



City of Plymouth Planning Commission

Regular Meeting Agenda

Wednesday, March 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/87502456008?pwd=dUN5dUIyWE93TWtoUnhUNmkydXJ5QT09>

Webinar ID: 87502456008

Passcode: 256771

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 February 10, 2021 regular meeting minutes
4. **APPROVAL OF THE AGENDA**
5. **COMMISSION COMMENTS**
6. **PUBLIC HEARING**
7. **OLD BUSINESS**
 - a) Mixed Use High Density District Language Review
 - b) March 24th PC Education Session/Training Update/Discussion
8. **NEW BUSINESS**
 - None
9. **REPORTS AND CORRESPONDENCE**
 - a) Project Status Report Process
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.

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

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

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

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 35th District Court and the PCCS
- Negotiate three labor contracts

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

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 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

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

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

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, February 10, 2021 - 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

Hybrid In-Person and 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 Jennifer Kehoe, Commissioners Joe Hawthorne, Tim Joy, Chuck Myslinski, Adam Offerman, Hollie Saraswat and Scott Silvers

Excused: Commissioner Shannon Adams

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

Joy offered a motion, seconded by Adams, to approve the minutes of the January 13, 2021 meeting.

There was a roll call vote.

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

MOTION PASSED 8-0

4. APPROVAL OF THE AGENDA

Joy offered a motion, seconded by Hawthorne, to approve the agenda for Wednesday, February 10, 2021.

Sisolak requested a friendly amendment to add a discussion regarding the February 24 training session under old business

There was a roll call vote.

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

MOTION PASSED 8-0

5. COMMISSION COMMENTS

Kehoe expressed concern that the parking lot for Barrio had not been restriped as their site plan required. She requested more background on this project from the administration. Offerman said he appreciated being invited to a recent ribbon cutting event.

Sisolak said the ordinance for parks and open space is still not on the City's website. She would like the group to be informed about the progress of all action items.

6. PUBLIC HEARING

There was no public hearing.

7. OLD BUSINESS

a. Planning Commission Training on February 24, 2021

There was a discussion about different topics that could be addressed at the four trainings scheduled for 2021. It was agreed that for the February training they would ask City Building Inspector Brent Strong to explain the City's background and parameters of habitable space versus occupiable space in an accessory building.

9. NEW BUSINESS

a. Mixed Use High Density District language review

Bolhuis provided a draft of a zoning ordinance for a Mixed Use High Density District. The group discussed a number of revisions. Bolhuis was asked to bring ideas for incentives, restrictions, setbacks and a statement about maximum density to the next meeting.

10. REPORTS AND CORRESPONDENCE

There were no reports or correspondence.

11. ADJOURNMENT

Silvers offered a motion, seconded by Offerman to adjourn the meeting at 8:56 p.m.

There was a roll call vote.

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

MOTION PASSED 8-0

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

1. Any building shall include complementary uses within a single building, when possible.
2. This district shall have a development pattern where complementary uses of land are located within walking distance.
3. The following table indicates the permission of each general land use and any additional restrictions to be established (N=Not Permitted, R=Restricted, and P=Permitted):

MIXED USE: HIGH DENSITY DISTRICT USE TABLE		
Use	Permission	Restriction
Residential		
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	N	
Public/Quasi Public		
Institutional	P	
Recreational facilities	R	Facilities must be less than 10,000 square feet.
Civic open space	N	
Playground	N	
Churches	R	Churches must be less than 10,000 square feet.
Private or parochial schools	R	Schools must be less than 10,000 square feet.
Utility and public service buildings	R	Public restrooms are permitted.
Commercial		
<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	P	
Industrial		
Research and development	R	
Storage facilities	N	
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, if one or more of the following criteria are met:
 - i. Two or more uses are presented within a single building. One use must be residential.
 - ii. A public sidewalk of at least 15 feet wide is provided. Public sidewalk may be accommodated partly on private property.

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.
- e. The public sidewalk must be 8-feet wide. The public sidewalk may be accommodated partly on private property, if necessary.

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.

6. Density

- a. The maximum density shall be 20 units per 1 acre.
- b. No more than ten percent of the units on any given parcel may be of an efficiency apartment type.
- c. A density bonus allowing up to 27 units per 1 acre may be approved by the planning commission, if one or more of the following criteria are met:
 - i. Significant pedestrian amenities which may include streetscaping, street furniture, pedestrian oriented lighting, bike amenities, usable public space, etc.
 - ii. At least 10% of the residential units are rented at an affordable housing unit rate and that affordable rate is maintained through the duration of the existence of the unit. Affordable housing shall be determined by a rate that could be afforded by a household that makes 80% or less than the median household income for the City of Plymouth.
 - iii. At least 20% of the residential units are rented to households that are aged 60 year or older and the 60+ age of the household is maintained through the duration of the existence of the unit.
 - iv. Three or more uses are included within a single building. One of the uses must be residential.
 - v. Additional public realm or public common space which may include landscaping is provided.
 - vi. A public sidewalk of at least 15 feet wide is provided. Public sidewalk may be accommodated partly on private property.

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 yar 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.
- 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.

Section 78-447 through 78-449 – Reserved