

1. Agenda June 2019

Documents:

[01-JUNE 2019 AGENDA.PDF](#)

1.1. Items June 2019

Documents:

[PLANNING COMMISSION 17 APRIL 2019 MINUTES.PDF](#)

[PLANNING COMMISSION 22 MAY 2019 MINUTES.PDF](#)

[PC RULES OF PROCEDURE AND BYLAWS - 2019-04-17 ADOPTED.PDF](#)

2. Full Packet June 2019

Documents:

[JUNE 2019 FULL PACKET.PDF](#)

Agenda
Planning Commission
Wednesday, 19 June 2019 – 7:00 P.M.
City Hall – Council Chambers, 1 S Huron St
Ypsilanti, MI 48197

I. Call to Order

II. Roll Call

Matt Dunwoodie, Chair	P	A
Jared Talaga, Vice-Chair	P	A
Jessica Donnelly	P	A
Phil Hollifield	P	A
Heidi Jugenitz	P	A
Jelani McGadney	P	A
Michael Simmons	P	A

III. Approval of Minutes

- April 17, 2019
- May 22, 2019

IV. Audience Participation

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

V. Presentations and Public Hearing Items

- None

VI. Old Business

VII. New Business

- Bylaws: annual review
- Nomination of officers
- Election of officers

VIII. Future Business Discussion / Updates

IX. Committee Reports

- Non-motorized Committee Report
- Master Plan: Housing Affordability and Access Committee report

X. Adjournment

Agenda
Planning Commission
Wednesday, 17 April 2019 – 7:00 P.M.
City Hall – Council Chambers, 1 S Huron St
Ypsilanti, MI 48197

I. Call to Order

II. Roll Call

Matt Dunwoodie, Chair	Present
Jared Talaga, Vice-Chair	Present
Toi Dennis	Present
Jessica Donnelly	Present
Phil Hollifield	Present
Heidi Jugenitz	Absent
Jelani McGadney	Absent
Michael Simmons	Present

III. Approval of Minutes

- March 20, 2019

Offered By: Commissioner Dennis; Seconded By: Commissioner Donnelly

Approved: Yes – 6; No – 0; Absent – 2 (Jugenitz, McGadney)

IV. Audience Participation

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

none

V. Presentations and Public Hearing Items

- *834 Railroad: Special Use Permit Expansion, Medical Marijuana Growing/Processing*

Staff Presentation: Special permit was granted at this address in 2013. That business has gone out of business, and this is a new business that is also looking to expand.

Previously the use had taken up about 2 / 3 of the building, now they will be occupying the entire building and the garage. As a result, the property is well up to date with current zoning standards. Staff is recommending approval with very few conditions.

Applicant: Applicants attorney, builder, and landscaper all present. No questions to staff or commission.

Motion to open public comment:

Offered By: Commissioner Hollifield; Seconded By: Commissioner Simmons

Approved: Yes – 6; No – 0; Absent – 2 (Jugenitz, McGadney)

Motion to close public comment:

Offered By: Commissioner Donnelly; Seconded By: Commissioner Dennis

Approved: Yes – 6; No – 0; Absent – 2 (Jugenitz, McGadney)

Motion that the Planning Commission approve the Special Use Permit for Feleo Manufacturing Strategies equipment and materials storage, drying, and curing, for medical marijuana production with the following findings and conditions:

Finding:

- 1. The application is substantially in compliance with §122-533(b).*

Conditions:

- 1. Special use approval shall be subject to approval of site plan.*

**Offered By: Commissioner Talaga; Seconded By: Commissioner Dennis
Approved: Yes – 6; No – 0; Absent – 2 (Jugenitz, McGadney)**

Motion that the Planning Commission approve the site plan for Feleo Manufacturing Strategies equipment and materials storage, drying, and curing, for medical marijuana processing at 834 Railroad with the following findings and conditions:

Findings:

The application substantially complies with §122-127.

Conditions

- 1. No screening is provided to the left (north-west) of the site. Waiver suggested from 122-634 due to blank wall on that frontage.*
- 2. Applicant to install dark sky compliant lighting and provide staff with a detailed lighting plans and cut sheets for review.*
- 3. Applicant to provide details for a compliant dumpster enclosure for staff review.*
- 4. Applicant to maintain all existing and new landscaping in good condition.*
- 5. Applicant to address need for street trees. Due to the location and lack of curb, staff would support fee in lieu of plantings, or plantings elsewhere on the site per 122-636(c).*

**Offered By: Commissioner Talaga; Seconded By: Commissioner Simmons
Approved: Yes – 6; No – 0; Absent – 2 (Jugenitz, McGadney)**

- *112 Perrin: Special Use Permit, Supportive Housing*

Commissioner Hollifield recused himself due to a conflict of interest.

Staff Presentation: 112 Perrin is currently approved for use as a single family home.

Applicant is applying for a supportive housing special use permit in order to support troubled youth, and to help them through troubled times of their lives through the use of yoga, meditation, volunteering, and community service. The facility would serve 4-6 people and one resident teacher. It is in an area that is surrounded by mainly converted single family homes. The standard conditions of supportive housing are that the onsite services will be for the residents of the facility only, there must be resident manager who resides on the premises, the owner is to ensure good quality of care. Staff is suggesting that we may wish to direct them to obtain and retain certification and training from the state or an appropriate accreditation board. There is an adult foster care home a little bit

to the south that has been there since the late 2000's, and it serves six people that are all persons with mental illness. Staff is about 50/50 on the recommendation, but is ultimately recommending that the planning commission approve the site plan for the Launch Pad with the findings and conditions that the applicant is to maintain the property in good condition and to obtain and maintain accreditation.

Jared Talaga asked what were the staffs hesitations about this approval. Staff responded that it was mainly the proximity to the adult foster care home.

Applicant: Deva Madhava Das

The Launch Pad intends to serve a part of the community that they saw coming into their meditation space known as The Harmony Collective on 108 N. Adams. They weren't aware that they would need a special use when they obtained the new building. The house would serve as a "7/8th" house. This would be a facility for someone who has a job, has stabilized their life to a normal degree, but still wants to be in an atmosphere that supports their recovery, which has been going on for at least 6 months to a year already. There will be morning meditation, provided breakfast, dinner twice a week. There will be a determined time limit for a client to stay. Majority of clients would be coming from referral. Rules for the house are the standard in the recovery community. No tolerance for stealing and keeping or using drugs. The practices of drumming and singing processions that happen at the Harmony Collective would not be happening at this location. The house will be furnished for the tenants. They have intent to fix a hole in the garage roof.

Motion to open public hearing:

**Offered By: Commissioner Simmons; Seconded By: Commissioner Talaga
Approved: Yes – 5; No – 0; Absent – 2 (Jugenitz, McGadney) Recused - 1
(Hollifield)**

Clifford Larkins 510 Pearl St.- Has lived in that house for 45 years. His backyard overlooks 112 Perrin. The Neighborhood wasn't always quiet. Student rentals for 20 years and parties almost every night, but eventually became transient. He is happy with the group for what he's seen on N. Adams street, however is concerned about all the cars parked at 112 Perrin. He is worried about the neighborhood being moved back into an unknown. Would like the neighborhood to go back to single family homes. He likes what the applicants are doing, but would prefer they do it in a different neighborhood.

Raymond Carr- 110 Perrin St. - Has lived there over ten years. He is concerned about a large trailer in front of the house that has been there for months. He doesn't know if they have the appropriate permit. It takes up a couple of parking spaces, and limits parking for others. Raymond points out that this is not an area without incident. He is worried about the use of the alleyway and an increase of presence of strangers. He is concerned about musical instruments seen on the property and worries that there could be noise issues. The previous owners were loud with music.

Michael Galetly- 921 Sheridan - Owns 110 Perrin - Bought the house in 1978. Noble as this project it is, this is all after the fact. This is a small house. How many people will be in each bedroom? Concerned for the safety of the residents in 112 Pearl. Is the house still to be inspected by the city? Dispersal of these types of uses would be beneficial to the community. The difference between a rooming house and a supportive house is miniscule.

Ermgard Galetly- 921 Sheridan - Owns 110 Perrin- The trailer has been there for months, has a boot on it. There has been garbage laying out in front of the building for many weeks. She doesn't like that someone can move in somewhere without checking whether or not they can have a variance in the first place. After they have done all the work, they come in to ask for the variance, and she thinks that is wrong. They have a halfway house. Her tenants can hear the noise from the other halfway house. The parking issue is the big issue. It is not considerate for them to block three parking spots.

Janet Frankie- Lives kitty corner from 112 Perrin- She has a disabled daughter. She has had personal experiences with supportive housing, and does believe there needs to be more supportive houses, but location is important. Her daughter has staff that is worried about their safety, the staff has nowhere to park. She is becoming fearful of walking the dog at midnight. The people from the other halfway house tend to smoke cigarettes in her backyard, and she's had to involve the police. She is worried about visibility in the alleyway, and the trailer limits vision.

Harvey Craigy- 504 Pearl St.- Embraces the purpose of the Launch Pad, but does not agree that the location is appropriate. Shared his experience of rezoning his home from an R4 to an R3 for community consistency even though it personally impacted his livelihood. He is worried about parking capacity at this home. The alleyway has not been treated well by the owners of 112 Perrin. The trailer is an unsafe obstruction. He points out that there is less than 200 sq. ft. per person, assuming eight people live in this home. Typical homes in the area exceed 200 sq. ft. per person. Doesn't want this special use to create a domino effect of other homeowners looking to change zoning. Harvey is worried that the people who would be living here have a chance of relapse and a 1/8th chance of them doing something wrong in their community. He would rather have them do something wrong in another community. States that there are two other halfway houses in the community. Recommended that 112 Perrin cap the amount of tenants at 3.

John Adams - 116 Perrin St. - Does believe project at 112 Perrin is a noble cause, but does not support it for his neighborhood. 603 Pearl is also a noble cause but has been a nightmare for the community. Police and ambulance are there frequently. Caretakers, residents, visitors coming and going every day. It disrupts the peacefulness of his residence. He once sat on the Planning Commission, and admits making mistakes, and hopes this commission doesn't make another mistake. There are other buildings in

Ypsilanti that would be a better fit for the Launch Pad's cause. Commented on trash on the property, the trailer, and the alleyway.

Andrea- 605 Pearl- Doesn't have direct issues with the house on Perrin but lives right next to the adult foster care house on Pearl. Is concerned that the problems she has there would carry out to the new spot. The adult foster home is really loud. Staff plays loud music, have loud conversations on their phones, have their boyfriends come to the house and have fights with them. The clients will come sit on her porch, and it is unsettling to come upon them at night. When asked to move, most of the time they do, but there have been occasions when she's had to call the police because they refuse to leave. They go through the garbage, smoke a lot of cigarettes and the smoke fills her apartment. Things on paper aren't always real life. It was said that eight people live there, but minimum she has counted has been 16.

Motion to close public hearing:

**Offered By: Commissioner Talaga; Seconded By: Commissioner Simmons
Approved: Yes – 5; No – 0; Absent – 2 (Jugenitz, McGadney) Recused - 1
(Hollifield)**

Commissioner Dunwoodie set aside time for clarifications from the applicant and staff. Staff clarified parking requirements for this residence.

Staff clarified the square footage of the house. The packet indicated the lot size was the size of the building.

Applicant- The trailer does belong to them. They have a permit, and the boot on the trailer is theirs. They will move the trailer tomorrow since it is a problem. Applicant asks neighbors to communicate any issues to them.

Applicant states that their other house at 108 Adams will be an example of the care they will put into the home. He assured that residents will not not be allowed to smoke, let alone drink coffee or tea. Quiet time will be 9pm, and they will not be holding public meetings in the space.

Commissioner Dennis supports the project, but hopes to see the applicant meeting with the neighborhood residents to address future concerns. She believes that the applicants will be a great addition to the community

Commissioner Dunwoodie supports the special use. He has a hard time agreeing that one can support the purpose, but not support it in that specific location as the zoning map does show that this is an appropriate location for the spirit of what is being applied for. Street parking enforcement is not in the scope of the planning department.

Commissioner Simmons recommended that the applicant listen to his neighbors and keep the residents in mind.

Conversation ensued about number of on-site residents.

Motion that the Planning Commission approve the Special Use Permit for The Launchpad with the following finding and conditions:

Findings:

The application is substantially in compliance with §122-324(b).

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

- 1. On-site services shall be for residents of the facility only.*
- 2. If the owner of the property does not reside on the premises, the owner must appoint a resident manager, who resides on the premises. The property owner must provide the name and contact information of this person upon request by the City, to both the Building Department and emergency services.*
- 3. The owner is to ensure a good quality of care of the property.*
- 4. Obtain and retain certification and training from the State or an appropriate accreditation board within 3 months.*
- 5. Number of residents will be limited to four with two on-site resident managers.*

**Offered By: Commissioner Talaga; Seconded By: Commissioner Dennis
Approved: Yes – 5; No – 0; Absent – 2 (Jugenitz, McGadney) Recused - 1
(Hollifield)**

Motion that the Planning Commission approve the Site Plan for The Launchpad with the following finding and condition:

Findings: The application substantially complies with §122-310.

Conditions:

- 1. Applicant to fix the garage.*

**Offered By: Commissioner Talaga; Seconded By: Commissioner Dennis
Approved: Yes – 5; No – 0; Absent – 2 (Jugenitz, McGadney) Recused - 1
(Hollifield)**

VI. Old Business

VII. New Business

- Bylaws discussion: Conflict of Interest, attendance updates
Commissioner Dennis motioned to table the bylaws discussion.
Commissioner Dennis retracted the motion.
Staff report: updates have been made on the conflict of interest and attendance updates.
Commissioner Dennis shares bylaw thoughts and corrections. She is concerned about removing a specific citation about membership and feels it is important to be specific in the language.
Conversation about reasonable appearance of a conflict of interest ensued.
Redundancies in the bylaws are discussed and removed.
The commission discussed attendance and absences.
Motion to approve the editions, corrections, and updates to the bylaws as amended.

**Offered By: Commissioner Dennis; Seconded By: Commissioner Donnelly
Approved: Yes – 6; No – 0; Absent – 2 (Jugenitz, McGadney)**

VIII. Future Business Discussion / Updates

Commissioner Dennis would like to discuss number of meetings in a calendar year.

IX. Committee Reports

- Non-motorized Committee Report
Commissioner Talaga is working on the report.
- Master Plan: Housing Affordability and Access Committee report
Housing meeting coming up on May 3rd at Riverside Arts Center

X. Adjournment

Motion to adjourn:

**Offered By: Commissioner Hollifield; Seconded By: Commissioner Donnelly
Approved: Yes – 6; No – 0; Absent – 2 (Jugenitz, McGadney)**

Agenda
Planning Commission
Wednesday, 22 May 2019 – 7:00 P.M.
City Hall – Council Chambers, 1 S Huron St
Ypsilanti, MI 48197

Special Meeting

I. Call to Order

II. Roll Call

Matt Dunwoodie, Chair	Present
Jared Talaga, Vice-Chair	Absent
Toi Dennis	Present
Jessica Donnelly	Present
Phil Hollifield	Absent
Heidi Jugenitz	Present
Jelani McGadney	Present
Michael Simmons	Absent

IV. Audience Participation

None

V. Presentations and Public Hearing Items

Capital Improvements Plan: Annual Review

The Planning Commission discussed the draft Capital Improvements Plan extensively, and offered the following feedback to City Council:

- Lack of roads projects
 - Roads projects are not discussed at all in the CIP, with the exception of West Cross (listed three ways). Their lack is significant, as it is known that there are several roads programs coming up in the 5-6 year timeframe.
- What projects are there, lack detail. PC wants more transparency on what roadworks/nonmotorized/sidewalk curb ramps/traffic calming/parks improvements (“park priority projects”) are proposed. Things like “DPS – employee parking area” and “DPS – employee parking area (additional),” or “water street infrastructure” or “non-motorized improvements” need far more detail/differentiation. The provision of the project sheets in the following year will be a great improvement in this area.
- Relation to the Master Plan (or other long-term/long-range documents)- include to help prioritize, perhaps on individual project sheets.
- Would like to see some consideration of public notice boards (either construction or official designation or space).
- Categorization. There’s not any information in the plan to show why something is “mandatory” vs “discretionary.” The motorpool- everything is mandatory. Is it really mandatory? The additional employee parking is mandatory – but the (presumed current?) parking is strategic.

- Separating out projects by sources of funds, as they are in the budget, doesn't make sense for this plan, because it's a big-picture overview. There's got to be a better way of showing different sources of funds. Also, listings like "Federal Aid Committee" and "County Road Millage" are just anticipated sources of funding, not actual projects.
- Why doesn't 2019 have any non-motorized improvements?
- The total cost should be on the chart, not just the City portion. Please try to show both, as well as sources of funds, on the chart.
- In the text, "discretionary" was changed to "added value," but that's not reflected in the chart.
- The totals on the sub-tables (pages 15 thru 16) don't add up to the totals on the total chart.
- Page 14, bottom of the chart (non-equipment, request 2018-2019) there's an extra zero.
- Page 14, they're wondering why there were no requests but high approvals in 17-18 and no requests/no approvals in non-equipment for 16-17.
- The plan essentially drops off after 2020, and lacks detail on the few projects afterwards. More information is needed.

VI. Old Business

None

VII. New Business

None

VIII. Future Business Discussion / Updates

None

IX. Committee Reports

None offered.

X. Adjournment

Motion to adjourn:

Offered By: Commissioner Dennis; Seconded By: Commissioner Jugenitz

Approved by voice vote



THE RULES OF PROCEDURE AND BYLAWS

OF

THE PLANNING COMMISSION

OF

THE CITY OF YPSILANTI, MICHIGAN

As adopted, 17 April 2019

ARTICLE I – Name

The name of the Commission shall be the Planning Commission of The City of Ypsilanti, hereinafter referred to as “Commission.”

ARTICLE II – Objectives

The objectives, purposes, powers, and duties of the Commission are those set forth by P.A. 33 of 2008, as amended, being the Michigan Planning Enabling Act, (M.C.L. 125.3801 et seq.), hereinafter “the Planning Act,” and the administration of Chapter 122 of the City Code of Ordinances, Zoning, and all subsequent amendments thereto, in accordance with P.A. 110 of 2006, as amended, being the Michigan Zoning Enabling Act, (M.C.L. 125.3101 et seq.), hereinafter “the Zoning Act.”

- Section 1. The commission shall review and act on all proposed zoning ordinances, zoning amendments, or Planned Unit Developments pursuant to the Zoning Act. At least one hearing shall be held on each proposed zoning ordinance, amendment, or Planned Unit Development, with notices given as specified in the zoning ordinance and the Zoning Act. After the hearing, action shall be in the form of a recommendation to the City Council.
- Section 2. The Commission shall review and act on all special use permit applications pursuant to the Zoning Act and zoning ordinance. At least one hearing shall be held on each special use permit.
- Section 3. The Commission shall review and act on all those site plans which the zoning ordinance requires Commission action.
- Section 4. The Commission shall not act, or otherwise hear issues on zoning ordinance interpretation, zoning map interpretation, or variances. Such matters shall be exclusively the jurisdiction of the Zoning Board of Appeals.
- Section 5. The Commission shall review and advise upon all plans of adjacent or contiguous government units, including Ypsilanti and Superior Townships, Washtenaw County, and Eastern Michigan University. This review should focus on coordination of planning between governments, including consistencies or inconsistencies between plans and consideration of matters of broader interest than the City of Ypsilanti.
- Section 6. The Commission shall review and advise upon plans for capital improvements, such as construction, expansion, removal, or vacating of public lands, buildings, or right-of-ways. This review should focus on consistency with adopted plans of the City and other governmental units. This may be done by an annual review of the City's Capital Improvement Plan prior to adoption by City Council, rather than of each project individually.

ARTICLE III – Membership

- Section 1. Membership of the Planning Commission shall consist of nine members. Members of the Commission shall be appointed as provided for in Section 9.03 of the City Charter of the City of Ypsilanti.
- Section 2. The first priority of each member of the Commission shall be to represent and advocate what is best for the City of Ypsilanti as a whole, putting aside personal or special interests.
- Section 3. Membership of the Commission shall be representative of the entire geography of the City of Ypsilanti and of important segments of the community.

Section 4. Each member of the Commission shall avoid conflicts of interest, including, but not limited to, deliberating on, voting on, or reviewing a case concerning the member; the immediate family or household of the member; property owned by or neighboring property owned by the member; or a corporation or partnership in which the member has an ownership, employment, or other financial interest; or when there is a reasonable appearance of a conflict of interest.

For the purposes of this section, a neighboring property shall include any property falling within the 300' notification radius described by Section 103 of the Zoning Act.

Potential conflicts of interest should be identified by the member prior to deliberation of the case. Members shall disclose, except where it violates a confidence, the general nature of the conflict, and the minutes shall so record the conflict and abstention. The member shall remove themselves from the meeting room during deliberation of the case.

Section 5. Members shall avoid *ex parte* contact about cases before the Commission whenever possible. If such contact occurs, the member shall make a report of the discussion to the Commission at the public hearing or deliberation of the case.

Section 6. Once a vote is taken and an issue is decided by vote, the duty of each member of the Commission is to accurately represent the position reflected by the outcome of the vote.

From time-to-time, or on a specific issue, the Commission may appoint a spokesperson for the Commission for all matters which occur outside of the meetings of the Commission.

Section 7. One member of the Commission may also serve on the Zoning Board of Appeals. This member shall not vote twice on the same issue, such as voting at the ZBA on an appeal of a Planning Commission decision that the member voted on.

ARTICLE IV – Officers, and Their Duties

Section 1. The officers of the Commission shall be a Chairperson and a Vice-Chairperson. Such other officers, sub-committees, etc. as are deemed necessary and advisable for the conduct of business shall be appointed as required and provided for by the Commission.

Section 2. The Chairperson shall preside at all meetings and hearings of the Commission and shall have the duties normally conferred by parliamentary usage on such officers. The Chairperson shall additionally serve as Secretary, receive communications and petitions sent to the Planning Commission, and transmit proposed Master Plan amendments to neighboring communities.

Section 3. The Vice-Chairperson shall preside and exercise all of the duties of the Chairperson in their absence. Should neither the Chairperson nor the Vice-Chairperson be present at a meeting, a temporary Chairperson shall be elected by the majority vote of the members present.

Section 4. The Chairperson and the City Planner shall sign all legal documents for the Commission.

Section 5. The Commission may designate a person who is not a member of the Commission to serve as Recording Secretary. The Recording Secretary shall prepare draft minutes for review by the Commission and shall perform such other duties as may be ordered by the Commission.

Section 6. Nomination of officers shall be made from the floor at the annual organizational meeting which shall be the regular meeting in June each year, and the election shall be immediately thereafter.

- Section 7. A candidate receiving a majority vote of the entire Commission shall be declared elected and shall serve a term of one year or until their successor shall take the office.
- Section 8. Vacancies in office shall be filled immediately by regular election procedures.
- Section 9. The officers shall be members of the Commission.

ARTICLE V – Meetings

- Section 1. All regular and special meetings, hearings, and records shall be open to the public. Meetings shall be conducted under the Open Meetings Act of the State of Michigan.
- Section 2. The Commission shall hold a minimum of four regular meetings per year.
- Section 3. A special meeting of the Commission may be called by the Chairperson, or the Vice-Chairperson in the event the Chairperson is unavailable, or any three (3) members of the Commission. Each member of the Commission must receive at least two days' notice as to the time, place and purpose of the meeting.
- Section 4. All inquiries, applications, or matters requiring official action by the Commission shall be submitted in writing, be properly drafted on official forms necessary, and contain all relevant information regarding the matter upon which the Commission is requested to act. Further, any petitioners may withdraw a petition at any time by filing a written notice of withdrawal with the City Planner.
- Section 5. The normal order of business at meetings shall be as follows:
 - 1. Call to order
 - 2. Roll call
 - 3. Approval of minutes
 - 4. Audience participation
 - 5. Any business item requiring a public hearing
 - 6. Old business
 - 7. New business
 - 8. Adjournment
- Section 6. A quorum shall consist of a majority of the current Planning Commissioners, but no less than four (4) members.
- Section 7. All proceedings, decisions and resolutions of the Commission shall be initiated by motion.

Motions made in an administrative capacity, such as rezonings, site plan reviews, and special use permits, shall include findings of facts and reasons for the Commission's action.
- Section 8. An affirmative vote of a majority of those present shall be necessary to pass any motion involving the adoption or amending of plans, policy statements or recommendations to the Council.
- Section 9. Voting shall be by voice vote and shall not be recorded as individual ayes or nays unless requested by a member of the Commission, in which case the Chairperson shall order the vote to be so recorded except that any member may abstain by so declaring prior to vote. An abstention may only be made in the case of a conflict of interest; it is otherwise the duty of all Commissioners present to participate in the vote.

- Section 10. Parliamentary procedure in Commission meetings shall be governed by Roberts Rules of Order, as amended. The City Planner shall act as parliamentarian during Planning Commission meetings.
- Section 11. The City Planner, City Attorney, and other officials of the City may participate in the Commission's discussion, but shall not vote, introduce motions, be counted towards quorum, or initiate any other parliamentary action.

ARTICLE VI – Procedures

- Section 1. Applications and all required supporting documentation are to be submitted by the filing deadline. Applicants are to be provided with instructions which include the deadline date. Failure to submit a complete application and/or any required component of the application or submission of an inadequate application and/or any required component of the application will result in the case being withdrawn from consideration.
- Section 2. The usual order of procedure of the public hearing shall be:
- a. Chair states the name of the case and explains procedure and nature of case.
 - b. City Planner presents the official records of the case.
 - c. City Planner presents staff recommendation.
 - d. Commission asks questions of staff.
 - e. Applicant presents their case.
 - f. Motion to open public hearing and chairperson directs that all persons present in connection therewith identify themselves by name and address. Chair explains the procedure.
 - g. The public are heard.
 - h. Closing of Public Hearing – motion to close shall require majority concurrence for each petition.
 - i. Discussion by Commissioners.
 - j. Motion and decision by Commissioners.

ARTICLE VII – Disposition and Record

- Section 1. The decision of the Commission shall take effect the business day following a determination. However, the Commission may find the immediate effect of such decision is necessary for the preservation of property or personal rights and shall certify with five (5) concurring votes or a majority vote of the members present. The applicant shall be advised of the decision in writing within five (5) days of the final hearing and decision.
- Section 2. The Commission shall keep, or cause to be kept, a permanent record of Commission meetings and decisions, which shall, at a minimum, include:
- a. A copy of the meeting posting pursuant to P.A. 267 of 1976, as amended, (being the Michigan Open Meetings Act, M.C.L. 15.261 et seq.);
 - b. A copy of the minutes, and all its attachments which shall include a summary of the meeting, in chronological sequence of occurrence;
 - c. Records of any action, support documents, maps, site plans, photographs, and correspondence received, attached as an appendix to the minutes.
- Section 3. The City Planner shall communicate the actions and recommendations of the Commission to the City Council and general public.

ARTICLE VIII – Committees

- Section 1. The Commission or Chair may establish and appoint ad hoc committees for special purposes or issues, as deemed necessary. Less than a quorum may serve on an ad hoc committee at any given time.
- Section 2. The Commission, Chair, or City Planner may establish and appoint citizen committees with the consent of the Commission. Membership can be any number, so long as less than a quorum of the Commission serves on a citizen committee at any given time. The purpose of the citizen committee is to be able to use individuals who are knowledgeable or expert in a particular issue before the Commission or to better represent various interest groups.
- Section 3. All committees are subservient to the Commission and report their recommendations to the Commission for review and action. The Commission can overrule any action of any committee.
- Section 4. The same principles of these Bylaws for the Commission also apply to all committees of the Commission, including, but not limited to, making all meetings open to the public and keeping a record of all proceedings.

ARTICLE IX – Commission Absences

- Section 1. In order to maintain maximum participation of all appointed Commission members at all regularly scheduled meetings, the following attendance guide and Commissioner replacement policy for “excused” or “unexcused” absences should be implemented:
- a. When appointed, each Commissioner should state their willingness and intention to attend each scheduled meeting of the Commission.
 - b. In the event of unplanned personal matters, business trips, family vacation trips, changed job requirements, sickness, or other physical disabilities that prohibit the commissioner from attending the scheduled meeting; the Commission, professional staff of the City, or the Commission Chairperson should be notified as early as possible prior to the start hour of their inability to attend the scheduled meeting. The Commission member upon this notification will receive an “excused absence” for the involved scheduled meeting.
 - c. There will be a limit of three (3) consecutive “excused absences” or two (2) consecutive “unexcused absences” for any member of the Commission. If any member exceeds the above criteria for consecutive absences, the Commissioner will be recommended for dismissal unless extenuating circumstances exist.
 - d. If any Commission member is absent, whether excused or not, from any five (5) scheduled monthly Commission meetings, whether consecutive or not, during any one year period, the commissioner will be recommended for dismissal unless extenuating circumstances exist.
 - e. The recommendation for dismissal as required will be initiated by City staff and forwarded on to the City Council for official action.

ARTICLE X – Miscellaneous

- Section 1. These Rules may be amended or altered during a regular meeting by the affirmative vote of at least six (6) members, or a majority of those on the current roster of the Commission, provided notice of the proposed change is given to the Commission at a preceding regular meeting.

PLANNING COMMISSION RULES OF PROCEDURE AND BYLAWS

Section 2. The provisions of these Rules shall be discussed and/or adopted or readopted by the Commission annually at their regular June meeting.

Section 3. The Commission shall provide City Council with an annual report. This report shall include discussion of the Commission's activities, the status of any planning processes, priorities and recommendations to Council for the coming year, and any fiscal needs anticipated. This report shall be prepared prior to the preparation of the City's budget priorities.

Moved by Commissioner DENNIS and Supported by Commissioner DONNELLY that the Rules and Regulations of the Commission be adopted as presented on 17 APRIL 2019.

AYES: 6 NAYS: 0 ABSENT: 2

 DENIED
 X ADOPTED

Agenda
Planning Commission
Wednesday, 19 June 2019 – 7:00 P.M.
City Hall – Council Chambers, 1 S Huron St
Ypsilanti, MI 48197

I. Call to Order

II. Roll Call

Matt Dunwoodie, Chair	P	A
Jared Talaga, Vice-Chair	P	A
Jessica Donnelly	P	A
Phil Hollifield	P	A
Heidi Jugenitz	P	A
Jelani McGadney	P	A
Michael Simmons	P	A

III. Approval of Minutes

- April 17, 2019
- May 22, 2019

IV. Audience Participation

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

V. Presentations and Public Hearing Items

- None

VI. Old Business

VII. New Business

- Bylaws: annual review
- Nomination of officers
- Election of officers

VIII. Future Business Discussion / Updates

IX. Committee Reports

- Non-motorized Committee Report
- Master Plan: Housing Affordability and Access Committee report

X. Adjournment

Agenda
Planning Commission
Wednesday, 17 April 2019 – 7:00 P.M.
City Hall – Council Chambers, 1 S Huron St
Ypsilanti, MI 48197

I. Call to Order

II. Roll Call

Matt Dunwoodie, Chair	Present
Jared Talaga, Vice-Chair	Present
Toi Dennis	Present
Jessica Donnelly	Present
Phil Hollifield	Present
Heidi Jugenitz	Absent
Jelani McGadney	Absent
Michael Simmons	Present

III. Approval of Minutes

- March 20, 2019

Offered By: Commissioner Dennis; Seconded By: Commissioner Donnelly

Approved: Yes – 6; No – 0; Absent – 2 (Jugenitz, McGadney)

IV. Audience Participation

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

none

V. Presentations and Public Hearing Items

- *834 Railroad: Special Use Permit Expansion, Medical Marijuana Growing/Processing*

Staff Presentation: Special permit was granted at this address in 2013. That business has gone out of business, and this is a new business that is also looking to expand.

Previously the use had taken up about 2 / 3 of the building, now they will be occupying the entire building and the garage. As a result, the property is well up to date with current zoning standards. Staff is recommending approval with very few conditions.

Applicant: Applicants attorney, builder, and landscaper all present. No questions to staff or commission.

Motion to open public comment:

Offered By: Commissioner Hollifield; Seconded By: Commissioner Simmons

Approved: Yes – 6; No – 0; Absent – 2 (Jugenitz, McGadney)

Motion to close public comment:

Offered By: Commissioner Donnelly; Seconded By: Commissioner Dennis

Approved: Yes – 6; No – 0; Absent – 2 (Jugenitz, McGadney)

Motion that the Planning Commission approve the Special Use Permit for Feleo Manufacturing Strategies equipment and materials storage, drying, and curing, for medical marijuana production with the following findings and conditions:

Finding:

- 1. The application is substantially in compliance with §122-533(b).*

Conditions:

- 1. Special use approval shall be subject to approval of site plan.*

Offered By: Commissioner Talaga; Seconded By: Commissioner Dennis

Approved: Yes – 6; No – 0; Absent – 2 (Jugenitz, McGadney)

Motion that the Planning Commission approve the site plan for Feleo Manufacturing Strategies equipment and materials storage, drying, and curing, for medical marijuana processing at 834 Railroad with the following findings and conditions:

Findings:

The application substantially complies with §122-127.

Conditions

- 1. No screening is provided to the left (north-west) of the site. Waiver suggested from 122-634 due to blank wall on that frontage.*
- 2. Applicant to install dark sky compliant lighting and provide staff with a detailed lighting plans and cut sheets for review.*
- 3. Applicant to provide details for a compliant dumpster enclosure for staff review.*
- 4. Applicant to maintain all existing and new landscaping in good condition.*
- 5. Applicant to address need for street trees. Due to the location and lack of curb, staff would support fee in lieu of plantings, or plantings elsewhere on the site per 122-636(c).*

Offered By: Commissioner Talaga; Seconded By: Commissioner Simmons

Approved: Yes – 6; No – 0; Absent – 2 (Jugenitz, McGadney)

- *112 Perrin: Special Use Permit, Supportive Housing*

Commissioner Hollifield recused himself due to a conflict of interest.

Staff Presentation: 112 Perrin is currently approved for use as a single family home.

Applicant is applying for a supportive housing special use permit in order to support troubled youth, and to help them through troubled times of their lives through the use of yoga, meditation, volunteering, and community service. The facility would serve 4-6 people and one resident teacher. It is in an area that is surrounded by mainly converted single family homes. The standard conditions of supportive housing are that the onsite services will be for the residents of the facility only, there must be resident manager who resides on the premises, the owner is to ensure good quality of care. Staff is suggesting that we may wish to direct them to obtain and retain certification and training from the state or an appropriate accreditation board. There is an adult foster care home a little bit

to the south that has been there since the late 2000's, and it serves six people that are all persons with mental illness. Staff is about 50/50 on the recommendation, but is ultimately recommending that the planning commission approve the site plan for the Launch Pad with the findings and conditions that the applicant is to maintain the property in good condition and to obtain and maintain accreditation.

Jared Talaga asked what were the staffs hesitations about this approval. Staff responded that it was mainly the proximity to the adult foster care home.

Applicant: Deva Madhava Das

The Launch Pad intends to serve a part of the community that they saw coming into their meditation space known as The Harmony Collective on 108 N. Adams. They weren't aware that they would need a special use when they obtained the new building. The house would serve as a "7/8th" house. This would be a facility for someone who has a job, has stabilized their life to a normal degree, but still wants to be in an atmosphere that supports their recovery, which has been going on for at least 6 months to a year already. There will be morning meditation, provided breakfast, dinner twice a week. There will be a determined time limit for a client to stay. Majority of clients would be coming from referral. Rules for the house are the standard in the recovery community. No tolerance for stealing and keeping or using drugs. The practices of drumming and singing processions that happen at the Harmony Collective would not be happening at this location. The house will be furnished for the tenants. They have intent to fix a hole in the garage roof.

Motion to open public hearing:

**Offered By: Commissioner Simmons; Seconded By: Commissioner Talaga
Approved: Yes – 5; No – 0; Absent – 2 (Jugenitz, McGadney) Recused - 1
(Hollifield)**

Clifford Larkins 510 Pearl St.- Has lived in that house for 45 years. His backyard overlooks 112 Perrin. The Neighborhood wasn't always quiet. Student rentals for 20 years and parties almost every night, but eventually became transient. He is happy with the group for what he's seen on N. Adams street, however is concerned about all the cars parked at 112 Perrin. He is worried about the neighborhood being moved back into an unknown. Would like the neighborhood to go back to single family homes. He likes what the applicants are doing, but would prefer they do it in a different neighborhood.

Raymond Carr- 110 Perrin St. - Has lived there over ten years. He is concerned about a large trailer in front of the house that has been there for months. He doesn't know if they have the appropriate permit. It takes up a couple of parking spaces, and limits parking for others. Raymond points out that this is not an area without incident. He is worried about the use of the alleyway and an increase of presence of strangers. He is concerned about musical instruments seen on the property and worries that there could be noise issues. The previous owners were loud with music.

Michael Galetly- 921 Sheridan - Owns 110 Perrin - Bought the house in 1978. Noble as this project it is, this is all after the fact. This is a small house. How many people will be in each bedroom? Concerned for the safety of the residents in 112 Pearl. Is the house still to be inspected by the city? Dispersal of these types of uses would be beneficial to the community. The difference between a rooming house and a supportive house is miniscule.

Ermgard Galetly- 921 Sheridan - Owns 110 Perrin- The trailer has been there for months, has a boot on it. There has been garbage laying out in front of the building for many weeks. She doesn't like that someone can move in somewhere without checking whether or not they can have a variance in the first place. After they have done all the work, they come in to ask for the variance, and she thinks that is wrong. They have a halfway house. Her tenants can hear the noise from the other halfway house. The parking issue is the big issue. It is not considerate for them to block three parking spots.

Janet Frankie- Lives kitty corner from 112 Perrin- She has a disabled daughter. She has had personal experiences with supportive housing, and does believe there needs to be more supportive houses, but location is important. Her daughter has staff that is worried about their safety, the staff has nowhere to park. She is becoming fearful of walking the dog at midnight. The people from the other halfway house tend to smoke cigarettes in her backyard, and she's had to involve the police. She is worried about visibility in the alleyway, and the trailer limits vision.

Harvey Craigy- 504 Pearl St.- Embraces the purpose of the Launch Pad, but does not agree that the location is appropriate. Shared his experience of rezoning his home from an R4 to an R3 for community consistency even though it personally impacted his livelihood. He is worried about parking capacity at this home. The alleyway has not been treated well by the owners of 112 Perrin. The trailer is an unsafe obstruction. He points out that there is less than 200 sq. ft. per person, assuming eight people live in this home. Typical homes in the area exceed 200 sq. ft. per person. Doesn't want this special use to create a domino effect of other homeowners looking to change zoning. Harvey is worried that the people who would be living here have a chance of relapse and a 1/8th chance of them doing something wrong in their community. He would rather have them do something wrong in another community. States that there are two other halfway houses in the community. Recommended that 112 Perrin cap the amount of tenants at 3.

John Adams - 116 Perrin St. - Does believe project at 112 Perrin is a noble cause, but does not support it for his neighborhood. 603 Pearl is also a noble cause but has been a nightmare for the community. Police and ambulance are there frequently. Caretakers, residents, visitors coming and going every day. It disrupts the peacefulness of his residence. He once sat on the Planning Commission, and admits making mistakes, and hopes this commission doesn't make another mistake. There are other buildings in

Ypsilanti that would be a better fit for the Launch Pad's cause. Commented on trash on the property, the trailer, and the alleyway.

Andrea- 605 Pearl- Doesn't have direct issues with the house on Perrin but lives right next to the adult foster care house on Pearl. Is concerned that the problems she has there would carry out to the new spot. The adult foster home is really loud. Staff plays loud music, have loud conversations on their phones, have their boyfriends come to the house and have fights with them. The clients will come sit on her porch, and it is unsettling to come upon them at night. When asked to move, most of the time they do, but there have been occasions when she's had to call the police because they refuse to leave. They go through the garbage, smoke a lot of cigarettes and the smoke fills her apartment. Things on paper aren't always real life. It was said that eight people live there, but minimum she has counted has been 16.

Motion to close public hearing:

**Offered By: Commissioner Talaga; Seconded By: Commissioner Simmons
Approved: Yes – 5; No – 0; Absent – 2 (Jugenitz, McGadney) Recused - 1
(Hollifield)**

Commissioner Dunwoodie set aside time for clarifications from the applicant and staff. Staff clarified parking requirements for this residence.

Staff clarified the square footage of the house. The packet indicated the lot size was the size of the building.

Applicant- The trailer does belong to them. They have a permit, and the boot on the trailer is theirs. They will move the trailer tomorrow since it is a problem. Applicant asks neighbors to communicate any issues to them.

Applicant states that their other house at 108 Adams will be an example of the care they will put into the home. He assured that residents will not not be allowed to smoke, let alone drink coffee or tea. Quiet time will be 9pm, and they will not be holding public meetings in the space.

Commissioner Dennis supports the project, but hopes to see the applicant meeting with the neighborhood residents to address future concerns. She believes that the applicants will be a great addition to the community

Commissioner Dunwoodie supports the special use. He has a hard time agreeing that one can support the purpose, but not support it in that specific location as the zoning map does show that this is an appropriate location for the spirit of what is being applied for. Street parking enforcement is not in the scope of the planning department.

Commissioner Simmons recommended that the applicant listen to his neighbors and keep the residents in mind.

Conversation ensued about number of on-site residents.

Motion that the Planning Commission approve the Special Use Permit for The Launchpad with the following finding and conditions:

Findings:

The application is substantially in compliance with §122-324(b).

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

- 1. On-site services shall be for residents of the facility only.*
- 2. If the owner of the property does not reside on the premises, the owner must appoint a resident manager, who resides on the premises. The property owner must provide the name and contact information of this person upon request by the City, to both the Building Department and emergency services.*
- 3. The owner is to ensure a good quality of care of the property.*
- 4. Obtain and retain certification and training from the State or an appropriate accreditation board within 3 months.*
- 5. Number of residents will be limited to four with two on-site resident managers.*

**Offered By: Commissioner Talaga; Seconded By: Commissioner Dennis
Approved: Yes – 5; No – 0; Absent – 2 (Jugenitz, McGadney) Recused - 1
(Hollifield)**

Motion that the Planning Commission approve the Site Plan for The Launchpad with the following finding and condition:

Findings: The application substantially complies with §122-310.

Conditions:

- 1. Applicant to fix the garage.*

**Offered By: Commissioner Talaga; Seconded By: Commissioner Dennis
Approved: Yes – 5; No – 0; Absent – 2 (Jugenitz, McGadney) Recused - 1
(Hollifield)**

VI. Old Business

VII. New Business

- Bylaws discussion: Conflict of Interest, attendance updates
Commissioner Dennis motioned to table the bylaws discussion.
Commissioner Dennis retracted the motion.
Staff report: updates have been made on the conflict of interest and attendance updates.
Commissioner Dennis shares bylaw thoughts and corrections. She is concerned about removing a specific citation about membership and feels it is important to be specific in the language.
Conversation about reasonable appearance of a conflict of interest ensued.
Redundancies in the bylaws are discussed and removed.
The commission discussed attendance and absences.
Motion to approve the editions, corrections, and updates to the bylaws as amended.

**Offered By: Commissioner Dennis; Seconded By: Commissioner Donnelly
Approved: Yes – 6; No – 0; Absent – 2 (Jugenitz, McGadney)**

VIII. Future Business Discussion / Updates

Commissioner Dennis would like to discuss number of meetings in a calendar year.

IX. Committee Reports

- Non-motorized Committee Report
Commissioner Talaga is working on the report.
- Master Plan: Housing Affordability and Access Committee report
Housing meeting coming up on May 3rd at Riverside Arts Center

X. Adjournment

Motion to adjourn:

**Offered By: Commissioner Hollifield; Seconded By: Commissioner Donnelly
Approved: Yes – 6; No – 0; Absent – 2 (Jugenitz, McGadney)**

Agenda
Planning Commission
Wednesday, 22 May 2019 – 7:00 P.M.
City Hall – Council Chambers, 1 S Huron St
Ypsilanti, MI 48197

Special Meeting

I. Call to Order

II. Roll Call

Matt Dunwoodie, Chair	Present
Jared Talaga, Vice-Chair	Absent
Toi Dennis	Present
Jessica Donnelly	Present
Phil Hollifield	Absent
Heidi Jugenitz	Present
Jelani McGadney	Present
Michael Simmons	Absent

IV. Audience Participation

None

V. Presentations and Public Hearing Items

Capital Improvements Plan: Annual Review

The Planning Commission discussed the draft Capital Improvements Plan extensively, and offered the following feedback to City Council:

- Lack of roads projects
 - Roads projects are not discussed at all in the CIP, with the exception of West Cross (listed three ways). Their lack is significant, as it is known that there are several roads programs coming up in the 5-6 year timeframe.
- What projects are there, lack detail. PC wants more transparency on what roadworks/nonmotorized/sidewalk curb ramps/traffic calming/parks improvements (“park priority projects”) are proposed. Things like “DPS – employee parking area” and “DPS – employee parking area (additional),” or “water street infrastructure” or “non-motorized improvements” need far more detail/differentiation. The provision of the project sheets in the following year will be a great improvement in this area.
- Relation to the Master Plan (or other long-term/long-range documents)- include to help prioritize, perhaps on individual project sheets.
- Would like to see some consideration of public notice boards (either construction or official designation or space).
- Categorization. There’s not any information in the plan to show why something is “mandatory” vs “discretionary.” The motorpool- everything is mandatory. Is it really mandatory? The additional employee parking is mandatory – but the (presumed current?) parking is strategic.

- Separating out projects by sources of funds, as they are in the budget, doesn't make sense for this plan, because it's a big-picture overview. There's got to be a better way of showing different sources of funds. Also, listings like "Federal Aid Committee" and "County Road Millage" are just anticipated sources of funding, not actual projects.
- Why doesn't 2019 have any non-motorized improvements?
- The total cost should be on the chart, not just the City portion. Please try to show both, as well as sources of funds, on the chart.
- In the text, "discretionary" was changed to "added value," but that's not reflected in the chart.
- The totals on the sub-tables (pages 15 thru 16) don't add up to the totals on the total chart.
- Page 14, bottom of the chart (non-equipment, request 2018-2019) there's an extra zero.
- Page 14, they're wondering why there were no requests but high approvals in 17-18 and no requests/no approvals in non-equipment for 16-17.
- The plan essentially drops off after 2020, and lacks detail on the few projects afterwards. More information is needed.

VI. Old Business

None

VII. New Business

None

VIII. Future Business Discussion / Updates

None

IX. Committee Reports

None offered.

X. Adjournment

Motion to adjourn:

Offered By: Commissioner Dennis; Seconded By: Commissioner Jugenitz

Approved by voice vote



THE RULES OF PROCEDURE AND BYLAWS

OF

THE PLANNING COMMISSION

OF

THE CITY OF YPSILANTI, MICHIGAN

As adopted, 17 April 2019

ARTICLE I – Name

The name of the Commission shall be the Planning Commission of The City of Ypsilanti, hereinafter referred to as “Commission.”

ARTICLE II – Objectives

The objectives, purposes, powers, and duties of the Commission are those set forth by P.A. 33 of 2008, as amended, being the Michigan Planning Enabling Act, (M.C.L. 125.3801 et seq.), hereinafter “the Planning Act,” and the administration of Chapter 122 of the City Code of Ordinances, Zoning, and all subsequent amendments thereto, in accordance with P.A. 110 of 2006, as amended, being the Michigan Zoning Enabling Act, (M.C.L. 125.3101 et seq.), hereinafter “the Zoning Act.”

- Section 1. The commission shall review and act on all proposed zoning ordinances, zoning amendments, or Planned Unit Developments pursuant to the Zoning Act. At least one hearing shall be held on each proposed zoning ordinance, amendment, or Planned Unit Development, with notices given as specified in the zoning ordinance and the Zoning Act. After the hearing, action shall be in the form of a recommendation to the City Council.
- Section 2. The Commission shall review and act on all special use permit applications pursuant to the Zoning Act and zoning ordinance. At least one hearing shall be held on each special use permit.
- Section 3. The Commission shall review and act on all those site plans which the zoning ordinance requires Commission action.
- Section 4. The Commission shall not act, or otherwise hear issues on zoning ordinance interpretation, zoning map interpretation, or variances. Such matters shall be exclusively the jurisdiction of the Zoning Board of Appeals.
- Section 5. The Commission shall review and advise upon all plans of adjacent or contiguous government units, including Ypsilanti and Superior Townships, Washtenaw County, and Eastern Michigan University. This review should focus on coordination of planning between governments, including consistencies or inconsistencies between plans and consideration of matters of broader interest than the City of Ypsilanti.
- Section 6. The Commission shall review and advise upon plans for capital improvements, such as construction, expansion, removal, or vacating of public lands, buildings, or right-of-ways. This review should focus on consistency with adopted plans of the City and other governmental units. This may be done by an annual review of the City's Capital Improvement Plan prior to adoption by City Council, rather than of each project individually.

ARTICLE III – Membership

- Section 1. Membership of the Planning Commission shall consist of nine members. Members of the Commission shall be appointed as provided for in Section 9.03 of the City Charter of the City of Ypsilanti.
- Section 2. The first priority of each member of the Commission shall be to represent and advocate what is best for the City of Ypsilanti as a whole, putting aside personal or special interests.
- Section 3. Membership of the Commission shall be representative of the entire geography of the City of Ypsilanti and of important segments of the community.

Section 4. Each member of the Commission shall avoid conflicts of interest, including, but not limited to, deliberating on, voting on, or reviewing a case concerning the member; the immediate family or household of the member; property owned by or neighboring property owned by the member; or a corporation or partnership in which the member has an ownership, employment, or other financial interest; or when there is a reasonable appearance of a conflict of interest.

For the purposes of this section, a neighboring property shall include any property falling within the 300' notification radius described by Section 103 of the Zoning Act.

Potential conflicts of interest should be identified by the member prior to deliberation of the case. Members shall disclose, except where it violates a confidence, the general nature of the conflict, and the minutes shall so record the conflict and abstention. The member shall remove themselves from the meeting room during deliberation of the case.

Section 5. Members shall avoid *ex parte* contact about cases before the Commission whenever possible. If such contact occurs, the member shall make a report of the discussion to the Commission at the public hearing or deliberation of the case.

Section 6. Once a vote is taken and an issue is decided by vote, the duty of each member of the Commission is to accurately represent the position reflected by the outcome of the vote.

From time-to-time, or on a specific issue, the Commission may appoint a spokesperson for the Commission for all matters which occur outside of the meetings of the Commission.

Section 7. One member of the Commission may also serve on the Zoning Board of Appeals. This member shall not vote twice on the same issue, such as voting at the ZBA on an appeal of a Planning Commission decision that the member voted on.

ARTICLE IV – Officers, and Their Duties

Section 1. The officers of the Commission shall be a Chairperson and a Vice-Chairperson. Such other officers, sub-committees, etc. as are deemed necessary and advisable for the conduct of business shall be appointed as required and provided for by the Commission.

Section 2. The Chairperson shall preside at all meetings and hearings of the Commission and shall have the duties normally conferred by parliamentary usage on such officers. The Chairperson shall additionally serve as Secretary, receive communications and petitions sent to the Planning Commission, and transmit proposed Master Plan amendments to neighboring communities.

Section 3. The Vice-Chairperson shall preside and exercise all of the duties of the Chairperson in their absence. Should neither the Chairperson nor the Vice-Chairperson be present at a meeting, a temporary Chairperson shall be elected by the majority vote of the members present.

Section 4. The Chairperson and the City Planner shall sign all legal documents for the Commission.

Section 5. The Commission may designate a person who is not a member of the Commission to serve as Recording Secretary. The Recording Secretary shall prepare draft minutes for review by the Commission and shall perform such other duties as may be ordered by the Commission.

Section 6. Nomination of officers shall be made from the floor at the annual organizational meeting which shall be the regular meeting in June each year, and the election shall be immediately thereafter.

- Section 7. A candidate receiving a majority vote of the entire Commission shall be declared elected and shall serve a term of one year or until their successor shall take the office.
- Section 8. Vacancies in office shall be filled immediately by regular election procedures.
- Section 9. The officers shall be members of the Commission.

ARTICLE V – Meetings

- Section 1. All regular and special meetings, hearings, and records shall be open to the public. Meetings shall be conducted under the Open Meetings Act of the State of Michigan.
- Section 2. The Commission shall hold a minimum of four regular meetings per year.
- Section 3. A special meeting of the Commission may be called by the Chairperson, or the Vice-Chairperson in the event the Chairperson is unavailable, or any three (3) members of the Commission. Each member of the Commission must receive at least two days' notice as to the time, place and purpose of the meeting.
- Section 4. All inquiries, applications, or matters requiring official action by the Commission shall be submitted in writing, be properly drafted on official forms necessary, and contain all relevant information regarding the matter upon which the Commission is requested to act. Further, any petitioners may withdraw a petition at any time by filing a written notice of withdrawal with the City Planner.
- Section 5. The normal order of business at meetings shall be as follows:
 - 1. Call to order
 - 2. Roll call
 - 3. Approval of minutes
 - 4. Audience participation
 - 5. Any business item requiring a public hearing
 - 6. Old business
 - 7. New business
 - 8. Adjournment
- Section 6. A quorum shall consist of a majority of the current Planning Commissioners, but no less than four (4) members.
- Section 7. All proceedings, decisions and resolutions of the Commission shall be initiated by motion.

Motions made in an administrative capacity, such as rezonings, site plan reviews, and special use permits, shall include findings of facts and reasons for the Commission's action.
- Section 8. An affirmative vote of a majority of those present shall be necessary to pass any motion involving the adoption or amending of plans, policy statements or recommendations to the Council.
- Section 9. Voting shall be by voice vote and shall not be recorded as individual ayes or nays unless requested by a member of the Commission, in which case the Chairperson shall order the vote to be so recorded except that any member may abstain by so declaring prior to vote. An abstention may only be made in the case of a conflict of interest; it is otherwise the duty of all Commissioners present to participate in the vote.

- Section 10. Parliamentary procedure in Commission meetings shall be governed by Roberts Rules of Order, as amended. The City Planner shall act as parliamentarian during Planning Commission meetings.
- Section 11. The City Planner, City Attorney, and other officials of the City may participate in the Commission's discussion, but shall not vote, introduce motions, be counted towards quorum, or initiate any other parliamentary action.

ARTICLE VI – Procedures

- Section 1. Applications and all required supporting documentation are to be submitted by the filing deadline. Applicants are to be provided with instructions which include the deadline date. Failure to submit a complete application and/or any required component of the application or submission of an inadequate application and/or any required component of the application will result in the case being withdrawn from consideration.
- Section 2. The usual order of procedure of the public hearing shall be:
- a. Chair states the name of the case and explains procedure and nature of case.
 - b. City Planner presents the official records of the case.
 - c. City Planner presents staff recommendation.
 - d. Commission asks questions of staff.
 - e. Applicant presents their case.
 - f. Motion to open public hearing and chairperson directs that all persons present in connection therewith identify themselves by name and address. Chair explains the procedure.
 - g. The public are heard.
 - h. Closing of Public Hearing – motion to close shall require majority concurrence for each petition.
 - i. Discussion by Commissioners.
 - j. Motion and decision by Commissioners.

ARTICLE VII – Disposition and Record

- Section 1. The decision of the Commission shall take effect the business day following a determination. However, the Commission may find the immediate effect of such decision is necessary for the preservation of property or personal rights and shall certify with five (5) concurring votes or a majority vote of the members present. The applicant shall be advised of the decision in writing within five (5) days of the final hearing and decision.
- Section 2. The Commission shall keep, or cause to be kept, a permanent record of Commission meetings and decisions, which shall, at a minimum, include:
- a. A copy of the meeting posting pursuant to P.A. 267 of 1976, as amended, (being the Michigan Open Meetings Act, M.C.L. 15.261 et seq.);
 - b. A copy of the minutes, and all its attachments which shall include a summary of the meeting, in chronological sequence of occurrence;
 - c. Records of any action, support documents, maps, site plans, photographs, and correspondence received, attached as an appendix to the minutes.
- Section 3. The City Planner shall communicate the actions and recommendations of the Commission to the City Council and general public.

ARTICLE VIII – Committees

- Section 1. The Commission or Chair may establish and appoint ad hoc committees for special purposes or issues, as deemed necessary. Less than a quorum may serve on an ad hoc committee at any given time.
- Section 2. The Commission, Chair, or City Planner may establish and appoint citizen committees with the consent of the Commission. Membership can be any number, so long as less than a quorum of the Commission serves on a citizen committee at any given time. The purpose of the citizen committee is to be able to use individuals who are knowledgeable or expert in a particular issue before the Commission or to better represent various interest groups.
- Section 3. All committees are subservient to the Commission and report their recommendations to the Commission for review and action. The Commission can overrule any action of any committee.
- Section 4. The same principles of these Bylaws for the Commission also apply to all committees of the Commission, including, but not limited to, making all meetings open to the public and keeping a record of all proceedings.

ARTICLE IX – Commission Absences

- Section 1. In order to maintain maximum participation of all appointed Commission members at all regularly scheduled meetings, the following attendance guide and Commissioner replacement policy for “excused” or “unexcused” absences should be implemented:
- a. When appointed, each Commissioner should state their willingness and intention to attend each scheduled meeting of the Commission.
 - b. In the event of unplanned personal matters, business trips, family vacation trips, changed job requirements, sickness, or other physical disabilities that prohibit the commissioner from attending the scheduled meeting; the Commission, professional staff of the City, or the Commission Chairperson should be notified as early as possible prior to the start hour of their inability to attend the scheduled meeting. The Commission member upon this notification will receive an “excused absence” for the involved scheduled meeting.
 - c. There will be a limit of three (3) consecutive “excused absences” or two (2) consecutive “unexcused absences” for any member of the Commission. If any member exceeds the above criteria for consecutive absences, the Commissioner will be recommended for dismissal unless extenuating circumstances exist.
 - d. If any Commission member is absent, whether excused or not, from any five (5) scheduled monthly Commission meetings, whether consecutive or not, during any one year period, the commissioner will be recommended for dismissal unless extenuating circumstances exist.
 - e. The recommendation for dismissal as required will be initiated by City staff and forwarded on to the City Council for official action.

ARTICLE X – Miscellaneous

- Section 1. These Rules may be amended or altered during a regular meeting by the affirmative vote of at least six (6) members, or a majority of those on the current roster of the Commission, provided notice of the proposed change is given to the Commission at a preceding regular meeting.

PLANNING COMMISSION RULES OF PROCEDURE AND BYLAWS

Section 2. The provisions of these Rules shall be discussed and/or adopted or readopted by the Commission annually at their regular June meeting.

Section 3. The Commission shall provide City Council with an annual report. This report shall include discussion of the Commission's activities, the status of any planning processes, priorities and recommendations to Council for the coming year, and any fiscal needs anticipated. This report shall be prepared prior to the preparation of the City's budget priorities.

Moved by Commissioner DENNIS and Supported by Commissioner DONNELLY that the Rules and Regulations of the Commission be adopted as presented on 17 APRIL 2019.

AYES: 6 NAYS: 0 ABSENT: 2

 DENIED
 X ADOPTED