

# Plymouth City Commission

## Regular Meeting Agenda

Monday, March 18, 2024 7:00 p.m.  
Plymouth City Hall & Online Zoom Webinar

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/84529368371>

Passcode: 237283 Webinar ID: 845 2936 8371

1. **CALL TO ORDER**
  - a. Pledge of Allegiance
  - b. Roll Call
2. **APPROVAL OF MINUTES**
  - a. March 4, 2024 Regular Meeting
3. **APPROVAL OF THE AGENDA**
4. **ENACTMENT OF THE CONSENT AGENDA**
  - a. Approval of February 2024 Bills
  - b. Special Event: MI Philharmonic Patriotic Concert – An American Salute, Saturday 6/29/24
  - c. Special Event: Thursday Adult Sand Volleyball – Thursdays 4/25/24 - 9/26/24
5. **CITIZEN COMMENTS**
6. **COMMISSION COMMENTS**
7. **PUBLIC HEARING**
  - a. Generator Ordinance Amendments
8. **OLD BUSINESS**
  - a. Rezoning 353 Starkweather – Second Reading
9. **NEW BUSINESS**
  - a. Road Salt – Winter 2025
  - b. MSHDA Grant
10. **REPORTS AND CORRESPONDENCE**
  - a. Liaison Reports
  - b. Appointments
11. **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.)

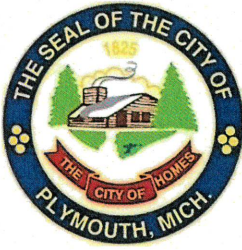
### GOAL AREA FOUR - ATTRACTIVE, LIVABLE COMMUNITY

#### 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 Monday, March 4, 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, Mayor Pro Tem Kelly O'Donnell, Commissioners Linda Filipczak, Alanna Maguire, Brock Minton, and Nick Moroz

Excused: Commissioner Jennifer Kehoe

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

### 2. APPROVAL OF MINUTES

Filipczak offered a motion, seconded by Maguire, to approve the minutes of the February 5, 2024 Committee of the Whole and the February 20, 2024 regular meeting.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

### 3. APPROVAL OF THE AGENDA

Minton offered a motion, seconded by O'Donnell, to approve the agenda for the March 4, 2024 meeting.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

### 4. ENACTMENT OF THE CONSENT AGENDA

Moroz offered a motion, seconded by O'Donnell, to approve the consent agenda for March 4, 2024.

a. Special Event: Easter Hunt Extravaganza, Saturday 3/23/24

b. Special Event: 2024 Bank of Ann Arbor Music in the Air Concerts, Fridays 5/24, 5/31, 6/7, 6/14, 6/21, 6/28, 7/5, 7/19, 7/26, 8/2, 8/9, 8/16, 8/23, 8/30

c. Special Event: Good Morning USA Parade "The Spirit of Liberty", Thursday 7/4/2024

There was a voice vote.

MOTION PASSED UNANIMOUSLY

### 5. CITIZEN COMMENTS

Michigan Senator Rosemary Bayer provided an update on recent legislation.

Ellen Elliott, 404 Irvin, encouraged all to visit the Rotary Club of Plymouth 100<sup>th</sup> anniversary exhibit at the Plymouth Historical Museum.

Lisa Capatina, 634 Harvey, thanked the City Commission and DMS staff for responding to her inquiries quickly. She also thanked all those who worked on the election.

## **6. COMMISSION COMMENTS**

Maguire said early voting worked well.

O'Donnell reminded the group that applications for the Ruth Huston Whipple Award were being accepted.

Deal welcomed two new businesses to the city and said Coffee with Commissioners would be March 6 at 6 p.m. at Plymouth Coffee Bean and that there would be a communication focus group meeting on March 22 at 9 a.m. at the Plymouth Cultural Center. She said recreation public forums would take place soon, as well. She congratulated staff member Aaron Micek for his five-year work anniversary.

## **7. OLD BUSINESS**

There was no old business.

## **8. NEW BUSINESS**

a. Resolution of Support – Congressionally Directed Spending – Solar Panel Project

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

### **RESOLUTION 2024-13**

WHEREAS The City of Plymouth recognizes the importance of federal funding in supporting critical projects and initiatives that directly benefit our community; and

WHEREAS Congressionally Directed Spending, allows for the allocation of federal funds to specific projects identified by local representatives who have a deep understanding of the unique needs and priorities of their constituents; and

WHEREAS The inclusion of Congressionally Directed Spending in the federal budget provides an opportunity for the City of Plymouth to address local challenges, invest in infrastructure, create jobs, and enhance the overall well-being of our residents; and

WHEREAS Senator Gary Peters, our elected representative in the United States Congress, has identified key projects within the City of Plymouth that align with the community's goals and have the potential to yield significant positive outcomes; and

WHEREAS The City Commission of the City of Plymouth has reviewed and endorsed the Solar Panel Project at the Plymouth Cultural Center, recognizing the merit and alignment with our community's needs.

NOW, THEREFORE, BE IT RESOLVED, that the City of Plymouth City Commission expresses its full support for Congressionally Directed Spending and encourages Congress to include the proposed funding for Solar Panels at the Plymouth Cultural Center in the federal budget for the upcoming fiscal year.



BE IT FURTHER RESOLVED, that copies of this resolution be transmitted to Senator Peters and any other relevant federal officials to demonstrate the unified support of the City of Plymouth for the inclusion of these critical projects in the federal budget.

O'Donnell offered a friendly amendment, seconded by Minton, to change the words "Plymouth Cultural Center" to "municipal facilities." The group agreed to this amendment. The following motion was on the table.

WHEREAS The City of Plymouth recognizes the importance of federal funding in supporting critical projects and initiatives that directly benefit our community; and

WHEREAS Congressionally Directed Spending, allows for the allocation of federal funds to specific projects identified by local representatives who have a deep understanding of the unique needs and priorities of their constituents; and

WHEREAS The inclusion of Congressionally Directed Spending in the federal budget provides an opportunity for the City of Plymouth to address local challenges, invest in infrastructure, create jobs, and enhance the overall well-being of our residents; and

WHEREAS Senator Gary Peters, our elected representative in the United States Congress, has identified key projects within the City of Plymouth that align with the community's goals and have the potential to yield significant positive outcomes; and

WHEREAS The City Commission of the City of Plymouth has reviewed and endorsed the Solar Panel Project at municipal facilities, recognizing the merit and alignment with our community's needs.

NOW, THEREFORE, BE IT RESOLVED, that the City of Plymouth City Commission expresses its full support for Congressionally Directed Spending and encourages Congress to include the proposed funding for Solar Panels at municipal facilities in the federal budget for the upcoming fiscal year.

BE IT FURTHER RESOLVED, that copies of this resolution be transmitted to Senator Peters and any other relevant federal officials to demonstrate the unified support of the City of Plymouth for the inclusion of these critical projects in the federal budget.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

b. Update to Cultural Center Room Use & Rental Policy

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

RESOLUTION 2024-14

WHEREAS The City of Plymouth operates a facility known as the Plymouth Cultural Center and it is Designated as an emergency shelter location and operations center in order to help protect the public health, safety, and welfare; and

WHEREAS Further, this facility is the location for all city voting precincts in the City of Plymouth and recent changes in state law require extended voting periods; and

WHEREAS During the operations of a facility and the rentals of space in the facility, it is necessary from time to time to update the Room Use and Rental Policy for the facility.

NOW THEREFORE BE IT RESOLVED THAT the City of Plymouth City Commission does hereby update the Cultural Center Room Use and Rental Policy as presented on 03-04-24. Further, a complete copy of the revised policy shall be included with these meeting minutes.

# City of Plymouth

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## Recreation Department

### Cultural Center Room Use and Rental Policies

1. The City of Plymouth Cultural Center, and each of its rooms, including, but not limited to those which are rented to the public, apart from the restrooms, are/may be under video surveillance at all times and any persons or activities which take place therein may be viewed by City employees and third parties any time
2. Payment is due in full at the time of the application plus security deposit for the facility as a reservation fee subject to the building's cancellation policy stated below. All rentals must end by 11:00pm.
3. **BUILDING CANCELLATION POLICY:** An 8% cancellation fee will be charged if the permittee cancels within five business days of paying for contracted event and signing agreement. A cancellation fee of 25% will be charged for cancellation of a room up to six months prior to the rental date. A cancellation fee of 50% will be charged for cancellations within six months of the rental date. All cancellation fees are based on the full rental cost of the facility. **City Administration or Facility Staff reserves the right to cancel any agreement or single day rentals due to mechanical/utilities failure, or for any City/Civic emergency response events. Full refunds will be issued to the renter should this occur.**
4. The security deposit will be returned provided no charges are incurred. This will be at the discretion of the Facility Manager. Fees will be deducted from the security deposit for carpet cleaning or repair and replacement, kitchen cleaning, wall repair, fixture repair and replacements, and or equipment / furniture repair or replacement.
5. Security deposits will be refunded by check or credit card only. Check requests will take a minimum of 7 to 10 working days to process. Security deposits paid using a credit card will be refunded within three business days using the same credit card. Security deposits paid by credit card will not be refunded by check.
6. Permittee agrees not to assign or in any manner transfer this agreement without the prior written consent of management.
7. Event admission fees or charitable collections are only allowed with advanced approval of the Recreation Dept. Staff.

8. The City of Plymouth Cultural Center has a Class C liquor license, and all liquor and bar staff must be purchased through the Cultural Center. NO ALCOHOLIC BEVERAGES MAY BE BROUGHT INTO OR TAKEN OUT OF THE CULTURAL CENTER. CONSUMPTION OF ALCOHOLIC BEVERAGES IS LIMITED TO DESIGNATED AREAS OF THE BUILDING. Orders must be placed three weeks prior to the event.
9. THE CULTURAL CENTER IS A NON-SMOKING BUILDING. NO SMOKING IS ALLOWED IN ANY PART OF THE BUILDING. NO SMOKING IN THE ALLEYWAY LOCATED OFF FARMER STREET.
10. Permittee agrees to abide by all Recreation Department policies as well as, City, State, and Federal Ordinances and Laws and will see that users via this permit do likewise.
11. Keeping building exits clear and outdoor fire lanes open is the responsibility of the renter. The alleyway off Farmer Street is for loading and unloading only, parking is not permitted. Vehicles parked in the alleyway will be towed at the owner's expense.
12. Candles are permitted providing they are enclosed in hurricane candle holders. Base room rental fees do not include linens, decorations, mats, or religious items for events.
13. Nails, screws, staples, tape, etc., in/on walls and woodwork are prohibited and shall be subject to loss of security deposit.
14. No Silly String, Glitter, Confetti or "Party Poppers" that distribute confetti and/or sparkles are allowed on the Plymouth Cultural Center property. Use of any of these items will automatically forfeit the Renters Security Deposit Fee."
15. Use of unrequested materials or equipment located in adjacent rooms requires permission from the management. Use of additional equipment, i.e., extension cords, sound equipment, food dispensers, etc., is prohibited without advanced arrangements made with facility management.
16. Department staff assigned as building supervision have the authority to act in the best interest of the group using the facility, as well as the City of Plymouth Recreation Department.
17. The room(s) must be vacated at the time specified in the contract. There will be an additional charge subtracted from the security deposit for each additional hour of use. Details of the fee structure will be listed in the room rental contract based on venue. All tables must be cleared, and all decorations must be removed by the end of the time listed in the contract.
18. ANY EVENT THAT MISREPRESENTS ITS INTENT, PURPOSE OR THE AGE DEMOGRAPHIC THAT IS ATTENDING, SHALL HAVE THEIR EVENT CANCELLED, SHALL VOID THIS CONTRACT AND ALL FEES SHALL BE FORFEITED.
19. No "by ticket" concert or dance events shall be allowed unless approved by the City of Plymouth Recreation Department. Failure to do so will cancel the event, void this contract and all fees forfeited.

20. Events advertised by web pages, social media or by flyers posted on High School or College property shall be prohibited unless approved by the City Recreation Department at the time of signing this contract. Violation of this policy shall automatically cancel the event, void this contract and renter will forfeit all paid fees.
21. All Youth events (under 23 years old) are required to have a 10 to 1 ratio of adult chaperones and the adult coordinator is to meet with the Recreation Department Administration prior to signing this contract. Failure to do so shall automatically cancel the event, void this contract and renter will forfeit all paid fees.
22. Violation of the Cultural Center Liquor policy will result in forfeiture of rental security deposit and possible legal action or ticketing by the City of Plymouth Police Department.
23. Renter is permitted ONE change of date. If the renter fails to keep the changed date, the event will be cancelled, and renter forfeits fifty percent of the room rental fee.
24. The fireplace area is not available for rent. Although this is not a rentable space damage/extra cleaning required to this area as a result of your event will be deducted from your damage security deposit.
25. If one free room usage per month is granted to long term ice contractors or City affiliated and civic organizations. The time, day and length of that room's usage shall require approval from Recreation Department Staff prior to use. Any additional usage will be subject to the normal room rental rate.
26. The City Manager or Recreation Director set the Cultural Center use fees.

**Priority of Room Use is based upon the following ranking:**

1. City emergencies or essential civic events as determined by the City Manager, Assistant City Manager, Director of Public Safety or Recreation Director
2. City of Plymouth Recreation Department Programs and Events.
3. Contracted / Regular renters of the building renewing consistent days or times.
4. New or one-time renters.

There was a voice vote.

MOTION PASSED UNANIMOUSLY



c. Soccer Equipment Bids - Fiscal Year 24-25

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

**RESOLUTION 2024-15**

WHEREAS The City offers a soccer program to help promote the public health and welfare and to promote the benefits of a parks and recreation program; and

WHEREAS Each year it is necessary to purchase a variety of soccer equipment in order to operate the program.

NOW THEREFORE BE IT RESOLVED that the City Commission of the City of Plymouth does hereby accept as the lowest best bid the bid from Protime Soccer Equipment for a variety of soccer equipment for the 2024 - 25 Fiscal Year as follows:

**ProTime Sports:**

Protime – Youth Size Jerseys	\$13.30 each
Protime – Adult Size Jerseys	\$14.40 each
Protime “All Sport” Sock Black	\$ 2.45 per pair
Nova Soccer Balls size 3 & 4	\$4.95 each
Equinox Soccer Balls size 4 & 5	\$9.40 each

Funding for these purchases is authorized from the Recreation Fund. The City Commission further rejects all other bids for these products.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

d. Generator Ordinance Amendments

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

**RESOLUTION 2024-16**

WHEREAS The City of Plymouth City Commission has one year tasks in 2023 and 2024 to support the placement of generators; and

WHEREAS The City of Plymouth Planning Commission held a public hearing on February 14, 2024 to consider Section 78-217; and

WHEREAS The City of Plymouth Planning Commission has reviewed the proposed changes and recommended them to the City Commission for approval.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby accept the proposed changes after the first reading.

BE IT FURTHER RESOLVED THAT the City Commission schedules a public hearing and second reading for the next regularly scheduled meeting.

There was a discussion about placement and noise mitigation, and Planning and Community Development Director Greta Bolhuis answered questions.

There was a voice vote.  
MOTION PASSED UNANIMOUSLY

e. Rezoning 353 Starkweather – First Reading

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

RESOLUTION 2024-17

WHEREAS The City Commission of the City of Plymouth held a first reading of the proposed conditional rezoning of 353 Starkweather from O-1, Office to RT-1, Two-Family Residential; and

WHEREAS The Planning Commission of the City of Plymouth held a public hearing on the conditional rezoning request on February 14, 2024 and recommended the City Commission review the same; and

WHEREAS The proposed rezoning at 353 Starkweather from O-1, Office to RT-1, Two-Family Residential is supported by the City's Master Plan.

NOW THEREFORE BE IT RESOLVED THAT the City Commission does hereby accept the proposed conditional rezoning of 353 Starkweather from O-1, Office to RT-1, Two-Family Residential with the permitted land uses of two-family and single-family dwellings, and home occupations subject to Section 78-212 after the first reading.

NOW THEREFORE BE IT FURTHER RESOLVED THAT the City Commission schedules a second reading and amendment of the City's Zoning Map for the proposed conditional rezoning for the next regularly scheduled meeting.

There was a voice vote.  
MOTION PASSED UNANIMOUSLY

**10. REPORTS AND CORRESPONDENCE**

a. Liaison Reports

It was noted that there would be a Zoning Board of Appeals meeting on March 7 and a Planning Commission meeting on March 13.

b. Appointments

There were no appointments.

**12. ADJOURNMENT**

A motion to adjourn was offered by Minton and seconded by Filipczak at 7:39 p.m.

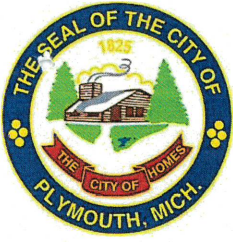
There was a voice vote.  
MOTION PASSED UNANIMOUSLY

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SUZI DEAL  
MAYOR

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MAUREEN A. BRODIE, CMC, MiPMC  
CITY CLERK



# Special Event Application

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

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

Complete this application in accordance with the City of Plymouth Special Events Policy, and return it to the City Manager's Office at least 21 calendar days prior to the starting date of the event.

**FEES WILL BE CHARGED FOR ALL SPECIAL EVENTS. SEE ATTACHMENT B.**

Sponsoring Organization's Legal Name		Michigan Philharmonic			
Ph#	734 451-2	Fax#		Email	beth@michigar
Address		650 Church St.		City	Plymouth
		State	MI	Zip	48170
Sponsoring Organization's Agent's Name		Beth Stewart		Title	Executive Direc
Ph#	734 451-2	Fax#		Email	beth@michigar
Address				Cell#	734 673-7220
		City		State	
				Zip	
Event Name	Michigan Philharmonic Patriotic Concert - An American Salute				
Event Purpose	concert to kick off patriotic weekend in City of Plymouth				
Event Date(s)	Saturday, June 29. 2024				
Event Times	7:00 - 9:00 pm				
Event Location	Kellogg Park				
What Kind Of Activities?	Symphony Concert				
What is the Highest Number of People You Expect in Attendance at Any One Time?	3000				
Coordinating With Another Event?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	If Yes, Event Name:		
Event Details:	(Provide a detailed description of all activities that will take place. Attach additional sheets if necessary.)				
	Symphony concert				

1. **TYPE OF EVENT:** Based on Policy 12.2, this event is: *(Weddings Ceremonies – Please Review Section 12.2 f.)*  
City Operated ☐ Co-sponsored Event ☒ Other Non-Profit ☐ Other For-Profit ☐ Political or Ballot Issue ☐

2. **ANNUAL EVENT:** Is this event expected to occur next year? YES ☒ NO ☐

If Yes, you can reserve a date for next year with this application (see Policy 12.15). To reserve dates for next year, please provide the following information:

Normal Event Schedule (e.g., third weekend in July):

Saturday before 4th of July

Next year's specific dates:

Saturday, June 28, 2025

\*\*\*See section 12.13 for license & insurance requirements for vendors\*\*\*

3. **FOOD VENDORS/ CONCESSIONS?** YES ☐ NO ☒ **OTHER VENDORS?** YES ☐ NO ☒
4. **DO YOU PLAN TO HAVE ALCOHOL SERVED AT THIS EVENT?** YES ☐ NO ☒
5. **WILL ALCOHOL BE SERVED ON PRIVATE PROPERTY AS PART OF THIS EVENT?** YES ☐ NO ☒
6. **WILL YOU NEED ELECTRICITY AND/OR WATER?** YES ☒ NO ☐

**CITY SERVICES REQUIRED?** If needed, please attach a letter indicating all requests for City Services.

*(see Attachment B)*

stage and sound

7. **AN EVENT MAP** IS ☐ IS NOT ☒ attached. If your event will use streets and/or sidewalks (for a parade, run, etc.), or will use multiple locations, please attach a complete map showing the assembly and dispersal locations and the route plan. Also show any streets or parking lots that you are requesting to be blocked off.

8. **EVENT SIGNS:** Will this event include the use of signs? YES ☐ NO ☒

If Yes, refer to Policy 12.8 for requirements, and describe the size and location of your proposed signs: **Please complete a sign illustration / description sheet and include with the application.**

Signs or banners approved by the City of Plymouth for Special Events shall be designed and made in an artistic and workman like manner. THE CITY MANAGER MUST APPROVE ALL SIGNS. SIGNS CANNOT BE ERECTED UNTIL APPROVAL IS GIVEN.

Signs and/or Banners may be used during the event only. Please refer to Special Event Policy for information related to the installation of banners on Downtown Street Light Poles in advance of event. NO SIGNS ARE ALLOWED IN THE PARK IN ADVANCE OF THE EVENT.

9. **UNLIMITED PARKING:** Are you requesting the removal of time limits on parking (see Policy 12.5)?

YES ☐ NO ☒

If Yes, list the lots or locations where/why this is requested:



10. **CERTIFICATION AND SIGNATURE:** I understand and agree on behalf of the sponsoring organization that
- a. a Certificate of Insurance must be provided which names the City of Plymouth as an additional named insured party on the policy. (See Policy 12.10 for insurance requirements)
  - b. Event sponsors and participants will be required to sign Indemnification Agreement forms (refer to Policy 12.12).
  - c. All food vendors must be approved by the Wayne County Health Department, and each food and/or other vendor must provide the City with a Certificate of Insurance which names the City of Plymouth as an additional named insured party on the policy. (See Policy 12.13)
  - d. The approval of this Special Event may include additional requirements and/or limitations, based on the City's review of this application, in accordance with the City's Special Event Policy. The event will be operated in conformance with the Written Confirmation of Approval. (see Policy 12.11 and 12.16)
  - e. The sponsoring organization will provide a security deposit for the estimated fees as may be required by the City, and will promptly pay any billing for City services which may be rendered, pursuant to Policy 12.3 and 12.4.

As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with City's Special Event Policy, the terms of the Written Confirmation of Approval, and all other City requirements, ordinance and other laws which apply to this Special Event.

2/29/2024

Date

Beth Stewart

Signature of Sponsoring Organization's Agent

**RETURN THIS APPLICATION at least twenty (21) days prior to the first day of the event to: City**

**Manager's Office  
City Hall  
201 S. Main Street  
Plymouth MI 48170**

**Phone: (734) 453-1234 ext. 203**

11. INDEMNIFICATION AGREEMENT

INDEMNIFICATION AGREEMENT

The Michigan Philharmonic *(organization name)* agree(s) to defend, indemnify, and hold harmless the City of Plymouth, Michigan, from any claim, demand, suit, loss, cost of expense, or any damage which may be asserted, claimed or recovered against or from the patriotic concert *(event name)* by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss, cost of expense is caused in whole or in part by the negligence of the City of Plymouth or by third parties, or by the agents, servants, employees or factors of any of them.

Signature Beth Stewart

Date \_\_\_\_\_

Witness \_\_\_\_\_

Date \_\_\_\_\_

# EVENT REVIEW FORM

EVENT NAME: An American Salute TOTAL ESTIMATED FEE: \_\_\_\_\_

(Note: All fees are only initial estimates and can increase upon assessment of services after the close of the event).

MUNICIPAL SERVICES:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>CP</u>
1 FTE Approx 6HRS PA SYSTEM				
\$250 Bathroom Cleaning Fee Per Day of Event? <u>YES</u> NO				
Labor Costs:	\$ <u>400</u>	Equipment Costs:	\$ <u>100</u>	Materials Costs \$ <u>100</u>
POLICE:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>guc</u>
N/A 55 @ 3 hours				
Labor Costs \$		Equipment Costs \$	<u>225</u>	Materials Costs \$
FIRE:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>22</u>
NO SERVICES REQUESTED				
Labor Costs \$	<u>0</u>	Equipment Costs \$		Materials Costs \$
HVA:	<u>Approved</u>	Denied	(list reason for denial)	Initial
DDA:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>SBP</u>
Labor Costs \$	<u>0</u>	Equipment Costs \$		Materials Costs \$
RISK MANAGEMENT:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>MS</u>
<u>Class I - Low Hazard</u>	Event Sponsors must provide current Certificate of Insurance naming City			
Class II - Moderate Hazard	of Plymouth as 'Additional Insured' including in the Description Box/Area.			
Class III - High Hazard	Food vendor/service requirements per Special Event Policy, must also be			
Class IV - Severe Hazard	met for any food.			
SITE FEE APPLIED TO ALL EVENTS IS \$100 PER DAY. TOTAL EVENT SITE FEE \$ _____				
APPROVED _____ NOT APPROVED _____ DATE _____				



# Special Event Application

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

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

Complete this application in accordance with the City of Plymouth Special Events Policy, and return it to the City Manager's Office at least 21 calendar days prior to the starting date of the event.

## FEES WILL BE CHARGED FOR ALL SPECIAL EVENTS. SEE ATTACHMENT B.

Sponsoring Organization's Legal Name		Best Friends Group (Thursday Evening Adult Sand Volleyball Group)			
Ph#	734-453-9678	Fax#		Email	philiprvargas@gmail.com
Address		1313 Carol Ave	City	Plymouth	State MI Zip 48170
Sponsoring Organization's Agent's Name		Phil Vargas / Jeff Dutton		Title Co-managers	
Ph#		Fax#		Email	philiprvargas@gmail.com
Address		25654 Island Lake Dr	City	Novi	State MI Zip 48374
Event Name		Thursday Adult Sand Volleyball			
Event Purpose		To play volleyball weekly			
Event Date(s)		Thursday Apr 25 - Sep 26, 2024			
Event Times		6pm - dark			
Event Location		Sand volleyball court at Fairground Park			
What Kind Of Activities?		Volleyball (adult)			
What is the Highest Number of People You Expect in Attendance at Any One Time?		12			
Coordinating With Another Event?		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If Yes, Event Name:			
Event Details:		(Provide a detailed description of all activities that will take place. Attach additional sheets if necessary.)			

Please see attached event details.



1. **TYPE OF EVENT:** Based on Policy 12.2, this event is: *(Weddings Ceremonies – Please Review Section 12.2 f.)*  
City Operated ☐ Co-sponsored Event ☐ Other Non-Profit ☒ Other For-Profit ☐ Political or Ballot Issue ☐

2. **ANNUAL EVENT:** Is this event expected to occur next year? YES ☒ NO ☐

If Yes, you can reserve a date for next year with this application (see Policy 12.15). To reserve dates for next year, please provide the following information:

Normal Event Schedule (e.g., third weekend in July):

Thursdays, 6pm-dark, Apr - Sep

Next year's specific dates:

Thursdays, Apr 24 - Sep 25, 2025

\*\*\*See section 12.13 for license & insurance requirements for vendors\*\*\*

3. **FOOD VENDORS/ CONCESSIONS?** YES ☐ NO ☒ **OTHER VENDORS?** YES ☐ NO ☒  
4. **DO YOU PLAN TO HAVE ALCOHOL SERVED AT THIS EVENT?** YES ☐ NO ☒  
5. **WILL ALCOHOL BE SERVED ON PRIVATE PROPERTY AS PART OF THIS EVENT?** YES ☐ NO ☒  
6. **WILL YOU NEED ELECTRICITY AND/OR WATER?** YES ☐ NO ☒

**CITY SERVICES REQUIRED?** If needed, please attach a letter indicating all requests for City Services.  
(see Attachment B)

None

7. **AN EVENT MAP** IS ☐ IS NOT ☒ attached. If your event will use streets and/or sidewalks (for a parade, run, etc.), or will use multiple locations, please attach a complete map showing the assembly and dispersal locations and the route plan. Also show any streets or parking lots that you are requesting to be blocked off.

8. **EVENT SIGNS:** Will this event include the use of signs? YES ☐ NO ☒  
If Yes, refer to Policy 12.8 for requirements, and describe the size and location of your proposed signs: **Please complete a sign illustration / description sheet and include with the application.**

Signs or banners approved by the City of Plymouth for Special Events shall be designed and made in an artistic and workman like manner. THE CITY MANAGER MUST APPROVE ALL SIGNS. SIGNS CANNOT BE ERECTED UNTIL APPROVAL IS GIVEN.

Signs and/or Banners may be used during the event only. Please refer to Special Event Policy for information related to the installation of banners on Downtown Street Light Poles in advance of event. NO SIGNS ARE ALLOWED IN THE PARK IN ADVANCE OF THE EVENT.

9. **UNLIMITED PARKING:** Are you requesting the removal of time limits on parking (see Policy 12.5)?

YES ☐ NO ☒

If Yes, list the lots or locations where/why this is requested:

10. **CERTIFICATION AND SIGNATURE:** I understand and agree on behalf of the sponsoring organization that
- a. a Certificate of Insurance must be provided which names the City of Plymouth as an additional named insured party on the policy. (See Policy 12.10 for insurance requirements)
  - b. Event sponsors and participants will be required to sign Indemnification Agreement forms (refer to Policy 12.12).
  - c. All food vendors must be approved by the Wayne County Health Department, and each food and/or other vendor must provide the City with a Certificate of Insurance which names the City of Plymouth as an additional named insured party on the policy. (See Policy 12.13)
  - d. The approval of this Special Event may include additional requirements and/or limitations, based on the City's review of this application, in accordance with the City's Special Event Policy. The event will be operated in conformance with the Written Confirmation of Approval. (see Policy 12.11 and 12.16)
  - e. The sponsoring organization will provide a security deposit for the estimated fees as may be required by the City, and will promptly pay any billing for City services which may be rendered, pursuant to Policy 12.3 and 12.4.

As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with City's Special Event Policy, the terms of the Written Confirmation of Approval, and all other City requirements, ordinance and other laws which apply to this Special Event.

**Mar 7, 2024**

Date

*Philip R Vargas*

Signature of Sponsoring Organization's Agent

**RETURN THIS APPLICATION at least twenty (21) days prior to the first day of the event to: City**

Manager's Office  
City Hall  
201 S. Main Street  
Plymouth MI 48170

Phone: (734) 453-1234 ext. 203

11. INDEMNIFICATION AGREEMENT

INDEMNIFICATION AGREEMENT

The Best Friends Group (*organization name*) agree(s) to defend, indemnify, and hold harmless the City of Plymouth, Michigan, from any claim, demand, suit, loss, cost of expense, or any damage which may be asserted, claimed or recovered against or from the adult sand volleyball (*event name*) by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss, cost of expense is caused in whole or in part by the negligence of the City of Plymouth or by third parties, or by the agents, servants, employees or factors of any of them.

Signature Philip R Vargas

Date Mar 7, 2024

Witness \_\_\_\_\_

Date \_\_\_\_\_

## **Attachment to Best Friends Group Special Event Application**

### **Event Details**

Our group of professional adults has been playing volleyball on Thursday evenings at the Fairground Park sand court for the past 22 years. We do not require any special services from the City. We keep the park clean and often pick up litter, fill in holes, rake the sand and make repairs to the net.

We are requesting a permit, so that we know we are definitely able to play. We plan our schedules around this evening of volleyball leaving work early, hiring baby sitters, etc. We count on this evening for a good workout and quality time with friends. We follow volleyball with dinner and drinks at one of the nearby Plymouth restaurants.

Of course, we will adhere to any government mandates regarding assembling and playing sports outdoors.



EVENT NAME: Best Friends Volleyball

TOTAL ESTIMATED FEE: \_\_\_\_\_

(Note: All fees are only initial estimates and can increase upon assessment of services after the close of the eve

<b>MUNICIPAL SERVICES:</b>	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>CP</u>
No SERVICES NEEDED				
\$250 Bathroom Cleaning Fee Per Day of Event? YES <u>NO</u>				
Labor Costs: \$ <u>0</u>	Equipment Costs: \$ <u>0</u>	Materials Costs	\$ <u>0</u>	
<b>POLICE:</b>	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>oec</u>
No SERVICES NEEDED				
Labor Costs \$	Equipment Costs \$ <u>0</u>	Materials Costs	\$	
<b>FIRE:</b>	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>mf</u>
No SERVICES NEEDED				
Labor Costs \$ <u>0</u>	Equipment Costs \$	Materials Costs	\$	
<b>HVA:</b>	Approved	Denied	(list reason for denial)	Initial
<b>DDA:</b>	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>SBP</u>
Labor Costs \$ <u>0</u>	Equipment Costs \$	Materials Costs	\$	
<b>RISK MANAGEMENT:</b>	Approved	Denied	(list reason for denial)	Initial
Class I – Low Hazard				
Class II – Moderate Hazard				
Class III – High Hazard				
Class IV – Severe Hazard				
SITE FEE APPLIED TO ALL EVENTS IS \$100 PER DAY. TOTAL EVENT SITE FEE \$ _____  APPROVED _____ NOT APPROVED _____ DATE _____				



## 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 - Generator Ordinance Amendments - Public Hearing and 2nd Reading - 03-18-24.docx  
Date: March 13, 2024  
RE: Public Hearing – Generator Ordinance – Section 78-217 & Chapter 18, Article XVI

---

### Background

The City Commission has set a one-year task under the City's Strategic Plan, Goal Area 4, attractable, livable community to review and update the city's generator ordinance. As you are aware, the amendment process involves two different sections of the City Code. One area of the Code requires that the Planning Commission hold a public hearing and the other section of the Code requires the City Commission to hold a public hearing. The two sections being amended could be identified as the "generator ordinance."

The Planning Commission has already held a public hearing on Section 78-217 of the Code. The City Commission will need to open a public hearing on Chapter 18 – Buildings and Building Regulations. We have also attached a memorandum from Greta Bolhuis, our Planning and Community Development Director, which will provide additional background information on this subject matter.

### Recommendation

The City Administration recommends that the City Commission first open a Public Hearing on Chapter 18 – Buildings and Building Regulations, Article XVI – Emergency and Electrical Generators. Once the public hearing is complete, the City Commission can move forward to adopt the proposed Resolution which will provide for the second and final reading of BOTH amendments to Section 78-217 and in Chapter 18.

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

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

## ADMINISTRATIVE RECOMMENDATION

To: Paul J. Sincock, City Manager  
From: Greta Bolhuis, AICP, Planning & Community Development Director  
Date: March 13, 2024  
Re: Projections into Setbacks Amendments (Generator Placement Edits)



---

### BACKGROUND:

As you are aware, the City Commission had a 2023 one year task to support the placement of generators. The Planning Commission considered the proposed amendments, held a public hearing, and recommended approval to the City Commission. The public hearing held on February 14, 2024 only pertained to the items proposed for amendment in Section 78-217. The amendments proposed in Chapter 18 are in the general Code of Ordinances and will require a public hearing of the City Commission.

The amendments to Section 78-217 would permit a generator to be placed in a side yard setback if one or more of the three proposed conditions for exception is met. These conditions would be reviewed and considered administratively. Documentation sufficient to prove a condition is met and/or a site visit would be required. The amendments would allow generators to be placed within the rear yard setback up to 10-feet away from the rear property line.

New requirements outlined in Chapter 18 – Buildings and Building Regulations, Article XVI Emergency Electrical Generators are proposed. These requirements specify installation, permitting, inspections, enclosure and sound, and appeals.

The City Attorney has reviewed the proposed changes.

### RECOMMENDATION:

Staff recommends that the City Commission hold a public hearing for the Chapter 18 ordinance language and approve the proposed ordinance amendments for generators.

If you have any questions, please contact me directly.

## Sec. 78-217. Projections into setbacks.

Projections into setbacks shall be permitted as follows:

Projection...	...Into Front Yard Setback	...Into Side Yard Setback	...Into Rear Yard Setback
<i>At or Below Grade:</i>			
Egress window/areaway recess*	Not permitted	3 feet from face of structure (interior dimension)	3 feet from face of structure (interior dimension)
Stairs from basement	Not permitted	Not permitted	4 feet (interior dimension)
Patios	4 feet, but no closer than 10 feet from the front property line	Not permitted	10 feet from property line
<i>Above Grade but Below Roof:</i>			
-Air conditioning condensers	Not permitted	4 feet	4 feet
Architectural features, as defined	4 inches	4 inches	4 inches
Awning/canopy	3 feet	Not permitted	3 feet
Balcony	4 feet	Not permitted	4 feet
Bay window (limited to 8 feet in width; maximum 2 per side)	2 feet	Not permitted	2 feet
Cantilevered floor area (Box Out)	2 feet	Not permitted	2 feet
Cellar door	Not permitted	Not permitted	8 feet
Chimney (limited to 8 feet in width)	1 foot	Not permitted	1 foot
Deck**	Not permitted	Not permitted	12 feet, but limited to three feet high
Generators	Not permitted	Not permitted***	10 feet from property line Not permitted
Porch, uncovered	6 feet	Not permitted	12 feet, but limited to three feet high
Porte cochere (excluding gutters)	Not permitted	2 feet from property line	Not permitted
<i>Roof Area:</i>			
Cornices, eaves, overhangs, brackets, soffits (excluding gutters)	2 feet	2 feet	2 feet
Dormers	<sup>1</sup> Not permitted	Not permitted	Not permitted

\*Areaway construction can project above grade no more than 12 inches.

\*\*The portion of a deck which occupies the rear yard setback shall not be converted into any enclosed habitable spaces.

\*\*\* Generators may project up to 4 feet into the side yard setback only if one or more of the following conditions are met, as determined by the community development director:

1. The location of windows and/or doors on the rear exterior wall do not provide the clearance dimension required by the adopted mechanical code.
2. The location of trees with a 12-inch DBH or greater do not provide reasonable placement on or near the rear exterior wall.
3. The location of built structures and mechanical equipment such as but not limited to egress windows, exterior or basement stairs, air conditioning condensers, cellar door, chimneys, decks, terraces, pools, porches, do not provide reasonable placement on or near the rear exterior wall. The location of the gas meter shall not be considered mechanical equipment.

(1) Projections containing floor area, including decks, shall be included in the lot coverage calculation. See Sections 78-43 and 78-53 for the front porch exclusion from lot coverage.

## CHAPTER 18 – BUILDINGS AND BUILDING REGULATIONS

### ARTICLE XVI. EMERGENCY ELECTRICAL GENERATORS

#### Sec. 18-783. Installation and definition.

Emergency generators may be permanently installed and utilized in all residential zoning districts within the city, subject to the terms and conditions set forth in this article. This article regulates permanently installed emergency generators, defined as a generator that is intended to remain outside of a residence for a lengthy or continuous period of time, regardless of the length of time of any power outage, as opposed to portable generators.

#### Sec. 18-784. Permit required.

Permits shall be obtained from the city building department prior to the commencement of any construction or installation of a generator. Applicants shall submit copies of the following:

- (a) The application form and the permit fee determined by resolution of the city commission.
- (b) A dimensioned site plan indicating compliance with this section and the manufacturer's specifications.
- (c) The manufacturer's specifications/cut sheets for the generator, the ATS (automatic transfer switch) and any fuel storage tanks, showing listings from a nationally recognized testing laboratory.
- (d) An electrical one line drawing showing locations of equipment, conduit, and wire sizes, and grounding/bonding.

#### Sec. 18-785. Final inspection.

As soon as construction of a generator has been completed, a final inspection shall be requested by the applicant to ensure compliance with all terms and conditions of this article, and the generator shall not be used prior to receiving final inspection approval.

#### Sec. 18-786. Enclosure; production of sounds; service doors; exhaust gases.

- (a) The generating unit and muffler must be enclosed within a sound attenuated cabinet. The enclosure service doors on the cabinet must be locked to prevent access by unauthorized persons.
- (b) Sound produced at full load is to be less than 85 dBA as measured at any and all property lines.

#### Sec. 18-787. Fuels.

Acceptable fuels include natural gas, gasoline or diesel. Connections made to a natural gas line of a residence must be in accordance with all applicable codes. Other fuel sources must meet all state and local code requirements. Portable fuel sources are not permitted.

#### Sec. 18-788. Electrical.

Only a fully automatic transfer switch (ATS) gear (double throw disconnect switch gear) is to be installed. Transfer panels must be locked to prevent unauthorized access to the switch gear. Panels must be approved by a recognized certification agency, such as UL or CSA, and must comply with all applicable electrical requirements adopted by the State of Michigan and City of Plymouth.

#### Sec. 18-789. Maintenance.

Property owners are responsible for keeping the electrical installation and operation within all applicable code and ordinance requirements. Automatic maintenance exercise testing is limited to not more than ten minutes each week, Monday—Friday, between the hours of 7:00 a.m.—8:00 p.m.

**Sec. 18-790. Landscaping.**

All generator(s) shall be opaquely screened from adjacent properties and public ways with landscaping or fencing as approved by the building department. Appropriate landscaping must be installed around a generator unit to screen the unit and to assist in muffling or reducing sound levels.

**Sec. 18-791. Use.**

Generators are to be used only in emergencies where the normal power source to the residence has been disrupted. As soon as normal power has been restored, the owner shall cease operation of the generator.

**Sec. 18-792. Appeals.**

Appeals to this article may be taken to the zoning board of appeals. Such appeal shall be taken by applying with the zoning board of appeals on appropriate forms provided by the community development department and payment of the required fee.



## RESOLUTION

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

- WHEREAS      The City of Plymouth City Commission has one year tasks in 2023 and 2024 to support the placement of generators, and
- WHEREAS      The City of Plymouth Planning Commission held a public hearing on February 14, 2024 to consider Section 78-217, and
- WHEREAS      The City of Plymouth City Commission held a first reading on March 5, 2024 where the proposed ordinance amendments were approved unanimously, and
- WHEREAS      The City of Plymouth City Commission held a public hearing on March 18, 2024 to consider Chapter 18, Article XVI.

NOW THEREFORE BE IT RESOLVED THAT the City of Plymouth City Commission does hereby direct that the Code of Ordinances of the City of Plymouth, Michigan Section 78-217 and Chapter 18, Article XVI is to be amended after the Second Reading and publication.

- Section 78-217 – Add and amend content.
- Chapter 18, Article XVI – Add new article and add subsections 18-783 to 18-792.



## 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 - Rezoning 353 Starkweather - Final Reading - 03-18-24.docx*  
Date: March 13, 2024  
RE: Conditional Rezoning 353 Starkweather— 2<sup>nd</sup> and Final Reading

---

### **BACKGROUND**

The proposed rezoning of 353 Starkweather from the current zoning of Office (O-1) to Two-Family Residential (RT-1) has been reviewed by the Planning Commission. In addition, the Planning Commission has already held a public hearing on this request and the meeting minutes are attached.

The Planning Commission and the Planning Consultant are recommending that the Zoning change. This proposed Zoning change aligns with the Future Land Use Map as adopted by the City in 2018.

This would be the first of two readings of the proposed conditional rezoning. If approved, the City's Zoning Map would be updated to reflect the change.

### **RECOMMENDATION**

The City Administration is recommending that the City Commission adopt the RT-1 Zoning for 353 Starkweather at the Second and Final Reading.

We have attached a proposed Resolution for the City Commission to consider regarding this matter. This is the final reading and this will formally adopt these changes.

Should you have any questions in advance of the meeting please feel free to contact either Greta Bolhuis or myself.

## **ADMINISTRATIVE RECOMMENDATION**

To: Paul J. Sincock, City Manager  
From: Greta Bolhuis, AICP, Planning & Community Development Director *GB*  
Date: March 13, 2024  
Re: 353 Starkweather Conditional Rezoning Second Reading

---

### **BACKGROUND:**

The Planning Commission held a public hearing on February 14, 2024 to consider the conditional rezoning of 353 Starkweather from O-1, Office to RT-1, Two-Family Residential. The proposed conditional rezoning aligns the property with the Future Land Use Map adopted in the 2018 City Master Plan. The permitted land uses offered are two-family and single-family dwellings, and home occupations subject to Section 78-212. The Planning Commission recommended the conditional rezoning to the City Commission for consideration.

This will be the second of two readings for the City Commission's consideration of the proposed conditional rezoning. If the rezoning is approved, it will result in an amendment to the City's Zoning Map.

### **RECOMMENDATION:**

Staff recommends that the City Commission review and approve the proposed conditional rezoning for 353 Starkweather from O-1, Office to RT-1, Two-Family Residential and amend the zoning map accordingly.

If you have any questions, please contact me directly.

## RESOLUTION

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

WHEREAS The City Commission of the City of Plymouth held a first and second reading of the proposed conditional rezoning of 353 Starkweather from O-1, Office to RT-1, Two-Family Residential, and

WHEREAS The Planning Commission of the City of Plymouth held a public hearing on the conditional rezoning request on February 14, 2024 and recommended the City Commission review the same, and

WHEREAS The proposed conditional rezoning at 353 Starkweather from O-1, Office to RT-1, Two-Family Residential is supported by the City's Master Plan.

NOW THEREFORE BE IT RESOLVED THAT the City Commission does hereby accept the proposed conditional rezoning of 353 Starkweather from O-1, Office to RT-1, Two-Family Residential with the permitted land uses of two-family and single-family dwellings, and home occupations subject to Section 78-212 and amendment of the City's Zoning Map after the second reading.

NOW THEREFORE BE IT FURTHER RESOLVED THAT the City Commission direct the administration to publish the approved rezoning as required by the Michigan Zoning Enabling Act



## 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 - Road Salt Bids for 2024 - 03-18-24.docx  
Date: March 14, 2024  
RE: Road Salt Bids for 2024 -25

---

### Background

The City is planning to use the MIDEAL or State of Michigan Purchase Contract for Road Salt for the upcoming 24 - 25 winter season. By using the State of Michigan contract, we are able to use the State's bidding procedures and take advantage of the large volume group pricing that is offered under the state contract.

Prior to using brine, on an average one-inch snow fall, we would use approximately 50 tons of salt to clear our streets and municipal parking areas. Obviously, during a more significant storm our use of road salt would climb with the amount of snow and the length of time that it snows. The last four winters have been relatively mild, so it is not directly feasible to compare one year to the next in terms of salt usage/ordering. The use of brine has reduced our salt per storm usage by approximately 25%.

The MIDEAL Purchasing Program requires that we place our order for Road Salt for next winter now. This allows the State to combine the anticipated demand from all of the participating municipalities into a single bid. The actual price for road salt will not become available sometime in August.

We have attached a memorandum from Municipal Services Director Chris Porman that will provide additional background information on this subject.

### RECOMMENDATION:

The City Administration recommends that the City Commission accept the terms for the State Bid for Road Salt for the upcoming winter season. We have prepared a proposed Resolution for the City Commission to consider regarding this matter. The only thing being authorized at this time is for the City to participate in the MIDEAL Program for road salt purchases and for 750 tons of salt. Should you have any questions in advance of the meeting please feel free to contact me.



## Department of Municipal Services

1231 Goldsmith, Plymouth, MI

734-453-7737

dms@plymouthmi.gov

Date: March 11, 2024  
To: Paul Sincock, City Manager  
From: Chris S. Porman, Director of Municipal Services  
Re: Winter 2024/2025 Salt Order

### Background

The City of Plymouth has participated in the State of Michigan extended purchasing program (MiDeal), for the purchase of bulk road salt for the many years. By participating in purchasing road salt through the MiDeal program, we are able to take advantage of the lower pricing acquired through the purchasing power of the entire state of Michigan, as well as receive a guarantee to the quantity of salt that we are requesting.

We are required to place the order now for next winter, even though we are not far removed from the previous winter, as the State combines the demand from all participating municipalities into a single bid. The actual price does not become available until the bid is awarded (usually August) and the salt is available for delivery. As reference, the State price was \$49.75 in 2011/2012, \$41.00 in 2012/2013, \$35.21 in 2013/2014, \$58.95 in 2014/2015, \$57.08 in 2015/2016, \$42.43 in 2016/2017, \$30.97 for 2017/18, \$61.24 for 2018/19, \$52.38 for 2019/20, \$50.02 for 2020/21, \$43.58 for 2021/22, \$53.45 for 2022/23 and \$55.05 for 2023/24.

The MiDeal program stipulates that communities must purchase at least 80% of the total order. Communities may purchase an additional 20% over their initial order. This range provides us the flexibility to navigate "most" mild or harsh winters.

For the next season, we would like to order 750 tons. Prior to using brine for pretreatment or pre-wetting the salt, we would use approximately 1,500 tons on average. As we have been continuing to increase our use of brine over the last few years, our usage has been consistently below 1,000 tons. Admittedly, some of the reduction is a result of a bit milder winters including last year, but we have seen approximately 25% to 30% less salt usage per each "storm." Based on our usage, we would like to place our order for 750 tons for next winter. To participate in the State of Michigan program, we need to order the salt now.

### Recommendation

Due to funds being committed for the purchase, I would recommend that the City Commission grant authorization to enter into the State of Michigan (MiDeal) program for the purchase of road salt in the amount of 750 tons.

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



## RESOLUTION

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

- WHEREAS     The City of Plymouth operates a road system, and the winter months require that  
                    The City take certain snow and ice control measures to ensure the public safety, and
- WHEREAS     The City of Plymouth uses a significant amount of Road Salt to keep the City's  
                    Roads passable during the winter months, and
- WHEREAS     The City is may choose to participate in the State of Michigan group purchasing plan  
                    Known as the MIDEAL for the purchase of Road Salt.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize the City Administration to enter into an agreement with the State of Michigan for the purchase of Road Salt through the MIDEAL Extended Purchasing Plan for the 2024 – 25 winter season. The City shall contract for 750 tons of road salt and comply with the terms of the MIDEAL contract when it is awarded.



## 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 - MSHDA Grant Documents Authorization - 03-18-24.docx*  
Date: March 13, 2024  
RE: MSHDA Housing Grant Documents

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### Background

The City Commission previously adopted a letter of support as the City applied for a grant from the Michigan State Housing Development Authority (MSHDA) in the amount of \$50,000. This grant relates to funding processing of zoning and general ordinance amendments, as well as Master Plan updates.

The State of Michigan has prepared the attached grant agreement between MSHDA and the City. That has been reviewed by the City Attorney. We have also attached a memorandum from Greta Bolhuis, our Planning and Community Development Director, which will provide additional background information on the grant and this program.

### Recommendation


The City Administration recommends that the City Commission adopt the MSHDA grant agreement, which will provide the City with \$50,000 in eligible funding for ordinance related projects. This grant also will assist with the City Commission's Five-Year strategic plan, one-year tasks of seeking additional supplemental government funding.

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

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

## **ADMINISTRATIVE RECOMMENDATION**

To: Paul J. Sincock, City Manager  
From: Greta Bolhuis, AICP, Planning & Community Development Director  
Date: March 13, 2024  
Re: MSHDA Housing Readiness Grant Resolution of Support



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### **BACKGROUND:**

As you are aware, the City of Plymouth City Commission adopted a letter of support as the city pursued the Michigan State Housing Development Authority (MSHDA) Housing Readiness Grant totaling \$50,000. The administration was notified on February 28, 2024 that our grant application was successful, and we have been awarded the full amount of funding requested.

The grant activities are a combination of zoning and general ordinance amendments and master plan updates. The city has two years to complete the approved activities.

The grant agreement is enclosed and has been reviewed by the City Attorney.

### **RECOMMENDATION:**

Staff recommends that the City Commission review the enclosed grant agreement for the MSHDA Housing Readiness Grant and approve the signing of said agreement by the Planning and Community Development Director or the Mayor of the City of Plymouth.

If you have any questions, please contact me directly.

**HOUSING DEVELOPMENT FUND GRANT AGREEMENT  
HOUSING READINESS INCENTIVE  
ENHANCEMENT GRANT # HRI-2024-10579-LEG**

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY  
735 East Michigan Avenue, Lansing, Michigan 48912

THIS ENHANCEMENT GRANT AGREEMENT ("Agreement") made and entered into as of February 22, 2024, by and between City of Plymouth, a local unit of government, whose address is 201 S Main Plymouth, Michigan 48170 (the "Grantee"), and the Michigan State Housing Development Authority, a public body corporate and politic of the State of Michigan, whose address is 735 East Michigan Avenue, Lansing, Michigan 48912 (the "Authority").

**RECITALS**

A. Enacted on July 31, 2023, 119 PA 2023 (the "Act") appropriated funding to the Michigan Department of Labor and Economic Opportunity for "Enhancement Grants" intended to be allocated to the Michigan State Housing Development Authority ("Authority") to award and administer special grants to eligible grantees.

B. Funds appropriated pursuant to the Act are to be used to support initiatives and expand opportunities for low- and moderately low-income housing, including but not limited to improving the Grantee's ability to provide housing services, building capacity, initiate and coordinate housing development, and to provide gap funding for housing projects falling at 120% or less of the local region's Area Median Income.

C. The Authority is responsible for administering Enhancement Grants, ensuring that funds are distributed in accordance with 119 PA 2023.

D. The Authority, as a public body, is charged with the responsibility of regulating the use of funds advanced by it to assure that such funds are being used for authorized purposes and in a manner that are in accordance with the Act and the Authority's General Rules (R 125.101, et seq., as amended) (the "Rules").

E. The Grantee has represented to the Authority that it is not debarred, is authorized to conduct business in the State of Michigan, that the signatory executing this Agreement is authorized to bind the Grantee to the terms of this Agreement and fully intends to distribute funds in accordance with the Act for housing-related purposes as described in Exhibit A attached and incorporated in this Agreement.

F. This Enhancement Grant, HRI-2024-10579-LEG, in an amount not to exceed Fifty Thousand (\$50,000.00) (the "Grant") is for housing-related activities more specifically described in Exhibit A (the "Program").

NOW, THEREFORE, in consideration of and as a condition to receiving the Grant, the Grantee agrees that:

1. The terms and conditions set forth herein are a reasonable and appropriate means to assure the use of funds in accordance with the Act, the Rules, and the Authority's Authorizing Resolutions.

2. All aspects of the Grantee's plan for the use of the Grant are specifically described in the Program attached hereto as Exhibit A, which Program is incorporated herein, and the Grantee will operate the Program as described in Exhibit A.

3. All actions of the Grantee and requirements of the Grantee's Program are subject to the terms of this Agreement, the provisions of the Act and the Rules of the Authority.

4. The activities of the Grantee will be subject to the review of and, in the discretion of the Authority, audit by Authority staff to ensure compliance with this Agreement, the Act and the Authority's Rules, and the Grantee will provide any books, records or documents in such form and at such place as the Authority may request.

5. The Grantee agrees to draw down Grant proceeds only when and, in such amounts, as may be necessary to pay for the activities as Authorized in the Act or otherwise described in Exhibit A.

6. All requests for the disbursement of Grant proceeds shall be submitted to the Chief Executive Officer and Executive Director of the Authority or their designee, shall be made in writing, and shall include the amount of Grant proceeds to be disbursed, a description of the purposes for which the proceeds are to be used, copies of invoices, billings, or such other documentation as may be necessary to demonstrate project costs, and such other information as the Chief Executive Officer and Executive Director or their designee may request.

7. If an advance or a portion of the Grant for a specific purpose is not used for that purpose due to conditions that make it impossible to use as provided herein, or if the Grantee decides not to use the money, upon such decision, the sum shall be returned to the Authority immediately.

8. Grant proceeds are to be used for housing-related activities. Accordingly, the Grantee shall, prior to disbursement of funds, prepare and submit to the Authority a detailed budget of work to be completed.

9. Any of Grantee's activities that are assisted using grant proceeds and the selection of persons for participation in the Program shall not discriminate against any person on the grounds of race, color, creed, religion, height, weight, sex, sexual orientation, age (except for a Development specifically designed for elderly occupants), national origin, handicap, or marital or familial status except as provided by law. The Grantee shall comply with all requirements imposed by Title VIII of the Civil Rights Act of 1968 (as amended by the Fair Housing Amendments Act of 1988), the Americans with Disabilities Act, the Elliott-Larsen Civil Rights Act, and the Michigan Persons with Disabilities Civil Rights Act.

10. Unless otherwise specified in Exhibit A, within 30 days from the Authority's request, the Grantee shall provide to the Authority a report including, but not limited to, all receipts, expenditures, project activities and accomplishments including a comparison of the final budget to the approved budget, and supporting documentation for claimed expenditures.

11. The Grantee assumes responsibility for any and all costs to implement the Grantee's Program exceeding the amount of the Grant.

12. All documents and reports delivered to the Grantee under this Agreement shall become and be the property of the Grantee.

13. In the event of a violation of any of the provisions of this Agreement, the Authority will notify the Grantee in writing of the violation and the Grantee will have a 30-day period in which to correct the violation. In the event the violation is not corrected to the satisfaction of the Authority within the time prescribed herein, Authority actions could include but may not be limited to:

- a. immediately terminate the Grant, without further notice, in a writing signed by the Authority's Chief Executive Officer and Executive Director or their designee; and
- b. recapture grant funding; and
- c. pursue any other remedy provided at law or in the Act.

14. The Grantee hereby agrees that an election by the Authority to pursue any one remedy shall not be construed to preclude or be a waiver of the right to pursue any other remedy available to it.

15. The term of this Agreement shall commence on February 22, 2024 and shall terminate, unless extended by the Authority, on February 21, 2026.

16. The invalidity of any clause, part, or provision of this Agreement shall not affect the validity of the remaining portion hereof.

17. This Agreement may be signed in several counterparts and all so executed shall constitute one agreement, binding on all parties hereto.

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SIGNATURE PAGES TO FOLLOW



IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year shown above.

**City of Plymouth**

By: \_

Its:

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year shown above.

**MICHIGAN STATE HOUSING  
DEVELOPMENT AUTHORITY**

By: \_\_\_\_

Its:

Exhibit A  
ENHANCEMENT GRANT # HRI-2024-10579-LEG  
Grantee: City of Plymouth

**Public Purpose:**

Outlining specific characteristics of multi-family housing options in the Master Plan will direct zoning amendments. Updating RT-1 increases the likelihood that two- or three-family housing will be constructed in locations where single-family redevelopment is occurring more frequently. Eliminating density formulas based on the number of rooms will allow greater housing density to be constructed and increases the permitted number of bedrooms per unit. Reducing lot sizes to match the original plat allows smaller, more affordable homes to be built. Accessory dwelling units increase the number of housing units available within the city for multi-generational and workforce housing. Retaining existing housing units in low-density single-family neighborhoods minimizes expensive, large-scale infill development.

**Disbursement and Use of Funds:**

Up to two disbursements are available per grant. Upon request by the recipient and MSHDA's receipt of an executed contract, a recipient may receive an advance for the lesser of: 1) 50% of the total grant amount; or 2) the amount of the executed contract (if the grantee is engaging a third party). After the initial 50% disbursement, the second will be a reimbursement upon completion of the proposed activities, after verification that the initial payment has been fully expended, in accordance with the project purpose. A grantee may have two disbursements without an advance. If the first disbursement is a reimbursement, there is not a maximum amount.

The grant cannot be increased or deviated from the boilerplate language. Grant funds can only be used for expenditures that occur on or after the effective date of February 22, 2024, through February 21, 2026.

**Progress Reports and Final Reporting:**

A final narrative report that summarizes the changes made as a result of the eligible activities during the grant term is required. An accounting of Grantee's actual expenditure of all funds on the Project over the grant period is required, including the breakdown of Grantee's actual use of Grant funds on the Project within each applicable category of the Budget, and corresponding copies of supporting documentation of such expenditures, such as receipts, general ledgers, or other evidence of expenditure activity statements; the Grantee's estimated percentage of completion of the Project; and any other information deemed relevant by Grantee to support the grant activities actually performed. Each Financial Status Report ("FSR") and Quarterly Update must be submitted on the MSHDA IGX grant management system by the designated authorized signatory. A FSR is required for payment disbursement. Quarterly Updates must be submitted 30 days after the end of a calendar quarter.

Reporting requirements include the following:

1. Summary of Changes
2. Two Financial Status Reports
3. Calendar year Quarterly Updates

**Budget:**

Component/Activity	Approved MSHDA Funds	Leveraged Funds (OPTIONAL)	Total Budget
Zoning and General Ordinance Amendments	\$42,000.00	\$10,000.00	
Master Plan Update	\$8,000.00	\$8,000.00	
Administrative Costs	\$0.00	\$2,000.00	
<b>Total</b>	<b>\$50,000.00</b>	<b>\$20,000.00</b>	<b>\$70,000.00</b>

## RESOLUTION

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

WHEREAS      The City of Plymouth City Commission adopted a resolution of support for the MSHDA Housing Readiness Grant on February 5, 2024, and

WHEREAS      The City of Plymouth was notified that the grant application was successful on February 28, 2024, and

WHEREAS      The City Attorney and City Commission have reviewed the grant agreement, and

WHEREAS      MSHDA requires an authorized signatory for the executed grant agreement.

NOW THEREFORE BE IT RESOLVED THAT the Planning and Community Development Director or the Mayor of the City of Plymouth is authorized to sign the executed contract on behalf of the City for the Housing Readiness Incentives Grant Program offered Michigan State Housing Development Authority (MSHDA).

BE IT FURTHER RESOLVED THAT the City Clerk shall include a complete copy of the resolution in the meeting minutes of this City Commission meeting.