

## ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY MEETING MINUTES

Wednesday, May 6, 2015

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

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

### 1. ROLL CALL

Present: Bob Guenzel, Roger Hewitt, Marie Klopf, Joan Lowenstein, Al McWilliams, John Mouat, Rishi Narayan, Keith Orr, Steve Powers, John Splitt

Absent: Sandi Smith

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

Audience: Frances Todoro, State Street Area Association  
Maggie Ladd, South University Area Association  
Nancy Shore, getDowntown  
Bob Livingston, State Street Area Association  
Max Clayton, The Ann Arbor Art Fair  
Maureen Riley, Ann Arbor Street Art Fair  
Karen Dechey, Ann Arbor Art Fair

### 2. AUDIENCE PARTICIPATION

Maggie Ladd said that Art Fair directors have been working on a plan aimed at sustaining the Fair long term, and their efforts have included gathering input from downtown constituents, the Ann Arbor community and artists. They are proposing moving the Fair days to Thursday-Sunday, beginning in 2016.

Bob Livingston said that as part of the Art Fair discussion the 6 downtown churches have been meeting to consider how the addition of Sunday Fair hours would impact access to church services. He said free parking and reserved parking will be important to maintain access for attendees. In general the churches support the change if it means the continued sustainability of the event.

Max Clayton shared that a switch in Fair dates would align the Ann Arbor event with most other large art fairs in the country. Families and demographics have changed since the 1960's when the Fair originated, and the Ann Arbor event needs to evolve to meet the attendee expectations.

### 3. REPORTS FROM CITY BOARDS AND COMMISSIONS

None

**4. COMMUNICATIONS FROM DDA MEMBERS**

Mr. Powers shared that the deadline for responses to the Library Lane RFP had been extended to June 1<sup>st</sup>.

Mr. Powers said that Police Chief John Seto will be retiring in July of this year.

Mr. Mouat said that DDA and AAATA Board members met to continue the discussion that began at the joint retreat earlier in the year. He said the conversations about shared interests are very helpful to both Boards. These meetings will be scheduled to occur a few times a year.

**5. EXECUTIVE DIRECTOR REPORT**

Ms. Pollay said that 8 Power Art installations will take place the third week of the month. The discussion about a possible Phase II is already underway with the downtown associations.

Ms. Pollay said that the Operations Committee had discussed concerns about future parking demand. To help it formulate strategies to address this demand, a Parking and Transportation Demand Management Study RFQ has been released. Responses will be shared with the Operations Committee to determine next steps.

Ms. Pollay said downtown tree planting continues, with another 60 trees being planted in the next few weeks. The DDA has been partnering with several organizations to ensure continued care for the trees, including watering. She thanked the Area Associations, the Main Street BIZ and the City's Give365 program for their help supporting the downtown trees.

Ms. Pollay said a sidewalk maintenance work list has been assembled, and the DDA will coordinate its work with the City who is also repairing downtown sidewalks. Much of the DDA's work will focus on brick repairs and will begin in July.

Ms. Pollay shared that the International Downtown Association is hosting a Mid-West forum in Detroit in June. Sessions will include information on shifting demographics, the new workforce, and the ways public/private partnerships can successfully activate public spaces.

**6. APPROVAL OF MINUTES**

Mr. Hewitt moved and Ms. Lowenstein supported approval of the April 2015 DDA meeting minutes.

**A vote on the motion showed:**

**AYES:** Guenzel, Hewitt, Klopff, Lowenstein, Mc Williams, Mouat, Narayan, Orr, Powers, Splitt

**NAYS:** none

**ABSENT:** Smith

**ABSTAIN:** none

**The motion carried.**

<b>7. A. SUBCOMMITTEE REPORTS - PARTNERSHIPS COMMITTEE</b>
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Resolution regarding the SU BIZ. Ms. Lowenstein moved and Mr. McWilliams supported the following resolution.

**RESOLUTION TO EXTEND THE DDA GRANT TO SUPPORT THE DEVELOPMENT OF A BUSINESS IMPROVEMENT ZONE (BIZ) IN THE SOUTH UNIVERSITY AREA**

Whereas, The DDA Plan sets forward that the DDA will work to make it possible for downtown businesses and civic groups to undertake efforts to keep sidewalks cleaned of snow and debris;

Whereas, Business Improvement Districts (BID) and Business Improvement Zones (BIZ) enable property owners to select services they wish to privately fund as a group that are over and above the services provided by local governmental agencies;

Whereas, In 2013 South University property owners requested a DDA grant for \$59,200 grant to help them create a BIZ in the South University area;

Whereas, The DDA approved this grant in July 2013;

Whereas, Planning efforts have begun, and a portion of the DDA's grant has been expended;

Whereas, Representatives of the South University BIZ project have communicated to the DDA that work on this project will not be completed by June 30th, when the DDA grant is set to expire;

Whereas, The Partnerships Committee recommends that the grant period be extended to allow this project to be completed;

RESOLVED, The DDA approves an extension of its grant until June 30, 2016 to support the creation of a new Business Improvement Zone in the South University area.

Ms. Lowenstein said that work to form the BIZ is underway, but will not be complete this fiscal year. The grant needs to be extended or the unused funds will expire June 30<sup>th</sup>, 2015.

**A vote on the resolution showed:**

**AYES:** Guenzel, Hewitt, Klopf, Lowenstein, McWilliams, Mouat, Narayan, Orr, Powers, Splitt

**NAYS:** none

**ABSENT:** Smith

**ABSTAIN:** None

**The resolution carried.**

Ms. Lowenstein shared partner updates from the meeting. Planning Commission reported on possible plans to study accessory dwelling units. City Council is expected to vote on the budget at their May 18<sup>th</sup> meeting.

**The next Partnerships/ Economic Development Committee meeting will be May 13<sup>th</sup> at 11 am.**

#### **7. B. SUBCOMMITTEE REPORTS- COMMUNICATION COMMITTEE**

DDA Spring Update. Mr. McWilliams shared a copy of a DDA Spring Update, which will serve as a mid-year supplement to the annual State of the Downtown report which will come out in August. The Update aims to include interesting information about downtown, such as new downtown businesses, and will highlight DDA projects. The Committee will discuss methods of distribution at its next meeting.

**The next Communication Committee meeting will be on May 13<sup>th</sup> at 12:30 pm.**

#### **7. C. SUBCOMMITTEE REPORTS- OPERATIONS COMMITTEE**

Resolution Regarding Art Fair Dates. Mr. Splitt moved and Mr. Narayan supported the following resolution.

#### **RESOLUTION TO SUPPORT A CHANGE IN ART FAIR DATES, INCLUDING THE PROVISION OF FREE PARKING**

Whereas, the DDA Plan directs the DDA to encourage programs that promote activity and pedestrian enjoyment of downtown by encouraging an active street life, including public art and exhibits, and the regular use of public areas for entertainment, parades or street fairs;

Whereas, The Ann Arbor Art Fair is a nationally-renowned, signature Ann Arbor event that draws hundreds of thousands of fairgoers to downtown during a period that is otherwise very slow, and has been measured to generate more than \$78 Million in area economic impact;

Whereas, The Art Fair is organized by several organizations, and now includes more than 1,000 artists, in the South University, Central UM Campus, State Street, and Main Street areas;

Whereas, The DDA has regularly demonstrated its support of Art Fair with funding for a survey, an annual grant of \$10,000/year for the Art Fair trolley, and an annual grant of \$5,000 for the Art Fair walk map, and over \$60,000 annually in meter bag fee waivers;

Whereas, Fair organizers have received artist feedback making a compelling case that for the sustainability of the event, Art Fair must shift its days from Wednesday through Saturday, to Thursday through Sunday;

Whereas, If this date change were made, the DDA would operate its parking facilities on the Sunday of Art Fair to accommodate Fair participants and visitors;

Whereas, An important constituency that would be affected by this shift is the six downtown and downtown-area churches, and the DDA has received a request from Art Fair organizers to provide free parking for church attendees if the event dates are shifted, estimated at this time to be approximately 500 spaces before noon and approximately 300 spaces after noon;

Whereas, The Operations Committee discussed this request and recommends DDA support for the event date change beginning with the 2016 Art Fair;

Whereas, The Operations Committee also recommends that the DDA provide free parking to downtown church attendees as requested in support of this change, using the 2016 Art Fair to assess actual costs and parking revenues;

RESOLVED, The DDA supports a change in Art Fair dates from Wednesday through Saturday, to Thursday through Sunday.

RESOLVED, The DDA approves the provision of free parking for church attendees as needed as part of this change in Art Fair dates.

Mr. Splitt said that the four fairs are proposing a plan to move Art Fair from Wednesday-Saturday to Thursday-Sunday to encourage the sustainability of the event. As part of the shift, the Fair is requesting that the DDA provide free parking for downtown church attendees on the new Sunday of Art Fair. The Operations Committee discussed this and indicated its support to put forward a resolution at this meeting.

Mr. Hewitt proposed and Mr. Narayan supported two amendments. The first amendment would change the word "would" in the 6<sup>th</sup> Whereas clause to "**may**". The second amendment would add the following language to the last Resolved clause- "**The Operations Committee is authorized to determine the policies concerning this resolution**".

**A vote on the proposed amendments showed:**

**AYES:** Guenzel, Hewitt, Klopff, Lowenstein, McWilliams, Mouat, Narayan, Orr, Powers, Splitt

**NAYS:** none

**ABSENT:** Smith

**ABSTAIN:** None

**The amendments carried.**

The amended resolution is as follows;

**RESOLUTION TO SUPPORT A CHANGE IN ART FAIR DATES, INCLUDING THE PROVISION OF FREE PARKING**

Whereas, the DDA Plan directs the DDA to encourage programs that promote activity and pedestrian enjoyment of downtown by encouraging an active street life, including public art and exhibits, and the regular use of public areas for entertainment, parades or street fairs;

Whereas, The Ann Arbor Art Fair is a nationally-renowned, signature Ann Arbor event that draws hundreds of thousands of fairgoers to downtown during a period that is otherwise very slow, and has been measured to generate more than \$78 Million in area economic impact;

Whereas, The Art Fair is organized by several organizations, and now includes more than 1,000 artists, in the South University, Central UM Campus, State Street, and Main Street areas;

Whereas, The DDA has regularly demonstrated its support of Art Fair with funding for a survey, an annual grant of \$10,000/year for the Art Fair trolley, and an annual grant of \$5,000 for the Art Fair walk map, and over \$60,000 annually in meter bag fee waivers;

Whereas, Fair organizers have received artist feedback making a compelling case that for the sustainability of the event, Art Fair must shift its days from Wednesday through Saturday, to Thursday through Sunday;

Whereas, If this date change were made, the DDA may operate its parking facilities on the Sunday of Art Fair to accommodate Fair participants and visitors;

Whereas, An important constituency that would be affected by this shift is the six downtown and downtown-area churches, and the DDA has received a request from Art Fair organizers to provide free parking for church attendees if the event dates are shifted, estimated at this time to be approximately 500 spaces before noon and approximately 300 spaces after noon;

Whereas, The Operations Committee discussed this request and recommends DDA support for the event date change beginning with the 2016 Art Fair;

Whereas, The Operations Committee also recommends that the DDA provide free parking to downtown church attendees as requested in support of this change, using the 2016 Art Fair to assess actual costs and parking revenues;

RESOLVED, The DDA supports a change in Art Fair dates from Wednesday through Saturday, to Thursday through Sunday.

RESOLVED, The DDA approves the provision of free parking for church attendees as needed as part of this change in Art Fair dates. The Operations Committee is authorized to determine the policies concerning this resolution.

Questions were asked and answered about community support for the switch, as well as timing of the DDA resolution of support.

**A vote on the amended resolution showed:**

**AYES:** Guenzel, Hewitt, Klopf, Lowenstein, McWilliams, Mouat, Narayan, Powers, Splitt

**NAYS:** Orr

**ABSENT:** Smith

**ABSTAIN:** None

**The amended resolution carried.**

Ann Ashley Free Parking. Mr. Split said that Ms. Carrie DeWitt from the Farmers Market presented a request for free parking at the Ann Ashley structure on Saturdays. The goal would be to alleviate parking pressures around the Farmers Market by making the parking at Ann Ashley more attractive. Mr. Splitt said the committee requested additional information, including data about Saturday usage at Ann Ashley and revenue implications. Discussion will continue at the May committee meeting.

4<sup>th</sup> & William Construction update. Mr. Splitt shared that demolition work to remove the brick on the stair tower has begun. During the work pedestrian traffic on the sidewalk is being re-routed to the south William sidewalk.

Ann Ashley Bike House Construction Update. Mr. Orr reported that the design has been finalized. Construction will begin soon and will last about 2 months. Many nearby businesses have expressed interest in pre-leasing bike parking spaces.

Downtown Street Design Manual (Framework Plan). Mr. Mouat said that the project will be complete in a few weeks. There will be two final products; a technical document and a best practice findings document that speaks to policy questions.

**The next Operations Committee meeting will be on May 27th at 11:00 am.**

<b>7. D. SUBCOMMITTEE REPORTS - FINANCE COMMITTEE</b>
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Quarterly Financials. Ms. Narayan reviewed the third quarter financial statements and the funds committed report. Questions were asked and answered.

**The next Communication Committee meeting will be May 26<sup>th</sup> at 1:00 p.m.**

<b>7. E. SUBCOMMITTEE REPORTS – EXECUTIVE COMMITTEE</b>
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Mr. Mouat said that the state law regarding FOIA had been changed and the DDA needed to revised its FOIA policy. The Executive Committee reviewed an early draft, and will complete its work at the next Committee meeting. The board will be asked to vote on this policy at the June board meeting.

**The next Executive Committee meeting will be June 3rd at 11 am.**

<b>8. NEW BUSINESS</b>
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Resolution Thanking Cyndi Clark. Mr. Guenzel moved and Mr. Hewitt supported the following resolution.

**RESOLUTION THANKING CYNDI CLARK**

Whereas, Cyndi Clark has contributed time, energy and passion to the Downtown Development Authority since 2013;

Whereas, Cyndi Clark contributed important insights into DDA discussions, including an experienced awareness of the unique needs and challenges of small businesses in the downtown;

Whereas, Through her efforts and involvement, Cyndi Clark helped to increase the positive visibility of the DDA in the downtown business community and in the community at large; and

Whereas, Cyndi Clark's warm presence and keen intelligence has been appreciated by all who have had the pleasure of working with her at the DDA;

RESOLVED, The Ann Arbor Downtown Development Authority extends its great thanks and best wishes to Cyndi Clark for her contributions to the downtown, and indeed to the community as a whole, through her work on the Ann Arbor Downtown Development Authority.

A vote on the resolution showed:

AYES: Guenzel, Hewitt, Klopf, Lowenstein, McWilliams, Mouat, Narayan, Orr, Powers, Splitt

NAYS: none

ABSENT: Smith

ABSTAIN: None

The resolution carried.

<b>9. OTHER AUDIENCE PARTICIPATION</b>
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None

<b>10. ADJOURNMENT</b>
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There being no other business, Mr. Hewitt moved and Mr. Narayan supported a motion to adjourn. Mr. Mouat declared the meeting adjourned at 12:55 pm.

Respectfully submitted,  
Susan Pollay, Executive Director



**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY**  
**Executive Committee Meeting**  
**Wednesday, May 6, 2015**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104  
Time: 11:05 a.m.  
Present: John Mouat, Roger Hewitt, Rishi Narayan, Keith Orr, Susan Pollay (ex officio),  
Absent: Sandi Smith (ex officio)  
Others: Joan Lowenstein

Committee actions and discussions

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

Art Fair. Ms. Pollay reported that three people had signed up at the beginning of the meeting to share comments about moving the Art Fair event from Wednesday through Saturday to Thursday through Sunday. She said that the DDA was being asked to help address the downtown church's concern about access for their parishioners on that Sunday morning if this move were made.

Committee members talked about the difference between providing free parking versus making the decision not to apply a parking fee where traditional there had not been a parking fee. There is a request to the DDA to provide free parking at Ann Ashley during Saturday Farmers Market hours. This was seen as different than the request that if the Art Fair dates were moved to include Sunday, and if the DDA opts to charge for parking on that Sunday, that the DDA not charge church goers as they had never been asked to pay on Sundays previously.

Changes at the City. Ms. Pollay shared with the group that Police Chief John Seto will be retiring in July of this year

DDA FOIA Policy. Ms. Pollay said that the state law regarding FOIA had been changed and the DDA needed to revise its FOIA policy. The Executive Committee reviewed an early draft. Ms. Pollay said that the board will be asked to vote on the updated policy at the June board meeting.

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, MAY 13, 2015**

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

Time: 11:00 a.m.

Present: Joan Lowenstein, Al McWilliams, John Mouat, Keith Orr, Sandi Smith, John Splitt

Absent: Bob Guenzel, Roger Hewitt, Marie Klopf, Rishi Narayan, Steve Powers

Others: Jeremy Peters/ Planning Commission, Jane Lumm/City Council

Staff: Susan Pollay, Amber Miller, Jada Hahlbrock

Public: Sabra Briere; Ray Detter, CAC;

1. Partner Updates-

Planning Commission- Mr. Peters said they are discussing ideas to encourage more affordable housing. This may include changes to rules regarding accessory dwelling units.

City Council - Ms. Lumm said Council will consider proposed amendments as part of the budget approval on May 18<sup>th</sup>. Ms. Lumm also shared concerns she has heard about the scale and parking impacts of a new proposed development adjacent to the 618 S. Main Street project.

DDA- Ms. Miller provided an update on the Downtown Street Design Manual process. She shared that work is wrapping up. The two final deliverables will include a technical document and best practice research on such things as trash/deliveries, food trucks, and more.

2. DDA Grants-

Ms. Pollay shared a history of DDA grants, and said that the board has asked this committee to formulate a process and policies for grants separate from the DDA's Partnerships, Brownfield, or Housing Grant programs. The Committee discussed ideas, including timing, and whether grants might be received in batches to be evaluated together or one-at-a-time. The discussion will continue at future meetings.

Ms. Pollay shared that the DDA will be asked by the Parks Department for a grant to help with the construction of a new all-seasons building to be constructed on the Fourth Avenue side of the Market. More information about this grant request will be provided at a future Committee meeting.

4. Public Comment-

None

The next committee meeting will take place Wednesday, June 10<sup>th</sup> at 11:00 am.

The meeting adjourned at 12:50 pm.

Respectfully submitted, Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY  
COMMUNICATION COMMITTEE MEETING MINUTES  
Wednesday, May 13, 2015**

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

Time: 12:30 p.m.

DDA Present: Al Mc Williams, John Mouat, Keith Orr, Sandi Smith

DDA Absent: Bob Guenzel, Roger Hewitt, Marie Klopf, Joan Lowenstein, Rishi Narayan, Steve Powers, John Splitt

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

Public: Sabra Briere, Ray Detter

1. Creating a Communication Plan

Committee members reviewed and provided feedback on the newly-created DDA Spring Update. The discussion included ideas for distribution as well as content for future DDA updates.

At the next committee meeting ideas for distribution will be discussed. This may include direct mail, newspaper inserts and ads, and other options.

2. Next meeting.

The next committee meeting will take place Wednesday, June 10th at 12:30 pm.

3. Public Comment.

None

The meeting adjourned at 1:40 pm.

Respectfully submitted, Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY**  
**FINANCE COMMITTEE MEETING MINUTES**  
**Tuesday, May 26, 2015**

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 Split  
Absent: Bob Guenzel, Joan Lowenstein, John Mouat, Al McWilliams, Keith Orr, Steve Powers, Sandi Smith  
Other Participants: Tom Crawford, City of Ann Arbor  
Staff: Joseph Morehouse, Jada Hahlbrock  
Public: Ed Vielmetti

1. Financial Statements
  - a. April 2015 Expenses- Listing was reviewed. Questions asked and answered.
  - b. FY 2016 DDA Budget- City Council budget amendments and possible budget implications were discussed.
2. New Business
  - a. 10-Year Plan Update- Mr. Morehouse reviewed the current 10 year plan highlighting changes and updates. Financial feasibility of the capital improvements plan was discussed.
3. Old Business
  - a. Draft DDA Reimbursement Policy- Staff presented a revised draft version of a reimbursement policy. The Committee offered edits. A revised draft will be presented at the June Finance committee meeting.
4. Next meeting- Tuesday June 23 at 1:00 pm.
5. Public Comment- Ed Vielmetti raised questions about the DDA Housing Fund and how best to show grants and fund balance within the fund. He said that having a data base of historical parking data would be important to being able to create a model to predict parking demand.

The meeting adjourned at 2:34 pm  
Joseph Morehouse, Deputy Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY**  
**OPERATIONS COMMITTEE MEETING MINUTES**  
**Wednesday, May 27, 2015**

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, John Splitt, Keith Orr  
Absent: Bob Guenzel, Marie Klopf, Al McWilliams, Steve Powers, Sandi Smith  
Staff: Susan Pollay, Joseph Morehouse, Amber Miller, Jada Hahlbrock  
Others: Nancy Shore/getDowntown, Judy Comstock/RPS, Andrea Miller/RPS  
Public: Ray Detter, Ed Vielmetti, Maggie Ladd

1. Old Business

Art Fair Move to Sunday- Committee discussed the logistics of accommodating the Sunday Art fair parking. DDA staff will work with Republic Parking to develop a set of recommendations. Information will be collected at this year's Fair to help with planning for 2016.

Ann Ashley Free Parking for Farmers Market- DDA staff will work with City/Market staff to find ways to incentivize employee parking at Ann Ashley to help free up spaces adjacent to the market for shoppers.

Parking Demand RFQ- The DDA received 1 full and 1 partial response to the RFQ. Staff will follow up with Nelson Nygaard and request a proposal. DDA staff will also contact consultants on the prospect list to find out why they elected not to submit a bid.

Downtown Street Design Manual- The project is complete.

2. New Business- none

3. Parking

Parking Report- Committee members said that they like the new monthly parking report as a way to share information about the parking system. Questions were asked and answered. Committee was asked to provide feedback on what additional content they might like to see in the report.

4. Construction

4th & William- Demolition work is ongoing. Steel erection will begin in June. Steel for the new stair tower will be complete by Art Fair. Work at the site will stop during the week of the Art Fair.

Ann Ashley Bike House- Work is progressing well. Steel will be installed in early June and work on the bike house is scheduled to be done by the end of June.

Tree Installation & Sidewalk Repairs- Tree planting work is wrapping up this week. A total of 114 have been planted. DDA sidewalk work will begin in July with a focus on repairs to brick work.

TIF Construction- Committee reviewed a TIF Project Scenario. Staff will work to create a two or three schedule scenarios to share at the next committee meeting.

5. Transportation

Mr. Orr provided updates on WATS, Arbor Bike and AAATA. Ms. Shore reported that this year's Commuter Challenge has been very successful, with lots of new participants.

6. Next Meeting June 24 at 11:00 am

7. Public Comment

Ed Vielmetti thanked the committee for sharing the meeting agenda ahead of time. He said the parking report was helpful. He suggested that public comment be offered at the beginning of the meeting as well as at the end.

The meeting adjourned at 1:08 pm.

Susan Pollay, Executive Director