

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY MEETING MINUTES

Wednesday, January 8, 2014

DDA Office, 150 S. Fifth Avenue, Ann Arbor, MI 48104

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

Time: Ms. Smith called the meeting to order at 12:00 p.m.

1. ROLL CALL

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

Absent: Russ Collins, Bob Guenzel, Keith Orr

Staff Present: Susan Pollay, Executive Director

Joseph Morehouse, Deputy Director
Jada Hahlbrock, Management Assistant

Audience: Art Low, Republic Parking
Dave Askins, *Ann Arbor Chronicle*
Maura Thomson, MSA
Andrew Cluley, *WEMU*
Brad Moore, 624 Church Project
Nancy Shore, *getDowntown*
Ray Detter, Downtown Area CAC
Sean Spellman, Opus
Chang Ming Fan

2. AUDIENCE PARTICIPATION

Sean Spellman from the Opus Group said he was available to answer questions regarding the 624 Church Street project and the resolution that would be presented later in the meeting.

3. REPORTS FROM CITY BOARDS AND COMMISSIONS

Downtown Area Citizens Advisory Council. Mr. Detter and the CAC congratulated the DDA on the opening of City Apartments, saying it took many years to complete and without the persistence of the DDA board and staff it would not have happened.

Mr. Detter reported that a public hearing on Planning Commission recommendations for changes in downtown zoning will take place at the January 21 City Council meeting. He said that CAC supports changes that encourage design approaches that minimize negative impacts to adjacent neighborhoods, and they agree with most of the Planning Commission recommendations, but believe other recommendations need changes to more accurately reflect community input.

4. COMMUNICATIONS FROM DDA MEMBERS

Mr. Powers said that positive feedback had been received about the New Year's Eve and Day events. He thanked the DDA and Republic Parking for their efforts.

Mr. Powers said that City Council passed a resolution regarding permanent parking meter removals at their January 6th meeting. City Council will consider zoning changes and recommendations regarding premiums at their meeting on January 21st.

5. APPROVAL OF MINUTES

Mr. Mouat moved and Mr. Splitt supported approval of the December 2013 DDA meeting minutes.

A vote on the motion showed:

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

NAYS: none

ABSENT: Collins, Guenzel, Orr

The motion carried.

6. A. OPERATIONS COMMITTEE

624 Church Street. Mr. Hewitt moved and Ms. Lowenstein supported the following resolution.

RESOLUTION TO APPROVE EXTENSIONS AS PART OF THE PARKING AGREEMENT WITH THE 624 CHURCH STREET DEVELOPMENT

Whereas, The DDA mission is to strengthen the downtown area and attract new private investments, and it uses its management of the public parking system as a tool to help it accomplish its mission;

Whereas, In 2012 Ann Arbor City Council set forward a Contribution in Lieu Parking Space option for new developments in the DDA District that are required to provide some amount of parking as part of their site plan premium requirements;

Whereas, In September 2012 and October 2013 the developer of the 624 Church Street project made requests to the DDA to provide a total of 48 parking spaces using the City's Contribution in Lieu framework in the Forest Parking Structure, and the DDA voted to approve these requests;

Whereas, The Contribution in Lieu framework adopted by the City provides for parking contract terms of 15 years, and the developer of the 624 Church Street project has requested an additional commitment of time to enable them to secure financing and otherwise proceed with this project;

Whereas, The Forest Avenue parking structure has 580 City-owned spaces, and as the only public parking facility in the South University commercial area it will be needed to support a wide variety of current and future residents and commercial activities;

Whereas, The DDA Operations Committee recommends that a parking agreement for this project include the 15 year term set forward under the City's Contribution in Lieu program, plus three 5-year extensions, provided the DDA has received written notice that these extensions will be utilized at least six-months in advance and provided the developer shall have the right to reduce the number of monthly parking permits it may lease during any extension consistent with project parking requirements at that time;

Whereas, The DDA Operations Committee recognizes that the developer of the 624 Church Street project strongly requests that the permits for its tenants be maintained in the Forest Structure given its proximity to the development and as such will use best efforts to maintain a predominant portion of these permits in the Forest structure to the extent parking is available at the time of each 5-year extension, but recommends that the DDA reserve its right to relocate these permits to an alternate public parking location;

Whereas, The Operations Committee also notes that the limited parking spaces in the Forest Structure must be managed carefully, and they recommend that the DDA/developer parking agreement note that these permits must only be used by individuals associated with this project, and not subleased to others during the duration of this parking agreement;

RESOLVED, In support of its mission and in support of its role as manager of the public parking system, the DDA provides the developer of the 624 Church Street project with the option of extending the length of the parking contract for the 624 Church Street project for 3 additional term(s) of 5-years each with the option of the DDA relocating spaces as provided above to other parking locations, if necessary, at the time of contract extension, with the terms set forward above, following the initial 15-year parking period as set forward in the City's Contribution in Lieu framework.

Mr. Hewitt said that a draft resolution was tabled at the December board meeting to provide time for the Operations committee to meet with the developer. Mr. Hewitt said the resolution sets forward the Committee recommendations. A key issue for the Committee was providing future DDA boards with the flexibility to decide on the location of the spaces at the end of the first 15 years. He proposed adding the word "each" to the resolved clause as follows:

RESOLVED, In support of its mission and in support of its role as manager of the public parking system, the DDA provides the developer of the 624 Church Street project with the option of extending the length of the parking contract for the 624 Church Street project for 3 additional term(s) of 5-years each with the option of the DDA relocating spaces as provided above to other parking locations, if necessary, at the time of each contract extension, with the terms set forward above, following the initial 15-year parking period as set forward in the City's Contribution in Lieu framework.

Ms. Lowenstein accepted this change as friendly. The resolution as amended now read:

**RESOLUTION TO APPROVE EXTENSIONS AS PART OF THE PARKING AGREEMENT WITH THE 624
CHURCH STREET DEVELOPMENT**

Whereas, The DDA mission is to strengthen the downtown area and attract new private investments, and it uses its management of the public parking system as a tool to help it accomplish its mission;

Whereas, In 2012 Ann Arbor City Council set forward a Contribution in Lieu Parking Space option for new developments in the DDA District that are required to provide some amount of parking as part of their site plan premium requirements;

Whereas, In September 2012 and October 2013 the developer of the 624 Church Street project made requests to the DDA to provide a total of 48 parking spaces using the City's Contribution in Lieu framework in the Forest Parking Structure, and the DDA voted to approve these requests;

Whereas, The Contribution in Lieu framework adopted by the City provides for parking contract terms of 15 years, and the developer of the 624 Church Street project has requested an additional commitment of time to enable them to secure financing and otherwise proceed with this project;

Whereas, The Forest Avenue parking structure has 580 City-owned spaces, and as the only public parking facility in the South University commercial area it will be needed to support a wide variety of current and future residents and commercial activities;

Whereas, The DDA Operations Committee recommends that a parking agreement for this project include the 15 year term set forward under the City's Contribution in Lieu program, plus three 5-year extensions, provided the DDA has received written notice that these extensions will be utilized at least six-months in advance and provided the developer shall have the right to reduce the number of monthly parking permits it may lease during any extension consistent with project parking requirements at that time;

Whereas, The DDA Operations Committee recognizes that the developer of the 624 Church Street project strongly requests that the permits for its tenants be maintained in the Forest Structure given its proximity to the development and as such will use best efforts to maintain a predominant portion of these permits in the Forest structure to the extent parking is available at the time of each 5-year extension, but recommends that the DDA reserve its right to relocate these permits to an alternate public parking location;

Whereas, The Operations Committee also notes that the limited parking spaces in the Forest Structure must be managed carefully, and they recommend that the DDA/developer parking agreement note that these permits must only be used by individuals associated with this project, and not subleased to others during the duration of this parking agreement;

RESOLVED, In support of its mission and in support of its role as manager of the public parking system, the DDA provides the developer of the 624 Church Street project with the option of extending the length of the parking contract for the 624 Church Street project for 3 additional term(s) of 5-years each with the option of the DDA relocating spaces as provided above to other parking locations, if necessary, at the time of each contract extension, with the terms set forward above, following the initial 15-year parking period as set forward in the City's Contribution in Lieu framework.

A vote on the resolution as amended showed:

AYES: Clark, Hewitt, Lowenstein, McWilliams, Mouat, Narayan, Powers, Smith, Split

NAYS: None

ABSENT: Collins, Guenzel, Orr

The resolution was approved as amended.

4th & William Elevator. Mr. Splitt moved and Mr. Hewitt supported the following resolution.

RESOLUTION TO COMMISSION A PRELIMINARY DESIGN FOR THE REPLACEMENT OF THE FOURTH & WILLIAM PARKING STRUCTURE SOUTHWEST STAIR AND ELEVATOR

Whereas, The DDA mission is to strengthen the downtown area and attract new private investments, and it uses its management of the public parking system as a tool to help it accomplish its mission;

Whereas, Fourth and William is the largest parking structure in the DDA-managed parking system with nearly 1,000 parking spaces, and its existing elevators are over 30 years old, unable to adequately service current customer demand, and must be replaced;

Whereas, It is essential to develop a phased construction plan that would keep the parking structure in operation while elevator replacements are conducted due to the importance of this parking facility to the vitality of the Main Street and midtown commercial areas;

Whereas, Carl Walker Inc. has provided a proposal to the DDA that would have them develop preliminary architectural renderings for a new stair/elevator tower for the southwest corner of the Fourth & William structure, in addition to a preliminary schedule, budget, and phasing plan for the construction of a new stair and new elevators;

Whereas, The cost for Carl Walker Inc.'s preliminary design is approximately \$40,000;

Whereas, The Operations Committee has reviewed Carl Walker Inc.'s proposal and recommends approval;

RESOLVED, The DDA approves the proposal from Carl Walker Inc. and authorizes the development of architectural renderings for a new stair/elevator tower for the southwest corner of the Fourth & William parking structure, with funds coming from the DDA's FY 2014 (065) Parking budget.

Mr. Splitt said the resolution is a first step to create an improvements plan. Ms. Pollay said that this project is included in the City's CIP, and DDA's Five Year Work Plan, and the most challenging element of this will be to create a phasing strategy that will allow the structure to remain in active use during the many months the work will take place.

A vote on the resolution showed:

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

NAYS: none

ABSENT: Collins, Guenzel, Orr

The resolution passed.

getDowntown. Mr. Splitt said that Nancy Shore, getDowntown program will attend the next committee meeting to provide data and updates as a way to begin a discussion about DDA transportation funding for the next fiscal year.

Downtown Ambassadors. Mr. Hewitt reported that Chief Seto and Sergeant Hickey attended to answer questions and provide initial feedback about the concept. The committee is exploring what a possible program might look like in Ann Arbor, and as a first step, DDA staff will prepare a draft RFQ for the committee to discuss.

The next Operations Committee meeting will be January 29th at 11:00 am.

6. B. PARTNERSHIPS/ ECONOMIC DEVELOPMENT AND COMMUNICATIONS COMMITTEE

City Council planning session. Ms. Lowenstein said Council members on the committee shared details. Priorities this year will include basic services, a focus on neighborhoods, and quality of life.

Economic Development Taskforce. Mr. Mouat said the Committee was given an opportunity to review a draft report, which will be further refined at the Taskforce meeting on the 9th. Mr. Mouat said one Taskforce goal is to help the community see economic growth as a community good. Mr. Powers shared that the term used by the City is “economic health”.

Communications. Mr. Narayan said the Committee is beginning an exploration for the kinds of marketing the DDA may get involved in to help promote downtown and strengthen the downtown economy. Representatives of the four Area Associations will attend the next committee meeting to report on what is already being done to market the downtown, to identify where there may be gaps. Mr. McWilliams said that the discussion will include a review of what data and information the DDA has and how this can be made more accessible to downtown business owners and advocates.

The next Partnerships/ Economic Development and Communications Committee meeting will be January 15th at 9 am.

7. OTHER DDA BUSINESS

Mr. Splitt asked if the 350 S. Fifth property sale had been finalized; Mr. Powers said no, but it would take place no later than the end of March. Ms. Pollay shared that the DDA and Republic Parking would be ready when needed to remove the parking equipment.

8. OTHER AUDIENCE PARTICIPATION

None

9. ADJOURNMENT

There being no other business, Mr. Splitt and Mr. Mouat supported a motion to adjourn. Ms. Smith declared the meeting adjourned at 12:41 pm.

Respectfully submitted,
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
PARTNERSHIPS/ ECONOMIC DEVELOPMENT & COMMUNICATIONS
COMMITTEE MEETING MINUTES
Wednesday, January 15, 2014**

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

Time: 9:00a.m.

Present: Joan Lowenstein, Rishi Nayaran, Keith Orr, Steve Powers, Sandi Smith, John Split, Jane Lumm, Margie Teall

Absent: Cyndi Clark, Russ Collins, Robert Guenzel, Roger Hewitt, Al McWilliams, John Mouat

Staff Susan Pollay, Executive Director

Present: Jada Hahlbrock, Management Assistant

Public: Sabra Briere, Ray Detter, Maura Thomson, Francis Todoro, Karen Farmer, Jennifer Hall, Laurie Harris

1. Communication- Mr. Narayan helped facilitate a conversation that included a review of what each of the Area Associations are currently doing to market downtown, as well as to find out if they believe there are gaps or suggestions for ways the DDA could be helpful.
2. Ann Arbor Housing Commission- Jennifer Hall from the Ann Arbor Housing Commission explained the financing transition that is taking place in public housing. She presented a request to the DDA for an additional \$600,000 to support redevelopment at Baker Commons and Miller Manor. The discussion will continue at the February committee meeting.
3. Partner Updates
 - a. City Council- Council members reported on the work session presentation and discussion involving economic health.
4. Audience Participation-
None.

The meeting adjourned at 11:15 am.

Respectfully submitted,
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
OPERATIONS COMMITTEE MEETING MINUTES
Wednesday, January 30, 2014**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: 11:00 a.m.
Present: Robert Guenzel, Roger Hewitt, Joan Lowenstein, John Mouat, Keith Orr, John Split
Absent: Cyndi Clark, Russ Collins, Al McWilliams, Rishi Narayan, Steve Powers, Sandi Smith
Staff Susan Pollay, Executive Director; Joseph Morehouse, Deputy Director; Jada Hahlbrock, Management Assistant
Public: Nancy Shore, *getDowntown*; Art Low, Republic Parking; Bill DeGroot, AAATA, Dave Askins, *Ann Arbor Chronicle*, Ray Detter, Downtown Area CAC

a. Transportation

- Get Downtown - Ms. Shore presented statistics for the go!pass and getDowntown program, including recent employer and employee survey findings.
- AAATA's 5 Year Service Plan- Mr. DeGroot gave a presentation, which also highlighted service increases that would benefit downtown, such as more evening and weekend service, additional park & ride lots, etc.

2. Parking Operations- Mr. Low presented parking data from New Year's Eve and New Years Day.

3. Financial Statements – Mr. Morehouse reviewed 2nd Quarter statements and parking data.

4. New Business

- Old YMCA Lot- Mr. Morehouse reported that the DDA had received a proposal from the Dahlmann Company that would have the DDA lease back the 5th & William lot to continue its use as a public parking lot. Committee consensus was not to pursue a lease, and to allow the lot to close once the City sale was completed.

5. Old Business

- Contribution in Lieu - Ms. Pollay reported that the 624 Church St project was approved, and at this meeting Council members indicated an interest in terminating the City's CIL zoning option.
- Meter Removal Policy – Ms. Pollay presented a draft statement that would eventually be used to determine if a parking meter removal had a public benefit. Discussion will continue at future committee meetings.
- Ambassadors- Susan Pollay said research into Ambassador programs was continuing. Per committee request, a draft RFQ has been created as part of this exploration process, and she would send it to committee members for edits.

6. Audience Participation- none

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

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
RETREAT / PLANNING SESSION MEETING MINUTES
Thursday, January 30, 2014**

Place: Justice Center, 301 E Huron, 4th Floor Jury Assembly Room, Ann Arbor, 48104

Time: 12:30 p.m.

Present: Robert Guenzel, Roger Hewitt, Joan Lowenstein, Al McWilliams, John Mouat, Rishi Narayan, Keith Orr, Steve Powers, Sandi Smith, John Split

Absent: Cyndi Clark, Russ Collins

Staff Present: Susan Pollay, Joe Morehouse, Jada Hahlbrock, Sara White (intern), Aly Andrews (intern)

Public: Ray Detter, Dave Askins, Nancy Shore

1. Welcome and introductions

- Susan Pollay welcomed board members and introduced facilitator Kerry Sheldon. Attendees introduced themselves and did some icebreakers in small groups.

2. Trends

- DDA members discussed local, regional & national trends and how they may influence downtown Ann Arbor.

3. Ann Arbor dreamin'...

- Looking forward, Board members talked about what things they would like see more of and less of in downtown.

4. How can the DDA help downtown advance toward a preferred future

- Board members discussed where and how the DDA should spend time and energy (e.g., infrastructure, transportation, parking, marketing, a diversity of housing types and price points).

5. Summary, agreements, & next steps

- Board members reviewed main themes and areas of alignment. Next step will be a follow-up planning session in the near future to translate priorities and goals to budget realities.

The meeting adjourned at 3:20 pm.

Respectfully submitted,
Susan Pollay, Executive Director