

AFFORDABLE HOUSING/ECONOMIC DEVELOPMENT COMMITTEE MEETING MINUTES
Wednesday, August 12, 2020

Place: Virtual Meeting-Zoom link: <https://us02web.zoom.us/j/86436900205> or by phone 1-877-853-5257 (Meeting ID: 864 3690 0205 Password: 950746)

Time: 9:00 a.m.

Committee Present: Micah Bartelme, Tyler Kinley, Darren McKinnon

Committee Absent: Bob Guenzel

Other DDA Present: Alex Dieck, Jessica A.S. Letaw

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

Others: Jennifer Hall/AAHC

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

Affordable Housing: Ms. Hall said a feasibility analysis of 12 City properties is on the AAHC website. <https://www.a2gov.org/departments/Housing/Pages/Analysis-of-City-Owned-Properties-as-Affordable-Housing.aspx> . Smith Group has led several meetings with the public to get input into how City-owned sites might be developed to include affordable housing. Of the sites, the most progress has been made with the former Y-Lot. City Council voted to authorize the creation of an entitlement plan for the site. The conceptual design is being refined and functional details are being worked out. Questions were asked and answered. Ms. Hall noted that discussions have included if/how to integrate the AAATA/TheRide bus staging on the first floor. Ms. Hall said optimally the project site plan may be ready for consideration by City Council in February 2021.

Planning for 415 W. Washington is also progressing. The location has multiple challenges including the Treeline, preserving the Chimney Swift habitat, Washington St traffic issues, and the floodway & floodplain. Brownfield financing with a private developer would be the most likely funding sources for this site, and it may or may not be financially feasible to include affordable housing units. Questions were asked and answered. Council authorized creating a pre-entitlement plan for this site, but it isn't clear where the funding for planning would come from. She noted that this site would not qualify for millage funds if approved, as the ballot language excludes sites in flood ways/floodplains.

The next batch of City-owned sites to undergo community engagement will be 353 S. Main (Palio lot), Ashley & William (Kline lot) with 1st & William, 4th & Catherine, and 721 N. Main. 4th & Catherine would be an ideal location for affordable housing, but there is stakeholder opposition to losing this surface parking lot. The 353 S. Main St location would also be ideal for affordable housing; an early estimate is 25-40 units could be built on this site. There was discussion about whether or not first floor commercial should be included in a future project. In addition to downtown locations, two other sites being looked at are Fire Station #2 on Stadium and the AAHC site on S. Industrial.

Affordable Housing Millage: Ms. Hall reported Council unanimously approved placing an affordable housing millage on the November ballot; it would be 1 mill for 20 years. Approval of the millage would have a positive financial impact on the planning for City-owned sites.

Lurie Terrace: Ms. Hall said AAHC and the City are working to purchase Lurie Terrace. The property would be operated by the AAAHC, a non-profit 501C organization under the AAHC. The property has 136 apartments which provides much-needed below market-rate rental housing for households aged 62 years or older. Ms. Hall said 40% of the units would be reserved for households up to 60% of the Area Median Income, and 60% reserved for households up to 80% AMI, and all existing over-income tenants will be grandfathered in. Questions were asked and answered. The purchase price is \$4,050,000, total project costs including the purchase are \$5,336,400. AAAHC will apply for a HUD-insured 223(f) loan for the maximum amount supported by the current rents, which is estimated to be \$4,017,400. The FY21 City budget includes \$319,000 for the purchase, and \$31,950 was provided by the A2 Area Community Foundation for pre-development due diligence. DDA is being asked for a grant for up to \$1M to cover the balance of funding, with the actual DDA grant amount dependent on the interest rate that gets locked in at the time that HUD approves the loan. Several questions were asked and answered.

Ms. Pollay noted that in November 2018 the DDA approved a commitment of \$745,000 from its Housing Fund to realize the goal of a substantial number of affordable housing units created by the redevelopment of the 350 S. Fifth Ave. property. Ms. McCallum said that to approve the AAAHC grant request, the DDA will need to temporarily utilize these funds with the understanding that the DDA will have the opportunity to replace these funds when it creates its FY22 budget. Mr. McKinnon said that it was important that the DDA retain its commitment of funds to the Ylot to ensure that the maximum number of affordable housing units will be built at this site; Ms. Letaw said she strongly agreed. Mr. Bartelme asked that the resolution include language stating that the DDA's resolve to safeguard its commitment of funds for the Ylot. Ms. Pollay said that she would work to include this language and would distribute a draft resolution to the Committee to ensure this is stated clearly. Comments indicated there was unanimous Committee support to put this forward to the Board and encourage DDA approval of this grant request.

Public Comment: None.

The next Partnerships Committee meeting (with Partners) is scheduled for September 9 at 9 am.

The meeting adjourned at 11:00 am.

Respectfully submitted,
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
CAPITAL IMPROVEMENTS COMMITTEE MEETING MINUTES
Wednesday, August 19, 2020 11:00 am**

Place: Virtual Meeting: <https://us02web.zoom.us/j/89234768307> or by Phone: 1-877-853-5257 Meeting ID: 892 3476 8307 Passcode: 905114

Time: 11:00 a.m.

Committee Present: Alex Dieck, Tyler Kinley, Jessica A.S. Letaw, Molly McFarland, Darren McKinnon

Committee Absent: Micah Bartelme

Other DDA Present: None

Staff: Susan Pollay, Amber Miller, Maura Thomson, Liz Rolla, Jada Hahlbrock, Sara McCallum, Kelley Graves

Others Present: Bob Doyle, Oliver Kiley/SmithGroup, Addie Weber, Taylor Dennerlein/Toole Design

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

Virtual Meeting Guidelines: Ms. Dieck outlined the guidelines for electronic meetings as provided for in Governor Whitmer's Executive Order #2020-154.

People Friendly Streets Phase 2: In their presentation Ms. Miller and Mr. Kiley reminded the group of the foundational values that had been agreed to by the Committee at the July meeting that would be used to guide DDA projects. They also reminded the group of the City's key initiatives will help the DDA prioritize its efforts: the plan to build affordable housing on city properties, the recently approved A2 Zero Carbon Action Plan and the City's Transportation Master Plan including its focus on Vision Zero goals. They then presented a set of DDA District maps showing where there were opportunities for the DDA to make an impact, including locations where watermains could be upsized or where there were bicycle route gaps. This helped underscore the location and benefit from the next round of People Friendly Streets projects.

CIP: Staff presented their recommendation that the DDA shift their project timelines one year. This will allow for better coordination with AAHC projects and it will enable more and better public engagement which right now isn't possible during the pandemic. The downtown alley improvements and State Street improvements would shift to FY22 and the rest of People Friendly Streets Phase II will move to FY23. Questions were asked and answered. There was agreement to take this recommendation about the CIP timing to the Board for approval.

Pandemic Response: Staff reported that the City engaged a vendor, Cadillac, to install the street elements for the pilot projects which are aimed at providing social distancing space as well as using this time to examine how best to shape future projects. Because approvals were delayed Cadillac is now midway through a busy construction season so they are busy with other projects, but it is anticipated the installations will begin next week.

Ms. Thomson provided an overview of the Healthy Streets communications campaign focused on awareness, education and engagement. Information was included in both the DDA's July and August newsletters and a Healthy Streets project page has been added to the PFS website. It includes a survey to gather feedback from the community. The City sent out a press release in early August. Ms. Thomson had door hangers and yard signs printed and delivered them to the pilot project areas to make everyone aware of the projects and explain where trash receptacles should be placed during this time. An email was sent to all area associations and stakeholders in the pilot corridor. All communications include a QR code that links to the Healthy Streets' page where people can provide feedback. Large educational signs like those created for the William Street Bikeway are being created. Staff is collaborating with the Bike Alliance of Washtenaw County and Common Cycle on pilot related events.

Ms. Thomson reported the City has extended the sidewalk extended patio pilot from August 23 to September 21st and the Sunday street closure end time from 10 pm to 12 midnight. The DDA has provided a total of \$35,000 to-date to pay for 100 sidewalk occupancy permits to support downtown businesses. Thus far twenty-six businesses have applied for/been approved for extended patio space.

Projects Updates: Ms. Rolla reported the watermain is being installed at 1st and Huron; testing will be done next week. Installation of conduit and road paving south of Huron has been delayed because approval of the agreements with the railroad are still awaiting approval by the City Attorney's office. Landscape maintenance on Huron is ongoing, including upcoming tree replacements. There are a few punch lists items to complete on William.

Public Comment: None.

The meeting adjourned at 12:25 pm.

Respectfully submitted,
Susan Pollay, Executive Director

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY OPERATIONS COMMITTEE MEETING MINUTES
Wednesday, August 26, 2020

Place: Virtual meeting—Zoom link: <https://us02web.zoom.us/j/81812203303>
or Phone: 1-877-853-5227 (Mtg ID: 818 1220 3303 Password: 479338)

Time: 11 am

Committee Present: Robert Guenzel, Tyler Kinley, Darren McKinnon

Committee Absent: Phil Weiss

Other Board Mbrs: Jessica A.S. Letaw

Staff: Susan Pollay, Sara McCallum, Jada Hahlbrock, Maura Thomson, Amber Miller, 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.

Virtual Meeting Guidelines: Mr. McKinnon read the virtual meeting guidelines outlining the authority given to municipalities to hold electronic meetings for a period of time during the COVID-19 pandemic to conduct necessary business of public bodies as outlined in Governor Whitmer's Executive Order #2020-154.

Parking System CIP Review: In her presentation, Ms. Hahlbrock reminded the group that the DDA's goals and renewal plan principles and City goals inform which projects go into the Capital Improvements Plan (CIP). The Capital Improvements Committee approved its CIP recommendations at last week's committee meeting. The CIP is not a commitment to spend funds. The budget and project approval process will still take place as normal. Ms. Hahlbrock shared the spreadsheet for FY2020-FY2025. Questions were asked and answered regarding whether to err more on the side of caution and keep the amounts unchanged due to the uncertainty of financial impacts on the DDA due to COVID-19. Ms. Miller noted and Ms. Hahlbrock agreed that next year's CIP will reflect the budget impacts more closely. It was agreed to remove a proposed \$5,200 increase for FY22. Staff were directed to bring forward a joint CIC and Operations Committee resolution to the Board for DDA projects to include in the CIP.

Structure Fencing-Forest: The installation of deterrent fencing on parking structures was deemed critical and \$450,000 was included in the adjusted spending plan presented to the Board in May. The Forest structure is the next location in the queue to obtain fencing on the higher levels below the roof level. This structure is co-owned by the City (68%) and UofM (32%) and maintenance costs are shared proportionately. The agreement between the City/DDA and

the University points to the Parking Association manual as determining which projects to address and how, and deterrent fencing isn't mentioned in this manual. Given that UofM has declined to share the cost of installing additional deterrent fencing at the Forest structure staff recommended moving forward with the deterrent fencing at Forest, even if the DDA were responsible for the entire cost. Questions were asked and answered. The design of the garage guard railing was shared as they make fencing installation more difficult; there was a suggest to explore removing this railing permanently. A preliminary rough estimate for the project is \$300,00-400,000 based on available data and depending on whether cable or black vinyl is selected as the material. There was agreement to move forward, including further conversations with UofM regarding cost-sharing.

Parking Equipment Installation: Installation at the South Ann Ashley lot though slowed due to an issue with underground conduit was completed in early August. COVID-related supply chain delays have impacted delivery of equipment for the remaining installations which are being scheduled as the equipment arrives. The full system installation is still expected to be completed by the end of the calendar year.

Annual Restoration Work: Restoration work at Maynard, Ann Ashley, Library Lane, 4th & William and Forest deemed necessary is underway. The demo and replacement of the southeast stair tower at the 4th & Washington structure is scheduled to begin in September. Staff is working with the Building Department on a phasing and staging plan. Once the plan is completed, construction impacts and schedules will be communicated to the public through the DDA newsletter and outreach to the area associations, property owners, parking permit holders and validation accounts. Signage directing parkers to other parking locations will be placed at the structure.

Parking Revenue Collections Process: The Republic Parking team reached out in July to all permit accounts notifying them of revenue collection process and payment plan options. The deadline to contact RPS was August 7th, with 25% of the outstanding account balance due to set-up a payment plan. Sixty-three accounts with outstanding balances in July have now paid in full and six accounts have set-up payment plans. For those who did not respond, their permits were deactivated. If there is no contact with RSP by October, those accounts will be sent to collections. There is currently \$264,000 in the 60-90 days past due category. Ms. Hahlbrock will provide an update at the September Operations Committee meeting. Mr. McKiness reported July occupancy was at 42%. While lower than the normal average occupancy rate it is an improvement from 31% average occupancy at peak periods in June.. Staff will continue to monitor occupancy rates and revenue. Ms. McCallum will have FY20 year-end financials and a first look at FY21 revenues in September.

Parking Operations: MAVEN car share ceased operations at the end of June and removed their vehicles from DDA facilities. Zipcar has reduced its car share vehicles to two.

Parking Study: SmithGroup is working with the DDA and the AAHC to determine the impact on parking with the development of affordable housing on downtown city-owned sites. They are updating the 2015 parking study using historical data provided by RPS and will collect real-time data when the time is right to do so.

Transportation: Mr. Simmons reported transit fare collection was reinstated on August 2nd. Ridership and revenue information won't be available until at least September. He shared the temporary service routes developed to meet customer needs and comply with health and safety guidelines. Public outreach would occur before these service changes would be made permanent. FlexRide will expand, replacing NightRide and HolidayRide. Ms. Pollay asked when the regular direct Route 4 service to downtown first will be reinstated; Mr. Simmons said that will be considered as data is collected on ridership and revenue and meanwhile riders are being directed to Route 3, 5 or 6 as alternates. The goPass! Renewals will begin on August 31st with distribution of passes in September. Communications will direct account designees to pick up their passes at the ticket counter at the BTC to comply with health and safety guidelines.

Public Comment: None.

The next Operations Committee meeting is scheduled for Wednesday, September 30 at 11 am.

The meeting adjourned at 12:25 pm.

Respectfully submitted by
Susan Pollay, Executive Director

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
Special/Non-regularly Scheduled
Executive Committee Meeting
Wednesday, August 27, 2020

Place: Virtual Meeting-Zoom link: <https://us02web.zoom.us/j/82904236334> or by phone 877-853-5257 (US Toll-free) Meeting ID: 829 0423 6334 Password: 400591

Time: 11:00 a.m.

Present: Tyler Kinley, Marie Klopf, Jessica A.S. Letaw, Darren McKinnon, Susan Pollay

Absent: None

Others: Bob Guenzel

DDA Staff: Sara McCallum, Maura Thomson, Jada Hahlbrock, Amber Miller, Kelley Graves

Public: David Diephuis

Virtual Meeting Guidelines: Ms. Letaw read the virtual meeting guidelines outlining the authority given to municipalities to hold electronic meetings for a period of time during the COVID-19 pandemic to conduct necessary business of public bodies as outlined in Governor Whitmer's Executive Order #2020-154.

Executive Director Transition Process: The committee reviewed a draft resolution authorizing the Executive Committee to manage the executive director search, bringing recommendations to the Board. Ms. Letaw presented the proposed executive director search process roles and responsibilities, which included establishing a workgroup and hiring a search firm to lead the search. The proposed workgroup would consist of two members of the executive committee and two staff members to work with the search firm on the search process, bringing recommendations to the Executive Committee. The intent of the smaller workgroup was to keep the process nimble and ensure staff's involvement in the process. There was a robust discussion as the committee members discussed their respective reasons for wanting to be on the workgroup. The committee was not able to reach consensus on how many members and who should be on the workgroup. Ms. Pollay suggested not establishing a workgroup, proposing instead that the Executive Committee oversee the search, with staff being responsible for working with the search firm and bringing recommendations to the committee. There was agreement on this recommendation. The committee agreed to bring the resolution to the Board, removing the reference to a workgroup.

Public Comment: Mr. Diephuis agreed with the committee's decision not to establish a workgroup. He suggested the DDA, as part of the City, reach out to City staff for input and support on the process. Ms. Letaw thanked Mr. Diephuis for his comments and stated that staff has been in contact with the City to gain insights on the process.

Adjournment. There being no other business, the meeting adjourned at 11:52 am.

Respectfully submitted,
Susan Pollay, Executive Director

Parking & Transportation Report August 2020

Parking

Annual Restoration & Maintenance

The annual structure restoration and maintenance work got underway in July. As a reminder, recognizing the potential COVID-19 impacts to parking revenues, the scope and cost for this year's work was reduced. What is underway are those repairs that were determined to be necessary; other scheduled work was deferred to future years. Roof level joint and sealant work is currently underway at the Maynard & Ann Ashley structures. Upcoming work will include small quantities of concrete repairs at Library Lane and 4th & William, and coating repairs at the 4th & William SW stairwell.

This fall work will take place in the SE stair tower at 4th & Washington to repair deterioration and replace the stair treads, risers and landing areas. The team is working with City building officials to develop a phasing and staging plan. This is complicated given that the structure has only 1 elevator. Stair and elevator closures will mean much-reduced parking availability during most of the project as recommended by the Building Official. Once the details have been finalized, construction impacts and schedule will be communicated to the neighborhood and users.

Parking Equipment

Installation of the new TIBA parking equipment began in August at the South Ashley lot. Complications arose during the underground conduit installation which caused delays, but the equipment is in and working well. COVID-related supply chain impacts have delayed delivery of some of the new equipment components. As complete orders are received, installation will continue in other locations. It is still our hope that installations at all locations will be completed this calendar year.

Car Share

The General Motors car share program MAVEN ceased operations this spring and MAVEN cars were removed from DDA garages at the end of May. Since the beginning of the year Zipcar reduced the number of its vehicles in the DDA parking system from 8 vehicles to 2 vehicles. Remaining Zipcars are located at Library Lane and First & William.

Parking Study Update

Smith Group is underway with efforts to shape plans for how affordable housing might be constructed on the various downtown City-owned parking lots. A related element of their work is an update to a 2015 parking study to help assess what the impact might be if some or all of the parking spaces are removed when individual lots are redeveloped. DDA and RPS staff have been coordinating with the consultants working on the parking study update. Although the current parking situation does not lend itself to useful data collection and analysis, RPS staff has been able to provide the requested historical data.

Meters

Meter staff has been busy coordinating meter bags for the various downtown Healthy Streets social distancing initiatives which include weekly street closures, pick-up/delivery spaces, sidewalk patio extensions, and the pilot projects. Normal routine maintenance across the epark system is back on schedule following earlier COVID-related interruptions.

Parking System Maintenance & Operations

Parking system staff is adapting well to the new workplace guidelines and expectations. RPS maintenance and operations supervisors are monitoring levels of service and maintenance standards following staffing reductions.

Transportation

Bike Parking

Current rentals-August 2020:

- Bike Locker Rentals: 5 rentals of 10 available lockers (50%)
- Maynard Bike House Rentals: 9 of 28 spaces (32%)
- Ann Ashley Bike House Rentals: 39 of 27 spaces (144%)