



Plymouth Downtown Development Authority

Regular Meeting Minutes

Monday, January 12, 2026 - 7:00 p.m.

Plymouth City Hall & Online Zoom Webinar

City of Plymouth
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1. CALL TO ORDER

DDA Director Sam Plymale called the meeting to order at 7:00 p.m.

Present: Mayor Linda Filipczak, Members Kerri Pollard, Richard Matsu, Ellen Elliott, Ed Saenz, Shannon Perry, and Brian Harris, Paul Salloum, Jennifer Frey

Also present: DDA Director Sam Plymale, Deputy DDA Director Reiko Misumi-Schelm and Economic Director John Buzuvis

2. ELECTION OF OFFICERS

A. Chairperson

Motion made by Elliott, seconded by Perry to elect Kerri Pollard as Chairperson for 2026.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

B. Vice Chairperson

Motion made by Elliott, seconded by Perry to elect Richard Matsu as Vice Chairperson for 2026.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

3. CITIZENS COMMENTS

There were no citizen comments.

4. APPROVAL OF AGENDA

Perry offered a motion, seconded by Harris, to approve the agenda for January 12, 2025.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

5. APPROVAL OF MEETING MINUTES

A. November 10, 2025 Regular Meeting Minutes

Perry offered a motion, seconded by Harris, to approve the minutes of the November 10, 2025 regular meeting.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

6. BOARD COMMENTS

Perry commended the downtown's Christmas appearance and thanked staff for organizing holiday decorations and events. Chair Pollard echoed these sentiments, specifically thanking Sun and Snow, Rob and Heidi for their work on Christmas in Plymouth events. She also welcomed Mayor Filipczak to the DDA board.

7. OLD BUSINESS

A. DTP Forward Streetscape Project Update – SmithGroup

Oliver Kiley from SmithGroup presented a comprehensive update on the DTP Forward streetscape project, outlining community engagement efforts including stakeholder meetings, surveys, and public workshops. The first survey received 871 responses, and a second survey is forthcoming. Upcoming engagement includes a pop-up at the Plymouth Ice Festival and an open house on February 25th. Mr. Kiley detailed potential improvement strategies including:

- Landscape improvements (tree planting, diversification, stormwater management)
- Pedestrian safety enhancements (wider sidewalks, crossings, intersections)
- Street reconfiguration options (road diets, flexible streets, parking adjustments)
- Curbless street designs for flexibility and accessibility

The board discussed the trade-offs between sidewalk space, street functionality, and parking. A significant concept presented was reducing Main Street from four lanes to three and adding a multi-use side path for pedestrians and cyclists

B. Five-Year Strategic Action Plan Status Update

Plymale reported that The Ledger is using the valet parking program and an initial report is expected soon. The 2026 central parking deck renovation project will go to bid later in January, with bid award expected at the March DDA meeting. Bank of Ann Arbor has returned as presenting sponsor for Music in the Air concerts on a three-year contract. Ehlers Heating and Cooling and Henry Ford Health will also return as sponsors.

8. NEW BUSINESS

A. 2026 Meeting Schedule

The board approved the 2026 meeting schedule, with regular meetings to be held on the second Monday of each month at 7:00 PM at Plymouth City Hall, including information meetings scheduled for May 11 and October 12.

RESOLUTION

The following resolution was offered by Director Perry and seconded by Director Harris

WHEREAS the DDA Board annually sets its regular meeting schedule for the upcoming calendar year in December, and

WHEREAS the DDA Bylaws state that regular DDA meetings are typically scheduled for the second Monday of each month at 7 p.m. at Plymouth City Hall, and

WHEREAS The DDA also needs to plan for the two required informational meetings required by the State of Michigan as part of PA 57.

NOW THEREFORE BE IT RESOLVED THAT the Plymouth Downtown Development Authority Board of Directors approves the attached 2026 DDA regular meeting schedule, including the dates for the two required DDA informational meetings.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

9. REPORTS AND CORRESPONDENCE

A. 2025 DDA Impact Report

Deputy DDA Director Reiko Misumi-Schelm presented the 2025 DDA Impact Report highlighting:

- Infrastructure projects completed and planned
- Visitor analytics showing 1.1 million unique visitors made 4.7 million visits to downtown, spending an average of 88 minutes per visit
- Event attendance data showing Art in the Park (88,600), Fall Festival (81,600) and Ice Festival (60,900) as the most popular events
- Digital media growth across platforms, with TikTok showing the most growth
- Website statistics showing 248,457 total views (up 14% from 2024)

9. ADJOURNMENT

Perry offered a motion, seconded by Harris, to adjourn the meeting at 8:04 p.m.

There was a voice vote.

MOTION PASSED UNANIMOUSLY