



Plymouth Downtown Development Authority

Regular Meeting Minutes

Monday, March 9, 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, Member Ellen Elliott, Jennifer Frey, Shannon Perry, Ed Saenz, Brian Harris, and Lynne Taylor-Kilgore

Absent: Member Paul Salloum

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

2. CITIZENS COMMENTS

Laurie Golden of 1260 Linden asked about her city commission application status from December. Mayor Filipczak took responsibility for the delay, explaining no current openings and that applications are kept on file with DDA positions requiring a specific business-to-resident ratio.

Ron Picard of 1378 Sheridan praised the dueling pianos event at the Penn Theater, appreciating the entertainment.

3. APPROVAL OF AGENDA

Harris offered a motion, seconded by Perry, to approve the agenda for March 9, 2026.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

4. APPROVAL OF MEETING MINUTES

A. February 9, 2026 Regular Meeting Minutes

B. February 25, 2026 Special Meeting Minutes

Harris offered a motion, seconded by Perry to approve both the February 9, 2026 Regular Meeting Minutes and February 25, 2026 Special Meeting Minutes.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

5. BOARD COMMENTS

Mayor Filipczak applauded Old Village Landscaper's work on Ann Arbor Trail pavers and the February 25th DTP Forward community forum, urging quick implementation of Leading Pedestrian Intervals (LPIs) from citizen feedback.

Director Perry appreciated the forum and highlighted interest in survey data distinguishing residents from visitors to better grasp varied downtown improvement views.

6. OLD BUSINESS

A. DTP Forward Streetscape Project Update

Plymale reported that 75 people attended the February 25th community open house. The second survey remains open through March 11th with 284 responses received. Smith Group will present to the DDA board in April, with the third open house scheduled for May 20th (correcting an error in documentation that listed March 20th) from 5:30-8:30 PM at Plymouth Cultural Center.

B. Five-Year Strategic Action Plan Status Update

Plymale reported brickwork has begun on downtown patios, with several diseased street trees removed for safety. Concert sponsorships are 90-95% complete, the Spring Artisan Market (April 18th 9AM-3PM) vendor list is finalized, and Phase 3 of the Plymouth Art Walk installation is scheduled for late March/early April with a ribbon cutting planned at the Spring Artisan Market.

7. NEW BUSINESS

A. Central Parking Structure Restoration 2026 Contract

1. DDA Staff Administrative Recommendation

Mark 1 Restoration was recommended for the Central Parking Structure Restoration project due to their lowest bid, totaling \$132,194 including engineering, materials testing, and a 10% contingency. This recommendation was based on their cost-effective method of using ready-mix concrete trucks and the confirmation of their qualifications by Fishbeck.

2. Project Specifications

Plymale explained the need for significant restoration including concrete work, drainage system cleaning, and new deck coating.

3. Project Addendums

An addendum to the project specifications was included during the bidding process.

4. Bid Tabulation

Six contractors submitted bids, with Mark 1 Restoration providing the lowest bid of \$118,358. The total project cost including engineering, materials testing, and 10% contingency is \$172,894, well below the \$300,000 preliminary budget.

5. Fishbeck Recommendation

Fishbeck Engineer confirmed Mark 1's qualifications and explained their cost advantage came from utilizing ready-mix concrete trucks versus bag mix methods.

6. Resolution

There was a voice vote. Motion approved 8-1.

<u>YES</u>	<u>NO</u>
Pollard	Elliott
Matsu	
Filipczak	
Frey	
Harris	
Perry	
Saenz	
Taylor-Kilgore	

RESOLUTION

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

WHEREAS The upkeep of the Central Parking Deck is the responsibility of the Downtown Development Authority, and

WHEREAS In November of 2025, the DDA Board approved project engineering for the 2026 Central Parking Deck Renovation Project by Fishbeck at a cost of \$41,500 for what are termed high and moderate priority repairs to the Central Parking Deck outlined in the 2026 Central Parking Deck Maintenance Project Bid Specs, and

WHEREAS A bid process resulted in Mark 1 Restoration of Detroit having the low base bid of \$118,358 among six companies that submitted proposals for construction, and

WHEREAS Mark 1 Restoration has completed successful parking deck maintenance projects working with Engineers from Fishbeck in Ann Arbor, Lansing and Royal Oak.

NOW THEREFORE BE IT RESOLVED THAT the City of Plymouth Downtown Development Authority Board of Directors does hereby authorize DDA staff to contract with Mark 1 Restoration of Detroit for the 2026 Central Parking Deck Maintenance Project in the total amount of \$118,358 for construction work, with an additional \$11,836 for contingency and \$2,000 for materials testing. Total approval for construction, contingency and materials testing is up to \$132,194. Funding will come from Acct. No. 405 290 977 813.

B. Liquor License Discussion

Plymale reported that all four licenses from the 2025 cap increase remain available, with low demand and no alcohol-related incidents of concern according to Public Safety Director Al Cox. Staff recommended maintaining current caps of 20 licenses in the DDA district and 14 outside the district.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

RESOLUTION

DDA Liquor License Cap Recommendation

The following Resolution was offered by Elliott and seconded by Harris.

WHEREAS The City of Plymouth has a Liquor Management Ordinance related to the number of allowable liquor licenses in a particular zoning district, and

WHEREAS The Plymouth Downtown District currently allows for 20 licenses under the current cap, and

WHEREAS The DDA Board annually discusses any potential changes to the DDA liquor license cap, and

WHEREAS As of March 1, 2026, there are two available liquor licenses under the cap in the Plymouth Downtown District.

NOW THEREFOR BE IT RESOLVED THAT the Downtown Development Board of Directors recommends that no changes be made to the current cap in the downtown district. The cap would remain at 20 in the downtown district as defined in the Liquor Management Ordinance under this recommendation pending approval from the City Commission.

8. REPORTS AND CORRESPONDENCE

No reports or correspondence were presented.

9. ADJOURNMENT

Perry offered a motion, seconded by Harris, to adjourn the meeting at 7:45 p.m.

There was a voice vote.

MOTION PASSED UNANIMOUSLY