

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY MEETING MINUTES
Wednesday, February 5, 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 12:04 p.m.

1. ROLL CALL

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

Absent: Cyndi Clark, Roger Hewitt

Staff Present: Susan Pollay, Executive Director
Joseph Morehouse, Deputy Director
Jada Hahlbrock, Management Assistant

Audience: Art Low, Republic Parking
Dave Askins, *Ann Arbor Chronicle*
Nancy Shore, getDowntown
Ray Detter, Downtown Area CAC
Martha Valadez

2. AUDIENCE PARTICIPATION

Martha Valadez, Partners for Transit, said the group works to share information about the benefit of transit, as their goal is to expand transit in the County, particularly in the urban core areas. They have been working with AAATA to gather community feedback about a possible millage.

3. REPORTS FROM CITY BOARDS AND COMMISSIONS

Downtown Area Citizens Advisory Council. Mr. Detter said that CAC members continue to support public art, and downtown residents appreciate the Art Commission’s efforts over the years, and believe a commitment to more public art installations remains an important community goal.

The CAC support a proposed resolution to designate a significantly sized public plaza on the Fifth Avenue side of Library Lane. CAC members also believe that any planning for this site must include the possibility of a new, tax-producing, private development on the majority of the property. This future private development should be encouraged to integrate itself with, and complement, the adjoining public plaza and spaces.

4. COMMUNICATIONS FROM DDA MEMBERS

DDA Retreat Debriefing. Ms. Smith led the board in a review of retreat discussions. Board members agreed that the next step should include reviewing the 5 year work plan and 10 year financial plan, and DDA staff were asked to help arrange this next session.

5. APPROVAL OF MINUTES

Mr. Mouat moved and Ms. Lowenstein supported approval of the January 2014 DDA meeting minutes.

A vote on the motion showed:

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

NAYS: none

ABSENT: Clark, Hewitt

The motion carried.

6. A. PARTNERSHIPS/ ECONOMIC DEVELOPMENT AND COMMUNICATIONS COMMITTEE

Marketing. Mr. Narayan reported that leaders from the four downtown Area Associations attended to provide information about their membership organizations, including the role they play in their neighborhoods and the marketing efforts used to promote their areas and businesses. While these groups feel they are effectively reaching locals, they suggested that the DDA could assist by marketing the downtown to a larger audience outside Ann Arbor. Mr. Narayan said Pure Michigan, the CVB and the Associations each have their own audience, perhaps the DDA could assist with the gap in the middle.

Ann Arbor Housing Commission Request. Ms. Lowenstein said that Jennifer Hall updated the committee on the Housing Commission financing transition process. In addition to the DDA's earlier grant, Ms. Hall presented an additional request for \$600,000 to be used for capital improvements at Baker Commons and Miller Manor. The Committee will continue the discussion and receive additional information at the February committee meeting.

The next Partnerships/ Economic Development and Communications Committee meeting will be February 12th at 9 am.

6. B. OPERATIONS COMMITTEE

getDowntown & AAATA Presentations. Mr. Orr said Bill DeGroot, The Ride, presented info on AAATA's recently approved 5-year service plan. If this plan were to find funding, benefits to downtown could include more evening and weekend service, more service along existing corridors, and new Ypsilanti connector service. Nancy Shore shared the 2013 GetDowntown Impact Report. The goPass continues to be a valuable employer tool and the report includes usage details. Mr. Orr said the committee anticipates reviewing next year's costs at the next meeting.

Financial Statements. Mr. Splitt reviewed the 2nd Quarter financial statements and parking reports.

Parking Operations. Mr. Splitt said that Art Low, Republic Parking, shared information on parking system use on New Year's Eve and Day. Board members thanked Republic Parking and all those that worked hard to make these events successful.

Evening use of loading zones. Mr. Splitt said City & DDA staff have developed recommendations for using certain loading zones as taxi stands in the evening. Area Associations are being consulted and DDA staff will meet with the City's Taxi Cab Board later this month to get their input.

Meter Removal Policy. Mr. Splitt said that City Council recently approved a policy to assign a cost when a parking meter is permanently removed, unless a public benefit has been determined. The Committee reviewed a draft staff document defining what constitutes a “public benefit”.

Downtown Ambassadors. Mr. Splitt said that research continues. A RFQ is being created with the goal of getting additional information about the kinds of services that could be provided. A draft of this RFQ will be circulated for comment. Mr. Splitt said the RFQ may be released soon assuming the board has no concerns.

The next Operations Committee meeting will be February 26th at 11:00 am.

7. OTHER DDA BUSINESS

Ms. Smith said that at the direction of the DDA, Republic Parking has been working to remove snow piles from around parking meters and haul it out of downtown. Republic Parking and City crews have been working very long hours to remove snow, and their efforts are very much appreciated.

8. OTHER AUDIENCE PARTICIPATION
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None

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 1:14 pm.

Respectfully submitted,
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
PARTNERSHIPS/ ECONOMIC DEVELOPMENT & COMMUNICATIONS
COMMITTEE MEETING MINUTES
Wednesday, February 12, 2014**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: 9:00a.m.

Present: Cyndi Clark, Robert Guenzel, Joan Lowenstein, Al McWilliams, John Mouat, Rishi Nayaran, Keith Orr, Steve Powers, Sandi Smith, John Split, Jane Lumm, Margie Teall, Ken Clein

Absent: Russ Collins, Roger Hewitt, Steve Powers

Staff Present: Susan Pollay, Executive Director
Jada Hahlbrock, Management Assistant

Public: Sabra Briere, Ray Detter, Jennifer Hall, Laurie Harris, Chang Ming Fan, Mike Martin, Darren McKinnon

1. 120 W. Huron Project - Mr. Martin introduced the project and requested a DDA grant to support project elements that may benefit the public. It was decided to set aside this request so the committee can decide whether it wants to pursue development of a new DDA Partnership Grant policy that might support projects like this. Work on that policy will begin at the next meeting.
2. Ann Arbor Housing Commission- Jennifer Hall presented budget information as part of the AAHC request for an additional \$600,000 to support redevelopment at Baker Commons and Miller Manor. Questions were asked and answered. The discussion will continue at the next meeting.
3. Partner Updates
 - a. AAATA- Ms. Pollay shared a memorandum outlining the proposed 5 year plan.
 - b. City Council- Council members reported on the recent work session where they were presented with a budget preview and a report on the retirement system.
 - c. Planning Commission- Mr. Clein said the commission recently met with the Design Review Board to discuss collaboration and coordination of efforts.
 - d. DDA- Ms. Smith spoke briefly about the recent DDA Retreat and explained the discussion will be continued at a more granular level at the next DDA retreat/ planning session taking place in February 26 at 1 pm.
4. Audience Participation-

Mr. Detter said that the CAC fully supports the 120 W Huron project.
Chang Ming Fan said that he was interested to learn more about the DDA to find ways where his company may provide services, such as with lighting.

The meeting adjourned at 11:06 am.
Respectfully submitted,
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
OPERATIONS COMMITTEE MEETING MINUTES
Wednesday, February 26, 2014**

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, John Mouat, Keith Orr, John Split, Sandi Smith

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

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*, Mike Ortlieb, Carl Walker Inc.; Josh Rozeboom, Carl Walker Inc.; Carl Luckenbach, Luckenbach Ziegelman Architects

Construction

- 4th & William stair/elevator tower replacement. Mike Ortlieb, Josh Rozeboom and architect Carl Luckenbach presented preliminary design ideas for feedback. It is anticipated that a schematic design and phasing report will be ready by the end of March.

Transportation

- GetDowntown funding request. Nancy Shore presented the 2015 request for funds, and also reviewed the history and success of the GetDowntown and GoPass programs. Mr. DeGroot, AAATA answered questions. The committee asked for a cost breakdown; Ms. Shore said she would provide this. The request will be discussed further at the March committee meeting.

Parking Operations

- Republic Parking Incentive for CY 2013. Mr. Morehouse reviewed data and performance measurements for Republic Parking's work in 2013. Staff recommend DDA approve the full incentive available under the contract. Committee members stated their agreement with the assessment of Republic's work. A resolution will be presented at the board meeting.

Financial Statements

- FY 2015 DDA Proposed Budget. Mr. Morehouse and committee members reviewed the proposed 2015 budget. The budget will be presented at the March board meeting for action.

New Business

- Proposed Resolution. Ms. Pollay presented a draft resolution that outlines the DDA past, present and future commitment to transit. The Committee agreed to present this resolution at the March DDA board meeting for action.

Old Business- none

Audience Participation- none

The meeting adjourned at 12:35 pm.

Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
RETREAT / PLANNING SESSION MEETING MINUTES
Wednesday, February 26, 2014**

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

Time: 1:0 p.m.

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

Absent: None

Staff Present: Susan Pollay, Joe Morehouse, Jada Hahlbrock,

Public: Ray Detter, Dave Askins, Nancy Shore

1. Overview

· Susan Pollay reviewed the agenda, and said that the goal for the day was to develop a set of near term project priorities. Sandi Smith reviewed the work done at the January 30th retreat, including downtown trends and ideas for how the DDA could assist downtown's positive evolution. Roger Hewitt introduced the DDA's Ten Year Plan, and explained what it is and how it is used to help the DDA plan and schedule projects. He outlined an amount within the DDA budget that could be used for projects and grants, and suggested how these amounts could be used that day to develop project priorities. John Mouat gave some background on the Street Framework Plan and explained how the finished product of that planning effort would assist future DDA streetscape projects.

2. Prioritizing Future Projects

· Board members worked in small groups to prioritize future projects, grants and programs. Discussion also included timing and phasing in FY 15, FY 16 and beyond.

3. Report Out & Discussion

· Each of the three small groups reported on the discussion at their table. Priorities and time lines were shared, as well as ideas to bond projects, and to think about some additional new ideas.

4. Consensus & Next Steps

· DDA staff will look for areas of overlap and consensus between the groups. They will also review these ideas against the proposed 2015 budget to provide input on possible budget adjustments.

The meeting adjourned at 3:05 pm.

Respectfully submitted,
Susan Pollay, Executive Director