



Plymouth Downtown Development Authority

Meeting Agenda

September 14, 2020 7:00 p.m.

Plymouth Downtown Development Authority
831 Penniman
Plymouth, Michigan 48170

www.downtownplymouth.org
Phone 734-455-1453
Fax 734-459-5792

Meeting will be held online at zoom.us. Meeting ID: 856 4276 6463

Join Zoom Meeting <https://us02web.zoom.us/j/85642766463>

Password -584183

Statement on explanation of the reason why the public body is meeting electronically:

On March 10, 2020 the Governor of the State of Michigan declared a State of emergency across the State of Michigan under section 1 of Article 5 of the Michigan Constitution of 1963, the Emergency Management Act, 1976 PA 390, as amended, MCL 30.401 – 421, and the Emergency Powers of the Governor Act of 1945, 1945 PA302, as amended, MCL 10.31 – 33. These sections provide the Governor with broad powers and duties to cope with dangers to this state or to the people of the state.

As a part of the response to the emergency, the Governor has deemed it reasonable and necessary to temporarily suspend rules and procedures relating to physical presence at meetings and hearings of public bodies and other governmental entities in Michigan. These public bodies and entities must continue to conduct public business during this emergency. Due to the emergency situation and the request of the Governor to not gather in groups of 10 or more it is necessary for some public boards to meet electronically.

1) CALL TO ORDER

Kerri Pollard, Chairperson
Oliver Wolcott, Mayor
Ellen Elliott
Daniel Farmer
Scott Foess
Maura Hynes
Dan Johnson
Andre Martinelli
Patrick O'Neill
Brent Rieli

2) CITIZENS COMMENTS

3) APPROVAL OF THE AGENDA

4) APPROVAL OF MINUTES 8-10-2020

5) BOARD COMMENTS

6) OLD BUSINESS

- A. Strategic Plan update
- B. Kellogg Park Master Plan resolution

7) NEW BUSINESS

- A. DDA Master Plan final report

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 2017-2022

GOAL I - QUALITY OF LIFE

OBJECTIVES

1. Support the neighborhoods with high-quality customer service
2. Engage in collaboration with private entities and surrounding municipalities to implement the [Joint Recreation Master Plan](#)
3. Improve communication with the public across multiple platforms
4. Maintain a high level of cleanliness throughout the City
5. Support and host a diverse variety of events that foster community and placemaking

ONE YEAR TASKS 2019-2020

- Restore operations for recreation programs after Hines Park bridge repairs are completed
- Explore funding and partnership opportunities to increase and enhance pedestrian crossings
- Finalize [City website](#) update
- Develop and adopt a Master Plan for Kellogg Park, including the fountain
- Develop and implement strategy to market sponsorship opportunities to improve publicly owned assets
- Draft and approve amendments to [Tree Ordinance](#) to clarify implementation, enforcement, and scope

GOAL II - FINANCIAL STABILITY

OBJECTIVES

1. Approve balanced budgets that maintain fiscal responsibility
2. Advocate for increased revenue sharing with the State of Michigan
3. Encourage and engage in partnerships, both public and private, to share costs of services and equipment
4. Address the issue of legacy costs
5. Seek out and implement efficient and effective inter-departmental collaboration
6. Market our successes to attract new economic and investment opportunities

ONE YEAR TASKS 2019-2020

- Continue to support [Michigan Municipal League \(MML\)](#) efforts to [coordinate state initiatives](#) related to revenue sharing with municipalities
- Increase awareness of and support the [MML Save MI City campaign](#)
- Target revenue enhancements that support large capital projects, including grants and millages
- Explore internal and external potential for supplemental funding of legacy costs
- Develop a plan for capital improvement funding projects and purchases
- Explore enhanced investment opportunities

GOAL III - ECONOMIC VITALITY

OBJECTIVES

1. Continue to support and improve active, vibrant downtown branding
2. Support community and economic development projects and initiatives
3. Support a mix of industrial, commercial and residential development
4. Reference the [Master Plan](#) in economic decision-making

ONE YEAR TASKS 2019-2020

- Complete and approve the [DDA Master Plan](#)
- Address and implement recommendations in the [Redevelopment Ready Communities baseline report](#)
- Develop and approve city-wide economic development strategies (Saxton's property, parking system, connections between Old Village and the DDA, Bathey property remediation and development, 240 N. Main, Lumber Mart site)
- Identify other properties of significance to the economic development strategy
- Complete a community survey
- Increase collaborations with partners in the community
- Administer the City's [Master Plan](#) using implementation matrix ([Appendix Table 5](#))

GOAL IV - SERVICE AND INFRASTRUCTURE

OBJECTIVES

1. Support administration and staff by providing professional development opportunities, supplying resources, and maintaining a commitment to recruitment, retention and succession planning
2. Support and deliver safe and responsive emergency services
3. Maintain a sophisticated and responsive technology to communicate and manage data
4. Continually record, maintain, update, and improve City infrastructure

ONE YEAR TASKS 2019-2020

- Begin implementation of parking recommendations for City parking system
- Develop and utilize consistent message and branding across all platforms
- Develop and approve of plan for future delivery of emergency services
- Implement infrastructure asset management plan
- Approve agreement on sanitary sewer with [Western Township Utilities Authority \(WTUA\)](#)



Plymouth Downtown Development Authority

Regular Meeting Minutes

Monday, August 10, 2020 - 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

Online Zoom Meeting

1. CALL TO ORDER

Chair Kerri Pollard called the meeting to order at 7:06 p.m.

Present: Chair Pollard, Members Ellen Elliott, Maura Hynes, Dan Johnson, and Andre Martinelli, Brent Rieli

Excused: Mayor Oliver Wolcott, Members Daniel Farmer, Scott Foess, and Patrick O'Neill

Also present: DDA Director Tony Bruscato, DDA Coordinator Sam Plymale

2. CITIZENS COMMENTS

There were no citizen comments.

3. APPROVAL OF THE AGENDA

Elliott offered a motion, seconded by Johnson, to approve the agenda. There was a roll call vote.

Yes: Pollard, Elliott, Hynes, Johnson, Martinelli, Rieli

MOTION PASSED 6-0

4. APPROVAL OF THE MEETING MINUTES

Elliott offered a motion, seconded by Johnson, to approve the minutes of the July 13, 2020 meeting. There was a roll call vote.

Yes: Pollard, Elliott, Hynes, Johnson, Martinelli, Rieli

MOTION PASSED 6-0

5. BOARD COMMENTS

Elliott thanked those involved in providing the recent live-stream concert. Pollard said the online concerts put the City in a great light and should be continued.

6. OLD BUSINESS

a. Strategic Plan Update

Bruscato reported that the Saxton's property sale closed and that the City is working on a plan to upgrade the parking lot, which it still owns. He also said the City Commission approved a resolution adding crosswalk improvements at the intersection of Main and Ann Arbor Trail to the 2020 infrastructure project.

b. Central Parking Deck Repairs

Justin Thomson, of the consulting firm WGI Michigan, gave an overview of a report recommending repairs and a repair priority list for the Central Parking Deck for this year. The report gives high

priority to vehicular ramp repairs, east stair repairs, and supported slab joint repairs. Moderate priority items address remaining concrete repairs and remaining waterproofing repairs; and low priority items are removing and replacing broken wheelstops, recoating deck coatings at turn lanes, installing elastomeric coating at interior wall/column, painting at the pedestrian bridge, plumbing and electrical repairs, repairing asphalt on the lower level and painting pavement markings.

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

WHEREAS The upkeep of the Central Parking Deck is the responsibility of the Downtown Development Authority; and

WHEREAS In the spring and fall of 2018, under the direction of consultants WGI Michigan of Kalamazoo (formerly Carl Walker) major renovations were completed at a cost of \$372,000 to bring the Central Parking Deck to current standards; and

WHEREAS In May 2020, the DDA Board voted to spend \$8,900 with WGI to inspect the Central Parking Deck and develop a plan for upkeep of the deck; and

WHEREAS WGI is proposing a budget of \$167,855 for what are termed high and moderate priority repairs to the Central Parking Deck;

NOW THEREFORE BE IT RESOLVED THAT the City of Plymouth Downtown Development Authority Board of Directors does hereby authorize DDA staff to contract with WGI Michigan of Kalamazoo for rehabilitation work on the Central Parking Deck in a total amount of \$167,855, which includes \$12,900 for contingency as well as \$25,950 for WGI fees and expenses from account number 494.290.977.813.

Board members questioned a discrepancy in the estimated costs provided this year, as opposed to last year, and asked for an analysis of changes, which Thomson said he would provide. They also questioned whether there was a warranty for the 2018 repairs. Thomson said any deterioration in the concrete from 2018 is a result of road salt remaining in the concrete layer below, and that there is a one-year warranty on concrete. Other elements have a three-year warranty. There was discussion about adding some low priority items to the resolution in order to address possible safety concerns (asphalt repairs and broken wheelstops).

Elliott offered the following amended resolution, seconded by Johnson.

WHEREAS The upkeep of the Central Parking Deck is the responsibility of the Downtown Development Authority; and

WHEREAS In the spring and fall of 2018, under the direction of consultants WGI Michigan of Kalamazoo (formerly Carl Walker) major renovations were completed at a cost of \$372,000 to bring the Central Parking Deck to current standards; and

WHEREAS In May 2020, the DDA Board voted to spend \$8,900 with WGI to inspect the Central Parking Deck and develop a plan for upkeep of the deck; and

WHEREAS WGI is proposing a budget of \$167,855 for what are termed high and moderate priority repairs to the Central Parking Deck;

NOW THEREFORE BE IT RESOLVED THAT the City of Plymouth Downtown Development Authority Board of Directors does hereby authorize DDA staff to contract with WGI Michigan of Kalamazoo for rehabilitation work on the Central Parking Deck in a total amount of \$192,855, which includes adding asphalt repairs and the removal of broken wheel stops to the project, as well as \$12,900 for contingency, and \$25,950 for WGI fees and expenses from account number 494.290.977.813.

There was a roll call vote.

Yes: Pollard, Elliott, Hynes, Johnson, Martinelli, Rieli

MOTION PASSED 6-0

7. NEW BUSINESS

a. Kellogg Park Master Plan Report

Scot Lautzenheiser of Wade Trim presented the Kellogg Park Master Plan Report. The report includes two concept plans for the park. The following citizens spoke in opposition to the second option, which adds back-in parking and an added walkway connection off Main St. to option one, which they believe better reflects the community's desire.

Dave Rucinski, 1392 Maple
Karen Sisolak, 939 Penniman
Jennifer Kehoe, 418 Blunk
Denise Burrows, 1014 Dewey
Martha Walton, 1465 Palmer
Kathy Townsend, 1312 Penniman
John Townsend, 1312 Penniman
Mary Bossert, 1408 Penniman
Tom Bossert, 1408 Penniman
John Dersey, 1081 Dewey
Jim Burrows, 1014 Dewey

Board members questioned the need for putting the second option in the report, since it has elements some had expressly asked not to be in the plan.

Rieli left the meeting, resulting in a lost quorum. The meeting ended at 8:20 p.m.

DDA 2018 Five Year Strategic Plan

City of Plymouth

Goal	Task	Responsible Party	Timeframe	Funding Source	Status Update as of 9/14/2020
Identify Alternative Funding Sources	Develop a vision/plan to explore and identify alternative funding mechanisms for capital improvement projects. Plan should include "Action Plan" that identifies steps for obtaining funding via each funding source.	DDA Board	Short Term	DDA Funding/Grants/Public-Private Partnerships	Delayed because of COVID-19. The Finance Committee consisting of DDA Board directors Maura Hynes, Scott Foess and Ellen Elliott held its first meeting on January 13, 2020. The assignment for each member is to bring two suggestions for potential funding. The 4/13/2020 meeting was cancelled.
	Establish a DDA Finance Committee.	DDA Board	Short Term	No Cost	The 4/13/2020 meeting cancelled because of COVID-19
Increase Parking Inventory	Create Comprehensive Parking Plan that determines existing and future parking needs, and 1-5 year vision for parking facilities, including reconstruction of parking deck. Plan should also identify, evaluate and prioritize funding and revenue sources (paid parking, assessments, private/public partnerships, advertising, etc.).	DDA Board/Parking Sub-Committee	Short Term	Paid Parking, Assessments, Public-Private Partnerships	Delayed because of COVID-19. City staff will reconvene working on plan when appropriate. DDA Staff is analyzing kiosks and quotes from two vendors to give a recommendation to the project team at the next meeting.
	Assist in moving Saxton's development project forward by hosting/participating in joint planning meeting to discuss site plan features with the City Commission and Planning Commission.	City Administration/ DDA Staff/ Planning Commission	Short Term	No Cost	The closing on the Saxton's property was completed on 8/5/2020. The next step for the DDA will be to improve the public parking lot at the site.
Make Downtown More Pedestrian Friendly	Repair/replace tree grates; maintain existing and install where needed. Investigate tree grates made of more flexible material to avoid heaving.	DDA Staff	Short Term	DDA Funding/Public-Private partnerships	DDA Board approved DDA Infrastructure Master Plan proposal at March 2019 Board Meeting. Wade Trim currently working on plan.
	Create a sense of arrival/entryway into downtown by improving pedestrian crossings identified in 2017 goals (Main/Church, Harvey/Penniman, Harvey/Wing and Main/Wing)	DDA Staff	Medium Term	DDA Budget/City Budget/Grants	The Plymouth City Commission on 8/4/2020 approved push button upgrades to be added to the pedestrian signals at the Main Street and Ann Arbor Trail intersection. These upgrades are intended to improve pedestrian safety along areas of Main Street. Plan is to install in 11/2020
	Create tree lighting plan to provide full LED display on all trees within desired boundary (purchase, installation and maintenance)	DDA Staff	Short Term	DDA Budget/Partnerships with Property and Business Owners	Tree trimming for new lights on Penniman the week of 9/14. Installation of new tree lights planned for the week of 9/21.
	Increase lighting, especially in alleys	DDA Staff	Short Term	DDA Budget	Some of the lights on the the Central Parking Deck were repaired on 8/6/2020
Kellogg Park	Develop and implement Kellogg Park improvements (turf, preserve tree canopy, more permanent solution for bandstand) by creating a fundraising campaign (brick pavers, corporate sponsorship, donations).	City Commission/ DDA Board	Medium Term	Fundraising/Grants	Wade Trim presented a final report to the DDA Board on 8/10/2020
	Fountain Completion	City Commission	Short Term	Wilcox Foundation	City administration is working on an updated contract with the fountain supplier, and developing plans for a construction timeline
Support Businesses	Support business mix by creating a clearinghouse of all requirements (i.e. site development, marketing properties to decrease vacancies, façade improvement program, Redevelopment Ready Communities (RRC) Program)	DDA Staff/ City Administration/ City Commission	Short Term	No Cost	DDA staff and City administration meeting with restaurant owners on 9/17 to discuss potential option for seating capacity during the winter.
New Items	Develop plan for DDA future street lighting upgrade and phased implementation	DDA Staff	Long Term	No Cost	Wade Trim to give a final DDA Master Plan report on 9/14/2020
	Complete a study of infrastructure in the DDA including electricity, plumbing, water, sidewalks, and trees	DDA Staff/City Administration	Short Term	DDA Budget	Completed by Wade Trim as part of the DDA Master Plan.



ADMINISTRATIVE RECOMMENDATION

To: DDA Board
From: DDA Staff
CC: S:\DDA\Shared Files\DDA Board\DDA Agendas\DDA Agendas2020\September2020
Date: 9/14/2020
Re: Kellogg Park Master Plan resolution

At the December 9, 2019 Downtown Development Authority (DDA) meeting, the DDA Board authorized Wade Trim to complete Steps #2 (Review of Public Input/Kickoff Meeting), #5 (Preliminary Master Plan Alternatives) and #6 (Final Master Plan Development) as outlined in our December 3, 2019 proposal letter. The DDA Board will recall that Wade Trim recently completed Steps #3 (Evaluate the Park's Natural and Built Features) and #4 (Evaluate the Park's Utility Systems) in the Fall of 2019.

On February 3, 2020, a project kickoff meeting (Step #2) was held at City Hall. DDA Chair Adam Covington, DDA Directors Tony Bruscato and Sam Plymale, City Manager Paul Sincock, DMS Director Chris Porman and resident Dave Rucinski attended the meeting. Scot Lautzenheiser and Shawn Keough attended from Wade Trim. As a group, we discussed that the following information would be reviewed and used in completing the Kellogg Park Master Plan:

- Summary of Kellogg Park Usage 1 – A pdf file completed by City Staff and provided to Wade Trim in October 2019.
- Summary of Kellogg Park Usage 2 – A pdf file completed by DDA member Ellen Elliott in July 2019 and provided to Wade Trim in October 2019.
- Report of Uses in Kellogg Park Part II – A pdf file containing “Everyday Uses” compiled by Ed and Martha Walton in July 2019.
- City Events Survey from the first EMU Survey with sections pertaining to Kellogg Park.
- Evaluation of Natural Features – Completed by Wade Trim in September 2019.
- Evaluation of Utility Systems – Completed by Wade Trim in October 2019.

- Report of Public Opinion for Kellogg Park – Compiled by Ellen Elliott in September 2019 and provided to Wade Trim in January 2020.
- EMU Survey related to Kellogg Park that was presented in January 2020.
- Executive Summary Demographic Analysis of the Community (City and Township) Recreation Survey.

At the April 2020 meeting, the DDA Board met with Wade Trim via Zoom to discuss proposals in the Kellogg Park Master Plan. Board members and the public were able to discuss the pros and cons of various aspects of the proposals. Wade Trim took that discussion, along with the previously stated information, to develop a Kellogg Park Master Plan, along with cost estimates.

Wade Trim's Scot Lautzenheiser presented the plan at the August 2020 DDA Board meeting. Scot indicated:

Option 1 Kellogg Park Concept Plan – this plan includes what we believe to be the most popular opinions for the park improvements based upon past feedback.

Option 2 Kellogg Park Concept Plan – this plan is very similar to Option 1 with the only differences being back-in angled parking instead of standard angled parking, and the inclusion of the added walkway connection and wrap-around bench off the Main Street promenade. We believe the walkway connection would be a great addition to this park and improve park connectivity and flow. The back-in angled parking is an element that can improve safety in the downtown. Perhaps a trial run of this style of parking would be warranted before any final decisions are made on its integration.

Option 2 Kellogg Park Concept Plan with Linework Overlay – this shows the existing park layout on top of the proposed layout so the differences in layout and pavement are easy to understand. This was requested at one of the past meetings.

Kellogg Park Entry Perspective- this is the final entrance perspective showing the improved landscaping at the interior park walkway entrances. This landscaping is also included in both option 1 and 2 layouts.

Kellogg Park Estimate- this estimate is separated out between the main park area west of Union and the smaller park area east of Union. These costs are based on Option 2, which is \$44,000 more than Option 1.

Penniman Shared Street Estimate- we've updated this estimate due to changes to this shared street as part of the revisions to the concept plan. The biggest change was the change to parallel parking on the north side of Penniman.

The Kellogg Park Master Plan, as well as the DDA Master Plan, will be among the discussion when the DDA Board holds its strategic planning session to outline future goals. At that time, the board will have an opportunity to list the strategic objectives from the two plans to be implemented and funded.

RESOLUTION

The following Resolution was offered by Director _____ and seconded by Director _____.

WHEREAS The Downtown Development Authority Board of Directors desires to keep Kellogg Park the crown jewel of Downtown Plymouth, and

WHEREAS The DDA Board hired city engineer Wade Trim of Taylor, MI, in December 2019 to develop a Kellogg Park Master Plan, and

WHEREAS Wade Trim presented to the DDA Board at the August 2020 meeting its final report with various concepts for Kellogg Park, and

NOW THEREFORE BE IT RESOLVED THAT the City of Plymouth Downtown Development Authority Board of Directors accepts the report from Wade Trim, and acknowledges that it supports and accepts what is labeled as Option 1, which is considered the plan with the most popular public opinions for Kellogg Park improvements based on past feedback.



Information Only

To: DDA Board
From: DDA Staff
CC: S:\DDA\Shared Files\DDA Board\DDA Agendas\DDA Agendas 2020\September\2020
Date: 9/14/2020
Re: DDA Master Plan final report

Attached is the DDA Master Plan final report submitted by Wade Trim, as contracted by the Plymouth DDA Board. Because of the large file size, the link to the plan is:
<http://downtownplymouth.org/DocumentCenter/View/2233/20200910-Plymouth-DDA-2020-Master-Plan-Report>

Scot Lautzenheiser from Wade Trim will present details of the finalized plan at the September 14, 2020 DDA Board meeting.

Attached are answers to questions from DDA Board members from a June 2020 draft of the DDA Master Plan.



Wade Trim Associates, Inc.
500 Griswold Street, Suite 2500 • Detroit, MI 48226
313.961.3650 • www.wadetrim.com

September 10, 2020

City of Plymouth
Downtown Development Authority
831 Penniman
Plymouth, MI 48170

Attention: Mr. Tony Bruscato, Director

Re: Final DDA Master Plan – Summary of Changes Received/Made

Dear Mr. Bruscato:

We are pleased to present the final version of the City of Plymouth Downtown Development Authority (DDA) Master Plan report. The draft report was presented to the DDA at your June 2020 meeting. Since that time, three people provided comments on the draft report. We have addressed those comments within the final report and have provided a summary of our responses to their questions and suggestions so that you and the entire DDA Board are aware of the changes.

A summary of the comments received and our responses on how we addressed them is provided below:

DDA Master Plan Draft Comments – Ellen Elliott

Section 1.2 – DDA Background

- The DDA was actually established in 1983, not 1982.

Response: *Thank you for clarifying, this date was revised.*

- Figure 1.1 DDA Boundary Map shows Roe Street adjacent to the museum and City Hall
 - Shouldn't this be Church Street?

Response: *Yes, this figure was revised to show Church Street instead of Roe Street.*

Section 2.3.1 – Condition of Sidewalks, Street Curbs, and Public Parking

- "Most sidewalks in very poor condition had a brick paver surface type."
 - How old are these? Is this a function of the paver type or just age?

Response: *The age of the brick sidewalk construction is unknown. It could be either a function of the age of those surfaces or how they were constructed. Although brick surfaces do typically require more maintenance, with proper design and construction, brick surfaces should be very long-lasting and comparable with concrete surfaces.*

Section 2.3.2 – Condition of Poles

- "Main Street between Penniman Avenue and Roe Street."
 - Shouldn't this be Church Street, not Roe?

Response: *Yes, this has been revised to Church Street.*

Section 2.3.3 – Condition of Streetscape Elements

- Location of drinking fountain is actually at Penniman and Main – not AA Trail and Main.

Response: *This was revised to Penniman Street and Main Street.*

- What are “phone boxes?”

Response: *The “phone boxes” are communications utility cabinets. We have renamed these in the master plan.*

Section 2.3.4 – Condition of Street Trees

- “The main issue leading to this type of rating... and small crowns dud to...”
 - Change “dud” to “due”

Response: *This has been revised.*

- When replacing trees, what standards will be used to select tree species?
 - I have questions about the life expectancy

Response: *Trees will be selected which are tolerant of urban growing conditions (salt tolerance, pollution, poor soils, etc.), fit within the USDA plant hardiness zone for this area, with the majority being native species. These trees would be very similar to the tree species found in other downtowns such as Ann Arbor. A diverse variety of trees would be selected so as to avoid a monoculture or limited number of species, resulting in an overall streetscape which is more resilient if hit by pests or diseases such as Dutch Elm Disease. Typically, life expectancy is rather short (+/- 15 years) with urban trees due to poor urban growing conditions. One of the biggest factors that is often overlooked due to costs is to install larger underground soil systems that allow for the tree roots to spread out and prosper underneath the pavement. When designed correctly, this system provides a place for the roots to go so they are not popping up sidewalks while extending the life span of trees by decades.*

Section 4.2.1 – Non-Motorized Plan Development

- Back-in angled parking
 - The comments regarding this suggestion were overwhelmingly negative – 89% of the 51 people who voiced an opinion were not in favor.
 - Why does this appear on the plan?
 - Please present the data (police reports for accidents and injuries) for Plymouth that indicate significant safety issues with the current system.

Response: *Back-in angled parking is often misunderstood. In order for communities to fully understand it, they need to be provided the facts about why it is safer. We provided those during our initial presentation in November 2019, and again discussed those safety facts during the August 2020 presentation on the Kellogg Park Master Plan. We do not believe everyone that voiced an opinion on Facebook regarding back-in angled parking knew the safety implications behind it. According to Wikipedia, the advantages and disadvantages of back-in angled parking are as follows:*

“According to the Pedestrian & Bicycle Information Center, back-in angle parking provides motorists with better vision of pedestrians, bicyclists, motor vehicles, and other road users as they exit a parking space and enter moving traffic.”^[3]

Back-in angle parking also eliminates much of the difficulty that drivers, especially older drivers, have when backing into moving traffic.

The vehicle positioning associated with back-in angle parking allows eye contact and verbal or non-verbal communication between exiting drivers and other road users. Back-in angle parking positions the back of the vehicle next to the sidewalk/footway, enabling easier loading and unloading of the trunk/boot. It also positions the driver and passengers (including children) to enter and exit the vehicle towards the sidewalk instead of stepping toward traffic.

In some cities, parallel parking adjacent to [bicycle lanes](#) is permitted. This puts the bike lane in the dangerous [door zone](#), but angle parking eliminates this hazard. Compared to parallel parking, reverse angle parking often provides more parking spaces in a given length of street, though this will vary depending on site conditions such as street width and the locations of driveways and fire hydrants.

The primary disadvantage of back-in angle parking is that some drivers find the backing maneuver awkward, particularly if they have limited backing experience or the vehicle has poor rearward visibility. This can be overcome to by intelligent use of side mirrors and reversing cameras, though [blind spots](#) can remain. Another criticism is that exhaust emissions may annoy pedestrians and residents nearby. Inexperienced drivers may take a wider clearance from an adjacent vehicle, resulting in less efficient use of available space. In 2015, the city of [Fremont, California](#) reverted its experiment with back-in angle parking.^[1]

Also, when backing into a relatively enclosed area (e.g., a solid wall or stall), unseen pedestrians may more easily be injured, since visibility behind the vehicle is more limited.”

We do not have any data for Plymouth to show significant safety issues with the current system. Yet, back-in angled parking still remains on the plan because our team feels as though it is a safer solution than traditional angled parking. However, we recognize that there should be more reasoning and thought added to our recommendation in this Master Plan. Therefore, we have added two steps which would be required prior to any full implementation of this parking change. The first should be the education of the community as to why back-in angled parking is safer and how people should actually park using this method. Once this outreach is completed, we suggest a trial run of back-in angled parking should occur in a select location downtown. Following a trial period, the DDA and community will better understand if this solution will succeed in being safer for Downtown Plymouth. At that time, a decision can be made on whether or not a transition will be made to back-in angled parking.

Section 4.2.2 – A Vision for Each Corridor

- What is a Leading Pedestrian Interval?

Response: *A Leading Pedestrian Interval (LPI) typically gives pedestrians a three to seven second head start when entering an intersection with a corresponding green signal in the same direction of travel. LPIs enhance the visibility of pedestrians in the intersection and reinforce their right-of-way overturning vehicles, especially in locations with a history of conflict.*

LPIs have been shown to reduce pedestrian-vehicle collisions as much as 60% at treated intersections.

- I like the idea of the general gateways that are proposed, as well as the mid-block crossings.
- Harvey Street – concern about the width of the street – is there enough space for bike lanes?

Response: *We believe some stretches of Harvey Street are wide enough for a separated bike lane, while others would require a shared bike lane.*

- I would like to see consistency with the width of sidewalks with the DDA District – the use of some patios by restaurants seriously restricts pedestrian traffic.

Response: *We agree that a minimum sidewalk width should be required along all sidewalks within the DDA District. This minimum clearance of eight feet has been added to this section.*

- Union Street Corridor
 - The removal of inaccurate “left turn” only sign at corner of Union and AA Trail should be considered.

Response: *We will discuss this signage with the Director of Municipal Services.*

- Penniman Shared Street
 - I am concerned about the long-term maintenance of pavers.
 - How is snow removal handled for a woonerf? Will there be issues with snow being pushed onto the sidewalk as there is no curb present to prevent this from happening?

Response: *When designed and installed correctly with a concrete base and adequate drainage, the long-term maintenance of brick pavers is greatly reduced allowing the brick roadway to last for decades.*

Snow removal in the woonerf will be very similar to how it is now with the standard curb. The parking bollards will essentially serve the same purpose as the curb, preventing roadway snow from being pushed onto the sidewalk.

DDA Master Plan Draft Comments – Andre Martinelli

- Page 8, Section 2.3.1 - There is no explanation for why some sections of sidewalk were rated poor/very poor. I understand there is a rating system and methodology in place, but the reasons for scoring the walks at those levels should be articulated in the writeup.

Response: *The reasoning for the specific scoring of the walks was added to this section. The added statement reads, “Sidewalks given a poor or very poor rating were because of cracks in the pavement, heaved joints and any other distress that would be a hazard for pedestrian walking.”*

- Page 10, Section 2.3.1 - Similar commentary for the parking structures. I understand there is a PASER rating system, but the writeup should describe why some lots are considered poor/very poor/failed.

Response: *The reasoning for the specific scoring of the parking areas was added to this section. The added statement reads, “The parking lots that were given a poor or very poor rating were due to the aggregate base showing through the asphalt surface. There was severe alligator cracking so much that pieces could be picked up by hand. There were large sections with little to no structural integrity left in the asphalt pavement.”*

- Page 11, Section 2.3.2 - There is a mention of fair streetlights on Penniman between "main street and wing street." Is this a typo, and should it read between "Main Street and Harvey?" I wasn't sure which section of Penniman was being referenced.

Response: *This was revised to “between Main Street and Harvey Street.”*

- Page 18, Figure 3.1 - I believe these responses need to be categorized differently as a number of them are related. The following, although different responses, seem to be related. When you add up these mentions, assuming they are all independent, you get a slightly different picture of what is considered valuable. There might be other ways to view these responses and combine them, this is an example:
 - Parking deck and parking system
 - Walkability and sidewalks and crosswalks
 - Fountain and social/gathering space and Kellogg Park

Response: *We fully agree that these responses could be categorized in a wide variety of ways, including those ways you identified and countless other combinations. For instance, someone could associate trees with walkability as trees create a more inviting space and help to keep sidewalks cooler. Trees could also be tied to other responses such as social/gathering space, aesthetic appeal and charm, welcoming/friendly, tree lights, parks, streetscape, tree grates, and Kellogg Park; this would potentially result in this Tree category being the single most important category in the survey. However, due to this survey question being open-ended, we have elected to keep the responses as we received them to not sway one category toward a subjective combination of the responses.*

- Page 19, Figure 3.2 - Similar comment to the above. Certain themes emerge from combining:
 - Sidewalk repairs and pedestrian safety and sidewalks
 - Parking system and parking deck and paid parking
 - Bike lanes and bike racks

Response: *Similar to our response above and due to this survey question being open-ended, we have elected to keep the responses as we received them to not sway one category toward a subjective combination of the responses.*

- Page 22, Section 4.1 - I disagree that the data suggests that recycling, bike lanes, and public art are viewed as important. While these may be worthy projects that will enhance our city, the data doesn't support the report's assertion. When many topics were scored 4 or 5, and there appears to be some "grade inflation," those items that average less than 4 likely are perceived as neither important or unimportant, or of moderate importance.

Response: *We have revised this language to say moderately important instead of important based on the questionnaire results.*

- Page 23
 - The report (here and throughout) does not mention the reason for wanting to replace signals with mast arms, and that work appears to be expensive. Therefore, a compelling rationale for that spend is important.

Response: *Mast arms are typically installed for aesthetic reasons as they clean up the intersection by removing overhead wires and allow for the poles and arms to be painted a specific color to match the adjacent streetscape elements. With nearby signals being mast arms, they also provide a certain "look of consistency" throughout the downtown. Occasionally, mast arms are used for technical/design reasons in unique locations, but in our scenario the reasoning is aesthetic.*

- What are examples of gateway locations? Some should be included in the appendix, so we have an idea of what is being proposed.

Response: *We have included the Character Images that were completed in October 2019. Some of these images are examples of gateways. However, because selection of a specific gateway image was not part of our scope, we have not refined these images beyond these examples. If the City would like to further explore specific ideas of gateway elements in specific locations, this would need to be completed under a separate project. Please note that some of these examples, such as the tables and chairs, are no longer desired by the DDA. We have included this exhibit for reference only to those items still applicable such as gateways and murals.*

- What does the "future improved entrance" mean/look like for Tonquish Creek? That recommendation makes sense in the abstract, but it would be good to see an example in the appendix.

Response: *This enhanced entrance could be more inviting with better signage, wayfinding signage, seating, landscape improvements, etc.*

- If we are proposing dedicated bike lanes on Main, why aren't there more bike racks proposed along that same corridor or along Central Main?

Response: *A couple additional bike rack locations were added near the Main Street corridor.*

- Would it make more sense to add the new bike rack to the Kellogg Park triangle east of Union? That would get bike racks away from the more trafficked part of the park, help activate that triangle, and if there is a Woonerf, then that triangle should be perceived as a continuation of Kellogg Park.

Response: *Bike racks could also be added to this smaller area of Kellogg Park east of Union, however, we feel the better location in this vicinity is in the northeast corner of Kellogg Park west of Union and closer to the fountain. With the future change of Penniman to a shared street, an additional five to six feet of park space is gained. This gained space can be utilized in the northeast corner for bike racks.*

- Page 24 - Section 4.2.1 - I do not see an unambiguous linkage at the bottom of the first paragraph between off-street parking and a need for a non-motorized plan. While their assertion might be one connection and explanation for the higher score of off-street parking, there are many others, so I don't think the logic necessarily holds. I believe a non-motorized plan is important, but I don't necessarily agree with that particular statement.

Response: *Off-street parking tends to provide more room on roadways and allow for better bike lanes compared to on-street parking. Since there was a higher score for off-street parking than on-street parking, this somewhat coincides with the non-motorized corridor scoring being high. The biggest factor showing the need for the development of a non-motorized plan is not related to parking, but simply because it was rated so high by survey respondents.*

- Page 25, Figure 4.3 - I question whether the mid-block crossing is necessary on Forest, particularly if that will worsen the parking situations for retailers and restaurants. The traffic flow on Main and Harvey is different - two-way, faster - so the need for a mid-block crossing in those situations appears greater

Response: *With Forest being a long block, we know that pedestrians currently cross at a variety of locations throughout the block and not only at the existing designated crosswalks. A designated mid-block location would improve safety by providing a visibly clear location for pedestrians to cross. It can be done at a select location so as to minimize any parking loss.*

A mid-block crossing would increase traffic to retailers and restaurants by “shortening the block” for pedestrians.

- Page 27, Section 4.2.2 - I question the need for annual pole inspection and painting vs. a less frequent schedule.

Response: *We have added “as necessary” to the painting of the poles. Although sanding and painting may not be required annually, each pole should be inspected each year to determine maintenance needs.*

- Page 30 and Throughout - I don't see an explanation for why planters will need to be resurfaced. This could be necessary, but I would like to have the report explain the rationale and basis for their recommendations

Response: *An explanation to page 30, it is essentially to enhance the aesthetics of these prominent streetscape elements.*

- Page 32, Harvey Street Corridor - I believe they mean "Harvey" instead of "east side of Union" in this section.

Response: *Correct, this has been revised.*

- Page 32, Main Street North - I question how well a sharrow symbol will work on North Main given the amount of traffic and speed.

Response: *During our field visits, we found bicyclists currently using this roadway. The amount of traffic and speed does allow for a shared bike lane and the implementation of signage via sharrow symbols. The additional presence of designated shared bike lanes and more bicyclists should serve as a traffic-calming measure in the future.*

- Page 36, Union Street - Does Wade Trim think of the park and green space as activated park space, or open green space?

Response: *In the event this green space was available for public use, we envision it being utilized passively during everyday use, while the open green space could also serve as an extension of park land available for larger events.*

- Page 36, Wing Street
 - Will street trees fit along the north side of Wing? Or will this require extending the sidewalk and making some changes to the parking areas? Already, the sidewalk feels narrow along the parking lot.

Response: *The overhead utility lines would need to be buried in order for trees to be installed on the north side of Wing Street. Some changes to the parking areas would also be required. Currently, in the parking lot between Harvey and Forest, the existing drive aisle width is ten feet wider than necessary. Reducing this aisle width would allow for a landscape buffer strip with tree plantings.*

- Is this the best location for a gateway feature? It would be a gateway into a large section of connected parking lots, unless that feature does something more to that corner. As is, it seems an odd space for the pavers and benches that are there now (which are not heavily utilized).

Response: *We agree that the current condition of that corner is not entirely desirable as is. A much more desirable streetscape would include the addition of ground floor retail around the corner on both Harvey and Wing, which would really activate the streetscape. The parking could be then modified into a more efficient arrangement such as a parking deck interior to the new buildings. This is just one potential scenario for these underutilized lots. Ultimately, we tried to integrate gateways at the main entrance locations into downtown Plymouth. Although this location is currently somewhat odd and underutilized, we anticipate this corner gateway being potentially part of a larger corner redevelopment at this location.*

- Page 37, Section 4.2.3 - As mentioned previously, there is no explanation for the parking lot ratings and need for resurfacing vs. reconstruction. I do not disagree with the conclusions, but I would like to see Wade Trim's logic behind the recommendations

Response: *The reasoning behind these ratings has been added to the report.*

- Appendix C - Is there a reason why the totals on the first and second pages of this appendix don't match? Are they totaling up different things? I thought both pages were looking at short-term and capital totals for all corridors?

Response: *These totals were revised to match; we apologize for any confusion.*

DDA Master Plan Draft Comments – Brent Rieli

First off with the fallout of the Covid-19 lockdown, I think we should be cautious in our spending and projecting. Many businesses are on the brink of failure. A failure in too many businesses will lead to a drop in real estate values in town, and the money that is expected to come in may not be there. Scaling back may be insightful at this juncture.

- I would like to second Andre's comments about the Forest Avenue mid-block crossing and a few other items.

Response: *See our replies in Andre's comment section.*

- Page 25, Figure 4.3 - I question whether the mid-block crossing is necessary on Forest, particularly if that will worsen the parking situations for retailers and restaurants. The traffic flow on Main and Harvey is different - two-way, faster - so the need for a mid-block crossing in those situations appears greater.

Response: *See our replies in Andre's comment section.*

- Wing Street comments about the width being able to accommodate trees or not.

Response: *See our replies in Andre's comment section.*

- And similar comments about semantics and comingling of items that may obscure true values.

Response: *See our replies in Andre's comment section.*

- On page 32 in the section "Harvey Street Corridor North – Ann Arbor Trail to Church..." the second bullet point is a repeat from Union Street about overhead utility poles.

Response: *This section has been revised.*

- The “Woonerf” looks awesome and cool. Yet I’m not sure the added cost has value in a time of budget caution.

Response: *This is a long-term plan and can be completed as the DDA and City see fit. Certain larger cost capital improvement projects like this do not have a set timeframe for completion, allowing the DDA and City to plan and budget for accordingly.*

- I would agree that bike lanes are a great idea. I believe shared bike lanes make more sense with our road width restrictions than foregoing vehicle lanes to have dedicated bike lanes. We may get large usage in our few summer months, however, in the fall, winter and spring whether the usage will diminish greatly leaving our roadway under-utilized for the majority of the year.

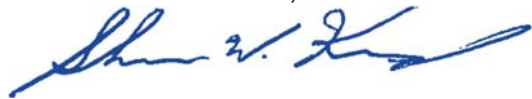
Response: *We agree. This usage drop during poor weather months is consistent throughout most Southeast Michigan communities.*

If you have any additional questions or require additional information, please let us know. Scot Lautzenheiser with Wade Trim will plan on being at the upcoming meeting on Monday, September 14, 2020, to answer any additional questions you may have. We are happy to provide printed copies of the report to you. Please let us know how many to provide, and we will coordinate delivery of the printed copies.

We appreciate the opportunity to assist the DDA on this project and look forward to opportunities to help the DDA implement any future improvements. Thank you for your help as we went through this process.

Very truly yours,

Wade Trim Associates, Inc.



Shawn W. Keough, PE
Senior Vice President



Scot A. Lautzenheiser, PLA
Professional Landscape Architect

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PLY 2120-01T
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cc: Mr. Chris Porman, Director of Municipal Services, City of Plymouth
Mr. Paul Sincock, City Manager, City of Plymouth