



**2018 Annual Report  
Planning Commission  
Ypsilanti, Michigan**

**INTRODUCTION**

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

In 2018, the Planning Commission's membership was as follows:

- |   |                                  |
|---|----------------------------------|
| Heidi Jugenitz (chair, Jan- June)             | Jessica Donnelly (joined August) |
| Liz Dahl MacGregor (vice-chair, January– May) | Phil Hollifield                  |
| Matt Dunwoodie (chair, July – December)       | Chris Madigan (resigned June)    |
| Jared Talaga (vice-chair, July – December)    | Jelani McGadney (joined July)    |
| Anthony Bedogne (resigned April)              | Michael Simmons (joined May)     |
| Toi Dennis                                    | Cheryl Zuellig (resigned July)   |

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

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

**PLANNING COMMISSION OPERATIONS**

The Planning Commission held regular monthly meetings during 2018. In January, Planning Commission had a joint meeting with Zoning Board of Appeals for regular training on Planning Commission and Zoning Board of Appeals functions and duties from the Michigan Association of Planning.

The Commission reviewed 12 site plan applications in 2018, up from 2017, and had more "other items" than in 2017. These numbers were driven by the increased number of special use reviews along with an increase in zoning text and map amendment applications. No special nonconforming status applications were received in 2018.

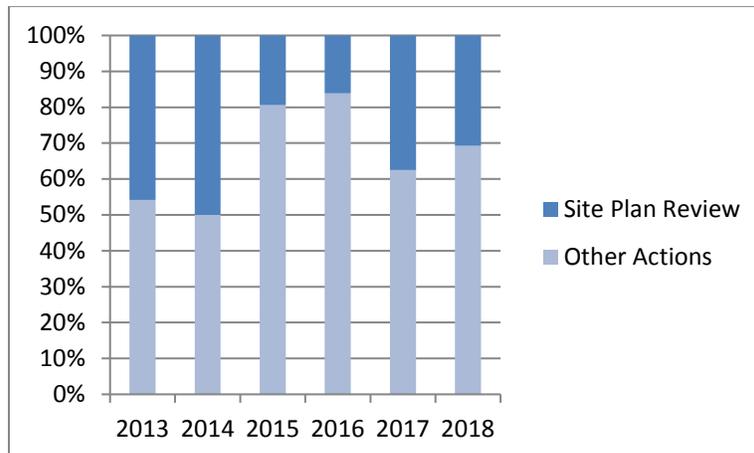
The Commission considered 39 total actions, including 12 site/sketch plans, 11 special use permits, 8 text amendments, 4 map amendments, and 1 Planned Unit Development (PUD). It also reviewed the Capital Improvements Plan as part of the annual review process in May and discussed one special topic on local zoning options regarding firearm sales. The Planning Commission monitored the local medical marijuana ordinance in order to align with the state as well as considered the buffer between locations. The Bell-Kramer neighborhood was reviewed for rezoning, and a well restriction ordinance and a community discussion was hosted on the traffic in the neighborhood. The Planning Commission Housing Affordability and Access subcommittee and Non-motorized subcommittee continued to meet throughout 2018.

Included in this year's annual report is the implementation matrix from the 2013 Master Plan.

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

|   | 2013      | 2014      | 2015      | 2016      | 2017      | 2018      |
|---|-----------|-----------|-----------|-----------|-----------|-----------|
| Site plan review  | 11        | 9         | 7         | 5         | 6         | 12        |
| Amend approved site plan  | --        | 1         | --        | --        | 2         | 1         |
| Special use permit  | 5         | 2         | 6         | 5         | 1         | 11        |
| Zoning map amendment  | 1         | 1         | 1         | 2         | 1         | 4         |
| Zoning text amendment   | --        | 1         | 2         | 5         | 1         | 8         |
| Master plan amendment   | 1         | --        | --        | --        | --        | --        |
| Planned unit development  | 2         | --        | 2         | 1         | 1         | 1         |
| Amend approved PUD  | --        | --        | --        | --        | --        | --        |
| Alley/Street closure/Vacation                                   | 1         | 2         | --        | 2         | --        | --        |
| Change in non-conforming use                                    | --        | --        | --        | 1         | --        | --        |
| Capital improvements reviews<br>(begins 2010)                   | 1         | 2         | 3         | 3         | 1         | 1         |
| Special topic planning<br>(begins 2010)                         | 2         | --        | --        | --        | 3         | 1         |
| Study item<br>(begins 2010)                                     | --        | --        | 7         | 1         | --        | --        |
| Conditional rezoning<br>(begins 2010)                           | --        | --        | --        | --        | --        | --        |
| Modification of Sign Standards<br>(begins 2012, ends 2016)      | --        | --        | 1         | --        | --        | --        |
| Special Use Revocation<br>(begins 2015)                         | --        | --        | 1         | --        | --        | --        |
| Designation of Special<br>Nonconforming Status<br>(begins 2015) | --        | --        | 6         | 6         | 1         | --        |
| <b>Total Applications /<br/>Deliberations</b>                   | <b>24</b> | <b>18</b> | <b>36</b> | <b>31</b> | <b>17</b> | <b>39</b> |

**Figure 2: Planning Commission Actions by Year (percent)**



## Master Plan Implementation Matrix

These goals and their matrices are taken directly from the Master Plan, adopted Oct 2013.

Capital Improvements Plan = CIP; Zoning Ordinance = ZO

|        | Key  | Action   | Timeframe | Location    | Safety | Diversity | Equity | Enviro | Economy | Primary Mechanism  | Completion or Benchmark Date   | Next Steps                           |
|--------|------|--|-----------|-------------|--------|-----------|--------|--------|---------|--|--|--------------------------------------|
| Center | C1   | Building standards for centers that preserve the architecture  | 2014-2015 | All Centers |        |           |        |        |         | Zoning Ordinance   | Ordinance passed 2014  | Completed                            |
|        | C2   | Allow renewable energy facilities on all buildings             | 2014-2015 | All Centers |        |           |        |        |         | Zoning Ordinance   | Ordinance passed 2014  | Completed                            |
|        | MPC3 | Continue and expand the numbers, types of festivals and events | Ongoing   | All Centers |        |           |        |        |         | Convention & Visitors Bureau (event attraction, destination marketing)<br>Special Events policy (enabling) |  |                                      |
|        | C4   | Finish upper stories   | Ongoing   | All Centers |        |           |        |        |         | Zoning Ordinance (enable private investment)<br>DDA (business & investment attraction)                     | Ordinance passed 2014<br><br>MEDC façade grant 2018                    | ZO complete<br>DDA (ongoing efforts) |
|        | C5   | Maintain and expand transportation options                     | Ongoing   | Downtown    |        |           |        |        |         | Capital Improvements Plan<br>Zoning Ordinance (require last-mile infrastructure)                           | Capital Improvements Plan adopted 2015<br>Zoning Ordinance passed 2014 | Ongoing                              |
|        | C6   | Draft a business attraction plan for                           | 2014-2019 | All Centers |        |           |        |        |         | DDA  | RRC Certification obtained 2015  | Ongoing                              |

| Key   | Action   | Timeframe  | Location    | Safety | Diversity | Equity | Enviro | Economy | Primary Mechanism  | Completion or Benchmark Date               | Next Steps                   |
|-------|--|------------|-------------|--------|-----------|--------|--------|---------|--|--|------------------------------|
|       | Downtown, Depot Town and Cross St                                |            |             |        |           |        |        |         |  |  |                              |
| C7    | Encourage business and event activity during the day and evening | 2014-2019  | All Centers |        |           |        |        |         | Zoning Ordinance (encourage mix of uses)<br>DDA (business development) | Ordinance passed 2014                      | Ongoing                      |
| MPC8  | Create a marketing campaign for the City of Ypsilanti            | 1-5 Years  | All Center  |        |           |        |        |         | Convention & Visitors Bureau   | Community Tourism Action Plan adopted 2014 | Update CTAP – 2019           |
| C9    | Build curbside "festival" street on Washington                   | 2014-2019  | Downtown    |        |           |        |        |         | Capital Improvements Plan  | Capital Improvements Plan adopted 2015     | CIP annual update/review     |
| C10   | Use vacant storefronts for temporary retail uses                 | 2014-2019  | Downtown    |        |           |        |        |         | DDA (landlord outreach)  | Ordinance passed 2014                      | Ongoing                      |
| MPC11 | Permanent year-round home for Downtown Farmer's Market           | 1-5 Years  | Downtown    |        |           |        |        |         | Zoning Ordinance (enabling)<br>DDA (attraction)                        | Downtown Farmers' Market established 2016  | Completed                    |
| MPC12 | Permanent year-round home for Depot Town Farmer's Market         | 1-5 Years  | Depot Town  |        |           |        |        |         | Zoning Ordinance (enabling)<br>DDA (attraction)                        |  | Ongoing                      |
| MPC13 | Install a wayfinding system                                      | 1-10 Years | All Centers |        |           |        |        |         | Convention & Visitor's Bureau  | Complete, 2017                             | Completed                    |
| C14   | Increase walkability (2-way streets & raised intersections)      | 2014-2024  | Downtown    |        |           |        |        |         | MDOT coordination (20-year horizon)<br>Capital                         | Capital Improvements Plan adopted 2015     | Capacity reduction 2019-2022 |

|              | Key  | Action  | Timeframe | Location          | Safety | Diversity | Equity | Enviro | Economy | Primary Mechanism                           | Completion or Benchmark Date  | Next Steps                           |
|--------------|------|---|-----------|-------------------|--------|-----------|--------|--------|---------|---|---|--------------------------------------|
|              |      |   |           |                   |        |           |        |        |         | Improvements Plan                           |   |                                      |
|              | C15  | Curbless "festival" street on River and Cross Street                      | 2014-2024 | Depot Town        |        |           |        |        |         | Capital Improvements Plan                   | Capital Improvements Plan adopted 2015  | Funding                              |
|              | C16  | Create a public space at new train station                                | 2014-2024 | Depot Town        |        |           |        |        |         | Capital Improvements Plan                   | Capital Improvements Plan adopted 2015<br><br>Proposed Amtrak Stop Feasibility Study completed 2018 | Installation of a train station      |
|              | C17  | Separate Cross and Washtenaw  | 2014-2024 | Cross Street      |        |           |        |        |         | Capital Improvements Plan                   | Capital Improvements Plan adopted 2015  | Capacity reduction, 2-way conversion |
|              | C18  | Create a "front door" for EMU with reconfiguration of Cross and Washtenaw | 2014-2024 | Cross Street      |        |           |        |        |         | MDOT coordination Capital Improvements Plan | Capital Improvements Plan adopted 2015  | Capacity reduction, 2-way conversion |
| Neighborhood | MPN1 | Continue and increase rental inspections and enforcement                  | Ongoing   | All neighborhoods |        |           |        |        |         | Building Department                         |   | Ongoing                              |
|              | MPN2 | Assist continuation and expansion of EMU Live Ypsi program                | Ongoing   | All neighborhoods |        |           |        |        |         |   |   | Ongoing                              |
|              | N3   | Plan and zone for range of housing typologies for the                     | Ongoing   | All neighborhoods |        |           |        |        |         | Zoning Ordinance                            | Ordinance passed 2014   | Completed                            |

| Key | Action   | Timeframe | Location               | Safety | Diversity | Equity | Enviro | Economy | Primary Mechanism                       | Completion or Benchmark Date | Next Steps |
|-----|--|-----------|------------------------|--------|-----------|--------|--------|---------|---|------------------------------|------------|
|     | needs of all ages and abilities  |           |                        |        |           |        |        |         |   |                              |            |
| N4  | Streamline multiple-family living arrangements into categories based on number of units and form, instead of use         | 2014-2015 | All neighborhoods      |        |           |        |        |         | Zoning Ordinance                        | Ordinance passed 2014        | Completed  |
| N5  | Continue home-based entrepreneurship   | 2014-2015 | All neighborhoods      |        |           |        |        |         | Zoning Ordinance (enable)               | Complete                     | Completed  |
| N6  | Regulate the form of buildings to preserve the character of neighborhoods  | 2014-2015 | All neighborhoods      |        |           |        |        |         | Zoning Ordinance                        | Complete                     | Completed  |
| N7  | Preserve the character of the area by using regulations on street type, building type as well as use                     | 2014-2015 | Central neighborhoods  |        |           |        |        |         | Zoning Ordinance, Engineering Standards | Complete                     | Completed  |
| N8  | Regulations of the variety of housing types, uses and lot sizes will be calibrated to the existing patterns              | 2014-2015 | Central neighborhoods  |        |           |        |        |         | Zoning Ordinance                        | Complete                     | Completed  |
| N9  | Limit uses to predominantly single-family residential uses in areas with small houses, suited for only single-family use | 2014-2015 | Outlying neighborhoods |        |           |        |        |         | Zoning Ordinance                        | Complete                     | Completed  |
| N10 | Create 'Eco-Districts' in neighborhood parks   | 2014-2024 | All neighborhoods      |        |           |        |        |         | Zoning Ordinance (enable); Parks        |                              | Ongoing    |

|          | Key | Action  | Timeframe | Location           | Safety | Diversity | Equity | Enviro | Economy | Primary Mechanism                                       | Completion or Benchmark Date | Next Steps |
|----------|-----|---|-----------|--------------------|--------|-----------|--------|--------|---------|---|------------------------------|------------|
|          |     |   |           |                    |        |           |        |        |         | Plan > Capital Improvements Plan (planning & Execution) |                              |            |
| Corridor | Co1 | Designate the appropriate building form for each corridor based on existing patterns and vision for that corridor   | 2014-2015 | All corridors      |        |           |        |        |         | Zoning Ordinance  | Complete                     | Completed  |
|          | Co2 | Retain the mix of uses within each corridor but allow them throughout the area  | 2014-2015 | All corridors      |        |           |        |        |         | Zoning Ordinance  | Complete                     | Completed  |
|          | Co3 | Reinforce the preservation of historic buildings  | 2014-2015 | Historic corridors |        |           |        |        |         | Zoning Ordinance; Historic District ordinance           | Complete                     | Ongoing    |
|          | Co4 | Maintain River Street as a historic boulevard   | 2014-2015 | Historic corridors |        |           |        |        |         | Zoning Ordinance, Capital Improvements Plan             |                              | Ongoing    |
|          | Co5 | Require a pedestrian-friendly building form while allowing a mix of uses for both students and residents along Huron River Dr, LeForge & Railroad corridors | 2014-2015 | General corridors  |        |           |        |        |         | Zoning Ordinance  |                              | Completed  |
|          | Co6 | Coordinate regulations for Washtenaw with the   | 2014-2015 | General corridors  |        |           |        |        |         | Zoning Ordinance  | Ongoing                      | Ongoing    |

|                |   |   |                    | Safety                  | Diversity | Equity | Enviro | Economy |  | Primary Mechanism                           | Completion or Benchmark Date           | Next Steps                      |
|----------------|---|---|--------------------|-------------------------|-----------|--------|--------|---------|--|---|--|---------------------------------|
| Key            | Action  | Timeframe   | Location           |                         |           |        |        |         |  |   |  |                                 |
|                | County Re-Imagine Washtenaw Ave Plan                          |   |                    |                         |           |        |        |         |  |   |  |                                 |
| Co7            | Restore Harriet St as the Main St of adjacent neighborhoods   | 2014-2015 for ZO / 2014-2024 years for street improvements  | General corridors  |                         |           |        |        |         |  | Zoning Ordinance, Capital Improvements Plan | Ordinance passed 2014, ongoing         | Ongoing                         |
| Co8            | Restore two-way function to Cross, Huron and Hamilton Streets | 2014-2024   | Historic corridors |                         |           |        |        |         |  | MDOT Coordination Capital Improvements Plan | Capital Improvements Plan adopted 2015 | Capacity/lane reduction project |
| District Areas | D1  | Update regulations to create walkable areas at the border of the City and EMU campus                        | 2014-2015          | EMU                     |           |        |        |         |  | Zoning Ordinance                            | Complete                               | Completed                       |
|                | D2  | Create regulations that support the existing building form but assure access by all modes of transportation | 2014-2015          | Health & Human Services |           |        |        |         |  | Zoning Ordinance                            | Complete                               | Completed                       |
|                | D3  | Allow renewable energy facilities, such as solar panels, on industrial land                                 | 2014-2015          | Job Districts           |           |        |        |         |  | Zoning Ordinance                            | Complete                               | Completed                       |
|                | D4  | Reduce the minimum lot size and width in the industrial park to create more opportunity                     | 2014-2015          | Job Districts           |           |        |        |         |  | Zoning Ordinance                            | Complete                               | Completed                       |

|                | <b>Key</b> | <b>Action</b>   | <b>Timeframe</b> | <b>Location</b>     | <b>Safety</b> | <b>Diversity</b> | <b>Equity</b> | <b>Enviro</b> | <b>Economy</b>   | <b>Primary Mechanism</b>                              | <b>Completion or Benchmark Date</b> | <b>Next Steps</b>                        |
|----------------|------------|---|------------------|---------------------|---------------|------------------|---------------|---------------|--|---|-------------------------------------|--|
|                | MPD5       | Align economic development incentives and programs to encourage emerging sectors that align with the Guiding Values and the employment potential of residents | 1-5 years        | All Districts       |               |                  |               |               |  |   | In Progress                         | Ongoing                                  |
|                | MPD6       | Create "Welcome to Ypsilanti" packages for new EMU students, including web version  | 1-5 years        | EMU                 |               |                  |               |               |  | Website & PDF Authorship?                             |                                     | Package creation                         |
|                | D7         | Encourage use or redevelopment of unused parking lots   | 2014-2019        | HHS & Job Districts |               |                  |               |               |  | Zoning Ordinance (enable)                             | Complete                            | Completed                                |
|                | D8         | Create a 'front door' for EMU in the area created by the reconfiguration of Cross and Washtenaw   | 2014-2024        | EMU                 |               |                  |               |               |  | MDOT coordination<br>Capital Improvements Plan        |                                     | Capacity reduction & conversion to 2-way |
| <b>General</b> | G1         | Establish "Aging in Place" programs   | 2014-2019        | All neighborhoods   |               |                  |               |               | Zoning Ordinance (enable), Capital Improvements Plan (accessibility) | Ordinance passed 2014, Capital Improvements Plan 2015 | Ongoing                             |  |

## **LOOKING FORWARD**

At the end of 2018, these planning projects remain in progress.

- An update to the Master Plan is planned. 2019 goals include housing affordability and accessibility; traffic on Hamilton, Huron, and Washtenaw; the proposed train stop; Water Street; neighborhood updates for Bell-Kramer, and general implementation updates.
- Updates to the medical marijuana portion of the zoning ordinance, and potentially the addition of recreational marijuana provisions, as needed to further align with the state regulations.
- The Planning Commission will continue to provide review of the annual Capital Improvements Plan prior to adoption by City Council, per state act.

## **ACTION**

The Planning Commission adopted this report at its regular December 2018 meeting and approved transmittal to City Council