



Plymouth Downtown Development Authority Meeting Agenda

January 8, 2024 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
Fax 734-459-5792

Join Zoom Webinar: <https://us02web.zoom.us/j/86105695934>

Webinar ID: 861 0569 5934

Passcode: 688006

1) CALL TO ORDER

*Kerri Pollard, Chairperson
Suzi Deal, Mayor
Ellen Elliott
Jennifer Frey
Brian Harris
Richard Matsu
Dan Johnson
Shannon Perry
Ed Saenz
Paul Salloum*

2) ELECTION OF OFFICERS

- A. Chairperson**
- B. Vice Chairperson**

3) CITIZENS COMMENTS

4) APPROVAL OF AGENDA

5) APPROVAL OF MEETING MINUTES

- A. December 9, 2023 Informational Meeting Minutes**
- B. December 9, 2023 Regular Meeting Minutes**

6) BOARD COMMENTS

7) OLD BUSINESS

- A. Five-Year Action Plan Update**

8) NEW BUSINESS

9) REPORTS AND CORRESPONDENCE

10) 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, 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

“The government in this community is small and accessible to all concerned.”

-Plymouth Mayor Joe Bida
November 1977



ADMINISTRATIVE RECOMMENDATION

To: DDA Board
From: DDA Staff
CC: S:\DDA\Shared Files\DDA Board\DDA Agendas\DDA agendas 2024/January
Date: 01/8/2024
Re: Election of Officers 2024

BACKGROUND:

The Downtown Development Authority Board of Directors is annually required to elect a Chairperson and Vice-Chairperson from the board at large. The Chairperson and Vice-Chairperson will each serve one-year terms as officers.

RECOMMENDATION:

DDA staff recommends that the DDA Board move forward with the election of officers at this meeting. Each position will be elected by an initial nomination from a current DDA Board member. Once that nomination is seconded by another current DDA Board member, that nomination will be voted upon. Sample resolutions attached for consideration.

Should you have any questions in advance of the meeting please contact the office.

RESOLUTION

*The following resolution was offered by Director _____ and
seconded by Director _____*

*WHEREAS The Downtown Development Authority Board of Directors has established the
 office of Chairperson, and*

*WHEREAS At the January regular meeting officers are elected to serve a term of
 one calendar year,*

*NOW THEREFORE BE IT RESOLVED THAT the City of Plymouth Downtown Development
Authority Board of Directors appoints _____ as Chairperson for the
2024 calendar year.*

RESOLUTION

*The following resolution was offered by Director _____ and
seconded by Director _____*

*WHEREAS The Downtown Development Authority Board of Directors has established the
 office of Vice-Chairperson, and*

*WHEREAS At the January regular meeting officers are elected to serve a term of
 one calendar year,*

*NOW THEREFORE BE IT RESOLVED THAT the City of Plymouth Downtown Development
Authority Board of Directors appoints _____ as the Vice-Chairperson
for the 2024 calendar year.*



Plymouth Downtown Development Authority Informational Meeting Minutes Monday, December 11, 2023 -6:30 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 6:30 p.m.

Present: Chair Pollard, Vice Chair Andre Martinelli, Mayor Suzi Deal, Members Ellen Elliott, Brian Harris, Richard Matsu, Shannon Perry, Paul Salloum

Excused: Members Dan Johnson, Patrick O'Neill

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

2. FIVE-YEAR ACTION PLAN REVIEW AND ADDITIONAL INFORMATION

Plymale provided an update on the progress of the following goals:

- Improve parking
- Improve pedestrian safety
- Kellogg Park
- Support businesses

3. ADJOURNMENT

Martinelli offered a motion, seconded by Harris, to adjourn the meeting at 6:54 p.m.

There was a voice vote.

MOTION PASSED



Plymouth Downtown Development Authority

Regular Meeting Minutes

Monday, December 11, 2023 - 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 Suzi Deal, Members Ellen Elliott, Brian Harris, Shannon Perry, Richard Matsu, Paul Salloum

Excused: Members Dan Johnson and Patrick O'Neill

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

2. CITIZENS COMMENTS

There were no citizen comments.

3. APPROVAL OF THE AGENDA

Martinelli offered a motion, seconded by Deal, to approve the agenda for Monday, December 11, 2023.

There was a voice vote.

MOTION PASSED

4. NEW MEMBER INTRODUCTION – Mayor Suzi Deal

Deal introduced herself to the group.

5. APPROVAL OF THE MEETING MINUTES

Martinelli offered a motion, seconded by Perry, to approve the minutes of the October 9, 2023, regular meeting.

There was a voice vote.

MOTION PASSED

6. BOARD COMMENTS

Elliott said a UPS driver recently asked for a height sign on Fleet St. She also spoke about Christmas in Plymouth, the 13 Ways presentations, connecting downtown with Old Village, and community engagement.

Perry shared her thoughts about the 13 Ways presentations and demographics.

Deal said the entire three-day experience with the 13 Ways author was valuable.

Pollard said the 13 Ways Community Leader Summit was a great experience. She also said adding a second day to Christmas in Plymouth was a positive change, and she thanked the DMS for repairing the water main break at Ann Arbor Trail and Main St. prior to the event.

Harris said there was a great vibe downtown during Christmas in Plymouth and that his customers talk about a disconnect between downtown and Old Village.

Pete Mundt, 643 N. Harvey, said the Old Village Association was coordinating its schedule of events with those taking place downtown.

7. OLD BUSINESS

There was no old business.

8. NEW BUSINESS

a. DDA 5-Year Strategic Planning Proposal

The following resolution was offered by Elliott and seconded by Martinelli.

WHEREAS The DDA Board regularly updates its goals and strategic action plan; and

WHEREAS The last DDA Five-Year Action Plan is set to expire in 2024 and is in need of updating; and

WHEREAS City Planner Sally Elmiger from Carlisle Wortman and Associates of Ann Arbor conducted the 2018 and 2020 strategic planning sessions; and

WHEREAS The 2018 and 2020 strategic action plans have served as useful documents for prioritizing DDA projects and long-term goals.

NOW THEREFORE BE IT RESOLVED THAT the Plymouth Downtown Development Authority Board of Directors approves the attached contract in the amount of \$4,400 to hire Sally Elmiger from Carlisle Wortman and Associates to facilitate its 2024 strategic planning session at a date in 2024 TBD. The expense will be taken from account number 248.261.818.000

MOTION PASSED UNANIMOUSLY

b. 2024 Meeting Schedule

The following resolution with corrected meeting time of 7:00 p.m. and corrected meeting date of December 9 was offered by Elliott and seconded by Martinelli.

WHEREAS The DDA Board annually sets its meeting schedule for the upcoming calendar year in December; and

WHEREAS The City Commission approved a tentative meeting schedule for all boards and commissions at its November 13, 2023 meeting; and

WHEREAS The DDA also needs to plan for the two required informational meetings required by the State of Michigan.

NOW THEREFORE BE IT RESOLVED THAT the Plymouth Downtown Development Authority Board of Directors approves the attached 2024 DDA regular meeting schedule, including the dates for the two required DDA informational meetings.

2024 DDA Meeting Schedule (all meetings held at Plymouth City Hall at ~~7:30~~ 7:00 unless otherwise noted) • January 8 • February 12 • March 11 • April 8 • May 13 • June 10 (information meeting at 6:30 p.m., regular meeting at 7 p.m.) • July 8 • August 12 • September 9 • October 14 • November 12 (moved to Tuesday due to Veteran's Day), informational meeting at 6:30 p.m., regular meeting at 7 p.m. • December ~~11~~ 9

MOTION PASSED UNANIMOUSLY

9. REPORTS AND CORRESPONDENCE

a. 2023 Digital Media Review

Plymale provided statistics on digital media followers.

10. ADJOURNMENT

Perry offered a motion, seconded by Moroz, to adjourn the meeting at 7:51 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 1/4/2024
Improve Parking	**Top Priority** Improve condition, aesthetics and/or functionality of existing parking lots by: <ul style="list-style-type: none"> - Resurfacing 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. - Designing parking lot at Saxton's site. 	DDA Staff/ DDA Board	Short-term		Saxton's Municipal Lot is complete. EV charging stations are operational and being utilized. Light poles installed in late December. New benches and bike racks to be installed in early 2024.
	Finance parking lot maintenance and improvements via a paid parking system. Includes demolition/reconstruction of parking deck. -Decide on a direction for paid parking.	DDA Staff/ DDA Board	Short- to Mid-term		COW meeting held on 4/3/2023 to inform boards of direction of parking, woonerf and patio updates. Economic Development Director John Buzuvis presented paid parking presentation to City Commission on 6/5/2023. Waiting on City Commission for next steps.
	Maximize number of parking spaces.	DDA Staff	Short- to Long-term		City Commission did not approve the DDA Board recommendation to add parking spaces on Church Street at the 6/5/2023 meeting. City Commission approved Outdoor Dining Policy at October 6 meeting that will allow restaurants to utilize on street parking for extended platform patios through the next five years.
Improve Pedestrian Safety	**Top Priority** Improve pedestrian crossings for safety (also goal of DDA Infrastructure Plan), alerting cars that a pedestrian is in crosswalk, specifically: <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		Upgrades to the Main/Church intersection are a part of the City's 2024 Infrastructure Plan. Once costs are determined, the City will engage the DDA in a partnership for intersection upgrades. Expect to see a proposal in coming months. New bike racks installed at City Hall and Kellogg Park. Additional bike racks planned in 2024 at Deer/Ann Arbor Trail and on Union near UBS. Pedestrian signal installation at Main Street crosswalk and Forest and Ann Arbor Trail crosswalk installed in 2022.
	Maintain sidewalks for safety, making them pedestrian-friendly by: <ul style="list-style-type: none"> - Repairing concrete where needed. - Replacing tree grates (either overall or where needed). - Maintaining/updating pavers. - Extending sidewalks where needed. 	DDA Staff	Short-term		DMS crews are exploring some new options with concrete-cutting and mudjacking companies to deal with uneven sidewalks in the downtown area. Empty tree grate areas will be filled with mulch in March. DDA Staff to meet with landscaper in late February 2024 to identify brick areas in need of repair at the end of winter 2024. Any additional major repairs to trees, grates, planters, brickscape and/or sidewalk will be part of a future streetscape upgrade project.

2020-2024 Five-Year Action Plan

Rev. February 3, 2021

Goal	Task	Responsible Party	Timeframe	Funding Source	Status Update 1/4/2024
Improve	Plant trees (also goal of DDA Infrastructure Plan) along sidewalks; replace trees in poor condition as identified; investigate organizations (Keep Plymouth Leafy) that supply/plant trees.	City Commission/ DDA Board	Mid-term		New trees planted at new Saxton's municipal lot at Ann Arbor Trail and Deer. Additional tree replacement would be part of a future streetscape plan.
	Improve street and alley lighting for safety; determine decorative lighting style for alleys (ex. illuminating artwork).	DDA Board/ DDA Staff	Mid- to Long-term		Holiday Tree Light contractor completed 95% of repairs during the holiday season. There are three trees that he was unable to repair that will be addressed in the 2024 maintenance in July.
	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. Joe's (near Subway).	DDA Board	Short-term		Plymouth Art Walk has been installed in all Phase 2 locations. DDA Staff has created and distributed brochures on the Art Walk. Staff has had preliminary discussion with Tony Roko on possible Phase 3, additional funding will be needed. DIA Inside Out temporary installations removed in October 2023.
Kellogg Park	Install the new fountain.	DDA Staff	Short-term		COMPLETED
	Top Priority Implement Kellogg Park Master Plan by: <ul style="list-style-type: none"> - Prioritizing action items identified in Goal Setting Session (12/14/2020) - Identifying potential funding sources and priority short-term action items. - Recommending City Commission adopt Kellogg Park Master Plan as an amendment to the Plymouth Five-Year Parks and Recreation Master Plan. - Submitting grant application to MDNR to implement top action-item priorities of Kellogg Park Master Plan. 	City Commission/ DDA Board	Short to Long-term		Rec Millage failed, so no Kellogg Park turf upgrades in the near term. City IT staff working on upgrading camera system in Central Parking Deck, Kellogg Park and surrounding areas with completion expected in early 2024. New holiday decorations needed. Staff looking at 2024 funding options with potential partnerships with Plymouth Community Arts Council and Plymouth Chamber of Commerce.
Support Businesses	**Top Priority** Rethink café/outdoor dining policy to include: <ul style="list-style-type: none"> - Closing some streets. - Creating woonerf on Penniman (in front of theater). - Creating semi-permanent dining extension into parallel parking spaces.* - Expanding entertainment opportunities in Kellogg Park and throughout downtown. - Creating "Social District" for common outdoor liquor sales. - Reaching decision on outdoor dining plan and considering "parklets". *Approved by City Commission starting in April and extending through 2021.	City Commission/ DDA Board	Short-term		City Commission approved new Outdoor Dining Policy at 10/6/2023 City Commission Meeting. New policy will allow restaurants to extend outdoor dining into adjacent parking spaces through 2028. DDA staff plans to meet with Chamber of Commerce staff in early 2024 to discuss the future of Saturday Scenes street entertainment.
	Expand use of technology.	DDA Board	Short- to Mid-term		Four EV charging stations being utilized at new Saxton's lot.

2020-2024 Five-Year Action Plan

Rev. February 3, 2021

Goal	Task	Responsible Party	Timeframe	Funding Source	Status Update 1/4/2024
Sup	Engage with businesses to create artwork throughout the DDA.	DDA Board/ DDA Staff	Short-term		Potential garage mural on hold until 2024. Need to find additional funding opportunities. Staff has had some preliminary discussion on a third phase of the Plymouth Artwalk.
	Attract new businesses and engage with existing businesses.	DDA Board/ DDA Staff	Short- to Long-term		Ledger, Not Your Basic Batch and Highline Spirits all expected to open in early 2024. Staff updated Downtown Walking Maps and business information on downtown kiosks in July. Monthly business event calendars and newsletter ongoing.