1. Planning Commission Regular Meeting Agenda

   Documents: 01-JANUARY 20 AGENDA.PDF

2. Planning Commission Regular Meeting Packet

   Documents: 1-20-16 PC MEETING PACKET.PDF

Agenda
Planning Commission
Council Chambers
Wednesday, January 20, 2016 – 7:00 P.M.

I. Call to Order

II. Roll Call

Roderick Johnson, Chair	P	A
Cheryl Zuellig, Vice Chair	P	A
Anthony Bedogne	P	A
Phil Hollifield	P	A
Heidi Jugenitz	P	A
Liz Dahl MacGregor	P	A
Briana A. Mason	P	A

III. Approval of Minutes

- December 16, 2015

IV. Audience Participation

Open for general public comment to Planning Commission on items for which a public hearing is not scheduled.

V. Presentations and Public Hearing Items

- Map Amendment (Rezoning): 943 N River

VI. New Business

- None

VII. Old Business

- None

VIII. Future Business Discussion / Updates

- Annual report - committee volunteers, schedule meeting
- PC/ZBA training

IX. Committee Reports

- Non-Motorized Committee –Re-appointment of Commissioners
- Non-Motorized Committee – 1/7/16 minutes
- Non-Motorized Committee – 2015 Annual Report

X. Adjournment

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PLANNING COMMISSION
MEETING MINUTES
December 16 2015
CITY COUNCIL CHAMBER
7:00 P.M.

I. CALL TO ORDER

The meeting was called to order at 7:00 p.m.

II. ROLL CALL

Present: R. Johnson, H. Jugenitz, P. Hollifield, A. Bedogne, C. Zuellig, B. Mason
B. Mason

Absent: L. MacGregor (excused)

Staff: Bonnie Wessler, Planner II
Nan Schuette, Executive Secretary
Cynthia Kochanek, Planner I
Joe Meyers, Community Development Director

III. APPROVAL OF MINUTES

Commissioner Bedogne moved to approve the minutes of November 18, 2015 (Support: P. Hollifield) and the motion carried unanimously.

IV. AUDIENCE PARTICIPATION

None

V. NEW BUSINESS

1. 1420 Washtenaw Avenue

Cynthia Kochanek, Planner, stated that this is a request for Special Use for alcohol sales and site plan approval. The property is a corner lot at Washtenaw and Cornell, with frontage on Washtenaw. There are 13 parking spaces on the site. A conditional special use permit was approved in July 1988 for an expansion of the interior service station and to operate on a 24 hour basis.

The structure is currently utilized as an automobile filling station with a small convenience store and an auto repair facility. The applicant is now seeking to expand the convenience store and include alcohol sales with the auto repair/service to be eliminated. To accomplish this, the applicant is seeking to expand the existing structure to the west and the north, thus reducing the rear setback. Staff is in receipt of a Special Use Permit application which is required for the sale of alcohol. They have also submitted a variance application for the rear setback which will be considered at the next Zoning Board of Appeals meeting.

The property is zoned NC-Neighborhood Corridor, which allows for an automobile filling station without repair and a food store with the sale of alcohol, less than 15,000 square feet as a special use.

Ms. Kochanek referred to the special use criteria and noted some of the issues they proposed - wall signs will have to be adjusted to correct size – specs on types of lights proposed is required, dumpster may need to be relocated; 6' easement along Washtenaw for the non-motorized plan and street scape is requested, engineering review is required for drainage and applicant needs to stripe a walk area from the sidewalk on Washtenaw Avenue. Waivers are requested for 9% of parking requirements, rear screening and foundation landscaping.

Staff is recommending approval of site plan and special use.

A number of questions were asked by commissioners about hours of operation, street tree requirements, sidewalks, foundation planting and the easement which were responded to by staff.

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

Tom Ballou, Focus/Design, architect for the project was accompanied by Ali Wahab, representing the project.

Mr. Ballou agreed this is a tight site – the grass along Washtenaw was removed because of the car traffic but they would not have a problem with whatever the board would require. Chairman Johnson stated that he was concerned about the lack of landscaping and he would like to see some kind of improvement in front. Mr. Ballou stated that they would be willing to work with staff on landscaping along the front. Chairman Johnson also asked about hours of operation and Mr. Wahab stated that they would like to be open 24 hours but if business does not warrant it, they will close at 11 pm, although by right, they can stay open until 2 am but could not sell liquor if the license is approved after that time.

Commissioner Zuellig had a number of concerns – she noted there is a loading area in front, and in the alley there is a service entrance, but a sign states "10' x 25' loading area in alley" - she asked if the intent is to load in the alley and if so, there would be no need for the front loading area. Mr. Ballou stated that the loading area would be in the alley and none in the front. Ms. Zuellig added that they alley is not passable and asked if they plan to pave that area and Mr. Wahab responded that they do not plan to pave the alley. Ms. Wessler added that this is a city responsibility and she does not know if DPS has the money for that. Commissioner

Zuellig also asked about transparency with either bigger windows, or more windows. Mr. Ballou stated that he can add windows in front although most of the liquor store will be storage but they have no problems adding more glass and agreed to work with staff on improvement of transparency.

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

Some discussion was held on hours of operation. Ms. Wessler stated if we did not state hours of operation, it would mean that they would close between 2:00 a.m. and 6:00 am – then if the liquor license was approved, they would have to come back on a Special Request to operate during these hours but the Liquor Control Commission would have say on whether or not they could operate 24 hours. Chairman Johnson reviewed the various conditions on the Site Plan to determine if further discussion was required. He also reviewed the proposed waivers with input from staff, as well as giving guidance to staff on same as needed. Much discussion was held on landscaping

Commissioner Bedogne moved that the Planning Commission approve the Special Use Permit for 1420 Washtenaw Avenue with the following findings and conditions:

Findings:
The application is substantially in compliance with Sec 122-165(b).

Conditions:
Special Use approval shall be subject to approval of site plan.

The motion was supported by Commissioner Jugenitz. A roll call vote was taken and carried 5:1. Commissioner Zuellig opposed.

Commissioner Jugenitz moved that the Planning Commission approve the Site Plan for 1420 Washtenaw Avenue with the following findings, waivers and conditions:

Findings:
1. The application substantially complies with Sec 122-127.

Conditions:

1. That a 6 ft easement along Washtenaw Avenue for non-motorized transportation is granted to the City.
2. Engineering approval is required for the capacity of the existing drain in the southwest area of the site and if the capacity of the drain is insufficient, then the drain will be enlarged to the needed capacity.
3. That a light be installed at the rear of the structure near the service door and specifications/cut sheets on the type of lights proposed be submitted for staff approval.
4. ZBA approval of the variance for the decrease in the rear setback.
5. The applicant shall adjust the wall sign dimensions for the sign application to meet the requirements.

6. Curbs of at least six inches in height must be installed around the perimeter of all surfaced areas.
7. That the applicant will seek to increase compliance with the ground floor transparency requirement (60%) through an additional window bay on the southern side, glass block windows on the western side or a combination of the two.

Waivers:
1. Waiver for 9% of the vehicle parking requirements due to site constraints.
2. Waiver from Sec 122-704 for two trees along Cornell frontage and 7 trees along Washtenaw frontage due to site constraints along Washtenaw Avenue with the understanding that a minimum of 50% of the requirement shall be fulfilled within the southernmost 50 feet of the parcel.
3. Waiver from Sec 122-707 due to site constraints.

The motion was supported by Commissioner Bedogne. A roll call vote was taken and carried 5:1. Commissioner Zuellig opposed.

2. Schedule of 2016 Meetings

Commissioner Zuellig moved to approve the meeting schedule for 2016 (Support: H. Jugenitz) and the motion carried unanimously.

VI. OLD BUSINESS

None

VII. FUTURE BUSINESS DISCUSSION/UPDATES

A meeting will be held in January to discuss a rezoning. The meeting will be postponed by one week to January 27th, at which time, training will also be held for both the Planning Commission and Zoning Board of Appeals.

VIII. COMMITTEE REPORTS

Minutes of Non-Motorized Committee meeting held December 3, 2015 were included in the packet.

IX ADJOURNMENT

Since there was no further business, Commissioner Hollifield moved to adjourn the meeting (Support: H Jugenitz). The meeting adjourned at 8:48 p.m.

DRAFT

City of Ypsilanti
Community & Economic Development Department

January 15, 2016

Staff Review of Rezoning Application
DTEE Solar Project-Highland Cemetery
943 N River

GENERAL INFORMATION

Applicant:	NOVA Consultants, Inc.
Project:	DTEE Solar Project-Highland Cemetery Rezoning
Application Date:	December 15, 2015
Location:	Southwest corner of the intersection of N. River St and E. Clark Rd
Zoning:	P-Park
Master Plan:	District
Action Requested:	Rezone the northern portion of the parcel to Production, Manufacturing & Distribution (PMD)
Staff Recommendation:	Approval

PROJECT AND SITE DESCRIPTION

Rezoning is requested for the northern portion of the 75 acre parcel. The total area to be rezoned is 5.015 acres. The proposed rezoned area will take up most of the parcel's street frontage on Clark Rd and the northern portion of the frontage on N. River St. A solar array is planned for the proposed rezoned area. The property is currently zoned P-Park and is used as a cemetery. The property owner wishes to allow DTE to place an easement on the property and to install the solar array.

Figure 1: Subject Site Location & Zoning

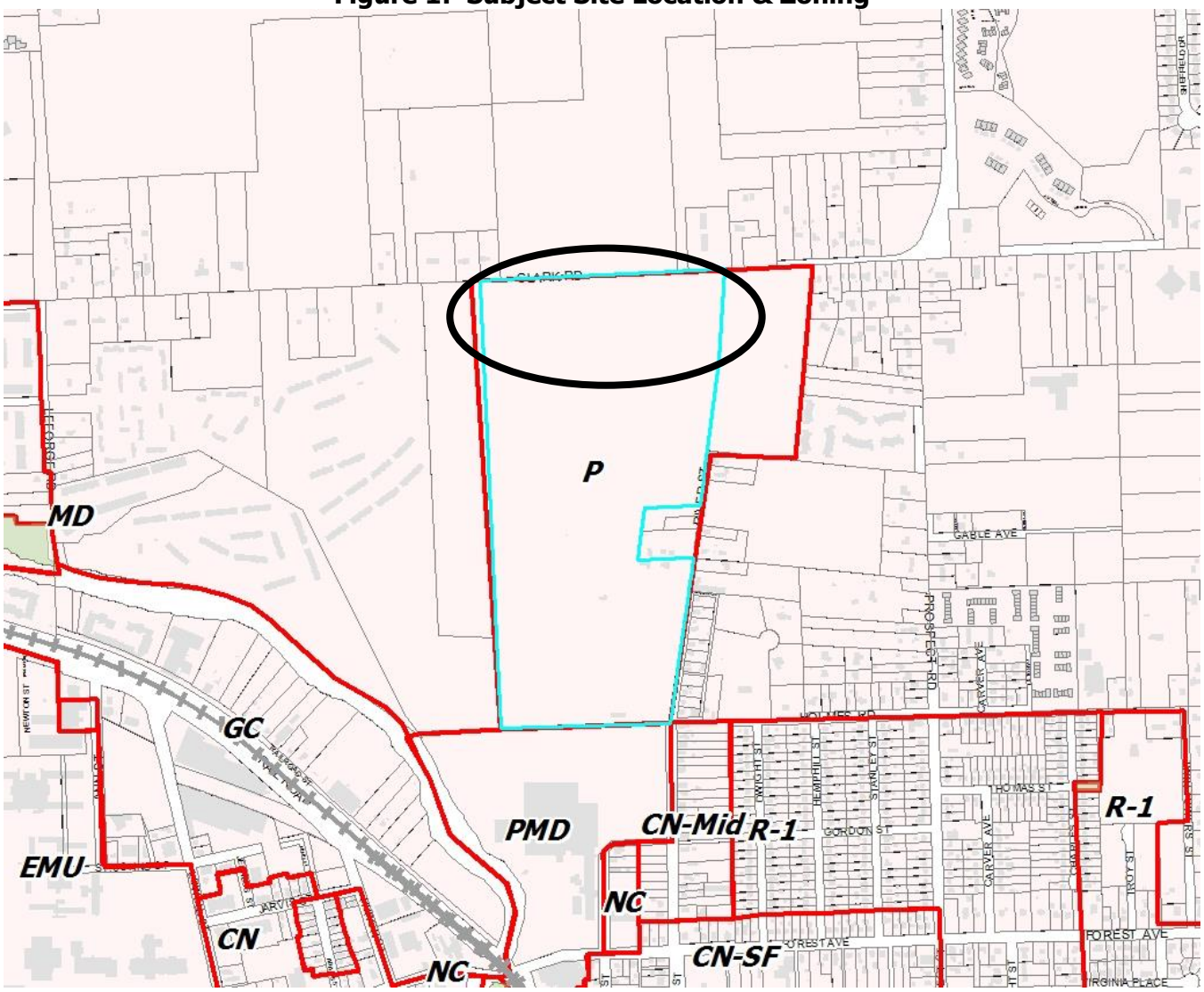
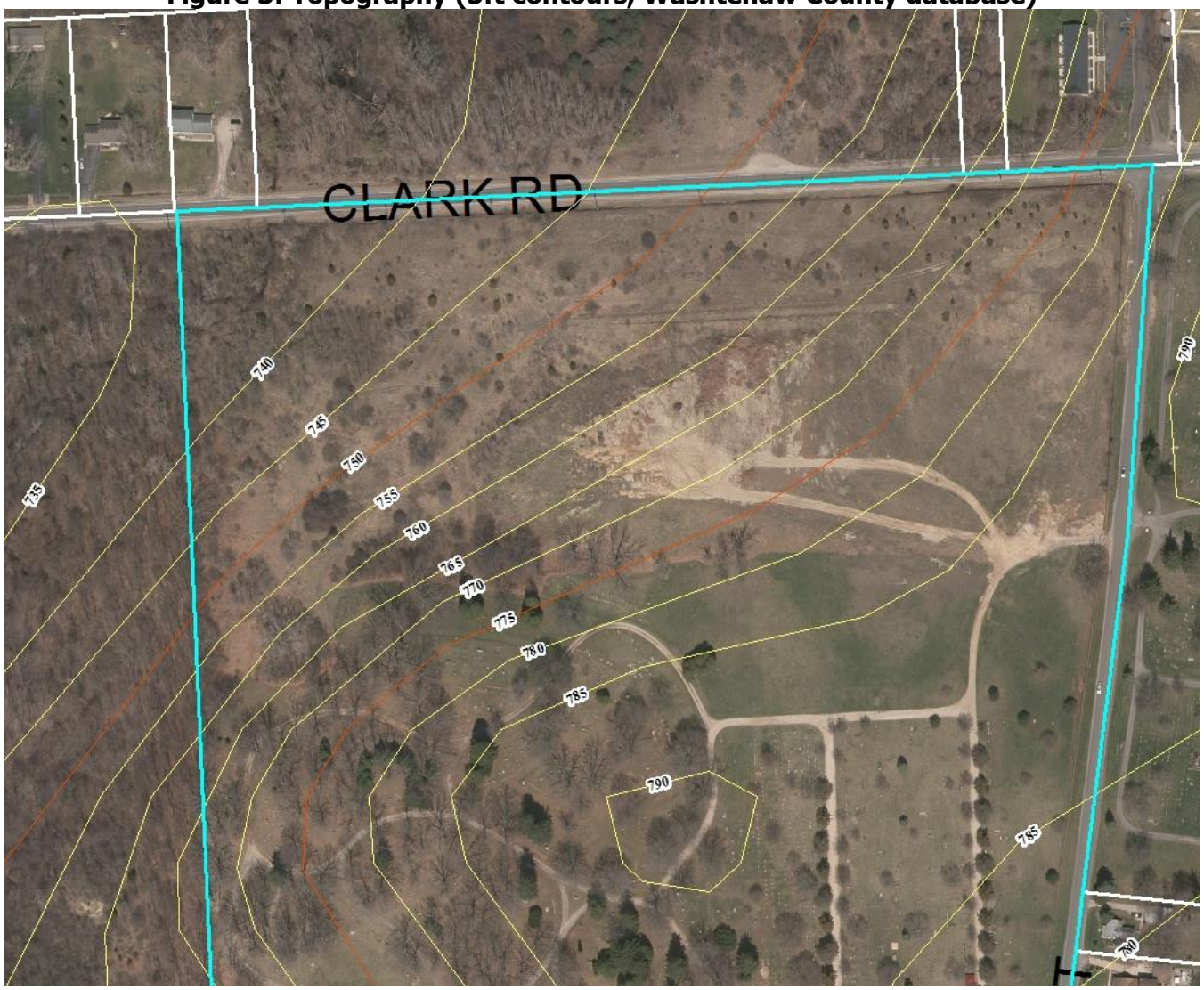


Figure 2: Site Aerial (2015)

Figure 3: Topography (5ft contours, Washtenaw County database)

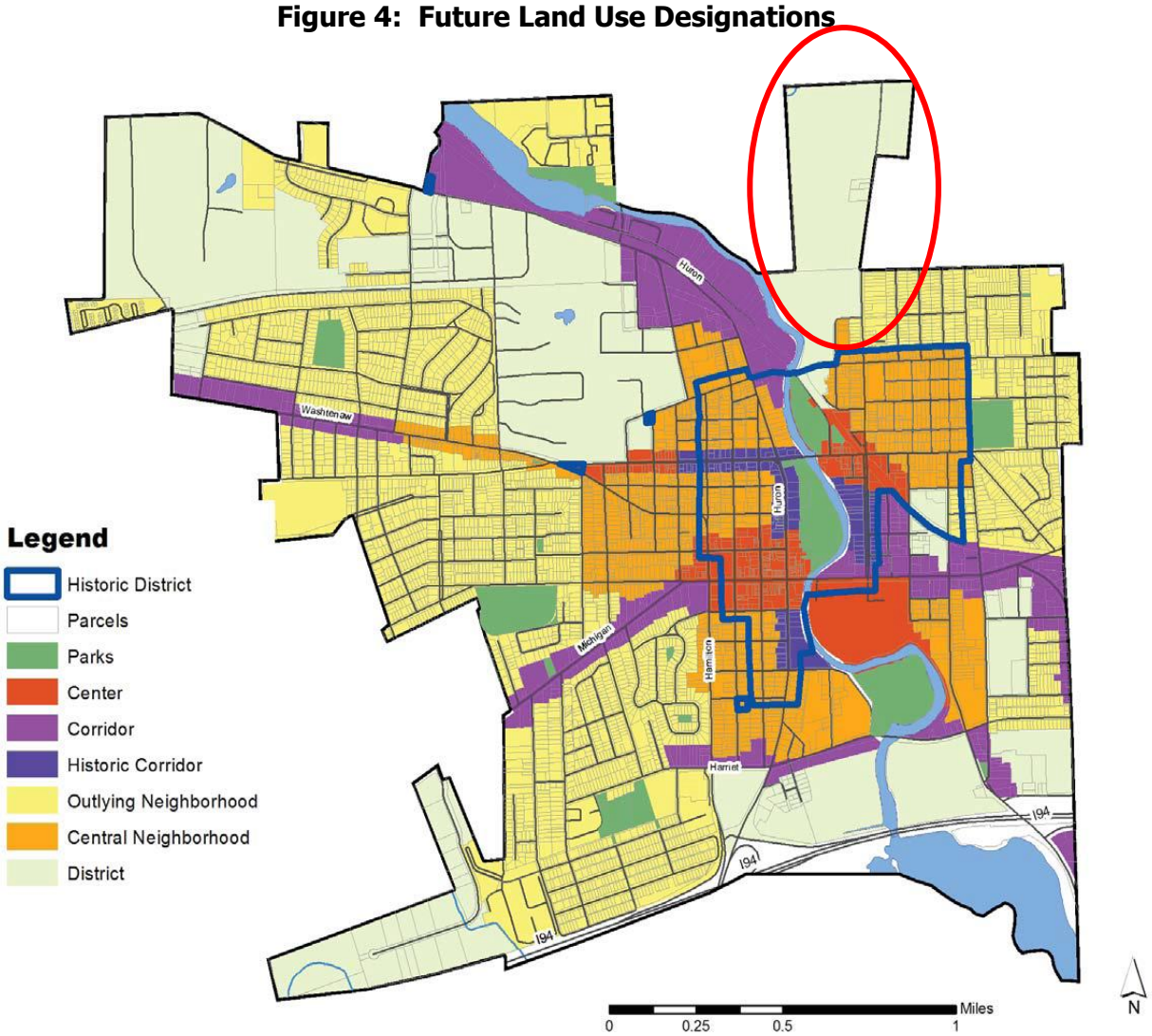


MASTER PLAN

The subject property is within the "District" future land use. These areas of the city are dedicated to a single type of activity. Special zoning districts were developed for each of these large specialty areas and they include Highland Cemetery, EMU, HHS, etc. Highland Cemetery is also specifically addressed in the Master plan as "a historic part of Ypsilanti, the cemetery should be preserved and current policies left in place." The 5.015 acre portion of the parcel that is proposed for the rezoning is currently vacant land not used by the cemetery.

The future land use map, below, shows the cemetery as District.

Figure 4: Future Land Use Designations



EXISTING LAND USE AND ZONING

Only a 5.015 acre portion of the parcel is under consideration for rezoning; it is currently an unused portion of the parcel that is bounded by Clark Rd to the north and N. River Rd to the east. This parcel is in the northern part of the City with Superior Township located directly to the north and Ypsilanti Township to the east and west.

Figure 5: Surrounding Land Use and Zoning

	LAND USE	ZONING
NORTH (Superior Twp)	Apartments Single family residential	R-7-Multiple family residential R-4- Single family residential PC-Planned Community District
EAST (Ypsi Twp)	Cemetery Single-family residential	RM-2- Multiple family residential R-4-single family residential
SOUTH	Bay Logistics	PMD-Production, Manufacturing, Distribution
WEST (Ypsi Twp)	Apartments	RM-2- Multiple family residential

REZONING IMPLICATIONS

INTENT

The stated purpose of P-Park zoning is to "preserve public and private greenspace. When surrounded by other districts, parks provide essential recreation space for urban neighborhoods. Along our river, it provides recreation as well as environmental protections. Temporary uses may be allowed to encourage use and vitality of these areas."

PMD, in contrast, is intended to "create and sustain jobs in industry and manufacturing. Operations are expected to generate waste, noise, odor and truck traffic and are required to be contained within adequately screened sites to minimize external impacts. Encourages redevelopment of underused and or vacant industrial spaces, often at the edges of the city."

Figure 6: Permitted uses in existing and proposed zonings.

P=Principal; A=Accessory; S/Res= Special Land adjacent to R-1, CN, CN-Mid, CN-SF & MD zoning, otherwise permitted; S=Special Land Use

USES	PMD	P
INFRASTRUCTURE		
Essential Services	P	P
Communication Devices	A	--
Radio & Television Studios or Stations	P	--
Radio and television towers, public utility microwaves, and public utility television transmitting towers, mobile communications towers, cellular phone towers and their accessory facilities	S	--
Utility buildings including electric and gas service buildings and yards, telephone exchange buildings, electrical transformer stations and substations, gas regulator stations, and water and propane tank holders.	S	--
Railroad yards not including manufacture and repair	S/Res	--

USES	PMD	P
Energy, electricity and heat generation plants	S	--
Landfill	S	--
Water or sewage treatment plant	S	--
Biofilatration Facility	P	--
Alternative Energy	A	A
Stormwater Control	A	A
SERVICES		
Business and professional offices and services, 15,000 square feet or greater	P	--
Business and professional offices and showrooms ancillary to the primary use	P	--
Kennels, commercial	S/Res	--
Offices for skilled trade services including but not limited to plumbing, electric, heating, and painting establishments	P	--
Repair of appliances, machines or vehicles	P	--
Self-storage facilities	P	--
Printing services, including but not limited to: publishing, engraving, photo development, lithographing, silk screening and three-dimensional printing	P	--
Construction and Landscape Contractors, contractor's yards, equipment and materials storage	S	--
Recycling centers	S	--
AUTO-ORIENTED		
Automobile Wash & Detailing	P	--
Automobile Share Parking	A	--
Truck Wash	S	--
Automobile Repair	P	--
Automobile rental (parking, storage, wash & repair)	P	--
Vehicle, Recreational Vehicle, Storage and Towing	S/Res	--
Vehicle Wrecking, Salvage, Storage of Inoperable Vehicles	S	--
RESEARCH		
Laboratories	S/Res	--
Development & Research	S/Res	--
PRODUCTION, MANUFACTURING & DISTRIBUTION		
Manufacture or processing of food products including brewing & distilling	P	--
Craft manufacturing	P	--
Medical Marijuana Growing/Manufacturing Facility	S	--
Storage, warehousing and wholesale distribution	S/Res	--
Junkyards	S	--
Central dry cleaning plants	S	--
Clothing production	P	--
Software, film, music, television and radio, and video game development & physical production	S/Res	--

USES	PMD	P
Assembly and production, from prefabricated parts, of household appliances, electronic products, hardware products, and similar products	S/Res	--
Processing or assembling of parts for production of finished equipment	S/Res	--
Dry cleaning plants or laundries	S	--
Manufacturing, Compounding, Processing, packing or treatment of such products as candy, cosmetics, drugs, perfumes, pharmaceuticals, and toiletries, except the rendering or refining of fats and oils	S/Res	--
Manufacturing of alcohol; ammonia; bleaching powder or chlorine; asphalt, including refining; brick, tile or terra cotta; chemicals; concrete or cement products; lampblack; oil cloth or linoleum; paint, oil, shellac, turpentine, lacquer or varnish; petroleum products; plastics; soap; sodium compounds; tar distillation or tar products	S	--
Manufacturing of machine tools, machinery, vehicles of all types, machine or vehicle components or that requires metal plating or galvanizing, plastic extrusion or molding or similar process	S	--
Metal Foundry or fabricating plant and heavyweight casting	S	--
Manufacture of construction materials	S	--
Manufacturing of textiles, rubber or synthetic treated products	S	--
Manufacture and repair of train cars, locomotives and track	S	--
Animal slaughter and processing	S	--
Ethanol, petroleum and fuel production, refining and storage	S	--
Passive solar structure (greenhouse, hoophouse, etc.)	P	P
Hydroponics, aquaculture and aquaponics and similar raising of food	P	--
PERFORMANCE OR STRUCTURES REQUIRING SPECIAL LAND USE		
Adult regulated uses	S	--
Outdoor storage	S/Res	--
Storage of liquid and solid fuels	S	--
Any other use as determined by the City Council after recommendation from the Planning Commission, to be of the same general character as the above permitted or special uses. The City Council may impose any required setback and/or performance standards above and beyond the requirements of this chapter so as to insure public health, safety and general welfare.	S	--
RECREATION, EDUCATION & PUBLIC ASSEMBLY USES		
Park	--	P
Outdoor and indoor education areas	--	P
Outdoor recreation areas such as swimming pools, tennis courts, and performance venues	--	P
Conservation areas, wildlife preserves, forests preserves, arboreta, botanical or zoological gardens, public tree or plant nurseries	--	P
Privately owned or operated uses accessory to City parks	--	S
SERVICES		
Cemetery	--	P
Crematory	--	S
TEMPORARY USES		

USES	PMD	P
Food concession sales	--	P
URBAN AGRICULTURE		
Community Gardens	--	P

Figure 7: Area Regulations

REGULATIONS	PMD	NOTES
Minimum Lot Width		
Determined by the use and the required off-street parking, loading, screening and yard setbacks		
Minimum Lot Size		
Determined by the use and the required off-street parking, loading, screening and yard setbacks		
Minimum Setbacks		
Front yard	25 feet	Minimum setbacks must increase by one foot for each foot a building or structure exceeds 30 feet in height.
Side yard	15 feet	
Street Side yard	15 feet	
Rear yard	20 feet	
From adjacent R-1, CN-SF, CN-Mid, CN, MD, HHS districts	25 feet	Screen required per section 122-703.
Parking Setbacks		
Front & street side yard	10 feet	In PMD, greenbelt required per subsection 122-835(11)
Side and rear yards	10 feet	
From adjacent residential zoning district	15 feet	No storage is permitted in setback from residential zoning district
Height		
Maximum height	60 feet	Chimneys, flagpoles, church spires, belfries, cupolas, domes, or other similar architectural embellishments; roof mounted communication antennas; water towers, observation towers, power transmission towers, radio towers, masts, smokestacks, ventilators, skylights, derricks, conveyors, cooling towers, and other similar and necessary mechanical appurtenance pertaining to the permitted uses; provided that they do not exceed the maximum height by more than ten feet

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Minimum Lot Size		
Determined by the use and the required off-street parking, loading, screening, and yard setbacks.		

REGULATIONS	P	NOTES
Minimum Setbacks		
Front yard	Equal to that of adjacent zoning district or building type along the same street. If different setbacks abut, the largest setback is required.	
Side yard		
Street Side yard		
Rear yard		
Parking Setbacks		
Front & side street yard	10 feet	
Side and rear yards	10 feet	
Height		
Maximum height	Equal to that of adjacent zoning district or building type along the property line. If different heights abut, the largest setback is required.	Chimneys, flagpoles, church spires, belfries, cupolas, domes, or other similar architectural embellishments; roof mounted communication antennas; water towers, observation towers, power transmission towers, radio towers, masts, smokestacks, ventilators, skylights, derricks, conveyors, cooling towers, and other similar and necessary mechanical appurtenance pertaining to the permitted uses; provided that they do not exceed the maximum height by more than ten feet.

REZONING CONSIDERATIONS

The following are generally accepted criteria for evaluating a rezoning request and staff responses to each:

1) *Is the rezoning consistent with the policies, guiding values and Future Land Use Map in the Master Plan, including any subarea or corridor studies?*
   No. The Master Plan recommends that the future use of this parcel be a "special district" that is dedicated to a single type of activity. Highland cemetery is specifically mentioned in the Master Plan and it is stated that "the cemetery should be preserved and current policies left in place" (p 63). This rezoning will add a different activity and is a change in the current policies however the parcel will remain under current cemetery ownership and is an unused portion of the parcel.

   Yes. The Shape Ypsilanti master plan also calls for "efforts to make the city an environmentally sustainable place" to continue (p 6). "Green and sustainable businesses, like those that have already developed in Ypsilanti, will be encouraged." As this rezoning is to accommodate a solar array, this change is consistent with the Master Plan in promoting green/alternative energies.

2) *Does the rezoning sustain the site's physical, geological, hydrological and other environmental features with the potential uses allowed in the proposed zoning district?*
   Yes. The proposed solar field would not affect the physical, geological, hydrological and other environmental features of the parcel. The site would require some minimal clearing but that is all that would be needed.

No. Other possible uses in the proposed PMD district may require more changes to the land if the solar array is not installed or later removed. If the site were to remain a Park designation, the land would remain as is or may be cleared for use by the cemetery at a later time.

3) *Can the property that is proposed to be re-zoned accommodate the requirements of the proposed zoning district?*
Undetermined. The portion of the parcel that will be rezoned is only 5 acres and will not be able to accommodate many of the larger permitted uses in the PMD district due to its smaller size. If approved, this will leave this portion of the parcel open to be later developed as any of the smaller permitted/special uses in the PMD district such as auto repair, appliance and machine repair and radio or television stations.

The PMD and Park district permitted uses are quite different; in fact there are only four permitted uses that are the same for both of these districts: essential services and passive solar structures are permitted as principal uses, and alternative energy and storm water control are permitted as accessory uses. There are many potential industrial uses in the PMD district many that are not compatible with the Park designation. The rezoning to PMD is requested since PMD is the only zoning district that allows *energy, electricity and heat generation plants* as a special use.

4) *Are all of the potential uses and building types allowed in the proposed zoning district compatible with surrounding uses, buildings, and zoning in terms of land suitability, impacts on the environment, impacts on the transportation network, density, nature of use, aesthetics, infrastructure and potential influence on property values?*
Perhaps. All potential uses and building types allowed in the proposed zoning district are not compatible with the surrounding uses but as mentioned before the size of the proposed rezoned site will limit what could be placed in this area.

5) *Is the capacity of City infrastructure and services sufficient to accommodate the uses permitted in the requested district without compromising the health, safety, sustainability and welfare of the City?*
Yes. The solar project planned for the rezoned area would not have any effect on the City infrastructure once built, the only time there would be minimal impact is on traffic during construction. The solar array may require connection to the grid however that would be at the cost of either the property owner or the easement holder, DTE. Other permitted uses in the proposed PMD district such as auto related businesses, self-storage facilities, offices and smaller manufacturing, would create more of an impact on the infrastructure and traffic in the area.

6) *Will the rezoning be detrimental to the financial stability and economic welfare of the City?*
No.

7) *Would the rezoning negatively impact the condition of any nearby parcels considering existing vacancy rates, current per-square-foot lease or sale rates, and other impacts?*
Unknown. As with all zoning districts, the lot area and width in PMD is determined by the use and requirements relevant to that use. As there are some residential and multi-family uses nearby sales and lease rates could potentially be impacted. However, the majority of the portion of the parcel to be rezoned is adjacent to the road area. This may affect traffic visibility which would need to be addressed in the site plan/special use application.

8) *Is the rezoning consistent with the trend of development in the neighborhood or surrounding area?*
Yes. There is a recent citywide trend towards alternative energy options, including the City Hall, Library and individual homes where possible. Much of the surrounding area to the north and west is vacant and to the south is manufacturing and distribution. This rezoning is not completely at odds with the uses in this area.

9) *Was the property in question improperly zoned or classified when this Chapter was adopted or amended?*
No.

10) *Where a rezoning is reasonable given the above criteria, is the map amendment or rezoning to the proposed zoning district more appropriate than another district or than amending the list of permitted or special land uses within a district?*
Yes. There are no districts other than the Park district that allows for cemeteries in the current zoning ordinance so zoning the main Highland Cemetery parcel as anything other than Park is not appropriate. If the Park district was amended to add *energy, electricity and heat generation plants* as a permitted use or special use then that would open up the option for much of our park lands to be taken up by solar arrays when City parkland should remain open green space for public enjoyment. PMD is the only district that allows for any usage as *energy, electricity and heat generation plants.*

STAFF RECOMMENDATION

Staff recommends that the Planning Commission recommend ***approval*** of the rezoning for 943 N River to City Council with the following findings:

1. The rezoning is consistent with the goal in the Shape Ypsilanti master plan of "making Ypsilanti a more environmentally sustainable place."
2. The proposed solar field would not affect the physical, geological, hydrological and other environmental features of this parcel.
3. The portion of the parcel that will be rezoned is only 5.015 acres in size and as such it will prohibit the development of this area as any of the larger industrial uses that are allowed in the PMD district.
4. The solar project planned for the rezoned area would not have any effect on the City infrastructure once built. During construction there would be minimal impact on traffic.
5. This rezoning is not entirely different than other current uses in this area.
6. The rezoning to the proposed PMD district is more appropriate than rezoning to another district or than amending the list of land uses within the Park district.

_____

Cynthia Kochanek
Associate Planner, Community & Economic Development Division

c.c. File

City of Ypsilanti
Planning & Development Department

One South Huron • Ypsilanti, MI 48197
Phone: (734) 483-9646 • Fax: (734) 483-7260
www.cityofypsilanti.com

Non-refundable Planning Fee: $1000

Date: 12-15-2015

MAP AMENDMENT (REZONING) APPLICATION

Applicant*

Name NOVA Consultants Inc.		
Address 21580 Novi Road, Suite #300		
City Novi	State Michigan	Zip 48375
Phone / Fax (248) 347-3512/(248) 347-4152	E-Mail brian.czubko@novaconsultants.com	

*If applicant is not owner of property, a written, notarized statement from the owner authorizing this application must be included.

Property

Name of project DTEE Solar Project - Ypsilanti Highland	
Address Property at the southwest corner of the North River Street & East Clark Road intersection, Ypsilanti, Michigan 48198	
List all parcel identification numbers included in request: Requesting to rezone a portion of the parcel 11-11-04-150-001.	
Current Zoning: Park District	Proposed Zoning: Production, Manufacturing & Distribution (PMD) District
Circumstances, factors, and other relevant information (may continue on a separate sheet):	

Signature

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

Signature:	Date: 12/15/2015
Print Name: Brian Czubko, Project Manager	

DTE Energy Company
One Energy Plaza, Detroit, MI 48226-1279

DTE Energy

December 11, 2015

To whom it may concern,

This letter is notification of an upcoming project in the City of Ypsilanti, in Washtenaw County and provides project details and contacts.

DTE Electric Company (DTEE) plans to build an 840 kW Solar Photovoltaic System at the property located near North River Street & East Clark Road intersection, Ypsilanti, Michigan 48198. An Easement Agreement has been executed with the property owner. DTEE will be the solar array's Owner/Operator. DTEE has contracted with NOVA Consultants, Inc. located at 21580 Novi Rd, Suite 300, Novi, MI 48375, to function as the project's engineering, procurement, and construction contractor. NOVA Consultants has authorization to act on DTEE's behalf to obtain any and all zoning and permitting requirements necessary to complete this project within our easement rights.

If you require further information or details, please contact DTEE's Corporate Permit Coordinator, Michael Blunden at (313) 460-8442 or Judy Pendergrass the DTE Project Manager at (313) 235-8564.

Thank you,

Karen Whitman

Karen Whitman, Director
Distribution Technologies and Renewables
Major Enterprise Projects
DTE Electric Company
One Energy Plaza, 5th Floor GO
Detroit, MI 48226

Copy: Paul Ganz, Regional Relations
Randall Myers, Renewables Platform Manager

Highland Cemetery Association

943 North River Street
Ypsilanti, MI 48198-2848
Tax I.D# 38-1245454
Office Hours: Monday – Friday 9:00am to 5:00pm
Office Closed Saturday & Sunday
Phone: (734) 482-9490 Fax: (734) 482-9748
tina@highlandcemeteryypsi.com
www.highlandcemeteryypsi.com

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Trustee

December 10, 2015

To whom it may concern:

Please accept this document as delegation of authority, providing DTE Electric Company (DTEE) and their Owner's Engineer, NOVA Consultants Inc. authorization to obtain Rezoning/Site Plan/Special Land Use/Construction Permit and other permit applications, as they pertain to the construction and operations of a ground-mounted solar photovoltaic (PV) system to be installed on Highland Cemetery property, located at 943 N. River Street, Ypsilanti, Michigan 48198.

If you require further information or details, please contact Highland Cemetery Association's Board President, Richard N. Robb, at 734-482-9490 (office) or 734-369-8806 (cell).

Richard N. Robb 12/11/2015
Richard N. Robb date
Board President, Highland Cemetery Association
Ypsilanti, Michigan 48198

DAVID K. PATE
Notary Public, State of Michigan
County of Washtenaw
My Commission Expires Mar. 25, 2020
Acting in the County of WASHTENAW

Subscribed and sworn to before me on this

11TH day of DECEMBER

Notary Public, WASHTENAW County, Michigan

My Commission Expires: MARCH 25, 2020

NOVA Consultants, Inc.

Professional Engineering, Environmental, and Energy Services

21580 Novi Road, Suite 300
Novi, Michigan 48375
(248) 347-3512 • FAX (248) 347-4152

December 15, 2015

Ms. Bonnie Wessler, City Planner
Planning & Development Department
City of Ypsilanti
One South Huron
Ypsilanti, Michigan 48197

Subject: Rezoning Application
DTEE Solar Project – Ypsilanti Highland

Dear Ms. Wessler,

NOVA Consultants Inc. (NOVA), on behalf of DTE Electric Company (DTEE), is planning to install a 840 kW ground mounted Solar Photovoltaic (PV) electric generating solar array at the southwest corner of the North River Street and East Clark Road intersection, Ypsilanti, Michigan. The proposed DTEE Solar PV System will be installed within the Solar Easement, and will be owned and operated by DTEE under an easement agreement with Highland Cemetery Association.

NOVA is requesting to rezone the 'Solar Easement' as shown in the attached **Appendix A.**

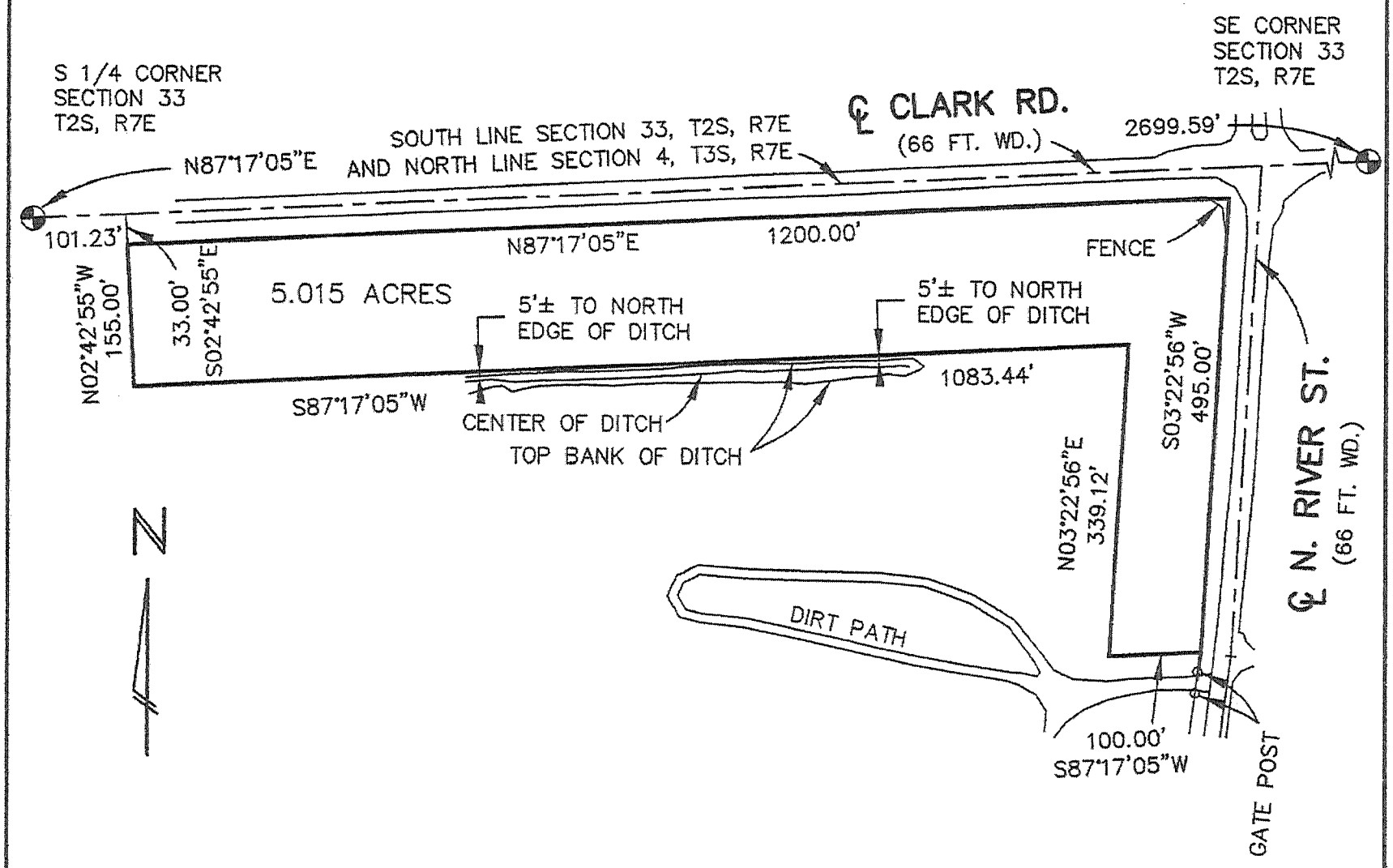
If you have any questions or concerns, please contact our office at 248-347-3512. Thank you.

Sincerely,

Brian Czubko
Project Manager
NOVA Consultants Inc.
Phone: (248) 347-3512
Email: brian.czubko@novaconsultants.com

APPENDIX A

Solar Easement Drawing



5.015 ACRE PROPOSED EASEMENT

Commencing at the South 1/4 corner of Section 33, T2S, R7E, Superior Township, Washtenaw County, Michigan; thence N87°17'05"E 101.23 feet along the south line of said Section 33 and the north line of Section 4, T3S, R7E, City of Ypsilanti, Washtenaw County, Michigan and the centerline of Clark Road (66 feet wide); thence S02°42'55"E 33.00 feet to the POINT OF BEGINNING; thence N87°17'05"E 1200.00 feet along the south line of said Clark Road; thence S03°22'56"W 495.00 feet along the west line of North River Street (66 feet wide); thence S87°17'05"W 100.00 feet; thence N03°22'56"E 339.12 feet; thence S87°17'05"W 1083.44 feet; thence N02°42'55"W 155.00 feet to the Point of Beginning, being a part of the northeast 1/4 of Section 4, City of Ypsilanti, containing 5.015 acres of land, more or less.

COLEMAN LAND SURVEYING, PLC
4301 SALINE-WATERWORKS, RD.
SALINE, MI. 48176
PH 734-944-3266
FAX 734-944-3263

KENNETH R. COLEMAN
PROFESSIONAL SURVEYOR NO. 37271

CLIENT: DTE ENERGY	SECTION 4, TOWN 3 SOUTH, RANGE 7 EAST	
SKETCH OF A 5.015 ACRE PROPOSED EASEMENT IN THE NE 1/4 OF SECTION 4, CITY OF YPSILANTI	CITY OF YPSILANTI	
	WASHTENAW COUNTY, MICHIGAN	
	DATE 7-15-15 REV. 8-24-15	JOB NO. 1907
0 100 200 300 400	BOOK 30-37	CAD NO. 1907
1 INCH = 200 FEET	SHEET 1 OF 1	FILE NO. 1907

STATE OF MICHIGAN
KENNETH R. COLEMAN
PROFESSIONAL SURVEYOR
No. 37271
LICENSED PROFESSIONAL SURVEYOR

Ypsilanti Non-Motorized Advisory Committee Meeting Minutes
Thursday, January 7, 2016

1. Call to order – The meeting was called to order at 7:05pm on January 7, 2016 at the Ypsilanti District Library, 229 West Michigan Avenue. Committee members attending were Tony Bedogne, Martha Cleary, Kelly Cowatch, Bob Krzewinski, Lena Reeves and Sarah Walsh. Also attending was City Council member Pete Murdock.
2. Introductions
    a. Audience participation/public input – Short discussion on area non-motorized problems.
3. General business
    a. Agenda approval – A motion was made by Sarah, seconded by Tony, to approve the agenda, passing unanimously.
    b. Approval of December meeting minutes – A motion was made by Sarah, seconded by Martha, to approve the December meeting minutes, passing unanimously.
    c. Vice-Chair and Secretary vacancies – Sarah volunteered to serve as Vice Chair of the Committee. The Committee is still in need of a Secretary.
    d. Officer reports – Bob will send out the Committees 2015 annual report to members for approval within the next week. It will then be forwarded to the Planning Commission and City Council.
    e. Other – Bob will be out of town for the February 4th meeting and Sarah will run the meeting.
4. Old business
    a. 2016 Committee priorities
        - Sidewalks – Bob will send out by Facebook/Nextdoor media snow removal reminder to neighborhood groups immediately after the next snowfall. Also discussed relating to snow was the need to shovel curb cuts, the Sheriffs Department snow removal assistance for the elderly and those with disabilities. Bob will also send a message to MDOT on behalf of the Committee requesting action be taken in install curb cuts on Hamilton and Ferris Streets. Martha and Lena will make short videos of the Hamilton/Ferris curb cut problem and pedestrian/wheelchair user crossing problems at Hamilton at Michigan as well as Washington at Cross.
        - Bike lane additions – Forest Avenue bike lanes between Prospect and Norris are on the agenda for spring installation with Bob being in touch with Pete on the process.
        - Border To Border Trail completion progress – Bob is setting up a meeting between the City Planning Department and the Washtenaw County Parks & Recreation Commission on re-routing the B2B Trail through Riverside Park to meet up with new Trail construction in Riverside Park and the Water Street area. Bob will also bring up at the meeting potential routes for the B2B from Frog Island to Eastern Michigan University.
        - Walk Friendly & Bike Friendly Community – Sarah will start work on the Walk Friendly re-application. For the Bike Friendly re-application, Tony will work with former Committee member Laura Shiltz on that project.
        - Pedestrian safety signage – Bob still working on MDOT sign improvements.
        - Committee event participation & education – Sidewalk snow removal discussed earlier in the meeting.
        - Bike Friendly Business program – Bob making business visits.
        - Traffic calming – On the need for incorporating Complete Streets into upcoming City street projects, Pete will email a street construction project list to the Committee. Traffic calming on Congress was discussed with Bob writing a letter to the City Manager requesting additional 25mph speed limit signs for that street from Ballard to Summit as well as stop signs at Congress and Normal Streets. Also discussed were permanent, solar powered “speed limit X, are going Y” signs.

    b. I-94/Huron – Huron/Hamilton non-motorized improvements – No new updates.
    c. Snow removal – disabled/senior assistance – Discussed earlier in the meeting.
5. New Business
    a. Planning Department update – Bob talked with Bonnie Wessler in the Planning Department prior to the meeting with information discussed during the meeting.
    b. Vulnerable User City legislation – Bob working with the League of Michigan Bicyclists to come up with a model Michigan city ordinance (that could be used in Ypsilanti) for vulnerable users (those in wheelchairs, pedestrians and cyclists) that gives the same protection to those users as given to construction workers.

   c. Other – The Eastern Michigan University signaled crossing signal (HAWK) should be installed in the spring. A free bicycle light distribution program was discussed and Bob will contact AAATA for possible involvement and sponsorship.
6. Other Items – Announcements – None.
7. Adjournment – Sarah, seconded by Martha to adjourn the meeting, passing unanimously, made a motion. The meeting was adjourned at 8:28pm with the next meeting on Thursday, February 4, 7pm at the downtown library.

City Of Ypsilanti Non-Motorized Advisory Committee
2015 Annual Report

Introduction

The City of Ypsilanti Non-Motorized Advisory Committee was created out of a recommendation in the City Non-Motorized Plan and serves under the City Of Ypsilanti Planning Commission. The Committee was created in September 2010.

The Statement of Purpose of the Committee is as follows… "The City of Ypsilanti Non-Motorized Advisory Committee, working through the Planning Commission, will work to enact recommendations of the City of Ypsilanti Non-Motorized Plan so as to offer residents increased non-motorized transportation and recreation options as well as having the Plan creating economic and quality of life incentives to the City".

Operations

The Committee met every month of 2015 generally on the first Thursday of the month at the Ypsilanti District Library, 229 West Michigan Avenue.

2015 members of the Committee through the year (some terms ended, others began) were as follows…

- Tony Bedogne (City Of Ypsilanti Planning Commission member)
- Diana Gonzalez
- Kevin Hill (Downtown Development Association) Note: Alternative DDA NMAC liaison is DDA Director Tim Colbeck
- Rod Johnson (Chairman – City of Ypsilanti Planning Commission Chair)
- Bob Krzewinski (City of Ypsilanti Recreation Commission)
- Laura Shiltz
- Cheryl Weber (Full Circle Community Center & AAATA Local Advisory Council)
- Kathy Cowatch
- Lena Reeves
- Martha Cleary
- Sarah Walsh

Non-Motorized Advisory Committee 2015 Actions
During 2015 the Committee actively worked to complete many of the goals of the Non-Motorized Plan, as listed below.

- Public Input – The Committee's meetings always start with a public input session on the City's Non-Motorized Plan and the work of the Committee. The Committee also maintains a Facebook page offering an opportunity for additional public input.

- Publicity/Outreach – Committee meetings are publicized though an official City notice though the City Clerks office as well as announcements over the Committee's Facebook page as well as through other email/Facebook pages (i.e. Bike Ypsi, Ypsilanti Health Coalition, etc.). The Committee also maintains a non-motorized information rack inside Ypsilanti Cycle on Michigan Avenue.

- Bicycle Map – A new County bicycle map, which includes an updated panel for the City of Ypsilanti, was completed with copies available to the public starting in May 2015. Committee member Tony Bedogne had a large role in this map, working with the Washtenaw County Parks & Recreation Commission, City of Ann Arbor and the Washtenaw Area Transportation Study (WATS). Locally, maps are available at the downtown Convention & Visitors Bureau.

- Bike Lanes – The Committee continued to work with the City on new bike lanes on Forest, Miles and West Cross Streets, making sure these were included in the City Capitol Improvements Plan.

- Signage/pavement marking improvements – The Committee identified areas where pedestrian safety signage and markings need to be improved and continues to work with the City and the Michigan Department Of Transportation (MDOT) to make improvements.

- Sidewalk Improvements – The Committee early in 2015 worked with the Planning Commission to include a number of Committee Priorities were included in the City's Capitol Improvement Plan. The City completed sidewalk gaps at Candy Cane and Edith Hefley Parks which were both on the Committee's 2015 Priority List. In the fall, Committee members made a tour of areas of the City in need of sidewalk improvements, especially for wheelchair users.

- City Non-Motorized Plan Update – With the current plan requiring an update for 2016, Committee members met with City Planning Department staff on a number of occasions in 2015 to work on this issue. In addition, the Committee held public input sessions on a draft update document October 2 (City Hall), October 10 (Depot Town Farmers Market) and December 3 (downtown Library). Also, Committee member Sarah Walsh created an on-line survey for input about the Plan update.

- Bike Friendly Community & Walk Friendly Community applications – For the Bike Friendly Community, the City received an "Honorable Mention" award in 2014 to which the Committee continued work in 2015 to obtain a higher status in a follow-up application. The City learned in 2015 that it did not receive a Walk Friendly award in 2015 but the report given by the organization running the Walk Friendly awards will be useful for improvements to be worked on for the next application.

- Bike Friendly Business program – The Committee, working with the Downtown Association of Ypsilanti, Depot Town Merchants Association and Downtown Development Authority, continued work on a local Bike Friendly Business (BFB) program as a way to promote active and healthy lifestyles for employees and customers in the Ypsilanti area. The campaign will honor corporations, organizations, associations, government agencies or non-profit groups located in Ypsilanti that actively promotes bicycling for transportation, recreation, exercise and sport. Rollout for the program was in the spring of 2015 with Committee members enrolling businesses and providing BFB window stickers.

- Public education outreach to encourage bicycling and walking – The Committee had information tables at the Bike Ypsi Spring Ride (5/3), Parkridge Summer Festival (8/22 – where free helmets were given away courtesy of the Ann Arbor Bicycle Touring Society and free bike tune-ups courtesy of Common Cycle) and the annual downtown Ypsilanti Halloween Festival (10/30 – free lighted wrist bands were given away courtesy of the AAATA). The Committee also sponsored "Cold Weather Cycling" talks at the Michigan Avenue Library on November 7 and December 14. The Committee also kept a non-motorized information kiosk at Ypsilanti Cycle stocked with free handouts on cycling safety and maps through the year.

- Bike Theft – The Committee came up with recommendations in 2015 to curb bike theft in the City.

- Border To Border Trail completion progress – The Committee continued to follow and report updates on Trail construction in the City on the Committee's Facebook page. Committee members attended City Council meetings speaking in favor of the Trail when that was an agenda item, and attended the groundbreaking for the Water Street segment on August 20. A support letter was also sent to the City Manager for plans to improve the Trail routing along Grove Road to I-94. In late 2015, the Committee also began having conversations with the City and the Washtenaw County Parks & Recreation Commission to re-route the Trail in 2016 to use the new Trail bridge and Water Street segment.

- I-94/Huron – Hamilton Streets non-motorized project - The Committee continued to follow these items closely.

- Snow Removal – In the winter months the Committee mounted a campaign to educate area residents, thorough social media and its Facebook page, about the need to shovel sidewalks as required by City ordinance. The Committee also attended, and gave input at, a special City Council session on snow removal held November 3rd.

- AAATA Transit Center – The Committee sent a letter to the AAATA, and attended a July 7th local hearing to push for non-motorized improvements to the Ypsilanti Pearl Street Transit Center (i.e. bike racks/lockers, pedestrian improvements).

- May Bike-Bus-Walk Week (May 10-16) – The Committee again oversaw this event (which coincides with national Bike To Work Week), which encourages people to try alternative transportation in the hope that this will become a habit. As part of the week's events, the Committee sponsored "Ghost Bikes" (white painted bikes with signs on them stating "a cyclist was injured near this spot" to encourage sharing the road) which were temporarily displayed around the City to encourage motorists and bicyclists to safely share the road. Also, the Committee appeared on the Mark Maynard radio show 5/9 to publicize the Week, held a "Basic Biking" talk at the Library on 5/14 and ran a morning Bike To Work Day (5/15) commuter station on Washington Street encouraging people to try biking to work.

- Wayfinding Signage – Committee members gave input to making any wayfinding sign program in the City also non-motorized friendly, such as signage for walking routes between downtown, EMU and Depot Town. Committee members also conducted walking tours for possible pedestrian sign locations.

- Training Wheels – The Committee Chair attended a May 19th "Training Wheels" course run by the Michigan Department Of Transportation (MDOT) in Monroe, MI designed to educate participants on the planning and design on non-motorized facilities.

- Mayors' Challenge for Safer People and Safer Streets - The City Council approved signing on to the this U.S. Department of Transportation program to help reduce pedestrian and bicyclist injuries and deaths, with the Committee being the local contact.

- Traffic Calming – The Committee attended a March 17th City Council meeting and spoke in favor of a City traffic calming bump policy, which was approved later in the year by Council. The Committee continues to have traffic calming as a priority project as it directly relates to pedestrian safety.

- Runner Friendly Community – The Committee was in contact with the Ypsilanti Running Company about this program.

- Committee Priorities – The Committee started work on a list of Committee priorities for the upcoming calendar year in October and completed the list at it's December meeting.

- Monthly Planning Department meeting – Members of the Committee met with Planning Department staff prior to most Committee meetings for input and updates.

- Washtenaw Bicycling and Walking Coalition - The Committee continues to work with this county-wide advocacy group