

**Ann Arbor Downtown Development Authority Meeting
Wednesday, September 1, 2021**

Place: Virtual Meeting: Zoom link:
<https://us02web.zoom.us/j/83325050657?pwd=dWFVcllHaGFRWXdpT3dOZEltKQ09>
Phone: 877-853-5257 Meeting ID: 833 2505 0657 Passcode: 170139

Time: 12:03 pm

1. ROLL CALL

Present: Alex Dieck, Ji Hye Kim, Tyler Kinley, Jonathan Massey, Darren McKinnon

Absent: Micah Bartelme, John Fournier, Marie Klopff, Jessica A.S. Letaw, Molly McFarland, Rishi Narayan

Staff: Maura Thomson, Interim Executive Director/Communications Manager
Sara McCallum, Deputy Director
Jada Hahlbrock, Manager of Parking Services
Kelley Graves, Management Assistant/Board Secretary

Public: Members of the public were on the Zoom meeting but did not identify themselves.

NOTE: As required by the amended OMA, all attending members stated they were attending remotely and were doing so from Ann Arbor, Michigan.

2. APPROVAL OF BOARD MEETING AGENDA

Mr. Massey moved and Mr. McKinnon seconded the motion to approve the meeting agenda.

A consent vote on the motion showed:

Ayes: Dieck, Kim, Kinley, Massey, McKinnon

Nays: None

Absent: Bartelme, Fournier, Klopff, Letaw, McFarland, Narayan

The motion to approve the agenda was approved.

3. PUBLIC COMMENT

None.

4. REPORTS FROM CITY BOARDS AND COMMISSIONS

None.

5. DDA MEMBER COMMUNICATIONS

None.

6. EXECUTIVE DIRECTOR REPORT

Ms. Thomson reported that two-way traffic on First and Ashley has been restored and the two-way bike lane on First is complete. The contractor remains in the project area to complete some additional tasks. The new Division Street bikeway and enhancements to the William Street bikeway are anticipated to begin later this month. The enhancements include replacing the current delineators with a curb buffer zone and intersection improvements at 5th and at Division. The 5th & William lot (formerly the old Y-Lot)

is operating as of today's date as a metered lot with 4-hour and 10-hour spaces. The 5th & Detroit project won a merit award from the Michigan Association of Landscape Architects. Ms. Thomson gave kudos to Capital Projects Manager Amber Miller and the design team for their work on this transformative project.

7. APPROVAL OF MINUTES

Ms. Dieck moved and Ms. Kim seconded the motion to approve the July minutes.

A consent vote on the motion showed:

Ayes: Dieck, Kim, Kinley, Massey, McKinnon

Nays: None

Absent: Bartelme, Fournier, Klopff, Letaw, McFarland, Narayan

The motion to approve the minutes was approved.

Mr. Kinley stated that the DDA Committees did not meet in August so there are no committee reports. The dates for the next Committee meetings are posted on the DDA and City websites. They are also noted below.

8A. SUBCOMMITTEE REPORTS – AFFORDABLE HOUSING/ECONOMIC DEVELOPMENT COMMITTEE

The next Affordable Housing/Economic Development Committee meeting is scheduled for Wednesday, September 9 at 9 am (with Partners).

8B. SUBCOMMITTEE REPORTS – CAPITAL IMPROVEMENTS COMMITTEE

The next Capital Improvements Committee meeting is scheduled for Wednesday, September 15 at 11 am.

8C. SUBCOMMITTEE REPORTS – OPERATIONS COMMITTEE

The next Operations Committee meeting is scheduled for Wednesday, September 29 at 11 am.

8D. SUBCOMMITTEE REPORTS – FINANCE COMMITTEE

The next Finance Committee meeting is scheduled for Thursday, October 28 at 9 am.

8E. SUBCOMMITTEE REPORTS – EXECUTIVE COMMITTEE

The next Executive Committee meeting is scheduled for Wednesday, October 6 at 11 am.

9. NEW BUSINESS

Mr. Kinley said that because the DDA committees did not meet in August and therefore the DDA Board did not have any action items to consider today, it was decided to use this time as an educational opportunity. Mr. Chris Johnson, General Counsel for the Michigan Municipal League (MML) and Ms. Eleanor "Coco" Siewert, Professional Registered Parliamentarian and trainer for the MML, provided a condensed version of their "Everything Meetings" presentation to the DDA Board. The session covered board member roles and responsibilities, FOIA, OMA, and Parliamentary Procedures. Questions were asked and answered.

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Prior to Public Comment, Ms. Thomson stated that after roll call she realized we did not have a quorum and so, the July minutes will be brought to the October Board meeting for approval.

10. PUBLIC COMMENT

None.

11. ADJOURNMENT

Ms. Dieck moved and Ms. Kim seconded the motion to adjourn the meeting.

A consent vote on the motion showed:

Ayes: Dieck, Kim, Kinley, Massey, McKinnon

Nays: None

Absent: Bartelme, Fournier, Klopff, Letaw, McFarland, Narayan

The motion to adjourn the meeting was approved.

The meeting adjourned at 1:40 pm

Respectfully submitted,

Maura Thomson, Interim Executive Director

AFFORDABLE HOUSING/ECONOMIC DEVELOPMENT COMMITTEE MEETING MINUTES
Thursday, September 9, 2021

Place: Virtual Meeting-Zoom link:

<https://us02web.zoom.us/j/81101930068?pwd=ck5uamN2amdLK3JqT1ZYTmFBMFJlZz09>

by phone 1-877-853-5257 (Meeting ID: 811 0193 0068 Passcode: 822479)

Time: 9:00 a.m.

Committee Present: Jessica A.S. Letaw

Committee Absent: Ji Hye Kim, Tyler Kinley

Partners: Jennifer Hall/AAHC, Shannon Gibb-Randall/CPC, Ali Ramlawi, Linh Song/City Council, Matt Carpenter, Rich Chang/AAATA

Other Attendees: Teresa Gilotti/Washtenaw County, Amanda Carlisle/Washtenaw County, Aubrey Patino/Avalon Housing

Staff: Maura Thomson, Kelley Graves

Public: None

NOTE: As required by the amended OMA, all attending members stated they were attending remotely and were doing so from Ann Arbor, Michigan.

Virtual Guidelines: Ms. Letaw read the guidelines for holding electronic meetings.

Affordable Housing Review/Update: Ms. Hall provided a review and update on the city-owned properties being vetted as affordable housing sites. Two locations, 350 S. Fifth Avenue and 415 W. Washington are currently going through the pre-entitlement process with the City. She reviewed the public engagement and design process that began two years ago in collaboration with the DDA and the AAATA. The 350 S. Fifth site will be developed in two phases: one affordable housing and one market-rate with an AAATA transit and active space on the first floor. This site is anticipated to go through another work session with the Planning Commission in October, then to Council in November/December. The RFP would be released next year. The 415 W. Washington site has several significant challenges that excluded it from being an affordable housing development. These challenges include brownfield issues, floodplain location, protected chimney swift on-site, and being part of the historic district. The City was originally set to be the petitioner; however, it was decided that the AAHC would be the petitioner through the City's Planning Commission pre-entitlement phase. The RFQ will be released in late first-quarter 2022.

Two other sites, 121 E. Catherine and 353 S. Main have been through public engagement and will be developed as all affordable housing locations with tax credits and financing. The RFQ is slated to be released by the end of this month. The developer will be hired on a fee-for-services basis. The AAHC is working in conjunction with the DDA on vehicle, bicycle, and pedestrian traffic patterns.

The 721 N. Main site is in the floodplain. Small projects planned on this site. The 309 S. Ashley site will undergo a parking study first before moving forward with development plans. The 404-406 N. Ashley site is slated for development in 2024.

The AAHC is in the process of adding a project manager and a real estate developer to its staff. Ms. Hall, Ms. Gilotti, Ms. Carlisle, and Ms. Patino answered questions.

Partner Updates:

AAATA: Mr. Carpenter said the AAATA returned to full-service two weeks ago. New buses with padded seats and USB ports have been added to the fleet. No decisions yet from RTA on a mileage proposal. CM Song commended the AAATA on its efforts to assist parents researching options for transporting children to/from school after the AAPS system's decision to eliminate before and after school childcare. Questions were asked and answered on bus routes and the bike share program.

DDA: Ms. Thomson said two-way traffic on First Street and Ashley Street has been restored. CM Ramlawi said the two-way streets look fantastic. The two-way protected bikeway on First is complete, remaining project work and punch list items will be completed over the next few weeks. These items include Concrete at the corner of First and Huron, which will be poured once AT&T completes its underground utility work and repaving of the First and William lot. CM Ramlawi asked about whether the materials being used for the lot are porous. Ms. Gibbs-Randall noted that due to ROW restrictions in this area, it is likely the porous paving materials were not an option.

The delineators on the William Street bikeway are being replaced with curbed buffer zone to make sweeping and snow removal easier for Public Works. Removable curb buffers are being added on William east of Thomson to allow flexibility during Art Fair. Additional enhancements at 5th & William including an island adjustment and more prominent pavement markers for the vehicle stop bar area are being installed. CM Ramlawi asked about the extended closure of the bike lane between First and Ashley near the railroad tracks. Ms. Thomson stated that the closure was due to a City storm sewer lining project and an issue with the railroad requiring a signage change which then delayed the DDA being able to complete its project work in the area. The Division Street two-way protected bikeway installation will be underway in October. Raised bus stops will be installed on both William and Division. All of this work will be completed by the end of this year/early January ahead of the 2/6/2022 bond deadline.

The 5th & William lot is being operated as a metered lot as of September 1, with mostly 4-hour time limits and a few 10-hour spaces. The RFP for a new parking operator has been released. Ms. Thomson said Ms. Hahlbrock, Manager of Parking Services has spent several months working on the RFP. The 5th & Detroit project received a merit award from the Michigan Association of Landscape Architects. Ms. Thomson gave kudos to Capital Projects Manager, Amber Miller, and the design team for their work on this transformative project.

The DDA Executive Director search was extended with an application deadline for today (9/9). The search committee will meet on October 8th to select candidates for first round interviews. Second round interviews with the full DDA board will take place in November with the plan to forward a candidate to hire to Council on 12/6.

Planning Commission: Ms. Gibbs-Randall said the new proposed reduced site plan process will be forwarded to Council soon. She commended Brett Lenart for his extra efforts in meeting with numerous developers to gather information to help inform the process. The term 'master plan' has been changed to 'comprehensive plan.' The proposal for a new hotel at First & Huron will go to Council soon. A single level development with some retail is being proposed in the Depot area.

City Council: CM Ramlawi said the updated lighting/dark skies ordinance and the resolution to establish a Social District were passed by Council. Due to the new railroad development budget increase from the original \$30M to \$171M, the state has declined to provide financial assistance. CM Ramlawi said the City will be looking at renovation options for the existing train station. The search for a new city attorney will be completed soon. The search for an interim city administrator is underway. CM Song has been working as the City liaison on the AAPS/City School Committee since the school system decided to eliminate before and after school childcare in May. The state approved \$2M to assist families with their childcare needs. There is still \$500M in federal rental relief funds that were awarded to local municipalities that needs to be committed for disbursement by the end of the month. Individuals may apply for both the childcare and rental relief funds. A DEI manager position and a community engagement position were approved by Council.

Public Comment: None.

The next Affordable Housing/Economic Development Committee meeting (DDA only) is scheduled for October 13 at 9 am.

The meeting adjourned at 11:03 am.

Respectfully submitted,
Maura Thomson, Interim Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
OPERATIONS COMMITTEE MEETING MINUTES
Wednesday, September 29, 2021**

Place: Virtual meeting—Zoom link:
<https://us02web.zoom.us/j/83876655149?pwd=Skw2UKVEYUtEQStRUFpHa0NPbnlhcz09>
Phone: 1-877-853-5257 (Meeting ID: 838 7665 5149 Passcode: 687121)

Time: 11 am

Committee Present: Tyler Kinley, Jonathan Massey, Darren McKinnon

Staff: Jada Hahlbrock, Sara McCallum, Maura Thomson, Kelley Graves

Other Attendees: Mike McKiness/RPS, Chris Simmons/GetDowntown

Public: Members of the public were on the Zoom meeting but did not identify themselves.

NOTE: As required by the amended OMA, all attending members stated they were attending remotely and were doing so from Ann Arbor, Michigan.

Parking System Financials: Ms. McCallum said the FY21 audit is near completion. An overview of 4Q FY21 and 1Q FY22 parking financials will be shared at the next Operations Committee meeting. She presented the Parking System financials for August 2021. She noted the uptick in hourly in July due to Art Fair. Ms. Thomson reminded the Committee that the DDA decided to be conservative in its budget due to the ongoing uncertainties related to the pandemic. Questions were asked and answered.

Parking System CIP: Ms. Hahlbrock presented a review of the CIP process, which is required by the State Planning Enabling Act. All projects supported by local public dollars must be reflected in the City CIP. The City changed its ordinance in 2013, requiring DDA projects be included in the City CIP. The CIP is a rolling six-year planning process and includes infrastructure projects over \$100K and studies that will inform infrastructure improvements over \$50K. For the parking system, the process is based on maintaining existing parking facilities as required in the City/DDA parking agreement. The DDA Board has a fiduciary responsibility to ensure the agreement obligations are met. The parking system CIP is informed by the DDA Goals/Renewal Plan Principles of identity, infrastructure, transportation, and sustainability and in support of the City's goals of carbon neutrality, sustainability, and infrastructure.

Ms. Hahlbrock stated that the CIP is not a commitment to spend. The budget process and project approvals will occur as usual. While CIP demonstrates priorities and creates capacity, COVID-19 continues to impact parking revenues and the ability to spend funds. The FY22 restoration figures are actual dollars committed and projects are underway. For FY23, a percentage was used to reduce total funds for restoration work. As next year's scope is developed, project prioritization and selection will take place. Ms. Hahlbrock reported that dollars were added in the FY21 CIP for EV charging units in support of the City's sustainability goals. There are no funds available this year or next but because CIP is a planning document the dollars were kept in to show priorities. Dollars for elevator repairs are included annually. The 20-year maintenance plan will be shared at the October Committee meeting. Dollars for the Curb Management Study are included for this year and next. Questions were asked and answered. There was agreement to bring the Resolution To Support DDA Parking System Capital Projects for Inclusion in the City CIP to the Board.

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System Occupancy: Ms. Hahlbrock provided an update on permit sales and the waitlists. While the monthly permit average is lower than pre-pandemic, permits are selling. Per Mr. McKinnon's request for a current status of permit availability and waitlists-there are permits currently available at 4th & William, Library Lane, 1st & William, 1st & Washington, 415 W. Washington, Liberty Square, and Ann Ashley. There is higher capacity at the 4th & William and Library Lane locations. Staff is reaching out to those on the waitlists. There are currently no permits available at Forest or Maynard. The waitlists continue to be used as a customer service tool and opportunity to discuss all available mobility options. Mr. McKiness reported an 88% increase in off-street transient (hourly) and a 41% increase in on-street for an overall occupancy across the parking system for the July/August timeframe of 59% compared to pre-pandemic.

COVID Response Measures: The on-street patios approved by the City Council last year and extended through this year continue to be provided at no charge and are tied to the sidewalk occupancy permits through May 2022. The patios will be suspended during the winter to allow for snow removal. Street closures continue on Main Street through the end of October. The red meter bags provided at no charge will be removed in January 2022, barring any change in indoor occupancy levels.

RFP Updates: The Parking Operator RFP was released with wide distribution across industry websites and direct mailings to 12 firms. Nine of the 12 attended the pre-proposal meeting. RFP responses are due by 10/13. Staff will identify firms to interview in October. Interviews will take place in November with the plan for Staff to bring a recommendation to the Committee in November or December. The Engineering Services RFP will be released next week. The Curb Management Study will be released mid-October. Timing for all three RFP's have been staggered to allow for a thorough, thoughtful process.

System Updates: The Library Lot Commons gardening group had weekend closures throughout the summer and are done for season. Peace Week was held on the lot September 18-25. Pending City approval, a Food, Art, and Nutrition (FAN) event will be held there on three upcoming Sundays. Exploration of having gates down on Sundays continues. To ensure users are comfortable with the TIBA equipment as downtown activity levels increase, it was decided not to implement another element at this time. Work is underway on internal processes and communication materials for implementation later this year or in January.

Transportation: Mr. Simmons said AAATA returned to full-service on 8/29. Ridership data will be provided at a future Committee meeting. Initial data shows ridership at approximately 60% of pre-pandemic. The Commuter Challenge ends on 9/30. Participation is low. A survey of businesses is forthcoming to gain insights into where they anticipate they will be over the next two years to inform getDowntown's plans to best meet businesses' needs.

Public Comment: None.

Next Meeting: The next Operations Committee meeting is scheduled for Wednesday, October 27 at 11 am.

The meeting adjourned at 11:47 am.

Respectfully submitted by,
Maura Thomson, Interim Executive Director