



City of Plymouth Planning Commission

Regular Meeting Agenda

Wednesday, November 8, 2023 – 7:00 p.m.
City Hall & Online Zoom Webinar

City of Plymouth
201 S. Main
Plymouth, Michigan 48170

www.plymouthmi.gov
Phone 734-453-1234

<https://us02web.zoom.us/j/84882214410>

Passcode: 644999

Webinar ID: 848 8221 4410

1. **CALL TO ORDER**
 - a) Roll Call
2. **CITIZENS COMMENTS**
3. **APPROVAL OF THE MINUTES**
 - a) Approval of the September 19, 2023 joint training session minutes
 - b) Approval of the October 11, 2023 meeting minutes
4. **APPROVAL OF THE AGENDA**
5. **COMMISSION COMMENTS**
6. **PUBLIC HEARINGS**
7. **OLD BUSINESS**
 - a) Master Plan discussion
 - b) Generator ordinance discussion
8. **NEW BUSINESS**
9. **REPORTS AND CORRESPONDENCE**
10. **ADJOURNMENT**

Citizen Comments - This section of the agenda allows up to 3 minutes to present information or raise issues regarding items not on the agenda. Upon arising to address the Commission, speakers should first identify themselves by clearly stating their name and address. Comments must be limited to the subject of the item.

Meetings of the City of Plymouth are open to all without regard to race, sex, color, age, national origin, religion, height, weight, marital status, disability, or any other trait protected under applicable law. Any individual planning to attend the meeting who has need of special assistance under the Americans with Disabilities Act (ADA) should submit a request to the ADA Coordinator at 734-453-1234 ext. 234 at least two working days in advance of the meeting. The request may also be submitted via mail at 201 S. Main St. Plymouth, MI 48170, or email to clerk@plymouthmi.gov.

City of Plymouth Strategic Plan 2022-2026

GOAL AREA ONE - SUSTAINABLE INFRASTRUCTURE

OBJECTIVES

1. Identify and establish sustainable financial model(s) for major capital projects, Old Village business district, 35th District Court, recreation department, and public safety
2. Incorporate eco-friendly, sustainable practices into city assets, services, and policies; including more environmentally friendly surfaces, reduced impervious surfaces, expanded recycling and composting services, prioritizing native and pollinator-friendly plants, encouraging rain gardens, and growing a mature tree canopy
3. Partner with or become members of additional environmentally aware organizations
4. Increase technology infrastructure into city assets, services, and policies
5. Continue sustainable infrastructure improvement for utilities, facilities, and fleet
6. Address changing vehicular habits, including paid parking system /parking deck replacement plan, electric vehicle (EV) charging stations, and one-way street options

GOAL AREA TWO – STAFF DEVELOPMENT, TRAINING, AND SUCCESSION

OBJECTIVES

1. Create a 5-year staffing projection
2. Review current recruitment strategies and identify additional resources
3. Identify/establish flex scheduling positions and procedures
4. Develop a plan for an internship program
5. Review potential department collaborations
6. Hire an additional recreation professional
7. Review current diversity, equity, and inclusion training opportunities
8. Seek out training opportunities for serving diverse communities

GOAL AREA THREE - COMMUNITY CONNECTIVITY

OBJECTIVES

1. Engage in partnerships with public, private and non-profit entities
2. Increase residential/business education programs for active citizen engagement
3. Robust diversity, equity, and inclusion programs
4. Actively participate with multi-governmental lobbies (Michigan Municipal League, Conference of Western Wayne, etc.)

GOAL AREA FOUR - ATTRACTIVE, LIVABLE COMMUNITY

OBJECTIVES

1. Create vibrant commercial districts by seeking appropriate mixed-use development, marketing transitional properties, and implementing Redevelopment Ready Communities (RRC) practices
2. Improve existing and pursue additional recreational and public green space opportunities and facilities for all ages
3. Develop multi-modal transportation plan which prioritizes pedestrian and biker safety
4. Improve link between Hines Park, Old Village, Downtown Plymouth, Plymouth Township, and other regional destinations
5. Maintain safe, well-lit neighborhoods with diverse housing stock that maximizes resident livability and satisfaction
6. Modernize and update zoning ordinance to reflect community vision
7. Implement Kellogg Park master plan

Planning Commission 2023 Goals

1. Review, amend, and revise the master plan as necessary
2. Obtain and review a form based codes test case
3. Create an ordinance to support generators

*“The government in this community is small
and accessible to all concerned.”*

-Plymouth Mayor Joe Bida November 1977

CITY OF NORTHVILLE
215 W. Main Street, Northville MI
Planning Commission Joint Training Meeting Minutes
City of Northville and the City of Plymouth
September 19, 2023
7:00 PM

CALL TO ORDER

The meeting was called to order at 7:00 p.m.

ROLL CALL

City of Northville

Present: Thomas Barry
Paul DeBono
Jeff Gaines
David Hay
Steve Kirk
Carol Maise
William Salliotte
Donna Tinberg
AnnaMaryLee Vollick

Absent: None

City of Plymouth

Present: Hollie Saraswat
Zachary Funk
Karen Sisolak
Timothy Joy
Kyle Medaugh

Absent: Scott Silvers, Shannon Adams, Joseph Hawthorne, Eric Stalter

Also present: Plymouth Planning & Community Development Director Greta Bolhuis,
Mayor Brian Turnbull, Trustee Marilyn Price.

Carlisle/Wortman Associates: Sally Elmiger, Northville City Planner. Doug Lewan, Principal.

CITIZEN COMMENTS: No citizens were present.

PLANNING COMMISSION TRAINING:

Doug Lewan, Carlisle/Wortman Associates, utilized a PowerPoint presentation entitled *Sound Planning and Zoning Decisions*, 9/19/2023. Mr. Lewan offered training on the following:

- Decision making – set the record
- Zoning Ordinance decision making
- Types of decisions/approvals
- Non-discretionary approvals
- Discretionary approvals
- Site Plan Review
- Special Land Use
- Board of Appeals
- Amendments
- Tips and pitfalls in decision making
- So, how do you make a sound decision?
- It is worth all the effort
- Be aware of zoning exemptions, exceptions, and special rules

ADJOURN

Discussion ended at 9:11 p.m. and the training session was adjourned.

Michael Smith
City Clerk

Draft Submitted: 9/20/2023



Plymouth Planning Commission
Regular Meeting Minutes
Wednesday, October 11, 2023 - 7:00 p.m.
Plymouth City Hall 201 S. Main

City of Plymouth
201 S. Main
Plymouth, Michigan 48170-1637

www.plymouthmi.gov
Phone 734-453-1234
Fax 734-455-1892

1. CALL TO ORDER

Chair Karen Sisolak called the meeting to order at 7:01 p.m.

Present: Chair Sisolak, Vice Chair Scott Silvers, Commissioners Shannon Adams, Zachary Funk, Joe Hawthorne (arrived at 7:11) Tim Joy, Kyle Medaugh, and Holle Saraswat

Excused: Commissioner Eric Stalter (his son is playing a league championship baseball game)

Also present: Planning and Community Development Director Greta Bolhuis, Planning Consultant Sally Elmiger

2. CITIZENS COMMENTS

There were no citizen comments

3. APPROVAL OF MEETING MINUTES

Saraswat offered a motion, seconded by Joy, to approve the minutes for the September 13, 2023, meeting as presented.

There was a voice vote.
MOTION PASSED

4. APPROVAL OF THE AGENDA

Joy offered a motion, seconded by Adams, to approve the agenda for October 11, 2023.

There was a voice vote.
MOTION PASSED

5. COMMISSION COMMENTS

Adams asked about survey results and was told they would be part of the master plan discussion.

Saraswat said she enjoyed the joint training with Northville.

Medaugh said he also enjoyed the training and would like to continue to work with Northville.

Silvers said he attended the joint ZBA training and that it was a good session.

6. PUBLIC HEARINGS

There were no public hearings.

7. OLD BUSINESS

a. Zoning Audit Implementation Report Discussion

The group discussed the implementation report and agreed that there were several ways to move forward. It was suggested that the easiest updates could be done first, and it was also suggested that the most important tasks be done first. The group agreed to accept the report as a final document and continue to discuss implementation at future meetings.

b. Review of Draft Old Village Form-Based Article

It was agreed that the form-based code should be a part of the new master plan and that an implementation plan be drafted. It was noted that this was a jumping off point that might change prior to implementation, and that the group can meet with Masson- Minock for additional guidance as needed. There were several typographical errors in the report that Bolhuis will correct prior to sending to the City Commission.

The following motion was offered by Sisolak and seconded by Joy.

The Planning Commission recommends the Zoning Audit Implementation Report and the Draft Old Village Form-Based Article as amended at this meeting to the City Commission as a conclusion to the project approved by the City Commission at the regular meeting held on August 15, 2022, in support of meeting the key objective to “modernize and update zoning ordinance to reflect community vision,” noting the following:

- This was a 13-month effort that included discussions/review at six regular Planning Commission meetings and three additional Planning Commission working sessions
- The Planning Commission would like to recognize Megan Masson-Minock for her efforts and willingness to work with the commission and respond to all requests made on this momentous effort
- These documents form the basis for updating the master plan, implementing form-based codes, and completing the zoning ordinance updates over the next five years
- The last remaining task required is support in updating the FBC section of the master plan

There was a voice vote.

MOTION PASSED

c. Master Plan Discussion

Results of the recent survey and ways to get more community input for the master plan were discussed. A subcommittee of Funk, Hawthorne, Saraswat and Silvers was formed to study methods of community input and make a recommendation at the next meeting.

8. NEW BUSINESS

There was no new business.

9. REPORTS AND CORRESPONDENCE

Commission Liaison Kelly O’Donnell said residents had expressed concern about short-term rentals possibly being allowed in accessory dwelling units. She reminded the group to plan on attending a 13-Ways session during the afternoon on December 5, and said that the City Commission was looking for recommendations of people who want to serve on a board or commission.

Funk provided a sample ordinance that keeps new buildings in context with the rest of the neighborhood. The sample ordinance was one that is used in the City of Detroit, and it includes keeping newly built homes at 90% to 130% the size of nearby houses.

10. ADJOURNMENT

Joy offered a motion, seconded by Adams, to adjourn the meeting at 8:29 p.m.

There was a voice vote.

MOTION PASSED

draft



Administrative Memorandum

City of Plymouth
201 S. Main
Plymouth, Michigan 48170

www.plymouthmi.gov
Phone 734-453-1234
Fax 734-455-1892

To: Planning Commissioners
From: Greta Bolhuis, AICP, Planning and Community Development Director
Date: November 2, 2023
Re: Master Plan Update

For your information, the City Commission will receive the Zoning Audit and the Zoning Audit Implementation Report at their November 6, 2023 meeting. As you are aware, the Implementation Report states the year one task is to update the Master Plan. Per the Implementation Report, the Master Plan update is proposed to be completed by mid-2024. This is an extremely aggressive timeline for the work outlined in the Zoning Audit and summarized below. Staff recommends the Planning Commission form multiple sub-committees to work concurrently on the action items.

Per the Zoning Audit, the following “Master Plan Update” actions to be completed:

1. Conduct a form-based analysis for the Old Village area, Downtown, and the areas planned for Mixed Use High Density. The analysis would include a building type inventory, analysis of street types and designation of public space and parking areas.
2. Examine parking options in the Downtown to determine whether minimum parking requirements are needed or only necessary for some uses, such as residential.
3. Review parking needs in each future land use district in the Master Plan.
4. Examine the principal uses in the MU districts and determine if the additional regulations have produced the desired results in the Old Village area. If not, the Master Plan should outline the changes needed.
5. Determine the existing multiple-family building types that work best in the context of the City and then design zoning regulations based on those examples. Part of the analysis should include whether two distinct districts are needed and if a form-based approach is warranted.
6. Examine whether the O-1 zoned parcels on North Main Street could be incorporated into the planned mixed use area.
7. Consider where modern uses not currently in the Zoning Ordinance should be in the City and under what general circumstances. Uses could include micro-brewery, vintner, or distiller, with consideration for an accessory tasting room; pet day-care; extended stay hotels; incidental sales and services; accessory dwelling units; and short-term rentals.
8. Eliminate the institutional future land use category, and either plan for a new use on those parcels currently identified for institutional uses to address situations where the institutional use ceases or outline a process to do so.

I look forward to discussing this matter further with you. If you have any questions, please contact me directly.



Administrative Memorandum

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To: Planning Commissioners
From: Greta Bolhuis, AICP, Planning and Community Development Director
Date: November 2, 2023
Re: Projections into Setbacks Amendments (Generator Placement Edits)

The Planning Commission has been asked by the Zoning Board of Appeals to review Section 78-217 – Projections into setbacks for the allowed placement of generators. Over the last few years, the ZBA has considered five generator variance requests. The suggested amendments would allow generators to be placed within the side yard setback up to 2.5-feet away from the side property line. The suggested amendments would allow generators to be placed within the rear yard setback up to 3-feet away from the rear property line, which is where an accessory structure can be located. It should be noted that other mechanical and plumbing code requirements restrict the location of generators away from openings like doors and windows.

Additional language has been added to Chapter 18 of the Code of Ordinance to address some of the items discussed by the Commission in September. It is important to note that these additional requirements will not be placed in the Zoning Ordinance and will require approval by the City Commission only.

The proposed amendments are attached. The next step is to set a public hearing for further consideration.

Should you have any questions, please don't hesitate to contact me directly.

Sec. 78-217. Projections into setbacks.

Projections into setbacks shall be permitted as follows:

Projection...	...Into Front Yard Setback	...Into Side Yard Setback	...Into Rear Yard Setback
<i>At or Below Grade:</i>			
Egress window/areaway recess*	Not permitted	3 feet from face of structure (interior dimension)	3 feet from face of structure (interior dimension)
Stairs from basement	Not permitted	Not permitted	4 feet (interior dimension)
Patios	4 feet, but no closer than 10 feet from the front property line	Not permitted	10 feet from property line
<i>Above Grade but Below Roof:</i>			
Air conditioning condensers	Not permitted	4 feet	4 feet
Architectural features, as defined	4 inches	4 inches	4 inches
Awning/canopy	3 feet	Not permitted	3 feet
Balcony	4 feet	Not permitted	4 feet
Bay window (limited to 8 feet in width; maximum 2 per side)	2 feet	Not permitted	2 feet
Cantilevered floor area (Box Out)	2 feet	Not permitted	2 feet
Cellar door	Not permitted	Not permitted	8 feet
Chimney(limited to 8 feet in width)	1 foot	Not permitted	1 foot
Deck**	Not permitted	Not permitted	12 feet, but limited to three feet high
Generators***	Not permitted	3.5 feetNot permitted	3 feet from property lineNot permitted
Porch, uncovered	6 feet	Not permitted	12 feet, but limited to three feet high
Porte cochere (excluding gutters)	Not permitted	2 feet from property line	Not permitted
<i>Roof Area:</i>			
Cornices, eaves, overhangs, brackets, soffits (excluding gutters)	2 feet	2 feet	2 feet
Dormers	¹ Not permitted	Not permitted	Not permitted

*Areaway construction can project above grade no more than 12 inches.

**The portion of a deck which occupies the rear yard setback shall not be converted into any enclosed habitable spaces.

***The location of generators in the rear yard is the preferred location of the city. However, if no suitable rear yard location is available, the community development department may permit the generator to be placed in the side yard, as rearward as practical.

(1) Projections containing floor area, including decks, shall be included in the lot coverage calculation. See Sections 78-43 and 78-53 for the front porch exclusion from lot coverage.

CHAPTER 18 – BUILDINGS AND BUILDING REGULATIONS

ARTICLE XVI. EMERGENCY ELECTRICAL GENERATORS

Sec. 18-783. Installation and definition.

Emergency generators may be permanently installed and utilized in all residential zoning districts within the city, subject to the terms and conditions set forth in this article. This article regulates permanently installed emergency generators, defined as a generator that is intended to remain outside of a residence for a lengthy or continuous period of time, regardless of the length of time of any power outage, as opposed to portable generators.

Sec. 18-784. Permit required.

Permits shall be obtained from the city building department prior to the commencement of any construction or installation of a generator. Applicants shall submit copies of the following:

- (a) The application form and the permit fee determined by resolution of the city commission.
- (b) A dimensioned site plan indicating compliance with this section and the manufacturer's specifications.
- (c) The manufacturer's specifications/cut sheets for the generator, the ATS (automatic transfer switch) and any fuel storage tanks, showing listings from a nationally recognized testing laboratory.
- (d) An electrical one line drawing showing locations of equipment, conduit, and wire sizes, and grounding/bonding.

Sec. 18-785. Final inspection.

As soon as construction of a generator has been completed, a final inspection shall be requested by the applicant to ensure compliance with all terms and conditions of this article, and the generator shall not be used prior to receiving final inspection approval.

Sec. 18-786. Enclosure; production of sounds; service doors; exhaust gases.

- (a) The generating unit and muffler must be enclosed within a sound attenuated cabinet. The enclosure service doors on the cabinet must be locked to prevent access by unauthorized persons.
- (b) Sound produced at full load is to be less than 85 dBA as measured at any and all property lines.

Sec. 18-787. Fuels.

Acceptable fuels include natural gas, gasoline or diesel. Connections made to a natural gas line of a residence must be in accordance with all applicable codes. Other fuel sources must meet all state and local code requirements. Portable fuel sources are not permitted.

Sec. 18-788. Electrical.

Only a fully automatic transfer switch (ATS) gear (double throw disconnect switch gear) is to be installed. Transfer panels must be locked to prevent unauthorized access to the switch gear. Panels must be approved by a recognized certification agency, such as UL or CSA, and must comply with all applicable electrical requirements adopted by the State of Michigan and City of Plymouth.

Sec. 18-789. Maintenance.

Property owners are responsible for keeping the electrical installation and operation within all applicable code and ordinance requirements. Automatic maintenance exercise testing is limited to not more than ten minutes each week, Monday—Friday, between the hours of 7:00 a.m.—8:00 p.m.

Sec. 18-790. Landscaping.

All generator(s) shall be opaquely screened from adjacent properties and public ways with landscaping or fencing as approved by the building department. Appropriate landscaping must be installed around a generator unit to screen the unit and to assist in muffling or reducing sound levels.

Sec. 18-791. Use.

Generators are to be used only in emergencies where the normal power source to the residence has been disrupted. As soon as normal power has been restored, the owner shall cease operation of the generator.

Sec. 18-792. Appeals.

Appeals to this article may be taken to the zoning board of appeals. Such appeal shall be taken by applying with the zoning board of appeals on appropriate forms provided by the community development department and payment of the required fee.