

**ACTION MINUTES**  
Planning Commission - Virtual Meeting  
Wednesday, August 19, 2020 – 7:00 P.M.

Please be advised that due to COVID-19, City Hall will not be open to the public. This meeting will be held electronically on a video conferencing application in accordance with Governor Whitmer's Executive Order. The access code is posted in the Public Notice on [www.cityofypsilanti.com](http://www.cityofypsilanti.com) and attached in the packet. The public may choose to participate during Audience Participation or the Public Hearing through the video conferencing application, or may submit e-mailed comments to [aaamodt@cityofypsilanti.com](mailto:aaamodt@cityofypsilanti.com) by 4 pm, August 19.

**I. Call to Order**

**II. Roll Call**

Matt Dunwoodie, Chair	P
Jared Talaga, Vice-Chair	A
Eric Bettis	P
Mike Davis Jr.	P
Jessica Donnelly	A
Phil Hollifield	P
Heidi Jugenitz	P
Michael Simmons	P

**III. Approval of Minutes**

- July 15, 2020 Meeting

*Motion to approve*

**Offered By: Commissioner Jugenitz; Seconded By: Commissioner Hollifield**

**Approved: Yes – 6; No – 0; Absent – 2 (Donnelly, Talaga)**

**IV. Audience Participation**

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

*Please limit to five minutes.*

*Motion to open audience participation.*

**Offered By: Commissioner Jugenitz; Seconded By: Commissioner Hollifield**

**Approved: Yes – 6; No – 0; Absent – 2 (Donnelly, Talaga)**

*Motion to close audience participation*

**Offered By: Commissioner Jugenitz; Seconded By: Commissioner Hollifield**

**Approved: Yes – 6; No – 0; Absent – 2 (Donnelly, Talaga)**

**V. Presentations and Public Hearing Items**

- Special Use Permit & Limited Site Plan Review: Group Child Care Home at 416 Ainsworth Circle  
Public Hearing

*Motion to open the public hearing.*

**Offered By: Commissioner Jugenitz; Seconded By: Commissioner Hollifield**

**Approved: Yes – 6; No – 0; Absent – 2 (Donnelly, Talaga)**

*Motion to close the public hearing.*

**Offered By: Commissioner Hollifield; Seconded By: Commissioner Jugenitz**

**Approved: Yes – 6; No – 0; Absent – 2 (Donnelly, Talaga)**

*Motion that the the Planning Commission approve the Special Use Permit for the group child care home at 416 Ainsworth Circle with the following findings and conditions:*

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

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

**Offered By: Commissioner Jugenitz; Seconded By: Commissioner Hollifield**

**Approved: Yes – 6; No – 0; Absent – 2 (Donnelly, Talaga)**

*Motion that the Planning Commission approve the limited site plan for the group child care home at 416 Ainsworth Circle with the following findings, and conditions:*

*Findings:*

*The application substantially complies with §122-310.*

*Conditions:*

*1. Child care centers and group day care homes must be registered by the State of Michigan Licensing and Regulatory Affairs and must comply with the minimum state standard for such facilities, including a minimum 600 square foot outdoor recreation area in the rear, side, or street side yard.*

*2. Such outdoor recreation area must be properly fenced and screened from any adjacent lot per §122-521.*

*3. Building must meet Building Code requirements.*

**Offered By: Commissioner Simmons; Seconded By: Commissioner Hollifield**

**Approved: Yes – 6; No – 0; Absent – 2 (Donnelly, Talaga)**

- Special Use Permit & Limited Site Plan Review: Medical marijuana provisioning center/recreational marihuana retailer at 1070 Huron River Drive  
Public Hearing

*Motion to open the public hearing.*

**Offered By: Commissioner Jugenitz; Seconded By: Commissioner Davis Jr.**

**Approved: Yes – 6; No – 0; Absent – 2 (Donnelly, Talaga)**

*Motion to close the public hearing.*

**Offered By: Commissioner Jugenitz; Seconded By: Commissioner Hollifield**

**Approved: Yes – 6; No – 0; Absent – 2 (Donnelly, Talaga)**

*Motion that the Planning Commission **approve** the Special Use Permit for medical marijuana provisioning center and recreational marihuana retailer use at 1070 Huron River Drive with the following findings and conditions:*

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

*Conditions:*

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

• *Drive-through and/or pick-up window uses are prohibited.*

**Offered By: Commissioner Jugenitz; Seconded By: Commissioner Hollifield**

**Approved: Yes – 6; No – 0; Absent – 2 (Donnelly, Talaga)**

Motion that the Planning Commission **approve** the Limited Site Plan for 1070 Huron River Drive with the following findings and conditions:

Findings:

- The application substantially complies with §122-311.
- The existing building and site design are legal nonconforming under §122-352

Conditions:

- Drive-through and/or pick-up windows shall be eliminated from plans.
- Provide markings for pedestrian access from public sidewalk to building.
- Provide off-street parking landscaping in conformance with 122-684 and 122-675.
- Provide at least 12 bike hoops/spaces on site, in conformance with 122-693.
- Provide a lighting plan conforming with the provisions of 122-609.
- Provide 16 trees in front yard, or fee-in-lieu for 16 trees if site constraints exist.
- Applicant provide dimensions for parking spaces and aisles for staff review

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

- Special Use Permit Expansion & Site Plan Review: Medical marijuana provisioning center/recreational marijuana retailer at 539 S. Huron St.
  - Public Hearing

*Motion to open the public hearing.*

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

*Motion to close the public hearing.*

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

Motion that the Planning Commission **approve** the Special Use Permit expansion for the Patient Station at 539 S Huron with the following findings and conditions:

Findings:

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

Conditions

1. Special use expansion approval shall be subject to approval of site plan.
2. Temporary trailers shall not become permanent.
3. No marijuana shall be stored or contained in either of the temporary trailers.

**Offered By: Commissioner Davis Jr.; Seconded By: Commissioner Hollifield  
Failed: Yes – 3 (Hollifield, Dunwoodie, Davis Jr.) ; No – 3 ( Jugenitz, Simmons, Bettis) ;  
Absent – 2 (Donnelly, Talaga)**

*Motion to table the Special Use permit for 539 S Huron*

**Offered By: Commissioner Jugenitz; Seconded By: Commissioner Simmons  
Approved: Yes – 4 ; No – 2 ( Davis Jr., Hollifield ) ; Absent – 2 (Donnelly, Talaga)**

*Motion to table the Site Plan Review for 539 S Huron*

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

**VI. Old Business**

- Draft Bylaws Amendments

*Motion to adopt the proposed amendment to The Rules of Procedure and Bylaws of the Planning Commission of the City of Ypsilanti, Michigan as adopted April 17, 2019.*

*Article III - Membership, Section 4. to be amended as follows:*

*Section 4.*

*Each member of the Commission shall avoid conflicts of interest, including, but not limited to, deliberating on, voting on, or reviewing a case concerning the member; the immediate family or household of the member; property owned by or neighboring property owned by the member; or a corporation or partnership in which the member has an ownership, employment, or other financial interest; or when there is a reasonable appearance of a conflict of interest. For the purposes of this section, a neighboring property shall include any property falling within the 300' notification radius described by Section 103 of the Zoning Act. Potential conflicts of interest should be identified by the member prior to deliberation of the case. Members shall disclose, except where it violates a confidence, the general nature of the conflict, and the minutes shall so record the conflict and abstention. The member with the conflict of interest may choose to remain in the meeting room, but must abstain from commenting and communicating during the case and its deliberation. Written comments may be transmitted to the Chair and/or City Planner by the member before the meeting, and may be read aloud by the Chair.*

**Offered By: Commissioner Simmons; Seconded By: Commissioner Jugenitz**

**Approved: Yes – 6 ; No – 0 ( Hollifield ) ; Absent – 2 (Donnelly, Talaga)**

**VII. New Business**

**VIII. Future Business Discussion / Updates**

**IX. Committee Reports**

- Committee Discussion
- Non-Motorized Committee Report
- Housing Affordability and Accessibility Committee Report

**X. Adjournment**