



City of Plymouth Planning Commission

Regular Meeting Agenda

Wednesday, January 8, 2025 – 7:00 p.m.
City Hall & Online Zoom Webinar

City of Plymouth
201 S. Main
Plymouth, Michigan 48170

www.plymouthmi.gov
Phone 734-453-1234

<https://us02web.zoom.us/j/89587311742>

Passcode:880613

Webinar ID: 895 8731 1742

1. **CALL TO ORDER**
 - a) Roll Call
2. **CITIZENS COMMENTS**
3. **APPROVAL OF THE MINUTES**
 - a) Approval of the December 11, 2024 meeting minutes
4. **APPROVAL OF THE AGENDA**
5. **ELECTION OF OFFICERS**
6. **COMMISSION COMMENTS**
7. **PUBLIC HEARINGS**
8. **OLD BUSINESS**
 - a) Master Plan Discussion
9. **NEW BUSINESS**
10. **REPORTS AND CORRESPONDENCE**
11. **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 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. 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 Planning Commission
Regular Meeting Minutes
Wednesday, December 11, 2024 - 7:00 p.m.
Plymouth City Hall 201 S. Main**

City of Plymouth
Plymouth, Michigan 48170-1637

www.plymouthmi.gov
734-453-1234

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 (arrived at 7:01) Zachary Funk, Joe Hawthorne, Trish Horstman, Kyle Medaugh, Hollie Saraswat, Eric Stalter

Also present: Planning and Community Development Director Greta Bolhuis

2. CITIZENS COMMENTS

There were no citizen comments

3. APPROVAL OF MEETING MINUTES

- a. Saraswat offered a motion, seconded by Horstman, to approve the minutes of the November 6, 2024 meeting.

There was a voice vote.

Hawthorne abstained.

MOTION PASSED

- b. Hawthorne offered a motion, seconded by Funk, to approve the minutes of the November 13, 2024 meeting.

There was a voice vote.

Stalter abstained.

MOTION PASSED

4. APPROVAL OF THE AGENDA

Hawthorne offered a motion, seconded by Filippis, to approve the agenda for December 11, 2024.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

5. COMMISSION COMMENTS

It was noted that this would be the last meeting for Sisolak and Silvers. All commissioners thanked them for their service.

6. PUBLIC HEARINGS

There were no public hearings.

7. OLD BUSINESS

- a. SP24-10: 689 N. Mill, revised site plan review of a new two-story commercial building with residential on the second floor.

The applicant requested a postponement.

Funk offered a motion, seconded by Medaugh, to postpone this review until January 8, 2025. After a short discussion, Funk amended the motion to postpone the review until the applicant is ready. Medaugh agreed to the amendment.

There was a voice vote.
MOTION PASSED UNANIMOUSLY

- b. Master Plan Discussion
The group reviewed the updated document and suggested several wording and grammar changes. Bolhuis said she would make the changes for the Planning Commission's review at a future meeting.

Ron Picard, 1370 Sheridan, thanked the commissioners for their work on this project.

8. NEW BUSINESS

- a. PUD 24-02: 900 Starkweather, Preliminary PUD, applicant withdrew.

Hawthorne offered a motion, seconded by Funk, to postpone the item per the applicant's request.

There was a voice vote.
MOTION PASSED UNANIMOUSLY

9. REPORTS AND CORRESPONDENCE

City Commission liaison Jennifer Kehoe invited Planning Commissioners to attend the City Commission's annual goal setting meeting in January.

Horstman said the Old Village Association was having a Santa meet and Greet at Starkweather Park on December 15.

10. ADJOURNMENT

Sisolak offered a motion, seconded by Silvers, to adjourn the meeting at 8:16 p.m.

There was a voice vote.
MOTION PASSED UNANIMOUSLY



Administrative Memorandum

City of Plymouth
201 S. Main
Plymouth, Michigan 48170

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

To: Planning Commission
From: Greta Bolhuis, AICP, Planning and Community Development Director
Date: January 2, 2025
Re: Master Plan Discussion

As you are aware the Planning Commission has been working diligently to complete the Master Plan update. As discussed at the December 11, 2024 Planning Commission meeting, we are in the home stretch of the update. A draft was presented to you at that meeting. The section requiring your review at this time is the Implementation Chapter. A copy of that chapter has been attached to this memo. Please be ready to discuss this section at your January 8 meeting.

As a reminder, once the Master Plan update is completed, the City Commission shall review the document and approve it for distribution. A copy of the proposed master plan shall then be distributed for review and comment to the Planning Commission of neighboring municipalities (Plymouth Township), Regional planning commission (SEMCOG), Wayne County Board of Commissioners, each public utility company (DTE, Consumers), each railroad company (CSX), each public transportation system (N/A), County Road Commission (Wayne County Public Works), and State Transportation Department (MDOT). Each entity has 63 days to submit comments on the plan to the Planning Commission. The Planning Commission will hold a public hearing after the deadline passes. If a majority of Planning Commissioners approve the plan, then a copy will be forwarded to the City Commission for their approval. After the City Commission approves the document, we will include a resolution with the Clerk's signature on the inside cover of the Master Plan. We then send the document out to the entities again.

If you have any questions about this process, please don't hesitate to contact me directly.

CHAPTER 7: IMPLEMENTATION

The Implementation chapter of the Master Plan translates the goals outlined in Chapter 3 into actionable steps. Without clear implementation strategies, the Master Plan’s vision cannot be realized. To ensure success, the city has developed a thorough process for establishing annual implementation actions across various Departments, Boards, and Commissions. This process, along with the key strategic documents it incorporates, is detailed below.

City Strategic Plan

In 2017, the city held its first Strategic Goal Setting Session, a facilitated meeting involving the City Commission, Department Heads, and key employees from various departments. During this session, participants discussed and identified mutual expectations for the City Manager, Mayor, Commission Members, and Department Heads. The session then focused on developing a shared vision for the city's future, outlining major strategic goals and specific one-year tasks.

After the session, the City Manager and Department Heads reviewed the draft of the one-year tasks to assess their feasibility, and a final draft was proposed for possible revisions and adoption by the City Commission. This process established an annual goal setting framework, which has been conducted each year since. These sessions consider the information provided in the other processes described below.

DDA Five-Year Strategic Action Plan

In 2018, The DDA approved their 5 Year Action Plan that established the strategic visioning document for the downtown district with goals and related tasks. The DDA approved the **2024 DDA Five-Year Strategic Action Plan** in August 2024. This plan is included as part of the Downtown Sub Area Plan on [page 15](#). Status updates and completed tasks are reported to the board at every regular DDA meeting.

Recreation Master Plan

The City Commission adopted the **Joint Plymouth Community Parks + Recreation Master Plan 2018-2022**. The Plan included goals, objectives and a 5-Year Action Plan. In December 2023, the City Commission adopted the **5 Year Parks + Recreation Master Plan 2024-2028**. This document includes an Action Program which outlines the direction that the city would like to take over the next five years to maintain and improve recreation opportunities within the community. The Action Program includes goals and guidelines as well as a table of capital improvement priorities.

Zoning Audit Implementation Report

The Planning Commission conducted a zoning audit which was started in late 2022. The objective of the audit was to identify:

- Ordinance language that is inconsistent with other laws
- Outdated ordinance language
- Inconsistencies with the Master Plan and Future Land Use Map

This effort resulted in a **Zoning Audit Report** and a **Zoning Audit Implementation Report**. This report established the goals for the next 5 years for the Planning Commission. These reports are included in the Appendix.

Briefly the Zoning Audit Implementation Report is as follows:

Year 1	Complete Master Plan Update
Year 2	Complete the twenty-six items identified by the Audit that could be undertaken in a quick update to the Zoning Ordinance.
Years 3-4	Complete the remaining, more complex changes identified such as reorganization or consolidation of articles and the addition of form-based districts.
Year 5	Evaluate zoning changes and implement any needed changes to correct any mistakes or inconsistencies with the new Zoning Ordinance.

Capital Improvement Plan

The Capital Improvement Plan is the document within the City Budget that prioritizes high-cost public improvements such as streets, sewers, buildings, and parks. The schedule is based on the priorities for various needs and desires of the community, coordinated with the City's ability to pay for them. The capital improvement program is a part of a dynamic planning process, which may change based on circumstances and availability of funding sources.

Capital improvement projects generally refer to the construction, expansion, or renovation of physical facilities that are relatively large, expensive, and permanent in nature. These projects can have a significant effect on the extent and direction of development depending on the type of capital improvement.

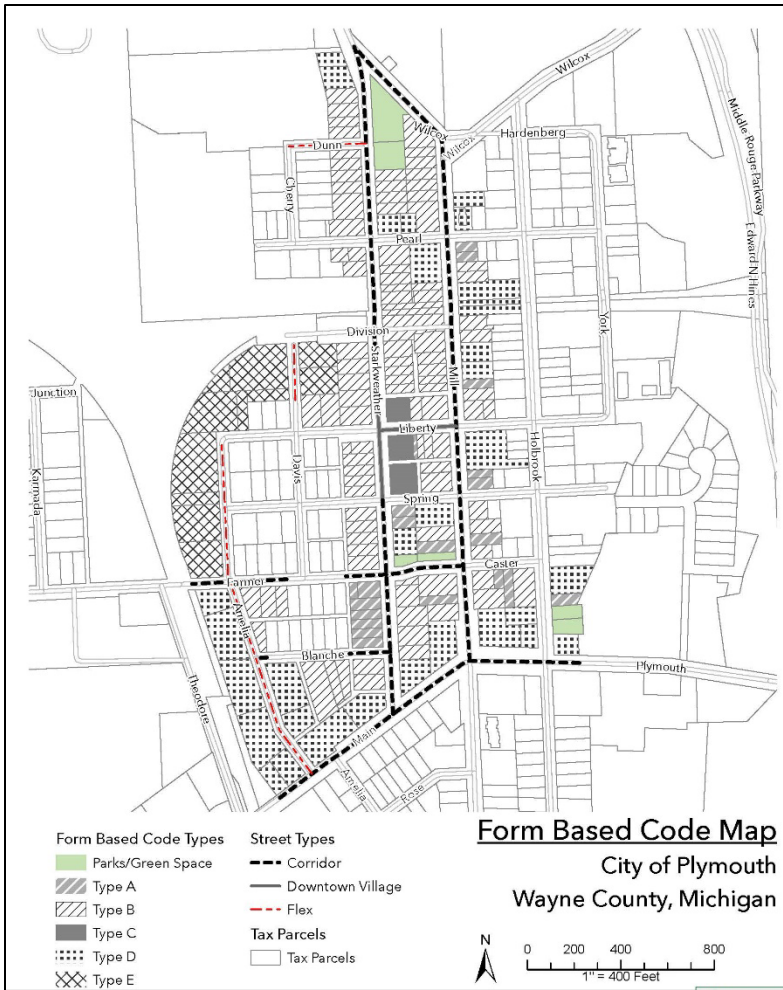
Statutory provisions require Planning Commission involvement in the development of the Capital Improvement Plan, but the Planning Commission has officially deferred responsibility of preparing the Capital Improvement Plan to the City Commission. A detailed list of specific capital improvements is included in the City of Plymouth Annual Budget.

Form Based Codes

Conventional zoning focuses first on regulating use, specifically on what is allowed and not allowed. The City of Plymouth has a use based, or Euclidean, Zoning Ordinance. While use based zoning has protected neighborhoods from incompatible uses, it has not delivered the walkable design and mixture of uses that exist in the City's best places, such as Downtown and the Old Village.

A form based code regulates not only use, but the type of building as well. In existence for over a decade, form based zoning treats parcels differently based on size and street type within the same zoning district. Areas that are appropriate for a form based zoning district are the Downtown, the Old Village and Mixed Use Future Land Use categories.

In 2023, the Planning Commission guided the development of a "test" form-based zoning district for the Old Village area. The Form Based Code Map on this page lays out a regulating scenario where an Old Village Form Based Code would require downtown type buildings with zero setbacks on Liberty and Starkweather, limit the uses and building types on streets like Mill and Plymouth based on size and location, and allow a wide range of buildings and uses on Amelia.



In order to implement the "test" zoning district, the height, setback, and bulk regulations for each type of building needs to be calibrated to match the best design in the Old Village for those buildings and/or the design the City would like to see in the future. To develop other form based zoning districts, a building type survey should be conducted. The suggested building forms are shown to the right. Finally, as with any major zoning change, the businesses and residents should be educated as to what a form based code is, informed of proposed changes, and consulted as to whether those changes are appropriate.

Funding Mechanisms

There are a variety of funding mechanisms that exist to accomplish expensive, larger scale projects outlined in this Plan. However, the City Commission and City Administration will have to determine the funding mechanism that best accomplishes the stated objective. The city currently uses a variety of funding mechanisms. These include Tax Increment Financing in the

Downtown Development Authority area and Brownfield Redevelopment Act Financing. Other financing options are available but should be deemed appropriate based on the project. Funding mechanisms that may be considered are Transportation Alternatives Program (TAP), Special Assessment, and Corridor Improvement Authority. Still other funding options are state and federal grant programs like those offered by the Michigan Economic Development Corporation, Department of Housing and Urban Development, and Michigan State Housing Development Authority.

Implementation Matrix

Implementation is the primary way to carry out the desired goals and priorities set forth in the Master Plan. The following implementation matrix matches the various regulatory, capital improvement related, and partnerships/programmatic/promotional goals with the City Commission's Strategic Plan goals and assigns a timeline, responsibility, and a possible funding source. Continuing items should be regularly reviewed on an ongoing basis. Immediate priority items should be tackled within one year of the Master Plan's adoption. Short-term items should be accomplished within three to four years of the adoption of the Plan. Mid-range actions should be accomplished within 5 to 7 years of the Plan's adoption, while long term actions should be tackled within 10 years.

Implementation		
Tasks	Timeline	Responsible Party
Ordinance and Policy Updates		
Execute the 2023 Zoning Audit Work Plan.	Short	CDD, PC, CC
Readopt the Zoning Map.	Long	CDD, CC
Review and update the zoning ordinance to ensure regulations are consistent with the desired development outcomes in each zoning district.	Ongoing	CDD, PC, CC
Create a form based code for Old Village that includes design elements and uses that are consistent with the area plans for that district.	Mid	CDD, PC, CC
Ensure clear definitions and requirements are included in necessary sections of the ordinance.	Short	CDD, PC, CC
Adopt ordinance requirements that prioritize pedestrian activity within and around development.	Mid	CDD, PC, CC
Economic Development		
Focus on retention and growth of existing businesses.	Ongoing	ED, CDD
Take an active role in marketing the city.	Short	ED, CDD
Support and coordinate efforts with regional economic development strategy.	Long	ED, CDD, WC
Promote a welcoming environment for commercial business and industry.	Mid	ED, CDD, PC
Develop an economic development strategy that connects the Master Plan and capital improvements.	Short	ED, CDD
Infrastructure		
Continue to invest in public infrastructure, including streetscape design and public spaces as well as water and sewer systems.	Ongoing	DMS, DDA
Maintain the tree inventory which quantifies the number and monitors the health of trees in public spaces.	Ongoing	DMS
Ensure new trees planted contribute to a diverse tree canopy and will thrive in our climate.	Short	DMS
Create a comprehensive non-motorized plan incorporating public input and technical expertise	Long	CDD, DMS
Housing		
Allow accessory dwelling units in strategic locations.	Short	CDD, PC, CC
Eliminate or reduce minimum dwelling unit size requirement.	Mid	CDD, PC, CC
Increase residential densities in the appropriate areas.	Mid	CDD, PC, CC
Monitor appropriate home sizing and massing and amend ordinances if necessary.	Ongoing	CDD, PC, CC
Determine the existing and desirable multi-family building types and amend ordinances to allow them.	Short	CDD, PC, CC
Conduct a housing market study and amend the Zoning Ordinance based on findings.	Long	CDD, PC, CC
Redevelopment Ready Communities		
Become a certified Redevelopment Ready Community.	Short	CDD, PC, CC
Encourage the redevelopment of transitional districts or underdeveloped sites.	Mid	ED, CDD
Maintain an opportunities site map that provides development potential information for available sites.	Long	ED, CDD

Implementation		
Tasks	Timeline	Responsible Party
Transportation and Parking		
Continue to invest in pedestrian facilities through the development of a strategic nonmotorized plan. This should include an inventory of pedestrian facilities and a plan for maintenance, enhancement, and extension.	Long	DMS, CDD, CC
Study and improve pedestrian crossings at downtown intersections.	Short	DMS, DDA
Make public sidewalks more inviting by adding sidewalks where gaps exist, eliminating existing sidewalk obstructions, and increasing the width of landscape buffers and street trees in the right-of-way.	Long	DMS, CC
Provide a clear bicycle connection between Ann Arbor Road and Hines Drive through downtown.	Long	DMS, CC
Create a bicycle network that connects neighborhoods with schools, parks, and downtown.	Long	DMS, CC
Strategically place bike racks in downtown and Old Village and monitor their usage.	Mid	DMS, DDA
Build additional midblock crossings. Add RRFB to existing mid-block crossings along busy roads	Long	DMS
Allocate funding to incorporate complete street best practices into street repaving and replacement projects.	Long	DMS, Finance
Review and reduce the required number of parking spaces per dwelling unit or link the parking requirements to the number of bedrooms.	Mid	CDD, PC, CC
Adopt commercial parking standards that are based on building square footage, not land uses. Consider payment in lieu of parking in areas outside of Downtown.	Short	CDD, PC, CC
Adopt standards that encourage shared parking access and locates parking behind buildings.	Mid	CDD, PC, CC
Connected Community		
Continue to provide information to citizens and the business community using the City's website and listserv.	Ongoing	ED, CDD, CM
Ensure consistency in branding and messaging in the City's online presence, in printed material, city decorations or signs, and any City correspondence	Short	CDD, CM
Create a unifying streetscape that connects South Main to downtown and extends along North Main.	Long	ED, CDD, DMS, CC
Support and coordinate efforts with other city plans.	Ongoing	CDD, Recreation
Training		
Provide city staff and elected and appointed officials opportunities to participate in various trainings.	Short	CDD, DDA

Plan Updates

The Plan should not become a static document. The Planning Commission should evaluate and update portions of the Plan on a periodic basis. The Planning Commission should set goals to review various sections of this Plan on an annual basis. The Master Plan should also be coordinated with all the city's plans to provide proper, long-range planning for activities and improvements.