



Plymouth Downtown Development Authority Meeting Agenda October 14, 2024 7:00 p.m. Plymouth City Hall & Online Zoom Webinar

Plymouth Downtown Development Authority
831 Penniman
Plymouth, Michigan 48170

www.downtownplymouth.org
Phone 734-455-1453
Fax 734-459-5792

Join Zoom Webinar: <https://us02web.zoom.us/j/83228975918>

Webinar ID: 832 2897 5918

Passcode: 827653

1) CALL TO ORDER

*Kerri Pollard, Chairperson
Richard Matsu, Vice Chairperson
Suzi Deal, Mayor
Ellen Elliott
Jennifer Frey
Brian Harris
Dan Johnson
Shannon Perry
Ed Saenz
Paul Salloum*

2) CITIZENS COMMENTS

3) APPROVAL OF AGENDA

4) APPROVAL OF MEETING MINUTES

A. September 9, 2024 Regular Meeting Minutes

5) BOARD COMMENTS

6) OLD BUSINESS

**A. Strategic Plan Update
B. Valet Parking Policy Recommendation**

7) NEW BUSINESS

8) REPORTS AND CORRESPONDENCE

9) ADJOURNMENT

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

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

City of Plymouth Strategic Plan 2022-2026

GOAL AREA ONE - SUSTAINABLE INFRASTRUCTURE

OBJECTIVES

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

GOAL AREA TWO – STAFF DEVELOPMENT, TRAINING, AND SUCCESSION

OBJECTIVES

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

GOAL AREA THREE - COMMUNITY CONNECTIVITY

OBJECTIVES

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

GOAL AREA FOUR - ATTRACTIVE, LIVABLE COMMUNITY

OBJECTIVES

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

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

-Plymouth Mayor Joe Bida
November 1977



Plymouth Downtown Development Authority

Regular Meeting Minutes

Monday, September 9, 2024 - 7:00 p.m.

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

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

1. CALL TO ORDER

Chair Kerri Pollard called the meeting to order at 7:00 p.m.

Present: Chair Pollard, Vice Chair Richard Matsu, Mayor Suzi Deal, Members Ellen Elliott, Jennifer Frey, Dan Johnson, Ed Saenz, Paul Salloum

Excused: Members Brian Harris and Shannon Perry

Also present: Economic Director John Buzuvis and DDA Director Sam Plymale (via Zoom)

2. CITIZENS COMMENTS

There were no citizen comments

2. APPROVAL OF AGENDA

Deal offered a motion, seconded by Saenz, to approve the agenda for Monday, September 9, 2024.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

4. APPROVAL OF MEETING MINUTES

Saenz offered a motion, seconded by Johnson, to approve the minutes of the August 12, 2024 regular meeting.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

5. BOARD COMMENTS

Elliott said she had received good feedback from pedestrians who no longer have to push a button to activate the walk signal.

Pollard thanked the DMS staff for their help after the recent severe storm.

6. OLD BUSINESS

a. Strategic Plan Update

Plymale updated the group on the status of items in the strategic plan. There was a short discussion on cameras in Kellogg Park and a future art walk project.

7. NEW BUSINESS

a. Valet Parking Discussion

Buzuvis said the owners of The Ledger asked the city to consider allowing them to use five parking spaces to stage valet parking offsite, leading him to recommend updating the policy. The group

reviewed items in the draft and there was consensus that consideration be given to the effect on adjacent businesses, the number of spaces that would be allowed, closing valet services when the lot is full, whether patrons of other businesses would be allowed to use the service, and the hours of operation.

Stefan Stefanakis, owner of The Ledger, explained his proposal, and said that if the city approved valet parking, he would hire a reputable, experienced company.

It was agreed that staff would compile the comments and prepare a draft policy for the October DDA meeting, which, if approved, would be sent to the City Commission for its consideration.

8. REPORTS AND CORRESPONDENCE

There were no reports or correspondence.

9. ADJOURNMENT

Saenz offered a motion, seconded by Matsu, to adjourn the meeting at 8:08 p.m.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

DRAFT

| Goal | Task | Responsible Party | Timeframe | Status Update (10/8/2024) |
|---|--|---------------------------------|-------------------------------|--|
| <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Enhance DDA District Aesthetics & Function</p> | <p>**Top Priority** Prepare a Streetscape Improvement Plan With the Following Goals:</p> <ol style="list-style-type: none"> 1. Use DDA Infrastructure Plan as a framework to build on. 2. Enhance aesthetics, function and activating spaces, using industry best practices. 3. Make landscaping consistent across the DDA. 4. Revamp trees, planters, brick pavers. 5. Evaluate patio/outdoor dining opportunities. 6. Review opportunities to maximize and increase sidewalk areas/pedestrian/commerce opportunities to improve pedestrian safety. 7. Incorporate eco-friendly, sustainable practices into DDA by reducing impervious surfaces, incorporating rain gardens, prioritizing native and pollinator-friendly plants, and maintaining a mature tree canopy. <p>(Note: This project will overlap other DDA goals.)</p> | <p>DDA Staff/ DDA Board</p> | <p>Short to Long-term</p> | <p>DDA staff and City administration to develop streetscape project timeline in late 2024/early 2025. City arborist has indicated that some DDA street trees are showing signs of disease, and may have to be removed prior to streetscape update. Patio season ends on 10/31.</p> |
| | <p>**Top Priority** Create Proactive Community Engagement Plan to educate residents and business owners about the Streetscape Improvement Plan project.</p> <ol style="list-style-type: none"> 1. Gather community input. 2. Educate downtown stakeholders of plan. | | | |

Red Text = Items from City Commission 2024 City-Wide Goals

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|--|--|---------------------------------------|-------------------|--|
| | <p>Improve the Condition of Existing Lots by:</p> <ol style="list-style-type: none"> 1. **Top Priority** Resurface the existing lots that are in need. 2. Prepare a plan to reconstruct/replace the Central Parking Structure. | <p>City Commission/ DDA Board</p> | <p>Short-term</p> | <p>2024 Central Parking Deck project has been completed. Project has been completed under budget, and multiple drainage areas have been fixed. Parking Deck Engineer presented Life Cycle Analysis Report at May 2024 DDA Meeting. Report indicates an approximate 20 year additional lifespan with regular maintenance.</p> |
|--|--|---------------------------------------|-------------------|--|

| Goal | Task | Responsible Party | Timeframe | Status Update (10/8/2024) |
|-----------------|--|---|-----------------------|--|
| Improve Parking | Maximize the Number of Parking Spaces by: 1. **Top Priority** Re-assess parking desires of parking patrons/users via user input, needs study, or other methods. Work with the Planning Commission and businesses. 2. Work with property owners of private lots to optimize layout, number of spaces, and increase efficiency/capacity. 3. Analyze more efficient parking space design (Pull-in vs. parallel vs. angled, etc.). 4. Work with Planning Commission to review approach to businesses providing parking. Look for more collective approach. 5. Review opportunities for additional parking spaces. | City Commission/ Planning Commission/ DDA Board/ DDA Staff | Short to Mid-term | A potential recommendation to update the Valet Parking policy will be considered by the DDA Board in October of 2024. A downtown business is interested in having a valet service, but the current policy is out of date. Valet parking could potentially open up some public spaces during colder months. |
| | Other 1. Incorporate electric vehicle (EV) charging stations. 2. Evaluate one-way street options. | DDA Staff/ DDA Board | Short to Long-term | Current EVs at Saxton's lot are getting regular use. |

Red Text = Items from City Commission 2024 City-Wide Goals

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|---|---|---|-----------------------|---|
| Improve Pedestrian Safety (Coordinate with Streetscape Improvement Plan) | **Top Priority** Create Consistent Approach to Determining Pedestrian Crossing Facilities. | City Commission/ DDA Board | Short-term | Signals have been altered with automatic pedestrian signal activation at this time. |
| | **Top Priority** Prepare Plan to Address Tree issues, including: 1. Develop tree replacement plan. 2. Tree grates or alternative surfacing around trees. | DDA Staff | Short-term | Tree replacement and subsequent addition of tree grates to be addressed during Streetscape Planning. |
| | Other 1. Ensure consistent sidewalk trim/brick work throughout the DDA. 2. Implement vehicle management features that slow cars, reduce traffic, etc. 3. Address uneven sidewalk pavement. 4. Develop a plan to activate alleys and sidewalks. 5. Eliminate obstacles on sidewalks and pedestrian crossings (such as light poles, planters, etc.). 6. Provide input to City Commission on proposed Multi-modal Transportation Plan | City Commission/ DDA Board/ DDA Staff | Short-to Long-term | Many downtown sidewalk areas/brickscape areas were fixed in September of 2024. Contractor shaved uneven downtown sidewalks in summer of 2024. |

| Goal | Task | Responsible Party | Timeframe | Status Update (10/8/2024) |
|--|---|-------------------------------|-----------------------|---|
| Kellogg Park (Coordinate with Streetscape Improvement Plan) | **Top Priority** Address Turf Issues by: 1. Explore natural/synthetic alternatives to turf grass. 2. Look into better turf management. | DDA Staff/ DDA Board | Short-term | |
| | Create brick pathways that are consistent with the downtown in Kellogg Park. | DDA Staff/ DDA Board | Short-term | |
| | Other 1. Update the Kellogg Park landscape plan, including pollinator-friendly plants, rain gardens, and maintaining a mature tree canopy. 2. Evaluate health of existing trees. 3. Incorporate East Penniman, or use of this street, into Kellogg Park functions. 4. Add security cameras. | City Commission/ DDA Board | Short to Long-term | City Arborist has indicated that the Kellogg Park holiday tree is in declining health. Replacement options are being considered for early 2025. Kellogg Park security cameras are up and running as of August 2024. |

Red Text = Items from City Commission 2024 City-Wide Goals

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|--------------------|--|-------------------------------|-----------------------|--|
| Support Businesses | **Top Priority** Evaluate public Wi-Fi in DTP. | City Commission/ DDA Board | Short-term | |
| | Support Business Goals Through: 1. Continue community events. 2. Quantify value of proposed CC & DDA improvements to businesses. 3. Encourage business involvement in DDA programs. 4. Use Redevelopment Ready Communities program as a guide to market vacant properties. 5. Implement programming to create connections to other parts of the community. | DDA Staff/ DDA Board | Short to Long-term | DDA staff has started working on 2024 holiday events. Nearly 30 downtown businesses participated in Downtown Day on September 28. DDA staff met with Great Lakes Art Foundation on potential art programming to connect downtown and Old Village. DDA staff has updated the available properties page and included it in the monthly newsletter. |
| Other | Implement More Art Projects in the DDA, such as: 1. Invisible paint that appears when it rains, with messages such as "Thank you for shopping Downtown Plymouth." 2. Add more street art/painted artwork. | DDA Staff/ DDA Board | Short to Long-term | DDA Staff, the Plymouth Arts Council and Tony Roko's Art foundation are in discussions on a third phase of Plymouth Art Walk. DDA would likely need to help with funding of this phase. DDA Board to be updated on details late in 2024. |

Red Text = Items from City Commission 2024 City-Wide Goals



Not Just a Walk in the Park

831 Penniman Ave. Plymouth MI 48170

Ph: 734.455.1453 dda@plymouthmi.gov

Administrative Recommendation

To: DDA Board
From: DDA Staff
CC: S:\DDA\Shared Files\DDA Board\DDA Agendas\DDASeptember2024\September2024
Date: 10/14/2024
Re: Valet Parking Policy Recommendation

BACKGROUND:

At the September 9, 2024 meeting, the DDA Board had robust conversation about a potential update to the Valet Parking Policy. DDA staff presented the DDA Board with a draft version of an update to the policy at that meeting, with the intention of getting feedback on additional specific changes.

Recently, a downtown business inquired about starting up valet parking services in public areas adjacent to their business. As the DDA has a strategic plan goal of 'Improving Parking', and the City Commission has a Strategic Plan One-Year Task of 'Review opportunities for additional parking spaces', DDA and City staff have reviewed the request to determine how it fits under the current valet parking policy. DDA staff believes that a valet parking program has potential for helping the downtown parking system, but while reviewing the current policy, DDA staff realized the need for an update to the policy as the current policy has not been utilized since 2016. DDA staff managed the last iteration of the Valet Parking program.

The valet program managed by DDA staff was abandoned in 2016 due to issues with the contractor, waning usage, and sponsorship dollars drying up. In addition, it was a difficult program for DDA staff to manage as the hours of operation did not align with staff working hours. There have not been any inquiries about valet parking by downtown merchants since 2016 until this most recent inquiry in August of 2024.

Last year, the City Commission approved updates to the Outdoor Dining Policy. This policy also allows private businesses to utilize public spaces. DDA and City staff have used this revamped dining policy as a working template for drafting the Valet Parking Policy. DDA staff and City administration have contacted all downtown restaurant owners requesting comments on a Valet Parking Policy update and have sought public comment via digital media channels and the monthly DDA newsletter.

Although staff did not receive any comments from restaurant owners or the public, an updated version of the Valet Parking Policy draft was created using details from the robust discussion at last month's DDA meeting. Staff also looked at valet ordinances and/or policies from Berkley and Birmingham as guides for this update. In addition, the Valet Parking Policy draft was reviewed by Police Chief Al Cox and Municipal Services Director and Assistant City Manager Chris Porman for additional needed changes.

We've attached an updated draft of a new Valet Parking Policy for your review. Please note that the changes and/or additions to the draft policy from last month are noted in red.

Some noted significant changes from the current policy include (but not limited to):

- Program to be run by individual businesses with a similar application process as Outdoor Dining
- Updates to fee schedule
- Updates to the permit application
- More detailed requirements for locations and traffic flow
- Seasonal only (Program can be run from November 1-March 31, during the off season of Outdoor Dining)
- Must get permission from adjacent property/business owners if utilizing parking spaces not adjacent to applicant's property
- Monthly utilization reports

RECOMMENDATION:

Final approval for changes to the Valet Parking Policy must be approved by the City Commission. Since this policy has been overseen by the DDA in the past, the DDA board should create a recommendation for the City Commission prior to approval. DDA staff recommends that the DDA Board approve the following resolution to recommend that the City Commission approve this attached update to the City's Valet Parking Policy.

If approved, DDA staff intends to monitor any approved valet use during the 2024-2025 season for any potential issues that aren't addressed in this policy change and will bring those updates to the DDA Board in the summer of 2025, if necessary.

City of Plymouth

Valet Parking Policy & Application

2024-2025

Fees and Permits

1. All proposed businesses interested in utilizing valet parking shall apply by September 1st (or 60 days before valet services begin if after November 1st) to the Community Development Department for approval. Approval of the application shall be subject to compliance with this policy and all applicable and ordinances. The application must be accompanied by the required documents as listed on the Valet Parking Permit Application form.
2. The applicant shall pay an initial fee and an annual renewal fee every year thereafter, or a temporary permit fee for one-day or special events permits. The amounts will be established by City Commission resolution.
3. Before a valet parking permit is issued, the applicant shall pay all required fees.
4. Prior to issuance of a valet parking permit, the City of Plymouth (“City”) finance department shall verify that there are no outstanding fees owed to the City by the person or entity requesting a Valet Parking permit. A permit will not be issued until all outstanding debts to the City are paid in full.
5. Nothing in the Valet Parking Permit Application shall be interpreted or construed as creating or establishing any type of business relationship between the City and the permit holder or between the City and the permit holder’s contractor, agents, or employees. It is specifically acknowledged that if the permit holder hires or employs the service of any person, entity or enterprise to provide valet service, that such relationship exists solely as between the permit holder and that person, entity or enterprise.

General Regulations

1. All applicants, prior to being issued a valet parking permit, shall **submit an application** whereby the City shall “permit” the operation and the owner/applicant shall acknowledge the conditions and the City’s authority to revoke the permit upon failure to comply with any of the conditions set forth herein.
2. It is the responsibility of the owner to maintain adherence to federal (including ADA requirements), state and local regulations. The City will not accept responsibility for any damage whether direct or implied because of the operation of the valet parking services. Failure to comply with all state, county and municipal laws and this policy shall result in the following penalties:
 - a) For a first violation, a fee of **one hundred fifty dollars (\$150.00)**
 - b) For a second violation, a fee of **three hundred fifty (\$300.00)**
 - c) For a third violation, the immediate termination of the valet parking permit
 - i. Failure to pay any fee levied for any violation within ten (10) business days of notice of a violation shall also be grounds for immediate termination of the valet parking permit

3. The **City Manager or designee** shall have the sole and absolute authority to make all final determinations regarding compliance with all alleged violations of applicable federal or state law or regulation, with any City ordinance or regulation or terms outlined in the application.
4. The exact location of the pick-up/drop-off points shall be approved at the sole and absolute discretion of the City. The addition or expansion of any pick-up/drop-off point will require advance written permission from the City. If the **City Manager or designee** determines the use of any pickup/drop-off point as a safety risk to the public, the use of that location shall stop immediately by order of the City Manager or their designee. **Pick-up/drop-off points must be marked with cones provided by permit holder. No City or Downtown Development Authority (“DDA”) cones may be used in the pick-up/drop-off points.**
5. All denials of applications and revocations of permits may be appealed **in writing** to the City Commission, whose decision is final. (Note: The use of public right of way is subject solely to the control of the City Commission.)
6. Appeals of revocations shall stay further proceedings and the permit holder shall be permitted to continue valet parking operations pending a decision by the City Commission. Provided, if a violation poses an immediate danger to the public’s health, safety, or general welfare, the City Manager or designee may order the suspension of all valet parking operations pending a hearing, and the permit holder shall cease carrying on such activities pending such hearing.
7. **It is the sole discretion of the approved applicant whether patrons of other establishments can use their valet service.**

Certificate of Insurance

A certificate of insurance naming the City as an additional insured that indemnifies and holds the City harmless must accompany all applications. Without this certificate, applications will be considered incomplete and will not be approved. Insurance certificates must list the name and location of the business applying for valet parking.

1. Additional Insured The additional insured on the certificate of insurance **must** read as follows: **The Business and the Contracted Valet Company Indemnifies and holds harmless the City of Plymouth, including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and their board members, employees and volunteers.**
2. Cancellation Provision The cancellation notice on the certificate of insurance **must** read as follows: **Should any of the above-described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.**
3. Minimum Insurance Amounts *(see attached City of Plymouth Insurance Requirements for details)*
 - a. Commercial General Liability
 - \$2,000,000 Products/ Completed Operations
 - \$2,000,000 General Aggregate
 - \$1,000,000 Each Occurrence
 - b. Workers’ Compensation: Statutory
4. The City shall not be liable, nor responsible for, and shall be defended, held harmless, and indemnified by the permit holder and valet parking services contractor from all claims and/or

damages relating to any of the matters contained within this agreement or as otherwise provided within this agreement.

Diagram and Site Plan

1. Valet parking operations shall not deviate from the **approved** diagram and site plan submitted with the application. The valet shall deliver the customer's vehicle to the approved private parking area **and returned to the approved drop-off/pick-up point via the approved route.**
2. **Valet pick-up points must be distinctively identified as a valet station with one (1) portable pre-printed A-Frame sign.** This signage must comply with the City of Plymouth's sign ordinance (https://library.municode.com/mi/plymouth/codes/code_of_ordinances?nodeId=PTIICOOR_CH78ZO_ARTXIXSI_S78-226TESI)
3. One (1) portable pre-printed A-Frame sign shall be allowed per valet station in the street and shall not be placed outside of the parking lane. **The sign must include the valet parking fee, if any, and contact information to allow customers to contact the valet parking operator.**
4. **Applicant must provide written plan explaining how they will reserve approved public parking spaces in pick-up/drop-off areas on days of valet parking operation. City or DDA will not provide cones or signage for reservation of approved public parking spaces, no permanent signage will be permitted.**

Operations

1. Valet parking will be allowed from November 1st to April 1st on Thursdays, Fridays, Saturdays beginning at **5:30pm**, and Sundays **at noon**. All valet parking operations will end at **midnight with no new cars being parked after 11:00pm.**
2. All applicants issued a valet parking permit must submit written monthly reports of utilization of valet parking, broken down with daily and monthly totals.
3. Under no circumstance shall pick-up/drop-off areas include more than **5 angled on street parking spaces or 3 parallel on street parking spaces.** Pick-up and drop-off areas shall not include and/or be located directly adjacent to a handicap parking spot or striped handicap unloading area.
4. **Only 1 valet parking pick-up/drop-off operation will be allowed per street per block. Joint applications from two or more businesses on the same street are welcome for consideration.**
5. No municipal parking deck or parking lot spaces shall be used by a valet parking service to park vehicles. **Valet parking services must use the approved site plan in privately owned areas only, no overflow into other public or unapproved private spaces will be permitted. Parking will not be allowed on grass or sidewalks, and the lot must maintain access for emergency vehicles including fire trucks and ambulances.** In addition, the valet service cannot use the streets for **pick-up/drop-off** operations (only approved on-street parking spaces are permitted for **pick-up/drop-off** operations).
6. **Valet service shall use only the approved route between pick-up/drop-off area and parking areas. Any deviation in route at any time for any reason must have written approval from the City.**
7. Written consent is required from affected property owners if the valet drop-off/pick-up area is not located in front of or exceeds the storefront width of the business utilizing valet parking.
8. If an approved valet pick-up/drop-off point interferes with the set-up of an outdoor dining area in March of each year this must be acknowledged in the written consent should a business have a valet parking operation that exceeds their storefront width or encroaches into a neighboring storefront
9. No business shall have an outdoor dining facility installed and a valet parking operation at the same time even if said outdoor dining is not operational.

10. All personnel furnished by the permit holder or valet service contractor will be employees of the permit holder or valet contractor, and the permit holder and the valet service contractor will be solely responsible for the terms and conditions of their employment and compensation.
11. Valet personnel shall be dressed in a standard and distinguishable uniform. Valet personnel shall also wear identification badges with their names prominently displayed.
12. Each valet will always be in possession of a valid Michigan operator's license, which shall be produced upon demand by a Police Officer or other person(s) designated by the City.
13. The valet shall keep the pick-up/drop-off areas and the surrounding areas free from litter or debris associated with the valet service.
14. Valet parking is not permitted during City approved special events. City reserves the right to prohibit valet parking operations because of anticipated or actual conflicts which may include festivals and similar events, parades, or repairs to the street, sidewalk, or public right of way. To the maximum extent possible, the business will be given prior written notice (via email) of any time during which the operation of the valet operations may be impacted.
15. The permit may be revoked by the City for any reason upon twenty-four (24) hours written notice to the permit holder. Cancellation by the permit holder must be provided to the City thirty (30) days prior to the date the cancellation is effective.

Application Schedule and Process

Initial Application: Application form, required documents and fee payment are due to the to the Community Development Department 60 days before valet services begin.

Renewal Application: Application form, required documents and fee payment must be submitted to the Community Development Department 45 days before valet service is to begin.

Temporary Application: Application form, required documents and fee payment must be submitted to the Community Development Department 60 days before valet service is to begin.

Applications missing required materials will not be reviewed. If approved, a copy of the permit will be sent to the applicant.

Fee Schedule

Application Fee: \$600 per new valet parking service application

Application Fee: \$500 per annual renewal of valet parking service application

There is no annual automatic renewal, the City will review applications annually.

Application Fee: \$300 per temporary valet parking service application for one-day or special event valet parking service



City of Plymouth Valet Parking Permit Application

Permit #

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

www.plymouthmi.gov
Phone 734-453-1234
Fax 734-455-1666

I. Applicant Information

| | | | |
|-------------------|--|---------------------|--------------------------|
| Business Name | | Date of Application | |
| Name of Applicant | | Phone Number | Email Address (Required) |
| Applicant Address | | City | State |
| | | | Zip Code |

II. Hours of Operations

Valet parking will be allowed from November 1st to April 1st (approved one-time temporary permits will be acceptable outside of this timeframe) on Thursdays, Fridays, Saturdays beginning at **5:30pm**, and Sundays beginning at noon. All valet parking operations will end at **midnight with no new cars being parked after 11:00pm**.

| | |
|--|---|
| <input type="checkbox"/> Thursdays ___:___PM to ___:___PM <input type="checkbox"/> Fridays ___:___PM to ___:___PM <input type="checkbox"/> Saturdays ___:___PM to ___:___PM <input type="checkbox"/> Sundays ___:___PM to ___:___PM | |
| Temporary/Special event operation: Date(s): ___/___/___ to ___/___/___ ___:___PM to ___:___PM Date(s): ___/___/___ to ___/___/___ ___:___PM to ___:___PM Date(s): ___/___/___ to ___/___/___ ___:___PM to ___:___PM | |
| <i>The permit holder may charge customers for providing valet parking services. The valet will be allowed to retain all tips and gratuities received from customers.</i> | For each parked vehicle, customers will be charged: \$ _____ |
| Contact Name & Phone Number During Operation | |

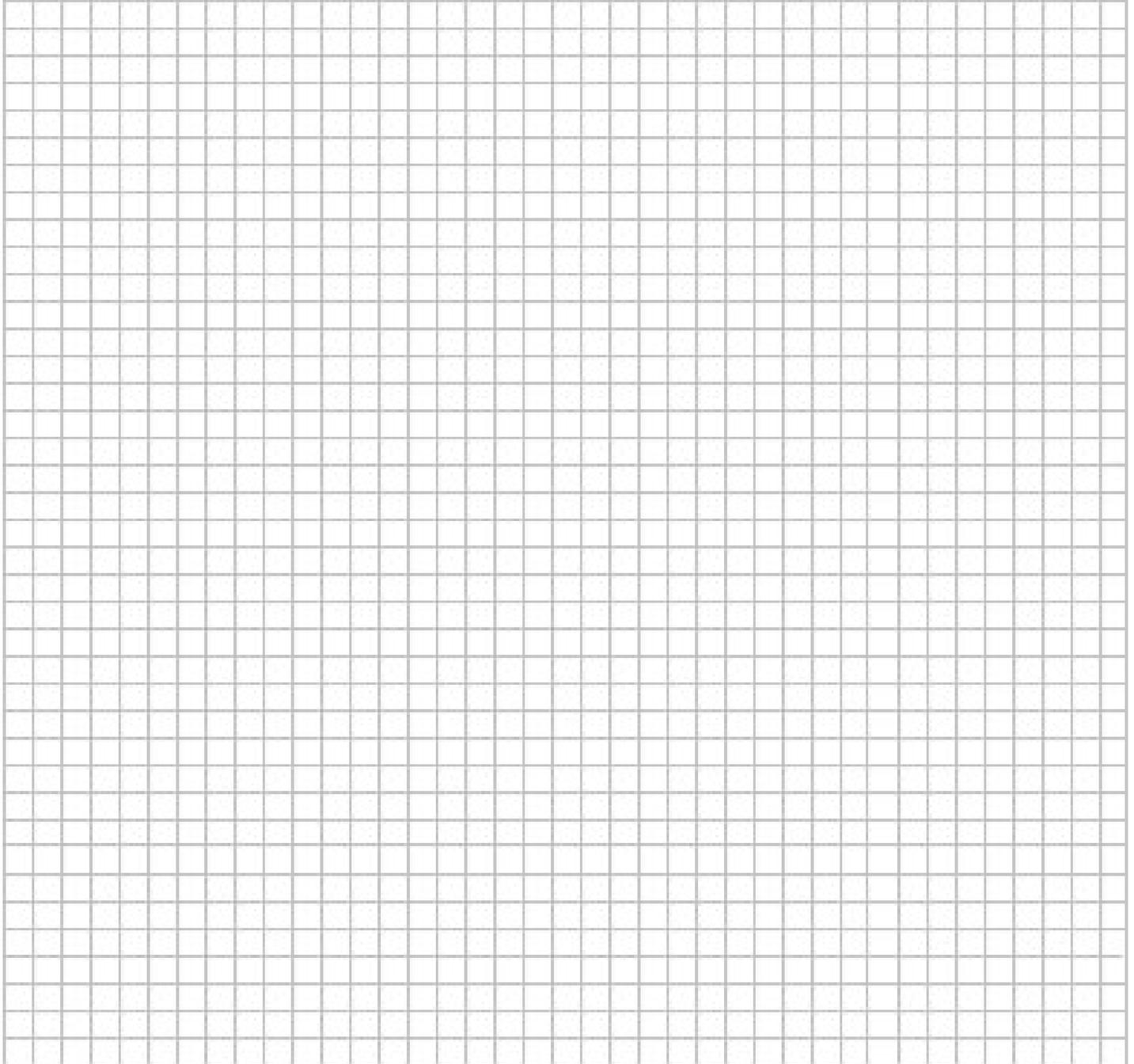
III. Please attach required Documents All applications for valet parking service must be submitted to the Community Development Department for review, and must be accompanied by the required documents as listed below:

| | |
|--|---|
| <p>The City reserves the right to request any additional information. Applications missing required documents will not be reviewed.</p> | |
| <input type="checkbox"/> | <p>Written Agreement: Copy of a written agreement between applicant or applicant’s business and valet parking contractor that explains where cars will be parked. dates and times of valet services must be included.</p> |
| <input type="checkbox"/> | <p>Written Consent: Written consent is required from affected property owners if the valet drop-off/pick-up area is not located in front of or exceeds the storefront width of the business utilizing valet parking.</p> |
| <input type="checkbox"/> | <p>Diagram and Site Plan: <i>Grid template attached.</i> A one-page diagram or site plan depicting the street location where vehicles will be picked up/dropped off, traffic route to/from the approved private parking area and the placement of any other markers or cones. This diagram and site plan must accompany all applications, including annual renewals and temporary valet service applications. Clearly indicate the number and location of parking spaces to be used (i.e., the reserved area).</p> |
| <input type="checkbox"/> | <p>Signage Information: Images and/or verbiage of signs must be provided as part of the diagram and site plan. View Signage Ordinance here: https://library.municode.com/mi/plymouth/codes/code_of_ordinances?nodetd=PTIICOOR_CH78ZO_ARTXIXSI_S78-226TESI</p> |
| <input type="checkbox"/> | <p>Certificate of Insurance: <i>Requirements and Sample attached.</i> A certificate of insurance naming the City as an additional insured indemnify and hold harmless must accompany all applications. Without this certificate, applications will be considered incomplete and valet service will not be allowed at that location for the season. Additionally, insurance certificates must list the name and location of the business applying for valet parking.</p> |
| <input type="checkbox"/> | <p>Reporting: I understand that I must submit monthly reports of utilization of Valet Parking, broken down with daily and monthly totals in writing.</p> |
| <p>Application Fee Payments should be made to the City of Plymouth and be submitted with the application and all required documents.</p> | |
| <input type="checkbox"/> | <p>\$600 per new permit application</p> |
| <input type="checkbox"/> | <p>\$500 per annual renewal permit application <i>There is no annual automatic renewal, the City will review applications annually.</i></p> |
| <input type="checkbox"/> | <p>\$300 per temporary permit application for one-day or special event valet parking service</p> |

IV. Applicant Signature

| | |
|--|-------------|
| <p>I certify that I hold the City harmless from any claims arising out of my for-profit use of the public property defined herein.</p> | |
| <p>Signature of Applicant</p> | <p>Date</p> |

*Diagram must show where valeted cars are to be parked, along with the route the valet company will use to deposit and retrieve cars. **Images from Google maps in satellite view or similar map with clearly marked traffic routes may be used.** The permit holder and valet company must obey all state and local traffic laws. Signage placement and the placement of any other markers or cones must be indicated.





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/11/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| | | | | | | | | | | | | | | | |
|---|---|-------------------------------|--------|--------------------------------------|--|-------------|--|-------------|--|-------------|--|-------------|--|-------------|--|
| PRODUCER Agency Name Address City, State Zip | CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS: <table style="width: 100%; border: none;"> <tr> <td style="text-align: center; border: none;">INSURER(S) AFFORDING COVERAGE</td> <td style="text-align: center; border: none;">NAIC #</td> </tr> <tr> <td style="border: none;">INSURER A : Insurance Company</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">INSURER B :</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">INSURER C :</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">INSURER D :</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">INSURER E :</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">INSURER F :</td> <td style="border: none;"></td> </tr> </table> | INSURER(S) AFFORDING COVERAGE | NAIC # | INSURER A : Insurance Company | | INSURER B : | | INSURER C : | | INSURER D : | | INSURER E : | | INSURER F : | |
| INSURER(S) AFFORDING COVERAGE | NAIC # | | | | | | | | | | | | | | |
| INSURER A : Insurance Company | | | | | | | | | | | | | | | |
| INSURER B : | | | | | | | | | | | | | | | |
| INSURER C : | | | | | | | | | | | | | | | |
| INSURER D : | | | | | | | | | | | | | | | |
| INSURER E : | | | | | | | | | | | | | | | |
| INSURER F : | | | | | | | | | | | | | | | |
| INSURED Insured Name Insured Address City, State ZIP | | | | | | | | | | | | | | | |

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|---|-----------|----------|----------------------|-------------------------|-------------------------|---|
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: | | | Policy Number | 7/1/2024 | 7/1/2025 | EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$ |
| | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY | | | | | | COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ |
| | <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$ | | | | | | EACH OCCURRENCE \$ AGGREGATE \$ \$ |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y <input checked="" type="checkbox"/> N / A If yes, describe under DESCRIPTION OF OPERATIONS below | | | | | | PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$ |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
The City of Plymouth is included as additional insured with respect to general liability ATIMA.

| | |
|--|--|
| CERTIFICATE HOLDER City of Plymouth 201 S Main Plymouth, ml 48170 | CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE |
|--|--|

RESOLUTION

*The following resolution was offered by Director _____ and
seconded by Director _____*

- WHEREAS A Downtown Plymouth business owner requested the use of Valet Parking services using public areas, and*
- WHEREAS City staff identified a needed update to the Valet Parking Policy as the current policy has not been utilized since 2016, and*
- WHEREAS The DDA has a strategic plan goal of “improving parking” and the City of Plymouth has a strategic plan goal of “review opportunities for additional parking spaces”, and*
- WHEREAS The DDA has overseen the Valet Parking program in the past, and*
- WHEREAS The City Commission must ultimately approve any update to the Valet Parking Policy.*

NOW THEREFORE BE IT RESOLVED THAT the City of Plymouth Downtown Development Authority Board of Directors does hereby recommend that the City Commission approve the attached updated version of the Valet Parking Policy.

Please note that the City Commission must approve the recommended changes prior to the enactment of the new policy.