



Plymouth City Commission

Regular Meeting Agenda

Monday, August 15, 2022 7:00 p.m.
Kiwanis Park – Auburn & Junction

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

www.plymouthmi.gov
Phone 734-453-1234
Fax 734-455-1892

1. **CALL TO ORDER**
 - a. Pledge of Allegiance
 - b. Roll Call
2. **APPROVAL OF MINUTES**
 - a. August 1, 2022 City Commission Regular Meeting Minutes
3. **APPROVAL OF THE AGENDA**
4. **ENACTMENT OF THE CONSENT AGENDA**
 - a. Approval of July 2022 Bills
5. **CITIZEN COMMENTS**
6. **COMMISSION COMMENTS**
7. **OLD BUSINESS**
 - a. Installation Authorization for Downtown RRFB
8. **NEW BUSINESS**
 - a. Extended Dining Platforms 2023 Season
 - b. Authorization for Electrical Generator Study – Cultural Center
 - c. Authorization for Zoning Audit
9. **REPORTS AND CORRESPONDENCE**
 - a. Liaison Reports
 - b. Appointments – if needed
10. **ADJOURNMENT**

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

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

Consent Agenda- The items on the Consent Agenda will be approved by one motion as Agenda Item #4. There will be no separate discussion of these items unless a Commissioner or citizen so requests, in which case that item will then be placed on the regular agenda.

City of Plymouth Strategic Plan 2022-2026

GOAL AREA ONE - SUSTAINABLE INFRASTRUCTURE

OBJECTIVES

1. Identify and establish sustainable financial model(s) for major capital projects, Old Village business district, 35th District Court, recreation department, and public safety
2. Incorporate eco-friendly, sustainable practices into city assets, services, and policies; including more environmentally friendly surfaces, reduced impervious surfaces, expanded recycling and composting services, prioritizing native and pollinator-friendly plants, encouraging rain gardens, and growing a mature tree canopy
3. Partner with or become members of additional environmentally aware organizations
4. Increase technology infrastructure into city assets, services, and policies
5. Continue sustainable infrastructure improvement for utilities, facilities, and fleet
6. Address changing vehicular habits, including paid parking system /parking deck replacement plan, electric vehicle (EV) charging stations, and one-way street options

GOAL AREA TWO – STAFF DEVELOPMENT, TRAINING, AND SUCCESSION

OBJECTIVES

1. Create a 5-year staffing projection
2. Review current recruitment strategies and identify additional resources
3. Identify/establish flex scheduling positions and procedures
4. Develop a plan for an internship program
5. Review potential department collaborations
6. Hire an additional recreation professional
7. Review current diversity, equity, and inclusion training opportunities
8. Seek out training opportunities for serving diverse communities

GOAL AREA THREE - COMMUNITY CONNECTIVITY

OBJECTIVES

1. Engage in partnerships with public, private and non-profit entities
2. Increase residential/business education programs for active citizen engagement
3. Robust diversity, equity, and inclusion programs
4. Actively participate with multi-governmental lobbies (Michigan Municipal League, Conference of Western Wayne, etc.)

GOAL AREA FOUR - ATTRACTIVE, LIVABLE COMMUNITY

OBJECTIVES

1. Create vibrant commercial districts by seeking appropriate mixed-use development, marketing transitional properties, and implementing Redevelopment Ready Communities (RRC) practices
2. Improve existing and pursue additional recreational and public green space opportunities and facilities for all ages
3. Develop multi-modal transportation plan which prioritizes pedestrian and biker safety
4. Improve link between Hines Park, Old Village, Downtown Plymouth, Plymouth Township, and other regional destinations
5. Maintain safe, well-lit neighborhoods with diverse housing stock that maximizes resident livability and satisfaction
6. Modernize and update zoning ordinance to reflect community vision
7. Implement Kellogg Park master plan



City of Plymouth City Commission Regular Meeting Minutes Monday, August 1, 2022, 7:00 p.m. Knights of Columbus Park – Spring & N. Holbrook

City of Plymouth
201 S. Main
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Phone 734-453-1234
Fax 734-455-1892

1. CALL TO ORDER

Mayor Moroz called the meeting to order at 7:00p.m. and led the Pledge of Allegiance.

a. Pledge of Allegiance

b. Roll Call

Present: Mayor Moroz, Mayor Pro Tem Tony Sebastian, Commissioners, Suzi Deal, Linda Filipczak, Jennifer Kehoe, Alanna Maguire and Kelly O'Donnell

Also present: City Manager Paul Sincock, Attorney Bob Marzano, Public Safety Director Al Cox, and various members of the City administration

c. Proclamation

Mayor Moroz read a proclamation recognizing Constitution Week.

d. Presentation – Ruth Huston Whipple Award

Mayor Moroz presented the Ruth Huston Whipple Award to Mark and Patty Malcolm, longtime Plymouth residents, community supporters and historic preservationists in the City of Plymouth.

2. APPROVAL OF MINUTES

Filipczak offered a motion, seconded by O'Donnell, to approve the minutes of the July 18, 2022 City Commission Regular Meeting Minutes.

MOTION PASSED 7-0

3. APPROVAL OF THE AGENDA

Filipczak offered a motion, seconded by O'Donnell, to approve the agenda for Monday, August 1, 2022.

MOTION PASSED 7-0

4. ENACTMENT OF THE CONSENT AGENDA

Filipczak offered a motion, seconded by O'Donnell, to approve the Consent Agenda for Monday, August 1, 2022.

- a. Special Event: Plymouth Community Fall Festival- Friday-Sunday September 9-11, 2022
- b. Special Event: Ladies' Night Out Shopping Event- Thursday September 15, 2022
- c. Special Event: Scarecrows in the Park- September 23-November 2, 2022
- d. Special Event: K of C Annual M.I./Tootsie Roll Drive- Friday-Saturday October 7-8, 2022
- e. Special Event: Plymouth Ghosts Cemetery Walk- Saturday October 22, 2022
- f. Special Event: Pumpkin Palooza- Sunday October 23, 2022
- g. Special Event: Sun& Snow Ski and Snowboard Swap, Sat-Sun November 5-6 and December 10-11, 2022
- h. Christmas in Plymouth/Mistletoe Market- Thursday December 1, 2022

MOTION PASSED 7-0

5. CITIZEN COMMENTS

There were no citizen comments

6. COMMISSION COMMENTS

O'Donnell thanked the Old Village Association for mulching the trees at the Knights of Columbus Park.

Deal thanked Mark and Patty Malcolm for bringing a grocery store to town.

Kehoe also thanked the Malcolms.

Maguire encouraged the group to vote on August 2.

Moroz reminded the group that voters may register on election day and thanked those who worked on getting absentee ballots out. He offered congratulations to Assistant Finance Director Shontae Williams for being accepted into the Women in Municipal Leadership program and Police Sergeant Josh Carroll for marking 18 years of service.

7. OLD BUSINESS

There was no old business.

8. NEW BUSINESS

a. Plymouth Canton Little League – Bingo at Fall Festival

The following resolution was offered by Filipczak and seconded by Sebastian.

RESOLUTION 2022-60

WHEREAS The City of Plymouth is host to the annual Plymouth Fall Festival which is held in the City's Downtown Area, Kellogg Park and the Gathering Pavilion; and

WHEREAS Bingo Games have been a part of the festival for many years; and

WHEREAS The Plymouth Fall Festival is held the weekend after Labor Day each year; and

WHEREAS The Plymouth Fall Festival Board has indicated that the Plymouth Canton Little League is authorized to run the Bingo Games at the Fall Festival and they have a duly authorized license from the State of Michigan Bureau of the State Lottery to host the Bingo Games.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize the Plymouth Canton Little League to use the Gathering Pavilion for Bingo Games during the 2022 Plymouth Fall Festival.

MOTION PASSED 7-0

b. Ann Arbor Trail Retaining Wall

The following resolution was offered by Filipczak and seconded by O'Donnell.

RESOLUTION 2022-61

WHEREAS The City Commission has authorized the 2022 Infrastructure Repair Program and this includes the replacement of the retaining wall on Ann Arbor Trail near Jener Place, and certain improvements to existing sidewalks to reduce the slopes of the sidewalks; and

WHEREAS The City Department of Municipal Services has been working with the affected residents near the existing wall and along with the City Engineer they have cooperatively created a plan to make improvements to the street infrastructure to reduce the height wall at the street level and to improve the slopes of the sidewalks; and

WHEREAS The City Engineer has made a recommendation to make certain improvements and this information has been supplied to the residents.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize the 2022 Infrastructure Improvement Program for what is commonly known as the Ann Arbor Trail retaining wall, near Jener Place in accordance with the City Engineer's letter of July 27, 2022. This program is authorized at an amount not to exceed \$192,516.00. Further, the City Commission authorizes Jener Place to be one-way northbound from Maple Street to Ann Arbor Trail. Funding for this Improvement Program is authorized from the 2022 Infrastructure Improvement Programs and does not affect the General Fund.

Commission members remarked that the DMS and residents worked well together to develop this plan.

MOTION PASSED 7-0

c. North Territorial Pathway

The following resolution was offered by Filipczak and seconded by Maguire.

RESOLUTION 2022-62

WHEREAS The City Commission has previously authorized the design phase of the North Territorial Non-Motorized Pathway to connect the City and Plymouth Township pathways; and

WHEREAS The City has received a proposal to enter the construction phase of this project to complete a seasonal pathway; and

WHEREAS This project is a part of the City Commission's Strategic Plan to make the City a more attractive and livable community.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize the Construction Phase of the North Territorial non-motorized seasonal pathway as presented by the City Engineer as a part of the 2022 Infrastructure Project. This phase of the project is authorized at an amount not to exceed \$141,925 and it shall be encumbered against the 2022 Infrastructure Program.

MOTION PASSED 7-0

9. REPORTS AND CORRESPONDENCE

a. Liaison Reports

O'Donnell said the Planning Commission meeting was scheduled for Wednesday, August 10 at 7 p.m. at City Hall.

b. Appointments

There were no appointments

10. ADJOURNMENT

A motion to adjourn was offered by Filipczak and seconded by O'Donnell at 7:29 p.m.

MOTION PASSED 7-0

NICK MOROZ
MAYOR

MAUREEN A. BRODIE, CMC, MiPMC
CITY CLERK



Administrative Recommendation

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

www.plymouthmi.gov
Phone 734-453-1234
Fax 734-455-1892

To: Mayor & City Commission
From: Paul J. Sincock, City Manager
CC: S:\Manager\Sincock Files\Memorandum - Authorization install RRFB Downtown 08-15-22.docx
Date: August 11, 2022
RE: Installation Authorization for Downtown RRFB

Background

The City Commission has had previous discussions related to the installation of the Rapid Rectangular Flashing Beacons (RRFB) lights. The Commission directed the Administration to install the RRFB's at intersections outside of the core Downtown Development District, before requesting authorization to install units in Downtown.

The RRFB's have been installed and are operational at:

- Ann Arbor Trail at Evergreen
- Penniman at Evergreen
- Starkweather at Liberty
- Main Street at Hartsough
- Harvey Street Mid-Block at Tonquish Creek Walkway (2021 Infrastructure)

In May of this year the City Commission wanted to see how the new lights would work and affect traffic prior to installing them in the Downtown. We are at the point of authorizing the installation in the downtown area. Lights are to be installed at

- Ann Arbor Trail at Forest – East Cross Walk
- Main Street Mid-Block – Between Ann Arbor Trail and Penniman

The installation of the RRFB's in the Downtown have been recommended by the Downtown Development Authority (DDA) Board and the City Commission has previously authorized the purchase of the units for downtown. At this time, we are requesting authorization to order the installation in accordance with the original plan.

It should be noted that there are additional signs on back order related to activating the signals when traffic is clear and to not step out in front of a car. The lights are yellow for drivers, meaning use caution and be alert for pedestrians who may already be in the crosswalks.

Recommendation

The City Administration recommends that the City Commission authorize the installation of the RRFB's in the Downtown area as follows:

- Ann Arbor Trail at Forest – East Leg
- Main Street Mid-Block – between Penniman and Ann Arbor Trail

These locations have previously been recommended by the DDA Board. The City Commission has previously authorized the purchase of the units for these locations.

The proposed Resolution simply directs the City Administration to install the RRFB's at the locations indicated.

Should you have any questions in advance of the meeting, please feel free to contact either Chris Porman or myself.



Department of Municipal Services

1231 Goldsmith Plymouth, MI 48170 734-453-7737 phone 734-455-1666 fax

Date: August 10, 2022
To: Paul J. Sincock, City Manager
From: Chris S. Porman, Asst. City Manager/Director of Municipal Services
Adam Gerlach, Asst. Director of Municipal Services
Re: Downtown RRFB Installations

Background

In October 2021, the City Commission authorized the design plans and specs for the Rectangular Rapid Flashing Beacons. In December 2021, the City Commission authorized the purchase of the materials to Rauhorn Electric for five locations:

Ann Arbor Trail and Evergreen
Penniman and Evergreen
Ann Arbor Trail and Forest
Starkweather and Liberty
Mid-Block crossing on Main St. between Penniman and Ann Arbor Trail

The sixth location (mid-block on Harvey) was recently installed as part of the 2021 Infrastructure project.

At the May 2, 2022, City Commission meeting, the City Commission stated a preference in installing three RRFBs and adding the final two later. The three locations that were installed were Ann Arbor Trail and Evergreen, Penniman and Evergreen, and Starkweather and Liberty.

The city has received positive feedback from users and the signals have been observed to be in use by pedestrians. It should be noted that additional signage on usage of the signals has been ordered and should be installed shortly.

The two locations to still be installed are Ann Arbor Trail and Forest and the mid-block crossing on Main St. between Penniman and Ann Arbor Trail, which was requested by the DDA Board.

There will need to be some coordination on installation based on event schedules as well as contractor availability.

Recommendation

It is our recommendation that the City Commission authorize the installation of the two additional RRFB signals at Ann Arbor Trail and Forest and the mid-block crossing on Main St. between Penniman and Ann Arbor Trail. The purchase of the signals has already been authorized and ordered. The concrete work that takes place to bring the crosswalk area into ADA compliance as part of the installation of the RRFB signals has already been authorized. This recommendation is simply to move forward with the installation of the two additional RRFB signal locations.

Should you have any questions, please feel free to contact us in advance of the meeting.

RESOLUTION

The following Resolution was offered by _____ and seconded by _____.

WHEREAS The City operates a set of roads and pedestrian walkways and
The City Commission has established in their five-year strategic
Plan that they want to make Plymouth an attractable, livable
Community and to be aware of changing vehicle habits, and

WHEREAS As the City develops to a more walkable environment, there is
A need to provide for enhanced pedestrian safety, and

WHEREAS one strategy that the City is using is to install Rapid Rectangular
Flashing Beacon (RRFB) at key crossings in the City in an effort
To alert drivers who may be otherwise distracted that a pedestrian
May be in the crosswalk and to use caution, and

WHEREAS The City Commission directed the City Administration to seek prior
Approval before installing RRFB in the core downtown area.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of
Plymouth does hereby direct the City Administration to install RRFB in the
downtown as follows:

- Ann Arbor Trail at Forest – East Leg
- Main Street – Mid-Block between Ann Arbor Trail and Penniman



Administrative Recommendation

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

www.plymouthmi.gov
Phone 734-453-1234
Fax 734-455-1892

To: Mayor & City Commission
From: Paul J. Sincock, City Manager
CC: *S:\Manager\Sincock Files\Memorandum - Patio Platform Dining for 2023 - 08-15-22.docx*
Date: March 18, 2022
RE: Extended Dining Platforms 2023 Season

Background

The City Commission has been working with the restaurant owners to develop a program that would allow extended dining areas into parking spaces on the street for the summer season (April – October) of 2023. It is the Administration's understanding that the City Commission is looking to set the plan for temporary dining platforms for the 2023 season. The proposed program for 2023 would essentially match the program for the current summer.

It should be noted that due to delays from the Michigan Liquor Control Commission there is only one temporary platform installed for 2022, in front of Sean O'Callaghan's.

The City Commission's Strategic Plan calls for them to decide on outdoor dining plan and to consider parklets. The temporary dining platforms is a part of this effort. We know that some downtown restaurants are anxious to know what the rules are for 2023 and perhaps beyond. The DDA has recommended to the City Commission that the temporary platforms be allowed through October of 2024.

The Administration has a duty to point out some things to consider as the Commission moves forward with this decision-making process. The Commission may want to consider that if parking is an issue in the downtown, the temporary dining platforms remove parking from the municipal system, during our peak use period (May – September). The political question is do the temporary platforms provide enough of vibrancy to overcome the issue of the loss of parking spaces.

In order to limit the loss of parking, the Commission may want to consider a couple of options. Since there is a value to on-street parking and depending on how many platforms are installed, you could lose a significant amount of on-street parking. As an example, the City Commission may want to limit the number of parking spaces per liquor license. In other words, each liquor license would be allowed a maximum of _____ angle parking spaces or a specified maximum number of parallel parking spaces.

Another option related to parking would be for the City Commission to consider removing the existing bump outs in front of the Penn Grill and Barrio to convert those spaces to parking. That goes against the concept of the parklet, but if you put everything on the table the Commission may want to consider it. It should be noted that the Commission has previously authorized some preliminary engineering work on three locations for permanent parklets (Penn Grill, Barrio & Hermann's Old Towne Grill).

If the City Commission approves the temporary parklets for 2023, then the Administration would be prepared in short order to put together the on-line packet that would allow the restaurant owner to obtain a permit for the extended space, which they can use to meet the requirements of the Michigan Liquor Control Act.

The proposed guidelines for 2023 would be the same as the 2022 guidelines and they will allow restaurants to either purchase a prefabricated kit or to build the deck themselves. The guidelines also require that the restaurant meet all of the guidelines for the American Disability Act, and it will be their responsibility to be in compliance and to defend their actions and the City on any action from the Federal Department of Justice. You will recall that in 2021 the City received notice from the Federal Department of Justice indicating that extended patio areas must comply with the ADA, just as their inside areas must comply with the Act.

Recommendation

There is a lot for the City Commission to consider related to temporary parklets and beyond. The City Commission has directed the City Administration to put together a package for the summer of 2023 for temporary parklets.

We have attached a proposed Resolution for the City Commission to consider regarding parklets for 2023. Again, we point out that the DDA Board has recommended allowing temporary parklets through September of 2024, or two full summer seasons.

The proposed Resolution is for only the 2023 season. As always, the City Commission can change the Resolution to extend the temporary platforms or limit the size of the platforms.

Should you have any questions in advance of the meeting please feel free to contact me.



Memo

To: Paul Sincock, City Manager
From: Sam Plymale, DDA Coordinator
CC: Chris Porman, Assistant City Manager
Date: 8/11/2022
Re: 2023 Patio Platform Dining Recommendation

At the August 8, 2022 meeting, the Plymouth Downtown Development Authority Board of Directors passed a resolution recommending an extension of the on-street Platform Patio Program through the 2024 outdoor dining season. Passed by the City Commission on March 21, 2022, the current policy is expected to expire at the end of the 2022 outdoor dining season. The current policy allows businesses to extend their patios into adjacent on-street parking spaces using platform materials approved by the City of Plymouth. Businesses also need appropriate liquor license approvals from the State of Michigan if applicable.

There was much discussion during the August DDA meeting about the length of the extension of the program. Although staff recommended a one-year extension due to the unknown future of potential permanent streetscape projects related to parklets, DDA Board members unanimously believed a two-year extension was most appropriate. There were several reasons the DDA Board preferred a two-year extension over a one-year extension. The most discussed topic of conversation was that restaurants needed at least two-years to realize an appropriate return on investment due to the cost of materials needed to construct the platform patios. Several board members didn't believe construction on a permanent parklet streetscape project would be a reality until 2025 at the earliest. There was also some discussion on the potential of platform patios being a possible desired permanent option moving forward so on-street parking can be recaptured during the patio offseason.

Attached is the administrative recommendation, passed resolution, and background information provided to the DDA Board at the August 8 DDA meeting.



Administrative Recommendation

To: DDA Board
From: DDA Staff
CC: S:\DDA\Shared Files\DDA Board\DDA Agendas\DDA Agendas 2022\August
Date: 8/8/2022
Re: 2023 Patio Platform Dining Recommendation

On March 21, the Plymouth City Commission approved an update to the Outdoor Dining Policy for 2022 allowing businesses in the downtown district to apply for extended patios in adjacent public on-street parking spaces.

The 2022 policy allows businesses to purchase platform materials to extend their patio as long as they follow guidelines approved by the City Commission and receive appropriate liquor license approvals from the State of Michigan. We've attached the full City Commission approval and a copy of the guidelines below for your reference.

In April, four downtown restaurants applied and received City approval for the extended dining platforms. Due to delays with liquor license approvals at the State level and supply chain issues for the materials, restaurants have not been able to construct the extended patio platforms. Only just this past week, Sean O'Callaghan's began set up of their patio.

Several restaurant owners, including those who did not apply in 2022, have inquired about the potential of the extension of the program in 2023. The City Commission, including Mayor Nick Moroz, want the DDA Board to have input on the future of the program. The City Commission plans to take this matter up in their next couple meetings so they can decide on continuing the program in 2023.

There are still ongoing discussions about the potential for future streetscape changes including the possibility of permanent parklet areas. Although those discussions are ongoing, no decision has been reached. In addition, it is important to make a decision on the future of the program sooner rather than later as restaurants need time to plan for next year's Outdoor Patio Season.

RECOMMENDATION:

As some businesses have already made a financial commitment to purchase the extended platform materials, and because it is unlikely that any downtown patio streetscape changes are imminent in 2023, DDA Staff recommends that the DDA Board approve a recommendation to the City Commission to allow businesses the opportunity to continue the temporary platform patio extensions in 2023 with no changes to the policy.

A resolution is attached for your consideration.

RESOLUTION

The following was moved by Director Elliott and seconded by Director Johnson.

- WHEREAS The City of Plymouth has established Quality of Life as a priority for the community, and
- WHEREAS As a part of the quality of life the City has allowed restaurants to use public sidewalks, right of ways, and alleys for outdoor dining in the summer season, which runs from April to the end of October, and
- WHEREAS In March of 2022, the City Commission approved an addition to the Outdoor Dining Policy for 2022 to allow restaurants to create platform patio extensions in adjacent public parking spaces, and
- WHEREAS The Plymouth Downtown Development Board of Directors supports the approved 2022 program and would like to see an extension of the program with no changes through 2024.

NOW THEREFORE BE IT RESOLVED THAT the City of Plymouth DDA Board does hereby recommend that the Plymouth City Commission extend the temporary platform patio policy for two-years through the 2024 outdoor dining season.

MOTION PASSES 8-0

DDA draft mtg minutes 08/08/22 Adopted Resolution



City of Plymouth

2022 Patio Extension Program

Outdoor Dining Platform Guidelines

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

www.plymouthmi.gov
Phone 734-453-1234
Fax 734-455-1892

All requirements contained herein must be completed for an outdoor dining platform to be considered for approval as part of the 2022 City of Plymouth Patio Extension Program.

This policy works in tandem with the Outdoor Dining/Sidewalk Café Policy and does not supersede any provisions contained therein.

This policy is separate from the Outdoor Dining/Sidewalk Café Policy and any request for information and/or materials requested for submission are to be submitted for each policy. Some of the information may seem redundant and that is to be expected. These are two separate policies handled administratively by two separate departments. Please submit all information requested under whichever permit you are applying for, even if you've submitted for a separate/different permit.

It is the responsibility of the owner to maintain adherence to federal (including ADA requirements), state (including Michigan Liquor Control Commission), and local regulations. The city will not accept responsibility for any damage whether direct or implied because of the construction, installation, or operation of the outdoor dining platforms.

The applicant must provide and keep in force \$500,000 general and \$500,000 liquor liability insurance with a \$1 million umbrella policy in which the city is named as additional insured as long as the permit is in effect. The applicant will file proof of endorsement of this insurance with the city as part of the permit application. The applicant shall also sign a hold harmless agreement as part of the application.

The city may revoke the permit if any of the conditions of the permit are not being met or if, for any reason, the city deems the occupation of the right-of-way is no longer desirable, or the city requires the area for any other purpose.

Patio Extension(s)

On Monday, May 18, 2020, the Plymouth City Commission passed a resolution authorizing City Administration to make additional public space available for use by dining establishments to expand their service area within the scope of the rules and regulations of the State of Michigan.

In addition, the resolution designates public spaces in front of or on the side of a business as space available for use; this would include parking spaces.

During the 2021 year, the City of Plymouth once again allowed dining establishments the ability to use public spaces adjacent to their business, including parking spaces to be used for patio extensions.

Over the past two years, the city has spent considerable time, energy, and effort to assist in the installation, maintenance, and removal of patio extensions for its business community. With the health orders, restrictions, etc. changing, the City of Plymouth is still interested in helping its business communities as they rebound from the past couple of years, and it has taken the feedback from the businesses in its creation of the 2022 City of Plymouth Patio Extension Program.

While the City of Plymouth continues its discussions on potential long term “parklets,” one idea that has been discussed from the business community related to outdoor dining and patio extensions is that of dining platforms.

Dining Platform Location and Placement

A dining platform is defined as a platform operated by an existing restaurant, bar, or other food serving establishment which sells food and beverage for immediate consumption, located on the adjacent parking space(s), alleys, streets, or other public property areas, for patrons and other persons, subject to design guidelines.

The dining platform must only be accessible from the sidewalk area and not from the street. The platform area shall use readily removable tables, chairs, umbrellas, railings, and planters. The perimeter must be secured by a railing and open to the air, except for any coverage provided by umbrellas.

The dining platform cannot exceed the width of the applicant’s storefront or public street frontage. If the parking space in front of the applicant’s frontage exceeds the width of the building, the applicant may request the use the entire parking space, within reason.

The dining platform must leave no less than a two-foot (2’) clearance offset on each end contained within the footprint of the designated parking spaces being used for the patio extension from adjacent parking spaces. A two-foot (2’) clearance offset will apply to the side that faces the traffic.

The dining platform must be flush with the sidewalk or top of curb level. There may be no more than a ½ inch horizontal space between the curb/sidewalk and the edge of the dining platform.

The platform must provide a flat surface and match the slope of the existing street or 2%, whichever is less.

The dining platform shall not interfere with any public service facility or utility, such as telephone pole, light pole, traffic signal, tree, planter, mailbox, sign pole, mailbox, bench, planter, fire hydrant, etc. These elements may be incorporated into the design element of the platform as they are permanent fixtures in the city but will not be removed or relocated.

The dining platform must be designed and constructed in such a way to allow for the flow of storm water to run adjacent to the curb unobstructed.

The dining platform cannot be anchored into the street or existing curb.

Operation of Dining Platform

Permits for the 2022 City of Plymouth Patio Extension Program to include dining platforms may be issued for a seven-month period from April 1 until November 1 and must be completely removed by November 4, 2022.

The owner of the dining platform will assume full responsibility for damage to public property caused by the placement and operation of a dining platform. The owner will also repair any damage to public property at their own expense.

The maintenance of the dining platform shall be the responsibility of the business owner including, but not limited to surface treatment and cleaning, litter control, rodent control, sweeping, and snow & ice removal. The sidewalk and public property shall be kept neat and clean and free from any substance that may cause damage to the sidewalk or public property (including parking spaces) or cause pedestrian injury.

Dining platforms must remain clear of litter, food scraps, and soiled dishes at all times. This includes areas on, around, next to, or underneath the platform. In addition, the outdoor dining area must remain clear of plates, cups, utensils, accoutrements, etc. when the outdoor dining platform is outside regular business hours. Chairs, tables, umbrellas, etc. must be kept contained and secured on the outdoor dining area and organized within reason at the end of each service day.

All alcoholic beverages to be served at dining platforms shall be prepared within the existing restaurant, and alcoholic beverages shall only be served to patrons seated at tables. The operator of the dining platform shall take all necessary action to procure the appropriate license(s) or permit(s) from the MLCC to serve alcoholic beverages on the dining platform and shall comply with all other laws and ordinances concerning the serving of alcoholic beverages in the state of Michigan.

Any establishment granted a permit by the city manager to operate a patio extension on sidewalks, parking spaces, or public property shall pay to the city treasurer a fee in the amount established by resolution of the city commission.

Guidelines

To provide the most flexibility and provide options for the food servicing establishments, the outdoor dining platform may be purchased as a kit from a vendor or constructed using raw materials so long as either option conforms to the guidelines listed below. This section does not attempt to address each and every option available but provides reasonable framework for the establishment to reference while planning and submitting the plan to the city for consideration and approval.

The dining platform structure must be constructed of quality materials, such pressure treated wood, or wood composite, vinyl, metal, etc. The floor of the dining platform must be constructed out of a composite material or wood (such as lpe) in a neutral color such as brown or grey and reflect the characteristics of the restaurant or food establishment. The floor may also be constructed out of stone or tile in the same neutral colors as exemplified above.

Dining platform railings must be constructed of a rigid material (wrought iron, cast aluminum, steel, wood, composite, etc.) and be black, neutral, or a color matching the primary color of the building. Rails must meet specifications as defined by the MLCC for liquor serving establishments and any pertinent building codes. Rails must be attached securely to the platform and cannot be loose standing.

Dining furniture must be consistent with the quality and character of current outdoor dining permit furniture or other outdoor furniture commonly found in outdoor dining areas.

Umbrellas must be constructed of canvas/synthetic canvas material and be aesthetically compatible with the color scheme of the front building façade and contain no logo or advertising. Umbrellas when open shall be fully contained within the dining platform area and shall not hang over into any traffic lane and/or sidewalk area.

Lighting in the style of tabletop or accessory lighting such as “string lights” will be allowed on the outdoor dining platform.

Each outdoor dining platform shall contain a form of planter with live planting(s) maintained through the patio season (October 31).

RESOLUTION

The following Resolution was offered by _____ and seconded by _____

WHEREAS The City of Plymouth has established Quality of Life as a priority for the community, and

WHEREAS As a part of the quality of life the city has allowed restaurants to use the public sidewalks Rights of way and alleys for outdoor dining in the summer season, which runs April to the End of October, and

WHEREAS The City Commission has allowed restaurants to use on-street parking areas for additional Outdoor seating areas, and

WHEREAS The City Commission will again allow the use of parking spaces for outdoor dining areas in 2023.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby adopt the 2023 Patio Extension Program Outdoor Dining Platform Guidelines as presented. Further, any costs/fees related to the inspection of parking space deck areas shall be paid by the affected restaurants. In addition, fees for lane marking delineators, curb stops, or other traffic control device shall be paid by the affected restaurants.



Administrative Recommendation

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

www.plymouthmi.gov
Phone 734-453-1234
Fax 734-455-1892

To: Mayor & City Commission
From: Paul J. Sincock, City Manager
CC: S:\Manager\Sincock Files\Memorandum - Authorization for Electrical Study for Generator for Cultural Center 08-15-22.docx
Date: August 11, 2022
RE: Authorization for Electrical Generator Study – Cultural Center

Background

The City Commission has set in their Strategic Plan that we “evaluate city facilities and technology to assess necessary upgrades and emergency preparedness needs.” We have found that the Plymouth Cultural Center (PCC) has been a valuable asset during times of emergency, and we have used the facility during the Covid pandemic for a variety of uses from vaccination clinics, food distribution, and blood drives. The facility has also been used as a warming or cooling center in times of severe weather.

Our experience has shown us that there are times when the PCC is not available as a result of a power outage. The City Commission set as a part of their 2022 – 23 Budget to obtain generators for the PCC and the DMS facility. In addition, in keeping with the Commission’s Strategic Plan we are also looking at the potential of adding additional generating power for future vehicle chargers that could be used during a power outage, by the residents and the city.

Due to the complexity of the PCC’s electrical needs, it is necessary to engage the services of an electrical engineer to determine the current and future needs of the facility. The City Administration has met with Peter Basso and Associates related to electrical engineering for the Saxton’s Lot EV Charging stations as well as the PCC project. We have a proposal from Peter Basso & Associates in the amount of a not to exceed amount of \$9,300 for the initial electrical engineering for the PCC.

Recommendation

The City Administration recommends that the City Commission authorize a professional services contract with Peter Basso & Associates in an amount not to exceed \$9,300. This project is covered in the current Fiscal Year Budget in our Capital Improvement Fund. Once we have this information, we will be able to seek bids on a generator project for the PCC.

There is a proposed Resolution attached for the City Commission to consider on this matter.



Department of Municipal Services

1231 Goldsmith Plymouth, MI 48170 734-453-7737 phone 734-455-1666 fax

Date: August 10, 2022
To: Paul J. Sincock, City Manager
From: Chris S. Porman, Asst. City Manager/Director of Municipal Services
Steve Anderson, Recreation Director
Re: Authorization for New Generator Study

Background

In the City Commission Strategic Plan, under Goal Area One: Sustainable Infrastructure, one of the one-year tasks for 2022 is to “evaluate city facilities and technology to assess necessary upgrades and emergency preparedness needs.” To that end, the Cultural Center currently does not have a standby or backup generator. Following the DTE substation fire a couple years ago, the building was without power and the ice on the arena side could not be kept resulting in substantial losses on revenue.

The Cultural Center building is critical in the operations of the city on a daily level from its normal operations to its special events such as hosting elections, sporting events, weddings, parties, meetings, and an assortment of other activities and uses.

In July, the city met with Peter Basso and Associates, who is also the subcontractor working on the Saxton’s Parking lot development for EV charging stations. During the meeting, one of the associates met with city staff at the Cultural Center to discuss providing a proposal to conduct a New Generator Study. The study will allow the city to discuss our options of a generator, related to the size, fuel type, and quantities of generator(s) needed. In addition, an option will be provided to include back up for future EV chargers. The cost for the services would be \$8,800 and \$500 for incidentals or a not exceed amount of \$9,300.

Recommendation

It is our recommendation that the City Commission authorize an amount not to exceed \$9,300 to Peter Basso and Associates to conduct the New Generator Study at the Cultural Center as a professional services contract. The proposal is attached and outlines the scope of services provided, deliverables, and cost breakdown. Following the results of the study, we can begin to obtain pricing for the generator(s) and provide that back to the City Commission for authorization later.

Should you have any questions, please feel free to contact us in advance of the meeting.



**Peter Basso
Associates**
CONSULTING ENGINEERS

MEP Engineering
Lighting Design
Commissioning
Building Technology
Sustainable Design

August 4, 2022

City of Plymouth
525 Farmer St.
Plymouth, MI 48170

Attention: Mr. Steve Anderson
Recreation Director

Subject: Proposal for Professional Services
Cultural Center and Ice Arena
New Generator Study

Dear Steve:

Peter Basso Associates, Inc. (PBA) is pleased to offer the services of our staff to the City of Plymouth (Client) for the Cultural Center and Ice Arena New Generator Study. The following is our understanding of the Project and the services which are to be provided.

PROJECT UNDERSTANDING

The Cultural Center is currently fed from two 800 amp, 480V services: one which feeds geothermal heat pumps and the other which feeds the rest of the building. An optional standby generator(s) is desired to keep the building operational. Emergency lighting is currently provided via emergency battery lights, which are to remain.

PBA will develop a study for the new generator and associated transfer equipment which will include the following:

- Size, quantity, and fuel type of generators required to back up building based on existing drawings and metering.
 - A second option will be provided which will also include backup for future EV Chargers. Exact size and quantity of EV Chargers to be determined during the study.
- Opinion of probable construction cost for proposed options.

SCOPE OF PBA SERVICES

1. Plumbing engineering for:
 - a. Fuel gas systems (if applicable).
2. Electrical engineering for:
 - a. Power distribution system design.

DESIGN ACTIVITIES AND DELIVERABLES

1. Attend the following meetings:

Proposal for Professional Services
City of Plymouth
Cultural Center and Ice Arena New Generator Study

- a. Project kick-off.
 - b. Up to two in-person design review and coordination meetings.
 - c. Design review and coordination meetings as reasonably required via TEAMS, ZOOM, or similar virtual meeting platform.
2. Review existing building drawings relative to the impact on new work.
 3. Observe the layout and operation of existing systems and field conditions for demolition and new installation.
 4. Participate in a workshop with owner to define owner project requirements (OPR) for systems included under scope of services.
 5. Prepare study for review and approval, to include:
 - a. Design narrative outlining the design criteria, system descriptions, system capacities and basic materials and methods.
 - b. Concept sketches in (Bluebeam, AutoCAD or Revit) including system riser diagrams and basic floor plans indicating space required for equipment and shafts.
 - c. Opinion of probable construction cost.

CLIENT RESPONSIBILITIES

It is understood that Client and/or the Owner will provide the following information and/or assistance to PBA:

1. Assignment of a single Project Manager to serve as a liaison between Client and PBA.
2. Operational personnel to be present during PBA field investigations.
3. Architectural, structural, mechanical and electrical drawings of the existing building[s].
4. Statement of the Owner project requirements and programmatic needs affecting the systems covered under Scope of Services
5. Architectural and Structural backgrounds in Autodesk® DWG file format. Background updates throughout the course of the design progression must be provided in a timely fashion to allow for engineering updates.
6. Services of qualified contractor to open existing electrical distribution equipment to obtain bus ratings, over current device settings, equipment capacities and feeder sizes when required to complete the electrical design.

CONSULTANTS

If special needs arise for which it is mutually agreed that the services of special consultants are required, such special services will be invoiced as a reimbursable expense when approved by Client.

Proposal for Professional Services
City of Plymouth
Cultural Center and Ice Arena New Generator Study

FEE

We propose to provide the services described herein for a lump-sum fee of \$8,800.

REIMBURSABLE EXPENSES

In addition, the following anticipated and defined reimbursable expenses will be billed at 1.0 times cost:

1. Transportation to and from the job site (and other transportation costs related to the project).

We estimate a total of \$500 for the reimbursable expenses indicated above.

ADDITIONAL SERVICES AVAILABLE

The following additional services are available for your consideration on this Project. If any of them are of interest to you, please let us know and we will prepare detailed scope and fee information.

1. Commissioning
2. Building MEP Infrastructure Assessment

CHANGES AND ADDITIONAL WORK

For additional work or changes in scope, we will provide the services of our staff on an hourly basis in accordance with our standard billing rate schedule, plus reimbursable expenses. Our standard billing rate schedule is subject to periodic revision.

SERVICES NOT INCLUDED

The following services are not included in our fee proposal:

1. Mechanical engineering
2. Electrical engineering for implementation of study.
3. Plumbing engineering for implementation of study.
4. Building technology systems design.
5. Completion of energy and life cycle cost analysis.
6. Opening energized electrical distribution equipment or operating switching equipment to de-energize electrical distribution equipment.
7. Preparation of detailed as-built documents for existing buildings and/or systems.

INSURANCE

For the protection of our clients as well as our firm, we carry insurance protection including professional liability and Worker's Compensation insurance. The extent and types of insurance can be provided upon request.

Proposal for Professional Services
City of Plymouth
Cultural Center and Ice Arena New Generator Study

PROJECT SCHEDULE


We can begin work upon receipt of your written authorization to proceed and we will complete the work within a reasonable, agreed-upon schedule.


Peter Basso Associates, Inc. has the experience and resources to successfully complete this Project and we would appreciate the opportunity to be of service.

If you have any questions regarding our proposal or wish to discuss any aspect of the Project, please contact us.

Sincerely,

PETER BASSO ASSOCIATES, INC.


Brandon M. Reynolds, PE
Associate
August 4, 2022


Eric M. Graettinger, PE, LEED AP BD+C, IES
Vice President
August 4, 2022

ACCEPTANCE:

The undersigned represents that he or she is authorized to sign this Proposal on behalf of Client. The undersigned warrants that he or she has read the terms of the Proposal and the attached TERMS AND CONDITIONS and agrees to be bound by the provisions of this Proposal and the attached TERMS AND CONDITIONS. The TERMS AND CONDITIONS are incorporated into and made a part of this Proposal. The above Proposal is valid if accepted within 30 days of receipt.

(Signature)

(Typed or Printed Name)

(Company Name)

(Title)

(Date)

(Client Project or P.O. #)

R E S O L U T I O N

The following Resolution was offered by _____ and seconded by _____

WHEREAS The City of Plymouth operates a number of facilities to help protect the public Health, safety, and welfare, and

WHEREAS In times of emergency or lack of electrical power from the "grid" it is necessary For City facilities to have a back up power source to continue the day-to-day business Of the City, as well as provide for the emergency needs of our residents, and

WHEREAS The City Commission has established a goal of evaluating city facilities and technology To assess necessary upgrades and emergency preparedness needs.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize a professional services contract with Peter Basso & Associates in an amount not to exceed \$9,300.00 to evaluate the current and future electrical needs of the Plymouth Cultural Center and to size a generator and associated transfer equipment to back the facility up in the event of a power failure. In addition, the report will provide input related to backup power for future EV chargers for vehicles. Funding for this authorization is from the Capital Improvement Fund.



Administrative Recommendation

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

www.plymouthmi.gov
Phone 734-453-1234
Fax 734-455-1892

To: Mayor & City Commission
From: Paul J. Sincock, City Manager
CC: *S:\Manager\Sincock Files\Memorandum - Authorization for Zoning Audit 08-15-22.docx*
Date: August 11, 2022
RE: Authorization for Zoning Audit

Background

The City Commission adopted as a part of their Strategic Plan to “modernize and update zoning ordinance to reflect community vision.” Further, the one-year tasks clearly indicate to “Audit current zoning ordinance and identify approach for updating ordinance.” The scope of this project is more than we can handle in-house, and we have asked the City Planner for a proposal related to this project.

Since our planning firm has been highly involved in the development of our City Master Plan, the DDA Master Plan and the development of the future land use map, as well as other special projects, it would make sense to seek their input and expertise on this project.

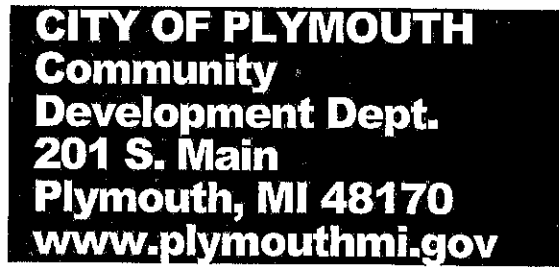
We have attached a detailed memorandum from our Planning & Community Development Director Greta Bolhuis which will provide additional background information on this project. Also attached is some information from the Michigan Economic Development Corporation related to Redevelopment Ready Communities related to this matter. In addition, we have provided a copy of the proposal from Carlisle Wortman Associates (CWA) as additional background.

Funding for this project is anticipated from the Community Development Block Grant program, which is administered by Wayne County. However, the County has recently had a shake up in their staff and our preliminary approval is now missing in the shuffle of staff. We continue to work with the County on this effort, but it may take the new staff several months before they will be able to move in a positive direction. In order to move this project forward we are suggesting that the City Commission authorize the project from the current budget, and we will continue to work on Block Grant Funding.

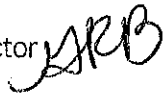
Recommendation

The City Administration recommends that the City Commission authorize a contract with Carlisle Wortman Associates in an amount not to exceed \$21,477 for the City Commission project of a Zoning Audit Project in accordance with the scope of work that the City developed.

Funding for the project would come from the City Commission Contractual Services, with the potential that the County Block Grant Program will provide funding for this project in the near future. We have attached a proposed Resolution for the City Commission to consider regarding this matter.



ADMINISTRATIVE RECOMMENDATION

To: Paul Sincock, City Manager
From: Greta Bolhuis, AICP, Planning and Community Development Director 
Date: August 10, 2022
Re: Zoning Audit and Form-Based Code Test Case Budget Allocation

BACKGROUND:

As you are aware, the City Commission adopted a key objective to “Modernize and update zoning ordinance to reflect community vision”. Additionally, the 2022 one-year task is to “Audit current zoning ordinance and identify the approach for updating ordinance”. A formal audit allows the City to evaluate current ordinances for alignment with the City’s Master Plan, Future Land Use Plan, industry best practices like form-based codes, and Redevelopment Ready Communities Best Practices. The administration worked closely with the Chair and Vice-Chair of the Planning Commission to develop a comprehensive scope of work with a clear set of deliverables that achieves the strategic goals adopted by the City Commission. The Zoning Audit Project Description is attached.

The zoning audit document will identify areas of outdated language, inconsistencies, contradictions, and non-compliance within the ordinance and with state, federal, and case laws. The audit allows staff to work towards completing RRC Best Practice 2.1: Alignment with the Master Plan. To meet this best practice the administration must provide a detailed document outlining where changes to the zoning ordinance have been made to align with the master plan. The RRC Best Practice 2: Zoning Code Examples is attached.

In order to meet the second part of the City’s one-year task, progress must occur toward amending the ordinances at the conclusion of the audit findings. Therefore, staff have requested a recommended approach to resolve the audit findings as part of the scope of work. This recommendation will allow staff to work swiftly on those immediate items of misalignment and diplomatically approach those items in need of deeper examination.

The last element of the workplan is the preparation of a form-based code test case. This has been requested to initiate implementation of form-based codes. As you are aware, form-based codes focus on the form of a building instead of use or occupancy of that building. Form-based codes are presented in a graphic manner to explain ordinance requirements using pictures instead of words. As part of this workplan, form-based code updates will be made to the B-1, Local Business District.

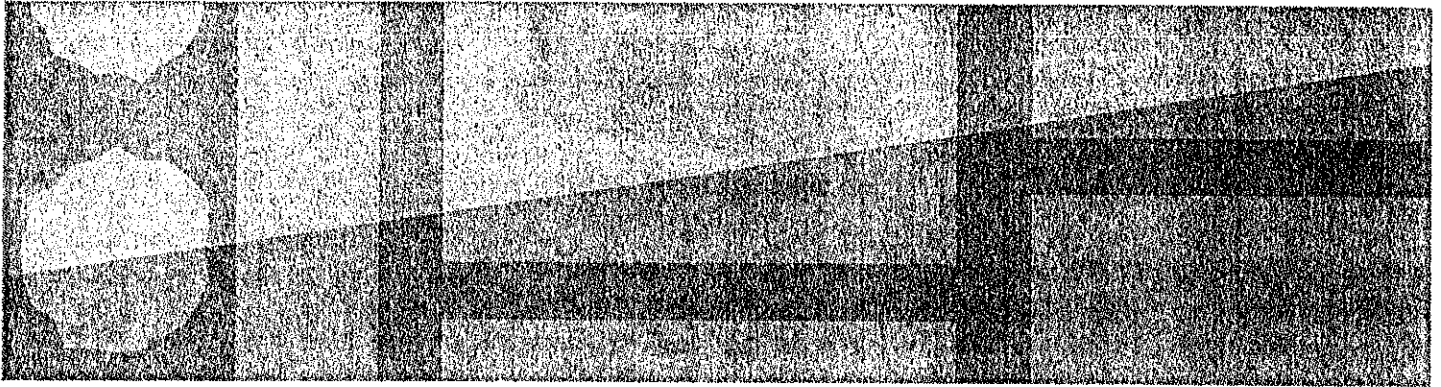
The administration asked Carlisle-Wortman Associates, the City’s Planning Consultant, to provide a workplan that meets the deliverables outlined above. The proposal for Zoning Audit & Form-Based Code Amendments provided by Carlisle-Wortman Associates is attached. As you are aware, the city has an excellent, long-standing relationship with CWA and have utilized their expertise on other special projects like the City’s Master Plan, the DDA Master Plan, and reviewing Requests for Proposals with the sale of the former Saxton’s property.

The estimated cost of work is \$19,525 for the audit, recommendations, and the form-based code ordinance amendment. The Administration recommends an additional \$1,952 for contingencies, totaling \$21,477. Costs for this project were budgeted for the 2022-2023 fiscal year and will be authorized from account number 101-101-818.000, City Commission Contractual Services. The budget page is attached for your reference. The administration had previously been informed by Wayne County that this project was eligible for reimbursement using Community Development Block Grant funding. After many unsuccessful attempts over the last several months to confirm the reimbursement agreement with Wayne County, the administration learned that there has been a change in staffing in this department at the county. The reimbursement agreement, while still a possibility, will not be authorized for some time. Therefore, the administration is recommending the City Commission approve the expenditure so work can begin on this project while the administration continues to work with the county on this matter.

RECOMMENDATION:

The Administration recommends that the City Commission approve a budget allocation of an amount not to exceed \$21,477 from account number 101-101-818.000 paid to Carlisle-Wortman Associates.

If you have any questions, please contact me directly.



redevelopment ready
communities®

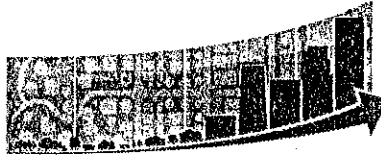
RRC BEST PRACTICE 2: ZONING CODE EXAMPLES

2.1: Alignment with Master Plan

A resource for Michigan communities
looking to update their zoning ordinance



MICHIGAN ECONOMIC
DEVELOPMENT CORPORATION



redevelopment ready
communities®

INTRODUCTION

Best Practice 2.1 calls for the alignment of a community's master plan and zoning ordinance. A master plan serves as the basis for the local zoning ordinance—ensuring zoning regulations are consistent with the goals and policies expressed in the master plan. According to the Michigan Planning Enabling Act (MPEA), master plans are to contain future land use plans (a section within the master plan). Future land-use plans describe the characteristics of desired future land uses and feature future land-use maps which illustrate where in the community these land uses are desired. Further, the MPEA requires master plans to include a zoning plan where the future land uses categories are matched and compared with the community's existing zoning districts. These comparisons assist communities in identifying the zoning amendments necessary to achieve future land-use goals.

HOW TO USE THIS DOCUMENT

This document provides examples of how Redevelopment Ready Communities® have ensured consistency between the master plan and the zoning ordinance. Please note that master plans and zoning codes are highly customized documents designed to advance each community's vision. Therefore, these zoning code examples should be used to generate ideas only. Any zoning code language adopted locally should undergo a rigorous review to ensure it addresses the community's specific desires. To learn more about incremental zoning code revisions and related processes check out the ["RRC Users' Guide to Zoning Reform."](#)



Zoning code updates should always be reflective of goals in your community's master plan and other relevant plans.

RRC Best Practice 2.1 – Alignment with Master Plan

Under Michigan law, zoning ordinances must be based on an adopted master plan. Ensuring such coordination reduces uncertainty and risk for development.

CRITERIA: The governing body has adopted a zoning ordinance that aligns with the goals of the current master plan.

ESSENTIALS EXPECTATIONS

- The community has evaluated the master plan's recommendations to determine if changes to the zoning map or ordinance are needed.

CERTIFIED EXPECTATIONS

- The community has made updates to the zoning ordinance to align with the goals and zoning recommendations from the master plan.



Zoning Code Aligns with Master Plan

Munising – Master Plan Zoning Plan

The City of Munising met this best practice via a detailed zoning plan in its 2020 master plan. The plan addresses each land use and existing zoning district, its intent, and suggestions for future changes to align with the master plan goals. To see the full plan, visit <https://cityofmunising.org/master-plan-zoning-ordinances/>

Zoning Plan

The Michigan Zoning Enabling Act of 2006 is a State law that provides the authority for communities in Michigan to use zoning as a tool for the regulation of land. This law states that local zoning regulations in a community must be based upon a plan and this means particularly a zoning plan. A zoning plan describes the way in which the current existing land uses in the community may change in the future by relating those changes to the aspirations described on the Future Land Use Map and discussion of zoning districts.

This zoning plan is the legal basis for the zoning ordinance of Munising, which means any decisions contrary to what is stated in this plan could lack legal defensibility. The zoning plan is intended to guide all future rezoning activities and discretionary land use decisions in the community, so leaders should consult this section whenever these topics are under consideration. The table that follows describes the anticipated changes or lack thereof across districts in Munising.

| Existing Land Use and Zoning | Anticipated Land Use | Strategies & Potential Zoning Changes |
|---|--|---|
| D - Commercial: Designed to provide an area for general commercial business for the convenience of residents and the traveling public. | The Commercial district runs along the M-28 corridor to the southern limits of the City and is unlikely to expand. Future development will include a more inviting, pedestrian-friendly design with more landscaping and greenspace while reducing impervious surfaces. Redevelopment of vacant and underutilized lots are a high priority as it would have a significant positive impact on taxable value. | Primary Strategy: Maintain and enhance Secondary Strategy: Preserve and protect Zoning Changes: Single-family home parcels in the northwest corner of the Commercial District will be rezoned to R-1. Future changes could include standards to reduce minimum parking, consideration of non-motorized connectivity in new development, and provisions for low-impact development. |
| D - Downtown: Designed to establish and maintain an area for intensive commercial development to occur in the business oriented center core of the City. Common parking areas are encouraged to serve the needs of the district. Residential uses are generally not permitted in this District, with the exception of dwellings located in the upper floors of commercial establishments. | Munising's downtown is entirely built out and not likely to grow beyond its current boundaries. A number of redevelopment opportunities exist in this district and it is likely the use of land will intensify as redevelopment occurs, such as the south side of Superior, Iron Birch to Maple Streets. The City may expect to see neo-historic, single-story buildings replaced by multi-story mixed-use buildings with greater density and fewer on-site parking spaces. Maintaining the same pattern of traditional downtown development with regard to the placement of buildings and use of high quality building materials is essential to the downtown's preservation. | Primary Strategy: Maintain and enhance Secondary Strategy: Redevelop and intensify Zoning Changes: Future zoning changes could include features such as build-to-leases that maintain the traditional downtown pattern of development, as well as increased densities and building heights. Standards that are permissive of outdoor dining and enhancements to the public realm, such as pedestrian-scale signage and open storefronts are desirable additions. Add short-term rental as a conditional use. |
| H-1 - Highland One: Provides for residential use in rural areas where development has not taken place and preservation of scenic character of the ridges and hilltops that surround Munising. It is the intent of the district to allow development with appropriate regulations that will retain the area in as much of its natural condition as possible. The district will allow for a mix of residential and compatible commercial uses. | Preservation of the Highland District's natural features is the top priority for the future. Little development is anticipated, with the possible exception of homes on large lots. Currently, the zoning district boundaries does not match up with lot lines, so future zoning changes may occur to improve clarity and accuracy. | Primary Strategy: Preserve and protect Secondary Strategy: Maintain and enhance Zoning Changes: Align district boundaries with parcels as appropriate. Utilize Planned Unit Development (PUD) for commercial development uses to preserve sensitive environmental areas and natural features. Remove recreational structures from principle permitted uses. |



Vassar – Full Zoning Audit

The City of Vassar conducted a full update of its zoning ordinance in 2019 to bring it into full alignment with its master plan. While the city's master plan future land use plan met the intent of this best practice already, the city received a full audit of the zoning ordinance to further identify alignment issues and other needed updates.

| Article 2: Administration and Enforcement | | | |
|---|-------------------------------|---|-------|
| 86-36 | Enforcement of Chapter | The zoning ordinance is to be administered and enforced by the zoning administrator but the Building Official should also be mentioned. In addition, the Zoning Administrator is charged with documenting all nonconforming uses at the time of ordinance adoption. This is a task typically beyond the resources of most communities and nonconforming uses should probably be recorded when known or as they arise. | Minor |
| 86-38 | Plot Plan | Plot plan requirements should be relocated to the Site Plan Review Article and included in a comprehensive table. | Minor |
| 86-44 & 45 | Planning Commission | This should be a separate article in the ordinance and reference the requirements of the Michigan Planning Enabling Act. More specifically, all of the duties of the Planning Commission should be detailed, including were a final decision is made versus recommendation to City Council. | Minor |
| 86-47 | Petition for Amendment; Fees | A separate Article should be created that covers zoning text and map amendments. Conditional rezoning (referred to as voluntary rezoning agreements) requests should also be included in this Section. All fees related to the zoning review process should be included in a separate Council ordinance or resolution. | Minor |
| 86-48 | Municipal Civil Infraction | Some communities regulate civil infractions outside the zoning ordinance and the City Attorney should be consulted on this matter. | Minor |
| 86-50 | Fines; Imprisonment | Once again, the City Attorney should be consulted because this Section may run contrary to the Civil Infraction Section. | Minor |
| 86-52 | Voluntary Rezoning Agreements | This Section should be relocated to the above mentioned new Article that covers all zoning amendments. | Minor |
| Article 3: Districts and Maps | | | |
| 86-86 | Districts Enumerated | The Zoning Map must have land zoned to permit Manufactured Housing. | Major |
| 86-87 | Boundaries | Subsection 3: The Zoning Board of Appeals is charged with making the determination of zoning map discrepancies. | Minor |
| | | This article needs a provision that references the Zoning Map as part of the Ordinance. | Minor |



Laingsburg – Aligned Districts and Intent Statements

The RRC certified city of Laingsburg has worked to ensure its zoning ordinance aligns with the intent of its master plan. A key indicator of this alignment is harmony between the proposed districts and intent statements in the Master Plan's zoning plan (page 5-2) and the districts and intent statements in section 508 of its zoning ordinance.

The location and characteristics of each land use category is discussed in Chapter 4, Future Land Use Plan of the Master Plan. The purpose and intent of the zoning districts are as follows:

RL, Residential / Open Space District: It is the intent and purpose of the RL district to encourage the continuation of open space activities and low density residential uses in areas of the community not served by public utility services, or that have physical conditions that are not conducive to higher density residential development.

RL-1, Low-Density Residential District: It is the intent and purpose of the RL-1 district to establish and preserve low-density single family detached home neighborhoods free from other uses except those that are both compatible with and convenient to the residents of such a district.

Chapter 4, Zoning Plan

Page 1

RL-1, Low-Density Residential District: Similar to the above district, it is the intent and purpose of the RL-1 district to establish and preserve low-density single family detached home neighborhoods free from other uses except those that are both compatible with and convenient to the residents of such a district. The RL-1 district, however, allows a higher density through smaller lot sizes than the RL District with the intent to assist in the development of infill properties located throughout the City.

RM, Medium-Density Residential District: It is the intent and purpose of the RM district to establish and preserve moderate density neighbors of one and two-family houses, free from other uses except those that are both compatible with and convenient to the residents of such district.

RH, High-Density Residential District: It is the intent and purpose of the RH district to establish and preserve a district for high density residential use and associated facilities.

MH, Manufactured Housing Community District: It is the intent and purpose of the MH district to establish standards and regulations for the location of neighborhoods composed of manufactured homes and associated facilities. The district is intended to be located in areas serviced by adequate public utilities and services, such as sewer, water, fire, police, etc. and where such district will not strain existing public utilities and services.

programs and the community. Open permits by special land use are subject to reasonable conditions for similar purposes.

- B. A permitted use of land, building, or structure not specifically listed under the provisions of any of the zoning districts herein designated as a permitted or special land use, and cannot be reasonably accommodated by a similar use as interpreted by the Zoning Administrator, shall be considered by the Board of Appeals under Section 1003.

SECTION 508 INTENT OF DISTRICTS

- A. The intent and purpose of each district is set forth as follows:

1. **RL, Residential / Open Space District:** It is the intent and purpose of the RL district to encourage the continuation of open space activities and low density residential uses in areas of the community not served by public utility services, or that have physical conditions that are not conducive to higher density residential development.
2. **RL-1, Low-Density Residential District:** It is the intent and purpose of the RL-1 district to establish and preserve low-density single family detached home neighborhoods free from other uses except those that are both compatible with and convenient to the residents of such a district.
3. **RL-1, Low-Density Residential District:** Similar to the above district, it is the intent and purpose of the RL-1 district to establish and preserve low density single family detached home neighborhoods free from other uses except those that are both compatible with and convenient to the residents of such a district. The RL-1 district, however, allows a higher density through smaller lot sizes than the RL District with the intent to assist in the development of infill properties located throughout the City.
4. **RM, Medium-Density Residential District:** It is the intent and purpose of the RM district to establish and preserve moderate density neighbors of one and two-family houses, free from other uses except those that are both compatible with and convenient to the residents of such district.
5. **RH, High-Density Residential District:** It is the intent and purpose of the RH district to establish and preserve a district for high density residential use and associated facilities.
6. **MH, Manufactured Housing Community District:** It is the intent and purpose of the MH district to establish standards and regulations for the location of neighborhoods composed of manufactured homes and associated facilities. The district is intended to be located in areas serviced by adequate public utilities and services, such as sewer, water, fire, police, etc. and where such district will not strain existing public utilities and services.

Article 5-1



City of Plymouth Planning Commission Zoning Audit Project Description

City of Plymouth
201 S. Main
Plymouth, Michigan 48170

www.plymouthmi.gov
Phone 734-483-1234
Fax 734-486-1892

BACKGROUND

As you are aware, the City Commission adopted the following goal on January 18, 2022 as a one-year task of the strategic plan: "Audit current zoning ordinance and identify the approach for updating ordinance." To accomplish this goal the Community Development Department is seeking a work plan from the city's planning consultant, Carlisle-Wortman Associates. This document is a first draft and may change before being formally presented to CWA.

PROJECT DESCRIPTION

The city of Plymouth would like to pursue a special project to audit the city's current zoning ordinances in the context of the Zoning Map, Sub-Area plans, Future Land Use Categories and Future Land Use Map, provide recommendations for an implementation approach to meet the intent of the Master Plan, and develop an approach to update the most urgent matters of misalignment. The city of Plymouth's zoning ordinance was last recodified in 2003 and needs both content and structural updates to align with the city's master plan. Additionally, the city is extremely focused on using form-based codes and related form-based code strategies for zoning reform efforts.

The deliverables include the following outcomes:

1. Outcome 1 is an audit of the city's current zoning ordinances which identifies inconsistencies, contradictions, and non-compliance with state and federal laws including case law.
2. Outcome 2 is identification of inconsistencies, contradictions, and outdated language and regulations within the zoning ordinance.
3. Outcome 3 is identification of inconsistencies, contradictions, and misalignment between the zoning ordinance and city's master plan.
4. Outcome 4 is a recommended approach to resolve the audit findings. This should include a phased priority list outlining the order in which ordinance sections or chapters should be updated. The priority list should consider what amendments or re-writes will make the biggest impact to economic development, righting zoning wrongs (zoning incompatibilities), and alignment with the master plan, federal, state, and case law. The recommendation must inject form-based code elements into the zoning ordinance and must include graphics.
5. Outcome 5 is a completed form-based code section (test case example) focused on a specific code section within a specific zoning classification district, preferably a commercial/business district.

REQUEST FOR WORK PLAN

The city of Plymouth is requesting a work plan to include deliverable tasks, timeline for completion, cost, and profiles of the individual(s) qualified to perform this project. The city is requesting that this project be conducted by Carlisle-Wortman Associates employees who have experience modernizing traditional ordinances and implementing form-based codes.

Submitted to City of Plymouth



JULY 2022

PROPOSAL FOR:

**CITY OF PLYMOUTH
ZONING AUDIT &
FORM-BASED CODE
AMENDMENTS**



Carlisle | Wortman
ASSOCIATES, INC.

Submitted by Carlisle | Wortman Associates, Inc.



Carlisle | Wortman
ASSOCIATES, INC.

117 NORTH FIRST STREET SUITE 70 ANN ARBOR, MI 48104 734.662.2200 734.662.1935 FAX

July 19, 2022

Greta Bolhuis
Planning Director
City of Plymouth
201 S. Main St.
Plymouth, MI 48170

Re: Zoning Audit and Form-Based Code (FBC) Project

Dear Ms. Bolhuis,

Carlisle|Wortman Associates, Inc. (CWA) is pleased to have the opportunity to submit a proposal to provide planning services for the following work:

- To audit of the City's existing Zoning Ordinance in light of the current Master Plan and Future Land Use Map, and
- Work with the Planning Commission to draft a new Form-Based Code (FBC) for new or redeveloped commercial properties.

We have enjoyed a productive working relationship with the City for over the past two decades, and expect that this project will enhance that relationship by introducing a new CWA consultant to the City. While Sally Elmiger will serve as Principal-In-Charge, her role will be minimal, administering the project and being a resource for Megan Masson-Minock, Sr. Associate, who will be responsible for the bulk of the work and regular communications with the City and Planning Commission regarding the project. The team also includes Chris Nordstrom, a graphics communication professional who will develop pictures illustrating the concepts in the FBC.

Through our experience with modern zoning provisions in similar communities, we believe we have an understanding of the City's need to create a plan to update its ordinance, making it consistent with current law, modernizing outdated language, and ensuring it implements the current Master Plan vision. The first step in that plan will be development of a Form-Based Code for commercial properties.

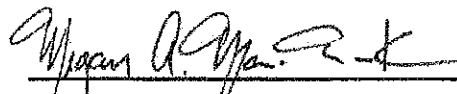
Our team has a reputation of service, innovation and reliability in both the region and the State. The Proposal that follows is structured to briefly introduce our approach and project team. We look forward to discussing this in more detail. If you have any questions please contact us at (734) 662-2200 or via e-mail at SElmiger@cwaplan.com or MMasson-minock@cwaplan.com.

Sincerely,



CARLISLE/WORTMAN ASSOC., INC.

Sally M. Elmiger, AICP, LEED AP
Principal



CARLISLE/WORTMAN ASSOC., INC.

Megan Masson-Minock, AICP
Senior Associate

WORK APPROACH

Project Kick-Off

Our approach to the project is straight-forward and efficient. As outlined in the workplan below, we will first gather the relevant documents, such as the Master Plan/Future Land Use Map, Zoning Ordinance and Map, and models or examples of Form-Based Codes (FBC). The project consultant then meets with the City's contact person in the Community Development Department to go over the work plan and discuss any needed changes.

Conduct Audit

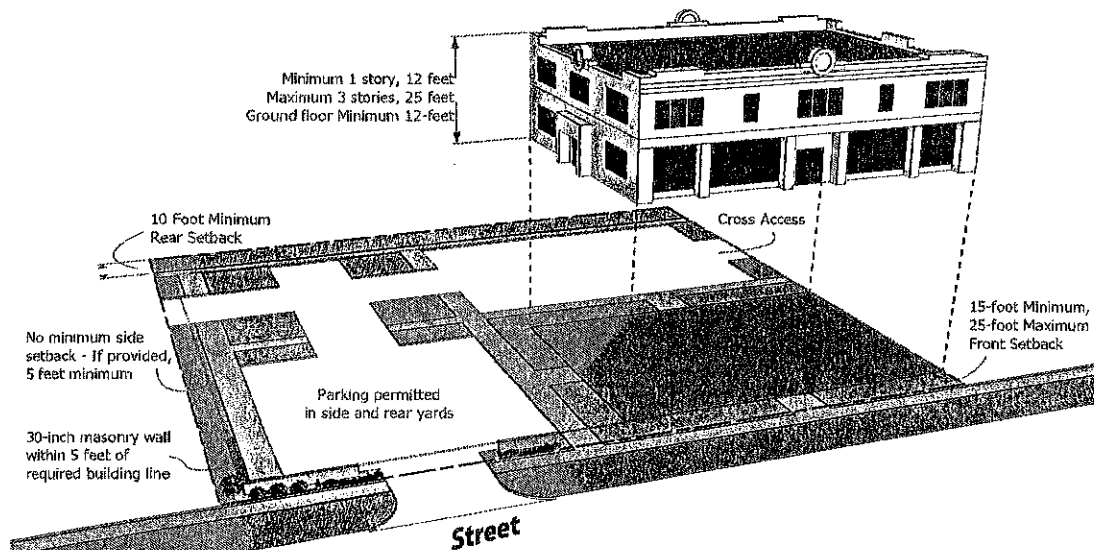
Once we have gathered and reviewed the necessary background information, the next step in the workplan is to use this information to conduct the audit, and draft a report of our findings. CWA will work with the Community Development Department to revise the audit before presenting a draft to the Planning Commission.

Develop Recommended Approach to Address Audit Results

The next step is to assess the topics identified in the audit that are in need of revisions. The topics will be categorized into "low-hanging fruit," in need of further study, or changes that could result in a "bigger bang for the buck" if implemented in the near future. The topics will also be assessed to determine if there are various policy choices in how to address them. This assessment will be organized by recommendation, listing suggested priorities, and the various policy options. Our discussion of the report with the Planning Commission will also include an exercise conducted with the Commissioners to confirm the priorities and policy direction for ordinance amendments.

CWA will use this input, and work with the Community Development Department staff, to update the recommendations and provide a final report to the City. If desired, CWA could also present the report to the City Commission.

Figure 7. Form SU - Single Use Building - Orthographic View



Draft Form-Based Code (FBC) Amendment

This last step in the project will culminate in a Form-Based Code for one commercial Zoning District. We would suggest developing a FBC for the B-1, Local Business District. This District is directly adjacent to Downtown Plymouth, and contains a number of properties that may experience redevelopment in the near future.

In drafting this new code, CWA will work with the Community Development Department and the Planning Commission to craft a unique set of form-based standards, including graphics, to ensure property owners, developers, and others easily understand what is expected in this District.

The specific steps of the proposed workplan are provided below:

1. Project Kick-Off

- Gather Master Plan, Future Land Use Map, ordinances, model FBCs.
- Meet with Community Development Department staff to discuss work plan and needed revisions.

2. Conduct Audit of Zoning Ordinance

- Conduct audit to identify:
 - Ordinance language that is inconsistent with other laws.
 - Outdated ordinance language.
 - Inconsistencies with the Master Plan and Future Land Use Map.
- Prepare an explanatory report and send to City for review. Revise report and return to City for Planning Commission review.
- Meet with Planning Commission at regularly-scheduled meeting to discuss report of findings, and next steps.

3. Develop Recommended Approach to Address Audit Results

- Based on the results of the audit, research and prepare draft report on recommendations to resolve non-compliance, outdated language, and inconsistencies with Master Plan/Future Land Use Map. Draft report will include various options (if appropriate) to address identified issues. Report will also recommend priorities for text amendments with largest impact on economic development, zoning incompatibilities, and alignment with Master Plan. Send to City for review and comment; revise report as needed.
- Prepare and conduct Planning Commission exercise, at regularly-scheduled meeting, to identify priorities and policy direction for ordinance amendments (as identified in draft report).
- Revise report based on Planning Commission input. Send to City for review and comment; revise report as needed.
- Prepare for and present final report to Planning Commission at regularly-scheduled meeting. Gather input; revise report as needed. Send final report to City.
- Prepare for and present final report to City Commission at regularly-scheduled meeting. (If desired.)

4. Draft Form Based Code (FBC) Amendment

- Prepare description of policy options available for FBC (B-1, Local Business District & Site Plan Review process). Share with City and revise as needed. Work with City to identify "test case" property upon which to apply draft FBC.
- Prepare for and attend Planning Commission meeting; conduct exercise to identify policy and visual preferences for FBC.
- Using input from Planning Commission, draft FBC language and graphics. Apply new FBC to "test case" property and send all to City for comment. Incorporate comments and send draft back to City for Planning Commission consideration.

- Meet with Planning Commission at regularly-scheduled meeting to discuss draft FBC and "test case."
- Revise FBC draft and apply revision to "test case." Send to City for comment. Incorporate comments and send back to City for Planning Commission consideration of second draft.
- Meet with Planning Commission at regularly-scheduled meeting to discuss second draft FBC and "test case." Planning Commission schedules Public Hearing.
- Meet with Planning Commission/attend Public Hearing. Discuss comments received on draft FBC with Planning Commission.
- Using input from Public Hearing and Planning Commission, revise draft FBC and prepare final draft for City Commission consideration (assuming Planning Commission makes recommendation at previous meeting). Send to City for comment. Incorporate comments and return draft to City for Commission consideration.

CITY OF PLYMOUTH

PROFESSIONAL STAFF

PROJECT TEAM



SALLY M. ELMIGER, AICP, PRINCIPAL, is trained in both community planning and landscape architecture, and has focused her 23-year planning practice on sustainable development, natural area preservation and community engagement. Her wide-ranging experience includes master planning, zoning ordinance development, recreation and park planning, environment/watershed planning, and wetlands consulting. She has served both rural and urban communities, assisting them most recently with issues such as a in-fill development projects, zoning ordinance revisions, brownfield redevelopment.

Experience with similar communities: City of Northville, City of the Village of Clarkston, Village of Wolverine Lake



MEGAN MASSON-MINOCK, AICP has over two decades of working experience as a professional planner for municipalities and non-profits. Megan has extensive experience in zoning, land use, site plan review and comprehensive planning. She is also an expert in community engagement and food systems planning. Megan holds certifications from the Form-Based Code Institute and the National Charrette Institute.

Experience with similar communities: City of Dexter, City of Berkley, City of Ypsilanti, Ypsilanti Township



CHRIS NORDSTROM, PLA, ASLA, is a landscape architect with experience in both public and private sector projects. His experience includes park plans and designs, trail and linear park plans and designs, feasibility studies, municipal infrastructure, large scale property development and marketing, housing designs, and parking studies. In addition to recreation planning, Chris has successfully prepared grant applications for trail and recreation projects in several southeast Michigan communities. Chris' abilities span the areas of graphic communications, public engagement, report writing, and Geographic Information Systems.

Experience with similar communities: City of Dexter, Bay City, Ypsilanti Township

PROJECT FEES

PROJECT FEES

| Zoning Audit & Form-Based Code | S. Elmiger Principal | M. Masson-Minock Sr. Associate | C. Nordstrom GIS/Mapping/ Graphics |
|-----------------------------------|-------------------------|-----------------------------------|--|
| Project Kick-Off | 1 | 6 | 0 |
| Zoning Ordinance Audit | 2 | 20 | 4 |
| Recommendations to Audit Results | 4 | 66 | 10 |
| Form-Based Code Amendment | 4 | 68 | 30 |
| Total Hours | 11 hours | 160 hours | 44 |
| Billing Fee | \$95/hr. | \$90/hr. | \$90/hr. |
| Project Team Sub-Total | \$1,045 | \$14,400 | \$3,960 |
| AutoCAD/GIS Operation at \$30/hr. | | | \$120 |
| PROJECT TOTAL | \$19,525 | | |

Expenses

Mileage: 58 cents/mi.

Supplies, Prints, Mailing: cost + 20%



FORM BASED ZONING REGULATIONS Troy, Michigan

Project Highlights:

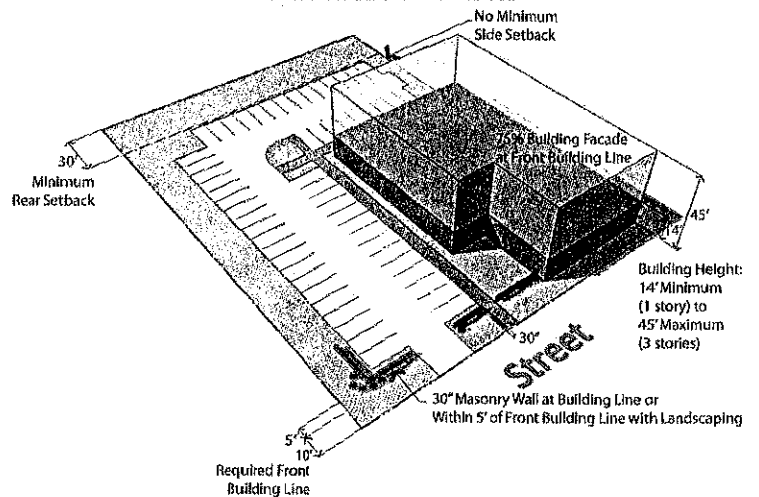
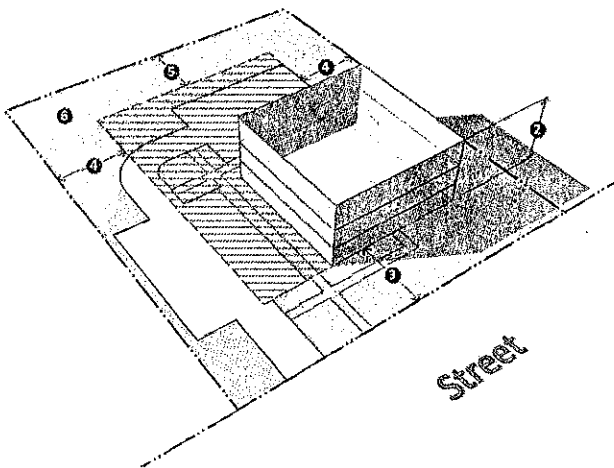
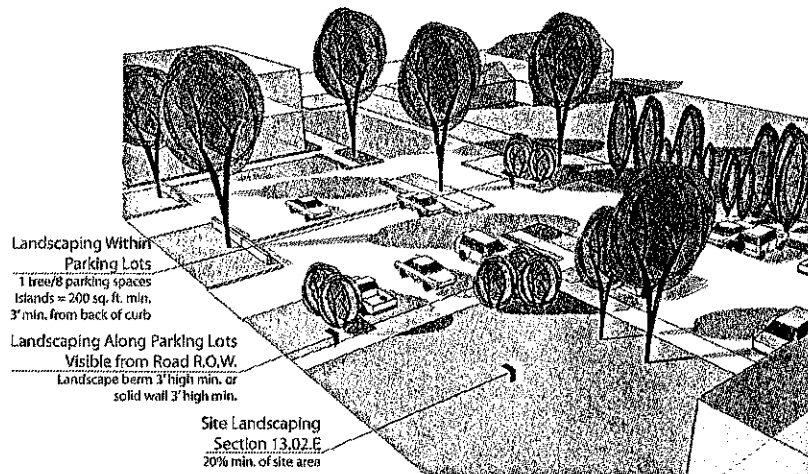
Troy's form based regulations:

- Ensure that development is of human scale, primarily pedestrian-oriented and designed to create attractive streetscapes and pedestrian spaces
- Promote infill development and redevelopment to expand the employment and economic base
- Promote mixed-use development horizontally and vertically
- Ensure reasonable transition between higher intensity development and adjacent neighborhoods
- Improve mobility options and reduce the need for on-site parking by encouraging alternative transportation

The City of Troy zoning ordinance uses both conventional and form based zoning regulations. Troy has opted to emphasize regulating urban form over land use for those areas of the City where more compact mixed-use development was desired.

Troy's form based zoning regulations are based on site context and building form. Site context is derived from existing and desired characteristics of the area and distinguishes areas of the City by lot size and configuration, street patterns, location, and intensity of use. Building form addresses the manner in which buildings and structures relate to their lots, to other buildings, and to the street. It governs building height, placement, configuration, parking location, and other design factors. By regulating form, allowable land uses in these areas are less restrictive than in conventional districts, permitting a wide variety of uses by right.

Troy's zoning ordinance was designed as an interactive online document with numerous graphics and links.





FORM BASED ZONING REGULATIONS Saline, Michigan

The City of Saline has a stable and attractive traditional downtown. The community needed a way to encourage further similar development while allowing for flexibility in design, a wide variety of uses, and a way for 21st century businesses to successfully integrate within a 100-year old setting. Carlisle/Wortman used form-based code to create a two-tier downtown zoning district that respects the historical assets of the area while achieving these important goals. The Saline code permits a wide range of uses, but requires that buildings respond to the street in a way that complements the pedestrian-friendly atmosphere.

Within Saline's two-tier system, the "core" subdistrict promotes the continuation of the existing strong central business district of Saline. The "edge" subdistrict is more permissive in terms of allowing a variety of setbacks for reusing homes as businesses, permits a more broad range of residential options, and focuses on a softer transition between the central business district and the surrounding neighborhoods.

Downtown Zoning

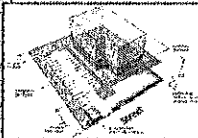
Form-Based Code Workshop
June 29, 2011 / 7:00 - 9:00 P.M.
Liberty School Cafeteria
765 North Ann Arbor St.

CITY OF SALINE

Conventional zoning relies on strict land use separation to ensure compatible land use relationships. However, an unintended consequence of this approach is that the places people want to visit, live in, or work in are often separated by great distances.

In areas like Downtown Saline, however, more compact, mixed-use development is a tradition. As a result, the City has an asset in Downtown that must be carefully considered with regard to local zoning. The new Master Plan places great emphasis on the form and success of Downtown Saline. Form-based codes are a new, innovative tool that can support and build on the best attributes of the Downtown area by providing a more predictable physical development outcome while freeing up restrictions on the part of proprietors. In this way, the code will promote and encourage design that complements Downtown's existing places while allowing a wider mix of land uses. Form-based codes rarely create nonconformity in these types of applications, and usually add an economic windfall to existing owners to that they allow for new types of investment.

Form-based codes are built on a few simple rules, but these rules vary widely depending on the preference and desired outcome of the community. This is where the City of Saline needs your help. On June 29, at 7:00 p.m., at Liberty School in the cafeteria, 765 North Ann Arbor St., the City will be holding a Downtown Zoning Workshop where you will be asked to weigh in during a series of exercises. Your input will help the City determine what boundaries the Downtown zoning may have, what the community prefers in terms of building height and density, and several other critical zoning factors. We look forward to working with you!



The Downtown Form-Based Code will:

- Ensure that development is of human scale, primarily pedestrian-oriented and designed to create attractive streetscapes and pedestrian spaces.
- Promote the retention and protection of the most desirable and valuable existing assets of the Downtown area.
- Promote mixed development and redevelopment to expand the employment and economic base.
- Promote mixed-use development horizontally and vertically.
- Ensure reasonable transition between higher intensity development and adjacent neighborhoods.
- Improve mobility options and reduce the need for on-site parking by encouraging alternative transportation.

Project Highlights:

Saline's form based regulations:

- Eliminate nonconformity with regard to use, but seek a consistency of form in exchange
- Promote true mixed-use development
- Address complex downtown parking issues
- Provide a two-tier system designed for a central core and a softer transitional area
- Ensure that development is of human scale, primarily pedestrian-oriented and designed to create attractive streetscapes and pedestrian spaces



FORM BASED DISTRICT REGULATIONS Howell, Michigan

Project Highlights:

Howell's form based district regulations:

- Promote new investment opportunity by broadening the range of permissible uses
- Address the transition and buffering between residential and non-residential uses
- Encourage flexible mixed-use development in both horizontal and vertical form
- Implement a more compact, walkable environment
- Ensure reasonable transition between higher intensity development and adjacent neighborhoods
- Increase the predictability of the development approval process

In 2008, the D-19 Corridor Concept Plan was created to encourage investment, improve the built environment, alleviate traffic congestion, and create a gateway to the City of Howell from I-96. The Plan provided the foundation for the City's form based code, adopted in 2014. The City of Howell's form based regulations are tailored to address the unique goals, characteristics, and needs of both Michigan Avenue and the City. Through these regulations, the City has the option of setting up more than one district. Therefore, there are overall standards that are applicable to all districts and standards applicable to each specific district.

Howell's form based zoning regulations are based on site context and building form. Site context is derived from existing and desired characteristics of the area and distinguishes areas of the City by shape, size, orientation, and location. Building form addresses the manner in which building and structures relate to their lots, surrounding buildings, and street frontage. By regulating form, districts can eliminate nonconformities and, through physical development, can incentivize investment opportunities by creating a wide variety of permissible uses.

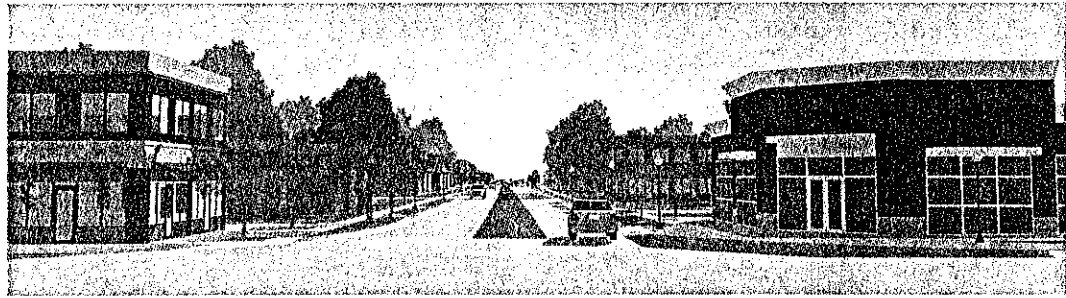
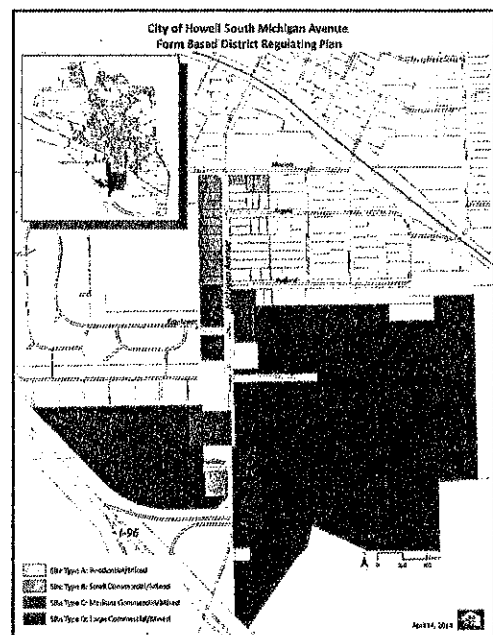


Table 4a-3 Building Form B

Building Form B: Small, generally single person buildings for retail, office, restaurant, or service uses. Typical examples include an auto lot or a light manufacturing building that is one or a smaller, more compact and modern building.

| | |
|-------------------------------|---|
| Height | Maximum 3 story 24 feet height, maximum 3 stories for floor heights from 10 to 16 feet required height: 16 feet |
| Building Footprint | 75% of the building facade must meet the required height for 40 feet, with a maximum height of 16 feet. Can be setback in front or on the side of the building. Side yards are measured to the setback. |
| Signage | Signage shall be limited to 10% of the building facade. Signs shall be placed on the building facade. Signs shall be placed on the building facade. Signs shall be placed on the building facade. |
| Access and Circulation | Access and circulation shall be provided to the building. Access and circulation shall be provided to the building. Access and circulation shall be provided to the building. |
| Setback | Setback shall be provided to the building. Setback shall be provided to the building. Setback shall be provided to the building. |
| Other | Other requirements shall be provided to the building. Other requirements shall be provided to the building. Other requirements shall be provided to the building. |



BUDGET

| Account # | Account Title | 2020/21 | | | 2021/22 | | | 12 Months Projected | 2022 / 23 Adopted Budget | 2023 / 24 Projected Budget | 2024 / 25 Projected Budget | 2025 / 26 Projected Budget | 2025 / 27 Projected Budget |
|---|--------------------------------|----------------|----------------|-----------------|----------------|-----------------|----------------|---------------------|--------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| | | Amended Budget | Audited Actual | Original Budget | Amended Budget | 6 Months Actual | | | | | | | |
| GENERAL FUND - Detail EXPENDITURES | | | | | | | | | | | | | |
| City Commission Expenditures | | | | | | | | | | | | | |
| 101 101 706.000 | SALARY & WAGES/FULL TIME | 4,450 | 4,532 | 4,450 | 4,450 | 1,781 | 4,450 | 4,450 | 4,500 | 4,500 | 4,500 | 4,500 | |
| 101 101 707.000 | SALARY & WAGES/TEMP-SEASONAL | 1,210 | 35 | 1,250 | 1,250 | 186 | 1,250 | 1,250 | 1,290 | 1,330 | 1,370 | 1,410 | |
| 101 101 709.000 | SALARY & WAGES/OVERTIME | 590 | 704 | 100 | 175 | 180 | 175 | 0 | 0 | 0 | 0 | 0 | |
| 101 101 721.000 | FRINGE BENEFITS | 500 | 421 | 450 | 450 | 185 | 450 | 450 | 420 | 430 | 440 | 450 | |
| 101 101 727.000 | OFFICE SUPPLIES | 100 | 0 | 100 | 100 | 0 | 100 | 100 | 100 | 100 | 100 | 100 | |
| 101 101 728.000 | POSTAGE | 500 | 0 | 550 | 550 | 342 | 550 | 500 | 620 | 640 | 660 | 680 | |
| 101 101 740.000 | OPERATING SUPPLIES | 1,940 | 1,937 | 1,500 | 2,250 | 1,618 | 2,250 | 3,500 | 3,610 | 3,720 | 3,830 | 3,940 | |
| 101 101 818.000 | CONTRACTUAL SERVICES | 36,000 | 26,540 | 36,000 | 44,000 | 41,671 | 44,000 | 52,000 | 53,560 | 55,170 | 56,530 | 58,530 | |
| 101 101 818.211 | CONT SVCS/AUDITING | 36,000 | 32,000 | 36,000 | 36,000 | 0 | 36,000 | 32,000 | 32,960 | 33,950 | 34,970 | 36,020 | |
| 101 101 818.410 | CONT SVCS/ADVERTISING PROMO | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 101 101 850.000 | COMMUNICATIONS | 585 | 583 | 300 | 300 | 0 | 300 | 300 | 310 | 320 | 330 | 340 | |
| 101 101 864.000 | CONFERENCES & MEETINGS | 4,500 | 24 | 4,500 | 4,500 | 1,128 | 4,500 | 4,500 | 4,640 | 4,760 | 4,920 | 5,070 | |
| 101 101 865.000 | PUBLIC RELATIONS EXPENSE | 5,500 | 2,424 | 5,000 | 6,500 | 6,374 | 6,500 | 7,500 | 7,960 | 8,200 | 8,450 | 8,700 | |
| 101 101 900.000 | PRINTING & PUBLISHING | 4,450 | 5,046 | 3,000 | 3,000 | 1,856 | 3,000 | 3,500 | 3,610 | 3,720 | 3,830 | 3,940 | |
| 101 101 940.000 | EQUIPMENT RENTAL - FORCE ACCT | 350 | 0 | 400 | 400 | 0 | 400 | 400 | 0 | 0 | 0 | 0 | |
| 101 101 956.000 | MISCELLANEOUS | 4,200 | 4,433 | 1,000 | 1,000 | 117 | 1,000 | 1,000 | 1,030 | 1,060 | 1,090 | 1,120 | |
| 101 101 957.000 | TRAINING EXPENSES | 8,500 | 2,624 | 8,500 | 8,500 | 3,525 | 8,500 | 9,270 | 9,550 | 9,840 | 10,140 | 10,480 | |
| 101 101 958.000 | MEMBERSHIPS & DUES | 12,000 | 11,644 | 12,500 | 12,500 | 5,212 | 12,500 | 12,500 | 12,890 | 13,270 | 13,670 | 14,080 | |
| Total | | 121,875 | 93,148 | 116,100 | 128,425 | 64,226 | 126,425 | 133,725 | 137,050 | 141,040 | 145,140 | 149,250 | |
| City Manager Expenditures | | | | | | | | | | | | | |
| 101 172 706.000 | SALARY & WAGES/FULL TIME | 183,000 | 133,118 | 186,750 | 186,750 | 80,911 | 186,750 | 200,525 | 206,540 | 212,740 | 219,120 | 225,590 | |
| 101 172 706.050 | SALARY & WAGES/PART TIME | 41,770 | 44,758 | 9,800 | 9,800 | 2,518 | 9,800 | 9,800 | 9,890 | 10,190 | 10,500 | 10,820 | |
| 101 172 706.100 | SALARY & WAGES/SICK | 5,140 | 9,291 | 5,250 | 5,250 | 1,147 | 5,250 | 5,700 | 5,870 | 6,050 | 6,230 | 6,420 | |
| 101 172 706.150 | SALARY & WAGES/IN-LIEU HEALTH | 1,860 | 0 | 2,250 | 2,250 | 0 | 2,250 | 2,225 | 2,280 | 2,360 | 2,430 | 2,500 | |
| 101 172 706.600 | SALARY & WAGES/LONGEVITY | 1,000 | 1,000 | 1,000 | 1,000 | 1,500 | 1,000 | 1,500 | 1,500 | 1,550 | 1,600 | 1,650 | |
| 101 172 706.600 | SALARY & WAGES/VACATION PAYOFF | 4,570 | 2,497 | 4,675 | 4,675 | 0 | 4,675 | 5,075 | 5,230 | 5,390 | 5,550 | 5,720 | |
| 101 172 707.000 | SALARY & WAGES/TEMP-SEASONAL | 4,800 | 6,000 | 4,800 | 4,800 | (3,000) | 4,800 | 4,800 | 4,940 | 5,080 | 5,240 | 5,400 | |
| 101 172 709.000 | SALARY & WAGES/OVERTIME | 200 | 0 | 200 | 200 | 0 | 200 | 100 | 100 | 100 | 100 | 100 | |
| 101 172 721.000 | FRINGE BENEFITS | 63,270 | 46,280 | 63,200 | 63,200 | 26,970 | 63,200 | 66,675 | 68,570 | 70,630 | 72,760 | 74,930 | |
| 101 172 721.500 | POST RETIREMENT BENEFITS | 18,520 | 20,306 | 26,850 | 26,850 | 13,416 | 26,850 | 33,230 | 37,640 | 42,300 | 47,040 | 51,660 | |
| 101 172 727.000 | OFFICE SUPPLIES | 400 | 55 | 400 | 400 | 0 | 400 | 400 | 410 | 420 | 430 | 440 | |
| 101 172 728.000 | POSTAGE | 250 | 158 | 200 | 200 | 79 | 200 | 200 | 210 | 220 | 230 | 240 | |
| 101 172 740.000 | OPERATING SUPPLIES | 5,000 | 4,065 | 5,000 | 5,000 | 3,625 | 5,000 | 5,500 | 5,670 | 5,840 | 6,020 | 6,200 | |
| 101 172 818.000 | CONTRACTUAL SERVICES | 2,000 | 1,050 | 2,000 | 2,000 | 17 | 2,000 | 1,000 | 1,030 | 1,060 | 1,090 | 1,120 | |
| 101 172 850.000 | COMMUNICATIONS | 1,000 | 1,517 | 2,200 | 2,200 | 903 | 2,200 | 2,200 | 2,270 | 2,340 | 2,410 | 2,480 | |
| 101 172 860.000 | TRANSPORTATION | 1,000 | 21 | 800 | 800 | 235 | 800 | 800 | 820 | 840 | 870 | 900 | |
| 101 172 864.000 | CONFERENCES & MEETINGS | 2,100 | 195 | 2,100 | 2,100 | 1,175 | 2,100 | 2,200 | 2,270 | 2,340 | 2,410 | 2,480 | |
| 101 172 865.000 | PUBLIC RELATIONS EXPENSE | 0 | 0 | 0 | 0 | 75 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 101 172 900.000 | PRINTING & PUBLISHING | 800 | 36 | 700 | 700 | 229 | 700 | 700 | 720 | 740 | 760 | 780 | |
| 101 172 925.000 | SUBSCRIPTIONS & PUBLICATIONS | 300 | 292 | 250 | 250 | 21 | 250 | 500 | 520 | 540 | 560 | 580 | |
| 101 172 930.000 | REPAIRS & MAINTENANCE | 400 | 0 | 400 | 400 | 0 | 400 | 400 | 410 | 420 | 430 | 440 | |
| 101 172 940.000 | EQUIPMENT RENTAL - FORCE ACCT | 900 | 680 | 900 | 900 | 340 | 900 | 900 | 920 | 940 | 960 | 980 | |
| 101 172 956.000 | MISCELLANEOUS | 1,000 | 3,027 | 1,800 | 1,800 | 585 | 1,800 | 1,800 | 1,850 | 1,900 | 1,950 | 2,000 | |
| 101 172 957.000 | TRAINING EXPENSE | 9,000 | 360 | 4,500 | 4,500 | 0 | 4,500 | 4,500 | 4,640 | 4,780 | 4,920 | 5,070 | |
| 101 172 958.000 | MEMBERSHIPS & DUES | 1,105 | 1,734 | 1,000 | 1,000 | 218 | 1,000 | 1,000 | 1,030 | 1,060 | 1,090 | 1,120 | |
| Total | | 348,235 | 276,440 | 327,025 | 327,600 | 130,963 | 327,600 | 351,190 | 364,640 | 379,140 | 393,990 | 409,020 | |

RESOLUTION

The following Resolution was offered by Commissioner _____ and seconded by Commissioner _____.

- WHEREAS The City Commission of the City of Plymouth adopted a Strategic Plan on January 18, 2022, and
- WHEREAS The City Commission of the City of Plymouth adopted a key objective to “Modernize and update zoning ordinance to reflect community vision”, and
- WHEREAS The City Commission of the City of Plymouth adopted a one-year task to “Audit current zoning ordinance and identify the approach for updating ordinance”, and
- WHEREAS The Planning Commission reviewed the scope of work at their May 19, 2022 meeting, and
- WHEREAS The Administration has reviewed the workplan and recommends that the City Commission allocate funds in an amount not to exceed \$21,477 for Carlisle-Wortman Associates to provide assistance and technical expertise for a zoning audit and form-based codes amendment.

NOW THEREFORE BE IT RESOLVED THAT the City Commission does hereby authorize the expenditure of up to \$21,477 from account 101-101-818.000 to Carlisle-Wortman Associates for completion of a zoning audit and form-based codes amendment.