



# City of Plymouth Planning Commission

## Regular Meeting Agenda

Wednesday, February 10, 2021 – 7:00 p.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/81354861430> Passcode: 426795  
Webinar ID: 813 5486 1430 Passcode: 426795

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, MCL 10.31 – 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 January 13, 2021 regular meeting minutes
4. **APPROVAL OF THE AGENDA**
5. **COMMISSION COMMENTS**
6. **PUBLIC HEARING**
7. **OLD BUSINESS**
8. **NEW BUSINESS**
  - a) Mixed Use High Density district language review
9. **REPORTS AND CORRESPONDENCE**
10. **ADJOURNMENT**

*Citizen Comments* - This section of the agenda allows up to 3 minutes to present information or raise issues regarding items not on the agenda. Upon arising to address the Commission, speakers should first identify themselves by clearly stating their name and address. Comments must be limited to the subject of the item.

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

City of Plymouth Strategic Plan 2017-2021

<b>GOAL I - QUALITY OF LIFE</b>
<p><b>OBJECTIVES</b></p> <ul style="list-style-type: none"> <li>Support the neighborhoods with high-quality customer service</li> <li>Engage in collaboration with private entities and surrounding municipalities to implement the Joint Recreation Master Plan</li> <li>Improve communication with the public across multiple platforms</li> <li>Maintain a high level of cleanliness throughout the City</li> <li>Support and host a diverse variety of events that foster community and placemaking</li> </ul>

**ONE-YEAR TASKS 2021**

- Restore sports and recreational programs that were halted by COVID-19 as soon as possible
- Review and evaluate the special event policy with safety considerations
- Address challenges with the Kellogg Park improvements with safety considerations
- Move Kellogg Park Fountain project forward
- Continue to re-engage service clubs to help enhance parks and public properties
- Increase followers by 2,000 on all our communications platforms
- Develop an internal and external communications plan
- Upgrade City Hall facilities to accommodate remote meetings and remote participation
- Continue investigating multi-modal transportation opportunities
- Revisit noise ordinance

<b>GOAL II - FINANCIAL STABILITY</b>
<p><b>OBJECTIVES</b></p> <ul style="list-style-type: none"> <li>Approve balanced budgets that maintain fiscal responsibility</li> <li>Advocate for increased revenue sharing with the State of Michigan</li> <li>Encourage and engage in partnerships, both public and private, to share costs of services and equipment</li> <li>Address the issue of legacy costs</li> <li>Seek out and implement efficient and effective inter-departmental collaboration</li> <li>Market our successes to attract new economic and investment opportunities</li> </ul>

**ONE-YEAR TASKS 2021**

- Identify mechanisms for funding sources for capital improvement projects
- Increase funding to the Public Improvement Fund
- Create a potential package for financing emergency structural repairs
- Develop a comprehensive asset management plan that includes a review of the equipment fleet
- Search out other possible revenue streams through continued association with the CWW and the MML
- Develop a financial plan for public safety
- Continue to make extra payments towards legacy costs
- Monitor outside influences on our revenue sources, including unfunded mandates, the 35<sup>th</sup> District Court and the PCCS
- Negotiate three labor contracts

<b>GOAL III - ECONOMIC VITALITY</b>
<p><b>OBJECTIVES</b></p> <ul style="list-style-type: none"> <li>Continue to support and improve active, vibrant downtown branding</li> <li>Support community and economic development projects and initiatives</li> <li>Support a mix of industrial, commercial and residential development</li> <li>Reference the Master Plan in economic decision-making</li> </ul>

**ONE-YEAR TASKS 2021**

- Complete Saxton's development
- Develop municipal parking lot at Saxton's site
- Support development of 23 parcels adjacent to the Starkweather School property
- Continue to administer the grant and the brownfield plan to support the Pulte project's completion
- Finish Redevelopment Ready Community (RRC) certification by the end of the 2021
- Develop an annual training calendar for the Planning Commission, the Historic District Commission, the Zoning Board of Appeals and the DDA, and identify a funding source
- Implement temporary plans to assist businesses in recovery efforts

<b>GOAL IV - SERVICE AND INFRASTRUCTURE</b>
<p><b>OBJECTIVES</b></p> <ul style="list-style-type: none"> <li>Support administration and staff by providing professional development opportunities, supplying resources, and maintaining a commitment to recruitment, retention, succession planning</li> <li>Support and deliver safe and responsive emergency services</li> <li>Maintain a sophisticated and responsive technology to communicate and manage data</li> <li>Continually record, maintain, update, and improve City infrastructure</li> </ul>

**ONE-YEAR TASKS 2021**

- Explore enhanced pedestrian safety opportunities into targeted intersections
- Research funding opportunities for ADA compliance at the PCC
- Implement 2021 infrastructure program
- Continue training for future career development and succession planning
- Conduct a traffic study to determine whether to make additional streets one way
- Update mapping resources including parcel data, completing 50% by the end of the year
- Update/replace current technology to ensure compliance with new regulations, rules, and operating systems
- Revisit paid parking

**2021 Planning Commission Goals**  
**Adopted January 13, 2021**

1. Focus on education by scheduling four educational, working sessions on the following dates: February 24, March 24, October 27, and November 17.
2. Draft a Form Based Code test case.
3. Approve a mixed use, high density zoning ordinance.
4. Review existing ordinances for amendments related to residential building heights and habitable space within accessory buildings.



# Plymouth Planning Commission

## Regular Meeting Minutes

### Wednesday, January 13, 2021 - 7:00 p.m.

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City of Plymouth  
201 S. Main  
Plymouth, Michigan 48170

[www.plymouthmi.gov](http://www.plymouthmi.gov)  
Phone 734-453-1234  
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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: Chair Sisolak, Vice Chair Kehoe, Shannon Adams, Tim Joy, Charles Myslinski, Adam Offerman, Hollie Saraswat

Excused: Commissioners Joe Hawthorne and Scott Silvers

Also present: City Commission Liaison Kelly O'Donnell, Community Development Director John Buzuvis, Assistant Community Development Director Greta Bolhuis and Planning Consultant Sally Elmiger

#### 2. CITIZENS COMMENTS

There were no citizen comments.

#### 3. APPROVAL OF THE MEETING MINUTES

Kehoe offered a motion, seconded by Joy, to approve the minutes of the December 9, 2020 meeting.

There was a roll call vote.

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

MOTION PASSED 7-0

#### 4. APPROVAL OF THE AGENDA

Joy offered a motion, seconded by Adams, to approve the agenda for Wednesday, January 13, 2021.

There was a roll call vote.

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

MOTION PASSED 7-0

#### 5. ELECTION OF OFFICERS

Adams nominated Sisolak for the position of chair. Myslinski nominated Kehoe for the chair position as well. Kehoe declined the nomination.

There was a roll call vote to elect Sisolak.

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

MOTION PASSED 7-0

Saraswat nominated Kehoe for the position of vice chair.

There was a roll call vote.

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

MOTION PASSED 7-0

## **6. COMMISSION COMMENTS**

Myslinski asked to revisit the goal matrix to allow for five rankings instead of three. Joy suggested a holistic approach to development with all departments, boards and commissions be developed. Kehoe added that she would like to see the Planning Commission more connected to the Redevelopment Ready Communities process. Offerman asked that the Planning Commission be added to an email distribution list for ribbon cuttings in the City. Sisolak said she attended the ZBA meeting last week and noted that they asked the Planning Commission to review habitable space in accessory buildings and the impact that would have on building standards and FAR.

## **7. PUBLIC HEARING**

There was no public hearing.

## **8. OLD BUSINESS**

### **a. 2021 Planning Commission Goals**

Offerman offered the following motion, which was seconded by Joy.

The Planning Commission sets the following goals for the 2021 calendar year:

1. Focus on education, scheduling four educational working sessions on the following dates: February 24, March 24, October 27, and November 17.
2. Draft a Forms Based Code test case
3. Approve a mixed use, high density zoning ordinance
4. Review existing ordinances for amendments related to residential building heights and habitable space within accessory buildings

There was a roll call vote.

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

MOTION PASSED 7-0

## **9. NEW BUSINESS**

### **a. 2020 Annual Report**

Bolhuis reviewed information in the report, which Commission members received prior to the meeting. Administration will add a review of the multi modal transportation policy and the approval of the parks and open space ordinance to the list of actions and then forward the report to the City Commission.

## **10. REPORTS AND CORRESPONDENCE**

Sisolak reminded members to send any changes to the contact list to Buzuvis. Buzuvis said work is progressing on the interior of the Jewell Blaich building and that the townhouse portion of the project is scheduled to begin in the spring. The fifth and sixth buildings in the Pulte project are in progress, and

several townhomes have been purchased. Elmiger said current regulations allow open meetings to be held remotely until March 31, then members of boards and commissions must meet in person. Hybrid meetings will still be acceptable after that date.

**11. ADJOURNMENT**

Joy offered a motion, seconded by Offerman to adjourn the meeting at 8:51 p.m.

There was a roll call vote.

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

MOTION PASSED 7-0

DRAFT

## **INFORMATION ONLY**

To: Planning Commission  
From: John Buzuvis, Community Development Director  
Greta Bolhuis, AICP, Asst. Community Development Director  
Date: January 28, 2021  
Re: Mixed Use High Density (MUHD) Ordinance Review

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### **BACKGROUND:**

The City of Plymouth adopted the Master Plan in September 2018. Since then, the Planning Commission has been working toward aligning current zoning with the future land use plan. The first accomplishment was the adoption and rezoning of the City-owned parks and playgrounds to the Parks and Open Space district.

The following document is the first draft of the proposed Mixed Use High Density (MUHD) district. This new district introduced in the Master Plan covers North Main, the core of Old Village (Liberty Street between N. Mill and Starkweather), and part of S. Mill between E. Union and W. Ann Arbor Trail as shown on the Future Land Use Map. To maximize resources and utilize existing in-house expertise, this draft was developed internally using existing staff time and resources. As such, a critical review by the Planning Commission is requested.

Please consider the following when reviewing this draft ordinance:

- What is encouraged in this district?
- Where does this lead to failure?
- What is missing from this ordinance?
- Are there properties that should not be considered for this designation?
- How does this impact properties that abut this district?
- Is this format easy to read and understand?

The draft compiles requirements from different sections across the zoning ordinance. The following existing ordinances were the starting point in the development of the draft:

- Schedule of Regulations: 78-190, 78-191
- B-2 Central Business Districts: 78-100 through 78-105
- Signage: 78-220 through 78-231
- Fences: 18-371 through 18-380
- Parking: 78-270 through 78-274
- Accessory buildings: 78-260

By including each of the relevant site plan regulations within the district, the requirements can be tailored to the district which embodies the principles of form based codes.

**RECOMMENDATION:**

Staff recommends that the Planning Commission carefully and critically review the MUHD district language considering the existing ordinances and questions listed above and come prepared with questions and concerns. The ensuing discussion will ensure a robust, usable ordinance is adopted that will spur appropriate redevelopment for years to come. Should you have any questions please contact us directly.



**ARTICLE XXXI (31). – MU-1 Mixed Use: High Density Districts**

Section 78-440. - Intent

The Mixed Use High Density land use designation includes a mixture of retail, service, office, recreation, and residential uses. It is desirable in these areas to locate commercial uses on the ground floor of a building, with upper level office and/or residential uses. Ideally, properties within this land use category are compatible with abutting uses. The mixed use designation has been applied to larger tracts of land that can accommodate various uses in a harmonious design, offering unique benefits to the residents/tenants, such as live-work or home-based-business opportunities, and pedestrian access to work or commercial businesses. The Mixed Use designation has also been applied to single lots that could accommodate a single, mixed-use building. Generally, buildings in Mixed Use High Density have uniform setbacks which are zero-lot line, and match with the character of the buildings in Downtown. Parking should be located at the rear of the building or integrated and hidden with any new construction. Generally, this land use designation should not exceed 3 stories, with some locations along major streets potentially appropriate at 4 stories.

Section 78-441. – Land Uses

N=Not Permitted, R=Restricted, and P=Permitted

<b>MIXED USE: HIGH DENSITY DISTRICT USE TABLE</b>		
<b>Use</b>	<b>Permission</b>	<b>Restriction</b>
<b>Residential</b>		
Single-family attached	N	
Duplex, triplex, quadplex	N	
Residential units	R	Only permitted when located on the second floor and above.
Care facilities	N	
Accessory dwelling units	P	
<b>Public/Quasi Public</b>		
Institutional	P	
Recreational facilities	P	
Civic open space	N	
Playground	N	
Churches	P	
Private or parochial schools	P	
Utility and public service buildings	P	
<b>Commercial</b>		
<i>Auto/Transportation</i>		
Auto or motorcycle sales	N	
Auto service	N	
Auto repair	N	
Gas service station	N	
Parking facilities except private lots	P	
<i>Food/Restaurants/Entertainment</i>		
Restaurant	P	
Bar/lounge	R	Only 10 seats are allowed at the bar.
Arcades	P	
Theaters	P	

<i>Office/Service</i>		
Hotel	R	Ingress and egress shall not conflict with adjacent business uses. Each unit shall be a minimum of 250 square feet in area.
Professional offices	P	
Showrooms for offices	P	
Medical or veterinary clinics	P	
Personal service establishments	P	
Business service establishments	P	
Banks or credit unions	P	
Business schools or private schools	P	
<i>Retail</i>		
Local retail	P	
Other retail	R	
<b>Industrial</b>		
Research and development	R	
Storage facilities	R	
Greenhouses	R	

## Section 78-443. – Lots and Yards

1. Lot size
  - a. No minimum lot size is required.
  - b. Lots must not exceed 150 feet in width.
2. Front yard
  - a. A minimum 0-foot front yard setback is required.
  - b. A maximum 12-foot front yard setback is required.
3. Side yard
  - a. No side yards are required along the interior side lot lines, except as otherwise specified in the building code.
  - b. No side yards are required on a corner lot.
  - c. If a side yard is directly abutting a residential district, a side yard setback of 5 feet is required.
  - d. If walls of structures facing interior lot lines contain windows or other openings, side yard of not less than ten feet shall be provided.
  - e. The setback shall be measured from the nearest side of the existing and/or proposed right-of-way lines, whichever is greater.
4. Rear yard
  - a. No rear yard setback is required.
  - b. One-half the width of active, public alleys at the rear of the lot may be considered in computing rear yard setbacks.
  - c. One off-street loading space shall be provided in the rear yard for each retail or restaurant establishment. The loading space shall be provided in addition to any required parking spaces. In those instances where properties abut an alley such alley may be substituted for off-street loading requirements in business districts.
5. Lot coverage
  - a. No minimum lot coverage is required.

## Section 78-444. – Site Development

1. Signage
  - a. Signage shall meet the requirements of Article XIX. Where Article XIX and this section conflict, this section shall prevail.
  - b. Projecting signs may encroach into the right-of-way
    - i. Vertical clearance must be a minimum of 8 feet in height.
  - c. Sidewalk signs are permitted during open hours of the tenant.
  - d. The following signs are prohibited:
    - i. Off-premise business signs.
    - ii. Ground signs.
  - e. Signs are limited to 25 square feet in area.
  - f. A maximum of 2 signs are permitted per tenant.
2. Building height
  - a. The maximum building height shall not exceed 40 feet or three stories.
  - b. A maximum building height of 50 feet or four stories may be approved by the planning commission.
3. Building siting and entrances
  - a. A minimum of 90% of the length of the front lot line shall be occupied by building.
  - b. At least one main entrance shall open directly onto or connect to the public sidewalk.
  - c. Primary building entrances shall be clearly defined. The building entrance shall be recessed or framed by a sheltering element like an awning, arcade, or portico.
  - d. Entrances to buildings shall match the grade of the public sidewalk.
4. Building façade regulations
  - a. A minimum of 70% of the first-floor façade shall be transparent.
  - b. A minimum of 40% of each floor on the second floor and above shall be transparent.
  - c. The planning commission shall evaluate the architecture based upon its compatibility and relationship to the adjacent buildings and uses.
  - d. Flat roofs shall be enclosed by parapets to conceal mechanical equipment. Mechanical equipment shall not exceed a height of ten feet above the roof surface. Mechanical equipment shall occupy less than 15% of the total roof area.
5. Fences
  - a. A maximum height of 6.5 feet is required for fences in a rear or interior lot side yard.
  - b. A maximum height of 2.5 feet is required for fences in a front yard.
  - c. On corner lots where a rear yard abuts a side yard a maximum fence height of 4.5 feet is required. A fence must be setback a minimum of 8 feet from the property line abutting the street.
  - d. On corner lots where a rear yard abuts a rear yard a maximum height of 6.5 feet is required.
  - e. A maximum height of 8 feet is required for fences in a rear yard that abut a railroad or street that has a speed limit of 40 miles per hour or greater.

## Section 78-445. – Off-street Parking and Loading

1. Adequate off-street parking shall be provided at the time of erection or enlargement of any main building or structure. The number of off-street parking spaces shall be provided prior to the issuance of a certificate of occupancy.
2. The required number of off-street parking spaces shall be based upon a parking rate according to the following schedule:

One residential unit	Two spaces for each dwelling unit
Two or three units	One and a half spaces for each dwelling unit
Four units or greater	One space for each dwelling unit
Retail	One space for each 500 square feet of gross floor area
Office/Service	One space for each 500 square feet of gross floor area
Medical office	One space for each 250 square feet of gross floor area
Restaurant	One space for each 250 square feet of gross floor area
Industrial	One space for each 500 square feet of gross floor area
Public/Quasi-Public	One space for each 500 square feet of gross floor area

- a. Off-street parking must be located at the rear of buildings.
  - b. Off-street parking and loading access is limited as follows:
    - i. Parking and loading access must be from an alley where available.
    - ii. Parking and loading access may be from a side lot line.
    - iii. Where parking and loading access is not available from side lot line or alley, access may be provided by the front lot line. Driveway width is limited to 20 feet.
  - c. The provided number of off-street parking spaces may be modified by the planning commission or city commission, based on evidence provided by the applicant that indicates that another standard would be more reasonable.
  - d. If the required number of off-street parking spaces cannot be provided on the subject property, then the applicant may agree to share parking with an adjacent property owner within 300 feet. A shared parking agreement shall be recorded with the city.
  - e. If the required number of off-street parking spaces cannot be provided on the subject property, then the applicant can pay in-lieu of parking at a rate set by the city commission.
  - f. Required off-street parking may be achieved on-street with planning commission approval.
3. Off-street parking lots shall be configured according to the following standards:
    - a. When parking lots abut a side property line a landscaped area of at least 5 feet is required.
    - b. When parking lots abut a front property line a landscaped area of at least 10 feet is required.
    - c. Parking lots greater than 5,000 square feet be configured according to the following standards:
      - i. One square foot of landscaped area for each 15 square feet of parking lot shall be provided within the interior of the parking lot.
      - ii. Each interior landscaped area shall be at least 6 feet wide in any direction and 150 square feet.
      - iii. Each interior landscaped area shall include at least one tree.
      - iv. The interior landscaped area shall be located in a manner that breaks up the expanse of parking lot.
    - d. Parking lot light fixtures shall not exceed 25 feet in height.
    - e. Parking lots shall be illuminated at an average minimum light intensity of 0.5 foot-candles.
    - f. Parking lot lighting shall be directed away from neighboring properties.
    - g. Parking lot lighting shall be downward facing. Parking lot lighting facing the interior of the property may be angled downward at an angle not more than 45-degrees.
    - h. Parking lots dimensions shall be based upon the following requirements: 78-272 (2).
  4. When landscaping is required it shall be completed according to the following standards:
    - a. One tree is required for every 30 linear feet or fraction thereof of parking lot.
    - b. Trees shall be planted in a manner that contributes to the city's tree canopy and meet Section 34-12 through 34-16.
    - c. Five shrubs are required for every 30 linear feet or fraction thereof.

Section 78-446. – Accessory structures

1. Setbacks

- a. A minimum 3-foot rear yard setback is required.
- b. A minimum 3-foot side yard setback is required.
- c. A minimum 10-foot distance from main buildings is required.
- d. A minimum 0-foot setback from dedicated easements is required.
- e. A minimum 1-foot setback from active, public alleys is required.
- f. On corner lots where a rear yard abuts a side yard a minimum side yard setback of 15 feet or 90% of the average existing front yard setbacks within 200 lateral feet, whichever is greater, is required.
- g. On corner lots where a rear yard abuts a rear yard a minimum side yard setback of 8 feet is required.

2. Height

- a. A maximum 15-foot height is required.
- b. A maximum one-and-one-half stories is required.
- c. When dormers occupy more than 50% of the total roof area, the roof height shall be measured by measuring the average height between the eaves and the ridge of the dormer(s).

3. Lot coverage

- a. No minimum rear yard lot coverage is required.

4. Use

- a. Accessory structures shall only be used as occupiable space.
- b. Only those structures that meet the requirements of 78-436(6) shall be allowed to be used as habitable space.

5. Other requirements

- a. Accessory structures shall not be placed in the front yard.
- b. Accessory structures may not be structurally attached to the main building unless the accessory structure meets all regulations applicable to the main building.
- c. Attached decks or balconies shall not exceed 32 square feet.

6. Accessory dwelling units (ADU)

- a. One accessory dwelling unit is permitted per parcel, subject to the following standards:
  - i. A minimum lot size of 5,000 square feet is required.
  - ii. The owner shall occupy either the ADU or the single-family dwelling on the property for a minimum combined total of 6 months in a calendar year.
  - iii. The ADU shall be designed so that the appearance of the accessory structure remains that of a detached garage or carriage house. Any new entrances shall be located on the side or rear of the building.
  - iv. The maximum size of the ADU shall be 600 square feet for lots between 5,000 and 7,200 square feet. The maximum size of the ADU shall be 800 square feet for lots greater than 7,200 square feet.
  - v. One off-street parking space is required.

Section 78-447 through 78-449 – Reserved