



City of Plymouth Planning Commission

Regular Meeting Agenda

Wednesday, January 13, 2021 – 7:00p.m.
ONLINE Zoom Webinar

City of Plymouth
201 S. Main
Plymouth, Michigan 48170

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

Join the Webinar: <https://us02web.zoom.us/j/87547871092> Passcode: 869926
Webinar ID: 875 4787 1092 Passcode: 869926

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 MINUTES**
 - a) Approval of the December 9, 2020 Regular Meeting Minutes
4. **APPROVAL OF THE AGENDA**
5. **ELECTION OF OFFICERS**
6. **COMMISSION COMMENTS**
7. **PUBLIC HEARING**
8. **OLD BUSINESS**
 - a) 2021 Planning Commission Goals
9. **NEW BUSINESS**
 - a) 2020 Annual Report
10. **REPORTS AND CORRESPONDENCE**
11. **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 2019-2020

- Restore operations for recreation programs after Hines Park bridge repairs are completed
- Explore funding and partnership opportunities to increase and enhance pedestrian crossings
- Finalize [City website](#) update
- Develop and adopt a Master Plan for Kellogg Park, including the fountain
- Develop and implement strategy to market sponsorship opportunities to improve publicly owned assets
- Draft and approve amendments to [Tree Ordinance](#) to clarify implementation, enforcement, and scope

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 2019-2020

- Continue to support [Michigan Municipal League \(MML\)](#) efforts to [coordinate state initiatives](#) related to revenue sharing with municipalities
- Increase awareness of and support the [MML Save MI City campaign](#)
- Target revenue enhancements that support large capital projects, including grants and millages
- Explore internal and external potential for supplemental funding of legacy costs
- Develop a plan for capital improvement funding projects and purchases
- Explore enhanced investment opportunities

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 2019-2020

- Complete and approve the [DDA Master Plan](#)
- Address and implement recommendations in the [Redevelopment Ready Communities baseline report](#)
- Develop and approve city-wide economic development strategies (Saxton's property, parking system, connections between Old Village and the DDA, Bathey property remediation and development, 240 N. Main, Lumber Mart site)
- Identify other properties of significance to the economic development strategy
- Complete a community survey
- Increase collaborations with partners in the community
- Administer the City's [Master Plan](#) using implementation matrix ([Appendix Table 5](#))

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 2019-2020

- Begin implementation of parking recommendations for City parking system
- Develop and utilize consistent message and branding across all platforms
- Develop and approve of plan for future delivery of emergency services
- Implement infrastructure asset management plan
- Approve agreement on sanitary sewer with [Western Township Utilities Authority \(WTUA\)](#)

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



Plymouth Planning Commission

Regular Meeting Minutes

Wednesday, December 8, 2020 - 7:00 p.m.

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

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

Online Zoom Meeting

1. CALL TO ORDER

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

Present: Commissioners Sisolak, Shannon Adams, Joe Hawthorne, Tim Joy, Jennifer Kehoe, Adam Offerman, Hollie Saraswat, and Scott Silvers

Excused: Commissioner Charles Myslinski

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

2. CITIZENS COMMENTS

There were no citizen comments.

3. APPROVAL OF THE MEETING MINUTES

There was a correction on item 8 of the minutes from September 9, 2020, changing Saraswat to Sisokak. Joy offered a motion, seconded by Offerman, to approve the amended minutes of the September 9 meeting.

There was a roll call vote.

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

MOTION PASSED 8-0

4. APPROVAL OF THE AGENDA

Hawthorne offered a motion, seconded by Kehoe, to approve the agenda for Wednesday, December 9, 2020.

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

MOTION PASSED 8-0

5. COMMISSION COMMENTS

Sisolak and Silvers were both at the December 3, 2020 Zoning Board of Appeals meeting and described a case in which the applicant was requesting a variance for habitable space on the second story of a garage. Jim Burrows, a member of the ZBA, addressed the group and asked that they define habitable. Bolhuis explained the difference between habitable and occupiable spaces.

6. OLD BUSINESS

- a. 2020 Goals – discussion only

The group referred to a goal discussion matrix provided by Sisolak before the meeting. After considerable discussion, they agreed to narrow down potential 2021 goals to four areas: education, a test case for form-based codes, a mixed use high density ordinance and a review of ordinances related to building height for appropriate home sizing and massing. It is expected that they will finalize and approve goals at their next meeting.

7. NEW BUSINESS

There was no new business

8. REPORTS AND CORRESPONDENCE

There were no reports or correspondence.

9. ADJOURNMENT

Hawthorne offered a motion, seconded by Silvers to adjourn the meeting at 8:43 p.m..

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

MOTION PASSED 8-0



CITY OF PLYMOUTH
Community Development
Department
201 South Main Street
Plymouth, Michigan 48170
Phone: (734) 453-1234 ext. 232
www.plymouthmi.gov

City of Plymouth Planning Commission 2020 Annual Report

The City of Plymouth Planning Commission is made up of nine members. They regularly meet on the second Wednesday of the month at 7:00 pm in the Commission Chambers at City Hall located at 201 S. Main. Due to the COVID-19 pandemic the Commission met online via Zoom April through December. A typical meeting consists of public comments, review of the previous meetings minutes, commissioner comments, public hearings, new and/or old business, and reports and correspondence from staff. Planning Commission members for the 2020 year included: Karen Sisolak (Chair), Jennifer Kehoe (Vice Chair), Joe Hawthorne, Shannon Adams, Scott Silvers, Chuck Myslinski, Adam Offerman, Tim Joy, and Hollie Saraswat.

The Planning Commission met ten times during 2020. Of those ten meetings, all were regularly scheduled meetings. This meets the requirements of the Michigan Planning Enabling Act (MPEA) for the minimum number of meetings (4).

The main purpose of this report is to meet the requirements of the MPEA. However, this report increases information sharing between staff, boards, commissions, and the City Commission. This report anticipates upcoming issues and asks the Planning Commission to identify priorities so that staff may appropriately allocate time and resources. Lastly, it is the opportunity to reflect on the hard work of the past year and thank our dedicated appointed and elected officials for their support of the City's planning and zoning efforts.

The Planning Commission's primary accomplishment for the year was the completion of the rooftop dining ordinance update. This ordinance now allows seating and dining on rooftops in appropriate locations.

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Planning Commission 2020 Goals

Due to COVID-19, the Planning Commission did not formally adopt goals for the 2020 year. The goals discussed in February 2020 are below:

1. Complete streets policy drafted and adopted or Multi-modal transportation policy drafted and adopted.
 - a. COMPLETE: Approved with amendments on June 15, 2020.
2. Rezoning priorities set and written based on data.
 - a. IN PROGRESS: Chair Sisolak, Comm. Kehoe, and Comm. Silvers discussed which district(s) might be best to start with and reviewed draft ordinance amendments.
3. Define and adopt overlay districts.
 - a. NOT STARTED/IN PROGRESS: This goal evolved and got combined with the rezoning priority goal.

Master Plan Review

The Planning Commission and City Commission adopted the Master Plan update on August 15, 2018 and September 17, 2018, respectively.

Below are the Master Plan goals

CC Strategic Plan Goal Topics	Guiding Master Plan Goals for Land Use
Goal I: Quality of Life	<ul style="list-style-type: none"> • Encourage appropriate home sizing & massing • Create lifelong neighborhoods of diverse housing for various income levels • Maintain and enhance the tree canopy • Encourage historic preservation
Goal II: Financial Stability	<ul style="list-style-type: none"> • Plan for a variety of land uses that creates a dynamic environment supportive of residences, community institutions, and businesses
Goal III: Economic Vitality	<ul style="list-style-type: none"> • Promote a welcoming environment for commercial business & industry • Encourage environmentally sensitive/context sensitive and sustainable development
Goal IV: Service Infrastructure	<ul style="list-style-type: none"> • Improve street mobility, connectivity & safety • Plan for vehicular needs, including parking

Reflection:

In order to accomplish the various goals outlined in the document, the Planning Commission needs to identify their top priority (topic) out of the Implementation Matrix of the Master Plan and the Master Plan Goals for Land Use. Once this is identified, the Planning Commission, with the help of Community Development staff and approval of the City Commission, can take steps to implement those goals. The next page includes some of the actions identified in the Master Plan Implementation Matrix that could be selected as accomplishable tasks during 2021.

Master Plan Implementation Matrix

Below is a portion of the Implementation Matrix from the Master Plan. Included are the items that have been designated as “Immediate” or “Short Term” priorities and the Planning Commission is one of the responsible parties.

Action	Priority Term	City Commission Goal Area				Responsibility	Funding
		I	II	III	IV		

Regulatory and Policy Change

Redevelopment Ready Communities

Ensure clear definitions and requirements are included in necessary sections of the ordinance	Short	X				PC, CDD	CDD
Review the Zoning Map annually, update if and as necessary	Cont.	X				PC	CDD
Review and clarify special land use approval processes	Short				X	PC, CDD	CDD
Ensure industrial districts allow for compatible new economy-type businesses	Short				X	PC	CDD
Allow for non-traditional housing types in appropriate areas	Short	X		X		PC	CDD

Site Design

Adopt clear, concise, enforceable ordinance requirements for landscaping, signage, lighting, parking, and access management for Commercial/Business districts	Short	X		X		PC	CDD
Adopt standards that encourage shared parking access and locates parking behind buildings	Short				X	PC	CDD
Adopt ordinance requirements that accommodate pedestrian activity within and around development	Short				X	PC	CDD
Adopt flexible parking standards	Short				X	PC	CDD

Residential

Monitor and encourage appropriate home sizing and massing	Immed.	X				PC, CDD	CDD
Research requirements that would promote housing options for lifetime neighborhoods (i.e. ancillary dwelling units)	Short	X		X		PC, CDD	CDD

Environmental

Maintain and enhance the City's tree canopy	Immed.	X				PC, CDD, DMS	CDD, DMS
Adopt standards that require low-impact development, sustainability, and energy conservation practices.	Short	X				PC	CDD

Transportation

Adopt Complete Streets policies	Short	X			X	PC, CC	CDD
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Partnerships, Programs, and Promotion

Become a Redevelopment Ready Community through MEDC	Short			X		CDD, PC, CC	CDD, CC
Identify priority redevelopment sites/transitional properties and determine desired future use and development	Cont.	X				PC, CDD	CDD
Develop a clear vision for development outcomes and criteria for priority sites	Short	X				PC, CDD	CDD

Zoning Ordinance Amendments

The Planning Commission approved one zoning ordinance text amendment during the 2020 calendar year. That was the rooftop dining ordinance.

Community Development staff expects 2021 to include continued discussion and research into zoning ordinance amendments. The ordinances listed below include some of the sections the Planning Commission may wish to examine and discuss further.

1. Fences in front yards (Section 78-208)
2. Creation of non-conforming parcels (Section 78-351)
3. City-wide parking requirements (Section 78-270 through 78-275)
4. Projections into yards (Section 78-217)
5. Permitted and special land uses within each zoning district (Various sections)
6. FAR for zoning districts that allow single family as a special land use (Various sections)
7. Habitable space in detached garages
8. What does and does not contribute to lot coverage
9. What does and does not contribute to floor area ratio
10. Temporary uses
11. Mobile and temporary sales

The Planning Commission, through their 2021 Goal Setting session, may choose to address some, all, or other ordinances during the 2021 calendar year. There may be some ordinances that can be “batched” together in order to expedite the ordinance amendment process. Additionally, staff is suggesting setting a priority and only discussing ordinances that meet the priority.

Development Reviews

Project Type	Location	Description	Meeting Outcome	Fwd. to CC?	Date of Action
Text amendment	City owned parks and playgrounds	Create new parks and open space district and rezone City owned parks and playgrounds to said district	Approved	Yes	Jan. 8
PUD	587 W. Ann Arbor Trail, 686 & 674 Maple	Partial demolition, preservation of JB Hall, construction of 10 attached townhomes	Postponed final PUD review	N/A	Feb. 12
PUD	230 Wilcox	Live-work space, art gallery, walking paths	Approved preliminary PUD review	N/A	Feb. 12
PUD Amendment	550 N. Holbrook	Additional parking for 409 Plymouth Rd. and changed park space/entrance	Postponed	N/A	Mar. 11
PUD	587 W. Ann Arbor Trail, 686 & 674 Maple	Partial demolition, preservation of JB Hall, construction of 10 attached townhomes	Approved final site plan and PUD with conditions	Yes	Apr. 8
Rezoning	900 York	Rezone vacant I-1 parcel to R-1	Approved	Yes	May 13
Site plan review and special land use review	555 Forest	Expansion of liquor serving establishment	Approved with conditions	N/A	July 8
PUD Amendment	550 N. Holbrook	Add 8 parking spaces onto green space, improve parkway entrance	Set public hearing	N/A	July 8
PUD Amendment	550 N. Holbrook	Add 8 parking spaces onto green space, improve parkway entrance	Approved with conditions	Yes	Sept. 9

Variance Requests

Variance Type	Location	Description	Meeting Outcome	Date of Action
Non-Use	250 N. Main	Wall signage	Approved with conditions	Jan. 7
Non-Use	1482 Sheridan	Lot split creating two non-conforming parcels	Denied	Feb. 6
Non-Use	575 Blunk	Side yard setback	Denied	Apr. 2
Non-Use	480 Sunset	Side yard setback	Approved with conditions	May 7
Non-Use	235 Adams	Projection into rear yard setback	Approved with conditions	July 2
Non-Use	271 S. Main	Windows facing interior lot line in side yard setback	Approved	Aug. 6
Non-Use	359 McKinley	Rear yard setback	Approved	Sept. 3
Non-Use	1381 Sheridan	Roof connecting home and detached garage	Postponed	Sept. 3
Non-Use	1381 Sheridan	Roof connecting home and detached garage	Denied	Oct. 1
Non-Use	388 S. Main	Two wall signs on one facade	Postponed	Oct. 1
Non-Use	388 S. Main	Two wall signs on one facade	Approved	Nov. 7
Non-Use	304 W. Liberty	Fence exceeding 30" in front yard	Approved with conditions	Nov. 7
Non-Use	606 Maple	Fence exceeding 6.5', garage height exceeding 15', 2 story garage height	Approved with conditions	Dec. 4
Non-Use	606 Maple	Habitable space in detached garage	Postponed	Dec. 4
Non-Use	933 Church	Lot coverage, FAR, front yard setback, side yard setback	Postponed	Dec. 4

Actions by City Commission

The following list includes all the planning and development related actions taken by the City Commission during 2019.

Description	Date of Action
Sign ordinance (first reading)	Feb. 3
Sign ordinance (second reading)	Mar. 2
Parks and open space district (first reading)	Apr. 6
Parks and open space district (second reading)	Apr. 20
Rezoning of 900 York (first reading)	June 1
Rezoning of 900 York (second reading)	June 15
Payment in lieu of parking rate card approval	June 15
Rezoning of Jewell-Maple Development PUD (first reading)	June 15
Rezoning of Jewell-Maple Development PUD (second reading)	July 6
PUD Agreement Jewell-Maple Development	July 6
Multi-Modal Transportation Policy adoption	July 6
Public Participation Plan adoption	July 6
Rooftop seating ordinance (first reading)	Sept. 8
Noise ordinance (first reading)	Sept. 8
Rooftop seating ordinance (second reading)	Sept. 21
Tree ordinance (first reading) and presentation of annual report	Nov. 16
Tree ordinance (second reading)	Dec. 21

Zoning Map

City owned parks and playgrounds were rezoned to the newly created parks and open space district. 900 York was rezoned from I-1, Light Industrial to R-1, Single Family Residential. 587 W. Ann Arbor Trail was rezoned from B-2, Central Business District to PUD, Planned Unit Development. 686 Maple and 674 Maple were rezoned from O-1, Office to PUD, Planned Unit Development.

Trainings

Due to COVID-19, there were no formal training sessions provided this year.

Potential training(s) in 2021 include additional Carlisle-Wortman Associates session(s) and Michigan Municipal League (MML) and Michigan Association of Planning (MAP) conferences and sessions.

Joint Meetings

There were no joint meetings during the 2020 calendar year.