



## PLYMOUTH CITY COMMISSION REGULAR MEETING AGENDA

201 S. Main St

Monday, January 18, 2016 - 7:00 p.m.



201 S. MAIN ST., PLYMOUTH, MI 48170

Ph (734) 453-1234 Fax (734) 455-1892

<http://www.ci.plymouth.mi.us>

1) **CALL TO ORDER**

- a) Pledge of Allegiance
- b) Roll Call

2) **CITIZENS COMMENTS**

3) **APPROVAL OF THE AGENDA**

4) **ENACTMENT OF THE CONSENT AGENDA**

- a) Approval of December 7, 2015 City Commission Regular Meeting (Amended) Minutes
- b) Approval of December 21, 2015 City Commission Regular Meeting Minutes
- c) Approval of January 4, 2016 City Commission Regular Meeting Minutes
- d) Approval of December, 2015 Bills
- e) Special Event: City Youth Soccer & T-Ball Program 2016 3/14/16-10/31/16
- f) Special Event: Relay for Life 6/11/16
- g) Special Event: YMCA Father's Day Run 6/19/16
- h) Special Event: Alpha Contessa Strongwoman 10/15/16

5) **COMMISSION COMMENTS**

6) **OLD BUSINESS**

- a) City Goals for 2016

7) **NEW BUSINESS**

- a) Traffic Control Order
- b) Community Development Department Permit Fee Schedule
- c) Resolution Regarding Public Act 269/SB 571

8) **REPORTS AND CORRESPONDENCE**

9) **ADJOURNMENT**

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

*Persons with disabilities needing assistance with this should contact the City Clerk's office at 734-453-1234 Mon-Fri from 8:00am -4:30pm, at least 24 hours prior to the meeting. An attempt will be made to make reasonable accommodations.*

*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.*

**CITY OF PLYMOUTH**

**CITY COMMISSION MEETING MINUTES**

**MONDAY, DECEMBER 7, 2015, 7:00 p.m.**

CITY HALL  
201 S. Main Street  
Plymouth, MI 48170

**CALL TO ORDER:**

**PRESENT:** Mayor Daniel Dwyer, Mayor Pro-Tem Oliver Wolcott; Commissioners Mike Wright, Colleen Pobur, Daniel Dalton, Suzanne Deal, Joseph Valenti

**CITIZEN COMMENTS:**

Ed Krol, 1108 Beech, thanked the City for placing the speed limit sign on Sheldon Road coming off of the freeway into the City of Plymouth. He requested this be done at the last Commission Meeting and appreciates how quick the response was to take care of matter.

Bill Lincoln, 606 Beech, spoke about the project at Saxton's property and the neighbors on a whole are very upset. He wanted the City to know he is against what is being proposed for a parking lot on the Maple Street side.

**APPROVAL OF THE AGENDA:**

3. A motion was made by Commissioner Colleen Pobur and seconded by Mayor Pro-Tem Oliver Wolcott for approval of the Agenda for Monday, December 7, 2015.

MOTION PASSED

**ENACTMENT OF THE CONSENT AGENDA:**

- 4a. Approval of November 16, 2015 Regular City Commission Meeting Minutes
- 4b. Special Event: PARC's Student Architecture Club Gingerbread House Competition 12/20/2015.
- 4c. Special Event: Ghosts of Plymouth Walk, 4/23/2016

A motion was made by Commissioner Daniel Dalton and seconded by Commissioner Colleen Pobur for approval of the Consent Agenda for Monday, December 7, 2015.

MOTION PASSED

**AUDIT PRESENTATION:**

The City's Independent Auditor Rana Emmons, from PSLZ, was present to provide a quick overview of the completed audit . She explained that a copy of the audit was provided to each City Commissioner for their review and she would answer any questions they might have. She stated the City Staff has worked well with the auditing team. The report is filed with various agencies during late December to show the fiscal health of the City and a complete copy of the Audit will be posted on the City's Web site.

**COMMISSION COMMENTS:** None

**OLD BUSINESS:** None

**NEW BUSINESS:**

8a. Riverside Cemetery – Private Mausoleum -

RES. #2015-73

WHEREAS, Mr. Donat R. Leclair Jr., has tendered to the Riverside Cemetery Trust Fund \$5,000.00 (Five Thousand Dollars) to provide for more than the usual perpetual care for Lot 634 and the proposed private mausoleum to be constructed thereon, Block D, Riverside Cemetery, Plymouth, MI; and

WHEREAS, such care to be provided shall consist of the cleaning of the mausoleum and repair any damage, any of which things may become necessary from time to time.

NOW THEREFORE BE IT RESOLVED, that the City Commission accept \$5,000.00 (Five Thousand Dollars) from Mr. Donat R. Leclair Jr., to be used to establish a Trust Fund to be known as the Leclair Cemetery Trust Fund.

BE IT FURTHER RESOLVED, that the income from such fund shall be used for the operation and maintenance of Riverside Cemetery until such time as the mausoleum

needs cleaning, or there is need to repair damage caused by vandals, in which case the expense thereof shall be charged to the Cemetery Fund, to the extent that the income has been provided by this trust principal and then after such funds are exhausted the trust principal of the Leclair Cemetery Trust Fund may be used, if necessary.

A motion was made by Mayor Pro-Tem Oliver Wolcott and seconded by Commissioner Colleen Pobur for approval of the resolution.

MOTION PASSED

### **REPORTS AND CORRESPONDENCE:**

Commissioner Mike Wright made a motion and proposed the following appointments to various Boards and Commissions and was seconded by Mayor Pro-Tem Oliver Wolcott:

#### **Board of Review - 3 members/3 yr. terms**

1 position expiring term – Steven Repasky, 1465 Sheridan (served since 1/19/2015)  
Recommended for reappointment for 3 year term 1/2016 to December 2018

#### **Cemetery Board of Trustees - 6 members / 3 year terms**

2 expiring terms, one vacancy

Recommended new appointment Ed Krol for 3 year term 1/2016 to December 2018

Barbara Solterman served since 2012 – Recommended for reappointment for 3 year term January 2016 to December 2018

Vacancy created by current member retiring – No candidate identified yet.

Recommendation ready for the December 21<sup>st</sup> meeting.

#### **Downtown Development Authority - 12 members (resident and business seats – 4yr**

2 expiring terms & one vacancy

#1 expiring term, Frank Yaquinto (business seat) Recommended for reappointment for 4 year term January 2016 to December 2019

#2 one vacancy (resident seat) – created by Joe Valente's appointment to the City City Commission DDA term expires December 2018

Recommended replacement Jason Smith for the remaining 3 years of vacated term

January 2016 to December 2018. He resides at 790 Beech Ct, works for Wade Trim as a community planner for the last ten years, Eastern Michigan Grad, Bachelor's

Degree with concentration in Urban and Regional Planning. He has been a resident since 2014.

Recommendation for the second expiring member read for the December 21<sup>st</sup> meeting.

Historic District Commission - 7 members/3 year terms

Two expiring terms:

#1 Joe Philips, served since 1996, recommended for reappointment 3 year term 1/2016 – 12/2018

#2 Stella Greene, served since 2010, recommended for reappointment 3 year term 1/2016 – 12/2018

Planning Commission - 9 members/3 year terms

Three expiring terms / one vacancy

#1 expiring – Jennifer Frey, served since 2004, recommended for reappointment 3 year term 1/2016 – 12/2018

#2 expiring – Scott Silvers, served since 5/2015, recommended reappointment 3 year term 1/2016 – 12/2018

Recommendations for the remaining expiring term and the vacancy will be ready for the December 21 meeting.

Zoning Board of Appeals - 5 members/2 alternates/3 year terms

Three expiring member terms, two vacant alternate terms

#1 expiring member – Mike Devine, served since 2005, recommend reappointment 3 year term 1/2016 – 12/2018

#2 expiring member – Daniel Mooney, served since 2011, recommend reappointment 3 year term 1/2016 – 12/2018

#3 expiring member – Kevin O'Keefe, served since 1997, retiring, suggested replacement Kara Giummo for 3 year term 1/2016 – 12/2018. Has served as alternate since 2014, has excellent record of attendance and participation.

#1 Alternate vacancy created by elevation of Kara Giummo whose alternate term ends 12/16. Suggested replacement for Ed Krol for 1 year term 1/2016 – 12/2016

#2 Alternate expiring term. Suggested new appointee – Scott Silvers for 3 year term 1/2016 – 1/2018. Silvers will also serve joint duty on Planning Commission as required by City Charter.

MOTION PASSED

**ADJOURNMENT:**

10. Hearing no further business, a motion was made by Commissioner Colleen Pobur and seconded by Commissioner Daniel Dalton for adjournment of the meeting at 7:43 p.m.

MOTION PASSED

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DANIEL DWYER  
MAYOR

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LINDA LANGMESSER  
CITY CLERK

CITY OF PLYMOUTH

CITY COMMISSION MEETING MINUTES

MONDAY, DECEMBER 21, 2015, 7:00 p.m.

CITY HALL  
201 S. Main Street  
Plymouth, MI 48170

CALL TO ORDER:

PRESENT: Mayor Daniel Dwyer, Mayor Pro-Tem Oliver Wolcott, Commissioners Mike Wright, Colleen Pobur, Daniel Dalton, Suzanne Deal, Joseph Valenti

ABSENT: None

CITIZEN COMMENTS:

Ed Krol, 1108 Beech, Plymouth, wished everyone a Merry Christmas and Happy Holidays. He inquired as to what happened to the Valet Parking that was provided in the downtown area? He stated he used the service and knows there were others that enjoyed having it available.

Mayor Daniel Dwyer stated that the Downtown Development Authority has partnered with a company for Valet Services for several years and the cost of operation closed it down for them. It was a decision of the DDA Board.

Jason Findlan, 548 Harding, Plymouth, stated he opposes any parking of any kind on the Saxton Property. He is on the neighborhood committee for that area and feels very strongly that the City should not have a parking lot to bring down property values. He also submitted an article to the City Commission explaining "Building community, creating places, using common sense".

APPROVAL OF THE AGENDA:

3. A motion was made by Commissioner Colleen Pobur and seconded by Commissioner Daniel Dalton for approval of the Agenda for Monday, December 21, 2015.

MOTION PASSED

**ENACTMENT OF THE CONSENT AGENDA:**

- 4a. Approval of December 7, 2015 City Commission Regular Meeting Minutes
- 4b. Approval of November, 2015 Bills

Commissioner Mike Wright requested that the December 7, 2015 Meeting Minutes be taken off because of appointments that were left omitted. He asked that they be amended and submitted next meeting for approval.

A motion was made by Commissioner Daniel Dalton and seconded by Commissioner Colleen Pobur for approval of the Consent Agenda for Monday, December 21, 2015.

MOTION PASSED

**COMMISSIONER COMMENTS:**

Mayor Daniel Dwyer spoke about the recent passing for Fran Loiselle at her home after a long illness. He stated that there would be a service after the holidays and will get the word out to everyone.

Commissioner Mike Wright spoke about the meeting minutes and the second page of the appointments for the December 7<sup>th</sup> minutes were omitted. He will give them to the Clerk so the total appointments will appear on the amended minutes for next meeting for approval.

**OLD BUSINESS:** None

**NEW BUSINESS:**

7a. State Highway Permit –

RES. #2015-74

RESOLVED WHEREAS, The City of Plymouth hereinafter referred to as the 'GOVERNMENTAL AGENCY,' periodically applies to the Michigan Department of Transportation, hereinafter referred to as the 'DEPARTMENT,' for permits, referred to as 'PERMIT,' to construct, operate, use and/or maintain utility or other facilities, or to conduct other activities, or to conduct other activities, on, over, and under State Highway right of way at various locations within and adjacent to its corporate limits;

NOW THEREFORE in consideration of the DEPARTMENT granting such PERMIT, the GOVERNMENTAL AGENCY agrees that:

1. Each party to this Agreement shall remain responsible for any claims arising out of their own acts and/or omissions during the performance of this Agreement, as provided by law. This Agreement is not intended to increase either party's liability for, or immunity from, tort claims, nor shall it be interpreted, as giving either party hereto a right of indemnification, either by Agreement or at law, for claims arising out of the performance of this Agreement.
2. Any work performed for the GOVERNMENTAL AGENCY by a contractor or subcontractor will be solely as a contractor for the GOVERNMENTAL AGENCY and not as a contractor or agent of the DEPARTMENT, The DEPARTMENT shall not be subject to any obligations or liabilities by vendors and contractors of the GOVERNMENTAL AGENCY, or their subcontractors or any other person not a party to the PERMIT without its specific prior written consent and notwithstanding the issuance of the PERMIT. Any claims by any contractor or subcontractor will be the sole responsibility of the GOVERNMENTAL AGENCY.
3. The GOVERNMENTAL AGENCY shall take no unlawful action or conduct, which arises either directly or indirectly out of its obligations, responsibilities, and duties under the PERMIT which results in claims being asserted against or judgment being imposed against the State of Michigan, the Michigan Transportation Commission, the DEPARTMENT, and all officers, agents and employees thereof and those contracting governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract. In the event that the same occurs, for the purposes of the PERMIT, it will be considered as a breach of the PERMIT thereby giving the State of Michigan, the DEPARTMENT, and/or the Michigan Transportation Commission a right to seek and obtain any necessary relief or remedy, including, but not by way of limitation, a judgment for money damages.
4. The GOVERNMENTAL AGENCY it will, by its own volition and/or request by the DEPARTMENT, promptly restore and/or correct physical or operating damages to any State Highway Right of Way resulting from the installation construction, operation and/or maintenance of the GOVERNMENTAL AGENCY'S facilities according to a PERMIT issued by the DEPARTMENT.
5. With respect to any activities authorized by PERMIT, when the GOVERNMENTAL AGENCY requires insurance on its own or its contractor's behalf it shall also require that such policy include as named insured the State of Michigan, The Transportation Commission, the DEPARTMENT, and all officers, agents, and employees thereof and those governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract.

6. The incorporation by the DEPARTMENT of this resolution as part of a PERMIT does not prevent the DEPARTMENT from requiring additional performance security or insurance before issuance of a PERMIT.
7. This resolution shall continue in force from this date until cancelled by the GOVERNMENTAL AGENCY or the DEPARTMENT with no less than thirty (30) days prior written notice to the other party. It will not be cancelled or otherwise terminated by the GOVERNMENTAL AGENCY with regard to any PERMIT which has already been issued or activity which has already been undertaken.

CHRIS PORMAN	and/or	Director of Municipal Services
STEVE FAIMAN	and/or	Asst. Director of Municipal Services
MIKE BRINDLEY	and/or	Foreman
AL COX	and/or	Director of Public Safety
PAUL SINCOCK	and/or	City Manager

I HEREBY CERTIFY that the foregoing is a true copy of a resolution adopted by the Plymouth City Commission of the City of Plymouth of Wayne County, at a regular meeting held on the 21<sup>st</sup> day of December, 2015, A.D..

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A motion was made by Commissioner Colleen Pobur and seconded by Commissioner Oliver Wolcott for approval of the resolution.

MOTION PASSED

**REPORTS AND CORRESPONDENCE:**

8a. Appointments – Mike Wright

Cemetery Board of Trustees - 6 members / 3 year terms

One Vacancy created by current member retiring – Recommended appointment of Scott Farmer to fill remaining term from 1/2016 through 12/2017

Downtown Development Authority - 12 members (resident and business seats)/ 4 year terms :

One expiring terms - Bob Parent (business seat) - Recommended for reappointment for 4 year term 1/2016 – 12/2021

Economic Development Corp / BRA - 9 members / 6 year terms

One expiring term – Paul Offer has served since 2010 - Recommended for reappointment for term 1/2016 – 12/2021

Planning Commission - 9 members / 3 year terms

Two terms to fill

Recommended for seat vacated by Suzi Deal - filling out remainder of term through 12/2016. Chuck Myslinski, 148 Amelia, 6 year resident, 20 year career as a Contract Manager for the Wayne County Contract Administration Department, currently works as a consultant for an Architectural firm in Farmington Hills.

The committee is still working on the other remaining term.

8b. Traffic Control Order -

No action of the City Commission required at this time.

A motion was made by Commissioner Mike Wright and seconded by Commissioner Joe Valenti for approval of the appointments as stated.

MOTION PASSED

**ADJOURNMENT:**

8. Hearing no further business, a motion was made by Commissioner Colleen Pobur and seconded by Commissioner Daniel Dalton for adjournment of the meeting at 7:12p.m.

MOTION PASSED

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DANIEL DWYER  
MAYOR

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LINDA LANGMESSER  
CITY CLERK

CITY OF PLYMOUTH

CITY COMMISSION MEETING MINUTES

MONDAY, JANUARY 4, 2016, 7:00 p.m.

CITY HALL  
201 S. Main Street  
Plymouth, MI 48170

CALL TO ORDER:

PRESENT: Mayor Daniel Dwyer, Mayor Pro-Tem Oliver Wolcott, Commissioners Colleen Pobur,

Daniel Dalton, Suzanne Deal, Joseph Valenti

ABSENT: Commissioner Joseph Valenti

CITIZEN COMMENTS:

Mark Oppat, 353 Blanch, introduced himself to the new City Commissioners and informed them he is very involved with the Old Village Development Authority and if they have any questions to please contact him. He spoke about the lighting in the Old Village area and feels they are still pretty bright and asked to have them looked at again and would prefer if they looked more historical for that area. He has looked at the Commissioners goals for 2016 and the one regarding public art, he is very much in favor of and feels that Old Village would be a perfect place for an art project. He was disappointed that the Quiet Zones were not a goal so there could be more dialogue and figure out a way to do this project for the community. He feels that one project the Commission might consider would be developing a nice access point at Plymouth Road and Heinz Park area. He is sure the apartment residents in that area would really appreciate something being done.

A resident spoke about the Saxton property project and questioned who represents the neighborhood association and how can residents get involved with development of that property.

Mayor Daniel Dwyer informed the resident that if he would attend the Downtown Development meetings he would be able to be informed and express his views. This is a DDA project at this point.

Mark Malcolm, 1364 Maple, provided some input for consideration concerning the PARC. He wanted everyone to be aware that the School District is not involved whatsoever and this

property will not go for green space. He suggested that the City of Plymouth should be looking at a viable piece of property for development on Ann Arbor Trail and Penniman, the Wilcox Property. He feels it would benefit the community to have the City develop the property and not just sit there.

**APPROVAL OF THE AGENDA:**

3. A motion was made by Commissioner Colleen Pobur and seconded by Mayor Pro-Tem Oliver Wolcott for approval of the agenda for Monday, January 4, 2015.

MOTION PASSED

**2016 GOAL SETTING:**

Mayor Daniel Dwyer spoke about the Goal Setting process for 2016 and that all of the Commissioners were given the opportunity to provide a goal and if they wish to add additional ones at this time, they can do so. Commissioner Mike Wright is excused absent and will be voting his choices at the next regular meeting. There will be no final vote until Commissioner Wright has voted his top five. He stated that every Commissioner was provided five stickers to place on the goal of their choice for 2016.

Jim Frisbie, 801 Harding, asked the Commissioners to consider stepping back with the Saxton's project and see if there is a real need for parking. Maybe there might be another alternative or way to deal with the issue.

The results were as follows:

**Votes    2016 GOALS**

- 6      Resolve Last Issues Regarding Dissolution of Plymouth Community Fire Department Agreement (Primarily Pension Issues)  
*Mayor Dwyer, Mayor Pro-Tem Wolcott, Commissioner Dalton, Commission Pobur, Commissioner Deal, Commissioner Valenti*
  
- 5      Developing a succession plan for the city's key employees, especially considering the long tenures of many of our senior staff.  
*Mayor Pro-Tem Wolcott, Commissioner Dalton, Commissioner Pobur, Commissioner Deal, Commissioner Valenti*

- 5 Work Collaboratively with Plymouth Arts & Recreation Complex (PARC) organization, the Plymouth Canton School Board, and the greater Plymouth Community to continue the repurposing of Central Middle School into a high quality Arts & Recreation Complex.  
*Mayor Dwyer, Mayor Pro-Tem Wolcott, Commissioner Dalton, Commissioner Pobur, Commissioner Valenti*
- 3 Develop funding plan for future capital improvements  
*Mayor Pro-Tem Wolcott, Commissioner Dalton, Commissioner Pobur*
- 3 A thorough examination and updating of our code of ordinances. The aim would be to eliminate antiquated or unnecessary language and to bring the ordinances in line with our overall vision.  
*Mayor Dwyer, Commissioner Pobur, Commissioner Deal*
- 3 Work collaboratively with the DDA, community leaders, and other organizations to plan for Plymouth's 150<sup>th</sup> Birthday in 2017. This includes obtaining funding for new Kellogg Park Fountain and Kellogg Park upgrades.  
*Mayor Dwyer, Mayor Pro-Tem Wolcott, Commissioner Valenti*
- 3 Public Art – create a Public Arts Commission in collaboration with the Planning Commission, the PARC, the DDA and the Chamber of Commerce with the purpose of including public art in public projects and codify the plan in the Master Plan.  
*Mayor Dwyer, Commissioner Dalton, Commissioner Deal*
- 1 Continue to work collaboratively with the DDA, Planning Commission and Historic District Commission to develop the Saxton's property for parking in the short and medium-term, with an eye toward developing the site in the long-term.  
*Commissioner Valenti*
- 1 Work collaboratively with DDA, and Old Village on opportunities to engage and integrate the neighborhoods and businesses of Old Village into our many festivals and activities downtown throughout the year.  
*Commissioner Deal*

Mayor Dwyer reminded the Commissioners that Commissioner Wright would be voting his five choices at the next regular Commissioner meeting and the ranking of the 2016 Goals would be changing. No final vote of these goals will be taken until Commissioner Wright has had the chance to cast his vote for his choices.

**REPORTS AND CORRESPONDENCE:** None

**ADJOURNMENT:**

6. Hearing no further business, a motion was made by Mayor Pro-Tem Oliver Wolcott and seconded by Commissioner Suzie Deal for adjournment of the meeting at 8:04 p.m.

MOTION PASSED

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DANIEL DWYER  
MAYOR

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LINDA LANGMESSER  
CITY CLERK



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):

*M-F, 5:30 - dusk*

Next year's specific dates:

*3/13 - 6/19, 6/12 - 8/10, 8/21 - 10/27*

\*\*\*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)

*thru Rec. Dept. if needed.*

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

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

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

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

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

YES  NO

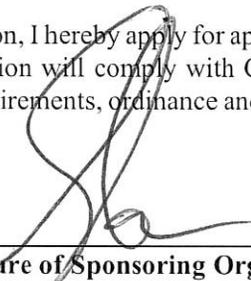
If Yes, list the lots or locations where/why this is requested:

10. **CERTIFICATION AND SIGNATURE:** I understand and agree on behalf of the sponsoring organization that

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

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

1-4-16  
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 \_\_\_\_\_ (*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 \_\_\_\_\_ (*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 \_\_\_\_\_

City Program



**EVENT REVIEW**

EVENT NAME: City Soccer + T-Ball

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

<b>MUNICIPAL SERVICES:</b> Approved <input checked="" type="checkbox"/> Denied <input type="checkbox"/> (list reason for denial) Initial <u>CP</u>			
<u>NO SERVICES NEEDED</u>			
\$250 Bathroom Cleaning Fee Per Day of Event? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>			
Regular Time Costs: \$	Overtime Costs: \$	Equipment & Materials Costs: \$	
<b>POLICE:</b> Approved <input checked="" type="checkbox"/> Denied <input type="checkbox"/> (list reason for denial) Initial <u>JRC</u>			
<u>NO SERVICES NEEDED</u>			
Regular Time Costs: \$	Overtime Costs: \$ <u>0</u>	Equipment & Materials Costs: \$	
<b>FIRE:</b> Approved <input checked="" type="checkbox"/> Denied <input type="checkbox"/> (list reason for denial) Initial <u>JQ</u>			
<u>NO SERVICES NEEDED</u>			
Regular Time Costs: \$	Overtime Costs: \$	Equipment & Materials Costs: \$	
<b>HVA:</b> Approved <input type="checkbox"/> Denied <input type="checkbox"/> (list reason for denial) Initial			
<b>DDA:</b> Approved <input checked="" type="checkbox"/> Denied <input type="checkbox"/> (list reason for denial) Initial <u>TB</u>			
Regular Time Costs: \$ <u>0</u>	Overtime Costs: \$	Equipment & Materials Costs: \$	
<b>RISK MANAGEMENT:</b> Approved <input checked="" type="checkbox"/> Denied <input type="checkbox"/> (list reason for denial) Initial <u>MB</u>			
Class I – Low Hazard	<input checked="" type="checkbox"/>		
Class II – Moderate Hazard	<input type="checkbox"/>		
Class III – High Hazard	<input type="checkbox"/>		
Class IV – Severe Hazard	<input type="checkbox"/>		
<b>APPROVED:</b>	<b>NOT APPROVED:</b>	<b>DATE:</b>	

# City of Plymouth SPECIAL EVENT APPLICATION

>> FEES WILL BE CHARGED FOR ALL SPECIAL EVENTS <<

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.

Sponsoring Organization's Legal Name American Cancer Society, INC

Ph# 248.663.3417 Fax# 248.663.3409 Email Megan.Schaper@Cancer.org Website Relayforlife.org / PlymouthMI

Address 20450 Civic Center Dr City Southfield State MI Zip 48076

Sponsoring Organization's Agent's Name \_\_\_\_\_ Title \_\_\_\_\_

Ph# \_\_\_\_\_ Fax# \_\_\_\_\_ Email \_\_\_\_\_ Cell# \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Event Name Relay For Life of Plymouth

Event Purpose \_\_\_\_\_

Event Date(s) Saturday, June 11, 2016

Event Times 11:00 AM - 10:00 PM / Setup & Clean Up 8:00 AM - 11:30 PM

Event Location Kellogg Park

What Kind Of Activities? Walking around paved sidewalk, ceremonies, live entertainment

What is the Highest Number of People You Expect in Attendance at Any One Time? 300-500

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.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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:

1st Saturday in June  
June 3, 2017

\*\*\*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?** electricity YES  NO

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

Yes, the society would like to rent the park, bandshell, sound system, and public restrooms. We understand we require police, trash and EMT.

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:

May we please reserve the lot by the park (New lot)

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.

9/17/2015  
Date

Megan Schaper  
Signature of Sponsoring Organization's Agent

Megan Schaper, Community Manager, RPL

**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 American Cancer Society, Inc (*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 Relay For Life of Plymouth (*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 9/17/2015

Witness \_\_\_\_\_

Date \_\_\_\_\_

# Relay For Life of Plymouth Site Map



## 2015 Relay For Life of Plymouth Sample Signage

### Track signs on H stakes:

- ACS Fact Signs or Sponsor Recognition Signs
- Average size is 2' x 3'
- Each event averages 25-40 signs depending on final number of event sponsors



### Banners:

- Event Awareness, Mission Information and limited sponsor recognition
- Average sizes are 3 x 10 or 4 x 6
- Average 7-12 depending on final number of event sponsors
- Can be hung on our rental tents, strung on tries or lawn stakes used. Will work with city to comply with park policies

**EVENT REVIEW**

**EVENT NAME:** \_\_\_\_\_

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

**MUNICIPAL SERVICES:** Approved  Denied  (list reason for denial) Initial *CP*

*1-2 FTE DURING EVENT*

\$250 Bathroom Cleaning Fee Per Day of Event? YES  NO  *PA, PORT A JOHNS*  
Regular Time Costs: \$ Overtime Costs: \$ *1,000* Equipment & Materials Costs: \$ *600*

**POLICE:** Approved  Denied  (list reason for denial) Initial *qec*

*1-officer for 12 hours*

Regular Time Costs: \$ Overtime Costs: \$ *912* Equipment & Materials Costs: \$

**FIRE:** Approved  Denied  (list reason for denial) Initial *JH*

*No Service Required*

Regular Time Costs: \$ Overtime Costs: \$ Equipment & Materials Costs: \$

**HVA:** Approved  Denied  (list reason for denial) Initial

**DDA:** Approved  Denied  (list reason for denial) Initial *TB*

*\* No Public Parking Can Be Used By The Event*

Regular Time Costs: \$ *0* Overtime Costs: \$ Equipment & Materials Costs: \$

**RISK MANAGEMENT:** Approved  Denied  (list reason for denial) Initial *MB*

- Class I – Low Hazard
- Class II – Moderate Hazard  *Need Cert of Ins.*
- Class III – High Hazard
- Class IV – Severe Hazard

**APPROVED:** \_\_\_\_\_ **NOT APPROVED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

City of Plymouth  
SPECIAL EVENT APPLICATION

>> FEES WILL BE CHARGED FOR ALL SPECIAL EVENTS <<

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.

Sponsoring Organization's Legal Name Plymouth YMCA

Ph# (734) 453-2904 Fax# (734) 453-4191 Email bashby@ymcadetroit.org Website ymcadetroit.org/plymouth

Address 248 S. Union City Plymouth State MI Zip 48170

Sponsoring Organization's Agent's Name \_\_\_\_\_ Title \_\_\_\_\_

Ph# \_\_\_\_\_ Fax# \_\_\_\_\_ Email \_\_\_\_\_ Cell# \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Event Name Plymouth Family YMCA Father's Day Run

Event Purpose Promote Health and Fitness, Support Annual Campaign

Event Date(s) Sunday June 19, 2016

Event Times 6am-11am

Event Location The Gathering, Kellogg Park, Downtown Streets

What Kind Of Activities? Run/Walk

What is the Highest Number of People You Expect in Attendance at Any One Time? 4000

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.)

10K Run

5K Run

5K Walk

1 Mile Run

1 Mile Walk

Triple - 10K, 5K, & 1 Mile Run

Kids 1/4 mile Fun Run

Awards

Photos/Videos

Exhibits

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): Father's Day  
Next year's specific dates: June 18, 2017

\*\*\*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  *free post-race foods*  
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)

See attached

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. *Banner-Morning of event*  
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. *Morning of 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:  
Plymouth Library - Penn theatre - Public lots  
No parking posted - Union street, Ann Arbor Trail

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.

12/16/2015  
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 Plymouth YMCA (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 Father's Day Run (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 12/16/2015

Witness \_\_\_\_\_

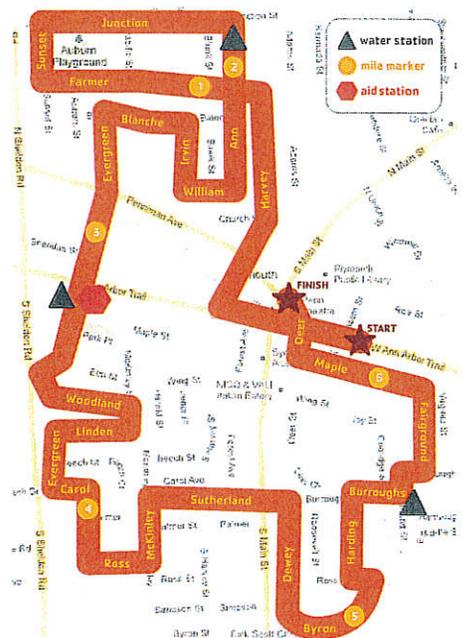
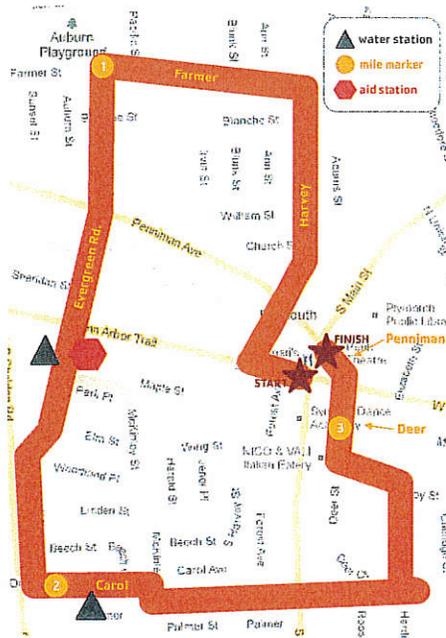
Date \_\_\_\_\_



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# COURSE MAPS

35<sup>th</sup> Annual Father's Day Run  
Sunday, June 15, 2014  
PLYMOUTH FAMILY YMCA



## 1M COURSE

## 5K COURSE

## 10K COURSE

8:00 am Start :  
Ann Arbor Trail/Union Street

8:15 am Start :  
Ann Arbor Trail/Main

8:45 am Start :  
Ann Arbor Trail/Hamilton



MI 00014 SH

MI 11016 SH

MI 11017 SH

PLYMOUTH FAMILY YMCA  
248 Union Street, Plymouth, MI 48170  
P 734 453 2904 F 734 453 4191 ymcadetroit.org/plymouth



presented by  
**ST. MARY MERCY  
LIVONIA**  
SAINT JOSEPH MERCY HEALTH SYSTEM

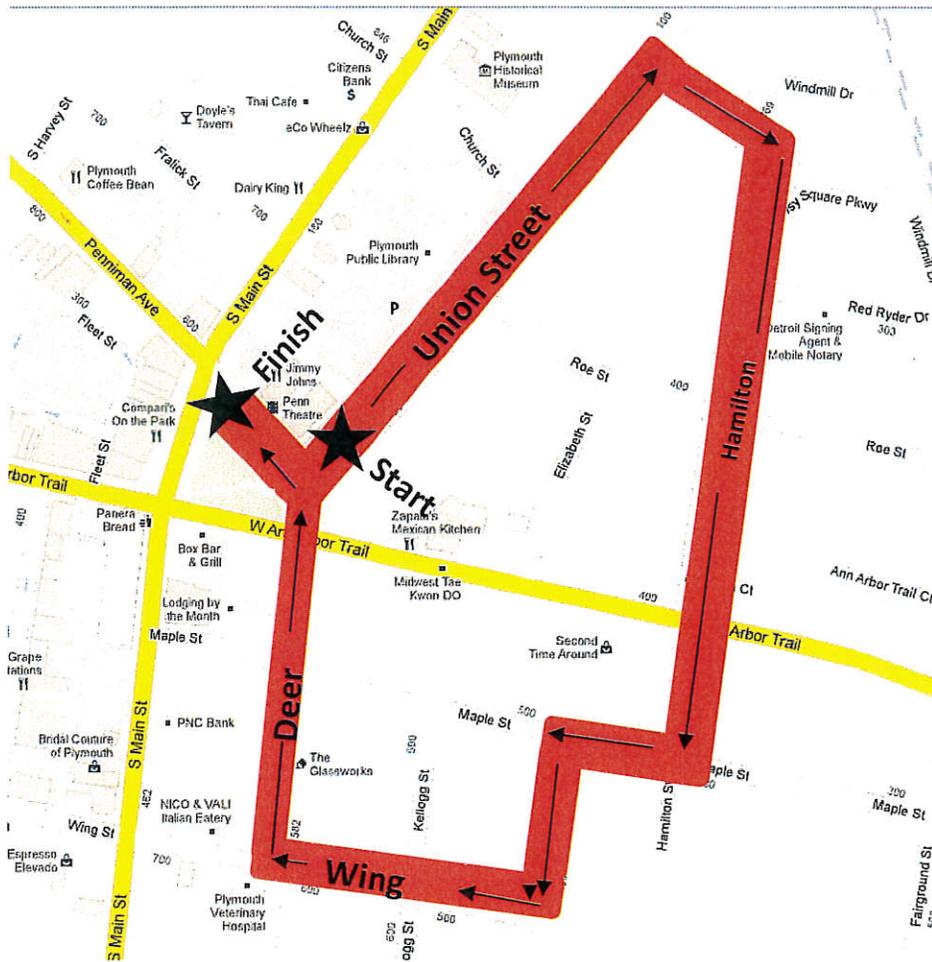
Everyone is welcome. The YMCA of Metropolitan Detroit strengthens communities in Southeast Michigan through youth development, healthy living and social responsibility.



# Plymouth YMCA *Fathers Day Run* 1M Course 8:00 am Start-Ann Arbor Trail/Union Street



MI 00014 SH





# Plymouth YMCA

## *Fathers Day Run*

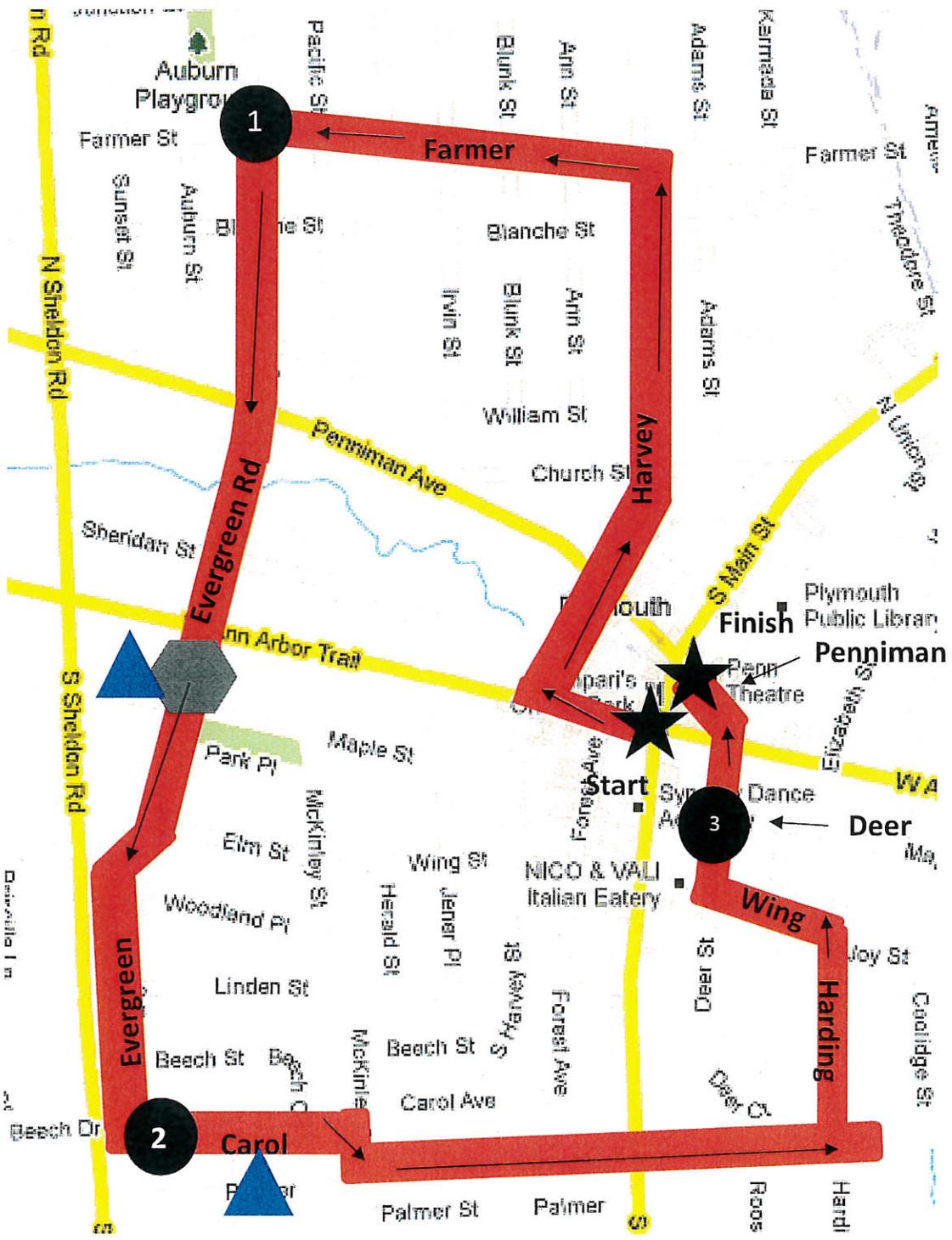
### 5K Course

8:15 am Start-Ann Arbor Trail/Main



MI 11016 SH

-  Water Station
-  Mile Marker
-  Aid Station

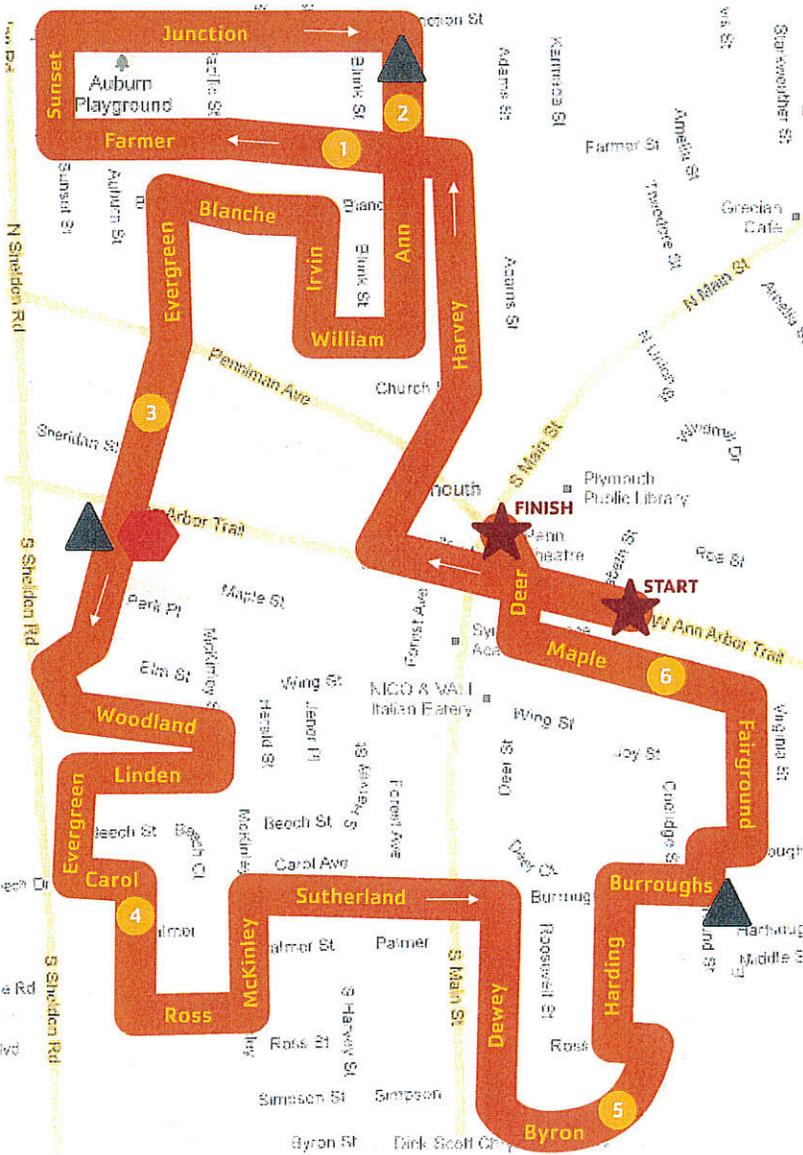




FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# 10K COURSE MAP

Father's Day Run  
Sunday, June 15, 2014  
PLYMOUTH FAMILY YMCA



-  water station
-  mile marker
-  aid station

8:45 am Start :  
Ann Arbor Trail/  
Hamilton



MI 11017 SH

PLYMOUTH FAMILY YMCA  
248 Union Street, Plymouth, MI 48170  
P 734 453 2904 F 734 453 4191 ymcadetroit.org/plymouth

Everyone is welcome. The YMCA of Metropolitan Detroit strengthens communities in Southeast Michigan through youth development, healthy living and social responsibility.

**EVENT REVIEW**

EVENT NAME: Father's Day Run

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

<b>MUNICIPAL SERVICES:</b> Approved <input checked="" type="checkbox"/> Denied <input type="checkbox"/> (list reason for denial) Initial <u>CP</u>			
<u>LABOR \$1,500</u>			
<u>VEHICLE 250</u>			
<u>PA SYSTEM-FEEDING-PORT A 50MNS \$1200</u>			
\$250 Bathroom Cleaning Fee Per Day of Event? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>			
Regular Time Costs: \$	Overtime Costs: \$	Equipment & Materials Costs: \$	
<b>POLICE:</b> Approved <input checked="" type="checkbox"/> Denied <input type="checkbox"/> (list reason for denial) Initial <u>gpc</u>			
<u>4 - COMMAND OFFICERS &gt; 4 HAS</u>			
<u>7 - PATROL OFFICERS</u>			
Regular Time Costs: \$	Overtime Costs: \$ <u>3500-</u>	Equipment & Materials Costs: \$	
<b>FIRE:</b> Approved <input checked="" type="checkbox"/> Denied <input type="checkbox"/> (list reason for denial) Initial <u>JS</u>			
<u>6 Firefighters</u>			
Regular Time Costs: \$ <u>450</u>	Overtime Costs: \$	Equipment & Materials Costs: \$	
<b>HVA:</b> <u>\$400</u> Approved <input checked="" type="checkbox"/> Denied <input type="checkbox"/> (list reason for denial) Initial <u>per PJS</u>			
<b>DDA:</b> Approved <input checked="" type="checkbox"/> Denied <input type="checkbox"/> (list reason for denial) Initial <u>TB</u>			
Regular Time Costs: \$ <u>0</u>	Overtime Costs: \$	Equipment & Materials Costs: \$	
<b>RISK MANAGEMENT:</b> Approved <input checked="" type="checkbox"/> Denied <input type="checkbox"/> (list reason for denial) Initial <u>mz</u>			
Class I - Low Hazard	<input type="checkbox"/>		
Class II - Moderate Hazard	<input checked="" type="checkbox"/>	<u>Need Cert. of Ins.</u>	
Class III - High Hazard	<input type="checkbox"/>		
Class IV - Severe Hazard	<input type="checkbox"/>		

<b>APPROVED:</b>	<b>NOT APPROVED:</b>	<b>DATE:</b>
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## City of Plymouth SPECIAL EVENT APPLICATION

>> FEES WILL BE CHARGED FOR ALL SPECIAL EVENTS <<

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.

Sponsoring Organization's Legal Name		HALE STRENGTH AND SHAPE LLC				
Ph#	734-353-5302	Fax#		Email	HALESTRENGTHANDSHAPE@GMAIL.COM	
				Website	HALESTRENGTHANDSHAPE.COM	
Address	406 N. MAIN ST.		City	PLYMOUTH	State MI Zip 48170	
Sponsoring Organization's Agent's Name		KURT HESSENBRUCH			Title	OWNER
Ph#	734-353-5302	Fax#		Email	HALESTRENGTHANDSHAPE@GMAIL.COM	
				Cell#	734-353-5302	
Address	670 FOREST AVE.		City	PLYMOUTH	State MI Zip 48170	

Event Name ALPHA CONTESSA STRONGWOMAN

Event Purpose AMATEUR STRONGWOMAN COMPETITION, WILL BENEFIT CHARITY TBD

Event Date(s) OCTOBER 15, 2016

Event Times 2:00 PM - (APPROXIMATELY) 6:00 PM

Event Location PENNIMAN BETWEEN MAIN & UNION (GATHERING PAVILION IF RAIN)

What Kind Of Activities? STRONGMAN/STRONGWOMAN EVENTS

What is the Highest Number of People You Expect in Attendance at Any One Time? ≈ 40 COMPETITORS + 150 SPECTATORS

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.)

AMATEUR STRONGWOMAN COMPETITION SANCTIONED BY UNITED STATES STRONGMAN CORPORATION. WILL CONSIST OF FIVE DIFFERENT EVENTS (EXAMPLES: TRUCK PULL, OVERHEAD PRESS, DEADLIFT, ETC.). WILL HAVE EMCEE TO ANNOUNCE EVENTS AND KEEP SPECTATORS AND PASSERS-BY INFORMED ABOUT THE CONTEST.

APPLICANT SUCCESSFULLY PROMOTED AND RAN 2008 PLYMOUTH ROCK FALL STRENGTH CLASSIC, A VERY SIMILAR EVENT, ALSO HELD ON PENNIMAN.

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:

TBD

\*\*\*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

ELECTRICITY/SPEAKERS,  
BATHROOMS UNLOCKED  
IN GATHERING PAVILION

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

WE WILL NEED PENNIMAN CLOSED BETWEEN MAIN AND UNION.

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

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

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

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

9. **UNLIMITED PARKING:** Are you requesting the removal of time limits on parking (see Policy 12.5)? YES  NO

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

10. **CERTIFICATION AND SIGNATURE:** I understand and agree on behalf of the sponsoring organization that

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

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

12-18-15  
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 HALE STRENGTH AND SHAPE (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 ALPHA CONTESSA STRONGWOMAN (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 12-18-15

Witness 

Date 12-18-15

**EVENT REVIEW**

EVENT NAME: ALPHA CONTESSA STRONGWOMAN

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

<b>MUNICIPAL SERVICES:</b> Approved <input checked="" type="checkbox"/> Denied <input type="checkbox"/> (list reason for denial) Initial <u>CP</u>			
<u>1 FTE ON SITE DURING EVENT</u>			
<u>APPROX 5.5 HRS @ \$ 350</u>			
<u>Cannot begin set-up until Farmers Mkt is out. Spoke to Kent on 1/14/16</u>			
\$250 Bathroom Cleaning Fee Per Day of Event? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>			
Regular Time Costs: \$	Overtime Costs: \$	Equipment & Materials Costs: \$	
<b>POLICE:</b> Approved <input checked="" type="checkbox"/> Denied <input type="checkbox"/> (list reason for denial) Initial <u>dec</u>			
<u>No Services Needed</u>			
Regular Time Costs: \$	Overtime Costs: \$ <u>0</u>	Equipment & Materials Costs: \$	
<b>FIRE:</b> Approved <input checked="" type="checkbox"/> Denied <input type="checkbox"/> (list reason for denial) Initial <u>g.d.</u>			
<u>No Services Needed</u>			
Regular Time Costs: \$	Overtime Costs: \$	Equipment & Materials Costs: \$	
<b>HVA:</b> Approved <input type="checkbox"/> Denied <input type="checkbox"/> (list reason for denial) Initial			
<b>DDA:</b> Approved <input checked="" type="checkbox"/> Denied <input type="checkbox"/> (list reason for denial) Initial <u>TB</u>			
Regular Time Costs: \$ <u>0</u>	Overtime Costs: \$	Equipment & Materials Costs: \$	
<b>RISK MANAGEMENT:</b> Approved <input checked="" type="checkbox"/> Denied <input type="checkbox"/> (list reason for denial) Initial <u>MB</u>			
Class I – Low Hazard	<input type="checkbox"/>		
Class II – Moderate Hazard	<input checked="" type="checkbox"/> <u>Cert of Ins.</u>		
Class III – High Hazard	<input type="checkbox"/>		
Class IV – Severe Hazard	<input type="checkbox"/>		

<b>APPROVED:</b>	<b>NOT APPROVED:</b>	<b>DATE:</b>
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# ADMINISTRATIVE UPDATE

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**To:** Mayor & City Commission  
**CC:** S:\MANAGER\Sincock Files\Memorandum - City Commission Goal Setting 01-18-16.doc  
**From:** Paul J. Sincock -City Manager  
**Date:** 1/13/2016  
**Re:** City Commission Goal Setting

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The City Commission held their Goal Setting Session on Monday, January 4<sup>th</sup>. City Commissioner Mike Wright was not able to attend that meeting and we need his five votes in order to adopt the final goals of the City. This is a City Commission process as the Commission sets the direction and vision for the City Administration and all of the various Boards and Commissions as these will become the Goals of the entire City.

When we met on January 4th, all City Commission suggested goals were listed as potential goals that were available for consideration. Each commissioner was given five distinctive colored stickers and they were free to vote on the potential goals that they believed should be our primary focus of the City in 2016. Commissioners could not place more than one sticker on any given goal. Each Commissioner's vote was tallied individually by the type of sticker they were using. The top 5 total vote tally goals will become the City's primary focus for 2016. We have attached the tally of votes and by who for the proposed City Wide Goals.

The Mayor has previously indicated that he does not support having more than 5 goals as we do not have the time & resources to excel at more than that. His thoughts are that it is better to succeed at a limited number of goals than be average at a large number of goals. Historically; since we began setting goals, we have never had more than five selected goals.

Based on the advanced input from the City Commission here are the currently proposed Goals for the Commissioners to make a final determination on the 2016 City Goals.

## City of Plymouth 2016 Goals

- 6 Resolve Last Issues Regarding Dissolution of Plymouth Community Fire Department Agreement (Primarily Pension issues)  
*Mayor Dwyer, Mayor Pro-tem Wolcott, Commissioner Dalton, Commissioner Pobur, Commissioner Deal, Commissioner Valenti*
- 5 Developing a succession plan for the city's key employees, especially considering the long tenures of many of our senior staff.  
*Mayor Pro-tem Wolcott, Commissioner Dalton, Commissioner Pobur, Commissioner Deal, Commissioner Valenti*
- 5 Work Collaboratively with Plymouth Arts & Recreation Complex (PARC) organization, the Plymouth Canton School Board, and the greater Plymouth Community to continue the repurposing of Central Middle School into a high quality Arts & Recreation Complex.  
*Mayor Dwyer, Mayor Pro-tem Wolcott, Commissioner Dalton, Commissioner Pobur, Commissioner Valenti*
- 3 Develop funding plan for future capital improvements  
*Mayor Pro-tem Wolcott, Commissioner Dalton, Commissioner Pobur*
- 3 A thorough examination and updating of our code of ordinances. The aim would be to eliminate antiquated or unnecessary language and to bring the ordinances in line with our overall vision.  
*Mayor Dwyer, Commissioner Pobur, Commissioner Deal*
- 3 Work collaboratively with the DDA, community leaders, and other organizations to plan for Plymouth's 150th Birthday in 2017. This includes obtaining funding for new Kellogg Park Fountain and Kellogg Park upgrades.  
*Mayor Dwyer, Mayor Pro-tem Wolcott, Commissioner Valenti*
- 3 Public Art - create a public arts commission in collaboration with the Planning Commission, the PARC, the DDA and the Chamber of Commerce with the purpose of including public art in public projects and codify the plan in the Master Plan.  
*Mayor Dwyer, Commissioner Dalton, Commissioner Deal*
- 1 Continue to work collaboratively with the DDA, Planning Commission and Historic District Commission to develop the Saxton's property for parking in the short and medium-term, with an eye toward developing the site in the long-term.  
*Commissioner Valenti*
- 1 Work collaboratively with DDA, and Old Village on opportunities to engage and integrate the neighborhoods and businesses of Old Village into our many festivals and activities downtown throughout the year.  
*Commissioner Deal*

RESOLUTION

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

WHEREAS In order to more effectively operate the City of Plymouth the City  
Commission of the City determines goals for the City Boards &  
Commissions as well as the City Administration, and

WHEREAS The City Commission has had two opportunities to discuss the potential  
Goals for the City.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of  
Plymouth does hereby adopt the following goals for 2016:

**CITY OF PLYMOUTH**  
**201 S. MAIN**  
**PLYMOUTH, MI 48170**  
**[www.ci.plymouth.mi.us](http://www.ci.plymouth.mi.us)**

## **ADMINISTRATIVE RECOMMENDATION**

**To:** Mayor & City Commission  
**From:** Paul J. Sincock – City Manager  
**CC:** *S:\MANAGER\Sincock Files\Memorandum - Adoption of Traffic Control Order 15 - 1 01-18-16.doc*  
**Date:** 1/13/2016  
**Re:** Approval of Traffic Control Order 15 - 1

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### **BACKGROUND:**

The City Commission will recall that they reviewed several changes in the public parking plans over the past several months. In order to make the signs legal it is necessary for a Traffic Control Order to be written and then the proper signage to be installed. According to the Michigan Uniform Traffic Code all Traffic Control Orders are temporary until approved by the City Commission.

This Traffic Control Order is for changes to the Old Village area parking and these changes were previously reviewed by the Old Village Association, City Commission and others, as well as City Staff. This Temporary Traffic Control Order was put into effect on October 30, 2015 and is set to expire on January 28, 2016.

The Municipal Services Department has received positive feedback on the parking restrictions and there have been no issues from the Police Department related to the Temporary Traffic Control Order.

In order to move this from a Temporary Traffic Control Order to a permanent Order the City Commission will have to adopt the Order and file it with the City Clerk. We have attached a memorandum from Street Administrator Chris Porman which further outlines this process.

### **RECOMMENDATION:**

The City Administration recommends that the City Commission adopt Traffic Control Order 15 – 1 to be effective immediately. This Order has previously been reviewed by the Old Village Association and a temporary order has been in effect since October 30, 2015.

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 Chris Porman or myself.



## Department of Municipal Services

1231 Goldsmith Plymouth, MI 48170 734-453-7737 phone 734-455-1666 fax

Date: Wednesday, January 13, 2016  
To: Paul Sincock, City Manager  
From: Chris S. Porman, Director of Municipal Services  
Re: Approval of Traffic Control Order No. 15-1

### Background

On October 30, 2015, Traffic Control Order (TCO) No. 15-1 was issued for the changes to Old Village Parking as studied by the parking review committee and reviewed by the Old Village Association and City Commission. The parking regulations affected by TCO 15-1 are in the following locations:

- Caster, between N. Mill & N. Holbrook
- N. Holbrook, between E. Liberty & Plymouth Rd.
- Starkweather, between W. Liberty & N. Main
- W. Spring, between Starkweather & N. Mill
- W. Liberty, between Starkweather & N. Mill

According to the Uniform Traffic Code, all Traffic Control Orders are temporary until approved by the City Commission and filed with the Clerk. The temporary Traffic Control Order for these signs is set to expire on January 28, 2016.

The Department of Municipal Services crews received positive feedback from residents and business owners while installing the signs. Following the installation of the signage only one question was received by Municipal Services staff regarding the changes to the parking restrictions. The Police Department has not received any feedback or had any instances which required their attention.

### Recommendation

Based upon the effectiveness of the signage and the feedback from the residents, business owners and Police Department, I am recommending that the Traffic Control Order be approved as a permanent order, effective upon approval of the City Commission. I have enclosed a copy of the original order for reference. In addition, I have included a copy of City Ordinance Article II, Section 70-26.a for reference, as well as the reference to the Uniform Traffic Code.

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





## Traffic Control Order

Traffic Control Order No. 15-1

TO: Linda J. Langmesser CMC  
City Clerk

FROM: Chris S. Porman  
Street Administrator

RE: Traffic Control Order

DATE: October 30, 2015

Pursuant to the authority provided by Section 28.11.53 of the Uniform Traffic Code of the City of Plymouth, the following traffic regulatory signs are directed to be installed.

Per DMS WO# 10568 (Caster, N. Mill to N. Holbrook):

Remove two (2) 2hr 8AM-8PM parking signs from the North side of Caster & two (2) 2hr 8AM-8PM parking signs from the South side of Caster. Existing sign poles to remain.

Install two (2) 2hr 9AM-6PM Except Sunday and Holidays parking signs on the North side of Caster & two (2) 2hr 9AM-6PM Except Sunday and Holidays parking signs on the South side of Caster.

Parking restrictions other than those listed above exist and are unaffected by this TCO.

Per DMS WO# 10569 (N. Holbrook, Liberty to Spring):

Remove one (1) 2hr parking 8AM-8PM sign and pole from the West side of N Holbrook near 659 N Holbrook.

Remove one (1) 2 hr 8AM-8PM parking sign from the West side of N Holbrook near the parking lot exit for 696 N. Mill. Pole to remain with Playground warning sign.

East side of N Holbrook does not have parking permission/restriction signage installed at this location.

No replacement parking permissions or restrictions signs to be installed at this time.

Parking restrictions other than those listed above exist and are unaffected by this TCO.

Per DMS WO# 10570 (N. Holbrook, Spring to Caster):

Remove two (2) 2hr 8AM-8PM parking signs and poles from the West side of N Holbrook adjacent to K of C Park.

Remove one (1) 2hr 8AM-8PM parking sign and pole from the East side of N Holbrook near 542 N Holbrook.

Remove one (1) 2hr 8AM-8PM parking sign from the East side of N Holbrook near 520 N Holbrook. Pole to remain with Playground warning sign.

No replacement parking permissions or restrictions signs to be installed at this time.

Parking restrictions other than those listed above exist and are unaffected by this TCO.

Per DMS WO# 10571 (N. Holbrook, Plymouth to Caster):

Remove four (4) 2hr 8AM-8PM parking signs from the West side of N Holbrook between Plymouth Rd and Caster. Existing sign poles to remain.

Install four (4) 2hr 9AM-6PM Except Sunday and Holidays parking signs on the West side of N Holbrook between Plymouth and Caster.

Remove three (3) No Parking 8AM-5PM signs from the East side of N Holbrook from Plymouth to Caster. Existing sign poles to remain.

Install three (3) No Parking This Side of Street signs on the East side of N Holbrook from Plymouth to Caster.

Parking restrictions other than those listed above exist and are unaffected by this TCO.

Per DMS WO# 10573 (E. Union, N. Mill to N. Holbrook):

Remove one (1) 2Hr 8AM-6PM parking sign and pole from the North side of E Union between N Mill and N Holbrook.

No replacement parking permissions or restrictions signs to be installed at this time.

Parking restrictions other than those listed above exist and are unaffected by this TCO.

Per DMS WO# 10574 (Starkweather, N. Main to Liberty):

Remove one (1) No Parking 3AM-6AM sign and pole from the East side of Starkweather near 400 Starkweather.

Remove two (2) 15MIN Parking signs from the East side of Starkweather near 578-584 Starkweather. Existing light poles to remain.

No replacement parking permissions or restrictions signs to be installed at this time.

Parking restrictions and permissions other than those listed above exist and are unaffected by this TCO.

Per DMS WO# 10576 (W. Spring, Starkweather to N. Mill):

Remove one (1) Handicap Parking sign from the W Spring side of the building at 620 Starkweather.

Install one (1) Handicap Parking sign + Van Accessible plaque and pole on the North side of W Spring at the first parking space East of Starkweather.

Install one (1) Handicap Parking sign and pole on the North side of W Spring at the second parking space East of Starkweather.

Parking restrictions and permissions other than those listed above exist and are unaffected by this TCO.

Per DMS WO# 10578 (W. Liberty, Starkweather to N. Mill):

Remove one (1) Handicap Parking sign from the pedestrian railing on the South side of W Liberty near 195 W Liberty.

Install one (1) Handicap Parking sign and pole on the South side of W Liberty at the first parking space East of Starkweather.

Install one (1) Handicap Parking sign + Van Accessible plaque and pole on the South side of W Liberty at the second parking space East of Starkweather.

Remove three (3) 2hr 12PM-6PM parking signs from the North side of W Liberty between N Mill and Starkweather from the three decorative street light poles.

Install three (3) 2hr 9AM-6PM Except Sunday and Holidays parking signs on the North side of W Liberty between N Mill and Starkweather on the three decorative street light poles.

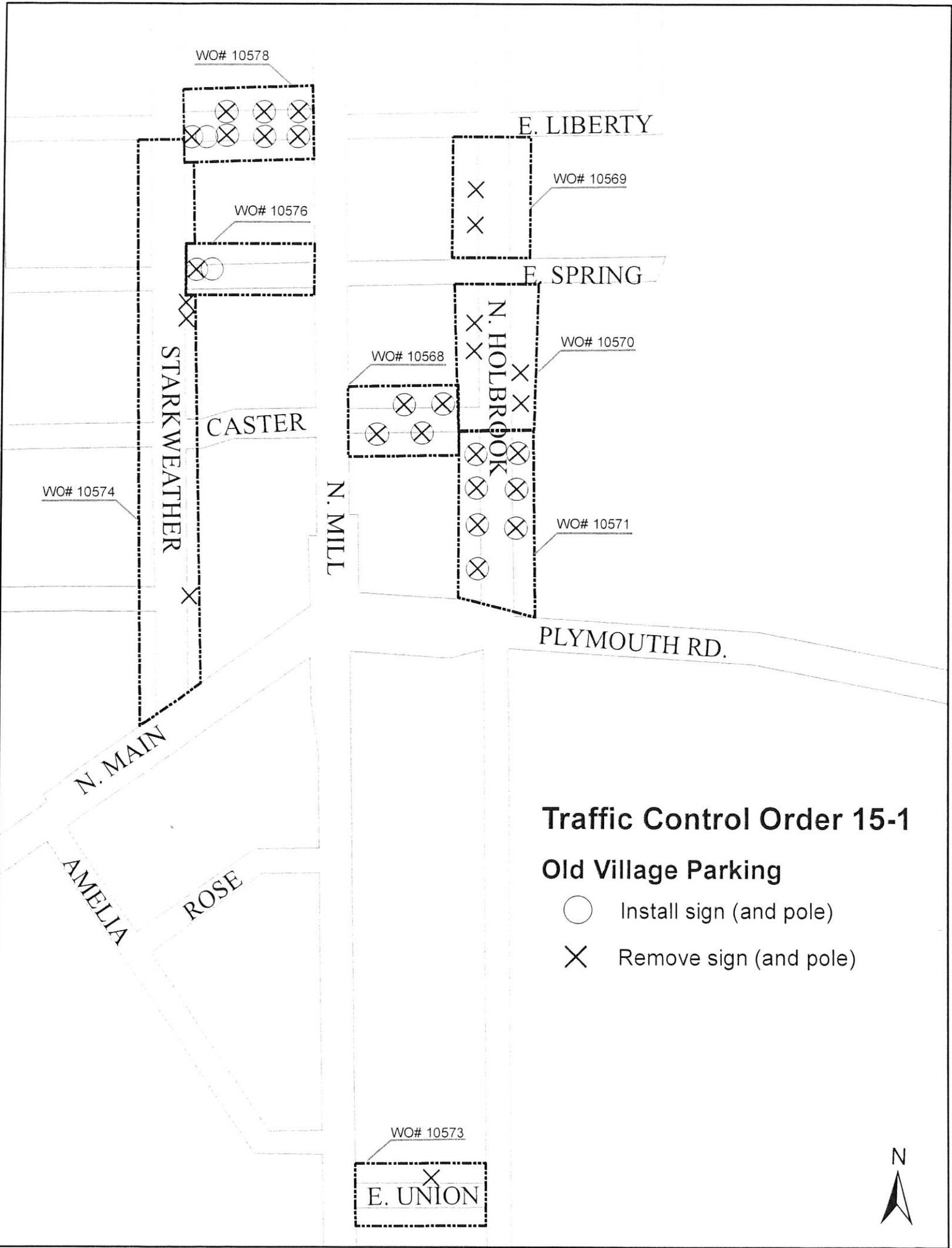
Remove three (3) 2hr 12PM-6PM parking signs from the South side of W Liberty between N Mill and Starkweather from the three decorative street light poles.

Install three (3) 2hr 9AM-6PM Except Sunday and Holidays parking signs on the South side of W Liberty between N Mill and Starkweather on the three decorative street light poles.

Parking restrictions and permissions other than those listed above exist and are unaffected by this TCO.

This emplacement is ordered temporary subject to review in seventy (70) days with reports and recommendations to the City Manager prior to the expiration of the 90 day test period.

cc: Paul J. Sincock, City Manager  
Al Cox, Director of Public Safety



## Traffic Control Order 15-1

### Old Village Parking

- Install sign (and pole)
- × Remove sign (and pole)



ARTICLE II. - UNIFORM TRAFFIC CODE AND MICHIGAN VEHICLE CODE

Sec. 70-26. - Codes adopted.

- (a) *Uniform Traffic Code for Cities, Townships and Villages.* The Uniform Traffic Code for Cities, Townships and Villages promulgated by the Director of State Police and published in the 1979 edition of the Michigan Administrative Code and amendments as published in the Quarterly Supplement No. 5 in the 1979 edition of the Michigan Administrative Code, in accordance with Act No. 62 of the Public Acts of Michigan of 1956 (MCL 257.951 et seq., MSA 9.2651 et seq.), is hereby adopted by reference as in this chapter modified.
- (b) *Michigan Vehicle Code.* The Michigan Vehicle Code, 1949 PAA 300, MCL 257.1 to 257.923 and as subsequently amended, is adopted by reference.
- (1) *References to code.* References in the Michigan Vehicle Code to "local authorities" shall mean the City of Plymouth.
- (2) *Penalties.* The penalties provided by the Michigan Vehicle Code are adopted by reference, provided, however, that the city may not enforce any provision of the Michigan Vehicle Code For which the maximum period of imprisonment is greater than 93 days, with the exception of subsection 2(a) below as Permitted by Public Act 7 of 2012.
- a. A violation of Section 625(1)(c) of the Michigan Motor Vehicle Code (being MCL 257.625) shall be a misdemeanor, and shall be punishable by one or more of the following:
1. Community Service for not more than 360 hours.
  2. Imprisonment of not more than 180 days.
  3. A fine of not less than \$200.00 or more than \$700.00.

(Code 1982, § 10.1; Ord. No. 2002-6, §§ 1, 2, 4, 11-18-02; Ord. No. 2012-05, § 1, 12-17-12)

Sec. 70-27. - References in code.

References in the Uniform Traffic Code for Michigan Cities, Townships and Villages to governmental unit shall mean the City of Plymouth.

(Code 1982, § 10.2)

Sec. 70-28. - Copies to be available.

The city clerk shall publish a supplementary notice setting forth the purpose of the Uniform Traffic Code and of the fact that complete copies of the Code are available at the office of the clerk for inspection by and distribution to the public at all times and shall maintain copies in accordance with such supplementary notice.

(Code 1982, § 10.3)

Sec. 70-29. - Changes in code.

The following sections and subsections of the Uniform Traffic Code for Cities, Townships and Villages are hereby amended or deleted as set forth and additional sections and subsections are added as indicated. Subsequent section numbers used in this chapter shall refer to the like numbered sections of the Uniform Traffic Code.

*Sec. 1.007b. Conviction.*

## RESOLUTION

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

WHEREAS The City of Plymouth operates many public streets and parking areas and as Such the Michigan Uniform Traffic Code requires that the City Commission Adopt Traffic Control Orders in order to maintain the safe and orderly flow of Traffic and parking in the City, and

WHEREAS The City Street Administrator did issue Temporary Traffic Control Order 15 – 1 On October 30, 2015 related to parking in the Old Village area of the City, and

WHEREAS Prior to the issuance of 15 – 1 the order was reviewed by the Old Village Association And received positive comments.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby adopt City Traffic Control Order 15 – 1 as indicated here:

Pursuant to the authority provided by Section 28.11.53 of the Uniform Traffic Code of the City of Plymouth, the following traffic regulatory signs are directed to be installed.

Per DMS WO# 10568 (Caster, N. Mill to N. Holbrook):

Remove two (2) 2hr 8AM-8PM parking signs from the North side of Caster & two (2) 2hr 8AM-8PM parking signs from the South side of Caster. Existing sign poles to remain.

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Per DMS WO# 10571 (N. Holbrook, Plymouth to Caster):

Remove four (4) 2hr 8AM-8PM parking signs from the West side of N Holbrook between Plymouth Rd and Caster. Existing sign poles to remain.

Install four (4) 2hr 9AM-6PM Except Sunday and Holidays parking signs on the West side of N Holbrook between Plymouth and Caster.

Remove three (3) No Parking 8AM-5PM signs from the East side of N Holbrook from Plymouth to Caster. Existing sign poles to remain.

Install three (3) No Parking This Side of Street signs on the East side of N Holbrook from Plymouth to Caster.  
Parking restrictions other than those listed above exist and are unaffected by this TCO.

Per DMS WO# 10573 (E. Union, N. Mill to N. Holbrook):

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Install one (1) Handicap Parking sign + Van Accessible plaque and pole on the North side of W Spring at the first parking space East of Starkweather.  
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Per DMS WO# 10578 (W. Liberty, Starkweather to N. Mill):

Remove one (1) Handicap Parking sign from the pedestrian railing on the South side of W Liberty near 195 W Liberty.  
Install one (1) Handicap Parking sign and pole on the South side of W Liberty at the first parking space East of Starkweather.  
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Remove three (3) 2hr 12PM-6PM parking signs from the South side of W Liberty between N Mill and Starkweather from the three decorative street light poles.  
Install three (3) 2hr 9AM-6PM Except Sunday and Holidays parking signs on the South side of W Liberty between N Mill and Starkweather on the three decorative street light poles.  
Parking restrictions and permissions other than those listed above exist and are unaffected by this TCO.

BE IT FURTHER RESOLVED THAT the City Commission of the City of Plymouth does hereby direct the City Clerk to maintain a record of this and all Traffic Control Orders in accordance with the Michigan Uniform Traffic Control Code.

**City of Plymouth**  
**201 S. Main**  
**Plymouth, MI 48170**  
**734-453-1234**

## ADMINISTRATIVE RECOMMENDATION

**To:** Mayor and City Commission  
**From:** Paul J. Sincock – City Manager  
**CC:** *S:\MANAGER\Sincock Files\Memorandum - Community Development Department Sidwalk and Dumpster Fee Schedule - 01-18-16.doc*  
**Date:** 1/14/2016  
**Re:** Community Development Department Fees

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### BACKGROUND:

The City Administration has an obligation to continually review its fee structures in order to insure that fees are in line with costs. When we have an issue that comes to the forefront we take a look at the fees charged for the service and the impact on the community as well.

John Buzuvis has recently completed such a review for the Community Development Department operations related to sidewalk closures and dumpsters placed on the street right of way. There have been a high number of complaints related to these issues as a result of significant building activity in the City.

We have attached a memorandum and report from John Buzuvis as additional background material for the Commission to review.

### RECOMMENDATION:

The City Administration recommends that the City Commission adopt the fee structure for sidewalk closures and solid waste dumpsters placed in the right of way. The fee schedule can be adopted by Resolution of the City Commission and implemented on February 1, 2016 as outlined in the attached memorandum.

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

## **ADMINISTRATIVE RECOMMENDATION**

**To:** Paul J. Sincock, City Manager  
**From:** John Buzuvis, Community Development Director   
**CC:** S:\DDA\Shared Files\John\Community Development\Budget\2015-2016  
**Date:** 1/14/2016  
**Re:** Closure Permit Fee Schedule Addition

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### **BACKGROUND:**

The Community Development Department staff continues to review and update administrative processes and internal operations. Based on the volume of feedback, complaints, and questions we received during the last construction season related to sidewalk closures and dumpsters, we reviewed the processes for sidewalk closures and dumpsters placed in the Right-of-Way and are recommending an amendment to the fee schedules for these items.

Our department receives regular feedback, questions, and complaints from residents and visitors regarding sidewalk closures and dumpsters. New residential construction and significant renovations generate considerable solid waste. In order to ensure clean, safe construction sites separate closure permits will allow more accurate tracking and enforcement.

The current building permit allows for a dumpster to be placed in the Right-of-Way (ROW) on the street for 60 days at a permit fee of \$100.00. More often than not, dumpsters remain in the ROW for 6 months, the length of a typical building permit. In some cases, dumpsters are in the ROW for the entirety of a new residential project, which can often be 12+ months. These permits are not renewed throughout the duration of the construction project due to the volume of total permits our department receives and their inclusion on the building permit creates a tracking issue.

The departmental fee structure is reviewed annually during the budget process. However, we are recommending the addition of a sidewalk closure permit to be a separate application from the regular building permit, and be implemented now as construction is becoming a year round industry. The intent is to get dumpsters off the street, in a timely manner, and maintain safe, passable sidewalks on all sites throughout the city.

We are recommending a fee of \$50 for a sidewalk closure permit, \$50 for a dumpster in the ROW permit, or \$75 for both, valid for 90 days. This fee is less than the current \$100 fee and

could be renewed one (1) time, totaling 180 days. The intent is to be able to track closures throughout the city and to be able to more effectively enforce time restrictions of these closures.

The proposed changes for this new permit type allows us to be more responsive to residents while better covering the costs associated with administrative time talking to residents and visitors, issuing, tracking, scheduling and logging inspection information and closing out these permits.

**RECOMMENDATION:**

Staff recommends that the attached permit fees of sidewalk closure (\$50.00) and the placement of dumpsters in the Right-of-Way (\$50.00) or both for \$75.00, be added to the existing fee schedule to take effect on February 1, 2016.

Attached please find the proposed closure permit application and closure permit for your information. A sample resolution related to this matter has been attached for the commission to consider. Should you have any questions in advance of the meeting please feel free to contact me.

**CITY OF PLYMOUTH**  
**CLOSURE PERMIT APPLICATION**

**INSPECTION HOT LINE 734-738-0289**  
 201 S. Main Street Plymouth, MI 48170  
 Ph. 734-453-1234 x 232 Fax 734-455-1824  
 Website: [www.ci.plymouth.mi.us](http://www.ci.plymouth.mi.us)

The undersigned hereby applies for a permit to place a dumpster in the Right-of-Way and/or close the sidewalk at a construction site

Street Address of Work	Date of Application
------------------------	---------------------

Contractor's Company Name (if applicable)			Telephone Number
Address			Fax Number
City	State	Zip Code	Email

<b>Description of Work:</b>

<b>PROPERTY OWNER INFORMATION</b>			
Name			
Address			
City	State	Zip Code	Phone Number

I hereby understand the following conditions of this closure permit:

- Property must have address numbers visible from the street
- Cones with reflective tape must be provided by the contractor and remain by the dumpster throughout its duration on the street
- Clear indication (caution tape, snow fence, etc.) must be in place to alert pedestrians to sidewalk closure
- The closure permit can be renewed one (1) time, permit fees will be imposed again
- Permit expires in 90 days
- Sidewalk closures can only occur at residential addresses with valid permits for demolition, new construction, or sizeable addition(s)

Should these conditions not be met, no inspections will be completed.

Applicant's Signature	Date
-----------------------	------

<b>FEE CHART- Enter the number of items being installed, multiply by the fee price for total fee.</b>			
	<b>FEE</b>	<b>QTY</b>	<b>TOTAL</b>
Sidewalk Closure	50.00		
Dumpster in R-O-W	50.00		
Sidewalk closure AND Dumpster in R-O-W	75.00		
<b>TOTAL FEE</b>			

# City of Plymouth

# Closure Permit No: PB16-0015

Building and Engineering Department

201 South Main

Plymouth, Michigan 48170

Fax: (734) 455-1824

Inspections: 734-738-0289

Phone: (734) 453-1234 Ext 232

Hours: Monday-Friday 8 am - 4:30 pm

201 S MAIN 006-01-0262-301	Location	CITY OF PLYMOUTH 201 S MAIN PLYMOUTH MI 48170 (734) 453 1234	Owner
Issued:	Expire Date:		
Page Number	1		
<b>PLEASE CALL (734) 738-0289 FOR AN INSPECTION 24 HOURS IN ADVANCE</b>		Contractor	

Description / Conditions: SIDEWALK CLOSURE

Permit Item	Work Type	No. of Items	Item Total
Sidewalk Closure	Miscellaneous	1.00	\$50.00

*Araig S. Shonka*  
 Building Official

**Amount Paid:**  
**\$0.00**

**Permit Balance Due:**  
**\$50.00**

I agree this permit is only for the work described, and does not grant permission for additional or related work which requires separate permits. I understand that this permit will expire, and become null and void if work is not started within 180 days, or if work is suspended or abandoned for a period of 180 days at any time after work has commenced; and, that I am responsible for assuring all required inspections are requested in conformance with the applicable code. I certify that the proposed work is authorized by the owner, and that I am authorized by the owner to make this application as his authorized agent. I agree to conform to all applicable laws of the State of Michigan and the local jurisdiction. All information on the permit application is accurate to the best of my knowledge.  
**Payment of permit fee constitutes acceptance of the above terms.**

**NO REFUND FOR EXPIRED PERMITS**

**POST PERMIT SO IT IS VISIBLE FROM THE STREET**

Inspection Record **PB16-0015**

201 S MAIN

1. \_\_\_\_\_

3. \_\_\_\_\_

2. \_\_\_\_\_

4. \_\_\_\_\_



Payment Validation



Scan here to view permit details on AMG

**IF THE ADDRESS IS NOT ON THE BLDG, THE INSPECTION WILL NOT BE DONE**

Scan here to schedule an inspection on AMG



**RESOLUTION**

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

- WHEREAS       The City Commission of the City of Plymouth has reviewed the proposed fee schedule amendments for closure permits, and,
  
- WHEREAS       The City of Plymouth Community Development Department is recommending the adoption of the closure permit fees at this time because residential construction is becoming a year round industry, and
  
- WHEREAS       The adoption of the proposed fees and resulting closure permits will assist the Community Development Department in better tracking sidewalk closures and dumpsters in the Right-of-Way, and
  
- WHEREAS       The intent is to improve the health, safety, and welfare of residents and visitors of the community

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby adopt the attached addition to the fee schedule(s) for closure permits

NOW THEREFORE BE IT FURTHER RESOLVED that the adopted fee for closure permits will go into effect on February 1, 2016.

# ADMINISTRATIVE UPDATE

**To:** Mayor & City Commission  
**CC:** S:\MANAGER\Sincock Files\Memorandum - Political Resolution SB 571 01-18-16.doc  
**From:** Paul J. Sincock -City Manager  
**Date:** 1/14/2016  
**Re:** Resolution Regarding Public Act 269/SB 571

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Recently the State Legislature passed Senate Bill 571, the Michigan Municipal League and the Conference of Western Wayne has ask communities to consider sending an official Resolution to the State of Michigan regarding, new language that was added in Section 57 of the law. State Senator Pat Colbeck and State Representative Kurt Heise voted for it. The following is information on the history of this law from the Michigan Municipal League:

## History

SB 571 was initially a non-controversial 12-page bill that had bipartisan support. But on late Wednesday night (Dec. 17, 2015) the House brought the bill up for consideration and a substitute version was adopted that increased the 12-page bill to 53 pages in length. This included inserting new language into Section 57 of the existing act that deals with permissible and prohibited activities by public bodies on election-related issues. This language was inserted without any notice to the League or other local government organizations and moved without any public testimony, let alone public awareness of what was in the new version of the bill. The bill was passed around 10:30 pm Dec. 17 largely along party lines and sent to Governor Snyder for his signature.

The new language in Section 57 states:

**(3) EXCEPT FOR AN ELECTION OFFICIAL IN THE PERFORMANCE OF HIS OR HER DUTIES UNDER THE MICHIGAN ELECTION LAW, 1954 PA 116, MCL 168.1 TO 168.992, A PUBLIC BODY, OR A PERSON ACTING FOR A PUBLIC BODY, SHALL NOT, DURING THE PERIOD 60 DAYS BEFORE AN ELECTION IN WHICH A LOCAL BALLOT QUESTION APPEARS ON A BALLOT, USE PUBLIC FUNDS OR RESOURCES FOR A COMMUNICATION BY MEANS OF RADIO, TELEVISION, MASS MAILING, OR PRERECORDED TELEPHONE MESSAGE IF THAT COMMUNICATION REFERENCES A LOCAL BALLOT QUESTION AND IS TARGETED TO THE RELEVANT ELECTORATE WHERE THE LOCAL BALLOT QUESTION APPEARS ON THE BALLOT.**

In the days and weeks following approval of SB 571, many legislators—both Republicans and Democrats—said they did not fully read or know what was in the amended language. Some Republicans, after reading the bill and learning of its full negative implications and many unanswered questions, even said they encouraged the governor to veto the bill.

Despite the many concerns raised about the bill, Governor Snyder signed it into law Wednesday, Jan. 6, 2016. The governor, in a somewhat unusual move, sent out a letter explaining why he signed the legislation despite the many unknowns and questions about the bill.

In his letter, the governor also called on the Legislature to enact new legislation to address the many concerns raised by the Michigan Municipal League and other organizations. Here is an excerpt from that letter:

*However, recognizing that many local governmental entities and schools have raised concerns regarding confusion with the new language in section 57, I am calling on the Legislature to enact new legislation to address those concerns, and clarify that the new language does not impact the expression of personal views by a public official, the use of resources or facilities in the ordinary course of business, and that it is intended only to prohibit the use of targeted, advertisement style mass communications that are reasonably interpreted as an attempt to influence the electorate using taxpayer dollars. Local governmental entities and schools should still be allowed to distribute basic information about an election including the proposed or final ballot language and the date of the election. This is keeping within the spirit of the existing restrictions in the Act. The Senate Majority Leader and the Speaker of the House have agreed to work together on follow-up legislation clarifying the provision in section 57 of the Act in time for the March 2016 election.*

New legislation to “fix” PA 269/SB 571 could be dropped in the Legislature as early as next week (week of Jan 11, 2016).

The League and several other organizations, including the Michigan Association of Counties, Michigan Townships Association, Michigan Association of School Boards, Michigan Association of School Administrators, believe there are significant constitutional and legal questions regarding PA 269, including a potential ban on freedom of speech. Repealing the provision is the only way to guarantee officials will be able to continue to give voters the facts. Ironically, Section 57, prior to the new language in SB 571, already provided the controls lawmakers were seeking.

**Specific concerns with the new language:**

- The previous language in Section 57 (prior to the amendments) appropriately provided an allowance of elected and appointed officials to express their views without fear of violating the act. This new subsection does not appear to account for that allowance and could be read as a ban on freedom of speech.
- The prohibition on any communication by television that references a local ballot question would seem to put every public access broadcast of a city council meeting at risk for violating this new provision. There is also no allowance for a public broadcast of a debate or voter forum, even if that forum is hosted by a third party.
- Community newsletters, and potentially even election-day reminders, that are mailed to residents could be banned under this language.
- Because this language specifically bans communication on only local ballot questions, the provision creates inconsistent treatment between communicating with residents on statewide ballot questions versus local questions.
- Any violation of this section puts a community at risk for a state fine of up to \$20,000 and for an individual a fine of up to \$1,000 and/or a year in jail.
- Because the law took immediate effect, it places an immediate gag order on local government entities with issues on the March 8, 2016 ballot and all subsequent elections. This impacts more than 100 cities, villages, townships, school districts, counties, and other entities that have ballot questions before the voters in the March 8 election.

*January 14, 2016*

**In summary, this language puts an undue burden on communities and their residents, blocking access to unbiased, objective communication on the local issues that matter most to the residents in every community in Michigan. Please contact your lawmakers and tell them to repeal the new language in Section 57 of PA 269.**

RECOMMENDATION:

The Michigan Municipal League and Conference of Western Wayne are encouraging communities to adopt a Resolution indicating their concerns related to added language in the bill. Mayor Dwyer has asked that we place this on the City Commission agenda.

The Michigan Municipal League has prepared the attached proposed Resolution.

RESOLUTION

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

- WHEREAS,** Governor Snyder signed into law, with immediate effect Public Act 269 (Senate Bill 571) despite wide spread calls for a veto of this bill, including from members of his own party; and
- WHEREAS,** both the Michigan Senate and the Michigan House of Representatives passed Senate Bill 571 late into the night of December 16, 2015, just prior to recessing for the year; and
- WHEREAS,** one of the last minute amendments made to Senate Bill 571, without the knowledge of the Michigan Municipal League or other local government organization, and approved without any public testimony or awareness, was the new language inserted into Section 57, subsection (3); and
- WHEREAS,** this new law prohibits a public body, or a person acting for a public body, from using public funds or resources for the purpose of communicating any information to the electorate regarding a local ballot question that is to appear on the ballot, within 60 days of an election, and
- WHEREAS,** this law places an immediate gag order on entities with ballot questions on the March 8 ballot and every election thereafter; and
- WHEREAS,** municipal elected and appointed officials have a civic and legal duty to the residents of their communities to fully inform them regarding the issues placed before them, upon which they may exercise their constitutional right to vote; and
- WHEREAS,** existing laws, including the former language in Section 57, and decades of guidance from the Michigan Secretary of State, already prohibit the use of public funds to advocate for or against ballot issues; and
- WHEREAS,** existing laws already provided for an allowance for elected and appointed officials to express their views without fear of violating the act; and
- WHEREAS,** because the new law bans only communication on *local* ballot issues, it creates inconsistent treatment of statewide ballot questions versus local initiatives; and
- WHEREAS,** there are substantial questions regarding the constitutionality and legality of the new law, including a possible ban on freedom of speech;
- NOW, THEREFORE, BE IT RESOLVED,** that the City Commission of the City of Plymouth calls for an immediate repeal of the new language in Section 57, subsection (3) of PA 269 of 2016; and
- BE IT FURTHER RESOLVED,** that a copy of this Resolution be forwarded to the city's state representatives in the Michigan House of Representatives and the Michigan Senate by the City Clerk.