



City of Plymouth Planning Commission

Regular Meeting Agenda

Wednesday, September 8, 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

Please click the link below to join the webinar: <https://us02web.zoom.us/j/86899653839>
Webinar ID: 868 9965 3839
Passcode: 506301

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 August 11, 2021, regular meeting minutes
4. **APPROVAL OF THE AGENDA**
5. **COMMISSION COMMENTS**
6. **OLD BUSINESS**
 - b) Planning Commission Bylaws
 - c) Text amendment to RM-1 and RM-2
7. **NEW BUSINESS**
 - a) Discussion only & feedback of 844 Penniman, Post Bistro, for additional service space.
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, August 11, 2021 - 7:00 p.m.

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Online Zoom Webinar

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 Hollie Saraswat, Shannon Adams, Adam Offerman, Joe Hawthorne, Tim Joy

Excused: Commissioner Scott Silvers

Also present: Assistant Community Development Director Greta Bolhuis and Planning Consultant Sally Elmiger.

2. CITIZENS COMMENTS

There were no citizen comments.

3. APPROVAL OF THE MINUTES

Joy offered a motion, seconded by Kehoe, to amend the July 14, 2021 regular meeting minutes as presented.

There was a roll call vote.

Yes: Hawthorne, Joy, Kehoe, Saraswat, Sisolak

Abstain: Adams, Offerman

MOTION PASSED 5-0

4. APPROVAL OF THE AGENDA

Kehoe offered a motion, seconded by Joy, to approve the agenda.

There was a roll call vote.

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

MOTION PASSED 7-0

5. COMMISSION COMMENTS

Offerman explained he had to resign from the Planning Commission and that tonight was his final meeting. Sisolak wished Offerman well and thanked him for his service to the Board.

Hawthorne commended Keep Plymouth Leafy and the significant planting efforts of the city.

Saraswat explained her subdivision has many dying Honey Locust trees and wanted to be part of a proactive solution for the area.

Liaison O'Donnell explained the city is building up the tree fund through the administration of the tree ordinance and that Keep Plymouth Leafy is still looking for homes for free trees.

6. OLD BUSINESS

a. Options for training sessions

The Board discussed six potential training options and determined that they wanted to review the PUD ordinance for clarification and consistency with the Master Plan. They confirmed the October 27 date and decided to forgo the November 17 training date.

7. NEW BUSINESS

a. Planning Commission Bylaws

Bolhuis presented the changes and explained the bylaws had been reviewed by the City Attorney.

The Board discussed the following changes: "Members should have experience, training, and/or interest in land use planning and zoning.", four hours of training shall be required per term of office, affirmative two-thirds vote shall be required for adoption of the master plan, packets may be delivered electronically, and the annual report should be reviewed at a joint meeting with the City Commission.

Offerman left the meeting at 8:00 p.m.

b. Text amendments to RM-1 and RM-2

Bolhuis presented the changes and explained the RRC certification requires the proposed housing types to be explicitly permitted in the zoning district.

The Board discussed adding definitions for the new housing types.

Bolhuis explained a public hearing will be set for the September meeting.

8. REPORTS AND CORRESPONDENCE

Sisolak and Bolhuis gave a brief overview of the city's meeting with the RRC Planner which included discussion about technical assistance and final steps before achieving Essential status.

Bolhuis explained the city aims to receive Essential status by the end of the year.

9. ADJOURNMENT

Joy offered a motion, seconded by Adams, to adjourn the meeting at 8:28 p.m.

There was a roll call vote.

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

MOTION PASSED 6-0

CITY OF PLYMOUTH PLANNING COMMISSION BYLAWS

Adopted ~~XXX~~ September 8, 2021

1. Name and Purpose

- A. The name of this Commission shall be the City of Plymouth Planning Commission.
- B. These Bylaws are adopted by the Commission to facilitate the performance of its duties as outlined in Public Act 33 of 2008, as amended, known as the Michigan Planning Enabling Act.
- C. These Bylaws are also adopted to facilitate the duties of the Commission for administration of the zoning ordinance as outlined in Public Act 110 of 2006, as amended, known as the Michigan Zoning Enabling Act.

2. Membership

- A. Members. Members of the Commission are appointed by the City Commission pursuant to the City of Plymouth's Planning Commission Ordinance, Chapter 18 Article II of 1982, as amended.
 1. Each member shall represent and advocate for what is best for the City of Plymouth as a whole, putting aside personal or special interests.
 2. Membership shall be representative of important segments and geography of the City of Plymouth to the extent practicable.
 - i. The Commission shall consist of nine (9) members.
 - ii. Members shall be city residents.
 - iii. One member shall be a member of the Zoning Board of Appeals.
 - iv. Members should ~~have be qualified by~~ experience, ~~and/or~~ training, ~~and/or interest~~ in matters related to land use planning and zoning. Important segments to consider include environmental ~~interests~~, educational ~~interests~~, forestry ~~interests~~, governmental and municipal ~~interests~~, recreation and tourism ~~interests~~, industrial and economic ~~interests~~, transportation and communication ~~interests~~, sanitation ~~interests~~, environmental health ~~interests~~, housing ~~interests~~, and human services ~~interests~~.
 - v. Liaisons. The purpose of liaisons is to provide City of Plymouth officials and administration the ability to participate in discussions with the Commission, in addition to speaking in public comment, and nothing else. Liaisons cannot vote, introduce motions, initiate any other parliamentary action, be counted for a quorum, or be expected to comply with attendance requirements. Liaisons are:
 1. Community Development Department staff and their agents and consultants.
 2. City of Plymouth Attorney.
 3. City of Plymouth Department of Municipal Services.
 4. City of Plymouth City Manager.
 5. Mayor of the City Commission, or other appointed Commissioner.
 6. The county Soil Erosion and Sedimentation Control Officer.
 7. The County Register of Deeds.
 8. Regional planning staff.
- B. Attendance. A member absent from three (3) consecutive regularly scheduled meetings shall be reported to the City Commission for delinquency. Delinquency shall be grounds for the City Commission to remove member for nonfeasance or misconduct, after holding a public hearing on the matter. The ex-officio Secretary shall keep attendance records and report delinquent members to the City Commission for further consideration.

- C. Training. Each member shall have attended at least four hours ~~per year~~ of training in planning and zoning during the member's current term of office. Training shall be provided by one or more of the following organizations: Michigan Association of Planning, American Planning Association, Michigan State Extension, Michigan Municipal League, or continuing education programs at a recognized Michigan university.
- D. Conflict of Interest. A member is disqualified from participating in a matter when a conflict of interest as defined in the Planning Commission Ordinance Section 18-26 (d) and in the Ethics Ordinance Section 2-3 is present.

3. Duties of all Members

- A. Code of Conduct. Each member upon appointment, shall sign a code of conduct.

4. Officers

- A. Selection. At the first regular meeting of each year, the Commission shall select a Chairperson and Vice-Chairperson from its membership. All officers are eligible for re-election. Nominations shall be made from the floor as open nominations. A voice vote election shall take place to elect officers. In the event the office of the Chair becomes vacant, the Vice-Chair shall succeed to this office for the unexpired term and the Commission shall select a successor to the office of Vice-Chair for the unexpired term. The Community Development Director or his or her designee shall be the ex-officio Secretary.
- B. Tenure. The Chair and Vice-Chair shall take office immediately following their election and shall hold office for a term of one year or until their successors are selected and assume office.
- C. Chair's Duties. The Chair retains his or her ability to discuss and vote on issues before the Commission. The Chair shall:
 - 1. Preside at all meetings.
 - 2. Rule out of order any irrelevant remarks; remarks which are personal; remarks about another's race, religion, sex, physical condition, ethnic background, beliefs, or similar topics; profanities; or other remarks which are not about the topic before the Commission.
 - 3. Restate all motions as pursuant to Section 5.E of these Bylaws.
 - 4. Appoint sub-committees.
 - 5. May call special meetings pursuant to Section 5.B of these Bylaws.
 - 6. Act as an ex-officio member of all sub-committees of the Commission.
 - 7. Review items on the agenda with staff prior to a Commission meeting if he or she so chooses.
 - 8. Periodically meet with the Community Development Director and/or planning staff to review department operation, procedures, and to monitor progress on various projects.
 - 9. Represent the Commission, along with the City Commission Liaison, in front of the City Commission.
 - 10. Perform such other duties as may be ordered by the Commission.
- D. Vice-Chair's Duties. The Vice-Chair shall:
 - 1. Act in the capacity of the Chair in the Chair's absence.
 - 2. Perform such other duties as may be ordered by the Commission.
- E. Secretary's Duties. The Secretary shall:
 - 1. At each meeting of the Commission take notes for minutes.
 - 2. Execute documents in the name of the Commission.
 - 3. Be responsible for the minutes of each meeting.
 - 4. Review the draft of the minutes and submit them for approval to the Commission. Copies of minutes shall be distributed to each member of the Commission prior to the next meeting of the Commission.
 - 5. Receive all communication, petitions, and reports to be addressed by the Commission.

6. Keep attendance records pursuant to Section 2.C of these Bylaws.
7. Provide notice to the public and members of the Commission for all regular and special meetings, pursuant to the Open Meetings Act, Public Act 267 of 1976, as amended.
8. Prepare an agenda for Commission meetings pursuant to Section 5.K of these Bylaws.
9. Perform such other duties as may be ordered by the Commission.

5. Meetings

- A. Regular Meetings. Meetings of the Commission will be held the second Wednesday of every month at 7:00 PM at City Hall located at 201 S. Main Plymouth, MI 48170. When the regular meeting date falls on a legal holiday, the Commission shall select a suitable alternate day in the same month. An annual notice of regularly scheduled meetings shall comply with Public Act 267 of 1967, as amended.
- B. Special Meetings. Special meetings shall be called in the following manner:
 1. By the Chair.
 2. By any two members of the Commission.
 3. By the Chair at the request of a non-member of the Commission, upon payment of the special meeting fee.
 4. Notices shall be given to each Commissioner at least forty-eight (48) hours prior to such meeting and shall state the purpose, time, day, month, date, year, and location of the meeting. Notices shall comply with the Open Meetings Act.
- C. Recess. The Chair, or the Commission after the meeting has been in session for three hours shall suspend the Commission's business and evaluate the remaining items on its agenda. The Commission shall then decide to finish that meeting's agenda, may act to continue the meeting on another day, or complete some agenda items and postpone certain agenda items to the next regular meeting.
- D. Quorum. More than half the total number of seats for members of the Commission, regardless if vacancies exist or not, shall constitute a quorum for the transaction of business. Whenever a quorum is not present at a regular or special meeting, those present shall adjourn the meeting to another day.
- E. Motions.
 1. Motions shall be restated by the Chair before a vote is taken.
 2. Findings of Fact. All actions taken shall include each of the following parts:
 - i. A finding of fact, listing what the Commission determines to be relevant facts in the case to eliminate misleading statements, hearsay, irrelevant, and untrue statements.
 - ii. Conclusions to list reasons based on the facts for the Commission's action, often directly related, or not, to a finding of compliance, or noncompliance, to standards.
 - iii. The Commission's action: recommendation, approval, approval with conditions, or denial.
- F. Voting. Voting shall be by voice and shall be recorded as passing or failing. Roll call votes will be recorded only upon request by a member of the Commission and shall be "yes" or "no". Members must be present to cast a vote. Voting by proxy shall not occur. The affirmative vote of a majority of those present or the majority of a quorum, whichever is greater, shall be necessary for the adoption of motions. The affirmative vote of two-thirds the total number of seats for members of the Commission, regardless if vacancies or absences exist or not, shall be necessary for the adoption, or recommendation for adoption, of any master plan or amendment to a master plan.
- G. Commission Action. Action by the Commission on any matter which requires a public hearing shall not be taken until the hearing has been concluded.
- H. Parliamentary Procedure. Parliamentary procedure in Commission meetings shall be informal. However, if required to keep order, Commission meetings shall then be governed by Robert's Rules of Order Newly Revised (12th Edition) for issues not specifically covered by these Bylaws. Where these Bylaws conflict, or are different from Robert's Rules, then these Bylaws prevail.

- I. Public Participation. All regular and special meetings, hearing, records, and accounts shall be open to the public.
 1. All public comment that is pertinent to the Commission, but unrelated to a specific item on the agenda may be presented during “Citizen Comments”.
 2. The public will be given the opportunity to speak on each case after the applicant, owner, or agent has presented his or her case to the Commission. If an agenda item or case does not have an applicant presentation, then public comment will occur after introduction by the Chair or presentation by staff or consultant.
 3. The Chair may limit the amount of allowed for each person wishing to make public comment at a Commission meeting. The Chair may ask members of the audience to caucus with others sharing similar positions so they may select a single spokesperson. If a single spokesperson is selected, that individual shall be able to make public comments at the Commission meeting with an extended time limit.
- J. Order of Business. The Secretary shall prepare an agenda for each meeting and the order of business shall be as follows:
 1. Call to Order, roll call, and Pledge of Allegiance
 2. Citizen Comments (public hearings)
 3. Approval of the Minutes
 4. Approval of the Agenda
 5. Commissioner Comments
 6. Old Business (unfinished business)
 7. New Business
 8. Reports and Correspondence
 9. Adjournment
- K. Delivery of Agenda. The agenda and accompanying materials shall be hand delivered and/or electronically delivered to Commission members so that members shall receive the packet of information on Friday of the weekend prior to the regular meeting date.
- L. Placement of Items on the Agenda.
 1. The Community Development Department shall be the office of record for the Commission.
 2. The Community Development Department may receive items on behalf of the Commission between the time of adjournment of the previous Commission meeting and eight business days prior to the next regularly scheduled Commission meeting.
 3. Items received by the Community Development Department between seven business days prior to the next regularly scheduled Commission meeting and the regularly scheduled Commission meeting shall be placed on the following month’s agenda.
 4. The deadline to add items to the Commission’s meeting agenda shall be seven business days prior to the next regularly scheduled Commission meeting.

6. Record

- A. Minutes and Record. The Secretary shall keep a record of Commission meetings, which shall at a minimum include the following:
 1. Copy of the meeting posting pursuant to Public Act 267 of 1976
 2. Copy of the minutes, and all its attachments which shall include a summary of the meeting, in chronological sequence of occurrence:
 - i. Time and place the meeting was called to order
 - ii. Attendance
 - iii. Indication of others present

- iv. Summary or text of points of all reports given at the meeting, and who gave the report and in what capacity. Alternatively, a copy of the report may be attached, if offered in writing.
- v. Summary of all points made in public participation or at a public hearing by the applicant, officials, and guests and an indication of who made the comments. Alternatively, a copy of the report may be attached, if offered in writing.
- vi. Full text of all motions introduced, whether seconded or not, who made the motion and who seconded the motion. For each motion, the following should be included:
 - 1. A statement of what is being approved (i.e. special use permit, site plan, etc.)
 - 2. The location of the property involved (parcel number is best)
 - 3. What exhibits were submitted (list each one, describe each, number or letter each and refer to the letter or number in the minutes)
 - 4. What evidence was considered (summary of discussion by members at the meeting)
 - 5. The finding of fact
 - 6. 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)
 - 7. The decision
 - 8. A list of all required improvement if any
 - 9. List of all changes to the map/drawing/site plan that was submitted
- vii. The type of vote and its outcome. If a roll call vote, indicate who voted yes, no, abstained, or a statement the vote was unanimous. If not a roll call vote, then simply a statement: "Motion passed/failed number of votes in majority to number of votes in minority".
- viii. When a voting member enters or leaves a meeting.
- ix. When a voting member or staff member has a conflict of interest and when the voting member ceases and resumes participation in discussion, voting, and deliberations at a meeting.
- x. The attendance and ruling if a quorum exist or not.
- xi. The start and end of each recess.
- xii. Summary of announcements.
- xiii. Summary of informal actions or agreement on consensus.
- xiv. Time of adjournment.

3. Records of any action, support documents, maps, site plans, photographs, correspondence received, attached as an appendix to the minutes.

B. Retention. Commission records shall be preserved and kept on file according to the following schedule, as adopted by the State of Michigan:

- 1. Minutes, oaths of officials, zoning ordinances, master plans, other records of decisions, Commission or department publications, correspondence: Permanent.
- 2. Bills and/or invoices, receipts, purchase orders: 7 years.

7. Sub-Committees

A. Ad Hoc Sub-Committees. The Commission or Chair may establish and appoint ad hoc sub-committees for special purposes or issues, as deemed necessary. Less than a quorum may serve on an ad hoc sub-committee at any time.

- B. Citizen Sub-Committees. The Commission, the Chair, or the Community Development Director or his/her designee may establish and appoint citizen committees with the consent of the Commission. Membership may be any number as long as less than a quorum of the Commission serves on a citizen sub-committee at any time. The purpose of a citizen sub-committee is to have more citizen and administrative involvement, to better represent various interest groups in the city of Plymouth, and to be able to utilize individuals who are knowledgeable in the particular issue before the Commission.
- C. Rules of Procedure. Sub-Committees shall follow the meeting rules and recordkeeping procedures outlined in Sections 5 and 6, when applicable.

8. Zoning Responsibilities

- A. All powers of the zoning commission have been transferred to this Commission, pursuant to MCL 125.3301 of the Zoning Act.
- B. Zoning Adoption or Amendment. The commission shall review and act on all proposed zoning ordinances or zoning amendments pursuant to the Zoning Act. At least one public hearing shall be held on each proposed zoning ordinance or amendment, with notices given as specified in the zoning ordinance and Zoning Act. After the hearing, action shall be in the form of a recommendation to the legislative body. At a minimum, the recommendation shall include:
 - 1. Zoning plan for the areas subject to zoning or zoning amendment;
 - 2. The establishment of or modification of zoning districts, including the boundaries of those districts;
 - 3. The text of a zoning ordinance or amendment with the necessary maps and zoning regulations to be adopted for a zoning district or the zoning jurisdiction as a whole; and
 - 4. The manner of administering and enforcing the zoning ordinance.
- C. Special Land Use. The commission shall review and act on all special uses pursuant to the Zoning Act and zoning ordinance. At least one public hearing shall be held on each proposed special use application, with notices given as specified in the zoning ordinance and Zoning Act. After the hearing, action shall be in the form of a motion with finding of fact (per section 5.E.2 of these bylaws), conclusions as a list of reasons for the action, and the Commission's action.
- D. Site Plan Review. The Commission shall review and act upon all site plans which the zoning ordinance requires Commission action. Action shall be in the form of a motion with finding of fact (per section 5.E.2 of these bylaws), conclusions as a list of reasons for the action, and the Commission's action.
- E. Appeals. The Commission shall not act, or otherwise hear issues on zoning ordinance interpretation, zoning map interpretation, non-use (dimensional) variances, or use variances. Such matters shall be exclusively the jurisdiction of the Zoning Board of Appeals.

9. Plan Reviews

- A. The Commission shall review all adjacent, or contiguous, local government plans and adjacent county plans.
- B. Action shall be in the form of a motion with finding of fact (per section 5.E.2 of these bylaws), conclusions as a list of reasons for the action, and the Commission's action.
- C. The review should focus on:
 - 1. Increasing coordination of planning between governments.
 - 2. Consistency or inconsistency with the city's plan(s) for matters such as:
 - i. Border issues
 - ii. Issues of greater than local concern
 - iii. Comparison with local plan contents
 - iv. Comparison with county/regional plan contents

- v. Comparison to other relevant adopted plans such as recreation master plan, historic preservation plan, downtown plan, TIF or brownfield redevelopment plan, etc.
 - vi. Comparison to various implementation strategies.
- D. The review shall be in the form of a letter and shall consider:
- 1. The review stages are near the end of the plan adoption process. Do not extend the adoption more than necessary.
 - 2. Focus only on significant issues. Suggest solutions rather than only pointing out what is wrong.
 - 3. Be clear and document statements to improve the quality of planning for the entire area. This process is to improve coordinating planning, not to undermine relationships or exacerbate tensions between governments.
 - 4. Mutual respect so that the comments are factual, objective, and based on sound planning principles.

10. Capital Improvements Review and Capital Improvements Program

- A. Per Section 18-26 (f) of the Code of Ordinances, the Planning Commission shall be exempted from the requirements of the Planning Act which requires the preparation of a capital improvements program to be submitted to the City Commission.

11. Other Matters to be Considered by the Commission

- A. Commission Action. The following matters shall be presented for consideration at a meeting of the Commission:
 - 1. At least annually, adopt the priorities for the Commission's plan of work.
 - 2. Annually, prepare an annual report of the Commission and review at a joint meeting with the City Commission.

12. Commission Staff

- A. Authorization. The Commission staff may consist of a Community Development Director and such other personnel as may be authorized after the budget for the same is approved by the City Commission.
- B. General responsibility. The Commission staff is charged with the duty of preparation and administration of such plans as are authorized by the Commission, appropriate for the city of Plymouth and its environs and are within the scope of the Planning Act and the Zoning Act.
- C. Advocacy. The Commission staff shall not attempt to represent the views of comments of a member of the public at a public hearing or Commission meeting. Staff shall indicate a member of the public wishing to make their views known and they should do so directly to the Commission in person, through an agent, or by providing written comment.

13. Adoption, Repeal, and Amendments

- A. Upon adoption of these Bylaws of ~~XX XX~~ September 8, 2021, they shall become effective, and all previous Bylaws shall be repealed.
- B. The Commission may suspend any one of these Bylaws, for a duration of not more than one agenda item or meeting.
- C. These Bylaws may be amended at any regular or special meeting by a two-thirds vote of the members present.

ARTICLE II. - DEFINITIONS

78-21. – Definitions.

Townhome/Rowhouse means a building containing three or more dwelling units arranged side by side, separated from each other by a firewall and having separate direct means of egress and ingress to each unit from the outside.

Triplex means a building divided into three self-contained dwelling units.

Quadplex means a building divided into four self-contained dwelling units.

Sixplex means a building divided into six self-contained dwelling units.

Stacked flat means a building containing two or more dwelling units with at least one unit entirely or partially above another.

ARTICLE VI. RM-1, RM-2 MULTIPLE-FAMILY RESIDENTIAL DISTRICTS

Sec. 78-61. Principal uses permitted.

In a multiple-family district no building or land, except as otherwise provided in this chapter, shall be erected or used except for one or more of the following specified purposes and shall be permitted subject to the review and approval of the site plan by the planning commission. Such review of the site plan is required to find proper relationships between development features as they relate to traffic safety and appropriate design of service roads, driveways, parking areas; accessory buildings, and open space.

- (1) Multiple-family dwellings ~~and attached condominium units.~~
- (2) Two-family dwellings ~~and two family attached condominium units.~~
- (3) Single-family detached dwellings.
- (4) Publicly owned and operated libraries, parks, parkways and recreational facilities.
- (5) Planned unit development pursuant to article 24.
- (6) Cemeteries.
- (7) Family day care homes.
- (8) Group day care home subject to section 78-297.
- (9) Adult foster care family homes.
- (10) Adult foster care small group home subject to section 78-298.
- (11) Accessory uses, subject to provisions of article 21.
- (12) Home occupations subject to provisions of section 78-212.
- (13) Essential public services.
- (14) Townhomes/Rowhouses and attached single-family units.
- (15) Triplexes.

(16) Quadplexes.

(17) Sixplexes.

(18) Stacked flats.


Sec. 78-62. Special land uses permitted after review and approval.

The following uses may be permitted by the planning commission subject to article 23, the review and approval of the site plan by the planning commission, and the imposition of special conditions which, in the opinion of the commission, are necessary to ensure that the land use or activity authorized is compatible with adjacent uses of land, the natural environment and the capacities of public services and facilities affected by the land use, and subject further to a public hearing held in accord with section 78-281:

- (1) General hospitals, except those for criminals and those solely for the treatment of persons who are mentally ill or have contagious disease, not to exceed four stories when the following conditions are met:
 - a. All such hospitals shall be developed only on sites consisting of at least five acres in area, and shall not be permitted on a lot or lots of record.
 - b. The proposed site shall have at least one property line abutting a major thoroughfare.
 - c. The minimum distance of any main or accessory building from bounding lot lines or streets shall be at least 100 feet for front, rear and side yards for all two-story structures. For every story above two, the minimum yard distance shall be increased by at least 20 feet.
 - d. Ambulance ~~....~~ and delivery areas shall be provided with an obscuring screen in accordance with the provisions of section 78-206. Ingress and egress to the site shall be directly from a major thoroughfare.
 - e. All ingress and egress to the off-street parking area, for guests, employees, staff, as well as any other uses of the facilities, shall be directly from a major thoroughfare.

CITY OF PLYMOUTH
201 S. MAIN
PLYMOUTH, MI
48170
www.plymouthmi.gov

Information Only

To: Planning Commission
From: John Buzuvis, Community Development Director 
CC: S:\Community Development\PLANNING COMMISSION\2021
Date: 9/2/2021
Re: 844 Penniman Ave. Post Local Bistro-Concept Review

BACKGROUND: Due to the pandemic the City of Plymouth City Commission has allowed restaurants and private businesses to temporarily expand their service footprint to outdoor areas on public and private property. Allowances for temporary expanded service areas expire on October 31, 2021. As such establishments have been notified, several times, by the administration of the expiration date and advised that Planning Commission approval is required if they wish to keep operating the extended service areas, on private property, on a permanent basis. As you may recall the Penn Grill received approval for a permanent expanded outdoor service area from the Planning Commission earlier this year.

The administration has met with the management team of the Post Local Bistro (Post) to discuss the process for permanent approval of their expanded service area. Enclosed is a concept plan with a proposal for the outdoor permanent outdoor service area as well as a small addition to the building for additional office space and storage. After meeting with the Planning Consultant and Community Development Director to review this concept the management of the Post has requested an informal review of their concept with the Planning Commission to gather feedback and comments to consider and incorporate into a formal submission package.

Official action is not required by the Planning Commission on this matter. The expectation is that the commission members will give feedback and ask questions about the proposal to the Post management team. The administration has made it clear to the Post management not to expect the Planning Commission to give a list of things to do to gain approval. This is a chance for the Planning Commission and applicant to ask questions, give feedback, and discuss concerns. The Planning Consultant will be at the meeting to answer questions and comment; however, a formal review of this submission has not been completed at this time.

Please feel free to contact me directly should you have any questions in advance of the meeting.

Dear Planning Commission Members,

The Post Local Bistro seeks to create a permanent outdoor service area in the space that has been used as temporary outdoor service area during the Covid-19 pandemic. We also seek a small physical addition to the rear of our building to accommodate office and kitchen storage.

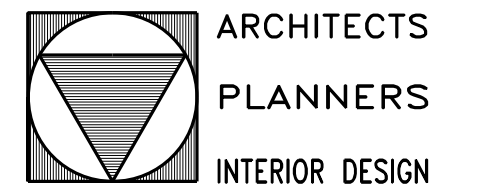
The 1700 sq foot outdoor area will be on our private property and will be smaller than the area we are currently using. While specific design details will be shown at a later date, it is our intention to have an enclosed area using wood, or Trex, and brick. We also plan to resurface the proposed area with fresh concrete. The temporary white tent will be removed. A delivery walkway around the patio will be created. We intend to improve the appearance from Fralick with an enclosed waste area, an extension of the brick wall that aligns with Westborn Market and an improved walkway that invites pedestrians. We will lose three parking spaces from our property.

Clearly Covid-19 has been hard for all of us. It has been particularly stressful in the restaurant industry. We are grateful for Plymouth's support in helping us navigate this difficult time. Outdoor service has been essential to our survival. We believe seasonal outdoor service will remain a preferred dining choice for years to come. The MLCC quickly issued a permanent license for this area and now we would like to reach an agreement with the city to make this a reality. We would like to work together to improve the Fralick side of our building, and with your input, create an area of Plymouth that looks better, and works better for all of us.

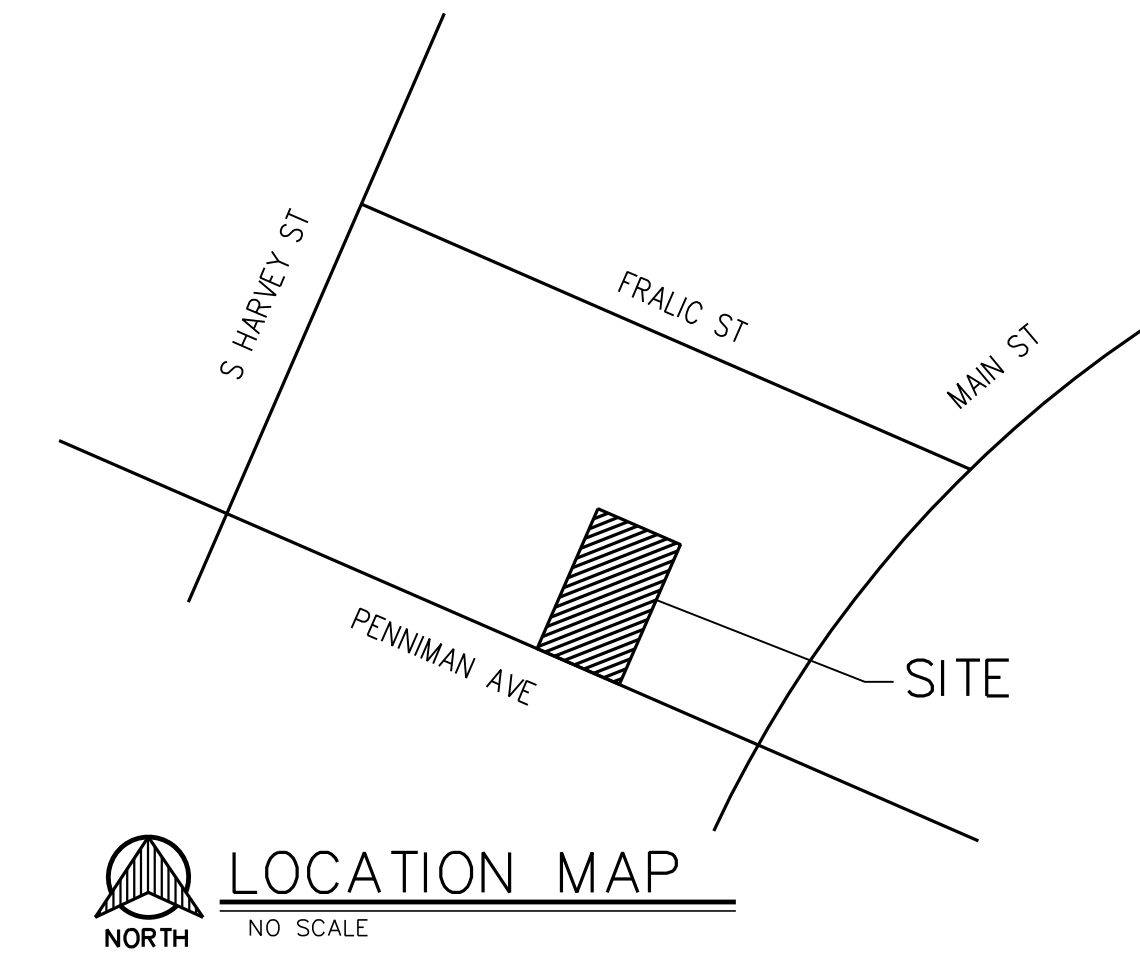
We look forward to acknowledging the past, what's possible now and a good plan going forward.

Thank you,

Jim, Jen and JT



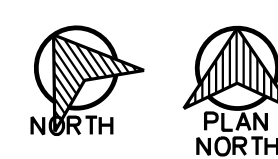
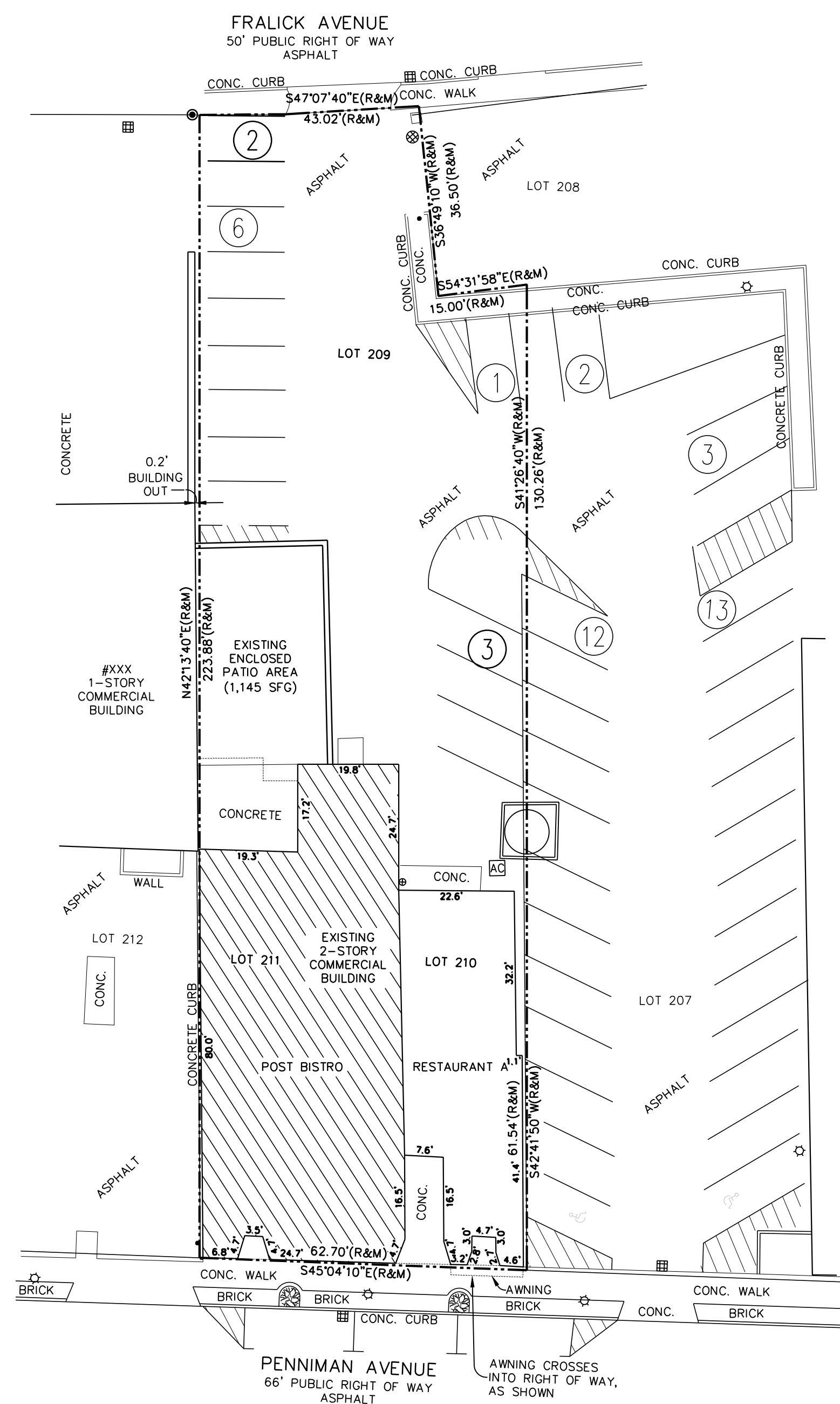
SCOTT MONCHNIK & ASSOCIATES, INC.
1700 STUTZ DRIVE
SUITE 104-B
TROY, MICHIGAN
48084
TEL: 248-654-1010
FAX: 248-654-3002
SCOTT@SMAARCH.COM



PROPERTY DESCRIPTION

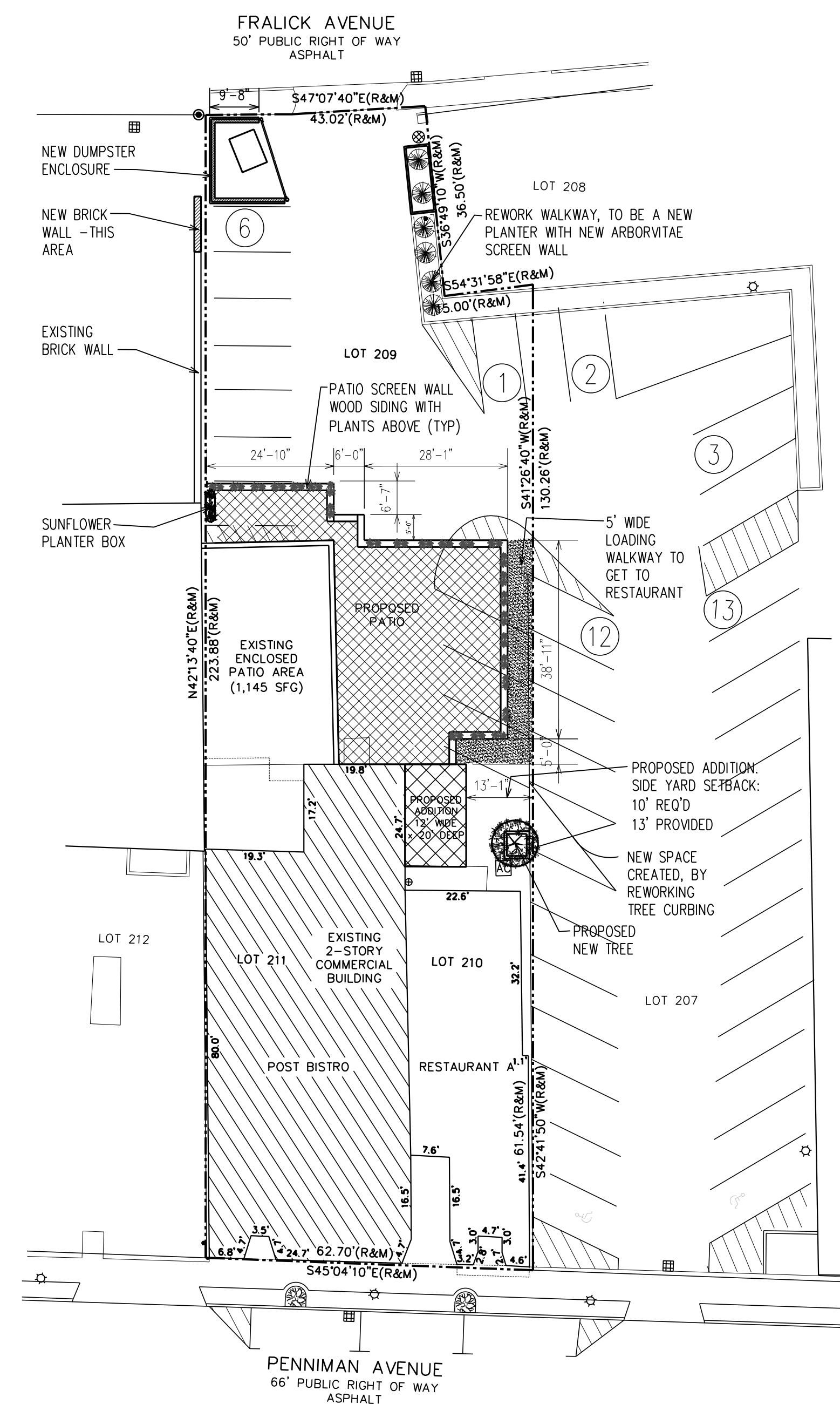
LAND SITUATED IN THE CITY OF PLYMOUTH, COUNTRY OF WAYNE, STATE OF MICHIGAN IS DESCRIBED AS FOLLOWS:

LOTS 209 THROUGH 211 INCLUSIVE, ASSESSOR'S PLAT No. 8, AS RECORDED IN LIBER 64, PAGE 78 OF PLATS, WAYNE COUNTRY RECORDS.



EXISTING SITE PLAN

1" = 20'-0"



PROPOSED SITE PLAN

1" = 20'-0"

LAND - BUILDING - PARKING DATA

LAND AREA +/-13,425 SQ. FT. GROSS = +/-0.31 ACRES

BUILDING AREA

FOR POST BAR:
EXISTING RESTAURANT = 3,477 SFG
EXISTING ENCLOSED PATIO = 1,527 SFG
PROPOSED ADDITION = 240 SFG
PROPOSED PATIO = 1,717 SFG
POST BUILDING & PATIOS = 6,961 SFG

FOR RESIDENTIAL UNITS ABOVE POST BAR:
RESIDENCE A (1-BEDROOM) = +/- 974 SFG
RESIDENCE B (2-BEDROOM) = +/- 1,251 SFG

TOTAL BUILDING AREA = 9,186 SFG

PARKING DATA

PARKING REQUIRED (PER SECTION 78-270)
EXISTING RESTAURANT (1 SPACE / 250 SFG)
& ENCLOSED PATIO
5,004 SFG / 250 SFG = 20 SPACES

PROPOSED PATIO (1 SPACE / 250 SFG)
& PROPOSED ADDITION
1,957 SFG / 250 SFG = 8 SPACES

RESIDENTIAL (2 SPACE / DWELLING UNIT)
UNIT 'A' (1-BEDROOM) = 1 SPACES
UNIT 'B' (2-BEDROOM) = 2 SPACES

TOTAL SPACES = 31 SPACES

PROVIDED PARKING (ON POST BAR PROPERTY)

PARKING PROVIDED = 7 SPACES
PARKING SPACE ADDED ADJ. TO TREE = 1 SPACES
EXISTING PARKING CREDITS = 6.1 SPACES
TOTAL PARKING PROVIDED = 14.1 SPACES

SITE PLAN - GENERAL NOTES:

- ZONED: B-2 CENTRAL BUSINESS DISTRICT
- BUILDING SETBACKS: FRONT -
REAR 1 LOADING SPACE PER ESTABLISHMENT
EACH SIDE -
 - BUILDING HEIGHT: 40 FEET (3 STORY) ALLOWED
+/-23'-0" EXISTING

POST LOCAL BISTRO
844 PENNIMAN AVE
PLYMOUTH, MICHIGAN

ISSUED FOR:
26 JULY 2021
OWNER REVIEW
13 AUG 2021
INFORMAL SPA

SHEET# SPA-1

DATE: 11 AUG 2021

JOB# 21009

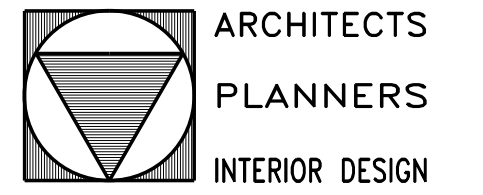
POST LOCAL BISTRO

PLYMOUTH, MICHIGAN



PERSPECTIVE #4
NO SCALE

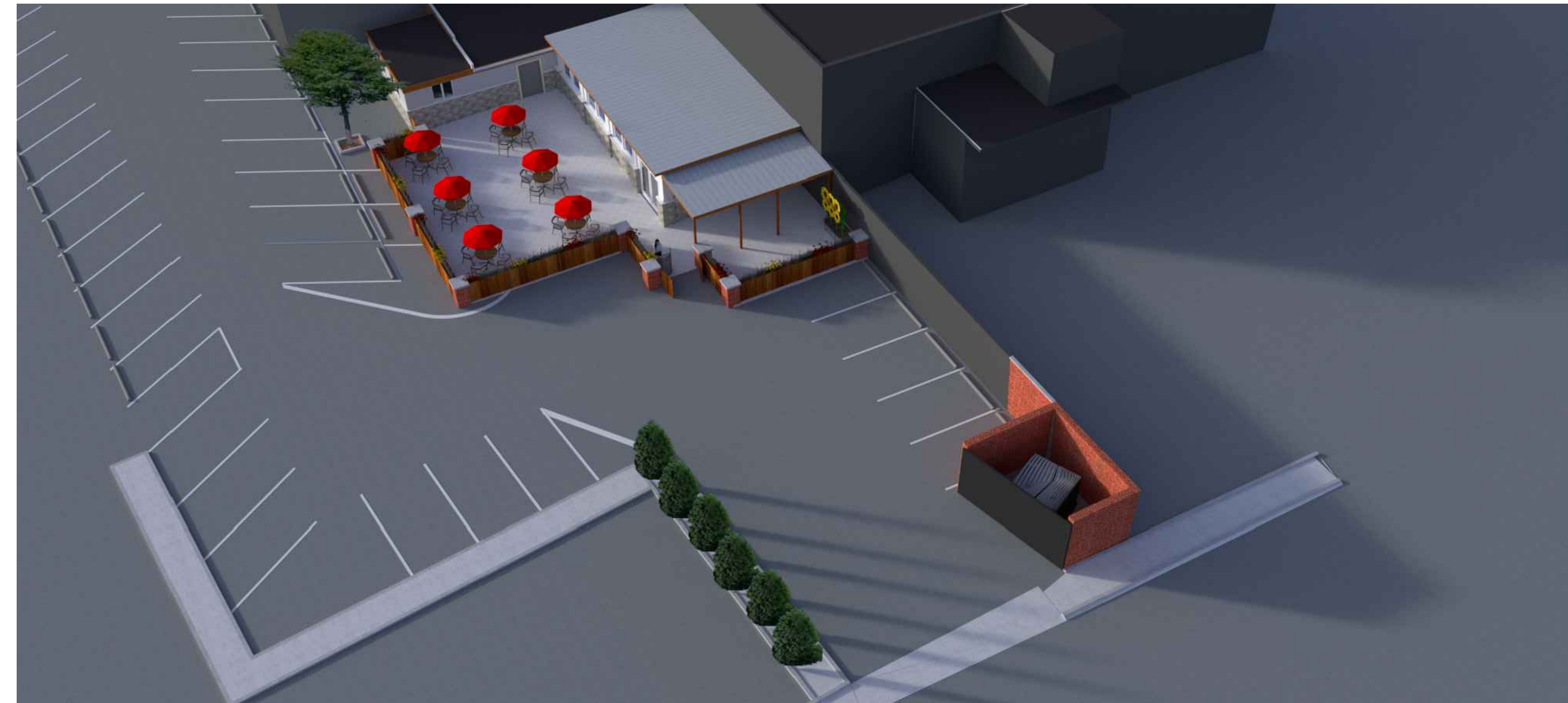
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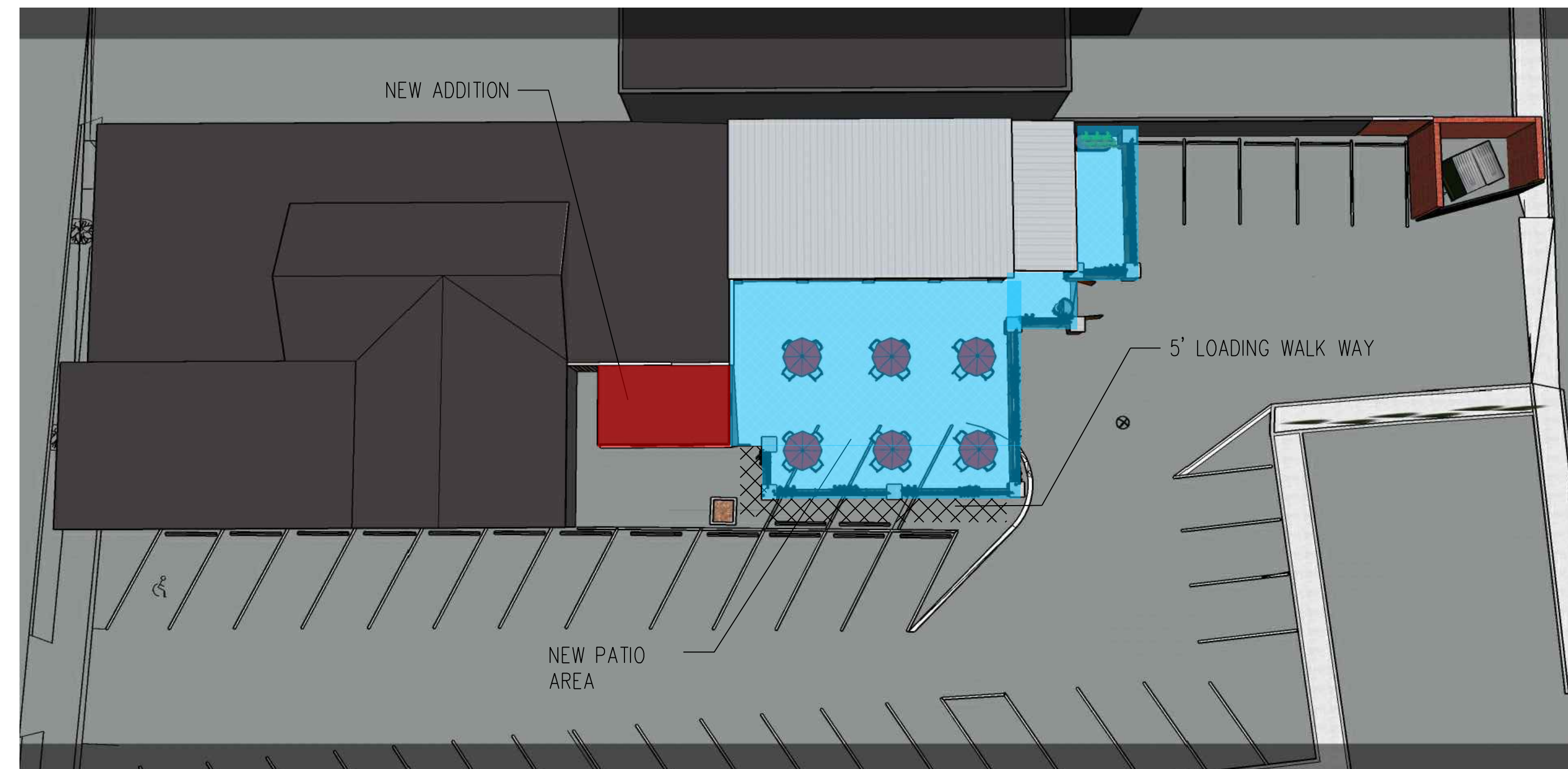
PERSPECTIVE #3
NO SCALE



PERSPECTIVE #2
NO SCALE



PERSPECTIVE #1
NO SCALE



SITE PLAN
NO SCALE

POST LOCAL BISTRO
844 PENNIMAN AVENUE
PLYMOUTH, MICHIGAN

ISSUED FOR:
26 JULY 2021
OWNER REVIEW
18 AUG 2021
INFORMAL SPA

SHEET# SPA
DATE: 26 JULY 21
JOB# 21041

Motion Making

Making a motion can be intimidating. Everyone is listening to you and you know that the words you use are important and legally binding. It is important that motions be formed properly, but it is also crucial that they be clear to everyone—fellow board or commission members as well as the public.

Motions are equal parts form and content. Often, there are bylaws or rules of procedure that may be helpful in the crafting or the form of a motion. They may provide a template for you and fellow commissioners to follow when making a motion.

The content of the motion comes from various sources. The agenda will include the case number, address or location, and the action being requested. Determining whether the request should be approved or not will take fact finding. Facts come from the staff or consultant report where pertinent sections of the ordinance, whether the proposal meets the standards for approval, as well as outstanding issues that could be addressed as conditions for approval or postponement. Your own review and any questions you ask of the applicant and the answers provided, as well as any public comments received during the meeting are all part of a commission's fact finding.

A motion has several parts:

- A motion maker: *"I move to . . ."*
- Restate facts, such as the case number, the applicant, the location, the date on the plans submitted
- Description of the request: *"Site plan for a mixed use development"*
- Action taken, such as recommend approval, approve, approve with conditions, deny, postpone
- Conditions attached: *"that the exterior lighting be shielded in accordance with the ordinance"*
- Reason for action taken: *"the site plan fails to meet the standards outlined in Section 99-100 of the zoning ordinance."*

A word about conditions and postponements. Each community has its own culture on how imperfect a site plan or special land use can be and still be approved. Approving a site plan with a number of conditions is appropriate depending upon the type of conditions and how many there are. Consistency and the ability to enforce those conditions are factors in determining exactly how many conditions are too many.

Any conditions should include the person/board responsible for ensuring the condition is met and state if there is a required timeframe. For example, the following condition "exterior lighting must meet ordinance requirements" is short on details. This wording is better: "Prior to a construction permit being issued, applicant will provide exterior lighting fixture/catalog cut to city staff who will verify the fixture meets ordinance standards."

Once the motion is stated, wait for your Chairperson to recognize that a motion has been made. It will need support for the matter to continue. Once a fellow board member supports the motion, there is often discussion on the motion.

At this point, some boards/commissions hew closely to Robert's Rules of Parliamentary Procedure, while others like to say they follow "Bob's Rules". Either way: be consistent. If your community's standard procedure is making a motion to amend a motion, then do that. If a "friendly amendment" is standard operating procedure, then do that—but be consistent. Consistency, in all things, ensures that the board is being impartial and that everyone—board members, the public, and the recording clerk—understand what's happening.

If the motion is complicated, it is good practice to ask that the complete motion be read back to determine if there are any questions or inconsistencies and to ensure that everyone understands what they are about to vote on. Once those issues are resolved, it's time to vote.

Assuming that a majority voted in favor of the motion, an action has been taken, but the action hasn't been recorded yet. When it's time for the minutes to be approved, read through the motions carefully to ensure they express what you did. The public record includes not only the written, approved minutes, but also any recordings of the meeting. It is best if the entire record is consistent. An error in the written minutes can result in misunderstandings, which can cause problems with development and enforcement. Making motions can be tricky, but being specific, thorough, and consistent ensures that the commission or board's intent is accomplished.

The Planning Commissioner's Toolkit and Zoning Board of Appeals Toolkit have even more information on motions, conditions, and making your meetings more effective. Available for purchase at MAP's website, www.planningmi.org.