



Plymouth Downtown Development Authority

Regular Meeting Minutes

Monday, May 11, 2026 - 7:00 p.m.

Plymouth City Hall & Online Zoom Webinar

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 Kerri Pollard, Vice Chair Richard Matsu, Mayor Linda Filipczak, Directors Ellen Elliott, Jennifer Frey, Shannon Perry, Ed Saenz, Brian Harris, Paul Salloum

Absent: Directors Shannon Perry, Ed Saenz, Lynne Taylor-Kilgore

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

2. CITIZENS COMMENTS

No citizen comments provided.

3. APPROVAL OF AGENDA

Director Harris offered a motion, seconded by Mayor Filipczak, to approve the agenda for May 11, 2026.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

4. APPROVAL OF MEETING MINUTES

A. April 13, 2026 Regular Meeting Minutes

Motion to approve the March 9, 2026 regular meeting minutes was made by Director Harris and seconded by Mayor Filipczak.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

5. BOARD COMMENTS

Director Elliott reported that Leading Pedestrian Intervals (LPIs) have been programmed into every signal cycle downtown, including the signal at Penniman and Main, which received positive public feedback. She also noted that brick paver repairs at Fralick and Harvey were completed and look excellent, and highlighted upcoming features at The Penn Theatre. Chair Pollard commended the success of the Spring Artisan Market, noting strong community turnout despite wet conditions, and praised the ribbon cutting for the Art Walk.

6. OLD BUSINESS

A. DTP Forward Streetscape Project Update

DDA Director Sam Plymale summarized community engagement activities from August 2025 to present. The final public open house is set for Wednesday, May 20, 2026, at the Plymouth Cultural Center, with a joint DDA and City Commission meeting commencing at 6:00 PM. Smith Group's final deliverables, expected at the June DDA meeting, include a conceptual streetscape plan, phasing plan, cost estimates, and funding strategy.

Director Plymale noted the merit of considering additional Smith Group services such as enhanced renderings and grant writing support as staff consider next steps. In response to Director Elliott, he confirmed that the May 20 presentation would cover cost breakdowns and funding strategies, likely to spark attendee interest. Director Frey inquired about more definitive recommendations. Plymale clarified some specifics, such as the side of Main Street for a multimodal pathway, remain pending until the engineering phase, viewing the presentation on May 20 as a refined draft.

Updated engagement session information and project materials are available at downtownplymouth.org/dtpforward.

7. NEW BUSINESS

A. 2nd Quarter Budget Amendments

Director Plymale reported that the Plymouth City Commission approved the second quarter budget amendments at its first February meeting. Per standard procedure, the DDA Board was asked to adopt a resolution of support. City Finance Director Priya King was present to answer questions. No questions were raised.

Director Elliott offered a motion, seconded by Director Frey, to approve the resolution of support for 2nd quarter budget amendments for fiscal year 2025-2026.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

8. REPORTS AND CORRESPONDENCE

A. 2026-27 Budget Report – No Action Needed

Director Plymale presented the draft 2026–2027 DDA budget for informational review, noting that per PA 57 of 2018, the budget must first be approved by the Plymouth City Commission before adoption by the DDA Board. The full city budget, including the DDA budget, is expected to be presented to the City Commission for approval at the June 1, 2026 meeting. The DDA Board is expected to receive the approved budget with a proposed resolution of support at the June 8, 2026 DDA meeting.

Finance Director King was present and responded to questions from Director Elliott regarding the capital improvements fund balance, noting that the flat projections in the out-years were placeholders and subject to revision. Director King stated that best practice recommends maintaining a minimum of two months of expenses in the fund balance and described the DDA's financial position as strong. She noted a contingency of approximately \$517,000 was included in the current year budget to cover potential DTP Forward cost, which, if unused, would revert to the fund balance.

Director Plymale noted that with the contingency and the existing fund balance, the DDA has roughly \$1,000,000 potentially on hand as it moves toward the engineering and eventual construction phases of the streetscape project, with the start of construction possible in the second half of 2027. Director King indicated that approximately \$500,000–\$600,000 annually would be a reasonable placeholder for a future bond payment. Director King suggested a \$500,000–\$600,000 annual placeholder for future bond payments. She noted a significant current-year revenue boost, attributed to preliminary assessor data and new developments like Saxtons Town Lofts and Mayflower Center sales. No action was needed.

B. 2026 Events Update

Deputy DDA Director Reiko Misumi-Schelm reported that the 2026 event season opened on Saturday, April 18 with the Spring Artisan Market, featuring over 50 booths of handmade goods. Placer AI data showed approximately 1,300 attendees, declining historic attendee numbers reflecting the weather-dependent nature of the spring event. The ribbon cutting for Phase 3 of the Plymouth Art Walk was also held that day, with 8 new pieces installed near the Gathering.

The Bank of Ann Arbor Music in the Air Friday Night Concerts are set to begin in approximately two weeks, opening with local band SongSmith.Band. The series features 14 weeks of concerts, two full-season food truck vendors—Burger Spot food truck and Kemnitz ice cream cart—and a rotating third spot filled by approximately 10 different vendors, including offerings such as dirty sodas, açai bowls, pizza, Kona Ice, and German sausages.

9. ADJOURNMENT

Director Harris offered a motion, seconded by Director Frey, to adjourn the meeting at 7:31 p.m.

There was a voice vote.

MOTION PASSED UNANIMOUSLY