

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY MEETING MINUTES
Wednesday, November 6, 2013
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 12:03 p.m.

1. ROLL CALL

Present: Russ Collins, Bob Guenzel, Roger Hewitt, John Hieftje, Joan Lowenstein, Al McWilliams, John Mouat, Rishi Narayan, Keith Orr, Sandi Smith, John Splitt

Absent: None

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

Audience: Art Low, Republic Parking
Dave Askins, *Ann Arbor Chronicle*
Dennis Tice, 624 Church Project
Theodore Marentis, 111 N. Ashley
Peter Allen
Andrew Cluley, WEMU
Brad Moore, 624 Church Project
Edward Vielmetti
Nancy Shore, getDowntown
Dave Devarti
Ray Detter, Downtown Area CAC

2. AUDIENCE PARTICIPATION

Theodore Marentis said that the 111 N. Ashley Condominium Association requested exclusive use of a metered parking spaces on Ashley Street in front of their building for resident parking. If approved, the building would take responsibility for enforcement of this parking space.

3. REPORTS FROM CITY BOARDS AND COMMISSIONS

Downtown Area Citizens Advisory Council. Mr. Detter said that citizens were very pleased at the thorough current review of downtown zoning, as the initial A2D2 zoning process had been rushed. He said that the CAC supported the City's consultant's recommendations which they believe will offer appropriate premiums and minimize the extent to which downtown developments will negatively impact the neighborhoods. They also support the recommendation to include one Historic District Commissioner on the Design Review Board.

4. COMMUNICATIONS FROM DDA MEMBERS

Mr. Hewitt differed with Mr. Detter, saying that the A2D2 process was not rushed, but instead had been lengthy with a robust amount of public involvement leading to zoning with broad community support. Mr. Hieftje concurred, saying that the process had lasted for nearly 6 years.

Mr. Hewitt said that he and other DDA Board members had visited Grand Rapids to meet with the Director of Grand Rapids Inc., and all were impressed with Grand Rapids' ambassador program. They will talk about this further at the next Operations Committee meeting.

5. APPROVAL OF MINUTES

Mr. Guenzel moved and Mr. Hewitt supported approval of the October 2, 2013 DDA meeting minutes.

A vote on the motion showed:

AYES: Collins, Guenzel, Hewitt, Hieftje, Lowenstein, Mc Williams, Mouat, Narayan, Orr, Smith, Splitt

NAYS: none

ABSENT: none

The motion carried.

6. A. OPERATIONS COMMITTEE

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

RESOLUTION TO INCREASE THE NUMBER OF PARKING SPACES FOR THE 624 CHURCH STREET DEVELOPMENT UNDER THE CITY'S CONTRIBUTION IN LIEU FRAMEWORK

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 the developers of the 624 Church Street project made a request to the DDA to provide 42 parking spaces using the City's Contribution in Lieu framework, and in October, 2012 the DDA voted to approve the provision of these 42 spaces in the Forest Parking Structure;

Whereas, The 624 Church Street project has been modified, and a proposal for a 13-story, 132,000 square foot apartment building with approximately 122 units and 232 beds atop and adjacent to the existing Pizza House building on Church Street in the South University area has been put forward to the City;

Whereas, In October, 2013 the DDA received a supplemental request from the developers of the 624 Church Street to increase the number of parking spaces in the public parking system from 42 to 48, which are the number of spaces required by the City for approval of the project's revised site plan;

Whereas, The Operations Committee reviewed this request and recommends approval of six additional parking spaces, for a total of 48 parking spaces in the Forest Avenue parking structure for the 624 Church Street project;

RESOLVED, the DDA approves the recommendations as set forward by its Operations Committee for a total of 48 parking spaces for the 624 Church Street project in the Forest Avenue parking structure under the terms set forward by the City's contribution in Lieu framework.

RESOLVED, The DDA Chair and Executive Director are authorized to work with the DDA Attorney and City to execute a parking contract consistent with the provisions of the development agreement for this project.

Mr. Hewitt said the Committee met with project team members who shared information about the modified building plans. He said that the request for additional spaces still fits within the Committee's pilot Forest structure project framework. Mr. Hieftje added that South University area representatives have expressed support for this project and the residents it will bring.

A vote on the resolution showed:

AYES: Collins, Guenzel, Hewitt, Hieftje, Lowenstein, McWilliams, Mouat, Narayan, Orr, Smith, Splitt

NAYS: None

Absent: None

The resolution passed.

Street Framework Plan. Mr. Mouat moved and Mr. Collins supported the following resolution.

RESOLUTION TO APPROVE THE SELECTION OF SMITHGROUP/JJR AND NELSON/NYGAARD AS CONSULTANTS FOR THE DOWNTOWN STREET FRAMEWORK PLAN

Whereas, On July 3, 2013 the DDA established a Streetscape Framework Plan project in support of the DDA's Development Plan and goals to enhance downtown quality of place, infrastructure, economic success, and walkability and to encourage private development, with an approved project budget of \$200,000;

Whereas, A consultant selection committee made up of DDA and City staff and a DDA Board member carried out the following process to make a consultant recommendation:

- Released a Request for Qualifications (RFQ) in early September, with four teams responding

- Selected two qualified teams in mid October and asked these teams to respond to a RFP
- Held interviews with these two teams and made a final recommendation in late October

Whereas, This committee recommends the selection of the team of SMITHGROUP JJR and Nelson/Nygaard to act as primary consultants on the Street Framework Plan;

Whereas, SMITHGROUP JJR and Nelson/Nygaard's proposal for this service is a not-to-exceed \$150,000 plus the costs for any additional services that may be needed for this project, such as additional civil engineering review or economic development analysis, up to the total amount previously approved by the DDA;

Whereas, The DDA Operations Committee supports the recommendation of the consultant selection committee and recommends DDA approval;

RESOLVED, The DDA approves the selection of the SMITHGROUP JJR and Nelson/Nygaard team for the Street Framework Plan effort;

RESOLVED, The DDA Chair and Executive Director are authorized to work with the Operations Committee to refine the project scope and on behalf of the DDA sign a contract within the approved total project budget.

Mr. Mouat explained that the selection committee recommends hiring Smith Group/ JJR and Nelson Nygaard because of their combined expertise in this particular type of planning effort, including the preparation of documents, engineering expertise, and meeting facilitation skills.

A vote on the resolution showed:

AYES: Collins, Guenzel, Hewitt, Hieftje, Lowenstein, McWilliams, Mouat, Narayan, Orr, Smith, Splitt

NAYS: None

Absent: None

The resolution passed.

Financial Statements. Mr. Hewitt reviewed reports for first quarter, including parking data. The 2012/13 parking facility income/expense report was reviewed albeit with unaudited figures.

Bike Share. Mr. Orr said the program will launch in spring 2014, and a contest is underway to name the program. The DDA may be asked to provide parking spaces and off-season storage.

Connector Update. Mr. Hewitt said that several public meetings will take place this month, including presentations about possible alignment configurations and mode options.

Parking Structure Repairs. Mr. Splitt said that the work is scheduled to be completed by the middle of the month.

Winter Classic. Ms. Pollay said that City Council will have a resolution approving road closures at their November 18th meeting. Unless City Council directs otherwise, Republic Parking will staff public parking facilities on New Years Day with the goal of providing assistance to event patrons. The Ann Arbor Area Convention & Visitors Bureau is assembling information to provide NHL game attendees including a list of businesses that will be open on New Year's Day. Mr. Hieftje said that the hockey game and New Year's Eve event are great opportunities to showcase Ann Arbor.

The next Operations Committee meeting will be November 20th at 11:00 am.

6. B. PARTNERSHIPS/ ECONOMIC DEVELOPMENT AND COMMUNICATIONS COMMITTEE

IDA Conference. Ms. Lowenstein shared that members of the DDA Board recently attended the annual International Downtown Association conference. A list of topics was shared, including strengthening retail districts, amassing downtown metrics, and the role of the private sector paying for and managing downtown open space.

Communication. Ms. Lowenstein said that at the Committee meeting they discussed the importance of helping the community to know what the DDA does, as well as working to promote and brand the downtown as a whole. The Committee will spend time in the coming months developing marketing and communication strategies.

The next Partnerships/ Economic Development and Communications Committee meeting will be November 13th at 9 am.

7. OTHER DDA BUSINESS

Ms. Pollay updated the Board regarding a FOIA request originally received in April 2013. The redaction of personal content was appealed on October 2, 2013 on the basis that the reason for redaction had not been included in the original response. Ms. Pollay said that as the DDA FOIA coordinator she had reviewed the redacted documents and determined that a clean, unredacted copy would be provided per the request. Ms. Smith requested that the Executive Committee take on a review of DDA FOIA policies.

8. OTHER AUDIENCE PARTICIPATION

Nancy Shore from the getDowntown program updated the board on opportunities for public involvement as the AAATA works to develop and refine its five year service plan. Specifics can be found at movingyouforward.org. She also shared information on the upcoming Conquer the Cold Commuter Challenge that will take place in January, including events, classes and prizes.

Edward Vielmetti said he has started a group called the Ann Arbor Civic Technology Meet Up. They meet on the 4th Monday of every month. In November they will be meeting at the Menlo

offices to discuss public data sources. He also shared that he has developed a program to easily deliver parking data to mobile devices.

Dave Devarti spoke regarding affordable housing and the possible sale of the Y Lot. He requested the DDA consider paying any debt owed on the lot so that 100% of the proceeds from the land sale could be directed toward affordable housing.

9. ADJOURNMENT

There being no other business, Mr. Guenzel moved and Mr. Mouat supported a motion to adjourn. Ms. Smith declared the meeting adjourned at 1:10 pm.

Respectfully submitted,
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
OPERATIONS COMMITTEE MEETING MINUTES
Wednesday, November 20, 2013**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: 11:00 a.m.
Present: Cyndi Clark, Robert Guenzel, Roger Hewitt, Joan Lowenstein, Al McWilliams, Keith Orr, Sandi Smith, John Split
Staff: Susan Pollay, Executive Director
Present: Joseph Morehouse, Deputy Director
Amber Miller, Planning & Research Specialist
Jada Hahlbrock, Management Assistant
Public: Ray Detter, Downtown CAC, Nancy Shore/getDowntown

1. FY 2012/13 DDA Audit- Mark Kettner/Rehmann joined by phone to discuss audit findings
2. Transportation
 - a. Bike Share Status- no request for funds or in-kind donations will be made to the DDA
 - b. Maynard Bike House - stats and user feedback was presented and discussed
 - c. Get Downtown - data for FY 2013 was shared, most numbers up from FY 2012
3. Parking Operation - fall maintenance walk through completed.
4. Financial Statements- reviewed
5. New Business
 - a. Info shared about the downtown Grand Rapids Ambassador program. DDA staff to do research.
 - b. Downtown circulator. Topic to be taken up at December committee meeting.
6. Construction. Parking structure maintenance/repairs completed for the year.
7. Old Business
 - a. NHL Update- ideas to get visitors downtown after the game were discussed.
 - b. Main Street light poles. Committee supported staff recommendation to use fund balance and commit funds from 2014/15 budget to purchase the poles. Resolution to be presented at December Board meeting.
 - c. Y-Lot Sale- DDA and RPS must have parking equipment removed by 12/31/13.
8. Audience Participation- none

The meeting adjourned at 1:20 am.
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
PARTNERSHIPS/ ECONOMIC DEVELOPMENT & COMMUNICATIONS
COMMITTEE MEETING MINUTES
Wednesday, November 13, 2013**

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

Time: 9:00a.m.

Present: Robert Guenzel, Al McWilliams, Rishi Nayaran, John Mouat, Sandi Smith, John Split, Joan Lowenstein, Jane Lumm, Margie Teall, Ken Clein

Absent: Russ Collins, Roger Hewitt, John Hieftje, Keith Orr

Staff Susan Pollay, Executive Director

Present: Amber Miller, Planning & Research Specialist
Jada Hahlbrock, Management Assistant

Public: Sabra Briere, Ray Detter

1. Ann Arbor/ Ypsi Chamber: IMPACT 2013- Discussion about Lou Glazer presentation
2. Economic Development Taskforce- Updates from committee members
3. Creating a communication subcommittee- Rishi Narayan will lead the subcommittee, details to follow
4. Other Business- City Council amendment to the DDA ordinance
5. Partner Updates
 - a. Planning Commission
 - b. City Council
6. Audience Participation- Mr. Detter spoke about the possible closing of the State Theater

The meeting adjourned at 11:10 am.

Respectfully submitted,
Susan Pollay, Executive Director