



# City of Plymouth Planning Commission

## Regular Meeting Agenda

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

City of Plymouth  
201 S. Main  
Plymouth, Michigan 48170

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

Join the Meeting: <https://us02web.zoom.us/j/83129930813>

Meeting ID: 831 2993 0813

Passcode: 088887

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

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

1. **CALL TO ORDER**
  - a. Roll Call
2. **CITIZENS COMMENTS**
3. **APPROVAL OF THE AGENDA**
4. **APPROVAL OF THE MINUTES**
  - a. Approval of the September 9, 2020 Regular Meeting Minutes
5. **COMMISSION COMMENTS**
6. **OLD BUSINESS**
  - a. 2020 Goals- Discussion Only
7. **NEW BUSINESS**
  - a. None
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 Commission, speakers should first identify themselves by clearly stating their name and address. Comments must be limited to the subject of the item.

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

# City of Plymouth Strategic Plan 2017-2022

## GOAL I - QUALITY OF LIFE

### OBJECTIVES

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

### ONE YEAR TASKS 2020-21

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

## GOAL II - FINANCIAL STABILITY

### OBJECTIVES

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

### ONE YEAR TASKS 2020-21

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

## GOAL III - ECONOMIC VITALITY

### OBJECTIVES

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

### ONE YEAR TASKS 2020-21

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

## GOAL IV - SERVICE AND INFRASTRUCTURE

### OBJECTIVES

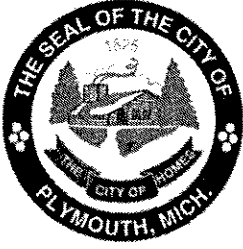
1. Support administration and staff by providing professional development opportunities, supplying resources, and maintaining a commitment to recruitment, retention and succession planning
2. Support and deliver safe and responsive emergency services
3. Maintain a sophisticated and responsive technology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

### ONE YEAR TASKS 2020-21

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

**2019 Planning Commission Goals**  
**Adopted May 8, 2019**

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



**Plymouth Planning Commission  
Regular Meeting Minutes  
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**Online Zoom Meeting**

**1. CALL TO ORDER**

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

Present: Commissioners Sisolak, Shannon Adams (arrived at 7:20) Tim Joy, Jennifer Kehoe, Charles Myslinski, Adam Offerman, Hollie Saraswat, and Scott Silvers

Also present: Community Development Director John Buzuvis and Planning Consultant Sally Elminger

**2. CITIZENS COMMENTS**

There were no citizen comments.

**3. APPROVAL OF THE MEETING MINUTES**

Silvers offered a motion, seconded by Joy, to approve the minutes of the August 12 meeting. There was a roll call vote.

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

MOTION PASSED 7-0

**4. APPROVAL OF THE AGENDA**

Joy offered a motion, seconded by Adams, to approve the agenda for Wednesday, September 9, 2020.

There was a roll call vote.

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

MOTION PASSED 7-0

**5. COMMISSION COMMENTS**

Several Commission members asked to receive paper agenda packets in the future. Joy said there have been a number of demonstrations focusing on the planning commission in a nearby community. Offerman said several residents have complained to him that events in the City have been canceled due to COVID-19 while block parties are still being allowed.

**6. PUBLIC HEARINGS**

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

Saraswat asked to be recused from this agenda item because she her employer is located in the

building adjacent to the project, and the PUD amendment involves the owner. Myslinski made a motion, seconded by Kehoe, to accept Saraswat's request.

There was a roll call vote.

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

#### MOTION PASSED 8-0

Applicant Mark Menuck described changes he's requesting to the PUD agreement. The amendment reduces size of the park entrance, adds parking, increases green space to the rear of the property, provides a second access point to the park and the allows for the possibility of linking it to Hines Park.

The public hearing opened at 7:34.

Ellen Elliot, 404 Irvin, asked about the Hines Park connection, whether fences would be required and who would be responsible for maintaining the landscaping.

Fred Brunk, 523 McKinley, said he thinks the amendment adding access to the park is a benefit to the City.

The public hearing closed at 7:44 p.m.

A discussion among commission members ensued. Points of discussion included public access to Hines Park through private property; and it was noted that this is written into the PUD agreement. There was debate about the importance of decreasing the width of the park entrance for the parking area and the type of barrier between the parking, the housing units and the parks. There was further discussion about the park area's terrain.

Joy offered a motion, seconded by Silvers, to recommend that the City Commission accept the amendment to PUD 15-01 as written.

Kehoe asked for a friendly amendment to require a fence on the east lot line of lots 17, 18 and 19 and on the southern portion of lot 19, limited only by zoning ordinance. Joy and Silvers accepted the amendment.

There was a roll call vote.

Yes: Sisolak, Adams, Hawthorne, Joy, Myslinski, Offerman, Silvers  
No: Kehoe

#### MOTION PASSED 7-1

Sisolak made a motion seconded by Joy, to have Saraswat return to the meeting. There was a roll call vote.

Yes: Sisolak, Adams, Hawthorne, Joy, Kehoe, Myslinski, Offerman, Silvers

#### MOTION PASSED 8-0

**7. OLD BUSINESS**

There was no old business.

**8. NEW BUSINESS**

a. 2020 Goals Discussion

Sisolak shared documents that she developed, in consultation with Assistant Community Development Director Greta Bolhuis and Kehoe to illustrate City-wide zoning changes she believes need to be considered. Elminger described the effort as creating new zoning districts to align with the new future land use designations. It was suggested that the process could also include overlay districts for form based codes and that zoning ordinances can be addressed in future master plans.

Myslinski asked that the minutes reflect his appreciation for the work of Kehoe and Saraswat in this effort.

**9. REPORTS AND CORRESPONDENCE**

Buzuvis said the next meeting will more than likely be held online. Adams asked about the reappointment process.

**10. ADJOURNMENT**

Joy offered a motion, seconded by Silvers to adjourn the meeting at 9:11 p.m..

There was a roll call vote.

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

MOTION PASSED 9-0

