



Plymouth City Commission

Regular Meeting Agenda

Monday, March 4, 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/82014279256>

Passcode: 834736 Webinar ID: 820 1427 9256

1. CALL TO ORDER

- a. Pledge of Allegiance
- b. Roll Call

2. APPROVAL OF MINUTES

- a. February 5, 2024 COW Meeting Minutes
- b. February 20, 2024 Regular Meeting

3. APPROVAL OF THE AGENDA

4. ENACTMENT OF THE CONSENT AGENDA

- 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

5. CITIZEN COMMENTS

6. COMMISSION COMMENTS

7. OLD BUSINESS

8. NEW BUSINESS

- a. Resolution of Support - Congressionally Directed Spending – Solar Panel Project at the Cultural Center
- b. Update to Cultural Center Room Use & Rental Policy
- c. Soccer Equipment Bids – Fiscal Year 24-25
- d. Generator Ordinance Amendments
- e. Rezoning 353 Starkweather – First Reading

9. REPORTS AND CORRESPONDENCE

- a. Liaison Reports
- b. Appointments – if needed

10. ADJOURNMENT

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

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

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

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 City Commission
Committee of the Whole
Recreation Master Plan Session**

**Monday, February 5, 2024 6:15 p.m. – 6:45 p.m.
Plymouth City Hall 201 S. Main St., Plymouth, MI 48170**

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

Mayor Deal called the meeting to order at 6:15 p.m.

CITY COMMISSION MEMBERS PRESENT: Mayor Suzi Deal, Mayor Pro Tem Kelly O'Donnell, Commissioners Linda Filipczak, Jennifer Kehoe, Brock Minton, Nick Moroz.

Excused: Commissioner Alanna Maguire

ALSO PRESENT: City Manager Paul Sincock and Attorney Bob Marzano

2. PARKS & RECREATION DISCUSSION

Deal opened the meeting and staff provided a brief overview of the current Parks & Recreation operations. There was discussion with the City Commission to help clarify a general consensus and direction for the City Administration related to City Commission and Parks & Recreation goals.

The Five-Year Goals in no particular order are:

- Facilities
- Programs
- Operations, Maintenance and Funding
- Connectivity & Accessibility
- Natural Resources
- Partnerships

3. ADJOURNMENT

A motion to adjourn was offered by Filipczak and seconded by Minton at 6:45 p.m.

SUZI DEAL
MAYOR

MAUREEN A. BRODIE, CMC, MiPMC
CITY CLERK



City of Plymouth City Commission Regular Meeting Minutes Tuesday, February 20, 2024, 7:00 p.m. Plymouth City Hall 201 S. Main Street

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

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, Jennifer Kehoe, Alanna Maguire, Brock Minton, and Nick Moroz

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 Minton, to approve the minutes of the February 5, 2024 regular meeting.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

3. APPROVAL OF THE AGENDA

Kehoe offered a motion, seconded by Filipczak, to approve the agenda for the February 20, 2024 meeting.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

4. ENACTMENT OF THE CONSENT AGENDA

a. Approval of January 2024 Bills

b. Special Event: K of C Annual Tootsie Roll Drive, Friday & Saturday 3/22/24, 3/23/24

c. Special Event: Ghosts of Plymouth Walk, Wednesday 4/27/24

d. Special Event: Plymouth Community Band Concerts, Thursdays 5/30, 6/12, 6/13, 6/20, 6/27, 7/4, 7/18, 7/25

e. Special Event: Wilcox Wednesday Music in the Park, Wednesdays 6/12 through 8/21 *no concert 7/3

f. Special Event: Art in the Park, Friday, Saturday, Sunday 7/12, 7/13, 7/1

There was a voice vote.

MOTION PASSED UNANIMOUSLY

5. CITIZEN COMMENTS

Karen Sisolak, 939 Penniman, encouraged the formation of a recreation board.

Ellen Elliott, 404 Irvin, said she supported Sisolak's comments and asked that Art in the Park vendors have trash cans provided.

Ron Picard, 1373 Sheridan, spoke in support of Sisolak's comments on recreation.

6. COMMISSION COMMENTS

Minton thanked residents for their comments about recreation.

O'Donnell said the committee was accepting nominations for the Ruth Huston Whipple Award through April.

Moroz thanked the clerk's office and volunteers, and reminded the group that early voting was taking place.

Maguire said she attended her first Michigan Arts and Cultural Council meeting and encouraged all to apply for grants.

Deal thanked the clerk's office for their work on the February 27 election.

7. OLD BUSINESS

There was no old business.

8. CLOSED SESSION

a. Motion to go to Closed Session

Filipczak offered a motion, seconded by Minton, to enter into a closed session for attorney/client communication at 7:17 p.m.

There was a roll call vote.

YES: Filipczak, Kehoe, Maguire, Minton, Moroz, O'Donnell, Deal
MOTION PASSED

The open session resumed at 7:51 p.m.

9. NEW BUSINESS

a. Discussion and Possible Action on City Code Chapter 34-Environment

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

RESOLUTION 2024-09

WHEREAS The City Commission of the City of Plymouth has responsibility to adopt all City ordinances and changes to the Plymouth City Code; and

WHEREAS The City Commission has determined that there needs to be an update to Plymouth City Code related to the Tree Ordinance; and

WHEREAS The City Commission needs to research some of the potential changes.

NOW THEREFORE BE IT RESOLVED THAT the City Commission **does hereby adopt an immediate Ninety (90) Day Moratorium** on the requirements of and enforcement of Division 3, Sections 34 – 18, 34 – 19, 34 – 22, 34 – 23, Division 4, Sections 34 – 24, and 34 – 26. The moratorium is to be in effect for 90 days or until the Ordinance is amended, whichever occurs first.

Lee Jacinski, 1380 Maple, said he wanted the tree ordinance to remain intact.

Mark Malcolm, 1364 Maple, said the City Commission shouldn't change the tree ordinance without public input.

Ron Picard, 1373 Sheridan, said the tree ordinance should include incentives rather than consequences.

Karen Sisolak, 939 Penniman, said there should be citizen engagement in any decision about the tree ordinance.

Nick Lauren, 1361 Beech, said he would like to better understand the tree ordinance.

City Attorney Bob Marzano explained that there needed to be a change to the tree ordinance to comply with a Sixth Circuit Court of Appeals ruling. Commission members expressed their disappointment, but acknowledged that they couldn't disregard the law, and that a 90-day moratorium would allow them time to come up with a creative solution.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

b. Recreation – Adult Over 60 & 70 Hockey Sports Policy

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

RESOLUTION 2024-10

WHEREAS The City of Plymouth offers a variety of recreational programs to help protect the public health, safety, and welfare; and

WHEREAS There is need to adopt certain rules and policies in order to provide for a smooth operation of the programs and to inform participants of the expectations and rules of the programs.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby adopt the adopts the Over 60 and Over 70 Hockey Rules & Policies as revised 02-20-24. The policies are to be effective immediately.

BE IT FURTHER RESOLVED THAT the City Clerk shall include a complete copy of the Rules and Policies as a part of the Meeting Minutes of this meeting.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

c. Quarterly Budget Amendments

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

RESOLUTION 2024-11

WHEREAS Actual patterns of departmental expenditures occurred differently than originally projected in the 2023-2024 City Budget as adopted in June of 2023; and

WHEREAS Overall revenue and expenditure forecasts require modifications to the original budgetary allocations as established in the adopted budget; and

WHEREAS The City Budget amendments require the approval of the City Commission for changes between activity departments and between funds of the City.

NOW THEREFORE BE IT RESOLVED, that the 2023-2024 City Budget is hereby amended as indicated in the 2nd quarter amendments column of the attached Budget Amendments Summary, which is made a part of this resolution.

BE IT FURTHER RESOLVED, that the City Finance Director is authorized to change the budgetary appropriations as indicated in the Budget Amendments Summary effective February 19, 2024.

BUDGET ADJUSTMENT SUMMARY
SECOND QUARTER - FY 23-24

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
LOCAL ST FUND REV: #203							
Gas & Weight taxes	281,056	-				-	281,056
Contrib & Other	401,437	5,000				5,000	406,437
Appropriation of Surplus	-	-				-	-
TOTAL REVENUE	682,493	5,000	-	-	-	5,000	687,493
LOCAL ST FUND EXP: #203							
Administration/Debt	25,385	-	-			-	25,385
Routine Maintenance	159,005	-	10,560			10,560	169,565
Stormwater System Maintenance	1,000	-	-			-	1,000
Traffic Signal Maintenance	51,885	150	80			230	52,115
Snow & Ice Control	32,770	-	4,870			4,870	37,640
Road Construction	-	-	-			-	-
Contingency	412,448	4,850	(15,510)			(10,660)	401,788
TOTAL EXPENDITURES	682,493	5,000	-	-	-	5,000	687,493

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
RECREATION FUND REV: #208							
Cultural Center Revenues	501,000	-	18,490			18,490	519,490
Transfer from General Fund	298,661	-	-			-	298,661
Administrative Charges	1,000	-	-			-	1,000
Program Fees & Charges	298,000	-	3,110			3,110	301,110
Appropriation of Surplus	161,849	-	-			-	161,849
TOTAL REVENUE	1,260,510	-	21,600	-	-	21,600	1,282,110
RECREATION FUND EXP: #208							
Cultural Center & Administration	1,084,755	-	12,950			12,950	1,097,705
Basic Skills	-	-	-			-	-
Recreation Vending	-	-	-			-	-
Recreation Services	13,850	-	-			-	13,850
Adult Athletics	-	-	-			-	-
Youth Athletics	5,500	-	310			310	5,810
Miracle League	10,000	-	2,255			2,255	12,255
PCHA	-	-	-			-	-
PCHA - Mini Mites	-	-	-			-	-
MSD Services	6,740	-	330			330	7,070
Soccer	118,150	-	-			-	118,150
Liquor	10,540	-	-			-	10,540
Classes & Special Events	4,650	-	5,755			5,755	10,405
Therapeutic Program	1,000	-	-			-	1,000
Senior Programs-Classes	5,325	-	-			-	5,325
Plymouth-Canton Steelers	-	-	-			-	-
Capital Outlay	-	-	-			-	-
Contingency	-	-	-			-	-
TOTAL EXPENDITURES	1,260,510	-	21,600	-	-	21,600	1,282,110

**BUDGET ADJUSTMENT SUMMARY
SECOND QUARTER - FY 23-24**

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
WATER/SEWER OPER FUND REV:							
#592							
Sales & Service Charges	4,998,825	40,000	-			40,000	5,038,825
Sale of Bonds	-	-	-			-	-
Appropriation of Surplus	383,435	-	49,670			49,670	433,105
TOTAL REVENUES	5,382,260	40,000	49,670	-	-	89,670	5,471,930
WATER/SEWER OPER FUND EXP:							
#592							
Administration	4,483,730	-	1,295			1,295	4,485,025
Trunk & Lateral	332,840	-	21,000			21,000	353,840
Mains Maintenance	226,100	-	20,750			20,750	246,850
Meter Maintenance	176,350	80,000	800			80,800	257,150
Service Maintenance	111,345	(40,000)	5,725			(34,275)	77,070
Hydrant Maintenance	51,895	-	100			100	51,995
Capital Outlay	-	-	-			-	-
Contingency	-	-	-			-	-
TOTAL EXPENDITURES	5,382,260	40,000	49,670	-	-	89,670	5,471,930

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
EQUIPMENT FUND REV:							
#661							
Miscellaneous	1,028,463	-	32,045			32,045	1,060,508
Appropriation of Surplus	-	-				-	-
TOTAL REVENUES	1,028,463	-	32,045	-	-	32,045	1,060,508
EQUIPMENT FUND EXP:							
#661							
Miscellaneous	993,698	-	1,315			1,315	995,013
Contingency	34,765	-	30,730			30,730	65,495
TOTAL EXPENDITURES	1,028,463	-	32,045	-	-	32,045	1,060,508

There was a voice vote.
MOTION PASSED UNANIMOUSLY

d. Duct Cleaning at City Hall

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

RESOLUTION 2024-12

WHEREAS The City of Plymouth operates several public facilities in their mission to protect the public health and safety; and

WHEREAS From time to time it is necessary for routine maintenance to be completed on the air duct systems in the building to help ensure a safe work environment as well as the public safety; and

WHEREAS The City Administration did accept sealed bids for the cleaning of the air ducts at certain City facilities.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby accept the bid from Amistee Air Duct Cleaning in the amount of \$12,870 for the City Hall Complex in the current fiscal year.

There was a voice vote.
MOTION PASSED UNANIMOUSLY

10. REPORTS AND CORRESPONDENCE

a. Liaison Reports

Kehoe said she attended the February DDA meeting and provided an update.
Minton gave an update on the Planning Commission's February meeting.

b. Appointments

There were no appointments.

12. ADJOURNMENT

A motion to adjourn was offered by Maguire and seconded by Filipczak at 8:27 p.m.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

SUZI DEAL
MAYOR

MAUREEN A. BRODIE, CMC, MiPMC
CITY CLERK

DRAFT



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 Glover Agenc

Ph# 7342591100 Fax# _____ Email taylor@liveunreal.com Website gloveragency.com

Address 459 S Main St City Plymouth State MI Zip 48170

Sponsoring Organization's Agent's Name Taylor Kerrigan Title Operations Manager

Ph# 2487195292 Fax# _____ Email taylor@liveunreal.com Cell# _____

Address 459 S Main St City Plymouth State mi Zip 48170

Event Name Easter Hunt Extravangaza

Event Purpose Community (free) easter egg hunt

Event Date(s) March 23rd 2024

Event Times 10am-1pm (actual event is 11:00-12:30)

Event Location Kellogg Park

What Kind Of Activities? Easter Hunt, Photos with Easter Bunny, Crafts, Face painting

What is the Highest Number of People You Expect in Attendance at Any One Time? 500

Coordinating With Another Event? YES NO If Yes, Event Name: _____

Event Details: (Provide a detailed description of all activities that will take place. Attach additional sheets if necessary.)
This would be the third year in a row hosting this event!

RECEIVED
FEB 23 2024
City of Plymouth

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): Weekend or 2 weekends before easter
Next year's specific dates: Dependent on Easter

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)

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

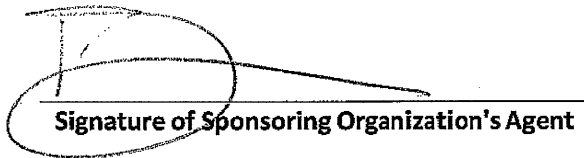
If Yes, list the lots or locations where/why this is requested:
parking lot in front of kellogg park for stage.

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.

12/14/2023

Date



Signature of Sponsoring Organization's Agent

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

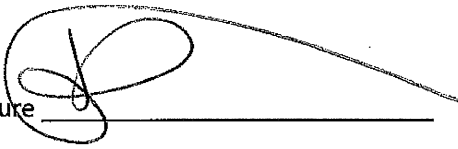
Manager's Office
City Hall
201 S. Main Street
Plymouth MI 48170

Phone: (734) 453-1234 ext. 203

11. INDEMNIFICATION AGREEMENT

INDEMNIFICATION AGREEMENT

The Glover Agency (*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 Easter Egg Hunt (*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  _____

Date 12/14/23 _____

Witness _____

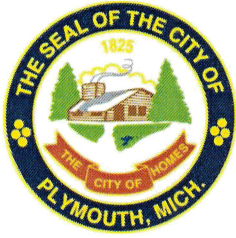
Date _____

EVENT REVIEW FORM

EVENT NAME: Easter Egg Hunt 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>GP</u>
1 FTE ROAD CLOSURE PENNINGMAN TRASH				
\$250 Bathroom Cleaning Fee Per Day of Event? <u>YES</u> NO				
Labor Costs: \$	<u>275</u>	Equipment Costs: \$	<u>75</u>	Materials Costs \$
POLICE:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>Jec</u>
1 - OFFICER @ 3 HRS				
Labor Costs \$		Equipment Costs \$	<u>228-</u>	Materials Costs \$
FIRE:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>AS</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>MB</u>
Class I - Low Hazard	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		<u>Downtown Development Authority</u>		
Ph#	<u>734-455-1453</u>	Fax#		
		Email	<u>dda@plymouthmi.gov</u>	Website <u>downtownplymouth.org</u>
Address	<u>831 Penniman</u>	City	<u>Plymouth</u>	State <u>MI</u> Zip <u>48170</u>
Sponsoring Organization's Agent's Name		<u>Sam Plymale</u>		Title <u>Director</u>
Ph#	<u>734-455-1453</u>	Fax#		
		Email	<u>splymale@plymouthmi.gov</u>	Cell#
Address	<u>831 Penniman</u>	City	<u>Plymouth</u>	State <u>MI</u> Zip <u>48170</u>

Event Name 2024 Bank of Ann Arbor Music In the Air Concerts

Event Purpose Draw residents and visitors to Downtown Plymouth with live music, entertainment

Event Date(s) 05/24/2024, 05/31/2024, 06/07/2024, 06/14/2024, 06/21/2024, 06/28/2024, 07/05/2024, 07/19/2024, 07/26/2024, 08/02/2024, 08/09/2024, 08/16/2024, 08/23/2024, 08/30/2024

Event Times 7PM -10PM

Event Location Kellogg Park

What Kind Of Activities? Live music

What is the Highest Number of People You Expect in Attendance at Any One Time? 5,000

Coordinating With Another Event? YES NO If Yes, Event Name: _____

Event Details: (Provide a detailed description of all activities that will take place. Attach additional sheets if necessary.)
14 Friday nights of a variety of live music on Kellogg Park's band shell stage.
"Fun Zone" with family friendly activities.
Food vendors, two non-profit, two downtown merchants per policy
Concert sponsors may have booths to distribute marketing materials.

RECEIVED

FEB 27 2024

City of Plymouth

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):

Friday nights beginning in May, ending the Friday before Labor Day.

Next year's specific dates:

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)

DMS - closing Penniman, setup no parking signs, setup/breakdown band shell,
public restroom cleaning, trash removal. Police/Fire/EMT presence.

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:

East-Central Lot, Central Parking Deck and on street spaces near Kellogg Park

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.

Date

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 Downtown Development Authority (*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 2024 Bank of Ann Arbor Music in the Air Concert Series (*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 _____

Date _____

Witness _____

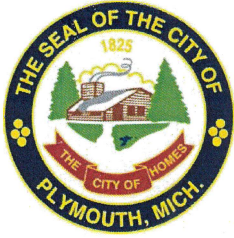
Date _____

EVENT REVIEW FORM

MUNICIPAL SERVICES:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial <i>CP</i>
<i>2 FTE PER CONCERT</i>				
\$250 Bathroom Cleaning Fee Per Day of Event? <input checked="" type="radio"/> YES <input type="radio"/> NO				
Labor Costs: \$	<i>1,000</i>	Equipment Costs: \$	<i>200</i>	Materials Costs \$ <i>PER CONCERT</i>
POLICE:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial <i>guc</i>
<i>NALAS @ 124 HOURS = \$ 3100</i>				
<i>1 - OFFICER @ 20 HOURS (5 DATES) = \$ 1520 -</i>				
Labor Costs \$		Equipment Costs \$	<i>4620 -</i>	Materials Costs \$
FIRE:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial <i>RS</i>
<i>4 FF/EVENT</i>				
Labor Costs \$	<i>360/CONCERT</i>	Equipment Costs \$		Materials Costs \$
HVA:	<input type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial
DDA:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial <i>SBP</i>
Labor Costs \$	<i>0</i>	Equipment Costs \$		Materials Costs \$
RISK MANAGEMENT:	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	(list reason for denial)	Initial <i>WB</i>
Class I – Low Hazard				
Class II – Moderate Hazard				
Class III – High Hazard				
Class IV – Severe Hazard				

EVENT NAME: _____ TOTAL ESTIMATED FEE: _____
(Note: All fees are only initial estimates and can increase upon assessment of services after the close of the event).

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		Kiwanis Club of Colonial Plymouth/The Rotary Club of Plymouth			
Ph#	Fax#	Email	goodmorningUSAParade@gmail.com		
Address		City	State	Zip	Website
PO Box 5531		Plymouth	MI	48170	
Sponsoring Organization's Agent's Name		Rick Schubatis		Title	
				Parade Chair	
Ph#	Fax#	Email	rschubatis@icloud.com		
Address		City	State	Zip	Cell#
					734-673-8827

Event Name	Good Morning USA Parade "The Spirit of Liberty"
Event Purpose	Community engagement & entertainment
Event Date(s)	Thursday, July 4, 2024
Event Times	Parade 9am - 11am w/ set up and breakdown
Event Location	Main St. between Amelia & Ross (staging at the Cultural Center & Theodore)

What Kind Of Activities? A variety show in motion

What is the Highest Number of People You Expect in Attendance at Any One Time? 4,000

Coordinating With Another Event? YES NO If Yes, Event Name: _____

Event Details: (Provide a detailed description of all activities that will take place. Attach additional sheets if necessary.)
 A parade filled with Plymouth style excitement and entertainment including musical acts, an MC stage @ Main & Ann Arbor Trail, and lots of fun for all ages.

RECEIVED

FEB 27 2024

City of Plymouth

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):

Next year's specific dates:

July 5, 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)

Street closures, DMS, police, trash collection, PA system

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

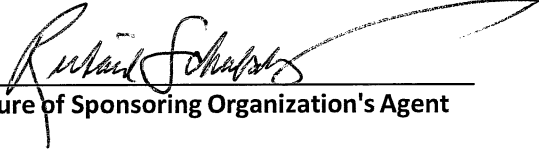
If Yes, list the lots or locations where/why this is requested:

city wide

- 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.

1/29/2024
Date


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

INDEMNIFICATION AGREEMENT

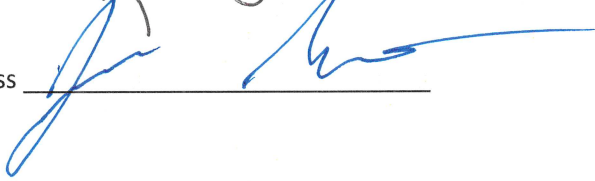
INDEMNIFICATION AGREEMENT

Kiwanis Club of Colonial Plymouth/Rotary Club of Plymouth

The _____ (*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 Good Morning USA Parade (*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 _____ 

Date 1/29/2024

Witness _____ 

Date 1/29/2024

EVENT REVIEW FORM

EVENT NAME: Good Morning USA Parade 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>
	<u>3 FTE</u>			
	<u>ROAD CLOSURES</u>			
	<u>PA SYSTEM</u>			
\$250 Bathroom Cleaning Fee Per Day of Event? <u>YES</u> NO				
Labor Costs: \$	<u>1,200</u>	Equipment Costs: \$	<u>225</u>	Materials Costs \$ <u>100</u>
POLICE:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>gpc</u>
	<u>1 - COMMAND</u>			
	<u>6 - PATROL</u>			
	<u>5 - NAIASS</u>			
	<u>4 HAS</u>			
Labor Costs \$		Equipment Costs \$	<u>2648-</u>	Materials Costs \$
FIRE:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>RS</u>
	<u>NO SERVICES REQUESTED</u>			
Labor Costs \$	<u>0</u>	Equipment Costs \$		Materials Costs \$
HVA:	Approved	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>MB</u>
Class I – Low Hazard	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.			
<u>Class III – High Hazard</u>	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 _____				



Administrative Recommendation

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

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

To: Mayor & City Commission
From: Paul J. Sincock, City Manager
CC: S:\Manager\Sincock Files\Memorandum - FY2025 Congressionally Directed Spending - Solar Panel Project at the Cultural Center - Resolution of Support 03-04-24.docx
Date: February 28, 2024
RE: FY 2025 Congressionally Directed Spending – Solar Panel Project at the Cultural Center
Resolution of Support

BACKGROUND

The City Commission set sustainable infrastructure as a major goal area, with a key objective of being eco-friendly and environmentally aware. Further, in the one-year tasks the City Commission identified that the Administration should seek additional governmental funding opportunities. One way that we can seek potential federal government funding is in the way of Congressionally Directed Spending. Our staff has been working with Senator Gary Peters office and we have identified one such project that may be eligible. We are looking at a potential Solar Panel Project on the roof of the Cultural Center, as this would further reduce the energy footprint of the operations of the Plymouth Cultural Center. This project would fit into the Department of Energy: Energy Projects as it is a renewable and clean energy project.

To submit for the FY 2025 Congressionally Directed Spending portion of the federal budget, the City Commission would need to pass a resolution of support, which we've attached for consideration.

RECOMMENDATION

The City Administration recommends that the City Commission adopt a Resolution of support for the FY 2025 Congressionally Directed Spending through Senator Gary Peters office. We have prepared a brief Resolution of Support for the project.

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



Memo

To: Paul Sincock, City Manager

From: Steve Anderson, Recreation Director *SA*

CC:

Date: 3/1/2024

Re: Resolution of Support - Congressionally Directed Spending Request FY 2025

As you are aware, we recently received a request from Senator Peter's Office to submit for a Congressionally Directed Spending (CDS) project. Unfortunately, we received the notification with a short timeline. The application is due by March 12.

Additionally, under the CDS guidelines, there are just a few project areas that would apply to the City of Plymouth. For example, the City of Plymouth does not have a whole lot of agricultural land, crop harvesting, fish and wildlife management or the need for funding engineering studies for building bridges over waterways. However, clean energy is a project area into which we can fit. With this being the case, we would like to apply to the Senator's Office for CDS to develop and utilize solar power.

The overall concept is rather simple. We would like to use the large roof top space at the Cultural Center, DMS Yard and City Hall to set up solar panels to create small "solar farms." This obviously would promote the use of clean energy but more importantly, lower the basic utility costs for the city indefinitely.

However, like anything else tied to the Federal Government, there are some catches to the funding. Depending on how the Federal Government classifies each project, there could be a required match in funding of 50%, 20% or no match required at all. However, in the Federal CDS Handbook, under the Department of Energy section, the text is written in "government" speak and does not actually define how a clean "Solar Energy Project" would be classified. To address this question, we have e-mailed the Senator's Office for clarification. We are waiting for word back on how this project would be classified before filing on March 12th.

Another item required to submit for CDS funding is a resolution of support from the City Commission. However, time is again an issue since March 4th is the last City Commission prior to the March 12th deadline.

Therefore, to try to navigate this Federal process, we are asking for the City Commission to approve a general resolution of support of the concept on March 4th, knowing that depending on the answers we get back from Senator Peter's Office Staff, we will then proceed accordingly with any requests.

There is no funding commitment at this time, and it is also strongly emphasized that the actual funding of the 2025 Federal budget may not be passed by Congress and/or signed by the President well into 2026. Then, may not even be implemented until the 2027 calendar year.

RESOLUTION

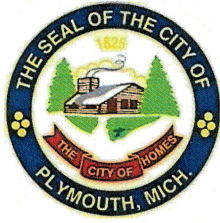
The following Resolution was offered by _____ and seconded by

_____.

- 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 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 Cultural Center in the federal budget for the upcoming fiscal year; and

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.



Administrative Recommendation

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

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

To: Mayor & City Commission
From: Paul J. Sincock, City Manager
CC: S:\Manager\Sincock Files\Memorandum - Cultural Center Room Use and Rental Policy Update - 03-04-24.docx
Date: February 23, 2024
RE: Update to Cultural Center Room Use & Rental Policy

BACKGROUND

From time to time, it is necessary to update our policies and procedures and the recent expansion of voting days caused us to make a review of our room use policies and procedures for the Plymouth Cultural Center. There was also an issue of people extending their rentals of our facilities and we need to address that issue as well.

Tonight, you have two updates to the Room Use Policies and Procedures for the Plymouth Cultural Center. The first deals with renters who overextend their contractual rental time and authorizes fees to be deducted from their security deposit. The second clarifies that city emergencies or essential civic events will receive the highest priority of facility use. This comes into play for such things as the elections and nine-day advance voting. Also covered by this section are events such as emergency use by FEMA, Emergency Management issues, emergency blood drives, to things like the Covid clinics that we ran.

We have attached a memorandum from Steve Anderson, which will provide additional background information on this subject matter.

RECOMMENDATION

The City Administration recommends that the City Commission authorize changes in the Cultural Center Room Use and Rental Policies. The proposed changes are necessary to continue to plan the future operations of the building.

We have attached a proposed Resolution for the City Commission to consider regarding this matter. Should you have any questions in advance of the meeting please feel free to contact either Steve Anderson or myself.




CITY OF PLYMOUTH

www.plymouthmi.gov

Recreation Department
Plymouth Cultural Center
525 Farmer
Plymouth, MI 48170

Phone 734-455-6620

Memo

To: Paul Sincock, City Manager
From: Steve Anderson, Recreation Director
CC:
Date: 2/22/2024 
Re: Update to Cultural Center Room Use and Rental Policy

As you are aware, we would like to make a couple updates to the Cultural Center Room Use and Rental policy. The last time the City Commission approved the policy was on June 2, 2014. Since then, we have had to change some of the standard operational procedures that should now be reflected in this policy.

The highlights of the update are:

1. Clarifies that if renters run a full hour or more over their contractual rental time, additional fees may be deducted from their security deposit.
2. Clarifies that City emergencies or essential civic events receives the highest priority of facility usage as determined by the City Manager, Assistant City Manager, Director of Public Safety or Recreation Director.

If there are any questions, please feel free to contact me at any time.

THE CITY OF HOMES

twitter.com/plymouthmigov facebook.com/cityofplymouthrecreation

City of Plymouth

Recreation Department



City Commission Approval 6-2-14

Policy submitted for update 3-4-24

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.

19. 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.

20. 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.

21. 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.

22. 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.

23. 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.

24. 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.

25. 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.

26. 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.

27. 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.

RESOLUTION

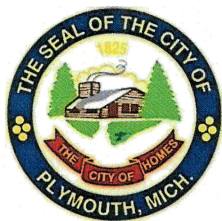
The following Resolution was offered by _____ and seconded by _____

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.



Administrative Recommendation

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

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

To: Mayor & City Commission
From: Paul J. Sincock, City Manager
CC: *S:\Manager\Sincock Files\Memorandum - Soccer Equipment Purchase 24 - 25 - 03-04-24.docx*
Date: February 23, 2024
RE: Soccer Equipment Bids – Fiscal 24 - 25

BACKGROUND

Each year the city requests bids for a variety of soccer equipment. The revenue to make these purchases is generated by soccer registration fees. Each year we purchase a variety of jerseys, T-shirts, socks, soccer balls and flags for this program.

The City Administration has gone out to bid for these items and in addition to sending the notice to bid to those who have signed up on our e-bid and we posted it on our web site. We received a total of two bids on this material.

The bid from Protime Soccer Products is valid and meets all our specific quality specifications. We have been purchasing from Protime Soccer Products for a few years now, as they have been low bid with a high-quality product.


We have attached a memorandum from Steve Anderson from our Recreation Department as additional background information.

RECOMMENDATION

The City Administration recommends that the City Commission accept the bids from Protime Soccer Equipment, for soccer equipment for the 2024 - 25 Fiscal Year. We have attached a proposed Resolution for the City Commission to consider regarding this purchase. The purchases are budgeted in the Parks and Recreation Fund and are routine expenses for the soccer programs. Should you have any questions in advance of the meeting please feel free to contact either Steve Anderson or myself.



Memo

To: Paul Sincock, City Manager
From: Steve Anderson, Recreation Director 
CC:
Date: 2/22/2024
Re: Soccer Equipment Bid Recommendation 2024-2025 Budget Year

As you are aware, we have once again gone out for bids on the soccer equipment that is required to conduct the youth soccer program that serves 800 to 900 children of the community annually. The bid is for the "soccer year" that begins in the Fall season of 2024 and runs through the Spring season of 2025.

We once again bid out the Protime Soccer products as we have for the past few years. In my opinion, Protime has the best quality product that is within our price point for the limited sixteen game recreational soccer year.

This year's bid process included youth size jerseys, adult size jerseys, socks, and soccer balls. We had the sealed bid opening on Feb. 22 with me and Sue Campell.

This year, we had two vendors submit bid packets:

- Protime Sports - Seattle, Washington
- BSN Sports - Dallas, Texas

The bid summary for the jerseys and equipment as well as the bid specifications are attached. The purchase of these uniforms and equipment is offset by the registration fees collected during the months of June and January. The expenditure comes from the Recreation Fund account number 208-766-740.000.

We would like to recommend that the City Commission accept the bid placed by Protime Sports Inc. of Seattle, Washington for the 2024-25 City budget year. If you have any questions, feel free to contact me at anytime.

Bid Opening: Soccer Equipment for Plymouth Recreation
 Date/Time: Thursday, February 22, 2024 10:30 a.m.

UNOFFICIAL BID RESULTS

Attendees: Sue Campbell
Steve Anderson

Bidder	Prottime Soccer Youth Jersey- Style: Santa Fe (#3035)	Prottime Soccer Adult Jersey- Style: Santa Fe (#3035)	Prottime "All Sport" Sock Pair - (#7101 Black) per pair	Prottime Nova - Soccer Balls (Size 3 #3410) per unit	Prottime Equinox - Soccer Balls (Size 4 #3412) per unit
PRO TIME	\$ 13.30	\$ 14.40	\$ 2.45	\$ 4.95	\$ 9.40
BSN	\$ 22	\$ 22	\$ 4	\$ 9.34	\$ 12.82

City of Plymouth Proposal Form Soccer Equipment Bid – Feb. 22, 2024

- Please provide pricing for equipment in table below
- Completed Non-Collusion Affidavit
- Submit three (3) copies of the proposal form

Bid Pricing	
List per unit bid for all items listed.	
Protime – Sante Fe Youth Size Jersey per unit with patch and numbers as specified.	\$ 13.30
Protime – Sante Fe Adult Size Jersey per unit with patch and numbers as specified.	\$ 14.40
Protime "All Sport" Sock Pair – (Black) per pair	\$ 2.45
Protime Nova - Soccer Balls (Sizes 3) per unit <i>* closeout While supplies Last</i>	\$ 4.95 *
Protime Equinox - Soccer Balls (Sizes 4) per unit	\$ 9.40

*- Nova stock replacement
Liga Soccer Ball \$6.95*

Bidder Company Name:	Protime Sports Inc.
Address:	18289 Olympic Ave S., Seattle WA 98188
Phone Number:	800.575.1603
Fax:	206.575.2869
Email Address:	amy@protimesports.com
Contact Person:	Amy Ballinger

I affirm that I have the authority to submit this bid to the City of Plymouth for the items specified on the attached sheet. I propose to supply the materials and labor to the City as outlined in this proposal in a timely manner.

Signature of Authorized Agent:	<i>Amy Ballinger</i>
Printed Name of Authorized Agent:	Amy Ballinger
Date:	1/30/24

City of Plymouth Proposal Form Soccer Equipment Bid – Feb. 22, 2024

- Please provide pricing for equipment in table below
- Completed Non-Collusion Affidavit
- Submit three (3) copies of the proposal form

Bid Pricing	
List per unit bid for all items listed.	
Prottime – Sante Fe Youth Size Jersey per unit with patch and numbers as specified.	\$ 22 ⁰⁰
Prottime – Sante Fe Adult Size Jersey per unit with patch and numbers as specified.	\$ 22 ⁰⁰
Prottime "All-Sport" Sock Pair – (Black) per pair	\$ 4 ⁰⁰
Prottime Nova - Soccer Balls (Sizes 3) per unit <i>AS specified</i>	\$ 9.34 each
Prottime Equinox - Soccer Balls (Sizes 4) per unit <i>AS specified.</i>	\$ 12.82 each

Prottime Bidder Company Name:	BSN SPORTS, LLC
Prottime Address:	PO BOX 7726 DALLAS, TX 75209-0726
Prottime Phone Number:	1-800-527-7510
Prottime Fax:	1-800-365-7653
Prottime Email Address:	BSNBID@BSNSPORTS.COM
Prottime Contact Person:	John Stafford

Send purchase orders here →

I affirm that I have the authority to submit this bid to the City of Plymouth for the items specified on the attached sheet. I propose to supply the materials and labor to the City as outlined in this proposal in a timely manner.

Signature of Authorized Agent:	<i>John Stafford</i>
Printed Name of Authorized Agent:	John Stafford
Date:	1/30/24

I affirm that
attached



NOTICE TO BIDDERS CITY OF PLYMOUTH



Notice is hereby given that the City of Plymouth, Michigan will accept sealed bids up until 10:15 a.m., Thursday, Feb. 22, 2024. The bid opening will be at 10:30 a.m., Thursday, Feb. 22, 2024 for the following:

PURCHASE OF SOCCER EQUIPMENT FOR THE 2024 / 2025 BUDGET YEAR

Specifications and bid documents are available at the city hall during normal business hours. You may also download a copy of the documentation from the City's web site at:

<http://www.plymouthmi.gov>

The City of Plymouth reserves the right to accept or reject any or all bids, in whole or in part, and to waive any irregularities.

Maureen Brodie - City Clerk
City of Plymouth
201. S. Main
Plymouth, MI 48170

2024/2025 Budget Year Soccer Equipment Bid Specifications

"Alternate" Jersey & Sock Bids Will NOT Be Accepted.

Jerseys

Protime Soccer Jersey – Style: Sante Fe (#3035), Youth and Adult sizes

Colors: Assortment of no less than 8 different colors. Also, must be available in:

- **Black/Charcoal/Black**
- **Silver/Charcoal/Black**

- * Heat transfer or screen numbering in white or black on the back to contrast main color.
- * Single and double-digit numbering.
- * 8-inch numbers with outlined digits
- * Plymouth City Patch – Flock and Machine Stitched Patch on front upper center chest.
- * Plymouth City Patch to be 3.5 inches in length
- * Sizes ranging from Youth Small to Adult Large
- * **Quantity from 650 - 900 jerseys**

Socks

Protime "All Sport" (#7101) Sock Pair BLACK, Quantity 650-900. Sizes appropriate to age division.

Soccer Balls

Protime – Nova (#3410) Quantity 100 – 200 in sizes 3
Protime – Equinox (#3412) Quantity 40 – 80 in sizes 4

- *** **Bid Winner must be able to supply all items listed on a year-round basis.**
- *** **Complete Order to be filled within 3 weeks of order placement.**
- *** **Sample products to be presented upon request of the Recreation Department Representative before final bid acceptance.**

RESOLUTION

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

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.



Administrative Recommendation

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

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

To: Mayor & City Commission
From: Paul J. Sincock, City Manager
CC: S:\Manager\Sincock Files\Memorandum - Generator Ordinance Amendments 1st Reading - 03-04-24.docx
Date: February 28, 2024
RE: Generator Ordinance Amendments

BACKGROUND

Under Goal Area #4 of Attractable, Livable Community, the City Commission adopted as part of their one-year tasks for 2024 to “complete generator ordinance.” The Planning Commission has taken this matter up and has made a recommendation to the City Commission.

The topic of generators are located in two places; section 78-217, which speaks to the side yard setbacks, and which condition(s) must be met, and Chapter 18 which speaks to emergency electrical generators with regard to installation, inspections, sound, etc.

The Planning Commission has held a public hearing for the proposed changes identified in Section 78-127; however, the City Commission will need to hold a public hearing for the proposed changes in Chapter 18, as they are in the general Code of Ordinances.

The City Attorney has reviewed the proposed changes, and we have attached a memorandum from Planning Director Greta Bolhuis which further outlines this issue.

RECOMMENDATION

The Planning Commission has recommended to the City Commission changes in Section 78-217 and Chapter 18 – Buildings and Building Regulations, Article XVI Emergency Generators of the City’s Code of Ordinances. The Planning Commission has previously held a public hearing on this Section 78-217, and the City Commission will need to hold a Public Hearing at the Second Reading. We have attached a proposed Resolution for the City Commission to consider regarding this matter.

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

CITY OF PLYMOUTH
Community
Development Dept.
201 S. MAIN
PLYMOUTH, MI 48170
www.plymouthmi.gov

ADMINISTRATIVE RECOMMENDATION

To: Paul J. Sincock, City Manager
From: Greta Bolhuis, AICP, Planning & Community Development Director
Date: February 28, 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 approve the enclosed resolution and set a public hearing for the next regularly scheduled meeting.

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	¹ 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 _____.

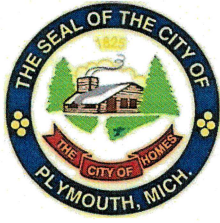
WHEREAS The City of Plymouth City Commission has one year tasks in 2023 and 2024 to support the placement of generators, and

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 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.



Administrative Recommendation

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

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

To: Mayor & City Commission
From: Paul J. Sincock, City Manager
CC: S:\Manager\Sincock Files\Memorandum - Rezoning 353 Starkweather - 1st Reading 03-04-24.docx
Date: February 28, 2024
RE: Rezoning 353 Starkweather– First 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 First Reading.

We have attached a proposed Resolution for the City Commission to consider regarding this matter. This is a first reading and it will require a second reading before final adoption.

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 *ARB*
Date: February 28, 2024
Re: 353 Starkweather Conditional Rezoning First 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.

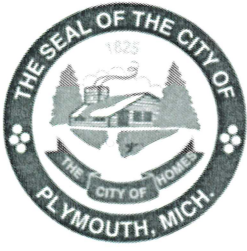
This will be the first of two readings for the City Commission's consideration of the proposed conditional rezoning. If the rezoning is approved, it will result in an amendment to the City's Zoning Map.

Attached are the draft meeting minutes from the Planning Commission and a copy of the proposed Zoning Map showing the rezoning.

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. Staff further recommends that the City Commission schedule a second reading for the proposed rezoning and amendment to the zoning map.

If you have any questions, please contact me directly.



Plymouth Planning Commission
Regular Meeting Minutes
Wednesday, February 14, 2024 - 7:00 p.m.
Plymouth City Hall 201 S. Main

City of Plymouth
www.plymouthmi.gov
734-453-1234
Plymouth, Michigan 48170-1637

1. CALL TO ORDER

Chair Karen Sisolak called the meeting to order at 7:00 p.m.

Present: Chair Sisolak, Vice Chair Scott Silvers, Commissioners Sidney Filippis, Zachary Funk, Joe Hawthorne, Trish Horstman, Kyle Medaugh

Excused: Member Hollie Saraswat, and Eric Stalter

Also present: Planning and Community Development Director Greta Bolhuis, Planning Consultant Sally Elmiger

2. CITIZENS COMMENTS

There were no citizen comments

3. APPROVAL OF MEETING MINUTES

Silvers offered a motion, seconded by Funk, to approve the minutes for the January 10, 2024, meeting. Medaugh asked that the minutes be amended to indicate that he was not present.

There was a voice vote.

MOTION PASSED

4. APPROVAL OF THE AGENDA

Hawthorne offered a motion, seconded by Silvers, to approve the agenda for February 14, 2024.

There was a voice vote.

MOTION PASSED

5. COMMISSION COMMENTS

There were no commission comments.

6. PUBLIC HEARINGS

a. **RZ24-01**: 353 Starkweather, Conditional rezoning request from O1, Office Service District to RT-1, Two Family Residential

Sisolak opened the public hearing at 7:05 p.m.

Applicant Harold Polemitis described his rationale for requesting rezoning for his building, which has been used for his business. He said he no longer needs the entire building for office space and was considering moving his family there.

Drake Filippis, 697 Ann, said he supported the rezoning.

Sisolak closed the public hearing at 7:09 p.m.

Elmiger reminded the group that in conditional rezonings, the applicant offers the conditions. There was a discussion about parking, signage, and retaining the character of the home.

Motion

Silvers offered a motion, seconded by Horstman for RZ24-01 – 353 Starkweather to recommend to that the City Commission to approve a conditional rezoning from O-1 to RT-1.

Findings of Fact

The proposal aligns with the Master Plan.

In future land use maps, the multi-family, low density category is associated with the RT-1, two family residential zoning district.

The proposed action will advance the vision the city has set forth in its master plan.

Conditions

The permitted use is limited to two-family or single-family detached dwellings.

The permitted use on the subject site is limited to home occupations subject to the provisions of 78-212.

There was a voice vote.

MOTION PASSED

b. Amendment to Zoning Ordinance 78-127, Projections into Setbacks

Sisolak opened the public hearing at 7:29 p.m.

Pete Mundt, 643 N. Harvey, asked whether the amendment would restrict or expand the space where generators can be located. Silvers explained that the amendment would only define it for the first time.

Sisolak closed the public hearing at 7:31 p.m.

Silvers offered a motion, seconded by Filippis, to send the generator ordinance section 78-217 to the City Commission for review and approval.

There was a voice vote.

MOTION PASSED

7. OLD BUSINESS

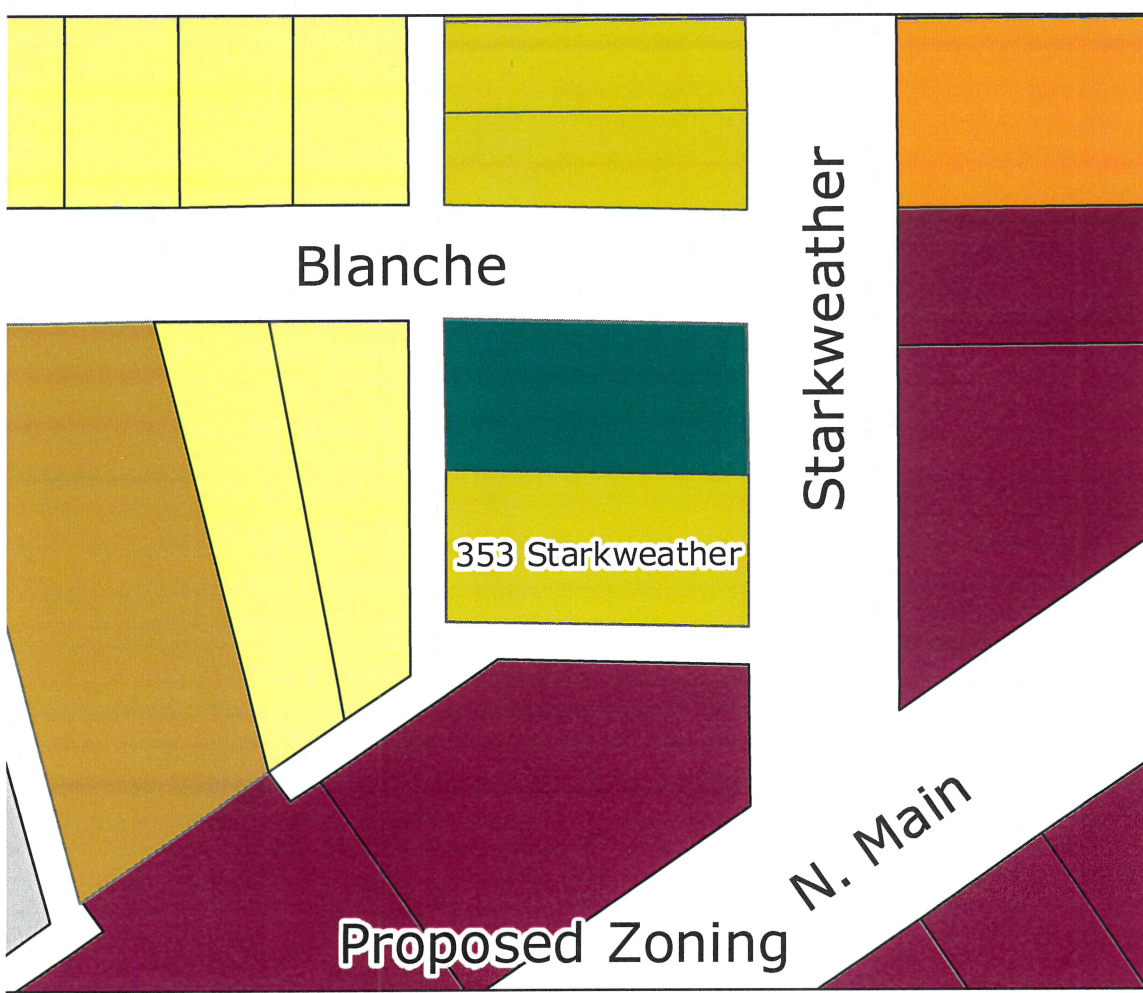
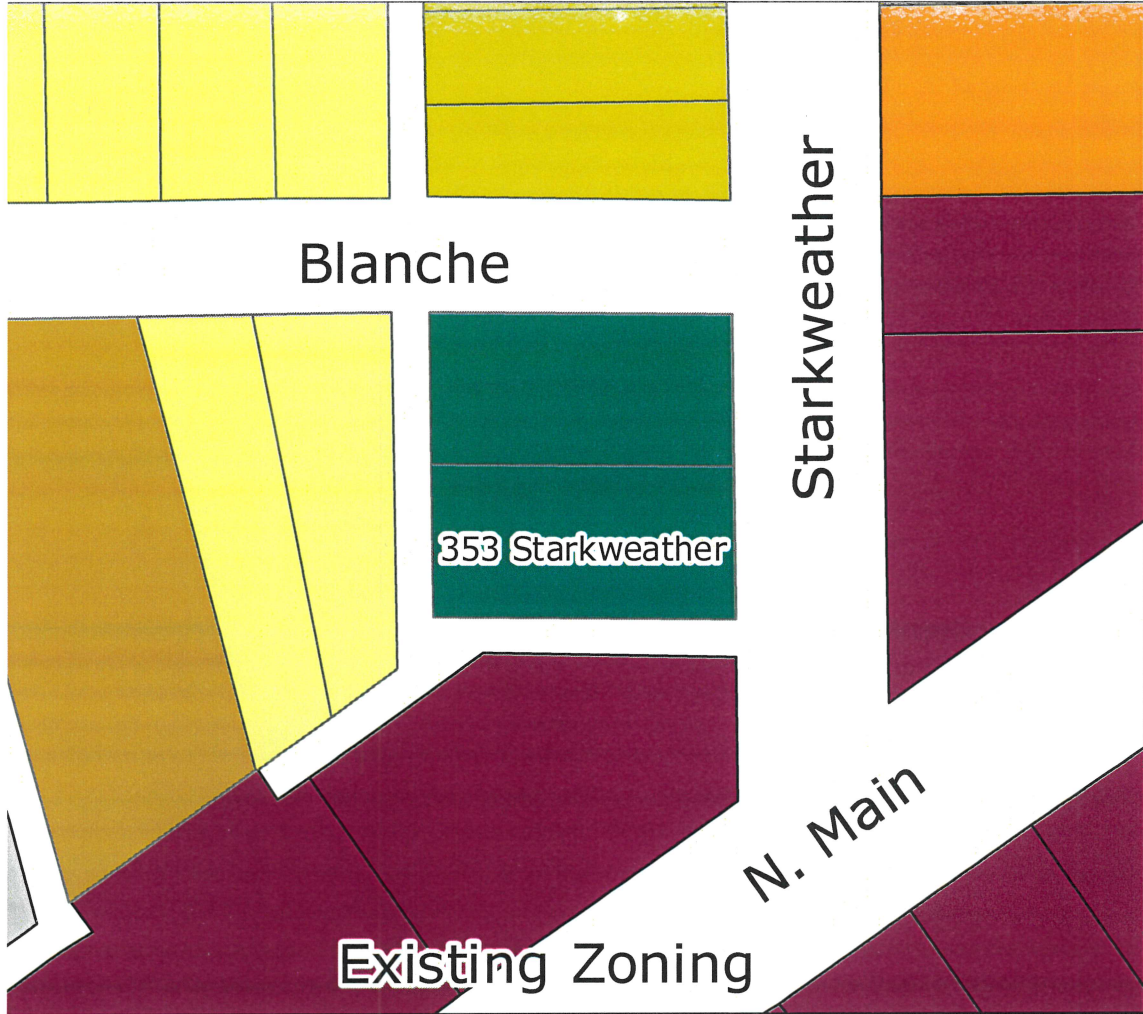
a. PUD22-01: 100 S. Mill, PUD Extension

Bolhuis explained that the Planning Commission already approved the site plan, but the builder has not taken it to the City Commission because they have been working on difficulties with the water connection.

Silvers offered a motion, seconded by Medaugh, to approve a one-year extension to the PUD site plan, to end on November 9, 2024, and that the City Commission review and approve the extension.

There was a voice vote

MOTION PASSED



Legend

Zoning Codes

of pictured parcels

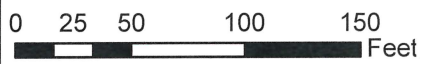
- General Business District
- Mixed Use District
- Office Service District
- Vehicular Parking District
- Single-Family Residential
- Two-Family Residential
- Multi-Family Residential

Legend

Zoning Codes

of pictured parcels

- General Business District
- Mixed Use District
- Office Service District
- Vehicular Parking District
- Single-Family Residential
- Two-Family Residential
- Multi-Family Residential



City of Plymouth GIS
201 S. Main
Plymouth, MI 48170
Printed: 2/29/2024

RESOLUTION

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

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.