



City of Plymouth Planning Commission

Regular Meeting Agenda

Wednesday, September 9, 2020 – 7:00p.m.
ONLINE Zoom Meeting

City of Plymouth
201 S. Main
Plymouth, Michigan 48170

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

Join the Meeting: <https://us02web.zoom.us/j/83476286338>

Meeting ID: 834 7628 6338

Passcode: 351135

Statement of explanation of the reason why the public body is meeting electronically: On March 10, 2020 the Governor of the State of Michigan declared a State of Emergency across the State of Michigan under section 1 of Article 5 of the Michigan Constitution of 1963, the Emergency Management Act, 1976 PA 390, as amended, MCL 30.401 – 421, and the Emergency Powers of the Governor Act of 1945, 1945 PA 302, as amended, MCL10.31 – 33. These sections provide the governor with broad powers and duties to cope with dangers to this state or to the people of the state.

As a part of the response to the emergency, the Governor has deemed it reasonable and necessary to temporarily suspend rules and procedures relating to physical presence at meetings and hearings of public bodies and other governmental entities in Michigan. These public bodies and entities must continue to conduct public business during this emergency. Due to the emergency situation and the request of the Governor to not gather in groups of 10 or more it is necessary for some public boards to meet electronically.

1. **CALL TO ORDER**
 - a. Roll Call
2. **CITIZENS COMMENTS**
3. **APPROVAL OF THE AGENDA**
4. **APPROVAL OF THE MINUTES**
 - a. Approval of the August 12, 2020 Regular Meeting Minutes
5. **COMMISSION COMMENTS**
6. **PUBLIC HEARING**
 - a. PUD 15-01: 550 N. Holbrook, Starkweather School, (PUD Amendment)
7. **OLD BUSINESS**
8. **NEW BUSINESS**
 - a. 2020 Goals Discussion
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.

Persons with disabilities needing assistance with this should contact the City Clerk's office at 734-453-1234 Monday through Friday from 8:00 a.m. -4:30 p.m., at least 24 hours prior to the meeting. An attempt will be made to make reasonable accommodations.

City of Plymouth Strategic Plan 2017-2022

GOAL I - QUALITY OF LIFE

OBJECTIVES

1. Support the neighborhoods with high-quality customer service
2. Engage in collaboration with private entities and surrounding municipalities to implement the [Joint Recreation Master Plan](#)
3. Improve communication with the public across multiple platforms
4. Maintain a high level of cleanliness throughout the City
5. Support and host a diverse variety of events that foster community and placemaking

ONE YEAR TASKS 2020-21

- Liquor/marijuana license review
- Rooftop seating review
- Adopt Downtown Development Authority (DDA) Master Plan and identify funding sources for implementation
- Begin implementation of Kellogg Park Master Plan with fountain replacement
- Establish format & requirements for public parks sponsorship
- Resident education programs on zoning basics, ordinance change and update, services, and recycling
- City webpage - create city-wide F.A.Q. "Index" page and push out link
- Increase social media presence – 1k new followers/subscribers/etc.
- Review and evaluate City truck routes
- Complete update to Special Events Policy

GOAL II - FINANCIAL STABILITY

OBJECTIVES

1. Approve balanced budgets that maintain fiscal responsibility
2. Advocate for increased revenue sharing with the State of Michigan
3. Encourage and engage in partnerships, both public and private, to share costs of services and equipment
4. Address the issue of legacy costs
5. Seek out and implement efficient and effective inter-departmental collaboration
6. Market our successes to attract new economic and investment opportunities

ONE YEAR TASKS 2020-21

- Actively promote and participate in the 2020 census
- Explore internal and external supplemental funding of legacy costs
- Target revenue enhancements for large-scale capital projects, including grants and millage
- Assist the Michigan Municipal League (MML) in facilitating and increasing support for state revenue sharing initiatives
- Redesign Capital Improvement Plan and evaluate future funding process for Equipment Fund
- Create a rate card for payment in lieu of paid parking
- Develop financial plan for public safety model
- Identify cost estimates, timeframe and potential funding sources for central parking deck
- Complete road bond sale – phase one

GOAL III - ECONOMIC VITALITY

OBJECTIVES

1. Continue to support and improve active, vibrant downtown branding
2. Support community and economic development projects and initiatives
3. Support a mix of industrial, commercial and residential development
4. Reference the [Master Plan](#) in economic decision-making

ONE YEAR TASKS 2020-21

- Continued administration of development projects and proposals including Wilcox Mill, Saxton's, Pulte, Starkweather School, Lumber Mart, and various residential builds
- Branding – consistency across all communications (email, letterhead, agenda)
- Provide annual process and risk-management training to all boards and commissions
- Continue implementing Redevelopment Ready Community (RRC) plan to achieve certification
- Develop list of transitional properties and utilize Michigan Economic Development Corporation (MEDC), Wayne County, others to market
- Explore marketing partnerships (schools, Chamber, hotels, available publications etc.)

GOAL IV - SERVICE AND INFRASTRUCTURE

OBJECTIVES

1. Support administration and staff by providing professional development opportunities, supplying resources, and maintaining a commitment to recruitment, retention and succession planning
2. Support and deliver safe and responsive emergency services
3. Maintain a sophisticated and responsive technology to communicate and manage data
4. Continually record, maintain, update, and improve City infrastructure

ONE YEAR TASKS 2020-21

- Administration to make parking recommendation to City Commission by end of first quarter
- Implement updates to parking system according to direction given by City Commission
- Actively engage employees for further career development for succession planning with special focus on the depth of Cultural Center staffing
- Continue Asset Management Plan
- Review Insurance Services Office (ISO) Report and International City/County Management Association (ICMA) Study & begin meeting to discuss viable options for the future delivery of emergency services
- Approve third version of agreement on sanitary sewer with Western Township Utilities Authority (WTUA) based on delay by Wayne County
- Develop multi-modal transportation policy to City Commission
- Implement 2020 street repairs
- Restore Commercial Motor Vehicle (CMV) enforcement
- Continue geographic information system (GIS) mapping of the City
- Define process/educate citizenry/pursue adoption/Implement form-based codes

2019 Planning Commission Goals
Adopted May 8, 2019

1. Develop a Master Plan Overview Presentation and present to all City Boards and Commissions to gain alignment and commitment towards utilization during and prior to their respective decision making. This goal will be led by Comm. Saraswat and assisted by Comm. Hawthorne, Comm. Kehoe, and Chair Sisolak.
2. To create the new zoning districts that are necessary in order to bring the zoning map in line with the master plan and to update the permitted uses matrix. This goal will be led by Comm. Kehoe and assisted by Comm. Joy and Comm. Offerman.
3. Collaborate with the City Commission and other City boards to create a comprehensive non-motorized plan and implement tactical steps as opportunities are identified. This goal will be led by Comm. Myslinski.
4. Research the use of form-based codes and overlay districts in the appropriate areas identifying appropriate incremental changes for a pilot implementation of form-based coding principles. This goal will be led by Comm. Silvers along with Comm. Adams and Chair Sisolak.



Plymouth Planning Commission

Regular Meeting Minutes

Wednesday, August 12, 2020 - 7:00 p.m.

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

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

Online Zoom Meeting

1. CALL TO ORDER

Chair Karen Sisolak called the meeting to order at 7:06 p.m.

Present: Commissioners Sisolak, Joe Hawthorne (arrived at 7:19) Tim Joy, Jennifer Kehoe, Adam Offerman, Hollie Saraswat, and Scott Silvers

Excused: Commissioners Shannon Adams, Chuck Myslinski

Also present: Assistant Community Development Director Greta Bolhuis and Planning Consultant Sally Elminger

2. CITIZENS COMMENTS

There were no citizen comments.

3. APPROVAL OF THE MEETING MINUTES

Joy offered a motion, seconded by Silvers, to approve the minutes of the July 8, 2020 meeting. There was a roll call vote.

Yes: Sisolak, Joy, Kehoe, Offerman, Saraswat, Silvers

MOTION PASSED 6-0

4. APPROVAL OF THE AGENDA

Kehoe offered a motion, seconded by Joy, to approve the agenda for Wednesday, August 12, 2020. There was a roll call vote.

Yes: Sisolak, Joy, Kehoe, Offerman, Saraswat, Silvers

MOTION PASSED 6-0

5. COMMISSIONER COMMENTS

Sisokak asked that the Planning Commission revisit its objectives, and focus on rezoning. The rezoning subcommittee plans to meet prior to the September 9, 2020 meeting so they can make a recommendation on the best way to go forward.

6. PUBLIC HEARINGS

- a. PUD 15-01: 550 N. Holbrook, Starkweather School (PUD Amendment)

Applicant Mark Menuck said he is not ready for a public hearing and asked that it be postponed. Silvers offered a motion, seconded by Offerman, to postpone the public hearing for PUD 15-01 to

the September 9 Planning Commission meeting.

There were no citizen comments.

There was a roll call vote.

Yes: Sisolak, Joy, Kehoe, Offerman, Saraswat, Silvers

Abstain: Hawthorne

MOTION PASSED 6-0

b. Amendment to Zoning Ordinance Section 78-297: Rooftop Dining Ordinance

The public hearing opened at 7:23 p.m.

Ellen Elliott, 404 Irvin, asked that the Planning Commission include adequate parking requirements in the ordinance.

The public hearing closed at 7:24 p.m.

Commission members discussed parking and their desire to support struggling businesses and musicians, while limiting potential disruption to nearby businesses and residents. There was a discussion about the current noise ordinance as it relates to music, and commissioners recommended that the music prohibition in the current wording should be removed and that acoustic music should be allowed. The group also discussed hours of operation and agreed that they should be consistent with the Outdoor Dining policy.

Silvers offered the following resolution, which was seconded by Offerman.

The Planning Commission recommends that the City Commission adopt the Rooftop Seating Ordinance as written, with the following additions:

- The existing noise ordinance shall apply to rooftop dining
- Any live music will be limited to acoustic instruments and voices, and to Thursday, Friday and Saturday. The definition of acoustic music (that which is not amplified electronically) should be added.
- Hours of operation will align with the existing Outdoor Dining policy
- Sections 78-297 (j) and 78-297 (k) shall be combined in order to have uniform requirements for both temporary and permanent structures.

There was a roll call vote.

Yes: Sisolak, Hawthorne, Joy, Kehoe, Offerman, Saraswat, Silvers

MOTION PASSED 7-0

7. OLD BUSINESS

There was no old business.

8. NEW BUSINESS

There was no new business.

9. REPORTS AND CORRESPONDENCE

Bolhuis reported that the September 9, 2020 meeting will be held via Zoom.

10. ADJOURNMENT

Joy offered a motion, seconded by Saraswat, to adjourn the meeting at 8:14.

There was a roll call vote.

Yes: Sisolak, Hawthorne, Joy, Kehoe, Offerman, Saraswat, Silvers

MOTION PASSED 7-0

DRAFT

**Starkweather School
Revised Submittal for Park Area**

Based on discussions from the last hearing, where the Planning Commission allowed for a tabling of the request to clarify and address certain issues, we (Curtis-Plymouth and Parkview Properties) submit the following:

1. **Signed letter from certified engineer**, spelling out the requirements for any parking over the storm structures.
 - This letter was suggested by Sally Elmiger in her review but was not obtained timely for the Planning Commission hearing
2. **Parking lane depth** – 20' (req'd) vs 18' (proposed). This submittal revised the proposed parking to the requisite 20' depth.
3. **More usable park space** – The point was made that the proposed additional area was not usable as “park” space due to its slope. We included this area due to i) its natural features and ii) the fact that it plateaus so that it could be used as a sitting area for the benefit of views to Hines Park and the surrounding area.

However, taking Planning Commissioners' comments into account, Parkview Properties added a large, contiguous, flat area for the benefit of a more usable and accessible park.

- The additional park area is roughly 8,247 square feet
 - The overall park area is now X square feet, increasing the park by almost 30% and very usable open space as well as natural features
4. **Screening and/or other plantings**
 - a. As depicted on the revised plan, a row of arbor vitae would be planted along the property line of lot 19 and the parking area.
 - b. The plan shows for screening along the entire property line of lot 19. We would propose either a vinyl or wooden fence but leave the Planning Commission to determine what it requires for adequate screening

Other notables:

- The parking area over the storm structures would be subject to and limited by any and all Wayne County requirements
- Site lighting on the parking lot would be improved and take into consideration the amount of light cast on the single family
- The 20' easement for the benefit of access to Hines Park remains

TRANSMITTAL SHEET

Anthony S. Nestor, P.E.
1071 Thorn Ridge Drive
Howell, Mi 48843
Phone: 810-217-9156

Date: 3-16-20	Number of pages (w/ cover) 1
To: Mark Menuck – Curtis Builders, Mi.	From: Anthony Nestor, P.E.
Regarding: Starkweather Site in Plymouth, Mi. 409 Plymouth Drive- Plymouth, Mi.	

Mark:

In discussion with that has a recently installed UDS system (7-2019) originally planned as a greenbelt area.

There was a request if this area could be transformed into a parking area.

The easiest answer is yes - As a 114 inch UDS system requires 18 inch of compacted engineering soils above the pipe to achieve IIS-20 loading.

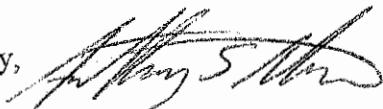
The system was approximately installed in July of 2019 as the final design was approved and permitted by Wayne County Permit office. The UDS system consists of 12 gauge Aluminized Type II coated 114 inch diameter CMP with the amount of non-organic soil cover over the system will vary between 3.5 feet (NW end) to 2.0 feet of soil cover (Outlet manhole).

Minimum cover over 114 inch CMP UDS must be 18 inches of compacted engineering materials and add the thickness of the bituminous concrete pavement over system for minimum cover requirements.

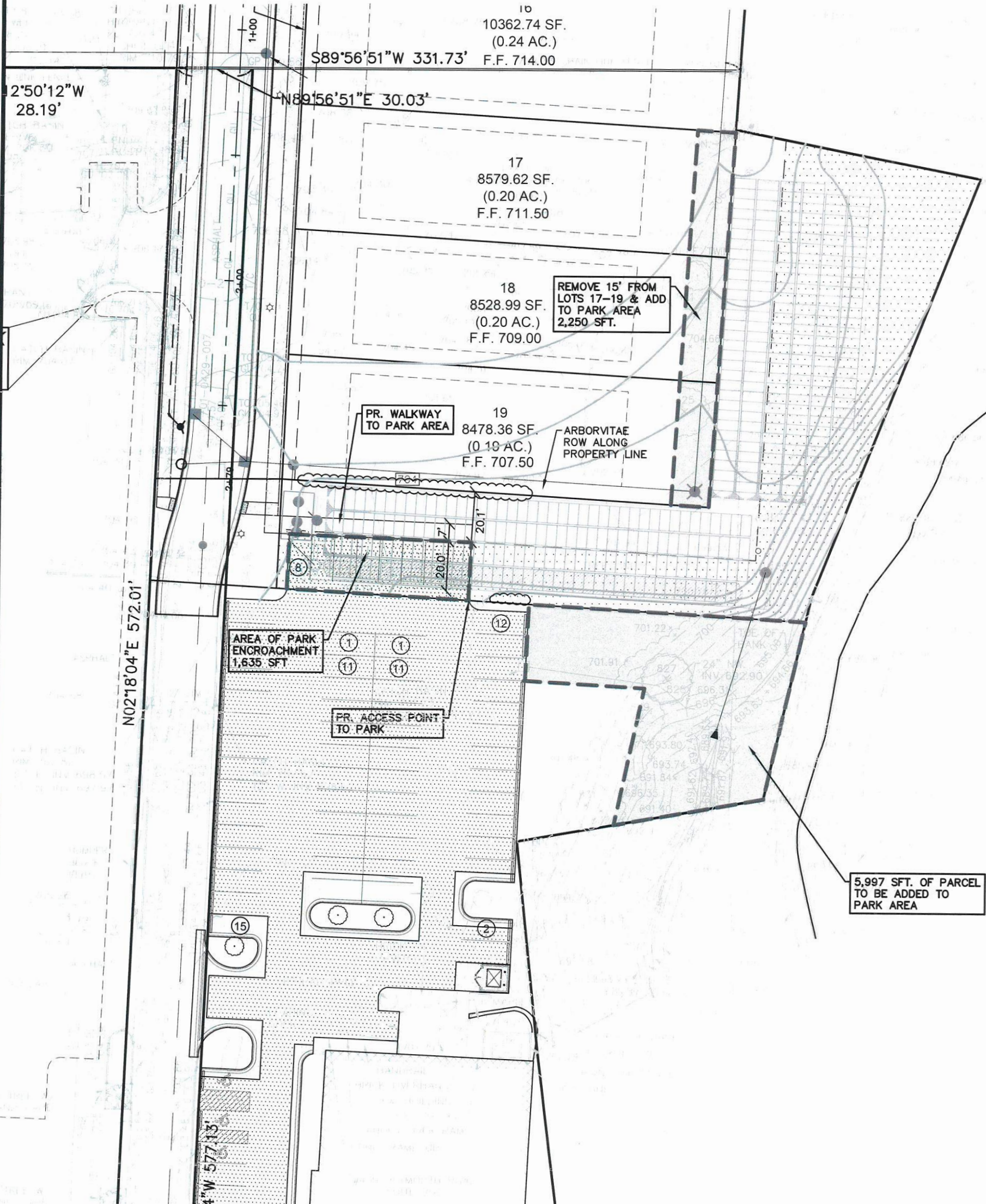
For placing trees and over vegetative species over the UDS system, we recommend a barrier layer be placed between the system and the plant species such as a 40 or 60 mil one-piece HDPE liner. The liner design and extent and other details is generally based on the plant size and species, as designed and submitted by the Landscaper or Licensed Arborists.

Please contact me at (810) 217-9156 if you have additional questions regarding this subject.

Sincerely,



Anthony S. Nestor, P.E.
Regional Sales Engineer
Contech Engineered Solutions, LLC.




NF ENGINEERS
 NOWAK & FRAUS ENGINEERS
 46777 WOODWARD AVE.
 PONTIAC, MI 48342-5032
 TEL. (248) 332-7931
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RECEIVED

JUN 15 2020

CITY OF PLYMOUTH
COMMUNITY DEVELOPMENT

Starkweather School
 PUD 15-01 550 N. Holbrook
 PUD Amendment Review
 PC Mtg 7/8/20



SCALE	REVISED	DRAWN	JOB NO.	SHEET
1"=30'	06-11-2020	RJJ	H145-02	1 of 1



27,074.6 SFT
PARK AREA



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SCALE	REVISED	DRAWN	JOB NO.	SHEET
1"=30'	06-11-2020	RJJ	H145-02	1 of 1



Starkweather Park

