



**CITY OF PLYMOUTH DOWNTOWN DEVELOPMENT AUTHORITY  
REGULAR MEETING  
PLYMOUTH CITY HALL  
Thursday, February 9, 2017, 7 p.m.**

**1. Roll Call –**

*Oliver Wolcott, Chairperson  
Jason Smith, Vice Chairperson  
Dan Dwyer, Mayor  
Dan Amos  
Penny Flury  
Jim Frisbie  
Dan Johnson  
Lindsey Lebovitz  
Robert Parent  
Kerri Pollard  
Michele Potter  
Brent Reili  
Frank Yaquinto*

**2. Citizen Comments**

**3. Board Comments**

**4. Approval of Agenda**

**5. Approval of Minutes – 1-12-2017 Regular Meeting**

**6. Old Business**

**a. Trash compactor enclosures**

**7. New Business**

**a. 2017 DDA Goals discussion**

**b. Liquor License discussion**

**8. Reports and Correspondence**

**a. Saxton's expenditure tab**

**9. Adjournment**



**CITY OF PLYMOUTH GOALS**  
**831 Penniman, Plymouth, MI 48170**  
**Ph (734) 455-1453 Fax (734) 459-5792**  
<http://www.downtownplymouth.org>



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The city of Plymouth Downtown Development Authority and the Plymouth City Commission both develop yearly goals. Below are the goals generated for 2016.

**City of Plymouth Downtown Development Authority 2016 Goals:**

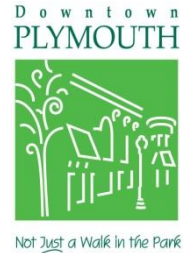
- Saxton's property: continue to develop and implement a comprehensive strategy to increase public parking in the DDA.
- Tree lights: continue to collaborate with property owners on tree lighting improvements downtown.
- Parking lot and alley improvements. Parking updates.
- Kellogg Park fountain upgrades.

**Plymouth City Commission 2016 Goals:**

- Resolve Last Issues Regarding Dissolution of Plymouth Community Fire Department Agreement (Primarily Pension issues)
- Work Collaboratively with Plymouth Arts & Recreation Complex (PARC) organization, the Plymouth Canton School Board, and the greater Plymouth Community to continue the repurposing of Central Middle School into a high quality Arts & Recreation Complex.
- Developing a succession plan for the city's key employees, especially considering the long tenures of many of our senior staff.
- Develop funding plan for future capital improvements
- Work collaboratively with the DDA, community leaders, and other organizations to plan for Plymouth's 150th Birthday in 2017. This includes obtaining funding for new Kellogg Park Fountain and Kellogg Park upgrades.



CITY OF PLYMOUTH  
DOWNTOWN DEVELOPMENT AUTHORITY  
MEETING MINUTES  
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CITY OF PLYMOUTH  
DOWNTOWN DEVELOPMENT AUTHORITY

Thursday, January 12, 2017  
Regular Meeting Minutes

Meeting called to order at 7:00 p.m. by Chairperson Oliver Wolcott.

1. ROLL CALL

MEMBERS PRESENT:

Jason Smith, Vice Chairperson  
Dan Dwyer, Mayor  
Dan Amos  
Jim Frisbie  
Michele Potter  
Brent Reili  
Frank Yaquinto

MEMBERS ABSENT:

Oliver Wolcott, Chairperson  
Penny Flury  
Dan Johnson  
Lindsey Lebovitz  
Robert Parent  
Kerri Pollard

OTHERS PRESENT:

Tony Bruscato, DDA Director  
Sam Plymale, DDA Coordinator  
Ellen Elliott, Penn Theatre  
John Townsend, resident  
Dave Rucinski, resident  
Jason Kanopka, resident

2. CITIZEN COMMENTS:

Resident Jason Konopka thanked the DDA for the public meeting regarding the Kellogg Park fountain. Konopka asked if the DDA had the final decision on the fountain design and how the fountain subcommittee was formed.

Vice Chairperson Jason Smith said the DDA ultimately had the final decision and decided to honor the fountain workshop committee's 9-7 vote in favor of the traditional design. Smith said the fountain workshop committee was a cross section of residents, business owners, local service group members and other community members who had interest in the project.

3. BOARD COMMENTS:

Vice Chairperson Jason Smith welcomed new DDA Board Member Brent Reili.

4. APPROVAL OF AGENDA:

A motion was made by Director Potter and seconded by Mayor Dwyer to approve the January 12, 2017 regular meeting agenda.

MOTION CARRIED UNANIMOUSLY

5. APPROVAL OF MINUTES:

- a. A motion was made by Mayor Dwyer and seconded by Director Yaquinto to approve the December 8, 2016, regular meeting minutes.

MOTION CARRIED UNANIMOUSLY

6. OLD BUSINESS

- a. DDA 2016 goals update

Vice Chairperson Jason Smith and Staff Director Bruscatto gave an update on the 2016 DDA Goals. Vice Chairperson Smith said that DDA goals for the 2017 year will be set at the February DDA meeting.

**Saxton's Property** – Staff Director Bruscatto said that the Saxton's RFP subcommittee will meet with developers on January 24 at 1 p.m., 3 p.m. and 5 p.m. Vice Chairperson Smith said the meetings are open to the public and their will be more discussion on the proposals in the future.

Staff Director Bruscatto said that a pipe burst at the Saxton's property and Belfor restoration services and Horton plumbing have cleaned the area and fixed the issue.

**Tree Lights** –Bruscato said the DDA plans to continue expanding on this program in 2017.

**Parking Lot/Alley Improvements** – Bruscato said the Fleet St. Alley project is complete, but there is now a sewer issue behind Alpine Chocolat Haus. Work is scheduled to begin next week to fix the issue and there could be intermittent closures of the alley as a result.

Bruscato said staff is still collecting information on the block style enclosures for the trash compactors and would present findings at the February meeting.

Bruscato said a comprehensive structural analysis of the Central Parking Deck would begin over the next couple weeks.

**Kellogg Park Fountain Upgrades** – Bruscato said the next designs and cost estimates are expected to be submitted by early February.

Mayor Dwyer said there is no need to bring the new designs before the DDA Board or the City Commission.

Bruscato said the once the designs are received, the next step will be to go before the Historic District Commission.

b. Central Parking Deck repairs resolution

RESOLUTION

*The following Resolution was offered by Director Frisbie and seconded by Director Potter.*

- WHEREAS The Downtown Development Authority Board has made it a priority to keep the Central Parking Deck operational by conducting annual repairs and maintenance, and*
- WHEREAS At times, emergency repairs are needed to keep the deck safe for all those who park in the structure,*
- WHEREAS RAM Construction has inspected the central parking deck and recommended emergency repairs, including concrete replacement on the upper level of the structure,*

*NOW THEREFORE BE IT RESOLVED THAT the Downtown Development Authority Board hereby authorizes \$5,800 for emergency repairs to the central parking deck. Funding for this effort is authorized from account # 405.290.977.813.*

MOTION PASSED UNANIMOUSLY

## 7. New Business

### a. Outdoor Dining Policy

Staff Director Bruscato offered a recommendation that no changes should currently be made to the Outdoor Dining Policy.

Mayor Dwyer said he agreed with the recommendation and thanked DDA Staff for the detailed reports on patio umbrella and square footage information. Mayor Dwyer said that the patios are an essential part of what makes Downtown Plymouth great and that the DDA should continue to monitor the policy for any needed updates.

Director Reili said the outdoor dining patios keep the city vibrant and policies should not be prohibitive to restaurant owners.

Vice Chairperson Smith commended staff on the research provided to the DDA Board. Vice Chairperson Smith said that he agrees with the recommendation. Vice Chairperson Smith directed staff to explore potential regulation of umbrella size and amount of umbrellas allowed in a given patio.

## 8. Reports and Correspondence

### a. Saxton's Expenditure Tab

Staff Director Bruscato gave an update on expenditures related to the Saxton's property.

### b. Website update

DDA Coordinator Sam Plymale updated the DDA Board on the website update of [www.downtownplymouth.org](http://www.downtownplymouth.org). The newly designed website is anticipated to go live in April of 2017.

### c. 2017 DDA goals

Vice Chairperson Smith said the DDA Board members will decide on DDA goals for 2017 at the February meeting.

### d. 150<sup>th</sup> Plymouth Celebration

Ellen Elliott, Penn Theatre and resident, updated the board on the Penn Theatre and Plymouth Historical Museum's collaborative efforts for Plymouth's 150<sup>th</sup> Anniversary Celebration.

9. Adjournment

Director Frisbie made a motion to adjourn the meeting, seconded by Mayor Dwyer. MOTION CARRIED UNANIMOUSLY

Meeting adjourned at 7:45 p.m.





## ADMINISTRATIVE RECOMMENDATION

**TO:** DDA BOARD  
**FROM:** DDA STAFF  
**CC:** S:\DDA\SHARED FILES\DDA BOARD\DDA AGENDAS\DDA AGENDAS 2017\FEBRUARY  
**DATE:** 2/7/2017  
**RE:** TRASH COMPACTOR ENCLOSURE RECOMMENDATION

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### BACKGROUND:

As part of the Fleet Street Alley construction project that was recently completed, the DDA made an effort to relocate trash compactors and dumpsters to locations in the alley that were not near major pedestrian crosswalks, as well as in areas that would allow for easier access for delivery trucks. After discussions with Republic Waste, the City Manager, the Department of Municipal Services, DDA staff and DDA board members, a decision was made to move both trash compactors to the south side of the alley.

In an effort to help keep the areas around the trash compactors clean and aesthetically pleasing, DDA staff gathered information for fenced enclosures and gave a recommendation at the December DDA meeting. The DDA Board directed staff to get also solicit quotes for block style enclosures and present the findings at a DDA Board Meeting in the near future.

DDA Staff gathered quotes and proposals from five different companies to install two enclosures in the alley. The costs listed are the total for two enclosures.

**Vinyl coated chain link fence with privacy slats**

(chain link fence without vinyl coating would slightly reduce costs)



*(Picture depicts what coated fence with slats would look like)*

Upright Fence: \$10,100 (11 feet wide enclosure)

Anchor Fence: \$9,972 (10 feet wide enclosure)

**Redi Rock limestone enclosure (with gates)**

(Note: structure would be movable-no concrete footings necessary, chain link style gates would slightly reduce costs)



*(Pictures depict what wall material/vinyl gate would look like. Gate colors vary)*

Old Village Landscaper: \$21,600

**Masonry enclosures featuring brick veneer with limestone coping (vinyl gates)**

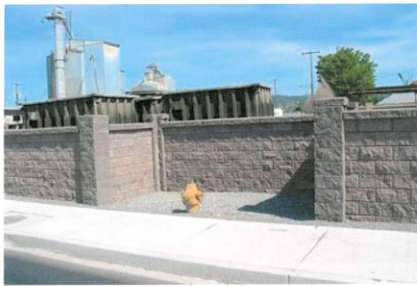
Note: Using chain link style gates will slightly reduce costs.



*(Pictures depict brick style with vinyl gate and wooden man door. Gate colors vary)*

Dan's Custom Brickwork: \$25,200

**Masonry enclosures (AB Block) with chain link gates**



Serene Landscape Group: 3 cost proposals based on enclosure dimensions:

A: \$29,510.58 B: \$23,650.20 C: \$23,573.28

**RECOMMENDATION:**

DDA staff has determined a need for enclosures around the trash compactors on the Fleet Street Alley for aesthetics in the alley which is a gateway to downtown, as well as to hide any trash spillover.

DDA Staff recommends that the DDA Board authorize the expenditure of up to \$11,000 (10% installation contingency) to Upright Fence for black vinyl coated chain link fence

enclosures with privacy slats for the two Fleet St. trash compactors. The expenditure would be taken from account 248.820.818.000.

While there are other options, staff believes the vinyl coated fence enclosures are better looking than regular chain link fencing. And, while the intention is to make the alley look better, Fleet St. is still an alley and the additional expenditure for block is not warranted.

Also, there could be changes to trash pick-up in the alley in the future, including different size and shape compactors. The potential for adjustments to the vinyl fencing is more likely than moving and changing a masonry block wall.

If staff were to consider a block wall, we would recommend the DDA Board authorize the expenditure of up to \$23,760 (10% installation contingency) to Old Village Landscaping for masonry style enclosures for the two Fleet St. trash compactors. The expenditure would be taken from account 248.820.818.000.

However, with expected budget expenditures associated with the Saxton's property, a new fountain in Kellogg Park, the conversation involving paid parking and Central Parking Deck repairs, staff does not recommend spending the additional money for masonry block walls around the trash compactors.

DDA Staff presents the following resolution for consideration.

**RESOLUTION**

*The following resolution was offered by Director \_\_\_\_\_  
and seconded by Director \_\_\_\_\_*

*WHEREAS The DDA has made it a goal to make parking lot and alley  
improvements, and*

*WHEREAS The DDA is working to make the Fleet St. Alley a cleaner and more  
friendly pedestrian gateway into downtown Plymouth, and*

*WHEREAS The DDA has identified a need for enclosures around the two  
Fleet St. trash compactors to help keep the areas clean,*

*NOW THEREFORE BE IT RESOLVED THAT the City of Plymouth Downtown  
Development Authority Board of Directors does hereby authorize staff to spend  
up to \$11,000 (includes 10% installation contingency) from account number 248  
820 818 000 to Upright Fence for installation of vinyl coated chain link fence  
enclosures with privacy slats around the two Fleet St. Alley trash compactors.*



## Information Only

**To:** DDA Board  
**From:** DDA Staff  
**CC:** S:\DDA\Shared Files\DDA Board\DDA Agendas\DDA Agendas 2017\February  
**Date:** 02/9/2017  
**Re:** 2017 DDA Goals

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Every year the DDA Board generates a list of potential goals for the upcoming calendar.

For 2016, the DDA listed four goals:

- Saxton's property: continue to develop and implement a comprehensive strategy to increase public parking in the DDA.
- Tree lights: continue to collaborate with property owners on tree lighting improvements downtown.
- Parking lot and alley improvements/potential paid parking.
- Kellogg Park fountain upgrades.

All four of the goals are long-term, will continue into 2017, and will be receiving significant time and attention by DDA staff until they are completed.

Among other goals listed as potential by the DDA Board in 2016 that staff made serious inroads:

- Additional downtown bicycle racks. The Wilcox Foundation funded nearly \$7,000 in new bike racks and installation throughout the downtown, doubling the number of bike spaces to approximately 75.
- Social media and web presence increase. How do visitors engage with downtown online? Facebook page likes surpassed the 5,000 mark, while the DDA now has more than 1,500 Twitter followers and nearly 900 Instagram followers. DDA staff analyzed DDA website visits and identified a need for a redesign that included a mobile friendly interface. The new website rollout is expected to take place in April of 2017.

Other 2016 goals seen as potential were:

- Greater collaboration and conversation between the DDA and Plymouth Chamber businesses.

- Replace downtown trees and grates.
- Input to City Commission whether there should be an increase in liquor licenses.
- DDA serve as a facilitator to increase synergy between restaurants and retailers.

As you can tell, DDA staff made inroads on six of 10 potential goals, an exceptional accomplishment considering the time associated with the four main goals, consistent daily merchant relations, the Friday night concert series and day-to-day situations that occur...among other duties.

For 2017, DDA staff recommends a continuing focus on three of the four 2016 goals: Kellogg Park improvements and new fountain; development of the Saxton's property, and potential for paid parking downtown. All are projects that are in progress and are a high priority to be completed.

DDA staff has identified a number of infrastructure projects that should be considered, pending staff time and budget restrictions. They include:

- Long-term Central Parking Deck repairs
- Parking lot improvements, including resurfacing
- Replacement of downtown streetscape trees and tree grates

Also attached are comments from DDA Chair Oliver Wolcott and Vice-chair Jason Smith, who will not be at the February DDA Board meeting, on their recommendations for 2017 goals.

**2017 DDA Goals:**

- 1) Award Saxton's Development
- 2) Finalize paid parking review, develop comprehensive plan
- 3) Kellogg Park - Finalize design, outline schedule for Phase 1 Improvements. Hold Phase 2 Workshop discussion with community, work towards consensus on Phase 2 improvements

Dan and Tony will be able to speak to the City's new approach to goal setting - 5-year vision. I believe much of the success of the DDA's evolution over the last handful of years is attributed to the hard work of those even before me (Mike Wright particularly) at bringing the DDA and City more closely aligned (though not always in full agreement) with the broader vision for the downtown. To that end, there are inevitably more goals worthy of discussion - tree grate replacement, better wayfinding, etc. but we should be cautious in how ambitious we are considering how much time and resources the Saxton's Development alone will take of DDA staff time in 2017.

My thoughts...thanks Dan for taking the reigns. I'll touch base when I'm back in town and am excited to hear about the robust conversation this Thursday.

Oliver

January 25, 2017

Anthony Bruscato, Director  
Plymouth Downtown Development Authority  
831 Penniman  
Plymouth, MI 48170

Subject: DDA Goal Setting 2017

Dear Tony,

Unfortunately, I am unable to attend our regularly scheduled DDA meeting on Thursday, February 9, 2017. Please accept this letter as my suggestions/comments related to the 2017 DDA Goals discussion.

#### 2016 Goals

- Saxton's property: continue to develop and implement a comprehensive strategy to increase public parking in the DDA.  
*Comment: I view this as a top priority for 2017 and beyond. I believe this goal should stay as-is.*
- Tree lights: continue to collaborate with property owners on tree lighting improvements downtown.  
*Comment: Expansion of tree lights throughout the downtown have been a most welcomed addition to DTP. We should continue with this goal in 2017.*
- Parking lot and alley improvements. Parking updates.  
*Comment: This continues to be a top priority in my opinion. We made great strides in 2016 with improving parking in downtown with increased enforcement, re-striping, alley improvements, and public/private partnerships. I would like to see this momentum continue as we determine the final plans for Saxton's and how to best proceed with the Central Parking Deck. We may want to look to some resurfacing of lots in 2017 if possible. We also need to continue our paid parking discussions.*

*The Central Parking Deck needs to become a priority. I recall 2-3 times in 2016 that we had falling concrete from the Central Parking Deck. Once the Carl Walker report is complete we may be able to decide a course of action moving forward.*

- Kellogg Park fountain upgrades.




*Comment: We should revise this goal for 2017. Although the installation of the fountain is very important for 2017, I think we also need to embark on Phase 2 of the Kellogg Park Improvements. Although I love Kellogg Park and the public space it provides, there is no doubt that many elements of the park have become tired and dated. Planter boxes, benches, grass, some trees, and much of the hardscape need to be considered when we look to update the park. This is a top priority for me in 2017.*

Other Considerations for 2017

- Non-motorized and pedestrian improvements
  - Crossing signals
    - Main/Church
    - Harvey/Penniman
    - Harvey/Wing
    - Main/Wing
  - Bike share in DTP
- 150<sup>th</sup> Plymouth Celebration

My apologies for not being able to attend. I hope to see you all in March. Thank you  
Tony.

Sincerely,

A handwritten signature in blue ink that reads "Jason T. Smith". The signature is written in a cursive, flowing style.

Jason T. Smith, Vice Chair



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## Information Only

**To:** DDA Board  
**From:** DDA Staff  
**CC:** S:\DDA\Shared Files\DDA Board\DDA Agendas\DDA Agendas 2017\February2017  
**Date:** 01/09/2017  
**Re:** Liquor License Discussion

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The city's Liquor License Review Committee and City Commission are expected to discuss the city commission's cap on liquor licenses at its February 20, 2017 meeting.

Staff recommends the DDA Board have a discussion and develop a concensus on whether the liquor license cap in the city, including the downtown, should be kept intact or lifted. Your comments, questions and recommendations will be taken by Chairman Wolcott and Mayor Dwyer to the LLRC and City Commission.

There are 24 liquor licenses in the city, with 14 of those in the DDA. One of those, belonging to the former Panache/Bamboo restaurant, is currently in escrow with the state.

There are currently two other licenses in escrow with the state that are the property of Westborn Market and Greek Islands Coney Island, both in the DDA. Activation of those licenses would violate the city's liquor management ordinance. Greek Islands has already submitted a plan to the Plymouth Police Department to begin serving beer and wine.

City Manager Paul Sincock receives calls almost daily about businesses wanting a liquor license.

Attached is the Liquor License Management ordinance for background information.

Below are comments from DDA Chair Oliver Wolcott, who will not be able to attend the regular board meeting.

**Liquor Cap:** Until we address Parking in a more comprehensive manner (Saxton's primarily), and add another Police Officer to monitor establishments downtown, I don't believe we should raise the cap. Like the last several years, that is my belief now but should we address parking and public safety more adequately in the future I am very open to doing so in a measure way. Dan's '3-stool' analogy aptly applies.

**Sec. 6-33. - Licensing policy.**

- (a) New licenses or liquor license permits, transfer of ownership of existing licenses, transfers into the city of new licenses, will be approved at the sole discretion of the city commission. This shall include liquor license permits proposed within the B-1, B-2, B-3, and ARC zoning districts within the city.
- (b) Within the B-2, central business district, as indicated on the City of Plymouth Zoning Map, the city shall have a cap or a total of not more than [14](#) State of Michigan Liquor Licenses of any type of on-premises retail licenses that would allow for the service of any alcohol (beer, wine, spirits) by the glass or for consumption on premises of any establishment. This would include but not limited to State of Michigan Class C, Club, B Hotel, A Hotel, Tavern, Bistro, Brewpub, Micro-Brewer, Resort, DDA, and Economic Development, winery and/or other type of state license allowing the regular serving of alcohol at a licensed establishment.
- (c) Within the B-1, B-3, and ARC zoning districts within the city, as indicated on the City of Plymouth Zoning Map, the city shall have a cap or a total of not more than ten State of Michigan Liquor Licenses of any type of on-premises retail licenses that would allow for the service of any alcohol (beer, wine, spirits) by the glass or for consumption on premises of any establishment. This would include but not limited to State of Michigan Class C, Club, B Hotel, A Hotel, Tavern, Brewpub, Micro-Brewer, Resort, DDA, and Economic Development, winery and/or other type of state license allowing the regular serving of alcohol at a licensed establishment.
- (c) The city commission shall not recommend to the State of Michigan Liquor Control Commission the approval of any on-premises retail liquor license in excess of [14](#) within the B-2 district as outlined here.
- (d)

The city commission shall not recommend to the State of Michigan Liquor Control Commission the approval of any on-premises retail liquor license in excess of ten within the B-1, B-3, and ARC districts as outlined here.

(e)

The city commission shall give first consideration for a new or transfer in of a liquor license in the B-1, B-3 and ARC Districts to restaurant businesses currently operating in the city that want to expand their restaurants to include the sale of alcohol by the glass for a period that shall end on November 1, 2011 after this date no such preference shall be given. If no currently operating city located restaurant applies to the city and the State of Michigan Liquor Control Commission in the preference period the city shall consider all applications equally based on the criteria outlined in the Liquor Management Ordinance on a first completed application, first reviewed process.

(f)

The city shall conduct an annual review of all 24 on premises retail liquor licenses within B-1, B-2, B-3, and ARC Zoning Districts in accordance with the liquor management ordinance. This review shall be conducted by the local liquor license review committee and a recommendation shall be forward to the city commission.

(Ord. No. 2003-4, 5-19-03; Ord. No. 2011-05, §§ 1, 2, 6-26-11)

Saxton's Property Monthly Costs  
January 2017

<b>ITEM</b>		<b>COST</b>
Electricity	\$	241.56
Gas	\$	1,156.41
Carlisle/Wortman Services (meeting planning)	\$	552.50
Dunlap Heating Inspection	\$	89.95
Water	\$	223.17
<b>TOTAL EXPENSES:</b>	\$	2,263.59
<b>TOTAL RENT COLLECTED:</b>	\$	4,425.00
<b>MONTHLY SURPLUS/DEFICIT:</b>	\$	2,161.41