



# Plymouth Downtown Development Authority

## Regular Meeting Minutes

### Monday, April 8, 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, Shannon Perry, Ed Saenz, Paul Salloum

Excused: Members Dan Johnson and Brian Harris

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 Frey, to approve the agenda for Monday, April 8, 2024.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

#### 4. APPROVAL OF MEETING MINUTES

Deal offered a motion, seconded by Perry, to approve the meeting minutes for March 11, 2024.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

#### 5. BOARD COMMENTS

Pollard noted that Plymale would be speaking about events at a SEMCOG meeting.

#### 6. OLD BUSINESS

##### a. Main and Church St. Intersection Upgrades

The following resolution was offered by Elliott and seconded by Frey.

WHEREAS The DDA Board of Directors identified three Downtown Plymouth intersections as 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 DDA Board identified the need for more information from the City Engineer prior further discussion on the project; and

WHEREAS Due to delays in approval and the lengthy lead time on the project, the City Commission did not approve the project for 2024; and

WHEREAS The City administration plans to recommend the project as part of the 2025 Infrastructure projects.

NOW THEREFORE BE IT RESOLVED THAT the City of Plymouth DDA Board of Directors formally delay any further discussion on the project until a later date in 2024, to be determined at a future time.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

## **7. NEW BUSINESS**

### **a. 2024 DDA Strategic Planning Session – Sally Elmiger**

Planning Consultant Sally Elmiger reviewed the City Commission's one-year tasks that pertain to the Downtown, including Sustainable Infrastructure and Attractive Livable Community. She also reviewed the 2018 Master Plan and its goals for parking, as well as the Planning Commission's 2023 goals.

She then reviewed the DDA's 2020 Strategic Plan and the status of the goals in the document, along with the Kellogg Park Master Plan and the DDA's 2020 Master Plan.

DDA members were asked to generate ideas, regarding parking, pedestrian safety, Kellogg Park, and supporting businesses, which were the main goal areas in the 2020 plan. They added streetscape as a goal area.

Warren, spouse of the owner of Bella Mia, said different businesses have different needs, and that events in downtown impact them differently. He suggested a replacement schedule for trees in the downtown and suggested contacting Michigan State University for instructions on how to keep the grass growing in Kellogg Park.

After generating ideas, board members were asked to prioritize the ideas. Elmiger then said she would compile the results and write a report.

## **8. REPORTS AND CORRESPONDENCE**

The DDA draft budget report was given to board members.

Deal reminded the group that money would be available for the Main/Church intersection upgrades next summer.

Pollard introduced DDA Administrative Assistant Reiko Misumi Schelm to the group.

**9. ADJOURNMENT**

Perry offered a motion, seconded by Frey, to adjourn the meeting at 8:45 p.m.

There was a voice vote.

MOTION PASSED UNANIMOUSLY