

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY MEETING MINUTES

Wednesday, June 4, 2014

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

Time: Ms. Smith called the meeting to order at 12:02 p.m.

1. ROLL CALL

Present: Cyndi Clark, Bob Guenzel, Roger Hewitt, Joan Lowenstein, Al McWilliams, John Mouat, Rishi Narayan, Keith Orr, Steve Powers, Sandi Smith, John Splitt

Absent: Russ Collins

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

Audience: Art Low, Republic Parking
Dave Askins, Ann Arbor Chronicle
Nancy Shore, getDowntown
Ray Detter, Downtown Area CAC
Chang Ming Fan, Tini Lite World
Mary Jo Callan, Washtenaw County
Paul Montagno, Washtenaw County
Ryan Stanton, Ann Arbor News

2. AUDIENCE PARTICIPATION

None

3. REPORTS FROM CITY BOARDS AND COMMISSIONS

Downtown Area Citizens Advisory Council. Mr. Detter invited everyone to the annual Downtown Neighbors Spring Party on June 5th. He said the CAC members reaffirmed their support for the City updating downtown zoning to correct mistakes. They continue to share their suggestions, including strengthening the role of the Design Review Board and hiring an urban planning consulting firm to provide advice as recommended changes are considered. The CAC also discussed the Footing Drain Disconnect Ordinance lawsuit and how that might impact current downtown developments.

4. COMMUNICATIONS FROM DDA MEMBERS

Mr. Hewitt said that the Connector Study group met with a representative from the Federal Transportation Authority. He seemed very impressed with the projected ridership numbers. A public meeting will take place on September 17 at the downtown branch of the library.

Mr. Mouat announced there would be a Street Framework Advisory Committee meeting on June 10 at 9:00 am at the DDA office, as well as a Street Framework public meeting on June 12 at 6:30 at the downtown branch of the library.

Mr. Powers said City Council passed the FY 2015 budget. The budget includes dollars for three additional police officers, one additional fire fighter, and one additional rental housing inspector. It also allocates \$1 million for street tree work as called for in recent plans.

Ms. Smith said that street light replacement work on Main Street was almost complete.

5. APPROVAL OF MINUTES

Mr. Hewitt moved and Mr. Mouat supported approval of the May 2014 DDA meeting minutes.

A vote on the minutes showed:

AYES: Clark, Guenzel, Hewitt, Lowenstein, Mc Williams, Mouat, Narayan, Orr, Powers, Smith, Splitt

NAYS: none

ABSENT: Collins

ABSTAIN: None

The motion carried.

6. A. PARTNERSHIPS/ ECONOMIC DEVELOPMENT AND COMMUNICATIONS COMMITTEE
--

Housing Needs Report. Ms. Lowenstein moved and Mr. Guenzel supported the following resolution.

RESOLUTION TO PROVIDE A GRANT IN SUPPORT OF A COMMUNITY AFFORDABLE HOUSING NEEDS AND TARGET REPORT

Whereas, In support of its mission to encourage private investment and strengthen the downtown, the DDA Board created a DDA Housing Fund in 1997 to support the DDA goal to encourage downtown residential development at a variety of income levels;

Whereas, In 2005 the DDA voted to approve a grant to Washtenaw County in support of a Housing Needs Assessment;

Whereas, The Washtenaw County Office of Community and Economic Development (OED) through their administration of the housing and Urban Development (HUD) Community Challenge Planning Grant has initiated the process to generate an Affordable Housing Needs and Target Report for Washtenaw County, which would be an update to the 2007 Needs Assessment Report;

Whereas, This new report will provide numerical targets, budget needs, and policy recommendations related to affordable housing in Washtenaw County, including work force housing needs;

Whereas, The total project cost has been set at \$150,000, and the DDA has been asked to contribute \$37,500 toward this total cost;

Whereas, The DDA Partnerships Committee meeting has met with County staff to discuss this project and recommends approval of a DDA grant;

RESOLVED, The DDA approves a grant in the amount of \$37,500 toward the cost of the 2014 Affordable Housing Needs and Target Report for Washtenaw County;

RESOLVED, These funds shall be taken from the DDA's 2014 fiscal year Housing Fund budget.

Ms. Lowenstein described the grant request, saying that the Committee met with County staff to discuss how the information will be useful to the work of the DDA.

Ms. Callan provided additional details including information about how workforce housing and access to transportation will be considered in the report. Mr. Mouat reminded the Board of the other funding sources; HHSAB \$37,500 and Sustainable Communities Grant \$75,000. Ms. Callan said public outreach will take place in the fall, with the goal of having the final product complete at the end of November.

A vote on the resolution showed:

AYES: Clark, Guenzel, Hewitt, Lowenstein, Mc Williams, Mouat, Narayan, Orr, Powers, Smith, Splitt

NAYS: none

ABSENT: Collins

ABSTAIN: None

The resolution passed.

DDA Partnerships Grant Program. Ms. Lowenstein moved and Mr. Orr supported the following resolution.

RESOLUTION TO APPROVE THE CREATION OF A DDA PARTNERSHIPS GRANT PROGRAM

Whereas, The Ann Arbor DDA mission is to strengthen downtown and spark private reinvestment within its DDA District and an important way for the DDA to accomplish its mission is to provide DDA grant funds in a strategic way;

Whereas, The DDA Partnerships Committee has worked to develop a DDA Partnerships Grant program, which would enable the DDA to work in partnership with a private developer to install downtown infrastructure improvements that might otherwise be installed by the DDA;

Whereas, The DDA Partnerships Grant program as recommended by the Partnerships Committee would seek to support the installation of infrastructure improvements utilized by the public beyond the site of the development, and to supporting enhanced improvements

beyond what might be required through site plan, including such elements as extended streetscape improvements, and storm or sewer mains;

RESOLVED, The Partnerships Grant Program recommended by its Partnerships Committee is hereby adopted by the DDA;

RESOLVED, Any proposals requesting DDA support shall be referred to the DDA Partnerships Committee for evaluation and a recommendation to the full Board;

RESOLVED, The DDA reserves the right to modify or eliminate these Partnerships Grant guidelines at any time and without notice.

Ms. Lowenstein shared that over many committee meetings members worked to create a DDA grant program intended to encourage private developers to install infrastructure improvements beyond what is required in standard site plans. Ms. Miller explained how she worked with City staff to identify eligible improvements and work out timing considerations.

Mr. Mouat and Ms. Smith commented that the policy should be a living a document and updated as needed, especially after the Street Framework plan has been completed. Mr. Powers and Ms. Lowenstein commented on the value of coordination between DDA and City staff, as well as the consideration of City CIP projects and priorities.

A vote on the resolution showed:

AYES: Clark, Guenzel, Hewitt, Lowenstein, Mc Williams, Mouat, Narayan, Orr, Powers, Smith, Splitt

NAYS: none

ABSENT: Collins

ABSTAIN: None

The resolution passed.

Marketing Downtown. Mr. Narayan said that the committee continues to explore possible partnerships and the appropriate role of the DDA in downtown marketing efforts. At the last meeting discussion centered on the value of data in establishing a metric against which to measure success, as well as better understand downtown visitors. Work will continue with the goal of getting something in place by fall.

The next Partnerships / Economic Development and Communications Committee meeting will take place on June 11th at 9 am.

6. B.	OPERATIONS COMMITTEE
--------------	-----------------------------

FY 2014 Budget Amendment. Mr. Hewitt moved and Mr. Mouat supported the following resolution.

RESOLUTION TO APPROVE A REVISED DDA BUDGET FOR FISCAL YEAR 2014

Whereas, The DDA Board passed a FY 2014 budget for the DDA on February 6, 2013;

Whereas, The DDA has approved items not anticipated in the previous budget, thus necessitating a budget revision so that expenditures will not have exceeded the budget;

Whereas, The Operations Committee recommends approval of this budget revision by the DDA;

RESOLVED, The DDA approves this amendment to its FY 2014 budget.

Mr. Hewitt reviewed the proposed amendments, noting unanticipated grants to the Ann Arbor Housing Commission and timing issues associated with the First & Washington construction.

A vote on the resolution showed:

AYES: Clark, Guenzel, Hewitt, Lowenstein, Mc Williams, Mouat, Narayan, Orr, Powers, Smith, Splitt

NAYS: none

ABSENT: Collins

ABSTAIN: None

The resolution passed.

Sidewalk Redesign in Front of the Library. Mr. Splitt moved and Mr. Powers supported the following resolution.

RESOLUTION TO APPROVE A SIDEWALK REDESIGN IN FRONT OF THE LIBRARY ALONG SOUTH FIFTH AVENUE

Whereas, The mission of the DDA is to strengthen the downtown and the DDA undertakes pedestrian improvement projects in support of this mission, as it helps make downtown more walkable and attractive;

Whereas, In late July 2014 the Ann Arbor District Library will replace their front door and as part of that will be redesigning the concrete north/south walkways that lead into the Library, and modifying the concrete steps in front of the Library;

Whereas, There is a sidewalk elevation issue in the public right of way in front of the Library property, and it would be sensible to redesign and replace this section of sidewalk at the same time the concrete portion of the Library's property will be regraded and reconstructed;

Whereas, The Library's design team (Inform Studios) and contractor (O'Neal Construction) will manage the construction including securing permits and insurance, and it has been estimated that the not-to-exceed cost to the DDA to redesign and replace the public sidewalk in front of the Library property from Library Lane to William Street, would be \$125,000;

Whereas, The DDA's Operations Committee has reviewed the project details and costs and recommends approval by the DDA;

RESOLVED, The DDA authorizes up to \$125,000 from its FY 2015 (003) budget toward the cost to redesign and replace the public sidewalk in front of the Library property along South Fifth Avenue from Library Lane to William Street.

Mr. Splitt said the Library's plan to replace their front door and modify their entrance provides the DDA an opportunity to address an elevation issue in the public right of way. The DDA contribution is not-to-exceed amount. Several board members expressed support, as it would benefit the AADL and support DDA goals of walkability. Budget implications were discussed. Ms. Pollay shared the information she had about the overall design of the project.

A vote on the resolution showed:

AYES: Clark, Guenzel, Hewitt, Lowenstein, Mc Williams, Mouat, Narayan, Orr, Powers, Smith, Splitt

NAYS: none

ABSENT: Collins

ABSTAIN: None

The resolution passed.

Sidewalk maintenance. Mr. Splitt said that a list is being assembled. Work will begin in July. Ms. Pollay said that much of the work includes brick repairs in the sidewalk extensions.

Main Street BIZ Expansion. Mr. Orr reported that the Main Street BIZ expansion was approved and noted that several parking facilities are within the expanded area. Committee members were supportive of providing a voluntary contribution for BIZ services at these locations.

Streetlight Retrofit Program. Ms. Pollay reported that she and City staff met to discuss the funding request for streetlight retrofit work that had been tabled at the last meeting. It was mutually agreed that it made sense to postpone action on this grant request until the Street Framework Plan is completed.

The next Operations Committee meeting will be June 25th at 11:00 am.

7. OTHER DDA BUSINESS

None.

8. OTHER AUDIENCE PARTICIPATION
--

Chang Ming Fan thanked City staff and community members for their time and assistance. He noted that June 4th marks the anniversary of the massacre in Tiananmen Square and reminds us

to appreciate the democratic system. He explained how his technology, Tini Lite, can help solve current issues and bring Ann Arbor closer toward utilization of the new media technology.

9. ADJOURNMENT

There being no other business, Mr. Splitt moved and Mr. Hewitt supported a motion to adjourn. Ms. Smith declared the meeting adjourned at 12:58 pm.

Respectfully submitted,
Susan Pollay, Executive Director

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
Executive Committee Meeting
Wednesday, June 4, 2014

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

Time: 11:05 a.m.

Present: John Mouat, Joan Lowenstein, Keith Orr, Susan Pollay (ex officio), Sandi Smith

Absent: Roger Hewitt

Others: Chang Ming Fan

Committee actions and discussions

Other. Review of the board meeting agenda for the June 4, 2014 meeting.

The meeting adjourned at 11:30 a.m.
Susan Pollay, Executive Director

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
PARTNERSHIPS / ECONOMIC DEVELOPMENT & COMMUNICATIONS COMMITTEE MEETING MINUTES
Wednesday, June 11 2014

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

Time: 9:00 a.m.

DDA Present: John Mouat, Rishi Narayan, Keith Orr, Sandi Smith, John Split

DDA Absent: Cyndi Clark, Russ Collins, Bob Guenzel, Roger Hewitt, Joan Lowenstein, Al McWilliams, Steve Powers

Other Committee: Margie Teall, Jason Morgan

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

Public: Sabra Briere, Ray Detter, Chang Ming Fan

1. Partner Updates
 - a. Planning Commission- Ms. Briere said the commission discussed how to define a “functional family” as it relates to zoning. The commission is also exploring zoning changes to the property at Main & William.
 - b. City Council- Ms. Briere and Ms. Teall shared information from a Council work session on ethics. Ms. Teall also spoke about the success of the Cinetopia festival.
 - c. WCC- Mr. Morgan shared good news about increased State appropriations for the college. The funds will help cover the costs of GED testing as well as infrastructure and equipment for the skilled trade’s classes.
 - d. DDA- Mr. Mouat provided a Street Framework Plan update, and announced upcoming meetings and ways in which the public can participate. Mr. Split said planning continues for the 4th/William elevator and stair tower, and shared information about the temporary Greyhound office. Ms. Smith asked DDA members to think about DDA committee structure, as it will be discussed at the July Annual Meeting.
2. 618 S Main Street- Ms. Pollay said that the grant for the 618 S Main project must be extended. An extension of the grant will be presented at the July DDA meeting.
3. Partnership Grant Request- Committee members reviewed the grant request submitted by First Martin Corporation for their project at 116-120 W Huron using the new DDA Partnerships Grant policy. Because the grant was submitted prior to the program creation, the committee decided to provide First Martin with the opportunity to revise its request. If a revised request is submitted, a special Partnerships Committee meeting will be held on June 18th at 9:30am.
4. Marketing Downtown- Mr. Narayan gave an update on the work to gather data, including a possible collaboration with an Ann Arbor based company to amass macro shopper data, as well as the opportunity to collect information from parking patrons, possibly using a short questionnaire at exit.
5. Public Comment. None.

The meeting adjourned at 11:07 pm.

Respectfully submitted, Susan Pollay, Executive Director

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
PARTNERSHIPS / ECONOMIC DEVELOPMENT & COMMUNICATIONS COMMITTEE MEETING MINUTES
Wednesday, June 18 2014

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

Time: 9:30 a.m.

DDA Present: John Mouat, Rishi Narayan, Keith Orr, Sandi Smith, John Split, Al McWilliams

DDA Absent: Cyndi Clark, Russ Collins, Bob Guenzel, Roger Hewitt, Joan Lowenstein, Steve Powers

Other Committee: Margie Teall, Jane Lumm

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

Public: Mike Martin, Darrin McKinnon, First Martin Corporation

1. Partnership Grant Request- Committee members reviewed an updated grant request from First Martin Corp for their project at 116-120 W Huron. First Martin had revised their original request after the DDA had approved its newly created DDA Partnership Grant. Discussion included site plan requirements, including distinguishing the public right of way improvements that are beneficial to the larger neighborhood.

The committee agreed to bring a resolution recommending a grant approval to the July DDA Board meeting.

2. Public Comment. None.

The meeting adjourned at 10:37 pm.

Respectfully submitted, Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
OPERATIONS COMMITTEE MEETING MINUTES
Wednesday, June 18, 2014**

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

Time: 11:00 a.m.

Present: Roger Hewitt, Al McWilliams, John Mouat, Rishi Narayan, Keith Orr, John Split

Absent: Cyndi Clark, Russ Collins, Robert Guenzel, Joan Lowenstein, Steve Powers, Sandi Smith

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

Public: Art Low, Republic Parking; Chang Ming Fan

1. 1st & Washington alley. Still waiting on City plan approval.
2. Financial Statements. Committee reviewed May financials, including the permits by facility report.
3. Parking Operations
 - a. Mr. Low reported on a City debriefing session about snow removal practices this winter.
 - b. Spring power washing and striping work is underway in the parking facilities.
 - c. DDA staff is working to prepare a customer survey regarding automated pay equipment.
4. Transportation
 - a. Greyhound. DDA is awaiting a signed contract. Build out should be completed by end of June.
 - b. CEC Bike Share Request. There is no money budgeted for this project.
5. New Business
 - a. Loan. In 2000 the DDA gave a loan of \$150,000 (to be amortized over 20 years) to Courthouse Square to facilitate Performance Network moving into the building. Approx \$49,000 still remains as loan value.
 - b. Meter removal request. Residents at Riverside Park Place requested that the parking meters along Wall St be removed to create parking for residents, but subsequently the condo association learned that the UM will provide transit service from this point once the new UM parking structure is complete, and they are now concerned that all-day employee parking will take place. They may withdraw their request.
 - c. Ann Ashley. The Committee opted to ask CWI to do a preliminary assessments of build out opportunities in the space under south of Ann Street under the structure.
 - d. Repairs. The Committee opted to bring a resolution for \$100,000 for sidewalk repairs, including tree work.
6. Old Business-
 - a. Market Circulator. Staff learned that the Market has issued a survey to ask about possible improvements. Committee members opted to wait for survey results before making plans to implement a circulator.
 - b. Committee members and staff shared an update on the Street Framework Plan, including a recent advisory committee meeting and public outreach efforts.
 - c. Committee discussed next steps in regards to an Ambassador program. A special meeting will be held on Wednesday July 9th at 1:00 pm to continue the discussion.
7. Public Comment- None

The meeting adjourned at 1:15 pm.
Susan Pollay, Executive Director