



# Plymouth Downtown Development Authority

## Regular Meeting Minutes

### Monday, March 11, 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, Shannon Perry (arrived at 7:03 p.m.) Ed Saenz

Excused: Members Dan Johnson and Paul Salloum

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

#### 2. CITIZENS COMMENTS

There were no citizen comments.

#### 3. APPROVAL OF AGENDA

Deal offered a motion, seconded by Saenz, to approve the agenda for Monday, March 11, 2024.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

#### 4. APPROVAL OF MEETING MINUTES

Saenz offered a motion, seconded by Harris, to approve the meeting minutes for February 12, 2024.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

#### 5. BOARD COMMENTS

Harris said he had engaged in conversations with an organization that composts restaurant food scraps, and they are interested in starting a pilot program in Plymouth. Deal reminded the group that there is a similar existing residential program in the city.

#### 6. OLD BUSINESS

##### a. Five-Year Action Plan Update

Plymale provided updates on the parking deck repair project, landscaping and brickwork, a new marketing assistant, and outdoor patios. He offered to take board members on a walking tour so they could visualize future projects.

##### b. 2024 Strategic Planning Session Update

Plymale distributed preparation materials provided by Planning Consultant Sally Elmiger.

#### 7. NEW BUSINESS

a. Infrastructure Upgrade Approval – Main and Church Street Intersection

Elliott offered the following motion with the stipulation that Leading Pedestrian Interval (LPI) be achieved with a consistent signal interval instead of a push button system. Frey seconded the motion.

WHEREAS The DDA Board of Directors identified three Downtown Plymouth intersections as needing safety improvements in the current five-year strategic action plan including Harvey/Penniman, Harvey/Ann Arbor Trail and Main/Church; and

WHEREAS The DDA Board and City Commission agreed to a 50/50 cost share on both the Harvey/Penniman and Harvey/Ann Arbor Trail intersection improvements in 2021; and

WHEREAS The City Commission has identified and approved design work for upgrades to the Main/Church intersection as part of their 2024 Infrastructure Plan; and

WHEREAS The City's Master Plan includes the installation of new traffic light mast arms with pedestrian signals and additional improvements to the Main/Church intersection.

NOW THEREFORE BE IT RESOLVED THAT the City of Plymouth DDA Board of Directors does hereby authorize \$310,000 in capital improvement funds or 50% of the cost of the project, whichever is less, to complete the upgrades at the intersection of Main Street and Church Street which includes new mast arms and pedestrian crossing signal. This authorization, in partnership with the City of Plymouth, would allow the continued work on design, bid documents and final construction of new mast arms and signals and other needed improvements at the Main and Church intersection.

Elliott explained her reasons for the stipulation, stating her belief that the safety component in a crosswalk is the LPI, not the button, that eliminating the button would decrease costs both now and in future maintenance, and that consistency at intersections throughout the downtown was important. She also distributed information from the Federal Highway Administration.

Board members discussed the resolution. Some stated the push buttons already in place were confusing and that they weren't being used. It was suggested that the engineer come to a future meeting to explain the thought process behind the plans and to look at the pedestrian load at different intersections.

City Department of Municipal Services Director Chris Porman said they were considering a hybrid system, whereby pedestrians would get a walk signal without pushing a button but would be given more time to cross if they did.

City Commission Liaison Jennifer Kehoe said the concerns about the push buttons had been brought up in the past and that she had spoken to people who dislike them.

It was agreed that further information from the city engineer would help them make an informed decision.

Elliott withdrew her motion.

Elliott offered a motion, seconded by Deal, to table the discussion.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

b. DDA Office Lease Extension

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

WHEREAS The Downtown Development Authority Board of Directors has indicated its desire and willingness to keep the DDA office downtown; and

WHEREAS Keeping the DDA office in its current location would give better service to merchants, property owners and visitors; and

WHEREAS Having the DDA office downtown would give staff close proximity to the Central Parking Deck, Fleet Street trash compactors, events, activities and other happenings downtown.

NOW THEREFORE BE IT RESOLVED THAT the Downtown Development Authority Board hereby instruct DDA staff to sign a three-year lease extension agreement with property owner Vince Mucci (Molise LLC) for office space at 831 Penniman for \$1,732 per month from 9/1/24 to 8/31/25; \$1,819 per month from 9/1/25 to 8/31/26; and \$1,910 per month from 9/1/26 to 8/31/27.

It was noted that a 5% increase per year might be excessive, but Plymale said it was non-negotiable with the owner.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

**8. REPORTS AND CORRESPONDENCE**

There were no reports or correspondence

**9. ADJOURNMENT**

Deal offered a motion, seconded by Harris, to adjourn the meeting at 8:05 p.m.

There was a voice vote.

MOTION PASSED UNANIMOUSLY