

## ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY MEETING MINUTES

Wednesday, May 7, 2014

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

Absent: Cyndi Clark

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  
Nate Geisler, City of Ann Arbor  
Darren McKinnon, First Martin

### 2. AUDIENCE PARTICIPATION

Nancy Kavanaugh said she has an electric vehicle, and often has difficulty finding an open electric vehicle charging station at 4<sup>th</sup> & William. She asserted there are EV units available at Library Lane and asked to be moved to the top of the permit wait list for that facility.

Chang Ming Fan, said that his lights would be a good match for Ann Arbor. The technology can be used as an art display, to convey community announcements or to display advertising.

### 3. REPORTS FROM CITY BOARDS AND COMMISSIONS

**Downtown Area Citizens Advisory Council.** Mr. Detter invited DDA members to his annual Downtown Neighbors Spring Party on June 5<sup>th</sup>. Mr. Detter reported that Ms. Pollay attended their meeting to share information on the Streetscape Framework Plan and CAC members look forward to being a part of this project. Mr. Detter said that on May 12<sup>th</sup>, high school and 4<sup>th</sup> grade students will participate in historical tours, and many local resource people will be stationed throughout downtown to share their personal experiences and history of Ann Arbor.

### 4. COMMUNICATIONS FROM DDA MEMBERS

Mr. Powers shared information about the City FY 2015 budget. The budget would add police, fire, and rental housing inspector positions, it would allocate \$1 million for street tree work as called for in the Urban Forestry Plan, provide funds to update downtown zoning, and conduct a comprehensive sign inventory. City Council will vote on the budget at their May 19<sup>th</sup> meeting.

Mr. Hewitt said that the Connector Study group had not met since the last DDA Board meeting and he had no updates to share.

Ms. Smith said that as the Farmers Market enters its busy season she is reminded that parking immediately adjacent to the market can be difficult to find. Although the Ann Ashley structure is only a few blocks away, many market visitors don't think of it as an option. She asked the Operations Committee to discuss possibilities for increased promotion of the Ann Ashley facility, including free or discounted parking, and perhaps a shuttle service on market days.

Ms. Smith said that the success of the AAATA millage request means that additional dollars will flow to the DDA. She asked the Operations Committee to begin thinking about how the DDA can best support transit services, including the possibility of a downtown circulator.

<b>5. APPROVAL OF MINUTES</b>
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Mr. Guenzel moved and Mr. Mouat supported approval of the April 2014 DDA meeting minutes.

**A vote on the minutes showed:**

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

**NAYS:** none

**ABSENT:** Clark

**The motion carried.**

<b>6. A. OPERATIONS COMMITTEE</b>
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**4<sup>th</sup> & William.** Mr. Splitt moved and Mr. Hewitt supported the following resolution.

**RESOLUTION TO MAKE IMPROVEMENTS AND CONSTRUCT A NEW STAIR AND ELEVATOR AT THE FOURTH & WILLIAM PARKING STRUCTURE (\$5,000,000)**

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

Whereas, Fourth and William is the largest parking structure in the DDA-managed system, and its existing elevators are over 30 years old and are not adequately servicing customer demand;

Whereas, The primary stair and elevator in the southwest corner of the structure are in nearly constant use and it is essential to develop a phased construction plan that would keep the parking structure in operation while these elements are replaced;

Whereas, In January 2014 the DDA commissioned a study from Carl Walker Inc. to develop a construction phasing strategy and architectural renderings for a new stair/elevator tower and this work has been completed;

Whereas, A meeting was held with Main Street area representatives to receive input into this project, including input about phasing and accommodating patrons during construction;

Whereas, Other improvements are needed in the 4<sup>th</sup> & William structure, including expanding the pedestrian lobby area, updating parking equipment, adding electrical capacity and additional electric vehicle charging units, and meeting the goals of the Connecting William Street Plan by building out some of the first floor area for active uses;

Whereas, The total cost for this project, including soft costs, is estimated to be \$5,000,000;

Whereas, The Operations Committee recommends approval of this project;

RESOLVED, The DDA shall establish a \$5,000,000 project budget for improvements to the Fourth & William parking structure, including the construction of a new stair and elevator in the southwest corner of the structure;

RESOLVED, The DDA Chair, Operations Committee Chairs, and Executive Director are authorized to oversee the issuance of bid documents and sign a contract with Carl Walker Inc. to prepare construction drawings for this project;

RESOLVED, The DDA shall have the opportunity to approve the selection of contractor for this project once bids have been received and a recommendation put forward by the Operations Committee.

Mr. Splitt said CWI and Carl Luckenbach presented design images including for a much improved elevator lobby area. CWI is exploring the feasibility for ground floor build outs along William Street and 4<sup>th</sup> Avenue in an effort to activate the sidewalks. Mr. Splitt shared that he and DDA staff had met with Main Street area representatives, and they were in agreement that something needs to be done to address issues with the existing stair and elevator in the S.E. corner. Mr. Mouat clarified that the next step would include construction drawings for the stair and elevator, in addition to the continuation of the discussion regarding the façade and other project elements.

**A vote on the resolution showed:**

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

**NAYS:** none

**ABSENT:** Clark

**ABSTAIN:** None

**The resolution passed.**

**Greyhound Lease.** Mr. Hewitt moved and Ms. Lowenstein supported the following resolution.

**RESOLUTION TO APPROVE A LEASE WITH GREYHOUND AT THE FOURTH & WILLIAM PARKING STRUCTURE**

Whereas, The DDA works to strengthen downtown and encourage private investment and it uses a variety of transportation initiatives to strategically meet this goal;

Whereas, Greyhound will be displaced from its long-time location and must find a temporary location in downtown Ann Arbor until such time as a more permanent location can be found;

Whereas, Providing a location for Greyhound to stage its buses in proximity to the Blake Transit Center could create a multi-modal transportation hub that would provide greater convenience and system connectivity for local, regional or intercity transit travel;

Whereas, The Fourth & William parking structure location is directly across the street from the Blake Transit Center, it has a former office that could be utilized by Greyhound for station purposes including freight handling, and there is space for Greyhound buses to stage at the curb beside the structure;

Whereas, Greyhound has provided a proposal to the DDA to lease this former office and the DDA Operations Committee recommends that the DDA pursue a lease with Greyhound;

RESOLVED, The DDA Operations Committee Chairs and Executive Director are authorized to work with the DDA Attorney to formulate and sign an agreement between the DDA and Greyhound for a temporary lease at the Fourth & William parking structure.

Mr. Hewitt said that Greyhound is being displaced from its current location and must find a new temporary location. They are interested in the new Blake Transit Center, but this concept will need time before a decision can be made. Mr. Collins made a motion to amend the resolution by removing the word "temporary". Mr. Hewitt and Ms. Lowenstein said they viewed the amendment as friendly.

Mr. Narayan asked about bus slips on Fourth Avenue; Ms. Pollay said that Greyhound would need to obtain a Traffic Control Order for the curb space, but that DDA staff would assist this process. She noted that currently the curb space is being used for AAATA buses while the Blake Transit Center construction is being completed.

Mr. Hewitt moved an amendment to add language to the Resolved clause to state “and to complete any necessary build outs”. Ms. Lowenstein supported the amendment.

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

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

**NAYS:** none

**ABSENT:** Clark

**ABSTAIN:** None

**The amendments passed.**

The amended resolution is as follows;

**RESOLUTION TO APPROVE A LEASE WITH GREYHOUND AT THE FOURTH & WILLIAM PARKING STRUCTURE**

Whereas, The DDA works to strengthen downtown and encourage private investment and it uses a variety of transportation initiatives to strategically meet this goal;

Whereas, Greyhound will be displaced from its long-time location and must find a temporary location in downtown Ann Arbor until such time as a more permanent location can be found;

Whereas, Providing a location for Greyhound to stage its buses in proximity to the Blake Transit Center could create a multi-modal transportation hub that would provide greater convenience and system connectivity for local, regional or intercity transit travel;

Whereas, The Fourth & William parking structure location is directly across the street from the Blake Transit Center, it has a former office that could be utilized by Greyhound for station purposes including freight handling, and there is space for Greyhound buses to stage at the curb beside the structure;

Whereas, Greyhound has provided a proposal to the DDA to lease this former office and the DDA Operations Committee recommends that the DDA pursue a lease with Greyhound;

RESOLVED, The DDA Operations Committee Chairs and Executive Director are authorized to work with the DDA Attorney to formulate and sign an agreement between the DDA and Greyhound for a lease at the Fourth & William parking structure, and to complete any necessary buildouts.

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

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

**NAYS:** none

**ABSENT:** Clark

**ABSTAIN:** None

**The resolution as amended passed.**

**Financial Statements.** Mr. Hewitt reviewed the 3<sup>rd</sup> quarter financial statements and parking reports. He said that a budget amendment will be necessary in June because of the timing of the 1<sup>st</sup> & Washington construction completion, as well as unanticipated Housing Fund grants awarded in the current fiscal year.

Mr. Collins exits the meeting.

**Downtown Ambassadors.** Mr. Hewitt said 3 responses had been received to its RFQ. Operations committee members plan to meet with downtown stakeholders to get input into the kinds of ambassador services that would be most complementary to existing services. After that, interviews may be scheduled with some of the RFQ respondents before a decision on whether to issue an RFP is made.

**Street Framework Plan.** Mr. Mouat said that the first Advisory Committee meeting had been held including walking tours of downtown. There were also focus group meetings with the City, TheRide and WATS, as well as private development and local business representatives. DDA Board members also met with the consultant team. Mr. Mouat said the meetings were intended to make clear the major issues and opportunities that this plan can address. Much was said about the need to retain the funkiness that so many love about Ann Arbor. The first public meeting will take place in June. Mr. Hewitt said that the difficulty will be in prioritizing the many competing uses of sidewalk and right of way areas.

In another transportation update, Mr. Orr shared that the on-street bike racks are being installed for the season, and that there will soon be another City sweep of abandoned bikes.

**Streetlight Retrofit Program.** Mr. Orr moved and Mr. Mouat supported the following resolution.

**RESOLUTION TO FUND A DOWNTOWN STREETLIGHT RETROFIT PROGRAM TO REDUCE CITY COSTS AND SUPPORT THE CITY'S NEW ENERGY TECHNOLOGY INITIATIVE**

Whereas, A key strategy in the DDA's 2003 Renewal Plan is Sustainability, and one of the many impactful projects undertaken by the DDA in pursuit of this strategy was a \$630,000 grant to the City in 2007 to convert all 1,400 downtown globe streetlights with LED fixtures;

Whereas, This innovative retrofit project generated international attention for Ann Arbor, and City staff estimate it paid back the initial investment in approximately four and a half years by significantly reducing City maintenance costs;

Whereas, In February 2013 Ann Arbor City Council adopted the Sustainability Framework as an element in the City Master Plan, which includes the goal to work to reduce energy consumption within the community;

Whereas, The Ann Arbor DDA has the opportunity to provide a grant for \$101,733 to convert the remaining 212 downtown street lights to LED;

Whereas, This project would support the City's sustainability goals and would enable the City to reduce its annual General Fund expenses by an estimated \$20,690;

Whereas, This project would also enable the DDA to meet its goal of underscoring downtown Ann Arbor's identity as the "sustainable heart of a sustainable community";

Whereas, The DDA Operations Committee has reviewed this project and recommends the DDA approve this grant with funds coming from its 2015 TIF budget;

RESOLVED, The DDA approves a grant in the amount of \$101,733 with the purpose of retrofitting the remaining 212 DDA District street lights to LED;

RESOLVED, The DDA hereby amends its FY 2015 budget as indicated by this resolution, and authorizes the DDA Chair and Executive Director to work with City staff to complete this project.

Mr. Orr said that this resolution would allow for the continuation of efforts started by the DDA years ago to convert streetlights to LED technology. It would also support City and DDA goals for sustainability. Mr. Hewitt said he was troubled that this would be another transfer of funds to the City, and moreover, fund balances should be developed in order to pay for future major infrastructure projects.

Mr. Geisler thanked the DDA on behalf of the Energy Commission for the DDA's commitment to sustainability. He said that the DTE rebates being offered are time sensitive.

Board members discussed how the replacement of these lights fit into the street light moratorium and future streetscape planning efforts. Board members also asked how this expenditure impacted the list of spending priorities created at the board retreat.

Ms. Smith asked Mr. Geisler about the timing of the rebates. He said that he would need to have a decision from the DDA by early June in order to be prepared to respond to DTE by June 30<sup>th</sup>. Ms. Smith also asked about a possible match from the City.

Mr. Splitt moved and Ms. Lowenstein supported a motion to postpone a vote on the resolution until the next DDA Board meeting.

**A vote to postpone a vote on the resolution showed:**

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

**NAYS:** none

**ABSENT:** Clark, Collins

**ABSTAIN:** None

**The motion to postpone the resolution passed.**

**The next Operations Committee meeting will be May 28<sup>th</sup> at 11:00 am.**

#### **6. B. PARTNERSHIPS/ ECONOMIC DEVELOPMENT AND COMMUNICATIONS COMMITTEE**

**Marketing Downtown.** Ms. Lowenstein said that Mary Kerr, Ann Arbor Area CVB, attended the committee meeting and shared the CVB marketing plan and strategies. Mr. Narayan said the information and data provided were extremely helpful and contributes to the overall goal of the committee to better understand the state of downtown marketing and where the DDA could possibly play a role.

**Partnerships Grants.** Ms. Lowenstein said the committee reviewed a history of previous DDA Brownfield and Partnership grants as part of their work to consider whether to create a new Partnerships Grant program, and if so, what direction this might take.

**The next Partnerships/ Economic Development and Communications Committee meeting will take place on May 14<sup>th</sup> at 9 am.**

#### **7. OTHER DDA BUSINESS**

Mr. Hewitt said that in response to a lease proposal from Mr. Dahlmann for the former YMCA lot the Operations Committee received information from DDA staff and Republic Parking about area parking demand. After some discussion, the committee consensus was that that they were not interested in pursuing a lease agreement for the property. Mr. Mouat reminded the board that



surface parking on that site was intended to be a short term solution while the City planned for and sold the property.

Mr. Splitt spoke to the comments made at the beginning of the meeting about the need for additional EV stations at 4<sup>th</sup> & William. He reported that the work at 4<sup>th</sup> & William may include adding additional electrical capacity and additional EV units.

Ms. Pollay addressed the board as the DDA FOIA Coordinator, saying that they had received an appeal to a recent FOIA response and as the governing body of the DDA, they were asked to respond to this appeal. The appeal challenged the redaction of personal contact information in a memo. She said that the DDA board had three options available to it; 1) approve the request and provide a clean copy of the material, 2) deny the request, 3) approve the request in part. Questions about the FOIA were asked and answered. Mr. Hewitt moved to deny the request in full. This motion was seconded by Ms. Lowenstein.

**A vote on the motion showed:**

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

**NAYS:** none

**ABSENT:** Clark, Collins

**ABSTAIN:** None

**The motion passed.**

<b>8. OTHER AUDIENCE PARTICIPATION</b>
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Chang Ming Fan thanked members of the DDA Board for their service and the transparency of their work. He urged the Board to proceed with the conversion of the remaining non-LED street lights, both because of the environmental and cost factors.

<b>9. ADJOURNMENT</b>
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There being no other business, Mr. Guenzel moved and Mr. Hewitt supported a motion to adjourn. Ms. Smith declared the meeting adjourned at 1:35 pm.

Respectfully submitted,  
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY**  
**Executive Committee Meeting**  
**Wednesday, May 7, 2014**

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

Time: 11:10 a.m.

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

Absent: none

Others: John Splitt, Chang Ming Fan

Committee actions and discussions

Other. Review of the board meeting agenda for the May 7, 2014 meeting.

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

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY  
OPERATIONS COMMITTEE MEETING MINUTES  
Wednesday, May 28, 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, Sandi Smith, John Split

Absent: Cyndi Clark, Russ Collins, Al McWilliams, Rishi Narayan, Steve Powers

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

Public: Nancy Shore, getDowntown; Art Low, Republic Parking; Ellie Seras, Main Street BIZ ; Betsy Jackson, Main Street BIZ; Chang Ming Fan, Ray Detter

1. Parking Operations

- a. Representatives from the Main Street BIZ shared information about the recently approved BIZ expansion. Several parking facilities are within this expanded area; Ops Committee members were asked to support providing a voluntary contribution for BIZ services at these locations. Consensus support for this.
- b. Staff shared some wording changes to the DDA meter removal policy.

2. Construction

- a. Committee reviewed project priorities set at the recent board retreat.
- b. Ms. Pollay shared a proposed plan for the redesign of the AADL entrance and adjacent sidewalk. Committee was supportive of DDA financial involvement in the right of way work. A resolution will be presented to the full board.
- c. Ms. Pollay said that a sidewalk maintenance list was being assembled, with many areas requiring brick repairs. Work would begin later in the summer.

3. Financial Statements

- a. Committee reviewed a proposed budget revision; a resolution will be presented to the full board.

4. Transportation

- a. Work on crafting a lease with Greyhound for space at 4<sup>th</sup> & William continues.
- b. Maynard Bike House usage was discussed in light of a possible bike house in the 4<sup>th</sup> & William structure.

5. New Business

- a. Committee discussed EVCS demand and agreed that planning for additional units should be part of the planning for the 4<sup>th</sup> & William project. Decision was made not to give wait list priority to EV owners.
- b. Committee discussed a possible shuttle to operate between the Farmers Market and the Ann Ashley structure on Saturdays. DDA staff will meet with Market Commission to get feedback and seek support.
- c. Members discussed role of downtown circulator, including measures of success and role of circulator in current and future transit options.

The meeting adjourned at 1:12 pm.

Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY  
PARTNERSHIPS / ECONOMIC DEVELOPMENT & COMMUNICATIONS  
COMMITTEE MEETING MINUTES**

Wednesday, May 14 2014

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

Time: 9:00 a.m.

DDA Present: Cyndi Clark, Bob Guenzel, Al McWilliams, John Mouat, Rishi Narayan, Keith Orr, Sandi Smith, John Splitt

DDA Absent: Russ Collins, Roger Hewitt, Joan Lowenstein, Steve Powers

Other Committee: Jane Lumm

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

Public: Mary Jo Callan, Brett Lenart, Paul Montagno, Sabra Briere, Ray Detter, Hisako Yabuki, Chang Ming Fan

1. Housing Needs Assessment. Mary Jo Callan, Brett Lenart and Paul Montagno from Washtenaw County asked the DDA to contribute \$37,500 to help support a 2014 Washtenaw County Housing Needs Assessment. Questions were asked about what the final deliverable would look like and how the information would be useful to the DDA. After discussion the committee opted to take a resolution to the DDA Board in June for the \$37,500 request.
2. Partnership Grant Exploration. An idea was put forward at the last Committee meeting to shape a 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, and this idea was fleshed out with draft text. Much discussion, suggested changes, concerns put forward and addressed. The Committee consensus was that it was now a solid enough concept to bring to the DDA for discussion and possible approval.
3. Marketing. An idea was put forward to work with a local tech company to track purchasing data of downtown patrons. Questions were asked about how representative and valuable this information would be, as well as cost to the DDA to implement. Alternate ideas were put forward to collect data, including pursuing market survey interviews and questionnaires distributed through Republic Parking cashiers to patrons.
4. Partner Updates
  - a. Planning Commission. Sabra Briere shared that Planning Commission continues to examine D1 zoning and premiums, and how that impacts affordable housing downtown. Much discussion has also taken place in regards to the property located at the southeast corner of Main & William.
5. Public Comment. None.

The meeting adjourned at 11:30 pm.

Respectfully submitted, Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY**  
**BOARD AND STREET FRAMEWORK CONSULTANTS**  
**MEETING MINUTES**  
Friday, May 2, 2014

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

Time: 12:00 noon

DDA Present: Bob Guenzel, Joan Lowenstein, Al McWilliams, John Mouat, Rishi Narayan, Steve Powers, Sandi Smith

DDA Absent: Cyndi Clark, Russ Collins, Roger Hewitt, Keith Orr, John Splitt

Consultant Team: Bob Doyle, Smith Group JJR; Oliver Kiley, Smith Group JJR; Karina Hicks, Nelson Nygard

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

Public: None

DDA Board members met with the consultant team for the Street Framework Plan. The group discussed what the end product of the framework plan will look like, how it will be used to direct DDA projects and priorities and how success would be measured.

Board members shared their experiences and ideas about the functionality of downtown streets.

The meeting adjourned at 1:30 pm.  
Respectfully submitted, Susan Pollay, Executive Director