



# Plymouth Downtown Development Authority Meeting Agenda February 13, 2023 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/85810934439>

Webinar ID: 858 1093 4439

Passcode: 095046

**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 1-9-2023**

**5) BOARD COMMENTS**

**6) OLD BUSINESS**

**A. DDA Action Plan Update  
B. 2023 Central Parking Deck Renovation Project**

**7) NEW BUSINESS**

**8) REPORTS AND CORRESPONDENCE**

**A. 2023 DDA Events 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.*

City of Plymouth Strategic Plan 2022-2026

**GOAL AREA ONE - SUSTAINABLE INFRASTRUCTURE**

**OBJECTIVES**

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

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

**OBJECTIVES**

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

**GOAL AREA THREE - COMMUNITY CONNECTIVITY**

**OBJECTIVES**

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

**GOAL AREA FOUR - ATTRACTIVE, LIVABLE COMMUNITY**

**OBJECTIVES**

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



# Plymouth Downtown Development Authority

## Regular Meeting Minutes

### Monday, January 9, 2023 - 7:00 p.m.

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

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#### 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, Ellen Elliott, Scott Foess, Brian Harris, Richard Matsu, Patrick O'Neill

Excused: Members Dan Johnson, Shannon Perry

Also present: Economic Development Director John Buzuvis, DDA Director Sam Plymale

#### 2. CITIZENS COMMENTS

There were no citizen comments.

#### 3. APPROVAL OF THE AGENDA

Moroz offered a motion, seconded by Martinelli, to approve the agenda for Monday, January 9, 2023.

There was a voice vote.

MOTION PASSED

#### 4. APPROVAL OF THE MEETING MINUTES

Johnson offered a motion, seconded by Martinelli, to approve the minutes of the December 12, 2022 meeting.

There was a voice vote.

MOTION PASSED

#### 5. BOARD COMMENTS

Elliott thanked all City workers for their hard work in 2022 and said that the mental health series with the Plymouth-Canton Community Schools would be continuing at the Penn Theatre.

#### 6. OLD BUSINESS

a. DDA Action Plan Update

Plymale said he would have an update on the proposals for the parking deck and Saxton's lot in 2023. In addition, he said there would be a review of the brick project and trees on Penniman and Forest in the spring. He added that the art revitalization program will continue throughout 2023, and that his office is working on a website redesign.

#### 7. NEW BUSINESS

a. Election of Officers

Plymale asked for nominations for the position of Chair of the Downtown Development Authority. Martinelli nominated Pollard, and Harris seconded the nomination.

There was a voice vote.

POLLARD WAS ELECTED CHAIR.

Pollard asked for nominations for the position of Vice Chair of the Downtown Development Authority. Foess Nominated Martinelli, and O'Neill seconded the nomination.

There was a voice vote.

MARTINELLI WAS ELECTED VICE CHAIR.

## **8. REPORTS AND CORRESPONDENCE**

### **a. 2023 City Meeting Schedule**

Plymale distributed a calendar of all board and commission meetings scheduled for 2023.

## **9. ADJOURNMENT**

O'Neill offered a motion, seconded by Foess, to adjourn the meeting at 7:11 p.m.

There was a voice vote.

MOTION PASSED

2020-2024 Five-Year Action Plan

Rev. February 3, 2021

Goal	Task	Responsible Party	Timeframe	Funding Source	Status Update 2/10/2023
Improve Parking	<p><b>**Top Priority**</b>  <b>Improve condition, aesthetics, and/or functionality of existing parking lots by:</b>                      - 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</p>	DDA Staff/ DDA Board	Short-term		2023 Central Parking Deck renovation project expected to go to bid in April. Construction could run May-June or be delayed until fall 2023 depending on contractor schedule. Saxton's lot design approved at Planning Commission on 2/8/23. Saxton's lot construction expected to begin in fall of 2023.
	<p>Finance parking lot maintenance and improvements via a paid parking system. Includes demolition/reconstruction of parking deck.                      -Decide on a direction for paid parking</p>	DDA Staff/ DDA Board	Short to Mid-term		At its November 21 meeting, the City Commission approved a resolution for administration to develop a paid parking implementation plan for all municipally controlled parking in downtown with the exception of the Wing and Harvey lot. That plan is expected to be developed in early 2023.
	<p><b>Maximize number of parking spaces</b></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><b>**Top Priority**</b>                      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.                      -Identify locations for additional bike racks</p>	City Commission/ DDA Board	Short-term		New pedestrial signals at Penniman/Harvey and Ann Arbor Tr. and Harvey. New bike rack installed at City Hall, bike rack for Kellogg Park delivered in late November and to be installed in either December or early spring 23 depending on weather. RRFB on Harvey midblock crosswalk installed in August, RRFB signals on Main Street and Ann Arbor Trail/Forest installed first week of October.
	<p><b>Maintain sidewalks for safety, making them pedestrian friendly by:</b>                      - Repair concrete where needed.                      - Replace tree grates (either overall or where needed).                      - Maintain/update pavers.                      - Extend sidewalks where needed.</p>	DDA Staff	Short-term		Repair plan for brick areas to be developed in March of 2023. Mulch to be added to open tree grate areas in early March. Sidewalk repair will take place in second half of 2023.
	<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		Trees on Penniman and Forest to be reevaluated in the spring for potential replacement.

2020-2024 Five-Year Action Plan

Rev. February 3, 2021

Goal	Task	Responsible Party	Timeframe	Funding Source	Status Update 2/10/2023
	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		Plymouth Art Walk ribbon cutting scheduled for April 22. DIA Inside Out installations to go up in early May.
Kellogg Park	Install the new fountain.	DDA Staff	Short-term		COMPLETED
	<p><b>**Top Priority**</b></p> <p><b>Implement Kellogg Park Master Plan by:</b></p> <ul style="list-style-type: none"> <li>- Prioritize action items identified in Goal Setting Session (12-14-20)</li> <li>- Identify potential funding sources priority short-term action items.</li> <li>- Recommend City Commission adopt Kellogg Park Master Plan as an amendment to the Plymouth Five-Year Parks and Recreation Master Plan.</li> <li>- Submit grant application to MDNR to implement top action-item priorities of Kellogg Park Master Plan.</li> </ul>	City Commission/ DDA Board	Short to Long-term		DMS to work on turf repairs in early spring prior to 2023 event season.
Support Businesses	<p><b>**Top Priority**</b></p> <p>Rethink café/outdoor dining policy to include:</p> <ul style="list-style-type: none"> <li>- Closing some streets.</li> <li>- Creating woonerf on Pennimal (in front of theater).</li> <li>- Create semi-permanent dining extension into parallel parking spaces.*</li> <li>- Expand entertainment opportunities in Kellogg Park and throughout downtown.</li> <li>- Create "Social District" for common outdoor liquor sales.</li> </ul> <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		City Commission extended the platform program through 2023 dining season. Outdoor dining season begins on April 1. 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 included in design of new parking lot at the Saxton's location

**2020-2024 Five-Year Action Plan**

Rev. February 3, 2021

Goal	Task	Responsible Party	Timeframe	Funding Source	Status Update 2/10/2023
5	Engage with businesses to create artwork throughout the DDA	DDA Board/ DDA Staff	Short-term		Garage mural on hold until after major renovation of Central Parking Deck in 2023.
	Attract new businesses and engage with existing businesses	DDA Board/ DDA Staff	Short to Long-term		DDA staff working on redesign of downtownplymouth.org website. Redesign expected to launch in spring of 2023. DDA and Chamber working to partner on Saturday downtown entertainment during the summer



## Information Only

**To:** DDA Board  
**From:** DDA Staff  
**CC:** S:\DDA\Shared Files\DDA Board\DDA Agendas\DDA Agendas 2023/February  
**Date:** 2/10/2023  
**Re:** 2023 Central Parking Deck Renovation Project Update

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At the November 12, 2022 DDA Board Meeting, the DDA Board approved the engineering of the 2023 Central Parking Deck renovation project by Fishbeck of Grand Rapids. Justin Thomson and his staff have been working over the past month to begin preparations for the 2023 major repair.

Due to restrictions in the DDA budget, the engineer has been developing a prioritized list of repairs to lessen the burden of cost for this year's project. Please see the attached report for details. The current plan is to address all the high priority issues in 2023 and potentially a few of the medium priority repairs if the budget allows. The high priority repairs include all needed concrete repairs and select waterproofing.

The remainder of the medium and low priority items, including painting, asphalt repairs to the lower level and replacement of floor drains on the pedestrian bridge, will likely be addressed in another project in either 2025 or 2026. This will allow adequate time for DDA staff to budget for these repairs that are a lower priority. As always, Fishbeck will monitor the deck for any changes in the priority of repairs in coming years.

Justin Thomson and his team at Fishbeck are currently working on the construction documents and are scheduled to have those completed by mid-March. Bidding is scheduled to take place in April, with contract award approval scheduled for the DDA Board Meeting on May 8.

It is estimated that the needed repairs will take 6-8 weeks, with closures likely for portions of the deck. There is potential for construction to be delayed into the fall if the selected contractor is unable to mobilize and complete the project by the first week of July. DDA Staff will make every attempt to make sure adequate parking is available during construction and that closures will have limited or no impact on major festivals.

No DDA Board action is needed at this time.



**Plymouth Central Parking Structure**  
**Recommended Repairs & Probable Construction Cost Budget**

February 7, 2023

Work Item	Work Item Description	Units	Unit Cost	High Priority (2023)		Medium Priority		Low Priority		
				Estimated Quantity	Cost	Estimated Quantity	Cost	Estimated Quantity	Cost	
<b>Division 0 &amp; 1 - General Conditions</b>										
1.1	Contractor Mobilization (5%)	L.S.	n/a	-	\$ 9,900	-	\$ 10,800	-	\$ 2,900	
1.2	Contractor General Requirements (10%)	L.S.	n/a	-	\$ 19,700	-	\$ 21,500	-	\$ 6,000	
<b>Division 2 - Sitework</b>										
2.1	Remove & Re-install Pigeon Control Panels	L.S.	\$ 5,000.00	1	\$ 5,000	0	\$ -	0	\$ -	
<b>Division 3 - Concrete</b>										
3.1	Concrete Topping Repair	S.F.	\$ 85.00	200	\$ 17,000	0	\$ -	0	\$ -	
3.2	Full Depth Slab Repair	S.F.	\$ 125.00	40	\$ 5,000	0	\$ -	0	\$ -	
3.3	Tee Flange/Ceiling Repair	S.F.	\$ 100.00	300	\$ 30,000	0	\$ -	0	\$ -	
3.4	Tee Stem Repair	S.F.	\$ 150.00	20	\$ 3,000	0	\$ -	0	\$ -	
3.5	Wall/Spandrel Repair	S.F.	\$ 100.00	120	\$ 12,000	0	\$ -	0	\$ -	
3.6	Column/Haunch Repair	S.F.	\$ 110.00	160	\$ 17,600	0	\$ -	0	\$ -	
3.7	Top of Column Repair	EA.	\$ 500.00	8	\$ 4,000	0	\$ -	0	\$ -	
3.8	Beam Repair	S.F.	\$ 125.00	70	\$ 8,750	0	\$ -	0	\$ -	
3.9	Curb Repair	S.F.	\$ 100.00	70	\$ 7,000	0	\$ -	0	\$ -	
3.10	Grout Pocket Repair	EA.	\$ 100.00	5	\$ 500	0	\$ -	0	\$ -	
3.11	Install Galvanic Anode at Concrete Repairs	EA.	\$ 50.00	40	\$ 2,000	0	\$ -	0	\$ -	
<b>Division 5 - Metals</b>										
5.1	Shear Connector Repair - Weld	EA.	\$ 500.00	5	\$ 2,500	0	\$ -	0	\$ -	
5.2	Remove & Replace Pipe Guards	EA.	\$ 300.00	0	\$ -	0	\$ -	8	\$ 2,400	
<b>Division 7 - Waterproofing</b>										
7.1	Rout & Seal Concrete Cracks	L.F.	\$ 6.00	320	\$ 1,920	0	\$ -	0	\$ -	
7.2	Remove & Replace Routed Joint Sealant	L.F.	\$ 6.00	200	\$ 1,200	0	\$ -	0	\$ -	
7.3	Remove & Replace Control Joint Sealant	L.F.	\$ 6.00	1,800	\$ 10,800	5,000	\$ 30,000	0	\$ -	
7.4	Remove & Replace Cove Joint Sealant	L.F.	\$ 6.00	600	\$ 3,600	1,800	\$ 10,800	0	\$ -	
7.5	Install Wall Joint Sealant (Silicone)	L.F.	\$ 20.00	40	\$ 800	0	\$ -	0	\$ -	
7.6	Expansion Joint Nosing Repair	L.F.	\$ 100.00	30	\$ 3,000	0	\$ -	0	\$ -	
7.7	Expansion Joint Repair	L.F.	\$ 750.00	4	\$ 3,000	0	\$ -	0	\$ -	
7.8	Install Deck Coating (Base Coat) at Conc Repairs & Worn Areas	S.F.	\$ 2.50	5,000	\$ 12,500	0	\$ -	0	\$ -	
7.9	Install Deck Coating (Recoat System)	S.F.	\$ 4.00	5,000	\$ 20,000	41,000	\$ 164,000	0	\$ -	
7.10	Install Strip Deck Coating (Full System) at Joints	L.F.	\$ 5.00	1,800	\$ 9,000	0	\$ -	0	\$ -	
7.11	Install Deck Coating (Full System) at Ramp	S.F.	\$ 5.00	3,000	\$ 15,000	0	\$ -	0	\$ -	
<b>Division 9 - Finishes</b>										
9.1	Clean & Paint Railing at Pedestrian Bridge	L.S.	\$ 1,000.00	0	\$ -	0	\$ -	1	\$ 1,000	
9.2	Clean & Paint Steel Precast Connections	L.S.	\$ 1,000.00	0	\$ -	0	\$ -	1	\$ 1,000	
9.3	Clean & Paint Doors & Frame	L.S.	\$ 500.00	0	\$ -	0	\$ -	1	\$ 500	
9.4	Clean & Paint Shear Transfer Angles	EA.	\$ 180.00	0	\$ -	0	\$ -	20	\$ 3,600	
9.5	Install Elastometric Coating at Interior Walls/Columns	S.F.	\$ 2.00	0	\$ -	0	\$ -	5,300	\$ 10,600	
<b>Division 22 - Plumbing</b>										
22.1	Clean Storm Drain System	L.S.	\$ 3,000.00	0	\$ -	1	\$ 3,000	0	\$ -	
22.2	Modify/Replace Ped Bridge Floor Drain	Allow.	\$ 10,000.00	0	\$ -	0	\$ -	3	\$ 30,000	
22.3	Miscellaneous Mechanical Repairs	L.S.	\$ 2,000.00	0	\$ -	1	\$ 2,000	0	\$ -	
<b>Division 26 - Electrical</b>										
26.1	Miscellaneous Electrical Repairs	L.S.	\$ 1,500.00	0	\$ -	1	\$ 1,500	0	\$ -	
<b>Division 32 - Exterior Improvements</b>										
32.1	Asphalt Repair	S.F.	\$ 10.00	0	\$ -	0	\$ -	900	\$ 9,000	
32.2	Seal Asphalt Cracks	L.F.	\$ 3.00	0	\$ -	0	\$ -	1,000	\$ 3,000	
32.3	Paint Pavement Markings	L.S.	\$ 4,000.00	0.25	\$ 1,000	0.75	\$ 3,000	0.00	\$ -	
<b>Total Estimated Construction Cost</b>					<b>\$ 225,770</b>		<b>\$ 246,600</b>		<b>\$ 70,000</b>	
Construction Contingency					11%	\$ 24,230	20%	\$ 49,400	20%	\$ 14,000
Engineering & Testing					22%	\$ 50,000	20%	\$ 50,000	35%	\$ 25,000
<b>Probable Construction Cost Budget</b>					<b>\$ 300,000</b>		<b>\$ 346,000</b>		<b>\$ 109,000</b>	

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

Total costs in 2023 dollars (no increase for inflation)



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## Information Only

**To:** DDA Board  
**From:** DDA Staff  
**CC:** S:\DDA\Shared Files\DDA Board\DDA Agendas\DDA Agendas 2023\February  
**Date:** 2/10/2023  
**Re:** 2023 Events Update

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Plymouth DDA staff has been busy working on events already in 2023 starting with the Plymouth Ice Festival earlier this month. The festival featured over 150 individual, unique ice sculptures around the DDA District. DDA and JAG Entertainment estimates believe that upwards of 100,000 people visited the City of Plymouth for the festival February 3-5. Feedback from business owners and festivalgoers were almost entirely positive. Many businesses saw increased traffic as a result of the DDA Ice Festival Bingo game that was sponsored once again by the Rotary Club of Plymouth. The festival also attracted a high amount of media coverage to the downtown area with over 20 different media sources covering the event with more than 40 different articles, stories and live TV segments. Overall, DDA staff views the 2023 Plymouth Ice Festival as a huge success.

Although we just wrapped up Ice Festival, work has begun on the Downtown Plymouth Spring Artisan Market. DDA staff plans to expand this event with supporting non-profit partners like Keep Plymouth Leafy and the Plymouth Pollinators, which will help provide Earth Day-themed programming due to the holiday falling on the date of the event. In addition, we will be holding a ribbon cutting for phase II of the Plymouth Art Walk during the event. The Plymouth Community Arts Council also plans to provide some live painting art exhibitions in the park during the event scheduled for Saturday, April 22.

Work is also underway on the Bank of Ann Arbor Music in the Air Friday night concert series. It appears that once again no DDA funds will be needed for this year's series as DDA staff has secured four major sponsors for the 2023 season. Staff, however, will still need to secure many individual sponsorships to cover costs. Staff will begin to solicit individual sponsors later this month. DDA staff plans to expand on the Henry Ford Health Fun Zone this year, with more family-fun activities available every Friday during the concert season. Staff is working with producer JAG Entertainment on this year's schedule, which is expected to be released in mid-March.

DDA staff is also working on a new event for the downtown area in the summer. DDA staff is planning to partner with the Plymouth Chamber of Commerce to have a series of street entertainers playing music, engaging in live art, or performance art in four or five locations throughout the DDA District on Saturday evenings. The idea is to enhance the Downtown Plymouth experience for visitors shopping

and dining in the district on Saturdays. Planning for this event is still in the developmental stages, but DDA staff hopes to have details finalized by early April. The plan is to run the entertainment May through September.

As always, more information on Downtown Plymouth events can be found at our website, [www.downtownplymouth.org](http://www.downtownplymouth.org).