

## ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY MEETING MINUTES

Wednesday, April 2, 2014

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104  
Time: Ms. Smith called the meeting to order at 12:02 p.m.

### 1. ROLL CALL

Present: Cyndi Clark, Roger Hewitt, Joan Lowenstein, Al McWilliams, John Mouat, Keith Orr, Steve Powers, Sandi Smith, John Splitt

Late Arriving: Bob Guenzel

Absent: Russ Collins, Rishi Narayan

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  
Shary Brown, WonderFool Productions  
Chang Ming Fan, Tini Lite World  
Alan Haber  
John Kotarski  
Emma Covode  
Jenifer Hall, Ann Arbor Housing Commission  
Sasha Altchuler  
Sharie Sell, City of Ann Arbor Human Resources Department

### 2. AUDIENCE PARTICIPATION

Shary Brown presented board members with retired “meter moon” luminaries, and said that she was grateful to the DDA for its continued support of the FoolMoon and FestiFools events. She invited all to attend and join in this year’s “foolishness”.

Chang Ming Fan spoke about his Tini Lite product, saying that it would be a good match for Ann Arbor because of the City’s commitment to LED technology. He thanked the board for the opportunity to speak.

Alan Haber conveyed his desire to see a public park on top of the Library Lane parking structure. He said that he was working to create an Earth Day festival in this location as a way of showing what was possible, and he hoped the DDA would support this.

**Mr. Guenzel arrives.**

<b>3. REPORTS FROM CITY BOARDS AND COMMISSIONS</b>
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**Downtown Area Citizens Advisory Council.** Mr. Detter said that CAC members were joined by a possible new member at their meeting the night before. The CAC welcomes anyone living in the DDA area with an interest in being involved to join them at their monthly meetings.

At the meeting they reviewed current issues that impact downtown. The CAC unanimously supports the expansion of public transit services and the passage of the millage on May 6. They believe that better bus service on nights and weekends, and additional routes will result in improved quality of life for downtown residents. The CAC supports the continued examination and revision of downtown zoning, as well as the strengthening of the Design Review Board. The CAC appreciates and supports public art and the work done in past years by the Art Commission. They feel that additional public art installations remain an important community goal. The CAC also supports the development of a public plaza on the Library Lot site as well as use of the area for community activities, and believe that planning for the site must include a tax producing, private development on part of the property.

**Ann Arbor Public Art Commission.** John Kotarski shared a presentation on the selection of artwork for the Stadium Bridge project. He spoke both about the process and the winning artist Catherine Widgery, saying that her design best addressed all three modes of transportation and included local design elements. Her design also had overwhelming public support.

<b>4. CLOSED SESSION TO CONSIDER THE WRITTEN OPINION OF DDA COUNSEL</b>
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Ms. Smith made a motion for the DDA Board to enter into closed session for the purpose of considering the written opinion of legal counsel. Mr. Hewitt supported the motion.

**A vote on the motion showed:**

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

**NAYS:** none

**ABSENT:** Collins, Narayan

**The motion carried.**

The board met in closed session, and at 1:07 pm the board returned to open session.

**5. COMMUNICATIONS FROM DDA MEMBERS**

Mr. Orr referenced the presentation on the Stadium Bridge artwork and praised the work, and process of the Art Commission on the project.

**6. APPROVAL OF MINUTES**

Mr. Mouat moved and Mr. Orr supported approval of the March 2014 DDA meeting minutes.

Mr. McWilliams requested that the vote on the “Resolution to Continue Support and Enhancement of Transportation Projects, Facilities and Programs” be corrected to reflect his abstention.

**A vote on the corrected minutes showed:**

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

**NAYS:** none

**ABSENT:** Collins, Narayan, Powers

**The motion carried.**

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

**Housing Commission.** Ms. Lowenstein moved and Mr. Splitt supported the following resolution.

**RESOLUTION APPROVING A GRANT TO THE ANN ARBOR HOUSING COMMISSION TO REDEVELOP BAKER COMMONS AND MILLER MANOR**

Whereas, The DDA created a Housing Fund with which it provides grants in support of its Development Plan goal to strengthen downtown by encouraging a diversity of housing;

Whereas, The Director of the Ann Arbor Housing Commission (AAHC) met with the Partnerships Committee to request a \$600,000 grant to help it redevelop Baker Commons and Miller Manor as part of a \$25 million comprehensive plan to improve AAHC properties and make them financial stable by transitioning to a project-based voucher funding model;

Whereas, Baker Commons is located within the DDA District, and Miller Manor is located just outside the DDA District; their residents are regular users of downtown, and significant reinvestment in these buildings will strengthen downtown by ensuring they do not become blighted buildings and ensuring their residents can continue to be part of downtown life;

Whereas, The Partnerships Committee recommends approval of this grant, with allocations as follows:

FY 2014	\$200,000
FY 2015	\$200,000
FY 2016	\$200,000 (these funds may be needed by Dec 2015)

Whereas, In March 2013 the DDA provided a separate \$300,000 grant to the AAHC for this same purpose, and this grant is slated to sunset in June 2014 unless the DDA votes to extend the term of this grant;

Whereas, On March 3, 2014 City Council voted to direct the City Administrator to prepare a budget amendment for the allocation of \$600,000.00 from the Ann Arbor Area Housing Trust Fund for Phase I of AAHC's proposal and submit it to the Agenda on the receipt of the proceeds from the closing of the old YMCA lot;

RESOLVED, The DDA approves a \$600,000 grant to the Ann Arbor Housing Commission to be used to redevelop Baker Commons and Miller Manor as requested with funds to be taken the DDA Housing Fund (001) using three fiscal year allocations as recommended by its Partnerships Committee;

RESOLVED, The DDA extends the term of its March 2013 \$300,000 grant to the AAHC to June 30, 2015 to enable AAHC time to complete its financing and construction planning;

RESOLVED, The DDA hereby amends its FY 2014 budget as indicated by this resolution.

Ms. Lowenstein said committee members reviewed additional details and felt comfortable recommending approval of this grant, and the timing of DDA payments.

**A vote on the motion showed:**

**AYES:** Clark, Guesnzell, Hewitt, Lowenstein, Mc Williams, Orr, Smith, Splitt

**NAYS:** none

**ABSENT:** Collins, Narayan, Powers

**ABSTAIN:** Mouat

**The resolution passed.**

**Housing Needs Assessment.** Ms. Lowenstein said that Community Development staff presented plans to update the Housing Needs Assessment, and asked the DDA to provide some of the funding. The committee was generally supportive, saying that the information would be useful. Once responses to an RFP have been received and the project cost is known, staff will return to the Committee to make a formal request to the DDA.

**Partnerships Grants.** Ms. Lowenstein said the committee began its discussion on whether it would recommend the creation of a new Partnerships Grant program. The DDA's Brownfield grant policy was used as a template to begin this discussion. Ms. Lowenstein shared that conversation included creating broad values and goals, as well as specific examples of desired public improvements. The discussion will continue at the April committee meeting.

Ms. Smith shared that Zingerman’s had recently been awarded their Gold LEED Certification. Zingerman’s had been a recipient of a DDA Brownfield grant.

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

<b>7. B.</b>	<b>OPERATIONS COMMITTEE</b>
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**getDowntown Program.** Mr. Orr moved and Mr. Splitt supported the following resolution.

**RESOLUTION PROVIDING FUNDING FOR THE GO!PASS, SUPPLEMENTAL TRANSIT SERVICE, AND THE GETDOWNTOWN PROGRAM FOR 2014/15**

Whereas, The getDowntown program began in 1999 and remains a partnership between the DDA, AATA and the City of Ann Arbor to provide transportation assistance to downtown employers, including the distribution of the DDA’s go!Pass;

Whereas, In support of its mission the DDA has provided funding for go!Passes and the getDowntown Program since 2001, and the number of downtown employers and employees participating in these programs has grown every year;

Whereas, The DDA Operations Committee recommends approval of the funding request for 2015 for the getDowntown program, go!pass , and other transportation programs as follows:

Program or Service for Downtown Workers	FY 2014 Request	FY 2015 Request	Request Purpose/Details
getDowntown	\$40,488	\$40,000	Support for programs, services, outreach & marketing to encourage downtown employers/employees to use transportation alternatives. 2015 Survey of Decision Makers and Employers.
Go!Pass	\$479,000	\$529,000	Transit incentive for employees that increases bus use and frees up parking spaces for other users. Cost increase due to est’d 5% increase in ridership over FY 2014. \$.90 per ride.
NightRide Improvements and go!pass discount	\$18,233	\$20,500	Extremely important service for evening employees who depend on transit to get to work. 5% increase from FY 2014 due to increased demand for service. 12.4% increase from FY 2014 for go!pass discount because of significant increase in ridership (+28% from 2011-2012 season to 2012-2013 season).
Route #4 Washtenaw	\$56,363	\$57,772	Bus route with highest downtown employee

enhanced service			ridership. Important link to Ypsilanti talent pool. 2.5% cost of living increase due to change in diesel fuel cost & operator wages.
Route #5 Packard enhanced service	\$16,578	\$16,992	Route used by significant numbers of downtown employees. Important link to Ypsilanti talent pool. 2.5% cost of living increase due to change in diesel fuel cost & operator wages.
ExpressRide go!Pass discount	\$0	\$10,000	Encourages downtown employees to use transit rather than drive alone to work.
<b>TOTAL</b>	<b>\$610,662</b>	<b>\$674,264</b>	

Whereas, The DDA is charged only for actual usage of the go!pass, and the NightRide and ExpressRide discounts, thus the amounts shown above are maximum/not-to-exceed amounts;

RESOLVED, The DDA approves funding for the transportation services and programs listed above, with funds coming from the DDA's Fiscal Year 2015 (063) Parking Funds.

Mr. Orr said that the Operations Committee members had received additional information it had requested, and they felt comfortable recommending approval of the amounts as shown.

**A vote on the motion showed:**

**AYES:** Clark, Guenzel, Hewitt, Lowenstein, Mouat, Orr, Smith, Splitt

**NAYS:** none

**ABSENT:** Collins, Narayan, Powers

**ABSTAIN:** McWilliams

The resolution passed.

**Meter Removal Policy.** Mr. Hewitt moved and Mr. Splitt supported the following resolution.

**RESOLUTION APPROVING A COMMUNITY BENEFIT POLICY TO USE WHEN ASSESSING REQUESTS FOR PERMANENT REMOVAL OF ON-STREET METERED SPACES**

Whereas, The DDA has operated the on-street public parking meters since 2002 and in that time has seen more than 200 metered spaces removed from service;

Whereas, On March 4<sup>th</sup>, 2009 the DDA Board passed a policy to resist permanent removal of on-street parking meter spaces unless a compelling broad community benefit can be established and urged council to adopt a meter removal policy;

Whereas, The 2011 City/DDA Parking Agreement set forward that a City policy regarding the permanent removal of on-street metered parking spaces would be established;

Whereas, On January 6<sup>th</sup>, 2014, City Council passed a policy creating a mechanism to charge for on-street parking removal, outlining a fee structure, and requesting the DDA draft and approve a policy that provides for the determination of “community benefit”;

Whereas, The following policy, created in collaboration with city staff, outlines an approach with what the DDA defines as “community benefit”;

RESOLVED, The DDA approves the attached policy as a tool to guide determination of “community benefit” and fee assessment.

RESOLVED, The DDA directs staff to use this policy when reviewing site plan requests.

Mr. Hewitt provided background on the meter removal policy, and outlined how the proposed definition would be utilized.

**A vote on the motion showed:**

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

**NAYS:** none

**ABSENT:** Collins, Narayan, Powers

**ABSTAIN:** None

**The resolution passed.**

**S. Fifth Avenue Parking Lot Proposal.** Mr. Hewitt said that Mr. Ben Dahlman met with the committee and proposed that the DDA lease the Fifth & William (former “YMCA”) lot for two years for \$90,000/year. The committee asked RPS for an assessment of area parking demand and supply near this lot, so they could assess the potential costs and benefits to leasing the lot from Mr. Dahlmann. RPS has also been asked to provide a cost estimate repair the lot surface. The committee will continue the discussion at the April Operations Committee meeting.

**Downtown Ambassadors.** Mr. Hewitt said that while many cities have ambassador programs, in each city the form and purpose is different. DDA staff have created a Request for Qualifications (RFQ) to help the DDA gather valuable information from prospective consultants to learn what is possible. Ms. Smith asked about the financial implications of the RFQ; Mr. Hewitt said that it would involve DDA board and staff time. The board indicated support for releasing this RFQ.

**Connector Study Phase III.** Mr. Hewitt moved and Ms. Lowenstein supported the following resolution.

**RESOLUTION ENCOURAGING THE PURSUIT OF PHASE III FOR THE CONNECTOR**

Whereas, In support of its mission the DDA has provided funding for a Connector feasibility study in partnership with the City of Ann Arbor, AATA, University of Michigan in 2008 and funding for a Phase II Connector Alternatives Study in 2009;

Whereas, The next step would be a National Environmental Policy Act (NEPA) environmental assessment and preliminary engineering study, and this would be a necessary step if Federal funding were to be available for a future Connector;

RESOLVED, The DDA urges the pursuit of a Connector Phase III environmental assessment and preliminary engineering study in partnership with the City of Ann Arbor, AAATA, and University of Michigan, knowing that any funding request to the DDA for its portion of this study will come back to the DDA for board review and approval.

Mr. Hewitt said that Phase II of the Connector Study is underway, including intensive modeling around various preferred routes and ridership projections. A final report is due by late summer. The next phase would entail an environmental and engineering study, for which there may be federal matching grants. As part of a grant application Mr. Hewitt asked the DDA to express its commitment to the Connector project, and its support to pursue a Phase III study.

**A vote on the motion showed:**

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

**NAYS:** none

**ABSENT:** Collins, Narayan, Powers

**The resolution passed.**

**4<sup>th</sup> & William Stair/ Elevator.** Mr. Splitt said representatives from Carl Walker Inc. presented additional information about the proposed 4<sup>th</sup> & William project, principally consisting of a replacement stair and elevator, as well as new façade elements above William Street entrance. A meeting will be held with Main Street representatives to get their input on the project including feedback on phasing, project elements, etc.

**The next Operations Committee meeting will be April 30<sup>th</sup> at 11:00 am.**

<b>8. OTHER DDA BUSINESS</b>
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Ms. Pollay addressed the board saying that as the DDA FOIA Coordinator she needed to let the DDA know that they had received an appeal to a recent FOIA response; as the governing body of the DDA, they were asked to respond to this appeal. The appeal challenged the redaction of three email addresses, and asked for un-redacted copies of the documents. 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. Mr. Guenzel moved to deny the request in full. This motion was seconded by XXXXXXXXXXXXXXXX.



**A vote on the motion showed:**

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

**NAYS:** none

**ABSENT:** Collins, Narayan, Powers

**ABSTAIN:** None

**The motion passed.**

<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. Orr moved and Mr. Guenzel supported a motion to adjourn. Ms. Smith declared the meeting adjourned at 1:36 pm.

Respectfully submitted,  
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY**  
**Executive Committee Meeting**  
**Wednesday, April 2, 2014**

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

Time: 11:00 a.m.

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

Absent: none

Public: Dave Askins, Ann Arbor Chronicle; Chang Ming Fan, Tini Lite World

Committee actions and discussions

Connector study. Roger provided a project update, and said that he would bring a resolution to the board asking that the DDA indicate its support along with AAATA, University of Michigan, and City of Ann Arbor to pursue a National Environmental Policy Act (NEPA) environmental assessment and preliminary engineering study. The Committee reviewed and commented on a draft version of this resolution which would be presented to the full DDA board for action.

Other. Review of the board meeting agenda for the April 2, 2014 meeting. Items noted included whether or not the DDA might distribute an RFQ to firms who provide ambassador services as a way of learning more about what this program might provide and a review of the public benefits definition for parking meter removals.

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

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY**  
**PARTNERSHIPS / ECONOMIC DEVELOPMENT & COMMUNICATIONS**  
**COMMITTEE MEETING MINUTES**  
Wednesday, April 9, 2014

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

Time: 9:00 a.m.

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

DDA Absent: Russ Collins, Roger Hewitt, Steve Powers

Other Committee: Margie Teall, Ken Clein, Charles Griffin, Jason Morgan

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

Public: Sabra Briere, Ray Detter, Hisako Yabuki, Chang Ming Fan

1. Marketing. Mary Kerr, A3CVB conveyed information about their marketing activities. Q & A to explore if marketing gaps exist, and how to address them, could DDA/Area Associations utilize CVB data and mailing list to promote downtown events & businesses, and other ideas for ways the CVB & DDA could partner. The committee also discussed the DDA's social media efforts.
2. Partnership Grant Exploration. A review of previous DDA Brownfield and partnerships grants. Ideas for how a future grant program were suggested. E.g. the Design Review Committee asked to give input into whether a new DDA grant program might help encourage attractive buildings.
3. Partner Updates
  - a. AAATA. Charles Griffin gave updates on the Blake Transit Center and May milage vote. BTC is now open and a more formal grand opening will take place after the bus drive lane is complete.
  - b. City Council. Sabra Briere reviewed Council action regarding the Library Lane site. She also said that the City released information on street and sidewalk work that will take place this year.
  - c. Planning Commission. Ken Clein said Planning Commission recently passed resolutions on future use of the Library Lane property, as well as future development on the Edwards Brother property on S. State St.
  - d. WCC. Jason Morgan shared information regarding Lemonade Day, a program meant to inspire entrepreneurialism in kids. The DDA has agreed to assist WCC by helping to place some of the stands downtown. Lemonade Day 2014 is June 7.
  - e. DDA. Susan Pollay shared a possible partnership with the City in which the DDA might provide a grant to transition 212 downtown DTE street lights to LED technology. She also shared a request from the Library Green Conservancy group to use the Library Lane surface lot for an Earth Day celebration April 19-22. There was discussion, and all agreed to deny the request.
4. Audience Participation. Chang Ming Fan spoke to the Committee about how his technology could assist with communications about things like the smoking ordinance.

The meeting adjourned at 11:10 pm.

Respectfully submitted, Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY  
OPERATIONS COMMITTEE MEETING MINUTES  
Wednesday, April 30, 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, John Split

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

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; Mike Ortlieb, Carl Walker Inc.; Josh Rozeboom, Carl Walker Inc.; Chang Ming Fan, Hisako Yabuki, Carl Luckenbach

#### Construction

4<sup>th</sup> & William stair/elevator replacement. Mike Ortlieb, Josh Rozeboom, Carl Luckenbach presented design images. It was decided that a project approval resolution would be brought to the DDA. CWI was asked to explore feasibility for ground floor build outs on 4<sup>th</sup> Avenue and William Street. Discussion will continue regarding possible façade improvements.

#### Transportation

Greyhound. A proposal was reviewed for a 2 year lease at the 4<sup>th</sup> & William structure which would involve a build out. A resolution will be presented at the May board meeting.

#### Financial Statements

Financial documents for the 3<sup>rd</sup> quarter were reviewed.

#### Parking Operations

Parking data for the 3<sup>rd</sup> quarter was reviewed.

#### New Business

Special Event Use Policies. A draft set of policies were discussed.

#### Old Business

S. 5<sup>th</sup> Ave Lot Rental Proposal. RPS said their research indicates there is sufficient parking near the lot to meet customer demand. After discussion it was agreed that the committee would not recommend approval of a lease to reuse this lot for public parking.

The meeting adjourned at 1:12 pm.

Susan Pollay, Executive Director