

Government 101



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THE CITY OF PLYMOUTH

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City of Plymouth

201 S. Main St.

Plymouth, MI 48170

734-453-1234

www.plymouthmi.gov

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City of Plymouth 2017-2022 Strategic Plan



GOAL I - QUALITY OF LIFE

OBJECTIVES

1. Support the neighborhoods with high-quality customer service
2. Engage in collaboration with private entities and surrounding municipalities to implement the [Joint Recreation Master Plan](#)
3. Improve communication with the public across multiple platforms
4. Maintain a high level of cleanliness throughout the City
5. Support and host a diverse variety of events that foster community and placemaking

GOAL II - FINANCIAL STABILITY

OBJECTIVES

1. Approve balanced budgets that maintain fiscal responsibility
2. Advocate for increased revenue sharing with the State of Michigan
3. Encourage and engage in partnerships, both public and private, to share costs of services and equipment
4. Address the issue of legacy costs
5. Seek out and implement efficient and effective inter-departmental collaboration
6. Market our successes to attract new economic and investment opportunities

GOAL III - ECONOMIC VITALITY

OBJECTIVES

1. Continue to support and improve active, vibrant downtown branding
2. Support community and economic development projects and initiatives
3. Support a mix of industrial, commercial and residential development
4. Reference the [Master Plan](#) in economic decision-making

GOAL IV - SERVICE AND INFRASTRUCTURE

OBJECTIVES

1. Support administration and staff by providing professional development opportunities, supplying resources, and maintaining a commitment to recruitment, retention and succession planning
2. Support and deliver safe and responsive emergency services
3. Maintain a sophisticated and responsive technology to communicate and manage data
4. Continually record, maintain, update, and improve City infrastructure

Community Profile



Physical Description

Size and Location

The City of Plymouth is 2.2 square miles, surrounded by Plymouth Township, situated in western Wayne County and in the Plymouth-Canton School District.

Parks

We are home to 12 neighborhood parks and a portion of Wayne County's Hines Park.

Land Use

39% single-family homes
13% commercial
8% government/institution
7% industrial
6% park and open space

2010 Census Information

Population 9,132 including

4,314 households
1,281 seniors 65 and over
1,690 under 18

Among those age 25 and over

21.3% with graduate or professional degree
31.2% with bachelor's degree
6.4% with associate degree
19% with some college but no degree
16.8% high school graduate
5.2 percent did not graduate high school

Income

Median Household \$70,045
Per Capita \$38,970

Government Representatives



Federal Government

United States Senators

Debbie Stabenow
731 Hart Senate Office Building
Washington, D.C. 20510
Phone: [\(202\) 224-4822](tel:202-224-4822)

SE Michigan Office:
719 Griswold St. Suite 700
Detroit, MI 48226
Phone: [\(313\) 961-4330](tel:313-961-4330)
Email: senator@stabenow.senate.gov

Gary C. Peters
Hart Senate Office Bldg.
Washington, D.C. 20510
Phone: [\(202\) 224-6221](tel:202-224-6221)

Detroit Office:
477 Michigan Avenue Suite 1860
Detroit, MI 48226
Phone: [\(313\) 226-6020](tel:313-226-6020)
Email: www.peters.senate.gov

United States Representative District 11

Representative Hayley Stevens
227 Cannon House Office Building
Washington, DC 20515
Phone: [\(202\) 225-8171](tel:202-225-8171)

Novi Office:
43155 Main St., Suite 2300B
Novi, MI 48375
Email: Stevens.house.gov/contact

State & County Government

Governor

Gretchen Whitmer
P. O. Box 30013
Lansing, MI 48909
Phone: [\(517\) 373-3400](tel:517-373-3400)
Email: michigan.gov/whitmer

State Senator District 7

Dayna Polehanki
5400 Binsfield Building
201 Townsend St.
Suite 3400
P.O. Box 30036, Lansing, MI 48909-7536
Phone: [\(517\) 373-7350](tel:517-373-7350)
Email: SenDPolehanki@senate.michigan.gov

State Representative District 20

Matt Koleszar
N-699 House Office Building
P. O. Box 30014, Lansing, MI 48909-7514
Phone: [\(517\) 373-3816](tel:517-373-3816)
Email: MattKoleszar@house.mi.gov

Wayne County Commissioner 10th District

Melissa Daub
500 Griswold
7th Floor
Detroit, MI. 48226
Phone: [\(313\) 224-0882](tel:313-224-0882)
Email: MDaub@WayneCounty.com

Local Government



The City of Plymouth is a municipality that operates as a council-manager form of government. Here, the Plymouth City Commission is the council. The mayor and Plymouth City Commission members are the elected representatives of the citizens. It is their job to set goals and enact policies considering the needs of the public they serve.

The city manager is the chief administrator who carries out the policy and manages staff. Some municipalities use the mayor-council form of government, in which the mayor is the administrator.

The mayor appoints members of the eleven boards and commissions in the City: the Board of Review, Cemetery Board of Trustees, Downtown Development Authority, the Economic Development Corporation and Brownfield Redevelopment Authority, the Historic District Commission, the Housing Commission, the Local Officers Compensation Board, the Northville-Plymouth Fire Advisory Board, the Planning Commission, the Tax Abatement Review Committee and the Zoning Board of Appeals.

Those who are interested in serving can submit a volunteer application, which can be found at <http://plymouthmi.gov/volunteer>.

Mayor and Commission



Voters elect seven commission members at large, and the commission elects a mayor and mayor pro tem among them. Commissioners serve either two- or four-year terms which end on a rolling basis so there are always experienced members to mentor any new members. They meet the first and third Monday of every month, unless Monday is a holiday. In that case, the meeting moves to Tuesday. Meetings are held in the City Commission Chambers at Plymouth City Hall, although in the summer months they sometimes meet in one of the City's parks.

A typical Commission meeting includes approving special events that take place downtown, reviewing recommendations by the administration on current projects and voting on resolutions to support the recommendations or to request changes. There may also be a public hearing when required, for example, when approving liquor licenses. Near the beginning of every meeting, the mayor asks for citizen comments. This portion of the meeting allows up to three minutes for citizens to present information or to raise issues regarding items not on the agenda. Upon rising 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.

All Commission members have an email address and a phone extension at City Hall for messages. Email addresses begin with the Commission member's first initial followed by their last name @plymouthmi.gov. For example, jsmith@plymouthmi.gov.

The City Manager's Office



The City Manager, who is the chief administrative officer (CAO) of the City, directs day-to-day operations and is the administrative advisor to the Commission. While the City Commission sets public priority and policy, the City Manager and staff complete the projects related to the Commission's priorities.

The City Manager and department heads work to fulfill the strategic plan, which was developed with the input of both the Commission and the staff. Every year, the group meets to set one-year tasks related to the plan.

The City Manager is Paul Sincock, who can be reached at 734-453-1234 ext. 203 or psincock@plymouthmi.gov.

City Manager's Office

Frequently Asked Questions



Q: Do my tax dollars go to support festivals and events in downtown?

A: No. The City of Plymouth does not provide special events – they are all privately run. Anyone who wishes to have a special event must submit an application to the City Manager's office, and applications must be approved by the City Commission. The City invoices special event sponsors for all services it provides, from trash removal to restroom cleaning. You may find an application at <http://plymouthmi.gov/eventapplication>.

Q: What is being done to prevent future frequent power outages?

A: In August 2018, DTE wrote a letter to the citizens of Plymouth admitting to shortcomings and outlining a plan for better reliability. Their plan includes more tree trimming and updating the power grid.

Q: How can I reserve a park for my party?

A: Starkweather Park and Kellogg Park may be reserved for weddings, but all other parks are first-come, first-served. Reserving a park does not close the park to others, however. It only allows you to have a gathering there. Contact the City Manager's office at 734-453-1234 extension 203 for details.

Q: How can I stay informed about news and information in the City?

A: Sign up for email notifications at <http://plymouthmi.gov/notifyme>

Q: Is there an ordinance on the trains? What can I do about the trains?

A: Trains are regulated by the federal government, so the City has no authority over them. If you wish to lodge a complaint, you may contact CSX at 877-835-5279 or online at <https://www.csx.com/index.cfm/customers/maps/csx-system-map/>. You may also contact U.S. Senator Debbie Stabenow's office at 202-224-4822 or U.S. Senator Gary Peters' office at 202-224-6221.

Q: How do I participate in the Independence Day or Memorial Day Parade?

A: The Kiwanis Club of Colonial Plymouth organizes the parade on Independence Day. You may contact them via their website at <http://www.plymouthnoonkiwanis.com/>. The Plymouth Lions Club organizes the Memorial Day Parade, and they may be contacted on their Facebook page at <https://www.facebook.com/Plymouth-Lions-Club-of-Michigan-101014116922962/>

Q: What do I have to do if I want to have a block party?

A: You must submit an application to the City Manager's office. The application is available at <http://www.plymouthmi.gov/blockparty>. In general, only one city block will be approved for closing, and a non-through street is preferred. Block parties must end by 10 p.m. and must not disturb neighbors with excessive noise. Graduation and birthday parties are not considered block parties, and no streets will be blocked for them.

City Clerk



The City Clerk's office is responsible for maintaining a public record of all official City documents, including the City Charter and Code of Ordinances in accordance with the Michigan Record Retention Schedule, publishing and posting notices as required by law and recording and maintaining City Commission meeting information and minutes.

The City Clerk's office is also responsible for the administration of elections taking place in the City and maintenance of voter records for the City. This includes accepting voter registration applications, issuing and processing absentee ballots and overseeing polling sites.

Additional services available through the City Clerk's office include:

- Fulfilling Freedom of Information Act (FOIA) requests, with the exception of police records. The Freedom of Information Act is a law that provides the public the right to request access to records from any governmental agency. It is often described as the law that keeps citizens in the know about their government. The City of Plymouth is required to disclose any information requested under FOIA unless it falls under one of nine exemptions that protect interests, such as personal privacy, national security, and law enforcement.
- Processing passport applications
- Issuing permits and licenses
- Accepting Boards and Commissions Applications
- Performing Notary Services

The Plymouth City Clerk is Maureen Brodie, who can be reached at 734-453-1234 extension 234 or mbrodie@plymouthmi.gov.

City Clerk's Department

Frequently Asked Questions



Q: How do I submit a FOIA (Freedom of information Act) request?

A: There is an online form on our website at <https://cityplymouth.seamlessdocs.com/f/esjH1M>. After you complete the form online, it will be routed to the appropriate department for processing. **For police-related requests, please use: <https://cityplymouth.seamlessdocs.com/f/Ctfqcw>.*

Q: Am I registered to vote? Where do I go to vote?

A: Residents can visit the Secretary of State's website at www.michigan.gov/sos to see what their voting precinct is, whether they are registered to vote, and to obtain an application to register if needed. They may also call the City Clerk's office at 734-453-1234 ext. 234, 225, or 289. Registration applications are also available at City Hall.

Q: How do I get an absentee ballot?

A: All information regarding absentee voting eligibility and registration may be found at the Secretary of State's website at www.michigan.gov/sos. Applications for absentee ballots are available at this website and also at City Hall.

Q: Do I have to send in an application for an absentee ballot for every election?

A: Yes. You must then sign and return that application in order to receive a ballot. You can also request to be part of our permanent absent voter list, which means you will receive an absentee ballot application prior to every election. Sign up at this link: <http://www.ci.plymouth.mi.us/FormCenter/Clerk-9/Permanent-Absent-Voter-List-65>.

Q: Can I get a ballot for my husband/wife/child?

A: Absentee ballots can be picked up only by the registered voter that the ballot is assigned to. If we are mailing the ballot, it will be sent to the address where the voter is registered or to a temporary address if requested.

Q: Can I vote early?

A: While some states allow all voters to cast ballots prior to election day, Michigan does not have early voting. Of course, qualified Michigan voters can cast absentee ballots prior to election day. See the section on absent voter ballots.

Q: Is it too late to get an absentee ballot?

Absent voter ballot applications requesting that a ballot be mailed must be received by 5 p.m. the Friday before the election. Absentee ballots will not be mailed after this day and time.

After 5:00 p.m. on that Friday, all requests must be made in person at Plymouth City Hall, 201 S. Main St., Plymouth, MI 48170.

Q: How can I apply to work at an election?

A: Simply submit an election inspector application form to the City Clerk's office. We will keep your application on file, and as soon as election inspector training dates have been scheduled, we will notify you. Applications are available at Plymouth City Hall or online at https://www.Michigan.Gov/documents/election_inspector_application_131809_7.Pdf

Community Development



The City's Community Development Department is the initial contact between the City, developers and residents. It receives all development applications and supporting materials. The department also assists developers with informational requirements and procedures outlined in the zoning ordinance. The building official, fire marshal and other inspectors review plans and visit the properties to ensure conformance with Plymouth zoning, the Michigan Building Code, the Michigan Residential Code and/or state and national trade codes.

The Plymouth Planning Commission is responsible for guiding and advancing the efficient, coordinated development of the City in a manner that will promote the health, safety and general welfare of its residents. They are the primary commission that reviews development proposals to ensure that they adhere to the City's master plan and zoning ordinance while allowing a reasonable use of the property. The Planning Commission does not review proposals for single-family or two-family residences.

The Zoning Board of Appeals hears variance requests from property owners or developers who believe there are unique circumstances that limit the applicability of certain requirements.

The Historic District Commission reviews and approves development in the Plymouth Historic District. In general, properties surrounding or adjacent to Kellogg Park are within the Plymouth Historic District.

The Community Development Director is John Buzuvis, who can be reached at 734-453-1234 ext. 222 or jbuzuvis@plymouthmi.gov.

Community Development Department

Frequently Asked Questions



Q: Is my property located within the City of Plymouth?

A: The City of Plymouth has only three and four digit addresses. You can confirm if your property is located in the City on accessmygov.com.

Q: What is my property zoned?

A: A zoning map is located on the City of Plymouth website at <http://www.ci.plymouth.mi.us/zoningmap>

Q: Do you have a survey of my property?

A: We may have a survey of your property if a previous owner submitted one. We are happy to check our files for you and provide you with a copy.

Q: Where can I locate my business?

A: Each zoning district within the City permits and prohibits certain types of land uses. Please refer to the City's Code of Ordinances to determine if your business's use is permitted and which district(s) it may be located in.

Q: How tall can a new home be?

A: In the single-family residential district homes can be no taller than 25 feet. This height is measured at the midpoint of the roof (middle point from the eave to the ridge) to grade. Refer to the Zoning Illustrated Visual Guide beginning on page 11.

Q: Where can my generator be located?

A: Generators are not allowed to be placed in any of the required setbacks: front, side(s), or rear. Please refer to the Zoning Illustrated Visual Guide pages 16 to 18 if you have questions about those setbacks.

Q: There is construction going on near my home and they start early in the morning. Does the noise ordinance address this?

A: Construction noise is permitted from 7:00 a.m. to 8:00 p.m. seven days per week.

Q: My neighbor has not cut their grass. Is this an ordinance violation?

A: Grass and weeds that are eight inches on average violate the ordinance. Please contact the code enforcement officer at (734) 453-1234 ext. 231 to report violations.

Q: My neighbor has not shoveled their sidewalk. Is this an ordinance violation?

A: Sidewalks adjacent to each private property are required to be shoveled and free of any accumulation of snow and ice within 24 hours of the end of a snowfall. Please contact the code enforcement officer at (734) 453-1234 ext. 231 to report violations.

Q: My neighbor has numerous political signs on the lawn. Is this an ordinance violation?

A: There is no limit to the number of signs or length of time a temporary sign may be displayed on private property. However, temporary signs must meet the sign size requirements. Signs may be no more than four feet in height or four square feet per side with a maximum of 2 sides.

Q: How many garage sales am I allowed to have per year?

A: The garage sale ordinance limits each property to three garage sales, three days in length each, per calendar year. Each garage sale must be registered at www.plymouthmi.gov/garagesale.

Q: My neighbor has an RV parked in their driveway. How long are they allowed to have it parked there?

A: RVs must be stored in the rear yard and must be registered to the property where they are being stored. Temporary loading and unloading may take place in the driveway or on the street.

Finance and Treasurer



The finance department is responsible for the City's budget. The budget has three primary functions:

1. **LEGAL FUNCTION:** The budget is an authorization to spend in the form of a series of appropriations.
2. **POLITICAL FUNCTION:** The budget is a process for allocating scarce resources. Decisions about how much public money will be raised and what it will be spent for are essentially political. This is reflected in the fact that the adoption of the budget is done by an elected body, and after a public hearing.
3. **MANAGEMENT FUNCTION:** The budget is adopted in sufficient detail to define a set of expectations or goals. The amount and quality of each city service is defined and an amount of money is appropriated. The service and related budget are then monitored to see that the service is in fact being provided as expected and that the rate of expenditure is such that the appropriation will be sufficient to provide the service at the expected level for the entire fiscal year.

The treasurer is responsible for the collection of all taxes due to the City and for distribution of said taxes to their respective agencies. In addition, the treasurer oversees water billing, dog licensing, parking tickets, and all other payments made to the City of Plymouth.

The Plymouth Finance Director and Treasurer is John Scanlon, and he can be reached at 734-453-1234, extension 209 or jscanlon@plymouthmi.gov.

Finance and Treasurer's Office

Frequently Asked Questions



Q: Where can I find a copy of the adopted budget?

A: A copy of the adopted budget can be found on the City website at <http://www.ci.plymouth.mi.us/2019budget>

Q: When are tax bills available? How much will my tax bill be?

A: Winter tax bills are payable December 1 through February 28. Summer tax bills are payable July 1 through August 10. Both current tax and late tax payments are accepted at City Hall through February 28, subject to a penalty fee. After February 28, taxes are payable through the Wayne County Treasurers office only. For late payments, please contact the Wayne County Treasurer at <https://www.waynecounty.com/elected/treasurer/pay-taxes-online.aspx>

We are unable to give tax amounts until we receive the millage rates from our tax entities. Unless there is a sale of the property, the amount of your taxable value is increased by the rate of inflation each year.

Q: Can I pay my tax bill and water bill on the same check?

If necessary, though it is not preferred. Please include both bill payment stubs (or provide account number/parcel number to credit) with the check to ensure proper allocation of funds.

Q: If my address says Plymouth, does this mean I am a City of Plymouth resident?

A: Not necessarily. The Plymouth mailing address is used by both the City of Plymouth and Plymouth Township. If you are a Township resident, please contact them at <http://www.plymouthtwp.org/> or (734) 453-3840. The City Plymouth Township's property identification number begins with '78'. If your Property Identification number begins with '49', it is located in the City of Plymouth.

Q: Why is my water bill higher than my neighbor's?

A: Several factors are included in calculating your water bill. This includes but may not be limited to meter size, service charge, water rate, sewer rate, minimum usage, minimum bill with/without trash cart, trash fee. For related inquiries, please contact City Hall.

Q: What are the fees for a passport?

A: Fees include the application fee and the execution/acceptance fee, which require separate checks because they go to different places. Amounts vary and can be viewed at <https://travel.state.gov>.

Q: How do I get a dog license?

A: You may either come to City Hall to apply in person or do so online at <https://cityplymouth.seamlessdocs.com/f/nf4wuqw9jvhb>. Whether you apply in person or online, you must also submit a valid rabies certificate and pay the fee, which is \$5.00 before December 31 each year or \$10 after December 31. Please note that housing more than 2 dogs requires a Dog Kennel License, which is \$25 per year.

Q: I received a tax bill for my business, but I moved out this year. Why am I still getting this bill?

A: A tax bill is generated for a personal property business that was at the location as of December 31. All businesses in the City on December 31 will receive a summer and winter bill for the entire year.

Human Resources and Information Technology



Human Resources and Information Technology were merged together in 2005 at a time of staff reductions. Since that time, HR/IT has remained under one umbrella providing support services to all employees, volunteers and elected, and appointed officials. The HR side of the department works collaboratively with all City departments on effective and creative recruiting strategies when seeking out new members to join our team. In addition, there is a constant review of policies to ensure compliance with all legislation. Further, they support all existing team members with employment needs and retirees with their benefit administration.

IT also works with all departments to effectively deliver the best services possible to the residents, visitors and businesses in Plymouth. They are charged with administering the network across multiple locations, ensuring data privacy for all information stored on the network, managing physical security including card access and security cameras, managing various technology partnerships and providing oversight over all social media channels on behalf of the City.

The Director of Human Resources and Information Technology is Athanasios Alexandris and he can be reached at 734-453-1234 or aalexandris@plymouthmi.gov.

Human Resources and Information Technology

Frequently Asked Questions



Q: How many employee groups are in the City of Plymouth?

A: The City of Plymouth currently has four separate employee groups: POAM, COAM, TPOAM, and All Non-Union Employees.

Q: How do I find out about current employment opportunities?

A: You can visit: www.plymouthmi.gov/jobs

Q: How many employees work for the City of Plymouth?

A: As this number fluctuates based on the time of the year and election season, there can be from 75 to 125 at any given time including elected officials, full-time and part-time employees, seasonal employees and election workers.

Q: How can I learn about volunteering for one of the boards?

A: <http://www.plymouthmi.gov/volunteer>

Q: Does the City offer internships for students?

A: The City has provided educational internships for over 20 years to college students who want to learn about municipal operations. While these are typically unpaid, students usually earn credit towards their degree programs.

Q: Are there security cameras in City buildings?

A: All City buildings have security cameras in public areas.

Q: Does the City offer free Wi-Fi?

A: There is free Wi-Fi available at City Hall, the Plymouth Cultural Center and the Department of Municipal Services facility.

Q: What does the City do with its old computers, printers, monitors, and other equipment?

A: We try to repurpose as much equipment as possible. When equipment has reached the end of its useful life, it is recycled with an approved electronic recycling company.

Q: Does the City live stream City Commission meetings?

A: While they are not live streamed, meetings are recorded and available on the City's website, usually within 24 hours.

Q: What are the social medium channels used by the City?

A: Facebook – facebook.com/CityofPlymouthMI/
Twitter – twitter.com/PlymouthMIgov
Instagram – instagram.com/cityofplymouthmichigan

Municipal Services



The City of Plymouth Department of Municipal Services handles the maintenance of City rights-of-way, including streets, bridges, parking decks, and sidewalks; street sweeping and snowplowing; and pick-up services for brush and leaves at the curbside. The DMS is also responsible for the operation and maintenance of the water, sanitary sewer, and storm sewer systems; as well as the maintenance and operation of Riverside Cemetery.

Some responsibilities include:

- **Water and Sewer Systems** : water main breaks, sewer cleaning, final water reads, winterization, fire hydrant flushing
- **Streets and Sidewalks**: street repair, sign maintenance, snow removal, street light reporting, concrete maintenance and restoration, sidewalk repair program
- **City Parks and Playgrounds**: maintenance and inspection of playground equipment, sprinkler system maintenance, trash removal and park clean ups
- **Trees and Forestry**: City street tree planting program, trim City trees, clean up storm damage, remove dead City trees in the rights of way and parks
- **Solid Waste**: trash/recycle removal in town and parks, brush chipping, bulk leaf curb side removal, cemetery spring clean up
- **Special Event Support** : Detour route signage, street barricades set up and take down, set up bandshell, trash removal
- **Riverside Cemetery** : grave/niche/crypt sales, interments (openings and closings), maintenance of grounds, installation of markers and monuments

As first responders, DMS staffers are on-call to mobilize crews 24 hours a day, seven days a week, regardless of weather.

The Director of Municipal Services is Chris Porman. He can be reached at 734-453-7737 ext. 108 or cporman@plymouthmi.gov.

Municipal Services Department

Frequently Asked Questions



Q: Where is the Department of Municipal Services located?

A: The DMS facility located at 1231 Goldsmith, which is east of Sheldon and south of M-14 at the north side of the City.

Q: Where is Riverside Cemetery located?

A: The cemetery is located at 680 Plymouth Road behind the 35th District Court and Massey Field. The office is located at 1231 Goldsmith.

Q: How do I buy a grave, niche or crypt? Or find a burial?

A: Please call the DMS office at 734-453-7737 ext. 0 to arrange a meeting with the cemetery sexton, who will meet you at the cemetery to review availability and pricing. To find a burial site, call the DMS office. We will check our database for any available information.

Q: I'm moving. How can I get a final water bill sent to me?

A: Please request a final water bill by submitting an online request at www.plymouthmi.gov/finalwater.

Q: Why was my water bill estimated?

A: We were not able to get a remote read from the water meter inside your home. Please contact the office to schedule a water meter repair/replacement appointment.

Q: What if there is water in my basement?

A: If there's water in your basement coming from a floor drain, call the office and the City can check the main sewer line out in the street and direct you on possible next steps.

Q: Who maintains the tree in the boulevard in front of my house?

A: The City's street tree program covers all trees located in the right-of-way. Please visit the www.plymouthmi.gov/trees for details on street trees.

Q: How do I get my brush pile picked up?

A: Brush is chipped throughout the year. Please visit the www.plymouthmi.gov/brush for the schedule.

Q: When will my leaves be picked up?

A: Bulk leaves are picked up from the curb from October through early December based on the schedule found at www.plymouthmi.gov/leaves. Leaves may be placed in a Kraft bag for compost pickup from April through November on your regularly scheduled solid waste pickup day.

Q: How do I report that my trash/recycling/compost was missed?

A: Please call the DMS office as soon as you notice. We will contact the contractor to get it picked up for you.

Q: How can I dispose of trash that doesn't fit in my brown cart?

A: Bring it to our office at 1231 Goldsmith for a volume-based fee or place it next to your cart in a green City trash bag, which can be purchased for \$3 per bag. Large item special refuse tags can be purchased at the DMS office. The office accepts cash and check only.

Q: My street is flooding. What steps can I take to help the water drain?

A: Begin with checking the catch basins on your street (sewer grates). Debris such as leaves or sticks get clogged on top of catch basins, causing a backup. Use a rake to pull the debris away from the grate.

Q: When will my street be snowplowed or salted?

A: The City begins plowing streets when there is four inches of snow. Crews begin with emergency routes, school routes and dangerous hills and curves before heading to residential streets. Please visit www.plymouthmi.gov/snow for details.

Recreation Department



The Recreation Department offers more than 90 different programs to serve our citizens, from tots to seniors. The City of Plymouth is home to an NHL-sized ice arena at the Plymouth Cultural Center (PCC). In addition to the arena, the PCC has several rooms that accommodate classes, meetings and receptions.

Don Massey Field, near the 35th District Court building, Kellogg Park in the heart of downtown, and 12 neighborhood parks provide space for organized and passive recreation opportunities throughout the City.

The City of Plymouth and Plymouth Township have partnered to develop a joint master plan. The 2018-2022 joint Plymouth Community Parks and Recreation Plan, which represents the first joint parks and recreation plan cooperatively prepared and adopted by both the City and Township, was adopted by the Plymouth City Commission and the Plymouth Township Board of Trustees to serve as a guide and decision-making document for future recreation facilities and programs. While the City and Township are individual units of government and maintain separate control of their land, facilities and budgets, collaborative planning can allow for better coordinated and more efficient systems.

The plan is also intended to enable both the city and township to continue to apply for funding assistance from various agencies and work toward implementing the documented recommendations. This plan specifically provides for five years of grant eligibility with the Michigan Department of Natural Resources.

The City of Plymouth Recreation Director is Steve Anderson. He can be reached at 734-455-6620 extension 302 or sanderson@plymouthmi.gov.

Recreation Department

Frequently Asked Questions



Q: How do I register for a class?

A: You can register online anytime, or in person during office hours, which are Monday through Friday from 11:30 a.m. – 4:00 p.m. Before registering online for the first time, you must contact the Recreation Department at 734-455-6620 to receive a username and password. You can also mail a completed registration form along with payment to the Plymouth Cultural Center, 525 Farmer St., Plymouth MI 48170

Q: What type of senior activities do you offer?

Senior drop-in activities at the Cultural Center include exercise, wood carving and card playing. We also offer Tai Chi, which requires pre-registration. Details can be found on our website at www.plymouthmi.gov/recreation. The Council on Aging office, located in Plymouth Township, has additional classes, activities and a transportation program for seniors. They can be reached at 734-354-3222

Q: What is your open skate schedule?

A: We typically offer open skating on Tuesday, Thursday and Friday from noon to 1:20 p.m. and Sunday from 1:00 p.m. to 2:20 p.m. Please check our website, because the schedule sometimes changes.

Q: I'm wondering if you have any ice time available?

A: To check on available ice times, please call the hockey operations office at 734-455-6620, extension 312 or 314.

Q: What are your splash pad hours?

A: The City of Plymouth does not have a splash pad. There is one in Plymouth Township, on Ann Arbor Trail. You may reach Plymouth Township at 734-453-3840.

Q: When is soccer registration?

A: Soccer registration is the entire month of January for the spring session and the entire month of June for the fall session. Additional information is available on our website.

Q: What band is playing in Kellogg Park?

A: The Downtown Development Authority coordinates the Friday Night Concerts. You may check the schedule at www.downtownplymouth.org.

Q: When is open swim?

A: PARC owns and operates the swimming pool located at the old Central Middle School. Please visit the PARC web site at <https://plymouthparc.org>

Q: When is my child's game?

A: Please check with your head coach for your current game or practice schedule. Although the City may maintain or coordinate operations at the facility where you are playing, the coaches are responsible for the schedule.

Q: Do you rent banquet facilities?

A: Yes. You may rent our meeting room, which holds 50 people and costs \$40 per hour Monday through Thursday and \$65 per hour on Friday through Sunday; half of our reception room, which holds 80 people and costs \$50 per hour Monday through Thursday and \$80 on Friday, Saturday and Sunday; or our entire reception room, which can accommodate 160 and costs \$90 per hour Monday through Thursday and \$120 per hour Friday, Saturday and Sunday. There is also a fitness room that is available to rent for \$40 per hour Monday through Thursday and \$60 per hour on Friday, Saturday and Sunday. Please see our website for details.

Fire Department



Since 2011, the City of Plymouth has partnered with the City of Northville to share a single fire department which operates under a single command structure, reducing costs for both. There are fire stations and apparatus in each city. Personnel are assigned to one of the stations and respond to calls from their assigned station. In the case of major events, such as structure fires, personnel from both stations respond.

The fire department uses a paid-on-call staffing model, in which part-time, paid-on-call personnel respond to calls for service. When dispatched, our personnel respond to the station, collect the necessary equipment and respond in department apparatus. Because the area that we cover is relatively small, we typically do not have to travel far to respond to incidents, which makes our average response times similar to those of fire departments with full time career staffing. We have over 50 personnel in the department, which also means that we can quickly assemble large teams when the need arises. There are usually personnel working at the stations during the day, and we will staff the stations for severe weather events, festivals, runs and other events in the downtown areas.

The Fire Prevention Division consists of the fire marshal and four state-licensed fire inspectors. The division handles fire code enforcement tasks through plan review, supervision of fire alarm and fire suppression system tests, occupancy calculations and routine fire inspections of businesses.

The department is a part of the Western Wayne Mutual Aid Association and Michigan MABAS (Mutual Aid Box Alarm System). This allows us to call upon additional resources as may be needed to contain an emergency and provides us with access to specialized teams such as the hazardous materials response team and the urban search and rescue team. We have also made arrangements with neighboring departments for reciprocal automatic assistance in the event of a structure fire. The fire department enjoys a cooperative agreement with Huron Valley Ambulance, and they also respond to all calls for fire service in the City of Plymouth.

The Fire Chief for Northville-Plymouth City Fire Services is Steve Ott. He can be reached at 248-449-9920 or sott@ci.northville.mi.us

Fire Department Frequently Asked Questions



Q. Am I allowed to have an outdoor fire on my property?

A. Residents may burn clean wood in a contained wood burning unit (like a chiminea or patio warmer) or in a campfire pit, under certain circumstances. Wood burning units must be 15 feet from a structure or combustible material. Campfire pits must be 25 feet from a structure or combustible material and can be no larger than three feet wide by three feet high. Clean wood is natural wood that has not been painted, varnished or pressure treated with preservatives and which does not contain resins or glues.

Q. Does the Fire Department provide assistance with smoke detectors?

A. The Department can answer many of your questions regarding smoke detectors. In general, you should have a smoke detector inside each sleeping room, outside of sleeping areas and on every level of the home (including the basement). Smoke detectors should be at least 10 feet away from cooking appliances to minimize false alarms. In general, if your smoke detectors are over 10 years old, they should be replaced. The Department has a limited number of smoke detectors that can be provided to residents in need and can also provide assistance with installation for seniors.

Q. I have an old fire extinguisher – what should I do with it?

A. Small extinguishers, sold for home use, cannot typically be refilled or re-pressurized. If one of these has been used, or if the pressure gauge shows that it has lost pressure, it is best to discard it and buy a new one. Discharge the extinguisher into a large trash bag to collect the extinguishing agent, and you can then dispose of it in the recycling or trash.

Q. I have questions regarding fire safety in my home. Can the Fire Department help?

A. The Department offers voluntary home fire safety surveys for all residents. Department personnel will come to your house and review with you what is needed to help make your home safe. You will be given a customized summary of our suggestions following the visit. There is no charge for this service. We want to keep the community as fire safe as possible! If interested, contact the Chief at 248-449-9920.

Q. I am interested in joining the Fire Department. What do I need to do?

A. We are always looking for people to join our ranks. If you have your Firefighter I or Firefighter II certification from the State of Michigan, or a Michigan EMT or Paramedic license, consider becoming a part of our team. If you do not have this training yet, contact Schoolcraft College, which offers the courses with daytime or evening programs. The EMS training is also offered through the training branches of local ambulance companies. For more information, contact the Chief at 248-449-9920.

Q. Do you provide CPR classes?

A. The Department does not presently provide public CPR classes. We recommend that those needing or interested in CPR training check with the American Heart Association or the American Red Cross for information on upcoming classes in the area.

Police Department



The City of Plymouth Police Department is a multi-function agency that strives to meet the individual needs of the citizens and visitors of the City of Plymouth.

The mission of the Plymouth Police Department is to provide the community with superior policing through strict adherence to a values-based foundation of honor, commitment, integrity, leadership, courage and excellence.

Police services are provided by 16 sworn and two civilian personnel. Within the department, there is a detective bureau and records bureau; and crime prevention and weighmaster officers. Four sergeants and a lieutenant oversee the personnel. Dispatch services are provided by Plymouth Township. Road patrols are divided into 12-hour day/12-hour night shift A & B platoons.

The City of Plymouth Police Chief is Al Cox, who may be reached at 734-453-1234 extension 219 or at acox@plymouthmi.gov.

Police Department

Frequently Asked Questions



Q: Can I pay a parking violation at the police station?

A: No. However, parking violations can be paid at City Hall at the cashier's counter or in drop boxes in the lobby of City Hall or outside the library. Payments can also be made electronically by visiting <https://www.officialpayments.com/index.jsp> using jurisdiction code **3275** and providing the ticket number.

Q: Can I pay a traffic violation at the police station?

A: No. Traffic violations must be paid to the 35th District Court, located at 660 Plymouth Rd. You may mail or drop off the payment in person, and there is a drop box for after hours. You may also pay online <https://www.officialpayments.com/index.jsp>.

Q: When will I hear from a detective about my case?

A: Not all reports are forwarded to the Detective Bureau. Some reports are investigated and followed up by the officer to whom the report was made. Prior to contacting the Detective Bureau, you should contact the primary officer and inquire about the status of your case. If your case is referred to the Detective Bureau, the detectives will contact you when they have information updates. If you do not hear from a detective, it is because they are still working your case. It is important to note that detectives work cases as they come into the Detective Bureau and it is not uncommon for a single detective to be working over a dozen cases at any given time.

Q: What is the curfew for minors?

A: A youth under the age of 14 cannot be in or on a public place without a parent or adult guardian between the hours of 10:00 p.m. and 6:00 a.m. A youth under the age of 17 cannot be in or on a public place without a parent or adult guardian between midnight and 6:00 a.m.

Q: How do I apply for an overnight parking permit?

A: Complete an application, which is available at the Police Department front counter within City Hall or online via the City's website (www.plymouthmi.gov). The Police Department ordinance officer will then review and investigate the need for a permit per our policy. The fee for an overnight parking permit is \$25 per year.

Q: How do I apply for a temporary overnight parking exemption?

A: Apply online at http://onp_form.mycivicapps.com/Plymouth. Temporary overnight parking is granted for emergencies, out-of-town guests or construction, and is limited to 14 days in a calendar month.

Q: What do I need to get a gun permit?

A: Apply at the Police Records Department. Current laws state that you can apply at any police department or federal firearms licensed (FFL) dealer. You must provide a current driver's license.

Q: How do I apply for a concealed pistol license?

A: Concealed pistol licenses are processed by the county. You may find information and instructions for Wayne County at <https://www.waynecounty.com/elected/clerk/concealed-pistol-licenses.aspx>.

Downtown Development Authority

D o w n t o w n
PLYMOUTH



Not Just a Walk in the Park

The DDA was established in 1982 and is overseen by the mayor and a ten-member board appointed by the City Commission. It is the responsibility of the DDA board to define the downtown district and provide for all other matters within the district.

The DDA's main focus is to facilitate economic development for the downtown district through physical improvements and upkeep of parking lots, street lighting, traffic signals, parks and other streetscape features. The DDA also engages in marketing activities such as the development of a website (www.downtownplymouth.org), social media accounts, the creation of walking maps and the perennial favorite, Music in the Air concerts on Friday evenings during the summer.

Recent DDA Accomplishments

Renovation of the Central Parking Deck

Revamp of www.downtownplymouth.org to a mobile/tablet friendly format.

Reconstruction of the Fleet Street Alley that included award winning recognition from the Michigan Concrete Association.

Doubled the amount of bike parking downtown in 2016.

The Downtown Development Authority Director is Tony Bruscato, who can be reached at 734-455-1453 or tbruscato@plymouthmi.gov.

Downtown Development Authority

Frequently Asked Questions



Q: How can I become a member of the Plymouth DDA?

A: DDA membership is determined by the location of your property. If your property is within the boundaries, you are automatically a member of the DDA. The DDA district consists of approximately six blocks in the heart of Plymouth. The northern boundary is Church Street, the southern boundary is Wing Street, the eastern boundary is Union/Deer Street, and the western boundary is Harvey.

Q: How is the DDA funded?

A: The DDA is funded with a percentage of the property tax captured from the properties within the DDA boundaries.

Q: What does the DDA do?

A: The DDA's main focus is to facilitate economic development for the downtown district. The DDA engages in building and maintaining parking lots, street lighting, traffic signals, parks and other streetscape features as well as marketing activities such as the development of the DDA website, Downtown Plymouth social media accounts, the creation of walking maps and the Music in the Air concerts on Friday evenings during the summer.

Q: What is the difference between the DDA and the Plymouth Community Chamber of Commerce?

A: The DDA's focus is on the Downtown Business District, while the Chamber is more regional with members in Plymouth and Northville, as well as Plymouth and Canton townships. Both the DDA and the Chamber engage in marketing Downtown Plymouth. The DDA focuses on economic development through infrastructure improvements, while the Chamber engages the business community to stimulate growth through community events. The DDA and Chamber work collaboratively on several community projects and events for the good of the entire community.

Q: Who makes up the DDA Board of Directors and how can I get involved?

A: The ten-member DDA Board is made up of business owners and City residents, with the mayor serving as the CEO. If you have property interest in the DDA District or are a resident of The City of Plymouth, you can fill out a volunteer form at <http://plymouthmi.gov/volunteer> and submit it to the City Clerk's Office.

Q: Where can I park in Downtown Plymouth and is parking free?

A: There are five municipal parking lots in Downtown Plymouth. The Central Parking Deck can be accessed from Harvey Street just south of Penniman. The Penniman municipal lot can be accessed from Penniman between Harvey and Main. The East-Central lot is located behind the Penn Theatre and in front of the Plymouth District Library. The Saxton's municipal lot is located at the corner of Ann Arbor Trail and Deer Street. There is also a municipal lot at the corner of Wing and Harvey. Parking in Downtown Plymouth is free, but many parking lots have posted enforced time limits.

Q: Where can I get information on downtown businesses and events?

A: The DDA website has detailed business listings, multiple event calendars and information on other happenings in Downtown Plymouth. The DDA's social media channels are also a good way to keep up to date on downtown happenings.

Facebook: www.facebook.com/plymouthdda

Twitter: <https://twitter.com/DwntownPlymouth>

Instagram: <https://www.instagram.com/downtownplymouth>