



Plymouth Downtown Development Authority Meeting Agenda September 9, 2024 7:00 p.m. Plymouth City Hall & Online Zoom Webinar

Plymouth Downtown Development Authority
831 Penniman
Plymouth, Michigan 48170

www.downtownplymouth.org
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Join Zoom Webinar: <https://us02web.zoom.us/j/89839629190>

Webinar ID: 898 3962 9190

Passcode: 053329

1) CALL TO ORDER

*Kerri Pollard, Chairperson
Richard Matsu, Vice Chairperson
Suzi Deal, Mayor
Ellen Elliott
Jennifer Frey
Brian Harris
Dan Johnson
Shannon Perry
Ed Saenz
Paul Salloum*

2) CITIZENS COMMENTS

3) APPROVAL OF AGENDA

4) APPROVAL OF MEETING MINUTES

A. August 12, 2024 Regular Meeting Minutes

5) BOARD COMMENTS

6) OLD BUSINESS

A. Strategic Plan Update

7) NEW BUSINESS

A. Valet Parking Policy Discussion

8) REPORTS AND CORRESPONDENCE

9) 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 Board, 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 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

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

-Plymouth Mayor Joe Bida
November 1977



Plymouth Downtown Development Authority

Regular Meeting Minutes

Monday, August 12, 2024 - 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

1. CALL TO ORDER

Chair Kerri Pollard called the meeting to order at 7:00 p.m.

Present: Chair Pollard, Vice Chair Richard Matsu, Mayor Suzi Deal, Members Ellen Elliott, Jennifer Frey, Brian Harris, Dan Johnson, Shannon Perry, Ed Saenz, Paul Salloum

Also present: Economic Development Director John Buzuvis and DDA Director Sam Plymale

2. CITIZENS COMMENTS

There were no citizen comments

2. APPROVAL OF AGENDA

Harris offered a motion, seconded by Johnson, to approve the agenda for Monday, August 12, 2024.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

4. APPROVAL OF MEETING MINUTES

Harris offered a motion, seconded by Deal, to approve the minutes of the June 10, 2024 regular meeting and the June 10, 2024 informal meeting.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

5. BOARD COMMENTS

Elliott commented on the new banners and the new communications plan and asked about revenue compared to expenses for the EV charging stations in the DDA.

Harris congratulated Plymale for nearing completion of the Michigan Downtown Association's 3-year training program.

6. OLD BUSINESS

There was no old business.

7. NEW BUSINESS

a. 2024 Central Parking Deck Maintenance Project Bid Award – RAM Construction

The following resolution was offered by Elliott and seconded by Saenz.

WHEREAS The upkeep of the Central Parking Deck is the responsibility of the Downtown Development Authority; and

WHEREAS In May of 2024, the DDA Board approved project engineering for the 2024 Central Parking Deck Maintenance Project by Fishbeck at a cost of \$38,500; and

WHEREAS A bid process resulted in RAM Construction of Livonia, MI, the low bid of \$38,975 among three companies that submitted proposals for construction; and

WHEREAS RAM Construction Services has provided quality work in previous renovation projects on the Downtown Plymouth Central Parking Deck.

NOW THEREFORE BE IT RESOLVED THAT the City of Plymouth Downtown Development Authority Board of Directors does hereby authorize DDA staff to contract with RAM Construction Services of Livonia, MI, for work on the Central Parking Deck in the total amount of \$38,975 for construction work, with an additional \$15,590 for contingency. Total approval for construction, contingency and materials testing is not to exceed \$54,565. Funding will come from Acct. No. 494.261.977.813.

There was a discussion that included the medical center's responsibility for the stairway, the bid calculation, and the higher-than-normal contingency. The project engineer explained that the construction bid came in lower than expected, and the contingency would cover any unexpected findings.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

b. 2024 DDA Five-Year Strategic Action Plan Approval

The following motion was offered by Deal and seconded by Harris.

WHEREAS Every five years, the DDA board engages in strategic planning to create a Five-Year Strategic Action Plan; and

WHEREAS The Five-Year Strategic Action Plan is used by DDA staff to guide decision-making and keep staff on task; and

WHEREAS With the help of facilitator Sally Elmiger, the DDA Board engaged staff and the public in two strategic planning sessions to gain input on a new five-year plan.

NOW THEREFORE BE IT RESOLVED THAT the DDA board approve the attached 2024 DDA Five-Year Strategic Action Plan. Status updates and completed tasks will be reported to the board at every regular DDA meeting.

The group reviewed the document provided by Elmiger. Board members suggested changes, and the motion was amended to include the following:

Under "Create Proactive Community Engagement Plan," add

1. Gather Community Input

2. Educate downtown stakeholders of the plan

In the “Improve Pedestrian Safety” section, move #6 (Provide input to City Commission on proposed multi-modal transportation plan) to section one, and replace it with “Review opportunities to maximize and increase sidewalk areas, pedestrians, commerce opportunities, and safety.”

In the “Kellogg Park” section, remove the words “natural/synthetic” and remove number 3, “Evaluate opportunities to improve sight lines during concerts.”

There was a voice vote.

MOTION PASSED UNANIMOUSLY

8. REPORTS AND CORRESPONDENCE

a. 2024 Downtown Day Event

Plymale gave an update on planning for the event, which will take place on September 28.

9. ADJOURNME

Deal offered a motion, seconded by Harris, to adjourn the meeting at 8:11 p.m.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

Goal	Task	Responsible Party	Timeframe	Status Update (9/3/2024)
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Enhance DDA District Aesthetics & Function</p>	<p>**Top Priority** Prepare a Streetscape Improvement Plan With the Following Goals:</p> <ol style="list-style-type: none"> 1. Use DDA Infrastructure Plan as a framework to build on. 2. Enhance aesthetics, function and activating spaces, using industry best practices. 3. Make landscaping consistent across the DDA. 4. Revamp trees, planters, brick pavers. 5. Evaluate patio/outdoor dining opportunities. 6. Review opportunities to maximize and increase sidewalk areas/pedestrian/commerce opportunities to improve pedestrian safety. 7. Incorporate eco-friendly, sustainable practices into DDA by reducing impervious surfaces, incorporating rain gardens, prioritizing native and pollinator-friendly plants, and maintaining a mature tree canopy. <p>(Note: This project will overlap other DDA goals.)</p>	<p>DDA Staff/ DDA Board</p>	<p>Short to Long-term</p>	<p>DDA staff and City administration to develop project timeline in late 2024.</p>
	<p>**Top Priority** Create Proactive Community Engagement Plan to educate residents and business owners about the Streetscape Improvement Plan project.</p> <ol style="list-style-type: none"> 1. Gather community input. 2. Educate downtown stakeholders of plan. 			

Red Text = Items from City Commission 2024 City-Wide Goals

	<p>Improve the Condition of Existing Lots by:</p> <ol style="list-style-type: none"> 1. **Top Priority** Resurface the existing lots that are in need. 2. Prepare a plan to reconstruct/replace the Central Parking Structure. 	<p>City Commission/ DDA Board</p>	<p>Short-term</p>	<p>Parking Deck Engineer presented Life Cycle Analysis Report at May 2024 DDA Meeting. Report indicates an approximate 20 year additional lifespan with regular maintenance.</p>
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Goal	Task	Responsible Party	Timeframe	Status Update (9/3/2024)
Improve Parking	Maximize the Number of Parking Spaces by: 1. **Top Priority** Re-assess parking desires of parking patrons/users via user input, needs study, or other methods. Work with the Planning Commission and businesses. 2. Work with property owners of private lots to optimize layout, number of spaces, and increase efficiency/capacity. 3. Analyze more efficient parking space design (Pull-in vs. parallel vs. angled, etc.). 4. Work with Planning Commission to review approach to businesses providing parking. Look for more collective approach. 5. Review opportunities for additional parking spaces.	City Commission/ Planning Commission/ DDA Board/ DDA Staff	Short to Mid-term	DDA staff reviewing Valet Parking Policy, with discussion to be held by DDA Board at Sept DDA Board meeting. A downtown business is interested in having a valet service, but the current policy is out of date.
	Other 1. Incorporate electric vehicle (EV) charging stations. 2. Evaluate one-way street options.	DDA Staff/ DDA Board	Short to Long-term	Current EVs at Saxton's lot are getting regular use.

Red Text = Items from City Commission 2024 City-Wide Goals

Improve Pedestrian Safety (Coordinate with Streetscape Improvement Plan)	**Top Priority** Create Consistent Approach to Determining Pedestrian Crossing Facilities.	City Commission/ DDA Board	Short-term	DMS is testing different pedestrian signal programming options.
	Top Priority Prepare Plan to Address Tree issues, including: 1. Develop tree replacement plan. 2. Tree grates or alternative surfacing around trees.	DDA Staff	Short-term	Tree replacement and subsequent addition of tree grates to be addressed during Streetscape Planning.
	Other 1. Ensure consistent sidewalk trim/brick work throughout the DDA. 2. Implement vehicle management features that slow cars, reduce traffic, etc. 3. Address uneven sidewalk pavement. 4. Develop a plan to activate alleys and sidewalks. 5. Eliminate obstacles on sidewalks and pedestrian crossings (such as light poles, planters, etc.). 6. Provide input to City Commission on proposed Multi-modal Transportation Plan	City Commission/ DDA Board/ DDA Staff	Short-to Long-term	Contractor shaved uneven downtown sidewalks in summer of 2024.
ment Plan)	**Top Priority** Address Turf Issues by: 1. Explore natural/synthetic alternatives to turf grass. 2. Look into better turf management.	DDA Staff/ DDA Board	Short-term	

Goal	Task	Responsible Party	Timeframe	Status Update (9/3/2024)
Kellogg Park (Coordinate with Streetscape Improve)	Create brick pathways that are consistent with the downtown in Kellogg Park.	DDA Staff/ DDA Board	Short-term	
	Other 1. Update the Kellogg Park landscape plan, including pollinator-friendly plants, rain gardens, and maintaining a mature tree canopy. 2. Evaluate health of existing trees. 3. Incorporate East Penniman, or use of this street, into Kellogg Park functions. 4. Add security cameras.	City Commission/ DDA Board	Short to Long-term	Kellogg Park security cameras are up and running as of August 2024.

Red Text = Items from City Commission 2024 City-Wide Goals

Support Businesses	**Top Priority** Evaluate public Wi-Fi in DTP.	City Commission/ DDA Board	Short-term	
	Support Business Goals Through: 1. Continue community events. 2. Quantify value of proposed CC & DDA improvements to businesses. 3. Encourage business involvement in DDA programs. 4. Use Redevelopment Ready Communities program as a guide to market vacant properties. 5. Implement programming to create connections to other parts of the community.	DDA Staff/ DDA Board	Short to Long-term	Nearly 30 downtown businesses and organizations are participating in Downtown Day on September 28. DDA staff met with Great Lakes Art Foundation on potential art programming to connect downtown and Old Village.
Other	Implement More Art Projects in the DDA, such as: 1. Invisible paint that appears when it rains, with messages such as "Thank you for shopping Downtown Plymouth." 2. Add more street art/painted artwork.	DDA Staff/ DDA Board	Short to Long-term	DDA Staff, the Plymouth Arts Council and Tony Roko's Art foundation are in discussions on a third phase of Plymouth Art Walk. DDA would likely need to help with funding of this phase. DDA Board to be updated on details late in 2024.

Red Text = Items from City Commission 2024 City-Wide Goals



Not Just a Walk in the Park

831 Penniman Ave. Plymouth MI 48170

Ph: 734.455.1453 Fax: 734.459.5792

Information Only

To: DDA Board
From: DDA Staff
CC: S:\DDA\Shared Files\DDA Board\DDA Agendas\DDAAgendas2024\August2024
Date: 9/9/2024
Re: Valet Parking Policy Discussion

Recently, a downtown business inquired about starting up valet parking services on public areas adjacent to their business. As the DDA has a strategic plan goal of 'Improving Parking', and the City Commission has a Strategic Plan One-Year Task of 'Review opportunities for additional parking spaces', DDA and City staff have reviewed the request to determine how it fits under the current valet parking policy. Although DDA staff believes that a valet parking program has potential for helping the downtown parking system, more discussion is warranted to determine if a new valet parking program is a worthwhile consideration.

While reviewing the request and past policy, DDA and City staff have recognized a potential need for an update to the Valet Parking Policy. Although the original version of the Valet Parking Policy was approved in 2012, an amended policy was passed in 2014 that required the valet parking program to be overseen by DDA staff. Under that amended policy, DDA contracted with a valet company from 2015-2016 that was staged on Ann Arbor Trail near Sun & Snow and utilized private parking areas like the PNC bank parking lot to park cars. The program was paid for by downtown merchant sponsorships and was utilized Thursday through Saturday nights only.

This iteration of the valet program was abandoned in 2016 as utilization waned, issues with the contractor arose, and sponsorship dollars dried up. In addition, it was a difficult program for DDA staff to manage as the hours of operation did not align with staff working hours. There have not been any inquiries about valet parking by downtown merchants since 2016 until this most recent inquiry in August of 2024.

Last year, the City Commission approved updates to the Outdoor Dining Policy. This is a policy that similarly allows private businesses to utilize public spaces. Due to the extensive work by DDA and City staff to revamp the Outdoor Dining Policy, DDA and City staff have used that policy as a working template for creating a rough draft of the Valet Parking Policy. We've attached a draft of a new Valet Parking Policy for your review. It should be noted that this is a working draft, and DDA and City staff are looking to get DDA board input before presenting a more finalized version for the DDA board to vote on.

Some noted changes in this draft include (but not limited to):

- Program to be run by individual businesses with a similar application process as Outdoor Dining
- Updates to fee schedule
- Updates to the permit application
- More detailed requirements for locations and traffic flow
- Seasonal only (Program can be run from November 1-March 31, during the off season of Outdoor Dining)
- Must get permission from adjacent property/business owners if utilizing parking spaces not adjacent to applicant's property
- Monthly utilization reports

Since this policy has been overseen by the DDA in the past, the DDA board should create a recommendation for the City Commission to ultimately approve. DDA staff plans to take direction from tonight's discussion to create a finalized version of the policy to be voted on at the next DDA meeting in October. Once an approved recommendation is made by this board, the City Commission will then vote on a final approval, likely in late October or early November.

Again, the attached application is only a draft, and DDA staff is only seeking discussion and some board input at this time. If there is a desire by the DDA board to move forward, DDA staff plans to modify this draft after tonight's discussion and return with a more finalized version of the policy at the October DDA meeting. Although discussion is encouraged, no formal recommendation is needed at tonight's meeting.

City of Plymouth

Valet Parking Policy & Application

2024-2025

Fees and Permits

1. All proposed businesses utilizing valet parking shall apply by September 1st (or 60 days before valet services begin if after November 1st) to the Community Development Department for approval. Approval of the application shall be subject to compliance with this policy and all applicable building codes. The application must be accompanied by the required documents as listed on the Valet Parking Permit Application form.
2. The applicant shall pay an initial fee and an annual renewal fee every year thereafter, or a temporary permit fee for one-day or special events permits. The amounts will be established by City Commission resolution.
3. Before a valet parking permit is issued, the applicant shall pay all required fees.
4. Prior to issuance of a valet parking permit, the City of Plymouth (“City”) finance department shall verify that there are no outstanding fees owed to the City by the person or entity requesting a Valet Parking permit. A permit will not be issued until all outstanding debts to the City are paid in full.
5. Nothing in the Valet Parking Permit Application shall be interpreted or construed as creating or establishing any type of business relationship between the City and the permit holder or between the City and the permit holder’s contractor, agents, or employees. It is specifically acknowledged that if the permit holder hires or employs the service of any person, entity or enterprise to provide valet service, that such relationship exists solely as between the permit holder and that person, entity or enterprise.

General Regulations

1. All applicants, prior to being issued a valet parking permit, shall enter a written contract whereby the City shall “permit” the operation and the owner/applicant shall acknowledge the conditions and the City’s authority to revoke the permit upon failure to comply with any of the conditions set forth herein.
2. It is the responsibility of the owner to maintain adherence to federal (including ADA requirements), state and local regulations. The City will not accept responsibility for any damage whether direct or implied because of the operation of the valet parking services. Failure to comply with all state, county and municipal laws and this policy shall result in the following penalties:
 - a) For a first violation, a fine of one hundred dollars (\$100.00)
 - b) For a second violation, a fine of two hundred fifty (\$250.00)
 - c) For a third violation, the immediate termination of the valet parking permit
 - i. Failure to pay any fine levied for any violation within ten (10) business days of notice of a violation shall also be grounds for immediate termination of the valet parking permit

3. The Director of Public Safety or his/her designee shall have the sole and absolute authority to make all final determinations regarding compliance with all alleged violations of applicable federal or state law or regulation, with any City ordinance or regulation or terms outlined in the application.
4. The exact location of the pick-up/drop-off location shall be approved at the sole and absolute discretion of the City. The addition or expansion of any pick-up/drop-off location will require advance written permission from the City. If the Director of Public Safety or his/her designee determines the use of any pickup/drop-off location as a safety risk to the public, the use of that location shall stop immediately by order of the Police or Fire Department or their designee.
5. All denials of applications and revocations of permits may be appealed to the City Commission, whose decision is final. (Note: The use of public right of way is subject solely to the control of the City Commission.)
6. Appeals of revocations shall stay further proceedings and the permit holder shall be permitted to continue valet parking operations pending a decision by the City Commission. Provided, if a violation poses an immediate danger to the public's health, safety, or general welfare, the City Manager or his/her designee may order the suspension of all valet parking operations pending a hearing, and the permit holder shall cease carrying on such activities pending such hearing.

Certificate of Insurance

A certificate of insurance naming the City as an additional insured indemnify and hold harmless must accompany all applications. Without this certificate, applications will be considered incomplete and will not be approved. Insurance certificates must list the name and location of the business applying for valet parking.

1. Additional Insured The additional insured on the certificate of insurance **must** read as follows:

The Business and the Contracted Valet Company Indemnifies and holds harmless the City of Plymouth, including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and their board members, employees and volunteers.

2. Cancellation Provision The cancellation notice on the certificate of insurance **must** read as follows:

Should any of the above-described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

3. Minimum Insurance Amounts (see attached *City of Plymouth Insurance Requirements for details*)

- a. Commercial General Liability
 - \$2,000,000 Products/ Completed Operations
 - \$2,000,000 General Aggregate
 - \$1,000,000 Each Occurrence

- b. Workers' Compensation: Statutory

4. The City shall not be liable, nor responsible for, and shall be defended, held harmless, and indemnified by the permit holder and valet parking services contractor from any and all claims and/or damages relating to any of the matters contained within this agreement or as otherwise provided within this agreement.

Diagram and Site Plan

1. Valet parking operations shall not deviate from the diagram and site plan submitted with the application. The valet shall deliver the customer's vehicle to the approved private parking area.
2. All signs must comply with the City of Plymouth's sign ordinance, of a type and size that has been approved by the City and shall distinctively identify a valet station. One (1) portable pre-printed A-Frame sign shall be allowed per valet station in the street and shall not be placed outside of the parking lane. Signs shall be in place only during approved hours of operation, shall not exceed four (4) square feet per side, and shall not be illuminated. Portable signs shall not be placed, displayed and/or set out until 6pm.

Operations

1. Valet parking will be allowed from November 1st to April 1st on Thursdays, Fridays, Saturdays beginning at 6pm, and Sundays. All valet parking operations will end at 2:30am.
2. All applicants issued a valet parking permit must submit written monthly reports of utilization of valet parking, broken down with daily and monthly totals.
3. Under no circumstance shall pick-up/drop-off areas include more than 5 parking spaces. Pick-up and drop-off areas shall not include and/or be located directly adjacent to a handicap parking spot or striped handicap unloading area.
4. No municipal parking deck or parking lot spaces shall be used by a valet parking service to park vehicles. In addition, the valet service cannot use streets for their parking operations (only approved on-street parking spaces are permitted for parking operations).
5. Written consent is required from affected property owners if the valet drop-off/pick-up area is not located in front of or exceeds the storefront width of the business utilizing valet parking.
6. All personnel furnished by the permit holder or valet service contractor will be employees of the permit holder or valet contractor, and the permit holder and the valet service contractor will be solely responsible for the terms and conditions of their employment and compensation.
7. Valet personnel shall be dressed in a standard and distinguishable uniform. Valet personnel shall also wear identification badges with their names prominently displayed.
8. Each valet will always be in possession of a valid Michigan operator's license, which shall be produced upon demand by a Police Officer or other person(s) designated by the City.
9. The valet shall keep the pick-up/drop-off areas and the surrounding areas free from litter or debris associated with the valet service.
10. Valet parking is not permitted during City approved special events. City reserves the right to prohibit valet parking operations because of anticipated or actual conflicts which may include festivals and similar events, parades, or repairs to the street, sidewalk, or public right of way. To the maximum extent possible, the business will be given prior written notice (via email) of any time during which the operation of the valet operations may be impacted.
11. The permit may be revoked by the City for any reason upon twenty-four (24) hours written notice to the permit holder. Cancellation by the permit holder must be provided to the City thirty (30) days prior to the date the cancellation is effective.

Application Schedule and Process

Initial Application: Application form, required documents and fee payment are due to the to the Community Development Department 60 days before valet services begin.

Renewal Application: Application form, required documents and fee payment must be submitted to the Community Development Department 45 days before valet service is to begin.

Temporary Application: Application form, required documents and fee payment must be submitted to the Community Development Department 60 days before valet service is to begin.

Applications missing required materials will not be reviewed. If approved, a copy of the permit will be sent to the applicant.

Fee Schedule

Application Fee: \$600 per new valet parking service application

Application Fee: \$500 per annual renewal of valet parking service application

There is no annual automatic renewal, the City will review applications annually.

Application Fee: \$300 per temporary valet parking service application for one-day or special event valet parking service



City of Plymouth Valet Parking Permit Application

Permit #

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

www.plymouthmi.gov
Phone 734-453-1234
Fax 734-455-1666

I. Applicant Information

Business Name		Date of Application	
Name of Applicant	Phone Number	Email Address (Required)	
Applicant Address	City	State	Zip Code

II. Hours of Operations

Valet parking will be allowed from November 1st to April 1st (approved one-time temporary permits will be acceptable outside of this timeframe) on Thursdays, Fridays, Saturdays beginning at 6pm, and Sundays beginning at noon. All valet parking operations will end at 2:30am.

- Thursdays ___:___ PM to ___:___ PM
 Fridays ___:___ PM to ___:___ PM
 Saturdays ___:___ PM to ___:___ PM
 Sundays ___:___ PM to ___:___ PM

Temporary/Special event operation:

Date(s): ___/___/___ to ___/___/___ ___:___ PM to ___:___ PM

Date(s): ___/___/___ to ___/___/___ ___:___ PM to ___:___ PM

Date(s): ___/___/___ to ___/___/___ ___:___ PM to ___:___ PM

The permit holder may charge customers for providing valet parking services. The valet will be allowed to retain all tips and gratuities received from customers.

For each parked vehicle, customers will be charged:

\$ _____

Emergency Contact Name & Phone Number During Hours of Operation

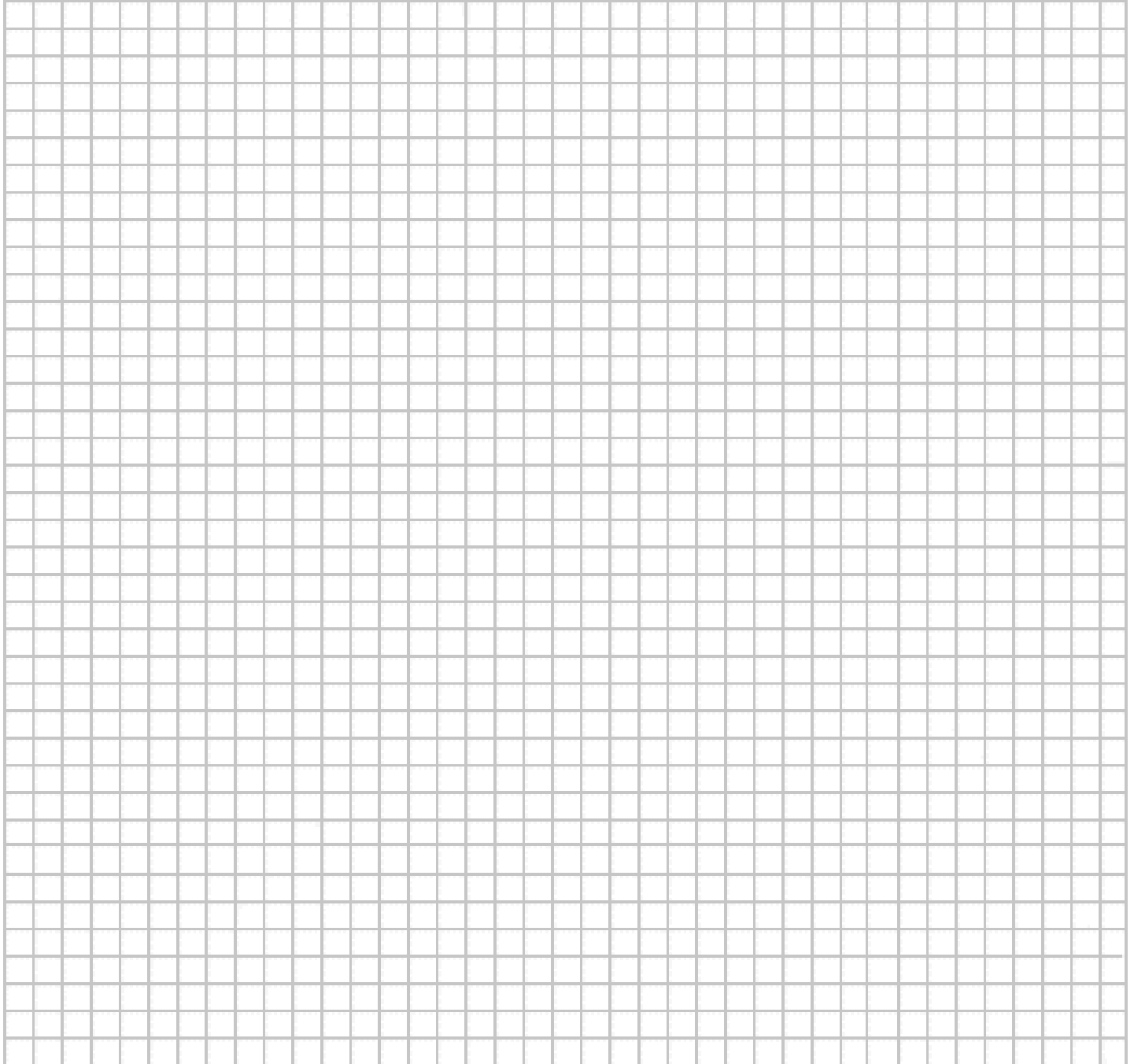
III. Please attach required Documents All applications for valet parking service must be submitted to the Community Development Department for review, and must be accompanied by the required documents as listed below:

<p>The City reserves the right to request any additional information. Applications missing required documents will not be reviewed.</p>	
<input type="checkbox"/>	<p>Written Agreement: Copy of a written agreement between applicant or applicant’s business and valet parking contractor that explains where cars will be parked. dates and times of valet services must be included.</p>
<input type="checkbox"/>	<p>Written Consent: Written consent is required from affected property owners if the valet drop-off/pick-up area is not located in front of or exceeds the storefront width of the business utilizing valet parking.</p>
<input type="checkbox"/>	<p>Diagram and Site Plan: Grid template attached. A one-page diagram or site plan depicting the street location where vehicles will be picked up/dropped off, traffic route to/from the approved private parking area and signage placement and the placement of any other markers or cones. This diagram and site plan must accompany all applications, including annual renewals and temporary valet service applications. Clearly indicate the number and location of parking spaces to be used (i.e., the reserved area).</p>
<input type="checkbox"/>	<p>Certificate of Insurance: Requirements and Sample attached. A certificate of insurance naming the City as an additional insured indemnify and hold harmless must accompany all applications. Without this certificate, applications will be considered incomplete and valet service will not be allowed at that location for the season. Additionally, insurance certificates must list the name and location of the business applying for valet parking.</p>
<input type="checkbox"/>	<p>Reporting: I understand that I must submit monthly reports of utilization of Valet Parking, broken down with daily and monthly totals in writing.</p>
<p>Application Fee Payments should be made to the City of Plymouth and be submitted with the application and all required documents.</p>	
<input type="checkbox"/>	<p>\$600 per new permit application</p>
<input type="checkbox"/>	<p>\$500 per annual renewal permit application <i>There is no annual automatic renewal, the City will review applications annually.</i></p>
<input type="checkbox"/>	<p>\$300 per temporary permit application for one-day or special event valet parking service</p>

IV. Applicant Signature

<p>I certify that I hold the City harmless from any claims arising out of my for-profit use of the public property defined herein.</p>	
<p>Signature of Applicant</p>	<p>Date</p>

*Diagram must show where valeted cars are to be parked, along with the route the valet company will use to deposit and retrieve cars. The permit holder and valet company must obey all state and local traffic laws. Signage placement and the placement of any other markers or cones must be indicated. Signs shall be in place for a period not to exceed six (6) hours on approved days, shall not exceed four (4) square feet per side, and shall not be illuminated.





1430 Monroe NW, Suite 100, Grand Rapids, MI 49505 t:616-458-8990 or 800-746-4253 f:616-913-3301 www.pinnacleinsurancepartners.com

City of Plymouth Insurance Requirements

Insurance shall be purchased and maintained with the minimum required insurance limits (coverage on an occurrence basis).

Commercial General Liability
\$4,000,000 Products/Completed Operations
\$4,000,000 General Aggregate
\$2,000,000 Each Occurrence

Coverage must be placed with a carrier rated not less than A-, VIII by A.M. Best & Co.

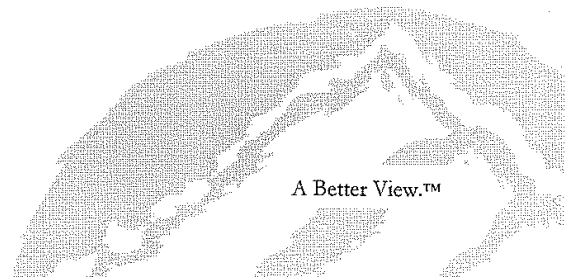
The City of Plymouth must be included as an additional insured

Please use the following additional insured wording: City of Plymouth is included as additional insured with respects to the general liability policy.

Please fax your current certificate to (734) 455-1892 or mail them directly to:

**City of Plymouth
201 S Main
Plymouth, MI 48170**

A sample certificate is attached for your reference.



ACORDTM

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/01/2010

PRODUCER AGENCY NAME AGENCY ADDRESS CITY, STATE ZIP	FAX	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
		INSURERS AFFORDING COVERAGE	NAIC #
INSURED INSURED NAMED INSURED ADDRESS CITY, STATE ZIP	INSURER A: NAME OF INSURANCE CARRIER		
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS	
A		GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR	***POLICY NUMBER***	01/01/2010	01/01/2011	EACH OCCURRENCE	\$ 2,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
						MED EXP (Any one person)	\$ 1,000
						PERSONAL & ADV INJURY	\$ 2,000,000
						GENERAL AGGREGATE	\$ 4,000,000
						PRODUCTS - COMP/OP AGG	\$ 4,000,000
			GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				
		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident)	\$
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT	\$
						OTHER THAN AUTO ONLY: EA ACC	\$
						AGG	\$
		EXCESS / UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE	\$
						AGGREGATE	\$
							\$
							\$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under SPECIAL PROVISIONS below				<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER	
		<input type="checkbox"/> Y <input type="checkbox"/> N				E.L. EACH ACCIDENT	\$
						E.L. DISEASE - EA EMPLOYEE	\$
						E.L. DISEASE - POLICY LIMIT	\$
		OTHER					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
 City of Plymouth is included as additional insured with respect to the general liability policy listed above.

CERTIFICATE HOLDER City of Plymouth 201 S Main Plymouth, MI 48170	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE PRODUCER SIGNATURE
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ACORD 25 (2009/01)

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