



**PLYMOUTH CITY COMMISSION
REGULAR MEETING AGENDA
PLYMOUTH CITY HALL - COMMISSION CHAMBERS
Monday, October 17, 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 October 3, 2016 City Commission Regular Meeting Minutes
- b) Approval of September, 2016 Bills
- c) Special Event: Main Street Blvd Tree Lighting/ Salvation Army Red Kettle Kickoff, 11/11/16
- d) Special Event: Ladies Holiday Shopping Event, 11/10/16

5) COMMISSION COMMENTS

6) OLD BUSINESS

- a) Zoning Ordinance Amendment- Grading, Foundation Heights, Drainage - 2nd Reading

7) NEW BUSINESS

- a) Parking Policy Update
- b) Kiwanis Park Playground Equipment.Purchase.Authorization

8) REPORTS AND CORRESPONDENCE

- a) The Rest of the Story - John Buzuvis

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, OCTOBER 3, 2016, 7:00 p.m.

CALL TO ORDER:

PRESENT:

Mayor Daniel Dwyer, Mayor Pro-tem Oliver Wolcott, Commissioners Colleen Pobur, Mike Wright, Suzie Deal, Joe Valenti

ABSENT: Commissioner Daniel Dalton

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

CITIZEN COMMENTS:

David Rucinski, 1392 Maple, Plymouth, spoke about the last meeting he appeared at and that he had requested four informational items concerning the fountain and park improvements. He thanked the commission for information he received for three of the items but is still waiting for response for the fourth item. He thanked Mayor Pro-Tem Wolcott, Commissioner Mike Wright and Russell Designs for all their hard work and meeting with himself and his wife and answering their questions. He asked the City Commission to keep the tradition alive when they are designing the fountain and the park. He presented a copy of the petition that is being going around by individuals in the community and the volunteers are so enthusiastic. They have 650 or more signatures within a seven day period of time.

Lee Jasinski, 1380 Maple, Plymouth, stated he is a helper with getting the petition around the community for signatures and stated he has spoken to Canton and Plymouth Township residents about this project as well. He indicated they all have concerns with the City cutting down trees and changing the look of the park.

APPROVAL OF THE AGENDA:

3. A motion was made by Commissioner Colleen Pobur and seconded by Commissioner Mike Wright for approval of the agenda for Monday, October 3, 2016.

MOTION PASSED 7 – 0

ENACTMENT OF THE CONSENT AGENDA:

- 4a. Approval of September 19, 2016 City Commission Regular Meeting Minutes
- 4b. Special Event: Acro-Balance Workshop, 10/16/16
- 4c. Special Event: Lion's Club Candy Cane Fundraiser, 11/11/16 – 11/12/16
- 4d. Special Event: Walk of Trees, 11/18/16 – 1/2/17
- 4e. Special Event: Compassionate Friends World Wide Candle Lighting, 12/11/16

A motion was made by Mayor Pro-tem Oliver Wolcott and seconded by Commissioner for approval of the Consent Agenda for Monday, October 3, 2016.

MOTION PASSED 7 – 0

COMMISSION COMMENTS:

Commissioner Joe Valenti reminded the City Commission for feedback for the upcoming audit presentation and asked Commissioner Mike Wright for an update on the presentation concerning the Kellogg Park project at the Cultural Center.

Commissioner Mike Wright stated they had decided to open the meeting on the 10th at the Cultural Center to the public. They felt it made sense to have the design person there as well because of underlying issues based on feedback and this will be discussed and cleared up. He stated the meeting with Mr. Rucinski and his wife went well and everyone wants to have a plan in place that will be acceptable for everyone. He feels the meeting will be worthwhile and interesting.

Mayor Pro-tem Oliver Wolcott asked everyone to please come to the meeting and provide feedback on the 10th at 6:30 at the Cultural Center and looks forward to seeing everyone.

Mayor Daniel Dwyer spoke about the last Plymouth Township board meeting and they voted to sue the City of Plymouth on a 4-3 vote. He stated he feels very upset and disappointed and the City residents have the right to know the truth. There is false information out in the community because of things said at the Township Trustees recent board meeting. He does not feel right to sit by and let this go by and not speak about what really transpired. He explained this is concerning pension and health care costs for the Plymouth Community Fire Department. The Fire Department served both communities from 1995 to 2011, with the City leaving that arrangement in 2012 to partner with Northville in an effort to cut costs. The two communities reached a settlement in July that the Township incurred from 2012 through 2015. Payments for pensions and retiree health care going forward have not been agreed on. Mayor Dwyer stated that he was on that committee working with the Township and was constantly

unable to get information to settle and he and the City's team were able to get with Supervisor Shannon Price and his team and together have made some progress. He thanked the City Administration for their involvement and pursuant to the agreement the City paid the Township \$330,508.20 that went through the end of 2015 and the agreement was signed by both entities. The City delivered the check in August and has fulfilled their obligation. Going forward the Township asked the City to have payments put into their MERS account and this was not recommended. City Attorney Robert Marzano has had several conversations with the Township's Attorney Mike Cox with no response from the Township since that time. Mayor Dwyer indicated that he was told that the Township wanted to wait until the new board came on board for further action and then this appeared on their agenda to sue the City. The City has worked with the Township in good faith and has been cooperative in every way and he would truly like to work this out and move forward. He feels confident that with the new board being elected they will be able to resolve this issue and have better working relations.

OLD BUSINESS: None

NEW BUSINESS:

7a. Zoning Ordinance Amendment Grading, Foundation Heights, Drainage – 1st Reading –

RES. #2016-90

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.

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

MOTION PASSED 7 – 0

Mayor Dwyer asked the Community Development Director to have further clarification for the Commission at the next meeting before adoption of the second reading of the ordinance.

7b. City Support for Grant Application by County to State –

RES. #2016-91

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 at 909 Sheldon Rd.; and

WHEREAS, FANA has indicated that they anticipate bringing 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

WHEREAS, 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.

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

MOTION PASSED 7 – 0

8. REPORTS AND CORRESPONDENCE: None

9. ADJOURNMENT:

Hearing no further comments, a motion was made by Mayor Pro-tem Oliver Wolcott and seconded by Commissioner Colleen Pobur for adjournment of the meeting at 7:50 p.m.

MOTION PASSED 7 – 0

DANIEL DWYER
MAYOR

LINDA LANGMESSER
CITY CLERK

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 DOWNTOWN DEVELOPMENT AUTHORITY
 Ph# 455-1453 Fax# _____ Email tbruscato@ci.plymouth.mi.us Website _____
 Address 831 PENNINGAN City PLYMOUTH State MI Zip 48170
 Sponsoring Organization's Agent's Name TONY BRUSCATO Title DIRECTOR
 Ph# _____ Fax# _____ Email _____ Cell# _____
 Address _____ City _____ State _____ Zip _____

Event Name MAIN ST BLVD TREE LIGHTING/PLY SAL. ARMY RED KETTLE KICK OFF
 Event Purpose LIGHTING HOLIDAY TREES / SAL. ARMY KETTLE CAMPAIGN
 Event Date(s) FRI NOV 11
 Event Times 6 PM - 7³⁰ PM
 Event Location KELOGG PARK
 What Kind Of Activities? LIGHTING TREES / MUSIC

What is the Highest Number of People You Expect in Attendance at Any One Time? 500
 Coordinating With Another Event? YES NO If Yes, Event Name: _____

Event Details: (Provide a detailed description of all activities that will take place. Attach additional sheets if necessary.)
LIGHT HOLIDAY TREES
FREE COFFEE / HOT CHOCOLATE / COOKIES
MUSIC
COLLECT DONATIONS

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):

SECOND FRI W NOV

Next year's specific dates:

FRI NOV 10

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)

SOUND SYSTEM SETUP / CLEAN UP
TABLES + CHAIRS
DDA TENT

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:

DOWNTOWN PUBLIC PARKING

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.

10-12-16
Date

Tony Bruscato
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

EVENT REVIEW

EVENT NAME: SAL. ARMY RED KETTLE KICKOFF

(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 <i>GP</i>
\$250 Bathroom Cleaning Fee Per Day of Event?	YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Regular Time Costs:	\$	Overtime Costs:	\$	Equipment & Materials Costs:

2 FTE 3 hrs ≈ \$364
PA \$100
TRUCK \$45

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

No Services Needed

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

No Services Needed

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 <i>TB</i>
Regular Time Costs:	\$	Overtime Costs:	\$	Equipment & Materials Costs:

RISK MANAGEMENT:	Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/>	(list reason for denial)	Initial <i>MB</i>
Class I – Low Hazard	<input checked="" type="checkbox"/>			
Class II – Moderate Hazard	<input type="checkbox"/>			
Class III – High Hazard	<input type="checkbox"/>			
Class IV – Severe Hazard	<input type="checkbox"/>			

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
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#		N/A			
Address	same		City		State Zip
Event Name	Ladies Holiday Shopping Night				
Event Purpose	Shopping				
Event Date(s)	November 10, 2016				
Event Times	5 to 9:00 p.m.				
Event Location	Downtown Plymouth				
What Kind Of Activities?	Shopping				
What is the Highest Number of People You Expect in Attendance at Any One Time?					
Coordinating With Another Event?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	If Yes, Event Name:		
Event Details:	(Provide a detailed description of all activities that will take place. Attach additional sheets if necessary.)				

An evening for local residents to spend time shopping and dining in Plymouth and to celebrate a quaint, old fashion Christmas.

1. **TYPE OF EVENT:** Based on Policy 12.2, this event is: *(Weddings Ceremonies – Please Review Section 12.2 f.)*

City Operated Co-sponsored Event Other Non-Profit Other For-Profit Political or Ballot Issue

2. **ANNUAL EVENT:** Is this event expected to occur next year? YES NO

If Yes, you can reserve a date for next year with this application (see Policy 12.15). To reserve dates for next year, please provide the following information:

Normal Event Schedule (e.g., third weekend in July): _____

Next year's specific dates: _____

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)

None

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 event lasts more than the 2-3 hour parking limit

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.

October 13 2016
Date

Mary 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 Ladies Holiday Shopping Night (*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 Nykus

Date October 13, 2016

Witness Lindy Leighton

Date October 13, 2016

EVENT REVIEW

EVENT NAME: LADIES HOLIDAY SHOPPING

(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>EP</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>Qe</u>
Regular Time Costs:	\$	Overtime Costs:	\$	Equipment & Materials Costs: \$
<u>NO SERVICES NEEDED.</u>				

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

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'		
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
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 Final Reading - Grading - Foundations 10-17-16.doc
Date: 10/14/2016
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 and we have included some photographs to help explain the issues related to this Ordinance change.

RECOMMENDATION:

The City Administration recommends that the City Commission adopt at the 2nd and Final 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. This will be the final reading of the Ordinance and it will go into effect after publication.

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: 10/14/2016
Re: Second Reading: Amendments to Chapter 78 of Zoning Ordinance-Grading, Foundation Heights, Drainage

BACKGROUND:

As you are aware the City Commission completed, and adopted, a first reading of proposed language amendments to Chapter 78 of the Zoning Ordinance on October 3, 2016. The proposed amendments, which define and regulate grading requirements, foundation wall heights and average grades (used to measure the height of homes) were approved by the Planning Commission in late August and recommended for review, approval and enactment by the City Commission. Generally speaking the proposed amendments accomplish 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 (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 and first floor heights (the first floor walking surface not ceiling) of existing adjacent structures
- Impact (most often reducing) the final height of new homes/remodels by introducing grading regulations and foundation wall heights

The Planning Commission developed and approved the enclosed ordinance language to address concerns raised by residents related to these items. Specifically, some residents indicated that the grade at new builds/significant remodels was often much higher than neighboring properties because the grade was raised as part of the construction process. In some instances residents indicated that they felt this caused flooding in adjacent basements. The Building Inspector keeps a close eye on this and requires, and inspects, that drainage from one parcel does not negatively impact neighboring parcels. The International Building Code requires that changes to one property cannot adversely impact adjacent properties. In certain instances property owners have been required, by the Building Inspector, to mitigate issues on adjacent properties caused by higher grades at the project site;

however, in other instances the grade of neighboring properties was not adequate to handle drainage from their own property and was exasperated by a higher neighboring grade. The Commission should note that a similar ordinance is used in the City of Northville. Essentially the recommended amendments codify the current expectations.

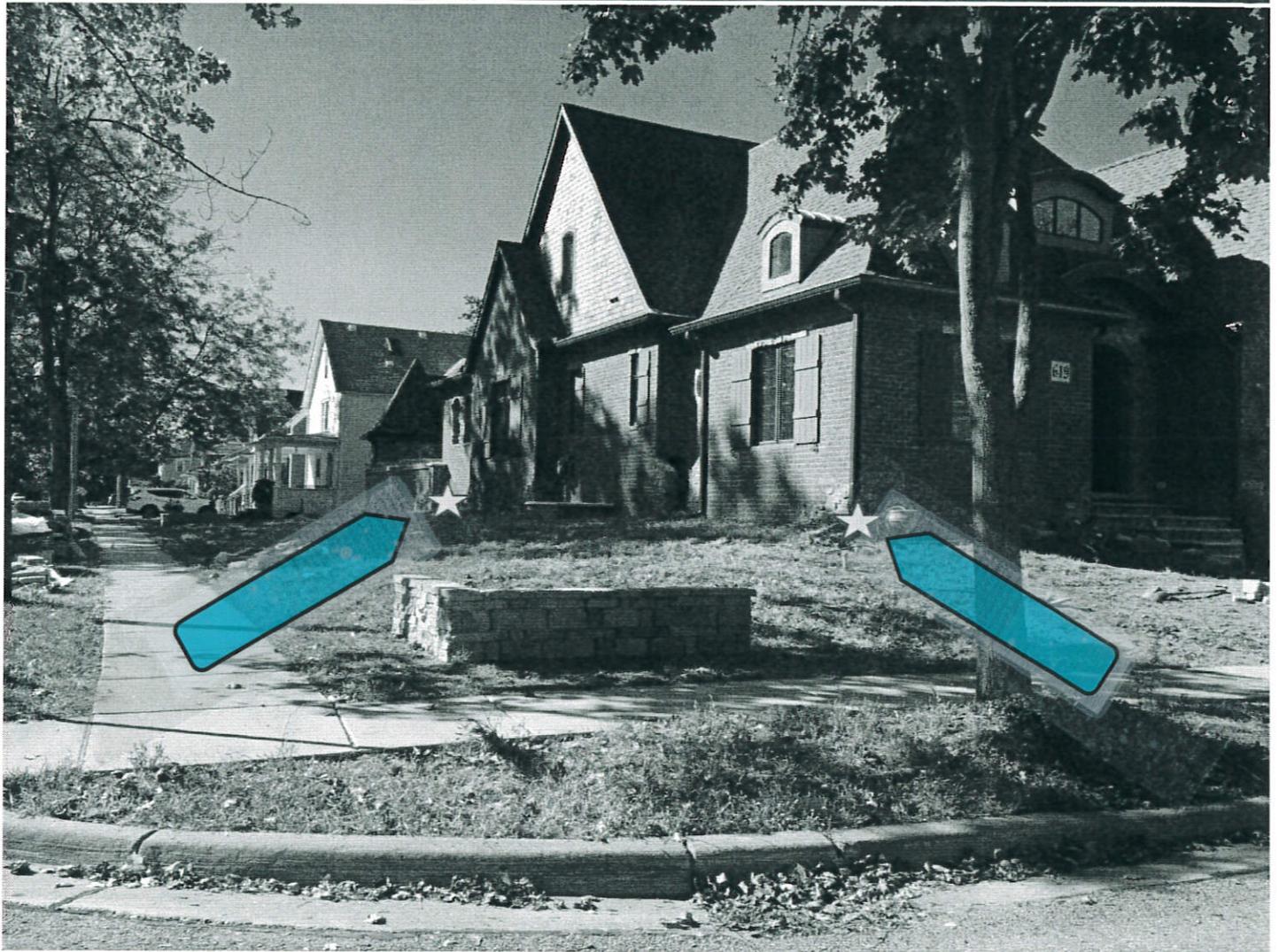
At the first reading the City Commission was curious if there was a way to represent some examples of the issues to be addressed via diagrams/photos. Enclosed are photos for the Commission's review to provide a visual of the definitions contained in the proposed ordinance.

RECOMMENDATION:

The administration recommends that the City Commission complete the second reading of the enclosed Grading/Drainage Ordinance language. At the conclusion of the second reading the administration recommends that the City Commission approve and authorize the Clerk to publish the Ordinance Amendments, as required, prior to enactment.

The draft ordinance language as well as reference photos are enclosed. A sample resolution is attached for the City Commission to consider.

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

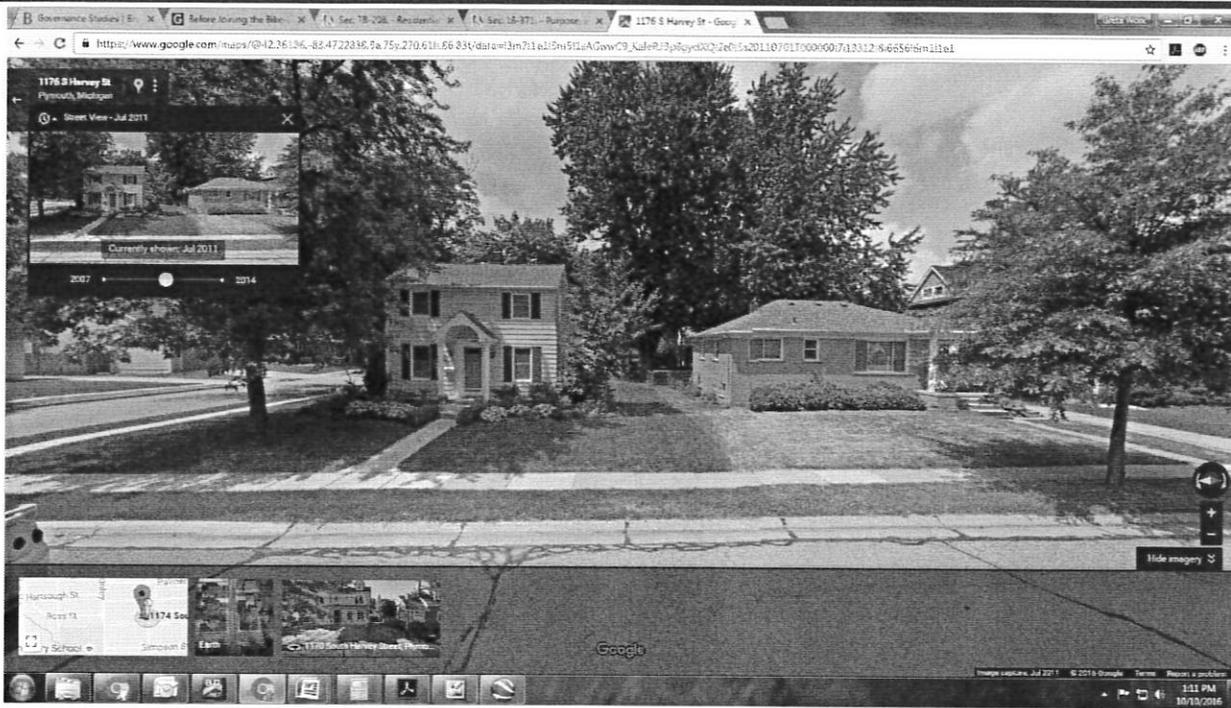


Each star represents the reference points that are measured to calculate average grade plane.

Grade plane: A reference plane representing the average of the grades or ground level adjoining the building at exterior walls.

Finished grade plane: The average of the grades or ground levels adjoining the building at exterior walls after construction is completed. If the finished grade slopes away from the exterior walls then the reference plane shall be established by using the lowest points within the area between the exterior wall and a point no less than 6 feet away from the exterior wall.

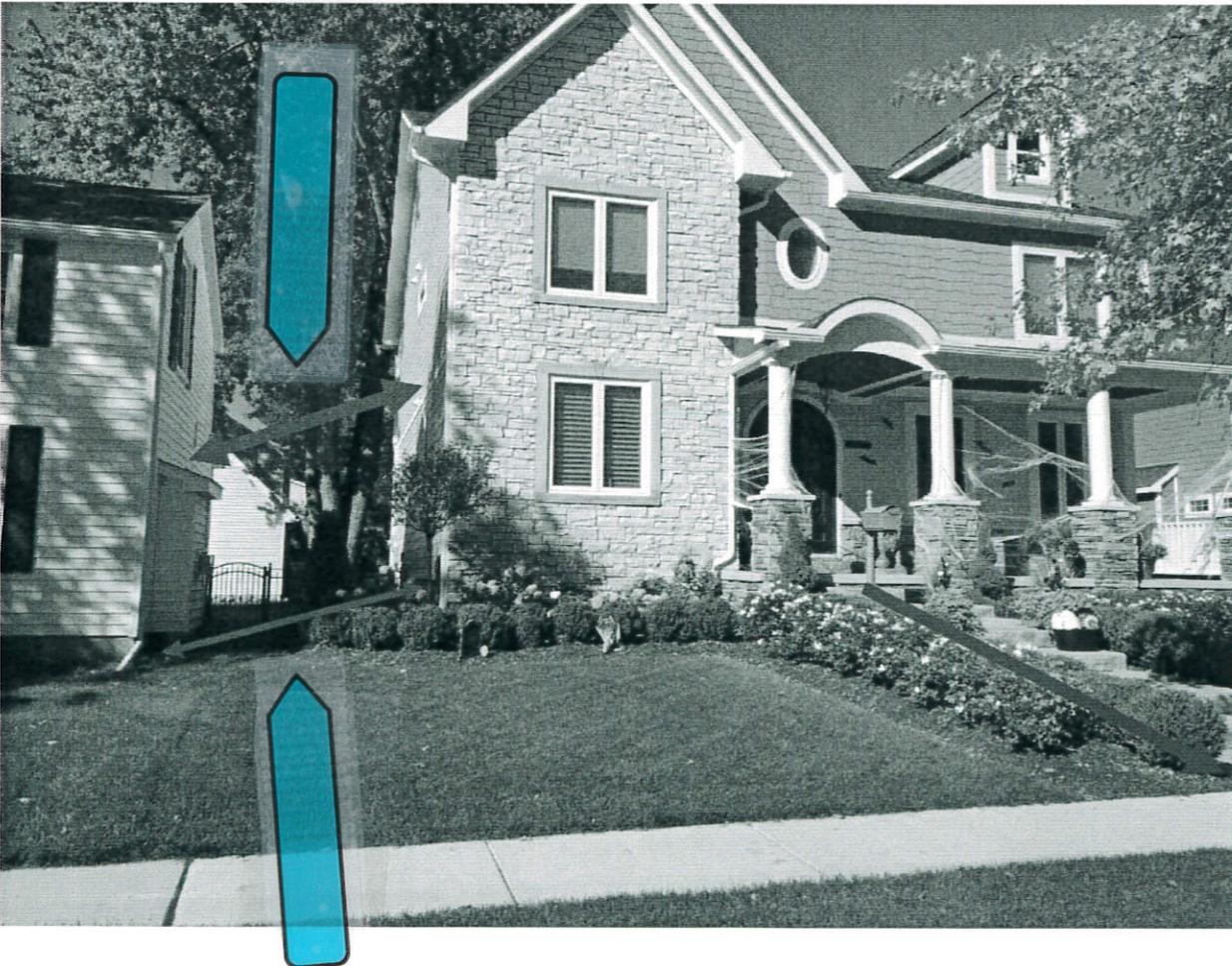
Ordinance Changes Sec. 78-21, Sec. 78-218-219



Existing grade



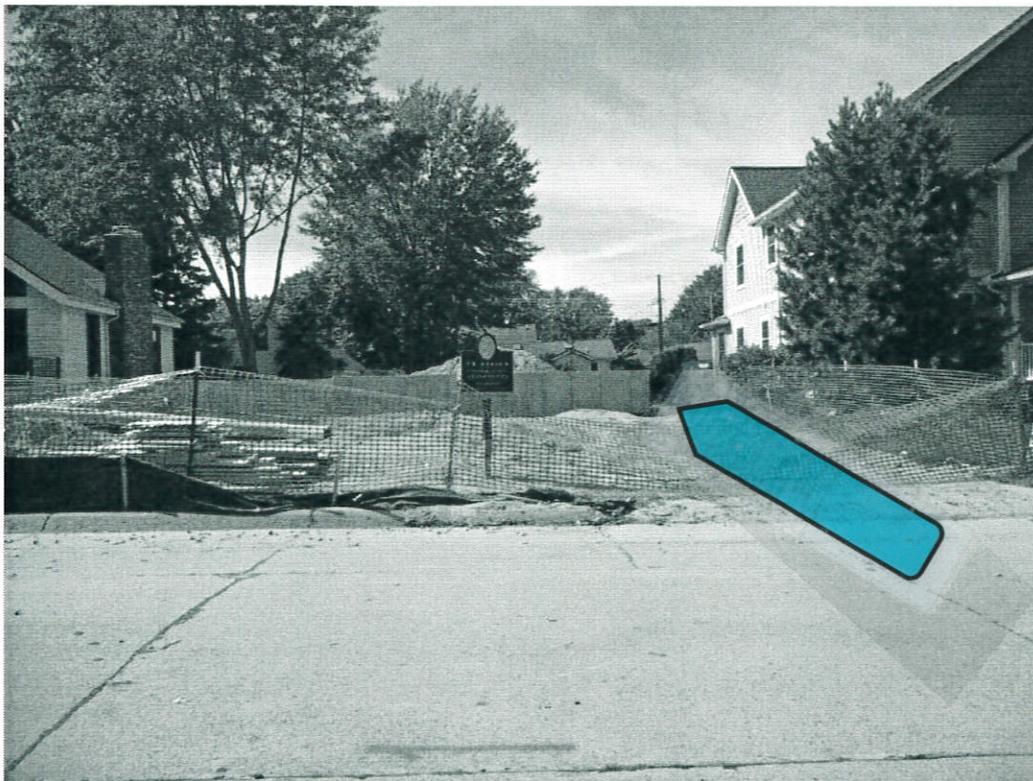
Rough grade



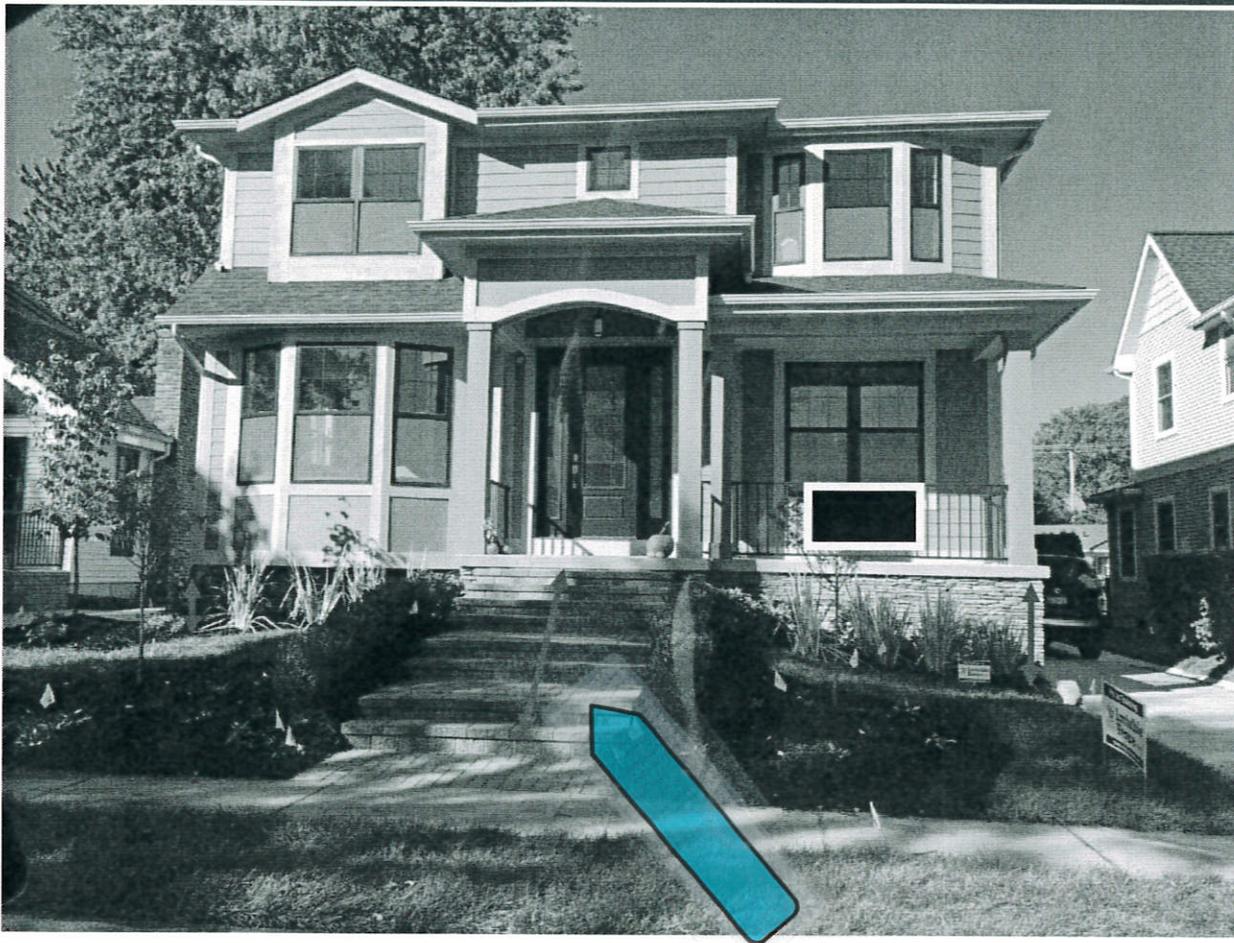
Existing Grade: Measure at four points at edge of existing structure. These four points are then averaged together and becomes the average grade plane. The average grade plane calculation is the basis for the building height. The building height cannot exceed 25 feet. The maximum height is the midpoint of the peak of the roof to the eave.



Foundation Walls: Measured at the center of all walls (rather than at the corners like grade plane). The height of the foundation wall (what is sticking out of the ground) is measured from the average grade plane (based on existing grades). The height of the foundation walls cannot exceed 36 inches to the highest portion of the finished first floor.



Pictured: Foundation walls only.



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

www.carlislewortman.com

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 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 Second and Final 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 a complete copy of the revised Ordinance 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 - Revise Parking Policy for parking enforcement times 10-17-16.doc
Date: 10/14/2016
Re: Parking Policy Update – Reduce Parking Enforcement Hours

BACKGROUND:

From time to time it is necessary to update the City's Parking Policy. The section of the Policy that was just revised in July of this year is the section dealing with when parking time restrictions will be enforced. That change allowed parking restrictions to be enforced as late as 11:00 p.m. It should be noted that both the City Commission and the DDA Board has reviewed the time of enforcement and most recently the DDA Board has recommended that the enforcement times be changed to 8:00 a.m. to 9:00 p.m.

There was a significant change in the very, very short time that the 11:00 p.m. enforcement times were enforced, which was the very end of July/early August. We found that employees moved out of the Central Deck and moved into the East Central Lot, parked along Penniman west of Harvey, filled the Saxton's lot at night. This change was very effective in moving employees from the "prime" parking spaces. The Downtown Area has several hundred eight hour spaces near the core of downtown, it is just that the employees preferred to park close. The change made it so that the afternoon shift of employees were no longer able to come in during the late afternoon and be able to stay in the parking deck or on the street all night.

However, the flip side of this issue is that some customers also had to become more aware of the parking enforcement and the enforcement may have negatively impacted them as they come to enjoy the downtown. Although, we continue to offer the first ticket "free" for those who exceed the time limits. Parking rules and enforcement do have a negative impact on customers as the rules and enforcement are designed to move employees from prime spaces, but customers also have to be aware of the rules and enforcement.

While the change had many positive impacts on employee parking the DDA Board has voted to ask the City Commission to change the enforcement hours back to 9:00 p.m., which is a great compromise on the 11:00 p.m. enforcement time that we moved to in July. The 9:00 p.m. enforcement time will allow for the balance between the needs of the customers, while also helping to keep most of the employees out of prime parking spaces. The 9:00 p.m. enforcement time allows for customers to come in at 7:00 p.m. and be able to stay all night. This also allows "early birds" to come in at 4:30 or 5:00 for dinner and go home, creating a turn over in prime parking spaces.

The proposed action today will restrict timed parking enforcement to 9:00 p.m. This has been recommended by the DDA and this change will require an action of the City Commission to change the parking policy. We have included a copy of the City Parking Policy with the proposed changes highlighted mainly on pages 5 and 6.

RECOMMENDATION:

The City DDA Board is recommending to the City Commission that the City's Parking Policy be adjusted related to restrict the allowable enforcement times back to 9:00 p.m. The change in enforcement hours has had an almost immediate impact on parking habits of employees. We have seen more open spaces on the lower level of the Central Deck as a result of the change to 11:00 p.m.

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

PARKING POLICY

Adopted by the City Commission on November 1, 2004

Revised 02-21-05 – Change Central Parking Deck lower level to three hour time limit

Revised 07-05-05 – Reduce lower level permit fee & change Penniman lot to 3 hours

Revised 04-07-08 – Change to allow 13 parking spaces on lower level of Central Deck to be 8 hours

Revised 08-03-09 – Change to allow temp. on street 3 hour parking during streetscape/deck construction

Revised 09-08-09 – Change back to 2 hour on street parking. Deck Construction Completed

Revised 04-02-12 – Change to eliminate 13 long term spaces on lower level of deck

Revised 05-16-16 - Change to overnight parking policy

Revised 07-05-16 - Change Times of Enforcement to extend until 11:00 p.m.

Revised 10-17-16 - Change Times of Enforcement in evening to 9:00 p.m.

S:\MANAGER\Sincock Files\Parking Policy Statement revised adopted by City Commission 10-17-16.doc

PREAMBLE:

From time to time it is necessary for the City Commission to update its policy as it relates to parking in the municipal or municipally controlled parking areas. This parking Policy is a result of deliberations that included representatives from the Plymouth Community Chamber of Commerce, the Downtown Development Authority (DDA) and the City Commission.

Further, it is the goal of the Chamber of Commerce, the City Commission and the City's Downtown Development Authority to encourage, create, maintain and manage parking in the downtown and other areas in a manner to support the economic viability and vitality of the heart of the Plymouth Community.

The demand for parking in the downtown area (*between Church to Wing and Harvey to Union/Deer*) is approaching capacity and the nature of the demand varies by location and use type. Planning for future parking needs in the downtown is prudent and there is a need to optimize current resources through the implementation of a comprehensive management and parking policy. The policy shall include the enforcement of time limited, free parking in a firm, fair and consistent manner.

PARKING SYSTEM SUPERVISION:

The Plymouth City Code indicates that the City Manager provides supervision of the municipal parking system, as indicated here:

SECTION 70-111 – Supervision: *The automobile parking system of the city shall be under the supervision and direction of the City Manager.*

This Policy Statement adopted by the City Commission, with the support of the Chamber of Commerce and the DDA shall provide guidance to the City Manager when acting in the role of parking system supervisor. Further, this City Commission Policy shall establish standards and fees when appropriate and authorized by City Ordinance.

PRIVATE PARKING LOTS:

The City recognizes that privately owned parking lots provide a significant amount of parking in the city's commercial areas. Often times these "private parking lots" are perceived as public parking areas. Private Parking lots or lots that are owned by other than the City MAY be regulated as a part of the municipal parking system ONLY with the consent and request of the owners or persons in charge of the private parking lot. The City shall determine the need for signage and shall maintain said signage in accordance with the Uniform Traffic Code for Cities R28.113b, Rule 136b. The cost for signage shall initially be borne by the City or its agents (DDA). Enforcement shall occur on private parking lots where the City has the consent and request from the owners or persons in charge of the parking lot in the same manner as in municipally owned parking lots consistent with the City's Parking Policy.

The City Manager shall develop a system to allow private parking lot owners to be regulated as a part of the municipal parking system. This system shall include the various forms and signage necessary to insure enforcement.

RESIDENTIAL PARKING IN MUNICIPAL PARKING LOTS:

The Chamber of Commerce, the DDA and the City Commission have established goals that promote downtown and downtown perimeter residential development. Due to this use overnight parking in municipal lots is sometimes required. Consistent with the goal to encourage downtown residential parking various sections of the City Code authorize a program for allowing overnight parking in municipal parking lots, including:

SECTION 70-94 – Overnight Parking, municipal parking lots:

Overnight parking in municipal parking lots IS permitted unless otherwise posted.

SECTION 70-95 - Overnight Parking Authorization to issue permits:

The City Manager is authorized to establish procedures for the issuance of permits for parking overnight on public streets, courts, alleys and municipal parking lots.

SECTION 70-112 – Rates:

The rates for parking in off-street parking lots and structures, operated as a part of the automobile parking system shall be established by resolution of the City Commission from time to time based on recommendation of the city manager. Such rates need not be uniform throughout the system, but shall be based upon demand for parking in the area, which the lot or structure serves and such other considerations as the commission shall deem pertinent. The rates and charges in effect upon the date of the adoption of this code shall remain in effect until thereafter changed as herein provided.

SECTION 70-116 – Central Parking Lot:

In the public parking lot known as the Central Parking Lot situated within the area bounded by Penniman Avenue, S. Main Street, W. Ann Arbor Trail, S. Harvey Street, no owner or operator of a motor vehicle or conveyance shall park the same or permit the same to be parked in such parking lot and structure for a continuous period of time in excess of those time restrictions placed on such motor vehicle and duly posted. Such time restrictions shall be posted at the entrances and/or designated time zone restriction areas, excluding special events designated by the City Manager. Such posted time limitations upon parking in such parking lot and structure shall be in force all days of the week excepting Sunday and legal holidays known as New Year's Day, Memorial or Decoration Day, July the Fourth or Independence Day, Labor Day, Thanksgiving Day, and Christmas Day and other days deemed appropriate by the city commission.

SECTION 70-119 – Vehicle Abandonment:

Any motor vehicle parked for over 48 consecutive hours in any parking lot or structure of the system, shall be deemed abandoned and may be removed by the city and impounded. Vehicles with residential permits shall not be considered abandoned until at least 120 hours (five days) has passed. Any motor vehicle otherwise parked in violation of this division may be removed by the city from the parking lot or structure in which it is parked and impounded. Any vehicle so impounded by the city shall not be released to the owner until all parking charges, storing and towing charges shall have been paid by the owner. The procedure for disposing of impounded vehicles shall be as specified in this chapter. The abandonment of a vehicle as provided in this section shall constitute of violation of this chapter.

Through the adoption of this policy the City Manager as Supervisor of the Parking System (70-111) shall have established a residential parking program (70-95) for residents located in the Downtown Development District. That program shall be as follows:

- Residents must be able to show current registration for the vehicle showing an address for a building located in the Downtown Development District.
- Residents who live in the downtown area must use either the Central Parking lot/structure, designated public parking locations or private property for residential parking. The City Commission shall establish an annual fee (70-112) for residential parking permits in the public parking lots.
- Persons with outstanding (*unpaid*) parking tickets shall not be eligible for parking permits.

- Eligible residents will complete required forms and show appropriate documentation of compliance with this policy and pay all established fees.
- Residents will be required to prominently display the residential parking permit in accordance with the directions at the time of issuance. Failure to display the permit shall constitute a violation of the parking ordinance. Only permits authorized by the City Manager shall be valid for parking.
- Residents with permits shall be allowed to park in open parking (*non-reserved*) spaces on the upper level of the Central Parking Deck. Residents may apply for lower level reserved parking spaces (*if offered*) as long as they pay the appropriate fee for lower level reserved parking.
- It should be noted that there might be times when there are no available spaces in the lower level or upper level of the parking structure. A residential permit does not guarantee a parking space. Parking restrictions for areas outside of the Parking Structure also apply to permit holders.

By Adoption of this policy by Resolution, the City Commission does hereby establish the annual fee of \$25.00 for a downtown residential parking permit for the upper level of the Central Parking Lot/Structure, designated public parking locations.

RESERVED (VANITY) PARKING CENTRAL PARKING DECK:

There has been a practice of allowing several parking spaces on the lower level of the Central Parking Lot/Structure for Reserved (or vanity) Long Term Parking. It shall be the policy of the City to allow not more than Ten (10) parking spaces for reserved/vanity long term parking (70-116). By adoption of this policy the City Commission establishes a fee of \$400.00 per year for a reserved/vanity long-term parking space (70-112). A Reserved Parking Permit does not guarantee a particular parking space, or any parking space on the lower level of the parking deck. A Reserved Parking Permit does allow the owner of the permit to park their vehicle in ANY lower level parking space for periods of time beyond the posted time limitations on parking.

Holding a Reserved/Vanity Parking Permit does not guarantee a parking space on the lower level, due to events and other activities in the downtown.

- Reserved Parking Permits are not valid during major Special Events such as, but not limited to the following, Fall Festival, Art in the Park and the Plymouth Ice Sculpture Spectacular.
- Persons holding a Reserved/Vanity Parking Space Permit are not subject to time limitations on the Central Parking Lot/Structure, all other rules of the parking system apply.
- Vehicles with residential permits shall not be considered abandoned until at least 120 hours (five days) has passed

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 9:00 p.m. Monday through Saturday, except designated holidays.

Signs shall be posted 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 parking time limits enforced between 6:00 a.m. and 9:00 p.m.

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

In the areas commonly known as the Old Village Commercial Area and the Downtown Commercial Area, there are several parking spaces located on the street and in public parking lots. The City Commission has the authority to designate all municipally owned parking spaces as metered parking areas. **HOWEVER, AT THIS TIME THE CITY SHALL NOT DESIGNATE ANY PUBLIC PARKING AS METERED PARKING.** The focus of this policy as recommended by the Sub-Committee of the Chamber of Commerce, DDA and the City Commission is to enforce time limited free parking in a firm, fair and consistent manner.

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. 9:00 p.m. except designated holidays.

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

OVERNIGHT PARKING – ON STREET:

SECTION 70-93 – Overnight Parking:

Parking on any public street court, or alley within the city limits is hereby prohibited between the hours of 3:00 am and 6:00 am with the exception of Sundays and holidays.

INTENT:

It is the intent of the City of Plymouth to keep streets as clear as possible between the hours of 3:00 am and 6:00 am. Fewer vehicles on the street during these times provides for better street maintenance in the form of cleaning and snow removal. In addition, clear streets promote crime deterrence and offer the police department better visibility while conducting neighborhood patrols.

POLICY:

Parking on any public street, court, or alley within the city limits is prohibited between the hours of 3:00 am and 6:00 am with the exception of Sundays and holidays (70-93). However, the City Manager is authorized to establish procedures for the issuance of permits for parking overnight on city streets and municipal parking lots (70-95).

The City Manager has designated that the Police Department shall have charge of the application for overnight on-street and residential parking permits. Further, the Police Department shall conduct all necessary investigations to determine need for overnight on-street residential parking permits.

OVERNIGHT RESIDENTIAL PARKING PERMIT PROCESS:

Applications for Overnight Parking Permits are available at the Police Department front counter within City Hall or online via the City's website (www.ci.plymouth.mi.us).

Applications must be completed in their entirety and submitted with all required documentation. Completed applications will then be turned over to the Police Department Ordinance Officer to review and investigate the need for a permit per this policy.

It shall be the policy of the city and required that the vehicles shall fill all available parking spaces, as determined by the building code for vehicles including the garage and driveways. A parking space shall be considered available if the original construction was for the parking of a vehicle. This includes garage space that is being used for storage and not available for vehicle parking. If garage space is being used for storage it shall be included in the available parking spaces for that residence.

In order to receive a parking permit, all vehicles must be registered to the residence address requesting the permit. Further, the driver's license of the person requesting the permit must show a valid City of Plymouth address for the location in question.

There shall be a \$25.00 fee paid to the City of Plymouth for Overnight Parking Permits. This fee shall be used to cover the cost of the permit as well as processing the permit and the necessary Ordinance Officer investigation related to the permit.

TEMPORARY OVERNIGHT PARKING AUTHORIZATION:

It is understood that specific situations arise from time to time in which overnight on-street parking may be necessary. Such situations are considered temporary and infrequent. They may include emergencies, home or driveway construction, and out-of-town guests. To facilitate this need, the Temporary Overnight Parking List has been established to provide authorization for such temporary and infrequent situations.

Temporary overnight parking authorization will be limited to no more than 14 days in a calendar month. In extreme cases, additional days may be permitted at the discretion of the Chief of Police or his designee.

The Temporary Overnight Parking List is maintained within the Plymouth Community Communications Center (PCCC). A vehicle may be placed on this list by calling the PCCC and providing the following information of the vehicle that will be parked on the street:

1. Address in which the vehicle owner/driver will be visiting.
2. Vehicle Make.
3. Vehicle License Plate Number.
4. Beginning and ending dates being requested to park on the street between 3:00 am and 6:00 am (limited to 14 days in any calendar month).

PARKING SYSTEM ENFORCEMENT:

Currently Section 70-135 of the City Code indicates that a Police Officer of the City shall issue a traffic ticket or notice of violation.

Section 70-135 – Issuing Tickets:

The issuance of a traffic ticket or notice of violation by a police officer or parking enforcement officer of the city shall be deemed an allegation of a parking violation. Such traffic ticket or notice of violation shall indicate the length of time in which the person to whom the same was issued must respond before the parking violations bureau. It shall also indicate the address of the bureau, the hours during which the bureau is open, the amount of the penalty scheduled for the offense for which the ticket was issued and advise that a warrant for the arrest of the person to whom the ticket was issued will be sought if such a person fails to respond within the time limited.

Parking enforcement may be handled by either full or part time personnel of the City. Violations would be forwarded to the police administration for follow up and additional collection activity, as needed.

The cost for the enforcement program should be borne by the City as designated and determined in its annual budget. This does not preclude that the City's Downtown Development Authority budget being used to help assist in funding this effort. Any collection of fines generated by the enforcement activity should be used to offset the expense of the program. Included in the cost of the enforcement activity should be all expenses related to the Parking Enforcement Officer/Police Officer dedicated to this enforcement program as well as the cost for follow up processing and collection of the violation fees.

EVENT PARKING:

The City of Plymouth hosts a number of major special events annually. By adoption of this policy the City Commission does hereby set a fee of \$5.00 for all major special events as determined by the City Manager. Event parking rates shall also be allowed to be charged on Sunday or Holidays as determined by the City Manager. Event Parking shall be allowed and may be charged in the Central Parking Deck, East Central Lot, Penniman Lot and the Harvey and Wing Parking Lot.

As a matter of policy the City shall allow up to 150 Advanced Purchase Event Parking Passes (APEPP) to be purchased by the Plymouth Community Chamber of Commerce at a

cost of \$3.00 each. Advanced Purchase Event Parking Passes DO NOT guarantee a parking space. Possession of an APEPP allows access to the regulated parking area when space becomes available for no additional fee. APEPP at the Central Parking Deck shall be for parking on the upper level, if space is available.

The City Manager shall be allowed to hire either temporary parking lot attendants or shall be allowed to partner with a local service organization that is a member of the Chamber of Commerce to provide for attendants during Event Parking Hours.

RESOLUTION

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

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 9:00 p.m. Monday through Saturday, except designated holidays.

Signs shall be posted 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 9:00 p.m., Monday through Saturday, except 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 9:00 p.m. except designated holidays.

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

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 - Kiwanis Park Playground Improvements Authorization 10-17-16.doc
Date: 10/14/2016
Re: Authorization to Purchase Playground Equipment - Kiwanis Park

BACKGROUND:

Plymouth is extremely fortunate to be a "service based community" and as such we have several neighborhood parks that have been "adopted" by the various service clubs. The Kiwanis Club of Colonial Plymouth has been working with the Municipal Services Department and Recreation Department on an effort to upgrade "their" park located on Auburn and Junction.

There are a number of improvements scheduled for this park and normally, the City and the service club split the costs of any major improvements and usually we allow the service club to pay back the City over a period of years. The City Commission has budgeted \$75,000 for the costs of the project and we anticipate that the final total cost will be \$60,188.25. Again, those costs will be split with the Kiwanis Club. We are also anticipating that we will be able to use County Parks millage for a portion of our costs, but that is not confirmed at this time.

We have attached a memorandum from Chris Porman which further outlines this project and provides a significant amount of background information. This project is also intended to be a community build project, much like we did with the equipment at Fairground Park and Garden Club Park. Kiwanis will be leading this effort and will activate the community near the park to help out.

RECOMMENDATION:

The City Administration recommends that the City Commission authorize up to \$60,188.25 for improvements to Kiwanis Park and that funding is authorized from the Capital Improvement Fund with Kiwanis paying for their share of the project, which is \$30,094.13. Kiwanis will make annual payments of not less than \$3,009.41 for a period of not more than 10 years.

We have attached a proposed Resolution for the City Commission to consider regarding this matter. The Resolution will authorize the expenditure as well as the Kiwanis Financing Plan and will thank the Kiwanis Club of Colonial Plymouth for their continued support of the neighborhood playground.



Department of Municipal Services

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

Date: October 13, 2016
To: Paul J. Sincock, City Manager
From: Chris S. Porman, Director
Re: Kiwanis Park Renovations

Background

The Kiwanis Club of Colonial Plymouth (Kiwanis) has been in discussion with the Department of Municipal Services over the last year to develop a plan to renovate their namesake, Kiwanis Park, located at Junction and Auburn St. The Kiwanis Club would like to begin the renovations with replacing the 5-12 year age group playground equipment, installing new sidewalks leading into the playground, and supplementing the existing safety surfacing. Discussions of future plans include repairing and replacing the retaining wall at the SE corner of the park, replacing the perimeter fencing, replacing the trees along Auburn St, improving the quality and quantity of the landscaping and replacing or enhancing the park signage.

The current play structure for the 5-12 age group is approximately 25 years old. While the structure still passes safety inspections, it is becoming increasingly difficult to find repair parts. The City is beginning to replace more and more pieces of playground equipment citywide to achieve compliance with current regulations. The Kiwanis group is interested in installing new equipment that is unique to the City of Plymouth to help establish the park as a destination in the neighborhood.

Also attached is portions of the City's Recreation Master Plan which references Kiwanis Park and the anticipated upgrades, etc. It should also be noted that during the Recreation Master Plan review, public input and citizen engagement were utilized prior to publishing the document. It is of further note that community outreach conducted by the Department of Municipal Services was completed prior to finalization of this proposed plan.

Proposal for Fall 2016-Spring 2017

The foundation for this project is to partner with the Kiwanis Club for the park improvements. Similar to the funding mechanism set up to improve Rotary Park, we are proposing an agreement in which the City purchases the play equipment, protective surfacing, and sidewalk and borders and evenly splits the project cost with the Kiwanis Club, with the Kiwanis Club making annual payments over a period not to exceed ten years. A portion of the City's share will be funded by the Wayne County Parks Millage, while the rest will come from the City's Capital Expenditure, as included on page 177 of the budget (attached).

A unit manufactured by Miracle Recreation was chosen by the Kiwanis club to replace the

existing playground equipment that was manufactured by Miracle 25+ years ago. Miracle offers incentives to replace obsolete equipment, such as the structure at Kiwanis Park; and due to the current age of the existing equipment, a 40% discount is included. In addition, choosing this manufacturer will help reduce maintenance and repair costs, because our staff is familiar with this equipment, and we also carry common small repair parts. The Kiwanis Club has chosen the Miracle Mega Tower with Jax Webb as a supplemental piece of the play structure. Attached are pictures, etc. for reference.

It should be noted that this project is designed to be a community build. The City/Kiwanis will invite the neighborhood, and be assisted by members of the Kiwanis Club; who will be led by a Community Build team from Bradford Community Build.

The cost breakdown of the various components are as follows:

**MMW160080A Mega Tower w/ Bongo Jungle Climber and Jax Webb
#1266 (Qty. 6) 6' permanent benches**

Miracle Recreation quoted cost including Community Build and freight

\$43,159.00

Install supplemental protective surfacing

Engineered wood fiber safety surfacing is currently used at Kiwanis Park to achieve safety compliance. The required protective surfacing area is a minimum of 44 feet by 62 feet. This size area will require approximately 280 cubic yards of loose fill material. Last year, we received competitively bid pricing for this material from Owen Tree Service, and they have offered to hold the pricing from their bid last year to the project this year.

Quoted cost including delivery

\$3,920.00

Install concrete sidewalk and borders

Kiwanis Park currently has a sidewalk along the Auburn and Junction Street frontages. An additional sidewalk leading into the park from each of the frontage streets and leading to the pavilion is sorely needed. The addition of sidewalks will allow for barrier free access to the play structures and bring the park into ADA compliance. The sidewalk(s) will encompass approximately 2,270 square feet. The City's sidewalk program is competitively bid out each year, Rotondo Construction has won the bid this year. The sidewalk concrete work would be completed by Rotondo. This work would be in addition to the previously awarded Contract for Rotondo Construction. The current pricing is attached.

Estimated cost including installation

\$13,109.25

Total quoted/invoiced cost for upgrades for Fall 2016/Spring 2017

\$60,188.25

Recommendation

The total anticipated project cost is listed at \$60,188.25 equitably sharing the cost between the City of Plymouth and the Kiwanis Club of Colonial Plymouth. The City's share will be an amount not to exceed \$30,094.12, while the Kiwanis Club's portion will be \$30,094.13. The City will utilize monies received from the Wayne County Parks Millage in the amount of \$14,467.00, bringing the City's net expenditure at the end of this project to \$15,627.12. The Kiwanis Club will make annual payments of not less than \$3,009.41 for a period of not less than ten years to pay for their portion of the project.

We recommend that the City Commission approve the purchase of the equipment and community build installation from Miracle Midwest in the amount not to exceed \$43,159.00. We also recommend that the City Commission approve the purchase of supplemental safety surfacing from Owen Tree Service in the amount not to exceed \$3,920.00. We further recommend that the City Commission approve the purchase of concrete sidewalk from Rotondo Construction not to exceed \$13,109.25 (the estimate of \$11,917.50 + 10% contingency).

The City will purchase the equipment, materials, and pay for the labor associated with the project, and bill the Kiwanis Club for their portion in annual installments. Funding is requested from the Capital Expenditure Account #101-900-971.437.

Installation of this project will begin the week of November 7, 2016. We will send updates and pictures as we progress.

Should you have any questions, please feel free to contact me.

Fiscal Year 2012 — 2013

Project	Estimated Cost	Potential Funding Source(s)
Consider Land Acquisition and Development Opportunities	TBD	Rec Fund, GF, Private Donation, MNRTF, RPGP
Multi-jurisdictional participation for development of Central Middle School green space	TBD	TBD
Cultural Center – Install low-e ceiling	\$30,000 – \$35,000	Vendor Concession, Utility, Rec. Cap. Imp.
Kellogg Park – Conduct general maintenance including tree trimming & sod repair	TBD	Municipal Services
All City Parks – Soft fall	\$5,000	PPPE, RPGP, Private Donation
Lion’s Park – Sign	\$1,500	PPPE, RPGP, Private Donation
Kiwanis Park – Fence and Play Structure	\$75,000	PPPE, RPGP, Private Donation
Kiwanis Park - Gazebo	\$5,000	PPPE, RPGP, Private Donation
New Lockers for the PCHA Locker Rooms	\$17,000	Rec. Cap. Imp.

TBD = To Be Determined; NA = Not Applicable; GF = General Fund; LWCF = Land and Water Conservation Fund; RPGP = Recreation Passport Grant Program; MNRTF = Michigan Natural Resources Trust Fund; PPPE = Parks & Public Property Expenditures

PLYMOUTH CANTON STEELERS

Questionnaire / e-mail responses, Jan 20 – Jan 31

Attendees:

Kevin Poet Board President

Also input from other board members for submitted questionnaire

All items below are for the Central M.S. property:

- Football field lighting repairs/replacement
- Install bleachers on the visitor side of the field
- Install plumbing for the concession stand
- Pave the track surface
- Install artificial turf for the field

KIWANIS CLUB OF PLYMOUTH

Questionnaire / e-mail responses, March 6

Attendees:

Scott Kappler Club Representative

Also input from other board members for submitted questionnaire

- Would like to see updated playground equipment at Kiwanis Park. In addition, our Club, Kiwanis Club of Colonial Plymouth, may want to update / renovate some of the structures in the park. Also, perhaps the City could add a crosswalk paint at the intersections near the park(s)
- Facility for 13 – 18 year olds, Coffee House, pop, ice cream, music, checkers, etc.
- Healthy eating and living. Weight loss contest for the City. Using Recreation to create a healthier mentally and physically community.

PLYMOUTH CANTON CRUISERS

Questionnaire / e-mail responses, Jan 20 – Jan 31

Attendees:

Brian Madison Board President

Also input from other board members for submitted questionnaire

Preface of items:

The PCC Board of Directors believes there is a strong need for an aquatic center within the Plymouth Community based on the following facts:

- The PCCS Community Ed Department swim programs are full
- PCC has been forced to lease pool time from outside the communities due to the lack of availability
- Many of the pools in Western Wayne County are at full capacity and are not able to host regional/state swim meets
- There is a “gap” in aquatic recreation programs in the Plymouth Community

Additional Notes:

A grant from the State of Michigan coupled with a well-organized corporate donation and fundraising campaign could make implementation of a start-of-the-art aquatic center a reality in the Plymouth



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QUOTATION – 09302106

TO: City of Plymouth
1231 Goldsmith
Plymouth, Mi 48170
Attention: Adam Gerlach
Ph: 734-453-7737 Fax:

DATE: September 30, 2016
SUBJECT: Kiwanis Park
QUOTE FIRM: 30 days
DELIVERY TIME ARO: 5 – 6 weeks
Email:

PRICES QUOTED: F.O.B: JOBSITE

TERMS: NET 30 DAYS WITH APPROVED CREDIT AND WITH PURCHASE ORDER.

NO ORDERS WILL BE PLACED WITHOUT A SIGNED QUOTATION AND/OR PURCHASE ORDER.

ORDERS OVER \$5,000 WILL REQUIRE A SIGNED PURCHASE ORDER BEFORE THEY WILL BE PLACED.

QUANTITY	ITEM #	DESCRIPTION	TOTAL PRICE
----------	--------	-------------	-------------

Miracle

1	MMW160080A	Mega Tower w/ Bongo Jungle Climber and Jax Webb	
			\$58,236.00
6	#1266	6' permanent benches	\$ 2,412.00
		Equipment Total	\$60,648.00
		Donation to your project	\$24,259.00
		Sales Tax	\$36,389.00
		Freight (lbs. Valid only for 30 days)	\$ 3,920.00
		Delivered Cost – Net 30 days	\$40,309.00

Bradford Community Build

3 day Community Build Supervision include 1 planning meeting Up to 3 – 10 hours days of Supervison. Dates of Build November 10, 11 and 12, 2016	\$ 2,850.00
---	-------------

Project Total: \$43,159.00

Colors per drawing unless otherwise noted on signed quote.

Thank you for the opportunity to provide this quotation.

Signed: Kimberly Alexander
Miracle Midwest

THIS QUOTE **DOES NOT** INCLUDE:

- ✓ Unloading/Storage/
- ✓ Bob Cat and equipment necessary for Community Build
- ✓ Concrete for Community Build
- ✓ Volunteers for Community Build
- ✓ Timbers
- ✓ Safety Surfacing
- ✓ Excavation
- ✓ Drainage



Kiwanis Park - Option 1 - Revision D - View 1
Plymouth, MI
MMW160080A

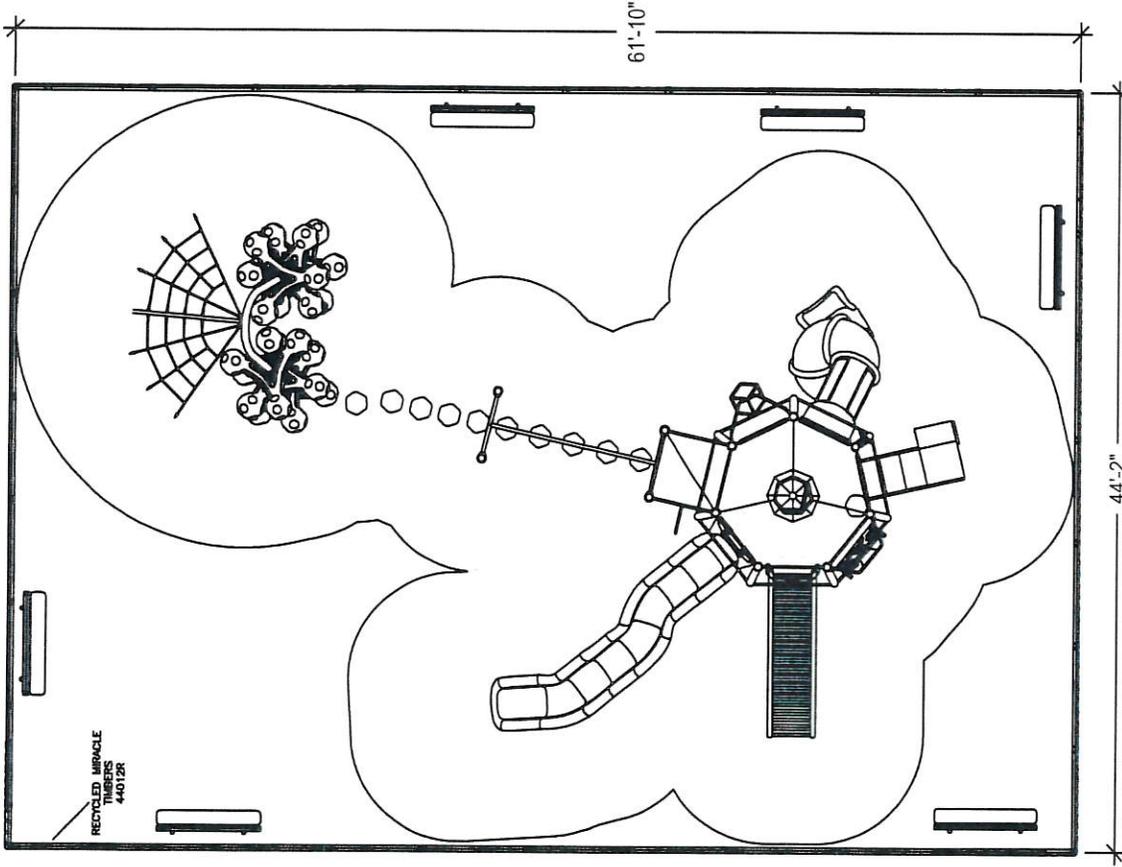




Kiwanis Park - Option 1 - Revision D - View 2
Plymouth, MI
MMW160080A



KIWANIS PARK - OPTION 1 - REVISION D PLYMOUTH, MI



Play Area Capacity: 70 - 80

AREA: 2,731 SQ.FT.
PERIMETER: 212'

The information provided is for estimation purposes only.

To promote safe and proper equipment use by children, Miracle recommends the installation of either a Miracle safety sign or other appropriate safety signage near each play system's main entry point(s) to inform parents and supervisors of the age appropriateness of the play system and general rules for safe play.

AN ENERGY ABSORBING PROTECTIVE SURFACE IS REQUIRED UNDER & AROUND ALL PLAY SYSTEMS.	MMW160080A-1A-1	<input checked="" type="checkbox"/> COMPLIES TO CPSC <input checked="" type="checkbox"/> COMPLIES TO ASTM <input checked="" type="checkbox"/> COMPLIES TO ADA	DESIGNED FOR AGES 5-12 ADDITIONAL GROUND LEVEL ACCESSIBLE SPACES NOTED FOR ADA COMPLIANCE	SCALE: 3/32" = 1'-0"
	GROUND SPACE: N/A		TYPE: 0	DATE: 3/22/16
	PROTECTIVE AREA: NOTED		QUANTITY: 0	BDS

**WADE TRIM
 BID TABULATION**

SUBJECT: 2016 Sidewalk and Street Repair Program
JOB NO.: PLY 2098-021
CLIENT: City of Plymouth
DATE: June 24, 2016
Bid Date: June 22, 2016

PAY ITEM NUMBER	DESCRIPTION	QUANTITY	UNIT	Rotondo Construction, Inc.	La Co
→ 1	Remove and Replace 4 inch Concrete Sidewalk	7,500	Sft	\$5.25 \$39,375.00 <i>\$39,375.00</i>	←
→ 2	Remove and Replace 6 inch Concrete Sidewalk Ramps (ADA)	140	Sft	\$9.00 \$1,260.00 <i>\$1,260.00</i>	←
3	Remove and Replace 6 inch Concrete Sidewalk and Drives	325	Sft	\$6.25 \$2,031.25 <i>\$2,031.25</i>	
4	Remove and Replace Concrete Curb and Gutter	60	Lft	\$29.00 \$1,740.00 <i>\$1,740.00</i>	
5	Epoxy Anchored Hook Bolts	100	Each	\$7.00 \$700.00 <i>\$700.00</i>	
6	Remove and Replace 8 inch Concrete Pavement with Integral Curb	300	Syd	\$58.50 \$17,550.00 <i>\$17,550.00</i>	
7	Remove and Replace 8 inch Concrete Pavement	300	Syd	\$58.50 \$17,550.00 <i>\$17,550.00</i>	
8	Remove Bit Pavement/Cold Patch and Replace with 8 inch Concrete Pavement	50	Syd	\$59.85 \$2,992.50 <i>\$2,992.50</i>	
9	Adjust Structure	5	Each	\$75.00 \$375.00 <i>\$375.00</i>	
10	Reconstruct Structure	10	Vft	\$75.00 \$750.00 <i>\$750.00</i>	
11	Replaster Existing Structure	10	Each	\$75.00 \$750.00 <i>\$750.00</i>	
TOTAL CONTRACT PRICE (Items 1 thru 11)				\$85,073.75 <i>\$85,073.75</i>	

Capital Item	Req By	Account #	R	N	Est Life	Dept Priority	Method of Funding		Dept Req Est Cost	Manager Revisions	Budgeted Cost
							Approp	Bonds			
Municipal Services Department											
Play Equipment - Kiwanis Park	MSD	101-900 -971.437	R		15	1		X	75,000		75,000
Play Equipment - Smith Park (Rec Master Plan)	MSD	101-900 -971.437	R		15	2		X	65,000	(65,000)	-
Park Backstops (Rec Master Plan)	MSD	101-900 -971.437	R		15	2		X	10,000	(10,000)	-
Sidewalks - Residents (Area C)	MSD	101-900 -971.437	R		12	1		X	50,000		50,000
Sidewalks - City	MSD	101-900 -971.437	R		12	1		X	10,000		10,000
DMS Yard Paving	MSD	101-900 -971.438	R		25	2		X	50,000	(50,000)	-
Facility Signage Replacement	MSD	101-900 -971.438	R		15	2		X	3,000	(3,000)	-
Mausoleum Replacement Granite	MSD	101-900 -976.276	R		20	1		X	10,000	(10,000)	-
Mausoleum Repairs	MSD	101-900 -976.276	R		50	1		X	150,000	(70,000)	80,000
Mausoleum Niches for Resale	MSD	101-900 -976.276	R		50	2		X	20,000	(20,000)	-
Upgrade Security and Video Systems Throughout City Hall	MSD	101-900 -976.436	R		10	1		X	10,000	(10,000)	-
Park Pavilion Repairs	MSD	101-900 -976.437	R		15	1		X	5,000	(5,000)	-
DMS Building Backup Generator	MSD	101-900 -977.438	R		20	2		X	20,000	(20,000)	-
Total									478,000	(263,000)	215,000
GENERAL FUND TOTAL									532,750	(316,150)	216,600
MAJOR STREET FUND											
Major Streets/Eng-Arch	MSD	202-485 -818.406	R		20	1		X	125,000	-	125,000
Major Streets/Construction	MSD	202-485 -818.450	R		20	1		X	500,000	-	500,000
MAJOR STREET FUND TOTAL									500,000	-	500,000
LOCAL STREET FUND											
Local Streets/Eng-Arch	MSD	203-485 -818.406	R		20	1		X	30,000	-	30,000
Local Streets/Construction	MSD	203-485 -818.450	R		20	1		X	120,000	-	120,000
LOCAL STREET FUND TOTAL									120,000	-	120,000
RECREATION FUND											
Capital Outlay / Cultural Center Equipment	REC	402-900 -977.751							-	-	-
RECREATION FUND TOTAL									-	-	-

RESOLUTION

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

WHEREAS The Kiwanis Club of Colonial Plymouth has been a partner with the City of Plymouth for many years and they are continuing their tradition of service to the community by sponsoring a new community build Play Structure and improvements to Kiwanis Park in the City located at Auburn and Junction Streets, and

WHEREAS The City and Kiwanis will partner and share the costs of the improvements to the Kiwanis Park, and

WHEREAS The improvements to the Kiwanis Park are listed in the City's Recreation Master Plan as a necessary project for the continued health, safety and welfare of the community.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby thank the Kiwanis Club of Colonial Plymouth for their continued support of the Adopt A Park program in the City.

BE IT FURTHER RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize expenditures up to \$60,188.25 for improvements to Kiwanis Park to include new play equipment from Miracle Recreation, protective surfacing material and the installation of new sidewalk and borders at the Park. Funding for these improvements is covered in the City's Capital Improvement program shown on page 117 of the City Budget and should be charged to account 101-900-971-437.

BE IT STILL FURTHER BE RESOLVED THAT the City Commission is going to share in the costs of the park improvements and they authorize a payment plan for the Kiwanis Club of Colonial Plymouth to allow the Club to make annual payments to the City in an amount of not less than \$3,009.41 for a period of 10 years with the option of making larger annual payments to pay the City at total of \$30,094.31 over a period of not more than 10 years.

ADMINISTRATIVE UPDATE

To: Mayor & City Commission
CC: *S:\MANAGER\Sincock Files\The Rest of the Story - PUD - 10-17-16.doc*
From: Paul J. Sincock -City Manager
Date: 10/14/2016
Re: The Rest of the Story.....

In an effort to be responsive to the City Commission goals and objectives, we have developed a new item for the City Commission agendas to be called “The Rest of the Story.....”

As you are aware, the City Commission has adopted a variety of goals and one of those goals is related to 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 department process information to the City Commission in a formal meeting. We started this effort at the last Budget Study Sessions as we had some of our Department Heads present information on their Departments. We also recently had Chief Cox review with the City Commission the processes involved in hiring a police officer and training it takes to have that new officer ready for routine patrol after completing an intensive F.T.O. program.

As we complete these presentations we will move to put the information into a form that can be used at some point into the future to assist with new City Commissioner training.

Our second “Rest of the Story.....” presentation will be by John Buzuvis, who will discuss the processes used to bring a Planned Unit Development (PUD) to the City Commission for approval and construction. John is preparing his presentation material and we will provide it to the City Commission on Monday night as this is merely informational for Commission and not an action item.

We hope that the City Commission will find that this methodology is helpful information and that this will be helpful to the Commission in achieving their goals.