



Plymouth Downtown Development Authority Meeting Agenda November 11, 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
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Join Zoom Webinar: <https://us02web.zoom.us/j/89367674998>

Webinar ID: 893 6767 4998

Passcode: 083448

1) CALL TO ORDER

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

2) CITIZENS COMMENTS

3) APPROVAL OF AGENDA

4) APPROVAL OF MEETING MINUTES

A. October 14, 2024 Regular Meeting Minutes

5) BOARD COMMENTS

6) OLD BUSINESS

7) NEW BUSINESS

A. DDA Bylaws Update

8) REPORTS AND CORRESPONDENCE

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, 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



Plymouth Downtown Development Authority

Regular Meeting Minutes

Monday, October 14, 2024 - 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, Mayor Suzi Deal, Members Ellen Elliott, Jennifer Frey, Brian Harris, Dan Johnson, Ed Saenz

Excused: Vice Chair Richard Matsu, Members Shannon Perry, and Paul Salloum

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

2. CITIZENS COMMENTS

There were no citizen comments

2. APPROVAL OF AGENDA

Saenz offered a motion, seconded by Johnson, to approve the agenda for Monday, October 14, 2024.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

4. APPROVAL OF MEETING MINUTES

Saenz offered a motion, seconded by Johnson, to approve the minutes of the September 9, 2024 regular meeting.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

5. BOARD COMMENTS

Elliott said the new plants along Harvey look great.

Pollard thanked the DDA staff for their work on Downtown Day.

6. OLD BUSINESS

a. Strategic Plan Update

Plymale updated the group on the status of items in the strategic plan, including street trees, outdoor patio season, the health of the holiday tree in Kellogg Park, and the Central Parking Deck repairs, which came in \$15,000 under budget.

b. Valet Parking Policy Recommendation

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

- WHEREAS A Downtown Plymouth business owner requested the use of Valet Parking services using public areas; and
- WHEREAS City staff identified a needed update to the Valet Parking Policy as the current policy has not been utilized since 2016; and
- WHEREAS The DDA has a strategic plan goal of “improving parking” and the City of Plymouth has a strategic plan goal of “review opportunities for additional parking spaces”; and
- WHEREAS The DDA has overseen the Valet Parking program in the past; and
- WHEREAS The City Commission must ultimately approve any update to the Valet Parking Policy.

NOW THEREFORE BE IT RESOLVED THAT the City of Plymouth Downtown Development Authority Board of Directors does hereby recommend that the City Commission approve the attached updated version of the Valet Parking Policy.

City of Plymouth Valet Parking Policy & Application 2024-2025

Fees and Permits

1. All proposed businesses interested in utilizing valet parking shall apply by September 1st (or 60 days before valet services begin if after November 1st) to the Community Development Department for approval. Approval of the application shall be subject to compliance with this policy and all applicable and ordinances. The application must be accompanied by the required documents as listed on the Valet Parking Permit Application form.
2. The applicant shall pay an initial fee and an annual renewal fee every year thereafter, or a temporary permit fee for one-day or special events permits. The amounts will be established by City Commission resolution.
3. Before a valet parking permit is issued, the applicant shall pay all required fees.
4. Prior to issuance of a valet parking permit, the City of Plymouth (“City”) finance department shall verify that there are no outstanding fees owed to the City by the person or entity requesting a Valet Parking permit. A permit will not be issued until all outstanding debts to the City are paid in full.
5. Nothing in the Valet Parking Permit Application shall be interpreted or construed as creating or establishing any type of business relationship between the City and the permit holder or between the City and the permit holder’s contractor, agents, or employees. It is specifically acknowledged that if the permit holder hires or employs the service of any person, entity or enterprise to provide valet service, that such relationship exists solely as between the permit holder and that person, entity or enterprise.

General Regulations

1. All applicants, prior to being issued a valet parking permit, shall submit an application whereby the City shall “permit” the operation and the owner/applicant shall acknowledge the conditions and the City’s authority to revoke the permit upon failure to comply with any of the conditions set forth herein.

2. It is the responsibility of the owner to maintain adherence to federal (including ADA requirements), state and local regulations. The City will not accept responsibility for any damage whether direct or implied because of the operation of the valet parking services. Failure to comply with all state, county and municipal laws and this policy shall result in the following penalties:

a) For a first violation, a fee of one hundred fifty dollars (\$150.00)

b) For a second violation, a fee of three hundred (\$300.00)

c) For a third violation, the immediate termination of the valet parking permit. Failure to pay any fee levied for any violation within ten (10) business days of notice of a violation shall also be grounds for immediate termination of the valet parking permit

3. The City Manager or designee shall have the sole and absolute authority to make all final determinations regarding compliance with all alleged violations of applicable federal or state law or regulation, with any City ordinance or regulation or terms outlined in the application.

4. The exact location of the pick-up/drop-off points shall be approved at the sole and absolute discretion of the City. The addition or expansion of any pick-up/drop-off point will require advance written permission from the City. If the City Manager or designee determines the use of any pickup/drop-off point as a safety risk to the public, the use of that location shall stop immediately by order of the City Manager or their designee. Pick-up/drop-off points must be marked with cones provided by permit holder. No City or Downtown Development Authority ("DDA") cones may be used in the pick-up/drop off points.

5. All denials of applications and revocations of permits may be appealed in writing to the City Commission, whose decision is final. (Note: The use of public right of way is subject solely to the control of the City Commission.)

6. Appeals of revocations shall stay further proceedings and the permit holder shall be permitted to continue valet parking operations pending a decision by the City Commission. Provided, if a violation poses an immediate danger to the public's health, safety, or general welfare, the City Manager or designee may order the suspension of all valet parking operations pending a hearing, and the permit holder shall cease carrying on such activities pending such hearing.

7. It is the sole discretion of the approved applicant whether patrons of other establishments can use their valet service.

Certificate of Insurance

A certificate of insurance naming the City as an additional insured that indemnifies and holds the City harmless must accompany all applications. Without this certificate, applications will be considered incomplete and will not be approved. Insurance certificates must list the name and location of the business applying for valet parking.

1. Additional Insured

The additional insured on the certificate of insurance must read as follows: The Business and the Contracted Valet Company Indemnifies and holds harmless the City of Plymouth, including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and their board members, employees and volunteers.

2. Cancellation Provision

The cancellation notice on the certificate of insurance must read as follows: Should any of the above-described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

3. Minimum Insurance Amounts (see attached City of Plymouth Insurance Requirements for details)
 - a. Commercial General Liability \$2,000,000 Products/ Completed Operations \$2,000,000 General Aggregate \$1,000,000 Each Occurrence
 - b. Workers' Compensation: Statutory
4. The City shall not be liable, nor responsible for, and shall be defended, held harmless, and indemnified by the permit holder and valet parking services contractor from all claims and/or damages relating to any of the matters contained within this agreement or as otherwise provided within this agreement.

Diagram and Site Plan

1. Valet parking operations shall not deviate from the approved diagram and site plan submitted with the application. The valet shall deliver the customer's vehicle to the approved private parking area and returned to the approved drop-off/pick-up point via the approved route.
2. Valet pick-up points must be distinctively identified as a valet station with one (1) portable pre-printed A-Frame sign. This signage must comply with the City of Plymouth's sign ordinance (https://library.municode.com/mi/plymouth/codes/code_of_ordinances?nodeId=PTIICOOR_CH78ZO_ARTXIXSI_S78-226TESI)
3. One (1) portable pre-printed A-Frame sign shall be allowed per valet station in the street and shall not be placed outside of the parking lane. The sign must include the valet parking fee, if any, and contact information to allow customers to contact the valet parking operator.
4. Applicant must provide written plan explaining how they will reserve approved public parking spaces in pick-up/drop-off areas on days of valet parking operation. City or DDA will not provide cones or signage for reservation of approved public parking spaces, no permanent signage will be permitted.

Operations

1. Valet parking will be allowed from November 1st to April 1st on Thursdays, Fridays, Saturdays beginning at 5:30pm, and Sundays at noon. All valet parking operations will end at midnight with no new cars being parked after 11:00pm.
2. All applicants issued a valet parking permit must submit written monthly reports of utilization of valet parking, broken down with daily and monthly totals.
3. Under no circumstance shall pick-up/drop-off areas include more than 5 angled on street parking spaces or 3 parallel on street parking spaces. Pick-up and drop-off areas shall not include and/or be located directly adjacent to a handicap parking spot or striped handicap unloading area.
4. Only 1 valet parking pick-up/drop-off operation will be allowed per street per block. Joint applications from two or more businesses on the same street are welcome for consideration.
5. No municipal parking deck or parking lot spaces shall be used by a valet parking service to park vehicles. Valet parking services must use the approved site plan in privately owned areas only, no overflow into other public or unapproved private spaces will be permitted. Parking will not be allowed on grass or sidewalks, and the lot must maintain access for emergency vehicles including fire trucks and ambulances. In addition, the valet service cannot use the streets for pick-up/drop-off operations (only approved on-street parking spaces are permitted for pick-up/drop-off operations).
6. Valet service shall use only the approved route between pick-up/drop-off area and parking areas. Any deviation in route at any time for any reason must have written approval from the City.
7. Written consent is required from affected property owners if the valet drop-off/pick-up area is not located in front of or exceeds the storefront width of the business utilizing valet parking.

8. If an approved valet pick-up/drop-off point interferes with the set-up of an outdoor dining area in March of each year this must be acknowledged in the written consent should a business have a valet parking operation that exceeds their storefront width or encroaches into a neighboring storefront
9. No business shall have an outdoor dining facility installed and a valet parking operation at the same time even if said outdoor dining is not operational.
10. All personnel furnished by the permit holder or valet service contractor will be employees of the permit holder or valet contractor, and the permit holder and the valet service contractor will be solely responsible for the terms and conditions of their employment and compensation.
11. Valet personnel shall be dressed in a standard and distinguishable uniform. Valet personnel shall also wear identification badges with their names prominently displayed.
12. Each valet will always be in possession of a valid Michigan operator's license, which shall be produced upon demand by a Police Officer or other person(s) designated by the City.
13. The valet shall keep the pick-up/drop-off areas and the surrounding areas free from litter or debris associated with the valet service.
14. Valet parking is not permitted during City approved special events. City reserves the right to prohibit valet parking operations because of anticipated or actual conflicts which may include festivals and similar events, parades, or repairs to the street, sidewalk, or public right of way. To the maximum extent possible, the business will be given prior written notice (via email) of any time during which the operation of the valet operations may be impacted.
15. The permit may be revoked by the City for any reason upon twenty-four (24) hours written notice to the permit holder. Cancellation by the permit holder must be provided to the City thirty (30) days prior to the date the cancellation is effective.

Application Schedule and Process Fee Schedule

Initial Application: Application form, required documents and fee payment are due to the to the Community Development Department 60 days before valet services begin. Renewal Application: Application form, required documents and fee payment must be submitted to the Community Development Department 45 days before valet service is to begin.

Temporary Application: Application form, required documents and fee payment must be submitted to the Community Development Department 60 days before valet service is to begin. Applications missing required materials will not be reviewed. If approved, a copy of the permit will be sent to the applicant. Application Fee: \$600 per new valet parking service application

Application Fee: \$500 per annual renewal of valet parking service application There is no annual automatic renewal, the City will review applications annually.

Application Fee: \$300 per temporary valet parking service application for one-day or special event valet parking service.

Plymale said he sent emails to all restaurants in the DDA asking for comments and concerns. There was a discussion about fees and signage.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

7. NEW BUSINESS

There was no new business

8. REPORTS AND CORRESPONDENCE

There were no reports or correspondence.

9. ADJOURNMENT

Harris offered a motion, seconded by Johnson, to adjourn the meeting at 7:22 p.m.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

DRAFT



Not Just a Walk in the Park

831 Penniman Ave. Plymouth MI 48170

Ph: 734.455.1453 dda@plymouthmi.gov

Administrative Recommendation

To: DDA Board
From: DDA Staff
CC: S:\DDA\Shared Files\DDA Board\DDA Agendas\DDANovember2024\November
Date: 11/11/2024
Re: DDA Bylaws Update

BACKGROUND:

The City of Plymouth is working toward Redevelopment Ready Community certification with the MEDC. A copy of bylaws for all boards and commissions needs to be submitted as part of the certification process. Over the past two years, the Community Development Department has worked to update the Planning Commission, Historic District Commission and Zoning Board of Appeals bylaws. During their work, it was noted that the DDA bylaws have not been updated since the DDA's inception in 1983. Attached are the original DDA bylaws.

It should be noted that there have been several changes to how the DDA operates over the past 40 years, and most, if not all operational changes have been approved via DDA Board resolutions over the years. One example of this is the move of the monthly DDA Board regular meetings from the second Thursday of each month to the second Monday of each month. That operational change was approved via resolution by the DDA Board back in September of 2018.

Due to the outdated nature of the current bylaws, DDA staff have been working over the last several months on updating the bylaws. DDA staff have used the recent updates of the Planning Commission, Historic District Commission and Zoning Board of Appeals bylaws as a formatting guide while revamping the document. Using the same formatting will keep consistency across the City's departments.

The updated draft of the bylaws is attached for your review. This draft has been reviewed and recommended by City Attorney Bob Marzano.

RECOMMENDATION:

DDA staff recommends that the DDA Board adopt the attached updated DDA bylaws. A resolution is attached for your consideration

DOWNTOWN DEVELOPMENT AUTHORITY
OF THE CITY OF PLYMOUTH

BYLAWS

ARTICLE I

Section 1. The business and property of the authority shall be managed and directed by the board of directors, the members of which shall serve for four (4) year terms from the date of their respective appointment except as provided for in the ordinance creating the authority.

Section 2. The board annually at its first regular meeting in July shall designate one of its members as chairman and one of its members as vice chairman. The officers so elected shall serve a term of one (1) year or any part thereof as may be determined, and until his successor is designated. No term of office created under this section shall extend beyond the term of the member designated.

Section 3. The board shall appoint a director, who may be a member of the board, and a secretary and treasurer, who need not be members of the board. The director, secretary and treasurer shall serve at the will of the board for no definite term of office.

ARTICLE II

Section 1. All regular meetings shall be held in the City of Plymouth, County of Wayne, Michigan.

Section 2. One regular meeting of the board will be held at 7:00 o'clock A.m., on the _____ day of each _____.

2. THURSDAY

August 11

Section 3. Special meetings shall be held whenever called by direction of the chairman, director, Mayor or city manager of the City of Plymouth, or any two (2) members of the board on eighteen (18) hours written notice of the time and place of meeting, or with no notice whatever, should all be present or waive notice by consent.

Section 4. Any five (5) members of the board shall constitute a quorum and a majority vote shall be necessary for the transaction of any and all business or the passage of any resolution.

Section 5. At meetings of the board, business shall be transacted in such order as from time to time the board may determine.

ARTICLE III

Section 1. The chairman shall preside at meetings of the board and shall do and perform such other duties as may be from time to time assigned to him by the board. The vice chairman shall perform the duties of the chairman in the chairman's absence and such other duties as shall from time to time be assigned to him by the board.

Section 2. The director shall be the chief executive officer of the authority. Subject to the approval of the board, the director shall supervise, and be responsible for, the preparation of plans and the performance of the functions of the authority in the manner authorized by this law. The director shall attend the meetings of the board, and shall render to the board and to the governing body of the City a regular report covering the activities and financial condition of the authority. If the director is absent or disabled, the board may designate a qualified person

as acting director to perform the duties of the office. Before entering upon the duties of his office, the acting director shall take and subscribe to the oath, and furnish bond, as required of the director. The director shall furnish the board with information or reports governing the operation of the authority as the board requires.

Section 3. The secretary shall maintain custody of the official seal and of records, books, documents, or other papers not required to be maintained by the treasurer. The secretary shall attend meetings of the board and keep a record of its proceedings, and shall perform such other duties delegated by the board.

Section 4. The treasurer shall keep the financial records of the authority and, together with the director, shall approve all vouchers for the expenditure of funds of the authority. The treasurer shall perform such other duties as may be delegated to him by the board and shall furnish bond in an amount as prescribed by the board.

Section 5. All checks shall be signed by the treasurer and countersigned by either the chairman or the secretary, except as otherwise provided by the board.

Section 6. The board shall have the power to engage and employ such manual, clerical, technical, financial and professional assistants as in its judgment may be necessary and is incidental to carry out the purposes of the authority.

Section 7. The fiscal year shall begin with the first day of July and end on the thirtieth day of June of the following year.

Section 8. The board shall adopt a corporate seal.

Section 9. The board shall cause an annual audit of its business to be made and the result thereof shall be submitted to the governing body of the City.

ARTICLE IV

Section 1. The board shall have power to make, alter or amend the bylaws in whole or in part, to be effective upon approval of the City Commission of the City of Plymouth, with written copies of the proposed changes having been given at the next preceding regular or special meeting.

Section 2. These bylaws shall become effective upon approval of City Commission of the City of Plymouth. Until such approval the bylaws shall be temporary bylaws for the authority.

Adopted _____

Secretary

Approved by the City Commission of the
City of Plymouth on _____

City Clerk

CITY OF PLYMOUTH DOWNTOWN DEVELOPMENT AUTHORITY BYLAWS

Adopted November 11th, 2024

1. Name and Purpose

- A. The name of this Board shall be the Downtown Development Authority.
- B. These Bylaws are adopted by the DDA Board of Directors (DDA Board) to facilitate the performance of its duties as outlined in Public Act 197 of 1975, known as the Michigan Downtown Development Authority Act (DDA Act).
- C. These Bylaws are also adopted to facilitate the duties of the DDA Board for administration of the Public Act 57 of 2018, as amended, known as the Recodified Tax Increment Financing Act (TIFA).

2. Membership

- A. Members. Members of the DDA Board are appointed by the chief executive officer (CEO) subject to approval of the City Commission pursuant to the City of Plymouth's Code of Ordinances, Section 30-60 Article III, as amended.
 1. The mayor of the City of Plymouth shall serve as the CEO of the DDA Board.
 2. Each member shall represent and advocate for what is best for the City of Plymouth as a whole, putting aside personal or special interests.
 3. Membership shall be representative of important segments and geography of the City of Plymouth to the extent practicable.
 - i. The DDA Board shall consist of no less than eight (8) and no more than twelve (12) members (not counting the CEO).
 - ii. Members shall be either persons having an interest in property located in the downtown district or officers, members, trustees, principals, or employees of a legal entity having an interest in property located in the downtown district, or persons that are residents of the City of Plymouth.
 - iii. Not less than a majority of the members shall be persons having an interest in property located in the downtown district or officers, members, trustees, principals, or employees of a legal entity having an interest in property located in the downtown district. Not less than 1 of the members shall be a resident of the downtown district, if the downtown district has 100 or more persons residing within it. Members should have experience, training, and/or interest in matters related to land use and urban planning and zoning. Important segments to consider include environmental, educational, forestry, governmental and municipal, recreation and tourism, industrial and economic, transportation and communication, sanitation, environmental health, housing, and human services.
 - iv. Liaisons. The purpose of liaisons is to provide City of Plymouth officials and administration with the ability to participate in discussions with the DDA Board, in addition to speaking in public comment, and nothing else. Liaisons cannot vote, introduce motions, initiate any other parliamentary action, be counted for a quorum, or be expected to comply with attendance requirements. Liaisons are:
 1. DDA staff and their agents and consultants.
 2. City of Plymouth Attorney.
 3. Representatives of the City of Plymouth Department of Municipal Services.
 4. City of Plymouth City Manager or his/her designee.
 5. Plymouth City Commissioner.

- B. Attendance. Members are required to attend no less than 75% of regular DDA Board meetings in a calendar year. Members who do not attend at least 75% of regular DDA Board meetings in a calendar year are subject to be removed from the DDA Board by the CEO.
- C. Term. Members will serve for four (4) year terms from the date of their respective appointments. If a member is being appointed to replace a member who has resigned or been removed from the DDA Board, that member will assume the term of the member they are replacing.
- D. Conflict of Interest. A member is disqualified from participating in a matter when a conflict of interest as defined the Ethics Ordinance Section 2-3 is present.

3. Duties of all Members

- A. Code of Conduct. Each member upon appointment, shall sign a code of conduct.

4. Officers

- A. Selection. At the first regular meeting of each year, the DDA Board shall select a Chairperson (Chair) and Vice-Chairperson (Vice Chair) from its membership. All officers are eligible for re-election. Nominations shall be made from the floor as open nominations. A voice vote election shall take place to elect officers. In the event the office of the Chair becomes vacant, the Vice-Chair shall succeed to this office for the unexpired term and the DDA Board shall select a successor to the office of Vice-Chair for the unexpired term. The DDA Director or his or her designee shall be the ex-officio Secretary.
- B. Tenure. The Chair and Vice-Chair shall take office immediately following their election and shall hold office for a term of one year or until their successors are selected and assume office.
- C. Chair's Duties. The Chair retains his or her ability to discuss and vote on issues before the DDA Board. The Chair shall:
 - 1. Preside at all meetings.
 - 2. Rule out of order any irrelevant remarks; remarks which are personal; remarks about another's race, religion, sex, physical condition, ethnic background, beliefs, or similar topics; profanities; or other remarks which are not about the topic before the DDA Board.
 - 3. Restate all motions as pursuant to Section 5.E of these Bylaws.
 - 4. Appoint sub-committees.
 - 5. May call special meetings pursuant to Section 5.B of these Bylaws.
 - 6. Act as an ex-officio member of all sub-committees of the DDA Board.
 - 7. Review items on the agenda with staff prior to a DDA Board meeting if he or she so chooses.
 - 8. Periodically meet with the DDA Director and/or DDA staff to review department operation, procedures, and to monitor progress on various projects.
 - 9. Represent the DDA Board, along with the City Commission Liaison, in front of the City Commission.
 - 10. Perform such other duties as may be ordered by the DDA Board.
- D. Vice-Chair's Duties. The Vice-Chair shall:
 - 1. Act in the capacity of the Chair in the Chair's absence.
 - 2. Perform such other duties as may be ordered by the DDA Board.
- E. Secretary's Duties. The Secretary shall:
 - 1. At each meeting of the DDA Board take notes for minutes.
 - 2. Execute documents in the name of the DDA Board.
 - 3. Be responsible for the minutes of each meeting.
 - 4. Review the draft of the minutes and submit them for approval to the DDA Board. Copies of minutes shall be distributed to each member of the DDA Board prior to the next meeting of the DDA Board.
 - 5. Receive all communication, petitions, and reports to be addressed by the DDA Board.

6. Keep attendance records pursuant to Section 2.B of these Bylaws.
7. Provide notice to the public and members of the DDA Board for all regular and special meetings, pursuant to the Open Meetings Act, Public Act 267 of 1976, as amended.
8. Prepare an agenda for DDA Board meetings pursuant to Section 5.J of these Bylaws.
9. Perform such other duties as may be ordered by the DDA Board.

5. Meetings

- A. Regular Meetings. Meetings of the DDA Board will be held the second Monday of every month at 7:00 PM at City Hall located at 201 S. Main Plymouth, MI 48170. When the regular meeting date falls on a State of Michigan or federal holiday, the DDA Chair may propose to the DDA Board a suitable alternate day in the same month. An annual notice of regularly scheduled meetings shall comply with Public Act 267 of 1967, as amended.
- B. Special Meetings. Special meetings shall be called in the following manner:
 1. By the Chair.
 2. By any two members of the DDA Board.
 3. Notices shall be given to each DDA Board member at least forty-eight (48) hours prior to such meeting and shall state the purpose, time, day, month, date, year, and location of the meeting. Notices shall comply with the Open Meetings Act.
- C. Recess. The Chair, or the DDA Board after the meeting has been in session for three hours shall suspend the DA Board's business and evaluate the remaining items on its agenda. The DDA Board shall then decide to finish that meeting's agenda, may act to continue the meeting on another day, or complete some agenda items and postpone certain agenda items to the next regular meeting.
- D. Quorum. More than half the total number of seats for members of the DDA Board, including the CEO, shall constitute a quorum for the transaction of business. Whenever a quorum is not present at a regular or special meeting, those present shall adjourn the meeting to another day.
- E. Motions.
 1. Motions shall be restated by the Chair before a vote is taken.
 2. Findings of Fact. All actions taken shall include each of the following parts:
 - i. A finding of fact, listing what the DDA Board determines to be relevant facts in the case to eliminate misleading statements, hearsay, irrelevant, and untrue statements.
 - ii. Conclusions to list reasons based on the facts for the DDA Board's action, often directly related, or not, to a finding of compliance, or noncompliance, to standards.
 - iii. The DDA Board's action: recommendation, approval, approval with conditions, or denial.
- F. Voting. Voting shall be by voice and shall be recorded as passing or failing. Roll call votes will be recorded only upon request by a member of the DDA Board and shall be "yes" or "no". Members must be present to cast a vote. Voting by proxy shall not occur. The affirmative vote of a majority of those present or the majority of a quorum, whichever is greater, shall be necessary for the adoption of motions.
- G. Parliamentary Procedure. Parliamentary procedure in DDA Board meetings shall be informal. However, if required to keep order, DDA Board meetings shall then be governed by Robert's Rules of Order Newly Revised (12th Edition) for issues not specifically covered by these Bylaws. Where these Bylaws conflict, or are different from Robert's Rules, then these Bylaws prevail.
- H. Public Participation. All regular and special meetings, hearing, records, and accounts shall be open to the public.
 1. All public comment that is pertinent to the DDA Board, but unrelated to a specific item on the agenda may be presented during "Citizen Comments".
 2. The public will be given the opportunity to speak on each case after the applicant, owner, or agent has presented his or her case to the DDA Board. If an agenda item or case does not have an applicant presentation, then public comment will occur after introduction by the Chair or presentation by staff or consultant.

3. The Chair may limit the amount of time allowed for each person wishing to make public comment at a DDA Board meeting. The Chair may ask members of the audience to caucus with others sharing similar positions so they may select a single spokesperson. If a single spokesperson is selected, that individual shall be able to make public comments at the DDA Board meeting with an extended time limit.
- I. Order of Business. The Secretary shall prepare an agenda for each meeting and the order of business shall be as follows:
 1. Call to Order, Roll Call
 2. Citizen Comments
 3. Approval of the Agenda
 4. Approval of the Minutes
 5. DDA Board Comments
 6. Old Business (unfinished business)
 7. New Business
 8. Reports and Correspondence
 9. Adjournment
 - J. Delivery of Agenda. The agenda and accompanying materials shall be hand delivered and/or electronically delivered to DDA Board members so that members shall receive the packet of information no later than Friday of the weekend prior to the regular meeting date.
 - K. Placement of Items on the Agenda.
 1. The DDA office shall be the office of record for the DDA Board.
 2. The DDA office may receive items on behalf of the DDA Board between the time of adjournment of the previous DDA Board meeting and eight business days prior to the next regularly scheduled DDA Board meeting.
 3. Items received by the Downtown Development Authority office between seven business days prior to the next regularly scheduled DDA Board meeting and the regularly scheduled DDA Board meeting shall be placed on the following month's agenda.
 4. The deadline to add items to the DDA Board meeting agenda shall be eight business days prior to the next regularly scheduled DDA Board meeting.

6. Record

- A. Minutes and Record. The Secretary shall keep a record of DDA Board meetings, which shall at a minimum include the following:
 1. Copy of the meeting posting pursuant to Public Act 267 of 1976
 2. Copy of the minutes, and any attachments brought to the meeting which shall include a summary of the meeting, in chronological sequence of occurrence:
 - i. Time and place the meeting was called to order
 - ii. Attendance
 - iii. Indication of others present
 - iv. Summary or text of points of all reports given at the meeting, and who gave the report and in what capacity. Alternatively, a copy of the report may be attached, if offered in writing.
 - v. Summary of all points made in public participation or at a public hearing by the applicant, officials, and guests and an indication of who made the comments. Alternatively, a copy of the report may be attached, if offered in writing.
 - vi. Full text of all motions introduced, whether seconded or not, who made the motion and who seconded the motion. For each motion, the following should be included:
 1. A statement of what is being approved
 2. What evidence was considered (summary of discussion by members at the meeting)

3. The finding of fact
 4. Reasons for the decision made (If the decision is to deny, then each reason should refer to a section of an ordinance which would be violated, or with which not complied)
 5. The decision
- vii. The type of vote and its outcome. If a roll call vote, indicate who voted yes, no, abstained, or a statement the vote was unanimous. If not a roll call vote, then simply a statement: "Motion passed/failed number of votes in majority to number of votes in minority".
 - viii. When a voting member enters or leaves a meeting.
 - ix. When a voting member or staff member has a conflict of interest and when the voting member ceases and resumes participation in discussion, voting, and deliberations at a meeting.
 - x. The attendance and ruling if a quorum exist or not.
 - xi. The start and end of each recess.
 - xii. Summary of announcements.
 - xiii. Summary of informal actions or agreement on consensus.
 - xiv. Time of adjournment.

3. Records of any action, support documents, maps, photographs, correspondence received, attached as an appendix to the minutes.

- B. Retention. DDA records shall be preserved and kept on file according to the following schedule, as adopted by the State of Michigan:
 1. Minutes, oaths of officials, other records of decisions, DDA or department publications, correspondence: Permanent.
 2. Bills and/or invoices, receipts, purchase orders: 7 years.

7. Sub-Committees

- A. Ad Hoc Sub-Committees. The DDA Board or DDA Chair may establish and appoint ad hoc sub-committees for special purposes or issues, as deemed necessary. Less than a quorum may serve on an ad hoc sub-committee at any time.
- B. Citizen Sub-Committees. The DDA Board, the DDA Chair, or the DDA Director or his/her designee may establish and appoint citizen committees with the consent of the DDA Board. Membership may be any number as long as less than a quorum of the DDA Board serves on a citizen sub-committee at any time. The purpose of a citizen sub-committee is to have more citizen and administrative involvement, to better represent various interest groups in the City of Plymouth, and to be able to utilize individuals who are knowledgeable in the particular issue before the DDA Board.
- C. Rules of Procedure. Sub-Committees shall follow the meeting rules and recordkeeping procedures outlined in Sections 5 and 6, when applicable.

8. DDA Board Staff

- A. Authorization. The DDA staff may consist of a DDA Director and such other personnel as may be authorized after the budget for the same is approved by the City Commission.
- B. General responsibility. The DDA staff is charged with the duty of preparation and administration of such plans as are authorized by the DDA Board, appropriate for the City of Plymouth and its environs and are within the scope of the DDA Act and/or TIFA.
- C. Advocacy. The DDA staff shall not attempt to represent the views of comments of a member of the public at a DDA Board meeting. Staff shall indicate a member of the public wishing to make their views

known and they should do so directly to the DDA Board in person, through an agent, or by providing written comments.

9. Adoption, Repeal, and Amendments

- A. Upon adoption of these Bylaws of November 11th, 2024, they shall become effective, and all previous Bylaws shall be repealed.
- B. The DDA Board may suspend any one of these Bylaws, for a duration of not more than one agenda item or meeting.
- C. These Bylaws may be amended at any regular or special DDA Board meeting by a two-thirds vote of the members present.

DRAFT

RESOLUTION

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

- WHEREAS Bylaws are required by State law for Downtown Development Authorities and other boards and commissions, and*
- WHEREAS The Plymouth DDA Board approved original bylaws in 1983 during the creation of the Downtown Development Authority in the City of Plymouth, and*
- WHEREAS Many operational changes have been approved by resolution since the approval of the original Plymouth DDA bylaws, and*
- WHEREAS DDA staff has recognized the need to update the bylaws to reflect the current rules of conduct for the DDA's business.*

NOW THEREFORE BE IT RESOLVED THAT the City of Plymouth Downtown Development Authority Board of Directors does hereby approve the attached update of the City of Plymouth Downtown Development Authority (DDA) bylaws.