

## ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY MEETING MINUTES

Wednesday, June 1, 2016

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104  
Time: Mr. Hewitt called the meeting to order at 12:00 p.m.

### 1. ROLL CALL

Present: Tom Crawford (acting City Administrator), Bob Guenzel, Roger Hewitt, Al McWilliams, John Mouat, Rishi Narayan, Keith Orr, Sandi Smith, John Splitt, Phil Weiss

Absent: Marie Klopf, Joan Lowenstein

Staff: Susan Pollay, Executive Director  
Joseph Morehouse, Deputy Director  
Amber Miller, Planning & Research Specialist  
Liz Rolla, Project Manager  
Jada Hahlbrock, Management Assistant

Audience: Ray Detter, CAC  
Christian Guiboux, Oxford Companies  
Alan Haber  
Dave Orfield, Republic Parking  
Nancy Shore, getDowntown

### 2. AUDIENCE PARTICIPATION

Mr. Haber said he was speaking on behalf of community members seeking a public commons atop Library Lane, and signed petitions would be submitted to the City asking to have the issue on the November ballot. He said he would like engagement with the DDA regarding this idea.

### 3. REPORTS FROM CITY BOARDS AND COMMISSIONS

Downtown Area Citizens Advisory Council- Mr. Detter said that the CAC was joined at its last meeting by several students. Discussion included the Foundry Apartments, and the proposals for the properties at 615 South Main and 221 Felch Street. The CAC also discussed the DDA's efforts to develop consensus on plans for future improvements along S. University. Mr. Detter said the CAC has been involved, along with other near downtown neighbors and merchants, in three meetings on that issue and supports a design that will make South University a destination as well as a passageway for visitors and nearby residents. Mr. Detter said CORE will hold another public meeting to elicit feedback into their proposal for the Library Lot on Thursday, June 2, 6-8:00 pm at the downtown library.

### 4. DDA MEMBERS COMMUNICATIONS

Ms. Smith said the Allen Creek Greenway project will host a public meeting on June 16 from 6:30-8:30 pm in City Council Chambers.

Mr. Crawford said that work on the CORE proposal for the Library Lot continues, and will not be presented to Council in June as planned. He said that Mr. Howard Lazarus the new City Administrator begins his position in July.

Mr. Hewitt said the final Connector Study alternatives analysis is complete and available on the Connector website. An environmental analysis will be the next phase of study and will be managed by the UM, probably beginning this fall.

**5. EXECUTIVE DIRECTOR COMMUNICATIONS**

Ms. Pollay said the RTA's Master Transit Plan has been unveiled, and it aims to create seamless transit connections across the four county region to help people get to jobs, school, and more. The Plan aims to maximize existing transit resources provided by AAATA, DDOT, SMART, People Mover, and M-1 Rail, and offers new transit services to fill gaps. She said that a series of public meetings will be held in June to elicit feedback on the Plan.

**6. APPROVAL OF MINUTES**

Mr. Guenzel moved and Mr. Mouat supported approval of the May 2016 DDA meeting minutes.

**A vote on the motion showed:**

**AYES: Crawford, Guenzel, Hewitt, McWilliams, Mouat, Narayan, Orr, Smith, Splitt, Weiss**

**NAYS: none**

**ABSENT: Klopff, Lowenstein**

**The motion carried.**

**7. A. SUBCOMMITTEE REPORTS – OPERATIONS COMMITTEE**

Parking & Transportation Report. Mr. Splitt asked for questions.

TDM Strategies. Mr. Orr said Ms. Pollay has been making presentations to share information about the study and its findings. He said staff is pursuing the purchase of additional EPark machines, and will seek a software consultant to assist with future technology purchases.

4<sup>th</sup> & William. Mr. Splitt said installation of the new elevator is underway. Phase Three will begin after Art Fair and will include installation of the second new high speed elevator.

**The next Operations Committee meeting will be June 29th at 11:00 a.m.**

**7. B. SUBCOMMITTEE REPORTS- FINANCE**

Resolution to Segregate Funds for Future Parking Additions (postponed at May meeting). Mr. Narayan moved and Mr. Splitt supported the following resolution.

**RESOLUTION TO SEGREGATE PARKING FUNDS TO ENABLE THE FUTURE CONSTRUCTION OF ADDITIONS TO THE PUBLIC PARKING SYSTEM**

Whereas, The DDA has managed public parking facilities in pursuit of its mission since 1992;

Whereas, In 2015 the DDA commissioned a parking study, which determined that the DDA parking system is at full capacity in terms of accommodating any new growth in midday parking demand;

Whereas, This report included a forecast of future parking demand, and based on residential and employment growth predictions, projected an additional peak demand for long-term parking within the DDA system;

Whereas, The report encouraged the DDA to continue its long-standing support for alternative transportation programs to create capacity and extend the impact of future parking system expansions;

Whereas, In addition to its commitment to encouraging the use of alternative transportation choices, the DDA has an interest in planning for the construction of additional parking in the future to support downtown's growth and vitality;

Whereas, The DDA Finance Committee recommends that the DDA set aside funds on an annual basis to enable the future construction of additional public parking spaces;

Whereas, The DDA Finance Committee also recommends that the DDA begin by setting aside \$1 million from its FY2016 parking budget for this purpose;

RESOLVED, The DDA approves the recommendation of its Finance Committee, and will separate funds to use in the construction of future public parking spaces.

RESOLVED, The DDA also approves the recommendation of its Finance Committee to begin this process by setting aside \$1 million in FY2016 for this purpose.

Mr. Narayan said the Committee is bringing forward the same resolution that was considered at the May meeting. After additional discussion at its May meeting, the Finance Committee would like more time to consider this question.

Mr. Narayan moved and Mr. Splitt supported postponing a vote on the resolution until the July DDA Board meeting to allow the Finance Committee to continue to gather information.

**A vote on the motion to postpone showed:**

**AYES:** Crawford, Guenzel, Hewitt, McWilliams, Mouat, Narayan, Orr, Smith, Splitt, Weiss

**NAYS:** none

**ABSTAIN:** none

**ABSENT:** Klopf, Lowenstein

**The motion to postpone carried.**

**The next Finance Committee meeting will be Tuesday, June 21st at 1:00 p.m.**

S.U. Project. Mr. Mouat said the consultant team reviewed the final design, and the committee also discussed feedback received from a stakeholder meeting attended by area merchants and nearby residents. The residents expressed a desire for amenities such as seating and planters, the merchants expressed a desire for as much sidewalk café area as possible. Mr. Mouat said the Committee felt the design struck a good balance between those desires, while meeting City Standards.

Mr. Mouat moved and Mr. Narayan supported the following resolution.

**RESOLUTION TO APPROVE A SCHEMATIC DESIGN FOR THE SOUTH UNIVERSITY STREETScape PROJECT**

Whereas, The DDA's Development Plan highlighted identity, infrastructure, and transportation as key strategies, and included references to maintaining previous DDA improvement projects, and enhancing pedestrian connectivity and safety;

Whereas, On October 7<sup>th</sup>, 2015, The DDA Board approved a total project budget for a South University project of \$1.5M so that maintenance issues such as broken planters, ponding water, and heaving pavers could be comprehensively addressed;

Whereas, On March 2<sup>nd</sup>, 2016, The DDA Board increased the project budget to \$2.1M and expanded the project scope to include mid-block street trees to address the City's sustainability goals, and pedestrian safety elements including sidewalk expansions, corner bump-outs at the Forest and Washtenaw intersections, and new streetlight globes to improve lighting quality;

Whereas, Over the course of seven months the project team has shaped a schematic design through extensive site evaluation and numerous committee, focus group, and one-on-one conversations with stakeholders, including:

- A Pop-up workshop to gather feedback from users of the corridor
- Meetings with:
  - South University Area Association and area businesses
  - Downtown Area Citizens Advisory Council and other nearby residents
  - Individual property and business owners along the corridor
  - University of Michigan
  - Downtown Street Design Team, including staff representing City Forestry, Stormwater, Project Management, Systems Planning, Planning, Field Operations, and AAATA

Whereas, The project team worked closely with City staff to ensure alignment with City standards;

Whereas, The DDA Capital Improvements Committee reviewed the proposed final schematic design and recommends approval;

Resolved, The DDA Board supports the recommendation of its Capital Improvements Committee, and approves a schematic design for the South University Project;

Resolved, The DDA Capital Improvements Committee will bring the DDA a resolution to initiate and approve construction services after construction bids have been received.

**A vote on the resolution showed:**

**AYES:** Crawford, Guenzel, Hewitt, McWilliams, Mouat, Narayan, Orr, Smith, Splitt, Weiss

**NAYS:** none

**ABSTAIN:** none

**ABSENT:** Klopf, Lowenstein

**The resolution carried.**

5<sup>th</sup> & Detroit Project. Mr. Mouat said survey work is almost complete. Meetings with area stakeholders will begin in June. A public pop-up workshop will take place on June 8<sup>th</sup>.

**The next Capital Improvements Committee meeting will be June 15th at 11:00 a.m.**

**7. D. SUBCOMMITTEE REPORTS - PARTNERSHIPS COMMITTEE**

Mr. McWilliams said the Committee discussed the TIF cap, specifically how this will help with budgeting and planning, and the benefits to the taxing jurisdictions. He said there was also a discussion of the City budget, which was subsequently approved by City Council.

**The next Partnerships Committee meeting will take place on June 8th at 9:00 am.**

**7. E. SUBCOMMITTEE REPORTS – EXECUTIVE COMMITTEE**

Mr. Hewitt said the Committee primarily spent time reviewing the agenda.

**The next Executive Committee meeting will be July 7th at 11:00 a.m.**

**8. NEW BUSINESS**

Moving July Meeting Date. Ms. Pollay said the July Executive Committee, Board and Annual meetings may fall on Eid al-Fitr. She suggested rescheduling the meetings, and proposed moving the meetings one day later, to July 7<sup>th</sup>. The Board was supportive. Meeting postings will be updated to reflect the change.

**9. OTHER AUDIENCE PARTICIPATION**

None.

**10. ADJOURNMENT**

There being no other business, Mr. Guenzel moved and Mr. Orr supported a motion to adjourn. Mr. Hewitt declared the meeting adjourned at 12:45 pm.

Respectfully submitted,  
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY**  
**Executive Committee Meeting**  
**Wednesday, June 1, 2016**

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

Time: 11:15 a.m.

Present: Roger Hewitt, John Mouat (ex officio), Rishi Narayan, Susan Pollay (ex officio), Sandi Smith

Absent: Marie Klopf

Others: Emma Cleason, Eleanor Hagan, Ethan Harding, Joe Budzinsk, Lobeer Fectola/Skyline High School

Committee actions and discussions

Agenda Review. The group reviewed the June DDA monthly meeting agenda. Ms. Smith said she would give an update on the Greenway Study. Mr. Hewitt said he would give an update on the Connector. Ms. Pollay said that the DDA's July meeting and Annual Meeting may fall on Eid al-Fitr, and asked the group for an alternate date to propose to the board for consideration; the group proposed the day after, Thursday July 7<sup>th</sup>. In light of the Finance resolution to begin saving for a future addition to the public parking system the group discussed the difference between "postponing" and "tabling" a motion.

Other Business. The group briefly discussed the Annual Meeting which will take place the same day as the board meeting. It was noted that the DDA Chair would ask the board to assist with the annual review of the Executive Director.

There being no other business, the meeting adjourned at 11:41 a.m.  
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY  
PARTNERSHIPS & ECONOMIC DEVELOPMENT COMMITTEE MEETING MINUTES  
WEDNESDAY, JUNE 8, 2016**

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

Time: 9:00 a.m.

Present: Joan Lowenstein, John Mouat, Keith Orr, Sandi Smith, John Splitt

Absent: Tom Crawford, Bob Guenzel, Roger Hewitt, Marie Klopf, Al McWilliams Rishi Narayan, Phil Weiss

Others: Alexis DiLeo/ City of Ann Arbor, Graydon Krapohl/ City Council

Staff: Susan Pollay, Amber Miller, Jada Hahlbrock

Public: None

DDA Grants

Committee reviewed the DDA grant policy and discussed possible changes. A resolution outlining a proposed change will be brought to the DDA Board for consideration at its July meeting.

Affordable Housing

Ms. Pollay said she has been talking with City and County staff on about ideas to explore to encourage more affordable housing initiatives. One idea under consideration is to explore strengthening the affordable housing component of Brownfield grants, including possibly making this a threshold requirement. Committee members expressed support for the concept, and encouraged staff to continue this exploration.

Premium Amendments

Ms. DiLeo provided a review of work underway to amend zoning premiums. Proposed amendments include a focus on developments that contain a substantial amount of new workforce housing and that would achieve Gold or Platinum LEED certification. Questions were asked and answered. Ms. DiLeo said that a City Council work session with Planning Commission will be held on Monday June 13 to allow a discussion about possible changes to downtown zoning.

Public Comment

None

**The next Partnerships Committee meeting is scheduled for July 13th at 9:00 am.**

The meeting adjourned at 10:24 am.

Respectfully submitted, Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY  
CAPITAL IMPROVEMENTS COMMITTEE MEETING MINUTES  
Wednesday, June 15, 2016**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104  
Time: 11:00 a.m.  
Present: Joan Lowenstein, John Mouat, Keith Orr, John Splitt, Phil Weiss  
Absent: Tom Crawford, Bob Guenzel, Roger Hewitt, Marie Klopf, Al McWilliams Rishi Narayan, Sandi Smith  
Other Participants: None  
Staff: Susan Pollay, Amber Miller, Liz Rolla, Jada Hahlbrock  
Public: Ray Detter

South University Project Update

Ms. Miller reported that City and DDA staff are meeting with a S. U. developer to coordinate planning for their proposed project, as it will include required sidewalk work with the DDA streetscape construction. Ms. Pollay said that DDA staff met with a S. U. business owner to review the proposed project design.

5<sup>th</sup> & Detroit Project Update

Ms. Miller shared a summary of feedback received at the public pop-up workshop and stakeholder focus group meetings. Key elements include pedestrian and cyclist safety, pick-up /drop-off zones for Market-goers and students, and confusion about the one-way streets. Many expressed a strong desire to maintain the unique character of the area, even while improving pedestrian accommodations and better connecting it with other parts of downtown. Outreach and preliminary design work will continue over the summer.

Huron Street Project

The Committee discussed the possibility of working with Smith Group JJR on the Huron Street project. It was noted that Smith Group JJR is a pre-qualified firm with MDOT. It was also noted that their fees had been lower than those proposed by others, and they had agreed to keep their fees the same for the Huron project. Mr. Mouat said that working with a firm familiar with both downtown Ann Arbor and MDOT would be beneficial during this complicated project. The Committee determined it would bring a resolution recommending a project budget (\$4M) and to select Smith Group JJR as the project designer.

Sidewalk Repairs Update

Ms. Rolla reported that amenity zone repairs are underway and are being coordinated with the City. Repairs on Washington should be complete soon and work will then move to Liberty Street.

Public Comment

Mr. Detter said the CAC is very pleased to be participating in the planning for the streetscape projects. He said he hopes seating can be a component of the redesigned space adjacent to Community High School. Mr. Detter said he hopes consideration is given to a mid-block crossing on Huron that would connect the 413 building and the walkway from the Varsity.



Next Meeting September 14<sup>th</sup> at 11:00 a.m.

The July and August meetings were cancelled. The September meeting will take place on Wednesday, September 14<sup>th</sup>, one week earlier than originally scheduled.

The meeting adjourned at 12:45 a.m.

Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY  
FINANCE COMMITTEE MEETING MINUTES  
Tuesday, June 21, 2016**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104  
Time: 1:00 p.m.  
Present: Roger Hewitt, John Splitt, Phil Weiss  
Absent: Tom Crawford, Bob Guenzel, Marie Klopf, Joan Lowenstein, Al McWilliams,  
John Mouat, Rishi Narayan, Keith Orr, Sandi Smith  
Staff: Susan Pollay, Joseph Morehouse, Amber Miller, Jada Hahlbrock  
Public: None

Financial Statements. The Committee reviewed the May 2016 expense listing. Questions were asked and answered.

New Business. Ms. Pollay shared a list of DDA projects as outlined in the 10 year plan. This report will be added to DDA website.

Old Business. Mr. Morehouse share forecasting information meant help estimate the debt and operating costs of a new parking structure, in addition to estimated revenues as a way to help the Committee continue its investigations relating to segregating funds for future parking additions. The resolution regarding segregating the funds had been postponed last month, and will return to the DDA Board for discussion.

Next Meeting. The Committee cancelled its meeting scheduled for July 26<sup>th</sup>. The next meeting will take place on Tuesday, August 30, 2016 at 1:00 pm

Public Comment. None

The meeting adjourned at 2:13 pm  
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY  
OPERATIONS COMMITTEE MEETING MINUTES  
Wednesday, June 29, 2016**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104  
Time: 11:00 a.m.  
Present: Roger Hewitt, Joan Lowenstein, John Mouat, Keith Orr, John Splitt, Phil Weiss  
Absent: Tom Crawford, Bob Guenzel, Marie Klopff, Al McWilliams, Rishi Narayan, Sandi Smith  
Staff: Susan Pollay, Joseph Morehouse, Jada Hahlbrock  
Others: Emily Lavers/MAVEN; Alex Keros/MAVEN; Dave Orfield/Republic Parking; Nancy Shore/getDowntown  
Public: Ray Detter/Downtown Citizens Advisory Council

Parking Structure Repairs

Repairs are underway at the Liberty Square and Ann Ashley facilities with a focus on concrete repairs and sealant work. Next steps at Liberty Square will include deck coating application.

June Parking & Transportation Report

The June report was reviewed. Discussion included the impact to parking related to the change in Art Fair dates. Ms. Shore shared results from May's Commuter Challenge, saying it was the most successful ever.

General Parking Operation

Mr. Morehouse said the manufacturer had still not delivered Quick Pay card system equipment for the Library Lane and Liberty Square structures. The purchase will take place in the next fiscal year.

MAVEN Request

Ms. Lavers and Mr. Keros presented a request from MAVEN to add 16 spaces to the 10 that MAVEN currently has under contract. Six of the spaces would include EV charging units. GM expressed willingness to assist in paying for the installation of those EV units. Ten of the spaces would be designated for the one-way car sharing service launching this fall. The Committee indicated support for a staff recommendation to the board in response to this request.

Greyhound Request for Lease Extension

Greyhound has requested a lease extension for the space they rent in the 4<sup>th</sup> & William structure. They are working to secure a new space, but don't anticipate that being ready for use by the current July 31<sup>st</sup> lease expiration date. The Committee supported bringing a resolution to the July Board meeting to extend the lease term. All other lease details including rent will remain the same.

Technology Consultant

An RFQ was distributed to locate a parking technology software consultant, and Mr. Morehouse shared that one firm responded. Staff asked to put forward a project budget of \$35,000, which

would include a not-to-exceed contract of \$25,000. Questions were asked and answered about existing equipment, and what the proposed scope of services would include. The Committee expressed support for a resolution approving the project budget and consultant selection.

#### Connector Study

Mr. Hewitt shared an update on what will become the third phase of the Connector study. This environmental study phase will be led by UM and is scheduled to begin in early 2017. The DDA had financially supported the earlier phases of the study, and was being asked to help fund phase three. The Committee members expressed support to bring a resolution to the board that would match what the City has agreed to provide.

#### Parking System Review

Ms. Pollay said work is anticipated to begin shortly.

#### 4<sup>th</sup> & William Improvement Project

Elevator installation continues. It is hoped Phase II will be completed by Art Fair.

#### New Business- CORE Spaces

Ms. Pollay said that the City had selected Core Spaces as its preferred developer for the Library Lane site and City staff were working with Core on the details that will come before City Council for approval in coming weeks. Ms. Pollay said that one element of this would involve parking, and asked for direction on what the elements of a future parking agreement should look like. Committee members provided comments.

#### Public Comment

Mr. Detter said the CAC supports the Connector study and appreciates the DDA's contribution to the planning effort. Mr. Detter said the CAC also supports the proposed plan to set aside dollars for future parking additions. Mr. Detter expressed concern that the DDA would get out ahead of the City in approving a parking agreement with Core. Ms. Pollay responded by saying that the City will decide on the sale and redevelopment of this site; the committee had only been asked to provide direction on the framework for what might come before City Council for approval.

Next Operations Committee Meeting: The July 27 committee meeting was cancelled. The next committee meeting will take place on August 31 at 11:00 am

The meeting adjourned at 1:10 pm.  
Susan Pollay, Executive Director