1. City Council Budget Session Agenda

    Documents:

        05-14-15 REVISED BUDGET AGENDA.PDF

2. City Council Budget Session Packet

    Documents:

        5-14-15 CITY COUNCIL PACKET.PDF

CITY OF YPSILANTI
CITY COUNCIL SPECIAL/BUDGET SESSION AGENDA
COUNCIL CHAMBERS - ONE SOUTH HURON STREET
THURSDAY, MAY 14, 2015
6:00 P.M.

I. CALL TO ORDER –

II. ROLL CALL –

Council Member A. Brown	P A	Council Member Robb	P A
Council Member N. Brown	P A	Council Member Vogt	P A
Council Member Murdock	P A	Mayor Edmonds	P A
Mayor Pro-Tem Richardson	P A		

III. INVOCATION –

IV. PLEDGE OF ALLEGIANCE –

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

V. AGENDA APPROVAL-

VI. AUDIENCE PARTICIPATION -

VII. REMARKS FROM THE MAYOR -

VIII. ORDINANCE - FIRST READING –

Ordinance No. 1248

1. An ordinance titled, "Herman and Kittles Planned Unit Development".

   A. Resolution No. 2015-109, determination

(Public hearing and Second Reading scheduled for June 2, 2015)

IX. MOTIONS/RESOLUTIONS/DISCUSSIONS –

Resolution No. 2015-110, authorizing city staff to apply for blight elimination grant funds.

X. PRESENTATIONS OF DEPARTMENT BUDGETS –

1. General and Non General Fund Expenditures Review/Questions (FY 2014-15, 2015-2016)

   Stan Kirton, DPS Director:
   - DPS Administration Revenues – Page 109
   - Public Building Maintenance – Page 119
   - Energy Efficiency – Page 120; Peninsular Dam – Page 120
   - DPS Administration – Pages 130 & 131
   - Parking Lots – Page 132
   - DPS Parks – Pages 133
   - Senior Center CDBG Grant – Page 134
   - CDBG Parkridge – Page 136

- CDBG Tot Lot - 136
- MNRTF Rutherford Pool Renovation Grant – Page 137
- Major Streets Fund – Pages 139 to 154
- Local Streets Fund – Pages 155 to 162
- Garbage Fund – Pages 163 to 167
- Sidewalk Fund (495) – Pages 224 to 226
- DPS & Env. Services – Pages 230, 232 and 233

Frances McMullan, City Clerk
- Clerk Revenues – Page 106
- City Council Budget – Page 114
- Clerk's Office – Pages 116 & 117
- Treasurer – Page 117
- Voter Registration – Page 118
- Administration Hearing Bureau – Page 130
- City Insurances – Page 137

Marilou Uy, Fiscal Services Director:
- Finance Department Revenues – Page 105
- Finance-General Accounting – Pages 115 & 116
- Assessing – Page 118
- Friends Groups (Senior Center, Nutrition Services & Parkridge Comm. Ctr., PCC Foundation, Recreation-Swimming Pool) – Pages 135 to 137
- Vacation & Sick – Page 137
- MTT and Chargebacks – Page 138
- Transfers and Contributions – Page 138
- General Obligation and Water Sewer Bonds
  - G.O. Bonds – Pages 177-182, 204 & 205, 208 & 209
  - W & S Bonds – Pages 183-186, 200-203, 206-207, 210-223
  - DDA 2004 A Bonds (473) – Pages 204 & 205
- Capital Improvement Fund (414) – Pages 192 to 197
- Economic Development Corporation (415) – Pages 198 & 199
- Public Transit Fund (588) – Pages 227 & 228
- Fire & Police Pension Fund (732) – Pages 238 to 241
- Retirees' Benefits Fund (736) – Pages 242 to 245
- Motorpool Replacement Schedule and Cash flow (641) – Pages 229 to 234
- Wrap up by City Manager Lange

XI. AUDIENCE PARTICIPATION –

XII. REMARKS FROM THE MAYOR -

XIII. CLOSED SESSION –

Closed Session to discuss purchase of land. OMA 15.268(8)(e)

XIV. ADJOURNMENT -

A. Resolution No. 2015-111, adjourning the City Council Meeting.

CITY OF YPSILANTI
CITY COUNCIL SPECIAL/BUDGET SESSION AGENDA
COUNCIL CHAMBERS - ONE SOUTH HURON STREET
THURSDAY, MAY 14, 2015
6:00 P.M.

I. CALL TO ORDER –

II. ROLL CALL –

Council Member A. Brown	P A	Council Member Robb	P A
Council Member N. Brown	P A	Council Member Vogt	P A
Council Member Murdock	P A	Mayor Edmonds	P A
Mayor Pro-Tem Richardson	P A		

III. INVOCATION –

IV. PLEDGE OF ALLEGIANCE –

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

V. AGENDA APPROVAL-

VI. AUDIENCE PARTICIPATION -

VII. REMARKS FROM THE MAYOR -

VIII. ORDINANCE - FIRST READING –

Ordinance No. 1248

1. An ordinance titled, "Herman and Kittles Planned Unit Development".

   A. Resolution No. 2015-109, determination

(Public hearing and Second Reading scheduled for June 2, 2015)

IX. MOTIONS/RESOLUTIONS/DISCUSSIONS –

Resolution No. 2015-110, authorizing city staff to apply for blight elimination grant funds.

X. PRESENTATIONS OF DEPARTMENT BUDGETS –

1. General and Non General Fund Expenditures Review/Questions (FY 2014-15, 2015-2016)

   Stan Kirton, DPS Director:
   - DPS Administration Revenues – Page 109
   - Public Building Maintenance – Page 119
   - Energy Efficiency – Page 120; Peninsular Dam – Page 120
   - DPS Administration – Pages 130 & 131
   - Parking Lots – Page 132
   - DPS Parks – Pages 133
   - Senior Center CDBG Grant – Page 134
   - CDBG Parkridge – Page 136

- CDBG Tot Lot - 136
- MNRTF Rutherford Pool Renovation Grant – Page 137
- Major Streets Fund – Pages 139 to 154
- Local Streets Fund – Pages 155 to 162
- Garbage Fund – Pages 163 to 167
- Sidewalk Fund (495) – Pages 224 to 226
- DPS & Env. Services – Pages 230, 232 and 233

Frances McMullan, City Clerk
- Clerk Revenues – Page 106
- City Council Budget – Page 114
- Clerk's Office – Pages 116 & 117
- Treasurer – Page 117
- Voter Registration – Page 118
- Administration Hearing Bureau – Page 130
- City Insurances – Page 137

Marilou Uy, Fiscal Services Director:
- Finance Department Revenues – Page 105
- Finance-General Accounting – Pages 115 & 116
- Assessing – Page 118
- Friends Groups (Senior Center, Nutrition Services & Parkridge Comm. Ctr., PCC Foundation, Recreation-Swimming Pool) – Pages 135 to 137
- Vacation & Sick – Page 137
- MTT and Chargebacks – Page 138
- Transfers and Contributions – Page 138
- General Obligation and Water Sewer Bonds
  - G.O. Bonds – Pages 177-182, 204 & 205, 208 & 209
  - W & S Bonds – Pages 183-186, 200-203, 206-207, 210-223
  - DDA 2004 A Bonds (473) – Pages 204 & 205
- Capital Improvement Fund (414) – Pages 192 to 197
- Economic Development Corporation (415) – Pages 198 & 199
- Public Transit Fund (588) – Pages 227 & 228
- Fire & Police Pension Fund (732) – Pages 238 to 241
- Retirees' Benefits Fund (736) – Pages 242 to 245
- Motorpool Replacement Schedule and Cash flow (641) – Pages 229 to 234
- Wrap up by City Manager Lange

XI. AUDIENCE PARTICIPATION –

XII. REMARKS FROM THE MAYOR -

XIII. CLOSED SESSION –

Closed Session to discuss purchase of land. OMA 15.268(8)(e)

XIV. ADJOURNMENT -

A. Resolution No. 2015-111, adjourning the City Council Meeting.

REQUEST FOR LEGISLATION
08 May 2015

From: Bonnie Wessler, City Planner

Subject: Riverwalk Commons Planned Unit Development Rezoning, 300 S River.

SUMMARY & BACKGROUND:

The applicant, Herman Kittle Properties, is proposing to construct a four story apartment building with a ~28,295 sf footprint, containing 80 units, on a 74,069 sf / 1.7 acre lot, with associated parking, landscaping, and other site improvements. The applicant is also proposing to construct South River Street, a portion of Park, a portion of Gilbert, and a portion of Lincoln Streets, and associated right-of-way improvements, to be dedicated to the City at the completion of the project. Multiple Family Dwellings are a Permitted Use in the C-Center district.

The City of Ypsilanti owns the entirety of the Water Street Redevelopment Area, and entered into a development agreement with Herman Kittle, Inc. for the development of multifamily housing in March 2014. The agreement included several requirements in the governmental approval section, including rezoning the site to Planned Unit Development.

PUD requirements

Section §122-576 of the Zoning Ordinance provides review procedures for Planned Unit Development applications:

1) Pre-application conference
2) Formal PUD Application
3) Planning Commission Review, Public hearing, and Recommendation
4) City Council Action

The project is currently at stage four. Planning and Development staff met repeated with the development team including time spent on the development agreement. The Planning Commission held a public hearing at their March 2015 meeting and recommended zoning and site plan approval with the following findings, exceptions, waivers, and conditions. Findings, exceptions, and waivers are included herein for reference only and require no Council action.

Findings:

1. The proposed development is consistent with the Planned Unit Development concept of providing zoning flexibility in return for material community benefit.
2. The infrastructure proposed has a significant positive impact upon the Water Street Redevelopment Area.
3. The proposed development will be consistent with all surrounding uses.
4. The proposed development will not have an adverse impact on traffic or other public services and infrastructure.
5. The proposed development meets several Master Plan goals for the City and for the Water Street Redevelopment area.

Exceptions:

1. Exception for lot width specified in §122-274; exceeds maximum by 22'.
2. Exception for side yard setbacks specified in §122-274; building encroaches into south side yard setback, leaving an approx. 1' setback; for up to 5' from north side yard setback.
3. Exception from frontage buildout maximum specified in §122-274 by 9%.
4. Exception for circulation plan as specified in §122-273 due to lack of other development at this time.
5. Exception for street tree dimensional requirements specified in §122-711(e), other than distance from streetlights, due to site considerations.

Waiver:

1. 20% discount from 95 parking spaces required due to size of parcel & character of use, per §122-837(d).

Remaining Conditions and site plan revision

Staff received revised plans dated April 2, 2015, that addressed the conditions put forth by Planning Commission. The conditions, and the manner in which they were addressed, are laid out below.

Conditions:

1. No main entrance shown. Applicant to show main entrance at corner of River and Gilbert.
   This is in the process of being addressed. See rendering, attached. Final "main entrance" will be included with the engineering plans.

2. No sign plan provided. Applicant to provide at time of sign permit application.
   A sign plan will be provided with the sign permit application.

3. No marked crosswalks within parking lot or across driveways. Applicant to provide.
   Marked crosswalks have bene added across the parking lot and access driveways.

4. Increase the total parking bay & maneuvering aisle width from 58' to 62'.
   This has been addressed.

5. Sidewalks shown along one side of streets only. Sidewalks shall be constructed along both sides of streets.
   This has been addressed. Note also that this is a purchase agreement requirement, not a zoning requirement. Final public street design and construction details are subject to engineering standards, capital improvements and Complete Streets review, and the adopted infrastructure plan for the Water Street Redevelopment Area.

6. The site grading shall be revised to accommodate the extension of South Street and the future extension of Lincoln and Gilbert Street.
   This has been addressed. Final public street design and construction details are subject to engineering standards, capital improvements and Complete Streets review, and the adopted infrastructure plan for the Water Street Redevelopment Area.

7. The first flush volume must be treated prior to discharge from the site. Off-site detention will not be required.
   This will be addressed as part of the engineering detail plan review phase, in accordance with engineering standards, capital improvements review as necessary, and the adopted infrastructure plan for the Water Street Redevelopment Area.

8. The domestic water service will require review and approval from YCUA.
   This will be addressed as part of the engineering detail plan review phase, in accordance with engineering standards, capital improvements review as necessary, and the adopted infrastructure plan for the Water Street Redevelopment Area.

9. A dedicated fire protection line and FDC shall be provided that meets the requirements of the Fire Department.
   This will be addressed as part of the engineering detail plan review phase.

10. The sidewalk perpendicular to parking shall be a minimum of 7' wide.
    This has been addressed.

11. A circulation plan shall be provided that shows the site can accommodate refuse vehicle movements.
    This will be addressed as part of the engineering detail plan review phase, in accordance with engineering standards.

12. The proposed road geometry shall be in accordance with that provided by the City Engineer.
    Final public street design and construction details are subject to engineering standards, capital improvements and Complete Streets review, and the adopted infrastructure plan for the Water Street Redevelopment Area.

13. The full right-of-way shall be developed for all proposed streets. This includes parking bays and sidewalks on both sides of the street.
    Final public street design and construction details are subject to the purchase agreement, engineering standards, capital improvements and Complete Streets review, and the adopted infrastructure plan for the Water Street Redevelopment Area.

14. Dead end intersections shall be continued to the spring point in the terminus direction.
    This has been addressed.

15. The proposed utility sizes do not coincide with the utility master plan. The City/ YCUA will provide additional information during the engineering plan review phase on required public utility sizing. YCUA review and approval will be required for all proposed water main and sanitary sewer.
    This will be addressed as part of the engineering detail plan review phase, in accordance with engineering standards, capital improvements review as necessary, and the adopted infrastructure plan for the Water Street Redevelopment Area.

16. River Street shall be three lanes from Michigan Avenue 250 feet south. A 75 foot taper is required to transition back to the two lane section.
    This will be addressed as part of the engineering detail plan review phase, in accordance with engineering standards, capital improvements review as necessary, and the adopted infrastructure plan for the Water Street Redevelopment Area.

17. South Street shall continue to the connection at Park Street.
    This has been addressed and will be further detailed during the engineering detail plan review phase, in accordance with the purchase agreement, engineering standards, capital improvements review as necessary, and the adopted infrastructure plan for the Water Street Redevelopment Area.

18. Water Street shall be relabeled as 'Gilbert Street'.
    This has been addressed.

19. Lighting: >0.5 fc shown at lot line; show photometric both with and without streetlights to ensure adequate coverage.
    This will be addressed during the engineering detail review.

20. Masonry rubbish enclosure is 8’ tall; note on the site plan that dumpster shall not exceed 7’ tall.
    This has been addressed.

21. Landscaping: Staff recommends the trees be a more diverse mix of species, and that the trees planted on River & Gilbert are of similar form and size or species, if monocultures selected, as both are "A" streets.
    This has been addressed.

22. Applicant to provide 30" kneewall along South Street for off-street parking screening, from driveway entrance to dumpster enclosure.
    This has been addressed. Further details will be reviewed during engineering plan review.

23. Provide cover for 16 bike parking spaces shown.
    This has been addressed.

24. Provide alternative vehicle or bicycle parking spaces to satisfy the requirements of §122-837(b).
    1 parking space has been shown as reserved for car-pooling or vanpooling services, thus can be substituted for 2 "regular" vehicle spaces.

25. Provide additional refuse collection container(s).
    This has been addressed.

Next Steps:

The public hearing and second reading will occur on June 2nd, 2015. Staff anticipates that further detail regarding the plans for the public infrastructure to be provided as part of the purchase agreement will be presented at that time, as will the text of the PUD agreement.

Please contact Bonnie Wessler with any questions at 734-483-9646 or wesslerb@cityofypsilanti.com.

RECOMMENDED ACTION: Approval

ATTACHMENTS: HKP site plans dated 4/2/2015
Staff review for Planning Commission
Planning Commission minutes
Engineering review letters
Purchase agreement
Rendering of south-west corner of building and site

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That an ordinance entitled "HERMAN KITTLE PLANNED UNIT DEVELOPMENT" be approved on first reading.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

Ordinance No. 1248

An Ordinance Entitled "HERMAN KITTLE PLANNED UNIT DEVELOPMENT"

THE CITY OF YPSILANTI ORDAINS:

That the 1.7 acre property defined in the attached survey included in site plans dated 04-02-2015 for the development of multifamily housing

BE REZONED FROM C, CENTER, TO PUD, PLANNED UNIT DEVELOPMENT

MADE, PASSED, AND ADOPTED BY THE YPSILANTI CITY COUNCIL THIS_____ DAY OF _____, 2015

_____
FRANCES MCMULLAN, City Clerk

Attest

I do hereby confirm that the above Ordinance No. _____was published in the Ypsilanti Courier on the _____ day of _____, 2015.

_____
FRANCES MCMULLAN, 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 _____, 2015.

_____
FRANCES MCMULLAN, City Clerk

Notice Published: _____
First Reading: _____
Second Reading: _____
Published: _____
Effective Date: _____

ARCHITECTS. ENGINEERS. PLANNERS.

OHM Advancing Communities

March 12, 2015

City of Ypsilanti
Planning and Development Department
One South Huron Street
Ypsilanti, Michigan 48197

Attention: Ms. Bonnie Wessler

Regarding: Water Street Flats
Site Plan Review No. 1
OHM Job No. 0094-15-1032

Dear Ms. Wessler:

The applicant is requesting site plan approval for a new apartment complex on the Water Street Property. The plans are dated February 18, 2015. The plan includes significant public infrastructure as well. We have reviewed the plans and do not recommend site plan approval. The applicant must address the following comments prior to resubmittal:

Site Plan

1. There are significant issues with the site grading. The site grading shall be revised to accommodate the extension of South Street and the future extension of Lincoln and Water Street.
2. The first flush volume must be treated prior to discharge from the site. Off-site detention will not be required.
3. The domestic water service will require review and approval from YCUA.
4. A dedicated fire protection line and FDC shall be provided that meets the requirements of the Fire Department.
5. The sidewalk perpendicular to parking shall be a minimum of 7' wide.
6. The parking and aisle geometrics must meet Section 122.834 of the Zoning Ordinance. The total width is currently below the minimum standards.
7. A circulation plan shall be provided that shows the site can accommodate refuse vehicle movements.

Public Infrastructure

8. The proposed road geometry shall be as shown on the attached details.
9. The full right-of-way shall be developed for all proposed streets. This includes parking bays and sidewalks on both sides of the street.
10. Dead end intersections shall be continued to the spring point in the terminus direction.
11. The proposed utility sizes do not coincide with the utility master plan. The City/YCUA will provide additional information during the engineering plan review phase on required public utility sizing. YCUA review and approval will be required for all proposed water main and sanitary sewer.
12. River Street shall be three lanes from Michigan Avenue 250 feet south. A 75 foot taper is required to transition back to the two lane section.

OHM Advisors
34000 PLYMOUTH ROAD
LIVONIA, MICHIGAN 48150
T 734.522.6711
F 734.522.6427
OHM-Advisors.com

13. South Street shall continue to the connection at Park Street.
14. Water Street shall be relabeled as 'Gilbert Street'.

If you have any questions please contact me at (734) 522-6711.

Sincerely,

OHM Advisors

[redacted]
Marcus J McNamara

CC: Stan Kirton, Department of Public Works, One South Huron Street, Ypsilanti, MI 48197
Scott Westover, P.E., YCUA, 2777 State Street, Ypsilanti, MI 48198
Mike Rodriquez, Herman & Kittle Properties, Inc., 500 E. 96th Street, Ste 300, Indianapolis, IN 46240
Andrew Walters, P.E. Metro Consulting Associates, 45345 Five Mile Road, Plymouth, MI 48170
File

P:\0000_0100\SITE_YpsilantiCity\2015\0094151030_Water_Street_Flats\Water_Street_Flats_SP01.docx

ARCHITECTS. ENGINEERS. PLANNERS.

OHM Advancing Communities

May 7, 2015

City of Ypsilanti
Planning and Development Department
One South Huron Street
Ypsilanti, Michigan 48197

Attention: Ms. Bonnie Wessler

Regarding: Riverwalk Commons
Site Plan Review No. 2
OHM Job No. 0094-15-1032

Dear Ms. Wessler:

The applicant is requesting approval for a new apartment complex on the Water Street Property. The plans have a revision date of April 2, 2015. We had performed a site plan review prior to the Planning Commission's consideration of the project. The applicant has addressed all of our site plan comments from that review. The applicant shall be aware the following comments will be addressed during the engineering plan review phase:

1. DTE is preparing a photometric plan for the entire water street development area. Proposed light locations may need to be revised per their plan. Fixture and pole requirements will be provided to the applicant with the master lighting plan.
2. The proposed sidewalk on the south side of Gilbert Street may need to be modified to better link to the proposed border to border trail to the south.
3. The first flush volume must be treated prior to discharge to the river. A conventional forebay or mechanical treatment structure are both acceptable.
4. The width of the sidewalk internal to the site is not clearly dimensioned on the plan. All sidewalk perpendicular to parking shall be a minimum of 7' wide.
5. YCUA review and approval will be required for all proposed water main and sanitary sewer.

The applicant shall be aware that detailed engineering plans must be reviewed and approved prior to the start of construction. If you have any questions please contact me at (734) 522-6711.

Sincerely,

OHM Advisors
Marcus J McNamara

CC: Beth Ernat, Economic Development, One South Huron Street, Ypsilanti, MI 48197
Stan Kirton, Department of Public Services, One South Huron Street, Ypsilanti, MI 48197
Scott Westover, P.E., YCUA, 2777 State Street, Ypsilanti, MI 48198
Mike Rodriquez, Herman & Kittle Properties, Inc., 500 E. 96th Street, Ste 300, Indianapolis, IN 46240
Andrew Walters, P.E. Metro Consulting Associates, 45345 Five Mile Road, Plymouth, MI 48170
File

P:\0000_0100\SITE_YpsilantiCity\2015\0094151030_Water_Street_Flats\Riverwalk_Commons_SP02.docx

OHM Advisors
34000 PLYMOUTH ROAD
LIVONIA, MICHIGAN 48150
T 734.522.6711
F 734.522.6427
OHM-Advisors.com

City of Ypsilanti

Community & Economic Development Department

13 March 2015

Staff Review of Planned Unit Development (PUD)
Water Street Flats
300 South River Street

GENERAL INFORMATION

Applicant:	Mike Rodriguez Herman & Kittle Properties, Inc 500 East 96th St, Ste 300 Indianapolis, IN 46240
Project:	Water Street Flats
Application Date:	18 Feb 2015
Location:	Block formed by the proposed South River, South, Lincoln, and Gilbert Streets in the Water Street Redevelopment Area.
Zoning:	C, Center; Limited building types permitted include TH, AB, CA.
Action Requested:	Site plan approval; rezoning to PUD
Staff Recommendation:	Approval with conditions

PROJECT AND SITE DESCRIPTION

The applicant is proposing to construct a four story apartment building with a ~28,295 sf footprint, containing 80 units, on a 74,069 sf / 1.7 acre lot, with associated parking, landscaping, and other site improvements. The applicant is also proposing to construct South River Street, a portion of Park, a portion of Gilbert, and a portion of Lincoln Streets, and associated right-of-way improvements, to be dedicated to the City at the completion of the project. Multiple Family Dwellings are a Permitted Use in the C-Center district.

Figure 1: Subject Site Location & Zoning

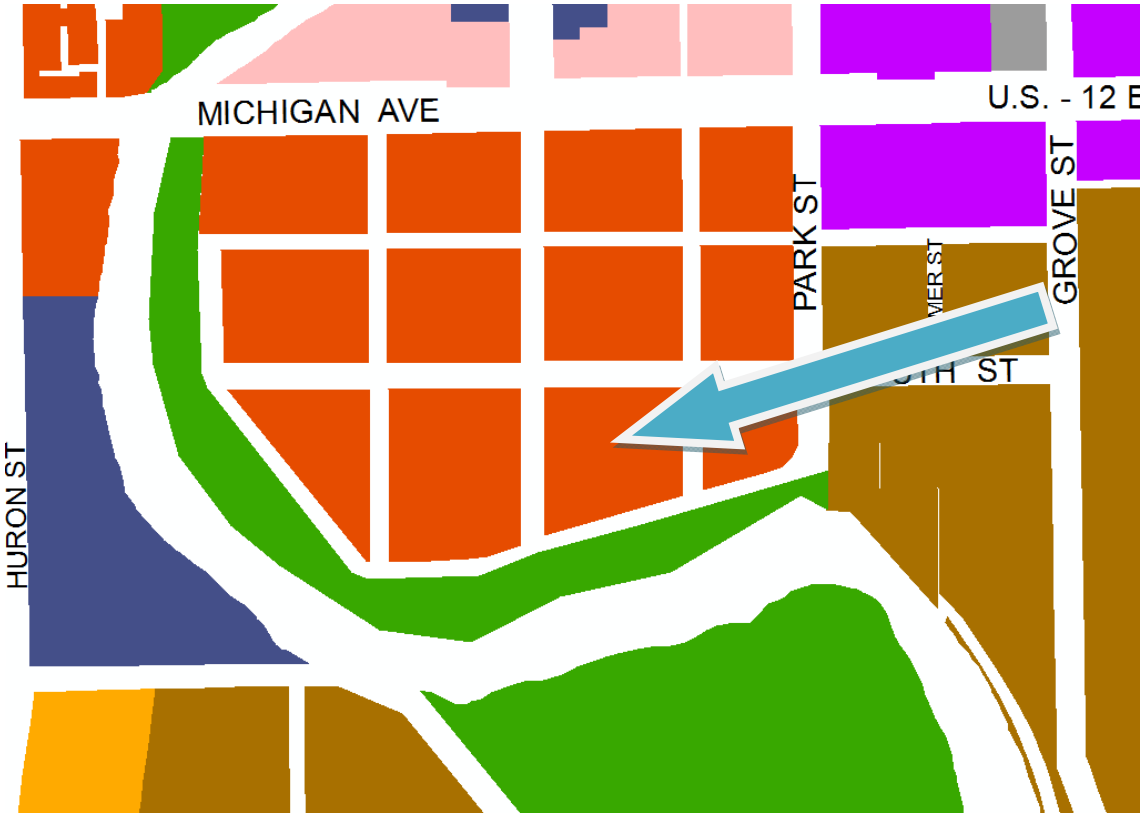


Figure 2: Land Use and Zoning of Surrounding Area

	LAND USE	ZONING
NORTH	Vacant	C-Center. Limited Building Type: TH, AB, CA
EAST	Vacant	C-Center. Limited Building Type: TH, AB, CA
SOUTH	River's Edge Park; Huron River, Waterworks Park	P-Park
WEST	Vacant	C-Center. Limited Building Type: TH, AB, CA

PUD: REQUIREMENTS §122-573

(1) ***Unified Control.*** *The proposed development shall be under single ownership or control such that there is a single person or entity having responsibility for completing the project in conformity with this Ordinance.*
COMMENTS: Herman & Kittle Properties, Inc. (HKP) has a purchase agreement with the City of Ypsilanti for the entirety of the site under consideration.

(2) ***Minimum Size.*** *The minimum size of a Planned Unit Development shall be forty-three thousand, five hundred sixty (43,560) square feet (one acre) of contiguous land or 21,870 sf (1/2 half acre) if the proposal involves the preservation and/or adaptive reuse of a historically significant structure. The historical significance shall be determined by the city historic district commission.*
COMMENTS: The development area is 1.7 acres. Additional infrastructure will be constructed by HKP. This is not an adaptive reuse project.

(3) ***Applicable Base Regulations.*** *Unless waived or modified in accordance with the procedures and standards set forth in this Article, the yard, bulk, parking, loading, landscaping, lighting, general provisions, and all other standards set forth in the Zoning Ordinances for the uses listed below shall be applicable for uses proposed as part of a Planned Unit Development:*
   a. *Multiple-family residential uses must comply with the regulations applicable in the MD, Multiple Dwelling Residential, district.*
   e. *To encourage flexibility and creativity in development consistent with the planned Development concept, departures from compliance with the base regulations may be granted by the City Council, upon recommendation of the Planning Commission, as a part of the approval of the Planned Development. For example, such departures may include modifications of lot dimensional standards, setback requirements, density standards, parking and landscaping requirements, and similar requirements. Such departures may be approved only on the condition that they will result in a higher quality of development than would be possible using conventional zoning standards.*

COMMENTS: Center zoning will be applied as the base regulation for the entire parcel per §122-572. Departures/exceptions are listed at the conclusion of this review.

(4) ***Street Access.*** *Each lot, main building, and principal use within a Planned Development district shall have vehicular access to a public street. Adequate provision shall be made for dedications of land for streets and essential services.*
COMMENTS: The site will have adequate access to public streets; public streets will be constructed and dedicated per the Purchase Agreement.

(5) ***Usable Open Space.*** *The proposed development shall contain at least as much open space as would otherwise be required by the existing underlying zoning.*
COMMENTS: This requirement is met.

(6) ***Landscaping and Maintenance of Common Areas.*** *All required yards and common areas shall be landscaped and adequately and permanently maintained by the property owner, tenant, or organization responsible for maintaining common areas. Through an irrevocable conveyance, such as deed restrictions or covenants that run with the land, the developer shall assure that all yards and common areas will be developed in accordance to the site plan and not changed to another use.*
COMMENTS: Per purchase agreement (Section 7 b).

(7) ***Additional Considerations.*** *During review of a proposed planned development, the Planning Commission shall take into account the following considerations which may be relevant to a particular project: perimeter setbacks and screening; thoroughfares, drainage, as provided for in best management practices as appropriate, and utility design; underground installation of utilities; insulating pedestrian circulation from vehicular thoroughfares and ways; achievement of an integrated development with respect to signage, lighting, landscaping and building*

materials; and noise reduction mechanisms, particularly in cases where non-residential uses adjoin off-site residentially-zoned property.

COMMENTS: Staff notes these issues in the following review. This project does not adjoin or abut any other future development/parcels; this development occupies the entirety of a block.

SITE PLAN: CRITERIA AND REVIEW §122-128

STANDING §122-128(1)

The applicant is legally eligible to apply for site plan review, and all required information has been provided.

Section 122-571 provides review procedures for Planned Unit Development applications:

1) Pre-application conference
2) Formal PUD Application
3) *Planning Commission review, public hearing, and recommendation* ***(we are here)***
4) City Council Action

REQUIREMENTS §122-128(2)

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

"[Centers] are mixed-use areas with historic buildings. These are the places where people shop, go to school, live, come to work, visit, drop by City Hall, eat, gather and have fun. They host events that bring thousands of visitors each year and bring the City together as a community. The intent of the zoning district is preserve the urban form, walkable nature and vibrant mix of uses in these areas."

Figure 3: Requirements

ORDINANCE REFERENCE	REQUIRED		EXISTING CONDITIONS	PROPOSED
C: §122-274 BUILDING TYPE	Determined by lot size and building type limitations		Vacant	Apartment Building
LOT REQUIREMENTS				
Width ft	**Min** 40	**Max** 300	Vacant	**321.33 ft**
Depth ft	**Min** 100	**Max** 300	Vacant	272.82
Area sf	**Min** 4000	**Max** 90,000	Vacant	74,069
Coverage %	**Min** -	**Max** 80%	Vacant	75.9%
BUILDING ENVELOPE AND HEIGHT				
Street setback ft	**Min** 10	**Max** 25	Vacant	Approx 10 ft
Side setback ft	**Min** 5	**Max** -	Vacant	**Approx 10 ft on north side. South side appears to be 1 foot.**

ORDINANCE REFERENCE	REQUIRED		EXISTING CONDITIONS	PROPOSED
Rear setback ft	**Min** 15	**Max** -	Vacant	27.9 ft
Frontage buildout %	**Min** 60	**Max** 80	Vacant	**Approximately 89%**
Height stories	**Min** 2	**Max** 6	Vacant	4
PARKING PROVISIONS	Location: Side and rear yards		Vacant	Parking is fully contained within the development behind the structures.
PRIVATE FRONTAGES	Required: Porch, Forecourt, or Stoop		Vacant	**None provided**
§122-861 et seq **SIGNAGE**	Master sign plan: HC, NC, GC, C, PMD, P; nonres uses in R1, CN-SF, CN-Mid, CN, MD		Vacant	**No sign plan provided**
Area maximum	By sign type		Vacant	Unknown
Height maximum	N/A (ground signs not permitted in C)		Vacant	N/A
Setbacks minimum	N/A (ground signs not permitted in C)		Vacant	N/A

Items to be Addressed:

1. *Lot width exceeds maximum. Exception requested.*
2. *Building encroaches into side yard setback. Exception requested.*
3. *Frontage buildout exceeds maximum. Exception requested.*
4. *No private frontage shown on River. Show private frontage.*
5. *No sign plan provided. May be provided at time of sign permit application.*

BUILDING LOCATION AND SITE ARRANGEMENT §122-128(3)

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

The proposed Water Street Flats building will be oriented toward River Street, with another building face extending the length of a block along Gilbert Street. The L-shaped building runs along the west and south sides of the block, with surface, garage, ADA-accessible, and bicycle parking provided in the remaining space to the east. Vehicular driveways open onto South and S Lincoln Streets. A trash enclosure is proposed at the northeast corner of the parking lot.

Items to be Addressed: *None.*

SITE ACCESS, TRAFFIC, AND PARKING §122-128(4)

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

The parcel being created for Water Street Flats is based on maintaining the existing street grid created by River Street, Michigan Ave and the future Gilbert, South, and S Lincoln Streets.

Figure 4: Circulation Standards

	ORDINANCE REFERENCE	REQUIRED	EXISTING CONDITIONS	PROPOSED
C: §122-273	**CIRCULATION STANDARDS**	CN, C, HC, NC, GC, HHS: Sites < 3 acres: circulation plan to ID potential cross and joint access to adjacent parcels	Vacant	**No circulation plan provided**
		Easements: nonmotorized plan, ReImagine Washtenaw, other	Vacant	n/a
§122-834	**PARKING Dimensions**	• 9'x18' minimum, exceptions if adjacent to wall or overhang provided • May have 20% small car (8'x16', signed) • May have 10% motorcycle (5x8', signed)	Vacant	All spaces are 9'x18' No small car or motorcycle spaces
§122-835	**Access**	5' walkway from parking lot to parks, commercial, transit, walkways, institutions; raised/marked crosswalks within parking lot	Vacant	5' walkway surrounds parking lot **No raised/marked crosswalks within parking lot or across driveways**

Ingress & Egress	• Aligned across ROW, or offset by 25' • >50' from intersection • 20'-30' driveway	Vacant	• No curbcuts across ROW • >50' from intersection • 22' driveways
Internal Maneuvering	10' minimum drive 90°: 22' maneuvering lane Total w 1 tier: 42' Total w 2 tiers: 62'	Vacant	Drive: 10' Maneuvering lane: 22' **Total w 2 tiers: 58'**
Surfacing	Durable bonded material or acceptable alternative	Vacant	Asphalt
Drainage	Graded and drained to public storm sewers Alt. BMPs considered	Vacant	Drained to public storm sewers and detention basin
Striping	Required	Vacant	Provided
Wheel Stops	Required (curbing acceptable); 6" high at sidewalks	Vacant	6" curbing provided around perimeter
Lighting	§122-641 below	See below	See below
Signs	§122-861 above	See above	See above
Screening & Landscaping (internal)	1 tree per 8 spaces = 72/8 = 9	Vacant	9 trees total within the complex
	1 landscape island for each continuous 16 spaces	Vacant	Met
	Islands w trees: 9' wide min and 160' sf Islands w 5' min walkway: 11' wide min Islands: curbed or used for stormwater	Vacant	Island w trees are greater than 9' Square footage is 160' Walkways are greater than 11' wide
	All aisle-ends & corners protected w curbed island	Vacant	All aisles are protected w curbed island
	3' between curb and planting (5' if vehicle overhang)	Vacant	There is 5' between the curb and planting
Screening & Landscaping (perimeter)	Screened in accordance with 703 if abutting R1, MD, CN, CN-Mid, CN-SF	Vacant	Screened with various shrubs surrounding the perimeter.
	3'-4' screen 80% opacity where visible from ROW	Vacant	3'-4' opacity when visible from ROW
	Landscaped areas, walls, structures, walks- must be protected by curbing	Vacant	All landscaped areas walls, structures, walk are protected by curbs

§122-836	**Motor spaces**	1.5 for each dwelling unit, plus 1 for each 10 dwelling units for guest parking.	Vacant	128 parking spots total including garage space
	Bicycle spaces	1 per 5 motor spaces, minimum of 2 72 motor spaces provided; 15 bike spaces required	Vacant	16 total bicycle spaces
§122-837	**Parking discounts**	Transit *20% if w/in 300' of commuter rail or 100' of transit stop*	Vacant	Bus stop 550ft. from north of parcel
		Alternative Vehicles *1 car –sharing spot = 4 spaces* *1 carpooling/vanpooling = 2 spaces-*	Vacant	None
		Bicycle *4 covered bike spaces = 1 space;* *free employee showers = 4 spaces*	Vacant	No covered bike spaces provided.
		PC discretion, special circumstances not listed above	Vacant	n/a
§122-647	**SIDEWALKS**	provide a sidewalk or shared-use path	Vacant	**Sidewalks shown along one side of street only. Sidewalks shall be constructed along both sides of street**.
§122-649	**TRAFFIC VISIBILITY**	Maintain shrubs/other obstructions lower than 30" and trees/other obstructions higher than 8': At driveway: within a 10'x10' triangle formed by the street ROW line and the edge of the driveway At intersection: within a 25' x 25' triangle formed by an extension of the property lines, as measured from the pavement edges.	Vacant	Met.

Items to be Addressed:

1. *No circulation plan provided. Exception requested due to lack of other development at this time.*
2. *No marked crosswalks within parking lot or across driveways. Applicant to provide.*
3. *Increase the total parking bay & maneuvering aisle width from 58' to 62'.*
4. *Sidewalks shown along one side of street only. Sidewalks shall be constructed along both sides of streets.*

STREET DESIGN §122-128(5)

"Streets are designed in context with the urban form and continue the established pattern of the surrounding area."

Staff is presenting proposed cross-sections for street design within the Water Street Redevelopment Area to Planning Commission on 3/18/2015. The layout of the streets as proposed will need to conform with those cross-sections.

Items to be Addressed:

1. *Conform to adopted street cross-sections.*

ENGINEERING & STORMWATER §122-128(6), §122-128(7)

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

See Engineer's letter dated 3/12/2015.

Items to be Addressed:

Site Plan

1. *There are significant issues with the site grading. The site grading shall be revised to accommodate the extension of South Street and the future extension of Lincoln and Water Street.*
2. *The first flush volume must be treated prior to discharge from the site. Off-site detention will not be required.*
3. *The domestic water service will require review and approval from YCUA.*
4. *A dedicated fire protection line and FDC shall be provided that meets the requirements of the Fire Department.*
5. *The sidewalk perpendicular to parking shall be a minimum of 7' wide.*
6. *The parking and aisle geometrics must meet Section 122.834 of the Zoning Ordinance. The total width is currently below the minimum standards.*
7. *A circulation plan shall be provided that shows the site can accommodate refuse vehicle movements.*

Public Infrastructure

1. *The proposed road geometry shall be as shown on the attached details.*
2. *The full right-of-way shall be developed for all proposed streets. This includes parking bays and sidewalks on both sides of the street.*
3. *Dead end intersections shall be continued to the spring point in the terminus direction.*

4. *The proposed utility sizes do not coincide with the utility master plan. The City/ YCUA will provide additional information during the engineering plan review phase on required public utility sizing. YCUA review and approval will be required for all proposed water main and sanitary sewer.*
5. *River Street shall be three lanes from Michigan Avenue 250 feet south. A 75 foot taper is required to transition back to the two lane section.*
6. *South Street shall continue to the connection at Park Street.*
7. *Water Street shall be relabeled as 'Gilbert Street'.*

SCREENING §122-128(8)

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

Figure 5: Screening

ORDINANCE REFERENCE	REQUIRED	EXISTING CONDITIONS	PROPOSED
§122-641 Lighting	• Dark Sky compliant; may be full cutoff where affecting residential uses • not >0.5 fc @ lot line • not >16' tall when abutting R1, CN-Mid, CN-SF or abutting one- or two-family homes. otherwise, NTE 30' or the height of the building, whichever less. • not < 0.3 fc at parking/loading areas or building entrances.	Vacant	**>0.5 around lot line; show photometric without streetlights and with streetlights to ensure adequate coverage.** Lithonia Lighting(LC, parking lot poles) is 28' in height Holophane Lighting is 15 feet. **.**
§122-650 Refuse Containers	masonry enclosure 1' taller than dumpster (no less than 6'), in rear yard, 80% opaque swing door, on a concrete pad	Vacant	**Masonry is 8ft tall doesn't say how tall dumpster is. 12' space for door swing.** **Note: appears space allows for only one dumpster for 80 units.**
§122-703 Screening Between Land Uses *if conflicting use*	visual buffer of at least 80% opacity and 6' height	Vacant	Not required.

ORDINANCE REFERENCE		REQUIRED	EXISTING CONDITIONS	PROPOSED
§122-704 & §122-711(e)	**Street Trees**	1 tree per 30' of lineal frontage: South: 298/30=10 Lincoln: 216/30=7 Gilbert: 321/30=11 River: 273/30=9 Spacing: Gingko- large tree' Distance from street corners: 35' Distance from drives/alleys: 15' Distance from streetlights: 15' Skyline Honeylocust- large Distance from street corners: 35' Distance from drives/alleys: 15' Distance from streetlights: 15'	Vacant	South St: 10 trees (skyline honeylocust) Lincoln: 7 (gingko) Gilbert: 11 (gingko) River: 9 (skyline honeylocust) ***Staff recommends the trees be a more diverse mix of species, and that the trees planted on River & Gilbert are of similar form and size, as both are "A" streets.*** *Spacing:* ***requirements re: streetlights not met.*** ***Exception requested for other dimensional requirements due to site considerations.***
		Centered between sidewalk and back of curb		Met
		If part of Urban Forestry Plan, must conform	Not part of Urban Forestry Plan	n/a
§122-705	**Greenbelts** ***If required elsewhere***	1 tree per 30' of lineal frontage abutting public road ROW	Vacant	Not required.
		Natural landscape material groundcover	Soil	Soil and grass
§122-707	**Foundation Landscaping** *Required in MD, PMD zoning districts and with (Large Footprint) Single Story Commercial Buildings on front or sides of buildings facing public ROW, parking, or other access*	6 shrubs per 30 lineal feet of applicable building frontage in 6' wide planting area		Not required.

ORDINANCE REFERENCE	REQUIRED	EXISTING CONDITIONS	PROPOSED
§122-708 Site Landscaping	10%	Soil	**Approximately 9% of the final site is in landscaping. Applicant to show landscape calculations on the plan. Exception requested.**
§122-710 Exterior Electrical	Screen when visible from any primary visual exposure area	Vacant	n/a
§122-712 Maintenance	Readily available and acceptable water supply; may install underground sprinkler system	Vacant	Applicant to note on plan watering/maintenance plan..

Items to be Addressed:

1. *Lighting: >0.5 fc shown at lot line; show photometric both with and without streetlights to ensure adequate coverage.*
2. *Masonry rubbish enclosures is 8ft tall; note that dumpster shall not exceed 7' tall.*
    a. *Note: appears space allows for only one dumpster for 80 units. Applicant responsible for ensuring waste pickup schedule is adequate for the anticipated need.*
3. *Landscaping: Staff recommends the trees be a more diverse mix of species, and that the trees planted on River & Gilbert are of similar form and size or species, if monocultures selected, as both are "A" streets.*
4. *Street tree spacing requirements re: streetlights not met. Run photometrics with street trees and with streetlights to confirm tree placement.*
   Exception requested for other street tree dimensional requirements due to site considerations.
5. *Approximately 9% of the final site is in landscaping. Applicant to show landscape calculations on the plan. Exception requested due to site constraints.*

PHASING §122-128(9)

"Separate phases of development shall be in logical sequence, and each phase shall stand alone so that no one phase will depend upon a subsequent phase for adequate access, public utility services, drainage, or other improvements."

No phasing is planned for this site.

OTHER DEPARTMENT AND AGENCY APPROVALS §122-128(10)

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

DEPARTMENT OF PUBLIC SERVICES

The applicant is responsible for obtaining permits from the Department of Public Services before beginning work on any portion of the City right-of-way, including sidewalks, curbs, and driveways. Final approval of all public infrastructure will be required prior to dedication to the City.

MASTER PLAN CONSIDERATIONS §122-128(11)

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

In 2013, the Planning Commission adopted a new Master Plan that specifies recommendations for the Water Street Redevelopment Area, including providing direction for the layout for the Water Street Redevelopment area as well as an approval process and standards. In particular, the recommendation is to replicate the existing downtown grid in the development area. The proposed plan extends River Street from Michigan Ave. through the length of the development area, and constructs portions of South, Water, and Lincoln Streets such that they can be seamlessly connected to the existing streets during development of adjacent parcels.

Figure 6: Master Plan Considerations

Requirement	Proposed
Respect rights-of-ways and blocks.	Both are included in the proposed plan.
Block perimeter should be less than 1,200 feet, like other blocks in the City.	Block perimeter is approximately 1,100 feet.
Street layout should connect to existing streets such as Michigan Avenue.	Site plan includes River Street extension to the extent of the proposed parcel
All streets have on-street parking	On-street parking proposed for Water, South Lincoln and River Streets
All streets have sidewalks	All streets have sidewalks
All streets have space for trees and other stuff	Street trees to be provided on all street frontages between sidewalk and street
All driveway aprons have the same design	The driveway aprons are identical.
All buildings are built for multiple uses - with a ground floor to ceiling at a minimum of 12 and a maximum of 14 feet	The plan shows the ground floor to be under 10 feet and upper floors to be under 9 feet.
New developments have A and B streets, similar to the historic downtown.	The proposed River Street extension has no curb cuts and incorporates the sidewalks, parking, street trees, and planting/furnishing zones shown in the plan. The proposed other streets host the curb cuts and incorporate the sidewalks, parking, street trees, and planting/furnishing zones shown in the plan.
Buildings along "A" streets (Michigan Ave., Park and River, and Gilbert Streets), should follow the following urban design rules: • 90-100% of building should face the street • It is built one-to five feet from street right of way • 60% of the front of the first floor is transparent window or glazing • Primary entrance faces "A" street • The first floor of buildings should have active uses – stores, restaurants, services – where people come and go often.	• 100% of the building faces the street • The building is 5 feet from the street ROW • **The 21 10x5 windows and 8 15x5 doorwells offer 16% glazing of the 9,900 sf "A" street building face** • **Though there are doors shown on the River St. building face, the primary entrance appears to be on the parking lot (interior) side of the building** • The first floor of the building is residential.

The specific land use standards on page 68 are included in the chart above.

Page 71 notes that housing has always been part of the vision for the redevelopment of Water Street and the sites offer a central location near goods and services.

Items to be addressed:

1. *The plan shows the ground floor to be under 10 feet and upper floors to be under 9 feet.*
2. *Though there are doors shown on the River St. building face, the primary entrance appears to be on the parking lot (interior) side of the building. This shall be addressed with the addition of a private frontage as required under the zoning ordinance.*

DEVELOPMENT AGREEMENT REQUIREMENTS dated 3/5/2014

HKP will install all road infrastructure, including utilities, street trees, and sidewalks in the following locations:

a. Extend River Street south from Michigan Avenue to Gilbert Street
b. Extend South Street from South Park Street westward to River Street.
c. Extend Lincoln Street from South Street southward.
d. Extend Gilbert Street from River to Lincoln.

With the exception of (b), above, and other exceptions as provided in the Engineer's letter, the requirements are largely met. Any approval given by the City is conditional based on conformance to the Purchase Agreement.

RECOMMENDATIONS

Staff recommends the Planning Commission conditionally recommend to City Council ***approval*** *of* the Planned Unit Development Plan and rezoning to Planned Unit Development for Water Street Flats at 300 S River with the following findings, exceptions, and conditions:

Findings:

1. The proposed development is consistent with the Planned Unit Development concept of providing zoning flexibility in return for material community benefit.
2. The infrastructure proposed has a significant positive impact upon the Water Street Redevelopment Area.
3. The proposed development will be consistent with all surrounding uses
4. The proposed development will not have an adverse impact on traffic or other public services and infrastructure.
5. The proposed development meets several Master Plan goals for the City and for the Water Street Redevelopment area.

Exceptions:

1. Lot width exceeds maximum by 22'. Exception requested.
2. Building encroaches into side yard setback, leaving an approx. 1' setback. Exception requested.
3. Frontage buildout exceeds maximum by 9%. Exception requested.
4. No circulation plan provided. Exception requested due to lack of other development at this time.
5. Approximately 9% of the final site is in landscaping. Applicant to show landscape calculations on the plan. Exception requested due to site constraints.
6. Exception requested for street tree dimensional requirements, other than distance from streetlights, due to site considerations.

Conditions:

1. No private frontage shown on River. Applicant to show private frontage.
2. No sign plan provided. Applicant to provide at time of sign permit application.
3. No marked crosswalks within parking lot or across driveways. Applicant to provide.
4. Increase the total parking bay & maneuvering aisle width from 58' to 62'.
5. Sidewalks shown along one side of streets only. Sidewalks shall be constructed along both sides of streets.

6. The site grading shall be revised to accommodate the extension of South Street and the future extension of Lincoln and Gilbert Street.
7. The first flush volume must be treated prior to discharge from the site. Off-site detention will not be required.
8. The domestic water service will require review and approval from YCUA.
9. A dedicated fire protection line and FDC shall be provided that meets the requirements of the Fire Department.
10. The sidewalk perpendicular to parking shall be a minimum of 7' wide.
11. A circulation plan shall be provided that shows the site can accommodate refuse vehicle movements.
12. The proposed road geometry shall be in accordance with that provided by the City Engineer.
13. The full right-of-way shall be developed for all proposed streets. This includes parking bays and sidewalks on both sides of the street.
14. Dead end intersections shall be continued to the spring point in the terminus direction.
15. The proposed utility sizes do not coincide with the utility master plan. The City/ YCUA will provide additional information during the engineering plan review phase on required public utility sizing. YCUA review and approval will be required for all proposed water main and sanitary sewer.
16. River Street shall be three lanes from Michigan Avenue 250 feet south. A 75 foot taper is required to transition back to the two lane section.
17. South Street shall continue to the connection at Park Street.
18. Water Street shall be relabeled as 'Gilbert Street'.
19. Lighting: >0.5 fc shown at lot line; show photometric both with and without streetlights to ensure adequate coverage.
20. Masonry rubbish enclosure is 8’ tall; note on the site plan that dumpster shall not exceed 7’ tall.
21. Landscaping: Staff recommends the trees be a more diverse mix of species, and that the trees planted on River & Gilbert are of similar form and size or species, if monocultures selected, as both are “A” streets.

Bonnie Wessler
Acting Planner II, Planning & Development Dept.

Cc: File
Applicant (HKP)
Engineer (Metro Consulting Associates)

PLANNING COMMISSION
MEETING MINUTES
March 18, 2015
CITY COUNCIL CHAMBER
7:00 P.M.

I. CALL TO ORDER

The meeting was called to order at 7:01 p.m.

II. ROLL CALL

Present: C. Zuellig, A. Bedogne, P. Hollifield, H. Jugenitz, S. Straley

Absent: R. Johnson (excused) N. Sandberg (excused)

Staff: Bonnie Wessler, Acting Planner II
Nan Schuette, Executive Secretary
Gino Piccirilli, Planning Intern

III. APPROVAL OF MINUTES

Commissioner Hollifield moved to approve the minutes of February 18, 2015 as read (Support: S. Straley) and the motion carried unanimously.

IV. AUDIENCE PARTICIPATION

None

V. PRESENTATIONS AND PUBLIC HEARING ITEMS

Commissioner Hollifield moved to open the public portion of the hearing (Support: H. Jugenitz) and the motion carried unanimously.

1. Planned Unit Development – Water Street Flats

Bonnie Wessler, Planner II, presented her staff report, stating that this is a request for site plan approval and rezoning to PUD for the project formerly named Water Street Flats now changed to River Walk Commons, 300 S. River Street. The applicant is proposing to construct a four story apartment building, containing 80 units, on a 74,069 acre lot, with associated parking, landscaping and other site improvements. The applicant is also proposing to construct South River Street, a portion of Park, a portion of Gilbert, and a portion of Lincoln Street and associated right-of-way improvements, to be dedicated to the City at the completion of the project, also including the utilities.

DRAFT

Staff has reviewed the application and finds that it is substantially in compliance with the zoning regulations; the majority of the conditions, about 20, are largely engineering problems that can be worked out in the plan review stage. Two items she wished to bring to the attention of the board are lack of a frontage shown on River with no public entrance shown on River. In conversation since this review, the applicant talked about providing an entrance on the southwest corner of the building at the intersection of River and Gilbert. Also on the plans they did not show the extension on South Street from Lincoln to connect to Park to the east but they have also agreed that they will be providing that. Those are the two biggest pieces.

Only six exceptions are being requested from the zoning ordinance. Ms. Wessler is recommending that we add another exception for the entire north side setback to give them more flexibility with that entrance.

Mike Rodriguez, Developer with Herman & Kittle Properties – stated that they are currently in contract with the City to purchase the property, develop the site, and once the building and infrastructure is complete, deed back the streets to the city. As requested by City Council, they did change the name of the proposed project from Water Street Flats to Riverwalk Commons. They do intend to extend South Street all the way to Park – this was an oversight by him to include on the plans. Regarding the main entrance off River on the southwest corner, they will work on that and put a substantial entrance there. He added that their civil engineers are also in attendance to answer any questions.

Vice-Chair Zuellig recommended that the board go through the Site Plan Criteria and Review step-by-step. Ms. Wessler began with the items to be addressed:

Requirements:

Ms. Wessler stated that the maximum lot width in the new ordinance is 300'. The frontage build-out is 89% and that is in excess of our threshold by 9% -- it is staff's opinion that 89% is acceptable in our center zone. This percentage may increase with the addition of a frontage. We will revisit this in our conditions.

Building Location Site Arrangement:

No items to be addressed.

No sign plan has been included at this time.

Site Access, Traffic and Parking:

No circulation plan was provided – an exception was requested due to lack of other development at this time. No marked crosswalks within parking lot or across driveways. The applicant is to provide. They need to increase the total parking and parking bay & maneuvering aisle width from 58' to 62'. They need to widen maneuvering 4' to meet standards. Currently sidewalks shown along one side of street only and shall be constructed along both sides of streets. Ms. Wessler will check the purchase agreement on this issue.

DRAFT

Damon Garett, Civil Engineer, Metro Consulting, 45345 Five mile Road, Plymouth - stated that he is not opposed to 62'.

Marcus McNamara, OHM Engineering – keep striping, and wider aisle is no problem.

Vice-Chair Zuellig would like to add a sidewalk to connect to the new Border-to-Border trail. Commissioner Bedogne added that no crosswalk was recommended and asked if there is any disadvantage to that. Ms. Wessler stated that this will be a condition. Commissioner Jugenitz asked if the change of plans influence landscaping. Commissioner Zuellig referred to the parking – that they need 95 spaces minimum; however, staff says 120 plus 8 additional. Ms. Wessler explained how the parking was calculated. She added that we should go with the 95 minimum on site allowing 20% reduction and 4 space reductions under the PUD. Commissioner Zuellig asked about covered bike spaces and Mr. Rodriguez responded that they have 8 bike hoops. They also have 18 storage units that can be rented that would be easily accessible but they could cover the bike hoops.

A motion was made by Commissioner Jugenitz to close the public portion of the hearing (Support: A. Bedogne) and the motion carried unanimously.

Street Design:

Ms. Wessler stated that street cross sections are the same for A & B streets. Sidewalks would be 6' in width with buffered parking lane, 11' travel lane with 66' ROW. "A" streets (Gilbert and River) would be paved with planters, benches and "B" streets on South/Lincoln would be greener. Streetlights are shown on street side – they need to talk to DTE about lighting.

Screening:

The lighting would be .5' above ft. candle at the lot line – staff would like to see a photometric. The refuse containers would be 8' tall. Mr. Rodriguez added that they could plan to have an additional dumpster, possibly behind the garages, from Lincoln to entrance to parking lot.

Street Trees:

Ms. Wessler added that there are spacing requirements for trees so that streetlights and trees don't interfere with each other. Commissioner Zuellig stated that on South Street there are shrubs, which in her opinion is not working as screening. She would like to consider installing a knee wall instead of landscaping.

Tammi Creason, Herman & Kittle, added that it was her opinion that they could come up a compromise on the knee wall.

Ms. Wessler stated that staff is working with YCUA for utilities, Department of Public Services for Engineering and our Master Plan requirements. She added that the Development Agreement Requirements will be met and staff recommended approval with all the conditions and exceptions that are laid out.

DRAFT

Commissioner Jugenitz moved that the Planning Commission conditionally recommend to City Council approval of the Planned Unit Development Plan and rezoning to Planned Unit Development for Riverwalk Commons at 300 S. River with the following waivesr, findings, exceptions and conditions:

Waiver:

1. A 20% parking discount will be granted from the 95 required spaces used, due to size of the parcel and density of the proposed use.

Findings:

1. The proposed development is consistent with the Planned Unit Development concept of providing zoning flexibility in return for material community benefit.
2. The infrastructure proposed has a significant positive impact upon the Water Street Redevelopment Area.
3. The proposed development will be consistent with all surrounding uses.
4. The proposed development will not have an adverse impact on traffic or other public services and infrastructure.
5. The proposed development meets several Master Plan goals for the City and for the Water Street Redevelopment area.

Exceptions:

1. Lot width exceeds maximum by 22'. Exception requested.
2. The building encroaches into side yard setback, leaving approximately 1' to the south and zero feet to the north. Exception requested.
3. Frontage build-out exceeds maximum by 9%. Exception requested.
4. No circulation plan provided. Exception requested due to lack of other development at this time.
5. Exception requested for street tree dimensional requirements, other than distance from streetlights, due to site considerations.

Conditions:

1. No main entrance shown. Applicant will show main entrance on the corner of River and Gilbert Street.
2. No sign plan provided. The applicant is to provide at time of sign permit application.
3. No marked crosswalks within parking lot or across driveways. The applicant is to provide.
4. Applicant will increase the total parking bay and maneuvering aisle width from 58' to 62'.
5. Sidewalks shown along one side of streets only. Sidewalks shall be constructed along both sides of streets.
6. The site grading shall be revised to accommodate the extension of South Street and the future extension of Lincoln and Gilbert Street.
7. The first flush volume must be treated prior to discharge from the site. Off-site detention will not be required.

DRAFT

8. The domestic water service will require review and approval from YCUA.
9. A dedicated fire protection line and FDC shall be provided that meets the requirements of the Fire Department.
10. The sidewalk perpendicular to parking shall be a minimum of 7' wide.
11. A circulation plan shall be provided that shows the site can accommodate refuse vehicle movements.
12. The proposed road geometry shall be in accordance with that provided by the City Engineer.
13. The full right-of-way shall be developed for all proposed streets. This includes parking bays and sidewalks on both sides of the street.
14. Dead end intersections shall be continued to the spring point in the terminus direction.
15. The proposed utility sizes do not coincide with the utility master plan. The City/YCUA will provide additional information during the engineering plan review phase on required public utility sizing. YCUA review and approval will be required for all proposed water main and sanitary sewer.
16. River Street shall be three lanes from Michigan Avenue 250 feet south. A 75 foot taper is required to transition back to the two lane section.
17. South Street shall continue to the connection at Park Street.
18. Water Street shall be relabeled as "Gilbert Street".
19. Lighting: >0.5 fc shown at lot line, applicant will show photometric both with and without streetlights to ensure adequate coverage.
20. Masonry rubbish enclosure is 8' tall; note on the site plan that dumpster shall not exceed 7' in height.
21. Applicant will provide a 30" knee wall in lieu of shrubs along South Street screening parking spaces from the public right-of-way between parking lot and dumpster enclosure.
22. Provide cover for 16 bike parking spaces shown. Provide alternative vehicle or bicycle parking spaces to satisfy the requirements of Sec. 122-837(6).
23. Applicant will provide a minimum of two containers for refuse.
24. Applicant will provide a mix of species that are more diverse and ensure that the trees planted on River and Gilbert is of similar form and size.

The motion was supported by Commissioner Bedogne. A roll call vote was taken and carried unanimously 5:0.

2. **Nonconforming use ordinance revision**

Commissioner Hollifield moved to open the public portion of the hearing (Support: H. Jugenitz) and the motion carried unanimously.

Zach Fosler, Exec. Director, Ypsilanti Housing Commission – he stated that the proposed update is very critical to the YHC's mission of promoting quality affordable housing for their residents, and most directly for the Strong Housing Project involving the substantial renovation of 112 units of existing deteriorating housing, including Paradise Manor, Hollow Creek, Towner Apartments and other lower density quads and duplexes scattered over 12 locations throughout the city. The Strong Future Project has been stalled due to threats imposed by current language in the City's Zoning Ordinance, which prohibits the continuation of legal non-conforming uses and the rebuilding of legal non-conform buildings, which may be

damaged or destroyed in the future. The update to the Zoning Ordinance is critically important for the Strong Future Project because the project is financed with low income housing tax credits, which are awarded on the continuation of the number of rentable units. Tax credits require that each of the units remain available as affordable housing for the fifteen year compliance period.

The Ypsilanti Housing Commission encourages the Planning Commission to approve a modification to the City's existing zoning ordinance to implement a process to allow for the special designation of certain existing residential non-conforming uses and structures that would allow them to be rebuilt and continued for the same use provided other conditions and safeguards are satisfied to protect surrounding conforming uses and to have that special designation determined upfront similar to a special use permit.

Mr. Fosler added that he applauded the Planning Department for recognizing and responding to this administrative roadblock by proposing the changes to the zoning ordinance.

Copy of Mr. Fosler's presentation was included for the record.

Commissioner Jugenitz moved to close the public portion of the hearing (Support: A. Bedogne) and the motion carried unanimously.

Ms. Wessler stated that during the Master Planning public input process and the zoning ordinance input process, staff heard from residents who were not unwilling to allow nonconforming multifamily uses in lower-density/lower-intensity zoning districts (such as a three apartment in a single family residential area), but who were not pleased with the prospect of new multifamily uses and were also concerned with the potential loss of the investment these multifamily uses represented. At the time, staff was unable to find a way to allow these uses to continue, without allowing new uses as well. Staff, with our consultants, has found a possible solution in Trenton's zoning ordinance; a special category for certain types of nonconforming uses, called "nonconforming A."

Trenton has a 2 tier system, nonconforming A and nonconforming B. Designation A is a special status that allows one to apply for that designation and if approved, it would allow rebuild rights. Designation A calls for a sketch plan; similar to a site plan. If the building was destroyed it would be allowed to be re-built. Under our current ordinance, that would not be allowed.

Class B non-conforming structures – do not have special designation, and would be treated as our zoning ordinance currently treats nonconformities. During our zoning charrettes the way it was worded people would have 18 months to rebuild these non-conforming structures after they had been destroyed, and staff is asking PC to confirm that clause again tonight.

Higher-density multifamily uses in lower-density residential districts would be eligible to apply for A. The process would be similar to a special use process, requiring public noticing and certain findings of fact; the status could run with the land. Ms. Wessler is asking Planning Commission to review the draft ordinance and recommend changes as needed in particular with regard to Sec 122-207(c)(4). She attached a draft of the ordinance as well as the current ordinance for their review and explained in detail the differences. There is a lot of difficulty to

get financing for non-conforming and this would be a mechanism to come to the Planning Commission to resolve that issue. Commissioner Zuellig asked Ms. Wessler to present a hypothetical case as an example for further clarification, which she did.

After much discussion on the subject, Commissioner Jugenitz moved that the Planning Commission approve Article VI, Non-Conforming Uses, Buildings, Structures or Lots with the following modifications:

1. Addition of CN-SF district to the list of eligible districts
2. Addition of revocation clause
3. Include conformance to the property maintenance code as prerequisite of approval
4. Addition of "odor" as a criteria in Sec 122-209
5. Note to staff to confirm Planning Commission's approval of the 18 month timeline for repairing any damage or rebuilding a nonconforming structure

The motion was supported by A. Bedogne. A roll call vote was taken and carried unanimously 5-0.

VI. NEW BUSINESS

1. Capital Improvements Review – Water Street Infrastructure

Ms. Wessler stated that this is just confirmation from the Planning Commission on the A & B Streets – the sections and intersections and no parking sections. Ms. Wessler stated that this was briefly covered during the Herman & Kittle review.

Ms. Wessler added that staff is looking for general approval. After further discussion by board members including comments from our engineer, Marcus McNamara, OHM, Ms. Wessler stated that what she is hearing from the board is the general approval with the addition of more information about specific treatment of the streets, including bio swales and/or rain gardens at the intersections, addition of the trees and/or street lights to underscore that we do want these here, the special treatment along the cross section of Gilbert Street affecting the Linear Park, and to provide lighting banners.

No further comments were added by the board members.

2. Engineering Standards (OHM)

Marcus McNamara, Engineer, OHM – stated that typically the Engineering Design Standards and Site Development Procedures Manual would be something that would be recommended to City Council by the Planning Commission. Mr. McNamara continued by adding that the advantage of the document is to provide clarity to developers so they can understand the process, level of engineering that is required, procedures to ensure stormwater requirements, etc. design checklist and reference of materials that are most commonly required, grading certification, etc.

He added that they do these standards for many other communities. It does not get into specifics of the Master Plan of the city, but is used more for the Planning

Commission to determine that it meets all the other criteria, and that this is the way it has to be built.

Commissioner Jugenitz referred to the General Plan Requirements and asked about the possibility of a checklist. She asked if there was another document that lays out these requirements. Mr. McNamara responded that they have had a separate engineering checklist in the past, but that got cumbersome and caused confusion on the part of the applicant as to which part of the process they were in and they would end up putting in too much/not enough detail. He could highlight the section that shows more general information. Mr. McNamara asked that the board members get together with Ms. Wessler to see about something specific but he has seen in the past that this could work both ways, for and against, since depending on the site, someone can end up doing more than is actually required.

Commissioner Zuellig stated that she would like to see included a cross reference of pervious paving – by adding comments or additional information to reference the most current information that is out there. Mr. McNamara does not recommend writing a standard that is more specific than is necessary since it is constantly being revised. He would suggest adding information where they can reference the most current technology out there including but not limited to grass pavers, concrete pavers, etc.

Commissioner Bedogne moved that Planning Commission recommend to City Council engineering standards as presented at the March 18, 2015 meeting, with the additional recommendation and improvements recorded by staff during Planning Commission's discussion and recommend City Council's adoption (Support: H. Jugenitz). A roll call vote was taken and the motion carried unanimously 5:0.

VII. OLD BUSINESS

1. Angled Lot Line memo

Ms. Wessler stated that at the February Planning Commission meeting, discussion was held about how to address sites with a front lot line that is not perpendicular to its side lot lines. The question being whether buildings would be required to follow the angle of the front lot line, with related questions about how that would impact frontage build-out as well as front and side setbacks. The memo was included in the packet and will be on file and distributed to new Planning Commission members for their review.

VIII. FUTURE BUSINESS DISCUSSION/UPDATES

1. Another text amendment on blight
2. Special Use for Towner Street
3. Capital Improvement Plan
4. Student Presentation
5. April meeting reminder: Next month's meeting will be begin at 6:30 p.m. instead of the regularly scheduled time of 7:00 p.m.
6. Annual Report Update: Ms. Wessler stated that the annual report will be included in the April meeting.

DRAFT

IX. COMMITTEE REPORTS

Non-Motorized Committee: The meeting minutes will be included in the April meeting.

X. ADJOURNMENT

Since there was no further business, Commissioner Jugenitz moved to adjourn the meeting (Support: P. Hollifield). The meeting adjourned at 10:50 p.m.

DRAFT

Please Follow the Links Below to Riverwalk Commons Site Plan and Rendering

Site Plan

https://www.dropbox.com/s/8earjznj583qvcd/Riverwalk%20Commons%20Site%20Plan%202015-04-02.pdf?dl=0

Rendering

https://www.dropbox.com/s/v8edjoo28dybdwo/RiverwalkCommons%5B1%5D.jpg?dl=0

Barr, Anhut & Associates, P.C.
ATTORNEYS AT LAW

105 Pearl Street
Ypsilanti, MI 48197
(734) 481-1234
Fax (734) 483-3871
www.barrlawfirm.com
e-mail: jbarr@barrlawfirm.com

John M. Barr
Karl A. Barr
~~~~~~~

Jesse O'Jack ~ Of Counsel
William F. Anhut ~ Of Counsel – Retired
Jane A. Slider ~ Legal Assistant

REQUEST FOR LEGISLATION

DATE: May 8, 2015

FROM: John M. Barr, Ypsilanti City Attorney

SUBJECT: Grant Application for Blight Elimination

SUMMARY/BACKGROUND

The Michigan Land Grant of the Michigan State Housing Authority is accepting grant applications for up to $250,000 per applicant for blight elimination. Staff is requesting authorization to apply. There is no match.

ATTACHMENTS: Proposed Resolution, information

RECOMMENDED ACTION: Adoption of the Resolution

DATE RECEIVED:_____ AGENDA ITEM NO.

CITY MANAGER COMMENTS:

FOR AGENDA OF:_____ FINANCE DIR. APPROVAL

COUNCIL ACTION TAKEN:
~~~~~~~

Resolution No. 2015-110
May 14, 2015

RESOLUTION AUTORIZING STAFF TO APPLY FOR BLIGHT ELEMINATION GRANT

IT IS RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI that Whereas the Michigan State Housing Authority Land Bank is accepting grants for up to $250,000 for Blight elimination; and

Whereas Ypsilanti City staff has the necessary expertise to apply for and administer such a grant; and

Whereas there is no match required; and

Whereas there are projects in the City that would qualify.

Now Therefore, the city staff is authorized to apply for a Blight Elimination Grant with the Land Bank of the Michigan State Housing Authority, and the City Manager is authorized to sign any and all necessary documents to apply.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

2015 Michigan Blight Elimination Program Statement and Application

Program Statement

Introduction

In 2012, Michigan Attorney General Bill Schuette and other participating state Attorneys General entered into a settlement with the five leading bank mortgage servicers. The National Mortgage Settlement requires servicers to provide monetary sanctions and relief and mandates comprehensive reforms in mortgage loan servicing. Michigan received $97.2 million for the purpose of creating the Homeowner Protection Fund and a portion of these funds were appropriated by the Legislature to Michigan State Housing Development Authority (MSHDA). In 2014, $3.7 million of this funding was repurposed to continue to address blight elimination needs across the state. The Blight Elimination Program has already funded approximately $25M in demolition projects dating back to 2012 and will use the newly repurposed funding to continue efforts to demolish vacant and abandoned structures and promote public safety, stabilize property values, and enhance economic development opportunities.

Maximum Award: The maximum award per proposal will be Two Hundred and Fifty Thousand and 00/100 Dollars ($250,000.00).

Eligible Applicants: County Land Banks and local units of government. Limit one proposal per applicant.

Eligible Projects:

- Projects involving demolition or partial demolition of commercial buildings that are part of a development project with funding commitments.
- Projects involving demolition of blighted residential structures.
- Demolition of blighted buildings in business districts, downtowns, or commercial corridors.

Ineligible Projects:

- Projects involving residential demolition in designated Help for the Hardest Hit Blight Elimination cities.
- Projects submitted by applicants with more than $1,000,000 in undisbursed HHF funds.
- Demolitions of industrial property.
- Demolition of properties that are listed in the National Register of Historic Places (either individually or as part of a historic district) or those found within local historic districts designated under 1970 PA 169 for which the State Historic Preservation Office (SHPO) and/or the local historic district commission has not already approved demolition.

Evaluation: Proposals will be evaluated based on their anticipated impact in promoting public safety, stabilizing property values, enhancing economic development, public and private investment in the project and their alignment with a local place plan or other placemaking effort.

Individual Application Scoring:

Applications will be scored on a 25-point scale, with a total of 5 possible points available in each of five categories: public safety, property value stabilization, economic development opportunities, and additional investment, and placemaking.

Five points will be scored where the application demonstrates that the project meets the criterion exceptionally well, four points will be scored where the project serves the goal to a high degree, three points will be scored where the project serves the stated goal, two points will be scored where the project marginally serves the goal, and one point will be scored where the project does not meet the stated goal.

Category 1 - Public Safety: How the project promotes public safety. For example, a project that targets demolition to eliminate unsafe structures in or adjacent to a school, hospital, business district, public park, or core neighborhood institution increases public safety and will score highest in this category.

Category 2 - Property Value Stabilization: How the project will have a positive or stabilizing effect on property values in the project area. For example, a targeted residential demolition approach will score higher in this category than a scattered residential demolition approach.

Category 3 - Economic Development Opportunities: How the project will complement or enhance any existing economic development in or near the project area. An economic development opportunity may be any recent or current public or private investment project intended to have a positive economic effect in the community such as downtown redevelopment.

Category 4 - Additional Investment: Describe any additional public or private investment including matching funds or other funding sources. Projects with the highest amount of funding in the project leveraged from other sources will score highest in this category. The scale for scoring the percentage of dollars leveraged will be as follows:

- ☐ 81% and Up (5 points)
- ☐ 61% - 80% (4 points)
- ☐ 41% - 60% (3 points)
- ☐ 21% - 40% (2 points)
- ☐ 1% - 20% (1 point)

Only leveraged dollars for which evidence of written commitment included in proposal will be counted towards scoring.

Category 5 – Placemaking: Projects that can show direct alignment with a locally adopted place plan or that support another placemaking initiative such as supporting a missing middle housing strategy, facilitating a mixed use development, or similar items will score highest in this category.

Eligible Properties

Only vacant and abandoned blighted structures may be demolished. A structure is blighted if it meets any of the following criteria:

- Public nuisance according to local codes or ordinances.
- Fire hazard or otherwise dangerous to the safety of persons or property.
- Has had utilities, plumbing, heating or sewerage disconnected, destroyed, removed, or rendered ineffective so that the property is unfit for the intended use.
- Publicly-owned blighted properties are automatically eligible for demolition.
- Privately-owned properties may be demolished but only after obtaining legal authority to demolish through your local dangerous building ordinance or by owner consent.

Administration of Project Funds

Applicants must demonstrate the capacity to administer the grant funds in a cost-efficient manner and to meet applicable deadlines including specific information on staffing, status of procured demolition contractors and ability to procure and manage onsite work. Applicants may be asked for additional information and documentation.

Allowable Costs

Not more than 5 percent of funds may be expended on project administration including project management. At least 95 percent of the funds shall be spent on demolition-related activities including but not limited to utility disconnect fees, demolition costs, permit fees, abatement of hazardous materials, cost of labor, trucks and fuel, landfill costs for waste, air-monitoring at demolition sites, concrete and seeding. Only reasonable and necessary costs that are directly related to demolition and are supported by the solicitation of multiple bids are eligible. Funds may not be used for property acquisition or redevelopment.

Reporting

Grantees will be required to provide written monthly progress reports to the Michigan Land Bank detailing work completed by address, a detailed accounting of the project, project milestones and other relevant information.

Reallocation of Funds

Funding commitments will be recaptured and the funds reallocated if the applicant fails to provide necessary information, fails to meet deadlines, fails to secure the necessary agreements and approvals within the established timeframes, or otherwise fails to comply with program requirements in a manner sufficient to allow for the satisfactory completion of the project. Recaptured funds will be used to fund or partially fund applications received in this round or parts of proposals submitted as part of this application process.

Application Submission and Review

Applications must be mailed or delivered to the following address:

Hand Delivery or Private Courier:
Michigan Land Bank, 735 East Michigan Avenue, Lansing, Michigan 48912

Regular US Postal Service: **Michigan Land Bank, PO Box 30766, Lansing, Michigan 48909**

Applications must be received by 5:00 p.m. on June 1, 2015. Late applications will not be considered. Applications will be evaluated by MSHDA and the Michigan Land Bank. Decisions on selected projects are expected by June 30, 2015. Demolition work must begin as soon as possible during the 2015 construction season.

Site control for all properties submitted for demolition must be established in 90 days from preliminary award date. Failure to gain site control within this timeframe will result in the preliminary award being recaptured and the funds reallocated.

Demolition work must be completed and funds expended and drawn within one year of the grant award. Projects will be reevaluated at quarterly milestones, and any project not on track to commit and expend funds may be subject to recapture and reallocation to the next highest scoring project.

Questions - Questions about the application may be emailed to huntingtonj@michigan.gov up until 5:00 p.m. on May 22, 2015.

Application

A complete application must include all of the following information:

Project Applicant:
Name, Address, Phone
Point of Contact Name, Address, Phone, Email

Project Summary: Provide a brief narrative including a description of the project area, the proposed demolitions, and the amount requested.

Detailed Project Description:

- ☐ Provide a property list, sorted by street address. Include a condition assessment of each property and ownership information.
- ☐ Disclose any known environmental problems.
- ☐ Identify any property slated for demolition that is in an historic district or listed in the National Register of Historic Places and attach appropriate approvals for demolition.
- ☐ Provide a map of the project area.
- ☐ Land reuse: describe the plan for restoring the land after demolition and the planned post-demolition use of the land.

- ☐ Please describe how this proposal is consistent with a local master, strategic or blight elimination plan.

Project Benefits:

- ☐ **Public Safety (5 possible points):** Explain how the project will promote public safety.

- ☐ **Property Value Stabilization (5 possible points):** Explain how the project will have a positive or stabilizing effect on property values within the project area.

- ☐ **Economic Development Opportunities (5 possible points):** Explain how the project will complement or enhance any existing economic development in or near the project area.

- ☐ **Additional Investment (5 possible points):** Please provide a list of leveraged sources, describe their use in the project, and attach evidence of written commitment.

    - ☐ 81% and Up (5 points)
    - ☐ 61% - 80% (4 points)
    - ☐ 41% - 60% (3 points)
    - ☐ 21% - 40% (2 points)
    - ☐ 1% - 20% (1 point)

- ☐ **Placemaking (5 possible points):** Explain how project directly aligns with local placemaking efforts.

Capacity: Description of the applicant's demolition or development project management experience including a description of at least two projects completed or under way, number of units demolished, and any other indicators showing capacity to administer funding for demolition.

Contractor Qualifications: All projects must be competitively bid.

- ☐ Describe the bidding process that will be used including criteria and contractor qualifications.

- ☐ Identify the entity responsible for procuring contractors, if different than the applicant.

- ☐ Provide a copy of policies and procedures for procuring contractors, including required credentials and other selection criteria.

- ☐ Identify the entity performing the demolitions, if known.

Budget: Applicants must provide a detailed project budget estimate and budget narrative including other funding sources (if applicable).

Projected timeframes: Estimated work start and finish dates, and other project timeframes.

Evidence of Local Support: Attach evidence of local support for the proposed project.

City of Ypsilanti

RESOURCE ALLOCATION PLAN

Amended 2014/2015
Amended 2015/2016

May 14, 2015

Department of Public Services
Stan Kirton, Director

City Clerk's Office
Frances McMullan, City Clerk

City Council Pg. 114
Frances McMullan, City Clerk

- 2% increase in City Council compensation.
- No increase in memberships and dues.
- Printing and Publishing increased in FY 14-15due to purchase of supplies for new City Council Members, ie. name plates, business cards.

Clerk Pgs. 116-117
Frances McMullan, City Clerk

- Professional Development increased – City Clerk attendance at the Treasurer's Institute to obtain Certified Municipal Treasurer certification . Deputy Clerk attendance at Clerk Institute to obtain Municipal Clerk certification.

- Office supplies increased to allow for purchase of a new time/date stamp machine.

- Increase in FY 14-15 contractual services due to codification of city code of ordinances. (Municode)

Treasury Pg. 117
Frances McMullan, City Clerk

- Staffing levels will remain the same
- No changes in printing and publishing, office supplies or office equipment rental.

Treasury Pg. 117
Frances McMullan, City Clerk

- Adjustments are being made as ordered by the State for Board of Review and Michigan Tax Tribunal judgments.

- No charge backs are expected for the upcoming fiscal years, so $0.00 is reflected in the FY 2014-2015 and 2015-2016 budget.

Voter Registration Pg. 118
Frances McMullan, City Clerk

Temporary wages increased for election chairs and inspectors due to Minimum Wage Ordinance (Ord. No. 1217), effective 1/15/15, and the May 5, 2015 Special Election.

Administrative Hearings Bureau Pg. 130
Frances McMullan, City Clerk

- 103 delinquent fine warning letters mailed. Payment is due by May 27, 2015. Those not paid will go to the County for lien on the property.

- No changes in staff level.

- Purchase of case management software moved from FY 2014-15 to FY15-16.

City Insurances Pg. 137
Frances McMullan, City Clerk

- Each year the Michigan Municipal League Liability and Property Pool has anticipated a possible 5% increase in premium costs for service, actual costs are not known at this time.

- MML has indicated the city will receive a dividend, however the amount is not known at this time.

City Insurances Pg. 137
Frances McMullan, City Clerk

- **Dividends History**

- 2011 - $65,487
- 2012 - $60,144
- 2013 – 46,254
- 2014 - $50,424

City Insurances Pg. 137
Frances McMullan, City Clerk

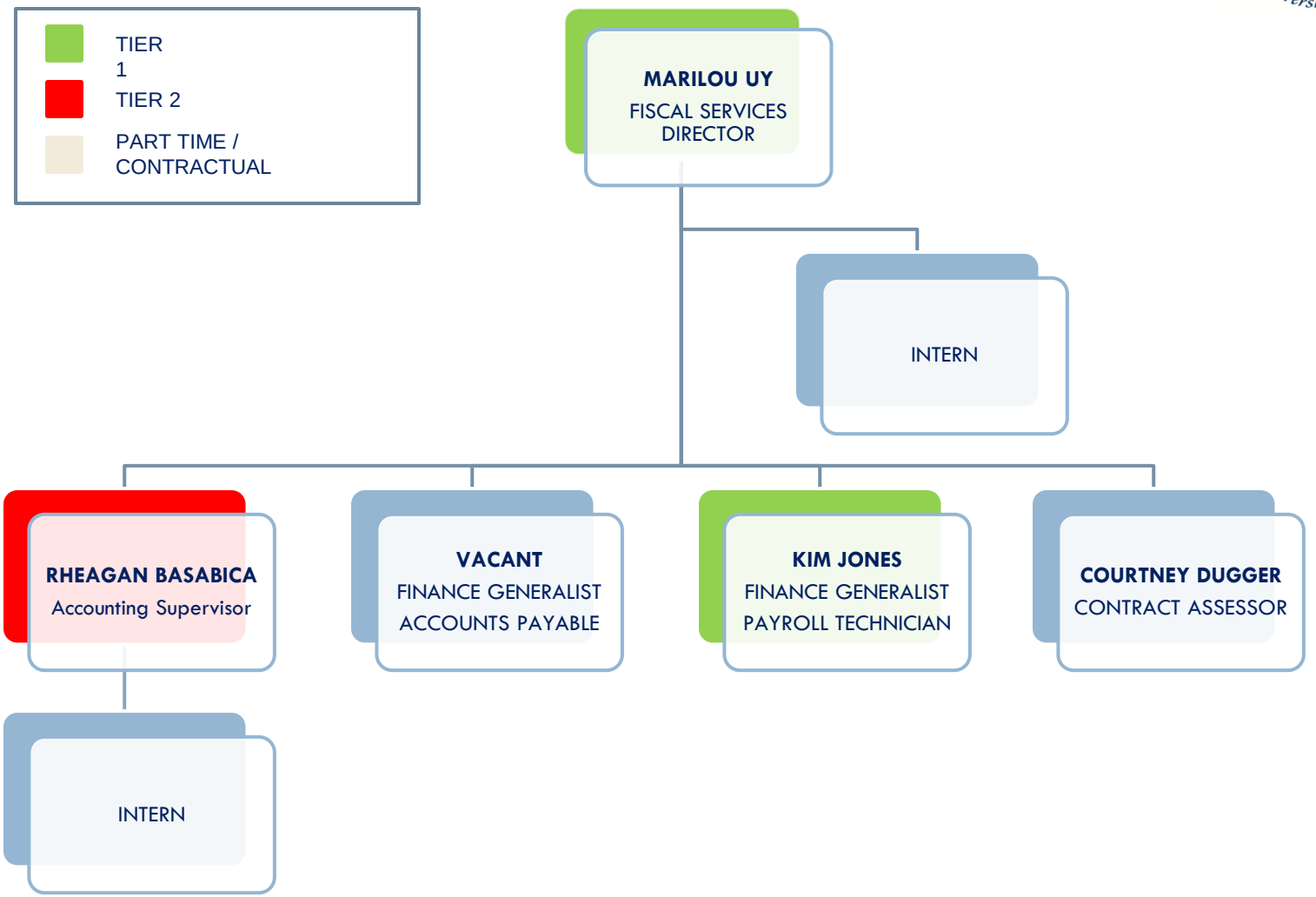
Policy Term	# of Claims	# of Open Claims	# of Police Claims
8-1-2014/2015	9	2	0
8-1/2013/2014	30	4	1 (Open)
8/1/2012/2013	14	2	1 (Open)
8/1/2011/2012	16	0	0

Capital Improvements
Frances McMullan, City Clerk

- Parking Software - $6,000 initial cost; $4800 annually
- AHB Software - $28,000
- Electronic File Conversion - $10,000 each year.

Department of Fiscal Services
Marilou Uy, Fiscal Services Director

FISCAL SERVICES ORGANIZATIONAL CHART FY 2014-2015



Fiscal Year 2014-2015 Accomplished Goals
Marilou Uy, Fiscal Services Director

- The City of Ypsilanti received the 6th consecutive year GFOA Certificate of Achievement for Excellence in Financial Reporting for its FY 2012-13 Comprehensive Annual Financial Report (CAFR)
- Abraham and Gaffney, P.C. issued an unmodified (clean) opinion of the audit for FYE 2014 with no findings
- Assisted the Administration and Human Resources Departments by providing analysis in the collective bargaining agreement negotiation
- Assisted the Human Services Department in determining the employees health care cost share by providing analysis of health care cost compared with State of Michigan hard cap and 20% of health care costs
- Trained Finance Generalist and Finance Interns on their duties and responsibilities. Cross training of staff resulted in improved efficiency and customer service.
- Implemented the Property Transfer Affidavit penalty fee for late filings, to ensure current and up-to-date information in the assessing database.

General Accounting Pgs. 105, 115, & 116
Marilou Uy, Fiscal Services Director

FY2015-2016

- The cost reimbursement revenues increased due to increase in the personnel cost charged to DDA & Fire and police pension fund for providing financial services.
- The increase in wages is due to the promotion of the General Accountant II to Accounting Supervisor, for passing the CPA Board examination with the State of Michigan Department of Licensing and Regulatory Affairs, and for completing the requirements to practice CPA profession, and the hiring of a Part Time Accounts Payable Generalist.
- Overall impact – FY 2015-2016 is $17,744 higher than FY 2014-2015 original budget, or $44,402 higher than the 2014-2015 amended budget.

Assessing Pg. 118
Marilou Uy, Fiscal Services Director

- The cost of contracting with WCA assessing remained the same for the FY 2015-2016. They will continue to provide services to the City constituents three days a week. The contracting services also included payments to the Board of Review
- Overall impact – Expenses last year is the same for FY 2015-2016.

Fiscal Year 2014-2015 Goals
Marilou Uy, Fiscal Services Director

- Apply for the Distinguished Budget Presentation Award from the Government Finance Officers Association for the City's FY 2015-16 Budget.
- Apply for the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for the City's FY 2013-14 Comprehensive Annual Financial report
- Strive to maintain and achieve the City Council goal of long-term financial viability and sustainability by maintaining unassigned fund balance to equal more than 10% of yearly operating expenditures
- Continue providing data for updating the 5 year financial projection for Council's tool in their decision making.
- Continue providing reports, trends, and analyses to assist the City Manager in his decision making.

Fiscal Year 2014-2015 Goals
Marilou Uy, Fiscal Services Director

- Ensure fiscal integrity by monitoring revenues and expenditures and administering the budget adopted by the City Council
- Continue assessment of the internal control, improve efficiency and customer service
- Continue cross-training staff to provide assistance and back-up coverage for daily operation
- Continue implementing the Property Transfer Affidavit penalty fee for late filings, to ensure current and up-to-date information in the assessing database.
- Solicit proposal for professional services to conduct Other Post Employment Benefit actuarial valuation (OPEB)

Senior Center Pgs. 111, 134 & 135
Marilou Uy, Fiscal Services Director

Senior Center

- Renovation will be made to kitchen to increase rental options ($72,518). Funding from WC-CDBG grant ($57,518).
- City pays 50% of utilities and janitorial services ($8,665).
- Continuing the Senior Nutrition Program funded by a grant from Washtenaw County ($11,600) from 10/1/13 to 9/30/14.
- Received another Senior Nutrition Program funded by Washtenaw County ($11,600) from 10/1/14 to 9/30/15.

Parkridge Center, Pg. 112 & 136
Marilou Uy, Fiscal Services Director

Parkridge Community Center

- City operating agreement with Washtenaw Community College to operate the center ends on 12/31/2014, with an annual, automatic renew clause
- Funding will continue to run through the Ann Arbor Community Foundation (primary donor is Mr. Barfield)
- City pays 50% of utilities and janitorial services ($8,370) and will fund two months operating expenses for FY 2015-16 ($9,236)

Recreation-Swimming Pool Pgs. 112, 137, & 134
Marilou Uy, Fiscal Services Director

Recreation- Swimming Pool

- The agreement between the City and the Friends of Rutherford Pool included hiring, screening and processing of payroll for the Friends' employees. Friends will reimburse the City from the pool revenues. Total budgeted personnel and overhead cost for FY 2015-16 $ 50,066.

Rutherford Pool Renovation Grant

- Final expenses paid in FY 2014-15 was $11,223. Final accounting of revenues and expenses required a transfer out from General Fund to the Rutherford Pool $20,154.

Sick & Vacation Pg. 137
Marilou Uy, Fiscal Services Director

	FY 2014-15	FY 2015-16
AFSCME	(1) $6,000	
Ypsi Fire Assoc.	(1) $14,000	(1) $12,000
Non-Union	(1) $30,000	(2) $45,000
Active Employees pay-outs	$60,000	$65,000
Projected pay-out due to retirement	-0-	$71,000
Total Est. S&V payouts	$110,000	$193,000

- 16 employees have met criteria to retire.
  7 Non Union, 6 IAFF, 2 POAM, 1 AFSCME

Marilou Uy, Fiscal Services Director

Michigan Tax Tribunal (MTT) & Washtenaw County (WC) Charge backs Pg. 138

- MTT, foreclosed property, charge back budgeted for FY 2014-2015 $225,000:

MTT – Chatham & Misc	$168,452.32
Foreclosed property	22,360.66
TIFA Reimbursement	21,591.00
BOR & PA 105 Interest	3,806.54
Total	$216,210.52

- Budgeted $30,000 for FY 2015-2016. Will Work with Washtenaw County to be current with the charge backs.

Transfers & Contributions – Pg. 138
Marilou Uy, Fiscal Services Director

Description	FY 2014-2015	FY 2015-2016
Contribution to the Friends of Rutherford Pool	$20,154	0
Water Street (252)	$34,658	$30,668
Go Bond (316)	$36,113	$39,705
Capital Improvement (414)	$291,492	$436,910
Water Street Bond (477)	$1,376,640	$1,377,603
General Retiree's Health Care	$366,261	$410,191
Total Transfers & Contribution Out	**$2,125,318**	**$2,295,077**

Marilou Uy, Fiscal Services Director

General Obligation Bonds Pgs. 177-182, 204 -205, 208-209
Water/Sewer Revenue Bonds Pgs. 183-186,200-203,206-207, 210-22

FY 2014-2015	Beg. Balance	Principal	Interest	End. Balance
Primary Government				
General Obligation Bonds	$19,925,000	$1,800,000	$957,357	$18,125,000
Revenue Bonds	$28,612,720	$1,865,000	$917,725	$26,747,720
Capital Lease	$158,433	$24,647	-	$133,786
Loans and Agreement	$3,090,350	-	-	$3,090,350
Sub-Total	$51,786,503	$3,689,647	$1,875,082	$48,096,856

DDA General Obligation Bonds Pgs. 204-205
DDA Revenue Bonds Pgs. 176
Marilou Uy, Fiscal Services Director

FY 2014-2015	Beg. Balance	Principal	Interest	End. Balance
DDA				
General Obligation Bonds	$670,000	$55,000	$28,948	$615,000
Revenue Bonds	$26,259	$19,466	$ 1,046	$6,793
Sub-Total	$696,259	$74,466	$29,994	$621,793
Total Debt	$52,482,762	$3,764,113	$1,905,076	$48,718,648

General Obligation Bonds Pgs. 177-182, 204-205, 208-209
Water/Sewer Bonds Pgs. 183-186, 200-203, 206-207, 210-223
Marilou Uy, Fiscal Services Director

FY 2015-2016	Beg. Balance	Principal	Interest	End. Balance
Primary Government				
General Obligation Bonds	$18,125,000	$1,860,000	$923,227	$ 16,265,000
Revenue Bonds	$26,747,720	$1,850,000	$873,104	$24,897,720
Capital Lease	$133,786	$20,714	$3,933	$113,072
Loans and Agreement	$3,090,350	-	-	$3,090,350
Sub-Total	$ 48,096,856	$ 3,730,714	$1,800,264	$44,366,142

Marilou Uy, Fiscal Services Director

DDA General Obligation Bonds Pgs. 204-205
DDA Revenue Bonds Pgs. 176

FY 2015-2016	Beg. Balance	Principal	Interest	End. Balance
DDA				
General Obligation Bonds	$615,000	$55,000	$26,858	$560,000
Revenue Bonds	$6,792	$6,792	$377	-
Sub-Total	$621,792	$61,792	$27,235	$560,000
Total Debt	$48,718,648	$3,792,506	$1,827,499	$44,926,142

Capital Improvement Fund (414) Pgs. 192-197 Marilou Uy, Fiscal Services Director

FY 2014-2015 Amended Budget

Computer Equipment - Details in Capital & Debt Section (Pgs. 69-71)

- Nine computer replacements for the Accounting Supervisor, Building Secretary, Finance Director, Economic Development Director, Police Detective, Police front lobby, and 3 computers for the Ypsilanti Community Action Team (YCAT) . Printers for AHB, HR Generalist, and City Treasurer. IT contractual services, phone system support with Washtenaw County, annual software supports with various vendors.

Fire Capital Equipment - Details in Capital & Debt Section (Pg. 72)

- No Request.

Police Capital Equipment – Details in Capital & Debt Section (Pg. 72)

- Bullet-proof vests, Clemis lien program maintenance fee, crime lab venting machine, dive team gear, speed radar, Swat rifle optics, Taser body Cams, and Taser replacement air cartridges.

Capital Improvement Fund (414) Pgs. 192-97
Marilou Uy, Fiscal Services Director

FY 2015-2016 Amended Budget

Computer Equipment - Details in Capital & Debt Section (Pgs. 69-71)

- 19 laptops and 32 desktops is scheduled to be replaced this year. Printer replacement for Finance Generalist-Payroll, City Manager, Planning, and HR Manager. Case management software for AHB, Redesign website, digitize record, IT contractual services, phone system support with Washtenaw County, and annual software supports with various vendors.

Fire Capital Equipment – Details in Capital & Debt Section (Pg. 72)

- Partner K-12 saw, Amkus Power Unit Jaws, fire hose, SCBA & thermal camera, Gas monitors, rope and high angle rescue equipment, tempest positive pressure fan, and treadmill.

Police Capital Equipment - Details in Capital & Debt Section (Pg. 72)

- Bullet-proof vests, Clemis lien program maintenance fee, K-9, taser body cameras, Taser replacement air cartridges, and finger print equipment.

Capital Improvement Fund (414) Pgs. 192-197
Marilou Uy, Fiscal Services Director

PROJECTS-Pg. 195-196	FY 2014-2015	FY 2015-2016
FACILITY IMPROVEMENTS		
YFD ROOF REPLACEMENT	$12,000	$120,000
YPD CARPORT	$7,000	$40,000
DPS TRUCKPORT	$50,000	
FREIGHTHOUSE IMPROVEMENTS	$80,000	$220,000
TOTALs	$149,000	$380,000
YPSILANTI HERITAGE BRIDGE	$208,250	$581,250
RIVER'S EDGE LINEAR PARK GRANT	$203,500	$430,000

Capital Improvement Fund (414) Pgs. 192-197
Marilou Uy, Fiscal Services Director

PROJECTS Pg. 196-197	FY 2014-2015	FY 2015-2016
MID-BLOCK CROSSING-MI AVE	$24,000	$140,000
EMU MID-BLOCK CROSSING	0	$10,000
WATER STREET INFRASTRUCTURE	$40,000	$100,000
ROAD & STREET IMPROVEMENTS		
CORNELL, HARRIET, N. RIVER, PROSPECT, AND LEFORGE	$241,099	
GROVE STREET TRAILHEAD		$5,000

Economic Development Authority (415) Pgs. 198-199 Marilou Uy, Fiscal Services Director

- Economic Development Corp. (415) Pgs. 198-199

  FY 2015-16 expenses included a transfer of $100,000 to the Capital Improvement fund to help pay for the Ypsilanti Heritage Bridge project. The EDC Board & Commission agreed to transfer the fund after the construction of the bridge

Public Transit Fund (588) Pgs. 227-228 Marilou Uy, Fiscal Services Director

- The City levied 0.9789 mills for both fiscal years equivalent to $278,950 for FY 2014-15 and $282,503 for FY 2015-16.

- The collected taxes remitted to AAATA is the City share for the payment of Purchase of Service Agreement(POSA).

Fire & Police Pension Fund (732) pgs. 238-241
Marilou Uy, Fiscal Services Director

- The revenue source of this fund is from the investment earnings of the pension fund administered by the Pension Board. Additional tax revenues is derived from the Fire & Police Pension Millage that will flow through from the General Fund and 100% transferred to this pension fund. These funds will be used to pay for the bi-weekly pensions of Fire & Police Retirees.

Fire & Police Pension Fund (732) pgs. 238-241
Marilou Uy, Fiscal Services Director

PENSION	FY 2014-15	FY 2015-16
ANNUAL REQUIRED CONTRIBUTION	$1,395,423	$1,302,223
TOTAL ADVALOREM TAXABLE VALUE LESS TIFA CAPTURED VALUE, MTT LOSSES, OPRA	$283,186,358	$288,592,301
PENSION MILLAGE & REVENUES	**4.9276 Mills $1,395,423**	**4.5123 Mills $1,302,223**
LESS : SAFER GRANT MILLAGE & REV	**0.5028 Mills $142,390**	**0.3254 Mills $93,910**
NET PENSION MILLAGE & REV	**4.4248 Mills $1,253,033**	**4.1869 Mills $1,208,313**
CHANGE COMPARED FR LAST YR	**(0.3930 Mills)**	**(0.2379 Mills)**

Retirees' Benefits Fund (736) pgs. 242-245
Marilou Uy, Fiscal Services Director

- The revenue source of this fund is also from the Fire & Police Pension Millage to pay for the other post employment benefits (OPEB) of retirees.

- The OPEB millage reduction in is due to the conversion of 51% of retirees to the BCBS Medicare Advantage plan.

- The FY 2015-16 OPEB millage was part of the Fire and Police Pension Millage and tax revenues that will flow through from the General Fund and 100% transferred to this Retirees Benefit fund.

Retirees' Benefits Fund (736) pgs. 242-245
Marilou Uy, Fiscal Services Director

OPEB	FY 2014-15	FY 2015-16
PAY-AS-YOU-GO	$1,101,641	$967,987
TOTAL ADVALOREM TAXABLE VALUE LESS TIFA CAPTURED VALUE, MTT LOSSES, OPRA	$283,186,358	$288,592,301
OPEB MILLAGE & REVENUES	**3.8901 Mills $1,101,641**	**3.3542 Mills $967,897**
CHANGE COMPARED FROM LAST YR	**(0.2150 Mills)**	**(0.5359 Mills)**

Fire & Police Pension (732) & OPEB Fund (736) pgs. 238-245

PENSION & OPEB	FY 2014-15	FY 2014-15
ARC-PENSION	$1,395,423	$1,302,223
PAY-AS-YOU-GO - OPEB	$1,101,641	$967,987
TOTAL PENSION & OPEB	$2,497,064	$2,270,210
TOTAL ADVALOREM TV	$283,186,358	$288,592,301
PENSION MILLAGE	4.9276 Mills	4.5123 Mills
LESS SAFER GRANT	0.5028 Mills	0.3254Mills
NET PENSION MILLAGE	**4.4248 Mills**	**4.1869 Mills**
OPEB MILLAGE	**3.8901 Mills**	**3.3542 Mills**
TOTAL PENSION & OPEB MILLAGE	**8.3149 Mills**	**7.5411 Mills**
CHANGE COMPARED FROM LAST YR	**(0.6080 Mills)**	**(0.7738 Mills)**

Resolution No. 2015-111
May 14, 2015

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That the City Council Meeting be adjourned, on call, by the Mayor or two (2) members of Council.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE: