

1. Planning Commission Regular Meeting Agenda

Documents:

[01-SEPTEMBER 21 AGENDA.PDF](#)

2. Planning Commission Regular Meeting Packet

Documents:

[9-21-16 PC MEETING PACKET.PDF](#)

Agenda
Planning Commission
Council Chambers
Wednesday, September 21, 2016 – 7:00 P.M.

I. Call to Order

II. Roll Call

Heidi Jugenitz, Chair	P	A
Cheryl Zuellig, Vice Chair	P	A
Anthony Bedogne	P	A
Liz Dahl MacGregor	P	A
Toi Dennis	P	A
Matt Dunwoodie	P	A
Phil Hollifield	P	A
Jared Talaga	P	A

III. Approval of Minutes

- August 17, 2016

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

- Special Nonconforming status: 670 Harriet
- Special Use: 309 N Adams

VI. New Business

- None

VII. Old Business

- Alley Vacation: 211 Woodward

VIII. Future Business Discussion / Updates

IX. Committee Reports

- Non-motorized Advisory Committee: August Minutes
- Non-motorized Advisory Committee: September Minutes

X. Adjournment

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**PLANNING COMMISSION
MEETING MINUTES
August 17, 2016
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: C. Zuellig, A. Bedogne, H. Jugenitz, P. Hollifield, J., Talaga, M. Dunwoodie
Toi Dennis

Absent: L. MacGregor, J. Talaga, T. Dennis - (Excused)

Staff: Bonnie Wessler, City Planner
Cynthia Kochanek, Planner I
Nan Schuette, Executive Secretary

III. APPROVAL OF MINUTES

Commissioner Dunwoodie moved to approve the minutes of July 20, 2016 (Support: C. Zuellig) and the motion carried unanimously.

IV. AUDIENCE PARTICIPATION

Chairperson Jugenitz reviewed the procedure on public comment on items not related to public hearing items. There were no members of the public who wanted to speak on items that did not have a public hearing.

V. PRESENTATION AND PUBLIC HEARING ITEMS

1. Alley Vacation – 211 Woodward

C. Kochanek, Planner, did a presentation on the request for a portion of the alley to the south of the owner's property at 211 Woodward. The owner cited safety concerns and issues with theft. The owner also stated that they already maintain that area of the alley. The alley in question is south of Woodward and north of Catherine, between S. Washington and S. Adams.

The eastern portion of this alley, between 210 and 214 S. Washington was vacated in 2005. The properties surrounding the alley are single and multi-family residential.

If approved, the City will give up ownership of the alley and the alley will be split up among the adjoining properties, and then becomes the responsibility of the neighbors to maintain and/or obstruct, as they so choose. The City will retain and reserve an easement for installation and maintenance of utilities within the entire former right-of-way unless such an easement, or any portion thereof, is specifically abandoned. Once the city has passed a resolution vacating its interest in the ally, the applicant must pursue the matter in district court for a full vacation.

Ms. Kochanek reviewed the standards on alley closures as noted in the staff review dated August 8, 2016, also indicating that the Department of Public Services and Fire Department had both reviewed the application and had no objections. The Master Plan does not address this alley specifically or other alleyways generally. The partial vacation of the alley would not alter the existing traditional form of the block nor alter traffic patterns. Staff is recommending Planning Commission approval to City Council with findings. Under the City Code, the proposed vacation would require final approval by City Council.

Commissioner Zuellig asked if the property owner would have to come to some easement agreement in order to get their car back there and Ms. Wessler responded that this might not likely be necessary depending on the size of the car, as it would be 8' wide.

Commissioner Bedogne asked if the city has to maintain easement for utilities and if this would be on record and Ms. Wessler responded that the various utility companies were notified of this issue and we did not receive any response. This would be part of the ordinance which is recorded.

Commissioner Zuellig moved to open the public portion of the alley (Support: A. Bedogne) and the motion carried unanimously.

Alice Boss, owner of 211 Woodward – is new to the area and wanted to clarify the possibility of building a garage in the future and if any exceptions could be made since she would like to build a garage in the future. Commissioner Zuellig suggested that the owner contact the neighbor for the possibility of having them deed the required 8 ft. to Ms. Boss. Commissioner Zuellig also added that alleys were instituted to allow residents to have access to the back of their property. Ms. Boss added that she is not impeding access for any other neighbor's property.

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

After further discussion and questions to staff regarding the possibility of vacating the alley entirely in favor of the neighbor to the north, Commissioner Zuellig moved to table the requested alley vacation at 211 Woodward to give staff the opportunity to look at State law regarding alley vacations and to look at the potential presence of a utility easement within the current alley (Support: M. Dunwoodie). A roll call vote was taken and carried unanimously, 5:0.

2. Alley Closure – 2nd Alley West of Prospect between Maple and Oak

C. Kochanek, Planner I, stated that this is a request for an alley closure of 2nd Alley west of Prospect, between Maple and Oak Street. The owners of the properties surrounding the second alley citing concern for small children that stays in the area and wishes of the neighborhood. The properties surrounding the alley are mainly single family residential, with one multi-family unit.

If approved, this alley will be closed to vehicle traffic travelling through the alley by a barrier placed in the center of the alleyway, with rights of access reserved by the City to maintain, repair, and construct any necessary utilities. Pedestrian and bicycle traffic will still be able to traverse the alleyway. The property owners adjacent to the alley will still be able to utilize the alley for access to parking, ingress and egress.

Ms. Kochanek reviewed the standards on alley closures also indicating that the Department of Public Services and Fire Department had both reviewed the application and had no objections. The Master Plan does not address this alley specifically or other alleyways generally. The alley will still be open to local traffic thus maintaining the traditional form of the neighborhood and would incur no undue burden to traffic. Staff is recommending approval to City Council of the second alley west of Prospect, between Maple and Oak Streets with findings. Under the City Code, the proposed vacation would require final approval by City Council.

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

Michael Kozura, owner of 323 Maple Street – stated that he is the applicant requesting this closure. His only concern is if the barrier is moved to where the actual property line is, he would not have easement access. Ms. Wessler stated that she can have Department of Public Services go out there to review it at a pre-installation meeting.

Wylie Massengill , 318 Oak Street – he is happy with this request for closure and supports it.

Becky Alliston, rents the property at 320 Oak Street – has been at the location for six years. It is her opinion that it is dangerous because of speeding traffic. She supports this request.

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

None of the commissioners had questions and were in support of this request. Commissioner Bedogne moved that the Planning Commission recommend approval to City Council of the closure of the second alley west of Prospect, between Maple and Oak Streets with the following findings:

- a. The alley closure does not serve a primary role for traffic in the neighborhood and should not alter existing traffic patterns.
- b. The alley closure will not change the traditional form of the block.

- c. This closure will still allow for local usage while improving safety for the neighboring properties.
- d. Staff and residents to coordinate meeting to determine location of barrier.

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

3. Rezoning of 107 E. Cross/400 N. River

B. Wessler, City Planner, stated that staff is requesting that the land formerly known as 107 E. Cross, now combined with the Thompson Block at 400 N. River, be rezoned from CN-SF to Center because this 0.2 acre area was overlooked during the Master Plan Update in 2013 and subsequent zoning update in 2014, as it was part of an active Planned Unit Development (PUD) project that was presumed to be progressing. That PUD has been inactive for some time and will soon expire.

Ms. Wessler continued by stating that after a review of the project, it revealed that although a new owner could re-use the Thompson Block in its existing envelope, they would be unable to use the eastern portion of the parcel for the uses customarily accessory to a commercial use, as the zoning code states that if a lot is zoned multiple districts, each portion must be treated as though it belongs to that district as noted in Sec 122-234(4). Therefore, a new developer would be unable to use the vacant portion for parking, outdoor seating, loading/unloading, dumpsters, etc. Under another PUD with the current code, we would face similar obstacles; PUDs are not permitted in CN-SF under Sec 122-572. To enable the vacant area of this lot to be able to serve the occupied area of this lot, it must be rezoned.

Ms. Wessler reviewed the Central Neighborhood designation from the Master Plan as well as the land use map as well as the existing surrounding land use and zoning. She also reviewed the rezoning considerations and found no issues. Staff is recommending that the Planning Commission recommend approval to City Council of the rezoning for the west 0.2 acres of 400 N. River, formerly known as 107 E. Cross, with findings.

Commissioner Zuellig moved to open the public portion of the hearing (Support: P. Hollifield) and carried unanimously.

Since there was no public comment, Commissioner Dunwoodie moved to close the public portion of the hearing (Support: P. Hollifield) and the motion carried unanimously.

Commissioner Bedogne moved that the Planning Commission recommend approval to City Council of the rezoning for the east 0.2 acres of 400 N. River, formerly known as 107 E. Cross, with the following findings:

- a. The rezoning is consistent with three of the guiding values of the Master Plan: "Anyone can easily walk, bike, drive, or take transit from anywhere in Ypsilanti and to anywhere else in Ypsilanti and beyond;" "Ypsilanti is a great place to do business, especially the green and creative kind;" and "Everyone in the region knows Ypsilanti has great things to do in great places that are in great shape!"

- b. The rezoning enables the remainder of the parcel to be used per its zoning classification.
- c. All of the potential uses and building types allowed in the proposed zoning district are compatible with surrounding uses, buildings, and zoning.
- d. City infrastructure and services can accommodate the uses permitted in the requested district without compromising the health, safety, sustainability and welfare of the City.
- e. The rezoning will aid the redevelopment of a significant vacant property in Depot Town, both directly adding to the City's tax base in the long-term, and helping to raise property values overall in the Depot Town/Historic Eastside neighborhood overall.
- f. The rezoning is consistent with development trends in the Depot Town area.
- g. This area's initial zoning classification of CN-SF was in oversight.
- h. Rezoning this area to Center is the most appropriate zoning amendment for this situation.

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

Commissioner Zuellig moved to amend the agenda by switching the last two items (Support: P. Hollifield) and the motion carried unanimously.

A five-minute recess was called.

4. Resolution – Support of I-94 pedestrian crossing and lane reduction on Huron/Hamilton

B. Wessler, City Planner, stated that staff is requesting a renewal of support for the City's further investigation into the possibility of reducing the number of car travel lanes on Hamilton, Huron, and a small portion of Washtenaw and for the City's further partnership with WATS to develop a non-motorized crossing of I-94 at Huron. These projects have been supported in the past, but stalled in 2015. MDOT and WATS have recently come to the City to see if the City would be interested in resuming the project.

P Hollifield moved to open the public hearing (support: Dunwoodie) and the motion carried unanimously.

Troy Grams, 324 Oak Street – in support of the pedestrian crossing as sees it to be a significant safety issue when he drives across it.

Since there was no further public comment, Commissioner Hollifield moved to close the public portion of the hearing (Support: Dunwoodie) and the motion carried unanimously.

Commissioner Dunwoodie moved that the Planning Commission adopt resolution 2016-1 in support of both the lane reduction and the non-motorized crossing, be they joint or separate (support: Hollifield). A roll call vote was taken and carried unanimously, 5:0.

5. Zoning Ordinance Update

B. Wessler, City Planner, gave a brief presentation on the zoning ordinance update. She first went over organizational changes, such as renumbering and reordering of

divisions and sections; then went over agreed-upon changes such as the drive-through signage, billboards, internal signs, and some exempt signs; a change to the size restrictions on PUD to permit PUDs of only 0.5 acre in the Walkable Urban Districts, and leave the PUD size at 1.0 acre in the Use-Based Districts; and asked Commissioners for their continuing feedback. The next steps of review, by legal, by staff, and by Clearzoning (courtesy of MEDC) were discussed.

Since there were no participants in the audience, no public hearing was held.

Commissioner Zuellig moved that the Planning Commission recommend adoption of the updated zoning code as discussed (support: Bedogne). A roll call vote was taken and carried unanimously, 5:0.

VI. NEW BUSINESS

None

VII. OLD BUSINESS

None

VIII. FUTURE BUSINESS DISCUSSION/UPDATES

670 Harriet, nonconforming A application;
309 N. Adams – Special Use for 5 dwelling units.

IX. COMMITTEE REPORTS

Non-motorized Advisory Committee – July Minutes. Commissioner Bedogne added that the Non-Motorized Advisory Committee did not meet in August.

X. ADJOURNMENT

Since there was no further business, Commissioner Hollifield moved to adjourn the meeting (Support: A. Bedogne) and the motion carried unanimously. The meeting adjourned at 8:45 pm.



September 1, 2016

**Staff Review of Special Nonconforming Use Application
670-672 Harriet Duplex- Nonconforming A
670-672 Harriet**

GENERAL INFORMATION

Applicant: Tammy Trammell
670-672 Harriet
Ypsilanti, MI 48197

Project: 670-672 Harriet Duplex-Nonconforming A

Application Date: July 21, 2016

Location: Northeast of the intersection of Hawkins St and Harriet St

Zoning: R-1, Single-Family Residential

Action Requested: Approval of Special Nonconforming Status

Staff Recommendation: Approval

PROJECT AND SITE DESCRIPTION

Parcel 11-11-39-427-008 is 0.16 acres on a corner lot just northeast of the intersection of Harriet St. and Hawkins St. The structure includes both the 670 and 672 Harriet St addresses. The structure is two units in ~1500 square feet with a covered porch on the south end of the structure and a small wood deck at the northwest corner. Research into the property indicates that the property was a duplex prior to 1991.

Currently zoned R-1, Single-Family Residential, the two units are nonconforming under the current zoning ordinance. Prior to the current zoning, the property was zoned R-2 and Class "B" residence both of which allowed for two-family dwelling units. No special use permits or variances have previously been approved for this property. The property has a Certificate of Compliance & Occupancy from the building department that expires on September 1, 2016 and is currently scheduled for a rental re-inspection on October 11, 2016.

There are no proposed changes to the site, the applicant is only pursuing the special nonconforming status in order to rebuild in the event of a casualty.

Figure 1: Subject Site Location

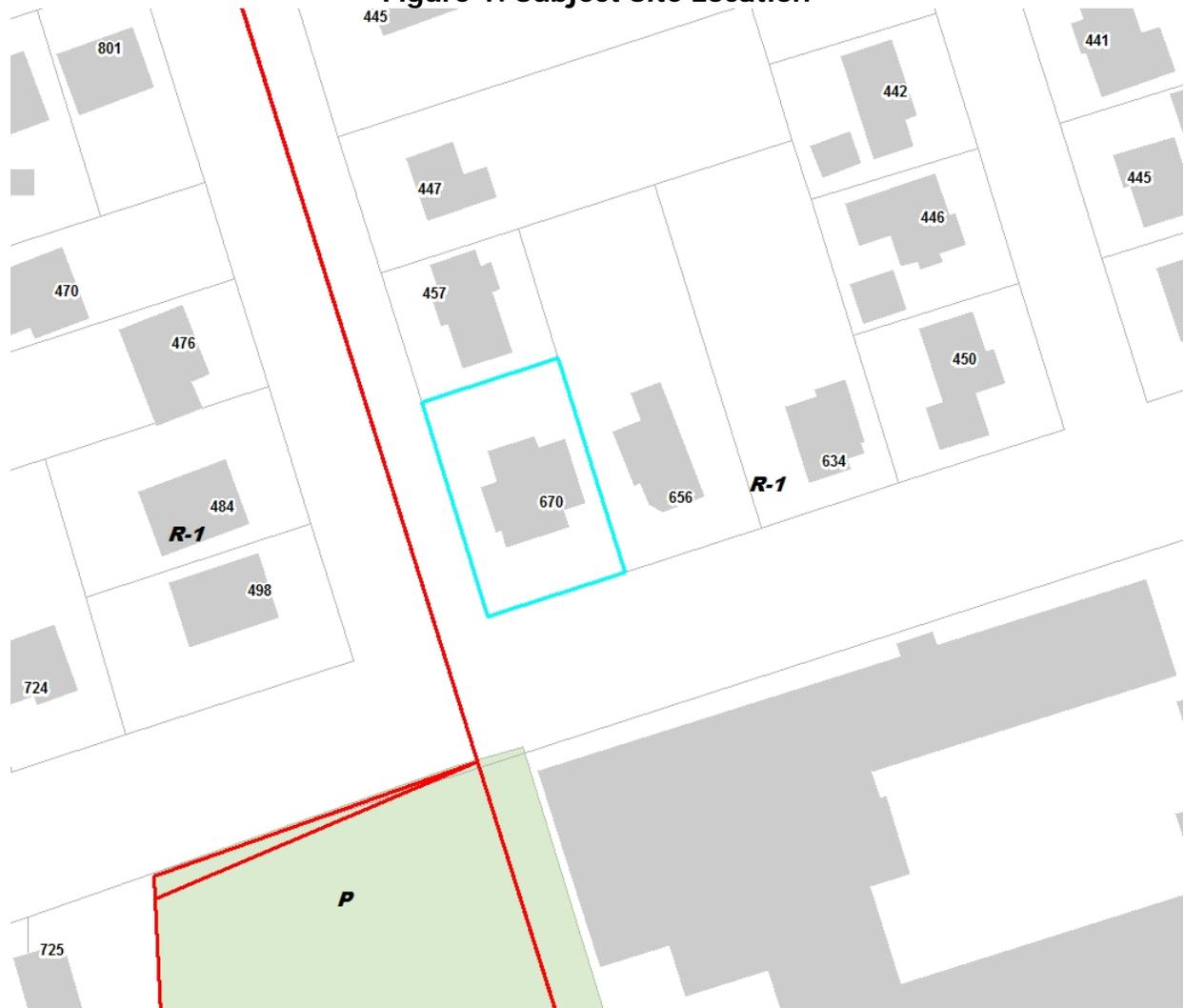
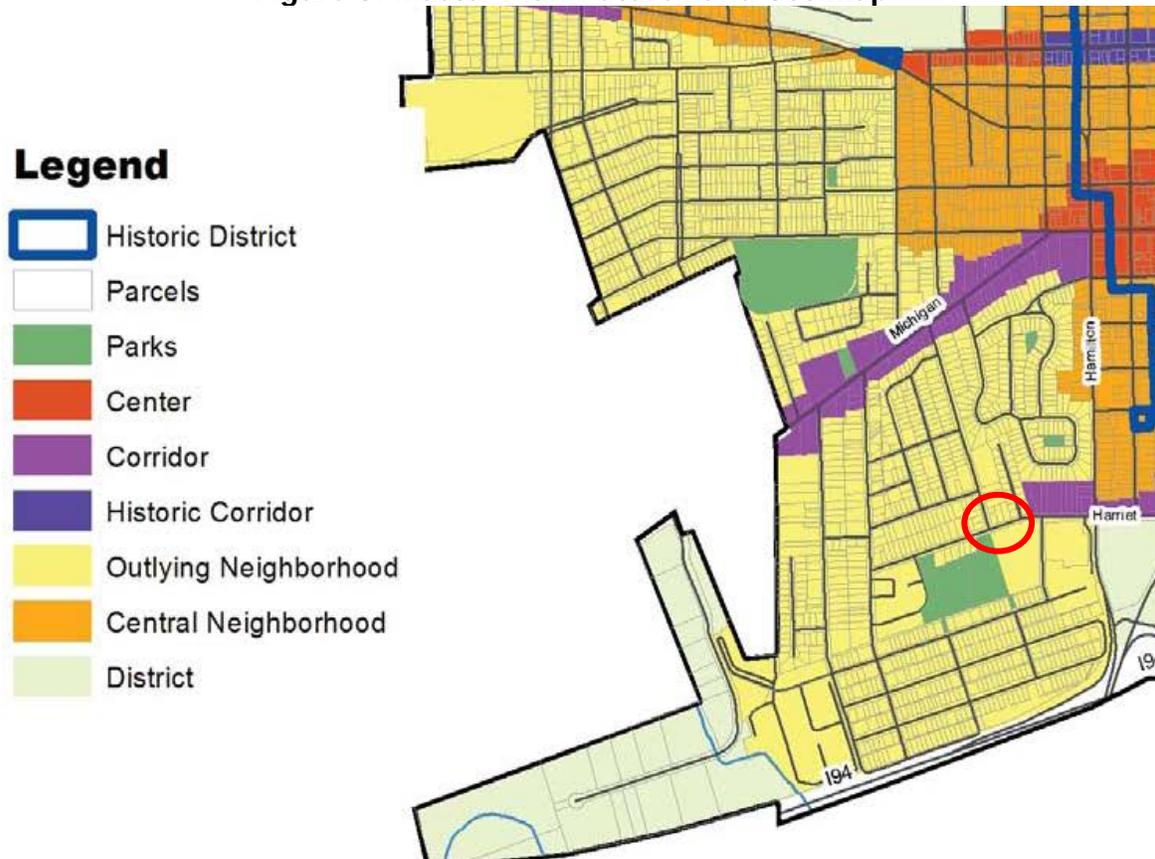


Figure 2: Site Aerial (2015)



Figure 3: Master Plan-Future Land Use Map



The master plan calls for the following goal:

Anyone, no matter what age or income, can find a place to call home in Ypsilanti
Housing options should match the needs of the people. Those needs will change as residents age and move. The need for safe, quality, affordable homes for all should be factored into decisions.

This property is in Outlying Neighborhood and as such the master plan calls for the following:

Limit uses to predominantly single-family residential uses in areas with small houses, suited for only single-family.

These neighborhoods will have uses limited to the type of residential for which they were built. In some areas, like the Heritage Park neighborhood in the southwest part of the City, zoning would be changed so that duplexes and group homes would no longer be allowed by right. As many of these areas have aging populations, the City needs to be concerned about the stability of these neighborhoods as demographics shift.

Figure 4: photograph of site



Figure 5: Land Use and Zoning of Surrounding Area

	LAND USE	ZONING
NORTH	Single-family homes	R-1, Single-Family Residential
EAST	Single & two-family homes	R-1, Single-Family Residential
SOUTH	Perry Early Learning Center Parkridge Park	R-1, Single-Family Residential P-Park
WEST	Single-family homes	R-1, Single-Family Residential

CONDITIONS APPLYING TO ALL LAWFUL NONCONFORMITIES (excerpt) §122-206(5)

“Nonconforming uses of buildings shall be designated class A provided that the Planning Commission finds all of the following exists with respect to the use or structure:

- (1) The use of structure was lawful at its inception.*
- (2) The decision to continue the nonconforming use, if granted, will not alter the essential character of the area or neighborhood.*
- (3) Continuance of the use or structure would not be contrary to the public health, safety, or welfare or the spirit of the chapter.*
- (4) No useful purpose would be served by strict application of the provisions of this chapter with which the use or structure does not conform.”*

CRITERIA AND REVIEW §122-207

- (1) The use of structure was lawful at its inception.*

COMMENTS: The use of this structure was lawful up until the most recent zoning ordinance went into effect in January 2015. Prior to the 2015 update, the property was zoned to allow for the two-family dwelling.

(2) *The decision to continue the nonconforming use, if granted, will not alter the essential character of the area or neighborhood.*

COMMENTS: As there are other two-family residential units within 200 feet of the property and at least a half dozen on the next block, this approval will not alter the essential character of the neighborhood.

(3) *Continuance of the use or structure would not be contrary to the public health, safety, or welfare or the spirit of the chapter.*

COMMENTS: The rental Certificate of Compliance & Occupancy expired on September 1, 2016 and is currently undergoing re-certification process. The rental Certificate of Compliance & Occupancy verifies that the units comply with the building code in regards to HVAC, smoke detectors, ingress and egress and other safety issues. As long as the property gets re-certified for rental it is expected that there will not be any effect to the public welfare.

(4) *No useful purpose would be served by strict application of the provisions of this chapter with which the use or structure does not conform.*

COMMENTS: Strict application of this provision may result in underutilization and less maintenance of a structure this size.

CONDITIONS OF APPROVAL

§122-207(2)

The Planning Commission may condition its approval on the following:

(a) *Screening and landscaping in keeping with community standards to ensure compatibility with adjacent uses.*

COMMENTS: Existing vegetation on site needs maintenance. Applicant is to submit a landscape maintenance plan for planning staff review.

(b) *Restrictions on lighting, noise, odor, or visual impact.*

COMMENTS: Exterior lighting on the front and back of the house is not dark sky compliant and needs to comply with §122-641.

(c) *Signage must comply with current zoning district requirements. Existing nonconforming signs may be required to be eliminated or reduced in size and number.*

COMMENTS: No signage exists on site.

(d) *Replacement of a building must not create a more nonconforming yard setback condition which would impact on conforming properties in the immediate vicinity.*

COMMENTS: In the event of casualty, the structure needs to be rebuilt so that the yard setbacks are not anymore non-conforming than they are currently.

(e) *Other reasonable safeguards and improvements may be imposed by the Planning Commission to protect conforming uses in the surrounding area.*

COMMENTS: Photos submitted by the applicant show a detached screen door on the side of the house that needs to be re-attached. The rental Certificate of Compliance & Occupancy must be successfully renewed within 3 months of the approval and maintained as long as the structure is utilized as a rental.

Items to be addressed:

1. Submit a landscape maintenance plan for planning staff review.
2. All exterior lighting needs to be redone to comply with §122-641.

3. If the structure needs to be rebuilt, it cannot be more non-conforming in regards to the yard setbacks.
4. The screen door needs to be reattached to the front door.
5. The current rental Certificate of Compliance & Occupancy must be obtained within 3 months of this approval and maintained as long as the structure is utilized as a rental.

STAFF RECOMMENDATION

Staff recommends the Planning Commission *approve* the Special Nonconforming Use permit for 670-672 Harriet duplex with the following findings, waivers, and conditions:

Findings

1. The application substantially complies with §122-207.

Conditions

1. The applicant is to submit a landscape maintenance plan for staff review.
2. All exterior lighting needs to be redone to comply with §122-641.
3. If the structure needs to be rebuilt, the yard setbacks cannot be more non-conforming than what currently exists.
4. The screen door needs to be reattached to the front door.
5. The current rental Certificate of Compliance & Occupancy must be obtained within 3 months of this approval and maintained as long as the structure is utilized as a rental.

Cynthia Kochanek
Associate Planner, Community & Economic Development Division

CC File
 Applicant

MORTGAGE SURVEY

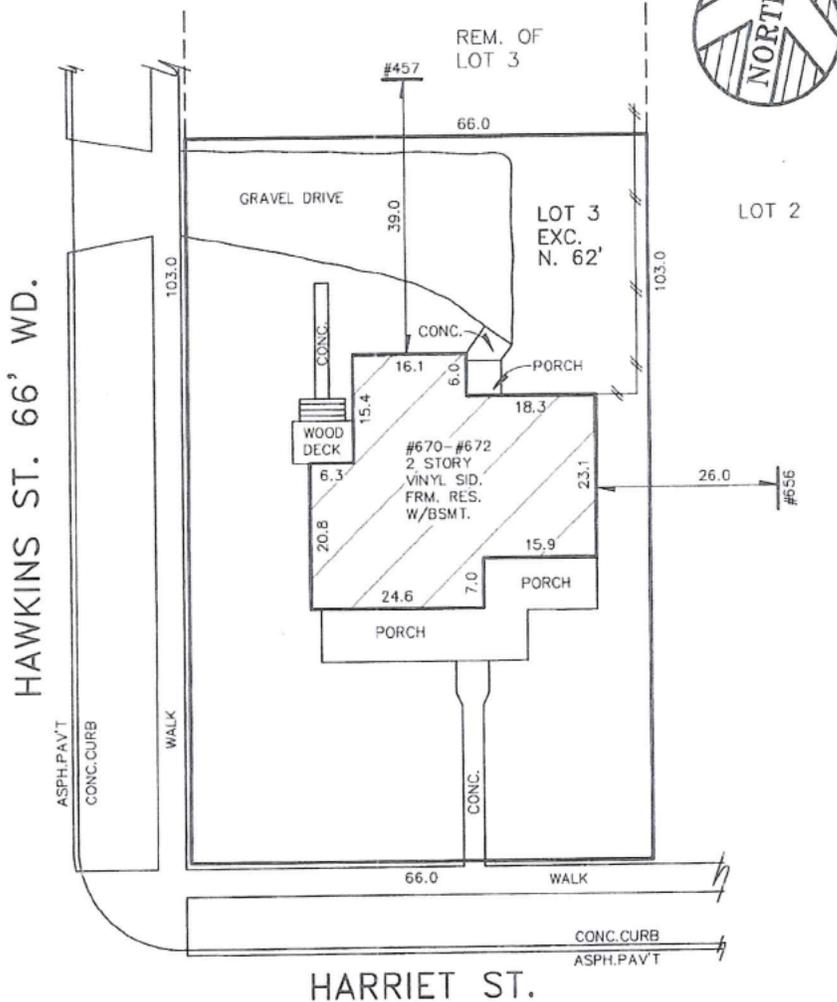
Certified to: TAMMY TRAMMELL

Applicant: TAMMY TRAMMELL

Property Description:

Lot 3 except the North 62 feet; HAWKINS' ADDITION TO THE CITY OF YPSILANTI, Washtenaw County, Michigan, as recorded in Liber 67 of Plats, Pages 80 and 81, Washtenaw County Records.

NOTE: A BOUNDARY SURVEY IS NEEDED TO DETERMINE EXACT SIZE AND/OR LOCATION OF PROPERTY LINES, AND FENCE LOCATIONS.



CERTIFICATE: We hereby certify that we have surveyed the above-described property in accordance with the description furnished for the purpose of a mortgage loan to be made by the forementioned applicants, mortgagor, and that the buildings located thereon do not encroach on the adjoining property, nor do the buildings on the adjoining property encroach upon the property heretofore described, except as shown. This survey is not to be used for the purpose of establishing property lines, nor for construction purposes, no stakes having been set at any of the boundary corners.

THIS SURVEY DRAWING IS VOID IF THE PROFESSIONAL SEAL IS NOT IN BLUE INK.

JOB NO: 16-02782 SCALE: 1"=20'
 DATE: 07/29/16 DR BY: FLL/MH

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City of Ypsilanti

Building Department

One South Huron St.
Ypsilanti, MI 48197

Ph: (734) 482-1025 Fax: (734) 483-7444

Certificate of Compliance & Occupancy

Property Address

670 HARRIET

Owner

TRAMMELL, TAMMY
8255 N TERRITORIAL RD
DEXTER MI 48130

Agent

TRAMMELL, TAMMY
8255 N TERRITORIAL RD
DEXTER MI 48130

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

This certificate only applies to the structure's use under the Building Codes and in no way does it approve the use under the city's Zoning Ordinance. Zoning approval can only be issued by the City Planner. All zoning questions should be referred to the Planning & Development Department at (734) 483-9646.

Reminder: All battery powered smoke detectors shall be equipped with a minimum 5 year battery

Certificate #: C862-14-0160

Apartments/Rooms: 2

Issued: 03/16/15

Certification Period 09/01/14 - 09/01/16

Certificate expires at the end of certification period.

9/18/14 - Received copy of 9/16/14 approved furnace service check performed by Haley Mechanical per PM-603.7 HVAC Certification Requirement - which certification of inspection shall be provided minimally every 4 years.

#672

Make: Rudd Model: UGDA-06EAACR Ser. #AR3D108-F0791-5289

#670

Make: Lennox Model: G50UH-36A-070-01 Ser. #5800F-28525

Mechanical Lic. #: 7112301 Lic. Expiration: 8/31/16

Next HVAC service check required: September 2018

This Certificate Does Not Represent Compliance With The Americans With Disabilities Act Of 1991


Frank Daniels
Building Department Manager









September 15, 2016

Staff Review of Special Use Application
Five Unit Multi-family Residential Use
309 N Adams

GENERAL INFORMATION

Applicant:	Barry Levin 309 North Adams LLC 309 N Adams Ypsilanti, MI 48197
Project:	5-unit Special Use-309 N Adams
Application Date:	August 17, 2016
Location:	West side of N Adams south of W Cross and north of Emmet St
Zoning:	CN-Core Neighborhood
Action Requested:	Approval for Special Use for a five unit residential
Staff Recommendation:	Approval with conditions

PROJECT AND SITE DESCRIPTION

Parcel 11-11-40-185-012 is 0.23 acres with frontage on N Adams St just south of W. Cross St. The structure includes both the 309 and 311 N. Adams St addresses. There is an existing ~3,700 square foot residential building. Parking consists of a gravel lot off of the alley to the west of the structure and a driveway off of N Adams.

Zoned **CN-Core Neighborhood**, which allows for multiple family dwellings of more than four units after approval as a special land use. Special land use is regulated under Article V of the zoning code. No special use permits or variances have previously been approved for this property. Research into the building department records indicate the property was previously five units but was decreased to four units in 2014 after two units were combined.

Figure 2: Site Aerial (2015)

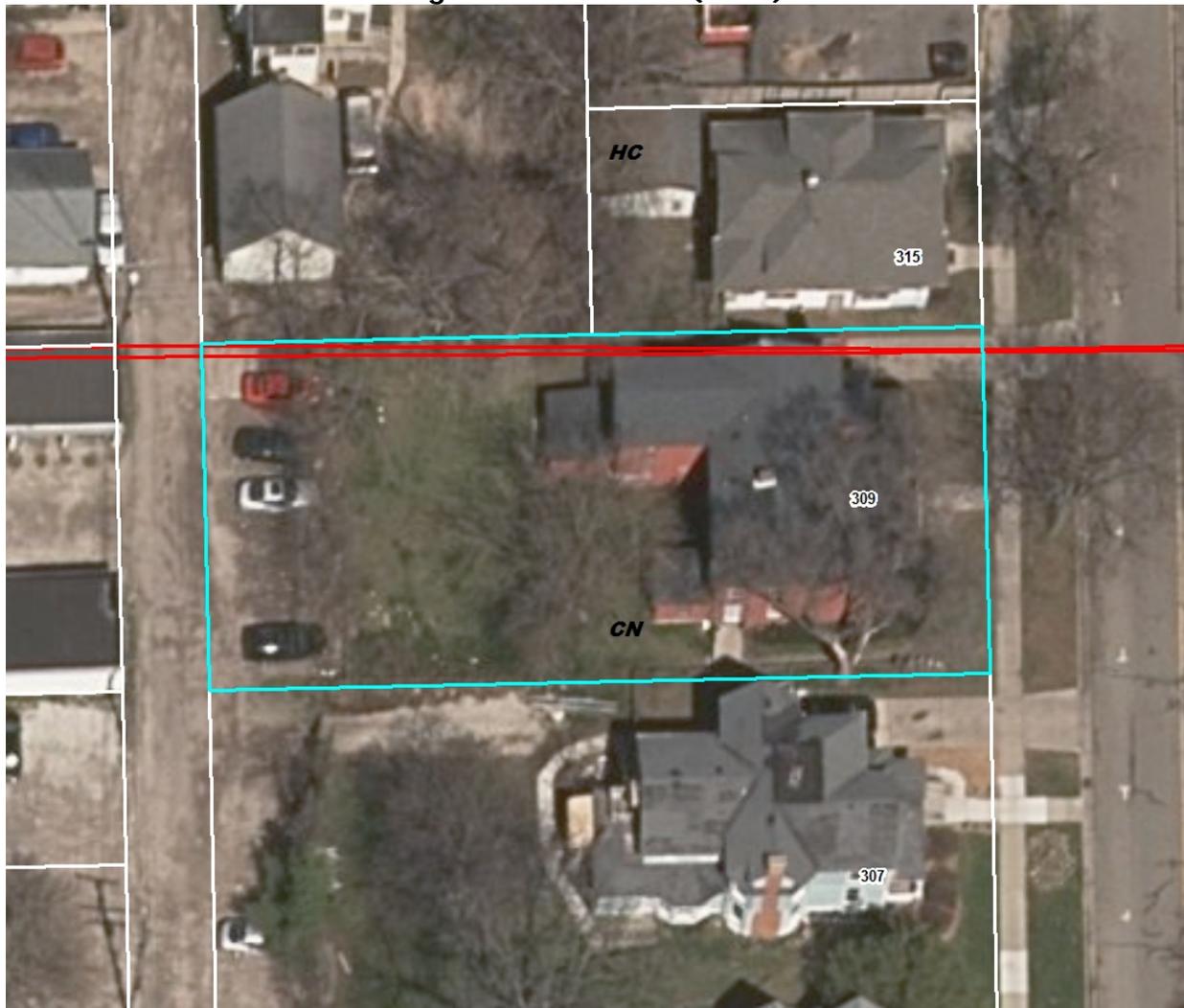


Figure 3: Front of the site



Figure 4: Existing street tree placement



Figure 5: South side of house



Figure 6: North side of the house



Figure 7: Back of the site



Figure 8: Parking off of alley

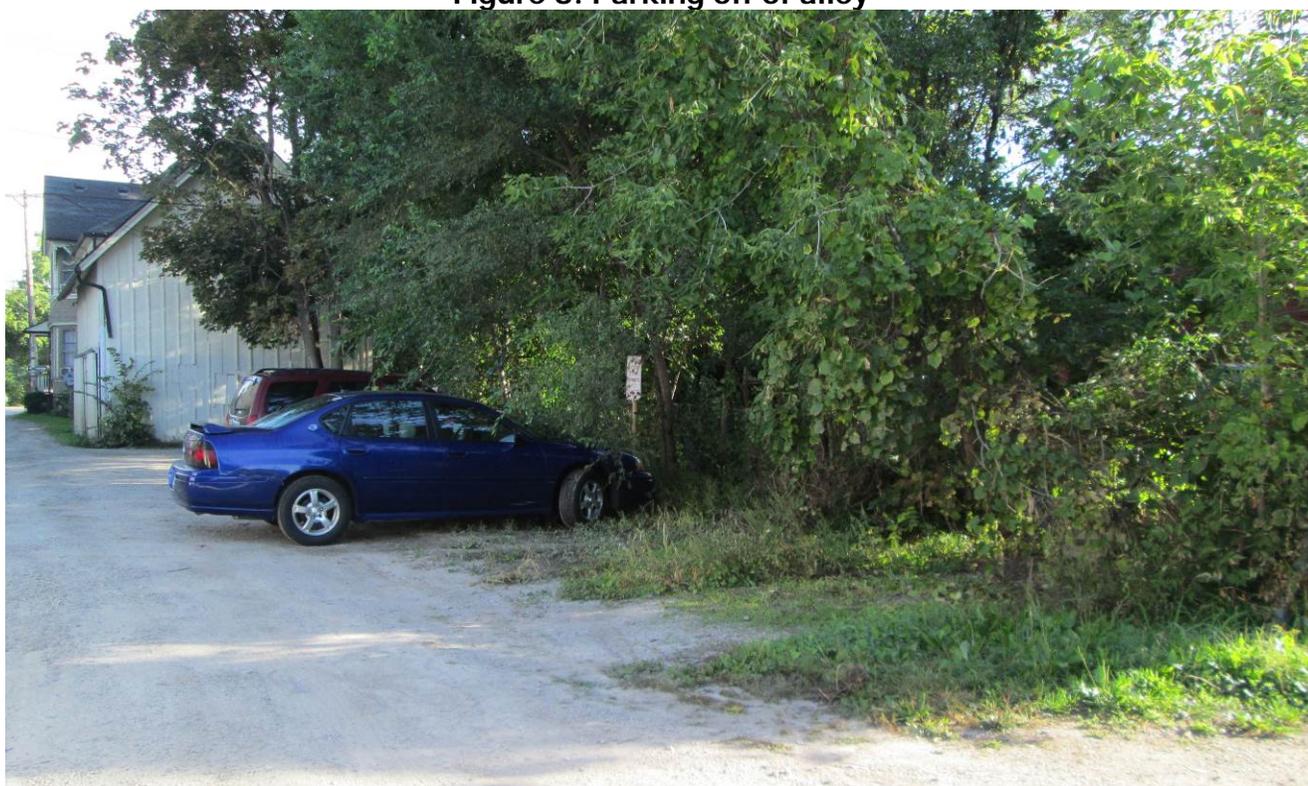


Figure 9: Land Use and Zoning of Surrounding Area

	LAND USE	ZONING
NORTH	Single-family home	HC-Historic Corridor
EAST	Multi-family homes	CN-Core Neighborhood
SOUTH	Multi-family homes	CN-Core Neighborhood
WEST	Multi-family homes	CN-Core Neighborhood

SPECIAL USE: CRITERIA AND REVIEW

§122-165(b)

(1) *The proposed use conforms with all the provisions and requirements of this chapter, including site plan review standards (section 122-128) and the applicable site development standards for the specific use, as well as the spirit and intent of this chapter and the Master Plan. The location, scale, and intensity of the proposed use shall be compatible with adjacent uses and the zoning of the land. Height, location and size of buildings shall be compatible with uses and buildings on adjacent properties. The intensity of the proposed use, such as volume, frequency and times of operation, and its compatibility shall be considered.*

COMMENTS: The location, scale, and intensity of the proposed use is compatible with adjacent uses as many other structures in the area are multiple-family, including two structures that are six units directly to the east of the structure. Core Neighborhood zoning allows for the use of the structure as multi-family residential for more than four units once approved as a special use. No change in the height, location or size of the building is proposed and it is compatible with the uses and buildings on the adjacent properties.

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

COMMENTS: As the proposed use is essentially the same as what already exists on site and in the neighboring area, it is not expected to be detrimental, hazardous, or disturbing to existing or future neighboring uses, persons, property or public welfare. No effect on noise, odor, smoke and potential contamination of air, soil and water is expected with the additional unit.

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

COMMENTS: No changes to the site are proposed however parking and access needs to be addressed in the site plan review.

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

COMMENTS: As this is an increase of only one additional residential unit, it is not expected to unreasonably impact the transportation system.

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

COMMENTS: It is not expected that this use will create additional requirements at public cost for public facilities and services.

CONDITIONS OF APPROVAL

§122-167

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

- (1) Be designed to protect natural resources, the health, safety, and welfare, as well as the social and economic well-being.*
- (2) Be related to the valid exercise of police power and purposes which are affected by the proposed use or activity.*
- (3) Be necessary to meet the intent and purposes of this chapter, be related to standards established in this chapter, and be necessary to ensure compliance with those standards.”*

Items to be addressed: *In order to continue the current non-conforming use of the rear parking, the applicant can provide paved access to each unit from the parking areas and a barrier free space in the paved front drive. Note: In order to achieve enough room for a barrier free space in the front drive the driveway/ walkway are will need to be expanded.*

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.

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.”

Figure 10: Requirements

ORDINANCE REFERENCE	REQUIRED		EXISTING CONDITIONS	PROPOSED
CN: BUILDING TYPE §122-272	Determined by lot size		Apartment House	Unchanged
LOT REQUIREMENTS				
Width ft	Min 40	Max 120	66'	Unchanged
Depth ft	Min 100	Max 150	148' 6"	Unchanged
Area sf	Min 4,000	Max 18,000	9807' 6"	Unchanged
Coverage %	Min -	Max 50%	Building footprint: 3707sf/9807.6= ~38%	Unchanged
BUILDING ENVELOPE AND HEIGHT				
Street setback ft	Min 15	Max 25	~25'	Unchanged
Side setback ft	Min 5	Max -	North: 10'3" South: 9'9"	Unchanged

ORDINANCE REFERENCE	REQUIRED		EXISTING CONDITIONS	PROPOSED
Rear setback ft	Min 20	Max -	~65'	Unchanged
Frontage buildout %	Min 60	Max 80	46'/66'=69.7%	Unchanged
Height stories	Min 1	Max 3	2	Unchanged
PARKING PROVISIONS	Location: Side, street-side yard, rear yard		Rear yard, side yard	Unchanged
PRIVATE FRONTAGES	Required: Porch or stoop		Porch	Unchanged
Width	Min 10	Max -	~34'	Unchanged
Depth	Min 5	Max -	~7'	Unchanged
Height	Min 7	Max -	Not provided	Unchanged
Interface zone	Landscape with path, 3' wide min. from sidewalk to structure		Path starts out at ~3' at the sidewalk and widens to ~5' wide closer to the porch	Unchanged

Items to be Addressed: None

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 building is in the middle of the 300 block of N Adams. The structure faces the east with parking off the alley at the rear of the structure. There is a driveway on the north side of the house. Entrances are located on the east side, north side and south side of the house. There is a path that runs to the front porch from the sidewalk that widens from approximately 3' to 5'. There are no accessory structures on site.

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."

Vehicular access is from N Adams as well as the alley to the west of the property which can be accessed from W Cross or Emmett. The site can be reached by pedestrians and bikes in a similar fashion. Sidewalks run the entire length of N Adams on both sides of the street with a paved path leading to the front porch. There are several bus stops near this property, the closest being ~450 feet away at E. Adams St north of Cross St. There is no existing bike parking on site. Vehicle parking is in a gravel lot on the west side of the site and a driveway to the north of the structure. The applicant proposes that the gravel lot off of the alley will hold seven vehicles, however a site visit revealed that with a tree and a gate in the northeast 10 feet of the gravel lot that vehicle parking in that area would not be feasible, thus space is really only available for 6 vehicles. As depicted in the above photos, much of the lot of the alley is overgrown and needs regrading. Residential permit parking is available on N Adams St. There are no barrier free spaces indicated in the parking area and barrier free accessibility into the structure is not addressed. Paved access to and from the building to the rear lot as well as access to the south door from the front or rear of the lot is required.

Figure 11: Site access, traffic and parking

ORDINANCE REFERENCE	REQUIRED	EXISTING CONDITIONS	PROPOSED
§122-834 PARKING Dimensions	<ul style="list-style-type: none"> • 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) 	Unpaved, unmarked parking in the rear and a paved driveway in the front	Gravel lot off alley =66' x 23'6":~56' of useable space/9' required width=6.22 or 6 spaces at the required 9'x18'; 1 space in driveway Total spaces=7 A barrier free space is required
§122-835 Access	5' walkway from parking lot to parks, commercial, transit, walkways, institutions; raised/marked crosswalks within parking lot all parking spaces shall be designed so that any motor vehicle may be parked or un-parked without moving another vehicle	5' walkway exists at the front of the structure, no paved walkways exist to all entrances from the back parking	Unchanged, existing non-conforming. Barrier free access to the structure is needed. Access to/from all entrances to the parking areas need to be addressed.
Ingress & Egress	<ul style="list-style-type: none"> • Aligned across ROW, or offset by 25' • >50' from intersection • 20'-30' driveway 	<ul style="list-style-type: none"> • Aligned across ROW • >50' from intersection • ~8.5' driveway and ~16' alley access 	<ul style="list-style-type: none"> • meets • meets • existing non-conforming
Internal Maneuvering	access to off-street parking containing five or more parking spaces shall be a minimum of 10' in width	Alley access to parking is ~16'	Direct access through the alley is permitted, meets

	Surfacing	Paving required in CN when more than 4 spaces	Gravel	Unchanged, existing non-conforming. Parking area in the alley should be paved or if it remains gravel, cleared, regraded and re-graveled.
	Drainage	All off-street parking and loading areas shall be graded and drained to public storm sewers.	Gravel	Unchanged, paving the rear parking lot would require proper drainage.
	Striping	For parking lots containing five or more spaces, all spaces shall be outlined with three-inch wide strips of white or yellow paint, except that barrier-free spaces shall be blue, with a symbol of compliance in blue.	None	None, striping would be required for a paved lot.
	Wheel Stops	Required for 5 or more spaces	None	Unchanged, existing non-conforming. Wheel stops are required.
	Lighting	More than 4 units requires lighting for night-time parking and landing, to meet	None	Lighting is required for the alley and driveway parking.
	Screening & Landscaping (internal)	1 tree per 8 spaces	9 spaces=2 trees required, there are 2 trees in the backyard and one in the gravel lot however the existing trees are not preferred tree species	Meets, however existing trees are not preferred tree species
	Screening & Landscaping (perimeter)	Screened in accordance with 703 if abutting R1, MD, CN, CN-Mid, CN-SF	N/A	N/A
		3'-4' screen 80% opacity where visible from ROW	N/A	N/A
		Landscaped areas, walls, structures, walks- must be protected by curbing	None	Unchanged, existing non-conforming
§122-836	Motor spaces	Multi-family dwelling	1.5 for each dwelling unit, plus 1 for each 10 dwelling units for guest parking= $1.5*5+1=8.5$ or 9 spaces	7 spaces proposed; two spaces short of the requirement; does not meet.

	Bicycle spaces	1 per 5 motor spaces, minimum of 2	None	2 bicycle spaces are required
122-837	Parking discounts	Transit	Closest stop over 400'	N/A
		Bicycle	Parking can be reduced by 1 spot / 4 covered bike parking spaces	Applicant proposes bike parking on the front porch. Applicant to supply covered bike parking for 4 bikes for a vehicle parking reduction of 1 space.
		PC discretion, special circumstances not listed above		PC discretion to provide a parking discount of up to 20% due to the site constraints.
§122-647	SIDEWALKS	Provide a sidewalk or shared-use path	Public sidewalk and a path and stairs to access the front entrance	Unchanged, meets
§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.	Unchanged	Meets

Items to be Addressed:

1. Applicant to provide one barrier free space in the paved driveway and a paved path and access to the structure that is compliant with ADA regulations.
2. Applicant to install a paved pathway for access to/from all entrances to the parking areas.
3. Recommend allowing the non-conforming gravel parking lot at the rear due to the gravel composition of the rest of the alley. Applicant to clear, regrade and re-gravel the existing lot.
4. Applicant to provide wheel stops at the rear lot.
5. Applicant is short two spaces for the required vehicle parking. The parking requirement could be reduced by 1 space, if the applicant supplies covered bike parking for four bikes. Planning Commission can provide an additional parking discount of up to 20% due to the site constraints.
6. Two bicycle spaces are required on site in addition to any covered bike parking used for a parking discount.
7. Lighting is required for the alley and driveway parking. Applicant to submit a detailed lighting plan for staff review.

ENGINEERING & STORMWATER

§122-128(6), §122-128(7)

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

(7) Natural resources will be protected to the maximum feasible extent. The proposed development will not cause soil erosion or sedimentation problems, and will respect floodways or floodplains on or in the vicinity of the subject property.

Engineering review is required for any new paved surfaces that may be installed. PC approval is subject to engineering approval.

Items to be Addressed: Applicant to submit plans for any paved surfaces for review by engineers, if required.

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 12: Screening

ORDINANCE REFERENCE	REQUIRED	EXISTING CONDITIONS	PROPOSED
<p>§122-641 Lighting</p>	<ul style="list-style-type: none"> • Dark Sky compliant; may be full cutoff where affecting residential uses • not >0.5 fc @ lot line • not >16'in height • not < 0.3 fc 	<p>Unknown</p>	<ul style="list-style-type: none"> • Dark Sky compliant preferred, applicant was already approved by the HDC for lighting that may not be fully complaint • may be full cutoff where affecting residential uses • Need lighting plan for site
<p>§122-650 Refuse Containers</p>	<p>masonry enclosure 1' taller than dumpster (no less than 6'), in rear yard, 80% opaque swing door, on a concrete pad</p>	<p>Garbage cans at the front, south side of the house</p>	<p>Unchanged, applicant needs to provide an enclosure for the garbage cans at the rear of the property</p>
<p>§122-704 Street Trees</p>	<p>1 tree per 30' of lineal frontage, centered between sidewalk and back of curb: 66'/30' = 2 trees</p>	<p>1 tree</p>	<p>Unchanged, 2 street trees, applicant to supply another small tree in the front yard.</p>

ORDINANCE REFERENCE	REQUIRED	EXISTING CONDITIONS	PROPOSED
§122-708 Site Landscaping	10%	Trees on site as well as shrubs surrounding the front of the house, rear gravel lot has existing growth	None proposed, existing landscaping may be sufficient for this requirement
122-711 Landscape Elements	Credit for existing vegetation	Trees on site as well as shrubs surrounding the front of the house, rear gravel lot has existing growth	Plant growth at the rear parking lot needs to be cleared and trees on site do not desirable trees.
§122-712 Maintenance	Readily available and acceptable water supply; may install underground sprinkler system		Applicant to maintain all existing and new landscaping in good condition.

Items to be Addressed:

1. Applicant to provide an enclosure for the refuse containers at the rear of the property.
2. Applicant to provide an additional small tree in the front yard in lieu of an additional street tree.
3. Applicant to maintain all existing and new landscaping in good condition.

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.”

HISTORIC DISTRICT

The HDC approved exterior work at this location on July 12, 2016 to include reroofing, gutter replacement, window replacement and storm window installation, guardrails, painting and lighting.

DEPARTMENT OF PUBLIC SERVICES

The applicant is responsible for obtaining permits as needed from the Department of Public Services before beginning work on any portion of the City right-of-way, including sidewalks, curbs, parking areas and driveways on N. Adams and the alley.

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.”

Safety Comes First. The applicant will need to add lighting as a requirement of the parking for the five units and has already been approved by the HDC to add lighting at the front and the back of the structure.

Anyone, no matter what age or income, can find a place to call home in Ypsilanti. The additional unit adds to the available housing stock in the area with close proximity to the university.

Easily walk, bike, drive or take transit from anywhere. From this site it is easy to bike or walk to the university and businesses in the W. Cross area, Depot Town and Downtown. Transit access is also abundant as there are several bus stops and the Ypsilanti Transit Center nearby.

STAFF RECOMMENDATIONS: SPECIAL USE

Staff recommends the Planning Commission *approve* the Special Use Permit for the Five Unit Multi-family Residential Use at 309 N Adams with the following finding and conditions:

Finding: The application is substantially in compliance with §122-165(b).

Conditions:

1. Special use approval shall be subject to approval of site plan.
2. In order to continue the current non-conforming use of the rear parking area, the applicant can provide paved access to each unit from the parking areas and a barrier free space in the paved front drive.

STAFF RECOMMENDATIONS: SITE PLAN

Staff recommends the Planning Commission *approve* the Site Plan for the Special Use Permit for the Five Unit Multi-family Residential Use at 309 N Adams with the following findings, waiver and conditions:

Finding

1. The application substantially complies with §122-127.
2. The non-conforming gravel parking lot at the rear will be allowed to continue due to the gravel composition of the rest of the alley.

Waiver

1. An 11% reduction in the required vehicle parking for a total of one space is approved due to the constraints of the site.

Conditions

2. That the applicant provides one barrier free space in the paved driveway and a paved path for access to the structure that is compliant with ADA regulations.
3. The applicant is to install a paved pathway for access to and from all entrances to the parking areas.
4. The applicant is to clear, regrade and re-gravel the existing rear parking lot.
5. The applicant is to provide wheel stops in the rear lot.
6. That the applicant supplies four covered bike parking spaces in order to become more compliant with the parking requirement.
7. The applicant is to supply two bicycle spaces on site in addition to the covered bike parking.
8. The applicant is to submit a detailed lighting plan for staff review.
9. An enclosure for the refuse containers at the rear of the property is to be provided.
10. The applicant is to provide an additional small tree in the front yard in lieu of an additional street tree.
11. The applicant is to maintain all existing and new landscaping in good condition.

Cynthia Kochanek
Associate Planner, Community & Economic Development Department

CC File
 Applicant



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:**
\$300 special use
PLUS plan review fees-
consult with staff

Engineering Fee:
If required: \$500;
additional fees may also
be required

SPECIAL USE PERMIT APPLICATION

MUST BE SUBMITTED WITH SITE PLAN OR SKETCH PLAN APPLICATION

Applicant*

Name 309 North Adams LLC / Barry Levin

Property

Name of project 309 North Adams
Current use: 4 unit multifamily residential
Proposed use : 5 unit multifamily residential
Rationale for request: This property was previously used as a 5 unit multifamily residential building as recently as 2010. I would like to restore it to its former state. See attached page for additional information.

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: 8/17/16
Print Name: Barry Levin, President, 309 North Adams LLC	

309 North Adams Street Special Use Permit Application Supplemental Information

The property file, under previous zoning, had approved the property for up to 6 units. As recently as 2010 the property had 5 units. After a fire in 2010, the property was repaired, but was not permitted to restore all 5 units, only 4 were permitted at the time. A wall separating two of the ground floor units was removed to combine them into one unusually large unit, leaving all 3 of the bathrooms in place and eliminating one kitchen sink.

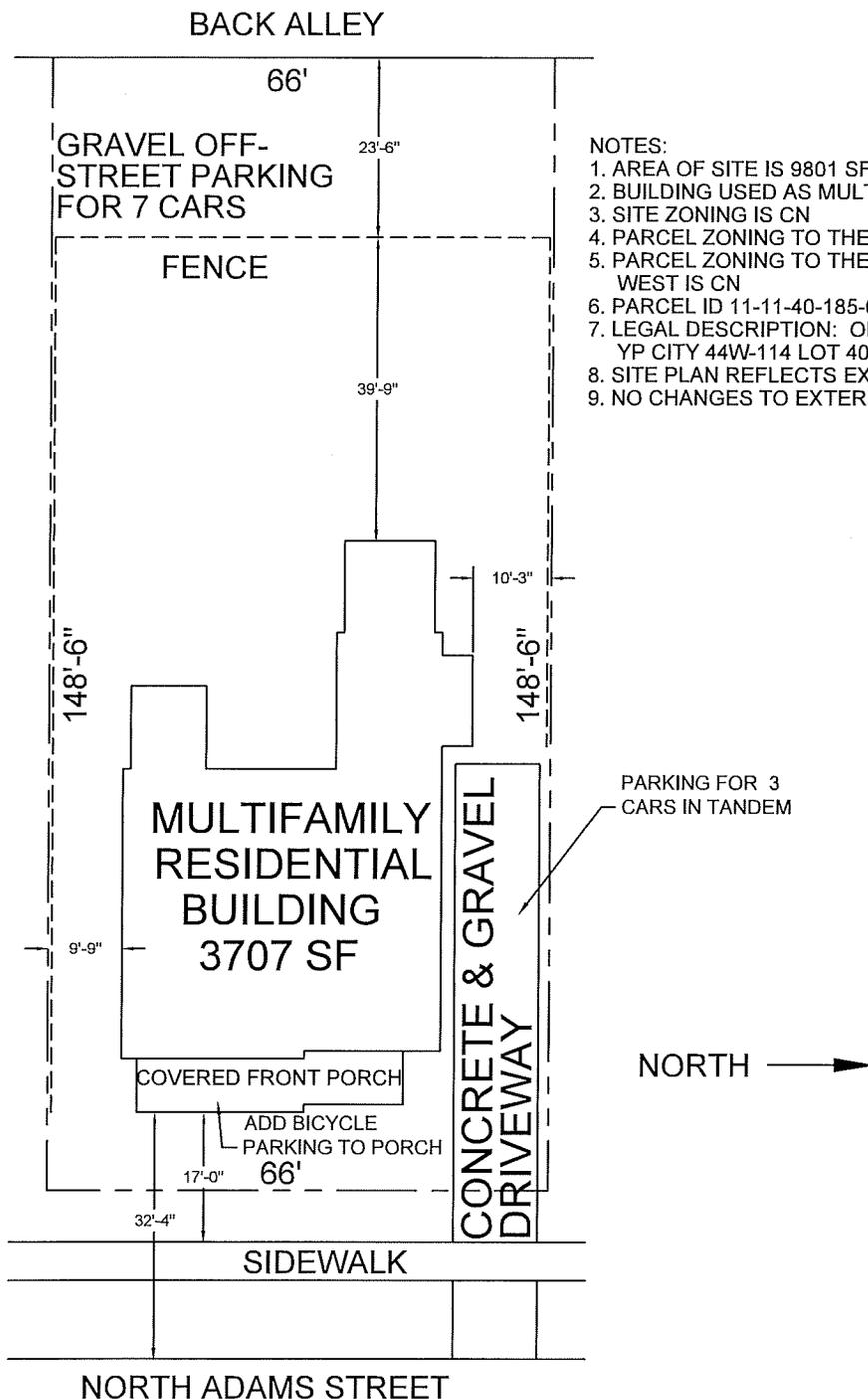
The building currently has 6 separate gas piping systems and meters; 6 separate electric panels, meters and wiring; 5 separate furnaces with separate ducts; and 5 unit entry doors. The only modification needed to turn this building back into a 5 unit building is to reconstruct one demising wall and add back one kitchen sink. No exterior modifications are required.

The return of the one kitchen sink will not add an undo burden on the City's infrastructure since its effect will be minimal. Since no additional bathrooms will be required, the existing water and sewer flows will likely be almost identical to the current conditions.

Several properties on the same block are similar multifamily residential buildings and many of the already have more than 4 units in them. The additional density of this additional unit is ecologically helpful, is not out of character for the neighborhood and will not adversely affect neighboring uses.

The property is right on the bus line and already has available off street parking. The restoration of one additional unit will not likely have a large effect on the parking load in the neighborhood.

The property is currently undergoing a renovation and has approved permits and HDC approvals. It would be helpful if the restoration to 5 units could occur soon, while the trades are still on site working.



NOTES:

1. AREA OF SITE IS 9801 SF, 0.23 ACRES
2. BUILDING USED AS MULTIFAMILY RESIDENTIAL
3. SITE ZONING IS CN
4. PARCEL ZONING TO THE NORTH IS HC
5. PARCEL ZONING TO THE SOUTH, EAST AND WEST IS CN
6. PARCEL ID 11-11-40-185-012
7. LEGAL DESCRIPTION: OLD SID - 11-11-441-407-00
YP CITY 44W-114 LOT 407 NORRIS & CROSS ADDITION
8. SITE PLAN REFLECTS EXISTING CONDITIONS
9. NO CHANGES TO EXTERIOR OF BUILDING PROPOSED

**309 NORTH ADAMS STREET SITE PLAN SKETCH
SPECIAL USE PERMIT APPLICATION**

309 NORTH ADAMS LLC
3220 LOCKRIDGE STREET
ANN ARBOR, MI 48108
734-531-8850

SCALE: 1" = 25'-0"

8/17/16

REVISED: 9/14/16

Cynthia Kochanek

From: S3B Properties <s3bproperties@gmail.com>
Sent: Wednesday, September 14, 2016 2:19 PM
To: Cynthia Kochanek
Cc: Bonnie Wessler
Subject: Re: Special Use Application for 309 N Adams
Attachments: 309 Adams Site Plan Revised 09-14-06.pdf

As requested, please find attached a revised sketch site plan for 309 N. Adams Street.

It has the 23'-6" depth of the back alley parking spaced labelled and runs the full 66' property width. With 9'-0" wide x 18'-0" parking spaces there is room for 7 cars in a perpendicular pattern back there without impeding on the City's right of way in the alley and allowing for the extra door opening width required on one end.

In addition, the driveway has sufficient depth for 3 cars parked in tandem without blocking the sidewalk or the lawn extension.

I also clarified that the building has a covered front porch. Covered, secure bicycle parking can be placed on that front porch for more bicycles than is required to gain the 1 parking space credit.

With the 7 back parking spots and only considering 1 of the 3 driveway spots together with the 1 spot credit for the bicycle parking, I believe the site has sufficient off street parking to meet the zoning requirements for 5 units without the need for a variance.

A floorplan showing the existing combined Unit 3/5 layout and the proposed separate Unit 3 and Unit 5 layout will be sent later today.

Please contact me with any questions.

Thank you.

Barry T. Levin, P.E.
President
S3B Properties LLC
734-531-8850
S3Bproperties@gmail.com

Ypsilanti Non-Motorized Advisory Committee Meeting Minutes

Thursday, August 4, 2016

1. Call to order - The meeting was called to order at 7:07pm, August 4, 2016 at the Ypsilanti District Library, 229 West Michigan Avenue. Committee members attending were Cathie Kinzel, Bob Krzewinski, Lena Reeves and Sarah Walsh.
2. Introductions
 - a. Audience participation/public input – None.
3. General business
 - a. Agenda approval - A motion was made by Sarah, seconded by Cathie, to approve the agenda, passing unanimously.
 - b. Approval of July meeting minutes - A motion was made by Sarah, seconded by Cathie, to accept the minutes, passing unanimously.
 - c. Officer reports - Safe Routes To School training will take place in Ann Arbor on August 23rd and attended by Sarah, Martha Cleary and Bob.
 - d. New Committee members – At its July 20th meeting, Cathie was approved unanimously by the Planning Commission to serve on the Committee
4. Old business
 - a. 2016 Committee priorities
 - Sidewalks – MDOT Ferris/Hamilton improvements, Washtenaw EMU HAWK – On the lack of Ferris curb cuts, instead of a letter to MDOT asking for an update, the Committee will work with City Council member Pete Murdock in bringing this, and other MDOT related non-motorized deficiencies, at a meeting with MDOT that Pete is working on. On the EMU HAWK light, ground work appears complete but no light poles have been installed.
 - Bike lane additions – Forest Avenue bike lane – Final approval for the gap between River Street and Prospect Road may go before City Council on August 16th. Bob will confirm this as soon as possible.
 - Border To Border Trail completion progress – Water Street Michigan Avenue HAWK, Frog Island, Park Street route, Grove Road – The Water Street Border To Border Trail may reopen in October after remediation work for contaminants is completed. The Michigan Avenue HAWK crossing light (Water Street Trail to Riverside Park) may be starting construction in August. Signs should also be erected in August for the Border To Border Trail on-road re-route due to the closing of Park Street at the railroad tracks.
 - Walk Friendly & Bike Friendly Community applications – Sarah reported the Walk Friendly application continues to make progress and Tony Bedogne held a working session recently on the Bike Friendly application.
 - Pedestrian safety signage – MDOT letter request status - See 4.a item “Sidewalks”.
 - Committee event participation & education – Parkridge Festival (8/27), FHWA local safety education program – Bob needs help passing out bicycle helmets at the Parkridge Festival on August 27th from noon until 3pm and will send out an email reminder to Committee members.
 - Bike Friendly Business program – No new updates.

- Traffic calming – Depot Town, Congress Street – A letter from the Committee addressing the need for a stop sign at Congress and Normal Streets (as well as other traffic calming measures on Congress) was sent to the City Manager who has since resigned. Bob will send out the original letter to Committee members for possible revisions with the thought that a new letter can go to the Planning Commission and City Council.
- b. I-94/Huron – Huron/Hamilton non-motorized improvements – Bob received an email from the Washtenaw Area Traffic Study (WATS – the County transportation planning agency) stating that they are trying to use their influence with MDOT to keep this project “active”.
 - c. Non-motorized plan – Bonnie Wessler in the City Planning Department is continuing to work on the update.
 - d. Capitol Improvements Plan (CIP) inclusion of non-motorized projects – No update.
 - e. 2017 City budget non-motorized project recommendations – With the defeat of the Water Street millage on August 2nd, funding for non-motorized projects in the City could be drastically cut although Michigan’s Act 51 states that at least 1% of the road funds the City receives from the State must be used for non-motorized projects. Also Bob will email out to Committee members the City Council budget formulation calendar which gives important dates for giving input to Council on Committee priorities.
 - f. MDOT Meeting & ADA curb cut priorities – Bob is working on a combined document of MDOT non-motorized facilities in the City (i.e. curb cuts, pedestrian signage, etc.) that need improvement
 - g. Other
5. New Business
 - a. Planning Department update – No update.
 - b. City Council support for Michigan cyclist protection legislation (5-foot passing & vulnerable user - <http://bikeleague.org/TakeAction?vvsrc=/campaigns/46978/respond>) – Bpb will start exploring if City Council would support such statewide legislation.
 - c. Other – Lena informed the Committee members that pedestrian sidewalk markings at Hamilton/Michigan and Hamilton/Harriet have been removed. Bob will call Stan Kirton in City Public Services and see if they will be replaced.
 6. Other Items – Announcements – None.
 7. Adjournment - A motion was made by Sarah, seconded by Cathie, to adjourn the meeting, passing unanimously. The meeting was adjourned at 8:02pm with the next meeting being held Thursday, September 1st, 7pm at the downtown Library.

City Of Ypsilanti Non-Motorized Advisory Committee
2016 Priorities

1. Sidewalks

- Sidewalk accessibility education & enforcement – Vegetation overgrowth, poor pavement condition, snow removal
 - Handicapped access problem points - Hamilton/Ferris curb cuts
 - Prioritize major sidewalk deficiencies – MDOT streets > major streets > schools > bus stops
 - Washtenaw Avenue – North side of road from Eastern Michigan University to Hewitt
 - North Huron Street – Jarvis north/northwest to LeForge
2. Bike lane additions
 - Create bike lanes in 2016 on Forest, West Cross and Miles.
 - Explore other possible bike lane & bike boulevard locations (i.e. Harriet/Spring/Factory/Maus & high accident locations)
 3. Border To Border Trail completion progress
 - Route the B2B from its present Rice Street route though Depot Town to take users into Riverside Park and access the newly constructed B2B segment.
 - Formulate a conceptual plan for the Frog Island Part to Eastern Michigan University segment
 4. Walk Friendly & Bike Friendly Community Applications – Resubmit WFC by June/December 2016 and BFC by August 2016. As part of process work on Safe Routes To School and law enforcement.
 5. Pedestrian safety signage
 - Huron to West Cross - rumble strips & blinking “pedestrian crossing” light
 - Hamilton/Michigan - “stop here on red” and “no turn on red” sign next to signal
 - Huron/Pearl - enhanced pedestrian crossing signs
 - West Cross/Washington – enhanced pedestrian crossing signs
 - Forest/Norris - enhanced pedestrian crossing signs, pavement markings
 - Ypsi Food Co-op River Street – enhanced pedestrian crossing signs
 - Washtenaw/College Place/Perrin - enhanced pedestrian crossing signs, pavement markings
 6. Committee event participation & education
 - Street sweeping – Encourage cyclists to report problems with debris through Click Fix
 - Bike Ypsi Spring Ride (first Sunday in May)
 - Safe Routes To School – Bike To School Day (first Wednesday of May)
 - Bike-Bus-Walk Week – (Bike To Work Week) – May 15-21, 2016
 - National Trails Day (1st Saturday of June)
 - Parkridge Summer Festival (last Saturday of August)
 - Michigan Trails Week (mid-September)
 - Safe Routes To School - Walk To School Day (first Wednesday of October)
 - DAY Halloween Festival (late October)
 - EMU events
 - Sidewalk snow removal
 7. Bike Friendly Business program – Continue to expand
 8. Traffic calming – Incorporate into Complete Streets City planning for construction

Ypsilanti Non-Motorized Advisory Committee Meeting Minutes

Thursday, September 1st, 2016

1. Call to order - The meeting was called to order at 7:03pm, September 1, 2016 at the Ypsilanti District Library, 229 West Michigan Avenue. Committee members attending were Tony Bedogne, Martha Cleary, Cathie Kinzel, Bob Krzewinski, Lena Reeves and Sarah Walsh. Also attending was City Council member Pete Murdock.
2. Introductions
 - a. Audience participation/public input – None.
3. General business
 - a. Agenda approval - A motion was made by Tony, seconded by Martha, to approve the agenda, passing unanimously.
 - b. Approval of August meeting minutes - A motion was made by Sarah, seconded by Cathy, to accept the minutes, passing unanimously.
 - c. Officer reports - Incorporated into agenda item reports.
 - d. New Committee members - It was noted that Sarah, Cheryl Weber and Bob's term expires 1/31/17. New Committee member leads can be forwarded on to Bob.
4. Old business
 - a. 2016 Committee priorities
 - Sidewalks – MDOT letter follow-up, Ferris/Hamilton improvements, Washtenaw EMU HAWK – Bob will send another letter to MDOT for any updates on Ferris/Hamilton curb cuts. The EMU HAWK (**H**igh-Intensity **A**ctivated cross**W**alk **K** beacon) had signal lights installed and should be active shortly.
 - Bike lane additions – Forest Avenue bike lane – Approved by City Council on 8/20 with more news on actual painting pending a recalculation of budget funds by City Council in September.
 - Border To Border Trail completion progress – Water Street Michigan Avenue HAWK, Frog Island, Park Street route, Grove Road – The Michigan Avenue HAWK light has completed a construction bidding process with work expected to begin in September. The Water Street B2B Trail is expected to reopen fully by October after contaminates remediation and fencing. Bob will contact the Washtenaw County Parks and Recreation Commission about a potential master plan for completing Ypsilanti section B2B gaps. Signs for the on-street B2B reroute (due to the closing of Park Street at the railroad tracks) should be up by mid-September.
 - Walk Friendly & Bike Friendly Community applications – Deadlines: Walk Friendly 12/15/2016 – Bike Friendly 2/9/2017
 - Pedestrian safety signage – Bob will send another letter to MDOT for any updates.
 - Committee event participation & education – Parkridge Festival (8/27), FHWA local safety education program, Halloween downtown festival – The Parkridge Festival went very well with Common Cycle keeping busy with bike repairs and the Committee information table giving away 50 bike helmets donated by the Ann Arbor Bicycle Touring Society. No new news on the FHWA safety program. Bob has made contact with at AAATA on blinky-light give-aways for our annual safe trick-or-treating table at the 10/27 downtown Halloween festival.

- Bike Friendly Business program – No new updates.
 - Traffic calming – Depot Town, Congress Street – Pete is looking into the City purchasing electronic speed signs (i.e. You Are Doing XX – The Speed Limit is XX) for traffic calming on Forest, Cross, Pearl and other streets. Also, the City Council will have a second reading of designated truck routes in the City at the next Council meeting (9/6) and Bob will attend supporting this action on behalf of the City.
- b. I-94/Huron – Huron/Hamilton non-motorized improvements – Pete Murdock reported that a meeting was held between City staff, MDOT and the Washtenaw Area Traffic Study (WATS) on 8/31 about Huron/Hamilton/I-94 overpass traffic calming and non-motorized improvements. Another meeting is planned for 9/16 with possible work being completed between 2019 and 2022. Bob will monitor City Council agendas for a resolution of support for Huron/Hamilton/I-94 overpass traffic calming and non-motorized improvements.
 - c. Non-motorized plan – Bonnie Wessler in City Planning actively working on the Plan update.
 - d. Capitol Improvements Plan (CIP) inclusion of non-motorized projects – Tony will send out a copy of the current CIP plan to all Committee members as well as coming up with a timeline for annual CIP additions.
 - e. 2017 City budget non-motorized project recommendations – Pete agreed that November would be a prime time to recommend non-motorized projects to Council for the upcoming calendar year since November is the month that Council has a goal-setting session.
 - f. MDOT Meeting & ADA curb cut priorities – Tony will work with EMU students on coming up with a map on curb cut locations and deficiencies.
 - g. City Council support for Michigan cyclist protection legislation (5-foot passing & vulnerable user - <http://bikeleague.org/TakeAction?vvsrc=/campaigns/46978/respond>) – Bob will work with Pete on action to have City Council pass a resolution of support for a statewide vulnerable user law.
 - h. Other – Tony will work on an 8-1/2 x 11 PDF document of the current Ypsilanti bike map on the countywide bicycle map.
5. New Business
- a. Planning Department update – Bob contacted Bonnie Wessler prior to the meeting and incorporated her comments into agenda items of the meeting.
 - b. Safe Routes To School training session report – Sarah and Bob attended SRTS training in Ann Arbor on 8/23. Bob will contact Estabrook School about possible Walk To School Day activity on 10/6.
6. Other Items – Announcements – None.
7. Adjournment - A motion was made by Tony, seconded by Martha, to adjourn the meeting, passing unanimously. The meeting was adjourned at 8:27pm with the next meeting being held Monday, October 10th, 7pm at the downtown Library.