



**CITY OF PLYMOUTH
DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
PLYMOUTH CITY HALL
Thursday, November 10, 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—10-13-2016 regular meeting

6. Old Business

- a. Goals update
- b. Paid parking RFPs resolution
- c. Parking enforcement signs/stickers

7. New Business

- a. Saxton's RFP special meeting

8. Reports and Correspondence

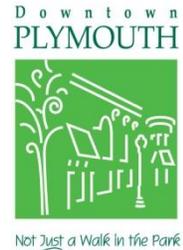
- a. Saxton's expenditure tab
- b. 150th Plymouth celebration

9. Adjournment



CITY OF PLYMOUTH GOALS

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



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

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

Downtown
PLYMOUTH



Not Just a Walk in the Park

CITY OF PLYMOUTH
DOWNTOWN DEVELOPMENT AUTHORITY

Thursday, October 13, 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 Chairperson
Dan Dwyer, Mayor
Penny Flury
Jim Frisbie
Dan Johnson
Robert Parent
Michele Potter
Jason Smith

MEMBERS ABSENT:

Dan Amos
Paul DePalma
Kerri Pollard
Frank Yaquinto

OTHERS PRESENT:

City Manager, Paul Sincock
Tony Bruscatto, DDA Director
Sam Plymale, DDA Coordinator
Wes Graff, Plymouth Community Chamber of Commerce
Ellen Elliott, Penn Theatre
Dave Rucinski, resident
Ed Walton, resident

Ed Kroll, resident
Denise Burrows, resident
Lee Suginski, resident
Dorothy, Semesque
John Townsend, resident

2. CITIZEN COMMENTS: NONE

3. BOARD COMMENTS: NONE

4. APPROVAL OF AGENDA:

A motion was made by Mayor Dwyer and seconded by Director Smith to approve the October 13, 2016 amended regular meeting agenda.

MOTION CARRIED UNANIMOUSLY

5. APPROVAL OF MINUTES:

- a. A motion was made by Director Johnson and seconded by Vice chairperson Lebovitz to approve the September 8, 2016, regular meeting minutes.

MOTION CARRIED UNANIMOUSLY

6. OLD BUSINESS

- a. DDA 2016 goals update

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

Saxton's Property - Bruscatto said that the DDA is in the process of scheduling the next meeting regarding the Saxton's RFP. Bruscatto said the Saxton's lot has been restriped. Bruscatto said things are going well with the new boiler in the Saxton's building.

Tree Lights – Bruscatto said eight trees on Main between Penniman and Fralick will be trimmed this month and that the maintenance company adding lights in this location. The maintenance company will be fixing all of the holiday lights downtown.

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

Parking Lot/Alley Improvements – Bruscatto said that construction on the south alley is nearly complete and major work around Fleet St. should

begin within the week. Bruscato says the project will be ongoing through November.

Kellogg Park Fountain Upgrades – Bruscato said that last Monday's workshop had approximately 160 people attend

Chairman Wolcott said there was great community feedback from the workshop. Chairman Wolcott urged citizens to sign up for updates on the city's site at www.ci.plymouth.mi.us.

Resident Dave Rucinski said he hoped city officials would take feedback from Monday's workshop to heart. Rucinski said he contacted the Fort Wayne company that has a WESCO 365 day a year fountain, and that they don't use the fountain during cold winter months.

Resident John Townsend asked who was in the original fountain focus group.

Chairman Wolcott said that the group included chairs and members from all city boards, Plymouth citizens, members of local service groups, business owners and people who hold events in town.

Resident Ed Walton said he fully supports Dave Rucinski.

Resident Ed Kroll said since Kellogg Park is in the historic district it should be treated as such.

Denise Burrows said that the city should be informing citizens of happenings in ways other than electronic means.

Dorothy Simescu asked about the process of gathering citizen input moving forward.

Chairman Wolcott said that a few additional citizens will be added to the focus group and that it will be important to move towards a compromise.

b. Paid parking update

Staff Director Bruscato gave an update on the paid parking study.

Chairman Wolcott said that results of the study should be sent to the parking subcommittee.

Resident Dave Rucinski asked what the advantages would be for paid parking and where would the revenue would go.

Chairman Wolcott said that revenue would go to a city parking fund that would be used for adding parking and maintaining the parking system.

c. Parking enforcement hours resolution

Director Johnson said that enforcement in August has created a learning experience for his staff that has resulted in employees parking in other location than the central parking deck.

Wes Graff, Plymouth Chamber of Commerce, said that the late hours are the biggest concern of business owners. The key is to make the enforcement stop well before 11 p.m. Graff says the parking committee should determine if changes need to be made to the on-street parking time limits.

Ellen Elliott asked if there are any businesses in town that the 2 hour on-street time limits benefits.

Vice chairperson Lebovitz said customers of her business Creatopia benefit from the 2 hour limit, as well as other downtown businesses. Lebovitz said that it is important to get language stating enforcement hours on all signs downtown.

Director Parent said he favors an on-street time change to 3 hour parking.

Director Potter said that she fears 9 p.m. is too early and that the work of getting employees out of the deck will be undone by this change.

Mayor Dwyer said the City Commission has had lengthy discussion on the topic. It seems that 11 p.m. creates customer complaints and 8 p.m. creates enforcement issues. Mayor Dwyer said that 9 p.m. is a balanced compromise.

Elliott said that the DDA Board's recommendation was misrepresented at the last City Commission meeting. Elliott said that the conversation should center around visitors to downtown and not employees.

Mayor Dwyer said the reason to move employees out of prime spots is to address parking for visitors. Mayor Dwyer said that there is no perfect parking solution for everyone, and those who think they have a perfect solution haven't talked with enough people in the community. Mayor Dwyer said it is important to have a mix of time limits as there are visitors with different needs throughout the day.

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 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.

MOTION PASSED 7-1.

<u>YES</u>	<u>NO</u>
Lebovitz	Potter
Dwyer	
Flury	
Frisbie	
Johnson	
Parent	
Smith	

7. New Business

a. Saxton's RFP contract with Carlisle Wortman resolution

Director Smith said that the Saxton's RFP subcommittee reviewed the RFPs and all had merit. Smith said that developing the selection criteria is the next step.

Director Potter asked if there were planners on city boards and if this could be done at no cost to the city.

Director Frisbie said that it is important to get a 3rd party to get an outside perspective.

Director Smith said that it would be too large of an undertaking by volunteers on any board or commission.

RESOLUTION

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

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.

MOTION PASSED UNANIMOUSLY

8. Reports and Correspondence

a. Saxton's expenditure tab

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

b. 150th Plymouth celebration

Chairman Wolcott gave an update on the city's 150th anniversary celebration planed for next summer..

9. Director Potter made a motion to adjourn the meeting, seconded by Director Frisbie.

MOTION PASSED UNANIMOUSLY.

Meeting adjourned at 8:20 p.m.



Information Only

To: DDA Board
From: DDA Staff
CC: S:\DDA\Shared Files\DDA Board\DDA Agendas\DDA Agendas 2016\November
Date: 11/10//2016
Re: DDA 2016 goals update

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:

- 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.



ADMINISTRATIVE RECOMMENDATION

To: DDA Board
From: DDA Staff
CC: S:\DDA\Shared Files\DDA Board\DDA Agendas\DDA Agendas 2016\November
Date: 11/7/2016
Re: Paid Parking RFP Resolution

BACKGROUND:

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.

The DDA Board was provided a matrix by Rich & Associates at the October 13, 2016 DDA meeting indicating potential revenues and expenses associated with a paid parking program. The DDA Board indicated that the provided information should go before the Downtown Plymouth Parking Committee to help determine the next steps in the process.

RECOMMENDATION:

The Downtown Plymouth Parking Committee met on October 25, 2016 and recommended that the DDA move forward with the Request For Proposal (RFP) process with continued consultation from Rich & Associates. It isn't anticipated that there will be any additional costs in this next step. If any additional costs arise, it is recommended that they are brought to the DDA Board for approval.

DDA Staff recommends that the DDA Board move forward with the RFP process for a potential paid parking system in Downtown Plymouth.

RESOLUTION

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

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, and

WHEREAS The City of Plymouth Parking Committee has recommended that the DDA staff should begin the Request for Proposal process.

NOW THEREFORE BE IT RESOLVED THAT the DDA Board recommends staff to move forward with the RFP process with continued consulting from Rich and Associates. Any additional expenditures in the process would first go before the DDA Board.



Information Only

To: DDA Board
From: DDA Staff
CC: S:\DDA\Shared Files\DDA Board\DDA Agendas\DDA Agendas 2016\November
Date: 11/10/2016
Re: Parking Enforcement Signage Update

At the October 13, 2016 DDA Board meeting, the DDA Board approved a resolution recommending a change in parking enforcement hours to 9 a.m. through 9 p.m. Monday through Saturday. That recommendation was approved by the City Commission on October 17, 2016.

As part of the discussion around changes to enforcement times, the DDA Board directed staff to add wording to enforcement signs that indicates the specific enforcement times.

DDA Staff had patches made to be added to the signs pictured below. Staff has a work request in place with the Department of Municipal services to have the sign patches added as soon as possible.



Parking Enforced
Mon. – Sat. 9 a.m. – 9 p.m.



Parking Enforced
Monday – Saturday
9 a.m. – 9 p.m.



Information Only

To: DDA Parking Committee
From: DDA Staff
CC: S:\DDA\Shared Files\DDA Board\DDA Agendas\DDA Agendas 2016\November2016
Date: 11/10/2016
Re: Saxton's RFP Special Meeting

The DDA Board, along with members of the Saxton's RFP committee, will hold a special meeting on Thursday, November 17, 2016 at 7 p.m. at City Hall to begin the process of interviewing the three developers who submitted Requests for Proposals for the Saxton's property.

At the October 13, 2016 DDA Board meeting, the board voted to enter into a contract with city planner, Carlisle/Wortman of Ann Arbor, to lead the process. Attached are three documents: an agenda for the meeting, the interview process to see how the results of this meeting will fit into the big picture, and a description of the exercise that we will conduct to determine the "criteria" upon which the candidates will be evaluated.

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.



CARLISLE

WORTMAN
associates, inc.

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

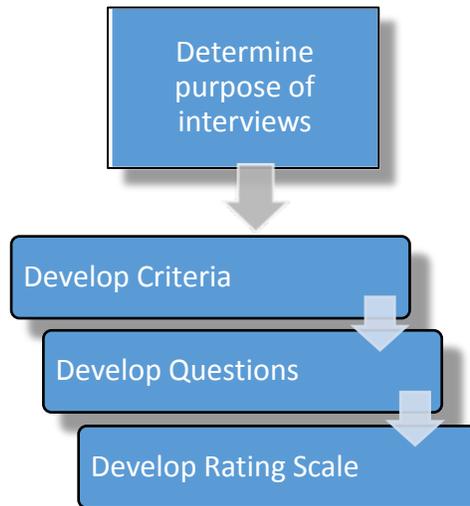
(734) 662-2200
(734) 662-1935 Fax

**City of Plymouth
DDA Board & Sub-Committee
Saxton's Re-Development
Interview Question Development**

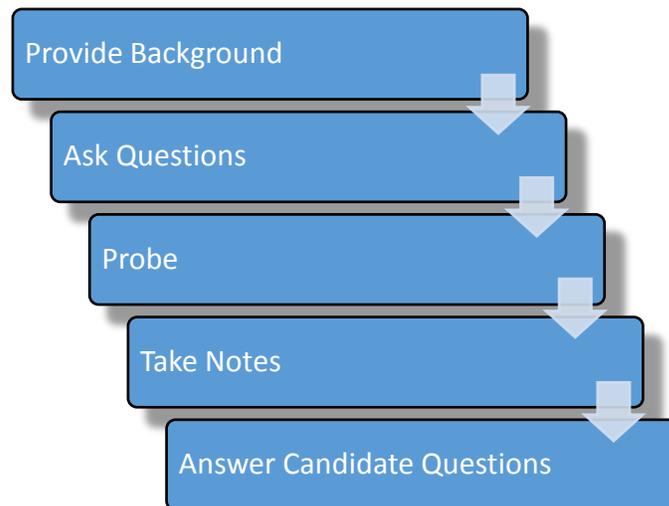
**Joint Meeting
November 17, 2016**

- | | |
|------------------|---|
| 7:00 p.m. | I. Open the Meeting
Oliver Wolcott
<i>DDA Board Chairperson</i> |
| 7:05 p.m. | II. Introduction
Tony Bruscato
<i>Downtown Development Authority
Director</i> |
| 7:10 p.m. | III. Structured Interview Planning
Sally Elmiger, Principal
<i>Carlisle/Wortman Associates, Inc.</i> |
| 7:30 p.m. | IV. Brainwriting Exercise
Sally Elmiger |
| 8:30 p.m. | V. Conclusion
Tony Bruscato |

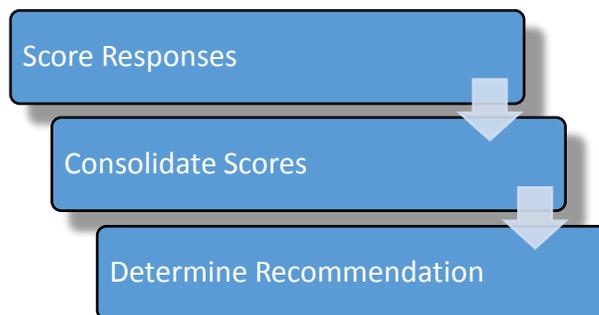
Before the Interview



During the Interview



After the Interview



BRAIN WRITING DESCRIPTION

Brainwriting is a method of public engagement that works successfully with groups of diverse interests and employs a creative visioning technique. It is similar to brainstorming, but it asks participants to write down their ideas rather than voice them out loud. This technique can be used if all the meeting participants are in the same room; or, participants can contribute through e-mail if they are joining the meeting via conference call. The following describes this technique:

- 1) A limited number of topics, idea categories, or questions are written on large sheets of paper, which are taped to the walls or placed on easels around the room. The topics or questions are directly related to the information that is being sought from the group. For example, Brainwriting questions related to determining interview criteria could include: 1) What is the most important skill a development partner should have to successfully design and implement this project? 2) What specialties should be represented on the project team? 3) What types of experience should the top candidate possess?
- 2) The meeting facilitator will provide a quick description of each topic/question to the group. The participants will then be directed to use post-it-notes (provided at the beginning of the meeting) and take 10-15 minutes to write down the top idea they have about each topic/question; one idea per post-it-note. They will then be asked to attach their post-it-notes to the relevant topic/question sheet on the wall. If they have more than one top idea for a topic, they can then go back and do a second round. They can place unlimited notes for each topic/question on the topic sheets. (If people are attending the meeting via conference call, we can set up an e-mail sheet that they can fill out on their computer and e-mail to us at the meeting.)
- 3) As participants are adding their ideas to the topic sheets, the facilitators will be consolidating them into similar ideas and categories. This consolidation process creates “priorities” as more and more post-it-notes on the same/similar idea are added to the sheet.
- 4) Once the time is up, the participants will find their seats, and the facilitator will review the ideas posted to each topic sheet. If any ideas presented are not clear, the facilitator will ask the person who supplied the idea to clarify if they so choose. The facilitator also engages the participants in discussion while he/she is reviewing the ideas and drawing conclusions.

This method has several important benefits:

- It works well with a large group, as everyone has a chance to contribute their ideas.
- It gets a lot of ideas out on the table in a relatively short period of time.
- It minimizes the potential for one or two people to dominate the discussion.
- It is a comfortable way for those who are reticent about speaking up to participate.

Saxton's Property Monthly Costs
October 2016

ITEM		COST
Electricity	\$	425.93
Gas	\$	50.73
Lawn Maintenance	\$	120.00

TOTAL EXPENSES: \$ 596.66

TOTAL RENT COLLECTED: \$ 4,425.00

MONTHLY SURPLUS/DEFICIT: \$ 3,828.34