



# Plymouth Downtown Development Authority

## Regular Meeting Minutes

### Monday, June 8, 2026 - 7:00 p.m.

### Plymouth City Hall & Online Zoom Webinar

---

City of Plymouth  
201 S. Main  
Plymouth, Michigan 48170-1637

[www.plymouthmi.gov](http://www.plymouthmi.gov)  
Phone 734-453-1234  
Fax 734-455-1892

#### 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, Directors Cindy Eckley, Ellen Elliott, Jennifer Frey, Shannon Perry, Ed Saenz, Paul Salloum

Absent: Mayor Linda Filipczak, Director Brian Harris

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

#### 2. CITIZENS COMMENTS

No citizen comments provided.

#### 3. APPROVAL OF AGENDA

Director Perry offered a motion, seconded by Director Frey, to approve the agenda for June 8, 2026.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

#### 4. APPROVAL OF MEETING MINUTES

Motion made by Director Perry and seconded by Director Frey to approve:

- May 11, 2026 DDA Informational Meeting Minutes
- May 11, 2026 Regular Meeting Minutes
- May 20, 2026 Special Meeting Minutes

There was a voice vote.

MOTION PASSED UNANIMOUSLY

#### 5. BOARD COMMENTS

Director Elliott praised staff and James's crew for the successful second Friday Night Concert, well-attended despite rain, and announced a documentary screening at The Penn Theatre on Wednesday, June 10—Nothing to See Here: Watts—featuring panelists from Watts, California, to be covered by Channel 4 and WJR. Chair Pollard noted both concerts had a strong start, contrasting with the prior year's inaugural bandshell concert, which faced freezing weather.

#### 6. OLD BUSINESS

**A. Five-Year Strategic Action Plan Status Update**

DDA Director Plymale provided updates: The Central Parking Deck project is nearly done, with some spaces needing restriping by week's end. A protective bollard was added behind Ironwood. New "Walk Your Wheels" signs will be installed soon, including on restaurant patios. The next Friday Night Concert will feature Lost West, a country/rock group, and a pickup truck car show. The DTP Deals program, promoting local business specials during concerts, has initial participation from two retailers and one restaurant.

**B. DTPForward Streetscape Project Update**

DDA Director Plymale detailed the DTP Forward process, initiated in June 2025 with SmithGroup leading community engagement and streetscape design. Over 16 engagement sessions were held. A May 20 open house at Plymouth Cultural Center attracted 50+ attendees. SmithGroup's final deliverables—report, plan map, design concepts, phasing plan, cost analysis, funding strategy, and engagement summaries—were recommended for approval. Details are at [downtownplymouth.org/dtpforward](http://downtownplymouth.org/dtpforward). Oliver Kyle from SmithGroup joined via Zoom for queries.

The Board discussed plan elements, including Director Salloum's safety concerns about the Main Street shared-use pathway; he suggested piloting lane reductions and parking changes first. Director Elliott questioned curbless streets' public feedback, supporting the plan if engineering revisions are possible. DDA Director Plymale and Oliver Kylie confirmed the plan allows for adjustments. Director Frey questioned future transport trends; Kylie noted the pathway's progressive design. Director Eckley suggested relocating the Church Street mid-block crossing to Adams for better alignment, though it might affect funding. Director Perry emphasized a walk-your-bike policy in Kellogg Park, which most Board members supported. Chair Pollard backed the shared-use concept, citing SmithGroup's best practices. Members also discussed delivery hours, e-bike control, and shared path management.

Director Perry offered a motion, seconded by Director Frey, to approve the resolution to accept the *DTPForward* Final Deliverables from SmithGroup.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

DDA Director Plymale noted that future DTP Forward updates will be part of the Five-Year Action Plan agenda item, unless engineering or ordinance-related actions are required. Next steps include staff evaluations, discussions with the City Manager and department heads, and exploring grant options. The first construction project, focusing on the Harvey/Wing Street section, is anticipated to begin in 2027.

**7. NEW BUSINESS**

**A. Holiday Tree Lights Contractor Approval**

DDA Director Plymale announced that long-time holiday tree light contractor, Holiday Light Express, has ceased operations. Quotes were sought from J. Averie of Plymouth, English Gardens Landscape Company of Pontiac, and Serene Landscape Group of Plymouth, who chose not to quote. J. Averie was recommended due to their lower equipment costs (\$500 instead of \$2,309 from English Gardens), a \$75/hour labor rate, and ability for quick storm response. English Gardens'

quote was higher due to required aerial lift trucks and a fixed assessment fee. Budget line 248-450-933.000 will cover the expenses.

Director Saenz offered a motion, seconded by Director Salloum, to approve the hiring of J. Averie of Plymouth as a contractor to handle holiday tree light maintenance.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

**B. 2026-2027 DDA Budget Approval**

DDA Director Plymale stated that, per Public Act 57 of 2018, the City Commission approves the DDA budget. On June 1, 2026, the Commission approved the 2026-27 budget. The DDA Board's role is a formal concurrence. Finance Director Priya King's memo highlighted an operating budget of \$1,840,024, a contingency for future streetscape costs, a \$230,000 Capital Improvement Fund transfer, and \$100,000 for parking deck maintenance.

Director Saenz offered a motion, seconded by Director Perry, to adopt the 2026-2027 DDA Budget for the fiscal year beginning July 1, 2026.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

**C. 3<sup>rd</sup> Quarter DDA Budget Amendments**

DDA Director Plymale noted that the 3<sup>rd</sup> quarter budget amendments for FY 2025-2026 were previously approved by the City Commission at its May 18 meeting. The only DDA-related change was a revenue increase of \$204,650 attributable to the final TIF disbursement for tax year 2025.

Director Elliott offered a motion, seconded by Director Perry, to approve the FY 2025-2026 3<sup>rd</sup> Quarter DDA Budget Amendments.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

**8. REPORTS AND CORRESPONDENCE**

No reports or correspondence were presented.

**9. ADJOURNMENT**

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

There was a voice vote.

MOTION PASSED UNANIMOUSLY