



PLYMOUTH CITY COMMISSION
REGULAR MEETING AGENDA
PLYMOUTH CITY HALL - COMMISSION CHAMBERS
Monday, October 3, 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 September 19, 2016 City Commission Regular Meeting Minutes
- b) Special Event: Acro-Balance Workshop, 10/16/16
- c) Special Event: Lion's Club Candy Cane Fundraiser, 11/11/16-11/12/16
- d) Special Event: Walk of Trees, 11/18/16-1/2/17
- e) Special Event: Compassionate Friends World Wide Candle Lighting, 12/11/16

5) COMMISSION COMMENTS

6) OLD BUSINESS

7) NEW BUSINESS

- a) Zoning Ordinance Amendment-Grading, Foundation Heights, Drainage - 1st Reading
- b) City Support for Grant Application by County to State

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 2016 Goals

- Resolve Last Issues Regarding Dissolution of Plymouth Community Fire Department Agreement (Primarily Pension issues) **Champions: Dalton, Dwyer, Pobur**
- 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.
Champions: Dalton, Deal, Dwyer
- Developing a succession plan for the city's key employees, especially considering the long tenures of many of our senior staff. **Champions: Deal, Pobur, Valenti**
- 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. **Champions: Deal, Wolcott, Wright**
- To work collaboratively with the DDA and other Boards, as needed related to parking issues including; but not limited to the expansion of parking in the Downtown.
Champions: Dwyer, Wolcott, Wright
- Develop an Ordinance to help address and preserve the City's Tree Canopy.
Champions: Dwyer, Dalton, Valenti

CITY OF PLYMOUTH
CITY COMMISSION MEETING MINUTES
201 S. MAIN STREET, PLYMOUTH, MI 48170
MONDAY, SEPTEMBER 19, 2016, 7:00 p.m.

CALL TO ORDER:

PRESENT:

Mayor Daniel Dwyer, Commissioners Mike Wright, Colleen Pobur, Daniel Dalton, Suzie Deal, Joe Valenti

ABSENT: Mayor Pro-tem Oliver Wolcott

Also present was City Manager Paul Sincock, City Attorney Robert Marzano and various City Department heads.

PROGRESS UPDATE: Kellogg Park & Fountain Project -

Commissioner Mike Wright provided a presentation on behalf of his committee members – Mayor Pro-tem Oliver Wolcott and Suzie Deal, concerning the Kellogg Park and Fountain Project. He wanted everyone to know that what they have read in the newspapers and the rumors they have heard is a little sketchy. He provided some history and perspective of the project. There is no public money involved and the fountain will be moving approximately 20' to the west for a much better view. Fourteen trees will be removed due to disease and other issues, which will allow for more light in the park to help the grass that was having a hard time growing. The project for the DDA has been ongoing since "2014" and all the information has been posted on their website and the opportunity for the public to review since that time. The current fountain has a lot of mechanical issues because of being vandalized and has been in place for years. The fountain is the 5th version of fountains and has had a lot of use and misuse. The new fountain will be functioning 365 days a year and have an updated style with a safeguard for vandalism.

Commissioner Wright explained that the Wilcox Foundation began conversations about this project in early 2015 and offered to underwrite the cost of the fountain. At that time, the City decided to upgrade the park and do much needed upgrades. Russell Designs bid on the project and they are located in Northville. There was also a meeting scheduled with City Boards, the Chamber of Commerce, businesses adjacent to the park, the City Commission as well as all the service clubs in the City of Plymouth to provide their input. The initial proposal was placed on the website and late last month

they received technical designs of what the park should look like. On October 13th there will be a discussion on the proposals and further discussion with the Planning Commission, as well as the Historical District Commission and then the City Commission will receive the report. They are planning for a fundraising event for the project and information will be coming out soon. He stated the estimate cost of the project is for \$700,000 for the fountain replacement, which the Wilcox Foundation will be covering, and \$500,000 for Kellogg Park improvements.

CITIZEN COMMENTS:

Ellen Elliott, 404 Irvin, Plymouth, thanked the City of Plymouth for assisting the Penn Theater for the utility pole that fell. She stated that it got taken care of very efficiently and the City Commission should be very proud of all the employees they have and how well the community works together to solve problems.

Marques Thomey, 802 Coolidge, Plymouth, praised the Police Department for their presence to curb the speeding at the area of Main and Penniman. He explained that the problem of traffic and the need for an overhead crosswalk was discussed at a previous meeting concerning Sheldon Road. He provided a report and spoke about a solution for pedestrians. He thanked the Police Department again for their dedication and protection to the residents of the City of Plymouth.

Jan Dersey, 1181 Dewey, Plymouth, spoke about the fountain project that she found out about by reading the newspapers. She is concerned that not everyone knows because there are those people that do not read newspapers or go to meetings. She is concerned about the meetings that have been held and not everyone knew about them or was invited to attend and that is why there is such a big misconception of the project. Most people she has talked to like the current fountain and maybe the City could do some upgrades and keep the existing fountain. The new design is way to elaborate and a radical change for the park is a really big deal. She asked the Commission to slow the project down and allow feedback from the community. She stated that it is a very important decision and needs to include all the residents to have input.

Dave Rucinski, 1392 Maple, Plymouth, expressed concern that there are no updates of substantial information on the City website for citizens to look at. He stated Kellogg Park is the focal point where family gather and special events are attended. The new design is too large and does not fit the community and he is worried about the play area in the park being taken away from the kids with the redesign. He has had conversation with various entities about the project but the information on the DDA website has not changed since February 2016. He would like the City to provide a study to residents comparing the old fountain to the new proposed fountain.

A resident from Plymouth Township, 44910 Governor Bradford, stated she used to live in the City and wanted the City Commission to know that people living outside of the City are concerned about the park and what changes are going to happen. She asked to have the website updated so they can follow what is being proposed.

Ed Krol, 1108 Beech, Plymouth, stated he is a member of the Cemetery Board and at their May 23rd meeting a volunteer was present to speak about a project to put wreaths on the grave sites to all Veterans at Riverside Cemetery. He state that this group is "Wreaths Across America" and they have a website and the City will remove all the wreaths by February. He is going to try to get someone from that group to come to a Commission meeting to make a presentation.

Greg Hatty, 449 Sunset, Plymouth, spoke about the importance of the park and feels "if it ain't broke, don't fix it". His family enjoys the trees and why take mature trees down. He enjoys the park as is, and maybe just clean it up a bit and don't spend extreme amounts of money. He asked that the City consider putting a sign in the park explaining the proposed project and put a suggestion box in place.

James Burrows, 1014 Dewey, Plymouth, stated he supports the suggestions provided by the residents and enjoys the peaceful park. He feels it is important that everyone be allowed to share their views and that bigger is not always better.

APPROVAL OF THE CONSENT AGENDA:

4. a motion was made by Commissioner Colleen Pobur and seconded by Commissioner Mike Wright for approval of the Agenda for Monday, September 19, 2016.

MOTION PASSED 6 – 0

ENACTMENT OF THE CONSENT AGENDA:

- 5a. Approval of September 6, 2016 City Commission Regular Meeting Minutes
- 5b. Approval of August 2016 Bills
- 5c. Special Event: CORE Cardio Drumming 10/1/2016

A motion was made by Commissioner Mike Wright and seconded by Commissioner Daniel Dalton for approval of the Consent Agenda for Monday, September 19, 2016.

MOTION PASSED 6 – 0

COMMISSION COMMENTS:

Commissioner Joe Valenti spoke about the audit presentation that he spoke about this last year and wondered if there might be a way of making it go better. He asked the City Commission to please forward him an e-mail with any suggestions regarding the upcoming audit presentation. He feels that the treescape in the City is very important and was pleased that the Commission has made it one of their goals. He stated he has been reviewing ordinances from other communities that have addressed issues regarding treescapes.

City Manager Sincock expanded on the discussion on the information he has retrieved and stated that the Commission need to be aware that there are numerous legal issues that will come with this issue.

Mayor Dwyer spoke about the non-existent Tree Committee and stated that he has received a lot of e-mails and phone calls with comments and concerns. He spoke about his conversation with the Planning Commission Chairman and this type of ordinance would begin at their legal. The Chairman stated that they are concerned with the treescape issue being brought up since they are in the process of re-doing the Master Plan for the City of Plymouth. The Planning Commission has indicated that they would like to include this item when they are completed . They will then work with the three people on the City Commission (Mayor Dwyer, Commissioners Valenti and Dalton) to draft an ordinance and hold public hearings. Mayor Dwyer thanked everyone for coming out to speak about the Kellogg Park Project and asked them to not wait to read about things in the newspapers. They should check out the City Website, call City Hall, get on the e-mail blast and also ask to have agenda's e-mailed to review what is going on. He thanked everyone for their feedback and assured them that the City will work on updating the websites to make the information current.

OLD BUSINESS: None

NEW BUSINESS:

8a. Sale of Surplus Vehicle -

RES. #2016-86

WHEREAS, The City of Plymouth has reviewed the offer to purchase received in response to its Notice of Sale for one police patrol vehicle; and

WHEREAS, All the vehicles are being sold AS IS with no warranty either expressed or implied; and

WHEREAS, City Administration is recommending that the following high bids be accepted:

2009 Ford Crown Victoria Trumbull Auto Sales \$1,951

NOW, THEREFORE BE IT RESOLVED that the Mayor and City Commission do hereby accept the offer to purchase submitted;

BE IT FURTHER RESOLVED that these vehicles are being sold AS IS with no warranty either expressed or implied.

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

MOTION PASSED 6 – 0

8b. Parking Policy Updates -

City Manager Sincock stated that the agenda item for parking policy updates is a proposed action recommended by the DDA and would require action of the City Commission to change the parking policy. He stated the City Administration DOES NOT RECOMMEND to the City Commission that the City's Parking Policy be reversed related to restrict the allowable enforcement times back to 8:00 p.m. The change in the enforcement hours has had an almost immediate impact on parking habits of employees. There have been more open spaces on the lower level of the Central Deck as a result of the change to 11:00 p.m. The suggestion is that if the City Commission does wish to change the Parking Enforcement times that they only move it back to 10:00 p.m.

A motion was made by Commissioner Joe Valenti and seconded by Commissioner Mike Wright for discussion concerning the proposed resolution.

Ellen Elliott, 404 Irvin, Plymouth, spoke about attending DDA meetings and why she feels the 8:00 enforcement times make more sense. She stated there is no enforcement after 6:00 p.m. and the 8:00 time frame takes care of issues and makes more sense if it is enforced properly.

Greg Hatty, 449 Sunset, Plymouth, stated he agrees with Ellen and he has also been attending the DDA meetings. He feels if enforcement is done it would eliminate employees in the main parking lot.

Wes Graff, Director of the Community Chamber of Commerce, stated he had many businesses and customers share their comments and concerns about this issue. They feel that the enforcement officer working later in the day made the difference, but he

does not work late enough. He did have a heavy impact on how tickets are distributed and the later enforcement would take care of many issues. He recommended after 6:00 p.m. – 8:00 p.m. in the lot and 9:00 p.m. in the deck.

Commissioner Pobur stated she has spoken to a restaurant owner about this parking issue and feels since this current time frame is only 45 days into it, it is too soon to start making changes.

Mayor Dwyer stated whatever time frame the City Commission choose, they need to give it time to see if it works. He stated he would choose the 9:00 p.m. time frame and knows whatever is decided the Police Department will comply with.

James Kemper, 625 Arthur, Plymouth, stated he moved here from Ann Arbor and wondered if there had been any discussions regarding shuttle services.

Mayor Dwyer stated that there had been some discussion but everyone felt this just would not work here for various reasons.

A motion was made by Commissioner Colleen Pobur and seconded by Commissioner Mike Wright for a friendly amendment to change the parking time limit to 10:00 p.m. and have it remain for six months from September 19, 2016.

Commissioner Valenti	YES
Commissioner Pobur	YES
Commissioner Wright	NO
Commissioner Dalton	NO
Commissioner Deal	NO

MOTION FAILED 3 – 2

Mayor Dwyer stated he would take this information back to the DDA and let them deal with how they want to handle it going forward.

(RES #2016-87 (AMENDMENT FOR APPROVAL OF RESOLUTION FAILED))

WHEREAS, The City commission established a Parking Policy in November of 2004;
and

WHEREAS, From time to time the Parking Policy needs to be updated.

NOW THEREFORE BE IT RESOLVED THAT THE City Commission of the City of Plymouth does hereby adopt the following highlighted sections to the Parking Policy.

CENTRAL PARKING LOT/STRUCTURE PARKING TIME LIMITS:

All parking spaces on the lower level of the Central Parking Lot shall be limited to THREE HOUR parking (70-116). All parking time limit restrictions shall be enforced between the hours of 9:00 a.m. to _____ p.m. Monday through Saturday, except designed holidays.

Signs shall be posed at the entrance to the lower level to indicate the time restrictions for all spaces (70-116).

The upper level of the parking deck shall be limited to eight hour parking and residential parking with permit. The upper level of the parking deck shall have time limits enforced between the hours of 6:00 a.m. to ____ p.m. Monday through Saturday, expect designated holidays.

ON STREET OR PUBLIC PARKING LOT MARKED PARKING SPACES (Commercial Areas):

On Street Parking Spaces and public parking lots in the old Village Commercial Area shall be limited to Two (2) hour maximum parking times. On Street Parking in the downtown commercial district, also known as the Downtown Development District shall be limited to a two (2) hour maximum parking time.

Parking in the Penniman Parking Surface Lot shall be limited to either three or eight hour parking in designated areas as determined by the City Manager. Parking restrictions in these areas of the City shall be enforced Monday through Saturday between the hours of 9:00 a.m.; and

Signs shall indicate the parking time restriction as well as the enforcement time.

VOTE FOR RESOLUTION FAILED (see above)

8c. Fire Truck Lease Authorization –

RES. #2016-88

WHEREAS, The City of Plymouth and the City of Northville offer fire services to their residents through an Inter-Local Agreement between the two communities; and

WHEREAS, As a part of the agreement the two cities are responsible for the purchase and replacement of Fire Apparatus (trucks); and

WHEREAS, The City of Plymouth has a 1988 Fire Truck that has exceeded the recommended service life for fire Apparatus; and

WHEREAS, The City of Plymouth has found a demonstrator fire truck that meets the needs of the Department to include a 1,500 GPM pump, on board foam capacity; and a 1,000 gallon booster tank; and

WHEREAS, The NPFAB has reviewed the proposal for a lease of the truck and have reviewed the details of the truck as well.

NOW THEREFORE BE IT RESOLVED THAT the Plymouth City Commission authorize the lease of the 2015 Rosenbauer Fire Truck from Emergency Vehicles Plus of Milan, Michigan. The lease agreement is authorized through Community Leasing Partners with a down payment in the amount of \$71,554 and five annual payments of \$48,634.30.

A motion was made by Commissioner Pobur and seconded by Commissioner Wright for approval of the resolution.

MOTION PASSED 6 – 0

6d. Authorization to Hire –

RES. #2016-89

WHEREAS, The City Commission did adopt what is commonly known as the Hiring Ordinance in August of 2000; and

WHEREAS, The Ordinance requires that the City Administration seek prior and express approval for any full time position; and

WHEREAS, The City Administration is seeking Prior and Express approval for the hiring of a Police Officer to fill a vacancy in that Department.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize prior and express approval to hire a police officer. The City Administration is authorized to proceed with hiring the new Police Officer.

A motion was made by Commissioner Daniel Dalton and seconded by Commissioner Suzie Deal for approval of the resolution.

MOTION PASSED 6 – 0

REPORTS AND CORRESPONDENCE:

9a. Traffic Control Orders - A list of Traffic Control Orders to be put in place was presented and City Manager Sincock stated that this was not an agenda item that needed to have action taken by the Commission.

Bill Lawton from the Community Financial Credit Union spoke about the parking that his employees have in that area and wanted the Commission to know that the parking spots on Wing Street are used by more individuals than his employees.

9b. Presentation by Chief Al Cox - City Manager Sincock spoke about the goal adopted by the City Commission concerning succession planning. In the goal update that was presented at the September 6th City Commission Meeting, the Commission indicated that "Commissioners will be learning more to understand some of the processes already in place". This new effort will allow our key employees an opportunity to present respective information to the City Commission in a formal meeting.

Chief Cox provided a presentation of the hiring process of an officer from start to finish and had handouts for review.

The City Commission indicated that this was a very helpful session and thanked Chief Cox for providing the information.

ADJOURNMENT:

10. A motion was made by Commissioner Colleen Pobur and seconded by Commissioner Daniel Dalton for adjournment of the meeting at 9:35 p.m.

MOTION PASSED 6 – 0

DANIEL DWYER
MAYOR

LINDA LANGMESSER
CITY CLERK

Attn: Maureen

ITEM #4.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.

734 Sponsoring Organization's Legal Name Inspired By Me Psychological Wellness PUC
 Ph# 667-5335 Fax# 734-667-5348 Email inspiredbymegroup@gmail.com Website inspiredbymeyoga.com
 Address 9341 N. Haggerty Rd. City Plymouth State MI Zip 48170
 Sponsoring Organization's Agent's Name Melissa Sharnowski, PhD Title Owner
 Ph# 586-204-2661 Fax# 248-513-3129 Email drmelissawann@yahoo.com Cell# 586-204-2661
 Address 25704 Shoreline Dr. City NOVI State MI Zip 48374

Event Name Acro-Balance Workshop
 Event Purpose Promote business (yoga studio) & better health.
 Event Date(s) Sunday, October 16, 2016
 Event Times 1:30- 3pm
 Event Location Kelllogg Park (downtown park, Plymouth)
 What Kind Of Activities? Acro-balance class taught by 2 certified yoga instructors and chair massage by massage therapist.
 What is the Highest Number of People You Expect in Attendance at Any One Time? 40-50
 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.)

Yoga instructors will teach a 1.5 hour
acrobalance class in the park. All
participants will sign a liability waiver.
Participants must provide or rent a yoga
mat or have something of similar (ie. a
beach towel). A massage therapist will
also be available before and after
the acrobalance workshop to provide
onsite chair massages to the participants
and during the workshop for anyone
who wants a massage and isn't
participating in the workshop.

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

Small Business event

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):

3rd Sunday in October

Next year's specific dates:

10-15-17

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)

N/A

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.

Banner stating company name only

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.

9/12/16

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 Inspired By Me Psychological Wellness, LLC
 (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 Aero Balance Workshop
 (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 Melissa Sharnowski

Date 9/12/16

Witness _____

Date _____

EVENT REVIEW

EVENT NAME: ACRO Balance Workshop

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

MUNICIPAL SERVICES:		Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/> (list reason for denial)	Initial <u>CP</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: \$
<u>NO SERVICES NEEDED</u>				

POLICE:		Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/> (list reason for denial)	Initial <u>Dec</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: \$
<u>NO SERVICES NEEDED</u>				

FIRE:		Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/> (list reason for denial)	Initial <u>JL</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: \$
<u>NO SERVICES REQUIRED</u>				

HVA:		Approved <input type="checkbox"/>	Denied <input type="checkbox"/> (list reason for denial)	Initial
\$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: \$

DDA:		Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/> (list reason for denial)	Initial <u>TB</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: \$

RISK MANAGEMENT:		Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/> (list reason for denial)	Initial <u>MR</u>
Class I – Low Hazard	<input type="checkbox"/>	CERTIFICATE OF INSURANCE NEEDED PRIOR TO EVENT Naming City of Plymouth as 'Additional Insured' <u>Cannot be located in any construction areas</u>		
Class II – Moderate Hazard	<input checked="" type="checkbox"/>			
Class III – High Hazard	<input type="checkbox"/>			
Class IV – Severe Hazard	<input type="checkbox"/>			

APPROVED: _____ NOT APPROVED: _____ DATE: _____

SITE FEE APPLIED TO ALL EVENTS

City of Plymouth
SPECIAL EVENT APPLICATION

ITEM #4.c

>> 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 LIONS CLUB

Ph# _____ Fax# _____ Email _____ Website _____

Address P.O. Box 701159 City PLYMOUTH State MI Zip 48170

Sponsoring Organization's Agent's Name SIM LAMPSON Title DIRECTOR

Ph# ⁷³⁴ 453-0178 Fax# SAME Email LAMPSON8683@GMAIL.COM Cell# 734.748.0909

Address 1782 Lexington St. City PLYMOUTH State MI Zip 48170

Event Name CANDY CANE FUNDRAISER.

Event Purpose COLLECTION OF FUNDS FOR SIGHT IMPAIRED FOLKS

Event Date(s) FRIDAY, NOV 11 AND SATURDAY, NOV 12, 2016

Event Times 10 AM - 4 PM

Event Location SIDEWALKS OF DOWNTOWN PLYMOUTH

What Kind Of Activities? STATIC ACCEPTANCE OF DONATIONS.

What is the Highest Number of People You Expect in Attendance at Any One Time? 3 or 4

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):

2nd WEEKEND in Nov.

Next year's specific dates:

Nov 10, 11, 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?** YES NO

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

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

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

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

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

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

YES NO

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

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.

8/29/2016
Date

James Layton
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 Lions Club (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 CANBY CAME DRIVE (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 Jim Lopez

Date 8/29/2016

Witness _____

Date _____

EVENT REVIEW

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

MUNICIPAL SERVICES:	Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/> (list reason for denial)	Initial <u>CP</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: \$	

NO SERVICES NEEDED

POLICE:	Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/> (list reason for denial)	Initial <u>gac</u>
Regular Time Costs: \$	Overtime Costs: \$	Equipment & Materials Costs: \$	

NO SERVICES NEEDED
"MAY NOT BE IN ROADWAY"

FIRE:	Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/> (list reason for denial)	Initial <u>JO</u>
Regular Time Costs: \$	Overtime Costs: \$	Equipment & Materials Costs: \$	

NO SERVICES REQUIRED

HVA:	Approved <input type="checkbox"/>	Denied <input type="checkbox"/> (list reason for denial)	Initial
Regular Time Costs: \$	Overtime Costs: \$	Equipment & Materials Costs: \$	

DDA:	Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/> (list reason for denial)	Initial <u>TB</u>
Regular Time Costs: \$	Overtime Costs: \$	Equipment & Materials Costs: \$	

RISK MANAGEMENT:	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"/>	CERTIFICATE OF INSURANCE NEEDED PRIOR TO EVENT Naming City of Plymouth as 'Additional Insured' <u>Cannot be in streets</u>		
Class II - Moderate Hazard <input type="checkbox"/>			
Class III - High Hazard <input type="checkbox"/>			
Class IV - Severe Hazard <input type="checkbox"/>			

APPROVED: _____ NOT APPROVED: _____ DATE: _____

SITE FEE APPLIED TO ALL EVENTS

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 Community Chamber of Commerce
Ph# (734) 453-1540 **Fax#** (734) 404-6026 **Email** admin@plymouthmich.org **Website** www.plymouthmich.org
Address 850 W. Ann Arbor Trail **City** Plymouth **State** MI **Zip** 48170
Sponsoring Organization's Agent's Name Mary Nyhus **Title** Event Manager
Ph# Same **Fax#** Same **Email** Same **Cell#** (586) 212-7765
Address Same **City** _____ **State** _____ **Zip** _____

Event Name Walk of Trees 2016
Event Purpose Community Involvement in the Christmas holidays
Event Date(s) November 18, 2016 thru January 2, 2017
Event Times 24/7
Event Location Kellogg Park
What Kind Of Activities? People will walk through the park to view the trees.
What is the Highest Number of People You Expect in Attendance at Any One Time? N/A
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.)

77 Christmas trees will be set up in Kellogg Park. 27 of the trees will be placed on the east side of the fountain for a "memorial section" and the rest, 50, will be on the west side. The trees will be sponsored by different businesses, families, organizations, etc. The Chamber will supply the white lights for each tree though the sponsors are allowed to use their own lights provided they are LED. Decorations must be durable and be wired to the branches to keep from blowing off. Tree sponsors must retrieve the decorations by January 2, 2017 so the City can dispose of the trees!

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): The Friday before Thanksgiving thru
Next year's specific dates: New Years Day

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)

We will need Municipal Services to put 77 poles in the ground and attach the trees to the poles when they are delivered (a map is attached for placement of poles) We still need electric outlets strung to plug trees into.

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:

The trees will need to be removed No earlier than January 3, 2017.

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.

September 21, 2016
Date

Mary M. Nyhus
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 Community Chamber of Commerce (*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 Walk of Trees 2016 (*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 Mary M. [unclear]

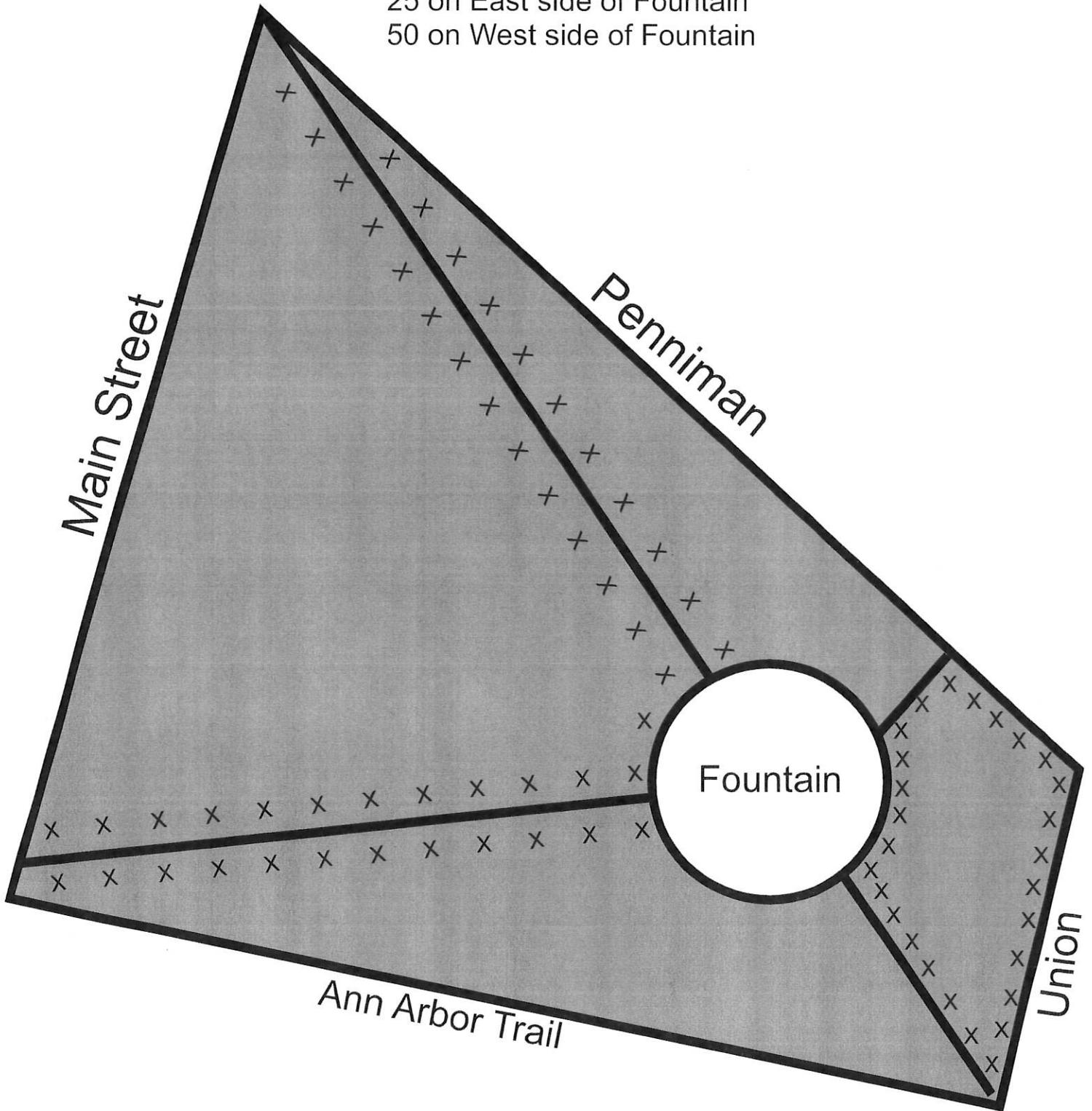
Date September 21, 2016

Witness Sandy Leighton

Date September 21, 2016

Kellogg Park

X = pole placement for Christmas Trees
25 on East side of Fountain
50 on West side of Fountain



EVENT REVIEW

EVENT NAME: Walk of Trees 2016

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

MUNICIPAL SERVICES:		Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/> (list reason for denial)	Initial <u>CP</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:
<u>LABOR SET UP \$1700</u>		<u>LABOR TEAR DOWN \$500</u>		
<u>EQUIP @150</u>		<u>EQUIP @50</u>		

POLICE:		Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/> (list reason for denial)	Initial <u>me</u>
Regular Time Costs:	\$	Overtime Costs:	\$ <u>0</u>	Equipment & Materials Costs:
<u>No Services Needed.</u>				

FIRE:		Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/> (list reason for denial)	Initial <u>D</u>
Regular Time Costs:	\$	Overtime Costs:	\$	Equipment & Materials Costs:
<u>No Services Required</u>				

HVA:		Approved <input type="checkbox"/>	Denied <input type="checkbox"/> (list reason for denial)	Initial
Regular Time Costs:	\$	Overtime Costs:	\$	Equipment & Materials Costs:

DDA:		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:

RISK MANAGEMENT:		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"/>	CERTIFICATE OF INSURANCE NEEDED PRIOR TO EVENT Naming City of Plymouth as 'Additional Insured' <u>WORKING WITH ODA ON CONSTRUCTION</u>		
Class II – Moderate Hazard	<input type="checkbox"/>			
Class III – High Hazard	<input type="checkbox"/>			
Class IV – Severe Hazard	<input type="checkbox"/>			

APPROVED: _____ NOT APPROVED: _____ DATE: _____

SITE FEE APPLIED TO ALL EVENTS

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 The Compassionate Friends
 Ph# 734-778-0800 Fax# — Email — Website www.teflivonia.org
 Meeting Address: St. Timothy's Pres. Church City Livonia State MI Zip —
 Sponsoring Organization's Agent's Name Gail Lafferty Title Event Coordinator
 Cell Ph# 734-748-2514 Fax# — Email angel4gail@tds.net Cell# Reg. Coordinator - MI
 Address 1783 Copeland Circle City Canton State MI Zip 48187

Event Name Worldwide Candle Lighting
 Event Purpose Program - In Memory of all children who have died
 Event Date(s) December 11, 2016
 Event Times 7 P.M. - 8:30 P.M. approximately
 Event Location Kellogg Park, Plymouth, MI
 What Kind Of Activities? Candle lighting, music, poems, reading of names
 What is the Highest Number of People You Expect in Attendance at Any One Time? approx. 300
 Coordinating With Another Event? YES NO If Yes, Event Name: Walk of Trees

Event Details: (Provide a detailed description of all activities that will take place. Attach additional sheets if necessary.)

Music plays before event, @ 6:30 P.M. (w/ City music system)

Event starts @ 7 P.M.

We play appropriate music (not typical Xmas music)
(we provide music), lighting of candles,
readings of children's names who have died,
powerpoint of children's names viewed on screen

During the event bereaved parents, grand parents,
and siblings view the memory tree in the park
and add pre-made ornaments to the tree

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): 2nd Sunday in December
Next year's specific dates: 12-10-2017

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?** YES NO

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

2 Long tables, 2 chairs, Band shell, 2 microphones, music system, screen at back of band shell for powerpoint

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.

9-26-2014
Date

Gaie A. Safferty
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 The Compassionate Friends (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 Worldwide Candle Lighting (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 Gail A. Lafferty

Date 9-26-2016

Witness _____

Date _____



THE COMPASSIONATE FRIENDS

September 26, 2016

To: Paul Sincock
City Manager

From: Gail A. Lafferty, Events Coordinator
Worldwide Candle Lighting
The Compassionate Friends
1783 Copeland Circle
Canton, MI 48187
734-748-2514
angel4gail@tds.net

Attached is the application for the 2016 Candle Lighting sponsored by The Compassionate Friends, which has been held in Kellogg Park since 1999. We again want to thank the City and let you know how much we appreciate allowing our group to have this event at the park. Our mission is to be able to reach the families who have lost their children, grandchildren and siblings and help to remember them in this special way again this year.

We understand that there may be construction in the park during December. We have spoken with Chris Porman regarding this issue and he has assured us that we can work together to have this special event happen again this year.

Please know that our group realizes how prices increase each year, but would once again like to ask on behalf of our group if the City would consider charging us the same as last year. We are a non-profit organization and struggle to have events like this one. Everyone who attends knows how special this event is and the park is such a perfect central place to have bereaved family and friends come together to share and support each other. Upon approval, I will contact our national organization for the insurance policy binder and forward to your office.

Thank you for your help and consideration.

Sincerely,

A handwritten signature in cursive script that reads "Gail A. Lafferty". The ink is dark and the signature is fluid and legible.

Gail A. Lafferty

EVENT REVIEW

EVENT NAME: WORLD WIDE CANDLELIGHTING

(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

\$250 Bathroom Cleaning Fee Per Day of Event? YES NO

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

Costs: LABOR \$ 425

PA \$ 100

POLICE: Approved Denied (list reason for denial) Initial oe

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

Costs: Ø

No Services Added

FIRE: Approved Denied (list reason for denial) Initial JA

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

Costs: Ø

No Services Required

HVA: Approved Denied (list reason for denial) Initial

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

Costs:

DDA: Approved Denied (list reason for denial) Initial B

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

Costs: Ø

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

Class I – Low Hazard

Class II – Moderate Hazard

Class III – High Hazard

Class IV – Severe Hazard

CERTIFICATE OF INSURANCE NEEDED PRIOR TO EVENT

Naming City of Plymouth as 'Additional Insured'

APPROVED: _____ NOT APPROVED: _____ DATE: _____

SITE FEE APPLIED TO ALL EVENTS

CITY OF PLYMOUTH
201 S. MAIN
PLYMOUTH, MI 48170
www.ci.plymouth.mi.us

ADMINISTRATIVE RECOMMENDATION

To: Mayor & City Commission
From: Paul J. Sincock – City Manager
CC: S:\MANAGER\Sincock Files\Memorandum - Zoning Ordinance First Reading - Grading - Foundations 10-03-16.doc
Date: 9/27/2016
Re: Zoning Ordinance Amendment - Grading - Foundation Heights - Drainage

BACKGROUND:

The City Planning Commission is working on several issues and one of those issues related to home sizing and massing is the grade of the new builds or major remodels. This has been brought up by a few residents at the Planning Commission. While the Building Code requires that new construction not negatively impact neighboring parcels and the Community Development Department now strictly enforces several measures regarding grading of a site; both before and after construction.

At the request of the Planning Commission the City Planner has developed some additional Ordinance language related to foundation heights, grading and drainage standards. The Planning Commission held a Public Hearing on the proposed changes on August 24th.

We have attached a memorandum from Community Development Director John Buzuvis which further outlines this issue and provides additional background information.

RECOMMENDATION:

The City Administration recommends that the City Commission adopt at the First Reading changes in the Zoning Ordinance related to lot grading, foundation heights and drainage. We have attached information from the City Planner as well as the recommendation from the City Planning Commission on this matter.

We have prepared a proposed Resolution for the City Commission to consider to adopt the changes at a First Reading. A second reading would be anticipated to be on the October 17th Agenda.

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

Administrative Recommendation

To: Paul J. Sincock, City Manager

From: John Buzuvis, Community Development Director 

CC: S:\DDA\Shared Files\John\Community Development\Planning Commission\Administrative Recommendations

Date: 9/27/2016

Re: Amendments to Chapter 78 of Zoning Ordinance-Grading, Foundation Heights, Drainage

BACKGROUND:

As you are aware the City of Plymouth Planning Commission has been engaged in discussions related to home sizing/massing and the impacts that new builds have on existing adjacent homes/structures for the past several months. One item in particular that has been brought up by residents during citizen comments, at Planning Commission meetings, is the grade of new homes being built adjacent to existing homes. Several residents have indicated that they feel that the grades at new builds are often times significantly higher than those of existing neighboring homes. Some residents have commented that basements have flooded in homes adjacent to project sites.

The Planning Commission has also, over the past months, received comments that basement walls (foundation walls) appear to stick out of the ground significantly. Concerns have been voiced by residents that the first floor of the newer homes, because of the height of the basement walls, is significantly higher than neighboring homes. The consensus of the Planning Commission is that if basement walls and first floor are higher than neighboring homes the grade will also be higher potentially causing drainage issues for adjacent parcels. Additionally, per ordinance the height of homes is measured from the grade, the higher the grade the taller the home.

The International Building Code requires that construction not negatively impact neighboring parcels. Additionally the Community Development Department requires existing and finish grade surveys as part of the application for building permits (for new homes/large remodels), gutters and downspouts etc. and inspections including grading before final approvals are issued for new builds. The building official/inspector monitors this throughout the construction process. Based on the feedback from residents, and to provide clear and enforceable standards the Planning Commission has established and is recommending City Commission approve and enact the enclosed guidelines for the grade of new construction as well as limits on the height of how far the foundation (basement walls) stick out of the ground.

The City Planner developed ordinance language that regulates foundation heights, grading and drainage standards, via zoning ordinance language, and the Planning Commission held a Public Hearing, to take comments, at their August 24th meeting. At that time the language as presented was approved by the Planning Commission and recommended for review, approval and enactment by the City Commission.

Generally speaking the language accomplishes the following:

- Requires drainage and grading around new structures to take into consideration and match, the grades of existing adjacent structures in the shortest distance possible
- Defines average grade plane is (which is used to measure the height of the structures) and foundation walls
- Limits the height of foundation walls (basement walls), in reference to average grade, to more closely match foundation heights of existing adjacent structures
- Impact (most often reducing) the final height of new homes/remodels by introducing grading regulations and foundation wall heights

RECOMMENDATION:

The administration recommends that the City Commission complete a first reading of the enclosed Grading/Drainage Ordinance language. At the conclusion of the first reading the administration recommends that the City Commission approve the language and schedule it for a second reading prior to publishing and enactment.

A memo from the City's Planner, draft ordinance language, meeting minutes from the public hearing, and a sample resolution is attached for the City Commission's consideration.

Please feel free to contact me should you have any questions in advance of the meeting.

The Planning Commissioners had discussion regarding the following subjects:

There was discussion on recycling of batteries and fluids at this location. Additional discussion was had related to the following items specifically: roof being consistent with the AARC, additional parking, front and side elevation(s), bio- swales, MI OSHA safety standards, recording easement agreements, minimizing the pavement area, landscaping, and the proposed maintenance of the bioswale. It was suggested to add veneer bricking onto the front and west side(s) of the building.

Sally Elmiger spoke about the AARC access standards and truck flow through the west driveway entrance.

Public Comments:

Ed Krol, 1108 Beech, spoke in support of the proposed O'Reilly Auto Parts project.

Joe Valenti, 1350 Woodland Place, asked if there was any environmental contamination on this parcel and if the proposed O'Reilly Auto will be a franchise or a corporate store.

A motion was made by Comm. Frisbie, supported by Comm. Myslinski to approve SP16-04, 874 W. Ann Arbor Road, Preliminary Site Plan, without elevations.

YES FRISBIE, KEHOE, MYSLINSKI, PHILIPS, SCHEWE, SILVERS, SISOLAK AND MULHERN.

NO NONE.

MOTION CARRIED UNANIMOUSLY.

The applicant to provide elevations of the east, west and north cinder block, front façade and type of proposed windows.

5* PUBLIC HEARINGS: *

PUBLIC HEARING FOR ZONING ORDINANCE AMENDMENTS OF:

- 1. 78-208, Residential Fences, 78-21, Definitions
- 2. 78-260, Accessory Buildings and Uses
- * 3. 78-218 and 219, Grading/Drainage, 78-21, Definitions *
- 4. 78-220-78-239, Signs

-
- 1. 78-208, Residential Fences, 78-21, Definitions

Sally Elmiger, Planner, explained the revised ordinance language describing residential fences per the Planning Commission's comments at the previous meeting. The definition of "Solid Fence" was amended to include a numerical standard by which to assess a fence style to determine if it is solid or not.

There being no public comments: **A motion was made by Comm. Frisbie, supported by Comm. Philips to forward Ordinance Amendment, 78-208, Residential Fences, 78-21, Definitions to the City Commission for their approval.**

YES FRISBIE, KEHOE, MYSLINSKI, PHILIPS, SCHEWE, SILVERS, SISOLAK AND MULHERN.

NO NONE.

MOTION CARRIED UNANIMOUSLY.

2. 78-260, Accessory Buildings and Uses

Sally Elmiger, Planner, explained the added language to calculate the maximum length of accessory buildings adjacent to a rear property line using a percentage of the width of the lot. The intent of the new language is to eliminate the possibility of using building(s) or structures(s) to act as a very tall "fence" along a rear property line.

Comm. Myslinski would like the new Ordinance language to be consistent, also removing any double negatives.

Public Comments:

Marie Everett, 1240 Fairground, asked questions on the regulation portions of the new language.

Ed Krol, 1108 Beech, asked questions about garage locations.

A motion was made by Comm. Frisbie, supported by Comm. Schewe to forward Ordinance Amendment, 78-260, Accessory Buildings and Uses to the City Commission for their approval.

YES FRISBIE, KEHOE, MYSLINSKI, PHILIPS, SCHEWE, SILVERS, SISOLAK AND MULHERN.

NO NONE.

MOTION CARRIED UNANIMOUSLY.

* 3. 78-218 and 219, Grading/Drainage, 78-21, Definitions *

Sally Elmiger, Planner, explained the added language to calculate the maximum length of accessory buildings adjacent to a rear property line using a percentage of the width of the lot. The intent of the new language is to eliminate the possibility of using building(s) or structures(s) to act as a very tall "fence" along a rear property line.

Public Comments:

Ed Krol, 1108 Beech, asked when the new Ordinance will go into effect.

Marie Everett, 1240 Fairground, asked the board how to prevent flooding with new home construction. Comm. Schewe suggested looking at the direction of the downspout discharge.

A motion was made by Comm. Frisbie, supported by Comm. Silvers to forward Ordinance Amendment, 78-218 and 219, Grading/Drainage, 78-21, Definitions, to the City Commission for their approval.

YES FRISBIE, KEHOE, MYSLINSKI, PHILIPS, SCHEWE, SILVERS, SISOLAK AND MULHERN.

NO NONE.

MOTION CARRIED UNANIMOUSLY.

4. 78-220-78-239, Signs

John Buzuvis, Community Dev Director, explained the City Commission indicated that they would like to revise the City's Sign Ordinance to insure that we are in compliance with the United States Supreme Court Decision in the Reed vs. Gilbert case. The ruling results stated that content based restrictions (political, kids sports teams, events etc.) on signage in local zoning ordinances is not allowed. Comm. Dalton, City Commissioner & PC Liaison is in attendance to answer any questions that you may have.

Comm. Dalton spoke about the Reed vs. Gilbert case and explained our existing ordinance language conflicts with the Supreme Court's decision that cannot have content based Ordinance language that has been strictly scrutinized.

Comm. Myslinski asked questions regarding temporary signs, content versus type, real estate signage & PARC signage.

Public Comments:

Ed Krol, 1108 Beech, asked about builder's signage and that ordinances should be written that have no loop holes.

7. OLD BUSINESS:

1. Potential Residential Ordinance Amendment Discussion:

1. Roof Pitch

2. Percentage of Lot Coverage-

- Commissioner Silvers provided the board with parcel and structure information he compiled based on data available at accessmygov.com. Commissioner Silvers provided lot coverage calculations for several homes that appear to be very large and exceed the City's current lot coverage allowance of 35%. In all cases he presented the lot coverage is actuality below the maximum lot coverage allowance. Commissioner Silvers suggested that perhaps the issue is the massing of the homes and not the lot coverage of the homes

MEMO FROM CARLSLE WORTMAN



CARLSLE

WORTMAN

associates, inc.

605 S. Main Street, Ste. 1
Ann Arbor, MI 48104

(734) 662-2200
(734) 662-1935 Fax

MEMORANDUM

TO: City of Plymouth Planning Commission

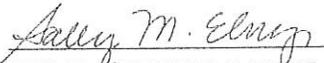
FROM: Sally M. Elmiger, AICP, LEED AP

DATE: July 26, 2016

RE: Grading/Drainage Ordinance Language

The Planning Commission has scheduled a public hearing for August 10, 2016 to consider the attached language.

The proposed language addresses grading and drainage around new structures that takes into consideration existing structures. The changes also include the concept of "average grade plane," when assessing building grades, which the Building Inspector currently uses to evaluate building plans. Lastly, language limiting the height of foundation walls is also included. It coordinates with average grade plane as well as using the sidewalk to assess the portion of the foundation that is out of the ground.


CARLSLE/WORTMAN ASSOC., INC.
Sally M. Elmiger, AICP, LEED AP
Principal

cc: John Buzuvis

DRAFT ORDINANCE AMENDMENT LANGUAGE

CITY OF PLYMOUTH

ORDINANCE NO. 2016-_____

AN ORDINANCE TO AMEND CHAPTER 78, THE CITY OF PLYMOUTH ZONING ORDINANCE IN THE CODE OF ORDINANCES OF THE CITY OF PLYMOUTH FOR THE PURPOSE OF REGULATING FOUNDATION HEIGHTS, GRADING AND DRAINAGE.

Section 1 Modify Section 78-21

Section 78-21. - Definitions.

~~Building height means the vertical distance measured from the established grade average grade plane (based on existing grades) to the highest point of the roof surface for flat roofs; to the deck line of mansard roofs; and to the average height between eaves and ridge for gable, hip and gambrel roofs. Where a building is located on sloping terrain, the height shall be measured from the average ground level of the grade plane. at the building walls.~~

~~Grade means a ground elevation established for the purpose of regulating the number of stories and the height of the building. The building grade shall be the level of the ground adjacent to the walls of the building if the finished grade is level. If the ground is not entirely level, the grade shall be determined by averaging the elevation of the ground for each face of the building.~~

Grade means a reference plane representing the ground level adjoining a building or structure.

Grade, Existing means the elevation or surface of the ground or pavement as it exists prior to disturbance. This includes both the "natural" grade, where no man-made disturbances have impacted a building site, as well as the existing grade as established by existing buildings, structures and/or pavement.

Grade, Finished means the final elevation of the ground surface after development.

Grade Plane means a reference plane representing the average of the existing grades or ground level adjoining the building at exterior walls. Where the finished ground level slopes away from the exterior walls, the reference plane shall be established by the lowest points within the area between the building and the lot line or, where the lot line is more than six (6) feet from the building, between the building and a point six (6) feet from the building.

Section 2 Add Sections 78-218 and 78-219

Section 78-218 - Foundation Walls

- (1) The exposed foundation wall between the average of finished grades at the center of all walls of the building and the highest portion of the first floor shall not exceed thirty-six (36) inches from the average grade plane. In case walls are parallel to and within five (5) feet of a

DRAFT ORDINANCE AMENDMENT LANGUAGE

sidewalk, the above ground level (average grade plane) for that wall shall be measured at the sidewalk, unless otherwise defined herein. This height limit shall not include areas for walk out basements, window wells or other portions of exposed foundation wall which cannot be reasonably lowered or covered as determined by the Building Official.

- (2) Elevation measurements of the top of the basement footings shall be provided to the Building Official by a licensed engineer or surveyor before a backfill inspection can be conducted to confirm that the actual elevations meet the submitted plans.

Section 78-219 - Grading, Drainage and Building Grades

- (1) The ground areas outside the walls of any building or structure hereafter erected, altered, or moved shall be so designated that surface water shall flow away from the building walls in such a direction and with such a method of collection that inconvenience or damage to adjacent properties will not result. Where property is developed adjacent to existing properties previously developed, existing grades of adjacent properties shall have priority. Grades around houses or structures shall meet existing grades in the shortest possible distance, as determined by the Building Official, but under no circumstances shall exceed 1:4 slopes or twenty-five percent (25%) grades.
- (2) To minimize impacts on contiguous, previously developed, single-family residential property and ensure compatibility for new projects in established residential neighborhoods, the first story elevation height of new structures shall be consistent with the first floor elevation height of contiguous residences, in conformance with other requirements of this ordinance. Any property owner/developer who intends to add fill above the height of the existing contiguous grades shall demonstrate to the Building Official's satisfaction, that additional fill is not detrimental to surrounding properties in terms of compatibility and drainage.
- (3) A certificate of occupancy will not be issued until final grades are approved by the City Building Official. A certificate of grading shall be completed by the applicant. The Building Official shall require a certified copy of the grading plan to be submitted by a registered civil engineer or land surveyor.

Section 3 Modify ARTICLE XXI Accessory Buildings and Uses, Section 78-260 Regulations

Accessory buildings, structures, and uses except as otherwise permitted in this chapter, shall be subject to the following regulations:

- (8) No detached accessory building in any residential district shall exceed 1½ stories or 15 feet in height. The minimum eave height for an accessory building shall not be less than seven feet from the average grade plane. Where an accessory structure is located on sloping terrain, the eave height shall be measured from the average ground level of the grade at building walls.

DRAFT ORDINANCE AMENDMENT LANGUAGE

Section 4 Validity

Should any section, clause or paragraph of this ordinance be declared by a Court of competent jurisdiction to be invalid, the same will not affect the validity of the ordinance as a whole or part therefore, other than the part declared invalid.

Section 5 Ordinances Repealed

All other ordinances inconsistent with the provisions of this ordinance are to the extent of such inconsistencies hereby repealed.

Section 6 Effective Date

This ordinance shall become effective one day after publication.

Introduced x-xx-2016
Enacted: (Date)
Published: (Date)
Effective: (Date)

RESOLUTION

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

WHEREAS The City of Plymouth has a set of Zoning Ordinances in order to protect the public health, safety and welfare, and

WHEREAS From time to time those Ordinances need to be updated and the City Planning Commission did review Section 78-21 related to Foundation Walls, grading and building grades, and

WHEREAS After consideration the Planning Commission held a Public Hearing on proposed Changes to the Zoning Ordinance related to these issues and further that the Planning Commission did recommend changes to the Plymouth City Commission.

NOW THEREFORE BE IT RESOLVED That the City of Plymouth City Commission does hereby adopt changes to the Zoning Ordinances at the First Reading:

Section 78-21 - Modify Section on Definitions

Section 78-218 - Add Section

Section 78-219 - Add Section

Section 78-260 - Modify Article XXI Accessory Buildings and Uses Section 3

BE IT FURTHER RESOLVED THAT the City Clerk shall include these changes as a part of the official Meeting Minutes of this meeting.

CITY OF PLYMOUTH
201 S. MAIN
PLYMOUTH, MI 48170
www.ci.plymouth.mi.us

ADMINISTRATIVE RECOMMENDATION

To: Mayor & City Commission
From: Paul J. Sincock – City Manager
CC: S:\MANAGER\Sincock Files\Memorandum - Grant Application by County for Fuyao Sheldon Rd - 10-03-16.doc
Date: 9/27/2016
Re: City Support for Grant Application by County to State

BACKGROUND:

The City Commission is aware that Fuyao Automotive North America (FANA) is in the processing of preparing and moving into the building at 909 N. Sheldon. The building has been vacant for a number of years. One of the things that occurred when the Sheldon Road Underpass was built is that the existing traffic signal for the old Western Electric Operations at that facility was removed. That traffic signal was placed there many decades ago when Western Electric was in full operation. That old signal would not meet current standards for traffic signalization on a Major Road such as Sheldon Road.

The City Commission is also aware and in some cases has been a part of working closely with the Wayne County Executive's Office as well as the County's Economic Development staff and the State Economic Development Corporation and others on facilitating FANA's move into the city. As a part of the move there was a traffic study completed on Sheldon Road and it was determined that traffic signalization would once again be needed. The County has been working on the plans for the signalization that would be needed. The City requested pedestrian crosswalk signals as a part of the project in order to accommodate the request of the citizen sometime back who indicated a need for pedestrians to cross Sheldon Road to access Kiwanis Park. The County has estimated that this project will cost upwards of \$279,000.

In an effort to fund this project the County is filing a grant application with the State of Michigan to help fund this project. The County Executive's Office has also indicated that the County will be supporting this effort as well with a variety of County funding. In order to complete the grant application process it is necessary for the City to provide a Resolution of Support for the Grant Application, since the traffic signals will be in the City.

We have attached a memorandum from Community Development Director John Buzuvis which will provide further background on this matter.

RECOMMENDATION:

The City Administration recommends that the City Commission adopt a Resolution of Support for the Wayne County TEDA Grant Applications. We have prepared a proposed Resolution for the City Commission to consider regarding this matter.

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

Administrative Memorandum

To: Paul J. Sincock, City Manager
From: John Buzuvis, Community Development Director
CC: S:\DDA\Shared Files\John\Community Development\Planning Commission\Administrative Recommendations
Date: 9/27/2016
Re: Transportation Economic Development Fund Grant Support

BACKGROUND:

As you are aware the City Administration has been working closely with the Wayne County Executive's Office, Wayne County Economic Development Growth Engine (EDGE), Michigan Economic Development Corporation (MEDC) and the Detroit Regional Chamber of Commerce as part of the upcoming Fuyao Automotive North America (FANA) relocation from Lake Orion, MI to the building they purchased at 909 Sheldon Rd.

FANA received a "use" approval from the Planning Commission in July 2016 and closed on purchasing the building in August 2016. At this time FANA is replacing the roof on the building as well as doing some interior renovations (paint, carpet, minor demolition etc.). FANA estimates that they will invest approximately \$70 million into the facility including equipment, furnishings, facility upgrades etc. FANA indicates that they intend to bring a total of 959 new jobs to the site over the next 3 years. The FANA transition team is in the process of preparing the site-plan application and drawings for upcoming review by the City of Plymouth Planning Commission.

As part of the process a traffic signal warrant study (traffic study) was completed at this location on Sheldon Rd. (near Goldsmith) and it was determined that two traffic signals would be warranted. One traffic signal is proposed to be located at Goldsmith and the other traffic signal is proposed to be located at the southern driveway of the facility including a pedestrian crosswalk with push button activation. The proposed traffic signals are to be car actuated, meaning that they will not stop traffic on Sheldon road unless vehicles/pedestrians are present and need to cross.

The County and the City have worked closely on this project since mid-summer. Because Sheldon Rd. is a County Right-of-way, Wayne County, with data and engineering support from the City, is submitting a Michigan Department of Transportation Economic Development Fund Grant application for funding to offset the cost of these traffic control improvements. The estimated total cost of the traffic control devices is \$279,000. The County has authorized approximately \$100,000 of "matching funds" as part of the Grant Application and has submitted this to the state for consideration. Approximately \$30,000 of County Act 51 funds as well as roughly \$69,000 of in-kind funds are being used on behalf of the county.

The County submitted the grant application to MDOT on September 21st; however, the State requested a resolution from the City of Plymouth supporting the grant application and additionally naming an "authorized agent" for all activities associated with securing and accepting any funding.

The County is expected to pass a similar resolution for submittal to the State as well. Please note that the City of Plymouth will not be receiving any direct funding from MDOT but rather is a partner with the County and since the traffic improvements are to be done in our jurisdiction the State wants confirmation that the City is supportive of the project.

RECOMMENDATION:

The administration recommends that the City Commission review and approve the attached Resolution of Support for the MDOT TEDF grant as applied for by Wayne County.

A copy of the MDOT Grant application is enclosed as well as a sample resolution for the City Commission's consideration.

Please feel free to contact me should you have any questions in advance of the meeting.

MDOT TEDF GRANT APPLICATION



TEDA Application

Date: 09/22/2016

Page: 1 of 3

Application: TEDA 1294.01

Applicant Information

Applicant Agency: County Road Agency
Grant Applicant: Department of Public Services

Project Location

County: Wayne
Region: Metro
Prosperity Region: Detroit Metro Prosperity Region
City/Village or Township: City/Village of Plymouth
Zip Code: 48170
Route No./Street Name/Facility Name: 909 Sheldon Road
Project Limits (use nearest cross street): Goldsmith Road
Length (to nearest tenth of a mile): 0.10
MPO (Metropolitan Planning Organization): SEMCOG
TMA (Transportation Management Area): Not in TMA area

Legislative Information

State Senator: Patrick Colbeck (7)
State Representative: Kurt Heise (20)
US Representative: Dave Trott (11)

Project Description

Describe the current problem, the proposed change, and how the change will solve the problem.
Summarize any accident history, if applicable:

A re-purposing of the existing manufacturing facility at 909 Sheldon Road is proposed. Previous to the construction of the Sheldon Road/CSX grade separation (just to the north), a traffic signal existed at the commercial driveway at 909 Sheldon. The signal was removed with the departure of the former supplier at the site. A traffic signal warrant study was completed at the driveway and it was found that a signal will be warranted to accommodate the demand from the future business. The signal is expected to increase the level of traffic service, with a minimal effect on motorists using Sheldon Road. In addition, it was determined that the signal should be expanded to include Goldsmith Road to accommodate the existing truck traffic on that route. Also, expanding the location of the signal allows development of a pedestrian crossing on the north leg of Sheldon Road just north of Goldsmith Road along with the necessary ADA ramps and sidewalk treatments. Reducing excessive delay at the driveway via the traffic signal will reduce incidents created by poor gap judgment.

Type of Improvement: Safety Improvement
Type of Work: Other

Is the road currently a public road open to truck traffic? Yes
Will the proposed transportation project be public road open to truck traffic? Yes
Is the road currently constructed to all-season standards? Yes
Will the proposed transportation project be constructed to all-season design standards? Yes

Segment Length(In Feet): 150

Existing Roadway(In Feet)

Number of Lanes: 5



TEDA Application

Date: 09/22/2016
Page: 2 of 3

Application: TEDA 1294.01

Total Traveled Roadway Width (Excluding Curb and Gutter):	60		
Dedicated Parking?	No		
Parallel:	None	Feet:	
Diagonal:	None	Feet:	
Type of Pavement:	Concrete		
Depth of Pavement(In Inches):	10.00		
Curb and Gutter:	Both Sides		
Shoulders (Both Sides)			
Paved Width:	62	Aggregate Width:	64
Total Shoulder Width:	126		
PMS Rating:	9		
Width of Sidewalk(per side):	Both Sides	Feet:	5
Proposed Roadway(In Feet)			
Number of Lanes:	5		
Total Traveled Roadway Width (Excluding Curb and Gutter):	62		
Dedicated Parking?	No		
Parallel:	None	Feet:	
Diagonal:	None	Feet:	
Type of Pavement:	Concrete		
Depth of Pavement(In Inches):	10.00		
Curb and Gutter:	Both Sides		
Shoulders (Both Sides)			
Paved Width:	0	Aggregate Width:	0
Total Shoulder Width:	0		
PMS Rating:	9		
Width of Sidewalk (per side):	Both Sides	Feet:	5
Is additional R.O.W needed?	No		

Describe need, including location, and agency/firm purchasing or donating:

The applicant is responsible for describing social, economic, and environmental impacts. Please identify impacts below:

The installation of a traffic signal at the commercial driveway and Goldsmith Road will allow the level of service to increase from D and F in the morning and afternoon peak period to level of service B and C, respectively. Because the signal will be actuated, the driveway and Goldsmith Road will be serviced only when a vehicle arrives, thus the impact to Sheldon Road traffic will be minor. Pedestrians, who were formally intimidated by crossing five lanes of traffic without assistance will now be able to cross safely with pushbutton activation and pedestrian signals.

Therefore, for the Environmental Impact the result is no significant impact.

For the Economic Impact the 959 new and retained jobs will generate \$72.5 million in direct and indirect earnings.



TEDA Application

Date: 09/22/2016

Page: 3 of 3

Application: TEDA 1294.01

Traffic Information

	Existing	At Completion	20 Yrs Post-Completion
Average Daily Traffic:	24,400	24,800	26,000
30th Hour High(DHV)	2,400	2,500	2,600
Percent Commercial Vehicles	2	2	2
Level of Service:	D	B	C

Eligible: No

MDOT TEDF GRANT APPLICATION



TEDA Developments

Date: 09/22/2016

Page: 1 of 2

Application: TEDA 1294

Development Information

Firm Name(Identify the name of the company related to the proposed transportation project):

Fuyao Automotive North America, Inc.

Primary Target Industry: Manufacturing

Secondary Target Industry:

Primary NAICS: 32,721

Describe the firm/company, including type of industry, major activities, and products made:

Fuyao Automotive North America, Inc. (FANA) is a "value add" and logistics facility. As discussed in more detail below, semi-finished automotive glass products are supplied to FANA from glass fabrication sites in Dayton, Ohio, Guangzhou, China, Shanghai, China and Fujian, China. Then, at FANA, primers and adhesives. Some glass is put through a process called "encapsulation" where after the glass is primed, PVC (polyvinyl chloride) or TPE (thermoplastic-elastomer) materials are chemically bonded around the edges of semi-finished glass through encapsulation molding. FANA then packages, warehouses, and ships finished products to OEM manufacturers.

Current Employment

Number of employees: 448

Weighted Average Salary: \$50,000

Employment Related to Expansion/Retention Decision

Number of full-time positions. Full-time equivalents may be used for tourism and agriculture projects only. These numbers should not include construction or indirect jobs:

Job Type	Number of Jobs	Average Salary	Year	Eligible
Newly Created Jobs	50	\$47,000	2016	Yes
Newly Created Jobs	448	\$48,000	2017	Yes
Newly Created Jobs	271	\$49,000	2018	Yes
Newly Created Jobs	190	\$50,000	2019	Yes

Eligible Job Summary

Jobs Retained: 0

Newly Created Jobs: 959

Transfers into State: 0

Total: 959

Private Investment: \$72,300,000

Estimated net change in governmental revenues attributable to the firm/company

Increase: \$82,022

Decline Averted:

Government Entity: City of Plymouth and Wayne County (combined)

Development Status

Status of Development: Expansion Began 08/08/2016

Has the land been acquired for Development? Yes

Location Factors

Application: TEDA 1294

Development Information

Describe the location factors considered by the firm/company, including other locations considered, and how the proposed transportation project relates to expansion decision:

FANA has out-grown its current facility in Lake Orion, Michigan. FANA was contemplating moving its operation to its facility located in Moraine, Ohio. Also, FANA was considering Mt. Zion, Illinois as another option for relocation. However, FANA chose to stay in Michigan and expand its operation in the city of Plymouth. The site, which formerly housed FedEx as well as American Wallpaper and Blinds Warehouse, is ideal because of its access to M-14 and I-275 as well as its close proximity to Detroit and Ann Arbor. Furthermore, the city of Plymouth offers a well-trained talent pool (53% of its population has attained bachelor's degree or higher) and a highly reputable public schools system.

FANA will have a large number of employees which will cause a big growth on traffic. This transportation project will keep the traffic in order, save time on transportation and lighten traffic jam effectively. What is more, this project will avoid traffic accidents and keep employees and other traffic safe on transportation.

Is your freight subject to seasonal load restrictions? No

Explain:

Development Traffic Increase

Geographic Origination/Destination
by Percentage

	Number of Trips		Geographic Origination/Destination by Percentage			
	At completion	Future phase	North	South	East	West
Daily Commercial Vehicle Trips:	488	500	40%	60%	0%	0%
Daily Passenger Vehicle Trips:	23,912	24,300	40%	60%	0%	0%
Total Trips:	24,400	24,800				
Peak Hour Commercial Trips:	50	50				
Peak Hour Passenger Trips:	2,350	2,450				

Eligible:

RESOLUTION

The following resolution was made by Commissioner _____ and seconded by Commissioner _____.

- WHEREAS *The State of Michigan, Michigan Department of Transportation (MDOT) is accepting applications for grants through the Transportation Economic Development Fund (TEDF) (Category A); and*
- WHEREAS Fuyao Automotive North America (FANA) is making improvements to the facility located and 909 Sheldon Rd., and
- WHEREAS FANA has indicated that they anticipate brining approximately 959 newly created jobs to this facility over the next three years, and
- WHEREAS A traffic signal warrant study was completed and it was found that a traffic signal will be warranted at this location to accommodate the traffic demand from FANA occupying the currently vacant industrial building, and
- WHEREAS Sheldon Road is a Right-of-Way of Wayne County and as such due to FANA's investment of approximately \$70 million Wayne County is eligible to apply for a TEDF Grant, and
- WHERAS The City of Plymouth and Wayne County have worked closely together on this project, and MDOT has requested a resolution of support, from the City of Plymouth, for Wayne County's grant application as part of the application materials,
- NOW THEREFORE BE IT RESOLVED THAT the City of Plymouth City Commission does hereby support Wayne County's application for TEDF Category A funding through the Michigan Department of Transportation,
- NOW BE IT FURTHER RESOLVED THAT the City of Plymouth City Commission does hereby authorize the City's Community Development Director John Buzuvis, to be designated as the authorized agent for the City of Plymouth for administering or assistance and support associated with supporting Wayne County securing and accepting any TEDF funding for this project