



Plymouth Downtown Development Authority Meeting Agenda May 9, 2022 7:00 p.m. Plymouth City Hall & Online Zoom Webinar

Plymouth Downtown Development Authority
831 Penniman
Plymouth, Michigan 48170

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Join Zoom Webinar: <https://us02web.zoom.us/j/81725145600>

Webinar ID: 817 2514 5600 Passcode: 581058

1) CALL TO ORDER

*Kerri Pollard, Chairperson
Andre Martinelli, Vice Chair
Nick Moroz, Mayor
Jack Ayoub
Ellen Elliott
Scott Foess
Brian Harris
Richard Matsui
Dan Johnson
Patrick O'Neill
Shannon Perry*

2) CITIZENS COMMENTS

3) APPROVAL OF THE AGENDA

4) APPROVAL OF MEETING MINUTES

A. Regular Meeting 3-14-2022

5) BOARD COMMENTS

6) OLD BUSINESS

**A. Five-Year Action Plan Update
B. Patio Platforms Update**

7) NEW BUSINESS

A. Central Parking Deck Repairs

8) REPORTS AND CORRESPONDENCE

**A. Events Update
B. Mayors and Chairs Update**

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 14, 2022 - 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

1. CALL TO ORDER

Chair Kerri Pollard called the meeting to order at 7:01 p.m.

Present: Chair Pollard, Vice Chair Andre Martinelli, Mayor Nick Moroz, Members Ellen Elliott, Scott Foess, Dan Johnson (arrived at 7:25), Richard Matsu, Patrick O'Neill, Shannon Perry

Excused: Members Jack Ayoub, Brian Harris

Also present: DDA Director Tony Bruscato, DDA Coordinator Sam Plymale

2. CITIZENS COMMENTS

There were no citizen comments.

3. APPROVAL OF THE AGENDA

Pollard moved item 7.b between items 5 and 6 due to a time constraint of the presenter. O'Neill offered a motion, seconded by Moroz, to approve the agenda as amended.

There was a roll call vote.

Yes: Elliott, Foess, Matsu, O'Neill, Perry, Martinelli, Moroz, Pollard
MOTION PASSED 8-0

4. APPROVAL OF THE MEETING MINUTES

Foess offered a motion, seconded by Martinelli, to approve the minutes of the January 11, 2022 meeting.

There was a roll call vote.

Yes: Elliott, Foess, Matsu, O'Neill, Perry, Martinelli, Moroz, Pollard
MOTION PASSED 8-0

5. BOARD COMMENTS

Elliott reported a new business outside the DDA, Vitrine on Main, was open.

ITEM 7.b – CENTRAL PARKING DECK INSPECTION

The following motion was offered by Elliott and seconded by Moroz.

WHEREAS The upkeep of the Central Parking Deck is the responsibility of the Downtown Development Authority; and

WHEREAS In the spring and fall of 2018 the DDA Board voted to spend a total of \$372,000 for construction costs; and

WHEREAS Justin Thomson and his team at Fishbeck (formerly of WGI Michigan) is familiar with this parking structure, providing engineering analysis reports, construction documents, and construction administration since 1991; and

WHEREAS The DDA hires a consultant every spring to check for deterioration and needed repairs of the Central Parking Deck.

NOW THEREFORE BE IT RESOLVED THAT the City of Plymouth Downtown Development Authority Board of Directors does hereby authorize DDA Staff to contract with Fishbeck of Grand Rapids, MI, for the inspection of the Central Parking Deck to determine potential repairs in 2022 in the amount of \$6,500 from Acct. No. 494 290 977 813.

Consultant Justin Thomson described the inspection and repair process and said he planned to begin the work in a few weeks. Some items, including sealants and coatings, are under warranty will be repaired if necessary, and Thomson said he would notify the DDA what maintenance needs to be addressed. He said his team would work around parking and would not need the deck to be closed.

There was a roll call vote.

Yes: Elliott, Foess, Matsu, O'Neill, Perry, Martinelli, Moroz, Pollard

MOTION PASSED 8-0

6. OLD BUSINESS

a. Five-Year Action Plan Update

Plymale provided information about the status of the five-year plan and new items that were added to reflect the city's strategic plan. New items include developing a parking lot at the Saxton's site, decide on a direction for paid parking, reach a decision on an outdoor dining plan and identifying ten additional locations for bike racks. Elliott said she planned to sponsor half the cost of a bike rack at City Hall. Possible matching grant opportunities were discussed.

7. NEW BUSINESS

a. Parklets

Moroz said the City Commission was expected to approve a plan for temporary dining platforms in parking spaces this summer, while keeping an eye on a long-term parklet project. The temporary structures would be purchased by business owners. There was a discussion about whether business owners would want to invest in these structures without a firm idea when permanent parklets would be built. It was noted that businesses could still apply for their regular patio dining permits if they didn't want to use parking spaces for additional seating.

8. REPORTS AND CORRESPONDENCE

a. Downtown Plymouth Spring Artisan Market – April 23

Bruscato said plans for the event were being finalized.

b. Music in the Air concert series – begins May 27

Bruscato said sponsors were identified and the schedule was set.

c. Downtown Spring Projects

Plymale said aerating and seeding was being planned at Kellogg Park and that the fountain would be turned on when the danger of frost was over. He said new light pole banner supports were being installed on Harvey St. and that additional trash cans had been purchased.

9. ADJOURNMENT

Moroz offered a motion, seconded by Perry, to adjourn the meeting at 8:31 p.m.

There was a roll call vote.

Yes: Elliott, Foess, Johnson, Matsu, Perry, Moroz, Martinelli, O'Neill, Pollard

MOTION PASSED 9-0

DRAFT

2020-2024 Five-Year Action Plan

Rev. February 3, 2021

Goal	Task	Responsible Party	Timeframe	Funding Source	Status Update 5/5/2022
Improve Parking	<p>**Top Priority**</p> <p>Improve condition, aesthetics, and/or functionality of existing parking lots by:</p> <ul style="list-style-type: none"> - 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. - Design parking lot at Saxton's site 	DDA Staff/ DDA Board	Short-term		Saxton's lot improvements on hold until development is complete. Development on the new townhomes is underway.
	<p>Finance parking lot maintenance and improvements via a paid parking system. Includes demolition/reconstruction of parking deck.</p> <p>-Decide on a direction for paid parking</p>	DDA Staff/ DDA Board	Short to Mid-term		City Commission directed City/DDA administration to gather information on a potential paid parking system at the February 7 meeting. City administration looking at potential focus groups to guide decision making process
	<p>Maximize number of parking spaces</p>	DDA Staff	Short to Long-term		
Improve pedestrian safety	<p>**Top Priority**</p> <p>Improve pedestrian crossings for safety (also goal of DDA Infrastructure Plan), alerting cars that pedestrian is in crosswalk, specifically:</p> <ul style="list-style-type: none"> - 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. -Identify locations for additional bike racks 	City Commission/ DDA Board	Short-term		Waiting on delivery of mast arms and pedestrian crossing signals to complete Harvey Street project. At May 2 meeting, City Commission approved installation of RRFB pedestrian signals at Main Street midblock crosswalk and at Ann Arbor Trail and Forest with installation expected in late spring. DDA submitted grant proposal for bike racks to AARP. Decision on grant expected by June 1.
	<p>Maintain sidewalks for safety, making them pedestrian friendly by:</p> <ul style="list-style-type: none"> - Repair concrete where needed. - Replace tree grates (either overall or where needed). - Maintain/update pavers. - Extend sidewalks where needed. 	DDA Staff	Short-term		Downtown brick repairs completed as of late April. Sidewalk improvements in SE quadrant of downtown expected in fall of 2022.
	<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		Downtown street tree replaced in front of Westborn Market during the last week of April.
	<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. Foliage around parking deck trimmed in late April to improve directional lighting in walkways.

2020-2024 Five-Year Action Plan

Rev. February 3, 2021

Goal	Task	Responsible Party	Timeframe	Funding Source	Status Update 5/5/2022
	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		Director Pat O'Neill to lead. Art Walk completed in walkway next to Pizza e Vino. Decorative lighting put up in both Pizza e Vino walkway and DDA Office walkway.
Kellogg Park	Install the new fountain.	DDA Staff	Short-term		COMPLETED
	<p>**Top Priority**</p> <p>Implement Kellogg Park Master Plan by:</p> <ul style="list-style-type: none"> - 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		DMS working on turf repairs during April and May prior to event season. Sprinkler system repaired. Staff looking to add a bike rack at the southern edge of Kellogg Park.
Support Businesses	<p>**Top Priority**</p> <p>Rethink café/outdoor dining policy to include:</p> <ul style="list-style-type: none"> - 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. <p>*Approved by City Commission starting in April and extending through 2021.</p> <p>-Reach decision on outdoor dining plan and consider "parklets"</p>	City Commission/ DDA Board	Short-term		Staff ordered new 15 minute parking signs. DMS to install signs around downtown in early May. Four restaurants have applied for platform patios in on-street parking spaces. Awaiting approval from MLLC and shipping of materials before installation.
	Expand use of technology	DDA Board	Short to Mid-term		Staff met with DG energy in October to learn about potential EV charging opportunities/grants. EV charging stations infrastructure ideas to be included in future design of Saxton's parking lot upgrade. Staff sent DDA Board presentation on EV infrastructure from March MDA conference.
	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 updated in mid September. Partnership with Plymouth Today on Downtown Plymouth retail and restaurant guide renewed for April 2022. Available properties page on website updated as of 4/1/2022.



Information Only

To: DDA Board
From: DDA Staff
CC: S:\DDA\Shared Files\DDA Board\DDA Agendas\DDA Agendas 2022\May
Date: 5/9/2022
Re: Patio Platforms Update

During the past two outdoor dining seasons, restaurants and other businesses were allowed to use on-street spaces with City-provided barricades to expand their service areas. This was allowed due to Emergency Orders from the State of Michigan relating to the COVID-19 pandemic. Although those orders have since expired, the City Commission had been working directly with restaurant owners earlier this year to develop a program to continue to allow the opportunity to use on-street spaces due to the success of the program over the last two years.

The DDA Board discussed the patios at the March 2022 DDA Board Meeting and at the March 21 City Commission meeting, the Commission indicated a desire to allow a continuation of the on-street patio program for food-serving establishments with some changes. Instead of temporary barricades, restaurants would be required to purchase and build removable platforms. A resolution was passed to allow the opportunity for the removable platforms to be constructed in on-street parking spaces during the 2022 season. It is DDA staff's understanding that there is no additional cost being passed on to the restaurants due to the construction costs of the platforms for the patio areas. This program has only been approved for the 2022 Outdoor Dining Season.

Please see the attached minutes from the March 21 to see the resolution passed by the City Commission. In addition, the guidelines of the program are also attached.

As of May 5, 2022, four restaurants have applied for the use of the extended areas in on-street parking spaces. Those restaurants include Pizza e Vino, Sean O'Callaghan's, Ironwood Grill and Park Place Gastro Pub. These four restaurants have received approval from the City and are in the process of receiving their expanded service area permits from the State of Michigan Liquor Control Commission.

No action is needed by the DDA Board at this time.

From 3-21-2022 City Commission Meeting Minutes

7. NEW BUSINESS

a. 2022 Outdoor Dining Policy

The following resolution was offered by O'Donnell and seconded by Sebastian.

RESOLUTION 2022-18

WHEREAS The City of Plymouth has established Quality of Life as a priority for the community; and

WHEREAS As a part of the quality of life the city has allowed restaurants to use the public sidewalks rights of way and alleys for outdoor dining in the summer season, which runs April to the end of October; and

WHEREAS The City Commission has allowed restaurants to use on-street parking areas for additional outdoor seating areas; and

WHEREAS The City Commission will again allow the use of parking spaces for outdoor dining areas.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby adopt the 2022 Patio Extension Program Outdoor Dining Platform Guidelines as presented. Further, any costs/fees related to the inspection of parking space deck areas shall be paid by the affected restaurants. In addition, fees for lane marking delineators, curb stops, or other traffic control device shall be paid by the affected restaurants.

BE IT FURTHER RESOLVED THAT the City Clerk shall incorporate a complete copy of the 2022 Patio Extension Program Outdoor Dining Platform Guideline as a part of the Meeting Minutes.



City of Plymouth

2022 Patio Extension Program

Outdoor Dining Platform Guidelines

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

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

All requirements contained herein must be completed for an outdoor dining platform to be considered for approval as part of the 2022 City of Plymouth Patio Extension Program.

This policy works in tandem with the Outdoor Dining/Sidewalk Café Policy and does not supersede any provisions contained therein.

This policy is separate from the Outdoor Dining/Sidewalk Café Policy and any request for information and/or materials requested for submission are to be submitted for each policy. Some of the information may seem redundant and that is to be expected. These are two separate policies handled administratively by two separate departments. Please submit all information requested under whichever permit you are applying for, even if you've submitted for a separate/different permit.

It is the responsibility of the owner to maintain adherence to federal (including ADA requirements), state (including Michigan Liquor Control Commission), and local regulations. The city will not accept responsibility for any damage whether direct or implied because of the construction, installation, or operation of the outdoor dining platforms.

The applicant must provide and keep in force \$500,000 general and \$500,000 liquor liability insurance with a \$1 million umbrella policy in which the city is named as additional insured as long as the permit is in effect. The applicant will file proof of endorsement of this insurance with the city as part of the permit application. The applicant shall also sign a hold harmless agreement as part of the application.

The city may revoke the permit if any of the conditions of the permit are not being met or if, for any reason, the city deems the occupation of the right-of-way is no longer desirable, or the city requires the area for any other purpose.

Patio Extension(s)

On Monday, May 18, 2020, the Plymouth City Commission passed a resolution authorizing City Administration to make additional public space available for use by dining establishments to expand their service area within the scope of the rules and regulations of the State of Michigan. In addition, the resolution designates public spaces in front of or on the side of a business as space available for use; this would include parking spaces.

During the 2021 year, the City of Plymouth once again allowed dining establishments the ability to use public spaces adjacent to their business, including parking spaces to be used for patio extensions.

Over the past two years, the city has spent considerable time, energy, and effort to assist in the installation, maintenance, and removal of patio extensions for its business community. With the health orders, restrictions, etc. changing, the City of Plymouth is still interested in helping its business communities as they rebound from the past couple of years, and it has taken the feedback from the businesses in its creation of the 2022 City of Plymouth Patio Extension Program.

While the City of Plymouth continues its discussions on potential long term "parklets," one idea that has been discussed from the business community related to outdoor dining and patio extensions is that of dining platforms.

Dining Platform Location and Placement

A dining platform is defined as a platform operated by an existing restaurant, bar, or other food serving establishment which sells food and beverage for immediate consumption, located on the adjacent parking space(s), alleys, streets, or other public property areas, for patrons and other persons, subject to design guidelines.

The dining platform must only be accessible from the sidewalk area and not from the street. The platform area shall use readily removable tables, chairs, umbrellas, railings, and planters. The perimeter must be secured by a railing and open to the air, except for any coverage provided by umbrellas.

The dining platform cannot exceed the width of the applicant's storefront or public street frontage. If the parking space in front of the applicant's frontage exceeds the width of the building, the applicant may request the use of the entire parking space, within reason.

The dining platform must leave no less than a two-foot (2') clearance offset on each end contained within the footprint of the designated parking spaces being used for the patio extension from adjacent parking spaces. A two-foot (2') clearance offset will apply to the side that faces the traffic.

The dining platform must be flush with the sidewalk or top of curb level. There may be no more than a ½ inch horizontal space between the curb/sidewalk and the edge of the dining platform. The platform must provide a flat surface and match the slope of the existing street or 2%, whichever is less.

The dining platform shall not interfere with any public service facility or utility, such as telephone pole, light pole, traffic signal, tree, planter, mailbox, sign pole, mailbox, bench, planter, fire hydrant, etc. These elements may be incorporated into the design element of the platform as they are permanent fixtures in the city but will not be removed or relocated.

The dining platform must be designed and constructed in such a way to allow for the flow of storm water to run adjacent to the curb unobstructed.

The dining platform cannot be anchored into the street or existing curb.

Operation of Dining Platform

Permits for the 2022 City of Plymouth Patio Extension Program to include dining platforms may be issued for a seven-month period from April 1 until November 1 and must be completely removed by November 4, 2022.

The owner of the dining platform will assume full responsibility for damage to public property caused by the placement and operation of a dining platform. The owner will also repair any damage to public property at their own expense.

The maintenance of the dining platform shall be the responsibility of the business owner including, but not limited to surface treatment and cleaning, litter control, rodent control, sweeping, and snow & ice removal. The sidewalk and public property shall be kept neat and clean and free from any substance that may cause damage to the sidewalk or public property (including parking spaces) or cause pedestrian injury.

Dining platforms must remain clear of litter, food scraps, and soiled dishes at all times. This includes areas on, around, next to, or underneath the platform. In addition, the outdoor dining area must remain clear of plates, cups, utensils, accoutrements, etc. when the outdoor dining platform is outside regular business hours. Chairs, tables, umbrellas, etc. must be kept contained and secured on the outdoor dining area and organized within reason at the end of each service day.

All alcoholic beverages to be served at dining platforms shall be prepared within the existing restaurant, and alcoholic beverages shall only be served to patrons seated at tables. The operator of the dining platform shall take all necessary action to procure the appropriate license(s) or permit(s) from the MLCC to serve alcoholic beverages on the dining platform and shall comply with all other laws and ordinances concerning the serving of alcoholic beverages in the state of Michigan.

Any establishment granted a permit by the city manager to operate a patio extension on sidewalks, parking spaces, or public property shall pay to the city treasurer a fee in the amount established by resolution of the city commission.

Guidelines

To provide the most flexibility and provide options for the food servicing establishments, the outdoor dining platform may be purchased as a kit from a vendor or constructed using raw materials so long as either option conforms to the guidelines listed below. This section does not attempt to address each and every option available but provides reasonable framework for the establishment to reference while planning and submitting the plan to the city for consideration and approval.

The dining platform structure must be constructed of quality materials, such pressure treated wood, or wood composite, vinyl, metal, etc. The floor of the dining platform must be constructed out of a composite material or wood (such as lpe) in a neutral color such as brown or grey and reflect the characteristics of the restaurant or food establishment. The floor may also be constructed out of stone or tile in the same neutral colors as exemplified above.

Dining platform railings must be constructed of a rigid material (wrought iron, cast aluminum, steel, wood, composite, etc.) and be black, neutral, or a color matching the primary color of the building. Rails must meet specifications as defined by the MLCC for liquor serving establishments and any pertinent building codes. Rails must be attached securely to the platform and cannot be loose standing.

Dining furniture must be consistent with the quality and character of current outdoor dining permit furniture or other outdoor furniture commonly found in outdoor dining areas.

Umbrellas must be constructed of canvas/synthetic canvas material and be aesthetically compatible with the color scheme of the front building façade and contain no logo or advertising. Umbrellas when open shall be fully contained within the dining platform area and shall not hang over into any traffic lane and/or sidewalk area.

Lighting in the style of tabletop or accessory lighting such as “string lights” will be allowed on the outdoor dining platform.

Each outdoor dining platform shall contain a form of planter with live planting(s) maintained through the patio season (October 31).

Public Comment

Ryan Yaquinto, representing Compari, Fiamma and Sardine Room, suggested the City extend the dining platforms beyond one year, due to the cost to the business owner.

Sam Khashan, representing Sean O’Callaghan’s, asked about the state’s licensing timeline for outdoor service.

Karen Sisolak, 939 Penniman, said it seemed as though nearly every business would have to reapply for a MLCC permit for outdoor seating because the sizes and locations are changing if they don’t do the parklets as they did last year. Cox clarified that businesses could remain where they were prior to last summer if they already had a permit for that space.

Ellen Elliott, 404 Irvin, asked the Commission to not make a decision yet about whether sidewalk patios would be on the building side or the street side of sidewalks.

Commission Comments

Commission members clarified that the dining platforms and parklets are two separate issues – the platforms are temporary in nature and parklets would be permanent structures. It was noted that no decision has been made about building permanent parklets. A discussion ensued about the Michigan Liquor Control Commission’s licensing process. Police Chief Al Cox explained that if businesses moved

their outdoor dining spaces from where they were licensed to serve in the past, they would need a new permit from the state. He also said that last summer's on-street MLCC permits were temporary due to COVID and would not be valid for this year. He said he was unsure how long the licensing process would take at the state level. Cox added that as long as the size and location of an establishment's outdoor seating does not change, a new permit would not be needed.

It was agreed that the current sidewalk patio placement rules would stay in effect this year, meaning that those with a license to serve in that area would not need a new license, and that restaurants that choose not to take part in the dining platform program will still be able to apply for sidewalk patio dining.

There was a roll call vote.

Yes: Filipczak, O'Donnell, Deal, Sebastian, Kehoe, Maguire, Moroz

MOTION PASSED 7-0



ADMINISTRATIVE RECOMMENDATION

To: DDA Board
From: DDA Staff
CC: S:\DDA\Shared Files\DDA Board\DDA Agendas\DDA agendas 2022\May
Date: 05/09/2022
Re: Central Parking Deck Repairs Resolution

At its March 2022 meeting, the DDA Board voted to contract with Fishbeck Consulting of Grand Rapids to conduct a complete study on needed repairs to the Central Park Deck as we approach the next major renovation scheduled for 2023. During the review, Justin Thomson of Fishbeck observed a few issues that require attention this year, including reconstruction of the eastern stairway, upgrades to the column supporting the pedestrian bridge that exits onto Main Street, and upgrades to the drainage system.

Attached is the report from Justin Thomson, which indicates an estimated cost of up to \$107,000 for needed repairs in 2022. The \$107,000 estimate includes engineering, testing and potential construction contingency. If approved, the project would go out to bid. Once a bid was awarded, fabrication for portions of the project would begin. On-site construction work would likely begin after Fall Festival in fall of 2022.

In addition to the needed repairs in 2022, Justin Thomson updated the potential cost of repairs for the next major renovation currently scheduled for 2023. Due to the rising prices of construction materials and some adjustments to the scope of work, estimated costs of the next major renovation have risen from \$489,400 to \$545,000. Although no action is needed at this time for next year's scheduled major renovation, DDA staff wanted the DDA Board to be aware of this potential future expenditure.

Justin Thomson, who will oversee the project if the Board decides to move forward with repairs, is expected to be available to answer any questions. Justin has supervised the last major renovation and other recent repairs to the Central Parking Deck.

RECOMMENDATION:

The DDA is responsible for the maintenance and upkeep of the Central Parking Deck. Fishbeck's inspection of the Central Parking Deck indicated priority repairs are needed to the eastern stairwell and pedestrian bridge support column, and the need to fix drainage issues. Cost of the repairs including engineering, testing, and contingency are estimated at up to \$107,000. The \$107,000 estimate includes engineering costs, testing costs and a 10% contingency.

Funding for the project will come from the DDA Operating Fund Balance, which is projected to be \$370,238 at the end of the 2021-22 fiscal year.

May 3, 2022
Project No. 220597

Tony Bruscato, Director
Plymouth Downtown Development Authority
831 Penniman
Plymouth, MI 48170

Plymouth Central Parking Structure Review

Dear Mr. Bruscato:

Fishbeck has performed a review of the Plymouth Central Parking Structure to determine if the parking structure requires any immediate repairs prior to the restoration project planned for 2023. While conducting our field investigation, we observed significant deterioration at the steel stair and pedestrian bridge to the east of the parking structure, including:

- Severe section loss and several holes in the steel stair stringers.
- Extensive corrosion at the stair to pedestrian bridge and pedestrian bridge to parking structure steel precast connections.
- Concrete delaminations at the parking structure spandrel walls supporting the pedestrian bridge.

Photos of the above-mentioned observations are attached.

We recommend performing a high priority repair project in 2022 to replace the existing steel stairs and to modify the precast concrete members supporting the pedestrian bridge. The probable construction cost budget for the recommend repairs is \$107,000 and includes:

- Replacement of the steel stair stringers and railings, and re-use of existing stair treads.
- Expanding the column at pedestrian bridge to parking structure connection to support the pedestrian bridge directly and eliminate the existing steel precast connections at the spandrel wall.
- Concrete repairs at the pedestrian bridge and adjacent parking structure spandrel walls.
- Installation of a supplemental floor drain at the upper level of the parking structure near the pedestrian bridge.
- General conditions, construction contingency, engineering, and testing.

In addition, Fishbeck reviewed the 20-Year Repair & Maintenance Plan prepared in July 2020 and compared the current condition of the parking structure with the restoration project planned in 2023. We recommend increasing the 2023 construction cost budget to \$545,000 to account for increased construction costs and adjustments to the scope of work.

Refer to the attached Probable Construction Cost Budget table for a summary of the recommended repairs in 2022 and 2023.

Tony Bruscato
May 3, 2022

Fishbeck | Page 2

If you have any questions or require additional information, please contact me at 269.888.5549 or jthomson@fishbeck.com.

Sincerely,

A handwritten signature in black ink that reads "Justin Thomson". The signature is written in a cursive, flowing style.

Justin Thomson, P.Eng.

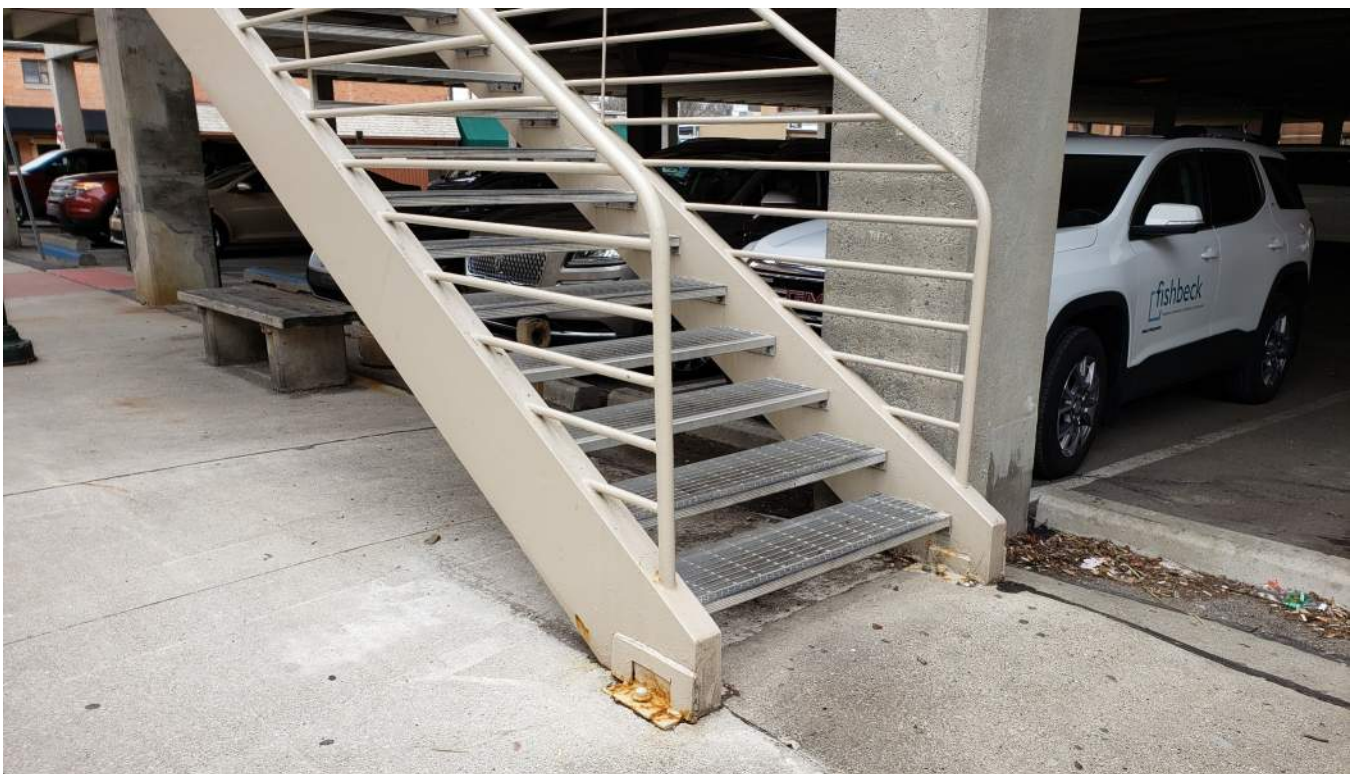
Project Manager – Parking and Restoration

Attachments

By email



Pedestrian bridge and steel stair at east elevation of parking structure



Existing stringers, railings and stair treads



Section loss along interior stringer



Existing stair/pedestrian bridge connection



Section loss and holes at stair stringer



Section loss at stair/bridge connection



Previous steel repairs at stairs



Section Loss at bridge/parking structure connection



Existing stair-to-bridge and bridge-to-structure precast connections



Concrete delaminations and corrosion of precast connections at spandrel wall

Plymouth Central Parking Structure

Recommended Repairs & Probable Construction Cost Budget

Revised May 3, 2022

Prepared in
July 2020

Work Item	Work Item Description	Units	Unit Cost	2022		2023		2023
				Estimated Quantity	Cost	Estimated Quantity	Cost	20-Yr Plan Budget
Division 0 & 1 - General Conditions								
1.1	Contractor Mobilization (5%)	L.S.	n/a	1	\$ 3,600	1	\$ 18,300	\$ 16,200
1.2	Contractor General Requirements (10%)	L.S.	n/a	1	\$ 7,200	1	\$ 36,500	\$ 32,300
Division 2 - Sitework								
2.1	Remove & Re-install Pigeon Control Panels	L.S.	\$ 5,000.00	0	\$ -	1	\$ 5,000	\$ 5,000
2.2	Excavation/Backfill at Column Q20	L.S.	\$ 3,000.00	1	\$ 3,000	0	\$ -	\$ -
2.3	Shoring at Pedestrian Bridge	L.S.	\$ 12,000.00	1	\$ 12,000	0	\$ -	\$ -
Division 3 - Concrete								
3.1	Concrete Topping Repair	S.F.	\$ 85.00	10	\$ 850	160	\$ 13,600	\$ 6,500
3.2	Full Depth Slab Repair	S.F.	\$ 100.00	5	\$ 500	70	\$ 7,000	\$ 4,500
3.3	Tee Flange/Ceiling Repair	S.F.	\$ 100.00	30	\$ 3,000	200	\$ 20,000	\$ 5,000
3.4	Tee Stem Repair	S.F.	\$ 150.00	0	\$ -	80	\$ 12,000	\$ 27,000
3.5	Wall Repair	S.F.	\$ 100.00	40	\$ 4,000	90	\$ 9,000	\$ 11,000
3.6	Column/Haunch Repair	S.F.	\$ 100.00	40	\$ 4,000	190	\$ 19,000	\$ 24,600
3.7	Top of Column Repair	EA.	\$ 200.00	0	\$ -	8	\$ 1,600	\$ -
3.8	Beam Repair	S.F.	\$ 100.00	0	\$ -	90	\$ 9,000	\$ 10,000
3.9	Curb Repair	S.F.	\$ 100.00	0	\$ -	70	\$ 7,000	\$ 3,000
3.10	Grout Pocket Repair	EA.	\$ 80.00	0	\$ -	5	\$ 400	\$ 400
3.11	Install Galvanic Anode at Concrete Repairs	EA.	\$ 50.00	20	\$ 1,000	80	\$ 4,000	\$ 5,000
3.12	Expand Column Q20 to Support Pedestrian Bridge	S.F.	\$ 200.00	30	\$ 6,000	0	\$ -	\$ -
Division 5 - Metals								
5.1	Shear Connector Repair - Weld	EA.	\$ 500.00	0	\$ -	5	\$ 2,500	\$ 2,500
5.2	Remove & Replace Pipe Guards	EA.	\$ 300.00	0	\$ -	8	\$ 2,400	\$ -
5.3	Steel Stair Replacement (Reuse Treads)	L.S.	\$ 18,000.00	1	\$ 18,000	0	\$ -	\$ 3,000
Division 7 - Waterproofing								
7.1	Rout & Seal Concrete Cracks	L.F.	\$ 6.00	0	\$ -	250	\$ 1,500	\$ 1,200
7.2	Remove & Replace Routed Joint Sealant	L.F.	\$ 6.00	0	\$ -	200	\$ 1,200	\$ -
7.3	Remove & Replace Control Joint Sealant	L.F.	\$ 6.00	0	\$ -	1,200	\$ 7,200	\$ 6,000
7.4	Remove & Replace Cove Joint Sealant	L.F.	\$ 6.00	100	\$ 600	600	\$ 3,600	\$ 2,600
7.5	Install Wall Joint Sealant (Silicone)	L.F.	\$ 10.00	10	\$ 100	30	\$ 300	\$ -
7.6	Expansion Joint Nosing Repair	L.F.	\$ 60.00	0	\$ -	20	\$ 1,200	\$ 300
7.7	Expansion Joint Gland Repair	L.F.	\$ 350.00	4	\$ 1,400	0	\$ -	\$ -
7.8	Install Deck Coating (Base Coat) at Conc Repairs & Worn Areas	S.F.	\$ 2.00	0	\$ -	5,000	\$ 10,000	\$ 7,500
7.9	Install Deck Coating (Recoat System)	S.F.	\$ 4.00	0	\$ -	46,000	\$ 184,000	\$ 168,000
7.10	Install Deck Coating (Full System) at Ramp	S.F.	\$ 5.00	0	\$ -	3,600	\$ 18,000	\$ -
Division 9 - Finishes								
9.1	Clean & Paint Railing at Pedestrian Bridge	L.S.	\$ 1,000.00	0	\$ -	1	\$ 1,000	\$ 1,000
9.2	Clean & Paint Steel Precast Connections	L.S.	\$ 1,000.00	1	\$ 1,000	1	\$ 1,000	\$ 1,300
9.3	Clean & Paint Doors & Frame	L.S.	\$ 500.00	0	\$ -	1	\$ 500	\$ -
9.4	Clean & Paint Shear Transfer Angles	EA.	\$ 180.00	0	\$ -	20	\$ 3,600	\$ 7,600
Division 22 - Plumbing								
22.1	Remove & Replace Floor Drain	EA.	\$ 1,250.00	2	\$ 2,500	0	\$ -	\$ -
22.2	Clean Storm Drain System	L.S.	\$ 3,000.00	1	\$ 3,000	0	\$ -	\$ -
22.3	Install Supplemental Floor Drain	EA.	\$ 2,000.00	1	\$ 2,000	0	\$ -	\$ -
22.4	Install Drain Piping	L.F.	\$ 80.00	80	\$ 6,400	0	\$ -	\$ -
22.5	Miscellaneous Mechanical Repairs	L.S.	\$ 2,000.00	0	\$ -	1	\$ 2,000	\$ 2,000
Division 26 - Electrical								
26.1	Miscellaneous Electrical Repairs	L.S.	\$ 1,500.00	1	\$ 1,500	1	\$ 1,500	\$ 2,000
Division 32 - Exterior Improvements								
32.1	Asphalt Repair	S.F.	\$ 10.00	50	\$ 500	900	\$ 9,000	\$ 10,000
32.2	Seal Asphalt Cracks	L.F.	\$ 3.00	0	\$ -	1,000	\$ 3,000	\$ 900
32.3	Paint Pavement Markings	L.S.	\$ 3,000.00	0	\$ -	1	\$ 3,000	\$ 3,000
32.4	Replace Broken Wheelstops	L.S.	\$ 2,000.00	0	\$ -	0	\$ -	\$ 1,300
Total Estimated Construction Cost					\$ 82,150	\$ 418,900	\$ 370,700	
Construction Contingency (10%)					\$ 8,220	\$ 41,890	\$ 37,100	
Engineering & Testing (20%)					\$ 16,630	\$ 84,210	\$ 81,600	
Probable Construction Cost Budget					\$ 107,000	\$ 545,000	\$ 489,400	

*Unit Key Code: L.S. - Lump Sum, S.F. - Square Foot, L.F. - Lineal Foot, EA. - Each

Total costs in 2022 dollars (no increase for inflation)

RESOLUTION

The following was moved by Director _____ and seconded by Director _____.

WHEREAS the upkeep of the Central Parking Deck is the responsibility of the Downtown Development Authority, and

WHEREAS it is important for the DDA to maintain the integrity of the structure for the safety of those who use it and its long-term usefulness, and

WHEREAS at the March 2022 DDA Board Meeting, the DDA Board approved a repairs analysis report for the Central Parking Deck to be completed by Fishbeck Consulting, and

WHEREAS Fishbeck Consulting has indicated a priority need for repairs in 2022 to the eastern stairwell, pedestrian bridge and drainage with an estimated cost of up to \$107,000.

NOW THEREFORE BE IT RESOLVED THAT the City of Plymouth DDA Board approves the 2022 repairs to the Central Parking Deck not to exceed \$107,000. These repairs include reconstruction of the eastern stairway, updates to the pedestrian bridge support column, and fixing of drainage issues. The cost of repairs includes engineering, testing and a 10% contingency.

Funding for the project will come from the DDA Operating Fund Balance.



Information Only

To: DDA Board
From: DDA Staff
CC: S:\DDA\Shared Files\DDA Board\DDA Agendas\DDA Agendas 2022\May
Date: 5/9/2022
Re: Events Update

Plymouth DDA staff has been busy working on events over the past couple of months, including the Downtown Plymouth Spring Artisan Market that was held on April 23 and the 2022 Music in the Air concert series that kicks off on May 27.

The Spring Artisan Market was an overwhelming success once again this year. DDA staff, with the help of City Commissioner Suzi Deal, held the first ever Spring Artisan Market in 2021 as a way to get people downtown coming out of the various gathering restrictions due to the COVID pandemic. While last year's event was well attended, this year's event surpassed expectations. We added food trucks and local musicians to the event in 2022, and with the assist from Mother Nature, Kellogg Park and The Gathering were packed with patrons all day. DDA staff has attached a brief survey of the vendors (many of which were downtown retailers), and you will see that much of the response was positive.

While the market was a big focus for staff during the months of March and April, DDA staff has additionally been working on the 2022 Friday night Music in the Air concert series. The concert series has become a nearly year-round task for staff, as we are regularly working on improving the series by reviewing event policies, securing dozens of sponsorships, and planning new additions to keep the series one of the primary annual draws to Downtown Plymouth between Memorial Day and Labor Day weekends.

This season, staff has been able to secure all the sponsorships necessary to make sure none of the DDA's budget is used for the series. Bank of Ann Arbor is returning as the Presenting Sponsor and staff has also secured major sponsorships from the Rotary Club of Plymouth, Henry Ford Health, and Hines Park Lincoln. In the past, much of the series was paid for using marketing dollars out of the DDA budget. DDA staff has worked very hard in recent years, including this year, to make sure the series is self-sufficient moving forward.

Attached is the 2022 concert schedule that kicks off on May 27. You'll notice many community favorites, as well as some new and exciting bands making their Music in the Air debut. Staff has also worked to create some theme nights bringing some family-friendly additions to Friday nights

in Kellogg Park. We will be honoring First Responders, Veterans, holding car shows and many other additions to the festivities each Friday night. Details on the Music in the Air series can be found at the DDA website www.downtownplymouth.org.

2022 Artisan Market Survey

1. Did your business have success at the April 23, 2022 Downtown Plymouth Spring Artisan Market?

Yes – 30, 100%

No – 0, 0%

2. If you participated in the 2021 Spring Artisan Market, was this year's event more or less successful for you?

More – 7, 23%

Less – 2, 6%

About the same – 3, 10%

N/A – 19, 61%

3. Our market is from 9 a.m. until 3 p.m. Are these hours good for your business or are there other hours that would work better for your business?

Hours were great

The hours are good. The crowd thinned about the last hour, but picked up at the end, as usual.

They worked perfectly!

9 am to 3pm works very well.

Great hours

Work great! Maybe 8-2pm would be better? Just an idea. But I believe consistency is key. :-)

Good

These hours are good for my business.

fine

good hours

Good

It could easily go on for a few more hours so the we could hit the pre dinner crowd as well.

They were good. Thanks!

Great hours!

Perfect!

Yes

They were good.

These are fine

Perfect

Great!

I think it should be 9-4 there were lots of people coming through still at 3!

good

They were great

11-3 would be ideal for my business

Good hours.

10-3 might have been better but it worked out well for us

good hours :)

4. Would you participate in future Downtown Plymouth Spring Artisan Markets?

Yes – 29, 94 %

No – 1, 3%

Maybe – 1, 3 %

5. How did this year's Spring Artisan Market compare to other events you have participated in other communities?

There was good attendance

There is a good even flow here. I just did the Spring show in Saline and many of the sales came all at once. I had 2 people helping in order to keep up and then a lot of down time. In Plymouth, I did the same amount of sales by myself without feeling overwhelmed or having customers waiting (for the second year in a row). Very little down time. Cost was much better, too. I liked that you had entertainment. The staff was very attentive, as well, which is not unusual for a show, but I wanted to mention how appreciative vendors are when the staff is readily available.

It was very similar to the Plymouth summer farmers market.

Not sure how to compare. It had a great vibe, I could tell people were enjoying being there.

Fantastic

Fantastic!

good

Comparable

first time.

new to the business...this was my first event

Better

For a small event, it was well organized and easy to get set up.

The hours were later - it worked out well!

It was so much better than others

The weather made this one perfect!

It was friendly and I enjoyed being a vendor

Better guidance on-site at this one...Tony, Suzi, and Sam? were great to have there helping and directing. A real plus over other one-day events that I've experienced.

NA

This was an incredibly great experience for my business Full Circle Resale! From the moment I arrived to pulling out was 10/10. It is also very affordable to rent the space and that means a lot for small businesses trying to make it.

Pretty good, lots of people come and actually shop and not just walk by

better

Better

Good

A little better. People very interested in our product.

This is my first Plymouth community event

6. Any suggestions on how to make the event better in the future?

Maybe a slightly earlier set-up permitted? 6:30 instead of 7? We had a list of vendors and the booth number assignments, but it would be nice to have a booth diagram when you send the assignments. Sometimes positioning dictates what I bring with me. If I have an opportunity for more than one customer-accessible side (which I did - Yay!), I may bring an extra table or more product displays.

The vendor next to me sold a similar product so spacing us out would have been nice.

No

no

Thought it went great for a 1 day show.

it was just fine.

try not to place businesses selling same product next to each other

Many people stumbled upon the event by accident. Maybe a bit more advertising would help people be more prepared (many didn't have their wallets with them and were bummed that we wouldn't be back more often during the summer). Also, if this becomes a yearly event, the locals will look forward to it.

Maybe limit the amount of booths selling the same thing.

Trash Cans

I think the 'music/band' took up prime vendor property...with the park adjacent, maybe better placement next time to add ambience but not cause a crowd in front of vendors and take up space vendors could have occupied.

It's great!

I really can't think of anything! It was a great experience all around and the community was awesome! I hope to be back!

Maybe put up more signs around Plymouth and in other cities that are close by like Livonia and Canton. You could also see if you could post about the event in different church papers that are around.

None

NA

It was very well run and organized.

I had many locals not know it was happening until i told them of it, so some more community outreach or marketing would be helpful - maybe even expanding into kellog park and letting more vendors in, creating a nother type of festival for the city? without closing roads or things like that though, sort of like the ice festival

7. Would you participate in a similar event in the fall?

Yes - 23, 74%

No – 1, 3 %

Maybe – 7, 23%



2022 Music in the Air Schedule

Date	Performer	Genre
27-May	Motor City Josh	Blues
3-Jun	Von Zippers	Classic Rock
10-Jun	Totally	80's
17-Jun	The Ones and Twos	Motown and Dance Music
24-Jun	Randy Brock Group	Blues Rock
1-Jul	Trilogy	Variety Band
8-Jul	Art in the Park	No Concert
15-Jul	Magic Bus	Woodstock Era
22-Jul	Power Play Detroit	Greatest Rock Hits
29-Jul	Lady Sunshine and the X Band	Detroit's own - Emotion, Fire, Pride, and Soul.
5-Aug	Larry Lee and the Back in the Day Band	Funk, R & B, Motown
12-Aug	Geff Phillips and Friends	Pop & Rock Variety 60s-today
19-Aug	Moxie Blitz	80's - Today's Pop
26-Aug	Steve King and the Dittilies	Wayne Newton of Wayne County
2-Sep	Atomic Radio	Top 40, Pop, Hip-hop, Rock