

**CHARTER TOWNSHIP OF PLYMOUTH
DOWNTOWN DEVELOPMENT
AUTHORITY**

FEBRUARY 10, 2020

**CALL TO ORDER
FEBRUARY 10, 2020**

**CHARTER TOWNSHIP OF PLYMOUTH
DOWNTOWN DEVELOPMENT
AUTHORITY**

FEBRUARY 10, 2020

**ITEM C
APPROVAL OF AGENDA**



**CHARTER TOWNSHIP OF PLYMOUTH
DOWNTOWN DEVELOPMENT AUTHORITY**

Monday, February 10, 2020

4:00 p.m.

Plymouth Township Hall – Town Hall Meeting Room

AGENDA

- 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 – *Kurt Heise*
- E. Establishment of 2020 Meeting Schedule
- F. Election of Officers
- G. Approval of Minutes – Regular Meeting, December 9, 2019
- H. Approval of Bills
- I. 2020 DDA Budget – *Kurt Heise and Ginger Moriarity*
- J. DDA Corridor – 2020 Updates and Work Plan – *Kurt Heise and Laura Haw*
- K. Authority Member Comments
- L. Public Comments
- M. Adjournment

***The Public is invited and encouraged to attend all meetings of the Downtown Development Authority of the
Charter Township of Plymouth***

**CHARTER TOWNSHIP OF PLYMOUTH
DOWNTOWN DEVELOPMENT
AUTHORITY**

FEBRUARY 10, 2020

**ITEM D
CHAIRPERSON COMMENTS**

**CHARTER TOWNSHIP OF PLYMOUTH
DOWNTOWN DEVELOPMENT
AUTHORITY**

FEBRUARY 10, 2020

**ITEM E
ESTABLISHMENT OF 2020 MEETING
SCHEDULE**



CHARTER TOWNSHIP OF PLYMOUTH REQUEST FOR AUTHORITY ACTION

MEETING DATE: February 10, 2020

ITEM: Approval of 2020 Downtown Development Authority Meeting Dates

PRESENTERS: Supervisor/Chairman Kurt Heise

BACKGROUND: Attached is the proposed schedule for the 2020 Meetings of the Charter Township of Plymouth Downtown Development Authority.

PROPOSED MOTION: I move that the Plymouth Township Downtown Development Authority approve the proposed schedule for the 2020 Meetings of the Downtown Development Authority.

Moved By _____ Seconded By _____

ROLL CALL:

_____ Brunk, _____ Bidigare, _____ Fessler, _____ M.Kolb,
_____ R.Kolb, _____ LaLonde , _____ Lytle , _____ West, _____ Heise



**DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
and
BROWNFIELD REDEVELOPMENT AUTHORITY (BRA)
2020 MEETING DATES**

REGULARLY SCHEDULED MEETINGS – 4:00 PM

MEETING DATE
February 10, 2020
April 13, 2020
June 8, 2020
August 10, 2020
October 12, 2020
December 14, 2020

**CHARTER TOWNSHIP OF PLYMOUTH
DOWNTOWN DEVELOPMENT
AUTHORITY**

FEBRUARY 10, 2020

ITEM F

ELECTION OF OFFICERS

**CHARTER TOWNSHIP OF PLYMOUTH
DOWNTOWN DEVELOPMENT
AUTHORITY**

FEBRUARY 10, 2020

ITEM G

**APPROVAL OF MINUTES
Regular Meeting - December 9, 2019**

**CHARTER TOWNSHIP OF PLYMOUTH
DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING – DECEMBER 9, 2019**

H. DDA Corridor Update – *Kurt Heise, Laura Haw, Plymouth Township Planner*

Supervisor Heise and Laura Haw updated Board members on the status of projects in the corridor such demolition of the Kmart building and the proposed construction of the Henry Ford medical facility and outbuildings on the property. Also mentioned was tentative interest in the Steak and Ale site, anticipated progress on the new car wash on the Denny's site, expansion of the storage facility next to Plaza Lanes, and repaving of General Drive. New banners with a patriotic theme have been ordered for the Ann Arbor Road corridor. Supervisor Heise also noted the increase diligence by the Ordinance Officer in removing lawn signs between the street and sidewalk.

I. Approval of CSX Preliminary Design and Engineering Services Agreement for the Ann Arbor Railroad Bridge – *Kurt Heise and Laura Haw*

Supervisor Heise indicated progress has been made in contacting the railroad and being able to share the 2008 study made by Hubbell, Roth and Clark for improvement of the area. Ms. Haw noted that CSX is presenting this preliminary engineering agreement and they are prepared to start the engineering legwork to change that area to a more aesthetic, pedestrian-friendly area.

Moved by V. West and supported by R. Kolb that the Plymouth Township Downtown Development Authority authorize the Chairman to sign the attached Preliminary Design and Engineering Service Agreement with CSX Transportation, Inc., including a payment in an amount of \$14,905.00, to study potential improvements to the Ann Arbor Road railroad overpass, subject to final approval of the Township Attorney. Ayes all.

M. Authority Member Comments – There were none.

N. Public Comments – There were none.

O. Adjournment

Moved by J. Bidigare and supported by D. LaLonde to adjourn the meeting at 4:30 p.m. Ayes all.

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

**CHARTER TOWNSHIP OF PLYMOUTH
DOWNTOWN DEVELOPMENT
AUTHORITY**

FEBRUARY 10, 2020

ITEM H

APPROVAL OF BILLS

Charter Township of Plymouth
AP Invoice Listing - Board Report

VENDOR INFORMATION

INVOICE INFORMATION

DTE ENERGY

DDA - SERVICE @ 44644 ANN ARBOR ROADW B
248-248-776.000

DDA Service - 9100-055-5424-1

Invoice Amount: \$15.05

Check Date: 02/07/2020
15.05

Total Amount to be Disbursed: \$15.05

DDA Page 22/1

Charter Township of Plymouth AP Invoice Listing - Board Report

VENDOR INFORMATION

INVOICE INFORMATION

DTE ENERGY		Invoice Amount:	\$15.05
DDA - SERVICE @ 575 ANN ARBOR ROAD BLDG.		Check Date:	01/31/2020
<i>248-248-776.000</i>	<i>DDA SERVICE - 9100-055-5381-3</i>		<i>15.05</i>
DTE ENERGY		Invoice Amount:	\$15.05
DDA - SERVICE @ 1425 ANN ARBOR ROAD BLD		Check Date:	01/31/2020
<i>248-248-776.000</i>	<i>DDA Service - 9100-055-5393-8</i>		<i>15.05</i>
DTE ENERGY		Invoice Amount:	\$14.91
DDA - SERVICE @ 4 2171 ANN ARBOR ROAD BLD		Check Date:	01/31/2020
<i>248-248-776.000</i>	<i>DDA Service - 9100-055-5367-2</i>		<i>14.91</i>
DTE ENERGY		Invoice Amount:	\$14.91
DDA - SERVICE @ 575 ANN ARBOR ROAD BLDG.		Check Date:	01/31/2020
<i>248-248-776.000</i>	<i>DDA SERVICE - 9100-055-5410-0</i>		<i>14.91</i>
Keen Technical Solutions, LLC		Invoice Amount:	\$1,994.26
FIRE DEPARTMENT POLE LIGHTING		Check Date:	01/31/2020
<i>248-248-776.000</i>	<i>INVOICE KE-9291</i>		<i>1,994.26</i>
Keen Technical Solutions, LLC		Invoice Amount:	\$3,988.53
POLICE DEPARTMENT POLE LIGHTING		Check Date:	01/31/2020
<i>248-248-776.000</i>	<i>INVOICE KE-92290</i>		<i>3,988.53</i>
Total Amount to be Disbursed:			\$6,042.71

Charter Township of Plymouth
AP Invoice Listing - Board Report

DDA 1/22/20

VENDOR INFORMATION

INVOICE INFORMATION

Keen Technical Solutions, LLC	Invoice Amount:	\$10,469.89
PLYMOUTH TOWNSHIP POLE LIGHTING-LED	Check Date:	01/24/2020
248-248-776.000 KE-9044 - GOV'T CTR POLE LIGHTING - LED		10,469.89
CHARTER TWSP OF PLYMOUTH	Invoice Amount:	\$723.39
DDA ELECTRIC CHOICE REPAYMENT - DECEMBE	Check Date:	01/24/2020
248-100-067.050 DDA - ELECTRIC CHOICE REPAYMENT - 12/19		723.39
	Total Amount to be Disbursed:	\$11,193.28

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

JVA

1/14/20 141

VENDOR INFORMATION

INVOICE INFORMATION

DTE ENERGY		Invoice Amount:	\$15.26
DDA - Service @ 217 Ann Arbor Road Bldg. Irrigat		Check Date:	01/17/2020
248-248-776.000	DDA Service - 9100-055-5381-3		15.26
DTE ENERGY		Invoice Amount:	\$15.26
DDA - Service @ 575 Ann Arbor Road Bldg. Irrigat		Check Date:	01/17/2020
248-248-776.000	DDA Service - 9100-055-5410-0		15.26
MCKENNA ASSOCIATES INC		Invoice Amount:	\$2,577.00
DDA - Professional Services December 2019 - #2		Check Date:	01/17/2020
248-248-818.000	On Site - Full Day (.30)		1,323.00
248-248-818.000	On Site - 1/2 day (5.10)		1,254.00
Total Amount to be Disbursed:			\$2,607.52

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Charter Township of Plymouth AP Invoice Listing - Board Report

VENDOR INFORMATION

INVOICE INFORMATION

DTE ENERGY		Invoice Amount:	\$15.12
DDA - Service @ 44644 Ann Arbor RoadW Bldg. I 248-248-776.000	DDA Service - 9100-055-5424-1	Check Date:	01/03/2020 15.12
DTE ENERGY		Invoice Amount:	\$15.26
DDA - Service @ 4 2171 Ann Arbor Road Bldg. Irri 248-248-776.000	DDA Service - 9100-055-5367-2	Check Date:	01/03/2020 15.26
DTE ENERGY		Invoice Amount:	\$15.52
DDA - Service @ 1425 Ann Arbor Road Bldg. Irrig 248-248-776.000	DDA Service - 9100-055-5393-8	Check Date:	01/03/2020 15.52
HIGHLAND LANDSCAPE & SNOW PLOWING		Invoice Amount:	\$1,640.00
DDA PAINTING RAILINGS AND REPAIR ALONG S 248-248-776.000	INVOICE 13955	Check Date:	01/03/2020 1,640.00
J. RANCK ELECTRIC, INC.		Invoice Amount:	\$1,200.00
Locate and mark electrical signs at intersection of 248-248-776.000	Labor	Check Date:	01/03/2020 1,200.00
SERENE SURROUNDINGS, INC.		Invoice Amount:	\$2,370.00
DDA - East Phase Services - Dec. 2019 - Inv. # 4 248-248-776.000	DDA-East Phase - Dec. 2019-Inv. # 49319	Check Date:	01/03/2020 2,370.00
SERENE SURROUNDINGS, INC.		Invoice Amount:	\$2,240.00
DDA - West Phase Service- Dec. 2019 - Inv# 492 248-248-776.000	DDA-West Phase Inv. # 49243 - Dec 2019	Check Date:	01/03/2020 2,240.00
Total Amount to be Disbursed:			\$7,495.90

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

DDA 12/11 1/1

VENDOR INFORMATION

INVOICE INFORMATION

CHARTER TWSP OF PLYMOUTH

DDA ELECTRIC CHOICE REPAYMENT - November
248-100-067.050

Invoice Amount: \$451.48

Check Date: 12/20/2019
451.48

DDA - ELECTRIC CHOICE REPAYMENT - 11/19

Total Amount to be Disbursed: \$451.48

Charter Township of Plymouth
AP Invoice Listing - Board Report

DDA 12/11/19 1/1

VENDOR INFORMATION

INVOICE INFORMATION

CSX Transportation, Inc.

Invoice Amount:

\$14,905.00

Preliminary design and engineering services for A

Check Date:

12/12/2019

248-248-818.000

Preliminary design and engineering

14,905.00

Total Amount to be Disbursed:

\$14,905.00

Charter Township of Plymouth
AP Invoice Listing - Board Report

VENDOR INFORMATION

INVOICE INFORMATION

MCKENNA ASSOCIATES INC

DDA - Professional Services November 2019 - #2
248-248-818.000
248-248-818.000

On Site - Full Day (.30)
On Site - 1/2 day (5.10)

Invoice Amount: \$2,158.50
Check Date: 12/13/2019
220.50
1,938.00

SERENE SURROUNDINGS, INC.

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

DDA-West Phase Inv. # 48419-Nov. 2019

Invoice Amount: \$1,260.00
Check Date: 12/13/2019
1,260.00

SERENE SURROUNDINGS, INC.

DDA - East Phase Services November 2019- Invoi
248-248-776.000

DDA-East Phase - Nov. 2019 - Inv. #48556

Invoice Amount: \$1,880.00
Check Date: 12/13/2019
1,880.00

Total Amount to be Disbursed: \$5,298.50

**CHARTER TOWNSHIP OF PLYMOUTH
DOWNTOWN DEVELOPMENT
AUTHORITY**

FEBRUARY 10, 2020

ITEM I

2020 DDA BUDGET



CHARTER TOWNSHIP OF PLYMOUTH REQUEST FOR BOARD CONSIDERATION

MEETING DATE: February 10, 2020

ITEM: 2020 Budget for Plymouth Township Downtown Development Authority

PRESENTER: Ginger Moriarty, Finance Director

BACKGROUND:

Attached is the proposed 2020 Budget for the Downtown Development Authority for the DDA Board's consideration and approval.

ATTACHMENTS:

Proposed Fiscal Year 2020 Budget

RESOLUTION:

I move that the Plymouth Township Downtown Development Authority hereby approves and authorizes the Fiscal Year 2020 Downtown Development Budget for consideration and adoption by the Plymouth Charter Township Board of Trustees.

**Budget Report for Charter Township of Plymouth
FY2020 Budget - Downtown Development Authority**

GL NUMBER	DESCRIPTION	2017 ACTIVITY	2018 ACTIVITY	2019 ACTIVITY THRU 12/31/19	2019 PROJECTED ACTIVITY	2020 DEPARTMENT REQUESTED BUDGET
248-248-404.000	TAX CAPTURE REVENUE	421,000	304,700	310,500	310,500	316,300
	FOOTNOTE AMOUNTS: <i>Inflation Rate Multiplier for 2020 1.9%</i>					
248-248-441.000	LOCAL COMMUNITY STABILIZATION SHARE TAX	92,400	99,900	100,000	100,000	100,000
248-248-664.000	INTEREST INCOME	900	8,400	13,700	13,700	14,000
248-248-698.000	MISCELLANEOUS INCOME		400	1,900	1,900	1,000
	TOTAL ESTIMATED REVENUES	514,300	413,400	426,100	426,100	431,300
248-248-776.000	MAINT- BLDG & GROUNDS	83,600	84,300	121,300	114,900	118,000
248-248-818.000	CONTRACTUAL SERVICES	22,300	27,700	55,400	55,400	151,000
	FOOTNOTE AMOUNTS: <i>McKenna Associates - Planning Services</i>					40,000
	FOOTNOTE AMOUNTS: <i>Plante Moran - Fiscal Year Audit</i>					1,000
	FOOTNOTE AMOUNTS: <i>Beautification Project Railroad Right-of-Way</i>					50,000
	FOOTNOTE AMOUNTS: <i>Banner Project</i>					10,000
	FOOTNOTE AMOUNTS: <i>Downtown Development Signage - Planning</i>					50,000
248-248-823.000	ANN ARBOR RD IMPROVEMENTS	6,300				
248-248-921.000	UTILITIES		18,400	17,400	17,400	18,000
248-248-942.000	INTERGOVERNMENTAL SERVICE		20,700	22,500	22,500	22,600

FOOTNOTE AMOUNTS:

Supervisor Helse & Asst. Brams 10%

248-248-963.000	MISCELLANEOUS EXPENSE	200	-	-	-
248-248-978.000	EQUIPMENT PURCHASE	-	-	-	-
248-248-978.001	Equipmt Purchases < \$5,000	-	-	-	-
248-248-998.010	INTEREST EXPENSE	-	-	-	-
TOTAL APPROPRIATIONS		112,200	151,300	216,600	210,200
					309,600

TOTAL ESTIMATED REVENUES	514,300	413,400	426,100	426,100	431,300
TOTAL APPROPRIATIONS	112,200	151,300	216,600	210,200	309,600
NET REV/EXP.	402,100	262,100	209,500	215,900	121,700

*** FOOTNOTE AMOUNTS:**

Activity Accounts Budget Description

**CHARTER TOWNSHIP OF PLYMOUTH
DOWNTOWN DEVELOPMENT
AUTHORITY**

FEBRUARY 10, 2020

ITEM J

**DDA CORRIDOR
2020 UPDATES AND WORK PLAN**



Memorandum

TO: Downtown Development Authority, Charter Township of Plymouth, MI
FROM: Laura Haw, AICP, NCI
SUBJECT: DDA 2020 Updates and Work Plan
DATE: February 4, 2020

ANN ARBOR CORRIDOR UPDATES

Below is a brief update of key projects along the DDA's Ann Arbor Corridor, as of January 2020:

- **New Streetlight Banners.** New patriotic banners to be installed summer of 2020 along the corridor.
- **New LED Lighting.** LED lighting installed at the Township Hall parking lot for increased energy efficiency.
- **Quick Pass Car Wash.** Final site plan permits underway; anticipate demolition this spring.
- **Suburban Cadillac Dealership.** Tentative site plan approval granted by the Planning Commission for a façade remodel and new landscaping. Anticipate construction this summer.
- **Henry Ford Health System and Retail Outlot.** Administrative site plan review and permits underway; anticipated to open spring / summer 2021.
- **Burger King.** Planning Commission to consider final site plan in February for a façade remodel of the existing Burger King restaurant.
- **CSX Railroad Bridge Investment.** Continued work with CSX on bridge, pedestrian and landscaping improvements. *A positive article with more detail, featured in Hometown Life, is enclosed.*
- **Self-Storage.** Continue to receive interest in additional self-storage facilities, directly west of the CSX railroad; however, no formal submissions to the Township have been made.
- **MJ Kitchen & Bath.** New wall signage recently approved by the Planning Commission; the business expanded into the former T-Mobile space within the commercial plaza.
- **Hock Dentistry.** Punch list of outstanding items to be completed this spring, including finalization of signage.



POTENTIAL 2020 DDA STRATEGIES

To implement priority projects, programs and policies of the DDA in 2020, the following list will further assist the Board in proactively encouraging business retention and attraction.

ECONOMIC DEVELOPMENT STRATEGY

RELEVANCE FOR PLYMOUTH TOWNSHIP

Amend the zoning ordinance to encourage investment	<p>The Ann Arbor Road corridor is largely built-out, so opportunities for higher-density development may be limited, but there may be opportunities for more mixed use. The point of this is to maximize development potential so new investment is worthwhile.</p> <p>Potential text amendments include revisions to permitted uses to encourage desired uses (ex: retail/restaurants vs. auto repair).</p>
Improve pedestrian and bike route connectivity	<p>In terms of business retention/attraction, improvements to pedestrian and bike facilities serve to mobilize customers to patronize businesses.</p> <p>Connections to nearby amenities from the DDA corridor, including Hines Park, the I-275 Metro Trail and downtown Plymouth all positively impact the community.</p>
Small grants for façade or sign improvements	<p>Grants are one of the most common incentives used to get businesses to invest in their properties. If a business invests, it is more likely to stay in the corridor, making this a good retention tool.</p> <p>Starting a small grant fund (\$2,500) could help businesses update their wall or grounds signs to conform with the DDA's streetscape standard and vision.</p>
Maintenance	<p>Improving aesthetics will improve the business climate, and act as a retention/attraction tool.</p> <p>Continual investments in tree trimming and fertilization, streetlight replacement, litter control, street sign straightening, and general maintenance are minor on-going tasks for the DDA to implement throughout the year.</p>
Awards program / Township recognition	<p>Exceptional businesses should be recognized for their work; it demonstrates their commitment to the community. Such recognition is a good retention tool.</p>

We look forward to working on these projects with the DDA in 2020.

Should you have any questions, please do not hesitate to reach us. Thank you.

80-year-old railroad bridge over Ann Arbor Road needs makeover, officials insist

Ed Wright, Hometownlife.com Published 7:48 a.m. ET Jan. 27, 2020

Buy Photo



The railroad bridge over Ann Arbor Road is in need of repair, Plymouth Township officials insist. (Photo: Ed Wright | Hometownlife.com)

If you Google "eyesore," a photo of the railroad overpass that stretches above Plymouth Township's Ann Arbor Road may pop up on your device.

Built in the 1930s, the bridge is rusty with chipped cement serving as its primary features.

The underbelly of the structure looks, well, like an 80-year-old bridge with graffiti sprayed haphazardly along its walls. And there is no walkway running under the bridge parallel to Ann Arbor Road, a predicament that Township Supervisor Kurt Heise deems a pedestrian hazard.

It may be ugly, but at least it's safe, right?

"We don't know at all," admitted Heise. "The bridge is owned by CSX Railroad, so we're unable to make any kind of structural analysis. After the 9/11 attacks, it's illegal for anyone except CSX or federal officials to step on or near the tracks.

"The overpass was built over 80 years ago and it looks like it. We want to make sure it's safe and that chunks of concrete don't start falling on cars."

More: [New Plymouth frame store owner wants to reunite these historic photos with family \(/story/life/community/observer/plymouth/2020/01/22/new-plymouth-frame-store-owner-wants-reunite-photos-family/4419293002/\)](#)

More: [Plymouth-Canton Schools leader reflects on life as daughter of 'Remember the Titans' coach \(/story/news/local/canton/2020/01/17/daughter-reflects-life-remember-titans-coach/4480855002/\)](#)

CSX inspects its approximately 14,000 bridges at least once every 12 months, with more frequent checks on older models. This frequency, [CSX states on its website \(https://www.csx.com/index.cfm/library/files/about-us/safety/bridge-resource-guide/\)](#), exceeds the Federal Highway Administration's requirement of inspections once every 24 months.

While Plymouth Township can't touch the bridge — the municipality is actually fourth in line in terms of responsibility for the bridge behind CSX, Wayne County and the Michigan Department of Transportation, Heise said — its leaders would at least like to beautify the structure and the area surrounding it, since it's a form of welcoming gateway to Plymouth Township and Plymouth for visitors from the east.

An extensive study on the bridge and its potential beautification was completed by a design firm back in 2008, Heise said.

"The file is about five inches thick, so a lot of time went into it," he added.

Cooperation is key

In late 2019, the Plymouth Township Downtown Development Authority, which is funded by township taxpayers, presented CSX with the study and \$15,000 in exchange for an assurance from the railroad giant to come up with a plan to improve the area's appearance.

"We're asking CSX to look at the study and attempt to integrate some of its ideas to enhance the appearance and safety of the area," Heise said. "Ideally, I'd like to see the bridge replaced completely. At minimum, I'd like to see some landscaping improvements and a walkway constructed on the north side of Ann Arbor Road."

Heise said he hasn't heard a significant amount of feedback from residents "yet," but he feels that some kind of enhancement of the area is "a no-brainer."

If CSX solidifies a beautification plan for the structure it would only be the first of many steps.

"Wayne County and MDOT would also have to approve the project," he said. "But at least this is a start."

Contact reporter Ed Wright at ewwright@hometownlife.com or 517-375-1113.

Read or Share this story: <https://www.hometownlife.com/story/news/local/plymouth/2020/01/27/eighty-year-old-railroad-bridge-needs-makeover/4542146002/>

**CHARTER TOWNSHIP OF PLYMOUTH
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FEBRUARY 10, 2020

ITEM K

AUTHORITY MEMBER COMMENTS

**CHARTER TOWNSHIP OF PLYMOUTH
DOWNTOWN DEVELOPMENT
AUTHORITY**

FEBRUARY 10, 2020

ITEM L

PUBLIC COMMENTS

**CHARTER TOWNSHIP OF PLYMOUTH
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AUTHORITY**

FEBRUARY 10, 2020

ITEM M

ADJOURNMENT