



**CITY OF PLYMOUTH
DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
PLYMOUTH CITY HALL
Thursday, January 14, 2016**

1. Roll Call –

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

2. Citizens Comments

3. Board Comments

4. Approval of Agenda

5. Approval of Minutes

- a. 12-10-2015 regular meeting minutes**

6. Old Business

- a. Saxton's property discussion
b. Saxton's leases
c. 2016 goals**

7. New Business

- a. Patio tents
b. Saxton's boiler expenditure**

8. Reports and Correspondence

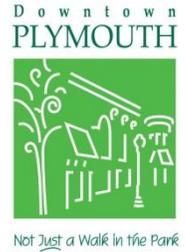
- a. Saxton's expenditure tab**

9. Adjournment



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

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



CITY OF PLYMOUTH
DOWNTOWN DEVELOPMENT AUTHORITY

Thursday, December 10, 2015
Regular Meeting Minutes

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

1. ROLL CALL

MEMBERS PRESENT:

Oliver Wolcott, Chairperson
Lindsey Lebovitz, Vice Chair
Dan Dwyer, Mayor
Dan Amos
Paul DePalma
Jim Frisbie
Dan Johnson
Kerri Pollard
Michele Potter
Frank Yaquinto

MEMBERS ABSENT:

Penny Flury
Bob Parent
Joe Valenti

OTHERS PRESENT:

Paul Sincock, Plymouth City Manager
Tony Bruscatto, DDA Director
Ben Johnson, DDA Intern
Ryan Shaw, resident
Mark Malcolm, resident
Robert Wieldand, resident
Dave Gabros, resident
Ed Krol, resident

2. CITIZEN COMMENTS:

Ryan Shaw, 866 Maple, said he'd like to discuss options concerning the Saxton's property, which surrounds his property.

Dave Gabros, 580 Evergreen, said he'd like to see the Saxton's property along Maple become residential by selling the property to a developer...and use the proceeds to regain tax dollars spent to purchase the property.

Mark Malcolm noted Westborn Market on Penniman should be completed by spring.

3. BOARD COMMENTS:

Director Frisbie attended the December Planning Commission meeting and noted conversation on Saxton's parking centered on how some consider the Saxton's parking plan to be in conflict with the city's master plan.

Mayor Dwyer noted the charge of the DDA is to make certain there is sufficient parking downtown.

Director Yaquinto said the lack of parking could lead to making downtown Plymouth a less desirable place to visit and do business.

Director Potter noted property values in Plymouth will be affected if we don't have a strong downtown.

4. APPROVAL OF AGENDA:

A motion was made by Director Potter and seconded by Mayor Dwyer to approve the agenda.

MOTION CARRIED UNANIMOUSLY

5. APPROVAL OF MINUTES:

- a. A motion was made by Mayor Dwyer and seconded by Director Amos to approve the 11-12-2015 regular meeting minutes.

MOTION CARRIED UNANIMOUSLY

6. OLD BUSINESS -- None

7. NEW BUSINESS

- a. Saxton's Property Taxes

RESOLUTION

The following Resolution was offered by Director Amos and seconded by Mayor Dwyer.

WHEREAS The Downtown Development Authority Board has made it a priority to add to the downtown parking stock by purchasing the 587 W. Ann Arbor Tr., 624 Maple and 674 Maple properties,

WHEREAS The DDA staff will provide landlord duties on the three

aforementioned properties,
WHEREAS The three properties in their current taxable value have a winter tax bill totaling \$2,789.02.

NOW THEREFORE BE IT RESOLVED THAT the Downtown Development Authority Board hereby authorizes \$2,789.02 to be paid from account #248.445.942.500 to pay to the City of Plymouth for the winter property taxes at the 587 W. Ann Arbor Tr., 624 Maple and 674 Maple properties.

MOTION PASSED UNANIMOUSLY

b. 2016 Goals – idea generation

The DDA Board discussed some preliminary ideas of goals for 2016, with additional potential goals to be added to the list at the January Board meeting. At that time, it's expected the Board will vote on which goals will become major targets for 2016. Among the potential goals listed for discussion in January:

1. Saxton's property: continue to develop and implement a comprehensive strategy to increase public parking in the DDA.
2. Tree lights: continue to collaborate with property owners on tree lighting improvements downtown.
3. Greater collaboration and conversation between the DDA and Plymouth Chamber businesses.

4. Replace downtown trees and grates.
5. Input to City Commission whether there should be an increase in liquor licenses.
6. Parking lot and alley improvements.
7. Additional downtown bicycle racks.
8. Kellogg Park fountain upgrades.
9. DDA serve as a facilitator to increase synergy between restaurants and retailers.
10. Social media and web presence increase. How do visitors engage with downtown online.

c. DDA ice sculpture

RESOLUTION

The following resolution was offered by Director by Director DePalma and seconded by Director Lebovitz.

WHEREAS The DDA , as part of its mission, is charged with promoting downtown Plymouth in an effort to draw large numbers of visitors, and

WHEREAS The large number of events downtown help with the mission to market downtown and draw large crowds, and

WHEREAS The DDA and Plymouth Chamber consider the Plymouth Ice Festival an important enough event to join efforts to secure its continued success and the success of downtown businesses,

NOW THEREFORE BE IT RESOLVED THAT the City of Plymouth Downtown Development Authority Board of Directors does hereby authorize staff to spend \$1,000 from account number 248 811 818 000 to carve an ice sculpture with signage to be displayed in Kellogg Park during the 2016 Plymouth Ice Festival.

MOTION PASSED 9-1, with Potter dissenting

8. Reports and Correspondence

- a. Saxton's expenditure tab: The Board was given an up-to-date list of the costs associated with upkeep of the Saxton's property.
- b. Saxton's leases. After reviewing a chart of the leases for the three businesses and two apartment dwellers, the Board passed a resolution to look into updated leases that are at market value.

RESOLUTION

The following Resolution was offered by Mayor Dwyer and seconded by Director Potter.

WHEREAS The Downtown Development Authority Board recently purchased the Saxton's property that includes three businesses (Saxton's, Royalty Seats and Plymouth Train Shop) plus two apartments, and

WHEREAS The DDA Board believes the current month-to-month leases need to be updated, and

WHEREAS The current leases for the three businesses and two apartments appear to be well-below market prices,

NOW THEREFORE BE IT RESOLVED THAT the Downtown Development Authority Board hereby authorizes staff to research fair market value leases for all the tenants, including leases that include tenants paying rent, taxes and utilities, to be discussed by the DDA Board by the February 2016 regular meeting.

MOTION PASSED UNANIMOUSLY

- c. 2015 digital media update: Director Bruscato gave an update on how social media and the website are being used to promote downtown Plymouth.
- d. Wing St. parking limit time changes: A requested change by the DDA Board in the time limit to park on Wing St. between Union and Harvey from 8 hours to 2 hours will be instituted after the parking limit time changes for the city are voted on by the City Commission.

9. Adjournment

Director Potter made a motion to adjourn the meeting. Mayor Dwyer seconded the motion.

MOTION CARRIED UNANIMOUSLY

Meeting adjourned at 8:03 p.m.



Information Only

To: DDA Board
From: DDA Staff
CC: S:\DDA\Shared Files\DDA Board\DDA Agendas\DDA Agendas 2016\January
Date: 01/14/2016
Re: Saxton's Property Options

Following the denial of the application by the City of Plymouth Historic District Commission to allow the DDA to demolish the buildings on the Saxton's property and a house on Maple Street, the Board must decide what the next steps are for the property.

Chairman Wolcott has developed some scenarios he would like to discuss at the January 14 meeting. Those are attached.

DDA January 2016 Regular Meeting – Saxton’s Lot Options / Points of Discussion

Potential options to begin community discussion of what to do with Saxton’s Property. I offer these as conversation starters with the full realization that there are a multitude of others options that could be considered.

OPTION A

Continue with the plan that was presented to the HDC in November 2015.

Provide the HDC with the following:

- requested information (list provided in meeting minutes)
- improved proposal and presentation of proposal
- re-schedule hearing before the HDC.

OPTION B

Submit a revised & improved proposal to the HDC that calls for the following:

- demolition of the DDA owned home on Maple.
- sell the entire Saxton’s building to a private owner with negotiated proposal that they pay for parking in the public lot for whatever # of parking spots that are required by city ordinance.
- utilize the current Saxton’s lot, with the addition of new extended parking along Maple Street.

OPTION C

Submit a revised & improved proposal to the HDC that calls for the following:

- demolition of the DDA owned home on Maple as well as the glass Saxton’s building addition.
- Sell the entire Jewell & Blaich Hall to a private owner with negotiated proposal that they pay for parking in the public lot for whatever # of parking spots that are required by city ordinance.
- Utilize part of the funds from sale of Jewell & Blaich Hall to negotiate purchase of portion of parking lot owned by Mark Wira.
- Continue to utilize the current Saxton’s lot, with the addition of new extended parking along Maple Street, the new parking spaces created by demolition of the glass Saxton’s building, and the spaces purchased from Mark Wira.

OPTION D

Proceed with the following plan:

- Sell the lots along Maple Street for residential development, including the home that the DDA now owns.
- Submit a revised & improved plan to the HDC to demolish the Saxton's glass addition but retain the Jewel & Blaich Hall building.
- Sell the Jewel & Blaich Hall to a private owner with negotiated proposal that they pay for parking in the public lot for whatever # of parking spots that are required by city ordinance.
- Utilize part of the funds from sale of Maple Street lots as well as Jewell & Blaich Hall to negotiate purchase of portion of parking lot owned by Mark Wira.
- Utilize remaining lot as public parking.

OPTION E

Proceed with the following plan:

- Sell the lots along Maple Street for residential development, including the home that the DDA now owns.
- Submit a revised & improved plan to the HDC to demolish the Jewell & Blaich Hall along with the Saxton's glass addition.
- Utilize part of the funds from sale of Maple lots to negotiate purchase of portion of parking lot owned by Mark Wira.
- Utilize entire extended lot as public parking.



ADMINISTRATIVE RECOMMENDATION

To: DDA Board
From: DDA Staff
CC: S:\DDA\Shared Files\DDA Board\DDA Agendas\DDA Agendas 2016\January
Date: 1/11/2016
Re: Saxton's leases

BACKGROUND:

The DDA Board, at its December meeting, requested staff research fair market value leases for all the tenants at the Saxton's property. The leases could possibly include tenants paying increased rent, as well as taxes and utilities.

Since the complex with the three businesses (Saxton's, Plymouth Train Shop and Royalty Seats) and two apartments don't have separate utility meters, signing a triple-net lease (rent, utilities and taxes) may not be totally feasible. However, some of the costs can be recovered with a higher monthly lease, which could cover the utilities and taxes.

In discussions with Realtors, there are other factors to consider when deciding whether to increase rates, and how much of an increase. The rates could remain the same while marketing the space for lease. If a replacement tenant is secured, the current tenant receives a 30-day notice to vacate.

Tenants could be told their rates are going up, and if they don't accept they can be given a 30-day notice to vacate if other tenants are found.

Generally, they say, its' difficult to demand market rate when the building is vacant. However, downtown Plymouth is a hot market and it might not make a difference if the building is occupied.

If the current tenant rates are raised, they may leave and there is no income at all coming from the property.

RECOMMENDATION:

The DDA Board must determine if it wants to raise leases to market value, raise leases from current rates to recover some costs, or not raise leases at all.

RESOLUTION

The following resolution was offered by Director _____ and seconded by Director _____

WHEREAS The Downtown Development Authority Board recently purchased the Saxton's property which includes three businesses (Saxton's, Royalty Seats and Plymouth Train Shop) plus two apartments, and

WHEREAS The current tenants are on month-to-month leases that are under market value and don't include the payment of utilities or taxes, and

WHEREAS the DDA has been subsidizing tenants by paying for the utilities and taxes from DDA funds,

NOW THEREFORE BE IT RESOLVED the DDA Board of Directors votes to bring the monthly leases more in line with market values:

Saxton's: \$13.60 per square foot for a monthly total of \$13,600; current lease is \$1,500 per month

Plymouth Train Shop: \$20 per square foot for a monthly total of \$1,200; current lease is \$675 per month.

Royalty Seats: \$20 per square foot for a monthly total of \$1,200; current lease is \$680 per month.

Apartment A (smaller apt): \$1,200 per month; current lease is \$650 per month.

Apartment B (larger apt): \$2,000 per month; current lease is \$1,600 per month.



Information Only

To: DDA Board
From: DDA Staff
CC: S:\DDA\Shared Files\DDA Board\DDA Agendas\DDA Agendas 2016\December
Date: 01/11/2016
Re: 2016 Goals

At the previous DDA Board meeting in December of 2015, DDA Board members generated a list of potential DDA goals for 2016. The DDA Board was directed to consolidate the list and choose which goals were the most important for 2016.

Below is a list of the potential goals generated at the December 2015 meeting.

1. Saxton's property: continue to develop and implement a comprehensive strategy to increase public parking in the DDA.
2. Tree lights: continue to collaborate with property owners on tree lighting improvements downtown.
3. Greater collaboration and conversation between the DDA and Plymouth Chamber businesses.
4. Replace downtown trees and grates.
5. Input to City Commission whether there should be an increase in liquor licenses.
6. Parking lot and alley improvements.
7. Additional downtown bicycle racks.
8. Kellogg Park fountain upgrades.

9. DDA serve as a facilitator to increase synergy between restaurants and retailers.
10. Social media and web presence increase. How do visitors engage with downtown online.

D o w n t o w n
PLYMOUTH



Not Just a Walk In the Park

831 Penniman Ave. Plymouth MI 48170

Ph: 734.455.1453 Fax: 734.459.5792

Information Only

To: DDA Board
From: DDA Staff
CC: S:\DDA\Shared Files\DDA Board\DDA Agendas\DDA Agendas 2016\January
Date: 01/14/2016
Re: Patio tents

Frank Yaquinto has requested information to determine if he can have outdoor tents on the patio outside his restaurants (Fiamma, Compari's, The Sardine Room) during the first weekend of the patio season, which begins April 1. Because the weather is unpredictable that time of the year, Frank and his staff would like to make certain their event is not affected by the weather.

This is the first request the DDA has received regarding tents as possible alternatives to combat poor weather during the patio season, which runs through November 1.

While Frank may be requesting for a several-day period to use the tents, the DDA Board needs to look at the long-range and overall affect of allowing tents on the patios. If others request the same opportunity, how many days will they be allowed to have them up? While the current patio regulations call for standardized layouts, materials and signage, should there be regulations on the size, color or materials used for tents? If all those with patios request tents, is that the look the DDA Board envisions for downtown?

According to Community Development Director John Buzuvis, currently there are no regulations against tents. However, in an email John relayed the following: Below are the basics of what I learned from the Fire Inspector on enclosed tent seating:

- The tent material must be flame resistant

- Two means of egress must be provided
- Lighted exit lights
- Fire extinguishers must be provided
- No heater that produces an open flame and/or uses a combustibile for fuel is allowed in the tent area (basically would require electric heater or heater using forced air unit)

The above, and more, is covered in the International Fire Code 2012 Under Membrane Structures (Chapter 31)

Staff recommends the DDA Board discuss the future of tents on outdoor patios before the patio season begins.



ADMINISTRATIVE RECOMMENDATION

To: DDA Board
From: DDA Staff
CC: S:\DDA\Shared Files\DDA Board\DDA Agendas\DDA Agendas 2016\January
Date: 1/11/2016
Re: Saxton's boiler expenditure

BACKGROUND:

Last week, the boiler at the Saxton's property stopped working, meaning all of our tenants were without heat.

Staff contacted CTI, the boiler company the city utilizes, to check on repairs. We were told the boiler couldn't be repaired and it would cost about \$29,000 to replace. CTI said it would take 3-6 weeks to get the parts and install.

Because of the large amount of money, staff contacted Hartford & Ratliff, a boiler company recommended by Horton Plumbing in Plymouth. H&R gave the same diagnosis, but said it could replace the boiler for \$17,350. The good news is they could start Monday (Jan. 11) and have it done within three days.

After consultation with DDA Chair Wolcott, he gave the go-ahead for the emergency repairs and install the new boiler.

RECOMMENDATION:

Staff recommends that because the boiler repairs are more than the \$5,000 threshold for expenditures, the Board give official approval to pay \$17,350 from Acct. No. 248 445 818 000, Contractual Services for the Saxton's Property.

RESOLUTION

*The following resolution was offered by Director _____ and seconded by
Director _____*

WHEREAS The Downtown Development Authority Board recently purchased the Saxton's property which includes three businesses (Saxton's, Royalty Seats and Plymouth Train Shop) plus two apartments, and

WHEREAS The DDA is the property manager for the site and maintains upkeep of the facility, and

WHEREAS the DDA the boiler that services three businesses and two apartments went out, leading to replacement of the boiler,

NOW THEREFORE BE IT RESOLVED the DDA Board of Directors votes pay Harford & Ratliff of Novi \$17,350 to replace the boiler. The funds will be paid from Acct. No. 248 445 818 000, Contractual Services for the Saxton's Property.

Saxton's Property Expenditure Tab (After Property Acquisition)

Date	Description	Cost	Notes
5/30/2015	May Lawn Maintenance	\$116.00	
6/15/2015	Wade Trim Lot Design	\$4,311.88	
6/30/2015	May/June Electricity	\$297.96	
6/30/2015	May/June Gas	\$317.05	
6/30/2015	June Lawn Maintenance	\$290.00	
7/23/2015	Summer Property Taxes	\$36,435.99	
7/30/2015	July Lawn Maintenance	\$232.00	
8/30/2015	August Lawn Maintenance	\$290.00	
9/1/2015	624 Maple Consumers shut off	\$655.00	
9/1/2015	674 Maple Consumers shut off	\$655.00	
9/1/2015	July/August Electricity	\$345.18	
9/1/2015	July/August Gas	\$26.21	
9/9/2015	Saxton's Appraisal	\$2,500.00	
9/22/2015	Cummings Plumbing line closure	\$131.48	
9/30/2015	September Lawn Maintenance	\$232.00	
10/7/2015	Water Bill	\$406.97	
10/7/2015	BC Ten Air Power Shut off	\$586.13	
10/7/2015	Sept. Gas	\$32.07	
10/12/2015	Sept. Electricity	\$286.60	
10/20/2015	Perlongo Demolition 624/Pole Barns	\$18,435.00	
11/5/2015	September Gas	\$306.51	
11/5/2015	Wade Trim Building Evaluation	\$2,170.00	
11/13/2015	October Electricity	\$291.55	
11/19/2015	Window Repair-Laird's	\$392.00	
12/1/2015	Water Bill	\$35.18	
12/7/2015	Boiler Inspection-State of Michigan	\$130.00	
12/21/2015	October/November Gas	\$652.58	
1/5/2015	Final Lawn Maintenance Bill 2015	\$194.00	
1/6/2016	Nov- Dec. Electricity	\$351.56	
1/6/2015	Boiler Inspection-CTI	\$380.00	
1/7/2016	Water Bill	\$85.93	
1/7/2016	Tenant (McGlenn) space heaters	\$368.65	
1/7/2016	Hartford and Ratliff boiler inspection	\$189.00	
1/11/2016	Bolier Replacement (Hartford and Ratliff)	\$17,350.00	

TOTAL
\$89,479.48

