



City of Plymouth Planning Commission

Regular Meeting Agenda

Wednesday, July 14, 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

Click Here to Enter the Webinar: <https://us02web.zoom.us/j/86427529170>

Webinar ID: 864 2752 9170

Passcode: 331036

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 June 9, 2021, regular meeting minutes
4. **APPROVAL OF THE AGENDA**
5. **COMMISSION COMMENTS**
6. **OLD BUSINESS**
 - a) Mixed-Use High Density Ordinance Discussion/Comments
7. **NEW BUSINESS**
 - a) Michigan Association of Planning Training Video Discussion: Roles and Responsibilities & Making Motions
 - b) Michigan Association of Planning Training Video Discussion: Planned Unit Development
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 x 234 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

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, June 9, 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

Online Zoom Webinar

1. CALL TO ORDER

Chair Karen Sisolak called the meeting to order at 7:01 p.m.

Present: Chair Sisolak, Vice Chair Jennifer Kehoe, Commissioners Shannon Adams, Tim Joy (arrived at 7:18), Adam Offerman, Hollie Saraswat and Scott Silvers

Excused: Commissioner Joe Hawthorne

Also present: City Commission Liaisons Kelly O'Donnell and Nick Moroz, Community Development Director John Buzuvis and Planning Consultant Sally Elmiger.

2. CITIZENS COMMENTS

There were no citizen comments.

3. APPROVAL OF THE MEETING MINUTES

Silvers offered a motion, seconded by Adams, to approve the May 12, 2021 regular meeting minutes.

There was a roll call vote.

Yes: Adams, Offerman, Saraswat, Silvers, Sisolak

Abstain: Kehoe

MOTION PASSED 5-0

4. APPROVAL OF THE AGENDA

Kehoe offered a motion, seconded by Adams, to amend the agenda for Wednesday, May 12, 2021, to place "new business" before "old business".

There was a roll call vote.

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

MOTION PASSED 6-0

5. COMMISSION COMMENTS

Sisolak advised Commission members to watch the Michigan Association of Planners videos on Roles and Responsibilities, How to Make a Good Motion and Planned Unit Developments before the City's subscription expires on August 1. The first two will be discussed at the October 27 training, and the third will be discussed at the November 17 training. She also recommended attending the virtual academy on Redevelopment Ready Communities.

Kehoe thanked Buzuvis for providing a project status report.

Buzuvis said it is anticipated that future meetings would be hybrid virtual and in-person.

6. PUBLIC HEARING

There was no public hearing.

7. NEW BUSINESS

a. SP 21-03: 690 Junction, site plan review for new building

Elmiger provided an overview of the project. Commission members asked Consumer's Energy representative Doug Scott questions and discussed concerns, including lighting, noise and the placement of the building and heater on the lot. Public utility requirements were discussed and questions were asked on possible other site configurations to relocate the required heater for the gas line. Due to the location of existing infrastructure (underground gas mains) reconfiguration of the site was not an option.

Silvers offered a motion, seconded by Adams, to approve the site review with all existing information in the planner's report.

Finding of Fact

The unique nature of the site warrants the allowances from the ordinance.

Friendly Amendment

Sisolak requested the following friendly amendments, which Silvers and Adams accepted.

Findings of Fact

The Zoning Board of Appeals has approved the variances.

The proposed fence meets the screening requirements of the ordinance.

The lot is paved and has existed that way. Gas lines may prevent any vegetation from being planted.

Lighting will be handled administratively.

There was a roll call vote.

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

No: Joy

MOTION PASSED 6-1

8. OLD BUSINESS

a. Mixed-Use High-Density Ordinance Discussion

Silvers provided information about overlay districts as they relate to mixed-use high-density zoning. Commission members discussed the need to define a specific area that would be appropriate for this type of zoning before moving forward. Silvers said he had been in contact with an urban planning consultant who would be interested in conducting an analysis of the City's current zoning. He plans to send information about the consultant and their correspondence to the City Commission. The Commission briefly discussed availability of funding from the Michigan Economic Development Corporation through the Redevelopment Ready Communities program that may be available to assist communities financially with a zoning review/consultation to provide a roadmap of next steps.

9. REPORTS AND CORRESPONDENCE

Silvers reported on the June Zoning Board of Appeals meeting.

10. ADJOURNMENT

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

There was a roll call vote.

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

MOTION PASSED 7-0

DRAFT

SAMPLE MOTION LANGUAGE – SITE PLANS

Item # 7a

For each motion, the following should be included:

- A. A statement of what is being approved (i.e. special use permit, site plan, etc.)
- B. The location of the property involved (parcel number is best)
- C. What exhibits were submitted and revision date, if applicable (list each one, describe each, number or letter each and refer to the letter or number in the minutes)
- D. What evidence was considered (summary of discussion by members at the meeting)
- E. The finding of fact (identify the applicable ordinances, identify facts of the application, articulate a decision that links the applicable ordinance with the supporting facts or absence of facts)
- F. Reasons for the decision made (If the decision is to deny, then each reason should refer to a section of an ordinance which would be violated, or with which not complied)
- G. The decision
- H. A list of all required improvement if any
- I. List of all changes to the map/drawing/site plan that was submitted

1. Motion to Approve Application without Changes

I move that the Commission approve application number ___ located at ___ for site plan approval. ___ number of pages were submitted for review. The Findings of Fact are as follows: (list facts of finding).

Vote “Yes” to approve application. Vote “No” to deny application.

2. Motion to Approve Application with Changes and/or Conditions

I move that the Commission approve application number ___ located at ___ for site plan approval. ___ number of pages were submitted for review. The approval is provided that the following conditions are met: (list conditions). The approval is provided that the map/drawing/site plan is changed to show: (list changes). The Findings of Fact are as follows: (list facts of finding).

Vote “Yes” to approve application with conditions. Vote “No” to deny application with conditions.

3. Motion to Postpone Application

I move that the Commission Postpone Review of application number ___ until the next regular meeting scheduled for _____. ___ number of pages were submitted for review. The Findings of Fact are as follows: (list facts of finding requiring postponement). The following information shall be provided: (list missing/deficient information).

Vote “Yes” to approve postponing the review. Vote “No” to deny postponing the review.

4. Motion to Deny Application

I move that the Commission approve application number ___ located at ___ for site plan approval. ___ number of pages were submitted for review. The Findings of Fact are as follows: (list facts of finding that do not support approval).

Note: Voting “No” to positively framed motion is the easiest way to deny an application’s request for site plan approval. FYI: Making a motion for approval and then voting “No” to deny is the same as making a motion to deny an application and then voting “Yes”.

Vote “No” to deny the application. Vote “Yes” to approve the application.

EXAMPLE

201 S. Main Street is proposing a second story addition for an existing office building. The submitted drawings show a survey of the property including all existing setbacks, a site plan including existing parking lot layout and landscape areas, a rendering of existing elevations, a scaled rendering of the proposed elevations, and the proposed floor plan of the addition.

Example Motion (Approval):

I move that the Commission approve application number SP21-01 located at 201 S. Main (parcel number 006 01 0262 301) for site plan approval. Five pages were submitted for review labeled A-1 through A-5. The Findings of Fact are as follows: the project as proposed meets the ordinance requirements outlined in the schedule of regulations section 78-190 and 191, landscaping section 78-203, and parking section 78-271.

Example Motion (Approval with Changes and Conditions):

I move that the Commission approve application number SP21-01 located at 201 S. Main (parcel number 006 01 0262 301) for site plan approval. Five pages were submitted for review labeled A-1 through A-5. The approval is conditioned that parking lot lighting information be provided and shall be reviewed administratively for compliance with the ordinance. The approval is provided that the site plan is changed to show the location and enclosure of the dumpster and the loading zone. The Findings of Fact are as follows: the project as proposed meets the ordinance requirements outlined in the schedule of regulations section 78-190 and 191, landscaping section 78-203, and parking section 78-271.

Example Motion (Postponement):

I move that the Commission postpone application number SP21-01 located at 201 S. Main (parcel number 006 01 0262 301) until the next regular meeting scheduled for August 2021. Five pages were submitted for review labeled A-1 through A-5. The Findings of Fact are as follows: the site plan documents as presented did not include sufficient information showing that the ordinance requirements outlined in the schedule of regulations section 78-190 and 191, landscaping section 78-203, and parking section 78-271 are met. The following information shall be provided: parking lot lighting, loading zone, and dumpster enclosure and location.

Example Motion (Denial):

I move that the Commission approve application number SP21-01 located at 201 S. Main (parcel number 006 01 0262 301) for site plan approval. Five pages were submitted for review labeled A-1 through A-5. The Findings of Fact are as follows: the project as proposed does not meet the ordinance requirements outlined in the schedule of regulations section 78-190 and 191, landscaping section 78-203, and parking section 78-271.

SAMPLE MOTION LANGUAGE – SPECIAL LAND USE + SITE PLAN APPROVAL

1. Motion to Approve Application without Changes

I move that the Commission approve application number ___ located at ___ for special land use and site plan approval. ___ number of pages were submitted for review. The Findings of Fact are as follows: (list facts of finding).

Vote “Yes” to approve application. Vote “No” to deny application.

2. Motion to Approve Application with Changes and/or Conditions

I move that the Commission approve application number ___ located at ___ for special land use and site plan approval. ___ number of pages were submitted for review. The approval is provided that the following conditions are met: (list conditions). The approval is provided that the map/drawing/site plan is changed to show: (list changes). The Findings of Fact are as follows: (list facts of finding).

Vote “Yes” to approve application with conditions. Vote “No” to deny application with conditions.

3. Motion to Postpone Application

I move that the Commission postpone review of application number ___ until the next regular meeting scheduled for ____. ___ number of pages were submitted for review. The Findings of Fact are as follows: (list facts of finding requiring postponement). The following information shall be provided: (list missing/deficient information).

Vote “Yes” to approve postponing the review. Vote “No” to deny postponing the review.

4. Motion to Deny Application

I move that the Commission approve application number ___ located at ___ for special land use and site plan approval. ___ number of pages were submitted for review. The Findings of Fact are as follows: (list facts of finding that do not support approval).

Note: Voting “No” to positively framed motion is the easiest way to deny an application’s request for special land use approval. FYI: Making a motion for approval and then voting “No” to deny is the same as making a motion to deny an application and then voting “Yes”.

Vote “No” to deny the application. Vote “Yes” to approve the application.

EXAMPLE

550 Forest is proposing serving alcohol at the existing restaurant. The submitted drawings show a survey of the property including all existing setbacks, a site plan including existing parking lot layout and landscape areas, a rendering of existing elevations, the proposed floor plan of the building, and a narrative outlining the proposed business operations.

Example Motion (Approval):

I move that the Commission approve application number SP21-01 located at 550 Forest (parcel number 009 06 0296 003) for special land use and site plan approval. Five pages were submitted for review labeled A-1 through A-4 and one page titled Business Operations. The Findings of Fact are as follows: the proposed special land use meets section 78-281 (c) numbers 1 through 7 and meets the special land use conditions in section 78-102 (2).

Example Motion (Approval with Changes and Conditions):

I move that the Commission approve application number SP21-01 located at 550 Forest (parcel number 009 06 0296 003) for special land use and site plan approval. Five pages were submitted for review labeled A-1 through A-4 and one page titled Business Operations. The approval is conditioned to an alcohol serving establishment that is 2,000 square feet, as show on page A-2 on the site plan. The approval is provided that the site plan is changed to show the location of the loading zone and the air conditioning unit. The Findings of Fact are as follows: the proposed special land use meets section 78-281 (c) numbers 1 through 7, the project as proposed meets the ordinance requirements outlined in the schedule of regulations section 78-190 and 191, landscaping section 78-203, and parking section 78-271, and meets the special land use conditions in section 78-102 (2).

Example Motion (Postponement):

I move that the Commission postpone application number SP21-01 located at 550 Forest (parcel number 009 06 0296 003) until the next regular meeting scheduled for August 2021. Five pages were submitted for review labeled A-1 through A-4 and one page titled Business Operations. The Findings of Fact are as follows: the site plan documents as presented did not include sufficient information showing that the ordinance requirements outlined in the schedule of regulations section 78-190 and 191, landscaping section 78-203, and parking section 78-271 are met. The following information shall be provided: loading zone details and air conditioning unit location.

Example Motion (Denial):

I move that the Commission approve application number SP21-01 located at 550 Forest (parcel number 009 06 0296 003) for special land use and site plan approval. Five pages were submitted for review labeled A-1 through A-4 and one page titled Business Operations. The Findings of Fact are as follows: the proposed special land use does not meet section 78-281 (c) numbers 1 through 7, the project as proposed does not meet the ordinance requirements outlined in the schedule of regulations section 78-190 and 191, landscaping section 78-203, and parking section 78-271 and does not meets the special land use conditions in section 78-102 (2).