



# Plymouth City Commission

## Regular Meeting Agenda

Tuesday, January 16, 2024 7:00 p.m.  
Plymouth City Hall & Online Zoom Webinar

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

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

Join Zoom Webinar : <https://us02web.zoom.us/j/83460778656>

Passcode: 320900 Webinar ID: 834 6077 8656

1. **CALL TO ORDER**
  - a. Pledge of Allegiance
  - b. Roll Call
2. **APPROVAL OF MINUTES**
  - a. January 3, 2024 regular meeting
3. **APPROVAL OF THE AGENDA**
4. **ENACTMENT OF THE CONSENT AGENDA**
5. **CITIZEN COMMENTS**
6. **COMMISSION COMMENTS**
7. **OLD BUSINESS**
8. **NEW BUSINESS**
  - a. Purchase of Vehicle for Recreation
  - b. Water System Reliability Study & Plan
9. **REPORTS AND CORRESPONDENCE**
  - a. Presentation of the 2023 Planning Commission Annual Report
  - b. Liaison Reports
  - c. Appointments
10. **ADJOURNMENT**

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.

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.

Meetings of the City of Plymouth are open to all without regard to race, sex, color, age, national origin, religion, height, weight, marital status, disability, or any other trait protected under applicable law. Any individual planning to attend the meeting who has need of special assistance under the Americans with Disabilities Act (ADA) should submit a request to the ADA Coordinator at 734-453-1234 ext. 234 at least two working days in advance of the meeting so an attempt can be made to make reasonable accommodations. The request may also be submitted via mail at 201 S. Main St. Plymouth, MI 48170, or email to [clerk@plymouthmi.gov](mailto:clerk@plymouthmi.gov).

## 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, 35<sup>th</sup> 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

*“The government in this community is small and accessible to all concerned.”*

-Plymouth Mayor Joe Bida  
November 1977



## City of Plymouth City Commission Regular Meeting Minutes Wednesday, January 3, 2024, 7:00 p.m. Plymouth City Hall 201 S. Main Street

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

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

### 1. CALL TO ORDER

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

b. Roll Call

Present: Mayor Suzi Deal, Commissioners Linda Filipczak, Brock Minton, and Nick Moroz

Excused: Mayor Pro Tem Kelly O'Donnell, and Commissioners Jennifer Kehoe and Alanna Maguire

Also present: City Manager Paul Sincock, Attorney Bob Marzano and various members of the City administration

### 2. APPROVAL OF MINUTES

Filipczak offered a motion, seconded by Minton, to approve the minutes of the December 5-7 13 Ways meetings and the December 18, 2023 City Commission meeting.

Karen Sisolak, 939 Penniman, expressed concern over the use of the term "team angry" in the 13 Ways meeting minutes. She also spoke about the reference to the upcoming strategic planning meeting in the minutes.

Ellen Elliott, 404 Irvin, said she wasn't under the impression that the 13 Ways meetings were open to the public.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

### 3. APPROVAL OF THE AGENDA

Minton offered a motion, seconded by Filipczak, to approve the agenda for the January 3, 2024 meeting.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

### 4. ENACTMENT OF THE CONSENT AGENDA

There were no items on the consent agenda.

### 5. CITIZEN COMMENTS

There were no citizen comments.

### 6. COMMISSION COMMENTS

Minton said the term "team angry" was used in the *13 Ways to Kill Your Community* book.

Moroz thanked all involved in the 13 Ways programs and noted that there were members of the public at every session. He said the information gathered would be useful in the strategic plan and master plan. He

also congratulated Rotary Firefighter of the Year Luke Cadeau, Police Officer of the Year Scott Hockenberry, and Municipal Services First Responder of the Year Dave Cirilli.

Filipczak said seeing the city through non-biased eyes in the 13 Ways sessions was valuable.

Deal said the strategic planning session would be on January 11 from 5-9 p.m. at the Plymouth Cultural Center. She said the meeting would be open to the public, and that all are welcome to attend. She also reminded the group that the Ice Fest would take place February 2-4, and she congratulated the following employees for their work anniversaries: Al Cox – 26 years; Scott Hockenberry – 7 years; Samantha Jost – 2 years; Greg DiMaio – 2 years; Dee Dee Perino – 2 years; James Cleary – 1 year.

## **7. OLD BUSINESS**

There was no old business.

## **8. NEW BUSINESS**

### **a. Approval of Traffic Control Order 23-03 – Saxton's Parking Lot Signs**

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

#### RESOLUTION 2024-01

WHEREAS The City operates several streets and roads which need Traffic Control Orders; and

WHEREAS A Temporary Traffic Control order has been in place in the Municipal Parking Lot on the corner of Ann Arbor Trail and Deer Street, commonly known as the Saxtons Parking Lot.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby adopt Traffic Control Order number 23-03 to create two (2) van accessible handicapped parking spaces and four (4) electric vehicle charging spaces.

BE IT FURTHER RESOLVED THAT the City Clerk shall make Traffic Control Order 23-03 a part of the official meeting minutes of this City Commission Meeting.



## City of Plymouth, Michigan Traffic Control Order

Traffic Control Order No. 23-3



TO: Maureen Brodie, CMC  
City Clerk

FROM: Chris S. Porman  
Street Administrator

RE: Traffic Control Order

DATE: October 31, 2023

Pursuant to the authority provided by Chapter 70 of the Code of Ordinances of the City of Plymouth, with the Uniform Traffic Code for Cities, Townships and Villages of Michigan adopted by reference, per Uniform Traffic Code R 28.1153 Rule 153, Traffic Control Orders, and in the interest of public safety and convenience the following Traffic Control Order is hereby issued by Chris S. Porman, duly authorized as the City of Plymouth Street Administrator.

This Traffic Control Order was preceded by study and investigation of traffic conditions on the following public road or roads in the City of Plymouth:

### **Ann Arbor Trl and Deer St (aka Saxtons) Public Parking Lot**

After said investigation, it is hereby ordered and directed that the City of Plymouth Department of Municipal Services erect and maintain the following traffic control devices in accordance with the Michigan Manual of Uniform Traffic Control Devices:

-Install a total of two (2), new handicap parking signs, van accessible plaques and poles within the public parking lot at the parking spaces on the North side of the lot adjacent to the Ann Arbor Trl frontage, in addition the parking stalls shall be delineated in blue, stenciled with the accessibility symbol and include an adjacent hatched area meeting accessibility guidelines for barrier-free access

Additionally:

-Install a total of four (4), new electric vehicle charging station signs and poles within the public parking lot at the parking spaces on the South side of the lot adjacent to the access drive from Deer St., in addition the parking stalls shall be stenciled with an "Electric Vehicle Charging Station Only" symbol

Said sign(s) and pavement markings to give notice of the following determination:

**Van accessible handicap reserved parking restriction within the public parking lot along the Northern most row of parking for the one (1) parking space at the Westernmost marked stall, and also for the one (1) parking space immediately to the West of the Easternmost marked stall**

Additionally:

**Electric vehicle charging station restriction within the public parking lot along the Southern most row of parking for the Westernmost four (4) marked stalls of the row**

It is further ordered and directed that this order shall become effective upon being filed with the clerk and upon erection of adequate signs giving notice of the existence of aforesaid. This emplacement is ordered temporary subject to review in seventy (70) days with reports and recommendations to the City



Manager prior to the expiration of the 90 day test period.

Traffic Control Order No. 23-3 presented for approval by the City Commission of the City of Plymouth on January 15, 2024, following approval it is hereby ordered and directed that this order be filed in the office of the Director of Public Safety of the City of Plymouth.

cc: Paul J. Sincock, City Manager  
Al Cox, Director of Public Safety

There was a voice vote.  
**MOTION PASSED UNANIMOUSLY**

- b. Authorization to Hire – Police Department  
The following motion was offered by Filipczak and seconded by Moroz.

**RESOLUTION 2024-02**

WHEREAS The City Commission did adopt what is commonly known as the Hiring Ordinance in August of 2000; and

WHEREAS The Ordinance requires that the City Administration seek prior and express approval for any full-time position; and

WHEREAS The City Administration is seeking prior and express approval for the hiring of a police officer to fill a vacancy in that department.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize prior and express approval to hire a police officer. The City Administration is authorized to proceed with hiring the new police officer.

There was a voice vote.  
**MOTION PASSED UNANIMOUSLY**

**REPORTS AND CORRESPONDENCE**

a. Liaison Reports

Minton said the ZBA would be meeting on January 4 and the Planning Commission would be meeting on January 10.

b. Appointments

Deal said the following board and commission members were being recommended for reappointment:

Planning Commission – Kyle Medaugh

Historic District Commission – Colleen Polin, John Townsend, Gania Kandalaft

Cemetery Board – Don Hess

Board of Review – John Townsend (reappointed as a full member)

She said the following citizens were being recommended for appointment.

Zoning Board of Appeals – Becca Smith

DDA – Ed Saenz, Jennifer Frey

Planning Commission – Latricia Horstman, Sidney Filippis.

Filipczak offered a motion, seconded by Minton, to approve the slate of appointments as presented.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

## **9. ADJOURNMENT**

A motion to adjourn was offered by Filipczak and seconded by Minton at 7:21 p.m.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

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SUZI DEAL  
MAYOR

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MAUREEN A. BRODIE, CMC, MiPMC  
CITY CLERK



## Administrative Recommendation

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

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

To: Mayor & City Commission  
From: Paul J. Sincock, City Manager  
CC: *S:\Manager\Sincock Files\Memorandum - Authorization to purchase vehicle for Recreation - 01-16-24.docx*  
Date: January 11, 2024  
RE: Purchase of vehicle for Recreation

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### Background

The City Commission will recall that in March we purchased some vehicle replacements for the Municipal Services Department from the LaFontaine Automotive Group – Commercial & Fleet sales. At that time, we indicated that supply chain delays and availability of vehicles has been a constant problem for over two+ years. There was also the issue of computer chip delays in getting vehicles to dealers. We have found that dealer inventory is now returning to more normal levels.

We are fortunate to have built a working relationship with the LaFontaine Commercial and Fleet Sales Division through our purchases of several vehicles last spring. As a result of this relationship, they have been willing to place a hold on one additional vehicle until the City Commission has an opportunity to meet to discuss the additional vehicle purchase.

Currently, we are looking to purchase a new F250 Ford Pick Up Truck for the Recreation Department. The current vehicle assigned to them is over 15 years old and the back of the truck is rusted, and the lift gate is now strapped to the bed of the truck with luggage straps. The truck is beyond its useful life, and we are not able to use it for snow plowing of the parking lot.

We have attached a memorandum from Chris Porman related to the purchase of the vehicle and how the State of Michigan purchasing plan, MI-Deal works for municipal purchases. The pricing on this 2023 vehicle is approximately the same as the 2022 model that we purchased last spring.



## **Recommendation**

The City Administration recommends that the City Commission authorize the purchase of a 2023 Ford F250 pickup truck from the LaFontaine Automotive Group in the amount of \$48,660. Further, the City Commission authorizes an additional \$7,300 for aftermarket equipment for the lift gate, toolbox, and vehicle lighting. This will also allow the vehicle to be used by Municipal Services as a backup, as needed.

Funding for this purchase should be from the Equipment Fund. We have attached a proposed Resolution for the City Commission to consider regarding this matter. Should you have any questions in advance of the meeting, please feel free to contact me.



## Department of Municipal Services

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

Date: January 10, 2024  
To: City Commission  
From: Chris S. Porman, Assistant City Manager/Director of Municipal Services  
Nick Johns, Foreman  
Re: Purchase of F250 Super Duty for Recreation Department

### Background

The City Commission identified “prioritize capital and fleet list and funding opportunities” as a one-year task in their Strategic Plan for 2023. The city has been successful in updating the city’s fleet with small dump trucks, pick up trucks, an arrow board and a backhoe last year. In looking at the status of the city’s fleet, we are still in need of a replacement for the pickup truck that is assigned to the Recreation Department. Their current truck is in need of some major repairs, including but not limited to an entire new backend to reattach the lift gate that has rusted through.

The truck, once approved, will replace a similar sized pickup truck, which is over 15 years old; having outlived its life expectancy by 5 years. This vehicle has been used in various ways from hauling materials to plowing snow for the past 15 years. Rust and other various signs of wear and tear from normal operations have started to surface on the vehicle, as well.

It should be noted that the MiDEAL program (which was authorized by Michigan Legislation and has been in existence since 1984) that we have used for years to purchase vehicles does not exist in the same format we were accustomed to using. Whereas the old version of the program awarded bid(s) to one or more dealers that met the specifications as well as the inventory, due to supply chain issues, the program is now using a pre-qualification program, where contracts are subject to second-tier competitive bid processes. What this means is that we are now required to find our own vehicles located on a dealer lot somewhere and then work with that dealer on competitive pricing. This allows us to receive the same terms, conditions, and prices as State government. It also provides us indirect savings related to writing specifications, researching industries, processing invitations to bid, recruiting a diverse pool of potential suppliers, and making awards.

We used this version of the program last year for the aforementioned dump trucks and pickups and had good success with the LaFontaine Automotive Group. With dealers across the state, we are able to find and locate vehicles that have matched our needs and this potential purchase is no exception.

After discussing the needs with the Recreation staff as well as vehicle availability, the best fit at this time is a pickup truck in the 250/2500 size class. LaFontaine Ford of Lansing has a 2023 Ford F-250 Four Wheel Drive Pickup available to us for \$48,660.00.

Following the purchase of the vehicle, we plan to outfit the vehicle with a liftgate and a side toolbox. We would request an additional approval of \$7,300 (approximately \$5,500 for the liftgate and \$1,300 for the toolbox including installation and \$500 in lights). We would use Truck & Trailer Specialties from Howell for the installation of the toolbox and liftgate.

#### Recommendation

It is our recommendation that the City Commission authorize the purchase of the 2023 Ford F-250 Fleet/Non-Retail 4WD Pickup Truck from LaFontaine Ford Lansing, for the purchase price of \$48,660.00.

In addition, we would recommend the City Commission authorize a not to exceed amount of \$7,300 from Truck & Trailer Specialties, Inc. for installation of a liftgate and side toolbox for the truck.

Funding for this purchase would come from the Equipment Fund.

Should you have any questions, please feel free to contact us.

**LaFontaine Ford Lansing**  
**5103 S. Cedar St**  
**Lansing, MI 48911**  
**517-574-7120-Direct**

## QUOTATION

[dwresinski@lafontaine.com](mailto:dwresinski@lafontaine.com)

Name: City of Plymouth  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Contact: Nick Johns  
Phone: 734-455-1594  
Email: njohns@plymouthmi.gov

Date: 1/4/2024  
Quote: 010424

2023 Ford F-250 Regular Cab 4x4 XL 142" Wheelbase	
6.8L DEVCT NA PFI V8 Engine	
10-Speed Automatic Transmission	
Oxford White Exterior	
Medium Dark Slate Vinyl Interior	
3.73 Electronic Locking Axle	
Platform Running Boards	
XL Chrome Package	
Snow Plow Prep Package	
Roof Clearance Lights	
Upfitter Switches	
250 AMP Alternator	
MSRP Sales Price	\$50,325.00
<b>Sales Price</b>	<b>\$48,645.00</b>
Taxes	\$0.00
Registration and Title Fees	\$15.00
Delivery	\$0.00
<b>Total Cost:</b>	<b>\$48,660.00</b>

Signed: Daniel Wresinski

## RESOLUTION

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

WHEREAS The City of Plymouth maintains a vehicle fleet to move supplies and staff from Site to site to help protect the public health, safety, and welfare, and

WHEREAS From time to time these vehicles need to be replaced with new models, and

WHEREAS The City Administration is recommending the purchase of a new F250 Ford Pick Up Truck, to replace a unit that is over 15 years old and assigned to the Recreation Department.

NOW THEREFORE BE IT RESOLVED THAT The City Commission of the City of Plymouth does hereby authorize the purchase of a new Ford F-250 Pick Up Truck from the LaFontaine Automotive Group in the amount of \$48,660.00. Further, the City Commission authorizes an additional \$7,300 for after-market equipment on the new truck, to include a lift gate and toolbox from Truck & Trailer Specialties, Inc. Both the purchase of the truck and the after-market equipment are being made through the State of Michigan MI-Deal purchasing plan. Funding for these purchases will come from the City's Equipment Fund.



## Administrative Recommendation

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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 - Water System Reliability Study - 01-16-24.docx  
Date: January 11, 2024  
RE: Water System Reliability Study & Plan

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### Background

The City of Plymouth operates a Water Distribution System and according to the Michigan Department of Environmental Quality (MDEQ) we are required to regularly update our plan. This is an important tool in operating our system and it will help provide a road map for certain future capital expenditures that may be needed in the future. In addition, having a current plan is a part of the Insurance Services Organization (ISO) review of our water system, which is a part of the Fire Insurance Rating system for the entire City.

The plan will focus on a complete hydraulic analysis of the system and will use the water model to identify system deficiencies. The final report will also contain recommendations and preliminary cost estimates for future Capital Expenditures.

This project would be funded by the Water Fund and is partially grant funded for certain phases of the project and it will have no impact on the General Fund. The cost of the project is \$40,500 and this includes the full report and filings with the State of Michigan. We have a grant from the State of Michigan called DWAM, and that grant would reimburse \$23,000 of this project.

The staff is recommending that we use Wade Trim Engineering for this entire project as they are most familiar with our water systems. To use another Engineer for this project would cost us additional time and materials as they would have to "learn" our systems and develop their own water model program.

We have attached a short memorandum from Chris Porman & Adam Gerlach as they are the Chief Licensed Operators of our Water System. Also attached is an outline of the scope of services from City Engineer Shawn Keough as additional background information.

### RECOMMENDATION:

The City Administration recommends that the City Commission authorize Wade Trim to complete a Water Distribution System Reliability Study and Plan in the amount of \$40,500. This is a requirement of the State MDEQ that the city has an updated plan every five years. In addition, this plan is an important element to the City's Fire Service Rating from the ISO, which impacts resident and business fire insurance costs.

Funding for this report is contained in the Water and Sewer Fund and through a State of Michigan grant program. This authorization will have no impact on water rates in the city.

We have attached a proposed Resolution for the City Commission to consider regarding this matter. 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

734-453-7737

dms@plymouthmi.gov

Date: January 10, 2024  
To: Paul J. Sincock, City Manager  
From: Chris Porman, Assistant City Manager/Director of Municipal Services  
Adam Gerlach, Assistant Director of Municipal Services  
Re: Drinking Water System General Plan and Reliability Study – Wade-Trim

### Background:

The city is required by the State of Michigan Safe Drinking Water Act to update its water system General Plan and Reliability Study every five years. Our plan was previously updated in 2018/19, and now in 2024 we propose to update again.

The General Plan and Reliability Study are tools used in planning for improvements to the City's overall water distribution system. They project the needs of the system incrementally into the future and identify and suggest improvements and recommendations. To complete the General Plan and Reliability Study, we also need to update our water system models and GIS databases.

The City's engineering consultant, Wade-Trim, has provided the following proposal and cost estimate to complete the Plan and Study updates, model and database. The proposal letter from Shawn Keough further outlines the tasks, as well as the deliverables associated with this project. The water system model updates, as well as the GIS updates are eligible for funding through our Drinking Water Asset Management grant (DWAM). The General Plan and Reliability Study would be funded through the Water/Sewer Fund.

### Recommendation:

The recommendation is for the City Commission to accept the proposal from Wade-Trim to update the General Plan and Reliability Study in the amount of \$17,500.00 funded through the Water/Sewer Fund. In addition, we recommend the City Commission accept the Water System Model updates and GIS updates in the amount of \$8,000.00 and \$15,000.00 respectively, which would be funded through the Water/Sewer Fund but are grant eligible for reimbursement through the DWAM grant. The total amount would be a not to exceed amount of \$40,500.00

If you have any questions, please feel free to contact us.





Wade Trim Associates, Inc. .  
25251 Northline Road • Taylor, MI 48180  
734.947.9700 • www.wadetrim.com

December 13, 2023

City of Plymouth  
201 South Main Street  
Plymouth, MI 48170

Attention: Adam Gerlach  
Assistant Director of Utilities

Re: Water Distribution System Reliability Study and General Plan

We are pleased to present this proposal for the Water Distribution System Reliability Study and General Plan. Parts 12 and 16 of the Michigan Safe Drinking Water Act identify that a Water Reliability Study is necessary for all community water suppliers to verify the adequacy of system capacity to meet both existing and projected demands. Wade Trim completed a Reliability Study for in 2018, and we will use the existing water system model as our starting point for this update. The primary goal of a Water System Reliability Study is to establish requirements for improving the reliability of a public water supply system to provide a continuous supply of water for drinking and household purposes while considering projected future water demands based on projected growth and for various flow conditions (e.g., average daily, maximum daily, peak hourly, and fire flow demands).

We will evaluate the existing distribution system based on current usage, and investigate the effects of anticipated growth, as well as potential areas of future buildout within the City. If, based on the model, adequate capacity is not available, we will recommend system modifications or upgrades in that will allow the City to meet projected demands.

The General Plan focuses on a complete hydraulic analysis of the system to identify deficiencies and then to recommend capital improvement projects (CIP) to address them. The final report will contain recommendations and cost estimates. New developments and water system improvements implemented since the 2018 Water Reliability Study will be updated in the City's water model.

## 1.0 SCOPE OF SERVICES

- Update the City's water system model (in WaterGEMS). Working with City staff to ensure accuracy, the water system network in the model will be updated with as-built information. This task is eligible for reimbursement under the City's Drinking Water Asset Management (DWAM) Grant.

- Analyze population data from SEMCOG and the US Census Bureau, in addition to City building permit data, to determine present and future levels of development to determine possible changes in the water consumption requirements.
- Obtain meter data from GLWA for the previous two years. This data will be used to determine average day and peak period water supply and delivery pressures to the city. We will work with the City to gain this information.
- Analyze the City's water billing records for water use patterns. The demand for the highest users will be used in the model. Remaining system demands will be allocated throughout the system, thereby, producing a model that accurately represents the current usage for the city.
- Analyze the City's water main break information to determine areas that have an above average number of breaks to understanding water loss.
- Identify areas for the necessary field testing to calibrate the model. Calibration efforts include conducting hydrant flow and pressure tests areas of the distribution system. This will be coordinated and conducted with City staff.
- Review existing water utility maps and maintenance history to identify items such as: dead-end water mains, looping deficiencies, etc.
- Discuss the model results, problem areas, and projected needs as well as verify valve closure locations within the system.
- Perform the computer hydraulic analysis for average, minimum and maximum day plus fire flow, and maximum hour demand conditions.
- Future Growth Scenarios – These scenarios look at the distribution system's potential growth and updated water main sizes in deficient areas. Four iterations similar to the Base Scenario will be considered: Average Day Demand, Maximum Day Demand, Peak Hour Demand, and a Fire Flow Analysis to determine the amount of water available during a fire event.
- Evaluate the impact of the improvements on the system.
- Prepare the Water Distribution System Reliability Study and General Plan report. The report will present recommendations and planning level cost estimates for future development. This plan will project out 20 years to the 2044 design situation.
- Meet with City staff to refine and finalize the plan.
- Finally, we have included an item to help the city update its Geographic Information System (GIS), as it relates to the City's efforts to identify and eliminate lead service line connections. This task is eligible for reimbursement under the City's Drinking Water Asset Management (DWAM) Grant.

## **2.0 DELIVERABLES**

Deliverables will be submitted as tasks are completed. Dates for delivery of submittals are outlined in the schedule. Both draft and final versions of the Water Reliability Study will be submitted in digital

and hard copies. The updated hydraulic model will be delivered on USB drive with the final hard copies of the Water Reliability Study. Wade Trim will provide up to six hard copies of the final Water Reliability Study and Water System Map

### 3.0 SCHEDULE

Wade Trim is prepared to begin working immediately upon authorization to proceed. We will begin by having a kick-off meeting to discuss the project steps. We anticipate completing the Reliability Study and General Plan report by June 2024.

### 4.0 COMPENSATION

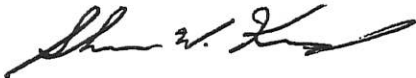
We propose to provide services associated with the Water Distribution System Reliability Study and General Plan on a time and materials basis in accordance with our current rate schedule for the following fee estimates:

Description	Fee	DWAM Grant Eligible?
Water System Model Updates	\$ 8,000	YES
General Plan and Reliability Study	\$17,500	
GIS Updates	\$15,000	YES
<b>Total Fee Estimate</b>	<b>\$40,500</b>	

Please feel free to contact our office if you have any questions or require further information on this Proposal. We look forward to working with you on the Reliability Study and General Plan.

Very truly yours,

Wade Trim Associates, Inc.



Shawn W. Keough, PE  
Senior Vice President

SWK:rld  
BDXPLY  
20231212\_Water\_Rel\_Study\_Gerlach

cc: Chris Porman, Director of Municipal Services

## RESOLUTION

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

WHEREAS The City of Plymouth operates a water distribution system and as a part of Operations there is regular scheduled testing of the water supply as well as Certain reports related to system reliability and plans, and

WHEREAS The System Reliability and Plan needs to be updated approximately every Five years to help manage and develop the water system, and

WHEREAS There is significant work from the City Engineer that is required for the reports That needs to be completed and filed with the State of Michigan and to be of use For future capital improvements in the system.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize a contract of work with City Engineer Wade Trim in the amount of \$40,500 to complete a Water Distribution System Reliability Study and General Plan as outlined with the Scope of Work on December 13, 2023. Funding for this report shall be authorized from the City's Water and Sewer Fund and will be partially reimbursed through the State of Michigan DWAM grant program.

**CITY OF PLYMOUTH**  
**Community**  
**Development Dept.**  
**201 S. MAIN**  
**PLYMOUTH, MI 48170**  
**[www.plymouthmi.gov](http://www.plymouthmi.gov)**

## INFORMATION ONLY

To: Paul Sincock, City Manager  
From: Greta Bolhuis, AICP, Planning & Community Development Director *GB*  
Date: January 11, 2024  
Re: Presentation of the 2023 Planning Commission Annual Report

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As you are aware, the City of Plymouth is actively engaged in the Michigan Economic Development Corporation (MEDC) Redevelopment Ready Communities (RRC) program. Part of this program aims to ensure the City is compliant with State planning and zoning laws.

The Michigan Planning Enabling Act (Public Act 33 of 2008) requires that an annual report which reviews the Planning Commission's activities be delivered to the City Commission. The Act states "A planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development."

The report contains a synopsis of the Planning Commission's work on their goals, reviewing and implementing the Master Plan, and the development reviews completed during the year. It includes the cases presented to the Zoning Board of Appeals and the outcome of each variance request. Additionally, it summarizes the City Commission's actions on planning and development during the year.

If you have any questions, please contact me directly.

**Report Only      No Action Required**



# CITY OF PLYMOUTH

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## City of Plymouth Planning Commission 2023 Annual Report

The City of Plymouth Planning Commission is made up of nine members. They regularly meet on the second Wednesday of the month at 7:00 pm in the Commission Chambers at City Hall located at 201 S. Main. A typical meeting consists of public comments, a review of the previous meetings minutes, commissioner comments, public hearings, new and/or old business, and reports and correspondence from staff. Planning Commission members for the 2023 year included: Karen Sisolak (Chair), Scott Silvers (Vice-Chair), Joe Hawthorne, Shannon Adams, Tim Joy, Hollie Saraswat, Eric Stalter, Jennifer Mariucci (retired in March 2023), Kyle Medaugh, and Zach Funk (appointed in June 2023).

The Planning Commission met sixteen times during 2023. Of the sixteen, twelve meetings were regularly scheduled meetings, three were working sessions, and one was a joint training session with the City of Northville. This meets the requirements of the Michigan Planning Enabling Act (MPEA) for the minimum number of meetings (4).

The main purpose of this report is to meet the requirements of the MPEA; however, this report increases information sharing between staff, boards, commissions, and the City Commission. This report is the opportunity to reflect on the hard work of the past year and thank our dedicated appointed and elected officials for their support of the City’s planning and zoning efforts.

The Planning Commission reviewed nine site plan projects, which included six special land use reviews, and one planned unit development.

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Action	Priority Term	City Commission Goal Area				Responsibility	Funding
		I	II	III	IV		
<b>Regulatory and Policy Change</b>							
<i>Redevelopment Ready Communities</i>							
Ensure clear definitions and requirements are included in necessary sections of the ordinance	Short	X				PC, CDD	CDD
Review the Zoning Map annually, update if and as necessary	Cont.	X				PC	CDD
Align the zoning ordinance with the Master Plan goals.	Mid.			X		PC	CDD
Review and clarify special land use approval processes	Short				X	PC, CDD	CDD
Ensure industrial districts allow for compatible new economy-type businesses	Short				X	PC	CDD
Allow for non-traditional housing types in appropriate areas	Short	X		X		PC	CDD
<i>Site Design</i>							
Adopt clear, concise, enforceable ordinance requirements for landscaping, signage, lighting, parking, and access management for Commercial/Business districts	Short	X		X		PC	CDD
Adopt standards that encourage shared parking access and locates parking behind buildings	Short				X	PC	CDD
Adopt ordinance requirements that accommodate pedestrian activity within and around development	Short				X	PC	CDD
Adopt flexible parking standards	Short				X	PC	CDD
<i>Residential</i>							
Increase residential densities in the appropriate areas	Mid.	X	X	X		PC	CDD
Monitor and encourage appropriate home sizing and massing	Immed.	X				PC, CDD	CDD
<i>Environmental</i>							
Encourage environmentally sensitive/context sensitive and sustainable development	Mid.	X				PC	CDD
Maintain and enhance the City's tree canopy	Immed.	X				PC, CDD, DMS	CDD, DMS
Adopt standards that require low-impact development, sustainability, and energy conservation practices.	Short	X				PC	CDD
<i>Transportation</i>							
Adopt Complete Streets policies	Short	X			X	PC, CC	CDD
Plan for vehicular needs, including parking	Mid.				X	PC, CC, DDA	DDA, CC
<i>Administrative</i>							
Research the use of "form-based-codes" and "overlay districts" in the appropriate areas	Mid.	X		X		PC, CDD, CC	CDD
Review lists of uses in all Zoning Districts. Research/add zoning categories for "Parks/Open Space" and/or "Institutional" uses.	Short	X				PC, CDD	CDD
<b>Partnerships, Programs, and Promotion</b>							
Become a Redevelopment Ready Community through MEDC	Short			X		CDD, PC, CC	CDD, CC
Identify priority redevelopment sites/transitional properties and determine desired future use and development	Cont.	X				PC, CDD	CDD
Develop a clear vision for development outcomes and criteria for priority sites	Short	X				PC, CDD	CDD
Promote a welcoming environment for commercial businesses and industry	Short			X		CDD, CC, PC	CDD



## Zoning Ordinance Amendments

The Planning Commission did not approve any zoning ordinance text amendments during the 2023 calendar year; however, the zoning audit project which began in September of 2022 was completed and the final work plan and recommended implementation timeline was recommended to the City Commission by the Planning Commission in October. The 2022 amendments for impervious surfaces and fences were approved by the City Commission in 2023.

Community Development staff expects 2024 to include continued discussion and research on zoning ordinance amendments as the Planning Commission works to implement the Zoning Audit Report.

## Development Reviews

The following list summarizes the Planning Commission's docket for 2023.

Project Type	Location	Description	Meeting Outcome	Fwd. to CC?	Date(s) of Action
Site plan review	980 W. Ann Arbor Rd.	Change of use from a bank to a dental office with a ~1,300 s.f. addition	Approved with conditions	N/A	1-11-23 2-8-23
Site plan review	587 W. Ann Arbor Trl.	Public parking lot redesign	Approved with conditions	N/A	2-8-23
Planned unit development	1100 W. Ann Arbor Trail	New construction church building and townhouse units	Postponed	N/A	3-8-23 4-12-23 8-9-23
Site plan review and special land use	885 Starkweather	New restaurant with a bar, performance platform, event space, including 4 small additions	Approved with conditions	N/A	5-10-23 7-12-23
Site plan review and special land use	445 W. Ann Arbor Trl.	New construction single-family home	Approved with conditions	N/A	6-14-23
Site plan review and special land use	525 W. Ann Arbor Trl.	New construction single-family home	Approved with conditions	N/A	7-12-23 8-9-23
Site plan review and special land use	545 W. Ann Arbor Trl.	New construction single-family home	Approved with conditions	N/A	7-12-23 8-9-23
Site plan review and special land use	565 W. Ann Arbor Trl.	New construction single-family home	Approved with conditions	N/A	7-12-23 8-9-23
Site plan review	173 W. Liberty	Change of use from vacant/condemned to first floor retail and second floor office	Approved with conditions	N/A	8-9-23
Site plan review and special land use	1020 W. Ann Arbor Rd.	Renovate existing restaurant	Approved with conditions	N/A	9-13-23 12-13-23

## Variance Requests

The following list summarizes the Zoning Board of Appeals' docket for 2023.

Variance Type	Location	Description	Meeting Outcome	Date(s) of Action
Non-use	0 Holbrook (now 198 S. Holbrook)	New home construction in the front yard setback	Approved	1-5-23 2-2-23
Non-use	686 Coolidge	Construction of an attached, front-facing garage	Denied	3-2-23 4-6-23
Non-use	1227 Maple	Construction of a 42" tall fence in the front yard setback	Approved	4-6-23
Non-use	885 Starkweather	Building addition in the front yard setback	Approved	4-6-23
Non-use	253 W. Pearl	Construction of a 6' tall privacy fence in the front yard setback	Approved	5-4-23
Use	643 N. Mill	Construction of habitable space in a detached, accessory structure	Approved with conditions	7-5-23
Non-use	247 W. Liberty	Construction of a shed in the rear and side yard setback, distance between primary and accessory structure	Distance between structures variance was approved	8-3-23
Non-use	173 W. Liberty	Reduce off-street parking space requirements by 8 spaces	Approved	8-3-23
Non-use	412 W. Ann Arbor Trl.	Construction of a pool in a required front yard	Approved	8-3-23
Non-use	189 Hamilton	Construction of a rear addition in the side yard setback	Approved with conditions	9-7-23
Non-use	1185 Carol	Construction of a shed in a utility easement	Denied	12-7-23
Non-use	451 Starkweather	Construction of an addition in the side yard setback	Approved	12-7-23

## Actions by City Commission

The following list includes all the planning and development related actions taken by the City Commission during 2023.

Description	Date(s) of Action
Amend Sec. 78-21, 190, 191, 203, 219, 270, and 273 for impervious surface ordinance edits	1-3-23 1-17-23
Appeal of administrative decision on tree ordinance. Administrative determination was upheld.	1-17-23
Receipt of Planning Commission Annual Report	2-6-23
Amendment to the brownfield plan for 550 N. Holbrook	2-21-23
Annual review of liquor licenses. No changes were proposed. 29 licenses are available: 18 in the DDA, 11 outside the DDA.	3-20-23
Thai Basil liquor license public hearing. Recommended approval of the transfer to the State of Michigan Liquor Control Commission.	3-20-23
Annual marijuana review of retail sales. No action taken.	3-20-23
Approval of intergovernmental contract for Community Development Block Grant funding (CDBG)	4-3-23
Highline Spirits liquor license public hearing. Approved new off-premises tasting room.	4-17-23 6-5-23
Trackside Plymouth liquor license transfer and public hearing. Recommended approval of the transfer to the State of Michigan Liquor Control Commission.	5-1-23
Authorization to construction Saxton's parking lot	5-1-23
Easement agreement for 770 Davis to allow the continuation of parking along the frontage of the property.	5-1-23
Approval of EPIC-MRA survey contract.	5-15-23
Authorization for engineering proposal for removal of patio bump-outs (approved). Design phase was presented, and the motion failed.	5-15-23 6-5-23
Environmental review authorization for possible recreation space at 639 S. Mill	5-15-23
Additional parking spaces on Church Street design proposal (approved). Design phase was presented, and the motion failed.	5-15-23 6-5-23
Authorization to purchase real property at Deer St. and Ann Arbor Trail (Wira property).	5-15-23
Authorization to sign purchase agreement and close on the property.	6-5-23
Paid parking presentation for information only.	6-5-23
Approval of the Community Development Department fee schedule	6-20-23
Old Village Tax Increment Financing (TIF) presentation	6-20-23
Approval of the Library construction agreement and access agreement.	7-3-23
Outdoor dining area policy	7-17-23 8-7-23 10-16-23
Amend fence ordinance Sec. 18-372, 380, and Sec. 78-208.	7-17-23 8-7-23
Mily Holding liquor license transfer and public hearing. Recommended approval of the transfer to the State of Michigan Liquor Control Commission.	9-5-23
Payment in lieu of parking agreement for Highline Spirits	10-16-23

## Zoning Map Changes

There were no changes to the zoning map in the 2023 calendar year.

**Trainings and Joint Meetings**

Carlisle-Wortman Associates presented a training session to the City of Plymouth and City of Northville Planning Commissions on September 19. The presentation was entitled "Sound Planning and Zoning Decisions". All members of the administration, boards and commissions completed Quarterly Online Computer Security Training.