



**CITY OF PLYMOUTH  
DOWNTOWN DEVELOPMENT AUTHORITY  
AND  
SAXTON'S RFP COMMITTEE**

**SPECIAL MEETING  
PLYMOUTH CITY HALL  
Thursday, November 17, 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*

*Jim Mulhern, Chair, Planning Commission*

*Colleen Polin, Chair, Historic District Commission*

*Mike Devine, Chair, Zoning Board of Appeals*

**2. Citizens Comments**

**3. Board Comments**

**4. Approval of Agenda**

**5. New Business--DDA Board/Saxton's RFP Committee Re-Development Interview  
Question Development**

**a. Introduction-Oliver Wolcott**

**b. Structured Interview Planning-Sally Elmiger, Carlisle/Wortman**

**c. Brainwriting Exercise-Sally Elmiger**

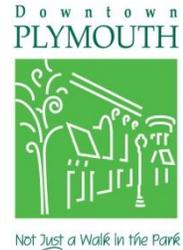
**d. Conclusion-Oliver Wolcott**

**6. Adjournment**



## CITY OF PLYMOUTH GOALS

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<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.



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## Information Only

**To:** DDA Parking Committee  
**From:** DDA Staff  
**CC:** S:\DDA\Shared Files\DDA Board\DDA Agendas\DDA Agendas\November2016  
**Date:** 11/17/2016  
**Re:** Saxton's RFP Special Meeting-Nov. 17

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The DDA Board, along with members of the Saxton's RFP committee, will conduct 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 to develop 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 two documents: 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.

Carlisle/Wortman Principal, Sally Elmiger, will conduct the meeting.

### 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.

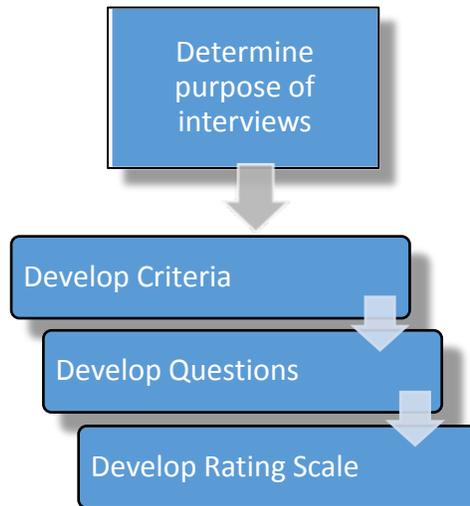
After receiving three RFPs by the August 18, 2016 deadline, a DDA committee was formed to determine the next step in the process to develop the site with at least 150 public parking spaces.

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.

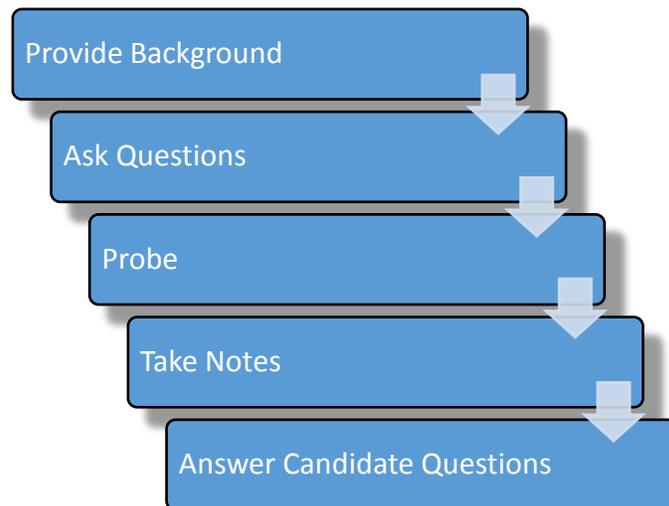
The consensus was to interview all three developers as potential candidates to develop the Saxton's site. The committee also decided to enlist the advice of the city's planner, Carlisle/Wortman of Ann Arbor, to help with the process to help ask the appropriate questions and make certain any development 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.

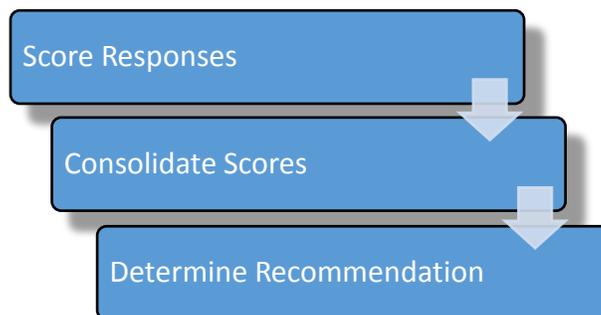
## Before the Interview



## 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.