



# Plymouth Downtown Development Authority

## Regular Meeting Minutes

### Monday, February 12, 2024 - 7:00 p.m.

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City of Plymouth  
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#### 1. CALL TO ORDER

Chair Kerri Pollard called the meeting to order at 7:00 p.m.

Present: Chair Pollard, Vice Chair Richard Matsu, Mayor Suzi Deal, Members Ellen Elliott, Jennifer Frey, Brian Harris, Ed Saenz, Paul Salloum

Excused: Members Dan Johnson and Shannon Perry

Also present: Economic Development Director John Buzuvis and DDA Director Sam Plymale

#### 2. CITIZENS COMMENTS

There were no citizen comments.

#### 3. APPROVAL OF AGENDA

Saenz offered a motion, seconded by Frey, to approve the agenda for Monday, February 12, 2024.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

#### 4. APPROVAL OF MEETING MINUTES

Harris offered a motion, seconded by Saenz, to approve the meeting minutes for January 8, 2024.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

#### 5. BOARD COMMENTS

Harris said Bingo during the Ice Festival brought numerous people to his business.

Deal thanked DDA staff for their work on the Ice Festival.

Elliott also thanked all for the Ice Festival and complimented the organizer, James Gietzen.

Pollard said she appreciated that the Ice Festival Bingo was beneficial to businesses.

#### 6. OLD BUSINESS

a. Five-Year Action Plan Update

Plymale provided updates on the Main/Church intersection project, bike racks, Ice Festival Bingo, and a text message notification program.

#### 7. NEW BUSINESS

a. 2024 Central Parking Deck Engineering Proposal

The following motion was offered by Elliott and seconded by Seins.

WHEREAS The upkeep of the Central Parking Deck is the responsibility of the Downtown Development Authority; and

WHEREAS An engineering inspection of the Central Parking Deck is needed annually to ensure the safety of employees and visitors to Downtown Plymouth; and

WHEREAS The maintenance schedule for the Central Parking Deck is in need of an update due to economic changes; and

WHEREAS Fishbeck is familiar with this parking structure, providing engineering analysis reports and construction documents for more than a decade.

NOW THEREFORE BE IT RESOLVED THAT the City of Plymouth Downtown Development Authority Board of Directors does hereby authorize DDA Staff to contract with Fishbeck of Grand Rapids, MI, for the 2024 engineering inspection for \$9,500, and creation of a report to update the Central Parking Deck's maintenance schedule and create a potential lifespan report for \$3,200, for a total contract amount of \$12,700. Funds will be drawn from Acct. No. 494.261.977.813.

A lengthy discussion ensued. Jeanette Grzeskowiak from Fishbeck answered questions about her company's history with the parking deck and why there was a need to spend more time researching its problems. She explained that there were new issues, including drainage on the pedestrian bridge. It was noted that there was rust on the stairs that were repaired by the medical center, and Plymale said he would bring it to their attention. Plymale said he would prepare a report of repairs that have been done over the last ten years, and Grzeskowiak said she would bring her report to the DDA Board in April.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

b. 2024 DDA Liquor License Cap Discussion

The following motion was offered by Elliott and seconded by Deal.

WHEREAS The City of Plymouth has a Liquor Management Ordinance related to the number of allowable liquor licenses in a particular zoning district; and

WHEREAS The Plymouth Downtown District currently allows for 18 licenses under the current cap, and WHEREAS The DDA Board annually discusses any potential changes to the DDA liquor license cap.

NOW THEREFORE BE IT RESOLVED THAT the Downtown Development Board of Directors recommends that no changes be made to the current cap in the downtown district. The cap would remain at 18 in the downtown district as defined in the Liquor Management Ordinance under this recommendation pending the approval of the City Commission.

Board members discussed the history of the cap, which has increased by four since its inception, and is reviewed by the City Commission annually. There was a question of whether the cap could be interpreted as the DDA not being business friendly. It was also stated that the liquor license cap was the only mechanism available to encourage a variety of businesses.

Karen Sisolak, 939 Penniman, thanked DDA board members for taking the time to have a meaningful discussion.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

## **8. REPORTS AND CORRESPONDENCE**

### **a. Planning Commission Master Plan Update Information**

Planning and Community Development Director Greta Bolhuis spoke to the group via Zoom. She said the Planning Commission was working on updating the public engagement and future land use sections of the plan and that they wanted feedback from the DDA.

### **b. City of Plymouth Strategic Plan Update – Approved One-Year Tasks**

Plymale reviewed the City Commission one-year tasks that relate to the DDA, including bike racks, parking deck maintenance, pursuing additional parking, communication, branding and social media, the Kellogg Park and DDA master plans, and the DDA streetscape.

## **9. ADJOURNMENT**

Deal offered a motion, seconded by Harris, to adjourn the meeting at 8:24 p.m.

There was a voice vote.

MOTION PASSED UNANIMOUSLY