



**Plymouth Planning Commission**  
**Regular Meeting Minutes**  
**Wednesday, August 14, 2024 - 7:00 p.m.**  
**Plymouth City Hall 201 S. Main**

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City of Plymouth  
Plymouth, Michigan 48170-1637

[www.plymouthmi.gov](http://www.plymouthmi.gov)  
734-453-1234

**1. CALL TO ORDER**

Chair Karen Sisolak called the meeting to order at 7:00 p.m.

Present: Chair Sisolak, Vice Chair Scott Silvers, Commissioners Sidney Filippis, Zachary Funk, Joe Hawthorne, Trish Horstman, Kyle Medaugh, Hollie Saraswat, and Eric Stalter

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**

Medaugh offered a motion, seconded by Funk, to approve the minutes of the July 10, 2024 meeting.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

Horstman offered a motion, seconded by Saraswat, to approve the minutes of the July 24, 2024 working session.

There was a voice vote.

Medaugh and Hawthorne abstained.

MOTION PASSED 7-0

**4. APPROVAL OF THE AGENDA**

Stalter offered a motion, seconded by Filippis, to approve the agenda for August 14, 2024.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

**5. COMMISSION COMMENTS**

Horstman said she found the building and roadwork activities in Old Village invigorating.

**6. PUBLIC HEARINGS**

a. SP24-07: 904 Starkweather, Special land use and site plan review for office and “creator/maker space” uses such as co-working, photo/video shoots, podcast recording, and ad-hoc meetings.

Bolhuis said the applicant asked to postpone the hearing to give them time to respond to the questions in the administrative review.

Funk offered a motion, seconded by Hawthorne, to postpone the public hearing on SP24-07 to the September 11 Planning Commission meeting.

There was a voice vote.  
MOTION PASSED UNANIMOUSLY.

b. PUD 24-01: 230 Wilcox, Preliminary PUD for restoration of the Wilcox Mill building into general retail business

Applicant Greg Donofrio reviewed the plans and answered questions in the Carlisle Wortman report.

Sisolak opened the public hearing at 7:26 p.m.

Ron Picard, 1373 Sheridan, spoke in support of the project.

Sisolak closed the public hearing at 7:27 p.m.

The group discussed the project and noted that a previous applicant backed out due to issues with FEMA regarding the flood plain map. Donofrio said he was working with FEMA and was confident the situation would be resolved.

Elmiger discussed B-1 uses which allows low intensity commercial uses like general retail and restaurant but would not allow a maker space. She also gave a review of deed restrictions, which require historic restoration.

***Motion***

Silvers offered a motion, seconded by Filippis, to approve PUD 24-06 at 230 Wilcox for preliminary PUD review.

***Findings of Fact***

The project meets the goals and objectives of the Plymouth Master Plan.

The public good of maintaining a historic structure and its integrity is part of the PUD proposal.

The PUD will accommodate items listed in the Carlisle Wortman report as well as incorporate the comments of the applicant for the Wilcox Mill Restoration PUD narrative.

The use of the facility will be primarily of a B-1 zoning nature and the lower-level use will be less intense than the use for the upstairs.

The applicant will list the hours of operation and update the site plan for the site improvements as discussed.

There was a voice vote.  
MOTION PASSED UNANIMOUSLY.

**7. OLD BUSINESS**

a. SP 24-06: 630 S. Main, Revised site plan review

The applicant reviewed changes from his previous request, stating that he reworked the floor plan so fewer parking spaces were required. He also provided a photometric study and a circulation study and changed the landscaping plan.

***Motion***

Silvers offered a motion, seconded by Medaugh, to approve for site plan approval SP 24-06 at 630 S. Main.

***Findings of Fact***

The applicant's package as proposed meets the objectives of the master plan.

The building and site remain basically unchanged outside the modifications mentioned in the Carlisle Wortman report.

The Carlisle Wortman report recommendations are met – some have already been addressed.

All other deficiencies addressed in the Carlisle Wortman report will be approved administratively by the city.

Issues with the lighting, landscaping, and elevations will be included for administrative approval.

A survey will be included to establish the north lot line.

The parking setback buffer is waived on the west end of the lot as there is a landscape buffer between the street right-of-way and the parking.

There was a voice vote.

MOTION PASSED UNANIMOUSLY.

b. Master Plan Discussion – Draft transportation chapter

The group reviewed a draft of the transportation chapter of the master plan update and suggested some changes including the following:

- Clarify whether the PASER grading system was changed
- Determine a system for finding the most appropriate intersections for pedestrian upgrades
- Remove the dimensions of bike lanes (Elmiger said the dimensions are often required on grant applications.)
- Add goals for motorized transportation, including recommendations to the Wayne County Road Commission
- Call for more study to determine whether intersections are working and safe

Sisolak said she would work on an implementation matrix and Saraswat said she would work on the background studies chapter.

**8. NEW BUSINESS**

There was no new business.

**9. REPORTS AND CORRESPONDENCE**

Elmiger said she completed the residential compatibility analysis and submitted it to the administration. Hawthorne said an ordinance regulating compatibility would work well with the FAR and the impervious surface ordinance.

**10. ADJOURNMENT**

Stalter offered a motion, seconded by Hawthorne, to adjourn the meeting at 8:41 p.m.

There was a voice vote.

MOTION PASSED UNANIMOUSLY