



# Government 101

EVERYTHING YOU NEED TO KNOW ABOUT  
THE CITY OF PLYMOUTH

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City of Plymouth

201 S. Main St.

Plymouth, MI 48170

734-453-1234

[www.plymouthmi.gov](http://www.plymouthmi.gov)

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# City of Plymouth 2022-2026 Strategic Plan

## GOAL AREA ONE - SUSTAINABLE INFRASTRUCTURE

### OBJECTIVES

1. Identify and establish sustainable financial model(s) for major capital projects, Old Village business district, 35<sup>th</sup> District Court, recreation department, and public safety
2. Incorporate eco-friendly, sustainable practices into city assets, services, and policies; including more environmentally friendly surfaces, reduced impervious surfaces, expanded recycling and composting services, prioritizing native and pollinator-friendly plants, encouraging rain gardens, and growing a mature tree canopy
3. Partner with or become members of additional environmentally aware organizations
4. Increase technology infrastructure into city assets, services, and policies
5. Continue sustainable infrastructure improvement for utilities, facilities, and fleet
6. Address changing vehicular habits, including paid parking system /parking deck replacement plan, electric vehicle (EV) charging stations, and one-way street options

## GOAL AREA TWO – STAFF DEVELOPMENT, TRAINING, AND SUCCESSION

### OBJECTIVES

1. Create a 5-year staffing projection
2. Review current recruitment strategies and identify additional resources
3. Identify/establish flex scheduling positions and procedures
4. Develop a plan for an internship program
5. Review potential department collaborations
6. Hire an additional recreation professional
7. Review current diversity, equity, and inclusion training opportunities
8. Seek out training opportunities for serving diverse communities

## GOAL AREA THREE - COMMUNITY CONNECTIVITY

### OBJECTIVES

1. Engage in partnerships with public, private and non-profit entities
2. Increase residential/business education programs for active citizen engagement
3. Robust diversity, equity, and inclusion programs
4. Actively participate with multi-governmental lobbies (Michigan Municipal League, Conference of Western Wayne, etc.)

## GOAL AREA FOUR - ATTRACTIVE, LIVABLE COMMUNITY

### OBJECTIVES

1. Create vibrant commercial districts by seeking appropriate mixed-use development, marketing transitional properties, and implementing Redevelopment Ready Communities (RRC) practices
2. Improve existing and pursue additional recreational and public green space opportunities and facilities for all ages
3. Develop multi-modal transportation plan which prioritizes pedestrian and biker safety
4. Improve link between Hines Park, Old Village, Downtown Plymouth, Plymouth Township, and other regional destinations
5. Maintain safe, well-lit neighborhoods with diverse housing stock that maximizes resident livability and satisfaction
6. Modernize and update zoning ordinance to reflect community vision
7. Implement Kellogg Park master plan

# 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

504.1 acres single-family residential  
126 acres recreational/open space  
90.3 acres industrial  
63.6 acres attached condominiums  
57.6 acres multi-family residential  
52.5 acres retail

## 2020 Census Information

### Population 9,370 including

4,314 households

1,444 seniors 65 and over

1,848 under 18

### Among those age 25 and over

25.3% with graduate or professional degree

33.8% with bachelor's degree

7% with associate degree

17.7% with some college but no degree

13.3% high school graduate

2.8 % did not graduate high school

### Income

Median Household \$92,662

Per Capita \$56,480

# Government Representatives



## Federal Government

### United States Senators

Debbie Stabenow  
731 Hart Senate Office Building  
Washington, D.C. 20510  
Phone: [\(202\) 224-4822](tel:2022244822)

SE Michigan Office:  
719 Griswold St. Suite 700  
Detroit, MI 48226  
Phone: [\(313\) 961-4330](tel:3139614330)  
Email: [senator@stabenow.senate.gov](mailto:senator@stabenow.senate.gov)

Gary C. Peters  
Hart Senate Office Bldg.  
Washington, D.C. 20510  
Phone: [\(202\) 224-6221](tel:2022246221)

Detroit Office:  
477 Michigan Avenue Suite 1860  
Detroit, MI 48226  
Phone: [\(313\) 226-6020](tel:3132266020)  
Email: [www.peters.senate.gov](http://www.peters.senate.gov)

### United States Representative District 6

Representative Debbie Dingell  
102 Cannon House Office Building  
Washington, DC 20515  
Phone: (202) 225-4071

301 West Michigan Avenue  
Suite 400  
Ypsilanti, MI 48197  
Phone: (734) 481-1100  
[debbiedingell@house.gov](mailto:debbiedingell@house.gov)

## State & County Government

### Governor

Gretchen Whitmer  
P. O. Box 30013  
Lansing, MI 48909  
Phone: [\(517\) 373-3400](tel:5173733400)  
Email: [michigan.gov/whitmer](mailto:michigan.gov/whitmer)

### State Senator District 13

Rosemary Bayer  
5400 Binsfield Building  
201 Townsend St.  
Lansing, MI 48909-7536  
Phone: [\(517\) 373-2417](tel:5173732417)  
Email: [SenRBayer@senate.michigan.gov](mailto:SenRBayer@senate.michigan.gov)

### State Representative District 22

Matt Koleszar  
N-699 House Office Building  
P. O. Box 30014, Lansing, MI 48909-7514  
Phone: [\(517\) 373-3816](tel:5173733816)  
Email: [MattKoleszar@house.mi.gov](mailto:MattKoleszar@house.mi.gov)

### Wayne County Commissioner 10th District

Melissa Daub  
500 Griswold  
7th Floor  
Detroit, MI. 48226  
Phone: [\(313\) 224-0882](tel:3132240882)  
Email: [MDaub@WayneCounty.com](mailto: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 Commission hires the City Manager.

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 <https://plymouthmi.gov/volunteer>.

# Mayor and Commission



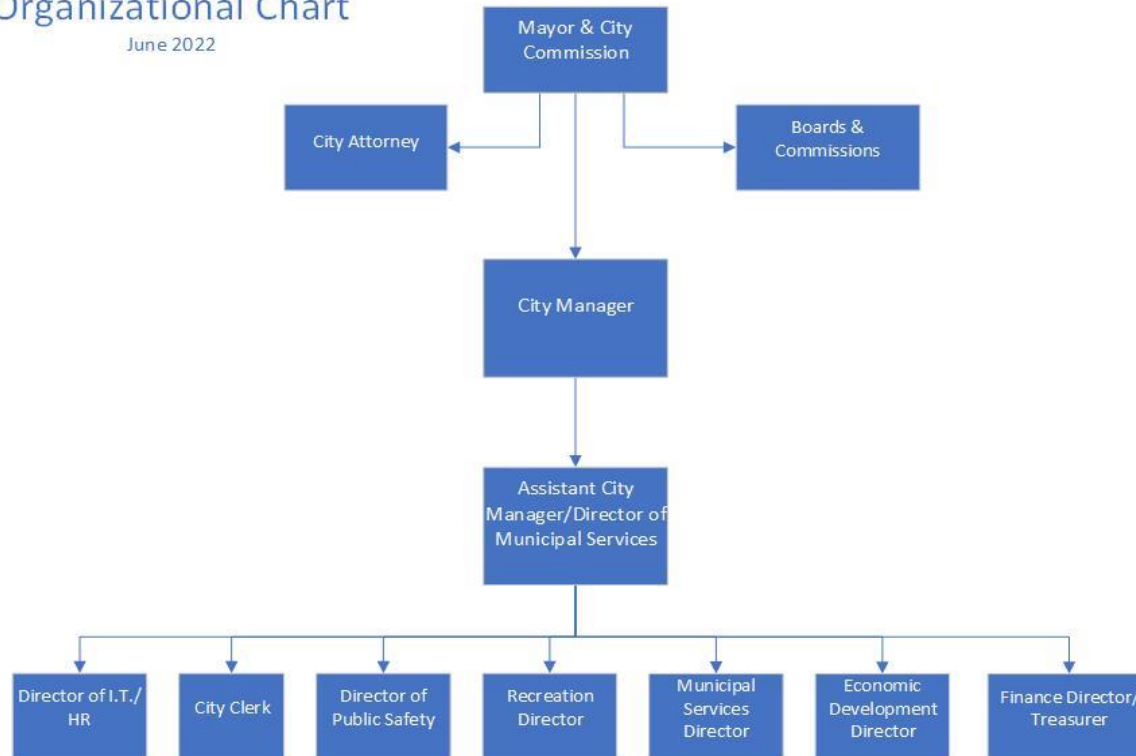
Voters elect seven commission members at large, and the commission elects a mayor and mayor pro tem among them. Commissioners serve either two- or four-year terms which end on a rolling basis so there are always experienced members to mentor any new members. They meet the first and third Monday of every 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.

# City of Plymouth Organizational Chart

June 2022





# 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 by the Commission. 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](mailto:psincock@plymouthmi.gov).

# City Manager's Office

## Frequently Asked Questions



### **Do my tax dollars go to support festivals and events in downtown?**

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 <https://plymouthmi.gov/events>.

### **How can I reserve a park for my party?**

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.

### **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 [plymouthmi.gov/blockparty](https://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.

### **Is there an ordinance on the trains? What can I do about the trains?**

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.

### **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/>

### **How can I stay informed about news and information in the City of Plymouth?**

Stay informed through our website at <https://plymouthmi.gov>. Register for email alerts at <https://plymouthmi.gov/notifyme>.

# 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](mailto:mbrodie@plymouthmi.gov).

# City Clerk's Department

## Frequently Asked Questions



### **Can I work at an election?**

Yes! Simply fill out an Election Inspector Application form and mail or return in person to: Plymouth City Clerk's Office, 201 S. Main Street, Plymouth, Michigan 48170. 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 and can also be found on the Michigan Secretary of State website at [mivc.sos.state.mi.us](http://mivc.sos.state.mi.us).

### **Am I registered to vote? Where do I go to vote?**

Residents can visit the Secretary of State website at [mivc.sos.state.mi.us](http://mivc.sos.state.mi.us) to see their registration status and voting precinct, or they may contact the Clerk's office at 734-453-1234 ext. 234. The City of Plymouth currently has four precincts, and all vote at the Plymouth Cultural Center, 525 Farmer, Plymouth, MI 48170.

### **Are notary services available at City Hall?**

Yes. The City of Plymouth has certain basic Notary Public services as allowed by the State of Michigan between the hours of 9:00 a.m. and 3:30 p.m. The fee is \$5.00 per service (cash, check, money order, credit card accepted). Please visit our website for types of documents we can notarize.

Pursuant to the laws of the State of Michigan, notaries acting on behalf of the City of Plymouth are witnessing your signature on a document. The Notary does not verify the accuracy or legality of the document being signed.

### **How do I submit a FOIA (Freedom of information Act) request?**

Visit our Freedom of Information Act (FOIA) pages at [plymouthmi.gov](http://plymouthmi.gov) for police and non-police requests, where you will find FOIA information and an online FOIA form. Complete the form online and it will be routed to the appropriate email for processing.

### **Can I get a birth/death certificate or marriage certificates/license at City Hall?**

Vital records are available through the Wayne County Clerk's Office. Call (313) 967-6938 or order documents online at <https://www.waynecounty.com/elected/clerk/birth-certificates.aspx> or <https://www.waynecounty.com/elected/clerk/marriage-licenses.aspx>

### **Can I get a passport at City Hall?**

The City of Plymouth provides passport services by appointment for NEW Passport Applications only from 9:00 a.m. to 3:00 p.m., Monday through Friday. Please use our scheduling tool on our website (at the bottom of the Passport Services page) to make your appointment.

Passport Renewals do not require making a personal appearance before an Acceptance Agent; therefore, we do not accept Passport Renewal Applications (Form DS-82) at this office. \*renewals for children under 16 can be processed at our office.

Visit [travel.state.gov](http://travel.state.gov) for complete passport information.

# Community Development



The Community Development Department is responsible for planning, zoning, code enforcement, permitting, and inspecting construction projects within the city. The Community Development Department is the initial contact for developers and those doing construction projects within the city.

The department receives and processes all development/redevelopment applications. Depending on the proposed project these applications are reviewed internally and/or forwarded to the Planning Commission, Zoning Board of Appeals, or the Historic District Commission for review and approval.

The department works in conjunction with the Planning Commission, Zoning Board of Appeals, and the Historic District Commission to review proposed projects for adherence to ordinances and standards established by the city, state, and/or federal government.

The Planning Commission is responsible for reviewing development proposals to ensure that they adhere to the city's ordinances. They are also responsible for the master plan, which is a long-term visionary document that helps guide land-use decisions, capital investments and plan for physical change throughout the city.

The Zoning Board of Appeals hears variance requests from property owners/developers who believe there are unique circumstances of their property that should change the applicability of certain ordinance requirements to their situation. The ZBA has the ability to grant exceptions to the zoning rules if certain unique criteria are being met.

The Historic District Commission reviews and approves development, redevelopment, and exterior changes to properties and structures with the Kellogg Park Historic District. In general, properties surrounding and/or adjacent to Kellogg Park are in the city's historic district.

For more information or if you have any questions, please contact the community development at 734-453-1234 x 232 or at [communitydevelopment@plymouthmi.gov](mailto:communitydevelopment@plymouthmi.gov)

# Community Development Department

## Frequently Asked Questions



### **Is my property located in the City of Plymouth?**

The city only has three- and four-digit addresses. All four-digit addresses are under 1800. You can confirm if your property is located within the city by visiting our website at [plymouthmi.gov](http://plymouthmi.gov) and clicking on property information.

### **Can I cut a tree down in my yard?**

Any tree removal requires a permit from the Department of Municipal Services prior to the removal. DMS staff will investigate the tree(s) planned for removal and will email the applicant a report which serves as permission to remove the tree(s). Replacement trees may be required depending on the size, condition, and location of the tree(s) to be removed.

### **Where can I find information about setbacks, building heights and permit requirements?**

Answers to all these questions may be found on our website at <https://plymouthmi.gov/zoningillustrated>.

### **What are construction hours in the city?**

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

### **Can someone live in my detached garage?**

No. The city prohibits habitable space in any detached accessory buildings.

### **My neighbor, or a property, has not cut their grass. Is this an ordinance violation?**

Grass and weeds that are eight inches on average are in violation of the ordinance. Please contact the code enforcement officer at (734) 453-1234 x 231 to report properties you believe to be in violation.

### **My neighbor, or a property, in the city has not shoveled their snow. Is this an ordinance violation?**

Sidewalks in the city are required to be cleared and free of any accumulated snow and ice within 24 hours of the end of snowfall. Please contact the code enforcement officer at (734) 453-1234 x 231 to report areas that you believe to be in violation.

### **I have seen rats and other rodents in my yard what should I do?**

Make your property less attractive to rodents, pests, and other critters by eliminating common food sources, getting rid of stagnant water, and maintaining a clean, sanitary environment. Common food sources include pet waste, bird seed, peanuts, compost piles not in a sealed bin or bag, and any small trash or debris on the ground. Stagnant water includes bird baths, decorative ponds or fountains, leaky plumbing fixtures, and rainwater puddles. Keep grass and landscaping neat, keep firewood piles 12 inches off the ground, sweep up litter and loose debris, and ensure any garage, shed, deck, or patio is properly sealed with no openings more than ½ inch.

# 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](mailto:jscanlon@plymouthmi.gov).

# Finance and Treasurer's Office

## Frequently Asked Questions



### **Where can I find a copy of the adopted budget?**

A copy of the adopted budget can be found on the City website at <https://plymouthmi.gov/budget>

### **When are tax bills available? How much will my tax bill be?**

Summer tax bills are payable July 1 through August 10. Winter tax bills are payable December 1 through February 28. 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 all 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 – or 5%, whichever is less.

### **Can I pay my tax bill and my water bill on the same check?**

No. Each bill requires a separate check if that is your method of payment.

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

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. City of Plymouth property identification numbers begin with 49, and Plymouth Township's property identification numbers begin with 78.

### **Why is my water bill higher than my neighbor's?**

Several factors are included in calculating your water bill, such as meter size, service charge, water rate, sewer rate, minimum usage, minimum bill with/without trash cart fee. For related inquiries, please contact City Hall.

### **What are the fees for a passport?**

Fees include the application fee of \$35 payable to the City of Plymouth, and the execution/acceptance fee, which is payable to the US Department of State. These require separate checks because they go to different places. Amounts vary and can be viewed at <https://travel.state.gov>.

### **How do I get a dog license?**

You may either come to City Hall to apply in person or do so online at [plymouthmi.gov/doglicense](http://plymouthmi.gov/doglicense). 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 an additional Dog Kennel License, which is \$25 per year.

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

A tax bill is generated for a personal property business that was at the location as of December 31 of the prior year. 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 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 will 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](mailto:aalexandris@plymouthmi.gov).

# Human Resources and Information Technology

## Frequently Asked Questions



### **How many employee groups are in the City of Plymouth?**

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

### **How do I find out about current employment opportunities?**

You can visit: [www.plymouthmi.gov/jobs](http://www.plymouthmi.gov/jobs)

### **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 are can be from 75 to 125 at any given time including part-time elected officials, full-time and part-time employees, seasonal employees, and election workers.

### **How can I learn about volunteering for one of the boards?**

<https://.plymouthmi.gov/volunteer>

### **Does the City offer internships for students?**

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. Occasionally there are paid internships, depending on department needs and available funding.

### **Are there security cameras in City buildings?**

All City buildings have security cameras in public areas.

### **Does the City offer free Wi-Fi?**

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

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

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.

### **Does the City livestream City Commission meetings?**

Yes, you may watch many of the meetings in real time via Facebook Live. Board and Commission meetings are recorded and available on the City's website, usually within 24 hours.

### **What are the social medium channels used by the City?**

[facebook.com/CityofPlymouthMI/](https://facebook.com/CityofPlymouthMI/)

[twitter.com/PlymouthMIgov](https://twitter.com/PlymouthMIgov)

[instagram.com/cityofplymouthmichigan](https://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 downtown 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](mailto:cporman@plymouthmi.gov).

# Municipal Services Department

## Frequently Asked Questions



### **Where is the Department of Municipal Services located?**

The DMS facility located at 1231 Goldsmith

### **Where is Riverside Cemetery located and how do I buy a grave?**

The cemetery is located at 680 Plymouth Road behind the 35<sup>th</sup> District Court and Massey Field. The office is located at 1231 Goldsmith.

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.

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

Please request a final water bill by submitting an email to [dms@plymouthmi.gov](mailto:dms@plymouthmi.gov) with the read date and physical address or email address where the final bill should be sent.

### **What if there is water in my basement?**

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.

### **Who maintains the tree in the boulevard in front of my house?**

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

### **How do I get my brush pile picked up?**

Brush is chipped throughout the year. Please visit [www.plymouthmi.gov/brush](http://www.plymouthmi.gov/brush) for the schedule.

### **When will my leaves be picked up?**

Bulk leaves are picked up from the curb from October through early December based on the schedule found at [www.plymouthmi.gov/leaves](http://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.

### **How do I report that my trash/recycling/compost was missed?**

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

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

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.

### **When will my street be snowplowed or salted?**

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](http://www.plymouthmi.gov/snow) for details.

# Recreation Department



The Recreation Department offers a variety of 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 35<sup>th</sup> 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](mailto:sanderson@plymouthmi.gov).

# Recreation Department

## Frequently Asked Questions



### **How do I register for a program?**

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.

### **What type of senior activities do you offer?**

Senior drop-in activities at the Cultural Center include exercise classes, over 60 drop-in hockey, wood carving and card playing. Details can be found on our website at [www.plymouthmi.gov/recreation](http://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

### **What is your open skate schedule?**

We typically offer open skating on Tuesdays and Thursdays from 11:45am to 1:20 p.m. and Sunday from 6:00 p.m. to 7:20 p.m. Please check our website for current times based on the seasonal time of the year.

### **I'm wondering if you have any ice time available.**

To check on available ice times, please call the facility operations office at 734-455-6620, extension 312.

### **When is soccer registration?**

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.

### **What band is playing in Kellogg Park?**

The Downtown Development Authority coordinates the Friday Night Concerts. You may check the schedule at [www.downtownplymouth.org](http://www.downtownplymouth.org).

### **When is my child's game?**

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.

### **Do you rent banquet facilities?**

Yes. The public can rent meeting rooms at the Cultural Center when City programs or events are not taking place. All bookings take place thru the front office staff and costs vary based on the day of the week and size of the room. The Cultural Center also has a Class C Liquor License to support more adult oriented events. 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.

The fire department uses a paid-on-call staffing model. 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 staffing. There are usually personnel working at the stations during the day, and we 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, West Oakland 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 Matthew Samhat. He can be reached at 248-449-9920 or [msamhat@ci.northville.mi.us](mailto:msamhat@ci.northville.mi.us)

# Fire Department

## Frequently Asked Questions



### **Am I allowed to have an outdoor fire on my property?**

Residents may burn clean wood in a contained wood burning unit 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.

### **Does the Fire Department assist with smoke detectors?**

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.

### **I have an old fire extinguisher – what should I do with it?**

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.

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

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.

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

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.

### **Do you provide CPR classes?**

The Department does offer CPR classes to the public. If you are interested, please contact 248-449-9919 and we will let you know if we have any classes coming up. You can also check with 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, records bureau, and a crime prevention officer. Four sergeants and a lieutenant oversee 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](mailto:acox@plymouthmi.gov).

# Police Department

## Frequently Asked Questions



### **Can I pay a parking violation at the police station?**

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://plymouthmi.paymynotice.com/> using jurisdiction code **3275** and providing the ticket number.

### **Can I pay a traffic violation at the police station?**

Traffic violations must be paid to the 35<sup>th</sup> 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.35thdistrictcourt.org/Traffic/Payticket.html>

### **When will I hear from a detective about my case?**

Not all reports are forwarded to the Detective Bureau. 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.

### **What is the curfew for minors?**

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.

### **How do I apply for an overnight parking permit?**

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](http://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. More information can be found at [https://www.plymouthmi.gov/overnight\\_parking](https://www.plymouthmi.gov/overnight_parking)

### **How do I apply for a temporary overnight parking exemption?**

Apply online at <https://www.frontlinepss.com/plymouthmi>  
Temporary overnight parking is granted for emergencies, out-of-town guests or construction, and is limited to 14 days in a calendar month.

### **What do I need to get a gun permit?**

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.

### **How do I apply for a concealed pistol license?**

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



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 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](http://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

Continued management of the Downtown Plymouth Adopt-A-Planter Program

Continued marketing of Downtown Plymouth with social media, monthly DTP Update Newsletter and monthly events calendar

Partnered with the Detroit Institute of Arts on the Inside Out program bringing museum reproductions to select outside downtown locations

Partnered with Tony Roko's Art Foundation and Community Financial Credit Union to expand the Plymouth Art Walk to activate unused areas of Downtown Plymouth

Added new pedestrian signals on Harvey intersections and at mid-block crosswalks on Main and Forest/Ann Arbor Trail

Assisted the City and Wilcox Foundation to bring a new fountain to Kellogg Park

The Downtown Development Authority Director is Sam Plymale, who can be reached at 734-455-1453 or [splymale@plymouthmi.gov](mailto:splymale@plymouthmi.gov).

# Downtown Development Authority

## Frequently Asked Questions



### **What does the DDA do?**

The DDA's 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 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.

### **What is the difference between the DDA and the Plymouth Community Chamber of Commerce?**

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.

### **What are the DDA boundaries?**

The DDA district's approximate boundaries are Church Street to the north, Wing Street to the south, Union/Deer streets to the east and Harvey Street to the west. Visit [www.downtownplymouth.org/maps](http://www.downtownplymouth.org/maps) for exact details.

### **How is the DDA funded?**

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

### **Who makes up the DDA Board of Directors and how can I get involved?**

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 [and](#) submit it to the City Clerk's Office.

### **How can I become a member of the Plymouth DDA?**

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.

### **Where can I get information on downtown businesses and events?**

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 stay informed.

[www.facebook.com/plymouthdda](http://www.facebook.com/plymouthdda)

<https://twitter.com/DwntownPlymouth>

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