



**CITY OF YPSILANTI
REGULAR COUNCIL MEETING
Tuesday, April 7, 2026 @ 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 - 60 MINUTES TOTAL (3 MINUTES/EACH SPEAKER)**
- VI. RESOLUTIONS/MOTIONS/DISCUSSIONS**
 - A. Resolution No. 2026-084 Approving the minutes of the regular meeting of March 17, 2026.
 - B. Resolution No. 2026-085 Approving its second, and final, reading of the Arts & Crafts Zoning Text Amendment, Ordinance No. 1458.
 - C. Resolution No. 2026-086 Approving the second, and final reading of the Electronic Message Board (EMBs) Revisited Zoning Text Amendment, Ordinance No. 1459.
 - D. Resolution No. 2026-087 Approving the second, and final reading of the Levels of Review Zoning Text Amendment, Ordinance No. 1460.
 - E. TABLED Resolution No. 2026-077 Directing the City Clerk to forward Certificate of Sufficiency for Charter Amendment Petition for Police Funding to County Clerk and Governor.
 - F. Resolution No. 2026-088 Establishing a Historic District Study Committee in order to fully review and explore the recommendations resulting from the 2025 resurvey of Ypsilanti's Local Historic District, and complete the process required for amending the City's Historical Preservation Ordinance.
 - G. Resolution No. 2026-089 Approving a budget amendment to transfer 25% of the 24-25 surplus, in the amount of \$239,397, from the General Fund to the Budget Stabilization Fund; and authorizing the Fiscal Services Department to make the necessary accounting entries and implement this budget amendment.

- H. TABLED Resolution No. 2026-074 Approving the quotes from Detection Systems and Engineering for Facility Security Upgrades at City Hall and the Freighthouse in the total amount of \$41,566.
- I. Resolution No. 2026-090 Approving the request to waive the application, event, and street closure fees totaling \$1,128.40 for the Stop the Gun Violence Community Outreach Event.
- J. Discussion Regarding Short Term Rental Committee, limited to 10 minutes.

VII. 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

VIII. LIAISON REPORTS

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

IX. COUNCIL PROPOSED BUSINESS

X. COMMUNICATIONS FROM THE MAYOR

XI. COMMUNICATIONS FROM THE CITY MANAGER

XII. COMMUNICATIONS

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

XIV. 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.



REQUEST FOR LEGISLATION
April 7, 2026

For: Mayor and City Council

From: Tracey Boudreau, City Clerk

Subject: Resolution No. 2026-084 Approving the minutes of the regular meeting of March 17, 2026.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. Resolution No 2026-084 Minutes
2. City Council Meeting Minutes - March 17, 2026

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: April 7, 2026

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



Resolution No. 2026-084
April 7, 2026

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

THAT the minutes of the regular meeting of March 17, 2026 of the Ypsilanti City Council be approved.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



**MINUTES
REGULAR COUNCIL MEETING
7:00 PM - Tuesday, March 17, 2026
Council Chambers
One South Huron, Ypsilanti, MI 48197**

I. CALL TO ORDER

Mayor Brown called the meeting to order at 7:06p.m.

II. ROLL CALL

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

III. A MOMENT TO CENTER AND FOCUS

IV. AGENDA APPROVAL

Council Member Simmons entered the Chambers at 7:07p.m.

Mayor Brown moved Resolutions 2026-069, 2026-073, and 2026-075 to the Consent Agenda and added a walk on item for Frog Island, named Resolution No. 2026-078.

City Attorney Barker requested to add a third FOIA Appeal, 26-88, from Mr. Nouri.

Council Member Fellows moved to Approve the Agenda, as amended. Council Member Simmons seconded the motion. The motion passed upon a voice vote.

Yes: (7) Michelle King, Roland Tooson, Desirae Simmons, Steve Wilcoxon, Nicole Brown, Patrick McLean, Amber Fellows

No: 0 None

Absent: (0)

V. PROCLAMATIONS

A. Proclaiming April 22, 2026 as EARTH DAY in the City of Ypsilanti.

B. Proclamation Honoring the Life of Melvin Parson

VI. PUBLIC COMMENT - 60 MINUTES TOTAL (3 MINUTES/EACH SPEAKER)

10 Members of the public spoke.

VII. ORDINANCES FIRST READING

**A. Ordinance No. 1458 - Entitled "Arts & Crafts."
Public Hearing Resolution No. 2026-064, close the public hearing.
Resolution No. 2026-063, determination.**

Council Member Fellows moved to Approve Ordinance No. 1458 - Entitled "Arts & Crafts." Council Member McLean seconded the motion.

Public Hearing Resolution No. 2026-064, close the public hearing.

Resolution No. 2026-063, determination.

Yes: (7) Michelle King, Roland Tooson, Desirae Simmons, Steve Wilcoxon, Nicole Brown, Patrick McLean, Amber Fellows

No: 0 None

Absent: (0)

**B. Ordinance No. 1459 - Entitled "Electronic Message Boards (EMBs) Revisited."
Public Hearing Resolution No. 2026-066, close the public hearing.
Resolution No. 2026-065, determination.**

Council Member McLean moved to Approve Ordinance No. 1459 - Entitled "Electronic Message Boards (EMBs) Revisited." Council Member King seconded the motion.

Public Hearing Resolution No. 2026-066, close the public hearing.

Resolution No. 2026-065, determination.

Yes: (7) Michelle King, Roland Tooson, Desirae Simmons, Steve Wilcoxon, Nicole Brown, Patrick McLean, Amber Fellows

No: 0 None

Absent: (0)

**C. Ordinance No. 1460 - Entitled "Levels of Review."
Public Hearing Resolution No. 2026-068, close the public hearing.
Resolution No. 2026-067, determination.**

Mayor Pro-Tem Wilcoxon moved to Approve Ordinance No. 1460 - Entitled "Levels of Review." Council Member Tooson seconded the motion.

Public Hearing Resolution No. 2026-068, close the public hearing.

Mayor Pro-Tem Wilcoxon moved to Amend Ordinance No. 1460 - Entitled "Levels of Review." by changing the table, as stated by the City Planner, to reflect the intention of the Planning Commission. Council Member Simmons seconded the motion. The amendment passed upon a roll call vote as follows:

Yes: (7) Michelle King, Roland Tooson, Desirae Simmons, Steve Wilcoxon, Nicole Brown, Patrick McLean, Amber Fellows

No: 0 None

Absent: (0)

Resolution No. 2026-067, determination, as amended.

Yes: (7) Michelle King, Roland Tooson, Desirae Simmons, Steve Wilcoxon, Nicole Brown, Patrick McLean, Amber Fellows

No: 0 None

Absent: (0)

Mayor Pro Tem Wilcoxon moved, supported by Council Member Simmons, to extend the meeting until 11p.m. The motion passed upon a voice vote.

VIII. CONSENT AGENDA

A. Resolution No. 2026-069a Approving all items on the Consent Agenda.

Mayor Pro Tem Wilcoxon left the Chambers at 9:11p.m.

Council Member Tooson moved to Approve Resolution No. 2026-069a Approving all items on the Consent Agenda. 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

B. Resolution No. 2026-069 Approving the minutes of the regular meeting of March 3, 2026.

Approved under the Consent Agenda, Resolution No. 2026-069a.

C. Resolution No. 2026-073 Approving the proposal submitted by OHM in the amount of \$181,775 for Construction Engineering & Administration and material testing for the MDOT contract for Harriet St reconstruction from Hawkins east to Hamilton.

Approved under the Consent Agenda, Resolution No. 2026-069a.

D. Resolution No. 2026-075 Approving teal ribbons being tied in the specified locations in the city from April 1st - April 30, 2026, in honor of Sexual Assault Awareness Month.

Approved under the Consent Agenda, Resolution No. 2026-069a.

IX. RESOLUTIONS/MOTIONS/DISCUSSIONS

A. Resolution No. 2026-070 Authorizing the City Manager to sign the grant and loan agreements with DABC, pending review by the City Attorney, to use our Brownfield capture towards repayment of the loan portion of the funds.

Mayor Pro Tem Wilcoxon returned to the Chambers at 9:13p.m.

Council Member Simmons moved to Approve Resolution No. 2026-070. Mayor Pro-Tem Wilcoxon seconded the

motion.

Council Member Simmons moved to Amend Resolution No. 2026-070 by adding "for up to the amount of the TIF capture" in the resolved clause. Mayor Pro-Tem Wilcoxon seconded the motion.

Yes: (7) Michelle King, Roland Tooson, Desirae Simmons, Steve Wilcoxon, Nicole Brown, Patrick McLean, Amber Fellows

No: 0 None

Absent: (0)

Council Member Simmons moved to Approve Resolution No. 2026-070 Authorizing the City Manager to sign the grant and loan agreements with DABC, for up to the amount of the TIF capture, pending review by the City Attorney, to use our Brownfield capture towards repayment of the loan portion of the funds, as amended. Mayor Pro-Tem Wilcoxon seconded the motion.

Yes: (7) Michelle King, Roland Tooson, Desirae Simmons, Steve Wilcoxon, Nicole Brown, Patrick McLean, Amber Fellows

No: 0 None

Absent: (0)

B. Resolution No. 2026-062 either approving or denying the FOIA denial appeal of Christopher M. Vukelich, Esq., of Tishkoff PLC.

Council Member King offered Resolution No. 2026-062 either approving or denying the FOIA denial appeal of Christopher M. Vukelich, Esq., of Tishkoff PLC. Mayor Pro-Tem Wilcoxon seconded the motion. City Attorney Barker noted that the FOIA requests, No.s 26-28, 26-29, and 26-30 have been filled and those appeals are now moot.

Council Member Simmons moved to Amend Resolution No. 2026-062 to deny FOIA appeal No.26-31. Mayor Pro-Tem Wilcoxon seconded the motion. The amendment passed upon a roll call vote as follows:

Yes: (7) Michelle King, Roland Tooson, Desirae Simmons, Steve Wilcoxon, Nicole Brown, Patrick McLean, Amber Fellows

No: 0 None

Absent: (0)

Council Member King moved to Approve Resolution No. 2026-062 denying the FOIA appeal of Christopher M. Vukelich, Esq., of Tishkoff PLC. Mayor Pro-Tem Wilcoxon seconded the motion.

Yes: (7) Michelle King, Roland Tooson, Desirae Simmons, Steve Wilcoxon, Nicole Brown, Patrick McLean, Amber Fellows

No: 0 None

Absent: (0)

C. Resolution No. 2026-071 either approving or denying the FOIA denial appeal of Afshin Nouri, for FOIA request #26-20.

Council Member Simmons moved to Approve Resolution No. 2026-071 either approving or denying the FOIA appeal of Afshin Nouri, for FOIA request #26-20. Mayor Pro-Tem Wilcoxon seconded the motion.

Mayor Pro-Tem Wilcoxon moved to Amend Resolution No. 2026-071 to deny the FOIA appeal of Afshin Nouri, for FOIA request #26-20 because there is no additional information. Council Member Tooson seconded the motion.

Yes: (7) Michelle King, Roland Tooson, Desirae Simmons, Steve Wilcoxon, Nicole Brown, Patrick McLean, Amber Fellows

No: 0 None

Absent: (0)

Council Member King left the Chambers at 9:51p.m. and returned at 9:55p.m.

Council Member Simmons moved to Approve Resolution No. 2026-071 denying the FOIA appeal of Afshin Nouri, for FOIA request #26-20 because there is no additional information. Mayor Pro-Tem Wilcoxon seconded the motion.

Yes: (7) Michelle King, Roland Tooson, Desirae Simmons, Steve Wilcoxon, Nicole Brown, Patrick McLean, Amber Fellows

No: 0 None

Absent: (0)

D. Resolution No. 2026-072 either approving or denying the FOIA denial appeal of Afshin Nouri, for FOIA request #26-41.

Mayor Pro-Tem Wilcoxon moved to Approve Resolution No. 2026-072 either approving or denying the FOIA appeal of Afshin Nouri, for FOIA request #26-41. Council Member Tooson seconded the motion. Council Member McLean left the Chambers at 9:55p.m. and returned at 9:57p.m.

Mayor Pro-Tem Wilcoxon moved to Amend Resolution No. 2026-072 to deny the FOIA appeal of Afshin Nouri, for FOIA request #26-41. Council Member Simmons seconded the motion.

Yes: (7) Michelle King, Roland Tooson, Desirae Simmons, Steve Wilcoxon, Nicole Brown, Patrick McLean, Amber Fellows

No: 0 None

Absent: (0)

Mayor Pro-Tem Wilcoxon moved to Approve Resolution No. 2026-072 denying the FOIA appeal of Afshin Nouri, for FOIA request #26-41. Council Member Tooson seconded the motion.

Yes: (7) Michelle King, Roland Tooson, Desirae Simmons, Steve Wilcoxon, Nicole Brown, Patrick McLean, Amber Fellows

No: 0 None

Absent: (0)

At this time, City Council acknowledged receipt of another FOIA appeal from Afshin Nouri, for FOIA request #26-88 and moved the item to the Special meeting on March 31, 2026.

E. Resolution No. 2026-074 Approving the quotes from Detection Systems and Engineering for Facility Security Upgrades at City Hall and the Freighthouse in the total amount of \$41,566.

Council Member McLean moved to Approve Resolution No. 2026-074. Council Member Tooson seconded the motion.

Council Member King moved to Table Resolution No. 2026-074 Approving the quotes from Detection Systems and Engineering for Facility Security Upgrades at City Hall and the Freighthouse in the total amount of \$41,566. Council Member Tooson seconded the motion.

Yes: (7) Michelle King, Roland Tooson, Desirae Simmons, Steve Wilcoxon, Nicole Brown, Patrick McLean, Amber Fellows

No: 0 None

Absent: (0)

F. Resolution No. 2026-076 Directing the City Clerk to forward Certificate of Sufficiency for Charter Amendment Petition for Non-Partisan Elections to County Clerk and Governor.

Council Member King moved to Approve Resolution No. 2026-076 Directing the City Clerk to forward Certificate of Sufficiency for Charter Amendment Petition for Non-Partisan Elections to County Clerk and Governor. Council Member Fellows seconded the motion.

Yes: (7) Michelle King, Roland Tooson, Desirae Simmons, Steve Wilcoxon, Nicole Brown, Patrick McLean, Amber Fellows

No: 0 None

Absent: (0)

G. Resolution No. 2026-077 Directing the City Clerk to forward Certificate of Sufficiency for Charter Amendment Petition for Police Funding to County Clerk and Governor.

Council Member Simmons moved to Approve Resolution No. 2026-077. Council Member Fellows seconded the motion.

Council Member Simmons moved to Table until April 7, 2026 Resolution No. 2026-077 Directing the City Clerk to forward Certificate of Sufficiency for Charter Amendment Petition for Police Funding to County Clerk and Governor. Council Member Fellows seconded the motion. The motion passed upon a roll call vote as follows:

Yes: (4) Michelle King, Desirae Simmons, Steve Wilcoxon, Amber Fellows

No: 3 Roland Tooson, Nicole Brown, Patrick McLean

Absent: (0)

Council Member Fellows moved, supported by Council Member King, to extend the meeting until 11:30p.m. The motion passed upon a voice vote.

H. Discussion and Direction Regarding the Exploration of a Residential and Commercial Vacancy Tax to Address Blight and Housing Affordability.

I. WALK-ON Resolution No. 2026-078 Awarding the Frog Island Accessibility contract to KAB for the bid amount of \$312,166.50; also authorizing the Mayor and City Clerk to sign this contract, subject

to review by the City Attorney and any change orders are subject to review and approval by the City Manager.

Mayor Pro-Tem Wilcoxon moved to Approve WALK-ON Resolution No. 2026-078 Awarding the Frog Island Accessibility contract to KAB for the bid amount of \$312,166.50; also authorizing the Mayor and City Clerk to sign this contract, subject to review by the City Attorney and any change orders are subject to review and approval by the City Manager. Council Member Tooson seconded the motion.

Yes: (7) Michelle King, Roland Tooson, Desirae Simmons, Steve Wilcoxon, Nicole Brown, Patrick McLean, Amber Fellows

No: 0 None

Absent: (0)

X. BOARD AND COMMISSION - LIAISON REPORTS

A. Police Advisory Commission

Council Member Tooson reported the meeting is next Thursday at 7p.m.

B. Human Relations Commission

Council Member King reported the next meeting is this Thursday at 6p.m.

C. Parks and Arts Commission

No report.

D. Sustainability Commission

No report.

E. Historic District Commission

Council Member McLean reported that they discussed 19 Maple, the Depot building and new construction at 310 N Park.

F. Planning Commission

Mayor Pro Tem Wilcoxon reported that they will meet tomorrow and are still working on text amendments for harm reduction.

G. Zoning Board of Appeals

No report.

XI. LIAISON REPORTS

A. SEMCOG Update

No report.

B. Washtenaw Area Transportation Study

No report.

C. Urban County

No report.

D. Ypsilanti Downtown Development Authority

Mayor Brown reported the next meeting is Thursday morning.

E. Friends of Rutherford Pool

No report.

XII. COUNCIL PROPOSED BUSINESS

Council Member Tooson -

- Honoring Melvin Parson by saying love those you hold dear and pluck the weeds in your life!

Council Member King -

- Held a successful mike night at Park Ridge with Council Member Tooson. From that meeting, some residents asked to see the mayor and other members of staff, such as the police chief, so we are looking to have another one next month.

- The Black Maternal Health Cafe, normally put on at Parkridge Community Center, will now be at Ypsilanti Community High School on Saturday, April 11th, from noon to 4.

- Thanks to the city manager for the update about the shoes on the wires, but the community is still looking for

the next update of how much that would cost.

- Communication has been better, but would like the information on what is the process for communication from city manager to council.
- Graduated from MML course for women, just to learn more about the workings of government.

Council Member Fellows -

- Thanking Ypsilanti Fire Department for the policy change that makes it so that they do not share equipment with enforcement operations.
- The people of Cuba are experiencing a nationwide blackout that began yesterday and I hope that those of us in communities like Ypsilanti, who share a lot of common cause and a lot of things with the people of Cuba, will speak up about it.

Council Member Simmons -

- Want to discuss on-street parking, especially in Depotown, with the question about the closure of Cross Street Bridge, which would likely be the length of a summer.
- Had a conversation with Rich Chang, who has purchased 90 Maple, the Ypsilanti Railroad Station property in Depotown, about his plans there, which include a lot of promising ideas.
- Discussion around dogs, both off leash and not cleaning up after them - what are some solutions? Maybe signs?

Council Member McLean -

- Will be discussing recommendations for what monies might be added to the budget stabilization Fund.
- Still interested in updates on what are our policies and practices related to 1111 Cross Street.

Mayor Pro Tem Wilcoxon -

- Regarding 1111 Cross St, I've had exchanges with the sheriff which are disappointing, but we need to get things moving. Reviewing camera footage seems to be the holdup but we need to get it moving.
- Will be attending a meeting with Council Member McLean and some folks promoting cruise night in Depot Town, looking for sponsorship from the city. We will have an update on that for the next meeting.
- Attended MML conference, with an opportunity in the first part of the day for gubernatorial candidates to make their case. Also sessions on clean energy and smart growth projects, and funding for that, and how those things are regulated.

Council Member Fellows moved, supported by Council Member McLean, to extend the meeting until 11:40p.m. The motion passed upon a voice vote.

XIII. COMMUNICATIONS FROM THE MAYOR

- Thank you YFD for SOP number 39, also for providing, CPR and first aid training to staff.

XIV. COMMUNICATIONS FROM THE CITY MANAGER

Please fill out the doodle poll for the visioning sessions.

XV. COMMUNICATIONS

- A. Fire Department SOP #39 - Use of Fire Department Personnel and Equipment in Law Enforcement Operations**

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

XVII. 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.**



Resolution No. 2026-069a
CONSENT
March 17, 2026

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That the following items be approved:

1. Resolution No. 2026-069 Approving the minutes of the regular meeting of March 3, 2026.
2. Resolution No. 2026-073 Approving the proposal submitted by OHM in the amount of \$181,775 for Construction Engineering & Administration and material testing for the MDOT contract for Harriet St reconstruction from Hawkins east to Hamilton.
3. Resolution No. 2026-075 Approving teal ribbons being tied in the specified locations in the city from April 1st - April 30, 2026, in honor of Sexual Assault Awareness Month.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



REQUEST FOR LEGISLATION
April 7, 2026

For: Mayor and City Council

From: Joshua Burns, City Planner

Subject: Resolution No. 2026-085 Approving its second, and final, reading of the Arts & Crafts Zoning Text Amendment, Ordinance No. 1458.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. 01 - Cover
2. 02 - RFL_Resolution_Ordinance - Arts & Crafts
3. 03 - Arts & Crafts ZTA Application
4. 04 - February 2026 PC Minutes

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: April 7, 2026

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:

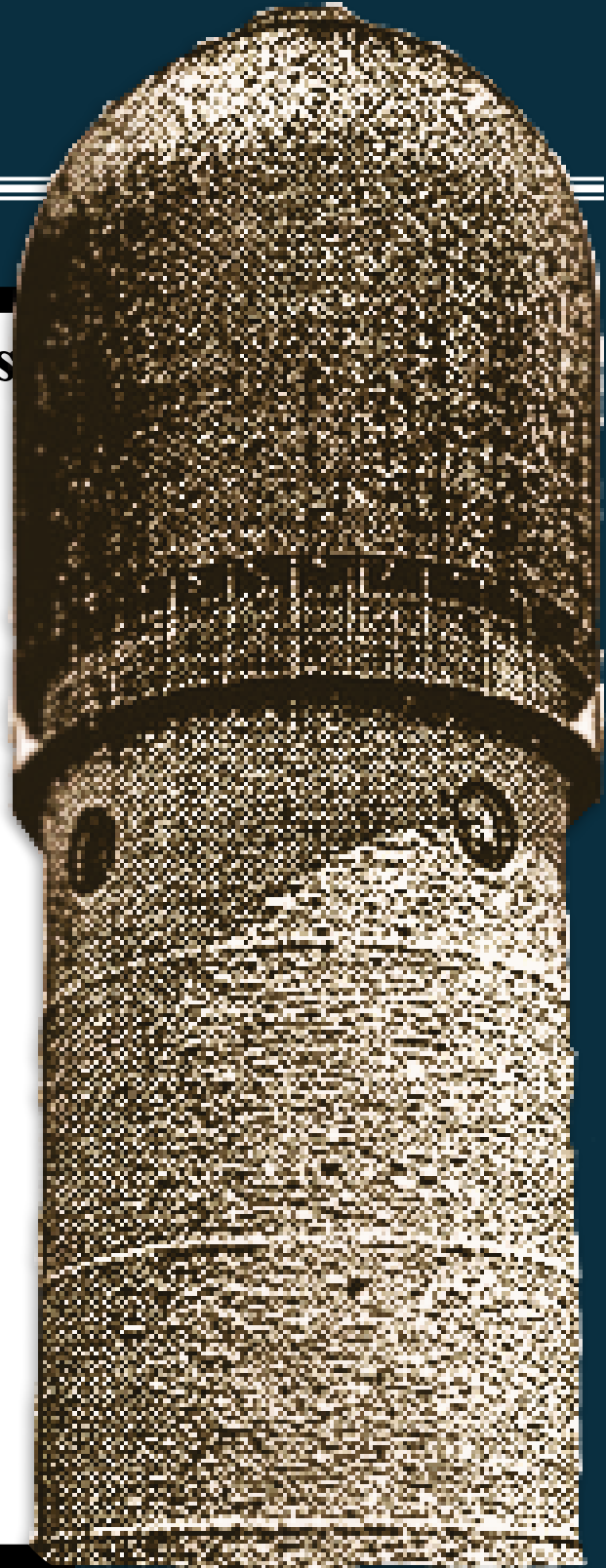
CITY OF YPSILANTI

Pride. Diversity. Heritage.

Zoning Text Amendment: Arts & Crafts Studios

Attachments:

- Request for Legislation
- Resolution
- Ordinance
- Zoning Text Amendment Application
- Planning Commission's February 18th, 2026, Draft Meeting Minutes





To: Mayor and City Council

From: Joshua Burns, City Planner

Date: April 7th, 2026

Subject: Second Reading: Arts & Crafts Zoning Text Amendment (ZTA)

SUMMARY

The City of Ypsilanti is committed to improving our zoning systems, protecting public interest, and updating its ordinance to permit the most appropriate land uses, while considering public utilities, road access, and the established development patterns. The proposed updates by staff would both satisfy the intent of the applicant (to expand land uses that can occur within Arts and Craft Studios, and permit the use as a special land use in the CN-Mid zoning district), while also aligning with the Guiding Values and Implementation Strategies outlined in the City's Master Plan and meeting a majority of the standards for Zoning Text Amendments.

BACKGROUND

The applicant, Amanda Moore (Creative Director at Dzanc House) turned in a Zoning Text Amendment Application on December 18th, 2025, following a use cessation letter issued on November 5th, 2025. Staff brought the text amendment forward at the Planning Commission's January 2026 meeting. The Planning Commission agreed with staff to permit Arts & Crafts Studios as a special use in the CN-Mid zoning district, and expand the definition of Arts & Crafts Studios rather than adding additional uses to minimize rigidity in the ordinance. The Planning Commission requested that "performing arts and visual arts" be added to the definition of Arts & Crafts Studios.

Following January's meeting, the Planning Commission held a public hearing on the proposed amendment at their February 18th, 2026, meeting, and recommended approval of the amendment to the City Council.

STANDARDS FOR ZONING TEXT 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.*

RECOMMENDATION

Recommended Action: Adopt

Planning Commission’s action notification:

Motion to recommend City Council approve the proposed text amendment to Sections 122-203(A) and 122- 441, with the amendment as discussed in the meeting, to include the text change of "art uses shall include, but are not limited to, the fine arts, performing arts, and visual arts, such as music, dance, film..." and with the following findings:

- 1. The proposed amendment is consistent with the guiding values of the Master Plan; and
- 2. The proposed amendment is consistent with the intent of this Zoning Ordinance; and
- 3. The proposed amendment will enhance the functionality, transportation network or character of the future development in the City; and
- 4. The proposed amendment will preserve the historic nature of the surrounding area and of the City; and
- 5. The proposed amendment will not result in the creation of significant nonconformities in the City.

--Moved by Marin. Seconded by Woodring. Yays – 6, Nays – 0, motion carries

- Matt Dunwoodie, Vice-Chair – Support
- Phil Hollifield – Support
- Amanda Smith – Support
- Carl Schier – Support
- Michelle Marin – Support
- Greg Woodring – Support

EXISTING LANGUAGE

<p>Section 122-203.A (Definitions)</p> <p>Arts and crafts studios means facilities that are used as work space for an artist or crafter or an instruction place for the study of an art or craft. Arts uses shall include, but are not limited to, the fine arts such as music, dance, film (except for adult regulated uses), and photography. Craft uses include the handmade production of articles other than food, such as pottery, glass items, neon sculpture, jewelry, silk screening, needle work, stone and wood work, metalworking or casting, and similar items.</p>
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Section 122-441. Core Neighborhoods Permissible Uses Chart					
Uses	CN-SF	CN-Mid	CN	Notes	Specific Regulations
Commercial					
Arts & crafts studios	--	--	S		
Food stores, excluding sale of alcohol, less than 15,000 square feet	S	S	S		
Farmers' Market	A	A	A		When accessory to a non-residential use.
Garage Sales	A	A	A		Section 122-528

PROPOSED LANGUAGE

See the proposed text. Red text with strikethrough is being deleted; green text underlined is proposed to be added. Sections shall be renumbered accordingly.

Section 122-203.A (Definitions) (Revised Language)
Arts and crafts studios means facilities that are used as work space for an artist or crafter or an instruction place for the study of an art or craft. Arts uses shall include, but are not limited to, the fine arts, <u>performing arts, and visual arts</u> , such as music, dance, film (except for adult regulated uses), <u>literature</u> , and photography. Craft uses include the handmade production of articles other than food, such as pottery, glass items, neon sculpture, jewelry, silk screening, needle work, stone and woodwork, metalworking or casting, and similar items.

Section 122-441. Core Neighborhoods Permissible Uses Chart (Revised Language)					
Uses	CN-SF	CN-Mid	CN	Notes	Specific Regulations
Commercial					
Arts & crafts studios	--	-- <u>S</u>	S		
Food stores, excluding sale of alcohol, less than 15,000 square feet	S	S	S		
Farmers' Market	A	A	A		When accessory to a non-residential use.
Garage Sales	A	A	A		Section 122-528

ATTACHMENTS

- Resolution
- Ordinance
- Zoning Text Amendment Application
- Planning Commission Minutes.

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____

City of Ypsilanti
 Notice of Adopted Ordinance
 Ordinance No. **1458**

An Ordinance Entitled “Arts & Crafts”

THE CITY OF YPSILANTI ORDAINS the provisions of the Arts and Crafts Zoning Text Amendment.

This zoning text amendment applies to the following sections:

- Article II, Section 122-203(a). Definitions – Arts & Crafts Studio
- Article IV, Division 3, Subdivision I, Section 122-441. Core Neighborhoods Permissible Uses Chart

The proposed revisions are as follows:

Section 122-203.A (Definitions) (Revised Language)
<p>Arts and crafts studios means facilities that are used as work space for an artist or crafter or an instruction place for the study of an art or craft. Arts uses shall include, but are not limited to, the fine arts, <u>performing arts, and visual arts</u>, such as music, dance, film (except for adult regulated uses), <u>literature</u>, and photography. Craft uses include the handmade production of articles other than food, such as pottery, glass items, neon sculpture, jewelry, silk screening, needle work, stone and woodwork, metalworking or casting, and similar items.</p>

Section 122-441. Core Neighborhoods Permissible Uses Chart (Revised Language)					
Uses	CN-SF	CN-Mid	CN	Notes	Specific Regulations
Commercial					
Arts & crafts studios	--	S	S		
Food stores, excluding sale of alcohol, less than 15,000 square feet	S	S	S		
Farmers’ Market	A	A	A		When accessory to a non-residential use.
Garage Sales	A	A	A		Section 122-528

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: February 26th, 2026

First Reading: March 17th, 2026

Second Reading: April 7th, 2026

Published:

Effective Date:

All permit applications are available from the Building Department and on our website www.cityofypsilanti.com under "Permits"

Completed applications are to be submitted to 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/hdc

All permits, fees, and factsheets can be found at cityofypsilanti.com/permits.

pursued if there's a desire to adjust where buildings are able to be located on a lot, how many parking spaces are required for certain spaces and uses, or anything else contained in the text of the zoning code.

Applying for a Text Amendment

Anyone may apply to amend the text of the zoning ordinance using the attached application. Generally, text amendments are considered justifiable if they meet a list of criteria provided in section 362 of the Zoning Ordinance. Those criteria include, *but are not limited to*:

- The amendment is consistent with the Master Plan;
- The amendment is consistent with the purpose of the Zoning Ordinance;
- The amendment will correct an error or oversight in the Zoning Ordinance.

Review Process and Timeline

Once your application is received, staff will schedule a public hearing. If your application is complete and received by 4:00 p.m. on the third Wednesday of the month, it will be heard in front of Planning Commission at their regular meeting at 7:00 p.m. on the third Wednesday of the following month. During the intervening time, staff will review the application and place a notice in the Washtenaw Legal News.

At their meeting, the Planning Commission will hold a public meeting, where the public is invited to address them about the proposed rezoning. They will also hear a staff report about the amendment's appropriateness, and invite the applicant to speak. With the information they gather at this meeting, they make a recommendation to City Council.

City Council will generally hear the text amendment request and the Planning Commission recommendation at their regularly scheduled meeting on the second Tuesday of the following month. There is another public hearing at this meeting, advertised again in the Washtenaw Legal News, and the text amendment is addressed as the first reading of an ordinance change. The ordinance must be read and approved a second time before it is considered adopted, and will take effect 30 days after adoption. This 30 day period allows for a protest under §122-363.



Zoning Amendment Request

Proposed Amendment to the Ypsilanti Zoning Ordinance (CN-Mid District) To Allow Arts Studios & Nonprofit Creative Workshops

Submitted by: Dzanc House (Dzanc Books) — Nonprofit Artist & Writer Residency, Community Arts Organization

Address: 402 S. Huron Street, Ypsilanti, MI

Requested Action: Amendment to the CN-Mid zoning district to allow arts and crafts studios and nonprofit creative workshops as permitted or special uses.

Overview

Dzanc House respectfully submits this request following a Cease-and-Desist notice issued after a meeting of the planning commission on November 5th, referencing Ypsilanti Zoning Ordinance §122-203(a), which currently classifies arts and crafts studios as a prohibited use in the CN-Mid district. We are grateful to the Mayor and City Council for their thoughtful consideration of our situation and for lifting the cease-and-desist order, allowing our organization to continue operating while this matter is addressed.

Although the order was not enforced, its issuance underscored a regulatory misalignment that places our organization—an established nonprofit artist residency and literary arts space—at ongoing risk of being unable to sustain essential programs involving printmaking, book arts, and small-scale creative production.

Because Dzanc House is already operating in full alignment with the low-impact, neighborhood-serving intent of the CN-Mid district, we are requesting a focused amendment to clarify and update the ordinance so that nonprofits like ours can legally continue these activities.

While this amendment would ultimately benefit numerous community arts efforts across Ypsilanti, this request is being made to address the immediate and direct impact on Dzanc House and to provide regulatory clarity moving forward.

Background: Impact on Dzanc House

Dzanc House (Dzanc Books) operates as an artist residency, literary arts organization, and community education space in Ypsilanti. Our programming includes:

- artist and writer residencies
- book arts and printmaking
- youth workshops and school partnerships
- public literary events
- nonprofit-operated risograph print studio

Our workshops and risograph were possibly cited under the current interpretation of CN-Mid's "arts and crafts studio" prohibition.

Why This Amendment Is Necessary

1. To Resolve the Issue Created by the Cease-and-Desist

The existing ordinance language is outdated and does not reflect current forms of safe, low-impact creative work. Dzanc House's print studio is:

- non-industrial
- low noise
- non-toxic
- community-serving
- fully in harmony with CN-Mid neighborhood character

Updating the ordinance provides a clear, lawful path for Dzanc House to continue existing programs.

2. To Affirm Dzanc House's Role in Ypsilanti's Cultural Landscape

Dzanc House contributes significantly to Ypsilanti through:

- free and low-cost workshops
- youth programs and developing partnerships with local schools
- artist and writer residency programming
- literary events and readings
- access to book arts and creative publishing tools

- increased foot traffic and vibrancy to the neighborhood and downtown

There has been **strong community support and advocacy** following the Cease-and-Desist, affirming public belief that Dzanc House is a valued and needed presence.



Requested Zoning Amendment

Dzanc House requests that the City amend the CN-Mid district (§122-203) to include:

1. Add as Permitted or Special Uses

- **Arts and Crafts Studio (Small-Scale, Low-Impact)**
Including risograph printing, book arts, letterpress, photography, textile arts, and hand-craft media.
- **Community Creative Workshop / Nonprofit Makerspace**
Limited to nonprofit or community-serving organizations.
- **Small-Scale Creative Production (<2,000 sq ft)**
With low noise, non-hazardous materials, no industrial machinery.

2. Add Definitions to §122-203

To remove ambiguity and provide clear standards:

- **Arts and Crafts Studio (Low-Impact)**
- **Community Creative Workshop / Nonprofit Makerspace**
- **Small-Scale Creative Production**

These definitions are designed to protect residents while giving nonprofits like Dzanc House a lawful path to operate.

Community Context

While this request specifically addresses Dzanc House and the zoning conflict created by the Cease-and-Desist, the amendment would also:

- support local artists, writers, youth, educators
- align with Ypsilanti's identity as an arts-driven city
- allow CN-Mid to function as intended: walkable, local-serving, mixed-use

- expand safe, low-impact creative access across neighborhoods
- prevent future enforcement conflicts for similar organizations

Conclusion & Request

Dzanc House respectfully asks that the Planning Commission and City Council:

Initiate an amendment to the CN-Mid district to include small-scale arts and crafts studios, nonprofit workshops, and low-impact creative production as allowed uses.

This update will address the specific zoning issue affecting Dzanc House while also better aligning the ordinance with the creative, inclusive, and neighborhood-based character of Ypsilanti.



**CITY OF YPSILANTI
PLANNING COMMISSION MEETING
DRAFT MINUTES
Wednesday, February 18th, 2026 @ 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 – Excused Absence
Matt Dunwoodie, Vice-Chair – Present
Mike Davis Jr. – Excused Absence
Phil Hollifield – Present
Amanda Smith – Present
Carl Schier – Present
Michelle Marin – Present
Greg Woodring – Present
Ingrid Lao - Excused Absence

*Motion to excuse the absence of Commissioners Jones-Chance, Davis Jr., and Lao.
--Moved by Marin. Seconded by Smith. Yays – 6, Nays – 0, motion carries*

III. Agenda Approval

February 18th, 2026, Agenda

**Staff requested that the Planning Commission discuss a zoning text amendment addressing data centers under new business.
--Amendment accepted by Commissioner Marin.

*Motion to approve the amended agenda.
--Moved by Marin. Seconded by Smith. Yays – 6, Nays – 0, motion carries*

IV. Approval of Minutes

January 21st, 2026, Planning Commission Draft Minutes.

Motion to approve the January 21st, 2026, draft minutes as presented.
--Moved by Hollifield. Seconded by Woodring. Yays – 6, Nays – 0, motion carries

V. Public Comments

Motion to open public comments to the Planning Commission.
--Moved by Hollifield. Seconded by Woodring. Yays – 6, Nays – 0, motion carries

No members of the public spoke.

Motion to close public comments to the Planning Commission.
--Moved by Marin. Seconded by Woodring. Yays – 6, Nays – 0, motion carries

VI. Committee Reports

Non-Motorized Advisory Committee (NMAC) – No update was provided.

VII. Presentations - None

VIII. Public Hearing Items

A. Zoning Text Amendment: Arts & Crafts

Staff shared the proposed amendments to the arts and crafts studio definition and the permissible use chart for the CN-Mid zoning district.

Public Hearing:

Motion to open the public hearing to the Planning Commission.
--Moved by Smith. Seconded by Woodring. Yays – 6, Nays – 0, motion carries

4 members of the public spoke.

Motion to close public hearing to the Planning Commission.
--Moved by Hollifield. Seconded by Woodring. Yays – 6, Nays – 0, motion carries

Decision:

Motion to recommend City Council approve the proposed text amendment to Sections 122-203(A) and 122- 441, with the amendment as discussed in the

meeting, to include the text change of “art uses shall include, but are not limited to, the fine arts, performing arts, and visual arts, such as music, dance, film...” and with the following findings:

1. The proposed amendment is consistent with the guiding values of the Master Plan; and
2. The proposed amendment is consistent with the intent of this Zoning Ordinance; and
3. The proposed amendment will enhance the functionality, transportation network or character of the future development in the City; and
4. The proposed amendment will preserve the historic nature of the surrounding area and of the City; and
5. The proposed amendment will not result in the creation of significant nonconformities in the City.

--Moved by Marin. Seconded by Woodring. Yays – 6, Nays – 0, motion carries

Matt Dunwoodie, Vice-Chair – Support

Phil Hollifield – Support

Amanda Smith – Support

Carl Schier – Support

Michelle Marin – Support

Greg Woodring – Support

B. Zoning Text Amendment: Electronic Message Boards (EMBs) Revisited

Staff shared the proposed amendments to where EMBs are permitted, and additional site regulations for EMBs.

Public Hearing:

Motion to open the public hearing to the Planning Commission.

--Moved by Woodring. Seconded by Hollifield. Yays – 6, Nays – 0, motion carries

No members of the public spoke.

Motion to close public hearing to the Planning Commission.

--Moved by Marin. Seconded by Hollifield. Yays – 6, Nays – 0, motion carries

Decision:

Motion to recommend City Council approve the proposed text amendment to Sections 122-203.u, 122-417.g, 122-422.d.2, 122-432.d.2, 122-462.d.2, and 122-665, with the following findings:

1. The proposed amendment is consistent with the guiding values of the Master Plan; and
2. The proposed amendment is consistent with the intent of this Zoning Ordinance; and
3. The proposed amendment will address a community need in physical or economic conditions or development practices.
4. The proposed amendment will not result in the creation of significant nonconformities in the City.

--Moved by Woodring. Seconded by Hollifield. Yays – 5, Nays – 1, motion carries

Matt Dunwoodie, Vice-Chair – Support
Phil Hollifield – Support
Amanda Smith – Support
Carl Schier – Support
Michelle Marin – Oppose
Greg Woodring – Support

C. Zoning Text Amendment: Walk-Up Windows

Staff shared the proposed amendments that define accessibility requirements for walk-up windows and redefine curbside service.

Public Hearing:

Motion to open the public hearing to the Planning Commission.

--Moved by Hollifield. Seconded by Woodring. Yays – 6, Nays – 0, motion carries

One member of the public spoke.

Motion to close public hearing to the Planning Commission.

--Moved by Smith. Seconded by Hollifield. Yays – 6, Nays – 0, motion carries

Decision:

Motion to recommend City Council approve the proposed text amendment to Sections 122-203, 122-446, 122-523, 122-537, 122-538, and 122-694, with the following findings:

1. The proposed amendment is consistent with the guiding values of the Master Plan; and
2. The proposed amendment is consistent with the intent of this Zoning Ordinance; and
3. The proposed amendment will enhance the functionality, transportation network or character of the future development in the City; and
4. The proposed amendment will preserve the historic nature of the surrounding area and of the City; and
5. The proposed amendment will enhance the natural features and environmental sustainability of the City;
6. The proposed amendment will not result in the creation of significant nonconformities in the City.

--Moved by Woodring. Seconded by Hollifield. Yays – 6, Nays – 0, motion carries

Matt Dunwoodie, Vice-Chair – Support
 Phil Hollifield – Support
 Amanda Smith – Support
 Carl Schier – Support
 Michelle Marin – Support
 Greg Woodring – Support

D. Zoning Text Amendment: Levels of Review

Staff shared the proposed amendment to the *Levels of Review* chart.

Public Hearing:

Motion to open the public hearing to the Planning Commission.

--Moved by Marin. Seconded by Hollifield. Yays – 6, Nays – 0, motion carries

No members of the public spoke.

Motion to close public hearing to the Planning Commission.

--Moved by Marin. Seconded by Woodring. Yays – 6, Nays – 0, motion carries

Decision:

Motion to recommend City Council approve the proposed text amendment to Section 122-307(c)(3), with the following findings:

1. The proposed amendment is consistent with the guiding values of the Master Plan; and

2. The proposed amendment is consistent with the intent of this Zoning Ordinance; and
3. The proposed amendment will enhance the functionality, transportation network or character of the future development in the City; and
4. The proposed amendment will preserve the historic nature of the surrounding area and of the City; and
5. The proposed amendment will enhance the natural features and environmental sustainability of the City; and
6. The proposed amendment will protect the health, safety, and general welfare of the public; and
7. The proposed amendment will address a community need in physical or economic conditions or development practices; and
8. The proposed amendment will not result in the creation of significant nonconformities in the City.

--Moved by Marin. Seconded by Smith. Yays – 6, Nays – 0, motion carries

Matt Dunwoodie, Vice-Chair – Support

Phil Hollifield – Support

Amanda Smith – Support

Carl Schier – Support

Michelle Marin – Support

Greg Woodring – Support

E. 800 Railroad | Vehicle Storage Facility | SPR SLU

Public Hearing:

Motion to open the public hearing to the Planning Commission.

--Moved by Hollifield. Seconded by Woodring. Yays – 6, Nays – 0, motion carries

2 members of the public spoke.

Motion to close public hearing to the Planning Commission.

--Moved by Smith. Seconded by Woodring. Yays – 6, Nays – 0, motion carries

Special Land Use Decision:

Motion to deny the special land use permit for the proposed salvage vehicle impound law at 800 Railroad Street with the following findings:

1. The proposed use is not permitted with a special use permit in the General Corridor zoning district.

2. The application does not substantially comply with Sections 122-324 and 122-326.

--Moved by Marin. Seconded by Woodring. Yays – 4, Nays – 2, motion carries

Matt Dunwoodie, Vice-Chair – Oppose

Phil Hollifield – Oppose

Amanda Smith – Support

Carl Schier – Support

Michelle Marin – Support

Greg Woodring – Support

Site Plan Decision:

Motion to deny the site plan for the impound lot at 800 Railroad Street due to the special land use permit not being approved.

--Moved by Marin. Seconded by Smith. Yays – 4, Nays – 2, motion carries

Matt Dunwoodie, Vice-Chair – Oppose

Phil Hollifield – Oppose

Amanda Smith – Support

Carl Schier – Support

Michelle Marin – Support

Greg Woodring – Support

***Commissioners Dunwoodie and Hollifield opposed the denial of both the special land use permit and site plan due to their disagreement of the proposed use being an impound lot.*

IX. Old Business

A. Zoning Text Amendment: Harm Reduction

Staff shared the updates made to the text amendment from last month's proposal. Minor changes will be made, and the Planning Commission will host a public hearing next month on the text amendment.

B. Zoning Text Amendment: Revision of Approved Plans

Staff shared three different ordinances with the Planning Commission. Staff will present proposed text next month.

X. New Business

A. Zoning Text Amendment: Data Centers

Staff shared concerns about the lack of regulations the Zoning Ordinance establishes for data centers. Staff will propose text next month.

XI. Public Comments

Motion to open public comments to the Planning Commission.

--Moved by Smith. Seconded by Marin. Yays – 6, Nays – 0, motion carries

No members of the public spoke.

Motion to close public comments to the Planning Commission.

--Moved by Marin. Seconded by Smith. Yays – 6, Nays – 0, motion carries

XII. Adjournment | 9:40 PM

Motion to adjourn.

-Moved by Commissioner Marin. Seconded by Woodring. Yays – 6, Nays – 0, motion carries



REQUEST FOR LEGISLATION
April 7, 2026

For: Mayor and City Council

From: Joshua Burns, City Planner

Subject: Resolution No. 2026-086 Approving the second, and final reading of the Electronic Message Board (EMBs) Revisited Zoning Text Amendment, Ordinance No. 1459.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. 01 - Cover
2. 02 - RFL_Resolution_Ordinance - EMBs Revisited
3. 03 - Dan Troyka, Assistant City Attorney Memorandum
4. 04 - EMB Ordinances of Neighboring Communities
5. 05 - February 2026 PC Minutes

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: April 7, 2026

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:

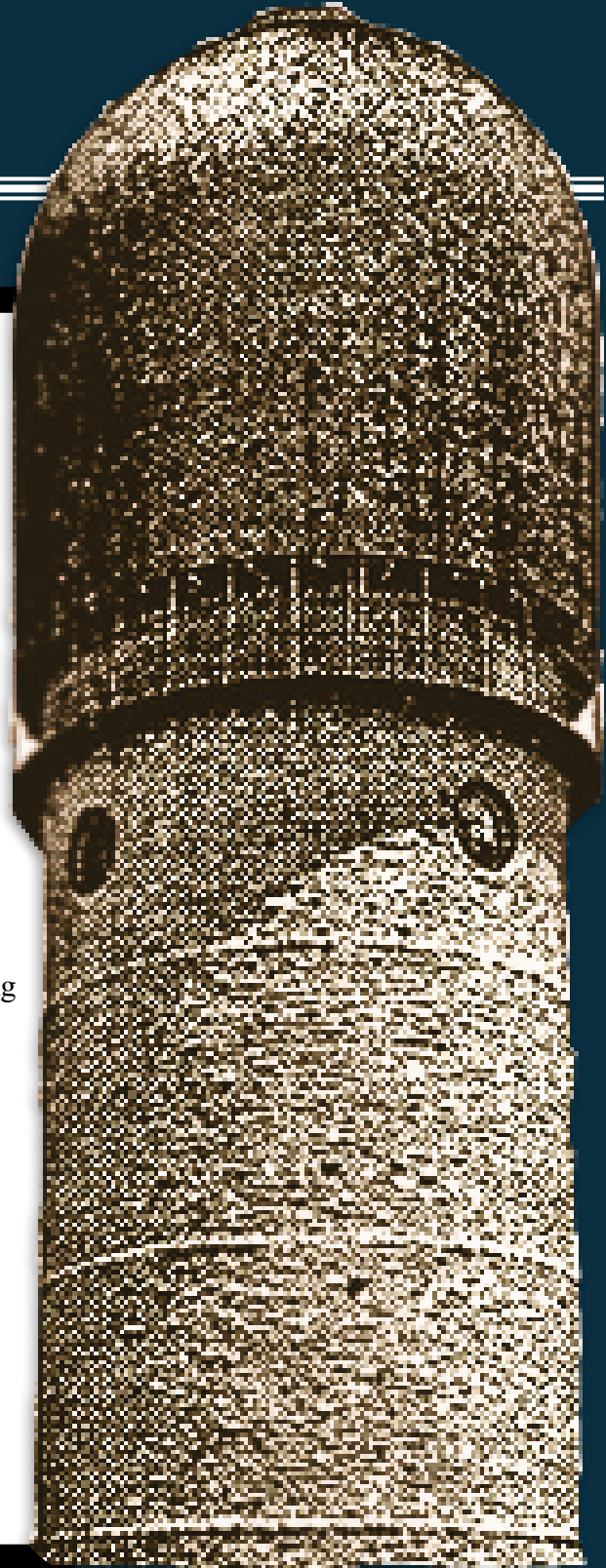
CITY OF YPSILANTI

Pride. Diversity. Heritage.

Zoning Text Amendment: Electronic Messaging Boards (EMBs) Revisited

Attachments:

- Request for Legislation
- Resolution
- Ordinance
- Dan Troyka, Assistant City Attorney Memorandum - Content Neutrality of Regulating Signage Via Residential vs. Nonresidential Uses
- Electronic Message Board Ordinances of Neighboring Communities
- Planning Commission's February 18th, 2026, Draft Meeting Minutes





To: Mayor and City Council

From: Joshua Burns, City Planner

Date: April 7th, 2026

Subject: Second Reading: Electronic Message Boards (EMBs) Revisited Zoning Text Amendment (ZTA)

SUMMARY

The City of Ypsilanti is committed to improving our zoning systems, encouraging communication methods, and updating the ordinance to reflect changes in modern technology. It is the purpose of this zoning text amendment to update provisions for EMB signs in a sensible manner while ensuring that the neighboring uses, properties, and traffic concerns are adequately protected. This proposed amendment was taken up by City staff with the assistance of Planning Commission in forming the key policy considerations.

BACKGROUND

The Zoning Board of Appeals reviewed a variance request for an EMB sign at their December 6, 2023, meeting. This EMB sign variance was applied for by the Second Baptist Church of Ypsilanti and was intended to be placed near the northwest corner of the building, facing the corner of South Hamilton and Catherine streets. The ZBA did not find that the variance met the standards for practical difficulty, and thus denied the request. Separate from the finding of practical difficulty and the technical denial of the variance, the ZBA was, in summary, interested by the arguments made by the applicant in terms of meeting a community need. The ZBA was also cognizant that, if approved, many conditions would likely be placed on the sign to prevent a nuisance. A ZBA member stated, in summary, "I do not believe it is in the purview of this board to start rewriting code, and any parameters that we put on this sign is essentially what we would be doing." This sentiment was seemingly accepted by all three members of the Board present. Then, the ZBA recommended by motion, that the Planning Commission review the EMB sign prohibition in the zoning ordinance. The motion passed unanimously. This motion does not compel the Planning Commission to craft any amendments; its purpose is to place this topic on your radar for review. At the December 20, 2023 meeting, staff introduced this item to the Planning Commission. At the January 17, 2024 meeting, staff and the Planning Commission engaged in a policy discussion regarding the manner in which EMBs could potentially be regulated.

Following the January meeting, staff developed a drafted amendment, which was approved unanimously by the Planning Commission during their March 20th meeting. It then went before the City Council on May

14th, where it was tabled, and the Council delegated the Planning Commission to rereview the size limitations for EMBs at their scheduled May 15th meeting. At the May 15th meeting, the Planning Commission directed staff to compose a memorandum informing the City Council of their intention to thoroughly reassess the size requirements of EMBs. In response to the memorandum sent to the City Council following the May 15th Planning Commission meeting, the City Council decided to table their discussion of the ordinance until the Planning Commission has had a chance to thoroughly review the proposed ordinance. The Planning Commission further discussed EMBs during the June meeting and directed staff to make some changes to the proposed ordinance, one of which increases the square footage for permanent freestanding signs in the non-residential Core Neighborhood category to 24 square feet. After the July meeting, the Planning Commission directed staff to increase the square footage for permanent freestanding signs in the non-residential Core Neighborhood category to 36 square feet.

The Zoning Board of Appeals reviewed a variance request for an electronic message board at their June 2, 2025, meeting. This EMB variance was applied for by the Metropolitan Memorial Baptist Church and was intended to be placed directly in front of the building. Though the ZBA was compelled by the arguments and comments from Metropolitan's parish, the ZBA did not find that the variance met all six of the standards required and thus denied the request.

Following the denial of this variance, the ZBA unanimously recommended, by motion, that the Planning Commission rereview where EMBs are permitted as technology has advanced in a manner that can minimize nuisance concerns. This motion does not compel the Planning Commission to make any amendments; however, EMB variance requests have been a recurrent matter.

The recording of the June 2, 2025, Zoning Board of Appeals Meeting can be viewed at this link: [June 2nd, Zoning Board of Appeals Meeting](#)

Since the June 2nd, 2025, ZBA meeting, staff and the Planning Commission have discussed EMB regulations in surrounding municipalities, and the Planning Commission has requested that staff propose revisions that would further define residential uses and permit EMBs for non-residential uses in each zoning district.

Following January 2026's meeting, the Planning Commission held a public hearing on the proposed amendment at their February 18th, 2026, meeting, and recommended approval of the amendment to the City Council.

STANDARDS FOR ZONING TEXT 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.

RECOMMENDATION

Recommended Action: Adopt

Planning Commission’s action notification:

Motion to recommend City Council approve the proposed text amendment to Sections 122-203.u, 122-417.g, 122-422.d.2, 122-432.d.2, 122-462.d.2, and 122- 665, with the following findings:

- 1. The proposed amendment is consistent with the guiding values of the Master Plan; and
- 2. The proposed amendment is consistent with the intent of this Zoning Ordinance; and
- 3. The proposed amendment will address a community need in physical or economic conditions or development practices; and
- 4. The proposed amendment will not result in the creation of significant nonconformities in the City.

--Moved by Woodring. Seconded by Hollifield. Yays – 5, Nays – 1, motion carries

- Matt Dunwoodie, Vice-Chair – Support
- Phil Hollifield – Support
- Amanda Smith – Support
- Carl Schier – Support
- Michelle Marin – Oppose
- Greg Woodring – Support

EXISTING LANGUAGE

Section 122-203.U (Definitions)	
Use, Residential means a use classified as residential under the Building Code, generally including single-family residences, one- and two-family homes and group living. For the purposes of the Zoning Ordinance, this shall not include hotels or bed and breakfasts	

Section 122-417.g (Park District- P) Non-use and Dimensional Requirements	
Electronic Message Board Signs	Not Permitted

Section 122-422.d.2 (Single-Family Residential District- R1) Non-use and Dimensional Requirements.	
Electronic Message Board Signs	Not Permitted

Section 122-432.d.2 (Production, Manufacturing and Distribution District- PMD) Non-use and Dimensional Requirements	
Electronic Message Board Signs	Not Permitted

Section 122-462.d.2 (Health and Human Services- HHS) Non-use and Dimensional requirements for site improvements not regulated by building type.	
Electronic Message Board Signs	Not Permitted

Section 122-665(c) Sign Design Standards
(C) <u>Electronic Message Board Signs.</u> Building Mounted Signs and Freestanding signs may include an Electronic Message Board, subject to the following:
<ol style="list-style-type: none"> 1) <u>Required Area, Height, and Setbacks.</u> The maximum area for an electronic message board sign shall be no greater than 50% of the zoning district's maximum area for freestanding or building-mounted signs. The maximum height and minimum setbacks shall comply with the zoning district's allowances for freestanding or building-mounted signs. 2) <u>Maximum Number.</u> No more than one electronic message board sign shall be located on a single lot of land. 3) <u>Change of message shall not occur more than once every two minutes.</u> 4) <u>Lights shall never blink or flash. Message change sequence shall not involve flashing or other animations but shall be an instantaneous change.</u> 5) <u>Illumination.</u> Illumination from an electronic message board sign shall not exceed 0.3 footcandles when measured at the property line of the subject lot. 6) <u>Colors.</u> Messages shall be in monochrome text, and electronic display areas shall be black. 7) <u>Electronic message board signs shall not be illuminated between the hours of 9 PM and 6 AM.</u> 8) <u>Signs shall be programmed to go dark in the event of a malfunction.</u>

PROPOSED LANGUAGE

See the proposed text. Red text with strikethrough is being deleted; green text underlined is proposed to be added. Sections shall be renumbered accordingly.

Section 122-203.U (Definitions) (Revised Language)
Use, Residential means a use classified as residential under the Building Code, generally including single-family residences, one- and two-family homes and group living. For the purposes of the Zoning Ordinance, this shall <u>also include accessory dwelling units, townhouses, roominghouses, multiple-family dwellings, and upper-story residential units, but</u> not include hotels or bed and breakfasts.

Section 122-417.g (Park District- P) Non-use and Dimensional Requirements (Revised Language)		
Electronic Message Board Signs <u>(Permanent)</u>	<u>Must comply with all requirements for Electronic Message Board Signs in Section 122-665</u>	Not Permitted <u>Permit Required</u>
Section 122-422.d.2 (Single-Family Residential District- R1) Non-use and Dimensional Requirements. (Revised Language)		
Electronic Message Board Signs <u>(Permanent)</u>	<u>Must comply with all requirements for Electronic Message Board Signs in Section 122-665</u>	Not Permitted <u>Permit Required</u>
Section 122-432.d.2 (Production, Manufacturing and Distribution District- PMD) Non-use and Dimensional Requirements (Revised Language)		
Electronic Message Board Signs <u>(Permanent)</u>	<u>Must comply with all requirements for Electronic Message Board Signs in Section 122-665</u>	Not Permitted <u>Permit Required</u>
Section 122-462.d.2 (Health and Human Services- HHS) Non-use and dimensional requirements for site improvements not regulated by building type. (Revised Language)		

Electronic Message Board Signs (Permanent)	<u>Must comply with all requirements for Electronic Message Board Signs in Section 122-665</u>	Not Permitted <u>Permit Required</u>
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Section 122-665(c) Sign Design Standards (Revised Language)
<p>(C) Electronic Message Board Signs (EMBs). Building-mounted signs and Freestanding signs may include an Electronic Message Board, subject to the following:</p> <ol style="list-style-type: none"> 1) Required Area, Height, and Setbacks. The maximum area for an electronic message board sign shall be no greater than 50% of the zoning district's maximum area for freestanding or building-mounted signs. The maximum height and minimum setbacks shall comply with the zoning district's allowances for freestanding or building-mounted signs. 2) Maximum Number. No more than one electronic message board sign shall be located on a single lot of land. 3) Change of message shall not occur more than once every two minutes. 4) Lights shall never blink or flash. Message change sequence shall not involve flashing or other animations, but shall be an instantaneous change. 5) Illumination. <u>Generally</u>, illumination from an electronic message board sign shall not exceed 0.3 footcandles when measured at the property line of the subject lot; <u>however, EMBs adjacent to properties zoned or used for residential purposes shall not exceed 0.1 footcandles when measured at the property line of the subject lot.</u> 6) Colors. Messages shall be in monochrome text, and electronic display areas shall be black. 7) Electronic message board signs shall not be illuminated between the hours of 9 PM and 6 AM. 8) Signs shall be programmed to go dark in the event of a malfunction. 9) <u>A non-glare panel shall cover the sign area illuminated by an electronic message board.</u> 10) <u>Electronic message board owners shall permit the City, State, and Federal governments to post messages on EMBs in the event of an emergency.</u>

ATTACHMENTS

- Resolution
- Ordinance
- Dan Troyka, Assistant City Attorney Memorandum - Content Neutrality of Regulating Signage Via Residential vs. Nonresidential Uses
- Electronic Message Board Ordinances of Neighboring Communities
- 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 proposed amendments ensure clarity, consistency, and alignment with current technology and development practices; and

WHEREAS, the proposed amendments clarify the definition of "Use, Residential," recognizing that signage regulations within the Zoning Ordinance are applied based on whether a use is classified as residential or nonresidential; and

WHEREAS, the proposed amendments modify provisions permitting electronic message board signs in every zoning district for nonresidential uses; and

WHEREAS, the proposed amendments revise the Electronic Message Board Sign standards in Section 122-665 to clarify operational requirements, establish additional illumination limitations when adjacent to residential uses, require anti-glare panels, and allow for the posting of emergency messages by governmental authorities; and;

WHEREAS, the Ypsilanti Planning Commission reviewed the proposed amendments and recommended approval following a duly noticed public hearing; and

NOW THEREFORE, BE IT RESOLVED THAT the Ypsilanti City Council hereby approves its second, and final reading of the Electronic Message Board (EMBs) Revisited Zoning Text Amendment, Ordinance No. 1459.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

City of Ypsilanti
 Notice of Adopted Ordinance
 Ordinance No. **1459**

An Ordinance Entitled “*Electronic Message Boards (EMBs) Revisited*”

THE CITY OF YPSILANTI ORDAINS the provisions of the Electronic Message Boards (EMBs) Revisited Zoning Text Amendment.

This zoning text amendment applies to the following sections:

- Article II, Section 122-203(u). Definitions – Use, Residential
- Article IV, Division 2, Subdivision I, Section 122-417(g). Park District (P) Non-Use and Dimensional Requirements
- Article IV, Division 2, Subdivision II, Section 122-422(d)(2). Single-Family Residential District (R1) Non-Use and Dimensional Requirements
- Article IV, Division 2, Subdivision IV, Section 122-432(d)(2). Production, Manufacturing, and Distribution District (PMD) Non-Use and Dimensional Requirements
- Article IV, Division 3, Subdivision IV, Section 122-462(d)(2). Health and Human Services District (HHS) Non-Use and Dimensional Requirements for Site Improvements not Regulated by Building Type
- Article VI, Division 5, Section 122-665(c). Sign Design Standards – Electronic Message Board Signs

The proposed revisions are as follows:

Section 122-203.U (Definitions) (Revised Language)		
<p>Use, Residential means a use classified as residential under the Building Code, generally including single-family residences, one- and two-family homes and group living. For the purposes of the Zoning Ordinance, this shall <u>also include accessory dwelling units, townhouses, roominghouses, multiple-family dwellings, and upper-story residential units, but</u> not include hotels or bed and breakfasts.</p>		
Section 122-417.g (Park District- P) Non-use and Dimensional Requirements (Revised Language)		
Electronic Message Board Signs <u>(Permanent)</u>	<u>Must comply with all requirements for Electronic Message Board Signs in Section 122-665</u>	Not Permitted <u>Permit Required</u>
Section 122-422.d.2 (Single-Family Residential District- R1) Non-use and Dimensional Requirements. (Revised Language)		
Electronic Message Board Signs <u>(Permanent)</u>	<u>Must comply with all requirements for Electronic Message Board Signs in Section 122-665</u>	Not Permitted <u>Permit Required</u>
Section 122-432.d.2 (Production, Manufacturing and Distribution District- PMD) Non-use and Dimensional Requirements (Revised Language)		
Electronic Message Board Signs <u>(Permanent)</u>	<u>Must comply with all requirements for Electronic Message Board Signs in Section 122-665</u>	Not Permitted <u>Permit Required</u>
Section 122-462.d.2 (Health and Human Services- HHS) Non-use and dimensional requirements for site improvements not regulated by building type. (Revised Language)		

Electronic Message Board Signs (Permanent)	<u>Must comply with all requirements for Electronic Message Board Signs in Section 122-665</u>	Not Permitted <u>Permit Required</u>
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Section 122-665(c) Sign Design Standards (Revised Language)
<p>(C) Electronic Message Board Signs (EMBs). Building-mounted signs and Freestanding signs may include an Electronic Message Board, subject to the following:</p> <ol style="list-style-type: none"> 1) Required Area, Height, and Setbacks. The maximum area for an electronic message board sign shall be no greater than 50% of the zoning district's maximum area for freestanding or building-mounted signs. The maximum height and minimum setbacks shall comply with the zoning district's allowances for freestanding or building-mounted signs. 2) Maximum Number. No more than one electronic message board sign shall be located on a single lot of land. 3) Change of message shall not occur more than once every two minutes. 4) Lights shall never blink or flash. Message change sequence shall not involve flashing or other animations, but shall be an instantaneous change. 5) Illumination. <u>Generally</u>, illumination from an electronic message board sign shall not exceed 0.3 footcandles when measured at the property line of the subject lot; <u>however, EMBs adjacent to properties zoned or used for residential purposes shall not exceed 0.1 footcandles when measured at the property line of the subject lot.</u> 6) Colors. Messages shall be in monochrome text, and electronic display areas shall be black. 7) Electronic message board signs shall not be illuminated between the hours of 9 PM and 6 AM. 8) Signs shall be programmed to go dark in the event of a malfunction. 9) <u>A non-glare panel shall cover the sign area illuminated by an electronic message board.</u> 10) <u>Electronic message board owners shall permit the City, State, and Federal governments to post messages on EMBs in the event of an emergency.</u>

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: February 26th, 2026

First Reading: March 17th, 2026

Second Reading: April 7th, 2026

Published:

Effective Date:



Memorandum
21 January 2026

FOR: Planning Commission
FROM: Daniel Troyka, Assistant City Attorney
SUBJECT: Content Neutrality of Regulating Signage Via Residential vs. Nonresidential Uses

We believe it would be acceptable to permit EMBs for non-residential purposes only. We cannot be certain about this conclusion because the constitutional law governing signs is in flux.

In the 2015 case Reed v. Town of Gilbert, 576 U.S. 155, the U.S. Supreme Court struck down a sign ordinance that imposed stricter standards on advertising religious services than signs that display political or ideological messages. The Court held that the ordinance imposed content-based restrictions that must be reviewed under a standard of "strict scrutiny" and that the town could not demonstrate a compelling government interest for the restrictions. According to the Court, laws are considered "content-based" if they cannot be "justified without reference to the content of the regulated speech" or if they were adopted "because of disagreement with the message [the speech] conveys".

In the 2022 case City of Austin v Reagan Nat'l Advertising of Austin, 596 U.S. 61, the Supreme Court upheld an ordinance that drew a distinction between on-site signs (which advertise business at the site) and off-site signs (which advertise business for third parties). The Court observed that a restriction is facially content-based "if it applies to particular speech because of the topic discussed or the idea or message expressed." The Court further stated that restrictions based on "function or purpose" are not necessarily content-based even if you have to "read the sign" to determine whether it is compliant. Instead, the distinction between on-site and off-site signs is more like ordinary "time, place, or manner" restrictions, which do not require strict scrutiny.

Reading these cases together, sign restrictions are permissible when they serve a content-neutral purpose similar to "time, place or manner" restrictions. The U.S. Supreme Court believes the distinction between on-site and off-site falls into this category. The distinction between non-residential and residential, in my opinion, is similar and would likely be treated the same way. This distinction comes up frequently in other contexts (e.g., fair housing, lending, licensing), and the purpose in our case, as I understand it, is to minimize visual clutter, which is a content-neutral concern.

The 2022 City of Austin case was decided 6 to 3 and many commentators find the decision to be inconsistent with the earlier 2015 decision which remains good law. It is not possible to state with certainty how a court would rule on the proposed ordinance until it is actually litigated. The case law is reasonably clear, however, and we conclude that the distinction between non-residential and residential use in a sign ordinance would likely survive challenge.

Ypsilanti Township's EMB Ordinance

Please see the link to the Township's Zoning Ordinance: [ARTICLE XV. - SIGNS | Code of Ordinances | Ypsilanti Charter Township, \(Washtenaw Co.\), MI | Municode Library](#)

Section 1500(B)(1)(e) Sign Definition:

- Electronic Message Sign (*EMS*). A sign or portion of a sign that displays an electronic image or video, which may or may not include text, introducing any sign or portion of a sign that uses changing lights or similar forms of electronic display such as LED to form a sign message with text and or images wherein the sequence of messages and the rate of change is electronically programmed and can be modified by electronic processes. This definition includes without limitation television screens, plasma screens, digital screens, flat screens, LED displays, video boards, and holographic displays.

Section 1500.8: Electronic Changeable Message Signs:

8. *Electronic changeable message signs:*
- A. Electronic changeable message shall constitute no more than fifty percent (50%) of the allowable ground sign area.
 - B. Such signs shall contain static messages only and shall not have movement, scrolling words or images, or flashing on any part of the sign structure, design, or pictorial segments of the sign, nor shall such sign have varying light intensity during display of any single message.
 - C. Each display on an electronic changeable sign shall remain fixed for a minimum of thirty (30) seconds.
 - D. When a message on an electronic changeable sign is changed, said change shall be instantaneous without use of special effects like dissolve or fade.
 - E. No EMS message display shall resemble or simulate any warning or danger signal, or any official traffic control device, sign, signal, or light or have the brilliance or intensity that will interfere with any official traffic sign, device, or signal.
 - F. No auditory message or mechanical sounds may be emitted from the sign.
 - G. Electronic changeable message signs shall meet the standards for illumination set forth in Section 1500.9.
 - H. No sign shall be permitted to operate unless it is equipped with all of the following:
 - (1) A default mechanism that will cause the sign to revert immediately to a black screen if the sign or any component thereof malfunctions;
 - (2) A non-glare panel covering the electronic changeable copy display or other equivalent method approved by the Township to substantially reduce glare;
 - (3) All permitted EMS shall be equipped with a sensor or other device that automatically determines the ambient illumination and is programmed to automatically dim according to ambient light conditions;
 - (4) A written certification from a sign manufacturer or other approved testing agency that the light intensity has been preset to conform to the brightness and display standards established in this Article and that the preset levels are protected from end user manipulation by password protected software or other method.
 - I. The owner or controller of said electronic changeable copy sign must adjust the sign to meet these brightness standards in accordance with this Article. The adjustment must be made within twelve (12) hours upon notice of non-compliance from the Township. The owner of said electronic changeable message sign shall provide certification of the foot-candles at the time of application showing compliance by a certified independent contractor and supply said certification to the Township.
 - J. All electronic changeable message signs shall conform to all Michigan Department of Transportation rules and regulations.

Section 1500.9: Sign Illumination Standards:

9. *Sign illumination standards.*
- A. General Standards.
 - (1) No sign shall be illuminated by other than electrical means.
 - (2) The source of illumination may be internal or external. The source of the illumination shall not be exposed except for lighting that is integral for the use of electronic message signs, which are regulated in this Article.
 - (3) All external lighting fixtures used to illuminate a sign shall be shielded to direct light towards the sign.
 - (4) No sign, whether externally or internally illuminated, shall display a brightness of such intensity or brilliance that impairs the vision or endangers the safety and welfare of any pedestrian, cyclist, or operator of a motor vehicle.
 - (5) No sign shall have illumination which creates blinking, flashing or movement.
 - B. Sign Illumination Standards - The illumination of all signs, including EMS, shall not exceed 0.3 footcandles above ambient light levels based upon illumination measurement criteria set forth in Sign Area Versus Measurement Distance Table and Section 1500.9.C.

Table 9.B Sign Area Versus Measurement Distance Table	
Area of Sign Sq. ft.	Measurement Distance (ft.)
10	32
15	39
20	45
25	50
30	55
35	59
40	63
45	67
50	71
55	74
60	77
65	81
70	84
75	87
80	89

Table 9.B Sign Area Versus Measurement Distance Table	
Area of Sign Sq. ft.	Measurement Distance (ft.)
85	92
90	95
95	97
100	100
110	105
120	110
130	114
140	118
150	122
160	126
170	130
180	134
190	138
200	141

Table 9.B Sign Area Versus Measurement Distance Table	
Area of Sign Sq. ft.	Measurement Distance (ft.)
* For signs with an area in square feet other than those specifically listed in this table (e.g., twelve (12) sq. ft., four hundred (400) sq. ft., etc.), the measurement distance may be calculated with the following formula: Measurement Distance =√ Area of Sign Sq. Ft. x 100	

C. EMS Illumination Measurement Criteria - The illuminance of a sign shall be measured with an illuminance meter set to measure footcandles accurate to at least two (2) decimals. Illuminance of an EMS shall be measured with the EMS off, and again with the EMS displaying a white image for a full color-capable EMS, or a solid message for a single-color EMS. All measurements shall be taken as close as practical to a perpendicular plane of the sign at the distance determined by the total square footage of the sign as set forth in Table 9.B Sign Area of a Sign versus Measurement Distance.

Where are EMBs permitted?

The ordinance states "Electronic changeable message shall constitute no more than fifty percent (50%) of the allowable ground sign area." There is no mention that wall-mounted EMBs are permitted. With that in mind, the regulations for ground signs can be seen below:

3. Permitted ground signs.

A. General Requirements.

- (1) All ground signs shall be permanent installations on a minimum twenty-four (24) inch high foundation or base.
- (2) Within all districts, only one (1) ground sign shall be permitted per street frontage, except as noted in Section 1509.3.A.(3) and (4).
- (3) In all residential zoning districts, one (1) ground sign that does not exceed thirty-two (32) square feet per side and four (4) feet in height shall be permitted at the primary entrance of a subdivision, site condominium, multiple-family development, or mobile home park. One (1) additional ground sign that does not exceed thirty-two (32) square feet per side may be permitted at a secondary entrance to the site.
- (4) In all districts, one (1) sign shall be permitted along the principal frontage of a non-residential use. One (1) additional ground sign that does not exceed fifty percent (50%) of the permissible sign area may be permitted along the frontage of the site where a secondary entrance is located.

B. Height, setback, and area requirements. In addition to the general requirements set forth in Section 1509.3.A, maximum height, maximum area, and minimum setback requirement for ground signs in each district are set forth in the Table 3.B below.



Maximum Height, Maximum Area and Minimum Setback Requirements for Ground Signs Table 3.B			
District	Minimum Setback (ft)	Maximum Area (sq. ft.) per side	Maximum Height (ft.)
R-1 through R-5 (non-residential uses)	10'	32	4'
RM-LD, RM-MD, RM-HD and MHP (non-residential and special uses)	10'	32	4'
NB	10'	32	6'
GB	10'	50	6'
I-T and LM	15'	32	6'
I-C Industrial and Commercial	15'	32	6'
TC, NC and RC	See Sec. 1509.6		

As seen above, ground signs are permitted in the following zoning districts:

- R-1 through R-5. One-Family Residential Districts (non-residential uses)
- RM-LD. Residential Multiple Family: Low Density
- RM-MD. Residential Multiple Family: Medium Density
- RM-HD. Residential Multiple-Family: High Density
- NB. Neighborhood Business
- GB. General Business District
- I-T. Innovation and Technology
- LM. Logistics and Manufacturing
- I-C. Industrial and Commercial
- TC. Town Center
- NC. Neighborhood Corridors
- RC. Regional Corridors
- Ground signs are also permitted in front of Mobile Home Parks and Site Condominiums.

Please see the link to the Township's Zoning Map: [Maps](#)

Pittsfield Township's EMB Ordinance

Please see the link to the Township's Zoning Ordinance: [Township of Pittsfield, MI Zoning](#)

Section 40-2.02 Terms Defined:

ELECTRONIC MESSAGE SIGN (EMS): A sign or portion of a sign that displays an electronic image or video, which may or may not include text, including any sign or portion of a sign that uses changing lights or similar forms of electronic display such as LED to form a sign message with text and or images wherein the sequence of messages and the rate of change is electronically programmed and can be modified by electronic processes. This definition includes without limitation television screens, plasma screens, digital screens, flat screens, LED displays, video boards, and holographic displays. The following additional definitions shall apply to an EMS:

(1) DISPLAY TIME: The amount of time a message and/or graphic is displayed on an electronic message sign.

(2) DISSOLVE: A mode of messaging transition on an EMS accomplished by varying the light intensity or pattern, in which the first message gradually appears to dissipate and lose legibility with the gradual appearance and legibility of the second message.

(3) DYNAMIC FRAME EFFECT: An EMS frame effect in which the illusion of motion and/or animation is used.

(4) FADE: A mode of message transition on an EMS accomplished by varying the light intensity, where the first message gradually reduces intensity to the point of not being legible and the subsequent message gradually increases intensity to the point of legibility.

(5) FRAME: A complete, static display screen on an EMS.

(6) FRAME EFFECT: A visual effect on an EMS applied to a single frame. See also "dynamic frame effect."

(7) LED: Light emitting diode.

(8) SCROLL: A mode of message transition on an EMS in which the message appears to move vertically across the display surface.

(9) TRANSITION: A visual effect used on an EMS to change from one message to another.

(10) TRAVEL: A mode of message transition on an EMS in which the message appears to move horizontally across the display surface.

Section 40-15.11 Electronic Message Signs:

Electronic message signs (EMS) shall be permitted within all commercial, form-based, industrial, business, or public facility zoning districts, as either a freestanding or a wall-mounted sign subject to the sign regulations for each zoning district, and subject to the following additional regulations:

A. An electronic message sign (EMS) shall only be permitted as part of a static sign and shall not exceed 50% of the total sign area of the static sign.

B. Frequency of message change shall be no more than once every 30 seconds.

- C. Scrolling words or images are prohibited.
- D. The rate of change between two messages shall be one second or less.
- E. EMS owners shall permit Township, state, and federal governments to post messages in the event of an emergency.
- F. The electronic message sign may not display light of such intensity or brilliance as to cause glare, impair the vision of an ordinary driver, or constitute a nuisance. Maximum sign luminance shall not exceed 0.3 footcandle above ambient light measurement based upon the size of the sign (in square feet) and distance measured perpendicular to the sign face in accordance with the following table:

Maximum Allowed Ambient Light Level (footcandles)	Area of Sign (square feet)	Measurement of Distance (feet) ¹
0.3	10	32
0.3	15	39
0.3	20	45
0.3	25	50
0.3	30	55
0.3	35	59
0.3	40	63
0.3	45	67
0.3	50	71
0.3	55	74
0.3	60	77

NOTES:

Source: Model Code, Illuminating Engineering Society of North America

¹ Measured in feet, perpendicular to the face of the sign.

- G. Prior to the issuance of a sign permit, the applicant shall provide written certification from the sign manufacturer that the light intensity has been factory-programmed not to exceed the above-listed light levels.
- H. In no case shall EMS luminance exceed 0.1 footcandle above ambient light along any adjacent property line that is zoned or used for residential purposes.

Where are EMBs permitted?

EMBs are permitted within all commercial, form-based, industrial, business, or public facility zoning districts, as either a freestanding or a wall-mounted sign. The zoning districts in which EMBs are permitted are listed below:

- C-1. Neighborhood Commercial
- C-2. Regional Commercial
- I. General Industrial
- BD. Business District
- PF. Public Facilities

Please see the link to the Township's Zoning Map: [Pittsfield Charter Township Map](#)

Ann Arbor's EMB Ordinance

Section 5.37.2: Specific Terms:

Electronic Message Sign: A sign whose message is primarily composed of light sources designed to be directly visible and that may be changed through electronic means, such as an LED, LCD, or plasma display.

Section 5.24.4: General Provisions - Signs:

C. Changeable Copy and Electronic Message Signs:

1. Changeable copy may not exceed 50% of the total sign area of a sign
2. An electronic message sign may only be included as a component of a larger sign and may not exceed 25% of the total sign area of the sign.
3. Changeable copy and electronic message signs shall not change more than once per minute.

D. Sign Illumination

1. General
 - a. A permanent sign may be illuminated by internal or external light sources. A temporary sign shall not be illuminated.
 - b. A light source that illuminates a sign shall have a constant color and intensity, except that it may dim or brighten in response to changes in ambient light as permitted in this Code.
 - c. A light source that illuminates a sign shall be installed and maintained in a manner to prevent glare as required by this chapter, including through the use of fully shielded fixtures, shields, baffles, mounting height, appropriate luminosity, aiming angle, and placement.
 - d. In all cases, sign illumination shall not project light that exceeds 0.1 foot candles above the ambient light at a lot line bordering a Residential Zoning District.
2. Mounting and Shielding
 - a. An external light source illuminating an exterior sign shall be mounted above the sign, shall be shielded so that the light source is not directly visible from any point on or above a horizontal plane extending from the light source and shall not be aimed or directed toward a residential building on another lot or toward a public right-of-way.
 - b. Exceptions:

The following types of light sources are exempt from the mounting and shielding requirements in this subsection:

- i. A light source wholly within a sign or sign structure constructed with translucent (but not transparent) material, such as an internally illuminated box sign.
- ii. A light source placed behind opaque lettering or other component of the sign and visible only through reflection off a wall or other surface, such as a halo, back-lit, or reverse channel sign.
- iii. A neon sign.
- iv. An Electronic message sign.

3. Electronic Message Sign Illumination

- a. An electronic message sign shall not emit more than 5,000 nits in full daylight and 100 nits at night (between astronomical dusk and dawn).
- b. An electronic message sign shall have a functioning ambient light monitor and automatic dimming equipment which shall at all times be set to automatically reduce the brightness level of the sign proportionally to any reduction in the ambient light. In order to verify compliance with this Code or other applicable law, the interface that programs the Electronic message sign shall be made available to the City for inspection upon request. If the interface is not or cannot be made available upon the City's request, the sign shall cease operation until the City has been provided proof of compliance.
- c. When an electronic message sign changes, the change shall be instantaneous, without any additional effect, such as fade, blinking, or dissolve.
- d. An electronic message sign shall default to an unlit black screen when more than 50% of its light sources fail or if its light sources otherwise are not displaying properly

4. Hours of Illumination

Illuminated signs shall be extinguished as following:

- a. On lots that do not contain a business: Illuminated signs shall be extinguished between 10:00 p.m. and 6:00 a.m.
- b. On lots that contain a business: Illuminated signs shall be extinguished between 30 minutes after the close of all businesses on the same lot and 30 minutes before the opening of any business on the same lot.

Where are EMBs permitted?

- O. Office
- C1. Local Business
- C1A. Campus Business
- C1B. Community Convenience Center
- C1A/R. Campus Business Residential
- D1 & D2. Downtown
- C2B. Business Service
- C3. Fringe Commercial
- TC1. Transit Corridor
- R5. Hotel
- P. Parking
- PL. Public Land
- RE. Research
- ORL. Office/Research/Limited Industrial
- M1. Limited Industrial
- M1A. Limited Light Industrial
- M2. Heavy Industrial
- PUD. Planned Unit Development

Please see the link to the City's Zoning Map: [Zoning Map Viewer](#)



**CITY OF YPSILANTI
PLANNING COMMISSION MEETING
DRAFT MINUTES
Wednesday, February 18th, 2026 @ 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 – Excused Absence
Matt Dunwoodie, Vice-Chair – Present
Mike Davis Jr. – Excused Absence
Phil Hollifield – Present
Amanda Smith – Present
Carl Schier – Present
Michelle Marin – Present
Greg Woodring – Present
Ingrid Lao - Excused Absence

*Motion to excuse the absence of Commissioners Jones-Chance, Davis Jr., and Lao.
--Moved by Marin. Seconded by Smith. Yays – 6, Nays – 0, motion carries*

III. Agenda Approval

February 18th, 2026, Agenda

**Staff requested that the Planning Commission discuss a zoning text amendment addressing data centers under new business.
--Amendment accepted by Commissioner Marin.

*Motion to approve the amended agenda.
--Moved by Marin. Seconded by Smith. Yays – 6, Nays – 0, motion carries*

IV. Approval of Minutes

January 21st, 2026, Planning Commission Draft Minutes.

Motion to approve the January 21st, 2026, draft minutes as presented.
--Moved by Hollifield. Seconded by Woodring. Yays – 6, Nays – 0, motion carries

V. Public Comments

Motion to open public comments to the Planning Commission.
--Moved by Hollifield. Seconded by Woodring. Yays – 6, Nays – 0, motion carries

No members of the public spoke.

Motion to close public comments to the Planning Commission.
--Moved by Marin. Seconded by Woodring. Yays – 6, Nays – 0, motion carries

VI. Committee Reports

Non-Motorized Advisory Committee (NMAC) – No update was provided.

VII. Presentations - None

VIII. Public Hearing Items

A. Zoning Text Amendment: Arts & Crafts

Staff shared the proposed amendments to the arts and crafts studio definition and the permissible use chart for the CN-Mid zoning district.

Public Hearing:

Motion to open the public hearing to the Planning Commission.
--Moved by Smith. Seconded by Woodring. Yays – 6, Nays – 0, motion carries

4 members of the public spoke.

Motion to close public hearing to the Planning Commission.
--Moved by Hollifield. Seconded by Woodring. Yays – 6, Nays – 0, motion carries

Decision:

Motion to recommend City Council approve the proposed text amendment to Sections 122-203(A) and 122- 441, with the amendment as discussed in the

meeting, to include the text change of “art uses shall include, but are not limited to, the fine arts, performing arts, and visual arts, such as music, dance, film...” and with the following findings:

1. The proposed amendment is consistent with the guiding values of the Master Plan; and
2. The proposed amendment is consistent with the intent of this Zoning Ordinance; and
3. The proposed amendment will enhance the functionality, transportation network or character of the future development in the City; and
4. The proposed amendment will preserve the historic nature of the surrounding area and of the City; and
5. The proposed amendment will not result in the creation of significant nonconformities in the City.

--Moved by Marin. Seconded by Woodring. Yays – 6, Nays – 0, motion carries

Matt Dunwoodie, Vice-Chair – Support

Phil Hollifield – Support

Amanda Smith – Support

Carl Schier – Support

Michelle Marin – Support

Greg Woodring – Support

B. Zoning Text Amendment: Electronic Message Boards (EMBs) Revisited

Staff shared the proposed amendments to where EMBs are permitted, and additional site regulations for EMBs.

Public Hearing:

Motion to open the public hearing to the Planning Commission.

--Moved by Woodring. Seconded by Hollifield. Yays – 6, Nays – 0, motion carries

No members of the public spoke.

Motion to close public hearing to the Planning Commission.

--Moved by Marin. Seconded by Hollifield. Yays – 6, Nays – 0, motion carries

Decision:

Motion to recommend City Council approve the proposed text amendment to Sections 122-203.u, 122-417.g, 122-422.d.2, 122-432.d.2, 122-462.d.2, and 122-665, with the following findings:

1. The proposed amendment is consistent with the guiding values of the Master Plan; and
2. The proposed amendment is consistent with the intent of this Zoning Ordinance; and
3. The proposed amendment will address a community need in physical or economic conditions or development practices.
4. The proposed amendment will not result in the creation of significant nonconformities in the City.

--Moved by Woodring. Seconded by Hollifield. Yays – 5, Nays – 1, motion carries

Matt Dunwoodie, Vice-Chair – Support
Phil Hollifield – Support
Amanda Smith – Support
Carl Schier – Support
Michelle Marin – Oppose
Greg Woodring – Support

C. Zoning Text Amendment: Walk-Up Windows

Staff shared the proposed amendments that define accessibility requirements for walk-up windows and redefine curbside service.

Public Hearing:

Motion to open the public hearing to the Planning Commission.

--Moved by Hollifield. Seconded by Woodring. Yays – 6, Nays – 0, motion carries

One member of the public spoke.

Motion to close public hearing to the Planning Commission.

--Moved by Smith. Seconded by Hollifield. Yays – 6, Nays – 0, motion carries

Decision:

Motion to recommend City Council approve the proposed text amendment to Sections 122-203, 122-446, 122-523, 122-537, 122-538, and 122-694, with the following findings:

1. The proposed amendment is consistent with the guiding values of the Master Plan; and
2. The proposed amendment is consistent with the intent of this Zoning Ordinance; and
3. The proposed amendment will enhance the functionality, transportation network or character of the future development in the City; and
4. The proposed amendment will preserve the historic nature of the surrounding area and of the City; and
5. The proposed amendment will enhance the natural features and environmental sustainability of the City;
6. The proposed amendment will not result in the creation of significant nonconformities in the City.

--Moved by Woodring. Seconded by Hollifield. Yays – 6, Nays – 0, motion carries

Matt Dunwoodie, Vice-Chair – Support
Phil Hollifield – Support
Amanda Smith – Support
Carl Schier – Support
Michelle Marin – Support
Greg Woodring – Support

D. Zoning Text Amendment: Levels of Review

Staff shared the proposed amendment to the *Levels of Review* chart.

Public Hearing:

Motion to open the public hearing to the Planning Commission.

--Moved by Marin. Seconded by Hollifield. Yays – 6, Nays – 0, motion carries

No members of the public spoke.

Motion to close public hearing to the Planning Commission.

--Moved by Marin. Seconded by Woodring. Yays – 6, Nays – 0, motion carries

Decision:

Motion to recommend City Council approve the proposed text amendment to Section 122-307(c)(3), with the following findings:

1. The proposed amendment is consistent with the guiding values of the Master Plan; and

2. The proposed amendment is consistent with the intent of this Zoning Ordinance; and
3. The proposed amendment will enhance the functionality, transportation network or character of the future development in the City; and
4. The proposed amendment will preserve the historic nature of the surrounding area and of the City; and
5. The proposed amendment will enhance the natural features and environmental sustainability of the City; and
6. The proposed amendment will protect the health, safety, and general welfare of the public; and
7. The proposed amendment will address a community need in physical or economic conditions or development practices; and
8. The proposed amendment will not result in the creation of significant nonconformities in the City.

--Moved by Marin. Seconded by Smith. Yays – 6, Nays – 0, motion carries

Matt Dunwoodie, Vice-Chair – Support

Phil Hollifield – Support

Amanda Smith – Support

Carl Schier – Support

Michelle Marin – Support

Greg Woodring – Support

E. 800 Railroad | Vehicle Storage Facility | SPR SLU

Public Hearing:

Motion to open the public hearing to the Planning Commission.

--Moved by Hollifield. Seconded by Woodring. Yays – 6, Nays – 0, motion carries

2 members of the public spoke.

Motion to close public hearing to the Planning Commission.

--Moved by Smith. Seconded by Woodring. Yays – 6, Nays – 0, motion carries

Special Land Use Decision:

Motion to deny the special land use permit for the proposed salvage vehicle impound law at 800 Railroad Street with the following findings:

1. The proposed use is not permitted with a special use permit in the General Corridor zoning district.

2. The application does not substantially comply with Sections 122-324 and 122-326.

--Moved by Marin. Seconded by Woodring. Yays – 4, Nays – 2, motion carries

Matt Dunwoodie, Vice-Chair – Oppose

Phil Hollifield – Oppose

Amanda Smith – Support

Carl Schier – Support

Michelle Marin – Support

Greg Woodring – Support

Site Plan Decision:

Motion to deny the site plan for the impound lot at 800 Railroad Street due to the special land use permit not being approved.

--Moved by Marin. Seconded by Smith. Yays – 4, Nays – 2, motion carries

Matt Dunwoodie, Vice-Chair – Oppose

Phil Hollifield – Oppose

Amanda Smith – Support

Carl Schier – Support

Michelle Marin – Support

Greg Woodring – Support

***Commissioners Dunwoodie and Hollifield opposed the denial of both the special land use permit and site plan due to their disagreement of the proposed use being an impound lot.*

IX. Old Business

A. Zoning Text Amendment: Harm Reduction

Staff shared the updates made to the text amendment from last month's proposal. Minor changes will be made, and the Planning Commission will host a public hearing next month on the text amendment.

B. Zoning Text Amendment: Revision of Approved Plans

Staff shared three different ordinances with the Planning Commission. Staff will present proposed text next month.

X. New Business

A. Zoning Text Amendment: Data Centers

Staff shared concerns about the lack of regulations the Zoning Ordinance establishes for data centers. Staff will propose text next month.

XI. Public Comments

Motion to open public comments to the Planning Commission.

--Moved by Smith. Seconded by Marin. Yays – 6, Nays – 0, motion carries

No members of the public spoke.

Motion to close public comments to the Planning Commission.

--Moved by Marin. Seconded by Smith. Yays – 6, Nays – 0, motion carries

XII. Adjournment | 9:40 PM

Motion to adjourn.

-Moved by Commissioner Marin. Seconded by Woodring. Yays – 6, Nays – 0, motion carries



REQUEST FOR LEGISLATION
April 7, 2026

For: Mayor and City Council

From: Joshua Burns, City Planner

Subject: Resolution No. 2026-087 Approving the second, and final reading of the Levels of Review Zoning Text Amendment, Ordinance No. 1460.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. 01 - Cover
2. 02 - RFL_Resolution_Ordinance - Levels of Review
3. 03 - February 2026 PC Minutes

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: April 7, 2026

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:

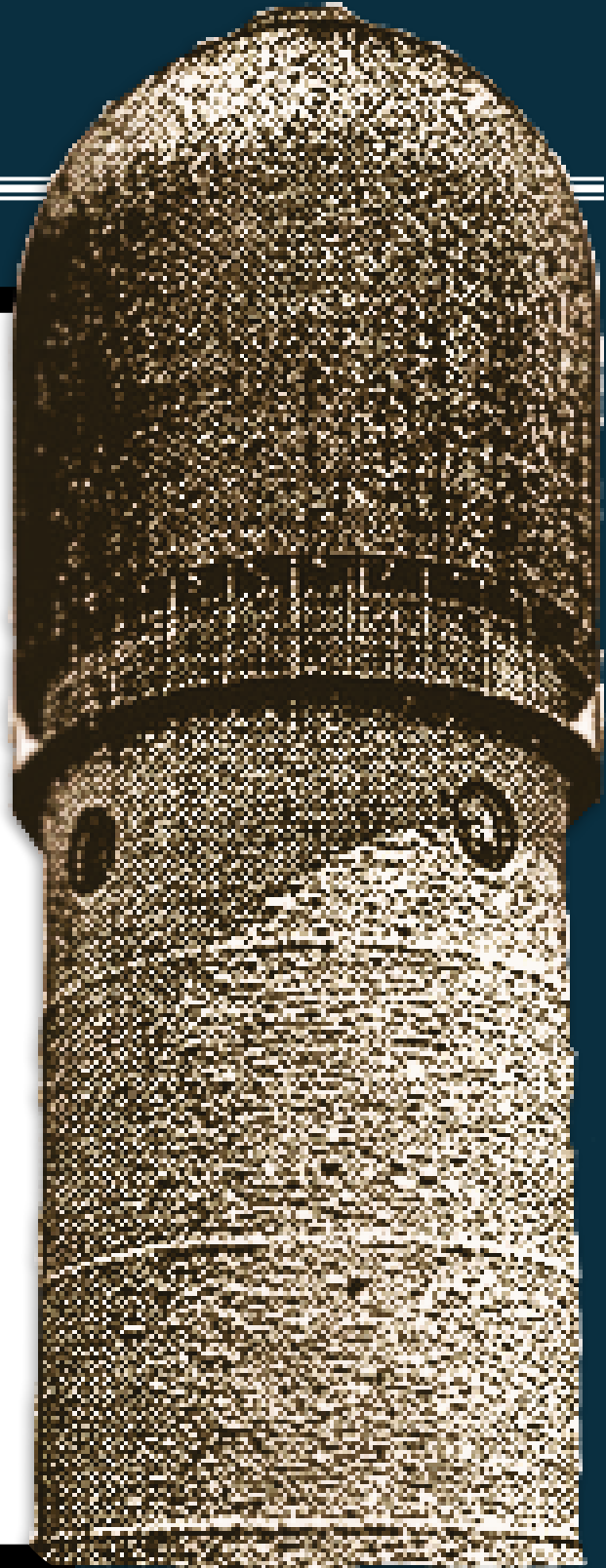
CITY OF YPSILANTI

Pride. Diversity. Heritage.

Zoning Text Amendment: Levels of Review

Attachments:

- Request for Legislation
- Resolution
- Ordinance
- Planning Commission's February 18th, 2026, Draft Meeting Minutes





To: Mayor and City Council

From: Joshua Burns, City Planner

Date: April 7th, 2026

Subject: Second Reading: Levels of Review Zoning Text Amendment (ZTA)

SUMMARY

The City of Ypsilanti is committed to improving our zoning systems. It is the purpose of this zoning text amendment to remove unnecessary regulatory burdens that may act as barriers to small businesses, aligning with the guiding values outlined in the City's Master Plan, and meeting a majority of the standards for Zoning Text Amendments.

BACKGROUND

On December 17th, 2025, Commissioner Marin shared, with the Planning Commission, that within the levels of review section of the ordinance, the current process requires a full site plan for a use deemed as more intense by the City Planner, even with no required or proposed changes to the site or building footprint. She shared that this process is unnecessarily burdensome and may act as a barrier for small businesses, especially downtown. Following the discussion of this matter, the Planning Commission requested that staff propose amendments to this section.

Following January's meeting, the Planning Commission held a public hearing on the proposed amendment at their February 18th, 2026, meeting, and recommended approval of the amendment to the City Council.

STANDARDS FOR ZONING TEXT 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.*

RECOMMENDATION

Recommended Action: Adopt

Planning Commission’s action notification:

Motion to recommend City Council approve the proposed text amendment to Section 122-307(c)(3), with the following findings:

1. The proposed amendment is consistent with the guiding values of the Master Plan; and
2. The proposed amendment is consistent with the intent of this Zoning Ordinance; and
3. The proposed amendment will enhance the functionality, transportation network or character of the future development in the City; and
4. The proposed amendment will preserve the historic nature of the surrounding area and of the City; and
5. The proposed amendment will enhance the natural features and environmental sustainability of the City; and
6. The proposed amendment will protect the health, safety, and general welfare of the public; and
7. The proposed amendment will address a community need in physical or economic conditions or development practices; and
8. The proposed amendment will not result in the creation of significant nonconformities in the City.

--Moved by Marin. Seconded by Smith. Yays – 6, Nays – 0, motion carries

- Matt Dunwoodie, Vice-Chair – Support
- Phil Hollifield – Support
- Amanda Smith – Support
- Carl Schier – Support
- Michelle Marin – Support
- Greg Woodring – Support

EXISTING LANGUAGE

(c) Levels of Review Table				
Activities or uses	Type of plan required	City Planner	Planning Commission	City Council
(3) Change in Use				
Temporary uses, buildings & structures	Sketch	X		
Change in use to a new Special Land Use with <i>no</i> requests for waivers as provided in this chapter and no proposed changes to the site or building footprint	Limited Site	Review & recommend to PC	X	
Change to an equally or less intense use, as determined by the City Planner, that does not involve substantial change in parking, traffic flow, hours of operation, public services, effluent discharge, or substantial alteration of the physical character of the site	Sketch	X		
Change to a more intense use, as determined by the City Planner, that may involve substantial change in parking, traffic flow, hours of operation, public services, effluent discharge, or substantial alteration of the physical character of the site	Site	Review & recommend to PC	X	

PROPOSED LANGUAGE

See the proposed text. ~~Red~~ text with strikethrough is being deleted; green text underlined is proposed to be added. Sections shall be renumbered accordingly.

(c) Levels of Review Table				
Activities or uses	Type of plan required	City Planner	Planning Commission	City Council
(3) Change in Use				
Temporary uses, buildings & structures	Sketch	X		
Change in use to a new Special Land Use with <i>no</i> requests for waivers as provided in this chapter and no proposed changes to the site or building footprint	Limited Site	Review & recommend to PC	X	

(c) Levels of Review Table				
Activities or uses	Type of plan required	City Planner	Planning Commission	City Council
Change to an equally or less intense use, as determined by the City Planner, that does not involve substantial change in parking, traffic flow, hours of operation, public services, effluent discharge, or substantial alteration of the physical character of the site	Sketch	X		
<u>Changes to a more intense use, as determined by the City Planner, that may involve, but not limited to, minor changes in parking, traffic flow, hours of operation, public services, effluent discharge, or minor alterations of the physical character of the site.</u>	<u>Sketch</u>	<u>X</u>		
Change to a more intense use, as determined by the City Planner, that may involve substantial change in parking, traffic flow, hours of operation, public services, effluent discharge, or substantial alteration of the physical character of the site	Site	Review & recommend to PC	X	

ATTACHMENTS

- Resolution
- Ordinance
- 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, Section 122-307 establishes a Levels of Review Table that identifies the type of plan required for review of various activities and land uses, and designates the appropriate reviewing authority for such activities and land uses; and

WHEREAS, the proposed amendment revises the *Change in Use* provisions within the Levels of Review Table to reduce regulatory barriers that disproportionately impact new and small businesses; and

WHEREAS, the Ypsilanti Planning Commission reviewed the proposed amendments and recommended approval following a duly noticed public hearing; and

NOW THEREFORE, BE IT RESOLVED THAT the Ypsilanti City Council hereby approves the second, and final reading of the Levels of Review Zoning Text Amendment, Ordinance No. 1460.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

City of Ypsilanti
 Notice of Adopted Ordinance
 Ordinance No. **1460**

An Ordinance Entitled “Levels of Review”

THE CITY OF YPSILANTI ORDAINS the provisions of the Levels of Review Zoning Text Amendment.

This zoning text amendment applies to the following section(s):

- Article III, Division 2, Section 122-307(c)(3). Levels of Review – Change in Use

The proposed revisions are as follows:

(c) Levels of Review Table				
Activities or uses	Type of plan required	City Planner	Planning Commission	City Council
(3) Change in Use				
Temporary uses, buildings & structures	Sketch	X		
Change in use to a new Special Land Use with <i>no</i> requests for waivers as provided in this chapter and no proposed changes to the site or building footprint	Limited Site	Review & recommend to PC	X	
Change to an equally or less intense use, as determined by the City Planner, that does not involve substantial change in parking, traffic flow, hours of operation, public services, effluent discharge, or substantial alteration of the physical character of the site	Sketch	X		
<u>Changes to a more intense use, as determined by the City Planner, that may involve, but not limited to, minor changes in parking, traffic flow, hours of operation, public services, effluent discharge, or minor alterations of the physical character of the site.</u>	<u>Sketch</u>	<u>X</u>		

(c) Levels of Review Table				
Activities or uses	Type of plan required	City Planner	Planning Commission	City Council
Change to a more intense use, as determined by the City Planner, that may involve substantial change in parking, traffic flow, hours of operation, public services, effluent discharge, or substantial alteration of the physical character of the site	Site	Review & recommend to PC	X	

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: February 26th, 2026

First Reading: March 17th, 2026

Second Reading: April 7th, 2026

Published:

Effective Date:



**CITY OF YPSILANTI
PLANNING COMMISSION MEETING
DRAFT MINUTES
Wednesday, February 18th, 2026 @ 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 – Excused Absence
Matt Dunwoodie, Vice-Chair – Present
Mike Davis Jr. – Excused Absence
Phil Hollifield – Present
Amanda Smith – Present
Carl Schier – Present
Michelle Marin – Present
Greg Woodring – Present
Ingrid Lao - Excused Absence

*Motion to excuse the absence of Commissioners Jones-Chance, Davis Jr., and Lao.
--Moved by Marin. Seconded by Smith. Yays – 6, Nays – 0, motion carries*

III. Agenda Approval

February 18th, 2026, Agenda

**Staff requested that the Planning Commission discuss a zoning text amendment addressing data centers under new business.
--Amendment accepted by Commissioner Marin.

*Motion to approve the amended agenda.
--Moved by Marin. Seconded by Smith. Yays – 6, Nays – 0, motion carries*

IV. Approval of Minutes

January 21st, 2026, Planning Commission Draft Minutes.

Motion to approve the January 21st, 2026, draft minutes as presented.
--Moved by Hollifield. Seconded by Woodring. Yays – 6, Nays – 0, motion carries

V. Public Comments

Motion to open public comments to the Planning Commission.
--Moved by Hollifield. Seconded by Woodring. Yays – 6, Nays – 0, motion carries

No members of the public spoke.

Motion to close public comments to the Planning Commission.
--Moved by Marin. Seconded by Woodring. Yays – 6, Nays – 0, motion carries

VI. Committee Reports

Non-Motorized Advisory Committee (NMAC) – No update was provided.

VII. Presentations - None

VIII. Public Hearing Items

A. Zoning Text Amendment: Arts & Crafts

Staff shared the proposed amendments to the arts and crafts studio definition and the permissible use chart for the CN-Mid zoning district.

Public Hearing:

Motion to open the public hearing to the Planning Commission.
--Moved by Smith. Seconded by Woodring. Yays – 6, Nays – 0, motion carries

4 members of the public spoke.

Motion to close public hearing to the Planning Commission.
--Moved by Hollifield. Seconded by Woodring. Yays – 6, Nays – 0, motion carries

Decision:

Motion to recommend City Council approve the proposed text amendment to Sections 122-203(A) and 122- 441, with the amendment as discussed in the

meeting, to include the text change of “art uses shall include, but are not limited to, the fine arts, performing arts, and visual arts, such as music, dance, film...” and with the following findings:

1. The proposed amendment is consistent with the guiding values of the Master Plan; and
2. The proposed amendment is consistent with the intent of this Zoning Ordinance; and
3. The proposed amendment will enhance the functionality, transportation network or character of the future development in the City; and
4. The proposed amendment will preserve the historic nature of the surrounding area and of the City; and
5. The proposed amendment will not result in the creation of significant nonconformities in the City.

--Moved by Marin. Seconded by Woodring. Yays – 6, Nays – 0, motion carries

Matt Dunwoodie, Vice-Chair – Support

Phil Hollifield – Support

Amanda Smith – Support

Carl Schier – Support

Michelle Marin – Support

Greg Woodring – Support

B. Zoning Text Amendment: Electronic Message Boards (EMBs) Revisited

Staff shared the proposed amendments to where EMBs are permitted, and additional site regulations for EMBs.

Public Hearing:

Motion to open the public hearing to the Planning Commission.

--Moved by Woodring. Seconded by Hollifield. Yays – 6, Nays – 0, motion carries

No members of the public spoke.

Motion to close public hearing to the Planning Commission.

--Moved by Marin. Seconded by Hollifield. Yays – 6, Nays – 0, motion carries

Decision:

Motion to recommend City Council approve the proposed text amendment to Sections 122-203.u, 122-417.g, 122-422.d.2, 122-432.d.2, 122-462.d.2, and 122-665, with the following findings:

1. The proposed amendment is consistent with the guiding values of the Master Plan; and
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3. The proposed amendment will address a community need in physical or economic conditions or development practices.
4. The proposed amendment will not result in the creation of significant nonconformities in the City.

--Moved by Woodring. Seconded by Hollifield. Yays – 5, Nays – 1, motion carries

Matt Dunwoodie, Vice-Chair – Support
 Phil Hollifield – Support
 Amanda Smith – Support
 Carl Schier – Support
 Michelle Marin – Oppose
 Greg Woodring – Support

C. Zoning Text Amendment: Walk-Up Windows

Staff shared the proposed amendments that define accessibility requirements for walk-up windows and redefine curbside service.

Public Hearing:

Motion to open the public hearing to the Planning Commission.

--Moved by Hollifield. Seconded by Woodring. Yays – 6, Nays – 0, motion carries

One member of the public spoke.

Motion to close public hearing to the Planning Commission.

--Moved by Smith. Seconded by Hollifield. Yays – 6, Nays – 0, motion carries

Decision:

Motion to recommend City Council approve the proposed text amendment to Sections 122-203, 122-446, 122-523, 122-537, 122-538, and 122-694, with the following findings:

1. The proposed amendment is consistent with the guiding values of the Master Plan; and
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4. The proposed amendment will preserve the historic nature of the surrounding area and of the City; and
5. The proposed amendment will enhance the natural features and environmental sustainability of the City;
6. The proposed amendment will not result in the creation of significant nonconformities in the City.

--Moved by Woodring. Seconded by Hollifield. Yays – 6, Nays – 0, motion carries

Matt Dunwoodie, Vice-Chair – Support
 Phil Hollifield – Support
 Amanda Smith – Support
 Carl Schier – Support
 Michelle Marin – Support
 Greg Woodring – Support

D. Zoning Text Amendment: Levels of Review

Staff shared the proposed amendment to the *Levels of Review* chart.

Public Hearing:

Motion to open the public hearing to the Planning Commission.

--Moved by Marin. Seconded by Hollifield. Yays – 6, Nays – 0, motion carries

No members of the public spoke.

Motion to close public hearing to the Planning Commission.

--Moved by Marin. Seconded by Woodring. Yays – 6, Nays – 0, motion carries

Decision:

Motion to recommend City Council approve the proposed text amendment to Section 122-307(c)(3), with the following findings:

1. The proposed amendment is consistent with the guiding values of the Master Plan; and

2. The proposed amendment is consistent with the intent of this Zoning Ordinance; and
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--Moved by Marin. Seconded by Smith. Yays – 6, Nays – 0, motion carries

Matt Dunwoodie, Vice-Chair – Support
 Phil Hollifield – Support
 Amanda Smith – Support
 Carl Schier – Support
 Michelle Marin – Support
 Greg Woodring – Support

E. 800 Railroad | Vehicle Storage Facility | SPR SLU

Public Hearing:

Motion to open the public hearing to the Planning Commission.

--Moved by Hollifield. Seconded by Woodring. Yays – 6, Nays – 0, motion carries

2 members of the public spoke.

Motion to close public hearing to the Planning Commission.

--Moved by Smith. Seconded by Woodring. Yays – 6, Nays – 0, motion carries

Special Land Use Decision:

Motion to deny the special land use permit for the proposed salvage vehicle impound law at 800 Railroad Street with the following findings:

1. The proposed use is not permitted with a special use permit in the General Corridor zoning district.

2. The application does not substantially comply with Sections 122-324 and 122-326.

--Moved by Marin. Seconded by Woodring. Yays – 4, Nays – 2, motion carries

Matt Dunwoodie, Vice-Chair – Oppose

Phil Hollifield – Oppose

Amanda Smith – Support

Carl Schier – Support

Michelle Marin – Support

Greg Woodring – Support

Site Plan Decision:

Motion to deny the site plan for the impound lot at 800 Railroad Street due to the special land use permit not being approved.

--Moved by Marin. Seconded by Smith. Yays – 4, Nays – 2, motion carries

Matt Dunwoodie, Vice-Chair – Oppose

Phil Hollifield – Oppose

Amanda Smith – Support

Carl Schier – Support

Michelle Marin – Support

Greg Woodring – Support

***Commissioners Dunwoodie and Hollifield opposed the denial of both the special land use permit and site plan due to their disagreement of the proposed use being an impound lot.*

IX. Old Business

A. Zoning Text Amendment: Harm Reduction

Staff shared the updates made to the text amendment from last month's proposal. Minor changes will be made, and the Planning Commission will host a public hearing next month on the text amendment.

B. Zoning Text Amendment: Revision of Approved Plans

Staff shared three different ordinances with the Planning Commission. Staff will present proposed text next month.

X. New Business

A. Zoning Text Amendment: Data Centers

Staff shared concerns about the lack of regulations the Zoning Ordinance establishes for data centers. Staff will propose text next month.

XI. Public Comments

Motion to open public comments to the Planning Commission.

--Moved by Smith. Seconded by Marin. Yays – 6, Nays – 0, motion carries

No members of the public spoke.

Motion to close public comments to the Planning Commission.

--Moved by Marin. Seconded by Smith. Yays – 6, Nays – 0, motion carries

XII. Adjournment | 9:40 PM

Motion to adjourn.

-Moved by Commissioner Marin. Seconded by Woodring. Yays – 6, Nays – 0, motion carries



REQUEST FOR LEGISLATION
April 7, 2026

For: Mayor and City Council

From: Tracey Boudreau, City Clerk

Subject: TABLED Resolution No. 2026-077 Directing the City Clerk to forward Certificate of Sufficiency for Charter Amendment Petition for Police Funding to County Clerk and Governor.

SUMMARY & BACKGROUND: If an initiatory petition provides language for the ballot, the legislative body may add an explanatory caption. This resolution was tabled to give Council time to prepare wording for the "explanatory caption".

Original Ballot Question Statement of Purpose:

It is proposed that City Charter Section 5.04 be amended to provide for a limit in the City Council's provision to budget police expenditures above the previous year's budgeted expenditures unless such an increase be approved by a majority of voters in a regular city-wide election in a ballot question pertaining to no other issue.

Council Member McLean submitted the following proposed language: Remove the words "for police budget" and replace with "to limit the authority of Ypsilanti City Council to complete its charter-required passage of an annual budget by mandating that a popular vote be held on the budget under certain circumstances at some point after the charter mandated adoption date of June 7th"

Council Members Fellows and Simmons submitted the following proposed language: Police Budget Voter Approval Amendment: This measure would amend the city charter to establish a limit on police expenditures. If approved, beginning with the next fiscal year, the City Council could not adopt a budget with total police expenditures exceeding the previous fiscal year unless a majority of voters approve in an election where the ballot question addresses no other matter, subject to constitutional and legal limitations.

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. Resolution No2026-077 Police Funding Petition
2. CERTIFICATE OF SUFFICIENCY - Police Funding Petition
3. MML Guidance Charter Amendment HRC init pet

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: April 7, 2026

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



Resolution No. 2026-077
March 17, 2026

RESOLUTION DIRECTING THE CITY CLERK TO FORWARD CERTIFICATE
OF SUFFICIENCY FOR CHARTER AMENDMENT PETITION FOR POLICE
FUNDING TO COUNTY CLERK AND GOVERNOR

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That City Council has received the Certificate of Sufficiency for a petition for Charter Amendment for Police Funding and directs the City Clerk to forward it to the Washtenaw County Clerk for action pursuant to MCL 117.25(3) and the Governor for review pursuant to MCL 117.22.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



CERTIFICATE OF SUFFICIENCY
OF INITIATIVE PETITION
POLICE FUNDING

I, Tracey Boudreau, City Clerk of the City of Ypsilanti, Washtenaw County Michigan, do hereby certify that the certain initiative petition for a charter amendment to the Charter of the City of Ypsilanti for Police Funding, filed with this office on July 19, 2024, has been canvassed and approved for the required number of valid signatures of registered electors of the City of Ypsilanti and pursuant to MCL 117.25, submit the proposed amendment to the electors of the city at the next regular municipal or general state election held in the City of Ypsilanti.

Introduction

Home rule cities may amend their charters in accordance with procedures found in MCL 117.21-117.25 of the Home Rule City Act (Act 279 of 1909). The amendment process may be used to change details in the charter. It is not permissible to change the form of government by charter amendment (e.g. providing for a city-manager system in place of a mayor-council form). Examples of changes that can be made by amendment are changes to increase or decrease the number of councilmembers, changing the position of clerk or treasurer from an elected to an appointed one, setting the purchasing dollar amount limit that can be spent before the municipality is required to establish a bid process, and establishing pension plans.

Another important restriction on the amendment process is that any proposed amendment must be confined to one subject. If a subject embraces more than one related proposition, each proposition must be separately stated to afford electors the opportunity to vote for or against each proposition (MCL 117.21).

Proposal

Charter amendments may be proposed in one of two ways, either by resolution of 3/5 of the members of the city's governing body (MCL 117.21) or by initiatory petition (MCL 117.21, 117.25).

Initiatory petitions are filed with the city clerk. The petition shall state what body, organization or person is interested in and responsible for the circulation of the petitions and the securing of the amendment, and must contain the signatures of at least 5% of the qualified registered electors of the city (MCL 117.25).

Publication

If the initiatory petition provides language for the ballot, the legislative body may add an explanatory caption. If the petition does not include ballot language, then ballot language shall be determined by resolution of the legislative body. The proposed charter amendment must be published in full with existing charter provisions which would be altered or abrogated by the amendment (MCL 117.21). The manner of publication shall be as prescribed by the city governing body (MCL 117.23). The publication requirement may be met by setting forth the amendment and the existing sections altered or abrogated in:

the resolution proposing the amendment, if proceedings are published; or
the election notice; or
a separate publication.

Submission to the Governor

All proposed charter amendments must be submitted to the Governor for approval. This should be done immediately after the council resolution to submit the amendment to a vote of the electors is adopted. The amendment is approved by the Governor if it is found to be legally unobjectionable. Amendments proposed by initiatory petition shall be submitted to the electors notwithstanding any objection by the Governor.

Statement of Purpose

The act requires that a statement of the purpose of the proposed charter amendment be prepared to consist of a true and impartial statement of the purpose in not more than 100 words, including the short title or caption, in such language as shall create no prejudice for or against such amendment. The statement is prepared for printing on the ballot. However, the act requires that the text of the statement be

submitted to the Attorney General for approval as complying with the act. It is necessary that it be submitted for such approval as early as conveniently possible. (This latter requirement is not to be confused with the requirement for submission of the proposed amendment to the Governor).

Frequently the “statement of purpose” is framed as a question and in this form is submitted directly to the electors. This has been held to be a valid method (Thompson v Dearborn, 348 Mich. 23)

Election Procedure

(a) *Election Date.* The amendment shall be submitted to the electors at the next regular city election or general state election to be held not earlier than 90 days after submission of the initiatory petition to the city clerk (MCL 117.21).

(b) *Election Notice.* Notice of the proposition to be voted on shall be added to the regular election notice, by including a caption or brief description of the proposal along with the location where an elector can obtain the full text (MCL 168.653a). The publication of the election notice must be at least 7 days before election day, while the publication of the notice of last day of registration must be at least 7 days before the last day for receiving registrations. (See Appendix B for suggested election notice form).

(c) *Form of Ballot.* In the case of an initiatory petition, the form of ballot customarily is established by the petition language. If the petition does not include ballot language, then the governing body is to determine the ballot language by resolution. If the section of the charter to be amended is reasonably short, the ballot will usually set forth the section in its amended form in full. Occasionally in such cases both the section in its existing form and in its proposed amendment form will be set forth on the ballot. However, it is required only that the statement of purpose appear on the ballot (MCL 117.21), and the statement of purpose may be in the form of the question itself. If it is not, then the question can be framed with reference to the statement of purpose somewhat like this:

“Shall Section_____of the city charter be amended to provide_____, as explained above?”

In addition to the 100-word statement of purpose, a short title or caption may be used on the ballot for quick identification.

The proposed charter amendment in full shall be posted in a conspicuous place in each polling place (MCL 117.21).

Filing

If the amendment is approved by the electors, two printed copies must be filed within 30 days after the election with the Secretary of State and two copies with the county clerk, together with a statement certified by the city clerk of the vote for and against the amendment. Upon such filing, the amendment becomes effective unless a different date for taking effect is set forth in the amendment (MCL117.24).

Resubmission

A proposed charter amendment defeated in an election may not be resubmitted to the electors for a period of two years (MCL 117.21).



REQUEST FOR LEGISLATION
April 7, 2026

For: Mayor and City Council

From: Joshua Burns, City Planner

Subject: Resolution No. 2026-088 Establishing a Historic District Study Committee in order to fully review and explore the recommendations resulting from the 2025 resurvey of Ypsilanti's Local Historic District, and complete the process required for amending the City's Historical Preservation Ordinance.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. (1) 20260407 City Council Request for Resolution_Historic District Study Committee
2. (2) SHPO Guidance_the Local Historic District Process
3. (3) 20240416 City Council Resolution_Adopted
4. (4) Section III_2025 Survey Report

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: April 7, 2026

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



To: Mayor and City Council

From: Carrie Malas, Preservation Planner, Community Services Department

Date: April 7, 2026

Subject: Request to Establish Historic District Study Committee

SUMMARY

In 2021, as part of the City's Master Plan Update, the City identified "resurveying the local historic district" as a goal. Following City Council's approval of this resurvey by resolution in January 2023, the State Historic Preservation Office (SHPO) awarded a \$50,000 CLG grant to the City of Ypsilanti to complete a reconnaissance-level resurvey of the City's local historic district. The historic district was last surveyed in 1983, and the resurvey was required in order to update the historic district to meet current documentation standards; maintain good standing required by State law for local historic districts and CLG communities; develop a list of recommendations; and continue to ensure that the City and historic district property owners maintain access to vital funding and resources, such as the 25% State Historic Tax Credit Program for qualifying interior and exterior rehabilitation expenses on historic properties.

The resurvey project was successfully completed in September of 2025 by Vinewood Preservation Planning, whose consultants meet the federal professional qualifications for Historian and Architectural Historian set forth in 36 CRF Part 61. In total, the historic district's 1,057 resources were recorded – the first time in Ypsilanti's history that a complete inventory of historic district resources was photographed and documented, as well as accompanied by a comprehensive final survey report on the history of the district.

Based on the survey findings, the consultants recommended in "Section III: Planning Needs and Recommendations" of the survey report that the boundaries, period of significance, and list of contributing and noncontributing resources for the Ypsilanti Historic District be amended and codified in the City's Historical Preservation Ordinance (Sec. 54). This process would require the establishment of a Historic District Study Committee (appointed by City Council) and holding of a public hearing to satisfy the requirements of the Michigan Local Historic District's Act (PA 169 of 1970, Sec. 3 and Sec. 14, as amended) and the City's Code of Ordinances (Historical Preservation Ordinance, Sections 54-41, 54-54, 54-66, 54-67).

By previously approving the resurvey of the historic district, City Council has already completed the first step identified in the process for amending a local historic district. The second step would be to appoint the Historic District Study Committee, who would adopt the completed survey report, therefore significantly reducing the workload of the committee. The committee would then follow the steps as outlined by SHPO's Guidance on the process for creating/amending local historic districts (included as an attachment). Major tasks would include Steps 5 – 10 outlined in this guidance:

- (5) Official Transmittal and Preliminary Study Committee Report Review
- (6) Public Hearing
- (7) Prepare the Final Historic District Study Committee Report and Draft Historic District Ordinance
- (8) Adoption of the Historic District Ordinance
- (9) File Historic District Ordinance with Register of Deeds and Final Report with SHPO
- (10) Study Committee Dissolves

COMPOSITION OF HISTORIC DISTRICT STUDY COMMITTEES

State law requires that a historic district study committee contain a majority of persons who have a clearly demonstrated interest in or knowledge of historic preservation. According to the SHPO, the study committee is typically comprised of 5 – 7 members and is recommended to

- (a) be composed of city residents,
- (b) contain at least one (1) resident of historic district in question, and
- (c) not contain more than one (1) current Historic District Commission (HDC) commissioner.

The SHPO also recommends that a list of potential qualified committee members be provided to City Council to aid in the selection process. The Ypsilanti HDC is currently working to establish this list by reaching out to individuals who meet qualifications and have communicated interest in serving on the committee. City Council can expect this list, as well as a resolution by the HDC in favor of the establishment of the historic district study committee, as communications for the April 21st City Council meeting.

Beyond the list of individuals yet to be provided, City Council may consider appointing committee members from the following preservation organizations and institutions within Ypsilanti:

- Ypsilanti Historical Society Board Members
- Ypsilanti Heritage Foundation Board Members
- Former Ypsilanti Historic District Commissioners
- Eastern Michigan University Faculty within the Preservation Studies Program
- Residents within Ypsilanti Local Historic District

RECOMMENDATION

Recommended Action: *Pass the provided resolution to establish a Historic District Study Committee in order to explore the findings and recommendations as laid forth in the 2025 Survey Report of Ypsilanti's Local Historic District.*

The City's Preservation Planner respectfully requests that City Council establish a Historic District Study Committee to review the recommendations resulting from the 2025 Resurvey of Ypsilanti's Local Historic District, found in "Section III: Planning Needs and Recommendations" of the final survey report. This historic district study committee would be charged with exploring and potentially recommending amendments to the historic district, codified in the City's Historical Preservation Ordinance (Sec. 54). The recommendations included in the final survey report by Vinewood Preservation Planning are as follows:

- Clarify and update boundary description;
- Update period of significance;
- Amend boundaries to reflect present conditions of resources;
- Update list of contributing and noncontributing resources; and
- Reclassify non-contiguous resources within the district

These amendments will more accurately reflect the state of the historic district's current conditions and allow both the City and property owners to maintain access to vital resources, such as grants and historic tax credits, ensuring the ongoing protection of Ypsilanti's historic resources.

A list of relevant attachments is included below. Please reach out to the City's Preservation Planner, Carrie Malas, with any questions regarding this request.

ATTACHMENTS

- City Council's April 16, 2024 resolution to approve of the resurvey of the historic district
- "Section III: Survey Needs and Recommendations" from 2025 Survey Report ([link to full survey report](#))
- SHPO's Guidance, "The Local Historic District Process"

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 included a goal in the City’s 2021 Master Plan Update to resurvey the local historic district; and

WHEREAS, in January 2023, the City Council supported staff’s pursuit of grant funding for and, subsequently in April of 2024, the approval to complete the resurvey of Ypsilanti’s Local Historic District by Vinewood Preservation Planning, who are 36 CFR Part 61 federally qualified consultants; and

WHEREAS, in September 2025, the resurvey was completed and resulted in a list of recommendations identifying a need for updating and amending the City of Ypsilanti’s local historic district boundaries, period of significance, and classification of properties; and

WHEREAS, amendment to the City of Ypsilanti’s local historic district must be codified in the City’s Historical Preservation Ordinance; and

WHEREAS, this process would require City Council’s establishment of a Historic District Study Committee and the holding of a public hearing to satisfy the requirements of the Michigan Local Historic District’s Act (PA 169 of 1970, Sec. 3 and Sec. 14, *as amended*) and the City’s Code of Ordinances (Historical Preservation Ordinance, Sections 54-41, 54-54, 54-66, 54-67).

NOW THEREFORE BE IT RESOLVED THAT, the Ypsilanti City Council hereby establishes a Historic District Study Committee in order to fully review and explore the recommendations resulting from the 2025 resurvey of Ypsilanti’s Local Historic District, and complete the process required for amending the City’s Historical Preservation Ordinance.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

THE LOCAL HISTORIC DISTRICT PROCESS

Step 1: Obtain Local Government Approval to Conduct a Study

Any individual or group may approach the legislative body of the local unit of government (city, village, township, or county) that has jurisdiction over the resource(s) they wish to protect and request that a historic district study be undertaken.

Contact the clerk's office and ask about the procedure for submitting a request to your local government.

Step 2: Appointment of a Historic District Study Committee

If the local government approves the study, they then must appoint a historic district study committee to conduct it. The role of the study committee is to photograph resources in the proposed district, research its history, determine the final district boundaries, determine which resources in the district are historic or non-historic, and develop a study committee report. A good study committee is a research team whose members have a range of skills and knowledge from photography to historical research to writing and data collection.

To speed the appointment process, include a list of qualified people who could potentially serve as study committee members when you submit the study request. The local government has the final decision on who will be appointed as study committee members.

- PA 169 requires that a study committee “contain a majority of persons who have a clearly demonstrated interest in or knowledge of historic preservation.” This could be a members of the local historical society, an architect, a historic home owner, etc.
- There is no limit on the number of members for a study committee. The number should be based on the size and complexity of the district and the type of expertise needed. A typical study committee has 5 to 7 members.
- Study committee members do not have to be residents of the proposed district or even of the local community. Though not required, it may be a good practice to include at least one resident of the proposed district to ensure the neighborhood has input into the process,
- If a community already has a designated local historic district, it is acceptable to have a representative from the historic district commission serve on the historic district study committee. However, it is not recommended that the two bodies be entirely made up of the same members. Since the historic district commission is a regulatory body, there could be the appearance of conflict of interest. It is always good to involve as many people in the process as possible.

NOTE: If your community has a standing study committee in place, the committee must still submit an official request to the local government before the study can be undertaken. Only the local government has the authority to authorize a historic district study.

Step 3: Historic Resource Survey

Historic district study committees are required to conduct basic research and a photographic inventory of each resource in the district. Study committees must undertake this survey in accordance with the SHPO's *Michigan Above-Ground Survey Manual*. Study committees are only required to fill out the minimum amount of information on the survey inventory form, enough so the data can be included in the SHPO's statewide historic resource database. The study committee should complete a historic resource inventory form for the overall district as well as a form for each individual resource in the district. The completed inventory forms should be included as an attachment to the study committee report.

Think of the inventory forms as the baseline information for the historic district commission to use once it begins to review work in the historic district. The resources and any significant architectural details should be clearly visible in the photographs and noted on the inventory form.

The study committee can do the survey work themselves, use volunteers, or the local government may have the funding to hire a qualified preservation consultant to do the work. No matter who collects the data, it is the responsibility of the historic district study committee to monitor the work quality and make sure the inventory forms meet the SHPO requirements of local historic district surveys.

Step 4: Preliminary Historic District Study Committee Report

The preliminary historic district study committee report includes an overview of the history and development of the community and the proposed district—the significant people, events, themes, time periods, and trends—and the inventory forms for all the resources in the proposed district, both historic and non-historic.

The preliminary study committee report must include all the specific requirements outlined in Section 399.203 of PA 169 such as the charge of the study committee, the list of study committee members, the total count and percentage of resources, etc. The SHPO has developed a cover sheet that includes all the required information. The study committee should use it when submitting the report. More information on what to include in the study committee report is presented later in this document.

Step 5: Official Transmittal and Preliminary Study Committee Report Review

PA 169 requires that the preliminary study committee report be officially transmitted to the four (4) bodies below, at the same time, for review and comment.

- **Local Planning Body.** This enables planners to take historic resources into consideration when reviewing planning issues or development projects.
- **State Historic Preservation Office (SHPO).** The SHPO reviews the report to ensure it fulfills the requirements set forth in PA 169; is a well-organized, stand-alone document that can be used by researchers and consultants; provides a strong significance statement and boundary justification so that property owners understand why a resource was included in or excluded from the district.

- **State Historic Preservation Review Board.** The SHPO is responsible for forwarding the preliminary study committee report, along with the SHPO's comments, to the State Historic Preservation Review Board. The SHPO's review of the study committee report is tied to the State Historic Preservation Review Board meeting schedule. The Review Board meets three times a year in January, May, and September. SHPO staff will review a preliminary study committee report at least 30 days in advance of the next scheduled Review Board meeting after the study committee report has been received. The SHPO comments, along with the Review Board comments, are sent to the local government's staff liaison to the study committee within 7-10 days following the Review Board meeting at which the report was reviewed.
- **The Michigan Historical Commission.** The SHPO is responsible for forwarding the study report to the Michigan Historical Commission. The Michigan Historical Commission will send their comments to the SHPO who forwards them to the study committee.

None of the bodies noted above have the authority to approve or reject the study committee report. That authority lies solely with the local unit of government. The reviewer's role is only to comment on the report to help improve it. All the reviews are stand alone and none are predicated on the other nor do they impact scheduling of the public hearing.

Step 6: Public Hearing

The historic district study committee is required to hold a public hearing to allow the public to comment on the preliminary study committee report. The study committee must wait at least 60 calendar days after the date of the official transmittal of the preliminary study report before a public hearing can be held. The study committee does not have to wait to receive SHPO, State Historic Preservation Review Board, Michigan Historical Commission or local planning board comments before scheduling the public hearing. They just need to wait the 60 days required by law. The study committee has one year after the date of the public hearing to address any comments received from all the review bodies and incorporate them, as appropriate, in a final study committee report.

Per PA 169, property owners in the proposed district must be notified of the public hearing by first class mail at least 14 days before the date of the hearing. The hearing must be held in accordance with the Open Meetings Act, Public 276 of 1976. See Section 399.203 of Public Act 169 of 1970 as amended for details of the hearing notification process.

Educating the public about the historic significance of the proposed district is a primary responsibility of the historic district study committee. **The public hearing should not be the first time the public is informed of the study.** The public should be included in the local historic district process from the beginning to increase their understanding and acceptance of local district designation.

At the public hearing, in addition to presenting the proposed boundaries and the history of the district, the study committee should be prepared to answer questions about what it

means to live in a historic district—the benefits and drawbacks, how a historic district commission operates, and the type of work the historic district commission reviews. Committee members should be prepared to address both positive and negative responses to establishing a local historic district.

Step 7: Prepare the Final Historic District Study Committee Report and Draft Historic District Ordinance

The study committee has up to one year from the date of the public hearing to prepare a final study committee report. During that time, a historic district ordinance must be prepared so that it is ready for the local government to adopt should it vote to establish the historic district. The SHPO has developed a model historic district ordinance that we strongly recommend be used and adapted for your community. It can be found in Appendix B.

If your community already has a historic district ordinance in place, then the study committee only needs to provide an ordinance amendment that includes the name of the district and the written legal description of the district boundary to the local government along with the final study committee report.

Step 8: Adoption of the Historic District Ordinance and Appointment of the Historic District Commission

It is the local government that makes the decision to adopt or reject a local historic district. Typically, the historic district ordinance is provided to them by the study committee at the time they submit the final study committee report. If the local unit votes to approve the establishment of the district, then they adopt the ordinance and appoint the members of the historic district commission that will review proposed work in the district.

Step 9: File Historic District Ordinance with Register of Deeds and Final Report with SHPO

Once the local historic district has been approved, the local government files a copy of the ordinance along with the legal description of the district boundaries with the Register of Deeds. The final study committee report along with the date of the district's adoption date is sent to the SHPO.

Step 10: Study Committee Dissolves

Once the local government has made an official decision about the local historic district (adopt or reject) the study committee is automatically dissolved. Their work is done. A new study committee would need to be appointed if any further local historic districts are considered unless the local unit has appointed the study committee as a standing committee.

The process for establishing a local historic district is set forth in Section 399.203 of Michigan's Local Historic Districts Act, Public Act 169 of 1970, as amended (PA 169). <https://www.legislature.mi.gov/>



RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, the City Of Ypsilanti included a goal in the City's 2021 Master Plan Update to resurvey the local historic district; and

WHEREAS, in January 2023, the City Council authorized staff to apply for a \$50,000 grant (on a reimbursable basis) from the National Park Service through Michigan's State Historic Preservation Office to resurvey the City's local historic district; and

WHEREAS, that grant application to hire an architectural historian to complete the resurvey was successful, and the grant was awarded in July 2023; and

WHEREAS, the Request for Proposals was issued on January 24 with a proposal due date of February 29, 2024, and the City of Ypsilanti received and evaluated four proposals; and

WHEREAS, two proposals were deemed qualified with Vinewood Preservation Planning being the lowest cost; and

NOW THEREFORE BE IT RESOLVED THAT the City of Ypsilanti approves Vinewood Preservation Planning, LLC as the 36 C.F.R. Part 61-qualified consultant to complete a survey update for the Ypsilanti Local Historic District, as per the signed grant agreement dated July 27, 2023, and that City Council authorize the City Clerk and Mayor to sign on approval of the City Attorney.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

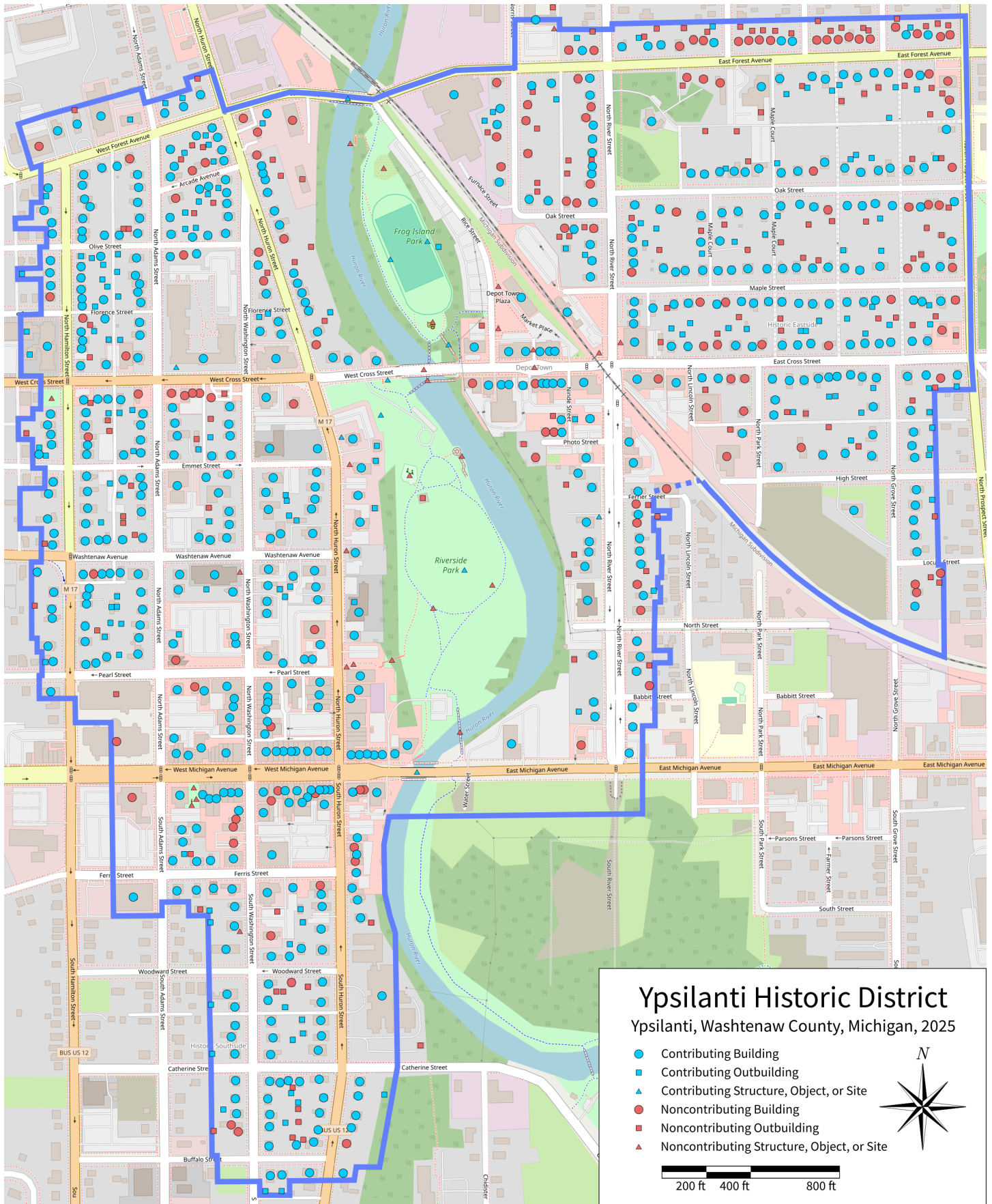


Figure 62: A map of recommended contributing and noncontributing resources in the Ypsilanti Historic District (map data from OpenStreetMap).

Section III: Planning Needs and Recommendations

Based on the themes, areas of significance, and resources identified in this survey, this report recommends that the boundaries, period of significance, and list of contributing and noncontributing resources for the Ypsilanti Historic District be amended. Ideally, these changes would be codified in an amendment to historic district ordinance, a process that would require the establishment of a study committee and holding a public hearing to satisfy the requirements of the Michigan Local Historic Districts Act. This process would also provide an opportunity to reclassify the non-contiguous portions of the Ypsilanti Historic District as their own, separate, historic districts.

We also recommend areas for further research, including adjacent areas for survey, and individual resources for National Register nomination.

Recommendations

Recommendation No. 1: Clarify Boundaries

The boundaries of the Ypsilanti Historic District are described in the city's Code of Ordinances (sec. 54-33). While the boundaries of the main, contiguous portion of this district (namely the Survey Area) are generally understood, the precise limits are unclear due to two main issues.

The first is that the boundaries are defined by streets, and in much of the district properties on both sides of those streets are included: "where the phrase 'properties on both sides of' a street or line is used it shall include lands and premises outside of the area bounded by the foregoing description which shall be adjacent to and within 200 feet of the street or line described." This language is ambiguous and therefore open to multiple interpretations. We recommend that the precise boundaries of the district be delineated using legal descriptions of property.

The second issue is an apparent error in one segment of the boundary. The code notes the "from the intersection of Grove Street and the railroad tracks the boundary extends northwest along the railroad tracks to High Street; thence the boundary moves due west to the intersection of Ferrier and River Streets". High Street, however, does not currently intersect with the railroad tracks, and the intersection of Ferrier Street and North River Street is not due west. This discrepancy means that it is unclear if the property at 310 North Lincoln Street is within the district or not. We recommend that the status of this property be clarified.

Recommendation No. 2: Expand Period of Significance

The *Report of the Historic District Study Committee* (1972), upon which the Ypsilanti Historic District was initially based, does not provide a period of significance. The 1989 National Register documentation provides a period of significance of 1830 to 1938. This report recommends an expanded period of significance from 1830 to 1969 to reflect the changes to older buildings and noteworthy Modern buildings constructed during the Second World War and

Ypsilanti's post-war period of growth. The end date excludes buildings from the 1970s of markedly different character (e.g., 301 West Michigan Avenue). More importantly, however, the end of this period marks the beginning, in the 1970s, of new ways of utilizing and understanding the value of the city's older stock of buildings: efforts to demolish older buildings as part of a vehicle-centric modernization and suburbanization effort clashed with newfound historic preservation efforts to instead restore Ypsilanti's nineteenth-century buildings.

Recommendation No. 3: Update the List of Contributing and Noncontributing Resources

To date, no definitive list of contributing and noncontributing resources has been established for the district. Although the Historic District Commission has review authority over all resources in a historic district whether they are contributing or noncontributing,³²³ an established list would assist the Historic District Commission with reviewing the appropriateness of proposed work within the district, facilitate consistency in Historic District Commission reviews, and provide greater predictability for property owners. Further, a list would enable owners and prospective owners to determine, in advance, which properties qualify for the State Historic Tax Credit program, for which contributing status is a requirement.³²⁴

This report provides a recommended list 567 contributing and 168 noncontributing properties, shown in the table in Section IV: Data and Identification Forms, below. (For a map, see figure 62.) A total number of 1,057 resources are included within the district, with 723 contributing and 334 noncontributing.

Recommendation No. 4: Amend Boundaries to Reflect Present Conditions

The boundaries of the Ypsilanti Historic District, established in their present form in 1978, may warrant updating. Some resources, not previously recognized as historic, are now likely to be understood as significant and may be included in the district. Conversely, other resources along the periphery of the district have since been lost due to demolition or greatly altered.

Boundary Increases

A potential area for possible expansion would be the Southern Addition to the National Register of Historic Places district (see figure 4), namely the buildings along South Adams Street from the current boundary of Ferris Street to just south of the alley running east-west between Woodward and Buffalo Streets, and the portion of Woodward Street between South Adams and South Washington Streets. This would encompass several houses that would likely be contributing to the district, including a foursquare at 116 South Adams Street, the Craftsman bungalow at 204 South Adams Street, a Queen Anne house at 211 Woodward Street, and the Dutch Colonial Revival house at 217 Woodward Street.

A few houses along North Street, north of East Michigan Avenue and just east of the boundary on the eastern side of the district, might also be included. This would include the Craftsman

323. Frank J. Kelley, (Michigan) Attorney General Opinion 5936, July 24, 1981.

324. See <https://www.miplace.org/historic-preservation/programs-and-services/historic-preservation-tax-credits/state-historic-tax-credit-program/> for eligibility and application requirements.

house at 109 North Street and the Queen Anne at 110 North Street, both of which would likely contribute to the district.

Boundary Reductions

There are several properties included just within the district's boundaries that contained historic resources that have been demolished since the creation of the district. The demolition of resources (and in some cases new construction) has occurred west of North Adams Street between Pearl and Ferris Streets (namely 300 and 301 West Michigan Avenue) and along the south side of East Michigan Avenue (now the large vacant parcel at 4 Water Street). At the time of this survey the Dorsey Estates, a new residential subdivision on land that was formerly part of the John Gilbert Jr. House's estate (227 North Grove Street), is being constructed. In each of these cases, we recommend that these properties be removed from the district, as they contain either vacant land or newer construction.

There are also two border areas where the integrity of resources has been diminished since the creation of the Ypsilanti Historic District. The 300 block along the north side of East Forest Avenue consists entirely of resources that are recommended as noncontributing due to alterations. As such, we suggest that the buildings be excluded from the district.³²⁵ (While other portions of the north side of East Forest Avenue have a higher percentage of noncontributing buildings in comparison to the district as a whole, those blocks all contain contributing resources.) Finally, we also recommend removing 404 West Forest Avenue, a large apartment building that, though built in 1969 and therefore within the district's period of significance, has been altered and is not recommended as contributing.

Recommendation No. 5: Reclassify Non-Contiguous Portions of the Ypsilanti Historic District

The Becker–Stachlewitz House, Brown Chapel AME, First Ward School, Starkweather House, and Ypsilanti Water Tower (all excluded from the Survey Area and thus not surveyed in this report) are presently included as non-contiguous portions of the Ypsilanti Historic District. We recommended that they be reclassified as separate historic districts as they likely express different themes and periods of significance than the Ypsilanti Historic District.

Recommendation No. 6: Conduct Intensive-Level Survey

A wealth of material related to the history of the resources within the Ypsilanti Historic District is available for further study. While the nature of a reconnaissance-level survey necessitated only a cursory investigation into the histories of various buildings and only a limited exploration into historical themes beyond architecture, in many cases far more information is likely to exist.

Little of the extensive documentation on specific buildings at the archives of the Ypsilanti Historical Society has been utilized in the preparation of this survey. This includes a collection

325. Namely 303, 305, 307, 309, 311, and 313 East Forest Avenue.

related to specific buildings and a large photographic database,³²⁶ as well as collections on other types of local history (e.g., African American, church, and business history). More in-depth research at other local archives, such as those at Eastern Michigan University, could also yield more information. During fieldwork for this project, numerous residents volunteered details about their homes and neighborhoods with the surveyors. The amount of knowledge that could be gleaned through oral interviews with residents is therefore likely to be vast.

All of these avenues of research would be explored with an intensive-level survey of the district, thereby identifying additional contributing resources that may have been overlooked.

Recommendation No. 7: Survey Additional Areas

The Ypsilanti Historic District abuts areas warranting further study. Excluded from the Survey Area were the discontinuous properties in the district, and this includes 401 and 407 South Adams Street, the Brown Chapel AME and the First Ward School, respectively. A caveat to the discussion of African American history within this report is that, due to the constraints of a reconnaissance-level survey, limitations in time and resources meant that a thorough research of sources that would provide information on the subject was not possible.³²⁷ There are therefore likely more resources within the contiguous portion of the district related to African American history than could not be discussed due to the nature of a reconnaissance-level survey. In addition, far more resources are likely to be found in city's South Side (south of the western portion of the Survey Area). Further study is recommended to determine the possibility of a separate historic district, one that perhaps includes the Brown Chapel AME and the First Ward School.

Further study of the large area of Ypsilanti west of the district is also recommended. Containing numerous historic homes in a wide array of architectural styles and appearing to demonstrate integrity, a starting point would be to investigate the resources within the boundaries of the Western Addition to the National Register of Historic Places district (see figure 4).

Finally, archaeological survey was not a part of this project. Reports from the nineteenth century describe finding "relics" and human remains on the west bank of the Huron River.³²⁸ As both erosion and construction activity have the potential to expose and compromise subsurface resources, further inquiry into this topic is warranted.

Recommendation No. 8: Nominate Resources to the National Register of Historic Places

This report recommends ten resources that are likely to be individually eligible for the National Register of Historic Places (see Additional Resources Likely to be Eligible, above). In addition to

326. The University of Michigan Library and Ypsilanti Historical Society, "Ypsilanti Historical Society Photo Archives," n.d., <https://quod.lib.umich.edu/y/yhsic1?page=index>.

327. For example, city directories in the nineteenth and early twentieth century often noted when an individual was African American, which would allow for an investigation into settlement patterns and demographics. Other sources, such as the 1915 *Michigan Manual of Freedmen's Progress*, describe notable African Americans and their residences could be corroborated with directories.

328. Colburn, *The Story of Ypsilanti*, 14; Resource Design Group, "1983 Ypsilanti Survey," 58; and M. Shott, *Preliminary Archaeological Survey of Riverside Park* (Ypsilanti: Community Development Department, 1980).

intangible benefits such as the enhanced public pride and awareness that may be associated with the National Register nomination process, listing these resources would make available the following incentives:

- The State Historic Preservation Tax Credit can be used by private property owners in three categories: owner-occupied residential projects, small commercial projects (under \$2 million), and large commercial projects (over \$2 million) for rehabilitation work. Eligibility information and application instructions can be found at <https://www.miplace.org/historic-preservation/programs-and-services/historic-preservation-tax-credits/state-historic-tax-credit-program/>.
- As a Certified Local Government, Ypsilanti may participate in the Certified Local Government grant program operated by the State Historic Preservation Office (<https://www.miplace.org/historic-preservation/programs-and-services/certified-local-government-program/>).

Conclusion

The Ypsilanti Historic District has a remarkable array of historic resources. It retains a multitude residential, commercial, and even industrial buildings from the nineteenth century, a concentration of resources seen in few cities of its size in Michigan.³²⁹ This includes both outstanding properties in styles that the district has numerous examples of, such as Greek Revival and Italianate, and buildings of styles that are found much more rarely, such as commercial Gothic Revival. These resources reflect Ypsilanti's early development from a small village to a thriving city located at the intersection of the Huron River and the Detroit-Chicago Road, then the railroad and the expansion associated with it. The city's growth in the early and mid-twentieth century, partially due to the automotive industry, is also visible in buildings that were constructed or modified in contemporary styles.

Ypsilanti's historic resources also reveal the city's collective ability to preserve its past and to find new uses for older buildings. This is most clearly demonstrated by the changes to the district seen since the 1980s, when the last survey was completed and the updated National Register of Historic Places Registration Form was written. The National Register form even notes, in its list of noncontributing resources, that many buildings could be reclassified as contributing if they were restored.³³⁰ Since then, numerous houses and, perhaps most visibly, large commercial buildings in the downtown area, have indeed been restored or rehabilitated in a historically appropriate manner. After over forty years, irreparable changes such as the loss of resources could easily have been the most salient change to the district. Instead, the most striking feature of this survey is the continued maintenance of historic properties and their rehabilitation.

329. Christensen, "Ypsilanti Historic District (New Form)," sec. 8, p. 3.

330. *Ibid.*, sec. 7, p. 19.



REQUEST FOR LEGISLATION
April 7, 2026

For: Mayor and City Council

From: Rheagan Basabica, Andrew Hellenga, City Manager, Patrick McLean, Council Member

Subject: Resolution No. 2026-089 Approving a budget amendment to transfer 25% of the 24-25 surplus, in the amount of \$239,397, from the General Fund to the Budget Stabilization Fund; and authorizing the Fiscal Services Department to make the necessary accounting entries and implement this budget amendment.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. Budget Stabilization Fund RFL
2. Budget Stabilization Fund Resolution

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: April 7, 2026

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



City of Ypsilanti

Fiscal Services

Memorandum

To: Mayor and City Council
From: Andrew Hellenga, City Manager
Date: April 7, 2026
Subject: RFL – Transfer to Budget Stabilization Fund

Purpose

The purpose of this RFL is to request City Council approval of a budget amendment to transfer a portion of the 24-25 fiscal year surplus to the City's Budget Stabilization Fund (BSF).

Background

The City has realized a surplus of \$957,589. The current balance of the Budget Stabilization Fund is \$3,418,293.

The City's financial policy establishes a target reserve level equivalent to 91 days of General Fund Revenue as measured by the last fiscal year for which complete revenue figures are available. Based on FY 24-25 General Fund revenue of approximately \$21 million, the target balance is estimated at \$5.2 million.

At present, the BSF remains approximately \$1.9 million below the target level.

Requested Action

It is requested that City Council adopt a resolution authorizing:

- A budget amendment to transfer 25% of the 24-25 fiscal year surplus, equal to \$239,397, from the General Fund to the Budget Stabilization Fund.
-



City of Ypsilanti

Fiscal Services

Financial Impact

- Transfer Amount: \$239,397
 - Revised BSF Balance: \$3,657,690
 - Remaining Gap to Target: Approximately \$1.54 million
-

Justification

- Strengthens Financial Reserves: Advances progress toward the 91-day reserve target.
 - Promotes Fiscal Discipline: Establishes a consistent, policy-driven use of surplus funds.
 - Mitigates Risk: Improves the City's ability to respond to economic fluctuations and unforeseen expenditures.
 - Maintains Flexibility: Allocates only a portion of the surplus, preserving remaining funds for other Council priorities.
-

Conclusion

Approval of this request will support the City's long-term financial stability and align with prudent fiscal management practices. Staff recommends adoption of the proposed resolution.



April 7, 2026

A RESOLUTION TO APPROVE A BUDGET AMENDMENT AND TRANSFER OF FUNDS TO THE BUDGET STABILIZATION FUND

WHEREAS, the City of Ypsilanti has realized a 24-25 fiscal year surplus in the amount of **\$957,589**; and

WHEREAS, the City maintains a Budget Stabilization Fund (BSF) to provide financial stability and mitigate risks associated with economic downturns, revenue volatility, and unforeseen expenditures; and

WHEREAS, the current balance of the Budget Stabilization Fund is **\$3,418,293**, which is below the City’s target reserve level; and

WHEREAS, the City has established a target reserve equivalent to approximately **91 days of General Fund operations**, estimated at approximately **\$5.2 million** based on FY 24-25 General Fund revenue of approximately \$21 million;

WHEREAS, it is fiscally prudent to allocate a portion of surplus funds toward achieving this reserve target;

NOW, THEREFORE, BE IT RESOLVED that the Ypsilanti City Council hereby approves a budget amendment to transfer **25% of the 24-25 surplus**, in the amount of **\$239,397**, from the General Fund to the Budget Stabilization Fund; and

BE IT FURTHER RESOLVED that upon completion of this transfer, the Budget Stabilization Fund balance will increase to approximately **\$3,657,690**; and

BE IT FURTHER RESOLVED that the City Council affirms its commitment to continue building the Budget Stabilization Fund toward the established target level as part of its long-term financial strategy; and

BE IT FURTHER RESOLVED that the Fiscal Services Department is authorized to make the necessary accounting entries and implement this budget amendment.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



REQUEST FOR LEGISLATION
April 7, 2026

For: Mayor and City Council

From: Bonnie Wessler, DPS Director

Subject: TABLED Resolution No. 2026-074 Approving the quotes from Detection Systems and Engineering for Facility Security Upgrades at City Hall and the Freighthouse in the total amount of \$41,566.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. Facility Security Update RFL
2. Facility Security Upgrade Res 2026-074
3. Facility Security Update tally
4. 13193JW2 Proposal - City of Ypsilanti - 110725_Redacted
5. 13196JW2 Proposal - Ypsilanti Freighthouse - 111225_REDACTED

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: April 7, 2026

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



REQUEST FOR LEGISLATION
March 17, 2026

From: Bonnie Wessler, Director of Public Works

Subject: Facility Security Updates (City Hall, Freighthouse)

SUMMARY & BACKGROUND:

In summer and fall of 2025, City staff sought out quotes to upgrade the existing security camera and access control systems; to install a security camera system at the Ypsilanti Freighthouse; and to update the camera system at the Police Station to come into conformance with accreditation standards. Each building has unique needs and was quoted separately. References were sought from neighboring communities and governmental agencies, and three companies were invited to submit quotes for systems. DSE, out of Troy, had the most competitive quote with \$30,800 for City Hall, \$10,756 for the Freighthouse, and \$27,023 at the PD. The Police Department piece was approved at the February 17, 2026 City Council meeting. Approval is requested for City Hall and the Freighthouse in the total amount of \$41,566. These costs were not considered with the original 25/26 budget; funds will be transferred from 414-2652-7970-02, City Hall capital improvements.

UPDATE: The City Hall system can be hosted locally. The Freighthouse system can be turned off as needed.

RECOMMENDED ACTION: Approval of quotes from DSE

ATTACHMENTS: Bid tab, redacted quote

FY2025/2026 Goal Alignment

- **Budget Priority 1: Public Infrastructure/Buildings/Roads**
- Budget Priority 2: Water Street
- **Budget Priority 3: Public Safety/Public Health**
- Budget Priority 4: Shelter/Housing
- Budget Priority 5: Staffing Capacity

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____

VOTE:



RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, In summer and fall of 2025, City staff sought out quotes to upgrade the existing security camera and access control systems at City Hall and to install a security camera system at the Ypsilanti Freighthouse; and

WHEREAS, Each building has unique needs, and was quoted separately; and

WHEREAS, Detection Systems and Engineering, of Troy, had the most competitive quote with \$30,800 for City Hall and \$10,756 for the Freighthouse, for a total of \$41,566; and

NOW, THEREFORE, BE IT RESOLVED, that the Ypsilanti City Council Approves the quotes from Detection Systems and Engineering for Facility Security Upgrades in the total amount of \$41,566.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

	City Hall	Freighthouse	TOTAL
Summit	\$ 47,374	\$ 17,321	\$ 64,695
Flying Locksmiths	\$ 30,466	\$ 14,834	\$ 45,300
DSE	\$ 30,800	\$ 10,756	\$ 41,556



Detection Systems and Engineering

1450 Temple City Drive
Troy, MI 48084
p 248-649-1310 | f 248-825-8036
www.dsesecurity.com

11/17/25

Proposal 13193JW2

David Blakley
City of Ypsilanti
1 S Huron St
Ypsilanti, Michigan 48197

SUBJECT: Access Control Options & Camera Proposal for Ypsilanti City Hall

Dear David,

Proposal 13193JW2 presents options for access control and our proposed solution for the security cameras, each system is priced individually. DSE will provide all needed hardware, software, and cabling needed for system operation outside of needed power from the building and active internet service.

For one option, DSE has quoted PDK as your access control system. PDK is a US based company and utilizes their cloud for system management so an on-premise server is not required. The readers DSE is quoting are capable of supporting multiple credential formats including 125Khz, 13.56Mhz, and HID mobile. PDK is managed via a web browser or mobile app. This option will come with a pack of PDK key fobs.

Another option, we have quoted DSX's 1048 Package. This solution is in case City Hall would prefer an on-premise solution with no recurring subscription plan. This package contains 4 two-door controllers, transformer, power panel, and enclosure. Along with the package, six readers, server, software, a communication panel, lock power, and a pack of key fobs are included in the quote. This option will require power nearby to the door.

DSE has quoted Hanwha cameras for your video surveillance system. This is our recommended solution for both price and quality. The system has been designed to record for a minimum of 31 days at 15 frames per second on motion. WAVE has direct integration with Pro Data Key (PDK) access control. WAVE will run on a physical server housed on premise. It can be managed directly from the server, via a client, or mobile app. Each camera requires a license, which are a one-time purchase with no ongoing cost. The glass film for the windows are included in this portion of the quote.

DSE will need a signed copy of this proposal or approving PO to proceed with the project. DSE will invoice in full upon installation completion and acceptance from the client.

Provided pricing does not include any applicable taxes and tariffs.
Pricing is valid for 30 days.

We appreciate your interest in our products and services!
Sincerely,

Jerry Williams

Senior Account Manager
Detection Systems and Engineering
Video Surveillance, Access Control, Intrusion Alarms
Since 1967

Access Control Installation Scope of Work & Assumptions

ACCESS CONTROL SCOPE OF WORK NARRATIVE:

DSE will provide the labor and the listed material for the installation and the commissioning assistance in the deployment of a new access control system and camera system at the Ypsilanti City Hall facility. This quotation is based upon the agreed upon design with City of Ypsilanti management. DSE will also provide a floor plan with device locations upon acceptance of the proposal.

For PDK, The DSE work tasking will include the installation and termination of cabling meets industry standards to each new device and the commissioning of those devices [REDACTED]. DSE will be providing the initial system programming and admin training. The client will be responsible for training of users, naming and creation of doors and groups, user entry, and system/user permissions. T [REDACTED]

For DSX, The DSE work tasking will include the installation and termination of cabling meets industry standards to each new device and the commissioning of those devices. Along with the readers and strikes will be the installment [REDACTED]. DSE will be providing the initial system programming and admin training. The client will be responsible for training of users, naming and creation of doors and groups, user entry, and system/user permissions.

Conduit, lift, and permits have not been included in this proposal. DSE has not provided credentials in the quote as a count needed is not known at this time.

The client provided items include an active internet connection, necessary power for the UPS, security V-LAN (recommended but not required), a dedicated IT contact, and any other requirements by the client.

QUOTE ASSUMPTIONS:

No class 1 electrical work is included.

Full and clear access is to be provided for work tasking.

Work tasking to be performed during normal business hours.

No door hardware or modifications have been included.

Network for access system provided and managed by the client.

Network VLAN for security systems is recommended. Configuration and management by others.

Items mentioned above in the scope write up to be available prior to system deployment.

Conduit and/or Lifts are not included in this project unless otherwise noted in the scope of work narrative.

Hanwha Video Surveillance Installation Scope of Work & Assumptions

VIDEO SURVEILLANCE SCOPE OF WORK NARRATIVE:

DSE will provide the labor and the listed material for the installation and the commissioning assistance in the deployment of a new Hanwha video surveillance system at the address listed on page 1. This quotation is based upon the agreed upon design with yourself. DSE will also provide a floor plan with device locations.

[REDACTED]

[REDACTED]

[REDACTED]

Conduit, lift, and permits have not been included in this proposal.

The client provided items include an active internet connection, necessary power for the UPS, security V-LAN (recommended but not required), a dedicated IT contact, and any other requirements by the client.

QUOTATION ASSUMPTIONS:

No class 1 electrical work is included.

Permits have not been included in this proposal.

As built drawings have not been included.

Full and clear access is to be provided for work tasking.

Work tasking to be performed during normal business hours.

All provided items mentioned above.

Network VLAN for security systems is recommended. Configuration and management by others.

Items mentioned above in the scope write up to be available prior to system deployment.

Conduit and/or Lifts are not included in this project unless otherwise noted in the scope of work narrative.

Adjustments made to the project that impact pricing will be documented and agreed upon in writing prior to DSE executing the requested changes.

DSE pricing assumes this project can be fully completed in two steps as mentioned in the scope.

Hanwha Video Surveillance Deliverables & Pricing

Qty.	Description
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]

Total Installed Cost \$ 14,813.00*

*Plus Sales Tax and Unforeseen Tariff Price Changes from Suppliers

Proposal Terms

Unless otherwise noted sales tax, lifts, and permits are not included. **DSE proposals are valid for 15 days from the proposal date.** If there are any recurring annual costs associated with this proposal, a supplemental monitoring, maintenance agreement or cloud based services agreement will also be executed. DSE will invoice any applicable US Tariffs upon project completion.

Project Lead Time

DSE installations typically schedule 4-6 weeks out, upon receipt of order, but is subject to supply chain fulfillment. All outstanding invoices, if applicable, must be paid up to date before any new work will be scheduled.

Progress Billing

DSE will invoice all projects greater than \$50,000.00 based on the progression of the project.

Purchasing

You may proceed with the installation by issuing a purchase order to DSE referencing the proposal number and the items with totals you wish to purchase. A 50% initial down payment of the total items you wish to purchase must accompany acceptance of proposals greater than \$5,000. The remaining balance of the project, minus any progress billing, will be invoiced and due upon job completion. Purchases made by credit card are subject to a 4% credit card processing fee.

Conditions

DSE shall install the system(s) as described above based on our determination of man power and scheduling. Should the installation be disrupted and/or delayed for any reason outside of DSE's power while work is progressing, the additional time due to loss of productivity shall be billable at \$350 per mobilized man per day. Changes to the hardware device counts and/or installation locations by those other than DSE staff will result in a change order to cover additional costs.

Cancellation Fee

By signing this proposal, you are hereby authorizing Detection Systems and Engineering to provide and install the materials based on the scope of work and agree to payment of the amount shown and the terms and conditions set forth within Proposal **13193JW2**. If you, the client decides to cancel this agreement at any time after signing and returning this agreement, you the client will be responsible for a 25% payment of the agreed upon proposal amount due to DSE for incurred costs.

Magnetic Locks and Elevators

Projects which utilize magnetic locks (mag-locks) require a fire (alarm) system connection to release the mag-lock upon fire alarm activation. DSE will provide the necessary equipment at the door or access control system panel location to receive the contact (normally closed preferred) from the building fire system and will connect it to our access control system. It is the responsibility of the customer to engage their fire alarm contractor or others to obtain the necessary fire alarm interface and any fire system permits that may be necessary regarding the mag-locks. DSE has not included fire alarm permits or fire contractor costs in our scope of work. Projects which include the installation of card readers to control elevator cabs or call buttons may require labor and permits from your elevator company are also not included in this proposal.

Internet Access

Certain systems and services may require internet access to function properly. Internet access and associated costs are not included in this proposal and is the responsibility of the client.

Warranty

Hardware and software warranties are as described by the manufacturer(s). Labor warranty is guaranteed for ninety (90) days. Rental replacements, when available, can be provided on approval at current rates. Equipment failures caused by neglect, vandalism, acts of God or other factors beyond DSE's control will be repaired or replaced on customers approval with technician time billed as a service call.

Service Rates

Service calls on DSE provided materials are performed on an as needed basis and carry a one hour minimum. Standard service calls are generally performed the day after the call is placed and are billable at \$145 per hour plus a \$145 service call fee. Emergency service calls are performed on the day of the call and are billable at \$175 per hour plus a \$175 service call fee. Emergency service calls on weekends or holidays are billable at \$275 per hour plus a \$275 service call fee. Service calls outside the Metro Detroit area may be billed for additional travel time. After hours and weekend service policies are available and will be quoted upon request.

System Assurance Program (S.A.P.)

S.A.P. Includes system maintenance (parts & labor), training, technical support, system integration, software upgrade service, & remote service. Initial term is 12 months. Client may cancel anytime after initial term with 30 day written notice to DSE. System assurance is not included in this quote but is available upon acceptance of program terms and cost.

Cannabis Customers

DSE has designed the camera and intrusion alarm systems to meet the Michigan Cannabis Regulatory Agency (CRA) standards we have used successfully in the past.

Approval of Proposal 13193JW2

Client Approval:

Printed Name, Title

Signature

Email

Telephone

Purchase Order Number (if applicable)

Date

By signing this proposal, you are hereby authorizing Detection Systems and Engineering to provide and install the materials based on the scope of work and agree to payment of the amount shown and the terms and conditions set forth in within Proposal 13193JW2.



Detection Systems and Engineering

1450 Temple City Drive
Troy, MI 48084
p 248-649-1310 | f 248-825-8036
www.dsesecurity.com

11/17/25

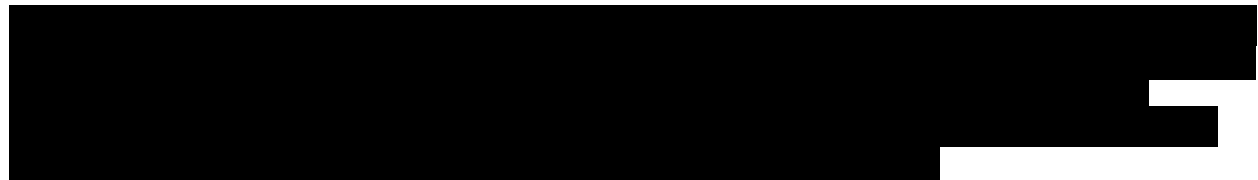
Proposal 13196JW2

David Blakley
City of Ypsilanti
1 S Huron St
Ypsilanti, Michigan 48197

SUBJECT: Video Surveillance Proposal for Ypsilanti Freighthouse

Dear David,

Proposal 13196JW2 presents our proposed solution for the video surveillance of the Ypsilanti. DSE will provide all needed hardware, software, and cabling needed for system operation outside of needed power from the building and active internet service.



DSE will need a signed copy of this proposal or approving PO to proceed with the project. DSE will invoice in full upon installation completion and acceptance from the client.

Provided pricing does not include any applicable taxes and tariffs.
Pricing is valid for 30 days.

We appreciate your interest in our products and services!

Sincerely,

Jerry Williams

Senior Account Manager
Detection Systems and Engineering
Video Surveillance, Access Control, Intrusion Alarms
Since 1967

Hanwha Video Surveillance Installation Scope of Work & Assumptions

VIDEO SURVEILLANCE SCOPE OF WORK NARRATIVE:

DSE will provide the labor and the listed material for the installation and the commissioning assistance in the deployment of a new [REDACTED] video surveillance system at the address listed on page 1. This quotation is based upon the agreed upon design with yourself. DSE will also provide a floor plan with device locations.

[REDACTED]

[REDACTED]

Conduit, lift, and permits have not been included in this proposal.

The client provided items include an active internet connection, necessary power for the UPS, security V-LAN (recommended but not required), a dedicated IT contact, and any other requirements by the client.

QUOTATION ASSUMPTIONS:

No class 1 electrical work is included.

Permits have not been included in this proposal.

As built drawings have not been included.

Full and clear access is to be provided for work tasking.

Work tasking to be performed during normal business hours.

All provided items mentioned above.

Network VLAN for security systems is recommended. Configuration and management by others.

Items mentioned above in the scope write up to be available prior to system deployment.

Conduit and/or Lifts are not included in this project unless otherwise noted in the scope of work narrative.

Adjustments made to the project that impact pricing will be documented and agreed upon in writing prior to DSE executing the requested changes.

DSE pricing assumes this project can be fully completed in two steps as mentioned in the scope.

Hanwha Video Surveillance Deliverables & Pricing

Qty.	Description
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

Total Installed Cost \$ 10,756.00*

*Plus Sales Tax and Unforeseen Tariff Price Changes from Suppliers

Proposal Terms

Unless otherwise noted sales tax, lifts, and permits are not included. **DSE proposals are valid for 15 days from the proposal date.** If there are any recurring annual costs associated with this proposal, a supplemental monitoring, maintenance agreement or cloud based services agreement will also be executed. DSE will invoice any applicable US Tariffs upon project completion.

Project Lead Time

DSE installations typically schedule 4-6 weeks out, upon receipt of order, but is subject to supply chain fulfillment. All outstanding invoices, if applicable, must be paid up to date before any new work will be scheduled.

Progress Billing

DSE will invoice all projects greater than \$50,000.00 based on the progression of the project.

Purchasing

You may proceed with the installation by issuing a purchase order to DSE referencing the proposal number and the items with totals you wish to purchase. A 50% initial down payment of the total items you wish to purchase must accompany acceptance of proposals greater than \$5,000. The remaining balance of the project, minus any progress billing, will be invoiced and due upon job completion. Purchases made by credit card are subject to a 4% credit card processing fee.

Conditions

DSE shall install the system(s) as described above based on our determination of man power and scheduling. Should the installation be disrupted and/or delayed for any reason outside of DSE's power while work is progressing, the additional time due to loss of productivity shall be billable at \$350 per mobilized man per day. Changes to the hardware device counts and/or installation locations by those other than DSE staff will result in a change order to cover additional costs.

Cancellation Fee

By signing this proposal, you are hereby authorizing Detection Systems and Engineering to provide and install the materials based on the scope of work and agree to payment of the amount shown and the terms and conditions set forth within Proposal **13196JW2**. If you, the client decides to cancel this agreement at any time after signing and returning this agreement, you the client will be responsible for a 25% payment of the agreed upon proposal amount due to DSE for incurred costs.

Magnetic Locks and Elevators

Projects which utilize magnetic locks (mag-locks) require a fire (alarm) system connection to release the mag-lock upon fire alarm activation. DSE will provide the necessary equipment at the door or access control system panel location to receive the contact (normally closed preferred) from the building fire system and will connect it to our access control system. It is the responsibility of the customer to engage their fire alarm contractor or others to obtain the necessary fire alarm interface and any fire system permits that may be necessary regarding the mag-locks. DSE has not included fire alarm permits or fire contractor costs in our scope of work. Projects which include the installation of card readers to control elevator cabs or call buttons may require labor and permits from your elevator company are also not included in this proposal.

Internet Access

Certain systems and services may require internet access to function properly. Internet access and associated costs are not included in this proposal and is the responsibility of the client.

Warranty

Hardware and software warranties are as described by the manufacturer(s). Labor warranty is guaranteed for ninety (90) days. Rental replacements, when available, can be provided on approval at current rates. Equipment failures caused by neglect, vandalism, acts of God or other factors beyond DSE's control will be repaired or replaced on customers approval with technician time billed as a service call.

Service Rates

Service calls on DSE provided materials are performed on an as needed basis and carry a one hour minimum. Standard service calls are generally performed the day after the call is placed and are billable at \$145 per hour plus a \$145 service call fee. Emergency service calls are performed on the day of the call and are billable at \$175 per hour plus a \$175 service call fee. Emergency service calls on weekends or holidays are billable at \$275 per hour plus a \$275 service call fee. Service calls outside the Metro Detroit area may be billed for additional travel time. After hours and weekend service policies are available and will be quoted upon request.

System Assurance Program (S.A.P.)

S.A.P. Includes system maintenance (parts & labor), training, technical support, system integration, software upgrade service, & remote service. Initial term is 12 months. Client may cancel anytime after initial term with 30 day written notice to DSE. System assurance is not included in this quote but is available upon acceptance of program terms and cost.

Cannabis Customers

DSE has designed the camera and intrusion alarm systems to meet the Michigan Cannabis Regulatory Agency (CRA) standards we have used successfully in the past.

Approval of Proposal 13196JW2

Client Approval:

Printed Name, Title

Signature

Email

Telephone

Purchase Order Number (if applicable)

Date

By signing this proposal, you are hereby authorizing Detection Systems and Engineering to provide and install the materials based on the scope of work and agree to payment of the amount shown and the terms and conditions set forth in within Proposal 13196JW2.



REQUEST FOR LEGISLATION
April 7, 2026

For: Mayor and City Council

From: Bonnie Wessler, DPS Director

Subject: Resolution No. 2026-090 Approving the request to waive the application, event, and street closure fees totaling \$1,128.40 for the Stop the Gun Violence Community Outreach Event.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION: Approval

ATTACHMENTS:

1. Stop the Gun Violence 6.6.26 RFL pdf

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: April 7, 2026

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL:



REQUEST FOR LEGISLATION
4.7.2026

From: Bubbles DuMouchel, Department of Public Works

Subject: Application for Waiver of Park Rental Fees for Annual Stop the Gun Violence Event

SUMMARY & BACKGROUND: Power of Predestiny Ministries (P.O.P), a local nonprofit youth organization has held their annual Stop the Gun Violence Community Outreach in early June at Prospect Park since 2023.

The City of Ypsilanti has historically supported this event by waiving the park rental fees citing 1.3 b of the Special Events Policy;

The City may jointly sponsor certain events with other organizations when City Council determines that the event is of general interest to the public and advances the City's public image. The City will provide financial support to these events as determined in the annual budget appropriation. These events must meet the other requirements of the Special Events Policy and must reimburse the City for any costs in excess of the support level authorized by the budget appropriation.

The event includes music, food, speeches, and resource sharing for families affected by gun violence. P.O.P partners with local and national non-profits and advocacy groups like Moms Demand Action and local Students Demand Action chapters along with educational institutions. The University of Michigan brings a mammogram mobile unit offering free testing during the event and this year, P.O.P has partnered with Ypsilanti Schools to organize an art contest. The event is free and open to the public.

This resolution allows the City of Ypsilanti to lend support to the organizers of this year's Stop the Gun Violence Community Outreach in their endeavors to promote the City of Ypsilanti as a friendly, safe and hospitable city with a long and notable historical heritage.

RECOMMENDED ACTION: Approval

	Waiver Amount	Budget Balance
Rutherford Pool Kids Triathlon	\$535	\$14,465
Parkridge Summerfest/Joe Dulin Day	\$535	\$13,930
Ypsilanti Community Schools Reading in the Park and Rutherford Pool Night	\$192.50	\$13,737.50
Ypsilanti Community Schools Back to School Bash	\$397	\$13,370
WMWFC Domestic Violence Awareness 5k Run Walk Fundraiser	\$542.50	\$12,827.50
First Friday's All Hallows Eve Illumination Event	\$1,085	\$11,742.50
Stop the Gun Violence Community Outreach	\$1,128.40	\$10,614.10

ATTACHMENTS: Fee Waiver Application

FY2024/2025 Goal Alignment

- Strategic Goal 1: Park Maintenance and Improvements
- Strategic Goal 2: Assist Partner Groups with Facility Improvements
- Strategic Goal 3: Peninsular Park Renovation
- Strategic Goal 4: Pedestrian and Bicycle Connections to the Parks
- **Strategic Goal 5: Increase Art Opportunities**
- Strategic Goal 6: Re-establish the Recreation Department

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____



RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, ordinance §10-270 specifies that the City may choose to waive event fees for good cause shown or for individual case of hardship; and

WHEREAS, this year’s Stop the Gun Violence Community Outreach Event will take place on June 6th, 2026 in Prospect Park; and

WHEREAS, Stop the Gun Violence’s event organizer (P.O.P) is requesting that the City waive the application, event, and street closure fees, for the 2025 event, due to the benefit provided by the event to the community; and

NOW THEREFORE BE IT RESOLVED THAT the Ypsilanti City Council approves the request to waive the application, event, and street closure fees totaling \$1,128.40 for the Stop the Gun Violence Community Outreach Event.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



Special Event Fee Waiver Request

Please complete the form below and submit to the Special Events/Facilities Manager Jennifer Collins at jcollins@cityofypsilanti.com for submission to and consideration.

To be eligible to apply for a fee waiver, the following criteria should be met:

1. The event is completely open and free to members of the public, with no entry fee charged.
2. If vendors can sell goods, the cost to participate may not be prohibitive. Priority must be given first to City of Ypsilanti residents and businesses. All opportunities to serve as a vendor must be advertised sufficiently in promotional materials and on the City website. The maximum rate at which vendors may be charged is \$10 per hour, and a financial report must be provided to the City proving what funds were raised and for what purpose specifically from vendor fees collected.
3. A public event shall not engage in hateful or derogatory speech including symbols of racism, homophobia, or violence. Weapons shall not be sold by vendors or any merchandise or goods which depicts these symbols of hate.
4. Religious services are not eligible community events under this policy.

To be eligible to be approved for a fee waiver, the following criteria must be met:

1. If a street closure is requested in the business district, 80% of businesses located on that street must in writing agree to the closure.
2. The application must include a description of why this is a benefit to the whole community.
3. The applicant must provide a reasonable description of why the organization or person is unable to meet the financial requirements.

Applicant/Event Representative

Name Edna Joy Girma		
Address 949 W Clark Rd. #111		
City Ypsilanti	State Michigan	Zip 48198
Phone / Fax 810 882-9691	E-Mail predestiny177@gmail.com	

Event

Name of Event	
P.O.P.'s 5th Stop The Gun Violence Community Outreach	
Proposed Location	
Prospect Park	
Start date and time	End date and time
June 6, 2026 12pr	June 6, 2026 4pm

Justification

Describe why this is a benefit to the whole community (may continue on a separate sheet):
This event is in honor of my nephew Von Cratic slain Thanksgiving morning in
2021 and all victims, survivors, families and this community of gun violence
This year we are fostering a new initiative aimed at creativity and advocacy
Partnering with Ypsilanti Schools for the Stop The Gun Violence Art Contest
also with Mom's & Students Demand Action, Supreme Felons & more
Describe why the organization/person is unable to pay the fee (may continue on a separate sheet):
Power of Predestiny Ministries is a very small nonprofit who survives solely on
donations which are scarce at this time.

By typing my name below, I attest that this application represents my intent for the proposed event to the best of my knowledge. I am authorized to submit this application on behalf of the organization.

3/17/2026

Edna Joy Girma

 Applicant Full Name

 Date



REQUEST FOR LEGISLATION
April 7, 2026

For: Mayor and City Council

From: Andrew Hellenga, City Manager

Subject: Discussion Regarding Short Term Rental Committee, limited to 10 minutes.

SUMMARY & BACKGROUND:

RECOMMENDED ACTION:

ATTACHMENTS:

CITY MANAGER APPROVAL:

COUNCIL AGENDA DATE: April 7, 2026

CITY MANAGER COMMENTS:

FISCAL SERVICES DIRECTOR APPROVAL: