

Ann Arbor Downtown Development Authority Meeting Minutes

Wednesday, December 6, 2017

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104

Time: Mr. Weiss called the meeting to order at 12:00 p.m.

1. ROLL CALL

Present: Marie Klopf, Howard Lazarus, Joan Lowenstein, Darren McKinnon, John Mouat, Rishi Narayan, Keith Orr, John Splitt, Phil Weiss

Absent: Bob Guenzel, Sava Lelcaj-Farah, Al McWilliams

Staff: Susan Pollay, Executive Director
Joseph Morehouse, Deputy Director
Jada Hahlbrock, Manager of Parking Services
Patti Wheeler, Management Assistant
Liz Rolla, DDA Project Manager
Lauren Groves, DDA Intern

Audience: Ray Detter, Downtown Citizens Advisory Council
Maura Thomson, MSA
Chris Simmons, Get!Downtown
Frances Todoro, State Street District
Dave Orfield, RPS
Maggie Ladd, South University Area Association
Douglas Allen, Peter Allen & Associates
David Konkle

2. APPROVAL OF BOARD MEETING AGENDA

Mr. Mouat moved and Mr. McKinnon supported approving the meeting agenda.

A vote on the motion to approve the agenda showed:

AYES: Klopf, Lazarus, Lowenstein, McKinnon, Mouat, Narayan, Orr, Splitt, Weiss

NAYS: none

ABSENT: Guenzel, Lelcaj-Farah, McWilliams

The motion was approved.

3. AUDIENCE PARTICIPATION

None.

4. REPORTS FROM CITY BOARDS AND COMMISSIONS

Downtown Area Citizens Advisory Council. The CAC did not hold a meeting in December.

5. DDA MEMBERS COMMUNICATIONS

None.

6. EXECUTIVE DIRECTOR COMMUNICATIONS

Ms. Pollay reported the State Theatre marquee for which the DDA had provided a grant was completed; she noted it was both lovely and more energy-efficient. She reported that after considering candidates, she had hired Maura Thomson as the DDA's Communication Manager. She noted the 2018 DDA Board and Committee meeting dates were in the packet.

7. APPROVAL OF MINUTES

Mr. Mouat moved and Mr. Narayan supported approval of the November 2017 DDA meeting minutes.

A vote on the motion showed:

AYES: Klopf, Lazarus, Lowenstein, McKinnon, Mouat, Narayan, Orr, Splitt, Weiss

NAYS: none

ABSENT: Guenzel, Lelcaj-Farah, McWilliams

The motion was approved.

8. A. SUBCOMMITTEE REPORTS – OPERATIONS COMMITTEE

Rate Changes. Mr. Splitt said the Operations and Finance committees are working together to propose rate changes. Mr. Morehouse explained the recommended plan; questions were asked and answered. A public hearing will be held at the January 3rd meeting so the DDA can hear comments on the proposed rates, and the DDA may vote on rates at the February meeting.

Monthly Parking & Transportation Report. Mr. Splitt asked for questions; there were none.

Rooftop Fencing. Mr. Splitt stated work was completed, and remaining project funds will be used to add lower-level fencing.

Lot Decommissioning Mr. Splitt said Republic Parking did an excellent job with the transition closing the 1st & Huron and 5th & Huron lots. He stated the lots are temporarily being operated by the owner during the time the City conducts a zoning review.

Mr. Orr moved and Mr. Narayan supported the following resolution.

RESOLUTION TO APPROVE SELECTION OF NOVA CONSULTANTS, INC. TO INSTALL A SOLAR ELECTRIC CARPORT AT THE FOURTH & CATHERINE PARKING LOT

Whereas, The DDA embraces sustainability projects as a way to meet its mission

Whereas, In October 2017 the DDA approved \$50,000 as a project budget for a solar electric installation at the 4th & Catherine parking lot which would include panels atop a carport over parking spaces in the northwest corner of the lot containing EV chargers;

Whereas, The DDA distributed an RFP for this equipment and three responses were received, which were vetted by a selection committee of DDA and City staff, and NOVA Consultants, Inc. were recommended for approval;

Whereas, NOVA provided a fixed price of \$40,000 to fabricate and install this equipment;

Whereas, NOVA also offered a lease arrangement in which the car canopy and PV system would be owned by NOVA also at a cost of \$40,000, but any operating and maintenance costs would be eliminated;

Whereas, The Operations Committee recommends approval of NOVA to install the solar electric carport at the 4th & Catherine lot, and also recommends this equipment be purchased, not leased;

RESOLVED, The DDA authorizes a contract with NOVA Consultants, Inc. for \$40,000 for the purchase and installation of this equipment.

A vote on the resolution showed:

AYES: Klopf, Lazarus, Lowenstein, McKinnon, Mouat, Narayan, Orr, Splitt, Weiss

NAYS: none

ABSENT: Guenzel, Lelcaj-Farah, McWilliams

The resolution was approved.

Ann Ashley Expansion. Mr. Orr stated the project scope will include rooftop fencing, designing a future commercial build out at the southwest corner of the structure, and making provisions for new electric vehicle units. He said the design team has been asked to make a recommendation for the design of these added floors, and to change the lights in the garage to LED.

Circulator feasibility study. Mr. Orr said DDA staff will meet with AAATA staff to discuss the potential to pilot changes to Route 21 next year while N. 5th Ave is closed for road reconstruction. This idea was a recommendation from the circulator feasibility study.

The next Operations Committee meeting is scheduled for December 27 at 11:00 am.

8. B. SUBCOMMITTEE REPORTS - FINANCE COMMITTEE

Monthly Expenses. Ms. Klopf said the committee reviewed the October expense reports.

Parking Rate Changes. Ms. Klopf noted the Frequently Asked Questions document in the board packet and asked that this be shared with the public.

Cancelling December Meeting. Ms. Klopf stated the December committee meeting is cancelled, and given the oddness of the January month, the next meeting will be February 1st.

The next Finance Committee meeting is scheduled for Thursday, February 1 at 1:00 pm

8. C. SUBCOMMITTEE REPORTS - PARTNERSHIPS COMMITTEE

Ms. Lowenstein said updates were provided and the Committee discussed what role the DDA could play given the increased security demands being placed on downtown events.

The next Partnerships Committee meeting will take place December 13 at 9:00 am

8. D. SUBCOMMITTEE REPORTS- CAPITAL IMPROVEMENTS COMMITTEE

Huron Street Improvements update. Mr. Mouat said that in pursuit of goals to improve the street, the Committee continues to consider potential traffic changes, and at this meeting the committee looked at 6 different lane configurations. The most feasible options may be enhancing the existing five-lanes or reducing to four lanes between Main and 5th Avenue. The committee asked for more information about potential streetscape improvements and how modifying lanes on Huron might either support or work against traffic changes on First and Ashley Streets.

First/Ashley/William. Mr. Mouat stated the January committee meeting will be moved to January 24, at which time the consultant team will lead a kick-off for the projects.

5th & Detroit. Mr. Mouat stated the project is out to bid, and that bids are due back January 11.

The next Capital Improvements Committee meeting will be held December 20 at 11:00 am.

7. E. SUBCOMMITTEE REPORTS – EXECUTIVE COMMITTEE

Mr. Weiss said that the Committee reviewed the board meeting agenda.

The next Executive Committee meeting will be January 3 at 11:00 am

8. NEW BUSINESS

None.

9. OTHER AUDIENCE PARTICIPATION

None.

10. ADJOURNMENT

There being no other business, Mr. Orr moved and Mr. Narayan supported a motion to adjourn. Mr. Weiss declared the meeting adjourned at 12:40pm.

Respectfully submitted,
Susan Pollay, Executive Director

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
Executive Committee Meeting
Wednesday, December 6, 2017

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: 11:03 a.m.
Present: Phil Weiss, Marie Klopf, Darren McKinnon, Joan Lowenstein, Susan Pollay (ex officio)
Absent: Rishi Narayan (ex officio)
Others: none

Committee actions and discussions

Agenda Review. The group reviewed the November DDA monthly meeting agenda. Ms. Pollay noted that no public speakers had signed up yet to speak. Ms. Pollay also noted that Mr. Morehouse had been asked to present the details of the proposed parking rate change plan. A public hearing would be held on the proposed rate change in January, and a board vote in February, with rate changes going into effect in April.

There being no other business, the meeting adjourned at 11:47 a.m.
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
PARTNERSHIPS & ECONOMIC DEVELOPMENT COMMITTEE MEETING MINUTES
WEDNESDAY, DECEMBER 13, 2017**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: 9:00 a.m.
Present: Marie Klopf, Joan Lowenstein, John Mouat, Keith Orr, Phil Weiss
Absent: Bob Guenzel, Howard Lazarus, Sava Lelcaj-Farah, Al McWilliams, Darren McKinnon, Rishi Narayan, John Splitt
Others: Jill Bahm/Giffels Webster, Rod Arroyo/Giffels Webster, Chris Cheng/City of Ann Arbor
Staff: Susan Pollay, Amber Miller, Patti Wheeler
Public: Kirk Westphal/City Council, Ray Detter/CAC

Committee Business

City Sign Ordinance – Mr. Cheng and City consultants Jill Bahm and Rod Arroyo from Giffel Webster gave an overview of the project underway to examine potential changes to the sign ordinance. The process will include the “Picture This” online public-facing feedback platform, and an update information page on the City’s website. Questions were asked and answered. Mr. Cheng asked members of the Committee to provide feedback on the current ordinance.

Housing Affordability – Ms. Pollay shared statistics from a recent Ann Arbor News story noting that the number of students at UM continues to grow and is now 46,000+. Although there are many positives to this, she noted this as a contributor to the complex issue of housing affordability.

Event Security Precautions – Ms. Lowenstein explained concerns from event organizers regarding the growing cost and complexity of providing security for downtown events. Questions were asked and answered. The discussion ended with a consensus that the DDA might be able to help by facilitating a discussion about this topic with interested parties.

Public Comment

Mr. Detter provided an update various developments. He said he welcomed the conversation this morning and commented on the various agenda topics.

Next Meeting

The next Partnerships Committee meeting is scheduled for January 10, 2018 at 9:00 am. with partners.

The meeting adjourned at 10:30 am.

Respectfully submitted,
Susan Pollay, DDA Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
CAPITAL IMPROVEMENTS COMMITTEE MEETING MINUTES
Wednesday, December 20, 2017**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: 11:00 a.m.
Present: Howard Lazarus, John Mouat, Keith Orr, John Splitt, Phil Weiss
Absent: Bob Guenzel, Sava Lelcaj-Farah, Joan Lowenstein, Marie Klopff, Al McWilliams, Darren McKinnon, Rishi Narayan
Staff: Susan Pollay, Amber Miller, Liz Rolla, Lauren Groves, Patricia Wheeler
Other: Bob Doyle/SGJJR, Oliver Kylie/SGJJR, Chris Wall/Wade Trim
Public: Ray Detter/CAC

Huron Street. Ms. Miller explained the purpose of the meeting which was for the committee to decide between moving forward with an enhanced five-lane option or take time to gather more information to more fully explore a four-lane option with no turns at Fourth Ave. Smith Group JJR and Wade Trim reps presented information about both options. This included suggesting how streetscape improvements could be used to transform Huron, and this also included information that more traffic data and analysis would be needed before it was clear the four lane option would be feasible. Questions were asked and answered. Committee members were polled, and the group consensus was to continue with the five lane option, although there were still reservations that transformative improvements would be supported by MDOT. Staff said the next step would be to engage with the public about the design of the improvements.

South University. Ms. Rolla said street light changes were being changed out, and trees would be replaced in the spring. She said that as she was aware of information about the private development she was sharing this with the neighborhood in hopes of easing confusion.

5th & Detroit. Ms. Rolla said bids are due January 11, and four contractors attended a pre-bid meeting.

1st/Ashley/William. Ms. Miller said the CIC meeting on January 24 is the kick-off for these projects. She encouraged committee members to attend.

Public Comment. Mr. Detter asked the committee to look at surrounding projects already in the works when discussing the future of Huron street.

Next Meeting: The Committee will meet on Wednesday, January 24, 2017 at 11:00 am.

The meeting adjourned at 12:41 p.m.
Susan Pollay, Executive Director