



**CITY OF PLYMOUTH
DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
PLYMOUTH CITY HALL
Thursday, September 8, 2016, 7 p.m.**

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—8-11-2016 regular meeting

6. Old Business

- a. Parking enforcement hours
- b. Wing St. parking

7. New Business

- a. Saxton's boiler replacement

8. Reports and Correspondence

- a. Part-time summer labor
- b. Saxton's expenditure tab
- c. 150th Plymouth celebration

9. Adjournment



CITY OF PLYMOUTH GOALS

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

Downtown
PLYMOUTH



Not Just a Walk in the Park

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.
- Kellogg Park fountain upgrades.

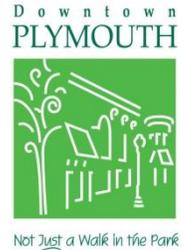
Plymouth City Commission 2016 Goals:

- 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, August 11, 2016
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
Jim Frisbie
Robert Parent
Kerri Pollard
Jason Smith
Frank Yaquinto

MEMBERS ABSENT:

Paul DePalma
Penny Flury
Dan Johnson
Michele Potter

OTHERS PRESENT:

Paul Sincock, Plymouth City Manager
Tony Bruscatto, DDA Director
Sam Plymale, DDA Coordinator
Jenifer Kehoe, Planning Commission

Wes Graff, Plymouth Community Chamber of Commerce
Doug Wallace, Plymouth Community Chamber of Commerce
Ellen Elliot, Penn Theatre
Teri Allen, Dearborn Jewelers

Bob Ostendorf, Stella's Black Dog Tavern
Carol Souchock, Plymouth District Library
Greg Haddy, resident

2. CITIZEN COMMENTS:

NONE

3. BOARD COMMENTS:

Director Yaquinto said that he is concerned about the new parking enforcement until 11 p.m. Yaquinto said that late enforcement is hurting downtown businesses as visitors do not have enough time for dinner and a show. Yaquinto said that the City Commission should revisit the enforcement times and consider stopping enforcement a bit earlier.

4. APPROVAL OF AGENDA:

A motion was made by Mayor Dwyer and seconded by Vice Chair Lebovitz to approve the August 11, 2016 regular meeting agenda.

MOTION CARRIED UNANIMOUSLY

5. APPROVAL OF MINUTES:

- a. A motion was made by Mayor Dwyer and seconded by Vice Chairperson Lebovitz to approve the July 14, 2016, regular meeting minutes.

MOTION CARRIED UNANIMOUSLY

6. OLD BUSINESS

- a. DDA 2016 goals update

Staff Director Bruscato gave an update on the 2016 DDA Goals.

Saxton's Property - Bruscato said that development RFPs are due on August 18.

Tree Lights – Bruscato said minor repairs would begin this fall.

Parking Lot/Alley Improvements – Bruscato said that construction on Fleet St. is expected to begin on September 12 with Consumers Energy beginning their work. Bruscato said that a second public meeting has been scheduled for Tuesday, August 30 at 8:30 a.m. at Plymouth City Hall.

Kellogg Park Fountain Upgrades – Bruscato said that DDA staff is awaiting the final design renderings for the project. Bruscato said that Russell Design indicated that they would be available by the end of August.

b. Paid Parking Resolution

Chairman Wolcott said that the current parking committee has been successful in coming up with short term solutions and the conversation has indicated that adding parking spaces to the lacking inventory is a main long term solution. Wolcott said that it is important that the parking committee and DDA gather information on all aspects of parking, including paid parking. Wolcott said the DDA Board would look at the results of the Planning Commission's master plan survey before making any final decisions about paid parking.

Resident Greg Haddy said paid parking would discourage people from coming downtown. Haddy also said that Dearborn drove business out by implementing paid parking and he doesn't want the same thing to happen in Plymouth.

Owner of Jimmy Johns Dan Docker said that small businesses in Dearborn closed due to paid parking. Docker said that the DDA should be researching communities where paid parking has failed. Docker said that his delivery drivers would be negatively affected by paid parking.

Teri Allen, Dearborn Jewelers, said the city of Dearborn acted to late in addressing the paid parking mistake. Allen said the problem in Plymouth is a lack of inventory. Allen said the DDA should be concerned with developing a plan to replace the deck with a new deck that has more spaces.

Plymouth District Library Director Carol Souchock said that the effort to move employees out of the Central Parking Deck to outer lots has created a parking problem near the library. Souchock said that many of her patrons are children and elderly and cannot walk long distances. Souchock said that she understood the concerns about paid parking, but that the

city needs a revenue stream to make improvements to existing parking and to add to the parking inventory.

Plymouth Chamber of Commerce President Wes Graff said that there are many potential options for paid parking including varied hours, paid parking in the most used areas only and free short term parking. Graff said that gathering information on the topic is essential in making the right overall decision.

Ellen Elliot, Penn Theatre, said that Plymouth had meters before and they were a failure. Elliot said that her patrons, volunteers and employees would not be able to pay for parking. Elliot said that when there is paid parking at lots during major events, numbers at her business drop.

Planning Commission Board Member Jennifer Kehoe said she is glad to see that downtown employees are now moving to the outer parking lots due to the change in enforcement. Kehoe said that the DDA should continue to explore different options instead of paid parking. Kehoe said she believes paid parking could cause a troubling shift of the types of businesses that are currently in downtown Plymouth.

Director Pollard said that moving employees out of the central parking zones is a good idea but is not enforceable by business owners. As owner of Spa Agio, Pollard said that in the past she has cut deals with private lot owners near her business but as the parking crunch has increased those deals are no longer available and her employees are having a much harder time finding places to park. Pollard believes that there is a place for paid parking in Plymouth and that businesses could validate customers cost for parking.

Director Smith said that he believes the DDA is moving in the right direction by adding bike racks, adding more parking at Saxton's and increasing parking enforcement. Smith said that although he is not sure about the implementation of paid parking, moving forward with the paid parking study is important to make a well educated decision while continuing to explore all options.

Mayor Dwyer said that the City Commission would have to approve implementation of paid parking, but he would likely not override the DDA Board, which is comprised to explore these topics. Mayor Dwyer also said that parking has always been a problem in Plymouth and although progress has been painstakingly slow, we must find the best path to proceed.

Director Amos said that residents should not be burdened with paying increased taxes to add parking downtown. Amos also said that parking is not free and it is important to explore all options, including paid parking.

RESOLUTION

*The following resolution was offered by Mayor Dwyer and
Seconded by Vice Chairperson Lebovitz.*

WHEREAS Downtown parking has become a significant problem in the district which continues to grow, and

WHEREAS The Downtown Development Authority has indicated that alleviating downtown parking problems is a high priority to keep downtown vibrant, and

WHEREAS One of the possibilities to improve the availability of downtown parking could be the implementation of paid parking, and

WHEREAS The DDA Board of Directors has contracted with Rich & Associates of Southfield, MI, to conduct a paid parking study,

NOW THEREFORE BE IT RESOLVED THAT the City of Plymouth Downtown Development Authority Board authorize staff to move forward with the paid parking study by directing staff to consult with parking management companies to gather more information; use one-dollar/hour for prime parking spaces and 50-cents/hour for less convenient parking as guidelines moving forward; and consider the use of kiosks as the parking meter of choice.

All information will be forwarded to the Parking Committee and DDA Board to discuss before any decisions on paid parking are finalized.

7. Reports and Correspondence

a. Saxton's Expenditure Tab

Staff Director Bruscato gave an updated expenditure report on the Saxton's property.

Director Frisbie indicated that future expenditure reports should include fixed costs. Frisbie also asked about the possibility of making 674 Maple available for rent.

Director Amos said that since the property is zoned for business, it would take major renovations to make the property ADA compliant.

Mayor Dwyer said that the DDA would revisit the idea to make 674 Maple available for rent if the DDA gets stuck in a quandary with the development of the property as a whole.

b. Wilcox Foundation fountain grant

Staff Director Bruscato updated the DDA Board about the contract agreement with the Wilcox Foundation to support the Kellogg Park Fountain renovation project.

Chairman Wolcott said the committee planning Plymouth's 150th birthday celebration has settled on a logo and that once the final renderings are received the fundraising efforts would continue.

8. Adjournment

Director Yaquinto made a motion to adjourn the meeting, seconded by Mayor Dwyer.

MOTION CARRIED UNANIMOUSLY

Meeting adjourned at 8:30 p.m.



ADMINISTRATIVE RECOMMENDATION

To: DDA Board
From: DDA Staff
CC: S:\DDA\Shared Files\DDA Board\DDA Agendas\DDA Agendas 2016\September
Date: 9/6/2016
Re: Parking enforcement hours

BACKGROUND:

After discussion by the DDA's Parking Committee, the City Commission on July 5, 2016 passed a resolution to increase parking enforcement in the municipal parking lots and on-street parking from 8 p.m. until 11 p.m., Monday through Saturday.

The increase in enforcement hours was part of an effort to move employees from prime parking spaces, allowing visitors and customers to have better options when visiting Downtown Plymouth.

Since then, some DDA Board members and merchants have received feedback that customers are cautious about visiting downtown for fear of receiving a parking ticket. The reasoning is that to experience all downtown has to offer many times takes more than three hours. Some have suggested pushing back the enforcement to 9 p.m. or 10 p.m.

After hearing the concerns of board members and merchants, on behalf of customers, staff recommends enforcement be pushed back to 10 p.m. The enforcement team usually makes its rounds to include about a 20-minute grace period, because the city's interest is to turn over spaces, not to increase revenue. And, a person's first ticket in a calendar year is free.

Plus, there is no time limit to park in the upper level of the Central Parking Deck, East Central Lot (behind the Penn Theatre), Saxton's and at Harvey/Wing giving

visitors a wide range of places to park for free.

The move to increase parking enforcement until 11 p.m. has been effective, as we've seen more employees using outer lots and non-timed on-street parking; effectively allowing visitors to park in prime downtown locations.

Staff believes that reducing parking enforcement to 9 p.m. will allow employees to once again park in prime locations, making enforcement ineffective.

RECOMMENDATION:

Staff recommends the DDA Board approve moving parking enforcement from 11 p.m. to 10 p.m. Monday through Saturday, recognizing the concerns of visitors while continuing to be effective in keeping employees from returning to prime spaces. Sundays will continue to be unenforced.

RESOLUTION

*The following resolution was offered by Director _____ and
Seconded by Director _____.*

WHEREAS Downtown parking has become a significant problem in the district which continues to grow, and the Downtown Development Authority has indicated that alleviating downtown parking problems is a high priority to keep downtown vibrant, and

WHEREAS One of the strategies to improve the availability of downtown parking is increased enforcement in municipal lots and on-street parking,

WHEREAS The City Commission approved the increase in enforcement from 8 p.m. to 11 p.m. Monday through Saturday, and

WHEREAS Some DDA Board members and merchants have expressed concern that 11 p.m. is a deterrent to long-term visits downtown,

NOW THEREFORE BE IT RESOLVED THAT the City of Plymouth Downtown Development Authority Board recommends to the City Commission that enforcement of parking in Downtown Plymouth be restricted from 8 a.m. to 10 p.m. Monday through Friday.



ADMINISTRATIVE RECOMMENDATION

To: DDA Board
From: DDA Staff
CC: S:\DDA\Shared Files\DDA Board\DDA Agendas\DDA Agendas 2016\September
Date: 9/6/2016
Re: Wing St Parking

BACKGROUND:

The DDA Board, at its November 2015 meeting, voted unanimously to change all Wing St. parking between Union St. and Harvey St. to two-hour parking, allowing for more turnover in parking for nearby businesses.

A traffic control order was issued and approved by the City Commission that changed all parking on Wing St. in the DDA, some of which were 8-hour parking spaces, to two hours.

Bill Lawton of Community Financial Credit Union is requesting that parking on Wing St. between Harvey and Forest be changed back to 8-hour parking. Attached is a letter from Mr. Lawton to the DDA Board for his reasoning in requesting the change, for a second time since June.

RECOMMENDATION:

Staff recommends the DDA Board discuss the parking time-limit options on Wing St., and how 2-hour and 8-hour parking potentially mixes with the entire scope of parking enforcement and long-term parking availability. Attached is a sample resolution for consideration.



September 6, 2016

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

DDA Board Members:

On behalf of Community Financial Credit Union and our residential neighbors, I am asking that you change the eight parking spots along Wing Street between Harvey and Forrest to long term parking. This change will allow these spots to be used more and reduce parking on the surrounding residential streets.

Several months ago all of the parking along Wing between Main Street and Harvey were changed from long term parking to two hour parking. While this change appears to have worked as planned between Forrest and Main, I have observed that the eight spots between Harvey and Forrest are no longer being regularly used. At the same time, the parking on residential streets around these spots has increased dramatically. Changing these eight spots from two hour parking to long term parking will not solve the problem of more cars parking on residential streets, but the change will reduce the on-street parking in surrounding neighborhoods. I believe that any small steps we can make to improve our parking situation are steps worth taking until we implement longer term solutions.

Thank you for hearing this request.

Bill Lawton
President/CEO
Community Financial Credit Union

RESOLUTION

The following resolution was offered by Director _____ and
Seconded by Director _____.

WHEREAS, the On-Street Parking Committee comprised of members from several City of Plymouth departments reviewed and changed parking policies in downtown Plymouth, and

WHEREAS, the DDA Board recommended in November 2015 that on-street parking time limits on Wing St. between Union Street and Harvey Street be changed to 2 hour parking to better facilitate a rotation of parking for customers, and

WHEREAS, parking spaces on Wing Street between Union Street and Harvey Street were changed from 2-hour parking to 8-hour parking officially by the City Commission, and

WHEREAS, Community Financial Credit Union is asking for two-hour parking on Wing St. between Harvey and Forest revert back to 8-hour parking to allow for employees from parking in residential neighborhoods,

NOW THEREFORE BE IT RESOLVED, that the DDA Board recommends to the On-Street Parking Committee changing the parking time limits on Wing Street between Forest Ave. and Harvey Street to 8-hour parking.



ADMINISTRATIVE RECOMMENDATION

To: DDA Board
From: DDA Staff
CC: S:\DDA\Shared Files\DDA Board\DDA Agendas\DDA Agendas 2016\September
Date: 9/6/2016
Re: Saxton's boiler replacement

BACKGROUND:

In March 2016, the boiler at the Saxton's property that was repaired just two months prior stopped working. Staff filed an insurance claim in April and was later given \$16,211.14 after a \$5,000 deductible charge.

Over the last two months, staff has met with several different heating companies and looked at several different heating solutions for the property. Staff considered individual heating units for the property, but estimates were more than \$35,000 for individual units on the property.

After careful consideration, it appears that a replacement boiler is the most cost effective solution. Staff collected several quotes and Dunlap AAA Service network provided the best solution that would require minimal maintenance. Dunlap AAA Service Network also had the best warranty, five years parts and labor. Dunlap's replacement quote is for \$24,155.10.

RECOMMENDATION:

Staff recommends that because the boiler repairs are more than the \$5,000 threshold for expenditures, the Board give official approval to pay \$7,943.96 (the difference between the repair costs, \$24,155.10, and the insurance money collected, \$16,211.14) 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 purchased the Saxton's property which includes three businesses plus two apartments, and*
- WHEREAS The DDA is the property manager for the site and maintains upkeep of the facility, and*
- WHEREAS The DDA Staff collected \$16,211.14 on an insurance claim after the boiler malfunctioned, and*
- WHEREAS the boiler that services three businesses and two apartments is broken, leading to a needed replacement,*

NOW THEREFORE BE IT RESOLVED the DDA Board of Directors votes pay Dunlap AAA Service Network \$24,155.10 to replace the boiler. The funds will be paid from Acct. No. 248 445 818 000, Contractual Services for the Saxton's Property.



Information Only

To: DDA Board
From: DDA Staff
CC: S:\DDA\Shared Files\DDA Board\DDA Agendas\DDA Agendas
2016\September2016
Date: 09/11/2016
Re: Summer part-time laborer

As we complete another busy summer season in downtown Plymouth, staff has recognized a major challenge as we plan for spring/summer of 2017.

In the spring/summer of 2016, the DDA shared services of a Department of Municipal Services part-time summer laborer. For the most part it was a success.

However, since downtown has become a destination for visitors from 10 a.m. until 2 a.m., the challenge is keeping downtown clean and presentable. That includes trash and clean-up around the Fleet St. alley and in the Central Parking deck, cigarette butts and trash around town, as well as weeding in the Main St. boulevard and around our many tree grates and parking lots.

Currently, the DDA has a part-time summer laborer who weeds and waters our more than 40 flower boxes. Staff is considering adding a second summer part-time laborer to concentrate on the downtown area, and is something we plan to address during our upcoming budget preparations.

Saxton's Property Monthly Costs
August 2016

ITEM		COST
Electricity	\$	144.46
Gas	\$	51.47
Lawn Maintenance	\$	120.00
Garbage Disposal-585 W. Ann Arbor Tr. Apt B	\$	365.00

TOTAL EXPENSES: \$ 680.93

TOTAL RENT COLLECTED: \$ 4,425.00

MONTHLY SURPLUS/DEFICIT: \$ 3,744.07



Information Only

To: DDA Board
From: DDA Staff
CC: S:\DDA\Shared Files\DDA Board\DDA Agendas\DDA Agendas
2016\September2016
Date: 09/11/2016
Re: 150th Plymouth Celebration

Chairman Wolcott will give an update concerning the city's 150th celebration planned for next summer.