

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE JUNE 21, 2022 WORK SESSION**

Supervisor Stumbo called the meeting to order at approximately 5:04pm in the Ypsilanti Township Civic Center Board Room, 7200 S. Huron River Drive, Ypsilanti Township.

Members Present: Clerk Heather Jarrell Roe and Treasurer Stan Eldridge
Trustees: John Newman II, Gloria Peterson, and Debbie Swanson and Jimmie Wilson Jr.

Members Absent: Supervisor Brenda Stumbo

Legal Counsel: Wm. Douglas Winters

PUBLIC COMMENTS

There were no public comments given.

AGENDA

- 1. TOWNSHIP WIDE TRAFFIC STUDY.....JASON IACOANGELI**
- 2. 14B COURT SECURITY.....MICHAEL HOFFMEISTER**
- 3. LICENSE PLATE READERS.....CLERK JARRELL ROE AND
TREASURER ELDRIDGE**
- 4. AGENDA REVIEW.....SUPERVISOR STUMBO**
- 5. OTHER DISCUSSION.....BOARD MEMBERS**

- 1. TOWNSHIP WIDE TRAFFIC STUDY.....JASON IACOANGELI**

Jason Iacoangeli, Planning Director, gave a presentation detailing a township wide traffic study and its uses (see attached).

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Trustee Swanson asked if the township wide study would impact other smaller studies that are done when new developments are being considered. Mr. Iacoangeli answered that these smaller studies would still be required for developments. Trustee Swanson asked if times of year were taken into consideration during the impact study. Mr. Iacoangeli answered that they focus on times of day and weekday versus weekend.

2. 14B COURT SECURITY.....MICHAEL HOFFMEISTER

James Renaud and David Gassner from JFR gave a presentation on proposed security ideas for 14B Court (see attached).

Trustee Swanson asked about security for the Civic Center if a separate court building is built. Mr. Renaud responded that the security level of the Civic Center is not as high for the court. He added that the township could choose to add security measures to the Civic Center, if wanted.

**4. LICENSE PLATE READERS.....CLERK JARRELL ROE AND
TREASURER ELDRIDGE**

Clerk Jarrell Roe stated the entrances and exits to the township have been identified as locations for the cameras and reviewed information about the license plate readers.

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Treasurer Eldridge stated that the cameras would only be used to take a picture of the rear end of a vehicle and that it does not take pictures of the vehicles or occupants. He added that the funds were available in the current police budget.

Treasurer Eldridge stated the information would be stored for 30 days and then it would be gone and the information would not be accessible to anyone else.

Discussion continued on the policies and uses of the license plate readers.

The Work Session meeting was adjourned at approximately 6:58pm.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Heather Jarrell Roe".

**Heather Jarrell Roe, Clerk
Charter Township of Ypsilanti**

Ypsilanti Township

Township Wide Traffic Impact Study

Preface:

Traffic impacts and their potential need for mitigation are important for any community to consider with new development proposals. Public policy makers, citizens, and developers all have a stake in understanding and responding to additional demands on the transportation system. All share the common interest of a safe and efficient transportation network.



A properly developed traffic impact study can provide the factual basis for good decision-making and facilitate the timely implementation of effective mitigation measures.

What is a Traffic Impact Study?

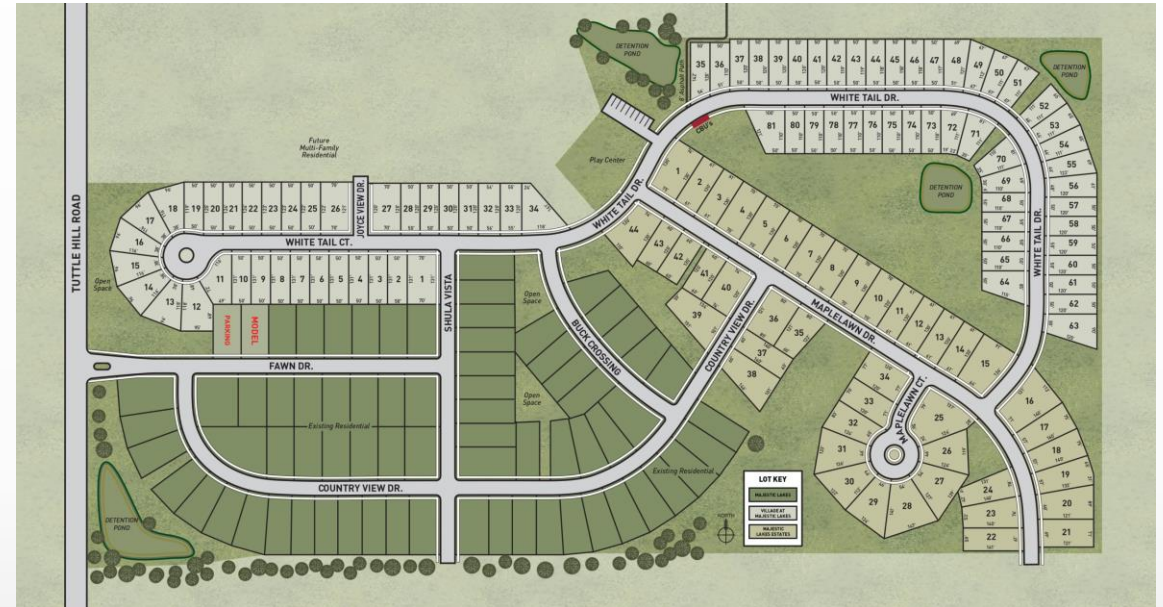
A traffic impact study (TIS) is a specialized engineering study that determines the potential traffic impacts of a proposed traffic generator. A TIS should answer the following fundamental questions:

- What are the existing traffic conditions, the expected future traffic conditions without the development, and the expected future traffic conditions with the development in place for all roadway users?
- Can the existing and planned transportation system accommodate the additional traffic generated by the planned development?
- Are there additional transportation needs, beyond those already programmed or included in the local transportation plan, required to maintain a satisfactory level of service (LOS)?
- What are the recommended roadway improvements that may be necessary to accommodate the expected development traffic?

Site Specific Traffic Impact Study:

Site Planning is an in-depth analysis of a proposed development; one that integrates the buildings, site circulation, parking, and access to a public roadway system.

A Traffic Impact Study is required as a part of the site planning process for projects that will generate a high level of vehicle trips. In Ypsilanti Township that is 100 directional trips during the peak hour of traffic generation for a project or over 750 trips in an average day.

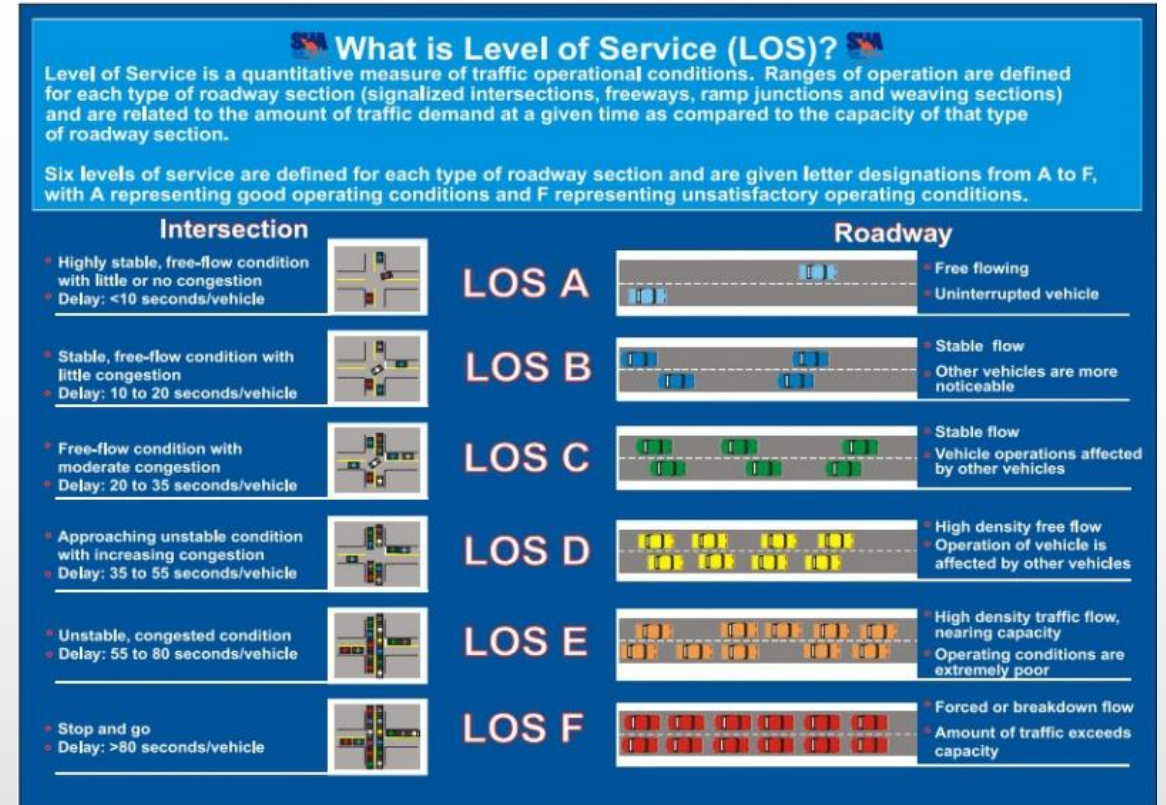


A Site Specific Traffic Impact Study looks at the relationship of the new development to the surrounding roadway network, the access location and the design, inter-connection and cross-access with adjacent neighbor hoods.

Traffic Intersections and Levels of Service:

Traffic Impact Studies can be required to evaluate the level of service (LOS) for nearby intersections as well.

“Signalized intersection level of service (LOS) is defined in terms of the average total vehicle delay of all movements through an intersection. Vehicle delay is a method of quantifying several intangible factors, including driver discomfort, frustration, and lost travel time”.



This information can be used to determine if the development creates the need to provide additional traffic control devices such as traffic lights or roundabouts.

Township Wide Traffic Impact Study:

A Township Wide Traffic Impact Study would provide the same detailed information as a site specific TIS but would utilize the Townships **Future Land Use Map** and **Zoning** to forecast future demand on the public County Roads used by Township residents.

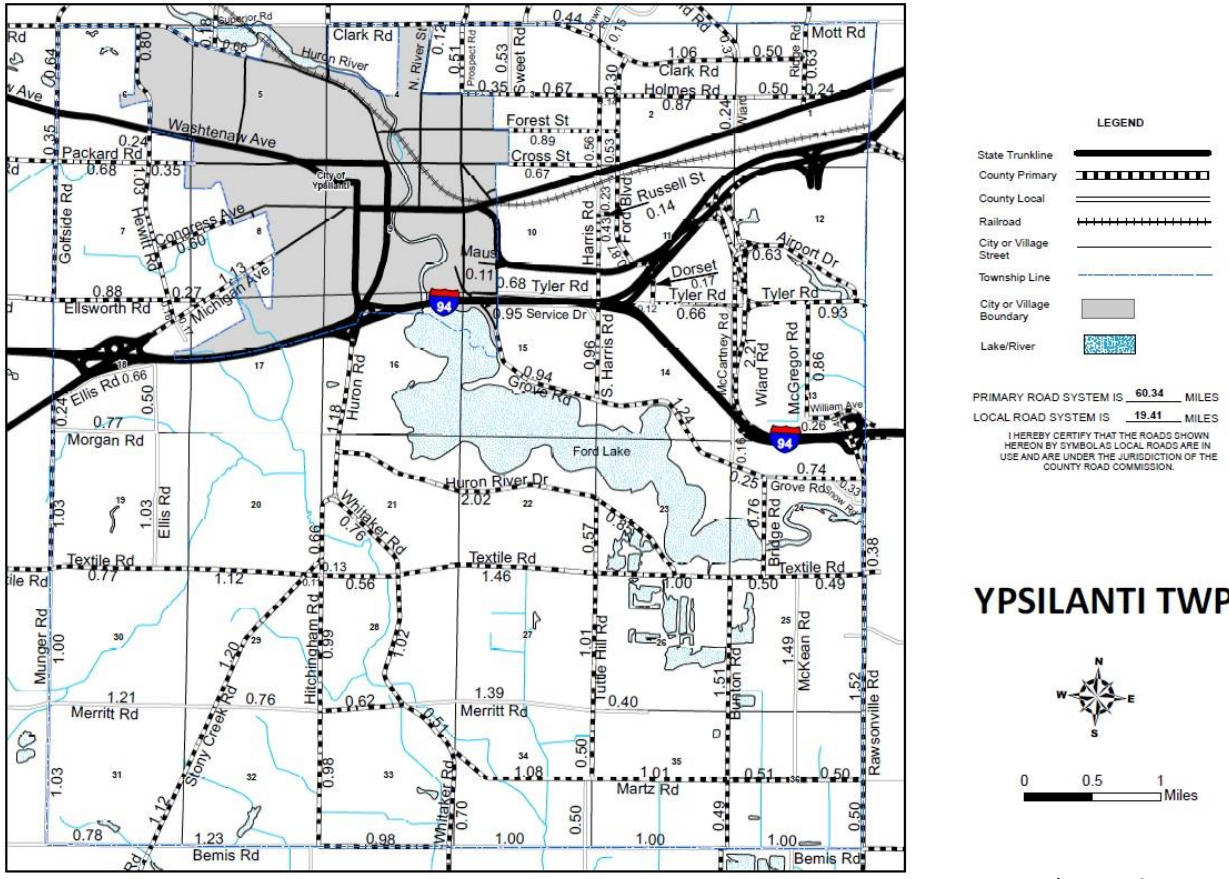
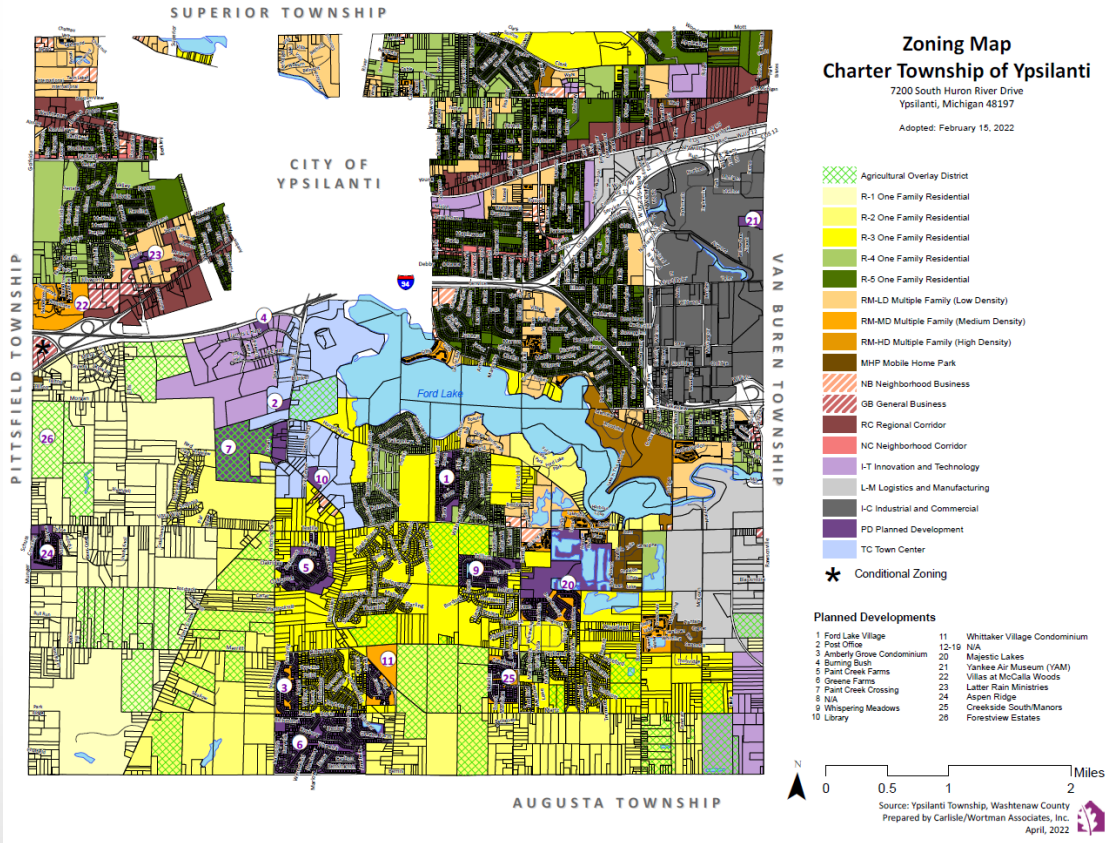


Image: Washtenaw County Road Commission

Township Wide Traffic Impact Study:

The Zoning Ordinance provides standards for density of development which dictates how many single family homes or apartment building can be developed on a specific piece of property.

Further, the Zoning can be used to generate scenarios for future commercial development based on the size and location of commercially zoned property.



These development scenarios based on the Zoning are used to forecast the traffic impacts on local roads for a ten (10) and twenty (20) year growth period. These numbers are compared to the current conditions to determine the need for future road improvements

How is this helpful?

- It provides the Township with the baseline information on the current state of the Townships public roads.
- It helps to identify level of services issues at key intersections throughout the Township, and provides recommendations on how to improve the level of service grade for those intersections that are not acceptable.
- It gives Township leadership and staff the information needed to effectively respond to new development by providing objective data on the impacts a new development will have on the local road system.
- The data can be used by the Township leadership to make sound decisions on directing valuable funding for transportation improvements throughout the Township.
- The information can help when deciding future Zoning districts and requirements in the future.

Why hasn't the Township done this before?

In 1992, the Township Board of Trustees commissioned a Master Plan Update and a “Master Thoroughfare Plan” in order to evaluate the current road conditions and the impact that all the new residential development was going to have on the public road system. At the time the study was done the existing single family housing in the southern half of the Township was 3,289. Based on the proposed housing developments seeking approval that number was going to grow to 9,472. The amount of cars using the roads was forecasted to grow by 100% to 150%. At the time many of the roads were still gravel including Hitchingham, Whittaker, and Textile Roads.



Greene Farms Subdivision

This valuable information became the basis for requiring new developments to make the necessary road improvements based on the Townships duty to promote the health, safety, and welfare of the public.

2022 Township Wide Traffic Impact Study:

It has been thirty (30) years since the last large scale traffic impact study was done within the Township. The Township is in a good position to study the current and forecasted road conditions both north and south of I-94 looking out to 2032 and 2042 based on current Zoning and Future Land Use.

This new traffic impact study would provide the Township leadership and staff the insight to make better decisions today when handling incoming site plans for both residential and non-residential projects .

This data can also be used to make well informed decisions as it relates to funding both motorized and non-motorized improvements throughout the Township.

So where do we go from here?

- The Planning Department with support from the Clerks Office has released a Request for Qualification (RFQ). The request was an invitation to qualified Traffic Engineering Firms to provide the Township with examples of work experience and the demonstration of expertise. **Complete**
- The Township received six (6) responses to the request from qualified Traffic Engineering firms that conduct a study:
 - Anderson Eckstein and Westrick
 - Fishbeck Engineers
 - GHD
 - HRC
 - Michael Baker International
 - OHM Advisors

- The Planning Department is now in the process of finalizing a Request for Proposal (RFP) that will include the specific requirements and specifications that need to be addressed in the Township Wide Traffic Impact Study. **In progress to be completed by June 27th**
- The RFP will be reviewed by the Washtenaw County Road Commission for assistance with nomenclature and providing assistance on what types of traffic data they use as a part of their traffic engineering.
- The Townships legal council will review the document as it pertains to the contractual obligations required as a part of the proposal.
- Once the RFP is completed the Planning Department will bring the proposal to the Township Board for review and approval to seek bids for the work to be completed.
- We would anticipate that the study process would take three (3) to four (4) months to complete. It will be a requirement of the proposal that a final presentation of the study be brought to a Township Board work session upon completion.
- The cost of this study will likely range between \$85,000.00 to \$100,000.00.

Thank You.



Jason Iacoangeli, AICP
Ypsilanti Township
Planning Department



Ypsilanti Township 14B District Court – Civic Center

Township Board Presentation Meeting

June 21, 2022



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- b. Service Counters
- c. Multi-Purpose Addition

VI. 14B DISTRICT COURT

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- b. Revisioning / Renovation
- c. New Build Concept

VII. BUDGET CONSIDERATIONS

VIII. QUESTIONS / DISCUSSION



Ypsilanti Township

June 21, 2022

14B District Court – Civic Center

Ypsilanti, MI

Project Overview



Ypsilanti Township
June 21, 2022

14B District Court – Civic Center
Ypsilanti, MI

Project Process

- Definition of Project Scope**
- Space Programming / Functional / Safety Needs**
- Facility Conditional Assessment**
- Concept Planning Studies and Collaboration**
- Budget Check / Program Adjustments**
- Planning Refinement / Character Studies**
- Options Preparation / Direction Selection**
- Finalize Project Direction & Package Completion**
- Execute the Project**



Ypsilanti Township

June 21, 2022

14B District Court – Civic Center

Ypsilanti, MI

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“Define the Project” - Programming



SECURITY GOALS and OBJECTIVES

- Uniformed Security Coverage
- Site Enhancements – Approach – Visuals - Separations
- Single Building Entry Screening
- Swift Lockdown Capability
- Separation of Circulation – Public – Staff – In-Custody
- Ballistic Barriers
- Enhanced and Increased Surveillance Systems
- Improved Interior Environment
- Added Functional Spaces
- Energy and Operational Efficiency
- Reboot Building Lifecycle

- Current Court Function Area 16,500 SF
 - *Some areas in perceived Court Wing are used as Township Function (19,400)*

- Revisioning Program of Existing Space 22,000 SF
 - *Includes New Security Entry / Lobby (2,850)*

- New 14B District Court Concept A 19,800 SF
 - *Ground Level Only Approach*

- New 14B District Court Concept B 22,000 SF
 - *Ground Level 17,800 SF*
 - *Lower Level 4,200 SF*



Facility Assessment



CHARTER TOWNSHIP OF YPSILANTI

IMPROVEMENTS TO CIVIC CENTER AND 14B DISTRICT COURT CAMPUS

CIVIC CENTER

The existing Civic Center building was constructed in 1971 and is a 2-story reinforced concrete and steel structure with exterior masonry wall construction.

First floor of the building is approx. 15,828 gross square feet
Second floor of the building is approx. 16,417 gross square feet

Total existing Civic Center 32,245 gross square feet

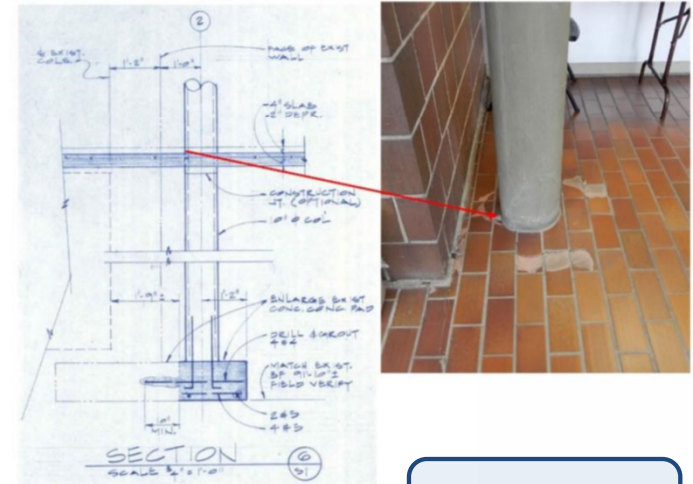
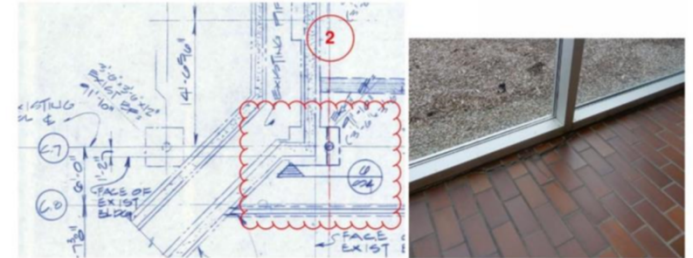


There have been few minor building renovations of the past 50 years at the Civic Center with the most recent improvements designed to modernization of the employee break / conference room and the existing ADA facilities within the existing building. The building has not seen any major renovation or remodeling projects and is still very much to the original design configuration and program of the structure.

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IMPROVEMENTS TO CIVIC CENTER AND 14B DISTRICT COURT CAMPUS



Example Facility
Evaluation Sheets

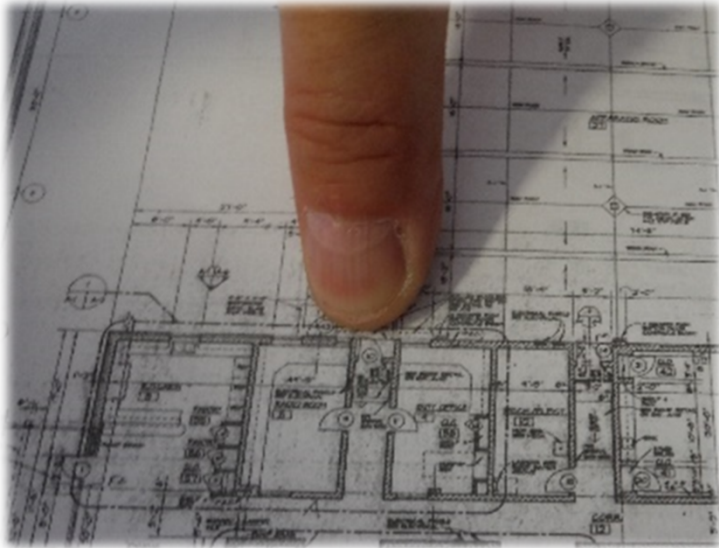
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Ypsilanti Township
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Facility Assessment Summary

14B District Court – Civic Center
Ypsilanti, MI



Example Facility Evaluation Photos





Example Facility Evaluation Photos



Example Facility Evaluation Photos



Example Facility Evaluation Photos



Civic Center Campus



Ypsilanti Township

June 21, 2022

14B District Court – Civic Center

Ypsilanti, MI

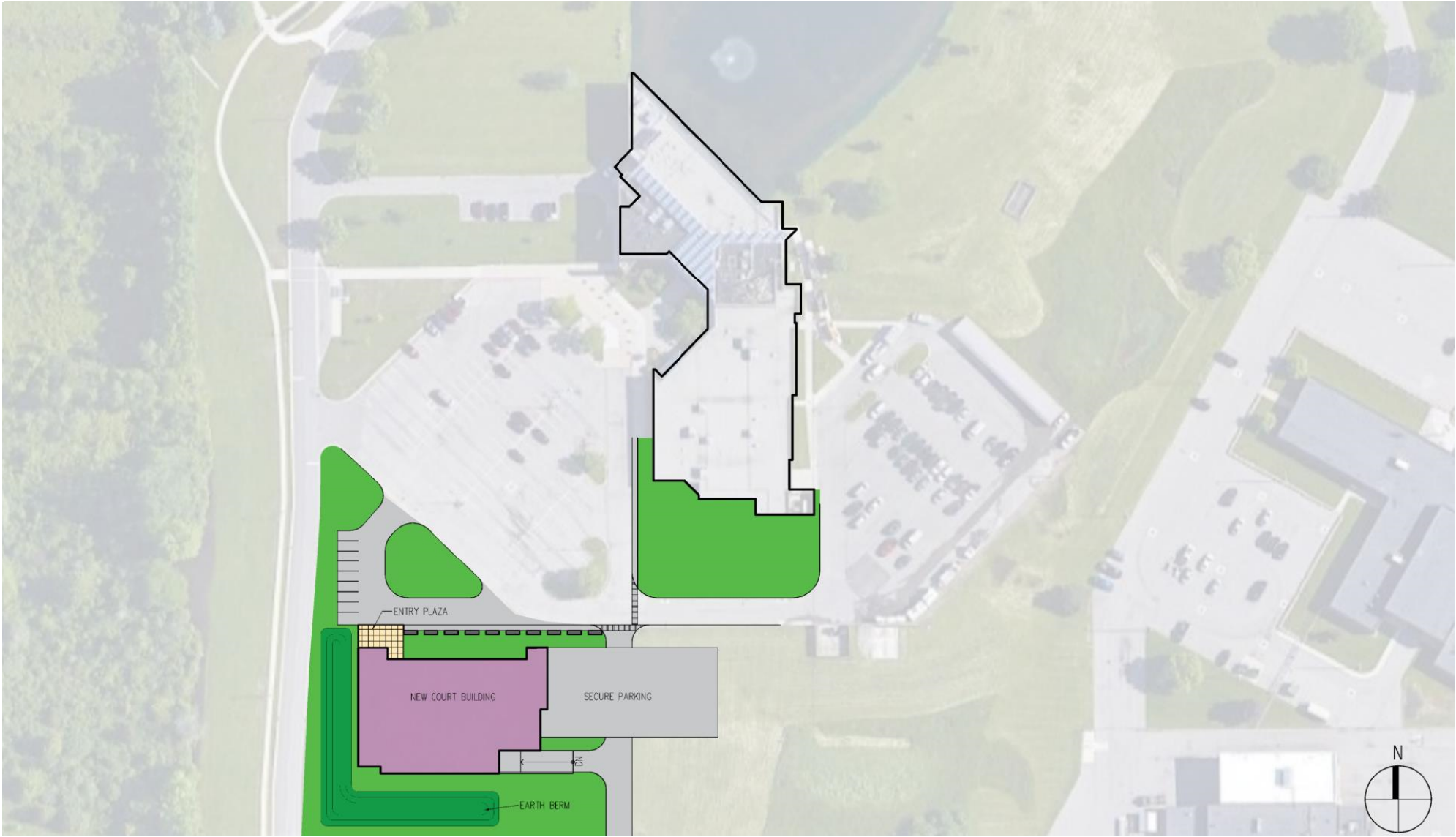


Ypsilanti Township
June 21, 2022

Site Concept Scheme A

14B District Court – Civic Center
Ypsilanti, MI

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Ypsilanti Township

June 21, 2022

Site Concept Scheme B

14B District Court – Civic Center

Ypsilanti, MI

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Civic Center

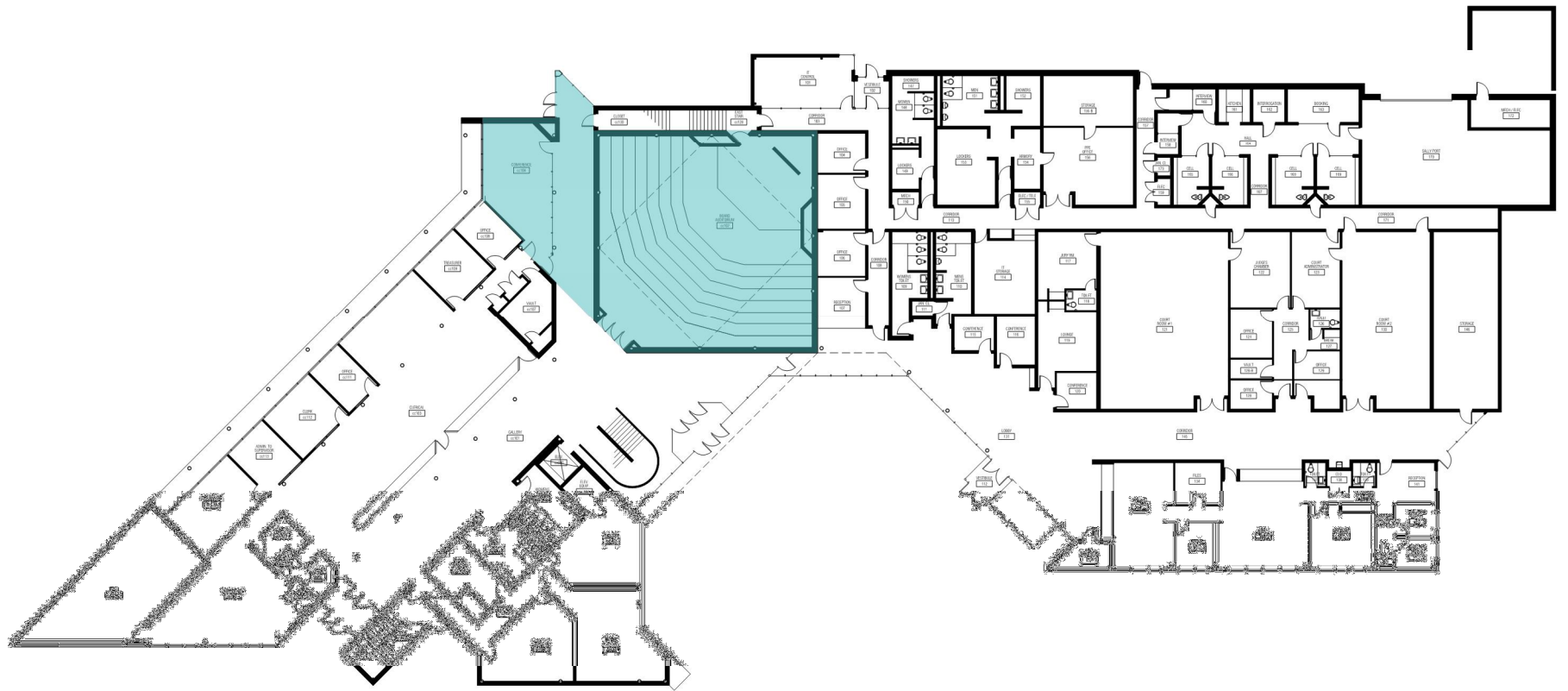


Ypsilanti Township

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14B District Court – Civic Center

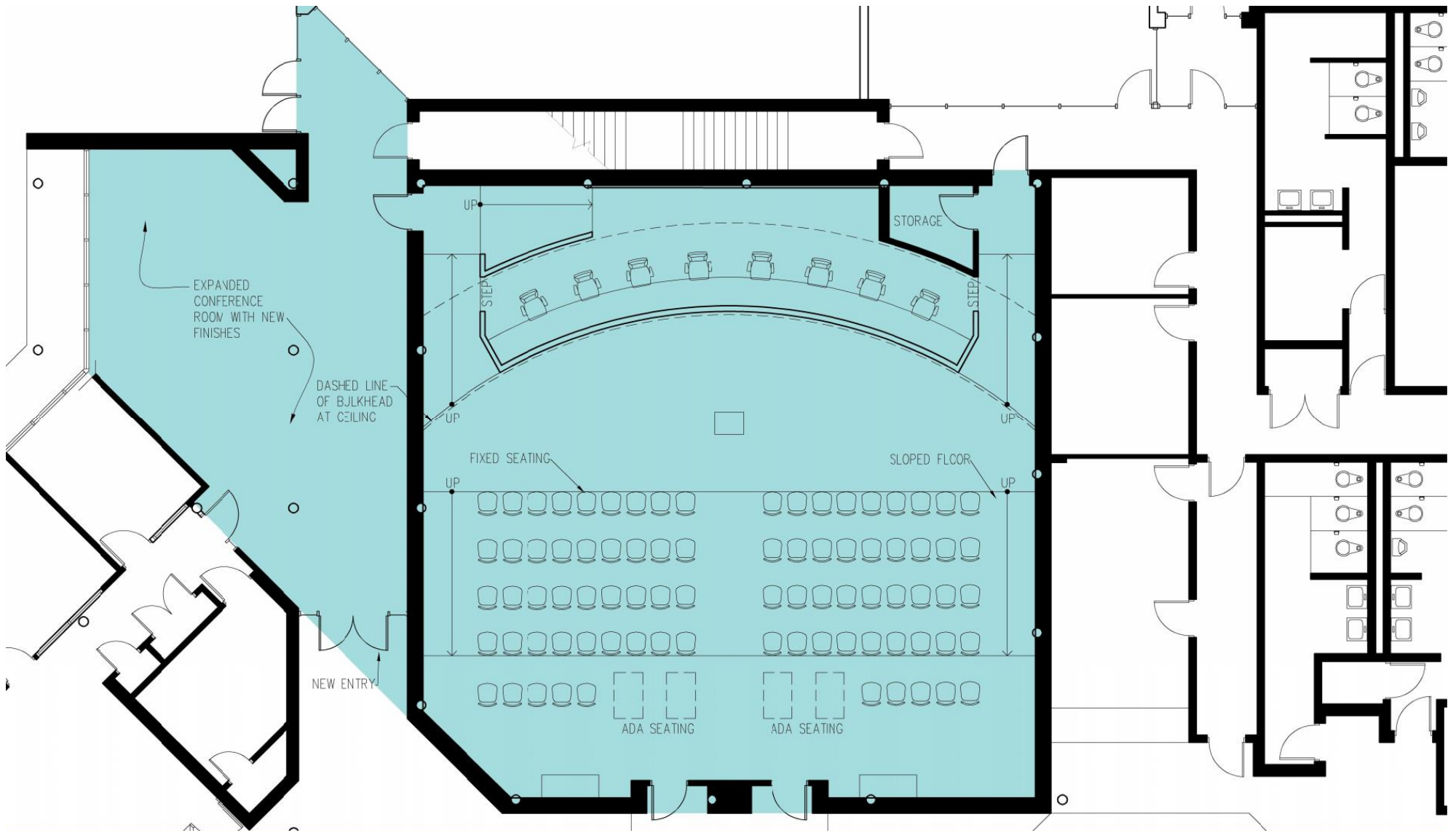
Ypsilanti, MI



Ypsilanti Township
June 21, 2022

First Floor – Board Room

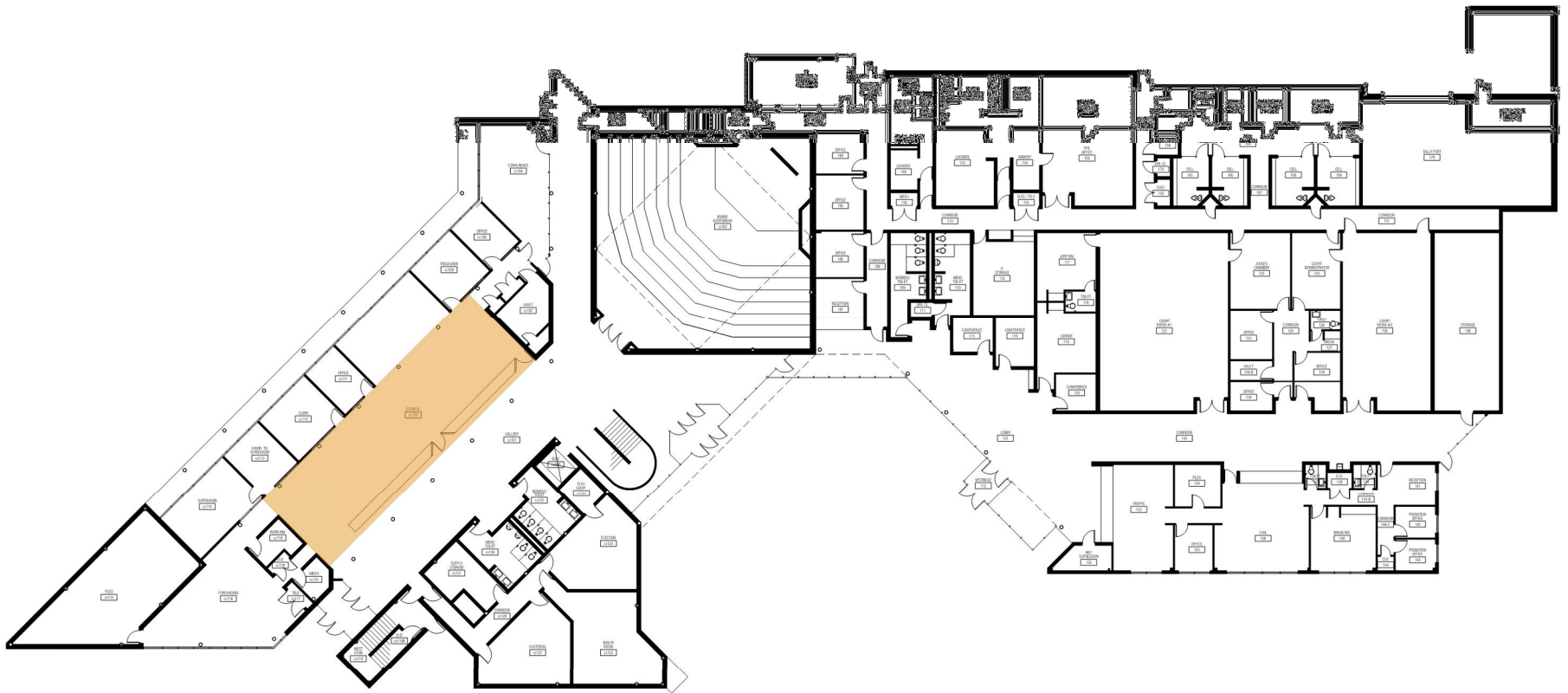
14B District Court – Civic Center
Ypsilanti, MI



Ypsilanti Township
June 21, 2022

Board Room / Conference

14B District Court – Civic Center
Ypsilanti, MI



Ypsilanti Township

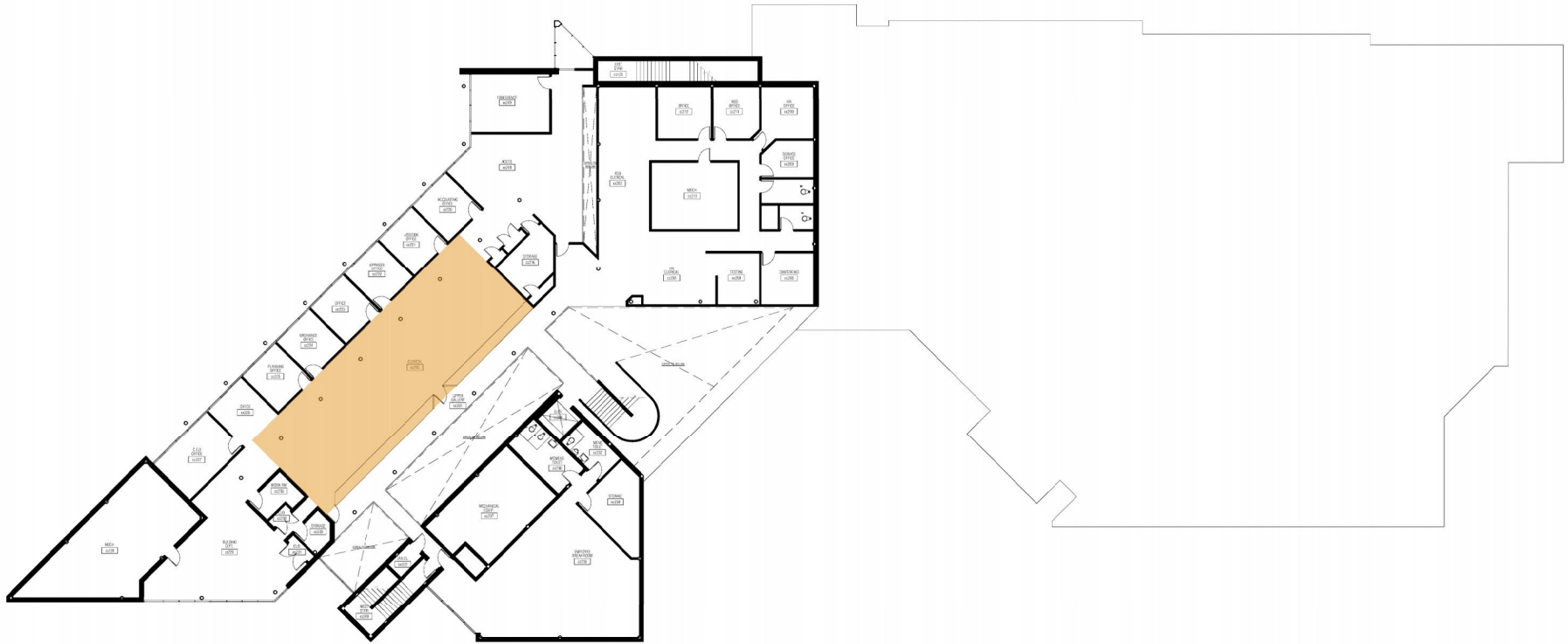
June 21, 2022

First Floor – Service Counter

14B District Court – Civic Center

Ypsilanti, MI

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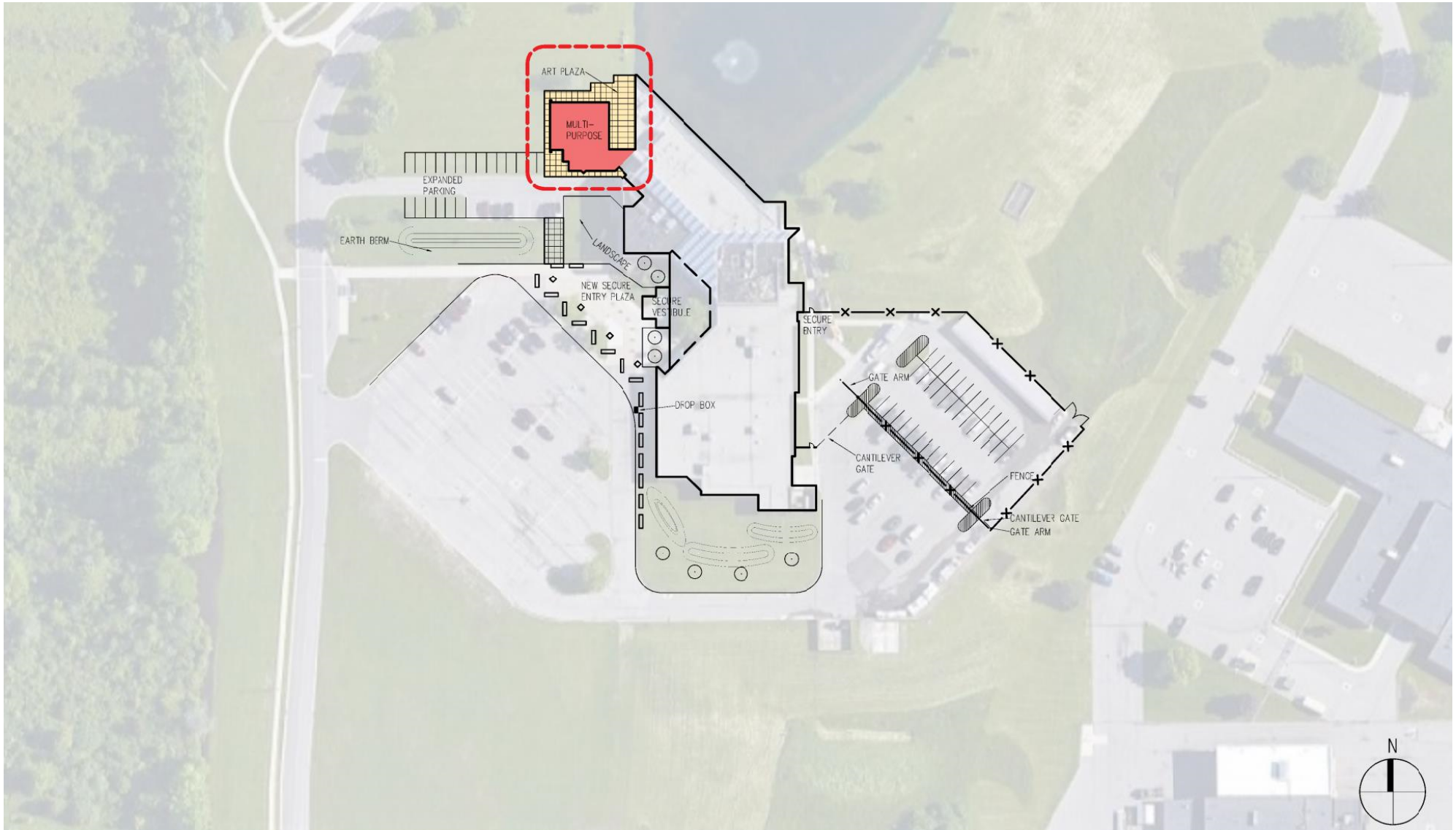
Ypsilanti Township

June 21, 2022

Second Floor

14B District Court – Civic Center

Ypsilanti, MI

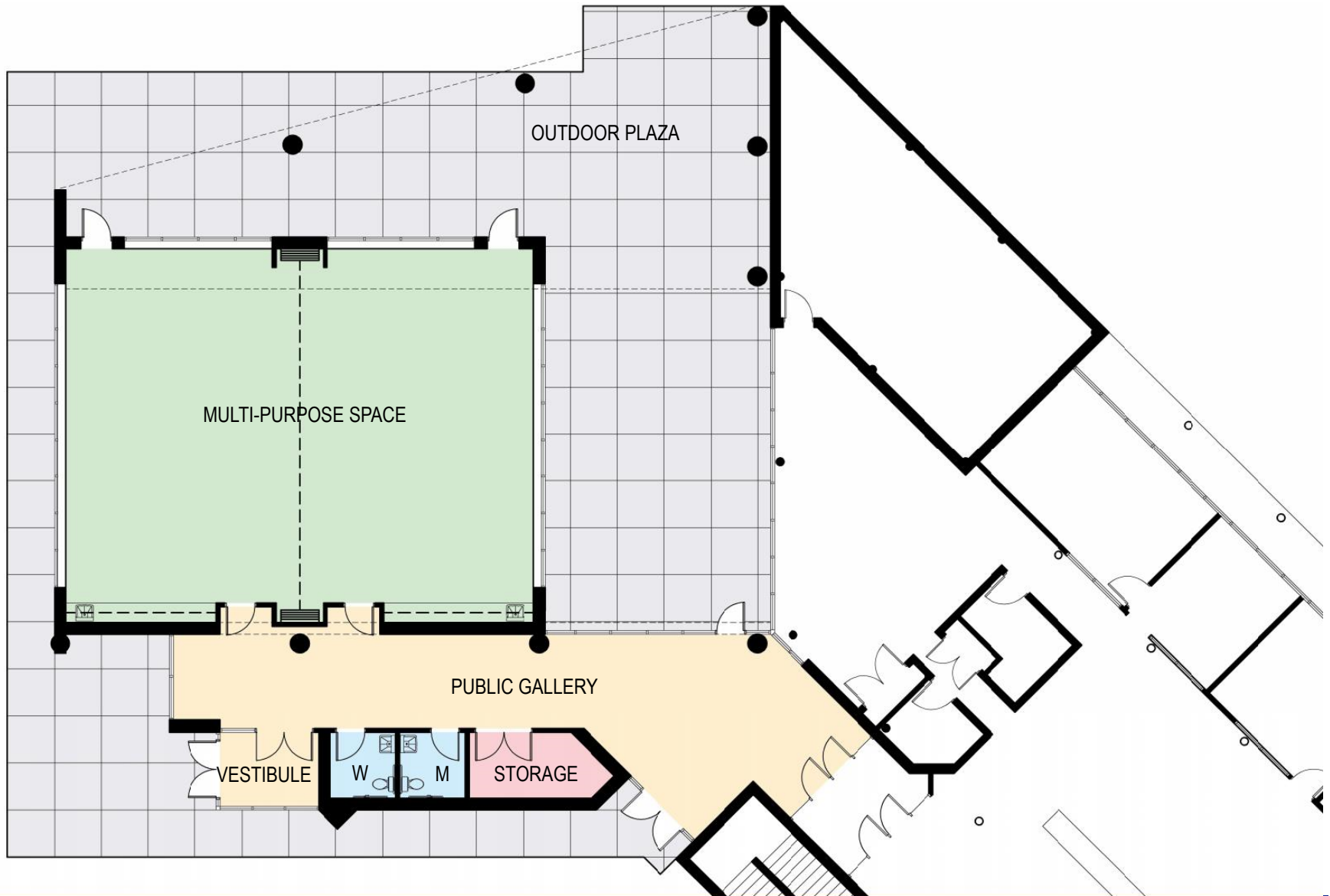


Ypsilanti Township Site Concept Scheme A – Multipurpose Addition

June 21, 2022

14B District Court – Civic Center

Ypsilanti, MI



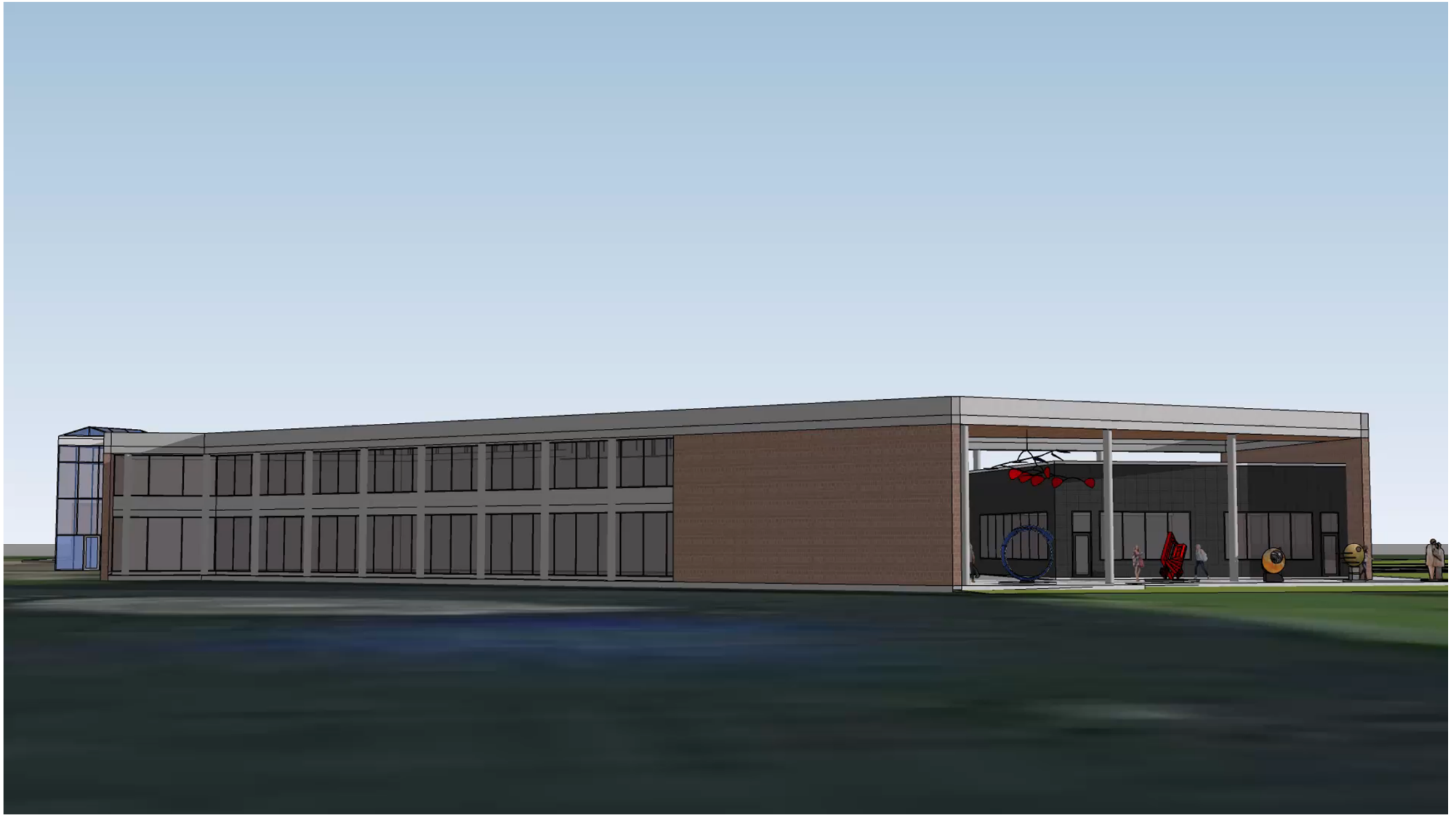
Ypsilanti Township

June 21, 2022

Multi-Purpose Room

14B District Court – Civic Center

Ypsilanti, MI



Ypsilanti Township
June 21, 2022

Building Imaging

14B District Court – Civic Center
Ypsilanti, MI

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Ypsilanti Township

June 21, 2022

Alternate Entry Approach

14B District Court – Civic Center

Ypsilanti, MI

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14B District Court Revisioning

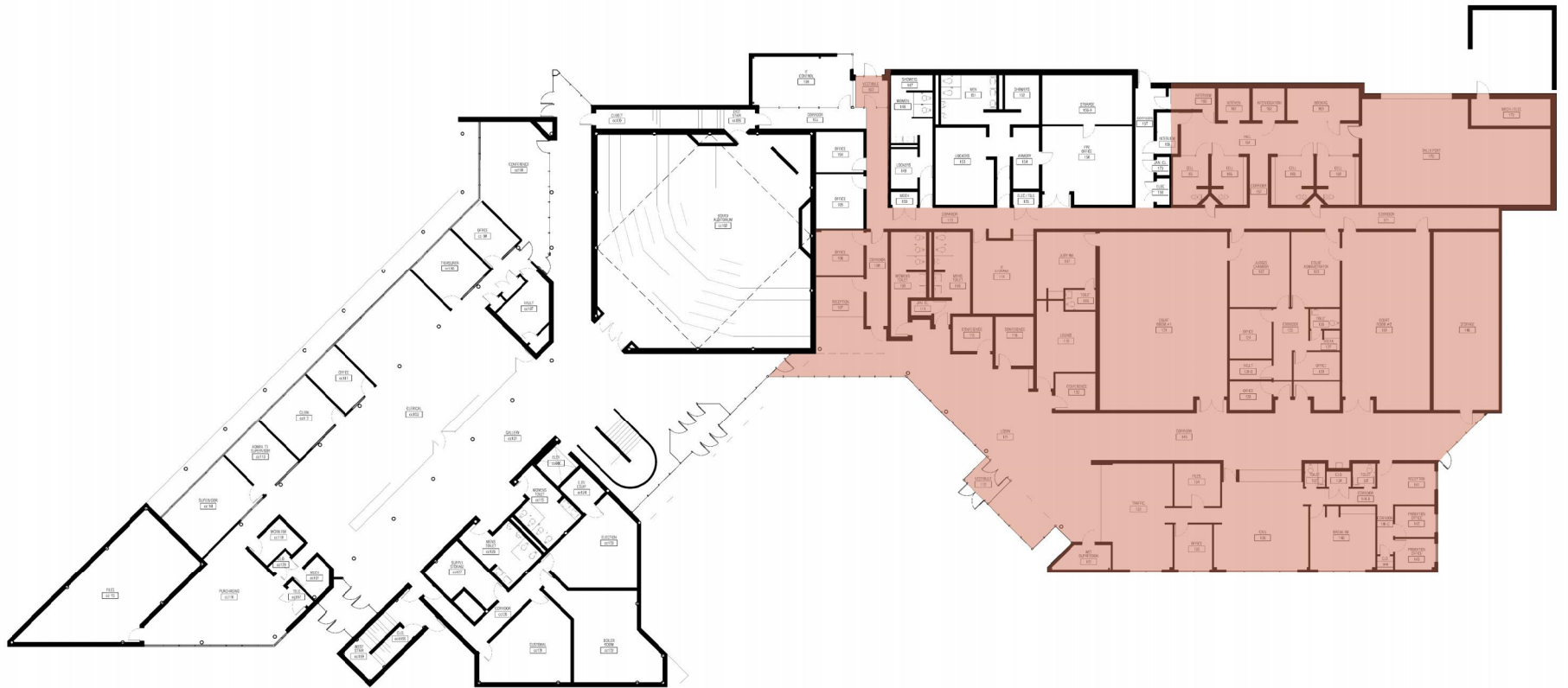


Ypsilanti Township

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14B District Court – Civic Center

Ypsilanti, MI



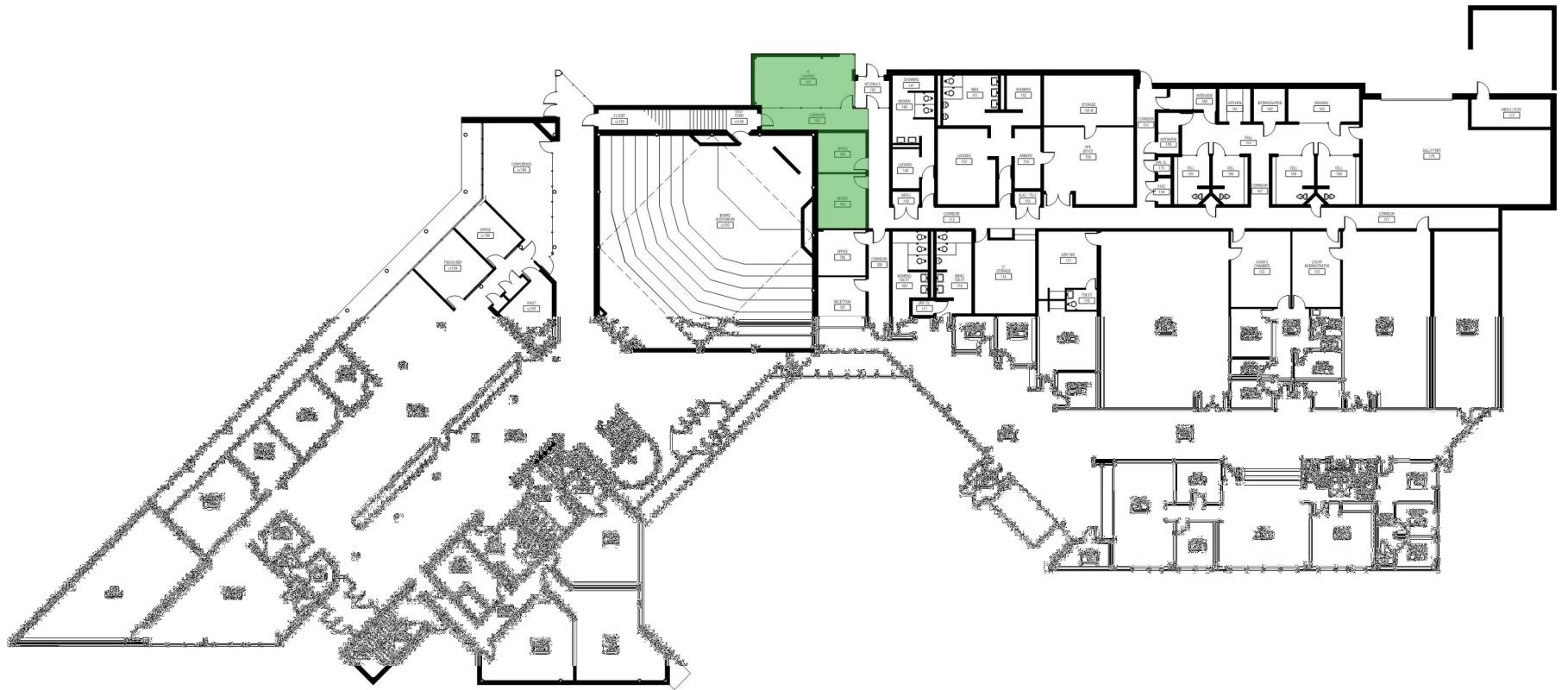
Ypsilanti Township

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First Floor - Court

14B District Court – Civic Center

Ypsilanti, MI



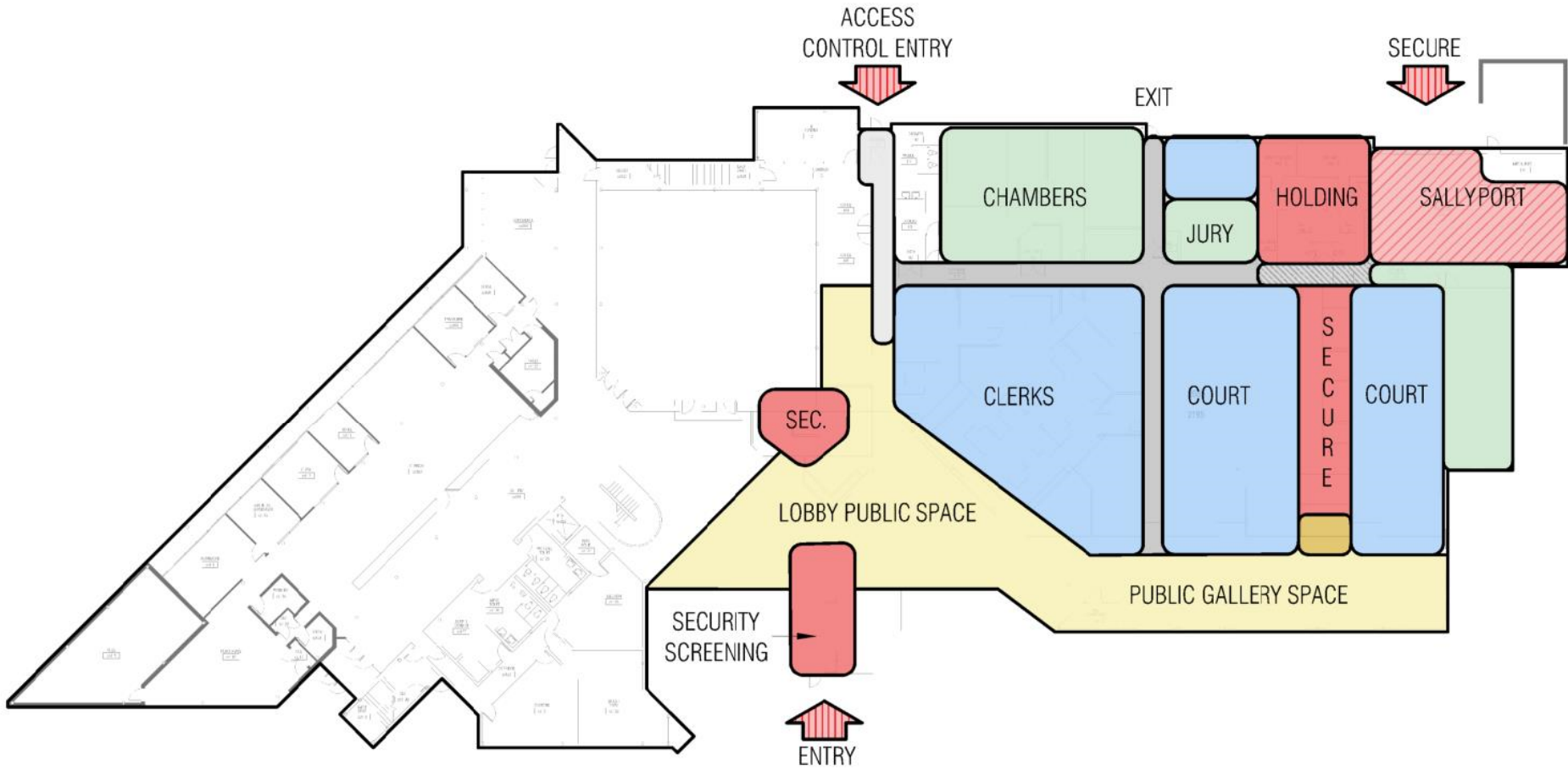
Ypsilanti Township

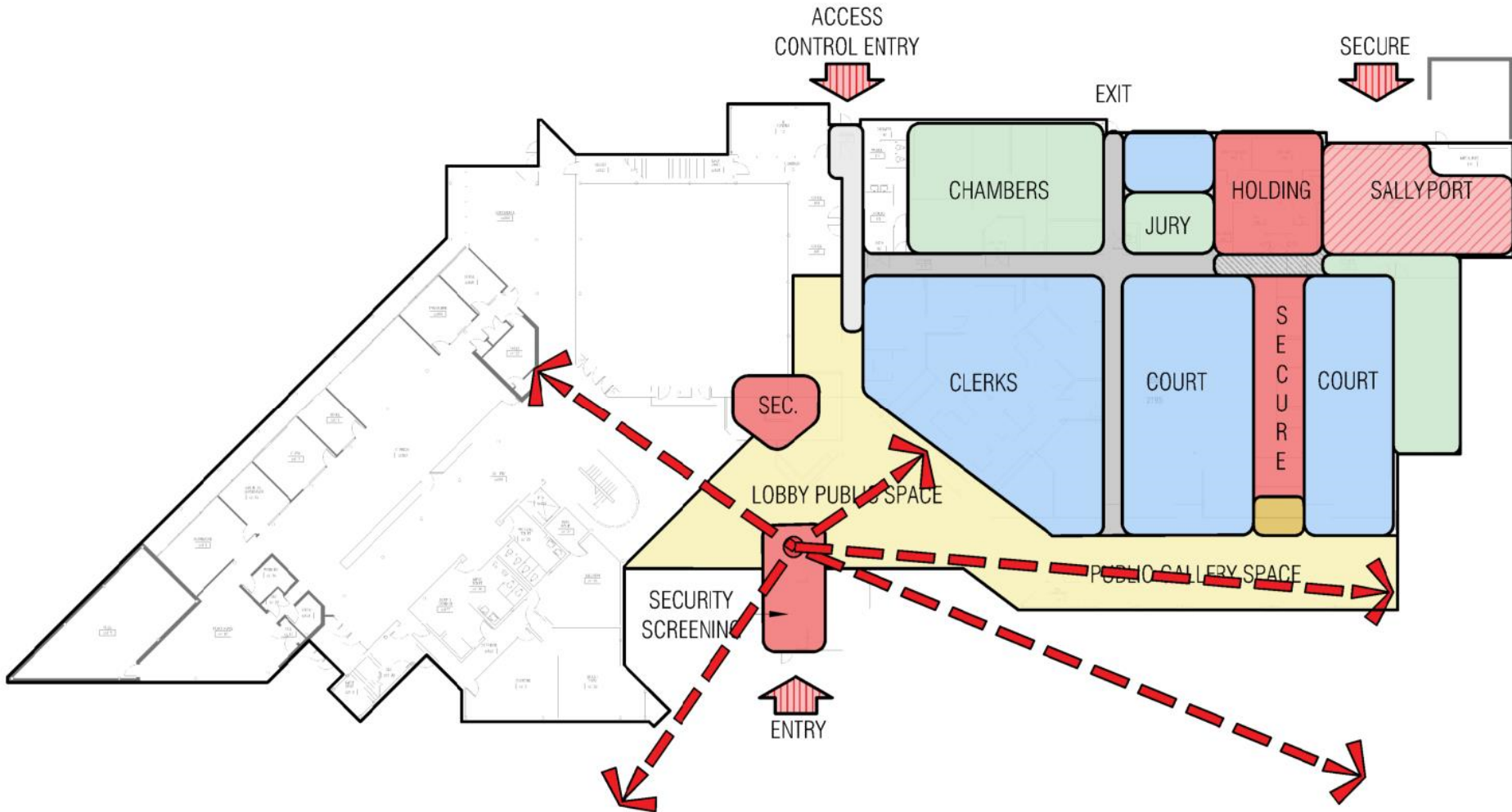
June 21, 2022

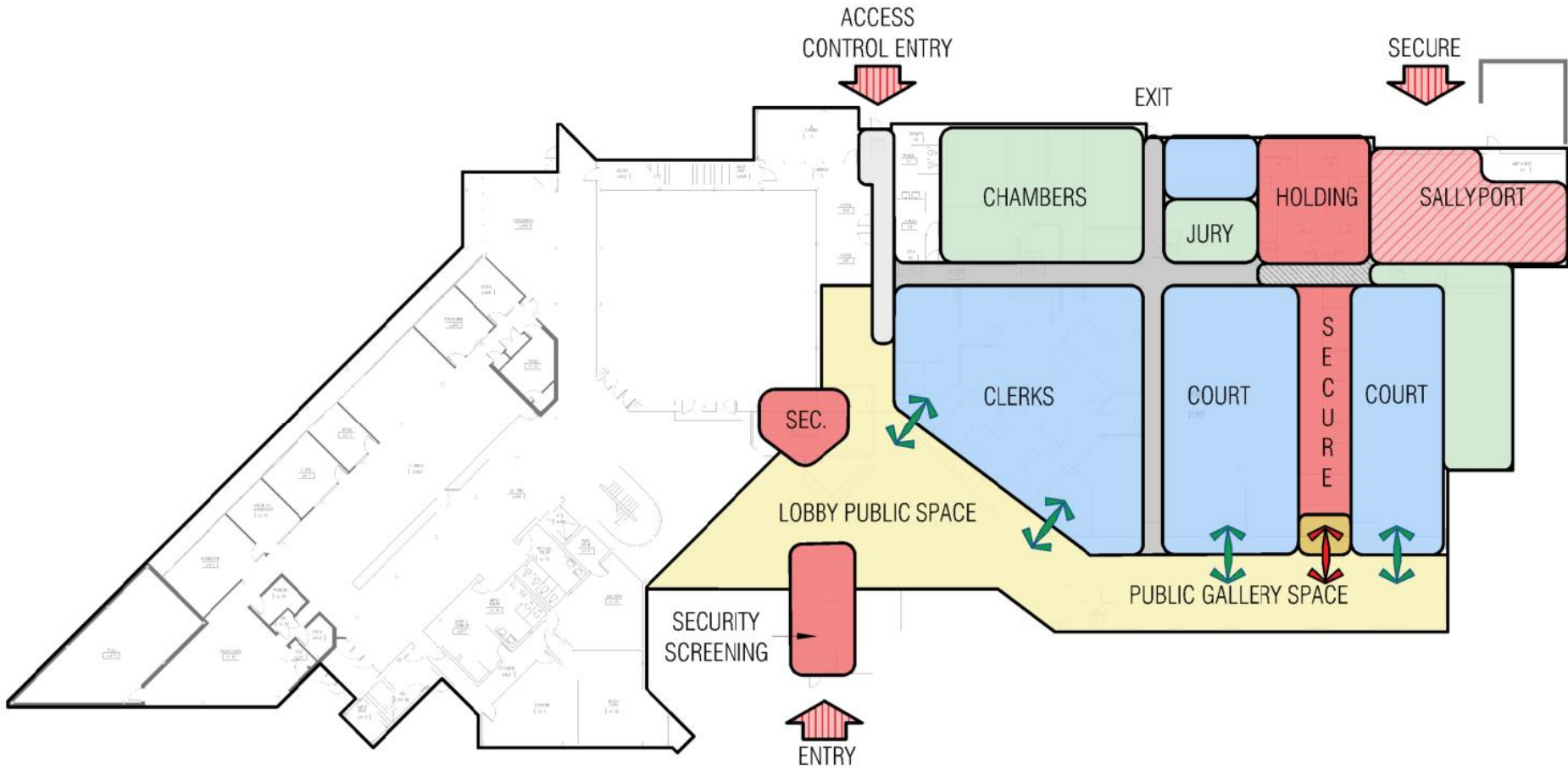
First Floor – IT Improvements

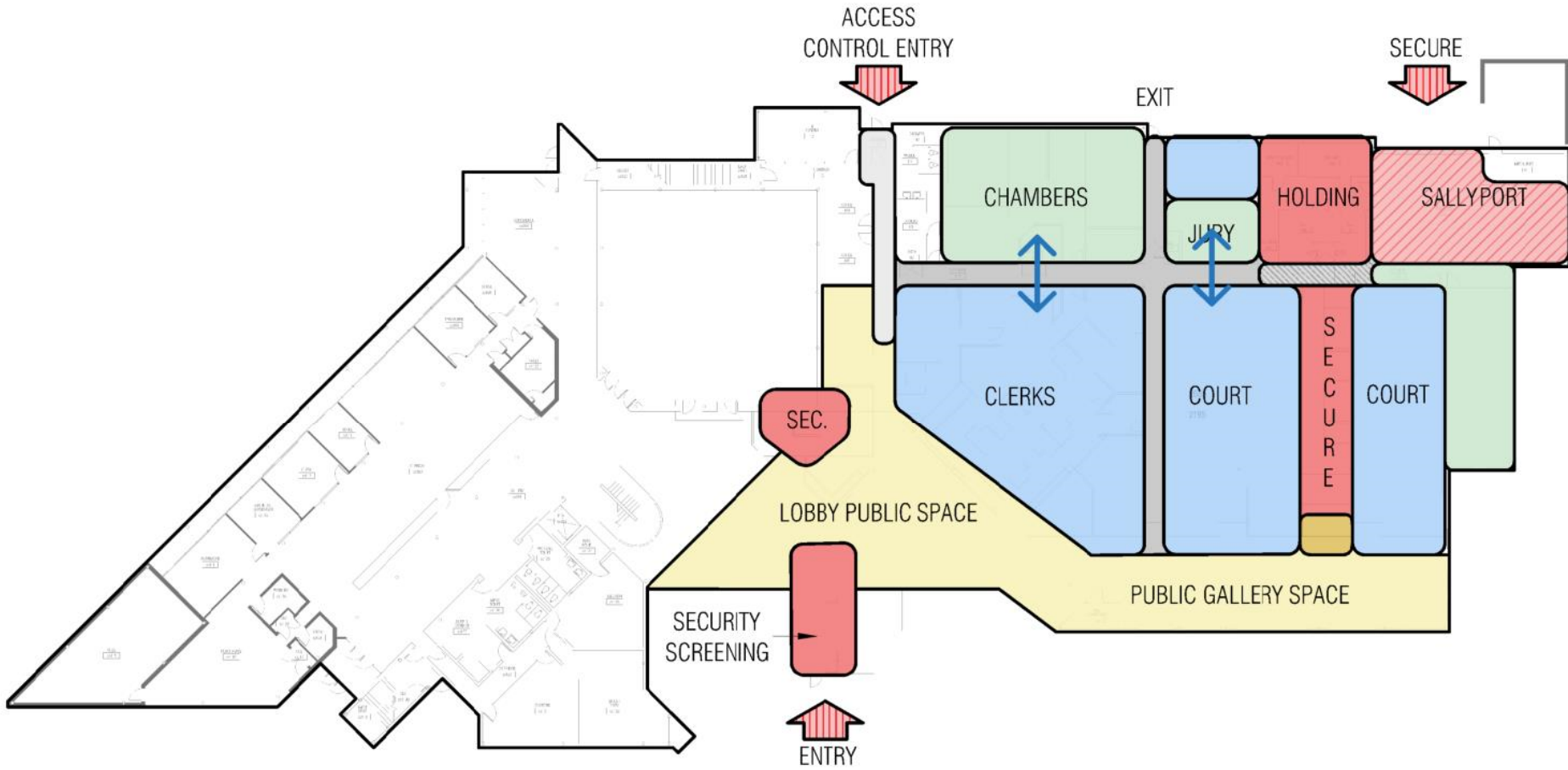
14B District Court – Civic Center

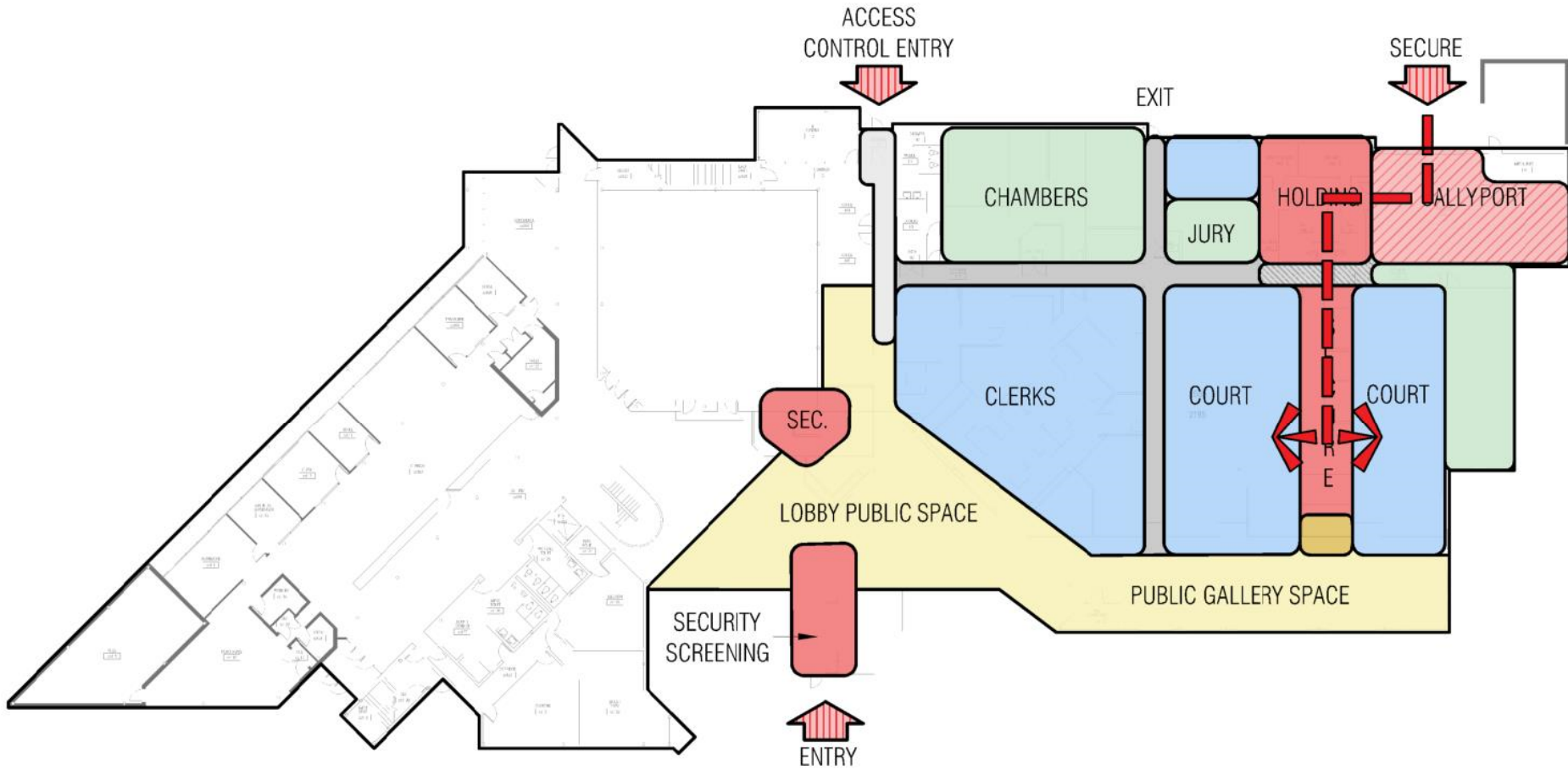
Ypsilanti, MI











14B District Court New Build Option

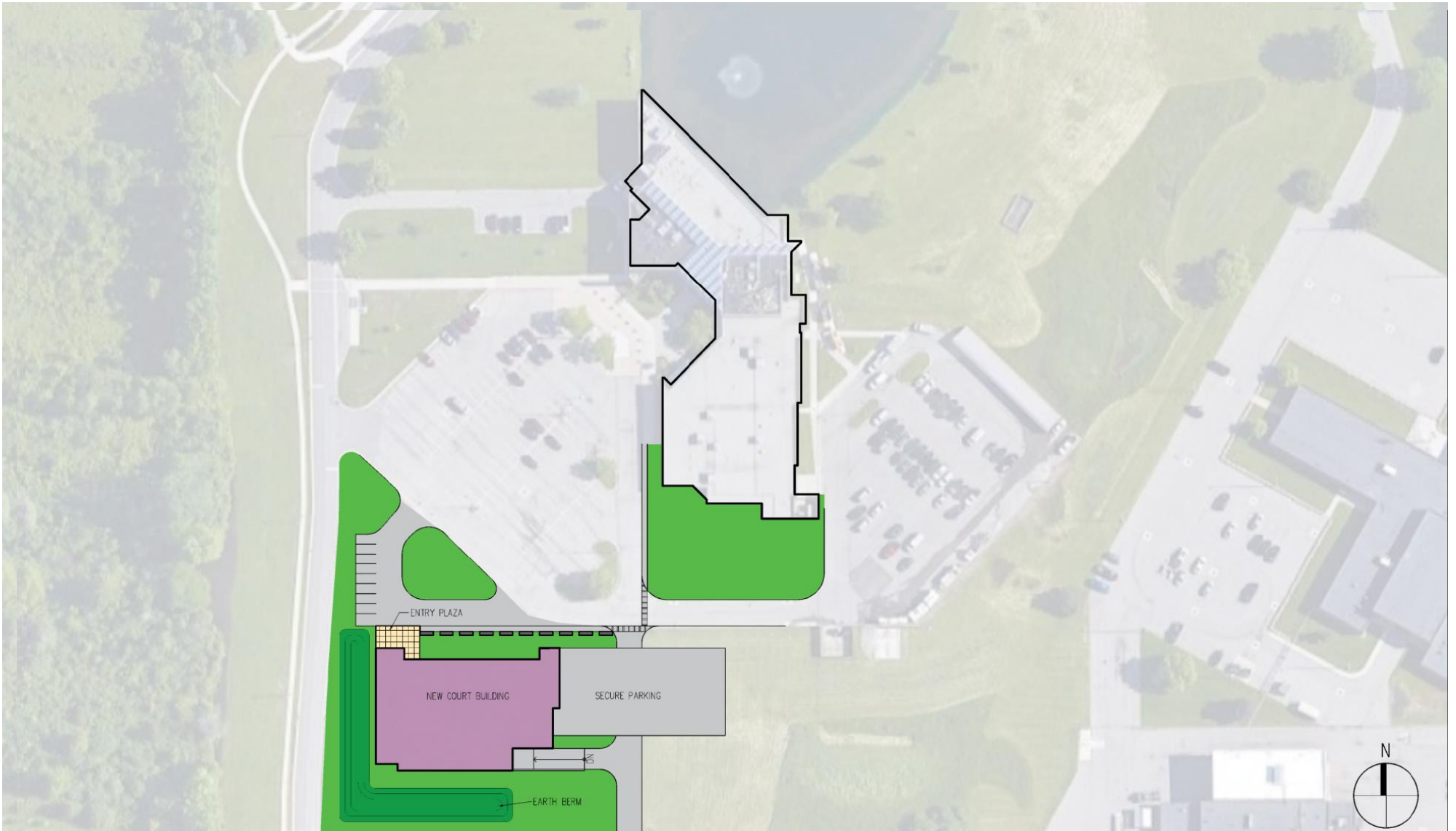


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14B District Court – Civic Center

Ypsilanti, MI

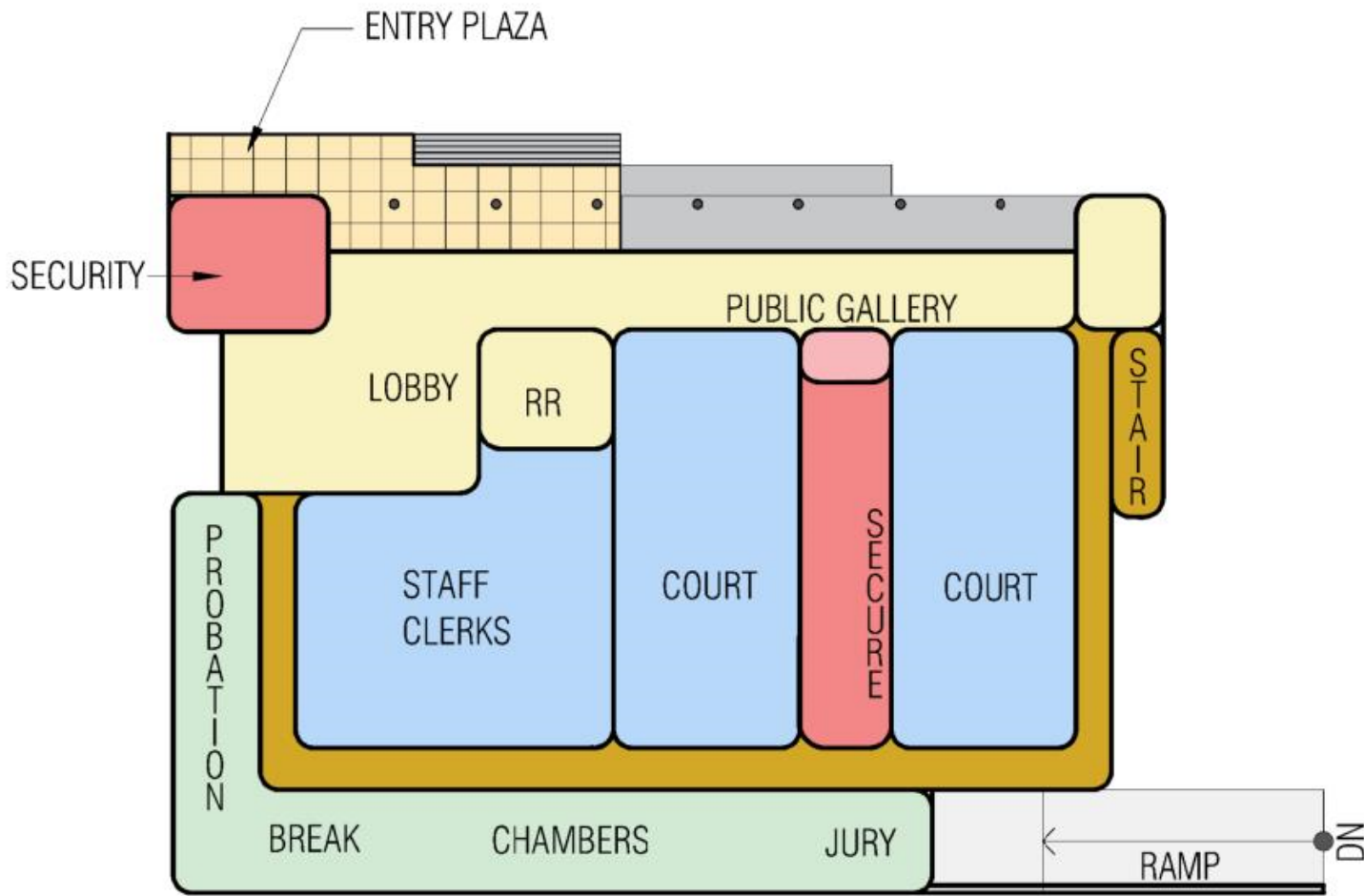


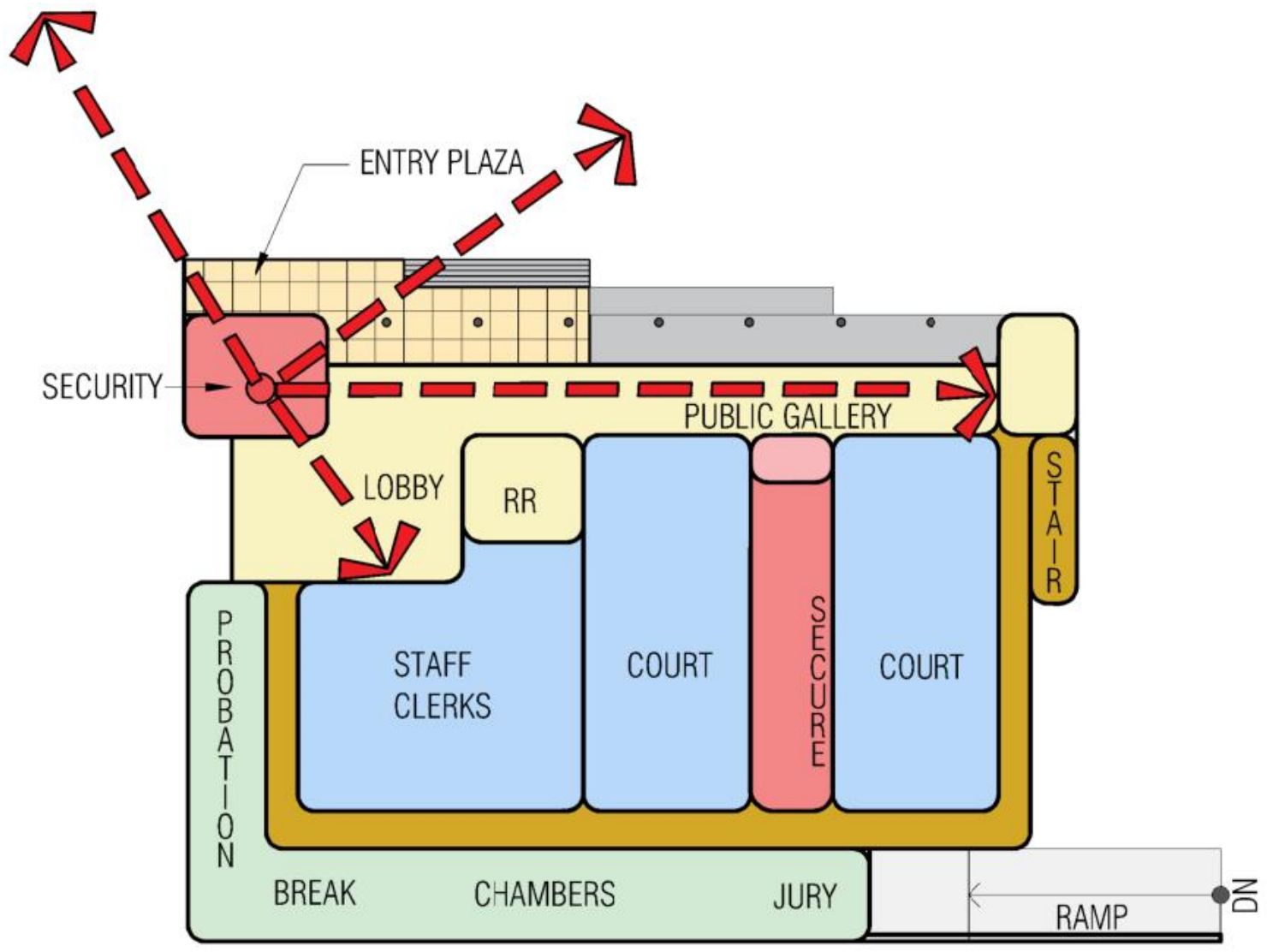
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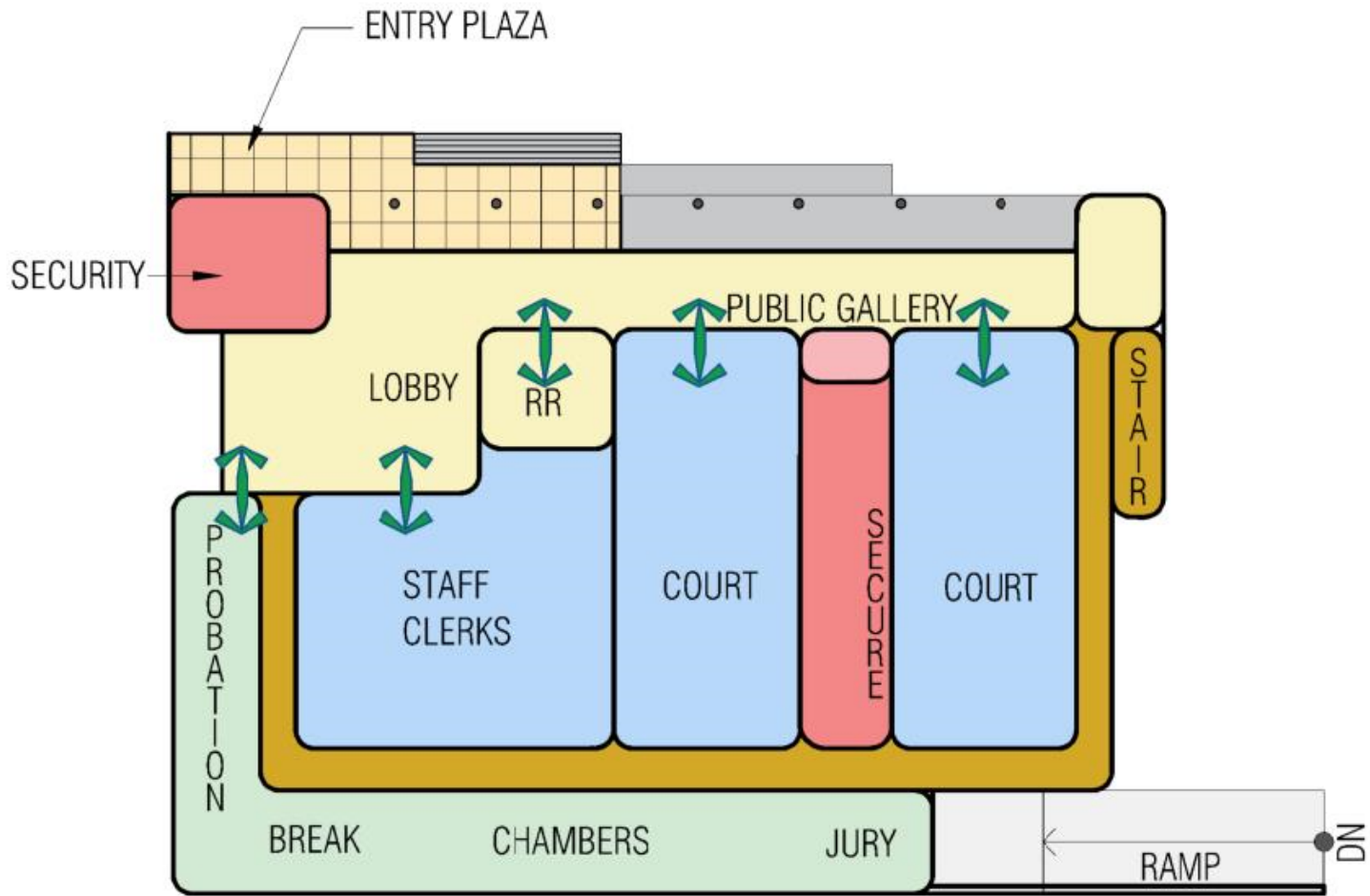
Site Concept Scheme B

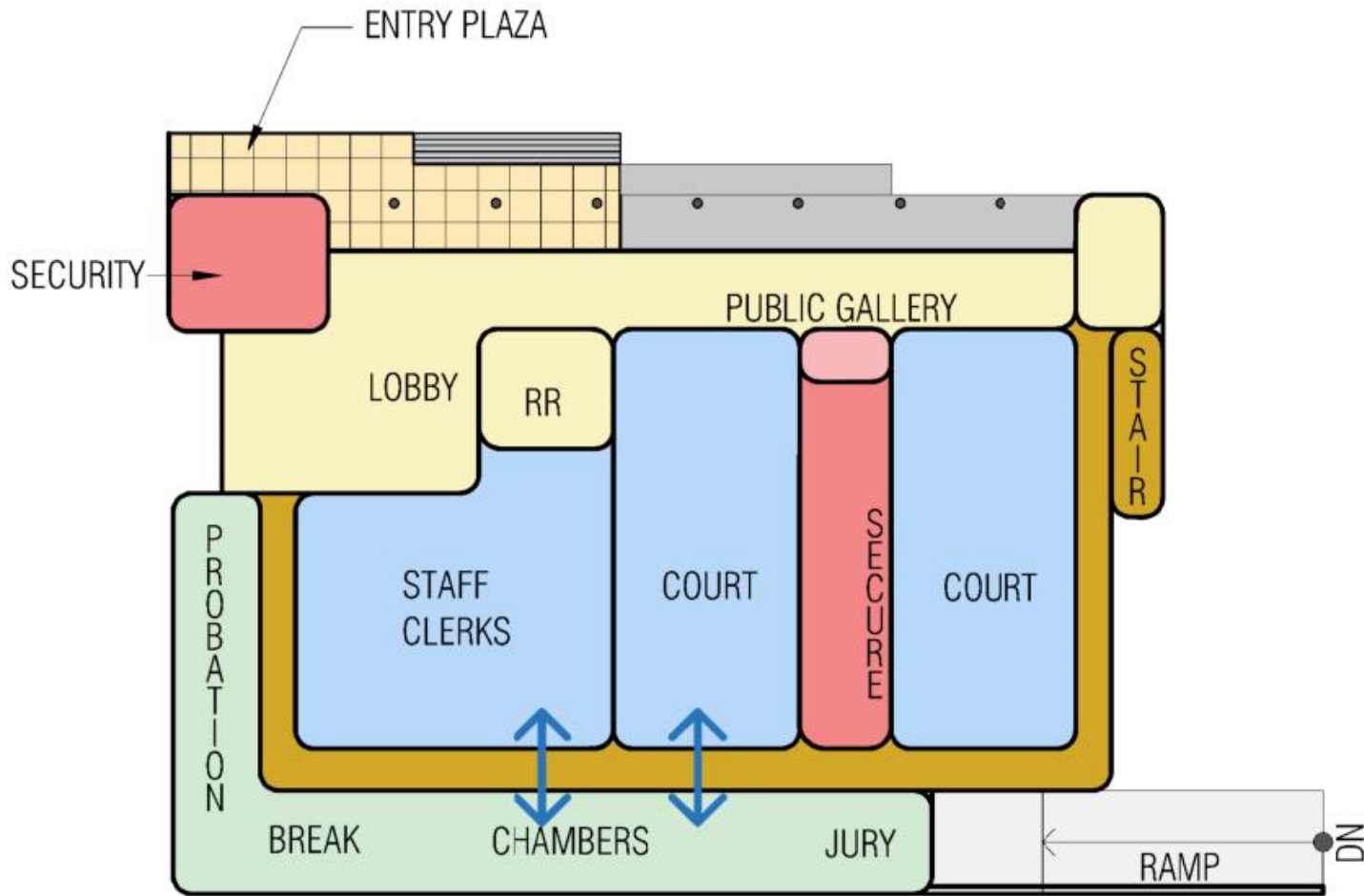
14B District Court – Civic Center
Ypsilanti, MI

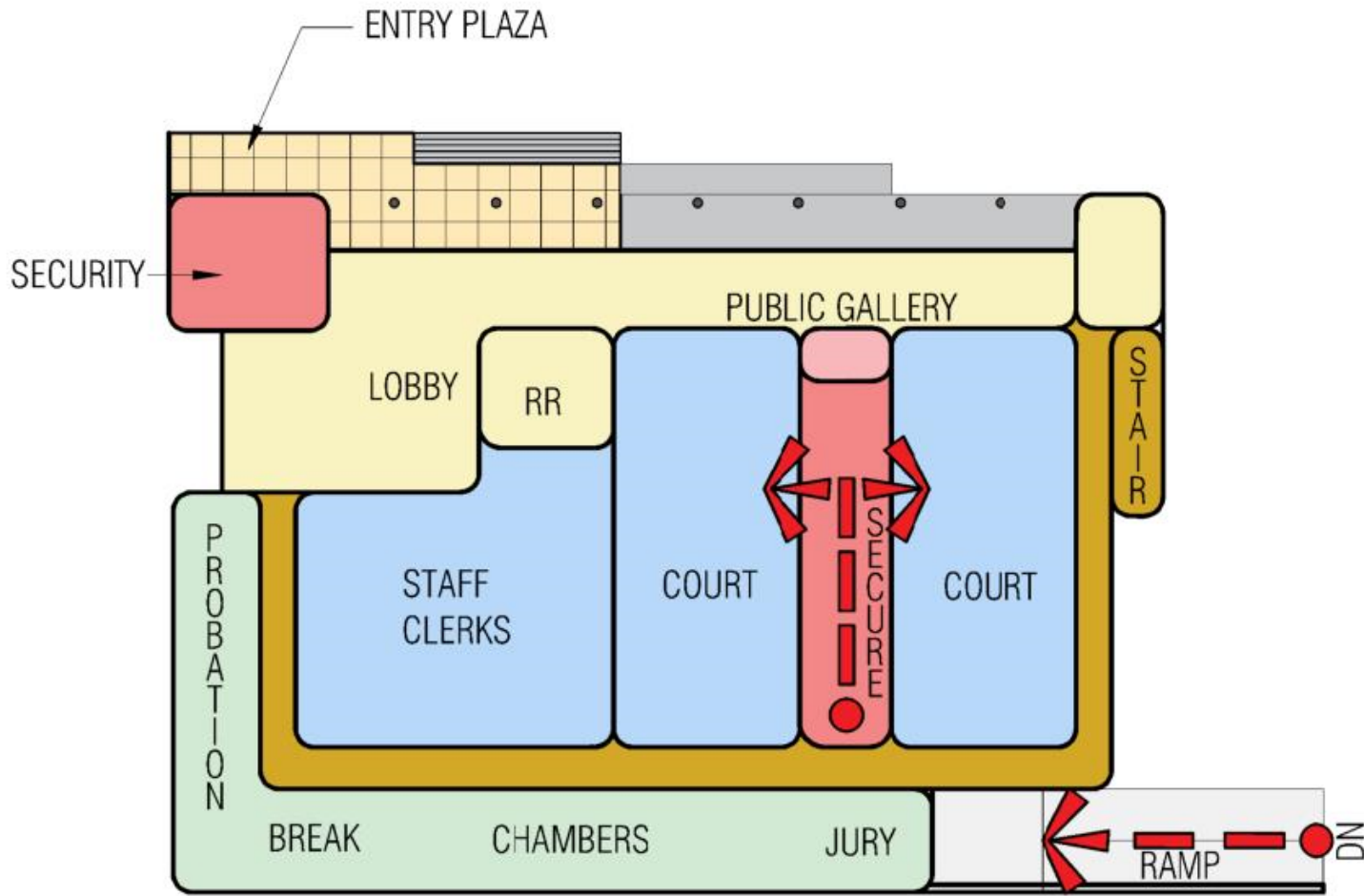
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Ypsilanti Township
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New Build Character Study

14B District Court – Civic Center
Ypsilanti, MI

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Ypsilanti Township
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New Build Character Study

14B District Court – Civic Center
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Budget Considerations



Ypsilanti Township

June 21, 2022

14B District Court – Civic Center

Ypsilanti, MI

Construction Cost Estimates

- Civic Center Renovations and Improvements \$ 5,200,000
 - *Board Room and Conference, IT* **\$ 1,600,000**
 - *Service Counter Security and Improvements* **\$ 1,100,000**
 - *Multi-Purpose Space Addition* **\$ 2,500,000**
- Civic Center & Existing 14B Court Safety Renov \$13,500,000
 - *Site Improvements and Safety Improvements* **\$ 700,000**
 - *New Security Entry / Lobby* **\$ 2,300,000**
 - *Existing Building Modifications / Renovations* **\$ 10,500,000**
- New 14B District Court Concept and Site \$ 9,900,000
 - *Single Level Scheme* **\$ 9,900,000**
 - *Two Level Scheme* **\$ 10,300,000**
- Civic Center with Multi-Purpose @ Court Space \$ 3,700,000
 - *Board Room and Conference, IT* **\$ 1,600,000**
 - *Service Counter Security and Improvements* **\$ 1,100,000**
 - *Multi-Purpose Space in Vacated Court Area* **\$ 1,000,000**





Questions/Discussion



Ypsilanti Township

June 21, 2022

14B District Court – Civic Center

Ypsilanti, MI