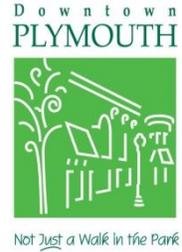


Thursday, February 9, 2017 Meeting Minutes



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

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CITY OF PLYMOUTH  
DOWNTOWN DEVELOPMENT AUTHORITY

Thursday, February 9, 2017  
Regular Meeting Minutes

Meeting called to order at 7:00 p.m. by Mayor Dan Dwyer.

1. ROLL CALL

MEMBERS PRESENT:

Dan Dwyer, Mayor  
Dan Amos  
Penny Flury  
Jim Frisbie  
Dan Johnson  
Robert Parent  
Kerri Pollard  
Brent Rieli

MEMBERS ABSENT:

Oliver Wolcott, Chairperson  
Jason Smith, Vice Chairperson  
Lindsey Lebovitz  
Michele Potter  
Frank Yaquinto

OTHERS PRESENT:

Tony Bruscato, DDA Director  
Sam Plymale, DDA Coordinator  
Wes Graff, Plymouth Chamber of Commerce

Thursday, February 9, 2017 Meeting Minutes

Ellen Elliott, Penn Theatre  
Bob Ostendorf, business owner  
Stefan Stefanakis, business owner  
Paul Salloum, property owner  
John Townsend, resident  
Dave Rucinski, resident  
Denise Burrows, resident

2. CITIZEN COMMENTS:

Resident Dave Rucinski asked about an updated timeline for the Kellogg Park fountain construction and if the current fountain would be functioning prior to new construction.

Mayor Dan Dwyer said that the current fountain would be repaired as long as it isn't a major expense.

Staff Director Bruscato said he would update the status of the fountain project during the 6a 2016 Goals Update.

3. BOARD COMMENTS: NONE

4. APPROVAL OF AGENDA:

A motion was made by Director Amos and seconded by Director Johnson to approve the February, 9 2017 regular meeting agenda.

MOTION CARRIED UNANIMOUSLY

5. APPROVAL OF MINUTES:

A motion was made by Director Amos and seconded by Director Parent to approve the January 12, 2017 regular meeting minutes.

MOTION CARRIED UNANIMOUSLY

6. OLD BUSINESS

Thursday, February 9, 2017 Meeting Minutes

a. DDA 2016 goals update

**Saxton's Property** – Staff Director Bruscato said that the Saxton's developer interviews are posted on the city's website. Bruscato said the Saxton's RFP Subcommittee decided to conduct one additional interview of both the Harmonie Park development team and the Union Street development team that will be scheduled in the near future.

Mayor Dan Dwyer said that DDA Staff will check references provided by Harmonie Park and Union Street Development prior to the next Saxton's RFP Committee meeting.

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

**Parking Lot/Alley Improvements** – Staff Director Bruscato said the work is continuing on the analysis of the Central Parking Deck. A report from Carl Walker is expected to be presented at the March DDA meeting.

**Kellogg Park Fountain Upgrades** – Staff Director Bruscato said that staff was given new designs on February 8. Russell Designs is scheduled to have meetings with an electrician and engineer over the next couple weeks to help determine potential project costs.

Bruscato said that an effort is underway to present the project to the Historic District Commission at their March 1 meeting. Bruscato said that new design details would be available in the days leading up to the HDC presentation. Bruscato said an updated project timeline would be available once the meeting with the HDC was complete.

b. Trash compactor resolution.

Staff Director Bruscato and Coordinator Sam Plymale presented findings on enclosure types for the trash compactors in the Fleet Street alley.

Director Parent asked about colors for the coated vinyl style.

Staff Director Bruscato said that there are various colors for the coated vinyl available.

Director Rieli said that he has been walking by these compactors regularly and noticed

## Thursday, February 9, 2017 Meeting Minutes

that since more strict provisions have been set, the area has looked clean. Director Rieli said that he believes no enclosures are needed at this time.

Mayor Dwyer said he would only support the vinyl coated fence recommendation and not the more expensive masonry option.

Ellen Elliott, Penn Theatre, said a fenced in option may attract an even larger mess in the area.

Director Pollard said that DDA Staff should keep an eye on the situation and if trash in the area becomes a problem once again, the DDA Board would revisit the potential of adding enclosures.

Thursday, February 9, 2017 Meeting Minutes

RESOLUTION

*The following resolution was offered by Director Amos and seconded by Director Parent.*

*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.*

MOTION DENIED UNANIMOUSLY

Thursday, February 9, 2017 Meeting Minutes

7. New Business

a. 2017 DDA Goals Discussion

Although DDA Chairperson Oliver Wolcott and DDA Vice Chairperson Jason Smith were absent from the meeting, they provided written recommendations regarding the 2017 DDA 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 Wolcott

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.

## Thursday, February 9, 2017 Meeting Minutes

### 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

## Thursday, February 9, 2017 Meeting Minutes

- 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,



Jason T. Smith, Vice Chair

Mayor Dwyer said that the City Commission is taking a new approach to goal setting in 2017 that includes a "committee of the whole" meeting once a month.

Mayor Dwyer said these are the five DDA goals he would like to see implemented for 2017:

- 1) A decision on paid parking
- 2) Choose a developer for the Saxton's development.
- 3) Finalize fountain design.
- 4) Engage community about potential Kellogg Park upgrades.
- 5) Finalize digital media upgrades.

Director Frisbie said that he agrees with Mayor Dwyer's list but would like to see the DDA work towards adding the pedestrian crossing signals that Vice Chairperson Smith recommended.

Director Rieli said that he would like to see more bike racks in town.

Resident Dave Rucisnki said he would like to see the DDA have the 150<sup>th</sup> Anniversary planning as part of their 2017 goals.

Director Amos said that planning for the 150<sup>th</sup> Anniversary should not be the DDA's purview.

## Thursday, February 9, 2017 Meeting Minutes

Chamber of Commerce president Wes Graff said the Plymouth Chamber of Commerce is currently helping businesses participate in the 150<sup>th</sup> celebration.

Director Pollard said she agrees with Mayor Dwyer's proposed list of goals, but would like to see a decision made with not only paid parking, but with the direction of the overall parking issue.

Thursday, February 9, 2017 Meeting Minutes

RESOLUTION

*The following resolution was offered by Director Amos and seconded by Director Parent.*

*WHEREAS The DDA Board annually sets a list of yearly goals, and*

*WHEREAS The DDA Board identifies specific achievable goals that are a priority to the downtown district, and*

*WHEREAS The DDA sets goals that will maintain and/or increase the vitality of Downtown Plymouth.*

*NOW THEREFORE BE IT RESOLVED THAT the City of Plymouth Downtown Development Authority Board of Directors authorizes the following six goals for the 2017 calendar year:*

- 1. Reach a decision on parking, including paid parking in the DDA and, if applicable, develop an implementation plan.*
- 2. Select a developer for the Saxton's project and finalize a financing plan and associated legal documents for development.*
- 3. Finalize Wilcox Fountain design as well as the construction schedule.*
- 4. Engage the community and reach a final decision regarding potential Kellogg Park upgrades.*
- 5. Finalize upgrades to the DDA website and other social media communication platforms.*
- 6. Develop a budget plan for the addition of pedestrian crossing signals at the following intersections: Main/Church, Harvey/Penniman, Harvey/Wing, and Main/Wing.*

MOTION PASSED UNANIMOUSLY

Thursday, February 9, 2017 Meeting Minutes

b. Liquor license discussion

Director Johnson said that he wishes to recuse himself from the liquor license discussion as he is a business owner that currently holds a liquor license.

Director Amos made a motion to recuse Director Johnson from the liquor license discussion. The motion was seconded by Director Parent.

MOTION PASSED UNANIMOUSLY

Although DDA Chairperson Oliver Wolcott was absent from this meeting, he provided the following written statement for the liquor license discussion:

**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.

Property owner Paul Salloum said that the liquor license cap should be raised because of the new businesses in town. Salloum said that Greek Islands needs a liquor license to stay competitive. Salloum says there have been fewer problems relating to drinking over the past couple of years and believes the city should add at least two more liquor licenses.

Bob Ostendorf, Stella's Black Dog Tavern, said that he wouldn't be opposed to adding more liquor licenses, but the city needs to address the parking problem before more licenses are added.

Mayor Dwyer said that two liquor licenses are currently not in use including one assigned to the DDA District.

Director Rieli said that he is in favor of raising the cap because it would add to the vibrancy of downtown Plymouth.

Mayor Dwyer said that adding more liquor licenses would add to the parking load downtown.

Director Amos said that increasing the cap wouldn't guarantee that an existing restaurant would get it.

Thursday, February 9, 2017 Meeting Minutes

Stefan Stefanakis, Greek Islands, said the city should increase the cap prior to the Saxton's development. Sefanakis said the city will inevitably have to add liquor licenses to ensure the success of that development.

Thursday, February 9, 2017 Meeting Minutes

RESOLUTION

*The following resolution was offered by Director Amos and seconded by Director Parent.*

*WHEREAS The DDA annually makes a recommendation to the Plymouth City Commission regarding the number of liquor licenses allowed within the DDA district, and*

*WHEREAS The DDA Board believes that an increase in downtown liquor licenses would put a strain on current downtown infrastructure, and*

*WHEREAS The DDA Board believes that more parking spaces are needed in the downtown district before more liquor licenses are allowed.*

*NOW THEREFORE BE IT RESOLVED THAT the City of Plymouth Downtown Development Authority Board of Directors recommends to the Plymouth City Commission that current liquor license cap should remain in place until more parking is added in the downtown district.*

MOTION PASSED 5-1.

YES

Amos  
Flury  
Frisbie  
Parent  
Pollard

NO

Rieli

Thursday, February 9, 2017 Meeting Minutes

8. Reports and Correspondence

a. Saxton's expenditure tab

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

b. 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 Amos made a motion to adjourn the meeting, seconded by Director Frisbie.

MOTION CARRIED UNANIMOUSLY

Meeting adjourned at 8:23 p.m.