



CITY OF PLYMOUTH

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City of Plymouth Planning Commission 2022 Annual Report

The City of Plymouth Planning Commission is made up of nine members. They regularly meet on the second Wednesday of the month at 7:00 pm in the Commission Chambers at City Hall located at 201 S. Main. A typical meeting consists of public comments, a review of the previous meetings minutes, commissioner comments, public hearings, new and/or old business, and reports and correspondence from staff. Planning Commission members for the 2022 year included: Karen Sisolak (Chair), Scott Silvers (Vice-Chair), Joe Hawthorne, Shannon Adams, Tim Joy, Hollie Saraswat, Eric Stalter, Jennifer Mariucci, and Kyle Medaugh.

The Planning Commission met twelve times during 2022. All twelve meetings were regularly scheduled meetings. This meets the requirements of the Michigan Planning Enabling Act (MPEA) for the minimum number of meetings (4).

The main purpose of this report is to meet the requirements of the MPEA. However, this report increases information sharing between staff, boards, commissions, and the City Commission. This report is the opportunity to reflect on the hard work of the past year and thank our dedicated appointed and elected officials for their support of the City’s planning and zoning efforts.

The Planning Commission’s accomplishments for the year were completing seven site plan reviews, one PUD approval, and three ordinance amendments.

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Planning Commission 2022 Goals

The goals adopted on February 9, 2022 are below:

1. Address ordinances pertaining to R-1 fences and height of residential structures
 - a. COMPLETED: Staff are currently drafting Chapter 18 updates which will be presented with the approved Chapter 78 amendments to the City Commission in early 2023.
2. Begin the preliminary process for the 2023 master plan revision in Q4
 - a. COMPLETED: Planning Commissioners have reviewed the current master plan. Staff presented information on master planning on December 14, 2022.
3. Explore an impervious surface ordinance
 - a. COMPLETED: Approved by the Planning Commission on September 14, 2022. Reviewed the City Attorney's changes on December 14, 2022. The first reading was held by City Commission on January 3, 2023.
4. Audit the current zoning ordinance and identify an approach for implementing form-based codes
 - a. IN PROGRESS: Draft presented in November. Presentation made by Planning Consultant to Planning Commission on December 14, 2022.

Master Plan Review

The Planning Commission and City Commission adopted the Master Plan update on August 15, 2018 and September 17, 2018, respectively.

Below are the Master Plan goals matched to the City Commission's Strategic Plan from 2017-2021.

Strategic Plan Goal Topics	Guiding Master Plan Goals for Land Use
Goal I: Quality of Life	<ul style="list-style-type: none">• Encourage appropriate home sizing & massing• Create lifelong neighborhoods of diverse housing for various income levels• Maintain and enhance the tree canopy• Encourage historic preservation
Goal II: Financial Stability	<ul style="list-style-type: none">• Plan for a variety of land uses that creates a dynamic environment supportive of residences, community institutions, and businesses
Goal III: Economic Vitality	<ul style="list-style-type: none">• Promote a welcoming environment for commercial business & industry• Encourage environmentally sensitive/context sensitive and sustainable development
Goal IV: Service Infrastructure	<ul style="list-style-type: none">• Improve street mobility, connectivity & safety• Plan for vehicular needs, including parking

Reflection:

The Master Plan is due for review in 2023. One element of the plan that needs updating is the Strategic Plan Goal Topics. The Goals for Land Use will need to be reviewed and rematched to the four goal areas.

Master Plan Implementation Matrix

The table on the following page are the actions listed in the Implementation Matrix from the Master Plan which has the Planning Commission as one of the responsible parties.

Action	Priority Term	City Commission Goal Area				Responsibility	Funding
		I	II	III	IV		
Regulatory and Policy Change							
<i>Redevelopment Ready Communities</i>							
Ensure clear definitions and requirements are included in necessary sections of the ordinance	Short	X				PC, CDD	CDD
Review the Zoning Map annually, update if and as necessary	Cont.	X				PC	CDD
Align the zoning ordinance with the Master Plan goals.	Mid.			X		PC	CDD
Review and clarify special land use approval processes	Short				X	PC, CDD	CDD
Ensure industrial districts allow for compatible new economy-type businesses	Short				X	PC	CDD
Allow for non-traditional housing types in appropriate areas	Short	X		X		PC	CDD
<i>Site Design</i>							
Adopt clear, concise, enforceable ordinance requirements for landscaping, signage, lighting, parking, and access management for Commercial/Business districts	Short	X		X		PC	CDD
Adopt standards that encourage shared parking access and locates parking behind buildings	Short				X	PC	CDD
Adopt ordinance requirements that accommodate pedestrian activity within and around development	Short				X	PC	CDD
Adopt flexible parking standards	Short				X	PC	CDD
<i>Residential</i>							
Increase residential densities in the appropriate areas	Mid.	X	X	X		PC	CDD
Monitor and encourage appropriate home sizing and massing	Immed.	X				PC, CDD	CDD
<i>Environmental</i>							
Encourage environmentally sensitive/context sensitive and sustainable development	Mid.	X				PC	CDD
Maintain and enhance the City's tree canopy	Immed.	X				PC, CDD, DMS	CDD, DMS
Adopt standards that require low-impact development, sustainability, and energy conservation practices.	Short	X				PC	CDD
<i>Transportation</i>							
Adopt Complete Streets policies	Short	X			X	PC, CC	CDD
Plan for vehicular needs, including parking	Mid.				X	PC, CC, DDA	DDA, CC
<i>Administrative</i>							
Research the use of "form-based-codes" and "overlay districts" in the appropriate areas	Mid.	X		X		PC, CDD, CC	CDD
Review lists of uses in all Zoning Districts. Research/add zoning categories for "Parks/Open Space" and/or "Institutional" uses.	Short	X				PC, CDD	CDD
Partnerships, Programs, and Promotion							
Become a Redevelopment Ready Community through MEDC	Short			X		CDD, PC, CC	CDD, CC
Identify priority redevelopment sites/transitional properties and determine desired future use and development	Cont.	X				PC, CDD	CDD
Develop a clear vision for development outcomes and criteria for priority sites	Short	X				PC, CDD	CDD
Promote a welcoming environment for commercial businesses and industry	Short			X		CDD, CC, PC	CDD

Zoning Ordinance Amendments

The Planning Commission approved three zoning ordinance text amendments during the 2022 calendar year. The amendments were for the B-2, Central Business District, impervious surface edits, and fences. As of this writing, the amendments to the B-2 District have been approved and will be enacted after publication. As of this writing, the impervious surface edits received approval at their first reading. As of this writing, the amendments to the fence ordinance have not been presented to the City Commission for approval.

Community Development staff expects 2023 to include continued discussion and research on zoning ordinance amendments as the Planning Commission works through the Zoning Audit update process.

Development Reviews

The following list summarizes the Planning Commission's docket for 2022.

Project Type	Location	Description	Meeting Outcome	Fwd. to CC?	Date of Action
Site Plan Review	885 Fralick	Parking lot expansion and reconfiguration, and landscaping	Approved with conditions	N/A	2-9-22
Site Plan Review and Special Land Use	306 S. Main	Change of use to urban lounge for a liquor serving establishment	Approved with conditions	N/A	3-9-22
Site Plan Amendment	1490 W. Ann Arbor Road	Masonry screen wall and streetscape features	Approved with conditions	N/A	5-19-22
Site Plan Review and Special Land Use	340 N. Main	New restaurant and liquor serving establishment	Approved with conditions	Yes	6-8-22
Rezoning	110 W. Ann Arbor Trail	Rezoning from I-2, Heavy Industrial to B-1, Local Business	Approved	Yes	6-8-22
Site Plan Review and Special Land Use	110 W. Ann Arbor Trail	Change of use to a service club that is a liquor serving establishment	Approved with conditions	Yes	6-8-22
Site Plan Review and Special Land Use	900 N. Mill	Change of use to a retail shop and salon	Approved with conditions	N/A	9-14-22
Site Plan Review	936 N. Sheldon	Building addition and parking lot reconfiguration	Approved with conditions	N/A	9-14-22
Site Plan Review and Special Land Use	330 S. Main	Change of use to liquor serving establishment	Approved with conditions	Yes	10-12-22
Planned Unit Development	100 S. Mill	29 new construction townhomes connected to the original development	Approved with conditions	Pending	11-9-22

Variance Requests

The following list summarizes the Zoning Board of Appeals' docket for 2022.

Variance Type	Location	Description	Meeting Outcome	Date of Action
Non-Use	190 Hamilton	Front yard setback	Denied	3-3-22
Non-Use	712 Fairground	Front yard setback along Joy	Approved with conditions	4-7-22
Non-Use	170 Blunk	Garage height	Denied	4-7-22
Non-Use	701 Pacific	Side yard setback	Approved with conditions	6-2-22
Non-Use	696 Forest	Fence greater than 30" located in the front yard along Linden	Approved with conditions	6-2-22
Use	159 S. Harvey	Expansion of a non-conforming use	Zoning interpretation that the use is conforming	6-2-22
Non-Use	717 McKinley	Generator location	Approved with conditions	7-7-22
Non-Use	647 Maple	Generator location	Approved with conditions	7-13-22
Non-Use	860 Penniman	Installation of 3 banner signs	Approved with conditions	8-4-22
Non-Use	980 Carol	Front porch setback and lot coverage	Approved with conditions	8-4-22
Non-Use	383 N. Harvey	Generator location	Approved with conditions	9-1-22
Non-Use	948 Dewey	Side yard setback	Denied	10-6-22
Non-Use	693 Maple	Fence greater than 30" located in the front yard along Maple	Approved with conditions	11-3-22
Zoning Interpretation		Floor area ratio for the conversion of attached garage space to living space	This change does not require review of floor area ratio	12-1-22
Non-Use	592 Kellogg	Lot coverage	Denied	12-1-22

Actions by City Commission

The following list includes all the planning and development related actions taken by the City Commission during 2022.

Description	Date of Action
First reading of the ordinance amendment to adopt the Wayne County Stormwater Standards	1-3-22
Second reading of Wayne County Stormwater Standards	1-18-22
Joint meeting with Planning Commission to present the Annual Report	3-7-22
Presentation of Redevelopment Ready Communities Essentials Award	4-4-22
Adoption of the Builder Code of Conduct	4-4-22
Community Development fee schedule	6-20-22
Liquor license transfer for Sidecar Slider Bar	7-5-22
Liquor license transfer for the Elks Club	7-5-22
First reading of 110 W. Ann Arbor Trail rezoning from I-2 to B-1	7-5-22
Second reading of 110 W. Ann Arbor Trail rezoning	7-18-22
Authorization for Zoning Audit project	8-15-22
Presentation on tax incremental financing options in Old Village	10-3-22
Public hearing and first reading to expand the liquor license cap	11-7-22
Final reading to expand the liquor license cap by 2 in the downtown	11-21-22
Directed the administration to develop a paid parking implementation plan for all municipally controlled parking downtown except the Wing/Harvey lot and research alternative and additional funding sources for paid parking for the entire DDA.	11-21-22
Directed the administration to develop a complete project scope inclusive of estimated expenditures to implement a TIF district in Old Village.	11-21-22
First reading of the ordinance amendments to the B-2 Central Business District	12-6-22
Second reading of the ordinance amendments to the B-2 Central Business District	12-19-22

Zoning Map Changes

The property at 110 W. Ann Arbor Trail was rezoned from I-2, Heavy Industrial to B-1, Local Business.

Trainings and Joint Meetings

A joint meeting was held with the City Commission on March 7 in which the Planning Commission's Annual Report was presented.

Community Development staff provided educational sessions about Redevelopment Ready Communities and the Master Planning Process. Video training was provided on online security. Staff anticipate having an in-person training provided by Carlisle-Wortman Associates sometime in 2023.