



**CHARTER TOWNSHIP OF PLYMOUTH
DOWNTOWN DEVELOPMENT AUTHORITY**

Monday, April 8, 2019

4:00 p.m.

Plymouth Township Hall – Town Hall Meeting Room

- A. Meeting called to order at _____ p.m.
- B. Roll Call
 - _____ Kurt Heise _____ John Bidigare _____ Fred Brunk
 - _____ Paul Fessler _____ Mike Kolb _____ Ryan Kolb
 - _____ Darren LaLonde _____ George Lytle _____ Victor West
- C. Approval of Agenda
- D. Chairperson Comments
- E. Introduction of New Member
- F. Approval of Bills
- G. Approval of Minutes – Regular Meeting, February 11, 2019
- H. DDA Corridor Update – *Kurt Heise*
- I. DDA Master Plan Update– *Laura Haw*
- J. Board Member Comments
- K. Public Comments
- L. Adjournment

Charter Township of Plymouth
AP Invoice Listing - Board Report

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VENDOR INFORMATION

INVOICE INFORMATION

DTE ENERGY

DDA - Service @ 44644 Ann Arbor RoadW Bldg. I
248-248-776.000

DDA Service - 9100-055-5424-1

Invoice Amount:

\$45.29

Check Date:

04/06/2019

45.29

Total Amount to be Disbursed:

\$45.29

**Charter Township of Plymouth
AP Invoice Listing - Board Report**

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VENDOR INFORMATION

INVOICE INFORMATION

DTE ENERGY		Invoice Amount:	\$43.67
DDA - Service @ 575 Ann Arbor Road Bldg. Irrigat		Check Date:	03/30/2019
248-248-776.000	DDA Service - 9100-055-5410-0		43.67
DTE ENERGY		Invoice Amount:	\$45.86
DDA - Service @ 1425 Ann Arbor Road Bldg. Irrig		Check Date:	03/30/2019
248-248-776.000	DDA Service - 9100-055-5393-8		45.86
DTE ENERGY		Invoice Amount:	\$45.76
DDA - Service @ 217 Ann Arbor Road Bldg. Irrigat		Check Date:	03/30/2019
248-248-776.000	DDA Service - 9100-055-5381-3		45.76
DTE ENERGY		Invoice Amount:	\$45.27
DDA - Service @ 4 2171 Ann Arbor Road Bldg. Irri		Check Date:	03/30/2019
248-248-776.000	DDA Service - 9100-055-5367-2		45.27
MCKENNA ASSOCIATES INC		Invoice Amount:	\$6,977.75
DDA - Professional Services February 2019 (#219		Check Date:	03/30/2019
248-248-818.000	2019 DDA Plan Update-Prin. Plan 68.25 h		6,620.25
248-248-818.000	2019 DDA Plan - Asst. Planner - 6.5 hrs		357.50
MCKENNA ASSOCIATES INC		Invoice Amount:	\$2,166.00
DDA - Professional Services February 2019 (#217		Check Date:	03/30/2019
248-248-818.000	On Site - 1/2 day (5.70)		2,166.00
CHARTER TWSP OF PLYMOUTH		Invoice Amount:	\$695.80
DDA ELECTRIC CHOICE REPAYMENT -February 2		Check Date:	03/30/2019
248-100-067.050	DDA - ELECTRIC CHOICE REPAYMENT - 2/19		695.80
Total Amount to be Disbursed:			\$10,020.11

Charter Township of Plymouth
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VENDOR INFORMATION

INVOICE INFORMATION

HECHLIK, JOHN

2018 WIN TAX OVERPYMT R-78034010026000

703-000-202.000

ACCOUNTS PAYABLE

Invoice Amount:

\$2,274.73

Check Date:

03/24/2019

2,274.73

Total Amount to be Disbursed:

\$2,274.73

Charter Township of Plymouth
AP Invoice Listing - Board Report

DDA

448011

VENDOR INFORMATION

INVOICE INFORMATION

MCKENNA ASSOCIATES INC

DDA - Professional Services February 2019 - #90

248-248-818.000

248-248-818.000

Principal Planner prep & attend 2/11/19

PP - Review Plymouth Marketplace PUD

Invoice Amount:

\$630.50

Check Date:

03/23/2019

242.50

388.00

Total Amount to be Disbursed:

\$630.50

Charter Township of Plymouth
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DDA

3/13/19

VENDOR INFORMATION

INVOICE INFORMATION

SERENE SURROUNDINGS, INC.

DDA - West Phase Service- February 2019 - Inv.
248-248-776.000

DDA-West Phase - Inv. # 41568

Invoice Amount: \$1,440.00
Check Date: 03/16/2019
1,440.00

SERENE SURROUNDINGS, INC.

DDA - East Phase Services February 2019- Invoic
248-248-776.000

DDA-East Phase - Feb 2019 - Inv#41636

Invoice Amount: \$2,360.00
Check Date: 03/16/2019
2,360.00

Total Amount to be Disbursed: \$3,800.00

Charter Township of Plymouth
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VENDOR INFORMATION

INVOICE INFORMATION

CHARTER TWSP OF PLYMOUTH

DDA ELECTRIC CHOICE REPAYMENT - January 20
248-100-067.050

Invoice Amount: \$788.84

Check Date: 03/08/2019
788.84

DDA - ELECTRIC CHOICE REPAYMENT - 1/19

Total Amount to be Disbursed: \$788.84

Charter Township of Plymouth
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12/18/19

VENDOR INFORMATION

INVOICE INFORMATION

MCKENNA ASSOCIATES INC		Invoice Amount:	\$485.00
DDA - Professional Services January 2019 (#2190)		Check Date:	03/01/2019
248-248-818.000	2019 DDA Plan Update_Prof Serv (5 hrs)		485.00
MCKENNA ASSOCIATES INC		Invoice Amount:	\$2,500.50
DDA - Professional Services January 2019 (#2170)		Check Date:	03/01/2019
248-248-818.000	On Site - 1/2 day (6.0)		2,280.00
248-248-818.000	On site - full day (.30)		220.50
	Total Amount to be Disbursed:		\$2,985.50

Charter Township of Plymouth
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2/22/2019 1:11

VENDOR INFORMATION

INVOICE INFORMATION

SERENE SURROUNDINGS, INC.

DDA - West Phase Service- January 2019 - Inv. #
248-248-776.000

DDA-West Phase - Inv. # 41267

Invoice Amount: \$720.00
Check Date: 02/22/2019
720.00

SERENE SURROUNDINGS, INC.

DDA - East Phase Services January 2019- Invoice
248-248-776.000

DDA-East Phase - January 2019 - Inv41345

Invoice Amount: \$1,180.00
Check Date: 02/22/2019
1,180.00

Total Amount to be Disbursed: \$1,900.00

**CHARTER TOWNSHIP OF PLYMOUTH
DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING – FEBRUARY 11, 2019**

Supervisor Heise called the meeting of the Downtown Development Authority to order at 4:00 p.m.

MEMBERS PRESENT: Kurt Heise John Bidigare
 Fred Brunk Paul Fessler
 Ryan Kolb George Lytle

MEMBERS EXCUSED: Mike Kolb
 Victor West

OTHERS PRESENT: Laura Haw, AICP, Planning Consultant
 Alice Geletzke, Recording Secretary

C. Approval of Agenda

Moved by Mr. Brunk and supported by Mr. Lytle to approve the agenda for the regular meeting of February 11, 2019. Ayes all.

D. Chairperson Comments

Supervisor Heise said he would have comments later in the meeting.

E. Introduction of New Members

Supervisor Heise introduced new member John Bidigare and explained that Dominic Roscini would not be able to serve because his business moved out of the Ann Arbor Road corridor and new member, Victor West, has been excused for this meeting.

F. Establishment of 2019 Meeting Schedule (2nd Monday of Every Other Month at 4 p.m.)

Moved by Mr. Lytle and seconded by Mr. Brunk to adopt the following 2019 meeting schedule for the Downtown Development Authority:

February 11	April 8	June 10
August 12	October 14	December 9

Ayes all.

G. Election of Officers

Supervisor. Heise suggested the following slate:

Kurt Heise, Chairman	Fred Brunk, Vice Chairman
Ryan Kolb, Secretary-Treasurer	

**CHARTER TOWNSHIP OF PLYMOUTH
DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING – FEBRUARY 11, 2019**

Moved by Supervisor Heise and seconded by Mr. Lytle to elect the above-listed slate as DDA officers for 2019. Ayes all.

H. Approval of Minutes – Regular Meeting of September 17, 2018

Moved by Mr. Fessler and supported by Mr. Brunk to approve the minutes of the regular meeting of September 17, 2018 as presented. Ayes all.

I. Approval of Bills

Moved by Mr. Bidigare and supported by Mr. Kolb to approve the bills as presented (October 2018-January 2018). Ayes all.

J. DDA Corridor Update – *Kurt Heise*

Supervisor Heise and Mrs. Haw updated Board members on the status of projects in the corridor such as Kmart and the Steak and Ale property.

K. Update on DDA Master Plan – *Laura Haw*

Mrs. Haw reviewed the requirements by the State for a Master Plan for the DDA. The current plan was adopted in 2002 and the State will accept this as the current plan with the acknowledgement that the Township is updating it. She would like to have a working draft by the April meeting, with a public hearing notice in June.

L. Board Member Comments – There were none.

M. Public Comments – There were none.

N. Adjournment

Moved by Mr. Bidigare and supported by Mr. Fessler to adjourn the meeting at 4:27 p.m. Ayes all.

Ryan Kolb, Secretary
Charter Twp. Of Plymouth
Downtown Development Authority



MEMORANDUM

To: Downtown Development Authority (DDA), Plymouth Township
From: Laura E. Haw, AICP, NCI, Principal Planner; and
Jennifer Neal, Assistant Planner
Date: April 2, 2019
Re: Downtown Development Authority (DDA) Plan Update

The Plymouth Charter Township Downtown Development Authority (DDA) was formed on January 8, 2002 to help “encourage and participate, where feasible and appropriate, in the development of new private uses that clearly demonstrate the creation of new jobs, the attraction of new business, and the generation of additional tax revenues.” The DDA’s first Tax Increment Financing (TIF) and Development Plan for the Downtown Ann Arbor Road Development Area was adopted on April 15, 2002.

The TIF plan is one of the primary mechanisms used to achieve the DDA’s stated goals, through the identification and funding of streetscape and roadway improvement projects that will potentially spur private development, redevelopment, and general investment in the corridor.

The focus of the 2002 plan was to “correct and prevent stagnation and/or deterioration within the existing business district of the Ann Arbor Road Corridor, to eliminate blighting influences and brownfield impacts, to address high traffic volumes upon Ann Arbor Road and to improve the overall image of this gateway to the Plymouth Community.”

McKenna is currently in the process of updating the Development and TIF Plan, in compliance with the new state legislation requirements, P.A. 57 of 2018, the Recodified Tax Increment Financing Act. This includes having a current list of projects by which the capture TIF can be applied to properly. The majority of the 2002 plan projects have been completed, setting the stage for this update to recommend additional roadway and streetscape improvements. The focus of this new list of projects will be continued refinements to improve the public right-of-way; promote economic development; and encourage investment by property owners along the Ann Arbor Road corridor.

The draft document is being finalized for your consideration and will be emailed to the DDA in preparation of the April 8, 2019 meeting. We hope to receive constructive feedback on this key corridor in the community. If you have any questions, please contact us at Lhaw@mcka.com. Thank you !