



**CITY OF PLYMOUTH  
DOWNTOWN DEVELOPMENT AUTHORITY  
REGULAR MEETING  
PLYMOUTH CITY HALL  
Thursday, October 13, 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—9-8-2016 regular meeting**

**6. Old Business**

- a. Goals update
  - i. Saxton's property
  - ii. Tree lights
  - iii. Parking lot and alley improvements
  - iv. Kellogg Park fountain upgrades
- b. Paid parking update
- c. Parking enforcement hours resolution

**7. New Business**

- a. Saxton's RFP contract with Carlisle/Wortman resolution

**8. Reports and Correspondence**

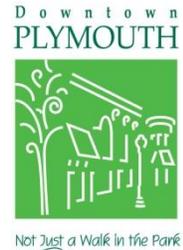
- a. Saxton's expenditure tab
- b. 150<sup>th</sup> Plymouth celebration-Oliver Wolcott

## 9. Adjournment



### CITY OF PLYMOUTH GOALS

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



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:

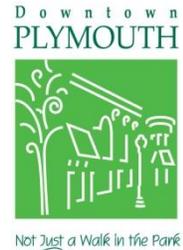
- Resolve Last Issues Regarding Dissolution of Plymouth Community Fire Department Agreement (Primarily Pension issues)
- Work Collaboratively with Plymouth Arts & Recreation Complex (PARC) organization, the Plymouth Canton School Board, and the greater Plymouth Community to continue the repurposing of 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.

## 9. Adjournment



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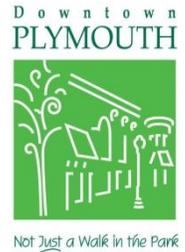
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**CITY OF PLYMOUTH  
DOWNTOWN DEVELOPMENT AUTHORITY**

**MEETING MINUTES**

831 Penniman, Plymouth, MI 48170  
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<http://www.downtownplymouth.org>



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CITY OF PLYMOUTH  
DOWNTOWN DEVELOPMENT AUTHORITY

Thursday, September 8, 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  
Dan Amos  
Paul DePalma  
Penny Flury  
Jim Frisbie  
Dan Johnson  
Kerri Pollard  
Michele Potter  
Jason Smith  
Frank Yaquinto

MEMBERS ABSENT:

Lindsey Lebovitz, Vice Chair  
Dan Dwyer, Mayor  
Robert Parent

OTHERS PRESENT:

Tony Bruscato, DDA Director  
Sam Plymale, DDA Coordinator  
Wes Graff, Plymouth Community Chamber of Commerce  
Doug Wallace, Plymouth Community Chamber of Commerce  
Ellen Elliott, Penn Theatre  
Joe Elliott, resident  
Kevin Roose, Roose Animal Hospital

Warren Stobbe, Bella Mia  
Bill Lawton, Community Financial Credit Union  
Greg Haddy, resident  
Jason Findlan, resident

2. CITIZEN COMMENTS:

Resident Jason Findlan said that he believes that moving the location for the new fountain is a bad idea.

Resident Greg Haddy said that he also thinks there is no need to move the location of the fountain. Haddy also said that the project shouldn't include the removal of trees.

3. BOARD COMMENTS:

Director Yaquinto said that the DDA Staff should be commended for the communication on the Fleet St. construction project.

4. APPROVAL OF AGENDA:

Director Frisbie said that the DDA Goals standing item (6a) and a standing item for a Paid Parking update (6d) needs to be added to the agenda.

A motion was made by Director Potter and seconded by DePalma to approve the September 8, 2016 amended regular meeting agenda.

MOTION CARRIED UNANIMOUSLY

5. APPROVAL OF MINUTES:

- a. A motion was made by Director Smith and seconded by Director Frisbie to approve the August 11, 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 the Saxton's RFP Subcommittee would be meeting on September 9 to have initial review of the submitted proposals.

Director Frisbie asked if the DDA had a specific subcommittee to address the proposals.

Chairman Wolcott said that that subcommittee would likely be determined at the next DDA meeting.

Bruscato said that the parking lot would be restriped later this month. Bruscato also said that DDA Staff has had a garbage disposal repaired at Apartment B.

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

Director Yaquinto said that the DDA should make sure that there is regular maintenance of the tree lights.

**Parking Lot/Alley Improvements** – Bruscato said that construction on Fleet St. is underway. Bruscato said that businesses that use the Fleet St. garbage receptacles would need to use the two rollaway dumpsters throughout the construction process.

**Kellogg Park Fountain Upgrades** – Bruscato said that DDA staff has received a preliminary look at new renderings of the park and fountain.

Chairman Wolcott said it is time for DDA Staff to schedule a second public meeting on the fountain design. Wolcott said that the DDA is looking to have a phased approach for trees that need to be removed.

#### b. Parking Enforcement Hours

Ellen Elliott, Penn Theatre, said that the 2 Hour time limit parking spaces have been rendered useless with the enforcement change to 11 p.m.

Greg Haddy, resident, said that changing time enforcement to 9 p.m. end time seems like a good compromise.

Director Johnson said that the hiring of the 2<sup>nd</sup> night time enforcement officer is the reason the employees have moved from the parking deck. The late night time change has only hurt business.

Director Potter said it may be time to look more creatively at hour changes to appease customers and keep employees in the outer lots. Potter said that changing some time limits to 4 hour parking could accomplish this.

Chairman Wolcott said that 9 p.m. could be a short term happy medium while the DDA and Parking Committee keeps looking at creative solutions.

Director Smith said that as a resident he always stays downtown more than two hours when he visits. The DDA should look at a different weekend strategy.

Yaquinto said that he would hate to see employees move back in, but he thinks that the DDA should return to 8 p.m. enforcement.

Staff Director Bruscato said that employees will return to parking in the deck if the enforcement time is moved back to 8 p.m.

Joe Elliot, resident, said that he had never seen an enforcement officer at 8 p.m. before the recent time change.

Warren Stobbe, Bella Mia, said that the goal shouldn't be to get turnover of the parking spaces, but to allow people to park and stay longer.

**RESOLUTION**

*The following resolution was offered by Director Potter and  
Seconded by Director Frisbie.*

- 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.*

MOTION FAILED 1-8.

YES  
Potter

NO  
Amos  
DePalma  
Flury  
Frisbie  
Johnson  
Pollard  
Smith  
Yaquinto

**RESOLUTION**

*The following resolution was offered by Director Smith and  
Seconded by Director DePalma.*

- 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 8 p.m. Monday through Friday.*

MOTION PASSED 7-2.

YES

Amos  
DePalma  
Flury  
Frisbie  
Johnson  
Smith  
Yaquinto

NO

Pollard  
Potter

c. Wing St. Parking

Bill Lawton, Community Financial Credit Union, said that the spots on Wing Street between Forest and Harvey have not been widely used since the change to 2-hour parking. Lawton said that he would like to see a change back to 8-hour parking so it would keep people parking on that side of the downtown from parking in the residential areas.

Director Amos said that it is important to keep certain on-street spots short term parking for those looking to pick up lunch or those spending shorter periods of time downtown.

Director Pollard said that the last time there was a vote on this issue, it wasn't known how the spots had been affected by the change to 2 hours. Pollard said that we should try to utilize all spots the best we can.

Jason Findlan, resident, said that the DDA should look at automated cars.

Warren Stobbe, Bella Mia, said that he doesn't like the idea of an employer requesting public parking specifically for his employees to use.

Director Yaquinto said if we can utilize Community Financial's parking lot for public parking at night, it would be worth the trade to allow for 8-hour parking on Wing Street. Yaquinto also said that it is important to add more 8-hour parking in that side of town with the city now enforcing short term parking in Denny Pennington's lot.

Chairman Wolcott said the DDA should not get in the habit of making time limit changes to isolated, specific areas.

**RESOLUTION**

*The following resolution was offered by Director Flury and  
Seconded by Director Johnson.*

*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.*

MOTION PASSED 6-2.

YES

DePalma  
Flury  
Frisbie  
Johnson  
Pollard  
Yaquinto

NO

Amos  
Smith

d. Paid Parking Update

Staff Director Bruscato said that staff is still in the process of gathering information for Rich & Associates for their final report.

7. New Business

a. Saxton's boiler replacement

Staff Director Bruscato explained DDA Staff's process in choosing a company to replace the boiler at the Saxton's property.

Director Frisbie asked about how long it would take to replace the boiler.

Bruscato said up to 4-6 weeks.

Director DePalma asked about why DDA Staff recommended Dunlap over the other companies.

Bruscato said that Dunlap provided the best warranty at five years, while the other companies only offered a one year warranty.

## RESOLUTION

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

*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.*

MOTION PASSED UNANIMOUSLY

8. Reports and Correspondence

a. Part-time summer laborer

Staff Director Bruscato said that DDA Staff is considering adding a DDA part time laborer for summer months to concentrate on keeping the downtown area clean and tidy.

b. Saxton's expenditure tab

Staff Director Bruscato updated the DDA Board on monthly costs at the Saxton's property.

c. 150<sup>th</sup> Plymouth celebration

Chairman Wolcott gave an update on the city's 150<sup>th</sup> anniversary celebration planed for next summer. Wolcott said that more details would be made after the second public meeting concerning the fountain and park design.

9. Chairman Wolcott made a motion to adjourn the meeting, seconded by Director Yaquinto.

MOTION PASSED UNANIMOUSLY.

Meeting adjourned at 8:45 p.m.



## Information Only

**To:** DDA Board  
**From:** DDA Staff  
**CC:** S:\DDA\Shared Files\DDA Board\DDA Agendas\DDA Agendas 2016\October  
**Date:** 10/13//2016  
**Re:** DDA 2016 goals update

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Chairman Wolcott would like to have a standing agenda item in Old Business to give an update on what progress has been made on the 2016 goals, which were adopted by the DDA Board in January 2016.

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

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- Parking lot and alley improvements.
- Kellogg Park fountain upgrades.



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## Information Only

**To:** DDA Board  
**From:** DDA Staff  
**CC:** S:\DDA\Shared Files\DDA Board\DDA Agendas\DDA Agendas 2016\October2016  
**Date:** 10/13/2016  
**Re:** Paid Parking Study update

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The DDA Board, at its June 2016 meeting, passed a resolution to enter into a \$3,000 contract with Rich & Associates of Southfield, MI, to conduct a paid parking study for downtown Plymouth. Rich & Associates is the same company that conducted the DDA's Parking Study.

Phase 1 of the paid parking study will help develop a plan for potential paid parking in downtown Plymouth. The information garnered will give the DDA the information needed to make an informed decision whether to implement paid parking downtown.

Annaka Norris of Rich & Associates and consultant Cristina Sheppard-Decius of POW! Strategies gave the DDA Board and its Parking Committee presentations on paid parking, the process to move forward and answer questions from DDA Board members. Ms. Norris is familiar with downtown Plymouth, as she conducted the DDA's 2011 Parking Study update. Ms. Sheppard-Decius is the former director of the Ferndale DDA, who implemented that city's paid parking program and has great insight into a successful implementation of paid parking and the pitfalls to avoid.

The overall plan will include, but is not be limited to:

- How parking time limits will be allocated within the lots and on-street, if there should be variable limits and or costs based on day/night and day of week.
- How enforcement should be structured; staffing, equipment, etc. based on the proposed equipment.
- Communications and marketing plan on the instillation and overall system. This includes customers, business owners, employees, city officials, department staff, local organizations and stakeholders. This plan includes education and provides clarification on various roles that will be taken on by staff and stakeholders.
- Reporting requirements and options.
- Payment options for parking and what infrastructure will be required (i.e. credit card clearing, value card recharging etc.)
- How the system is marketed during planning, installation and then operation.
- Phasing of the plan and training of staff on the system.
- Signage requirements
- Capital, operational and long term maintenance
- Develop schedule for RFP and installation.

- Prepare preliminary plan installation based on system used i.e. multi-space meter, pay station etc.
- Discuss connectivity including LAN/WAN and/or wireless solution.
- Review signage recommendations with staff.
- Prepare final cost estimate.

The DDA was provided a matrix by Rich & Associates to indicate potential revenues and expenses associated with a paid parking program. The one missing element was deciding if the DDA was going to manage the program or have a parking management company perform duties including maintenance of parking meters, collection of money and enforcement.

Attached is a suggested management flow chart for the DDA's management of the system. Staff recommends a management company be hired to manage any future paid parking program.

While exact costs of hiring a management company still need to be determined, SP Plus of Detroit, which manages paid parking systems in Detroit and Birmingham, MI, indicated that the hiring of employees, maintenance, enforcement and other factors could cost upwards of \$250,000.

Ms. Sheppard-Decius, who initiated the Ferndale paid parking system, indicated it costs the City of Ferndale approximately \$250,000 annually to manage its paid parking system.

For the sake of being conservative, DDA staff estimated a cost of \$300,000 annually and added the information in the attached flow chart, which estimates revenues and expenditures.

**City of Plymouth**  
**On-Street and Off-Street Kiosks (with LPR System)**  
**Revenues vs. Expenses**

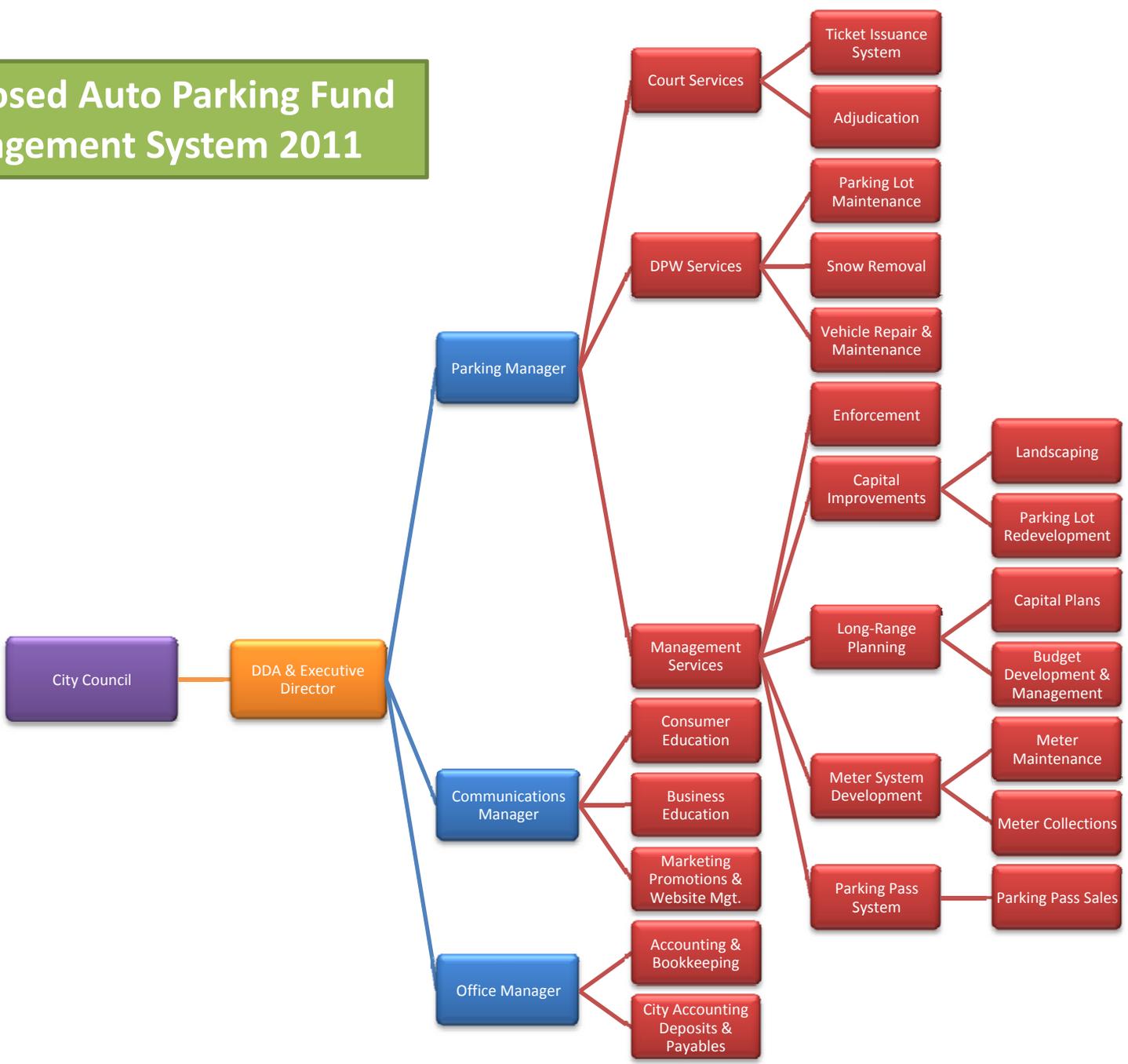
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
<b>Parking Revenue</b>										
On-Street Spaces	261	261	261	261	261	261	261	261	261	261
2.0% x Average Hours of Use	6.00	6.12	6.24	6.37	6.49	6.62	6.76	6.89	7.03	7.17
Days / Week	6	6	6	6	6	6	6	6	6	6
Weeks / Year	52	52	52	52	52	52	52	52	52	52
x Days in Operation / Year	312	312	312	312	312	312	312	312	312	312
<b>=Total Hours / Year</b>	<b>488,592</b>	<b>498,364</b>	<b>508,331</b>	<b>518,498</b>	<b>528,868</b>	<b>539,445</b>	<b>550,234</b>	<b>561,239</b>	<b>572,463</b>	<b>583,913</b>
<b>Parking Rate Per Hour</b>	<b>\$0.50</b>	<b>\$0.50</b>	<b>\$0.50</b>	<b>\$0.75</b>	<b>\$0.75</b>	<b>\$0.75</b>	<b>\$1.00</b>	<b>\$1.00</b>	<b>\$1.00</b>	<b>\$1.25</b>
<b>Parking Revenue</b>										
Off-Street Spaces	607	607	607	607	607	607	607	607	607	607
2.0% x Average Hours of Use	4.00	4.08	4.16	4.24	4.33	4.42	4.50	4.59	4.69	4.78
Days / Week	6	6	6	6	6	6	6	6	6	6
Weeks / Year	52	52	52	52	52	52	52	52	52	52
x Days in Operation / Year	312	312	312	312	312	312	312	312	312	312
<b>=Total Hours / Year</b>	<b>757,536</b>	<b>772,687</b>	<b>788,140</b>	<b>803,903</b>	<b>819,981</b>	<b>836,381</b>	<b>853,109</b>	<b>870,171</b>	<b>887,574</b>	<b>905,326</b>
<b>Parking Rate Per Hour</b>	<b>\$0.25</b>	<b>\$0.25</b>	<b>\$0.25</b>	<b>\$0.50</b>	<b>\$0.50</b>	<b>\$0.50</b>	<b>\$0.75</b>	<b>\$0.75</b>	<b>\$0.75</b>	<b>\$1.00</b>
<b>Annual Revenue</b>	<b>\$433,680</b>	<b>\$442,354</b>	<b>\$451,201</b>	<b>\$806,641</b>	<b>\$806,641</b>	<b>\$822,774</b>	<b>\$1,190,065</b>	<b>\$1,213,867</b>	<b>\$1,238,144</b>	<b>\$1,635,216</b>

**Inflation Factor** 3.0%

**Operating Expenses**

On-Street Kiosk	38	38	38	38	38	38	38	38	38	38	38
Off-Street Kiosk	17	17	17	17	17	17	17	17	17	17	17
Annual Debt Service	\$151,715	\$151,715	\$151,715	\$151,715	\$151,715	\$0	\$0	\$0	\$0	\$0	\$0
<b>\$100.00</b> Extended Warranty	\$5,665	\$5,835	\$6,010	\$6,190	\$6,376	\$6,567	\$6,764	\$6,967	\$7,176	\$7,392	\$7,392
<b>Management Company</b>	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000
Total Operating Expense	\$457,380	\$457,550	\$457,725	\$457,905	\$458,091	\$306,567	\$306,764	\$306,967	\$307,176	\$307,392	\$307,392
<b>Net Surplus/Deficit</b>	<b>-\$23,700</b>	<b>-\$15,196</b>	<b>-\$6,524</b>	<b>\$348,736</b>	<b>\$348,551</b>	<b>\$516,207</b>	<b>\$883,301</b>	<b>\$906,899</b>	<b>\$930,968</b>	<b>\$1,327,825</b>	<b>\$1,327,825</b>

# Proposed Auto Parking Fund Management System 2011





# ADMINISTRATIVE RECOMMENDATION

**To:** DDA Board  
**From:** DDA Staff  
**CC:** S:\DDA\Shared Files\DDA Board\DDA Agendas\DDA Agendas 2016\October  
**Date:** 10/11/2016  
**Re:** Parking enforcement hours

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## 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.

After the change to 11 p.m. in July, some DDA Board members and merchants have received feedback that customers are cautious about visiting downtown for fear of receiving a parking ticket. Subsequently, on September 8, 2016, the DDA Board passed a resolution recommending to the City Commission it move the enforcement time back to 8 p.m.

At the September 19, 2016 City Commission meeting, a motion was made by Commissioner Colleen Pobur and seconded by Commissioner Mike Wright to move the enforcement time to 10 p.m. That resolution failed as the result of a 3-2 vote. Mayor Dwyer stated in the aforementioned meeting that he would take this information back the DDA Board at its October meeting to decide how to proceed. Mayor Dwyer expressed that moving the enforcement time to 9 p.m. may be the best compromise.

**RECOMMENDATION:**

After hearing concerns and comments of DDA Board members, City Commissioners, merchants, downtown Plymouth visitors and Downtown Plymouth employees, DDA Staff recommends moving the parking time enforcement time to 9 p.m. Monday through Saturday. DDA Staff believes that a comprise to 9 p.m. will be the best way forward to keep adequate parking available for visitors while at the same time making visitors feel as though they can enjoy a full night out without the likelihood of getting a parking ticket.

**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 at its July 5, 2016 meeting; and failed to change it at the request of the DDA Board at its September 19, 2016 meeting, 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 enforced from 8 a.m. to 9 p.m. Monday through Saturday.*



## ADMINISTRATIVE RECOMMENDATION

**To:** DDA Board  
**From:** DDA Staff  
**CC:** S:\DDA\Shared Files\DDA Board\DDA Agendas\DDA Agendas 2016\October  
**Date:** 10/10/2016  
**Re:** Saxton's RFP Contract with Carlisle/Wortman

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### BACKGROUND:

In July 2016, a Request for Proposals was written seeking developers for the City/DDA Saxton's property, to include 150 public parking spaces.

After receiving three RFPs by the August 18, 2016 deadline, a DDA committee was formed to determine the next step in the process to develop the site with at least 150 public parking spaces.

The committee, consisting of members from the DDA Board, City Commission, Planning Commission, Historic District Commission and the Zoning Board of Appeals met on September 9, 2016 to review the RFPs.

The consensus was to interview all three developers as potential candidates to develop the Saxton's site. The committee also decided to enlist the advice of the city's planner, Carlisle/Wortman of Ann Arbor, to help with the process to help ask the appropriate questions and make certain any development is in line with the city's master plan and ordinances. Having worked with the City of Plymouth for decades, Carlisle/Wortman is well-suited to partner in this project.

Attached is a proposal from Sally Elminger of Carlisle/Wortman with a work plan and interview structure to review the three proposals.

### RECOMMENDATION:

Staff recommends the DDA Board contract with Carlisle/Wortman for a cost not-to-exceed \$5,500 for development of the question and interview process. The cost will come from the Saxton's contractual services account, No. 248 445 818 000



CARLISLE

WORTMAN  
associates, inc.

605 S. Main Street, Ste. 1  
Ann Arbor, MI 48104

(734) 662-2200  
(734) 662-1935 Fax

**MEMORANDUM**

**TO:** John Buzuvis, Community Development Director

**FROM:** Sally M. Elmiger

**DATE:** September 30, 2016

**RE:** Review and Interview Process – Saxton’s Property Re-Development

As requested, we have created a work plan that outlines a process to review the three proposals to re-develop the Saxton’s property, and create an interview structure for the DDA sub-committee charged with this responsibility.

We would start this process by conducting a site visit, and then review each proposal using a similar format to a site plan review. This step is done first to build familiarity with the site, its surroundings, and what each proposer is recommending. This will create the basis for the next step of creating the interview process.

The next step will be working with the DDA Board and DDA sub-committee to establish criteria to use in the interview. Once the criteria are agreed upon, we will use this information to draft interview questions. These questions will be formatted onto evaluation forms for each proposer, which will also include criteria and a ratings scale the sub-committee can use in the interview. We will also provide a narrative describing the interview structure, ground rules, etc. that the sub-committee can provide to each proposer to ensure clarity of the process. All materials will be reviewed by City staff before being finalized.

Lastly, we have suggested an option to attend the interviews, and supply the sub-committee with consolidated information after each interview. We could then facilitate a discussion after the last interview, using the evaluation results and ratings to determine the sub-committee’s recommendation to the DDA Board.

I would be happy to discuss this approach with you. Please don’t hesitate to call if you need any additional information.

CARLISLE/WORTMAN ASSOC., INC.

Sally M. Elmiger, AICP, LEED AP

Principal

Richard K. Carlisle, *President* Douglas J. Lewan, *Executive Vice President*

R. Donald Wortman, *Principal* John L. Enos, *Principal* David Scurto, *Principal* Benjamin R. Carlisle, *Principal* Sally M. Elmiger, *Principal*  
Brian Oppmann, *Associate* Laura K. Kreps, *Associate*

# Downtown Development Authority/Saxton's Development

City of Plymouth

September 30, 2016

Estimated time:  
S. Elmiger

Task	Estimated time: S. Elmiger
<b>Proposal Review</b>	
1. CWA staff to conduct site visit to evaluate existing conditions of the subject site and surrounding properties. CWA staff to evaluate Kellogg Park re-development plans and any other plans/materials pertinent to development of the Saxton site.	2
2. CWA Staff to conduct a review for each proposal, including topics such as zoning requirements and permitted uses for the district, impacts to neighboring properties, traffic, parking/loading, site access and circulation, landscaping/screening, lighting, trash disposal, elevations and floor plans. (Note: Not all topics may apply, and additional topics may emerge during the review process.)	12
3. Provide reviews to City staff; respond to questions. City to distribute reviews to appropriate stakeholders.	2
<b>Development of Interview Process</b>	
4. Preparation for and attendance at joint DDA Board and sub-committee meeting. Draft sample interview questions for use in exercise. Create public input sheet to allow public to offer ideas. Facilitate exercise to identify interview criteria and goals. (Note: Conducting proposal reviews will provide background to develop draft questions.)	6
5. Compile meeting results and revise draft questions based on input. Format questions into interview evaluation forms with rating scales. Create consensus evaluation form for use after interviews are completed. Provide to City for review and input. Revise as needed.	6
6. Prepare narrative describing the interview structure and roles of the sub-committee members. Send to City for review and input. Revise as needed.	4
7. Prepare for and meet with DDA sub-committee to review meeting results and draft questions/evaluation forms. Collect comments. Present interview structure with sub-committee and discuss/answer questions.	4
8. Revise questions/interview evaluation forms, as needed. Send to city.	2
Estimated Hours:	38
Hourly Fee:	\$90/hr.
<b>TOTAL:</b>	<b>\$3,420</b>
9. <b>(Optional)</b> Attend interviews to assist as follows: 1. Collect evaluation forms and consolidate information after each interview. Provide to DDA sub-committee members. 2. Facilitate a discussion after last interview to review proposer ratings and determine recommendations to DDA Board.	6

**RESOLUTION**

*The following resolution was offered by Director \_\_\_\_\_ and  
Seconded by Director \_\_\_\_\_.*

*WHEREAS The Downtown Development Authority has among its list of goals to implement a strategy to increase parking inventory in the DDA district, and*

*WHEREAS The DDA, in conjunction with the City of Plymouth, purchased the Saxton's property to develop, among other possibilities, additional parking inventory, and*

*WHEREAS The DDA Board invited Requests for Proposals from development companies to upgrade the Saxton's site, including additional parking, and*

*WHEREAS A DDA committee has been established to study the three RFPs and has recommended using the city's planner, Carlisle/Wortman for assistance,*

*NOW THEREFORE BE IT RESOLVED, that the DDA Board authorizes entering into a contract with Carlisle/Wortman of Ann Arbor, MI, to review each of the RFPs, draft sample questions for the committee, identify interview criteria and goals, and assist at interviews of developers at a cost not-to-exceed \$5,500 to be taken from Acct. No. 248 445 818 000.*

Saxton's Property Monthly Costs  
September **2016**

<b>ITEM</b>		<b>COST</b>
Electricity	\$	107.11
Gas	\$	40.96
Lawn Maintenance	\$	120.00
New Boiler/Installation (After Insurance)	\$	7,943.96

**TOTAL EXPENSES:** \$ 8,212.03

**TOTAL RENT COLLECTED:** \$ 4,425.00

**MONTHLY SURPLUS/DEFICIT:** \$ (3,787.03)