



Plymouth Downtown Development Authority Meeting Agenda September 11, 2023 7:00 p.m. Plymouth City Hall & Online Zoom Webinar

Plymouth Downtown Development Authority
831 Penniman
Plymouth, Michigan 48170

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Join Zoom Webinar: <https://us02web.zoom.us/j/89965495840>

Webinar ID: 899 6549 5840

Passcode: 480510

1) CALL TO ORDER

*Kerri Pollard, Chairperson
Andre Martinelli, Vice Chair
Nick Moroz, Mayor
Ellen Elliott
Brian Harris
Richard Matsu
Dan Johnson
Patrick O'Neill
Shannon Perry
Paul Salloum*

2) CITIZENS COMMENTS

3) APPROVAL OF THE AGENDA

4) APPROVAL OF MEETING MINUTES

A. August 14, 2023 Regular Meeting Minutes

5) BOARD COMMENTS

6) OLD BUSINESS

A. Strategic Plan Update

7) NEW BUSINESS

A. Central Parking Deck Lighting

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.

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, August 14, 2023, 2023 - 7:00 p.m.

City of Plymouth
201 S. Main
Plymouth, Michigan 48170-1637

www.plymouthmi.gov
Phone 734-453-1234
Fax 734-455-1892

1. CALL TO ORDER

Chair Kerri Pollard called the meeting to order at 7:00 p.m.

Present: Chair Pollard, Vice Chair Andre Martinelli, Mayor Nick Moroz, Members Ellen Elliott, Brian Harris, Richard Matsu, Paul Salloum

Excused: Members Dan Johnson, Patrick O'Neill, Shannon Perry

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

2. CITIZENS COMMENTS

There were no citizen comments.

3. APPROVAL OF THE AGENDA

Martinelli offered a motion, seconded by Moroz, to approve the agenda for Monday, August 14, 2023.

There was a voice vote.

MOTION PASSED

4. APPROVAL OF THE MEETING MINUTES

Martinelli offered a motion, seconded by Moroz, to approve the minutes of the July 10, 2023 regular meeting.

There was a voice vote.

MOTION PASSED

5. BOARD COMMENTS

Moroz thanked the administration for its work on the Saxton's parking lot.

6. OLD BUSINESS

a. Strategic Plan Update

Plymale reported that most of the work on the Saxton's parking lot should be done by the Fall Festival and the holiday tree light maintenance was completed in July, although due to storms, the company will re-check in the fall. He said the DDA staff created and distributed an Art Walk brochure, and that the suspected art vandals had been identified.

There was a discussion about the EV charging stations at the Saxton's lot and Buzuvis said he was pursuing grants and rebates to fund them.

b. Outdoor Dining Policy Update

Moroz said the City Commission has not made a decision on a new policy and that there had been a great deal of communication with businesses, residents, elected officials, and administration. DDA board members discussed the fees and Moroz provided rationale for his recommendation. It was agreed that the current rate of \$1.50 per square foot was too low, but since this agenda item was intended to be a discussion, no formal recommendation was offered.

7. NEW BUSINESS

There was no new business.

8. REPORTS AND CORRESPONDENCE

a. Downtown Day September 23, 2023

Plymale said participating in this statewide program would be an opportunity to give businesses a potential boost after Fall Festival.

9. ADJOURNMENT

Martinelli offered a motion, seconded by Moroz, to adjourn the meeting at 7:29 p.m.

There was a voice vote.

MOTION PASSED

2020-2024 Five-Year Action Plan

Rev. February 3, 2021

Goal	Task	Responsible Party	Timeframe	Funding Source	Status Update 9/7/2023
Improve Parking	<p>**Top Priority** Improve condition, aesthetics, and/or functionality of existing parking lots by: - 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</p>	DDA Staff/ DDA Board	Short-term		Paving of the new lot at the Saxton's site is expected the week of 9/11/2023. EV charging stations and landscaping beautification to take place later in the fall.
	<p>Finance parking lot maintenance and improvements via a paid parking system. Includes demolition/reconstruction of parking deck. -Decide on a direction for paid parking</p>	DDA Staff/ DDA Board	Short to Mid-term		COW meeting held on 4/3/2023 to inform boards of direction of parking, woonerf and patio updates. Economic Development Director John Buzuvis presented paid parking presentation to City Commission on 6/5/2023. Waiting on City Commission for next steps.
	<p>Maximize number of parking spaces</p>	DDA Staff	Short to Long-term		City Commission did not approve the DDA Board recommendation to add parking spaces on Church Street at the 6/5/2023 meeting.
Pedestrian safety	<p>**Top Priority** Improve pedestrian crossings for safety (also goal of DDA Infrastructure Plan), alerting cars that pedestrian is in crosswalk, specifically: - 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</p>	City Commission/ DDA Board	Short-term		New bike racks installed at City Hall and Kellogg Park. Additional bike racks planned in 2024 at Deer/Ann Arbor Trail and on Union near UBS. Pedestrian signal installation at Main Street crosswalk and Forest and Ann Arbor Trail crosswalk installed in 2022.
	<p>Maintain sidewalks for safety, making them pedestrian friendly by: - Repair concrete where needed. - Replace tree grates (either overall or where needed). - Maintain/update pavers. - Extend sidewalks where needed.</p>	DDA Staff	Short-term		DMS Sidewalk program delayed until 2024. DMS crews are exploring some new options with concrete cutting and mudjacking companies to deal with uneven sidewalks in the downtown area. Some tree grate areas repaired and filled with mulch in March. All 2023 brick work complete as of July 1. Any additional major repairs to trees, grates, planters, brickscape and/or sidewalk will be part of a future streetscape upgrade project.

2020-2024 Five-Year Action Plan

Rev. February 3, 2021

Goal	Task	Responsible Party	Timeframe	Funding Source	Status Update 9/7/2023
Improve pedest	Plant trees (Also goal of DDA Infrastructure Plan) along sidewalks; replace trees in poor condition as identified; investigate organizations (Keep Plymouth Leafy) that supply/plant trees	City Commission/ DDA Board	Mid-term		Trees on Penniman and Forest have rebounded and don't need replacement in 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		Holiday Tree Light maintenance completed as of July 3. Contractor to return after Fall Fest due to recent storms. City Electrician has submitted a plan to fix some existing lights in the Parking Deck, and add a LED lights separate from the current system to improve visibility and public safety in the deck.
	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		Plymouth Art Walk has been installed in all Phase 2 locations. DDA Staff has created and distributed brochures on the Art Walk. DIA Inside Out temporary installations to be removed in October of 2023.
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		City IT staff working on upgrading camera system in Central Parking Deck, Kellogg Park and surrounding areas with completion expected later in 2023. DMS completed turf repairs and needed tree trimming in May 2023. Planters all planted as of June 1. New holiday decorations needed. Staff looking at funding options.

2020-2024 Five-Year Action Plan

Rev. February 3, 2021

Goal	Task	Responsible Party	Timeframe	Funding Source	Status Update 9/7/2023
Support Businesses	<p>**Top Priority** Rethink café/outdoor dining policy to include: - 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. *Approved by City Commission starting in April and extending through 2021. -Reach decision on outdoor dining plan and consider "parklets"</p>	City Commission/ DDA Board	Short-term		City Commission did not approve new Outdoor Dining Policy at 8/7/2023 City Commission Meeting. Platform policy is only in place through 2023. Saturday Scenes entertainment has been a success in adding entertainment options on Saturday evenings. Staff to expand Saturday Scenes to an all day event on Downtown Day on September 23. Friday concerts were a huge success in 2023.
	Expand use of technology	DDA Board	Short to Mid-term		Four EV charging stations to be installed at the new Saxton's lot after completion of reconstruction. Downtown Spotlight videos on hold until new DDA Assistant is hired.
	Engage with businesses to create artwork throughout the DDA	DDA Board/ DDA Staff	Short-term		DDA Staff seeking funding options for potential garage mural near Central Parking Deck. Two local artists have shown interest. Some downtown businesses have shown interest in supporting a third phase of the Plymouth Art Walk.
	Attract new businesses and engage with existing businesses	DDA Board/ DDA Staff	Short to Long-term		New website design launched May 25 and staff updated all content in June. Staff updated Downtown Walking Maps and business information on downtown kiosks in July.



ADMINISTRATIVE RECOMMENDATION

To: DDA Board
From: DDA Staff
CC: S:\DDA\Shared Files\DDA Board\DDA Agendas\DDA agendas 2023\September2023
Date: 9/11/2023
Re: Central Parking Deck Lighting Resolution

BACKGROUND:

One of the Plymouth Downtown Development Authority's greatest responsibilities is keeping the Central Parking Deck safe and operational for residents, visitors, and employees parking in Downtown Plymouth. Recently, issues with lights going out have increased on both the lower and upper levels of the Central Parking Deck. Some business owners have expressed safety concerns for their staff, especially late at night.

The Department of Municipal Services is responsible for changing halogen bulbs in the current fixtures when they go bad, and the City's contracted electrician is traditionally called on for all additional repairs. After some discussion with DMS staff and the City's contracted electrician Green Electrical Solutions, DDA staff requested a proposal from Green Electrical Solutions to repair the fixture issues in the current system, while adding additional LED lights in strategic locations around the lower level of the deck. Please see the proposal from Green Electrical Solutions for details.

DDA staff members have been looking for ways to improve the lighting in the Central Parking Deck without having to completely rework the current system as the original conduit for the lights is nearly entirely in the pour of the concrete of the deck. Our engineer previously estimated the cost of replacing the entire lighting system at nearly \$100,000. The current proposal from Green Electrical Solutions is much more cost effective at this time, with the estimated cost at \$12,650. In addition, a project to overhaul the entire lighting system would be lengthy and require large closures of the deck as portions of the concrete would have to be exposed. Under the current proposal there will be no need to open the concrete as the addition of LED packs and conduit near the tops of inner columns in the lower level will be attached exclusively to the outer portion of the concrete.

DDA Staff believes the new LED lights will improve visibility and help with potential public safety issues in the lower level of the deck. DDA Board members may remember the addition of similar LED pack style lights on the outer perimeter of the deck and on the eastern inner portion of the lower level back in June of 2022. These newer lights have done a good job of illuminating the perimeter of the deck and have improved public safety in the area. Staff believes these new lights will not only improve visibility in the lower level, but act as a backup system if another portion of the old system fails. In addition, the DDA can add additional LED packs to the new redundant system as needed or if/when old portions of the system potentially fail in the future.

RECOMMENDATION:

With the age of the Central Parking Deck, DDA staff does not believe a complete overhaul of the entire lighting system is a prudent use of funds, and the current proposal from Green Electrical Solutions will improve the lighting at a fraction of the cost.

DDA staff recommends that the DDA Board approve the following resolution to repair the broken light poles on the upper level and add six LED light packs on the lower level of the Central Parking Deck at a cost not to exceed \$12,650.



GREEN ELECTRICAL SOLUTIONS

Electrical Contractor
Commercial - Industrial

QUOTATION

September 5, 2023

23-268

Sam Plymale
831 Penniman Ave.
Plymouth, MI 48170

Attention: Sam Plymale
Regarding: **Parking Deck Lighting**

Sam, I'm pleased to offer this proposal for the installation of (6) new LED wall packs for the interior of the lower parking deck and refeeding the (2) double head light poles currently not working on the upper deck. The location of the new lights will be (2) on the north wall, (1) on the west wall, (1) on the south wall and (2) in the middle of the lower deck. The proposal includes all light fixtures, conduit, wire, contactor, breakers and all other material needed to complete the project. Proposal includes Labor, truck, and materials. Scissors lift provided by others.

Proposal.....\$12,650.00

If acceptable, please indicate it in the spaces provided, then please sign, and send.

We thank you for the opportunity to quote your electrical requirements.

Sincerely,

Don Green
Master Electrician

Purchaser:

Accepted By:

This proposal will be valid for 30 days from quote date.

RESOLUTION

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

WHEREAS The Plymouth Downtown Development Authority oversees the maintenance and upkeep of the Central Parking Deck, and

WHEREAS DDA staff has identified the need to improve the lighting in the Central Parking Deck, especially in the lower level, and

WHEREAS City electrical contractor Green Electrical Solutions has provided a solution to the lighting issues that does not require a complete overhaul of the lighting system in the Central Parking Deck at a cost not to exceed \$12,650.

NOW THEREFORE BE IT RESOLVED THAT, the Downtown Development Authority Board hereby authorizes up to \$12,650 as payment to Green Electrical Solutions to repair two broken light poles on the upper level and add six LED wall packs to the lower level of the Central Parking Deck.

Funding for this effort is authorized from the Central Parking Deck Capital Outlay account # 494.290.977.813.