

**ACTION MINUTES**  
**Planning Commission**  
**Wednesday, June 15, 2022 – 7:00 P.M.**  
**City Hall- Council Chambers**  
**1 S Huron St, Ypsilanti, MI 48197**

**I. Call to Order**

**II. Roll Call**

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

Motion to excuse Commissioner Davis Jr.

**Offered By: Hollifield; Seconded By: Bettis**

**Approved: Yes – 7; No – 0; Absent – 2 (Donnelly, Hollifield)**

**III. Approval of Minutes**

- May 2022 Special Meeting Minutes  
Motion to approve May 2022 Special Meeting Minutes  
**Offered By: Hollifield; Seconded By: Bettis**  
**Approved: Yes – 7; No – 0; Absent – 2 (Arthur, Davis Jr.)**
- May 2022 Regular Meeting  
Motion to approve May 2022 Regular Meeting Minutes  
**Offered By: Hollifield; Seconded By: Simmons**  
**Approved: Yes – 7; No – 0; Absent – 2 (Arthur, Davis Jr.)**

**IV. Audience Participation**

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

Motion to open audience participation.

**Offered By: Donnelly; Seconded By: Bettis**

**Approved: Yes – 7; No – 0; Absent – 2 (Arthur, Davis Jr.)**

Motion to close audience participation.

**Offered By: Donnelly; Seconded By: Simmons**

**Approved: Yes – 7; No – 0; Absent – 2 (Arthur, Davis Jr.)**

**V. Committee Reports**

- Non-motorized Advisory Committee

**VI. Presentations and Public Hearing Items**

- Special Use Permit and Site Plan Review: Marijuana Growing/Processing Facility and Safety Compliance Facility at 12 E Forest Ave
  - *Public Hearing*  
Motion to open public hearing.  
**Offered By: Hollifield; Seconded By: Donnelly**

**Approved: Yes – 7; No – 0; Absent – 2 (Arthur, Davis Jr.)**

Motion to close public hearing.

**Offered By: Donnelly; Seconded By: Simmons**

**Approved: Yes – 7; No – 0; Absent – 2 (Arthur, Davis Jr.)**

Motion to approve the Site Plan set dated May 18, 2022, for 12 E Forest Ave, with the following findings, waivers, and conditions:

Findings:

1. The site plans substantially comply with §122-311 and the zoning ordinance.
2. Variance was granted in March 2022 to allow for parking within west side setback.

Waiver: Due to the natural slopes and the thick brush, Planning Commission waives the screening requirement of 122-634 for the northern half of the site where the steep slopes are located, in accordance with 122-641.

Conditions:

1. Site plans shall undergo detailed engineering review.
2. Applicant shall obtain easement holders' permission for work within easement as presented in the site plans, or applicant and easement holders shall agree upon and record a revised easement that widens the extent of the easement for continued access to 609 and 611 Norris.
3. Applicant provide crosswalk across Norris St to connect to the rest of the sidewalks in the area.
4. Truck turning details or template shall be provided on site plans.
5. Landscaping or 3' wall should be added to screen front parking spaces from Forest and Norris.
6. Applicant shall provide fencing or 80% opaque landscaping screen along the western property line from the north parking lot to the south parking lot.
7. Applicant shall provide 13 street trees, or trees on the west side of the property, or provide fee-in-lieu.
8. Landscape plan's species list shall be approved administratively to ensure no plantings are invasive species and are hardy to Washtenaw County
9. No downspouts or drainage shall flow onto the Forest Ave sidewalk.

**Offered By: Donnelly; Seconded By: Bettis**

Point of order made by Commissioner Hollifield.

Motion to table the site plan motion until a vote on the special use permit.

**Offered By: Simmons; Seconded By: Smith**

Motion to approve the Special Use Permit for marijuana growing/processing and marijuana safety compliance uses at 12 E Forest Ave with the following findings and conditions:

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

Conditions:

1. Special use approval shall be subject to approval of site plan.
2. Different marijuana uses shall be separated into separate suites and shall comply with MRTMA and MRA's administrative rules.
3. Odors shall not cross the site's property lines.

**Offered By: Donnelly; Seconded By: Hollifield**

**Approved: Yes – 7; No – 0; Absent – 2 (Arthur, Davis Jr.)**

**Motion carried.**

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**Offered By: Donnelly; Seconded By: Hollifield**

**Approved: Yes – 7; No – 0; Absent – 2 (Arthur, Davis Jr.)**

**Motion carried.**

## **VII. Old Business**

## **VIII. New Business**

- Officer Elections: Chair, Vice-Chair, and ZBA Representative

Matt Dunwoodie was nominated for and approved for Chair.

**Approved: Yes – 7; No – 0; Absent – 2 (Arthur, Davis Jr.)**

Michael Simmons was nominated for and approved for Vice-Chair.

**Approved: Yes – 7; No – 0; Absent – 2 (Arthur, Davis Jr.)**

Jessica Donnelly was nominated for and approved for ZBA representative.

**Approved: Yes – 7; No – 0; Absent – 2 (Arthur, Davis Jr.)**

- Staff memo regarding conceptual planning process

## **IX. Future Business Discussion / Updates**

## **X. Adjournment**

Motion to adjourn. (8:35 pm)

**Offered By: Smith; Seconded By: Donnelly**

**Approved: Yes – 7; No – 0; Absent – 2 (Arthur, Davis Jr.)**