

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY MEETING MINUTES**  
**Wednesday, September 4, 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 12:04 p.m.

**1. ROLL CALL**

Present: Russ Collins, John Hieftje, Joan Lowenstein, John Mouat, Rishi Narayan, Sandi Smith, John Splitt

Absent: Bob Guenzel, Roger Hewitt, Keith Orr

Staff: Susan Pollay, Executive Director

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

Audience: Art Low, Republic Parking  
Dave Askins, *Ann Arbor Chronicle*  
Eli Neiburger, AADL  
Nancy Shore, getDowntown  
Ryan Stanton, *A2.com*  
Ray Detter, Downtown Area CAC  
Stephen Kunselman, City Council

**2. AUDIENCE PARTICIPATION**

None

**3. REPORTS FROM CITY BOARDS AND COMMISSIONS**

Downtown Area Citizens Advisory Council. Mr. Detter reported that the City hired a consultant to facilitate public input re-examining development premiums and the scale of development north of Huron and south of William. A schedule can be found on the Planning website. The Downtown Area CAC focus group will be next Tuesday, September 10, 5:30-7pm. in the City Hall Basement Conference Room. All are welcome.

The Downtown Design Guidelines Review Task Force that was to be created to look into the possibility of changes in Ann Arbor's Design Guidelines and Review Process has not yet met.

**4. COMMUNICATIONS FROM THE DDA CHAIR**

Ms. Smith welcomed Mr. Rishi Narayan to the DDA Board. Mr. Narayan introduced himself and said he was glad to be joining the DDA Board.

**5. COMMUNICATIONS FROM DDA MEMBERS**

None

**6. APPROVAL OF MINUTES**

Mr. Collins moved and Mr. Splitt seconded approval of the July 2013 DDA Board meeting minutes.

**A vote on the motion showed:**

AYES: Collins, Hieftje, Lowenstein, Mouat, Narayan, Smith, Split

NAYS: none

ABSENT: Guenzel, Hewitt, Orr

ABSTAIN: none

**The motion carried.**

Mr. Collins moved and Mr. Splitt seconded approval of the July 2013 DDA Annual meeting minutes.

**A vote on the motion showed:**

AYES: Collins, Hieftje, Lowenstein, Mouat, Narayan, Smith, Split

NAYS: none

ABSENT: Guenzel, Hewitt, Orr

ABSTAIN: none

**The motion carried.**

**7. A. PARTNERSHIPS/ ECONOMIC DEVELOPMENT COMMITTEE**

618 S Main St. Update. Ms. Lowenstein said that the project team attended the July committee meeting to present proposed streetscape improvements from the project site north to Ashley Mews. The committee asked questions about materials and timing. The streetscape plan is now under review by City staff.

2012/13 State of the Downtown Report. Ms. Lowenstein said the committee reviewed a draft and the Report was published in August, and is available on the DDA website. Interesting facts include: downtown is home to 73% of all City special events, 26% of Ann Arbor jobs, and 107 sidewalk cafes. Ms. Smith thanked DDA staff for their hard work on the report.

Ann Arbor Economic Collaborative Taskforce. Ms. Lowenstein said it was reported to the Partnerships Committee that at the first meeting of this Taskforce the group reviewed SPARK's five year strategic plan, and City and DDA representatives were asked to look for areas of overlap, including helping to sell and redevelop the William Street properties.

**The next Partnerships/Economic Development Committee meeting will be September 11<sup>th</sup> at 9:00am.**

<b>7. B. OPERATIONS COMMITTEE</b>
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Unaudited 2012/13 financials. Mr. Splitt reviewed the unaudited year end 2012/13 financials.

June 2013 Parking Report. Mr. Splitt reviewed the June parking report, fourth quarter parking report, fiscal year parking report, and Art Fair parking report. Mr. Mouat noted the impact the street repairs had on the 4<sup>th</sup> & Washington garage, and suggested that it would be helpful to anticipate these projects when creating the budget. Mr. Splitt noted that Art Fair parking revenue was down from the record set last year, but demand was still strong despite the heat.

Grant to Washtenaw County. Mr. Splitt moved and Mr. Mouat supported the following resolution.

**RESOLUTION TO PROVIDE A GRANT TO WASHTENAW COUNTY FOR IMPROVEMENTS TO THE ANNEX BUILDING**

Whereas, The mission of the DDA is to strengthen the downtown, and guided by its 2003 Development Plan, it strives to meet this mission in part by working to maintain the downtown's role as a center for public, education, community, and government services;

Whereas, Washtenaw County's Community Support & Treatment Services (CSTS) department provides a variety of client services to individuals with mental illness, developmental disabilities and substance abuse disorders;

Whereas, The County has developed plans to make significant modifications to the County Annex building on N. Fourth Avenue, in particular a new lobby and client interaction space that will enable clients to wait indoors for appointments and maneuver within the facility for multiple support options rather than waiting outside on the steps to the building;

Whereas, The cost for this improvement project is approximately \$1 million, and the DDA has been asked to provide \$300,000 toward the total project cost;

Whereas, The DDA Operations Committee has reviewed this request and recommends that the DDA approve this grant;

RESOLVED, The DDA approves a grant to Washtenaw County in the amount of \$300,000 using funds from its (003) TIF grants and capital costs budget in support of the County Annex construction that will help them provide better service in the downtown.

Ms. Pollay said that Washtenaw County has demonstrated its commitment to downtown, and has done a great deal to increase their downtown services and staff. The County has planned to reconfigure the Annex building interior so that clients no longer have to wait outside the building while awaiting meetings. The total project cost will be \$1million. Mr. Mouat said that Fourth Ave. serves as an important pedestrian connection linking north and south ends of downtown. Mr. Hieftje said that he felt the project and grant align with both DDA goals and State statute language that speaks to investment in government buildings.

**A vote on the resolution showed:**

AYES: Collins, Hieftje, Lowenstein, Mouat, Narayan, Smith, Split

NAYS: none

ABSENT: Guenzel, Hewitt, Orr

**The resolution passed.**

Streetscape Framework Plan Update. Mr. Mouat said that work is progressing on schedule. DDA staff is working closely with City staff to document existing conditions and policy. Mr. Mouat said the RFQ will be released next week, with the intent to narrow down a list of potential consultants from which to request a proposal. It is anticipated that a firm will be hired by end of the year.

Summer Sidewalk Repairs. Mr. Splitt reported that repairs were conducted all over downtown, including smoothing sidewalk flags, replacing and resetting brick, and pruning trees. As part of this project approximately a dozen trees will be planted this fall. Also completed this summer were the last of the downtown ADA curb ramps replacements.

Forest Structure Pilot Project Update. Ms. Pollay said that the pilot project in the South University area was underway to test the interest in an alternate monthly parking permit distribution system. An initial offer of permits was made to property owners, based on building size. There has not been a strong response thus far.

DDA Project Plan. Ms. Pollay said that the DDA recently completed a very busy phase of construction that included the Library Lane structure, the Fifth & Division improvement project, and the construction of the 1<sup>st</sup> & Washington structure. Now is the time to budget for and plan the next series of projects. A draft project list had been compiled and discussed at the Operations Committee.

Ms. Smith asked if the document would allow for flexibility and a nimbleness that would allow the DDA to react appropriately as new projects surfaced. Ms. Pollay said that it should be viewed as a flexible tool. Mr. Collins added that the document is not a policy statement, but rather an attempt to anticipate and move towards what is best for downtown. Ms. Lowenstein added that the DDA needs to be financially flexible and independent enough to make choices and spend on projects.

**The next Committee meeting will be on September 25<sup>th</sup> at 11am.**

<b>8. OTHER DDA BUSINESS</b>
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Mr. Hieftje reminded board members that they are always welcome to attend the monthly meeting of the Mayors Downtown Marketing Taskforce which take place on the first Tuesday at 10:15 a.m. at the DDA office. He reported that at the recent Taskforce meeting the group received good news about strong demand for permits at the Library Lane facility, as well as the positive comments AADL is hearing from its patrons about the structure. Mr. Hieftje said that it

was also reported at the meeting by the CVB that this area is the top destination in Michigan, second only to Chicago in the Midwest.

<b>9. OTHER AUDIENCE PARTICIPATION</b>
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None

<b>10. ADJOURNMENT</b>
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There being no other business, Mr. Splitt moved and Ms. Lowenstein supported a motion to adjourn. Ms. Smith declared the meeting adjourned at 12:44 pm.

Respectfully submitted,  
Susan Pollay, Executive Director