



CITY OF YPSILANTI
Planning Commission MEETING
Wednesday, January 19, 2022 @ 7:00 PM
Council Chambers
One South Huron, Ypsilanti, MI 48197

Page

-
- I. CALL TO ORDER**
- 3** A. [Zoom Meeting Link](#)
- II. ROLL CALL**
- Matt Dunwoodie, Chair
Michael Simmons, Vice-Chair
Marc Arthur
Eric Bettis
Mike Davis Jr.
Jessica Donnelly
Phil Hollifield
Carl Schier
- III. AGENDA APPROVAL**
- 5** A. [January 2022 Meeting Agenda](#)
- IV. APPROVAL OF MINUTES**
- 7 - 11** A. [December 2021 Minutes \(Draft\)](#)
- V. AUDIENCE PARTICIPATION**
- VI. COMMITTEE REPORTS**
- A. Non-Motorized Committee Report
- VII. PRESENTATIONS AND PUBLIC HEARING ITEMS**
- 13 - 17** A. Zoning Ordinance Text Amendments: Bug-Fixes
(Public Hearing)
[Staff Report](#)
- VIII. OLD BUSINESS**
- IX. NEW BUSINESS**
- 19 - 28** A. 2021 Annual Report

X. FUTURE BUSINESS DISCUSSIONS/UPDATES

XI. ADJOURNMENT



**PUBLIC NOTICE
CITY OF YPSILANTI
PLANNING COMMISSION MEETING
(HYBRID IN-PERSON/VIRTUAL MEETING)**

The Ypsilanti Planning Commission will hold a hybrid in-person/virtual meeting on Wednesday, January 19, 2022 at 7 p.m. The meeting is being held in this manner in order to prevent the spread of COVID-19.

The meeting can be attended in person at City Hall, or through the below link, or through the below toll free numbers.

January 19, 2022 Planning Commission Meeting Virtual Access Link

<https://us02web.zoom.us/j/85467067789?pwd=cmJxWGUva255SkVpTlBaZ3R5WFRpUT09>

When prompted, enter **Passcode:** 534300

When prompted, enter **Meeting ID:** 854 6706 7789

January 19, 2022 Planning Commission Meeting Toll Free Phone Number Access

877 853 5257 US Toll-free

888 475 4499 US Toll-free

When prompted, enter the **Meeting ID:** 854 6706 7789, followed by the **Passcode:** 534300, followed by #, press # again to be connected.

The public will be able to make comment during *Audience Participation* or the *Public Hearing*. To address the Planning Commission, meeting participants will need to "raise their hand" to indicate they want to speak.

To raise your hand while participating online, click the "Raise Hand" icon at the bottom of the Zoom Screen or press *9 via phone. After you raise your hand you will be informed when it is your turn to speak, and your microphone will be unmuted at that time. Your microphone will be muted again when you have finished your comments or when your speaking time has expired.

Instructions for Persons with Disabilities

Persons with disabilities who need accommodations to effectively participate in the meeting should contact the City Clerk, Andrew Hellenga at ahellenga@cityofypsilanti.com by 5:00 p.m. on the day before the meeting to request assistance.

City Clerk's Office
One South Huron Street
Ypsilanti, Michigan 48197
(734) 483-1100

Andrew Hellenga
City Clerk
Posted: January 18, 2022

**Agenda
Planning Commission
Wednesday, January 19, 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	A
Michael Simmons, Vice-Chair	P	A
Marc Arthur	P	A
Eric Bettis	P	A
Mike Davis Jr.	P	A
Jessica Donnelly	P	A
Phil Hollifield	P	A
Carl Schier	P	A

III. Approval of Minutes

- December 2021 Meeting

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.*

V. Committee Reports

- Non-motorized Advisory Committee

VI. Presentations and Public Hearing Items

- Zoning Ordinance Text Amendments: Bug-fixes
 - *Public Hearing*

VII. Old Business

VIII. New Business

- 2021 Annual Report

IX. Future Business Discussion / Updates

X. Adjournment

MINUTES -DRAFT
Planning Commission - Virtual Meeting
Wednesday, December 15, 2021 – 7:00 P.M.

Please be advised that due to COVID-19, City Hall will not be open to the public. This meeting will be held virtually on Zoom. The access code is posted in the Public Notice on www.cityofypsilanti.com and attached in the packet. The public may choose to participate during Audience Participation or the Public Hearing in the Zoom application, or may submit e-mailed comments to aaamodt@cityofypsilanti.com by 4 pm, December 15.

I. Call to Order

II. Roll Call

Matt Dunwoodie, Chair	P	(City of Ypsilanti, Washtenaw Cty.)
Michael Simmons, Vice-Chair	P	(City of Ypsilanti, Washtenaw Cty.)
Marc Arthur	P	(City of Ypsilanti, Washtenaw Cty.)
Eric Bettis	P	(City of Ypsilanti, Washtenaw Cty.)
Mike Davis Jr.	P	(City of Ypsilanti, Washtenaw Cty.)
Jessica Donnelly	A	
Phil Hollifield	P	(City of Ypsilanti, Washtenaw Cty.)
Carl Schier	P	(City of Ypsilanti, Washtenaw Cty.)

III. Approval of Minutes

- November 17, 2021 Meeting
Motion to approve the minutes.

Offered By: Commissioner Simmons; Seconded By: Commissioner Davis Jr.
Approved: Yes – 7; No – 0; Absent – 1 (Donnelly)

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 the audience participation.

Offered By: Commissioner Simmons; Seconded By: Commissioner Bettis
Approved: Yes – 7; No – 0; Absent – 1 (Donnelly)

None.

Motion to close the audience participation

Offered By: Commissioner Hollifield; Seconded By: Commissioner Simmons
Approved: Yes – 7; No – 0; Absent – 1 (Donnelly)

V. Committee Reports

- Non-motorized Advisory Committee
Commissioner Davis Jr. was unable to attend this month and the group did not have a full quorum.

VI. Presentations and Public Hearing Items

- Special Use Permit and Site Plan Review: Marijuana Retailer at 2-4 W Forest Ave*

City Planner Andy Aamodt presented the case. Staff recommends approval with conditions. There are plans for multiple uses on one lot. There is no buffer between different uses. This is the first case that has multiple marijuana uses. Commissioner Dunwoodie sees future use as a risk that he would like to seek legal counsel for.

The Commission asked questions about the silos on site. Is there structural engineering needed? Has there been an environmental review?

Will the site have a fence built on the east side of the property?

Commissioner Arthur asked if the applicants are considering an accessible sidewalk entrance from frog island, maybe an extension of the B2B trail?

Applicants: Anthony Botezatu, Jeff Guyton, Eric from Quality Roots

Applicant spoke to building a fence on the east side. They plan to fix the fence between them and DPS, they would be happy to build out on the east side.

○ *Public Hearing*

Motion to open the public hearing.

**Offered By: Commissioner Bettis; Seconded By: Commissioner Simmons
Approved: Yes – 7; No – 0; Absent – 1 (Donnelly)**

None.

Motion to close the public hearing.

**Offered By: Commissioner Simmons; Seconded By: Commissioner Bettis
Approved: Yes – 7; No – 0; Absent – 1 (Donnelly)**

The Commission spoke to the applicant about the bridge renovation in 2022 and connecting with the B2B crossing.

Commission discussed parking and storm drainage

Motion to approve the Special Use Permit for 2-4 W Forest Ave. with the following findings and conditions:

Findings:

1. The application is substantially in compliance with §122-324(b).
2. Approval is for marijuana retailer use only. Applicant must re-apply for Special Use Permits pertaining to Designated Consumption Lounge and Growing/processing uses.

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

**Offered By: Commissioner Simmons; Seconded By: Commissioner Bettis
Approved: Yes – 7; No – 0; Absent – 1 (Donnelly)**

Motion to approve the Site Plan for 2-4 W. Forest with the following findings and conditions:

Findings:

1. Due to lack of substantial compliance with Building B and Building C, this site plan approval is for Phase 1, and Building A, only. Phase 1 limits are delineated on sheet C-3 in the submitted packet.

2. Applicant may coordinate an expansion of Phase 1 regarding the parking area to the rear of Building A and the silos, as well as expansion of "grasscrete" sidewalk pavers to the east of Building A, for administrative review.
3. Phase 1 site plan substantially complies with §122-311 and the zoning ordinance.
4. Planning Commission waives the 10' parking setback requirement in §122-683 with the finding the parking lot will be graded to on-site catch basins, landscaping screening is provided, and opposite the property line is a parking lot as well.
5. Planning Commission determines 10'x25' loading space as presented is sufficient, in accordance with §122-694, with the finding there will not be large semi-trucks conducting loading/unloading activity.

Conditions:

1. Building A's private frontage façade details including ground floor transparency shall be noted in elevation plan.
2. Minimum of 50' wide conservation and/or public access easement shall be provided where the lot meets the river.
3. Dumpster enclosure shall have a wooden swing door.
4. Front entrance and bike racks shall provide adequate lighting levels per the zoning ordinance and lighting be dark sky compliant.
5. Truck turning details or template shall be provided on site plans.
6. Landscaping near curb-cut shall not affect required traffic visibility requirements in §122-675.
7. Plan should remove parallel parking spaces in front of west façade and replace with landscaping, due to lack of adequate turning radii.
8. Dimensions of curbing and wheel stops shall be noted to protect vehicle overhang from encroaching landscape areas.
9. Site plan shall meet base parking requirement if parallel spaces are removed, or apply for reductions.
10. Fence and security gate shall be removed from plan or re-located in an area that does not impede traffic circulation.
11. Landscape plan's species list shall be approved administratively to ensure no plantings are invasive species.
12. Site plans shall undergo detailed engineering review by the City Engineer.
13. Existing silos on the property shall have engineering review for safety and environmental concerns, and shall be approved by the City Engineer.
14. Fencing on east and west property lines shall be repaired and maintained.
15. W Forest Ave's sidewalk shall be widened to 10' minimum.

Friendly amendment offered by Commission Dunwoodie to add the condition that the parking lot shall be graded to drain to on-site catch basins to avoid any runoff onto adjacent property to the west.

Friendly amendment accepted by Commission Davis Jr.

Friendly amendment offered by Commission Dunwoodie to remove condition #7.

Friendly amendment rejected by Commissioner Davis Jr.

**Offered By: Commissioner Davis Jr.; Seconded By: Commissioner Schier
Approved: Yes – 6; No – 1 (Hollifield) ; Absent – 1 (Donnelly)**

Commissioner Hollifield's reason for opposition: Disagrees with conditions 7 and 15.

- *Special Use Permit and Limited Site Plan Review: Marijuana Retailer at 539 S Huron St*
The applicant is applying to expand their Special Use permit.
Commissioner Simmons stated that he has recused himself in the past, but has since moved so he is no longer within the 300 foot radius of this site.
Staff recommends denial of the expansion of the special use permit. At this point, the use is no longer temporary. There have been accounts of dangerous back-ups on S. Huron St.
Applicants: Jeffrey Schroder – attorney. Cory Nemeth – owner.
Applicant stated that they are addressing traffic, they have security to make sure there are no back-ups. The state has not revoked curbside rules. Removing curbside traffic would further back-ups on S. Huron.

- *Public Hearing*
Motion to open the public hearing.

**Offered By: Commissioner Hollifield; Seconded By: Commissioner Davis Jr.
Approved: Yes – 7; No – 0; Absent – 1 (Donnelly)**

None.

- *Motion to close the public hearing.*

**Offered By: Commissioner Hollifield; Seconded By: Commissioner Davis Jr.
Approved: Yes – 7; No – 0; Absent – 1 (Donnelly)**

Commissioner Hollifield stated that phasing out at this time could cause chaos. It would do more harm than good, but he agreed that this has gone on too long.

Commissioner Dunwoodie stated that he is deeply uncomfortable with approving a temporary site plan that does not match what is actually happening. He disagrees with cars queuing to order rather than parking for pick ups.

Motion to approve the Special Use Permit expansion for 539 S. Huron with the following findings and conditions:

Findings:

The curbside service was approved as a temporary use in September 2021. Renewing such temporary use is within the intent of the Zoning Ordinance Section 122-335. The curbside service shall be renewed for an additional 90 days.

**Offered By: Commissioner Davis Jr.; Seconded By: Commissioner Hollifield
Approved: Yes – 6; No – 1 (Dunwoodie); Absent – 1 (Donnelly)**

Commissioner Dunwoodie's reason for opposition: Expansion of the temporary use should be in the scope of the zoning ordinance.

Motion to approve the Limited Site Plan for 539 S. Huron with the following findings and conditions:

Findings:

1. The application's corresponding special use application is consistent with Zoning Ordinance Section 122-335.

Conditions:

1. The applicant shall submit a lighting plan.
2. The applicant shall submit an updated site plan eliminating ordering lanes and reflecting the actual operations of the site within 7 days, for administrative review.

**Offered By: Commissioner Davis Jr.; Seconded By: Commissioner Hollifield
Approved: Yes – 6; No – 1 (Dunwoodie); Absent – 1 (Donnelly)**

Commissioner Dunwoodie's reason for opposition: Site should be returned to parking.

VII. Old Business

VIII. New Business

- Approval of 2022 Meeting Schedule

**Offered By: Commissioner Hollifield; Seconded By: Commissioner Davis Jr.
Approved: Yes – 7; No – 0; Absent – 1 (Donnelly)**

- Nomination for Commissioner Arthur to the Non-Motorized Committee

**Offered By: Commissioner Hollifield; Seconded By: Commissioner Simmons
Approved: Yes – 7; No – 0; Absent – 1 (Donnelly)**

IX. Future Business Discussion / Updates

Follow up on West Forest.

845 Clark Rd. public meeting is tomorrow.

Commissioner Davis Jr. thanked Chair Dunwoodie for clarity of vision.

X. Adjournment

10:13pm

**Offered By: Commissioner Hollifield; Seconded By: Commissioner Bettis
Approved: Yes – 7; No – 0; Absent – 1 (Donnelly)**



City of Ypsilanti

Community & Economic Development Department

January 19, 2022

**Staff Review
Zoning Ordinance Text Amendments**

GENERAL INFORMATION

Applicant: City of Ypsilanti

Action Requested: Recommendation to City Council to approve zoning text amendments to Sections 122-203, 122-416, 122-452, 122-518, 122-538, and 122-685.

SUMMARY

Staff is proposing zoning ordinance text amendments for the following sections:

- Family definition (§122-203): specifically changing the unrelated occupant maximum from 3 to 5 in subsection (3).
- Fence opacity in HC, NC, and GC zoning districts (122-452(b)): restricting fences to be no greater than 50% opaque in front yards.
- Parking garages (§122-518): shrinking setback for all parking garages to 10', and eliminating the 100' distance requirement for distance from R1, CN-Mid, or CN-SF zoning districts. Also making parking garages a special land use in Park zoning districts (122-416).
- Marijuana retailer/provisioning center buffer distance (§122-538): specifically changing the buffer distance from one retailer to the other, to a 1,000 feet buffer from existing retailers/provisioning centers in General Corridor, and a 625 feet buffer from existing retailers/provisioning centers in Neighborhood Corridor and Center zoning districts.
- Maneuvering lane width (§122-685(e)): changing the width requirements to make one-way and two-way widths more consistent.

The goal of these "bug fix" zoning text amendments is to make the zoning ordinance more readable and more consistent.

BACKGROUND

The purpose for the family definition revision is to match more closely with the Master Plan update recommendation of “revise family/occupancy caps.” Staff believes this is an incremental step in that direction without changing the intent of the ordinance too much to warrant more community input.

The purpose for the marijuana retailer distance revision is because staff is recommending Chapter 7 of the Code of Ordinances be updated to remove the marijuana retailer “caps” and instead use the zoning ordinance buffers to limit the proliferation of facilities. The 625’ value was decided as being the largest appropriate value without creating nonconformities.

PROPOSED AMENDMENTS

Revised text in bold and purple.

Family definition – Section 122-203

Family means:

- (1) One individual;
- (2) A group of two or more persons related by blood, marriage or adoption, together with foster children; together with:
 - (i) No more than two domestic workers employed by the household; OR
 - (ii) No more than ~~two~~ **three** additional unrelated persons occupying the unit as boarders, roomers, or guests; All of whom are domiciled together as a common, domestic, household in a single dwelling unit;
- (3) A group of persons, none of whom are related to each other by blood, marriage, or adoption, who reside together in a single dwelling unit, provided that the total number of occupants in such group shall not exceed ~~three~~ **five**, ~~except in the MD district and in any permitted residential uses in any corridor district the total number of occupants in this group shall not exceed four~~, unless otherwise provided for in this chapter; ~~or~~ **Room areas shall comply with the following standards:**
 - (i) Living room area shall contain not less than 120 square feet.**
 - (ii) Dining room area shall contain not less than 80 square feet.**
 - (iii) Sleeping room area shall contain not less than 70 square feet for one person, plus at least 50 square feet for every additional person in that sleeping room.**
- (4) A collective number of individuals living together in one dwelling unit, whose relationship is of a continuing, nontransient, domestic character, and who are cooking and living as a single, nonprofit housekeeping unit. This definition shall not include any society, club, fraternity, sorority, association, lodge, coterie, organization, or group of students or other individuals whose domestic relationship is of a transitory or seasonal nature or for an anticipated limited duration of a school term or terms or other similar determinable period.

Fence opacity in HC, NC, and GC zoning districts – Section 122-452(b)

(b) Fences		
Front Yard and Street Side Yard	No more than 6’ height and 50% opacity	<ul style="list-style-type: none"> • Opacity is measured by the observation of any two (2) square yard area of fence between one (1) foot above the ground level and the top of the fence. The observation is from a direction perpendicular to the place of the fence. • Subject to §122-635 • Subject to §122-675
Side and Rear Yards	10’ height max	

Parking garages – Sections 122-416 and 122-518

Sec. 122-416. Permissible Uses.

INFRASTRUCTURE			
Parking Garage	S		Section 122-518

Sec. 122-518. Automobile parking garages.

Automobile parking garages are permitted subject to the conditions hereinafter imposed:

- ~~(a) Such use must not be located within 100 feet of an R1, CN Mid or CN SF district.~~
- (b) ~~All parking garages in the Walkable Urban Districts shall be constructed under the IT building type.~~ **All parking structures shall be limited to 50’ maximum height, and there shall be a minimum 10’ front, street side, side, and rear setback distance.**
- (c) The architectural style and facade of the structure must be in keeping with the character of surrounding residential and business uses.
- (d) All areas not used for parking or vehicular maneuvering must be landscaped and maintained in good condition.
- (e) No access from a major thoroughfare is permitted. The vehicle entrances to structured parking should be from side streets and/or access roads.
- (f) Direct pedestrian access from parking garages to any adjacent street must be provided.
- ~~(g) The exterior facades of all parking garages fronting on any street must be designed to achieve an architectural unity with the block.~~
- (h) The parking garage must have sheltered bicycle and motorcycle parking areas within 25 feet of the vehicular entrance.

Marijuana retailer/provisioning center buffer distance – Section 122-538

Sec. 122-538. Marihuana retailers and/or provisioning centers.

- (a) **Generally.** Nothing in this Chapter, or in any companion regulatory provision adopted in any other provision of this Code, is intended to grant, nor shall they be construed as granting, immunity from criminal prosecution for growing, sale, consumption, use, distribution, or possession of marihuana not in strict compliance with the State of Michigan laws and rules. Also, since Federal law is not affected by the Act or the General Rules, nothing in this Chapter, or in any companion regulatory provision adopted in any other provision of this Code, is intended to grant, nor shall they be construed as granting, immunity from criminal prosecution under Federal law.
- (b) The following standards for marihuana retailers and/or medical marihuana provisioning centers apply:
 - (1) The facility shall operate at all times in compliance with the General Rules of the Michigan Department of Community Health, the MMMA, the MMFLA, the MTA, the MRTMA as well as any and all administrative rules or regulations contained or adopted under the authority therein;
 - (2) A marihuana retailer and a provisioning center may be co-located in the same facility so long as it complies with Chapter 7 of the City Code of Ordinances, the MMFLA, the MRTMA as well as any and all administrative rules or regulations contained or adopted under the authority therein;
 - (3) The marihuana retailer and/or provisioning center shall not be located within one thousand (1,000) feet of a school, as measured from the outermost boundaries of the lot or parcel on which the marihuana retailer and/or provisioning center is located to the outermost boundaries of the lot or parcel on which the school is located;
 - (4) ~~The marihuana retailer and/or provisioning center shall not be located within five hundred (500) feet of a lawfully existing marihuana retailer and/or provisioning center as measured from the outermost boundaries of the lot or parcel on which the proposed marihuana retailer and/or provisioning center is located to the outermost boundaries of the lot or parcel on which the lawfully existing marihuana retailer and/or provisioning center is located.~~ **The marihuana retailer and/or provisioning center shall not be located within one-thousand (1,000) feet of a lawfully existing marihuana retailer and/or provisioning center in the General Corridor (GC) zoning district, nor within six-hundred-twenty-five (625) feet of a lawfully existing marihuana retailer and/or provisioning**

center in the Neighborhood Corridor (NC) and Center (C) zoning districts. Distances are measured from the outermost boundaries of the lot or parcel on which the proposed marihuana retailer and/or provisioning center is located to the outermost boundaries of the lot or parcel on which the lawfully existing marihuana retailer and/or provisioning center is located.

- (5) Use of marihuana is prohibited on the premises;
- (6) All activity related to the marihuana retailer and/or provisioning center shall be done indoors;
- (7) The premises shall be open for inspection upon request by the Building Official, the Fire Department, and law enforcement officials for compliance with all applicable laws and rules, during the stated hours of operation/use and as such other times as anyone is present on the premises.
- (8) Drive-through and walk-up or similar facilities shall be prohibited;
- (9) All marihuana shall be contained within the main building in an enclosed, locked facility in accordance with the General Rules of the Michigan Department of Community Health, the MMMA, the MMFLA, the MTA, the MRTMA, as well as any and all administrative rules or regulations contained or adopted under the authority therein;
- (10) All marihuana retailers and/or provisioning centers must be registered with and licensed by the State Department of Licensing and Regulatory Affairs, as well as be permitted under Chapter 7 of the City Code of Ordinances;
- (11) Growing, cultivation, or processing of marihuana in a marihuana retailer and/or provisioning center is prohibited;
- (12) If a special land use, the existing marihuana retailer and/or provisioning center facility and site shall not be altered or expanded without approval from the Planning Commission, subject to Sec. 122-328.

Maneuvering lane width – Section 122-685(e)

(e) Minimum Standards. The minimum standards for parking spaces and aisles are indicated in the table below.

Standard Vehicle Parking Dimensions					
Parking Patterns (Degrees)	Space Width (Feet)	Space Length (Feet)	Maneuvering Lane Width (Feet)	Total Width of One Tier of Spaces Plus Maneuvering Lane (Feet)	Total Width of Two Tiers of Spaces Plus Maneuvering Lane (Feet)
0 (parallel)	9	22	±2 10 if one-way ±0 12 if two-way	±1 19 one-way ±9 21 two-way	30 one-way 28 two-way
30 to 53	9	18	13	36	53
54 to 74	9	18	16	38	59
75 to 90	9	18	22	40	62
Compact Vehicle Parking Dimensions					
Parking Patterns (Degrees)	Space Width (Feet)	Space Length (Feet)	Maneuvering Lane Width (Feet)	Total Width of One Tier of Spaces Plus Maneuvering Lane (Feet)	Total Width of Two Tiers of Spaces Plus Maneuvering Lane (Feet)
0 (parallel)	8	18	12	20 one-way 32 two-way	28 one-way 40 two-way
30 to 53	8	17	13	36	53
54 to 74	8	17' 5"	16	38	59
75 to 90	8	16	22	42	62
Motorcycle Vehicle Parking Dimensions					
All motorcycle parking spaces shall be a minimum of five feet by eight feet.					

STANDARDS FOR 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
- (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.

Staff believes these modifications to the zoning ordinance appropriately follow these standards.

STAFF RECOMMENDATION

Staff recommends the Planning Commission recommend **approval** of the proposed text amendments to Chapter 122 sections 122-203, 122-416, 122-452, 122-518, 122-538, and 122-685, with the following findings:

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

Andy Aamodt
City Planner, City of Ypsilanti

c.c. File



City of Ypsilanti
Community and Economic Development
January 2022

2021 Annual Report Ypsilanti Planning Commission

INTRODUCTION

The Planning Commission of the City of Ypsilanti is governed by the Michigan Planning Enabling Act, State of Michigan Public Act 33 of 2008, and by the City of Ypsilanti's Zoning Ordinance.

In 2021, the Planning Commission's membership was as follows:

Matt Dunwoodie (chair)
Michael Simmons (vice-chair)
Marc Arthur
Eric Bettis
Mike Davis Jr.

Jessica Donnelly
Phil Hollifield
Carl Schier
Jared Talaga (resigned October 2021)

Under the Planning Enabling Act, the Commission must provide an annual report to City Council, as the legislative body of the City. This report discusses,

1. The operations of the Commission during the past year
2. The status of any on-going planning activities
3. Recommendations to the legislative body related to planning and development

PLANNING COMMISSION OPERATIONS

The Planning Commission held twelve total meetings during 2021 which moved to a virtual platform in 2020 once the state and city were affected by the COVID-19 pandemic. Overall, Planning Commission acted on 25 items in 2021.

Applications

The Commission reviewed nine site plan review-related applications- one as a full site plan review, five as limited site plan reviews, and three as recently approved site plan amendments. The Commission also reviewed eight special use permit applications. All but one site plan review and special use permit applications were eventually approved; one was tabled first for more information or clarity, then approved.

There were three zoning ordinance text amendments. Two were City staff-led "bug-fixes," and one was a City staff-led amendment for residential zoning modifications, based on the recent Master Plan update. All three text amendments were ultimately adopted by City Council.

One alley vacation was proposed. City Council ultimately denied the alley vacation.

Master Plan and Special Planning Topics

The Master Plan was updated, by a process that began in December 2020 with Planning Commission’s recommendation to distribute the plan for public comment, and ultimately ended with City Council adoption in May 2021. The Master Plan update largely consisted of the addition of the Sustainability Plan chapter. Small general updates were added to the Master Plan throughout the Plan.

The special planning topics involved the Non-Motorized Transportation Plan update. The Plan update was distributed for public comment in May, and then adopted by City Council in July.

Planning Commission’s Non-motorized Transportation Advisory subcommittee continued to meet throughout 2021.

Bylaws

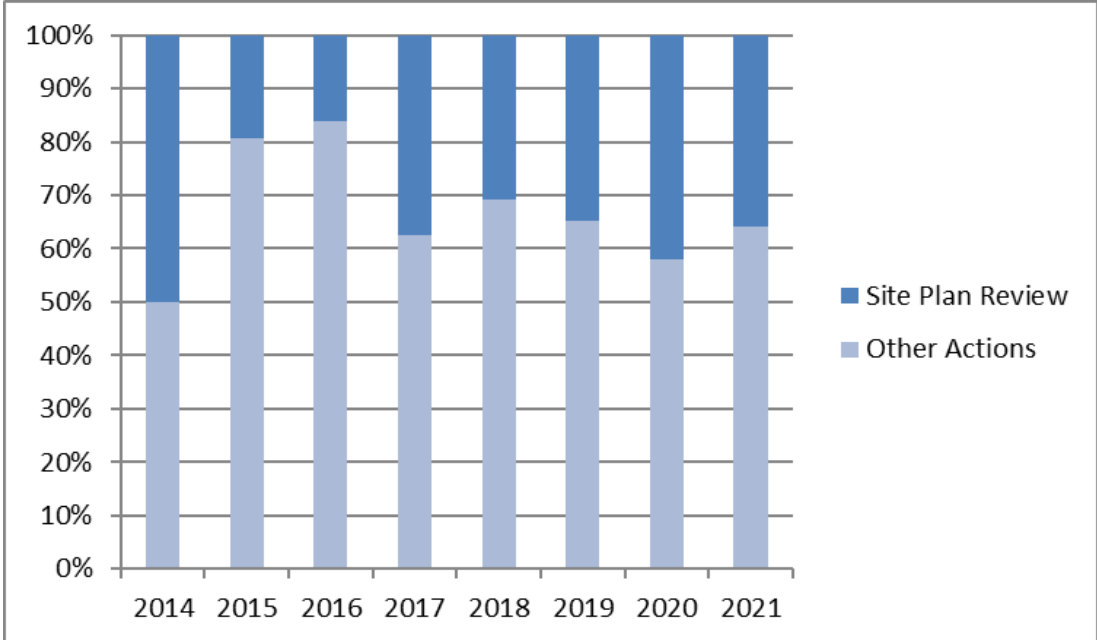
The bylaws were amended twice in 2020 but were not amended in 2021.

Also included in this year’s annual report is the implementation matrix from the Master Plan update.

Figure 1: Planning Commission Applications by Type (past five years)

	2016	2017	2018	2019	2020	2021
Site Plan Review	5	6	12	8	13	6
Site Plan Amendment	--	2	1	1	--	3
Special Use Permit	5	1	11	5	12	8
Zoning Map Amendment	2	1	4	--	--	--
Zoning Text Amendment	5	1	8	4	3	3
Master plan Update/ Amendment	--	--	--	--	1	1
Planned Unit Development	1	1	1	--	--	--
Amend Approved PUD	--	--	--	--	--	--
Alley/Street closure/Vacation	2	--	--	--	--	1
Change in non-conforming use	1	--	--	--	--	--
Capital Improvements Reviews	3	1	1	4	--	1
Special topic planning (begins 2010)	--	3	1	--	2	2
Study Item (begins 2010)	1	--	--	--	--	--
Conditional Rezoning	--	--	--	1	--	--
Modification of Sign Standards (begins 2012, ends 2016)	--	--	--	--	--	--
Special Use Revocation (begins 2015)	--	--	--	--	--	--
Designation of Special Nonconforming Status (begins 2015)	6	1	--	--	--	--
Total Applications / Deliberations	31	17	39	23	31	25

Figure 2: Planning Commission Actions by Year (percent)



Master Plan Implementation Matrix

These goals and their matrices are taken directly from the Master Plan, adopted May 2021.

Items implemented in 2021 in yellow

Capital Improvements Plan = CIP; Zoning Ordinance = ZO

	Action	Timeframe	Location	Safety	Diversity	Equity	Environmental Sustainability	Economy	Primary Mechanism	Completion or Benchmark Date	Next Steps
Center	Continue and expand the number, type, and location of festivals and events	Ongoing	All centers		x			x	Convention & Visitors Bureau (event attraction, destination marketing); Special Events policy		Ongoing
	Continue efforts to fill upper stories	Ongoing	All centers		x	x	x	x	Zoning Ordinance (enable private investment) DDA (business & investment attraction)	Ordinance passed 2014 MEDC façade grant 2018	Ongoing
	Maintain and expand transportation options	Ongoing	Downtown	x		x	x	x	Capital Improvements Plan; Zoning Ordinance (require last-mile infrastructure); Non-Motorized Transportation Plan	Capital Improvements Plan adopted 2020 Zoning Ordinance passed 2014 Non-Motorized Plan adopted 2021	Ongoing
	Draft a business attraction plan for Downtown, Depot Town and Cross Street	1-5 years	All centers		x			x	DDA	RRC Certification obtained 2015	Ongoing
	Encourage business and event activity during the day and evening	1-5 years	All centers	x	x	x		x	Zoning Ordinance (encourage mix of uses)	Ordinance passed 2014	Ongoing

									DDA (business development)		
Create a marketing campaign for the City of Ypsilanti	1-5 years	All centers						x	Convention & Visitors Bureau	Community Tourism Action Plan adopted 2014	Ongoing- Update CTAP 2019. Also, City is working on Marketing Plan.
Curbless "festival" street on Washington	1-5 years	Downtown	x		x			x	Capital Improvements Plan		Ongoing
Use vacant storefronts for temporary retail uses	1-5 years	Downtown	x		x			x	DDA (landlord outreach)	Ordinance passed 2014	Ongoing
Permanent year-round home for Downtown Farmer's Market	1-5 years	Downtown	x	x	x	x		x	Zoning Ordinance (enabling) DDA (attraction)	Downtown Farmers' Market established 2016	Completed
Permanent year-round home for Depot Town Farmer's Market	1-5 years	Depot Town	x	x	x	x		x	Zoning Ordinance (enabling) DDA (attraction)		Ongoing
Increase walkability (2-way streets & raised intersections)	1-10 years	Downtown	x		x			x	MDOT coordination (20-year horizon) Capital Improvements Plan		Capacity reduction planning 2019-2022
Curbless "festival" street on River and Cross Streets	1-10 years	Depot Town	x		x			x	Capital Improvements Plan		Funding
Create a public space at new train station	1-10 years	Depot Town	x		x			x	Capital Improvements Plan	Proposed Amtrak Stop Feasibility Study completed 2018	Ongoing- Applied for CRISI (Consolidated Rail Infrastructure and Safety Improvements) grant but was not awarded grant.

	Separate Cross and Washtenaw			x			x	x	Capital Improvements Plan		Capacity reduction, 2-way conversion
	1-10 years	Cross Street									
	Create a "front door" for EMU with reconfiguration of Cross and Washtenaw			x	x			x	MDOT coordination Capital Improvements Plan		Capacity reduction, 2-way conversion
	1-10 years	Cross Street									

Neighborhoods	Action	Timeframe	Location	Safety	Diversity	Equity	Environmental Sustainability	Economy	Primary Mechanism	Completion or Benchmark Date	Next Steps
	Continue and increase rental inspections and enforcement	Ongoing	All neighborhoods	x		x	x	x	Building Department		Ongoing
	Assist continuation and expansion of EMU Live Ypsi program	Ongoing	All neighborhoods		x			x		Program continuing	Ongoing
	Regulate the form of buildings to preserve the character of neighborhoods	Ongoing	All neighborhoods		x	x		x	Zoning Ordinance	Building Types in zoning ordinance complete	Ongoing
	Create "Eco-Districts" in neighborhood parks	1-10 years	All neighborhoods		x		x		Zoning Ordinance (enable); Parks Plan and Capital Improvements Plan		Ongoing
	Re-survey of the Historic District	1-10 years	All neighborhoods			x	x		Historic District Ordinance (Chapter 54)		Ongoing
	Consider new opportunities for accessory dwelling units	1-5 years	All neighborhoods	-	x	x	x	x	Zoning Ordinance	Regulations permitting ADUs in all residential zones adopted in 2021	Complete
	Relax dwelling size, lot area, and lot dimensions requirements	1-10 years	All neighborhoods	-	-	x	x	x	Zoning Ordinance	Regulations relaxing such dimensional	Complete

										requirements adopted in 2021	
Allow for density increases in residential zoning districts for the purpose of housing affordability	1-10 years	All neighborhoods	-	-	x	x	x	Zoning Ordinance	Regulations for corner-lot duplexes adopted in 2021; further work to be done for density.	Ongoing	
Revisit home occupation requirements and consider live-works	1-10 years	All neighborhoods		x	x	x	x	Zoning Ordinance		Ongoing	
Revise family/occupancy caps	1-5 years	All neighborhoods	x	x	x			Zoning Ordinance		Ongoing	
Create visitability requirements	1-5 years	All neighborhoods	x	x	x			Zoning Ordinance		Ongoing	
Preserve Bell-Kramer residential land uses	Ongoing	Central neighborhoods	x		x	x		Zoning Ordinance	Bell-Kramer rezoned to residential in 2018	Ongoing	

	Action	Timeframe	Location	Safety	Diversity	Equity	Environmental Sustainability	Economy	Primary Mechanism	Completion or Benchmark Date	Next Steps
Corridors	Designate the appropriate building form for each corridor based on existing patterns and vision for that corridor	Form-based code	All corridors	x	x	x		x	Zoning Ordinance	Complete	Completed
	Retain the mix of uses within each corridor but allow them throughout the area	Form-based code	All corridors		x	x		x	Zoning Ordinance	Complete	Completed
	Reinforce preservation of historic buildings	Form-based code	Historic corridors		x			x	Zoning Ordinance; Historic District Ordinance	Complete	Ongoing

	Maintain River Street as a historic boulevard	Form-based code	Historic corridors	x	x			x	Zoning Ordinance; Capital Improvements Plan	Ongoing	Ongoing
	Require a pedestrian friendly building form while allowing a mix of uses for both students and residents along Huron River Drive, Leforge & Railroad corridors	Form-based code	General corridors	x	x	x		x	Zoning Ordinance	Ongoing	Ongoing
	Coordinate regulations for Washtenaw Avenue with the Washtenaw County Re-Imagine Washtenaw Plan	1-10 years	General corridors	x	x	x		x	Zoning Ordinance	Ongoing	Ongoing
	Restore Harriet Street as the Main Street of adjacent neighborhoods	1-10 years	General corridors	x	x	x		x	Zoning Ordinance; Capital Improvements Plan	Ordinance passed 2014, ongoing	Ongoing
	Restore two-way function to Cross, Huron, and Hamilton Streets	1-10 years	Historic corridors	x		x	x	x	MDOT Coordination; Capital Improvements Plan	CIP adopted	Capacity/lane reduction project

Districts	Action	Timeframe	Location	Safety	Diversity	Equity	Environmental Sustainability	Economy	Primary Mechanism	Completion or Benchmark Date	Next Steps
	Update regulations to create walkable areas at the border of the City and Campus	Form-based code	EMU	x	x	x		x	Zoning Ordinance	Complete	Completed
	Create regulations that support the existing building form but assure access by all modes of transportation	Form-based code	Health & Human Services	x	x	x	x		Zoning Ordinance	Complete	Completed

Allow renewable energy facilities, such as solar panels, on industrial land	Form-based code	Job Districts				×	×	Zoning Ordinance	Complete	Completed
Reduce minimum lot size and width in the industrial park to create more opportunity	Form-based code	Job Districts		×			×	Zoning Ordinance	Complete	Completed
Align economic development incentives and programs to encourage emerging sectors that align with the Guiding Values and the employment potential of residents	1-5 years	All Districts				×	×	Economic Development Strategy	In progress	Ongoing
Create "Welcome to Ypsilanti" packages for new EMU students, including web version	1-5 years	EMU		×	×		×	Website & PDF authorship?		Package creation
Encourage use or redevelopment of unused parking lots	1-5 years	Health & Human Services & Job Districts		×		×	×	Zoning Ordinance (enable)	Complete	Completed
Create a "front door" for EMU in the area created by the reconfiguration of Cross Street and Washtenaw Ave.	1-10 years	EMU	×	×		×	×	MDOT coordination; Capital Improvements Plan		Capacity reduction & conversion to 2-way

LOOKING FORWARD

At the end of 2021, these planning projects remain in progress:

- Implementation of more Master Plan policy recommendations, including goals of housing affordability, density, and sustainability.
- Implementation of Non-Motorized Transportation Plan policy recommendations.
- Re-development of Water Street, 220 N Park, 206-210 N Washington
- Members of Planning Commission have expressed interest in reviewing and potentially revising certain parking standards in the Zoning Ordinance.
- The Planning Commission will continue to provide review of the annual Capital Improvements Plan prior to adoption by City Council, per state act.

ACTION

Staff recommends Planning Commission **approve** the 2021 annual report and its transmittal to City Council.