



**CHARTER TOWNSHIP OF PLYMOUTH
DOWNTOWN DEVELOPMENT AUTHORITY**

Monday, June 8, 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
- E. Approval of Minutes – Regular Meeting, February 10, 2020
- F. Approval of Bills
- G. DDA Corridor Update – *Laura Haw, Township Planner*
- H. Authority Member Comments
- I. Public Comments
- J. 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
REGULAR MEETING
JUNE 8, 2020**

ITEMS A & B

**Call to Order
Roll Call**

**CHARTER TOWNSHIP OF PLYMOUTH
DOWNTOWN DEVELOPMENT
AUTHORITY**

**REGULAR MEETING
JUNE 8, 2020**

ITEM C

**Approval of Agenda
JUNE 8, 2020**

**CHARTER TOWNSHIP OF PLYMOUTH
DOWNTOWN DEVELOPMENT
AUTHORITY
REGULAR MEETING
JUNE 8, 2020**

ITEM D

Chairperson Comments

**CHARTER TOWNSHIP OF PLYMOUTH
DOWNTOWN DEVELOPMENT
AUTHORITY
REGULAR MEETING
JUNE 8, 2020**

ITEM E

**Approval of Minutes
Regular Meeting – February 10,
2020**

**CHARTER TOWNSHIP OF PLYMOUTH
DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING – FEBRUARY 10, 2020**

Chairman: Kurt Heise
Vice Chairman Fred Brunk
Secretary/Treasurer Ryan Kolb

Ayes all.

G. Approval of Minutes – Regular Meeting, December 9, 2019

Moved by G. Lytle and supported by J Bidigare to approve the minutes of the regular meeting of December 9, 2019. Ayes all.

H. Approval of Bills

Moved by R. Kolb and supported by F. Brunk to approve the bills as presented, in the amount of \$48,009.44. Ayes all.

Victor West in at 4:10 p.m.

I. 2020 DDA Budget – Kurt Heise and Ginger Moriarity

Finance Director Moriarity reviewed the budget with members. Total estimated revenues are 3\$431,300, total appropriations are \$309,600, with a net rev./exp. of \$121,700.

Moved by J. Bidigare and supported by P. Fessler 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. Ayes all.

D. LaLonde in at 4:25 p.m.

J. DDA Corridor – 2020 Updates and Work Plan – Kurt Heise and Laura Haw

Board members reviewed the updates and the work plan listed in the memo from planner Laura Haw, dated February 4, 2020.

Among the items listed in the Ann Arbor Corridor updates were new streetlight banners and LED lighting, Quick Pass Car Wash, Suburban Cadillac, Henry Ford Health System, Burger King, CSX Railroad, self-storage facilities, MJ Kitchen and Bath, and Hock Dentistry. She also listed potential 2020 DDA strategies and economic development strategies.

Also discussed was interest in the Elks Club property by a family-style athletic facility and progress on the Phoenix Mill site.

K. Authority Member Comments – There were none.

**CHARTER TOWNSHIP OF PLYMOUTH
DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING – FEBRUARY 10, 2020**

L. Public Comments – There were none.

M. Adjournment

Moved by J. Bidigare and supported by F. Brunk to adjourn the meeting at 4:27 p.m. Ayes all

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

**CHARTER TOWNSHIP OF PLYMOUTH
DOWNTOWN DEVELOPMENT
AUTHORITY
REGULAR MEETING
JUNE 8, 2020**

ITEM F

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: \$14.00

Check Date: 06/05/2020
14.00

Total Amount to be Disbursed: \$14.00

Charter Township of Plymouth
AP Invoice Listing - Board Report

DDA

5/29/20^{1/1}

VENDOR INFORMATION

INVOICE INFORMATION

DTE ENERGY

DDA - SERVICE @ 1425 ANN ARBOR ROAD BLD
248-248-776.000

DDA Service - 9100-055-5393-8

Invoice Amount: \$15.68
Check Date: 05/29/2020
15.68

DTE ENERGY

DDA - SERVICE @ 575 ANN ARBOR ROAD BLDG.
248-248-776.000

DDA SERVICE - 9100-055-5381-3

Invoice Amount: \$15.54
Check Date: 05/29/2020
15.54

DTE ENERGY

DDA - SERVICE @ 4 2171 ANN ARBOR ROAD BLD
248-248-776.000

DDA Service - 9100-055-5367-2

Invoice Amount: \$15.42
Check Date: 05/29/2020
15.42

DTE ENERGY

DDA - SERVICE @ 575 ANN ARBOR ROAD BLDG.
248-248-776.000

DDA SERVICE - 9100-055-5410-0

Invoice Amount: \$15.54
Check Date: 05/29/2020
15.54

Total Amount to be Disbursed: \$62.18

Charter Township of Plymouth
AP Invoice Listing - Board Report

VENDOR INFORMATION

INVOICE INFORMATION

MICH MUN RISK MGT AUTHORITY ECP

ELECTRIC CHOICE DDA -- APRIL 2020

248-248-921.000 APRIL 2020 DDA

Invoice Amount: \$510.49

Check Date: 05/22/2020
510.49

MCKENNA ASSOCIATES INC

DDA - PROFESSIONAL SERVICES APRIL 2020 - #

248-248-818.000 ON SITE - FULL DAY (.9)
248-248-818.000 ON SITE - 1/2 DAY (4.80)

Invoice Amount: \$2,557.50

Check Date: 05/22/2020
220.50
2,337.00

Total Amount to be Disbursed: \$3,067.99

Charter Township of Plymouth
AP Invoice Listing - Board Report

DDA 5/15/20 Page 1/1

VENDOR INFORMATION

INVOICE INFORMATION

SERENE SURROUNDINGS, INC.

DDA - EAST PHASE SERVICES - APRIL 2020 - INV
248-248-776.000

DDA-EAST PHASE - APRIL 2020 -INV. #51485

Invoice Amount: \$1,590.00
Check Date: 05/11/2020
1,590.00

SERENE SURROUNDINGS, INC.

DDA - WEST PHASE SERVICE- APRIL 2020 - INV#
248-248-776.000

DDA-WEST PHASE INV. # 51454 - APRIL 2020

Invoice Amount: \$1,523.00
Check Date: 05/11/2020
1,523.00

Total Amount to be Disbursed: \$3,113.00

Charter Township of Plymouth
AP Invoice Listing - Board Report

DDA

Page: 41/1

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: \$15.29
Check Date: 05/08/2020
15.29

PLANTE & MORAN, PLLC

DDA FINANCIAL STATEMENT AUDITFOR Y/E D
248-248-818.000

DDA Y/E FIN STMT AUDIT

Invoice Amount: \$1,000.00
Check Date: 05/08/2020
1,000.00

Total Amount to be Disbursed: \$1,015.29

Charter Township of Plymouth
AP Invoice Listing - Board Report

DDA

Page: 1/1
4/28/20

VENDOR INFORMATION

INVOICE INFORMATION

DTE ENERGY DDA - SERVICE @ 4 2171 ANN ARBOR ROAD BLD 248-248-776.000	<i>DDA Service - 9100-055-5367-2</i>	Invoice Amount: Check Date:	\$15.41 04/30/2020 15.41
DTE ENERGY DDA - SERVICE @ 575 ANN ARBOR ROAD BLDG. 248-248-776.000	<i>DDA SERVICE - 9100-055-5381-3</i>	Invoice Amount: Check Date:	\$15.41 04/30/2020 15.41
DTE ENERGY DDA - SERVICE @ 575 ANN ARBOR ROAD BLDG. 248-248-776.000	<i>DDA SERVICE - 9100-055-5410-0</i>	Invoice Amount: Check Date:	\$15.41 04/30/2020 15.41
DTE ENERGY DDA - SERVICE @ 1425 ANN ARBOR ROAD BLD 248-248-776.000	<i>DDA Service - 9100-055-5393-8</i>	Invoice Amount: Check Date:	\$15.68 04/30/2020 15.68
Total Amount to be Disbursed:			\$61.91

BDA 4/22/20 1/1

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

VENDOR INFORMATION

INVOICE INFORMATION

MICH MUN RISK MGT AUTHORITY ECP		Invoice Amount:	\$561.31
EL,ECTRIC CHOICE DDA -- MARCH 2020		Check Date:	04/25/2020
248-248-921.000	MARCH 2020 DDA		561.31
CHARTER TWSP OF PLYMOUTH		Invoice Amount:	\$30.81
COMERICA BANK -- CREDIT CARD CHARGES INC		Check Date:	04/25/2020
248-248-776.000	LEWIS-AMAZON-OIL KRUD-DDA STREET LIGHT		14.92
248-248-776.000	LEWIS-AMAZON-PUMP OILER-DDA STREET LIG		15.89
Total Amount to be Disbursed:			\$592.12

Charter Township of Plymouth
AP Invoice Listing - Board Report

DDA 4/8/20

VENDOR INFORMATION

INVOICE INFORMATION

MCKENNA ASSOCIATES INC

DDA - PROFESSIONAL SERVICES MARCH 2020 -
248-248-818.000
248-248-818.000

ON SITE - FULL DAY (.9)
ON SITE - 1/2 DAY (4.80)

Invoice Amount: \$2,485.50
Check Date: 04/11/2020
661.50
1,824.00

CHARTER TWSP OF PLYMOUTH

COMERICA BANK -- CREDIT CARD CHARGES INC
248-248-776.000

HAACK-LIGHTING SUPPLY-LIGHT BULBS EXTE

Invoice Amount: \$491.64
Check Date: 04/11/2020
491.64

Total Amount to be Disbursed: \$2,977.14

Charter Township of Plymouth
AP Invoice Listing - Board Report

DDA 411246 1/1

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:

\$15.41

Check Date:

04/04/2020

15.41

Total Amount to be Disbursed:

\$15.41

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

DDA

3/23/20

VENDOR INFORMATION

INVOICE INFORMATION

DTE ENERGY DDA - SERVICE @ 575 ANN ARBOR ROAD BLDG. 248-248-776.000	<i>DDA SERVICE - 9100-055-5410-0</i>	Invoice Amount: Check Date:	\$15.55 03/27/2020 15.55
DTE ENERGY DDA - SERVICE @ 1425 ANN ARBOR ROAD BLD 248-248-776.000	<i>DDA Service - 9100-055-5393-8</i>	Invoice Amount: Check Date:	\$15.55 03/27/2020 15.55
DTE ENERGY DDA - SERVICE @ 575 ANN ARBOR ROAD BLDG. 248-248-776.000	<i>DDA SERVICE - 9100-055-5381-3</i>	Invoice Amount: Check Date:	\$15.55 03/27/2020 15.55
DTE ENERGY DDA - SERVICE @ 4 2171 ANN ARBOR ROAD BLD 248-248-776.000	<i>DDA Service - 9100-055-5367-2</i>	Invoice Amount: Check Date:	\$15.41 03/27/2020 15.41
CHARTER TWSP OF PLYMOUTH DDA ELECTRIC CHOICE REPAYMENT - FEBRUARY 248-100-067.050	<i>DDA - ELECTRIC CHOICE REPAYMENT - 2/2020</i>	Invoice Amount: Check Date:	\$392.22 03/27/2020 392.22
Total Amount to be Disbursed:			\$454.28

Charter Township of Plymouth
AP Invoice Listing - Board Report

DDA

Page: 171

VENDOR INFORMATION

INVOICE INFORMATION

MCKENNA ASSOCIATES INC

DDA - PROFESSIONAL SERVICES FEBRUARY 2020

248-248-818.000

On Site - Full Day (.30)

248-248-818.000

On Site - 1/2 day (5.10)

Invoice Amount:

\$2,158.50

Check Date:

03/18/2020

220.50

1,938.00

MCKENNA ASSOCIATES INC

DDA - PROFESSIONAL SERVICES FEBRUARY 2020

248-248-818.000

2 HOURS

Invoice Amount:

\$220.00

Check Date:

03/18/2020

220.00

R & E Landscaping and Construction

INSURANCE REPAIR FOR DDA

248-248-776.000

INVOICE 211

Invoice Amount:

\$2,860.00

Check Date:

03/20/2020

2,860.00

Total Amount to be Disbursed:

\$5,238.50

Charter Township of Plymouth
AP Invoice Listing - Board Report

DVA

Page 11/11

VENDOR INFORMATION

INVOICE INFORMATION

DIAMOND PROCLEAN, LLC

REMOVE SNOWFLAKES ON LAMP POSTS, SPRING
248-248-776.000

INVOICE 22845

Invoice Amount: \$1,200.00
Check Date: 03/13/2020
1,200.00

SERENE SURROUNDINGS, INC.

DDA - EAST PHASE SERVICES - FEB 2020 - INV.
248-248-776.000

DDA-EAST PHASE - FEB2020 -INV. # 50210

Invoice Amount: \$2,360.00
Check Date: 03/13/2020
2,360.00

SERENE SURROUNDINGS, INC.

DDA - WEST PHASE SERVICE- FEB 2020 - INV# 5
248-248-776.000

DDA-WEST PHASE INV. # 50211 - FEB 2020

Invoice Amount: \$1,440.00
Check Date: 03/13/2020
1,440.00

Total Amount to be Disbursed: \$5,000.00

Charter Township of Plymouth
AP Invoice Listing - Board Report

DDA 3/4/20 1/1

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: \$15.08
Check Date: 03/06/2020
15.08

CHARTER TWSP OF PLYMOUTH

COMERICA BANK - TWSP CREDIT CARD USAGE--
248-248-776.000

LEWIS-DDA-ELECTRICAL REPAIR FOR STREET

Invoice Amount: \$108.35
Check Date: 03/06/2020
108.35

Total Amount to be Disbursed: \$123.43

DDA 2/28/20 1/1

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

VENDOR INFORMATION

INVOICE INFORMATION

DTE ENERGY DDA - SERVICE @ 575 ANN ARBOR ROAD BLDG. 248-248-776.000	<i>DDA SERVICE - 9100-055-5410-0</i>	Invoice Amount: Check Date:	\$15.22 02/28/2020 15.22
DTE ENERGY DDA - SERVICE @ 4 2171 ANN ARBOR ROAD BLD 248-248-776.000	<i>DDA Service - 9100-055-5367-2</i>	Invoice Amount: Check Date:	\$15.08 02/28/2020 15.08
DTE ENERGY DDA - SERVICE @ 575 ANN ARBOR ROAD BLDG. 248-248-776.000	<i>DDA SERVICE - 9100-055-5381-3</i>	Invoice Amount: Check Date:	\$15.22 02/28/2020 15.22
DTE ENERGY DDA - SERVICE @ 1425 ANN ARBOR ROAD BLD 248-248-776.000	<i>DDA Service - 9100-055-5393-8</i>	Invoice Amount: Check Date:	\$15.35 02/28/2020 15.35
MCKENNA ASSOCIATES INC DDA - PROFESSIONAL SERVICES JANUARY 2020 248-248-818.000 248-248-818.000	<i>On Site - Full Day (.30) On Site - 1/2 day (5.10)</i>	Invoice Amount: Check Date:	\$2,272.50 02/28/2020 220.50 2,052.00
MCKENNA ASSOCIATES INC DDA - PROFESSIONAL SERVICES JANUARY 2020 248-248-818.000	<i>1.5 HOURS</i>	Invoice Amount: Check Date:	\$165.00 02/28/2020 165.00
CHARTER TWSP OF PLYMOUTH DDA ELECTRIC CHOICE REPAYMENT - JANUARY 248-100-067.050	<i>DDA - ELECTRIC CHOICE REPAYMENT - 1/2020</i>	Invoice Amount: Check Date:	\$577.59 02/28/2020 577.59
Total Amount to be Disbursed:			\$3,075.96

Charter Township of Plymouth
AP Invoice Listing - Board Report

VENDOR INFORMATION

INVOICE INFORMATION

DIAMOND PROCLEAN, LLC
LIGHT BULB REPLACEMENT DDA

248-248-776.000 INVOICE 22835

Invoice Amount: \$570.00
Check Date: 02/21/2020
570.00

Total Amount to be Disbursed: \$570.00

Charter Township of Plymouth
AP Invoice Listing - Board Report

VENDOR INFORMATION

INVOICE INFORMATION

SERENE SURROUNDINGS, INC.

DDA - WEST PHASE SERVICE- JAN 2020 - INV# 4
248-248-776.000

DDA-WEST PHASE INV. # 49662 - JAN 2020

Invoice Amount: \$1,080.00
Check Date: 02/14/2020
1,080.00

SERENE SURROUNDINGS, INC.

DDA - EAST PHASE SERVICES - JAN 2020 - INV.
248-248-776.000

DDA-EAST PHASE - JAN 2020 -INV. # 49700

Invoice Amount: \$1,770.00
Check Date: 02/14/2020
1,770.00

Total Amount to be Disbursed: \$2,850.00

**CHARTER TOWNSHIP OF PLYMOUTH
DOWNTOWN DEVELOPMENT
AUTHORITY
REGULAR MEETING
JUNE 8, 2020**

ITEM G

DDA Corridor Update



Memorandum

TO: Downtown Development Authority (DDA), Charter Township of Plymouth
FROM: Laura Haw, AICP, NCI
SUBJECT: June, 2020 DDA Updates
DATE: June 3, 2020

The following are updates to current and on-going projects along the Ann Arbor Road corridor:

TOWNSHIP BOARD OF TRUSTEES UPDATES

On June 2, 2020, the Board of Trustees passed resolution #2020-06-02-49: Temporary Outdoor Seating Permits.

The Board unanimously passed the resolution in support of restaurants, bars, and other dining establishments to add or expand outdoor seating as they re-open. A Temporary Outdoor Seating Permit was created, and can be submitted to the Building Department for interested businesses.

Some businesses have already expressed interest; please share this information with other local businesses.

GENERAL UPDATES

1. **Former Denny's Establishment.** The applicant is working with Wayne County to obtain all necessary permits, and plans to submit a demolition permit to the Township very soon. The proposed Quick Pass Car Wash facility is still anticipated; the applicant indicates they are working on some changes to the façade.
2. **Suburban Cadillac Remodel.** The Planning Commission granted final site plan approval at their March 18, 2020 meeting. Since then, the applicant has been working with engineering on finalizing the plans.
3. **Burger King Remodel.** The proposed façade and landscaping enhancements to Burger King have been put on hold for the time being.
4. **Henry Ford Health System.** Site grading and clean up has begun on the site; we continue to work with the applicant on submitting final plans.
5. **Amazon Facility.** While not within the DDA boundary but slightly adjacent, there has been interest by Amazon to utilize the existing facility at 9075 Haggerty Road. We continue to work with the applicant on a submission for site plan review.
6. **Elk's Property.** The Elk's property is for sale; we have received several inquiries on the site for redevelopment, including the adjacent 30 acres to the north.

HEADQUARTERS

235 East Main Street
Suite 105
Northville, Michigan 48167

O 248.596.0920
F 248.596.0930
MCKA.COM



7. **CSX Improvements.** CSX provided an update to the Township regarding the proposed improvements to the overpass on Ann Arbor Road and has requested additional information, including utility and right-of-way details. The Township is in the process of reviewing the requests and providing additional information to CSX, as available.
8. **Patriotic Banners.** The springtime banners along Ann Arbor Road will be replaced by new, patriotic banners for the summer season.
9. **Temporary Signage.** The Township has been sensitive to the temporary signage that has popped up along the corridor. Moving forward, code enforcement will be working with local businesses to discuss temporary signage, to ensure the site remains in compliance with Township ordinances.

If you have any questions, please email me at: planning@plymouthtp.org. Thank you.

**CHARTER TOWNSHIP OF PLYMOUTH
DOWNTOWN DEVELOPMENT
AUTHORITY
REGULAR MEETING
JUNE 8, 2020**

**ITEMS H,I,& J
Authority Member Comments
Public Comments
Adjournment**