



# Plymouth Downtown Development Authority

## Meeting Agenda

October 11, 2021 7:00 p.m.

Plymouth Downtown Development Authority  
831 Penniman  
Plymouth, Michigan 48170

[www.downtownplymouth.org](http://www.downtownplymouth.org)  
Phone 734-455-1453  
Fax 734-459-5792

**Meeting will be held online at zoom.us. Webinar ID: 826 3870 7644**

**Join Zoom Webinar: <https://us02web.zoom.us/j/82638707644>**

**Passcode: 166289**

### **Statement on 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 PA302, 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**

*Kerri Pollard, Chairperson*  
*Andre Martinelli, Vice Chair*  
*Oliver Wolcott, Mayor*  
*Ellen Elliott*  
*Scott Foess*  
*Maura Hynes*  
*Richard Matsu*  
*Dan Johnson*  
*Patrick O'Neill*  
*Shannon Perry*

#### **2) CITIZENS COMMENTS**

#### **3) APPROVAL OF THE AGENDA**

#### **4) APPROVAL OF MEETING MINUTES**

##### **A. Regular meeting 9-13-2021**

#### **5) BOARD COMMENTS**

#### **6) OLD BUSINESS**

##### **A. Five-year Action Plan Update**

#### **7) NEW BUSINESS**

- A. Central Parking Deck Stairwell Additional Work**
- B. Sidewalk Patio Extension Recommendation**

#### **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 Board, 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

### OBJECTIVES

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 platforms  
Develop an internal and external communications plan  
Upgrade City Hall facilities to accommodate remote meetings  
Continue investigating multi-modal transportation opportunities  
Revisit noise ordinance

## GOAL II - FINANCIAL STABILITY

### OBJECTIVES

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

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

## GOAL III - ECONOMIC VITALITY

### OBJECTIVES

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 RRC by the end of the year  
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

### OBJECTIVES

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 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  
Continue to add multi-modal transportation opportunities where applicable  
Update/replace current technology to ensure compliance with new regulations, rules, and operating systems  
Revisit paid parking



# Plymouth Downtown Development Authority

## Regular Meeting Minutes

### Monday, September 13, 2021 - 7:00 p.m.

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

[www.plymouthmi.gov](http://www.plymouthmi.gov)  
Phone 734-453-1234  
Fax 734-455-1892

#### Online Zoom Meeting

#### 1. CALL TO ORDER

Chair Kerri Pollard called the meeting to order at 7:05 p.m.

Present: Mayor Oliver Wolcott, Chair Pollard, Members Ellen Elliott, Scott Foess, Maura Hynes  
Andre Martinelli, Shannon Perry, Richard Matsu

Excused: Dan Johnson, Patrick O'Neill

Also present: City Commission Liaison Suzi Deal, DDA Coordinator Sam Plymale

#### 2. CITIZENS COMMENTS

There were no citizen comments.

#### 3. APPROVAL OF THE AGENDA

Wolcott offered a motion, seconded by Hynes, to approve the agenda for September 13, 2021.

There was a roll call vote.

Yes: Elliott, Foess, Hynes, Martinelli, Matsu, Perry, Pollard, and Wolcott

MOTION PASSED 8-0

#### 4. APPROVAL OF THE MEETING MINUTES

Foess offered a motion, seconded by Martinelli, to approve the minutes of the July 12, 2021 meeting.

There was a roll call vote.

Yes: Elliott, Foess, Hynes, Martinelli, Matsu, Perry, Pollard, and Wolcott

MOTION PASSED 8-0

#### 5. BOARD COMMENTS

Wolcott thanked Dan Farmer for his service to the board and welcomed Shannon Perry. He also thanked everyone who worked on the Fall Festival and said an opening ceremony for the new fountain at Kellogg Park is tentatively scheduled for early October and the unveiling of the DIA sculpture will be unveiled on September 17, 2021 at 2:00 p.m.

Elliott said she was working on getting bike racks placed at City Hall, the St. Joseph Mercy Medical Center and the museum.

Pollard said she looked into bike lane striping on Harvey but was told the street was too narrow for that.

Perry introduced herself to the group.

## **6. OLD BUSINESS**

### **a. Five-year Action Plan Update**

Plymale gave updates on the Central Parking Deck stairwell project, Harvey St. construction, the Christian Science parking lot, the fountain and kiosks.

## **7. NEW BUSINESS**

### **a. Public Restroom Upgrade Discussion**

Several acts of vandalism in the restrooms in The Gathering provided the impetus for a discussion on possible ways to reduce future opportunities. Suggestions included installing durable metal toilets, placing signage indicating the presence of cameras and increasing public awareness of the vandalism issue so residents could be on the lookout. It was agreed that board members would consult with the Department of Municipal Services regarding the cost of more durable toilets.

### **b. Patio Bump Out Discussion**

Board members discussed their vision of the future of patios that extend into parking spaces on the streets, and the fact that all outdoor dining areas need to be ADA compliant. There was support for extending the current season's closing date of November 1. The loss of on-street parking was discussed, and it was agreed that bump out patios would need to be a part of parking plan.

Karen Sisolak, 939 Penniman, said the policy should not be all or nothing and the City needs a firm plan for parking before it continues to offer patio bump outs.

Jeff Sisolak, 939 Penniman, suggested auctioning off bump out spaces.

Jill Marecki, 610 Blunk, said she would like to see this year's closing date extended and would support a social district and paid parking.

Wolcott said a plan would be forthcoming.

## **8. REPORTS AND CORRESPONDENCE**

Elliott said there are plans to install a small pollinator garden on City-owned property on Union St.

## **8. ADJOURNMENT**

Foess offered a motion, seconded by Hynes, to adjourn the meeting at 8:29 p.m.

There was a roll call vote.

Yes: Elliott, Foess, Hynes, Martinelli, Matsu, Perry, Pollard, and Wolcott

MOTION PASSED 8-0

2020 Five-Year Action Plan

Rev. February 3, 2021

Goal	Task	Responsible Party	Timeframe	Funding Source	Status Update 10/11/2021
Improve Parking	<p><b>**Top Priority**</b></p> <p><b>Improve condition, aesthetics, and/or functionality of existing parking lots by:</b></p> <ul style="list-style-type: none"> <li>- Resurface existing lots that are in need (such as Liberty/Penniman lot, and lot at Harvey/Wing); consider lot re-configuration to improve flow, street edge and pedestrian connections as part of projects.</li> </ul>	DDA Staff/ DDA Board	Short-term		Central Parking Deck stairwell improvement project underway. Needed additional work exceeded approved costs. Now expected to be completed by early November
	<p><b>Finance parking lot maintenance and improvements via a paid parking system. Includes demolition/reconstruction of parking deck.</b></p>	DDA Staff/ DDA Board	Short to Mid-term		Project on hold
	<p><b>Maximize number of parking spaces</b></p>	DDA Staff	Short to Long-term		DDA staff has rented spaces at the Christian Science Church during Harvey Street project
Improve pedestrian safety	<p><b>**Top Priority**</b></p> <p><b>Improve pedestrian crossings for safety (also goal of DDA Infrastructure Plan), alerting cars that pedestrian is in crosswalk, specifically:</b></p> <ul style="list-style-type: none"> <li>- At Penniman/Harvey, Harvey/AA Trail, and Main/Church St. intersections (coordinate with City Commission).</li> <li>- Increase size of waiting area at crossings.</li> <li>- Add alert system for cars as pedestrians enter walkways, especially at midblock crossings such as Main St. between AA Trail and Penniman, or on AA Trail @ Forest. Alerts could include pedestrian activated flashing lights; however, a system with flashing lights may not be appropriate downtown.</li> </ul>	City Commission/ DDA Board	Short-term		DDA Board on 4/12/21 passed a cost-sharing resolution with the City Commission calling for mast arm/crossing signal upgrades at Harvey/Penniman and Harvey/Ann Arbor Trail. Harvey Street project is expected to be completed by early November, with mast arms/ped signals coming in spring of 2022. Mid block crosswalk connecting nature walk to be included in project
	<p><b>Maintain sidewalks for safety, making them pedestrian friendly by:</b></p> <ul style="list-style-type: none"> <li>- Repair concrete where needed.</li> <li>- Replace tree grates (either overall or where needed).</li> <li>- Maintain/update pavers.</li> <li>- Extend sidewalks where needed.</li> </ul>	DDA Staff	Short-term		DMS crews replaced sidewalk sections downtown, with repairs to brick pavers and tree grate areas in spring. Additional sidewalk grinding took place in August. DDA contractor repaired brick pavers in May and June.
	<p>Plant trees (Also goal of DDA Infrastructure Plan) along sidewalks; replace trees in poor condition as identified; investigate organizations (Keep Plymouth Leafy) that supply/plant trees</p>	City Commission/ DDA Board	Mid-term		Tree removed near Westborn after being hit by truck. Expected to be replaced in Spring 2020.
	<p>Improve street and alley lighting for safety; determine decorative lighting style for alleys (ex. illuminating artwork)</p>	DDA Board/ DDA Staff	Mid to Long-term		Director Pat O'Neill to lead.
	<p>Improve alley "ambiance" via artwork to enhance appearance. Potential locations include DDA office alley, alley around parking structure, alley between theater &amp; gathering area, and by St. Joes (near Subway))</p>	DDA Board	Short-term		Director Pat O'Neill to lead. DDA has information on potential Consumers Energy grant for art projects. New art in walkway near Pizza e Vino

2020 Five-Year Action Plan

Rev. February 3, 2021

Goal	Task	Responsible Party	Timeframe	Funding Source	Status Update 10/11/2021
Kellogg Park	Install the new fountain.	DDA Staff	Short-term		Finishing touches are being completed. Fountain dedication ceremony planned for October 16 at 11 a.m.
	<b>**Top Priority**</b> <b>Implement Kellogg Park Master Plan by:</b> - Prioritize action items identified in Goal Setting Session (12-14-20) - Identify potential funding sources priority short-term action items. - Recommend City Commission adopt Kellogg Park Master Plan as an amendment to the Plymouth Five-Year Parks and Recreation Master Plan. - Submit grant application to MDNR to implement top action-item priorities of Kellogg Park Master Plan.	City Commission/ DDA Board	Short to Long-term		DMS has started process of looking at replacements for broken sprinkler system in Kellogg Park
Support Businesses	<b>**Top Priority**</b> <b>Rethink café/outdoor dining policy</b> to include: - Closing some streets. - Creating woonerf on Pennimal (in front of theater). - Create semi-permanent dining extension into parallel parking spaces.* - Expand entertainment opportunities in Kellogg Park and throughout downtown. - Create "Social District" for common outdoor liquor sales. *Approved by City Commission starting in April and extending through 2021.	City Commission/ DDA Board	Short-term		City Commission approved 15-minute parking spaces strategically spread throughout downtown. Extended patios and sidewalk cafes to end service on October 31. City administration gathering information on potential permanent bumpouts at a few strategic locations.
	Expand use of technology	DDA Board	Short to Mid-term		Staff to investigate vehicle charging stations-likely will be tied to future parking lot engineering designs
	Engage with businesses to create artwork throughout the DDA	DDA Board/ DDA Staff	Short-term		Director Pat O'Neill to lead
	Attract new businesses and engage with existing businesses	DDA Board/ DDA Staff	Short to Long-term		Downtown kiosks updated in mid September. DDA staff working on a retail/restaurant guide with Plymouth Today magazine. DDA staff to promote downtown on WDIV's 12 Days of Giving promotion



## ADMINISTRATIVE RECOMMENDATION

**To:** DDA Board  
**From:** DDA Staff  
**CC:** S:\DDA\Shared Files\DDA Board\DDA Agendas\DDA Agendas\October2021  
**Date:** 10/11/2021  
**Re:** St. Joseph Mercy Medical Center stairwell additional repairs resolution

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### BACKGROUND:

On July 12, 2021, the DDA Board passed a resolution to pay 50% of the costs to complete repairs to the St. Joseph Mercy stairwell adjacent to the Central Parking Deck pursuant to the terms and conditions of an Easement Agreement dated June 16, 1992, between St. Joseph Mercy Health System (SJMHS), formerly Sisters of Mercy Health Corporation, and the City of Plymouth (paragraph 5 Capital Repair or Replacement). The agreement calls for the DDA to split the cost of any capital improvement on the stairwell 50-50 basis with SJMHS.

At the July meeting, the DDA Board approved \$44,171 (half of the anticipated cost of the project) and an additional \$5,000 for a contingency (half of the total overall \$10,000 contingency) for the anticipated work for a total approval of up to \$49,171. After the July approval and prior to any work, a revised proposal indicated the cost of the project would be \$86,844 (bringing the DDA's anticipated portion to \$43,422 before any contingencies).

As Fairview Construction crews began sandblasting work on the project back in early September, some additional areas of concern were revealed. These types of structural "surprises" are commonplace for these types of projects as many times it is impossible to know the extent of needed repairs until portions of the project are opened up for further analysis.

At this point, the project was paused, and St. Joseph Mercy asked Wade Trim to complete a mid-project inspection to determine the extent of the additional needed repairs. The estimated cost of the inspection by Wade Trim is \$2,000. Wade Trim's mid-project report and cost estimates are attached for your perusal.

Wade Trim recommended four of a potential five additional repairs to the project that included:

Addition 1 - Two additional risers at the 2<sup>nd</sup> level at a cost of \$3,000.

Addition 2 - Patching additional concrete and welding of a steel beam under the 2<sup>nd</sup> level expansion joint at a cost of \$1,438.

Addition 3 - Seven additional risers leading to the 3<sup>rd</sup> floor landing, three risers at the first level, reinforced bondo filler, and two additional steel plates at the ground level at cost of \$8,930.

Addition 5 - Drain repair under second floor entrance and replacement of two broken light fixtures at a cost of \$2,628.

A potential Addition 4, repair of some metal decking under the 2<sup>nd</sup> level, was not recommended by Wade Trim as it was determined that it was used to form concrete and the metal decking was not of structural significance.

The total cost of additional repairs including the Wade Trim analysis is \$17,996, bringing the total cost of the project to \$104,840. This would bring the DDA's portion of the cost of the project to a total of \$52,420. Since the DDA has already approved \$49,171 (this included the contingency funds), the DDA is responsible for \$3,249 of additional funding for the repairs.

**RECOMMENDATION:**

Staff is recommending the DDA Board approve the additional amount of \$3,249 for the capital improvement project for the stairwell used jointly by St. Joseph Mercy Health System and the City. This will bring the total approved funds for the project to \$52,420.



**To:** Donna Cole, MPA – St. Joseph Mercy Health System; Real Estate Property Manager  
Tom Plagens – Fairview Construction Services, LLC; CFO

**cc:** Tony Bruscatto – City of Plymouth; DDA Director  
Shawn Keough, PE – Wade Trim Associates; Senior Vice President

**From:** Robert Breen, PE – Wade Trim Associates; Senior Project Manager

**Date:** September 16, 2021 (Submitted 09-21-2021)

**Subject:** Stairwell between City Parking Garage & St. Joe Health Medical Facility

This memo serves as follow up to a site meeting between Tom Plagens, Donna Wilson and the undersigned held at 10:30 AM on September 14, 2021. The meeting was to discuss some additional items of work and clarifications. In all, there were four items discussed with resolution obtained on three of the four at the conclusion of the meeting. The fourth was dependent on the undersigned reviewing building plans from the Medical Center facility to verify the slab situation at the second-floor slab, exterior to the entrance from the stairwell to the building.

The four items discussed are:

1. **Steel tube column P-13 (TS 7" x 7" x 5/16") at the southwest corner of the stairwell.** At the base of the column immediately above the first-floor slab, an approximate 2-inch by 6-inch hole in the west side of the tube apparently had extensive deterioration and was created during sand blasting operations. It was asked what repair could be done to this, or would the column need to be replaced.
2. **Second Floor Landing between the floor expansion joint and the building entrance.** During sand blasting operations, approximately 30-40% of the steel decking was blown away due to extensive deterioration and section loss. A question was posed if this loss of deck compromised the structural integrity of the concrete deck.
3. **Roof drainpipe beneath the roof line and within the limits of the third-floor landing entrance.** It was noted during construction work the elbow of the pipe was showing extensive deterioration and section loss. The elbow, assumed to be painted steel is connected to the vertical drop and horizontal run by adjustable band type pipe clamps.
4. **Stair treads.** The contractor had previously identified four existing stair treads/risers as needing to be replaced. These are located at the stair run between the second intermediate landing and the third-floor landing. Apparently, this was discussed with St. Joseph Health Center There were other tread locations that posed a concern as to whether they should be replaced or just repaired and painted.

**Recommendations:**

1. After visually inspecting the steel tube column P-13, it was determined most of the column was still in good shape with some areas of minor section loss due to rusting. The one area in question was at the base noted in #1 above. It was recommended by the undersigned to place a steel reinforcing plate larger than the opening. The plate should be welded continuous on three sides to the tube column. The fourth edge, which would appear to be tight to the concrete floor would not be able to be welded. It was suggested a continuous

bead of caulk be placed and the entire repair be cleaned, prime and finish painted to match the remainder of the column.

2. From a visual inspection, it appears the steel deck is a non-composite steel deck liner. This means the steel deck is not providing any structural support along with the concrete deck, it only is placed to support the wet weight of the concrete deck until it has attained strength. The concrete deck is providing live load support solely. In reviewing the building plans for the three-story addition, the second-floor landing slab is identified as FD-1 (floor deck). FD-1 at this location, is supported by W6 x 9 structural steel beams at approximately 2'-3" center to center. FD-1 is called out as a 3" concrete slab on "...galvanized 9/16" .6628 CONFORM MTL DECK by Vulcraft or approved equal." The attached cut sheets from the Vulcraft catalog show this deck to be a non-composite steel deck. The concrete deck is called out to be reinforced with 6 x 6-W1.4 x W1.4. Losing the steel deck liner in spots due to rusting and section loss does not impact the capacity of the concrete deck. The concrete underside and top side both look to be in good condition with no spalling of concrete or exposed deteriorating steel reinforcement. From both the visual inspection as well as the deck liner research, the concrete floor and remaining steel deck liner do not need to be replaced. It would be advised that the deck/slab underside be coated with paint similar to the W6 beams being painted.
3. After inspecting the drainpipe assembly, it was determined the vertical and horizontal runs of pipe are in good condition and only the elbow needs replacing in kind.
4. The other stair tread locations were looked at and probed with a chipping hammer to detect amount and extend of deterioration. There were three additional tread/risers that were determined to have significant amounts of steel deterioration to warrant removal and replacement. These are located at the stair run from the first intermediate landing to the second-floor landing. There was concurrence from both St. Joe's and the contractor. The remainder of the stair tread and riser liner plates will be cleaned and coated.

This concludes our understanding and resolution of some field conditions existing at the stairwell as of September 14, 2021. If this memo does not coincide with your understanding, please contact the underside

Wade Trim Associates

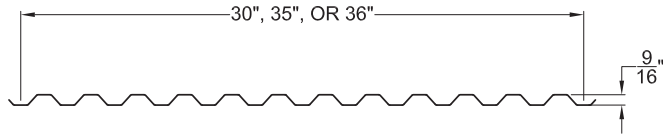


Robert R Breen, PE

RRB/  
PLY1010-21T  
PW/Projects/P/PLY1010/21T/Docs

## 0.6C / 0.6CSV CONFORM DECK

### DIMENSIONS



### SLAB INFORMATION

Total Slab Depth	Theo. Concrete Volume	
(in.)	(Yd <sup>3</sup> /100 ft <sup>2</sup> )	(ft <sup>3</sup> /ft <sup>2</sup> )
2	0.52	0.142
2 1/2	0.68	0.183
3	0.83	0.225
3 1/2	0.99	0.267
4	1.14	0.308
4 1/2	1.30	0.350
5	1.46	0.392

\*Volumes and weights do not include allowance for deflection.

### ALLOWABLE UNIFORM LOAD (PSF)

TYPE NO.	NO. OF SPANS	DESIGN CRITERIA	CLEAR SPAN (ft-in.)												
			2-0	2-3	2-6	2-9	3-0	3-3	3-6	3-9	4-0	4-6	5-0	5-6	6-0
0.6C28	1	Fb = 36,000	210	166	134	111	93	79	68	60	52	41	34	28	23
		Defl. = l/240	98	69	50	38	29	23	18	15	12	9	6	5	4
		Defl. = l/180	131	92	67	51	39	31	25	20	16	12	8	6	5
	2	Fb = 36,000	210	167	136	112	95	81	70	61	54	42	34	28	24
		Defl. = l/240	237	167	121	91	70	55	44	36	30	21	15	11	9
		Defl. = l/180	316	222	162	122	94	74	59	48	40	28	20	15	12
	3	Fb = 36,000	260	207	168	140	118	101	87	76	67	53	43	35	30
		Defl. = l/240	186	130	95	71	55	43	35	28	23	16	12	9	7
		Defl. = l/180	247	174	127	95	73	58	46	38	31	22	16	12	9
0.6C26	1	Fb = 36,000	257	203	165	136	114	98	84	73	64	51	41	34	29
		Defl. = l/240	123	86	63	47	36	29	23	19	15	11	8	6	5
		Defl. = l/180	164	115	84	63	49	38	31	25	21	14	11	8	6
	2	Fb = 36,000	253	201	163	135	114	97	84	73	64	51	41	34	29
		Defl. = l/240	296	208	152	114	88	69	55	45	37	26	19	14	11
		Defl. = l/180	395	278	202	152	117	92	74	60	49	35	25	19	15
	3	Fb = 36,000	314	249	203	168	141	121	104	91	80	63	51	42	36
		Defl. = l/240	232	163	119	89	69	54	43	35	29	20	15	11	9
		Defl. = l/180	309	217	158	119	92	72	58	47	39	27	20	15	11
0.6C24	1	Fb = 36,000	341	270	218	181	152	129	111	97	85	67	55	45	38
		Defl. = l/240	156	110	80	60	46	36	29	24	19	14	10	7	6
		Defl. = l/180	208	146	106	80	62	48	39	32	26	18	13	10	8
	2	Fb = 36,000	336	266	216	179	151	128	111	97	85	67	54	45	38
		Defl. = l/240	375	264	192	144	111	87	70	57	47	33	24	18	14
		Defl. = l/180	501	352	256	193	148	117	93	76	63	44	32	24	19
	3	Fb = 36,000	417	331	269	223	188	160	138	121	106	84	68	56	47
		Defl. = l/240	294	206	150	113	87	68	55	45	37	26	19	14	11
		Defl. = l/180	392	275	201	151	116	91	73	59	49	34	25	19	15
0.6C22	1	Fb = 36,000	419	331	268	222	186	159	137	119	105	83	67	55	47
		Defl. = l/240	197	138	101	76	58	46	37	30	25	17	13	9	7
		Defl. = l/180	263	184	134	101	78	61	49	40	33	23	17	13	10
	2	Fb = 36,000	413	327	266	220	185	158	136	119	104	83	67	55	46
		Defl. = l/240	474	333	243	182	141	111	88	72	59	42	30	23	18
		Defl. = l/180	632	444	324	243	187	147	118	96	79	56	40	30	23
	3	Fb = 36,000	512	407	331	274	231	197	170	148	130	103	84	69	58
		Defl. = l/240	371	261	190	143	110	86	69	56	46	33	24	18	14
		Defl. = l/180	495	348	253	190	147	115	92	75	62	43	32	24	18

NON-COMPOSITE

## REINFORCED CONCRETE SLAB ALLOWABLE LOADS FOR 0.6C DECK

Slab Depth	Reinforcement		Superimposed Uniform Load (psf) -- 3 Span Condition																	
			Clear Span (ft.-in.)																	
	WWF	A <sub>s</sub>	2-0	2-3	2-6	2-9	3-0	3-3	3-6	3-9	4-0	4-6	5-0							
2 (t=1.50)	6x6-W2.1xW2.1	0.042	251	198	161	133	112	95	82											
	6x6-W2.9xW2.9	0.058	339	268	217	179	151	128	111											
	6x6-W4.0xW4.0	0.080	400	358	290	240	201	172	148											
2.5 (t=2.00)	6x6-W2.9xW2.9	0.058	400	365	295	244	205	175	151	131	115	91								
	6x6-W4.0xW4.0	0.080	400	400	398	329	276	236	203	177	156	123								
	4x4-W2.9xW2.9	0.087	400	400	400	355	298	254	219	191	168	133								
3 (t=2.50)	6x6-W2.9xW2.9	0.058	400	400	374	309	260	221	191	166	146	115	93							
	6x6-W4.0xW4.0	0.080	400	400	400	400	351	299	258	225	198	156	127							
	4x4-W2.9xW2.9	0.087	400	400	400	400	380	324	279	243	214	169	137							
3.5 (t=3.00)	6x6-W4.0xW4.0	0.080	400	400	400	400	400	400	400	400	366	290	235							
	4x4-W2.9xW2.9	0.087	400	400	400	400	400	400	400	400	397	314	254							
	4x4-W4.0xW4.0	0.120	400	400	400	400	400	400	400	400	400	400	345							
4 (t=3.50)	6x6-W4.0xW4.0	0.080	400	400	400	400	400	400	400	400	400	356	289							
	4x4-W2.9xW2.9	0.087	400	400	400	400	400	400	400	400	400	386	313							
	4x4-W4.0xW4.0	0.120	400	400	400	400	400	400	400	400	400	400	400							
4.5 (t=4.00)	4x4-W2.9xW2.9	0.087	400	400	400	400	400	400	400	400	400	400	372							
	4x4-W4.0xW4.0	0.120	400	400	400	400	400	400	400	400	400	400	400							
	#3 @ 9" o.c.	0.147	400	400	400	400	400	400	400	400	400	400	368							
5 (t=4.50)	4x4-W4.0xW4.0	0.120	400	400	400	400	400	400	400	400	400	400	400							
	#3 @ 9" o.c.	0.147	400	400	400	400	400	400	400	400	400	400	400							
	#4 @ 12" o.c.	0.196	400	400	400	400	400	400	400	400	400	400	400							

## REINFORCED CONCRETE SLAB ALLOWABLE LOADS FOR 1.0C DECK

Slab Depth	Reinforcement		Superimposed Uniform Load (psf) -- 3 Span Condition																	
			Clear Span (ft.-in.)																	
	WWF	A <sub>s</sub>	3-0	3-3	3-6	3-9	4-0	4-3	4-6	4-9	5-0	5-6	6-0	6-6	7-0	7-6	8-0	8-6	9-0	
2.5 (t=1.50)	6x6-W2.1xW2.1	0.042	112	95	82	71														
	6x6-W2.9xW2.9	0.058	151	128	111	96														
	6x6-W4.0xW4.0	0.080	201	172	148	129														
3 (t=2.00)	6x6-W2.9xW2.9	0.058	205	175	151	131	115	102	91											
	6x6-W4.0xW4.0	0.080	276	236	203	177	156	138	123											
	4x4-W4.0xW4.0	0.120	397	338	292	254	223	198	176											
3.5 (t=2.5)	6x6-W2.9xW2.9	0.058	260	221	191	166	146	129	115	104	93	77								
	6x6-W4.0xW4.0	0.080	351	299	258	225	198	175	156	140	127	105								
	4x4-W4.0xW4.0	0.120	400	400	374	326	287	254	226	203	183	152								
4 (t=3.00)	6x6-W4.0xW4.0	0.080	400	400	400	400	366	325	290	260	235	194	163	139	120					
	4x4-W2.9xW2.9	0.087	400	400	400	400	397	352	314	282	254	210	177	150	130					
	4x4-W4.0xW4.0	0.120	400	400	400	400	400	400	400	383	345	285	240	204	176					
4.5 (t=3.50)	6x6-W4.0xW4.0	0.080	400	400	400	400	400	399	356	320	289	238	200	171	147	128	113			
	4x4-W2.9xW2.9	0.087	400	400	400	400	400	400	386	347	313	259	217	185	160	139	122			
	4x4-W4.0xW4.0	0.120	400	400	400	400	400	400	400	400	352	296	252	218	190	167				
5 (t=4.00)	4x4-W2.9xW2.9	0.087	400	400	400	400	400	400	400	400	372	307	258	220	190	165	145	129	115	
	4x4-W4.0xW4.0	0.120	400	400	400	400	400	400	400	400	400	352	300	259	226	198	176	157		
	#3 @ 9" o.c.	0.147	400	400	400	400	400	400	400	400	368	304	256	218	188	164	144	127	114	
5.5 (t=4.50)	4x4-W4.0xW4.0	0.120	400	400	400	400	400	400	400	400	400	400	348	300	262	230	204	182		
	#3 @ 9" o.c.	0.147	400	400	400	400	400	400	400	400	400	345	290	247	213	186	163	145	129	
	#4 @ 12" o.c.	0.196	400	400	400	400	400	400	400	400	400	400	378	322	278	242	213	188	168	

See page 36 for table footnotes.



# Request for Change

28339 Beck Rd, Unit F1

RFC Number: 1

Wixom, MI 48393

Date: 08/25/2021

**Regarding:**

Replace (2) additional treads/risers at 2nd level (#3 and #4).

**To:**  
St Joseph's Mercy

**Job Site:**  
AHC Stairwell  
St Joe's - Arbor Health Center  
Plymouth, MI

<b>Requested By:</b> Tom Plagens	<b>Phone:</b> (248) 613-1650	<b>E-mail:</b> tplagens@fairviewconstructionllc.com
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<b>Recipients:</b> Donna Cole	<b>Phone:</b> (734) 712-3965	<b>E-mail:</b> donna.cole@stjoeshealth.org
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<b>Requested Change:</b> Replace (2) additional treads/risers at 2nd level (#3 and #4).	<b>Change to Contract</b> \$3,000.00
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<b>RFC Total</b>	<b>\$3,000.00</b>
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Please respond by: 08/25/2021

Tom Plagens  
Fairview Construction

Donna Cole  
St Joseph's Mercy



# Request for Change

28339 Beck Rd, Unit F1  
Wixom, MI 48393

RFC Number: 2

Date: 09/02/2021

**Regarding:**  
RFC#2

**To:**  
St Joseph's Mercy

**Job Site:**  
AHC Stairwell  
St Joe's - Arbor Health Center  
Plymouth, MI

Requested By:	Phone:	E-mail:
Tom Plagens	(248) 613-1650	tplagens@fairviewconstructionllc.com

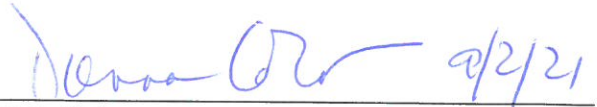
Recipients:	Phone:	E-mail:
Donna Cole	(734) 712-3965	donna.cole@stjoeshealth.org

Requested Change:	Change to Contract
Demo corroded steel angle, patch additional concrete under 2nd level expansion joint	\$460.00
Weld steel beam that is cracked under 2nd level expansion joint	\$978.00

<b>RFC Total</b>	<b>\$1,438.00</b>
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Please respond by: 09/02/2021

\_\_\_\_\_  
Tom Plagens  
Fairview Construction

  
\_\_\_\_\_  
Donna Cole  
St Joseph's Mercy



# Request for Change

28339 Beck Rd, Unit F1  
Wixom, MI 48393

RFC Number: 3  
Date: 09/13/2021

**Regarding:**

Additional stair replacement & repair after sandblast, column repair.

**To:**  
St Joseph's Mercy

**Job Site:**  
AHC Stairwell  
St Joe's - Arbor Health Center  
Plymouth, MI

<b>Requested By:</b> Tom Plagens	<b>Phone:</b> (248) 613-1650	<b>E-mail:</b> tplagens@fairviewconstructionllc.com
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<b>Recipients:</b> Donna Cole	<b>Phone:</b> (734) 712-3965	<b>E-mail:</b> donna.cole@stjoeshealth.org
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<b>Requested Change:</b>	<b>Change to Contract</b>
Replace (7) more treads/risers after Wade Trim Assoc engineering review. (4) at staircase leading to 3rd floor landing and (3) and first level	\$6,160.00
Apply bondo reinforced metal filler & sand to back of staircases showing wear after sandblast completed. Bondo recommended by Wade Trim Assoc.	\$1,100.00
Weld (2) steel plates to bottom of ground level column and caulk. Repair recommended after Wade Trim Assoc review.	\$1,670.00

<b>RFC Total</b>	<b>\$8,930.00</b>
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Please respond by: 09/13/2021

Tom Plagens  
Fairview Construction

Donna Cole  
St Joseph's Mercy





28339 Beck Rd, Unit F1  
Wixom, MI 48393

# Request for Change

RFC Number: 5

Date: 09/22/2021

**Regarding:**

Repair roof conductor, replace (2) stairwell light fixtures

**To:**

St Joseph's Mercy

**Job Site:**

AHC Stairwell  
St Joe's - Arbor Health Center  
Plymouth, MI

<b>Requested By:</b> Tom Plagens	<b>Phone:</b> (248) 613-1650	<b>E-mail:</b> tplagens@fairviewconstructionllc.com
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<b>Recipients:</b> Donna Cole	<b>Phone:</b> (734) 712-3965	<b>E-mail:</b> donna.cole@stjoeshealth.org
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Requested Change:	Change to Contract
Repair corroded cast iron roof conductor drain under second floor entrance deck. Repair includes mainly the elbow area of the pipe.	\$1,500.00
Replace (2) broken stairwell light fixtures. New LED fixture to be C-VT-A-LIN4 series with photocell for dusk till dawn feature. Fixtures to be at existing location using existing circuitry.	\$1,128.00

<b>RFC Total</b>	<b>\$2,628.00</b>
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Please respond by: 09/22/2021

Tom Plagens  
Fairview Construction

*Donna Cole* 9/27/21  
Donna Cole  
St Joseph's Mercy



RFC #1



Additional tread/riser replacement

RFC #1

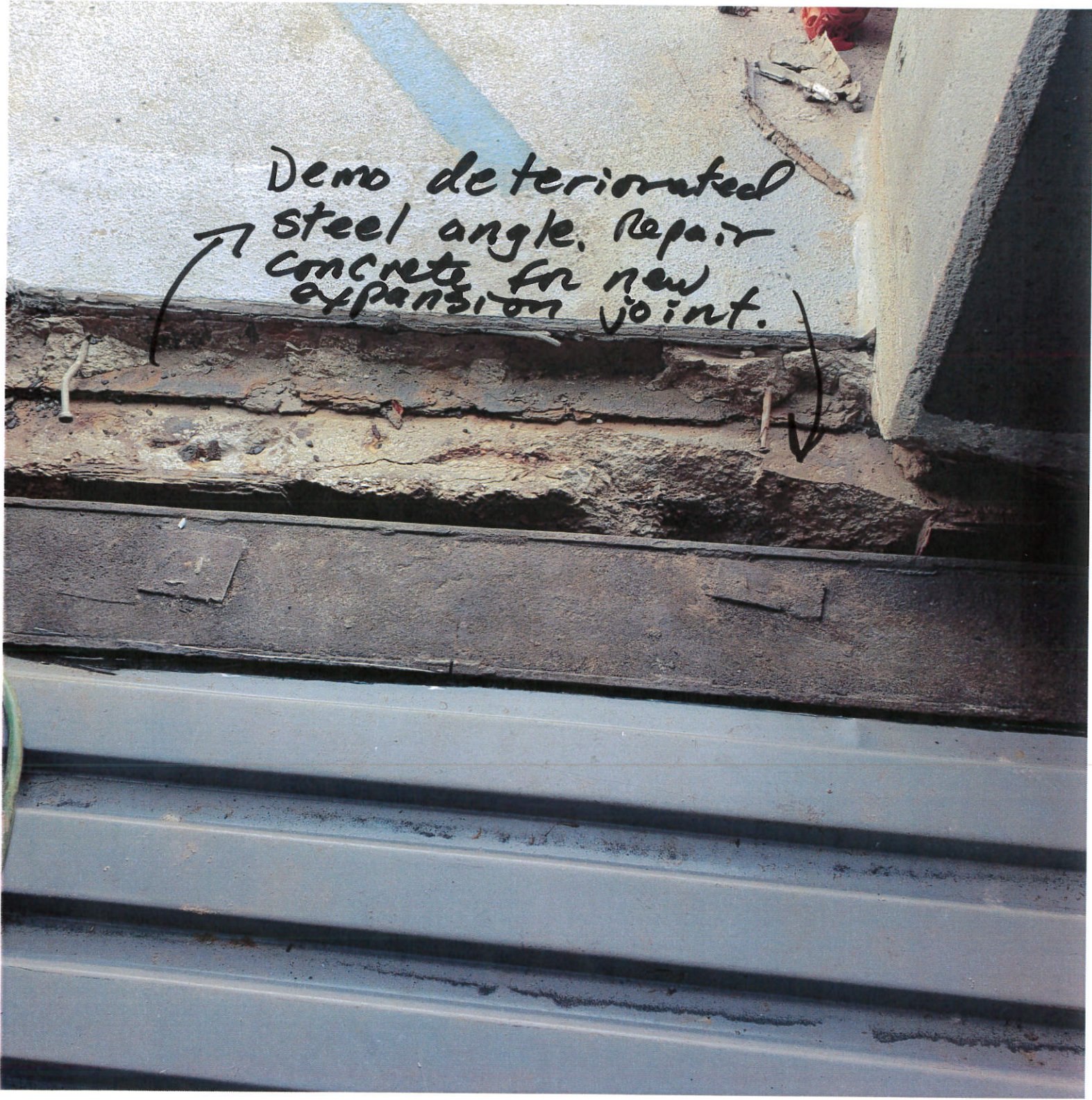


→ Replace additional  
treads/risers



RFC #2

Demo deteriorated  
steel angle. Repair  
concrete for new  
expansion joint.

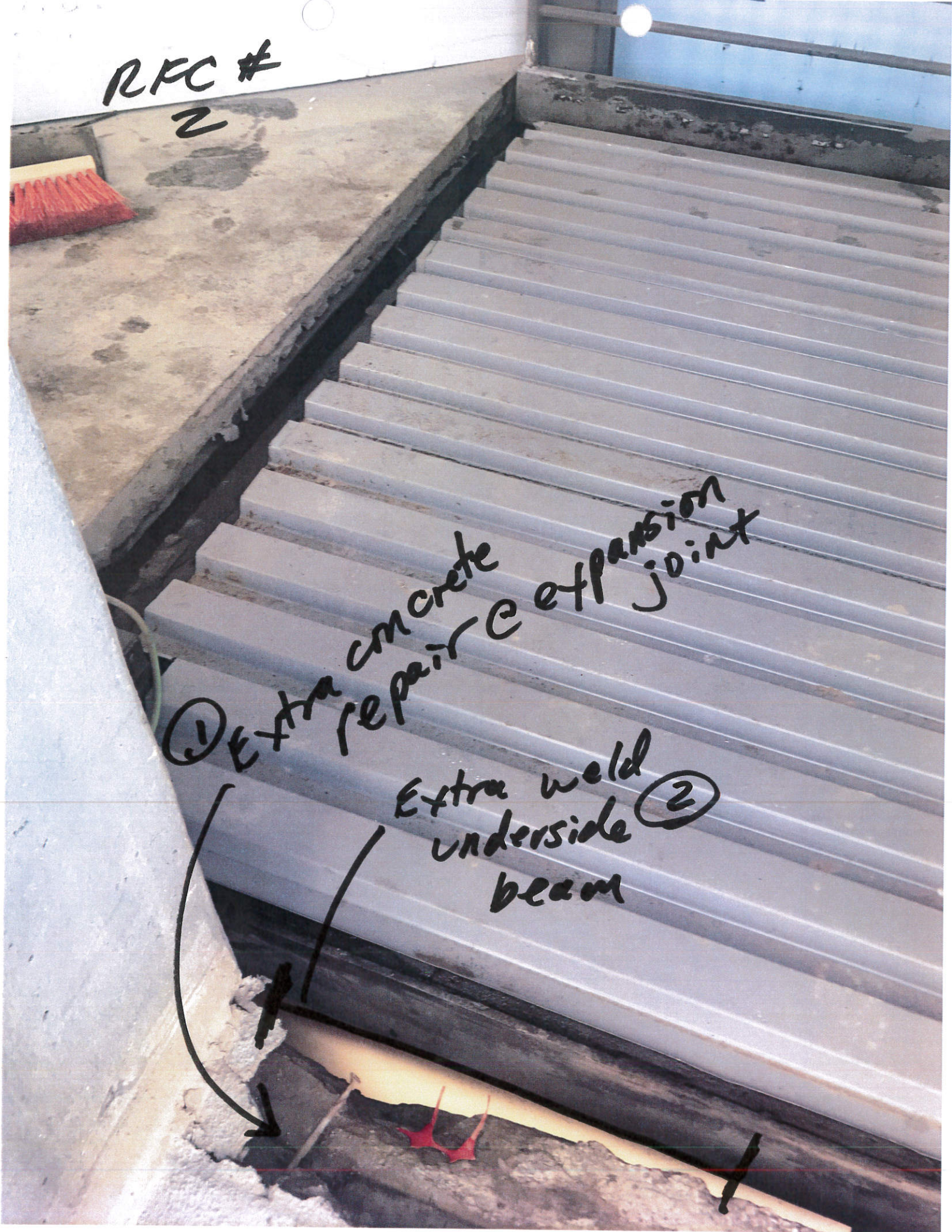




RFC #  
2

① Extra concrete  
repair @ expansion  
joint

Extra weld  
underside ②  
beam





RFC #  
2

② Weld  
Repair





RFA #3

(Wade Trim  
Review)

①



②



③



④



2000

OLYSON



RFC #3 (wade trim review)





RFC#3 (wade Trim Review)



weld plates -  
both sides  
of column



RFC#  
5



Repair roof  
conductor drain  
pipe



RFC #  
5



→ Replace (2) Broken  
light fixtures

## RESOLUTION

The following Resolution was offered by Director \_\_\_\_\_ and seconded by Director \_\_\_\_\_.

*WHEREAS The Downtown Development Authority Board of Directors has in the past put a priority in keeping the Central Parking Deck up-to-date with annual maintenance work, and*

*WHEREAS the City of Plymouth and St. Joseph Mercy Hospital share a stairwell that connects the Arbor Health Building with the Central Parking Deck, and*

*WHEREAS a 1992 easement agreement indicates any capital repairs to the stairwell will be shared evenly between the two entities, and*

*WHEREAS in July 2021 the DDA Board approved \$44,171 with an additional \$5,000 in contingency for the repairs, and*

*WHEREAS a mid-project analysis by City engineer Wade Trim indicated the need for four additional repairs,*

NOW THEREFORE BE IT RESOLVED THAT the Downtown Development Authority Board agrees to pay for an additional \$3,249 for additional needed repairs to the stairwell at the St. Joseph Mercy near the Central Parking Deck. This approval brings the total DDA costs to \$52,420 for the stairwell improvement project.



## ADMINISTRATIVE RECOMMENDATION

**To:** DDA Board  
**From:** DDA Staff  
**CC:** S:\DDA\Shared Files\DDA Board\DDA Agendas\DDA Agendas\October2021  
**Date:** 10/11/2021  
**Re:** Potential 2021 Patio Season Extension

Over the past year, the DDA and City of Plymouth have allowed some expansion of outdoor dining services on public areas due to the COVID-19 pandemic. Emergency health orders from the State last fall and winter eliminated and/or reduced indoor dining capacity, creating the need for outdoor services throughout the colder months. For many restaurants, the expanded dining helped keep their businesses afloat during late 2020 and early 2021 until restrictions were eased.

Due to the success of the expanded outdoor dining, some restaurants have asked City leaders about the potential of expanding the outdoor dining season, at least through the end of the calendar year. The current Outdoor Dining Policy states that patios are allowed from April 1-November 1. *[Please see the attached email from Ryan Yaquinto, owner of Compari's, The Sardine Room and Fiamma Grill.]* Some members of the City Commission, including Mayor Wolcott, have indicated a desire for the DDA Board to weigh in on this topic. *[Please see the attached email from Mayor Wolcott.]*

DDA staff spoke with several additional downtown restaurant owners over the past few weeks about the potential of expanding sidewalk patio season through the end of 2021 to gauge interest. Although some restaurants indicated a desire to expand the season with many of the same reasons as Mr. Yaquinto, other restaurant owners indicated that they would be hesitant to keep their patios up in November and December citing staffing issues and a belief that without indoor capacity restrictions, most customers would choose not to eat meals outside during colder months.

A potential expansion of the sidewalk patio season would not include the current extended on-street patios. The on-street patios are scheduled to be removed on November 1. There are

several reasons for removing the on-street patios, including barricade rental costs, ADA compliance issues, snow removal complications, and the need to open these parking spaces during the colder months. City engineer Wade Trim is currently working on preliminary designs for possible expansion of future permanent bump outs that could be used by restaurants in the future under the current Outdoor Dining Policy. City administration is planning to present these options at future DDA and City Commission meetings.

If the DDA Board were to recommend a two-month expansion of the patio season through January 1, there would be potential additional costs and staff time to both the DDA and City, as well as additional compliance needed from the restaurants. Any restaurant that would choose to keep their outdoor dining patio open through January 1 would likely need to reapply for an Outdoor Dining Permit extension using the current application process. This would likely come at an additional cost to the restaurant owner. In addition, any restaurant that currently has an expanded on-street patio would need to reconfigure their patio to the traditional position they used prior to the COVID-related on-street expansions and comply with ADA compliance issues outlined in a recent letter from the US Justice Department. The City's Community Development Department would then need to inspect the patio for Outdoor Dining Policy compliance, and make sure the restaurant's insurance is up to date.

There would also be possible DDA related cost increases due to snow removal. The DDA's snow removal contractor indicated that in the event of a significant snowfall, having the patios in place would potentially cause an increase in labor hours as it would slow the progress of sidewalk snow removal by their crews. Restaurants would also be required to remove the snow from inside their patio areas to locations off public sidewalks.

In addition, DDA staff would need to check with the DDA power wash contractor on scheduling as the policy calls for monthly washes of the patios that are coordinated by DDA staff. The contractor generally requires the schedule to be set for the entire season in April. The monthly power washing costs are passed on to the restaurants. There is potential that the costs could be higher for participating restaurants if some restaurants choose not to participate.

If the DDA Board would like to recommend the extension of the 2021 season to the City Commission, DDA Staff would recommend using the two-month expansion as a trail run prior to a permanent change in the policy. Staff could then use the winter months to review the policy and recommend any additional changes next spring.

Due to the many considerations both for and against expanding the patio season, DDA staff has provided two sample resolutions for your consideration, one recommending the extension and one against. Any recommendation would then go before the City Commission for their consideration prior to any approvals.

City Leaders, Commissioners and Board Members,

I hope this letter reaches everyone in good health and spirit. I am reaching out today in hopes of bringing attention to some business opportunities pertaining to outdoor dining in the city of Plymouth.

As you are aware, the last couple of years have been a challenge for all types of businesses. As for the restaurant industry, we have seen enough ups and downs, openings and closing to last a lifetime. One of the bright spots of our business and to the guests of downtown Plymouth is outdoor dining. The feedback I receive for the vibrancy of the downtown area is on a daily basis. I would like to make a couple of suggestions for the city leaders and commission to discuss when it comes to the subject of outdoor dining and their ordinances, particularly pertaining to city property.

Firstly, the possibility of extending the patio season through the fall until the end of the year. Things were quite a bit different last year pertaining to fall and winter indoor dining restrictions, but based on all of the wonderful feedback from the community last year and current inquiries, I think cool weather dining could still be in high demand. I also believe it continues to add to the vibrancy of Plymouth during the holiday season. People were huddled around heaters and fire pits, eating warm meals and drinking hot chocolate, all while enjoying the sights and sounds of the season. Most outdoor dining spaces were decorated with cornstalks and pumpkins through autumn and then Christmas trees and holiday lights for December. This is of course optional but, in my opinion, provides a better streetscape than open bare sidewalks. It also provides additional business opportunities for those willing to partake, as well as keeping us competitive with other surrounding cities or private property that may offer cool weather dining.

Secondly, in speaking with some of the other local restaurant owners, it seems agreed that some longer-term insight into how outdoor dining will look in the city for the years to come would be helpful. This will allow us to make purchases to reinvest in our patios and businesses. With supply chain disruptions, timelines for furniture and fixtures are several months out. Having the knowledge of future patio layouts and/or extensions will allow us to make informed decisions. As with many of the downtown restaurants this year, we opted into the street parking extension option. It was a great opportunity for us, but definitely provided some challenges when coming to arranging our current railings or for finding furniture to fill the extended patio. I personally brought old patio furniture from my house as we were not sure on how much to spend on this. I would think that if given the opportunity, most business owners would choose to invest in this rather than piecemeal things together. With all of the pivoting that has gone on in the industry over the last couple of years, some long-term plans would be greatly appreciated.

*Is this a one-year plan? Should we spend the money on new furniture and if so, will it arrive in time for spring? Should we order more patio heaters and/or firepits? Will our railings stay the same or do we need modifications? Do we need more patio umbrellas, planters, lights, etc?*

I understand that there is a great deal of planning that goes into these decisions and maybe some of this has been discussed already, but I hope this letter can provide some insight as you work towards the future plans of the city's outdoor dining. I am hoping to make it to a commission meeting to speak on this but with current staffing issues I usually find myself at the restaurants during that time. As the fall creeps closer I did not want to miss the opportunity to share these thoughts.

Thank you for your time in reading this letter and I appreciate the consideration. Please feel free to reach out with any questions. We are grateful to be operating our family business in the City of Plymouth.

Most sincerely,

**Ryan Yaquinto**

Good afternoon Kerri,

Following up from the September board meeting, and on our conversation from last week, wanted to provide you some additional information as you consider adding taking up an update to the Cafe Policy at the upcoming October board meeting; specifically related to the calendar restrictions currently in place for April 1 - October 31st:

<http://downtownplymouth.org/DocumentCenter/View/911/Outdoor-dining-policy?bidId=>

For clarity's sake, if you and the DDA board would like to address the policy and discuss an extension of that time frame, be it a couple months or to allow for year-round outdoor dining on sidewalks, then that can and should be addressed at the upcoming DDA board meeting on October 11th. Any recommendation by the board would then be sent to the City Commission for review and adoption City wide.

The last substantial update to the Cafe policy was made in January 2013, I believe.

By way of enforcement, our Administration is going on what the policy states, which in this case would mean all sidewalk and street patios need to be removed by November 1st. As you recall, last year we worked with administration to extend the cafes throughout the winter — to much fan-fare and great benefit to those participants — as there were capacity restrictions on indoor dining throughout those months. As we all discussed at the last board meeting, folks really took advantage of that opportunity, particularly those who were not comfortable dining indoors, hence the understandable desire to repeat it again this winter.

Administration has sent out a few reminder letters to businesses and now folks are starting to reach out being that we're coming up against that date.

Even though this is a Top Priority for the board in the 2021 DDA Infrastructure Master Plan: <https://downtownplymouth.org/DocumentCenter/View/2288/DDA-Action-Plan-Table-FINAL-2-8-21>, and there is overwhelming public, business, and board support for such an effort, there may be things worth considering that is not currently known to take into account; and as a matter of best practice having the Administration way in with recommendations on how to best accomplish such an aim is highly advisable.

The 'on-street' extensions will be removed on November 1st for a multitude of reasons (snow plows, barricade rental costs, long-term plan for bump-outs still a work in progress to name a few). Everyone I've spoken with understands this to be the case, but I have yet to find someone who doesn't want the sidewalk patios extended to full year-round options, which is very interesting.

Doing this for as long as I have, I guess I shouldn't be surprised by anything anymore, but I was pleasantly surprised with folks willingness to brave the cold to enjoy each other's company....

...if this should happen we would have an interesting case study on what this could / should look like long-term in more 'normal' times, as the next group of DDA / City Commissioners continue the planning discussions for permanent patio extensions that we've engaged Wade Trim on.



I shared a lot of information here, and think I captured it accurately, but as always feel free to call me, Paul, or Sam with any questions.

Best,

Oliver Wolcott  
Mayor  
City of Plymouth

Permit No. \_\_\_\_\_

APPLICATION FOR OUTDOOR DINING PERMIT

CITY OF PLYMOUTH, MICHIGAN  
201 S. Main Street, Plymouth, MI 48170-1688  
(734) 453-1234 EXT. 232  
Web Site: www.ci.plymouth.mi.us

TO THE CITY OF PLYMOUTH BUILDING OFFICIAL:

The undersigned hereby applies for an Outdoor Dining permit according to the following statement:

PLEASE PRINT OR TYPE

1. Name of Business \_\_\_\_\_

2. Owner \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

3. Applicant \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

4. Area of dining space in square feet: \_\_\_\_\_

5. Attach one (1) set of site plans.

Signature of applicant: \_\_\_\_\_

Conditional Approval (see attached conditions) \_\_\_\_\_

\_\_\_\_\_

Application Fee: \$250.00    Non-liquor establishments with three or fewer tables: \$100.00

Square footage Fee: \_\_\_\_\_

By: \_\_\_\_\_  
Building Official

By: \_\_\_\_\_  
Police Chief

Date: \_\_\_\_\_

TOTAL FEE: \$ \_\_\_\_\_

OUTDOOR DINING POLICY GUIDELINES  
CITY OF PLYMOUTH  
201 S. MAIN  
PLYMOUTH, MI 48170  
(734) 453-1234 Ext. 232  
Contact Person: Building Dept.

**CHECK LIST FOR INSPECTION OF THE OUTDOOR DINING AREA**

This list includes items that the city inspector will check before the Outdoor Dining Permit will be issued. The Owner/Management may use this list to check their site plan before submitting to the Building Department.

**The Owner/Management must submit an outdoor dining permit application (It must state on the application the hours of opening and the time cleared and closed by), an insurance waiver with the City of Plymouth named as an additional insured, a copy of the video camera specifications, along with a site plan. These Four items are required for your Outdoor Dining Permit submittal.**

An additional fee of \$1.50 per square foot will be charged for public area used as determined by the Building Official.

SITE PLAN MUST INCLUDE:

1. Dimensions to all trees, lights, hydrants, curbs, ramps, doors that open into café area, buildings and other obstructions.
2. Show a minimum of 6 feet of sidewalk width from the above listed items to enclosed area of tables & chairs, for pedestrian traffic in sidewalk café areas.
3. Delineate the location and layout of the café in relation to the building and the building entrance.
4. Provide dimensions of café area for calculation of Café Square Footage.
5. Any fencing/railings shall have vertical balusters with a space between vertical members not greater than 4 inches. The minimum rail height shall be 36 inches with a maximum height of 42 inches. Fencing materials used should be black or “streetscape” green and should resemble “Wrought Iron”.
6. A note shall be included on the plan detailing that the tables and chairs shall be stacked and locked, left in place or moved inside when the facility is closed.

**OUTDOOR DINING PERMITS ARE GOOD FOR ONE SEASON AND  
MUST BE OBTAINED ANNUALLY.**

# **City of Plymouth Outdoor Dining Policy**

**Revised & Adopted by the City Commission on January 21, 2013**

Outdoor dining service may be permitted when operated by an existing food and/or beverage establishment, provided the operation complies with the following conditions:

## **Fees & Permits**

1. All businesses proposing outdoor dining shall submit an application depicting the location and layout of the dining area to the building department for approval. Approval of the application shall be subject to compliance with this policy and all applicable building codes.
2. Fees for outdoor dining shall consist of an application fee and a fee based on the square footage of area used for the dining area, fees shall be determined by resolution of the City Commission.
3. Before receiving an outdoor dining permit, the applicant shall pay all required fees.
4. Prior to issuance of an outdoor dining permit, the City's finance department shall verify that there are no outstanding fees owed to the City by the person or entity requesting an outdoor dining permit. An outdoor dining permit will not be issued until all outstanding debts to the City of Plymouth are paid in full.
5. Each establishment shall comply with any and all regulations issued by the State of Michigan, County of Wayne, and the City of Plymouth.
6. All outdoor dining operations shall indemnify and hold the City free, clear, and harmless from any and all claims arising out of the operation of the outdoor dining area. The City shall be added as a named insured on the application/operator's general liability insurance policy and provide the City with a copy of the certificate of insurance. The operator shall carry insurance in the amount of \$500,000 per person, per incident, for general and product liability and have umbrella coverage in the amount of \$1,000,000.
7. No additional off-street parking shall be required for outdoor dining.
8. The maximum number of outdoor dining seats in a patio café will be determined by a formula: The square footage divided by 8.5. For example: If the patio is 200-square-feet, divided by 8.5, the maximum number of seats is 24.
9. The City shall have the right to prohibit the operation of outdoor dining because of anticipated or actual problems or conflicts in the use of the business. Some problems may arise from, but are not limited to, festivals and similar events, parades, or repairs to the street, sidewalk or utilities within the public right of way. To the maximum extent possible, the outdoor dining owner will be given prior written notice of any time period during which the operating of the outdoor dining may be impacted.

## **Construction**

### **For Sidewalk Cafés**

1. A minimum of six (6) unobstructed feet of sidewalk width must be maintained to permit the free flow of pedestrian traffic. Clearance of six feet will be measured from any door that opens onto the sidewalk, any tree, light pole, curb or other obstruction.
2. Café facilities shall not extend beyond the curb or in front of adjacent businesses. Café facilities may extend in front of adjacent businesses if written consent is obtained from the affected adjacent property owners.
3. Sidewalk cafés shall not disrupt street or sidewalk drainage or impound water.
4. An inspection of all café facilities by the Building Department and Police Department is required before opening the premises for use.

## **Operation & Maintenance**

1. The exterior of the premises shall be kept in a clean, orderly and maintained condition. Sidewalks shall be cleaned daily with water by the Café operator to prevent buildup of dirt and grease. Each establishment with an outdoor café must sweep the frontage sidewalk clear of cigarette butts and garbage during hours of operation and following the closure of the outdoor café for the evening. No remnants of cigarette butts or trash will be visible outside the establishment after closing.
2. The DDA will contract with a power washing company for cleaning of sidewalk cafes of all establishments with an outdoor café, once per month during the café season. The cost for power washing will be divided among the establishments that have an outdoor café on city property, with the bill assessed on a “per square foot” basis. The DDA will contract with the power washing company that has the successful bid to power wash sidewalks throughout the entire downtown, generally four times a year. There will not be a charge if the scheduled power washing for all businesses coincides with the scheduled monthly power washing for establishments with an outdoor café..
3. Cafes shall be permitted to operate for the period of April 1 to November 1 only and may be used only during normal operation hours of the applying establishment. Evening operations of the cafes shall be limited and shall cease operations by 10:00pm, except in the Downtown Development Authority District.
4. For liquor serving establishments, security cameras must be mounted on private property to give adequate coverage of the outdoor café. The specifications are attached, and can be changed as technology changes. All cameras must have the approval of the Police Chief before being installed. That includes both the number of cameras needed and the specifications of the cameras to be installed. Each day’s video recording must be saved for at least seven days. Upon request, establishments must make video available to the Police Department for investigations within 48 hours of the request. Failure to do so WILL result in immediate suspension of the sidewalk café, AND revocation of the sidewalk café permit for the remainder of the season.

5. In the Downtown Development Authority District only, cafés shall be allowed to continue service until 11:00pm, Sunday through Wednesday and be closed and clear at 11:30 pm. Cafes shall be allowed to continue service until 12:00am. (Midnight) on Thursday, Friday and Saturday and be closed and clear at 12:30am.
6. All food preparation shall be performed inside the premises.
7. Cafés shall be permitted to serve alcohol only to patrons who are seated in the establishment's designated café seating area.
8. Containers for cigarette butts must be made available to patrons outside each establishment with an outdoor café. The containers, free standing or attached to private property, must meet the standards and be approved by the Downtown Development Authority staff. No unauthorized containers, coffee cans or other receptacles are allowed.
9. Establishments with an outdoor café are only allowed to store and secure the number of seats allowed per establishment, tables and propane heaters each night. At the end of business, tables and chairs can be stacked against the wall, left standing in place or stored inside the establishment. Additional property, not limited to but including cleaning materials, are not allowed to be stored outside during or after café hours.
10. Each establishment with an outdoor café on city property must have a 36-inch high by 24-inch wide sign attached to the fencing and/or the entrance of the patio café, noticeable to all patrons that reads:

#### Local City & State Ordinances for Outdoor Public Seating

1. No smoking in the patio
2. All patrons must be seated in the patio
3. No pets allowed on the inside of the patio
4. All alcohol must be brought across the sidewalk by an (establishment name) employee
5. City Ordinances Pertaining to Hours of Operation for Establishments inside the Downtown Development Authority District (DDA).  
Sunday-Wednesday, Last call will be at 11 p.m. and all patrons must be inside by 11:30 p.m.  
Thursday-Saturday, Last call will be at 12 a.m. and all patrons must be inside by 12:30 a.m.
6. Establishments outside the DDA area shall have last call at 9:30 PM and all patrons must be inside by 10:00 PM every day.

Outdoor dining areas shall abide by the City's Noise Ordinance.

## **General Regulations**

1. Contracts to permit Outdoor Dining shall not exceed one (1) season, (April 1 to November 1). Temporary contracts for a special event occurring between November 2 and March 31 shall be permitted but may not exceed 14 days, or more than one per year and are subject to the same conditions and fees established for non-temporary permits.
2. Failure to comply with all state, county and municipal laws and this policy shall result in the immediate revocation of the authority to operate Outdoor Dining by the City Manager.
3. All denials of applications and revocations of said authority to operate may be appealed to the City Commission, whose decision is final. (Note: The use of public right of way is subject solely to the control of the City Commission.)
4. Appeals of revocations shall stay further proceedings and the applicant shall be permitted to continue the outdoor café operation pending a decision by the City Commission. Provided, if a violation poses an immediate danger to the public's health, safety, or general welfare, the City Manager or his designee may order the suspension of all outdoor dining operations pending a hearing and the applicant shall cease carrying on such activities pending such hearing.
5. All applicants, prior to being issued a permit to operate a café, shall enter into a written contract whereby the City shall "permit" the operation and the owner/applicant shall acknowledge the conditions and the City's authority to revoke the permit upon failure to comply with any of the conditions set forth herein.

### **Fee Schedule (Amended)**

Amended January 21, 2008

Application Fee: \$250.00

Sidewalk Usage Fee: \$1.50 /Square Foot/per season

### **Fee Schedule (Amended)**

Amended January 21, 2013

Application Fee: \$100 /Per Season/ for non-liquor establishments with three or less tables.

# Sidewalk Patio Video Specs

## **SECURITY SYSTEM (head unit) SPECS:**

- 1) 1 terabyte or greater hard drive  
Note: This hard drive sizing will give you the ability to capture more data at a higher resolution and hold that data for a longer duration.
- 2) “APP” for portable devices  
Note: These apps give the operator the flexibility to view the system remotely from Smartphones or other devices.
- 3) “USB” or “Flash Drive” ports.  
Note: These ports give the operator the ability to transfer and capture data (ie: video) for future viewing.
- 4) Raid configuration ability:  
Note: This feature gives the operator the option to add more hard drives for redundancy.
- 5) Remote “IP” address availability:  
Note: This feature gives the operator the ability to view all cameras remotely through an offsite computer.
- 6) Balun / Cat 5 wiring”  
Note: Using baluns gives the operator the ability to mount a camera anywhere regardless of location of a power source.

## **Camera Specifications:**

Outside camera no less than 600 lines of resolution.

Note: The higher the line resolution the more detailed the field will be.

Note: 700 lines are sufficient for lower “HD” quality.

### **Working example:**

- 1) 700-1080 resolution.  
Note: When scanning or searching the hard drive for an issue the higher resolution camera will make it easier to identify your target while scanning in fast forward or rewind mode.
- 2) 3.1 millimeter lens  
Note: This will give you the widest target area while maintaining clarity.
- 3) Infrared “LED” is at .1 lux.  
Note: This gives you your brightness level at night. The lower the “lux” value the brighter the image.
- 4) 60-foot Throw  
Note: Throw is target depth. The longer the throw the farther out your target area.



**RESOLUTION (OPTION 1)**

*The following Resolution was offered by Director \_\_\_\_\_ and seconded by Director \_\_\_\_\_.*

*WHEREAS outdoor dining in Downtown Plymouth adds to the vibrancy and success of the downtown, and*

*WHEREAS the current Outdoor Dining Policy allows downtown restaurants to apply for patios on the sidewalks adjacent to their restaurants between April 1 and November 1, and*

*WHEREAS many downtown establishments had success with extending the outdoor dining season between November 1, 2020 and March 31, 2021, and*

*WHEREAS some restaurants have indicated a desire to expand patio season through January 1.*

*NOW THEREFORE BE IT RESOLVED THAT the Downtown Development Authority recommends to the Plymouth City Commission that the current outdoor dining season on public areas be extended through January 1, 2022. This extension will only be available to sidewalk patios outlined in the City's Outdoor Dining Policy and does not apply to current on-street extended patios.*

## RESOLUTION (OPTION 2)

*The following Resolution was offered by Director \_\_\_\_\_ and seconded by Director \_\_\_\_\_.*

*WHEREAS the current Outdoor Dining Policy allows downtown restaurants to apply for patios on the sidewalks adjacent to their restaurants between April 1 and November 1, and*

*WHEREAS expanding the patio season would come with additional potential costs and challenges for City staff and contractors, and*

*WHEREAS some restaurants have indicated that they would not consider keeping their patios open beyond November 1 as it would be of limited benefit to their business.*

*NOW THEREFORE BE IT RESOLVED THAT the Downtown Development Authority recommends to the Plymouth City Commission that the Outdoor Dining Season should not be extended through January 1, 2022 and remain April 1 through November 1.*