fire Department Connection signs, or signs indicating barrier-free parking locations. (2) Any sign less than three square feet in area and five feet in height on the interior of a site placed so as to be oriented and clearly legible to persons on the site, provided that each sign be no closer than twenty feet to another such sign. (3) Drive-Through Signs. Any use that includes a drive-through is permitted to have signs up to a maximum height of six feet and a maximum area of 32 sq. ft. per drive-through use, located in the rear of the site, when placed so as to be oriented and clearly legible to persons on the site. (4) Curbside Signs. Each parking space designated for curbside service may be identified with one sign not exceeding two (2) square feet in area and six (6) feet in height. Such signs shall only be limited to identifying the space as reserved for curbside service. (5) Signs erected by a public body. Any sign or marker erected by the City, County, State, or other municipal body is not subject to these requirements.

Section 122-691. Minimum and maximum number of parking spaces | Restaurants (Amended Language)	
Drive-through restaurant or fast-food ~~drive-in or drive-through~~	1 for each 50 square feet of customer waiting and eating areas, plus 1 for each employee in the largest employment shift, plus ~~8~~ six (6) stacking spaces for each ~~drive-in or~~ drive-through transaction station.
Drive-in restaurant or fast-food	1 for each 250 square feet of gross floor area, plus 1 space for each employee in the largest employment shift.

ATTACHMENTS

- Resolution
- Ordinance
- Zoning Text Amendment Application
- Walk-Up Window Ordinances in Other Communities
- Planning Commission Minutes

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____

Resolution No. 2026 - 196
August 18, 2026

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, the City is committed to updating the Zoning Ordinance to address evolving business practices; and

WHEREAS, the proposed amendments introduce definitions for Drive-In Service (Curbside Service) and Walk-Up Windows to clearly distinguish these business activities; and

WHEREAS, the proposed amendments aim to improve accessibility for all city residents and visitors; and

WHEREAS, the Ypsilanti Planning Commission reviewed the proposed amendments and recommended approval following a duly noticed public hearing; and

WHEREAS, the Ypsilanti City Council reviewed the proposed amendments and approved its First Reading of the amendment following a duly noticed public hearing; and

NOW THEREFORE, BE IT RESOLVED THAT the Ypsilanti City Council hereby approves its second and final reading of Ordinance No. 1467, entitled "Walk-Up Window Zoning Text Amendment".

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

City of Ypsilanti
Notice of Adopted Ordinance
Ordinance No. **1467**

An Ordinance Entitled "*Walk-Up Windows*"

THE CITY OF YPSILANTI ORDAINS the provisions of the Walk-Up Windows Zoning Text Amendment.

This zoning text amendment applies to the following sections:

- Section 122-203 – Definitions D & W (New Definitions)
- Section 122-446 - Center Permissible Uses Chart
- Section 122-451 – Corridors Permissible Uses Chart
- Section 122-523 Drive-Through or Drive-In Facilities
- Section 122-537 - Marijuana Microbusinesses
- Section 122-538 - Marijuana Retailers and/or Provisioning Centers
- Section 122-558 – Walk-Up Windows (New Use-Based Language)
- Section 122-661(C) – Signs Exempted
- Section 122-691 – Minimum and Maximum Number of Parking Spaces | Restaurants

The proposed revisions are as follows:

Section 122-203. Definitions. D (New Language)

Drive-in service (may also be known as "curbside service") means a business activity in which merchandise, food, or services are delivered directly to customers in their vehicles, typically in designated pickup location.

Section 122-203. Definitions. W (New Language)

Walk-up window refers to a business activity that allows pedestrians to order, purchase, or receive goods or services directly through an exterior window, without entering the building interior.

Section 122-446. Center Permissible Uses Chart (Amended Language)

Uses	C	Notes	Specific Regulations
Marihuana retailers and/or provisioning centers.	P		Section 122-538 No drive-through or drive-in facilities are permitted in C.
Marihuana Microbusiness	S		Section 122-537 No drive-through or drive-in facilities are permitted in C.

Section 122-451. Corridors Permissible Uses Chart (Amended Language)

Uses	HC	NC	GC	Notes	Specific Regulations
Marihuana retailers and/or provisioning centers.	--	--	S		Section 122-538 Drive-through facilities are not permitted.
Marihuana retailers and/or provisioning centers, less than 5,000 square feet gross floor area	--	S	S		Section 122-538 Drive-through facilities are not permitted.
Marihuana Microbusiness	--	--	S		Section 122-538 Drive-through facilities are not permitted.

Section 122-523. Drive-Through or Drive-In Facilities (Amended Language)

Drive-through or drive-in facilities, though separate uses, in combination with any kind of other use are subject to the conditions hereinafter imposed:

(h) Uses must not be located within 100 feet of property zoned CN, CN-Mid, CN-SF, or R1 district, measured from the lot line.
(i) Off-street loading and stacking spaces must be provided in accordance with §122-694.
(j) Canopies and support structures associated with drive-through facilities must meet all minimum yard setback requirements for principal buildings. The lowest edge of a canopy must be at least 12 feet above grade.
(k) The sound from amplification equipment must not be audible beyond the boundaries of the site.
(l) Uses must have direct access to a major thoroughfare in accordance with §122-673. Ingress and egress curb cuts to the site must be located at least 60 feet from the intersection of any two streets, measured along the nearest right-of-way line.
(m) Any drive-through or drive-in facilities in C, HC, NC, GC must also provide for walk-up and bicycle users.
(n) No more than 20% of the minimum required parking spaces may be designated for curbside services.

Section 122-558(W). Walk-up windows (New Section)

Walk-up windows may be permitted as accessory to a principal use, such as retail, food service, and similar establishments, subject to the conditions hereinafter imposed:

(g) No more than two (2) walk-up windows may be permitted.
(h) Accessible Route. All walk-up windows shall be connected to the public sidewalk, and accessible parking spaces by a continuous, unobstructed pedestrian route that complies with the Americans with Disabilities Act (ADA) and applicable building codes.
(i) Service Counter Accessibility. At least one walk-up window shall provide an accessible service counter no more than thirty-six (36) inches above the adjacent grade, with a clear floor area of at least thirty (30) inches by forty-eight (48) inches for wheelchair maneuvering.
(j) Maneuvering Space. A clear, level, and unobstructed maneuvering area with a minimum diameter of five (5) feet shall be maintained in front of each walk-up window. This area shall be free of steps, curbs, or other barriers.
(k) Separation from Vehicular Areas. Walk-up windows shall not be located where customers are required to cross a drive-through lane or vehicle drive aisle to access the service window, unless a designated and accessible pedestrian crossing is provided.
(l) Queuing. The queuing area shall be located so that it does not impede pedestrian traffic and maintains a minimum 5-foot clear pedestrian path on at least one side of a public sidewalk. It shall also be positioned in a manner that does not create a hazard for on-street traffic.

Section 122-537(b)(6). Marihuana Microbusinesses (Amended Language)

Drive-through ~~and walk-up or similar~~ facilities shall be prohibited.

Section 122-538(b)(8). Marihuana Retailers and/or Provisioning Centers (Amended Language)

Drive-through ~~and walk-up or similar~~ facilities shall be prohibited.

Section 122-694. Off-Street Stacking Spaces for Drive-Through Facilities (Amended Language)

(d) ~~Drive-in or~~ Drive-through windows. ~~On the same premises with every building, structure, or part thereof, erected or occupied for the purpose of serving customers in their automobiles, by means of a service window or similar arrangement, such as drive-in banks, restaurants, or cleaning establishments, there shall be provided~~ two off-street stacking spaces, ~~for each service window or transaction station, unless otherwise stated in this ordinance. for each service window or transaction station in compliance with subsection (c) of this section. Six off-street stacking spaces shall be provided for each drive-through transaction station of a restaurant.~~ Any building or structure used to serve customers in their vehicles, through a service window or similar arrangement, shall provide at least two (2) off-street stacking spaces for each service window or transaction station, unless otherwise specified in this ordinance
(e) Automobile servicing. Self-service automobile and car wash establishments shall provide three off-street stacking spaces for each washing stall. Quick oil change facilities shall provide three off-street stacking spaces per each oil change service bay. Automobile and car wash establishments, other than self-service, shall provide stacking spaces equal in number to four times the maximum capacity of the motor vehicle wash for automobiles awaiting entrance. The

term "maximum capacity" shall mean the greatest number of possible automobiles undergoing some phase of washing at the same time.

(f) Stacking space dimensions. Each stacking space shall be a minimum dimension of ~~ten~~ nine (9) feet in width and ~~20~~ eighteen (18) ~~-~~feet in length.

Section 122-661(c). Signs Exempted (Amended Language)

(6) Any sign required by City ordinance or State law, as applicable. This includes, but is not limited to, address signs, Fire Department Connection signs, or signs indicating barrier-free parking locations.

(7) Any sign less than three square feet in area and five feet in height on the interior of a site placed so as to be oriented and clearly legible to persons on the site, provided that each sign be no closer than twenty feet to another such sign.

(8) Drive-Through Signs. Any use that includes a drive-through is permitted to have signs up to a maximum height of six feet and a maximum area of 32 sq. ft. per drive-through use, located in the rear of the site, when placed so as to be oriented and clearly legible to persons on the site.

(9) Curbside Signs. Each parking space designated for curbside service may be identified with one sign not exceeding two (2) square feet in area and six (6) feet in height. Such signs shall only be limited to identifying the space as reserved for curbside service.

(10) Signs erected by a public body. Any sign or marker erected by the City, County, State, or other municipal body is not subject to these requirements.

Section 122-691. Minimum and maximum number of parking spaces | Restaurants (Amended Language)

Drive-through restaurant or fast-food ~~drive-in or drive-through~~	1 for each 50 square feet of customer waiting and eating areas, plus 1 for each employee in the largest employment shift, plus ~~8~~ six (6) stacking spaces for each ~~drive-in or~~ drive-through transaction station.
Drive-in restaurant or fast-food	1 for each 250 square feet of gross floor area, plus 1 space for each employee in the largest employment shift.

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: July 2nd, 2026

First Reading: July 21st, 2026

Second Reading: August 18th, 2026

Published:

Effective Date:

City of Ypsilanti
Planning & Development Department
One South Huron • Ypsilanti, MI 48197
Phone: (734) 483-9646 • Fax: (734) 483-7444

Zoning Text Amendment Application
Application Fee: $1000

Office Use Only:
Receipt:
Method:
Code: 178 Rezone
Acct: 101-4-7210-607-01

Applicant

Name: Peregrine Retail LLC dba Bloom City Club	
Address: (b) (1) (A)(b) (1) (A)	
Phone: (b) (1) (A)	Email: (b) (1) (A)(b) (1) (A)

Change

Change requested (may continue on a separate sheet of paper):

See attached letter request and below:

Bloom is requesting that the Planning Commission consider via a Text Amendment, the community benefits of allowing a walk-up window

Proposed Language:
122-538(b)(8) Drive-through facilities shall be prohibited;

Redline of Original Language:
122-538 (b)(8)Drive-through ~~and walk-up or similar~~ facilities shall be prohibited;

Circumstances, factors and other relevant information (may continue on a separate sheet of paper):

See attached letter request and brief points below:

Support for Multimodal Transportation consistent with Ypsilanti's non-motorized transportation goals and other advantages listed in the attached letter.

Public Health & Accessibility (see attached letter)

Consistency with Other Ordinance Provisions (see attached letter)

Signature

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

Signature: (b) (1) (A)

Date: 9/3/2025

Print Name: Craig W. Terrell

RECEIVED
SEP 03 2025
CITY OF YPSILANTI
BUILDING DEPARTMENT

Peregrine Retail LLC dba Bloom City Club
251 Jackson Plaza STE A, Ann Arbor MI 48103

MEMO: TEXT AMENDMENT REQUEST

To: City of Ypsilanti, Planning Commission

RE: Text Amendment to Zoning Ordinance Section 122-538(b)(8)

Date: September 3, 2025

(b) (1) (A)(b) (1) (A)(b) (1) (A)

Peregrine Retail LLC dba Bloom City Club (Bloom), currently operates a licensed cannabis Retailer at 121 E Michigan Ave. Bloom received a letter from the City of Ypsilanti requiring it to close the walk-up order pickup window, citing Section 122-548(b)(8) of the Zoning Ordinance. Exhibits A and B. Bloom is requesting that the Planning Commission consider via a Text Amendment, the community benefits of allowing a walk-up window.

1. Requested Amendment

Proposed Language:

122-538(b)(8) Drive-through facilities shall be prohibited;

Redline of Original Language:

122-538 (b)(8) Drive-through ~~and walk-up or similar~~ facilities shall be prohibited;

2. Community Benefit of Walk-Up Windows

Support for Multimodal Transportation:

- Encourages pedestrian, bicycle, and scooter traffic consistent with Ypsilanti's non-motorized transportation goals.
- Provides safe alternative for individuals who may not wish to leave bicycles or scooters unattended, or who do not have locks for these items.

Public Health & Accessibility:

- Enables immunocompromised or sick individuals to obtain medicine without entering a shared public space; particularly where curbside service is prohibited.
- Improves access for people with mobility challenges or who experience discomfort in enclosed spaces – giving enhanced accessibility and inclusivity for vulnerable populations.

Operational Benefits:

- Enhances parking lot safety by positioning staff with a line of sight to exterior environment (in Bloom's particular situation)
- Reduces congestion in a smaller retail footprint.

3. Consistency with Other Ordinance Provisions

- **Section 122-538(b)(6)**: requires all cannabis transactions to occur within the licensed facility. A walk-up window complies because staff remain inside the facility when handling payment and product transfer.
- **Cannabis Regulatory Agency (CRA)**: mandates surveillance coverage for all areas of the licensed premises including parking lots. Walk-up windows operate under the same security safeguards as interior spaces, are permitted by the CRA and are in operation at other Bloom locations.

We believe this amendment is a measured, commonsense change that reflects evolving best practices. It is aligned with the City's transportation and safety goals and promotes accessibility and inclusivity. If additional information or supporting materials would assist in your review, please contact me directly at (b) (1) (A)(b) (1) (A)

Sincerely,

(b) (1) (A)

Bloom City Club

cc: Josh Burns, City Planner (jburns@cityofypsilanti.com)
Allison Ireton, General Counsel, Bloom City Club (b) (1) (A)

Chesterfield Township's Walk-Up Window Ordinance

WALK-UP WINDOW FACILITY means an establishment that accommodates customers to order and/ or pick up goods, food and/or beverages or otherwise conduct business at a single window.

Section 5.39 H-3

3. Walk-up window and operation standards.

a. Walk-up windows may be permitted as an accessory use for any use that otherwise permits a drive-through or drive-up window.

b. A walk-up window for ordering and/or pickup of small merchandise, food, beverage and similar operations may be located on any building façade subject to the standards in this ordinance. If located on a street-facing façade or façade facing a residential district, the use of internally illuminated and /or electronic ordering boards and similar devices visible from any property line shall be prohibited.

c. A walk-up window shall have a designated area for pedestrians to stack (queue) that does not impede the flow of pedestrian traffic on the site.

d. The uses of speakers or other amplified sound at a window shall not be discernible at any property line.

e. In the event that the demand for a walk-up window exceeds the designated stacking area capacity, the facility shall make adjustments to operations reduce the stacking area so that it no longer exceeds capacity.

f. The consumption of food obtained from a walk-up window shall be permitted only in designated indoor or outdoor dining areas that have an approved site plan.

g. Walk-up windows may be approved by the Planning and Zoning Administrator or his/ her designee when proposed as an improvement to an existing building.

Link: Chesterfield Township Zoning Ordinance - Clearzoning

Munising's Walk-Up Window Ordinance

Open Front Store or Restaurant Window: A business establishment so developed that service to the patron may be extended beyond the walls of the structure, not requiring the patron to enter the structure, such as ice cream and yogurt restaurants serving to patrons through a walk-up window. The term "open front store" shall not include automobile repair establishments or automobile service stations. See also "Restaurant."

17.Restaurants with an Open Front Window

a) Trash receptacles shall be provided and maintained on the property.
b) All signs placed on the building shall be mounted flat against the building; and interior signs visible to patrons through glass or an opening shall not exceed twenty-five percent (25%) of that area. Temporary signs indicating the whether the establishment is "opened" or "closed for the season" shall be permitted.
c) Outdoor seating may be provided when meeting the requirements of Article 3, Division 2, Section 356, Outdoor Dining.
d) Months and hours of operation shall be provided as part of the zoning permit or site plan approval.

Restauraunts with an open front window (walk-up) are permitted by right in the Commercial District (C), Downtown District (D), & Lakeshore Commerical District (LC) zoning districts. They are permitted as a special land use in the Transitional (T) zoning district.

Link: Combined-pdf-final-draft-May-2022.pdf

CITY OF YPSILANTI
PLANNING COMMISSION MEETING
APPROVED MINUTES
Wednesday, May 20th, 2026 @ 7:00 PM
Council Chambers
One South Huron, Ypsilanti, MI 48197

I. Call to Order | 7:02 PM

II. Roll Call

Brian Jones-Chance, Chair – Present
Matt Dunwoodie, Vice-Chair – Present
Mike Davis Jr. – Present
Phil Hollifield – Absent
Amanda Smith – Absent
Carl Schier – Present
Michelle Marin – Present
Greg Woodring – Present
Vacant

*Motion to excuse the absence of Commissioners **Occurred after "General Planning Department Updates"*
--Moved by Dunwoodie. Seconded by Woodring. Yays – 6, Nays – 0, motion carries

III. Agenda Approval

May 20th, 2026, Agenda

Motion to approve the agenda
--Moved by Commissioner Jones-Chance. No objections, motion carries

IV. Approval of Minutes

April 15th, 2026, Planning Commission Draft Minutes.

Motion to approve the April 15th, 2026, draft minutes as presented.
--Moved by Commissioner Jones-Chance. No objections, motion carries

V. Public Comments

Motion to open public comments to the Planning Commission.
--Moved by Dunwoodie. Seconded by Davis Jr. Yays – 6, Nays – 0, motion carries

No public comments occurred.

Motion to close public comments to the Planning Commission.
--Moved by Dunwoodie. Seconded by Woodring. Yays – 6, Nays – 0, motion carries

VI. Committee Reports

A. Non-Motorized Advisory Committee (NMAC)

Commissioner Davis Jr. reported on the proposed updates to the 2021 Non-Motorized Plan. Proposed amendments are intended to strengthen grant competitiveness and funding eligibility.

The Commission also received an update regarding the Lowell/Huron corridor study being conducted in partnership with WATS.

VII. Presentations

A. General Planning Department Updates

Staff provided updates on several ongoing planning initiatives and development projects throughout the City. Updates included the development of a new interactive zoning map and dashboard, progress on approved development projects, and implementation of recently approved zoning amendments.

Staff reported that City Council approved the first reading of the Harm Reduction Facility zoning text amendment and amended the proposed buffer requirement from 500 feet to 1,000 feet. Staff also noted that additional research is being conducted regarding the proposed Party Store zoning text amendment.

Staff provided an update on the Master Plan Update process, including preparations for issuing a request for proposals (RFP) and developing a community engagement strategy.

B. Preliminary Plans: Reconstruction of Cornell – DPW Director, Bonnie Wessler

The presentation included an overview of existing roadway conditions, proposed improvements to roadway infrastructure, pedestrian and bicycle accommodations, stormwater management, utility upgrades, and anticipated construction phasing. The DPW Director, Bonnie Wessler also discussed public engagement efforts, funding sources, and the anticipated project timeline.

Commissioners asked questions regarding traffic operations, pedestrian safety, multimodal accommodations, parking impacts, utility coordination, and opportunities to incorporate recommendations from the City's Non-Motorized Plan. Discussion also included streetscape improvements, tree preservation and replacement, and potential impacts to adjacent properties.

No action was required or taken by the Planning Commission.

C. Capital Improvement Plan – DPW Director, Bonnie Wessler

Bonnie Wessler presented the draft Capital Improvements Plan (CIP) and provided an overview of planned infrastructure, utility, transportation, parks, and facility improvements. Discussion focused on project prioritization, funding sources, and consistency with the City's planning documents.

No action was taken.

VIII. Public Hearing Items

A. Zoning Text Amendment: Walk-Up Windows

Staff presented a zoning text amendment addressing walk-up windows and drive-in service facilities. The item returned to the Planning Commission because portions of the ordinance were not included in the original public notice, requiring a new public hearing. Staff summarized the proposed definitions, operational standards, and zoning district applicability.

Motion to open public comments to the Planning Commission.
--Moved by Woodring. Seconded by Dunwoodie. Yays – 6, Nays – 0, motion carries

No public comments occurred.

Motion to close public comments to the Planning Commission.
--Moved by Dunwoodie. Seconded by Marin. Yays – 6, Nays – 0, motion carries

Motion to recommend City Council approve the proposed text amendment to Sections 122-203, 122-446, 122-451, 122-523, 122-537, 122-538, 122-558, 122-661, and 122-691, with the following findings:

1. *The proposed amendment is consistent with the guiding values of the Master Plan; and*
2. *The proposed amendment is consistent with the intent of this Zoning Ordinance; and*
3. *The proposed amendment will enhance the functionality, transportation network or character of the future development in the City; and*
4. *The proposed amendment will preserve the historic nature of the surrounding area and of the City; and*

5. *The proposed amendment will enhance the natural features and environmental sustainability of the City; and*
6. *The proposed amendment will not result in the creation of significant nonconformities in the City.*

--Moved by Woodring. Seconded by Marin. Yays – 6, Nays – 0, motion carries

Brian Jones-Chance, Chair – Approve
Matt Dunwoodie, Vice-Chair – Approve
Mike Davis Jr. – Approve
Carl Schier – Approve
Michelle Marin – Approve
Greg Woodring – Approve

IX. Old Business

A. Zoning Text Amendment: Data Centers

Staff presented a substantially revised draft of the proposed data center regulations and provided background regarding increasing national investment in artificial intelligence and the growing demand for data center development. Staff explained that the ordinance is intended to ensure the City is prepared to regulate data centers should a proposal be submitted and discussed recent litigation involving data center development elsewhere in Michigan.

The Commission reviewed proposed definitions, zoning district applicability, lot size requirements, application requirements, environmental review standards, phasing plans, landscaping requirements, noise standards, water use regulations, renewable energy requirements, architectural standards, and decommissioning provisions.

Discussion focused on:

- Appropriate locations for data centers within the City.
- Compatibility with the General Corridor district and Master Plan goals.
- Noise standards, including dBA and dBC measurements.
- Tree canopy requirements and site design.
- Environmental review and utility capacity considerations.
- Renewable energy and energy-efficiency requirements.
- Potential legal implications and exclusionary zoning concerns.

No formal action was taken. Staff will continue refining the ordinance and return with revisions.

B. Zoning Text Amendment: Planned Unit Developments

Staff also provided an update regarding Planned Unit Developments (PUDs) and discussed challenges associated with administering approved PUD projects. Staff highlighted recent questions related to distinguishing between major and minor modifications to approved site

plans and development agreements. Discussion focused on whether the current ordinance provides sufficient administrative flexibility and whether future amendments may be warranted to establish a clearer process for reviewing and approving minor changes to approved PUD developments. Commissioners discussed balancing administrative efficiency with maintaining Planning Commission oversight of significant project modifications.

C. Zoning Text Amendment: Party Stores – *No Update*

X. New Business – *None.*

XI. Public Comments

Motion to open public comments to the Planning Commission.
--Moved by Dunwoodie. Seconded by Woodring. Yays – 6, Nays – 0, motion carries

No public comments occurred.

Motion to close public comments to the Planning Commission.
--Moved by Dunwoodie. Seconded by Woodring. Yays – 6, Nays – 0, motion carries

XII. Adjournment | 9:06 PM

Motion to adjourn.
--Moved by Commissioner Jones-Chance. No objections, motion carries

REQUEST FOR LEGISLATION
August 18, 2026

For: Mayor and City Council

From: Joe Meyers, Community Services Director

Subject: Resolution No. 2026-197 Awarding a professional services contract for the Comprehensive Master Plan Update to SmithGroup in the amount of $96,900, and authorizing the City Manager to execute the contract on behalf of the City, following review and approval as to form by the City Attorney.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:
1. RFL Master Plan 2026
2. SmithGroup Proposal_ Ypsilanti Master Plan Update
3. OHM Advisors City of Ypsilanti - Master Plan Update
4. PN_Ypsilanti Master Plan Update_Proposal
5. GW Proposal_City of Ypsilanti_Master Plan Update

CITY MANAGER APPROVAL: COUNCIL AGENDA DATE: August 18, 2026

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:

REQUEST FOR LEGISLATION
August 18, 2026

For: Mayor and City Council

From: Joe Meyers, Director of Community Services

Subject: Demolition of the Dangerous Building at 601 E Michigan Ave

---

SUMMARY & BACKGROUND

The City of Ypsilanti issued a Request for Proposals for a Comprehensive Master Plan Update. Eight proposals were received and reviewed by a staff selection committee consisting of three reviewers. Each reviewer independently ranked all eight respondents on a scale of one through eight, with one being the highest ranking, and recorded written comments addressing the proposed approach, team qualifications, community engagement scope, regional and local experience, proposed hours, and total fee.

Proposed fees ranged from $75,341 to $165,000, and proposed hours ranged from 469 to 1,011. The four highest ranked proposals were clustered between $94,000 and $98,000, which is consistent with the range anticipated for this scope of work. The three lowest ranked proposals were set aside primarily on cost, with Orion at $165,000 and Beckett & Raeder at $148,440 falling well outside the competitive range, and Spalding DeDecker submitting the lowest fee but demonstrating limited master planning experience and the lowest proposed level of effort.

The selection committee reached a unanimous result. All three reviewers ranked SmithGroup first and OHM Advisors second. SmithGroup was selected on the strength of its regional experience, including the Ferndale and Ann Arbor master plans, its depth of relevant national and regional master planning work, the presence of assigned staff who are city residents, and a proposal that reviewers found responsive to the full scope of the RFP. The committee placed particular weight on local and regional familiarity, taking the position that a firm without existing knowledge of Ypsilanti would require substantial time to develop the context necessary to produce a usable plan.

STATUTORY REQUIREMENT AND PLAN HISTORY:

Section 45(2) of the Michigan Planning Enabling Act, Public Act 33 of 2008, MCL 125.3845(2), provides that at least every five years after adoption of a master plan the planning commission shall review the master plan and determine whether to commence the procedure to amend the master plan or adopt a new master plan. The review and its findings must be recorded in the minutes of the planning commission.

The City adopted the Shape Ypsilanti Master Plan in 2013, which was a comprehensive rewrite of the prior plan. The most recent amendment occurred in 2021. Thirteen years have passed since the last comprehensive plan and five years since the last amendment.

The demographic, housing, and market conditions underlying the 2013 analysis have changed substantially, and the plan needs to be revisited to ensure that it can provide a current policy basis for land use decisions. A comprehensive update rather than a further amendment is therefore warranted, and this update satisfies the five year review obligation for the current cycle.

BID TABULATION AND SELECTION COMMITTEE RANKING:

Individual reviewer rankings are shown as R1, R2 and R3. The composite score is the sum of the three individual rankings, with the lowest total representing the highest overall ranking.

Rank	Firm	Hours	Total Fee	Avg. Rate	R1	R2	R3	Composite
1	**SmithGroup**	**626**	**$96,900**	**$155**	**1**	**1**	**1**	**3**
2	OHM Advisors	519	$94,000	$181	2	2	2	**6**
3	Planning NEXT	692	$98,000	$142	4	3	4	**11**
4	Giffels Webster	Not stated	$97,915	n/a	5	4	3	**12**
5	Beckett & Raeder	1,011	$148,440	$147	3	5	6	**14**
6	McKenna	960	$117,500	$122	6	7	5	**18**
7	Spalding DeDecker	469	$75,341	$161	7	6	7	**20**
8	Orion	1,004	$165,000	$164	8	8	8	**24**

Average rate is total fee divided by proposed hours and is shown for comparison only. Hours were not itemized in the Giffels Webster submittal as recorded in the evaluation notes. Firm names should be verified against the submitted proposals prior to publication.

SELECTION COMMITTEE COMMENTS:

Firm	Total Fee	Summary of Reviewer Comments
SmithGroup	$96,900	Unanimous first choice of all three reviewers. Best proposal and within the anticipated budget. Strong regional presence and depth of relevant experience, including the Ferndale and Ann Arbor master plans and with a location in Ann Arbor, and staff members who are city residents. Reviewers placed significant weight on familiarity with the region, noting that it would be difficult to explain Ypsilanti to a firm without local context. Proposal addressed city development capacity.
OHM Advisors	$94,000	Consensus second choice. Lowest fee among the firms considered competitive on qualifications, and the most

Firm	Total Fee	Summary of Reviewer Comments
		efficient proposed hour count at 519. Comprehensive and well-crafted proposal, locally based in Washtenaw County. Reviewers valued the breadth of the team and its firsthand knowledge of city infrastructure, along with the proposed character area approach that would break the historic core into distinct character districts and identify ordinance changes to allow for intensive infill. Also proposed development of an opportunity map.
Planning NEXT	$98,000	Good community engagement approach. Proposal was comprehensive relative to its hour count and included a master plan implementation process, neighborhood-level feedback sessions, offered engagement assistance, and character-based land use planning. Regional experience includes Grand Rapids.
Giffels Webster	$97,915	A solid proposal at a competitive fee, and the assigned principal was regarded as a significant strength. Noted concerns: the proposal was not seen as particularly creative, the community engagement plan was viewed as thin with limited direct assistance offered, and reviewers were not impressed by the graphic design quality of the Brighton work sample.
Beckett & Raeder	$148,440	Well-received proposal that clearly valued community input and included a strong community engagement plan. Noted concern: at $148,440 and 1,011 hours, the cost is more than 50 percent above the leading proposals and was the determining factor for all three reviewers.
McKenna	$117,500	Proposal did not distinguish itself on approach and the fee exceeds the range anticipated for this scope. The proposed 920 to 960 hours was viewed as excessive relative to the deliverables described.
Spalding DeDecker	$75,341	Lowest fee received. Reviewers did not find the proposal or the assigned team persuasive and noted limited master planning experience. The low fee corresponds to the lowest proposed hour count at 469, which reviewers read as a scope concern rather than a value.
Orion	$165,000	Highest fee received at $165,000 for 1,004 hours, and the firm is based in Montana. The cost placed the proposal outside the competitive range and it was not advanced for detailed evaluation.

PROJECT TIMELINE:

The project is organized into five phases as set out in the Request for Proposals. Phases one and two run concurrently. City staff will lead community engagement and stakeholder coordination, with the consultant providing the professional work products identified in each phase.

Phase	Description	Anticipated Dates	Primary Activities
1	Citywide community engagement and existing conditions	September 2026 to February 2027	Citywide engagement program, existing conditions analysis, demographic and market data collection, and base mapping.
2	Stakeholder and commission engagement	Concurrent with Phase 1	Stakeholder group meetings and coordination with the Planning Commission and board and commission liaisons.
3	Draft plan and future land use mapping	March 2027 to July 2027	Vision, goals and policy framework, draft plan report, and future land use and character area mapping. Consultant effort is concentrated in this phase.
4	Draft plan community engagement	August 2027 to October 2027	Public review of the draft plan, neighborhood level feedback sessions, and revisions responding to comment.
5	Final plan preparation and adoption	November 2027 to February 2028	Final plan preparation, distribution and review period required under the Michigan Planning Enabling Act, public hearing, and adoption by the Planning Commission and City Council.

FISCAL IMPACT:

The adopted budget includes $100,000 for the Comprehensive Master Plan Update. Of that amount, $50,000 is anticipated from a Michigan Economic Development Corporation grant, leaving a net cost to the City of $50,000, which is appropriated in the current fiscal year budget. The project therefore requires no additional appropriation.

The SmithGroup proposal totals $96,900 for 626 hours of professional services, which is within the appropriated amount and leaves a balance of $3,100 in the project budget.

RECOMMENDED ACTION

To award the professional services contract for the Comprehensive Master Plan Update to SmithGroup in the amount of $96,900, to authorize the City Manager to approve additional services within the total appropriated project budget of $100,000, and to authorize the City

Manager to execute the contract following review and approval as to form by the City Attorney.

ATTACHMENTS:

- Resolution
- SmithGroup, OHM, Planning NEXT, Giffels Webster proposals

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____

BUDGET PRIORITY REFERENCE _____

Resolution No. 2026-197
August 18, 2026

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

Whereas, The Michigan Planning Enabling Act, Public Act 33 of 2008 requires that at least every five years after adoption of a master plan, the planning commission shall review the master plan and determine whether to commence the procedure to amend the master plan or adopt a new master plan; and

Whereas, the City adopted the Shape Ypsilanti Master Plan in 2013 and last amended the plan in 2021, and a comprehensive update is warranted to reflect current conditions and to provide a current policy basis for land use decisions; and

Whereas, the City of Ypsilanti issued a Request for Proposals for a Comprehensive Master Plan Update and received eight proposals; and

Whereas, the proposals were evaluated by a staff selection committee on the basis of proposed approach, team qualifications, community engagement scope, regional and local experience, proposed level of effort, and total fee, and the committee unanimously ranked the proposal submitted by SmithGroup as the highest ranked proposal; and

Whereas, the adopted budget includes $100,000 for the Comprehensive Master Plan Update, of which $50,000 is anticipated from a Michigan Economic Development Corporation grant, and the SmithGroup proposal is within the appropriated amount;

Now, therefore, be it resolved that the City Council of the City of Ypsilanti awards the professional services contract for the Comprehensive Master Plan Update to SmithGroup in the amount of $96,900, to be funded from 101-7210-7818-00.

Be it further resolved that the City Council authorizes the City Manager to execute the contract on behalf of the City following review and approval as to form by the City Attorney.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

CITY OF YPSILANTI, MICHIGAN

MASTER PLAN UPDATE

SmithGroup's Response to Request for Proposal

SMITHGROUP

July 17, 2026



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SMITHGROUP

RE: City of Ypsilanti, Michigan, Master Plan Update Consulting Services

MR. JOE MEYERS

Director of Community Services
City of Ypsilanti, Michigan
One South Huron Street
Ypsilanti, Michigan 48197

Dear Mr. Meyers and Members of the Selection Committee:

Ypsilanti is a community defined by its rich history, diverse neighborhoods, creative spirit, and strong commitment to inclusion. As the City looks toward the next 20 years, this Master Plan Update represents an opportunity to honor and elevate the community's unique character, values, and aspirations while addressing evolving challenges. SmithGroup is excited about the opportunity to partner with the City in creating a forward-looking, equity-centered, and actionable Master Plan that reflects Ypsilanti's identity, tells its story, and provides a shared vision for the future.

Our approach is rooted in collaboration. We believe the best plans are created with communities, not for them. By combining thoughtful engagement, rigorous analysis, and innovative planning strategies, we help communities identify opportunities, address challenges, and establish a shared vision that can guide decision-making for years to come. Through this process, we uncover and celebrate the stories, assets, and lived experiences that shape community identity, ensuring the final plan authentically reflects local values and aspirations.

WHY CHOOSE SMITHGROUP?

We understand that Ypsilanti is seeking more than an update to an existing document. The City desires a clear, actionable roadmap that will guide land use, development, infrastructure, mobility, housing, sustainability, and investment decisions for the next generation. The plan must also be easy to navigate, with community values, priorities, and recommendations front and center, so decision-makers, stakeholders, and residents can quickly understand the vision and put it into action. Our team is uniquely positioned to deliver this streamlined, user-friendly plan through the following strengths:

EQUITY-CENTERED COMMUNITY ENGAGEMENT

SmithGroup has extensive experience designing inclusive outreach programs that foster participation from residents, businesses, institutions, neighborhood organizations, and historically underrepresented populations. We will work closely with City staff to implement a flexible, responsive engagement strategy that makes it easy for City staff to lead outreach efforts while ensuring all voices are heard through listening sessions, stakeholder workshops, pop-up events, digital tools, surveys, and community-based outreach.

PLACE-BASED LAND USE STRATEGY & IMPLEMENTATION

We will work with the City to develop a place-based land use framework that defines distinct place types reflecting Ypsilanti's neighborhoods, corridors, commercial center, and civic destinations. This framework will inform practical zoning updates, allowing the City to move efficiently from plan adoption to implementation while ensuring that land use policies, development expectations, and regulatory tools are aligned with the community's vision.

201 Depot Street
Second Floor
Ann Arbor, Michigan 48104

July 17, 2026

DATA-DRIVEN PLANNING & ANALYSIS

We will develop a clear understanding of existing conditions through analysis of demographic, economic, housing, land use, infrastructure, mobility, and environmental data. By combining quantitative analysis with community input, we will identify key trends, opportunities, and challenges and establish a foundation for informed decision-making and policy recommendations.

SUSTAINABILITY & CLIMATE RESILIENCE

SmithGroup integrates sustainability and resilience into every planning effort. From environmental stewardship and green infrastructure to climate adaptation and public health considerations, we will develop strategies that prepare Ypsilanti for future challenges while advancing community well-being and long-term sustainability.

HOUSING, NEIGHBORHOOD STABILITY & INFILL DEVELOPMENT

Ypsilanti's continued success depends on providing housing opportunities that support residents at all stages of life and income levels. Our team brings extensive expertise in housing strategy, neighborhood revitalization, and infill development. We will help identify opportunities to expand housing choices that align with community goals and the plan meets the new MPEA housing element requirements.

ARTS, CULTURE, PLACEMAKING & HISTORIC PRESERVATION

Ypsilanti's distinct identity is one of its greatest strengths. We understand the important role that arts, culture, historic resources, and placemaking play in creating vibrant communities. Our plan will celebrate and reinforce the character that makes Ypsilanti unique while identifying opportunities to enhance public spaces, community gathering places, and cultural assets.

MOBILITY, CONNECTIVITY & PUBLIC REALM IMPROVEMENTS

We recognize the importance of creating a connected city that supports walking, bicycling, transit, and safe vehicular movement. SmithGroup's planners, urban designers, and transportation specialists work together to develop mobility strategies that enhance accessibility, strengthen neighborhood connections, and support a vibrant, people-focused public realm.

ACTION-ORIENTED IMPLEMENTATION

We will develop a clear implementation framework that identifies priorities, timelines, responsible parties, potential funding opportunities, and measurable performance indicators. Our goal is to provide the City with a practical tool that guides decision-making long after plan adoption while maintaining a clear narrative that keeps community values, aspirations, and priorities at the center of implementation.

SmithGroup offers Ypsilanti more than planning expertise, we offer a collaborative partnership dedicated to helping the City shape its future. Together, we will create a Master Plan that reflects the character, values, and aspirations of the community, tells an authentic and compelling community story, supports equitable growth, and provides a clear framework for decision-making and investment over the next twenty years.

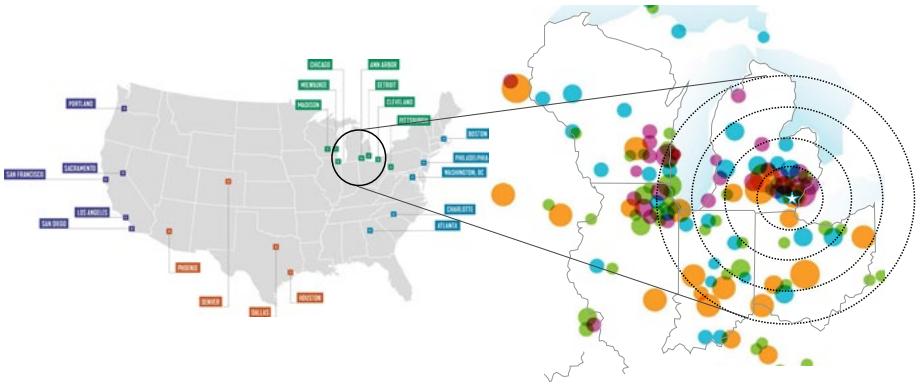
Thank you for the opportunity to submit our qualifications. We appreciate your consideration and look forward to the possibility of partnering with the City of Ypsilanti on this important effort.

Sincerely,



Kathleen Duffy, AICP
Principal-in-Charge & Land Use Planner
734.545.6096 | kathleen.duffy@smithgroup.com

EMPOWERING COMMUNITIES TO THRIVE



For more than 50 years, SmithGroup has helped communities create **visionary master plans that guide growth, investment, and quality of life.** Our interdisciplinary team integrates planning, urban design, mobility, economics, sustainability, and engagement to develop **data-driven, implementable plans shaped by community values.** With more than 117 planning awards nationwide, our greatest achievement remains helping communities thrive.

We understand the opportunities facing Ypsilanti as it plans for the next 20 years—advancing housing choice, economic development, mobility, sustainability, placemaking, and neighborhood vitality while preserving its unique character. **SmithGroup brings extensive experience helping communities translate local aspirations into equitable, resilient, and actionable plans that support long-term success.**

Our team specializes in inclusive engagement, existing conditions analysis, future land use planning, GIS mapping, and implementation strategy development. Working closely with residents, stakeholders, boards, commissions, and City staff, we create clear, community-supported roadmaps that align vision with achievable actions.

Collaborative, transparent, and tailored to each community, SmithGroup leverages **innovative engagement tools, compelling graphics, and data-driven insights to ensure every voice is heard.** We are uniquely positioned to help the City of Ypsilanti deliver a bold, equitable, and implementation-focused Master Plan that reflects community priorities and guides future growth.

SMITHGROUP

YEARS IN SERVICE

173 years

STAFF SIZE

1,600 employees

OFFICE LOCATIONS

Ann Arbor, Atlanta, Boston, Charlotte; Chicago, Cleveland, Dallas, Denver, Detroit, Houston, Los Angeles, Madison, Milwaukee, Phoenix, Philadelphia, Pittsburgh, Portland, Sacramento, San Diego, San Francisco, Washington DC

SERVICES

Acoustics & Vibration; Architecture; Branded Experience; Building Enclosure Consulting; Campus Planning; Campus Strategy & Analytics; Civil Engineering; Coastal Engineering; Energy & Environmental Modeling; Fire Protection & Life Safety Engineering; Health Strategy; Historic Preservation; Information & Communications Technology; Interiors; Lab Planning; Land Surveying; Landscape Architecture; Lighting Design; Medical Planning; MEP Engineering; Mobility & Transportation; Programming; Structural Engineering; Sustainable Design; Urban Design; Urban Planning & Development; Workplace Strategy

LIVING YPSILANTI: PERSPECTIVES FROM SMITHGROUP RESIDENTS

OUR TEAM LIVES HERE

SmithGroup's connection to Ypsilanti extends beyond professional planning expertise, it is rooted in lived experiences. Members of our team are Ypsilanti residents who experience the city every day as neighbors, business patrons, park users, commuters, and community members. As we prepared this proposal, we asked them to reflect on what makes Ypsilanti special, the challenges the community faces, and the opportunities they hope to see realized in the future.

Their responses reveal recurring themes of affordability, inclusivity, historic character, small-business vitality, and equitable growth. These perspectives provide an early snapshot of the local knowledge our team brings to this effort and reinforce our commitment to developing a Master Plan that is grounded in community values, shaped through meaningful engagement, and aligned with Ypsilanti's vision for the future.

VALUES	CHARACTER	CHALLENGES	OPPORTUNITIES
Welcoming	Historic neighborhoods	Vacant storefronts	New employment opportunities
Inclusive	Diverse	Underutilized commercial sites	Growth without displacement
Affordable	Bohemian character	Downtown activation	Proximity to Ann Arbor & Detroit
Vibrant	Small business culture	Housing affordability	Walkable neighborhoods



KEY THEMES WE HEARD

PRESERVE WHAT MAKES YPSI UNIQUE

- Affordable community
- Historic neighborhoods
- Open space
- Diversity & inclusivity

CREATE OPPORTUNITY

- Support small businesses
- Revitalize vacant commercial properties
- Strengthen downtown activity
- Expand employment opportunities

GROW WITHOUT DISPLACEMENT

- Encourage investment & redevelopment
- Protect existing residents
- Maintain neighborhood character
- Advance equitable growth strategies

REAL RESULTS:
HIGHLIGHTS OF OUR WORK

Scan or click the QR codes below to explore published plans our team has created for cities like yours.

CITY OF FERNDALE, MASTER PLAN

FERNDALE, MICHIGAN



Ferndale's updated Master Plan unifies city values and goals into a clear, engaging framework—championing equity, climate action, and public trust. With bold graphics and candid language, it invites residents into a transparent, inclusive conversation about Ferndale's future.

CITY OF APPLETON, COMPREHENSIVE PLAN UPDATE

APPLETON, WISCONSIN



Appleton's refreshed Comprehensive Plan blends existing insights with new data, guiding inclusive growth and redevelopment. With a web-based format and targeted corridor strategies, the plan aligns policies and empowers decision-making across neighborhoods and commercial districts.

CITY OF DANVILLE, CITYWIDE COMPREHENSIVE PLAN

DANVILLE, VIRGINIA



Danville's Comprehensive Plan embraces its local charm while confronting historic inequities. With bold investments and inclusive public engagement, SmithGroup shaped a future-forward vision rooted in community, resilience and opportunity across housing, mobility, and economic development.

COMPLETED IN 2022

PLAN FERNDALE





Ferndale's 2022 Master Plan update demonstrates SmithGroup's ability to deliver the equitable, community-driven, and implementation-focused planning approach sought by the City of Ypsilanti. **Like Ypsilanti, Ferndale is a diverse, historic community balancing downtown revitalization, housing affordability, mobility, sustainability, and neighborhood investment.**

SmithGroup led a robust public engagement process involving residents, stakeholders, boards and commissions, and City leadership to create a shared vision for the future. The plan integrated multiple initiatives, including parks, climate action, transportation, housing, and economic development, into a single, accessible framework organized around the themes of People, Place, and Systems.

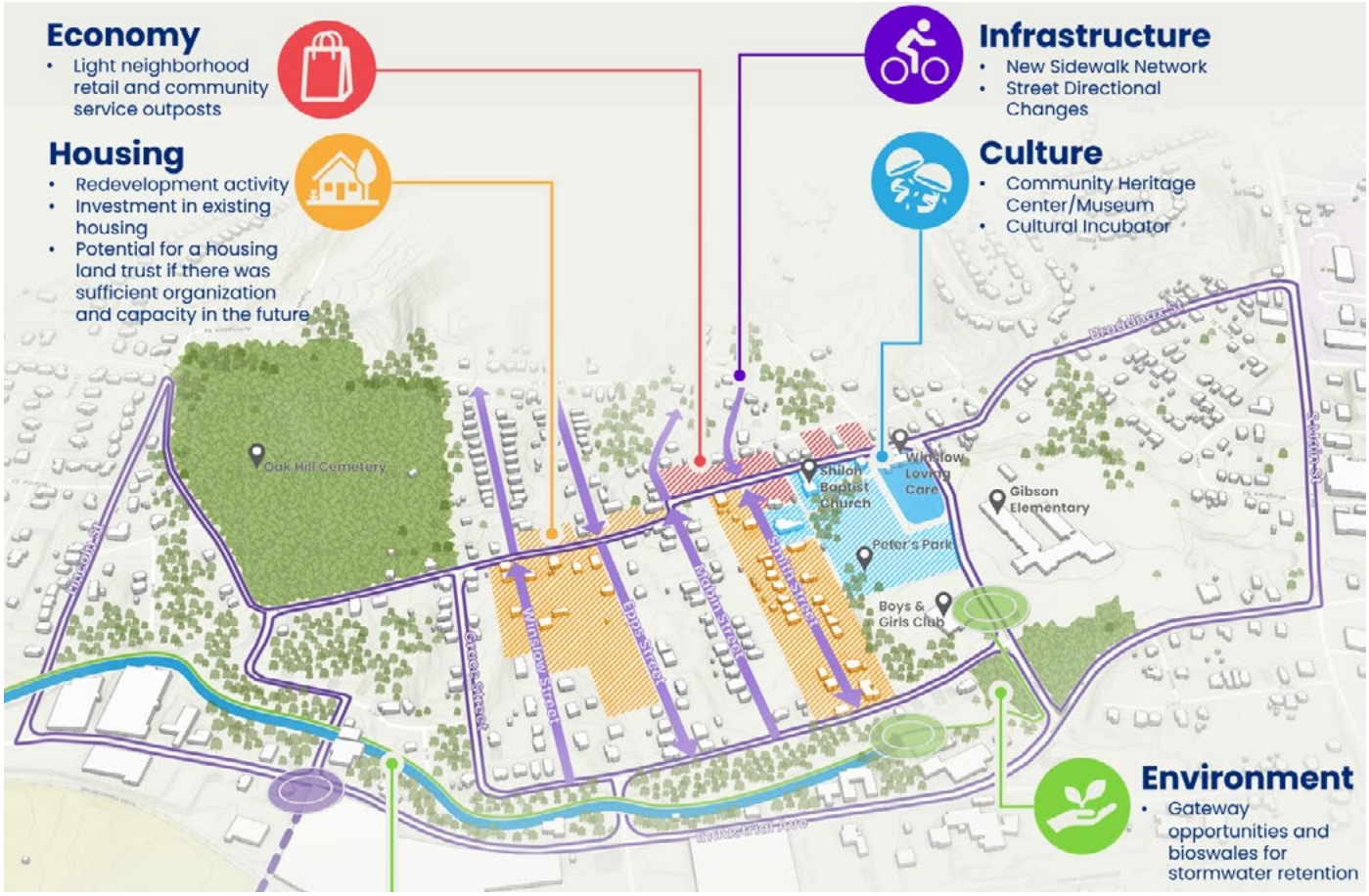
Combining data-driven analysis with extensive community input, the plan established clear policies, future growth strategies, and measurable implementation actions focused on equity, resilience, connectivity, and neighborhood vitality. The result is a **visually engaging and actionable master plan that guides decision-making and community investment while reflecting local values and priorities.**

Ferndale illustrates SmithGroup's ability to prepare comprehensive master plans that align long-range visioning with practical implementation, an approach well suited to Ypsilanti's goals for equitable development, future land use planning, community engagement, and long-term resilience.

CITY OF DANVILLE, VIRGINIA

COMPLETED IN 2025

CITYWIDE COMPREHENSIVE PLAN



Like Ypsilanti, **Danville is a historic industrial community working to leverage new investment while addressing longstanding challenges related to housing, economic opportunity, neighborhood reinvestment, and connectivity.** SmithGroup led a citywide comprehensive planning process that combined land use analysis, housing and economic development strategies, mobility planning, and urban design to create a clear vision for equitable growth.

The project featured a robust community engagement program, including neighborhood meetings, stakeholder workshops, surveys, and pop-up events, to ensure broad participation and elevate historically underrepresented voices.

Guided by data analysis, GIS mapping, and scenario planning, the team developed actionable recommendations for housing, transportation, placemaking, adaptive reuse, and neighborhood revitalization.

The resulting plan provides a practical implementation framework with prioritized actions, measurable outcomes, and partnership strategies, demonstrating SmithGroup's ability to deliver the forward-looking, equity-centered, and actionable master plan envisioned by the City of Ypsilanti.

CITY OF APPLETON, WISCONSIN

COMPLETED IN 2025

COMPREHENSIVE PLAN UPDATE

SmithGroup led the update of Appleton's Comprehensive Plan, creating a data-driven, community-centered framework to guide future land use, housing, economic development, mobility, and redevelopment. **The project combined existing conditions analysis with extensive public engagement to establish a clear vision and actionable implementation strategy.** The plan modernized existing planning policies, introduced an accessible digital format, and identified redevelopment opportunities along three key corridors. Recommendations included future land use guidance, housing and economic development strategies, zoning considerations, and prioritized implementation actions to support sustainable growth and long-term community investment.



CITY OF ANN ARBOR, MICHIGAN

COMPLETED IN 2026

COMPREHENSIVE PLAN

SmithGroup supported the development a long-range land use plan focused on housing, mobility, sustainability, and equitable growth. **The project engaged thousands of residents through surveys, events, stakeholder meetings, and targeted outreach, resulting in a vision grounded in affordability, equity, sustainability, and dynamism.** The plan combined data-driven analysis with extensive community input to create a future land use framework that expands housing opportunities, supports walkable mixed-use development, strengthens transit access, and promotes economic vitality. Recommendations included preserving affordable commercial space, supporting legacy businesses, and guiding the redevelopment of auto-oriented areas into vibrant mixed-use districts, supported by clear implementation guidance for future zoning changes.



ONGOING

REDEVELOPMENT READY COMMUNITIES (RRC) PROGRAM



For the past 12 years, SmithGroup has dedicated a planning team to serve as advisors to the Michigan Economic Development Corporation's (MEDC) Redevelopment Ready Community (RRC) program, a certification program that audits community plans, codes, and procedures. Our team has assisted RRC staff in providing expert guidance and filling in gaps in community redevelopment programs covering:

- Downtown, corridor, and comprehensive plans
- Zoning ordinances and form-based codes
- Site prioritization and redevelopment strategies
- Economic development and marketing strategies
- Delivery of training programs for staff and officials
- Development review process evaluation and recommendations
- Resiliency evaluation and strategy

MICHIGAN COMMUNITIES SERVED

- City of Alpena
- City of Battle Creek
- City of Big Rapids
- City of Boyne City
- City of Detroit
- City of East Lansing
- City of Flint
- City of Ironwood
- City of Lansing
- City of Lathrup Village
- City of Lawrence
- City of Marquette
- City of Melvindale
- Meridian Township
- City of Midland
- City of Newaygo
- City of Oak Park
- City of Owosso
- City of Roseville
- City of Traverse City
- City of Vassar
- City of Wayne
- City of Wyandotte
- Village of Grass Lake

CITY OF OWOSSO

COMPLETED IN 2021

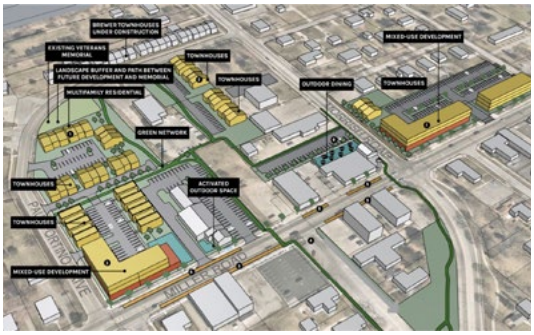
Owosso's vibrant downtown, diverse neighborhoods, and strong employment base set the stage for SmithGroup's master plan update, an evolution of the 2012 plan reflecting 20 years of change. The plan addresses regional growth, mobility, aging infrastructure, and downtown revitalization. Aligned with RRC framework, it reorganizes land use strategies and streamlines goals to support future zoning amendments and implementation, including permitting four units in Owosso's residential districts.



CITY OF SWARTZ CREEK

COMPLETED IN 2022

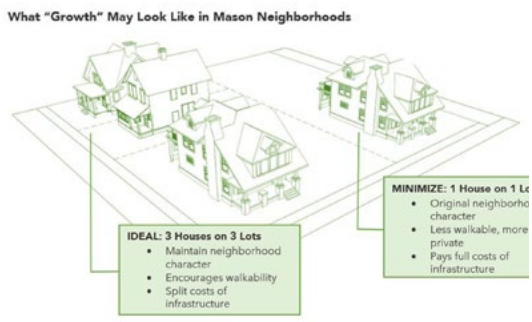
Swartz Creek partnered with SmithGroup to modernize its master plan, emphasizing actionable strategies and a downtown vision with design guidelines to support future zoning amendments. Strategic engagement, including walking tours, focus groups, and work sessions, ensured community alignment.



CITY OF MASON

COMPLETED IN 2023

Mason partnered with SmithGroup to create a forward-looking master plan that balances evolving trends with its historic character. The plan features a one-page decision-making checklist rooted in a shared community vision, guiding officials and the public alike. Developed alongside ordinance updates, the plan aligns with the RRC framework using transparent engagement and policy rationale to support zoning amendments and implementation success.



CITY OF MENOMINEE

COMPLETED IN 2023

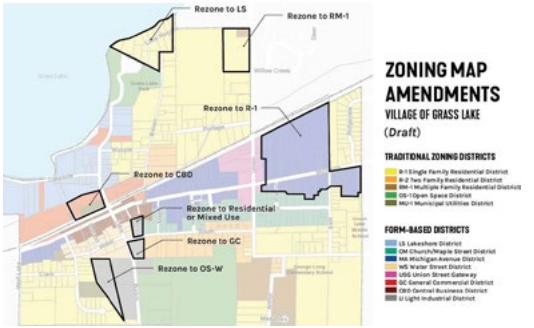
Menominee's MDOT corridor, a gateway to the Upper Peninsula, lacked the character of its historic downtown and bayfront. SmithGroup's draft master plan reimagined the corridor, unlocking redevelopment potential and views to Green Bay. Through stakeholder workshops, strategies emerged for key sites. The refreshed land use framework, aligned with RRC principles, sets the stage for targeted zoning amendments and reinvestment.



VILLAGE OF GRASS LAKE

COMPLETED IN 2021

SmithGroup developed the Village of Grass Lake Master Plan to align the RRC framework, laying the groundwork for targeted zoning changes. The plan promotes economic vitality, housing diversity, and placemaking, while robust public engagement ensured zoning reforms reflect community priorities. This strategic alignment positions the Village for future investment and implementation success.



A TEAM FOR YPSILANTI'S TOMORROW

THE CITY OF YPSILANTI, MICHIGAN



KATHLEEN DUFFY, AICP
Principal-in-Charge &
Land Use Planner

MASTER PLANNING & LAND USE EXPERTISE

Kathleen has led more than 30 master planning projects, specializing in land use, zoning, housing, and implementation strategies.

STRATEGIC PLANNING LEADERSHIP

As Principal-in-Charge, she will provide strategic leadership, guide Ypsilanti's future land use framework, and ensure the Master Plan is actionable, community-driven, and aligned with the City's long-term vision.



MRITHULA THIRUMALAI, AICP
Project Manager &
Housing Strategist

PROJECT MANAGEMENT & HOUSING EXPERTISE

Mrithula leads housing, zoning, and redevelopment initiatives across Michigan communities, helping translate community priorities into actionable strategies that support equitable growth and housing choices.

EQUITY-CENTERED PLANNING LEADER

She combines data analysis, inclusive engagement, and visual storytelling to build consensus and deliver practical, community-driven planning solutions.



CAROLYN LUSCH, AICP
Engagement &
Mobility Strategist

PUBLIC ENGAGEMENT EXPERT

Carolyn leads inclusive engagement initiatives that build trust, elevate community voices, and translate resident input into meaningful planning outcomes.

MOBILITY EXPERTISE

She develops equitable mobility strategies that advance safe, connected, and accessible transportation networks for all users.



MAKAYLA DAVIS
Project
Planner

DATA ANALYSIS & PLANNING INSIGHT

Makayla translates demographic, housing, land use, and mobility data into clear insights that support informed planning decisions and future land use strategies.

COMMUNITY ENGAGEMENT & VISUAL CONNECTION

She creates engaging maps, graphics, and visual tools that help residents and stakeholders understand planning concepts, contribute ideas, and build consensus around a shared vision.

KATHLEEN DUFFY
AICP



Kathleen is a seasoned planner and Principal-in-Charge with expertise in comprehensive planning, land use, zoning, housing, economic development, and redevelopment. She provides strategic leadership and quality oversight for planning projects, helping communities translate their vision into actionable policies, future land use plans, and implementation strategies. Known for her collaborative approach, Kathleen specializes in equitable community engagement, corridor revitalization, and zoning innovation, building consensus among residents, stakeholders, and local leaders to create practical, community-driven plans that support long-term growth and resilience.

EDUCATION
Master of Urban & Regional Planning, University of Illinois

Bachelor of Science in Architecture with a Minor in Art History, University of Michigan

Urban Land Institute
Larson Center for Leadership

REGISTRATIONS
American Institute of Certified Planners

PROFESSIONAL AFFILIATIONS
American Planning Association

Urban Land Institute, Michigan Co-Chair

Form-Based Code Institute

National Charrette Institute

Urban Land Institute- Michigan's Housing & Community Development Local Product Council

MASTER PLANS
- Appleton, Wisconsin
- Ann Arbor, Michigan
- Danville, Virginia
- De Pere, Wisconsin
- Detroit, Michigan
- Ferndale, Michigan
- Grosse Ile, Michigan
- Grand Blanc, Michigan
- Lansing, Michigan
- Las Vegas, Nevada
- Lexington, Michigan
- Mason, Michigan
- Mount Clemens, Michigan
- Newaygo, Michigan
- Owosso, Michigan
- Romulus, Michigan
- Wayne, Michigan
- Wyandotte, Michigan

FORM-BASED ZONING
- Beverly Hills, Michigan
- Big Rapids, Michigan
- Dearborn, Michigan
- Ferndale, Michigan
- Ironwood, Michigan
- Lansing, Michigan
- Lexington, Michigan
- Mason, Michigan
- Oak Park, Michigan
- Saginaw, Michigan
- Westland, Michigan
- Wyandotte, Michigan

MEDC RRC SERVICES (SINCE 2014)
- Community Resiliency Toolkit
- Public Participation Toolkit
- Planning & Engagement Training
- Master Plan Update Guide
- Waterfront Best Practices
- Technical Assistance for master plans, zoning ordinances, downtown plans, resiliency strategies, and redevelopment sites

PROJECT MANAGER & HOUSING STRATEGIST

MRITHULA THIRUMALAI
AICP



Mrithula is a strategic urban planner with over a decade of experience leading equitable, data-driven planning initiatives. As Project Manager and Housing Strategist, she specializes in housing affordability, redevelopment, land use policy, and ordinance development, combining technical expertise with inclusive community engagement and clear graphic communication. Her experience guiding communities through visioning, housing analysis, policy development, and implementation planning positions her to lead Ypsilanti's Master Plan Update with a collaborative, action-oriented approach that translates community priorities into achievable long-term outcomes.

MEDC, REDEVELOPMENT READY COMMUNITIES TECHNICAL ASSISTANCE
Multiple Locations in Michigan

CITY OF DETROIT, MASTER PLAN
Detroit, Michigan

CITY OF DETROIT, EQUITY & RESILIENCY INTEGRATION PLAN
Detroit, Michigan

CITY OF ANN ARBOR, COMPREHENSIVE PLAN
Ann Arbor, Michigan

CITY OF ALBION, MASTER PLAN*
Albion, Michigan

GROSSE ILE MASTER PLAN UPDATE
Grosse Ile Township, Michigan

CITY OF GRAND BLANC, MASTER PLAN
Grand Blanc, Michigan

CITY OF NOVI, MASTER PLAN & HOUSING ASSESSMENT
Novi, Michigan

BROWNSTOWN TOWN CENTER, DEVELOPMENT PLAN
Fenton, Michigan

MEDC, TALENT PARTNERSHIP GRANT ASSISTANCE PROGRAM
Multiple Locations in Michigan

** Experience Prior to SmithGroup*

EDUCATION
Master of Urban & Regional Planning,
University of Michigan

Bachelor of Technology,
Architectural Engineering,
SRM University

Urban Land Institute
Larson Center for Leadership

REGISTRATIONS
American Institute of Certified Planners

PROFESSIONAL AFFILIATIONS
American Planning Association

Urban Land Institute

CAROLYN LUSCH
AICP



Carolyn is an experienced planner who specializes in equitable community development, mobility, and public engagement. As the Engagement and Mobility Strategist, she will lead inclusive outreach efforts that elevate community voices and foster meaningful participation across Ypsilanti's neighborhoods. A creative and collaborative thinker, Carolyn builds strong relationships with residents and stakeholders, translating community priorities into actionable planning recommendations that advance the City's vision for a more connected, equitable, and sustainable future.

CITY OF ANN ARBOR, COMPREHENSIVE PLAN
Ann Arbor, Michigan

CITY OF DANVILLE, CITYWIDE COMPREHENSIVE PLAN
Danville, Virginia

CITY OF DETROIT, MASTER PLAN
Detroit, Michigan

DOWNTOWN PLYMOUTH FORWARD STREET PLAN
Plymouth, Michigan

CITY OF ANN ARBOR, VISION ZERO IMPLEMENTATION PLAN
Ann Arbor, Michigan

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY, DOWNTOWN CIRCULATION STUDY
Ann Arbor, Michigan

DETROIT PEOPLE MOVER SYSTEM & DOWNTOWN MOBILITY PLAN
Detroit, Michigan

JOE LOUIS GREENWAY, NEIGHBORHOOD ACTION PLANS
Detroit, Michigan

NORTH END FRAMEWORK PLAN
Detroit, Michigan

CITY OF ANN ARBOR, STATE & HILL STREET MOBILITY IMPROVEMENTS
Ann Arbor, Michigan

EDUCATION
Master of Urban & Regional Planning,
University of Michigan

Bachelor of Arts,
University of Michigan

REGISTRATIONS
American Institute of Certified Planners

PROFESSIONAL AFFILIATIONS
American Planning Association,
Transportation Division

Association of Pedestrian &
Bicycle Professionals

PROJECT PLANNER

MAKAYLA DAVIS



Makayla is a talented urban planner and designer who brings energy, creativity, and technical expertise to planning projects. She supports data analysis, community engagement, and GIS mapping efforts, transforming demographic, housing, land use, and mobility data into clear insights that inform decision-making. Passionate about the intersection of planning, design, and placemaking, Makayla creates compelling maps, graphics, and visual storytelling tools that help communities understand opportunities, shape future land use strategies, and build consensus around a shared vision.

MEDC, ENGAGEMENT TOOLKIT
Lansing, Michigan

CITY OF DANVILLE, CITYWIDE COMPREHENSIVE PLAN
Danville, Virginia

VILLAGE OF MAHOMET, COMPREHENSIVE PLAN
Mahomet, Illinois

FRANCONIA-SPRINGFIELD VISION PLAN
Fairfax County, Virginia

ALEXANDRIA WEST COMMUNITY ENGAGEMENT & GRAPHIC SUPPORT
Alexandria, Virginia

PUBLIC SPACE STRATEGIES TO ADVANCE RACIAL EQUITY
Washington, DC

ANNIE HELEN BURROUGHS CORRIDOR SMALL AREA PLAN
Washington, DC

CALIFORNIA HIGH SPEED RAIL AUTHORITY, DELIVERY SUPPORT & TECHNICAL PLANNING SERVICES
Multiple Locations in California

SOUTHEASTERN PENNSYLVANIA TRANSPORTATION AUTHORITY (SEPTA)*
Philadelphia, Pennsylvania

** Experience Prior to SmithGroup*

EDUCATION
Master of City & Regional Planning,
University of Pennsylvania

Bachelor of Science in
Landscape Architecture,
The Ohio State University

PROJECT UNDERSTANDING



GUIDING YPSILANTI'S FUTURE TOGETHER WITH A STRATEGIC, EQUITABLE & RESILIENT FOCUS

SmithGroup understands that the City of Ypsilanti desires a Master Plan that advances the community's vision and streamlines decision-making over the next 20 years: one that balances **equity, sustainability, and economic opportunity while guiding decisions on land use, housing, mobility, infrastructure, and quality of life.** That charge will require a symbiotic partnership between City staff and our team.

This effort must be grounded in a thorough analysis of existing conditions: demographic, economic, housing, transportation, environmental, and land use trends. The analysis will surface Ypsilanti's real opportunities and challenges, tested against regional initiatives and the City's own goals and values. Our strength lies in pairing technical analysis with best practices, looking at how comparable communities are managing similar pressures.

Meaningful, inclusive community engagement is central to this project. City staff will lead that process directly: citywide outreach, neighborhood listening sessions, stakeholder conversations, a public survey, pop-up events, and digital tools, reaching residents who don't usually make it to a Tuesday night meeting. **SmithGroup will inform the strategy and support facilitation with our best practices** to enable staff to lead a meaningful process.

Ultimately, the City is seeking a **Master Plan that is visually compelling and easy to use, visionary yet actionable.** We will help City staff lead the community through that process, bring the technical and design expertise it needs, and deliver a plan that Ypsilanti recognizes as its own, one that earns public support and holds up as a trusted framework for years of decisions and investment to come.

This plan isn't only professional for our team, it's personal. **Several of our colleagues live in Ypsilanti and invest in the City's success** the same way any neighbor is. That gives us a lens into the community's day-to-day dynamics that data alone doesn't provide. As consultants, partners, and residents, we're working toward that same vision and that same success alongside City staff.

PROJECT APPROACH


CITY OF DETROIT, MASTER PLAN

A PLAN BUILT FOR ACTION

Clear direction. Defined responsibilities. Measurable outcomes.

The Master Plan will be more than a policy document, it will be a practical decision-making tool that City staff, elected officials, and community partners can use every day. We will create a concise, accessible framework that clearly identifies implementation actions, responsible partners, potential funding sources, and realistic timelines, ensuring progress can be tracked, measured, and communicated over time.

A successful Master Plan requires more than a collection of individual goals. Housing affordability and diversity, economic development, mobility, sustainability, parks and open space, historic preservation, and placemaking must work together as a unified framework for guiding future decisions. Our approach will align these elements around a shared vision, providing the City with a clear set of values, priorities, and evaluation criteria for assessing development proposals and other high-impact land use decisions.

The plan will focus on implementation, translating community aspirations into actionable strategies supported by measurable objectives, regulatory tools, capital investment priorities, partnership opportunities, and funding pathways.

The result will help move Ypsilanti from vision to action while preserving neighborhood character and advancing the public interest.

BUILT FOR DEVELOPMENT READINESS

Redevelopment Ready Communities expertise applied to Ypsilanti's future.

Since 2014, we have served as a planning advisor to Michigan's Redevelopment Ready Communities (RRC) program, partnering with communities across the state to align local plans, policies, and development processes with best practices for transparency, predictability, and long-term economic competitiveness.

Whether the opportunity lies in Downtown Ypsilanti, the Water Street Redevelopment Area, established neighborhoods, or emerging growth areas, our RRC experience provides a practical understanding of the market conditions, development processes, funding mechanisms, and public-private partnerships needed to bring community priorities to life. We understand how to position communities for investment while protecting the qualities that make them unique.

HOW THIS PLAN COMES TOGETHER

The Master Plan will advance through three phases: **Understand, Explore, and Realize.** Community engagement will serve as a continuous thread throughout the entire process, with City staff leading outreach and engagement efforts at every stage.

UNDERSTAND

Building the foundation for informed decision-making.

Every successful plan begins with a clear understanding of current conditions. Through data analysis, policy review, and existing conditions assessment, we will develop a shared understanding of where Ypsilanti stands today. This work will identify key trends, opportunities, and challenges while drawing lessons from peer communities facing similar growth, housing, economic, and development pressures.

EXPLORE

Shaping a shared vision for the future.

With a strong foundation in place, we will work alongside the community to define Ypsilanti's future direction. Through visioning, policy development, and land use planning, this phase will translate community priorities and the City's most important questions into a cohesive framework for growth, preservation, and investment. The result will be a Future Land Use Plan and policy framework that provide both a long-term vision and practical tools for implementation.

REALIZE

Turning vision into action.

Many plans establish a vision; few provide a clear path to achieve it. The Realize phase focuses on refining recommendations, finalizing implementation strategies, and preparing the Master Plan for adoption. Through review, revision, and final production, we will ensure the document is actionable, usable, and positioned to guide decision-making long after adoption.

PHASE	RFP TASK(S)	TIMELINE
UNDERSTAND	Task A & Task B engagement launch	**Steps 1-2:** Aug 2026 - Jan 2027 (5 months, concurrent 3 month stakeholder window)
EXPLORE	Tasks C, D, E & Task B engagement continues	**Steps 3-4:** Jan 2027 - Jul 2027 (5 months plus 3 month draft review window)
REALIZE	Task F & Task B adoption support	**Step 5:** Aug 2027 - Nov 2027 (4 months)

COMMUNITY ENGAGEMENT STRATEGY

City staff have already established a strong foundation for community engagement and will continue to lead facilitation, outreach, scheduling, and logistics throughout the planning process. SmithGroup will help strategize the tools, exercises, and materials that help generate meaningful participation and actionable feedback.

Together, we will create a flexible and inclusive engagement program that reaches residents and stakeholders through multiple channels, building upon proven engagement techniques while tailoring our approach to Ypsilanti's unique community context.

CITY STAFF SUPPORT

- Provide existing plans, studies, and related background documents (marked-up versions preferred).
- Provide a summary of recent accomplishments and current initiatives.
- Share GIS data and coordinate online map access for the project website.
- Identify key stakeholders and assist with coordinating focus groups.
- Review and endorse the engagement plan, prepare draft website, and lead public input activities.
- Distribute meeting notices, social media content, and email announcements.



CITY OF DANVILLE, CITYWIDE COMPREHENSIVE PLAN

OUR PHILOSOPHY

Inclusive engagement leads to stronger plans and better outcomes.

Equity is a guiding principle of our engagement approach. From the outset, we consider who needs to be involved, whose perspectives have historically been underrepresented, and what barriers may prevent participation. Whether those barriers involve language, accessibility, timing, location, technology, or familiarity with planning processes, our goal is to help the City create opportunities for meaningful participation by all residents.

We will advise the City on preparing materials that are ADA-compliant, accessible, and written in clear, plain language so community members feel not only invited to participate, but empowered to contribute.

We will guide you through our typical approach:

- **Meet People Where They Are.** Engagement is most effective when it is integrated into people's daily lives. Rather than relying solely on traditional public meetings, we will help the City identify opportunities to connect with residents through a variety of settings, events, and communication channels that reduce barriers to participation and broaden community representation.
- **Co-Create the Vision.** The most enduring plans are shaped by the people who will live, work, and invest in the community. We will develop facilitated visioning exercises that City staff can lead directly, helping stakeholders and residents work together to define a shared vision for Ypsilanti's future.
- **Build Trust Through Transparency.** Meaningful engagement requires demonstrating how public input influences outcomes. We will establish clear documentation and reporting methods that allow participants to see how their feedback was incorporated into the planning process, creating transparency, accountability, and trust throughout project development.

STAKEHOLDER ALIGNMENT

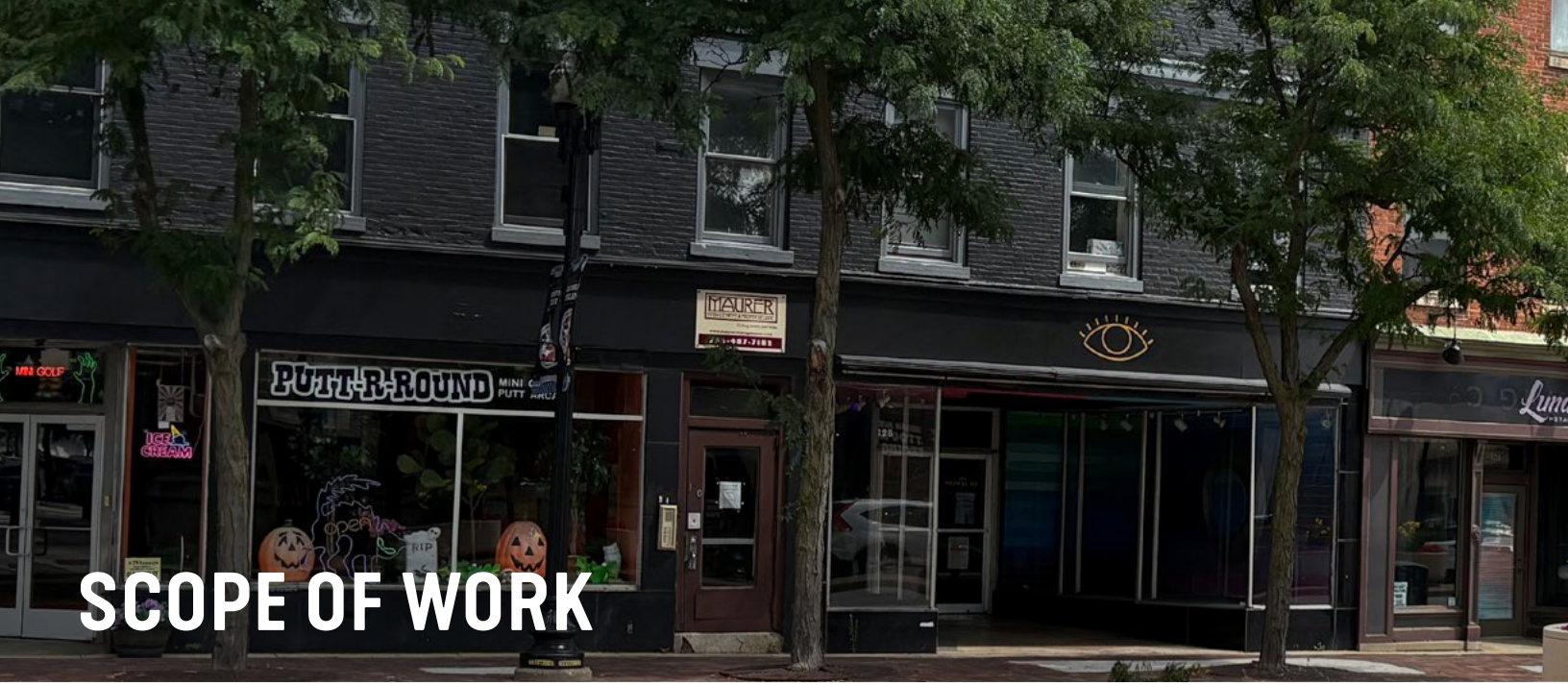
In addition to broad community participation, this engagement strategy is designed to ensure meaningful involvement from the key stakeholders identified by the City and outlined in the RFP. These include the Planning Commission, City Council, City boards and commissions, the Downtown Development Authority, local business leaders, institutional partners, and other community organizations with a vested interest in Ypsilanti's future.

By aligning perspectives across these groups throughout the process, we can build consensus, identify shared priorities, and create a Master Plan that is both broadly supported and positioned for successful implementation.

ENGAGEMENT SCOPE OF WORK

RFP TASK B: COMMUNITY ENGAGEMENT

ENGAGEMENT TASK PHASE	PHASE	CITY STAFF ROLE	SMITHGROUP ROLE
Engagement Plan	UNDERSTAND	Review & Support	Lead; prepare engagement plan
Community Survey	UNDERSTAND	Lead survey development & promotion	Review survey; synthesize results
Neighborhood Listening Session	UNDERSTAND	Lead facilitation; coordinate logistics & scheduling; prepare materials	Advise on methodology & strategy; synthesize feedback
Pop-Up Events	UNDERSTAND	Lead facilitation; coordinate logistics & scheduling; prepare materials	Advise on methodology & strategy; synthesize feedback
Stakeholder Groups Round 1	UNDERSTAND	Review materials; support facilitation; coordinate logistics & scheduling	Lead facilitation; prepare materials; synthesize feedback
Commissions Questionnaire	UNDERSTAND	Lead questionnaire development; coordinate logistics & scheduling	Advise on questions; present the Trends & Opportunities Report to the Planning Commission; synthesize feedback
Stakeholder Groups Round 2	EXPLORE	Lead facilitation; coordinate logistics & scheduling	Support discussion materials; synthesize feedback
Engagement Summary Report	UNDERSTAND - EXPLORE	Review & provide feedback	Lead; catalogue & summarize findings; connect to the Trends & Opportunities Report; share draft vision & values
Share Draft Plan with Community	EXPLORE	Lead; coordinate logistics & scheduling; share draft plan with the Planning Commission; lead additional pop-ups	Prepare slides & feedback form for Commissioners
Public Comment Period Survey	EXPLORE - REALIZE	Lead; prepare survey for public comment period	Support survey development
Adoption Meeting (up to three)	REALIZE	Lead adoption meetings & hearings; coordinate logistics & scheduling	Attend up to three meetings; assist with adoption notices & summary slide decks



SCOPE OF WORK

PHASE 1: UNDERSTAND

RFP TASK A: EXISTING CONDITIONS & DATA ANALYSIS

A strong Master Plan begins with a clear understanding of current conditions. This phase establishes the foundation for the planning process by celebrating Ypsilanti's strengths, acknowledging existing challenges, and building a shared understanding of the opportunities ahead. Through data analysis, policy review, and stakeholder input, we will create a comprehensive picture of where the City stands today and the forces shaping its future.

Our analysis will evaluate land use patterns, zoning, development capacity, transportation networks, demographic and economic trends, environmental considerations, housing conditions, and market dynamics. We will also examine lessons from peer communities facing similar opportunities and pressures, ensuring the planning process is grounded in both local realities and proven best practices.

Key Tasks

1.1 Project Kickoff & Management

- Conduct an in-person project kickoff meeting with City staff to confirm project goals, expectations, decision-making processes, and communication protocols.
- Prepare a detailed project management and engagement plan outlining tasks, schedule, milestones, responsibilities, and coordination procedures.
- Hold regular project coordination meetings with City staff and provide updates to the Planning Commission at key milestones throughout the process.

1.2 Existing Plans Audit

- Review and evaluate recently adopted plans, studies, and policy documents.
- Compile relevant goals, recommendations, and implementation strategies into a consolidated framework that informs and aligns with the Master Plan update.
- Identify areas of consistency, overlap, and potential gaps to support an integrated planning approach.

1.3 Community Profile

- Update the Community Profile using the most recent U.S. Census and American Community Survey data.
- Analyze demographic, economic, housing, and workforce trends affecting Ypsilanti's future growth and development.
- Review County housing assessments and housing-related data collected by the City to better understand local housing needs, market conditions, and opportunities to support housing diversity and affordability.



1.4 Plan Benchmarking

- Identify and review exemplary master plans and planning documents from comparable communities.
- Evaluate best practices, plan organization, graphics, implementation strategies, and engagement techniques.
- Share relevant examples with City staff to help inform the vision, structure, and presentation of the updated Master Plan.

1.5 Trends, Opportunities & Challenges Assessment

- Synthesize findings from the existing conditions analysis, community engagement activities completed to date, housing research, and plan benchmarking efforts.
- Identify the key trends, opportunities, and challenges that should shape future planning decisions.
- Prepare a Trends & Opportunities Report to serve as the foundation for the visioning and policy development phases.
- Develop a preliminary Master Plan outline and document template to guide the remainder of the planning process.

Engagement Milestones

- Project engagement strategy and communications plan
- Community-wide survey
- Neighborhood listening sessions
- Pop-up engagement events
- Stakeholder interviews and focus groups (Round 1)
- Planning Commission and board questionnaire

Key Meetings

- In-person project kickoff meeting and community tour
- Monthly City staff coordination meetings
- Planning Commission updates at key project milestones

Deliverables

- Project management and engagement plan
- Trends & Opportunities Report
  - Existing Plans Audit
  - Updated Community Profile, including housing analysis and MPEA requirements
  - Plan Benchmarking Summary
- Preliminary Master Plan outline and template

PHASE 2: EXPLORE

RFP TASKS C, D & E: VISION, GOALS & POLICY FRAMEWORK; FUTURE LAND USE PLAN & MAPPING; IMPLEMENTATION STRATEGY

Building on the findings of Phase 1, this phase transforms data, analysis, and community input into a clear direction for Ypsilanti's future. Working closely with residents, stakeholders, the Planning Commission, and City leadership, we will translate community priorities into a cohesive vision, policy framework, and Future Land Use Plan that guides growth, investment, preservation, and redevelopment.

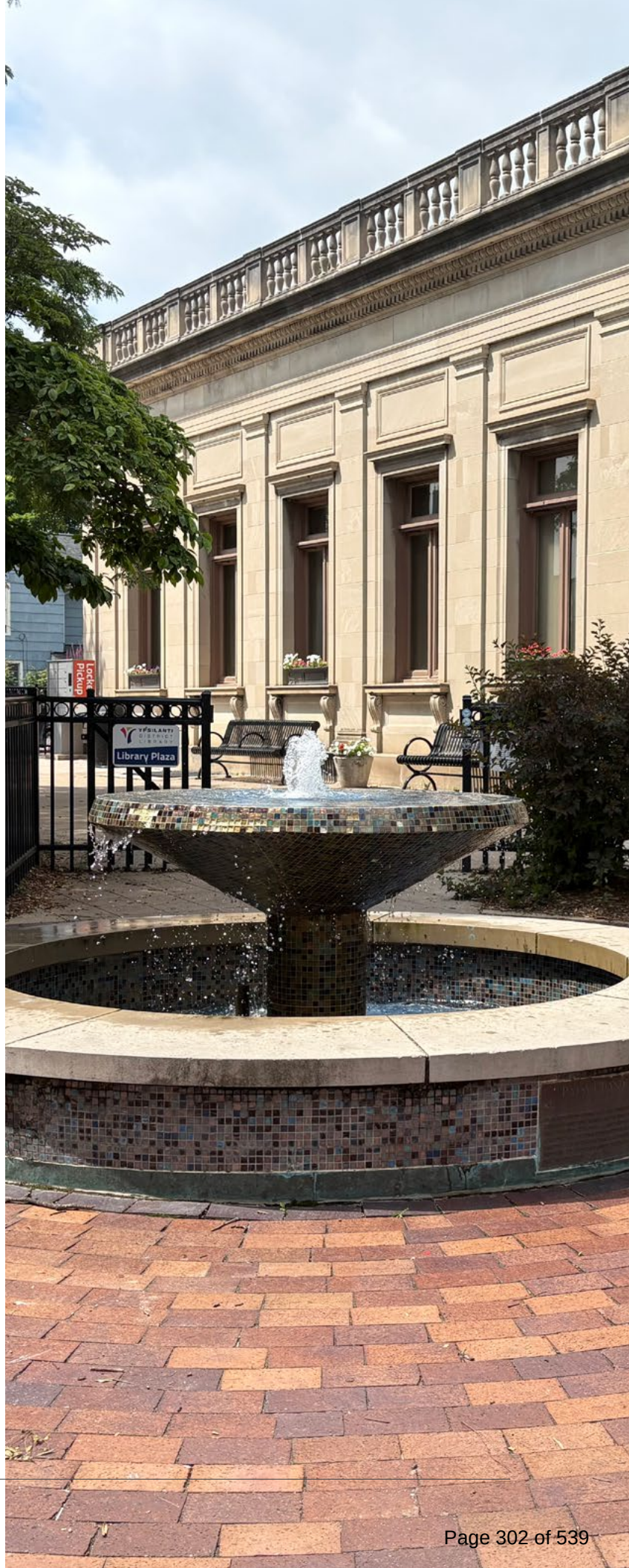
We will establish the framework needed to address both current opportunities and long-term challenges. Through a targeted land use analysis, we will identify areas for growth, reinvestment, redevelopment, and preservation while ensuring that housing, economic development, mobility, sustainability, parks and open space, and neighborhood character work together to support a shared vision.

The resulting Future Land Use Plan, character area framework, and implementation strategy will provide practical tools to guide decision-making and advance community goals.

Key Tasks

2.1 Vision, Values, Goals & Policies

- Develop a draft vision, values, and goals framework informed by community engagement, existing conditions analysis, and stakeholder input.
- Translate goals into measurable objectives and policy direction that can be used to guide future City decisions, investments, development review, and implementation efforts.
- Establish a policy framework that aligns the Master Plan's recommendations across key topic areas, including housing, economic development, mobility, sustainability, parks and open space, historic preservation, and placemaking.



2.2 Future Land Use Plan

- Develop mapping and analytical tools to support preparation of an updated Future Land Use Plan. Identify development opportunities, redevelopment sites, vacant and underutilized properties, and areas appropriate for preservation, transition, or strategic growth.
- Evaluate land use patterns, development capacity, infrastructure considerations, market conditions, and community priorities to inform future land use recommendations.
- Develop place-based character areas and place types that reflect Ypsilanti's unique identity and desired development outcomes.
- Prepare illustrative precedent imagery and design guidance to communicate the character and intent of recommended place types.
- Conduct a stakeholder focus group to review draft place types, character areas, and policy recommendations.
- Prepare a comprehensive Future Land Use Map that establishes a clear framework for future growth and investment.
- Review the zoning ordinance to identify barriers, inconsistencies, or opportunities to better align regulations with the Master Plan vision.

2.3 Implementation Strategy

- Develop a comprehensive implementation framework that moves the plan from vision to action.
- Identify immediate, short-term, and long-term actions, along with responsible parties, potential partners, funding opportunities, and implementation priorities.
- Recommend policy, regulatory, organizational, and capital improvement tools to support successful implementation.
- Establish measurable metrics to help the City track progress over time.

2.4 Assemble Draft Plan

- Prepare draft Master Plan chapters that synthesize findings, recommendations, maps, policies, and implementation actions developed throughout the planning process.
- Assemble a complete draft document designed to meet Michigan Master Plan requirements and incorporate Redevelopment Ready Communities (RRC) best practices.
- Prepare the draft plan for public review, Planning Commission consideration, and refinement during the adoption process.

Engagement Milestones

- Stakeholder interviews and focus groups (Round 2)
- Vision and policy framework review
- Character area and Future Land Use Plan review
- Draft Master Plan review sessions

Key Meetings

- Monthly City staff coordination meetings
- Planning Commission workshop and draft plan review
- Public review meetings and/or pop-up engagement events

Deliverables

- Vision, values, goals, and policy framework
- Future Land Use map
- Character area framework and graphics
- Zoning Alignment Recommendations
- Implementation strategy and action matrix
- Draft Master Plan

PHASE 3: REALIZE

RFP TASK F: FINAL PLAN PREPARATION & ADOPTION SUPPORT

A Master Plan's value is measured not by its adoption, but by its ability to guide decisions and drive measurable outcomes over time. This final phase transforms the draft plan into an adopted policy document and implementation roadmap, ensuring the community's vision is clearly articulated, broadly supported, and ready to guide future investments, development decisions, and public actions.

Working closely with City staff, the Planning Commission, City Council, and the public, we will refine the draft plan based on feedback received during the review process, prepare final adoption materials, and support the City through the required approval process. By the conclusion of this phase, Ypsilanti will have a professionally designed, implementation-focused Master Plan that is compliant with Michigan planning requirements and positioned to serve as a lasting guide for the City's future.

Key Tasks

3.1 Draft Plan Review & Refinement

- Facilitate a structured review process to ensure the draft plan reflects community priorities, City objectives, and stakeholder feedback.
- Incorporate up to two consolidated rounds of revisions from City staff.
- Refine plan recommendations, maps, graphics, implementation actions, and supporting content based on review comments.
- Complete a second round of revisions following public review and input from the Planning Commission, City Council, and community stakeholders.
- Prepare a polished final draft ready for consideration as an adopted policy document.

3.2 Adoption Support

While the City will lead the formal adoption process, SmithGroup will provide technical and presentation support throughout the required review and approval process.

- Prepare adoption-ready materials, exhibits, and supporting documentation.
- Develop sample public notices and adoption materials consistent with statutory requirements.
- Assist City staff in presenting the draft Master Plan to decision-makers and the public.
- Support initiation of the required public review and comment period.
- Attend and present at key review and adoption meetings as requested by the City.

Engagement Milestones

- Public review and comment period
- Community feedback collection and response
- Planning Commission public hearing
- Adoption meetings (up to three meetings)

Key Meetings

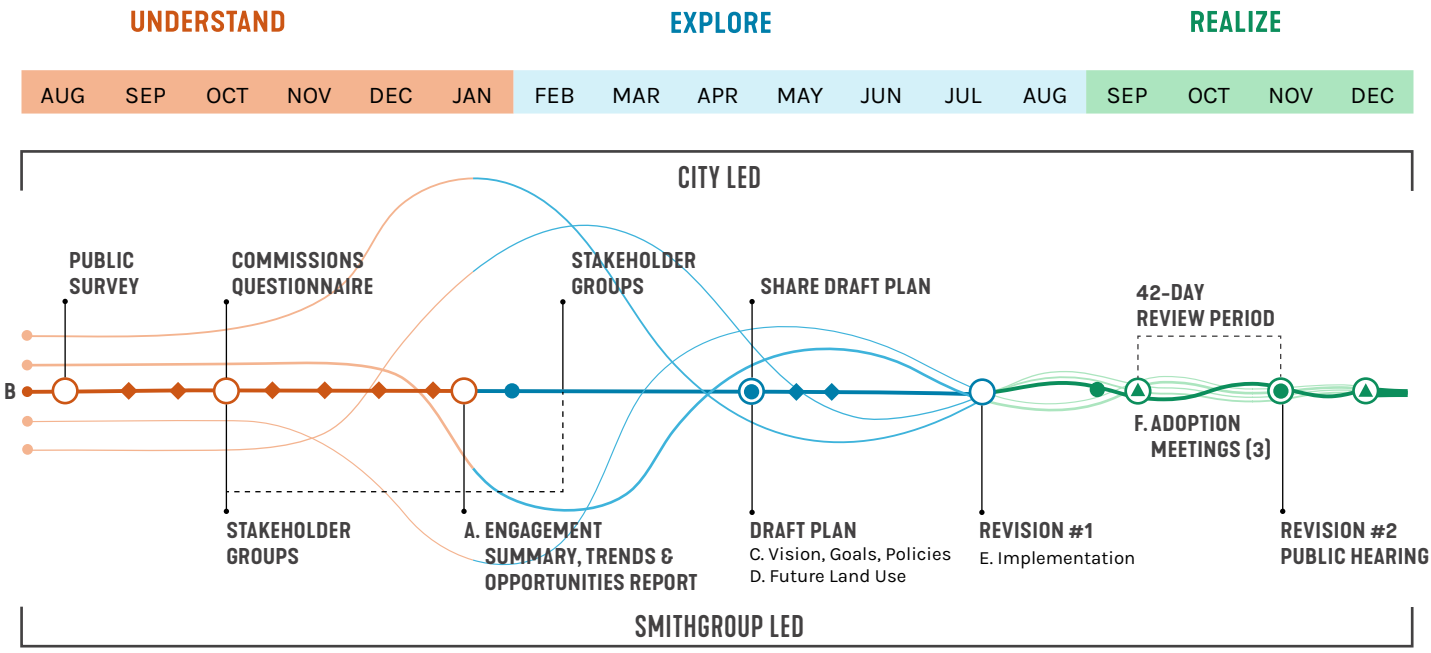
- Monthly City staff coordination meetings
- Planning Commission draft plan presentation and discussion
- City Council authorization for public distribution
- Planning Commission public hearing
- City Council adoption meeting

Deliverables

- Public review draft Master Plan
- Up to two rounds of plan revisions
- Final Future Land Use map
- Adoption support materials and sample notices
- Planning Commission and City Council presentations
- Final adopted plan (PDF and editable files)
- GIS data and mapping transfer package

PROJECT TIMELINE

Our proposed work plan is organized into three interconnected phases—**Understand, Explore, & Realize**—each designed to build momentum and deliver meaningful results.



SCOPE OF WORK TASKS

- A Existing Conditions & Data Analysis
- B Community Engagement
- C Vision, Goals & Policy Framework
- D Future Land Use Plan & Mapping
- E Implementation Strategy
- F Final Plan Preparation

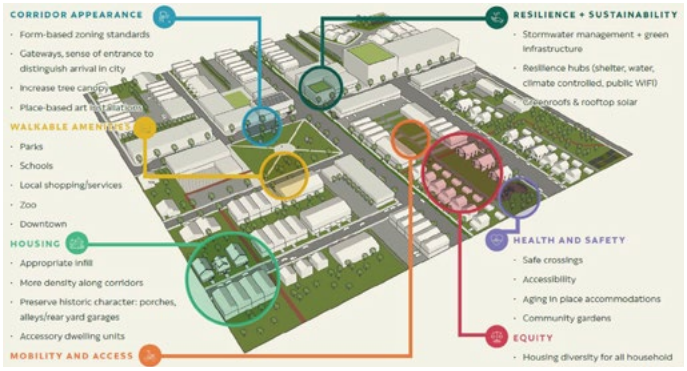
- NEIGHBORHOOD LISTENING SESSIONS & POP UPS
- PLANNING COMMISSION
- CITY COUNCIL
- MILESTONES

HEAR FROM THOSE WHO KNOW US BEST

CITY OF FERNDALE, MASTER PLAN

Justin Lyons
Former City Planning Manager
130 W. 5th Street, Royal Oak, MI 48267
810.577.2050, justinlyons@jsarealtors.com

Completed in 2022, SmithGroup supported Ferndale's planning efforts through zoning updates, visualizations, and a sustainability-focused Master Plan. Ongoing collaboration engages officials and residents to shape future growth, character, and equity throughout downtown and residential areas.



CITY OF FERNDALE, MASTER PLAN & CLIMATE ACTION PLAN
FERNDALE, MICHIGAN

CITY OF APPLETON, COMPREHENSIVE PLAN UPDATE

Lindsey Smith
Principal Planner
100 N. Appleton Street, Appleton, WI 54911
920.832.3943, lindsey.smith@appleton.org

Completed in 2025, SmithGroup updated Appleton's Comprehensive Plan with a renewed focus on housing, land use, and redevelopment. Enhanced with current data and a web-based format, the plan aligns policies, targets key corridors, and supports inclusive growth, connectivity, and long-term resilience.



CITY OF APPLETON, COMPREHENSIVE PLAN UPDATE
APPLETON, WISCONSIN

CITY OF DANVILLE, CITYWIDE COMPREHENSIVE PLAN

Renee Burton
Director of Planning & Zoning
427 Patton Street, Danville, VA 24541
434.799.5260, x2502, burtotr@danvilleva.gov

Recently completed in 2025, the Danville Comprehensive Plan. The Comprehensive Plan goes beyond advising policy to share Danville's distinct story, outlining recommendations for land use and housing, economy and businesses, transportation and mobility, and public services, graphically and focusing on decision making.



CITY OF DANVILLE, CITYWIDE COMPREHENSIVE PLAN
DANVILLE, VIRGINIA

Section III. Cost Proposal Form

The proposer shall complete the tables below with to be part of the RFP. All amounts shall be entered as not-to-exceed figures and shall include all labor, overhead, materials, travel, and other costs necessary to complete the Scope of Work in Section II. The Grand Total Not-to-Exceed amount entered in the certification block shall constitute the maximum compensation payable under any resulting contract. Where a task is to be led by City staff at no cost to the consultant contract, the proposer may enter zero and add a brief note.

A. Cost by Scope of Work Task

Scope of Work Task	Professional Services / Fees ($)	Reimbursable Expenses ($)	Task Not-to-Exceed Subtotal ($)
A. Existing Conditions and Data Analysis	$31,000	$0	$31,000
B. Community Engagement	$30,500	$0	$30,500
C. Vision, Goals, and Policy Framework	$5,500	$0	$5,500
D. Future Land Use Plan and Mapping	$14,500	$0	$14,500
E. Implementation Strategy	$10,500	$0	$10,500
F. Final Plan Preparation	$4,000	$0	$4,000
Total (Not-to-Exceed)	**$96,000**	**$0**	**$96,000**

ASSUMPTIONS

City staff will be responsible for the development of engagement materials and the facilitation of public and stakeholder engagement meetings. Consultant support for the preparation of engagement materials for the initial round of engagement can be provided as an additional service for an estimated fee of $3,000–$4,000. On-site consultant support at the first engagement event to assist staff in administering activities and guiding participants through the engagement process is also available and would be billed at the hourly rates provided below.

As a designated Redevelopment Ready Communities (RRC) community, the City is eligible for funding that may be applied toward predevelopment services, including design support for redevelopment opportunities. Through its existing partnership with CEDAM in support of the Michigan Economic Development Corporation (MEDC), SmithGroup provides services such as site test-fits, conceptual design, and redevelopment feasibility assessments. If desired, we can assist the City in accessing these resources to evaluate redevelopment sites, such as Water Street or similar opportunities, and develop updated conceptual plans that may be incorporated into the Master Plan.

B. Key Personnel Hourly Rate Schedule

List the key personnel proposed for this project and their billing rates. This schedule will be used to price any additional services requested by the City beyond the Scope of Work in Section II.

Name	Role / Title	Hourly Rate ($)	Estimated Hours
Kathleen Duffy, AICP	Principal-in-Charge & Land Use Planner	$205	100
Mrithula Thirumalai, AICP	Project Manager & Housing Strategist	$141	250
Carolyn Lusch, AICP	Engagement & Mobility Strategist	$141	100
Makayla Davis	Project Planner	$108	163
*Ethan Wissler, PLA	Data/GIS Specialist	$130	8
*Bob Doyle, PLA	Local Advisor	$245	5

**Only the four key personnel identified in the technical proposal are proposed as core team members responsible for managing and delivering the work. The two additional individuals included in the cost proposal are specialized support resources, a Data/GIS Specialist and a Local Advisor, who are anticipated to provide limited, as-needed support for specific tasks. Because their involvement is minimal and supplemental in nature, they are not presented as key personnel and their resumes have not been included.*

C. Reimbursable Expenses Detail

Itemize the reimbursable expenses included in the Task table above. The total shown here should equal the total of the Reimbursable Expenses column in Table A.

Expense Category	Estimated Amount ($)
Travel and mileage	$0
Printing and reproduction	$0
Materials and supplies	$0
Other (specify)	$0
Total Reimbursable Expenses	$0

ASSUMPTIONS

- City staff will be responsible for preparing and printing engagement materials.
- As our team is based locally in Ann Arbor, we do not anticipate any travel-related costs.
- If the City requests assistance with printing materials for engagement sessions, we estimate an additional cost of $1,000–$2,000, depending on the complexity of the materials and the number of sessions. This cost is not included in the total proposed fee but can be added as an optional additional service.

D. Certification

Grand Total Not-to-Exceed Cost Proposal: $ 96,000

The undersigned certifies that the amounts stated above are firm, represent a not-to-exceed price for the complete Scope of Work in Section II, and that the undersigned is authorized to bind the firm to this proposal.

Firm Name: SmithGroup

Authorized Signature: Kathleen Duffy

Printed Name and Title: Kathleen Duffy, AICP, Senior Principal

Date: July 17, 2026

Design a Better Future

SMITHGROUP

smithgroup.com

201 Depot Street
Second Floor
Ann Arbor, Michigan 48104

OHM Advisors®

Request for Proposals for

Master Plan Update

City of Ypsilanti —

Submittal Date July 17, 2026, 12:00 PM

2026



Joe Meyers, Director of Community Services
City of Ypsilanti
One South Huron Street
Ypsilanti, MI 48197

RE: Master Plan Update

Mr. Meyers,

OHM Advisors is pleased to submit this proposal to assist the City of Ypsilanti with the preparation of a comprehensive update to its Master Plan. We appreciate the opportunity to partner with the City, its residents, businesses, institutions, and community organizations to create a forward-looking, equity-centered, housing-focused, and implementation-driven plan that will guide community decision-making and investment over the next twenty years.

Ypsilanti is a community with a rich history, diverse neighborhoods, vibrant cultural assets, and strong civic engagement. As the City continues to address evolving housing needs, redevelopment opportunities, transportation investments, sustainability goals, and economic development priorities, this Master Plan Update presents an opportunity to establish a shared vision that reflects community values while creating a practical roadmap for future action. The planning process also presents an opportunity to align local priorities with Michigan Economic Development Corporation (MEDC) initiatives and Redevelopment Ready Communities (RRC) best practices that support strategic investment, redevelopment readiness, housing choice, and long-term economic resilience.

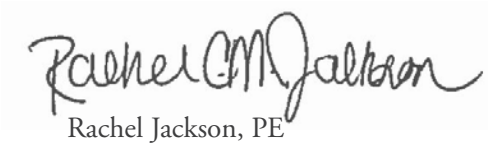
OHM Advisors has been a fixture in the Ypsilanti community for decades, providing planning, GIS, engineering, transportation, water resources, and municipal services throughout the city and surrounding region. This long-standing relationship has given OHM Advisors a deep understanding of Ypsilanti's neighborhoods, development patterns, infrastructure systems, mobility network, housing market conditions, and community priorities. Our team has extensive experience helping communities navigate complex housing and redevelopment challenges through master planning, housing needs assessments, housing action plans, corridor planning, downtown revitalization strategies, and implementation-focused development policies. We are excited to build upon this knowledge while helping to shape the City's next chapter.

To support the City's commitment to inclusive engagement and equitable planning, OHM Advisors has partnered with Sensei Change Associates, a respected leader in community engagement, facilitation, and equity-centered outreach. We recently collaborated on the Washtenaw Avenue (M-17) Planning and Environmental Linkages (PEL) Study, where we successfully engaged residents, businesses, stakeholders, and agency partners to evaluate transportation and mobility within the Ypsilanti area. This established partnership provides a strong foundation for delivering a community-driven planning process that is meaningful, accessible, and effective, while ensuring that underrepresented voices help shape the future vision of the community.

Together, OHM Advisors and Sensei Change offer a multidisciplinary team with expertise in master planning, land use, housing, economic development, community engagement, GIS, transportation, infrastructure, urban design, and implementation planning. Our team understands the importance of developing a Master Plan that not only complies with the Michigan Planning Enabling Act, but also advances the City's housing, economic development, and redevelopment goals through actionable recommendations. We bring experience assisting communities with housing strategies, zoning modernization, redevelopment planning, and RRC-aligned best practices that position communities for investment and implementation.

Thank you for your consideration of our proposal. We look forward to partnering with the City of Ypsilanti to create a Master Plan that reflects the community's aspirations, strengthens its unique character, expands housing opportunities, supports economic growth and redevelopment, and provides a clear framework for equitable investment and long-term success. By combining meaningful community engagement, technical excellence, and implementation-focused planning, OHM Advisors and Sensei Change are uniquely positioned to help the City develop a Master Plan that serves as a roadmap for the next generation of growth, reinvestment, and community prosperity.

Sincerely,
OHM Advisors



Rachel Jackson, PE
OHM Advisors' Client Representative



STATEMENT OF QUALIFICATIONS

OHM Advisors' PLACE studio is a multidisciplinary planning and urban design practice dedicated to helping communities create vibrant, resilient, and implementable plans. By integrating community planning, urban design, economic development, housing, GIS, landscape architecture, transportation, public engagement, and infrastructure expertise, our team develops planning solutions that are both visionary and achievable.

OHM Advisors has extensive experience preparing master plans, redevelopment strategies, downtown plans, corridor studies, housing needs assessments, and housing action plans for communities throughout Michigan. We understand the opportunities and challenges facing established communities such as Ypsilanti, including housing affordability, strategic infill and redevelopment, neighborhood reinvestment, mobility improvements, sustainability, and economic competitiveness. Our team regularly assists communities in advancing redevelopment readiness, strategic reinvestment initiatives, and planning efforts that align with the Michigan Economic Development Corporation's (MEDC) priorities related to economic development, placemaking, housing, and community investment. The City's emphasis on equity, community engagement, implementation, housing choice, and alignment between future land use, zoning, and investment decisions aligns closely with PLACE studio's planning philosophy.

OHM Advisors has been a fixture in the Ypsilanti community for decades, providing planning, engineering, GIS, transportation, water resources, municipal, and infrastructure services that have helped shape the City's growth and development. Through this long-standing relationship, our team has developed a deep understanding of Ypsilanti's neighborhoods, downtown districts, transportation network, public infrastructure systems, development patterns, and community priorities. Our experience working throughout the City and greater Washtenaw County provides valuable local context and institutional knowledge that allows us to build upon previous planning efforts, investments, and community initiatives while bringing fresh perspectives and innovative solutions to the Master Plan Update.

OHM Advisors and Sensei Change also have an established history of successfully partnering on projects within the Ypsilanti community, including the Washtenaw Avenue (M-17) Planning and Environmental Linkages (PEL) Study. Through that effort, our team worked collaboratively with residents, businesses, community stakeholders, and public agencies to identify transportation, mobility, and redevelopment opportunities along a critical corridor. Sensei Change played a key role in facilitating inclusive and meaningful community engagement, helping ensure that traditionally underrepresented voices were represented throughout the planning process. This recent experience provides our team with a strong understanding of local issues, stakeholder interests, and effective engagement strategies that can be leveraged throughout the Master Plan Update.

What distinguishes OHM Advisors' PLACE studio is our ability to combine meaningful community engagement with the technical expertise necessary to support long-term implementation. Through OHM's integrated team of planners, engineers, landscape architects, environmental specialists, and GIS professionals, we create plans that connect community vision with implementation by aligning future land use, housing strategies, infrastructure investments, zoning modernization, and redevelopment opportunities.

Our qualifications include:

- Extensive experience preparing master plans, future land use plans, and redevelopment strategies for Michigan communities in accordance with the Michigan Planning Enabling Act.
- Proven success assisting communities with redevelopment readiness, strategic reinvestment initiatives, development-friendly practices, and implementation-focused planning.
- Expertise in housing needs assessments and housing action plans for housing affordability strategies, housing choice initiatives, missing-middle housing, and zoning reforms that support housing diversity and affordability.
- Strong capabilities in economic development, placemaking, downtown revitalization, redevelopment planning, corridor planning, and catalytic development strategies that support MEDC funding and implementation opportunities.
- Expertise in equitable and inclusive public engagement utilizing workshops, stakeholder interviews, neighborhood meetings, pop-up events, surveys, focus groups, and digital outreach tools.
- Experience evaluating land use, infrastructure, transportation, and market conditions to identify opportunities for new housing, adaptive reuse, mixed-use development, and neighborhood reinvestment.
- In-house GIS, mapping, visualization, housing analysis, and graphic design services that produce engaging, data-driven, and user-friendly planning documents.
- Experience working collaboratively with municipal staff, Planning Commissions, City Councils, Downtown Development Authorities, housing organizations, community development partners, and institutional stakeholders.
- Comprehensive multidisciplinary support through OHM Advisors, including transportation, infrastructure, environmental, parks, water resources, municipal engineering, and economic development expertise.
- Demonstrated ability to develop implementation-focused plans with clear action items, policy recommendations, zoning updates, capital improvement strategies, and redevelopment priorities that support long-term community goals.
- Experience integrating land use planning, housing strategies, transportation systems, and infrastructure planning to support sustainable growth and reinvestment.

To further support the City's goals for inclusive engagement and equity-centered planning, OHM Advisors has partnered with Sensei Change, a City of Ypsi-based community engagement and facilitation firm specializing in equitable outreach, stakeholder collaboration, and community capacity building. Building upon our successful partnership on the M-17 PEL Study, Sensei Change will support the Master Plan Update through targeted outreach, stakeholder facilitation, and engagement strategies designed to elevate underrepresented voices, foster meaningful participation, and build trust throughout the planning process. Their expertise complements OHM Advisors' technical planning capabilities and will help ensure the Master Plan reflects the perspectives and aspirations of Ypsilanti's diverse residents, businesses, institutions, and community organizations.

OHM Advisors' PLACE studio, supported by Sensei Change, understands the City's desire for a Master Plan that is community-driven, equity-centered, housing-focused, and implementation-oriented. Combining decades of experience serving the Ypsilanti community with multidisciplinary planning, engineering, housing, economic development, and engagement expertise, our team is uniquely positioned to guide the City through a collaborative planning process that results in a legally sound, visually compelling, and actionable plan. By incorporating best practices related to redevelopment readiness, housing choice, economic development, placemaking, and implementation, the Master Plan will support growth, investment, redevelopment, and housing opportunities while reflecting the values and aspirations of Ypsilanti residents over the next twenty years.

PROJECT EXAMPLES

Innovation drives our multidisciplinary approach, delivering practical, forward-thinking solutions that create lasting value.



Farmington Master Plan

Farmington, MI

In 2018, the City of Farmington initiated a process to update their Master Plan. OHM Advisors, along with CIB Planning as the sub-consultant, led the city through a dynamic planning process to capture and build on current planning momentum. With a strong foundation set by the various city-wide and sub area plans completed by OHM, Farmington was set to review, update, and grow their community's vision.

Working with stakeholders, city staff, and the public at large, the project team developed a plan that defines a direction through both policy and land use. The plan outlines several key areas that provide opportunity for revitalization. In providing greater detail on the desired character and development goals, each area contains an action plan and prioritizes key steps necessary to fulfill the vision and to maintain economic competitiveness.

An extensive public engagement process was implemented that included a community survey, resident and business-based stakeholder meetings, and numerous public meetings. This engagement strategy, along with a strong understanding of local and regional conditions and trends, allowed for a blueprint for future development that truly reflects the values and aspirations of the community.

CLIENT INFORMATION

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East Lansing Strategic Housing Plan, Market Analysis, & Economic Development

East Lansing, MI

The City of East Lansing partnered with OHM Advisors in 2020/2021 to perform a Housing Study, Residential Target Market Analysis (TMA), and Housing Strategic Plan. This comprehensive strategy included stakeholder interviews, staff engagement, coordination with Michigan State University, and a detailed review and analysis of existing city policies, planning efforts, and zoning codes related to housing development and growth within the city.

Upon completing the review, the Residential Target Market Analysis was utilized to develop recommendations to the city including proposed changes to existing policies, ordinances, and other housing efforts that would optimize the redevelopment potential. A financial tools and incentives strategy identified actions the city is currently initiating to increase neighborhood stabilization, infill development, and attracting new housing developers and investment opportunities.



CLIENT INFORMATION

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Arts Alleys Initiative

Detroit, MI

The Arts Alleys Initiative is a pilot program and signature project of the City of Detroit Office of Arts Culture and Entrepreneurship (ACE). Using ARPA funds, the City identified five alleys throughout the City of Detroit where residents had taken ownership and created community gathering spaces. This program's goal was and continues to be the enhancement of spaces already cherished by the surrounding neighborhood. Each project site featured a unique character which was incorporated into the design improvements.

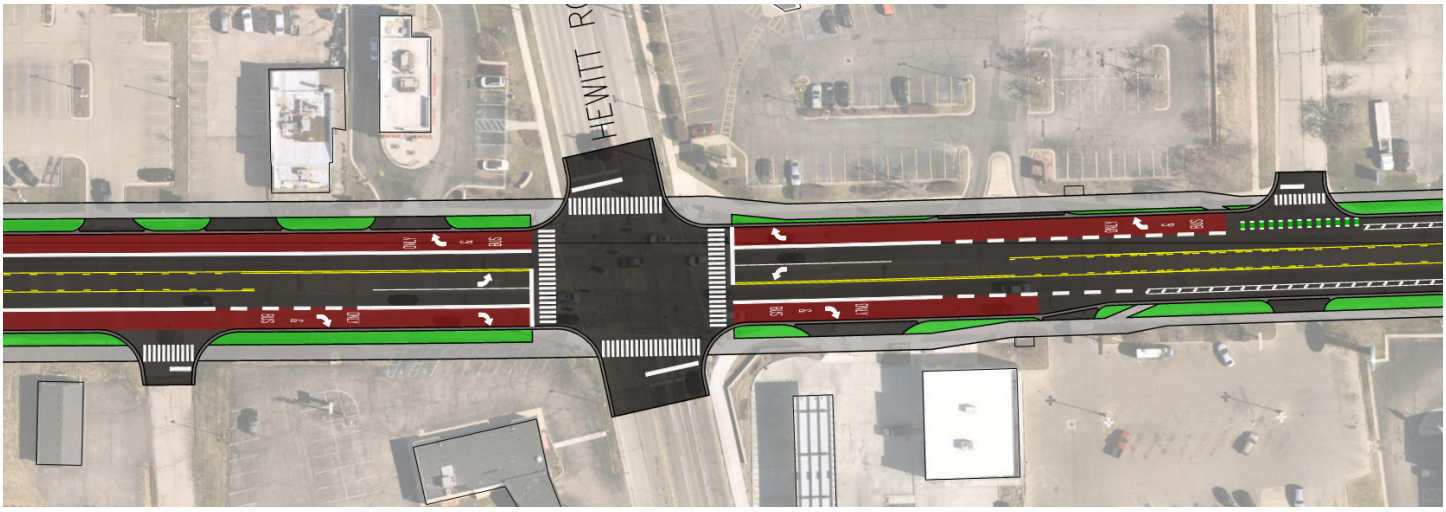
Typically places of blight and dumping, the project alleys faced challenges with aging infrastructure, overgrowth, and property maintenance. Under the leadership of ACE, OHM Advisors with subconsultants LivingLab and Sidewalk Detroit facilitated a robust engagement process, which consisted of multiple on-site sessions and one-on-one conversations. Community desires and needs formed the foundation of improvements, focusing on opportunities to feature and celebrate local arts and culture. Once complete, the Arts Alleys will be maintained in perpetuity by the City as neighborhood assets. The program is planned to expand to include additional alleys throughout the City of Detroit.





CLIENT INFORMATION

City of Detroit, Office of
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Washtenaw Avenue (M-17) and Planning and Environmental Linkages (PEL)

Washtenaw County, MI

Washtenaw Avenue (M-17) is a significant transportation corridor in Washtenaw County, connecting Downtown Ann Arbor with Downtown Ypsilanti, as well as regional institutions like Eastern Michigan University, St. Joseph Mercy Hospital, and various businesses. Through the Washtenaw Avenue Planning and Environmental Linkages (PEL) Study, a conceptual redesign of approximately 3.2 miles of this corridor was completed. The redesign spans Pittsfield Township, Ypsilanti Township, and the City of Ypsilanti. The goal was to create a shared vision for a more connected, multi-modal corridor that promotes safe, comfortable, and equitable access for all travel modes while fostering the economic, institutional, and environmental goals of the surrounding communities.

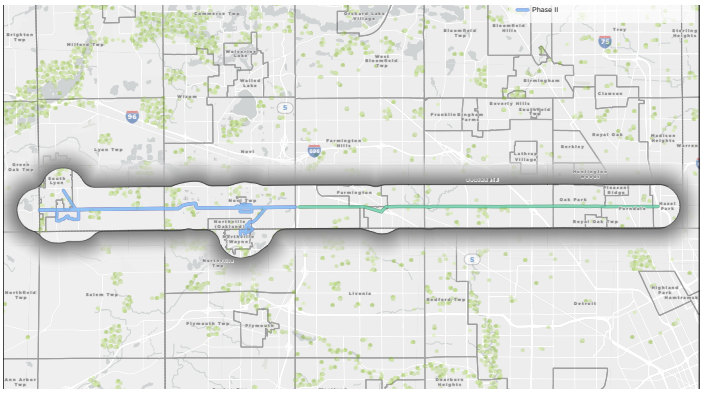
OHM Advisors worked closely with the MDOT project team, gathering information about existing conditions, challenges, and preferences, and presenting several practical roadway configuration alternatives for community input. These alternatives were narrowed, refined, and vetted by project stakeholders, resulting in an "Acceptable Alternative" design that can be implemented in the future. The final transit-oriented design includes connected shared-use pathways, enhanced landscaping, midblock crossings, and dedicated transit priority lanes. It also meets the National Environmental Policy Act (NEPA) requirements for project development.

OHM Advisors managed the overall project, led transportation planning and alternatives evaluation efforts, developed visualizations, and assisted with traffic modeling. They also spearheaded public engagement efforts, coordinating team members, developing meeting content, and creating an innovative virtual public meeting tool that allowed residents to learn about the project and provide feedback online.



CLIENT INFORMATION

MDOT
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Regional Planner
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Nine Mile Road Corridor Plan

Oakland County, MI

Over multiple project phases, Oakland County Parks and Recreation (OCPR) has partnered with OHM Advisors and ten corridor communities to advance a vision for non-motorized connectivity along Nine Mile Road. The resulting initiative, referred to as the 9 Line, is a 30-mile multi-modal corridor that connects people, cultural amenities, outdoor recreation assets, and regional trail systems across an otherwise auto-centric landscape. When completed, the 9 Line will link 10 diverse communities and connect users to major regional trails such as the Joe Louis Greenway, the I-275 Metro Trail, the ITC Corridor Trail, the West Bloomfield Trail, and the Huron Valley Trail. The 9 Line stands as a model for regional collaboration, grounded in technical expertise and shaped by community-driven priorities. Through long-term partnership and phased delivery, OHM Advisors and Oakland County are working together to establish one of Michigan's most ambitious and connected non-motorized corridors.

OHM's current role is centered on moving the corridor from the planning phase into reality. Below is a summary of the project phases and corresponding efforts.

Phase 1: Feasibility and Vision
OHM Advisors completed the initial feasibility study for the eastern portion of the corridor, analyzing land use, mobility needs, physical constraints, and community priorities across six Southeast Oakland County communities. Through robust engagement and technical evaluation, the team established a shared regional vision and identified implementable, context-sensitive pathway typologies.

Phase 2: Corridor Expansion and Unification
Building on Phase 1 momentum, OHM extended the study westward to include Novi, Lyon Township, and South Lyon, developing a 12-mile expansion plan that completed a full east–west regional connection from I-275 to I-75. This phase refined design concepts, evaluated alignment options, prioritized improvement segments, and aligned corridor-wide implementation strategies among all participating communities.

Phase 3: Implementation Launch and Support
With the foundation built, OHM Advisors helped formalize the 9 Line Task Force, and began preparing communities for coordinated implementation. Current work includes ongoing Task Force facilitation, creation of corridor marketing and educational materials, grant application support, and the development of standardized signage, posters, mapping products, and community-specific promotional assets.

CLIENT INFORMATION

Oakland County Parks and Recreation
Simon Rivers, Planning Supervisor
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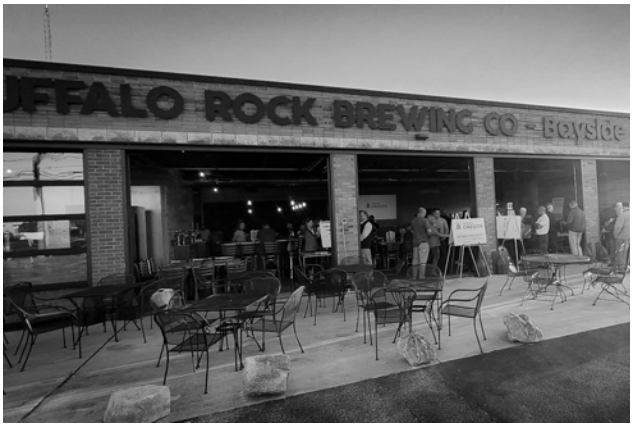
Oregon Comprehensive Plan

Oregon, OH

The Oregon Comprehensive Plan provides a strategic framework to guide the city's growth and development over the next decade. At the heart of the planning process was an equitable community engagement strategy designed to ensure participation from all demographics and sectors of the city, particularly in a community with physical and cultural divides. This inclusive approach sought input from a diverse cross-section of residents, businesses, and stakeholders, ensuring the plan reflected the needs and aspirations of the entire community.

In land use planning, the plan focuses on identifying key areas for future industrial and technology-based development to support economic growth and innovation. It also prioritizes the revitalization of aging commercial corridors, recognizing the need to modernize these areas and transform them into vibrant economic hubs. This includes recommendations for zoning adjustments, infrastructure upgrades, and placemaking strategies aimed at attracting new businesses and creating more pedestrian-friendly spaces.

Beyond land use, the plan addresses community branding and identity, offering recommendations on how Oregon can define and enhance its image through targeted physical improvements and capital projects. These improvements are designed to elevate the city's appeal, attract new investments, and foster a stronger sense of place. The plan's comprehensive approach ensures that Oregon will not only accommodate growth but will do so in a way that strengthens its unique identity and ensures a sustainable, inclusive future.





CLIENT INFORMATION

City of Oregon
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Delta Township Master Plan (2025)

Delta Township, MI

In 2025, recognizing the evolution of the community since the adoption of its previous Master Plan, Delta Township initiated an update to its Master Plan to guide future growth and development. Located on the western edge of the Capital Area Region, Delta Township is located directly west of the City of Lansing which makes the community a key player within the broader area, where it stands as the fourth largest municipality.

Delta Township offers a balanced mix of suburban living, commercial hubs, and recreational amenities. As market forces drive new development in greenfield areas of the township, established retail areas including the regional mall are facing challenges. The growing township also recognizes a need for increased choices in housing and transportation.

Mixed use and infill development alternatives to the existing development styles offer solutions, however infill development can strain established utility capacity. To address these challenges, OHM's Master Plan included a robust public engagement element and an update to the sanitary sewer model to align the project grown type and location with future sewer capacities.





CLIENT INFORMATION

Delta Township
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Wooster Comprehensive Plan 2023

Wooster, OH

In 2023, the City of Wooster partnered once again with OHM Advisors to create a new comprehensive plan that will guide the city in land use, zoning, housing, transportation and economic development over the next 10 years. Wooster's existing comprehensive plan was adopted in 2014, and the city recognized the need to revisit goals and update recommendations based on changing conditions.

Unique to Wooster, the 2023 Comprehensive Plan is a vital community blueprint. It takes a closer look at many factors that were shaping the city, market, environment, transportation system, and other community factors at the time of this updated plan's creation. It also includes specific priority development areas within the city which show the greatest potential for development or redevelopment and could serve as a catalyst for other community initiatives.



CLIENT INFORMATION

City of Wooster
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Oberlin Comprehensive Plan

Oberlin, OH

The City of Oberlin has long been recognized as a leader and early adopter in implementing progressive municipal policies in sustainability, renewable energy, and responding to climate change. A small Ohio town that is home to highly ranked Oberlin College, with its associated excellent environmental and cultural programs and opportunities, Oberlin is also a highly desirable place to live and work.

After completing an extensive housing study in 2017, a Climate Action Plan in 2019 and a comprehensive plan preparation process from 2020-2021, the city engaged the combined KM Date Community Planning and OHM Advisors consultant team to engage the community and guide in creating a comprehensive plan for its future.

The result is a state-of-the-art community plan which furthers Oberlin's vision and reputation as a leader in resilient, sustainable municipal policy and social equity. It sets forth strategies for growth to expand and improve diversity and affordability of housing, economic growth and development, community services, arts and culture, and communication and collaboration, to ensure that Oberlin remains a wonderful place to live, work, and study into the future for all citizens. **The City's Social Equity Plan won the 2025 National Krumholz Equity Award from the Ohio chapter of the American Planning Association.**



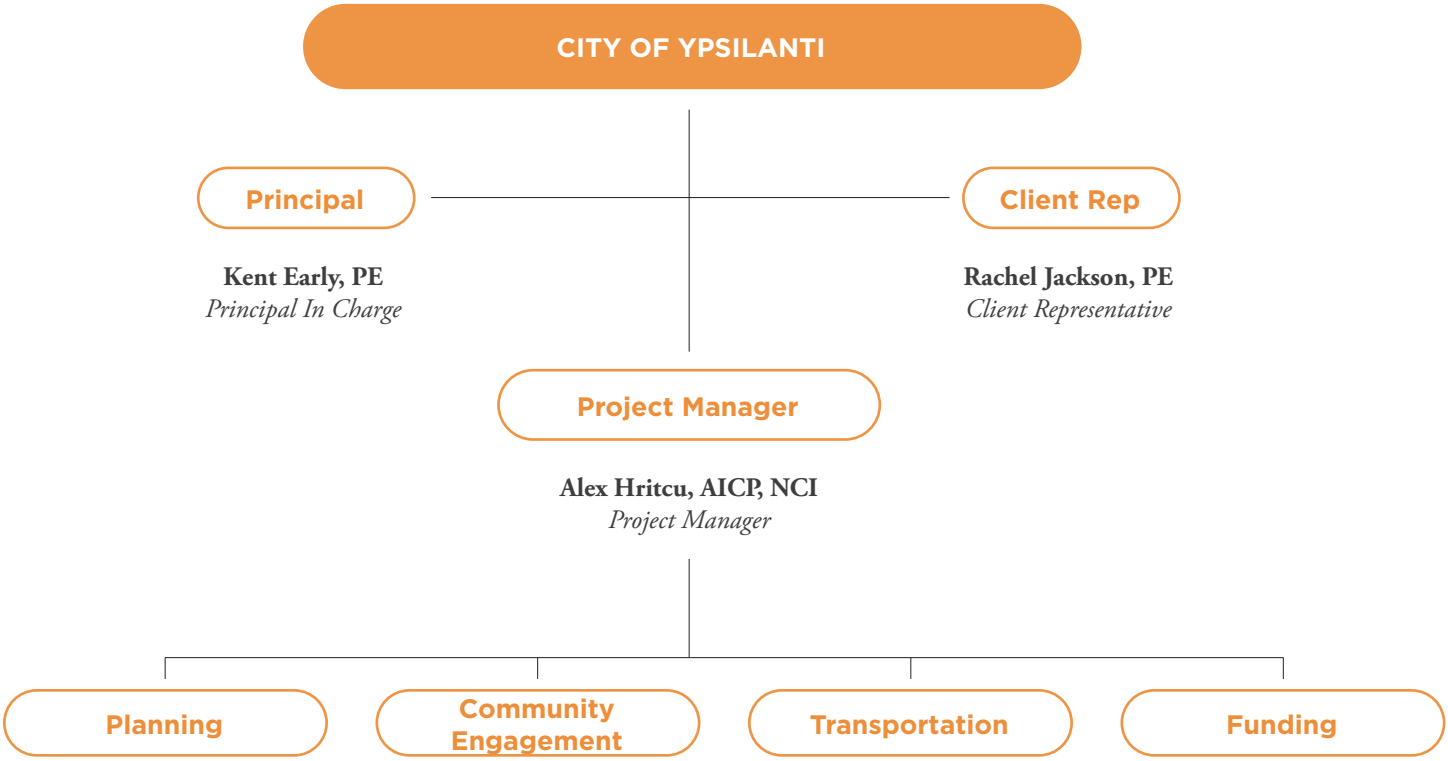
CLIENT INFORMATION

City of Oberlin
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T 440.935.3576
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Organization Chart

OUR PEOPLE, YOUR TEAM

The team structure is designed to provide both consistency and project-specific support for the client. At the top level, the Principal serves as the client's primary point of contact across all projects, ensuring continuity and a strong long-term relationship. For this particular project, the Project Manager will act as the day-to-day contact, overseeing all aspects of delivery and coordination. Reporting to the Project Manager are the team members, who bring specialized expertise and execute tasks to meet project goals efficiently. This structure provides streamlined communication, accountability, and a collaborative approach to achieving successful outcomes.



Location of Applicant

The OHM Advisors team brings staff from Ann Arbor and Detroit, with the contract office located in Ann Arbor, less than 20 minutes from the City of Ypsilanti. We have also partnered with City based Sensei Change, headquartered on Washington St in Downtown Ypsilanti.

Resumes for team members are attached following the proposal



PROJECT UNDERSTANDING

The City of Ypsilanti is seeking a Master Plan Update that establishes a shared vision for the next twenty years while providing a practical framework for future land use, housing, mobility, economic development, sustainability, and infrastructure investment decisions. OHM Advisors understands that the City's goal is not simply to update an existing planning document, but to create an equitable, implementation-focused plan that reflects community values while positioning Ypsilanti for future growth, reinvestment, and long-term resilience.

As a long-standing partner in the Ypsilanti community, OHM recognizes the City's unique strengths, including its historic neighborhoods, vibrant downtown and commercial districts, cultural and educational institutions, diverse population, and strong tradition of civic engagement. We also understand the challenges and opportunities associated with housing affordability and attainability, housing diversity, strategic redevelopment and infill, transportation connectivity, economic competitiveness, sustainability, and neighborhood investment. The Master Plan Update presents an opportunity to build upon these assets while establishing a clear roadmap for future development and policy decisions.

We understand that communities throughout Michigan are increasingly focused on creating planning frameworks that support attainable housing, strategic economic development, redevelopment readiness, and implementation. The Master Plan Update offers an opportunity to align local priorities with Michigan Economic Development Corporation (MEDC) initiatives and Redevelopment Ready Communities (RRC) best practices by creating development-ready policies, identifying catalytic redevelopment opportunities, and establishing a clear link between community vision, zoning, capital investments, and future development decisions.

Key Elements of a Successful Master Plan Update Include:

- **Meaningful Community Engagement** – Creating an inclusive and equitable engagement process that reaches residents, businesses, institutions, neighborhood organizations, and traditionally underrepresented populations while ensuring community input directly informs recommendations, priorities, and implementation strategies.
- **Data-Driven Analysis** – Evaluating demographic, housing, economic, land use, transportation, environmental, infrastructure, and market conditions to identify existing trends, future needs, opportunities, and challenges affecting the City's growth and development.
- **Housing Needs and Housing Choice** – Assessing current and projected housing conditions to identify opportunities for housing preservation, attainable housing, missing-middle housing, mixed-use development, neighborhood stabilization, and housing diversity that supports residents across all income levels and life stages.
- **Future Land Use and Redevelopment Planning** – Preparing an updated Future Land Use Plan that supports strategic redevelopment, infill development, neighborhood preservation, economic growth, housing opportunities, and future zoning decisions while promoting efficient use of existing infrastructure and public investments.

- **Economic Development and Redevelopment Readiness** – Identifying opportunities to strengthen commercial districts, support entrepreneurship, attract investment, encourage redevelopment of underutilized properties, and advance planning strategies consistent with MEDC and RRC best practices.
- **Zoning and Policy Alignment** – Ensuring that the Future Land Use Plan, housing goals, redevelopment strategies, and implementation recommendations are aligned with zoning regulations, development processes, and public investment priorities to facilitate successful implementation.
- **Implementation-Focused Recommendations** – Developing realistic action steps, redevelopment priorities, funding opportunities, partnerships, policy recommendations, and performance measures that enable the City to implement the plan's vision over time and pursue future grant and investment opportunities.
- **Compliance with the Michigan Planning Enabling Act** – Preparing a Master Plan that satisfies statutory requirements while serving as a practical guide for future policy, zoning, capital improvements, housing initiatives, redevelopment efforts, and development decisions.

Through our partnership with Sensei Change Associates and building upon our recent collaboration on the Washtenaw Avenue (M-17) Planning and Environmental Linkages (PEL) Study, OHM Advisors will combine technical planning expertise with equity-centered engagement strategies to deliver a Master Plan that reflects the aspirations of Ypsilanti's residents and stakeholders. The resulting plan will provide a clear, actionable framework for future growth, reinvestment, housing opportunities, economic development, and community prosperity, while positioning the City to advance implementation priorities and leverage future MEDC, housing, and redevelopment funding opportunities.

Scope of Services & Methodology

Throughout the planning process, OHM Advisors will integrate best practices related to housing, economic development, placemaking, redevelopment readiness, and implementation. These considerations will be woven throughout the Master Plan to ensure the final document serves as a practical roadmap for future decision-making, investment, redevelopment, and long-term community growth. This approach will position Ypsilanti to advance strategic priorities while enhancing its readiness for future development and funding opportunities.

TASK A EXISTING CONDITIONS AND DATA ANALYSIS

The purpose of this phase is to establish a comprehensive understanding of existing conditions, trends, opportunities, and challenges affecting the City of Ypsilanti and to create the technical foundation necessary for subsequent planning and policy recommendations.

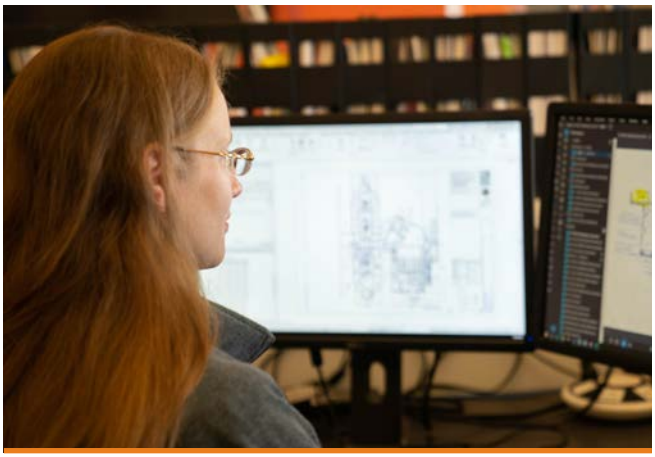
Task A.1 – Project Kickoff and Master Plan Steering Committee Formation



OHM Advisors will facilitate a kickoff meeting with City staff to review the project goals, schedule, communication protocols, stakeholder coordination, public engagement expectations, and deliverables. OHM Advisors and Sensei Change will work closely with City staff to establish a Steering Committee consisting of representatives from the Planning Commission, City Council, neighborhoods, businesses, institutions, community organizations, and other key stakeholder groups.

The Steering Committee will serve as an advisory body throughout the planning process by reviewing project milestones, providing feedback on technical work products, assisting with community outreach efforts, and helping build consensus around the vision, future land use

recommendations, and implementation strategies. OHM Advisors and Sensei Change will collaborate to facilitate up to five Steering Committee meetings using interactive engagement techniques that encourage meaningful dialogue, shared learning, and community ownership of the planning process.



Task A.2 – Existing Conditions and Data Analysis
OHM Advisors will conduct a comprehensive evaluation of existing demographic, housing, economic, land use, transportation, environmental, infrastructure, and community development conditions. The project team will review existing plans, studies, ordinances, and regional planning initiatives to identify opportunities, constraints, and emerging trends that may influence future growth and development.

Special attention will be given to housing needs, affordability, and housing choice, economic competitiveness, redevelopment opportunities, mobility patterns, infrastructure systems, environmental resources, neighborhood conditions, and development readiness. The evaluation will also consider infrastructure capacity and service availability in areas targeted for future growth, redevelopment, and housing investment. The analysis will also identify existing and projected housing needs by tenure, affordability level, household type, and lifecycle stage to better inform future housing policies and land use recommendations. The project team will also identify redevelopment and infill opportunities that support community goals while advancing best practices associated with MEDC Redevelopment Ready Communities (RRC) and long-term economic resilience.



Task A.3 – GIS Mapping and Opportunity Analysis
OHM Advisors will compile and analyze available GIS data to support plan development. Existing conditions maps and graphics will illustrate land use patterns, zoning, transportation systems, housing characteristics, environmental features, redevelopment opportunities, infrastructure capacity, and community assets.

The project team will prepare an opportunity map that identifies vacant and underutilized properties, catalyst development areas, walkable mixed-use districts, housing and infill opportunity sites, and strategic investment corridors. This mapping exercise will support future land use planning, housing strategies, economic development initiatives, and implementation priorities.

Task A Meetings
Project Kickoff Meeting
Master Plan Steering Committee Meeting #1

Task A Deliverables
Existing Conditions and Opportunities Report
GIS Deliverable and Mapping Exhibits

TASK B COMMUNITY ENGAGEMENT

Meaningful public engagement is essential to developing a Master Plan that reflects the values, priorities, and aspirations of the Ypsilanti community. OHM Advisors will partner with City of Ypsilanti-based Sensei Change Associates to design and implement an inclusive engagement program that supports the City's commitment to equity, accessibility, and community-driven decision-making. Building upon our successful collaboration on the M-17 Planning and Environmental Linkages (PEL) Study, the consultant team will utilize a combination of surveys, neighborhood listening sessions, stakeholder interviews, focus groups, pop-up events, and facilitated workshops to gather meaningful input throughout the planning process.

Founded in Ypsilanti in 2002, Sensei Change brings extensive experience in strategic planning, organizational development, leadership facilitation, and community engagement. Through their longstanding involvement with local organizations, businesses, nonprofits, institutions, and community leaders, Sensei Change provides deep local relationships and insight that will help ensure engagement efforts are both inclusive and responsive to community needs.



Task B.1 – Public Engagement and Equity Strategy
The consultant team will work with the City of Ypsilanti to prepare a communications, engagement, and equity strategy that outlines stakeholder engagement activities, public meetings, digital outreach, and coordination with City staff, boards, commissions, and elected officials. The strategy will be tailored to Ypsilanti's neighborhoods and designed to create multiple opportunities for participation throughout the planning process.

Sensei Change will assist in identifying community partners, neighborhood-based outreach opportunities, and engagement techniques designed to maximize participation from historically underrepresented populations. Utilizing proven facilitation methods and interactive engagement activities, outreach efforts will focus on building trust, encouraging meaningful dialogue, and fostering community ownership of the Master Plan.

Task B.2 – Community Survey and Digital Engagement
OHM Advisors will develop and administer a citywide community survey to gather input regarding priorities related to housing needs and preferences, economic development, transportation, sustainability, neighborhood investment, and quality of life.

Survey questions will explore housing affordability, housing diversity, missing-middle housing, redevelopment priorities, neighborhood stabilization, and future growth preferences to help inform housing and land use recommendations throughout the Master Plan.



Task B.3 – Neighborhood Listening Sessions and Pop-Up Engagement
OHM Advisors and Sensei Change will facilitate a series of neighborhood listening sessions and community conversations throughout Ypsilanti. These sessions will provide opportunities for residents to discuss neighborhood assets, challenges, priorities, and aspirations in a collaborative and welcoming environment.

The project team will also participate in community events, local gathering spaces, and business districts through pop-up engagement activities to reach residents who may not typically participate in traditional planning meetings. Consistent with the approach utilized during the M-17 PEL Study, engagement activities will be conducted at varying times, locations, and formats to maximize accessibility and participation.

Task B.4 – Stakeholder Interviews, Focus Groups, and Commission Outreach
The consultant team will conduct targeted stakeholder interviews and focus group discussions with community leaders, neighborhood representatives, business and institutional stakeholders, housing and economic development partners, nonprofit organizations, major employers, and other key stakeholder groups.

Particular emphasis will be placed on understanding housing challenges, redevelopment barriers, economic development opportunities, and strategies that support equitable growth and investment throughout the community.

Task B.5 – Community Vision Workshop
OHM Advisors and Sensei Change will facilitate a community vision workshop that synthesizes public input and establishes a shared vision for Ypsilanti's future.

Utilizing interactive facilitation techniques, small-group discussions, and collaborative exercises, participants will identify community values, aspirations, priorities, and guiding principles that will help shape the Master Plan's recommendations and future land use strategy.

Task B Meetings

Master Plan Steering Committee Meeting #2
Stakeholder Roundtable
Community Vision Workshop
Board and Commission Review Session

Task B Deliverables

Public Engagement and Equity Strategy
Community Engagement Summary Report
Community Survey Results

TASK C VISION, GOALS, AND POLICY FRAMEWORK

This phase will translate community input and technical analysis into a vision for the future along with a framework of goals, objectives, and policies that guide growth, investment, and decision-making over the next twenty years.

Task C.1 – Vision and Guiding Principles
OHM Advisors will prepare a vision framework that reflects community priorities and establishes the broad direction for the Master Plan. The framework will identify guiding principles that support long-term decision-making and policy development.

Task C.2 – Goals and Objectives Development
The consultant team will develop SMART (specific, measurable, achievable, relevant, and time-bound) goals and objectives that establish clear outcomes for the City's future growth, development, and community investment efforts.

Task C.3 – Policy Framework
OHM Advisors will prepare policy recommendations addressing key planning topics identified through technical analysis and community engagement, which may include:

- Land Use and Development
- Housing Affordability, Housing Diversity, and Housing Choice
- Missing-Middle Housing and Neighborhood Housing Strategies
- Infill Development and Redevelopment Opportunities
- Economic Development, Placemaking, and Destination Development
- Commercial Corridor Revitalization
- Transportation and Mobility
- Parks, Recreation, and Open Space
- Sustainability and Climate Resilience
- Environmental Justice
- Historic Preservation
- Public Health and Safety
- Arts and Culture
- Neighborhood Character and Community Identity
- Strategic Investment and Infrastructure Planning

Task C Meetings

Master Plan Steering Committee Meeting #3
Planning Commission Work Session

Task C Deliverables

Vision, Goals, and Policy Framework Memorandum

TASK D FUTURE LAND USE PLAN AND MAPPING

This phase will establish a future development framework that reflects community priorities, neighborhood character, redevelopment opportunities, and long-term growth objectives. The resulting Future Land Use Plan will provide guidance for future development, redevelopment, and regulatory decision-making.

Task D.1 – Future Growth and Development Analysis
OHM Advisors will evaluate future development trends, redevelopment opportunities, housing demand projections, and growth scenarios to identify appropriate land use strategies and investment priorities. The analysis will assess opportunities for additional housing units,



mixed-use redevelopment, adaptive reuse, neighborhood stabilization, corridor reinvestment, and economic growth. Particular attention will be given to identifying locations that can support a broader range of housing types while leveraging existing infrastructure, mobility assets, and community services.

Task D.2 – Future Land Use Plan
OHM Advisors will prepare a Future Land Use Plan and Future Land Use Map that reflect community priorities and establish a long-range vision for future growth and development. Future land use designations will be developed collaboratively with City staff and the Working Subcommittee.

The Future Land Use Plan will support housing choice, strategic redevelopment and infill, mixed-use and walkable development patterns, neighborhood preservation and reinvestment, economic development, efficient infrastructure utilization, and sustainable growth objectives.

Task D.3 – Character Areas and Redevelopment Strategy
OHM Advisors will develop a Character Areas Framework that recognizes the City's distinct neighborhoods, commercial districts, corridors, institutional areas, and redevelopment districts.

The framework will identify catalyst sites, opportunity areas, housing-focused redevelopment locations, mixed-use districts, targeted investment corridors, and placemaking opportunities that support community goals and long-term reinvestment strategies.

Task D.4 – Zoning and Regulatory Alignment
OHM Advisors will evaluate existing zoning regulations, development processes, and administrative procedures to identify opportunities for zoning modernization and improved alignment with the Future Land Use Plan. Recommendations may address:

- Zoning modernization strategies
- Mixed-use and housing-supportive regulations
- Redevelopment incentives
- Parking standards
- Accessory dwelling units
- Streamlined development review procedures
- Form and design standards
- Development readiness best practices

Task D Meetings

Master Plan Steering Committee Meeting #4

Planning Commission Work Session

Task D Deliverables

Future Land Use Plan and Map

Character Areas and Redevelopment Framework

Zoning Modernization and Development Readiness Recommendations

GIS Deliverables

TASK E IMPLEMENTATION STRATEGY

The purpose of this phase is to develop a realistic and prioritized implementation program that transforms Master Plan recommendations into actionable steps. The strategy will provide clear direction regarding responsibilities, timelines, funding sources, partnerships, and performance measures.

Task E.1 – Action Plan Development
OHM Advisors will prepare a prioritized implementation program identifying short-, medium-, and long-term actions necessary to achieve the vision and goals of the Master Plan. The implementation program will include recommendations related to housing initiatives, redevelopment activities, economic development, zoning amendments, infrastructure and capital improvements, placemaking, and organizational capacity-building.

Task E.2 – Funding and Partnership Strategy
OHM Advisors will identify potential funding opportunities, grant resources, implementation tools, and strategic partnerships that can support Master Plan implementation. The implementation recommendations will be organized to position the City for future grant opportunities, public-private partnerships, and strategic investment initiatives.

Special consideration will be given to opportunities through:

- Michigan Economic Development Corporation (MEDC) programs
- Redevelopment Ready Communities (RRC) resources
- Michigan State Housing Development Authority (MSHDA) programs
- Federal housing and economic development funding programs
- Transportation Alternatives Program (TAP)
- Safe Streets and Roads for All (SS4A)
- Public-private development partnerships
- Philanthropic and institutional partnerships

Task E.3 – Performance Metrics and Monitoring Framework

OHM Advisors will develop measurable performance indicators and establish a monitoring framework that allows the City to track progress over time. A Master Plan Report Card will be prepared to support implementation monitoring and future plan updates.

Performance measures may include indicators related to:

- Housing production and housing diversity
- Redevelopment activity
- Economic investment
- Job creation
- Walkability and mobility
- Sustainability and environmental outcomes
- Public infrastructure investments
- RRC implementation progress

Task E Meetings

Master Plan Steering Committee Meeting #5
Staff Implementation Workshop

Task E Deliverables

Implementation Strategy and Action Matrix
Funding and Partnership Strategy
Performance Metrics Framework and Report Card

TASK F FINAL PLAN PREPARATION

The final phase will focus on preparation of an adoption-ready Master Plan and support of the City's formal review and adoption process. The final document will be visually engaging, user-friendly, and designed to guide decision-making, investment, and development over the next twenty years.

Task F.1 – Administrative Draft Master Plan

OHM Advisors will prepare an Administrative Draft Master Plan incorporating the technical analysis, community engagement findings, future land use recommendations, policy framework, and implementation strategies developed throughout the planning process.

Task F.2 – Public Review Draft and Community Review

OHM Advisors team will prepare a Public Review Draft Master Plan and facilitate public review activities designed to gather feedback from residents, stakeholders, boards, and commissions. Public comments will be documented and evaluated for incorporation into the final document.

Task F.3 – Final Master Plan Preparation

OHM Advisors will revise the draft document based on feedback received during the review process and prepare a final Master Plan that includes maps, graphics, implementation tools, and supporting materials.

Task F.4 – Adoption Assistance

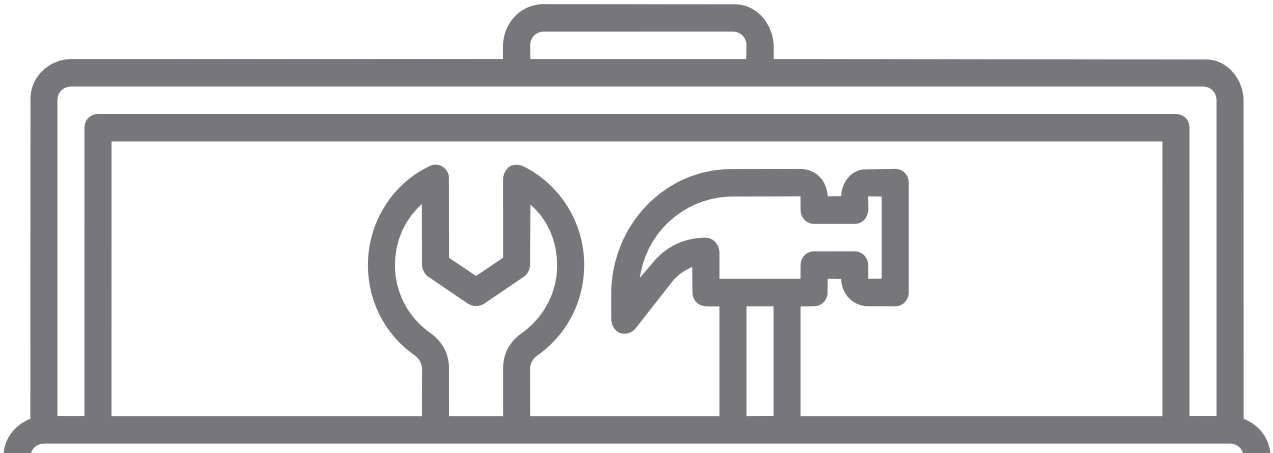
OHM Advisors team will assist City staff throughout the formal adoption process, including preparation of presentation materials, attendance at public hearings, and support for Planning Commission and City Council review.

Task F Meetings

Community Open House
Planning Commission Public Hearing
City Council Adoption Meeting

Task F Deliverables

Administrative Draft Master Plan
Public Review Draft Master Plan
Final Master Plan
Public Comment Summary
Adoption Presentation Materials
Adoption-Ready Digital Files and GIS Package



ENGAGEMENT TOOLBOX

OHM Advisors will be looking to gather meaningful feedback from a diverse cross-section of Ypsilanti residents, businesses, institutions, neighborhood organizations, and stakeholders that will inform the development of the Master Plan.

A robust engagement process cannot rely on a single method for gathering public input. Given the diversity of Ypsilanti's neighborhoods, residents, businesses, institutions, and community organizations, engagement methods must be tailored to reach people where they live, work, learn, and gather. OHM Advisors, in partnership with Ypsilanti-based Sensei Change Associates, will utilize a comprehensive engagement toolbox that combines traditional outreach methods with innovative engagement techniques to ensure broad participation throughout the planning process. Building upon our successful partnership on the M-17 Planning and Environmental Linkages (PEL) Study, the project team will work with the City to determine which of the following engagement tools provide the most value to current and future community members while ensuring outreach efforts are accessible, equitable, and inclusive.

Broad Engagement Tools

These strategies are intended to engage residents and stakeholders across the community and gather input from a broad range of perspectives regarding Ypsilanti's future growth, development, and investment priorities.

Public Meetings and Open Houses

In-person and virtual public meetings provide opportunities to share project information, gather community input, and facilitate discussions regarding planning priorities and recommendations. OHM Advisors and Sensei Change may also attend community meetings and neighborhood gatherings to provide project updates and gather feedback.

Online and Paper Surveys

Surveys provide an effective means of collecting feedback from a large number of residents and stakeholders. Survey questions can be tailored to address community character, housing, transportation, redevelopment opportunities, economic development, sustainability, and quality-of-life priorities.

Interactive Mapping Exercises

Interactive mapping tools allow residents and stakeholders to identify opportunities, challenges, assets, redevelopment sites, mobility concerns, and neighborhood priorities directly on a map.



Project Website and Digital Engagement

Websites, digital engagement platforms, and social media can be used to share information, provide project updates, and collect community feedback. These tools create opportunities for participation outside of traditional meeting formats and help expand community reach.

Community Newsletters and Project Updates

Electronic newsletters, community partner networks, and City communication channels can be used to distribute project information, promote engagement opportunities, and provide project updates throughout the planning process.



Focus Groups and Stakeholder Outreach

Focus groups and stakeholder discussions provide opportunities to gather more detailed feedback and understand issues from a variety of community perspectives.



Community Focus Groups

Focus groups provide an opportunity for more detailed discussions with residents, business owners, neighborhood organizations, community institutions, and interest groups. These conversations can provide valuable insight regarding community priorities and future planning considerations.

Stakeholder Interviews

Stakeholder interviews are designed to gather strategic perspectives from community leaders, business owners, nonprofit organizations, educational institutions, housing advocates, and other key partners.

Board and Commission Exercises

Facilitated discussions, questionnaires, and review sessions can provide focused feedback from boards, commissions, and community partners regarding planning priorities, future land use considerations, and implementation strategies.

Community-Based Outreach Tools

These tools are particularly effective at expanding participation and reaching residents who may not traditionally participate in planning processes.

Neighborhood Listening Sessions

Small-group discussions held throughout Ypsilanti's neighborhoods provide opportunities for residents to share local knowledge, identify concerns, and discuss aspirations for their community.



Pop-Up Events
Pop-up engagement activities at community events, festivals, parks, farmers markets, business districts, and community gathering places help reach a broader audience and create informal opportunities for participation.

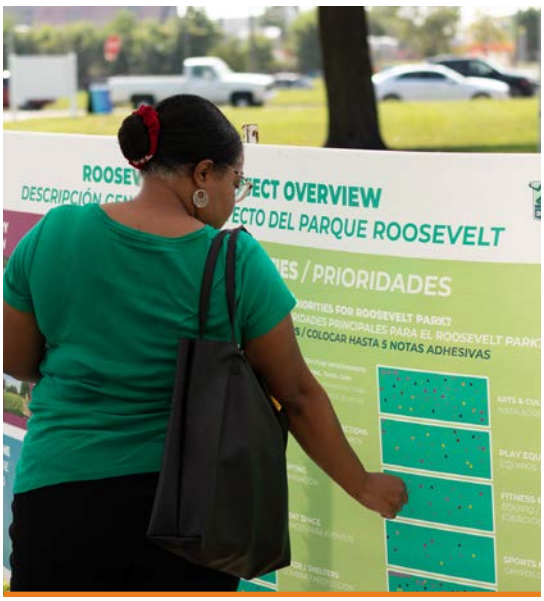
Postcards and Mailers
Printed outreach materials help bridge the digital divide and increase awareness of engagement opportunities, project websites, and public meetings.

Lawn Signs
Strategically placed lawn signs can help promote awareness of the project and encourage participation throughout neighborhoods and key community locations.

Targeted Social Media Campaigns
Social media outreach informed by demographic and geographic information can help reach specific audiences and identify opportunities for translated materials or targeted engagement efforts.

Demonstrated Equity Practices

OHM Advisors and Sensei Change approach equity as an integral component of the planning process rather than a stand-alone task. Our engagement strategy will be designed to reduce barriers to participation, build relationships with trusted community partners, and ensure that traditionally underrepresented voices are included throughout the planning process. Sensei Change's longstanding presence in the City of Ypsilanti and extensive network of community relationships will help strengthen outreach efforts and foster meaningful participation from diverse populations.



Our equity-focused engagement practices include:

- Conducting outreach in familiar and accessible community locations.
- Offering multiple opportunities and formats for participation.
- Engaging residents through neighborhood-based conversations and community events.
- Partnering with community organizations and institutions to broaden participation.
- Utilizing interactive facilitation techniques that encourage participation from all attendees.
- Monitoring participation throughout the process and adjusting outreach efforts where needed.
- Evaluating plan recommendations through an equity lens to understand impacts on housing, mobility, economic opportunity, neighborhood investment, and access to community resources.

TIMELINE

TASK	TIMELINE	DURATION
A. Existing Conditions and Data Analysis	Aug. 2026 – Oct. 2026	3 Months
B. Community Engagement	Sept. 2026 – Jan. 2027	4 Months
C. Vision, Goals, and Policy Framework	Feb. 2027 – Mar. 2027	2 Months
D. Future Land Use Plan and Mapping	Apr. 2027 – Jun. 2027	3 Months
E. Implementation Strategy	Jun. 2027 – Jul. 2027	1 Month
F. Final Plan Preparation	Jul. 2027 – Nov. 2027	5 Months
Total Project Time	**Aug. 2026 – Nov. 2027**	**18 Months**



LET THE VISION INSPIRE.

We see what you see—and what could be. We get in the trenches with you, diving deeply into your challenges with inspiration and enthusiasm to offer solutions that go beyond what you've asked of us.

Portfolio & References

OUR WORK & REPUTATION

Innovation drives our multidisciplinary approach, delivering practical, forward-thinking solutions that create lasting value. With extensive project experience across diverse markets, our team designs high-performance facilities, develops long-range strategies, and optimizes systems for efficiency and resilience—from planning through implementation.

City of Farmington
Chris Weber,
Assistant City Manager

248.699.5147
cweber@farmgov.com

City of Detroit
Brendan Cagney,
Planner (East Region)

313.224.4804
cagneyb@detroitmi.gov

MDOT
Michael Davis Jr.,
Regional Planner

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City of Oregon
Steve Shrake,
Building and Zoning \ Inspection Commissioner

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Sshrake@oregonohio.org

City of Ferndale
Ross Querro, AICP
Community and Economic Development Director

248-546-2525
querro@ferndalemi.gov

Section III. Cost Proposal Form

The proposer shall complete the tables below with to be part of the RFP. All amounts shall be entered as not-to-exceed figures and shall include all labor, overhead, materials, travel, and other costs necessary to complete the Scope of Work in Section II. The Grand Total Not-to-Exceed amount entered in the certification block shall constitute the maximum compensation payable under any resulting contract. Where a task is to be led by City staff at no cost to the consultant contract, the proposer may enter zero and add a brief note.

A. Cost by Scope of Work Task

Scope of Work Task	Professional Services / Fees ($)	Reimbursable Expenses ($)	Task Not-to-Exceed Subtotal ($)
A. Existing Conditions and Data Analysis	$17,000	N/A	$17,000
B. Community Engagement	$22,000	N/A	$22,000
C. Vision, Goals, and Policy Framework	$11,000	N/A	$11,000
D. Future Land Use Plan and Mapping	$18,000	N/A	$18,000
E. Implementation Strategy	$10,000	N/A	$10,000
F. Final Plan Preparation	$16,000	N/A	$16,000
Total (Not-to-Exceed)	**$94,000**	N/A	**$94,000**

B. Key Personnel Hourly Rate Schedule

List the key personnel proposed for this project and their billing rates. This schedule will be used to price any additional services requested by the City beyond the Scope of Work in Section II.

Name	Role / Title	Hourly Rate ($)	Estimated Hours
Kent Early, PE	Principal In Charge	$247	22
Rachel Jackson, PE	Client Representative	$194	33
Alex Hritcu, AICP, NCI	Project Manager	$182	90
Rachel Bush, AICP	Lead Planner	$141	87
Brittany Simmons	Planner	$141	46
Francesca Ortisi	GIS Analyst / Planner	$141	37
Julia Upfal, AICP	Project Specialist	$138	46
Eric Dryer, AICP	Transportation Planner	$193	34
Justin Sprague	Economic Advisor	$182	31
Sensei Change	Community Engagement	$250	93

C. Reimbursable Expenses Detail

Itemize the reimbursable expenses included in the Task table above. The total shown here should equal the total of the Reimbursable Expenses column in Table A.

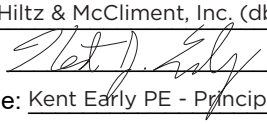
Expense Category	Estimated Amount ($)
Travel and mileage	N/A
Printing and reproduction	N/A
Materials and supplies	N/A
Other (specify)	N/A
Total Reimbursable Expenses	N/A

D. Certification

Grand Total Not-to-Exceed Cost Proposal: $ 94,000

The undersigned certifies that the amounts stated above are firm, represent a not-to-exceed price for the complete Scope of Work in Section II, and that the undersigned is authorized to bind the firm to this proposal.

Firm Name: Orchard, Hiltz & McCliment, Inc. (dba OHM Advisors)

Authorized Signature: 

Printed Name and Title: Kent Early PE - Principal In Charge

Date: 7/17/2026

Prepared by City of Ypsilanti, Department of Community Services, June 2026

Rachel Jackson, PE

CLIENT REPRESENTATIVE



Education
Bachelor of Science in Civil and Environmental Engineering, Michigan State University, 2013

Professional Registration
Professional Engineer MI, 2018, #6201067358

Experience
With OHM since 2019
5 years prior experience

Professional Certifications
- TAMC, PASER 1
- TAMC, PASER 2
- TAMC, IBR System for Rating Unpaved Roads

Background

Ms. Jackson is a Project Manager in OHM Advisors' Municipal Services Group with more than 10 years of experience managing municipal and infrastructure projects from planning and design through construction. She provides project management, municipal engineering, construction administration, development review, permitting coordination, and funding assistance for public-sector clients. Rachel has secured millions of dollars in grant and loan funding for community infrastructure improvements and has extensive experience coordinating with local, county, state, and regulatory agencies. Her project experience includes roadway, pathway, water, sanitary sewer, and stormwater infrastructure projects. Rachel is recognized for building strong client relationships, managing multidisciplinary teams, proactively addressing project challenges, and delivering successful projects that meet client goals, schedules, and budgets.

Select Relevant Experience

Development Review & Municipal Engineering Services, Ypsilanti, MI
Project Manager / City Consulting Engineer on serves as the City of Ypsilanti's consulting engineer, providing engineering review and coordination for private development and redevelopment projects throughout the City. Responsibilities include reviewing site plans, grading and drainage plans, utility plans, stormwater management reports, and engineering drawings for compliance with City standards and regulatory requirements. Works closely with the Planning Department, Department of Public Services, City staff, developers, architects, and design consultants throughout the development review process. Manages projects from initial site plan review through permitting, construction administration, final inspections, and project close-out, ensuring compliance with approved plans, municipal standards, and agency requirements while facilitating successful project delivery.

City of Ypsilanti & DDA Municipal Lots Rehabilitation, Ypsilanti, MI
Project Manager for the rehabilitation of the Ballard Street and Freighthouse municipal parking lots on behalf of the City of Ypsilanti and the Downtown Development Authority (DDA). The project included milling and resurfacing pavement, pavement markings, concrete repairs, utility adjustments, and ADA accessibility improvements. Rachel supported all phases of project delivery, including project scoping, design development, coordination with City and DDA stakeholders, bid phase support, construction administration, contract administration, and project close-out. She served as the primary point of contact between the City, DDA, contractor, and project team, overseeing schedule, budget, quality assurance, and resolution of construction issues to ensure successful completion of the improvements and enhanced accessibility for downtown visitors and residents.

Fire Station Pavement & Retaining Wall Repairs, City of Ypsilanti, MI
Project Manager for the rehabilitation of pavement and retaining wall infrastructure at the City of Ypsilanti Fire Station. Rachel oversaw the project from preliminary evaluation and design through bidding and contractor procurement. Responsibilities included coordinating geotechnical investigations, evaluating retaining wall repair alternatives, developing construction documents and staging plans, assisting with bid administration and contractor selection, and coordinating with City staff and emergency service personnel to minimize operational impacts during construction. Rachel also assisted the

RELEVANT PROJECT EXPERIENCE **CONTINUED...**

City during construction by supporting construction administration activities, reviewing contractor submittals, coordinating responses to field issues, assisting with pay applications and change orders, and helping facilitate project close-out.

Harriet Street Reconstruction (Hawkins Street to Hamilton Street), City of Ypsilanti, MI
Assistant Project Manager / Client Representative for the management and delivery of the ongoing Harriet Street Reconstruction project utilizing MDOT Local Agency Program (LAP) funding. Rachel serves as the primary connection between the City of Ypsilanti and the OHM project team, facilitating communication, coordinating project activities, and ensuring client expectations are incorporated throughout the design process. Her responsibilities include tracking and meeting MDOT LAP milestones, coordinating with utility companies and regulatory agencies, reviewing project deliverables, managing project schedules, and securing required permits and agency approvals. Rachel works closely with the City, MDOT, and the design team to advance the project through design while maintaining compliance with federal and state funding requirements. The project is currently progressing through the design phase.

Harriet Street Reconstruction (1st Avenue to Hawkins Street), City of Ypsilanti, MI
Assistant Project Manager / Client Representative for the management and delivery of the Harriet Street Reconstruction project utilizing MDOT Local Agency Program (LAP) funding. Responsibilities included coordinating project development and design activities, tracking and meeting MDOT LAP milestones and deadlines, assisting with consultant and stakeholder coordination, and supporting overall project delivery. Rachel worked closely with MDOT, the City of Ypsilanti, utility companies, and regulatory agencies to advance the project through the design phase. She also coordinated and secured required permits, assisted with environmental and agency clearances, and helped ensure compliance with federal and state funding requirements. Her involvement contributed to keeping the project on schedule and positioned for successful bidding and construction.

Parkridge Park Softball Field Renovation, Ypsilanti, MI Project Manager / Project Engineer for professional engineering and landscape architecture services to renovate the existing field using industry standards for the new softball field layout. OHM designed a wooden dugout structure to be shown as an alternate in the bidding documents, as well as fencing backstop and an electrical score board.

Parkridge Park Accessibility Improvements, Ypsilanti, MI
Project Manager for survey and design of an ADA compliant 8-foot-wide concrete switchback ramp at Parkridge Park and replacement of concrete at a pavilion utilizing a Community Development Block Grant (CDBG). OHM performed topographic survey, construction staking, construction administration, and construction engineering services during the project.

Border to Border Trail; Frog Island & S. Grove Road, City of Ypsilanti, MI
Client Representative / Project Engineer for the installation of an 8-foot-wide concrete path connecting the Forest Ave Bridge to Riverside Park and providing improved access to a kayak launch area. The project incorporated retaining walls into the existing berm that doubled as a seating area for the soccer field area. The project increased sidewalk width along Grove Street from the Water Street Trail to the B2B pathway, south of I-94.

DDA West Cross Alley Reconstruction, City of Ypsilanti, MI
Project Manager for the expedited reconstruction of the West Cross Alley on behalf of the City of Ypsilanti Downtown Development Authority (DDA) during the COVID-19 pandemic to create a safe and accessible space for downtown businesses and patrons. Rachel worked closely with the OHM design, survey, and construction teams to rapidly advance the project from concept through construction, developing bid documents, soliciting contractor quotes, and facilitating contractor selection on an accelerated schedule.

Alex Hritcu, AICP, NCI

PROJECT MANAGER



Education
- Bachelor of Art and Science in Urban Studies, University of Tennessee - Knoxville, 2005
- Master of Urban Planning, Wayne State University, 2008

Experience
With OHM since 2025
18 years prior experience

Professional Certifications
- American Institute of Certified Planner (AICP), #244133
- National Charrette Institute (NCI)

Professional Affiliations
- American Planning Association
- American Institute of Certified Planners
- National Charrette Institute
- Michigan Chapter of the American Planning Association

Background

Alex is a multidisciplinary planner and leader with experience in urban planning, zoning, and economic development. He has led municipal master plans, zoning ordinance rewrites, parks and recreation master plans, and downtown and corridor strategies across Michigan, Colorado, and Tennessee. Over the course of his career, Alex has worked with over two dozen Main Street and downtown communities, supporting economic development, organizational capacity building, historic preservation, and implementation-focused strategies for local governments, Downtown Development Authorities, and partner organizations. His work frequently integrates land use planning, market-based redevelopment strategies, housing, placemaking, and public engagement to help communities move from vision to action. A member of the American Institute of Certified Planners and the National Charrette Institute, Alex brings a balanced public-private perspective to creating resilient, community driven plans.

Select Relevant Experience

Washtenaw Avenue (M-17) and Planning and Environmental Linkages (PEL), Washtenaw County, MI

Planner on the Planning and Environmental Linkages (PEL) study for Washtenaw Avenue (M-17), I contributed to the preparation and review of project documentation with a focus on accessibility compliance. Specifically, I assisted in developing and refining Alternative Text (alt text) requirements to ensure that visual content met accessibility standards for individuals with visual impairments. This work supported the broader goal of inclusive public engagement and compliance with ADA and Section 508 guidelines.

Nine Mile/Coolidge Intersection Study, Oak Park, MI

Planner on this transportation and land use feasibility study to reimagine the intersection of Nine Mile Road and Coolidge Highway to improve safety, comfort, and connectivity for non-motorized users, as well as a conceptual redevelopment plan for the parcels surrounding the intersection. Using a technical and design driven process, the study established that a road diet along Nine Mile is feasible to increase space for non-motorized users and support a walkable, mixed use development vision for the area. A phased implementation plan was also developed to guide the city in future implementation efforts.

Farmington Master Plan, Downtown Plan, & Parks & Recreation Plan Update, Farmington, MI

Quality Assurance and Technical Expert who served as a quality assurance and technical expert for the Farmington Master Plan and Downtown Plan, ensuring accuracy, consistency, and compliance with planning standards. Provided technical review of design elements, and validated alignment with community goals and regulatory requirements to support a high-quality, actionable plan.

RELEVANT PROJECT EXPERIENCE **CONTINUED...**

Lakeland Highway 70 Corridor Study, Lakeland, TN
Senior Planner who served as Senior Planner for the Lakeland Highway 70 Corridor Study, focusing on downtown development and land use analysis to support future growth projections. Conducted detailed reviews of zoning, land use patterns, and development opportunities to ensure strategic alignment with long-term planning objectives."

City of Ferndale As Needed Planning Services, Ferndale, MI
As Senior Planner Alex Hritcu serves as an as-needed Planner for the City of Ferndale, providing practical planning support and guidance for a wide range of community development needs. Drawing on his extensive experience working with numerous municipalities and downtown districts, Alex assists the City with zoning reviews, development proposals, ordinance updates, and long-range planning efforts. His collaborative approach helps ensure that projects align with local goals while supporting responsible and sustainable growth.

Comprehensive Master Plan for Almont Township, MI*
Project Manager who led the development of the comprehensive long-range land use plan, aligning township growth with infrastructure capacity and public input. Resulting in a plan that balances growth and preservation of agricultural rural areas.

Parks and Recreation Master Plan for Morton Township, MI*
Senior Planner who coordinated public engagement and facility assessments to craft a 5-year parks and recreation strategy supporting state grant eligibility.

Comprehensive Master Plan for Morton Township, MI*
Project Manager who managed all aspects of the township's comprehensive plan, focusing on sustainable land use, housing, and rural preservation.

Comprehensive Master Plan for Antrim Township, MI *
Project Manager who directed the update of the township's master plan with a strong emphasis on farmland protection and managed growth.

Comprehensive Master Plan for Bennington Township, MI*
Project Manager who led the comprehensive land use inventory and updated the township's vision and planning framework to preserve natural features and commercial corridor.

Comprehensive Master Plan for Woodhull Township, MI*
Project Manager who oversaw land use mapping, demographic analysis, and community outreach to guide township development over the next 20 years.

Strategic Planning for the Downtown Development Authority – City of Roseville, MI*
Project Manager who led visioning and strategic initiatives for downtown revitalization and corridor improvement in support of the DDA's long-term goals.

Downtown Development Authority Tax Increment Renewal Plan – City of Gladwin, MI*
Project Manager who prepared the TIF plan renewal including financial projections and updated boundary descriptions to support future infrastructure investment.

Comprehensive Master Plan for Eaton County, MI*
Senior Planner who supported a countywide plan addressing interjurisdictional coordination, growth management, and regional economic development.

Comprehensive Master Plan for the Village of Port Sanilac, MI*
Project Manager who guided the creation of a small-town plan balancing economic development, with historic preservation, developing new housing opportunities and compliance with Michigan Economic Development Corporation (MEDC) Redevelopment Ready Communities (RRC) initiative.

**Work completed prior to OHM Advisors*

Rachel Bush, AICP

LEAD PLANNER



Education
- Master of Urban Planning, Wayne State University, 2022
- Bachelor of Science in Environmental Science, Oakland University, 2018

Experience
With OHM since 2022
1 year prior experience

Professional Certifications
- American Institute of Certified Planners (AICP)

Professional Affiliation(s)
- American Planning Association Member
- Michigan Association of Planning Member

Background

Rachel is a planner with a mission to foster more sustainable, equitable, and engaged communities. Thus far, her work has centered on enhancing transportation systems, developing non-motorized pathways and trails, neighborhood planning, and parks and recreation planning. In addition to her bachelor's and master's degrees, Rachel has received educational specializations in sustainability and agriculture. Prior to joining OHM Advisors, she worked in local government at the city and county level. In working closely with municipal leadership, stakeholders, and community members, Rachel identifies community strengths and aspirations and fosters opportunities for internal and external collaboration. With a diverse customer service background, extensive outdoor experience, strong organizational skills, and an inquisitive mindset, Rachel brings unique perspective to every team.

Select Relevant Experience

Master Plan, Downtown Plan, & Parks & Recreation Plan Update, Farmington, MI
Planner on the update to the City of Farmington's Master Plan, Downtown Plan, and Parks and Recreation Master Plan through an integrated process as the community celebrates its 200th year. With evolving economic opportunities, shifting demographics, and growing infrastructure needs, this is a pivotal moment to pause and envision the future for the next generation. Together, the plans will form an integrated framework that guides development and investment across the city, from neighborhoods to the downtown core to parks.

Delta Township Master Plan, Delta Township, MI
Planner; Supporting an update to Delta Township's Master Plan, including collaboration with Township staff and a steering committee to guide land use decisions. Contributed to a public engagement process to align community priorities and developed a future land use plan with targeted focus areas for transformation that honor the Township's vision and existing character.

Arts Alleys Initiative, Detroit, MI
Planner who designed high-quality maps, project information graphics, community engagement boards, and presentations for the City of Detroit Office of Arts, Culture, and Entrepreneurship to spread awareness and collect community feedback on the proposed transformation of five publicly-owned alleys into arts-centered, activated public spaces.

Nine Mile/Coolidge Intersection Study, Oak Park, MI
Planner on transportation and land use feasibility study to reimagine the intersection of Nine Mile Road and Coolidge Highway to improve safety, comfort, and connectivity for non-motorized users, as well as a conceptual redevelopment plan for the parcels surrounding the intersection. Using a technical and design driven process, the study established that a road diet along Nine Mile is feasible to increase space for non-motorized users and support a walkable, mixed use development vision for the area. A phased implementation plan was also developed to guide the city in future implementation efforts.

Brittany Simmons

PLANNER



Education
- Master of City & Regional Planning, University of Michigan, 2020
- Bachelor of Arts, University of Michigan, 2018

Experience
With OHM since 2023
3 years prior experience

Professional Affiliations
American Planning Association, Member

Background

Brittany is a planner whose place-based, community-driven research and analysis inform strategies that make cities more livable, equitable, and economically vibrant. She draws on diverse experiences in New York City and Detroit, which shape her creative approach to developing thoughtful economic and community development initiatives.

Select Relevant Experience

Washtenaw Avenue (M-17) and Planning and Environmental Linkages (PEL), Washtenaw County, MI

Planner responsible for assisting in the developing a community backed roadway design for Washtenaw Avenue from Carpenter Road in Pittsfield Township to Summit Street in the City of Ypsilanti. The study is looking to identify a future design for Washtenaw Avenue that will improve conditions for all users, build on previous planning efforts, and help catalyze the land use goals of each community through a series of community engagement efforts, public meetings, media outreach, and local governmental agency coordination.

Greater Warren/Conner Neighborhood Framework Plan, Detroit, MI

Planner supporting a neighborhood planning study on the Eastside of Detroit looking to deliver catalytic revitalization recommendations. The planning area surrounds the large Stellantis auto assembly plant and has been subjected to environmental issues for decades. The plan is focused on identifying near and long-term strategies to stabilize the neighborhoods, spur commercial development, improve mobility, and address sustainability and environmental concerns.

Jackson Road Corridor Study, Scio Township, MI

Planner; The Jackson Road Corridor Study resulted in the development of a holistic plan focused on transportation, environmental, and land use recommendations intended to enhance Jackson Road as a community focused commercial corridor. The Study began with an extensive existing conditions analysis, which informed the development of a corridor opportunity framework. Community and stakeholder engagement was utilized throughout the project to refine the draft set of strategies before finalizing the recommendations.

M-59 Corridor Study, Macomb County, MI

Planner; OHM led the development of a high-level framework for the seven communities to focus on over the coming years to help achieve their goals. The plan's recommendations focused on improving the corridor conditions in five focus area, including placemaking and public art, greening of the corridor, non-motorized connectivity, land use and development nodes, and transportation. The specific projects were prioritized based on feasibility, cost, and need with the goal of incrementally improving the corridor over the next decade.

Livonia Mobility Needs Assessment, Livonia, MI

Planner assisting with the development of a transportation network strategy that provides accessibility and connectivity to City destinations, is designed for people, and responds to advances in transportation technology. The study incorporates new mobility strategies such as micro-transit, ride hailing partnerships, electric vehicles, and bike and/or scooter share to help the system increase capacity, services, and connections to regional transit partners.

Francesca Ortisi

GIS ANALYST / PLANNER



Education
- Bachelor of Science in Geography and Sustainable Planning – Environmental & Urban Development, Minor in Geology, Grand Valley State University, 2020

Experience
With OHM since 2020
1 year prior experience

Professional Certifications
Open water SCUBA diving

Professional Affiliations
- American Planning Association, Member
- Michigan Association of Planning, Member

Background

Francesca Ortisi is an interdisciplinary professional working at the intersection of GIS analysis and urban planning, with a specialized focus on transportation and environmental planning. With a foundation in geographic information systems and a deepening role in comprehensive planning initiatives, Francesca brings a systems-level approach to shaping communities—both above and below the surface. Her GIS career spans three years of experience as a GIS Specialist, where she managed utility and municipal datasets, performed data cleaning and spatial analysis, and built interactive mapping tools to support infrastructure and planning decisions. Her work involved interpreting as-builts, maintaining utility system data, and designing clear, accessible maps to support field teams and public-facing platforms. In her role as a planner, Francesca has participated in a range of impactful projects including PEL (Planning and Environmental Linkages) studies, corridor and streetscape plans, transit consolidation efforts, and parks and recreation planning.

Select Relevant Experience

GIS Asset Management Application Development, City of Ypsilanti, MI

GIS Project Specialist who assisted the City of Ypsilanti Department of Public Works with the development and implementation of GIS-based asset management applications within the City's ArcGIS Online environment. Responsibilities included configuring Esri Field Maps and Operations Dashboards for stormwater infrastructure maintenance, developing GIS workflows and databases; supporting user training; and providing ongoing GIS administration and system support. The project improved the City's ability to manage infrastructure assets, track maintenance activities, and support long-term capital planning initiatives.

City of Ypsilanti Stormwater Mapping, City of Ypsilanti, MI (Client: EPIC)

GIS Analyst who assisted with GIS database development, stormwater infrastructure mapping, asset inventory management, and implementation of GIS-based asset management tools for the City of Ypsilanti's stormwater system. Supported field data integration, mapping, and workflow development to improve infrastructure maintenance, regulatory compliance, and long-term capital planning.

Greater Warren/Conner Neighborhood Framework Plan, Detroit, MI

GIS Specialist on Neighborhood Framework Plan focuses on the development of feasible recommendations for the neighborhoods surrounding the Stellantis Jefferson Assembly Plant on the eastside of Detroit. The plan is built on technical analysis and community collaboration to produce a guide for implementing residential improvements, new commercial development, park and open space enhancements, and transportation and mobility updates.

Washtenaw Avenue (M-17) and Planning and Environmental Linkages (PEL), Washtenaw County, MI

Planner responsible for assisting in the developing a community backed roadway design for Washtenaw Avenue from Carpenter Road in Pittsfield Township to Summit Street in the City of Ypsilanti. The study is looking to identify a future design for Washtenaw Avenue that will improve conditions for all users, build on previous planning efforts, and help catalyze the land use goals of each community through a series of community engagement efforts, public meetings, media outreach, and local governmental agency coordination.

Julia Upfal, AICP

PROJECT SPECIALIST



Education
- Master of Urban Planning, University of Michigan, 2015
- Bachelor of Arts in Urban Studies, Wayne State University, 2012

Experience
With OHM since 2026
11 year prior experience

Professional Certifications
- American Institute of Certified Planners (AICP)

Professional Affiliation(s)
- American Planning Association, member since 2015
- American Planning Association, "Women in Planning" Division
- Michigan Association of Planning, member since 2015

Background

Julia Upfal is a Project Specialist at OHM Advisors serving in the Municipal Services Group while also assisting the Planning, Landscape Architecture, Community, Environment (PLACE) Group. In this unique role she draws upon her economic development and planning background to assist both teams and their respective clients. Ms. Upfal brings more than 11 years of experience to her role at OHM Advisors. Her experience includes positions in the public and private sector, as well as time spent with a local economic development organization. She has played a key role in developing action-oriented plans, securing funding and technical assistance, and drafting policies and regulations that help communities achieve their long-term goals.

Select Relevant Experience

Interim Planning Services, Ypsilanti, MI*
Assist the City of Ypsilanti with administrative planning services, development reviews, zoning ordinance amendments, and meeting facilitation on an interim basis to provide continuity during a staff transition. Supported efforts to on-board new City Planner.

2024 Master Plan, Springfield Township, MI*
Project Manager for Master Plan efforts in Springfield Township. Received Vernon Deines Award (Merit) for Springfield Township Master Plan from the Small Town and Rural Planning (STAR) Division of the American Planning Association

2025 Master Plan, Village of Milford, MI*
Project Manager for Master Plan in the Village of Milford. Highlights of this effort included innovative community engagement activities, including a "walk audit" that allowed participants to share location-tagged photos using a GIS mobile application.

2025 Comprehensive Plan Update, Brighton, MI *
Project Manager for the City's Comprehensive Plan Update, including the Master Land Use Plan, Complete Streets Plan, Downtown Plan, Recreation Plan, and a new Housing Plan that met the updated requirements of the Michigan Planning Enabling Act.

2025 Zoning Ordinance Update, Saginaw, MI*
Project Manager for the City of Saginaw's Zoning Ordinance Update. The update included procedural changes to improve the application process, along with enhancements to the form-based code, including the expansion of the City's Mixed-Use Districts.

2024 Streetscape Plan, Village of Ortonville, MI*
Led efforts to develop a streetscape plan for Downtown Ortonville for the Village's Downtown Development Authority. Provided concepts and cost estimates for streetscape improvements following remote and in-person community engagement efforts.

2021 Zoning Ordinance, Chelsea, MI*
As Community Development Director, oversaw a comprehensive update to the City's zoning ordinance, including the creation of new form-based districts with user-friendly formatting and procedural updates to improve application processes.

**Prior to joining OHM Advisors*

Eric Dryer, AICP

TRANSPORTATION PLANNER



Education
- Master of City and Regional Planning, University of Oklahoma, 2013
- Bachelor of Science in Biology, University of Michigan, 2010

Experience
With OHM since 2018
7 years prior experience

Professional Certifications
American Institute of Certified Planners, #029160

Professional Affiliations
American Planning Association, member

Background

Eric is a planner with a passion for improving communities through targeted and coordinated investments. He brings a data and design-driven approach to develop holistic recommendations for community plans and has experience with transportation, land use, parks and recreation, and asset management planning projects.

Recently, Eric has led planning projects around Michigan and Ohio, including the City of Grosse Pointe Park Parks and Recreation Plan, Detroit's Greater Warren/Conner Neighborhood Framework Plan, the Grand Rapids Downtown Parking System Assessment, and the Nine Mile/Coolidge Intersection Streetscape Plan. He has also led transportation, non-motorized, and transit planning studies in Grayling, Lansing, Monroe, Oakland County, Westland, and for the Huron Clinton Metroparks.

Select Relevant Experience

E. Warren/Cadieux Neighborhood Framework Plan, Detroit, MI
Project Manager responsible for managing the plan, which focused on developing strategies within four specific issue areas of the neighborhood: Neighborhood Stabilization, Commercial and Mixed-Use Development, E. Warren Streetscape, and Parks and Open Space. Concepts were developed for each of the focus areas to guide investments in the neighborhood.

Greater Warren/Conner Neighborhood Framework Plan, Detroit, MI
Project Manager for a neighborhood planning study on the Eastside of Detroit looking to deliver catalytic revitalization recommendations. The planning area surrounds the large Stellantis auto assembly plant and has been subjected to environmental issues for decades. The plan focused on near and long-term strategies to stabilize the neighborhoods, spur commercial development, improve mobility, and address sustainability and environmental concerns.

Washtenaw Avenue (M-17) and Planning and Environmental Linkages (PEL), Washtenaw County, MI
Project Manager responsible for developing a community backed roadway design for Washtenaw Avenue from Carpenter Road in Pittsfield Township to Summit Street in the City of Ypsilanti. The study is looking to identify a future design for Washtenaw Avenue that will improve conditions for all users, build on previous planning efforts, and help catalyze the land use goals of each community through a series of community engagement efforts, public meetings, media outreach, and local governmental agency coordination to develop multiple alternative solutions which are being narrowed down to the preferred option for the corridor.

Orchard East Subarea Plan, Monroe, MI
Project Manager responsible for leading a multidisciplinary team in the identification of feasible recommendations to improve the Orchard East neighborhood in Monroe, MI. The team is performing a market analysis and robust engagement to identify opportunities for new residential and retail development, uplift the neighborhood's identity, and attract new residents, while retaining existing community members.

Justin Sprague

ECONOMIC ADVISOR



Education
Bachelor of the Arts in Resource Planning, University of Michigan—Flint, 2004

Experience
With OHM since 2025
25 years prior experience

Professional Affiliations
- Michigan Association of Planning
- American Planning Association
- Michigan Economic Developers Association

Background

Justin Sprague serves as Principal at OHM Advisors. Justin excels in economic development strategic planning, financial incentive support and housing policy and strategy development. With a diverse background as a planner, economic developer, facilitator, and entrepreneur, he offers OHM clients a comprehensive and distinctive approach to their projects. He also has experience supporting private sector development including site selection, incentive negotiations, and consulting clients to navigate the municipal development process. Previously, Justin served as Principal and Vice President for CIB Planning and prior to CIB, as the Director of Business Development at the Flint & Genesee Chamber of Commerce, where he was responsible for business attraction/retention efforts, large site redevelopment, and municipal collaboration projects.

Select Relevant Experience

Master Plan, Downtown Plan, & Parks & Recreation Plan Update, Farmington, MI
Planner for the update to the City of Farmington's Master Plan, Downtown Plan, and Parks and Recreation Master Plan through an integrated process as the community celebrates its 200th year. With evolving economic opportunities, shifting demographics, and growing infrastructure needs, this is a pivotal moment to pause and envision the future for the next generation. Together, the plans will form an integrated framework that guides development and investment across the city, from neighborhoods to the downtown core to parks.

East Lansing Strategic Housing Plan, Market Analysis, & Economic Development, East Lansing, MI
Principal & Project Manager who collaborated with the city to perform a Housing Study, Residential Target Market Analysis (TMA), and Housing Strategic Plan. The comprehensive strategy included stakeholder interviews, staff engagement, coordination with Michigan State University, and a detailed review and analysis of existing city policies, planning efforts, and zoning codes related to housing development and growth within the city.

Farmington Economic Development, DDA/TIF Plan, Master Plan, Farmington, MI
Planner on this project that is the cornerstone and priority redevelopment in the city. The Project involved the demolition of the functionally obsolete and blighted former school building and redevelopment of 53 for-sale attached family townhomes that will add a quality new housing product that is currently unavailable in the area. Services included amending the City DDA TIF and Development Plans as well as creation of policies to allow local project specific TIF support.

Dewitt Market Analysis, Housing Strategic Plan, Dewitt, MI
Principal for team that developed a housing roadmap that assists with housing policy, identifies housing development opportunities, and suggests marketing ideas to support attraction efforts for both new residents and new housing developers. The project involved engagement and facilitation with a volunteer-based steering committee to gain insight into the community, a market tour, stakeholder interviews, and a full review and analysis of existing policy documents.

Sensei Change

COMMUNITY ENGAGEMENT



Diana J. Wong, PhD

LEAD DESIGNER FOR STRATEGIC PLANNING AND FACILITATION PROCESSES; FACILITATE MEETINGS AND MASTER EXECUTIVE COACH

Diana's expertise is in strategy and developing learning programs for improving organizational performance. She earned a PhD in organizational strategy from the University of Massachusetts, Amherst and an MBA in Finance and International Business from Dalhousie University, Halifax. With an extensive international background, Diana focuses on supporting leaders and management teams with strategic planning and meeting facilitation, organization development, leadership development, executive coaching, training and development, cross-cultural competency development and organizational learning systems. Her 25 plus years of consulting encompass industries related to health care, automotive, management consulting, manufacturing, non-profit organizations, and faith-based organizations. Diana is a certified coach in conducting 360 degree feedback with the Hay Group's emotional competency inventory for leadership development to impact performance. She was the President of the ASTD, Ann Arbor chapter from 2005-06 and became a Certified Professional in Learning and Performance by national ASTD in the pioneer cohort.



Wayne R. Millette, EdD

FACILITATOR, EXECUTIVE COACH, AND TRAINING INSTRUCTOR

Wayne offers leadership development and management training to support learning in organizations. He has an EdD in Leadership and Higher Education Administration from the University of Massachusetts, Amherst. His consulting competency centers on communication, diversity management, team building, conflict management, retreat facilitation, and organizational research methods with a global perspective.



Kelly Beattie, MScHROD

SENIOR CONSULTANT AND FACILITATOR, EXECUTIVE COACH, AND TRAINING INSTRUCTOR

In this role, Kelly works with organizations and individuals to help achieve their highest potential. She has over twenty-five years of experience in training and development. She specializes in Crucial Conversations; holding difficult conversations for a positive result including DEI conversations and focus groups. She helps develop new talent and assists with professional growth through mentoring and coaching.

Proposal

MASTER PLAN UPDATE

Ypsilanti, MI

July 17, 2026



Planning NEXT
955 Yard Street
Suite 150
Columbus, Ohio 43212
614.586.1500
www.planning-next.com

In collaboration with
Restorative Economics Group

planning NEXT
moving communities forward

FRONT COVER: Steering Committee from Tuscaloosa, Alabama, providing insight on the future land use map.

Framework Tuscaloosa was the recipient of the 2021 APA Alabama Outstanding Planning Award for a Comprehensive Plan/Large Jurisdiction.

Proposal

MASTER PLAN UPDATE

Ypsilanti, MI

July 17, 2026

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Our Values

We not only work by ours, we live by them too.

Come Together

Collaborate in a positive spirit.

Lean In

Strive to hear and be inspired by others.

Regard and Respect

Consider all ideas and appreciate everyone.

Be Purposeful

Seek understanding rigorously.

Pursue Passionately

Believe what's possible.

Get Results

Find solutions that deliver a promise.



Awards and Recognition

Planning NEXT is consistently recognized for high quality work. The following are recent awards for projects we led or supported.

RECENT STATE

2025 Hoosier Award for Outstanding Comprehensive Plan
INDIANA CHAPTER OF AMERICAN PLANNING ASSOCIATION

Imagine One 85, Wabash County, Indiana

2024 Outstanding Plan Making Award
ST. LOUIS METRO SECTION, MISSOURI CHAPTER OF AMERICAN PLANNING ASSOCIATION

We Make U City, University City, Missouri

2024 Pioneer Award
KANSAS CHAPTER OF AMERICAN PLANNING ASSOCIATION

FrameworkOP, Overland Park, Kansas

2024 Meadowlark Award
KANSAS CHAPTER OF AMERICAN PLANNING ASSOCIATION

FrameworkOP, Overland Park, Kansas

2024 William C Habig Collaborative Achievement Award
MID-OHIO REGIONAL PLANNING COMMISSION

FRAMEWORK, Licking County, Ohio

2023 Outreach and Communication Award for The Vibrant Communities of Elkhart County
INDIANA CHAPTER OF AMERICAN PLANNING ASSOCIATION

Vibrant Communities, Elkhart County, Indiana

2022 Outstanding Outreach and Communication
INDIANA CHAPTER OF AMERICAN PLANNING ASSOCIATION

Vibrant Communities, LaPorte County, Indiana

2021 Outstanding Planning Award for a Comprehensive Plan / Large Jurisdiction
ALABAMA CHAPTER OF AMERICAN PLANNING ASSOCIATION

Framework, Tuscaloosa, Alabama

RECENT NATIONAL

2025 Vernon Deines Award of Honor for a Comprehensive Plan/Large Jurisdiction
AMERICAN PLANNING ASSOCIATION SMALL TOWN AND RURAL DIVISION

2024 Comprehensive Plan, Fairfield County, Ohio

2025 John Keller Award of Merit for a Planning Initiative
AMERICAN PLANNING ASSOCIATION SMALL TOWN AND RURAL DIVISION

FRAMEWORK, Licking County, Ohio

2023 Award of Merit for a Comprehensive Plan/Small Jurisdiction
AMERICAN PLANNING ASSOCIATION COUNTY PLANNING DIVISION AND NATIONAL ASSOCIATION OF COUNTY PLANNERS

Imagine One 85, Wabash County, Indiana

2022 Award of Merit for a Special Project /Large Jurisdiction
AMERICAN PLANNING ASSOCIATION COUNTY PLANNING DIVISION AND NATIONAL ASSOCIATION OF COUNTY PLANNERS

Age-Friendly Strategic Plan, Summit County, Ohio

2022 Award of Honor for a Comprehensive Plan /Small Jurisdiction
AMERICAN PLANNING ASSOCIATION SMALL TOWN AND RURAL DIVISION

Envision Lebanon, Lebanon, Ohio

State APA recognition in the past 15 years:
Alabama 2021, 2020, 2018, 2017, 2015, 2011
Georgia 2018
Indiana 2025, 2018, 2016, 2015
North Carolina 2020
Ohio 2021, 2017, 2009
South Carolina 2016, 2010
Virginia 2019
Missouri 2024
Kansas 2024

planning NEXT

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July 17, 2026

Joe Meyers, Director of Community Services
City of Ypsilanti, Department of Community Services
One South Huron Street
Ypsilanti, MI 48197

Re: Proposal, Master Plan Update, the City of Ypsilanti, Michigan

Dear Mr. Meyers:

Thank you for the opportunity to submit our proposal for the City of Ypsilanti's Master Plan Update. We are excited about the opportunity to partner with the City on this important effort. The plan update will build on the City's strong foundation by bringing together technical analysis and community input into a cohesive vision that guides future decisions and investment. Our approach is centered on collaboration, thoughtful analysis, and practical implementation. Highlights of our proposal include:

Serving as a true partner to City staff... We understand that the City has already laid a strong foundation for public engagement and has an experienced communications team that will contribute meaningfully to outreach efforts. Rather than duplicating those efforts, our role is to work shoulder-to-shoulder with City staff—supporting engagement where appropriate while focusing our expertise on synthesizing input, interpreting data, facilitating key discussions, and developing a master plan that reflects the community's priorities. Throughout the process, we will maintain close coordination with staff to ensure a seamless and collaborative partnership.

Turning information into insight... Ypsilanti has an abundance of data and institutional knowledge. We have a strong record of helping communities beyond collecting information to understanding what it means. We combine technical analysis with community input to identify trends, explain their implications, and translate complex issues into meaningful policy direction. Whether evaluating housing dynamics, economic conditions, infrastructure needs, or neighborhood change, our recommendations are grounded in evidence and focused on helping move the community forward and serving as a tool for the future.

Creating a plan people will use... We understand the City's desire for a master plan that is more visual, concise, and user-friendly than previous plans. Our team is experienced in creating engaging, graphically rich documents that communicate complex ideas clearly without sacrificing substance. The final plan will be organized to serve elected officials, staff, residents, developers, and community partners alike as an accessible decision-making tool rather than a document that sits on a shelf.

Grounded in Michigan planning practice... Our team brings extensive experience preparing master plans throughout Michigan and the Midwest and is well versed in the requirements of the Michigan Planning Enabling Act and the Michigan Zoning Enabling Act. We understand how to balance statutory requirements with innovative planning practices, producing plans that are legally sound, implementable, and reflective of each community's unique aspirations.

We look forward to the opportunity to help shape what's next for Ypsilanti.

Sincerely,

Sarah Bongiorno

Sarah Bongiorno
Principal + Owner
sarah@planning-next.com

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1. FIRM PROFILES

This section describes the experience of our Team in performing services in similar size and scope to those listed in the RFP.

planning NEXT

planning-next.com

955 Yard Street
Suite 150
Columbus, OH 43212

Professional Services

Pre-Planning

Visioning + Strategic Planning

Comprehensive Planning + Urban Design

Community Engagement

Visual Communication

Implementation Support

Select Citywide Plans

- Alexandria, OH Comprehensive Plan
- Ashtabula, OH Comprehensive Plan
- Carbondale, IL Comprehensive Plan
- Centerville, OH Comprehensive Plan
- Chattanooga, TN Comprehensive Plan
- Grand Rapids, MI Community Master Plan
- Liberty Township, OH Comprehensive Plan
- Millcreek Township, OH Comprehensive Plan
- Overland Park, KS Comprehensive Plan
- Plainfield, IN Comprehensive Plan
- Suffolk, VA Comprehensive Plan
- Swarthmore, PA Comprehensive Plan
- Tuscaloosa, AL Comprehensive Plan & Zoning Update
- University City, MO Comprehensive Plan

Women Owned Business

Planning NEXT is proud to have women as two of the four owners of our practice.

Planning NEXT is a multidisciplinary community visioning and planning practice that brings people together for a shared sense of purpose and place. Some keys to our success:

Create an enduring place. Community character sets a place apart, incites loyalty, and attracts business and growth. It draws people to call a place "home." Every community has it; but not every community knows how to manifest it. We help communities understand and embrace their physical character. Then we create a character-enhancing plan rooted in quality development.

Invite genuine participation. When it comes to a community's future, most agree that community members should have their say. The problem, though, is getting a broad and fair representation—and then deciding what to do. We attract participation from a cross-section of community members, including those typically not involved in planning efforts, and ensure that involvement is a real choice to be excited about.

Manage the effort. Every project brings its share of complexity. Whether engaging diverse stakeholders, dealing with budgetary constraints, coordinating the efforts of multiple jurisdictions, or all of these at once, we're known for skillfully facilitating, managing, and bringing together personalities, ideas, and possibilities into a single, actionable plan.

Communicate clearly. True understanding and acceptance are always more favorable than superficial buy-in or forced resignation. That's why we believe in integrating insight into even the most complex planning issues. We help stakeholders make informed decisions about potential solutions while promoting dialogue and open communication among internal and external audiences.

Cultivate understanding. For real impact, a plan needs to include a strategic communications effort that informs and inspires. We help to express the plan in a way that empowers participants and encourages community-wide support. From marketing material to web sites to social media, we leverage graphic design and collateral to educate stakeholders about the process while building emotional attachment to the plan.

Advance prosperity. Planning is about getting results. From the initiation of a project, we are focused on implementation. To get there, it takes envisioning what is possible, engaging at the grassroots and leadership levels, affirming direction, and developing a realistic action plan with clear implementation steps. To the extent a community's prosperity is improved—individuals, business, institutions, and government—so much else is possible.

Restorative Economics Group

Restorative Economics Group conducts applied research and evaluation to support government entities, nonprofits, workforce organizations, economic development agencies, and local leaders to better understand how to best invest in their region through evaluating economic opportunity, workforce needs, and regional economic trends. We combine robust research methodologies and stakeholder engagement to generate actionable insights that support informed decision-making.

Our core services include economic and workforce development research, program evaluation, economic impact analysis, labor market and workforce studies, and qualitative analysis of stakeholder engagement. Through community-informed and data-driven approaches, we help clients understand both system-level trends and resident lived experiences to identify opportunities for more effective programs and investments. Current projects within the firm include:

- **Economic Development Research:** Assessing broad-based outcomes and regional engagement strategies within NSF Engines initiatives to identify lessons for innovation-driven economic development in North Carolina and Florida;
- **Workforce Strategic Research:** Co-leading a citywide research initiative examining the experiences and support systems for opportunity youth in Detroit;
- **Industry-Community Research:** Conducting research on manufacturing workforce challenges and community support systems to identify opportunities for strengthening workforce resilience and employer engagement in Michigan; and
- **Economic Impact Research:** Surveying attendees of the Upper Peninsula Championship Rodeo to assess the economic impact of the event for organizers and local leaders.
- **Restorative Entrepreneurship Intensive:** A 12-month learning program for leaders of entrepreneurial services to implement trauma-informed and restorative practices into their business support programs.

2. PROJECT EXAMPLES & REFERENCES

The following projects illustrate our ability to partner effectively with municipal staff, synthesize complex technical information into meaningful planning direction, facilitate equitable and context-sensitive public engagement, and produce visually compelling, implementation-oriented plans. While each community is unique, these examples reflect our experience addressing many of the same planning challenges facing Ypsilanti, including reinvestment in established neighborhoods, housing and demographic change, coordination with anchor institutions, economic development, and the preparation of master plans that serve as practical decision-making tools for elected officials, staff, and the community.

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Bridge to Our Future

CITY OF GRAND RAPIDS, MICHIGAN / PLANNING NEXT

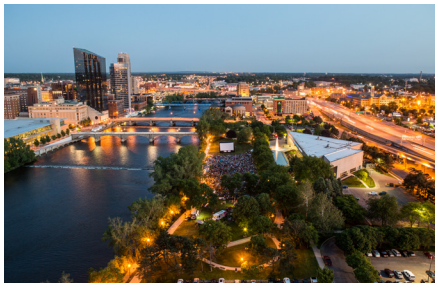
REFERENCE

Kristin Turkelson, AICP, LEED GA
Planning Director
City of Grand Rapids, MI
kturkelson@grand-rapids.mi.us
(616) 456-3760

Adopted in 2024
Scope of Service: Community Master Plan

Link to Bridge to Our Future Plan

BRIDGE TO OUR FUTURE
GRAND RAPIDS
COMMUNITY MASTER PLAN



As the second largest city in Michigan, Grand Rapids is thriving, and its growth is not slowing. In the past, the city has had major success with creating and implementing quality plans and initiatives in order to shape their future. With limited land to develop and an increasing need for housing within the City, now is the time to focus and be more intentional with future development. Therefore, the City has selected Planning NEXT to lead a multi-disciplinary team of experts to synthesize previous planning efforts and integrate new ideas and priorities that will warrant more equitable results.

Connecting to hard-to-reach communities. In tandem with our partner Sidewalk Detroit, a unique element of the Bridge to our Future engagement approach was developed: the Community Connectors. These 20 individuals were identified through a rigorous vetting and interview process and are tasked with going out into the neighborhoods to meet people where they are. The intention is to lower the barriers and allow for community members to engage, voice their opinions , and contribute to the future of their city. For the first round of public engagement, Community Connectors held a "Meeting-in-a-Box", where they gathered small groups to discuss the future of the city. In the second round of engagement, these Connectors will facilitate "Walk-and-Talk Workshops", which consist of storytelling in order to capture history, taking stock of current community conditions, and envisioning the City's future.

Uncovering uncommon key issues. While typical aspects of a Community Master Plan revolve around land use, transportation, housing, and the like, the City of Grand Rapids is looking forward to addressing nontraditional issues within the scope of the Plan as well. These focus areas include advancing equity across all aspects and areas of the community, improving public safety as it relates to the built environment, promoting environmental justice and health, and addressing climate change mitigation and adaptation.



PLAN Carbondale Comprehensive Plan

CITY OF CARBONDALE, ILLINOIS

Carbondale is an eclectic urban center nestled within the natural environment of Southern Illinois. Since the adoption of the 2010 comprehensive plan, the community experienced population decline while also demonstrating a commitment to its own unique cultural identity. With significant focus on improving downtown, a commitment to supporting an arts and music scene, the City engaged Planning NEXT to create a new comprehensive plan that will be a catalyst for positive momentum and celebrating all that makes Carbondale special.

Capitalizing on location. Carbondale is surrounded by stunning natural landscapes, including scenic lakes, the Shawnee National Forest, and a wealth of recreational opportunities. As the gateway to the Shawnee Hills Wine Trail, Carbondale stands as the cultural hub of the region. The planning process is focused on promoting Carbondale as the center of entertainment and culture in Southern Illinois while highlighting its proximity to natural amenities. Targeted actions aim to enhance the City's navigability and appeal, attracting both residents and visitors alike while generating Carbondale's reputation as a vibrant and dynamic destination.

Focusing reinvestment. Often regarded as the "Capital of Southern Illinois," Carbondale is home to the regional economy that leverages its central location to support a thriving workforce and businesses of all sizes. The plan emphasizes reinvestment in underutilized areas, focusing on redevelopment rather than extending infrastructure or annexing new land. Creative and intentional land use strategies support a variety of accessible, attractive, and welcoming spaces, targeting employment opportunities and providing fiscal benefit to the city.

Partnering with the University. Carbondale's community is greatly enhanced by Southern Illinois University (SIU), nationally recognized for its excellence in education, research, and athletics. Beyond serving students and faculty, SIU offers numerous opportunities for the broader community to engage with its resources. Many members of its active alumni base are also deeply committed to the community. The plan is being used as a launching pad for a new partnership with SIU, SIH Memorial Hospital, and other community partners to improve housing stock, rejuvenate downtown, and quality of place improvements.

REFERENCE

Molly Maxwell, AICP
Senior Planner
City of Carbondale, IL
200 S. Illinois Avenue, Carbondale, IL 62901
(618) 457-3233
mmaxwell@carbondaleil.gov

Adopted in 2025
Scope of Service: Comprehensive Plan
Link to PLAN Carbondale





PLAN CARBONDALE
Our Community. Our Future.



Form Jackson Master Plan

CITY OF JACKSON, MICHIGAN

REFERENCE

John O'Connor
Director of Planning and Zoning
City of Jackson, Community Development Department
161 W. Michigan Avenue, Jackson, MI 49201
(517) 768-6426

Status: In Progress
Anticipated Plan Completion: February 2027





Selected to prepare the City of Jackson's first Master Plan update since 2016, Planning NEXT is leading a community-driven process to establish a shared vision for the City's future. The plan will provide a strategic framework to guide land use decisions over the next 15 years, building on recent City investments and complementary initiatives such as 100 Homes and other ongoing community efforts. This approach delivers a planning process that is inclusive and responsive to the City's needs.

Grounding land use decisions in data and community priorities. Form Jackson will translate community aspirations into a clear framework for growth, reinvestment, and conservation. The plan will identify where investment, redevelopment, or preservation is most needed by integrating public input with technical analysis of development patterns. This approach ensures the conceptual development strategy is grounded in current conditions while reflecting the community's vision for Jackson's future.

Knowing the community. Our Team's work on the Drive Jackson Strategic Plan created a strong foundation of knowledge about Jackson's history, character, opportunities, and community priorities. This allows Form Jackson to build on existing momentum, connecting past visioning efforts with a comprehensive framework that protects community character while identifying opportunities for growth and transformation.

Innovative and inclusive engagement techniques. Form Jackson's engagement approach is designed to make participation accessible, meaningful, and representative of the broader community. Through "community conversation kits," pop-up outreach and events, and online engagement – with residents, businesses, community partners, youth, and other key voices – the Team will build a shared understanding of Jackson's challenges and opportunities to shape a collective vision for the city's future.

3. RESUMES

This section identifies key team members who will work on the project, past project experience, and field of expertise for each Team member.



Education

- Masters in Architecture & Urban Design, Columbia University
- Bachelors of Architecture, Ball State University

Certifications and Licenses

- Workshop Training: Poverty Race Class & Cultural Bias
- NCI Charrette System, National Charrette Institute

Affiliations

- American Planning Association

Speaking

- 2026 Ohio City & County Management Association [The Big Picture: Bringing Your Community's Future Into Focus]
- 2026 Mid-Ohio Development Exchange [Dashboards and Metrics]
- 2025 APA Central Ohio Planning and Zoning Workshop [The Big Picture: Bringing Your Community's Future Into Focus]
- 2024 Ohio-Kentucky-Indiana Regional Planning Conference [Does it have to be so difficult? Rethinking public engagement in a polarized world]
- 2023 APA Miami Valley Planning and Zoning Workshop [Choose Your Own Adventure with Strategic Planning!]
- 2022 APA Central Ohio Planning and Zoning Workshop [Want Equity? Start with "Age Friendly"]

Sarah Bongiorno

PRINCIPAL / PLANNING NEXT - PRINCIPAL IN CHARGE

Sarah's at the heart of our firm's people-first approach, both operationally and in our client collaboration initiatives. She's an inspiring and approachable leader who looks beyond the ordinary to find and implement next-level ideas. Both purposeful and passionate, Sarah's known for digging deep and asking the right questions, inciting all of us (herself included) to act in the best interests of our clients, our firm, and our industry.

Relevant project experience includes:

- **Bridge to Our Future,** a community master plan for the City of Grand Rapids, MI;
- **Form Jackson,** a master plan for the City of Jackson, MI;
- **Drive Jackson,** a 20 year vision and strategic plan for Jackson County, MI;
- **Ridgeville Ready!** a master plan for the City of North Ridgeville, OH;
- **Go North Olmsted,** master plan for the City of North Olmsted, OH;
- **Anderson Tomorrow,** engagement for a comprehensive plan for Anderson Township, OH;
- **What's Next Davidson,** engagement for a comprehensive plan for Davidson, NC; and
- **Imagine Westerville,** community plan and area plans for the City of Westerville, OH.

In addition to her work with Planning NEXT, Sarah has served as an adjunct faculty member of the Knowlton School of Architecture at The Ohio State University. She also served on several committees for the Center for Architecture and Design including Design Week[s] and coordinated the Center's Camp Architecture youth program. Sarah is certified in the NCI Charrette System by the National Charrette Institute. Sarah holds a Masters of Science of Architecture and Urban Design from Columbia University and a Bachelors of Architecture from Ball State University.



Education

- Masters of Urban & Regional Planning, University at Buffalo
- Bachelors of Political Communication, The George Washington University

Certifications and Licenses

- American Institute of Certified Planners (AICP)

Affiliations

- American Planning Association

Speaking

- 2026 APA National Planning Conference [Bridging the Divide: Turning Gaps into Engagement]
- 2024 Michigan Association of Planning Annual Conference [Bridge to Our Future: Connecting to Communities]

Emily Hays, AICP

SENIOR PLANNER / PLANNING NEXT - PROJECT MANAGER, TECHNICAL LEAD

Emily is a remarkable planner who knows that innovative planning goes beyond big-picture thinking—it's an invitation to help community leaders and citizens co-create what's next. In addition to a clear, systematic perspective of land use and transportation planning, she has strong experience in and across both disciplines for some of the nation's most vibrant cities. Moreover, Emily is exceptional at identifying opportunities and contextualizing concepts to make the future relevant to the here and now. She is a detail oriented leader who has experience managing the complexities of projects from start to finish.

Relevant project experience includes:

- **Bridge to Our Future,** a community master plan for the City of Grand Rapids, MI;
- **Form Jackson,** a master plan for the City of Jackson, MI;
- **Plan Chattanooga,** a comprehensive plan and area plans for the City of Chattanooga, TN;
- **Suffolk 2045,** a comprehensive plan for the City of Suffolk, VA;
- **Selma Now,** a strategic investment plan for the City of Selma, AL; and
- **Ridgeville Ready!** a master plan for the City of North Ridgeville, OH.

Before joining Planning NEXT, Emily built a national repertoire having worked for the City of Portland, Oregon, where she contributed to implementation of the city's urban design vision, and at an architecture firm in Portland, further enhancing her expertise in community development. Most recently, Emily served with the Department of Transportation in Fairfax County, Virginia. Both places are known for their strategic efforts to manage the built environment to enhance quality of life for their residents.



Ethan Lower

PLANNER / PLANNING NEXT - PROJECT SUPPORT

Ethan is a planner who starts with questions and isn't afraid to sit in the gray areas to find the best answers. With a background in local government, he brings a thoughtful, policy-minded approach to every project, along with a genuine curiosity about how places work—and how they can work better. Ethan is the kind of planner who will Google Maps a new place, learn its politics and pressures, and figure out what makes it tick. He's a thinker who knows when to lean in, dig in, or simply listen.

Relevant project experience includes:

- **Form Jackson,** a master plan for the City of Jackson, MI
- **Drive Jackson,** a strategic plan for the Chamber of Commerce of Jackson County, MI;
- **Our Gahanna,** a strategic plan for the City of Gahanna, OH; and
- **The Future of Agriculture,** an economic development plan for Pickaway County, OH.

At Planning NEXT, Ethan works across research, writing, mapping, and engagement, getting up to speed quickly, making sense of complexity, and building the kind of relationships that make hard work feel collaborative. For Ethan, planning is part strategy, part storytelling, and always a chance to help communities move forward with purpose.

Education

- Master of City and Regional Planning, The Ohio State University
- Bachelor of Arts in Political Science, Kent State University

Affiliations

- American Planning Association

Recent Speaking

- 2026 Thesis Defense [The power to change: Resident-led revitalization in the Kenmore neighborhood of Akron, Ohio]



Education

- PhD, International Economic Development, University of Southern Mississippi
- Masters in International Relations, University of Chicago
- Bachelors in Journalism & Political Science, John Brown University

Recent Speaking

- 2026 Main Street Collective [Mental Health for Entrepreneurs: An Honest Conversation]
- 2025 Inclusive Capital Summit [Trauma-Informed Entrepreneur Support Models: A Recipe for Inclusive Growth]
- 2024 NEI Detroit Worktable [Inclusive Entrepreneurship Workshop]
- 2024 Urban Manufacturing Alliance Detroit Convening [Start from Where You Are: Foundations for an Equitable Workforce Program]
- 2024 National Economic Resilience Forum: Adapting Economies to Thrive in a Changing World at Argonne National Lab [Perspectives on Resilience Across the Nation]
- 2024 Good Jobs Challenge Community of Practice Convening [Three Spheres of Equity in Workforce Development Programs]
- 2024 NADO & DDAA Washington Conference [Equity and Place-based Economic Development]
- 2023 National Associations of Development Organizations Annual Training Conference [Reflections on Year One of American Rescue Plan Investments Supporting Workforce and Equity]

Dr. Sarah Crane

EXECUTIVE DIRECTOR / RESTORATIVE ECONOMICS GROUP - ECONOMIC DEVELOPMENT ADVISOR

Sarah brings a research-driven and human-centered approach to her work at the intersection of equitable economic growth, restorative practices, and community well-being. As a researcher, she is known for asking thoughtful questions and translating complex ideas into actionable strategies that support communities, businesses, and organizations. Her work bridges economic development, workforce systems, entrepreneurial pathways, trauma-informed care, and restorative approaches, with a focus on understanding how people and places can thrive. Both analytical and compassionate, Sarah is committed to advancing research and practice that foster more inclusive, restorative, and resilient economic systems.

Relevant project experience includes:

- **Strategic Data to Inform Decision Making,** analysis of economic data for the City of Kalamazoo
- **Detroit Opportunity Youth Strategic Data Initiative,** research and strategic interventions to improve OY services and data in Detroit
- **Small Business Programming Evaluation,** a comprehensive quantitative and qualitative analysis of programs in Kalamazoo for United Way
- **Manufacturing Ecosystem Engagement & Workforce Strategy,** a toolkit on strengthening EV manufacturing that centers community and workers in Michigan
- **Investigating Regional Engagement and Broad-Based Outcomes of Tech-Based Economic Development,** an NSF-funded report focused in Central Florida and North Carolina
- **An Inclusive Entrepreneurial Support Framework: A trauma-informed care approach to supporting entrepreneurs,** developed for entrepreneurial support organizations to improve inclusive pathways*
- **Best Practices of Equitable Economic Growth Within ARPA Programs,** research on 53 national workforce and economic development programs, representing $1.5 billion in funding*

In addition to her work at Restorative Economic Group, Sarah teaches an experiential-based course at the University of Michigan Program in the Environment. She also recently taught economic courses in Jackson College's Correctional Education Program (CEP) at the Parnall Facility in Jackson, Michigan.

*Completed prior to joining Restorative Economics Group

4. SCOPE OF WORK

This section includes a proposed scope of work organized by the tasks presented in the RFP. It is assumed that a final scope of work will be developed in coordination with Staff.

Assumptions

The proposed scope of work is based on the following assumptions.

1. This process is designed to produce an update to the City of Ypsilanti's Master Plan. The process will analyze the implementation of the existing plan and reflect the community's progress and new priorities that have emerged. The new Master Plan will incorporate recent planning initiatives and other related plans to ensure a coordinated and cohesive citywide vision.
2. The Team will work collaboratively with Staff throughout the planning process. Staff will lead much of the communications and community engagement effort, while the Team will provide technical planning expertise, facilitate key discussions, synthesize community input, interpret existing data, and prepare the Master Plan document. This collaborative approach builds upon the City's strong internal capacity while allowing the consultant team to focus on the planning activities where it adds the greatest value.
3. The process will be community-driven, ensuring the plan reflects the values, aspirations, and priorities of Ypsilanti residents, businesses, and institutions. The Team will work closely with Staff to ensure community perspectives are effectively synthesized and reflected throughout the Master Plan.
4. Existing plans, projects, studies, and data from the City will inform the analysis for the plan. This information will be provided to the Team by Staff.
5. The Team will provide recommendations that guide Ypsilanti's growth and redevelopment over the next 20 years, positioning the City as a thriving, resilient, and equitable community. This will include an equity-centered implementation strategy with clear, actionable steps across land use, housing, mobility, sustainability, and community investment.
6. The process has been designed to be completed within sixteen (16) months from the date of contract execution, commencing August 2026 and concluding with plan adoption in November 2027.

Definitions

"Team" refers to the consulting Team members from Planning NEXT and Restorative Economics Group.

"Staff" refers to relevant members of City of Ypsilanti staff who will work with the Team throughout the planning process.

Approach

The following approach outlines the Team's proposed tasks to prepare the City of Ypsilanti Master Plan Update through meaningful community engagement, solid technical analysis, and actionable implementation strategies.

The project is organized into six components.

A. Existing Conditions and Data Analysis

B. Community Engagement

C. Vision, Goals, and Policy Framework

D. Future Land Use Plan and Mapping

E. Implementation Strategy

F. Final Plan Preparation

Task A: Existing Conditions and Data Analysis

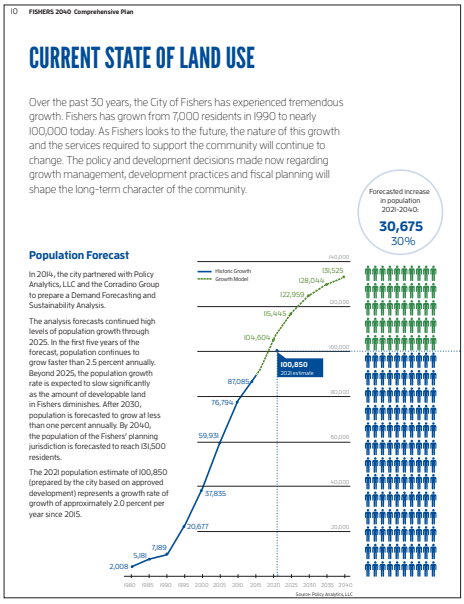
This component represents the primary focus of the consultant team's effort. Building upon the City's extensive existing data, plans, and institutional knowledge, the Team will interpret trends, identify opportunities and challenges, and translate technical information into clear planning direction.

A.1 Conduct kick-off and tour. The Team will organize a kick-off meeting with Staff. The primary focus of this meeting will be to discuss the existing master plan's successes and shortcomings, and to review and discuss other previous plans, practices, and studies to identify relevant topics and items that should be considered as part of this planning effort. This meeting will also be used to establish key milestones, deliverables, and communication protocols for the project. Staff will also lead the Team on a tour of the city.

A.2 Conduct demographic and economic conditions analysis. The Team will analyze population trends, housing, employment, and economic indicators using recent data sources, including the American Community Survey and locally available datasets. The analysis will identify patterns of equity and disparity across Ypsilanti's neighborhoods, establish a candid data-driven baseline for equity-centered goal setting, and identify key trends, opportunities, and challenges facing the community.

A.3 Conduct land use analysis. In accordance with the Michigan Planning Enabling Act and Michigan Zoning Enabling Act, the Team will conduct an evaluation of existing land use patterns and their relationship to the City's zoning framework. The analysis will identify how current land uses align with, or diverge from, the adopted zoning ordinance and map, highlighting areas where adjustments may be warranted to achieve greater consistency and support future development goals.

A.4 Conduct supplemental analyses to inform the Master Plan. The Team could complete additional analyses — including housing affordability, mobility, sustainability and climate resilience, historic preservation, public health and safety, arts and culture, parks and open space, and other topics discovered



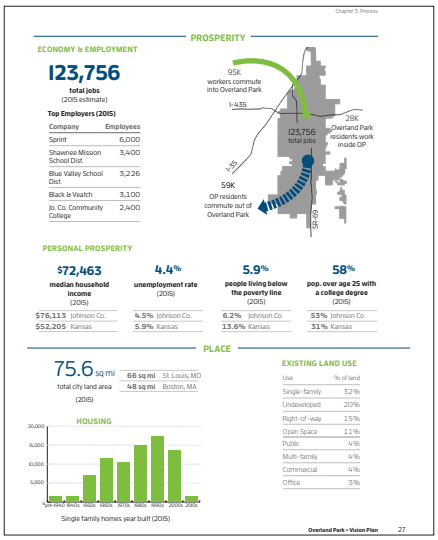
Making Data Accessible

The Team presents key data and information to the public in an easily digestible format as part of an education campaign.

through public participation and initial existing conditions. This work will draw on available data and previous studies to identify key needs, opportunities, and challenges across all topic areas identified in the RFP scope. These findings will support the vision, goals, policy framework, future land use recommendations, and implementation strategy.

A.5 Review existing plans and regional context. The Team will review the previous Master Plan and related planning efforts to assess implementation progress, identify initiatives undertaken since adoption, and evaluate the continued relevance of existing recommendations. The audit will document completed actions, ongoing projects, and outstanding priorities to inform targeted updates and ensure the updated Master Plan reflects current conditions, investments, and community objectives.

A.6 Present existing conditions and data analysis. The Team will present the findings from the existing conditions analyses, synthesizing data maintained by the City and other relevant sources. The findings will highlight key trends, opportunities, challenges, and implications for the Master Plan update through concise narrative, clear graphics, and meaningful interpretation. The resulting document will provide an accessible foundation for community discussion, visioning, and policy development.



Conditions and Trends Reports
The Team synthesizes demographic, economic, land use, and community data into engaging, accessible formats that reveal how the community is evolving and what those trends mean for the future. Through compelling graphics, mapping, and clear storytelling, these deliverables identify key opportunities and challenges while establishing a shared foundation for community dialogue, goal setting, and policy development.

Task B: Community Engagement

This component includes the design, promotion, facilitation, and documentation of two multifaceted rounds of public engagement and regular meetings with the Steering Committee. Recognizing the City's strong internal capacity for community outreach and communications, the Team will work closely with Staff to support engagement to ensure it is inclusive, accessible, and meaningfully integrated into the planning process. It will be conducted concurrently with Tasks A, C, and D as shown on the proposed timeline.

B.1 Establish Steering Committee. The Team will work with Staff to form a Steering Committee to oversee the process, guide community engagement, and review plan content. This group should be representative of the broader community interests and include individuals that are diverse demographically, geographically, and civically. The Steering Committee will be an extremely important component of the process. The Team will prepare materials to guide staff in Steering Committee selection, including a job description, online application form, and diversity matrix.

B.2 Facilitate Steering Committee meetings (1–8). The Team will facilitate all meetings with this group, and prepare necessary materials (agendas, presentations, hand-outs, etc.) in coordination with Staff. The first meeting with the Steering Committee will focus on review of the scope and schedule, the identification of preliminary opportunities and issues, and helping with the development of the communications and outreach plans. The Team will facilitate up to seven additional Steering Committee meetings (in-person or virtual) throughout the process. Meetings conducted in advance of public engagement opportunities will be focused partially on preparation for engagement. Other meetings will be used primarily to discuss key elements of the analysis, development of the plan's recommendations, and the draft and final plan documents.

B.3 Support public engagement Round 1. The Team will collaborate with City Staff to support the first round of community engagement. Recognizing the City's established communications program and existing engagement efforts, Staff will lead overall outreach coordination, promotion, and event logistics, while the Team will develop engagement materials, facilitate selected activities, document input, and synthesize findings into planning recommendations. Consistent with the project timeline, Round 1 will include:

- Neighborhood listening sessions hosted across Ypsilanti's distinct neighborhoods
- Pop-up engagement at community events, local businesses, and public gathering places
- An online survey available throughout the engagement period
- A community video series developed by Staff to build awareness and participation

Design. The Team will work with Staff to design the details for the engagement, including specific input gathering activities, as well as the creation of meeting materials. Staff will help with meeting location logistics.

Promote. City Staff will lead promotion, communications, media coordination, and community outreach. The Team will prepare graphics, presentation materials, meeting displays, and other planning content to support Staff's communications efforts as needed.

Facilitate. The Team will facilitate selected workshops, discussions, and stakeholder conversations, while supporting Staff-led engagement activities as appropriate. The exact mix of consultant- and staff-led events will be refined during project initiation.

Document. The Team will compile community input from all engagement activities, including City-led events, identify major themes and priorities, and translate those findings into planning recommendations.



Engagement Design
The Team brings experience designing inclusive, interactive engagement processes that connect community input to meaningful planning outcomes. We develop creative engagement activities, accessible materials, and targeted approaches that encourage participation, generate actionable insights, and support informed decision-making.

B.4 Coordinate stakeholder and commission engagement. The Team will support Staff in facilitating engagement with stakeholder groups and City boards and commissions. The Team will work with Staff to generate a list of stakeholders that would be interested in contributing to the planning process. Interviews will provide an opportunity to learn more about community concerns, strengths, and strategies at a greater level of detail.

B.5 Conduct City Council interviews and Staff work session. The Team will conduct one-on-one interviews with City Council and a work session with City Staff in order to gain knowledge of community issues that the City wishes to address in the planning process.

INTERACTIVE APPLICATIONS AND DATA VISUALIZATION

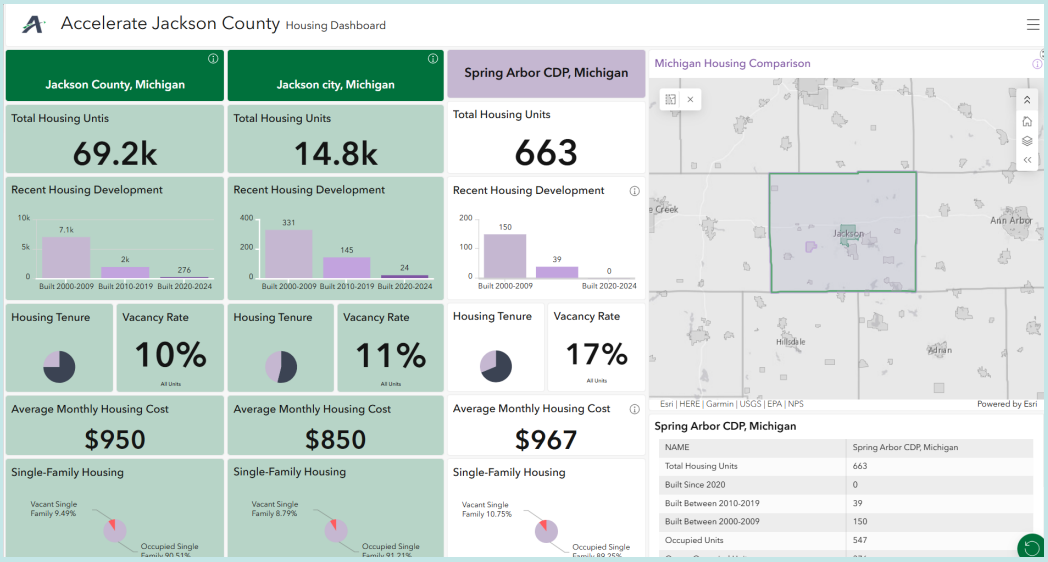
Planning NEXT knows that good planning starts with good data, but data only matters if people actually understand the implications and put it into practice. That's why we build interactive dashboards using ArcGIS that give communities ongoing, real-time access to the data shaping their future.

1. Comprehensive data
Showcase demographic trends, land use patterns, key indicators, and more. Staff, elected officials, residents, and stakeholders can all explore the same information, dive into the topics that matter most to them, and watch it evolve over time.

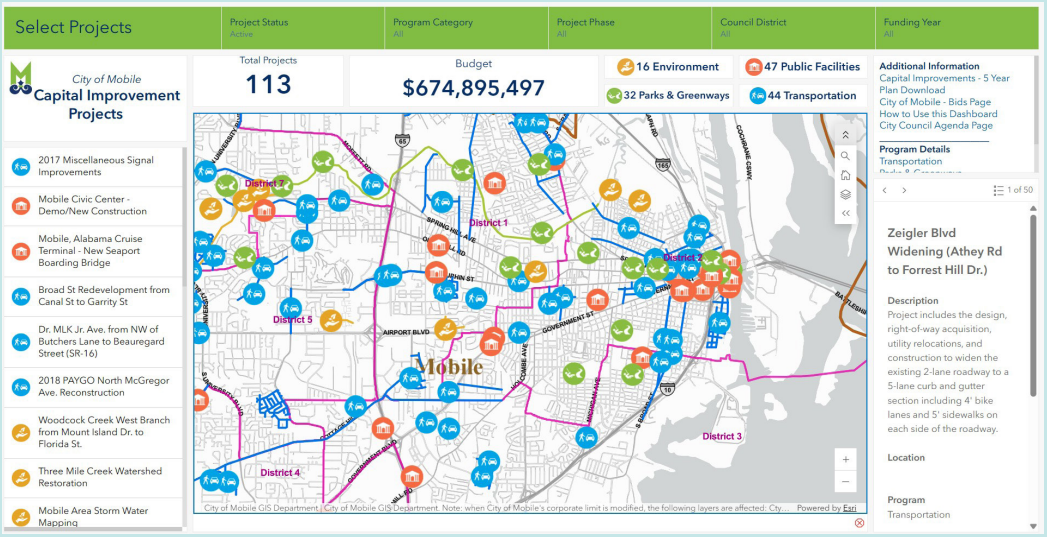
2. Long-term use
These tools are designed to be used well beyond the life of the plan. Rather than a one-time snapshot, they become a living resource that communities can return to, tracking progress, measuring outcomes, and building a shared understanding of how planning decisions are making a difference on the ground.

3. Easily accessible
Our dashboards are also built with accessibility in mind. No GIS training required. Whether a community has deep data resources or is working with more limited information, we design tools that are intuitive, visually clear, and genuinely useful to the people who matter most in the planning process.

4. Customizable information
Whether you are looking at housing trends, employment demographics, or population growth, these boards can be customized to track information needed to make the best decisions about the future of a community.



Accelerate Jackson County Economic Dashboard



City of Mobile Capital Improvements Plan Dashboard

B.6 Support public engagement Round 2. The Team will work with Staff to design and facilitate a second round of public engagement focused on sharing the draft plan with the community and gathering feedback. The engagement may include online review tools and focused outreach. The final approach will be decided in collaboration with Staff and will follow the same design, promote, facilitate, and document process described in Task B.3.

Task C: Vision, Goals, and Policy Framework

This component translates the findings of the existing conditions analysis and the priorities expressed through community engagement into a clear, actionable policy framework. The Team will work closely with Staff to ensure that the vision and goals authentically reflect Ypsilanti's unique character and that policy recommendations are specific enough to guide real decisions.

C.1 Define vision and goals. The Team will work with Staff to prepare draft vision and goal statements, which will be tested with the community. The vision and goals will reflect Ypsilanti's unique character, values, and aspirations, and will serve as the evaluative framework for all subsequent plan recommendations.

C.2 Develop policy recommendations. Drawing on the existing conditions analysis and community engagement findings, the Team will develop clear goals and actionable policy recommendations across all key topic areas, including:

- Land use and zoning
- Housing affordability and diversity
- Identifying infill projects
- Transportation and mobility
- Economic development
- Parks, recreation, and open space
- Sustainability and climate resilience
- Historic preservation
- Public health and safety
- Arts, culture, and placemaking

Task D: Future Land Use Plan and Mapping

This component is the spatial expression of the plan's vision and policy framework. The Team will prepare a future land use plan that is both technically rigorous and visually accessible, giving the City clear guidance for land use decisions.

D.1 Create future land use plan. The Team will prepare a dynamic, character-based future land use map, including: a summary of key inputs to the plan, principles for land use and the City's land use intent, and a map that illustrates preferred land use for the entire planning boundary. Recommendations to support

the plan will be made in the form of policies, programs, and projects that will help achieve the community's goals.

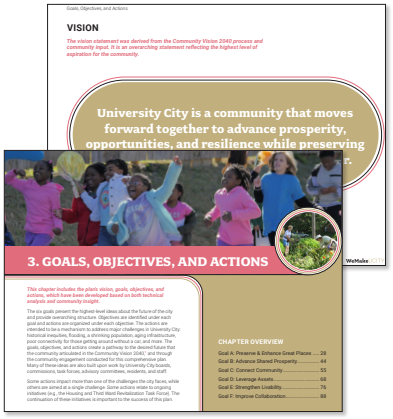
D.2 Recommend zoning updates and regulatory strategies. The Team will identify recommended zoning updates or regulatory strategies to support the plan's vision.

D.3 Provide GIS-based deliverables. The Team will provide GIS-based deliverables compatible with City systems, including updated future land use maps, character areas, and related graphics.

Task E: Implementation Strategy

This component ensures that the Master Plan is actionable. The Team will work with Staff and the Steering Committee to develop a prioritized, realistic implementation framework that connects the plan's recommendations to resources.

E.1 Develop Implementation Strategy. The Team will work with Staff and the Steering Committee to develop a prioritized implementation plan to initiate and incorporate ways the City can practically work on the plan's actions. The strategy will include timelines, responsible parties, cost considerations, and measurable indicators.



Accessible Plans
The Team develops plan documents that are easy to understand and graphically rich. This makes the plan accessible to all portions of the community while serving as a succinct directive for community leaders.

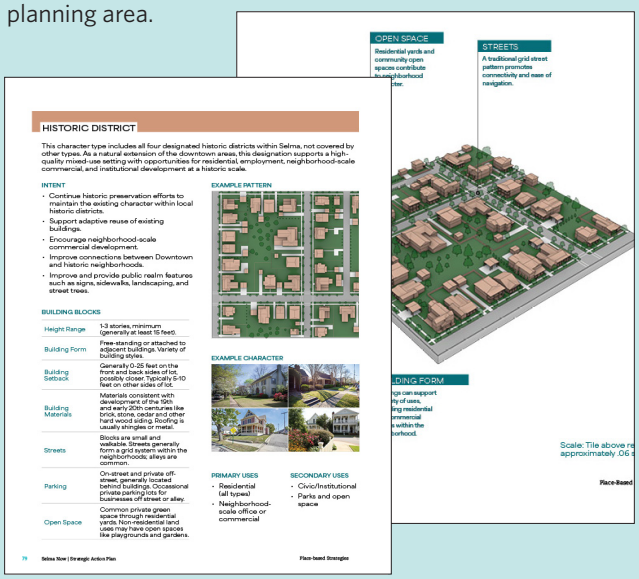
CHARACTER-BASED APPROACH TO LAND-USE PLANNING

Planning NEXT has successfully utilized a character-based approach to land use planning for a broad range of projects. This often is done in a three step process.

1. Identify Principles. Principles are statements of intent related to the character of the physical environment and preferences for how a county should manage its land resources in the future. They are used in conjunction with a character areas map to help communicate preferences for how and where development (or redevelopment) should or should not take place.

2. Determine Character Areas and Development Types. Character Areas are types of neighborhoods, districts, or corridors that share similar attributes in their form and function. Attributes may include the size and type of buildings and their relationship to the street; the surrounding street and block pattern; parking and access; as well as typical types of development or mix of development. The attributes of each Character Area are described in a matrix with written descriptions and example images. Each Character Area includes one or more primary and secondary Development Types that occur within the area Development Types are site-specific building forms often associated with a particular land use.

3. Create a Character Map. The Character Area map illustrates where the various character areas should apply throughout the planning area.



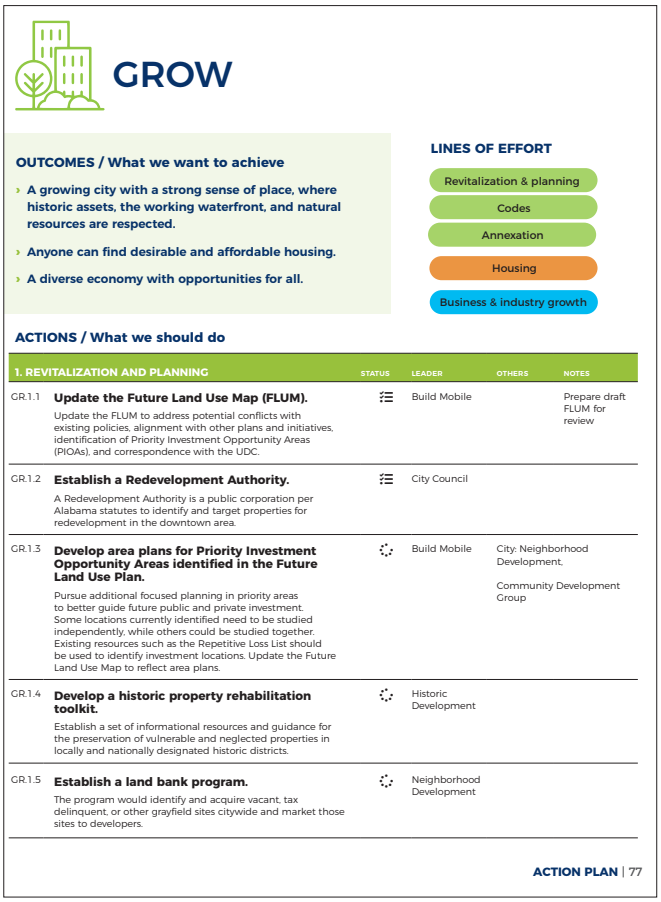
E.2 Identify funding sources and partnerships. The Team will also identify potential funding sources and partnerships, and provide tools for monitoring progress and updating the plan over time.

Task F: Final Plan Preparation

This component brings together all of the work produced across Tasks A through E into a single, polished, and adoption-ready Master Plan document. The Team will work closely with Staff and the Steering Committee to ensure the final plan is clear, compelling, and built for everyday use by elected officials, City Staff, residents, and community partners.

F.1 Draft plan recommendations. Bringing all parts together, the Team, in consultation with Staff and the Steering Committee, will draft the plan recommendations. The Team understands that the plan document should be flexible, bold, and innovative, and based upon the community-led process. Recommendations will establish clear policy direction and provide practical guidance that can be readily implemented by City Staff and elected officials.

F.2 Finalize plan document. The Team will prepare the final plan, incorporating final Staff, Steering Committee, and elected official comments. The final Plan will be intentionally concise, visually engaging, and organized for everyday use by elected officials, City Staff, residents, developers, and community partners. Rather than functioning as a static policy document, the Plan will serve as a practical decision-making tool that clearly communicates priorities through graphics, maps, diagrams, and concise narrative. The Team will prepare digital and print-ready versions and assist Staff in presenting the plan during the adoption process.



GROW

OUTCOMES / What we want to achieve

- A growing city with a strong sense of place, where historic assets, the working waterfront, and natural resources are respected.
- Anyone can find desirable and affordable housing.
- A diverse economy with opportunities for all.

LINES OF EFFORT

Revitalization & planning
Codes
Annexation
Housing
Business & industry growth

ACTIONS / What we should do

1. REVITALIZATION AND PLANNING		STATUS	LEADER	OTHERS	NOTES
GR.1.1	**Update the Future Land Use Map (FLUM).** Update the FLUM to address potential conflicts with existing policies, alignment with other plans and initiatives, identification of Priority Investment Opportunity Areas (PIOAs), and correspondence with the UDC.		Build Mobile		Prepare draft FLUM for review
GR.1.2	**Establish a Redevelopment Authority.** A Redevelopment Authority is a public corporation per Alabama statutes to identify and target properties for redevelopment in the downtown area.		City Council		
GR.1.3	**Develop area plans for Priority Investment Opportunity Areas identified in the Future Land Use Plan.** Pursue additional focused planning in priority areas to better guide future public and private investment. Some locations currently identified need to be studied independently, while others could be studied together. Existing resources such as the Repetitive Loss List should be used to identify investment locations. Update the Future Land Use Map to reflect area plans.		Build Mobile	City: Neighborhood Development, Community Development Group	
GR.1.4	**Develop a historic property rehabilitation toolkit.** Establish a set of informational resources and guidance for the preservation of vulnerable and neglected properties in locally and nationally designated historic districts.		Historic Development		
GR.1.5	**Establish a land bank program.** The program would identify and acquire vacant, tax delinquent, or other grayfield sites citywide and market those sites to developers.		Neighborhood Development		

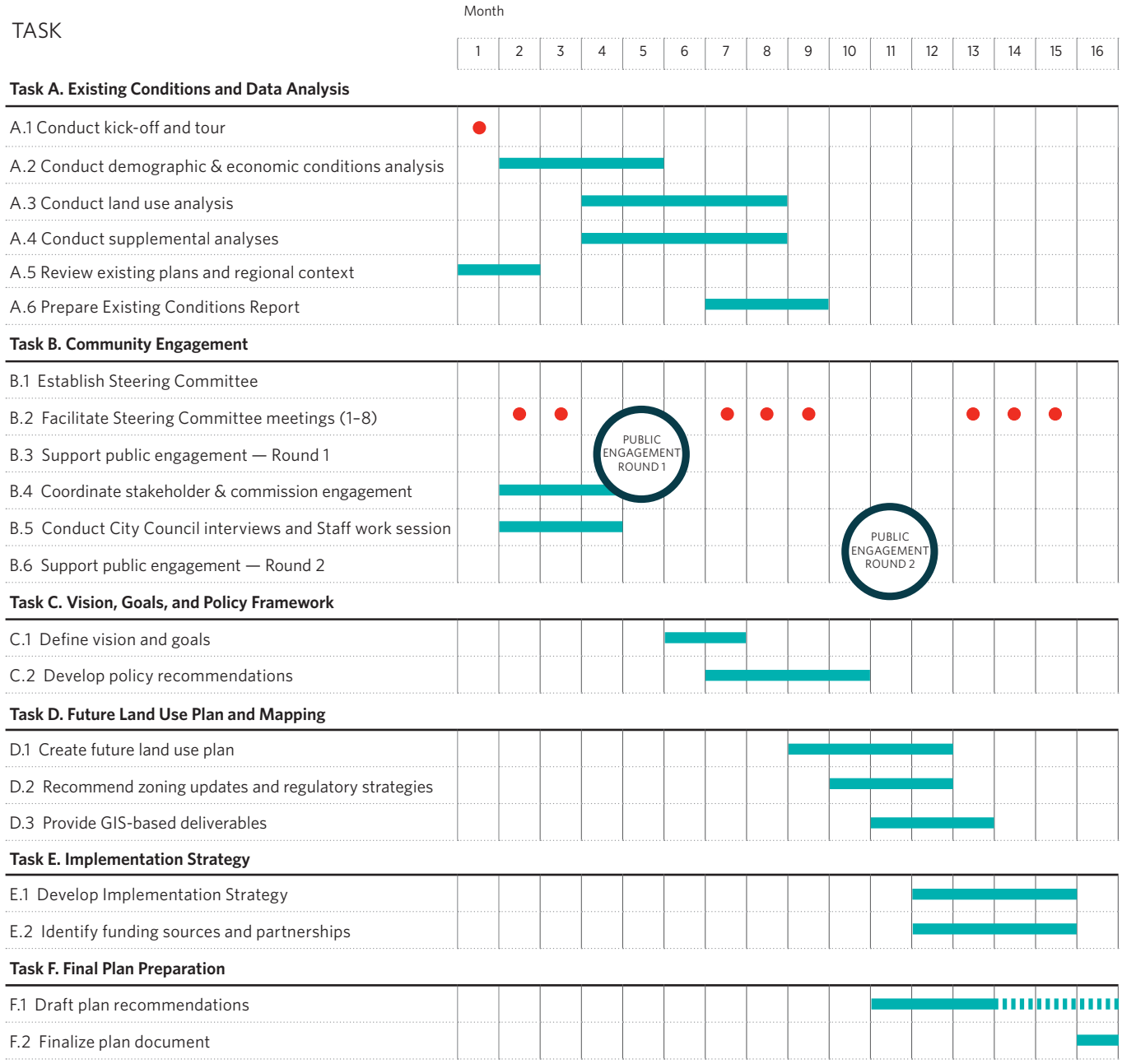
ACTION PLAN | 77

Implementation Strategy

As part of the plan, the Team will develop a post-adoption implementation plan to initiate and incorporate ways the City can practically work on the plan's actions. The strategy will make recommendations on organization, project prioritization, funding, feedback mechanisms, timeframes, entities with the responsibility for seeing items completed, and other related topics.

5. TIMELINE & COST PROPOSAL

The project is designed to be completed within 16 months. It is expected that the project schedule will be refined in discussion with Staff.



KEY

Meeting ● Task Duration ▬ Ongoing Task ▮▮▮▮▮▮▮

Section III. Cost Proposal Form

The proposer shall complete the tables below with to be part of the RFP. All amounts shall be entered as not-to-exceed figures and shall include all labor, overhead, materials, travel, and other costs necessary to complete the Scope of Work in Section II. The Grand Total Not-to-Exceed amount entered in the certification block shall constitute the maximum compensation payable under any resulting contract. Where a task is to be led by City staff at no cost to the consultant contract, the proposer may enter zero and add a brief note.

A. Cost by Scope of Work Task

Scope of Work Task	Professional Services / Fees ($)	Reimbursable Expenses ($)	Task Not-to-Exceed Subtotal ($)
A. Existing Conditions and Data Analysis	$25,200	$1,800	$27,000
B. Community Engagement	$19,000	$1,800	$20,800
C. Vision, Goals, and Policy Framework	$11,100	$-	$11,100
D. Future Land Use Plan and Mapping	$13,100	$-	$13,100
E. Implementation Strategy	$6,200	$-	$6,200
F. Final Plan Preparation	$18,000	$1,800	$19,800
Total (Not-to-Exceed)	$92,600	$5,400	$98,000

B. Key Personnel Hourly Rate Schedule

List the key personnel proposed for this project and their billing rates. This schedule will be used to price any additional services requested by the City beyond the Scope of Work in Section II.

Name	Role / Title	Hourly Rate ($)	Estimated Hours
Sarah Bongiorno	Principal - Project Manager	$185	116
Emily Hays	Senior Planner - Technical Lead	$145	222
Ethan Lower	Planner - Project Support	$110	254
Sarah Crane	Economic Development Advisor	$185	40
	Intern	$60	60

C. Reimbursable Expenses Detail

Itemize the reimbursable expenses included in the Task table above. The total shown here should equal the total of the Reimbursable Expenses column in Table A.

Expense Category	Estimated Amount ($)
Travel and mileage	$4,000
Printing and reproduction	$500
Materials and supplies	$500
Other (specify)	$400
Total Reimbursable Expenses	$5,400

D. Certification

Grand Total Not-to-Exceed Cost Proposal: $ ___$98,000_____

The undersigned certifies that the amounts stated above are firm, represent a not-to-exceed price for the complete Scope of Work in Section II, and that the undersigned is authorized to bind the firm to this proposal.

Firm Name: _____Planning NEXT_____

Authorized Signature: _____ 

Printed Name and Title: _____Sarah Bongiorno - Principal_____

Date: _____7/17/26_____

Prepared by City of Ypsilanti, Department of Community Services, June 2026

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Proposal to The City of Ypsilanti

for Master Plan Update



JULY 17, 2026

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July 17, 2026

Joe Meyers, Director of Community Services
City of Ypsilanti
One South Huron Street, Ypsilanti, MI 48197

RE: Proposal to The City of Ypsilanti for Master Plan Update

Dear Director Meyers:

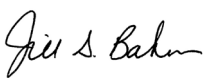
We are pleased to submit our proposal to assist the City of Ypsilanti with its Master Plan Update. Our team has many years of experience supporting communities of many types and sizes as they plan for the future. Community master plans are one of our core services. Recently completed master plans include Brighton, Belleville, and Clawson, which included extensive attention towards sustainability, encouraging housing diversity, strategizing infill redevelopment opportunities, and improving walkability and placemaking efforts. In addition to master plans, we have recently completed a housing assessment in Bay City and are wrapping up a "housing as economic development strategy report" for Saginaw at present. To address the City's focus on fostering creative and equitable community engagement techniques, planning for housing affordability and diversity, and incorporating sustainability and economic development into the project, we have created a team that has a range of expertise. Partner Jill Bahm, AICP, Senior Planner Andy Aamodt, Associate Planner Ian Hogg, Staff Planner Ava Miller, and GIS Manager Ariana Toth, GISP, will make up the Giffels Webster staff devoted to this project. With Andy being a 48197 resident and a former city planner for the City of Ypsilanti, we have an intimate foundational understanding of the City; we understand its stakeholders, its strengths and cultural significance, and its unique complexities.

In addition to our Giffels Webster staff, we are pleased to include Cobalt Community Research and Planning & Economic Systems, Inc. to our team. Cobalt Community Research is a national nonprofit organization, specializing in community engagement for local governments; their mission is to provide high-quality metrics, research, and education to help communities thrive as changes emerge in the social, demographic, and economic landscape. Their role with this work will center around survey design and administration, as well as analysis for footfall traffic. Economic & Planning Systems, Inc. is national consulting firm, specializing in evaluating the socioeconomic and market factors affecting land use potential, opportunities presented by the local and regional economy, and strategies to incentivize housing development and economic growth. Their role with this project will be the production of a housing market study, including supply and demand forecasting, and an affordability gap analysis. Additionally, they will provide an economic development study centered around employment and industry data and trends.

We believe sustainability and equity are fundamental components of effective city land use policy. It is through this lens that we approach long-term planning, while remaining consistent with Ypsilanti's community vision. Drawing on community input throughout the planning process, we will maximize participation and stakeholder inclusion through a combination of online and in-person tools. Our team is proposing a robust approach to public input that includes a variety of methods to involve and engage as many community voices as possible.

We look forward to the opportunity to work with the City of Ypsilanti again, and build upon its planning efforts to produce a Master Plan the community can be proud of. Our proposal includes a number of options to allow us to work with you on a scope that meets the City's needs within available resources.

Sincerely,



Jill Bahm, AICP
Partner
248.852.3100
jbahm@giffelswebster.com

giffels webster

Firm Qualifications and Project Team



QUICK FACTS

Founded

1952
Incorporated 1960

Markets

Public Works
Transportation
Urban Redevelopment
Parks/Trails
ADA Compliance
Federal
Planning
Healthcare
Education
Retail
Office/Industrial
Facilities Management

***Professional Staff**

Administrative - 20
Civil Engineers - 44
Construction Inspectors - 8
GIS Specialists - 2
Land Surveyors - 17
Landscape Architects - 5
Partners - 13
Planners - 10
Senior Project Managers - 1
Traffic Engineers - 1

TOTAL 107 EMPLOYEES

*Giffels Webster has 13 Partners included in the employee counts above.

Giffels Webster is a multi-disciplinary consulting firm specializing in planning, civil engineering, traffic engineering, land surveying, GIS, and landscape architecture. For over 70 years, we have been fortunate to provide professional support to local communities in Southeast Michigan.

Our community planning services include master plans, park and recreation plans, national and state park general management plans, downtown development plans, corridor studies, and tax increment financing plans. Our municipal code portfolio includes zoning and form-based codes, sign ordinances, wireless facilities regulations, and code formatting. We also offer assistance with development reviews, including site plans, special land uses, variances, and rezonings. Working with planning commissions and other public bodies, our aim is to facilitate productive discussions that result in broad consensus.

To supplement these community planning services, Giffels Webster employs two proprietary products: Clearzoning® and NextSteps for Downtown® to achieve results.

Clearzoning is an industry-leading tool for developing clear and user friendly zoning ordinances, while NextSteps for Downtown is an interactive toolkit for assessing and invigorating downtown vitality. In addition, our team customizes interactive and engaging online tools that enable residents, businesses and other interested stakeholders to provide meaningful input into the planning process.

Together, these services and tools reflect Giffels Webster's long-standing commitment to helping communities plan with clarity and collaboration. By combining technical expertise, innovative proprietary products, and inclusive public engagement strategies, we support communities in making informed decisions that align with their unique goals and values.

Firm Qualifications

Our Understanding and Approach

We understand that the City of Ypsilanti is seeking an update to its 2021 Master Plan. We are pleased to note that Ypsilanti is a certified Redevelopment Ready Community (RRC). This certification shows the commitment the City has from planning to implementation. And, our team is accustomed to the RRC best practices that should make up an equitable, sustainable community master plan.

Our mission as planners is to deeply understand the communities we work in; public engagement, data gathering, and analysis of existing conditions are typically our foundation for reaching this understanding. In our work, we advocate for diverse public engagement opportunities, including the hosting of engagement on a variety of platforms: online, physical forms, in-person workshops, and group meetings/interviews. We take pride in offering clear and concise engagement material that does not just seek feedback, but that educates the participants on the applicable topics at hand. Behind the scenes, we analyze demographic/socioeconomic data and public engagement responses to further our understanding of the community and ready us for the development of the master plan.

Our master plan processes engage the statutory public bodies – the Planning Commission and City Council – at various points in the process. And going further, we typically advocate for a public process that entails deeper consideration of the key topics to consider. This can be in the form of regular Planning Commission meetings, supplemental Planning Commission meetings, or setting up a master plan subcommittee that holds working meetings open to the public. A master plan subcommittee may consist of a non-quorum of Planning Commission, City Council, or other boards or commissions, as well as residents and community partners (business owners, employees, developers, institutional leaders, etc.). We have vast experience working with different stakeholders to obtain consensus and move equitable plans forward.

On top of producing plans in various communities – including comparable communities listed in the chart below – we are uniquely fit to serve the City of Ypsilanti because of our intimate experience and knowledge working with the Ypsilanti community. Senior Planner Andy Aamodt was the City Planner for the City for three years from 2019 to 2022, and provided planning assistance to the City for an eight month period from 2023 to 2024. During his time as City Planner, Andy helped draft the City's 2021 Master Plan Update. Andy lives nearby, just across the City border, adding to our local pride in providing a quality product to Ypsilanti.

OUR TEAM BELIEVES

a successful Master Plan should do more than document existing conditions; it should reflect the voices of the community, clarify a shared vision for the future, and provide an actionable framework that helps Ypsilanti align land use, housing, mobility, sustainability, economic development, and community investment decisions for the next 20 years.



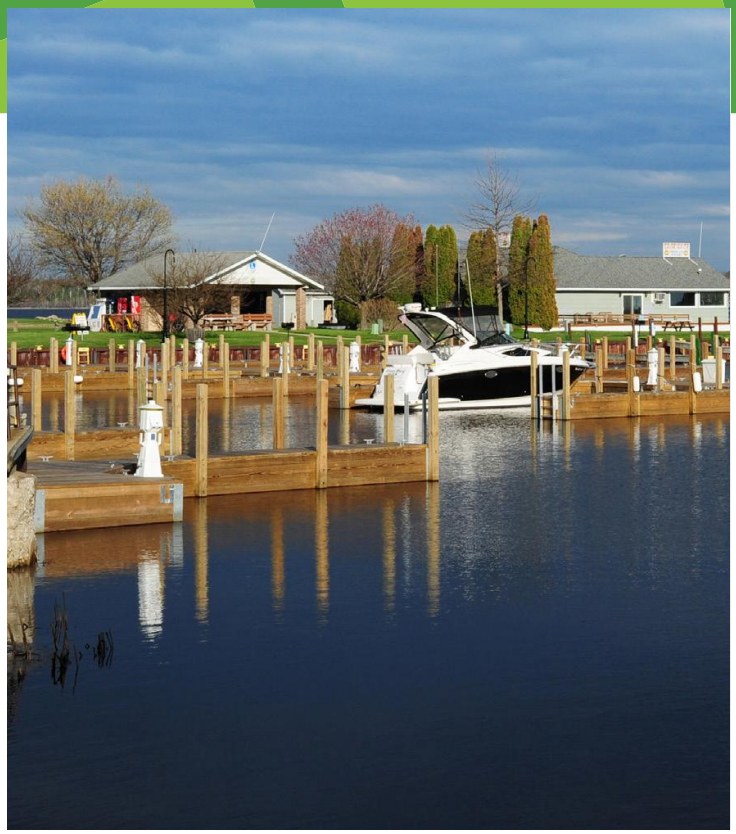
Comparable Experience

In terms of comparable experience, we have completed the following community master plans in the past two years:

Client	Description
City of Brighton	Comprehensive plan updated included land use, housing, sustainability, complete streets, downtown recreation, public participation, Planning Commission coordination, and implementation strategies.
City of Belleville	Master Plan update focused on best practices for community planning, making small-scale and incremental development fixes, and planning with realistic and contemporary implementation action items.
Village of Milford	The 2025 Master Plan focused heavily on improving walkability and neighborhood preservation. We used a variety of community engagement tools, including an app we created to help the community provide input on desired walkability improvements.
City of Sterling Heights	Master Plan update focused on achieving more realistic and implementable action items for key mixed-use development nodes as well as expanding housing choice/type diversity throughout the city. **This plan was recently granted the 2026 Michigan Association of Planning's Daniel Burnham Award for a Comprehensive Plan.**
City of Clawson	City Master Plan and Downtown Master Plan included recommendations for zoning updates, downtown district regulations, development review support, and implementation of mixed-use redevelopment standards.







Master Plans for Communities

Service Overview

A master plan, or comprehensive land use plan, is a blueprint for the future, intended to guide development and investment decisions over the next ten to twenty years. Giffels Webster brings extensive experience in comprehensive planning and public engagement to ensure the Master Plan is both visionary and implementable. The plan establishes public policies related to growth and development, providing a framework to guide local decision-making on land use, infrastructure, and public facilities.

Master plans should be reviewed and updated as needed to reflect changes, considering the following:

- **Evaluation of the Goals, Objectives and Policies:** What has been achieved? Have recent changes impacted these goals, objectives, or policies?
- **Data:** Is the base data current? How have economic conditions or development impacted the data?
- **Public Opinion / Political Current:** In what ways have public opinion or community philosophy changed since the previous plan?
- **Rezonings and Capital Improvements:** Are the zoning districts generally consistent with the future land use plan, and the timing of capital improvements discussed in the plan?
- **Local and Regional Changes:** Have there been any developments of concern in the community, or in nearby communities, that affect underlying principles, policies or land uses in particular areas?
- **Area Plans:** Certain areas within a community require focused attention to address redevelopment opportunities, blighted conditions, or specific local needs. Area plans provide targeted guidance within the broader Master Plan framework, offering a clearer vision for how these areas should evolve over time. They can also serve as a foundation for economic development strategies by illustrating how the community intends to guide change and implement the Master Plan's vision.



Next Steps for Downtown

Service Overview

Does your downtown need fresh ideas to jumpstart a comprehensive planning process or reaffirm and invigorate past planning efforts? NextSteps for Downtown® is a Giffels Webster product that offers communities an opportunity to enhance their downtown districts.

Through NextSteps for Downtown, our experts provide a pathway to ideas and solutions for key community stakeholders. We will conduct an intensive assessment that includes a walking tour of the downtown environment and hold informal conversations with various stakeholders. Our downtown professionals will review multiple areas that are often overlooked for improvement and assess how they impact the quality of downtown. Key considerations taken into account through the NextSteps for Downtown process include signage, buildings, parking, circulation, streetscape and overall land use.

NextSteps for Downtown delivers a comprehensive toolkit highlighting:

1. Downtown strengths and opportunities (what's working and what needs work),
2. Action items to enhance downtown (the "NextSteps"), and
3. Best practices (what is working in comparable successful downtowns).

The toolkit is delivered in an interactive format with hyperlinks and fillable implementation worksheets that will continue the "NextSteps" momentum. With this toolkit, community stakeholders can then set priorities, assign champions for each element and start working towards successful implementation.







Client

City of Brighton

Services

Planning

Completion Date

2026

Contact Information

Mike Caruso
Community Development Manager
810.844.5149
carusom@brightoncity.org

Comprehensive Plan

Brighton, Michigan

Overview

In 2024, the City of Brighton Planning Commission began updating the City's comprehensive plan, building on the 2018 plan. The update introduced a Master Land Use Plan, Housing Plan, Sustainability Plan, Complete Streets Plan, Downtown Plan, and Recreation Plan to guide future investment and redevelopment. The planning team facilitated public participation and regular discussions with the Planning Commission, ensuring alignment with community priorities. The plan integrated coordinated strategies across all elements while emphasizing downtown connectivity, non-motorized transportation, and sustainable development to support the City's long-term vision.

Problem

The previous comprehensive plan required updates to respond to evolving housing needs, sustainability goals, and development pressures. There was also a need to provide clearer implementation strategies and to strengthen coordination between land use, transportation, and community priorities.

Solution

The updated plan introduced new housing and sustainability frameworks, enhanced downtown connectivity, and prioritized non-motorized transportation. Action strategies were organized within a matrix that linked all elements, providing a coordinated, transparent, and trackable approach to implementation aligned with community goals.

SUBCONSULTANT

303 623 3557

epsys.com

Denver | Los Angeles | Oakland | Sacramento



About Economic & Planning Systems

Economic & Planning Systems, Inc. (EPS) is a land economics consulting firm experienced in the full spectrum of services related to real estate development, the financing of public infrastructure and government services, land use and conservation planning, and government organization.

EPS was founded on the principle that real estate development and land use-related public policy should be built on realistic assessment of market forces and economic trends, feasible implementation measures, and recognition of public policy objectives, including provisions for required public facilities and services.

AREAS OF EXPERTISE

- Real Estate Economics
- Public Finance
- Land Use & Transportation
- Economic Development & Revitalization
- Fiscal and Economic Impact Analysis
- Housing Policy
- Public-Private Partnership (P3)
- Parks and Open Space Economics

Clients Served

Since 1983 EPS has provided consulting services to hundreds of public- and private-sector clients in Colorado and throughout the United States. Clients include cities, counties, special districts, multi-jurisdictional authorities, property owners, developers, financial institutions, and land use attorneys.

Staff Capabilities

The professional staff includes specialists in public finance, real estate development, land use and transportation planning, government organization, and computer applications. The firm excels in preparing concise analyses that disclose risks and impacts, support decision making, and provide solutions to real estate development and land use-related problems.

SUBCONSULTANT

Firm Name	Cobalt Community Research
Address	PO Box 416, Charlotte, Michigan 48813
Phone	877.888.0209
Contact	William SaintAmour, Executive Director
Email	wsaintamour@cobaltcommunityresearch.org
Website	www.cobalt360.org
EIN	61-1548263
UEI	966342680
Year Established	2007
Organization Type	501(c)(3) not-for-profit corporation.
Company Size	Four
Location	218 N. Cochran Ave., Charlotte, Michigan 48813

Cobalt has been very active in providing non-profit community research services to local units of government across the United States.

Subjects covered in past surveys include custom topics related to areas as diverse as business community experiences, marijuana regulation and housing needs. Core benchmarking questions include public safety, parks, local economy, events, transportation infrastructure library, shopping/dining, public trust, communications, and customer service, and more. Cobalt provides research services that comply with generally accepted research principles.

Key differentiators:

- As a 501c3, Cobalt provides a more value-rich solution that requires minimal staff effort at a favorable cost.
- Cobalt's questions are very flexible. All questions can be modified, any question can be deleted, and there is no limit on the number of custom questions you can add to ensure your needs are met.
- Cobalt benchmarks allow broader comparison to hundreds of companies, industries, and sectors through our relationship with the people behind the internationally-respected University of Michigan's American Customer Satisfaction Index (ACSI) and also the Net Promoter Score (NPS).
- Cobalt's analysis goes well beyond simple data summaries to tease out key drivers of satisfaction and outcome behaviors such as remaining in the community, recommending it to others, community image, etc. This makes the data more immediately actionable.
- Cobalt is committed to inclusive research. Our analysis ensures that the voices of all groups within the community are clearly presented. This supports greater sensitivity to all the needs of the community and how experiences, priorities, and preferences are consistent or are different for each group.
- Cobalt's mission is research and education, and our commitment to our partners continues long after the final reports are delivered. Other firms may charge annual fees for you to have access to your data or to ask additional questions.

Project Team

Giffels Webster has assembled a multidisciplinary team with planning, public engagement, GIS, and subconsultant (Cobalt Community Research and Economic & Planning Systems, Inc.) expertise.

Jill Bahm, AICP, Partner-in-Charge, will provide senior leadership and quality assurance throughout the project. Jill leads Giffels Webster's planning, landscape architecture, and GIS teams and brings experience from both the public and private sectors, including service as a Downtown Development Authority director and municipal city planner for the City of Birmingham. Jill currently serves on the Michigan Association of Planning's Board of Directors as Professional Development Officer, was one of the co-authors of the American Planning Association's 2014 Aging in Community Policy Guide, and recently served as an adjunct professor in the graduate urban planning program at Wayne State University. Her background in planning, zoning, downtown development, professional training, and community policy will help guide a comprehensive planning process that is responsive to Ypsilanti's long-term priorities.

Andy Aamodt, Senior Planner and Project Manager, will serve as the primary point of contact and will coordinate day-to day project activities, schedule, meetings, deliverables, and communication with the City. Andy has more than eight years of experience specializing in community planning, organizing multiple master plan and zoning ordinance updates. His intimate knowledge on Ypsilanti will ensure the city's neighborhoods, corridors, centers, and districts are appropriately planned for.

Ian Hogg, Associate Planner, will contribute to the data gathering, data and existing conditions analysis, and development of the plan's content under Jill and Andy's supervision.








Cobalt Community Research
supporting decisions | inspiring ideas

Our team brings integrated planning, engagement, GIS, housing, and economic expertise to guide a collaborative, data-driven, and implementation-focused Master Plan for Ypsilanti's shared future.

Ava Miller, Staff Planner, will contribute to public engagement and plan design, under Jill and Andy's supervision.

Ariana Toth, GISP, GIS Manager, will lead GIS analysis and mapping support for the project. Ariana is responsible for the development and maintenance of Giffels Webster's geospatial solutions and services and has experience with ArcGIS Enterprise, ArcGIS Online, Story Maps, Experience Builder, Field Maps, and Survey123. Her expertise will support mapping related to land use, development patterns, housing, transportation, infrastructure, and community engagement. Ariana's experience creating web-based GIS and mobile applications will also support accessible, data-driven communication throughout the planning process.

Cobalt Community Research, led by William SaintAmour, Executive Director, will lead the community engagement survey's design, administration, and analysis. Additionally, using his Visitor 360 proprietary tool, he will provide specialized data collection based on foot traffic reports for parks; the Downtown, Depot Town, and West Cross districts; and other areas of interest. William is based in Charlotte, Michigan, and has vast local experience. More information on Cobalt Community Research's survey methodology, survey development, and custom survey work can be provided at the City's request.

Economic & Planning Systems, Inc., led by Christian Carroll, Senior Associate, will provide a housing market study and economic development analysis to help guide housing and local economy recommendations related to the master plan. While Economic & Planning Systems, Inc. is a national firm, Christian is a Michigan native, familiar with land use, housing, and economic development trends in our state. More information on Economic & Planning Systems, Inc. can be provided at the City's request.

Our project team is available to meet the City's schedule, and no current commitments are anticipated to affect the availability of assigned team members. Giffels Webster and its project partners have the capacity, resources, and staffing needed to complete the Master Plan update in accordance with the proposed timeline, with final plan preparation and adoption support completed by November 2027.



Jill Bahm AICP
Partner

Jill Bahm, AICP, has been a partner at Giffels Webster since 2019 and leads the planning, landscape architecture and GIS teams. Jill has worked in both the public and private sector, as a Downtown Development Authority director, and municipal city planner for the City of Birmingham. Jill currently serves on the Michigan Association of Planning's Board of Directors and is the Professional Development Officer. She was one of the co-authors of the American Planning Association's 2014 *Aging in Community Policy Guide*. Jill recently served as an adjunct professor in the graduate urban planning program at Wayne State University and provides local training on planning and zoning issues.

YEARS OF EXPERIENCE
29

EDUCATION
Master of Urban
and Regional Planning
University of Michigan

Bachelor of Arts in
Communications | English
University of Michigan

Form-based Code Institute
Alumnus

National Charrette Institute
Core Level Certificate

CERTIFICATIONS
American Institute of Certified Planners
American Planning Association

Michigan Association of Planners

SPECIAL EXPERTISE
Zoning
Downtown Development
Land Use/Planning
Review Process
Public Engagement
Design
Placemaking
Training/Education

Land Use Planning
***City of Sterling Heights** 2025 Master Plan
City of Grosse Pointe Woods 2024 Master Plan
Commerce Township 2023 Master Plan
Village of Suttons Bay 2023 Master Plan
City of Sylvan Lake 2023 Master Plan
City of Lathrup Village 2021 Comprehensive Plan
City of Madison Heights 2020 Master Plan
***City of Rochester Hills Master Plan** 2019 Update
City of Brighton 2019 Comprehensive Plan (2025 Update is underway)
City of Brighton 2019 Capital Improvement Plan
City of Lathrup Village Capital Improvement Plan (2018 - present)
Grand Blanc Township Tech Village Master Plan / Framework Study (2016)

Recreation Planning
City of Brighton Recreation Plan (2025-2029)
Chesterfield Twp. Recreation Plan (2023-2027)
City of Lathrup Village Recreation Plan (2021-2025)
City of Madison Heights Recreation Plan (2021-2025)
City of White Cloud Recreation Plan (2021-2025)
Genoa Twp. Recreation Plan (2021-2025),
Paint Creek Trailways Commission Recreation Plan (2020-2024)
Michigan Natural Resources Trust Fund Grant Application Assistance (2018), **White Lake Twp**. ($1.4M Awarded), 2021 **Genoa Township** ($300,000 Awarded)

Economic Development
Michigan Main Street Strategic Planning (2025-)
Village of Sparta Economic Development Strategy (2021)
Clawson DDA Tax Increment Finance Plan (2020)
City of Laingsburg Pre-Development Services (2020)
City of Hillsdale Pre-Development Services (2020)
Meridian Twp. Pre-Development Services (2019)
Grand Blanc Twp. Tech Village Marketing (2017)
City of Wixom Economic Development Strategy (2014)
Ferndale DDA Tax Increment Finance Plan (2012)

Zoning
Whitewater Township Zoning Amendments (underway)
Clinton County Zoning Amendments/Clearzoning (2024)
City of Horace ND Zoning rewrite/Clearzoning (2023)
Village of Milford Clearzoning/Zoning Audit (2021)
City of Rochester Hills Zoning Amendments (2018-2023)
Village of Cass City Clearzoning/Zoning Audit (2020)
City of Clare Zoning Audit, Zoning Amendments, Sign Ordinance (2019-2021)
City of Coldwater Clearzoning/Zoning Audit (2020)
City of Clawson Zoning Amendments (2016), Audit and Clearzoning (2019)
City of Ann Arbor Sign Ordinance (2019)
City of Brighton Clearzoning, Zoning Code Update and Form-based districts (2017-2020)
Grand Blanc Township Tech Village Form-Based Code (2017)
City of Ruston LA Zoning Amendments, Form-Based Code, and Clearzoning (2012-present)
City of Flint Zoning Audit (2015)

Ongoing Planning Services
Chesterfield Township
City of Bloomfield Hills
City of Brighton
City of Clawson
City of Lathrup Village
City of Ruston, Louisiana
City of Sylvan Lake
Village of Milford

*Winner, Daniel Burnham Award for Comprehensive Plan (Michigan Association of Planning)
*Winner, 2026 Michigan Association of Planning Award for Public Outreach

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Andy Aamodt
Senior Planner

Andy Aamodt is a Senior Planner at Giffels Webster with over eight years of experience specializing in community planning, where he worked as a planner and zoning coordinator for multiple communities in Southeast Michigan. In those roles, he organized master plan and zoning ordinance updates. He also managed several site development reviews, including planned unit developments, special land uses, and rezonings.

Andy enjoys analyzing how our built and natural environment is shaped by laws and policies. He embraces the fact that many planning and zoning cases are unique and sometimes challenging. He strives to help improve communities by making development processes and ordinances more readable and efficient.

Andy's experience listed below reflects his background with other organizations and Giffels Webster.

YEARS OF EXPERIENCE
8

EDUCATION
Master of Urban &
Regional Planning
University of Michigan

Bachelor of Arts
Geography
Calvin College

SPECIAL EXPERTISE
Zoning
Land Use/Planning
Development Review
ArcGIS
Adobe Illustrator
Google SketchUp

Planning Projects
Master Plan (2026), City of Belleville
Parks and Recreation Master Plan (2026), City of Belleville
*Master Plan (2025), City of Sterling Heights
Master Plan Update (2021), City of Ypsilanti
Non-Motorized Transportation Plan Update (2021), City of Ypsilanti

Zoning Projects
Zoning Ordinance Amendments (ongoing), Grand Blanc Township
Zoning Ordinance and Clearzoning (2025), City of Saginaw
*Zoning Ordinance and Clearzoning (2024), East Bay Township
Zoning Ordinance Updates (2019-2022), City of Ypsilanti
Draft Zoning Ordinance Workshops and Presentations (2019), City of Flint

Ongoing Planning Services
City of Lincoln Park (2024-present)
City of Clawson (2023-present)
Grand Blanc Twp. (2023-present)
City of Ypsilanti (2023-2024)
City of Sterling Heights (2022-2023)

*Winner, Daniel Burnham Award for Comprehensive Plan (Michigan Association of Planning)
*Winner, John Kellar Award for Planning Initiative (APA STaR Division).

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YEARS OF EXPERIENCE
4

EDUCATION
Master of Urban Planning
Wayne State University

Bachelor of Arts
Urban Studies and
University Honors
Wayne State University

Ian Hogg
Associate Planner

Ian Hogg s a recent graduate from Wayne State University's Master of Urban Planning program with a concentration in environmental planning and land use planning. He earned my undergraduate degree in Urban Studies and University Honors from Wayne State University. Ian has experience working for a variety of public, private, and non-profit organizations. He has served as a project manager for local municipality site plan review process and has worked on a variety of downtown development and connectivity projects. Overall, Ian is passionate about enhancing the livelihoods of future generations through smart, collaborative, and inclusive solutions.

Ongoing Planning Services
City of Bloomfield Hills (2024 – Present)
Sylvan Lake (2024 – Present)

Master Plans
*Rochester Hills (2024 – 2025)

Recreation Plans
Webster Township (In progress, 2025)
Recreation Plan Update, Paint Creek Trail (In progress, 2024)

Additional Experience
Planner for the City of Novi (2023)
Challenge Detroit Fellow at DTE Energy (2022 – 2023)
Collaborator, Challenge Detroit Fellow with Detroit at Work, Detroit, MI (2022-2023)
Collaborator, Challenge Detroit Fellow with ProsperUs Detroit, Detroit, MI (2022-2023)
Collaborator, Challenge Detroit Fellow with E Warren Development Corporation, Detroit, MI (2022-2023)
Collaborator, Challenge Detroit Fellow with Teen HYPE, Detroit, MI (2022-2023)

*Winner, 2026 Michigan Association of Planning Award for Public Outreach

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Ava Miller
Staff Planner

Ava graduated from Michigan Technological University with her degree in Sustainability Science and Society. Through her research experience and time working at Sterling Heights as a Planning Intern, she developed a passion for community development and engagement. At Sterling Heights, she contributed to a wide range of projects, including in-depth reviews of plans and ordinances from both neighboring and distant communities, as well as the planning, promotion, and execution of numerous community engagement events.

YEARS OF EXPERIENCE
1.5

EDUCATION
Bachelor of Science in Sustainability Science and Society
Michigan Technological University

Master Plans
Belleville Master Plan, 2026
*Sterling Heights Master Plan, 2025
A Blueprint to Zero Food Waste in Southfield, 2024
A Blueprint to Zero Food Waste: Regional Plan and Five Community Plans (Canton Township, and Cities of Dearborn, Farmington Hills, Livonia, Southfield, Westland), 2025

Clearzoning Ordinance Conversion and Amendments
Clinton County
Chesterfield Township
Bruce Township
Vassar Township

Ongoing Planning Services
Chesterfield Township
City of Belleville

Additional Experience
Site plan reviews and grant writing
Researcher, “Understanding the Community Response to Renewable Energy in L’Anse, MI”

*Winner, Daniel Burnham Award for Comprehensive Plan (Michigan Association of Planning)



Ariana Toth GISP
GIS Manager

Ariana Toth is the GIS Manager at Giffels Webster and is responsible for the overall development and maintenance of the company's geospatial solutions and services. She has taken on the duties of Database Administrator in conjunction with her normal responsibilities and has experience installing and configuring ArcGIS Enterprise software as well as maintaining a Server environment. Ariana routinely integrates multiple environments across several divisions of the company into GIS both internally and for clients. She is also responsible for communicating with clients, project managers, and partners to determine the specific needs of a project and for providing end-user support to clients.

As web-based GIS and mobile applications have come to the forefront of cutting-edge GIS technologies, Ariana has eagerly pursued advancing the direction of GIS at Giffels Webster through the use of ArcGIS Online data management and app creation, including using Story Maps and Experience Builder to enhance communication and public engagement. She has also taken a lead in implementing ArcGIS Field Maps and Survey123 for mobile devices and creating dynamic inspection forms.

Ariana is the President of CMPASS (Community of Michigan Professionals Advancing Spatial Sciences, formerly IMAGIN) and has served on the Board of Directors for seven years. She was part of a team of IMAGIN instructors who provided paid training to GIS staff across the country on transitioning to Esri's new ArcGIS Pro software for two consecutive years.

YEARS OF EXPERIENCE
16

EDUCATION
Master of Arts
Geography
Western Michigan University

Bachelor of Arts
Political Science
Oakland University

SPECIAL EXPERTISE
ArcGIS Enterprise
ArcGIS Field Maps
ArcGIS Online
Geodatabase
Management/Creation

CERTIFICATIONS
GISP
Esri Desktop Professional

GIS Online Application Development
Capital Improvement Plans
Construction Schedules
Hydrant Flushing Dashboards
Manhole Inspection Dashboards
Water Service Excavation Dashboards
Hub Sites
Storymaps
Experience Builder Applications

Map, Data, & Database Creation
Bruce Twp.
City of Clawson
Clay Twp.
Clinton Twp.
Commerce Twp.
The District, Detroit
City of Ferndale
City of Inkster
Howell Twp.
Lyon Twp.
MHOG
Macomb County
Shelby Twp.
Washington Twp.
Wayne County
City of Ypsilanti
Henry Ford Health System

Asset & Document Management
Commerce Twp.
Howell Twp.
City of Lathrup Village
Macomb County
MHOG
Washington Twp.

SAW Grants
Commerce Twp.
City of Inkster
Lyon Twp.
Livingston County
Macomb County
Washington Twp.

Cemeteries
Mt. Vernon, Washington Twp.

Public Outreach
City of Rochester Hills Master Plan
SW Detroit Truck Routing Study
City of Lathrup Village Bond Issue
Picture This! App for multiple communities

Spatial Analysis
Detroit High Crash Corridor Analysis
Cannabis Ordinance Studies

Assessing Land Value Maps
Clinton Twp.

Field App Creation
Asset Inspections
Asset Inventories
Hydrant Flushing
Lead & Copper Service Line
Inspections & Excavations
Trail Inventories

ArcGIS Online Site Creation | Development
Howell Twp.
Washington Twp.
City of Inkster
City of Sylvan Lake

ArcGIS Enterprise
Confidential Client
MHOG
Internal

GIS Training
City of Inkster
Howell Twp.
Washington Twp.
MHOG
IMAGIN Pro for Pros webinar series

Precinct Maps
Chesterfield Twp.
Commerce Twp.
Washington Twp.
Milford Twp.
Springfield Twp.

Fire Department Run Books
Commerce Twp.
Washington Twp.

Water | Wastewater GIS
Howell Twp.
City of Inkster
City of Lapeer
City of Lathrup Village
Livingston County Drain Commission
MHOG
Washington Twp.

Interactive Zoning Maps
Bruce Twp.
Chesterfield Twp.
City of Clawson
Grosse Pointe Woods
Lathrup Village
Milford Village
City of Springfield
Washington Twp.
Saginaw
East Bay Twp.

Road & Sidewalk Special Assessments
City of Ferndale
City of Lathrup Village
Commerce Township

Hight Accuracy Data Collection
City of Inkster
DWSD

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Subconsultant



William SaintAmour

Executive Director, Cobalt

William is the CEO/Executive Director of Cobalt Community Research, a 501c3 that provides survey, market, and geofencing data to communities across the United States. William has more than 30 years in the research/communication evaluation fields.

William has been involved with numerous projects that range from small townships to national benchmarking in the areas of community engagement, community marketing, program evaluation, communications, tourism, and economic development. Projects include topics such as business engagement, downtown development, community experience, budget prioritization, retirement, healthcare, and employee benefit prioritization. Topics have ranged from backyard chickens to retirement liability best practices. A list of projects/partners is available at www.cobalt360.org/partners--participants.html.

He holds a master's degree from MSU in communications, an executive certificate from the University of Michigan's Ross Business School, and an undergraduate degree in English from U of M Dearborn. He serves on the Charlotte Rising board and its Strong Towns group, was certified a Citizen Master Planner, and is a beekeeper and mead maker.

YEARS OF EXPERIENCE: 36

EDUCATION
Strategic Leadership Executive Certificate
University of Michigan Ross Business School

Master of Arts
Communication Evaluation
Michigan State University

Bachelor of Arts
English, History, Communication
University of Michigan Dearborn

PROFESSIONAL
Michigan Planning Association
National Main Street Association
Citizen Planner

SPECIAL EXPERTISE
Research Development and Administration
Mobile Data/Geofencing
Economic and Community Development Data Analysis
Process Reengineering
Artificial Intelligence

Cobalt Community Research

Subconsultant

Daniel R. Guimond

Senior Principal



Daniel Guimond is a real estate economist and planner with over 35 years' experience in economic and financial analysis and development planning for the public and private sectors. Dan has advised cities, counties, state, and federal agencies on a range of planning development issues, including preparation of comprehensive and economic development plans and strategies, housing plans and analyses, capital improvement programs, economic and fiscal impact analyses, and project development feasibility and funding. He has also specialized in development/redevelopment feasibility analysis for commercial and residential development including commercial corridors, aging facilities, and infill and transit-oriented development sites.

Education

M.A., Urban Geography, University of Colorado

B.A., Political Science, University of Colorado

Employment History

26 Years with EPS

35+ Years Experience

Affiliations

American Planning Association

Urban Land Institute

Past Member

International Downtown Association

Denver Planning Board

ICSC Colorado Alliance

Presentations

Government's Role in Retail Development Incentives and P3 Rocky Mountain Land Use Institute

Retail Incentives and Shareback Agreements - Are They Worth the Investment? APA Colorado

Transit Oriented Development: Is There a Development Premium Rocky Mountain Land Use Institute

SELECTED PROJECT MANAGEMENT EXPERIENCE

- Elevate Las Cruces Comprehensive Plan | Las Cruces, NM
- West Mesa Industrial Park Real Estate Analysis | Las Cruces, NM
- Economic Incentives Policy | Timnath, CO
- Johnstown Plaza Fiscal Impact Analysis | Johnstown, CO
- East End Action Plan | Idaho Springs, CO
- South I-25 Urban Corridor Study | Denver MSA, CO
- RidgeGate East Retail Development Forecasts | Lone Tree, CO
- Downtown Housing Market Readiness Analysis | Oklahoma City, OK
- Plan Norman Comprehensive Plan | Norman, OK
- Winrock Town Center Redevelopment | Albuquerque, NM
- Housing Affordability Policy Study | Fort Collins, CO
- Housing Policy and Inclusionary Zoning Feasibility | Nashville, TN
- Economic Development Strategic Pan | Englewood, CO
- City Plan Update 2019 | Fort Collins, CO
- Downtown Housing Strategy | Billings, MT
- planOKC Retail Element | Oklahoma City, OK
- Local Financing Study | Adams County, CO
- Impact Fee Nexus Study | Castle Rock, CO
- Loveland Downtown Market Study | Loveland, CO
- East Aurora Annexation Study | Aurora, CO
- Parker Land Use Demand Analysis | Parker, CO
- Midtown Corridor Redevelopment Study | Fort Collins, CO

Economic & Planning Systems, Inc.
The Economics of Land Use
www.epsys.com

1600 Stout Street, Suite 1850, Denver, CO 80202
303 623 3557
dguimond@epsdenver.com

Subconsultant

Christian Carroll, AICP

Senior Associate



Christian Carroll joined EPS in 2023 after nearly five years of public planning experience with the City of Novi and DeWitt Charter Township in Michigan. His work focuses on projects that aim to promote public well-being through strategic planing, innovative financing, public-private partnerships, and collaborative decision-making. Christian has a broad range of professional experience including site plan review, environmental protection, and housing policy. Christian has a passion for housing equity, community and economic development, and sustainability.

Education

Master of Urban and Regional Planning, University of Michigan

Bachelor of Science in Geography from Grand Valley State University

Certificate in Geographic Information Systems (GIS), Grand Valley State University

Certificate in Real Estate Development, University of Michigan

Employment History

8 Years Experience

3 Years with EPS

Affiliations

American Institute of Certified Planners

American Planning Association

SELECTED PROJECT EXPERIENCE

- Fort Collins Retail Strategy | Fort Collins, CO
- E-470 and C-470 Land Use Forecasts | Denver Metro Area, CO
- DRCOG Far East Colfax BRT Study | Aurora, CO
- Hillyard Neighborhood Public Financing Strategy | Spokane, WA
- Northglenn Civic Center Market Analysis | Northclenn, CO
- Northglenn Economic Feasibility Study | Northglenn, CO
- Centennial Midtown Area Redevelopment Plan | Centennial, CO
- Freshfields Annexation Fiscal Impact Analysis | Lone Tree, CO
- Tax Increment Financing Application Reviews | Bozeman, MT
- Special Tax District Feasibility Study | Manitou Springs, CO
- Mesa Media Film Studio Economic Impact Analysis | Albuquerque, NM
- VIA Metropolitan District Real Estate Portfolio Strategic Options | San Antonio, TX
- Boulder Junction Phase 2 Market Analysis | Boulder, CO
- South Salt Lake Multifamily Market Study | South Salt Lake, UT
- Syracuse Retail and Residential Market Study | Syracuse, UT
- Rochester Park Dedication Fee Analysis | Rochester, MN
- Catalyst Retail Demand Study | Greeley, CO
- North Lawrence HW159/N 2nd St Corridor Study | Lawrence, KS
- Mesa County Transportation Financial Study | Mesa County, CO

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Proposed Approach, Methodology and Project Schedule



Our overall approach to this project will consist of a four phase process: Phase 1: Project Kickoff, Initial Visioning, and Existing Conditions, Phase 2: Stakeholder and Commission Input, Phase 3: Draft Plan Development, and Phase 4: Final Plan Preparation and Adoption. The phases will generally progress sequentially, but understanding Ypsilanti's educated and passionate community, it is important to keep in mind that engaging with the community often and maintaining a public process will be a key part of this project from start to finish.

PHASE 1: Project Kickoff, Initial Visioning, and Existing Conditions

Sub-Task: Project Kickoff

At Giffels Webster, it is our goal to ensure projects are completed on time, within budget, and meet or exceed expectations. We recognize the importance of consistent and effective project management, which begins before any planning work begins. To kick off this project, our team will meet with City staff to review the following items, which are fundamental to the planning process:

1. **Staff Kickoff Meeting.** We will kick off this project with an introductory staff meeting, which will help guide our creation of the internal project management plan, community engagement plan, and timeline (below).

2. **Project Management Plan with Timeline.** The project management plan will outline all tasks, deliverables, and schedule for completion over the course of the project. This project management plan will also include a timeline that will mark meeting dates, deliverable deadlines, and key milestones as part of the process.

3. **Regular Staff Status Meetings.** Our project manager, Andy Aamodt, and support planners will schedule monthly update calls with City staff throughout the Master Plan process.

4. **Plan Preparation Notices.** Our team will coordinate with City staff to prepare and distribute public notices of the City's intent to update the Master Plan as required by State law

5. **Webpage Kickoff.** Our team will launch the project webpage, which will be active throughout this process. This webpage will contain information about the planning efforts and a "news feed" that provides ongoing updates about the planning process. Any virtual engagement opportunities conducted throughout the planning process will also be hosted on this page.



Sub-Task Initial Visioning Engagement

After the project kickoff staff meeting, we will work with the City to conduct initial citywide engagement related to master plan visioning. Visioning involves the formulation of what the City should look like in the future, potentially by considering strengths, weaknesses, opportunities, and threats. This engagement builds the guiding principles that will serve as a framework for how we develop the plan in Phase 3. This initial visioning should include the following:

1. **Video series.** As Giffels Webster will be hard-pressed to provide an equal social media presence to that of the City's/DDA's recent social media influencer status, our team will defer to the City on the logistics and acting for social media videos. We would be willing to provide scripts and QC language that the City may wish to use in broadcasting their message, but we recommend the City continue to provide the comedy and fun.

2. **Community-wide survey.** Working with Cobalt Community Research, our team will host a survey that will launch in the first or second month of this project. This survey will be hosted on the project webpage referenced above. It will cover the base topics of land use and zoning; housing affordability and diversity; identifying infill projects; transportation and mobility; economic development; parks, recreation, and open space; sustainability and climate resilience; historic preservation, arts, culture, and placemaking; and public health and safety.

3. **Neighborhood listening sessions/ meeting toolkits.** While the RFP referenced neighborhood listening sessions, we recommend setting up a "meeting toolkit" approach for smaller group neighborhood feedback. These meeting toolkits are pre-packaged meeting materials/meeting directions to equip volunteer facilitators with everything necessary to facilitate small group sessions. We have found these toolkits to be an equitable practice, because it allows participants to engage where they are, presenting a unique opportunity to gather input from underrepresented populations who may otherwise be unable or unlikely to participate. Cobalt can work with the City to craft a flexible, custom survey to meet its needs. Cobalt can easily adapt prior questions and address your specific challenges and opportunities through custom questions, and will ensure that your questions are clear and unbiased. In addition, Cobalt pulls a true random sample of residents to ensure the sample is representative of your population. While Cobalt weights the responses when needed, they also provide a proprietary thermal mapping approach that allows the voices of individual demographic groups to be clearly heard in the noise of the data, and it helps you quickly see patterns of where performance and preference scores are higher or lower and where there is consensus or disagreement between individual groups. This lets you make more insightful decisions and be more deliberate in inviting groups to provide more perspective and be heard. For an increased cost, the survey may be mailed to 1,500 participants (see cost estimates for additional cost).



4. **Pop-up tents at events or shops.** We will prepare short survey forms or QR codes to online surveys for hosting at key community events and any shops that may volunteer to host these. This may include events such as First Fridays, the Farmers Market, Rumble of the Bumble, EMU events, or Riverside Arts Center events.

5. **Leadership Advance Visioning.** An introduction to the project, or "Master Plan 101" session, will be held at a joint meeting of the City Council and Planning Commission. This will be an educational session and will involve visioning of guiding principles as described above. Other City boards and commissions may be invited as well.

6. **Optional: "Pulse of the City" mini-surveys.** These are follow-up surveys that measure progress on both key questions from the core community-wide survey and allows an opportunity for questions on emerging issues and exploration for additional detail. These short surveys could be repeated regularly to maintain momentum and make appropriate changes.

7. **Optional: NextSteps for Downtown.** If the City is interested, we will conduct an audit of the Downtown, Depot Town, and West Cross based on our NextSteps for Downtown assessment structure. This will involve a pedestrian-level walkabout assessment conducted by our team and City staff and/or volunteer stakeholders, using proven criteria we have developed over the years for the NextSteps for Downtown product. This will result in a toolkit with short- to mid-term actionable steps, best practices, and implementation/to-do worksheets that will empower the City/DDA to manage growth and development in these core districts, in both the public and private realm. We can also offer this in part (by district) or in whole (all such districts).

Sub-Task: Data Analysis and Existing Conditions

Throughout this phase, our team will begin to analyze existing conditions and data to further develop our understanding of Ypsilanti. This will include the following key analyses:

1. **Visitor360 Reports.** Led by Cobalt Community Research, these reports will study the foot traffic for locations of interest such as key parks and recreation space, and Downtown, Depot Town, and West Cross.

2. **Housing Market Study and Economic Development Analysis.** Economic and Planning Systems, Inc. will support this task by producing a housing market study and economic development analysis to guide housing and local economy recommendations related to the master plan. This will include demand forecasting for housing, as well as an analysis on employment and industry segments.

3. **Existing conditions data analysis.** This will use publicly available data, such as the U.S. Census Bureau, HUD, SEMCOG, State of Michigan, Washtenaw County, etc. This will also involve mapping and in-person observations and inventorying of existing conditions.



Deliverables

- Community engagement plan and project management plan
- Initial visioning engagement summary/findings
- Existing conditions/data analysis report
- Housing Market Study and Economic Development Analysis
- Visitor 360 Reports

Meetings (all in person unless otherwise specified)

- Staff kickoff meeting
- Leadership Advance Visioning: Master Plan 101 Joint Meeting
- Optional: Attendance at pop-up events or shops
- Optional: *NextSteps for Downtown* (by district or for all districts)

Phase 2: Stakeholder and Commission Input

Building on the visioning and guiding principle frameworks established in Phase 1, Phase 2 will consist of more targeted engagement sessions. This should involve input from stakeholder focus groups and feedback the Planning Commission.

1. **Stakeholder Focus Groups.** Our team proposes to further support outreach by gathering feedback from targeted stakeholder groups. By discussing the unique priorities of each group, we will better understand their individual perspectives and concerns, ensuring that the plan is reflective of the City's diverse needs and community interests. We propose sessions of 45-60 minutes to be conducted within one full day in the City with the potential groups:
    a. Business owners and Downtown, Depot Town, and West Cross merchants
    b. Neighborhood and community/institutional leaders
    c. Housing providers, developers, and real estate professionals
    d. EMU educators and students
    e. Seniors
    f. Youth
    g. Community-based non-profits and social service providers



2. **Planning Commission Input Modules.** We will hold four specialized Planning Commission input "module" meetings. These will be based on key planning themes identified in the RFP; we will educate the Commission on planning best practices and regional, state, and national trends while clearly portraying public input we have received on the topics, giving Planning Commission the material they need to contribute their feedback on policy direction. We recommend these be special meetings aside from Planning Commission's normal workload in order to maximize feedback and respect the City's normal course of business. These may be organized as follows:

    a. Sustainability and climate; infill redevelopment basics

    b. Housing affordability and diversity; economic development

    c. Transportation and mobility; parks, recreation, and open space

    d. Historic preservation; arts, culture, and placemaking

    All of these Planning Commission Input Modules will have a dedicated lens towards how these themes interact with land use and zoning, as well as the City's ability to improve and sustain a healthy and safe community.

3. **Optional: General Workshop/Open House on Particular Theme(s).** Based on the work to this point, and the initial visioning engagement, an additional come-and-go as you please open house may serve as an important community engagement event before the Plan development truly takes off.

Deliverables

- Stakeholder focus groups engagement summary/findings
- Memos ahead of each Planning Commission input module
- Post-Planning Commission input module summary/findings

Meetings

- One day of Stakeholder Focus Group meetings
- Four Planning Commission meetings
- Optional: Workshop/ open house on specific planning theme(s)

Phase 3: Draft Plan Development

From listening to City staff, stakeholders, the Planning Commission, and the general public during our community engagement efforts, we will blend this learning with our findings from the existing conditions and data analysis to develop the draft Master Plan. Similar to the input modules in Phase 2, we recommend the following meetings for plan development be scheduled as a set of special meetings dedicated to the Master Plan:



1. **Development of the Community Vision, Goals, and Objectives.** Based on all of our understanding to this point, we will help the City develop goals and objectives that will support a vision for the City for the next 10-20 years. We will hold one Planning Commission meeting dedicated to these goals and objectives.
2. **Development of the Future Land Use Plan and Map.** This portion of the Plan will be informed by a combination of feedback from the community engagement process and findings from the existing conditions/data analysis, ensuring that future land use categories align with future growth and development trends. We will hold one Planning Commission meeting dedicated to the future land use plan/map.
3. **Development of Implementation Action Items and Zoning Plan.** The implementation action items will serve as the clear road map for how the Plan's objectives, and ultimately goals, are met. We publish these implementation action items in a matrix format, with columns for "priority level," "responsible party," "timeline," "funding source/partnerships" and "measurable indicators." We will consider strategies for housing affordability and diversity, as well as economic resiliency and adaptability to ensure the City is prepared to meet housing and industry demands, as well as any potential shifts in the market. Lastly, the zoning plan will relate the future land use plan with the zoning ordinance, and this should give the City a succinct guide on how it may update its zoning ordinance following Master Plan adoption. We will hold one Planning Commission meeting dedicated to the implementation action items and zoning plan.
4. **Open House and Full Draft Plan Review.** After the completion of the above steps one through three, we will present the Planning Commission with a full draft Master Plan for review and comment prior to statutorily required distribution. Prior to the applicable Planning Commission meeting, we propose holding a public open house on the overall draft plan. This open house can be an informal, come-and-go-as-you-please style open house, where we will display executive summaries of the Plan's direction and answer any questions the public may have.

Deliverables

- Memos and meeting materials ahead of the applicable Planning Commission meetings.
- Executive summary posters/handouts for the open house.
- Full draft Master Plan, containing the following:
  - Full community engagement summary/findings
  - Existing conditions/data analysis reports, including Visitor360, Housing Market Study, and Economic Development Analysis.

Meetings

- Four Planning Commission meetings
- Public open house



Phase 4: Final Plan Preparation and Adoption

After holding the public open house and after Planning Commission's review of the full draft Plan, City Council will be responsible for distributing the draft Plan for the Michigan Planning Enabling Act's required minimum 63-day review period. Following this draft Plan distribution, we will guide the City through the adoption process, ensuring compliance with the Planning Enabling Act notice, public hearing, and adoption requirements. This final draft will be prepared in a PDF format and will be structured in a well-organized, easy to read format with illustrative graphics, images, tables, and charts that help clarify and reinforce the City's vision, while being an accessible document for the decision-makers and general public to read.

Deliverables

- Memos and meeting materials for adoption meeting(s)
- Final Master Plan, in PDF format and including one un-bound physical copy and fourteen bound copies.
- All GIS data developed in the Master Plan

Meetings

- City Council draft plan distribution meeting (our attendance optional at City's request)
- Planning Commission public hearing and adoption meeting
- City Council adoption meeting (if applicable – our attendance will be optional at City's request)

Project Schedule

		MONTH															
Milestones	Scope of Work Phase	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16
Project Kickoff	1																
Inititial Visioning Engagement	1		PU	PU & J	PU												
Data Analysis and Existing Conditions	1																
Stakeholder and Planning Commission Input	2				SFG	PC	PC	PC	PC								
Draft Plan Development	3																
Community Vision, Goals, and Objectives	3									PC							
Future Land Use Plan and Map	3										PC						
Implementation Action Items and Zoning Plan	3											PC					
Open House and Full Draft Plan	3												PC				
Final Plan Preparation and Adoption	4													PC	MPEA Public Comment		PC/CC

Our team will maintain regular communication with City planning staff throughout the course of the project.

KEY
PC= Planning Commission (or Public Subcommittee)
CC= City Council
J= PC & CC Joint Meeting
PU= Pop-Up Workshops
SFG= Stakeholder Focus Group Meetings

References

City of Clawson

Nik Stepnitz, Assistant City Manager

425 N. Main

Clawson, MI 48017

p. 248.435.4500

e. nstepnitz@cityofclawson.com

Project Name: Planning Services (ongoing), Master Plan, Downtown Plan

Project Description: Giffels Webster helped the City of Clawson advance its downtown master plan vision by developing zoning regulations and design standards that supported mixed-use infill, efficient redevelopment, active street-level uses, and the approval of new development consistent with the adopted plan.

City of Sterling Heights

Jake Parcell, City Planner/City Development Manager

40555 Utica Road

Sterling Heights, MI 48313

p. 586.446.2352

e. parcell@sterlingheights.gov

Project Name: Planning Services (2022-2023), Master Plan

Project Description: Giffels Webster supported Sterling Heights in updating its Master Plan through public engagement, GIS, and future land use planning, creating a refined vision for redevelopment, reinvestment, housing, transportation, economic development, environmental stewardship, placemaking, and community building.

City of Brighton

Mike Caruso Community Development Manager

200 N 1st Street

Brighton, MI 48116

p. 810.844.5149

e. carusom@brightoncity.org

Project Name: Planning Services (2022-2023), Master Plan

Project Description: Giffels Webster supported Brighton's Comprehensive Plan update by facilitating public participation and Planning Commission discussions, integrating land use, housing, sustainability, transportation, downtown, and recreation strategies into a coordinated plan with clear, trackable implementation actions.

Section III. Cost Proposal Form

The proposer shall complete the tables below with to be part of the RFP. All amounts shall be entered as not-to-exceed figures and shall include all labor, overhead, materials, travel, and other costs necessary to complete the Scope of Work in Section II. The Grand Total Not-to-Exceed amount entered in the certification block shall constitute the maximum compensation payable under any resulting contract. Where a task is to be led by City staff at no cost to the consultant contract, the proposer may enter zero and add a brief note.

A. Cost by Scope of Work Task

Scope of Work Task	Professional Services / Fees ($)	Reimbursable Expenses ($)	Task Not-to-Exceed Subtotal ($)
A. Existing Conditions and Data Analysis	*$40,135.00*	N/A	N/A
B. Community Engagement	*$24,535.00*	*$620.16*	N/A
C. Vision, Goals, and Policy Framework	*$9,380.00*	N/A	N/A
D. Future Land Use Plan and Mapping	*$6,800.00*	N/A	N/A
E. Implementation Strategy	*$2,940.00*	N/A	N/A
F. Final Plan Preparation	*$13,130.00*	*$375*	N/A
Total (Not-to-Exceed)	**$96,920.00**	**$995.16**	
Optional Community Engagement Surveys			
Optional: Survey Upgrade – Mailings	*$10,600*		
Optional: Pulse of City Surveys	*$6,000*		
Optional: Survey Translation (per translation)	*$950*		
Optional: Public Workshop on Identified Theme(s)(per workshop)	*$3,220*		
Optional Other Services			
Optional: *NextSteps for Downtown* (three districts)	*$5,850*		
Optional: In-Person GW Attendance at Additional Meetings or Events (per 2 hour meeting/event)	*$735*		

COST PROPOSAL FORM

B. Key Personnel Hourly Rate Schedule

List the key personnel proposed for this project and their billing rates. This schedule will be used to price any additional services requested by the City beyond the Scope of Work in Section II.

Name	Role / Title	Hourly Rate ($)	Estimated Hours
Jill Bahm, AICP – Giffels Webster	Partner	$165	N/A
Andy Aamodt – Giffels Webster	Senior Planner	$130	N/A
Ian Hogg – Giffels Webster	Associate Planner	$115	N/A
Ava Miller – Giffels Webster	Staff Planner	$105	N/A
Ariana Toth – Giffels Webster	GIS Manager	$130	N/A
William SaintAmour – Cobalt Community Research	Executive Director	N/A	N/A
Christian Carroll, AICP, Economic & Planning Systems, Inc.	Senior Associate	N/A	N/A

C. Reimbursable Expenses Detail

Itemize the reimbursable expenses included in the Task table above. The total shown here should equal the total of the Reimbursable Expenses column in Table A.

Expense Category	Estimated Amount ($)
Travel and mileage	Mileage (IRS rate x 68 total miles x 12 trips) $620.16
Printing and reproduction	$375
Materials and supplies	
Other (specify)	
Total Reimbursable Expenses	$995.16

D. Certification

Grand Total Not-to-Exceed Cost Proposal: $ $97,915.16

COST PROPOSAL FORM

The undersigned certifies that the amounts stated above are firm, represent a not-to-exceed price for the complete Scope of Work in Section II, and that the undersigned is authorized to bind the firm to this proposal.

Firm Name: Giffels Webster

Authorized Signature: Jill Bahm

Printed Name and Title: Jill Bahm, Partner

Date: July 17, 2026

Prepared by City of Ypsilanti, Department of Community Services, June 2026

Local Preference Information

Giffels Webster's headquarters is located at 28 W. Adams Ave., Suite 1200, Detroit, MI 48226. The work for this project will be performed primarily from Giffels Webster's Birmingham office, located at 1025 East Maple Road, Suite 100, Birmingham, MI 48009.

All work products associated with this project will be produced by the Michigan-based project team from Giffels Webster's Birmingham office. This includes project management, planning analysis, community engagement support, mapping, GIS, document preparation, graphics, and final deliverables.

One member of the proposed project team resides in Ypsilanti Township, within zip code 48197. While this is not within the City of Ypsilanti, it provides the team with additional familiarity with the local area and surrounding community context. The remaining project team members are also based in Michigan.

Giffels Webster does not anticipate employing additional local persons specifically for completion of this work. Instead, the project will be completed by the Giffels Webster project team, which has the capacity, experience, and proximity needed to serve the City effectively throughout the Master Plan update process.

With offices in Detroit, Birmingham, and Washington Township, Giffels Webster maintains a strong Michigan presence and a long-standing commitment to helping Michigan communities plan for thoughtful growth, reinvestment, and implementation. Being based in Michigan allows our team to bring an understanding of local planning conditions, state requirements, municipal processes, development patterns, and community priorities to the City of Ypsilanti's Master Plan update.

giffels webster

Jill Bahm, AICP
Partner
p. 248.852.3100
jbahm@giffelswebster.com
giffelswebster.com

REQUEST FOR LEGISLATION
August 18, 2026

For: Mayor and City Council

From: Joe Meyers, Community Services Director

Subject: Resolution No. 2026-198 Approving the Park Restroom Renovation Project at Parkridge Park, Riverside Park, Prospect Park, and Candy Cane Park and authorizing staff to competitively bid the work; also authorizing to utilize funding from CDBG and to release an RFP for the project.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:
1. RFL_Park_Restroom_Renovation_3
2. Ypsilanti_Park_Restroom_Cost_Update_2026_9

CITY MANAGER APPROVAL: COUNCIL AGENDA DATE: August 18, 2026

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:

REQUEST FOR LEGISLATION
August 18, 2026

For: Mayor and City Council

From: Joe Meyers, Director of Community Services

Subject: Park Restroom Renovation Project and Funding for Parkridge, Riverside, Prospect, and Candy Cane Parks

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SUMMARY & BACKGROUND

In October 2018, OHM Advisors completed a Park Restroom Evaluation Study assessing the condition of the restroom facilities in the City's parks and identifying the renovations needed to return them to safe, accessible, year-round public service. The study documented deteriorated fixtures and finishes, accessibility deficiencies, and building envelope repairs at each facility.

Staff has updated the study's line-item estimates to current pricing, applying a 42 percent composite escalation factor reflecting cumulative construction cost increases from 2018 through early 2026, and has added the restroom facility at Candy Cane Park, which was not included in the original study. The combined estimated project cost for renovating the restroom facilities at Parkridge Park, Riverside Park, Prospect Park, and Candy Cane Park is approximately $578,000 in 2026 dollars, inclusive of construction, soft costs, and contingency. The full cost update is attached.
Modern, hygienic, and accessible park restrooms are a priority for improving park equity and user experience, consistent with the City's 2026-2030 Parks and Recreation Master Plan. Staff requests that City Council approve the Park Restroom Renovation Project and the associated funding so that the work can be competitively bid. Funding would come from the Community Development Block Grant Funds.

For Council's context, staff also compared the cost of renovating the existing restrooms to the cost of installing automated self-cleaning units of the type referenced in the City's earlier restroom market research. Renovation carries a substantially lower upfront cost, while self-cleaning units carry a higher upfront cost but reduce ongoing staffing and vandalism expense. The comparison below summarizes the planning-level figures.

Factor	Renovate Existing Restrooms	Self-Cleaning Automated Units
Capital cost per site	$130,000 to $160,000	$400,000 to $550,000
Estimated four-park total	Approximately $558,000	$1,600,000 to $2,200,000
Annual operating cost per unit	$15,000 to $27,500	Roughly $10,000 less per unit per year
Primary trade-off	Lower upfront cost; ongoing staffed cleaning and vandalism repair	Higher upfront cost; reduced staffing and vandalism exposure

At the documented maintenance savings of roughly $10,000 per unit per year, the additional upfront cost of a self-cleaning unit would take approximately 15 to 20 years to recover. All

figures are planning-level estimates and would be refined through competitive bidding. Staff recommends the renovation approach as the most cost-effective path to restoring year-round restroom service across all four parks.

RECOMMENDED ACTION

Approval of the attached resolution approving the Park Restroom Renovation Project at Parkridge, Riverside, Prospect, and Candy Cane Parks and releasing an RFP for the work to be completed.

ATTACHMENTS: Park Restroom Renovation Cost Update, 2018 OHM Advisors Estimates Escalated to 2026 Dollars;

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____

BUDGET PRIORITY REFERENCE _____

Resolution No. 2026-198
August 18, 2026

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

Whereas, the October 2018 OHM Advisors Park Restroom Evaluation Study documented the renovations required to return the City's park restroom facilities to safe, accessible, year-round public service; and

Whereas, staff has escalated the study's estimates to 2026 dollars and added the Candy Cane Park facility, resulting in a combined estimated project cost of approximately $558,000 for the renovation of the restroom facilities at Parkridge Park, Riverside Park, Prospect Park, and Candy Cane Park; and

Whereas, modern, hygienic, and accessible park restrooms are a priority for improving park equity and user experience, consistent with the City's 2026-2030 Parks and Recreation Master Plan;

Now, therefore, be it resolved that the City Council of the City of Ypsilanti approves the Park Restroom Renovation Project at Parkridge Park, Riverside Park, Prospect Park, and Candy Cane Park and authorizes staff to competitively bid the work.

Be it further resolved that the City Council approves utilizing funding from CDBG and releasing an RFP for the project.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

CITY OF YPSILANTI

Park Restroom Renovation Cost Update

Parkridge Park, Prospect Park, Riverside Park, and Candy Cane Park

2018 OHM Advisors Estimates Escalated to 2026 Dollars

1. Methodology and Escalation Basis

The cost estimates below update the October 2018 OHM Advisors Park Restroom Evaluation Study for Parkridge Park, Prospect Park, Riverside Park, and Candy Cane Park. All 2018 construction line-item costs have been escalated to 2026 dollars using a 42% composite escalation factor, reflecting cumulative construction cost increases from 2018 through early 2026.

The 42% factor is based on non-residential construction cost indices including the ENR Building Cost Index, the Mortenson Construction Cost Index (which reported national costs up 7.35% in Q4 2025 alone), and RSMeans regional data for the Midwest. Construction cost inflation was moderate in 2018 to 2020, spiked sharply in 2021 to 2022 due to supply chain disruption and labor cost increases (roughly 20 to 25% cumulative during that period), and has continued at a more moderate pace of 5 to 8% annually through 2025 to 2026.

Design fees and permits are updated as professional fee allowances rather than by the construction index. The water service replacement line item at Riverside Park is escalated beyond the 42% composite to reflect the increase in excavation, pipe materials, and YCUA coordination costs since 2018.

2. Summary Comparison

Cost Component	Park	2018 Estimate	2026 Estimate
Total (incl. soft costs)	Parkridge	$100,073	$141,230
Total (incl. soft costs)	Prospect Park	$81,167	$114,382
Total (incl. soft costs)	Riverside	$102,557	$150,359
Total (incl. soft costs)	Candy Cane Park	$107,504	$151,780
COMBINED TOTAL, ALL FOUR PARKS		$391,301	$557,751

The combined cost of renovating all four existing facilities is estimated at approximately $557,751 in 2026 dollars, up from $391,301 in the 2018 study. The per-park itemized detail follows in Sections 3 through 6.

Funding: The full cost of the restroom renovations is anticipated to be covered by Community Development Block Grant (CDBG) funds.

3. Parkridge Park, Updated Cost Detail

Original OHM Advisors estimate (September 25, 2018). Construction lines escalated to 2026 at the 42% composite rate. Soft costs are computed as the stated percentages of the construction subtotal.

Line Item	2018 Cost	2026 Cost
Construction Staging and Security	$2,000	$2,840
Replace Doors	$12,000	$17,040
Replace Metal Louver	$1,000	$1,420
Replace Glass Block with Impact Resistant Glazed Windows	$6,000	$8,520
Exterior Paint Removal from Brick	$2,000	$2,840
Exterior Brick Sealer	$7,200	$10,224
Exterior Steel Paint	$800	$1,136
Exterior Paint	$1,050	$1,491
Interior Wood Paint	$1,000	$1,420
Interior Masonry Wall Paint	$4,400	$6,248
Interior Concrete Sealant	$850	$1,207
Brick Work	$2,000	$2,840
General Electrical	$500	$710
Fireplace repairs	$4,000	$5,680
Clean and Televise Sanitary	$700	$994
Restroom Fixtures	$9,000	$12,780
Exterior Lighting	$3,600	$5,112
Interior Lighting	$1,500	$2,130
Site Restoration and Cleanup	$5,000	$7,100
Construction Subtotal	$64,600	$91,732
Design Fees	$6,500	$9,230
General Conditions (5%)	$3,230	$4,587
OH & P (12%)	$7,752	$11,008
Bond (3%)	$1,938	$2,752
Permits	$3,000	$3,500
Contingency (15%)	$13,053	$18,421
TOTAL	$100,073	$141,230

4. Prospect Park, Updated Cost Detail

Original OHM Advisors estimate (September 25, 2018). Construction lines escalated to 2026 at the 42% composite rate. Soft costs are computed as the stated percentages of the construction subtotal.

Line Item	2018 Cost	2026 Cost
Construction Staging and Security	$2,000	$2,840
Replace Doors	$12,000	$17,040
Replace Metal Louver	$1,000	$1,420
Replace Glass Block with Impact Resistant Glazed Windows	$6,000	$8,520
Exterior Masonry Paint	$3,900	$5,538
Exterior Steel Paint Column	$2,000	$2,840
Exterior Steel Paint	$4,800	$6,816
Interior Plaster Paint	$2,800	$3,976
Interior Concrete Sealant	$400	$568
Restroom Fixtures	$9,000	$12,780
Interior Lighting	$2,000	$2,840
Site Restoration and Cleanup	$5,000	$7,100
Construction Subtotal	$50,900	$72,278

Design Fees	$6,500	$9,230
General Conditions (5%)	$2,545	$3,614
OH & P (12%)	$6,108	$8,673
Bond (3%)	$1,527	$2,168
Permits	$3,000	$3,500
Contingency (15%)	$10,587	$14,919
TOTAL	$81,167	$114,382

5. Riverside Park, Updated Cost Detail

Original OHM Advisors estimate (September 26, 2018). Construction lines escalated to 2026 at the 42% composite rate, with the water service line escalated to $14,000. Soft costs are computed as the stated percentages of the construction subtotal.

Line Item	2018 Cost	2026 Cost
Construction Staging and Security	$2,000	$2,840
Replace hollow metal doors and frames, widen doors for 3' openings	$16,500	$23,430
Replace Metal Louver	$1,500	$2,130
Exterior Masonry Paint	$4,000	$5,680
Exterior Steel Paint Columns and beams	$2,400	$3,408
Exterior Steel Paint spot treat	$1,200	$1,704
Interior Concrete Wall Paint	$2,200	$3,124
Interior Concrete Floor Sealant (Bath and Storage)	$300	$426
Restroom Fixtures	$10,000	$14,200
Exterior Lighting	$3,600	$5,112
Interior Lighting	$2,000	$2,840
Electrical Upgrades	$1,000	$1,420
Concrete Crack Route and Seal	$2,500	$3,550
Concrete 4" removal and Replacement	$3,000	$4,260
Seal Expansion between Old and New Sidewalk	$1,500	$2,130
Water Service Replacement	$7,000	$14,000
Clean and Televise Sanitary	$700	$994
Site Restoration and Cleanup	$5,000	$7,100
Construction Subtotal	$66,400	$98,348
Design Fees	$6,500	$9,230
General Conditions (5%)	$3,320	$4,917
OH & P (12%)	$7,968	$11,802
Bond (3%)	$1,992	$2,950
Permits	$3,000	$3,500
Contingency (15%)	$13,377	$19,612
TOTAL	$102,557	$150,359

6. Candy Cane Park, Updated Cost Detail

Original OHM Advisors estimate (September 25, 2018). Construction lines escalated to 2026 at the 42% composite rate. Soft costs are computed as the stated percentages of the construction subtotal.

Line Item	2018 Cost	2026 Cost
Construction Staging and Security	$2,000	$2,840
Replace Wood Doors and Frames (heavy gauge)	$12,000	$17,040
Replace Glass Block with Impact Resistant Glazed Windows	$8,000	$11,360
Point Up Masonry	$2,000	$2,840
Exterior Masonry Paint	$2,800	$3,976
Exterior Steel Paint (posts)	$200	$284
Exterior Wood Paint	$3,000	$4,260
Interior Wood Paint	$1,600	$2,272
Concrete Slab Crack Route and Seal	$2,475	$3,514
Concrete Trip Hazard Grinding	$600	$852
Interior Concrete Sealant	$600	$852
Clean and Televise Drains	$700	$994
Replace Sanitary Lead, 4" PVC	$13,510	$19,184
Restroom Fixtures	$9,000	$12,780
Security Box for Water Meter	$500	$710
Exterior Lighting	$3,600	$5,112
Interior Lighting	$2,000	$2,840
Electrical Upgrades	$400	$568
Site Restoration and Cleanup	$5,000	$7,100
Construction Subtotal	$69,985	$99,378
Design Fees	$6,500	$9,230
General Conditions (5%)	$3,499	$4,969
OH & P (12%)	$8,398	$11,925
Bond (3%)	$2,100	$2,981
Permits	$3,000	$3,500
Contingency (15%)	$14,022	$19,797
TOTAL	$107,504	$151,780

7. Alternative Comparison, Renovation vs. Self-Cleaning Replacement

For context, the 2026 renovation cost estimates above can be compared against the cost of replacing the existing facilities with new self-cleaning prefabricated units, as contemplated in the City's concurrent RFP.

Factor	Traditional Renovation	Self-Cleaning Unit
Capital cost per site	~$160,000	$400,000 - $550,000
Annual operating cost per unit	~$15,000 - $27,500	$8,000 to $12,000
Estimated payback period	Not applicable	~15 - 20 years

The self-cleaning option carries a substantially higher capital cost but a significantly lower long-term total cost of ownership due to reduced ongoing maintenance and staffing requirements. The Keene, NH Public Works Director estimated that a non-self-cleaning option would cost approximately $10,000 more per year to maintain than an automated unit. At that differential, the payback period on the additional capital investment for a self-cleaning unit could be as low as 15 to 20 years.

The City should begin exploring bringing custodial services in-house. An in-house custodial function could take on the routine cleaning and upkeep of the renovated restrooms, giving the City

direct control over cleaning frequency and coverage rather than relying on outside contractors for these facilities.

Prepared by City of Ypsilanti, Department of Community Services, June 2026

Source: OHM Advisors, Park Restroom Evaluation Study, October 2018. Escalation factors based on ENR BCI, Mortenson CCI, and RSMeans Midwest indices.

REQUEST FOR LEGISLATION
August 18, 2026

For: Mayor and City Council

From: Tracey Boudreau, City Clerk

Subject: Resolution No. 2026-199 Appointing a voting delegate and an alternate delegate for the Michigan Municipal League Annual Convention to be held in Traverse City, Michigan, October 7-9, 2026.

SUMMARY & BACKGROUND: As of this meeting, Council Member King is the only elected official who is registered for this event.

RECOMMENDED ACTION: Choose a delegate and alternate; Approval.

ATTACHMENTS:
1. MML Delegate Resolution 2026-199
2. MML Delegate request

CITY MANAGER APPROVAL: COUNCIL AGENDA DATE: August 18, 2026

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:

Resolution No. 2026-199
August 18, 2026

WHEREAS, the City of Ypsilanti is a member of the Michigan Municipal League and their Annual Convention will be held in Traverse City, October 7-9, 2026; and

WHEREAS, the City has received a request from the MML to designate an official who will be in attendance at the Convention as our official voting delegate, as well as designate an alternate;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI that

_____ be appointed as the Voting Delegate,

And That

_____ be appointed as the Alternate Delegate

For the Michigan Municipal League Annual Convention to be held in Traverse City, Michigan, October 7-9, 2026.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VACANT: VOTE:

michigan municipal league

1675 Green Road
Ann Arbor, MI 48105-2530

T 734.662.3246
800.653.2483
F 734.662.8083
mml.org

July 30, 2026

Michigan Municipal League Annual Meeting Notice

(Please present at the next Council, Commission or Board Meeting)

Dear Official:

The Michigan Municipal League Annual Convention will be held in Traverse City, October 7-9, 2026. The League's **"Annual Meeting"** is scheduled for 4:30 pm on Wednesday, October 7 in Governors' A at the Grand Traverse Resort. The meeting will be held for the following purposes:

1. Election of Trustees. To elect five members of the Board of Trustees for terms of four years each (see #1 on page 2).
2. Policy. A) **To vote on the Core Legislative Principles document.**

   In regard to the proposed League Core Legislative Principles, the document is available on the League website at https://mml.org/resources-research/delegate/. If you would like to receive a copy of the proposed principles by fax, please call Monica Drukis at the League at 800-653-2483.

   B) **If the League Board of Trustees has presented any resolutions to the membership, they also will be voted on.** (See #2 on page 2.)
   In regard to resolutions, member municipalities planning on submitting resolutions for consideration by the League Trustees are reminded that under the Bylaws, they must be submitted to the Trustees for their review by **September 7, 2026.**
3. Other Business. To transact such other business as may properly come before the meeting.

Designation of Voting Delegates

Pursuant to the provisions of the League Bylaws, you are requested to designate by action of your governing body one of your officials who will be in attendance at the Convention as your official representative to cast the vote of the municipality at the Annual Meeting, and, if possible, to designate one other official to serve as alternate. Please submit this information through the League website by visiting https://mml.org/resources-research/delegate/ **no later than September 7, 2026.**

3. Posting of Proposed Resolutions and Core Legislative Principles

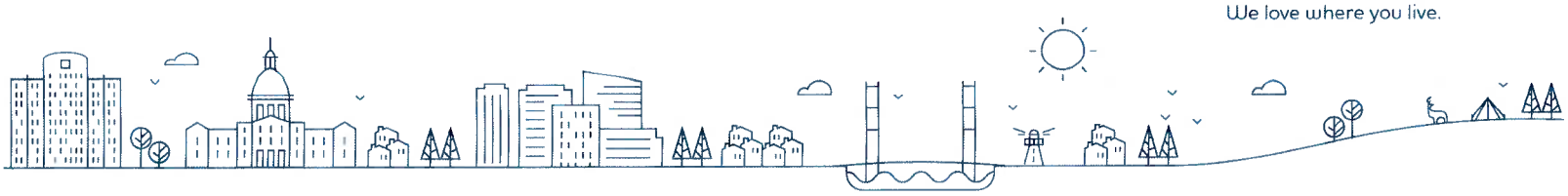
The proposed Michigan Municipal League Core Legislative Principles and any new proposed Resolutions recommended by the Board of Trustees for adoption by the membership will be available on the League website, or at the League registration desk to permit governing bodies of member communities to have an opportunity to review such proposals and delegate to their voting representative the responsibility for expressing the official point of view of the member at the Annual Meeting.

The Board of Trustees will meet on Tuesday, October 6, 2026, at Grand Traverse Resort for the purpose of considering such other matters as may be requested by the membership, in addition to other agenda items.

Sincerely,

Joshua Atwood
President
Commissioner, City of Lapeer

Daniel P. Gilmartin
Executive Director & CEO



REQUEST FOR LEGISLATION
August 18, 2026

For: Mayor and City Council

From: Bonnie Wessler, DPS Director

Subject: Resolution No. 2026-200 Awarding a contract for Frog Island Parking Lot Replacement Construction Services to OHM in the amount of $142,825; also authorizing the Mayor and City Clerk to sign the contract, subject to approval by the City Attorney, and that any change orders may be approved by the City Manager.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:
1. Resolution No 2026-200 Frog Island Parking Lot Replacement Construction Services - OHM
2. Frog Island Parking Lot_CE Proposal_Final

CITY MANAGER APPROVAL: COUNCIL AGENDA DATE: August 18, 2026

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:

Resolution No. 2026-200
August 18, 2026

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, the Frog Island Parking Lot Replacement project has been has been awarded; and

Whereas, the City requires project oversight and construction coordination services and has solicited a proposal from OHM, the City's engineer of record;

NOW THEREFORE BE IT RESOLVED THAT that the Ypsilanti City Council approves the proposal submitted by OHM in the amount of $142,825; and

BE IT FURTHER RESOLVED, THAT the Mayor and City Clerk are authorized to sign this contract, subject to approval by the City Attorney, and that any change orders may be approved by the City Manager to facilitate completion of this work.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

July 14, 2026

CITY OF YPSILANTI
DEPARTMENT OF PUBLIC WORKS
14 W Forest Ave
Ypsilanti, MI 48197

Attention: Bonnie Wessler, AICP
Director of Public Works

Regarding: Proposal for Construction Phase Services
Frog Island Parking Lot Replacement

Dear Ms. Wessler:

OHM Advisors (OHM) is pleased to submit this proposal for construction engineering services for the Frog Island Parking Lot Replacement project in the City of Ypsilanti. This project was designed by OHM, and we have prepared our project understanding and scope of services based on past experience and correspondence with the City.

PROJECT UNDERSTANDING

The City of Ypsilanti received a congressional earmark grant to improve the condition of the existing parking lot in Depot Town, west of Rice Street. The project includes crushing and shaping existing asphalt pavement; replacing curb and gutter, grading and compacting crushed asphalt, installing new existing base aggregate, storm sewer installation and upgrades, electrical vehicle charging station procurement and installation, hot mix asphalt parking lot pavement installation and miscellaneous restoration, signage, and striping. OHM prepared the design and bidding documents for these improvements. Bids were opened on June 30, 2026, and T & M Asphalt Paving, Inc. submitted the lowest responsive bid in the amount of $1,144,212.00.

The City has requested construction phase engineering services for the Project, including contract administration, construction observation, construction engineering, and materials testing. A detailed description of the scope of services is provided below.

SCOPE OF SERVICES

This scope reflects our understanding of the City's needs for this project and is consistent with past construction phase engineering services proposals. The components of this work plan are as follows:

Contract Administration Services shall consist of the utilization of Field Advisor software to track pay estimated and project pay quantities, materials used, and testing results. Information tracked will be used in the resolution of claims and/or contract document interpretation along with reviews of project schedules to monitor compliance with deadlines. These services shall also include project closeout, consisting of final pay

estimate preparation, obtaining closeout documents required from the contractor, and a balancing change order reflecting all increases, decreases, credits and/or extras to the contract. The specific tasks included in construction administration include:

- Contract documents for execution will be prepared and transmitted to the Contractor and will be accompanied by the Notice of Award letter. OHM will confirm bonds and insurance are included with the contract documents and deliver signed contract books to the City for execution.
- Arrange and conduct a preconstruction meeting as well as interim progress meetings. OHM will prepare and distribute minutes for these meetings. Based on the completion date in the documents, we anticipate there will be up to four (4) progress meetings for the duration of the project.
- Contract administration services will include, but are not limited to, preparation and review of up to three (3) pay estimates and one (1) change order. Payment applications are expected to be submitted on a monthly basis.

Observation Services shall consist of part-time observation of the work progress by the Contractor(s). Inspector daily reports (IDR's) will be prepared documenting pay item quantities and the general work progress for the day. OHM will answer residents' questions and attempt to resolve complaints daily during construction. OHM will also interact with the Contractor's supervisory personnel to notify them when work is unacceptable and in need of correction, or removal and replacement of specific work elements if the situation warrants. The specific tasks include:

- The estimated inspection effort includes six (6) weeks of part time inspection at approximately 24 hours per week during active construction. Observation hours will be focused on critical work activities and reduced during periods of limited activity, restoration, and closeout.
- During more critical work, OHM will provide full time observation for up to six (6) weeks at 50 hours per week.
- Perform observations for the project in accordance with the Specifications, Plans, Proposal, and other applicable references, guidelines, and/or procedures manuals.
- Maintain daily inspection diaries for observation, along with sketches, logs, and other records as necessary to document the Contractor's progress.
- Notify the City immediately of any unanticipated field conditions and potential changes, extras, or adjustments to the contract before processing a Work Order and/or Recommendation.
- Complete a final inspection of all work, or such portions thereof eligible for acceptance, after notification by the Contractor that the work is completed. The final inspection shall include notifying the Contractor in writing of defects to be remedied if work is not acceptable.

Construction Engineering Services shall consist of the supervision of the construction observation staff to provide appropriate project staffing and project documentation. The specific tasks include:

- Review shop drawings and submittals as supplied by the Contractor.

- Resolve construction issues/problems which may arise. Review and make recommendations to the City regarding claims from the contractor(s) including preparation of change orders, etc. if required.
- OHM shall coordinate the efforts of materials testing by G2 Consulting Group and review materials testing reports to check for compliance with contract documents and make appropriate recommendations (when needed) to the City.
- Measure, compute quantities, and provide appropriate documentation of materials incorporated in work items. Maintain an item history using Field Advisor.
- Track failed material tests and notify the Contractor.
- Field measure applicable items of work. Prepare final summaries for applicable items of work.
- Photos and/or sketches or relevant as-built conditions will be electronically transmitted to the City for their project file.
- Follow up with the contractor on proper permit closure will be part of the final closeout process.

Materials Testing is included and will be performed by G2 Consulting Group (G2). Material testing will include mix design review, concrete field testing, concrete cylinder laboratory compressive strength tests, asphalt and soil density testing (including utility trenches), and proof roll observations. Materials testing efforts will be dependent on the Contractor's pace and scheduling, we have estimated eight (8) full days and five (5) of on-site testing as well as thirty (30) concrete cylinder compressive strength tests and two (2) proctor tests of imported aggregates.

PROJECT SCHEDULE

The construction phase engineering services will begin upon authorization. It is understood that construction is anticipated to begin in August 2026, proceed for 12 continuous weeks, and be ready for final payment by April 2027.

FEE SCHEDULE

OHM Advisors proposes to provide the above outlined professional services on an hourly – not to exceed basis, in accordance with the continuing services agreement between the City and OHM. Invoices will be sent monthly as work is performed:

Description	Fee
Construction Phase Services	$ 125,325.00
Geotechnical and Materials Testing (G2)	$ 17,500.00
TOTAL	**$ 142,825.00**

For reference, the proposed fee is approximately 12.5% of the bid price.

FURTHER CLARIFICATIONS AND ASSUMPTIONS

The above fee is based on the following assumptions:

- Additional observation time beyond the assumed level may result in additional costs.
- Survey staking is not included and will be performed by the Contractor.

We thank you for this opportunity to provide construction phase engineering services for this project. If this proposal is acceptable to you, your signature on the signature line below will serve as our authorization to proceed. If there are any questions, please contact me.

Sincerely,
OHM Advisors



Rachel Jackson, P.E.
Project Manager

cc: Andrew Hellenga, City of Ypsilanti
Alex Bade, P.E., OHM
Fraser Payne, P.E., OHM
Alfonso Gutierrez, P.E., OHM
Kent Early, P.E., OHM

City of Ypsilanti
Proposal for Professional Construction Phase Services
Frog Island Parking Lot Replacement

Accepted By:	_____	Accepted By:	_____
Printed Name:	_____	Printed Name:	_____
Title:	_____	Title:	_____
Date:	_____	Date:	_____

REQUEST FOR LEGISLATION
August 18, 2026

For: Mayor and City Council

From: Bonnie Wessler, DPS Director

Subject: Resolution No. 2026-201 Awarding a contract for Prospect Road Bridge Design - Superstructure Replacement to OHM in the amount of $305,860; also authorizing the Mayor and City Clerk to sign this contract, subject to approval by the City Attorney, and that any change orders may be approved by the City Manager to facilitate completion of this work.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:
1. Prospect Rd Super Replacement Proposal - OHM
2. Resolution No 2026-201 - Prospect Rd Super Replacement Design - OHM

CITY MANAGER APPROVAL: COUNCIL AGENDA DATE: August 18, 2026

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:

May 27, 2026

Bonnie Wessler, AICP
DPS Director
City of Ypsilanti
14 W Forest Avenue
Ypsilanti, MI 48197

RE: Proposal for Professional Services
Prospect Road Bridge Design – Superstructure Replacement

Dear Ms. Wessler:

OHM Advisors (OHM) is pleased to submit this proposal for professional services supporting the superstructure replacement of Prospect Road over State owned (Norfolk Southern/Amtrak) Railroad in the City of Ypsilanti.

We understand that this project will be let through the MDOT Local Agency Program and is programmed for State Fiscal Year 2028 funding (Oct 1, 2027-Sept 30, 2028) through the Neighborhood Roads Fund. OHM has assembled a team to deliver this critically important project for you. G2 Consulting Group is part of our team to provide asbestos testing.

To facilitate your review, our Scope of Services is organized as follows:

- Statement of Understanding
- Work Plan
- Schedule
- Compensation
- Clarification and Assumptions
- Additional Services
- Authorization and Acceptance

We thank you for this opportunity and we are excited to continue working with the City of Ypsilanti to provide professional services associated with the Prospect Road superstructure replacement. Should you find our proposal acceptable, please sign the attached Scope of Services and provide a copy to us for our files. Should you have any questions or comments, please contact me directly at 734-466-4454 or kim.orear@ohm-advisors.com.

Sincerely,
OHM Advisors

Kimberly O'Rear
Digitally signed by Kimberly O'Rear
DN: C=US, E=kim.orear@ohm-advisors.com, O=OHM Advisors, OU=Senior Project Manager, CN=Kimberly O'Rear
Date: 2026.05.26 14:09:32-04'00'

Kimberly O'Rear, PE, Senior Project Manager

Encl: Scope of Services
cc: Andrew Hellenga, City Manager
Rachel Jackson, PE, OHM
Kent Early, PE, OHM

SCOPE OF SERVICES

Statement of Understanding

OHM understands that the City of Ypsilanti secured funding from the Neighborhood Roads Fund through the MDOT Local Bridge Program to replace the superstructure, which include the beam, deck, sidewalks and railing, on the Prospect Road bridge over the State owned Railroad. The existing superstructure of the three span bridge has deteriorated and requires replacement.

Work Plan

Proposed Improvement, Project Limits and Understanding

- This project involves the replacement of the superstructure on the three-span side-by-side concrete box beam bridge carrying Prospect Road over the railroad. The proposed superstructure is anticipated to consist of spread prestressed concrete box beams based on information from the bridge study completed in 2025.
- The cross section of the bridge is proposed to have a 26-foot clear roadway width to accommodate two 11-foot lanes and 2-foot shy distance to match the approach roadway configuration of one thru lane in each direction. In addition, there will be 10-foot-wide sidewalks on both sides of the bridge. The sidewalks are increased in width from existing six foot wide as Prospect Road has been identified by the city as a key non-motorized route. The existing clear roadway width is larger than the proposed clear roadway width; however, the existing sidewalks are narrower than the proposed sidewalks, therefore the proposed bridge outside-to-outside width will be narrower than the existing width (48'-5" vs. 62'-8").
- As part of the bridge structure study (completed in 2025), the vertical profile of the roadway was evaluated, and it was determined that the limits of the road work will extend from US-12 (Michigan Avenue) on the south end of the bridge to Locust Street on the north end of the bridge for a total reconstruction length of approximately 825'-0". This project will , require the vertical clearance over the railroad be increased from 22'-9" to 23'-6" to meet current standards. This increase, along with a deeper superstructure, played a key role in the road profile. Roadway approach limits, discussed in that portion of the scope of services, are included in this proposal. Work beyond these limits is not included.

Survey

- Supplemental topographic survey of the area to support the design is included in this proposal. This survey will complement the survey that was obtained in 2025 as part of the Prospect Road superstructure replacement study phase.
- Up to five easements documents will be prepared for anticipated grading easements. No permanent right-of-way acquisitions are anticipated.

Threatened & Endangered (T&E) Species

- Funding for the project is through the Neighborhood Roads Fund which utilizes 100% state funds. NEPA is not required as part of this funding, therefore providing T&E searches through US Fish and Wildlife Service IPaC and MNFI are not required. In addition, a bat survey is not required. No work for T&E species is anticipated or included in this proposal.

Geotechnical

- Geotechnical data is not anticipated to be needed for this project and has not been included.

Testing

- G2 Consulting Group will provide asbestos testing of the existing bridge. The testing will confirm if there is asbestos in any of the existing materials that will be disturbed during construction. If asbestos is found, this information will be included in the design plans so the contractor knows there will be special disposal

requirements. This testing is required on bridge projects let through the Local Agency Program.

- **Superstructure Replacement Design**
  - The superstructure type, chosen in the 2025 study, was spread prestressed concrete box beams. This proposal assumes the use of this beam type.
  - The bridge design will include the following phases:
    - Prepare Conceptual Design
      - Evaluate roadway slope limits to identify and prepare temporary grading easements.
      - Prepare ROW parcel exhibits for up to five parcels for impacts due to grading.
    - Prepare Preliminary Design
      - Preliminary General Plan of Site and General Plan of Structure sheets including pier cap replacement, wingwall modifications and abutment/backwall details.
      - Preliminary load rating.
      - Prepare preliminary sections for approach treatments to minimize ROW impacts.
      - Submit preliminary plans, special provisions, opinion of probable cost to the City for review, prior to submittal to MDOT for Grade Inspection.
      - Attend MDOT Grade Inspection meeting.
      - Utility coordination and attend three utility meetings.
    - Prepare Final Design
      - Detailed plans for abutments, piers, beams, superstructure and steel reinforcement.
      - Special details and special provisions.
      - Final opinion of probable cost.
      - Final plans including details for approach treatments and detour plans.

- **Roadway Approach Work**
  - The proposed geometric design will utilize a 25-mph posted speed / 30-mph design speed and minimize impacts to surrounding businesses. The proposed profile design will maintain a minimum of 23'-6" of vertical clearance over the railroad as specified by the MDOT Bridge Design Manual.
  - The proposed roadway work will include the minimum length necessary to tie into the existing roadway profile. Based on the 2025 bridge structure study, the roadway needs to be raised approximately 2'-3" over the railroad tracks to provide the necessary vertical clearance over the railroad. The anticipated proposed roadway approach limits are approximately 280' south of the bridge and 400' north of the bridge.
  - The proposed roadway configuration will consist of two 11' lanes, 2' shoulders and 10' sidewalks on both sides of the road. This configuration reduces the total number of lanes on Prospect Road between US-12/Michigan Avenue and Martin Place from four to two as proposed in the study of the bridge. The intersection at US-12/Michigan Avenue will maintain the existing lane configuration. The intersection at Martin Place will add a center left turn lane. North of Martin Place the roadway will taper to transition to the existing road and sidewalk configuration.
  - OHM will design new storm sewer within the bridge / road approach limits. The proposed drainage design will utilize the existing storm sewer network on both sides of the bridge with existing storm sewer facilities replaced within the bridge and roadway approach limits. No new stormwater outlets, detention design, or hydrodynamic / vortex sediment removal structures are anticipated or included.
  - Per the requirements for clear zone guardrail is not required to be placed. Guardrail exists now but this is anticipated to be removed and not replaced.

- **Lighting**
  - There are existing streetlights on west side of Prospect Road on the north and south spans of the bridge. These lights will need to be removed and replaced as they will be impacted by construction. OHM will visit

the site and review as-built drawings to verify service and provide proposed lighting layout, drawings and special provisions.

- **Railroad Coordination**
  - The Prospect Road bridge crosses an MDOT owned rail. Amtrak oversees construction and right-of-entry access for MDOT. Extensive coordination is anticipated for this project.
- OHM anticipates coordination, meetings, access agreements, and submittal of review sets to MDOT and Amtrak. For this proposal we have included two virtual meetings, one on-site meeting and two submittals to the railroad.

- **Utility Coordination**
  - The initial investigation shows numerous overhead wires running perpendicular to Prospect Road at the south and north ends of the bridge. It is anticipated that all of these will require relocation. These appear to be private utilities. Coordination with the utility owner(s) is included in this proposal, however, relocation of these facilities is not included in this proposal.
  - There is storm, sanitary and watermain in the area. It anticipated that the storm sewer may require adjustments and/or additions in the approaches. It's not anticipated that sanitary sewer or watermain will be impacted by the project and no work is included for sanitary sewer or watermain in this proposal.
  - OHM recognizes that there will be considerable effort to identify utility impacts and coordinate utility relocation. OHM will:
    - Notify each utility company of the work planned for the project.
    - Prepare a detailed schedule for each utility company, which includes milestones for road/bridge, ROW, permitting, utility relocation, and construction.
    - Verify location of facilities using record information provided by utility companies.
    - Coordinate a combined initial utility meeting with all utilities. This meeting is expected to be a virtual meeting.
    - Coordinate a second utility meeting with all utility representatives present to discuss relocations schedules. This meeting will be on-site.
    - Identify impacts to utility facilities.
    - Coordinate the relocation of utility facilities.
    - Prepare utility coordination clause specification.

- **Work Zone Safety and Mobility and Maintenance of Traffic**
  - OHM will follow the "MDOT Work Zone Safety and Mobility Guide for Local Agencies". In accordance with this guide, OHM will fill out MDOT Form #0369 "Local Agency Work Zone Safety & Mobility Determination Worksheet" and submit it as a part of the GI package.
  - The project will undergo a full closure with detour for vehicular and pedestrian traffic throughout the duration of the project. The vehicular detour is expected to be Michigan Avenue, N. Harris and Cross St.
  - Plans will be developed to maintain pedestrian access to local business and residences within the work area.
  - Pedestrian traffic on the bridge will be detoured around the work area. It is anticipated the pedestrian detour route will utilize Michigan Avenue and Miles Street to cross the railroad.
  - A project-level crash analysis will be completed to satisfy the MDOT requirements.
  - Permanent pavement markings will be replaced and detailed in the plan package.

- **Permits, Forms and Applications**
  - OHM will prepare and submit the Program Application to MDOT.
  - OHM will investigate the need for an FAA permit and will apply for the permit if necessary.
  - OHM will prepare a permit to place signs in the MDOT ROW for the detour.
  - OHM will prepare MDOT Form 1425 for Notification of Proposed Project Involving Public Rail Crossing.

- **Plans, Specs, and Opinion of Probable Cost Package**
  - Individual sheets will be provided for the roadway Typical Section, Miscellaneous Roadway Details, Removal, Construction, Profile., and Grading Sheets. Each roadway sheet will be 30 scale for full-size, 60 scale for half-size. Structure plan and detail sheet scales will be as appropriate.
  - Specifications and pay items will follow the 2020 MDOT Standard Specifications for Construction and be supplemented with Special Provisions (MDOT Frequently Used Special Provisions, Previously Approved Special Provisions, etc.) to accommodate common work that is not covered by the standard specifications. Special provisions that are unique to the project will be authored by the project team for review and approval by MDOT during the review process. Opinions of probable cost estimates will be prepared and submitted at the project milestones. Unit prices for these estimates will be based on MDOT's Average Unit Price reports and our experience with projects of this type.
  - This project will be funded through the MDOT Local Bridge Program and will be administered through MDOT LAP. The plan package will be in accordance with MDOT LAP plan preparation guidelines.
  - OHM will deliver a set of plans and other deliverables for the City, and other agencies listed below to review at the following milestones:
    - Preliminary Plans to MDOT Office of Rail.
    - **Pre-GI Plan Package**: OHM will provide a GI-level plan package for the City to review. Comments received from this review will be incorporated into the GI plan package to be sent to MDOT.
    - **MDOT GI Plan Package:** OHM will submit a GI package to MDOT for their review and comment. The package will include plans, unique project special provisions, the MDOT Local Agency Work Zone Safety & Mobility Worksheet and opinion of probable cost.
    - **Pre-Final Plan Package**: OHM will provide a final plan package for the City to review. Comments received from this review will be incorporated into the Final plan package to be sent to MDOT.
    - **Final Plan Package:** OHM will submit the final package to MDOT. The package will include plans, unique project special provisions, and a MERL xml file of the opinion of probable cost.

Schedule

The proposed schedule is targeting final plan package submittal to MDOT in August 2028 for a November 2028 letting. To meet the MDOT November 2028 letting we propose the following schedule. The schedule assumes we are authorized to proceed by June 30, 2026:

- Preliminary plans to MDOT Office of Rail: November 2026
- GI submittal to City for review: July 2027
- GI submittal to MDOT: October 2027
- GI meeting: November 2027
- Final plans to City for review: May 2028
- Final plans to MDOT: August 2028
- Letting date: November 2028

We are prepared to commence work on this project upon receipt of your written authorization to proceed.

Compensation

This work will be invoiced monthly on an hourly basis in accordance with our continuing services agreement between OHM and the City. Invoices will be sent monthly as work is performed.

We submit an **HOURLY, NOT TO EXCEED FEE** of $305,860 for this project.

Clarifications and Assumptions

This Scope of Services was prepared based on the following assumptions:

- If additional effort is required beyond described herein, OHM Advisors will prepare and submit and amendment to the City. OHM Advisors will not proceed with additional services without approval from the City.

This Scope of Services was prepared based on the following exclusions:

- Preparation of a TMP (Transportation Management Plan).
- Preparation of an Environmental Assessment or EIS.
- SHPO Clearance – not required for projects utilizing Neighborhood Road Funds
- NEPA Clearance - not required for projects utilizing Neighborhood Road Funds
- Tree tagging, tree species identification.
- Geotechnical engineering.
- Preparation of Design Variance or Design Exception documents.
- Public utility design (sanitary sewer and watermain).
- Review of permit utility plans.
- Street lighting beyond replacement of two existing streetlights immediately adjacent to the bridge
- Improvements at the rail crossings for detoured traffic.
- Construction engineering and testing and shop drawing review.
- Title searches
- ROW negotiations

City of Ypsilanti

Proposal for Prospect Road over MDOT Railroad Superstructure Replacement

Accepted By:	_____	Accepted By:	_____
Printed Name:	_____	Printed Name:	_____
Title:	_____	Title:	_____
Date:	_____	Date:	_____

Resolution No. 2026-201
August 18, 2026

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, the Prospect Road Bridge Design - Superstructure Replacement project will be led through the MDOT Local Agency Program and is programmed for State Fiscal Year 2028 funding, through the Neighborhood Roads Fund; and

Whereas, the City requires project oversight, testing and design services and has solicited a proposal from OHM, the City's engineer of record;

NOW THEREFORE BE IT RESOLVED THAT that the Ypsilanti City Council approves the proposal submitted by OHM in the amount of $305,860; and

BE IT FURTHER RESOLVED, THAT the Mayor and City Clerk are authorized to sign this contract, subject to approval by the City Attorney, and that any change orders may be approved by the City Manager to facilitate completion of this work.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

REQUEST FOR LEGISLATION
August 18, 2026

For: Mayor and City Council

From: Bonnie Wessler, DPS Director

Subject: Resolution No. 2026-202 Awarding the 2026 Janitorial Services contract to Facilities 360 for an annual cost of $59,400 and authorizing the City Manager to sign the contract documents and any change orders, subject to approval by the City Attorney.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:
1. 6-5-26_janitorial_bid_rfl
2. Copy of Janitorial_Bid_Tab 2026

CITY MANAGER APPROVAL: COUNCIL AGENDA DATE: August 18, 2026

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:

REQUEST FOR LEGISLATION
August 18 2026

To: Honorable Mayor and City Council

From: – Director of Public Services **Bonnie Wessler**

Subject: Resolution to award the 2026 janitorial bid to Facilities 360 to provide janitorial services for City facilities.

SUMMARY & BACKGROUND:

The city's current contract for janitorial services is set to expire at the end of this month and due to this staff solicited bids for janitorial services in June. We received bids from six (6) companies to provide janitorial services and are recommending Facilities 360 to be awarded the janitorial contract for the City of Ypsilanti.

Bidding Process:

Staff completed a Request for Proposals (RFP) and let the bid on Friday June 5th.The bid package was advertised on BidNet Direct (Formerly MITN), and the City website. We completed a pre-proposal walkthrough of all the City facilities on Tuesday June 16th and conducted a bid opening on Tuesday June 30th. The city received six (6) bids from qualified contractors for this service.

RECOMMENDED ACTION:

Staff recommends City Council award the 2026 Janitorial Services bid to Facilities 360 for an annual cost of $59,400 and authorize the City Manager to sign the contract documents and any change orders, subject to approval by the City Attorney, to complete the award of this contract.

ATTACHMENTS: Existing contract, RFP package, bid tab, Facilities 360 bid

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: 8-18-2026

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____

Resolution No. 2026 - 202
August 18, 2026

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, proposals were solicited for janitorial services for several City facilities; and,

WHEREAS, the bid of $59,400 annually submitted by Facilities 360 of Ann Arbor, MI meets the specifications, is within 5% of the lowest qualified bidder, subject to the City's local preference guidelines, and would best service the interests of the City; and,

NOW THEREFORE BE IT RESOLVED THAT that the City Council of the City of Ypsilanti award the 2026 Janitorial Services bid to Facilities 360 for an annual cost of $59,400 and authorize the City Manager to sign the contract documents and any change orders, subject to approval by the City Attorney, to complete the award of this contract.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

Project	Janitorial Services Contract			
Location	all City of Ypsilanti Buildings			
Bid Opening Date	Tuesday June 30th2026			
Service	**Facilities 360**	**RNA**		**Allied Building**
Annual Contract Price	6,100/6,500		5,424	10,730/11,200
References (Y/N)	Yes	Yes		yes
Insurance (Y/N)	Yes	Yes		No
Comments				
Award Amount	59,400	65088		131,110

Sparkle	**Du-all**	**Professional**
17,984.33/17,882.44	6,581.33/6,981.33	10,761/11,189
Yes	Yes	yes
No	yes	No

215302.51 80,975.96.96 120,077

REQUEST FOR LEGISLATION
August 18, 2026

For: Mayor and City Council

From: Bonnie Wessler, DPS Director

Subject: Resolution No. 2026-203 Adopting the Special Events Policy.

SUMMARY & BACKGROUND: The special events policy was last significantly updated more than ten years ago. Over the past two years, staff and the parks and arts commission have been working to simplify and clarify the process, as well as to provide a simplified fee schedule that does not rely upon Council fee waivers to support events that align with the adopted goals of the City. Key features of the policy include:

- additional clarity on when certain additional requirements must be met, including those regarding alcohol and motor vehicles (separately, of course)
- additional clarity regarding noise permits (please note that additional guidance on noise levels are provided in the application form)
- introduced guidance on when Riverside Park may be closed to the public, and guidance to set expectations about holding private events in public spaces
- notes and reiterates existing ordinances regarding acceptable parks use
- information and guidelines for fee discounts for Community Events, as well as guidance on existing and established partnership events/partner organizations, and existing City-Sponsored Events.

Also included in the Attachments to the policy are suggested fee schedules for the Parks and Freighthouse, presented as separate resolutions for clarity's sake but without corresponding RFLs. These proposed fees are based on the costs associated with support of these events over the past year, which includes standard City services for events including expansion of the Freighthouse Coordinator role (a part-time/casual building attendant role) to include the parks events as well, now called Park Attendant. These staffing changes have generally been well-received and appear to be sustainable. Please note that these fee schedule changes only address operations & some maintenance costs directly associated with events; no capital costs are covered. Freighthouse and Parks capital costs are funded entirely from the general fund as proposed; this is not a significant change from current practice and reflects what staff have heard from Council and event organizers.

The Community Events fee reduction as proposed applies to events held in the parks and streets as well as Freighthouse. The policy is designed to incentivize additional weekday events, balance unsubsidized reservations and rentals with community events on the weekends, and ensure new community events align explicitly with adopted policy goals of the City. The policy also presumes that fee waivers in their current form are no longer desired or permitted by Council; existing events that historically have had their fees waived or reduced by Council are now called "partnership events" or "partner organizations" and will be required to stay within their existing scope (requiring Council approval if scope changes such that it affects the financial impact on the City), secure insurance, and

provide a security deposit, but otherwise pay no usage fees, as it is understood that Council has made a determination that they provide a public benefit.

During the policy revision process, it was noted that several sections of the relevant ordinances appear to not have been updated in some time, and that the update to this policy, including the removal of fee waivers, may necessitate some changes to the ordinance. We anticipate introducing those to Council about a month after this policy is adopted, as soon as September 18th (staffing, equipment, and weather permitting).

RECOMMENDED ACTION: Approval

ATTACHMENTS:
1. Special Events Policy DRAFT 2026-08-12
2. Special events- Resolutions

CITY MANAGER APPROVAL: COUNCIL AGENDA DATE: August 18, 2026

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:

City of Ypsilanti Special Events Policy

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Overview

Purpose

This policy document will guide members of the general public through the adopted ordinances, policies, and procedures associated with holding an event in a public space within the City.

Events include anything that interrupts the normal use of the park or public space and puts it into private or exclusive use, or a use requiring services beyond normal park maintenance. This can be anything from a pavilion reservation for a private baby shower to a street fair, where regular vehicle traffic is prohibited. Certain established events, as detailed in the Appendices, may operate outside of the normal policies and procedures for new events, but within the specific scope as described in the Appendices.

Process

Any individual or organization wishing to sponsor or hold a Special Event in the City will be required to complete City Special Events Application.

Contact

The Events Supervisor is the single point of contact for all planning and organizing of Special Events in the City.

Email: YPSIevents@cityofypsilanti.com Phone: (734) 482-9825

Section 1: Locations

1.1 Parks

A listing of the City of Ypsilanti's Parks and Facilities with features available at each location can be found on the City's website at the Parks and Facilities page (cityofypsilanti.com/facilities).

The following parks cannot be reserved:

- Mini Parks (Ainsworth, Huron Landing)
- Tot Lots (Edith Hefley, Carrie R. Mattingly, Charles Street), with the exception of neighborhood events and block parties
- Memorials (Spanish American War, Haab Brothers)
- Trails (Water Street/River's Edge)

Pavilion/Gazebo/Amphitheater/Field Rental: Pavilions and fields may be reserved for special events on an hourly basis.

- Pavilions are located in Riverside, Candy Cane, Parkridge, Peninsular, Prospect, Recreation and Waterworks Parks.
- Sports fields are located at Candy Cane, Frog Island, Parkridge, Prospect, Recreation and Waterworks Parks.
- The Amphitheater is located in Frog Island.
- The Gazebo is located in Riverside.

Note: The Riverside Gazebo and the Riverside Pavilion are two different rentals, as are Prospect Park North Pavilion and South Pavilion.

1.2 Freighthouse

The Ypsilanti Freighthouse, located in Depot Town at 100 Market Place, may be reserved for private and/or community events on an hourly basis year-round.

- To submit a Freighthouse event request, please click here.
- To review the Freighthouse Building Policies, please click here.

Commented [BD1]: LINK

1.3 Street Closures

A Street Closure Permit is required for any street closure or blockading within the city limits of Ypsilanti. A Street Closure Permit shall not be issued until the application has been reviewed and approved by the City Manager's designee according to City Code Section 10-268.

There are generally three types of event street closures: commercial (Downtown, Depot Town, and West Cross), residential (block parties), and rolling closures (5k/marathon/fun runs and parades).

- For construction and maintenance related street closures, go here.

Commented [BD2]: Canter

Commercial district street closures are limited to the following;

Depot Town

- Cross Street, from Huron Street to River; includes south portion of Freighthouse parking lot.

- Cross Street, from the Cross Street Bridge to River; includes south portion of Freighthouse parking lot
- Cross Street, between Rice and River; includes south portion of Freighthouse parking lot.

Downtown

- South Washington Street between Michigan and Ferris
- North Washington Street between Pearl and Michigan.

West Cross

- College Place, Emmet to Cross

Any other street closures within the Downtown Development Authority area also require approval from the Downtown Development Authority.

Any trunkline closures also require a Council resolution of support and MDOT approval.

Trunklines are MDOT-owned roadways. These are the trunklines in the City:

- Washtenaw: Western City boundary to Hamilton
- W. Cross: Washtenaw to N. Huron
- Hamilton: Washtenaw to southern City boundary
- Huron: W. Cross to southern City boundary
- Michigan: Hamilton to eastern City boundary
- Ecorse: All

Residential street closures

These are limited to one-block segments and require a petition signed by at least 80% of the residents on the closed block. Organizers are responsible for ensuring every resident is notified in advance of the closure.

Marathons, Fun Runs, and Parade Closures

All such closures will be negotiated on a case-by-case basis and subject to Council approval, but generally may not include trunklines. Otherwise routes, specific closures, and timing are subject to discussion.

1.4 Partner Facilities

Rutherford Pool, Parkridge Community Center, and Ypsilanti Senior Center are individually operated. Please reach out to them directly for information on using the spaces.

- Parkridge Community Center, https://www.wccnet.edu/learn/our-offerings/personal-enrichment/parkridge.php or https://www.wccnet.edu/learn/our-offerings/ypsi-campaign/ypsi-youth-campaign.php , 734-483-7700
- Rutherford Pool, https://www.forpool.org , 734-905-7391
- Ypsilanti Senior Center, http://ypsiseniorcenter.org/, 734-483-5014

Section 2: Timing

2.1 Events Season

The City Special Events season is May 1 through November 2 for the parks, streets, and Market Plaza. Requests for park events and street closures can be made up to 18 months in advance. Parks generally open at 6am and close at 10pm.

The Freighthouse is open year-round. Freighthouse requests can be submitted up to 14 months in advance.

2.2 Recurring Events

If an event repeats (weekly, biweekly, monthly) throughout the events season, the City may issue one permit covering multiple dates. The Applicant must specify on the application that the event is recurring to qualify to receive one permit; multiple applications or significantly amended applications may incur new application or event fees. This section does not apply to Special Events that occur on consecutive days.

Frequency	Permit Re-issue
Weekly or Biweekly event	1 permit per month
Monthly event	1 permit per season

2.2 Annual Events

For annual events, the Applicant may reserve a date for the following year. Although not required, preference will be given to Applicants who reserve the following year's event date at the time of completing this year's application. The proposed date may be amended once within six (6) months of the initial reservation without incurring an additional application fee. Annual Events that are unchanged in regards to scope may have their application fee waived the following year.

Commented [BW3]: This can go to the coordinator manual.

Section 3: Application

The application helps ensure that your event planning goes smoothly and efficiently and helps us evaluate if we can meet each other's expectations for an excellent event.

3.1 Application Process & Deadlines

The Event Applicant must complete the Special Event Application. Persons listed on the application must also be authorized to amend the event plan and approve expenditures on behalf of the event sponsor(s) and organizer(s). Incomplete applications will not be processed. Late applications will be processed as time and resources allow.

Freighthouse - The Ypsilanti Freighthouse is reserved on a first-come, first-served basis. Those interested in reserving a date should fill out the Freighthouse Event Request Form. If the date is available, organizers will be invited to complete the application form and submit all required payments. Dates must be reserved a minimum of 14 days in advance and a maximum of 14 months in advance. Freighthouse tours are available upon request. Freighthouse reservations are considered final once a Rental Contract has been signed, and full payment of the security deposit has been received.

- To request the Freighthouse, fill out this application.

Parks - The City Special Events season is May 1 through November 2 for the parks. Park and Field/Gazebo/Amphitheater/Pavilion rentals are done on a first-come, first-served basis. Pavilions, Fields, the Gazebo, and the Amphitheater must be requested at least 14 days in advance. Park events must be requested at least 60 days in advance (120 days for events with alcohol present). Park reservations are considered final once a Rental Contract has been signed, necessary insurance has been submitted, and full payment has been received.

- To request a pavilion/field/gazebo/amphitheater, fill out this application.
- For larger events (more than 50 people in attendance), fill out this application.

Streets - The City Special Events season is May 1 through November 2 for streets; commercial district street closures may be permitted outside of this timeframe on a case-by-case basis. Street closures are done on a first-come, first-served basis. Street events must be requested at least 60 days in advance (120 days for events with alcohol present OR involving State Trunklines). Street reservations are considered final once a Rental Contract has been signed, necessary insurance has been submitted, and full payment has been received.

Please note that Street Closures are subject to street closure fees, event fees, insurance requirements, and a security deposit.

- For local street closures, fill out this application.
- For construction or other non-event street closures, please go here.
- **Neighborhood block parties** are eligible for one block party per local street per calendar year with no application fee, security deposit, or event fee. Applicants must include a detailed diagram of the proposed block party area that includes the location of all obstructions (tables, chairs, tents, etc) and any fire hydrants. Block parties may not disturb nonparticipating residents; any tents 10x10 or larger must have the signed approval of the Fire Marshal; attendees may not consume alcohol on City streets; may not block fire hydrants; and must end by dusk or 9:00 PM, whichever earlier, for safety precautions due to limited sight. The street must be cleared of all debris and party signage at the conclusion of the party. Barricades will be dropped off by DPW at closure points

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for setup by organizers. Taking down the barricades is the responsibility of the organizers, and barricades will be picked up by DPW. **Proof of insurance will be required if a bounce house is part of the event.**

Once the Events Supervisor has received all the required application materials and security deposit and found them satisfactory, written approval will be forwarded to the individual or organization requesting the event. The Special Events Supervisor will also provide an Estimate of City Fees or Invoice and any special conditions that must be met.

Commented [BW9]: Conditional approval given for 3/4s first?

3.2 Application Fees

For all **Freighthouse** reservations, applicants are required to submit an application fee with the application. This fee includes processing the application, reserving the date and time of the event, tours and other coordination with vendors, and coordinating City resources if needed. Application fees are non-refundable.

For all **Special Events**, applicants are required to submit an application fee with the application. This fee includes processing the application form, tentatively reserving the date and time of the event, and coordinating City resources as needed. If necessary, a pre-event planning meeting may be scheduled. Application fees are non-refundable.

3.3 Pre-Event Planning Meeting and Site Walkthroughs

The Special Events Supervisor will determine whether the event requires a Pre-Event Planning Meeting so that staff may gather or confirm all information and determine the need for services and cost estimates. Events expecting more than 500 attendees or serving alcohol will always be required to have a pre-event planning meeting and a site walkthrough.

The event organizer(s) must attend the Pre-Event Planning meeting. Events may be required to have police or security presence, emergency service presence, to adhere to a pre-planned layout/site plan, and/or undergo fire marshal inspections.

This meeting may also be used to determine if an event qualifies for a Community Event reduced rate.

All events that are required to hold a pre-event planning meeting will also be required to have a pre-event site walkthrough. Events with staked apparatuses or proposing the use of vehicles (including food trucks) in parks will also require a pre-event site walkthrough.

What is a "staked apparatus"?
Anything that requires a stake in the ground to support it or hold it in place. This includes tents, bouncy houses, petting zoos, stages, and fences. Food trucks may also fall under this classification.

3.4 Points of Contact

The contact person(s) listed on the event application must be the primary contact for all event planning meetings as well as follow-up communications, as needed. Persons listed on the application must also be authorized to amend the event plan and approve expenditures on behalf of the event sponsor(s).

Events are required to have a point person on-site the day of the event. This person does not have to be the chief officer or representative, but they must be authorized by the Event Organizer to make and approve changes or address concerns the day-of.

Events with more than 250 expected attendees may also be required to have a point person for emergency services, disorderly conduct, contract issues, and/or first aid.

A representative from all hired contractors or acts including but not limited to bands, security, decorators, caterers, and bartenders will be required to introduce themselves to the City's event attendant the day of the event.

3.5 Event Details

Event Details must be as comprehensive as possible at the time the application is submitted. The Events Supervisor will process the application and formulate a billing estimate for the event based on the application materials that are submitted. The more accurate the Event Details, the more accurate the billing estimate will be.

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We recommend that this information include (See Section 4 for additional guidance);

- Event timing, including setup, open to the public/guests, and teardown
- Expected attendance
- Event access plan
- Event Map, including vendor locations, port-a-john locations, trash bins, etc
- Ticket costs, if applicable
- Nature of vendors, if applicable

3.6 Cancellations

Cancellation policies vary by site. Any cancellation made more than 6 (six) months in advance may be eligible for a refund of the event fee and security deposit. All cancellations must be made in writing to the Events Supervisor.

- ***Freighthouse:*** Cancellations must be made 1 (one) month in advance of the rental date, for a 50% refund of the security deposit and a full refund of the rental rate. Cancellations made less than 1 (one) month in advance of the rental date are non-refundable. Changes of date must be made in writing to the Special Events Supervisor.
- ***Parks and Streets*:** Cancellations must be made 1 (one) month in advance of the rental date for a full refund of the rental rate. The security deposit will be lost.
- ***Pavilion/Field/Gazebo/Amphitheater:*** Cancellations must be made 2 (two) weeks in advance of the rental date for a full refund of the rental rate. The security deposit will be lost.

Section 4: Requirements for all Events

For events that are larger than a standard pavilion rental, we require additional information to help determine what support the event needs for its success.

4.1 Event Map

Event maps are required for all outdoor events with more than 50 people expected in attendance. Maps must show any areas where alcohol or food are being served, bounce houses or tents, stages, sound amplification equipment, generators, emergency services/first aid tents, port-a-potties, vendor areas, etc. Event maps must be submitted within thirty (30) days of the event.

- **Site access –** Help us ensure your event is physically accessible to the extent the setting allows. Some parks have limited vehicle parking options, and are better accessed on foot, on bike, or via bus to ensure that drop-off areas and handicap parking remain accessible. On the map or in the event application, organizers should show or describe how they will direct attendees and staff or volunteers to access the site, and indicate if additional bike parking areas or dropoff/pickup sites will be provided.
- **Traffic Control Plan & Street Closures –** Events with street closures must include a traffic control plan for the event that includes the placement of signs, barricades, etc, as well as timing and phasing (as needed) for the closures. In the event the applicant has not prepared a traffic control plan, the City will prepare one and charge an administrative fee that will be added to the final billing.
- **Information Tables –** If your event will have a registration table, ticket booth, information center, or similar, it should be labeled on the event map. Often these booths or tables also serve as first aid or hydration stations; if that is the case please indicate it.
- **Vendors –** Event maps must include a detailed description of where all approved vendors will be placed, including licensed alcohol and/or food vendors.
- **Temporary Apparatus & Stakes –** Event maps must list and include the placement of all apparatus to be used for the special event. This includes but is not limited to bounce houses, fences, stages, bleachers, tents, etc. Anything requiring stakes in the ground must be disclosed in advance. Staking items without advance notice will be grounds for forfeiting your security deposit. Additionally, you may incur additional fees, and your event may be cancelled.



Many of our parks have underground utilities which may be damaged or harm people and equipment if stakes are driven into them. Riverside, Frog Island, and Parkridge Parks are of particular concern due to the type, location, and extent of utilities.

- **Restrooms –** If the event requires restroom facilities, the Event Map must include the placement of all portable restrooms and how many will be supplied for the event. No city parks have full-service restroom facilities; all have port-a-johns. We require events in our parks with more than 100 attendees and commercial district street closures with more than 500 attendees to supply additional port-a-johns. A general guideline is that you should supply one port-a-john per 50 people per four hours.
- **Trash Receptacles & Disposal Plan –** The event plan must include the number of receptacles and trash disposal plan for the event. Penalties will be assessed for the event site not being restored to its original condition. If trash or other event-related debris is left anywhere but *inside* a designated trash receptacle, or all City trash receptacles are left full, a charge may be incurred

for site clean-up. Organizers may choose to work with Zero Waste Washtenaw for recycling and composting options; more information is at https://www.washtenaw.org/zero-waste-washtenaw-event-recycling-composting.

- **Emergency Access –** depending on the location, size, and nature of the event, we may require that the organizers provide a clear path of travel for emergency vehicles. For all events, access to fire hydrants and utilities (circuit breakers, shutoffs, etc) must be maintained.
- **Trails –** Trails should be shown on the map, and trails shall be generally accessible to participants and non-participants of the event. Trails should not be blocked by vendors, signage, vehicles, trash or recycling receptacles, tables, or other equipment.

4.2 Event Signs & Boundaries

> **Sec. 10-287. - Establishing special event boundary lines.**
>
> (b) Any event boundary line established shall be clearly marked with event boundary signs at every entrance to the special event. Additional markers may be used in the discretion of the chief of police.

Organizers shall include a description of any signs that are proposed to be used, if any.

Event signs placed before the event are subject to restrictions or may be required to go through a permit process. City ordinances do not allow posting of flyers on any poles (utility or otherwise) within the City limits, nor does it allow posting of signs in any public right of way (space between street and sidewalk). Signs may be posted at the time of the event and within the event boundaries, subject to Event Supervisor review and approval.

Outdoor events expecting more than 250 people *may be required* to demarcate their expected boundaries and to post the rules associated with the event, as required by §10-286 et seq.

Outdoor events where alcohol or other intoxicants are served *are required* to demarcate their boundaries and post rules, regardless of expected attendance. These signs and other demarcations must be removed immediately after the event.

4.3 Security

Security requirements vary depending on the hazard level for the event, as determined by the Events Supervisor in conjunction with emergency personnel. All events expecting 250 attendees or more will be required to have a security plan. Events expecting 500 attendees or more *may* also be required to have private security. Events at which alcohol will be served, or outdoor events with ticketed/limited access *will* be required to have private security. Security plans will be reviewed by the Ypsilanti Police Department (YPD).

Whether an event will require private security will be determined after an initial review of the application, and may require submission of additional information. Details as to the nature and extent of private security required will be determined at a pre-event planning meeting. YPD has the authority to determine the level of security deemed necessary.

Events with private security must specify who will administer the security services for the event (e.g. event volunteers, professional security) and provide a copy of any contracts signed between parties, as well as bonds or licenses for security companies and/or training plans for volunteers. YPD does not provide security for events.

Removal of Disruptive Persons from Events

Rarely and unfortunately, a person may become disruptive, violent, or otherwise violate the City's event rules (see *Section 5*) at an event held in a public park, street, or in the Freighthouse, and removal from the park, street, or Freighthouse for the duration of the event may be appropriate.

Sec. 10-291. - Persons excluded from events.

Any person who, while within the area of a event marked or defined by a event boundary line, violates this division or any ordinance of the city, any state or federal law, or any park rule or regulation may be barred from the event so designated by the city manager or by his designee or by any police officer. A person so barred shall be informed of the time period during which that person is excluded from the event by way of a written trespass notice. An order excluding a person for more than 24 hours must be approved by the city manager or his designee. No person shall enter or remain at an event so designated during the time when that person is barred from that event. Any person who enters or remains at an event during the time when that person is barred from the special event shall be guilty of an event trespass, a misdemeanor and upon conviction shall be punished upon conviction as provided in section 1-15.

4.4 Exclusive Use and Limited Access

Parks, Streets, and Market Plaza

Ticketed Access

The parks and Market Plaza are considered open public spaces. The City has a particular interest in maintaining public access to the Border to Border Trail and to local playgrounds, and amenities like the Huron River. However, the City also recognizes that the City has a long history of permitting significant events to use Riverside Park and require tickets or otherwise limit access to the park during events. The only park the City permits organizers to limit access to going forward will be Riverside Park, and only for events that anticipate more than 500 attendees. Such events *must* clearly demarcate the boundaries of the event. Such closures are subject to additional fees. Events in other parks, held on public streets, involving public parking lots, or in Market Plaza are not able to be closed to the public.

Private Events

Private events that do not close the public spaces to public access are welcome in all of the City's parks and streets. However, organizers must understand that bystanders, park-goers, and uninvited guests will still have the right to walk through, use shared facilities (such as toileting facilities), and otherwise exist within the space. We allow private events to demarcate the boundaries of their event with sandwich board signs, or yard signs in certain locations.

Freighthouse

The Freighthouse accommodates private, exclusive use. Events associated with the Freighthouse hosted in the Market Plaza cannot close off the Plaza for public use.

4.5 Site Restoration

Parks

The site must be fully restored at the end of the event reservation unless prior arrangements have been made. Event organizers are required to restore the event location(s) to the condition that it was found. In the event the City must restore the site, the City will bill actual costs +25% to restore the site with a $200 minimum. This will be drawn from the security deposit or billed to the event organizer/sponsor as appropriate.

Streets and Market Plaza

Street closure times are noted on the event permit and are firm for reasons of safety. Events may not set up any obstructions in the street, such as tents, prior to the streets being closed; likewise, all obstructions shall be removed before the streets are re-opened, particularly for commercial district closures.

Freighthouse

The Freighthouse is expected to be left in as good a state and condition and cleanliness at the end of the rental period as it was at the beginning of the rental period.

Section 5: Restrictions

With a great event comes great responsibility. The restrictions below are meant to ensure that both your participants and other visitors to our parks or public spaces have a good time.

5.1 Food

If any food will be prepared, distributed, or sold at the event, each vendor must apply for and receive a permit from the Washtenaw County Environmental Health Department, located at 705 Zeeb Road, PO Box 8645, Ann Arbor, MI 48103, phone (734) 222-3800. Proof of certification must be presented to the Events Supervisor prior to permit approval.

5.2 Alcohol

Alcohol is strictly prohibited in any City street, park, or the Market Plaza without a license, pursuant to City Code §6-4(a). Those wishing to sell or distribute alcohol as part of their event must acquire a license via the Michigan Liquor Control Commission.

You must attach a copy of a Liquor Control Permit, and mark on the Event Plan/Map indicating where alcohol sales will take place (See Section 4.1), and proof of liquor liability insurance in the amount of $1,000,000 per occurrence, naming the City of Ypsilanti as additionally insured is required. All documentation must be finalized and submitted fourteen (14) days prior to the event. **No glass containers are permitted in the parks and outdoor areas for safety.**

Any event at which attendees are consuming, selling, or distributing alcohol in violation of this policy or State licensing will be immediately shut down with no refund of the event fee or security deposit. This includes pavilion, gazebo, and field rentals as well as park events, street closures, and events at the Ypsilanti Freighthouse. Organizers who violate City policy, ordinances, or State law may be prohibited from future rentals.

Note: The event plan must include how event staff will be trained, who will perform the training, and how persons of legal drinking age will be identified.

Note: All events where alcohol will be distributed are subject to an additional alcohol security deposit.

5.3 Noise

All events using amplified sound outdoors must obtain a noise permit, and indicate on the application the hours that amplified sound will be used. Event organizers may be required to distribute an event notice to local businesses and residences.

1. Maximum decibel levels shall not exceed 80 dB (A) from the hours of Noon through 10 p.m. Maximum decibel levels shall not exceed 75 dB (A) from the hours of 10 p.m. through 10 a.m. These measurements shall be taken from the Right of Way along the perimeters of the parks. Events in violation will be given (1) warning to correct violations. If a second violation occurs, then the event will be shut down.
2. Event holders are responsible for any cost incurred to the City, and no refunds will be granted.
3. Noise permits can be issued for Frog Island and Riverside; other parks may be eligible on a case by case basis.
4. Commercial/downtown Street Closures are required to obtain a noise permit.

See Chapter 42, Environment, Article II, Nuisances, Division 4, Noise, for more information. Event noise permits are granted under §42-103(4).

5.4 Driving and Motor Vehicles in Parks

Motor vehicles are prohibited outside of designated parking lots without special approval. This includes motorcycles and motorized scooters (Class 2 and above) as well as 4 wheelers, trucks, SUVs, cars, and food/vendor vehicles**. Events that include food trucks or other vehicles in the park will be required to do a pre-event site walkthrough.**

If vehicles are used in the park in violation of this policy, the driver or vehicle owner may be fined, the vehicle may be towed, and the event is subject to cancellation with no refunds of fees or deposits. If your event requires special approval for vehicles in the park, this can be discussed in your pre-event meeting. This policy is pursuant to §78-97.

5.5 Animals

The following animals are prohibited within the event area: dogs (except service animals as classified by State of Michigan), horses, farm animals, uncaged domestic animals, snakes, and exotic animals, pursuant to §10-288(c). Animals in parks are otherwise regulated by §78-99.

State of Michigan Information Regarding Service Animals

For more information about excepted service animals, visit https://www.michigan.gov/mdcr/divisions/ada-compliance/service-animals

5.6 Other Prohibited Activities

- Any activities or conduct that is legally obscene, that constitutes an incitement to imminent criminal action, or that constitutes criminal conduct, including threats of physical harm, are strictly prohibited at any event.
- Any activities that pose a physical threat to the safety of attendants, residents, and the site are also strictly prohibited at any event.

- City Code Section 10-288(c) prohibits the following within the event area: bicycles, skateboards, roller skates, rollerblades, and glass containers.
- Smoking or vaping of any substance is not permitted within 50 feet of playground areas or within the Ypsilanti Freighthouse premises.

4.7 Cancellation of Event for Prohibited Activities

The City reserves the right to cancel any event for any violation of Section 4. No refunds shall be given, and any additional costs may be billed to the organizers.

Sec. 10-288. - Offenses.

(a) It shall be unlawful for any person without special permit to have within their possession or control dogs, (except service dogs), horses, farm animals, uncaged domestic animals, snakes, exotic animals, bicycles, skateboards, rollerskates, rollerblades or glass containers within the area of a event marked or defined by a event boundary line.

(b) It shall be unlawful for any person to interfere with, tamper with, damage, cut, deface, destroy, move, or remove any event boundary sign or any of the component parts thereof.

(c) It shall be unlawful for any person without special permit, in possession or control of any dog, (except a service dog), horses, farm animals, uncaged domestic animal, snake, exotic animal, bicycle, skateboard, rollerskates, rollerblades or glass containers to remain within a events area after being requested or ordered to leave by any police officer, or the city manager, or designee. Failure to leave upon request shall be a trespass pursuant to this Code.

Sec. 10-289. - Exceptions.

The prohibitions against possession or control of any described animal or property shall not apply to the possession or control of such animal or property in a regularly scheduled performance sanctioned by permit of the event organizer, the city police department or city manager, or to possession or control of such animal or property within the event area when authorized by permit as part of the event participation process.

Section 6: Costs

The parks and other public areas are generally free and open to the public for individual recreation. When an event is held, it generally requires additional services or infrastructure. The cost to support these services and infrastructure is reflected in these fees, and the cost to cover unexpected eventualities is reflected in the security deposit and insurance requirements.

6.1 Fees

The fees and rates herein are for informational purposes only and do not constitute a written or implied contract. The need for services and cost estimates will be determined at the pre-event meeting between the event permit applicant and City staff.

Fees

The event fee includes regular and customary services for each event. The fee schedule, adopted by City Council, outlines the basic fees for each reservation, event fee, security deposit, and more. The City reserves the right to change the schedule of fees, fines, and other charges at any time and for any reason. Organizers will be charged the applicable fees that are in effect at the time a reservation is made.

Overages and Extras

From time to time, events may request additional services from the City. These *may* be provided as staffing and budget permit, but are generally not available. Fees shall be charged for any additional City services provided to Events.

Unusually large or complex events

From time to time, a truly large, complex, novel, or otherwise unusual event may be proposed in the City. These events will be considered on a case-by-case contract or MOU basis and may be subject to Council approval. These events will be subject to standard application fees, event fees or rental fees, and security deposits, but may be charged additional fees for cost recovery. These will be developed subsequent to a mandatory pre-event meeting. Examples of these events include but are not limited to events spanning multiple days &/or multiple locations, events outside of the events season, and new parades or runs on City streets.

a. ***Hourly Rate*** shall be the hourly cost for any employee working on a Special Event. Hourly Rate shall include all expenses related to the employee working on your event, including fringe benefits and overhead.
b. ***Purchased or Rented Materials*** shall include all direct costs for all materials purchased or rented by the City of Ypsilanti for use at the event.
c. ***Equipment Charges*** shall be the current equipment rental rates charged by the City of Ypsilanti.
d. ***Replacement Costs*** will be billed for missing/damaged equipment/supplies/landscaping.
e. ***Administrative Fee*** will be billed at the rate of 10% to cover costs related to coordinating the special event, including, but not limited to: order processing, vendor payments, coordinating police/fire personnel, city equipment usage/rental, coordinating public services, and coordinating event planning meetings. This fee is also applied to the subtotal of the above charges, excluding the base event fee.

Payment

Fees may be paid via cash, check or money order payable to "City of Ypsilanti," or by credit card (subject to additional processing fees). If the actual costs differ from the amount paid, the City or the permit holder must refund or pay the difference within 30 days after the event. Penalties and interest will be charged for late payments and are set in the fee schedule.

6.2 Security Deposit

A cash deposit, performance bond, or other security acceptable to the City is required for all Special Events and Freighthouse rentals. The amount of the security deposit depends on the event parameters. Security deposits are refundable. Arrangements for the deposit, or other acceptable security, are to be made by event organizers not less than fourteen (14) working days before the start of the event.

Please note that all credit card fees incurred by the City of Ypsilanti from event payment will be taken out of the security deposit.

The person listed as principally responsible for the event will be held liable in the event of any damages. Costs are first taken from the security deposit, any additional costs not covered by the security deposit will be billed directly to the event organizer.

6.3 Insurance

Special Events and/or facility rentals are required to hold insurance for the event. All hired vendors are subject to insurance requirements.

Liability insurance must have The City of Ypsilanti (1 S Huron Street, Ypsilanti, MI 48197) listed as additionally insured to be considered valid for the event. See **Attachment C** for insurance requirements.

TIP: Prior to purchasing a new insurance policy, check with your insurance carriers (business, organization, auto, renters, homeowners, etc.) to see if they will extend your coverage to the special event.

Organizers will be required to indemnify the City. The organizer will assume all responsibility, liabilities, hazards and risks, whether known or unknown, incidental to the event (including but not limited to the serving of food and/or alcoholic beverages) and release the City from any and all claims, costs, causes of action, and liability for personal injury or death and loss, damage to or destruction of property arising from or in connection with the Event or the use of City parks, streets, or other public places.

6.4 Default

Organizers that are in default to the City will not be able to book future events. Per the City of Ypsilanti Code of Ordinances §2-281, "Default to the city" shall include, but not be limited to: nonpayment of any taxes past the due date; breach of any contract provision with the City; nonpayment of any parking tickets, traffic fines, costs or other obligations to the City.

Section 7: City Support and Sponsorship

Community events, community partner events, and City-sponsored events are those that have the fees normally due to the City reduced. This reduction is subsidized by the City's general fund (property tax), and so these events must serve a public purpose.

7.1 Community Events

Events held in the Freighthouse, Market Plaza, or the parks may qualify for reduced rates ("community events rate"; see fee schedule in **Attachments A & B**) if all the following conditions are met:

- Free to attend
- Open to the public
- If a vendor-based event, then:
    - 60% or more of vendors are residents of or have a regular storefront within the City of Ypsilanti; or 80% are within 48198/48197
    - Vendors cannot be charged more than $20/hour to participate (where applicable)
- Aids in one or more of the following community-based goals
    - more access to public arts
    - opportunity for local artists
    - increases tourism (local or regional) to the City
    - presents a variety of opportunities to the community (i.e. is a unique offering)
    - provides recreation opportunities

Additional considerations for Community Events:

- There will be no more than 2 weekend days in the Freighthouse and 2 weekend days in the parks at the Community Events price scheduled per month.
    - Community Events in the parks or on the streets will generally not be scheduled the same day or same weekend that an established City-Sponsored Event or City Partnership Event is being held, unless the events do not have overlapping audiences and City resources are adequate to support both.
- Each business/organization is limited to 2 weekend days at the Community Events price per calendar year
- There is no limit on the number of weekdays for Community Events
- Allow City representation or participation at the event at no cost when applicable (such as booth/table space, spot in parade, literature at event information table, etc.)
- Community events do not get preferential treatment and are still subject to our first-come-first-served policy, as well as all other policies and ordinances.
- **Community events must still provide security deposits and insurance coverage.**

7.2 Memoranda of Understanding (MOUs)

Established events that serve a public purpose and/or help to attain the goals of one of the City's adopted plans (Master Plan, Parks & Recreation Plan, etc) may be considered for a specific agreement called a Memorandum of Understanding (MOU). Terms will be negotiated and must be

reviewed by legal counsel and reviewed by City Council. Generally, this is reserved for long-standing events and/or partner organizations.

7.3 City Partnerships

The City may partner with organizations for specific events, or have long-standing relationships with existing partner organizations. These **partner events** are free and open to the public, and may be of general public interest, help to advance the City's public image, provide recreational or educational opportunities to residents, or provide other benefits at Council's discretion. **Partnering organizations** are established longstanding partners, and may be governmental, quasi-governmental, or nonprofit partners. The City may support these events with fee discounts, as available in the annual budget appropriation, on a case-by-case basis, or accommodate existing scopes that may otherwise not conform with this policy. These events must meet the other requirements of the Special Events Policy and must reimburse the City for any costs incurred in excess of the support level authorized.

New City Partnerships must be approved by Council. For the 2026-2027 fiscal year, no new partners are being considered.

Established City Partnership Events

- Stop the Gun Violence Annual Outreach presented by P.O.P Ministries
- Annual Domestic Violence 5k by Women and Men Working for Change
- Movie Nights by Home of New Vision
- Girls on the Run 5k by Girls on the Run
- Depot Town Cruise Nights by the Depot Town CDC
- Rumble of the Bumble by This, That, and the Odder Things
- All Hallow's Eve by Holy Bones

Partnership events will be required to:

- Display the City of Ypsilanti name and/or City of Ypsilanti logo with other event sponsors
- Consult with the City of Ypsilanti's communication staff on press releases (no less than 2 business days in advance of any planned press release)
- Allow City representation or participation at the event at no cost when applicable (such as booth space, spot in parade, etc.)
- Submit all appropriate security deposits
- Confirm their dates no less than 60 days prior to the planned event
- Submit proof of insurance no less than 30 days prior to the planned event
- Adhere to their set event scope and/or have any amendments approved by City Council

Established City Partner Organizations

- Ypsilanti Downtown Development Authority (YDDA)
- First Fridays Ypsi (FFY)*
- Ypsilanti Community Schools
- Ypsilanti Housing Commission
- Washtenaw County
- Friends of the Rutherford Pool
  - Kids' Triathlon presented by Friends of Rutherford Pool & Ypsilanti Kiwanis
- Washtenaw Community College/Parkridge Community Center

    - Joe Dulin Day/Parkridge Summerfest by the Parkridge Summerfest Committee
- Ypsilanti Senior Center
- Ypsi-Arbor Little League
- Eastern Michigan University

Events by Partner Organizations will be required to

- Display the City of Ypsilanti name and/or City of Ypsilanti logo with event sponsors
- Consult with the City of Ypsilanti's Communication staff on press releases
- Allow City representation or participation at the event at no cost when applicable (such as booth space, spot in parade, etc.)
- Submit all appropriate security deposits
- Confirm their dates and locations no less than 90 days in advance (partner organizations are still subject to the first-come-first-serve policy)
- Submit proof of insurance no less than 30 days prior to the planned event
- Adhere to the set event scope agreed upon in the application approval and/or pre-event planning meeting or otherwise set through precedent.

For more information on Partner Events and Organizations, see **Attachment E**.

7.4 City Sponsored Events

The City may work with organizations to hold Special Events for the benefit of the community.

Established City Sponsored Events

- Earth Day Ypsi
- Memorial Day Procession
- Ypsi Pride
- Juneteenth
- 4th of July Parade
- Fall River Day

City Sponsored events are required to:

- Have a voting City Liaison on their board or planning committee to ensure logistics are coordinated
- Display the City of Ypsilanti name and/or City of Ypsilanti logo with event sponsors
- Consult with the City of Ypsilanti's communication staff on press releases
- Allow City representation or participation at the event at no cost when applicable (such as booth space, spot in parade, etc)
- Confirm their dates and locations no less than 6 months in advance
- Share attendance information with the City, such as number of attendees and related tourism-specific information

For City-sponsored events, the City will:

- Feature the event in the City newsletter and on the City website calendar
- Share information about the event on social media
- Provide customary support and staffing as provided for in **Attachment D**.

City Sponsored events have a set scope. Any planned changes to said scope must be reviewed and approved by City Council, if it affects the budget and staffing for the event, or otherwise the Parks

and Arts Commission, generally not less than 6 months in advance of the event. For more information about City Sponsored Events, see **Attachment D**.

Attachment A: Itemized Parks & Events Fee Schedule

Please note the capacity of each event. Grossly misrepresenting your attendance may result in a forfeiture of your security deposit and ineligibility for future events.

Base Fees	
Neighborhood Block Party	One free local street closure (or park/pavilion reservation in certain situations) per year; see Section 3.1
Application Fee for fields, Market Plaza, and the following pavilions: Candy Cane, Parkridge, Waterworks, north Prospect, Recreation, Peninsular.	$10
Reservation Rate for fields, Market Plaza, and the following pavilions: Candy Cane, Parkridge, Waterworks, north Prospect, Recreation, Peninsular. *Note*: Event fee includes this rental fee for larger events. *Note*: Market Plaza is available at a reduced rate when coupled with a Freighthouse rental. *50 Person Max*	• Non-Resident rate: $75 per 4 hour block • Resident & Community Event rate: $40 per 4 hour block + $100 refundable security deposit
Application Fee for Riverside Gazebo, Frog Island Amphitheater, and the following pavilions: Riverside, south Prospect.	$25
Reservation Rate for Riverside Gazebo, Frog Island Amphitheater, and the following pavilions; Riverside, south Prospect Note: Event fee includes this rental fee for larger events. *50 Person Max*	• Non-Resident Rate: $125 per 4 hour block • Resident & Community Event Rate: $60 per 4 hour block + $100 refundable security deposit
Application Fee for all other park & event reservations	$100

Street Closures (Only covers the closing of the street, does not cover the event fee, see below; this security deposit is in lieu of the event security deposit)	• Each major street: $250/ day / block Each local street: $100/day / block • C*ommunity Event: 40% discount* + $500 security deposit
Medium Event Fee (Community & Neighborhood Parks, Local Street closures) *50-249 people expected*	• $250/day • *Community Event: 40% discount* + $100 refundable security deposit
Large Event Fee (Community & Neighborhood Parks, Local Street closures) *250-499 people expected*	• $350/day • *Community Event: 40% discount* + $200 refundable security deposit
Spectacular Event Fee (Riverside & Frog Island only, Major Street Closures) *500-1,500 people expected*	• $750/day • *Community Event: 40% discount* + $500 refundable security deposit
Contracted event fee will starts at the "Spectacular" rate, with additional assessments based on City cost (Assessed on a case by case basis) *More than 1,500 people expected*	Contact Events Supervisor
Additional Fees	
Pedestals – Riverside *Note*: only available with Spectacular Events and larger	$250/day
Admin Stake Fee – All Parks	$50
Riverside Stake Deposit	$1,000 refundable security deposit
Other Parks Stake Deposit	$500 refundable security deposit
Alcohol Fee	$1,000 + $1,000 refundable security deposit
Exclusive Use Fee (Riverside only)	$1,500/day

Noise Permit (Riverside, Frog Island; Street Closures)	$100
Noise Permit (other locations)	$200
Trash Removal and Site Restoration by City	Actual Cost + 25%, minimum of $200

Attachment B: Freighthouse Fee Schedule

Freighthouse Fee Schedule			
	Resident & City Employee	**Community Event**	**Non-resident**
Application Fee	$100	$100	$100
Security Deposit	$400 (refundable)	$400 (refundable)	$400 (refundable)
Alcohol Deposit	$500 (refundable)	$500 (refundable)	$500 (refundable)
Entire Building – Weekends (Friday 4pm - Sunday 11pm)	$250/hour	$150/hour	$500/hour
Entire Building – Weekdays (Monday 8am - Friday 4pm)	$150/hour	$75/hour	$300/hour
Great Hall – Weekdays	$100/hour	n/a	$200/hour
Café - Weekdays	$75/hour	n/a	$150/hour
Market Plaza	$50/day	included	$100/day

- Weddings have an 8 hour minimum, all other events have a 4 hour minimum.
- Weddings and Community Events must be Entire Building Rentals.

Attachment C: Insurance Requirements

All insurance must have the City of Ypsilanti (1 South Huron, Ypsilanti, MI 48197) listed as additionally insured to be valid.

All food and beverage vendors working on City owned property will be required to provide their own insurance.

All decorators working in the Ypsilanti Freighthouse will be required to provide their own insurance.

All other hired contractors and vendors working on City owned property may be required to provide their own insurance.

Insurance Requirements	
Riverside Gazebo / Frog Island Amphitheater, Fields, and Pavilions (Candy Cane Park, Parkridge Park, Peninsular Park, Prospect Park, Recreation Park, Waterworks Park).	If Event is open to the public and/or any commercial service being provided, (including but not limited to: ○ Setting up tents/canopies, stages, etc. ○ A hired act, such as a band, etc. ○ A hired service, such as caterers, portable toilets, etc.); $250,000 liability insurance
Medium Event (Community & Neighborhood Parks, Local Street closures)	$250,000 liability insurance
Large Event (Community & Neighborhood Parks, Local and Major Street closures)	$350,000 liability insurance
Spectacular Event (Riverside & Frog Island only, Major Street Closures)	$500,000 liability insurance
Unique Event	As determined by legal counsel, but generally no less than $1,000,000 liability insurance
All events with alcohol	Additional $500,000 liability insurance
Freighthouse	Assessed on a case-by-case basis
Block Party	Assessed on a case-by-case basis

Attachment D: Scope of City Sponsored Events

Memorial Day Procession presented by American Legion Post 282

The Memorial Day Procession on the federally recognized Memorial Day. Staging begins at 7am on (Huron from Michigan to Catherine?), with step-off at 9am. The route is northbound on Huron to Cross Street, then east on Cross to River Street, then north on River to Highland Cemetery. A small ceremony takes place on the Cross Street Bridge over the Huron River.

The City obtains and provides all street closure and event permits, barricades and their placement, and City personnel necessary for the event. The City is responsible for placing "no parking" signs as needed in advance of the event. The City patches and sweeps the parade route prior to the parade, equipment, weather, and staffing permitting. The City and parade organizers will coordinate on logistics and security planning, and the Parade will provide the City with at least one berth in the parade, at the City's option.

American Legion will be required to produce and distribute street closure notices for affected residences and business no later than 30 days prior to the event, as well as volunteers to manage the event including certain street closure points. The Legion will acquire all necessary insurance naming the City as additionally insured at least 30 days prior to the event.

4th of July Parade presented by American Legion Post 282

The 4th of July parade is held every year on July 4th, and step-off generally begins at 11 am. The parade proceeds east on West Cross Street from Washtenaw to Rice Street. Staging begins at 9 a.m. on West Cross from Washtenaw to Mansfield; the Frog Island Parking Lot serves as the end of parade staging and disembarkment area. Street closures for staging begin at 0830; street closures for the parade generally begin at 1000.

The City obtains and provides all street closure and event permits, barricades and their general placement, and City personnel necessary for the event. The City is responsible for placing "no parking" signs in advance of the event. The City will patch and sweep the parade route in advance of the parade, and sweep the route immediately following, equipment, weather, and staffing permitting. The City and parade organizers will coordinate on logistics and security planning, and the Parade will provide the City with at least one berth (but not more than four) in the parade, at the City's option.

American Legion will be required to produce and distribute street closure notices for affected residences and business no later than 30 days prior to the event, as well as volunteers to manage the event including certain street closure points. The American Legion will seek out and be responsible for the acquisition of any permits required for a fireworks display, if one is planned. The Legion will acquire all necessary insurance naming the City as additionally insured at least 30 days prior to the event.

Ypsi Pride presented by Ypsi Pride

Ypsi Pride is an all-day event that takes place in the summer. It spans across Frog Island, Riverside, the Freighthouse, and Cross Street from Rice Street to the train tracks.

The City obtains and provides all street closure and event permits, barricades and their general placement, and City personnel necessary for the event, and places “no parking” signs as appropriate prior to the event.

Ypsi Pride will be required to;

- Produce and distribute street closure notices for affected residences and business
- Acquire all relevant insurances and produce proof that the City of Ypsilanti is listed as additionally insured at least 30 days in advance of the event
- Take full ownership for site restoration including trash disposal, site breakdown, and any fees relating to damages
- Provide security

Juneteenth

Juneteenth is a multi-day event happening the weekend in June, generally adjacent to June 19th (Friday, Saturday, Sunday)

The City obtains and provides all street closure and event permits, barricades and City personnel necessary for the event. The City places “no parking” signs as appropriate prior to the event.

The organizers will be required to;

- Produce and distribute street closure notices for affected residences and businesses no later than 30 days prior to the event.
- Acquire all relevant insurance and produce proof that the City of Ypsilanti is listed as additionally insured at least 45 days in advance of the event.
- Take full ownership for site restoration including trash disposal, site breakdown, and any fees relating to damages.
- Place barricades as per City-approved layout at the beginning of the event, manage their placement for the duration of the event, and return them to the City of Ypsilanti in good condition and at agreed upon location.

Notes for all City-sponsored events

Additional services not outlined in the approved scope of the event will be billed at the approved fee schedule rate.

Events that do not follow sponsorship guidelines may have their sponsorship revoked.

Attachment E: Scope of City Partner Events and Organizations

Notes

Additional services not outlined in the approved scope of the event will be billed at the approved fee schedule rate.

Organizations and events that do not follow partnership guidelines may have their partnership revoked.

Section 1: Partner Events

These events have historically had fees waived by Council.

Stop the Gun Violence Annual Outreach presented by P.O.P Ministries

Stop the Gun Violence happens on a Saturday in June. P.O.P. partners with local, state, and national organizations to provide free resources for members of the community, focusing on those that have lost a loved one to gun violence.

The City reserves Prospect Park on behalf of P.O.P. Ministries and waives the event permit fee. Power will be turned on for the event, and the space will be mowed (as staffing, weather, and resources permit) for the event..

The organizers will be required to provide proof of insurance with the City of Ypsilanti listed as additionally insured and pay a $500 refundable security deposit.

Women and Men Working for Change Annual 5k

The Annual 5k generally takes place the first Saturday in October.

The City reserves Frog Island and Riverside Park, or Parkridge Park, on behalf of Women and Men Working for Change and waives the event permit fee. Power will be turned on for the event, and the space will be mowed (as staffing, weather, and resources permit) for the event..

The organizers will be required to provide proof of insurance with the City of Ypsilanti listed as additionally insured and pay a $500 refundable security deposit.

Movie Nights by Home of New Vision

Home of New Vision hosts events in Frog Island to provide resources and build community for individuals recovering from substance addiction and their families.

The City of Ypsilanti will reserve Frog Island amphitheater and park for 3 non-consecutive evenings per calendar year for the Home of New Vision to host movie screenings. Power will be turned on for the event, and the space will be mowed (as staffing, weather, and resources permit) for the event..

The organizers will be required to provide proof of insurance with the City of Ypsilanti listed as additionally insured and pay a $500 refundable security deposit for the series.

Girls on the Run 5k by Girls on the Run

City reviews the route plan and coordinates with GOTR and EMUPD on barricades and street closures. The majority of the event takes place on EMU's campus.

The organizers will be required to provide proof of insurance with the City of Ypsilanti listed as additionally insured and pay a $500 refundable security deposit if City barricades are used.

Depot Town Cruise Nights by the Depot Town CDC

Thursdays weekly, June thru October; celebrates local automotive heritage/classic cars and provides fun family activities. City reviews the closure plan, provides space, and provides barricades for DTCN volunteers to place for the event.

The organizers will be required to provide proof of insurance with the City of Ypsilanti listed as additionally insured and pay a $500 refundable security deposit for the season.

Rumble of the Bumble

This is a fall street closure event held in Depot Town to celebrate pollinators with a mock fight between a representative of pollinators and a representative of threats to pollinators. The extent of the street closure varies. This aligns with the City's status as a Bee City.

City reviews the closure plan, provides space, and provides barricades for volunteers to place for the event.

The organizers will be required to provide proof of insurance with the City of Ypsilanti listed as additionally insured and pay a $500 refundable security deposit for the season.

All Hallows Eve

This event is held in Frog Island Park, generally beginning at dusk, and celebrates the changing of the seasons. Residents and neighbors are invited to bring in their jack-o-lanterns for display, and performances are held in the amphitheater. Power will be turned on for the event, and the space will be mowed (as staffing, weather, and resources permit) for the event.

The organizers will be required to provide proof of insurance with the City of Ypsilanti listed as additionally insured and pay a $500 refundable security deposit for the season.

Section 2: Partner Organizations

These are organizations that traditionally have worked closely with the City to provide recreation, arts, community-building, or other opportunities to Ypsilanti residents and have historically had fees waived by Council. Any costs for damage, cleanup, or other extra services accrued to the City as a result of events held will be billed to the partner organization.

Ypsilanti Community Schools (YCS)

Ypsilanti Community Schools puts on several family focused community events throughout the year including Reading Night, The Annual Mental Health Fair, and the Back to School Bash, in addition to using the parks for field trips or as primary or supplementary outdoor play areas.

The City reserves the parks on behalf of YCS at no cost to the district or organizers. YCS agrees to give at least 90 days notice for the events.

YCS will be required to provide proof of insurance with the City of Ypsilanti listed as additionally insured.

Ypsi-Arbor Little League (YALL)

YALL has been a staple in the community since 1953. YALL and the City have worked together every year to bring recreation opportunities to the community. YALL operates out of the Candy

Cane, Waterworks, and Recreation Ball Fields April through October. YALL maintains the ballfields, equipment sheds, and scoreboards at Waterworks, Recreation, and Candy Cane Parks and has organized volunteers to do significant field improvements. It offers scholarships for participation via its parent organization. The City and YALL collaborate on any changes to layout or capital needs. The City does not allocate budget for YALL fields, fences, dugouts, or bleachers.

Park Field Trips

In an effort to encourage hands-on, community-based learning, the City may reserve park facilities (Monday – Friday, 7am-4pm) or otherwise coordinate park use and maintenance on behalf of educational institutions and their partners for field trips at no cost to the organizers. This is considered normal and customary use of the parks.

First Fridays Ypsi (FFY)

On the first Friday of every month, FFY partners with local non-profits, businesses, and the City to bring a fun, free event to the city, highlighting all the wonderful things we have to offer.

First Fridays will receive a credit equivalent to the full price amount for a monthly park event, Freighthouse reservation, or street closure on June 30 of each year to use for City permits and services such as street closures, park rentals, or Freighthouse & Market Plaza rentals. These credits will not roll over at the end of the fiscal year, cannot be cashed out, and cannot be applied to additional services or damages. Reservations are subject to the first-come, first-serve policy.

FFY will be responsible for all site restoration and street closure notices, the annual credit cannot be used for these services. FFY must also provide proof of insurance with the City of Ypsilanti listed as additionally insured and pay a $500 refundable security deposit, if using a park or the Freighthouse or closing a street, before their first event of the season. This security deposit can be carried over from event to event over the course of one fiscal year.

Rutherford Pool, Ypsilanti Senior Center, and Parkridge Community Center

The City of Ypsilanti owns these facilities while they are maintained and run by their own organizations. The City may choose to reserve the parks nearest to the facilities at no charge to allow these centers to host larger events. Events include the Rutherford Pool Kids Triathalon and Parkridge Summerfest.

Kids Triathlon presented by Friends of Kiwanis & Rutherford Pool

The Kiwanis Club Kids Triathlon happens on the first or second Saturday in August, and is both a recreational opportunity for children and a fundraiser for the Rutherford Pool.

The City reserves Recreation Park on behalf of Rutherford Pool and Kiwanis at no cost to the organizers, and makes all effort to mow the park the in the days immediately before the event (as weather and staffing permit).

The organizers will be required to provide proof of insurance with the City of Ypsilanti listed as additionally insured.

Parkridge Summerfest (Joe Dulin Day)

This event generally happens the fourth Saturday in August, and offers free entertainment as well as local vending opportunities and nonprofit/community resource tabling opportunities.

The City reserves Parkridge Park on behalf of Parkridge at no cost to the organizers, and makes all effort to mow the park the in the days immediately before the event (as weather and staffing permit).

The organizers will be required to provide proof of insurance with the City of Ypsilanti listed as additionally insured.

Washtenaw County

The City of Ypsilanti may choose to partner with Washtenaw County in many ways including co-organizing, sponsoring, or reducing fees for County events.

Washtenaw County will be responsible for site restoration, producing and distributing and required notices, placing and returning street barricades, and furnishing proof of insurance with the City of Ypsilanti listed as additionally insured. Events in the past have included health fairs, voter registration drives, and community resource events.

Ypsilanti Downtown Development Authority (YDDA)

Ypsilanti's Downtown Development Authority works across the three downtown districts, uplifting small business and helping to create experiences for residents and visitors alike.

The City may choose to partner with YDDA on certain events including reducing fees, participating in, and co-organizing events, under the terms of the IGA.

Eastern Michigan University (EMU)

The City of Ypsilanti may choose to partner with EMU in many ways including co-organizing, sponsoring, or reducing fees for EMU events.

EMU will be responsible for site restoration, producing and distributing and required notices, placing and returning street barricades, and furnishing proof of insurance with the City of Ypsilanti listed as additionally insured. Events in the past have included back to school events and homecoming celebrations.

Ypsilanti Commissions

The **Ypsilanti Housing Commission (YHC)** hosts National Night Out and the City's Trunk or Treat. Every year, City agencies use these opportunities to connect with the community as active participants as well as provide education and engagement opportunities. National Night Out happens on a Tuesday in August in Recreation Park, Trunk or Treat happens the Saturday before October 31 at Parkridge Park. The City reserves the parks on behalf of the Ypsilanti Housing Commission at no cost to the organizers and participate in the festivities as active partners.

Ypsilanti's **Parks & Arts Commission** hosts Fall River Day on a Sunday in September in Frog Island Park and at Huron Landing. The City obtains and provides all event permits and City personnel necessary for the event and participates in the event as well. The Commission provides volunteers to organize and manage the event.

Ypsilanti's **Sustainability Commission** partners with local organizations and businesses the week of April 17 to bring educational and engaging experiences to the community in recognition of Earth Day. Earth Day Ypsilanti has utilized both the Freighthouse and Riverside Park, as well as partnering with the Ypsilanti Senior Center. The City obtains and provides all event permits and City personnel necessary for the event and participates in the event; the Commission provides volunteers to organize and manage the event.

Ypsilanti also has a number of **other commissions**. The City may reserve parks or the Ypsilanti Freighthouse for Commission use for regular meetings without limitation Monday through

Thursday, subject to availability. Events hosted by Commissions outside of regular meetings may be subject to Council approval and are subject to park or facility availability.

The City may also assist in reserving the Ypsilanti Senior Center or Parkridge Community Center for 1 (one) special event related to the mission of the commission, per year, per commission. To learn more about City of Ypsilanti Commissions, please go here.

Section 3: Memoranda of Understanding (MOUs)

There are currently no event or partner MOUs.

Resolution No. 2026 - 203

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

Whereas, The City of Ypsilanti helps to host hundreds of events per year, both public and private, in its parks and public areas as well as within the Ypsilanti Freighthouse; and

Whereas, the Special Events Policy was last significantly revised more than ten years ago; and

Whereas, the City has reviewed the Policy and made updates to align with the current ordinance and the adopted policy goals of the community;

Now therefore be it resolved that the Ypsilanti City Council adopts the Special Events Policy.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

Resolution No. 2026 - 204

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

Whereas, the City has updated its Special Events Policy; and

Whereas, this policy provides a fee framework that offsets the city's cost of operations and maintenance related to events held within the City; and

Whereas, this policy also describes a new Community Events policy that provides a reduced rate for certain events conforming to specific criteria; and

Now therefore be it resolved that the Ypsilanti City Council adopts the fee schedule proposed for the **Parks & Events Fee Schedule** as proposed in Attachment A of the adopted Policy.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

Resolution No. 2026 - 205

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

Whereas, the City has updated its Special Events Policy; and

Whereas, this policy provides a fee framework that offsets the city's cost of operations and maintenance related to events held within the City; and

Whereas, this policy also describes a new Community Events policy that provides a reduced rate for certain events conforming to specific criteria; and

Now therefore be it resolved that the Ypsilanti City Council adopts the fee schedule proposed for the **Freighthouse Fee Schedule** as proposed in Attachment B of the adopted Policy.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

REQUEST FOR LEGISLATION
August 18, 2026

For: Mayor and City Council

From:

Subject: Resolution No. 2026-203 Adopting the proposed Parks & Events Fee Schedule.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION:

ATTACHMENTS:

CITY MANAGER APPROVAL: COUNCIL AGENDA DATE: August 18, 2026

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:

REQUEST FOR LEGISLATION
August 18, 2026

For: Mayor and City Council

From:

Subject: Resolution No. 2026-205 Approving the proposed Freighthouse Fee Schedule.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION:

ATTACHMENTS:

CITY MANAGER APPROVAL: COUNCIL AGENDA DATE: August 18, 2026

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:

REQUEST FOR LEGISLATION
August 18, 2026

For: Mayor and City Council

From: Bonnie Wessler, DPS Director

Subject: Resolution No. 2026-206 Approving an amendment to the contract with OHM to add additional design, survey, and permitting services in the not to exceed amount of $38,200, bringing the new total to $278,760; also authorizing the Mayor and City Clerk to sign this contract amendment, subject to approval by the City Attorney.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:
1. Cornell-Roundabout Design- RFL
2. Cornell Roundabout Design - amend OHM contract Resolution
3. Cornell_Roundabout_Design Amendment_Final

CITY MANAGER APPROVAL: COUNCIL AGENDA DATE: August 18, 2026

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:

REQUEST FOR LEGISLATION
August 18, 2026

From: Bonnie Wessler, Department of Public Works

Subject: Cornell Road: Design revision proposal

Cornell Road (Washtenaw to B2B) is currently programmed for construction in 2027. A meeting was held to solicit neighbor feedback. At this meeting, neighbors expressed extreme discontent with the current physical condition of the road, and noted frequent speeding and disregard for stop signs. They praised recent police efforts to patrol and enforce the stop signs and speed limit, but expressed a strong desire to see additional physical deterrents to speeding and disregarding of stop signs. Speed control programs are generally considered most effective when they contain three components: education, enforcement, and physical design.

Initial design of the road contained two raised crosswalks (one at the Border to Border Trail and one at a new pedestrian crossing for Witmire) as well as neckdowns, similar to bumpouts. Additional bumpouts were proposed at the meeting, but other interventions were proposed. After the meeting, staff consulted with engineers and it was determined that traffic circles (mini roundabouts) at the northernmost and southernmost intersections in this stretch of Cornell would help to define the neighborhood and slow traffic more effectively than bumpouts, but they are new for the City, and changing the design at this point includes some revisions to the preliminary submissions made to MDOT and SHPO, as well as additional design work.

Please note that this additional design cost is more than what is currently budgeted, and a budget amendment would be required.

RECOMMENDED ACTION: Approval

ATTACHMENTS: Proposal from OHM

Resolution No. 2026-206
August 18, 2026

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, the City awarded a contract to OHM (CR 2026-029) for professional engineering services for the pavement reconstruction on Cornell Road from Washtenaw Avenue to the Border-to-Border Trail (B2B) (just south of Mayhew); and

WHEREAS, after soliciting neighbor feedback the City wishes to amend the design to include roundabouts;

NOW THEREFORE BE IT RESOLVED THAT that the City of Ypsilanti City Council approves an amendment to the contract with OHM to add additional design, survey, and permitting services in the not to exceed amount of $38,200, bringing the new total to $ 278,760.

BE IT FURTHER RESOLVED, THAT the Mayor and City Clerk are authorized to sign this contract amendment, subject to approval by the City Attorney, and any change orders may be approved by the City Manager to facilitate completion of this work.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

August 6, 2026

CITY OF YPSILANTI
14 W. Forest Ave.
Ypsilanti, MI 48197

Attention: Bonnie Wessler, AICP
Director of Public Services

Subject: **Proposal Amendment for Design Phase Engineering Services**
Cornell Street Reconstruction from Washtenaw Rd. to Border-to-Border Trail
MDOT JN 222648

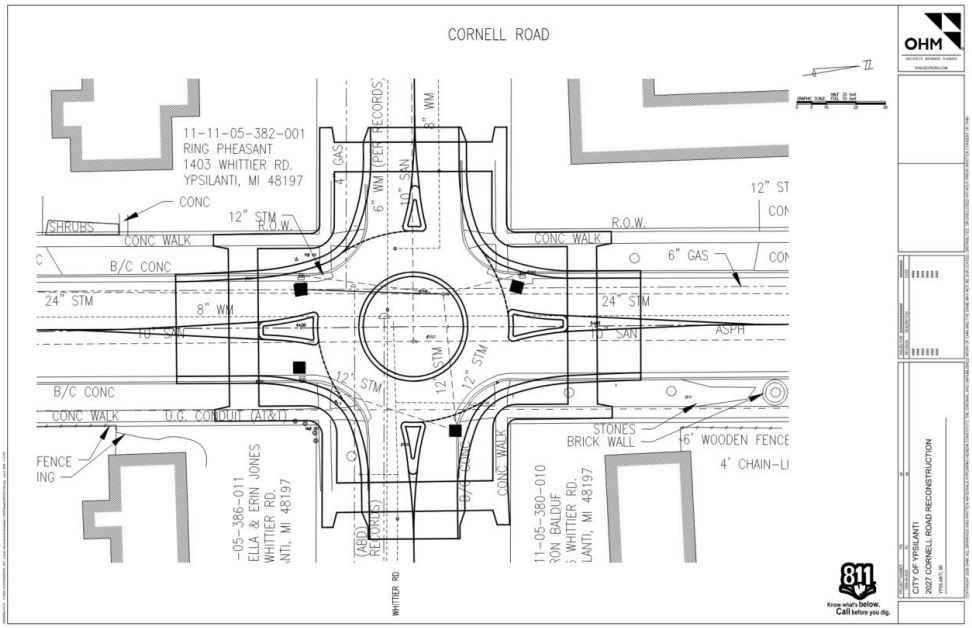
Dear Ms. Wessler:

OHM Advisors (OHM) appreciates the opportunity to submit this amendment for design phase engineering services for the Cornell Street Local Agency Program (LAP) project. This amendment addresses additional design effort requested by the City to add two (2) mini roundabouts to the design of the project.

The City of Ypsilanti desires to reduce speeding on the Cornell Street corridor by constructing up to two roundabouts. The roundabouts are to be placed at the intersections of Whittier and Collegewood. OHM is asked to prepare the construction documents to be bid through the Michigan Department of Transportation (MDOT) Local Agency Program Office. The City's prime goal is to use roundabouts as a means of speed control as roundabouts require slower speeds to navigate.

PROJECT UNDERSTANDING

The general concept for the roundabouts is shown below. The roundabout and adjacent sidewalk will be contained in the existing ROW. No permanent ROW acquisition is thought to be needed. Temporary grading permits will be avoided if possible. The proposed roundabouts will require a minimal increase of pavement. Four concrete splitter islands will be added to each leg of the roundabout. These are placed to deflect and slow traffic down to a desired 18-20 mph.



OHM Advisors
34000 PLYMOUTH ROAD
LIVONIA, MICHIGAN 48150
T 734.522.6711
F 734.522.6427
OHM-Advisors.com

The added work to the project includes:

- Additional topographic survey will be required 100 to 150 feet in each direction of the east/west intersecting roads (Whittier & Collegewood) to tie the roundabouts into the crossroads.
- Geometric design of two (2) roundabouts.
- Drainage modifications will be required at the intersections to relocate the existing catch basins to match the proposed curb alignment.
- Significant detailed grading design will be included to vertically and horizontally design the roundabout.
- Additional sidewalks will be required to be removed and replace the sidewalks at the four corners of the intersection.
- 5' crosswalks will be added to cross the four legs of the roundabout.
- Additional signing and pavement markings will be required at each roundabout.
- One benefit of this solution is that, with the proposed bump outs removed, both the intersection improvements (roundabouts) and the entire road width along the corridor will be eligible for federal funding. Areas just beyond the ends of the four roundabout legs are anticipated to be striped into no-parking zones so parked vehicles do not interfere with entering and exiting roundabout traffic operations.
- NEPA and SHPO documents will need to be updated and submitted to MDOT. NEPA requires a documented public meeting so public input can be obtained when adding a roundabout to a roadway. Efforts for the preparation of exhibits and for two engineers to attend the meeting have been included.
- East/west street traffic at each roundabout will most likely be closed during construction. One lane of traffic will be maintained in the NB direction during construction.

PROJECT SCHEDULE

The project schedule will be impacted. After authorization, an additional 6-8 weeks will be required to incorporate the proposed changes into the project design, complete agency coordination, and update project documentation. As a result, several project milestones will be shifted from the original schedule.

	Original Project Milestone Schedule	Proposed Amendment Milestone Schedule
Authorization	February 3, 2026 (complete)	August 18, 2026
NEPA/SHPO Submittal	May 2026 (complete)	September 2026
GI Plans Submittal to MDOT	July 2026 *	October 2026
GI Meeting	August 2026 *	November 2026
Public Meeting	n/a	November 2026
Final Plan Turn-in to MDOT	October 2026 *	January 2027
Project Letting	January 2027	April 2027
Construction Start (following YCUA water main replacement project)	Summer 2027	Summer 2027
Construction Open to Traffic	November 2027	November 2027
Construction Completion	June 2028	June 2028

* The original milestone dates for the GI Plans Submittal to MDOT (July 2026), GI Meeting (August 2026), and Final Plan Turn-in to MDOT (October 2026) are no longer considered achievable.

FEE SCHEDULE

OHM Advisors proposes to provide the above outlined professional services on an hourly – not to exceed basis, in accordance with the continuing services agreement between the City and OHM. Invoices will be sent monthly as work is performed:

Amendment Description	Fee
Approved Design Phase Services	$ 240,560.00
Amendment for Design, Survey, & Permitting	**$ 38,200.00**
Total Design Phase Services	**$278,760.00**

ASSUMPTIONS/CLARIFICATIONS

The above fee is based on the following assumptions:

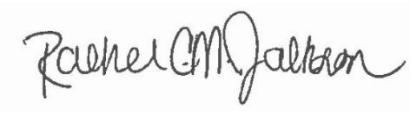
- No effort is included in preparing permanent or temporary right-of-way (ROW) documents. A separate proposal will be provided should they be needed. If ROW is required, this will impact the project schedule. It is recommended to add a ROW acquisition specialist. ROW impact cost negotiations cannot be started until the NEPA investigation and approval is complete. Depending on the cooperation of the property owner affected, this process could add two months or longer to the design process.
- No landscape design for the center median or splitter islands is included. It is planned to place pavement or grass in these areas. Truck aprons would be required if a non-pavement option was selected. Maintenance of these areas would have to be understood if not paving these areas.

AUTHORIZATION

If you find this amendment acceptable, please provide us authorization to proceed by signing the proposal below and returning it to us. We appreciate the opportunity to provide you with this proposal. Please feel free to contact us if you have any questions or need any additional information at (734) 522-6711.

Sincerely,

OHM Advisors



Rachel Jackson, PE
Project Manager

cc: Andrew Hellenga, City Manager
Mark Loch, PE, OHM Advisors
Kent Early, PE, OHM Advisors
Fraser Payne, PE, OHM Advisors

City of Ypsilanti
Proposal Amendment for Roundabout Design Services
Cornell Street Reconstruction from Washtenaw Road to Border-to-Border Trail

Accepted By:	_____	Accepted By:	_____
Printed Name:	_____	Printed Name:	_____
Title:	_____	Title:	_____
Date:	_____	Date:	_____

REQUEST FOR LEGISLATION
August 18, 2026

For: Mayor and City Council

From: Bonnie Wessler, DPS Director

Subject: Resolution No. 2026-207 Awarding a contract for underground storage tank pump conversion, upgrades to the key reader at DPW, and upgrading the DPW and Fire Veeder-Root monitoring systems to R.W. Mercer in the total amount of $73,638.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:
1. UST conversions RFL
2. UST Conversion & Updates contract Resolution 2026-207
3. Proposal - Ypsilanti DPW STPDispenser Conversion
4. Proposal - Ypsilanti Fire Dept STPDispenser Conversion
5. Oscar W. Larson Proposal - DPWYFD_Dispenser Conversion

CITY MANAGER APPROVAL: COUNCIL AGENDA DATE: August 18, 2026

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:

REQUEST FOR LEGISLATION
7/21/2026

For: Mayor and City Council

From: Bonnie Wessler, Department of Public Works

Subject: Underground Storage Tank Pump Conversions and Vapor Lock Prevention for Public Works and Emergency Services Fuel Dispensers and Fuel Management Upgrades

---

SUMMARY & BACKGROUND:
The underground storage tanks (USTs) at both Public Works and the Fire Department fueling stations are equipped with a suction pump system for delivering fuel from the tank to the dispenser. Suction pump systems are especially vulnerable to "vapor lock" issues when dispensing unleaded gasoline, particularly in the high temperatures of the summer months. A vapor lock occurs when a combination of high temperatures and low pressure, caused by the "pulling" action of a suction system, vaporizes liquid fuel in hoses and piping forming a bubble that prevents free flow of fuel through the dispenser hosing. City employees have experienced vapor locking when trying to refuel vehicles at Public Works and the Fire Department fueling stations numerous times, interfering with regular duties and possibly inhibiting the City's ability to respond to emergencies. The industry standard solution for prevention of such issues is converting the suction system to a submersible turbine pump that "pushes" the liquid fuel from within from within the temperature-controlled UST. Vapor locking issues do not occur with submersible turbine pumps.

Secondary to the public safety concerns that could arise from a vapor locking issue, the city's fuel management and monitoring equipment is becoming obsolete and nearing the end of service and maintenance life. Upgrades to the system would optimize efficiency and accuracy in fuel management tracking and reporting.

City staff requested quotes from the two, leading in-state UST service providers capable of providing the submersible pump conversion and upgrades to fuel management and monitoring services. Public works received competing quotes from Oscar W. Larson and R.W. Mercer. R.W. Mercer providing the most cost-effective and comprehensive quote at **$129,174.00**.

Dispenser conversion and fuel management upgrades to our current system would include:

Public Works:	
• Furnish and install one (1) submersible turbine pump and one (1) Fuel Master FMU-2500 key fob reader.	$65,505.00
• Furnish and install one (1) Veeder-Root TLS4 fuel monitoring system.	$8,133.00
Fire Department:	
• Furnish and install one (1) submersible turbine pump.	$47,403.00
• Furnish and install one (1) Veeder-Root TLS4 fuel monitoring system.	$8,133.00
TOTAL	**$129,174.00**

RECOMMENDED ACTION: At this time we are recommending approval of the upgraded pump and key reader at DPW only; Fire pumps currently have a key reader and natural shade from trees has helped to mitigate the vapor lock issue. Both fueling stations do need the Veeder-Root monitor upgrade, however, due to obsolescence. Thus, we are recommending approval of service contract with R.W. Mercer for underground storage tank submersible pump conversion & key reader at DPW and upgrading both Veeder-Root monitoring systems**, for a total of $73,638** from the DPW capital account and $8,133 from the Fire capital account.

ATTACHMENTS:
1. Project Proposal, R.W. Mercer
2. Project Proposal, Oscar W. Larson

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____

Resolution No. 2026-207
August 18, 2026

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, The underground storage tanks (USTs) at both Public Works and the Fire Department fueling stations are experiencing vapor lock when employees are trying to refuel vehicles; and

WHEREAS, The industry standard solution is converting the suction system to a submersible turbine pump as vapor locking issues do not occur with submersible turbine pumps;

WHEREAS, the city's fuel management and monitoring equipment is in need of upgrades, which would optimize efficiency and accuracy in fuel management tracking and reporting;

NOW THEREFORE BE IT RESOLVED THAT that the City of Ypsilanti City Council awards a contract for underground storage tank pump conversion and upgrades to the key reader at DPW, and upgrading the DPW and Fire Veeder-Root monitoring systems to R.W. Mercer in the total amount of $73,638.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

PETROLEUM PROPOSAL/CONTRACT

R.W. MERCER CO.
TRUST, PERFORMANCE, AND PRIDE!

2322 Brooklyn Rd.	4585 Executive Drive	3366 Three Mile Rd., NW	12870 Inkster Rd	3124 Commerce Centre Dr.	2801 Dickerson Rd.	4022 Merchant Rd.
Jackson, MI 49203	Portage, MI 49002	Walker, MI 49534	Redford, MI 48239	Saginaw, MI 48601	Gaylord, MI 49734	Ft. Wayne, IN 46818
(517) 787-2960 ph.	(269) 321-2280 ph.	(616) 453-7444 ph.	(313) 286-3300 ph.	(989) 753-4016 ph.	(989) 732-2971 ph.	(260) 489-3566 ph.
(517) 787-8111 fax	(269) 321-2285 fax	(616) 453-7813 fax	(313) 766-4850 fax	(989) 753-9360 fax	(989) 732-5329 fax	(260) 489-0738 fax

Legal Company Name
City of Ypsilanti

Proposal Submitted to	Phone	Fax	Date
Dave Canter	**734-483-1100**		**August 10, 2026**
Street Address	Site Name	Job #	Site Phone
1 South Huron St	**Ypsilanti DPW**		
City, State, Zip Code	Site Location - Address		
Ypsilanti, MI 48197	**14 W Forest Ave, Ypsilanti, MI 48197**		
Contact Email	Job Description	Proposal Submitted By:	
dcanter@cityofypsilanti.com	**Gasoline STP/Dispenser Conversion**	**Scott Holman**	

We appreciate the opportunity to submit the following proposal.

Please review the following Scope of Work:

A. **EXCAVATION:**
- Sawcut and break out concrete between UNL dispenser and tank sump
- Sawcut and break out concrete to building for electrical trench
- Trench/excavate for new conduits between building, fuel island and UNL tank sump
- Backfill with all existing spoils generated

B. **MANHOLES/SPILL CONTAINERS/OVERFILL:**
- Furnish and install one (1) 42” composite manhole

C. **PIPING:**
- Disconnect piping from existing UNL dispenser and tank sump
- Reconnect to new dispenser and STP using existing piping

D. **DISPENSERS:**
- Furnish and install one (1) dual hose, single product dispenser – Gasboy 9853GXTW1DF
- Utilize Sourcewell pricing for the dispenser
- Furnish and install (2) sets of hanging hardware including ¾’ nozzles, swivels, breakaways and 12’ hose

E. **FUEL MANAGEMENT SYSTEM:**
- Furnish and install one (1) Fuel Master FMU-2500 card reader

F. **SUBMERGED PUMPS:**
- Furnish and install one (1) 3/4HP submersible pump with relay controller

G. **CONCRETE:**
- Prep and pour back all concrete where removed
- Pin into existing surrounding concrete

H. **ELECTRICAL:**
- Furnish and install two (2) new conduits from building to fuel island for STP and card reader
- Furnish and install pulser wiring/conduits from each dispenser to card reader
- Pull in new wiring for STP and card reader
- Reuse all existing power wiring for suction pumps

**Standard R.W. Mercer Co. Terms and Conditions will apply including winter/frost clauses. Revised April 2026*

I. **SERVICE:**
- Provide labor for installation of equipment, startup, purging/calibration and commission for warranty
- Provide line test and hydro static sump test upon completion

NOTE:
- Due to the significant increases/volatility of pricing for steel, copper and PVC, that are being assessed by certain vendors, R.W. Mercer Co. shall not be responsible for any price increase it may receive from manufacturers or suppliers that are made without notice prior to shipment. Such unanticipated increases in price shall be applied directly to the Contract Sum and paid by Owner including applicable mark-up and taxes
- Does not include dewatering, environmental testing, removal or disposal of contaminated soils or liquids if found
- Price does not include drywall repairs
- Proposal was created as Sales Tax Exempt
- Dispenser and Veeder Root orders must be placed by 9/2/2026 to avoid a price increase

Prices stated are firm for 30 days from the date of this proposal.

We propose to furnish the above, in accordance with the specifications as referenced below, for the **TOTAL SUM** of:
SIXTY-FIVE THOUSAND FIVE HUNDRED FIVE DOLLARS AND NO/100……$65,505.00

Note: The Total Contract Price above does not include any Accepted Alternates initialed below.

Alternate # 1 –
- Furnish and install one (1) Veeder Root TLS4 automatic tank gauge with touchscreen and printer
- Reuse all existing probes and sensors
- Utilize Sourcewell pricing
- Utilize TLS-3XX Trade-Up Credit

Accepted Alternates Price: ADD: $8133.00

Equipment Financing Available for Qualified Buyers.

Payment to be made as follows: **Credit needs to be established, Sales Tax Exemption form needed**

A 3% surcharge fee will be added to credit card payments.

Acceptance: Customer hereby accepts the Terms and Conditions set forth on the reverse side of this contract. Customer is responsible for all sales, use and other governmental taxes and charges, which are not included in the price unless expressly stated. R.W. Mercer Co. is authorized to perform the work as specified. This Proposal/Contract is subject to credit approval and may be revoked before acceptance.

Note: Once this proposal is approved, you will receive a contract electronically for signature.

**Standard R.W. Mercer Co. Terms and Conditions will apply including winter/frost clauses. Revised April 2026*

PETROLEUM PROPOSAL/CONTRACT

R.W. MERCER CO.
TRUST, PERFORMANCE, AND PRIDE!

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Jackson, MI 49203	Portage, MI 49002	Walker, MI 49534	Redford, MI 48239	Saginaw, MI 48601	Gaylord, MI 49734	Ft. Wayne, IN 46818
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(517) 787-8111 fax	(269) 321-2285 fax	(616) 453-7813 fax	(313) 766-4850 fax	(989) 753-9360 fax	(989) 732-5329 fax	(260) 489-0738 fax

Legal Company Name
City of Ypsilanti

Proposal Submitted to	Phone	Fax	Date
Dave Canter	**734-483-1100**		**August 10, 2026**
Street Address	Site Name	Job #	Site Phone
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City, State, Zip Code	Site Location - Address		
Ypsilanti, MI 48197	**525 W Michigan Ave, Ypsilanti, MI 48197**		
Contact Email	Job Description	Proposal Submitted By:	
dcanter@cityofypsilanti.com	**Gasoline STP/Dispenser Conversion**	**Scott Holman**	

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- Trench/excavate for new conduits between fuel island and UNL tank sump
- Backfill with all existing spoils generated

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- Furnish and install one (1) 42” composite manhole

C. **PIPING:**
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- Reconnect to new dispenser and STP using existing piping

D. **DISPENSERS:**
- Furnish and install one (1) dual hose, single product dispenser – Gasboy 9853GXTW1DF
- Utilize Sourcewell pricing for the dispenser
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E. **SUBMERGED PUMPS:**
- Furnish and install one (1) 3/4HP submersible pump with relay controller

F. **CONCRETE:**
- Prep and pour back all concrete where removed
- Pin into existing surrounding concrete

G. **ELECTRICAL:**
- Pull in new wiring for STP and dispenser through existing power conduit to UNL dispenser

H. **SERVICE:**
- Provide labor for installation of equipment, startup, purging/calibration and commission for warranty
- Provide line test and hydro static sump test upon completion

NOTE:
- Due to the significant increases/volatility of pricing for steel, copper and PVC, that are being assessed by certain vendors, R.W. Mercer Co. shall not be responsible for any price increase it may receive from manufacturers or suppliers that are made without notice prior to shipment. Such unanticipated increases in price shall be applied directly to the Contract Sum and paid by Owner including applicable mark-up and taxes

**Standard R.W. Mercer Co. Terms and Conditions will apply including winter/frost clauses. Revised April 2026*

- Does not include dewatering, environmental testing, removal or disposal of contaminated soils or liquids if found
- Price does not include drywall repairs
- Proposal was created as Sales Tax Exempt
- Dispenser and Veeder Root orders must be placed by 9/2/2026 to avoid a price increase

Prices stated are firm for 30 days from the date of this proposal.

We propose to furnish the above, in accordance with the specifications as referenced below, for the **TOTAL SUM** of:
FORTY-SEVEN THOUSAND FOUR HUNDRED THREE DOLLARS AND NO/100……$47,403.00

Note: The Total Contract Price above does not include any Accepted Alternates initialed below.

Alternate # 1 –

- Furnish and install one (1) Veeder Root TLS4 tank gauge with touchscreen and printer
- Reuse all existing probes and sensors
- Utilize Sourcewell pricing
- Utilize TLS-3XX Trade-Up Credit

Accepted Alternates Price: ADD: $8,133.00

Equipment Financing Available for Qualified Buyers.

Payment to be made as follows: **Credit needs to be established, Sales Tax Exemption form needed**

A 3% surcharge fee will be added to credit card payments.

Acceptance: Customer hereby accepts the Terms and Conditions set forth on the reverse side of this contract. Customer is responsible for all sales, use and other governmental taxes and charges, which are not included in the price unless expressly stated. R.W. Mercer Co. is authorized to perform the work as specified. This Proposal/Contract is subject to credit approval and may be revoked before acceptance.

Note: Once this proposal is approved, you will receive a contract electronically for signature.

**Standard R.W. Mercer Co. Terms and Conditions will apply including winter/frost clauses. Revised April 2026*

OWL™
FUELING SOLUTIONS. CHARGING POWER.

Oscar W. Larson Co.

SERVING THE MIDWEST FOR OVER 75 YEARS!



PROJECT PROPOSAL

WWW.OWLSERVICES.COM

FUELING SOLUTIONS. CHARGING POWER.

Oscar W. Larson Co.

CORPORATE OFFICE: 10100 DIXIE HIGHWAY, CLARKSTON, MI 48348
PH: (248) 620-0070 · FAX: (248) 620-0072

TO: David Hunter	**DATE: July 1, 2026**
14 W. Forest Ave	
Ypsilanti, MI 48197	**PHONE: 734)483-1421**
ATTENTION: David	**EMAIL: dcanter@cityofypsilanti.com**
JOB SITE ADDRESS:	

Special Notice: Due to recent volatility in the availability and market prices of fuels, raw materials, equipment, tooling, labor and other operating costs, OWL reserves the right to update and amend this quotation (including pricing and completion date) prior to entering into a definitive agreement and performing the services described herein.

Conditions: 1. This proposal is open for 30 days from the date stated above. However, prices of components, equipment and raw materials may increase before the date such items are ordered. If so, such increases will be added to the quoted cost. THE OSCAR W. LARSON COMPANY will itemize such costs upon receipt of signed proposal. If such cost increases are unacceptable to the customer, the customer may elect to cancel order under terms of the Master Service Agreement.
2. This proposal and the Master Service Agreement constitute the full and complete agreement of the parties, and any inconsistent terms stated in any acceptance, invoice, purchase order, or any document whatsoever are ineffective. This provision conforms to the requirements of RC 1302.10(B)(1).
3. Contract documents incorporated by references as though fully stated herein.

Special Terms 25% upon acceptance of proposal, with progress billings throughout the project. Balance due prior to startup. (Based on Approved Credit).

SCOPE A DPW: Convert Fuel System from Suction to Pressure, Install new TLS and Fuel Master/Syntech System.

- Disconnect existing fueling electrical and cut back conduits at edge of tank pad.
- Remove existing fuel pump equipment and properly dispose.
- Vac out associated piping.
- Enter motor sumps and install one new ¾ horse sump motors and pipe in.
- Saw cut concrete trench from tank top area to building for new conduits and wires.
- Pin pour new concrete in affected area only. Not to exceed 750 sqft.
- Supply and install two new Wayne Fuel Dispensers on existing fuel sumps.
- Provide and install new hoses and nozzles.
- Provide and install one new TLS4 console with touch screen and external printer.
- Provide and install one new Syntech Fuel Master system upgrade Cellular at fuel island.
- Testing and inspections

TOTAL Price: $113,694.60

SCOPE B FIRE STATION: Convert Fuel System from Suction to Pressure, Install new TLS and Fuel Master/Syntech System.

- Disconnect existing fuel electrical and cut back conduits at edge of fuel tank pad.
- Remove existing fuel pump equipment and properly dispose.
- Vac out tank associated piping.
- Enter motor sumps and install one new ¾ horse sump motors and pipe in.
- Saw cut concrete trench from building to tank for new conduits and wires.
- Pin pour concrete in affected area only. Not to exceed 750 sqft.
- Supply and install two new Wayne Fuel Dispensers on existing fuel sumps.
- Provide and install new hoses and nozzles.
- Provide and install one new TLS4 console with touch screen and external printer.
- Testing and inspections.

TOTAL Price: $ 92,198.14

NOTES:

1. Price does not include repairs to existing equipment not listed in the above scope of work.
2. Price does not include shoring, frac tank, or de-watering of site.
3. Price does not include any liquid or soil removal from site.
4. Price does not include engineered drawings.
5. Price does not include prevailing wages.
6. Price does not include winter conditions.
7. Price does not include permit fees.
8. All OWL Services normal terms and conditions apply.

ACCEPTANCE: This Proposal, when accepted by the purchaser, and approved by a Corporate Officer of the Oscar W. Larson Company, will constitute a contract between us, subject to all terms and conditions contained in the Master Environmental Services Agreement. It is expressly agreed that there are no promises, agreements, or understanding, oral or written, not specified in this proposal and the Master Environmental Services Agreement.
A surcharge of 3% of the invoice total will be added for payments made

_____
Company Name

By: _____

Its: _____

Date: _____

Shawn R. Adamski

Shawn Adamski **Date**

The Oscar W. Larson Company, dba OWL Services, USA

By: _____

Its: _____

Date: _____

MASTER SERVICES AGREEMENT

This Master Services Agreement ("Agreement") is made and entered into this _____ day of _____ 20 _____ by and between The Oscar W. Larson Company, dba OWL Services, USA with an address at 10100 Dixie Hwy., Clarkston, Michigan 48348 and _____, with an address at _____, (hereinafter referred to as "Client") (hereinafter collectively referred to as the parties").

In consideration of the covenants set forth below, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, it is agreed between the parties as follows:

1. Services. The specific services ("Services") to be performed by The Oscar W. Larson Company, dba OWL Services, USA or its affiliates on behalf of Client shall be described and authorized from time to time by a fully executed and approved proposal or work order in substantially the form attached to this Agreement as Exhibit A ("Proposal"). The Services may be performed by The Oscar W. Larson Company, dba OWL Services, USA or any of its affiliated entities. Each Proposal shall constitute a separate and individual undertaking and shall define an individual project. All Services authorized by Proposals referencing this Agreement shall be subject to the terms of this Agreement except as otherwise modified in writing by mutual consent of the Parties.

2. Inconsistent Terms and Forms. It is mutually agreed that all terms, conditions, and provisions, of any nature whatsoever, contained within Client's acceptance, purchase order or other communications, except the description and specification of goods ordered, quality, price, invoice number, shipping instructions and tax exemption certificate, shall be ineffective. Any acknowledgment of or acquiescence to any such terms, conditions, and provisions, of any nature whatsoever, by The Oscar W. Larson Company, dba OWL Services, USA shall not in any way be construed as an acceptance or approval of such terms.

3. Estimate of Costs. Any estimates or opinions made by The Oscar W. Larson Company, dba OWL Services, USA of costs in Proposals are made on the basis of The Oscar W. Larson Company, dba OWL Services, USA's judgment as an experienced and qualified contractor. However, Client acknowledges and agrees that The Oscar W. Larson Company, dba OWL Services, USA cannot and does not guarantee that total costs will not vary from opinions of probable cost prepared by The Oscar W. Larson Company, dba OWL Services, USA. Subject to the exceptions stated herein, if during the course of performing Services outlined in an approved Proposal, The Oscar W. Larson Company, dba OWL Services, USA reasonably determines that either the scope of the Services, the cost of Services, or the cost of goods and component parts have increased beyond what is commercially reasonable under the circumstances, or have changed due to unknown or undisclosed conditions (including an increase in the cost of raw materials or components due to changes in import tariffs or duties), The Oscar W. Larson Company, dba OWL Services, USA shall so notify the Client and provide the Client with a new Proposal for approval. Until the Client is so notified and approves the Proposal, The Oscar W. Larson Company, dba OWL Services, USA shall have the right to suspend the performance of the Services at issue and continue to perform any and all other Services not affected by the proposed changes. If the Client does not approve the scope of Services change and charges, either Party shall have the right to terminate this Agreement upon five days' advance written notice, at which time all outstanding invoices for Services provided to Client shall become due and payable. Further, and notwithstanding anything herein to the contrary, the pricing set forth in any Proposal for ongoing Services (i.e., not project-based or fixed term) shall only be valid for a period of six months from the date the Proposal is accepted (or the date after the last price increase, whichever is later), and any time after such six-month period, The Oscar W. Larson Company, dba OWL Services, USA may notify the Client and provide the Client with a new Proposal for approval. Until the Client is so notified and approves the Proposal, The Oscar W. Larson Company, dba OWL Services, USA shall have the right to suspend the performance of the Services at issue and continue to perform any and all other Services not affected by the proposed changes. If the Client does not approve the scope of Services change and charges, either Party shall have the right to terminate this Agreement upon five days' advance written notice, at which time all outstanding invoices for Services provided to Client shall become due and payable.

4. Annual Price Adjustment. Except to the extent the fees set forth the Proposal provide for a fixed lump sum payment, beginning on the first anniversary of the date hereof and on each anniversary thereafter (each, an "**Adjustment Date**"), any service fees and costs set forth in the Proposal shall be adjusted based on changes in the Consumer Price Index. The adjustment shall be calculated using the percentage change in the Consumer Price Index for All Urban Consumers (CPI-U), U.S. City Average, as published by the U.S. Bureau of Labor Statistics, measured over the most recent twelve-month period available prior to the applicable Adjustment Date.

5. Billing and Payment. Unless provided for in a separate financing agreement, or under Special Terms in the Proposal, Client will be invoiced monthly for work performed during such month pursuant to approved Proposals. Client is responsible for payment of The Oscar W. Larson Company, dba OWL Services, USA's invoices within 30 days of the invoice date. Client further agrees to pay a time price differential on all amounts invoiced and not paid or objected to for valid cause within the 30-day period at the rate of 1.5% of the outstanding balance compounded monthly until paid in full. In addition, Client shall be liable to The Oscar W. Larson Company, dba OWL Services, USA for all costs incurred by The Oscar W. Larson Company, dba OWL Services, USA in efforts to collect overdue payments from Client, including actual attorney fees and court costs.

6. Security Interest and Construction Liens. Until The Oscar W. Larson Company, dba OWL Services, USA is paid in full for all of the Services rendered pursuant to this Agreement, Client grants to The Oscar W. Larson Company, dba OWL Services, USA a purchase money security interest in all equipment, merchandise, or fixtures sold, delivered or installed pursuant to this Agreement or any Proposal under this agreement. Client agrees to execute all documents necessary to perfect said security interest. In advance of the commencement of the Services, Client agrees to prepare, record and provide to The Oscar W. Larson Company, dba OWL Services, USA a notice of commencement, as that term is defined in the Michigan Construction Lien Act, MCL 570.1101 et. Seq., for the project site. If a claim of construction lien is filed by The Oscar W. Larson Company, dba OWL Services, USA, Client understands and authorizes The Oscar W. Larson Company, dba OWL Services, USA to charge an 18% fee on the Services to the lien amount.

7. Limitation on Scope of Service. Client agrees that unless expressly provided for in an approved Proposal, The Oscar W. Larson Company, dba OWL Services, USA has had no role in generating, treating, storing, transporting, disposing or arranging for disposal of hazardous or toxic substances, pollutants, waste or contaminants (hereinafter "Waste Materials") as such terms are defined by the Comprehensive Environmental Response, Compensation and Liability Act, being 42 USC 9601 et seq., and/or Parts 111, 201, 211, and 213 of the Natural Resources and Environmental Protection Act, being MCL 324.11101, et seq., MCL 324.20101 et seq., MCL 324.21101 et seq., and MCL 324.21301 et seq., which may be present at the project site and The Oscar W. Larson Company, dba OWL Services, USA has not benefited from the processes that produced such Waste Materials. Client agrees that unless expressly provided for in a Proposal pursuant to this Agreement it has selected any treatment storage or disposal facility to which waste materials may be removed under this Agreement or any Proposal under this Agreement and that The Oscar W. Larson Company, dba OWL Services, USA has not arranged for or contracted for such selection. Any Waste Materials encountered by or associated with Services provided by The Oscar W. Larson Company, dba OWL Services, USA on the project site shall at no time be or become the property of The Oscar W. Larson Company, dba OWL Services, USA. In addition, Client expressly agrees that The Oscar W. Larson Company, dba OWL Services, USA is not an "operator", as defined by CERCLA and/or Parts 201, 211 and 213 of NREPA, of the project site or facility where The Oscar W. Larson Company, dba OWL Services, USA is performing the Services. Client agrees that The Oscar W. Larson Company, dba OWL Services, USA is a Response Activity Contractor and that this Agreement and any Proposals pursuant to this Agreement are Response Activity Contracts as these terms are defined by MCL 324.20128(5)(a).

8. Site Access and Control. Client grants a right of entry to the project site to The Oscar W. Larson Company, dba OWL Services, USA, its employees, agents and subcontractors to perform the Services. If Client does not own the project site, Client warrants and represents to The Oscar W. Larson Company, dba OWL Services, USA that Client has the authority and permission of the owner and occupant of the project site to grant this right of entry. If, as a requirement of performing the Services, The Oscar W. Larson Company, dba OWL Services, USA or its subcontractors damage or alter property owned by a third party, Client agrees to pay the cost of restoring the property to its condition prior to the performance of the Services. By execution of this Agreement, Client acknowledges that it is now and shall remain in control of the project site at all times.

9. Indemnification. Client shall indemnify and hold harmless and defend The Oscar W. Larson Company, dba OWL Services, USA and its shareholders, directors, officers, employees and agents from and against any and all losses, damages, claims, liabilities, costs and incidental expenses, including actual attorney's fees, which any or all of them may incur, be responsible for, or pay out as a result of bodily injury (including death) to any person, damage (including loss of use) to any property, contamination or adverse effects on the environmental arising out of or which are connected with: (a) a release of Waste Materials not due to the negligent omission, conduct, and/or willful misconduct of The Oscar W. Larson Company, dba OWL Services, USA; (b) any negligent omission, conduct, and/or willful misconduct of Client or Client's employees, agents, or subcontractors; or (c) Client's breach of this Agreement.

Where goods or equipment are manufactured on behalf of Client by or at the direction of The Oscar W. Larson Company, dba OWL Services, USA in accordance with Client's designs, blueprints, drawings, samples or specifications, Client shall indemnity, hold harmless and defend The Oscar W. Larson Company, dba OWL Services, USA and its shareholders, directors, officers, employees and agents from and against any and all losses, damages, claims, liabilities, costs and incidental expenses, including actual attorney's fees, which any or all of them may incur, be responsible for, or pay out as a result of or arising out of claims of patent, trademark, or service mark infringement resulting from the manufacture, use or sale of such goods or equipment.

10. Liability for Conduct of Subcontractors. The Oscar W. Larson Company, dba OWL Services, USA shall hold harmless and defend the Client, its shareholders, directors, officers, employees and agents from and against any and all losses, resulting from bodily injury, property damage or environmental damage caused by pollution conditions, as defined by The Oscar W. Larson Company, dba OWL Services, USA's Pollution Liability Insurance Policy, arising from operations as listed on the "Operations Addendum" of such policy, performed by subcontractors of The Oscar W. Larson Company, dba OWL Services, USA or their respective employees, agents servants and representatives.

11. Limitation of Liability. The Oscar W. Larson Company, dba OWL Services, USA shall not be responsible for any special, incidental, indirect or consequential damages for any claim arising out of this Agreement, the Services contemplated under this agreement, or any Proposal pursuant to this Agreement, including loss incurred by Client as a result of The Oscar W. Larson Company, dba OWL Services, USA's nonperformance of the Services. Any claim of any nature whatsoever shall be deemed waived unless made by Client in writing and received by The Oscar W. Larson Company, dba OWL Services, USA within one year after completion of the Services with respect to which the claim is made.

12. Risk of Loss. The Oscar W. Larson Company, dba OWL Services, USA shall not be responsible for loss or damage to equipment or merchandise while in transit on any carrier not owned by The Oscar W Larson Company. Delivery dates are subject to availability of equipment or merchandise at the time specified for delivery. The Oscar W. Larson Company, dba OWL Services, USA shall have no liability of any nature whatsoever for delays caused by unavailability of equipment or merchandise caused by strikes, fire, riots, acts of God, or any other event of any nature whatsoever that is beyond the reasonable control of The Oscar W. Larson Company, dba OWL Services, USA.

13. Disclaimer of Warranties. Unless provided for in an approved Proposal, and other than those provided by the manufacturers of materials furnished in connection with the Services, there are no warranties, either express or implied, which are not expressly contained within this Agreement. Particularly, there are **NO WARRANTIES OR MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE** regarding any of the Services, goods, or equipment sold pursuant to this Agreement.

14. Utilities and Subterranean Structures. Client shall be responsible for the proper identification of all utility lines and subterranean structures and conditions, including, but not limited to, drinking wells, junk fill, rock, rock-like strata, old foundations, frost, water pipes, drains, and sewer lines within the property lines of the project site and which are not identified by "Miss Dig" Utility Marking Services. If such conditions are encountered during performance of the Services, Client agrees to bear the cost of additional excavation, disposal, and appropriate fill material on a time and materials basis. Client agrees to waive any claim against The Oscar W. Larson Company, dba OWL Services, USA and to defend, indemnity and hold The Oscar W. Larson Company, dba OWL Services, USA harmless from any and all claims, damages, losses, liabilities and expenses, including actual attorney's fees, arising out of or resulting from any damage to utilities or subterranean structures caused by The Oscar W. Larson Company, dba OWL Services, USA or its subcontractors that were not correctly identified by "Miss Dig" and/or Client within the property lines of the project site.

15. Weather Conditions. Client acknowledges that weather conditions may affect both the cost and completion date of the Services, and Client agrees to bear any costs incurred by The Oscar W. Larson Company, dba OWL Services, USA caused by any such delay on a time and materials basis. Client further acknowledges that new concrete may be adversely impacted by cold weather, and there are no warranties whatsoever, express or implied, regarding concrete that is laid during cold or winter weather.

16. Underground Storage Tank Removals and Installations. Client agrees that all underground storage tanks to be removed shall be emptied by Client unless provided for in an approved Proposal; otherwise, residual liquid, sludge and inert materials will be placed in storage containers by The Oscar W. Larson Company, dba OWL Services, USA or its subcontractors and left on the project site for Client's disposal. Client agrees to bear the cost of such removal and storage containers on a time and materials basis.

17. Soil Removal and Disposal. All disposal cost estimates and invoices for contaminated soil removal and disposal shall be based on "loose", trucked yardage not "tight". in-place yardage and determined by landfill manifests. Client agrees that it will bear the cost of any characterization testing required for landfill approval.

18. Site Assessment and Closure Sampling. Client acknowledges that Site Assessment and Closure Sampling cost estimates assume that there has been no "release" at the project site and that if a "release" is encountered or if there are indicia that the project site is a "facility", as those terms are defined in parts 201, 211, and 213 of NREPA, there will be additional costs for sampling, excavation and soil disposal. Unless otherwise specified in a Proposal signed by the Client, the Client agrees to bear such increased costs on a cost plus 15% basis.

19. Environmental Consultant. If there has been a "release" or if there are indicia that the project site is a "facility", as those terms are defined in parts 201, 211, and 213 of NREPA, the Client may retain a consulting firm qualified pursuant to MCL 324.21542; otherwise, the Client agrees to bear the cost plus 15% of the Services of such an environmental consultant retained as a subcontractor of The Oscar W. Larson Company, dba OWL Services, USA.

20. Regulatory Reporting. The Client acknowledges and agrees that preparation and filing of all UST registration forms, notices of UST removal, amended registration forms, and release reports as may be required by parts 201, 211, and 213 of NREPA, the rules promulgated thereunder, or any other reporting required by any other state or federal law, rule or regulation is solely the responsibility of Client, and, unless otherwise provided for in an approved Proposal, The Oscar W. Larson Company, dba OWL Services, USA shall have no obligation whatsoever to assure or effect compliance with any such reporting requirement.

21. Termination. If Client fails to make payments to The Oscar W. Larson Company, dba OWL Services, USA for the Services, The Oscar W. Larson Company, dba OWL Services, USA may, upon 14 days written notice to Client, suspend performance of Services under this Agreement. In the event of suspension of Services, The Oscar W. Larson Company, dba OWL Services, USA shall have no liability to Client for delays and/or damages incurred by Client because of such suspension of Services.

22. Legal Proceedings. Client shall be responsible for and pay The Oscar W. Larson Company, dba OWL Services, USA at its prevailing rates for all time spent by The Oscar W. Larson Company, dba OWL Services, USA employees in connection with any court, administrative or other legal proceedings with a third party, arising from or relating to the Services provided under this Agreement.

23. Independent Contractor. The Oscar W. Larson Company, dba OWL Services, USA shall have the role of an independent contractor, not that of an agent or employee of Client. The Oscar W. Larson Company, dba OWL Services, USA shall be solely responsible for the compensation, benefits, contributions and taxes, if any, of its employees and agents.

24. Assignment. This Agreement shall not be assigned or transferred by Client or The Oscar W. Larson Company, dba OWL Services, USA without the prior written consent of the other Party, and if either Party assigns or transfers this Agreement, the other Party shall have the option to terminate this Agreement without any liability to either Party, provided, however, that: (a) The Oscar W. Larson Company, dba OWL Services, USA shall be entitled to: (i) assign or transfer this Agreement to any of its affiliates; and (ii) payment for Services performed and costs advanced prior to such termination; and (b) either Party may assign or transfer this Agreement without the prior written consent of the other Party in connection with a change of control transaction in which more than 50% of the voting ownership interests of such Party are directly or indirectly transferred or sold or such Party sells substantially all its assets to a third party.

25. Miscellaneous. This Agreement shall be binding upon and inure to the benefit of each of the Parties, their respective heirs, legal representatives, successors and assigns. The Parties agree that this Agreement was mutually drafted and that no presumption relating to authorship shall be drawn when construing this Agreement. The captions in this Agreement are for reference purposes and are of no substantive force whatsoever. The laws of the State of Michigan shall govern the validity, performance and enforcement of the Agreement. With the exception of the documents expressly incorporated by reference herein, this Agreement contains the entire Agreement between the Parties and supersedes and annuls all other agreements, contracts, promises or representations, whether written or oral, between the Parties. No subsequent agreements, contracts, promises or representations shall be binding or effective between the Parties, unless set forth in writing and signed by the Parties. A forbearance or failure or delay by either of the Parties to exercise any right, power or remedy provided in this Agreement shall not be deemed to be a waiver of such rights, power or remedy.

26. Authority to Execute. Both Parties signing this Agreement represent and warrant that their execution, delivery and performance of this Agreement has been duly authorized by all necessary corporate and other action and is valid and binding upon such Parties.

27. Other Documents. Each of the Parties agrees that they shall, from time to time, upon the reasonable request of the other Party, execute and deliver such additional documents and take other actions as may be reasonably required to effectively carry out the terms of this Agreement.

The Parties below have read and understand this Agreement and have executed this Agreement by their duly authorized agents as of the day and year first above written.

THE OSCAR W. LARSON COMPANY,
dba OWL SERVICES, USA

	_____
	COMPANY/CLIENT NAME
_____	_____
Signature	*Signature*
_____	_____
Printed Name	*Printed Name*
_____	_____
Title	*Title*

REQUEST FOR LEGISLATION
August 18, 2026

For: Mayor and City Council

From:

Subject: Resolution No. 2026-208 either approving or denying the FOIA appeal of Alexander Munro, regarding 24 N. Huron St permit records.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION:

ATTACHMENTS:
1. Munro approve or deny FOIA appeal Resolution No. 2026-208
2. Munro Appeal-24-N-Huron-Permits 08-12-2026_Redacted
3. Munro Appeal - 24 N Huron Back Up1
4. Munro Appeal - 24 N Huron Back Up2

CITY MANAGER APPROVAL: COUNCIL AGENDA DATE: August 18, 2026

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:

Resolution No. 2026-208
August 18, 2026

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

After hearing the presentations and considering the FOIA request and the denial notice and considering the FOIA act and the facts and circumstances of the matter, it is hereby resolved that:

(Pick one)

The FOIA appeal of Alexander Munro, regarding 24 N. Huron St. permit records, is granted and any non-exempt material in response to the FOIA request shall be furnished to the appellant.

or

The FOIA appeal of Alexander Munro, regarding 24 N. Huron St. permit records, is denied.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

August 12, 2026

City of Ypsilanti — Freedom of Information Act Appeal
To the Head of the Public Body, c/o the City Clerk / FOIA Coordinator
One South Huron Street, Ypsilanti, MI 48197

Re: APPEAL under the Freedom of Information Act (MCL 15.240) — denial of my request for 24 N. Huron Street permit records

To the Head of the Public Body, City of Ypsilanti:

I am submitting this written **appeal** regarding the City's denial of my Freedom of Information Act request described below. I am asking the City to reverse that denial.

The request. In May 2026 I asked the City in writing, on more than one occasion, for its permit and approval records for 24 N. Huron Street. On May 4, 2026, I asked the City's Preservation Planner to "release the City's records (permit application, any survey or plans) for any permits or approvals from 2016," together with any correspondence the City had with the property owner. On May 28, 2026, I renewed that request in writing — "Where are the 2016 permit records Carrie referenced — any easement, zoning or permitting application, sketch plan, or survey?" — over my full name, address, and telephone number. I had also stated, on May 11, 2026, that a related request could be treated as "a new FOIA request under MCL 15.235 et seq.," and I renewed the request again on June 9, 2026 for all permit records for the property from 2005 to the present.

The denial I am appealing. On May 28, 2026, the City's Director of Community Services, Joe Meyers, wrote to me: **"These are being handled by our FOIA coordinator. Please wait until you receive word from them."** No word from the FOIA coordinator ever followed — no records, no fee itemization, and no certificate. City staff had also directed me to resubmit the request through the City's online portal "because [the] request involves multiple departments." **Both the City Attorney's office (whose FOIA Coordinator received my request directly) and the City Manager's office (which reviewed and responded to the correspondence) have been aware of this outstanding request throughout; it nonetheless remains unanswered.** My understanding is that the City's failure to respond within the time required by MCL 15.235 amounts to a denial of my request, which I am appealing.

Why I believe the denial should be reversed.

- My request met the requirements of MCL 15.233(1): it was in writing, it described the records sought (permit applications, plans, surveys, and approvals for a specific property), and it was made over my name, address, and contact information. The City's own Director of Community Services confirmed that the request was "being handled by [the City's] FOIA coordinator."

- A written request may be submitted by email, and any City employee who receives one must promptly forward it to the FOIA coordinator (MCL 15.233(1); the City's FOIA Procedures and Guidelines, Section 2). A direction to resubmit through the portal "because [the] request

involves multiple departments" is not a basis under FOIA for declining to answer a written request.

Relief requested. I respectfully ask that the City reverse the denial and produce the responsive records. If any responsive record does not exist, I ask for a certificate to that effect under **MCL 15.235(5)(b)**. If the City believes a fee applies, I ask for a completed Detailed Cost Itemization form under MCL 15.234(8) before any billable work.

For continuity of the record, this appeal concerns my written requests of May 4, May 11, May 28, and June 9, 2026; I am attaching the relevant emails.

Thank you for your consideration.

Alexander Munro
34 N. Huron St OFC
Ypsilanti, MI 48197
[redacted]

Gmail **Alexander Munro** [redacted]

RE: 24 N Huron Unpermitted Fence

1 message

Joe Meyers <[redacted]
To: Alexander [redacted] Tracey Boudreau <TBoudreau@cityofypsilanti.com>
Cc: Lisa Britton <LBritton@cityofypsilanti.com>, "Hellenga, Andrew" <ahellenga@cityofypsilanti.com>

Mr. Munro,

These are being handled by our FOIA coordinator. Please wait until you receive word from them.

Joe

Joe Meyers

Director of Community Services

City of Ypsilanti

He/Him/His

734.482.9882

cityofypsilanti.com

From: Alexander Munro [redacted]
Sent: Thursday, May 28, 2026 12:07 PM
To: Tracey Boudreau <TBoudreau@cityofypsilanti.com>; Joe Meyers <JMeyers@cityofypsilanti.com>
Cc: Lisa Britton <LBritton@cityofypsilanti.com>; Hellenga, Andrew <ahellenga@cityofypsilanti.com>
Subject: Re: 24 N Huron Unpermitted Fence

Attention: This email was sent to the City of Ypsilanti from an ***external source.*** Please be extra vigilant when opening attachments or clicking links.

Thank you Tracey!

Adding Mr Myers in case he'd like to weigh in with an update for us.

On Thu, May 28, 2026 at 9:39 AM Tracey Boudreau <TBoudreau@cityofypsilanti.com> wrote:

> Mr. Munro – it looks like this is an ongoing discussion that is not within my scope. I suggest you wait until Tuesday, when the City Manager will be back in the office.
>
> Tracey L. Boudreau
>
> Tracey L. Boudreau
>
> City Clerk
>
> City of Ypsilanti
>
> 1 S Huron St. 48197
>
> **From:** Alexander Munro [redacted]
> **Sent:** Thursday, May 28, 2026 8:15 AM

To: Tracey Boudreau <TBoudreau@cityofypsilanti.com>
Cc: Lisa Britton <LBritton@cityofypsilanti.com>
Subject: Fwd: 24 N Huron Unpermitted Fence

Attention: This email was sent to the City of Ypsilanti from an ***external source.*** Please be extra vigilant when opening attachments or clicking links.

Hi Tracey,

Forwarding you this below since I understand Andrew is out of the office.

Thank you!

---------- Forwarded mess[redacted]
From: **Alexander Munro**
Date: Thu, May 28, 2026
Subject: Re: 24 N Huron Unpermitted Fence
To: Hellenga, Andrew <ahellenga@cityofypsilanti.com>

Good morning Andrew,

Thank you for getting back to me, but I don't think our questions have been answered yet. A few I'd like to ask:

- Where are the 2016 permit records Carrie referenced — any easement, zoning or permitting application, sketch plan, or survey? I attached the City's fence zoning application for ref
- At 46 N. Huron last year, the City Planner came on-site to evaluate and found, by reference to adjacent features, that the deck we had built did not obstruct the alleyway. Did anyone right-of-way? If so, what did they find?
- Are the stacked railroad ties (plus various other items like rocks, pots & planters, pads/blocks, tape and string, xmas tree, etc) being treated as nuisance or blight, and what is the cu
- Re muni trash bins, I think all downtown parcel taxes include sanitation millage? Shouldn't we all get bins for pickup service?

A short phone call works if it's easier.

Thank you,

Alexander Munro
34 N. Huron Street, OFFICE
Ypsilanti, MI 48197
[redacted]

On Wed, May 27, 2026 at 10:50 AM Hellenga, Andrew <ahellenga@cityofypsilanti.com> wrote:

> Mr. Munro,
>
> I reviewed your email stream; it appears that your questions have been answered. This is a private issue between two property owners, unfortunately the city is una
>
> **Andrew Hellenga**
> **City Manager**
> 1 S Huron St, Ypsilanti, MI 48197
> 734-483-1100 Ext. 31556
> www.cityofypsilanti.com
>
> ---
>
> **From:** Alexander Munr[redacted]
> **Sent:** Wednesday, May 27, 2026 10:29 AM
> **To:** Hellenga, Andrew <ahellenga@cityofypsilanti.com>
> **Cc:** Wessler, Bonnie <wesslerb@cityofypsilanti.com>; Joe Meyers <JMeyers@cityofypsilanti.com>
> **Subject:** Fwd: 24 N Huron Unpermitted Fence
>
> **Attention:** This email was sent to the City of Ypsilanti from an ***external source.*** Please be extra vigilant when opening attachments or clicking links.
>
> Mr Hellenga,
>
> Could you please look into this and get back to me?
>
> I had reported the unpermitted fencing/blight to bldg/code enforcement as well as the HDC, it looks like Carrie and Josh have passed this along to Joe Myers but Joe has not gotten back
>
> Additionally, DPW does not seem to be responsive to maintenance requests or requests for trash bins for muni solid waste pickup. Is Bonnie still handling DPW? I never heard back from
>
> Thank you!
>
> ---------- Forwarded mess[redacted]
> From: **Alexander Munro**
> Date: Tue, May 12, 2026 at 3:02 PM
> Subject: Re: 24 N Huron Unpermitted Fence
> To: Jerry Dunham <JDunham@cityofypsilanti.com>, Joshua Burns <jburns@cityofypsilanti.com>, Alexander Munro <sandy@alexandermunro.com>
>
> Hi Josh,

I never heard back from you on this complaint. Can you confirm receipt, please?

And could we walk that alleyway together sometime this or next week? I would like to discuss it with you as well as a possible future project.

And please note, this ema[redacted]is being deprecated. I'm using it to email you now, but for future correspondence I'll be using my new inbox -[redacted]

Thank you,

On Tue, May 5, 2026 at 10:31 AM Alexander Munro [redacted]ote:

Hi Josh,

If you could see below regarding the cattle gate, it's blocking trash pick-up for several buildings down the alleyway.

Thank you,

On Tue, May 5, 2026 at 10:30 AM Jerry Dunham <JDunham@cityofypsilanti.com> wrote:

Good morning, Alex

The fence in picture shown below doesn't require a building permit under Michigan Building Code section 105.2. Only fences 7ft. or taller require a building per zone/planning permit, but that would be a question for the city planner Josh Burns.

Thank you

Jerry Dunham II

Building Official/Building Department Manager

City of Ypsilanti

JDunham@cityofypsilanti.com

734-482-1025

www.cityofypsilanti.com

From: Alexander Munr[redacted]
Sent: Tuesday, May 5, 2026 10:08 AM
To: Carrie Malas <cmalas@cityofypsilanti.com>; Joe Meyers <JMeyers@cityofypsilanti.com>; Jerry Dunham <JDunham@cityofypsilanti.com>; Jennifer Merritt <jennife
Subject: Re: 24 N Huron Unpermitted Fence

Attention: This email was sent to the City of Ypsilanti from an ***external source.*** Please be extra vigilant when opening attachments or clicking links.

Good morning Joe and Jerry,

I added you two to weigh in on the below; a fence was built w new concrete last October- I reported it back then and also yesterday. IIRC, Eddie Schmidt was there also about a da

Jerry, doesn't commercial work like that normally require a seal + survey like you required from me?

Carrie, thank you for getting back to me— so triple stacked (or stacked on rocks) railroad ties are HDC friendly? What about the steel cattle-style fence gate- did HDC approve or d

I added Jennifer too just for awareness.

If I'm leaving anyone out (planning or dpw) feel free to add them.

Thank you!

On Tue, May 5, 2026 at 9:53 AM Carrie Malas <cmalas@cityofypsilanti.com> wrote:

Alex,

The railroad ties would not likely be something the HDC approves, though when I talked to code enforcement yesterday, they mentioned that they took care c Schmidt or Officer Augustine for information on the status.

Once the request is submitted, I would be able to see the deadline. Until then, I am unsure what the timeline is. I do believe they are typically fulfilled within a

Best,

Carrie Malas
Preservation Planner
1 S Huron St, Ypsilanti, MI 48197
734-482-9709
www.cityofypsilanti.com

From: Alexander Munr [redacted]
Sent: Tuesday, May 5, 2026 9:39 AM
To: Carrie Malas <cmalas@cityofypsilanti.com>
Subject: Re: 24 N Huron Unpermitted Fence

Attention: This email was sent to the City of Ypsilanti from an ***external source.*** Please be extra vigilant when opening attachments or clicking links.

GMorning Carrie,

Just following up on this and wanted to ask; do the characteristics of that fence and the stacked railroad ties look like something the HDC would normally approve?

If you could let me know when I'll hear back on the requests below that would be appreciated.

Thanks,

On Mon, May 4, 2026 at 4:19 PM Alexander Munro <awmunro@gmail.com> wrote:

Hi Carrie,

Can you release the City's records (permit application, any survey or plans) for any permits or approvals from 2016?

I would also like to be able to review any correspondence the City had with the property owner (Maria Pappas) representing that as having been approved from Aug of 2025.

I don't remember a fence ever having been approved there, and I've owned my property on that alley since 2016.

Thank you,

On Mon, May 4, 2026 at 3:51 PM Carrie Malas <cmalas@cityofypsilanti.com> wrote:

Hello,

I am looking for correspondence about this but not seeing it in my inbox or on SeeClickFix. Do you know who you reached out to?

The property owners did reach out to me last summer about installing half of their fence that was missing. It was previously approved by the city in 2016 2025 that they could reinstall the missing gate without pulling a new permit.

If you are having issues with access to trash pickup access, I recommend reaching out to the city's Department of Public Works. It does appear that the

Let me know if you have questions.

Best,

Carrie Malas
Preservation Planner
1 S Huron St, Ypsilanti, MI 48197
734-482-9709
www.cityofypsilanti.com

From: Alexander Munro [redacted]
Sent: Monday, May 4, 2026 3:25 PM
To: Carrie Malas <cmalas@cityofypsilanti.com>
Subject: 24 N Huron Unpermitted Fence

Attention: This email was sent to the City of Ypsilanti from an ***external source.*** Please be extra vigilant when opening attachments or clicking links.

Hi Carrie,

I reported this back in October -- it's a fence terminal which is blocking other buildings' trash pick-up access. I believe it was built without permits or HDC approval (please c

Were any steps taken in terms of HDC or code enforcement about my report?

Here's the construction I reported:


NO PARKING
NO PARKING



Thank you,

Alexander Munro

[redacted]

Gmail **Alexander Munro** [redacted]

Re: FOIA Request: Second (east) gate

1 message

Carrie Malas <cmalas@cityofypsilanti.com> Mon, May 11, 2026 at 4:15 PM
To: "awmunro@gmail.com" <awmunro@gmail.com>, Jennifer Merritt <jenniferm@cmplaw.com>, Joe Meyers <JMeyers@cityofypsilanti.com>
[redacted]

Hi Alex,

That was referring to my own site visit combined with photo records and a discussion with the owner.

Please advise that my supervisor, Joe Meyers, has requested that future communication and questions be directed to him.

Thank you,

Carrie Malas
Preservation Planner
1 S Huron St, Ypsilanti, MI 48197
734-482-9709
www.cityofypsilanti.com

From: Alexander Munro [redacted]
Sent: Monday, May 11, 2026 9:02 AM
To: Carrie Malas <cmalas@cityofypsilanti.com>; Jennifer Merritt <jenniferm@cmplaw.com>
Cc: Cathy Hall <CHall@cityofypsilanti.com>; sandy@alexandermunro.com <sandy@alexandermunro.com>
Subject: FOIA Request: Second (east) gate

Attention: This email was sent to the City of Ypsilanti from an ***external source.*** Please be extra vigilant when opening attachments or clicking links.

Carrie,

Thank you for getting back to me.

> "The second (east) gate has always been there since its installation."

Could you cite the specific permit record or details of the installation you're referring to above?

And Jennifer, I'd ask you to assist Carrie here in collecting the responsive records for my question above -- you can consider this a new FOIA request under MCL15.235 et seq.

Thanks,

On Mon, May 11, 2026 at 8:57 AM Alexander Munro <awmunro@gmail.com> wrote:

> Hello Carrie,
>
> I added Jennifer from the FOIA Dept.

Andrew, did you plan to visit the training topic regarding FOIA requests I asked about last week?

Thank you,

On Mon, May 11, 2026 at 8:56 AM Carrie Malas <cmalas@cityofypsilanti.com> wrote:

Good morning, Alex,

I've heard back from our attorneys and they request that you submit a FOIA request through our portal because your request involves multiple departments.

I do not see a fence post in that photo, but the owners let me know it was taken out which is why they approached me to reinstall it. The second (east) gate has always been there since its installation.

Best,

Carrie Malas
Preservation Planner
1 S Huron St, Ypsilanti, MI 48197
734-482-9709
www.cityofypsilanti.com

From: Alexander Munro [redacted]
Sent: Monday, May 11, 2026 7:52 AM
To: Carrie Malas <cmalas@cityofypsilanti.com>
Cc: Hellenga, Andrew <ahellenga@cityofypsilanti.com>; Miles Redman <MRedman@cityofypsilanti.com>; Cathy Hall <CHall@cityofypsilanti.com>; Jerry Dunham <JDunham@cityofypsilanti.com>
Subject: Fence Post

Attention: This email was sent to the City of Ypsilanti from an ***external source.*** Please be extra vigilant when opening attachments or clicking links.

Good morning Carrie,

This photo is from a Google Photo album dated Aug 20, 2024 -- it shows a garbage truck attempting to navigate the alleyway corner behind the buildings along N. Huron St.

Do you see a fence post here, where the terminal is today cast in concrete?



Please review the image above and confirm for me.

Additionally, update me on what is going on with my report as soon as you are able.

Thank you,

--
Alexander Munro
[redacted]

REQUEST FOR LEGISLATION
August 18, 2026

For: Mayor and City Council

From:

Subject: Submitting FOIA appeal of Alexander Munro, regarding Solid Waste.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION:

ATTACHMENTS:
1. Munro Appeal RE Solid Waste 08-12-26_Redacted
2. Munro Appeal - Solid Waste Back Up1
3. Munro Appeal - Solid Waste Back Up2

CITY MANAGER APPROVAL: COUNCIL AGENDA DATE: August 18, 2026

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:

August 12, 2026

City of Ypsilanti — Freedom of Information Act Appeal
To the Head of the Public Body, c/o the City Clerk / FOIA Coordinator
One South Huron Street, Ypsilanti, MI 48197

Re: APPEAL under the Freedom of Information Act (MCL 15.240) — constructive denial of my request for solid-waste (Chapter 86) records

To the Head of the Public Body, City of Ypsilanti:

I am submitting this written **appeal**, and I specifically state the word **"appeal,"** under MCL 15.240(1)(a), regarding the City's denial of the Freedom of Information Act request described below. I am asking the City to reverse that denial.

The request. On May 16, 2026, at 6:10 a.m., I sent a written request by email **directly to the City's FOIA Coordinator (Jennifer Merritt), and copied a City employee (Tracey Boudreau),** for five categories of records concerning the City's solid-waste collection under Chapter 86 of the City Code:

1. The current rules and regulations governing garbage/rubbish collection established under Code §§ 86-31, 86-33, 86-35;

2. Any City Council resolution(s) adopting those rules under § 86-33(a);

3. Proof of publication of those rules in a newspaper of general circulation under § 86-31;

4. The current contract between the City and its solid-waste collection contractor (Stevens Disposal or successor), including service-area/eligibility scope;

5. The ballot language and stated purpose for the City's sanitation millage and any renewal ballot language.

On May 21, 2026, I followed up, asking the Coordinator to confirm receipt. I received no reply.

The denial I am appealing. As of the date of this appeal — approximately 88 days after my request — the City has issued no response of any kind: no acknowledgment, no fee itemization, no records, and no certificate. My understanding is that the City's failure to respond within the time required by MCL 15.235 amounts to a denial of my request, which I am appealing.

Why I believe the denial should be reversed.

• The request was sent directly to the City's FOIA Coordinator and copied a City employee, so it was received. A written request submitted by email is permitted (MCL 15.233(1); the City's FOIA Procedures and Guidelines, Section 2).

• Even if the email had reached a spam or junk folder, my understanding is that the City's FOIA Procedures and Guidelines, Section 1, require the FOIA Coordinator to review that folder no less than once a month, so a response should have issued in any event.

Relief requested. I respectfully ask that the City reverse the denial and produce the responsive records. Because these are five distinct items, I ask that any certificate of no records under **MCL 15.235(5)(b)** be made **item by item** (a separate determination for each of items 1–5), rather than a single blanket statement. If the City believes a fee applies, I ask for a completed Detailed Cost Itemization form under MCL 15.234(8) before any billable work.

For continuity of the record, this appeal concerns the same request I sent on May 16, 2026 and followed up on May 21, 2026; I am attaching those emails.

Thank you for your consideration.

Alexander Munro
34 N. Huron St OFC
Ypsilanti, MI 48197
[redacted]

Gmail **Alexander Munro** [redacted]

Re: FOIA Request: Solid Waste Collection Rules, Resolution, and Publication (Chapter 86)

1 message

Alexander Munro [redacted] Thu, May 21, 2026 at 1:39 PM
To: Jennifer Merritt <jenniferm@cmplaw.com>
Cc: Tracey Boudreau <TBoudreau@cityofypsilanti.com>

Hello,

Could you please confirm receipt of this request I had sent 5/16?

On Sat, May 16, 2026 at 6:10 AM Alexander Munro <foia@alexandermunro.com> wrote:

> To the City of Ypsilanti FOIA Coordinator,
>
> Under the Michigan Freedom of Information Act, MCL 15.231 et seq., I request copies of the following records:
>
> 1. The current "rules and regulations" governing garbage and rubbish collection established by the City Manager or City Council, as referenced in Ypsilanti Code of Ordinances §§ 86-31, 86-33, and 86-35.
> 2. Any City Council resolution(s) approving or adopting those rules and regulations, as referenced in § 86-33(a).
> 3. Proof of publication of those rules and regulations in a newspaper of general circulation in the City, as required by § 86-31 — e.g., the publisher's affidavit of publication, tearsheet, or the published notice itself.
> 4. The current contract or agreement between the City and its solid-waste collection contractor (Stevens Disposal, or any successor), including any service-area or eligibility scope.
> 5. The ballot language and stated purpose for the City's sanitation millage (believed approved in 1974), and any subsequent renewal ballot language.
>
> **If any individual item above does not exist, I request a certificate to that effect under MCL 15.235(5)(b), identifying by item number which record(s) the certification covers (a separate determination for each of items 1–5, rather than a single blanket statement).**
>
> Electronic delivery to foia@alexandermunro.com is preferred. If the cost will exceed $75, please provide an itemized estimate under MCL 15.234 before processing...
>
> Thank you,
>
> Alexander Munro
> 34 N Huron St OFC, Ypsilanti, MI 48197
> [redacted]

Gmail **Alexander Munro** [redacted]

FOIA Request: Solid Waste Collection Rules, Resolution, and Publication (Chapter 86)

1 message

Alexander Munro [redacted] Sat, May 16, 2026 at 6:10 AM
To: Jennifer Merritt <jenniferm@cmplaw.com>
Cc: Tracey Boudreau <TBoudreau@cityofypsilanti.com>

To the City of Ypsilanti FOIA Coordinator,

Under the Michigan Freedom of Information Act, MCL 15.231 et seq., I request copies of the following records:

1. The current "rules and regulations" governing garbage and rubbish collection established by the City Manager or City Council, as referenced in Ypsilanti Code of Ordinances §§ 86-31, 86-33, and 86-35.
2. Any City Council resolution(s) approving or adopting those rules and regulations, as referenced in § 86-33(a).
3. Proof of publication of those rules and regulations in a newspaper of general circulation in the City, as required by § 86-31 — e.g., the publisher's affidavit of publication, tearsheet, or the published notice itself.
4. The current contract or agreement between the City and its solid-waste collection contractor (Stevens Disposal, or any successor), including any service-area or eligibility scope.
5. The ballot language and stated purpose for the City's sanitation millage (believed approved in 1974), and any subsequent renewal ballot language.

If any individual item above does not exist, I request a certificate to that effect under MCL 15.235(5)(b), identifying by item number which record(s) the certification covers (a separate determination for each of items 1–5, rather than a single blanket statement).

Electronic delivery to foia@alexandermunro.com is preferred. If the cost will exceed $75, please provide an itemized estimate under MCL 15.234 before processing...

Thank you,

Alexander Munro
34 N Huron St OFC, Ypsilanti, MI 48197
[redacted]

REQUEST FOR LEGISLATION
August 18, 2026

For: Mayor and City Council

From:

Subject: Submitting FOIA Appeal of Alexander Munro, regarding FOIA 26-172 fees.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION:

ATTACHMENTS:
1. Munro Appeal RE 26-172 fee appeal 08-13-26_Redacted
2. Munro Appeal - 26-172 fees Back Up1

CITY MANAGER APPROVAL: COUNCIL AGENDA DATE: August 18, 2026

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:

Alexander Munro 34 N. Huron St., OFC Ypsilanti, MI 48197 [redacted]

[redacted]

August 12, 2026

Ypsilanti City Council c/o Tracey Boudreau, City Clerk City of Ypsilanti One South Huron Street Ypsilanti, Michigan 48197

cc: Jennifer A. Merritt, Deputy FOIA Coordinator cc: Randolph Barker, City Attorney / FOIA Coordinator cc: Andrew Hellenga, City Manager

Re: FOIA Request 26-172 — fee appeal (Section 9 of the City's FOIA Procedures; MCL 15.240a)

Dear Members of Council and Ms. Boudreau:

I'm writing to appeal the fee on FOIA Request 26-172. I'm asking Council to cancel the $133.28 balance the City says I still owe, and to have the $57.12 deposit refund reissued.

Here's the sequence, all of it from the City's own portal record:

1. I filed Request 26-172 on April 24, 2026, asking for two things: the training materials, scripts, checklists, or internal memos provided to the City's Administrative Hearings Officers concerning Section 71-39(o) of the City Code — the requirement that a hearing officer inform the respondent of the right to seek judicial review of a final determination (Item 1); and the written decisions, orders, and final determinations signed by Hearing Officer John S. Gilbreath Jr. from January 1, 2024 forward (Item 2).

2. On May 7 the City estimated 6 hours of labor ($114.24) and asked for a $57.12 deposit, which I paid.

3. On May 13 the City released the Item 2 records — 77 PDFs, with no redactions — and told me in writing: "The estimated time was 6 hours. Actual time spent was only 1 hour. The Finance Department has mailed a refund check in the amount of $57.12." The request was marked fulfilled and closed.

4. On May 15 I appealed the denial of Item 1 (a separate matter, since resolved).

5. After that appeal was filed, the City reopened the request, and on May 21 issued Invoice #373454, which says staff time "was increased and 10 hours staff time was spent including redaction," with $133.28 still due. The invoice's line-item table is blank — no task, rate, or hours are filled in — and its own numbers don't reconcile: $57.12 + $133.28 = $190.40, but the invoice's stated total is $190.12.

6. The records side of the request has since been fully resolved: Item 2 was produced, and the City issued a certificate that no records exist for Item 1.

7. The refund check the City described as mailed on May 13 has never arrived. As of today, almost three months later, the $57.12 hasn't come back to me in any form.

The reason I'm appealing is straightforward. The City certified, in writing, that the actual time spent on this request was one hour — and refunded my deposit on that basis. Then, after I appealed the Item 1 denial, the same request became ten hours, "including redaction." But the records the City produced were released without redactions, and the only other records in the request are ones the City has certified don't exist. I don't see what ten hours of work, or any redaction, could have been performed on.

I'd also note that neither the May 7 deposit request nor Invoice #373454 came with the itemization called for by Section 3 of the City's FOIA Procedures and MCL 15.234(8) — the City has a Detailed Cost Itemization form and has used it on my other requests, but not here. And FOIA allows labor charges for search and review only where the City explains what makes a particular request unusually costly (Section 5 of the Procedures; MCL 15.234(3)); no explanation like that was ever given for this one.

So I'm asking Council to:

1. Cancel the $133.28 balance on Invoice #373454;

2. Direct Finance to reissue the $57.12 refund the City described as mailed on May 13;

3. Treat Request 26-172 as fulfilled, with nothing further owed — consistent with the City's own May 13 statement of actual cost;

4. Ask the FOIA Coordinator to use the City's Detailed Cost Itemization form on future fee and deposit requests, so charges can be checked against an actual itemization.

MCL 15.240a(2) asks that Council's decision include a written certification from the head of the public body, so I'd appreciate that accompanying whatever Council decides. Thank you for taking the time to look at this — I appreciate it.

Sincerely,

Alexander Munro 34 N. Huron St., OFC Ypsilanti, MI 48197 734-272-6612 · foia@alexandermunro.com

Enclosures: - Invoice #373454 (May 21, 2026) - The City's May 13, 2026 message (1 hour actual; refund mailed) - The City's certificate of no record for Item 1

Invoice #373454

Request ID 26-172
Invoice Date May 21, 2026

City of Ypsilanti, Michigan

Bill to
34 N Huron St, OFFICE

[redacted]

Total staff time was increased and 10 hours staff time was spent including redaction.

Total fee: $190.12

Remaining balance due $133.28.

Please note: This invoice must be paid in person at Ypsilanti city hall, Clerk's Office, 1 South Huron St, Ypsilanti, MI 48197. Payments are accepted Monday - Friday, 8 am - 4pm. (Payments are not accepted after 4pm.)

Thank you

Line items

Name	Cost per unit	Quantity	Total cost

Subtotal: $0.00

FOIA Request Deposit	$133.28

Total: $133.28

STATE OF MICHIGAN
DEPARTMENT OF ATTORNEY GENERAL

P.O. BOX 30736
LANSING, MICHIGAN 48909

DANA NESSEL
ATTORNEY GENERAL

August 7, 2026

By email only

Honorable Gretchen Whitmer
Governor, State of Michigan
The George Romney Building
Lansing, MI 48909

Attention: Aditya Vedapudi

Re: City of Ypsilanti – Initiative Petitions to Amend Charter

Dear Governor Whitmer:

You referred to this office the proposed initiative petitions and city clerk's certificates of sufficiency proposing to amend the City of Ypsilanti Charter. The Ypsilanti City Counsel, at their March 17, 2026 meeting, issued Resolution No. 2026-076 directing the City Clerk to forward the certificates of sufficiency and the initiative petitions to amend the City charter for nonpartisan elections and to cap police expenditures for submission to the city voters on November 3, 2026.

I have reviewed the proposed amendments in light of the Home Rule City Act (HRCA), 1909 PA 279, MCL 117.1, *et seq*., and other applicable laws. We opine the charter amendment related to making the City of Ypsilanti elections nonpartisan is consistent with the HRCA. But we do not recommend approval of the initiative petition related to capping the budgetary expenditures for the police.

Proposal 1 – Nonpartisan elections

Currently, the Charter requires candidates for elective City office to be nominated through partisan primary elections and to run either with political party designation or as independents. Under the existing Charter, any candidate who properly files a nominating petition appears on the primary ballot identified by political party and the office sought, and the candidate from each party receiving the highest number of votes advances as the party's nominee for the next regular City election. (Charter § 3.04, Nomination for office, and § 3.06, Nominating petitions.) This proposed amendment would eliminate the partisan designation requirement and make the City elections nonpartisan.

The adoption of the proposed amendment is consistent with Section 3(a) of the HRCA. MCL 117.3(a). This provision permits elections to be partisan, nonpartisan or preferential.

Further, the ballot language conforms to the requirements of Section 21(2) of the HRCA, including being accurate and less than 100 words, exclusive of caption.

Proposal 2 – Capping police expenditures

Of note, the media is covering this proposal and one councilmember has posted a Facebook video expressing his concerns with this amendment.[1]

Currently, Section 5.4 of the City of Ypsilanti's Charter sets forth generally how the budget will be handled, including having a financial plan, keeping an account of income and expenditures, and estimating income and expenditures for the current year. The initiative petition provides that the City Council could not budget police expenditures above the previous year's budgeted police expenditures unless the increase is approved by a majority of the voters and requires the enactment of ordinances effectuating the limitation.

We have concerns, generally, with the authority by initiative petition to set limitations on a city's budgetary decisions. While an initiative may certainly directly affect the budget in a number of ways, it is not clear that a petition may tie city government's hands with respect to its budgetary decision-making. The Michigan Constitution provides that each city is granted power to levy taxes, other than ad valorem, for public purposes, subject to limitations and prohibitions provided by the constitution or by law. Mich. Const. 1963, art VII, § 21. Relative to budgets, the Constitution provides that any city "empowered by the legislature or by this constitution to prepare budgets of estimates expenditures and revenues shall adopt such budgets only after a public hearing in a manner prescribed by law." *Id.* § 32.

Cities are also subject to the Uniform Budgeting and Accounting Act (UBAA), MCL 141.421 *et seq*. This requires the chief administrative officer, or other person designated by the charter, to prepare a recommended budget to be considered by the city. *Id.,* MCL 141.434(1)–(5). And, prior to being passed, requires the city conduct a public hearing. MCL 141.434(5). The recommended budget must contain

[1] Ypsilanti City Council sends police budget ballot language to Governor | WEMU-FM; Michigan governor expected to review Ypsilanti police funding ballot language - The Eastern Echo; Ypsilanti ballot initiatives target police budget, nonpartisan elections, tenants rights - mlive.com; A proposed Ypsilanti City Charter amendment to control police expenditures. What could possibly go wrong? | City Council Member Patrick McLean | Facebook

expenditure data for the most recently completed fiscal year and estimated expenditures for the current fiscal year. MCL 141.435(1)(a). It provides that the total estimated expenditures, including an accrued deficit, shall not exceed the total estimated revenues. MCL 141.435(2). The UBAA also provides a process for amendment if it becomes apparent that a deviation from the original general appropriations act is necessary. MCL 141.437.

The City of Ypsilanti Charter, consistent with the foregoing statutory provisions, provides that the City Manager, after input from City Council regarding priorities, must submit a proposed budget for the next fiscal year to the City Council on or before the first day of May of each year. (Charter, § 5.02, Preparation and submission of a budget.) The City Council has to publish a general summary of the budget, make it available for inspection, and conduct a public hearing. (*Id.* § 5.05(a), City Council action on budget.) It provides that City Council can then adopt the budget with or without amendment. *Id.*, § 5.05(b). The Charter also provides that the City Council "shall provide by ordinance the procedures for administering the budget." (Charter, § 5.09, Administration of the budget.) And supplemental appropriations of excess funds can be made by the City Council by ordinance. (*Id.*, §5.07(a), Amendments [of the budget] after adoption.) But, in *Settles v Bradley*, 169 Mich App 797, 801–802, the Michigan Court of Appeals noted that the Constitutions initiative power of the people does "not include the power of initiative with respect to local ordinances." *Korash v Livonia*, 388 Mich 737, 742, n 3 (1972).

The power of a home rule city to provide for initiative petitions derives from statute. *Detroit Coal v Detroit City Clerk & Detroit*, No. 241648, 2002 Mich App LEXIS 3039, at *2–3 (Ct. App. Oct. 22, 2002). The HRCA provides that "[e]ach city may provide in its charter for . . . [t]he initiative and referendum on all matters within the scope of the powers of that city and the recall of city officials." MCL 117.4i(g). The Ypsilanti Charter does provide that "[a]ny ordinance and all matters within the scope of the City's powers may be initiated by petition, and the referendum on any adopted ordinance and in all matters within the scope of the City's powers may be had by petition to the extent permitted by law." (Charter, § 2.15, Initiative and referendum.) And the Constitution provides that the power to propose, enact and reject laws via initiative is reserved to the people. Const. 1963, art 2, § 9. However, no "provisions of any city charter shall conflict with or contravene the provisions of any general law of the state." MCL 117.36.

Given that the Michigan Constitution, the UBAA, and the Ypsilanti Charter have provisions related to the city's responsibilities in the preparation of a budget, including the requirement that the budget be presenting at a public meeting, it appears this initiative petition is contrary to law or, at a minimum, does not sufficiently amend the charter to accomplish the objective.

While not authoritative, in *Totten v Bd of Supervisors*, 139 Cal App 4th 826, 830 (2006), a California appellate court concluded that in a general law county, the enactment via an initiative petition "prescribing minimum future annual budgets for county public safety agencies" "exceeds the electorate's initiative power and is constitutionally invalid." *Id.*

The process in *Totten* was similar to Michigan relative to local government budgets, including that a proposed budget would be prepared and reviewed by the board and a public hearing would be conducted. *Id.* at 832–833. In *Totten,* the court explained that the "auditor cannot submit his tabulation each year to the electorate for approval. Because the electorate can only cast their ballots at the polls, they do not have the means to 'consider' the tabulation and 'make any revisions, reductions or additions therein that they deem advisable." *Id.* at 835. It appears that Ypsilanti would have the same type of issues in being able to pass an annual budget, which must be adopted by June 7th of each year. (Charter §5.05(c), City Council action on budget.)

Even if the proposed amendment on this issue was able to be done by initiative petition, the proposed charter amendment does not address all of the other provisions of the charter that would have to be amended. The current charter provision sought to be amended is related generally to the city budget and provides what information should be contained in the budget, including a clear summary, estimate income, proposed property tax levy, expenditures, and actual and estimated income and expenditures for previous and current year. But, problematically, this initiative petition, if passed, would impact so many other provisions of the Charter related to the budget, timing, approval process, etc., as the amendment only changes § 5.04 related to the budget.

The ballot language itself conforms to the requirements of Section 21(2) of the HRCA, including being accurate and less than 100 words, exclusive of caption.

Sincerely,

Kim Pendrick

Kimberly K. Pendrick
Assistant Attorney General
Elections & Municipal Affairs Division

KKP/kkp
Enc.
cc by email only with enc.:

Kristina Gierhart, Executive Assistant, Governor's Office
Gierhartk1@michigan.gov

Lisa Britton, Ypsilanti Deputy City Clerk
tboudreau@cityofypsilanti.com

GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
OFFICE OF THE GOVERNOR
LANSING

GARLIN GILCHRIST II
LT. GOVERNOR

August 11, 2026

Lisa Britton
Deputy City Clerk
City of Ypsilanti
1 S. Huron St.
Ypsilanti, MI 48197

Re: **City of Ypsilanti – Proposed Charter Amendment via Initiative Petition**

Dear Ms. Britton,

I am responding to the request for approval of two proposed charter amendments via initiative petition.

Proposed Amendment 1
The first proposed charter amendment would eliminate the partisan designation requirement and make City of Ypsilanti elections nonpartisan. Based on the review by the Attorney General's Office, I am notifying you that I approve of the amendment pursuant to the Home Rule City Act, 1909 PA 279, MCL 117.1, *et seq.*, for submission to the voters at an election to be held on November 3, 2026.

Proposed Amendment 2
The second proposed charter amendment provides that the City Council could not budget police expenditures above the previous year's budgeted police expenditures unless the increase is approved by the majority of the voters, and requires the enactment of ordinances effectuating the limitation.

As explained in the attached legal review, the Department of Attorney General has concluded that the proposed amendment is inconsistent with the Michigan Constitution, the Uniform Budgeting and Accounting Act, MCL 141.421 *et seq.*, and the Ypsilanti Charter, or, at a minimum, does not sufficiently amend the charter to accomplish the objective. Accordingly, I am notifying you that I do not approve the proposed amendment.

Please contact my office if you have any questions or concerns.

Sincerely,

Gretchen Whitmer

Governor

c: Elections & Municipal Affairs Division, Office of the Attorney General