

<p style="text-align: center;"><b>Ann Arbor Downtown Development Authority Meeting Minutes</b> Wednesday, March 1, 2017</p>
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Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104  
Time: Mr. Narayan called the meeting to order at 12:00 p.m.

<p><b>1. ROLL CALL</b></p>
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Present: Bob Guenzel, Marie Klopf, Sava Lelcaj-Farah, Joan Lowenstein, Darren McKinnon, John Mouat, Rishi Narayan, Keith Orr, John Splitt, Phil Weiss

Absent: Howard Lazarus, Al McWilliams

Staff: Susan Pollay, Executive Director  
Joseph Morehouse, Deputy Director  
Amber Miller, Capital & Private Projects Manager  
Jada Hahlbrock, Manager of Parking Services  
Patti Wheeler, Management Assistant  
Liz Rolla, Project Manager

Audience: Ray Detter, Downtown Citizens Advisory Council  
Maura Thomson, MSAA  
David Orfield, Republic Parking Services  
Karen Farmer, KDA/Kerrytown Shops  
Kelly Schwartz, Get Downtown  
Donald Salberg  
Peter Nagaivney  
Ali Ramlawi  
Ethel Potts  
Tyke Eccleston  
Lori Sipes  
Sean Havera  
Alan Haber  
Amy Kuras  
Sarah DeWitt  
Doug Aikenhead  
Mike Baker  
Derek Delacourt

<p><b>2. AUDIENCE PARTICIPATION</b></p>
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Ms. Farmer stated her support of the Farmer's Market grant request. She also requested the DDA consider adding additional parking in the Kerrytown area. She thanked DDA staff for their work on the 5th & Detroit project.

Mr. Haber said the campaign for a community commons on the Library lot is still vibrant. He also stated his belief that the City is in violation by denying the petition he had circulated, and they would likely be taken to court.

Ms. Thomson asked the DDA deny the City's CORE Spaces parking permit request. She stated that many Main Street businesses rely on those parking spaces.

Mr. Lipson expressed his opposition to the CORE Spaces parking permit request, citing the Nelson/Nygaard study. He requested the DDA deny the request.

<b>3. REPORTS FROM CITY BOARDS AND COMMISSIONS</b>
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Downtown Area Citizens Advisory Council. Mr. Detter said the group provided feedback on the 5th & Detroit design. The group also updated each about the Allen Creek Greenway, the Lower Town proposal and the Jefferson Street proposal. He said that Alan Haber spoke to the group about his desire for a park on Library Lane. Mr. Detter said the CAC listened but conveyed to Mr. Haber the CAC position, which supports a 12,000 plaza and a mixed use building that provides connectivity to nearby assets like Blake Transit Center and Liberty Plaza.

<b>4. DDA MEMBERS COMMUNICATIONS</b>
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None.

<b>5. EXECUTIVE DIRECTOR COMMUNICATIONS</b>
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Ms. Pollay reminded the public that the DDA website (a2dd.org) has valuable project updates and other helpful information.

<b>6. APPROVAL OF MINUTES</b>
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**Mr. Guenzel moved and Ms. Lowenstein supported approval of the February 2017 DDA meeting minutes.**

**A vote on the resolution showed:**

**AYES:** Guenzel, Lelcay-Farah, Lowenstein, Klopf, McKinnon Mouat, Narayan, Orr, Splitt, Weiss

**NAYS:** none

**ABSENT:** Lazarus, McWilliams

**The resolution passed.**

<b>7. A. SUBCOMMITTEE REPORTS - OPERATIONS COMMITTEE</b>
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**Mr. Splitt moved and Mr. Mouat supported the following resolution.**

## **RESOLUTION TO SUPPORT CITY APPROVAL OF PARKING REQUIREMENTS FOR CORE SPACES ON LIBRARY LANE**

Whereas, The DDA Plan directs the DDA to construct parking facilities in support of its mission, and in 2008 City Council authorized the DDA to construct the underground Library Lane garage so that it would support the construction of a future building on this site;

Whereas, The Library Lane project included a garage designed with maximal bearing capacity, a new midblock street (Library Lane) to divide this over-large block with a pedestrian-friendly design, and a new midblock alley;

Whereas, The City hired CBRE to represent the property so that it could be sold, and an Offering Memorandum/RFP was released in early 2015 which produced nine responses;

Whereas, On January 19, 2016 City Council voted to approve CORE as the selected developer of the property, and authorized the City Administrator and City Attorney to begin negotiation process for the sale of the property;

Whereas, As part of this approval, City Council requested staff negotiate additional community benefits that had not been included in the RFP, including the goal to set aside 10% of the residences as workforce housing, a higher level of LEED certifiable design, and improved pedestrian connectivity;

Whereas, A Core Spaces representative met with the Operations Committee at its February 2017 meeting to review the parking required for this project, noting that the request was based on a study commissioned from a national parking consultant; this request is as follows:

- 196 - 24-hour equivalent parking permits will be leased in the City-owned Library Lane Structure located beneath the proposed development. The 196 permits are calculated as 196 permits for 24 hours per day for each year. Therefore, if Core Spaces elects to designate the use of off-peak permits (currently 15 hours), the remaining 9 hours will be available for additional permits.
- 85 – 24-hour equivalent parking permits will be leased at the City-owned Fourth and William Structure. (All parking permits in the Fourth and William Structure may be replaced by the City with permits in another structure in the same parking district if the Fourth and William Parking Structure is not in use.)
- 80 off-peak parking permits will be leased at the City-owned Fourth and William Structure.
- Core Spaces will lease the required parking permits in accordance with the Downtown Development Authority's current standard monthly permit rate, and in addition will pay any surcharge related to multi-space contracts.

- Annual increases in the monthly rate shall be consistent with the Downtown Development Authority established standard monthly permit rates, and in no event shall rates increase more in any given year than the average increase in all garages located in the same parking district.
- Core Spaces shall notify the City and the Downtown Development Authority of its specific parking requirements no less than 60 days prior to the start date of the parking lease. Thereafter, Core Spaces shall notify the City and the Downtown Development Authority of its parking requirements for the following calendar year no less than 60 days prior to the end of each calendar year. The number of leased permits may be decreased in any given year. However, the number of parking permits available in the following year shall not increase to more than the number of permits leased in the prior year with the only exception being during the first three years when the total leased permits can fluctuate upward and downward by a maximum number of 50 permits. The total number of leased parking permits will never exceed the totals above.
- Core Spaces may elect, at its sole discretion, to release a portion of the 196 parking permits at the Library Lane Structure so these permits may be used to accommodate other needs unrelated to the development. In that event, the number of parking permits released shall still be provided in the Fourth and William Structure.
- Core Spaces shall be permitted to sublease parking permits to its residential tenants, hotel operator (including guest parking) and other entities that operate within the property including, but not limited to, office tenants and retail tenants, including employees of above, as well as for visitor and customer use. Core Spaces will have complete and sole discretion as to the rate it charges its sub-lessee (rental rate charged to sublessee can be more than or less than the rate that Core Spaces pays to the Downtown Development Authority).
- The agreement will be for a 20-year term with two 20-year renewal terms.

Whereas, The Operations Committee recommends that the DDA approve a resolution communicating that the DDA can implement this request if City Council resolves to approve the project;

Whereas, The Operations also recommends that the DDA put forward to the City slight modifications for its consideration as follows:

- That the proposed parking district be clarified to be Library Lane, Fourth & William, and Fourth & Washington
- That the section allowing Core Spaces at its sole discretion to exchange a portion of parking permits from the Library Lane to the Fourth & William garage be clarified to lessen the impact of this potential change. This may include noting that this is subject to availability, limiting the number of potential permits that can be moved and required notification.

- That Core Spaces be asked to include in all of its leases associated with this project language that clearly notes that unauthorized subletting of parking permits to individuals or businesses not located on this site will not be allowed, and will make these permits subject to cancellation.
- The contract should allow Core Spaces to permanently reduce at any time the overall number of parking permits up to the amount required for zoning.
- That the agreement will be for a 20-year term with two 15-year renewal terms, for a total of 50 years, which would make this similar to the term offered in another city parking contract.

Resolved, The DDA can and will work to enact the parking portion of the City Council decision about this project.

**Mr. McKinnon made a motion to table discussion of this resolution until after the board considered a proposed Long Term Parking Contract Policy. This motion failed for lack of a second.**

The board returned to a discussion of the resolution as proposed.

**Mr. Orr proposed an amendment to alter the recommended terms from one 20-year term with two 15-year renewals to one 20-year term with one 15-year renewal and one 10-year renewal. Mr. Mouat seconded.**

**A vote on the amendment showed:**

**AYES: McKinnon, Orr**

**NAYS: Guenzel, Lelcay-Farah, Lowenstein, Klopff, Mouat, Narayan, Splitt, Weiss**

**ABSENT: Lazarus, McWilliams**

**The amendment failed.**

The board returned to a discussion of the resolution as proposed.

**A vote on the resolution showed:**

**AYES: Guenzel, Lelcay-Farah, Lowenstein, Klopff, Mouat, Narayan, Orr, Splitt, Weiss**

**NAYS: McKinnon**

**ABSENT: Lazarus, McWilliams**

**The resolution passed.**

**Mr. Splitt moved and Mr. Mouat supported the following resolution:**

**RESOLUTION TO APPROVE A GRANT FOR THE FARMERS MARKET PARKING LOT**

Whereas, The DDA Development Plan sets forward that the DDA will work to meet its mission by supporting other organizations working in the downtown area through grants;

Whereas, The Public Market Advisory Commission, a Parks & Recreation Service Unit at the City, is pursuing the construction of a new market structure which is intended to expand vendor stall capacity, improve the experience for all users, and increase the amount of activity in the Market and nearby Kerrytown commercial area, particularly in the cold weather months;

Whereas, The DDA provided a \$175,000 grant to this project in February 2016 because it met the DDA's mission and values to strengthen downtown, spark increased economic activity within the Kerrytown neighborhood, cultivate a memorable sense of place, and enhance walkability along N. Fourth Avenue.

Whereas, In addition to the DDA's grant, the project is supported by multiple funding sources including developer contributions, the Farmers Market Fund balance, and the Parks and Recreation Maintenance and Capital Improvements Millage;

Whereas, In 2016 the project was bid, and all bids came in significantly over budget;

Whereas, City staff worked to reduce project costs, but additional funding will be needed to advance the project;

Whereas, The DDA was asked to consider providing a second grant (\$200,000) to cover project costs associated with parking lot renovations and storm water management improvements;

Whereas, The Operations Committee reviewed this request, and recommends DDA approval of this second grant for the project because improving storm water management is a component of the DDA's sustainability goals, Farmers Market parking lot renovations may help commercial vehicle loading/unloading, and regardless of this project the DDA anticipates funding some repairs and improvements to the lot;

RESOLVED, The DDA approves a second grant to the Farmers Market Building project in the amount of \$200,000 from its Parking Maintenance funds to cover project costs associated with parking lot renovations and storm water management.

Mr. Delacourt answered questions about the project. Mr. Narayan noted that, although the project was worthwhile, if approved, this and other grants impact the DDA's ability to construct additional parking. Ms. Lelcay-Farah stated her support for this project.

**A vote on the resolution showed:**

**AYES:** Guenzel, Lelcay-Farah, Lowenstein, Klopff, McKinnon, Mouat, Narayan, Orr, Splitt, Weiss

**NAYS:           None**

**ABSENT:       Lazarus, McWilliams**

**The resolution passed.**

**Mr. Splitt moved and Mr. Orr supported the following resolution:**

**RESOLUTION TO APPROVE PARKING AGREEMENT AMENDMENT ONE**

Whereas, In 1992 the DDA entered into an agreement with the City to operate and maintain the public parking system for the benefit of the public, and this agreement was renewed in 2002, amended in 2005, and a new Parking Agreement approved in 2011;

Whereas, The City and DDA have begun discussion of possible adjustments to the Parking Agreement, but acknowledge that more time is needed to develop the details behind these changes to ensure their successful implementation;

Whereas, At its February 1, 2017 meeting, the DDA board approved a two-year increase in the percentage of parking revenues received by the City in FY2018 and FY 2019 from 17% to 20%;

Whereas, The City Attorney determined that a parking contract amendment is necessary for the DDA to provide the City with a two-year increase in the percentage of parking revenues received by the City;

Whereas, The Operations Committee has reviewed the proposed parking contract amendment and recommends approval by the DDA;

Resolved, The DDA approves Parking Agreement Amendment One;

Resolved, The DDA Executive Director is authorized to negotiate and execute this parking contract amendment on behalf of the DDA following consultation with the DDA Attorney.

**A vote on the resolution showed:**

**AYES:           Guenzel, Lelcay-Farah, Klopf, McKinnon, Mouat, Narayan, Orr, Splitt, Weiss**

**NAYS:           None**

**ABSENT:       Lazarus, Lowenstein, McWilliams**

**The resolution passed.**

**Mr. Splitt moved and Mr. Mouat supported the following resolution:**

**RESOLUTION TO APPROVE A CONTRACT WITH THE UNIVERSAL SIGN COMPANY FOR NEW SIGNAGE AT ANN & ASHLEY (\$84,209)**

Whereas, The DDA has managed the public parking system since 1992 in support of its mission;

Whereas, The DDA's engineer's, Carl Walker Inc., has provided the DDA with a complete plan for the replacement of the internal signage at the Ann & Ashley Parking Structure;

Whereas, The bid package for the manufacture and installation of the signage needed was given to 6 sign companies with 3 submitting bids;

Whereas, This project was included in the FY 2016/17 parking facility repair resolution with a total project budget of \$850,000;

Whereas, Carl Walker, Inc. has reviewed the bids and recommends acceptance of Universal Sign Inc. as the low bidder with a not to exceed contract of \$84,209;

Whereas, The Operations Committee recommends DDA approval of the Universal Sign Incorporated bid;

RESOLVED, The DDA selects Universal Sign Inc. for the Ann & Ashley sign replacement project and authorizes the Executive Director after DDA attorney review to sign a contract with Universal Sign, Inc. in the amount of \$84,209.

**A vote on the resolution showed:**

**AYES:** Guenzel, Lelcaj-Farah, Klopf, McKinnon, Mouat, Narayan, Orr, Splitt, Weiss

**NAYS:** None

**ABSENT:** Lazarus, Lowenstein, McWilliams

**The resolution passed.**

**Mr. Splitt moved and Ms. Klopf supported the following resolution:**

**RESOLUTION TO APPROVE A DDA LONG-TERM PARKING PERMIT POLICY**

Whereas, The DDA mission is to strengthen the downtown and encourage new private investment;

Whereas, Thoughtful management of the parking system is an important tool to meet this mission;

Whereas, The DDA has traditionally resisted requests for parking contracts except in rare instances where providing contracted parking spaces supports the construction of a new downtown development or enables the sale of City-owned property;



Whereas, To guide how to respond to requests for long-term parking contracts in alignment with our mission, the DDA Operations Committee has developed a recommended Policy for DDA approval;

RESOLVED, The DDA approves the attached DDA Long Term Parking Permit Policy.

Mr. McKinnon said that a policy would help developers know what to expect as they shaped the financials of their deals. Ms. Miller responded to questions about parking requirements under City zoning.

**A vote on the resolution showed:**

**AYES:** Guenzel, Lelcaj-Farah, Klopff, McKinnon, Mouat, Narayan, Orr, Splitt, Weiss

**NAYS:** None

**ABSENT:** Lazarus, Lowenstein, McWilliams

**The resolution passed.**

**Mr. Splitt moved and Mr. Mouat supported the following resolution:**

**RESOLUTION TO APPROVE A PARKING CONTRACT WITH THE COLLEGIAN NORTH DEVELOPMENT**

Whereas, The DDA mission is to strengthen the downtown area and attract new private investments, which includes managing the public parking system to accomplish this mission;

Whereas, Ann Arbor City zoning requires that downtown projects seeking premiums include parking and in 2012 City Council set forward a Contribution in Lieu Parking Policy that defines how projects can meet this requirement through a long-term parking contract;

Whereas, The developers of The Collegian North Project met with the Operations Committee to discuss their project's zoning requirement for 50 parking spaces, and their request to the DDA that these spaces be accommodated using the City's Contribution in Lieu framework;

Whereas, The Operations Committee discussed the request and determined that the project accomplishes the criteria set forward in the DDA's Long Term Parking Permit Policy, particularly encouraging development to proceed without curb cuts on a Destination Commercial Street;

Whereas, the Committee also discussed the availability of spaces within the public parking system and received feedback from the Collegian North team that the project was not dependent on daytime parking permits, but would benefit from car share access and off-peak parking;

Whereas, The Operations Committee recommends approval of a 15-year agreement with The Collegian North Project that includes the following permit mix in the Forest Avenue Parking Structure:

Monthly Permit Type	Permits Allocated
Standard Parking Permits	5
Car Share Parking Permits	3* (counts as 12 spaces, per City zoning)
Limited Overnight Parking Permits	33

*\*The developer will need to discuss details with a car share company as the building gets closer to a Certificate of Occupancy. If car share cannot be accommodated, 12 additional limited overnight permits will be issued.*

Resolved, the DDA approves the permit mix as recommended by its Operations Committee to enable The Collegian North to move forward with the site plan process;

Resolved, DDA Staff are encouraged to connect the Collegian North Development Team with Zipcar or Maven to address car share arrangements;

Resolved, the DDA Operations Committee Chairs and Executive Director are authorized to work with the DDA Attorney and City to execute a parking contract consistent with the provisions of this resolution and the City Contribution in Lieu Policy.

Mr. Havera answered questions about his project. Ms. Miller reported that City Planning staff had been consulted and they indicated that the arrangement would meet requirements.

**A vote on the resolution showed:**

**AYES:** Guenzel, Lelcaj-Farah, Klopff, McKinnon, Mouat, Orr, Splitt, Weiss

**NAYS:** None

**ABSENT:** Lazarus, Lowenstein, McWilliams

**ABSTAINED:** Narayan

**The resolution passed.**

**Mr. Splitt moved and Mr. McKinnon supported the following resolution:**

**RESOLUTION TO COMMUNICATE PARKING POLICY RECOMMENDATIONS TO CITY COUNCIL  
AND CITY PLANNING COMMISSION**

Whereas, The DDA mission is to strengthen the downtown area and attract new private investments, and it operates the public parking system as a way to accomplish this mission;

Whereas, Ann Arbor City zoning requires that downtown projects seeking premiums include parking and in 2012 City Council set forward a Contribution in Lieu Parking Policy that defines

how projects can meet this requirement through a long-term parking contract or payment-in-lieu;

Whereas, At its February 2017 meeting, the Operations Committee discussed the current City parking requirements under zoning and its Contribution in Lieu Policy, noting that parking policies have a direct impact on how the community achieves its goals for sustainability, walkability, and affordability, for instance the impact that those requirements have on the prevalence of curb cuts, disruption of ground floor active uses, and higher unit rents to offset the cost of building parking;

Whereas, The Operations Committee recommends that the DDA put forward the attached recommendations to City Planning Commission and City Council for their consideration which are aimed at aligning with current best practices, including short-term changes to the Contribution in Lieu Policy and longer-term discussion of zoning updates:

RESOLVED, The DDA recommends City Council and City Planning Commission consider the attached changes to better align policy with best practices and community goals.

**A vote on the resolution showed:**

**AYES:** Guenzel, Lelcay-Farah, Klopf, McKinnon, Mouat, Narayan, Orr, Splitt, Weiss

**NAYS:** None

**ABSENT:** Lazarus, Lowenstein, McWilliams

**The resolution passed.**

Circulator. Mr. Orr reported that the project team has a meeting with the consultants to confirm the scope of service. He said an update will be provided at the next meeting.

Monthly Parking & Transportation Report. Mr. Splitt said the February report was in the Board packet. He asked for questions; there were none.

Parking Operator RFP. Mr. Splitt said that four responses had been received. Walker Parking has been helpful as the DDA's consultant through this process. Two firms were selected for interviews and staff will bring information back to the Committee.

4<sup>th</sup> & William Stair/Elevators. Mr. Splitt said elevator installation has been delayed again but the date of the elevator inspection is still in place.

Epark. Mr. Splitt said installations of new EPark machines has begun and is moving swiftly.

**The next Operations Committee meeting will be March 22 at 11:00 am.**

<b>7. B.</b>	<b>SUBCOMMITTEE REPORTS- FINANCE COMMITTEE</b>
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**Ms. Klopf moved and Mr. Orr supported the following resolution:**

**RESOLUTION TO PUT FORWARD THE DDA BUDGET FOR FISCAL YEARS 2018 & 2019**

Whereas, The DDA has developed a Ten-Year Financial Plan, including projected income and expenses for debt service, capital improvements projects and parking operations;

Whereas, The DDA Finance Committee has developed a budget for the 2018 & 2019 fiscal years for the DDA based on the DDA's most recent Ten-Year Plan;

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

RESOLVED, The DDA accepts the recommendation of its Finance Committee and puts these budgets forward to the City for approval.

**Mr. Guenzel moved and Mr. Splitt supported the amendment to shift funds in the proposed budget to accommodate the earlier resolution granting the Farmer's Market funds from earlier in the meeting.**

**A vote on the amendment showed:**

**AYES:** Guenzel, Lelcaj-Farah, Klopf, McKinnon, Mouat, Narayan, Orr, Splitt, Weiss

**NAYS:** None

**ABSENT:** Lazarus, Lowenstein, McWilliams

Mr. Morehouse pointed to how this change would be reflected in the amended budget. Questions were asked and answered.

**A vote on the resolution showed:**

**AYES:** Guenzel, Lelcaj-Farah, Klopf, McKinnon, Mouat, Narayan, Orr, Splitt, Weiss

**NAYS:** None

**ABSENT:** Lazarus, Lowenstein, McWilliams

**The resolution passed.**

Monthly Expenses. Ms. Klopf said the committee reviewed the January expense registers.

Future Discussion. Ms. Klopf said that the Finance Committee recognizes that its efforts to plan are impacted by whether or not the DDA will construct additional parking. She said the Committee talked about this, and have asked staff to shape a set of questions to be explored to help the DDA make this decision. It was recommended that the DDA plan to hold a retreat this spring so the board could work together to make decisions about this question.

**The next Finance Committee meeting will take place March 21 at 1:00 pm**

<b>7. C.</b>	<b>SUBCOMMITTEE REPORTS- CAPITAL IMPROVEMENTS COMMITTEE</b>
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Mr. Mouat stated the Committee did not meet in February.

**The next Partnerships Committee meeting will take place on March 15 at 11:00 am.**

<b>7. D.</b>	<b>SUBCOMMITTEE REPORTS- PARTNERSHIPS Committee</b>
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Mr. Narayan stated the Committee did not meet in February.

**The next Partnerships Committee meeting will be March 8 at 9:00 am.**

<b>7. E.</b>	<b>SUBCOMMITTEE REPORTS – EXECUTIVE COMMITTEE</b>
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Mr. Narayan said the committee reviewed the agenda.

**The next Executive Committee meeting will be April 5 at 11:00 a.m.**

<b>8.</b>	<b>NEW BUSINESS</b>
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None.

<b>9.</b>	<b>OTHER AUDIENCE PARTICIPATION</b>
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Ali Ramlawi said that he is concerned that the proposed CORE Spaces project is too large and as such is taking away a great amount of parking. He said he has unrestricted access to the alley behind his building and he hopes to keep it that way. He also said that extending meter enforcement to 10pm is a bad idea, but he does supports extending to 8pm.

Mr. Detter corrected an error from his earlier address where he stated “could and will” when he meant “can and will.” He mentioned the Council work session on March 16<sup>th</sup> about the Library Lane proposal.

<b>10.</b>	<b>ADJOURNMENT</b>
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There being no other business, Mr. Splitt moved and Mr. Orr supported a motion to adjourn. Mr. Narayan declared the meeting adjourned at 1:46 pm.

Respectfully submitted,  
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY**  
**Executive Committee Meeting**  
**Wednesday, March 1, 2017**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104  
Time: 11:10 a.m.  
Present: Marie Klopf, Rishi Narayan, Susan Pollay (ex officio), Phil Weiss  
Absent: Al McWilliams  
Others: John Mouat

Committee actions and discussions

Agenda Review.

The group reviewed the March DDA monthly meeting agenda, which included many resolutions and updates. It was noted that there were four speakers signed up to speak at the beginning of the meeting. There was particular interest to speak to the DDA about its resolution the Core Spaces parking request. It was noted that the City has scheduled a work session on March 16<sup>th</sup> to allow members of the public to provide comment on the Core Proposal for Library Lane.

There being no other business, the meeting adjourned at 11:45 a.m.  
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY  
PARTNERSHIPS & ECONOMIC DEVELOPMENT COMMITTEE MEETING MINUTES  
WEDNESDAY, MARCH 8, 2017**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104  
Time: 9:00 a.m.  
Present: Bob Guenzel, Joan Lowenstein, Keith Orr  
Absent: Marie Klopff, Howard Lazarus, Sava Lelcay-Farah, Al McWilliams, Darren McKinnon, John Mouat, Rishi Narayan, John Splitt, Phil Weiss  
Others: Gregory Dill/ Washtenaw County, Shannon Gibb-Randall/ City Planning Commission, Graydon Krapohl/ City Council, Jane Lumm/ City Council, Josie Parker/AADL  
Staff: Amber Miller, Patti Wheeler  
Public: Ray Detter/CAC, Karen Farmer/KDA, Elijah Haddon, Cameron Love, Maura Thomson/MSAA

Partner Updates

City. Mr. Krapohl said the City is in its budget season; another work session is scheduled for March 13. There will be a special work session focusing on the Library Lane proposal on March 16. Ms. Lumm said Council approved an interim contract with Recycle Ann Arbor.

City Planning. Ms. Gibb-Randall said there are no new downtown projects since the Committee last met. She reported that the Lower Town development is progressing.

Washtenaw County. Mr. Dill said the County is also in its budget season. They will end FY2016 with a modest surplus, and are moving to a one-year budget, rather than the current 4-year budget. Commissioners recently held a retreat, and there were no major changes in focus. Mr. Dill said he is talking with Mr. Lazarus and Ms. Pollay about infrastructure.

Library. Ms. Parker stated the Library is also working on its annual budget. She said the Westgate branch is open after a very successful expansion/renovation. The downtown library continues to be the most active location, and is a downtown hub. She said Library Lane is a huge help with this.

DDA. Ms. Miller shared the status of DDA projects, including the South University and Fifth/Detroit Improvement projects.

Public Comment. Mr. Detter spoke of the CAC's support for development on the Library lot, but requests that whatever is built there have no negative impact on the downtown Library.

The next Partnerships Committee meeting is scheduled for April 12, 2017 at 9:00 am.

The meeting adjourned at 10:28 am.

Respectfully submitted, Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY  
CAPITAL IMPROVEMENTS COMMITTEE MEETING MINUTES  
Wednesday, March 15, 2017**

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

Time: 11:00 a.m.

Present: Howard Lazarus, Sava Lelcay-Farah, Joan Lowenstein, John Mouat, Keith Orr, John Splitt, Phil Weiss

Absent: Bob Guenzel, Marie Klopff, Al McWilliams, Darren McKinnon, Rishi Narayan

Staff: Susan Pollay, Amber Miller, Liz Rolla, Jada Hahlbrock, Patricia Wheeler

Other: Bob Doyle/Smith Group JJR

Public: Ray Detter/CAC, Karen Farmer/KDA, Maura Thomson/MSAA

5<sup>th</sup> & Detroit. Mr. Doyle said there has been positive feedback regarding altering the intersection at Beakes/Fifth to help slow traffic heading south on Fifth. He presented information from meetings held with different stakeholders, including representatives of Community High School, the Old Fourth Ward, Citizens Advisory Council, Historic District Commission, Farmer's Market staff, and the AAPS Traffic Safety Committee. Questions regarding design refinements and streetscape details were asked and answered. The next step will be to refine the design, hold a follow up meeting with businesses regarding loading/unloading, and to schedule a public meeting.

CIC Street Projects through 2025. Ms. Miller asked for direction on project timing for the DDA-supported projects, and to elicit feedback, she presented a series of scenarios that would work under the DDA's available funding. There was a discussion about possible changes to project timing and potential coordination with the City. Questions were asked and answered. Based on the feedback from the Committee, DDA staff will bring back a refined scenario to the next committee meeting.

S. University. Ms. Rolla said DDA and City staff met with the project contractors, to discuss the project logistics. Coordination with the Collegian North project construction was also considered. She stated DDA staff will bring remaining details to City staff for approval.

Public Comment. Mr. Detter said CAC supports the emerging design for Fifth/Detroit, and appreciated the opportunity to give feedback. The remaining concern is that they CAC believes the DDA is missing an opportunity by not adding additional brick to 5<sup>th</sup> Ave between Kingsley and Detroit Street.

The meeting adjourned at 12:59 p.m.  
Susan Pollay, Executive Director

Next Meeting: The Committee will meet Wednesday, April 19 at 11:00 am.



**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY  
FINANCE COMMITTEE MEETING MINUTES  
Tuesday, March 21, 2017**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104  
Time: 1:00 p.m.  
Present: Marie Klopf, Joan Lowenstein, John Mouat, John Splitt, Phil Weiss  
Absent: Bob Guenzel, Howard Lazarus, Sava Lelcaj-Farah, Darren McKinnon, Al McWilliams, Rishi Narayan, Keith Orr  
Staff: Susan Pollay, Amber Miller, Betsy Lindsley, Jada Hahlbrock, Patricia Wheeler  
Other: Tom Crawford/City of Ann Arbor  
Public: Karen Farmer/KDA, Maura Thomson/MSAA

Financial Statements. The Committee reviewed the February expense registers. Questions were asked and answered.

Ten-Year Plan. Staff pointed to recent updates, as the Plan now includes the proposed FY18 and FY19 budgets and estimated timing and costs for upcoming capital improvements projects. Questions were asked and answered. The Committee will review the Plan again at the next meeting.

Discussion of New Parking. Potential questions to help shape the discussion about whether or not to add new parking, and/or where it might be located were presented to help prepare for the DDA's retreat in June. New ideas for information to gather were shared, and it was suggested that experts be invited to speak on such topics as autonomous and connected vehicles. Staff will begin assembling information; it was requested that this information be provided in advance of the retreat if possible. Staff will send out a poll to determine the date and time of the retreat.

Proposed FY 2018 & 2019 Budgets. Staff reported that they made a presentation at the March 13 City Council budget work session, and answered questions. The City Administrator will present the city's FY2018 & FY2019 budgets at the April 17<sup>th</sup> City Council meeting, and it is anticipated City Council will vote to approve its budgets on May 15<sup>th</sup>.

Public Comment. None

Next Meeting. The next meeting will take place on Tuesday, April 25 at 1:00 pm.

The meeting adjourned at 2:21 pm  
Susan Pollay, Executive Director

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY  
OPERATIONS COMMITTEE MEETING MINUTES  
Wednesday, March 22, 2017

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104  
Time: 11:00 a.m.  
Present: Bob Guenzel, Darren McKinnon, John Mouat, John Splitt  
Absent: Howard Lazarus, Sava Lelcaj-Farah, Joan Lowenstein, Marie Klopff, Al McWilliams, Rishi Narayan, Keith Orr, Phil Weiss  
Staff: Susan Pollay, Joe Morehouse, Amber Miller, Jada Hahlbrock, Patricia Wheeler  
Others: Kelly Schwartz/getDowntown  
Public: Karen Farmer/KDA; Maura Thomson/MSAA

Parking Operator RFP. Ms. Hahlbrock gave an overview of the RFP process, and presented information from the RFP responses, interviews with SP+ and Republic Parking, the proposed fees and other financial considerations, and feedback from client references. Questions were asked and answered. There were questions about evaluating operator staffing levels as this affects the DDA's costs to operate the system; it was agreed that this topic will be brought back at an upcoming committee meeting for review. Ms. Hahlbrock stated that the Walker operational assessment and Dixon technology assessment completed earlier in the year were both very helpful in the RFP process. Distilling all the findings, Ms. Hahlbrock stated staff's recommendation that Republic Parking be retained as the DDA's parking operator. The committee discussed this recommendation and indicated support to move this recommendation to the board for approval at its April meeting.

TDM Review. Ms. Miller gave an overview of TDM and recommendations from the recent Nelson/Nygaard report. Questions were asked and answered. The author of the report, Tom Brown, has been asked to attend the April board meeting to give a presentation on the report. It was suggested to hold a public meeting to discuss the proposed changes to on-street parking.

Parking. The February Parking & Transportation report was reviewed. Mr. Mouat asked about the progress of the condominium association at 1<sup>st</sup> & Washington; Mr. Morehouse said that the City and building owner still haven't completed the process. Mr. McKinnon had questions about how the parking permit waitlist was managed; Ms. Pollay suggested that this topic be brought back to the Committee for review at an upcoming committee meeting.

Transportation. Ms. Schwartz reported Go! Passes usage is still strong. She also said bike houses and locker rentals are up for renewal soon. She stated Chris Simmons was hired to run the Get Downtown program, and will begin work March 27. She said the Commuter Challenge will take place again in May, with pre-events happening on April 7 for Walk-to-Work Day.

Bike Share. No update was provided.

Circulator. Ms. Miller explained the project schedule for the Circulator Feasibility Study. She also discussed the details of the project scope.

4<sup>th</sup> & William. Mr. Splitt said the elevator inspection was delayed again, and is now scheduled for the end of the month.

E-Park. Mr. Morehouse said installations are going well, and should be completed in a few weeks.

Future Retreat to Discuss Parking. Ms. Pollay stated the Finance Committee took on the task to help frame the discussion about whether or not the DDA should add additional parking. A retreat will be held in June for a full board discussion.

Public Comment. None

Next Committee Meeting: The next meeting will take place on April 26 at 11:00 am.

The meeting adjourned at 1:34pm.

Susan Pollay, Executive Director

## **Parking & Transportation Report March 2017**

### **Parking Operations**

#### **Special Events in March**

3/12 Shamrocks & Shenanigans 5K  
3/15 & 3/21 A2SO Student Concerts  
3/17 Arbor Brewing Beer Garden  
3/21-26 Ann Arbor Film Festival  
3/26 Ann Arbor Marathon

#### **Special Event Meter Bag Fee Waivers in March**

3/12 Shamrocks & Shenanigans 5K \$320 (plus use of S. Ashley lot on Sunday)  
3/15 & 3/21 A2SO Student Concerts \$400  
3/21-26 Ann Arbor Film Festival (15 permit passes at Liberty Square for 1 week)

#### **Meters**

E-park installation continues. March work will include the installation of 50 more e-park machines. Machines are being installed and made operational as weather permits. As pay station locations are selected RPS staff considers the length of the block and other right of way considerations (obstructions from light poles, electrical poles, street signs, surface conditions, bike racks, etc.). Input from adjacent businesses is also considered, as they have valuable day-to-day insights to offer. Meter staff have also been preparing for the many upcoming downtown events including Art Fair.

#### **City/DDA Parking Enforcement Committee**

The committee met on March 16<sup>th</sup>. Representatives from the downtown churches within the art fair area attended the meeting and discussion continued about how to manage parking for their parishioners on the Sunday of Art Fair. Their main concern was easy access for their parishioners with or without vouchers, which needs to be balanced against the need to control access.

The next meeting will take place on April 27<sup>th</sup>, 2017.

#### **Tally Hall Condominium Meeting**

The condominium association has agreed to create seven premium permits in the parking spaces in the alley next to the building on the west side. Republic Parking will be administering the rental of these permits.

#### **First & Washington Condominium Meeting**

The building owner and the City have not yet been able to set a meeting date and time ,so the condominium has still not been created.

### **Parking System Maintenance**

All stairwells were washed, and elevators mopped out during the early spring weather. The 415 W. Washington lot was also regraded. RPS maintenance department staff was used for the installation of the E-park machines and space markers.

## **Parking Equipment**

Work was done on the equipment at the 415 W Washington lot to perform necessary system updates and maintenance. The equipment will no longer accept cash, however credit card and e-park cards will be accepted. The change was communicated to parkers with signage and the YMCA was notified and provided details to share with their parkers. All the parking structures had all their emergency phones replaced.

## **Elevators**

There were 5 elevator service calls during the month. They were distributed as follows:

4-4<sup>th</sup> & William Alley Elevator (to be modernized FY18)

1-4<sup>th</sup> & Washington

## **Parking Construction**

### **Fourth & William Stair/Elevator Improvement Project**

Elevator inspection was rescheduled to March 22. Remaining project tasks that are weather related, and punch list items will be completed later this spring.

## **Transportation**

### **getDowntown Overall Outreach**

- Sending out Commuter Connection E-News to 3,705 subscribers on 3/16/16 & go!pass Coordinator Bulletin to 458 subscribers on 3/6/16.

### **Go!pass Outreach**

- Renewal orders received to date: 403
- New orders for 2016-2017 received to date: 37
- Add on orders received to date: 91

### **New go!pass companies for March- 0**

2015-2016 - Go!pass sales as of March 16, 2016: 6,123 passes distributed to 444 organizations (Google = 500 passes)

2016-2017 – Go!pass sales as of March 16, 2017: 5,855 passes ordered by 442 organizations

### **Quarterly Ridership** - will be reported in April

## **Bike Parking**

Renewal requests have been sent out. Current rentals expire on 3/31/17

- Bike Locker Rentals as of 3/16: 15 rentals of 19 available lockers (79%)
- Maynard Bike House Rentals as of 3/16: 12 rentals of 28 spaces (43%)
- Ann Ashley Bike House Rentals as of 3/16: 35 rentals of 27 spaces (126%)

## **Staffing**

- Business Services Program Manager hired. Chris Simmons will start on 3/27/17

### Commuter Challenge 2017

Promotion of the 2017 Commuter Challenge (happening May 2017) will begin at the end of March. The Commuter Challenge site is at <http://commuteandwin.org> The getDowntown program will be conducting events and outreach to downtown Ann Arbor businesses to encourage employees to use alternative transportation at least once during the month of May.

Kelly has met with Mayor Taylor to promote the event and will meet with Administrator Lazarus next week. Kelly has also sent an email to Administrator Dill to help promote the event with County employees.