

ACTION MINUTES
Planning Commission
Wednesday, July 20, 2022 – 7:00 P.M.

City Hall- Council Chambers
1 S Huron St, Ypsilanti, MI 48197

I. Call to Order (7:02 pm)

II. Roll Call

Matt Dunwoodie, Chair	P
Michael Simmons, Vice-Chair	P
Marc Arthur	A
Eric Bettis	P
Mike Davis Jr.	A (Arrived after Roll Call)
Jessica Donnelly	P
Phil Hollifield	P
Carl Schier	P
Amanda Smith	A

Motion to excuse Commissioners Arthur, Davis Jr., and Smith

Offered By: Hollifield; Seconded By: Donnelly

Approved: Yes – 6; No – 0; Absent – 3 (Arthur, Davis Jr., Smith)

III. Approval of Minutes

- June 2022 Regular Meeting

Motion to approve the minutes.

Offered By: Simmons; Seconded By: Hollifield

Approved: Yes – 6; No – 0; Absent – 3 (Arthur, Davis Jr., Smith)

IV. Audience Participation

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

Motion to open audience participation.

Offered By: Simmons; Seconded By: Donnelly

Approved: Yes – 6; No – 0; Absent – 3 (Arthur, Davis Jr., Smith)

Motion to close audience participation.

Offered By: Donnelly; Seconded By: Hollifield

Approved: Yes – 6; No – 0; Absent – 3 (Arthur, Davis Jr., Smith)

V. Committee Reports

- Non-motorized Advisory Committee
 - Bylaws Update
 - June Meeting Minutes
 - July Meeting Minutes (Pending)

Motion to approve the Bylaws update.

Offered By: Hollifield; Seconded By: Donnelly

Approved: Yes – 6; No – 0; Absent – 3 (Arthur, Davis Jr., Smith)

VI. Presentations and Public Hearing Items

- Special Use Permit and Limited Site Plan Review: Limited Research & Development Use at 300 W Michigan Ave
 - *Public Hearing*

Commissioner Davis Jr. joined the meeting at 7:27 pm.

Motion to open the public hearing.

Offered By: Hollifield; Seconded By: Donnelly
Approved: Yes – 7; No – 0; Absent – 2 (Arthur, Smith)

One person spoke.

Motion to close the public hearing.

Offered By: Donnelly; Seconded By: Simmons
Approved: Yes – 7; No – 0; Absent – 2 (Arthur, Smith)

Motion to approve the Special Use Permit for limited research & development at 300 W Michigan Ave with the following findings and conditions:

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

Conditions:

1. Special use approval shall be subject to the approval of site plan.
2. Use shall comply with the Limited Research & Development provisions in Section 122-552.

Offered By: Hollifield; Seconded By: Donnelly
Approved: Yes – 7; No – 0; Absent – 2 (Arthur, Smith)
Motion carried.

Motion to approve the Limited Site Plan for 300 W Michigan Ave dated June 27, 2022, with the following findings and conditions:

Findings: The site plan substantially complies with §122-311.

Conditions:

1. Site plan shall undergo detailed engineering review.
2. During Building Plan Review, the applicant shall confirm floor areas dedicated to research use shall be at least 25% of the limited research & development facility's gross floor area.
3. Use of fire pits to be reviewed by Fire Department.
4. Food trucks shall be reviewed for annual Mobile Food Concessions permit by Planning Department. Food truck parking shall not encroach into right-of-way.
5. Curb-cut for food truck area exceeds 30' and shall be reduced per §122-683(b), or removed altogether.
6. Bicycle parking numbers shall be labeled on site plan.
7. Right-of-way work shall be reviewed by MDOT and the City's Department of Public Services.
8. Applicant shall provide a lighting plan conforming with the provisions of 122-609.
9. Landscaping plan for new landscaping, including plant species and street trees shall be reviewed administratively. Applicant shall provide a fee-in-lieu for Pearl St if trees cannot be provided, in accordance with 122-636.
10. Permeable pavers shall be installed in the interior space in the site plan, at a minimum to meet the site plan as presented dated June 27, unless they (permeable pavers) present a significant hardship determined during administrative review.

Offered By: Davis Jr.; Seconded By: Donnelly
Approved: Yes – 7; No – 0; Absent – 2 (Arthur, Smith)
Motion carried.

- Special Use Permit and Limited Site Plan Review: Child Care Center Use at 202-206 E Forest Ave
 - *Public Hearing*

Motion to open the public hearing.

Offered By: Simmons; Seconded By: Donnelly
Approved: Yes – 7; No – 0; Absent – 2 (Arthur, Smith)

One person spoke.

Motion to close the public hearing.

Offered By: Donnelly; Seconded By: Davis Jr.
Approved: Yes – 7; No – 0; Absent – 2 (Arthur, Smith)

Motion to approve the Special Use Permit for a child care center at 202 and 206 E Forest with the following findings and conditions:

Findings: The application is substantially in compliance with §122-324(b). This specific use also requires compliance with §122-521(a)-(b).

Conditions:

- Special use approval shall be subject to approval of site plan.
- All child care centers and group day care homes must be registered with or licensed by the state department of social services and must comply with the minimum state standards for such facilities.
- The square footage of outdoor recreation area required by the Building Code and licensing agency must be provided in the rear, side, or street side yard. Such outdoor space must be fenced and screened from any adjacent lot.

Offered By: Donnelly; Seconded By: Hollifield
Approved: Yes – 7; No – 0; Absent – 2 (Arthur, Smith)
Motion carried.

Motion to approve the Limited Site Plan for 202 and 206 E Forest with the following findings and conditions:

Findings: The application substantially complies with §122-311.

Conditions:

1. The 202 E Forest driveway shall be restricted to staff parking or ADA-accessible parking only.
2. At least one barrier-free parking space is required out of the 16 total deeded parking spaces.*
3. At least three bicycle parking spaces shall be provided.
4. Parking easement shall be deeded from 218 E Forest to the subject properties regarding a total of 10 parking spaces, and shall be recorded at the Register of Deeds.
5. The gravel unimproved parking lot behind 206 E Forest must be blocked to vehicular traffic, and restored to grass/landscaping by summer of 2023.
6. Trash storage areas must be screened with an enclosure and provided on a concrete pad in accordance with §122-608f.
7. Revised site plan shall correct addressing typo.

*Friendly amendment offered by Commissioner Dunwoodie that condition number two states "at least one barrier-free parking space is required out of the total deeded parking spaces." **Friendly amendment accepted by Commissioner Simmons.**

Offered By: Simmons; Seconded By: Hollifield
Approved: Yes – 7; No – 0; Absent – 2 (Arthur, Smith)
Motion carried.

- Special Use Permit and Site Plan Review: Marijuana Retailer Use at 401 E Michigan Ave
 - *Public Hearing*

Motion to open the public hearing.

Offered By: Simmons; Seconded By: Donnelly
Approved: Yes – 7; No – 0; Absent – 2 (Arthur, Smith)

Motion to close the public hearing.

Offered By: Donnelly; Seconded By: Hollifield
Approved: Yes – 7; No – 0; Absent – 2 (Arthur, Smith)

Motion to approve the Special Use Permit for marijuana retailer use at 401 E Michigan Ave with the following findings and conditions:

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

Conditions:

1. Special use approval shall be subject to approval of site plan.
2. Marijuana retailer shall comply with §122-538.

Offered By: Davis Jr.; Seconded By: Hollifield
Approved: Yes – 7; No – 0; Absent – 2 (Arthur, Smith)
Motion carried.

Motion to approve the site plan for 401 E Michigan Ave, dated July 15, 2022, with the following findings and conditions:

Findings:

1. The site plan substantially complies with §122-311 and the zoning ordinance.
2. Planning Commissioner waives the 10' parking setback requirement in §122-683 with the finding the parking lot will be graded to on-site catch basins.
3. Planning Commission uses §122-641 to waive the conflicting land use screening requirement (§122-634) along the east lot line with the finding that the topographic features of the site create difficult conditions that would create less effective screening, and that a thick vegetative screening already exists on the other side of the lot line.
4. Planning Commission waives the loading space requirement, in accordance with §122-695, with the finding there will not be large semi-trucks conducting loading/unloading.

Conditions:

1. Elevation plan be revised to comply with Thoroughfare Commercial private frontage standards per §122-485, and Planning Commission waive the awning clear depth and awning height from grade requirements.
2. Site plans shall undergo detailed engineering review.
3. Lighting fixtures shall be dark-sky compliant.
4. A parking space near the dumpster enclosure be eliminated to ensure dumpster enclosure access. Further, an additional parking space in the middle of the eastern row of 12 parking spaces shall be eliminated to provide for a parking lot landscaping island with a tree.
5. Truck turning details or template shall be provided on site plans.
6. At least five bicycle parking spaces shall be provided.
7. Dimensions of curbing and wheel stops shall be noted to protect vehicle overhang from encroaching landscaping areas.
8. The landscape plan's species list shall be approved administratively to ensure no plantings are invasive species and are hardy to Washtenaw County.

Offered By: Davis Jr.; Seconded By: Hollifield
Approved: Yes – 7; No – 0; Absent – 2 (Arthur, Smith)
Motion carried.

VII. Old Business

VIII. New Business

IX. Future Business Discussion / Updates

Commissioner Davis Jr. left the meeting at 9:39 pm.

X. Adjournment

Motion to adjourn at 9:53 pm.

Offered By: Donnelly; Seconded By: Bettis

Approved: Yes – 6; No – 0; Absent – 3 (Arthur, Davis Jr., Smith)