



**CITY OF YPSILANTI
PLANNING COMMISSION MEETING
Wednesday, February 18, 2026 @ 7:00 PM
Council Chambers
One South Huron, Ypsilanti, MI 48197**

I. CALL TO ORDER

II. ROLL CALL

- A. Brian Jones-Chance, Chair
Matt Dunwoodie, Vice-Chair
Mike Davis, Jr.
Phil Hollifield
Amanda Smith
Carl Scheir
Michelle Marin
Greg Woodring
Ingrid Lao

III. AGENDA APPROVAL

- A. February 18, 2026, Agenda

IV. APPROVAL OF MINUTES

- A. January 21, 2026, Planning Commission Draft Minutes

V. PUBLIC COMMENT (3 MINUTES)

VI. COMMITTEE REPORTS

- A. Non-Motorized Advisory Committee

VII. PRESENTATIONS

VIII. PUBLIC HEARING ITEMS

- A. Zoning Text Amendment: Arts & Crafts
- B. Zoning Text Amendment: Electronic Messaging Boards (EMBs) Revisited
- C. Zoning Text Amendment: Walk-Up Windows
- D. Zoning Text Amendment: Levels of Review

E. 800 Railroad | Vehicle Storage Facility | SLU SPR

IX. OLD BUSINESS

A. Zoning Text Amendment: Harm Reduction

B. Zoning Text Amendment: Revision of Approved Plans

X. NEW BUSINESS

XI. PUBLIC COMMENT (3 MINUTES)

XII. ADJOURNMENT



**CITY OF YPSILANTI
PLANNING COMMISSION MEETING
DRAFT MINUTES
Wednesday, January 21st, 2026 @ 7:00 PM
Council Chambers
One South Huron, Ypsilanti, MI 48197**

I. Call to Order | 7:03 PM

II. Roll Call

Brian Jones-Chance, Chair – Present
Matt Dunwoodie, Vice-Chair – Excused Absence
Mike Davis Jr. – Present
Phil Hollifield – Excused Absence
Amanda Smith – Excused Absence
Carl Schier – Present
Michelle Marin – Present
Greg Woodring – Present
Ingrid Lao - Present

*Motion to excuse the absence of Commissioners Dunwoodie, Hollifield, & Smith.
--Moved by Woodring. Seconded by Davis Jr. Yays – 6, Nays – 0, motion carries*

III. Agenda Approval

January 21st, 2026, Agenda

*Motion to amend the agenda to include a discussion of Section 122-708 under New Business.
--Moved by Davis Jr. Seconded by Marin. Yays – 6, Nays – 0, motion carries*

IV. Approval of Minutes

December 17th, 2025, Planning Commission Draft Minutes.

*Motion to approve the December 17th, 2025, draft minutes as presented.
--Approved by Commissioner Jones-Chance. Yays – 6, Nays – 0, motion carries*

V. Public Comments

Motion to open public comments to the Planning Commission.

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

1 member of the public spoke.

Motion to close public comments to the Planning Commission.

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

VI. Committee Reports

Non-Motorized Advisory Committee (NMAC) - Commissioner Davis Jr. discussed the contents of the Non-Motorized Advisory Committee's most recent meeting.

VII. Presentations - None

VIII. Public Hearing Items

A. 11 S. Grove | Group Childcare Home | SLU SPR

Staff provided a report on the application for the Commission.

Motion to open the public hearing to the Planning Commission.

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

Staff read 1 public comment into the record.

Motion to close the public hearing to the Planning Commission.

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

Site Plan Motion

Motion to approve with conditions the site plan for the group childcare home at 11 S. Grove Street, with the following findings and conditions:

Findings:

1. The application substantially complies with Sections 122-309 and 122-311.

Conditions:

1. The applicant shall install 1 bike hoop to accommodate 2 bikes.

2. The outdoor play area shall be relocated to the rear yard that is screened in compliance with Section 122-521 for *administrative review and approval.*

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

*Commissioner Marin amended her motion to allow for administrative review of the relocation for the outdoor play area.

-- Amendment accepted by Commissioner Davis Jr.

Brian Jones-Chance, Chair – Approve

Mike Davis Jr. – Approve

Carl Schier – Approve

Michelle Marin – Approve

Greg Woodring – Approve

Ingrid Lao - Approve

Special Land Use Motion

Motion to approve with conditions the special land use for the group childcare home at 11 S. Grove Street, with the following findings and conditions:

Findings:

1. The application substantially complies with Sections 122-324 and 122-326.

Conditions:

1. The outdoor play area shall be relocated to the rear *or side* yard that is screened in compliance with Section 122-521 for *administrative review and approval.
2. The special use permit is subject to site plan approval.

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

*Commissioner Davis Jr. amended his motion to allow the outdoor play area to be relocated in the rear and side yard.

-- Amendment accepted by Commissioner Woodring.

Brian Jones-Chance, Chair – Approve

Mike Davis Jr. – Approve

Carl Schier – Approve

Michelle Marin – Approve

Greg Woodring – Approve

Ingrid Lao - Approve

IX. Old Business

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

Staff shared the city attorney's memo regarding the permissibility of regulating signage via "residential" vs. "nonresidential" in the same zoning district. The attorney had no concerns.

Motion to bring the zoning text amendment back to the Planning Commission for a public hearing.

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

**Note: The Planning Commission is not required to make a motion to request an ordinance text amendment be brought back for a public hearing. This motion was simply a formality.

B. Zoning Text Amendment: Walk-Up Windows

Staff shared that minimal changes were made to address the Planning Commission's comments from last month. The Planning Commission requested that staff bring this amendment back for a public hearing next month.

C. Zoning Text Amendment: Harm Reduction

Staff shared the proposed changes made to the harm reduction ordinance. The Planning Commission felt as though the ordinance did not reflect their comments and requests from last month. Staff to bring revisions next month.

D. Zoning Text Amendment: Levels of Review

Staff shared minor changes proposed to the Levels of Review table. The Planning Commission requested that staff bring this amendment back for a public hearing next month.

X. New Business

A. Discussion of Section 122-708. Revisions of Approved Plans for PUDs

Staff shared concerns about the rigidity and burdens of requiring the Planning Commission to review minor changes to the approved plans for PUDs. The Planning Commission requested that staff provide example ordinances of what defines a minor change in neighboring communities. Further discussion to occur next month.

B. 218 N. Adams | EV Arc Charging Stations | Adaptive Reuse PUD Amendment

Staff shared the changes that occurred on this site at 218 N. Adams and reiterated concerns regarding the onerous requirements for minor changes to PUDs, as the installation of solar-powered EV charging stations meets the goals and intent of the Master Plan and Zoning Ordinance.

PUD Amendment Motion

Motion to approve the amendment to the Adaptive Reuse Planned Unit Development for the installation of 4 EV Arc Charging Stations at 218 N. Adams, with the following findings:

Findings:

1. The application substantially complies with Sections 122-309, 122-311, and 122-708

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

Brian Jones-Chance, Chair – Approve

Mike Davis Jr. – Approve

Carl Schier – Approve

Michelle Marin – Approve

Greg Woodring – Approve

Ingrid Lao - Approve

C. Zoning Text Amendment: Arts & Crafts

Staff shared the zoning text amendment application to define different art uses and permit them in all additional zoning districts. Per the request, staff recommend against defining a plethora of art-related uses, citing concerns of rigidity; instead, staff recommended making minor changes to the arts & crafts studio definition, and permitting them as a special land use in the CN-Mid zoning district.

The Planning Commission agreed with staff's proposal, and the text amendment will be brought back next month for a public hearing.

D. Planning Commission Draft End-Of-Year Report

Staff shared the Planning Commission's End-of-Year Report. The Planning Commission requested that it be sent to the City Council for review.

XI. Public Comments

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

Commissioner Davis Jr. spoke; no other 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

XII. Adjournment | 8:33 PM

Motion to adjourn.
-Moved by Commissioner Jones-Chance. Yays – 6, Nays – 0, motion carries

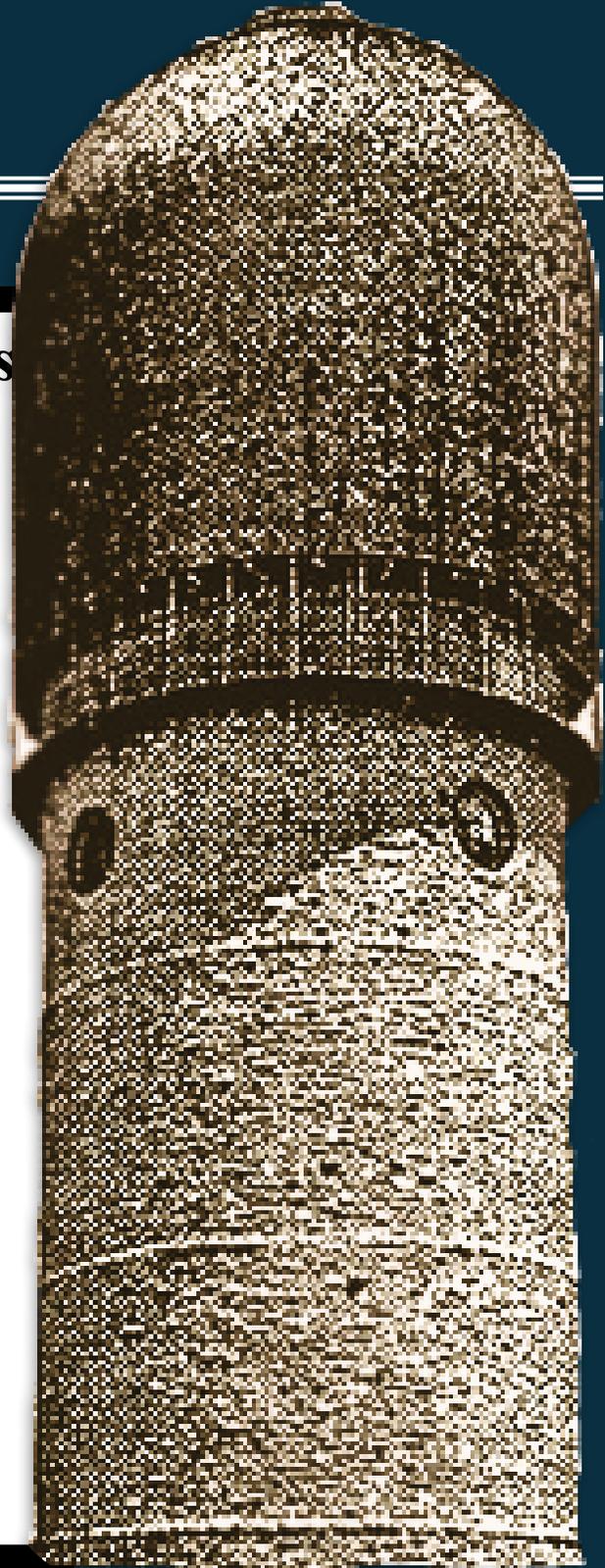
CITY OF YPSILANTI

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Zoning Text Amendment: Arts & Crafts Studios

Attachments:

- Zoning Text Amendment Application
- Zoning Text Amendment Staff Review



All permit applications are available from the Building Department and on our website www.cityofypsilanti.com/permits 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.



February 18th, 2026

**Text Amendment Staff Review
Arts & Crafts Studios in CN-Mid Zoning District**

GENERAL INFORMATION

Applicant's Requested Action

The applicant requested the following amendments to the Ordinance:

- Section 122-203. Definitions
 - Arts and Crafts Studio (Low-Impact)
 - Community Creative Workshop/Nonprofit Makerspace
 - Small-Scale Creative Production
- Section 122-441. Core Neighborhoods Permissible Uses Chart
 - Add the following uses as permitted by-right or as a special use in the CN-Mid zoning district: Arts and Crafts Studio (Low-Impact), Community Creative Workshop/Nonprofit Makerspace, Small-Scale Creative Production

Staff's Requested Action

Staff requested the following amendments to the Ordinance:

- Section 122-203(a). Definitions – Arts & Crafts Studio
 - Add the words "literature" and "theater"
- Section 122-441. Core Neighborhoods Permissible Uses Chart
 - Permit Arts & Crafts Studio as a Special Use in the CN-Mid Zoning District

SUMMARY

The City of Ypsilanti is committed to improving our zoning systems, protecting public interest, and updating the ordinance to reflect the most appropriate land uses, considering public utilities, road access, and the established development pattern. It is the purpose of this document to fully explore the requested zoning text amendment and determine if the proposed amendment would indeed be appropriate. The proposed updates by staff would both satisfy the intent of the applicant (to expand permissible use for Arts and Craft Studios in CN-Mid Districts), 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 turned in their Zoning Text Amendment Application on December 18, 2025. After a letter from staff informed Dzanc House that the use was not allowed in the CN-Mid district, they took the matter to City Council, the City Manager, and the Mayor. At a November 2025 City Council Meeting, the City Manager stated that they would have until December 18th to turn in the materials requested by the City Planner.

DISCUSSION

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 “theater” be added to the definition of Arts & Crafts Studios.

CURRENT ORDINANCE

Section 122-203.A (Definitions)

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.

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 ORDINANCE

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 such as music, dance, film (except for adult regulated uses), <u>literature, theatre,</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 wood work, 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

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 (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.

RECOMMENDED MOTION

Motion to *recommend City Council approve* the proposed text amendment to Sections 122-203(A) and 122-441, 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.

(Note: If the Planning Commission is not comfortable with the proposed amendment as provided, the Planning Commission can recommend changes to the text so long as proposed changes are clearly covered in the motion.)

Joshua Burns
City Planner, City of Ypsilanti

Carrie Malas
Preservation Planner, City of Ypsilanti

Public Comment in Support of Dzanc House

From Caroline Laman <laman.caro@gmail.com>

Date Tue 2/17/2026 12:24 PM

To Joshua Burns <jburns@cityofypsilanti.com>

Attention: This email was sent to the City of Ypsilanti from an external source. Please be extra vigilant when opening attachments or clicking links.

To whom it may concern,

I am a resident of Ypsilanti and live at 611 Pearl St. Apt 3. I am emailing regarding the cease operations order for Dzanc House for operating and "illegal arts and crafts studio" in the CN-Mid Zone. I am aware that that planning committee will hold a public hearing to consider a zoning amendment that would allow arts and crafts studios in the zone on Wednesday February 17th at 7pm. I am unable to attend this meeting, but would like to personally offer my comment via email in support of this change to keep this vital community center running in Ypsi.

I personally have attended a variety of programming with Dzanc House and see it as a place that has rooted itself into the fabric of the local community. Providing programming for both adults and young people, supporting a vast array of local artists through it's gallery and the art fair it put on in the neighborhood in 2025, it is a place dedicated to providing important creative opportunities for everyone in Ypsilanti. An amendment to the zoning language would maintain this important community center, which is small scale organization and would not expand heavy industrial use in the residential area. I would like to continue to frequent my favorite collage nights and silent reading hours and see art made by small scale local artists in my community. There are few spaces like this in Washtenaw County and we need to continue to maintain these types of offerings as the arts are vital to a thriving and happy community. I hope that you will consider this amendment. Thank you for your time.

Best,

--

Caroline Laman (She/They)

*Erasmus Mundus Scholar 2018-2020
MSc Social Work with Families and Children*

*University of Michigan 2014
B.A. Psychology and Spanish
Community Action and Social Change Minor*

Dzanc House

From Elizabeth Whitta <elizabeth.whittaker9@gmail.com>

Date Wed 2/18/2026 12:38 PM

To Joshua Burns <jburns@cityofypsilanti.com>

Attention: This email was sent to the City of Ypsilanti from an external source. Please be extra vigilant when opening attachments or clicking links.

Hello,

I am Elle Whittaker, a resident of Ypsilanti, South Washington St, and Dzanc House's neighbor. I am writing to you in support of Dzanc House & to communicate my desire for arts and crafts studios to be allowed in the CN-Mid Zone.

Dzanc House brings tremendous cultural and social value to the neighborhood (and the broader Ypsilanti community), and I'm glad to be its neighbor. I can literally walk to an art opening, art class, or craft night, which is wonderful, and makes these activities more accessible for other members of the neighborhood and community, including those with children. Its support of youth and queer art initiatives is also highly commendable, and deserves support.

The street Dzanc House is on already has several churches on it, and both the churches and Dzanc House bring great value and increased traffic to the neighborhood. Dzanc House is in no way more disruptive to the neighborhood than the valuable community activities already occurring within it, and again, it adds value to the neighborhood and any increase in traffic is to me an acceptable price to pay for the value added. The artists and crafters who attend its events are respectful of their surroundings.

Dzanc House adds great value to the Ypsilanti community and South Washington neighborhood, and I would like it to be allowed to continue operating.

Thank you,

Elle Whittaker

2-18-26

Hello, My name is Shay and I had the pleasure of working and living in this community for about five years now. I come from a city known as Detroit that has similar struggles that I observed here in Ypsilanti. Both places struggle with urban decay, crime and systemic oppression. Back home to remedy this, communities have created spaces that encourage creative expression and connections. Dzanc house has done that here in Ypsilanti as they have had multiple exhibitions and educational programming. Dzanc house has given local artists a spotlight in a place they call home. I have met many people there including myself, searching for a creative home. I applaud Dzanc for their passion and accessibility to the community. If Dzanc is forced to cease operations - What happens to the LGBTQ+ youth that participated in the Beyond the Binary writing and arts program? In a world such as this - where else will they receive love, support, mentorship and career opportunities? What about the podcast lab? Where will those voices turn to, what mic is left for them? What about the Black artists like me who showcased their perspectives of black joy in an exhibition? Where will we be heard? Will all these groups pour idly into the streets? Will our words vanish off this Earth with our local hub for art and crafts?

We have bigger crises in this community than an arts and crafts studio operating in the CN-Mid Zone. We are a working class community with a poverty rate higher than the state average. Where and how else will people in this community have access to mentorship, skill development, crafting opportunities. Places that will allow you to decompress from the world without costing you your last. Clear zoning helps small businesses and the people thrive. I had the pleasure of coming to a poetry celebration for PoetTree town, a public display of poetry, where people came from all over washtenaw county to express themselves and others, do you know big of a deal that is for this celebration to happen on South Huron street and not some bougie place in Ann Arbor?! Imagine if it wasn't hosted there as we celebrated the expansion of PoetTreeTown to Ypsilanti, how many participants would have missed this community gathering without this building being so accessible? People of all backgrounds expressing themselves, feelings of accomplishment right around the corner from the liquor store, abandoned buildings and a beloved library doing its best to meet the needs of the public. We cannot solely rely on public entities to provide such programming due fluctuating government funding and the fact that programs can hit capacity because the NEED HERE IS SO STRONG. People coming from all over to exist in such a transitional space in an area that people have described as unsafe and other derogatory language. Dzanc house and other creative spaces are needed in this community, as it combats urban decay and removes barriers in the access to art programming. Dzanc is challenging the image that people have of downtown Ypsilanti. Dzanc is an essential part of turning this community around. An arts and crafts studio shut down in an urban area. What message is this sending to community members?

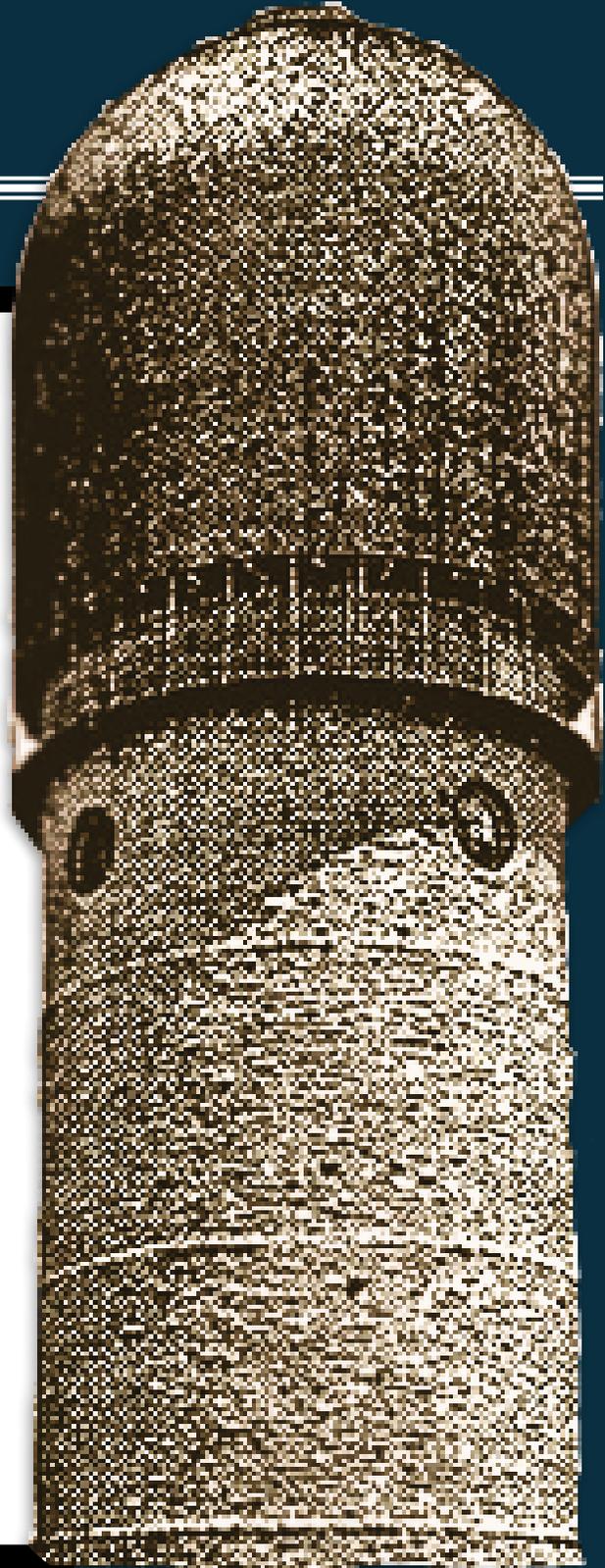
CITY OF YPSILANTI

Pride. Diversity. Heritage.

Zoning Text Amendment: Electronic Messaging Boards (EMBs) Revisited

Attachments:

- Zoning Text Amendment Staff Review





February 18th, 2026

**Text Amendment Staff Review
Electronic Message Board (EMB) Signs**

GENERAL INFORMATION

Action Requested

Proposed zoning text amendment to allow electronic message board (EMB) signs, with reasonable standards to ensure compatibility with neighboring uses and reduce the potential for off-site glare. The amendment includes the following sections of the Ordinance:

- Section 122-203. U (Definitions)
- Section 122-417. g (Park Districts – P) Non-use and Dimensional Requirements
- Section 122-422.d.2 (Single-Family Residential District- R1) Non-use and Dimensional Requirements – Non-Residential Uses
- Section 122-432.d.2 (Production, Manufacturing and Distribution District- PMD) Non-use and Dimensional Requirements – Non-Residential Uses
- Section 122-462.d.2 (Health and Human Services- HHS) Non-use and dimensional requirements for site improvements not regulated by building type. – Non-Residential Uses
- Section 122-665 Sign Design Standards

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](#)

DISCUSSION

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. A public hearing still needs to occur; however, staff want to ensure the Planning Commission is comfortable with the proposed revisions prior to holding one.

CURRENT ORDINANCE

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	
<u>(C) Electronic Message Board Signs. Building Mounted Signs and Freestanding signs may include an Electronic Message Board, subject to the following:</u>	
<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</u> shall not occur more than once every two minutes. 4) <u>Lights shall never blink or flash.</u> Message change sequence shall not involve flashing or other animations but shall be an instantaneous change. 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 ORDINANCE

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,</u> but 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 (Permanent)	<u>Must comply with all requirements for Electronic</u>	Not Permitted <u>Permit Required</u>

	Message Board Signs in Section 122-665	
Section 122-422.d.2 (Single-Family Residential District- R1) Non-use and Dimensional Requirements. (Revised Language)		
Electronic Message Board Signs (Permanent)	Must comply with all requirements for Electronic Message Board Signs in Section 122-665	Not Permitted Permit Required
Section 122-432.d.2 (Production, Manufacturing and Distribution District- PMD) Non-use and Dimensional Requirements (Revised Language)		
Electronic Message Board Signs (Permanent)	Must comply with all requirements for Electronic Message Board Signs in Section 122-665	Not Permitted Permit Required
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)	Must comply with all requirements for Electronic Message Board Signs in Section 122-665	Not Permitted Permit Required

Section 122-665(c) Sign Design Standards (Revised Language)		
(C) Electronic Message Board Signs (EMBs). Building-mounted signs and Freestanding signs may include an Electronic Message Board, subject to the following:		
<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. Generally, illumination from an electronic message board sign shall not exceed 0.3 footcandles when measured at the property line of the subject lot; 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. 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) A non-glare panel shall cover the sign area illuminated by an electronic message board. 10) Electronic message board owners shall permit the City, State, and Federal governments to post messages on EMBs in the event of an emergency. 		

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 (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.*

RECOMMENDED MOTION

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.

(Note: If the Planning Commission is not comfortable with the proposed amendment as provided, the Planning Commission can recommend changes to the text so long as proposed changes are clearly covered in the motion.)

Joshua Burns
City Planner, City of Ypsilanti

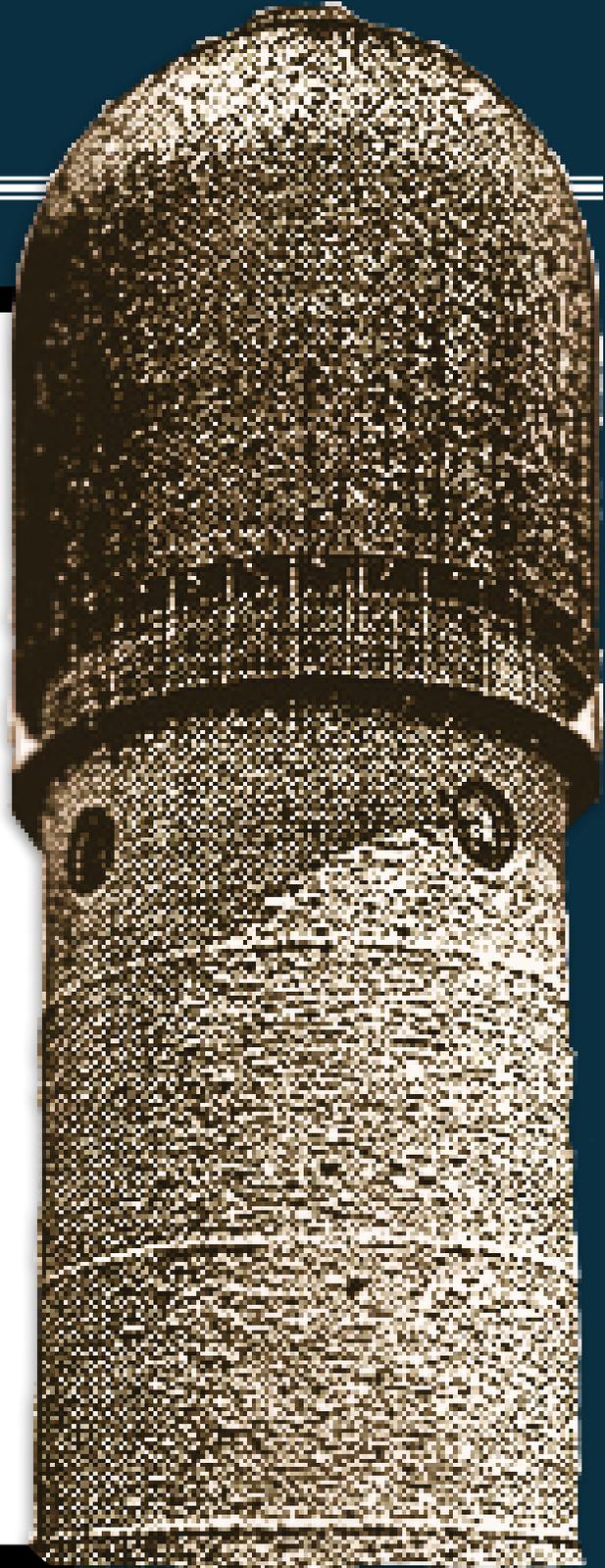
CITY OF YPSILANTI

Pride. Diversity. Heritage.

Zoning Text Amendment: Walk-Up Windows

Attachments:

- Zoning Text Amendment Application
- Walk-Up Window Example Ordinances
- Zoning Text Amendment Staff Review





**City of Ypsilanti
Planning & Development Department**

One South Huron • Ypsilanti, MI 48197
Phone: (734) 483-9646 • Fax: (734) 483-7444

Zoning Text Amendment Application
Application Fee: \$1000

Office Use Only:	
Receipt: _____	
Method: _____	
	Code: 178 Rezone
	Acct: 101-4-7210-607-01

Applicant

Name: Peregrine Retail LLC dba Bloom City Club	
Address: (b) (1) (A)(b) (1) (A)	
Phone: (b) (1) (A)	Email: (b) (1) (A)(b) (1) (A)

Change

Change requested (may continue on a separate sheet of paper):
See attached letter request and below:
Bloom is requesting that the Planning Commission consider via a Text Amendment, the community benefits of allowing a walk-up window
Proposed Language: 122-538(b)(8) Drive-through facilities shall be prohibited;
Redline of Original Language: 122-538 (b)(8) Drive-through and walk-up or similar facilities shall be prohibited;
Circumstances, factors and other relevant information (may continue on a separate sheet of paper):
See attached letter request and brief points below:
Support for Multimodal Transportation consistent with Ypsilanti's non-motorized transportation goals and other advantages listed in the attached letter.
Public Health & Accessibility (see attached letter)
Consistency with Other Ordinance Provisions (see attached letter)

Signature

I hereby attest that the above information is accurate. I am authorized to and grant permission to the City of Ypsilanti staff to be on the subject property for the purposes of preparing staff reports and/or evaluating this application.	
Signature: (b) (1) (A)	Date: 9/3/2025
Print Name: Craig W. Terrell	



Peregrine Retail LLC dba Bloom City Club

251 Jackson Plaza STE A, Ann Arbor MI 48103

MEMO: TEXT AMENDMENT REQUEST

To: City of Ypsilanti, Planning Commission
RE: Text Amendment to Zoning Ordinance Section 122-538(b)(8)
Date: September 3, 2025

(b) (1) (A)(b) (1) (A)(b) (1) (A)

Peregrine Retail LLC dba Bloom City Club (Bloom), currently operates a licensed cannabis Retailer at 121 E Michigan Ave. Bloom received a letter from the City of Ypsilanti requiring it to close the walk-up order pickup window, citing Section 122-548(b)(8) of the Zoning Ordinance. Exhibits A and B. Bloom is requesting that the Planning Commission consider via a Text Amendment, the community benefits of allowing a walk-up window.

1. Requested Amendment

Proposed Language:

122-538(b)(8) Drive-through facilities shall be prohibited;

Redline of Original Language:

122-538 (b)(8) Drive-through ~~and walk-up or similar~~ facilities shall be prohibited;

2. Community Benefit of Walk-Up Windows

Support for Multimodal Transportation:

- Encourages pedestrian, bicycle, and scooter traffic consistent with Ypsilanti’s non-motorized transportation goals.
- Provides safe alternative for individuals who may not wish to leave bicycles or scooters unattended, or who do not have locks for these items.

Public Health & Accessibility:

- Enables immunocompromised or sick individuals to obtain medicine without entering a shared public space; particularly where curbside service is prohibited.
- Improves access for people with mobility challenges or who experience discomfort in enclosed spaces – giving enhanced accessibility and inclusivity for vulnerable populations.

Operational Benefits:

- Enhances parking lot safety by positioning staff with a line of sight to exterior environment (in Bloom’s particular situation)
- Reduces congestion in a smaller retail footprint.

3. Consistency with Other Ordinance Provisions

- **Section 122-538(b)(6):** requires all cannabis transactions to occur within the licensed facility. A walk-up window complies because staff remain inside the facility when handling payment and product transfer.
- **Cannabis Regulatory Agency (CRA):** mandates surveillance coverage for all areas of the licensed premises including parking lots. Walk-up windows operate under the same security safeguards as interior spaces, are permitted by the CRA and are in operation at other Bloom locations.

We believe this amendment is a measured, commonsense change that reflects evolving best practices. It is aligned with the City’s transportation and safety goals and promotes accessibility and inclusivity. If additional information or supporting materials would assist in your review, please contact me directly at

(b) (1) (A)(b) (1) (A)

Sincerely,



(b) (1) (A)

Bloom City Club

cc: Josh Burns, City Planner (jburns@cityofypsilanti.com)

Allison Ireton, General Counsel, Bloom City Club (b) (1) (A)

Chesterfield Township's Walk-Up Window Ordinance

WALK-UP WINDOW FACILITY means an establishment that accommodates customers to order and/ or pick up goods, food and/or beverages or otherwise conduct business at a single window.

Section 5.39 H-3

3. Walk-up window and operation standards.

- a. Walk-up windows may be permitted as an accessory use for any use that otherwise permits a drive-through or drive-up window.
- b. A walk-up window for ordering and/or pickup of small merchandise, food, beverage and similar operations may be located on any building façade subject to the standards in this ordinance. If located on a street-facing façade or façade facing a residential district, the use of internally illuminated and /or electronic ordering boards and similar devices visible from any property line shall be prohibited.
- c. A walk-up window shall have a designated area for pedestrians to stack (queue) that does not impede the flow of pedestrian traffic on the site.
- d. The uses of speakers or other amplified sound at a window shall not be discernible at any property line.
- e. In the event that the demand for a walk-up window exceeds the designated stacking area capacity, the facility shall make adjustments to operations reduce the stacking area so that it no longer exceeds capacity.
- f. The consumption of food obtained from a walk-up window shall be permitted only in designated indoor or outdoor dining areas that have an approved site plan.
- g. Walk-up windows may be approved by the Planning and Zoning Administrator or his/ her designee when proposed as an improvement to an existing building.

Link: [Chesterfield Township Zoning Ordinance - Clearzoning](#)

Munising's Walk-Up Window Ordinance

Open Front Store or Restaurant Window: A business establishment so developed that service to the patron may be extended beyond the walls of the structure, not requiring the patron to enter the structure, such as ice cream and yogurt restaurants serving to patrons through a walk-up window. The term "open front store" shall not include automobile repair establishments or automobile service stations. See also "Restaurant."

17. Restaurants with an Open Front Window

- a) Trash receptacles shall be provided and maintained on the property.
- b) All signs placed on the building shall be mounted flat against the building; and interior signs visible to patrons through glass or an opening shall not exceed twenty-five percent (25%) of that area. Temporary signs indicating the whether the establishment is "opened" or "closed for the season" shall be permitted.
- c) Outdoor seating may be provided when meeting the requirements of Article 3, Division 2, Section 356, Outdoor Dining.
- d) Months and hours of operation shall be provided as part of the zoning permit or site plan approval.

Restaurants with an open front window (walk-up) are permitted by right in the Commercial District (C), Downtown District (D), & Lakeshore Commercial District (LC) zoning districts. They are permitted as a special land use in the Transitional (T) zoning district.

Link: [Combined-pdf-final-draft-May-2022.pdf](#)



February 18th, 2026

**Text Amendment Staff Review
Walk-Up Windows Amendment**

GENERAL INFORMATION

Applicant's Requested Action

Proposed zoning text amendment to permit walk-up windows and drive-in (curbside) spaces for Marijuana Retailers. The amendment includes the following section of the Ordinance:

- Section 122-538(b)(8) – Marihuana Retailers and/or Provisioning Centers

Staff's Requested Action

Proposed zoning text amendment to permit walk-up windows and drive-in (curbside) spaces for Marijuana Retailers and Microbusinesses. The amendment includes the following sections of the Ordinance:

- Section 122-203 – Definitions D & W (New Definitions)
- Section 122-446 - Center Permissible Uses Chart
- Section 122-523 Drive-Through or Drive-In Facilities
- Section 122-537 - Marijuana Microbusinesses
- Section 122-538 - Marijuana Retailers and/or Provisioning Centers
- Section 122-694 - Off-Street Stacking Spaces for Drive-Through Facilities

SUMMARY

The City of Ypsilanti is committed to improving our zoning systems, encouraging non-motorized transportation, enhancing accessibility, and improving the quality of life for our residents and visitors. It is the purpose of this zoning text amendment to permit walk-up windows and drive-in (curbside) spaces for marijuana retailers and microbusinesses.

BACKGROUND

The Planning Department identified a walk-up window Bloom City Club at 121 E. Michigan. As a result, a violation letter was issued on July 1st, 2025, requiring the permanent closing of the window by August 15th, 2025. Following the violation letter, staff met with Bloom discussing the violation and possible next steps, leading to the submittal of a zoning text amendment application to permit walk-up windows for only marijuana retailers. In addition to the applicant's request, staff have identified a few key sections of the ordinance that should be amended in addition to the permissibility of walk-up windows for dispensaries.

PROPOSED TEXT AMENDMENT

Current Ordinance

122-446 – Center Permissible Uses Chart

COMMERCIAL			
Retail stores	P		
Resale stores	P		
Arts & crafts studios	P		
Food stores, excluding sale of alcohol	P		
Food stores less than 15,000 square feet, with sale of alcohol	S		
Food stores greater than 15,000 square feet, with sale of alcohol	P		
Farmers’ market and other open-air markets	P		
Auction houses	P		Section 122-514
Designated consumption establishment	S		Section 122-522
Marihuana retailers and/or provisioning centers	P		Section 122-538

122-451 – Corridors Permissible Uses Chart

COMMERCIAL				
Retail stores, less than 15,000 square feet	S	P	P	
Retail stores, greater than 15,000 square feet	--	--	P	
Resale stores	--	P	P	
Arts & crafts studios	P	P	P	
Food stores, excluding sale of alcohol, less than 15,000 square feet	S	P	P	
Food stores, with sale of alcohol, less than 15,000 square feet	--	S	P	
Food stores greater than 15,000 square feet with or without sale of alcohol	--	--	P	
Commercial Greenhouse			P	
Farmers’ market and other open-air markets	--	P	P	

<i>P=Principal, A=Accessory, S=Special Land Use, -- = Not Permitted</i>					
USES	HC	NC	GC	NOTES	SPECIFIC REGULATIONS
Outdoor retail sales	--	S	S		Section 122-545
Firearms Sales Establishments	--	--	S		Section 122-527
Designated consumption establishment	--	--	S		Section 122-522
Marihuana retailers and/or provisioning centers	--	--	S		Section 122-538
Marihuana retailers and/or provisioning centers, less than 5,000 square feet gross floor area	--	S	S		Section 122-538

Sec. 122-523. Drive-through or drive-in facilities.

Drive-through or drive-in facilities in combination with any kind of other use are subject to the conditions hereinafter imposed:

- (a) Uses must not be located within 100 feet of property zoned CN, CN-Mid, CN-SF, or R1 district, measured from the lot line.
- (b) Off-street loading and stacking spaces must be provided in accordance with §122-694.
- (c) Canopies and support structures associated with drive-through facilities must meet all minimum yard setback requirements for principal buildings.. The lowest edge of a canopy must be at least 12 feet above grade.
- (d) The sound from amplification equipment must not be audible beyond the boundaries of the site.
- (e) Uses must have direct access to a major thoroughfare in accordance with §122-673. Ingress and egress curb cuts to the site must be located at least 60 feet from the intersection of any two streets, measured along the nearest right-of-way line.
- (f) Any drive-through or drive-in facilities in C, HC, NC, GC must also provide for walk-up and bicycle users.

Sec. 122-537. Marihuana microbusiness.

- (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 microbusiness apply:
- (1) The facility shall operate at all times in compliance with the General Rules of the Michigan Department of Community Health, the MTA, the MRTMA as well as any and all administrative rules or regulations contained or adopted under the authority therein;
 - (2) A marihuana microbusiness shall not be located within the following areas:
 - i. Within one-thousand (1,000) feet of any lawfully established marihuana retailer, provisioning center, or marihuana microbusiness, as measured from the outermost boundaries of the lot or parcel on which the proposed marihuana microbusiness is located to the outermost boundaries of the lot or parcel on which the lawfully established facility is located.
 - ii. Within six-hundred (600) feet of any lawfully established marihuana growing and/or processing facilities, as measured from the outermost boundaries of the lot or parcel on which the proposed marihuana microbusiness is located to the outermost boundaries of the lot or parcel on which the lawfully established facility is located.
 - iii. Within one-thousand (1,000) feet of a school, as measured from the outermost boundaries of the lot or parcel on which the marihuana microbusiness is located to the outermost boundaries of the lot or parcel on which the school is located.
 - (3) Use of marihuana is prohibited on the premises unless otherwise noted;
 - (4) All activity related to the safety and compliance shall be done indoors;
 - (5) 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.
 - (6) Drive-through and walk-up or similar facilities shall be prohibited
 - (7) 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 MTA, the MRTMA as well as any and all administrative rules or regulations contained or adopted under the authority therein administrative rules or regulations contained or adopted under the authority therein;
 - (8) That portion of the structure where the storage of any chemicals shall be subject to inspection and approval by the Ypsilanti Fire Department to ensure compliance with the Michigan Fire Protection Code;
 - (9) All marihuana microbusiness facilities 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;
 - (10) Growing, cultivation, processing, testing and sales of marihuana in the microbusiness is allowed so long as it is done within the facility and has a maximum of 150 plants as allowed by the MRTMA and the State department of Licensing and Regulatory Affairs;
 - (11) There shall be no other accessory uses permitted within the same building, other than those clearly necessary for continued operation, such as offices, employee facilities, and storage.
 - (12) The marihuana microbusiness and site shall not be altered or expanded without approval from the Planning Commission, subject to Sec. 122-328.

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) A marihuana retailer and/or provisioning center in the Center (C) zoning district shall not be located within the following areas:
 - i. Within six-hundred-ninety (690) feet of a lawfully established marihuana retailer, provisioning center, or marihuana microbusiness located in the Center (C) zoning district, 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 established facility is located.
 - ii. Within one-thousand (1,000) feet of a lawfully established marihuana retailer, provisioning center, or marihuana microbusiness located in the General Corridor (GC) or Neighborhood Corridor (NC) zoning districts, 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 established facility is located.
 - iii. 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) A marihuana retailer and/or provisioning center in the Neighborhood Corridor (NC) or General Corridor (GC) zoning district shall not be located within the following areas.
 - i. Within one-thousand (1,000) feet of any lawfully established marihuana retailer, provisioning center, or marihuana microbusiness, 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 established facility is located.
 - ii. 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.
 - (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.

Section 122-661. Generally

(c) Signs exempted.

- (1) Any sign required by City ordinance or State law, as applicable. This includes, but is not limited to, address signs, Fire Department Connection signs, or signs indicating barrier-free parking locations.
- (2) Any sign less than three square feet in area and five feet in height on the interior of a site placed so as to be oriented and clearly legible to persons on the site, provided that each sign be no closer than twenty feet to another such sign.
- (3) Drive-Through Signs. Any use that includes a drive-through is permitted to have signs up to a maximum height of six feet and a maximum area of 32 sq. ft. per drive-through use, located in the rear of the site, when placed so as to be oriented and clearly legible to persons on the site.
- (4) Signs erected by a public body. Any sign or marker erected by the City, County, State, or other municipal body is not subject to these requirements.

Sec. 122-694. Off-street stacking spaces for drive-through facilities.

- (a) **Drive-in or drive-through windows.** On the same premises with every building, structure, or part thereof, erected or occupied for the purpose of serving customers in their automobiles by means of a service window or similar arrangement, such as drive-in banks, restaurants, or cleaning establishments, there shall be provided two off-street stacking spaces for each service window or transaction station in compliance with subsection (c) of this section. Six off-street stacking spaces shall be provided for each drive-through transaction station of a restaurant.
- (b) **Automobile servicing.** Self-service automobile and car wash establishments shall provide three off-street stacking spaces for each washing stall. Quick oil change facilities shall provide three off-street stacking spaces per each oil change service bay. Automobile and car wash establishments, other than self-service, shall provide stacking spaces equal in number to four times the maximum capacity of the motor vehicle wash for automobiles awaiting entrance. The term "maximum capacity" shall mean the greatest number of possible automobiles undergoing some phase of washing at the same time.
- (c) **Stacking space dimensions.** Each stacking space shall be a minimum dimension of ten feet in width and 20 feet in length.

Proposed Ordinance

Amendments can be referenced by **Red** text with a strikethrough being deleted; **green text underlined** is proposed to be added. Sections shall be renumbered accordingly.

Section 122-203. Definitions. A (New Language)			
<u>Drive-in service (may also be known as "curbside service") means a business activity in which merchandise, food, or services are delivered directly to customers in their vehicles, typically in designated pickup location.</u>			
Section 122-203. Definitions. W (New Language)			
<u>Walk-up window refers to a business activity that allows pedestrians to order, purchase, or receive goods or services directly through an exterior window, without entering the building interior.</u>			
Section 122-446. Center Permissible Uses Chart (Amended Language)			
Uses	C	Notes	Specific Regulations
Marihuana retailers and/or provisioning centers.	P		Section 122-538 <u>No drive-through or drive-in facilities are permitted in C.</u>
Marihuana Microbusiness	S		Section 122-537

					<u>No drive-through or drive-in facilities are permitted in C.</u>
Section 122-451. Corridors Permissible Uses Chart (Amended Language)					
Uses	HC	NC	GC	Notes	Specific Regulations
Marihuana retailers and/or provisioning centers.	--	--	S		Section 122-538 <u>Drive-through facilities are not permitted.</u>
Marihuana retailers and/or provisioning centers, less than 5,000 square feet gross floor area	--	S	S		Section 122-538 <u>Drive-through facilities are not permitted.</u>
Marihuana Microbusiness	--	--	S		Section 122-538 <u>Drive-through facilities are not permitted.</u>
Section 122-523. Drive-Through or Drive-In Facilities (Amended Language)					
Drive-through or drive-in facilities, <u>though separate uses</u> , in combination with any kind of other use are subject to the conditions hereinafter imposed:					
<ul style="list-style-type: none"> (a) Uses must not be located within 100 feet of property zoned CN, CN-Mid, CN-SF, or R1 district, measured from the lot line. (b) Off-street loading and stacking spaces must be provided in accordance with §122-694. (c) Canopies and support structures associated with drive-through facilities must meet all minimum yard setback requirements for principal buildings. The lowest edge of a canopy must be at least 12 feet above grade. (d) The sound from amplification equipment must not be audible beyond the boundaries of the site. (e) Uses must have direct access to a major thoroughfare in accordance with §122-673. Ingress and egress curb cuts to the site must be located at least 60 feet from the intersection of any two streets, measured along the nearest right-of-way line. (f) Any drive-through or drive-in facilities in C, HC, NC, GC must also provide for walk-up and bicycle users. (g) <u>No more than 20% of the minimum required parking spaces may be designated for curbside services.</u> 					
Section 122-558(W). Walk-up windows (New Section)					
<u>Walk-up windows may be permitted as accessory to a principal use, such as retail, food service, and similar establishments, subject to the conditions hereinafter imposed:</u>					
<ul style="list-style-type: none"> (a) <u>No more than two (2) walk-up windows may be permitted.</u> (b) <u>Accessible Route. All walk-up windows shall be connected to the public sidewalk, and accessible parking spaces by a continuous, unobstructed pedestrian route that complies with the Americans with Disabilities Act (ADA) and applicable building codes.</u> (c) <u>Service Counter Accessibility. At least one walk-up window shall provide an accessible service counter no more than thirty-six (36) inches above the adjacent grade, with a clear floor area of at least thirty (30) inches by forty-eight (48) inches for wheelchair maneuvering.</u> (d) <u>Maneuvering Space. A clear, level, and unobstructed maneuvering area with a minimum diameter of five (5) feet shall be maintained in front of each walk-up window. This area shall be free of steps, curbs, or other barriers.</u> (e) <u>Separation from Vehicular Areas. Walk-up windows shall not be located where customers are required to cross a drive-through lane or vehicle drive aisle to access the service window, unless a designated and accessible pedestrian crossing is provided.</u> (f) <u>Queuing. The queuing area shall be located so that it does not impede pedestrian traffic and maintains a minimum 5-foot clear pedestrian path on at least one side of a public sidewalk. It shall also be positioned in a manner that does not create a hazard for on-street traffic.</u> 					
Section 122-537(b)(6). Marihuana Microbusinesses (Amended Language)					
Drive-through and walk-up or similar facilities shall be prohibited.					

Section 122-538(b)(8). Marihuana Retailers and/or Provisioning Centers (Amended Language)	
Drive-through and walk-up or similar facilities shall be prohibited.	
Section 122-694. Off-Street Stacking Spaces for Drive-Through Facilities (Amended Language)	
<p>(a) Drive-in or Drive-through windows. On the same premises with every building, structure, or part thereof, erected or occupied for the purpose of serving customers in their automobiles, by means of a service window or similar arrangement, such as drive-in banks, restaurants, or cleaning establishments, there shall be provided two off-street stacking spaces, for each service window or transaction station, unless otherwise stated in this ordinance. Six off-street stacking spaces shall be provided for each drive-through transaction station of a restaurant. Any building or structure used to serve customers in their vehicles, through a service window or similar arrangement, shall provide at least two (2) off-street stacking spaces for each service window or transaction station, unless otherwise specified in this ordinance</p> <p>(b) Automobile servicing. Self-service automobile and car wash establishments shall provide three off-street stacking spaces for each washing stall. Quick oil change facilities shall provide three off-street stacking spaces per each oil change service bay. Automobile and car wash establishments, other than self-service, shall provide stacking spaces equal in number to four times the maximum capacity of the motor vehicle wash for automobiles awaiting entrance. The term "maximum capacity" shall mean the greatest number of possible automobiles undergoing some phase of washing at the same time.</p> <p>(c) Stacking space dimensions. Each stacking space shall be a minimum dimension of ten nine (9) feet in width and 20 <u>eighteen (18)</u>-feet in length.</p>	
Section 122-661(c). Signs Exempted (Amended Language)	
<p>(1) Any sign required by City ordinance or State law, as applicable. This includes, but is not limited to, address signs, Fire Department Connection signs, or signs indicating barrier-free parking locations.</p> <p>(2) Any sign less than three square feet in area and five feet in height on the interior of a site placed so as to be oriented and clearly legible to persons on the site, provided that each sign be no closer than twenty feet to another such sign.</p> <p>(3) Drive-Through Signs. Any use that includes a drive-through is permitted to have signs up to a maximum height of six feet and a maximum area of 32 sq. ft. per drive-through use, located in the rear of the site, when placed so as to be oriented and clearly legible to persons on the site.</p> <p>(4) <u>Curbside Signs. Each parking space designated for curbside service may be identified with one sign not exceeding two (2) square feet in area and six (6) feet in height. Such signs shall only be limited to identifying the space as reserved for curbside service.</u></p> <p>(5) Signs erected by a public body. Any sign or marker erected by the City, County, State, or other municipal body is not subject to these requirements.</p>	
Section 122-691. Minimum and maximum number of parking spaces Restaurants (Amended Language)	
<u>Drive-through restaurant or fast-food drive-in or drive-through</u>	1 for each 50 square feet of customer waiting and eating areas, plus 1 for each employee in the largest employment shift, plus 8 <u>six (6)</u> stacking spaces for each drive-in or drive-through transaction station.
<u>Drive-in restaurant or fast-food</u>	<u>1 for each 250 square feet of gross floor area, plus 1 space for each employee in the largest employment shift.</u>

*(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.*

RECOMMENDED MOTION

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.

(Note: If the Planning Commission is not comfortable with the proposed amendment as provided, the Planning Commission can recommend changes to the text so long as proposed changes are clearly covered in the motion.)

Joshua Burns,
City Planner, City of Ypsilanti

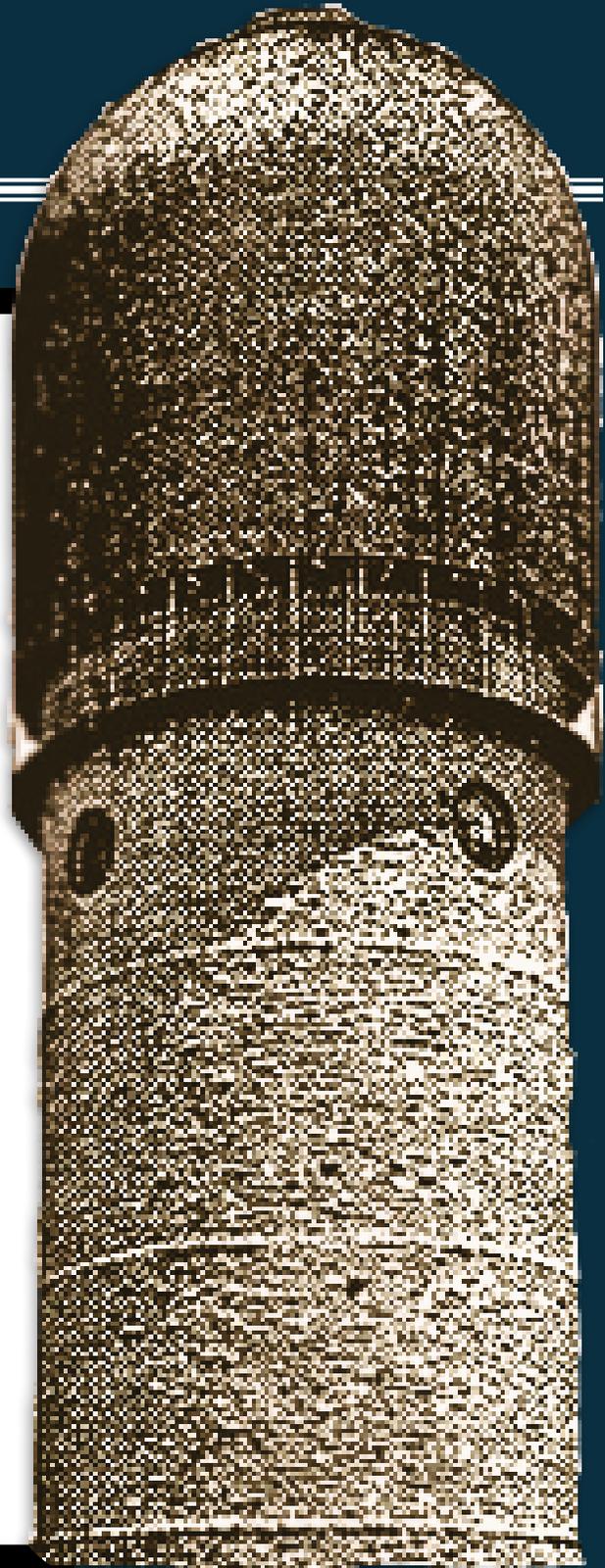
CITY OF YPSILANTI

Pride. Diversity. Heritage.

Zoning Text Amendment: Levels of Review

Attachments:

- Zoning Text Amendment Staff Review





February 18th, 2026

**Text Amendment Staff Review
Levels of Review**

GENERAL INFORMATION

Staff's Requested Action

The proposed zoning text amendment is intended to reduce regulatory barriers within the Zoning Ordinance for businesses seeking to occupy existing buildings without modifications to the site or building footprint. The amendment includes the following sections of the Ordinance:

- Section 122-307(c)(3)

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.

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 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.

**This may be a good time for the Planning Commission to review and discuss the revision requirements established for PUDs.

CURRENT ORDINANCE

(c) Levels of Review Table				
Activities or uses	Type of plan required	City Planner	Planning Commission	City Council
(1) New Construction				
Single or two-family dwelling on individual lot	Sketch	X		
Accessory dwelling unit or accessory building to single or two-family use	Sketch	X		
Essential services, electrical substations, private utilities and similar uses	Site	X		
Non-residential	Site	Review & recommend to PC	X	
Special Land Use or Limited Building Type	Site or Limited Site, at Planner discretion	Review & recommend to PC	X	
Subdivisions (both site condominiums & plats)	Site	Review & recommend to PC	Review & Recommend to City Council	X
Rezoning, including conditional rezonings	Site	Review & recommend to PC	Review & Recommend to City Council	X
Planned Unit Development (PUDs)	Site	Review & recommend to PC	Review & Recommend to City Council	X
(2) Expansion/Modification to Existing Buildings				
Single or two family dwelling on individual lot	Sketch	X		
Accessory dwelling unit	Sketch	X		
Where no requests for exceptions as allowed by this Chapter are made, and the proposed expansion/modification does not exceed 25% of the existing total gross floor area of the building (up to a maximum of 5,000 square feet), or 500 square feet, whichever is greater.	Site	X		

(c) Levels of Review Table				
Activities or uses	Type of plan required	City Planner	Planning Commission	City Council
Where a building encroaches into the required setback from a planned easement; or area of expansion exceeds the threshold permitted for administrative review; or when waivers are requested.	Site	Review & recommend to PC	X	
Expansion or intensification of a Special Land Use	Site	Review & recommend to PC	X	
(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	
(4) Accessory Structures & Site Improvements				
Accessory buildings, structures, and off-street parking for single and two-family dwelling units on individual lots	Sketch	X		
Accessory buildings less than 250 square feet	Sketch	X		

(c) Levels of Review Table				
Activities or uses	Type of plan required	City Planner	Planning Commission	City Council
Accessory buildings, except when accessory to single and two-family dwellings, 250 square feet or more	Site	X		
New parking lot and/or garage, except when accessory to single and two-family dwellings, with no requests for waivers allowed in this Chapter	Site	X		
Expand or modify an existing parking lot that results in drainage alterations, changes in circulation patterns or access, or addition or replacement of base or subgrade, with no requests for waivers allowed in this Chapter	Site	X		
New parking lot and/or garage, or expand/modify existing parking lot, with requests for waivers allowed in this Chapter	Site	Review & recommend to PC	X	
(5) Other uses or site improvements				
Community garden as principal use	Sketch	X		
Infrastructure and paving improvements including sidewalks, bicycle facilities, and pathways on private property in excess of 500 sq ft, excluding parking areas and driveways; with no requests for waivers allowed in this chapter	Sketch	X		
Construction, relocation or erection of structures including signs, screening walls, trash receptacles, fences, walls, lights, poles, cooling/heating or other mechanical equipment	Sketch	X		
Swimming pools	Sketch	X		

PROPOSED ORDINANCE

Amendments can be referenced by ~~Red~~ text with a strikethrough 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
(1) New Construction				
Single or two-family dwelling on individual lot	Sketch	X		
Accessory dwelling unit or accessory building to single or two-family use	Sketch	X		
Essential services, electrical substations, private utilities and similar uses	Site	X		
Non-residential	Site	Review & recommend to PC	X	
Special Land Use or Limited Building Type	Site or Limited Site, at Planner discretion	Review & recommend to PC	X	
Subdivisions (both site condominiums & plats)	Site	Review & recommend to PC	Review & Recommend to City Council	X
Rezoning, including conditional rezonings	Site	Review & recommend to PC	Review & Recommend to City Council	X
Planned Unit Development (PUDs)	Site	Review & recommend to PC	Review & Recommend to City Council	X
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Single or two family dwelling on individual lot	Sketch	X		
Accessory dwelling unit	Sketch	X		
Where no requests for exceptions as allowed by this Chapter are made, and the proposed expansion/modification does not exceed 25% of the existing total gross floor area of the building (up to a maximum of 5,000 square feet), or 500 square feet, whichever is greater.	Site	X		

(c) Levels of Review Table				
Activities or uses	Type of plan required	City Planner	Planning Commission	City Council
Where a building encroaches into the required setback from a planned easement; or area of expansion exceeds the threshold permitted for administrative review; or when waivers are requested.	Site	Review & recommend to PC	X	
Expansion or intensification of a Special Land Use	Site	Review & recommend to PC	X	
(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-Sketch	Review & recommend to-PC X	X	
(4) Accessory Structures & Site Improvements				
Accessory buildings, structures, and off-street parking for single and two-family dwelling units on individual lots	Sketch	X		
Accessory buildings less than 250 square feet	Sketch	X		

(c) Levels of Review Table				
Activities or uses	Type of plan required	City Planner	Planning Commission	City Council
Accessory buildings, except when accessory to single and two-family dwellings, 250 square feet or more	Site	X		
New parking lot and/or garage, except when accessory to single and two-family dwellings, with no requests for waivers allowed in this Chapter	Site	X		
Expand or modify an existing parking lot that results in drainage alterations, changes in circulation patterns or access, or addition or replacement of base or subgrade, with no requests for waivers allowed in this Chapter	Site	X		
New parking lot and/or garage, or expand/modify existing parking lot, with requests for waivers allowed in this Chapter	Site	Review & recommend to PC	X	
(5) Other uses or site improvements				
Community garden as principal use	Sketch	X		
Infrastructure and paving improvements including sidewalks, bicycle facilities, and pathways on private property in excess of 500 sq ft, excluding parking areas and driveways; with no requests for waivers allowed in this chapter	Sketch	X		
Construction, relocation or erection of structures including signs, screening walls, trash receptacles, fences, walls, lights, poles, cooling/heating or other mechanical equipment	Sketch	X		
Swimming pools	Sketch	X		

(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
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- (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.

RECOMMENDED MOTION

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.

(Note: If the Planning Commission is not comfortable with the proposed amendment as provided, the Planning Commission can recommend changes to the text so long as proposed changes are clearly covered in the motion.)

Joshua Burns,
City Planner, City of Ypsilanti

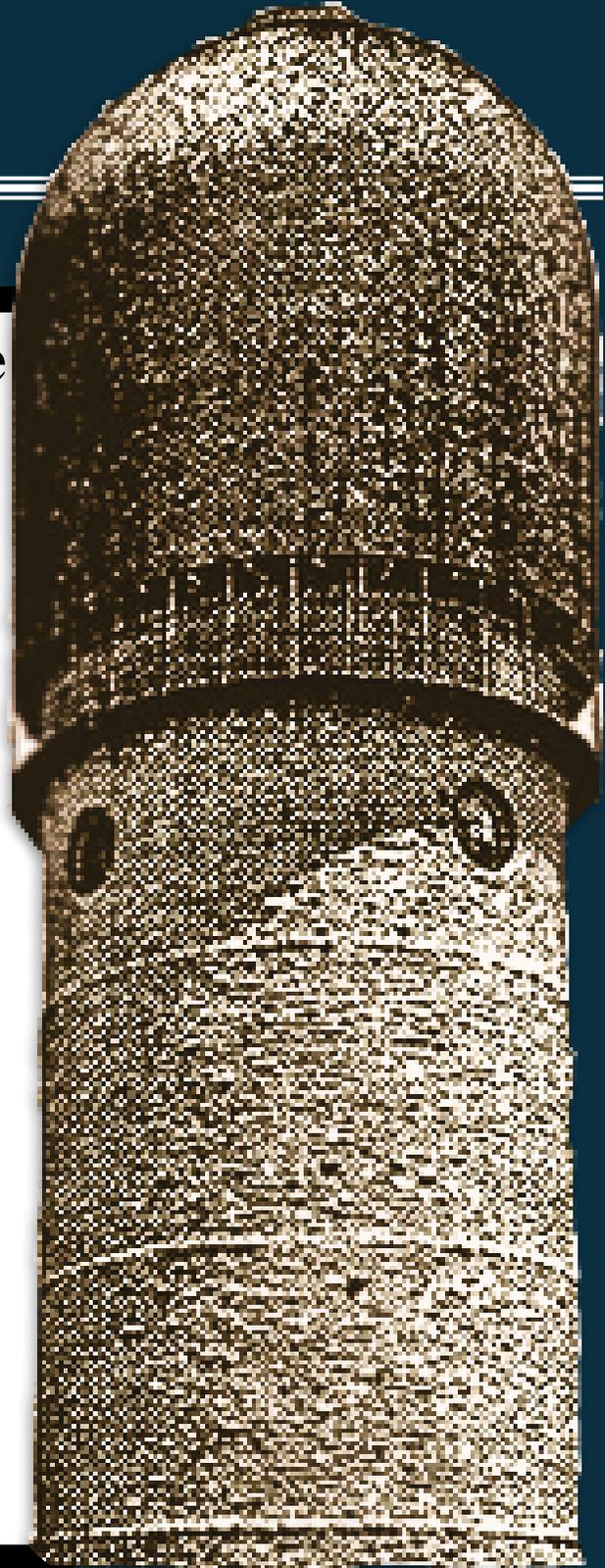
CITY OF YPSILANTI

Pride. Diversity. Heritage.

800 Railroad | Vehicle Storage Facility | SPR SLU

Attachments:

- Application
- Boundary Survey
- Existing Conditions Site Plan
- Staff Report





City of Ypsilanti
Planning & Development Department
One South Huron • Ypsilanti, MI 48197
Phone: (734) 483-9646

Office Use Only:	
Receipt:	_____
Method:	_____
	Code: 178 Rezone
	Acct: 101-4-7210-607-01

Special Use Permit Application

\$750 non-refundable application fee

Must be submitted with site plan or sketch plan application.
Incomplete applications will not be accepted.

Applicant

Name Charles Bultman	
Address 220 South Huron Street	
Phone (b) (1) (A)	Email (b) (1) (A)(b) (1) (A)

Property

Address 800 Railroad Street	Parcel ID 11-11-04-270-009
Property owner* Nabil Salamey	

*If applicant is not the property owner: applicant must attach property owner's written, notarized authorization of application.

Project

Name of project 800 Railroad Street
Current use
Proposed use** Vehicle storage

14 January 2026

City of Ypsilanti
Planning and Development Department
1 South Huron Street
Ypsilanti, MI 48197

RE: Project representation for 800 Railroad Street

Dear Official.

As you may know, I own the property at 800 Railroad Street in Ypsilanti, Michigan. It is my intention to use this property for commercial use.

To accomplish this, I have retained Charles Bultman of Charles Bultman architect LLC to provide the architectural services for the project. Please accept this letter authorizing Mr. Bultman, and / or other individuals from his office, to represent us and our interests regarding this property and to communicate on my behalf with the City of Ypsilanti.

I look forward to working with the City. Please feel free to contact me or Chuck Bultman if you have any questions or comments.

Regards,

Nabil Salamey

(b) (1) (A)

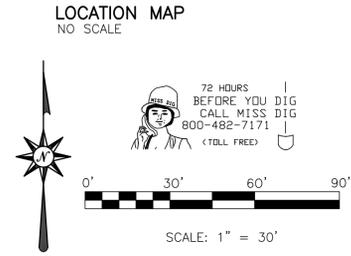
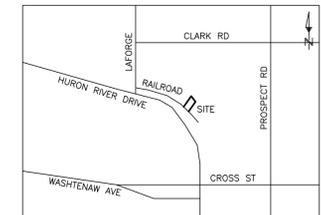
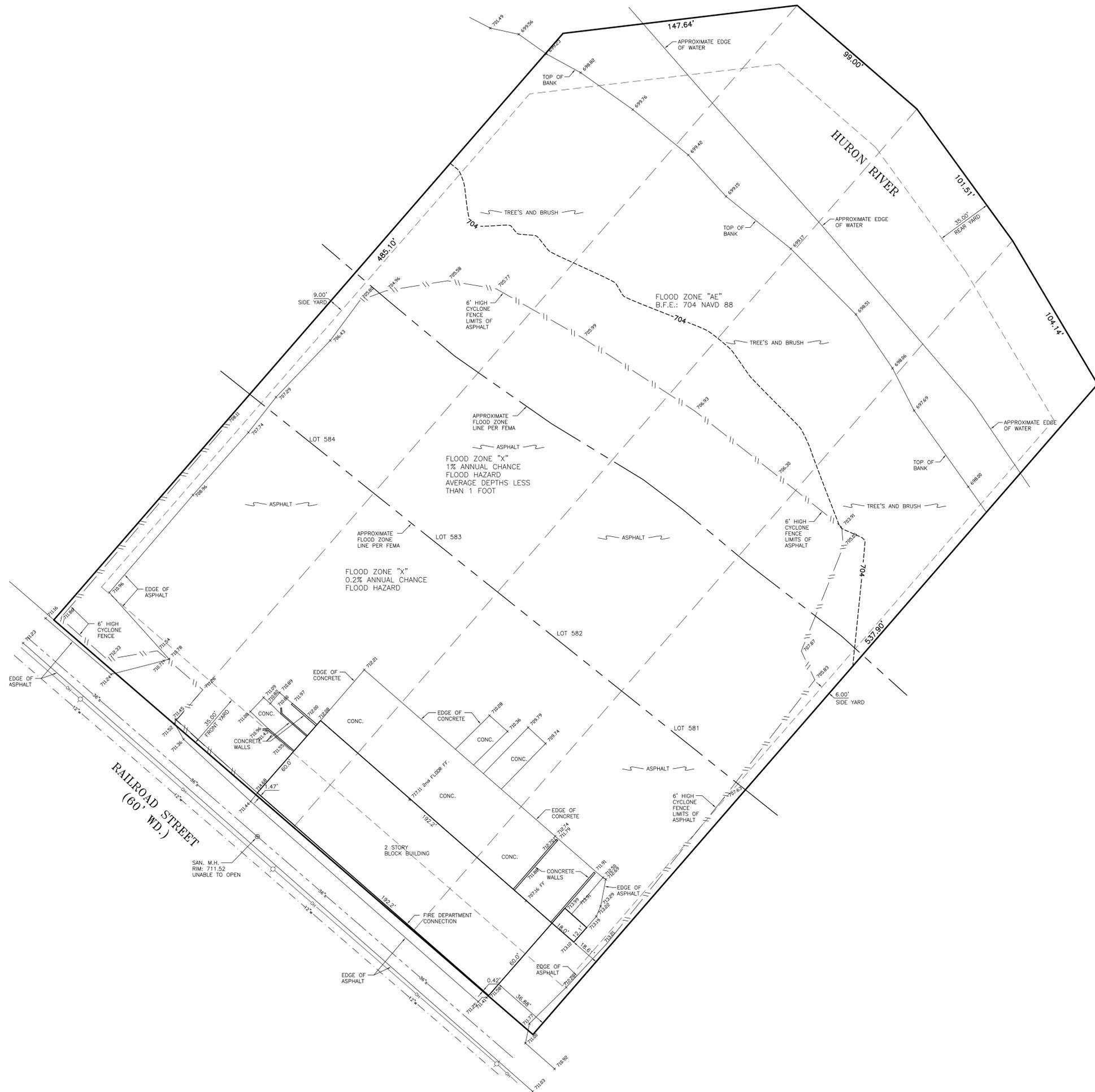
(b) (1) (A)



CRAIG T. ANNAS
My Commission Expires
October 28, 2029
County of Livingston
Acting in the County of (b) (1) (A)

On the 15 day JANUARY 2026
before me personally appeared
(b) (1) (A) (b) (1) (A) (b) (1) (A) (b) (1) (A)
to me known to be the person who executed
the foregoing instrument, and acknowledged
that he executed the same as his free act
and deed.

CC: Mr. Charles Bultman, architect



ZONING & SETBACKS
 ZONED: GC GENERAL CORRIDOR
 SETBACK REQUIREMENTS:
 FRONT: 35 FEET MINIMUM
 REAR: 35 FEET MINIMUM
 SIDES: 6 FEET MINIMUM 15 FEET TOTAL

FLOODPLAIN
 SUBJECT PROPERTY LIES IN FLOOD ZONE X WHICH IS AN AREA DETERMINED TO BE OUTSIDE OF 0.2% ANNUAL CHANCE AND ZONE AE FLOODPLAIN WITH A BASED FLOOD ELEVATION OF 704 WITHIN ZONE AE PER FEMA FLOOD MAP SERVICE CENTER FOR CITY OF YPSILANTI, WASHTENAW COUNTY, MICHIGAN.
 MAP NUMBER: 26161C02B8E
 EFFECTIVE DATE: 04/03/2012

MUNICIPALITY
 CITY OF YPSILANTI
 ONE SOUTH HURON STREET
 YPSILANTI, MI 48197
 (734) 483-1100
 BUILDING DEPARTMENT: (734) 482-1025

UTILITY NOTE
 UNDERGROUND UTILITY LINES, PIPE SIZES, INVERTS AND STRUCTURES SHOWN ARE PER RECORDS MADE AVAILABLE BY UTILITY COMPANIES OR MUNICIPALITIES BASED ON A MISS DIG REQUEST, TICKET No. _____, AND BY FIELD OBSERVATION WHERE POSSIBLE. ALL MUNICIPALITIES, UTILITY COMPANIES AND/OR MISS DIG SHOULD BE NOTIFIED BY THE DESIGN PROFESSIONAL AND/OR CONTRACTOR FOR FIELD LOCATION AND VERIFICATION OF ALL UTILITY INFORMATION PROVIDED PRIOR TO DESIGN AND/OR CONSTRUCTION. PHOENIX SURVEYING, LLC AND/OR GLA SURVEYORS AND ENGINEERS (DBA) SHALL BE HELD HARMLESS FOR ANY AND ALL PHYSICAL OR MONETARY DAMAGES RESULTING IN THE USE OF THIS DRAWING WHETHER SHOWN ON THESE PLANS OR NOT.

SURVEYOR/ENGINEER
 GLA SURVEYORS & ENGINEERS
 9450 SOUTH MAIN STREET
 SUITE 103
 PLYMOUTH, MI 48170
 (734)-416-9650
 (734)-416-9657 FAX

LEGEND
 FINISHED FLOOR F.F. SANITARY MANHOLE
 WATERMAIN UTILITY POLE
 SANITARY SEWER
 OVERHEAD WIRES EX. SPOT ELEVATION
 FENCE

FILE NO.: 2950-581 DWG. NO.: 2950-581
 SHEET No.
 1-1
 SCALE: 1" = 30'

DRAWN BY: S.A.S.
 CHECKED BY: S.A.S./G.L.A.
 SCALE: 1" = 30'

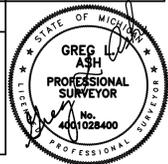
CLIENT
 11/20/25

AAA / BUDGET TOWING
 2280 EAST MICHIGAN AVE.
 YPSILANTI, MI 48198
 TOWN

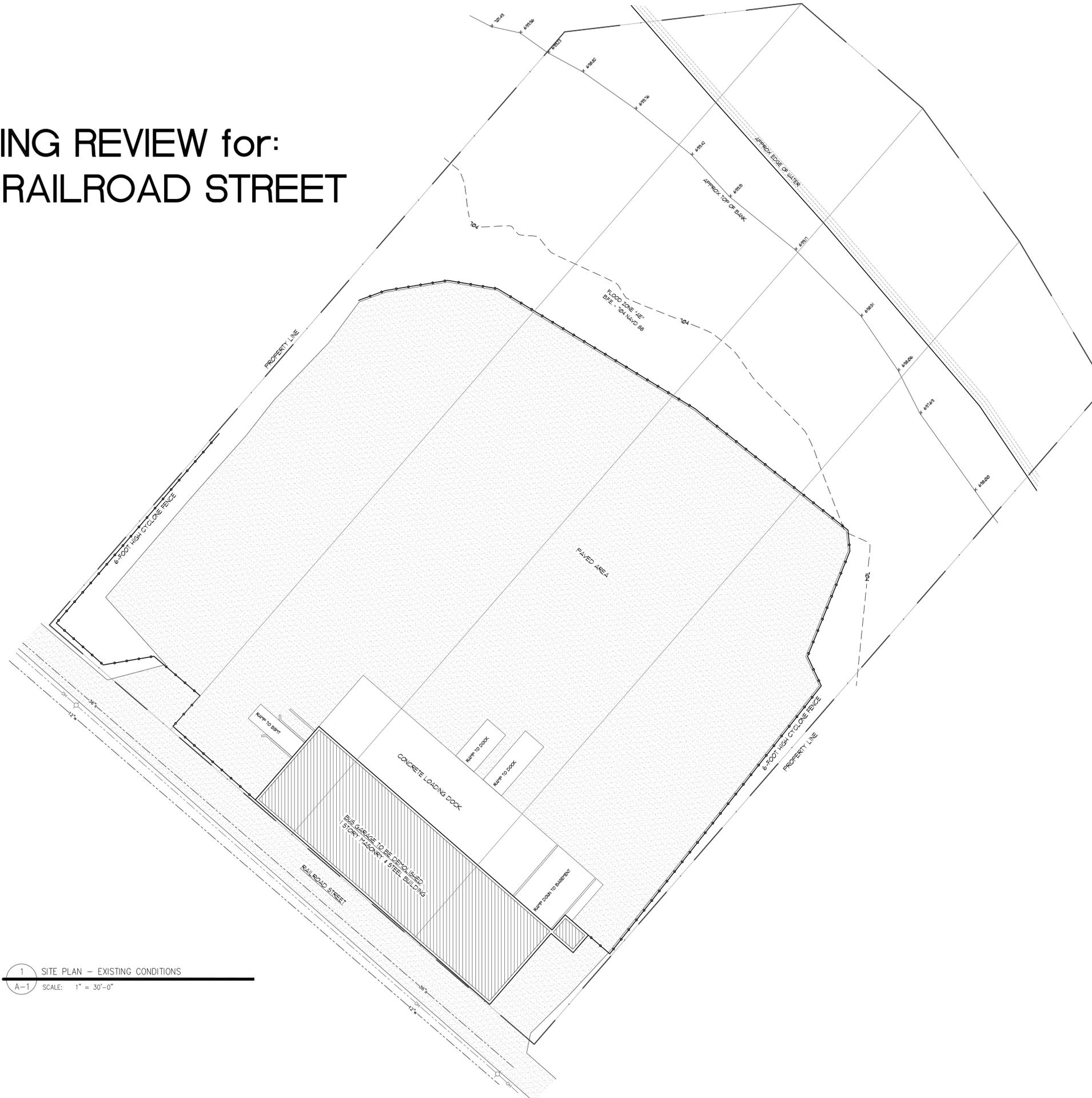
9450 SOUTH MAIN STREET
 SUITE 103
 PLYMOUTH, MI 48170
 PHONE: (734) 416-9650
 FAX: (734) 416-9657
 www.glasurveyors.com

GLA SURVEYORS & ENGINEERS

**BOUNDARY SURVEY w/LOCATIONS
 AAA / BUDGET TOWING PROPERTY**
 800 RAILROAD STREET
 PT. OF THE EAST 1/2 OF SEC. 4, T. 3 S., R. 7 E.,
 CITY OF YPSILANTI, WASHTENAW COUNTY, MICHIGAN



ZONING REVIEW for: 800 RAILROAD STREET



1 SITE PLAN - EXISTING CONDITIONS
A-1 SCALE: 1" = 30'-0"

Charles Bultman
Architect

cbultman • flash.net
734 223 1358
220 south huron street - ypsilanti, mi 48197

ISSUE / DATE
16 JAN 2016 - ZONING

OWNER

NABIL SALAMEY
2280 EAST MICHIGAN AVENUE
YPSILANTI, MI 48198
TEL: 734.476.3330

ARCHITECT

CHARLES BULTMAN, architect
220 SOUTH HURON STREET
YPSILANTI, MI 48197
TEL: 734.223.1358

BUILDER

NOT APPLICABLE

DRAWING INDEX

A-1 SITE PLAN - EXISTING CONDITIONS

ZONING

GC - GENERAL CORRIDOR

SITE AREA

LOT - 224,189 SQUARE FEET (5.16 ACRES)

LEGAL DESCRIPTION

LOTS 581, 582, 583 AND 584 OF NORRIS WESTERN ADDITION TO YPSILANTI SECTION 4, T. 3 S., R. 1 E., CITY OF YPSILANTI, WASHTEENAU COUNTY, MICHIGAN, AS RECORDED IN LIBER 46 OF PLATS, PAGE 425, WASHTEENAU COUNTY RECORDS.

ZONING REVIEW FOR
800 RAILROAD STREET
YPSILANTI, MICHIGAN

OWNER FILE
800 railroad street.dwg

OWNER'S
CIB/CIB

SCALE
AS NOTED

SITE PLAN
EXISTING CONDITIONS

SHEET NO.

A-1



City of Ypsilanti
Community Services Department

February 18th, 2026

**Staff Review of Special Use and Site Plan
Vehicle Storage Facility
800 Railroad St.**

GENERAL INFORMATION

Applicant: Nabil Salamey/Charles Bultman
Project: 800 Railroad Vehicle Storage Facility
Public Hearing Date: February 18th, 2026
Location: 800 Railroad Street (11-11-04-270-009)
Zoning: "GC" General Corridor
Action Requested: Approval
Staff Recommendation: Conditional Approval

PROJECT AND SITE DESCRIPTION

800 Railroad Street (Parcel # 11-11-04-270-009) is a large 5.16-acre (224,755 sq ft) property that sits adjacent to the Huron River. The site features a large, 19,584 sq ft warehouse (former bus garage and retail space for YCS), built prior to 1916, a large asphalt surface, and heavy vegetation along the river. There is a rich history of manufacturing on this property, which has been included in the packet. The applicant has been utilizing the property for vehicle storage after purchasing the property from Ypsilanti Community Schools.

The site is accessible vehicularly from Railroad Street; however, pedestrians, cyclists, and public transit users cannot readily access the site, evident from the lack of sidewalks along railroad, lack of bike hoops/lanes, and the closest bus stop being over 1,700 ft away.

The property is located within the General Corridor (GC) zoning district, where vehicle storage facilities are permitted upon the approval of a special use permit. The warehouse was recently found to be a dangerous building, and following a conditions review, the applicant has decided to demolish the building. No other changes are proposed to the site.

Figure 1: Subject Site Location (March 2024)



Figure 2: 800 Railroad, Facing Northeast – Google Maps, June 2024



Figure 3: Land Use and Zoning of Surrounding Area

	LAND USE	ZONING
NORTH	Woodlands	Ypsilanti Township
EAST	Single-Family Housing	General Corridor (GC)
SOUTH	Former Manufacturing – Now Vacant	General Corridor (GC)
WEST	Vehicle Storage	General Corridor (GC)

SPECIAL USE: CRITERIA AND REVIEW

§122-324(b)

(1) *The proposed use conforms with all the provisions and requirements of this chapter, including site plan or sketch plan review standards, as applicable, and the applicable site development standards for the specific use, as well as the spirit and intent of this chapter and the Master Plan. The location, scale, and intensity of the proposed use shall be compatible with adjacent uses and the zoning of the land. Height, location and size of buildings shall be compatible with uses and buildings on adjacent properties. The intensity of the proposed use, such as volume, frequency and times of operation, and its compatibility shall be considered. If nonconformities are present, all reasonable effort has been made to eliminate them.*

COMMENTS: The proposed use as a vehicle storage facility largely matches the light industrial characteristic of most uses on Railroad Street. The site was previously used as a bus storage depot/retail space by the Ypsilanti Community Schools, so the requested use is not substantially different.

(2) *The proposed use shall promote the use of land in a socially and economically sustainable manner and shall not be detrimental, hazardous, or disturbing to existing or future neighboring uses, persons, property or public welfare. Noise, odor, smoke and potential contamination of air, soil and water and its potential effect on neighboring uses, persons and property, as well as public welfare, shall be considered.*

COMMENTS: The use of land as a vehicle storage facility does raise nuisance and pollution concerns; however, the site has historically been used for storage. With that said, to mitigate possible runoff into the river, it would be worth understanding how rainwater flows through the site.

(3) *The proposed special land use shall be designed, constructed, operated and maintained to assure long-term compatibility with surrounding land uses. Consideration shall be given to the placement, bulk, and height of structures; materials used in construction; location and screening of parking areas, driveways, outdoor storage areas, outdoor activity areas, and mechanical equipment; nature of landscaping and fencing; and hours of operation.*

COMMENTS: The asphalt is expected to remain. The Planning Commission may want to study the existing conditions of the asphalt lot, as well as consider requiring ordinance-compliant striping and screening.

(4) *The proposed special land use shall not present unreasonable adverse impacts on the transportation system. Consideration shall be given to the estimated pedestrian, bicycle and vehicular traffic generated by such use, access to transit, proximity to major thoroughfares, proximity to intersections, required vehicular turning movements, and provisions for pedestrian and bicycle traffic.*

COMMENTS: None are anticipated.

(5) *The proposed use shall not create additional requirements at public cost for public facilities and services that will be detrimental to the economic sustainability of the community.*

COMMENTS: None are anticipated.

CONDITIONS OF APPROVAL

§122-326

"Reasonable conditions may be required in conjunction with an approval. The conditions may include conditions necessary to ensure that public services and facilities affected by a proposed land use or activity will be capable of accommodating increased service and facility loads caused by the land use or activity, to conserve natural resources and energy, to ensure compatibility with adjacent uses of land, and to promote the use of land in a socially and economically desirable manner. Conditions imposed must do all of the following:

- (1) Be designed to protect natural resources, the health, safety, and welfare, as well as the social and economic well-being.*
- (2) Be related to the valid exercise of police power and purposes which are affected by the proposed use or activity.*
- (3) Be necessary to meet the intent and purposes of this chapter, be related to standards established in this chapter, and be necessary to ensure compliance with those standards."*

Items to be addressed:

- Nonconforming parking lot.
- Nonconforming screening.

Additional Items to Consider:

The Planning Commission has the authority to require stormwater management, landscaping, photometrics details, etc.

SITE PLAN: CRITERIA AND REVIEW

§122-311

STANDING

§122-311(a)

The applicant is legally eligible to apply for a site plan review, and most of the required information has been provided.

REQUIREMENTS

§122-311(b)

“The proposed site plan conforms with all the provisions and requirements, as well as the spirit and intent of this chapter and the Master Plan. The proposed development will meet all the regulations of the zoning district in which it is located.”

Figure 4: Requirements

ORDINANCE REFERENCE	REQUIRED	EXISTING CONDITIONS	PROPOSED
<p>§122-554</p> <p>Self-Storage Facilities & Vehicle Storage Facilities</p>	<p>(a) In the C, NC and GC districts, self-storage and vehicle storage facilities must comply with the regulations for building types. In all other districts, the facility shall be surrounded by a six-foot high solid obscuring fence, except for entrance gates. Required fencing near ingress and egress driveways may be lowered to permit adequate sight distances for vehicles entering and exiting the facility.</p> <p>(b) No single storage space shall exceed 500 square feet, except for vehicle storage facilities.</p> <p>(c) Only vehicles may be stored in vehicle storage facilities.</p>	<p>Section 122-465(b)(2) states that lot size determines building type. Based on lot size, the building type is best described as a large single story commercial building. The existing structure is nonconforming with this building type.</p> <p>Parking spaces are not defined, so technically there is no designated space.</p> <p>Vehicles are being stored, as well as scrap metals.</p>	<p>The applicant proposes demolishing the building as it has been found to be dangerous. No other structures are proposed.</p> <p>No changes are proposed. Existing Nonconformity.</p> <p>No changes are proposed. Noncompliant.</p>

Items to be Addressed:

- Noncompliant parking lot.

BUILDING LOCATION AND SITE ARRANGEMENT

§122-311(c)

"All elements of the site plan shall be harmoniously and efficiently organized in relation to the character of the proposed use, the size and type of lot, the size and type of buildings, and the character of the adjoining property. The site shall be so developed as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this chapter."

Following demolition of the existing warehouse, no improvements are proposed to the site.

Figure 5: Building Location & Site Arrangement

ORDINANCE REFERENCE		DEFINITION		PROPOSED
§122-203(v)	Vehicle Storage Facility	Vehicle storage facility means a building or portion thereof or an outdoor controlled-access compound, designed or used exclusively for long-term or seasonal storage of four or more automobiles, trucks, tractors, boats, mobile homes, recreational vehicles and trailers, and other types of vehicles. A vehicle storage facility may be combined with a self-storage facility.		Outdoor controlled-access compound. Compliant.
ORDINANCE REFERENCE		REQUIRED	EXISTING CONDITIONS	PROPOSED
§122-607(C)	Planned Easements	All site plans must show planned easements a 50-to-100-foot conservation and /or access easement along any Huron River frontage	No easement is on file.	No changes are proposed. Existing Nonconformity.
§122-608	Refuse	Masonry enclosure 1' taller than dumpster (no less than 6'), in rear yard, 80% opaque swing door, on a concrete pad.	Existing conditions are unclear. No dumpster enclosure can be seen from aerials.	No changes are proposed. Existing Nonconformity.
§122-683(k)	Off-Street Parking Layout and Construction for all Other Uses. Lighting	With the exception of multiple-family dwellings on individual lots containing no more than four units, parking and loading facilities utilized during night-time hours shall be artificially illuminated. All such outdoor lighting shall meet the requirements of §122-609.	Existing conditions are unclear.	No changes are proposed. Existing Nonconformity.
§122-609	Required Lighting	Photometric plan.	Existing conditions are unclear.	No changes are proposed. Existing Nonconformity.

§122-631	Landscape Plan Requirements	Landscape plan is not required.	This vegetation exists in the rear along the riverbank.	No changes are proposed.
§122-634	Screening Between Conflicting Land Uses	<p>When a non-residential use abuts a property where a residential use occupies the first floor of the principal structure...</p> <p>Location. Screening must be provided along all lot lines between conflicting land uses when required by this section.</p> <p>Construction. Screens must be a wall, fence, or landscape buffer at least six (6) feet in height.</p> <p>Wire or chainlink fencing with slats is not permitted</p>	Chainlink fence with cloth panels appear to enclose most of the storage area.	No changes are proposed. Existing Nonconformity.
§122-636	Street Trees	The street trees must be centered between the sidewalk and the back of the street curb.	No street trees exist; however, the property line directly abuts the street, meaning there is no space for street trees.	No changes are proposed. Existing Nonconformity.
§122-638	Site Landscaping	At least 10% of the site must be landscaped.	>10%.	No changes are proposed. Compliant.

Items to be Addressed:

- Lack of conservation easement along the river.
- Lack of trash management plan.
- Nonconforming screening.

SITE ACCESS, TRAFFIC, AND PARKING

§122-311(d)

"With respect to vehicular and pedestrian circulation on the site, including walkways, interior drives, and parking; circulation shall to the extent possible create potential cross-and joint-access to adjacent parcels and the existing block layout. Special attention shall be given to the location, number and spacing of ingress and egress points; general interior circulation including turnaround areas; adequate provisions for delivery of services (trash removal, school buses, mail and parcel delivery); separation of pedestrian and vehicular traffic; avoidance of building corners next to access drives; identification of addresses; storage of plowed snow; and arrangement of parking areas that are safe and convenient, and insofar as practicable, do not detract from the design of the proposed buildings and structures, neighboring properties, pedestrian and bicyclist safety, access to transit and flow of traffic on adjacent streets. All buildings or groups of buildings shall be so arranged as to permit adequate access by emergency vehicles as required by the city building code."

The site is accessible vehicularly from Railroad Street; however, pedestrians, cyclists, and public transit users cannot readily access the site, evident from the lack of sidewalks along railroad, lack of bike hoops/lanes, and the closest bus stop being over 1,700 ft away.

Figure 6: Site Access, Traffic, and Parking Requirements

ORDINANCE REFERENCE	REQUIRED	EXISTING CONDITIONS	PROPOSED
<p>§122-671 Public Service Access</p>	<p>The site shall provide adequate access for fire, police, sanitation, and public works vehicles.</p>	<p>Site is easily accessible via Railroad Street for public services.</p>	<p>No changes are proposed. Compliant.</p>
<p>§122-672 Sidewalks</p>	<p>For all development projects, either a new public sidewalk or if necessary the reconstruction of existing sidewalks, must be provided along the perimeter of the lot which abuts any street.</p> <p>**The Planning Commission may waive this requirement based on the following: (1) A shared-use path may be provided in lieu of a sidewalk. (2) A fee in lieu of construction may be provided by the development in the amount of 100% of the construction cost. (3) Any easement required for the construction, maintenance, or operation of a modified facility</p>	<p>A sidewalk runs along the western lot line.</p>	<p>No changes are proposed. Existing Nonconformity.</p>
<p>§122-675 TRAFFIC VISIBILITY</p>	<p>Maintain shrubs/other obstructions lower than 30" and trees/other obstructions higher than 8': At driveway: within a 10'x10' triangle formed by the street ROW line and the edge of the driveway At intersection: within a 25' x 25' triangle formed by an extension of the property lines, as measured from the pavement edges.</p>	<p>Chainlink fence with cloth panels are within the 10'x10' required triangle.</p>	<p>No changes are proposed. Existing Nonconformity.</p>

ORDINANCE REFERENCE	REQUIRED	EXISTING CONDITIONS	PROPOSED
<p>§122-683 (b) Ingress and Egress</p>	<p>Adequate ingress and egress to such parking lot shall be provided by means of clearly defined and limited drives having a minimum width of 20 feet for two-way traffic and 10 feet for one-way traffic, with a maximum of 30 feet</p>	<p>Ingress/Egress width is ~50 ft.</p>	<p>No changes are proposed. Existing nonconformity.</p>
<p>§122-683 (c) Access</p>	<p>Walkways in parking lots. Paved walkways a minimum of 5 feet in width shall be provided for access to adjacent parks, commercial areas, transit stops, anticipated walkways and institutions. Pedestrian movement shall be accommodated within parking lots through raised walkways, marked crosswalks or similar methods.</p> <p>Vehicular Access. All parking spaces must be accessible to vehicles by means of maneuvering aisles. All parking spaces shall be designed so that any motor vehicle may be parked or unparked without moving another vehicle.</p>	<p>Walkways are not defined.</p>	<p>No changes are proposed. Existing nonconformity.</p>
<p>§122-683 (d) Maneuvering Drives</p>	<p>Each driveway providing access to an off-street parking lot containing five or more parking spaces shall be a minimum of ten feet in width.</p>	<p>Maneuvering drives are not defined.</p>	<p>No changes are proposed. Existing nonconformity.</p>

ORDINANCE REFERENCE	REQUIRED	EXISTING CONDITIONS	PROPOSED
<p>§122-683 (e) Surfacing</p>	<p>All parking and loading facilities and access drives shall be paved with a durable bonded material in accordance with accepted engineering standards, or alternative surfacing materials to minimize impervious surface and stormwater runoff, employ environmental and other best practices, and achieve low impact design, at the discretion of the City Engineer.</p>	<p>Asphalt surfacing; however, much of it is in poor condition.</p>	<p>No changes are proposed.</p>
<p>§122-683 (h) Setback from Adjacent Lot</p>	<p>Parking areas are required to be 10' from any adjacent lot.</p>	<p>Asphalt surface abuts both the eastern and western lot lines.</p>	<p>No changes are proposed. Existing nonconformity.</p>
<p>§122-683 (i) Striping</p>	<p>For parking lots containing five or more spaces, all spaces shall be outlined with three-inch wide strips of white or yellow paint, except that barrier-free spaces shall be blue, with a symbol of compliance in blue, and signed in accordance with the State Barrier-Free Code.</p>	<p>Striping does not exist.</p>	<p>No changes are proposed. Existing nonconformity.</p>
<p>§122-683 (j) Wheel Stops</p>	<p>For parking lots containing five or more spaces or accessory to commercial uses, wheel stops or curbing shall be provided for all parking spaces to prevent any vehicle from projecting beyond the parking lot area, bumping any wall or fence, or encroaching upon any landscaping.</p>	<p>Wheel stops do not exist.</p>	<p>No changes are proposed. Existing nonconformity.</p>
<p>§122-683 (l) Maintenance</p>	<p>All off-street parking areas, including striping, shall be maintained in good usable condition, and when necessary shall be treated to prevent dust or other nuisances. Such parking areas and drives shall also be kept free of litter, debris, and refuse.</p>	<p>Asphalt is in poor condition. Surfacing is also covered with litter, debris, and refuse.</p>	<p>No changes are proposed. Noncompliant.</p>

ORDINANCE REFERENCE	REQUIRED	EXISTING CONDITIONS	PROPOSED
<p>§122-684 Screening & Landscaping (external)</p>	<p>There shall be a minimum of one (1) tree for every eight (8) parking spaces, provided that a landscape island shall be provided for no more than sixteen (16) continuous spaces.</p> <p>All off-street parking areas that are visible from a public road shall be screened from view with a solid wall or landscape planting achieving at least 80% opacity year-round at least three (3) feet in height but no more than four (4) feet in height, in conformance with §122-675.</p> <p>Landscaped areas, walls, structures, and walks shall be properly protected from vehicular encroachment or overhang through appropriate wheel stops or curbs, as well as a distance of at least 3 feet.</p>	<p>Number of spaces are unclear.</p> <p>Chainlink fence with cloth panels.</p> <p>Landscaped areas are not protected.</p>	<p>No changes are proposed. Existing nonconformity.</p> <p>No changes are proposed. Existing nonconformity.</p> <p>No changes are proposed. Existing nonconformity.</p>
<p>§122-693 Required Bicycle Parking</p>	<p>Off-street parking areas shall contain at least one (1) bicycle parking space for every five (5) spaces provided for motor vehicles, or fraction thereof, with a minimum of two (2) bicycle parking spaces provided.</p>	<p>None exists.</p>	<p>No changes are proposed. Existing nonconformity.</p>

Items to be Addressed:

- Nonconforming parking lot.
- Lack of sidewalk.

Easements

§122-311(g)

"Location of abutting streets, existing and proposed rights-of-way, service drives, curb cuts, and access easements serving the site, as well as driveways opposite the site and all driveways within 100 feet of the site. The centerline of road rights-of-way shall be shown."

Items to be Addressed:

- Lack of conservation easement along the Huron River.

OTHER DEPARTMENT AND AGENCY APPROVALS

§122-311(j)

"Site plans shall conform to all applicable requirements of state and federal statutes, including health and pollution laws, fire or explosion hazards, toxic and hazardous materials, and barrier-free requirements. Site plan approval may be conditioned on the applicant receiving necessary county, state, or federal permits before a local building permit or occupancy permit is granted."

Building Department: All building codes apply to the structure.

Department of Public Works: Any work done within the right-of-way will require a right-of-way permit from the Department of Public Works.

MASTER PLAN CONSIDERATIONS

§122-311(k)

"An objective of site plan review shall be to protect and promote public health, safety, sustainability and general welfare. It is also the intent of site plan review to improve the quality of existing developments as they are expanded, contracted, or redeveloped in keeping with sound site development standards of this chapter and city master plan."

Ypsilanti is a Great Place to do Business. Allowance of this use permits a new business in this city, provides investment, and increases access to childcare.

Anyone Can Easily Walk, Bike, Drive, or Take Transit from Anywhere in Ypsilanti and to Anywhere Else in Ypsilanti and Beyond. The site provides access for numerous types of transportation.

STAFF RECOMMENDATIONS: SPECIAL USE

Staff recommend that the Planning Commission **approve with conditions** the special use permit for the vehicle storage facility at 800 Railroad Street with the following findings:

Findings:

1. The application substantially complies with Sections 122-324 and 122-326.

Conditions:

1. Special use approval is subject to approval of the site plan.

STAFF RECOMMENDATIONS: SITE PLAN

Staff recommends that the Planning Commission **approve with conditions** the site plan for the vehicle storage facility at 800 Railroad Street with the following findings and conditions:

Findings:

1. The application substantially complies with Sections 122-309 and 122-311.

Conditions:

1. The applicant shall repair and/or replace the parking lot in compliance with Section 122-683(L).
2. The applicant shall provide a conservation easement in compliance with Section 122-607(c).
3. The applicant shall provide a sidewalk or pay a fee-in-lieu for the sidewalk in accordance with Section 122-672.
4. The applicant shall provide a trash management plan; if a dumpster is part of that plan, the applicant shall provide a dumpster enclosure compliant with Section 122-608.
5. The applicant shall screen the property in accordance with Section 122-634.

Joshua Burns
City Planner, Community Services Department

CC File
 Applicant

Storage Facility at 800 railroad st

From Scott (b) (1) (A) (1) (A)(b) (1) (A)
Date Mon 2/9/2026 7:35 PM
To Joshua Burns <jburns@cityofypsilanti.com>

 5 attachments (14 MB)

1000061693.png; 1000061692.png; 31f96ede-9538-4776-83ca-e3d0603e3602-1_all_272606.jpg; 1000022848.jpg; 1000022850.jpg;

Attention: This email was sent to the City of Ypsilanti from an **external source**. Please be extra vigilant when opening attachments or clicking links.

To the Ypsilanti Planning Commission. I have lived next to the old Ypsilanti School bus depot for over 35 yrs, and have driven by it for that many years. I thought after the school buses moved out, maybe they would make it into something nice on the Huron River. So now I get to live between a Junk yard and a homeless encampment (Everyone's dream) I'm attaching pictures as early as 2018 when there were still school buses there. A lot of these vehicles are smashed and leaking fluids that will flow directly into the river. Has this been approved by the EPA? Attached are some photos from 2018 to yesterday. There has ALWAYS been vehicles parked there. I've spent 30 years, buying the neighbors half burnt houses, so the area would be beautiful, please no Junkyard. The Fish agree. Thanks for your time and consideration.









Mar 26, 2018 >
3:00 PM • Ypsilanti, MI



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Railroad St

n River Dr

Home

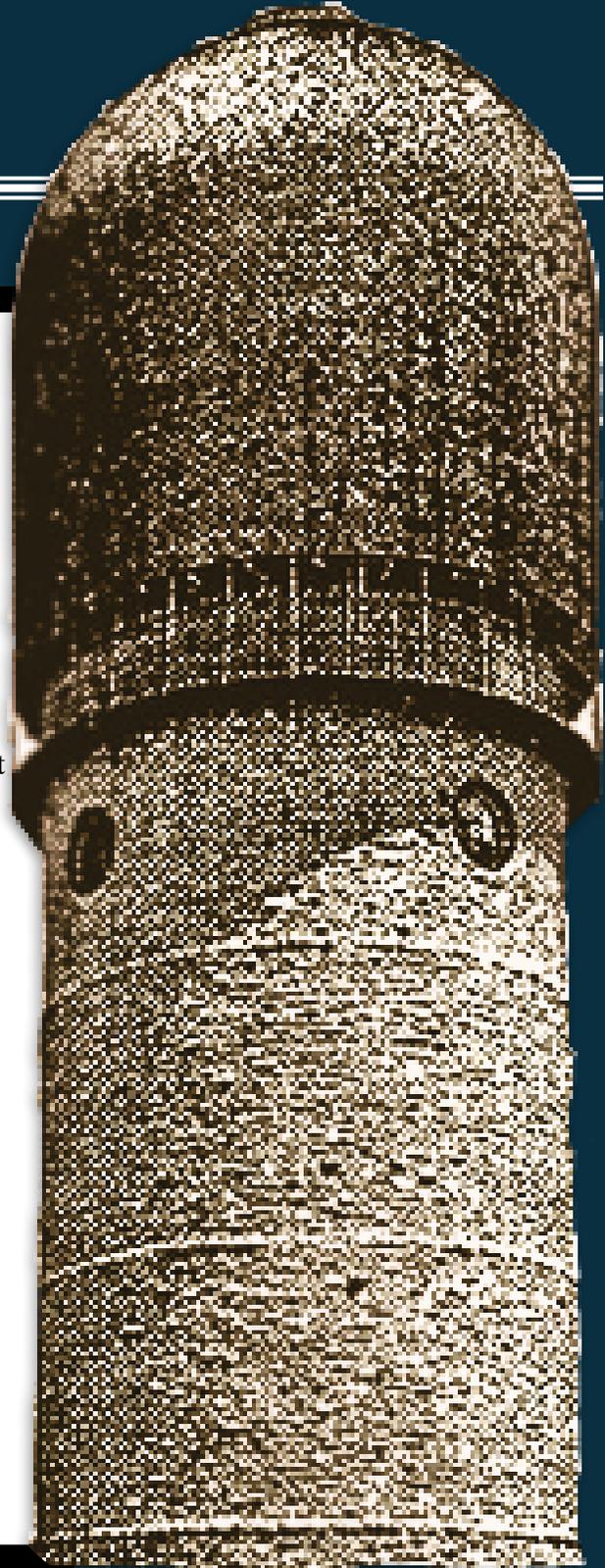
CITY OF YPSILANTI

Pride. Diversity. Heritage.

Zoning Text Amendment: Harm Reduction

Attachments:

- November 2025 Harm Reduction Memo
- December 2025 Harm Reduction Memo – Commissioner Schier
- January 2025 Harm Reduction Memo – City Attorney
- Human Relations Commission Harm Reduction Document
- Harm Reduction Presentation – Kat Layton, Former Chairperson of the Human Relations Commission
- Email Correspondence with MDHHS
- Zoning Text Amendment Staff Report





Memorandum

19 November 2025

FOR: Planning Commission
FROM: Joshua Burns, City Planner
SUBJECT: Zoning Ordinance Text Amendment: Harm Reduction Definition

Summary:

On August 21st, 2025, the Human Relations Commission passed resolution 2025-787 requesting the City Council to direct the Zoning Department to provide a clear definition of harm reduction services. The City Council then requested at their September 23rd, 2025, meeting that the Planning Commission review and provide a clear, defined definition of harm reduction services.

Background:

In August of 2024, Alex Munro, the owner of 36 N. Huron reached out inquiring about the permissibility of the proposed business, LEAF Harm Reduction. As part of the application, the description of the proposed use was described as quote, “Personal/Office and mixed use. Domestic non-profit. Public health education. LEAF Harm Reduction will provide harm reduction services and risk reduction education and counselling.” As part of the application submittal, Alex forwarded an email message further describing the proposed use as quote, “We received a tenant application from LEAF Harm Reduction Center (I have a copy of their New Business application and floor plan sketch attached); I understand that this new tenant is an office user which provides counseling to drug users. They also plan to offer drug testing services where drug users will bring their drugs to be tested for pollutants (eg, checking a person's heroin in order to ensure it has no fentanyl).”

It is important to note that the Zoning Ordinance does not define harm reduction, which requires the City Planner to make an interpretive decision as to what existing uses presently defined in the ordinance most closely defines the proposed use. Since 36 N. Huron is in the Center zoning district, elements of the proposed use are permitted by right (i.e. office use and counselling services); however, testing illegal substances to ensure they are not laced with any contaminants is not defined anywhere in the ordinance. I relayed this information over the phone to one of the business partners, Ashley Shukait, in which she understood and claimed a revised business

occupancy license will be submitted, removing drug testing as part of its use. Neither the Planning Department nor Building Department received the revised application for this location.

On April 19th, 2025, the city received an application for an appointment to a citizen advisory board and commission from Cornelius Williams, one of the other business partners of LEAF Harm Reduction. In his submission, Williams claimed his business, LEAF Harm Reduction, operates at 124 Pearl Street. According to the application, “the entity is engaged in what it describes as the region’s first semi-quantitative drug checking initiative—alongside wrap-around services and harm reduction supply distribution.” Notably, the city never received a business occupancy application for operations at this location, violating Section 22-33 of the city’s Code of Ordinances, which states “No person shall start a new business in the city without first obtaining a registration therefor from the city clerk.”

Upon notification of operation, staff issued an illegal use violation letter on May 7th, 2025, to the property owners of 124 Pearl, 124 Peace Plaza LLC. In that letter, staff defined the use as a substance abuse treatment facility and noted that, per Section 122-446, which regulates uses within the Center zoning district - where 124 Pearl is located - such facilities are not permitted.

Per Section 122-203(s), “a substance abuse treatment facility is defined as:

1. Boarding. Any facility providing substance abuse treatment or preventive or addictive counseling, including the dispensing of or distribution of drugs as part of the treatment, where individuals receiving the treatment live on the premises for a period of time, including overnight stays.
2. Walk-in. Any facility providing substance abuse treatment or preventive or addictive counseling, including the dispensing or distribution of drugs as part of the treatment plan, where no one resides on the premises overnight.”

Staff recognize that there is a need for harm reduction services, and that these services differ from substance abuse treatment facilities. Harm reduction focuses on minimizing the negative consequences of drug use without requiring abstinence, whereas substance abuse treatment facilities aim to help individuals achieve abstinence through therapeutic programs that address the underlying causes of addiction and support the development of healthier habits and coping strategies. Despite these differences, Section 122-371(a) requires all questions concerning administrative decisions under the Zoning Ordinance to first be presented to the applicable City official, which in this case is the City Planner. As the City Planner, it is my job to interpret which use category most accurately reflects the uses taking place, and as mentioned above, the closest use to harm reduction in the Zoning Ordinance was interpreted as a substance abuse treatment facility, hence the issuance of an illegal use violation letter.

Following the issuance of the illegal use violation letter, staff met with Williams to discuss his options moving forward. Staff informed Williams that he can submit an appeal of an administrative decision application to have the Zoning Board of Appeals weigh in on staff's interpretation. In addition to this suggestion, Williams was informed that he is required to submit a business occupancy license to operate his business within the city. Ultimately, an appeal of an administrative decision application was never submitted, and upon review of the submitted business occupancy, staff followed up with Williams on June 12th, 2025, inquiring about the business hours of operation, the kind of personal services that will be occurring, and what supplies will be distributed. After receiving no response, staff followed up on August 1st, 2025, requesting a response by August 8th, 2025. Williams responded to informing staff that operations were no longer occurring at 124 Pearl and stated that they hope to submit another application to reopen in a new location. **Following his response, staff have not received a new application and recently have become aware of illegal operations at 211 E. Michigan without a business occupancy license.**

Next Steps:

1. **Review Harm Reduction Ordinances:** The Planning Commission will need to review harm reduction ordinances in other communities. Staff will provide a few ordinances and resources to review at next month's meeting; however, Commissioners are encouraged to do their own research as well. Following the review of other ordinances, the Planning Commission will then need to decide on whether the city should pursue a Zoning Ordinance text amendment.
2. **Propose Draft Revisions:** If the Planning Commission decides to pursue a zoning text amendment, staff will draft revisions for review and discussion. As part of this discussion, we will need to consider alignment with the master plan, defining "harm reductions services," draft use-based regulations, and consider which zoning districts they would be permitted in.
3. **Planning Commission Public Hearing:** Once the draft language is finalized, the Planning Commission will then hold a public hearing on the proposed ordinance. Following the public hearing, the Planning Commission will need to make a recommendation motion on the ordinance to the City Council.
4. **City Council First Reading and Public Hearing:** Once the Planning Commission has made a recommended motion, the ordinance will be brought to Council for review and consideration. The City Council will also need to hold a public hearing on the proposed changes. If Councilmembers are content and approve of the language, then the ordinance will be brought back to Council for a second and final reading.
5. **City Council Second Reading:** If the City Council approves the text amendment in their second reading, the ordinance will then enter a 30-day protest period before it is officially adopted.

December 14, 2025.

I am responding to your invitation to consider the proposed ordinance for harm reduction.

It appears that the phrase “substance abuse” is being replaced in the literature, law, and the regulations by the phrase “substance use” and that they both now mean the same thing in that mere use of a particular substance may lead to harm depending on the scope of use. In the current context “substance” now appears to mean “substance whose improper or excessive use will cause harm.”

The purported dichotomy between harm reduction and treatment in my view is false. Both “harm reduction” and “treatment” implicate individual health and public health. The State of Michigan has undertaken to regulate all aspects of individual and public health, including harm reduction. Harm reduction oversight is the responsibility of:

Michigan Department of Public Health and Human Services
Harm Reduction and Viral Hepatitis Prevention Unit
333 South Grand Avenue, 4th Floor
P.O. Box 30195
Lansing, MI 48933

Our ordinance should require certification of individuals who provide harm reduction services. Harm reduction certification is the responsibility of the Michigan Certification Board for Addiction Professionals, 616 S. Creyts Rd, Suite A, Lansing, MI 48917.

There are nine different full certifications available.

- Certified Alcohol and Drug Counselor
- Certified Advanced Alcohol and Drug Counsellor
- Certified Clinical Supervisor
- Certified Prevention Specialist
- Certified Prevention Consultant
- Certified Peer Recovery Mentor
- Certified Criminal Justice Professional Michigan

There are two limited certifications available.

- Limited Certified Alcohol and Drug Counselor
- Limited Certified Advanced Alcohol and Drug Counselor

The Michigan Overdose Prevention Engagement Network (OPEN) is a diverse team dedicated to improving lives and reducing harms of substance use. It provides training and certification. It is located at: OPEN, 2800 Plymouth Road, North Campus Research Complex (NCRC) (U of M), Building 16, Ann Arbor, MI 48109. I will check this organization for publications.

The Washtenaw Recovery Advocacy Project (WRAP) is a Recovery Community Organization (RCO) that advertises having trained counselors. The extent and type of training received by these counselors is not available on the website. We should look further at that organization to determine how counselors are trained. The project should be able to give us the scope and source of training for its counselors. The address is: WRAP, 3115 Professional Dr., Ann Arbor, MI 48104. (734) 975-1602

DEFINITIONS – Official

Harm Reduction

From Harm Reduction International - Harm reduction refers to policies, programmes and practices that aim to minimize the negative health, social and legal impacts associated with drug use, drug policies, and drug laws.

From the National Harm Reduction Coalition - Harm reduction is a set of practical strategies and ideas aimed at reducing negative consequences associated with drug use.

From the Agency for Healthcare Research and Quality (DHHS) -
“...Unlike methods that focus solely on achieving total abstinence, harm reduction strategies prioritize the health and well-being of individuals, even if they continue to use substances. By addressing the immediate risks and reducing the long-term harms associated with substance use, harm reduction provides practical solutions that meet people where they are, *helping to protect their health and dignity* while offering a path toward improved health and well-being.”

I favor the Agency for Healthcare Research definition.

Definitions – Schier

Certified Individual. An individual who holds a certification in at least one category of the certifications recognized or granted by the Michigan Certification Board for Addiction Professionals

Limited Certified Individual. An individual who holds a limited certification recognized or granted by the Michigan Certification Board for Addiction Professionals.

Harm reduction services are substance use disorder health services.

Requirements

Employees, consultants (third party, non-employee contractors) or providers who interact with individuals seeking harm reduction services, advice, counselling, or treatment must be licensed health care providers or hold one or more certifications from the Michigan Certification Board for Addiction Professionals.

Discussion: Your definition of the care provided is medical care. Do you want to broaden that to health care? Health care providers? That description includes doctors. You draft calls for medical licensure. Would one or more of the certifications available suffice? We would have to look at the level of training required for each category of certification. National Plan and Provider Enumeration System is the system developed by the Centers for Medicare & Medicaid Services (CMS) to assign unique National Provider Identifiers (NPIs) to healthcare providers. Do we want harm reduction or prevention service locations operated by individuals who can get registered under this system?

The operator/owner of the LEAF facility registered his business as a limited liability company with the Department of Licensing and Regulatory Affairs. The statement of purposes indicates an intent to receive a sec. 501(c)(3) determination from the IRS. It is very difficult for a limited liability company to obtain a public charity determination. Much easier to get one for a non-profit corporation. The owner paid the state fee to organize and register with LARA. He did not pay the 2025 annual fee or file an annual report with LARA.

One aspect I haven't checked is the potential for criminal liability for a harm reducer when an addict shows up with a scheduled drug and wants to consume it on the premises. Where does harm reduction begin and aiding and abetting end?

I mean to exhaust what information is available from the state and Washtenaw County. I will keep looking.

You are a good draftsman, and I haven't done any serious drafting for this ordinance. I can help with that if you wish. I am not supposed to lawyer as a commissioner but if you are pressed and I can ease the burden I will.

Carl Schier



Memorandum

21 January 2026

FOR: Planning Commission
FROM: Randolph Barker, City Attorney
SUBJECT: Zoning Ordinance Text Amendment: Harm Reduction

My general comments to this are as follows:

- To avoid confusion there should be a provision expressly exempting the SST program and testing products from a licensed facility in 74-216 of the paraphernalia ordinance. Something along the lines of "drug paraphernalia" does not include testing products utilized in determining whether a controlled substance contains chemicals, toxic substances, or hazardous compounds in quantities that can cause physical harm or death."
- I recommend reference to approving use and distribution of Fentanyl Test Strips and any other as part of the testing procedures.
- I recommend including a good Samaritan provision similar to what has been proposed at times at the state level to provide limited immunity from arrest or prosecution under the YCO for individuals who call for medical help during an overdose emergency, for themselves or others. We cannot immunize any state or federal law violations.
- I struggle with the designation of approved consumption spaces since it creates liability risks for the City and potentially runs afoul of state or federal law (i.e. preemption). YPD might also have enforcement concerns.
- Consider a requirement that a HRSF/OPC must be within a certain distance of St. Joe's or other emergency medical facility. Although it is possible that such a provision could limit access to clients, travel time and related infrastructure (I see access to major thoroughfare is required) are paramount. The closer to the ER the better, and perhaps this also makes first responder access more efficient.
- Consider separate licensing procedure for HRSFs to allow inspections, etc.
- Consider language confirming that an HRSF cannot operate as a shelter for unhoused individuals
- Include a savings clause to address possible preemption issues.

Zoning Text Amendment to define Harm Reduction and Drug Checking Note and draft

- There are clear definitions for drug checking and harm reduction
 - Drug testing vs drug checking
 - Substance use treatment vs harm reduction
- SAMHSA, MDHHS, Washtenaw co health department all interpret these definitions differently than Ypsi city is choosing to interpret them
- Definitions
 - The Substance Abuse and Mental Health Services Administration (SAMHSA) defines harm reduction as a transformative public health approach that incorporates community-driven strategies to empower people who use drugs (PWUD) and their families. The goal is to provide people with the tools and information to live healthy, self-directed, and purposeful lives, regardless of whether they are ready to stop using drugs.
 - SAMHSA defines a Substance Use Disorder (SUD) as when recurrent use of alcohol and/or drugs causes clinically significant impairment or distress, leading to health problems, disability, and failure to meet responsibilities. SUD treatment, a long-term, chronic illness approach, encompasses coordinated care including behavioral therapies, medications, and recovery supports tailored to individual needs, aiming to prevent misuse and promote recovery through various settings like individual counseling, residential programs, and opioid treatment centers.
 - The Washtenaw County Health Department defines harm reduction as a public health approach that focuses on minimizing the negative consequences of drug use, rather than requiring abstinence. This non-judgmental and compassionate philosophy meets people "where they are at" to help them make healthier choices and increase safety.
 - The Michigan Department of Health and Human Services (MDHHS) defines harm reduction as a public health approach that focuses on using practical strategies to reduce the negative consequences of drug use. The strategy aims to improve health and well-being while recognizing that any step toward safety is meaningful.
 - Core principles - The MDHHS approach to harm reduction includes several key principles:
 - Meets people where they are: It recognizes that many people are not ready or able to stop using drugs, so it promotes safer practices when possible.
 - Empowers people: The strategy is designed to give individuals who use drugs the resources and power to live a healthy, self-directed life.
 - Focuses on safety and dignity: It emphasizes reducing the harm associated with drug use while treating all people with dignity and respect.

- Testing for Fentanyl – Urgent Need for Practice-Relevant and Public Health Research | New England Journal of Medicine
<https://share.google/6Y6tqsiT9LjTrLPGw>
- Conversation/Discussion
 - Need does not necessarily align with where zoning for health and human services is

November 19, 2025 Ypsilanti Planning Commission Meeting

DEFINING HARM REDUCTION IN ZONING ORDINANCE FOR PUBLIC HEALTH EQUITY

Presented by Kat Layton, LMSW
Chair, Ypsilanti Human Relations Commission

PURPOSE OF PRESENTATION

- **Explain why** this amendment is necessary
- **Clarify the difference** between harm reduction and substance use treatment facility
- **Show alignment** with city goals and public health priorities
- **Request** the Planning Commission's **support** for adoption

WHY WE'RE HERE

- A **harm reduction organization** was forced to cease operations downtown after being **misclassified as a substance use treatment facility** in Spring 2025
- This occurred because “harm reduction” is **not defined** in current zoning language
- The Human Relations Commission identified this as a **policy gap** and recommended an amendment
- Members of City Council referred this matter to the **Planning Commission** for review and vote

CURRENT ZONING ORDINANCE LANGUAGE

- No definition exists for “**harm reduction**”
- Zoning code categorizes harm reduction as “**substance abuse treatment facility**”
- Harm reduction services are **effectively invisible** in the current code
- This limits where harm reduction can legally operate, including in **areas with the highest need**

CURRENT TREATMENT FACILITY DEFINITION AND USE REGULATION

- **Current zoning law** defines “**substance abuse treatment facilities**” as **clinical services** providing treatment, counseling, or drug dispensation, either with or without residential stays

Substance abuse treatment facility means:

- (1) *Boarding.* Any facility providing substance abuse treatment or preventive or addictive counseling, including the dispensing of or distribution of drugs as part of the treatment, where individuals receiving the treatment live on the premises for a period of time, including overnight stays.
- (2) *Walk-in.* Any facility providing substance abuse treatment or preventive or addictive counseling, including the dispensing or distribution of drugs as part of the treatment plan, where no one resides on the premises overnight.

Page 34 of [City of Ypsilanti Zoning Ordinance](#) (Chapter 122)

Sec. 122-555. Substance abuse treatment facilities.

Substance abuse treatment facilities shall be subject to the conditions hereinafter imposed:

- (a) Such facilities shall have direct access to a major thoroughfare, in accordance with §122-673.
- (b) Such uses shall not be located within 1,000 feet of an R1, CN-Mid, or CN-SF district or of another such facility.

Page 185 of [City of Ypsilanti Zoning Ordinance](#) (Chapter 122)

KEY DISTINCTIONS

- **Substance abuse treatment** is **clinical and treatment-focused**, often requiring medical oversight or counseling credentials
- **Harm reduction** can **exist independently** of clinical treatment, focused on public health, social justice, and **risk reduction**
- **Not all treatment facilities provide harm reduction** (e.g., abstinence-only treatment facility may not offer overdose prevention or safer use supplies)
- Some harm reduction services **may be offered by or alongside treatment facilities**, but a zoning distinction is important

DEFINING HARM REDUCTION (NATIONAL HARM REDUCTION COALITION)

- **Harm reduction** incorporates a **spectrum of strategies**
- Strategies include **safer use, managed use, abstinence, meeting people where they are**
- Addresses **conditions of use** along with the use itself
- Demands that **interventions and policies designed** to serve people who use drugs **reflect** specific **individual and community needs**
- There is no **universal definition** of or formula for **implementing** harm reduction

SUBSTANCE ABUSE AND MENTAL HEALTH SERVICES ADMINISTRATION (SAMHSA) DEFINITION

- Practical and **transformative approach** incorporating **community-driven public health strategies**
- Includes **prevention, risk reduction, and health promotion**
- Empowers **people who use drugs (PWUD)** and their families with the choice to live **healthier, self-directed, and purpose-filled lives**
- Centers the lived and living experience of PWUD, especially those in underserved communities

Source: SAMHSA (2024). Interdepartmental Substance Use Disorders Coordinating Committee Summary Report on ISUDCC Workgroups and Recommendations for Integrating Harm Reduction into the Prevention, Treatment, and Recovery Continuum of Care. Report.

MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES (MDHHS) DEFINITION

- **Public health approach** using practical strategies to **reduce harm** and **improve well-being**
- Recognizes that every step toward **safety** and **wellness** matters
- Meets people **where they are**, empowering them to **prevent overdose**
- Honors **autonomy** and **dignity** in practice

Source: Harm Reduction and Syringe Service Programs overview on [MDDHS Webpage](#)

COMMUNITY MENTAL HEALTH PARTNERSHIP OF SOUTHEAST MICHIGAN (CMHPSM) DEFINITION

- Set of **practical strategies** and ideas aimed at **reducing negative consequences** of drug use
- Also a **movement for social justice**, grounded in respect for the **rights** of people who use drugs

Source: Harm Reduction overview on [CMHPSM Webpage](#)

SUGGESTED ZONING ORDINANCE AMENDMENT(S)

- **Step 1:** Add Harm Reduction Services to Article II (Definitions)
- **Step 2:** Consider suggested below definition of Harm Reduction Services
 - Harm Reduction Services means **practices, programs, and strategies** designed to reduce the **negative consequences** associated with drug use, including but not limited to the provision of **safer use supplies, overdose prevention tools, and drug checking services.**
 - Harm Reduction Services are **non-clinical** and **public health-focused**, meeting people where they are, supporting autonomy, safety, and well-being, and addressing the **conditions of drug use** rather than providing **treatment or counseling.**
 - Harm Reduction Services **shall not** be considered a **Substance Abuse Treatment Facility** and may operate **independently** of clinical treatment programs.

WHAT THIS SUGGESTED AMENDMENT DOES

- Clarifies that **harm reduction** is **distinct** from **treatment**
- Ensures zoning laws align with **evidence-based, data-driven,** and **public health** best practices
- Allows **equitable access** to **life-saving services** in high-need areas
- Prevents **future misclassification** and unnecessary **disruption**

ALIGNMENT WITH CITY GOALS

- **Chapter 58** of Ypsilanti City Code: Commitment to **equity** and **mutual understanding**
- **Resolution No. 2020-115A**: Declares **racism a public health crisis** and prioritizes **equitable access, public health, and anti-racism policies**
- An **amendment** to the zoning law to include **harm reduction services operationalizes these values** through **clear, inclusive policy**, ensuring services reach **marginalized communities**

BROADER IMPACT

- Makes **harm reduction services visible** and formally recognized in **city law**
- Strengthens **community safety, trust,** and **equitable public health outcomes**
- Aligns **city policy with county policy** (e.g., Washtenaw County Prosecutor's Office Policy Directive 2025-001) and with state and pre-Trump administration federal **definitions**
- Supports Ypsilanti's leadership in **evidence-based, inclusive,** and **equitable public health policy**



REQUESTED CALL TO ACTION

- **HRC requests the Planning Commission to:**
 - **Support a zoning text amendment** to include a **definition of harm reduction** that **aligns** with its **true intended purpose**
 - **Vote** to recommend **adoption** to **City Council**
 - **Ensure** Ypsilanti's **zoning laws reflect** its values of **diversity, equity, and mutual understanding**

QUESTIONS?

RE: Harm Reduction Drug Checking Services Licensing Requirements

From Rodriguez, Tania (DHHS) <RodriguezT1@michigan.gov>

Date Wed 2/11/2026 5:23 PM

To Ladisky, Macey (DHHS) <LadiskyM@michigan.gov>; Joshua Burns <jburns@cityofypsilanti.com>

Attention: This email was sent to the City of Ypsilanti from an **external source**. Please be extra vigilant when opening attachments or clicking links.

Hi Macey,

Thank for this information. I'm including Mr. Burns in this email in case he has any further questions for you.

Have a great evening!

Tania

From: Ladisky, Macey (DHHS) <LadiskyM@michigan.gov>

Sent: Wednesday, February 11, 2026 4:24 PM

To: Rodriguez, Tania (DHHS) <RodriguezT1@michigan.gov>

Cc: Welehodsky, Jared (DHHS) <WelehodskyJ@michigan.gov>

Subject: RE: Harm Reduction Drug Checking Services Licensing Requirements

Hi Tania,

Thanks for reaching out. My section funds and supports statewide harm reduction and drug checking efforts as part of Michigan's opioid response.

To your question about whether drug checking services require some type of license from the State. The answer is no. There are no licensing requirements for drug checking in Michigan. Drug checking is a non-medical, evidence-based intervention that has shown to significantly reduce harms associated with drug use, including overdose. We do have our own standards and requirements for our funded programs, and we are thoughtful with who we partner with and the community that they serve.

If you have any additional questions, please feel free to reach out!

Macey

Macey Ladisky, MPH

Viral Hepatitis & Tuberculosis Section Manager

Emerging Infectious Disease Division

Michigan Department of Health and Human Services

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information contained in this e-mail is expressly prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy any and all copies of the original message.

From: Joshua Burns <jburns@cityofypsilanti.com>
Sent: Wednesday, February 4, 2026 2:31 PM
To: Rodriguez, Tania (DHHS) <RodriguezT1@michigan.gov>
Subject: Harm Reduction Drug Checking Services Licensing Requirements

CAUTION: This is an External email. Please report suspicious emails via the "Report to Abuse" button in Outlook

Good afternoon,

I hope all is well. I work for the City of Ypsilanti, and the City Council has directed that our Planning Commission define harm reduction service facilities within the zoning ordinance. I've been reviewing the MDHHS website, and have been unable to find any information on whether drug checking services of any kind require some type of license from the State? This has been a significant topic of discussion as we have a harm reduction facility that provides drug checking services, and we are concerned about the liability risks for having a drug checking service that may not be medically licensed. I am also working with our attorney on this matter, but I figured its worth a shot getting input from MDHHS.

I did reach out to LARA, and they stated that they have nothing to do with harm reduction services, only substance use disorder treatment facilities. If you and/or your department do not handle harm reduction/drug checking services, please let me know who I should contact.

Best,
Josh



Joshua Burns
City Planner
Community and Economic Development Department
City of Ypsilanti
734-482-9832
www.cityofypsilanti.com
he/him/they



February 18th, 2026

**Text Amendment Staff Review
Harm Reduction**

GENERAL INFORMATION

Staff's Requested Action

Proposed zoning text amendment to permit and establish regulations for harm reduction services. The amendment includes the following sections of the Ordinance:

Definitions

- Section 122-203 – Definitions D, H, S (New and Amended Definitions)

Permissible Use Charts

- Section 122-446 – Center (C) Permissible Uses Chart (Amended Language)
- Section 122-451 - Corridors (HC, NC, GC) Permissible Uses Chart (Amended Language)
- Section 122-461 – Health & Human Services (HHS) Permissible Uses Chart (Amended Language)

Use-Based Regulations

- Section 122-555. Substance Abuse Treatment Facilities (Amended Language)

SUMMARY

The City of Ypsilanti is committed to improving our zoning systems, encouraging public health and safety. It is the purpose of this zoning text amendment to permit and establish regulations for harm reduction services that protect neighboring uses and empower people who use drugs (PWUD) to choose to live a healthier, self-directed, and purpose-filled life.

BACKGROUND

On August 21st, 2025, the Human Relations Commission passed resolution 2025-787 requesting the City Council to direct the Zoning Department to provide a clear definition of harm reduction services. The City Council then requested at their September 23rd, 2025, meeting that the Planning Commission review and provide a clear, defined definition of harm reduction services.

CURRENT ORDINANCE

Substance abuse treatment facility means:

- (1) *Boarding.* Any facility providing substance abuse treatment or preventive or addictive counseling, including the dispensing of or distribution of drugs as part of the treatment, where individuals receiving the treatment live on the premises for a period of time, including overnight stays.
- (2) *Walk-in.* Any facility providing substance abuse treatment or preventive or addictive counseling, including the dispensing or distribution of drugs as part of the treatment plan, where no one resides on the premises overnight.

Center Permissible Uses Chart

<i>P=Principal, A=Accessory, S=Special Land Use</i>			
USES	C	NOTES	SPECIFIC REGULATIONS
SERVICES			
Business and professional offices and services	P		
Financial services, including banks	P		No drive through or drive-in facilities are permitted in C.
Personal service establishments	P		
Body Art Facilities	P		
Printing services, including but not limited to: publishing, engraving, photo development, lithographing, silk screening and three-dimensional printing	S		
Hotels & motels	P		
Child Care Centers	P		Section 122-521
Laundromats and dry cleaners	P		No dry cleaning on premises.
Medical or dental clinics	P		
Catering services	A		
Self-storage	S		Section 122-554

Corridors (HC; NC; GC)

<i>P=Principal, A=Accessory, S=Special Land Use, -- = Not Permitted</i>					
USES	HC	NC	GC	NOTES	SPECIFIC REGULATIONS
SERVICES					
Business and professional offices, less than 15,000 square feet	P	P	P		
Business and professional offices, 15,000 square feet or more	--	S	P		
Financial services, including banks, less than 15,000 square feet	P	P	P		Drive through or drive-in facilities require special land use

<i>P=Principal, A=Accessory, S=Special Land Use, -- = Not Permitted</i>					
USES	HC	NC	GC	NOTES	SPECIFIC REGULATIONS
Financial services, including banks, 15,000 square feet or more	--	S	P		Drive through or drive-in facilities require special land use.
Homeless Shelter	--	--	P		Section 122-532
Personal service establishments, less than 15,000 square feet	P	P	P		
Personal service establishments, 15,000 square feet or more	--	--	P		
Body art facilities	--	--	P		
Offices for skilled trade services including but not limited to plumbing, electric, heating, and painting establishments	--	S	P		Section 122-544
Printing services, including but not limited to: publishing, engraving, photo development, lithographing, silk screening and three-dimensional printing	--	S	S		Section 122-549
Bed & Breakfast or Inn	P	S	--		Section 122-520
Hotels & motels	--	--	P		
Child Care Centers	S	P	P		Section 122-521
Funeral homes	S	S	S		
Laundromats and dry cleaners, less than 15,000 square feet	--	P	P		No dry cleaning on premises.
Laundromats and dry cleaners, 15,000 square feet or more	--	--	P		No dry cleaning on premises.
Nursing Homes	S	--	S		Section 122-543
Medical or dental clinics, less than 10,000 square feet	P	P	P		
Medical or dental clinics, 10,000 square feet or more	S	S	P		
Veterinary hospitals and clinics	--	S	S		Section 122-557
Kennels, commercial	--	--	S		Section 122-535
Substance abuse treatment facilities	--	--	S		Section 122-554

<i>P=Principal, A=Accessory, S=Special Land Use, -- = Not Permitted</i>					
USES	HC	NC	GC	NOTES	SPECIFIC REGULATIONS
Catering services, less than 15,000 square feet	P	P	P		
Catering services, 15,000 square feet or more	--	--	P		
Self-storage	--	--	P		Section 122-554

Health & Human Services (HHS)

<i>P=Principal, A=Accessory, S=Special Land Use</i>			
USES	HHS	NOTES	SPECIFIC REGULATIONS
SERVICES			
Business and professional offices and services	P		
Financial services, including banks	P		Drive through or drive-in facilities require special land use
Adult drop-in center	P		Section 122-510
Homeless Shelter	P		Section 122-532
Personal service establishments	P		
Child Care Centers	P		Section 122-521
Funeral homes	S		
Nursing Homes	P		Section 122-543
Medical or dental clinics	P		
Hospitals	P		
Substance abuse treatment facilities	S		Section 122-555
Catering services	P		
Business and professional offices and services	P		

Sec. 122-555. Substance abuse treatment facilities.

Substance abuse treatment facilities shall be subject to the conditions hereinafter imposed:

- (a) Such facilities shall have direct access to a major thoroughfare, in accordance with §122-673.
- (b) Such uses shall not be located within 1,000 feet of an R1, CN-Mid, or CN-SF district or of another such facility.

PROPOSED ORDINANCE

Amendments can be referenced by ~~Red~~ text with a strikethrough being deleted; green text underlined is proposed to be added. Sections shall be renumbered accordingly.

<p>Section 122-203. Definitions. D (New Language)</p> <p><u>Drug Checking Equipment & Services</u> means a harm-reduction service in which a small quantity of a substance is voluntarily provided for the purpose of analyzing its contents to identify contaminants, adulterants, or toxic substances. Drug checking may include the use of reagent tests, test strips, spectrometry, or other public-health screening tools.</p> <p><u>Drug Testing</u> means a practice performed by a licensed medical professional that analyzes a person’s urine, blood, saliva, hair, or other biological specimen for the purpose of detecting the presence, absence, or concentration of controlled substances, alcohol, or related metabolites.</p>
<p>Section 122-203. Definitions. H (New Language)</p> <p><u>Harm Reduction Service Facility</u> means a facility that provides public health-oriented services designed to reduce the negative health, social, and legal impacts associated with substance use. These services may include but are not limited to distribution of sterile syringes and safe use supplies, distribution of Naloxone, overdose prevention and reversal education and materials, health care referrals, STI testing services, peer support, outreach and engagement, and other evidence-based harm reduction strategies that meet individuals “where they are” to improve health outcomes. Harm reduction service facilities shall not include drug checking equipment or services, with the exception of the distribution of fentanyl test strips.</p>
<p>Section 122-203. Definitions. S (Amended Language)</p> <p>Substance abuse treatment <u>Substance Use Disorder Treatment</u> Facility means a facility, licensed by the State of Michigan under the Michigan Public Health Code (e.g., Part 62, MCL 333.6230 – 333.6251), that provides substance use disorder services, including prevention, outpatient counseling, treatment, rehabilitation, drug checking services, or residential support services for individuals experiencing substance use disorders. Such facilities may include, but are not limited to, outpatient treatment centers, residential treatment programs, counseling services, harm reduction services, and recovery support services. A substance use disorder facility does not include general medical clinics, pharmacies, or other health care providers that do not primarily provide substance use disorder services.</p> <p>1) Boarding. Any facility providing substance abuse treatment or preventive or addictive counseling, including the dispensing of or distribution of drugs as part of the treatment, where individuals receiving the treatment live on the premises for a period of time, including overnight stays.</p> <p>2) Walk-in. Any facility providing substance abuse treatment or preventive or addictive counseling, including the dispensing or distribution of drugs as part of the treatment plan, where no one resides on the premises overnight</p>

Center (C)

<i>P=Principal, A=Accessory, S=Special Land Use</i>			
USES	C	NOTES	SPECIFIC REGULATIONS
SERVICES			
Business and professional offices and services	P		
Financial services, including banks	P		No drive through or drive-in facilities are permitted in C.
Personal service establishments	P		
Body Art Facilities	P		

<i>P=Principal, A=Accessory, S=Special Land Use</i>			
USES	C	NOTES	SPECIFIC REGULATIONS
Printing services, including but not limited to: publishing, engraving, photo development, lithographing, silk screening and three-dimensional printing	S		
Hotels & motels	P		
Child Care Centers	P		Section 122-521
Laundromats and dry cleaners	P		No dry cleaning on premises.
Medical or dental clinics	P		
Catering services	A		
Self-storage	S		Section 122-554
Substance Use Disorder Treatment Facility	S		Section 122-555
Harm Reduction Service Facility	P	Shall not be within five hundred (500) feet of a school or of another such facility.	
Vehicle technological service	A		

Corridors (HC; NC; GC)

<i>P=Principal, A=Accessory, S=Special Land Use, -- = Not Permitted</i>					
USES	HC	NC	GC	NOTES	SPECIFIC REGULATIONS
SERVICES					
Business and professional offices, less than 15,000 square feet	P	P	P		
Business and professional offices, 15,000 square feet or more	--	S	P		
Financial services, including banks, less than 15,000 square feet	P	P	P		Drive through or drive-in facilities require special land use
Financial services, including banks, 15,000 square feet or more	--	S	P		Drive through or drive-in facilities require special land use.
Homeless Shelter	--	--	P		Section 122-532
Personal service establishments, less than 15,000 square feet	P	P	P		
Personal service establishments, 15,000 square feet or more	--	--	P		
Body art facilities	--	--	P		

<i>P=Principal, A=Accessory, S=Special Land Use, -- = Not Permitted</i>					
USES	HC	NC	GC	NOTES	SPECIFIC REGULATIONS
Offices for skilled trade services including but not limited to plumbing, electric, heating, and painting establishments	--	S	P		Section 122-544
Printing services, including but not limited to: publishing, engraving, photo development, lithographing, silk screening and three-dimensional printing	--	S	S		Section 122-549
Bed & Breakfast or Inn	P	S	--		Section 122-520
Hotels & motels	--	--	P		
Child Care Centers	S	P	P		Section 122-521
Funeral homes	S	S	S		
Laundromats and dry cleaners, less than 15,000 square feet	--	P	P		No dry cleaning on premises.
Laundromats and dry cleaners, 15,000 square feet or more	--	--	P		No dry cleaning on premises.
Nursing Homes	S	--	S		Section 122-543
Medical or dental clinics, less than 10,000 square feet	P	P	P		
Medical or dental clinics, 10,000 square feet or more	S	S	P		
Veterinary hospitals and clinics	--	S	S		Section 122-557
Kennels, commercial	--	--	S		Section 122-535
Substance abuse <u>use</u> disorder treatment facilities	--	S	S		Section 122-554 <u>5</u>
<u>Harm reduction service facility</u>	<u>--</u>	<u>S</u>	<u>P</u>		
Catering services, less than 15,000 square feet	P	P	P		
Catering services, 15,000 square feet or more	--	--	P		
Self-storage	--	--	P		Section 122-554

Health & Human Services (HHS)

<i>P=Principal, A=Accessory, S=Special Land Use</i>			
USES	HHS	NOTES	SPECIFIC REGULATIONS
SERVICES			
Business and professional offices and services	P		

<i>P=Principal, A=Accessory, S=Special Land Use</i>			
USES	HHS	NOTES	SPECIFIC REGULATIONS
Financial services, including banks	P		Drive through or drive-in facilities require special land use
Adult drop-in center	P		Section 122-510
Homeless Shelter	P		Section 122-532
Personal service establishments	P		
Child Care Centers	P		Section 122-521
Funeral homes	S		
Nursing Homes	P		Section 122-543
Medical or dental clinics	P		
Hospitals	P		
Substance abuse <u>use disorder</u> treatment facilities	S		Section 122-555
<u>Harm reduction service facility</u>	<u>P</u>		
Catering services	P		

Section 122-555. Substance Abuse Use Disorder Treatment Facilities (Amended Language)
<p>(a) Generally. <u>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 State or Federal law.</u></p> <p>(b) <u>The following standards for harm reduction facilities shall apply:</u></p> <ol style="list-style-type: none"> (1) <u>The facility shall have direct access to a major thoroughfare, in accordance with §122-673.</u> (2) <u>The use shall not be located within 1,000 feet of a school and/or another such facility measured from the outermost boundaries of the lot or parcel.</u> (3) <u>The use shall operate entirely within an enclosed building.</u> (4) <u>Queueing space shall be identified on the site plan and contained on-site or indoors.</u> (5) <u>Security cameras shall be installed to monitor the entire site. Cameras shall operate continuously and store footage for at least 30 days.</u>

*(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.*

RECOMMENDED MOTION

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Joshua Burns,
City Planner

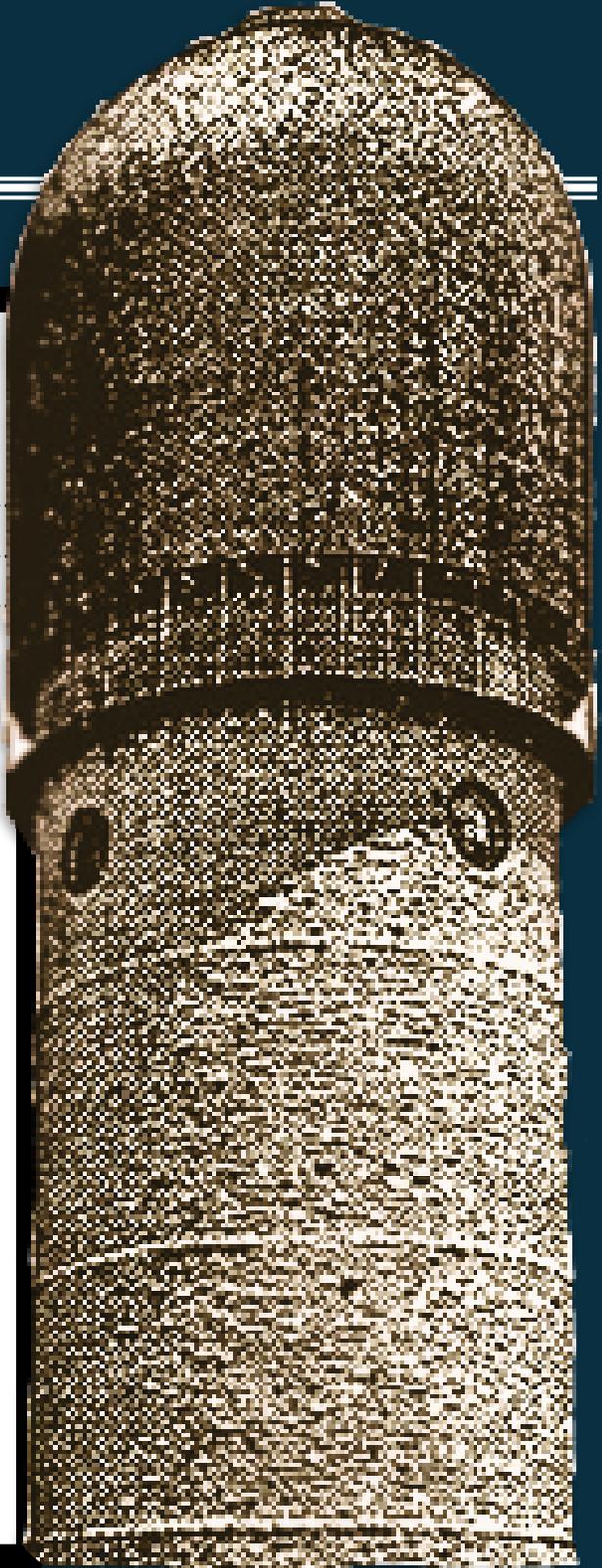
CITY OF YPSILANTI

Pride. Diversity. Heritage.

Revisions to Approved Plans

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PITTSFIELD TOWNSHIP

Site Plans

Sections 40-9.01 through 9.14 regulate Site Plan Review in Pittsfield. Please review this section at this link: [Township of Pittsfield, MI Site Plan Review](#)

Section 40-9.12. Amendment & Revisions [Site Plans]

A final site plan for which the Township Building Inspector has not issued a building permit, or the work authorized under an issued building permit has not been completed may be amended by the Township Planning Commission. Such amendment shall be made upon application and in accordance with the procedure provided under § 40-9.03 of this chapter. Any fees paid in connection with such application may be waived or refunded at the discretion of the Township Planning Commission.

Required Review Procedure [Section 40-9.03. Preliminary Site Plan Review]

- A. Application and fee for a preliminary site plan. An application for a preliminary site plan review shall be filed with the Township Zoning Administrator and include the number of copies specified on the application of a preliminary site plan. An application for preliminary site plan review shall be accompanied by the required fees, as well as other data, exhibits, and information hereinafter required.
- B. Required data for a preliminary site plan. An application for approval of a preliminary site plan shall provide the information required for a preliminary site plan as set forth in §40-9.07.
- C. Township Planning Commission review of preliminary site plan. The Township Zoning Administrator shall determine if the preliminary site plan includes the required information set forth in this article and the Engineering Standards. The Township Zoning Administrator shall transmit complete submittals of the application and preliminary site plan drawing(s) to the Township Planning Commission prior to its next available regularly scheduled meeting. The Township Planning Commission shall undertake a study of the same and shall, within 60 days from the date of the first Commission meeting at which the application is received from the Township Zoning Administrator, give its tentative approval or disapproval of the preliminary site plan, advising the applicant, in writing, of recommended changes or modifications in the proposed site plan as are needed to achieve conformity with the standards specified in this chapter.
- D. Variance requests. When the applicant intends to seek a variance from the Zoning Board of Appeals for the subject request, the applicant shall first receive tentative approval of the preliminary site plan from the Planning Commission. Tentative approval of the preliminary site plan by the Planning Commission shall be conditioned upon the granting of any necessary variances by the Zoning Board of Appeals.

Planned Unit Developments

Sections 40-6.01 through 6.12 regulate Planned Unit Developments in Pittsfield. Please review this section at this link: [Township of Pittsfield, MI Planned Unit Development](#)

Section 40-6.08. Amendment & Revisions [PUDs]

- A. Amendment. A developer may request a change in an approved preliminary site plan, or an approved final site plan. A change in an approved preliminary or final site plan which results in a major change, as defined in this section, shall require an amendment to the approved site plan. All amendments shall follow the procedures herein required for original submittal and review of an application for planned unit development zoning. A change which results in a minor change as defined in this section shall require revision to the approved plan and approval by the Planning Commission.
- B. Major changes. The following changes shall be considered major, for which amendment is required:
- (1) Change in concept, including but not limited to design layout and building orientation of the development.
 - (2) Change in use or character of the development.
 - (3) Change in type of dwelling unit as identified on the approved area plan.
 - (4) Increase in the number of dwelling units (density).
 - (5) Increase in nonresidential floor area of over 5%.
 - (6) Increase in lot coverage or FAR of the entire planned unit development of more than 1%.
 - (7) Rearrangement of lots, blocks, and building tracts.
 - (8) Change in the character or function of any street.
 - (9) Reduction in land area set aside for common open space or the relocation of such area(s).
 - (10) Increase in building height.
- C. Minor changes. A developer may request approval of minor changes, as defined in this section, in an approved preliminary site plan, where applicable, or an approved final site plan. The Planning Commission shall notify the Township Board and other applicable agencies of its approval of such minor changes. Minor changes shall include the following:
- (1) A change in residential floor area.
 - (2) An increase in nonresidential floor area of 5% or less.
 - (3) Minor variations in layout which do not constitute major changes.
 - (4) An increase in lot or FAR of the entire planned unit development of 1% or less.
 - (5) A change in phasing of development that does not change the concept or character of the planned unit development.
- D. The Planning Commission shall have the authority to determine whether a requested change is major or minor, in accordance with this section. The burden shall be on the applicant to show good cause for any requested change.
- E. The Planning Commission shall have the authority to approve a proposed revision requested by the owner of an individual lot in an approved planned unit development district as a minor change. Such revision shall not be approved unless and until the following findings have been made:
- (1) The revision is a minor change under the provisions of § 40-6.08C above.
 - (2) The revision will not alter the basic design of the approved planned unit development district, any substantive conditions imposed on the district at the time of approval, or any provision for the district required in this article.
- F. The Planning Commission shall inform the Township Board in writing of its decision on each request under this subsection.

CITY OF ANN ARBOR

Planned Unit Developments/Site Plans

Section 5.30 establishes regulations for amendments to development approvals. Please review this section at this link: [udc-edition-11a-8-10-25.pdf](#)

The term “minor change” is not explicit; however, the ordinance provides a pathway to permit minor amendments through [Section 5.29.6](#), with the exception that the following cannot occur:

1. Changes shall not alter the fundamental design, conceptual integrity, natural features shown to be preserved, any specific conditions of the PUD Development Program, the conceptual PUD plan, or the Supplemental Regulations.
2. Adjustment in approved phase lines shall not result in a change greater than 10% of the total gross land area in any phase, or 10% of the number of approved lots, or 10% of the approved maximum building square footage.
3. Any decrease in building size or changes in bedroom counts per dwelling unit shall not reduce the size or number of affordable housing units approved as part of the PUD site plan.

Modifications of a [Special Exception Use](#) may be permitted by the Planning Commission.

Modifications to grading plans may be approved by the Planning Manager.

CASCO TOWNSHIP

Planned Unit Developments

Sections 16.01 through 16.14 regulate Planned Unit Developments in Casco Township. Please review this section at this link: [Chapter 16 - PLANNED UNIT DEVELOPMENT | Zoning Ordinance | Casco Township, Allegan County, MI | Municode Library](#)

The Michigan Association of Planning highlighted Casco Township's Planned Unit Development standards: [Coastal Solutions Compendium](#)

Section 16.10. Revisions to Approved PUD Plans

- A. Approval of the preliminary PUD plan and final site plan confers upon the Zoning Administrator the authority to approve certain minor deviations when an applicant or landowner who was granted site plan approval notifies the Zoning Administrator of the proposed amendment to the approved site plan in writing, accompanied by a site plan illustrating the proposed change. The request shall be received prior to initiation of any construction in conflict with the approved plan.
- B. Within 14 days of receipt of a request to amend the site plan, the Zoning Administrator shall determine whether the change is major, warranting review by the Planning Commission, or minor, allowing administrative approval, as noted below.
- C. The Zoning Administrator may approve the proposed revision upon finding the change would not alter the proposed design or provisions of the Development Agreement referenced in [Section 16.07](#), Final PUD Submittal Requirements; would not reduce the area devoted to open space, would not make any change to a portion of the PUD that is a benefit to the Township; and upon finding that all applicable regulations of this Ordinance will be met. The Zoning Administrator shall inform the Planning Commission and Township Board of the approval in writing within 30 days of the Zoning Administrator's decision; a failure by both to take action shall be deemed confirmation of the Zoning Administrator's decision. If the Zoning Administrator's decision is rejected by either the Planning Commission or the Township Board, the PUD amendment shall be subject to review as a new proposed PUD application.

How Minor Changes Are Determined

- D. The Zoning Administrator shall consider the following when determining a change to be minor:
1. For residential buildings, the square footage of dwellings may be reduced or increased by ten percent of the originally approved area, provided the overall density of units does not increase, the minimum square footage and parking requirements are met, and the building(s) do not extend outside a designated building envelop, or into any required open space or required setback.
 2. Gross floor area of nonresidential buildings may be decreased or increased by up to ten percent or 2,000 square feet, whichever is smaller, of the originally approved area, provided parking requirements are met and the building does not extend into any required open space or required setback.
 3. Floor plans may be changed if consistent with the character of the use.
 4. Relocation of a building by up to five feet is allowed, if consistent with required setbacks, open space and other requirements.
 5. Height of buildings may be lowered.
 6. Designated woodlands or areas not to be disturbed may be increased.
 7. Plantings on the approved landscape plan may be replaced by similar types of landscaping on an equal or greater basis; any trees shown as preserved on the final site plan and subsequently lost during construction shall be replaced on a caliper-per-caliper basis on the site.
 8. Improvements or slight redesign of site access or circulation, such as inclusion of deceleration lanes, boulevards, curbing or pedestrian/bicycle paths, where appropriate, may be approved.
 9. Changes of building materials to another of higher quality, or a slight change in the color of the exterior material, may be approved.
 10. Grade change of up to one foot, after review by the Township engineer, may be approved.
 11. Modification of entry design, sign placement or reduction in size of signs, which is consistent with the intent of the approved PUD plan, may be approved.
 12. Internal rearrangement of parking lots which does not affect the number of parking spaces or alter access locations or design, may be approved.
 13. Changes to the location of accessory buildings and structures, when the new location will be consistent with the building envelope identified on the approved plan, and when it would not extend into any required open space or required setback, may be approved.
 14. Changes required or requested by the Township, County or State for safety reasons, may be approved.

Process for Major Changes

- E. Where the Zoning Administrator determines that a requested amendment to the approved site plan is major, resubmittal to the Planning Commission shall be required. Should the Planning Commission determine that the modifications are inconsistent with the approved preliminary PUD plan, a revised preliminary PUD site plan shall be submitted according to the procedures outlined in this Chapter. In all cases, a change in use to a more intensive use than approved in the preliminary PUD plan shall be considered major and require resubmission of a new preliminary PUD Plan.