

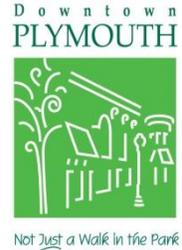
Thursday, October 13, 2016 Meeting Minutes



**CITY OF PLYMOUTH  
DOWNTOWN DEVELOPMENT AUTHORITY**

**MEETING MINUTES**

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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 Bruscato, DDA Director  
Sam Plymale, DDA Coordinator  
Wes Graff, Plymouth Community Chamber of Commerce

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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 Bruscato gave an update on the 2016 DDA Goals.

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

**Tree Lights** – Bruscato said eight trees on Main between Penniman and Fralick will be trimmed this month and that the maintenance company adding lights in this

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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** – Bruscato 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](http://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.

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### 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

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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.

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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	

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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 3<sup>rd</sup> 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.

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**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

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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. 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..

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

MOTION PASSED UNANIMOUSLY.

Meeting adjourned at 8:20 p.m.