



**CITY OF YPSILANTI
REGULAR COUNCIL MEETING
Tuesday, October 21, 2025 @ 7:00 PM
Council Chambers
One South Huron, Ypsilanti, MI 48197
[Launch Meeting - Zoom](#)**

I. CALL TO ORDER

II. ROLL CALL

III. A MOMENT TO CENTER AND FOCUS

IV. AGENDA APPROVAL

V. PUBLIC COMMENT - 45 MINUTES TOTAL (3 MINUTES/EACH SPEAKER)

VI. PRESENTATIONS

- A. Participatory Budgeting - presented by Anita Dos Santos and Jane DeRonne
- B. Proclamation Honoring the Life and Legacy of Gerald "Gerry" Kreiner.
- C. Proclamation declaring November as Family Court Awareness Month.

VII. ORDINANCES FIRST READING

- A. Ordinance No. 1454 - An Ordinance entitled "Adaptive Reuse Planned Unit Development (PUD): Wood + Watt Project".
Public Hearing Resolution No. 2025-209, close the public hearing.
Resolution No. 2025-208, determination.
- B. Ordinance No. 1455 - An Ordinance entitled ""Conditional Rezoning: 487 Owendale"
Public Hearing Resolution No. 2025-211, close the public hearing.
Resolution No. 2025-210, determination.

VIII. CONSENT AGENDA

- A. Resolution No. 2025-212 Approving all items on the Consent Agenda.
- B. Resolution No. 2025-213 Approving the minutes of the Regular Council Meeting of October 7, 2025.
- C. Resolution No. 2025-214 Accepting grant funds in the amount of \$60,000 for solar projects from the Ann Arbo Community Foundation and approving the city to act as the fiduciary, also authorizing the City Manager to sign the agreement on behalf of the city.

- D. Resolution No. 2025-215 Recognizing the Ypsilanti Performance Space as a nonprofit organization operating in the City of Ypsilanti for the purpose of obtaining a charitable gaming license.
- E. Resolution No. 2025-216 Supporting Ypsilanti's 6th Annual Juneteenth Celebration 2026 and approving a sponsorship contribution in the amount of \$5,000.

IX. RESOLUTIONS/MOTIONS/DISCUSSIONS

- A. Resolution No. 2025-217 Adopting Ordinance No. 1453, entitled "Dark Sky Compliance Ordinance", upon second and final reading.
- B. Resolution No. 2025-218 Approving the purchase of three (3) 2026 Dodge Durango Police Interceptor SUVs from Lafontaine Chrysler in Lansing, MI for total of \$135,408.00 to be paid from the Motor Pool account #641.9330.7987.10 and authorizing the Chief of Police to sign all necessary documents needed to execute the vehicle purchase.
- C. Resolution No. 2025-219 Electing to comply with 2011 Public Act 152, by approving and adopting the Opt-Out Option for the medical benefit plan coverage year 01/01/2026 through 12/31/2026.
- D. Resolution No. 2025-220 Approving a one-year contract from January 1, 2026, to December 31, 2026, to offer certain Blue Cross Blue Shield and Blue Care Network benefit plans to all eligible participating employees and retirees; also approving a one-year contract with EHIM to administer the self-funded WRAP and prescription portions of the BCBS Community Blue PPO program and to coordinate all benefits and costs with Blue Cross Blue Shield of Michigan.
- E. Resolution No. 2025-221 Approving Bank of Ann Arbor, Key Bank, Huntington Bank, Fifth Third Bank, Michigan CLASS and MILAF+ as approved depositories for City funds and approving Andrew Hellenga, City Manager, Rheagan Basabica, City Treasurer/Finance Director, and Tracey Boudreau, City Clerk as authorized signers on behalf of the City of Ypsilanti.
- F. Resolution No. 2025-222 A Resolution to affirm the City of Ypsilanti's commitment to peace, join Mayors for Peace, and oppose the Los Alamos-University of Michigan Data Center and approving to annually observe Hiroshima Day on August 6 and Nagasaki Day on August 9 with appropriate remembrance to honor victims of nuclear weapons and reaffirm our commitment to peace.
- G. Resolution No. 2025-223 Authorizing City staff to expend the remainder of the MEDC grant funds on the DUR Storage yard excavation project for the purposes of environmental remediation.
- H. Resolution No. 2025-224 Approving the process laid out by staff to utilize the Ad Hoc Citizens committee to develop community benefits for the Water Street Redevelopment Area.
- I. Discussion Regarding scope of Third Party Investigation for September 23, 2025 Hearing to Review A Removal Action.

X. BOARD AND COMMISSION - LIAISON REPORTS

- A. Police Advisory Commission
- B. Human Relations Commission
- C. Parks and Arts Commission
- D. Sustainability Commission
- E. Historic District Commission
- F. Planning Commission
- G. Zoning Board of Appeals

XI. LIAISON REPORTS

- A. SEMCOG Update
- B. Washtenaw Area Transportation Study
- C. Urban County
- D. Ypsilanti Downtown Development Authority
- E. Friends of Rutherford Pool

XII. COUNCIL PROPOSED BUSINESS

XIII. COMMUNICATIONS FROM THE MAYOR

XIV. COMMUNICATIONS FROM THE CITY MANAGER

XV. COMMUNICATIONS

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

XVII. REMARKS FROM THE MAYOR

XVIII. ADJOURNMENT

- A. Please click [here](#) to access the City Council Contact Form. This form can be used to submit any comments/concerns you might have about this agenda.



PARTICIPATORY BUDGETING PROJECT

Intro to Participatory Budgeting

Real Money, Real Power

Ypsilanti City Council, October 21, 2025



Presented by

Anita Dos Santos, Advocacy Manager
Jane DeRonne, Development Manager

About Us



Our History

Founded in 2009, we have led, supported, or inspired almost every PB process in North America.



Our Vision

PBP strives to collaboratively transform democracy to center community power.



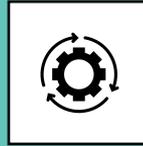
Where We Work

Across the US and Canada, with staff in NYC, St. Louis, Oakland, Boston, and Los Angeles.





How we work



Build capacity

to implement participatory democratic processes



Advocate

for participatory democratic practices



Shape

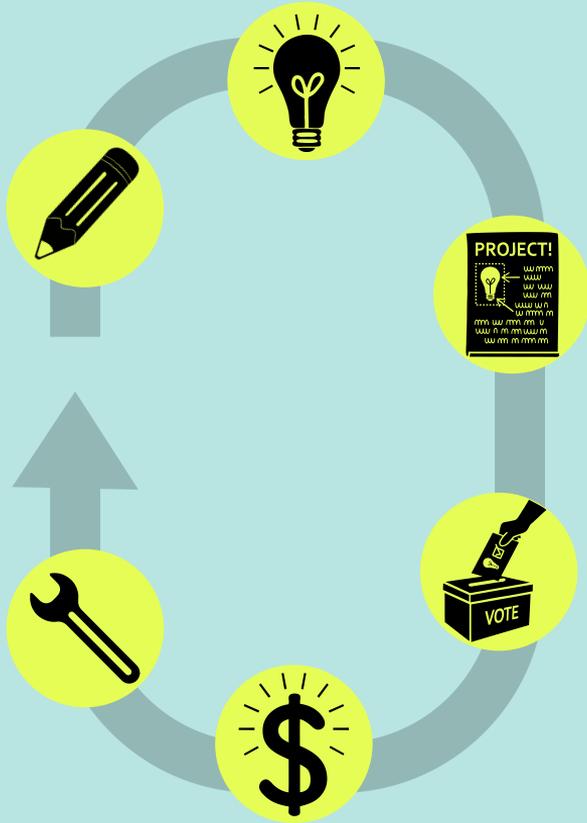
the participatory democracy field to value local lived experience & equity



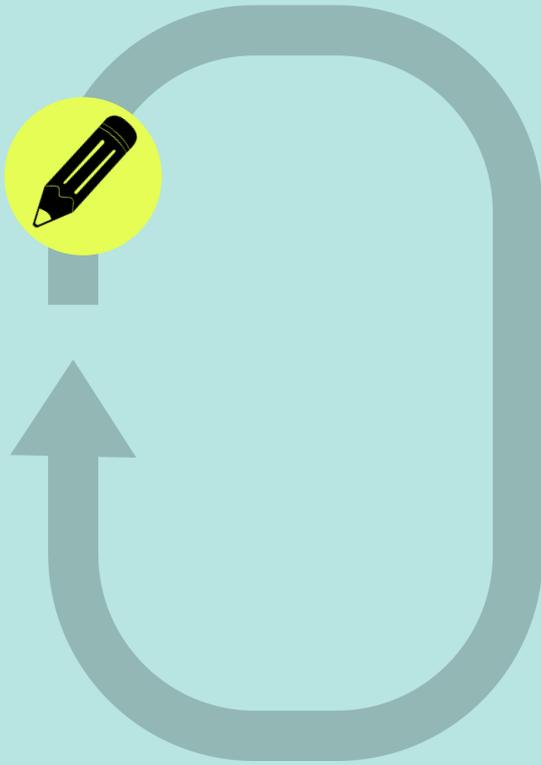
What is participatory budgeting?

Participatory budgeting is a democratic process in which community members directly decide how to spend part of a public budget.





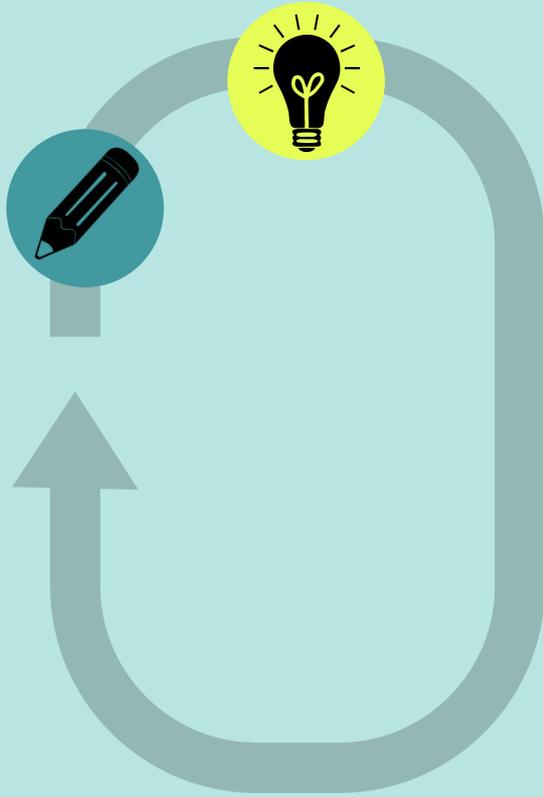
The Participatory Budgeting Cycle



Step 1: Design the Process

A steering committee that represents the organization or community creates the rules and engagement plan.



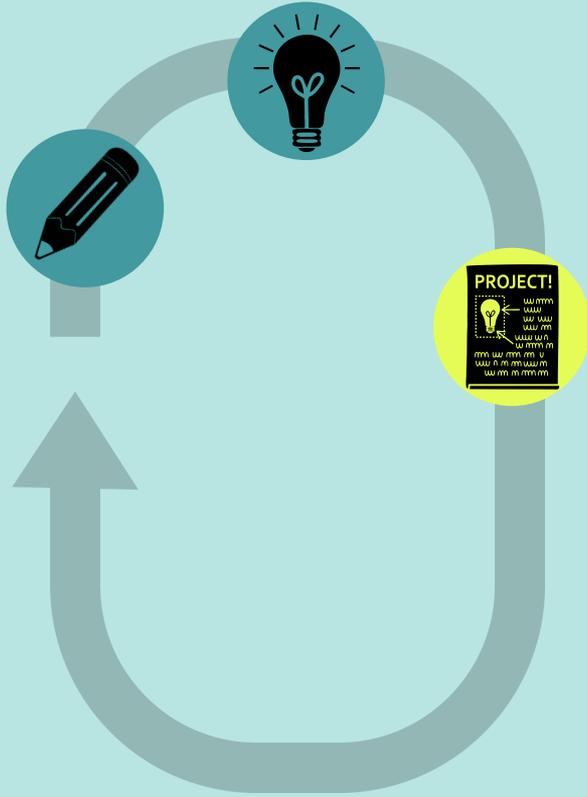


Step 2: Brainstorm Ideas

Through meetings and online tools, participants share and discuss ideas for projects.



The Participatory Budgeting Cycle

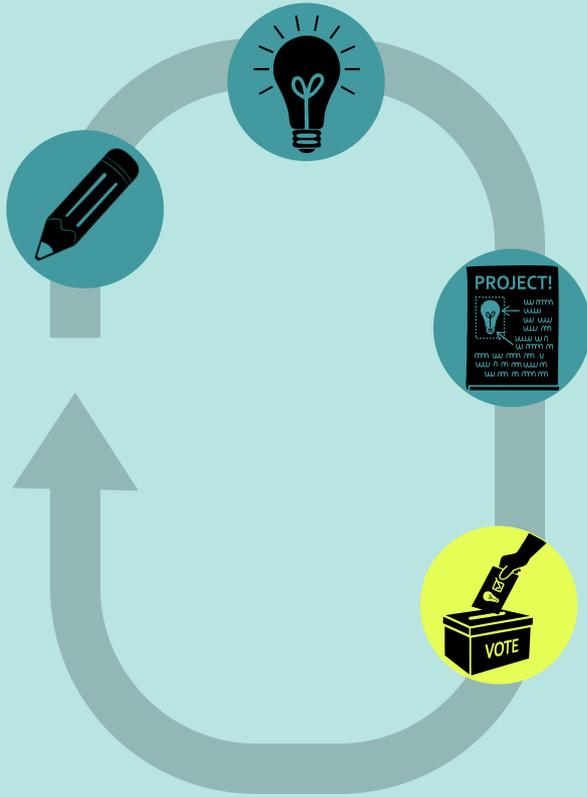


Step 3: Develop Proposals

Volunteer "proposal developers" develop the ideas into feasible proposals.



The Participatory Budgeting Cycle

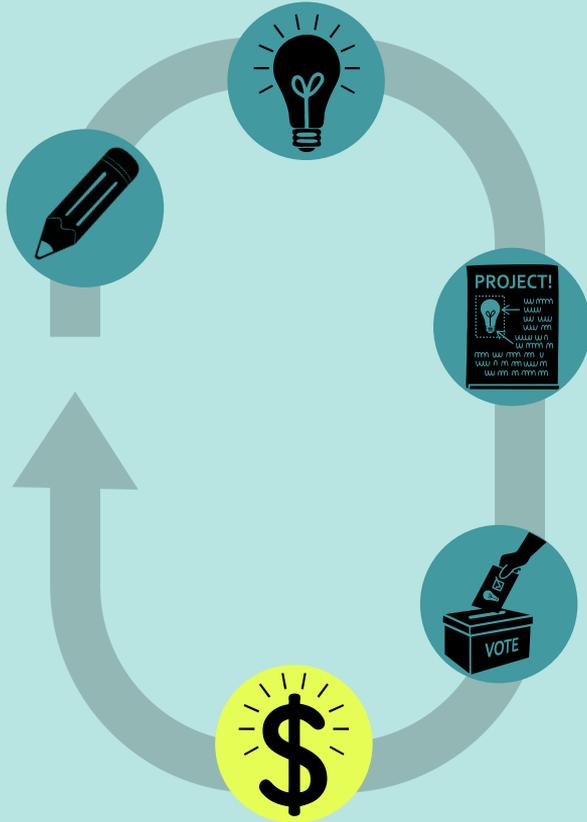


Step 4: Vote

Participants vote on the proposals that best serve the organization or community's needs.



The Participatory Budgeting Cycle

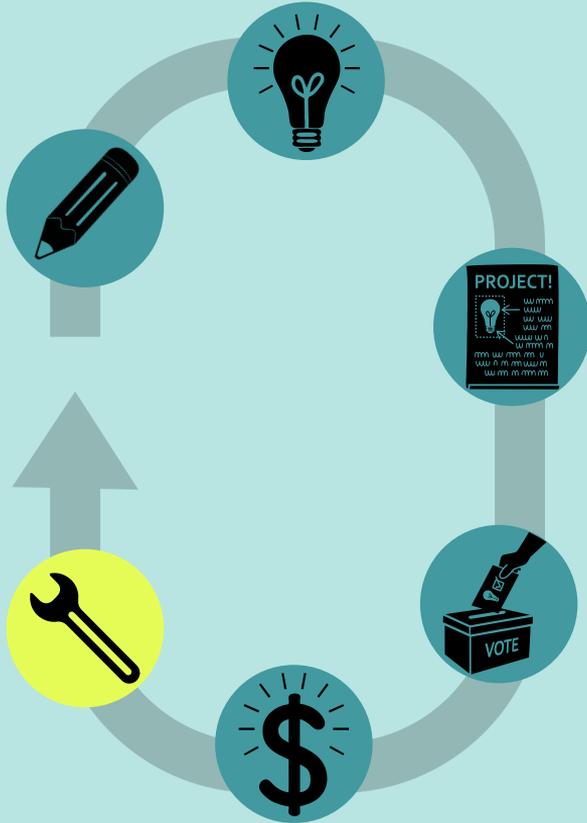


Step 5: Fund Winning Projects

The organization funds and implements the winning ideas.



The Participatory Budgeting Cycle

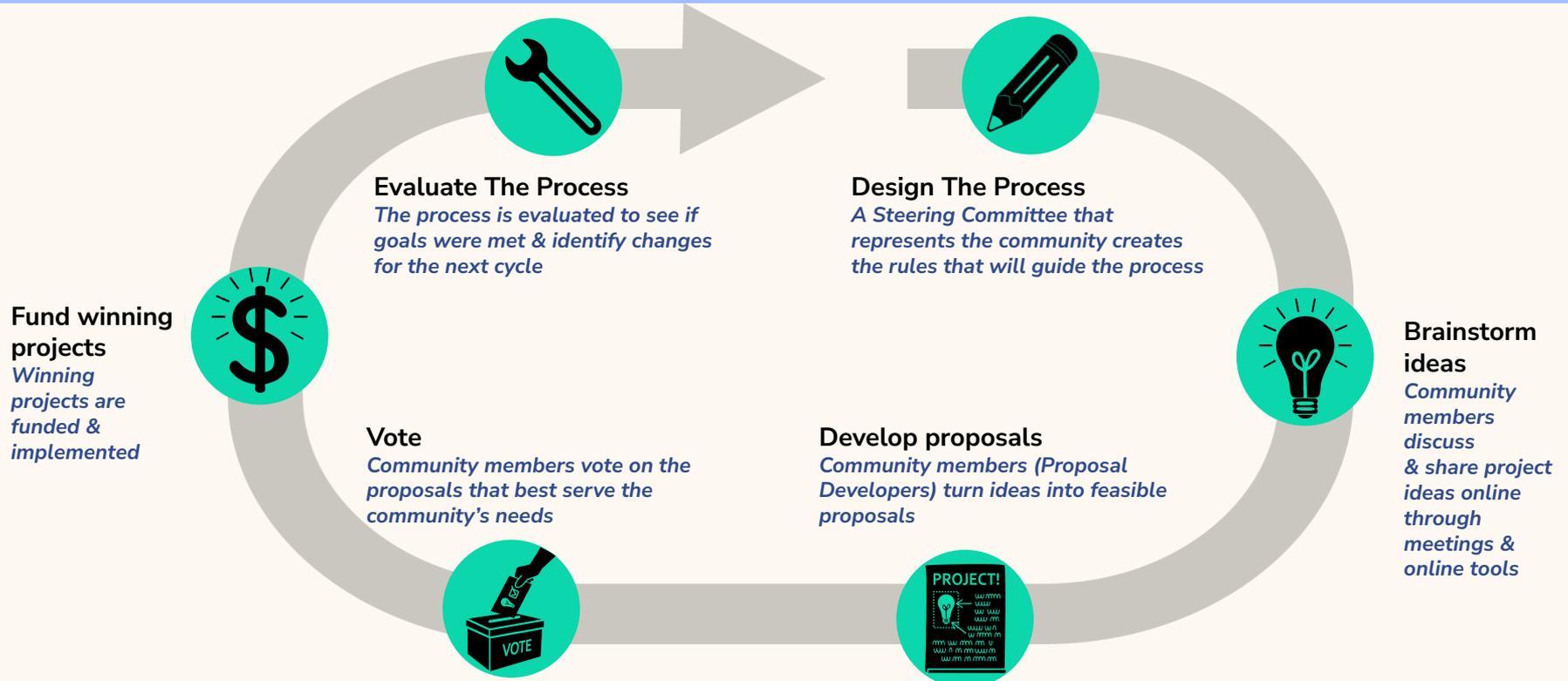


Step 6: Evaluate The Process

The steering committee and participants evaluate if goals were met and plan changes for the next cycle.



THE PB CYCLE





What kinds of budgets?



If you can spend it,
you can do PB with it!



What kinds of budgets?



City, county, state, and federal budgets



School, school district, and university budgets



Non-governmental sources like foundation or nonprofit budgets



Public agency budgets



Discretionary funds of elected officials



Police and carceral budgets

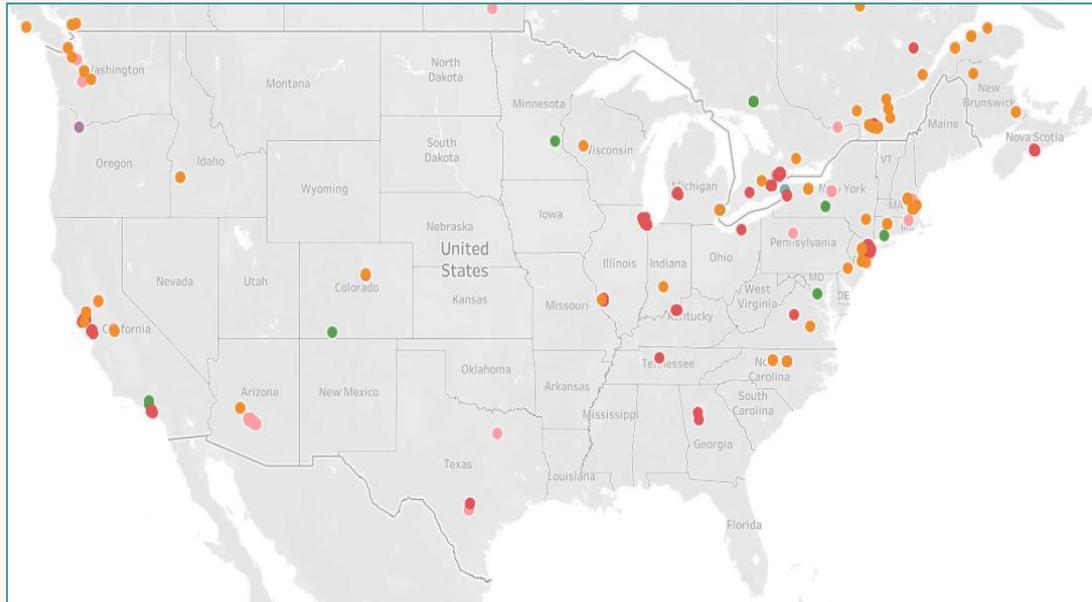


Video: Next Generation Democracy





Map of PB Processes in the United States



Type of PB Process

- City & County
- District/Ward
- Housing
- Organization
- Other
- Regional
- School



Best Practices



Money that matters



Grassroots leadership



Inclusive design



Focused outreach



Equity criteria



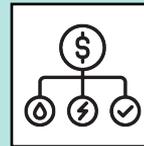
Challenges



Stakeholder Buy In
Everyone is learning a new way to do democracy.



Time and Resources
Collaborative decision making requires more of this.



Managing Expectations
Communicate about the role and potential of PB as a tool.



Impacts

- 1** Participants are more likely to vote.
- 2** Increased overall civic engagement.
- 3** More collaboration between local organizations.
- 4** Funding redirected to low income communities.
- 5** Participants learn about public finances.



Resource Library

Resources to support you where you're at in relation to a participatory budgeting or participatory democratic process.

Visit ParticipatoryBudgeting.org



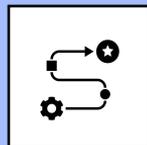
Learn Resources

are to help get you started, look at research or stories from the field



Launch Resources

are for when your looking to do education and advocacy



Practice Resources

are to dive into the details when you are ready to run a participatory process.

Q&A



PROCLAMATION

Honoring the Life and Legacy of Gerald "Gerry" Kreiner

WHEREAS, Gerald "Gerry" Kreiner was born August 18, 1974, and passed away on September 23, 2025; and

WHEREAS, his life, though tragically brief, was marked by profound love, devotion, creativity, and community spirit; and

WHEREAS, Gerry served as co-owner and project manager of The Mix Studios in Ypsilanti, fostering artistic expression and providing a space for collaboration and creativity; and

WHEREAS, he was a devoted husband to Sarah, and a loving father to his daughters Amelia and Essence, always placing family at the center of his life; and

WHEREAS, Gerry's warmth, laughter, kindness, and generosity touched the lives of all who knew him, creating lasting friendships, mentorships, and inspiration; and

WHEREAS, He faced his final months with courage and grace, even as he battled a sudden diagnosis of pancreatic cancer; and

WHEREAS, The community of Ypsilanti and beyond mourns his loss while celebrating his life, and wishes to honor his legacy of compassion, art, family, and connection.

NOW, THEREFOR, I, **Nicole A. Brown, Mayor**, on behalf of the City of **Ypsilanti**, do hereby call upon all citizens to join in celebrating Gerry's life — his laughter, his work, and his love for the community.

BE IT FURTHER PROCLAIMED, That we further encourage citizens to offer comfort and support to his family, donate to a cause in his name, or otherwise carry forward Gerry's legacy by building connections, supporting artists, and caring for one another.

Given under my hand and seal of the
City of Ypsilanti October 16, 2025.

Nicole Brown, Mayor



October 21, 2025
PROCLAMATION

FAMILY COURT AWARENESS MONTH

WHEREAS, the mission of the Family Court Awareness Month Committee (FCAMC) is to increase the awareness on the importance of a family court system that prioritizes child safety and acts in the best interests of children; and

WHEREAS, the mission at the FCAMC is fueled by the desire to create awareness and change in the family court system for the conservatively estimated, 58,000 children a year ordered into unsupervised contact with abusive parents, while honoring the hundreds of children who have been reported as murdered due to being court ordered into visitation with a dangerous parent; and

WHEREAS, the mission of the FCAMC is to increase awareness on the importance of empirically based education and training on domestic violence and child abuse, including emotional, psychological, physical, and sexual abuse, as well as childhood trauma, coercive control, and post separation abuse for judges and all professionals working on cases within the family court system; and

WHEREAS, , the mission of the FCAMC is to increase awareness on the importance of using scientifically valid, evidence-based, treatment programs and services that are proven in terms of safety, effectiveness, and therapeutic value; and

WHEREAS, , the mission at the FCAMC is to educate judges and other family court professionals utilizing scientifically sound, evidence-based, peer-reviewed research. Such research is a critical component to making decisions that are truly in the best interest of children;

NOW, THEREFORE, I, Mayor Nicole Brown, along with Council Member Me’Chelle King and the entire Ypsilanti City Council, do hereby declare the month of November to be Family Court Awareness Month and encourage all residents to support their local communities’ efforts to prevent the harm of children in the hands of family members and to honor and value the lives of children.

Given under my hand and seal of the
City of Ypsilanti, October 21, 2025

Nicole Brown, Mayor



REQUEST FOR LEGISLATION
October 21, 2025

For: Mayor and City Council

From: Joshua Burns, City Planner

Subject: Ordinance No. 1454 - An Ordinance entitled "Adaptive Reuse Planned Unit Development (PUD): Wood + Watt Project".

Public Hearing Resolution No. 2025-209, close the public hearing.

Resolution No. 2025-208, determination.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. Council-RFL_Resolution-908 N. Congress
2. 908 N. Congress PUD Application_Redacted
3. 01 - 908 N. Congress Site Plan_R1
4. 02 - 908 N. Congress Site Photometric
5. 908 N. Congress Adaptive Reuse PUD Staff Report_R1
6. September 2025 PC Draft Minutes
7. 908 N. Congress Action Notification_PC_Signed
8. Template_PUD_agreement SAD CLEAN(27811407.1)

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: October 21, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



To: Mayor and City Council

From: Joshua Burns, City Planner

Date: October 21st, 2025

Subject: Adaptive Reuse Planned Unit Development (PUD): Wood + Watt Project at 908 N. Congress

SUMMARY & BACKGROUND

The applicant is proposing to occupy an existing building with a total of 2,456 sq ft at 908 N. Congress (Parcel #11-11-40-432-022). In addition to occupying the building, the applicant proposes screening from adjacent land uses, new landscaping, and façade improvement. This parcel is 0.065 acres (2,800 sq ft). The property is an interior lot, located northwest of the N. Congress St. and Summit St. intersection. The property's zoning of Core-Neighborhood Mid does not permit craft manufacturing or retail of such products; hence, the applicant's submittal of an Adaptive Reuse PUD application.

The lot features a small, single-story commercial structure located within a primarily residential zoning district. The site also includes a small concrete plaza and driveway with minimal landscaping. Back in 2004, the building was occupied by a liquor store. That store would later close, and in 2015, the City Council approved an Adaptive Reuse PUD application for the Little Bird Café. Ultimately, the applicant failed to diligently complete the project, leading to the expiration of approval and building permits.

A PUD is a development plan that offers more flexibility to the developer in designing the site. This happens through "departures," or in other words, "exceptions," that allow creativity in site design otherwise not possible when strictly adhering to the zoning ordinance. In exchange for design flexibility, developers must provide a public benefit, including (but not limited to) amenities and infrastructure improvements, and often find it easier to accommodate environmental and scenic attributes. In this case, the applicant has not applied for any departures, and they are strictly applying to permit their proposed use.

The Planning Commission was provided with a staff recommendation of approval with conditions at their September 2025 meeting, and the Planning Commission unanimously recommended approval with conditions to the City Council.

The developer has submitted a draft PUD agreement to the city, and it is currently in review with the City Attorney. Staff recommends that the City Council consider including the review of the PUD agreement as a condition of approval.

RECOMMENDATION: APPROVAL WITH CONDITIONS

Motion to approve the Adaptive Reuse Planned Unit Development for the craft manufacturing and retail use at 908 N. Congress with the following findings, waivers, and conditions:

Findings:

1. The application substantially complies with Sections 122-309, 122-311, 122-702, 122-703, and 122-706.

Waivers:

1. Approval of a waiver from the dumpster enclosure requirements established in Section 122-608.
2. Approval of a 20% waiver from the parking requirements established in Section 122-691 due to the site's highly walkable location and adequate access to public transportation.

Conditions:

1. The applicant shall ensure that the fence along the eastern property line complies with Section 122-442.
2. The applicant shall revise the photometric plan, ensuring lighting levels do not exceed 0.5 fc from the lot line. Additionally, outdoor lighting shall not exceed a maximum color temperature of 3000 Kelvin.
3. The applicant shall propose additional landscaping along the western property line to further comply with Section 122-634.
4. The applicant shall install a bike rack able to accommodate 2 bikes at minimum.
5. The applicant shall remove the vegetation growing in the expansion joints of the sidewalk to prevent further decay.
6. The applicant shall repair and/or replace all concrete surfaces in poor condition.
7. The PUD agreement shall be reviewed and approved by the City Council.
8. If refuse pickup is determined to be insufficient, due to multiple code violations within 365 days, the City Planner may require a revised waste management plan.
9. The development is subject to the approval of the Building Department, and any work done within the right-of-way shall receive approval from the Department of Public Works.

ATTACHMENTS: Resolution, Ordinance, Planning Commission Minutes (September 2025 Draft Minutes), September 2025 Planning Commission Staff Reports, Site Plan Set, Applicant Narratives, and Additional Items

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____



RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, the City has an interest in protecting the health, safety, and welfare of the community; and

WHEREAS, the City has a Master Plan that reflects the policy goals of the City, including the guiding values that "Everyone in the region knows Ypsilanti has great things to do in great places that are in great shape," and "Ypsilanti is a great place to do business, especially the green and creative kind;" and

WHEREAS, the applicant, Steve Wisinski, intends to enhance the City's creative economy; and

WHEREAS, the Planning Commission recommends the City Council approve the Adaptive Reuse Planned Unit Development for the site known as 908 N. Congress, with the property's legal description in the attached ordinance; and

NOW THEREFORE BE IT RESOLVED THAT the Ypsilanti City Council adopt the ordinance entitled "Adaptive Reuse Planned Unit Development (PUD): Wood + Watt Project" with conditions as recommended in the request for legislation memo on First Reading.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

City of Ypsilanti
Notice of Adopted Ordinance
Ordinance No. 1454

An Ordinance Entitled "Adaptive Reuse Planned Unit Development (PUD): Wood + Watt Project"

THE CITY OF YPSILANTI ORDAINS:

That the property with the address of 908 N. Congress, tax identification code 11-11-04-432-022, as well as the legal description attached in Attachment A;

BE REZONED TO PLANNED UNIT DEVELOPMENT

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

Tracey Boudreau, City Clerk

Attest

I do hereby confirm that the above Ordinance No. _____ was published in the Washtenaw Legal News on the ____ day of _____, _____.

Tracey Boudreau, City Clerk

CERTIFICATE OF ADOPTING

I hereby certify that the foregoing is a true copy of the Ordinance passed at the regular meeting of the City Council held on the ____ day of _____, _____.

Tracey Boudreau, City Clerk

Notice Published:

First Reading:

Second Reading:

Published:

Effective Date:

Attachment A

The subject adaptive reuse planned unit development site is currently known with the address of 908 N. Congress, with tax identification code 11-11-04-432-022 as described in the legal description.

Tax Description:

*OLD SID - 11 11-175-073-10 YP CITY 21 W-101B
COM AT SE COR LOT 73
TH N ALONG W LN SUMMIT 64.82 FT,
TH DEFL 89-51-30 LEFT 106.62 FT TO POB
TH CONT W 43.2 FT
TH DEFL 90-08-30 LEFT 66 FT
TH E ALONG N LN CONGRESS 43.20 FT
TH DEFL 90-21 LEFT 66 FT TO POB BEING PART OF
LOT 73 CROSS & BAGLEY'S ADDITION



RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That the public hearing to consider an ordinance titled "Adaptive Reuse Planned Unit Development (PUD): Wood + Watt Project" be officially closed.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



City of Ypsilanti Planning & Development Department

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

PLANNED UNIT DEVELOPMENT APPLICATION

Applicant*

Name Steve Wisinski		
Address (b) (1) (A)		
City Ypsilanti	State MI	Zip 48197
Phone / Fax (b) (1) (A)		E-Mail (b) (1) (A)

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

Property

Name of project 908 Congress - Wood + Watt Project
Address 908 Congress
List all parcel identification numbers included in development: 11-11-40-432-022
Current use: Intended to be a Cafe
Proposed use: Arts and Crafts retail space, with woodworking performed on site in support of the retail business
Current Zoning: PUD CN-Mid
Legal description of property (may be attached) *OLD SID - 11 11-175-073-10 YP CITY 21 W-101B COM AT SE COR LOT 73 TH N ALONG W LN SUMMIT 64.82 FT, TH DEFL 89-51-30 LEFT 106.62 FT TO POB TH CONT W 43.2 FT TH DEFL 90-08-30 LEFT 66 FT TH E ALONG N LN CONGRESS 43.20 FT TH DEFL 90-21 LEFT 66 FT TO POB BEING PART OF LOT 73 CROSS & BAGLEY'S ADDITION

THE CHECKLIST ON THE FOLLOWING PAGE MUST BE COMPLETED AND INITIALED.

FEE SCHEDULE

Adaptive Reuse Planned Unit Development

\$550	PLUS:	Engineering fees (see below)
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Planned Unit Development

\$1,500	PLUS:	\$5 per 1,000 sq ft of commercial space and \$5 per residential unit	PLUS:	Engineering fees (see below)
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Engineering: Site Review Phase

Site Plan Review	500
Site Plan Review-Beyond Initial Two	250
Site Plan Review-Planned Unit Development-Adaptive Reuse PUD	500
Site Plan Review-Planned Unit Development-Less Than 5 Acres	1,000
Site Plan Review-Planned Unit Development-More Than 5 Acres	1,800
Planned Unit Development Review-Beyond Initial Two	500
Preapplication Meeting	200

Engineering: Plan Review Phase

Construction Estimate Less Than \$50,000	6% - Minimum 500
Construction Estimate Between \$50,000 - \$100,000	5% - Minimum 3,500
Construction Estimate Between \$100,000 - \$500,000	3% - Minimum 6,000
Construction Estimate More Than \$500,000	2.5% - Minimum 12,000

Engineering: Construction Phase

Construction Estimate Less Than \$50,000	9.0% - Minimum 1,000 Construction Escrow
Construction Estimate Between \$50,000 - \$100,000	6,000 + 8.0% of amount over 50,000 Construction Escrow
Construction Estimate Between \$100,000 - \$500,000	11,500 + 6.0% of amount over 100,000 Construction Escrow
Construction Estimate More Than \$500,000	35,000 + 5.0% of amount over 500,000 Construction Escrow

Notes:

Engineering Site Plan and Engineering Plan Review fees are nonrefundable.
 Initial Engineering Site Plan Review Fee covers two reviews.
 Initial Engineering Plan Review Fee covers three reviews.
 Construction Escrow collected in excess of incurred costs will be refunded upon final acceptance of project.
 These fees are for the City Engineer only. Additional fees from other City Departments may apply.

FOR OFFICE USE ONLY

Date:	Amount:	Account: 101-4-7210-607-01
<input type="checkbox"/> Cash <input type="checkbox"/> Check payable to City of Ypsilanti <input type="checkbox"/> Credit (+ 3.0% surcharge)		Code: 178 Rezone
		Signature of person receiving deposit:
Description of deposit:		

Each PUD application must include the following information, in addition to the standard site plan application requirements below:

X	A table of total land areas devoted to each type of use, usable floor areas, density calculations, number and type of any dwelling units, and building ground coverage.
X	A table describing the extent and quantity of open space areas, indicating the proposed uses and improvements for such areas.
X	Copy of agreements, covenants, or deed restrictions which will assure that the development will be completed and maintained as shown on the plans by the developer and successive owners.
X	Narrative explaining how exceptions to the zoning ordinance will result in a higher-quality development than if those standards were strictly adhered to.

Required Information for a Site Plan

Project-identifying information	
x	Name of project
x	Brief description of project
x	Location map showing major thoroughfares and site location (no scale necessary)
x	Name, address and phone number of the site owner
x	Name, address and phone number of the developer
x	Name, address and phone number of the plan designer and their professional seal
Existing conditions	
x	Scale (minimum of one inch equals 200 feet), north arrow, date of original drawing and any revisions
x	Area of the site in square feet and acres, excluding all existing and proposed rights-of-way.
x	Property lines and dimensions, including lines and dimensions of all rights-of-way & easements
x	All structures and accessory structures, their uses and dimensions. These include but are not limited to buildings, signs, drives, parking areas, sidewalks, utilities, lighting, fences, flagpoles, and dumpsters/refuse collection areas.
x	Location of abutting streets, existing and proposed rights-of-way, service drives, curb cuts, and access easements serving the site, as well as driveways opposite the site and all driveways within 100 feet of the site. The centerline of road rights-of-way shall be shown.
x	Use(s) of existing buildings
x	Existing landscaping
	Dimensions of all structures and lot lines within 50 feet of the site
x	Existing zoning of the site and all adjacent properties
Proposed conditions	
x	Scale (minimum of one inch equals 50 feet), north arrow, date of original drawing and any revisions
n/a	Any changes to site dimensions, and completed <i>Lot Split/Combination Application</i>
x	Any exceptions to the ordinance requested
n/a	Any changes to rights-of-way or easements on the property
x	All structures and accessory structures, their uses and dimensions, and additional information that may be required by code. These include but are not limited to buildings, signs, drives, parking areas, sidewalks, utilities, lighting, fences, flagpoles, and dumpsters/refuse collection areas.
x	Building floor plans and architectural wall elevations.
x	Location and dimensions of any open-air uses, such as outdoor cafes, open-air sales, or outdoor storage
x	Parking areas, access drives, or sidewalks, showing the method of surfacing, number and size of spaces, aisles, loading areas, and handicapped access ramps.
x	Landscape plan in accordance with Article XI, division 5 of the Zoning Ordinance. Existing vegetation that is to be retained on the site shall be shown.
n/a	Direction and method of stormwater drainage, ground elevations of all existing buildings, site contours at 2 foot intervals, drives and parking lots, and any unusual surface conditions. Include the method of collection; the method and location of the connection to existing stormwater system; and first flush method and type of device that is proposed.
n/a	Indicate all areas of this site that are located within floodplains.
n/a	If phased construction is to be used, each phase must be noted and each phase must stand on its own.

Site designer initials:  Owner, END Studio

The City Planner, Planning Commission, or City Council may require other data deemed necessary for adequate review of a project.

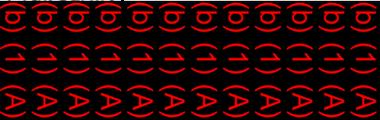
The City Planner or Planning Commission may grant waivers of data requirements when specific data is deemed unnecessary in determining compliance with the Zoning Ordinance.

The Planning and Development Department reserves the right to reject any incomplete submission.

Four full-size, folded copies of the plans, and one electronic copy (PDF preferred) are required for review, unless otherwise specified by the City Planner.

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.



Date:

08-18-2025

Print Name:

Elise DeChard, AIA

Planned Unit Development Application

Property Address: 908 Congress Street, Ypsilanti, MI

Applicant: Steve Wisinski

Applicant Address: 1305 Pearl Street, Ypsilanti, MI 48197

Parcel ID: 11-11-40-432-022

Legal Description:

OLD SID - 11 11-175-073-10 YP CITY 21 W-101B COM AT SE COR LOT 73 TH N ALONG W
LN SUMMIT 64.82 FT,
TH DEFL 89-51-30 LEFT 106.62 FT TO POB TH CONT W 43.2 FT TH DEFL 90-08-30 LEFT
66 FT TH E ALONG N LN CONGRESS 43.20 FT
TH DEFL 90-21 LEFT 66 FT TO POB BEING PART OF LOT 73 CROSS & BAGLEY'S ADDITION

Parcel Size: 0.065 acres

**Wood + Watt Works
1305 Pearl Street
Ypsilanti, MI 48197**

Dear Planning Commission,

I am submitting this application for Planned Unit Development designation under the City of Ypsilanti's provisions for Planned Adaptive Reuse Projects for the property located at 908 Congress Street. This application proposes the adaptive reuse of a vacant historic retail building into a vibrant community-based business focused on Arts and Crafts traditions, including primarily fine woodworking.

This project will bring new life to a structure originally built in the 1920s, retaining its original character while introducing a new, locally-rooted purpose. As the owner-operator of this small business, I will be converting the front portion of the building into a welcoming retail showroom for custom furniture and artisan-made goods from local makers, beginning with goods made from the Ypsilanti WoodTalk woodworking group. The rear and basement will house the tools and equipment needed for my woodworking operations, as well as serve as an office, finishing space, and packaging space.

The proposed use is compatible with the building's history and surrounding zoning (CN-Mid), and does not require any zoning exceptions. I believe this project supports the City's goals of preserving historic character, encouraging local entrepreneurship, and creating community-oriented spaces. I look forward to partnering with the city and neighborhood in revitalizing this long-vacant space.

Sincerely,

Steve Wisinski

Owner, Wood + Watt Works

General Project Narrative

This project repurposes a currently vacant and dilapidated 1920s-era building into a Arts and Crafts related business. The front of the building will feature a retail showroom for custom furniture and work by other local artisans. The rear and basement will house the tools and equipment needed for my woodworking operations, as well as serve as an office, finishing space, and packaging space.

There are no residential units or outdoor uses proposed. The building will remain within its current envelope, and no additions are planned. The project will be completed in one phase, with interior renovations and basic exterior restoration to improve the building's aesthetic and structural condition. The landscaping will retain its current form in the short term but will be regularly maintained by a third party.

The property is currently zoned as a Planned Unit Development as part of the CN-Mid district. Surrounding properties are zoned as CN-Mid, and the building's use as a retail/artisan space continues a legacy of small-scale retail uses in this spot. There are no requested departures from existing zoning standards.

The proposed reuse aligns with the City's Master Plan by:

- Supporting local entrepreneurship
- Preserving and revitalizing a historic commercial structure
- Encouraging walkable, mixed-use neighborhood development
- Providing a venue for community engagement, classes, and arts education

Additionally, the building will serve as a future meeting space for the local woodworking club and offer public classes, reinforcing its role as a neighborhood cultural hub.

Site Plan

The site plan is attached for your reference.

WOOD + WATT WORKS



ARCHITECT
ELISE DECHARD, AIA
END STUDIO, LLC
2000 BROOKLYN STREET #204
DETROIT, MI 48226
313.626.7073, EXT. 102
ELISE@E-N-D-STUDIO.COM

PROJECT OWNER
STEVE WISINSKI
1305 PEARL STREET
YPSILANTI, MI 48197
248.514.9616
MZIWIZLAND@GMAIL.COM

STRUCTURAL ENGINEER
TBD

MEP ENGINEER
TBD

CONTRACTOR
TBD

PROJECT INFORMATION

PROJECT OWNER: STEVE WISINSKI
ADDRESS: 908 N CONGRESS STREET
DETROIT, MI 48197
PARCEL ID NUMBER: 11-11-40-432-022
REGULATING BODY: CITY OF YPSILANTI
ZONING: CN-MID (CORE NEIGHBORHOOD MID)
MIXED USE

BUILDING INFORMATION

CONSTRUCTION TYPE: TYPE V-B
FIRE PROTECTION: NON-SPRINKLERED
NUMBER OF STORIES: PROJECT AREA: 1
BUILDING: 1
BUILDING AREA:
BASEMENT 1076 SF
FIRST FLOOR 1380 SF
TOTAL 2456 SF
ALTERATION TYPE: ALT-3
CHANGE OF USE
ALT 3 WORK AREA: 2,456 SF (100% BUILDING AREA)
COMPLIANCE METHOD: WORK AREA COMPLIANCE METHOD -
MRCEB 301.1.2

SHEET LIST

#	SHEET NAME	PUD APPLICATION (08/24/2025)	REVISION
TITLE			
T-000	TITLE SHEET	•	1
ZONING			
Z-000	ZONING REVIEW	•	1
GENERAL			
G-000	GENERAL NOTES	•	0
G-001	ACCESSIBILITY AND STANDARDS	•	0
G-002	CODE REVIEW	•	0
ARCHITECTURE			
A-090	SITE PLAN	•	1
A-091	LANDSCAPE PLAN	•	
A-100	BASEMENT PLAN & RCP	•	0
A-101	FIRST FLOOR PLAN & RCP	•	1
A-103	ROOF PLAN	•	0
A-300	EXTERIOR ELEVATIONS	•	1

CODE COMPLIANCE

THE PROPOSED CONSTRUCTION IS IN COMPLIANCE WITH APPLICABLE FEDERAL, STATE, AND LOCAL ORDINANCES

THE CONSTRUCTION SHOWN ON THIS DOCUMENT DOES NOT INFRINGE ON THE EXISTING LIFE SAFETY FOR THIS BUILDING. PERFORM ALL WORK IN ACCORDANCE WITH BUILDING CODES, LAWS AND ORDINANCES HAVING JURISDICTION ON THE PROJECT. ORDINANCES HAVING JURISDICTION ON THE PROJECT INCLUDE BUT ARE NOT LIMITED TO:

2021 MICHIGAN REHABILITATION CODE FOR EXISTING BUILDINGS
2021 MICHIGAN BUILDING CODE (AS REFERENCED BY MRCEB)
2021 MICHIGAN MECHANICAL CODE
2021 MICHIGAN PLUMBING CODE
2023 MICHIGAN ELECTRICAL CODE
2021 MICHIGAN COMMERCIAL ENERGY CODE
2017 ICC/ANSI + MICHIGAN BARRIER FREE CODE
2021 INTERNATIONAL FIRE CODE

OCCUPANCY

CURRENT USE GROUP: A-2 RESTAURANT - VACANT
(ABANDONED)
PROPOSED USE GROUP: F-1 - WOODWORKING (CABINET)
M - RETAIL

OCC. TYPE	TOTAL
F-1	10
M	4
TOTAL	14

SCOPE OF WORK

THE PROJECT IS AN EXISTING SINGLE STORY BRICK MASONRY BUILDING WITH A WOOD FRAMED GARAGE ADDITION TO BE FITTED OUT FOR A NEW FABRICATION STUDIO WITH A PUBLIC RETAIL COMPONENT.

STRUCTURAL IMPROVEMENTS INCLUDE REINFORCEMENT OF THE EXISTING FOUNDATION WALLS AND DAMAGED FIRST FLOOR JOISTS.

EXTERIOR WORK INCLUDES STOREFRONT REPAIR AND LANDSCAPING.

INTERIOR WORK INCLUDES NEW STUD PARTITIONS, FINISHES, AND CODE COMPLIANT STAIR IN ADDITION TO ROUGH PLUMBING AND INSTALLATION OF PLUMBING FIXTURES FOR A NEW SINGLE USER BATHROOM, WITH NEW POWER AND LIGHTING THROUGHOUT.



END STUDIO, LLC
2000 Brooklyn St. #204
Detroit, MI 48226
313.626.7073
e-n-d-studio.com

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WOOD + WATT WORKS
908 CONGRESS STREET
YPSILANTI MICHIGAN 48197

NO.	ISSUE/REV.	DATE
0	PUD Application	08-18-2025
1	Revision 1	09-09-2025



TITLE SHEET

T-000

USE REGULATIONS

ZONING DISTRICT: PLANNED UNIT DEVELOPMENT
WALKABLE URBAN DISTRICT: CN-MID (CORE NEIGHBORHOOD MID)

CURRENT USE: VACANT RETAIL

PROPOSED USE

ARTS & CRAFTS STUDIO (COMMERCIAL) + RETAIL

AS PER YPSILANTI ZONING CODE SEC. 122-441, ARTS & CRAFTS STUDIOS ARE PERMITTED IN CN-MID ZONE AS A SPECIAL LAND USE.

PLANNED UNIT DEVELOPMENT PROJECTS REQUIRE A PUD APPLICATION.

BUILDING TYPE

SC - SINGLE STORY COMMERCIAL BUILDING

LOT REQUIREMENTS

BUILDING HEIGHT: 1 STORY MAX
LOT WIDTH: 50' - 0" MIN / 300' - 0" MAX
LOT DEPTH: 100' - 0" MIN / 300' - 0" MAX
LOT AREA: 7,500 SF MIN / 90,000 SF MAX

FRONT SETBACK: 5' - 0" MIN / 15' - 0" MAX
SIDE SETBACK: 0' - 0" MIN
REAR SETBACK: 15' - 0" MIN

BUILDING FOOTPRINT: N/A
LOT COVERAGE: 60% MAX

EXISTING

BUILDING HEIGHT: 1 STORY COMPLIES

LOT WIDTH: 43' - 2 1/2" EXIST., NON-CONFORMING
LOT DEPTH: 64' - 9 3/4" EXIST., NON-CONFORMING
LOT AREA: 2,800 SF EXIST., NON-CONFORMING

FRONT SETBACK: 11' - 11 1/2" COMPLIES
SIDE SETBACK: 3' - 4" (WEST) / 1' - 8 1/2" (EAST) COMPLIES
REAR SETBACK: 6' - 1 3/4" EXIST., NON-CONFORMING

BUILDING FOOTPRINT: 1,573 SF COMPLIES
LOT COVERAGE: 56% COMPLIES

PROPOSED

BUILDING HEIGHT: 1 STORY / NO CHANGE

LOT WIDTH: 43' - 2 1/2" / NO CHANGE
LOT DEPTH: 64' - 9 3/4" / NO CHANGE
LOT AREA: 2,800 SF / NO CHANGE

FRONT SETBACK: 11' - 11 1/2" / NO CHANGE
SIDE SETBACK: 3' - 4" (WEST) / 1' - 8 1/2" (EAST) / NO CHANGE
REAR SETBACK: 6' - 1 3/4" / NO CHANGE

BUILDING FOOTPRINT: 1,573 SF / NO CHANGE
LOT COVERAGE: 56% / NO CHANGE

SITE REGULATIONS

SEC. 122-608. TRASH RECEPTACLES AND DUMPSTERS

ANY NEW OR ALTERED COMMERCIAL USE WHICH REQUIRES ZONING COMPLIANCE REVIEW AND HAS AN OUTDOOR TRASH STORAGE AREA MUST COMPLY WITH THE STATED REQUIREMENTS.

NO OUTDOOR TRASH STORAGE AREA COMPLIES

SEC. 122-609. LIGHTING

(A) BUILDING ENTRANCES AND EXITS USED DURING NIGHT-TIME HOURS SHALL BE ARTIFICIALLY ILLUMINATED

EXTERIOR LIGHTS PROVIDED COMPLIES

(C) FOR SITES ABUTTING LOTS ZONED FOR ONE AND TWO-FAMILY RESIDENTIAL USES, LIGHTS MUST NOT EXCEED 16'-0"

EXTERIOR LIGHTS MOUNTED AT 12' 0" MAX COMPLIES

(D) WHERE OUTDOOR LIGHTING IS REQUIRED, LIGHT INTENSITY PROVIDED AT GROUND LEVEL MUST BE A MINIMUM OF ONE-THIRD FOOTCANDLE ANYWHERE IN THE AREA TO BE ILLUMINATED & MUST AVERAGE A MINIMUM OF ONE-HALF FOOTCANDLE OVER THE ENTIRE AREA, MEASURED FIVE FEET ABOVE THE SURFACE

SEE PHOTOMETRIC PLAN COMPLIES

SEC. 122-634. SCREENING BETWEEN CONFLICTING LAND USES

SCREENING BETWEEN LAND USES IS REQUIRED WHEN A NON-RESIDENTIAL USE ABUTS A PROPERTY WHERE A RESIDENTIAL USE OCCUPIES THE FIRST FLOOR OF THE PRINCIPAL STRUCTURE.

SCREENING ON WEST SIDE NOT FEASIBLE DUE TO ELECTRIC LINE LOCATIONS
SCREENING ON EAST SIDE - 6' TALL WOOD FENCE PROPOSED

SEC. 122-641. MODIFICATIONS OR EXCEPTIONS TO REQUIREMENTS

(B) (1) STREET TREE REQ'D PER 30' OF FRONTAGE

FRONTAGE = 43'-2 1/2"
STREET TREE REQUIRED = 2

EXISTING DRIVE AND TREE LOCATION DOES NOT ALLOW FOR AN ADDITIONAL TREE TO BE PLANTED - DOES NOT COMPLY

SEC. 122-638. SITE LANDSCAPING

AT LEAST TEN PERCENT (10%) OF THE SITE AREA, EXCLUDING EXISTING PUBLIC RIGHTS-OF-WAY, MUST BE LANDSCAPED. SITE AREA LANDSCAPING MAY INCLUDE A COMBINATION OF NEW TREES AND PLANT MATERIAL, LANDSCAPE PLAZAS, AND GARDENS

10% OF 2,800 SF = 280 SF

467 SF OF LANDSCAPING, SEE SITE PLAN COMPLIES

SEC. 122-641. MODIFICATIONS OR EXCEPTIONS TO REQUIREMENTS

(A) REQUIRED SCREENING MAY BE OMITTED ALONG ANY LOT LINE WHERE A BUILDING WALL EXISTS IMMEDIATELY ABUTTING A LOT LINE

SCREENING ON WEST SIDE OMITTED @ BUILDING WALL
SCREENING ON EAST SIDE OMITTED @ BUILDING WALL

(B) THE PLANNING COMMISSION MAY APPROVE A WAIVER FOR THE LOCATION OF THE SCREEN UPON A FINDING THAT THE LOCATION OF UTILITIES INTERFERE WITH THE PROPOSED LOCATION

WEST SIDE SCREENING - LOCATION INTERFERENCE WITH GAS METER & ELECTRIC METER, WAIVER REQUESTED

(C) SCREENS MUST BE A WALL, FENCE, OR LANDSCAPE BUFFER AT LEAST 6'-0" IN HEIGHT

PARKING

SEC. 122-691. MINIMUM & MAXIMUM NUMBER OF PARKING SPACES

USE	SPACES REQ'D PER UNIT OF MEASURE
ARTS & CRAFTS STUDIOS	1 PER 1,000 SQUARE FEET
RETAIL	1 PER 25 SQUARE FEET

2,456 SF TOTAL AREA = 3 PARKING SPACES REQ'D

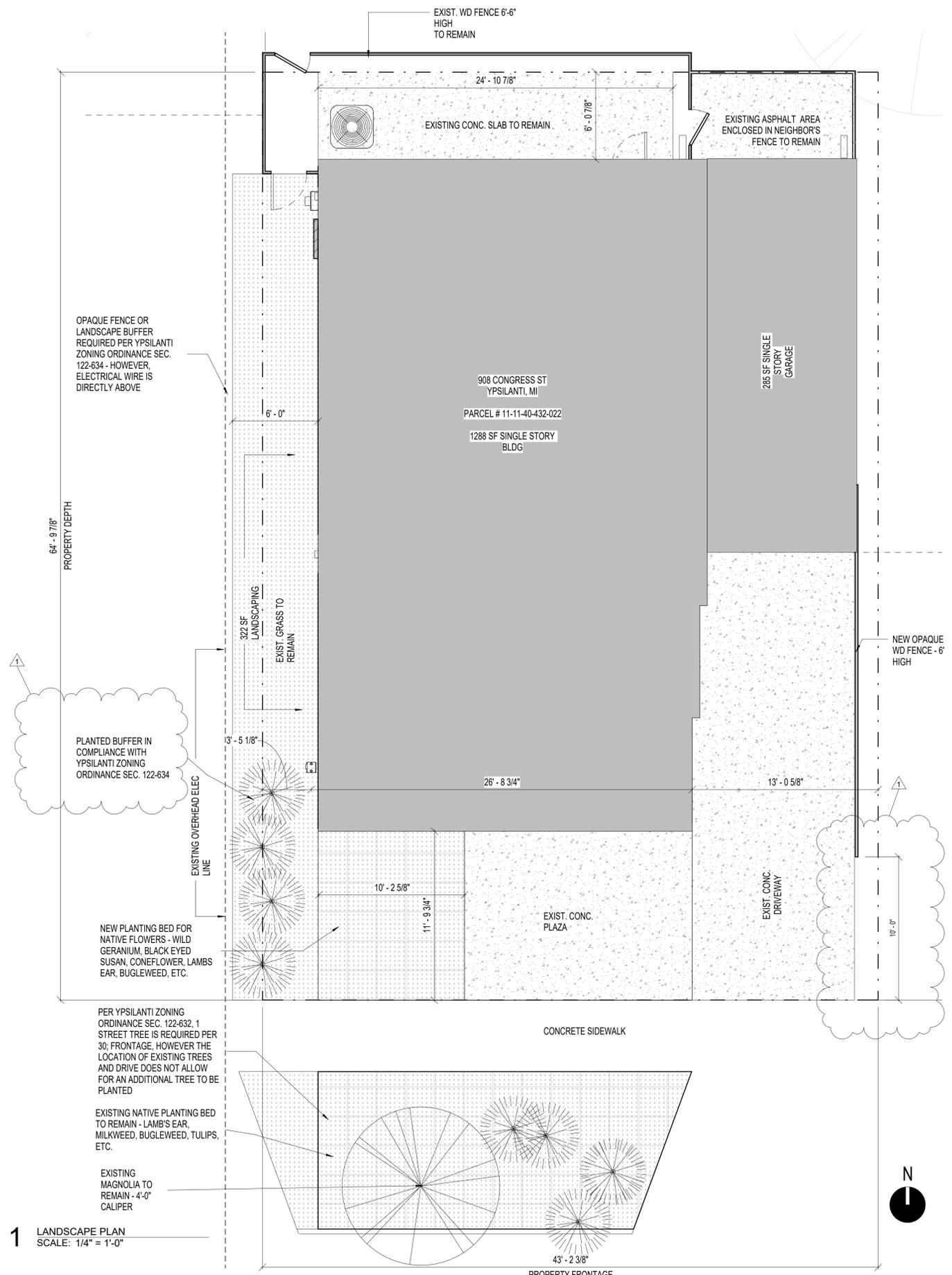
PER SEC. 122-692, PARKING IN WALKABLE URBAN DISTRICTS SHALL BE HALVED

PARKING SPOTS REQ'D = 3
PARKING SPOTS EXISTING = 2, NONCOMPLIANT
PARKING SPOTS PROVIDED = 2, EXISTING NONCOMPLIANT

SUPPLEMENTARY REGULATIONS

SEC. 122-702. REQUIREMENTS FOR PLANNED UNIT DEVELOPMENTS

(C) UNLESS WAIVED OR MODIFIED IN ACCORDANCE WITH THE PROCEDURES AND STANDARDS. THE YARD, BULK, PARKING, LOADING, LANDSCAPING, LIGHTING, GENERAL PROVISIONS, AND ALL OTHER STANDARDS FOR THE LISTED USES MUST BE APPLICABLE FOR USES PROPOSED AS PART OF A PLANNED UNIT DEVELOPMENT



1 LANDSCAPE PLAN
SCALE: 1/4" = 1'-0"

END
END STUDIO, LLC
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e-n-d-studio.com

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NO.	ISSUE/REV.	DATE
0	PLD Application	08-18-2025
1	Revision 1	09-09-2025



ZONING REVIEW

Z-000

MATERIAL KEY

	EXISTING WALL TO REMAIN		DRYWALL / PLASTER
	NEW WALL CONSTRUCTION		EARTH / SOIL
	CAST IN PLACE CONCRETE		PLYWOOD
	CONCRETE MASONRY UNIT (CMU)		WOOD
	BRICK MASONRY		WOOD - DIMENSIONAL LUMBER
	CRUSHED STONE		WOOD - BLOCKING
	STEEL		BATT INSULATION
	ALUMINUM		SPRAY FOAM INSULATION
	RIGID INSULATION		DEMO WALL

DRAWING SYMBOL KEY

	ROOM TAG		FINISH TAG
	DOOR TAG		REVISION TAG
	WINDOW TAG		STRUCTURAL GRID LINE
	WALL TYPE		ELEVATION MARKER
	PLUMBING/EQUIP TAG		LOT LINE
	EXTERIOR ELEVATION		SETBACK
	INTERIOR ELEVATION(S)		ONE HOUR WALL
	SECTION DWG NUMBER		TWO HOUR WALL
	DETAIL CALL OUT		

ABBREVIATIONS

ABV ABOVE	COL COLUMN	ENCL ENCLOSURE	GC GENERAL CONTRACTOR	INT INTERIOR	MFTR MANUFACTURER	PLUM PLUMBING	SF SQUARE FOOT	W/O WITHOUT
ACOUS ACOUSTICAL	CONC CONCRETE	ENG ENGINEER	GLZ GLAZING	JBOX JUNCTION BOX	MH MANHOLE	PLY PLYWOOD	SHT SHEET	WAT WATER
ADA AMERICANS WITH DISABILITIES ACT	CONST CONSTRUCTION	EQ EQUAL	GR GRADE	JC JANITORS CLOSET	MIN MINIMUM	PNT PAINT	SIM SIMILAR	WC WATER CLOSET
ADD ADDITIONAL	CONT CONTINUOUS	EQUIP EQUIPMENT	GUT GUTTER	JST JOIST	MIR MIRROR	POL POLISHED	SPEC SPECIFICATION	WD WOOD
ADJ ADJACENT	COORD COORDINATE	EST ESTIMATE(D)	GWB GYPSUM WALL BOARD	JNT JOINT	MISC MISCELLANEOUS	PRTN PARTITION	SS SQUARE	WP WATERPROOFING
AFF ABOVE FINISHED FLOOR	CORR CORRIDOR	EXH EXHAUST		JST JOINT	MMR MOISTURE & MOLD RESISTANT	PSF POUNDS PER SQUARE FOOT	SS STAINLESS STEEL	WPT WORKING POINT
ALT ALTERNATE	CPT CARPET	EXP JT EXPANSION JOINT		KIT KITCHEN	MO MASONRY OPENING	PT PRESSURE TREATED	STD STANDARD	WT WEIGHT
ALW ALLOW	CTR CENTER	EXIST EXISTING		L LENGTH	MTL METAL	PTD PAINTED	STL STEEL	
ALWB ALLOWABLE	CW COLD WATER	EXT EXTERIOR		LAM LAMINATE	MUL MULLION		STR STRUCTURE	& + AND
ALUM ALUMINUM				LAV LAVATORY			SUP SUPPLY	@ AT
ANOD ANODIZED	DBL DOUBLE	F&I FURNISH AND INSTALL		LBS POUNDS			SUSP SUSPENDED	
ARCH ARCHITECT	DEMO DEMOLITION	FAB FABRICATE		LF LINEAR FEET			SYM SYMMETRICAL	
ASMB ASSEMBLY	DIA DIAMETER	FBO FURNISH BY OWNER		LN LINEAR			SYST SYSTEM	
	DEG DEGREE	FLDR FLOOR DRAIN		LT LIGHT				
BLDG BUILDING	DIM DIMENSION	FIN FINISH(ED)		MACH MACHINE			UL UNDERWRITERS LABORATORY	
BLT-IN BUILT-IN	DW DRYWALL	FLG FLOORING		MAS MASONRY			UON UNLESS OTHERWISE NOTED	
BTW BETWEEN	FLR FLOOR	FLUOR FLUORESCENT		MAX MAXIMUM			UPH UPHOLSTERY	
B/W BETWEEN	FLR FLOOR	FND FOUNDATION		MC MECHANICAL CONTRACTOR				
	DN DOWN	FP FIRE PROOFING		MDF MEDIUM DENSITY FIBER BOARD				
	DR DOOR	FO FACE OF FOOT/FEET		MECH MECHANICAL MEMBRANE				
	DSPT DOWNSPOUT	FT FOOT/FEET		MFTD MANUFACTURED				
CAB CABINET	DTL DETAIL DRAWING	FTG FOOTING						
CEM CEMENT	EA EACH							
CIP CAST IN PLACE	EC ELECTRICAL CONTRACTOR							
CL CENTER LINE	EL ELEVATION							
CLG CEILING	ELEC ELECTRICAL							
CLO CLOSET	ELEV ELEVATOR							
CMU CONCRETE MASONRY UNIT								

POWER & DATA KEY

	SYMBOL DESCRIPTION
	42" DUPLEX - SPECIFIC MOUNTING HT.
	DUPLEX - GFCI
	DUPLEX - WATERPROOF
	DUPLEX - SWITCHED
	DENOTES EXISTING
	QUADPLEX
	DUPLEX IN FLOOR / COUNTER
	DUPLEX IN CEILING
	SWITCH
	DIMMER SWITCH
	THREE-WAY SWITCH
	THREE-WAY DIMMER SWITCH
	JAMB SWITCH
	SWITCH WITH OCC. SENSOR
	TELEPHONE
	DATA
	TELEPHONE & DATA
	TELEVISION
	SMOKE DETECTOR
	CARBON MONOXIDE DETECTOR
	SPEAKER LOCATION
	SPEAKER INPUT
	CAMERA

MECHANICAL KEY

	SYMBOL DESCRIPTION
	FLOOR/CLNG SUPPLY REGISTER
	FLOOR/CLNG RETURN GRILLE
	WALL/HORIZ. SUPPLY REGISTER
	WALL/HORIZ. RETURN REGISTER
	CEILING GRID SUPPLY REGISTER
	CEILING GRID RETURN GRILLE
	ROUND SUPPLY REGISTER

LIGHTING KEY

	SYMBOL DESCRIPTION
	WALL MOUNTED SCONCE
	PENDANT FIXTURE
	FLUSH MOUNT FIXTURE
	LED STRIP LIGHT
	TRACK LIGHT
	LINEAR LENSED FIXTURE
	TROFFER FIXTURE
	MOTION SENSOR FLOOD LIGHT
	EXTERIOR FLOOD LIGHT
	(W) DENOTES WET-RATED FIXTURE
	(X) DENOTES EXISTING FIXTURES
	CEILING FAN
	REC. LIGHT VENT FAN COMBO

LIFE SAFETY KEY

	SYMBOL DESCRIPTION
	EXIT SIGN W/ DIR. ARROW
	EXIT SIGN W/ TWO LIGHTS
	EXIT SIGN W/ EMERGENCY LTG
	EMERGENCY LIGHTING
	PORTABLE FIRE EXTINGUISHER

PLUMBING KEY

	SYMBOL DESCRIPTION
	HOT WATER
	DRAIN
	VENT
	FLOOR DRAIN
	ROOF DRAIN

GENERAL NOTES

- CONTRACTOR SHALL FURNISH ALL MATERIALS, LABOR, INCIDENTALS, AND ANY OTHER ITEMS REQUIRED FOR THE COMPLETION OF THE WORK AS SHOWN IN THE CONTRACT DOCUMENTS, UNLESS OTHERWISE NOTED.
- ALL WORK SHALL CONFORM TO ALL APPLICABLE LOCAL, STATE, AND FEDERAL CODES AND LAWS, AND ANY OTHER APPLICABLE REGULATIONS INCLUDING FIRE DEPARTMENT REGULATIONS, UTILITY COMPANY REQUIREMENTS, AND BEST TRADE PRACTICES.
- BEFORE COMMENCING WORK, THE CONTRACTOR SHALL FILE ALL REQUIRED CERTIFICATES OF INSURANCE, OBTAIN ALL REQUIRED PERMITS, AND PAY ALL FEES REQUIRED BY GOVERNING AGENCIES.
- NOTIFY ARCHITECT FOR CLARIFICATION IN CASE OF ANY DISCREPANCIES, CONFLICTS, OR OMISSIONS IN THE CONSTRUCTION DRAWINGS AND SPECIFICATIONS. AN ADDENDUM TO THE CONTRACT DOCUMENTS WILL BE PROVIDED AS NECESSARY.
- CONTRACTOR SHALL VERIFY ALL EXISTING CONDITIONS AND DIMENSIONS SHOWN ON PLANS AT THE JOB SITE BEFORE COMMENCING ANY WORK, AND SHALL REPORT ANY DISCREPANCIES BETWEEN DRAWINGS AND FIELD CONDITIONS TO THE ARCHITECT.
 - DIMENSIONS ARE TAKEN FROM FACE OF FINISHED SURFACE TO FACE OF FINISHES UNLESS OTHERWISE NOTED.
 - DIMENSIONS MARKED "VERIFY", "VERIFY IN FIELD" OR "VIF" SHALL BE FIELD VERIFIED BY THE CONTRACTOR AND DISCUSSED WITH THE ARCHITECT IF DISCREPANCIES ARISE.
 - DIMENSIONS MARKED "CLEAR" OR "CLR" OR "HOLD" MUST BE PRECISELY MAINTAINED
 - DIMENSIONS ARE NOT ADJUSTABLE WITHOUT APPROVAL BY ARCHITECT UNLESS MARKED "A/L"
 - DO NOT SCALE DRAWINGS. NOTIFY ARCHITECT FOR CLARIFICATION IF WRITTEN IS NOT SHOWN IN DRAWINGS.
- CONTRACTOR SHALL LAY OUT THEIR OWN WORK, AND SHALL PROVIDE ALL DIMENSIONS REQUIRED FOR OTHER TRADES.
- ABBREVIATIONS ON THE DRAWINGS ARE AS NOTED IN THE KEY. NOTIFY ARCHITECT OF ANY ABBREVIATIONS IN QUESTION.
- MAINTAIN A FREE AND SAFE PASSAGE TO AND FROM CONSTRUCTION AREA AND ADJACENT BUILDING AREAS AT ALL TIME. REQUIRED EXITS SHOULD NOT BE BLOCKED AT ANY TIME.
- DEVELOPMENT AND ALLOW ARCHITECT SUFFICIENT TIME (MINIMUM OF 5 WORKING DAYS) FOR REVIEW PRIOR TO SUBMITTAL OF SHOP DRAWINGS, MOCK-UPS, SAMPLES, AND OTHER REQUIRED SUBMITTALS IN A TIMELY MANNER. ALL SUBMITTALS SHALL BE IN ACCORDANCE WITH APPLICABLE LOCAL, STATE, AND FEDERAL CODES, ORDINANCES, AND REGULATIONS PERTAINING TO SAFETY OF PERSONS, PROPERTY, AND ENVIRONMENTAL PROTECTION.
- ALL EXISTING WALLS, GLAZING, AND OTHER WORK TO REMAIN SHALL BE FULLY PROTECTED FROM DAMAGE PROVIDE BRACING OR SHORING AS REQUIRED TO SUPPORT THE STRUCTURE DURING DEMOLITION. THE CONTRACTOR SHALL ASSUME FULL RESPONSIBILITY FOR DAMAGE AND SHALL MAKE REQUIRED REPAIRS WITHOUT ADDITIONAL COST TO THE OWNER. REPAIR DAMAGED SURFACES TO MATCH ADJACENT SURFACES.
- COORDINATE DEMOLITION REQUIRED TO PERFORM NEW WORK WITH CONTRACT DOCUMENTS. NOTIFY ARCHITECT OF ANY DISCREPANCIES.
- REMOVE ABANDONED HVAC EQUIPMENT, DUCTWORK, ELECTRICAL, AND PLUMBING BACK TO THEIR PRIMARY SOURCE OR AS DIRECTED. DISCONNECT, CAP, AND IDENTIFY ALL UTILITIES IN AREAS OF DEMOLITION. MAINTAIN UTILITIES TO ALL OCCUPIED AREAS OF THE BUILDING AND COORDINATE TEMPORARY DISRUPTION WITH OWNER AND ANY OTHER AFFECTED PARTIES.
- CAREFULLY REMOVE, PROTECT, AND STORE FOR REINSTALLATION OR SALVAGE ALL: LIGHT FIXTURES, PLUMBING FIXTURES, DOORS, FIRE SAFETY & EMERGENCY FIXTURES.
- PROVIDE ENCLOSURE AND PROTECTION AS REQUIRED TO CONTAIN SPREAD OF ALL DUST, FUMES, ETC. PRODUCED DURING DEMOLITION AND CONSTRUCTION.
- REMOVE AND LEGALLY DISPOSE OF ALL DEBRIS, RUBBISH, AND OTHER MATERIALS RESULTING FROM DEMOLITION OR CONSTRUCTION. IN OCCUPIED AREAS, CLEAN AND DISPOSE OF MATERIALS DAILY.
- REMOVE TOOLS AND EQUIPMENT FROM SITE UPON COMPLETION OF WORK. LEAVE AREAS AND SITE BROOM SWEEPED, ORDERLY, AND IN CONDITION ACCEPTABLE FOR CONSTRUCTION.

DEMOLITION NOTES

- CONTRACTOR SHALL VERIFY ALL EXISTING CONDITIONS AND DIMENSIONS SHOWN ON PLANS AT THE JOB SITE BEFORE COMMENCING ANY WORK, AND SHALL REPORT ANY DISCREPANCIES BETWEEN DRAWINGS AND FIELD CONDITIONS TO THE ARCHITECT.
- CONTRACTOR SHALL LAY OUT THEIR OWN WORK, AND SHALL PROVIDE ALL DIMENSIONS REQUIRED FOR OTHER TRADES.
- ABBREVIATIONS ON THE DRAWINGS ARE AS NOTED IN THE KEY. NOTIFY ARCHITECT OF ANY ABBREVIATIONS IN QUESTION.
- MAINTAIN A FREE AND SAFE PASSAGE TO AND FROM CONSTRUCTION AREA AND ADJACENT BUILDING AREAS AT ALL TIME. REQUIRED EXITS SHOULD NOT BE BLOCKED AT ANY TIME.
- DEVELOPMENT AND ALLOW ARCHITECT SUFFICIENT TIME (MINIMUM OF 5 WORKING DAYS) FOR REVIEW PRIOR TO SUBMITTAL OF SHOP DRAWINGS, MOCK-UPS, SAMPLES, AND OTHER REQUIRED SUBMITTALS IN A TIMELY MANNER. ALL SUBMITTALS SHALL BE IN ACCORDANCE WITH APPLICABLE LOCAL, STATE, AND FEDERAL CODES, ORDINANCES, AND REGULATIONS PERTAINING TO SAFETY OF PERSONS, PROPERTY, AND ENVIRONMENTAL PROTECTION.
- ALL EXISTING WALLS, GLAZING, AND OTHER WORK TO REMAIN SHALL BE FULLY PROTECTED FROM DAMAGE PROVIDE BRACING OR SHORING AS REQUIRED TO SUPPORT THE STRUCTURE DURING DEMOLITION. THE CONTRACTOR SHALL ASSUME FULL RESPONSIBILITY FOR DAMAGE AND SHALL MAKE REQUIRED REPAIRS WITHOUT ADDITIONAL COST TO THE OWNER. REPAIR DAMAGED SURFACES TO MATCH ADJACENT SURFACES.
- COORDINATE DEMOLITION REQUIRED TO PERFORM NEW WORK WITH CONTRACT DOCUMENTS. NOTIFY ARCHITECT OF ANY DISCREPANCIES.
- REMOVE ABANDONED HVAC EQUIPMENT, DUCTWORK, ELECTRICAL, AND PLUMBING BACK TO THEIR PRIMARY SOURCE OR AS DIRECTED. DISCONNECT, CAP, AND IDENTIFY ALL UTILITIES IN AREAS OF DEMOLITION. MAINTAIN UTILITIES TO ALL OCCUPIED AREAS OF THE BUILDING AND COORDINATE TEMPORARY DISRUPTION WITH OWNER AND ANY OTHER AFFECTED PARTIES.
- CAREFULLY REMOVE, PROTECT, AND STORE FOR REINSTALLATION OR SALVAGE ALL: LIGHT FIXTURES, PLUMBING FIXTURES, DOORS, FIRE SAFETY & EMERGENCY FIXTURES.
- PROVIDE ENCLOSURE AND PROTECTION AS REQUIRED TO CONTAIN SPREAD OF ALL DUST, FUMES, ETC. PRODUCED DURING DEMOLITION AND CONSTRUCTION.
- REMOVE AND LEGALLY DISPOSE OF ALL DEBRIS, RUBBISH, AND OTHER MATERIALS RESULTING FROM DEMOLITION OR CONSTRUCTION. IN OCCUPIED AREAS, CLEAN AND DISPOSE OF MATERIALS DAILY.
- REMOVE TOOLS AND EQUIPMENT FROM SITE UPON COMPLETION OF WORK. LEAVE AREAS AND SITE BROOM SWEEPED, ORDERLY, AND IN CONDITION ACCEPTABLE FOR CONSTRUCTION.

PLAN NOTES

- LAYOUT PARTITIONS AS NOTED ON DRAWING. CUT AND FIT COMPONENTS OF EXISTING WORK AS REQUIRED TO INSTALL NEW WORK. ALL NEW FINISHES ARE TO ALIGN FLUSH WITH EXISTING FINISHES WITHOUT EVIDENCE OF ADDITION. WHERE NEW GYPSUM BOARD ALIGNS WITH EXISTING PLASTER. ALIGN THE PARTITION STUD TO CREATE FLUSH SURFACE.
- TYPICAL DETAILS ARE KEYED AND NOTED "TYPICAL" AND ARE USUALLY REPRESENTATIVE OF TYPICAL CONDITIONS THROUGHOUT. IN CASE OF QUESTION OR DISCREPANCY, NOTIFY ARCHITECT.
- PROVIDE EXTRA STUD FOR SWITCH OR POWER OUTLETS AS REQUIRED. REINFORCE DOOR AND WINDOW JAMBS WITH EXTRA STUD AS REQUIRED.
- PROVIDE FIRE DAMPERS AT ALL DUCT PENETRATIONS THROUGH FIRE RATED ASSEMBLIES.
- ALL FIRE RATED DOORS AND WINDOWS SHALL BE LABELED AS REQUIRED BY CODE. TEMPERED GLASS TO BE INSTALLED WITH MANUFACTURER'S SEAL IN BOTTOM CORNER.

FINISH NOTES

- FINISHES SHALL BE CONTINUOUS THROUGHOUT UNLESS OTHERWISE NOTED. APPLY FINISHES AND COVERINGS SO SURFACE IS DIVIDED WITH A MINIMUM NUMBER OF SEAMS AND EQUAL WIDTH PANELS, UNLESS OTHERWISE NOTED.
- ALL FINISH MATERIALS SHALL BE INSTALLED IN STRICT CONFORMANCE WITH MANUFACTURER'S INSTRUCTIONS AND ALL APPLICABLE CODES AND REGULATIONS.
- PROVIDE LEVELING COMPOUND AS REQUIRED SO THAT FLOORING TRANSITIONS ARE SMOOTH FROM ONE SURFACE TO THE NEXT. FEATHER TRANSITIONS AT 1" PER 20" MAXIMUM. ALL TRANSITIONS BETWEEN FLOOR FINISHES TO BE LOCATED DIRECTLY UNDER CENTER OF DOOR, UNLESS OTHERWISE NOTED. PROVIDE TRANSITION STRIPS AS REQUIRED, COORDINATE FINISH & LOCATION WITH ARCHITECT.

RCP, MECHANICAL, ELECTRICAL, AND PLUMBING NOTES

- UNLESS OTHERWISE NOTED, ALL MECHANICAL, ELECTRICAL, AND PLUMBING FIXTURES SHALL BE LOCATED AS SHOWN IN THE TYPICAL MOUNTING RULES DIAGRAM. ACCESS PANELS SHALL BE PROVIDED AS REQUIRED BY CODE AND PER MANUFACTURER'S INSTRUCTIONS FOR MAINTENANCE AND REPAIRS.
- IF EXISTING LOCATIONS DO NOT CONFLICT WITH CODE OR MAXIMUM/MINIMUM REACH HEIGHTS, RECEPTACLES SHOULD BE MOUNTED TO MATCH THE HEIGHT AND ORIENTATION OF EXISTING RECEPTACLES IN ROOM. SWITCHES TO BE MOUNTED TO MATCH THE HEIGHT OF EXISTING SWITCHES ROOM. IF NO REFERENCE EXISTS, ALL RECEPTACLES & LIGHT FIXTURES SHALL BE MOUNTED AT THE HEIGHTS SPECIFIED IN THE TYPICAL MOUNTING RULES DIAGRAM, UNLESS OTHERWISE NOTED.
- SWITCHES, FIXTURES, AND RECEPTACLES SHOWN ADJACENT ON PLAN WITH DIMENSION ONLY TO ONE OF THEM SHOULD BE GANGED IN BANKS. SWITCHES, FIXTURES, AND RECEPTACLES WITH DISSIMILAR MOUNTING HEIGHTS SHOWN ADJACENT ON PLAN SHALL BE STACKED VERTICALLY.
- EXISTING OUTLETS, FIXTURES, AND SWITCHES NOT SHOWN ON PLAN TO REMAIN AND BE REUSED.
- ALL APPLIANCE-SPECIFIC OUTLETS TO BE COORDINATED WITH APPLIANCE SELECTION.
- OUTLETS AND SWITCHES SHOULD NOT BE INSTALLED BACK-TO-BACK WITHOUT SEPARATING STUD OR INSULATION.
- PROVIDE GFCI OUTLETS AND WET-RATED FIXTURES IN ALL WET AREAS, OUTDOOR AREAS, AND ANY OTHER LOCATION REQUIRED BY CODE.
- ALL SWITCH PLATES AND OUTLETS COVERS, ETC., SHOULD BE INSTALLED AFTER PAINTING AND WALL COVERINGS ARE INSTALLED. PROTECTIVE COVERINGS ON ALL FIXTURES SHALL REMAIN IN PLACE UNTIL CONSTRUCTION IS COMPLETED. DAMAGED FIXTURES SHALL BE REPLACED AT THE CONTRACTORS EXPENSE.
- PROVIDE EMERGENCY LIGHTING AND EXIT SIGNAGE AS REQUIRED BY CODE.
- COORDINATE LIGHT FIXTURE AND MECHANICAL REGISTER LOCATIONS WITH ARCHITECT PRIOR TO INSTALLATION. IF ANY CONFLICT OCCURS BETWEEN THE WORK OF SEPARATE TRADES OR BETWEEN DRAWINGS AND EXISTING CONDITIONS, COORDINATE WITH ARCHITECT IN FIELD.
- WHERE ACOUSTICAL TILES ARE REQUIRED TO BE CUT, CUT TO MAINTAIN A SHARP AND NEAT EDGE. INSTALL ALL LIGHTS, REGISTERS, SIGNAGE, AND OTHER FIXTURES AND EQUIPMENT IN THE CENTER OF TILE UNLESS OTHERWISE NOTED.
- UNLESS OTHERWISE NOTED, ALL CONDUIT SHOULD BE STRAIGHT AND TRUE AND AT RIGHT ANGLES, AND AS EFFICIENT AS POSSIBLE, UNLESS OTHERWISE NOTED.



END STUDIO, LLC
 2000 Brooklyn St. #204
 Detroit, MI 48226
 313.626.7073
 e-n-d-studio.com

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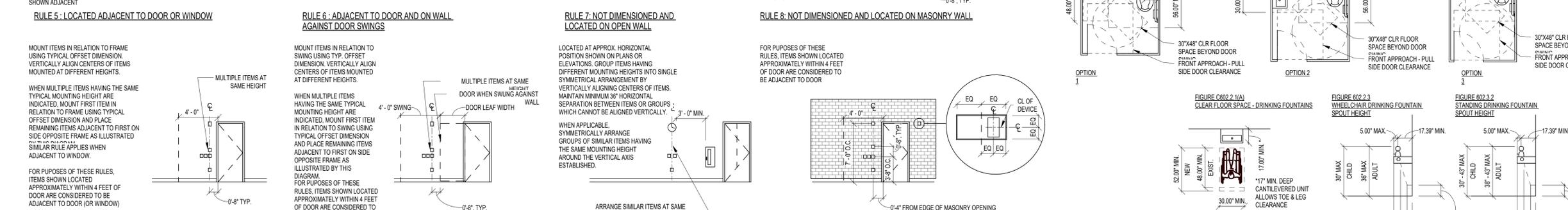
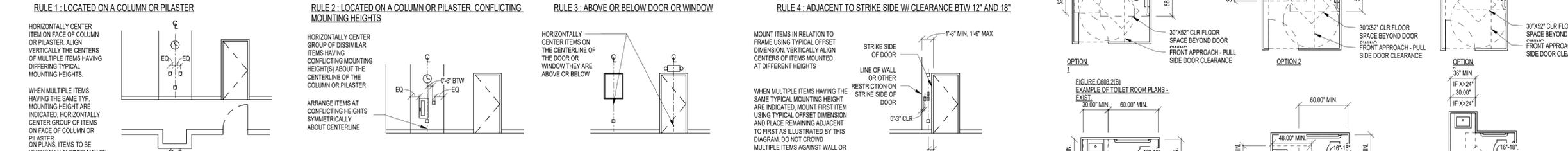
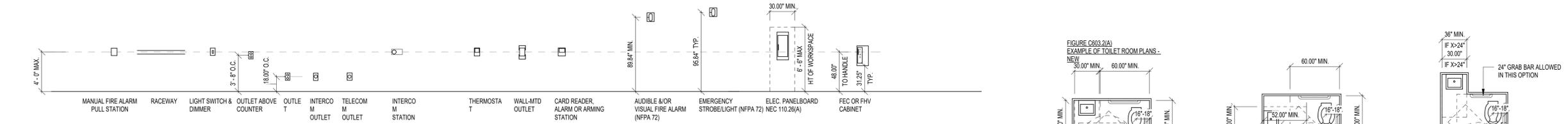
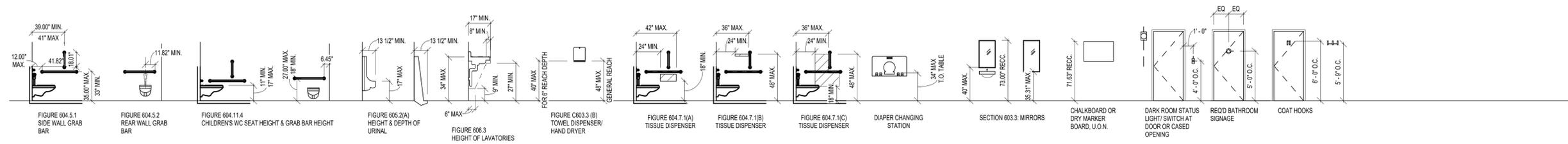
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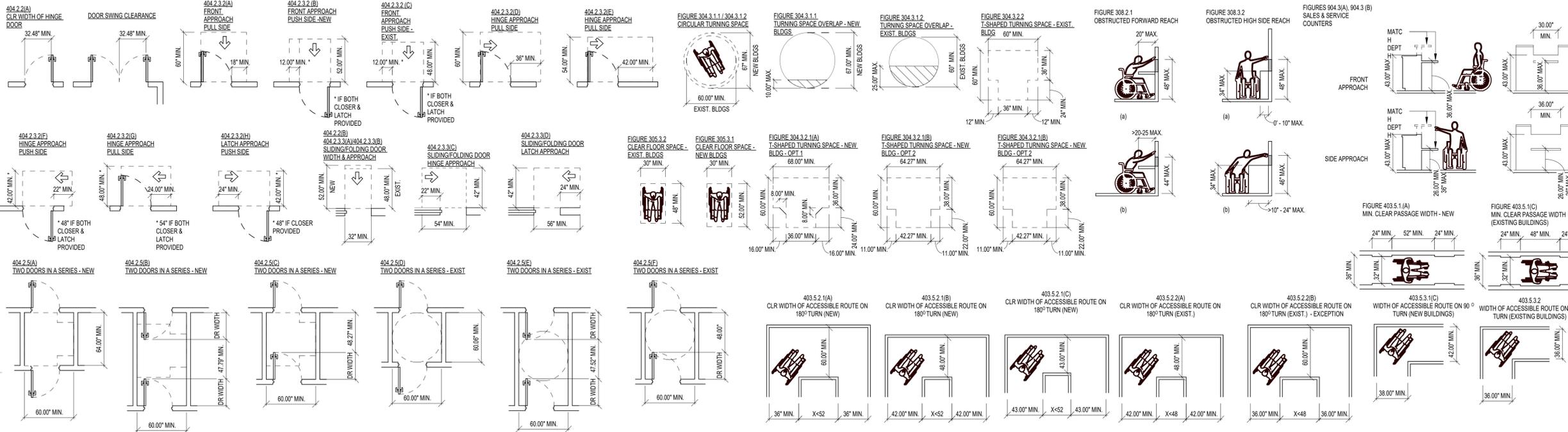
GENERAL NOTES

G-000

TYPICAL MOUNTING HEIGHTS



ACCESSIBILITY STANDARDS - 2017 ICC A117.1



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ACCESSIBILITY AND STANDARDS

OCCUPANCY LOAD

#	AREA NAME	OCC. TYPE	FUNCTION OF SPACE	AREA	LOAD FACTOR	UNIT	AREA OCCUPANCY
001	WORKSHOP	F-1	FABRICATION	1095 SF	300 SF	GROSS	3.65
002	MECH. EQUIPMENT ROOM	F-1	ACCESSORY - MECHANICAL	160 SF	300 SF	GROSS	0.53
101	RETAIL LOBBY	M	MERCANTILE	255 SF	60 SF	GROSS	4.25
102	WOODWORKING STUDIO	F-1	FABRICATION	818 SF	300 SF	GROSS	2.73
103	WOODWORKING STUDIO	F-1	FABRICATION	184 SF	100 SF	GROSS	1.84
104	STORAGE	F-1	ACCESSORY STORAGE	75 SF	300 SF	GROSS	0.25
105	WC	F-1	ACCESSORY	73 SF	100 SF	GROSS	0.73
TOTAL							13.98

**MBC 1004.5 EXCEPTION: WHERE APPROVED BY THE BUILDING OFFICIAL, THE ACTUAL NUMBER OF OCCUPANTS FOR WHOM EACH OCCUPIED SPACE, FLOOR OR BUILDING IS DESIGNED, ALTHOUGH LESS THAN THOSE DETERMINED BY CALCULATION, SHALL BE PERMITTED TO BE USED IN THE DETERMINATION OF THE DESIGN OCCUPANT LOAD

OCCUPANCY COUNT

OCC. TYPE	GROSS AREA	TOTAL
F-1	2406 SF	9.74
M	255 SF	4.25
TOTAL	2660 SF	13.98

OCC. TYPE	GROSS AREA	TOTAL
F-1	2406 SF	9.74
M	255 SF	4.25
TOTAL	2660 SF	13.98

MINIMUM PLUMBING FACILITIES

FIXTURE TYPE	OCC. TYPE	OCC. TOTAL	MIN # FIXTURES PER OCC.	# REQUIRED	# PROVIDED
FULL WC/LAV	F-1 +	9.74	100	0.10	1
FULL WC/LAV	M *	4.25	500	0.01	0
TOTAL		13.98		0.11	

+403.3(3) SEPARATE FACILITIES SHALL NOT BE REQUIRED IN STRUCTURES OR TENANT SPACES WITH A TOTAL OCCUPANT LOAD, INCLUDING BOTH EMPLOYEES AND CUSTOMERS, OF 15 OR FEWER

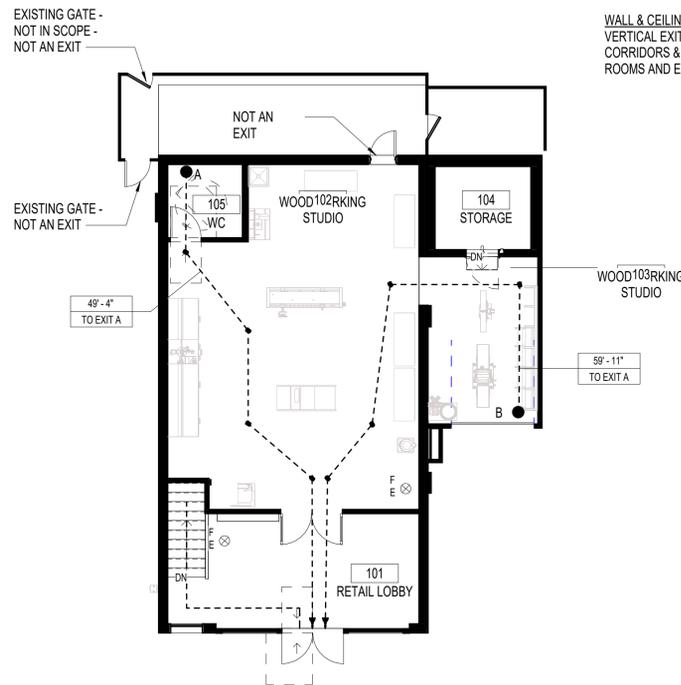
OCCUPANCY < 15, SEPARATE FACILITY NOT REQUIRED

*403.3 EMPLOYEE AND PUBLIC TOILET FACILITIES

FOR STRUCTURES AND TENANT SPACES INTENDED FOR PUBLIC UTILIZATION, CUSTOMERS, PATRONS, AND VISITORS SHALL BE PROVIDED WITH PUBLIC TOILET FACILITIES.

EXCEPTION: PUBLIC TOILET FACILITIES SHALL NOT BE REQUIRED FOR (2) STRUCTURES AND TENANT SPACES INTENDED FOR QUICK TRANSACTIONS, INCLUDING TAKEOUT, PICK AND DROP-OFF, HAVING A PUBLIC ACCESS AREA LESS THAN OR EQUAL TO 300 SF.

RETAIL LOBBY < 300 SF, PUBLIC TOILET FACILITY NOT REQUIRED



04 FIRST FLOOR EGRESS & LIFE SAFETY PLAN
SCALE: 1/8" = 1'-0"

CODE REVIEW: CONSTRUCTION TYPE & FIRE RESISTANCE

CONSTRUCTION TYPE (MBC SECTION 602)

TYPE VB

ALLOWABLE HEIGHT AND AREA* (MBC CH. 5)

	ALLOWABLE	COMPLIANCE
BUILDING HEIGHT ABOVE GRADE (TBL 504.3)	40'-0"	14'-6" - COMPLIES
BUILDING STORIES ABOVE GRADE (TBL 504.4)	1	1 - COMPLIES
BUILDING AREA (TBL 506.2)	8,500 SF	2,424 SF COMPLIES

FIRE RESISTANCE RATING REQUIREMENTS

BUILDING ELEMENTS (MBC TABLE 601):

PRIMARY STRUCTURAL FRAME	0 HOUR
BEARING WALLS - EXTERIOR	0 HOUR
BEARING WALLS - INTERIOR	0 HOUR
NONBEARING INTERIOR WALLS & PARTITIONS	0 HOUR
FLOOR CONSTRUCTION	0 HOUR
ROOF CONSTRUCTION	0 HOUR

EXTERIOR WALL FIRE RESISTANCE RATING BASED ON FIRE SEPARATION DISTANCE (MBC TABLE 705.5):

X < 5	2 HOUR
5 ≤ X < 10	1 HOUR
10 ≤ X < 30	0 HOUR
X ≥ 30	0 HOUR

MAX. AREA OF EXTERIOR OPENINGS (MBC TABLE 705.8):

	UNPROTECTED, N.S.	PROTECTED
X < 3	N.P.	N.P.
3 ≤ X < 5	N.P.	15%
5 ≤ X < 10	10%	25%
10 ≤ X < 15	15%	45%
15 ≤ X < 20	25%	75%
20 ≤ X < 25	45%	NO LIMIT
25 ≤ X < 30	70%	NO LIMIT
X ≥ 30	NO LIMIT	NO LIMIT

CORRIDOR FIRE RESISTANCE RATING (MBC TABLE 1020.1)

	REQUIRED	COMPLIANCE
<30 OCCUPANCY, NO SPRINKLER	N/A	YES

FIRE SEPARATION REQUIREMENTS BY OCCUPANCY SEPARATION

PER MBC SEC. 508.3. NON-SEPARATED OCCUPANCIES, BUILDINGS OR PORTIONS OF BUILDINGS SHALL BE CONSIDERED NON-SEPARATED OCCUPANCIES WHEN COMPLYING WITH THE FOLLOWING PROVISIONS:

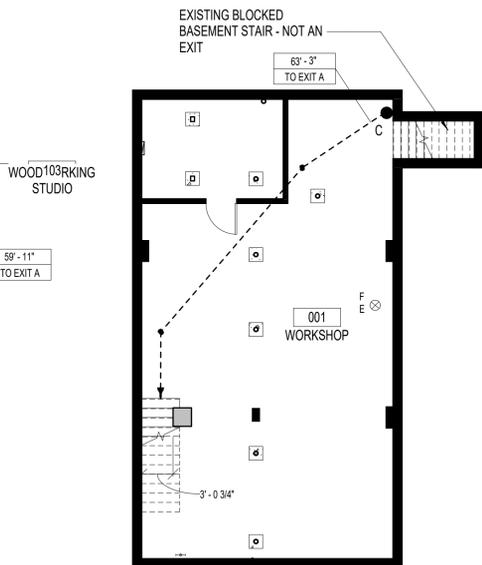
508.3.1 OCCUPANCY CLASSIFICATION. NONSEPARATED OCCUPANCIES SHALL BE INDIVIDUALLY CLASSIFIED IN ACCORDANCE WITH SECTION 302.1. THE REQUIREMENTS OF THIS CODE SHALL APPLY TO EACH PORTION OF THE BUILDING BASED ON THE OCCUPANCY CLASSIFICATION OF THAT SPACE. IN ADDITION, THE MOST RESTRICTIVE PROVISIONS OF CHAPTER 9 THAT APPLY TO THE NONSEPARATED OCCUPANCIES SHALL APPLY TO THE TOTAL NONSEPARATED OCCUPANCY AREA. WHERE NONSEPARATED OCCUPANCIES OCCUR IN A HIGH-RISE BUILDING, THE MOST RESTRICTIVE REQUIREMENTS OF SECTION 403 THAT APPLY TO THE NONSEPARATED OCCUPANCIES SHALL APPLY THROUGHOUT THE HIGH-RISE BUILDING.

508.3.2 ALLOWABLE BUILDING AREA AND HEIGHT. THE ALLOWABLE BUILDING AREA AND HEIGHT OF THE BUILDING OR PORTION THEREOF SHALL BE BASED ON THE MOST RESTRICTIVE ALLOWANCES FOR THE OCCUPANCY GROUPS UNDER CONSIDERATION FOR THE TYPE OF CONSTRUCTION OF THE BUILDING IN ACCORDANCE WITH SECTION 503.1.

NO FIRE SEPARATION NEEDED

INTERIOR FINISHES - GROUP M (NS)

WALL & CEILING FINISHES FLAME SPREAD (MBC TABLE 803.13)	CLASS
VERTICAL EXITS & PASSAGEWAYS	A
CORRIDORS & ENCLOSURES	B
ROOMS AND ENCLOSED SPACES	C



03 BASEMENT EGRESS & LIFE SAFETY
SCALE: 1/8" = 1'-0"

CODE REVIEW: FIRE PROTECTION

FIRE PROTECTION

PER MBC 903.2. APPROVED AUTOMATIC SPRINKLER SYSTEMS IN NEW BUILDINGS AND STRUCTURES SHALL BE PROVIDED IN THE LOCATIONS DESCRIBED IN SECTIONS 903.2.1 THROUGH 903.2.12

SECTION 903.2.4: GROUP F-1. AN AUTOMATIC SPRINKLER SYSTEMS SHALL BE PROVIDED FOR GROUP F-1 OCCUPANCY WHERE ONE OF THE FOLLOWING CONDITIONS EXIST:

CONDITION	COMPLIANCE
1. GROUP F-1 FIRE AREA >12,000 SF	GROUP F-1 FIRE AREA: 2,270 SF
2. GROUP F-1 FIRE AREA IS MORE THAN THREE STORIES ABOVE GRADE PLANE	GROUP F-1 FIRE AREA: ONE STORY ABOVE GRADE
3. GROUP F-1 COMBINED FIRE AREA ON ALL FLOORS > 24,000 SF	GROUP F-1 FIRE AREA: 2,270 SF

PER MBC 903.4.2.1 WOODWORKING OPERATIONS. AN AUTOMATIC SPRINKLER SYSTEM SHALL BE PROVIDED THROUGHOUT ALL GROUP F-1 OCCUPANCY FIRE AREAS THAT CONTAIN WOODWORKING OPERATIONS IN EXCESS OF 2,500 SF IN AREA THAT GENERATE FINELY DIVIDED COMBUSTIBLE WASTE.

AUTOMATIC SPRINKLER SYSTEM NOT REQ'D FOR GROUP F-1, DOES NOT MEET ANY CONDITION FOR REQUIREMENT.

PER MBC 903.2.7: GROUP M. AN AUTOMATIC SPRINKLER SYSTEM SHALL BE PROVIDED FOR GROUP M OCCUPANCY WHERE ONE OF THE FOLLOWING CONDITIONS EXIST:

CONDITION	COMPLIANCE
1. GROUP M FIRE AREA >12,000 SF	GROUP F-1 FIRE AREA: 239 SF
2. GROUP M FIRE AREA IS MORE THAN THREE STORIES ABOVE GRADE PLANE	GROUP M FIRE AREA: ONE STORY ABOVE GRADE
3. GROUP M COMBINED FIRE AREA ON ALL FLOORS > 24,000 SF	GROUP M FIRE AREA: 239 SF

AUTOMATIC SPRINKLER SYSTEM NOT REQ'D FOR GROUP M, DOES NOT MEET ANY CONDITION FOR REQUIREMENT.

STANDPIPES

PER MBC SECTION 905.1. STANDPIPE SYSTEMS SHALL BE PROVIDED IN NEW BUILDINGS AND STRUCTURES IN ACCORDANCE WITH SECTIONS 905.2. THROUGH 905.11.

EXISTING BUILDING, STANDPIPES NOT REQUIRED

PORTABLE FIRE EXTINGUISHERS (MBC SEC. 906.1)

IN GROUP F & M, PORTABLE FIRE EXTINGUISHERS SHALL BE INSTALLED IN THE FOLLOWING LOCATIONS:

IN AREAS WITH FLAMMABLE OR COMBUSTIBLE LIQUIDS ON EACH FLOOR OF STRUCTURES UNDER CONSTRUCTION WITHIN 50'-0" DISTANCE OF TRAVEL FROM ANY MACHINE (IFC 2804.3)

FIRE ALARM AND DETECTION SYSTEMS (MBC SEC. 907.2.1)

IN GROUP F. FIRE ALARM SHALL BE INSTALLED WHEN: OCCUPANCY LOAD ≥ 500
OCCUPANCY IS TWO OR MORE STORIES IN HEIGHT

IN GROUP M. FIRE ALARM SHALL BE INSTALLED WHEN: OCCUPANCY LOAD ≥ 500
OCCUPANCY >100 ABOVE OR BELOW LEVEL OF EXIT DISCHARGE REQ'D



02 FIRST FLOOR OCCUPANCY
SCALE: 1/8" = 1'-0"

CODE REVIEW: EGRESS

EGRESS REQUIREMENTS - EXISTING BUILDINGS

REQUIREMENT	REQUIRED	COMPLIANCE
EXITS REQUIRED (MRCEB SEC 804.4)	1	1 - COMPLIES
DOOR SWING (MRCEB SEC 804.5.2)	N/A	N/A
PANIC HARDWARE REQUIRED (MRCEB SEC 804.5.4)	NO	N/A

EXIT ACCESS DISTANCE

REQUIREMENT	REQUIRED	COMPLIANCE
MAX. COMMON PATH OF TRAVEL (MBC TABLE 1006.2.1)	75'	COMPLIES
MAXIMUM TRAVEL DISTANCE (MBC TABLE 1017.2)	200' (NS)	COMPLIES
DEAD END CORRIDOR LENGTH (MRCEB SEC 804.7.3)	35'	N/A
TRAVEL DIST. STORIES W/ ONE EXIT (MBC TABLE 1006.3.4(2))	75'	N/A

EGRESS WIDTH

REQUIREMENT	REQUIRED	COMPLIANCE
STAIRWAYS		
OCC. X 0.3 (MBC 1005.3.1)	8.4"	3'- 3/4" - COMPLIES
OCC < 50 (MBC SEC. 1011.2.1)	36" MIN.	3'- 3/4" - COMPLIES

DOORS
OCC. X 0.2 (MBC 1005.3.2)
(MBC 1010.1.1)

DISTANCE BETWEEN EXITS (MBC SEC. 1007.1)

N/A - ONE EXIT REQUIRED

EGRESS THROUGH INTERVENING SPACES (MBC 1016.2)

2. EGRESS FROM A ROOM OR SPACE SHALL NOT PASS THROUGH ADJOINING OR INTERVENING ROOMS OR AREAS, EXCEPT WHERE SUCH ADJOINING ROOMS OR AREAS AND THE AREA SERVED ARE ACCESSORY TO ONE OR THE OTHER, ARE NOT A GROUP H OCCUPANCY AND PROVIDE A DISCERNIBLE PATH OF EGRESS TRAVEL TO AN EXIT.

COMPLIES

CODE REVIEW: ACCESSIBILITY

ALTERATIONS

PER MRCEB 306.7: AN ALTERED BUILDING SHALL COMPLY WITH CHAPTER 11 OF THE MICHIGAN BUILDING CODE AND ICC/A117.1 UNLESS TECHNICALLY INFEASIBLE.

CHANGE OF OCCUPANCY (MRCEB 306.5)

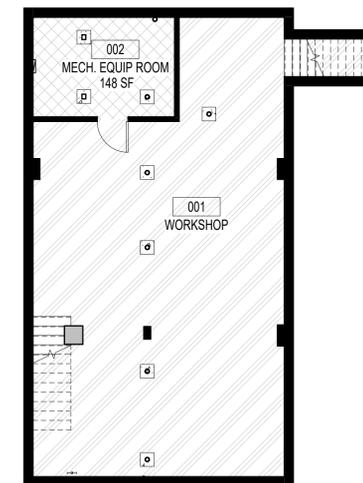
EXISTING BUILDINGS UNDERGO A CHANGE OF GROUP OR OCCUPANCY SHALL COMPLY WITH SECTION 306.7 AND SHALL HAVE ALL OF THE FOLLOWING ACCESSIBLE FEATURES:

REQUIREMENT	COMPLIANCE
1. PRIMARY FUNCTION AREA: ACCESSIBLE ROUTE W/ BATHROOMS & DRINKING FOUNTAINS	COMPLIES
2. ACCESSIBLE MEANS OF EGRESS NOT REQ'D	COMPLIES
5. ALTERED ENTRANCE NOT REQ'D TO BE ACCESSIBLE IF FACILITY HAS ACCESSIBLE ENTRANCE	COMPLIES
6. EXTERIOR ACCESSIBLE ROUTES >36" WIDTH	COMPLIES
11. ACCESSIBLE TOILET ROOMS	COMPLIES

ACCESSIBLE ENTRANCES & EXITS (MRCEB SEC. 306.7.2)

ACCESSIBLE MEANS OF EGRESS ARE NOT REQUIRED TO BE PROVIDED IN EXISTING BUILDINGS. NOT REQ'D 1 PROVIDED COMPLIES

MBC SEC. 1104.4.2: STORIES THAT DO NOT CONTAIN ACCESSIBLE ELEMENTS ARE NOT REQUIRED TO BE SERVED BY AN ACCESSIBLE ROUTE FROM AN ACCESSIBLE LEVEL.



01 BASEMENT OCCUPANCY
SCALE: 1/8" = 1'-0"



END STUDIO, LLC

2000 Brooklyn St. #204
Detroit, MI 48226
313.626.7073

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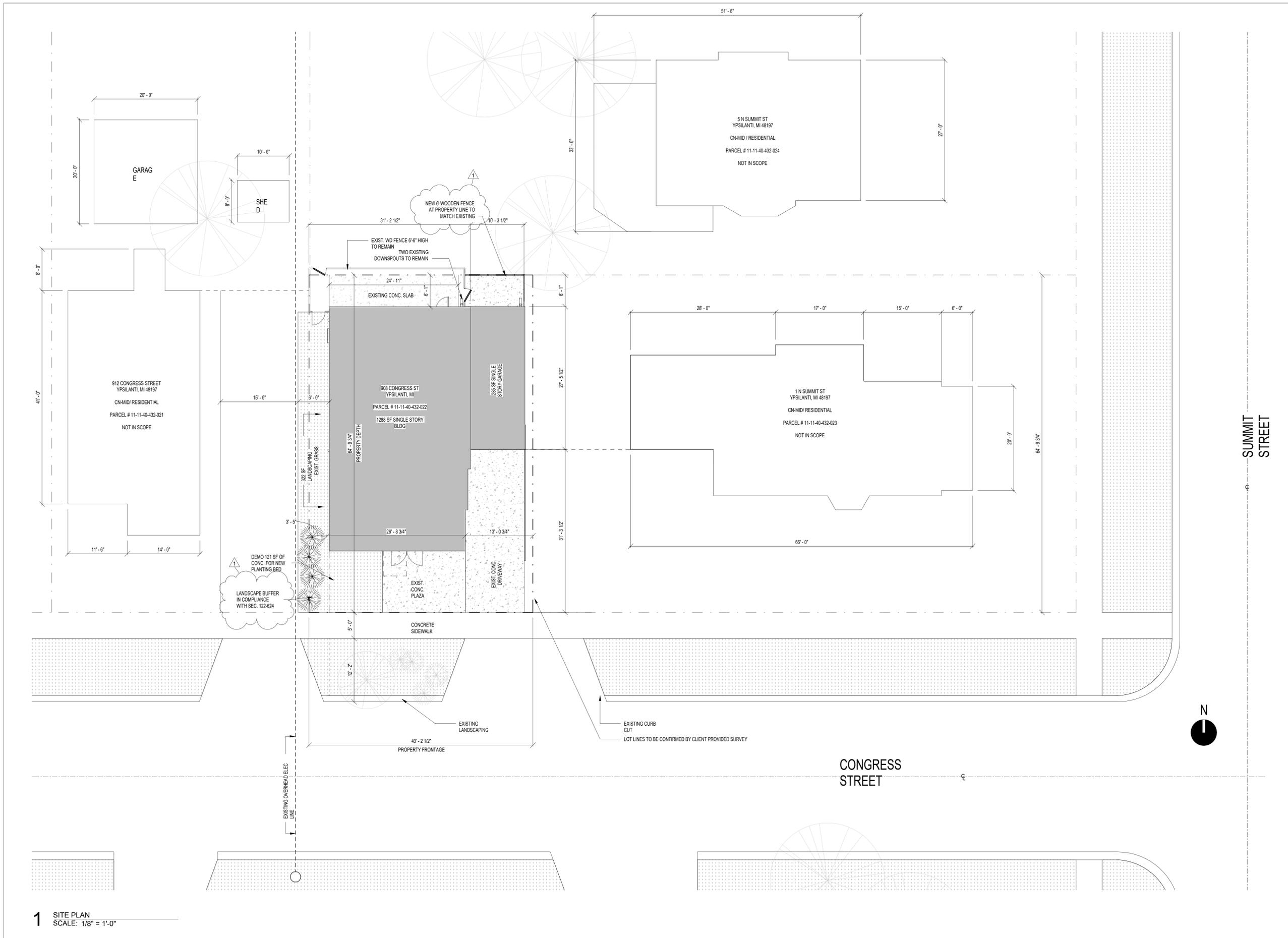
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CODE REVIEW

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2000 Brooklyn St. #204
 Detroit, MI 48226
 313.626.7073

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SITE PLAN

A-090

1 SITE PLAN
 SCALE: 1/8" = 1'-0"

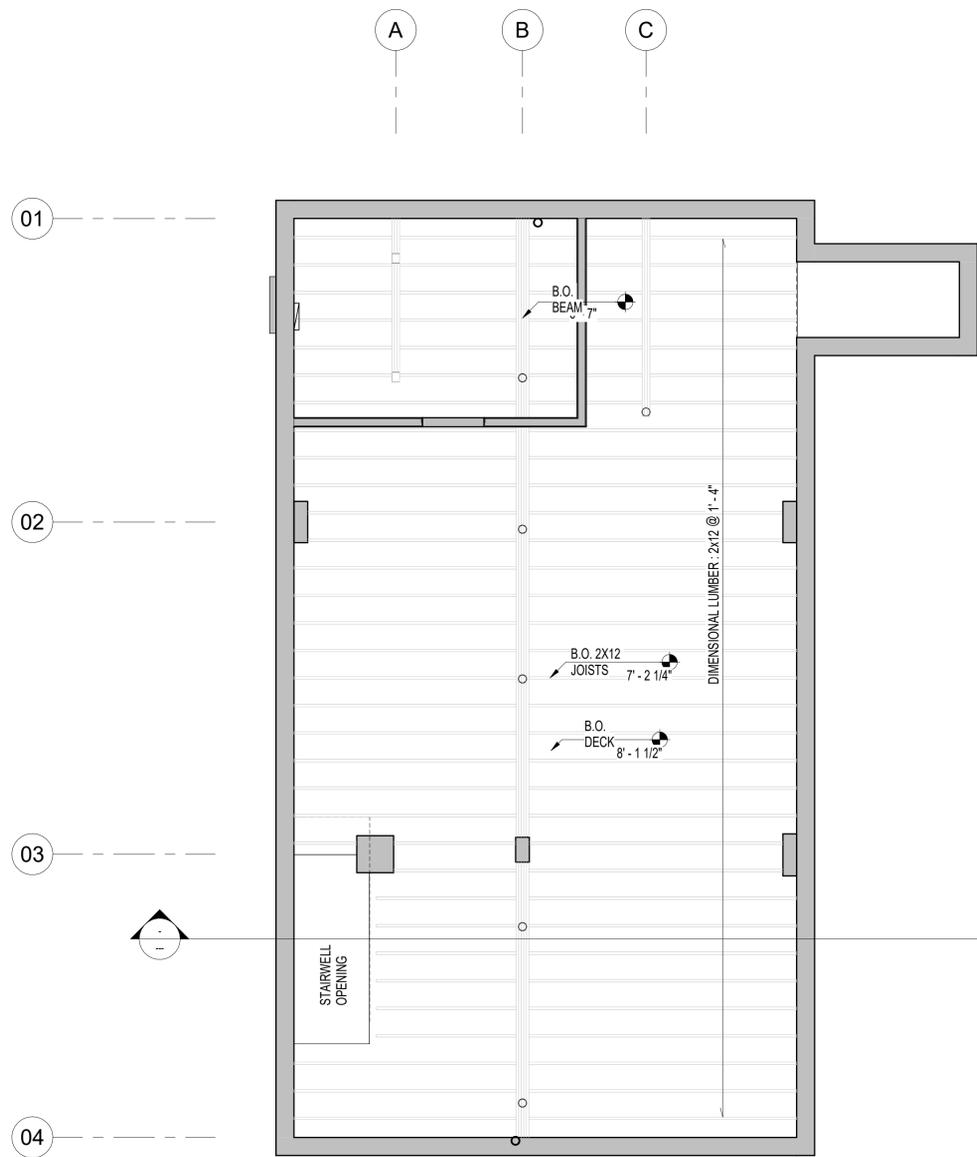


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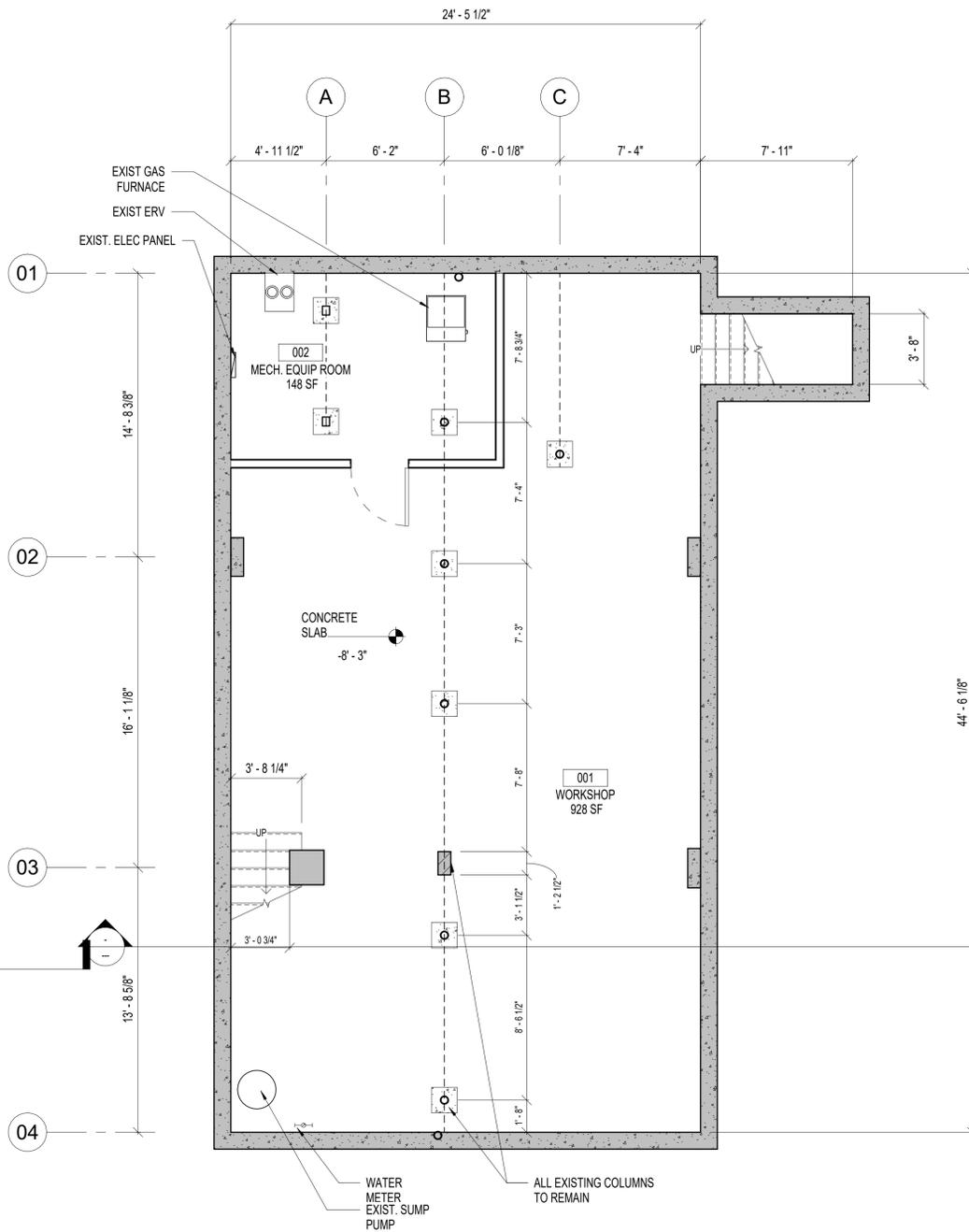
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2 BASEMENT RCP
SCALE: 1/4" = 1'-0"



1 BASEMENT PLAN
SCALE: 1/4" = 1'-0"

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BASEMENT
PLAN & RCP

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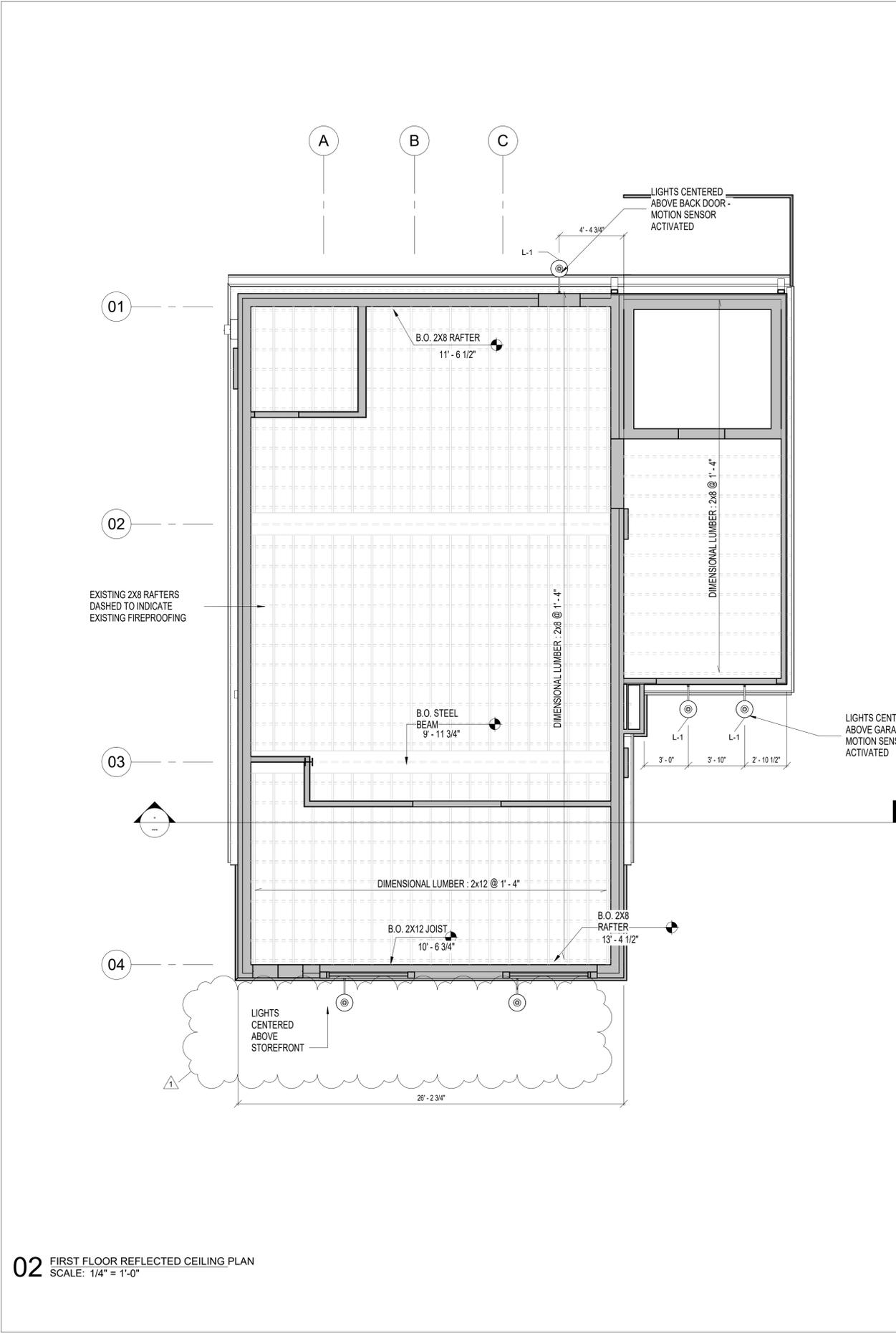
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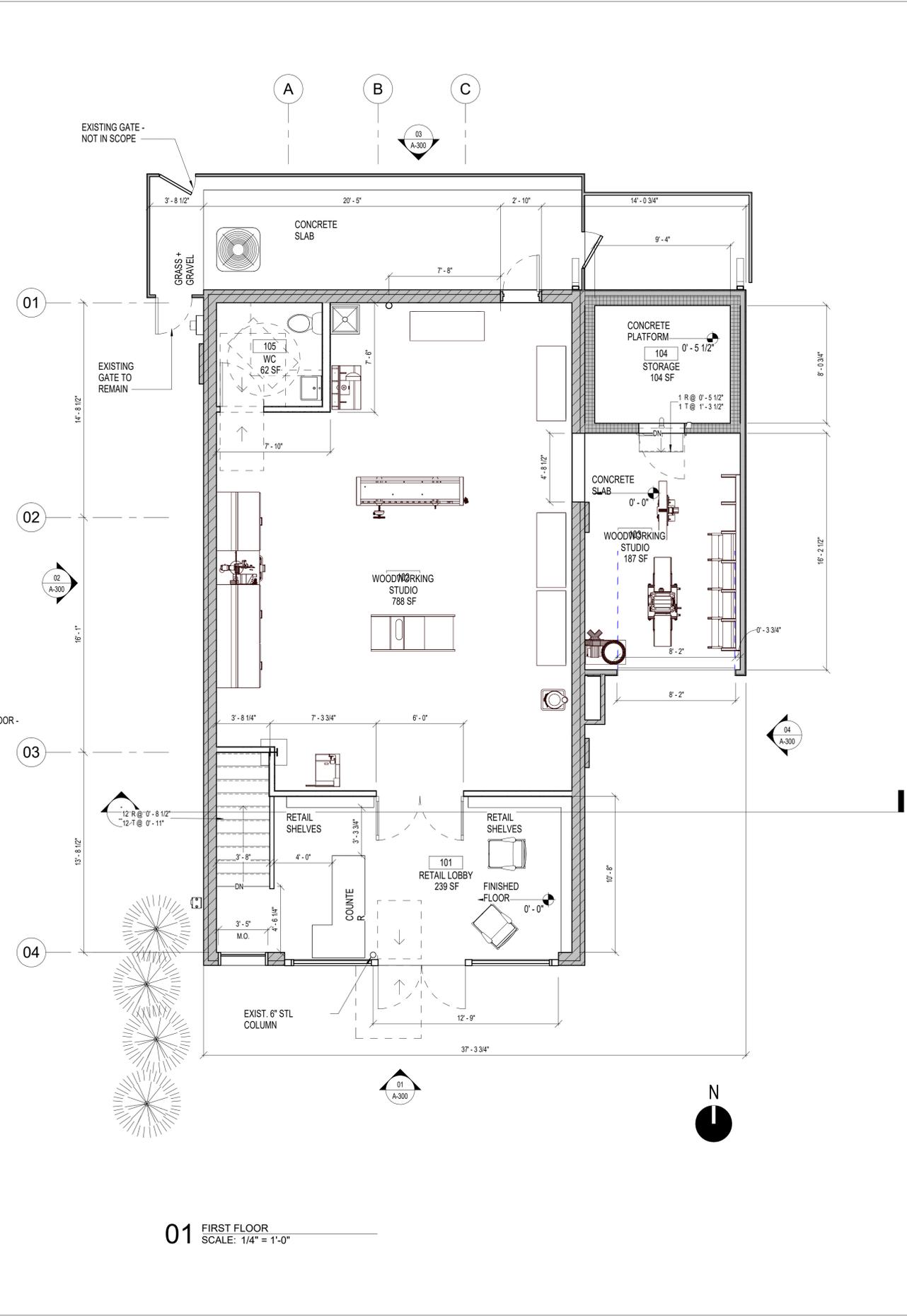


FIRST FLOOR
 PLAN & RCP

A-101

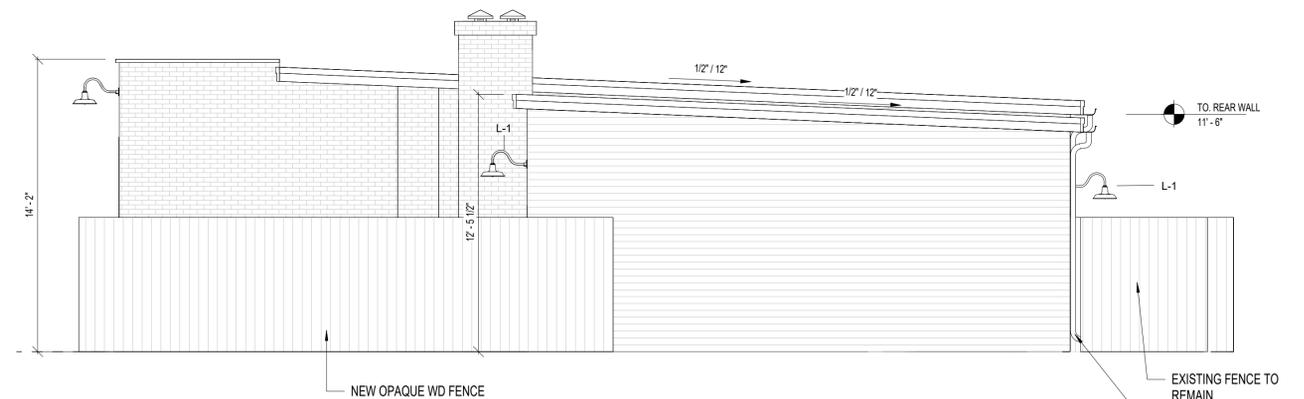


02 FIRST FLOOR REFLECTED CEILING PLAN
 SCALE: 1/4" = 1'-0"

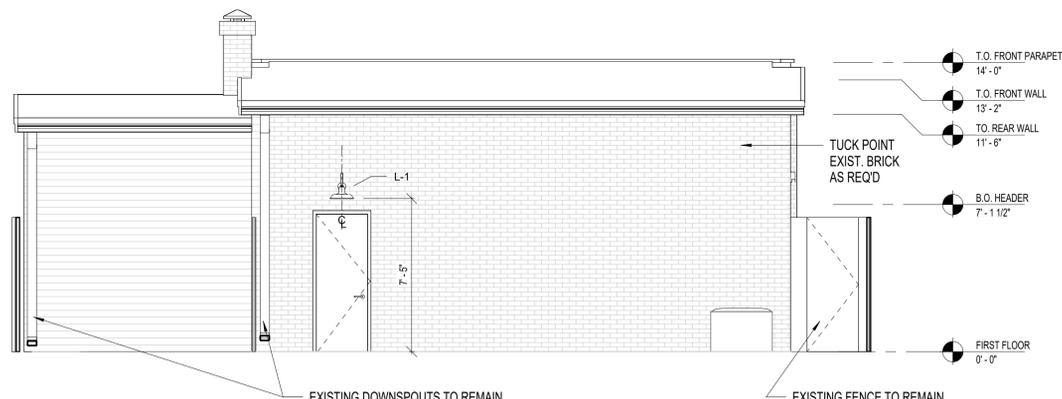


01 FIRST FLOOR
 SCALE: 1/4" = 1'-0"

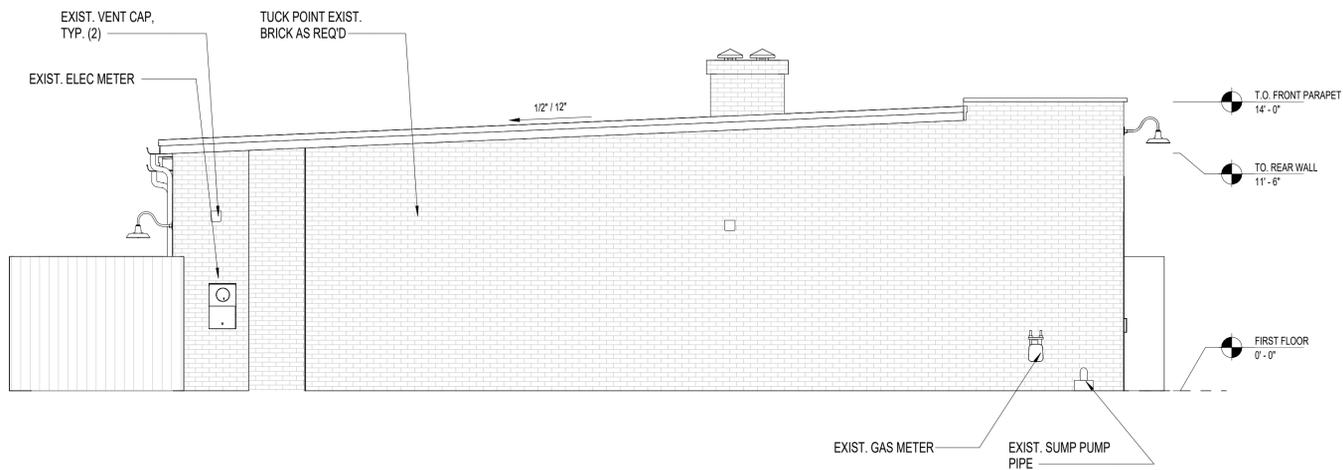
NO.	ISSUE/REV.	DATE
0	PI/D Application	08-18-2025
1	Revision 1	09-09-2025



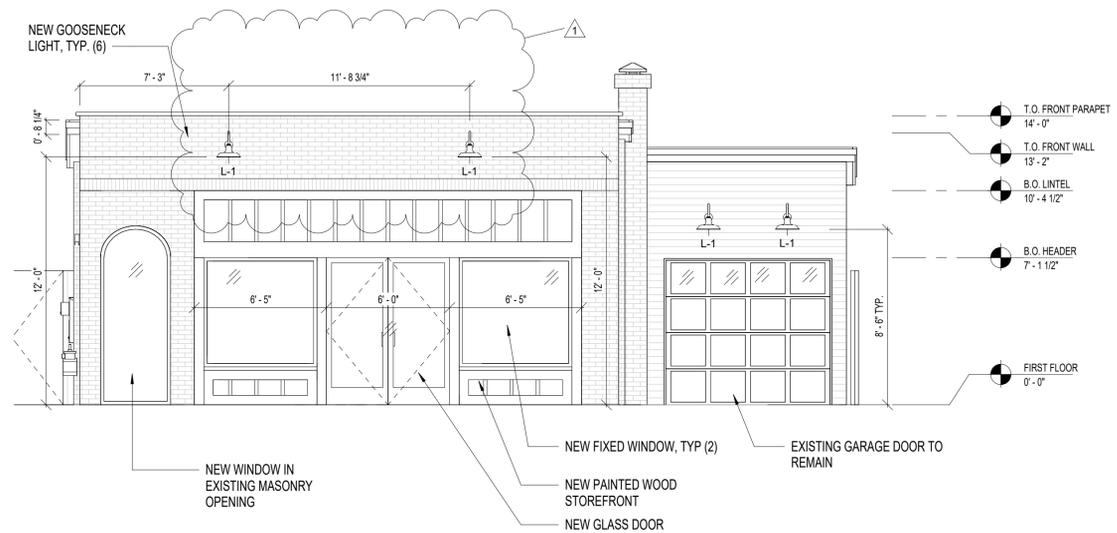
04 EAST ELEVATION
 SCALE: 1/4" = 1'-0"



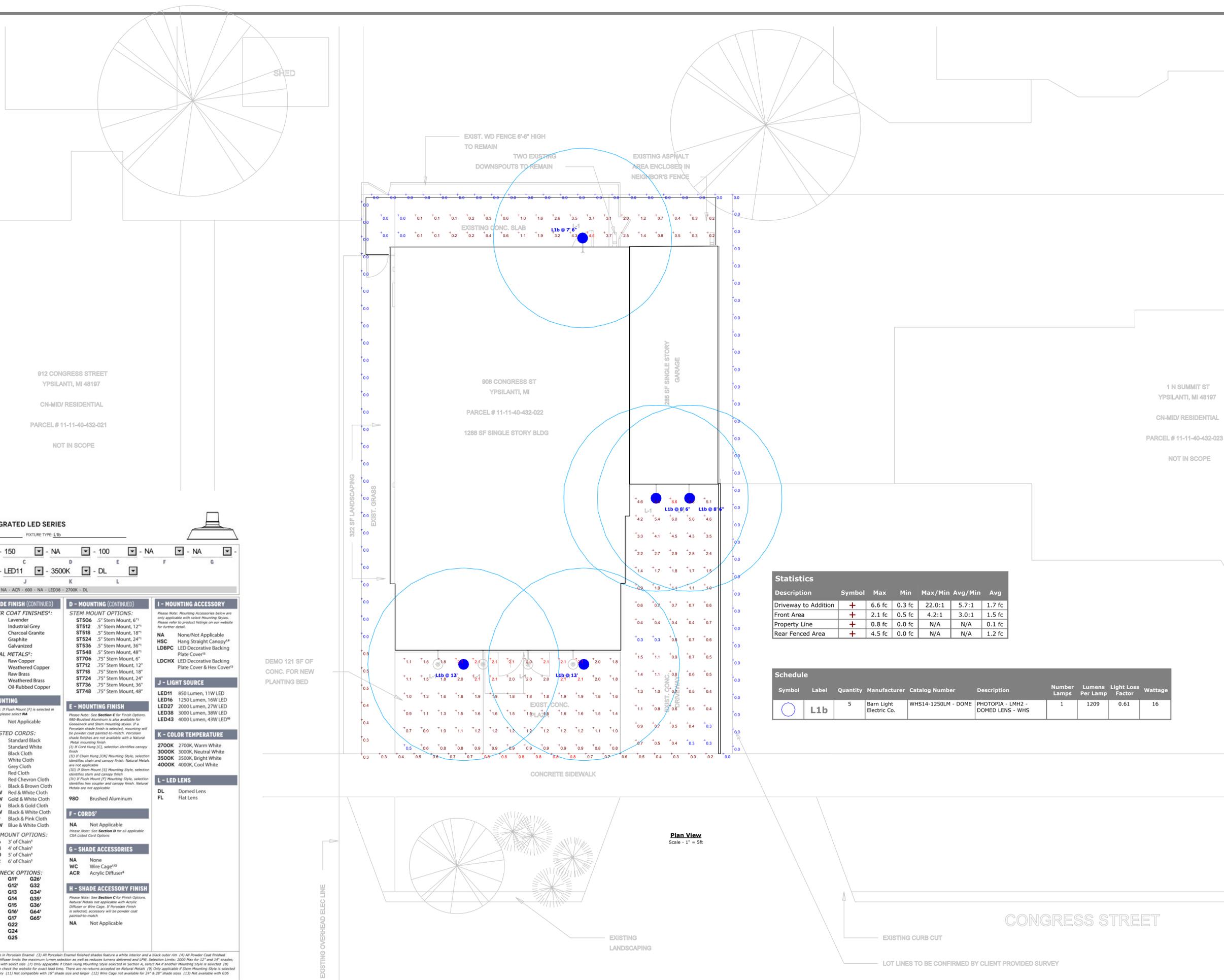
03 NORTH ELEVATION
 SCALE: 1/4" = 1'-0"



02 WEST ELEVATION
 SCALE: 1/4" = 1'-0"



01 SOUTH ELEVATION
 SCALE: 1/4" = 1'-0"



912 CONGRESS STREET
 YPSILANTI, MI 48197
 CN-MID/ RESIDENTIAL
 PARCEL # 11-11-40-432-021
 NOT IN SCOPE

1 N SUMMIT ST
 YPSILANTI, MI 48197
 CN-MID/ RESIDENTIAL
 PARCEL # 11-11-40-432-023
 NOT IN SCOPE

908 CONGRESS ST
 YPSILANTI, MI
 PARCEL # 11-11-40-432-022
 1288 SF SINGLE STORY BLDG

286 SF SINGLE STORY GARAGE

Statistics

Description	Symbol	Max	Min	Max/Min	Avg/Min	Avg
Driveway to Addition	+	6.6 fc	0.3 fc	22.0:1	5.7:1	1.7 fc
Front Area	+	2.1 fc	0.5 fc	4.2:1	3.0:1	1.5 fc
Property Line	+	0.8 fc	0.0 fc	N/A	N/A	0.1 fc
Rear Fenced Area	+	4.5 fc	0.0 fc	N/A	N/A	1.2 fc

Schedule

Symbol	Label	Quantity	Manufacturer	Catalog Number	Description	Number Lamps	Lumens Per Lamp	Light Loss Factor	Wattage
○	L1b	5	Barn Light Electric Co.	WHS14-1250LM - DOME	PHOTOPIA - LMH2 - DOMED LENS - WHS	1	1209	0.61	16

SPS-0448 REV B
THE ORIGINAL™ INTEGRATED LED SERIES
 JOB NAME: 908 Congress FUTURE TYPE: L1b

BLE - G - WHS14 - 150 - NA - 100 - NA - NA - LED11 - 3500K - DL

Order Example: BLE - G - WHS16 - 600 - G22 - 980 - NA - ACR - 600 - NA - LED38 - 2700K - DL

A - MOUNTING STYLE

C Cord Hung
 CN Chain Hung
 F Flush Mount
 G Gooseneck
 S Stem Mount

B - SHADE SIZE

THE ORIGINAL™:
 WHS12™ WHS20™
 WHS14™ WHS24™
 WHS16™ WHS28™
 WHS18™

C - SHADE FINISH

PORCELAIN FINISHES*:
 150 Black
 250 White
 350 Vintage Green
 455 Jadite
 550 Cherry Red
 550 Yellow
 650 Bronze
 750 Cobalt Blue
 765 Delphite Blue
 850 Graphite
 950 Metallic Chrome

POWDER COAT FINISHES*:
 100 Black
 105 Textured Black
 200 White
 300 Dark Green
 307 Emerald Green
 311 Jadite
 370 Mint
 380 Chartreuse
 390 Teal
 400 Barn Red
 420 Orange
 470 Watermelon
 480 Blush Pink
 490 Magenta
 495 Sherbet Orange
 500 Buttery Yellow
 570 Sunflower
 600 Bronze
 601 Chocolate
 605 Rust
 615 Oil-Rubbed Bronze
 700 Royal Blue
 705 Navy
 710 Cobalt Blue
 715 Delphite Blue

C - SHADE FINISH (CONTINUED)

POWDER COAT FINISHES*:
 790 Lavender
 800 Industrial Grey
 805 Charcoal Granite
 810 Graphite
 975 Galvanized

NATURAL METALS*:
 995 Raw Copper
 996 Weathered Copper
 997 Raw Brass
 998 Weathered Brass
 999 Oil-Rubbed Copper

D - MOUNTING (CONTINUED)

STEM MOUNT OPTIONS:
 ST506 .5" Stem Mount, 6"
 ST512 .5" Stem Mount, 12"
 ST518 .5" Stem Mount, 18"
 ST524 .5" Stem Mount, 24"
 ST536 .5" Stem Mount, 36"
 ST548 .5" Stem Mount, 48"
 ST706 .75" Stem Mount, 6"
 ST712 .75" Stem Mount, 12"
 ST718 .75" Stem Mount, 18"
 ST724 .75" Stem Mount, 24"
 ST736 .75" Stem Mount, 24"
 ST748 .75" Stem Mount, 48"

I - MOUNTING ACCESSORY

Please Note: Mounting Accessories below are only applicable with select Mounting Styles. Please refer to product listings on our website for further detail.

NA None/Not Applicable
 HSC Hang Straight Canopy**
 LDBPC LED Decorative Backing Plate Cover**
 LDCHX LED Decorative Backing Plate Cover & Hex Cover**

J - LIGHT SOURCE

LED11 850 Lumen, 11W LED
 LED16 1250 Lumen, 16W LED
 LED27 2000 Lumen, 27W LED
 LED38 3000 Lumen, 38W LED
 LED43 4000 Lumen, 43W LED**

K - COLOR TEMPERATURE

2700K 2700K, Warm White
 3000K 3000K, Neutral White
 3500K 3500K, Bright White
 4000K 4000K, Cool White

L - LED LENS

DL Domed Lens
 FL Flat Lens

F - CORDS*

NA Not Applicable
 Please Note: See Section D for all applicable CSA Listed Cord Options.

G - SHADE ACCESSORIES

NA None
 WC Wire Cage**
 ACR Acrylic Diffuser*

H - SHADE ACCESSORY FINISH

Please Note: See Section C for Finish Options. Natural Metals not applicable with Acrylic Diffuser or Wire Cage. If Porcelain Finish is selected, accessory will be powder coat painted-to-match.

NA Not Applicable

IMPORTANT: (1) Not available in Natural Metals. (2) Not available in Porcelain Enamel. (3) All Porcelain Enamel finished shades feature a white interior and a black outer rim. (4) All Powder Coat finished shades, Galvanized excluded, feature a white interior. (5) Acrylic Diffuser limits the maximum lumen selection as well as reduces lumens delivered and LPW. Selection Limits: 2000 Max for 12" and 14" shades; 3000 Max for 16" through 28" shades. (6) Wire Cage not available with select size. (7) Only applicable if Chain Hung Mounting Style selected in Section A. (8) Select NA if another Mounting Style is selected. (9) Natural Metals have a longer estimated manufacturing time, please check the website for exact lead time. There are no returns accepted on Natural Metals. (10) Only applicable if Stem Mounting Style is selected in Section A. (11) Not available with Acrylic Diffuser shade accessory. (12) Not compatible with 24" shade size and larger. (13) Wire Cage not available for 24" & 28" shade sizes. (14) Not available with G26 Gooseneck option.

908 CONGRESS
 SITE PHOTOMETRIC
 Calculations @ 0' 0" air

Designer
 Date 09/09/2025
 Scale Not to Scale
 Drawing No.
 Summary



September 17, 2025

**Staff Review of Adaptive Reuse Planned Unit Development
(PUD) Application
Craft Manufacturing & Retail
908 N. Congress St.**

GENERAL INFORMATION

Applicant:	Steve Wisinski
Project:	Craft Manufacturing & Retail
Application Date:	August 20, 2025
Public Hearing Date:	September 17, 2025
Location:	Northwest of the N. Congress and Summit intersection
Zoning:	"CN-Mid" Core Neighborhood Mid
Action Requested:	Approval
Staff Recommendation:	Approval with Conditions

PROJECT AND SITE DESCRIPTION

The applicant is proposing to occupy an existing building with a total of 2,456 sq ft at 908 N. Congress (Parcel #11-11-40-432-022). In addition to occupying the building, the applicant proposes screening from adjacent land uses, new landscaping, and façade improvement. This parcel is 0.065 acres (2,800 sq ft). The property is an interior lot, located northwest of the N. Congress St. and Summit St. intersection. The property's zoning of Core-Neighborhood Mid does not permit craft manufacturing or retail of such products; hence, the applicant's submittal of an Adaptive Reuse PUD application.

The lot features a small, single-story commercial structure located within a primarily residential zoning district. The site also includes a small concrete plaza and driveway with minimal landscaping. Back in 2004, the building was occupied by a liquor store. That store would later close, and in 2015, the City Council approved an Adaptive Reuse PUD application for the Little Bird Café. Ultimately, the applicant failed to diligently complete the project, leading to the expiration of approval and building permits.

Figure 3: 908 N. Congress Site Conditions - Facing Northeast (September 2025)



Figure 10: Land Use and Zoning of the Surrounding Area

	LAND USE	ZONING
NORTH	Residential (2 unit)	Core Neighborhood Mid (CN-Mid)
EAST	Residential (4 unit)	Core Neighborhood Mid (CN-Mid)
SOUTH	Residential (single family)	Core Neighborhood Mid (CN-Mid)
WEST	Residential (single family)	Single-Family Residential (R-1)

PLANNED UNIT DEVELOPMENT: PURPOSE §122-700

- (a) *It is the purpose of this article to provide guidelines for development or redevelopment which is planned as a unit. Toward this end, it is the intent of these regulations to allow flexibility in the regulation of land development; encourage innovation in land use and variety in design, layout, and type of structures constructed; achieve economy and efficiency in the use of land, energy, public services, and utilities; encourage useful open space; provide better housing, employment, shopping opportunities, compatibility of design, and use between neighboring properties; facilitate the preservation and reuse of historic structures; and encourage development that is consistent with the City's master land use plan.*
- (b) *The approval of a planned unit development application requires an amendment to this chapter to revise the Zoning Map and designate the subject property as "PUD, planned unit development." An approval granted under this article, including all aspects of the final site development plan and conditions imposed on it, constitutes an inseparable part of this chapter.*
- (c) *The provisions of this article are not intended as a device for ignoring this chapter, the specific standards set forth in this chapter, or the planning upon which it has been based. Provisions of this article are intended to result in land development substantially consistent with the zoning standards generally applied to the proposed uses, allowing for modifications and departures from generally applicable standards in accordance with the guidelines of this article to insure appropriate, fair, and consistent decision-making.*

PLANNED UNIT DEVELOPMENT: REQUIREMENTS §122-702

- (a) **Unified Control.** *Unified control. The proposed development must be under single ownership or control such that there is a single person or entity having responsibility for completing the project in conformity with this chapter. The applicant must provide legal documentation of a single ownership or control in the form of agreements, contracts, covenants, and deed restrictions which indicate that the development can be completed as shown on the plans, and further, that all portions of the development that are not to be maintained or operated at public expense will continue to be operated and maintained by the developers or their successors.*

COMMENTS: The applicant will soon be the property owner. Property will be under single ownership. Compliant.

[Note: (b) and (c) are omitted as they do not apply to Adaptive Reuse Planned Unit Development projects. See next review section.]

- (d) **Street Access.** *Each lot, main building, and principal use within a Planned Development district shall have vehicular access to a public street. Adequate provision shall be made for dedications of land for streets and essential services.*

COMMENTS: No changes are proposed to the existing layout. The building is oriented towards the street. A public sidewalk exists. Compliant.

(e) **Usable Open Space.** *The proposed development shall contain at least as much open space as would otherwise be required by the existing underlying zone.*

COMMENTS: The proposed lot coverage is 56%, meaning 44% of the site is “usable open space”. The single-story commercial building type permits up to 60% lot coverage. Compliant.

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

COMMENTS: There are no common areas; this is a one-tenant project. The owner will be responsible for all maintenance. Compliant.

(7) **Additional Considerations.** During review of a proposed planned development, the Planning Commission shall take into account the following considerations, which may be relevant to a particular project:

- perimeter setbacks and screening;
- thoroughfares, drainage, as provided for in best management practices as appropriate, and utility design;
- underground installation of utilities;
- insulating pedestrian circulation from vehicular thoroughfares and ways;
- achievement of an integrated development with respect to signage, lighting, landscaping and building materials;
- and noise reduction mechanisms, particularly in cases where non-residential uses adjoin off-site residentially-zoned property.

COMMENTS: The applicant aims to beautify the property, further integrating the site into the character of the neighborhood. As part of this proposal, the applicant proposes to refresh the primary façade by adding an additional window, replacing the primary doors, and installing 4 light fixtures that are downward directed.

A 6-foot wooden fence is proposed along the eastern property line; however, it does not fully screen the property from adjacent residential uses. Along the western property line, the applicant notes that a fence or landscape buffer, compliant with Section 122-634, may be installed to screen the property from the adjacent residential use. The applicant will need to confirm what method of screening will be utilized. There is notably no screening proposed along the northern lot line; the applicant will need to propose screening compliant with Section 122-634.

Woodworking could create noisy conditions; however, the applicant submitted decibel readings indicating that noise will not be an issue.

The sidewalk and concrete pavement are in fair to poor condition.

There are no proposed changes to underground utilities, site circulation, or the building’s footprint.

Items to be addressed:

- The Planning Commission may want to consider requiring full screening of the proposed use from all conflicting land uses, in compliance with Section 122-634.
- The applicant shall repair and/or replace all pavement material in poor condition.

Figure 11: List of Departures Requested

Departure Number	ORDINANCE PROVISION	REQUIRED	PROVIDED	RATIONALE FOR A HIGHER-QUALITY DEVELOPMENT
No departures are needed nor requested.				

COMMENTS: None.

PLANNED ADAPTIVE REUSE PROJECTS §122-703

A planned unit development that involves adaptive reuse of an existing structure that is located in a residential zoning district, but that was originally constructed for non-residential use, may be reviewed as a planned adaptive reuse project at the request of the applicant. The following requirements must apply to a planned adaptive reuse project in addition to the requirements applied to all planned unit developments:

(a) **Eligibility.** *The project must involve the reuse of an existing structure that is located in a residential zoning district, that was constructed for non-residential use.*

COMMENTS: Compliant.

(b) **Minimum size.** *Notwithstanding §122-702(b), no minimum size is required for a planned adaptive reuse project.*

(c) **Permitted uses.** *Notwithstanding §122-701, a planned adaptive reuse project may include any uses determined by the City Council, upon Planning Commission recommendation, to be appropriate for the site and compatible with adjacent uses and zoning districts, with the master plan, and with any subarea plans.*

COMMENTS: The proposed use for the site is a community-based arts and crafts/craft manufacturing studio. The applicant plans to include a retail component, selling the products made within the building. Each of the proposed uses are not permissible in the CN-Mid zoning district; however, the ordinance encourages the adaptive reuse of non-residential structures within a residential zoning district. The reuse of the building will assist in activating a long-vacant space, while enhancing the city’s creative economy. The production of furniture will also provide city residents with an opportunity to buy products locally, keeping local dollars within the community.

PLANNED UNIT DEVELOPMENT: PROCESS §122-705

Broadly, this is the Planned Unit Development process:

- 1) Pre-application conference. (Completed)
- 2) Planned Unit Development application submitted to the Planning Department. (Completed)
- 3) Planning Commission review, public hearing, and recommendation to Council (**currently here**).
- 4) City Council action: City Council may approve the PUD.
- 5) Effect of approval: PUD adoption is to be published, and the Zoning Map is to be updated to reflect it.
- 6) Applicant or city records the approval and its records with the Register of Deeds.

SITE PLAN: CRITERIA AND REVIEW §122-311

STANDING §122-311(a)

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

REQUIREMENTS §122-311(b)

"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."

As mentioned above, the proposed use for the site is a community-based arts and crafts/craft manufacturing studio. The applicant plans to include a retail component, selling the products made within the building. Each of the proposed uses are not permissible in the CN-Mid zoning district; however, the ordinance encourages the adaptive reuse of non-residential structures within a residential zoning district. The reuse of the building conforms with the provisions of the Master Plan by assisting in activating a long-vacant space, while enhancing the city’s creative economy. The production of furniture will also provide city residents with an opportunity to buy products locally, keeping local dollars within the community

Items to be Addressed:

None.

BUILDING LOCATION AND SITE ARRANGEMENT §122-311(c)

"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 proposal is for a small lot that is 2,800 square feet. The lot is an interior lot, located northwest of the N. Congress St. and Summit St. intersection. The site is in the Midtown Neighborhood, a highly walkable area, making it easily accessible for pedestrians. There are notably no defined parking spaces; however, off-street parking is able to accommodate vehicular travel.

The site features a small, nonconforming, single-story commercial structure, a small concrete plaza and driveway, and minimal landscaping. Minimal changes are proposed to the site layout; however, impervious surfacing will decrease with the installation of a new planting bed in front of the building.

The residential character of the adjoining properties exacerbates the site’s deviation from the surrounding neighborhood. Despite the deviation, the proposed improvements to the façade will enhance the overall image of the neighborhood.

Figure 12: Building Location and Site Arrangements

ORDINANCE REFERENCE	REQUIRED	EXISTING CONDITIONS	PROPOSED
For Walkable Urban Districts- Building Type Required Blue text: existing nonconformity or not applicable Red text: site plan does not comply Highlighted text: PUD Departure applied for by applicant.			
§122-465 BUILDING TYPE	Determined by lot size. Cottage Required.	Nonconforming single-story commercial.	Unchanged. Existing Nonconformity.

ORDINANCE REFERENCE	REQUIRED		EXISTING CONDITIONS	PROPOSED
For Walkable Urban Districts- Building Type Required				
<i>Blue text: existing nonconformity or not applicable Red text: site plan does not comply Highlighted text: PUD</i>				
Departure applied for by applicant.				
§122- LOT REQUIREMENTS				
469.CO				
Width ft	Min 25	Max 35	43 ft 2.5 in.	Unchanged. Existing Nonconformity.
Depth ft	Min 50	Max 150	66 ft.	Unchanged. Compliant.
Area sf	Min 2,000	Max 6,300	2,800 sq ft.	Unchanged. Compliant.
Coverage %	Min -	Max 70%	56.2%	Unchanged. Compliant.
§122- BUILDING ENVELOPE AND HEIGHT				
469.CO				
Street setback (front or side) ft	Min 10	Max 20	~12 ft	Unchanged. Compliant.
Side setback ft	Min 3	Max -	East Lot Line: 0 ft	Unchanged. Existing Nonconformity.
			West Lot Line: 6 ft	Unchanged. Compliant.
Rear setback ft	Min 10	Max -	~6 ft	Unchanged. Existing Nonconformity.
Frontage buildout %	Min 70	Max 90	~62%	Unchanged. Existing Nonconformity.
Height stories	Min 1	Max 2	1 story.	Unchanged. Compliant.
Parking Location	Location: Side, Street Side, and Rear Yards.		There are no defined parking spaces; however, it appears vehicles were historically parked in the front and side yard.	Pavement is being reduced in the front yard, making vehicular access challenging. Impervious surface remains in the side yard. Existing Nonconformity.
Private Frontages	Porch or stoop required.		No porch or stoop exists.	Unchanged. Existing Nonconformity.

ORDINANCE REFERENCE	REQUIRED	EXISTING CONDITIONS	PROPOSED
<p>For Walkable Urban Districts- Building Type Required <i>Blue text: existing nonconformity or not applicable</i> <i>Red text: site plan does not comply</i> Highlighted text: PUD Departure applied for by applicant.</p>			
<p>§122-442(b) Core Neighborhoods: Non-Use & Dimension Requirements (Fences)</p>	<p>Front Yard: No more than 4' height and 50% opacity. Side, Street Side, and Rear Yards: 6' height max, no opacity restriction</p>	<p>A 6-foot wooden fence exists in the side and rear yards.</p>	<p>A 6-foot, 100% opaque wooden fence slightly encroaches into the front yard. Noncompliant.</p>
<p>§122-601 Control of Heat, Glare, Fumes, Dust, Noise, Etc.</p>	<p>Every use must be so conducted and operated that it is not obnoxious or dangerous by reason of heat, glare, fumes, dust, noise, radiation, vibration, or odors beyond the lot on which the use is located. Furthermore, it shall be unlawful for any person to create, assist in creating, permit, continue, or permit the continuance of any public nuisance as defined and regulated under Article II of chapter 42.</p>	<p>N/A</p>	<p>Applicant submitted decibel readings indicating noise levels will be compliant with Chapter 42. Compliant.</p>
<p>§122-607 Building Entrances</p>	<p>Building entrances must face the street.</p>	<p>The primary building entrance faces the street.</p>	<p>Unchanged. Compliant.</p>
<p>§122-608 Trash Receptacles & Dumpsters</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>No dumpster exists on site.</p>	<p>No dumpster enclosure is proposed; however, the applicant provided a compliant trash management plan. The Planning Commission should waive this requirement. Compliant.</p>

ORDINANCE REFERENCE	REQUIRED	EXISTING CONDITIONS	PROPOSED
<p>For Walkable Urban Districts- Building Type Required <i>Blue text: existing nonconformity or not applicable</i> <i>Red text: site plan does not comply</i> Highlighted text: PUD Departure applied for by applicant.</p>			
<p>§122-609 Required Lighting</p>	<ul style="list-style-type: none"> • Cannot exceed 0.5 fc at lot line. • Lighting poles cannot exceed 16’ in height. • Site cannot be less than 0.3 fc anywhere where lighting is required. <p>The site must average greater than 0.5 fc across the entire area where lighting is required.</p>	<p>Wall-mounted lighting.</p>	<p>New wall-mounted fixtures are proposed. The proposed color temperature appears to be 3,500 Kelvin.</p> <p>The lighting exceeds 0.5 fc at the southern lot line.</p> <p>Noncompliant.</p>
<p>§122-634 Screening Between Conflicting Land Uses</p>	<p>Required when a non-residential use abuts a property where a residential use occupies the first floor of the principal structure</p> <ul style="list-style-type: none"> • Screening must be provided along all lot lines between conflicting land uses when required by this section. • Construction. Screens must be a wall, fence, or landscape buffer at least six (6) feet in height. 	<p>No screening exists.</p>	<p>A 6-foot wooden fence is proposed along the eastern property line; however, it does not fully screen the property from adjacent residential uses. Along the western property line, the applicant notes that a fence or landscape buffer, compliant with Section 122-634, may be installed to screen the property from the adjacent residential use. The applicant will need to confirm what method of screening will be utilized. There is notably no screening proposed along the northern lot line; the applicant will need to propose screening compliant with Section 122-634.</p> <p>Existing Nonconformity.</p>

ORDINANCE REFERENCE	REQUIRED	EXISTING CONDITIONS	PROPOSED
For Walkable Urban Districts- Building Type Required <i>Blue text: existing nonconformity or not applicable Red text: site plan does not comply Highlighted text: PUD</i> Departure applied for by applicant.			
§122-636 Street Trees	The street trees must be centered between the sidewalk and the back of the street curb. A minimum of one (1) tree for every thirty (30) lineal feet of frontage, inclusive of proposed or existing access drives. 1 Street Tree is Required.	1 street tree exists.	No changes are proposed. Compliant.
§122-638 Site Landscaping	At least 10% of the site must be landscaped.	12.4%	Site landscaping is proposed to be slightly increased to 16.7%. Compliant.

Items to be Addressed:

- The Planning Commission should waive the requirement for a dumpster enclosure due to site limitations.
- The proposed photometric plan fails to comply with Section 122-609. The applicant shall revise the plan, ensuring lighting levels do not exceed 0.5 fc from the lot line. The Planning Commission may want to consider requiring a maximum color temperature of 3000 Kelvin.
- The property is not fully shielded in accordance with Section 122-634. Though this is a nonconformity, the Planning Commission may want to consider requiring full compliance.

SITE ACCESS, TRAFFIC, AND PARKING

§122-311(d)

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

The site is in the Midtown Neighborhood, a highly walkable area, making it easily accessible for pedestrians.

There are notably no defined parking spaces; however, off-street parking can accommodate vehicular travel.

The nearest bus stop is ~280 ft away, making the site highly accessible for public transit users.

There are no bike racks proposed.

Figure 13: Site access, traffic, and parking

ORDINANCE REFERENCE	REQUIRED	EXISTING CONDITIONS	PROPOSED
<p>§122-671 Public Service Access</p>	<p>The site shall provide adequate access for fire, police, sanitation, and public works vehicles.</p>	<p>Due to the scale of the site and building, adequate access is provided from N. Congress Street.</p>	<p>None. Compliant.</p>
<p>§122-672 Sidewalks</p>	<p>Sidewalks are required along the front of the site.</p>	<p>A sidewalk exists; however, the conditions are poor.</p>	<p>No changes are proposed, but the applicant should remove the vegetation growing in the expansion joints of the sidewalk to prevent further decay. Compliant.</p>
<p>§122-675 TRAFFIC VISIBILITY</p>	<p>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.</p>	<p>No obstructions exist.</p>	<p>The landscape buffer to the west appears to create a nonconformity issue for the western neighbor. Noncompliant.</p>
<p>§122-683 (b) Ingress and Egress</p>	<p>Adequate ingress and egress to such parking lot shall be provided by means of clearly defined and limited drives having a minimum width of 20 feet for two-way traffic and 10 feet for one-way traffic, with a maximum of 30 feet</p>	<p>Curb cut shared between 908 N. Congress and 1 N. Summit. The curb cut is approximately 20 ft, but 908 N. Congress directly abuts half of that.</p>	<p>No changes are proposed. Existing nonconformity.</p>

<p>§122-683 (c)</p> <p>Access</p>	<p>Walkways in parking lots. Paved walkways a minimum of 5 feet in width shall be provided for access to adjacent parks, commercial areas, transit stops, anticipated walkways and institutions. Pedestrian movement shall be accommodated within parking lots through raised walkways, marked crosswalks or similar methods.</p> <p>Vehicular Access. All parking spaces must be accessible to vehicles by means of maneuvering aisles. All parking spaces shall be designed so that any motor vehicle may be parked or unparked without moving another vehicle.</p>	<p>Pedestrian access is adequate.</p> <p>On-site vehicular access can only accommodate 1 car.</p>	<p>No changes are proposed. Compliant.</p> <p>No changes are proposed. Existing nonconformity.</p>
<p>§122-683 (d)</p> <p>Maneuvering Drives</p>	<p>Each driveway providing access to an off-street parking lot containing five or more parking spaces shall be a minimum of ten feet in width.</p>	<p>N/A</p>	<p>N/A</p>
<p>§122-683 (e)</p> <p>Surfacing</p>	<p>All parking and loading facilities and access drives shall be paved with a durable bonded material in accordance with accepted engineering standards.</p>	<p>The concrete surface is in poor condition.</p>	<p>No changes are proposed. Compliant.</p>
<p>§122-683 (f)</p> <p>Drainage</p>	<p>All off-street parking and loading areas shall be graded and drained to public storm sewers or other acceptable method by the City's engineer.</p>	<p>Water appears to drain into the city's storm sewer system.</p>	<p>No changes are proposed. Compliant.</p>
<p>§122-683 (g)</p> <p>Setback from Street</p>	<p>Parking lot setbacks are designated by the zoning district in which they are located.</p> <p>Neither the GC district nor the cottage or single-story commercial building type establishes parking lot setbacks.</p>	<p>Parking area built to the zero-lot line.</p>	<p>No changes are proposed. Compliant.</p>

<p>§122-683 (h)</p> <p>Setback from Adjacent Lot</p>	<p>Parking areas are required to be 10' from an adjacent lot.</p>	<p>Parking area built to the zero-lot line.</p>	<p>No changes are proposed. Existing nonconformity.</p>
<p>§122-683 (i)</p> <p>Striping</p>	<p>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, and signed in accordance with the State Barrier-Free Code.</p>	<p>N/A</p>	<p>N/A</p>
<p>§122-683 (j)</p> <p>Wheel Stops</p>	<p>For parking lots containing five or more spaces or accessory to commercial uses, wheel stops or curbing shall be provided for all parking spaces to prevent any vehicle from projecting beyond the parking lot area, bumping any wall or fence, or encroaching upon any landscaping</p>	<p>N/A</p>	<p>N/A</p>

<p>§122-684</p>	<p>Screening & Landscaping (external)</p>	<p>There shall be a minimum of one (1) tree for every eight (8) parking spaces, provided that a landscape island shall be provided for no more than sixteen (16) continuous spaces. 1 is required.</p> <p>Off-street parking areas in the side and rear yard which abut a R-1, MD, CN, CN-Mid, CN-SF zoning district must be screened in accordance with §122-634.</p> <p>All off-street parking areas that are visible from a public road shall be screened from view with a solid wall or landscape planting achieving at least 80% opacity year-round at least three (3) feet in height but no more than four (4) feet in height, in conformance with §122-675.</p> <p>Landscaped areas, walls, structures, and walks shall be properly protected from vehicular encroachment or overhang through appropriate wheel stops or curbs, as well as a distance of at least 3 feet.</p>	<p>No trees exist on the site.</p> <p>No screening exists.</p> <p>No screening exists.</p> <p>No protection provided.</p>	<p>4 trees appear to be proposed; however, the species is not confirmed. Existing nonconformity.</p> <p>A 6-foot wooden fence is proposed. Compliant.</p> <p>No screening is proposed. Existing nonconformity.</p> <p>No changes are proposed. Existing nonconformity.</p>
<p>§122-685</p>	<p>PARKING Dimensions</p>	<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) 	<p>13'x18'.</p>	<p>No changes are proposed. Compliant.</p>
<p>§122-686</p>	<p>BARRIER FREE</p>	<p>Barrier-free parking spaces must be provided in accordance with the state barrier-free design requirements. 1 space is required for parking lots with 1 to 25 spaces.</p>	<p>None exists.</p>	<p>No changes are proposed. Existing nonconformity.</p>

<p>§122-691</p> <p>Motor spaces</p>	<p>Retail: 1 for each 250 square feet of gross floor area.</p> <p>Craft Production: 1 per 1,000 square feet.</p> <p>Minimum of 3 spaces required.</p>	<p>2 nonconforming parking spaces exist.</p>	<p>1 space is proposed. Noncompliant.</p>
<p>§122-692</p> <p>Parking discounts</p>	<p>Walkable Urban District: Parking requirements shall be halved.</p> <p>Transit: Up to 20% reduction when a lot is located within 750 ft of a transit stop.</p>	<p>N/A</p>	<p>The Planning Commission would need to waive 20% of the parking requirements to permit the removal of an additional parking space. The Planning Commission has the authority to waive 20% of the parking requirements due to the site's proximity to a bus stop (<300 ft).</p>
<p>§122-693</p> <p>Bicycle spaces</p>	<p>1 per 5 motor spaces, a minimum of 2</p>	<p>None exists.</p>	<p>No changes are proposed. Existing nonconformity.</p>
<p>§122-695</p> <p>Off-Street Loading Space Requirement</p>	<p>Commercial Use (2,000 to 4,999 sq ft) requires 1 10'x25' loading space.</p>	<p>No loading zoning exists.</p>	<p>None provided, but site limitations prevent a compliant designated loading zone. Existing nonconformity.</p>

Items to be Addressed:

- The Planning Commission should consider waiving 20% of the parking requirements to permit the removal of an additional parking space. The Planning Commission has the authority to waive 20% of the parking requirements due to the site's proximity to a bus stop (<300 ft).
- The Planning Commission should consider requiring 2 bike racks to accommodate cyclists.
- The applicant shall repair and/or replace all pavement material in poor condition.

ENGINEERING & STORMWATER

§122-311(f), §122-311(g)

(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 plan review is not required for this development as no impervious surface is being added, no major utility changes are envisioned, and no grade changes or steep slopes are present on the site.

Items to be Addressed:

None.

SCREENING

§122-311(h)

"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."

Items to be Addressed:

Review the comments above for lighting, landscaping, and refuse.

PHASING

§122-311(i)

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

Items to be Addressed:

Not applicable.

OTHER DEPARTMENT AND AGENCY APPROVALS

§122-311(j)

"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."

Building Department: All building codes apply to the structure.

Department of Public Works: Any work done within the right-of-way will require a right-of-way permit from the Department of Public Works.

MASTER PLAN CONSIDERATIONS

§122-311(k)

"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."

Easily Walk, Bike, Drive, or Take Transit from Anywhere. 908 N. Congress provides fantastic access to public transportation, with a bus stop being within 280 feet of the site. The site also has adequate access to sidewalks, making it easy to walk to.

Ypsilanti is a Great Place to do Business. Allowance of this use activates a vacant building. Additionally, this use enhances the city's creative economy.

Everyone in the Region Knows Ypsilanti has Great Things to do in Great Places that are in Great Shape. The proposal will improve the visual appearance of the site, enriching the character of the surrounding neighborhood.

Ypsilanti is Sustainable. The activation of this vacant space encourages the reuse of an empty building, preserving the building's embodied energy.

PLANNED UNIT DEVELOPMENT: STANDARDS FOR APPROVAL

§122-706

In considering any application for a planned unit development, the Planning Commission and City Council must make their determinations based on the standards for site plan approval in §122-311 and the following standards:

(a) **Conformance with the planned development concept.** *The overall design and all uses proposed in connection with a planned unit development must be consistent with and promote the intent of this article, as well as with specific project design standards set forth in this chapter.*

COMMENTS: The overall use of the site aligns with the Master Plan. The parking layout is nonconforming.

(b) **Recognizable benefits.** *The planned development will result in recognizable and substantial benefits to the ultimate users of the project and to the community in general where such benefits would otherwise be unfeasible or unlikely to be achieved.*

COMMENTS: The building has been vacant for a while. Activation of this vacant space will enhance the overall character of the neighborhood. Additionally, the use will enhance the city's creative economy as the Ypsilanti WoodTalk woodworking group will be able to utilize the workshop and sell their products within the retail space.

(c) **Compatibility with adjacent uses.** *The proposed planned unit development must be designed with due regard to its relationship with development on surrounding properties and uses thereon, including building heights, setbacks, density, parking, circulation, landscaping, views, and other layout features. In particular, consideration must be given to the following:*

(1) *The bulk, placement, architecture, and types of materials used in construction of proposed structures.*

(2) *The location and screening of vehicular circulation and parking areas in relation to surrounding development.*

(3) *The location and screening of outdoor storage, outdoor activity or work areas, and mechanical equipment in relation to surrounding development.*

(4) *The hours of operation of the proposed uses.*

(5) *Landscaping, preservation of historic features, and other site amenities.*

COMMENTS: Additional screening may be required.

(d) **Impact of traffic.** *The planned development must be designed to minimize any adverse impact of traffic generated by the proposed development. Consideration must be given to the following:*

- (1) *Estimated traffic to be generated by the proposed development.*
- (2) *Access to major thoroughfares.*
- (3) *Proximity and relation to intersections.*
- (4) *Adequacy of driver sight distances.*
- (5) *Location of and access to off-street parking.*
- (6) *Required vehicular turning movements.*
- (7) *Provisions for pedestrian traffic.*
- (8) *Access to loading and unloading areas.*

COMMENT: Changes in traffic patterns are expected to be minimal.

(e) **Public services.** *The proposed type and density of use must not result in a material increase in the need for public services, facilities, and utilities; including but not necessarily limited to water and sewer services, public roads, fire and police protection, and schools. The proposal must not place an undue burden upon the subject or surrounding land or property owners and occupants or the natural environment.*

COMMENT: No such increase in demand is anticipated.

(f) **Compatibility with the master plan and this chapter.** *The proposed development must be compatible with the adopted City master plan and with the spirit and intent of this chapter.*

COMMENT: See master plan considerations above.

(g) **Economic impact.** *The proposed development must not result in an unreasonable negative economic impact upon surrounding properties.*

COMMENT: The proposed development will improve economic conditions.

(h) **Compliance with applicable regulations.** *The proposed development must be in compliance with all applicable federal, state, county, and local laws and regulations.*

COMMENT: Such compliance will be required prior to any issuance of Certificates of Occupancy.

(i) **Phasing.** *Where a project is proposed for construction in phases, the project must be so designed that each phase, when completed, must be capable of standing on its own in terms of the presence of services, facilities, and open space; and must contain the necessary components to ensure protection of natural resources and the health, safety, and welfare of the users of the planned unit development and the occupants of the surrounding area.*

COMMENT: Phasing is not proposed.

STAFF RECOMMENDATIONS

Staff recommend that the Planning Commission **approve** the Adaptive Reuse Planned Unit Development for the craft manufacturing and retail use at 908 N. Congress with the following findings, waivers, and conditions:

Findings:

1. The application substantially complies with Sections 122-309, 122-311, 122-702, 122-703, and 122-706.

Waivers:

1. Approval of a waiver from the dumpster enclosure requirements established in Section 122-608.
2. Approval of a 20% waiver from the parking requirements established in Section 122-691 due to the site's highly walkable location and adequate access to public transportation.

Conditions:

1. The applicant shall ensure that the fence along the eastern property line complies with Sections 122-442.
2. The applicant shall revise the photometric plan, ensuring lighting levels do not exceed 0.5 fc from the lot line. Additionally, outdoor lighting shall not exceed a maximum color temperature of 3000 Kelvin.
3. The applicant shall propose additional landscaping along the western property line to further comply with Section 122-634.
4. The applicant shall install a bike rack able to accommodate 2 bikes.
5. The applicant shall remove the vegetation growing in the expansion joints of the sidewalk to prevent further decay.
6. The applicant shall repair and/or replace all concrete surfaces in poor condition.
7. If refuse pickup is determined to be insufficient, due to multiple code violations within 365 days, the City Planner may require a revised waste management plan.
8. The development is subject to the approval of the Building Department, and any work done within the right-of-way shall receive approval from the Department of Public Works.

Joshua Burns
City Planner, Community Services Division



**CITY OF YPSILANTI
PLANNING COMMISSION MEETING
DRAFT MINUTES
Wednesday, September 17th, 2025 @ 7:00 PM
Council Chambers
One South Huron, Ypsilanti, MI 48197**

I. Call to Order | 7:23 PM

II. Roll Call

Brian Jones-Chance, Chair – Present
Matt Dunwoodie, Vice-Chair – Excused Absence
Mike Davis Jr. – Present
Phil Hollifield – Present
Amanda Smith – Present
Carl Schier – Unexcused Absence
Michelle Marin – Excused Absence
Greg Woodring – Present
Vacant

*Motion to excuse the absence of Commissioners Dunwoodie and Marin.
--Moved by Hollifield. Seconded by Smith. Yays – 5, Nays – 0, motion carries*

III. Agenda Approval

September 17th, 2025, Agenda.

Commissioner Davis Jr. suggested to amend the agenda so that the EMB ordinance agenda item and the Planning Commission Annual Bylaw Review agenda items to the end of New Business.

*Motion to approve the agenda as amended.
--Moved by Davis Jr. Seconded by Hollifield. Yays – 5, Nays – 0, motion carries*

IV. Approval of Minutes

August 20th, 2025, Planning Commission Draft Minutes.

*Motion to approve the August 20th, 2025, draft minutes as presented.
--Moved by Jones-Chance.*

*****Motion to approve minutes not seconded or voted on and will return as an agenda item at the next regular meeting.***

V. Public Comments

Motion to open public comments to the Planning Commission.

--Moved by Smith. Seconded by Davis Jr. Yays – 5, Nays – 0, motion carries

No public comments occurred.

Motion to close public comments to the Planning Commission.

--Motion made by Smith. Seconded by Woodring. Yays – 5, Nays – 0, motion carries.

VI. Committee Reports

Non-Motorized Advisory Committee (NMAC) (Commissioner Davis Jr.)

Commissioner Davis Jr. – Planning Commissioner and Liaison to NMAC

The NMAC is working on creating an advocacy communication plan to increase communication for non-motorized and is waiting on updates from the City DPW staff to move forward with next steps. Some committee members operated booths for Fall River Day and plan to operate a booth for First Fridays in October.

VII. Presentations - None

VIII. Public Hearing Items

A. 908 N Congress St. — Craft Manufacturing & Retail — Adaptive Reuse Planned Unit Development (PUD)

Applicant: Steve Wisinski – Present

Motion to open public comments to the Planning Commission.

--Moved by Hollifield. Seconded by Smith. Yays – 5, Nays – 0, motion carries

Spencer Michaud, Resident at 5 N Summit – Participant shares a lot line with the 908 N Congress, and is concerned with noise from power tools, hours of operation, light pollution, and parking. Past work with power tools on the property with prior owners was disruptive.

Darrell Hawley, Resident in neighborhood – Participant shared that past use and vacancy has created issues in the community and is in support of the proposed use, which they view as an asset to the community.

Motion to close public comments to the Planning Commission.

--Moved by Woodring. Seconded by Davis Jr. Yays – 5, Nays – 0, motion carries

Motion to approve the Adaptive Reuse Planned Unit Development for the craft manufacturing and retail use at 908 N Congress with the following findings, waivers, and conditions:

Findings:

1. The application substantially complies with Sections 122-309, 122-311, 122-702, 122-703, and 122-706.

Waivers:

1. Approval of a waiver from the dumpster enclosure requirements established in Section 122-608.
2. Approval of a 20% waiver from the parking requirements established in Section 122-691 due to the site's highly walkable location and adequate access to public transportation.

Conditions:

1. The applicant shall ensure that the fence along the eastern property line complies with Section 122-442.
2. The applicant shall revise the photometric plan, ensuring lighting levels do not exceed 0.5 fc from the lot line. Additionally, outdoor lighting shall not exceed a maximum color temperature of 3000 Kelvin.
3. The applicant shall propose additional landscaping along the western property line to further comply with Section 122-634.
4. The applicant shall install a bike rack able to accommodate 2 bikes at minimum.
5. The applicant shall remove the vegetation growing in the expansion joints of the sidewalk to prevent further decay.
6. The applicant shall repair and/or replace all concrete surfaces in poor condition.
7. If refuse pickup is determined to be insufficient, due to multiple code violations within 365 days, the City Planner may require a revised waste management plan.
8. The development is subject to the approval of the Building Department, and any work done within the right-of-way shall receive approval from the Department of Public Works.

--Moved by Davis Jr. Seconded by Hollifield. Yays – 5, Nays – 0, motion carries

Brian Jones-Chance, Chair – Support

Mike Davis Jr. – Support

Phil Hollifield – Support

Amanda Smith – Support

Greg Woodring – Support

B. 487 Owendale St. - Single Family Residential (R-1) to Neighborhood Corridor (NC) - Conditional Rezoning

Applicant: Adham Musa – Present

Motion to open public comments to the Planning Commission.

--Moved by Davis Jr. Seconded by Woodring. Yays – 5, Nays – 0, motion carries

No public comments occurred.

Motion to close public comments to the Planning Commission.

--Moved by Woodring. Seconded by Davis Jr. Yays – 5, Nays – 0, motion carries

Motion to deny the proposal of rezoning 487 Owendale Street to “NC” Neighborhood Corridor with the following findings:

Findings:

1. The rezoning and voluntary conditions are inconsistent with the policies, guiding values, and City Framework of the Master Plan.
2. The rezoning and voluntary conditions are inconsistent with the description and purpose of the district of the property.
3. The proposed property to be re-zoned cannot accommodate the requirements of the proposed zoning district and voluntary conditions.
4. All of the potential uses and building types allowed in the proposed zoning district are incompatible with surrounding uses, buildings, and zoning in terms of land suitability, impacts on the environment, impacts on the transportation network, density, nature of use, aesthetics, infrastructure, and potential influence on property values
5. The rezoning and voluntary conditions may be detrimental to the financial stability and economic welfare of the surrounding neighborhood.
6. The rezoning and voluntary conditions are not consistent with the trend of development in the neighborhood or surrounding area.
7. The property in question was correctly zoned when this Chapter was adopted.

--Moved by Smith. Seconded by Davis Jr. Yays – 4, Nays – 1, motion carries

Brian Jones-Chance, Chair – Support

Mike Davis Jr. – Support

Phil Hollifield – Opposed

Amanda Smith – Support

Greg Woodring – Support

IX. Old Business

A. 775 S. Grove St. — Drive-Through Pharmacy & Doctor's Office — Site Plan & Special Use Applications

Applicant: Sam Beydoun – Present

Motion to approve the special use permit for the drive-thru pharmacy at 775 S Grove Street, with the following findings and conditions:

Findings:

1. The application substantially complies with Sections 122-324 and 122-326.

Conditions:

1. The special use approval shall be subject to the approval of the site plan.

--Moved by Davis Jr. Seconded by Hollifield. Yays – 5, Nays – 0, motion carries

Brian Jones-Chance, Chair – Support

Mike Davis Jr. – Support

Phil Hollifield – Support

Amanda Smith – Support

Greg Woodring – Support

Motion to approve the site plan for the medical clinic and a drive-thru pharmacy at 775 S Grove Street with the following findings and conditions:

Findings:

1. The application substantially complies with Sections 122-309 and 122-311.

Conditions:

1. The applicant shall verify, using truck turning templates, that a refuse truck can collect trash without interfering with parking.
2. The applicant shall provide dumpster enclosure design specs indicating compliance with Section 122-608.
3. The development is subject to the approval of the Building Department and any work done within the right-of-way shall receive approval from the Department of Public Works.

--Moved by Davis Jr. Seconded by Smith. Yays – 5, Nays – 0, motion carries

Brian Jones-Chance, Chair – Support

Mike Davis Jr. – Support

Phil Hollifield – Support

Amanda Smith – Support

Greg Woodring – Support

B. 315 Washtenaw Ave — Multifamily Renovation Project — Site Plan Application

Applicant: Karl Staffeld – Present

Motion to approve the site plan for the multi-family renovation project, increasing the number of dwelling units from 3 to 4, at 315 Washtenaw, subject to the following findings, waivers, and conditions:

Findings:

2. The application substantially complies with Sections 122-309 and 122-311.

Waivers:

1. Approval of a waiver from the dumpster enclosure requirements established in Section 122-608.

Conditions:

1. The applicant shall receive approval from DPW for the 2 Hornbeams within the right-of-way. If utility constraints exist, then the application may plant those trees elsewhere on the site or pay a fee-in lieu.
2. If refuse pickup is determined to be insufficient, due to multiple code violations within 365 days, the City Planner may require a revised waste management plan.
3. The applicant shall install an additional two bike hoops.
4. The applicant shall pave the gravel driveway with pervious pavers.
5. The applicant shall plant additional shrubs and/or trees would improve the visual appearance of the site.
6. The applicant shall repair or replace the existing sidewalk on the site, subject to approval of the Department of Public Works.
7. The development is subject to the approval of the Building Department, the Historic District Commission, and Engineering, and any work done within the right-of-way shall receive approval from the Department of Public Works.

--Moved by Davis Jr. Seconded by Smith. Yays – 5, Nays – 0, motion carries

Brian Jones-Chance, Chair – Support

Mike Davis Jr. – Support

Phil Hollifield – Support

Amanda Smith – Support

Greg Woodring – Support

X. New Business

A. 599 S. Mansfield St. — Catalytic Converter Assembly Plant Proposal — Site Plan Application

Applicant: Jeff – Present (online); Joe Maynard with Washtenaw Engineering – Present

Motion to postpone the site plan for the proposed catalytic converter assembly plant at 599 S Mansfield with the following findings and conditions:

Findings:

3. The application does not substantially comply with Sections 122-309 and 122-311.

Conditions:

1. The applicant shall place the outdoor storage area in the rear yard or pursue a variance from the Zoning Board of Appeals. The variance may be pursued prior to or after Planning Commission approval.
2. The outdoor storage area shall be screened in accordance with Section 122-634.

3. The applicant shall verify what is being stored within the outdoor storage areas - how is it being stored? Will this create any noise, pollution, odor, etc?
4. The applicant shall verify what is being tested - how is it being tested? Will this create any noise, pollution, odor, etc?
5. The applicant shall confirm the total impervious lot coverage on their plans.
6. The applicant shall confirm if their proposed use will create any nuisances in accordance with Chapter 42, Article II of the city's code of ordinances. If so, how will these nuisances be mitigated to ensure compliance with Chapter 42, Article II?
7. The applicant shall verify that the existing dumpster enclosure meets all the requirements established in Section 122-608.
8. The applicant shall verify the site's proposed landscaping.
9. A sidewalk shall be installed in accordance with Section 122-672.
10. The site does not appear to adequately and safely accommodate non-motorized transportation. In areas where plant operations may interfere with non-motorized transportation, the applicant shall install a defined non-motorized path, high-visibility crosswalks, lighting, and/or signing.
11. It appears that the designated parking spaces are striped; however, if any additional areas are proposed to be used for parking, they shall be striped.
12. Each parking space shall have a wheel stop or curbing compliant with Section 122-683 (j).
13. A designated pedestrian path shall abut the northernmost parking spaces. While the western parking spaces are an existing nonconformity, the applicant may want to consider providing a defined pedestrian path to enhance site cohesion and pedestrian access.
14. The applicant shall install curbed islands in accordance with Section 122-684 for the northernmost parking area. The applicant may want to consider installing curbed islands for the western parking spaces to enhance site cohesion.
15. The applicant shall propose 5 total bike racks.

--Moved by Davis Jr. Seconded by Smith. Yays – 5, Nays – 0, motion carries

Brian Jones-Chance, Chair – Support

Mike Davis Jr. – Support

Phil Hollifield – Support

Amanda Smith – Support

Greg Woodring – Support

****Commissioner Smith:**

- What is the environmental impact of Dawn dish soap used in that quantity on the environment?

B. 401 E. Michigan Ave. — Building Expansion & Laundromat - Site Plan Application

Applicant: Suhail Bilbeisi – Present

Motion to approve the site plan for the proposed building expansion and laundromat at 401 E Michigan Ave with the following findings and conditions:

Findings:

1. The application substantially complies with Sections 122-309 and 122-311.

Conditions:

1. The applicant shall demonstrate through truck turning templates that the refuse truck will not conflict with the 2 northernmost parking spaces.
2. The applicant shall submit a revised photometric plan limiting the maximum footcandle level at the lot line to 0.5 footcandles. Additionally, the applicant shall revise the height of the proposed light poles to no more than 16 feet in height.
3. The applicant shall repair and/or replace all asphalt surfaces in poor condition.
4. The development is subject to the approval of the Building Department, and any work done within the right-of-way shall receive approval from the Department of Public Works.

--Moved by Woodring. Seconded by Hollifield. Yays – 3, Nays – 2, motion carries

Brian Jones-Chance, Chair – Support

Mike Davis Jr. – Oppose

Phil Hollifield – Support

Amanda Smith – Oppose

Greg Woodring – Support

C. Electronic Message Board Signs (EMBs) Ordinance — Revisited

Commissioner Davis Jr.:

- Would like to see draft of the zoning ordinance
- How many parcels would be affected by a change in the ordinance?
- Ask the City Attorney if religious organizations could be exempt to have allowance for EMB use.

Commissioner Woodring:

- Curious why R1 zones are the only outlier?

Commissioner Hollifield:

- Not against EMB, and in the case of Metropolitan church the neighboring school has one right next door

Commissioner Smith:

- PC can't do whatever the State does, and can only make decisions around what is under the City's purview

D. Planning Commission Annual Bylaw Review

Commissioners agree with deferring to Robert's Rules of Order for the general order of business. Staff will make amendments in the form of a resolution at the next regular meeting.

XI. Public Comments

Motion to open public comments to the Planning Commission.

--Moved by Hollifield. Seconded by Davis Jr. Yays – 5, Nays – 0, motion carries

No public comments occurred.

Motion to close public comments to the Planning Commission.

--Moved by Hollifield. Seconded by Woodring. Yays – 5, Nays – 0, motion carries

XII. Adjournment | 9:58 PM

Motion to adjourn.

--Moved by Davis Jr. Seconded by Smith. Yays – 5, Nays – 0, motion carries

***The recording of the September 2025 Planning Commission meeting can be found here at this link:
[September Planning Commission.](#)*



City of Ypsilanti

Community and Economic Development

Sept. 18th, 2025

Steve Wisinski
1305 Pearl Street
Ypsilanti, MI 48197

RE: Planning Commission's Recommendation of Approval to the City Council for an Adaptive Reuse Planned Unit Development at 908 N. Congress

Dear Steve Wisinski,

On September 17th, 2025, the Planning Commission recommended to the City Council approval of the adaptive reuse planned unit development application and site plan for a craft manufacturing and retail use at 908 N. Congress. The approval recommendation was with the following findings, waivers, and conditions.

Motion to approve the Adaptive Reuse Planned Unit Development for the craft manufacturing and retail use at 908 N. Congress with the following findings, waivers, and conditions:

Findings:

1. The application substantially complies with Sections 122-309, 122-311, 122-702, 122-703, and 122-706.

Waivers:

1. Approval of a waiver from the dumpster enclosure requirements established in Section 122-608.
2. Approval of a 20% waiver from the parking requirements established in Section 122-691 due to the site's highly walkable location and adequate access to public transportation.

Conditions:

1. The applicant shall ensure that the fence along the eastern property line complies with Section 122-442.
2. The applicant shall revise the photometric plan, ensuring lighting levels do not exceed 0.5 fc from the lot line. Additionally, outdoor lighting shall not exceed a maximum color temperature of 3000 Kelvin.
3. The applicant shall propose additional landscaping along the western property line to further comply with Section 122-634.
4. The applicant shall install a bike rack able to accommodate 2 bikes at minimum.
5. The applicant shall remove the vegetation growing in the expansion joints of the sidewalk to prevent further decay.
6. The applicant shall repair and/or replace all concrete surfaces in poor condition.
7. If refuse pickup is determined to be insufficient, due to multiple code violations within 365 days, the City Planner may require a revised waste management plan.
8. The development is subject to the approval of the Building Department, and any work done within the right-of-way shall receive approval from the Department of Public Works.

--Moved by Davis Jr. Seconded by Hollifield. Yays – 5, Nays – 0, motion carries
Brian Jones-Chance, Chair – Support
Mike Davis Jr. – Support
Phil Hollifield – Support

Amanda Smith – Support
Greg Woodring – Support

This letter serves as your official notice of the Planning Commission’s action; keep it with your records. Please note that this application will need approval from the City Council. Any major changes to the planned unit development will require resubmission to the Planning Commission and City Council per Section 122-708 of the zoning ordinance.

Contact me at 734-482-9832 or jburns@cityofypsilanti.com with any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Joshua Burns", written in a cursive style.

Joshua Burns
City Planner, Community Services

**WOOD + WATT PROJECT
PLANNED UNIT DEVELOPMENT AGREEMENT**

This Planned Unit Development (“PUD”) Agreement (the “Agreement”) is by and between **Wizland 908 Congress LLC**, a Michigan limited liability company (“Developer”), whose address is 1305 Pearl Street, Ypsilanti, Michigan 48197, and **THE CITY OF YPSILANTI**, a Michigan home rule city (“City”), whose address is One South Huron Street, Ypsilanti, Michigan 48197.

RECITALS

1. The Developer is purchasing certain real property located at 908 N. Congress Street, in the City of Ypsilanti, Washtenaw County, Michigan, and as more fully described in Exhibit A (the “Property”), which is attached hereto and incorporated herein by reference. Developer, or Developer’s assigns, desires to purchase, own, and operate the property as a craft manufacturing and retail shop.
2. Developer voluntarily proposed rezoning and development of the Property as an Adaptive Reuse Planned Unit Development (PUD). Accordingly, Developer has applied for approval of an amendment to the Ypsilanti Zoning Ordinance granting a rezoning of the Property to PUD, with the zoning on the Property to be known as the Wood + Watt Project Planned Unit Development] (“**Wood + Watt Project**”). Developer is the developer and proprietor of the **Wood + Watt Project**.
3. As part of the application and approval process, Developer has offered and agreed to make the improvements and to proceed with the undertakings as described in the PUD Documents (as defined in Section A below), which Developer and City agree are necessary and roughly proportional to the burden imposed in order to (1) ensure that the public services and facilities affected by the **Wood + Watt Project** will be capable of accommodating increased service and facility loads caused by the **Wood + Watt Project**, (2) protect the natural environment and conserve natural resources, (3) ensure compatibility with adjacent uses of land, (4) promote use of the Property in a socially and economically desirable manner, and (5) achieve other legitimate objectives authorized under the Michigan Zoning Enabling Act, MCL 125.3101 et seq.

4. For the purpose of confirming the rights and obligations in connection with the improvements, development, and other obligations to be undertaken on the Property once it has been rezoned, the parties have entered into this Agreement to be effective on the effective date of the City's Zoning Ordinance amendment granting rezoning of the Property to the **Wood + Watt Project** ("Granting Ordinance").

Now, therefore, as an integral part of the rezoning of the Property and approval of the development on the Property, and for other good and valuable consideration, the receipt and sufficiency of which are acknowledged, it is agreed as follows;

A. Development as an Adaptive Reuse PUD. A planned unit development that involves adaptive reuse of an existing structure that is located in a residential zoning district, but that was originally constructed for non-residential use, may be reviewed as a planned adaptive reuse project at the request of the applicant. The Property shall be developed and improved only in accordance with the following (referred to collectively as the PUD Documents):

1. Article VII, Division 1 of the Ypsilanti Zoning Ordinance, as amended.
2. The approved PUD plans for the **Wood + Watt Project**, as attached to the Permit Conditions as defined in Paragraph C below, and as approved by the Ypsilanti City Council (PUD Plans).
3. The Permit Conditions.
4. The approval of the PUD including the findings, departures, and conditions as stated in the May 18, 2022, Action Minutes of the Ypsilanti City Council. These conditions are found in Exhibit B attached.
5. This Agreement.
6. All applicable City ordinances and all design standards for the City of Ypsilanti, except those which have been approved as part of the PUD Plan approval.
7. Any and all conditions of the approval of the Ypsilanti City Council and Planning Commission pertaining to the **Wood + Watt Project** as reflected in the official minutes of such meetings.
8. The Granting Ordinance.

Furthermore, all development, use, and improvement of the Property shall be subject to and in accordance with all applicable City ordinances and shall also be subject to and in accordance with all other approvals and permits required under applicable City ordinances, the PUD Documents, and state laws for the respective components of the **Wood + Watt Project**. To the extent that there are conflicts or discrepancies between respective provisions of the PUD Documents, or between provisions of the PUD Documents and City ordinances, interpretation shall be based on the more strict regulation of the Property, and interpretation shall be subject to the reasonable discretion of the Ypsilanti City Council.

B. Effect of PUD Approval. The Granting Ordinance amends the zoning of the Property and constitutes the land use authorization for the Property, and all use and improvement of the Property shall be in conformity with such Ordinance and this Agreement.

C. Land Use. Within the **Wood + Watt Project**, all buildings and site amenities shall be laid out, situated, and designed as described on the approved PUD Plan. The permitted density and land uses shall be described in detail in the permit conditions in the Granting Ordinance (“Permit Conditions”).

D. Signage. This Agreement shall not govern signage. Article VI, Division 5, Signs, of the Zoning Code of Ordinance, as amended, shall govern signage. For the purposes of this section, the Property shall be considered as zoned CN – Core Neighborhood zoning district. In the case that a future zoning code has changed substantially and no longer contains such a zone, the City Planner shall make a determination as to which zoning district currently in effect is substantially similar in permitted form and use to the Core Neighborhood zoning district as it existed on the effective date of the City’s Zoning Ordinance amendment granting rezoning of the Property to the **Wood + Watt Project**.

E. City Enforcement. In the event there is a failure to timely perform any obligation or undertaking required under or in accordance with the PUD Documents, City may serve written notice on Developer setting forth such deficiencies and a demand that the deficiencies be cured within a stated reasonable time period, and the date, time, and place for a hearing before the City Council, or such other Council, body, or official designated by the City Council, to allow Developer an opportunity to be heard as to why City should not proceed with the correction of the deficiency or obligation that has not been undertaken or properly fulfilled. At any such hearing, the time for curing and the hearing itself may be extended and/or continued to a date certain. The foregoing notice and hearing requirements shall not be necessary in the event the City determines in its sole discretion that an emergency situation exists requiring immediate action. If, following the hearing described above, the City Council, or the other Council, body, or official designated to conduct the hearing, determines that the obligation has not been fulfilled or failure corrected within the time specified in the notice, or if an emergency circumstance exists as determined by City in its sole discretion, City shall then have

the power and authority, but not the obligation, to take any or all of the following actions, in addition to any actions authorized under City ordinances and/or state laws:

1. Enter the Property, or cause its agents or contractors to enter the Property, and perform such obligation or take such corrective measures as reasonably found by City to be appropriate: The cost and expense of making and financing such actions by City, including notices by City and legal fees incurred by City, plus an administrative fee in an amount equivalent to 25 percent of the total of all such costs and expenses incurred, shall be paid by Developer within 30 days of a billing to Developer. The payment obligation under this Section shall be secured by a lien against the Property, which lien shall be deemed effective as of the date of the initial written notice of deficiency provided to Developer pursuant to this Section or, in emergency circumstances, the date at which City incurred its first cost or expense in taking corrective action. Such security shall be realized by placing a lien that has been unpaid by Developer for more than 30 days on the delinquent real property taxes. In the discretion of City, such costs and expenses may be collected by suit initiated against Developer and, in such event, Developer shall pay all court costs and attorney fees incurred by City in connection with such suit if City prevails in collecting funds.
2. Initiate legal action for the enforcement of any of the provisions, requirements, or obligations set forth in the PUD Documents. Except in emergency circumstances, Developer shall be provided notice of the deficiencies from City and shall be afforded an opportunity to timely correct. A correction by Developer's lender or investor shall be deemed a correction by Developer. In the event City obtains any relief as a result of such litigation, Developer shall pay all court costs and attorney fees incurred by City in connection with such suit.
3. Issue a stop work order as to any or all aspects of the Development, deny the issuance of any requested building permit or certificate of occupancy within any part or all of the Development, regardless of whether Developer is the named applicant for such permit or certificate of occupancy, and suspend further inspections of any or all aspects of the Development.

F. Enforcement; Severability. Any failure or delay by City to enforce any provision contained in this Agreement shall in no event be deemed, construed, or relied on as a waiver or estoppel of the right to eventually do so in the future. This Agreement is intended to establish zoning ordinance regulations applicable to the Property and shall be enforceable as a contract with contract remedies. Each provision and obligation

contained in this Agreement shall be considered to be an independent and separate covenant and agreement, and, in the event one or more of the provisions and/or obligations shall for any reason be held to be invalid or unenforceable by a court of competent jurisdiction, all remaining provisions and/or obligations shall nevertheless remain in full force and effect.

G. Agreement Jointly Drafted. Developer has negotiated with City the terms of the PUD Documents and such documentation represents the product of the joint efforts and mutual agreements of Developer and City. Developer fully accepts and agrees to the final terms, conditions, requirements, and obligations of the PUD Documents, and Developer shall not be permitted in the future to claim that the effect of the PUD Documents results in an unreasonable limitation on uses of all or a portion of the Property or claim that enforcement of the PUD Documents causes an inverse condemnation, other condemnation, or taking of all or any portion of the property. Furthermore, it is agreed that the improvements and undertakings described in the PUD Documents are necessary and roughly proportional to the burden imposed, and are necessary in order to (1) ensure that public services and facilities necessary for and affected by the Development will be capable of accommodating the development on the Property and the increased service and facility loads caused by the Development; (2) protect the natural environment and conserve natural resources; (3) ensure compatibility with adjacent uses of land; (4) promote use of the Property in a socially, environmentally, and economically desirable manner; and (5) achieve other legitimate objectives authorized under the Michigan Zoning Enabling Act, MCL 125.3101 et seq. It is further agreed and acknowledged that all such improvements, both on-site and off-site, are clearly and substantially related to the burdens to be created by the development of the Property, and all such improvements without exception are clearly and substantially related to City's legitimate interests in protecting the public health, safety, and general welfare.

H. Ambiguities and Inconsistencies. Where there is a question with regard to applicable regulations for a particular aspect of the Property or with regard to clarification, interpretation, or definition of terms or regulations, and there are no apparent express provisions of the PUD Documents that apply, City, in the reasonable exercise of its discretion, shall determine the regulations of City's Zoning Ordinance, as that Ordinance may have been amended, or other City ordinances that are applicable, provided such determination is not inconsistent with the nature and intent of the PUD Documents. In the event of a conflict or inconsistency between two or more provisions of the PUD Documents, or between the PUD Documents and applicable City ordinances, the more restrictive provision, as determined in the reasonable discretion of City, shall apply.

I. Running with the Land; Governing Law. This Agreement shall run with the land constituting the Property and shall be binding on and inure to the benefit of City and

its successors, Developer, all future owners, developers, and builders of any part of the Property, all undersigned parties, and all of their respective heirs, successors, assigns, and transferees. This Agreement shall be interpreted and construed in accordance with Michigan law and shall be subject to enforcement only in Michigan courts. The parties undersigned and agree that this Agreement is consistent with the intent and provisions of the Michigan and U.S. Constitutions and all applicable law.

J. Control of PUD Property. City is fully authorized and empowered to rezone the Property in accordance with and pursuant to the PUD Documents and all other documents, agreements, plans, dedications, ordinances, and recordings applicable to the **Wood + Watt Project** Planned Unit Development as submitted to and approved by the Ypsilanti City Council.

This Agreement was executed by the respective parties on the date specified with the notarization of their signatures and shall be considered to be dated and take effect on the effective date of the Granting Ordinance.

[Signature page follows]

EXHIBIT A

That property in the State of Michigan, County of Washtenaw, City of Ypsilanti, COM AT SE COR LOT 73 TH N ALONG W LN SUMMIT 64.82 FT, TH DEFL 89-51-30 LEFT 106.62 FT TO POB TH CONT W 43.2 FT TH DEFL 90-08-30 LEFT 66 FT TH E ALONG N LN CONGRESS 43.20 FT TH DEFL 90-21 LEFT 66 FT TO POB BEING PART OF LOT 73 CROSS & BAGLEY'S ADDITION.

Commonly known as 908 N. Congress Street, Ypsilanti, MI 48197.

EXHIBIT B
(City Council Findings, Departures, and Conditions)

EXHIBIT C
(Project Narrative Attached)

EXHIBIT D

(Approved Drawings Attached)

Official copies of the approved drawings are available at 1 South Huron Street, Ypsilanti, MI
48197.



REQUEST FOR LEGISLATION
October 21, 2025

For: Mayor and City Council

From: Joshua Burns, City Planner

Subject: Ordinance No. 1455 - An Ordinance entitled ""Conditional Rezoning: 487 Owendale"
Public Hearing Resolution No. 2025-211, close the public hearing.
Resolution No. 2025-210, determination.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Deny

ATTACHMENTS:

1. Council-RFL_Resolution-487 Owendale
2. 487 Owendale Conditional Rezoning Application
3. 487 Owendale Conditional Rezoning
4. September 2025 PC Draft Minutes
5. 487 Owendale Action Notification_PC_Signed

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: October 21, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



To: Mayor and City Council

From: Joshua Burns, City Planner

Date: October 21st, 2025

Subject: Conditional Rezoning: 487 Owendale

SUMMARY & BACKGROUND

The applicant is proposing a conditional rezoning for a lot at 487 Owendale (Parcel #11-11-05-363-017). The property is 0.138 acres (6,011 sq ft). The property is presently zoned "R-1" Single Family Residential. The property owner wishes to rezone the parcel to "NC" Neighborhood Corridor to expand the parking lot accessory to the gas station and vehicle repair shop at 1465 Washtenaw. In addition to the parking lot expansion, the applicant also proposes installing EV charging stations.

Presently, 487 Owendale is "vacant," except for a nonconforming accessory structure (garage). Arborvitae nearly wrap around the entirety of the lot line, creating a substantial visual barrier between the property and public view.

In 2002, Musa Enterprises LLC acquired an existing filling station and auto repair shop at 1465 Washtenaw. Along with the acquisition, Musa Enterprises reached out to the Planning Department inquiring on the permitted uses for the property to the south (487 Owendale). Nathan Vought, former Planner II, informed the owner that 487 Owendale cannot be used commercially as it was zoned R-1. Musa Enterprises bought the property anyway and chopped down an evergreen tree between the two properties. The city filed an emergency Circuit Court complaint to prevent the removal of any additional trees. The court would later require Musa Enterprises to draw up a site plan, which they approved, for the two properties in 2006. **It is important to note that the court-approved site plan does not comply with the present zoning standards.**

In 2009, the applicant requested to rezone 487 Owendale from R1 to B2- Community Business, a similar zoning district to NC under the previous zoning iteration. That rezoning request was denied because it was not supported by the Master Plan, and the proposed land use is not compatible with the neighboring uses.

Later in 2021, Musa Enterprises applied again to rezone 487 Owendale, this time, from "R-1" Single Family Residential to "NC" Neighborhood Corridor. The City Planner at the time, Andy Aamodt, recommended denial to the Planning Commission for similar reasons to the 2009 denial. Musa Enterprises ultimately withdrew their application from the agenda before the Planning Commission could review and decide on the application.

No variances or special uses have been approved for the property.

RECOMMENDATION: DENIAL

Motion to deny the proposal of rezoning 487 Owendale St. to "NC" Neighborhood Corridor with the following findings:

1. The rezoning and voluntary conditions are inconsistent with the policies, guiding values, and City Framework of the Master Plan.
2. The rezoning and voluntary conditions are inconsistent with the description and purpose of the district of the property.
3. The proposed property to be re-zoned cannot accommodate the requirements of the proposed zoning district and voluntary conditions.
4. All of the potential uses and building types allowed in the proposed zoning district are incompatible with surrounding uses, buildings, and zoning in terms of land suitability, impacts on the environment, impacts on the transportation network, density, nature of use, aesthetics, infrastructure, and potential influence on property values
5. The rezoning and voluntary conditions may be detrimental to the financial stability and economic welfare of the surrounding neighborhood.
6. The rezoning and voluntary conditions are not consistent with the trend of development in the neighborhood or surrounding area.
7. The property in question was correctly zoned when this Chapter was adopted.

ATTACHMENTS: Resolution, Ordinance, Planning Commission Minutes (September 2025 Draft Minutes), September 2025 Planning Commission Staff Reports, Applicant Narratives, and Additional Items

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____



RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, the City has an interest in protecting the health, safety, and welfare of the community; and

WHEREAS, in reviewing the request, the City Council has considered the City’s Master Plan, Zoning Ordinance, and applicable review standards for rezonings, as well as the voluntary conditions offered by the applicant; and

WHEREAS, the City Council finds that the proposed conditional rezoning is not consistent with the Master Plan’s city framework designation for the property and the surrounding area; and

WHEREAS, the City Council further finds that the request does not meet 7 of the 11 standards of approval for rezonings under Section 122-632(c),

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Ypsilanti hereby denies the request for a conditional rezoning of 487 Owendale from Single-Family Residential (R-1) to Neighborhood Corridor (NC).

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That the public hearing to consider an ordinance titled "Conditional Rezoning: 487 Owendale" be officially closed.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



**City of Ypsilanti
Planning & Development Department**

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

MAP AMENDMENT (REZONING) APPLICATION
INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

Applicant*

Name Mohammad Musa		
Address 1465 Washtenaw Avenue		
City Ypsilanti	State MI	Zip 48197
Phone / Fax 734-482-2811	E-Mail standardautoservice1465@gmail.com	

*If applicant is not the property owner: applicant must attach property owner's written, notarized authorization of application.

Property

Name of project: Ypsilanti EV Charging and Lot Proposal for BP Gas Station	
Address: 487 Owendale Street	
List all parcel identification numbers included in request: 11-11-05-363-017	
Property Owner: MUSA ENTERPRISES LLC	
Current Zoning: R1	Proposed Zoning: NC with conditions

Summary

The applicant requests a conditional rezoning for 487 Owendale Street, a residentially zoned parcel consisting only of a 1957 two-car garage, for accessory use with the principal use in the northerly adjacent property (1465 Washtenaw Rd) and establishing an EV charging station. Following court-defined site plans and use of the two adjacent properties in 2006, the applicant has filed for rezoning of the small lot twice in 2009, and 2021; denied and withdrawn, respectively. Applicant has never had the intention in requesting this parcel be rezoned as a stand-alone a NC-zoned parcel.

Explanations of denials of previous applications revolve around the incapacity and negative potential of the parcel standing on its own as NC. This is the first conditional rezoning application submitted specifying what voluntarily binding conditions would be followed in submission of a subsequent site plan and retainment of NC zoning for the parcel, if granted. Applicant respectfully requests that review and recommendation by staff and commission be made in full consideration of the currently approved site plans that will otherwise be pursued and fully implemented to maximize benefit to their common owner, the applicant.

As later detailed, the applicant seeks to decrease through this conditional rezoning the non-conforming degree of the single area, comprising three lots (11,12,13), by unifying the zoning district and use by defining conditions for rezoning lot 13, pursuant to 122-349 (a)(2) in reducing non-conformities. The current situation has been in direct observance of 122-347 (d), which considers the three lots as one for zoning and non-conformance reduction considerations, as later detailed in the application.

Even in the sole context of lot 13, 487 Owendale is a residential accessory structure with use rights not associated with a principal use. The Applicant seeks to decrease the non-conforming nature and features of the lot by converting this non-conforming accessory use to a conforming accessory use to the adjacent parcel through this rezoning, as defined in Sec. 122-683.

Although current approved site plans combined yield similar net potential of parking possible over two different zoning designations, each with non-conforming uses and specific conditions, complete compliance with these would be a greater extent of nonconformance in layout and use compared to this proposal, specifically in:

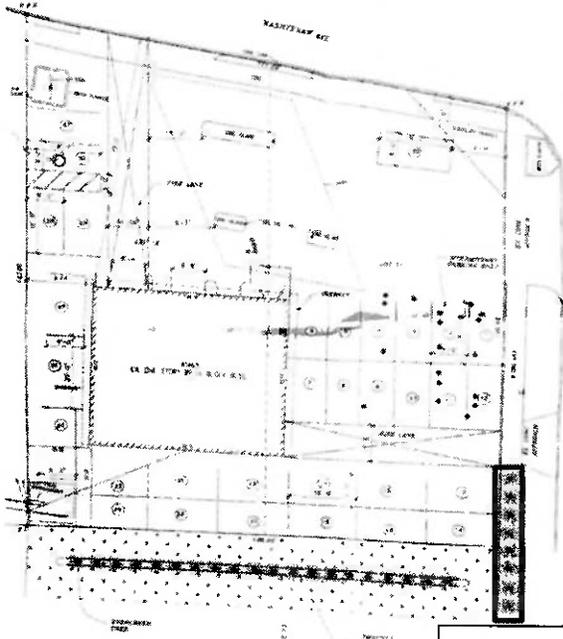
- 1- City Zoning Ordinance.
- 2- Past, current, and future stated Master Plan goals.
- 3- Development plans of Washtenaw Avenue.
- 4- Documented input of residents.

Nature of the subject parcels, zoning ordinance stance, proposed plan, and conformity of the proposal to the current area and future trend follows in this application.

Parcels and Zoning Information

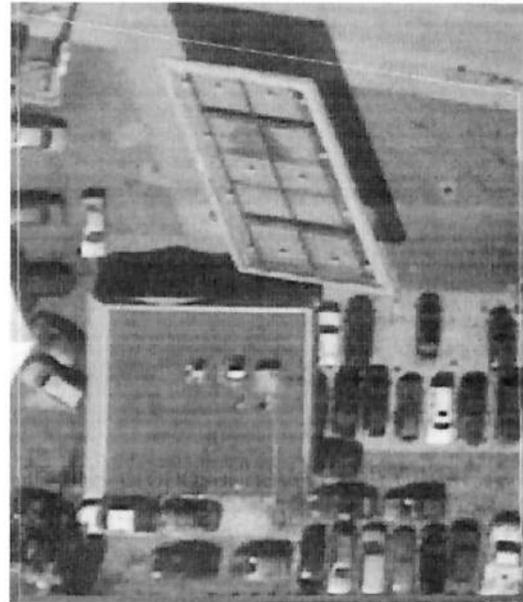
The two contiguous parcels (composing of three lots) in this proposal have been under common ownership since 2004. Both parcels are subject to court-assigned site plans and defined uses that do not conform to their current respective Zoning designations.

Parcel 1: 1465 Washtenaw Ave / (Comprising Lots 11, 12) / #11-11-05-363-018



Current Site Plan

Discontinuous
Sidewalk



Aerial View

1465 Washtenaw Avenue is an NC-zoned property, functioning as an automobile fueling station and repair shop. The parcel functions a legal non-conforming commercial use, as NC zoning does not allow simultaneous existence of automobile fueling and repair services in the district.

In reference to both oldest and most recent recorded deeds of the parcel in the Washtenaw County Registry of Deeds ^(Appendix, P1-2), the parcel composes of two described lots (11, 12) and are used in conjunction to satisfy the requirements of NC zoning. Individually, these two lots are dimensionally non-conforming to the current NC district minimum dimensions as defined for SC Commercial Buildings (Sec. 122-477).

The lots' lack of dimensional conformity therefore classify them as "non-conforming lots" in accordance with the definition set in Sec. 122-347: "***A nonconforming lot is a lot of record or a lot described in a deed or land contract existing at the effective date of the ordinance from which this chapter derives that does not meet the minimum area or lot dimensional requirements of the district in which the lot is located.***"

It follows that lots (11, 12) are subject to subsections (a-d) of 122-347.

Parcel 2: 487 Owendale St / (Comprising of Lot 13) / 11-11-05-363-017



487 Owendale St. is an R1-zoned property, composed of lot (13), and contains only a 2-car garage accessory structure. There is no principal structure tied to the use or presence of this accessory structure on the parcel. The currently permitted accessory presence and use as defined (Appendix, P3) does not conform to R1, which requires a principal structure, building, or use for such an accessory structure and use rights.

The 487 Owendale St. parcel was acquired by the Applicant in 2004. The structure on the property was previously a second detached accessory structure associated with the principal residence located at 481 Owendale St. Though the acquired parcel did not conform to the minimum R1 dimensions in 2004, it was not considered a single lot for purposes of zoning with 481 Owendale in accordance with Sec. 122-347 (d) (Appendix, P4). This is because 481 Owendale dimensionally conformed, and the subsection is specific to circumstances of two non-conforming contiguous lots in common ownership:

"Contiguous lots in same ownership. When two or more contiguous nonconforming lots or parts of nonconforming lots are in a single ownership at the time of, or subsequent to the adoption or amendment of this chapter, such lots must be considered to be a single lot for the purposes of this chapter,"

Application of Section 122-347 (d)

Sec. 122-347 (d) has applied directly to the situation of the three lots owned by the applicant since 2004, given that the lots are non-conforming, contiguous, and in common ownership. The section specifically requires the lots be consistently considered a single lot for all purposes of non-conformity considerations, including proposed changes that propose reductions in the non-conformities.

Though lot 13 now dimensionally conforms to updated minimum dimensions after 2004, the ordinance does not provide any special automatic "un-merger" provision for a portion of a lot that was once nonconforming but has since become conforming. The default rule remains that any land division must result in each piece meeting current zoning standards. Lot 13 continues to be individually non-conforming to R1 zoning standards.

The ordinance only addresses in Sec. 122-403 (d) the specific situation of one parcel being divided into different zoning classifications to be treated as if separately owned for zoning considerations:

"Where one parcel is divided into two or more portions by reason of different zoning district classifications, each of these portions must be used independently of the others in respective zoning classifications; and for the purposes of applying the regulations of this chapter, each such portion must be considered as if in separate and different ownership."

The situation at the time of purchase, however, was two contiguous non-conforming parcels (and lots thereof) in common ownership. The difference in zoning occurs along two different parcels considered one. It therefore appears that section Sec. 122-403 (d) does NOT directly apply to the given unique situation, and no other ordinance exempts the situation's eligibility to be classified under Sec. 122-347 (d). Regardless of the applicability, the intention of the ordinance is clear in reducing or eliminating non-conformities.

Consideration of the three lots as one for zoning purposes, or lack thereof, does not directly change the nature of this rezoning request to adhere to the ordinance view on non-conformities through:

- Reducing the extent of existing non-conformities if considered in the whole context of lots 11,12, and 13 as outlined in Sec. 122-349 (2), achieved through conditionally rezoning the parcel to serve as a permitted off-street accessory use.

OR

- Eliminating the non-conforming residential accessory use in the sole context lot 13 as defined in 122-345(b).

Beyond reducing non-conformance to zoning ordinances, the Applicant seeks to also address otherwise significant disruptions caused by the current site plans to the current area and trend, such as preserving sidewalks and increasing green space.

Detailed Conditional Zoning Map Amendment Request

This application requests to rezone 487 Owendale Street (Parcel 11-11-05-363-017) from R-1 to NC with voluntary binding conditions. The purpose of the rezoning will allow the parcel to function as a conforming accessory use in conjunction with 1465 Washtenaw Avenue (Parcel 11-11-05-363-018) subject to Sec. 122-683. Specifically, the applicant requests to rezone 487 Owendale Street to NC to serve only as an accessory parking use and EV charging station. The following conditions are set forth, followed by explanations of the rezoning relevance to considerations needed.

Proposed conditions:

- 1- Following rezoning approval, and immediately upon subsequent site plan approval but before issue of required permits, the applicant shall submit a parcel combination request with the two subject parcels (11-11-05-363-017) and (#11-11-05-363-018) to be merged as one. A combination instrument shall be recorded with Washtenaw County and documented in City records. All the following conditions shall be applicable to lot 13 of the merged parcel, currently identified as Parcel #11-11-05-363-017.
- 2- No additions of primary structure(s), or expansions of such structures, shall be permitted on lot 13 upon this conditional rezoning. Current structures shall not be required to be altered or eliminated.
- 3- This rezoning shall bear no implications or change of legal nonconforming status of the simultaneous fueling and repair uses currently permitted on the currently adjacent parcel (#11-11-05-363-018) or lots thereof as part of the future merged parcel.
- 4- Any subsequent site plan submitted shall include a continuous, ADA-compliant pedestrian connection between the current 487 Owendale area and 1465 Washtenaw. Any subsequent site plan shall also include the minimum amount of ADA parking spaces required by state law.
- 5- Any subsequent site plan submitted shall include integration of green space.
- 6- Any subsequent site plan submitted shall include a permitted landscape buffer between the new NC/R-1 border.
- 7- Any new proposed vehicular access points from Owendale Street shall be subject to City approval.
- 8- Any EV charging installation shall comply with §122-692(c), count toward required parking, and be sited to maintain pedestrian circulation and buffer integrity.
- 9- No increase in fuel dispensers or service bays shall be permitted on lot 13 as part of the subsequent submitted site plan.
- 10- Shall a new site plan of the three lots (11,12,13) not be approved and/or the combination not complete by July 1, 2026, the parcel shall revert to R1 Zoning in accordance with City procedure. If reverted, the subject lot shall revert to current plan and defined uses in 2006 Washtenaw Circuit Court Order.

Rezoning Considerations:

Is the rezoning and voluntary conditions consistent with the policies, guiding values and Future Land Use Map in the Master Plan, including any subarea or corridor studies?

Yes. The Future Land Use Map as the map designates this property as part of *Outlying Neighborhood*. These Outlying Neighborhoods are located along the side-streets of major corridors which are often designated "Corridor". Sec. 122-410 defines outlying neighborhoods as "areas where regulation by use and intensity is appropriate" and identifies the intent of future subsection regulations to be "prudent" in classifying separations of uses to "enable the continuing integration of the automobile into daily life while maintaining transportation choices, reinforce connections between these and other neighborhoods, and respect the history of the neighborhoods".

Rezoning the parcel to NC subject to the conditions will:

1. **Increase** integration of "the automobile into daily life" by:
 - (a) Preserving the sidewalk (hence walkability);
 - (b) Ending the non-conforming residential accessory use;
 - (c) Enabling continued integration by offering an EV charging station in the City;
 - (d) include an integrated green-space design
2. **Conform** to the Master Plan Goal to "Strategic Development of electric vehicle charging infrastructure"
3. **Establish** through careful integration the separation and buffering of the parcel from the neighborhood, while meeting the goal of the outlying neighborhoods to "maintaining transportation choices, reinforce connections between these and other neighborhoods, and respect the history of the neighborhoods."

Do the rezoning and voluntary conditions sustain the site's physical, geological, hydrological and other environmental features with the potential uses allowed in the proposed zoning district?

Yes. Pursuing the accessory use if rezoned with the conditions would require a Site Plan Review that would help mitigate any potential physical, geological, or hydrological impacts, or environmental impacts of any kind. From a concept standpoint (Appendix, P5), the intended development appears to buffer the site and provides underground detention storage for stormwater.

Can the property that is proposed to be re-zoned accommodate the requirements of the proposed zoning district?

Subject to the conditions, yes. The lot would function as an accessory use to the principal use located on the northerly adjacent parcel. The conditions ensure that the sole accessory nature of the parcel be enforced as a part of the rezoning agreement and retention of NC zoning.

Are all of the potential uses and building types allowed in the proposed zoning district under the voluntary conditions compatible with surrounding uses, buildings, and zoning in terms of land suitability, impacts on the environment, impacts on the transportation network, density, nature of use, aesthetics, infrastructure and potential influence on property values?

Yes. While potential uses and building types allowed in the proposed NC zoning district are a sharp change from what R1 single-family uses and building types allow for, the conditions specify the future use of the parcel. A subsequent site plan following these conditions will increase the compatibility with surrounding areas by improving walkability and addressing the environment through integrating green space and stormwater management. The aesthetics will be notably improved compared to both the current state and otherwise fully implemented current site plans.

Is the capacity of City infrastructure and services sufficient to accommodate the uses permitted in the requested district under voluntary conditions without compromising the health, safety, sustainability and welfare of the City?

Yes. There is little to no effect expected on the City infrastructure, water/sanitary utilities, and services with this rezoning.

Will the rezoning and voluntary conditions be detrimental to the financial stability and economic welfare of the City?

No. On a general-level, the rezoning would broaden the potential uses of the property.

Would the rezoning and voluntary conditions negatively impact the condition of any nearby parcels considering existing vacancy rates, current per- square - foot lease or sale rates, and other impacts?

No. This standard is more dependent on the exact nature of a future use, which is defined by the conditions. Based on the proposed use of the lot as a parking lot expansion, the lot would be re-paved and engineered in a manner that would need to pass Site Plan and engineering review. It is not expected of a parking lot as such to impact existing current per-square-foot leases or sales rates.

Is the rezoning and voluntary conditions consistent with the trend of development in the neighborhood or surrounding area?

Yes. While a single-family detached dwelling would not be allowed to be built on this lot if it were rezoned to NC, which is contradictory to the existing single-family neighborhood, and in one way contradictory to the theme of Outlying Neighborhoods. However, even any proposed single-family detached dwelling is not likely to conform to R1 standards, especially those relating to setbacks required from general adjacent commercial and automobile repair specific setbacks from new residential uses.

Successful integration of the parcel for the EV charging and parking in fact meets the outlying neighborhoods stated goal to surrounding the parcel to the "*continuing integration of the automobile into daily life.*" It would also practically eliminate a 20-year eyesore.

The proposal is popular among City Residents and was reported in local news networks. Residents of the Owendale block and surrounding areas recorded a %90+ support rate for the project. ^(Appendix, P 6-9) The City of Ypsilanti is also in process of developing electric vehicle charging stations, making this project directly relevant to the trend of development of the city.

In the context of *ReImagine Washtenaw*, this proposal directly meets its stated missions to ^(Appendix, P10-11):

1. Improve the investment environment
2. Increase pedestrian and bicycle amenities
3. Revitalize adjacent existing neighborhoods
4. Grow new mixed-use neighborhoods

Do the voluntary conditions bear a reasonable and rational relationship to the property for which rezoning is Requested?

Yes. This is a unique situation, and this rezoning request is an attempt to amend the three lots to a more appropriate nature for the city, its residents, and the applicant.

Is it appropriate for the voluntary conditions to run with the land, and only be removed or changed through another act of rezoning?

Yes. The status quo has been going on for over 20 years at the site of the three lots. The conditions guarantee the specific use, prohibition of individual sale, and offers a great and appropriate solution instead of full compliance with the current site plans.

Signature

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

Signature:

Date:



August 19, 2025

Print Name:

Mohammad Musa

*****FOR OFFICE USE ONLY*****

Date:	Amount: \$1,500	Account: 101-4-7210-607-01
<input type="checkbox"/> Cash	<input type="checkbox"/> Check payable to City of Ypsilanti <input type="checkbox"/> Credit (+ 3.0% surcharge)	Code: 178 Rezone
		Signature of person receiving deposit:
Description of deposit:		

APPENDIX

Page 1 of 2

DEED

KNOW ALL MEN BY THESE PRESENTS, That MARY E. CLARKE and CITIZENS TRUST, a Michigan Financial Institution, 100 South Main Street, Ann Arbor, Michigan, 48104, Co-Personal Representatives of the ESTATE OF FERDINAND PALMA, JR., a/k/a FERDINAND PALMA, a/k/a FRED PALMA, Deceased, in pursuance of and after a full compliance with all the provisions of the law requisite to a valid sale of the real estate hereinafter mentioned, and in consideration of the sum of TWENTY-NINE THOUSAND SIX HUNDRED (\$29,600.00) DOLLARS, paid to us by AMOCO OIL COMPANY, a Maryland Corporation, whose address is 2000 E. Randolph Drive, Chicago, ILL. 60601, the receipt whereof is hereby acknowledged, do hereby grant, bargain, sell and convey unto the said AMOCO OIL COMPANY, a Maryland Corporation, its heirs and assigns forever, all that certain piece or parcel of land situated in the City of Ypsilanti, County of Washtenaw and State of Michigan, described as follows: to-wit:

Lots Eleven (11) and Twelve (12), R.L. Owen Subdivision, as recorded in Liber 3 of Plats, page 37, Washtenaw County Records, except that part thereof conveyed by Warranty Deed to the Michigan State Highway Commission, dated September 10, 1970 and recorded September 14, 1970, in Liber 1337, Page 418, Washtenaw County Records.

Tax code. 11-11-05-363-012

TO HAVE AND TO HOLD, the above granted premises, with the appurtenances, to the said AMOCO OIL COMPANY, a Maryland Corporation, its heirs and assigns Forever. And do hereby covenant with the said AMOCO OIL COMPANY, a Maryland Corporation, that we will Warrant and Defend the said granted premises, with the appurtenances, unto the said AMOCO OIL COMPANY, a Maryland Corporation, its heirs and assigns, Forever, against the lawful claims and demands of all persons claiming by, from or under the ESTATE OF FERDINAND PALMA, JR., a/k/a FERDINAND PALMA, a/k/a FRED PALMA, Deceased, but against no other persons.

IN TESTIMONY WHEREOF, We have hereunto set our hands and seals at Ann Arbor, in the County of Washtenaw and State of Michigan, this 29th day of December, 1996.

WITNESSES AS TO MARY E. CLARKE:

Anna R. Brooks
Anna R. Brooks

Mable A. Dalrymple
Mable A. Dalrymple

Mary E. Clarke
MARY E. CLARKE

WITNESSES AS TO CITIZENS TRUST,
a Michigan Financial Institution

Judith D. White
Judith D. White

Karen Lee Tenbusch
Karen Lee Tenbusch

CITIZENS TRUST,
a Michigan Financial Institution

By B. Todd Jones
B. Todd Jones
Its: Vice President & Senior
Trust Officer

By _____

Its:

JAN 15 1997

Washtenaw County Recorder
Tax Certificate No. 0037
KMS



Page: 4 of 4
01/21/2004 11:03A
L-4355 P-839

Peggy M Haines, Washtenaw 0 5522094

LEGAL DESCRIPTION

Land in the City of Ypsilanti, Washtenaw County, Michigan, described as:

Lots 11 and 12, R.L. Owen Subdivision, as recorded in Liber 3 of Plats, Page 37, Washtenaw County Records, except that part thereof conveyed by Warranty Deed to the Michigan State Highway Commission, dated September 10, 1970 and recorded September 14, 1970, in Liber 1337, Page 418, Washtenaw County Records.

Address: 1465 Washtenaw

Tax ID # 11-11-05-363-018

1. Use of the lot shall conform to the R-1, Single-Family Zoning District. Commercial / business use is prohibited. The commercial uses prohibited include, but are not limited to, driving, parking, or storing any vehicles or parts of vehicles, equipment, materials, etc. anywhere on the property.

2. With respect to the Garage on the residential lot, the Defendant-owner's personal, operable vehicles (defined as those for which title is held) are permitted inside the garage.

3. Driving vehicles over the grass and yard areas to enter the garage is strictly prohibited. However, if Defendant/Owner properly installs a driveway, and that driveway is blocked due to circumstances beyond Defendant/Owners' control, occasional/infrequent (i.e. not more than once per calendar month) use of the grass for egress (not ingress) may be undertaken.

4. If the garage is to be used for storing/parking owners' vehicles, proper access shall be provided to garage. Proper access is defined for these purposes as either: (1) a permanent recorded easement over the driveway of 481 Owendale in order to provide vehicular access to the garage, or (2) a new curb cut and driveway from Owendale Street on 487 Owendale), after all required right-of-way permits and building permits are issued from the City of Ypsilanti.

5. Installation of a new driveway on 487 Owendale shall be permitted under this Court Order, provided the installation complies with right-of-way permit conditions, and the driveway is no more than 12 feet in width, except approximately 20 feet in front of the garage, where it may widen to the width of the overhead door. Installation of a driveway shall not be considered an addition or expansion of a non-conforming accessory use or structure pursuant to the Zoning Ordinance.



City of Ypsilanti

Planning & Development Department

March 2, 2006

Mohammad Musa
Standard Amoco Inc.
1465 Washtenaw
Ypsilanti, MI 48197

RE: Zoning Request for 487 Owendale

Dear Mr. Musa,

On February 16th we received your letter dated February 13th, 2006, in which you have asked various questions regarding zoning requirements pertaining to 487 Owendale, a vacant lot except for an existing two-car garage. The property is zoned R-1, Single-Family Residential. Please refer to the City of Ypsilanti Zoning Ordinance for all setback requirements for a new single-family home.

Regarding your question whether the lot is buildable, we have the following information:

1. The lot is non-conforming in size. The R-1 District requires a minimum of 6,500 s.f. and 50 ft. of lot width. The lot at 487 Owendale is 50 ft. by 120 ft., which meets the minimum lot width requirement, but is only 6,000 s.f. in size.
2. Please review Section 122-203 of the Zoning Ordinance that states that a principal structure and customary accessory structure may be erected on any single lot of record. The lot in question is considered a single lot of record.
3. Section 122-203 (4) states that if two or more contiguous non-conforming lots are in a single ownership at the time of adoption of the ordinance, such lots shall be considered to be a single lot for the purposes of this chapter, and no portion of such lot shall be used, occupied, divided, or sold in any manner which would diminish compliance with minimum lot width and area requirements.
4. It is our understanding that both the lot in question (487 Owendale) and the adjacent lot occupied by a house and garage known as 481 Owendale were both owned by Violet Jewett at the time of adoption of the above zoning provision in 1994.
5. The house and garage at 481 Owendale is a lot 116 ft. by 120 ft. in size, which conforms to the R-1 district. Because this lot is conforming, and was contiguous and under same ownership as the lot in question at 487 Owendale as of 1994, both lots are not considered to be a single lot for purposes of zoning.

Based on the above information, the lot is buildable under the Zoning Ordinance, provided the house can be constructed in accordance with all required setbacks, lot coverage, and other requirements. Please contact me with any questions.

Sincerely,

Nathan J. Voght, AICP
Planner II

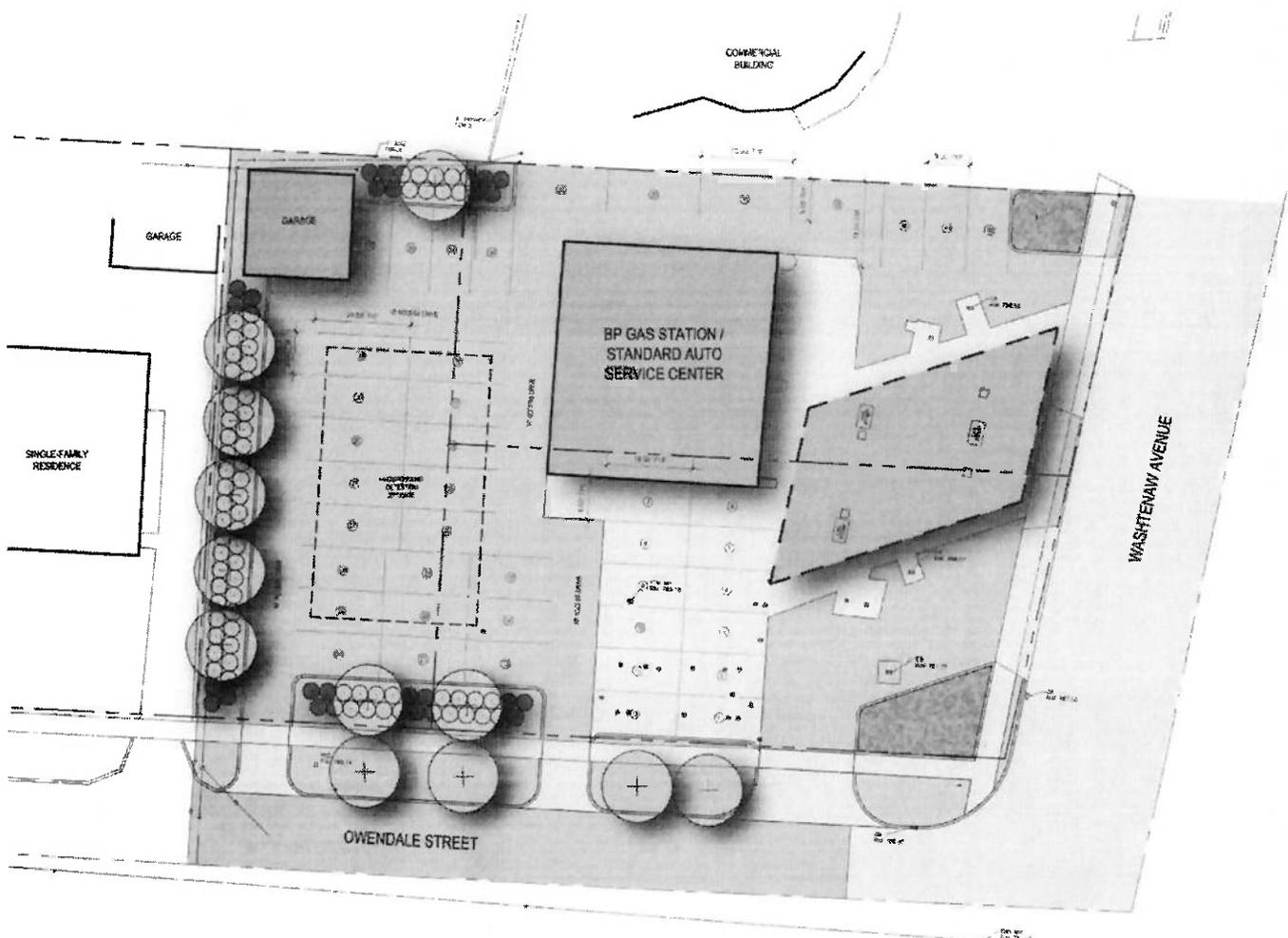
CC: File
Charles Boulard, Building Official
Karl Barr, Assistant City Attorney
James R. Cmejrek, 2201 Medford Rd., Ann Arbor, MI 48104

One South Huron Street
Ypsilanti, MI 48197

Tel (734) 483-9646
Fax (734) 483-7260

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P 4



B R S
Beckett & Ra
 Architects
 1000 E. 11th St.
 Grand Rapids, MI 49503

Contractor

Client
Osama Musa
 Musa Enterprise
 1445 West 27th Ave.
 Grand Rapids, MI 49517

Concept Mas

Level
 1-1

Scale
 1" = 10'-0"
 1/4" = 3'-0"
 1/8" = 1'-0"
 1/16" = 6"-0"

Scale
 1" = 10'-0"
 1/4" = 3'-0"
 1/8" = 1'-0"
 1/16" = 6"-0"

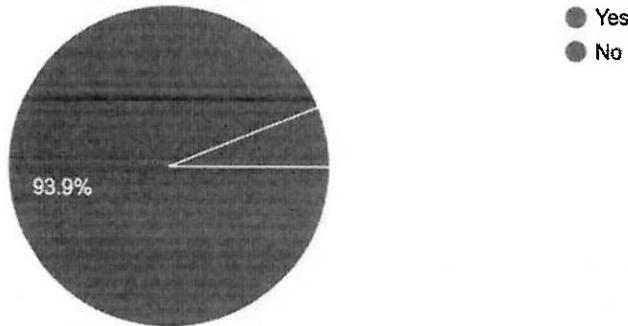


1-1

Do you support this proposal?

Copy chart

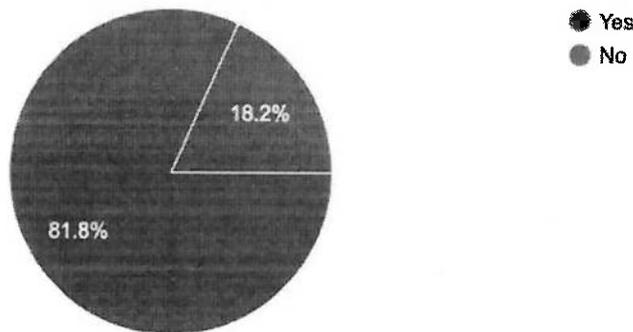
33 responses



Would you like your comments to be presented to the City Council as part of our presentation?

Copy chart

33 responses



Do you have any comments, suggestions, or questions for this proposal?

27 responses

I have an EV, and Ypsi NEEDS more charging!

It is very beneficial to everyone to add pedestrian safe walking options in this part of town

I am a long time resident of the college heights neighborhood and fully support this proposal

Seems like a win for the business and the community.

I think this would be a great addition to Ypsilanti going forward and expanding options for EV owners in bringing them to the area, I believe it would help the bakery, pizza place and coffee business while their vehicles are charging also.

Love the EV stations, I won't use them but support anything that protects the environment. Also love the green space idea, consider using native plants and a rain garden. Anything that fixes/improves the sidewalks is also IMPORTANT!

I'm in support of this rezoning request. The plan seems good to me. It has always seemed to be quite crowded in the parking lot so adding the additional space for parking seems needed. We appreciate the addition of EV charging spots. We appreciate the plan to make Ypsilanti more walkable.

I'm excited for this location to make all these changes, which will beautify this corner even more. This auto repair place has been my go-to and the location I suggest to everyone I know. I'm so excited that this company has continued to grow and build in our community.

This property is not downtown. This seems misleading and makes me skeptical to what else in this proposal is not true.

This is a welcome modification!

It's about time.

Like the people at 481 Owendale purchased their house in 2012. I doubt they ever anticipated that the lot next to them would be rezoned for commercial use. It could cause a devaluation of their own property. Same goes for 480 Owendale- they just purchased their house in 2024. I've also heard from residents on Owendale that Musa Automotive has not always been a good neighbor, with reports of too many cars on that lot, parked cars parked on the sidewalk, cars in queue taking up spaces along the street... and a hostile attitude directed at the residents when they complain about it. How will the EV lot solve some of these problems? Just looking at a Google map I see 5 cars sitting in that residential lot- whether they are employee cars or cars in queue they'll need to go somewhere so the lot can be used for EV charging. I can understand what you're trying to do but fix your current problems and come back in a year and the neighbors might be more welcoming of the project.

This service station has a long history in the area, long known somewhat colloquially as "Bob & Otto's". The modernization/facelift is nice and the additional greenery would be appreciated. It would be nice to see "Bob & Otto's" somehow represented. On my initial read, I thought there were going to be 2 EV chargers and I thought - perfect! one could be nicknamed Bob and one can be nicknamed Otto. Good luck!

This plan is a good and much-needed upgrade for a fixture of the community.

I think more charging stations is a great idea as more and more people buy EVs.

Good afternoon City Council

My thoughts on this expansion, complimentary and community vision is a welcome to say the very least and should be rezoned to fit this visionary family plans Ma'am / Sir.

Lastly I'd like to add I left in 1992 to serve our beloved country and returned some 30 years later to the town that made me want to serve and things have not progressed in a mannerism that other town have in 30 years, if anything from my prospective occupancy have declined a bit in businesses so this is absolutely a change to change by allowing this rezoning to occur for this family business, just as back in the eighties Ypsi cycle business residency was upstairs from there business downtown Ypsilanti

This would be a nice aesthetic improvement and additional service for the community

Musa has been a business owner in Ypsilanti for a long time and has proven that he wants nothing but to improve his business and continue to offer honest, skilled auto repair to the community. I and my family have been customers for over 20 years. The plan Musa is proposing appears to benefit our community and offer a safe place to charge vehicles and park cars awaiting repairs without disputing the adjacent neighborhood. I hope the council sees fit to approve the proposal.

This looks like a great improvement to this business.

Looks like a great idea to me! I'm excited to have more space when I bring my car in for repairs, and to have more chargers. Seems like a good use of that corner space.

The major accessibility problem here is the fact that the sidewalk is so close to Washtenaw Avenue that it is incredibly unsafe for anyone with a disability to traverse. I love the idea of a private business looking to improve their property, as many business owners do not, however, until the main thoroughfare's sidewalk issue is addressed, I cannot support this. Also, the 'Downtown Ypsilanti' header on the flyer is misleading as this is a full two miles from downtown. This alone breeds mistrust and leaves us with a mislead feeling.

We have to push for these things! It will help the profile of Ypsi. High end areas are all putting in infrastructure for electric cars. We should encourage it too.

This station and its owner have been good for the neighborhood.

I love the expansion of ev fueling, the green spaces, and the best part: sidewalk. Washtenaw has been devoid of decent sidewalks my whole life. This is a good proposal.

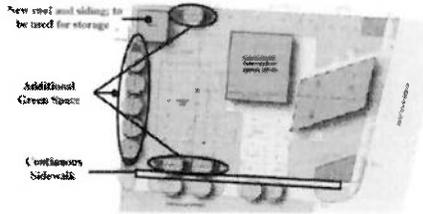
A long established business trying to make a more useful space for themselves and for their customers with an added benefit to the community. The adjacent lot has never had a viable business in the 20 years I've been here. Whole area kind of an eyesore. Win win.

The people who run the gas station are great members of the community. They run an honest and affordable auto shop, they're well-looked by the neighborhood, and I hope their proposal passes as a means of bringing more customers to them and to the community.

Ypsilanti gas station, auto shop seeks public input for proposed expansion

Updated: Apr. 10, 2025, 1:21 p.m. | Published: Apr. 10, 2025, 1:20 p.m.

New Proposed Site Plan



Standard Auto Service and BP Gas Station's proposed site plan for an expansion at 1465 Washtenaw Ave. in Ypsilanti. The owners need conditional rezoning of a residential parcel located behind the business to make it happen. Standard Auto Service and BP Gas Station



By [Sophia Kalakailo](#) | skalakailo@mlive.com

YPSILANTI, MI – The owners of an Ypsilanti auto shop and gas station are seeking community input on a potential expansion and

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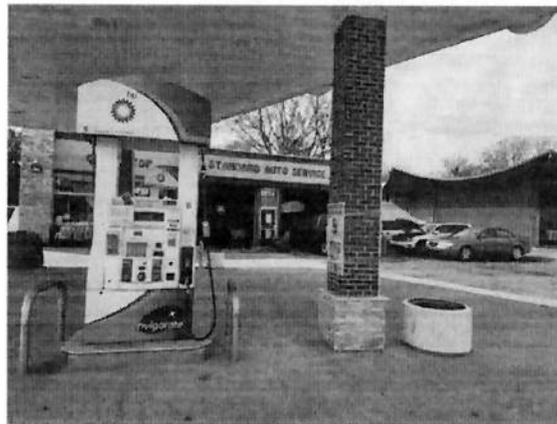


Photo Credit: Odella Florusbosch Photo by Odella Florusbosch / The Eastern Echo

Ypsilanti gas station plans expansion with electric vehicle chargers

By [Odella Florusbosch](#)

May 28, 2025 9:00 am | Updated May 28, 2025 4:05 am

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Eastern Michigan



Goals

ReImagine Washtenaw represents a new vision for Washtenaw Avenue. To achieve this vision, leaders from local government, business, public interest groups, community service associations and residents have created specific land use, design and transportation improvement goals. These goals include:

- *Improve the investment environment*
- *Coordinate community plans and regulations*
- *Promote mixed use, transit oriented, active urban setting*
- *Coordinate public investment to improve alternative transportation*
- *Improved access to transit*
- *Increase pedestrian and bicycle amenities*
- *Encourage infill and redevelopment at key locations*
- *Revitalize adjacent existing neighborhoods*
- *Grow new mixed use neighborhoods*
- *Efficient and safe movement of vehicles*
- *Enhance streetscape*
- *Improve signage*

For more information about these goals, view the [ReImagine Washtenaw Corridor Improvement Study](#).

Why ReImagine Washtenaw?

Existing land use practices along Washtenaw Avenue have resulted in a sprawling and congested, auto-centric development pattern limiting the ability to provide the high quality of place residents' and visitors' expect. These photos help to illustrate some of these issues:





September 17, 2025

**Staff Review of a Conditional
Rezoning Application
487 Owendale St.**

GENERAL INFORMATION

Applicant:	Mohammad Musa
Project:	487 Owendale Conditional Rezoning
Application Date:	August 20, 2025
Public Hearing Date:	September 17, 2025
Location:	Southwest Corner of the Washtenaw and Owendale Intersection
Zoning:	"R-1" Single Family Residential
Master Plan:	Outlying Neighborhood
Action Requested:	Voluntary Conditional Rezoning of the Entire Parcel to "NC" Neighborhood Corridor
Staff Recommendation:	Denial

PROJECT AND SITE DESCRIPTION

The applicant is proposing a conditional rezoning for a lot at 487 Owendale (Parcel #11-11-05-363-017). The property is 0.138 acres (6,011 sq ft). The property is presently zoned "R-1" Single Family Residential. The property owner wishes to rezone the parcel to "NC" Neighborhood Corridor to expand the parking lot accessory to the gas station and vehicle repair shop at 1465 Washtenaw. In addition to the parking lot expansion, the applicant also proposes installing EV charging stations.

Presently, 487 Owendale is "vacant," except for a nonconforming accessory structure (garage). Arborvitaes nearly wrap around the entirety of the lot line, creating a substantial visual barrier between the property and public view.

In 2002, Musa Enterprises LLC acquired an existing filling station and auto repair shop at 1465 Washtenaw. Along with the acquisition, Musa Enterprises reached out to the Planning Department inquiring on the permitted uses for the property to the south (487 Owendale). Nathan Vought, former Planner II, informed the owner that 487 Owendale cannot be used commercially as it was zoned R-1. Musa Enterprises bought the property anyway and chopped down an evergreen tree between the two properties. The city filed an emergency Circuit Court complaint to prevent the removal of any additional trees. The court would later require Musa Enterprises to draw up a site

plan, which they approved, for the two properties in 2006. **It is important to note that the court-approved site plan does not comply with the present zoning standards.**

In 2009, the applicant requested to rezone 487 Owendale from R1 to B2- Community Business, a similar zoning district to NC under the previous zoning iteration. That rezoning request was denied because it was not supported by the Master Plan, and the proposed land use is not compatible with the neighboring uses.

Later in 2021, Musa Enterprises applied again to rezone 487 Owendale, this time, from "R-1" Single Family Residential to "NC" Neighborhood Corridor. The City Planner at the time, Andy Aamodt, recommended denial to the Planning Commission for similar reasons to the 2009 denial. Musa Enterprises ultimately withdrew their application from the agenda before the Planning Commission could review and decide on the application.

No variances or special uses have been approved for the property.

Figure 1: Applicant’s Proposal

Applicant’s Request
<p>Rezone 487 Owendale Street (Parcel 11-11-05-363-017) from R-1 to NC with voluntary binding conditions. The purpose of this rezoning is to allow the parcel to function as a conforming accessory use in conjunction with 1465 Washtenaw Avenue (Parcel 11-11-05-363-018), subject to Section 122-683.</p> <p>The applicant wishes to rezone 487 Owendale St. to serve only as an accessory parking use and EV charging station for the automobile filling station with repair at 1465 Washtenaw Ave.</p>
Voluntary Conditions
<ol style="list-style-type: none"> 1. Following rezoning approval, and immediately upon subsequent site plan approval, but before issuance of required permits, the applicant shall submit a parcel combination request with the two subject parcels (11-11-05-363-017) and (11-11-05-363-018) to be merged as one. A combination instrument shall be recorded with Washtenaw County and documented in the city records. All of the following conditions shall be applicable to Lot 13 of the merged parcel, currently identified as 11-11-05-363-017. 2. No additions of primary structure(s), or expansion of such structures, shall be permitted on Lot 13 upon this conditional rezoning. Current structures shall not be required to be altered or eliminated. 3. This rezoning shall bear no implication or change the legal nonconforming status of the simultaneous fueling and repair uses currently permitted on the currently adjacent parcel (11-11-05-363-018) or lots thereof as part of the future merged parcel. 4. Any subsequent site plan submitted shall include a continuous, ADA-compliant pedestrian connection between the current 487 Owendale area and 1465 Washtenaw. Any subsequent site plan shall also include the minimum amount of ADA parking spaces required by state law. 5. Any subsequent site plan submitted shall include integration of green space. 6. Any subsequent site plan submitted shall include a permitted landscape buffer between the new NC/R-1 border. 7. Any new proposed vehicular access points from Owendale Street shall be subject to city approval. 8. Any EV charging installation shall comply with Section 122-692(c), count toward required parking, and be sited to maintain pedestrian circulation and buffer integrity. 9. No increase in fuel dispensers or service bays shall be permitted on Lot 13 as part of the subsequent submitted site plan. 10. Shall a new site plan of the three lots (11,12,13) not be approved and/or the combination not complete by July 1, 2026, the parcel shall revert to R-1 zoning in accordance with city procedure. If reverted, the subject lot shall revert to current plan and defined uses in 2006 Washtenaw Circuit Court Order.

Items to be Addressed:

- 1465 Washtenaw anchors a nonconforming use.
 - The language proposed in condition 2 may negate nonconforming regulations regarding abandonment established in Section 122-348
 - The language proposed in condition 3 may negate the regulations regarding expansion established in Section 122-348.
- The applicant voluntarily provides in condition 4 that “Any subsequent site plan shall also include the minimum amount of ADA parking spaces required by state law.” Regardless of circumstances, the expansion of any parking lot will automatically require the installation of a compliant number of ADA parking spaces.
- Condition 5 states, “Any subsequent site plan submitted shall include integration of green space.” The language instead should state, “Any subsequent site plan submitted shall integrate green space, subject to city approval.”

- Condition 6 is unnecessary as the zoning ordinance already establishes regulations for screening between conflicting land uses.
- Condition 7: If the Planning Commission and City Council approve the conditional rezoning, vehicular access should not be expanded along Owendale to minimize conflicts between the commercial use and the residential character of the surrounding neighborhood.

Figure 2: Site Aerial (March 2024)

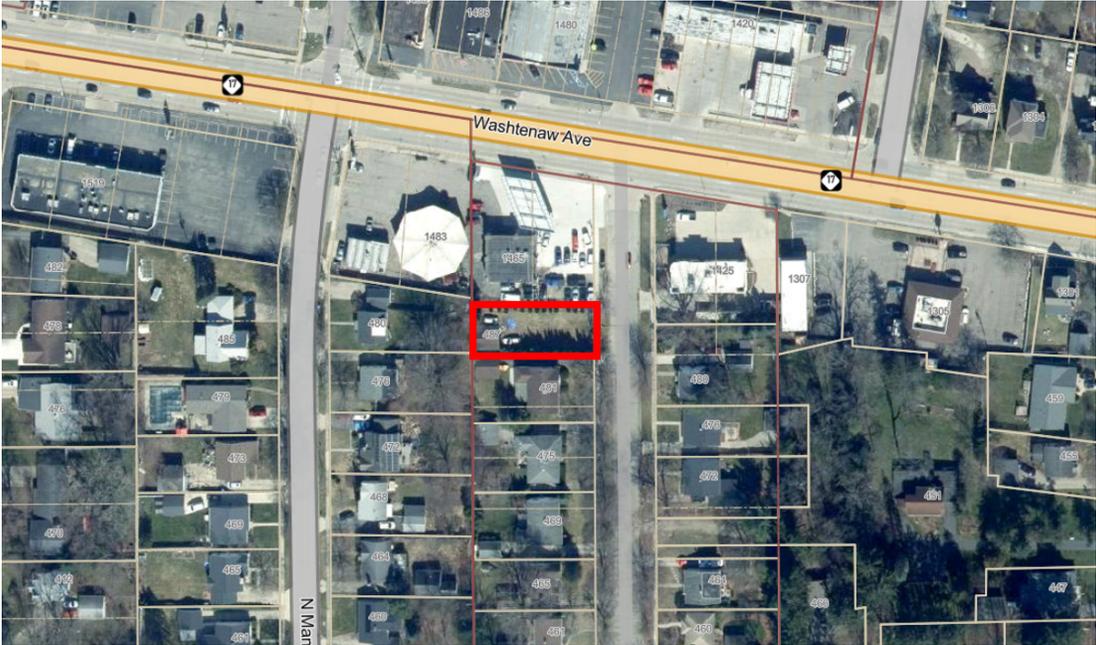


Figure 3: Subject Site Location & Zoning



Figure 4: View of 487 Owendale Site Conditions – Facing Northwest (September 2025)



MASTER PLAN

The City Framework Map takes the place of a future land use map in a traditional master plan.

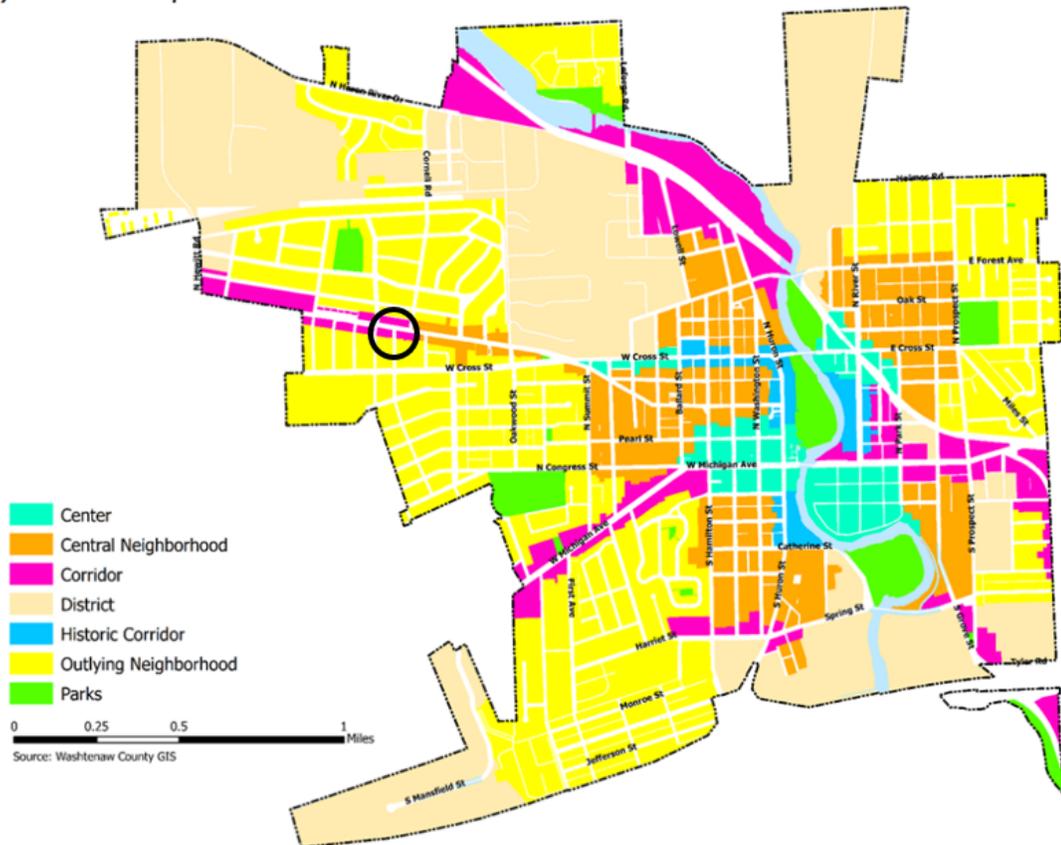
The City Framework Map places 487 Owendale within the "Outlying Neighborhood," and 1465 Washtenaw within the "Corridors."

According to the Master Plan, "Outlying Neighborhoods were built in the middle or later part of the 20th century and were designed as areas for a single type of housing, either single-family or multi-family. These neighborhoods are adjacent to a corridor, but the street network is designed to carry traffic into the neighborhood, not through it. Any non-residential uses, other than schools or parks, are located at the edges, not embedded within the Adopted Master Plan 38 neighborhood."

Conversion of the subject property to Neighborhood Corridor directly conflicts with the intention of the City Framework Map. As stated above, the outlying neighborhoods are found adjacent to major transportation corridors, such as Washtenaw Avenue. Though 487 Owendale is directly adjacent to a property within the Neighborhood Corridor, the Outlying Neighborhoods were designed for a single type of housing; commercial uses, other than schools or parks, are generally not permitted, meaning the expansion of the parking lot serving 1465 Washtenaw will lead to an encroachment of a non-residential use onto a property intended to be used as a single type of housing.

Figure 5: City Framework Map (Subject Area Circled in Black)

Map 11: City Framework Map



EXISTING LAND USE AND ZONING

The property was historically used as a single-family residence; however, the house has since been demolished, and the property is currently vacant, except for a small garage. The subject property is about 122 feet south of Washtenaw Ave, measured closest-point to closest-point.

Figure 6: Surrounding Land Use and Zoning

	LAND USE	ZONING
NORTH	Auto Repair and Gas Station	Neighborhood Corridor (NC)
EAST	Single-Family Residential; Restaurant	Single-Family Residential (R-1); Neighborhood Corridor (NC)
SOUTH	Single-Family Residential	Single-Family Residential (R-1)
WEST	Single-Family Residential	Single-Family Residential (R-1)

REZONING IMPLICATIONS

INTENT

R1- Single-Family Residential district allows for the lowest-intensity residential uses, such as single-family detached dwellings, two-family dwellings (on corner lots only), parks, community gardens, bed & breakfasts/inns as special land uses, and group childcare homes and adult foster care family homes as special uses and accessory uses, respectively. The zoning ordinance states, “the district is designed to provide an environment of predominantly low-density, single-family detached dwellings, along with related facilities such as schools and religious institutions.” The entire permissible uses chart for the R-1 zoning district can be found in Figure 7.

NC- Neighborhood Corridor district allows for low-to-mid intensity commercial uses. The zoning ordinance states that these “have a linear land pattern and are adjacent to residential neighborhoods. The size, form, and scale of buildings and the type and intensity of uses should be complementary to abutting single-family or core neighborhoods, including less intense multiple-family residential building types and uses.” The entire permissible uses chart for the NC zoning district can be found in Figure 9.

Figure 7: Permitted Uses in the R-1 Zoning District

<i>P=Principal, A=Accessory, S=Special Land Use</i>			
USES	R1	NOTES	SPECIFIC REGULATIONS
RESIDENTIAL			
Single-Family Detached Dwelling	P	Manufactured and premanufactured dwellings may be located and installed according to same standards that would apply to a site-built single-family dwelling on the same lot.	
Single-Family Attached Dwellings	P	Permitted on corner lots only, otherwise prohibited.	Corner lot must contain at least 30' of frontage on two or more street sides.
Accessory Dwelling Unit	A		
Two-Family Dwelling	P	Permitted on corner lots only, otherwise prohibited.	Corner lot must contain at least 30' of frontage on two or more street sides.
Home Occupation	A		Section 122-531
Family Child Care Home	A	1-6 children	Must be licensed by the state and must comply with the minimum state standards for such facilities.
Group Child Care Home	S	Up to 12 children	Section 122-521
Adult foster care family homes	A	1-6 adults, excludes facilities licensed by a state agency for care and treatment of persons released from or assigned to adult correctional facilities.	Must be licensed by the state and must comply with the minimum state standards for such facilities.
RECREATION, EDUCATION & PUBLIC ASSEMBLY			
Park	P		
Primary & Secondary Schools (public & private), less than 15,000 square foot footprint	S	Public schools are only subject to State regulations regarding location and construction.	Section 122-553
Post-secondary educational institutions (public & private) , less than 15,000 square foot footprint	S	Public schools are only subject to State regulations regarding location and construction.	Section 122-553
Religious institution, less than 15,000 square foot footprint	S		Section 122-550
Municipal, county, regional & state service uses	S		Section 122-542
SERVICES			
Bed & Breakfast or Inn	S		Section 122-520
Farmers' Market	A		When accessory to a nonresidential use. Temporary use only.
Garage Sales	A		Section 122-528

<i>P=Principal, A=Accessory, S=Special Land Use</i>			
USES	R1	NOTES	SPECIFIC REGULATIONS
INFRASTRUCTURE			
Essential Services	P		Section 122-524
Communication Devices	A		Article V, Division 3
Alternative Energy	A		Section 122-513
GARDENS/COMMUNITY GARDENS			
Community Gardens	P		Exempt from area regulations in §122-422. Subject to §122-529
Toolhouses, sheds, garages, and other similar buildings for the storage of domestic supplies	A		Must meet accessory structure regulations for lot coverage and maximum floor area. Rear or side yard only.
Passive solar building	A		Must meet accessory structure regulations for lot coverage. Rear or side yard only. Must meet regulations in §122-422, with an exception for an up to 200 sq ft passive solar building if floor area of existing detached accessory structures are less than 200 sq ft or equal to the gross floor area of the ground floor of the principal structure. Maximum square footage is 800 sq ft.

COMMENTS: The R-1 zoning district permits garages as an accessory use, not a primary use. Since the single-family home was demolished from the property, the existing garage has become nonconforming.

Figure 8: R-1 Non-Use and Dimensional Regulations

(a) OVERALL SITE REGULATIONS	
(1) Maximum Lot Coverage	
Residential Uses	35%
Non-residential Uses	50%
(2) Parking Setbacks <i>(non-residential uses only; residential uses covered by §122-682)</i>	
Front & side street yard	Not allowed
Side and rear yards	10 feet
(3) Minimum Lot Width	
Lot width	30 ft.
(4) Outdoor Lighting	

(a) OVERALL SITE REGULATIONS		
See §122-609		

(b) PRINCIPAL AND ATTACHED ACCESSORY STRUCTURES		
<i>Also subject to Article VI, Division 4</i>		

(1) Height		
-------------------	--	--

Maximum height	30 feet or 2.5 stories, whichever is shorter	See exceptions in §122-613. Highest point of accessory dwelling unit may match, but shall not exceed highest point of principal structure.
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(2) Residential Uses		
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Lot size, minimum	3,000 square feet	
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Front yard setback, minimum	25 feet	Where an existing front yard setback line has been established by existing residential dwellings occupying 50 percent or more of the frontage within the same block on the same side of the street, the depth of the front yard must be within the range so established.
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Side yard setback, minimum	4 feet	
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Side yards (combined) setback, minimum	12 feet	
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Street Side yard setback, minimum	8 feet	
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Rear yard setback, minimum	25 feet	
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Corner Lots	Platted or of record after August 8, 1984	Front yard regulations apply to each street side of the corner lot. The rear yard requirements for a corner lot apply to the open space which is opposite and most distant from the front lot line as designated in the plat and/or in the request for a building permit.
	Platted or of record prior to August 8, 1984	Front yard regulations apply only along the front lot line as designated in the plat and/or in the request for a building permit. The yard along the second street must meet the requirements for side yards on corner lots as specified in the district regulations.

Usable floor area, minimum	500 sf	
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(3) Non-residential uses		
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Front yard minimum	25 feet	Where an existing front yard setback line has been established by existing residential dwellings occupying 50 percent or more of the frontage within the same block on the same side of the street, the depth of the front yard must be within the range so established.
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Side yard minimum	8 feet	
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Side yards (combined) minimum	Equal to the height of the structure or the setbacks required for residential uses, whichever is greater.	
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(b) PRINCIPAL AND ATTACHED ACCESSORY STRUCTURES		
<i>Also subject to Article VI, Division 4</i>		
Street side yard minimum	8 feet	
Rear yard minimum	25 feet	
Corner Lots	Platted or of record after August 8, 1984	Front yard regulations apply to each street side of the corner lot. The rear yard requirements for a corner lot apply to the open space which is opposite and most distant from the front lot line as designated in the plat and/or in the request for a building permit
	Platted or of record prior to August 8, 1984	Front yard regulations apply only along the front lot line as designated in the plat and/or in the request for a building permit. The yard along the second street must meet the requirements for side yards on corner lots as specified in the district regulations.

(c) DETACHED ACCESSORY STRUCTURES		
<i>Also subject to Article VI, Division 4</i>		
(1) Height		
Maximum height	15 feet	Highest point of accessory dwelling unit may match, but shall not exceed highest point of principal structure.
(2) Size of Accessory Buildings		
Maximum Floor Area	The gross ground floor area of all accessory buildings must not exceed gross floor area of the ground floor of the principal structure, nor cause lot coverage regulations for all buildings and paved surfaces on-site to be exceeded.	
(3) Fences		
Front Yard	No more than 4' height and 50% opacity	<ul style="list-style-type: none"> • Opacity is measured by the observation of any two (2) square yard area of fence between one (1) foot above the ground level and the top of the fence. The observation is from a direction perpendicular to the place of the fence. • Subject to §122-635 • Subject to §122-675
Side, Street Side, and Rear Yards	6' height max, no opacity restriction	
(4) Buildings Accessory to Residential Uses		
Front yard	Not allowed	
Side yard minimum	3 feet	1 foot if lot line abuts an alley
Street Side yard	Not allowed	
Rear yard minimum	3 feet	1 foot if lot line abuts an alley, 12 feet for a through lot
Distance from principal structure, minimum	7 feet	Minimum distance to comply with fire regulations and/or building code, if greater than minimum listed. An attached enclosure or roof over a pathway between buildings on a lot, such as a breezeway, is exempt from this setback provided it is 8 feet or less in width and 15 feet or less in height.
(5) Buildings Accessory to Non-residential uses		
Front yard	Not allowed	

(c) DETACHED ACCESSORY STRUCTURES		
<i>Also subject to Article VI, Division 4</i>		
Side yard minimum	3 feet	1 foot if lot line abuts an alley
Street Side yard minimum	8 feet	
Rear yard minimum	3 feet	1 foot if lot line abuts an alley, 12 feet for a through lot
Distance from principal structure minimum	5 feet or minimum to comply with fire regulations and building code, whichever greater.	

COMMENTS: In March of 2006, Nathan Voght, formerly Planner II, wrote a zoning verification letter addressing 487 Owendale’s (The letter is attached to the rezoning application as Appendix P4). Notably, it was stated that the lot’s size is nonconforming, making it impossible to build a single-family home without the issuance of a variance. Today, however, 487 Owendale meets all site dimensional requirements for the construction of a single-family home, meaning the site is no longer a nonconforming lot.

Figure 9: Permitted Uses in the NC Zoning District

<i>P=Principal, A=Accessory, S=Special Land Use, -- = Not Permitted</i>					
USES	HC	NC	GC	NOTES	SPECIFIC REGULATIONS
RESIDENTIAL					
Single-Family Detached Dwelling	P	--	--		
Single-Family Attached Dwelling	--	P	P		In "Townhome" building type only
Accessory Dwelling Unit	A	--	--		
Two-family dwelling units	P	P	P		
Multiple Family Dwellings, maximum of 4 units per building	P	P	P		
Multiple Family Dwellings, more than 4 units per building	S	S	P		Section 122-541
Apartments located above ground floor of permitted nonresidential uses	P	P	P		
Apartments located below the ground floor of permitted nonresidential uses	P	P	P		
Home Occupation	A	A	A		Section 122-531
Family Child Care Home	A	A	A	1-6 children	Must be licensed by the state and must comply with the minimum state standards for such facilities.
Group Child Care Home	A	A	A	Up to 12 children	Section 122-521

<i>P=Principal, A=Accessory, S=Special Land Use, -- = Not Permitted</i>					
USES	HC	NC	GC	NOTES	SPECIFIC REGULATIONS
Adult foster care family homes	A	A	A	1-6 adults	Must be licensed by the state and must comply with the minimum state standards for such facilities.
RECREATION, EDUCATION & PUBLIC ASSEMBLY USES					
Parks	P	P	P		
Outdoor recreation	--	S	P		Section 122-533
Museums & libraries, less than 15,000 square feet	P	P	--		
Museums & libraries 15,000 square feet or more	S	S	--		
Primary & Secondary Schools (public & private)	S	S	--	Public schools are only subject to State regulations regarding location and construction.	Section 122-552
Post-secondary educational institutions (public & private)	S	S	--	Public schools are only subject to State regulations regarding location and construction.	Section 122-552
Religious institution	S	S	--		Section 122-550
Private assembly, including banquet halls	S	S	--		
Indoor recreation less than 15,000 square feet	--	P	P		
Indoor recreation 15,000 square feet or more	--	--	P		
Municipal, county, regional & state service uses	S	P	P		Section 122-542
Public Art	A	A	A		
SERVICES					
Business and professional offices, less than 15,000 square feet	P	P	P		
Business and professional offices, 15,000 square feet or more	--	S	P		
Financial services, including banks, less than 15,000 square feet	P	P	P		Drive through or drive-in facilities require special land use
Financial services, including banks, 15,000 square feet or more	--	S	P		Drive through or drive-in facilities require special land use.
Homeless Shelter	--	--	P		Section 122-532

<i>P=Principal, A=Accessory, S=Special Land Use, -- = Not Permitted</i>					
USES	HC	NC	GC	NOTES	SPECIFIC REGULATIONS
Personal service establishments, less than 15,000 square feet	P	P	P		
Personal service establishments, 15,000 square feet or more	--	--	P		
Body art facilities	--	--	P		
Offices for skilled trade services including but not limited to plumbing, electric, heating, and painting establishments	--	S	P		Section 122-544
Printing services, including but not limited to: publishing, engraving, photo development, lithographing, silk screening and three-dimensional printing	--	S	S		Section 122-549
Bed & Breakfast or Inn	P	S	--		Section 122-520
Hotels & motels	--	--	P		
Child Care Centers	S	P	P		Section 122-521
Funeral homes	S	S	S		
Laundromats and dry cleaners, less than 15,000 square feet	--	P	P		No dry cleaning on premises.
Laundromats and dry cleaners, 15,000 square feet or more	--	--	P		No dry cleaning on premises.
Nursing Homes	S	--	S		Section 122-543
Medical or dental clinics, less than 10,000 square feet	P	P	P		
Medical or dental clinics, 10,000 square feet or more	S	S	P		
Veterinary hospitals and clinics	--	S	S		Section 122-556
Kennels, commercial	--	--	S		Section 122-535
Substance abuse treatment facilities	--	--	S		Section 122-554
Catering services, less than 15,000 square feet	P	P	P		
Catering services, 15,000 square feet or more	--	--	P		
Self-storage	--	--	P		Section 122-553
COMMERCIAL					
Retail stores, less than 15,000 square feet	S	P	P		
Retail stores, greater than 15,000 square feet	--	--	P		

<i>P=Principal, A=Accessory, S=Special Land Use, -- = Not Permitted</i>					
USES	HC	NC	GC	NOTES	SPECIFIC REGULATIONS
Resale stores	--	P	P		
Arts & crafts studios	P	P	P		
Food stores, excluding sale of alcohol, less than 15,000 square feet	S	P	P		
Food stores, with sale of alcohol, less than 15,000 square feet	--	S	P		
Food stores greater than 15,000 square feet with or without sale of alcohol	--	--	P		
Commercial Greenhouse			P		
Farmers' market and other open-air markets	--	P	P		
Outdoor retail sales	--	S	S		Section 122-545
Firearms Sales Establishments	--	--	S		Section 122-527
Designated consumption establishment	--	--	S		Section 122-522
Marihuana retailers and/or provisioning centers	--	--	S		Section 122-538
Marihuana retailers and/or provisioning centers, less than 5,000 square feet gross floor area	--	S	S		Section 122-538
RESTAURANTS					
Carry-out and/or delivery restaurant	--	P	P		
Café or coffee shop	P	P	P		
Sit-down, with seating limit of 50 seats	P	P	P		
Sit-down, no seating limit	--	--	P		
Bar/Lounge	--	S	P		
Tasting room and accessory to microbrewer/ small distiller/ small wine maker	--	S	P		Carry-out sales allowed with proper licenses.
Fast Food	--	S	P		Must be located on major thoroughfare. Drive through or drive-in facilities require special land use.
Drive through restaurant of any type	--	--	S		Section 122-523
Outdoor cafes	A	A	A		Section 122-547
AUTO-ORIENTED					
Parking lot	--	--	S	Permitted as an accessory use without special use permit.	Section 122-519
Parking Garage	--	--	S		Section 122-518

<i>P=Principal, A=Accessory, S=Special Land Use, -- = Not Permitted</i>					
USES	HC	NC	GC	NOTES	SPECIFIC REGULATIONS
Automobile Sales	--	--	S		
Automobile Filling Station - no repair	--	S	S		Section 122-516
Automobile Filling Station with repair	--	--	S		Sections 122-516 and 122-515
Automobile Wash & Detailing	--	--	S		
Automobile Repair	--	--	S		Section 122-515
Automobile repair, less than 5,000 square feet	--	P	P		All repair and storage must be within a fully enclosed building. Business hours are limited to 7:00am to 10:00pm.
Automobile Share Parking	A	A	A		
Automobile rental or share organization (parking, storage, wash & repair)	--	--	S		
Vehicle, Recreational Vehicle, Storage and Towing	--	--	S		
RESEARCH					
Laboratories	--	--	S		
Research & Development	--	--	S		
PRODUCTION, MANUFACTURING & DISTRIBUTION					
Craft production, clothing production or food production, less than 16,000 square feet	--	P	P		
Craft production, clothing production or food production, 16,000 square feet or greater	--	--	S		
Microbrewer/ small distiller /small wine maker, less than 16,000 square feet	--	P	P		
Microbrewer/ small distiller /small wine maker, 16,000 square feet or greater	--	--	S		Carry-out sales allowed with proper licenses.
Wholesale or distribution facility with total gross floor area of less than 16,000 square feet	S	S	P		
Wholesale or distribution facility with total gross floor area 16,000 square feet or greater	--	--	S		
Marihuana growing and/or processing facility	--	--	S		Section 122-536

<i>P=Principal, A=Accessory, S=Special Land Use, -- = Not Permitted</i>					
USES	HC	NC	GC	NOTES	SPECIFIC REGULATIONS
Marihuana microbusiness	--	--	S		Section 122-537
Marihuana secure transporter	--	--	S		Section 122-540
TEMPORARY USES					
Mobile Food Establishments	--	P	P		Section 122-335
INFRASTRUCTURE					
Essential Services	P	P	P		Section 122-524
Communication Devices	A	A	A		Article V, Division 3
Alternative Energy	A	A	A		Section 122-513
GARDENS/COMMUNITY GARDENS					
Passive solar building	A	A	A		Must meet accessory structure regulations for building type. Maximum square footage is 800 square feet in the HC zoning district.
Community gardens	--	A	A		Section 122-529
PERFORMANCE OR STRUCTURES REQUIRING SPECIAL LAND USE					
Operation between 2 a.m. and 6 a.m. during any 24-hour period	--	S	S		
Drive through facilities	--	S	S		Section 122-523
Ongoing outdoor retail sales or display	--	S	S		Section 122-545
Outdoor storage	--	S	S		Section 122-546

COMMENTS: While automobile filling stations are permitted as a special land use in the Neighborhood Corridor zoning district, automobile filling stations with repair are not; meaning the present use at 1465 Washtenaw is a legal nonconformity. Rezoning 487 Owendale, to Neighborhood Corridor, to expand the parking lot as an accessory use to the filling station with repair, would lead to the expansion of a nonconformity. Ultimately, expanding a nonconforming use is not permitted per Section 122-348(a)(2).

Section 122-348(a)(2): "A nonconforming use of land must not be expanded or extended beyond the area it occupies."

Figure 10: Section 122-348: Nonconforming Use of Land

A nonconforming use of land occurs when property is used for a purpose or in a manner which was lawfully in existence before this chapter was adopted, but has become nonconforming under the terms of this chapter or its amendments.

(a) A nonconforming use of land occurs when property is used for a purpose or in a manner which was lawfully in existence before this chapter was adopted, but has become nonconforming under the terms of this chapter or its amendments.

(1) **Change.** The nonconforming use of land must not be changed to any other use except to a use permitted in the district in which the land is located.

- (2) **Expansion.** A nonconforming use of land must not be expanded or extended beyond the area it occupies.
 - (3) **Moving.** No such nonconforming use must be moved in whole or in part to any other portion of the lot or 60 parcel occupied by such use at the effective date of adoption or amendment of this chapter.
 - (4) **Abandonment.** If the nonconforming use of land is discontinued for a period of 365 consecutive days, where there is an intent demonstrated by the property owner to abandon the nonconforming use, such use shall not be renewed, and any subsequent use of the land must conform to the regulations of the district in which the land is located. A nonconforming use may be determined to be abandoned if the use has ceased and one (1) or more of the following conditions exist, that said condition(s) demonstrating intent on the part of the property owner to abandon the nonconforming use:
 - i. One (1) or more utility meters, such as water, gas and electricity to the property, have been removed;
 - ii. The property, buildings and/or grounds are unsafe or unsanitary, as described in Chapter 18, Article V;
 - iii. Cessation of business operations;
 - iv. Receipt of a written declaration by the property owner.
 - v. Signs or other indications of the existence of the nonconforming use have been removed;
 - vi. Removal of equipment or fixtures that are necessary for the operation of the nonconforming use;
 - vii. Failure to maintain current licenses, certificates, permits, registrations or other appropriate documentation for the nonconforming use;
 - viii. Bank or tax foreclosure;
 - ix. Operation or maintenance of a permitted or different use at the property; or
 - x. Other actions or omissions, which in the opinion of the Planning or Building Department(s), evidence an intention of the part of the property owner to abandon the nonconforming use.
- (b) A nonconforming use of land is not eligible for class A nonconforming designation.

COMMENTS: 1465 Washtenaw has been deemed a legal nonconformity. The proposal to rezone 487 Owendale to Neighborhood Corridor to expand parking accessory to the nonconforming use at 1465 Washtenaw directly conflicts with Section 122-348(a)(2).

Figure 11: Allowed Building Types

BUILDING TYPE		CN-SF	CN-MID	CN	C	HC	NC	GC	HHS
MA	Mansion	L	L	L	--	L	--	--	--
ES	Estate	P	P	P	--	P	P	--	--
HS	House	P	P	P	--	P	P	--	P
CO	Cottage	P	P	P	--	--	--	--	--
TH	Townhouse	--	P	P	L	--	P	--	P
AH	Apartment House	--	P	P	P	P	P	--	P
CA	Courtyard Apartment	--	--	P	L	P	P	P	--
AB	Apartment Building	--	--	P	L	L	P	P	--
CS	Commercial/Mixed-Use Small	--	--	L	P	P	P	P	--
CM	Commercial/Mixed Use Medium	--	--	--	P	P	P	P	--
CL	Commercial/Mixed Use Large	--	--	--	P	--	--	P	P
SC	Single Story Commercial Building	L	L	L	--	L	P	P	--
LS	Large Single Story Commercial Building	--	--	--	--	--	--	P	P
MB	Multiple Story	--	--	--	P	--	--	P	P
IT	Institutional	L	L	L	L	L	L	L	L

COMMENTS: None.

REZONING CONSIDERATIONS 122-362(c)

Conditional Zoning Map Amendment. For a change in the Zoning Map with voluntary conditions, the Planning Commission shall consider, and the City Council may consider, whether the proposed rezoning and voluntary conditions meet the following conditions (with staff responses to each):

(1) The voluntary conditions are first offered and heard at a public meeting.

COMMENTS: The applicant proposed 10 voluntary conditions as part of the application. A public hearing will be held on September 17, 2025, regarding this application.

(2) The rezoning and voluntary conditions are consistent with the policies, guiding values and City Framework (Future Land Use Map) of the Master Plan, including any subarea or corridor studies. If conditions have changed since the current Master Plan was adopted, the consistency with recent development trends in the area.

COMMENTS: The rezoning and voluntary conditions are not consistent with the policies, guiding values, and City Framework Map of the Master Plan. Many of the voluntary conditions would already be required by the zoning code and/or other state/federal laws.

Rezoning 487 Owendale to Neighborhood Corridor would not be consistent with the City Framework Map, as 487 Owendale is within the Outlying Neighborhoods.

Additionally, the automobile filling station with repair use occurring at 1465 Washtenaw is a nonconforming use. Combining 487 Owendale and 1465 Washtenaw would constitute the expansion of a nonconforming use. Expanding the parking lot accessory to a nonconforming use is also not permitted. Lastly, the property is likely considered overparked, meaning the expansion of the parking lot is simply not possible zoning-wise.

(3) The rezoning and voluntary conditions are consistent with the description and purpose of the district of the property.

COMMENTS: The rezoning and voluntary conditions are not consistent with the description and purpose of the Neighborhood Corridor zoning district, as an automobile filling station with repair is a nonconforming use.

(4) The rezoning and voluntary conditions sustains the site's physical, geological, hydrological and other environmental features with the potential uses allowed in the proposed zoning district.

COMMENTS: Yes and No. The rezoning could potentially have a negative environmental effect on the site and neighboring sites, considering hazards and leaks that can be attributed to heavy auto use. However, a Site Plan Review and engineering review would be conducted prior to construction, and would help mitigate any potential physical, geological, or hydrological impacts of any kind.

(5) The property proposed to be re-zoned can accommodate the requirements of the proposed zoning district and voluntary conditions.

COMMENTS: The proposed rezoning would change the property from a Euclidean-based zoning district to a form-based zoning district. The applicant wishes to expand parking, which is not defined as a building type. The site "could" accommodate expanded parking; however, that would directly conflict with numerous aspects of the zoning ordinance and Master Plan. Additionally, while any future development would need site plan approval, the proposal is expected to be a very cramped commercial site.

Owendale St. is a residential street, accustomed to residential traffic and lower levels of on-street parking. A commercial use on Owendale St would greatly increase traffic, on-street parking, and overall usage of the residential street.

(6) All the potential uses and building types allowed in the proposed zoning district under the voluntary conditions are compatible with surrounding uses, buildings, and zoning in terms of land suitability, impacts on the environment, impacts on the transportation network, density, nature of use, aesthetics, infrastructure, and potential influence on property values.

COMMENTS: The proposed use and building types are not compatible with the surrounding land uses and neighborhood character. The zoning ordinance and master plan intend a single-family use for 487 Owendale, not a parking lot. If the conditional rezoning is approved, the applicant will need to provide a substantial screening buffer to protect the residential character of the surrounding neighborhood. The expansion of the parking lot would increase the property value of 487 Owendale; however, it may harm the property values of surrounding properties.

Additionally, while the R-1 zoning districts do not outline required *Building Types*, R-1 developments tend to be one to two-story single-family detached dwellings with required minimum front, rear, and side setbacks. The NC zoning district can allow for a wide variety in residential building types, but (hypothetically) also allows for up to Commercial/Mixed-Use Medium. As the lot is dimensioned now, a Commercial/Mixed-Use Small would be a more realistic hypothetical and would allow for up to a 5-story building. While there are areas of the city

where this density and scale could be implemented, this conflicts with the present character of the Owendale single-family neighborhood.

(7) The capacity of City infrastructure and services are sufficient to accommodate the uses permitted in the requested district under the voluntary conditions without compromising the health, safety, sustainability and welfare of the City.

COMMENTS: The use should not have a significant impact on city infrastructure or services; however, the expansion of the parking lot may harm the welfare of the city, as the expanded parking lot would increase stormwater flow in the city's stormwater system. Additionally, while the parking lot would be privately owned, the expansion would create an expensive long-term maintenance obligation that renders very little economic value in return.

(8) The rezoning and voluntary conditions will not negatively impact the condition of any nearby parcels considering existing vacancy rates, current per-square-foot lease or sale rates, and other impacts.

COMMENTS: The rezoning may decrease the desirability and property values of the surrounding neighborhood.

(9) The rezoning and voluntary conditions are consistent with the trend of development in the neighborhood or surrounding area.

COMMENTS: The rezoning and voluntary conditions are not consistent with the trend of development in the surrounding area of the neighborhood. A single-family home would be consistent.

(10) The voluntary conditions bear a reasonable and rational relationship to the property for which rezoning is requested.

COMMENTS: Most of the voluntary conditions would already be required by the zoning ordinance and/or state/federal law.

(11) The voluntary conditions shall run with the land, and may only be removed or changed through another act of rezoning.

COMMENTS: None.

STAFF RECOMMENDATION

Staff recommends that the Planning Commission recommend City Council **deny** the proposal of rezoning 487 Owendale St. to "NC" Neighborhood Corridor with the following findings:

1. The rezoning and voluntary conditions are inconsistent with the policies, guiding values, and City Framework of the Master Plan.
2. The rezoning and voluntary conditions are inconsistent with the description and purpose of the district of the property.
3. The proposed property to be re-zoned cannot accommodate the requirements of the proposed zoning district and voluntary conditions.
4. All of the potential uses and building types allowed in the proposed zoning district are incompatible with surrounding uses, buildings, and zoning in terms of land suitability, impacts on the environment, impacts on the transportation network, density, nature of use, aesthetics, infrastructure, and potential influence on property values
5. The rezoning and voluntary conditions may be detrimental to the financial stability and economic welfare of the surrounding neighborhood.
6. The rezoning and voluntary conditions are not consistent with the trend of development in the neighborhood or surrounding area.
7. The property in question was correctly zoned when this Chapter was adopted.

Joshua Burns
City Planner, Community Services Division



**CITY OF YPSILANTI
PLANNING COMMISSION MEETING
DRAFT MINUTES
Wednesday, September 17th, 2025 @ 7:00 PM
Council Chambers
One South Huron, Ypsilanti, MI 48197**

I. Call to Order | 7:23 PM

II. Roll Call

Brian Jones-Chance, Chair – Present
Matt Dunwoodie, Vice-Chair – Excused Absence
Mike Davis Jr. – Present
Phil Hollifield – Present
Amanda Smith – Present
Carl Schier – Unexcused Absence
Michelle Marin – Excused Absence
Greg Woodring – Present
Vacant

*Motion to excuse the absence of Commissioners Dunwoodie and Marin.
--Moved by Hollifield. Seconded by Smith. Yays – 5, Nays – 0, motion carries*

III. Agenda Approval

September 17th, 2025, Agenda.

Commissioner Davis Jr. suggested to amend the agenda so that the EMB ordinance agenda item and the Planning Commission Annual Bylaw Review agenda items to the end of New Business.

*Motion to approve the agenda as amended.
--Moved by Davis Jr. Seconded by Hollifield. Yays – 5, Nays – 0, motion carries*

IV. Approval of Minutes

August 20th, 2025, Planning Commission Draft Minutes.

*Motion to approve the August 20th, 2025, draft minutes as presented.
--Moved by Jones-Chance.*

*****Motion to approve minutes not seconded or voted on and will return as an agenda item at the next regular meeting.***

V. Public Comments

Motion to open public comments to the Planning Commission.

--Moved by Smith. Seconded by Davis Jr. Yays – 5, Nays – 0, motion carries

No public comments occurred.

Motion to close public comments to the Planning Commission.

--Motion made by Smith. Seconded by Woodring. Yays – 5, Nays – 0, motion carries.

VI. Committee Reports

Non-Motorized Advisory Committee (NMAC) (Commissioner Davis Jr.)

Commissioner Davis Jr. – Planning Commissioner and Liaison to NMAC

The NMAC is working on creating an advocacy communication plan to increase communication for non-motorized and is waiting on updates from the City DPW staff to move forward with next steps. Some committee members operated booths for Fall River Day and plan to operate a booth for First Fridays in October.

VII. Presentations - None

VIII. Public Hearing Items

A. 908 N Congress St. — Craft Manufacturing & Retail — Adaptive Reuse Planned Unit Development (PUD)

Applicant: Steve Wisinski – Present

Motion to open public comments to the Planning Commission.

--Moved by Hollifield. Seconded by Smith. Yays – 5, Nays – 0, motion carries

Spencer Michaud, Resident at 5 N Summit – Participant shares a lot line with the 908 N Congress, and is concerned with noise from power tools, hours of operation, light pollution, and parking. Past work with power tools on the property with prior owners was disruptive.

Darrell Hawley, Resident in neighborhood – Participant shared that past use and vacancy has created issues in the community and is in support of the proposed use, which they view as an asset to the community.

Motion to close public comments to the Planning Commission.

--Moved by Woodring. Seconded by Davis Jr. Yays – 5, Nays – 0, motion carries

Motion to approve the Adaptive Reuse Planned Unit Development for the craft manufacturing and retail use at 908 N Congress with the following findings, waivers, and conditions:

Findings:

1. The application substantially complies with Sections 122-309, 122-311, 122-702, 122-703, and 122-706.

Waivers:

1. Approval of a waiver from the dumpster enclosure requirements established in Section 122-608.
2. Approval of a 20% waiver from the parking requirements established in Section 122-691 due to the site's highly walkable location and adequate access to public transportation.

Conditions:

1. The applicant shall ensure that the fence along the eastern property line complies with Section 122-442.
2. The applicant shall revise the photometric plan, ensuring lighting levels do not exceed 0.5 fc from the lot line. Additionally, outdoor lighting shall not exceed a maximum color temperature of 3000 Kelvin.
3. The applicant shall propose additional landscaping along the western property line to further comply with Section 122-634.
4. The applicant shall install a bike rack able to accommodate 2 bikes at minimum.
5. The applicant shall remove the vegetation growing in the expansion joints of the sidewalk to prevent further decay.
6. The applicant shall repair and/or replace all concrete surfaces in poor condition.
7. If refuse pickup is determined to be insufficient, due to multiple code violations within 365 days, the City Planner may require a revised waste management plan.
8. The development is subject to the approval of the Building Department, and any work done within the right-of-way shall receive approval from the Department of Public Works.

--Moved by Davis Jr. Seconded by Hollifield. Yays – 5, Nays – 0, motion carries

Brian Jones-Chance, Chair – Support

Mike Davis Jr. – Support

Phil Hollifield – Support

Amanda Smith – Support

Greg Woodring – Support

B. 487 Owendale St. - Single Family Residential (R-1) to Neighborhood Corridor (NC) - Conditional Rezoning

Applicant: Adham Musa – Present

Motion to open public comments to the Planning Commission.

--Moved by Davis Jr. Seconded by Woodring. Yays – 5, Nays – 0, motion carries

No public comments occurred.

Motion to close public comments to the Planning Commission.

--Moved by Woodring. Seconded by Davis Jr. Yays – 5, Nays – 0, motion carries

Motion to deny the proposal of rezoning 487 Owendale Street to “NC” Neighborhood Corridor with the following findings:

Findings:

1. The rezoning and voluntary conditions are inconsistent with the policies, guiding values, and City Framework of the Master Plan.
2. The rezoning and voluntary conditions are inconsistent with the description and purpose of the district of the property.
3. The proposed property to be re-zoned cannot accommodate the requirements of the proposed zoning district and voluntary conditions.
4. All of the potential uses and building types allowed in the proposed zoning district are incompatible with surrounding uses, buildings, and zoning in terms of land suitability, impacts on the environment, impacts on the transportation network, density, nature of use, aesthetics, infrastructure, and potential influence on property values
5. The rezoning and voluntary conditions may be detrimental to the financial stability and economic welfare of the surrounding neighborhood.
6. The rezoning and voluntary conditions are not consistent with the trend of development in the neighborhood or surrounding area.
7. The property in question was correctly zoned when this Chapter was adopted.

--Moved by Smith. Seconded by Davis Jr. Yays – 4, Nays – 1, motion carries

Brian Jones-Chance, Chair – Support

Mike Davis Jr. – Support

Phil Hollifield – Opposed

Amanda Smith – Support

Greg Woodring – Support

IX. Old Business

A. 775 S. Grove St. — Drive-Through Pharmacy & Doctor's Office — Site Plan & Special Use Applications

Applicant: Sam Beydoun – Present

Motion to approve the special use permit for the drive-thru pharmacy at 775 S Grove Street, with the following findings and conditions:

Findings:

1. The application substantially complies with Sections 122-324 and 122-326.

Conditions:

1. The special use approval shall be subject to the approval of the site plan.

--Moved by Davis Jr. Seconded by Hollifield. Yays – 5, Nays – 0, motion carries

Brian Jones-Chance, Chair – Support

Mike Davis Jr. – Support

Phil Hollifield – Support

Amanda Smith – Support

Greg Woodring – Support

Motion to approve the site plan for the medical clinic and a drive-thru pharmacy at 775 S Grove Street with the following findings and conditions:

Findings:

1. The application substantially complies with Sections 122-309 and 122-311.

Conditions:

1. The applicant shall verify, using truck turning templates, that a refuse truck can collect trash without interfering with parking.
2. The applicant shall provide dumpster enclosure design specs indicating compliance with Section 122-608.
3. The development is subject to the approval of the Building Department and any work done within the right-of-way shall receive approval from the Department of Public Works.

--Moved by Davis Jr. Seconded by Smith. Yays – 5, Nays – 0, motion carries

Brian Jones-Chance, Chair – Support

Mike Davis Jr. – Support

Phil Hollifield – Support

Amanda Smith – Support

Greg Woodring – Support

B. 315 Washtenaw Ave — Multifamily Renovation Project — Site Plan Application

Applicant: Karl Staffeld – Present

Motion to approve the site plan for the multi-family renovation project, increasing the number of dwelling units from 3 to 4, at 315 Washtenaw, subject to the following findings, waivers, and conditions:

Findings:

2. The application substantially complies with Sections 122-309 and 122-311.

Waivers:

1. Approval of a waiver from the dumpster enclosure requirements established in Section 122-608.

Conditions:

1. The applicant shall receive approval from DPW for the 2 Hornbeams within the right-of-way. If utility constraints exist, then the application may plant those trees elsewhere on the site or pay a fee-in lieu.
2. If refuse pickup is determined to be insufficient, due to multiple code violations within 365 days, the City Planner may require a revised waste management plan.
3. The applicant shall install an additional two bike hoops.
4. The applicant shall pave the gravel driveway with pervious pavers.
5. The applicant shall plant additional shrubs and/or trees would improve the visual appearance of the site.
6. The applicant shall repair or replace the existing sidewalk on the site, subject to approval of the Department of Public Works.
7. The development is subject to the approval of the Building Department, the Historic District Commission, and Engineering, and any work done within the right-of-way shall receive approval from the Department of Public Works.

--Moved by Davis Jr. Seconded by Smith. Yays – 5, Nays – 0, motion carries

Brian Jones-Chance, Chair – Support

Mike Davis Jr. – Support

Phil Hollifield – Support

Amanda Smith – Support

Greg Woodring – Support

X. New Business

A. 599 S. Mansfield St. — Catalytic Converter Assembly Plant Proposal — Site Plan Application

Applicant: Jeff – Present (online); Joe Maynard with Washtenaw Engineering – Present

Motion to postpone the site plan for the proposed catalytic converter assembly plant at 599 S Mansfield with the following findings and conditions:

Findings:

3. The application does not substantially comply with Sections 122-309 and 122-311.

Conditions:

1. The applicant shall place the outdoor storage area in the rear yard or pursue a variance from the Zoning Board of Appeals. The variance may be pursued prior to or after Planning Commission approval.
2. The outdoor storage area shall be screened in accordance with Section 122-634.

3. The applicant shall verify what is being stored within the outdoor storage areas - how is it being stored? Will this create any noise, pollution, odor, etc?
4. The applicant shall verify what is being tested - how is it being tested? Will this create any noise, pollution, odor, etc?
5. The applicant shall confirm the total impervious lot coverage on their plans.
6. The applicant shall confirm if their proposed use will create any nuisances in accordance with Chapter 42, Article II of the city's code of ordinances. If so, how will these nuisances be mitigated to ensure compliance with Chapter 42, Article II?
7. The applicant shall verify that the existing dumpster enclosure meets all the requirements established in Section 122-608.
8. The applicant shall verify the site's proposed landscaping.
9. A sidewalk shall be installed in accordance with Section 122-672.
10. The site does not appear to adequately and safely accommodate non-motorized transportation. In areas where plant operations may interfere with non-motorized transportation, the applicant shall install a defined non-motorized path, high-visibility crosswalks, lighting, and/or signing.
11. It appears that the designated parking spaces are stripped; however, if any additional areas are proposed to be used for parking, they shall be striped.
12. Each parking space shall have a wheel stop or curbing compliant with Section 122-683 (j).
13. A designated pedestrian path shall abut the northernmost parking spaces. While the western parking spaces are an existing nonconformity, the applicant may want to consider providing a defined pedestrian path to enhance site cohesion and pedestrian access.
14. The applicant shall install curbed islands in accordance with Section 122-684 for the northernmost parking area. The applicant may want to consider installing curbed islands for the western parking spaces to enhance site cohesion.
15. The applicant shall propose 5 total bike racks.

--Moved by Davis Jr. Seconded by Smith. Yays – 5, Nays – 0, motion carries

Brian Jones-Chance, Chair – Support

Mike Davis Jr. – Support

Phil Hollifield – Support

Amanda Smith – Support

Greg Woodring – Support

****Commissioner Smith:**

- What is the environmental impact of Dawn dish soap used in that quantity on the environment?

B. 401 E. Michigan Ave. — Building Expansion & Laundromat - Site Plan Application

Applicant: Suhail Bilbeisi – Present

Motion to approve the site plan for the proposed building expansion and laundromat at 401 E Michigan Ave with the following findings and conditions:

Findings:

1. The application substantially complies with Sections 122-309 and 122-311.

Conditions:

1. The applicant shall demonstrate through truck turning templates that the refuse truck will not conflict with the 2 northernmost parking spaces.
2. The applicant shall submit a revised photometric plan limiting the maximum footcandle level at the lot line to 0.5 footcandles. Additionally, the applicant shall revise the height of the proposed light poles to no more than 16 feet in height.
3. The applicant shall repair and/or replace all asphalt surfaces in poor condition.
4. The development is subject to the approval of the Building Department, and any work done within the right-of-way shall receive approval from the Department of Public Works.

--Moved by Woodring. Seconded by Hollifield. Yays – 3, Nays – 2, motion carries

Brian Jones-Chance, Chair – Support

Mike Davis Jr. – Oppose

Phil Hollifield – Support

Amanda Smith – Oppose

Greg Woodring – Support

C. Electronic Message Board Signs (EMBs) Ordinance — Revisited

Commissioner Davis Jr.:

- Would like to see draft of the zoning ordinance
- How many parcels would be affected by a change in the ordinance?
- Ask the City Attorney if religious organizations could be exempt to have allowance for EMB use.

Commissioner Woodring:

- Curious why R1 zones are the only outlier?

Commissioner Hollifield:

- Not against EMB, and in the case of Metropolitan church the neighboring school has one right next door

Commissioner Smith:

- PC can't do whatever the State does, and can only make decisions around what is under the City's purview

D. Planning Commission Annual Bylaw Review

Commissioners agree with deferring to Robert's Rules of Order for the general order of business. Staff will make amendments in the form of a resolution at the next regular meeting.

XI. Public Comments

Motion to open public comments to the Planning Commission.

--Moved by Hollifield. Seconded by Davis Jr. Yays – 5, Nays – 0, motion carries

No public comments occurred.

Motion to close public comments to the Planning Commission.

--Moved by Hollifield. Seconded by Woodring. Yays – 5, Nays – 0, motion carries

XII. Adjournment | 9:58 PM

Motion to adjourn.

--Moved by Davis Jr. Seconded by Smith. Yays – 5, Nays – 0, motion carries

***The recording of the September 2025 Planning Commission meeting can be found here at this link:*
[September Planning Commission.](#)



City of Ypsilanti

Community and Economic Development

Sept. 18th, 2025

Mohammad Musa
1465 Washtenaw Ave.
Ypsilanti, MI 48197

RE: Planning Commission's Recommendation of Denial to City Council of the Proposed Conditional Rezoning of 487 Owendale Street from "R-1" Single-Family Residential to "NC" Neighborhood Corridor

Dear Mohammad Musa,

The Planning Commission recommended denial to the City Council of the proposed conditional rezoning at their September 17th, 2025, Planning Commission meeting. Please see the official motion below:

Motion to deny the proposal of rezoning 487 Owendale Street to "NC" Neighborhood Corridor with the following findings:

Findings:

1. The rezoning and voluntary conditions are inconsistent with the policies, guiding values, and City Framework of the Master Plan.
2. The rezoning and voluntary conditions are inconsistent with the description and purpose of the district of the property.
3. The proposed property to be re-zoned cannot accommodate the requirements of the proposed zoning district and voluntary conditions.
4. All of the potential uses and building types allowed in the proposed zoning district are incompatible with surrounding uses, buildings, and zoning in terms of land suitability, impacts on the environment, impacts on the transportation network, density, nature of use, aesthetics, infrastructure, and potential influence on property values
5. The rezoning and voluntary conditions may be detrimental to the financial stability and economic welfare of the surrounding neighborhood.
6. The rezoning and voluntary conditions are not consistent with the trend of development in the neighborhood or the surrounding area.
7. The property in question was correctly zoned when this Chapter was adopted.

--Moved by Smith. Seconded by Davis Jr. Yays – 4, Nays – 1, motion carries

Brian Jones-Chance, Chair – Support

Mike Davis Jr. – Support

Phil Hollifield – Opposed

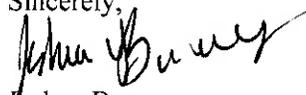
Amanda Smith – Support

Greg Woodring – Support

This letter serves as your official notice of the Planning Commission's action; keep it with your records. Please note that conditional rezonings must receive official approval from the City Council.

Feel free to contact me at 734-482-9832 or jburns@cityofypsilanti.com with any additional questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Joshua Burns". The signature is written in a cursive style with a long, sweeping underline.

Joshua Burns
City Planner, Community Services



REQUEST FOR LEGISLATION
October 21, 2025

For: Mayor and City Council

From: Tracey Boudreau, City Clerk

Subject: Resolution No. 2025-212 Approving all items on the Consent Agenda.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. 2025 Consent

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: October 21, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That the following items be approved:

1. Resolution No. 2025-213, approving the minutes of the October 7, 2025 City Council meeting.
2. Resolution No. 2025-214 Accepting grant funds in the amount of \$60,000 for solar projects from the Ann Arbo Community Foundation and approving the city to act as the fiduciary, also authorizing the City Manager to sign the agreement on behalf of the city.
3. Resolution No. 2025-215 Recognizing the Ypsilanti Performance Space as a nonprofit organization operating in the City of Ypsilanti for the purpose of obtaining a charitable gaming license.
4. Resolution No. 2025-216 Supporting Ypsilanti's 6th Annual Juneteenth Celebration 2026 and approving a Sponsorship contribution in the amount of \$5,000.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



REQUEST FOR LEGISLATION
October 21, 2025

For: Mayor and City Council

From: Tracey Boudreau, City Clerk

Subject: Resolution No. 2025-213 Approving the minutes of the Regular Council Meeting of October 7, 2025.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approve

ATTACHMENTS:

1. Resolution No 2025-213 Minutes
2. City Council Meeting Minutes - October 7, 2025

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: October 21, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



Resolution No. 2025-213
October 21, 2025

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

THAT the minutes of the October 7, 2025 Regular City Council Meeting be approved.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



**MINUTES
REGULAR COUNCIL MEETING
6:30 PM - Tuesday, October 7, 2025
Council Chambers
One South Huron, Ypsilanti, MI 48197**

I. CALL TO ORDER

Mayor Brown called the meeting to order at 6:34p.m.

II. ROLL CALL

PRESENT at roll call were Mayor Brown, Council Member McLean, Council Member Fellows, Council Member Simmons, Council Member King and Council Member Tooson. ABSENT: Mayor Pro-Tem Wilcoxon.

III. A MOMENT TO CENTER AND FOCUS

IV. AGENDA APPROVAL

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

Council Member King asked to add a discussion regarding the Council Retreat follow up.

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

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

No: 0 None

Absent: (1) Steve Wilcoxon

V. CLOSED SESSION

A. Resolution No. 2025-200 entering into a Closed Session, pursuant to MCL 15.268 (e), for the purpose of discussing the pending litigation of VTP River Woods LLC and VTP Arbor One LLC v City of Ypsilanti.

Council Member Tooson moved to Approve Resolution No. 2025-200 entering into a Closed Session, pursuant to MCL 15.268 (e), for the purpose of discussing the pending litigation of VTP River Woods LLC and VTP Arbor One LLC v City of Ypsilanti. Council Member King seconded the motion.

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

No: 0 None

Absent: (1) Steve Wilcoxon

The Council entered a Closed Session at 6:36p.m.

B. Resolution No. 2025-201 Leaving the Closed Session and returning to the Open Session of this meeting.

Council returned to the Open Session at 7:30p.m.

Council Member Tooson moved to Approve Resolution No. 2025-201 Leaving the Closed Session and returning to the Open Session of this meeting. Council Member Simmons seconded the motion.

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

No: 0 None

Absent: (1) Steve Wilcoxon

VI. PUBLIC COMMENT - 45 MINUTES TOTAL (3 MINUTES/EACH SPEAKER)

7 Members of the Public spoke.

VII. PRESENTATION

- A. **Presentation from Washtenaw Housing Association on their Shared Housing Program by Danielle Bryant.**

VIII. CONSENT AGENDA

- A. **Resolution No. 2025-202 Approving all items on the Consent Agenda.**

Council Member Tooson moved, supported by Council Member Fellows, to excuse Mayor Pro Tem from the meeting. The motion passed unanimously upon a voice vote.
Council Member Fellows left the Chambers at 8:07p.m.

Council Member McLean moved to Approve Resolution No. 2025-202 Approving all items on the Consent Agenda. Council Member Tooson seconded the motion.

Yes: (5) Michelle King, Roland Tooson, Desirae Simmons, Nicole Brown, Patrick McLean

No: 0 None

Absent: (2) Steve Wilcoxon, Amber Fellows

Council Member Fellows returned to Chambers at 8:10p.m.

- B. **Resolution No. 2025-203 Approving the minutes of the meeting of September 23, 2025.**

Approved by Consent Agenda Resolution No. 2025-202.

- C. **Resolution No. 2025-204 Approving the request of the SafeHouse Center to tie purple ribbons throughout the city during the month of October to promote and support Domestic Violence Awareness Month.**

Approved by Consent Agenda Resolution No. 2025-202.

- D. **Resolution 2025-205 voting for the only 2 candidates for the Board of Directors for the Michigan Municipal League (MML) Liability and Property Pool.**

Approved by Consent Agenda Resolution No. 2025-202.

IX. RESOLUTIONS/MOTIONS/DISCUSSIONS

- A. **Discussion Regarding September 23, 2025 Hearing to Review A Removal Action.**

Council Member McLean moved to affirm the decision of staff regarding the removal action of complainant.
Council Member Tooson seconded the motion.

Council Member Fellows offered a Friendly Amendment to add a Third Party investigation with the scope to be determined later. The friendly amendment was accepted by Council Members McLean and Tooson.

Council Member McLean moved to affirm the decision of staff regarding the removal action of the complainant and to add a third party investigation with the scope to be determined later. Council Member Tooson seconded the motion.

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

No: 0 None

Absent: (1) Steve Wilcoxon

- B. **Resolution No. 2025-206 approving the request to waive the application, event, and electrical turn-on fees totaling \$1,085 for the All Hallows Eve Illumination Event.**

Council Member Simmons moved to Approve Resolution No. 2025-206 approving the request to waive the application, event, and electrical turn-on fees totaling \$1,085 for the All Hallows Eve Illumination Event. Council Member King seconded the motion.

Council Member Fellows moved to Amend Resolution No. 2025-206 by cutting the fees in half, to \$542.50, with the condition that petitioners and canvassers not be bothered. Council Member King seconded the motion.

Yes: (5) Michelle King, Roland Tooson, Desirae Simmons, Nicole Brown, Amber Fellows

No: 1 Patrick McLean

Absent: (1) Steve Wilcoxon

Council Member Simmons moved to Approve Resolution No. 2025-206 approving the request to waive the application, event, and electrical turn-on fees in the amount of \$542.50 for the All Hallows Eve Illumination Event, as amended. Council Member King seconded the motion.

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

No: 0 None
Absent: (1) Steve Wilcoxon

C. Resolution No. 2025-207 recognizing October 2025 as Transgender Empowerment Month in our city.

Council Member Fellows moved to Approve Resolution No. 2025-207 recognizing October 2025 as Transgender Empowerment Month in our city. Council Member Tooson seconded the motion.

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

No: 0 None
Absent: (1) Steve Wilcoxon

D. Discussion regarding implementation of the Transportation Asset Management Plan.

Council Member McLean left the Chambers at 9:23p.m.

At 9:25p.m., Council Member McLean returned to Chambers and Council Member Tooson left the Chambers.

Council Member Tooson returned to the Chambers at 9:27p.m.

E. Discussion of Retreat Follow Up with Bianca Drewery

Council agreed to schedule a follow-up retreat on a Friday in January, before a second, larger goal-setting meeting.

X. BOARD AND COMMISSION - LIAISON REPORTS

A. Police Advisory Commission

Council Member Tooson reported that the next meeting is October 23rd and they are still looking for a Ward 3 Commissioner - please apply if interested! Tooson also brought attention to the Communication on the Agenda from YPAC regarding Ordinance suggestions. City Manager Hellenga believes these sections refer more to the Administration. Council will review the Ordinance.

B. Human Relations Commission

Council Member King reported that the next meeting is October 16th at 6p.m.

C. Parks and Arts Commission

Council Member McLean stated the next meeting is two Mondays from now.

D. Sustainability Commission

Council Member Simmons reported that the next meeting is October 13th at 7p.m.

E. Historic District Commission

No report.

F. Planning Commission

No report.

G. Zoning Board of Appeals

No report.

XI. LIAISON REPORTS

A. SEMCOG Update

No report.

B. Washtenaw Area Transportation Study

Council Member Simmons reported that there is an upcoming meeting and there is a call for potential Transportation Planning Projects that could be approved.

C. Urban County

No report.

D. Ypsilanti Downtown Development Authority

The Mayor reported that they have not met.

E. Friends of Rutherford Pool

No report.

XII. COUNCIL PROPOSED BUSINESS

Council Member Tooson -

- Many thanks to the community and the Council for supporting the WMWFC Annual Domestic Violence 5K Walk/Run
- Heard complaints from parents in the parks with their children and people smoking too close to them - just a reminder that there is an Ordinance against that.

Council Member King -

- There has been a lot of loss in the community and offering sympathy to all those suffering
- The speed bumps have been removed!!! Thank you!!

Council Member Fellows -

- Attended a great event at Library Plaza in conjunction with the SOS
- Almost finished with the Council Onboarding packet
- Look for the Tenants Rights Committee resident application to be online soon!
- Looking for a timeline regarding the Water Street RFQ committee timeline

Council Member Simmons -

- Received Youth Mini-Grant applications and will schedule with Council Members Tooson and King to review together.
- In this contentious state budget, Rep Jimmy Wilson was able to get \$3M in funding for Cross Street Bridge.
- Offers, for the next meeting, a presentation on Participatory Budgeting. Mayor Brown supported.
- Would like an update from City Clerk on the AI Policy Draft.
- Asking for a proclamation for passing of Jerry Kriner, past DDA commissioner.
- Asking for a report from the Police Chief on staffing and some recent incidents - what can they do; what can't they do
- Remembrance for those who lost their lives on October 7th

Council Member McLean -

- Wants to publicly thank the Police Chief for bringing attention to stop sign skipping and speeding
- Tomorrow night is the Finance Committee Meeting, where they will discuss his Rainy Day Fund Ordinance and everyone is encouraged to attend!
- Will be actively soliciting peoples thoughts on the roads and our options.

XIII. COMMUNICATIONS FROM THE MAYOR

- Working on a proclamation for Jerry Kriner - it was really sad; so fast and shocking.
- Has been reading to students at YIES and will email Council an invitation as they would love to have us all come out and read to the children. You can't believe how awesome and smart all these kids are!

Council Member Fellows moved, supported by Council Member Tooson, to extend the meeting until 10:05p.m. The motion passed upon a voice vote.

XIV. COMMUNICATIONS FROM THE CITY MANAGER

- Staff met with the new director of the Shelter
- POAM negotiations are almost complete and that contract should be coming before you in November.

XV. COMMUNICATIONS

- A. Submitting YPAC Resolution No. 2025-149 regarding suggested changes to the YPAC Ordinance.**
- B. Submitting Ypsilanti District Library Resolution No. 2025-23 Supporting a permanent shelter on the eastern side of the County.**

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

XVII. REMARKS FROM THE MAYOR

XVIII. ADJOURNMENT

Mayor Brown adjourned the meeting at 10:02p.m.

- A. Please click [here](#) to access the City Council Contact Form. This form can be used to submit any comments/concerns you might have about this agenda.



REQUEST FOR LEGISLATION
October 21, 2025

For: Mayor and City Council

From: Andrew Hellenga, City Manager

Subject: Resolution No. 2025-214 Accepting grant funds in the amount of \$60,000 for solar projects from the Ann Arbo Community Foundation and approving the city to act as the fiduciary, also authorizing the City Manager to sign the agreement on behalf of the city.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. RFL and Resolution Solar
2. City of Ypsilanti Grant Agreement - Solar Project_encrypted_

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: October 21, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



REQUEST FOR LEGISLATION
October 21, 2025

For: Mayor and City Council

From: Andrew Hellenga, City Manager

Subject: Ann Arbor Community Foundation Financial Support for Solar

SUMMARY & BACKGROUND:

The Ann Arbor Community Foundation has committed \$60,000 in funds for solar projects occurring in the city. These funds will be matched with a \$250,000 grant received by the state and remaining Grace Sweeny grant funds to provide installation of solar panels in the Neighborhood Enterprise Zone (NEZ).

RECOMMENDED ACTION:

ATTACHMENTS:

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____

BUDGET PRIORITY REFERENCE _____



RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, sustainability is a major tenant of the City of Ypsilanti; and

WHEREAS, solar power is a clean and renewable source of energy; and

WHEREAS, the city has recently applied and has been awarded funds to install solar panels on homes located in the Neighborhood Enterprise Zone; and

WHEREAS, the city is seeking additional funding to assist in installing solar panels on as many homes as possible; and

WHEREAS, the Ann Arbor Community Foundation has committed to providing \$60,000 to further advance this project.

NOW THEREFORE BE IT RESOLVED THAT the City Council of the City of Ypsilanti accepts grant funds in the amount of \$60,000 for solar projects from the Ann Arbor Community Foundation and have the city act as the fiduciary.

BE IT FURTHER RESOLVED THAT City Council authorizes the City Manager to sign the agreement on behalf of the city.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



GRANT AGREEMENT

I. Acceptance of Grant

Grantee: City of Ypsilanti

Payee (if different than grantee):

Project: "To support the Ypsilanti Solar project", as stated in your application.

Grant Amount: \$60,000.00

Grant Period: The grant period begins the date this award is paid and extends for one year unless a separate arrangement is made.

Payment: This grant will be paid within 30 days of the Community Foundation's receipt of the fully executed Grant Agreement. The grant award shall be payable only to City of Ypsilanti and used specifically for the purpose stated above. No assignment, transfer, or encumbrance in favor of any other party shall be recognized.

Deadline: Fully executed Grant Agreement must be received by the Community Foundation within 30 days of grant notification. Failure to return the Grant Agreement within this timeline will result in a cancellation of the grant award unless an extension was granted.

II. Review of Grant Activity

The grantee agrees to furnish AAACF with a report at the end of year one, or when all grant money has been expended, whichever comes first. The final report will be due one year from receipt of payment.

III. Public Announcements

The grantee is expected to acknowledge AAACF's grant support in all announcements and written, published, and electronically posted materials. An electronic version of the AAACF logo has been provided to the grantee. The Ann Arbor Area Community Foundation would like to receive a copy of any announcements, including published articles, press releases, social media posts, interviews and web-based announcements related to projects/programs supported by this grant.

IV. Special Provisions

In accepting this grant, the grantee agrees:

1. To certify that the grantee's and the payee's Board Chair has been notified of the nature and scope of this grant.
2. To use funds granted solely for the stated purpose and in accordance with your proposed budget. It is AAACF's policy for granting is to not utilize its charitable dollars to support indirect cost rates for organizations. The AAACF does support the use of grant dollars to cover costs related to staffing and materials that directly support the program that is being funded.
3. To repay any portion of the amount granted which is not used for the purpose of the grant or expended prior to the termination of the grant period.
4. To return any unexpended funds if the grantee loses its exemption from federal income taxation as provided under Section 501(c)(3) of the Internal Revenue Code.
5. To maintain books and financial records adequate to verify actions related to this grant.

SIGNATURE OF AUTHORIZED REPRESENTATIVE:



REQUEST FOR LEGISLATION
October 21, 2025

For: Mayor and City Council

From: Nicole Brown, Mayor

Subject: Resolution No. 2025-215 Recognizing the Ypsilanti Performance Space as a nonprofit organization operating in the City of Ypsilanti for the purpose of obtaining a charitable gaming license.

SUMMARY & BACKGROUND: The Ypsilanti Performance Space wishes to hold a raffle at Krampus at the Freighthouse on December 5th and 6th.

In order to do this, the Ypsi Performance Space requests a resolution recognizing them as a nonprofit organization operating in the City of Ypsilanti for the purpose of obtaining a charitable gaming license.

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. Ypsi Performance Space request for Nonprofit status
2. Res. No. 2025-215 Ypsi Performance Space Charitable Gaming
3. The YPSI_Local-Civic-Qualification-Charitable_Raffle
4. IRS Determination Letter Public Charity Status 20190514 The YPSI Updated_Redacted

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: October 21, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:

Tracey Boudreau

From: Sarah Roland <sarah@ypsi.org>
Sent: Friday, October 10, 2025 4:29 PM
To: Tracey Boudreau
Cc: Patrick McLean; Wilcoxon, Steve
Subject: Request for Council Agenda 10/21
Attachments: IRS Determination Letter Public Charity Status 20190514 The YPSI Updated.pdf; The YPSI_Local-Civic-Qualification-Charitable_Raffle.pdf

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

Hi Tracey, Patrick, and Steve,

I would like to request the Ypsilanti Performance Space Inc be considered for addition to the City Council agenda for 10/21/2025 for the purpose of council voting to recognize us as a civic nonprofit in the City of Ypsilanti. This vote would allow Tracey as City Clerk to complete a form required for our application to the State Charitable Gaming Board. The SCGB application is for a license to hold a raffle at Krampus (@Freighthouse on 12/5 and 12/6) and these raffle proceeds serve as a fundraiser for our nonprofit operations.

As the proposed raffle event is 8 weeks away as of today, and licenses can take up to 8 weeks to process, being added to the next council agenda is essential to our efforts. I understand two members of council must support our request to be added. I have cc'd Patrick and Steve in hopes of achieving this. I have attached our 501(c)(3) IRS recognition letter and the form required by the State Charitable Gaming Board which provides the language council would need to approve.

Thanks for your consideration,
Sarah Roland
Business Development and Marketing Coordinator
Ypsilanti Performance Space Inc.



RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

THAT the this Council recognizes the Ypsilanti Performance Space as a nonprofit organization operating in the City of Ypsilanti for the purpose of obtaining a charitable gaming license.

OFFERED BY: _____

SUPPORTED BY: _____

YES:

NO:

ABSENT:

VOTE:

QUALIFICATION INFORMATION

THIS IS AN INFORMATION FORM ONLY, NOT A LICENSE APPLICATION. Complete this form and submit with the required qualification documents listed on the attached Qualification Requirements sheet. A Bingo, Raffle, or Charity Game Ticket license application and fee may also be submitted with this information. See box #5 below for mailing instructions.

1. ORGANIZATION INFORMATION

Organization Name Ypsilanti Performance Space Inc.			Organization Telephone Number (734) 252-9774	
Organization Physical Street Address 218 N. Adams St				
City Ypsilanti	State MI	Zip Code 48197	County 81 Washtenaw ▼	
Organization Mailing Address			<input checked="" type="checkbox"/> Same as Physical Address	
City	State	Zip Code	County	
Organization Email Address				

2. ORGANIZATION PURPOSE

Briefly describe the purpose of your organization.

To host quality, cultural performances and provide a community gathering space.

3. LICENSE APPLICATION

Enclosed is a completed application and fee for a Bingo Raffle Charity Game Ticket license

For all license applications, visit our website at www.michigan.gov/cg/qualify-and-apply. Make checks payable to STATE OF MICHIGAN.

4. PRINCIPAL OFFICER INFORMATION

Principal Officer Name Steve Pierce			Title Director	
Mailing Address 118 S. Washington			City Ypsilanti	
State MI	Zip Code 48197	Telephone Number (Day) (734) 252-9774	Telephone Number (Evening) (734) 252-9774	
Email Address steve@ypsi.org				
By signing below, I hereby certify that the representations, information, and data presented are true, accurate, and complete to the best of my knowledge. I understand that failure to answer truthfully, completely, and accurately could preclude the organization from receiving an approval to obtain a gaming license.				
Principal Officer Signature				Date

5. MAILING INSTRUCTIONS

Mail this completed Qualification Information form, the required qualification documentation listed on the Qualification Requirements sheet, and the completed license application and fee (if also applying for a gaming license) to Charitable Gaming Division, PO Box 30023, Lansing, MI 48909. If submitting by overnight carrier (FedEx, UPS, etc.), send to Charitable Gaming Division, 101 East Hillsdale, Lansing, MI 48933.





LOCAL CIVIC ORGANIZATION QUALIFICATION REQUIREMENTS

If the organization has never submitted qualifying information as a local civic organization, the following information shall be submitted in the name of the organization prior to being approved to conduct a bingo, raffle, or charity game. A previously qualified organization may be required to submit updated qualification information to assure its continued eligibility under the act.

1. A signed and dated copy of the organization's current bylaws or constitution, including membership criteria.
2. A complete copy of the organization's Articles of Incorporation that have been filed with the Corporations and Securities Bureau, if the organization is incorporated.
3. A copy of the letter from the IRS stating the organization is exempt from federal tax under IRS code 501(c) OR copies of one bank statement per year for the previous five years, excluding the current year.
4. A provision in the bylaws, constitution, or Articles of Incorporation that states should the organization dissolve, all assets, and real and personal property will revert to the benefit of the local government or another nonprofit organization.
5. A revenue and expense statement for the previous 12 month period to prove all assets are used for charitable purposes, i.e. 990's, treasurer's report, audit. Do not send check registers or cancelled checks. Explain the purpose of each expenditure made to an individual. Once the organization has conducted licensed gaming events, the Bureau may require the organization to provide additional proof that all assets are being used for charitable purposes.
6. A copy of a resolution passed by the local body of government stating the organization is a recognized nonprofit organization in the community (form attached).
7. A provision in the bylaws, constitution, or Articles of Incorporation indicating the organization will remain nonprofit forever.

Additional information may be requested after the initial documents submitted have been reviewed. If you have any questions or need further assistance, please call our office at (517) 335-5780.

Act 382 of the Public Acts of 1972, as amended, defines "A local civic organization in this state that is organized not for pecuniary profit; that is not affiliated with a state or national organization; that is recognized by resolution adopted by the local governmental subdivision in which the organization conducts its principal activities; whose constitution, charter, articles of incorporation, or bylaws contain a provision for the perpetuation of the organization as a nonprofit organization; whose entire assets are used for charitable purposes; and whose constitution, charter, articles of incorporation, or bylaws contain a provision that all assets, real property, and personal property must revert to the benefit of the local governmental subdivision that granted the resolution or another nonprofit organization on dissolution of the organization."



Charitable Gaming Division
 Box 30023, Lansing, MI 48909
 OVERNIGHT DELIVERY:
 101 E. Hillsdale, Lansing MI 48933
 (517) 335-5780
 www.michigan.gov/cg

LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES
 (Required by MCL.432.103a(i)(ii))

At a _____ meeting of the _____
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by _____ on _____
DATE

at _____ a.m./p.m. the following resolution was offered:
TIME

Moved by _____ and supported by _____

that the request from _____ of _____,
NAME OF ORGANIZATION CITY

county of _____, asking that they be recognized as a
COUNTY NAME

nonprofit organization operating in the community for the purpose of obtaining charitable

gaming licenses, be considered for _____.
APPROVAL/DISAPPROVAL

APPROVAL	DISAPPROVAL
Yeas: _____	Yeas: _____
Nays: _____	Nays: _____
Absent: _____	Absent: _____

I hereby certify that the foregoing is a true and complete copy of a resolution offered and
 adopted by the _____ at a _____
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL
 meeting held on _____.
DATE

SIGNED: _____
TOWNSHIP, CITY, OR VILLAGE CLERK

PRINTED NAME AND TITLE

ADDRESS

COMPLETION: Required.
 PENALTY: Possible denial of application.
 BSL-CG-1153(R4/24)

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **MAY 14 2019**

YPSILANTI PERFORMANCE SPACE INC
218 N ADAMS ST
YPSILANTI, MI 48197-2507

Employer Identification Number:

DLN:

Contact Person:

CUSTOMER SERVICE

ID#

Contact Telephone Number:

(877) 829-5500

Accounting Period Ending:

December 31

Public Charity Status:

509(a)(2)

Form 990/990-EZ/990-N Required:

Yes

Effective Date of Exemption:

January 22, 2018

Contribution Deductibility:

Yes

Addendum Applies:

No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

This supersedes our letter dated June 5, 2018, which we issued with an incorrect foundation classification. We updated our records to show your correct foundation classification as listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities,

Letter 947

YPSILANTI PERFORMANCE SPACE INC

which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen a. martin

Director, Exempt Organizations
Rulings and Agreements



REQUEST FOR LEGISLATION
October 21, 2025

For: Mayor and City Council

From: Michelle King, Council Member, Nicole Brown, Mayor

Subject: Resolution No. 2025-216 Supporting Ypsilanti's 6th Annual Juneteenth Celebration 2026 and approving a sponsorship contribution in the amount of \$5,000.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. Resolution No 2025-216 Juneteenth Sponsorship

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: October 21, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



RESOLUTION TO SUPPORT YPSILANTI’S 6TH ANNUAL JUNETEENTH CELEBRATION 2026

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, Juneteenth commemorates June 19, 1865, the day when enslaved people in Texas learned of their emancipation, more than two years after the signing of the Emancipation Proclamation, and represents a vital moment in American history and the ongoing struggle for freedom and equality; and

WHEREAS, the City of Ypsilanti has a longstanding tradition of celebrating Juneteenth as a day of cultural pride, historical recognition, and community empowerment; and

WHEREAS, Ypsilanti’s Annual Juneteenth Celebration has grown into a signature citywide event, uplifting African American culture, honoring the resilience of ancestors, and bringing together residents, businesses, and community organizations in the spirit of unity; and

WHEREAS, the 6th Annual Juneteenth Celebration is scheduled for June 20–21, 2026, and will continue to build on this legacy by providing educational programs, cultural performances, vendor opportunities, youth engagement, and a safe, family-friendly space for the community; and

WHEREAS, the Ypsilanti City Council recognizes the importance of visibly supporting Juneteenth through both presence and sponsorship to ensure the success and sustainability of this historic event.

NOW, THEREFORE, BE IT RESOLVED that the Council hereby:

1. Expresses its full support for Ypsilanti’s 6th Annual Juneteenth Celebration, to be held June 20–21, 2026.
2. Commits to Councilmember and City leadership presence at the celebration to stand in solidarity with the community.
3. Approves a sponsorship contribution in the amount of **Five Thousand Dollars (\$5,000)** from the City of Ypsilanti to help sustain and expand this vital cultural event.

BE IT FURTHER RESOLVED that this resolution be spread upon the official minutes of the Ypsilanti City Council and shared publicly to affirm the City’s commitment to freedom, justice, and community unity.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



REQUEST FOR LEGISLATION
October 21, 2025

For: Mayor and City Council

From: Joshua Burns, City Planner

Subject: Resolution No. 2025-217 Adopting Ordinance No. 1453, entitled "Dark Sky Compliance Ordinance", upon second and final reading.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. Council-RFL_Resolution-Dark Sky Compliance
2. August 2025 Planning Commission Draft Minutes
3. FC Information
4. 01 - 1519 Washtenaw Footcandle Readings_October 30, 2024
5. 02 -1519 Washtenaw Signed Lighting Ordinance Violation Letter
6. 03 - 1519 Washtenaw Approved Photometric Plan
7. 10 S. Prospect Photometric Plan
8. 218 E. Forest Photometric Plan
9. 611 W. Cross Photometric Plan
10. 01 - Community Outreach Plan Memo
11. 02 - HDC Lighting Fact Sheet
12. 03 - HDC Signs and Awings Fact Sheet

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: October 21, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



To: Mayor and City Council

From: Joshua Burns, City Planner

Date: October 21, 2025

Subject: Second Reading: Dark Sky Compliance Ordinance Amendment

SUMMARY

The City of Ypsilanti is committed to improving our zoning systems, encouraging environmental protection, improving the quality of life for our residents and visitors, and updating the ordinance to reflect changes in modern technology. It is the purpose of this zoning text amendment to update provisions for lighting in a sensible manner while ensuring safe and effective exterior lighting.

BACKGROUND

Commissioner Davis Jr. has been requesting that staff pursue a dark sky compliance ordinance amendment for years. On February 19th, 2025, staff introduced discussions for a dark sky-compliant ordinance to the Planning Commission. Following that meeting, City staff and the Planning Commission worked together to form the key policy considerations for the amendment.

EXISTING LANGUAGE

Section 122-335(e)(8). Temporary Mobile Food Establishments
All outdoor lighting shall be down-directed and fully shielded.
Section 122-335(i)(7). Temporary Mobile Healthcare Establishments
All outdoor lighting shall be down-directed and fully shielded.
Section 122-609. Lighting
<ul style="list-style-type: none"> a) Parking and loading facilities, building entrances, and building exits used during night-time hours shall be artificially illuminated. b) All outdoor lighting must be so designed and arranged so as not to shine on adjacent properties or occupied dwellings, or adversely impact vehicular or pedestrian traffic on nearby streets, drives, walkways, or general rights-of-way. <ul style="list-style-type: none"> 1) Outdoor lighting originating on a site may not exceed one-half (0.5) footcandle at the lot line. 2) Light fixtures must be full cutoff. c) Outdoor lighting fixtures must not exceed 30 feet in height or the height of the principal building on the site, whichever is less. For development sites abutting lots zoned for one and two-family residential uses, lights must not exceed a height of 16 ft. The Planning Commission may modify the height restrictions in commercial and industrial districts, based on consideration of the following: the position and height of buildings, the character of the proposed use; and the character of surrounding land uses. d) Where outdoor lighting is required by this chapter, the light intensity provided at ground level must be a minimum of one-third (0.3) footcandle anywhere in the area to be illuminated. Light intensity must average a minimum of one-half (0.5) footcandle over the entire area, measured five feet

above the surface. Motion-activated lights are permitted, provided that the maximum levels are not exceeded and the lighting is kept in good working order.

e) Ornamental lighting.

- 1) Lighting placed inside a building but designed to be seen from the exterior, such as neon tubing outlining windows, is permitted; however, flashing or "chasing" effects are prohibited.
- 2) Uplighting intended to highlight ornamental features of a building or landscape is permitted, subject to the Building Code, provided that light output is not designed to exceed 400 lumens per fixture nor a color temperature of 3000K.

Section 122-665(b). Building Mounted Signs

- 1) Location. Building mounted signs may be located on any façade that faces a street, parking area, alley, or on a façade where a public entrance is located.
 - a. Illuminated building mounted signs may not be located on a façade that faces a property line that abuts a residential zoning district unless the sign is set back at least 200 feet from the property line or screening is provided that will completely obscure the view of the sign from the adjacent residential district.
- 2) Minimum Height. Signs that project more than eighteen inches into a right-of-way or over an entrance or other pedestrian or vehicular access point shall maintain a minimum clearance of 8 feet between the grade level below the sign and the lowest part of the sign, inclusive of sign structures and support devices.
- 3) Materials.
 - a. Building mounted signs shall incorporate exterior materials, finishes and colors that are the same, similar, or complementary to those used on the principal building.
 - b. Building mounted signs shall be professionally constructed using high-quality materials such as metal, stone, hard wood, or brass. The use of exposed neon tubing is permitted.
 - c. External illumination of signs shall be limited to fully-shielded light fixtures with a maximum of 1000 lumens. Such fixtures shall be mounted above the sign face with all light directed downward and concentrated on the area of the sign to prevent glare upon the street or adjacent property.
 - d. Neon tubing outlining windows or other architectural features is prohibited.
- 4) Window Signs. May not occupy more than twenty-five percent (25 %) of the total transparent area of any individual window.
- 5) Banners. Banner requirements shall be as follows:
 - a. The banner must be made of nonflammable material that will not shred and has adequate air holes. For banners hanging overhead across a street, roadway or highway the banner must contain at least three air holes for every 40 feet.
 - b. The Building Department shall be permitted to inspect the banner or a sample of material prior to it being erected.
 - c. The banner must be securely attached, sufficient to withstand storms, including strong gusts of wind and continuous pounding by the elements. The manner of attachment shall first be submitted to the Building Department.
 - d. If a banner becomes partially unsecured, it shall be immediately reattached or removed by the entity which erected it.
 - e. If a banner begins to shred, it shall be immediately repaired or removed by the entity which erected it.
 - f. If the entity which erected the banner fails to comply with the standards of section (iii) or fails to remove the banner by the time the permit expires, the City shall remove the banner and shall charge the cost thereof to the entity erecting the banner.
 - g. Any banner permit may be canceled by the City if the installation becomes dangerous to motorists or pedestrians, unduly interferes with free movement of traffic or otherwise endangers the health, safety or welfare of persons in the City.
 - h. A banner shall not have displayed thereon any symbol which is or purports to be an imitation of or resembles, or which may be mistaken for a traffic control device or which attempts to direct the movement of traffic.

PROPOSED LANGUAGE

Section 122-203. Definitions. A (New Language)
<u>Ambient Lighting</u> means general indoor lighting intended to provide uniform illumination.
Section 122-203. Definitions. C (New Language)
<u>Color Temperature</u> refers to the color appearance of light, measured in Kelvins (K).
Section 122-203. Definitions. F (New Language)
<u>Footcandle</u> means a unit of light intensity; one lumen per square foot.
<u>Fully Shielded</u> : A light fixture that is enclosed in such a manner that all light is directed downward.
<u>Full Cutoff Fixture</u> : A lighting fixture that emits no light above the horizontal plane of the fixture.
Section 122-203. Definitions. G (New Language)
<u>Glare</u> means direct or reflective light emitted by a lamp, luminous tube lighting, or other light source.
Section 122-203. Definitions. H (New Language)
<u>Holiday Lighting</u> . See “ <i>Seasonal lighting</i> .”
Section 122-203. Definitions. L (New Language)
<u>Lumens</u> : A measure of total light output from a source.
Section 122-203. Definitions. M (New Language)
<u>Motion-Activated Light</u> : A light fixture that automatically turns on when it detects movement.
Section 122-203. Definitions. O (New Language)
<u>Ornamental Lighting</u> : Decorative lighting used to accent features of buildings or landscapes, not primarily for illumination.
<u>Ornamental Uplighting</u> : Lighting used to illuminate architectural or landscape features from below.
Section 122-203. Definitions. S (New Language)
<u>Seasonal Lighting</u> , also known as holiday lighting, refers to temporary lighting displays associated with holidays or cultural events, not exceeding 90 consecutive days per calendar year.
<u>Sky Glow</u> : The brightening of the night sky over populated areas caused by outdoor lighting and reflection.
Section 122-203. Definitions. W (New Language)
<u>Window Outline Lighting</u> : Continuous or segmented lighting (e.g., LED strips) placed around window perimeters, visible from outside.
Section 122-335(e)(8). Temporary Mobile Food Establishments (Amended Language)
All outdoor lighting shall be down-directed and fully shielded comply with Section 122-609.
Section 122-335(i)(7). Temporary Mobile Healthcare Establishments (Amended Language)
All outdoor lighting shall be down-directed and fully shielded comply with Section 122-609.
Section 122-609(a) Purpose (New Language)
In alignment with the goals of the master plan, this outdoor lighting ordinance is intended to protect the health and welfare of all residents of the City of Ypsilanti, enhance the city's unique historic character and overall quality of life, prevent the installation of inappropriate or poorly designed outdoor lighting, limit the increase of harmful sky glow, and preserve the natural night sky for the benefit of Ypsilanti's residents, visitors, wildlife, and surrounding environment.
Section 122-609(b) Applicability (New Language)

- 1) This ordinance applies to all sources of exterior or interior lighting designed to be seen from the exterior installed or replaced within the city after the effective date of this ordinance, with the following exceptions:
 - a. Lighting requirements mandated by a legal jurisdiction with broader authority,
 - b. Temporary lighting approved by the city for special events or festivals.
 - c. Seasonal or ornamental lighting.
 - d. Lighting fixtures designated as historic under the purviews of Section 122-352(d).
- 2) Existing outdoor lighting lawfully installed prior to the effective date and not meeting the requirements of this ordinance shall be considered legal and repairable, but nonconforming. All nonconforming light fixtures may continue to be used and maintained until one of the following occurs:
 - a. A determination by the City Planner, Building Department, or Code Enforcement that an exterior light source produces glare, light trespass, or visual distraction; or, otherwise, poses a threat to public safety or significantly impacts adjacent properties, as defined by professionally recognized standards such as those of the International Dark-Sky Association (IDA)
 - b. A new or substantially modified commercial use – including residential developments with three or more units – that requires site plan reviews.
 - c. Replacement of a nonconforming light fixture.

Section 122-609(c) Light Fixture Specifications (New Language)

- 1) All exterior lighting installed after the effective date of this ordinance shall comply with the following specifications:
 - a. The maximum allowable color temperature for light fixtures shall not exceed 3000 Kelvin.
 - b. All light fixtures, unless otherwise exempted, shall be full cutoff, fully shielded, and directed downwards to prevent “sky glow”.
 - c. Exterior lighting originating on a site may not exceed one-half (0.5) footcandles at the lot line, except for buildings that exist or are constructed on the lot line, in which case lighting shall not exceed 8 footcandles at the lot line.
 - d. Where outdoor lighting is required by this chapter, the light intensity provided at ground level must be a minimum of one-third (0.3) footcandle, but shall not exceed 15 footcandles, anywhere in the area to be illuminated.
 - e. All lighting shall be designed to prevent off-site glare.
 - f. Motion-activated lights are permitted, provided that they comply fully with this section and the lighting is kept in good working order. Motion-activated lighting shall not be activated by movement beyond the lot line.
 - g. Freestanding Pole Lighting Specifications:
 - i. Exterior freestanding light fixtures shall not exceed 20 feet in height or the height of the principal building on the site, whichever is less. The Planning Commission may modify the height restrictions in commercial or industrial districts up to 30 feet in height, based on consideration of the following: the position and height of buildings, the character of the proposed use, and the character of surrounding land uses.
 - h. Wall-Mounted Lighting Specifications
 - i. All light fixtures, unless otherwise exempted, shall be aimed no higher than 45 degrees below horizontal.
 - i. Ornamental Uplighting
 - i. Ornamental uplighting intended to highlight ornamental features of a building or landscape is permitted, subject to the approval of the City Planner or Planning Commission, provided that light output is not designed to exceed 400 lumens per fixture nor a color temperature of 3000K.
- 2) Lighting within the historic district shall be subject to historic district regulations and guidelines.
- 3) Prohibitions:
 - a. Flashing, blinking, or oscillating lights are strictly prohibited.
 - b. The outlining of windows, including but not limited to LED strip lights and neon-like window outlines, is prohibited if visible from a public right-of-way and found to produce glare, light trespass, or visual clutter inconsistent with neighborhood character. Seasonal lighting is exempted from this prohibition.

Section 122-609(d) Administrative Requirements (New Language)

- 1) Whenever a site plan or electrical permit for exterior lighting is applied for, an exterior lighting plan shall be submitted along with a compliance statement of the proposed work. The submitted exterior lighting plan may be approved administratively by the City Planner; however, the City Planner may defer approval to the Planning Commission.
- 2) Appeals. Any determination made under this section by the City Planner or Planning Commission may be appealed to the Zoning Board of Appeals per Section 122-371.

Section 122-665(b). Building Mounted Signs (Amended Language)

- 1) Location. Building mounted signs may be located on any façade that faces a street, parking area, alley, or on a façade where a public entrance is located.
 - a. ~~—Illuminated building mounted signs may not be located on a façade that faces a property line that abuts a residential zoning district unless the sign is set back at least 200 feet from the property line or screening is provided that will completely obscure the view of the sign from the adjacent residential district.~~
- 2) Minimum Height. Signs that project more than eighteen inches into a right-of-way or over an entrance or other pedestrian or vehicular access point shall maintain a minimum clearance of 8 feet between the grade level below the sign and the lowest part of the sign, inclusive of sign structures and support devices.
- 3) Materials.
 - a. Building mounted signs shall incorporate exterior materials, finishes and colors that are the same, similar, or complementary to those used on the principal building.
 - b. Building mounted signs shall be professionally constructed using high-quality materials such as metal, stone, hard wood, or brass. The use of exposed neon tubing is permitted.
 - c. ~~External illumination of signs shall be limited to fully-shielded light fixtures with a maximum of 1000 lumens. Such fixtures shall be mounted above the sign face with all light directed downward and concentrated on the area of the sign to prevent glare upon the street or adjacent property.~~
 - d. Neon tubing outlining windows or other architectural features is prohibited.
- 4) Window Signs. May not occupy more than twenty-five percent (25 %) of the total transparent area of any individual window.
- 5) Banners. Banner requirements shall be as follows:
 - a. The banner must be made of nonflammable material that will not shred and has adequate air holes. For banners hanging overhead across a street, roadway or highway the banner must contain at least three air holes for every 40 feet.
 - b. The Building Department shall be permitted to inspect the banner or a sample of material prior to it being erected.
 - c. The banner must be securely attached, sufficient to withstand storms, including strong gusts of wind and continuous pounding by the elements. The manner of attachment shall first be submitted to the Building Department.
 - d. If a banner becomes partially unsecured, it shall be immediately reattached or removed by the entity which erected it.
 - e. If a banner begins to shred, it shall be immediately repaired or removed by the entity which erected it.
 - f. If the entity which erected the banner fails to comply with is the standards of section (iii) or fails to remove the banner by the time the permit expires, the City shall remove the banner and shall charge the cost thereof to the entity erecting the banner.
 - g. Any banner permit may be canceled by the City if the installation becomes dangerous to motorists or pedestrians, unduly interferes with free movement of traffic or otherwise endangers the health, safety or welfare of persons in the City.
 - h. A banner shall not have displayed thereon any symbol which is or purports to be an imitation of or resembles, or which may be mistaken for a traffic control device or which attempts to direct the movement of traffic.
 - i. A banner shall be considered a temporary sign.

Section 122-665(d). Sign Illumination (New Language)

- 1) Applicability

- a. These standards apply to all new or modified permanent sign lighting, both internal and external, installed or altered after the effective date of this ordinance. The following are exempt from the requirements of this section:
 - i. Sign lighting required by a government agency.
 - ii. Bare bulb illumination for theater marquees approved by the Planning Commission.
 - iii. Historic lighting determined to be historically significant per Section 122-352(d).
- 2) General Standards for Sign Illumination
 - a. Permitted Illumination Types
 - i. Permanent signs may be illuminated internally or externally, unless otherwise prohibited in this section.
 - ii. External sign lighting shall be fully shielded, directed only at the sign surface, and installed to minimize glare, light trespass, and sky glow, unless otherwise permitted in this section.
 - iii. Uplighting permanent signs is permitted, given that the following standards are met:
 - 1. Fixtures shall be fully shielded, ground-mounted or base-mounted, and angled to prevent any light from projecting above the horizontal plane at the top of the sign.
 - 2. Each fixture shall not exceed 400 lumens.
 - 3. Uplighting shall only be used on signs with non-reflective, matte finishes to minimize glare.
 - iv. Internal illumination shall be limited to halo-lit channel letters or signs with opaque backgrounds and translucent text or logos.
 - b. Lighting Levels and Color Temperature
 - i. Exterior lighting originating on a site may not exceed one-half (0.5) footcandles at the lot line, except for buildings that exist or are constructed on the lot line, in which case lighting shall not exceed 8 footcandles at the lot line.
 - ii. All illuminated signs shall have a maximum color temperature of 3000 Kelvin.
 - c. Hours of Illumination
 - i. Sign lighting shall be turned off between 11:00 p.m. and 6:00 a.m., or one hour after business closing, whichever is later.
 - d. Prohibited Sign Lighting Practices
 - i. Flashing, blinking, rotating, chasing, strobe, or oscillating sign illumination is prohibited.

STANDARDS FOR AMENDMENTS

§122-362(a)

*(a) **Text Amendment.** For a change to the text of the Zoning Ordinance, the Planning Commission shall consider and the City Council may consider, whether the proposed amendment meets the following standards:*

- (1) The proposed amendment is consistent with the guiding values of the Master Plan; and*
- (2) The rezoning is consistent with description and purpose of the proposed district; and (Staff Note: This is not a rezoning.)*
- (3) The proposed amendment is consistent with the intent of this Zoning Ordinance; and*
- (4) The proposed amendment will enhance the functionality, transportation network or character of the future development in the City; and*
- (5) The proposed amendment will preserve the historic nature of the surrounding area and of the City; and*
- (6) The proposed amendment will enhance the natural features and environmental sustainability of the City; and*
- (7) The proposed amendment will protect the health, safety, and general welfare of the public; or*
- (8) The proposed amendment is needed to correct an error or omission in the original text; or*

(9) The proposed amendment will address a community need in physical or economic conditions or development practices; and

(10) The proposed amendment will not result in the creation of significant nonconformities in the City.

PLANNING COMMISSION'S & STAFF'S RECOMMENDATION

Motion to **approve** the first reading of the proposed text amendment to Sections 122-203(A, C, F, G, H, L, M, O, S, W), 122-335(e)(8), 122-335(i)(7), 122-609, 122-665(b)(1)(a), 122-665(b)(3)(c), 122-665(b)(5)(i), and 122-665(d), with the following findings:

1. The proposed amendment is consistent with the guiding values of the Master Plan.
2. The proposed amendment is consistent with the intent of this Zoning Ordinance.
3. The proposed amendment will enhance the functionality, transportation network, or character of the future development in the City.
4. The proposed amendment will preserve the historic nature of the surrounding area and of the City.
5. The proposed amendment will enhance the natural features and environmental sustainability of the City.
6. The proposed amendment will protect the health, safety, and general welfare of the public.
7. The proposed amendment will address a community need in physical or economic conditions or development practices.

ATTACHMENTS: Resolution, Ordinance, and Planning Commission Minutes.

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____



RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, the City has an interest in protecting the health, safety, economic diversity, environmental sustainability, and welfare of the community; and

WHEREAS, the City has a Master Plan that reflects the policy goals of the City, including the guiding values of "Safety comes first" and "Ypsilanti is sustainable;" and

WHEREAS, the City of Ypsilanti recognizes that the City has an interest in updating regulations to address changes in technology; and

NOW THEREFORE, BE IT RESOLVED THAT the Ypsilanti City Council approves the Zoning Text Amendment to establish a dark sky-compliant zoning ordinance, upon second and final reading.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

City of Ypsilanti
Notice of Adopted Ordinance
Ordinance No. 1453

An Ordinance Entitled “Dark Sky Compliance Ordinance”

THE CITY OF YPSILANTI ORDAINS:

This zoning text amendment applies to the following sections:

- Article II, Section 122-203 – Definitions A, C, F, G, H, L, M, O, S, W
- Article III, Division 2, Subdivision III, Section 122-335(e)(8) – Temporary Mobile Food Establishments
- Article III, Division 2, Subdivision III, Section 122-355(i)(7) – Temporary Mobile Healthcare Establishments
- Article V, Division 1, Section 122-609 – Lighting
- Article VI, Division 5, Section 122-665(b)(1) - Building Mounted Signs
- Article VI, Division 5, Section 122-665(b)(3)(c) - Building Mounted Signs
- Article VI, Division 5, Section 122-665(b)(5)(i) – Building Mounted Signs
- Article VI, Division 5, Section 122-665(d) Sign Illumination

The proposed revisions are as follows:

Section 122-203. Definitions. A (New Language)
<u>Ambient Lighting means general indoor lighting intended to provide uniform illumination.</u>
Section 122-203. Definitions. C (New Language)
<u>Color Temperature refers to the color appearance of light, measured in Kelvins (K).</u>
Section 122-203. Definitions. F (New Language)
<u>Footcandle means a unit of light intensity; one lumen per square foot.</u>
<u>Fully Shielded: A light fixture that is enclosed in such a manner that all light is directed downward.</u>
<u>Full Cutoff Fixture: A lighting fixture that emits no light above the horizontal plane of the fixture.</u>
Section 122-203. Definitions. G (New Language)
<u>Glare means direct or reflective light emitted by a lamp, luminous tube lighting, or other light source.</u>
Section 122-203. Definitions. H (New Language)
<u>Holiday Lighting. See “Seasonal lighting.”</u>
Section 122-203. Definitions. L (New Language)
<u>Lumens: A measure of total light output from a source.</u>
Section 122-203. Definitions. M (New Language)
<u>Motion-Activated Light: A light fixture that automatically turns on when it detects movement.</u>
Section 122-203. Definitions. O (New Language)
<u>Ornamental Lighting: Decorative lighting used to accent features of buildings or landscapes, not primarily for illumination.</u>
<u>Ornamental Uplighting: Lighting used to illuminate architectural or landscape features from below.</u>
Section 122-203. Definitions. S (New Language)

Seasonal Lighting, also known as holiday lighting, refers to temporary lighting displays associated with holidays or cultural events, not exceeding 90 consecutive days per calendar year.

Sky Glow: The brightening of the night sky over populated areas caused by outdoor lighting and reflection.

Section 122-203. Definitions. W (New Language)

Window Outline Lighting: Continuous or segmented lighting (e.g., LED strips) placed around window perimeters, visible from outside.

Section 122-335(e)(8). Temporary Mobile Food Establishments (Amended Language)

All outdoor lighting shall ~~be down-directed and fully shielded~~ comply with Section 122-609.

Section 122-335(i)(7). Temporary Mobile Healthcare Establishments (Amended Language)

All outdoor lighting shall ~~be down-directed and fully shielded~~ comply with Section 122-609.

Section 122-609(a) Purpose (New Language)

In alignment with the goals of the master plan, this outdoor lighting ordinance is intended to protect the health and welfare of all residents of the City of Ypsilanti, enhance the city's unique historic character and overall quality of life, prevent the installation of inappropriate or poorly designed outdoor lighting, limit the increase of harmful sky glow, and preserve the natural night sky for the benefit of Ypsilanti's residents, visitors, wildlife, and surrounding environment.

Section 122-609(b) Applicability (New Language)

- 3) This ordinance applies to all sources of exterior or interior lighting designed to be seen from the exterior installed or replaced within the city after the effective date of this ordinance, with the following exceptions:
 - a. Lighting requirements mandated by a legal jurisdiction with broader authority.
 - b. Temporary lighting approved by the city for special events or festivals.
 - c. Seasonal or ornamental lighting.
 - d. Lighting fixtures designated as historic under the purviews of Section 122-352(d).
- 4) Existing outdoor lighting lawfully installed prior to the effective date and not meeting the requirements of this ordinance shall be considered legal and repairable, but nonconforming. All nonconforming light fixtures may continue to be used and maintained until one of the following occurs:
 - a. A determination by the City Planner, Building Department, or Code Enforcement that an exterior light source produces glare, light trespass, or visual distraction; or, otherwise, poses a threat to public safety or significantly impacts adjacent properties, as defined by professionally recognized standards such as those of the International Dark-Sky Association (IDA)
 - b. A new or substantially modified commercial use – including residential developments with three or more units – that requires site plan reviews.
 - c. Replacement of a nonconforming light fixture.

Section 122-609(c) Light Fixture Specifications (New Language)

- 4) All exterior lighting installed after the effective date of this ordinance shall comply with the following specifications:
 - a. The maximum allowable color temperature for light fixtures shall not exceed 3000 Kelvin.
 - b. All light fixtures, unless otherwise exempted, shall be full cutoff, fully shielded, and directed downwards to prevent "sky glow".
 - c. Exterior lighting originating on a site may not exceed one-half (0.5) footcandles at the lot line, except for buildings that exist or are constructed on the lot line, in which case lighting shall not exceed 8 footcandles at the lot line.
 - d. Where outdoor lighting is required by this chapter, the light intensity provided at ground level must be a minimum of one-third (0.3) footcandle, but shall not exceed 15 footcandles, anywhere in the area to be illuminated.
 - e. All lighting shall be designed to prevent off-site glare.

- f. Motion-activated lights are permitted, provided that they comply fully with this section and the lighting is kept in good working order. Motion-activated lighting shall not be activated by movement beyond the lot line.
 - g. Freestanding Pole Lighting Specifications:
 - i. Exterior freestanding light fixtures shall not exceed 20 feet in height or the height of the principal building on the site, whichever is less. The Planning Commission may modify the height restrictions in commercial or industrial districts up to 30 feet in height, based on consideration of the following: the position and height of buildings, the character of the proposed use, and the character of surrounding land uses.
 - h. Wall-Mounted Lighting Specifications
 - i. All light fixtures, unless otherwise exempted, shall be aimed no higher than 45 degrees below horizontal.
 - i. Ornamental Uplighting
 - i. Ornamental uplighting intended to highlight ornamental features of a building or landscape is permitted, subject to the approval of the City Planner or Planning Commission, provided that light output is not designed to exceed 400 lumens per fixture nor a color temperature of 3000K.
- 5) Lighting within the historic district shall be subject to historic district regulations and guidelines.
- 6) Prohibitions:
- a. Flashing, blinking, or oscillating lights are strictly prohibited.
 - b. The outlining of windows, including but not limited to LED strip lights and neon-like window outlines, is prohibited if visible from a public right-of-way and found to produce glare, light trespass, or visual clutter inconsistent with neighborhood character. Seasonal lighting is exempted from this prohibition.

Section 122-609(d) Administrative Requirements (New Language)

- 3) Whenever a site plan or electrical permit for exterior lighting is applied for, an exterior lighting plan shall be submitted along with a compliance statement of the proposed work. The submitted exterior lighting plan may be approved administratively by the City Planner; however, the City Planner may defer approval to the Planning Commission.
- 4) Appeals. Any determination made under this section by the City Planner or Planning Commission may be appealed to the Zoning Board of Appeals per Section 122-371.

Section 122-665(b). Building Mounted Signs (Amended Language)

- 6) Location. Building mounted signs may be located on any façade that faces a street, parking area, alley, or on a façade where a public entrance is located.
 - a. ~~—Illuminated building mounted signs may not be located on a façade that faces a property line that abuts a residential zoning district unless the sign is set back at least 200 feet from the property line or screening is provided that will completely obscure the view of the sign from the adjacent residential district.~~
- 7) Minimum Height. Signs that project more than eighteen inches into a right-of-way or over an entrance or other pedestrian or vehicular access point shall maintain a minimum clearance of 8 feet between the grade level below the sign and the lowest part of the sign, inclusive of sign structures and support devices.
- 8) Materials.
 - a. Building mounted signs shall incorporate exterior materials, finishes and colors that are the same, similar, or complementary to those used on the principal building.
 - b. Building mounted signs shall be professionally constructed using high-quality materials such as metal, stone, hard wood, or brass. The use of exposed neon tubing is permitted.
 - c. ~~External illumination of signs shall be limited to fully-shielded light fixtures with a maximum of 1000 lumens. Such fixtures shall be mounted above the sign face with all light directed downward and concentrated on the area of the sign to prevent glare upon the street or adjacent property.~~
 - d. Neon tubing outlining windows or other architectural features is prohibited.
- 9) Window Signs. May not occupy more than twenty-five percent (25 %) of the total transparent area of any individual window.
- 10) Banners. Banner requirements shall be as follows:

- a. The banner must be made of nonflammable material that will not shred and has adequate air holes. For banners hanging overhead across a street, roadway or highway the banner must contain at least three air holes for every 40 feet.
- b. The Building Department shall be permitted to inspect the banner or a sample of material prior to it being erected.
- c. The banner must be securely attached, sufficient to withstand storms, including strong gusts of wind and continuous pounding by the elements. The manner of attachment shall first be submitted to the Building Department.
- d. If a banner becomes partially unsecured, it shall be immediately reattached or removed by the entity which erected it.
- e. If a banner begins to shred, it shall be immediately repaired or removed by the entity which erected it.
- f. If the entity which erected the banner fails to comply with is the standards of section (iii) or fails to remove the banner by the time the permit expires, the City shall remove the banner and shall charge the cost thereof to the entity erecting the banner.
- g. Any banner permit may be canceled by the City if the installation becomes dangerous to motorists or pedestrians, unduly interferes with free movement of traffic or otherwise endangers the health, safety or welfare of persons in the City.
- h. A banner shall not have displayed thereon any symbol which is or purports to be an imitation of or resembles, or which may be mistaken for a traffic control device or which attempts to direct the movement of traffic.
- i. A banner shall be considered a temporary sign.

Section 122-665(d). Sign Illumination (New Language)

3) Applicability

- a. These standards apply to all new or modified permanent sign lighting, both internal and external, installed or altered after the effective date of this ordinance. The following are exempt from the requirements of this section:
 - i. Sign lighting required by a government agency.
 - ii. Bare bulb illumination for theater marquees approved by the Planning Commission.
 - iii. Historic lighting determined to be historically significant per Section 122-352(d).

4) General Standards for Sign Illumination

- a. Permitted Illumination Types
 - i. Permanent signs may be illuminated internally or externally, unless otherwise prohibited in this section.
 - ii. External sign lighting shall be fully shielded, directed only at the sign surface, and installed to minimize glare, light trespass, and sky glow, unless otherwise permitted in this section.
 - iii. Uplighting permanent signs is permitted, given that the following standards are met:
 - 1. Fixtures shall be fully shielded, ground-mounted or base-mounted, and angled to prevent any light from projecting above the horizontal plane at the top of the sign.
 - 2. Each fixture shall not exceed 400 lumens.
 - 3. Uplighting shall only be used on signs with non-reflective, matte finishes to minimize glare.
 - iv. Internal illumination shall be limited to halo-lit channel letters or signs with opaque backgrounds and translucent text or logos.
- b. Lighting Levels and Color Temperature
 - i. Exterior lighting originating on a site may not exceed one-half (0.5) footcandles at the lot line, except for buildings that exist or are constructed on the lot line, in which case lighting shall not exceed 8 footcandles at the lot line.
 - ii. All illuminated signs shall have a maximum color temperature of 3000 Kelvin.
- c. Hours of Illumination
 - i. Sign lighting shall be turned off between 11:00 p.m. and 6:00 a.m., or one hour after business closing, whichever is later.
- d. Prohibited Sign Lighting Practices

i. Flashing, blinking, rotating, chasing, strobe, or oscillating sign illumination is prohibited.

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

Tracey Boudreau, City Clerk

Attest

I do hereby confirm that the above Ordinance No. _____ was published in the Washtenaw Legal
News on the ____ day of _____, _____.

Tracey Boudreau, City Clerk

CERTIFICATE OF ADOPTING

I hereby certify that the foregoing is a true copy of the Ordinance passed at the regular meeting
of the City Council held on the ____ day of _____, _____.

Tracey Boudreau, City Clerk

Notice Published: August 28, 2025

First Reading: September 23, 2025

Second Reading:

Published:

Effective Date:



**CITY OF YPSILANTI
PLANNING COMMISSION MEETING
DRAFT MINUTES
Wednesday, August 20th, 2025 @ 7:00 PM
Council Chambers
One South Huron, Ypsilanti, MI 48197**

I. Call to Order | 7:01 PM

II. Roll Call

Brian Jones-Chance, Chair – Present
Matt Dunwoodie, Vice-Chair – Present
Michael Simmons – Excused Absence
Mike Davis Jr. – Present
Phil Hollifield – Present
Amanda Smith – Excused Absence
Carl Schier – Excused Absence
Michelle Marin – Present
Greg Woodring – Excused Absence

*Motion to excuse the absence of Commissioners Simmons, Smith, Schier, and Woodring.
--Moved by Hollifield. Seconded by Dunwoodie. Yays – 5, Nays – 0, motion carries*

III. Agenda Approval

August 20th, 2025, Agenda

*Motion to approve the agenda.
--Moved by Davis Jr. Seconded by Hollifield. Yays – 5, Nays – 0, motion carries*

IV. Approval of Minutes

June 18th, 2025, Planning Commission Draft Minutes

*Motion to approve the June 18th, 2025, draft minutes as presented.
--Moved by Dunwoodie. Seconded by Hollifield. Yays – 5, Nays – 0, motion carries*

V. Public Comments

Motion to open public comments to the Planning Commission.

--Moved by Dunwoodie. Seconded by Hollifield. Yays – 5, Nays – 0, motion carries

No public comments occurred.

Motion to close public comments to the Planning Commission.

--Motion made by Hollifield. Seconded by Dunwoodie. Yays – 5, Nays – 0, motion carries.

VI. Committee Reports

Non-Motorized Advisory Committee (NMAC)

Commissioner Davis Jr. – Planning Commissioner and Liaison to NMAC

No report. Commissioner Davis Jr. was absent at last NMAC meeting and will provide those minutes at September's meeting.

VII. Presentations

A. Project Report

Staff's project report is available to view via [video recording](#) (timestamp: 4:30-17:30) on the City of Ypsilanti's YouTube channel.

VIII. Old Business

A. PUBLIC HEARING: Dark Sky Compliance Ordinance

Motion to open the public hearing.

--Moved by Marin. Seconded by Davis Jr. Yays – 5, Nays – 0, motion carries

No public comments occurred.

Motion to close the public hearing.

--Motion made by Hollifield. Seconded by Dunwoodie. Yays – 5, Nays – 0, motion carries.

Motion to recommend City Council approve the proposed text amendment to Sections 122-203(A, C, F, G, H, L, M, O, S, W), 122-335(e)(8), 122-335(i)(7), 122-609, 122-665(b)(1)(a), (b)(3)(c), (b)(5)(i), and (d), with the following findings:

1. The proposed amendment is consistent with the guiding values of the Master Plan.
2. The proposed amendment is consistent with the intent of the Zoning Ordinance.
3. The proposed amendment will enhance the functionality, transportation network, or character of the future development in the City.
4. The proposed amendment will preserve the historic nature of the surrounding area and of the City.
5. The proposed amendment will enhance the natural features and environmental sustainability of the City.

6. The proposed amendment will protect the health, safety, and general welfare of the public.
7. The proposed amendment will address a community need in physical or economic conditions or development practices.

--Motion made by Davis Jr. Seconded by Hollifield. Yays – 5, Nays – 0, motion carries.

Brian Jones-Chance, Chair – Support
 Matt Dunwoodie, Vice Chair – Support
 Mike Davis Jr. – Support
 Phil Hollifield – Support
 Michelle Marin – Support

B. Electronic Message Board Sign Ordinance Amendment Discussion

IX. New Business

A. PUBLIC HEARING: 1901 N. Huron River Dr. – Group Childcare Home – Special Land Use and Site Plan

Motion to open the public hearing.

--Moved by Dunwoodie. Seconded by Davis Jr. Yays - 5, Nays – 0, motion carries

No public comments occurred.

Motion to close the public hearing.

--Motion made by Hollifield. Seconded by Dunwoodie. Yays – 5, Nays – 0, motion carries.

Motion to postpone the special use permit for the group childcare home at 1901 N. Huron River Drive with the following findings:

Findings:

1. The application does not comply substantially with Sections 122-324 and 122-326.

--Motion made by Davis Jr. Seconded by --, motion fails.

Motion to approve the site plan for the group childcare home at 1901 N. Huron River Drive with the following findings and conditions:

Findings:

1. The application does comply substantially with Sections 122-309 and 122-311

Conditions:

1. The applicant shall provide a sidewalk compliant with city engineering standards along N. Huron River Drive. In addition to installing the sidewalk, the applicant shall ensure that 10 street trees remain or are replanted.
2. The applicant shall establish 2 parking spaces compliant with Section 122-683.
3. The applicant shall install 2 bike hoops.

--Motion made by Davis Jr. Seconded by Dunwoodie, motion fails

Brian Jones-Chance, Chair – Support
Matt Dunwoodie, Vice Chair – Oppose
Mike Davis Jr. – Support
Phil Hollifield – Support
Michelle Marin – Oppose

Motion to approve the special use permit for the group childcare home at 1901 N. Huron River Drive with the following findings and conditions:

Findings:

1. The application substantially complies with Section 122-324(b).

Conditions:

1. The special use approval shall be subject to the approval of the site plan.

--Motion made by Dunwoodie. Seconded by Marin, motion passes.

Brian Jones-Chance, Chair – Support
Matt Dunwoodie, Vice Chair – Support
Mike Davis Jr. – Support
Phil Hollifield – Support
Michelle Marin – Support

Motion to approve the site plan for the group childcare home at 1901 N. Huron River Drive with the following findings and conditions:

Findings:

1. The application substantially complies with Sections 122-309 and 122-311.

Conditions:

1. The applicant shall establish 2 parking spaces compliant with Section 122-683.
2. The applicant shall install 2 bike hoops.

--Motion made by Dunwoodie. Seconded by Marin, motion passes.

Brian Jones-Chance, Chair – Support
Matt Dunwoodie, Vice Chair – Support
Mike Davis Jr. – Oppose
Phil Hollifield – Support

Michelle Marin – Support

B. PUBLIC HEARING: 775 S. Grove St. – Drive-Through Pharmacy and Doctor’s Office – Special Land Use and Site Plan

Motion to open the public hearing.

--Moved by Dunwoodie. Seconded by Marin. Yays – 5, Nays - 0, motion carries

No public comments occurred.

Motion to close the public hearing.

--Motion made by Dunwoodie. Seconded by Marin. Yays – 5, Nays – 0, motion carries.

Motion to approve the special use permit for the drive-thru pharmacy at 775 S. Grove with the following findings and conditions:

Findings:

1. The application does not comply substantially with Sections 122-324 and 122-326.

Conditions:

1. The special use approval shall be subject to the approval of the site plan.

--Motion made by Dunwoodie. Seconded by --, motion fails.

Motion to approve the special use permit for the drive-thru pharmacy at 775 S. Grove with the following findings and conditions:

Findings:

1. The application substantially complies with Sections 122-324 and 122-326.

Conditions:

1. The special use approval shall be subject to the approval of the site plan.

--Motion made by Dunwoodie. Seconded by Hollifield, motion passes.

Brian Jones-Chance, Chair – Support

Matt Dunwoodie, Vice Chair – Support

Mik Davis Jr. – Support

Phil Hollifield – Support

Michelle Marin – Support

Motion to postpone the site plan for the drive-thru pharmacy at 775 S. Grove with the following findings and conditions:

Findings:

1. The application does not comply substantially with Sections 122-309 and 122-311.

Conditions:

1. The applicant shall provide a loading zone compliant with Section 122-695.
2. The applicant shall demonstrate that the drive-through can accommodate walk-up and bike users.
3. The dumpster enclosure shall not encroach onto 753 S. Grove.
4. The applicant shall provide dumpster enclosure design specs indicating compliance with Section 122-608.
5. The applicant shall provide a revised photometric plan compliant with Section 122-609. The applicant shall ensure that lighting does not exceed 0.5 fc at the lot line and clarify the height of the proposed light poles.
6. The applicant shall provide a landscaping plan compliant with Article VI, Division 3 of the zoning ordinance. Revisions shall include additional foundation landscaping, additional trees, and screening of utility equipment.
7. The applicant shall either relocate the proposed Maple trees or choose a smaller tree to ensure the trees will not die or cause damage to the building.
8. A sidewalk compliant with city engineering standards shall be built along Emerick Street.
9. The applicant shall confirm traffic visibility for the curb cut closest to the evergreen tree.
10. The applicant shall propose signage indicating one-way drives.
11. Wheel stops shall be provided for all parking spaces.
12. The parking lot shall be screened in accordance with Section 122-684(c).
13. The applicant shall install 6 bike hoops.
14. The parking lot shall either be repaved or repaired.

--Motion made by Dunwoodie. Seconded by Hollifield, motion passes.

Brian Jones-Chance, Chair – Support

Matt Dunwoodie, Vice Chair – Support

Mike Davis Jr. – Oppose

Phil Hollifield – Support

Michelle Marin – Support

C. PUBLIC HEARING: 402 S. Washington St. – Triplex Development – Special Land Use and Site Plan

Motion to open the public hearing.

--Moved by Davis Jr. Seconded by Marin. Yays – 5, Nays – 0, motion carries

No public comments occurred.

Motion to close the public hearing.

--Motion made by Marin. Seconded by Dunwoodie. Yays – 5, Nays – 0, motion carries.

Motion to approve the special use permit for the proposed triplex at 402 S. Washington with the following findings and conditions:

Findings:

1. The application substantially complies with Sections 122-324 and 122-326.

Conditions:

1. The special use approval shall be subject to the approval of the site plan.
2. The applicant shall replace the Callery Pear tree with a medium-sized tree species on the city's street tree list.

--Motion made by Marin. Seconded by Hollifield, motion passes.

Brian Jones-Chance, Chair – Support

Matt Dunwoodie, Vice Chair – Support

Mik Davis Jr. – Support

Phil Hollifield – Support

Michelle Marin – Support

Motion to approve the site plan for the proposed triplex at 402 S. Washington with the following findings, waivers, and conditions:

Findings:

1. The application substantially complies with Sections 122-309 and 122-311.

Waivers:

1. Approval of a waiver from the dumpster enclosure requirements established in Section 122-608.

Conditions:

1. The fence along the southern property line shall extend to the front wall of Apartment #2 or be supplemented with vegetative screening.
2. If refuse pickup is determined to be insufficient, by multiple code violations within a 365-day period, the City Planner may require a revised waste management plan.
3. The development is subject to the approval of the Building Department, the Historic District Commission, and Engineering, and any work done within the right-of-way shall receive approval from the Department of Public Works.

--Motion made by Dunwoodie. Seconded by Hollifield, motion passes.

Brian Jones-Chance, Chair – Support

Matt Dunwoodie, Vice Chair – Support

Mike Davis Jr. – Support

Phil Hollifield – Support

Michelle Marin – Support

D. 421 Emmet St. – Multifamily Renovation – Site Plan

Motion to approve the site plan for the multi-family renovation, increasing the number of dwelling units from 2 to 3, at 421 Emmet, with the following findings and conditions:

Findings:

1. The application substantially complies with Sections 122-309 and 122-311.

Conditions:

1. The applicant shall plant 4 street trees along Emmet Street and 1 along Ballard. If utility constraints exist, the applicant may plant trees listed on the city's approved street tree list elsewhere on the site, or pay a fee-in-lieu.
2. The development is subject to the approval of the Building Department, and any work done within the right-of-way shall receive approval from the Department of Public Works.

--Motion made by Marin. Seconded by Hollifield, motion passes.

Brian Jones-Chance, Chair – Support

Matt Dunwoodie, Vice Chair – Support

Mike Davis Jr. – Support

Phil Hollifield – Support

Michelle Marin – Support

E. 315 Washtenaw Ave. – Multifamily Renovation – Site Plan

Motion to postpone to the next Planning Commission meeting**, the site plan for the multi-family renovation, increasing the number of dwelling units from 3 to 4, at 315 Washtenaw, with the following findings and conditions:

Findings:

1. The application does not comply with Sections 122-309 and 122-311.

Conditions:

1. The applicant shall provide a trash management plan.
2. The applicant shall repair and/or replace the sidewalk in poor condition.
3. The applicant shall provide specifications, compliant with Section 122-609, of their lighting.
4. The applicant shall provide a landscaping plan compliant with Article VI, Division 3 of the zoning ordinance.
5. The applicant shall confirm with DPW if street trees may be planted within the Washtenaw right-of-way.
6. The applicant shall install 2 bike hoops.

**Friendly amendment to remove the deadline requirement provided by Commission Marin, accepted by Commissioner Davis Jr.

--Motion made by Davis Jr. Seconded by Hollifield, motion passes.

Brian Jones-Chance, Chair – Support

Matt Dunwoodie, Vice Chair – Support
Mike Davis Jr. – Oppose
Phil Hollifield – Support
Michelle Marin – Support

F. Planning Commission Annual Bylaw Review

X. Public Comments

Motion to open public comments to the Planning Commission.

--Moved by Dunwoodie. Seconded by Davis Jr. Yays – 5, Nays – 0, motion carries.

Ronnie Peterson, Member of Metropolitan Memorial Baptist Church – Peterson shared part of Metropolitan’s history and other churches on Ypsilanti’s south side. Peterson discussed the City’s unique design and diversity, which stemmed from systematic racism. Peterson shared concerns for churches on the south side being limited and discriminated against historically, and that not allowing an electronic message board (EMB) is a form of discrimination.

Tyrone Hampton, Member of Metropolitan Memorial Baptist Church & Resident of 4706 Sycamore Drive – Hampton discussed the language of the City’s zoning ordinance in the past during the development of the church at 431 Hawkins and highlighted how the church has always been a commercial property while the zoning has changed to R-1. Hampton requested that the Commission grant the church the opportunity to place an EMB on the property considering the property and its use has always been commercial.

Calvin Cupitt, Member of Metropolitan Memorial Baptist Church – Cupitt expressed his status as a long-standing member of the church and community. The community has changed drastically over the past decades, and the church’s desire is to utilize an EMB to communicate welcoming messages to the neighborhood. Cupitt emphasized communicated the church’s commitment to continue advocating for the EMB.

Unnamed Member of Metropolitan Memorial Baptist Church – Participant communicated that the church’s goal is to save souls and build community. They also connected how light communicates their standing as a beacon within the community.

Unnamed Member of Metropolitan Memorial Baptist Church – Participant noted the traffic light at the corner of Hawkin Street and Harriet Street and questioned why an EMB would be more disturbing on the church grounds than the traffic signal. Participant also noted that the lots on either side of the building are empty and an EMB would not disturb anyone on neighboring lots.

Jamie Smith, Elder & Member of Metropolitan Memorial Baptist Church & Resident of 656 Harriet Street for 17 years – Smith referenced the EMB billboard off of I-94 that lit her bedroom window and those of her neighbors. Smith does not understand why the billboard EMB has been permitted while the church’s EMB is not.

Motion to close public comments to the Planning Commission.

--Moved by Dunwoodie. Seconded by Hollifield. Yays – 5, Nays – 0, motion carries.

XI. Adjournment | 10:44 pm

Motion to adjourn.

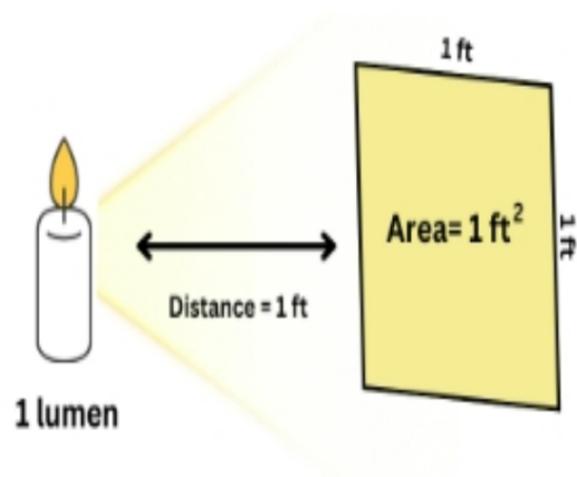
--Motion made by Marin. Seconded by Hollifield. Yays – 5, Nays – 0, motion carries.

***The recording of the August 2025 Planning Commission meeting can be found here at this link:
[August 2025 Planning Commission Meeting](#)*

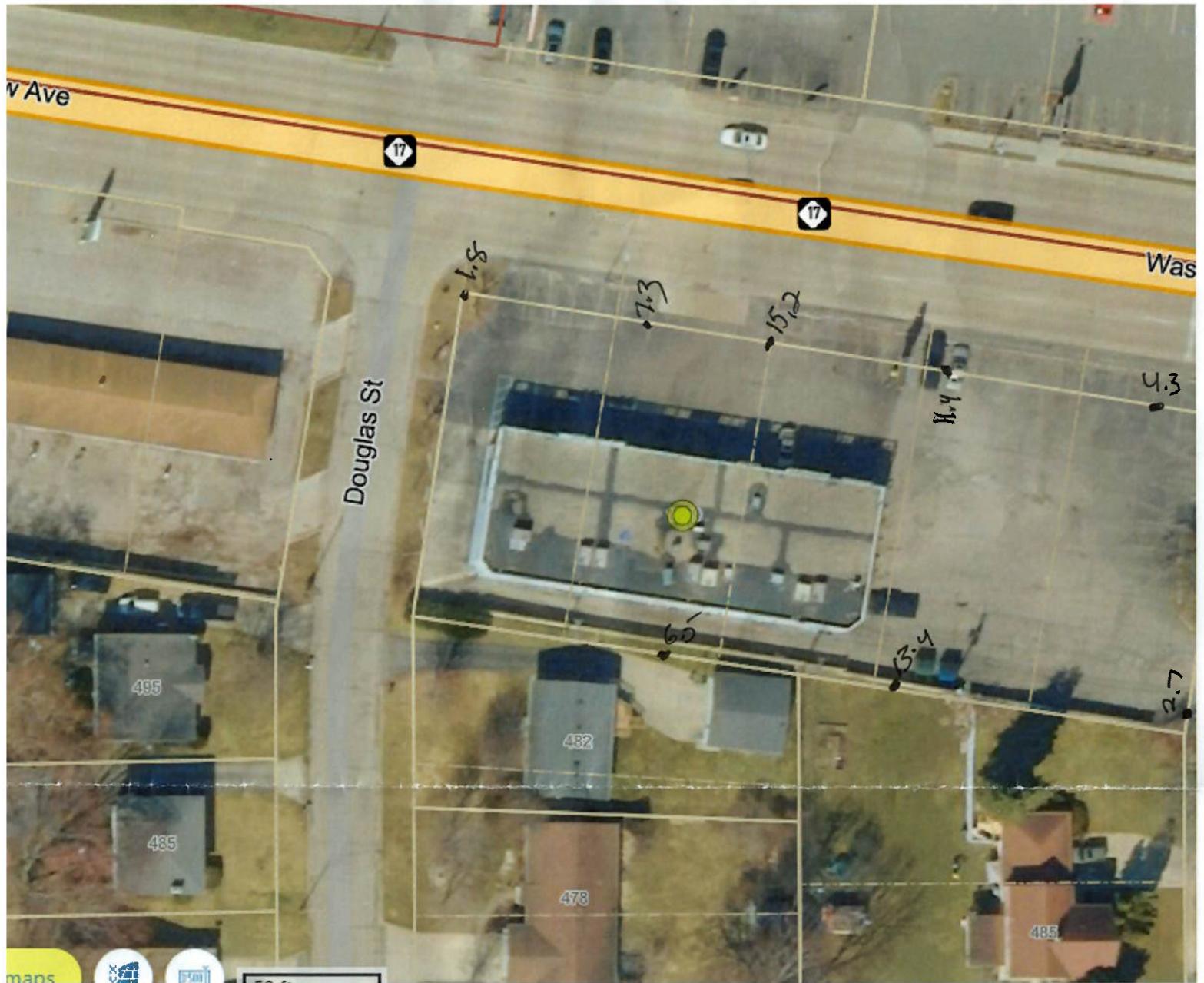
What Are Footcandles?

Understanding light intensity is essential for creating well-lit spaces, and footcandles serve as a key measurement in determining the right lighting levels for various environments.

Footcandles measure the intensity of light reaching a surface. One footcandle equals one lumen of light over one square foot. Lux and footcandles measure the amount of light that reaches a surface, with lux indicating lumens per square meter and footcandles indicating lumens per square foot.



$$1 \text{ footcandle} = 1 \text{ lumen/ft}^2$$





City of Ypsilanti

Community and Economic Development

November 1, 2024

WASHTENAW PLAZA LLC
1899 Regina Drive
Ann Arbor, MI 48108

RE: 1519 Washtenaw Lighting Ordinance Violation Letter

Dear WASHTENAW PLAZA LLC,

On May 21, 2024, staff received complaints about glare from wall-mounted lights at 1519 Washtenaw. On October 30, 2024, staff conducted measurements of the lighting levels at the property line and found them significantly above the permitted limit. Section 122-609(b)(1) specifies that "Outdoor lighting originating on a site may not exceed one-half (0.5) footcandle at the lot line." However, measurements recorded indicate that light levels at the property line exceed as much as 15 footcandles due to outdoor lighting from your site.

To rectify the violation, you are required to submit a photometric plan to the Planning Department, compliant with Section 122-609, by December 1, 2024. Failure to comply will result in further enforcement actions.

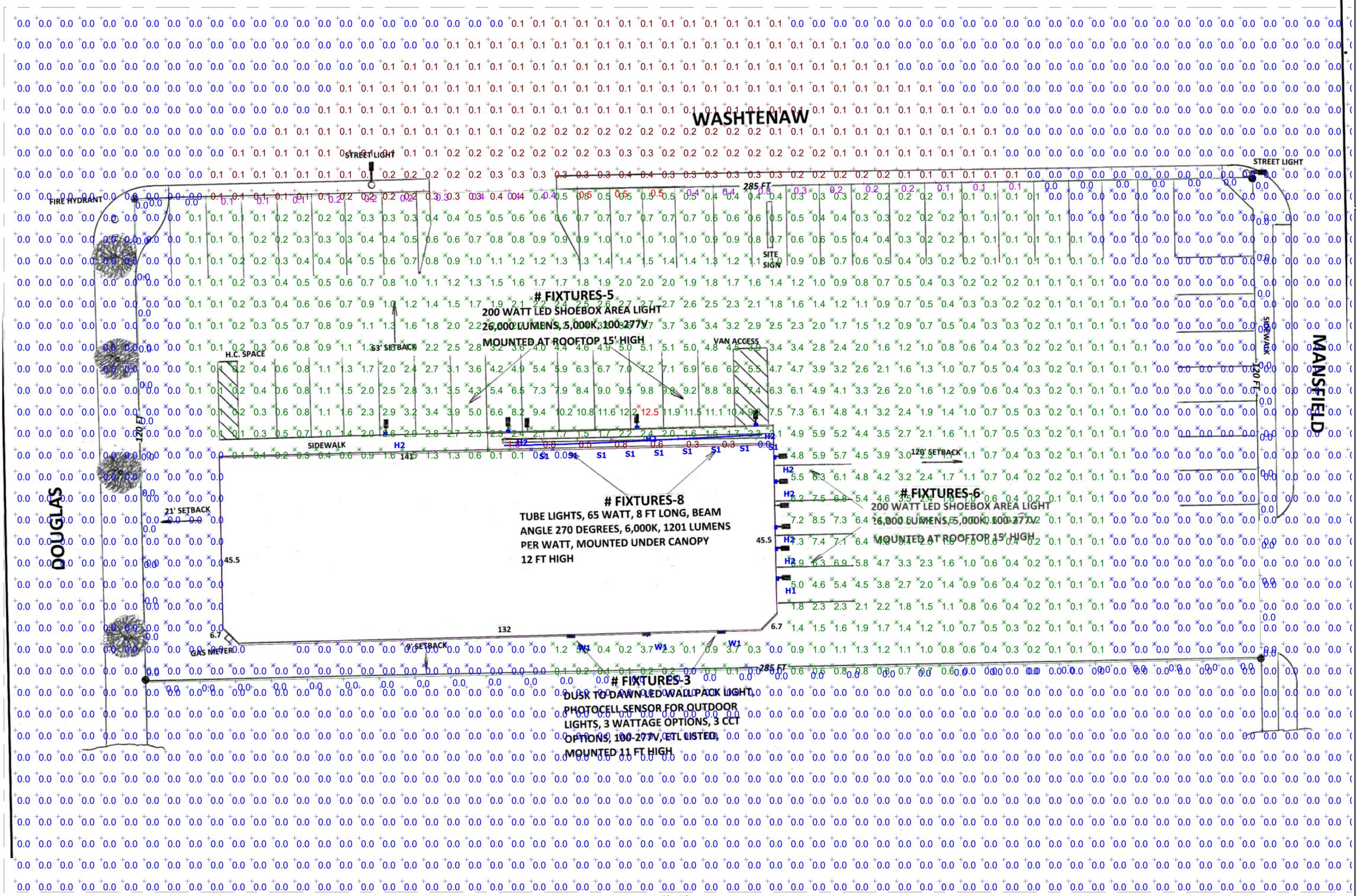
Contact me at 734-483-9646 or jburns@cityofypsilanti.com with any questions. The entire text of the Zoning Ordinance is available on our website, at <http://cityofypsilanti.com/zoning>.

Sincerely,

Joshua Burns
City Planner, Community & Economic Development Division

CC: File
Building Department

Statistics						
Description	Symbol	Avg	Max	Min	Max/Min	Avg/Min
Overall/Grade	+	0.5 fc	12.5 fc	0.0 fc	N/A	N/A
Parking & Drive Lanes	X	1.3 fc	12.5 fc	0.0 fc	N/A	N/A
Property Line	+	0.1 fc	0.5 fc	0.0 fc	N/A	N/A
Under Canopy	+	0.6 fc	1.5 fc	0.0 fc	N/A	N/A



General Note
 1. SEE SCHEDULE FOR LUMINAIRE MOUNTING HEIGHT.
 2. SEE LUMINAIRE SCHEDULE FOR LIGHT LOSS FACTOR.
 3. CALCULATIONS ARE SHOWN IN FOOTCANDLES AT: GRADE & 5FT AT PROPERTY LINE

THE ENGINEER AND/OR ARCHITECT MUST DETERMINE APPLICABILITY OF THE LAYOUT TO EXISTING / FUTURE FIELD CONDITIONS. THIS LIGHTING LAYOUT REPRESENTS ILLUMINATION LEVELS CALCULATED FROM LABORATORY DATA TAKEN UNDER CONTROLLED CONDITIONS IN ACCORDANCE WITH ILLUMINATING ENGINEERING SOCIETY APPROVED METHODS. ACTUAL PERFORMANCE OF ANY MANUFACTURER'S LUMINAIRE MAY VARY DUE TO VARIATION IN ELECTRICAL VOLTAGE, TOLERANCE IN LAMPS, AND OTHER VARIABLE FIELD CONDITIONS. MOUNTING HEIGHTS INDICATED ARE FROM GRADE AND/OR FLOOR UP.

THESE LIGHTING CALCULATIONS ARE NOT A SUBSTITUTE FOR INDEPENDENT ENGINEERING ANALYSIS OF LIGHTING SYSTEM SUITABILITY AND SAFETY. THE ENGINEER AND/OR ARCHITECT IS RESPONSIBLE TO REVIEW FOR MICHIGAN ENERGY CODE AND LIGHTING QUALITY COMPLIANCE.

UNLESS EXEMPT, PROJECT MUST COMPLY WITH LIGHTING CONTROLS REQUIREMENTS DEFINED IN ASHRAE 90.1 2013. FOR SPECIFIC INFORMATION CONTACT GBA CONTROLS GROUP AT CONTROLS@GASSERBUSH.COM OR 734-266-6705.

Alternates Note
 THE USE OF FIXTURE ALTERNATES MUST BE RESUBMITTED TO THE CITY FOR APPROVAL.

Ordering Note
 FOR INQUIRIES CONTACT GASSER BUSH AT QUOTES@GASSERBUSH.COM OR 734-266-6705.

Drawing Note
 THIS DRAWING WAS GENERATED FROM AN ELECTRONIC IMAGE FOR ESTIMATION PURPOSE ONLY. LAYOUT TO BE VERIFIED IN FIELD BY OTHERS.

Mounting Height Note
 MOUNTING HEIGHT IS MEASURED FROM GRADE TO FACE OF FIXTURE. POLE HEIGHT SHOULD BE CALCULATED AS THE MOUNTING HEIGHT LESS BASE HEIGHT.

Schedule										
Symbol	Label	QTY	Manufacturer	Catalog	Description	Lamp Output	LLF	Input Power	New Column	
□	W1	3	Gotham Architectural Lighting	IVO4SQCYL SC D 05LM 40K 80CRI MD P BR	IVO4 Square Cylinder 500 Lumens 40K 80CRI Medium Open Reflector Black	439	0.9	5.28	8'-0"	
□	H1	1	Lithonia Lighting	DSX0 LED P1 40K 80CRI RCCO EGS	D-Series Size 0 Area Luminaire P1 Performance Package 4000K CCT 80 CRI Right Corner Cutoff Extreme Backlight Control External Glare Shield	3199	0.9	33.21	15'-0"	
□	H2	8	Lithonia Lighting	DSX0 LED P1 40K 80CRI TFTM EGS	D-Series Size 0 Area Luminaire P1 Performance Package 4000K CCT 80 CRI Forward Throw External Glare Shield	3963	0.9	33.21	15'-0"	
	S1	9	Lithonia Lighting	CLX L96 6000LM HEF FDL MVOLT 40K 80CRI	CLX LED linear 96", 6000 lumens, High efficiency, Less louver, Flat diffuse, General, MVOLT, 4000K, 80CRI	5970	0.9	37.0327	12'-0"	

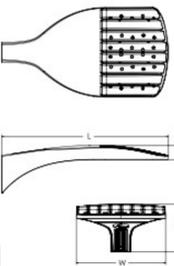


D-Series Size 0 LED Area Luminaire



Specifications

- EPA: 0.44 ft² (0.04 m²)
- Length: 26.18" (66.5 cm)
- Width: 14.06" (35.7 cm)
- Height H1: 2.26" (5.7 cm)
- Height H2: 7.46" (18.9 cm)
- Weight: 23 lbs (10.4 kg)



Catalog Number: _____
 Notes: _____
 Type: _____

Introduction
 The modern styling of the D-Series features a highly refined aesthetic that blends seamlessly with its environment. The D-Series offers the benefits of the latest in LED technology into a high performance, high efficacy, long-life luminaire. The photometric performance results in sites with excellent uniformity, greater pole spacing and lower power density. D-Series outstanding photometry aids in reducing the number of poles required in area lighting applications, with typical energy savings of 70% and expected service life of over 100,000 hours.

design select
 Items marked by a shaded background qualify for the Design Select program and ship in 15 days or less. To learn more about Design Select, visit www.acuitybrands.com/designselect. *See ordering tree for details.

Ordering Information

Series	LEDs	Color temperature ¹	Color Rendering Index ¹	Distribution	Voltage	Mounting
DSX0 LED	Forward optics P1 P5 P2 P6 P3 P7 P4 Rotated optics P10 ¹ P12 ¹ P11 ¹ P13 ¹	(this section 70CRI only) 30K 3000K 40K 4000K 50K 5000K (this section 80CRI only, extended lead times apply) 27K 2700K 30K 3000K 35K 3500K 40K 4000K 50K 5000K	70CRI 70CRI 70CRI 80CRI 80CRI 80CRI 80CRI 80CRI	AFR Automotive front row T1S Type I short T2M Type II medium T3M Type III medium T3LG Type III low glare ¹ T4M Type IV medium T4LG Type IV low glare ¹ TFTM Forward throw medium	T5M Type V medium T5LG Type V low glare T5W Type V wide BLC3 Type III backlight control ¹ BLC4 Type IV backlight control ¹ LCCO Left corner cutoff ¹ RCCO Right corner cutoff ¹	MVOLT (120V-277V) ¹ HVOLT (347V-480V) ¹ XVOLT (277V-480V) ¹ 120 VAC 208 VAC 240 VAC 277 VAC 347 VAC 480 VAC SPA Square pole mounting (48" drilling, 3.5" min. SQ pole) RPA Round pole mounting (48" drilling, 3" min. RND pole) SPAS Square pole mounting (45" drilling, 3" min. SQ pole) RPAS Round pole mounting (45" drilling, 3" min. RND pole) SPAN Square narrow pole mounting (48" drilling, 3" min. SQ pole) WBA Wall bracket ¹ MA Mast arm adapter (mounts on 2 3/8" OD horizontal tension)

Control options	Other options	Finish (required)
Shipped installed NLTAIR2 PIRHN Night All gen 2 enabled with bi-level motion / ambient sensor, 8-40" mounting height, ambient sensor enabled at 26" ¹ , 14-18" ¹ BL30 Bi-level switched dimming, 30% ¹ BL50 Bi-level switched dimming, 50% ¹ DMG 0-10v dimming wires pulled outside fixture (for use with an external control, ordered separately) ¹ PER NEMA twist-lock receptacle only (controls ordered separate) ¹ PERS Five-pin receptacle only (controls ordered separate) ¹	Shipped installed JIS Inspec shield (black finish standard) ¹ LRO Left rotated optics ¹ RRO Right rotated optics ¹ CCE Coastal Construction ¹ HA 50°C ambient operation ¹ BAA Buy American Act Compliant SF Single fuse (120, 277, 347V) ¹ DF Double fuse (208, 240, 480V) ¹ Shipped separately EGSR External Glare Shield (reversible, field install required, matches housing finish) BSDB Bird Spikes (field install required)	DBRZD Dark bronze DBLBD Black DHAXD Natural Aluminum DHWYD White DOBTD Textured dark bronze DBLBD Textured black DHATD Textured natural aluminum DHWGD Textured white

One Lithonia Way • Conyers, Georgia 30012 • Phone: 1-800-705-SERV (7378) • www.lithonia.com
 © 2011-2024 Acuity Brands Lighting, Inc. All rights reserved. DSX0 LED Rev. 03/26/24 Page 1 of 9



FEATURES & SPECIFICATIONS

INTENDED USE — The CLX is a linear lighting solution that is available in multiple lengths, lumen packages and distributions. Designed for versatility, the CLX can address virtually any indoor lighting need. The CLX is also offered in standard and high efficacy configurations and capable of being continuous row mounted or installed as a stand-alone fixture. Ideal for uplight and downlight in commercial, retail, manufacturing, warehouse, and display applications. **Certain airborne contaminants can diminish the integrity of acrylic and/or polycarbonate.** Click here for [Acrylic/Polycarbonate Compatibility Table for suitable uses.](#)
CONSTRUCTION — Channel and cover are formed from cold-gauge cold-rolled steel. Housing and lens endcaps are injection molded plastic to provide a more architectural look and feel. The endcaps come standard with a 7/8" knock out for continuous mounting but can be ordered without.
FINISH: Paint options include high-gloss, baked white polyester (WH), galvanized (GALV), matte black (MB) and smoke gray (SKG). Five-stage iron phosphate pre-treatment ensures superior paint adhesion and rust resistance.
OPTICS — Offered with acrylic lens and less lens configurations. Provides a choice of optical distributions including, wide, narrow, and aisle.
Models with wide diffuse lens provide up to 12% uplight. Please check the IES file for specific uplight value.
ELECTRICAL — Utilizes high-output LEDs integrated on a two-layer circuit board, ensuring cool-running operation. Optional internal pluggable wiring harness for reduced labor cost in row mounting applications. (See PLR - ordering information on page 9.) Electronic LED driver is multi-volt input and 0-10V dimming standard (see Operational Data on page 6 for actual wattage consumption). This fixture is designed to withstand a maximum line surge of 2.5kV at 0.75KA combination wave for indoor locations, for applications requiring higher level of protection additional surge protection must be provided. Color Variation within 3-step MacAdam ellipse (350KLM).
 L70>100,000 hours at 25°C.
 LEDs provide nominal 80 CRI or 90 CRI at 3000 K, 3500 K, 4000 K, or 5000 K.
 Lumen output up to 2,500 lumens per foot.
INSTALLATION — Fixture may be ceiling or wall mounted (with or without THCLX hanger or angle mounted with CLXANGKT), pendant or stem mounted with appropriate mounting options.
WARNING — Removing the lens and opening the fixture during installation exposes the LEDs, putting them at risk for damage.
 If you plan to surface mount the fixture, we recommend using the THCLX. This eliminates the need to open the fixture.
 If you plan to continuous row mount, we recommend using the PLR wiring harness option. This eliminates the need to open the fixture.
 Damage to the LEDs caused during installation will not be covered under the warranty.

LISTINGS — CSA certified to US and Canadian safety standards. For use in damp locations between -4°F (-20°C) and 104°F (40°C). Optional High Ambient (HA) ranging to 122°F (50°C) available on certain lumen packages (See ambient temperature chart for additional information).
DESIGNLIGHTS CONSORTIUM (DLC) Premium qualified product and DLC qualified product. Not all versions of this product may be DLC Premium qualified or DLC qualified. Please check the DLC Qualified Products List at www.designlights.org/DLC to confirm which versions are qualified.
GOVERNMENT PROCUREMENT — BAA — Product with the BAA option qualifies as a domestic end product under the Buy American Act as implemented in the FAR and DFARS. Product with the BAA option also qualifies as manufactured in the United States under DOT Buy America regulations.
 BABA — Buy America Buy America. Product with the BAA option also qualifies as produced in the United States under the definitions of the Buy America, Buy America Act.
 Please refer to www.acuitybrands.com/buy-american for additional information.
WARRANTY — 5-year limited warranty. This is the only warranty provided and no other statements in this specification sheet create any warranty of any kind. All other express and implied warranties are disclaimed. Complete warranty terms located at: www.acuitybrands.com/support/warranty/terms-and-conditions
Note: Actual performance may differ as a result of end-user environment and application. All values are design or typical values, measured under laboratory conditions at 25°C. Specifications subject to change without notice.

Stock configurations are offered for shorter lead times:

Stock Part Number	UPC
CLX L48 3000LM SEF FDL MVOLT G210 40K 80CRI WH	00191723252816
CLX L48 3000LM SEF FDL MVOLT G210 50K 80CRI WH	00191723252885
CLX L48 5000LM SEF FDL MVOLT G210 40K 80CRI WH	00191723252939
CLX L48 5000LM SEF FDL MVOLT G210 50K 80CRI WH	00191723252908
CLX L96 6000LM SEF FDL MVOLT G210 40K 80CRI WH	00191723252861
CLX L96 6000LM SEF FDL MVOLT G210 50K 80CRI WH	00191723252915
CLX L96 10000LM SEF FDL MVOLT G210 40K 80CRI WH	00191723252922
CLX L96 10000LM SEF FDL MVOLT G210 50K 80CRI WH	00191723252930
CLX L48 3000LM SEF RDL MVOLT G210 40K 80CRI WH	00191723252960
CLX L48 3000LM SEF RDL MVOLT G210 50K 80CRI WH	00191723252892
CLX L48 5000LM SEF RDL MVOLT G210 40K 80CRI WH	00191723252854
CLX L48 5000LM SEF RDL MVOLT G210 50K 80CRI WH	00191723252946
CLX L96 6000LM SEF RDL MVOLT G210 40K 80CRI WH	00191723252878
CLX L96 6000LM SEF RDL MVOLT G210 50K 80CRI WH	00191723252823
CLX L96 10000LM SEF RDL MVOLT G210 40K 80CRI WH	00191723252953
CLX L96 10000LM SEF RDL MVOLT G210 50K 80CRI WH	00191723252847

Catalog Number: _____
 Notes: _____
 Type: _____

LED Linear CLX
 24", 36", 48" and 96" Lengths



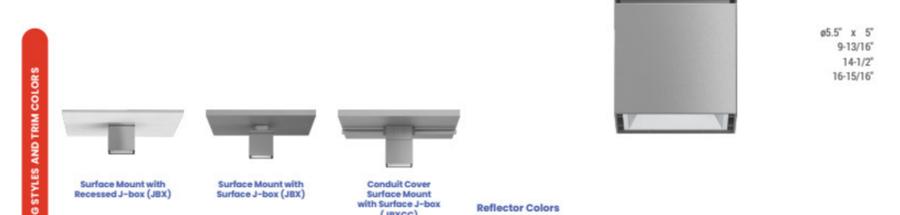
Capable Luminaire

This item is an A+ capable luminaire, which has been designed and tested to provide consistent color appearance and out-of-the-box control compatibility with simple commissioning when used with Acuity Brands controls products. All configurations of this luminaire are calibrated and tested to meet the Acuity Brands' specifications for chromatic consistency — including color rendering, color fidelity, and color temperature tolerance around standard CIE chromaticity coordinates. To learn more about Acuity A+ standards, specifications, and testing visit www.acuitybrands.com/aplus.

design select
 Items marked by a shaded background qualify for the Design Select program and ship in 15 days or less. To learn more about Design Select, visit www.acuitybrands.com/designselect. *See ordering tree for details.



IVO™ 4" Square Cylinders Surface Mount



- Feature Set**
- Perfect Color™ consistency within 1/2-step MacAdam Ellipse
 - 45° visual cut-off angle to source (65" for 5" tall)
 - Bounding Ray™ optical design ensures no source image up to cut-off angle, minimizing glare
 - Available with 10%, 1%, or 0.1% dim to dark
 - Downlight and Wall Wash trims are interchangeable
 - Adjustable positioning for square alignment
 - 90% lumen maintenance at 55,000 hours
 - Clean beams with soft transitions
 - Batwing distributions with feathered edges to provide even illumination fixture-to-fixture
 - Exceptional color with 80 CRI, 90 CRI, or 95 CRI min
 - Field changeable optics available every 5°
 - Wet Location optional, covered ceiling



Superior Performance*

Nominal Lumens	05LM	07LM	10LM	15LM	20LM	25LM	30LM	35LM	40LM	45LM
Delivered Lumens	547	806	1101	1531	2002	2465	2903	3450	3975	4425
Wattage	5.3	7.8	10.5	15.7	22.4	25.0	30.7	37.9	45.5	48.3
Lumens per Watt	103	103	105	97	89	99	95	91	87	92

*Based on Downlight performance: 3500K 80CRI MWP P AR LSS, see Photometry section for Wall Wash performance.



IVO4SQCYL-SC
 page 1 of 12 | GOTHAM ARCHITECTURAL DOWNLIGHTING | 1400 Lester Road Conyers, GA 30012 | P 800-705-SERV (7378) | gothamlighting.com
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1519 WASHTEANAW
 EXTERIOR PHOTOMETRIC PLAN
 GASSER BUSH ASSOCIATES
 WWW.GASSERBUSH.COM

Designer BK
 Date 12/17/2024
 Scale Not to Scale
 Drawing No. #24-37359

Configuration	Jingle DMT3	2 @ 100 DIMZ	2 @ 50 DIMZ2	3 @ 50 DIMZ3	3 @ 120 DIMZ4	4 @ 50 DIMZ5
Mounting Type						
DSX1 LED	1,013	2,025	1,945	3,038	2,850	3,749

SPA	RPA	SPUMBA	RPUMBA	Drilling Template	Minimum Acceptable Outside Pole Dimension				
					#8	#8	#5	#5	#5
2-7/8"	2-7/8"	2-7/8"	2-7/8"	3.5"	3.5"	3"	3"	3.5"	
3"	3"	3"	3"	4"	4"	3.5"	3.5"	4"	
3.5"	3.5"	3.5"	3.5"	5"	5"	3.5"	3.5"	5"	

DSX1-LED
Rev. 07/19/21
One Lithonia Way • Conyers, Georgia 30012 • Phone: 1-800-705-SERV (7378) • www.lithonia.com
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LITHONIA LIGHTING
COMMERCIAL OUTDOOR

Performance Data

Lumen Output

Lumen values are from photometric tests performed in accordance with IESNA LM-79-08. Data is considered to be representative of the configurations shown, within the tolerance performance data on any configurations not shown here.

LED Count	30K (3000 K, 70 CRI)			40K (4000 K, 70 CRI)			50K (5000 K, 70 CRI)		
	B	U	G	B	U	G	B	U	G
60	17,654	3	0	19,018	3	0	19,259	3	0
	17,635	3	0	18,998	3	0	19,238	3	0
	17,726	3	0	19,096	3	0	19,337	3	0
	17,167	3	0	18,493	3	0	18,727	3	0
	17,683	3	0	19,049	3	0	19,290	3	0
	17,748	3	0	18,635	3	0	18,871	3	0
	17,679	3	0	19,038	3	0	19,279	3	0
	18,379	4	0	19,800	4	0	20,050	4	0
	18,364	4	0	19,816	4	0	20,066	4	0
	18,346	4	0	19,766	4	0	20,016	4	0
	18,288	5	0	19,636	5	0	19,885	5	0
	14,482	2	0	15,609	2	0	15,806	2	0
	10,781	1	0	11,614	1	0	11,761	2	0
	19,227	3	0	20,712	3	0	20,975	3	0

179-08. Data is considered to be representative of the configurations shown, within the tolerances allowed by Lighting Facts. Contact factory for

Rotated Optics

LED Count	Drive Current	Power Package	System Watts	Dist. Type	30K (3000 K, 70 CRI)			40K (4000 K, 70 CRI)				
					Lumens	B	U	G	Lumens	B	U	G
				T1S	13,042	3	0	3	123	14,050	3	0
				T2S	12,967	4	0	4	122	13,969	4	0
				T2M	13,201	3	0	3	125	14,221	3	0
				T5S	12,766	4	0	4	120	13,752	4	0
				T3M	13,193	4	0	4	124	14,213	4	0
				T4M	12,944	4	0	4	122	13,945	4	0
				TF1M	13,279	4	0	4	125	14,305	4	0
				T5VS	13,372	3	0	1	126	14,405	4	0
				T5S	13,260	3	0	1	125	14,284	3	0
				T5M	13,256	4	0	2	125	14,281	4	0
				T5W	13,137	4	0	3	124	14,153	4	0
				B1C	10,906	3	0	3	103	11,749	3	0
				LCCO	7,789	1	0	3	73	8,391	1	0
				RCCO	7,779	4	0	4	73	8,380	4	0
				T1S	16,556	3	0	3	121	17,835	3	0

179-08. Data is considered to be representative of the configurations shown, within the tolerances allowed by Lighting Facts. Contact factory for



Memorandum

21 October 2025

FOR: City Council
FROM: Joshua Burns, City Planner
SUBJECT: Zoning Ordinance Text Amendment: Dark Sky Compliance Community Outreach Plan

Background:

Following the September 23rd, 2025, City Council meeting, Councilmember McLean requested that staff propose a community outreach plan to inform residents of the changes proposed to the lighting ordinance.

Outreach Plan

1. **Create a “Dark Sky Compliance - Lighting Fixtures” Fact Sheet:** The Historic District has already created a fact sheet identifying appropriate and inappropriate lighting fixtures. Because many of their standards already align with dark-sky principles, this provides us with an excellent foundation. The Preservation Planner is planning to revise all Historic District fact sheets, giving the Planning Department an opportunity to incorporate and expand upon the existing guidance. The updated fact sheet could include:
 - Examples of appropriate and inappropriate light fixtures.
 - Explanation of color temperature with visual examples of compliant vs. non-compliant options.
 - Overview of enforcement policy.
 - Purpose of the ordinance and benefits of dark-sky compliant lighting.
 - Clarification of exempted lighting types.

2. **Create a “Dark Sky Compliance - Sign Illumination” Fact Sheet:** The Historic District has also created a fact sheet outlining acceptable methods of sign illumination, many of which already meet dark-sky standards. The Planning Department can use this as a starting point and build upon it as part of the upcoming revisions. This fact sheet could include:
 - Dark-sky compliant illumination methods for both traditional signs and electronic message boards.
 - What types of illumination are permitted or prohibited.

- Explanation of color temperature with examples.
 - Overview of enforcement policy.
 - Purpose of the ordinance and benefits of dark-sky compliant lighting.
3. **Post an Informational Social Media Video:** Collaborate with the Communications team to create a short, engaging video summarizing the information from the fact sheets. Staff also hope to feature a special guest, Smeets Frog! As many of us know, Smeets Frogs are nocturnal, meaning they will reap the environmental benefits of a dark sky compliant ordinance.
 4. **Highlight the New Fact Sheets through the Website:** Feature the new fact sheets prominently on the City's website to increase visibility and accessibility.
 5. **Host an Informational Meeting in Council Chambers:** Staff can host an informational public meeting in Council Chambers, informing residents of the proposed changes, the benefit of dark-sky compliant lighting, and how the regulations may impact them.
 6. **Additional Outreach Opportunities:** Are there any other outreach strategies that staff should consider?



CITY OF

Ypsilanti

PRIDE | DIVERSITY | HERITAGE

Historic District Fact Sheet

Lighting

This Fact Sheet is not a substitute for the ordinance, but addresses common questions about City ordinances. For further information, please contact the Historic District Assistant.

All permit applications are available from the Building Department and at cityofypsilanti.com/permits.

Completed applications may be dropped off at the Building Department.

City Hall

One South Huron
Ypsilanti, MI 48197

Building

3rd Floor, City Hall
Phone: (734) 482-1025
cityofypsilanti.com/building

Planning

3rd Floor, City Hall
Phone: (734) 483-9646
cityofypsilanti.com/planning

Historic District

3rd Floor, City Hall
Phone: (734) 483-9646
cityofypsilanti.com/hd

All permits, fees, and fact sheets can be found at cityofypsilanti.com/permits.

Building and site lighting is an important component of keeping buildings safe and comfortable. However, the style and placement of lighting fixtures should have minimal impact on the character defining features of a historic building and surrounding structures and the greater district. Fixtures and placement should not create light levels that are incompatible with the character of the historic district nor should they further contribute to lighting pollution. Exterior lighting includes, but is not limited to: building/wall mounted fixtures, ceiling/can fixtures, pole-mounted and flood lighting. Exceptionally bright lighting, improperly aimed lighting, or incompatible materials can cause a change in the character of a historic property and district. Lighting in the district will be reviewed for location, design, size, scale, and installation.

Appropriate

- Repair and maintain historic light fixtures that are attached to historic buildings, site lighting, and street lighting.
- Where a historic fixture has deteriorated beyond repair, replace fixture with a reproduction fixture that matches the historic appearance. If a reproduction is unavailable, install a new contemporary fixture that is inconspicuous or complements the style and character of the site but does not necessarily imitate earlier styles. Historic District Application may be required, please contact City of Ypsilanti.
- When installing a new fixture where there is no historic fixture, use a fixture that is inconspicuous or complements the style and character of the site but does not imitate earlier styles.
- Introduce new site and street lighting using fixtures that are compatible with the scale and historic character of the district.
- Shield fixtures by complying with Dark Sky lighting guidelines and use LED bulbs with a temperature of 3000K or lower.

Not Appropriate

- Permanent installation of un-shielded LED lighting strips that do not comply with Dark Sky lighting guidelines.
- Installation of area or security lighting that is out of scale or out of character with the historic site, building, or district.
- Installation of flood lighting on the front or side of building faces. All flood lighting must be shielded or be aimed down and compatible with Dark Sky guidelines.
- Installation of new fixtures in locations that change or destroy character or historic defining features and/or materials.
- Cutting through character defining features for the installation of new fixtures
- Installation of new fixtures that illuminate building facades with harsh flood lighting or excessively bright lighting.
- Fixtures that either in design or placement cause lighting of surrounding properties.
- Outdoor fixtures employing LED bulbs that emit a color temperature rating of 3000K or higher.

Considering LEDs

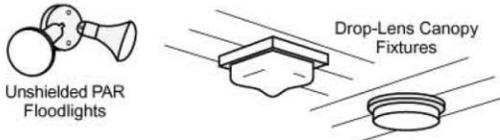
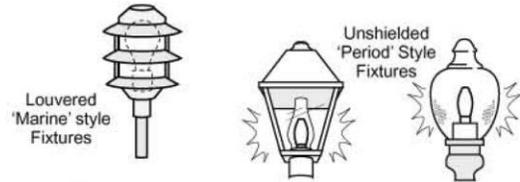
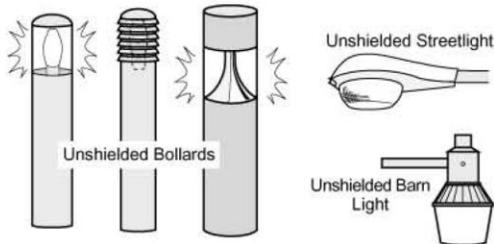
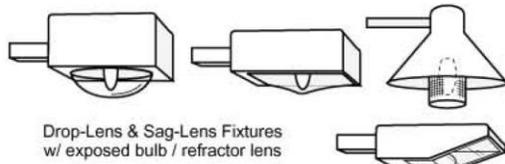
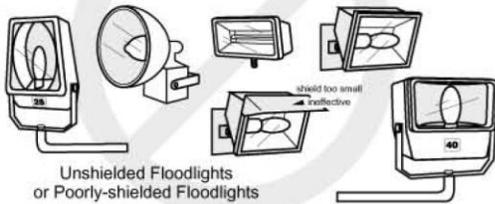
According to the International Dark-Sky Association "The light-emitting diode (LED) is transforming the way we light our cities and towns, offering a once in-a-lifetime chance to radically improve how we use energy and our outdoor spaces at night. With this opportunity comes an obligation to manage these changes responsibly and sustainably." Please refer to this http://www.darksky.org/wp-content/uploads/bsk-pdf-manager/IDA_LED_handout_48.pdf on best practices and recommendations for incorporating LED lighting into your historic property.

Good Lights for Good Nights

Help eliminate light pollution. Select the best fixture for your application using this guide. Use the lowest wattage bulb appropriate for the task and turn off the light when it's not being used.

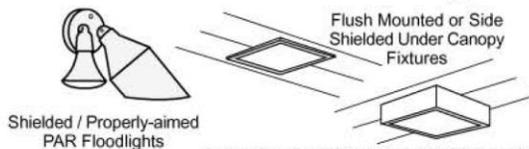
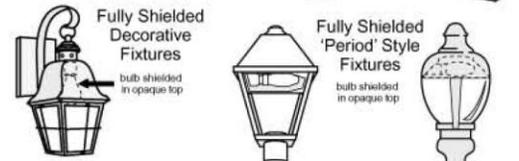
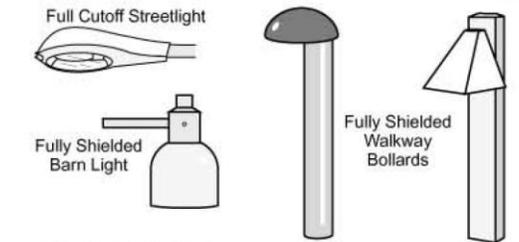
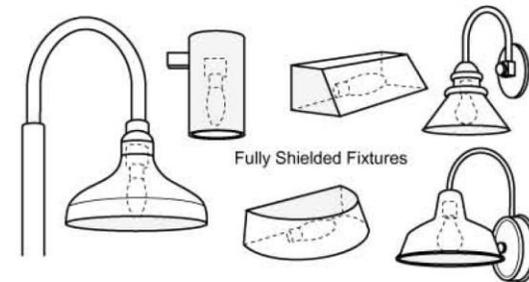
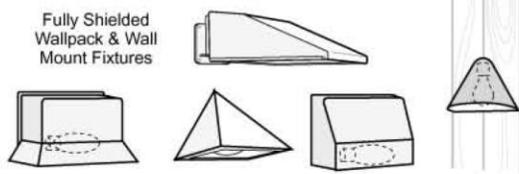
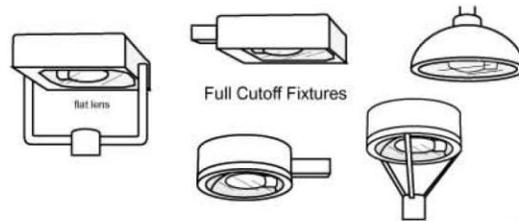
Unacceptable / Discouraged

Fixtures that produce glare and light trespass



Acceptable

Fixtures that shield the light source to minimize glare and light trespass and to facilitate better vision at night



Rendered for the Town of East Hampton, NY by Bob Crelin ©2/05

presented by the
Dark Sky Society
www.darksksociety.org

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Ypsilanti

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Historic District Fact Sheet

Signs and Awnings

This Fact Sheet is not a substitute for the ordinance, but addresses common questions about City ordinances. For further information, please call the Building Department.

All permit applications are available from the Building Department and at cityofypsilanti.com/permits.

Completed applications may be dropped off at the Building Department.

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SIGNS

In general, signs should not be designed as a permanent feature, as the life of a given building normally exceeds the life of any business located in that building. Animated signs and roof billboards are prohibited by the zoning ordinance and will not be approved.

Back-lit Signs: Back-lit signs are strongly discouraged within the Historic District. When a back-lit sign is approved, only the letters may emit light, the background shall be opaque.

Wall Signs: Signs which are attached to the façade of a building, such as just above storefront windows, are normally constructed of aluminum, wood or MDO (medium density overlay). Signs shall be weatherproof and thus not constructed of any materials which cannot withstand the elements. Signs of this "board" type shall have trim around all edges to protect the sign from water damage.

Neon Signs: Pre-existing neon signs may be restored. The use of new neon signs must be appropriate to the character of the building.

Installation Methods:

- Signs must always be installed without causing undue damage to the fabric of the building.
- All installation devices (screws, nails, bolts, anchors, etc.) shall be corrosion-resistant and of a material that will not react adversely with adjacent materials. In most instances, stainless steel will be the metal of choice.
- Signs may be attached to wood surfaces with nails or screws.
- Signs that must be affixed to a brick or stone wall shall be attached with installation devices located at the mortar joints wherever possible.
- Standoffs shall be used when installing a panel sign to a building in order to provide air circulation between the sign and the surface of the building.
- Holes created to allow the insertion of installation devices shall be caulked with an exterior grade, high performance sealant to prevent water from entering the structure and causing damage to the fabric of the building.

AWNINGS

Varying styles of awnings may be used within the Historic District. The style and type that is acceptable for a particular location depends on the style of the building on which it will be installed. Owners should consider matching the profile of awnings on adjacent structures.

Materials for Awnings:

- Awnings with the Historic District shall NOT be translucent.
- Awnings may be constructed of many different materials. Canvas awnings are preferred but vinyl, acrylic and other materials may be considered.
- Lights under awnings may be approved provided light does not show through the awning.
- Metal, fiberglass and unpainted aluminum awnings are generally not in keeping with the style of buildings within the Historic District and are not likely to be approved but are reviewed on a case-by-case basis.

Lettering for Awnings:

- Awnings should not, in general, serve as the primary sign for a business.
- If an awning is intended to serve as a sign, lettering may be added to the valance only. Any other proposed uses of lettering will be examined on a case-by-case basis.

Last updated: January 2019



REQUEST FOR LEGISLATION
October 21, 2025

For: Mayor and City Council

From:

Subject: Resolution No. 2025-218 Approving the purchase of three (3) 2026 Dodge Durango Police Interceptor SUVs from Lafontaine Chrysler in Lansing, MI for total of \$135,408.00 to be paid from the Motor Pool account #641.9330.7987.10 and authorizing the Chief of Police to sign all necessary documents needed to execute the vehicle purchase.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. RFL 2025 Patrol Vehicles
2. Resolution No 2025-217 Police Vehicles
3. 36956_LFTN INVOICE (01_97)
4. 36960_LFTN INVOICE (01_97)
5. 36959_LFTN INVOICE (01_97)
6. Durango Pursuit

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: October 21, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



REQUEST FOR LEGISLATION
October 14, 2025

FROM: Timothy Anderson, Chief of Police

SUBJECT: Replacement of Patrol Vehicles

Summary and Background:

In the FY 2025-26 budget funds were allocated from the Motor Pool account for the replacement of two patrol vehicles due to excessive wear, mileage and maintenance costs to safely operate the vehicles. The vehicles are scheduled to be replaced by three 2026 Dodge Durango SUVs Police Interceptors.

The Dodge Durango Police Interceptor SUV is specifically designed to be a patrol vehicle. It is equipped with all wheel drive for superior handling in all types of weather and will accommodate some of the current equipment at the police department. The cost to replace the vehicles are \$45,136.00 each or for a total \$135,408.00.

The vehicles will be purchased under state bid pricing from Lafontaine Chrysler, Lansing, MI.

Action Requested:

Approve the purchase of three (3) 2026 Dodge Durango Police Interceptor SUVs from Lafontaine Chrysler in Lansing, MI for total of \$135,408.00 to be paid from the Motor Pool account #641.9330.7987.10.

City Manager Approval: _____ Council Agenda Date:

City Manager Comments:

Finance Director Approval: _____



RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI

WHEREAS, the City of Ypsilanti Police Department desires to replace three (3) Police vehicles with 2026 AWD Dodge Durango's, and

WHEREAS, the City of Ypsilanti Police Department was allocated \$227,085.00 in the FY 2025-26 budget for the purchase of one (3) vehicles, and

WHEREAS, Lafontaine Chrysler Dodge, Lansing, Michigan has provided State of Michigan bid pricing in the amount of \$45,136.00, \$45,136.10, and \$45,136.00.

WHEREAS, there will be additional saving as a result of two police Ford Taurus vehicles being auctioned, and

WHEREAS, the purchase is from account 641.9330.4652.02.

THEREFORE, BE IT RESOLVED, That this Council approves the purchase of three (3) 2026 Dodge Durango Police Interceptor SUVs from Lafontaine Chrysler in Lansing, MI for total of \$135,408.00 to be paid from the Motor Pool account #641.9330.7987.10.

BE IT FURTHER RESOLVED, that the Chief of Police be authorized to sign all necessary documents needed to execute the vehicle purchase.

OFFERED BY: _____

SECONDED BY: _____

YES:

NO:

ABSENT:

VOTE:

VEHICLE INVOICE

LAFONTAINE CHRYSLER DODGE JEEP RAM OF LANSING
 6131 S PENNSYLVANIA AVE
 LANSING MI 48911

CUST # 142162
 DEAL # 36956

SOLD TO: CITY OF YPSILANTI

DATE 10/23/2025

ADDRESS: 505 W MICHIGAN AVE
 YPSILANTI MI 48197-5313

SALESMAN MICHELLE M DEACON

P.O. #

MAKE	MODEL	NEW OR USED	VIN	YEAR	KEY NO.	SOLD STK # TC161776	
DODGE	DURANGO AWD	NEW	1C4SDJFT9TC161776	26		PRICE OF VEHICLE OPTIONAL EQUIP. & ACCESS.	45121.00
INSURANCE COVERAGE INCLUDES:							
<input type="checkbox"/> FIRE AND THEFT		<input type="checkbox"/> PUBLIC LIABILITY - AMT.					
<input type="checkbox"/> COLLISION - AMT. DEDUCT.		<input type="checkbox"/> PROPERTY DAMAGE - AMT.					
OPTIONAL EQUIPMENT AND ACCESSORIES							
<u>GROUP</u>	<u>DESCRIPTION</u>				<u>PRICE</u>		
						SALES TAX	N/A
						LICENSE AND TITLE	15.00
						TOTAL CASH PRICE	45136.00
						FINANCING	N/A
						INSURANCE	N/A
						TOTAL TIME PRICE	45136.00
						SETTLEMENT:	
						DEPOSIT	N/A
						CASH ON DELIVERY	45136.00
						TRADE-IN _____	N/A
						LESS LIEN _____	N/A
						TYPE	
						VIN	
						PAYMENTS	
						1 @ N/A	N/A
						TOTAL	45136.00

LIENHOLDER :

FORM SA-131N_e (1-97)
 Reynolds and Reynolds ORDER TOLL FREE: 1-800-344-0998 FAX: 1-800-531-0925

THERE ARE NO WARRANTIES, EXPRESS OR IMPLIED, AS TO CONTENT OR FITNESS FOR PURPOSE OF THIS FORM. CONSULT YOUR OWN LEGAL COUNSEL.

VEHICLE INVOICE

LAFONTAINE CHRYSLER DODGE JEEP RAM OF LANSING
 6131 S PENNSYLVANIA AVE
 LANSING MI 48911

CUST # 142162
 DEAL # 36960

SOLD TO: CITY OF YPSILANTI

DATE 10/23/2025

ADDRESS: 505 W MICHIGAN AVE
 YPSILANTI MI 48197-5313

SALESMAN MICHELLE M DEACON

P.O. #

MAKE	MODEL	NEW OR USED	VIN	YEAR	KEY NO.	SOLD STK # TC161778	
DODGE	DURANGO AWD	NEW	1C4SDJFT2TC161778	26		PRICE OF VEHICLE OPTIONAL EQUIP. & ACCESS.	45121.00
INSURANCE COVERAGE INCLUDES:							
<input type="checkbox"/> FIRE AND THEFT		<input type="checkbox"/> PUBLIC LIABILITY - AMT.					
<input type="checkbox"/> COLLISION - AMT. DEDUCT.		<input type="checkbox"/> PROPERTY DAMAGE - AMT.					
OPTIONAL EQUIPMENT AND ACCESSORIES							
<u>GROUP</u>	<u>DESCRIPTION</u>				<u>PRICE</u>		
						SALES TAX	N/A
						LICENSE AND TITLE	15.00
						TOTAL CASH PRICE	45136.00
						FINANCING	N/A
						INSURANCE	N/A
						TOTAL TIME PRICE	45136.00
						SETTLEMENT:	
						DEPOSIT	N/A
						CASH ON DELIVERY	45136.00
						TRADE-IN _____	N/A
						LESS LIEN _____	N/A
						TYPE	
						VIN	
						PAYMENTS	
						1 @ N/A	N/A
						TOTAL	45136.00

LIENHOLDER :

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VEHICLE INVOICE

LAFONTAINE CHRYSLER DODGE JEEP RAM OF LANSING
 6131 S PENNSYLVANIA AVE
 LANSING MI 48911

CUST # 142162
 DEAL # 36959

SOLD TO: CITY OF YPSILANTI

DATE 10/23/2025

ADDRESS: 505 W MICHIGAN AVE
 YPSILANTI MI 48197-5313

SALESMAN MICHELLE M DEACON

P.O. #

MAKE	MODEL	NEW OR USED	VIN	YEAR	KEY NO.	SOLD STK # TC161777	
DODGE	DURANGO AWD	NEW	1C4SDJFT0TC161777	26		PRICE OF VEHICLE OPTIONAL EQUIP. & ACCESS.	45121.00
INSURANCE COVERAGE INCLUDES:							
<input type="checkbox"/> FIRE AND THEFT <input type="checkbox"/> PUBLIC LIABILITY - AMT. <input type="checkbox"/> COLLISION - AMT. DEDUCT. <input type="checkbox"/> PROPERTY DAMAGE - AMT.							
OPTIONAL EQUIPMENT AND ACCESSORIES							
<u>GROUP</u>		<u>DESCRIPTION</u>				<u>PRICE</u>	
SALES TAX							N/A
LICENSE AND TITLE							15.00
TOTAL CASH PRICE							45136.00
FINANCING							N/A
INSURANCE							N/A
TOTAL TIME PRICE							45136.00
SETTLEMENT:							
DEPOSIT							N/A
CASH ON DELIVERY							45136.00
TRADE-IN _____							N/A
LESS LIEN _____							N/A
TYPE VIN							
PAYMENTS 1 @ N/A							N/A
TOTAL							45136.00

LIENHOLDER :

FORM SA-131N_e (1-97)
 Reynolds and Reynolds ORDER TOLL FREE: 1-800-344-0998 FAX: 1-800-531-0925

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Standard Features - WDEE75-DURANGO PURSUIT VEHICLE AWD	
Code	Description
X9K	1 Yr. Trial (Registration Required)
RHV	10.1" Touchscreen Display
JKP	12 Volt AUX Power Outlet - Front
JJM	12 Volt AUX Power Outlet - Rear
JJ5	130 MPH Maximum Speed Calibration
JCF	140 MPH Primary Cert. Speedometer
WBN	18X8.0 Black Steel Wheels
DJC	195MM Front Axle
DRH	195MM Rear Axle
GXD	2-Door Passive Entry, Frt Door Locks
BAJ	220 Amp Alternator
NF4	24.6 Gallon Fuel Tank
TXQ	255/60R18 BSW On/Off Road Tires
CFN	2nd Row 60/40 Folding Seat
DLK	3.45 Rear Axle Ratio
ERC	3.6L V6 24V VVT Engine Upg I w/ESS
RTQ	4G LTE Wi-Fi Hot Spot
CYD	5 Passenger Seating
NAS	50 State Emissions
RCG	6 Speakers
BCZ	650 Amp AGM Battery
XF2	7 and 4 Pin Wiring Harness
DFT	8-Spd Auto 850RE Trans (Make)
MLX	Accent Color Lower Fascia
RD3	Accent Color Shark Fin Antenna
MRD	Accent Color Wheel Lip Molding
GAK	Acoustic Windshield
CG3	Advanced Multistage Front Air Bags
JMA	Air Filtering
RFP	Apple CarPlay
HAH	ATC w/3 Zone Temp Control
LMG	Automatic Headlamps
BC1	Aux Battery
LH2	Aux Switches
MWT	AWD Badge
CTL	Base Door Trim Panel
MMG	Belt Moldings
MFA	Black Headlamp Bezels
CHE	Black Headliner
CKJ	Black Vinyl Floor Covering
XAN	Blind Spot and Cross Path Detection
XPV	Blind Spot W/Trailer Detection
MNK	Body Color Door Handles

Standard Features - WDEE75-DURANGO PURSUIT VEHICLE AWD	
Code	Description
MBP	body color upper fascia
MBT	Body Color/Accent Color Rear Fascia
WMH	Bright Hub Caps
XJM	Capless Fuel Fill w/o Discriminator
CKN	Cargo Compartment Carpet
CKT	Cargo Tie Down Loops
NDA	Catalytic Converter
X8S	Center Console Parts Module
CGU	Child Seat Anchor System-LATCH Ready
XFH	Class IV Receiver Hitch
*C5	Cloth Bucket Seats w/ Shift Insert
RTV	Connected Travel & Traffic Services
DS7	Conventional Differential Frt Axle
DS8	Conventional Differential Rear Axle
CLG	Covered Cargo Storage
GEG	Deep Tint Sunscreen Glass
CF9	Delete 3rd Row Seat
RFV	Disassociated Touchscreen Display
X82	Door Parts Module
X8J	Door Trim Panel Module
CGY	Drvr Inflatable Knee-Bolster Air Bag
JJB	DUAL NOTE ELECTROMECHANICAL HORNS
MZJ	Durango Bright Badge
AZ1	Durango Pursuit Vehicle
SBL	Electric Power Steering
BNB	Electronic Stability Control
XAX	Engine Hour Meter
NHA	Engine Oil Cooler
LSE	Enhanced Accident Response System
AFX	Equipment Mounting Bracket
NHJ	Exterior Mirrors w/Heating Element
X72	Exterior Plastics Module
TZF	Firestone Brand Tires
X9E	For Details, Visit DriveUconnect.com
BNR	Four Wheel Traction Control
LBR	Front & Rear Interior LED Lamps
GCB	Front Door Tinted Glass
X83	Front End Parts Module
X8W	Front Fascias Parts Module
MDA	Front License Plate Bracket
LAX	Front Passenger Seat Belt Alert
X89	Front Suspension Damper Parts Module
X84	Front Suspension Parts Module

Standard Features - WDEE75-DURANGO PURSUIT VEHICLE AWD	
Code	Description
CDW	Frt Pass Forward Fold Flat Seat
WKB	Full Size Matching Spare Wheel
TBW	Full Size Spare Tire w/Matching Whl
X73	Glass Module II
RDG	Global Telematics Box Module (TBM)
LE7	Gloss Black Exterior Mirrors
MAK	Gloss Black Grille W/Granite Inner
LBC	Glove Box Lamp
RF5	Google Android Auto
JLP	GPS Antenna Input
JLN	GPS Navigation
Z6K	GVW Rating - 6500#
X8F	Hard Trim Module
RE8	HD Radio
X8Y	Headliner Parts Module
NMC	Heavy Duty Engine Cooling
BNG	Hill Start Assist
HGA	Hood Insulation
XE2	I/P Mounted Elec Shifter
LAC	Illuminated Entry
JB5	Instr. Panel Platinum Chrome Bezel
JAA	Instrument Panel
X81	Instrument Panel Parts Module
RTF	Integrated Center Stack Radio
XR8	Integrated Voice Command w/Bluetooth
CSV	Interior Assist Handles
X8T	Interior Trim Module
GAP	Laminated Front Door Glass
LMZ	LED Daytime Running Headlamps
LM6	LED Low/High Beam Headlamps
LA3	LED Taillamps w/Red Accents
X8G	Load Floor Parts Module
CXG	Lock On Sync Tire Press Sensor
RSF	Media Hub (2 USB, Aux)
CZX	Mini Console Police
APA	Monotone Paint
XA8	Non Adjustable Pedals
GXQ	Non-Key Alike Fobs
CUN	Overhead Console
XH3	ParkSense Rr Park Assist w/Stop
XAC	ParkView Rear Back-up Camera
CSR	Passenger Assist Handles
SCJ	Perforated Leather Wrapped Strg Whl

Standard Features - WDEE75-DURANGO PURSUIT VEHICLE AWD	
Code	Description
BR9	Police ABS 4-Wheel Hd Disc Brakes
AYF	Police Group
SDB	Police Tuned Suspension
JPU	Power 4-Way Driver Lumbar Adjust
JPR	Power 8-Way Drvr/Manual Pass Seat
JKY	Power Accessory Delay
GTS	Power Heated Mirrors, Fold-Away
JPB	Power Locks
JAJ	Premium Instrument Cluster w/Tach
HGP	Premium Insulation Group
XPF	Protective Coating and Remover
XJ7	Push-Push Fuel Filler Door
GX4	Pushbutton Start
JP3	Pwr Front Windows, 1-Touch,Up & Down
XFC	R1234YF A/C Refrigerant
BHC	Rain Brake Support
BHD	Ready Alert Braking
HBB	Rear Air Conditioning w/Heater
X8U	Rear Fascias Parts Module
SES	Rear Load Leveling Suspension
X91	Rear Suspension Damper Parts Module
X85	Rear Suspension Parts Module
GNK	Rear View Auto Dim Mirror
GFA	Rear Window Defroster
JHB	Rear Window Wiper/Washer
GXM	Remote Keyless Entry
X8Z	Seat Parts Module
AXR	Secure Park Package
XX7	Selectable Steering Modes
GXX	Sentry Key Theft Deterrent System
MRF	Sill Molding
DHY	Single Speed Transfer Case
RT1	SiriusXM Guardian-included trial (B)
RTU	SiriusXM with 360L
AHV	Special Service Group
NHM	Speed Control
LNQ	Spot Lamp Wiring Prep.
RDZ	Steering Wheel Mounted Audio Ctrls
XHZ	Stop-Start Dual Battery System
GNV	Sun Visors w/Vanity Mirror
XSV	Super Nova Hydro Interior Accents
CJ5	Supp. Side Curtain All Rows Air Bags
CJ1	Supplemental Frt Seat Side Air Bags

Standard Features - WDEE75-DURANGO PURSUIT VEHICLE AWD	
Code	Description
CGS	Supplemental Side Air Bags
JFJ	Temperature & Compass Gauge
SUD	Tilt/Telescope Steering Column
GBB	Tinted Windshield Glass
XBN	Tip Start
X88	Tire & Wheel Parts Module
XGM	Tire Pressure Monitoring Display
BNT	Trailer Sway Damping
NHQ	Transmission Heater
CD4	Tungsten Interior Accent Stitching
UBN	Uconnect 5 Nav w 10.1" Display (USA)
XXS	Upfitter Electronic Module (VSIM)
RF7	USB Host Flip
JHA	Var Intermittent Windshield Wipers
LAZ	Vehicle Information Center



REQUEST FOR LEGISLATION
October 21, 2025

For: Mayor and City Council

From: Andrew Hellenga, City Manager, Rachel Frye

Subject: Resolution No. 2025-219 Electing to comply with 2011 Public Act 152, by approving and adopting the Opt-Out Option for the medical benefit plan coverage year 01/01/2026 through 12/31/2026.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. RFL PA 152_ Employee Health Care Cost Contributions for 2026
2. 2025 PA152_Council_Presentation Updated

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: October 21, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



REQUEST FOR LEGISLATION

October 21, 2025

To: Mayor and City Council

From: Andrew Hellenga, City Manager

Subject: Discussion on PA 152 of 2011 Healthcare Cost Contributions for 2026

Summary & Background:

Each year, the City is required to comply with the Michigan Public Act 152 of 2011, as amended, in regard to employer paid health care benefits for employees. The "Act" provides the City with three options to comply with the law.

Option #1 — Take no action and comply with the Hard Cap Limits established by the state.

Option #2 - By majority vote, approve a 20% cost sharing by the employees.

Option #3 - By 2/3 vote of Council, elect the Opt. Out Option and exempt itself from the requirements of the Act.

Option #1 would cost the City approximately \$533,560 and the employees approximately \$142,8201 annually.

Option #2 would cost the City approximately \$1,569,409 and the employees approximately \$392,352 annually.

Option #3 would cost the City approximately \$1,725,900 and the employees approximately \$235,862 annually.

Administration recommends Option #3 to Opt. Out, thereby exempting itself from the requirements of the Act. This recommendation is due to the use of "Illustrative Rates" whereby the cost for retiree healthcare is not included in the calculation of the total cost for active employees. (Please see attachment regarding *Shelby Township v Command Officers Association of Michigan*.) Administration is recommending a 15% cost sharing by the employees based on the illustrative rates costing model. This option will keep the City within its budget allocation and at the same time keep employees' portion close to their current share.

Compared to last year, the City's total premium will increase by 25.09%. By opting out, both the City and employees will share the increased cost. The City hopes by implementing this, it lessens the burden of the increased cost between employees and the City.

Recommended Action: Adopt the Opt. Out Option as the City's choice of compliance with PA 152 of 2011, as amended, for 2026.

Attachments: Resolution, Funding Options, *Shelby Township v Command Officers Association of Michigan* Article

City Manager Approval: _____ **Council Agenda Date:** 10/21/25

City Manager Comments: _____

Finance Director/Treasurer Approval: _____



RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

Whereas, the City Council of the City of Ypsilanti deems it necessary to comply with the State of Michigan 2011 Public Act 152, as amended; and

Whereas, the Act contains three options for complying with the requirements of the Act as follows:

- 1) Hard Cap Option, limits employer's total annual health care costs for employees based on coverage levels
- 2) 80%/20% Option, limits employer's share of total health care costs to not more than 80%, requires annual majority vote
- 3) Opt. Out Option, the City may exempt itself from the requirements of the Act by an annual 2/3 vote; and

Whereas, the City Council has decided to adopt the Opt. Out Option as its choice of compliance under the Act;

NOW THEREFORE BE IT RESOLVED THAT, the Council of the City of Ypsilanti elects to comply with 2011 Public Act 152, by approving and adopting the Opt. Out Option for the medical benefit plan coverage year 01/01/2026 through 12/31/2026.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

STATE OF MICHIGAN
COURT OF APPEALS

SHELBY TOWNSHIP,

Respondent-Appellant,

v

COMMAND OFFICERS ASSOCIATION OF
MICHIGAN,

Charging Party-Appellee.

UNPUBLISHED
December 15, 2015

No. 323491
MERC
LC No. 12-000067

Before: SHAPIRO, P.J., and O'CONNELL and WILDER, JJ.

PER CURIAM.

Respondent, Shelby Township (the Township), appeals as of right the decision of the Michigan Employment Relations Commission (MERC), which concluded that the Township failed to bargain over a mandatory subject of bargaining and applied an incorrect rate for health insurance to members of the charging party, Command Officers Association of Michigan (the Union). We affirm.

I. LEGAL AND FACTUAL BACKGROUND

The Publicly Funded Health Insurance Contribution Act, MCL 15.561 *et seq.*, limits how much public employers may pay toward healthcare costs for employee medical benefit plans. There are two alternatives available to the public employer: the “hard cap” option, MCL 15.563, gives employers the option to pay a specific amount per employee, while the “percentage” option, MCL 15.564, gives employers the option to pay not more than 80% of total healthcare costs for all employees and elected public officials. A medical benefit plan excludes “benefits provided to individuals retired from a public employer” MCL 15.562(e).

MCL 423.215b(1) provides that after a collective bargaining agreement expires, “a public employer shall pay and provide wages and benefits at levels and amounts that are no greater than those in effect on the expiration date” and that the employees shall pay any increased costs of maintaining their benefits. The cost increase “shall not cause the total employee costs for those benefits to exceed the amount of the employee’s share” under the Act. MCL 423.215b(4)(b).

The Union represents supervising law enforcement officers in the Township. The parties’ collective bargaining agreement expired on December 31, 2010. When the contract expired, the Union’s members paid flat annual rates. In November 2011, the Township adopted

the “percentage” option for only the Union’s members and dispatchers—it decided to apply the “hard cap” option to non-union employees and other bargaining units.

The Union demanded to bargain about the calculation method and total amount of employee contributions, but the Township denied that it had made any decision regarding the amounts of premium sharing. On December 6, 2011, the Township voted to adopt an 80/20 premium sharing plan, and the Union renewed its demand to bargain. On January 11, 2012, the Township advised the Union that it would not bargain about the percentage sharing plan.

The Township’s premium sharing plan became effective and increased the members’ rates on January 1, 2012, even though the employees’ plan did not renew until February 1, 2012. In January 2012, the Union’s members were required to pay both their 20% share and a cost increase for that month. Additionally, the members’ insurance rates were based on bundled rates, which included the insurance costs of retirees, instead of unbundled rates, which did not. John Vance, a plan analyst for the Township’s insurance provider, testified that the insurance provider offered both bundled and unbundled rates to the Township in mid-January 2012.

Following a hearing before a magistrate, MERC ruled that the Township did not violate its duty to bargain by unilaterally choosing the “percentage” option instead of the “hard cap” option. However, MERC concluded that the Township had a duty to bargain about the calculation of the Union members’ premium shares. MERC ruled that the Township improperly relied on bundled rates to calculate the employees’ premiums because MCL 15.562(e) expressly excluded benefits to retirees from medical benefit plans. MERC concluded that the Township could not lawfully require the Union’s members to pay more than 20% of the unbundled rate. It ordered the Township to recalculate the employees’ premiums as of February 1, 2012, and refund any overpayments, as well as the increased cost in January 2012.

II. STANDARDS OF REVIEW

This Court reviews MERC decisions to determine whether the decision is authorized by law and MERC’s findings are supported by competent, material, and substantive evidence. Const 1963, art 6, § 28; *Grandville Muni Executive Ass’n v Grandville*, 453 Mich 428, 436; 553 NW2d 917 (1996). Substantial evidence is evidence that a reasonable person would accept to support a conclusion. *In re Payne*, 444 Mich 679, 692; 514 NW2d 121 (1994) (opinion by BOYLE, J.). We review de novo MERC’s legal decisions. *Branch Co Bd of Comm’rs v UAW*, 260 Mich App 189, 192-193; 677 NW2d 333 (2003). MERC’s legal conclusions are not binding on this Court, but we afford them respectful consideration. See *In re Complaint of Rovas Against SBC Michigan*, 482 Mich 90, 97, 103; 754 NW2d 259 (2008).

III. RATES AS A MANDATORY SUBJECT OF BARGAINING

The Township contends that MERC erred when it concluded that the percentage allocation of premium contributions is a mandatory subject of bargaining. We disagree.

The Public Employee Relations Act (PERA), MCL 423.201 *et seq.*, controls in any conflict with another statute. *Van Buren Co Ed Ass’n v Decatur Pub Schs*, 309 Mich App 630, 643; ___ NW2d ___ (2015). PERA requires public employees to bargain about wages and conditions of employment. MCL 423.215(1). Health insurance benefits are a mandatory subject

of bargaining. *Ranta v Eaton Rapids Pub Schs Bd of Ed*, 271 Mich App 261, 270; 721 NW2d 806 (2006). A public employer does not have a duty to bargain about its choice between the “hard cap” and “percentage” options for employee medical plan contributions. *Van Buren Co Ed Ass’n*, 309 Mich App at 643. But a public employer must bargain about the amount that specific employee groups will pay toward the employees’ portion of the contribution. *Id.* at 645-646.

In this case, MERC ruled that the Township did not have any duty to bargain about its choice of the “percentage” option over the “hard cap” option, but it concluded that the Township did have the duty to bargain over the percentages that the employee groups would contribute. MERC’s decision is consistent with this Court’s interpretation of the same statutory language in *Van Buren Co Ed Ass’n*. We conclude that MERC did not err by concluding that this was a mandatory subject of bargaining.

IV. BUNDLED INSURANCE RATES

The Township also contends that MERC erred when it concluded that it had improperly calculated the employees’ premiums on the basis of bundled rates that included retirees’ insurance costs. According to the Township, it properly relied on a Department of Treasury document that approved of bundled rates. We disagree.

First, even presuming that the Department of Treasury’s “frequently asked questions” document applies to the percentage option,¹ it does not supersede MERC’s interpretation. PERA is a “highly specialized and politically sensitive field of law.” *Kent Co Deputy Sheriffs’ Ass’n v Kent Co Sheriff*, 238 Mich App 310, 313; 605 NW2d 363 (1999). MERC has sole jurisdiction to resolve issues involving unfair labor practices. *Id.* MCL 423.215b is part of PERA, which MERC is charged with enforcing. We conclude that MERC was not bound by the Department of Treasury’s memorandum.

Second, we conclude that MERC did not err as a matter of law when it determined that the Township could not use a rate for its employees’ premiums that included benefits for retired employees. The definition of “medical benefit plan” specifically *excludes* benefits to retired employees. MCL 15.562(e). The bundled rate used in this case included retirees’ costs. The unbundled rate was available to the Township in mid-January, before the employees’ insurance plan renewed on February 1, 2012. The Township’s difficulty in complying with the statute does not render the statute unreasonable or allow this Court to avoid enforcing its language as written. See *Johnson v Recca*, 492 Mich 169, 187; 821 NW2d 520 (2012).

Finally, the Township argues that MERC improperly ordered it to unilaterally recalculate its premiums and reimburse the Union’s members for any healthcare overcharges. Other than restating its previous arguments, the Township provides no authority for the proposition that MERC may not order recalculation and reimbursement as a remedy. We conclude that the Township has abandoned this issue. See *VanderWerp v Plainfield Charter Twp*, 278 Mich App

¹ This document concerned only the “hard cap” option and did not mention the “percentage” option that the Township chose in this case.

624, 633; 752 NW2d 479 (2008). Additionally, we note that MERC may impose any remedy that would make affected employees whole. See *Pontiac Fire Fighters Union Local 376 v Pontiac*, 482 Mich 1, 10; 753 NW2d 595 (2008).

We affirm.

/s/ Douglas B. Shapiro
/s/ Peter D. O'Connell
/s/ Kurtis T. Wilder



Public Act 152 of 2011 Health Care Cost Sharing

City of Ypsilanti 2026

What is PA 152?



- Enacted in 2011 by the State of Michigan



- Known as the 'Publicly Funded Health Insurance Contribution Act'



- Purpose: Limit taxpayer burden for employee health insurance costs



- Applies to public employers including cities, counties, townships, school districts

Employer Options under PA 152

1. Hard Cap (default)
 - Dollar limits set annually by State Treasury
2. 80/20 Cost Share(Simple Majority)
 - Employer pays max of 80%, employee pays at least 20%
3. Opt-Out(2/3 Vote)
 - Employer sets alternative arrangement

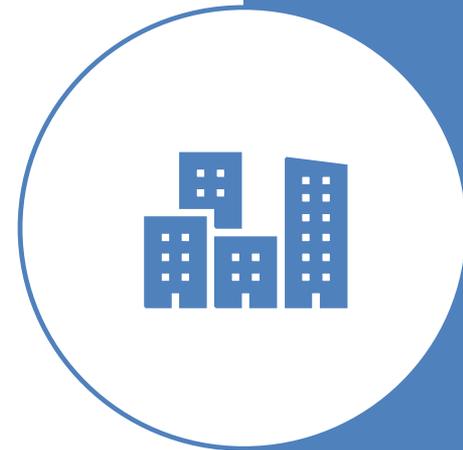
If no action by Council it defaults to Hard Cap

Current Hard Cap Amounts (FY 2026)

- • Single: \$7,942.09
- • Two-Person: \$16,609.28
- • Family: \$21,660.30

Impact on Employees & City

- Employees: Cost-sharing increases as premiums rise above caps
- City: Predictable budgeting and compliance with law
- Example: Current family premium vs Hard Cap = employee contribution
 $\$29,188.44 - \$21,660.30 = \$7,528.14$
or
 $\$627.45/\text{mo}$
Vs
 $\$132.33/\text{mo}$ (OPT Out Currently Adopted)



City of Ypsilanti Practice



- HISTORICALLY, THE CITY HAS ELECTED OPT OUT 85%ER & 15% EE



- APPLIED CONSISTENTLY ACROSS ALL EMPLOYEE GROUPS



- COUNCIL ACTION REQUIRED 2/3 VOTE

Historical Contract Year Renewals

Contract Year	Contracts Years Covered	Rate Action	Projected Premium
1/2026-12/2026	131	25.09%	\$1,919,743
1/2025-12/2025	130	4.40%	\$1,517,679
1/2024-12/2024	141	-3.6%	\$1,574,394
1/2023-12/2023	146	17.66%	\$1,805,522

Budget Impact

Budget	Total Cost
Adopted Budget	\$1,701,862
Proposed Amendment	\$1,725,900
Amount	\$24,038

Healthcare Plans for Employees

BCBS Community Blue PPO – The City self-funds the first \$4,000/\$8,000 of this plan and the prescription coverage is self-funded by the City, through EHIM who administers the program. Employees pay a co-pay on each prescription. The out-of-pocket maximum for each employee is paid by the City. This option is only available to members of the IAFF as per their collective bargaining agreement.

BCBS Simply Blue PPO 80% – This is a high deductible (\$3,500/\$7,000) plan and the City contributes to an H.S.A. (\$1,500/\$3,000) regardless of collective bargaining agreement.

BCN HMO H.S.A. – This is a high deductible (\$3,400/\$6,800) plan and the City contributes to an H.S.A. (\$3,300/\$6,600) regardless of collective bargaining agreement.

Recommendation



- Staff recommends City to Opt Out with cost sharing of 85% to 15% based on Illustrative rates

Requires 2/3 vote



- Ensures compliance, fiscal sustainability, and fairness

Next Steps



Council adoption of resolution



Open Enrollment for employees on November 2025



Communicate to payroll for Jan 1 coverage year

Questions & Discussion





REQUEST FOR LEGISLATION
October 21, 2025

For: Mayor and City Council

From: Rachel Frye

Subject: Resolution No. 2025-220 Approving a one-year contract from January 1, 2026, to December 31, 2026, to offer certain Blue Cross Blue Shield and Blue Care Network benefit plans to all eligible participating employees and retirees; also approving a one-year contract with EHIM to administer the self-funded WRAP and prescription portions of the BCBS Community Blue PPO program and to coordinate all benefits and costs with Blue Cross Blue Shield of Michigan.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approve

ATTACHMENTS:

1. 1. RFL and Res. No. 2025 - 220 2026 Renewal of Current BCBS Plans_

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: October 21, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



REQUEST FOR LEGISLATION

October 21, 2025

To: Mayor and City Council
From: Rachel Frye, Human Resources Director
Subject: Current Health Care Plans for Employees and Retirees

Summary & Background:

The City currently provides active employee and retiree health care benefit plans. The City is proposing the following plans for active employees:

BCBS Community Blue PPO – The City self-funds the first \$4,000/\$8,000 of this plan and the prescription coverage is self-funded by the City, through EHIM who administers the program. Employees pay a co-pay on each prescription. The out-of-pocket maximum for each employee is paid by the City. This option is only available to members of the IAFF as per their collective bargaining agreement.

BCBS Simply Blue PPO 80% – This is a high deductible (\$3,500/\$7,000) plan and the City contributes to an H.S.A. (\$1,500/\$3,000) regardless of collective bargaining agreement.

BCN HMO H.S.A. – This is a high deductible (\$3,400/\$6,800) plan and the City contributes to an H.S.A. (\$3,300/\$6,600) regardless of collective bargaining agreement.

The retirees are covered by several different plans, depending on the collective bargaining agreement that the employee retired with, or Medicare eligibility. Retirees under age 65 and those not entitled to Medicare Part B are covered by a BCBS plan, with the prescription plan self-funded by the City. Depending on the retiree’s plan, they may pay prescription copays, and some up front out of pocket deductibles. Retirees over age 65 that are eligible for Medicare Parts A & B are enrolled in a fully insured BCBS Medicare Advantage plan.

Recommended Action:

Attachments:

City Manager Approval: _____ **Council Agenda Date:**

City Manager Comments: _____

Finance Director/Treasurer Approval: _____



RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

Whereas, the Council of the City of Ypsilanti deems it to be in the best interest of the City to continue to keep health care costs in line with our budget; and

Whereas, the current Blue Cross Blue Shield and Blue Care Network Plans will continue to keep health care costs in line with our budget while still offering additional benefits to the active employees and retirees that are eligible to participate.

NOW THEREFORE BE IT RESOLVED THAT, the Council of the City of Ypsilanti approve a one-year contract from January 1, 2026, to December 31, 2026, to offer the following Blue Cross Blue Shield and Blue Care Network benefit plans to all eligible participating employees and retirees: Community Blue PPO, Simply Blue PPO 80%, BCN HMO H.S.A., and Medicare Advantage.

FURTHER THAT, the Council of the City of Ypsilanti approves a one-year contract with EHIM to administer the self-funded WRAP and prescription portions of the BCBS Community Blue PPO program and coordinate all benefits and costs with Blue Cross Blue Shield of Michigan.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



REQUEST FOR LEGISLATION
October 21, 2025

For: Mayor and City Council

From: Andrew Hellenga, City Manager, Rheagan Basabica

Subject: Resolution No. 2025-221 Approving Bank of Ann Arbor, Key Bank, Huntington Bank, Fifth Third Bank, Michigan CLASS and MILAF+ as approved depositories for City funds and approving Andrew Hellenga, City Manager, Rheagan Basabica, City Treasurer/Finance Director, and Tracey Boudreau, City Clerk as authorized signers on behalf of the City of Ypsilanti.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. Resolution No 2025-221 Banking list

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: October 21, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



REQUEST FOR LEGISLATION
October 21, 2025

To: Mayor and City Council

From: Rheagan Basabica, Finance Director/Treasurer

Subject: City of Ypsilanti Banking List

SUMMARY

This resolution formally approves the City of Ypsilanti's official list of banking institutions and authorized signatories. State law and the City Charter require City Council to designate depositories for public funds to ensure the secure management of City revenues and expenditures. Adoption of this resolution will confirm the City's approved financial institutions and update the list of authorized officials with signing authority on City accounts.

BACKGROUND

The City conducts daily financial operations that require multiple banking relationships, including the deposit of revenues, payment of vendors, payroll processing, debt service payments, and investment activities. In accordance with the Uniform Budgeting and Accounting Act (Public Act 2 of 1968, as amended) and Section 10.02 of the City Charter, City Council must authorize the depositories where City funds may be held.

Periodically, it is necessary to review and update the City's official banking list to:

- Ensure compliance with state law and auditing standards,
- Reflect any changes in financial institutions used by the City, and
- Update the list of individuals authorized to sign on behalf of the City.

Approval of this resolution will allow the Treasurer/Finance Director and City Manager to continue managing City accounts efficiently while ensuring appropriate internal controls remain in place.

CITY MANAGER APPROVAL: _____

COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS: _____

FINANCE DIRECTOR/TREASURER APPROVAL: _____



RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, Section 10.02 of the City Charter and the Uniform Budgeting and Accounting Act, Public Act 2 of 1968, require that all public funds be deposited in financial institutions designated by the governing body; and

WHEREAS, it is necessary for the City of Ypsilanti to maintain depositories at multiple financial institutions in order to conduct daily operations, receive revenues, and make disbursements; and

WHEREAS, the City Council must authorize the official list of banking institutions and authorized signers for the City's accounts.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI that the following financial institutions are hereby designated as approved depositories for City funds: Bank of Ann Arbor, Key Bank, Huntington Bank, Fifth Third Bank, Michigan CLASS and MILAF+

BE IT FURTHER RESOLVED that the authorized signers on behalf of the City of Ypsilanti shall be:

- Andrew Hellenga, City Manager
- Rheagan Basabica, City Treasurer/Finance Director
- Tracey Boudreau, City Clerk

BE IT FURTHER RESOLVED that the City Manager and City Treasurer are authorized to establish, maintain, and close accounts at these institutions as necessary for the proper handling of City funds, provided that all such accounts remain subject to audit and reporting requirements.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

I do hereby certify that the above resolution is a true and correct copy of Resolution _____ as passed by the Ypsilanti City Council, at their meeting held on _____.

Tracey L. Boudreau, City Clerk



REQUEST FOR LEGISLATION
October 21, 2025

For: Mayor and City Council

From:

Subject: Resolution No. 2025-222 A Resolution to affirm the City of Ypsilanti's commitment to peace, join Mayors for Peace, and oppose the Los Alamos-University of Michigan Data Center and approving to annually observe Hiroshima Day on August 6 and Nagasaki Day on August 9 with appropriate remembrance to honor victims of nuclear weapons and reaffirm our commitment to peace.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION:

ATTACHMENTS:

1. Resolution No 2025-222 Mayors for Peace
2. Mayors for Peace registration_form
3. Mayors for Peace Info

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: October 21, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



A RESOLUTION TO AFFIRM THE CITY OF YPSILANTI'S COMMITMENT TO PEACE, JOIN MAYORS FOR PEACE, AND OPPOSE THE LOS ALAMOS-UNIVERSITY OF MICHIGAN DATA CENTER

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, the Mayors for Peace initiative, established in 1982 and led by the Mayors of Hiroshima and Nagasaki, works toward the total abolition of nuclear weapons and lasting world peace through a network of over 8,300 cities across 167 countries and regions; and

WHEREAS, 2025 marks 80 years since the atomic bombings of Hiroshima and Nagasaki, demonstrating the catastrophic humanitarian consequences of nuclear weapons and creating an enduring moral imperative for their elimination; and

WHEREAS, the dangers posed by nuclear weapons are not abstract, but represent an existential threat to all humanity, and cities have a moral responsibility to speak for the safety and security of their residents in the face of such threats; and

WHEREAS, the City of Ypsilanti has a demonstrated commitment to peace, justice, and environmental sustainability, and seeks to join other Michigan members of Mayors for Peace, including Detroit (2000), Hamtramck (2003), Ann Arbor (2011), Benton Harbor (2016), Grand Rapids (2017), and Portage (2023); and

WHEREAS, the proposed National Security Data Center in Ypsilanti Township represents a partnership between the University of Michigan and Los Alamos National Laboratory—the United States' primary nuclear weapons design facility—thereby implicating our community in nuclear weapons development; and

WHEREAS, reporting from Inside Climate News and The Guardian has documented that data centers of this scale pose significant environmental threats, including excessive water consumption and potential PFAS "forever chemical" contamination that could endanger local water resources and public health; and

WHEREAS, questions remain regarding the University of Michigan's precise role in nuclear weapons research through this project, as the institution has not fully clarified the nature of its involvement beyond denying weapons "manufacturing," according to reporting in The Michigan Daily; now, therefore,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF YPSILANTI:

Section 1. Commitment to Peace. The City of Ypsilanti affirms its commitment to nuclear disarmament and international peace.

Section 2. Membership in Mayors for Peace. The City of Ypsilanti officially applies to join Mayors for Peace and directs the City Clerk to submit the required registration to the initiative's Secretariat.

Section 3. Opposition to the Data Center. The Ypsilanti City Council strongly opposes the Los Alamos-University of Michigan data center due to its connections to nuclear weapons

modernization and potential environmental harms and calls for a complete and permanent cessation of all efforts to build this data center in any form.

Section 4. Calls to Action. The Ypsilanti City Council calls upon:

- a. **The Ypsilanti Township Board** to utilize all available means to deny permits and prevent the development of this data center;

- b. **The University of Michigan Board of Regents and Administration** to immediately and permanently terminate its partnership with Los Alamos National Laboratory and cease all efforts related to this project;

- c. **The Washtenaw County Board of Commissioners** to take a formal position opposing this project and support local efforts to prevent its construction;

- d. **DTE Energy** and the **Ypsilanti Community Utilities Authority (YCUA)** to cease all involvement and withdraw all utility services and support for this project;

- e. **The Michigan Economic Development Corporation (MEDC)** to publicly discontinue its support and revoke any authorization for this project;

- f. **The Michigan Strategic Fund** to revoke the previously announced \$100 million grant and cease any future financial support for this project.

Section 5. Dissemination. Copies of this resolution shall be sent to:

- The Mayors for Peace Secretariat
- The Ypsilanti Township Board of Trustees
- The University of Michigan Board of Regents and President
- The Washtenaw County Board of Commissioners
- The Members of the U.S. Congress representing the City of Ypsilanti
- DTE Energy
- The Ypsilanti Community Utilities Authority (YCUA) Board of Directors
- The Chief Executive Officer of the Michigan Economic Development Corporation (MEDC)
- The Chair of the Michigan Strategic Fund Board

BE IT FURTHER RESOLVED, that the City of Ypsilanti will annually observe Hiroshima Day on August 6 and Nagasaki Day on August 9 with appropriate remembrance to honor victims of nuclear weapons and reaffirm our commitment to peace.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



Mayors for Peace Registration Form

To Mr. MATSUI Kazumi
Mayor of Hiroshima
President of Mayors for Peace

I hereby express my city/municipality's support for the abolition of nuclear weapons and desire to join Mayors for Peace.*

Name of the city/municipality**: _____

***This is the name we will use to refer to your city/municipality in our database.*

Name of country: _____

Mayor's name: _____

Title: _____

Mayor's Signature: _____

Date: _____

Mayor's office address: _____

TEL: _____ FAX: _____

E-mail: _____

Website: _____

Municipal Population: _____ (as of _____)

Contact person

Name: _____

Title: _____

Position: _____

E-mail: _____

Questionnaire

How did you find out about Mayors for Peace?

- Member City: (Name) _____ Ministry of Foreign Affairs of your country
 NGO/Organization: (Name) _____ Meeting with Mayor of Hiroshima
 Other: (please specify) _____

Please send this form to:
Mayors for Peace Secretariat
FAX : +81-82-242-7452
E-mail : mayorcon@pcf.city.hiroshima.jp

Note

*This registration form implies your city/municipality's decision to join Mayors for Peace. If your city/municipality requires specific procedures, including approval from your city/municipal council, please submit this form after such procedures are completed.

*Mayors for Peace runs several social media sites (X @Mayors4Peace, Facebook @mayorsforpeace) where we would like to introduce our new member cities. We ask your permission to share information about your new membership with our followers. If you agree to the above, we ask that you please provide (1) a photo of the current mayor and (2) a photo that represents your city (landmark, landscape, etc.). Thank you in advance for your cooperation.

Mayors for Peace

In August 1945, single atomic bombs dropped on the cities of Hiroshima and Nagasaki instantly reduced them to rubble, taking more than 210,000 precious lives. With more than 75 years since the bombings, many survivors (*hibakusha*) still suffer from the physical and emotional aftereffects of radiation. To spread throughout the world the *hibakusha*'s ardent wish symbolized in the message that "no one should ever suffer as we have", and to ensure it is passed on to future generations, Hiroshima and Nagasaki remain steadfast in our assertion to the world that nuclear weapons are inhumane and continue to call for their abolition.

On June 24, 1982, at the 2nd UN Special Session on Disarmament held at the UN Headquarters in New York, then Mayor Takeshi Araki of Hiroshima called for cities throughout the world to transcend national borders and join in solidarity to work together to press for nuclear abolition. Subsequently, the Cities of Hiroshima and Nagasaki established "The World Conference of Mayors for Peace through Inter-city Solidarity" (now, Mayors for Peace), composed of mayors around the world who formally expressed support for this call. In 1991, the organization was registered as a NGO in Special Consultative Status with the UN Economic and Social Council (ECOSOC).

- *On August 5, 2001, the organization changed its name from "The World Conference of Mayors for Peace through Inter-city Solidarity" to "Mayors for Peace".

Mission

The purposes of the “Mayors for Peace” are to contribute to the attainment of lasting world peace by arousing concern among citizens of the world for the total abolition of nuclear weapons through close solidarity among member cities as well as by striving to solve vital problems for the human race such as starvation and poverty, the plight of refugees, human rights abuses, and environmental degradation.

Structure

Member Cities
(As of October 1, 2025)

8,527 cities
in 166 countries
& regions

Area	Cities	Countries & Regions
<u>Asia</u>	3,372	39
<u>Oceania</u>	138	9
<u>Africa</u>	443	49
<u>Europe</u>	3,481	41
<u>North America</u>	350	3
<u>Latin America and the Caribbean</u>	743	25

Regions: Taiwan / Palestine / Northern Cyprus (Asia), Northern Mariana Islands / French Polynesia (Oceania), Kosovo (Europe), Somaliland (Africa), Greenland (North America), Puerto Rico (Latin America and the Caribbean)



REQUEST FOR LEGISLATION
October 21, 2025

For: Mayor and City Council

From: Katie Jones, Economic Development/Equity Coordinator

Subject: Resolution No. 2025-223 Authorizing City staff to expend the remainder of the MEDC grant funds on the DUR Storage yard excavation project for the purposes of environmental remediation.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. RFL for MEDC Funds_Expended

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: October 21, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



REQUEST FOR LEGISLATION
Date: October 21, 2025

For: Mayor and City Council
From: Katie Jones, Manager, Strategic Communications
Economic Development and Equity
Subject: Water Street MEDC funds

SUMMARY & BACKGROUND:

In 2022, the City, received a grant through Senator Jeff Iwin’s office for \$4,381,000 for the clean up of Water Street. We are now in the middle of the clean-up of the DUR Storage yard and anticipate fully expending the funds by the end of the year or shortly thereafter. We are seeking approval of expending the funds within the grant on the DUR Storage yard excavation project. The current grant agreement expires on December 31, 2025.

RECOMMENDED ACTION:

Staff recommends that the Council approve expending the MEDC grant on the excavation project.

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE:

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____



RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

Whereas, the City of Ypsilanti has an interest in remediating and developing Water Street, and

WHEREAS, the City of Ypsilanti is conducting excavation work on Water Street for redevelopment purposes, and

The City is the recipient of \$4,381,000.00 through MEDC from Senator Jeff Irwin's office for the environmental remediation Water Street Redevelopment Area.

NOW THEREFORE BE IT RESOLVED THAT the City Council of the City of Ypsilanti authorize City staff to expend the remainder of the MEDC grant funds on the DUR Storage yard excavation project for the purposes of environmental remediation.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



REQUEST FOR LEGISLATION
October 21, 2025

For: Mayor and City Council

From: Katie Jones, Economic Development/Equity Coordinator

Subject: Resolution No. 2025-224 Approving the process laid out by staff to utilize the Ad Hoc Citizens committee to develop community benefits for the Water Street Redevelopment Area.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. Water St Update
2. Resolution 2025-224 Ad Hoc Citizens Committee

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: October 21, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



MEMORANDUM
October 15, 2025

For: Mayor and City Council

From: Katie Jones, Manager Strategic Communications, Economic Development, & Equity

Subject: Water Street

Starting in 2022, with a future use goal of less than 1 ppm on a 10-acre site, the City of Ypsilanti entered into a contract with AKT Peerless to conduct subsurface investigation activities aimed at delineating PCB soil contamination and then prepare additional self-implementing PCB clean-up notifications based upon the results to facilitate the eventual excavation, transportation, and disposal of PCB soil contamination. In 2023, AKT submitted an additional proposal/change order to expand the investigation, given the site's historical uses to the former Detroit United Railway (DUR) storage yard and two former marshland areas to provide the City with the clearest picture of contamination and allow for a targeted approach for remediation of the site. This led to an extensive increase in the contract with AKT Peerless, resulting in a self-implementing PCB cleanup notification through the USEPA for review and approval, as well as the subsequent excavation, transportation, and disposal of both toxic and non-toxic levels of PCB and lead contamination from the 10-acre site.

Coinciding with the investigation, the City also contracted with Carlisle Wortman and Associates to help with both community engagement and the development of a Request for Qualification (RFQ) to solicit interested parties in the future development of the Water Street property. In April 2025, the city held four community engagement sessions. The first session was a look back at the history of Water Street, the second was a review of its current conditions, including a discussion on the Brownfield Plan for the site, and the third session focused on the Future of Water Street and began the first of five focus groups for the site. All three sessions are recorded and available on the City's website.

On September 8, 2025, the same day the first trucks left the site with contaminated soils, we also held the second of five focus groups. This one targeted our marketing towards residents living in the first ward. The third focus group took place on September 10 and targeted residents living in the second ward. The fourth focus group, held on September 22, focused on residents in the third ward. That same day we hosted a Real Estate Panel concentrated on engaging with potential developers. The real estate panel consisted of an environmental lawyer, a local banker, and a developer who has done work in the Ypsilanti area. This allowed attendees to hear what panelists experienced with Brownfield Redevelopment would look for in an RFQ, as well as what potential items could impact their interest in submitting a proposal. On

There were three key things that any potential developer would want to know about a site like Water Street. Those were funding opportunities (incentives) available for developing the site, the environmental condition the site is expected to be in once development is anticipated, and

what processes a developer would need to go through before development could begin (community benefits processes, plan review, and approvals). The final focus group targeted individuals who were unable to attend one of the other four in-person events, as well as stakeholders who may not reside in the City of Ypsilanti but whose projects, such as the redevelopment of Water Street, might be affected.

A recap of the Community Engagement work that has been done for the Water Street Redevelopment Area in 2025:

April Community Engagement	A Look Back (AV) 10	Current Conditions (AV) 7	The Future (AV) 15				32
September Community Engagement	Ward 1 13	Ward 2 7	Ward 3 11	Stakeholders Zoom 8	Real Estate Panel (AV) 6		45
September Survey	15						15
Total Attendance							92

Looking forward to the months ahead, the Council has approved an Ad Hoc Citizen Committee to assist in developing an RFQ for Water Street, ensuring that the appropriate community benefits are conveyed to any potential developer. My recommendation is that the Community Participation meeting Notice be mailed & posted virtually on the City's website on October 22, 2025. Following the notice, we will host the Community Participation Meeting on December 2, 2025.

Then, in December interested parties will apply to be on the Ad Hoc Citizens Committee. That committee will convene starting in January to review data from the previous focus group sessions on what citizens are hoping Water Street will be. They will ensure that the RFQ contains the community benefits included in the site design and then help to select a developer with the best qualifications to discuss the development of the site.

The anticipated general outline of process is as follows:

- October Meeting Noticed to all City Residents
- First week of December - Community Participation Meeting
- Second week of January - first meeting
 - Introductions
 - Election of Chair and Vice-Chair
 - Alignment discussion
- Second or fourth week February - second meeting with Council
 - Review Carlisle Wortman draft RFQ
 - Establish draft framework
- Second week of March third meeting and subsequent meetings
 - Public Engagement
 - Stakeholder consultation
 - Fact-finding
 - RFQ draft
 - Determine community benefits

- Second week of April Ad Hoc Committee Meeting
- Second week of May Ad Hoc Committee Meeting
- Friday of the 3rd week of June RFQ is released
- Optional Site Walk last week of June
- First week of July Questions Due to City of Ypsilanti
- Second week of July answers posted on website
- Last week of July Committee and Staff Review Qualifications
- Third week of August recommendation taken to City Council on firm(s) to engage with on Water Street



RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

Whereas, the City of Ypsilanti has an interest in remediating and developing Water Street, and

WHEREAS, the City of Ypsilanti will be engaging an Ad Hoc Citizens Committee to develop a Request For Qualifications (RFQ), and

The City has interest in utilizing that committee in the most comprehensive way to develop the best community benefits for the Water Street Redevelopment Area.

NOW THEREFORE BE IT RESOLVED THAT the City Council of the City of Ypsilanti approve the process laid out by staff to utilize the Ad Hoc Citizens committee to develop community benefits for the Water Street Redevelopment Area.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



REQUEST FOR LEGISLATION
October 21, 2025

For: Mayor and City Council

From:

Subject: Discussion Regarding scope of Third Party Investigation for September 23, 2025 Hearing to Review A Removal Action.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION:

ATTACHMENTS:

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: October 21, 2025

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL: