



Plymouth Downtown Development Authority Meeting Agenda January 9, 2023 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/85605025895>

Webinar ID: 856 0502 5895

Passcode: 998912

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 12-12-2022

5) BOARD COMMENTS

6) OLD BUSINESS

A. DDA Action Plan Update

7) NEW BUSINESS

A. Election of Officers

8) REPORTS AND CORRESPONDENCE

A. 2023 City Meeting Schedule

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



Plymouth Downtown Development Authority

Regular Meeting Minutes

Monday, December 12, 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 Ellen Elliott, Scott Foess, Dan Johnson

Excused: Members Jack Ayoub, Brian Harris, Richard Matsu, Patrick O'Neill, Shannon Perry

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

2. CITIZENS COMMENTS

There were no citizen comments.

3. APPROVAL OF THE AGENDA

Martinelli offered a motion, seconded by Johnson, to approve the agenda for Monday, December 12, 2022.

There was a voice vote.
MOTION PASSED 6-0

4. APPROVAL OF THE MEETING MINUTES

Johnson offered a motion, seconded by Martinelli, to approve the minutes of the November 14, 2022, meeting.

There was a voice vote.
MOTION PASSED 6-0

5. BOARD COMMENTS

There were no board comments.

6. OLD BUSINESS

There was no old business.

7. NEW BUSINESS

a. First Quarter Budget Amendments

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

WHEREAS Certain expenditures require allocation to departments differently than originally projected in the 2022-2023 City Budget, as adopted; and

WHEREAS Revenue forecasts and expenditure patterns require modifications to the original budgetary allocations as established in June 2022.

NOW, THEREFORE BE IT RESOLVED, that the 2022-2023 DDA Budget is hereby amended as indicated in the 1st quarter amendments column of the attached Budget Adjustment Summary which is hereby made a part of this resolution.

BE IT FURTHER RESOLVED that the Finance Director is hereby authorized to make the line item changes necessary to implement these budgetary amendments.

**BUDGET ADJUSTMENT SUMMARY
FIRST QUARTER - FY 22-23**

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	1,135,110	-				-	1,135,110
Program Fees & Other	76,550	8,200				8,200	84,750
Appropriation of Surplus	-	48,245				48,245	48,245
TOTAL REVENUES	1,211,660	56,445	-	-	-	56,445	1,268,105
DDA OPER FUND EXP: #248							
Administration	346,125	10,000				10,000	356,125
Police Services	34,990	-				-	34,990
Parking System	54,120	-				-	54,120
Saxton Parking Facility	-	-				-	-
DDA Marketing	100,700	-				-	100,700
Streetscape Maintenance	312,220	-				-	312,220
Contrib to DDA Debt Funds	223,560	-				-	223,560
Contrib to DDA Cap Imp Fund	25,000	161,390				161,390	186,390
Contingency	114,945	(114,945)				(114,945)	-
TOTAL EXPENDITURES	1,211,660	56,445	-	-	-	56,445	1,268,105

**BUDGET ADJUSTMENT SUMMARY
FIRST QUARTER - FY 22-23**

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	161,390				161,390	186,440
Appropriation of Surplus	-	-				-	-
TOTAL REVENUES	25,050	161,390	-	-	-	161,390	186,440
DDA CAP IMP FUND EXP: #405							
Capital Improvements	25,000	161,390				161,390	186,390
Contingency	50	-				-	50
TOTAL EXPENDITURES	25,050	161,390	-	-	-	161,390	186,440

There was a voice vote.

MOTION PASSED 6-0

8. REPORTS AND CORRESPONDENCE

a. 2022 Digital Media Year in Review

Plymale provided website metrics and social media analytics for this past year.

Pollard congratulated and thanked Elliott for being reappointed to the DDA Board.

9. ADJOURNMENT

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

There was a voice vote.

MOTION PASSED 6-0

DRAFT

2020-2024 Five-Year Action Plan

Rev. February 3, 2021

Goal	Task	Responsible Party	Timeframe	Funding Source	Status Update 1/6/2023
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		2023 Central Parking Deck renovation plan to be developed in early 2023. Saxton's lot design expected to be approved in 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		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>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		New bike rack installed at City Hall, bike rack for Kellogg Park delivered in late November and to be installed in early spring 23. RRFB on Harvey midblock crosswalk installed in August, RRFB signals on Main Street and Ann Arbor Trail/Forest installed first week of October.
	<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		Repair plan for brick areas to be developed in March 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 1/6/2023
	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		Community Financial Credit Union has agreed to fund future phases of the Plymouth Art Walk in partnership with Tony Roko's Art Foundation and the Plymouth DDA. Two pieces are mounted at the CFCU building, with eight additional pieces to be placed in walkways near the Central Parking Deck in March/April of 2023. DIA Inside/Out program to come to Downtown Plymouth in 2023. DDA Staff working on getting contracts approved for DIA inside out program. DDA staff to go to HDC in March.
Kellogg Park	Install the new fountain.	DDA Staff	Short-term		COMPLETED
	<p>**Top Priority**</p> <p>Implement Kellogg Park Master Plan by:</p> <ul style="list-style-type: none"> - Prioritize action items identified in Goal Setting Session (12-14-20) - Identify potential funding sources priority short-term action items. - Recommend City Commission adopt Kellogg Park Master Plan as an amendment to the Plymouth Five-Year Parks and Recreation Master Plan. - Submit grant application to MDNR to implement top action-item priorities of Kellogg Park Master Plan. 	City Commission/ DDA Board	Short to Long-term		DMS to work on turf repairs in early spring prior to 2023 event season. Sprinkler system repaired in early 2022. 468,000 gallons of water used on Kellogg Park in 2022.
Support Businesses	<p>**Top Priority**</p> <p>Rethink café/outdoor dining policy to include:</p> <ul style="list-style-type: none"> - Closing some streets. - Creating woonerf on Pennimal (in front of theater). - Create semi-permanent dining extension into parallel parking spaces.* - Expand entertainment opportunities in Kellogg Park and throughout downtown. - Create "Social District" for common outdoor liquor sales. <p>*Approved by City Commission starting in April and extending through 2021.</p> <p>-Reach decision on outdoor dining plan and consider "parklets"</p>	City Commission/ DDA Board	Short-term		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 1/6/2023
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.



ADMINISTRATIVE RECOMMENDATION

To: DDA Board
From: DDA Staff
CC: S:\DDA\Shared Files\DDA Board\DDA Agendas\DDA agendas 2023/January
Date: 01/03/2023
Re: Election of Officers 2023

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. Sample resolutions for consideration are attached.

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
2023 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 2023 calendar year.*



City of Plymouth 2023 Regular Meeting Schedule

Meetings may be held via Zoom.us and/or livestreamed on social media. Please check City website for Zoom.us meeting links, livestream information, meeting cancellations or other changes.

www.plymouthmi.gov

City Commission: *First and third Monday of month unless otherwise indicated. Meetings that fall on a State observed holiday are held on the next day that is not a holiday.*

January 3, 2023 (Tuesday)	April 3, 2023	July 3, 2023	October 2, 2023
January 17, 2023 (Tuesday)	April 17, 2023	July 17, 2023	October 16, 2023
February 6, 2023	May 1, 2023	August 7, 2023	November 6, 2023
February 21, 2023 (Tuesday)	May 15, 2023	August 21, 2023	November 20, 2023
March 6, 2023	June 5, 2023	September 5, 2023 (Tuesday)	December 4, 2023
March 20, 2023	June 20, 2023 (Tuesday)	September 18, 2023	December 18, 2023

Downtown Development Authority: *Second Monday of month unless otherwise indicated*

January 9, 2023	March 13, 2023	May 8, 2023	July 10, 2023	September 11, 2023	November 13, 2023
February 13, 2023	April 10, 2023	June 12, 2023	August 14, 2023	October 9, 2023	December 11, 2023

Historic District Commission: *First Wednesday of month unless otherwise indicated*

January 4, 2023	March 1, 2023	May 3, 2023	July 5, 2023	September 6, 2023	November 1, 2023
February 1, 2023	April 5, 2023	June 7, 2023	August 2, 2023	October 4, 2023	December 6, 2023

Planning Commission: *Second Wednesday of month unless otherwise indicated*

January 11, 2023	March 8, 2023	May 10, 2023	July 12, 2023	September 13, 2023	November 8, 2023
February 8, 2023	April 12, 2023	June 14, 2023	August 9, 2023	October 11, 2023	December 13, 2023

Zoning Board of Appeals: *First Thursday of month unless otherwise indicated*

January 5, 2023	March 2, 2023	May 4, 2023	July 6, 2023	September 7, 2023	November 2, 2023
February 2, 2023	April 6, 2023	June 1, 2023	August 3, 2023	October 5, 2023	December 7, 2023

City Offices are CLOSED on the Following Dates:

January 2, 2023	April 7, 2023	May 29, 2023	July 4, 2023	September 4, 2023
November 23, 2023	November 24, 2023	December 25, 2023	December 26, 2023	January 1 & 2, 2024

Highlighted dates above indicate there will be no refuse, recycling, and yard waste collections on that day and the rest of that week's collections will be one day later than usual, if applicable. If these holiday dates fall on a weekend, your collection day will not be affected.

ADOPTION OF REGULAR MEETING SCHEDULE:

RES. #2021-93

BE IT RESOLVED, that the Plymouth City Commission shall hold regular City Commission Meetings at 7:00 p.m. on the first and third Mondays of each month, and also on the second Monday of each November following a regular City Commission Election, in the City Commission Chambers at the Plymouth City Hall, 201 S. Main Street or other designated locations; and

BE IT RESOLVED FURTHER, that should the meeting date fall on a holiday, then the meeting shall be held on the Tuesday immediately following said holiday unless otherwise determined, at the above specified time and place; and

BE IT RESOLVED FURTHER, that for the purposes of establishing the regular meeting schedule pursuant to City Charter Section 5.7, the term "holidays" shall mean those days designated as holidays by the State of Michigan in its current statute (*Regulation 5.08. Public Act 124 of 1865*), or as amended in the future; and that if any of these holidays falls on a Sunday, then the next Monday will be considered to be the public holidays for purposes of this schedule.

A motion was made by Sebastian and seconded by O'Donnell for approval of the resolution.

MOTION PASSED