



City of Plymouth  
City Commission Regular Meeting Minutes  
Monday, February 17, 2020 - 7:00 p.m.  
Plymouth City Hall Commission Chambers

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

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**1. CALL TO ORDER**

a. Mayor Wolcott called the meeting to order at 7:00 p.m., followed by the Pledge of Allegiance

b. Roll call

Present: Mayor Oliver Wolcott, Mayor Pro Tem Nick Moroz, Commissioners Suzi Deal, Ed Krol, Kelly O' Donnell, Marques Thomey and Tony Sebastian

Absent: None

Also present: City Manager Paul Sincock, Attorney Jeff Schroeder, Public Safety Director Al Cox and various City Department Heads

**2. CITIZENS COMMENTS**

Patrick Kehoe, 418 Blunk St., asked for clarification of a newspaper article he read regarding the Kellogg Park survey.

Mr. Patel, 827 Penniman, said he is the owner of Painting Escapes. He would like the City to consider an ordinance that would allow his customers to bring their own alcohol to events at the studio.

**3. APPROVAL OF THE AGENDA**

Mayor Pro Tem Moroz made a motion, seconded by Commissioner Krol, to approve the agenda for Monday, February 17, 2020.

MOTION PASSED 7-0

**4. ENACTMENT OF THE CONSENT AGENDA**

a. Approval of February 3, 2020 Regular meeting minutes

Mayor Pro Tem Moroz made a motion, seconded by Commissioner Sebastian, to approve the Consent Agenda for Monday February 17, 2020.

MOTION PASSED 7-0

**5. COMMISSION COMMENTS**

Commissioner Krol asked for clarification about the color of street signs in the City. City Manager Paul Sincock and Director of Municipal Services Chris Porman provided an explanation.

Mayor Wolcott responded to Mr. Kehoe's question.

Mayor Pro Tem Moroz noted that today marks the first time that the University of Michigan baseball team has been ranked #1 in the nation.

Commissioner Thomey also recognized the importance of women in government and Inclusiveness.

Mayor Wolcott responded to the citizen question about the compass and the Lumber Mart site.

**6. PRESENTATION-NONE**

**7. OLD BUSINESS - NONE**

**8. NEW BUSINESS**

a. Massey Field Lighting

RESOLUTION #2020-14

The following Resolution was offered by Mayor Pro Tem Moroz and seconded by Commissioner Krol.

WHEREAS The City of Plymouth maintains a variety of recreational facilities and the only outdoor turf facility that the City owns is Don Massey Field; and

WHEREAS The City and the County of Wayne have entered into an Intergovernmental Agreement related to the use of certain county park millage funds that are reimbursed back to the municipalities for use in recreational facilities; and

WHEREAS There is a need to make certain repairs to the lighting system at Don Massey Field and the City will be using funds designated from the Intergovernmental Agreement to make those repairs; and

WHEREAS The City accepted bids for new LED lighting fixtures for a portion of the lighting system at Don Massey Field and the low bid is from Light Experts of San Diego, California.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize the purchase of LED Stadium Light Fixtures in the amount of \$512.99 each for a purchase total of \$5,642.89. Funding for this purchase is authorized from the Recreation Capital Improvement Fund, with reimbursement from Wayne County to that Fund in accordance with the Intergovernmental Agreement between the City and the County.

MOTION PASSED 7-0

b. Public Art Placement in Kellogg Park

RESOLUTION #2020-15

The following Resolution was offered by Mayor Pro Tem Moroz and seconded by Commissioner Sebastian.

WHEREAS The Plymouth Community Arts Council (PCAC) and the Detroit Institute of Arts (DIA) have proposed to place public art in the east end of Kellogg Park; and

WHEREAS The PCAC and the DIA have complied with the City's Monument Policy and have made the final proposal to the City Commission.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize the placement of the proposed Public Art in Kellogg Park as indicated in the PCAC – DIA Proposal.

BE IT FURTHER RESOLVED THAT the artwork is to be placed in Kellogg Park for a period of not more than 10 years, unless authorized by the City Commission.

BE IT STILL FURTHER RESOLVED THAT the City of Plymouth shall not be responsible for vandalism or damage to the artwork. The City shall supply liability insurance for the artwork while it is in Kellogg Park.

Charles Garling, Director of Studio Programs at the Detroit Institute of Arts, addressed the Commission and thanked the City for being a good partner. Commissioner Deal asked whether the City would have to increase insurance coverage to accommodate the sculpture. Garling said cost to produce it was less than \$20,000. Commissioner O'Donnell asked about the amount of concrete the base would require. Lead artist Vito Valdez said they planned for the 6 square feet of concrete, but that they could decrease that amount if the City requested that they do so. Commissioner Thomey asked Valdez what his inspiration was for the piece. Valdez said the City itself was the inspiration. Lisa Howard, the executive director of the Plymouth Community Arts Council said each part of the sculpture represents a segment of the City. Commissioner Krol asked about the size of the sculpture. Valdez said it is 8 feet tall, which includes the climbing vine. He also wondered if there would be a plaque to describe the piece of art. Garling said there would be a plaque and that the City could determine what would be on it.

MOTION PASSED 7-0

## **9. REPORTS AND CORRESPONDENCE**

### **a. Liaison Reports**

Mayor Wolcott said he expects to have the details of the Kellogg Park Fountain project either on the March 2 meeting or at a special meeting prior to that, depending on timing.

Mayor Pro Tem Moroz said the Planning Commission met last week and discussed a possible PUD request for the Saxton's property. They approved a preliminary PUD for the Wilcox Mill property. He also said he was working with the sustainability team in Northville.

### **b. Planning Commission 2019 Annual Report**

The Commission reviewed the report below.

## **City of Plymouth Planning Commission 2019 Annual Report**

The City of Plymouth Planning Commission is made up of nine members. They regularly meet on the second Wednesday of the month at 7:00 pm in the Commission Chambers at City Hall located at 201 S. Main. A typical meeting consists of public comments, review of the previous meetings minutes, commissioner comments, public hearings, new and/or old business, and reports and correspondence from staff. Planning Commission members for the 2019 year included: Karen Sisolak (Chair), Jennifer Kehoe (Vice Chair), Joe Hawthorne, Shannon Adams, Scott Silvers, Chuck Myslinski, Adam Offerman, Tim Joy, and Hollie Saraswat.

The Planning Commission met fifteen times during 2019. Of those fifteen meetings, eleven were regular meetings, one was a special meeting, one was a study session, and two were training sessions. This meets the requirements of the Michigan Planning Enabling Act (MPEA) for the minimum number of meetings (4).

The main purpose of this report is to meet the requirements of the MPEA. However, this report increases information sharing between staff, boards, commissions, and the City Commission. This report anticipates upcoming issues and asks the Planning Commission to identify priorities

so that staff may appropriately allocate time and resources. Lastly, it is the opportunity to reflect on the hard work of the past year and thank our dedicated appointed and elected officials for their support of the City’s planning and zoning efforts.

The Planning Commission’s primary accomplishment for the year was the completion of the sign ordinance update. This ordinance updates the sign section to be compliant with the 2015 Supreme Court case Reed vs. Town of Gilbert, AZ.

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## Planning Commission 2019 Goals

1. Develop a Master Plan Overview Presentation and present to all City Boards and Commissions to gain alignment and commitment towards utilization during and prior to their respective decision making.
  - a. IN PROGRESS: Chair Sisolak and Comm. Saraswat presented the Master Plan to the DDA Board on September 9, 2019.
2. To create the new zoning districts that are necessary in order to bring the zoning map in line with the master plan and to update the permitted uses matrix.
  - a. IN PROGRESS: Comm. Kehoe, Comm. Offerman, and Comm. Joy met throughout the year to establish new districts and to identify permitted and special land uses for each new future land use designation.
3. Collaborate with the City Commission and other City boards to create a comprehensive non-motorized plan and implement tactical steps as opportunities are identified.
  - a. NOT STARTED
4. Research the use of form-based codes and overlay districts in the appropriate areas identifying appropriate incremental changes for a pilot implementation of form-based coding principles.
  - a. IN PROGRESS: Chair Sisolak and Comm. Silvers met throughout the year to establish a plan and educational material to present and adopt overlay districts.

## Master Plan Review

The Planning Commission and City Commission adopted the Master Plan update on August 15, 2018 and September 17, 2018, respectively.

Below are the Master Plan goals

CC Strategic Plan Goal Topics	Guiding Master Plan Goals for Land Use
Goal I: Quality of Life	<ul style="list-style-type: none"> <li>● Encourage appropriate home sizing &amp; massing</li> <li>● Create lifelong neighborhoods of diverse housing for various income levels</li> <li>● Maintain and enhance the tree canopy</li> <li>● Encourage historic preservation</li> </ul>
Goal II: Financial Stability	<ul style="list-style-type: none"> <li>● Plan for a variety of land uses that creates a dynamic environment supportive of residences, community institutions, and businesses</li> </ul>
Goal III: Economic Vitality	<ul style="list-style-type: none"> <li>● Promote a welcoming environment for commercial business &amp; industry</li> <li>● Encourage environmentally sensitive/context sensitive and sustainable development</li> </ul>
Goal IV: Service Infrastructure	<ul style="list-style-type: none"> <li>● Improve street mobility, connectivity &amp; safety</li> <li>● Plan for vehicular needs, including parking</li> </ul>

## Reflection:

In order to accomplish the various goals outlined in the document, the Planning Commission needs to identify their top priority (topic) out of the Implementation Matrix of the Master Plan and the Master Plan Goals for Land Use. Once this is identified, the Planning Commission, with the help of Community Development staff and approval of the City Commission, can take steps to implement those goals. The next page includes some of the actions identified in the Master Plan Implementation Matrix that could be selected as accomplishable tasks during 2020.

## Master Plan Implementation Matrix

Below is a portion of the Implementation Matrix from the Master Plan. Included are the items that have been designated as “Immediate” or “Short Term” priorities and the Planning Commission is one of the responsible parties.

Action	Priority Term	City Commission Goal Area				Responsibility	Funding
		I	II	III	IV		
<b>Regulatory and Policy Change</b>							
<i>Redevelopment Ready Communities</i>							
Ensure clear definitions and requirements are included in necessary sections of the ordinance	Short	X				PC, CDD	CDD
Review the Zoning Map annually, update if and as necessary	Cont.	X				PC	CDD
Review and clarify special land use approval processes	Short				X	PC, CDD	CDD
Ensure industrial districts allow for compatible new economy-type businesses	Short				X	PC	CDD
Allow for non-traditional housing types in appropriate areas	Short	X		X		PC	CDD
<i>Site Design</i>							
Adopt clear, concise, enforceable ordinance requirements for landscaping, signage, lighting, parking, and access management for Commercial/Business districts	Short	X		X		PC	CDD
Adopt standards that encourage shared parking access and locates parking behind buildings	Short				X	PC	CDD
Adopt ordinance requirements that accommodate pedestrian activity within and around development	Short				X	PC	CDD
Adopt flexible parking standards	Short				X	PC	CDD
<i>Residential</i>							
Monitor and encourage appropriate home sizing and massing	Immediate	X				PC, CDD	CDD
Research requirements that would promote housing options for lifetime neighborhoods (i.e. ancillary dwelling units)	Short	X		X		PC, CDD	CDD
<i>Environmental</i>							
Maintain and enhance the City's tree canopy	Immediate	X				PC, CDD, DMS	CDD, DMS
Adopt standards that require low-impact development, sustainability, and energy conservation practices.	Short	X				PC	CDD
<i>Transportation</i>							
Adopt Complete Streets policies	Short	X			X	PC, CC	CDD
<b>Partnerships, Programs, and Promotion</b>							
Become a Redevelopment Ready Community through MEDC	Short			X		CDD, PC, CC	CDD, CC
Identify priority redevelopment sites/transitional properties and determine desired future use and development	Cont.	X				PC, CDD	CDD
Develop a clear vision for development outcomes and criteria for priority sites	Short	X				PC, CDD	CDD

## **Zoning Ordinance Amendments**

The Planning Commission approved two zoning ordinance text amendments during the 2019 calendar year. The first was the sign ordinance and the second is the parks and open space district.

Community Development staff expects 2020 to include continued discussion and research into zoning ordinance amendments. The ordinances listed below include some of the sections the Planning Commission may wish to examine and discuss further.

Ordinances that have received three or more variance requests:

1. Fences in front yards (Section 78-208)

Ordinance language that Community Development staff has fielded questions on:

1. Creation of non-conforming parcels (Section 78-351)
2. Parking requirements across the City (Section 78-270 through 78-275)
3. Projections into yards (Section 78-217)
4. Permitted and special land uses within each zoning district (Various sections)
5. FAR for zoning districts that allow single family as a special land use (Various sections)
6. Temporary uses
7. Mobile and temporary sales

Ordinances that the ZBA has asked the Planning Commission to review and potentially eliminate:

1. Use variance requests (Section 78-411 (1))

The Planning Commission, through their 2020 Goal Setting session, may choose to address some, all, or other ordinances during the 2020 calendar year. There may be some ordinances that can be “batched” together in order to expedite the ordinance amendment process. Additionally, staff is suggesting setting a priority and only discussing ordinances in order to meet that priority.

## Development Reviews

Project Type	Location	Description	Meeting Outcome	Fwd. to	Date of A
PUD – Final PUD Review	639 S. Mill & 166 E. Ann Arbor Trail	60,000 SF in 2 new mixed-use buildings: 2,796 SF of retail/office and 57 apartments	Approved with conditions	Yes	Feb. 13
Site Plan Review &	305 Fleet (306 S. Main)		Set public hearing for special land use	N/A	Apr. 10
Site Plan Review &	305 Fleet (306 S. Main)		Approved with conditions	N/A	May 8
Site Plan Review &	471 W. Ann Arbor Trail		Postponed	N/A	May 8
ARC Sign Review	110 W. Ann Arbor Rd.		Postponed	N/A	July 10
ARC Sign Review	110 W. Ann Arbor Rd.		Approved with conditions	N/A	Aug. 14
Site Plan Review & Special Land	471 W. Ann Arbor Trail		Approved with conditions	N/A	Aug. 14
PUD	587 W. Ann Arbor Trail, 686 Maple, & 674	Partial demolition, 10 attached townhomes	Preliminary PUD approved with conditions and set public hearing	N/A	Aug. 14
PUD	587 W. Ann Arbor Trail, 686 Maple, & 674	Partial demolition, 10 attached townhomes	Public Hearing	N/A	Sept. 11
Site Plan Review	1250 S. Main	Change of use – salon	Approved with conditions	N/A	Nov. 13
PUD	Wilcox Mill		No action taken	N/A	Dec. 11



## Variance Requests

Variance Type	Location	Description	Meeting Outcome	Date of Action
Non-Use	990 Linden	Fence in front yard exceeding 30"	Approved with conditions	Jan. 3
Non-Use	813 Forest	Side yard setback	Approved with	Jan. 3
Non-Use	1331 Hartsough	Front yard setback and floor area ratio	Tabled	Feb. 7
Non-Use	1331 Hartsough	Front yard setback and floor area ratio	Front yard – approved with conditions: FAR -	Mar. 7
Non-Use	920 Fairground	Fence in front yard exceeding 30"	Approved with	May 2
Non-Use	1142 N. Holbrook	Front yard setback with lot split	Determined condition was legal, non-	May 2
Non-Use	271 S. Main	Ground sign in front yard setback	Approved with	May 2
Non-Use	546 Roe	Deck in rear yard setback	Approved with	June 6
Non-Use	500 S. Harvey	Fence in front yard exceeding 30"	Approved with	Jul. 11
Non-Use	1341 Palmer	Rear yard setback	Denied	Aug. 1
Non-Use	1341 Palmer	Rear yard setback	Approved with	Sept. 9
Non-Use	288 W. Ann Arbor	Side yard setback	Denied	Oct. 3
Non-Use	294 W. Ann Arbor	Side yard setback	Denied	Oct. 3
Non-Use	303 Maple	Rear yard setback and front yard	Approved with	Dec. 5
Non-Use	250 N. Main	Wall sign	Tabled	Dec. 5
Non-Use	546 Roe	Lot split creating 2 non-conforming	Approved with	Dec. 5

## Actions by City Commission

The following list includes all the planning and development related actions taken by the City Commission during 2019.

Description	Date of
Approval of \$1M loan and \$1M grant from MDEQ for 100 S. Mill (Pulte Homes project)	Feb. 18
Floor Area Ratio (FAR) Report presented	Mar. 4
Rezoning 100 S. Mill to PUD (first reading)	Mar.
Rezoning 639 S. Mill and 166 E. Ann Arbor Trail to PUD (first reading)	Mar.
Rezoning approved for 100 S. Mill to PUD (second reading)	Apr. 1
Rezoning approved for 639 S. Mill and 166 E. Ann Arbor Trail to PUD (second reading)	Apr. 1
Letter of Intent approved for City-owned Saxton's property	Apr. 1
PUD Agreement approved for 100 S. Mill	Apr.
PUD Agreement approved for 639 S. Mill and 166 E. Ann Arbor Trail	Apr.
Public Hearing and approval of 100 S. Mill (Pulte Homes) Brownfield Plan	May 6
Approval of \$1M grant from MDEQ for 100 S. Mill (Pulte Homes project) (revision to	May 6
Approval of Community Development Department fee schedule update	May
Approval of contract for Building Official and Inspection services	May
Approval of authorization to execute brownfield redevelopment/EGLE grant agreement	June
Approval of MOU for 100 S. Mill (Pulte Homes) brownfield reimbursement	June
Approval of payment in lieu of parking for 305 Fleet	July 1
Approved Saxton's agreement extension	Aug. 5
Approved long-term stormwater maintenance agreement with 110 W. Ann Arbor Rd	Aug.

## Zoning Map

100 S. Mill was rezoned from I-2, Heavy Industry to PUD, Planned Unit Development. 639 S. Mill and 166 E. Ann Arbor Trail was rezoned from B-3, General Business to PUD, Planned Unit Development.

## Trainings

On June 12 the Planning Commission received training from the City's Attorney, Bob Marzano that covered the following topics: ethics, liability and indemnity, press and media relations, Freedom of Information Act (FOIA) and Open Meetings Act (OMA), and boundaries.

On October 23 the Planning Commission received a training from Doug Lewan of Carlisle-Wortman Associates that covered the following topics: site plan review 101, special process requirements, zoning standards, conditional rezonings, and long-term record keeping.

Potential training(s) in 2020 include additional Carlisle-Wortman Associates session(s) and Michigan Municipal League (MML) and Michigan Association of Planning (MAP) conferences and sessions.

## Joint Meetings

There were no joint meetings during the 2019 calendar year.

**10. CLOSED SESSION**

a. Closed Session – Union Contract Strategy Session

RES. #2020-16

WHEREAS The City of Plymouth City Commission is allowed under the Michigan Open Meetings Act to go into closed session to discuss strategy for labor discussions.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize going into closed session for the sole purpose of discussing strategy for labor contract negotiations.

A motion was made by Commissioner Moroz and seconded by Commissioner Krol for approval of the above resolution. Mayor Wolcott asked for a roll call vote:

Roll Call Vote:	Commissioner Sebastian	Yes	Commissioner Krol	Yes
	Commissioner Deal	Yes	Mayor Pro Tem Moroz	Yes
	Commissioner O'Donnell	Yes	Commissioner Thomey	Yes
	Mayor Wolcott	Yes		

MOTION PASSED 7-0

The Commission moved into a closed session at 7:38 p.m.

**OPEN SESSION**

The Commission returned to the open session at 8:13 p.m.

**11. ADJOURNMENT**

Hearing no further discussion, Mayor Wolcott asked for a motion to adjourn. A motion to adjourn was made by Commissioner Thomey and seconded by Mayor Pro Tem Moroz for adjournment of the meeting at 8:14 p.m.

MOTION PASSED 7 – 0

\_\_\_\_\_  
OLIVER WOLCOTT  
MAYOR

\_\_\_\_\_  
MAUREEN A. BRODIE, CMC, CMMC  
CITY CLERK