



Plymouth Downtown Development Authority

Meeting Agenda

April 12, 2021 7:00 p.m.

Plymouth Downtown Development Authority
831 Penniman
Plymouth, Michigan 48170

www.downtownplymouth.org
Phone 734-455-1453
Fax 734-459-5792

Meeting will be held online at zoom.us.

Webinar ID: 875 2776 3535

Join Zoom Webinar: <https://us02web.zoom.us/j/87527763535>

Passcode: 646589

Statement on explanation of the reason why the public body is meeting electronically:

On March 10, 2020 the Governor of the State of Michigan declared a State of emergency across the State of Michigan under section 1 of Article 5 of the Michigan Constitution of 1963, the Emergency Management Act, 1976 PA 390, as amended, MCL 30.401 – 421, and the Emergency Powers of the Governor Act of 1945, 1945 PA302, as amended, MCL 10.31 – 33. These sections provide the Governor with broad powers and duties to cope with dangers to this state or to the people of the state.

As a part of the response to the emergency, the Governor has deemed it reasonable and necessary to temporarily suspend rules and procedures relating to physical presence at meetings and hearings of public bodies and other governmental entities in Michigan. These public bodies and entities must continue to conduct public business during this emergency. Due to the emergency situation and the request of the Governor to not gather in groups of 10 or more it is necessary for some public boards to meet electronically.

1) CALL TO ORDER

Kerri Pollard, Chairperson
Oliver Wolcott, Mayor
Ellen Elliott
Daniel Farmer
Scott Foess
Maura Hynes
Richard Matsu
Dan Johnson
Andre Martinelli
Patrick O'Neill

2) CITIZENS COMMENTS

3) APPROVAL OF THE AGENDA

4) APPROVAL OF MEETING MINUTES

A. Regular meeting 3-8-2021

5) BOARD COMMENTS

6) OLD BUSINESS

A. Five-year Action Plan Update
B. DDA events update

7) NEW BUSINESS

A. Mast Arms/Pedestrian Signals joint resolution

8) REPORTS AND CORRESPONDENCE

9) ADJOURNMENT

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

Persons with disabilities needing assistance with this should contact the City Clerk's office at 734-453-1234 Monday through Friday from 8:00 a.m. -4:30 p.m., at least 24 hours prior to the meeting. An attempt will be made to make reasonable accommodations.

GOAL I - QUALITY OF LIFE
<p>OBJECTIVES</p> <p>Support the neighborhoods with high-quality customer service Engage in collaboration with private entities and surrounding municipalities to implement the Joint Recreation Master Plan Improve communication with the public across multiple platforms Maintain a high level of cleanliness throughout the City Support and host a diverse variety of events that foster community and placemaking</p>

ONE-YEAR TASKS 2021

- Restore sports and recreational programs that were halted by COVID-19 as soon as possible
- Review and evaluate the special event policy with safety considerations
- Address challenges with the Kellogg Park improvements with safety considerations
- Move Kellogg Park Fountain project forward
- Continue to re-engage service clubs to help enhance parks and public properties
- Increase followers by 2,000 on all our platforms
- Develop an internal and external communications plan
- Upgrade City Hall facilities to accommodate remote meetings
- Continue investigating multi-modal transportation opportunities
- Revisit noise ordinance

GOAL II - FINANCIAL STABILITY
<p>OBJECTIVES</p> <p>Approve balanced budgets that maintain fiscal responsibility Advocate for increased revenue sharing with the State of Michigan Encourage and engage in partnerships, both public and private, to share costs of services and equipment Address the issue of legacy costs Seek out and implement efficient and effective inter-departmental collaboration Market our successes to attract new economic and investment opportunities</p>

ONE-YEAR TASKS 2021

- Find a mechanism to identify funding sources for capital improvement projects
- Increase funding to the Public Improvement Fund
- Create a potential package for financing emergency structural repairs
- Develop a comprehensive asset management plan that includes a review of the equipment fleet
- Search out other possible revenue streams through continued association with the CWW and the MML
- Develop a financial plan for public safety
- Continue to make extra payments towards legacy costs
- Monitor outside influences on our revenue sources, including unfunded mandates, the 35th District Court and the PCCS
- Negotiate three labor contracts

GOAL III - ECONOMIC VITALITY
<p>OBJECTIVES</p> <p>Continue to support and improve active, vibrant downtown branding Support community and economic development projects and initiatives Support a mix of industrial, commercial and residential development Reference the Master Plan in economic decision-making</p>

ONE-YEAR TASKS 2021

- Complete Saxton's development
- Develop municipal parking lot at Saxton's site
- Support development of 23 parcels adjacent to the Starkweather School property
- Continue to administer the grant and the brownfield plan to support the Pulte project's completion
- Finish RRC by the end of the year
- Develop an annual training calendar for the Planning Commission, the Historic District Commission, the Zoning Board of Appeals and the DDA, and identify a funding source
- Implement temporary plans to assist businesses in recovery efforts

GOAL IV - SERVICE AND INFRASTRUCTURE
<p>OBJECTIVES</p> <p>Support administration and staff by providing professional development opportunities, supplying resources, and maintaining a commitment to recruitment, retention, succession planning Support and deliver safe and responsive emergency services Maintain a sophisticated and responsive technology to communicate and manage data Continually record, maintain, update, and improve City infrastructure</p>

ONE-YEAR TASKS 2021

- Explore pedestrian safety opportunities into targeted intersections
- Research funding opportunities for ADA compliance at the PCC
- Implement 2021 infrastructure program
- Continue training for future career development and succession planning
- Conduct a traffic study to determine whether to make additional streets one way
- Update mapping resources including parcel data, completing 50% by the end of the year
- Continue to add multi-modal transportation opportunities where applicable
- Update/replace current technology to ensure compliance with new regulations, rules, and operating systems
- Revisit paid parking



Plymouth Downtown Development Authority

Regular Meeting Minutes

Monday, March 8, 2021 - 7:00 p.m.

City of Plymouth
201 S. Main
Plymouth, Michigan 48170-1637

www.plymouthmi.gov
Phone 734-453-1234
Fax 734-455-1892

Online Zoom Meeting

1. CALL TO ORDER

Chair Kerri Pollard called the meeting to order at 7:00 p.m.

Present: Mayor Oliver Wolcott, Chair Pollard, Members Ellen Elliott, Scott Foess, Maura Hynes, Andre Martinelli, Richard Matsu and Patrick O'Neill

Excused: Daniel Farmer and Dan Johnson

Also present: DDA Director Tony Bruscato, DDA Coordinator Sam Plymale, City Commission Liaison Suzi Deal

2. CITIZENS COMMENTS

There were no citizen comments

3. APPROVAL OF THE AGENDA

Hynes offered a motion, seconded by Elliott, to approve the agenda with the addition of item 7.a – Fees for Outdoor Patios. There was a roll call vote.

Yes: Elliott, Foess, Hynes, Martinelli, Matsu, O'Neill, Pollard, and Wolcott

MOTION PASSED 8-0

4. APPROVAL OF THE MEETING MINUTES

O'Neill offered a motion, seconded by Wolcott, to approve the minutes of the February 8, 2021 meeting. There was a roll call vote.

Yes: Elliott, Foess, Hynes, Martinelli, Matsu, O'Neill, Pollard, and Wolcott

MOTION PASSED 8-0

5. BOARD COMMENTS

There were no board comments.

6. OLD BUSINESS

a. Strategic Plan Update

Board members reviewed the strategic plan that was finalized after the last meeting. Pollard said specific assignments for short term goals and ideas for funding sources would be forthcoming.

b. **DDA Events Update**

There was a discussion about the event scheduled for March. The DDA partnered with the Rotary Club of Plymouth, who donated \$10,000 for 400 \$25 gift cards as prizes in a downtown scavenger hunt. On April 24, the DDA plans to host a market at The Gathering. These events are designed to bring more people downtown to help businesses.

7. NEW BUSINESS

a. **Fees for Outdoor Patios**

The group discussed fees the City charges for outdoor patios and their concern that they might be too costly for some businesses. It was agreed that any decision about helping businesses afford the fees would have to take place after the group has specific numbers. Bruscato agreed to provide them at the next meeting.

8. REPORTS AND CORRESPONDENCE

There were no reports or correspondence.

9. ADJOURNMENT

Wolcott offered a motion, seconded by Martinelli, to adjourn the meeting at 7:44 p.m. There was a roll call vote.

Yes: Elliott, Foess, Hynes , Martinelli, Matsu, O'Neill, Pollard, and Wolcott

MOTION PASSED 8-0

2020 Five-Year Action Plan

Goal	Task	Responsible Party	Timeframe	Funding Source	Status Update 4/8/2020
Improve Parking	**Top Priority** Improve condition, aesthetics, and/or functionality of existing parking lots by: - Resurface existing lots that are in need (such as Liberty/Penniman lot, and lot at Harvey/Wing); consider lot re-configuration to improve flow, street edge and pedestrian connections as part of projects.	DDA Staff/ DDA Board	Short-term		Proceeds from the sale of the Saxton's property will be used to pave a municipal parking lot
	Finance parking lot maintenance and improvements via a paid parking system. Includes demolition/reconstruction of parking deck.	DDA Staff/ DDA Board	Short to Mid-term		City administration goal is to have a decision on paid parking by the end of the year
	Maximize number of parking spaces	DDA Staff	Short to Long-term		
Improve pedestrian safety	**Top Priority** Improve pedestrian crossings for safety (also goal of DDA Infrastructure Plan), alerting cars that pedestrian is in crosswalk, specifically: - At Penniman/Harvey, Harvey/AA Trail, and Main/Church St. intersections (coordinate with City Commission). - Increase size of waiting area at crossings. - Add alert system for cars as pedestrians enter walkways, especially at midblock crossings such as Main St. between AA Trail and Penniman, or on AA Trail @ Forest. Alerts could include pedestrian activated flashing lights; however, a system with flashing lights may not be appropriate downtown.	City Commission/ DDA Board	Short-term		City Commission passed a joint resolution calling for the mast arm/crossing signal upgrades at Harvey/Penniman and Harvey/Ann Arbor Trail on 4/5/21. DDA Board to consider same resolution on 4/12/21
	Maintain sidewalks for safety, making them pedestrian friendly by: - Repair concrete where needed. - Replace tree grates (either overall or where needed). - Maintain/update pavers. - Extend sidewalks where needed.	DDA Staff	Short-term		DMS crews have been replacing sidewalk sections downtown, with repairs to brick pavers and tree grate areas
	Plant trees (Also goal of DDA Infrastructure Plan) along sidewalks; replace trees in poor condition as identified; investigate organizations (Keep Plymouth Leafy) that supply/plant trees	City Commission/ DDA Board	Mid-term		
	Improve street and alley lighting for safety; determine decorative lighting style for alleys (ex. illuminating artwork)	DDA Board/ DDA Staff	Mid to Long-term		Director Pat O'Neill to lead
	Improve alley "ambiance" via artwork to enhance appearance. Potential locations include DDA office alley, alley around parking structure, alley between theater & gathering area, and by St. Joes (near Subway))	DDA Board	Short-term		

2020 Five-Year Action Plan

Goal	Task	Responsible Party	Timeframe	Funding Source	Status Update 4/8/2020
Kellogg Park	Install the new fountain.	DDA Staff	Short-term		HDC approved new granite benches 4/7/21.
	Top Priority Implement Kellogg Park Master Plan by: - Prioritize action items identified in Goal Setting Session (12-14-20) - Identify potential funding sources priority short-term action items. - Recommend City Commission adopt Kellogg Park Master Plan as an amendment to the Plymouth Five-Year Parks and Recreation Master Plan. - Submit grant application to MDNR to implement top action-item priorities of Kellogg Park Master Plan.	City Commission/ DDA Board	Short to Long-term		
Support Businesses	**Top Priority** Rethink café/outdoor dining policy to include: - Closing some streets. - Creating woonerf on Pennimal (in front of theater). - Create semi-permanent dining extension into parallel parking spaces.* - Expand entertainment opportunities in Kellogg Park and throughout downtown. - Create "Social District" for common outdoor liquor sales. *Approved by City Commission starting in April and extending through 2021.	City Commission/ DDA Board	Short-term		Extended patios are in place for both retail and restaurants. 15-minute parking spaces strategically spread throughout downtown
	Expand use of technology	DDA Board	Short to Mid-term		Staff to investigate vehicle charging stations
	Engage with businesses to create artwork throughout the DDA	DDA Board/ DDA Staff	Short-term		Director Pat O'Neill to lead
	Attract new businesses and engage with existing businesses	DDA Board/ DDA Staff	Short to Long-term		



ADMINISTRATIVE RECOMMENDATION

To: DDA Board
From: DDA Staff
CC: S:\DDA\Shared Files\DDA Board\DDA Agendas\DDA agendas 2021/April2021
Date: 4/12/2021
Re: Mast arms/pedestrian signal joint resolution

BACKGROUND:

For several years, the Downtown Development Authority Board of Directors has included in its strategic plan objectives the improvement of traffic and crosswalk signals in the DDA district. The intersections most notably identified are Harvey St./Penniman, Harvey St./Ann Arbor Trail, and Main St./Church St. There have been many concerns by residents to City Commissioners and DDA Board members who say that because the intersections are not aligned properly, it's difficult to determine when to cross traffic safely at those intersections. Some of those comments are attached.

The most strategic opportunity to improve two of those intersections comes as the city plans a major street reconstruction project on Harvey St. between Penniman and Ann Arbor Trail this summer. City Manager Paul Sincok presented the information to the City Commission on 4/5/21...at which time the Commission voted unanimously to move forward with the construction of new traffic signal mast arms/pedestrian signals as part of the street reconstruction, if the cost for the new traffic and crosswalk signals are shared by the DDA. The DDA's cost is estimated to be \$250,000. Mr. Sincok's write-up is attached.

RECOMMENDATION:

DDA staff recommends the DDA Board approve the expenditure of \$250,000 to share in the cost of the new traffic/crosswalk signals. With the construction on Harvey St. already planned, there is no better cost-effective time to move forward on this project.

The DDA is expected to have a fund balance on June 30, 2021 of approximately \$542,000. In addition, the early estimated tax revenue for the 2021-22 budget is estimated to increase

from approximately \$1 million to \$1.3 million. In short, the money for the traffic signal/crosswalk improvements will be available in the DDA budget.

If you have questions prior to the meeting on this project, please contact staff. Finance Director John Scanlon will also attend Monday's meeting to answer additional questions on how this project fits into the DDA budget.



Administrative Recommendation

City of Plymouth
201 S. Main
Plymouth, Michigan 48170-1637

www.plymouthmi.gov
Phone 734-453-1234
Fax 734-455-1892

To: Mayor & City Commission
From: Paul J. Sincock, City Manager
CC: *S:\Manager\Sincock Files\Memorandum - Mast Arms Authorization on Harvey Street at Penniman and AA Trl 04-05-21.docx*
Date: March 31, 2021
RE: Joint Authorization of new traffic/pedestrian signals on Harvey

Background

The City Commission is aware that Harvey Street between Penniman and Ann Arbor Trail is scheduled for a total reconstruct in the late summer of 2021. This project will include upgrades to water and sewer lines as well as a total rebuild of the street. This project is much like Farmer street was last summer, except this is in the middle of downtown and it is expected to take an extended period of time to construct. The project will include a rebuild of the intersections at both Penniman and Ann Arbor Trail.

Due to the fact that this is a total rebuild of the street, this is the perfect opportunity to install new mast arm vehicle traffic lights with pedestrian signals. It would be recommended that we use the mast arm models that we have at other downtown intersections. There will be some issues related to the location of the mast arms due to the geometrics of the intersections and available right of way. There may be a need to obtain additional access to accommodate the mast arms with pedestrian signals.

Mast arms with pedestrian signals are included in the City's Master Plan and we have attached information from the Master Plan for your reference. In addition, new mast arm traffic lights with pedestrian signals are also a part of the City Commission's Strategic Plan, in the quality-of-life goal.

We are seeking authorization from the City Commission to use approximately \$250,000 from the 2019 Road Bond Issue for the design and installation of new traffic signals at one intersection. We would suggest that the DDA Board may want to use approximately \$250,000 from their reserves to fund the signals at the other intersection. This is the best time to install new signals due to the fact that the street will be a total reconstruct and we can do all of the underground work for the new signals while the entire street is under major construction. We would suggest that the City and the DDA's authorization would be contingent on the other board fully participating.

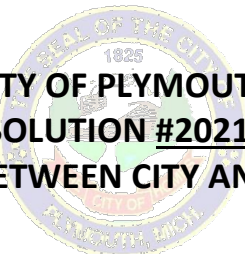
We know the approximate pricing of the new signals based on past experience, but there are many factors that will go into the final price.

Recommendation

The City Administration recommends that the City Commission authorize the design, purchase, and installation of new vehicle traffic lights with pedestrian signals for the intersections of Penniman and Harvey and Ann Arbor Trail and Harvey. This authorization would be contingent upon the DDA Board adopting a similar Resolution to jointly fund this part of the project.

This is a great opportunity to implement a portion of the city's Master Plan while at the same time meeting the goals and objectives of both the City Commission and the DDA Board.

We have attached a proposed Resolution for the City Commission to consider regarding this matter. Should you have any questions in advance of the meeting.



**CITY OF PLYMOUTH
RESOLUTION #2021-29**

JOINT AUTHORIZATION BETWEEN CITY AND DDA FOR TRAFFIC SIGNALS

The following resolution was offered by Moroz and seconded by Krol.

- WHEREAS The City of Plymouth has a number of major and local streets to help protect the quality of life in our community; and
- WHEREAS The voters of the City passed a road bond issue in November of 2019 to help improve the roadways in our community; and
- WHEREAS Each year the City Commission selects streets to be paved based on a number of criteria, including the PASER report; and
- WHEREAS The City Commission has selected Harvey Street between Penniman and Ann Arbor Trail as one of the streets to be completed in 2021; and
- WHEREAS The City Commission is desirous of incorporating improvements to the streetscape and public spaces as outlined in the City’s Master Plan to include the installation of new traffic light mast arms with pedestrian signals; and
- WHEREAS There is a desire to partner with the Downtown Development Authority to jointly fund the mast arm improvements as a part of this year’s infrastructure program.

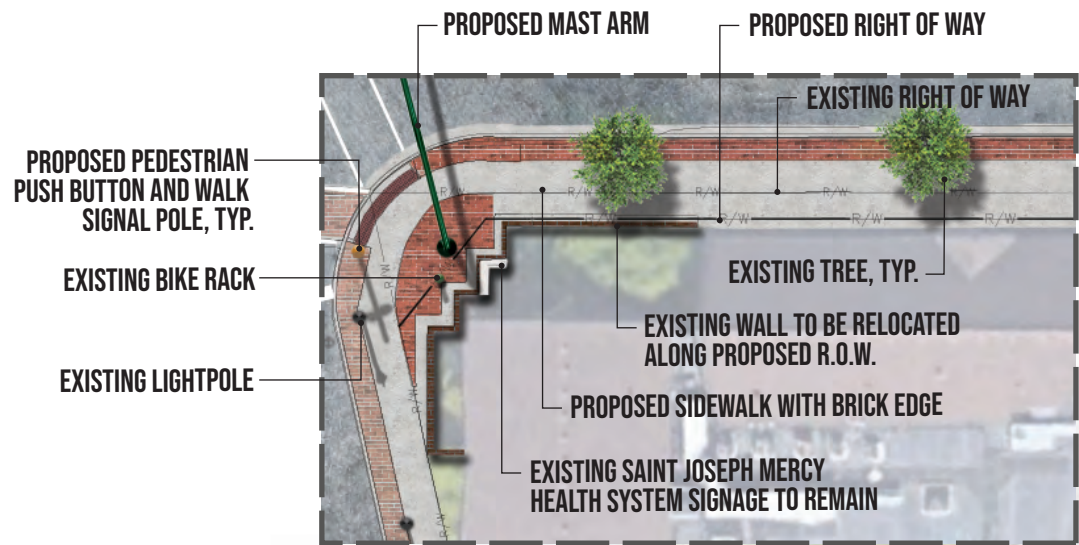
NOW THEREFORE BE IT RESOLVED THAT the City Commission does hereby authorize approximately \$250,000 from the road bond revenues to partially fund new mast arm signals. This authorization is contingent upon the Downtown Development Authority Board authorizing a like amount of money to be able to complete the upgrades at both intersections of Harvey at Ann Arbor Trail and at Penniman. This authorization, if jointly adopted would then allow the continued work on design and bid documents for the final installation of new mast arms at these intersections.

There was a roll call vote.
Deal, Krol, Moroz, O’Donnell, Thomey, Sebastian, Wolcott

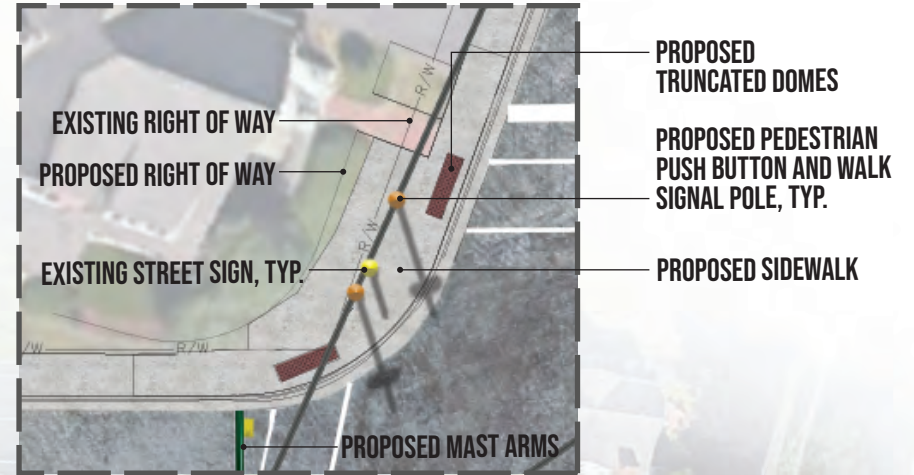
MOTION PASSED 7-0







NORTHEAST CORNER ANN ARBOR TRAIL & HARVEY AVENUE SITE PLAN ENLARGEMENT



SOUTHWEST CORNER PENNIMAN AVENUE & HARVEY AVENUE SITE PLAN ENLARGEMENT



R E S O L U T I O N

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

WHEREAS, the DDA Board of Directors has identified three Downtown Plymouth intersections as needing signal and crosswalk improvements for pedestrians to cross streets safely, and

WHEREAS, the City Commission has selected Harvey St. between Penniman and Ann Arbor Trail as one of the streets to reconstructed in 2021, and

WHEREAS, the City's Master Plan and the DDA's Strategic Plan includes the installation of new traffic light mast arms with pedestrian signals at Harvey St./Penniman and Harvey St./Ann Arbor Trail, and

WHEREAS, the City Commission has voted unanimously to make the traffic signal/crosswalk improvements in partnership with the DDA,

NOW THEREFORE BE IT RESOLVED THAT the Plymouth DDA Board of Directors does hereby authorize \$250,000 in DDA capital improvement funds to fund new mast arm signals/crosswalks in partnership with the City of Plymouth to complete the upgrades at both intersections of Harvey at Ann Arbor Trail and at Penniman. This authorization, in partnership with the City, would then allow the continued work on design and bid documents for the final installation of new mast arms and signals at these intersections.