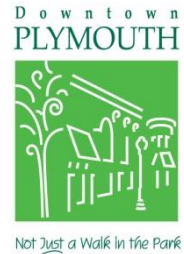


Monday, Septemeber 9, 2019 Regular Meeting Minutes



**CITY OF PLYMOUTH
DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING MINUTES**

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CITY OF PLYMOUTH
DOWNTOWN DEVELOPMENT AUTHORITY

Monday, September 9, 2019
Regular Meeting Minutes

Meeting called to order at 7:01 p.m. by Chairperson Adam Covington.

1. ROLL CALL

MEMBERS PRESENT:

Adam Covington, Chairperson
Kerri Pollard, Vice Chairperson
Oliver Wolcott, Mayor
Ellen Elliott
Daniel Farmer
Scott Foess
Maura Hynes
Dan Johnson
Brent Rieli

MEMBERS ABSENT:

Robert Parent
Frank Yaquinto

OTHERS PRESENT:

Suzi Deal, City Commissioner
Paul Sincock, City Manager
Bob Marzano, City Attorney
John Buzuvis, City Community Development Director
Karen Sisolak, Planning Commission Chairperson
Tony Bruscatto, DDA Executive Director

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2. CITIZEN COMMENTS: None

3. APPROVAL OF MINUTES:

A. Regular Meeting Minutes 7-8-10-2019

Chairman Covington offered an amendment to the 7-8-2019 Regular Meeting Minutes in regards to the discussion about the Kellogg Park Master Plan Proposal. A motion was made by Vice Chairperson Pollard and seconded by Director Rieli to approve the amended 7-8-2019 Regular Meeting Minutes.

MOTION PASSED 9-0.

B. Regular Meeting Minutes 8-12-2019

A motion was made by Director Elliott and seconded by Director Johnson to approve the 8-12-2019 Regular Meeting Minutes.

MOTION PASSED 9-0.

4. APPROVAL OF AGENDA:

Chairman Covington offered two amendments to the 9-9-2019 Regular Meeting Agenda. The first amendment was to move 7) New Business ahead of 6) Old Business. The second amendment was to add 8B) Sign Ordinance Information to the agenda.

A motion was made by Mayor Wolcott and seconded by Director Elliott to approve the amended 9-9-2019 Regular Meeting Agenda.

MOTION PASSED 9-0.

5. BOARD COMMENTS:

Mayor Wolcott thanked the DDA Board and City Administration for the support and generosity after the birth of his son.

Vice Chairperson Pollard asked to have a discussion about downtown events at a future DDA Board Meeting.

Chairman Covington thanked City Staff for their hard work making Plymouth Fall Festival a

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success.

6. NEW BUSINESS

A. City Master Plan Update

Planning Commission Chair Karen Sisolak gave a presentation on the City Master Plan.

Director Elliott said it is very helpful to understand how to use this document to help future decision making by the DDA Board.

Mayor Wolcott said the readability and visual aspects of the City Master Plan are fantastic.

Planning Commission Chair Sisolak said if something comes up in a DDA Board Meeting that isn't in agreement with the current City Master Plan please let the Planning Commission know. Sisolak said that the City Master Plan is a living document.

B. Risk Management Training

City Attorney Bob Marzano gave a presentation on Risk Management Training. The training included info on ethics, liability and indemnity, press and media relations, Freedom of Information Act and Open Meetings Act, and Boundaries.

7. OLD BUSINESS

A. Strategic Plan Update

Executive Director Bruscato gave an update on items on the DDA Strategic Plan.

DDA Board Members asked about removing tree lights left on tree trunks from a recent commercial shoot. Bruscato said staff would look into removing the lights.

B. DDA Master Plan Update

Executive Director Bruscato updated the DDA Board on the DDA Master Plan. Bruscato said staff is expected to meet with Wade Trim representatives on 9/10/2019 to discuss the status of the plan and future steps.

C. Kellogg Park Master Plan Update

Executive Director Bruscato updated the DDA Board on the Kellogg Park Master Plan.

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Mayor Wolcott said he hoped Wade Trim would give an in person update at the October DDA Meeting.

Chairman Covington said he would like an updated timeline on the plan. Covington said that originally steps 3 and 4 were expected to be completed by October of 2019.

Director Elliott said she had completed steps 1 and 2. Elliott said that she has created a comprehensive document that archives the Kellogg Park discussion from 2016 until present.

Resident Denise Burrows said she hoped the DDA Board would take a close look at Director Elliott's report. Burrows said that the Kellogg Park plan should focus on conserving the green space and City of Plymouth residents' input should be most important.

8. REPORTS AND CORRESPONDENCE

A. Saxton's Expenditure Report

Executive Director Bruscato gave an update on expenditures and revenues relating to the Saxton's property.

B. Sign Ordinance Information

Executive Director Bruscato presented information from the Planning Commission on potential updates to the sign ordinance that may impact the DDA District. The document presented is available below.

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Draft: January 24, 2019
Rev.: February 26, 2019
Rev.: April 2, 2019
Rev.: April 22, 2019
Rev.: May 31, 2019
Rev.: June 17, 2019
Rev.: July 15, 2019

(i) Menu board or Order board sign.

- (1) Menu board or order board signs are permitted in the O-1, O-2, B-1, B-2, B-3, and MU district to serve drive-through facilities. See Section 78-169 regarding menu board or order board signs in the ARC district.
- (2) Menu board signs shall be located on the interior of the lot or parcel and shall not be readable from the exterior of the lot.
- (3) Menu board signs shall only service the public using the drive-thru facilities.
- (4) The placement, size, content, coloring or manner or illumination of the sign shall not cause a traffic or pedestrian hazard or impair vehicular or pedestrian flow.
- (5) The volume on the menu board shall be maintained at the minimum level necessary so that it is audible to users, but to minimize extraneous noise travelling off site.

(j) Portable A-Frame Sign.

(1) Location.

- a. Portable A-Frame signs are permitted in the B-1, B-2 and B-3 Districts, and for non-residential uses in the MU District. See Section 78-169 regarding portable A-Frame signs in the ARC district.
- b. Portable A-Frame signs may be located, per the standards in this section and below, on sites that have a minimum of seven (7) feet of unobstructed sidewalk abutting the principal building where the sign will be displayed.
- c. Portable A-frame signs shall be placed on the sidewalk in front of the property where the business is located, next to the building wall or adjacent to the curb in a manner which is safe for and does not interfere with normal pedestrian or vehicular traffic.
- d. Each sign shall be placed outside only during the hours when the business is open to the general public, and shall be stored indoors at all other times.
- e. Portable A-frame signs shall be moved indoors after accumulation of one (1) or more inches of snow and shall not be placed back on the sidewalk until the entire sidewalk on the side of the street where the business is located is clear of snow.

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- (2) Number of Sides.
 - a. Portable A-frame signs shall have a maximum of two (2) sides.
 - (3) Number of Signs.
 - a. One (1) portable A-frame sign is allowed for each business that has frontage along a sidewalk and an individual means of ingress and egress, up to a maximum of two (2) signs per multi-tenant building. A single sign may contain advertising for more than one business in the multi-tenant building.
 - (4) Sign Height and Area.
 - a. The maximum height of a portable A-frame sign shall be four (4) feet, and the maximum width two (2) feet.
 - (5) All portable A-frame signs shall be constructed of a weather-proof material and shall be kept in good repair.
- (k) Projecting sign.
- (1) Location.
 - a. Projecting signs are permitted in the B-1, B-2, and MU zoning districts for non-residential uses. See Sec. 78-169 regarding projecting signs in the ARC District.
 - b. A projecting sign may extend from the wall it is mounted to by no more than four (4) feet, or 1/3 of the sidewalk width, whichever is less.
 - b. Projecting signs shall be spaced at least 25 feet apart.
 - c. Projecting signs shall not be allowed above a street or vehicular alley where they could interfere with auto traffic.
 - d. Projecting signs must provide a clear vertical distance of eight feet from the sidewalk and ten feet from any driveway.
 - (2) Number of Sides.
 - a. Projecting signs shall have a maximum of two (2) sides.

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9. ADJOURNMENT

Mayor Wolcott made a motion seconded by Director Foess to adjourn the DDA Regular Meeting.

MOTION PASSED 9-0

Meeting adjourned at 8:53 p.m.