

## ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY MEETING MINUTES

Wednesday, April 6, 2016

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104  
Time: Mr. Hewitt called the meeting to order at 12:00 p.m.

### 1. ROLL CALL

Present: Tom Crawford (acting City Administrator), Bob Guenzel, Roger Hewitt, Marie Klopf, Joan Lowenstein, Al McWilliams, John Mouat, Rishi Narayan, Keith Orr, Sandi Smith, John Splitt, Phil Weiss

Absent: None

Staff: Susan Pollay, Executive Director  
Joseph Morehouse, Deputy Director  
Amber Miller, Planning & Research Specialist  
Jada Hahlbrock, Management Assistant

Audience: Tom Brown, Nelson Nygaard  
Ray Detter, CAC  
Jeff Haynor  
Darren McKinnon, First Martin  
Nancy Shore, getDowntown  
Maura Thomson, MSAA

### 2. AUDIENCE PARTICIPATION

Mr. Haynor commented on the DDA meeting schedule, funding for anti-graffiti efforts, gum on sidewalks, and "Graffiti Alley". Mr. Haynor said that many of his downtown customers are concerned about aspects of the TDM report recently received by the DDA, especially how an increase in meter rates could impact downtown.

Ms. Thomson also spoke to the recent TDM report, and shared her concerns that an increase in on-street meter rates and extended enforcement hours could negatively impact downtown retailers. She said that any changes should be undertaken with the accompanying supportive strategies as recommended in the report. She said the DDA must have a robust communication plan in place before any changes take place.

### 3. AAATA SERVICE CHANGES & IMPACT TO DOWNTOWN

Ms. Shore gave a presentation on the May 2016 AAATA service expansion. She highlighted benefits to downtown including more robust service for employees and visitors. Ms. Shore also shared information on the May 2016 "Commuter Challenge". She said that there has been a strong increase in transit ridership on weekends and evenings.

**4. TDM STUDY**

Mr. Brown from Nelson Nygaard gave a presentation on the recently completed Transit Demand Management (TDM) study, which examined current and projected parking demand, and also proposed parking management recommendations that built on existing TDM programs such as the go!pass, and provided options such as using pricing to help spread demand. Questions were asked and answered regarding timing, phasing, complementary strategies, employee parking and communication with stakeholders.

**5. REPORTS FROM CITY BOARDS AND COMMISSIONS**

Downtown Area Citizens Advisory Council- Mr. Detter said the CAC meeting focused on future transportation opportunities. He said the CAC supports the DDA and getDowntown's TDM efforts. CAC members attended the Connector meeting, and two of the RTA meetings which provided information about proposed transit connections between Detroit and Ann Arbor, including commuter rail and Bus Rapid Transit, that will be part of the millage request this fall.

Mr. Detter invited DDA members and the public to the April 13<sup>th</sup> dedication of two historical plaques on the façade of the former Greyhound station. The program will begin at 5:00 pm.

**6. DDA MEMBERS COMMUNICATIONS**

Ms. Smith said the Allen Creek Greenway citizen's advisory group will have their first meeting on May 4<sup>th</sup> at 8:30 am at City Hall. She will bring updates as the group gets underway.

Mr. Hewitt said there were two public meetings for the Connector Study in March and that feedback was generally positive.

Mr. Crawford said that he expects City staff will have a recommendation regarding the CORE Spaces proposal for Library Lane ready for City Council in May.

Ms. Klopff said she is attending meetings of the newly created Washtenaw County Economic Development Coordinating Committee. They are still in an early learning phase, but as the group begins its work she will share information as it becomes available.

**7. EXECUTIVE DIRECTOR COMMUNICATIONS**

Ms. Pollay said at their March 21<sup>st</sup> meeting City Council voted to approve a resolution requesting the DDA reconsider the taxi stand usages of loading zones in the evening. As part of this, before implementing changes, the DDA should consult with the Taxicab Board and share information with City Council about how the approximately 20 loading zones will be reused.

Ms. Pollay said at their April 4<sup>th</sup> meeting City Council voted to approve a resolution directing the City Administrator to begin discussions with the DDA for modification of the Parking Agreement.

Ms. Pollay said the DDA Operations Committee will help the DDA respond to both resolutions.

Ms. Pollay shared that she would be participating in the City's Sustainability Forum at the downtown library on Thursday April 7<sup>th</sup> at 7:00 pm. The panel has been asked to envision Ann Arbor in 2025 with a focus on placemaking, sustainable transportation, and social equity.

<b>8. APPROVAL OF MINUTES</b>
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Mr. Mouat moved and Mr. Crawford supported approval of the March 2016 DDA meeting minutes.

**A vote on the motion showed:**

**AYES:** Crawford, Guenzel, Hewitt, Klopf, Lowenstein, McWilliams, Mouat, Narayan, Orr, Smith, Splitt, Weiss

**NAYS:** none

**ABSENT:** none

**The motion carried**

<b>9. A. SUBCOMMITTEE REPORTS – OPERATIONS COMMITTEE</b>
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Parking & Transportation Report. Mr. Splitt asked for questions.

TDM Study. Mr. Orr said the Operations Committee will discuss implementation strategies.

4<sup>th</sup> & William. Mr. Splitt said work on the new elevator shaft is continuing.

Parking System Operational Review. Mr. Splitt said interviews with RFP respondents took place in March. The committee ran out of time at their most recent meeting, but will discuss next steps at their April meeting.

**The next Operations Committee meeting will be April 27th at 11:00 a.m.**

<b>9. B. SUBCOMMITTEE REPORTS- FINANCE</b>
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Funds for Future Parking. Ms. Klopf said the Committee discussed the concept of restricting funds for a possible future parking system expansion. She said that there are no projects on the immediate horizon, but if future DDA's wish to pursue a new parking structure or adding floors to an existing structure, there must be sufficient funds on hand to provide the minimum 15% cash needed to secure a bond. The committee will continue its discussion and come back with a recommendation for the board to consider.

Expense Policy. Ms. Klopf said the Committee made a small change, raising the threshold for expenditures that requires Treasurer approval to amounts above \$250.00.

10 year plan. Ms. Klopf said the Committee reviewed the most current version of the plan, which included an estimation of TIF revenues now that the TIF cap has been reached. She said the review also considered how future projects and bond debt fit within this analysis.

**The next Finance Committee meeting will be Tuesday, April 26th at 1:00 p.m.**

**9. C. SUBCOMMITTEE REPORTS- CAPITAL IMPROVEMENTS COMMITTEE**

Mr. Mouat said there was no committee meeting in March.

5<sup>th</sup> & Detroit Project. Mr. Mouat said that after the April committee meeting adjourns, interested committee members will walk the project area to get a sense of existing conditions.

**The next Capital Improvements Committee meeting will be April 20 at 11:00 a.m.**

**9. D. SUBCOMMITTEE REPORTS - PARTNERSHIPS COMMITTEE**

Ms. Lowenstein said the March meeting included representatives from DDA partner organizations. The Committee heard updates from AAATA about the May service expansion, and from City Council and Planning Commission regarding current agenda items.

**The next Partnerships Committee meeting will take place on April 13th at 9:00 am.**

**9. E. SUBCOMMITTEE REPORTS – EXECUTIVE COMMITTEE**

Mr. Hewitt said the Committee had nothing to report.

**The next Executive Committee meeting will be May 4th at 11:00 a.m.**

**10. NEW BUSINESS**

None

**11. OTHER AUDIENCE PARTICIPATION**

None

**12. ADJOURNMENT**

There being no other business, Mr. Orr moved and Mr. Narayan supported a motion to adjourn. Mr. Hewitt declared the meeting adjourned at 1:25 pm.

Respectfully submitted,  
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY**  
**Executive Committee Meeting**  
**Wednesday, April 6, 2016**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104  
Time: 11:15 a.m.  
Present: Roger Hewitt, Marie Klopf, John Mouat (ex officio), Rishi Narayan, Susan Pollay (ex officio), Sandi Smith  
Absent: None  
Others: Miela Foster, Huron High; Alexa Tran, Huron High; Joan Lowenstein, DDA

Committee actions and discussions

Agenda Review. The group reviewed the April DDA monthly meeting agenda.

Transportation Demand Management (TDM). The group discussed some of the ideas proposed in the recent parking study, in particular some of the parking enforcement strategies, including how policies like “first time forgiveness” and escalating fines are recommended for implementation at the same time as any enforcement changes. The recommendation to shift the hours of enforcement to better match the times downtown that are more active also was commented on.

There being no other business, the meeting adjourned at 11:40 a.m.  
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY  
PARTNERSHIPS & ECONOMIC DEVELOPMENT COMMITTEE MEETING MINUTES  
WEDNESDAY, APRIL 13, 2016**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104  
Time: 9:00 a.m.  
Present: Bob Guenzel, Joan Lowenstein, Al McWilliams, Keith Orr, Sandi Smith, John Splitt  
Absent: Tom Crawford, Roger Hewitt, Marie Klopf, John Mouat, Rishi Narayan, Phil Weiss  
Others: Amy Kuras/ City of Ann Arbor  
Staff: Susan Pollay, Amber Miller, Jada Hahlbrock  
Public: None

Parks and Recreation Open Space Plan Update 2016-2020

Amy Kuras from the City of Ann Arbor Parks and Recreation Department gave a presentation on the City's Parks & Recreation Open Space Plan, saying that it was time for an update. The presentation included what's included in the Plan, as well as feedback received from the public via an on-line survey. The group asked several questions, and shared thoughts about a variety of elements. It was noted that successful public parks such as Campus Martius and Bryant Park are made possible through public/private partnerships, where private dollars enable the public to enjoy movies in the summer and ice skating in the winter. These collaborations are the source of funds for security and maintenance/cleaning, as well as full-time staff to oversee programming.

Affordable Housing

The Committee had a brief discussion about the role of the DDA in helping to bring affordable housing units to downtown. Ms. Pollay shared that DDA staff members continue to meet with City and County staff to explore opportunities and possible collaborations.

Public Comment

None

**The next Partnerships Committee meeting is scheduled for May 11th at 9:00 am.**

The meeting adjourned at 10:45 am.

Respectfully submitted, Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY  
CAPITAL IMPROVEMENTS COMMITTEE MEETING MINUTES  
Wednesday, April 20, 2016**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104  
Time: 11:00 a.m.  
Present: Roger Hewitt, Joan Lowenstein, John Mouat, Rishi Narayan, Keith Orr, Sandi Smith, John Splitt, Phil Weiss  
Absent: Tom Crawford, Bob Guenzel, Marie Klopf, Al McWilliams  
Other Participants: Oliver Kiley/Smith Group JJR, Jennifer Nelson/City, Chris Wall/FTCH  
Staff: Susan Pollay, Amber Miller, Liz Rolla, Jada Hahlbrock  
Public: None

South University Project Update

Mr. Kiley shared an update on the progress of the South University project. Over the past month the project team held two meetings; one with the South University Area Association, and the other with the Downtown Citizens Advisory Council in addition to a number of residents from near downtown neighborhoods. He said the feedback has been helpful and more opportunities for community feedback will be planned. The consultant team is now working on more detailed construction drawings. Mr. Kiley said initial cost estimates are in line with the project budget.

5<sup>th</sup> & Detroit Project Kick Off

Mr. Kiley reviewed the project scope and explained the overlap and coordination with the City that will be an important part of the project. He also reviewed the required and recommended design elements as set forward in the Street Design Manual. The Committee discussed the unique and historic character of the area, as well as the stakeholders and visitors who play important roles in the neighborhood.

Committee members were encouraged to observe the area to help identify issues and opportunities. Staff and consultants said that they would be walking around the area after the committee meeting ended, and all were invited to join them on this walk around.

Public Comment

None.

Next Meeting May 18<sup>th</sup> at 11:00 a.m.

The meeting adjourned at 11:50 a.m.  
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY  
FINANCE COMMITTEE MEETING MINUTES  
Tuesday, April 26, 2016**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104  
Time: 1:00 p.m.  
Present: Roger Hewitt, Marie Klopf, Rishi Narayan, John Splitt, Phil Weiss  
Absent: Tom Crawford, Bob Guenzel, Joan Lowenstein, Al McWilliams, John Mouat, Keith Orr, Sandi Smith  
Staff: Susan Pollay, Joseph Morehouse, Amber Miller, Liz Rolla, Jada Hahlbrock  
Public: None

Financial Statements. The Committee reviewed in detail the unaudited 3<sup>rd</sup> quarter financial statements, the updated Funds Committed report, and the March 2016 expense listing. Questions were asked and answered.

TIF Cap. The Committee discussed the possible financial benefit to the taxing jurisdictions now that the DDA has reached the TIF cap established by City Council a year or so ago. The discussion also included how the cap may help the DDA with future budgeting and project planning.

Funds for Future Parking. The Committee noted the findings of the 2015 parking demand study which includes projected demand, as part of their discussion about annually setting aside funds to support the future construction of parking spaces. They noted that there are no specific plans for where/when these new spaces might be built, but that it will take years to assemble the necessary funds given the significant cost to construct parking. There was discussion about the need to establish a specific financial goal. It was agreed that a resolution will be presented at the May board meeting for board discussion and possible approval.

Next Meeting. Tuesday, May 24, 2016 at 1:00 pm

Public Comment. None

The meeting adjourned at 2:30 pm  
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY  
OPERATIONS COMMITTEE MEETING MINUTES  
Wednesday, April 27, 2016**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104  
Time: 11:00 a.m.  
Present: Bob Guenzel, Roger Hewitt, Joan Lowenstein, John Mouat, Keith Orr, John Splitt, Phil Weiss  
Absent: Tom Crawford, Marie Klopff, Al McWilliams, Rishi Narayan, Sandi Smith  
Staff: Susan Pollay, Joseph Morehouse, Amber Miller, Jada Hahlbrock  
Others: Katherine Beaty/Republic Parking; Nancy Shore/getDowntown; Dan Elliot/Carl Walker Inc., Mark Sampson/Carl Walker Inc.  
Public: Ray Detter

**Parking Structure Repairs: Process and Recommendation**

Mr. Morehouse outlined procedures used to determine what repairs are needed, and the bid process that is followed. Mr. Elliot and Mr. Sampson from Carl Walker Inc. answered questions. Upon review of the bid tabulation for summer 2016 repairs, the Committee supported the selection of DC Byers. It was also decided to include additional funds in the board resolution to cover unforeseen project contingencies and a new sign package for the Ann Ashley structure.

**April Parking & Transportation Report**

Questions were asked and answered. Mr. Morehouse said that an alternative to Epark machines will be tested, and new Quick Pay Card equipment will be installed soon at Library Lane and Liberty Square. Third quarter and FY year-to-date parking data was reviewed and questions asked/answered. It was reported that the delivery of the new elevator at 4<sup>th</sup> & William has been delayed, but is expected on site on Monday, May 2<sup>nd</sup>.

**Nelson Nygaard TDM Study Recommendations**

Ms. Pollay shared that staff are exploring technology that would help support TDM efforts, and staff will work with Farmers Market staff to pursue study recommendations for the Market. The Committee discussed communication strategies and a basic timeline for implementation.

**Parking System Review**

The Committee discussed and stated support to bring a resolution to the board to hire Walker Parking to help the DDA assess its parking operation procedures in anticipation of bidding its parking operator contract in 2017. This assessment will include compiling information about comparable municipal parking systems, as well as what fees are paid. Committee members recommended adding to the project scope provisions for Walker to help the DDA draft its parking operator RFQ and eventually the parking contract.

**New Multi-Space Parking Machines**

Mr. Morehouse said the FY 2017 budget includes \$1M for the purchase and installation of additional mutli-space equipment. He said that Republic Parking staff has a plan in place to install and test an alternative multi-space meter payment machine at the Farmers Market lot next month so patrons can provide feedback before the project is bid. Depending on which equipment is selected, it is estimated that the project may result in as many as 100 machines covering 800 parking spaces. It is anticipated that a purchasing recommendation will be made to the Operations Committee in August or September.

**Public Comment**

None

**Next Operations Committee Meeting: May 25 at 11:00 am**

The meeting adjourned at 1:14 pm.  
Susan Pollay, Executive Director