



Plymouth Downtown Development Authority Meeting Agenda August 8, 2022 7:00 p.m. Plymouth City Hall & Online Zoom Webinar

Plymouth Downtown Development Authority
831 Penniman
Plymouth, Michigan 48170

www.downtownplymouth.org
Phone 734-455-1453
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Join Zoom Webinar: <https://us02web.zoom.us/j/86224498267>
Webinar ID: 862 2449 8267 Passcode: 559973

1) CALL TO ORDER

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

2) CITIZENS COMMENTS

3) APPROVAL OF THE AGENDA

4) APPROVAL OF MEETING MINUTES

A. Regular Meeting 6-13-2022

5) BOARD COMMENTS

6) OLD BUSINESS

**A. Five-Year Action Plan Update
B. 2023 Platform Dining Recommendation
C. Central Parking Deck Restoration Update**

7) NEW BUSINESS

A. 4th Quarter Budget Amendments

8) REPORTS AND CORRESPONDENCE

**A. DDA Staff Update
B. Mayor 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 AREA ONE - SUSTAINABLE INFRASTRUCTURE

OBJECTIVES

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

GOAL AREA TWO – STAFF DEVELOPMENT, TRAINING, AND SUCCESSION

OBJECTIVES

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

GOAL AREA THREE - COMMUNITY CONNECTIVITY

OBJECTIVES

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

GOAL AREA FOUR - ATTRACTIVE, LIVABLE COMMUNITY

OBJECTIVES

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



Plymouth Downtown Development Authority

Regular Meeting Minutes

Monday, June 13, 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 7:00 p.m.

Present: Chair Pollard, Vice Chair Andre Martinelli, Mayor Nick Moroz, Members Jack Ayoub, Scott Foess, Brian Harris, Dan Johnson, Richard Matsu, Patrick O'Neill

Excused: Members Ellen Elliott, Shannon Perry

Also present: City Staff John Buzuvis, Sam Plymale, John Scanlon

2. CITIZENS COMMENTS

Ellen Elliott, 404 Irvin, gave favorable comments about Music in the Air, planter heights, and sidewalk stickers reminding bike riders to walk their bikes in the downtown. She suggested putting "free public parking" on the sign at the Saxton's lot and removing concert and farmer's market signs sooner.

3. APPROVAL OF THE AGENDA

Martinelli offered a motion, seconded by Moroz, to approve the agenda for Monday, June 13, 2022.

There was a roll call vote.

Yes: Ayoub, Foess, Harris, Johnson, Matsu, O'Neill, Moroz, Martinelli, Pollard

MOTION PASSED 9-0

4. APPROVAL OF THE MEETING MINUTES

Moroz offered a motion, seconded by O'Neill, to approve the minutes of the May 9, 2022, meeting.

There was a roll call vote.

Yes: Ayoub, Foess, Harris, Johnson, Matsu, O'Neill, Moroz, Martinelli, Pollard

MOTION PASSED 9-0

5. BOARD COMMENTS

Martinelli asked about damage to the new mast arms on Harvey, and Plymale said he would investigate.

Moroz said he enjoyed the Music in the Air concerts.

6. OLD BUSINESS

There was no old business.

7. NEW BUSINESS

a. 2022-23 Budget

Plymale provided an overview of the budget that was approved by the City Commission. There was discussion about the cost of maintaining the parking deck and of replacing it. Moroz said the City Commission directed the administration to update the numbers on their 2019 paid parking study.

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

WHEREAS The 2022 – 2023 DDA Budget has been presented by the DDA Director to the Plymouth City Commission for approval and adoption; and

WHEREAS The City Commission at its June 6, 2022, meeting approved of the DDA budget, in accordance with state law, as part of the overall city budget; and

WHEREAS The next step is formal approval by the DDA Board to show its support of the 2022-2023 fiscal year budget.

NOW THEREFORE BE IT RESOLVED THAT the City of Plymouth DDA Board does hereby adopt the budget as attached for the fiscal year beginning July 1, 2022.

There was a roll call vote.

Yes: Ayoub, Foess, Harris, Johnson, Matsu, O’Neill, Moroz, Martinelli, Pollard

MOTION PASSED 9-0

b. Holiday Tree Light Repairs

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

WHEREAS The Downtown Development Authority Board has made it a priority to improve the aesthetics of Downtown with holiday lights in the downtown trees to improve the look and feel of Downtown; and

WHEREAS The City Commission allocated \$25,000 in the 2022-23 budget to maintain and replace the holiday tree lights in Downtown Plymouth; and

WHEREAS DDA Staff and contractor Holiday Lighting Service have identified \$12,000 in needed repairs on lights in trees in 2022 throughout the downtown.

NOW THEREFORE BE IT RESOLVED THAT as of July 1, 2022, the Downtown Development Authority Board hereby authorizes up to \$12,000 as payment to Holiday Lighting Service for the summer 2022 tree lights and maintenance of current lights throughout downtown. Funding for this effort is authorized from account # 248.820.933.000.

There was a roll call vote.

Yes: Ayoub, Foess, Harris, Johnson, Matsu, O’Neill, Moroz, Martinelli, Pollard

MOTION PASSED 9-0

8. REPORTS AND CORRESPONDENCE

There were no reports or correspondence.

9. ADJOURNMENT

Martinelli offered a motion, seconded by Johnson, to adjourn the meeting at 7:30 p.m.

There was a roll call vote.

Yes: Ayoub, Foess, Harris, Johnson, Matsu, O'Neill, Moroz, Martinelli, 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 8/3/2022
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		City Commission approved the creation of a design for improvements to the Saxton's lot at the June 6, 2022 meeting. Wade Trim expected to create design by fall of 2022. No construction is expected until 2023.
	<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		Economic Development Director John Buzuvis working on gathering new information on paid parking infrastructure costs. Deck repairs scheduled for September 2022. Plans for larger 2023 parking deck renovation to come to DDA Board later in this fall.
	<p>Maximize number of parking spaces</p>	DDA Staff	Short to Long-term		15 minute parking space permanent locations approved at 7/18/22 City Commission meeting
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		Mast arm and pedestrian signals on Harvey completed in July. New bike racks at City Hall and Kellogg Park ordered thanks to a cost match from Ellen and Joe Elliott. Bike rack delivery delayed due to supply chain issues. Hopefully delivery by fall of 2022. Installation of crosswalk RRFB signals on Main Street and Ann Arbor Trail/Forest delayed, RRFB on Harvey midblock crosswalk scheduled to be installed in August.
	<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		Pedestrian Zone sidewalk decals added near all major intersections in the DDA. Many have been vandalized over the past few weeks. 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		Several trees on Penniman and Forest have been identified for needed replacement. DDA working with DMS on a replacement plan. Downtown street tree replaced in front of Westborn Market during the last week of April.

2020-2024 Five-Year Action Plan

Rev. February 3, 2021

Goal	Task	Responsible Party	Timeframe	Funding Source	Status Update 8/3/2022
	Improve street and alley lighting for safety; determine decorative lighting style for alleys (ex. illuminating artwork)	DDA Board/ DDA Staff	Mid to Long-term		New LED lights were installed in June to replace the damaged lights. Lights are intended to help illuminate areas of Fleet Street alley
	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. Administration applied for a Michigan Municipal League Grant for Plymouth Art Walk Phase II. Anticipate initial install of additional artwork in spring 2023.
Kellogg Park	Install the new fountain.	DDA Staff	Short-term		COMPLETED
	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		DMS completed turf repairs in April and May prior to event season. Sprinkler system repaired. Bike rack to be added in fall 2022.
Support Businesses	**Top Priority** Rethink café/outdoor dining policy to include: - Closing some streets. - Creating woonef 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. -Reach decision on outdoor dining plan and consider "parklets"	City Commission/ DDA Board	Short-term		Some platform patios installed 1st week of August. City administration working on plan for a pilot program for parklet/streetscape improvements in a couple existing bumpout locations.
	Expand use of technology	DDA Board	Short to Mid-term		EV charging stations expected to be included in design of new parking lot at the Saxton's location
	Engage with businesses to create artwork throughout the DDA	DDA Board/ DDA Staff	Short-term		Director Pat O'Neill to lead. Staff gathering information on potential mural painting on garage near parking deck ramp storage.

2020-2024 Five-Year Action Plan

Rev. February 3, 2021

Goal	Task	Responsible Party	Timeframe	Funding Source	Status Update 8/3/2022
	Attract new businesses and engage with existing businesses	DDA Board/ DDA Staff	Short to Long-term		Available properties page is being updated by staff monthly. Staff met with realtor selling former Delta Diamond location to discuss ideas on potential future development. Monthly event calendars and newsletters ongoing.



Administrative Recommendation

To: DDA Board
From: DDA Staff
CC: S:\DDA\Shared Files\DDA Board\DDA Agendas\DDA Agendas 2022\August
Date: 8/8/2022
Re: 2023 Patio Platform Dining Recommendation

On March 21, the Plymouth City Commission approved an update to the Outdoor Dining Policy for 2022 allowing businesses in the downtown district to apply for extended patios in adjacent public on-street parking spaces.

The 2022 policy allows businesses to purchase platform materials to extend their patio as long as they follow guidelines approved by the City Commission and receive appropriate liquor license approvals from the State of Michigan. We've attached the full City Commission approval and a copy of the guidelines below for your reference.

In April, four downtown restaurants applied and received City approval for the extended dining platforms. Due to delays with liquor license approvals at the State level and supply chain issues for the materials, restaurants have not been able to construct the extended patio platforms. Only just this past week, Sean O'Callaghan's began set up of their patio.

Several restaurant owners, including those who did not apply in 2022, have inquired about the potential of the extension of the program in 2023. The City Commission, including Mayor Nick Moroz, want the DDA Board to have input on the future of the program. The City Commission plans to take this matter up in their next couple meetings so they can decide on continuing the program in 2023.

There are still ongoing discussions about the potential for future streetscape changes including the possibility of permanent parklet areas. Although those discussions are ongoing, no decision has been reached. In addition, it is important to make a decision on the future of the program sooner rather than later as restaurants need time to plan for next year's Outdoor Patio Season.

RECOMMENDATION:

As some businesses have already made a financial commitment to purchase the extended platform materials, and because it is unlikely that any downtown patio streetscape changes are imminent in 2023, DDA Staff recommends that the DDA Board approve a recommendation to the City Commission to allow businesses the opportunity to continue the temporary platform patio extensions in 2023 with no changes to the policy.

A resolution is attached for your consideration.



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 - Patio Extensions outdoor dining platform guidelines - 03-21-22.docx
Date: March 18, 2022
RE: Extended Dining Platforms 2022 Season

Background

The City Commission has been working with the restaurant owners to develop a program that would allow extended dining areas into parking spaces on the street for the summer season (April – October). The result of multiple meetings with members of the City Commission, restaurant owners, concerned citizen, and staff is the attached policy guidelines.

If the City Commission approves of the guidelines, then the City Administration is prepared to launch a web site as early as Tuesday for the complete packet of information and requirements. Completion of the on-line packet would allow the restaurant owner to obtain a permit for the extended space, which they can use to meet the requirements of the Michigan Liquor Control Act.

These guidelines will allow restaurants to either purchase a prefabricated kit or to build the deck themselves. The guidelines also require that the restaurant meet all of the guidelines for the American Disability Act, and it will be their responsibility to be in compliance and to defend their actions and the City on any action from the Federal Department of Justice. You will recall that late last summer the City received notice from the Federal Department of Justice indicating that extended patio areas must comply with the ADA, just as their inside areas must comply with the Act.

Recommendation

Members of the City Commission have developed the attached Guidelines for Outdoor Dining Platforms for the summer of 2022. The members of the City Commission have worked with the restaurant owners to develop these guidelines.

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 please feel free to contact Chris Porman or myself.

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 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 Ipe) 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).

RESOLUTION

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

- 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 public sidewalks, right of ways, and alleys for outdoor dining in the summer season, which runs from April to the end of October, and
- WHEREAS In March of 2022, the City Commission approved an addition to the Outdoor Dining Policy for 2022 to allow restaurants to create platform patio extensions in adjacent public parking spaces, and
- WHEREAS The Plymouth Downtown Development Board of Directors supports the approved 2022 program and would like to see an extension of the program with no changes in 2023.

NOW THEREFORE BE IT RESOLVED THAT the City of Plymouth DDA Board does hereby recommend that the Plymouth City Commission extend the temporary platform patio policy through the 2023 Outdoor Dining Season from April through October.



Information Only

To: DDA Board
From: DDA Staff
CC: S:\DDA\Shared Files\DDA Board\DDA Agendas\DDA Agendas 2022\August
Date: 8/8/2022
Re: Central Parking Deck repairs update

At the March 2022 meeting, the DDA Board contracted with Fishbeck Consulting to complete a study of needed repairs to the Central Parking Deck. Engineer Justin Thomson from Fishbeck submitted a report indicating the need for deck repairs in 2022 of up to \$107,000 to the pedestrian bridge, eastern stairwell, and some of the drainage areas, with an additional larger scale restoration project needed for 2023.

At the May 2022 meeting, the DDA Board approved the needed repairs for 2022 to the pedestrian bridge, stairwell, and drainage areas not to exceed \$107,000. Fishbeck has created the bid specifications and the project is currently out for bid. A pre-bid meeting is scheduled for August 9 at 10 a.m. at the DDA office, with all final bids due on August 25 at 10 a.m.

After the bid opening on August 25, Thomson and DDA staff plan to develop a recommendation on a contractor for the project. The board can expect the recommendation at the September DDA Board meeting. No action is needed at this time.

The 2022 project is expected to begin after Fall Festival in mid to late September. DDA staff and other City administration are currently working on contingency plans for deliveries to businesses if traffic disruptions are required in the Fleet Street alley. Those plans will be finalized and communicated to affected businesses once a contractor is chosen and the entire scope of the project is finalized.

Plans for the 2023 major renovation to the Central Parking Deck will be developed as we move into the new year. There is currently no construction timetable for the major renovation project expected in 2023.



Administrative Recommendation

To: DDA Board
From: DDA Staff
CC: S:\DDA\Shared Files\DDA Board\DDA Agendas\DDA Agendas 2022\August
Date: 8/8/2022
Re: 2021-22 Fourth-Quarter Budget Amendment

Date: 8/8/2023

To: DDA Board, DDA Staff

From: John Scanlon, Finance Director

Subject: Fourth Quarter Budget Amendments

Issue: 2021-22 Fourth Quarter Budget Amendments – August 8, 2022

Budget Amendment Summary

Please find the attached fourth quarter budget amendments for the DDA Operating Fund, as well as the DDA Capital Improvement fund. The budget amendments were presented and approved by the City Commission at their meeting on June 20, 2022, as required by Act 57 of 2018 The Recodified Tax Increment Financing Act.

The budget amendments are relatively minor in detail totaling \$7,930 of the now amended \$1,313,060 budget. Revenues came in about \$26,650 higher than expected with the largest increase applying to property tax collections. Due to the increase in revenues, we were able to decrease the dependence on the fund balance appropriation of \$18,720, which was appropriated with the first quarter budget amendments to assist with payment for the Mast Arm Signal Project on Harvey, as well as the Parking Deck Stairwell project.

The expenditure increases are additionally minor. Most of the adjustments are related to staffing changes that occur through the administration line item. At this time, there are no adjustments in the DDA Capital Improvement Fund.

BUDGET ADJUSTMENT SUMMARY
FOURTH QUARTER - FY 21-22

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
DDA OPER FUND REV: #248							
Property Taxes-Non School	1,073,870	-	-	-	21,850	21,850	1,095,720
Program Fees & Other	61,550	-	-	-	4,800	4,800	66,350
Appropriation of Surplus	-	169,710	-	-	(18,720)	150,990	150,990
TOTAL REVENUES	1,135,420	169,710	-	-	7,930	177,640	1,313,060
DDA OPER FUND EXP: #248							
Administration	320,030	1,850	-	-	4,925	6,775	326,805
Police Services	33,250	-	-	-	5	5	33,255
Parking System	43,920	4,500	-	-	2,850	7,350	51,270
Saxton Parking Facility	-	1,650	-	-	-	1,650	1,650
DDA Marketing	88,700	-	-	-	-	-	88,700
Streetscape Maintenance	284,070	2,150	-	-	100	2,250	286,320
Contrib to DDA Debt Funds	223,510	-	-	-	50	50	223,560
Contrib to DDA Cap Imp Fund	25,000	276,500	-	-	-	276,500	301,500
Contingency	116,940	(116,940)	-	-	-	(116,940)	-
TOTAL EXPENDITURES	1,135,420	169,710	-	-	7,930	177,640	1,313,060

BUDGET ADJUSTMENT SUMMARY
FOURTH QUARTER - FY 21-22

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
DDA CAP IMP FUND REV: #405							
Contrib. & Other	25,050	276,500	-	-		276,500	301,550
Appropriation of Surplus	-	1,585	-	-		1,585	1,585
TOTAL REVENUES	25,050	278,085	-	-	-	278,085	303,135
DDA CAP IMP FUND EXP: #405							
Capital Improvements	25,050	278,085	-	-		278,085	303,135
Contingency	-	-	-	-		-	-
TOTAL EXPENDITURES	25,050	278,085	-	-	-	278,085	303,135

RESOLUTION

The following resolution was offered by Board Member _____ and
Seconded by Board Member _____.

WHEREAS, actual patterns of departmental expenditures occur differently than originally projected in the 2021-22 DDA Budget as presented to the DDA Board and adopted by the City Commission in June of 2021; and

WHEREAS, overall revenue and expenditure forecasts require modifications to the original budgetary allocations as established in the adopted budget; and

WHEREAS, adoption of an annual budget by the DDA Board is required under state statute with subsequent forwarding to the City Commission for recommended approval and incorporation into the City's annual budget;

NOW THEREFORE BE IT RESOLVED, that the 2021-22 DDA Budget is hereby amended as indicated in the attached summary of proposed budget amendments which is made a part of this resolution.

BE IT FURTHER RESOLVED, that the City Finance Director is authorized to change the budgetary appropriations as necessary in accordance with this resolution effective
August 8, 2022.

Requested Action: Approve 2021-22 Third Quarter Budget Amendments Resolution

Attachment(s): Budget Amendment Summary