



Plymouth Downtown Development Authority

Meeting Agenda

September 13, 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: 867 0317 1570

Join Zoom Webinar: <https://us02web.zoom.us/j/86703171570>

Passcode: 041763

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
Scott Foess
Maura Hynes
Richard Matsu
Dan Johnson
Andre Martinelli
Patrick O'Neill
Shannon Perry

2) CITIZENS COMMENTS

3) APPROVAL OF THE AGENDA

4) APPROVAL OF MEETING MINUTES

A. Regular meeting 7-12-2021

5) BOARD COMMENTS

6) OLD BUSINESS

A. Five-year Action Plan Update

7) NEW BUSINESS

- A. Public Restroom Upgrade Discussion**
- B. Patio Bump Out Discussion**

8) REPORTS AND CORRESPONDENCE

A. Pollinator Garden

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

OBJECTIVES

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

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

OBJECTIVES

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

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

OBJECTIVES

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

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

OBJECTIVES

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

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, July 12, 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 7:04 p.m.

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

Excused: Daniel Farmer, Dan Johnson

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

2. CITIZENS COMMENTS

There were no citizen comments.

3. APPROVAL OF THE AGENDA

O'Neill offered a motion, seconded by Hynes, to approve the agenda for July 12, 2021. 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

Wolcott offered a motion, seconded by Martinelli, to approve the minutes of the June 4, 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

Wolcott said Art in the Park was a great success and thanked all involved. Elliott agreed, and said the fountain project was not a disruption to the event and that she appreciates the upgrades in The Gathering. Pollard complimented everyone who worked on Art in the Park. Martinelli asked whether there would be signage to warn residents about upcoming road construction projects, and Bruscato said there would be social media publicity.

6. OLD BUSINESS

a. Five-year Action Plan Update

Bruscato gave an update on parking and pedestrian crossings.

7. NEW BUSINESS

- a. St. Joseph Mercy Medical Center stairwell repair resolution.

Donna Coles and the project’s engineer spoke on behalf of St. Joseph Mercy. They explained that this capital improvement project would include a glass enclosure around the stairwell to help preserve the concrete and metal. Board members asked about a price breakdown for specific components of the project and for a visual, and Coles said she would send both to Bruscato for distribution.

The following motion was offered by O’Neill and seconded by Wolcott.

- WHEREAS The Downtown Development Authority Board of Directors has in the past put a priority in keeping the Central Parking Deck up-to-date with annual maintenance work; and
- WHEREAS The City of Plymouth and St. Joseph Mercy Hospital share a stairwell that connects the Arbor Health Building with the Central Parking Deck; and
- WHEREAS A 1992 easement agreement indicates any capital repairs to the stairwell will be shared evenly between the two entities.

NOW THEREFORE BE IT RESOLVED THAT the Downtown Development Authority Board agrees to pay for half of the cost for capital improvements to the stairwell at \$44,171 plus half of any portion of the \$10,000 contingency, should it be needed. Funding for the project will come from the DDA Capitol Improvement Fund, Acct. No. 405 290 977 813.

Board members reiterated that they would like to see drawings of the enclosure and clarified that the City’s engineering firm, Wade Trim, agreed that the project is a capital improvement, not maintenance. There was a roll call vote.

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

MOTION PASSED 8-0

- b. DDA Three-Year Office Lease 2021-2024 Resolution

Wolcott offered the following motion, seconded by Martinelli.

- WHEREAS The Downtown Development Authority Board of Directors has indicated its desire and willingness to keep the DDA office downtown; and
- WHEREAS Keeping the DDA office downtown would give better service to merchants, property owners and visitors, and WHEREAS Having the DDA office downtown would give staff close proximity to events, activities and happenings downtown.

NOW THEREFORE BE IT RESOLVED THAT the Downtown Development Authority Board hereby instruct DDA staff to sign a 3-year lease agreement with property owner Vince

Mucci for office space at 831 Penniman for \$1,550 per month from 9/1/21 to 8/31/22; \$1,600 per month from 9/1/22-8/31/23; and \$1,650 from 9/1/23-8/31/24.

Board members discussed the monthly cost and their desire to keep the office visible in the DDA. There was a roll call vote.

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

MOTION PASSED 8-0

8. REPORTS AND CORRESPONDENCE

Deal said the City Commission is seeking out applicants to fill vacancies in the boards and commissions.

8. ADJOURNMENT

Elliott offered a motion, seconded by Wolcott, to adjourn the meeting at 8:07 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

Rev. February 3, 2021

Goal	Task	Responsible Party	Timeframe	Funding Source	Status Update 9/13/2021
Improve Parking	<p>**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.</p>	DDA Staff/ DDA Board	Short-term		Central Parking Deck stairwell improvement project underway. Expected to be completed by mid October
	<p>Finance parking lot maintenance and improvements via a paid parking system. Includes demolition/reconstruction of parking deck.</p>	DDA Staff/ DDA Board	Short to Mid-term		Project on hold
	<p>Maximize number of parking spaces</p>	DDA Staff	Short to Long-term		DDA staff has rented spaces at the Christian Science Church during Harvey Street project
Improve pedestrian safety	<p>**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.</p>	City Commission/ DDA Board	Short-term		DDA Board on 4/12/21 passed a cost-sharing resolution with the City Commission calling for mast arm/crossing signal upgrades at Harvey/Penniman and Harvey/Ann Arbor Trail. Harvey Street project is underway. Mid block crosswalk to be included in project
	<p>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.</p>	DDA Staff	Short-term		DMS crews replaced sidewalk sections downtown, with repairs to brick pavers and tree grate areas in spring. Additional sidewalk grinding took place in August. DDA contractor repaired brick pavers in May and June.
	<p>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</p>	City Commission/ DDA Board	Mid-term		
	<p>Improve street and alley lighting for safety; determine decorative lighting style for alleys (ex. illuminating artwork)</p>	DDA Board/ DDA Staff	Mid to Long-term		Director Pat O'Neill to lead.
	<p>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))</p>	DDA Board	Short-term		Director Pat O'Neill to lead. DDA has information on potential Consumers Energy grant for art projects. New art in walkway near Pizza e Vino
Kellogg Park	<p>Install the new fountain.</p>	DDA Staff	Short-term		Old fountain demolished. Crews working on plumbing and electrical. Granite expected to arrive fall 2021
	<p>**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.</p>	City Commission/ DDA Board	Short to Long-term		

2020 Five-Year Action Plan

Rev. February 3, 2021

Goal	Task	Responsible Party	Timeframe	Funding Source	Status Update 9/13/2021
Support Businesses	<p>**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.</p>	City Commission/ DDA Board	Short-term		City Commission approved 15-minute parking spaces strategically spread throughout downtown. Extended patios and sidewalk cafes to end service on October 31. City administration gathering information on potential permanent bumpouts at a few strategic locations.
	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		Downtown kiosks to be updated in mid September. DDA staff working on a retail/restaurant guide with Plymouth Today magazine. DDA staff to promote downtown on WDIV's 12 Days of Giving promotion



Information Only

To: DDA Board
From: DDA Staff
CC: S:\DDA\Shared Files\DDA Board\DDA Agendas\DDA Agendas 2021\September2021
Date: 9/13/2021
Re: Public Restroom Upgrade Discussion

The public restrooms in the Gathering pavilion are an important asset for Downtown Plymouth. These facilities are integral for the many events that are held in Kellogg Park and the Gathering, including the DDA's Music in the Air concerts. The DDA is responsible for handling the upkeep of these facilities.

Over the past couple of years, the public restrooms at The Gathering pavilion have been vandalized several times. In fact, back in April, one toilet was vandalized just a day after it was repaired from a previous act of vandalism (see the attached picture). In 2021 alone, three toilets and one sink have needed to be replaced with costs ranging from \$200 to \$1,100 for each repair. There have been several additional acts of vandalism that have been handled by our municipal workers. Because of these issues, the restrooms were closed for lengthy periods of time for cleanup and repairs and not accessible during some events. In response to these reoccurring problems, City administration has reduced the hours of operation of the public restrooms and posted those hours on the restroom doors.

Over the past few weeks, the Department of Municipal Services has started looking at potential options to make the bathrooms more vandalism resistant. If there is consensus from the DDA Board, staff will work with DMS to continue to gather costs and options that make the restrooms more vandalism resistant and bring these upgrade options to the board at a future meeting.





Information Only

To: DDA Board
From: DDA Staff
CC: S:\DDA\Shared Files\DDA Board\DDA Agendas\DDA Agendas 2021\September2021
Date: 9/13/2021
Re: Patio Bump Outs

During the past two patio seasons due to COVID-19 pandemic, the City has allowed restaurants to temporarily expand patio seating into adjacent on-street parking spaces. These extended patios are expected to be removed in conjunction with the end of sidewalk café season on November 1 in accordance with the Outdoor Dining Policy.

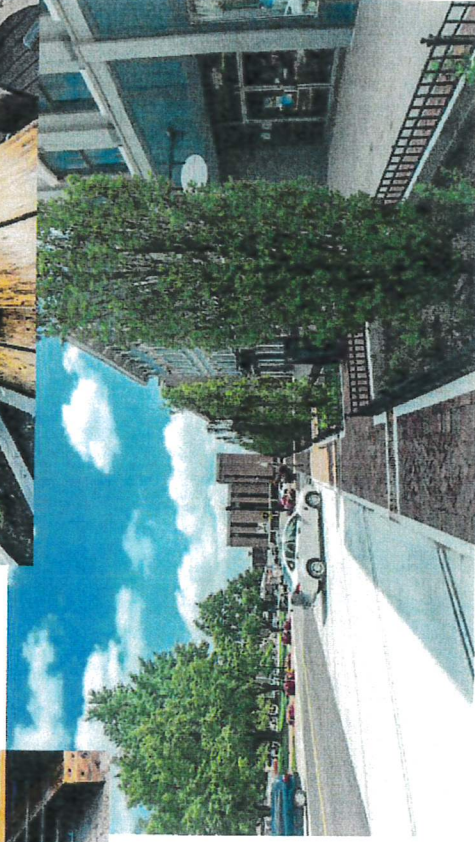
Many of these extended areas have been increasingly popular downtown, and some residents, visitors and business owners have expressed an interest in the City pursuing a more permanent solution for these areas for expanded dining areas and increased potential event space during the offseason. In addition, the City recently received a letter from the US Department of Justice relating to ADA compliance issues on these patio areas.

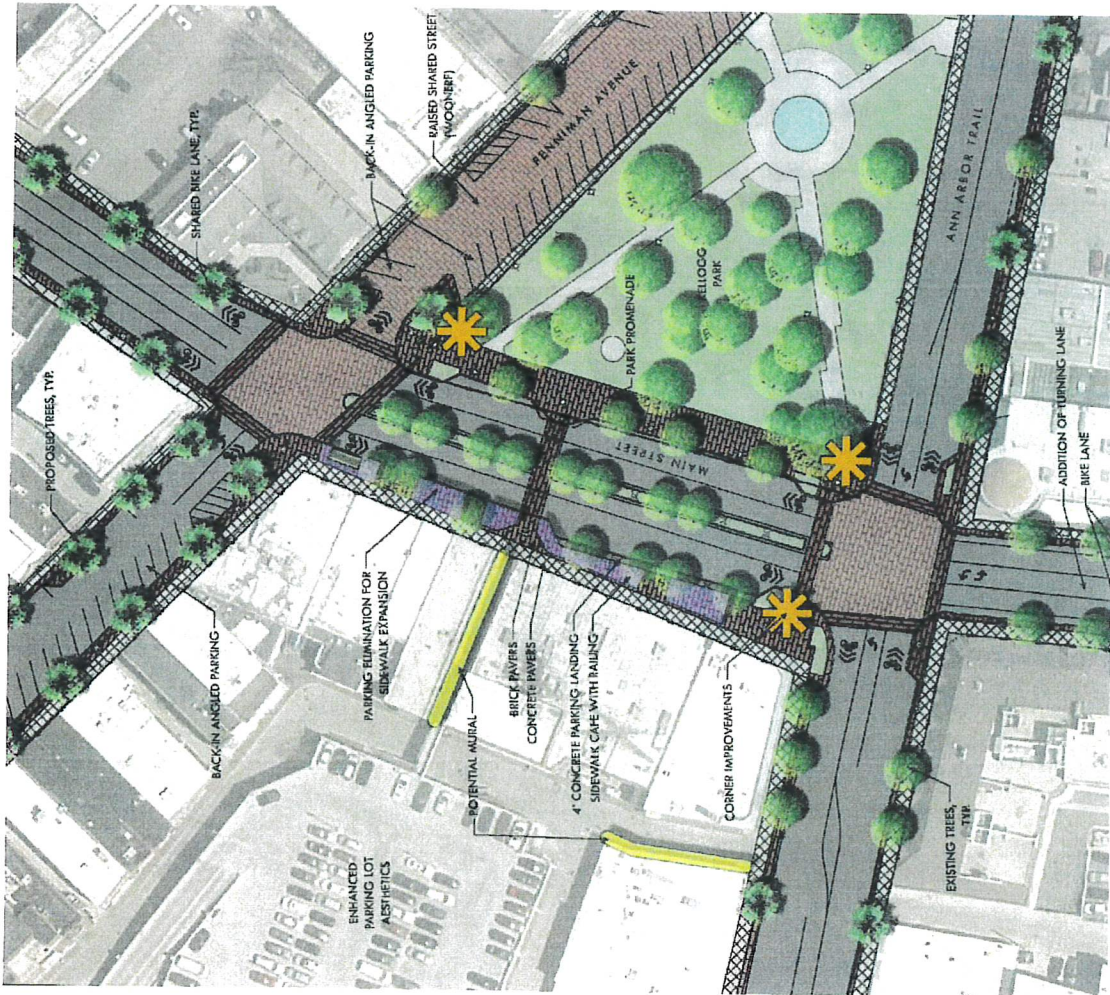
As part of the previous DDA Master Plan process, City Engineer Wade Trim presented some preliminary ideas showing what adding additional bump out locations near restaurants would look like in comparison to what we have now. The City Commission has indicated an interest in gathering more detailed information on the issue and City Administration has asked Wade Trim to create some more specific concepts for the potential new bump out areas. Once these concepts have been developed over the next couple of months, they will be presented to both the DDA Board and City Commission.

Adding additional bump outs areas would support the DDA's Strategic Plan goal of supporting businesses by expanding the dining space and expanding entertainment opportunities, and the expansion would also help with ADA compliance in many of these areas. The bump outs, however, would replace some on-street parking spaces. This would conflict with the DDA Strategic Plan goal of improving parking and maximizing the number of spaces.

Although no action is needed at this time, the DDA Board should prepare to give a recommendation for the City Commission once the additional details and concepts from Wade Trim are developed. DDA Staff has attached the preliminary bump out concepts from Wade Trim from the Master Plan discussions and the letter from the US Department of Justice for your perusal.

Streetscape Improvements







U.S. Department of Justice

United States Attorney's Office
Eastern District of Michigan

Susan K. DeClercq
Assistant United States Attorney

211 W. Fort Street, Suite 2001
Detroit, Michigan 48226
Telephone: (313) 226-9100
Facsimile: (313) 226-3271
E-Mail: susan.declercq@usdoj.gov

August 13, 2021

Paul Sincock
City Manager
201 S. Main
Plymouth, MI 48170

Re: Americans with Disabilities Act Obligations for Outdoor Dining Areas

Dear Municipal Colleague:

We are aware that in response to COVID-19 pandemic restrictions, many local municipalities have allowed restaurants to expand their outdoor dining spaces onto streets, sidewalks, and parking lots. We are writing today to simply remind municipalities and any restaurant within your jurisdiction that the Americans with Disabilities Act ("ADA"), 42 U.S.C. §§12101 *et seq.*, applies to all restaurant dining spaces, including outdoor areas.

Under the ADA, restaurants must ensure that all dining areas and routes to such areas are accessible. A portable ramp can be used to create an accessible path of travel from the restaurant building/sidewalk to the outdoor dining area if an outdoor dining space is placed in the street below curb level. Indoor and outdoor seating must include tables that are accessible to a person using a wheelchair, and tables must be arranged far enough apart so that a person using a wheelchair can maneuver around them while other diners are seated.

In addition, municipalities, who often must approve the use or expansion of outdoor dining, must ensure that outdoor dining areas do not obstruct the accessible path of travel on sidewalks. Specifically, outdoor dining spaces must not block access or reduce the width of nearby sidewalks to less than 36 inches. Additionally, outdoor dining spaces should not reduce the availability of accessible parking spaces in streets and parking lots.

We encourage you to consider and discuss the obligations of the ADA with any restaurant within your jurisdiction that seeks to create or expand an outdoor dining area. The U.S. Attorney's Office for the Eastern District of Michigan is committed to enforcing the Americans with Disabilities Act. This letter summarizes only a few of the ADA's requirements. Additional useful technical assistance on the ADA's requirements, including a detailed discussion of the ADA's requirements applicable to state and local governmental entities and public accommodations, such as restaurants, can be found at www.ada.gov.

Please contact us on the U.S. Attorney's Office Civil Rights Hotline, (313) 226-9151, if you have any questions or concerns. We hope that the warmer weather allows all diners in the Eastern District of Michigan to safely enjoy good food and friends at their favorite local restaurants.

Very truly yours,

SAIMA S. MOHSIN
Acting United States Attorney

A handwritten signature in black ink, appearing to read "Susan DeClerc". The signature is fluid and cursive, with a long horizontal stroke at the end.

SUSAN K. DeCLERCQ
Assistant U.S. Attorney
Civil Rights Unit, Chief