# City of Plymouth Planning Commission Regular Meeting Agenda

## Wednesday, September 9, 2026 – 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/85641545676
Passcode:752788
Webinar ID: 856 4154 5676

1. CALL TO ORDER
   a. Roll Call

2. CITIZENS 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.*

3. APPROVAL OF THE MINUTES
   a. Approval of the August 12, 2026 meeting minutes

4. APPROVAL OF THE AGENDA

5. COMMISSION COMMENTS

6. PUBLIC HEARINGS

7. OLD BUSINESS

8. NEW BUSINESS
   a. Amendment to Zoning Ordinance Secs. 78-103 and 78-190
   b. Review of Planning Commission Bylaws

9. REPORTS AND CORRESPONDENCE
   a. Exploration of residential compatibility ordinance update

10. ADJOURNMENT

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**

2026 Planning Commission Goals

1. Complete remaining quick zoning audit tasks
2. Explore residential compatibility ordinance

# Plymouth Planning Commission
# Regular Meeting Minutes
# Wednesday, August 12, 2026 - 7:00 p.m.
# Plymouth City Hall 201 S. Main

City of Plymouth
Plymouth, Michigan 48170-1637
www.plymouthmi.gov
734-453-1234



1. **CALL TO ORDER**
Chair Hollie Saraswat called the meeting to order at 7:01 p.m.

Present: Chair Saraswat, Vice Chair Kyle Medaugh, Commissioners Sidney Filippis, Don Webb, Rob Mengel, Joe Hawthorne, Dave Scott, and Katie Rossie

Also present: Planning and Community Development Director Greta Bolhuis, Planning Consultant Sally Elmiger (online), and Community Development Coordinator Haley Hall

Absent: Member Zach Funk

2. **CITIZENS COMMENTS**
None.

3. **APPROVAL OF MEETING MINUTES**
Hawthorne offered a motion, seconded by Webb, to approve the minutes of the July 15, 2026 meeting.

There was a voice vote.
MOTION PASSED UNANIMOUSLY

4. **APPROVAL OF THE AGENDA**
Medaugh offered a motion, seconded by Scott with a friendly amendment from Chair Saraswat correcting the typo in item 6.b. from "188 E. Ann Arbor Trail" to "166 E. Ann Arbor Trail," to approve the agenda for August 12, 2026.

There was a voice vote.
MOTION PASSED UNANIMOUSLY

5. **COMMISSION COMMENTS**
Hawthorne reported attending his first Zoning Board of Appeals meeting the prior Thursday and commended the ZBA board members for their professionalism and dedication in handling difficult applications and decisions.

6. **PUBLIC HEARINGS**
   a. **SP26-03:** Special land use request for indoor recreation uses at 350 S. Mill. The property is zoned I-2, Heavy Industrial.

Planning Director Bolhuis introduced the request. INFORM Studio, the applicant, is requesting special land use and site plan approval to redevelop the 5.02-acre site at 350 S. Mill Street. The proposal involves adaptive reuse of approximately 25,000 sq. ft. of the existing building for offices, classrooms, and auxiliary space, alongside the construction of a new approximately 100,000 sq. ft., 55-foot-tall mass timber fieldhouse structure housing an 11v11 soccer field, mezzanine 7v7 soccer field, batting cages, training space, and a hospitality area. As indoor commercial recreation is a special land use in the I-2 Heavy Industrial district, Planning Commission review was required against the general special land use criteria. Planning Director Bolhuis noted outstanding items to discuss included traffic study requirements, alignment with the Master Plan's South Mill sub-area local business designation, height and translucent facade concerns, and several site plan items still requiring resubmission.

Applicant Victor Darolfi, representing Assembly Athletics, presented the project's background and vision. He described the facility as a multi-sport training hub bringing professional and college-level sports technology to youth athletes in the Plymouth/Canton area, including skeletal scanning for injury prevention, on-site physical therapy, and a weight room. He also noted the facility would partner with local schools to provide daytime access for students, as well as provide a training space for college athletes.
Architect Dan Clunis with INFORM addressed the design and traffic concerns. He explained that the building mass was deliberately stepped down toward the existing building and neighboring residences to mitigate height impact. The site design preserves approximately 30 feet of green space along Mill Street and reduces the existing curb cuts from roughly 100 feet and 40 feet down to 24 feet each. Regarding traffic, he noted that a traffic impact statement was submitted showing approximately 69 directional trips, below the city's 100-trip threshold for a full study, but confirmed the applicant was not opposed to completing a full study. Mr. Clunis also referenced the City of Plymouth Recreation Master Plan (2024–2028), which identifies a need for additional indoor sports turf facilities and private ownership.

Chair Saraswat opened the public hearing at 7:17 p.m.

Kristy Bock, 131 Pinewood Circle, asked about the proposed height of the building.
Tim Sullivan, 153 Pinewood Circle, commented that Mill Street is a Wayne County road and asked whether the county or City would conduct the traffic study. He noted the need for a left turn lane and asked about sewer work on Park Street and the translucent facade's purpose.
Scott Lorenz, 1310 Maple Street, spoke in support of the project, citing its benefit to youth soccer and baseball and noting that it is privately funded.
Mary Dowdle asked about the location of the facility relative to the Elks Club.
Ron Picard (online), 1373 Sheridan, voiced support as a recreational soccer coach, noting the lack of indoor facilities for recreational players.

Chair Saraswat closed the meeting at 7:23 p.m.

Filippis stated she will recuse herself from the discussion regarding this agenda item.
Mengel offered a motion, seconded by Scott, to recuse Filippis from the discussion.

There was a voice vote.
MOTION PASSED UNANIMOUSLY

The Planning Commission discussed whether a full traffic impact study should be required. Planning Consultant Elmiger noted the submitted traffic statement did not account for spectator trips. They agreed that given the special land use nature of the request, a full traffic study including bleacher occupancy should be required and reviewed by the city engineer and CWA.

Commissioners agreed that the facility falls under the local business designation and will have a regional draw, especially during the winter months. They were comfortable with the proposed approximately 55-foot height given the building's proximity to the railroad and its setback from residential properties, and the applicant confirmed that the translucent façade will produce a soft nighttime glow and confirmed full compliance with down-lighting requirements. The commission also agreed that the hours of operation should be codified as a condition of approval.

Hawthorne offered a motion, seconded by Scott, to approve the special land use request, with the conditions that the applicant provides a traffic study that includes full bleacher capacity and that the hours of operation provided will be the facility's working hours.

There was a roll call vote.
YES: Webb, Rossie, Hawthorne, Mengel, Scott, Medaugh, and Chair Saraswat
MOTION PASSED UNANIMOUSLY

The commission reviewed the outstanding site plan items and concluded that they are in process of resubmission. They also noted a preference for separate left- and right-turn egress lanes from the parking lot.

Medaugh offered a motion, seconded by Mengel, to postpone the site plan review until the applicant resubmits with updated information.

There was a roll call vote.
YES: Webb, Rossie, Hawthorne, Mengel, Scott, Medaugh, and Chair Saraswat
MOTION PASSED UNANIMOUSLY

b. **PUD26-01:** Preliminary PUD request for multi-family uses at 639 A. Mill and 166 E. Ann Arbor Trail. The properties are zoned Expired PUD.

Hawthorne offered a motion, seconded by Rossie, to bring Filippis back into the discussion for PUD26-01.

There was a voice vote.
MOTION PASSED UNANIMOUSLY

The applicants Luke Bonner, Matthew Walters, and Dave Root, from Giffels Webster, presented updates to their proposed development on the former Lumber Mart site since their last review. Key changes from prior presentations include a unit reduction from 81 to 78 in the multifamily building (27 units/acre), removal of 6 townhomes, an increase in open space to 26,000 square feet including a 17,000 square foot public park with a playground and gazebo, total parking spaces at 120 spaces, and a revised façade with material blends and Juliet balconies to convey a more residential character. The applicant disclosed plans to pursue Brownfield Tax Increment Financing and shared that they are hesitant to pursue a mid-block crosswalk due to external restraints.

Chair Saraswat opened the public hearing at 8:13 p.m.

Tim Sullivan, 153 Pinewood Circle, raised questions about the history of the site as a former lumberyard and potential brownfield contamination, asked if a storage tank exists on the property, if there is a proposed egress onto Ann Arbor Trail, and expressed concern about pavement quality on Ann Arbor Trail and whether utility work would precede resurfacing.

Scott Lorenz, 1310 Maple Street, expressed support for the project as a redevelopment of a blighted property. He raised a cautionary note that the PUD's reduced parking standard should not set a precedent for other downtown or adjacent properties where parking overflow would affect the broader community.
Mary Dowdle voiced opposition based on existing traffic congestion on Mill Street and Ann Arbor Trail, including backups at the railroad crossings, and concern about insufficient parking spillover onto adjacent streets.
Sarah McCleary, 215 Ann Arbor Trail, stated the development will overshadow her house, and expressed concerns about noise, traffic, pedestrian safety, and changes to neighborhood dynamic.
Aarti Sajnani, 188 E. Ann Arbor Trail, expressed concerns about the proximity of the proposed parking lot to her property line, difficulty exiting her home due to existing traffic conditions, and the incompatibility of the development with the neighborhood's character.
Kristy Bock, 131 Pinewood Circle, asked about the proximity of the proposal to the existing dog park at Pinewood Village condominiums.

Chair Saraswat closed the public hearing at 8:29 p.m.

The commission first reviewed PUD eligibility. The proposed public park was identified as a public benefit. The applicant confirmed that the building setback is approximately 13 feet from the adjacent property line and approximately 35 feet from the nearest home at 188 E. Ann Arbor Trail. The commission did not require a traffic study, noting that apartment buildings generate staggered, dispersed trips, and that current construction affecting M-14 is artificially inflating traffic counts on Ann Arbor Trail. They determined the proposal is generally consistent with the Master Plan's multi-family designation for the site. The commission acknowledged that parking in the front rather than the rear is a deviation from Master Plan guidance but determined that the site's irregular geometry and the location of adjacent residences makes rear parking impractical and potentially more impactful on neighbors. The applicant expressed intent to deed the park to the City with a maintenance and use agreement under which the developer would maintain it. Director Bolhuis noted this arrangement would require internal review and approval through the city before any formal commitment could be made.

Hawthorne offered a motion, seconded by Scott, to approve the preliminary PUD request with the condition that the park, gazebo, and play structure are to be provided at a scale and character consistent with the renderings presented, with final materials and design to be further discussed and agreed upon at final site plan approval.

There was a roll call vote.
YES: Mengel, Scott, Webb, Rossie, Filippis, Hawthorne, Medaugh, and Chair Saraswat
MOTION PASSED UNANIMOUSLY

The commission reviewed the preliminary site plan. They discussed the shadow study, the location of the dumpster and truck turning radii, the sidewalk connection from S. Mill to Ann Arbor Trail, and other outstanding technical items in the CWA and Wade Trim reports.

Filippis offered a motion, seconded by Scott with a friendly amendment by Medaugh, to approve the preliminary site plan with the condition that the applicant submits a shadow study, a civil site plan with the sidewalk location, as well as address the deficiencies in the Wade Trim and CWA reports.

There was a roll call vote.
YES: Webb, Rossie, Filippis, Hawthorne, Mengel, Scott, Medaugh, and Chair Saraswat
MOTION PASSED UNANIMOUSLY

**7. OLD BUSINESS**

None.

**8. NEW BUSINESS**

None.

**9. REPORTS AND CORRESPONDENCE**

Mayor Pro Tem Joe Elliot thanked the Commission for the quality of discussion on both items. He noted that the potential park dedication to the city must be vetted through the City Attorney, City Manager, and City Commission before any commitment is made. He also reported that the City Commission conducted a first reading of the density zoning ordinance but has since decided to allow additional time between the first and second readings to give the community greater opportunity to review the changes, in part because the Planning Commission minutes had not yet been officially approved and published prior to the first reading. He also inquired about the status of the compatibility ordinance. Director Bolhuis reported that the draft plan has been reviewed and still requires some tweaks before advancing to the next step. She also noted that the fence and dumpster ordinance amendments will be on the September 7 City Commission agenda.

**10. ADJOURNMENT**

Mengel offered a motion, seconded by Scott, to adjourn the meeting at 9:20 p.m.

There was a voice vote.
MOTION PASSED UNANIMOUSLY

# Administrative Memorandum

City of Plymouth
201 S. Main
Plymouth, Michigan 48170

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

To: Planning Commission
From: Greta Bolhuis, AICP, Planning and Community Development Director
Date: September 2, 2026
Re: Zoning Ordinance Amendments

BACKGROUND:
In 2022, the City contracted with Carlisle Wortman to complete an audit of the city zoning ordinances to identify:

- Inconsistencies with the Master Plan and Future Land Use Map
- Ordinance language that is inconsistent with other laws
- Outdated ordinance language

The audit report was completed in 2023. As part of the audit, 26 quick zoning ordinance amendments were identified. The Zoning Audit Sub-Committee of the Planning Commission has been meeting monthly to review and address these matters.

As you may recall, one of the tasks is to update the Schedule of Regulations to specifically define a zero-foot minimum front yard setback and 12 foot maximum setback for the B-2, Central Business District. The sub-committee has reviewed the proposed amendments and is bringing them to the Commission to consider. A summary of the proposed changes is provided below.

Secs. 78-190. Clarify maximum height is 3-4 stories and 40-50 feet in height, per the Height Overlay map. Set minimum and maximum setbacks for front setback, new maximum front setback of 12 feet, where no maximum currently exists. Set minimum and maximum setbacks for side and rear, no change from existing requirements. Reasoning: Setting a maximum front yard setback ensures buildings are placed on the street uniformly and creates a street environment where a continuous line of buildings is less likely to be disrupted by empty spaces. The 12-foot dimension is listed in the City's Master Plan for the Central Business District Sub Area Plan.

Secs. 78-191. Clarify maximum height is 3-4 stories and 40-50 feet in height, per the Height Overlay map. Clarify that an off-street parking space is not required in B-2. Reasoning: The Height Overlay map regulates building height and number of stories, so the text should match that map. Similarly, current footnote (j) states that off-street loading is not required in the B-2 District. Create a standalone footnote (y) to clearly state such.

The proposed zoning ordinance amendments are attached for your review.

# REDLINED VERSION

## Sec. 78-190. Limiting height, bulk, density and area by zoning district.

The following table indicates the height, bulk, density and area limitations by zoning district:

| Zoning District | Minimum Size Lot Per Dwelling Unit | | Maximum Height of Structures | | Minimum Yard Setback (Per Lot in Feet) | | | | Minimum Floor Area Per Unit (sq. ft.) | Maximum % Lot Area Covered By All Buildings | Maximum Floor Area Ratio | Minimum Landscape Area % of Lot |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Area in sq. ft. | Width | In stories | In feet | Front | Sides | | Rear | | | | |
| | | | | | | Least one | Total of two | | | | | |
| R-1 One-Family Residential | 7,200 | 60 | 2 | 25 (b) | 25 (m, o) | 6 (a) | 12 | 35 | 950 | 35 (v) | .40 | 35 (x) |
| RT-1 Two-Family Residential | 3,500 | 30 | 2 | 25 (b) | 25 (m, o) | 10 (a) | 20 | 35 | 780 | 30 (v) | .40 (w) | 35 (x) |
| RM-1 Multi-Family Residential | (c, l) | — | 2 | 25 (b) | 25 (d) | 10 (d) | 20 (d) | 35 (d) | — | — | .40 (w) | 35 (x) |
| RM-2 Multi-Family Residential | (c, l) | — | 4 | — | 25 (d) | 10 (d, e) | 20 (d, e) | 35 (d) | — | — | .40 (w) | 35 (x) |
| O-1 Office | — | — | 2 | 30 | 20 (o) | (f) | (f) | 20 (g, j) | — | — | — | — |
| O-2 Office | 15,000 | 75 | 3 | 45 | 50 (o) | (f) | (f) | 20 (g, j) | — | — | — | — |
| B-1 Local Business | — | — | 2 | 25 | 10 | (f) | (f) | 35 (g, j) | — | — | — | 35 (x) |
| B-2 Central Business | — | — | 3-4 (n) | 40-50 (n) | Minimum: 0<br>Maximum: 12~~—~~ | Minimum: 0 or 10<br>(f) | Minimum: 0 or 10 (f) ~~(j)~~ | Minimum: 0 (y) ~~(j)~~ | — | — | — | — |
| B-3 General Business | — | — | 2 | 30 | — | (f) | (f) | 10 (g, j) | — | — | — | — |
| ARC Ann Arbor Road Corridor | - | - | 2 | 30 (p) | 10 (q) | 10 (r, s, t) | 20 (s) | 20 | — | — | — | — |
| ARC Ann Arbor Road Corridor [78-161(c)(24)] (applicable to Plymouth Township) | — | — | — | 35 | 50 | 20 (y) | 40 | 20 | — | — | — | — |
| MU—Mixed Use | 3,500 (c, l) | 30 | 2 | 25 (b) | 15 (o) | 10 (f) | 20 (f) | 35 (g, j) | — | 35 | .40 (w) | 35 (x) |
| I-1 Light Industry | — | — | — | 45 | 25 (h) | 10 (i, k) | 20 (i, k) | 10 (i, k) | — | — | — | — |
| I-2 Heavy Industry | — | — | — | 60 | 50 (h) | 20 (i k) | 40 (i, k) | 20 (i, k) | — | — | — | — |

(Ord. of 10-6-03; Ord. No. 2012-04, § 9, 11-5-12; Ord. No. 2015-04, § 4, 7-6-15; Ord. No. 2017-01, § 2, 1-3-17; Ord. No. 23-01, 1-17-23)

**Sec. 78-191. - Notes to schedule.**

[...]

(f) No side yards are required along the interior side lot lines, except as otherwise specified in the building code. On the exterior side yard which borders on a residential district, there shall be provided a setback of not less than ten feet on the side or residential street. If walls of structures facing interior lot lines contain windows or other openings, side yards of not less than ten feet shall be provided. The setback shall be measured from the nearest side of the existing and/or proposed right-of-way lines, whichever is greater.

[...]

(j) Off-street loading space shall be provided in the rear yard in the ratio of at least one space per each establishment and shall be provided in addition to any required off-street parking area. Off-street loading space shall further meet the requirements of section 78-273. ~~This provision shall not apply in the CBD district as defined and encompassed by Wing, Harvey, Church, Deer and Union Streets.~~ In those instances where properties abut an alley such alley may be substituted for off-street loading requirements in business districts. In office districts off-street loading may take place in undesignated places in parking lots provided such loading is of a short-term nature.

[...]

(n) The Height Overlay Zones Downtown/CBD map shall limit building heights to 3 stories (40 feet) or 4 stories (50 feet). ~~Per the overlay district map for the central business district, building heights are limited to 40 or 50 feet for specified areas of the downtown.~~

(y) An off-street loading space is not required in the B-2, Central Business District.

## CLEAN COPY

### Sec. 78-190. Limiting height, bulk, density and area by zoning district.

The following table indicates the height, bulk, density and area limitations by zoning district:

| Zoning District | Minimum Size Lot Per Dwelling Unit | | Maximum Height of Structures | | Minimum Yard Setback (Per Lot in Feet) | | | | Minimum Floor Area Per Unit (sq. ft.) | Maximum % Lot Area Covered By All Buildings | Maximum Floor Area Ratio | Minimum Landscape Area % of Lot |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Area in sq. ft. | Width | In stories | In feet | Front | Sides: Least one | Sides: Total of two | Rear | | | | |
| R-1 One-Family Residential | 7,200 | 60 | 2 | 25 (b) | 25 (m, o) | 6 (a) | 12 | 35 | 950 | 35 (v) | .40 | 35 (x) |
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| RM-2 Multi-Family Residential | (c, l) | — | 4 | — | 25 (d) | 10 (d, e) | 20 (d, e) | 35 (d) | — | — | .40 (w) | 35 (x) |
| O-1 Office | — | — | 2 | 30 | 20 (o) | (f) | (f) | 20 (g, j) | — | — | — | — |
| O-2 Office | 15,000 | 75 | 3 | 45 | 50 (o) | (f) | (f) | 20 (g, j) | — | — | — | — |
| B-1 Local Business | — | — | 2 | 25 | 10 | (f) | (f) | 35 (g, j) | — | — | — | 35 (x) |
| B-2 Central Business | — | — | 3-4 (n) | 40-50 (n) | Minimum: 0<br>Maximum: 12 | Minimum: 0 or 10<br>(f) | Minimum: 0 or 10 (f) | Minimum: 0 (y) | — | — | — | — |
| B-3 General Business | — | — | 2 | 30 | — | (f) | (f) | 10 (g, j) | — | — | — | — |
| ARC Ann Arbor Road Corridor | - | - | 2 | 30 (p) | 10 (q) | 10 (r, s, t) | 20 (s) | 20 | — | — | — | — |
| ARC Ann Arbor Road Corridor [78-161(c)(24)] (applicable to Plymouth Township) | — | — | — | 35 | 50 | 20 (y) | 40 | 20 | — | — | — | — |
| MU—Mixed Use | 3,500 (c, l) | 30 | 2 | 25 (b) | 15 (o) | 10 (f) | 20 (f) | 35 (g, j) | — | 35 | .40 (w) | 35 (x) |
| I-1 Light Industry | — | — | — | 45 | 25 (h) | 10 (i, k) | 20 (i, k) | 10 (i, k) | — | — | — | — |
| I-2 Heavy Industry | — | — | — | 60 | 50 (h) | 20 (i k) | 40 (i, k) | 20 (i, k) | — | — | — | — |

(Ord. of 10-6-03; Ord. No. 2012-04, § 9, 11-5-12; Ord. No. 2015-04, § 4, 7-6-15; Ord. No. 2017-01, § 2, 1-3-17; Ord. No. 23-01, 1-17-23)

**Sec. 78-191. - Notes to schedule.**

[...]

(f) No side yards are required along the interior side lot lines, except as otherwise specified in the building code. On the exterior side yard which borders on a residential district, there shall be provided a setback of not less than ten feet on the side or residential street. If walls of structures facing interior lot lines contain windows or other openings, side yards of not less than ten feet shall be provided. The setback shall be measured from the nearest side of the existing and/or proposed right-of-way lines, whichever is greater.

[...]

(j) Off-street loading space shall be provided in the rear yard in the ratio of at least one space per each establishment and shall be provided in addition to any required off-street parking area. Off-street loading space shall further meet the requirements of section 78-273. In those instances where properties abut an alley such alley may be substituted for off-street loading requirements in business districts. In office districts off-street loading may take place in undesignated places in parking lots provided such loading is of a short-term nature.

[...]

(n) The Height Overlay Zones Downtown/CBD map shall limit building heights to 3 stories (40 feet) or 4 stories (50 feet).

(y) An off-street loading space is not required in the B-2, Central Business District.

# Administrative Memorandum

City of Plymouth
201 S. Main
Plymouth, Michigan 48170

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

To: Planning Commission
From: Greta Bolhuis, AICP, Planning and Community Development Director
Date: September 3, 2026
Re: Review of the Planning Commission Bylaws

BACKGROUND:
The Planning Commission reviewed and adopted the current version of the Planning Commission Bylaws in October 2021. At that time, the bylaws were updated to comply with tasks associated with the city's pursuit of Redevelopment Ready Communities certification, which is still ongoing.

Staff have reviewed the current bylaws, State Laws, and Sample #1E: Bylaws for a Planning Commission published by MSU Extension and is suggesting changes. The changes include the following:

- Delete membership rules that are identified in Chapter 18 of the Code of Ordinances
- Delete process for removing a member, which is identified in Chapter 18 of the Code of Ordinances
- Add allowance for training conducted by city staff, consultants, and City Attorney
- Add rules for declaring and voting on a conflict of interest specifications
- Add rules for avoiding and disclosing ex parte contact
- Clarify and organize the duties of the Chair into those required those allowed
- Add permission for staff to approve an alternate meeting location
- Clarify that Planning Commission meetings will be moved for City of Plymouth observed holidays
- Remove allowance for extended time limit for public comment
- Move public hearings to #6 in the order of business
- Allow for a rolling deadline for application submissions
- Simplify and reorder the record, minute, and retention section, and remove specific retention dates
- Establish clear rules for sub-committee establishment, membership, and conduct of business
- Retitle Section #9 to Review of Adjacent Government Plans and reorganize

A tracked changes version of the bylaws is provided for your review. A clean copy where the proposed changes are integrated has also been provided.

RECOMMENDATION:
Staff recommends the Planning Commission review the attached bylaws and approve for adoption.

CITY OF PLYMOUTH
PLANNING COMMISSION BYLAWS
Adopted [DATE] ~~October 13, 2021~~

## 1. Name and Purpose

A. The name of this Commission shall be the City of Plymouth Planning Commission.
B. These Bylaws are adopted by the Commission to facilitate the performance of its duties as outlined in Public Act 33 of 2008, as amended, known as the Michigan Planning Enabling Act.
C. These Bylaws are also adopted to facilitate the duties of the Commission for administration of the zoning ordinance as outlined in Public Act 110 of 2006, as amended, known as the Michigan Zoning Enabling Act.

## 2. Membership

A. Members. Members of the Commission are appointed by the City Commission and shall serve pursuant to the City of Plymouth's Planning Commission Ordinance, Chapter 18 Article II of 1982, as amended.
   1. Each member shall represent and advocate for what is best for the City of Plymouth as a whole, putting aside personal or special interests.
   2. Members should have experience, training, and/or interest in matters related to land use and urban planning and zoning. Important segments to consider include environmental, educational, forestry, governmental and municipal, recreation and tourism, industrial and economic, transportation and communication, sanitation, environmental health, housing, and human services.
   ~~2. Membership shall be representative of important segments and geography of the City of Plymouth to the extent practicable.~~
      ~~i. The Commission shall consist of nine (9) members.~~
      ~~ii. Members shall be city residents.~~
      ~~iii. One member shall be a member of the Zoning Board of Appeals.~~
      ~~iv.~~i. ~~Members should have experience, training, and/or interest in matters related to land use and urban planning and zoning. Important segments to consider include environmental, educational, forestry, governmental and municipal, recreation and tourism, industrial and economic, transportation and communication, sanitation, environmental health, housing, and human services.~~
      ~~v. Liaisons. The purpose of liaisons is to provide City of Plymouth officials and administration the ability to participate in discussions with the Commission, in addition to speaking in public comment, and nothing else. Liaisons cannot vote, introduce motions, initiate any other parliamentary action, be counted for a quorum, or be expected to comply with attendance requirements. Liaisons are:~~
         ~~1. Community Development Department staff and their agents and consultants.~~
         ~~2. City of Plymouth Attorney.~~
         ~~3. City of Plymouth Department of Municipal Services.~~
         ~~4. City of Plymouth City Manager.~~
         ~~5. Mayor of the City Commission, or other appointed Commissioner.~~
         ~~6. The county Soil Erosion and Sedimentation Control Officer.~~
         ~~7. The County Register of Deeds.~~
         ~~8. Regional planning staff.~~

B. Liaisons. The purpose of liaisons is to provide City of Plymouth officials and administration with the ability to participate in discussions with the Commission, in addition to speaking in public comment, and nothing else. Liaisons cannot vote, introduce motions, initiate any other parliamentary action, be counted for a quorum, or be expected to comply with attendance requirements. Liaisons are:

1. Community Development Department staff and their agents and consultants.
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7. The County Register of Deeds.
8. Regional planning staff.

~~B.~~C. Attendance. A member absent from three (3) consecutive regularly scheduled meetings shall be reported to the City Commission for delinquency. ~~Delinquency shall be grounds for the City Commission to remove member for nonfeasance or misconduct, after holding a public hearing on the matter.~~ The ex-officio Secretary shall keep attendance records and report delinquent members to the City Commission for further consideration.

~~C.~~D. Training. Each member shall have attended at least four hours of training in planning and zoning during the member's current term of office. Training shall be provided by one or more of the following organizations: Michigan Association of Planning, American Planning Association, Michigan State Extension, Michigan Municipal League, Michigan Economic Development Corporation, or training and/or continuing education programs at a recognized Michigan university or other appropriately qualified entity. Other training opportunities provided by city staff, consultants, and the City Attorney also count towards the required training hours.

E. Conflict of Interest. A member is disqualified from participating in a matter when a conflict of interest as defined in the Planning Commission Ordinance Section 18-26 (d) and in the Ethics Ordinance Section 2-3 is present.

1. When a conflict of interest exists, the member of the Commission shall do all of the following:
   i. Declare a conflict exists,
   ii. Cease to participate in the meeting,
   iii. During deliberation, sit quietly or leave the meeting/remove oneself from the table where members sit until that agenda item is concluded.
2. The Commission may choose to make a motion to remove the member from participation and another to allow the member to reenter participation.
3. If there is a question whether a conflict of interest exists or not, the question shall be put before the Commission. Whether a conflict of interest exists or not shall be determined by a majority vote of the remaining members of the Commission.

~~D.~~

## 3. Duties of all Members

A. Code of Conduct. Each member upon appointment, shall sign a code of conduct.

~~A.~~B. Ex parte contact. Members shall avoid ex parte contact about cases before the Commission whenever possible. Despite one's best efforts it is sometimes not possible to avoid ex parte contact. When that happens, the member should take detailed notes on what was said and report to the Commission at a public meeting or hearing what was said, so that every member and other interested parties are made aware of what was said.

## 4. Officers

A. Selection. At the first regular meeting of each year, the Commission shall select a Chairperson and Vice-Chairperson from its membership.- All officers are eligible for re-election.- Nominations shall be made from the floor as open nominations. All nominations shall be seconded to be considered valid. ~~-~~A voice vote election shall take place to elect officers. ~~-~~In the event the office of the Chair becomes vacant, the Vice-Chair shall succeed to this office for the ~~unexpired~~ remainder of the term and the Commission shall select a successor to the office of Vice-Chair for the ~~unexpired~~ remaining term. In the event the office of the Vice-Chair becomes vacant, the Commission shall select a successor to the office of Vice-Chair for the remaining term. The Community Development Director or his or her designee shall be the ex-officio Secretary.

B. Tenure. The Chair and Vice-Chair shall take office immediately following their election and shall hold office for a term of one year or until their successors are selected and assume office.

C. Chair's Duties. The Chair retains his or her ability to discuss and vote on issues before the Commission. The Chair shall:

1. Preside at all meetings.
2. Rule out of order any irrelevant remarks; remarks which are personal; remarks about another's race, religion, sex, physical condition, ethnic background, beliefs, or similar topics; profanities; or other remarks which are not about the topic before the Commission.
3. Represent the Commission, along with the City Commission Liaison, in front of the City Commission.
4. Perform such other duties as may be ordered by the Commission.

~~3. Restate all motions as pursuant to Section 5.E of these Bylaws.~~

~~4. Appoint sub-committees.~~

Additionally, the Chair may:

5. ~~May call~~ Call special meetings pursuant to Section 5.B of these Bylaws.

~~6. Act as an ex-officio member of all sub-committees of the Commission.~~

~~7.~~6. Review items on the agenda with staff prior to a Commission meeting if he or she ~~so~~ chooses.

~~8.~~7. Periodically meet with the Community Development Director and/or planning staff to review department operation, procedures, and to monitor progress on various projects.

~~9.1. Represent the Commission, along with the City Commission Liaison, in front of the City Commission.~~

~~10.1. Perform such other duties as may be ordered by the Commission.~~

D. Vice-Chair's Duties. The Vice-Chair shall:

1. Act in the capacity of the Chair in the Chair's absence.
2. Perform such other duties as may be ordered by the Commission.

E. Secretary's Duties. The Secretary shall:

1. At each meeting of the Commission take notes for minutes.
2. Execute documents in the name of the Commission.
3. Be responsible for the minutes of each meeting.
4. Review the draft of the minutes and submit them for approval to the Commission. Copies of minutes shall be distributed to each member of the Commission prior to the next meeting of the Commission.
5. Receive all communication, petitions, and reports to be addressed by the Commission.
6. Keep attendance records pursuant to Section 2.~~B~~ C of these Bylaws.
7. Provide notice to the public and members of the Commission for all regular and special meetings, pursuant to the Open Meetings Act, Public Act 267 of 1976, as amended.
8. Prepare an agenda for Commission meetings pursuant to Section 5.J of these Bylaws.
9. Perform such other duties as may be ordered by the Commission.

## 5. Meetings

A. Regular Meetings. Meetings of the Commission will be held on the second Wednesday of every month at 7:00 p.m.~~PM~~ at City Hall located at 201 S. Main Plymouth, MI 48170. An alternative meeting location may be approved by Commission staff, on an as needed basis. When the regular meeting date falls on a ~~legal~~ holiday observed by the City of Plymouth, the Commission shall select a suitable alternate day within the same month. An annual notice of regularly scheduled meetings shall comply with Public Act 267 of 1967, as amended.

B. Special Meetings. Special meetings shall be called in the following manner:
   1. By the Chair.
   2. By any two members of the Commission.
   3. By the Chair at the request of a non-member of the Commission, upon payment of the special meeting fee.
   4. Notices shall be given to each Commissioner at least forty-eight (48) hours prior to such special meeting and shall state the purpose, time, day, month, date, year, and location of the meeting. Notices shall comply with the Open Meetings Act.

C. Recess. The Chair, or the Commission, after the meeting has been in session for three hours ~~shall~~ should suspend the Commission's business and evaluate the remaining items on its agenda. The Commission ~~shall~~ may then decide to finish that meeting's agenda, may act to continue the meeting on another day, or complete some agenda items and postpone certain agenda items to the next regular meeting.

D. Quorum. More than half the total number of seats for members of the Commission, regardless of whether ~~if~~ vacancies exist or not, shall constitute a quorum for the transaction of business. Whenever a quorum is not present at a regular or special meeting, those present shall adjourn the meeting to another day.

E. Motions.
   1. If requested, ~~M~~motions shall be restated by the Chair before a vote is taken.
   2. Findings of Fact. All actions taken shall include each of the following parts:
      i. A finding of fact, listing what the Commission determines to be relevant facts in the case to eliminate misleading statements, hearsay, irrelevant, and untrue statements.
      ii. Conclusions to list reasons based on the facts for the Commission's action, often directly related, or not, to a finding of compliance, or noncompliance, to standards.
      iii. The Commission's action: recommendation, approval, approval with conditions, postponement, or denial.

F. Voting. Voting shall be by voice and shall be recorded as passing or failing. Roll call votes will be recorded only upon request by a member of the Commission and shall be "yes" or "no". Members must be present to cast a vote. Voting by proxy shall not occur. The affirmative vote of a majority of those present or the majority of a quorum, whichever is greater, shall be necessary for the ~~adoption~~ approval of motions. The affirmative vote of two-thirds the total number of seats for members of the Commission, regardless of if vacancies or absences exist or not, shall be necessary for the adoption, or recommendation for adoption, of any master plan or amendment to a master plan.

G. Commission Action. Action by the Commission on any matter which requires a public hearing shall not be taken until the hearing has been concluded.

H. Parliamentary Procedure. Parliamentary procedure in Commission meetings shall be informal. However, if required to keep order, Commission meetings shall then be governed by Robert's Rules of Order Newly Revised (12th Edition) for issues not specifically covered by these Bylaws. Where these Bylaws conflict, or are different from Robert's Rules, then these Bylaws prevail.

I. Public Participation. All regular and special meetings, hearing, records, and accounts shall be open to the public.

1. All public comment that is pertinent to the Commission, but unrelated to a specific item on the agenda may be presented during "Citizen Comments".
2. The public will be given the opportunity to speak on each case after the applicant, owner, or agent has presented his or her case to the Commission. If an agenda item or case does not have an applicant presentation, then public comment will occur after introduction by the Chair or presentation by staff or consultant.
3. The Chair may limit the amount of time allowed for each person wishing to make public comment at a Commission meeting. The Chair may ask members of the audience to caucus with others sharing similar positions so they may select a single spokesperson. ~~If a single spokesperson is selected, that individual shall be able to make public comments at the Commission meeting with an extended time limit.~~

J. Order of Business. The Secretary shall prepare an agenda for each meeting, and the order of business shall be as follows:
1. Call to Order, roll call~~, and Pledge of Allegiance~~
2. Citizen Comments ~~(public hearings)~~
3. Approval of the Minutes
4. Approval of the Agenda
5. Commissioner Comments
6. Public Hearings
~~6.~~7. Old Business (unfinished business)
~~7.~~8. New Business
~~8.~~9. Reports and Correspondence
~~9.~~10. Adjournment

K. Delivery of Agenda. The agenda and accompanying materials shall be hand delivered and/or electronically delivered to Commission members so that members shall receive the packet of information on Friday of the weekend prior to the regular meeting date.

L. Placement of Items on the Agenda.
1. The Community Development Department shall be the office of record for the Commission.
2. The Community Development Department may receive items on behalf of the Commission on a rolling deadline.~~between the time of adjournment of the previous Commission meeting and eight business days prior to the next regularly scheduled Commission meeting.~~
~~3. Items received by the Community Development Department between seven business days prior to the next regularly scheduled Commission meeting and the regularly scheduled Commission meeting shall be placed on the following month's agenda.~~
3. The deadline to add items to the Commission's meeting agenda shall be no less than fifteen ~~seven~~ business days prior to the next regularly scheduled Commission meeting.
~~4.~~

## 6. Record

A. Record. The Community Development Department shall keep, or cause to be kept, a record of Commission meetings. The record shall at a minimum include the following:
1. Copy of the meeting notice pursuant to Public Act 267 of 1976, as amended (known as the Open Meetings Act),
2. Copy of the minutes and all its attachments, pursuant to Section 6.B of these bylaws, and
3. Records of any action, support documents, maps, site plans, photographs, correspondence received between the posting of the agenda through the end of the meeting attached as an appendix to the minutes.

B.

Minutes. The Commission minutes shall be prepared by the Community Development Department or their designee and shall be approved by the Commission. The minutes shall contain the following:

1. Time and place the meeting was called to order.
2. Attendance and ruling on if a quorum was present.
3. Indication of others present.
4. Summary or text of points of all reports given at the meeting, and who gave the report and in what capacity.
5. Summary of all points made in public participation or at a public hearing by the applicant, officials, and citizens and an indication of who made the comments.
6. Summary of discussion by the Commission.
7. Full text of all motions introduced whether seconded or not, who made the motion, and who seconded the motion. Each motion should include:
    i. A statement of what is being voted upon,
    ii. The property or properties involved,
    iii. Reference to information/exhibits submitted,
    iv. The evidence considered, finding of fact, and/or reasons for the decision made
    v. The decision
    vi. A list of any required improvements, changes presented or made by the Commission, and conditions, if any
8. The type of vote and its outcome. If a roll call vote, indicate who voted yes, no, abstained, or a statement the vote was unanimous. If not a roll call vote, then simply a statement: "Motion passed/failed number of votes in majority to number of votes in minority".
9. When a voting member enters or leaves a meeting.
10. When a voting member or staff member has a conflict of interest and when the voting member ceases and resumes participation in discussion, voting, and deliberations at a meeting.
11. The start and end of each recess.
12. Summary of announcements.
13. Summary of informal actions or agreement on consensus.
14. Time of adjournment.

C. Retention. Commission records shall be preserved and kept on file according to the record retention schedule, as adopted by the State of Michigan.

~~A. Minutes and Record. The Secretary shall keep a record of Commission meetings, which shall at a minimum include the following:~~

~~1. Copy of the meeting posting pursuant to Public Act 267 of 1976~~

~~2. Copy of the minutes, and any attachments provided or submitted at the meeting which shall include a summary of the meeting, in chronological sequence of occurrence:~~

- ~~i. Time and place the meeting was called to order~~
- ~~ii. Attendance~~
- ~~iii. Indication of others present~~
- ~~iv. Summary or text of points of all reports given at the meeting, and who gave the report and in what capacity. Alternatively, a copy of the report may be attached, if offered in writing.~~
- ~~v. Summary of all points made in public participation or at a public hearing by the applicant, officials, and guests and an indication of who made the comments. Alternatively, a copy of the report may be attached, if offered in writing.~~

~~vi. Full text of all motions introduced, whether seconded or not, who made the motion and who seconded the motion. For each motion, the following should be included:~~

~~1. A statement of what is being approved (i.e. special use permit, site plan, etc.)~~

~~2. The location of the property involved (parcel number is best)~~

~~3. What exhibits were submitted (list each one, describe each, number or letter each and refer to the letter or number in the minutes)~~

~~4. What evidence was considered (summary of discussion by members at the meeting)~~

~~5. The finding of fact~~

~~6. Reasons for the decision made (If the decision is to deny, then each reason should refer to a section of an ordinance which would be violated, or with which not complied)~~

~~7. The decision~~

~~8. A list of all required improvement if any~~

~~9. List of all changes to the map/drawing/site plan that was submitted~~

~~vii. The type of vote and its outcome. If a roll call vote, indicate who voted yes, no, abstained, or a statement the vote was unanimous. If not a roll call vote, then simply a statement: "Motion passed/failed number of votes in majority to number of votes in minority".~~

~~viii. When a voting member enters or leaves a meeting.~~

~~ix. When a voting member or staff member has a conflict of interest and when the voting member ceases and resumes participation in discussion, voting, and deliberations at a meeting.~~

~~x. The attendance and ruling if a quorum exist or not.~~

~~xi. The start and end of each recess.~~

~~xii. Summary of announcements.~~

~~xiii. Summary of informal actions or agreement on consensus.~~

~~xiv. Time of adjournment.~~

~~3. Records of any action, support documents, maps, site plans, photographs, correspondencereceived, attached as an appendix to the minutes.~~

~~B. Retention. Commission records shall be preserved and kept on file according to the following schedule, as adopted by the State of Michigan:~~

~~1. Minutes, oaths of officials, zoning ordinances, master plans, other records of decisions, Commission or department publications, correspondence: Permanent.~~

~~2. Bills and/or invoices, receipts, purchase orders: 7 years.~~

7. Sub-Committees

A. Authority to Establish Sub-Committees. The Commission may establish and appoint sub-committees with a defined purpose. A motion to establish the sub-committee and its members shall be approved by the Commission. Sub-committees are advisory only and do not exercise the authority of the full Commission.

B. Subservient to the Commission. All sub-committees are subservient to the Commission and report their recommendations to the Commission for review and action. The Commission can overrule any action of any sub-committee.

C. Purpose and Scope. The work of the sub-committee shall be limited to the authorized scope identified by the Commission.

D. Membership. Less than a quorum of the Commission shall make up the membership of a sub-committee. Any member of the Commission may volunteer to serve on a sub-committee.

   1. If a sub-committee member has three (3) consecutive absences, they should be reported to the Commission for replacement or removal from the sub-committee.

2. If a vacancy on the sub-committee occurs, the Commission may appoint another Commission member or reduce the sub-committee membership.

E. Chair. The Chair of the sub-committee shall be the Chair or Vice-Chair of the Commission. If the Chair or Vice-Chair do not serve on the sub-committee, then a Chair shall be selected from the sub-committee membership. The Chair presides over meetings and reports recommendations to the Commission.

F. Meetings and notice. Sub-committee meetings and notice shall be conducted in accordance with the Michigan Open Meetings Act, as amended.

G. Quorum. At least half the total number of seats for members of the sub-committee, regardless of whether vacancies exist or not, shall constitute a quorum for the transaction of business. Whenever a quorum is not present, those present shall adjourn the meeting to another day.

H. Reporting back to the Commission. The sub-committee should report their findings and recommendations to the Commission as frequently as possible to keep the Commission updated on the sub-committee's progress.

I. Duration. The sub-committee shall automatically dissolve when their assigned task is completed, unless the Commission extends their assignment.

~~A. Ad Hoc Sub-Committees. The Commission or Chair may establish and appoint ad hoc sub-committees for special purposes or issues, as deemed necessary. Less than a quorum may serve on an ad hoc sub-committee at any time.~~

~~B. Citizen Sub-Committees. The Commission, the Chair, or the Community Development Director or his/her designee may establish and appoint citizen committees with the consent of the Commission. Membership may be any number as long as less than a quorum of the Commission serves on a citizen sub-committee at any time. The purpose of a citizen sub-committee is to have more citizen and administrative involvement, to better represent various interest groups in the city of Plymouth, and to be able to utilize individuals who are knowledgeable in the particular issue before the Commission.~~

~~C. Rules of Procedure. Sub-Committees shall follow the meeting rules and recordkeeping procedures outlined in Sections 5 and 6, when applicable.~~

8. Zoning Responsibilities

A. All powers of the zoning commission have been transferred to this Commission, pursuant to MCL 125.3301 of the Zoning Act.

B. Zoning Adoption or Amendment. The commission shall review and act on all proposed zoning ordinances or zoning amendments pursuant to the Zoning Act. At least one public hearing shall be held on each proposed zoning ordinance or amendment, with notices given as specified in the zoning ordinance and Zoning Act. After the hearing, action shall be in the form of a recommendation to the legislative body. At a minimum, the recommendation shall include:
   1. Zoning plan for the areas subject to zoning or zoning amendment;
   2. The establishment of or modification of zoning districts, including the boundaries of those districts;
   3. The text of a zoning ordinance or amendment with the necessary maps and zoning regulations to be adopted for a zoning district or the zoning jurisdiction as a whole; and
   4. The manner of administering and enforcing the zoning ordinance.

C. Special Land Use. The commission shall review and act on all special uses pursuant to the Zoning Act and zoning ordinance. At least one public hearing shall be held on each proposed special use application, with notices given as specified in the zoning ordinance and Zoning Act. After the hearing, action shall be in the form of a motion with finding of fact (per section 5.E.2 of these bylaws), conclusions as a list of reasons for the action, and the Commission's action.

D. Site Plan Review. The Commission shall review and act upon all site plans which the zoning ordinance requires Commission action. Action shall be in the form of a motion with finding of fact (per section 5.E.2 of these bylaws), conclusions as a list of reasons for the action, and the Commission's action.

~~E.~~ Appeals. The Commission shall not act, or otherwise hear issues on zoning ordinance interpretation, zoning map interpretation, non-use (dimensional) variances, or use variances. Such matters shall be exclusively the jurisdiction of the Zoning Board of Appeals.

## 9. ~~Plan Reviews~~Review of Adjacent Government Plans

A. When a neighboring municipality or county is developing or adopting a plan that may affect the city, the Commission should review the plan for consistency and coordination with the city's plans and other relevant planning documents, formally adopt comments, and forward those comments to the governmental entity.~~The Commission shall review all adjacent, or contiguous, local government plans and adjacent county plans.~~

~~B.A. Action shall be in the form of a motion with finding of fact (per section 5.E.2 of these bylaws), conclusions as a list of reasons for the action, and the Commission's action.~~

~~C.~~B. The review should focus on:

1. Increasing coordination of planning between governments.
2. Consistency or inconsistency with the city's plan(s) for matters such as:
    i. Border issues
    ii. Issues of greater than local concern
    iii. Comparison with local plan contents
    iv. Comparison with county/regional plan contents
    v. Comparison to other relevant adopted plans such as recreation master plan, historic preservation plan, downtown plan, TIF or brownfield redevelopment plan, etc.
    vi. Comparison to various implementation strategies.

~~D.~~C. The review shall be in the form of a letter and shall consider:

1. The review stages are near the end of the plan adoption process. Do not extend the adoption more than necessary.
2. Focus only on significant issues. Suggest solutions rather than only pointing out what is wrong.
3. Be clear and document statements to improve the quality of planning for the entire area. This process is to improve coordinating planning, not to undermine relationships or exacerbate tensions between governments.
4. Mutual respect so that the comments are factual, objective, and based on sound planning principles.

Action shall be in the form of a motion with finding of fact (per section 5.E.2 of these bylaws).~~,~~ The motion shall include conclusions as a list of reasons for the action, and the Commission's action.

~~4.~~D.

## 10. Capital Improvements Review and Capital Improvements Program

A. Per Section 18-26 (f) of the Code of Ordinances, the Planning Commission shall be exempted from the requirements of the Planning Act which requires the preparation of a capital improvements program to be submitted to the City Commission.

## 11. Other Matters to be Considered by the Commission

A. Commission Action. The following matters shall be presented for consideration at a meeting of the Commission:

1. At least annually, adopt the priorities for the Commission's plan of work.

2. Annually, prepare an annual report of the Commission and review at a joint meeting with the City Commission.

## 12. Commission Staff

A. Authorization. The Commission staff may consist of a Community Development Director and ~~such~~ other personnel as may be authorized after the budget for the same is approved by the City Commission.
B. General responsibility. The Commission staff is charged with the duty of preparation and administration of such plans as are authorized by the Commission, appropriate for the city of Plymouth and its environs and are within the scope of the Planning Act and the Zoning Act.
C. Advocacy. The Commission staff shall not attempt to represent the views of comments of a member of the public at a public hearing or Commission meeting. Staff shall indicate a member of the public wishing to make their views known and they should do so directly to the Commission in person, through an agent, or by providing written comment.

## 13. Adoption, Repeal, and Amendments

A. Upon adoption of these Bylaws of [DATE] ~~October 13, 2021~~, they shall become effective, and all previous Bylaws shall be repealed.
B. The Commission may suspend any one of these Bylaws, for a duration of not more than one agenda item or meeting.
C. These Bylaws may be amended at any regular or special meeting by a two-thirds vote of the members present.

# CITY OF PLYMOUTH
# PLANNING COMMISSION BYLAWS
# Adopted [DATE]

## 1. Name and Purpose

A. The name of this Commission shall be the City of Plymouth Planning Commission.
B. These Bylaws are adopted by the Commission to facilitate the performance of its duties as outlined in Public Act 33 of 2008, as amended, known as the Michigan Planning Enabling Act.
C. These Bylaws are also adopted to facilitate the duties of the Commission for administration of the zoning ordinance as outlined in Public Act 110 of 2006, as amended, known as the Michigan Zoning Enabling Act.

## 2. Membership

A. Members. Members of the Commission are appointed by the City Commission and shall serve pursuant to the City of Plymouth's Planning Commission Ordinance, Chapter 18 Article II of 1982, as amended.
    1. Each member shall represent and advocate for what is best for the City of Plymouth as a whole, putting aside personal or special interests.
    2. Members should have experience, training, and/or interest in matters related to land use and urban planning and zoning. Important segments to consider include environmental, educational, forestry, governmental and municipal, recreation and tourism, industrial and economic, transportation and communication, sanitation, environmental health, housing, and human services.
B. Liaisons. The purpose of liaisons is to provide City of Plymouth officials and administration with the ability to participate in discussions with the Commission, in addition to speaking in public comment, and nothing else. Liaisons cannot vote, introduce motions, initiate any other parliamentary action, be counted for a quorum, or be expected to comply with attendance requirements. Liaisons are:
    1. Community Development Department staff and their agents and consultants.
    2. City of Plymouth Attorney.
    3. City of Plymouth Department of Municipal Services.
    4. City of Plymouth City Manager.
    5. Mayor of the City Commission, or other appointed Commissioner.
    6. The county Soil Erosion and Sedimentation Control Officer.
    7. The County Register of Deeds.
    8. Regional planning staff.
C. Attendance. A member absent from three (3) consecutive regularly scheduled meetings shall be reported to the City Commission for delinquency. The ex-officio Secretary shall keep attendance records and report delinquent members to the City Commission for further consideration.
D. Training. Each member shall have attended at least four hours of training in planning and zoning during the member's current term of office. Training shall be provided by one or more of the following organizations: Michigan Association of Planning, American Planning Association, Michigan State Extension, Michigan Municipal League, Michigan Economic Development Corporation, or training and/or continuing education programs at a recognized Michigan university or other appropriately qualified entity. Other training opportunities provided by city staff, consultants, and the City Attorney also count towards the required training hours.
E. Conflict of Interest. A member is disqualified from participating in a matter when a conflict of interest as defined in the Planning Commission Ordinance Section 18-26 (d) and in the Ethics Ordinance Section 2-3 is present.

1. When a conflict of interest exists, the member of the Commission shall do all of the following:
    i. Declare a conflict exists,
    ii. Cease to participate in the meeting,
    iii. During deliberation, sit quietly or leave the meeting/remove oneself from the table where members sit until that agenda item is concluded.
2. The Commission may choose to make a motion to remove the member from participation and another to allow the member to reenter participation.
3. If there is a question whether a conflict of interest exists or not, the question shall be put before the Commission. Whether a conflict of interest exists or not shall be determined by a majority vote of the remaining members of the Commission.

## 3. Duties of all Members

A. Code of Conduct. Each member upon appointment, shall sign a code of conduct.
B. Ex parte contact. Members shall avoid ex parte contact about cases before the Commission whenever possible. Despite one's best efforts it is sometimes not possible to avoid ex parte contact. When that happens, the member should take detailed notes on what was said and report to the Commission at a public meeting or hearing what was said, so that every member and other interested parties are made aware of what was said.

## 4. Officers

A. Selection. At the first regular meeting of each year, the Commission shall select a Chairperson and Vice-Chairperson from its membership. All officers are eligible for re-election. Nominations shall be made from the floor as open nominations. All nominations shall be seconded to be considered valid. A voice vote election shall take place to elect officers. In the event the office of the Chair becomes vacant, the Vice-Chair shall succeed to this office for the remainder of the term and the Commission shall select a successor to the office of Vice-Chair for the remaining term. In the event the office of the Vice-Chair becomes vacant, the Commission shall select a successor to the office of Vice-Chair for the remaining term. The Community Development Director or his or her designee shall be the ex-officio Secretary.
B. Tenure. The Chair and Vice-Chair shall take office immediately following their election and shall hold office for a term of one year or until their successors are selected and assume office.
C. Chair's Duties. The Chair retains his or her ability to discuss and vote on issues before the Commission. The Chair shall:
    1. Preside at all meetings.
    2. Rule out of order any irrelevant remarks; remarks which are personal; remarks about another's race, religion, sex, physical condition, ethnic background, beliefs, or similar topics; profanities; or other remarks which are not about the topic before the Commission.
    3. Represent the Commission, along with the City Commission Liaison, in front of the City Commission.
    4. Perform such other duties as may be ordered by the Commission.

    Additionally, the Chair may:

    5. Call special meetings pursuant to Section 5.B of these Bylaws.
    6. Review items on the agenda with staff prior to a Commission meeting if he or she chooses.
    7. Periodically meet with the Community Development Director and/or planning staff to review department operation, procedures, and to monitor progress on various projects.
D. Vice-Chair's Duties. The Vice-Chair shall:
    1. Act in the capacity of the Chair in the Chair's absence.
    2. Perform such other duties as may be ordered by the Commission.
E. Secretary's Duties. The Secretary shall:

1. At each meeting of the Commission take notes for minutes.
2. Execute documents in the name of the Commission.
3. Be responsible for the minutes of each meeting.
4. Review the draft of the minutes and submit them for approval to the Commission. Copies of minutes shall be distributed to each member of the Commission prior to the next meeting of the Commission.
5. Receive all communication, petitions, and reports to be addressed by the Commission.
6. Keep attendance records pursuant to Section 2.C of these Bylaws.
7. Provide notice to the public and members of the Commission for all regular and special meetings, pursuant to the Open Meetings Act, Public Act 267 of 1976, as amended.
8. Prepare an agenda for Commission meetings pursuant to Section 5.J of these Bylaws.
9. Perform such other duties as may be ordered by the Commission.

## 5. Meetings

A. Regular Meetings. Meetings of the Commission will be held on the second Wednesday of every month at 7:00 p.m. at City Hall located at 201 S. Main Plymouth, MI 48170. An alternative meeting location may be approved by Commission staff, on an as needed basis. When the regular meeting date falls on a holiday observed by the City of Plymouth, the Commission shall select a suitable alternate day within the same month. An annual notice of regularly scheduled meetings shall comply with Public Act 267 of 1967, as amended.
B. Special Meetings. Special meetings shall be called in the following manner:
   1. By the Chair.
   2. By any two members of the Commission.
   3. By the Chair at the request of a non-member of the Commission, upon payment of the special meeting fee.
   4. Notices shall be given to each Commissioner at least forty-eight (48) hours prior to such special meeting and shall state the purpose, time, day, month, date, year, and location of the meeting. Notices shall comply with the Open Meetings Act.
C. Recess. The Chair, or the Commission, after the meeting has been in session for three hours should suspend the Commission's business and evaluate the remaining items on its agenda. The Commission may then decide to finish that meeting's agenda, may act to continue the meeting on another day, or complete some agenda items and postpone certain agenda items to the next regular meeting.
D. Quorum. More than half the total number of seats for members of the Commission, regardless of whether vacancies exist or not, shall constitute a quorum for the transaction of business. Whenever a quorum is not present at a regular or special meeting, those present shall adjourn the meeting to another day.
E. Motions.
   1. If requested, motions shall be restated by the Chair before a vote is taken.
   2. Findings of Fact. All actions taken shall include each of the following parts:
      i. A finding of fact, listing what the Commission determines to be relevant facts in the case to eliminate misleading statements, hearsay, irrelevant, and untrue statements.
      ii. Conclusions to list reasons based on the facts for the Commission's action, often directly related, or not, to a finding of compliance, or noncompliance, to standards.
      iii. The Commission's action: recommendation, approval, approval with conditions, postponement, or denial.
F. Voting. Voting shall be by voice and shall be recorded as passing or failing. Roll call votes will be recorded only upon request by a member of the Commission and shall be "yes" or "no". Members must be present to cast a vote. Voting by proxy shall not occur. The affirmative vote of a majority of those

present or the majority of a quorum, whichever is greater, shall be necessary for the approval of motions. The affirmative vote of two-thirds the total number of seats for members of the Commission, regardless of if vacancies or absences exist or not, shall be necessary for the adoption, or recommendation for adoption, of any master plan or amendment to a master plan.

G. Commission Action. Action by the Commission on any matter which requires a public hearing shall not be taken until the hearing has been concluded.

H. Parliamentary Procedure. Parliamentary procedure in Commission meetings shall be informal. However, if required to keep order, Commission meetings shall then be governed by Robert's Rules of Order Newly Revised (12th Edition) for issues not specifically covered by these Bylaws. Where these Bylaws conflict, or are different from Robert's Rules, then these Bylaws prevail.

I. Public Participation. All regular and special meetings, hearing, records, and accounts shall be open to the public.
    1. All public comment that is pertinent to the Commission, but unrelated to a specific item on the agenda may be presented during "Citizen Comments".
    2. The public will be given the opportunity to speak on each case after the applicant, owner, or agent has presented his or her case to the Commission. If an agenda item or case does not have an applicant presentation, then public comment will occur after introduction by the Chair or presentation by staff or consultant.
    3. The Chair may limit the amount of time allowed for each person wishing to make public comment at a Commission meeting. The Chair may ask members of the audience to caucus with others sharing similar positions so they may select a single spokesperson.

J. Order of Business. The Secretary shall prepare an agenda for each meeting, and the order of business shall be as follows:
    1. Call to Order, roll call
    2. Citizen Comments
    3. Approval of the Minutes
    4. Approval of the Agenda
    5. Commissioner Comments
    6. Public Hearings
    7. Old Business (unfinished business)
    8. New Business
    9. Reports and Correspondence
    10. Adjournment

K. Delivery of Agenda. The agenda and accompanying materials shall be hand delivered and/or electronically delivered to Commission members so that members shall receive the packet of information on Friday of the weekend prior to the regular meeting date.

L. Placement of Items on the Agenda.
    1. The Community Development Department shall be the office of record for the Commission.
    2. The Community Development Department may receive items on behalf of the Commission on a rolling deadline.
    3. The deadline to add items to the Commission's meeting agenda shall be no less than fifteen business days prior to the next regularly scheduled Commission meeting.

## 6. Record

A. Record. The Community Development Department shall keep, or cause to be kept, a record of Commission meetings. The record shall at a minimum include the following:
    1. Copy of the meeting notice pursuant to Public Act 267 of 1976, as amended (known as the Open Meetings Act),

2. Copy of the minutes and all its attachments, pursuant to Section 6.B of these bylaws, and
3. Records of any action, support documents, maps, site plans, photographs, correspondence received between the posting of the agenda through the end of the meeting attached as an appendix to the minutes.

B. Minutes. The Commission minutes shall be prepared by the Community Development Department or their designee and shall be approved by the Commission. The minutes shall contain the following:
   1. Time and place the meeting was called to order.
   2. Attendance and ruling on if a quorum was present.
   3. Indication of others present.
   4. Summary or text of points of all reports given at the meeting, and who gave the report and in what capacity.
   5. Summary of all points made in public participation or at a public hearing by the applicant, officials, and citizens and an indication of who made the comments.
   6. Summary of discussion by the Commission.
   7. Full text of all motions introduced whether seconded or not, who made the motion, and who seconded the motion. Each motion should include:
      i. A statement of what is being voted upon,
      ii. The property or properties involved,
      iii. Reference to information/exhibits submitted,
      iv. The evidence considered, finding of fact, and/or reasons for the decision made
      v. The decision
      vi. A list of any required improvements, changes presented or made by the Commission, and conditions, if any
   8. The type of vote and its outcome. If a roll call vote, indicate who voted yes, no, abstained, or a statement the vote was unanimous. If not a roll call vote, then simply a statement: "Motion passed/failed number of votes in majority to number of votes in minority".
   9. When a voting member enters or leaves a meeting.
   10. When a voting member or staff member has a conflict of interest and when the voting member ceases and resumes participation in discussion, voting, and deliberations at a meeting.
   11. The start and end of each recess.
   12. Summary of announcements.
   13. Summary of informal actions or agreement on consensus.
   14. Time of adjournment.

C. Retention. Commission records shall be preserved and kept on file according to the record retention schedule, as adopted by the State of Michigan.

## 7. Sub-Committees

A. Authority to Establish Sub-Committees. The Commission may establish and appoint sub-committees with a defined purpose. A motion to establish the sub-committee and its members shall be approved by the Commission. Sub-committees are advisory only and do not exercise the authority of the full Commission.

B. Subservient to the Commission. All sub-committees are subservient to the Commission and report their recommendations to the Commission for review and action. The Commission can overrule any action of any sub-committee.

C. Purpose and Scope. The work of the sub-committee shall be limited to the authorized scope identified by the Commission.

D. Membership. Less than a quorum of the Commission shall make up the membership of a sub-committee. Any member of the Commission may volunteer to serve on a sub-committee.

1. If a sub-committee member has three (3) consecutive absences, they should be reported to the Commission for replacement or removal from the sub-committee.
2. If a vacancy on the sub-committee occurs, the Commission may appoint another Commission member or reduce the sub-committee membership.

E. Chair. The Chair of the sub-committee shall be the Chair or Vice-Chair of the Commission. If the Chair or Vice-Chair do not serve on the sub-committee, then a Chair shall be selected from the sub-committee membership. The Chair presides over meetings and reports recommendations to the Commission.
F. Meetings and notice. Sub-committee meetings and notice shall be conducted in accordance with the Michigan Open Meetings Act, as amended.
G. Quorum. At least half the total number of seats for members of the sub-committee, regardless of whether vacancies exist or not, shall constitute a quorum for the transaction of business. Whenever a quorum is not present, those present shall adjourn the meeting to another day.
H. Reporting back to the Commission. The sub-committee should report their findings and recommendations to the Commission as frequently as possible to keep the Commission updated on the sub-committee's progress.
I. Duration. The sub-committee shall automatically dissolve when their assigned task is completed, unless the Commission extends their assignment.

## 8. Zoning Responsibilities

A. All powers of the zoning commission have been transferred to this Commission, pursuant to MCL 125.3301 of the Zoning Act.
B. Zoning Adoption or Amendment. The commission shall review and act on all proposed zoning ordinances or zoning amendments pursuant to the Zoning Act. At least one public hearing shall be held on each proposed zoning ordinance or amendment, with notices given as specified in the zoning ordinance and Zoning Act. After the hearing, action shall be in the form of a recommendation to the legislative body. At a minimum, the recommendation shall include:
   1. Zoning plan for the areas subject to zoning or zoning amendment;
   2. The establishment of or modification of zoning districts, including the boundaries of those districts;
   3. The text of a zoning ordinance or amendment with the necessary maps and zoning regulations to be adopted for a zoning district or the zoning jurisdiction as a whole; and
   4. The manner of administering and enforcing the zoning ordinance.

C. Special Land Use. The commission shall review and act on all special uses pursuant to the Zoning Act and zoning ordinance. At least one public hearing shall be held on each proposed special use application, with notices given as specified in the zoning ordinance and Zoning Act. After the hearing, action shall be in the form of a motion with finding of fact (per section 5.E.2 of these bylaws), conclusions as a list of reasons for the action, and the Commission's action.
D. Site Plan Review. The Commission shall review and act upon all site plans which the zoning ordinance requires Commission action. Action shall be in the form of a motion with finding of fact (per section 5.E.2 of these bylaws), conclusions as a list of reasons for the action, and the Commission's action.
E. Appeals. The Commission shall not act, or otherwise hear issues on zoning ordinance interpretation, zoning map interpretation, non-use (dimensional) variances, or use variances. Such matters shall be exclusively the jurisdiction of the Zoning Board of Appeals.

## 9. Review of Adjacent Government Plans

A. When a neighboring municipality or county is developing or adopting a plan that may affect the city, the Commission should review the plan for consistency and coordination with the city's plans and other relevant planning documents, formally adopt comments, and forward those comments to the governmental entity.

B. The review should focus on:
   1. Increasing coordination of planning between governments.
   2. Consistency or inconsistency with the city's plan(s) for matters such as:
      i. Border issues
      ii. Issues of greater than local concern
      iii. Comparison with local plan contents
      iv. Comparison with county/regional plan contents
      v. Comparison to other relevant adopted plans such as recreation master plan, historic preservation plan, downtown plan, TIF or brownfield redevelopment plan, etc.
      vi. Comparison to various implementation strategies.
C. The review shall be in the form of a letter and shall consider:
   1. The review stages are near the end of the plan adoption process. Do not extend the adoption more than necessary.
   2. Focus only on significant issues. Suggest solutions rather than only pointing out what is wrong.
   3. Be clear and document statements to improve the quality of planning for the entire area. This process is to improve coordinating planning, not to undermine relationships or exacerbate tensions between governments.
   4. Mutual respect so that the comments are factual, objective, and based on sound planning principles.
D. Action shall be in the form of a motion with finding of fact (per section 5.E.2 of these bylaws). The motion shall include conclusions as a list of reasons for the action, and the Commission's action.

## 10. Capital Improvements Review and Capital Improvements Program

A. Per Section 18-26 (f) of the Code of Ordinances, the Planning Commission shall be exempted from the requirements of the Planning Act which requires the preparation of a capital improvements program to be submitted to the City Commission.

## 11. Other Matters to be Considered by the Commission

A. Commission Action. The following matters shall be presented for consideration at a meeting of the Commission:
   1. At least annually, adopt the priorities for the Commission's plan of work.
   2. Annually, prepare an annual report of the Commission and review at a joint meeting with the City Commission.

## 12. Commission Staff

A. Authorization. The Commission staff may consist of a Community Development Director and other personnel as may be authorized after the budget for the same is approved by the City Commission.
B. General responsibility. The Commission staff is charged with the duty of preparation and administration of such plans as are authorized by the Commission, appropriate for the city of Plymouth and its environs and are within the scope of the Planning Act and the Zoning Act.
C. Advocacy. The Commission staff shall not attempt to represent the views of comments of a member of the public at a public hearing or Commission meeting. Staff shall indicate a member of the public wishing to make their views known and they should do so directly to the Commission in person, through an agent, or by providing written comment.

## 13. Adoption, Repeal, and Amendments

A. Upon adoption of these Bylaws of [DATE], they shall become effective, and all previous Bylaws shall be repealed.
B. The Commission may suspend any one of these Bylaws, for a duration of not more than one agenda item or meeting.
C. These Bylaws may be amended at any regular or special meeting by a two-thirds vote of the members present.