



# City of Plymouth, Michigan

## Guide to Development

Last Updated:  
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## Contact Information

### City Hall

201 S. Main Street Plymouth, MI 48170

Phone: 734-453-1234

Open: Monday through Friday, 8:00 AM to 4:30 PM

### Community Development Office

201 S. Main Street Plymouth, MI 48170 – Second Floor

Phone: 734-453-1234 ext. 232 Fax: 734-455-1824

Open: Monday through Friday, 8:00 AM to 4:30 PM

### John Buzuvis, Community Development Director

Email: [jbuzuvis@plymouthmi.gov](mailto:jbuzuvis@plymouthmi.gov) Office: 734-453-1234 ext. 222 Cell: By request

Responsibilities: Zoning Administrator, economic development, brownfield development, pre-application meeting attendance, PC and HDC liaison

### Greta Bolhuis, AICP, Assistant Community Development Director

Email: [gbolhuis@plymouthmi.gov](mailto:gbolhuis@plymouthmi.gov), Office: 734-453-1234 ext. 224 Cell: By request

Responsibilities: Zoning compliance, internal site plan review, ZBA liaison, tree planting and removal

### Brent Strong, Building Official

Email: [bstrong@plymouthmi.gov](mailto:bstrong@plymouthmi.gov), Office: 734-453-1234 ext. 229 Cell: 734-323-5613

Responsibilities: Construction plan review, building permits and inspections

### Police Department

201 S. Main Street Plymouth, MI 48170 – First Floor

Al Cox, Police Chief

Email: [acox@plymouthpolice.org](mailto:acox@plymouthpolice.org), Office: 734-453-1234 ext. 226

Responsibilities: Liquor license review

### Department of Municipal Services

1231 Goldsmith Plymouth, MI 48170

Phone: 734-453-7737 ext. 0 Fax:

Open: Monday through Friday, 8:00 AM to 4:30 PM

### Chris Porman, Director of Municipal Services

Email: [cporman@plymouthmi.gov](mailto:cporman@plymouthmi.gov), Office: 734-453-7737 ext. 108

Responsibilities: Traffic Control Administrator, water and sewer, streets, solid waste, snow and ice

### Adam Gerlach, Assistant Director of Public Utilities

Email: [agerlach@plymouthmi.gov](mailto:agerlach@plymouthmi.gov), Office: 734-453-7737 ext. 100

Responsibilities: Water and sewer, tree planting and removal

### Fire Department

Headquarters – Station 1: 215 W. Main Street Northville, MI 48167

Open: 8:00 AM to 4:30 PM

Cpt. Matthew Samhat, Fire Marshal

Email: [msamhat@ci.northville.mi.us](mailto:msamhat@ci.northville.mi.us) Phone: 248-449-9920

Responsibilities: Fire alarm review and inspection, fire suppression review and inspection

#### Consultants

Direct contact of City consultants is strictly prohibited. Community Development staff is happy to contact consultants, if necessary, on your behalf.

Sally Elmiger, Carlisle-Wortman Associates – Planning Consultant

Responsibilities: Pre-application meeting attendance, site plan review

Shawn Keough, Wade Trim – Engineering Consultant

Responsibilities: Stormwater management, underground utilities, site plan review

#### Boards and Commissions

Planning Commission (PC) – 9 members

Meets: Second Wednesday at 7:00 PM, 201 S. Main Street Plymouth, MI 48170 – Second Floor Commission Chambers

Responsibilities: Site plan review, special land use review, rezoning review, planned unit development (PUD) review, zoning ordinance amendments

Governed by Michigan Planning Enabling Act, Michigan Zoning Enabling Act, and Plymouth Ordinance Chapter 2 and Section 18-26 through 18-36.

Historic District Commission (HDC) – 7 members

Meets: First Wednesday at 7:00 PM, 201 S. Main Street Plymouth, MI 48170 – Second Floor Commission Chambers

Responsibilities: Review exterior changes within the district, enforce Kellogg Park Historic District ordinance  
Governed by Michigan Local Historic Districts Act, Plymouth Ordinance Chapter 2 and parts of Section 18, Article XIII.

Zoning Board of Appeals (ZBA) – 5 members

Meets: First Thursday at 7:00 PM, 201 S. Main Street Plymouth, MI 48170 – Second Floor Commission Chambers

Responsibilities: Quasi-judicial board that reviews requests for deviation from the zoning ordinance  
Governed by Michigan Zoning Enabling Act, Plymouth Ordinance Chapter 2, and Zoning Ordinance Chapter 78, Article XXVIII.

#### Approval Authorities

The following Boards are required to approve projects:

Site Plan Review – Planning Commission

Special Land Use Review – Planning Commission; only City Commission for rooftop dining

Expansion of Liquor Licenses – City Commission

Rezoning and Conditional Rezoning – Planning Commission then City Commission

Planned Unit Development – Planning Commission then City Commission

Variance – Zoning Board of Appeals

#### Meeting Dates

Deadlines are generally the third Monday the month before the meeting, Planning Commission meets the second Wednesday of the month at 7:00 PM. If you are already in the PC review process you may submit application and paperwork up to two weeks after the PC meeting you have attended.

<b>Planning Commission 2020</b>	
<b>Deadline at 12:00 PM</b>	<b>Meeting at 7:00 PM</b>
Monday, December 16, 2019	Wednesday, January 8, 2020
Monday, January 20, 2020	Wednesday, February 12
Monday, February 17	Wednesday, March 11
Monday, March 16	Wednesday, April 8
Monday, April 20	Wednesday, May 6
Monday, May 18	Wednesday, June 10
Monday, June 15	Wednesday, July 8
Monday, July 20	Wednesday, August 12
Monday, August 17	Wednesday, September 9
Monday, September 21	Wednesday, October 14
Monday, October 19	Wednesday, November 11
Monday, November 16	Wednesday, December 9
Monday, December 21	Wednesday, January 13, 2021

<b>Historic District Commission 2020</b>	
<b>Deadline at 12:00 PM</b>	<b>Meeting at 7:00 PM</b>
Monday, December 16, 2019	Thursday, January 9, 2020
Monday, January 20, 2020	Wednesday, February 5
Monday, February 17	Wednesday, March 4
Monday, March 16	Wednesday, April 1
Monday, April 20	Wednesday, May 6
Monday, May 18	Wednesday, June 3
Monday, June 15	Wednesday, July 1
Monday, July 20	Wednesday, August 5
Monday, August 17	Wednesday, September 2
Monday, September 21	Wednesday, October 7
Monday, October 19	Wednesday, November 4
Monday, November 16	Wednesday, December 2
Monday, December 21	Wednesday, January 6, 2021

<b>Zoning Board of Appeals 2020</b>	
<b>Deadline at 12:00 PM</b>	<b>Meeting at 7:00 PM</b>
Wednesday, December 11, 2019	Tuesday, January 7, 2020
Wednesday, January 15, 2020	Thursday, February 6
Wednesday, February 12	Thursday, March 5
Wednesday, March 11	Thursday, April 2
Wednesday, April 15	Thursday, May 2
Wednesday, May 13	Thursday, June 4
Wednesday, June 10*	Thursday, July 2*
Wednesday, July 8	Thursday, August 6
Wednesday, August 12	Thursday, September 3
Wednesday, September 9	Thursday, October 1
Wednesday, October 14	Thursday, November 5
Wednesday, November 11	Thursday, December 3
Wednesday, December 16	Thursday, January 7, 2021

<b>City Commission 2020</b>	
<b>Meeting at 7:00 PM</b>	<b>Meeting at 7:00 PM</b>
Monday, January 6, 2020	Monday, July 6
Monday, January 20	Monday, July 20
Monday, February 3	Monday, August 3
Monday, February 17	Monday, August 17
Monday, March 2	Tuesday, September 8
Monday, March 16	Monday, September 21
Monday, April 6	Monday, October 5
Monday, April 20	Monday, October 19
Monday, May 4	Monday, November 2
Monday, May 18	Monday, November 16
Monday, June 1	Monday, December 7
Monday, June 15	Monday, December 21

### Pre-Application Meeting Procedures

A pre-application meeting is required to review your project with the Community Development Director and Planning Consultant. This meeting allows an applicant to propose their concept and get general feedback on its feasibility. During the meeting we ask that you please bring as much of the following information as possible: a boundary survey (with setback dimensions), current and/or proposed floor plans, current and/or proposed site plans (with setback dimensions), current and/or proposed building height, current and/or proposed number of parking space on the site, current and/or proposed landscaping areas (buffers, parking lot islands, etc.)

### City Strategic Plan

Every year in January the City Commission meets with the City Manager and department heads to discuss the future of the City. The discussion began in January 2017 by identifying what the City would look like in 2022 (five years in the future). The discussion developed a shared vision for the City's future concluding in four goal

areas and one-year objectives. The one-year objectives are reviewed with the full group annually in January for what was accomplished, what needs to be carried over to the next year, and what needs to be added.

[2020 Strategic Plan](#)

### Master Plan

The City's Master Plan is hosted on the City's website. The Master Plan is the guiding document for development in the City. The Master Plan should be reviewed and referenced in every site plan, planned unit development (PUD), and rezoning project.

[Master Plan](#)

### Additional Plans

Downtown TIF Plan (2006)

Kellogg Park Concept Plan (Tentatively 2020)

[Future Land Use Map \(2018\)](#)

[Sub Area Plans \(2018\)](#)

### Zoning Ordinance

The City's Zoning Ordinance is hosted on Municode. The Zoning Ordinance regulates land use, building size and height, how close a building can be to front, side, and rear property lines, and other site amenities like landscaping, parking, signage, etc.

[Zoning Ordinance](#)

### Zoning Map

There are fifteen (15) different zoning districts within the City. The Zoning Map is available on the City's website.

[Zoning Map](#)

### Zoning Table of Uses

The zoning use matrix lists the generalized land uses that may be established within the City's various zoning districts. Uses are noted as "P" which means the use is permitted by right, "S" which means special land use (which requires Planning Commission approval and may have additional conditions), and a blank space which means that use is prohibited from being established in that district.

[Zoning Use Matrix](#)

### Notification Procedures

Depending on the nature of your project, a public hearing and neighbor notification may be required. In those projects, a notice will be published in a newspaper of general circulation at least fifteen (15) days before the hearing. Additionally, every property owner within 300 feet of the boundary of the subject property will be notified of the project. The notice shall do the following: describe the nature of the project, identify any property that is the subject of the project, state when and where the project will be considered, indicate when and where written comments will be received about the project.

## Land Use Application

### Fee Schedule

The following fee schedule was last updated May 21, 2019. The full fee schedule is [available online](#).

#### Building Permit Fees

##### Plan Review Fees

Residential New Single, Two-Family	\$300.00	
Residential New, Multiple (per unit)	\$50 per unit	\$300 Min.
Residential Addition, Remodel, Interior Finish greater than or equal to \$100,000	\$200.00	
Residential Addition, Remodel, Interior Finish less than \$100,000	\$75.00	
Accessory Structure	\$75.00	
Commercial/Industrial New Building, Addition, Remodel, Interior Finish	\$.15 per SF	\$100 Min.

#### New Construction, Addition, Alteration Fees

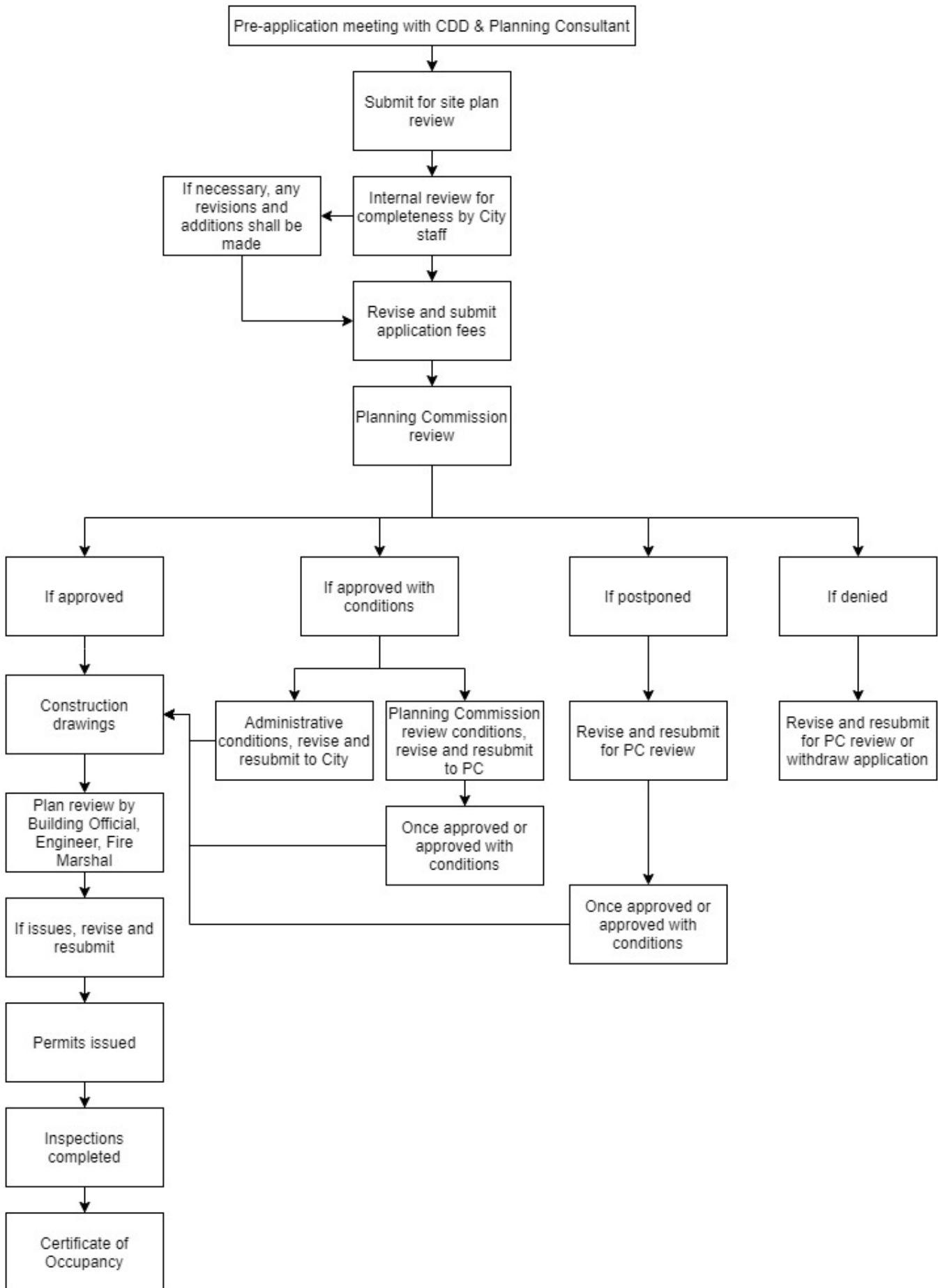
Residential Dwelling, New Build, Addition, Remodel, Interior Finish	\$100.00	Plus \$12/\$1,000
Commercial/Industrial New Building, Addition, Remodel, Interior Finish	\$100.00	Plus \$15/\$1,000

#### Planning and Zoning Fees

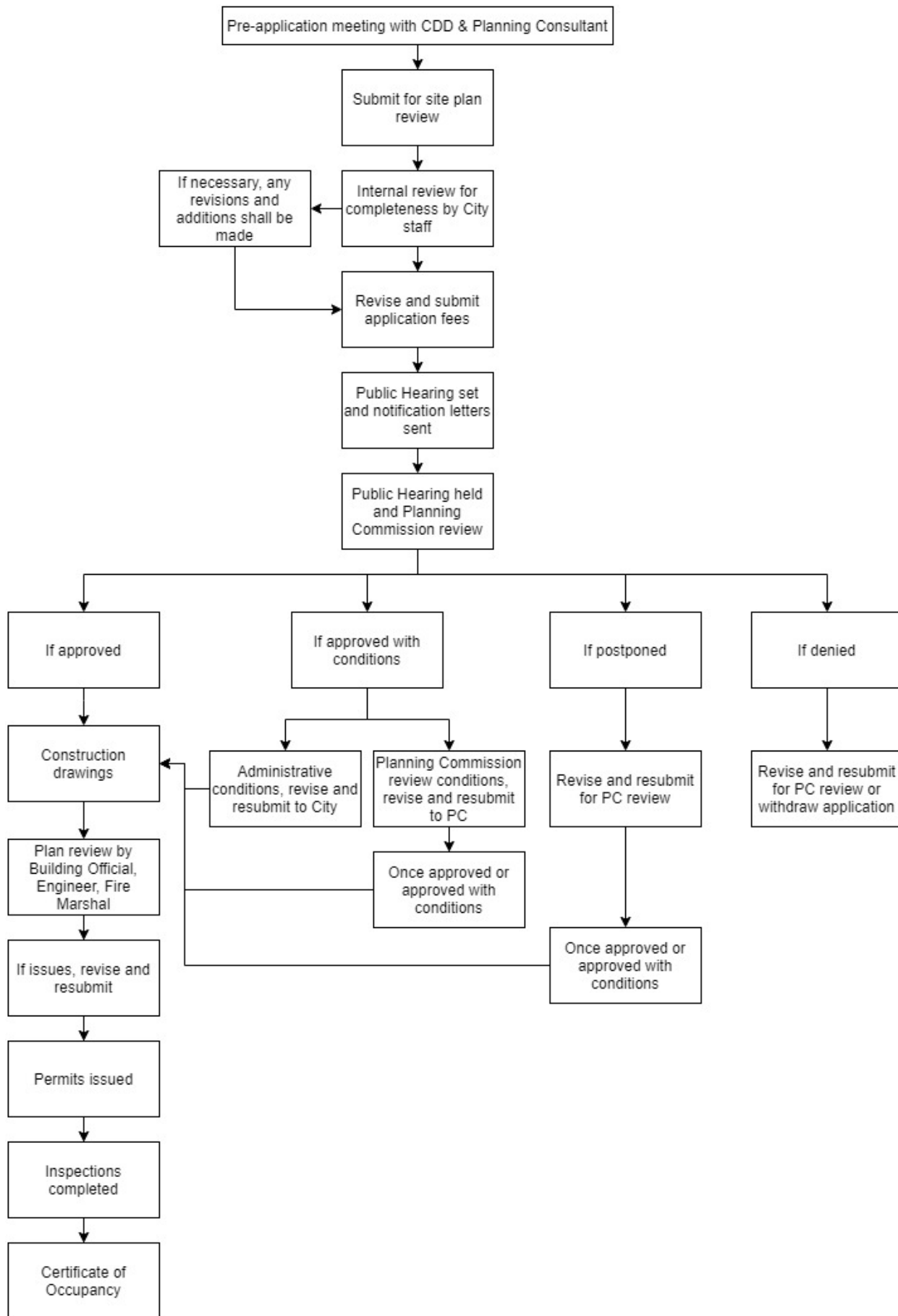
Pre-application Meeting with Planning Consultant and Community Development Director	\$325.00	
Pre-application Meeting with Building Official	\$100.00	
Site Plan Review (includes initial review and one revision)	\$1,500.00	Plus \$50/acre or fraction thereof
Subsequent Site Plan Review (after initial and one revision)	\$750.00	
Minor Site Plan Review	\$500.00	
Ann Arbor Road Corridor Sign Review	\$400.00	Per sign
Planned Unit Development (PUD) Preliminary Plan (includes initial review and one revision)	\$2,000.00	Plus \$50/acre or fraction thereof
Planned Unit Development (PUD) Final Plan (includes initial review and one revision)	\$1,750.00	
Subsequent Planned Unit Development (PUD) Review	\$750.00	
Special Land Use Approval (may be assessed in conjunction with site plan review fees)	\$600.00	
Special Planning Commission Meeting (in addition to application fee)	\$800.00	
Rezoning	\$750.00	
Zoning Ordinance Text Amendment	\$700.00	
Zoning Board of Appeals Application (Single Family Residential)	\$250.00	
Zoning Board of Appeals Application (Multi-family and Non-Residential)	\$500.00	
Special Zoning Board of Appeals Meeting (in addition to application fee)	\$250.00	
Zoning Verification Letter	\$40.00	
Final Site Requirement Review (Single Family Residential)	\$150.00	
Final Site Requirement Review (Multi-family and Non-Residential)	\$50.00	Per acre, \$200 Min.
Lot Split, Land Division, or Land Recombination	\$100.00	Per parcel
Building Board of Appeals Application	\$250.00	



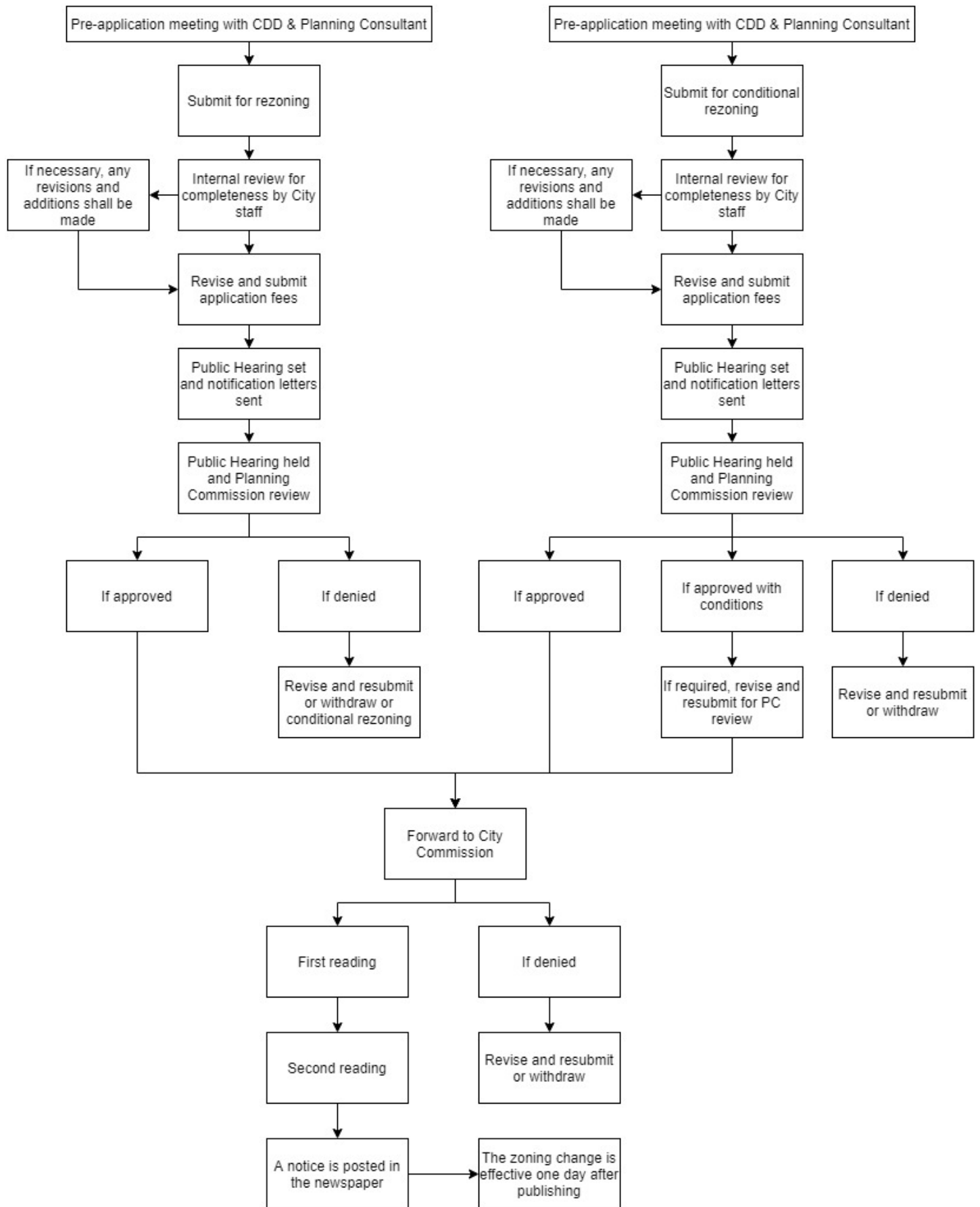
# Site Plan Review Flowchart



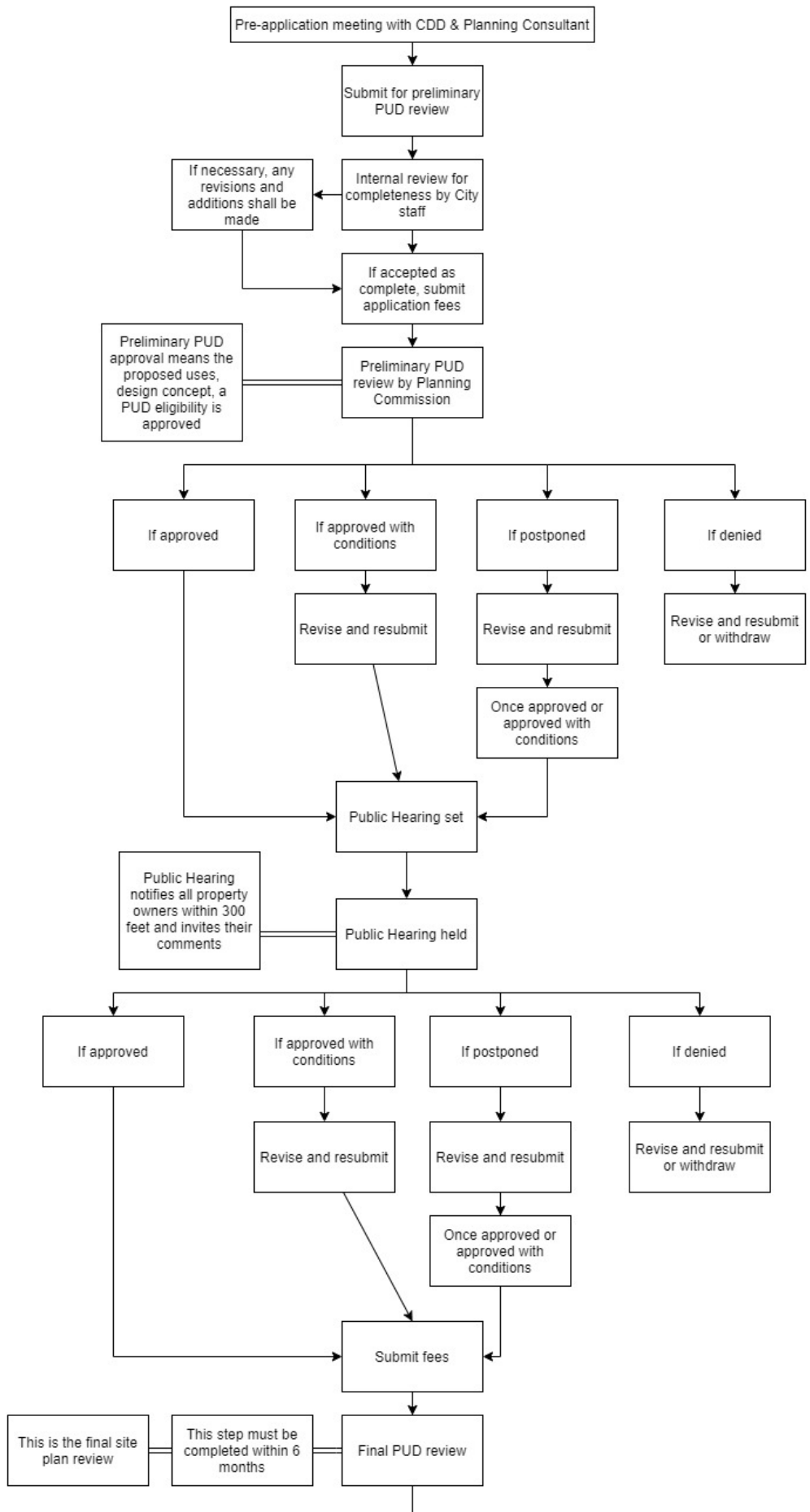
# Special Land Use Flowchart



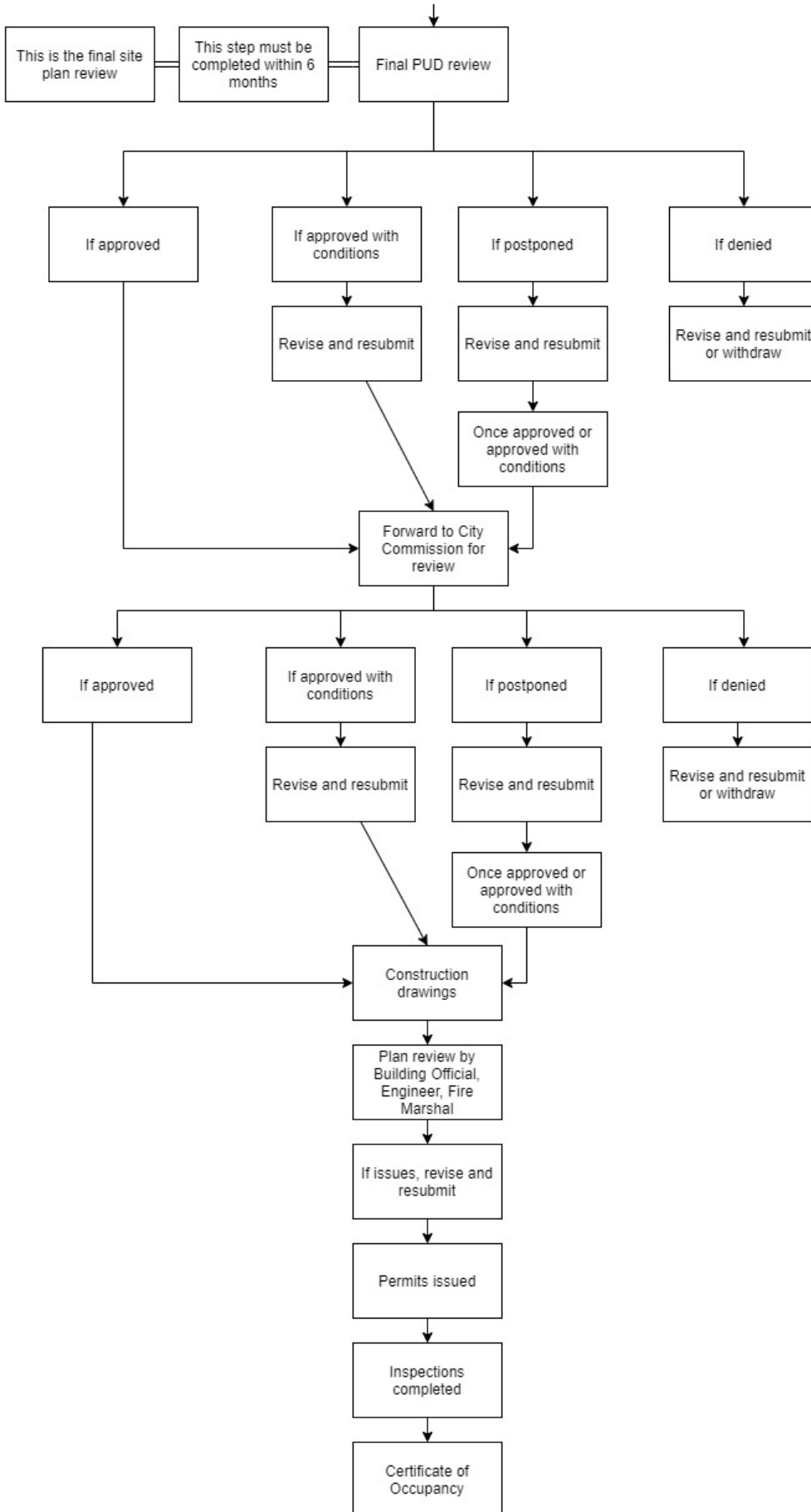
# Rezoning and Conditional Rezoning Flowchart



# Planned Unit Development (PUD) Flowchart Part 1



## Planned Unit Development (PUD) Flowchart Part 2



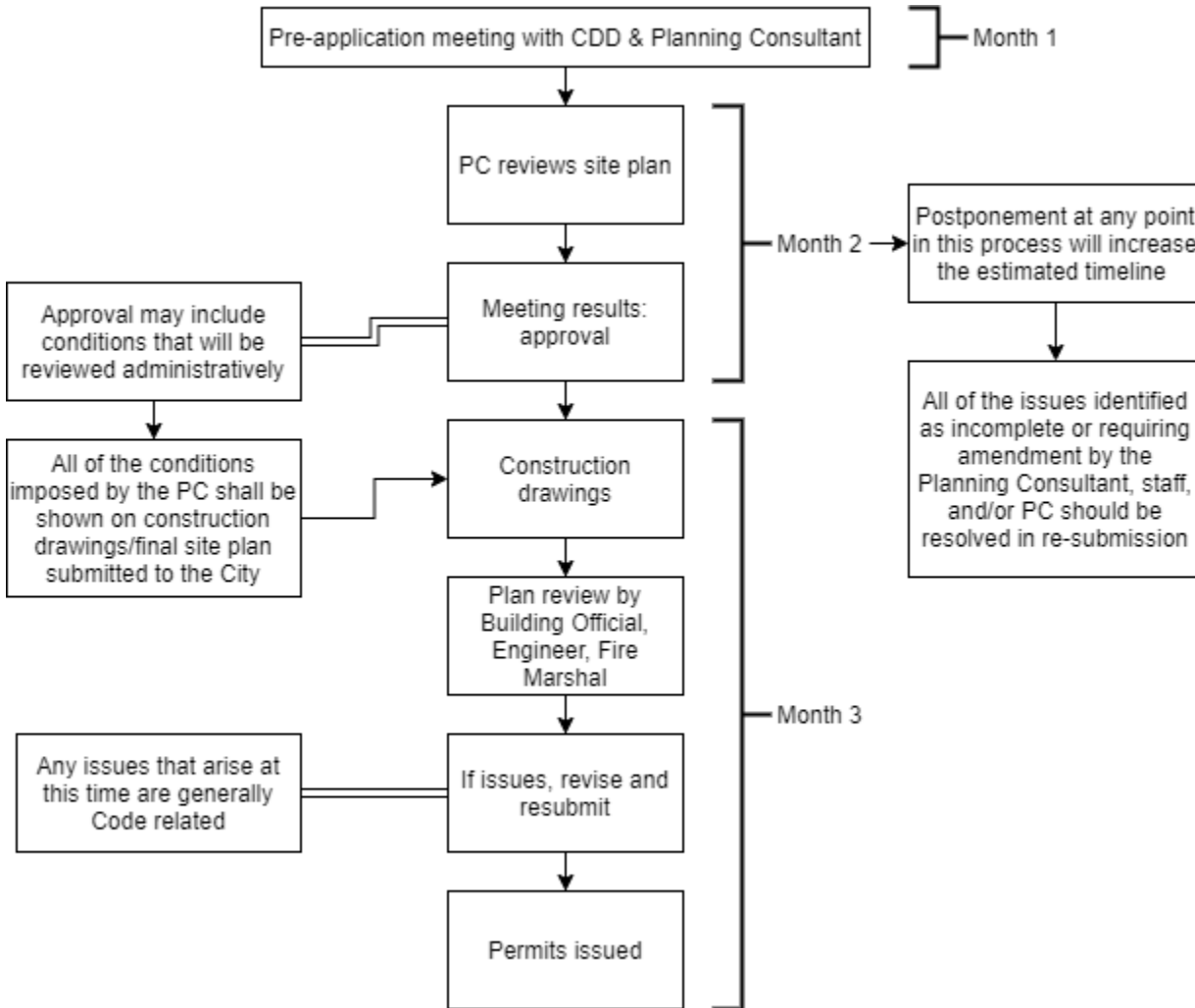
## Meeting Procedures

All Boards and Commissions follow Robert's Rules of Order. At the Planning Commission meeting, the applicant is given time to present the project. Presentation may include sample materials, presentation boards, PowerPoint, and other relevant presentation tools. The public is encouraged to comment on all projects. The Board may ask the applicant questions and then will publicly discuss the project amongst themselves.

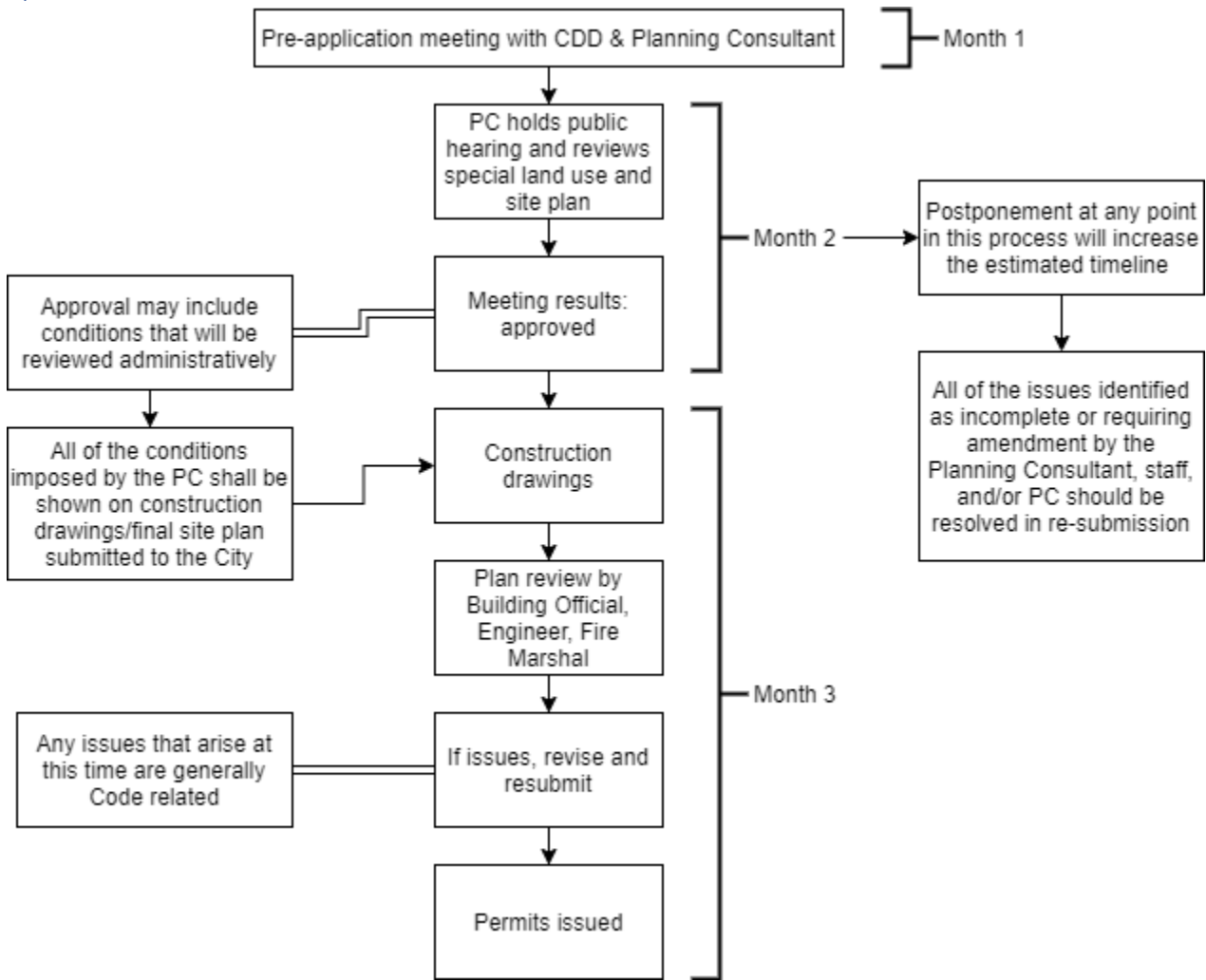
## Approval Timelines

The amount of time it takes for a project to move through the approval steps depends greatly on the project and your design team. The following timelines are intended to give an estimated time frame (in months) for how long approval of each type of project may take.

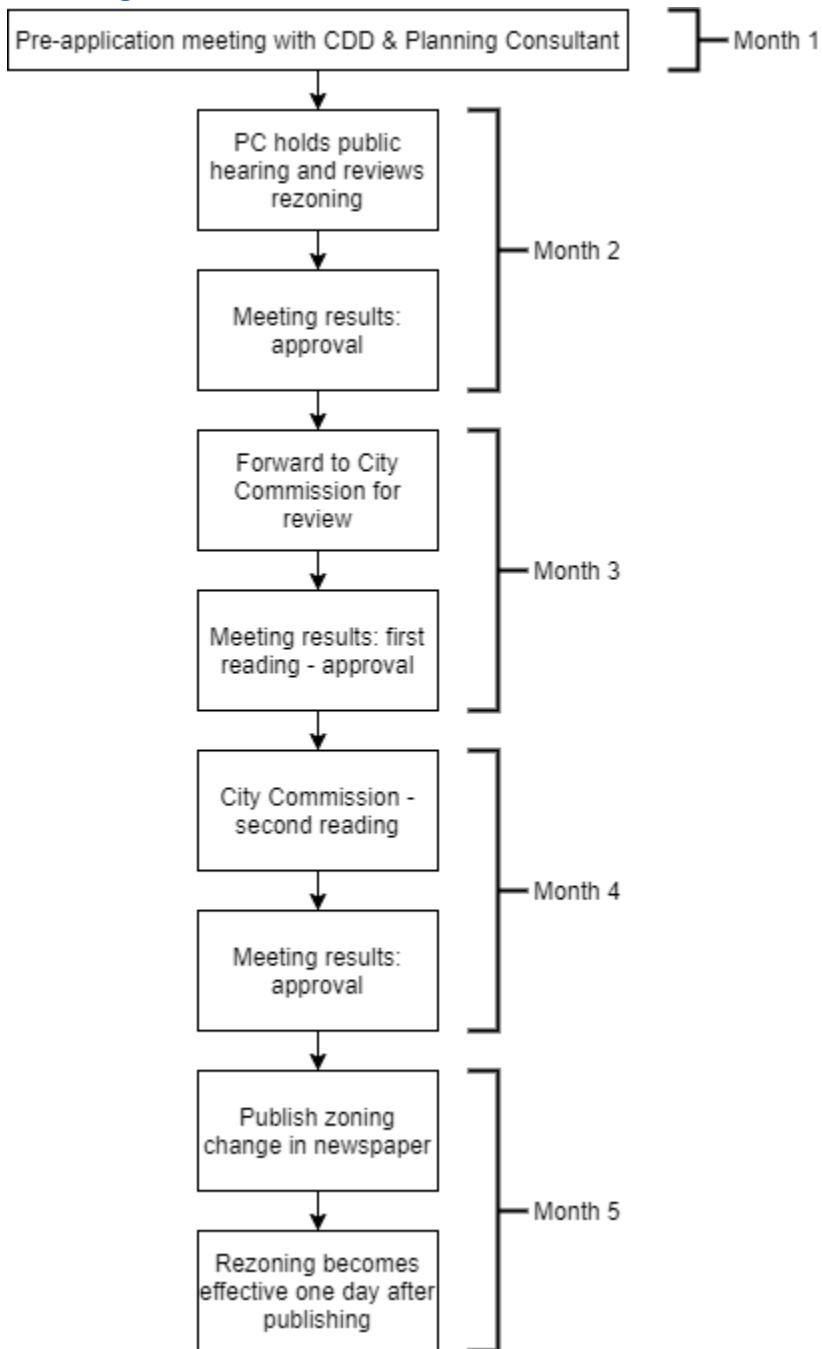
### Site Plan Review Timeline



# Special Land Use Review Timeline

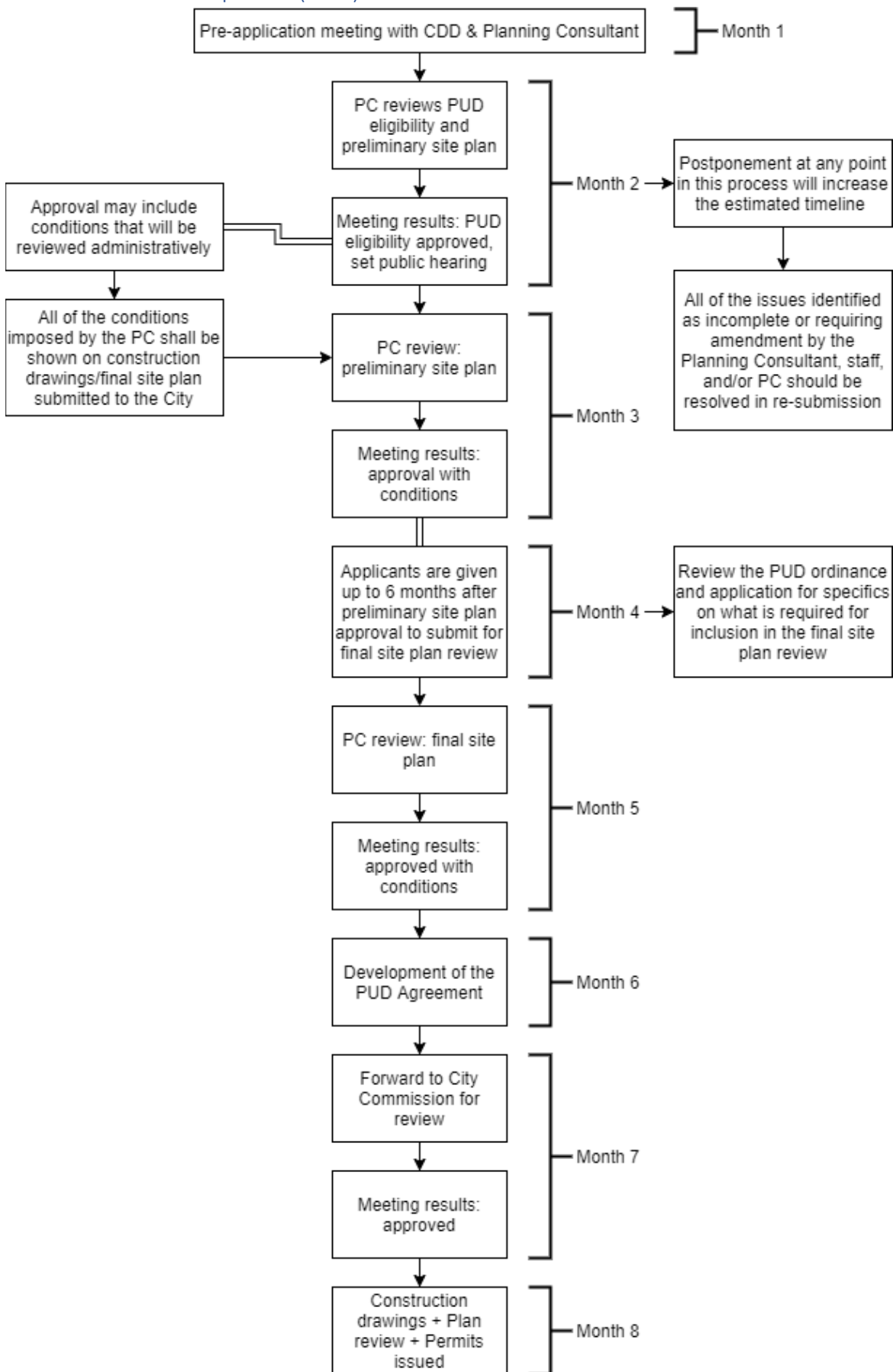


## Rezoning Timeline





# Planned Unit Development (PUD) Timeline



## Relevant Ordinances

It is suggested that you familiarize with the following ordinances, that are applicable to your project:

[Single Family](#)

[Multi-Family](#) + [Density Requirements](#)

[Parking](#)

[Landscaping](#)

[Screening/Fencing](#)

[Lighting](#)

[Permitted and Special Land Uses \(Depends on zoning district\)](#)

[Planned Unit Developments \(PUD\)](#)

[Site Plan Review](#)

[Rezoning](#) + [Conditional Rezoning](#)

[Grading](#)

[Schedule of Regulations – Height and setbacks](#)

## Minor Site Plan Review Application

Minor site plan review is reserved for small development projects that may not require full site plan review. A minor site plan review may be applied for when one of the five criteria listed in [Section 78-251](#) is met.

[Application](#)

## Site Plan Review Application

The requirements of a complete site plan application include the elements listed in [Section 78-248](#) and within the site plan review application, below.

Applicants applying for a site plan review should be aware of the steps outlines and the approximate timeline listed above.

[Application](#)

## Special Land Use Application

Applicants applying for a special land use review should be aware of the steps outlines and the approximate timeline listed above.

[Application](#)

## Rezoning Application

Applicants applying for rezoning should be aware of the steps outlines and the approximate timeline listed above.

[Application](#)

## Variance Request Application

Most applicants applying for a variance will receive a judgment during the meeting their application is presented.

[Application](#)

## Special Meetings

Special meetings are available for an additional fee. Special meetings can be coordinated through Community Development staff. We require two weeks' notice to coordinate special meetings. We request three potential meeting dates that do not conflict with other normally scheduled meetings (City Commission, DDA, HDC, ZBA). That way we can give our volunteer board members the best opportunity to have a full board present.

## Financial Assistance

At this time, financial assistance is not provided by the City. However, many State agencies including MEDC, EGLE, and others have provided financial assistance in past projects.

## Permitting

Building and trade permits may be obtained in the Community Development Department. Most permit reviews are conducted in-house by our Building Official. When applicable, most trade plan reviews are conducted in-house by our Electrical Inspector, Mechanical Inspector, and/or Fire Marshal. Plan reviews generally take ten business days after complete plans are submitted. Plans that are incomplete or incorrect will be returned to the applicant for correction. The final approved plans must be submitted in a compatible digital format.

## Inspections

Building inspections occur on Mondays, Wednesdays, Thursdays, and Fridays. Electrical, mechanical, and plumbing inspections occur on Mondays, Wednesdays, and Fridays. Once every permit has passed the final inspection approved the Building Official will issue the final Certificate of Occupancy.