

Ann Arbor Downtown Development Authority Meeting Minutes

Wednesday, March 7, 2018

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

Time: Mr. Weiss called the meeting to order at 12:06 p.m.

1. ROLL CALL

Present: Bob Guenzel, Marie Klopf, Howard Lazarus, Jessica A. S. Letaw, Rishi Narayan, John Splitt, Phil Weiss

Absent: Joan Lowenstein, Darren McKinnon, John Mouat, Keith Orr

Staff: Susan Pollay, Executive Director
Joseph Morehouse, Deputy Director
Maura Thomson, Communications Manager
Amber Miller, DDA Projects Manager
Jada Hahlbrock, Manager of Parking Services
Liz Rolla, DDA Project Manager

Audience: Ray Detter, Downtown Citizens Advisory Council
Chris Simmons, Get!Downtown
Michael McKiness, RPS
Meredith Bruckner, WDIV
Ryan Stanton, Ann Arbor News
Chris Grant, AAUW
Jim Mogensen

2. APPROVAL OF BOARD MEETING AGENDA

Ms. Letaw moved and Mr. Narayan seconded to approve the meeting agenda:

A vote on the motion to approve the agenda showed:

Ayes: Guenzel, Klopf, Lazarus, Letaw, Narayan, Splitt, Weiss

Nays: None

Absent: Lowenstein, McKinnon, Mouat, Orr

The motion was approved.

3. AUDIENCE PARTICIPATION

None

4. REPORTS FROM CITY BOARDS AND COMMISSIONS

Downtown Area Citizens Advisory Council. Mr. Detter said members of the Downtown Area Citizens Advisory Council and downtown and near-downtown neighbors, spent an hour and a half with Amber Miller, Susan Pollay, and the JJR team of Bob Doyle and Oliver Kiley viewing and discussing possible DDA plans for East and West Huron, First Street, Ashley and William Street

projects. The purpose of the meeting was to present the DDA's latest efforts to support people-friendly streets in the downtown.

Mr. Detter reported that the CAC supports this DDA initiative--as well as the South University and Fifth and Detroit improvements that preceded it. The transformation of Ashley and First Streets from one-way to two-way streets, makes sense—as does William Street redesigned to accommodate both vehicles and bikes. Mr. Detter said the CAC supports major improvements to East and West Huron, from Division to Chapin, including improved pedestrian amenities, planters trees, new lighting, safer and more efficient traffic and parking patterns and encouragement of retail activities.

As a group the Downtown Area CAC is a strong advocate of connectivity—whether with a concept of the place of the Library Block, the Blake Transit Center, the Treeline, a revitalized North Main entrance to the City, the pedestrian berm under the railroad, the Border to Border Trail and, yes, the eventual connection to the railroad depot (or depots). It all must fit together in a cohesive plan for a future revitalized vision of the Central Area of Ann Arbor.

5. DDA MEMBERS COMMUNICATIONS

Ms. Letaw announced that she had scheduled a regular series of “downtown halls” to meet with members of the community interested to talk about the DDA, the downtown, and related topics. The first sessions will be held at HOMES Brewery next Wednesday and following Saturday.

There were no other DDA board comments.

6. EXECUTIVE DIRECTOR COMMUNICATIONS

Ms. Pollay said that the next set of People-Friendly Streets projects will be Huron, First, Ashley, and William, and members of the public are asked to attend events to help shape the designs:

March 19, DDA Office, 150 S. 5th, 6-8pm: Presentation and Open House, including project overview, open discussion and the opportunity to talk with the design team.

March 20, DDA Office, 1-5pm: Open Design Studio. Stop by anytime to see the design team at work, and provide feedback

March 21, Downtown Library, 343 S. Fifth, Multipurpose Room, 9-11am: Open Design Studio. Stop by anytime to see the design team at work, and provide feedback

March 22, Downtown Library, 6-8pm: Presentation and Open House, a summary of the week's activities, and feedback stations to talk with the design team.

7. APPROVAL OF MINUTES

Mr. Splitt moved to approve the February meeting minutes, seconded by Mr. Guenzel:

A vote on the motion to approve meeting minutes showed:

Ayes: Guenzel, Klopf, Lazarus, Letaw, Narayan, Splitt, Weiss

Nays: None

Absent: Lowenstein, McKinnon, Mouat, Orr
The motion was approved.

8. A. SUBCOMMITTEE REPORTS- CAPITAL IMPROVEMENTS COMMITTEE

Mr. Weiss said that in Mr. Mouat's absence he would provide the CIC update.

He noted that in February, the Huron Street project team updated the CIC on key transportation items and conversations with MDOT. MDOT conveyed that that they will need a resolution of support from City Council to consider the more innovative elements, like non-rush hour parking.

Bob Doyle, Smith Group/JJR provided a presentation on the transportation elements being recommended. Following the presentation, questions were asked and answered.

Mr. Splitt moved and Ms. Klopf seconded the following resolution:

RESOLUTION TO URGE SUPPORT FOR KEY HURON TRANSPORTATION IMPROVEMENT ELEMENTS

Whereas, The DDA's Development Plan highlights identity, infrastructure, and transportation as overarching strategy areas, which include improving safety and economic vitality through pedestrian improvements;

Whereas, In July 2016 the DDA began work on Huron Street improvements and in November, 2017, finalized the project boundaries as Third Street to Division Street;

Whereas, Public input has called attention to concerns, including fast moving traffic and an uncomfortable and unprotected experience walking along and crossing the corridor;

Whereas, Transportation options have been studied to address these concerns, further informed by best practice solutions, crash and speed analysis, and discussions with City and MDOT staff;

Whereas, Recommended transportation elements have been formulated to include:

- Non-rush hour parking to provide a substantial buffer for pedestrians on Huron Street sidewalks.
- A permissive/protected left turn phasing for the westbound left turn at the Huron and Fifth Avenue intersection to reduce conflicts between left turning vehicles and pedestrians crossing the street.
- Restricted right turns on red along the corridor to prevent vehicles encroaching into the crosswalk before turning.
- A fully signalized intersection at Third and Chapin to provide clarity for pedestrians and motorists using the intersection, addressing concerns from vulnerable users at the YMCA and Lurie Terrace and implementing near term Treeline Trail elements.

- Overall signal timing adjustments to ensure adequate pedestrian walk time and visibility.

Whereas, Huron Street is owned by the Michigan Department of Transportation (MDOT), which has asked for a resolution of support from the Ann Arbor City Council in order to consider approving these changes;

Whereas, MDOT will need additional time to review these elements ahead of the development of the final Huron Street design, which is why this matter is being considered at this time;

Whereas, The DDA Capital Improvements Committee recommends that these transportation elements be supported;

Resolved, The DDA Board supports these recommendations and urges the City Transportation Commission and Ann Arbor City Council to convey strong local support for these changes to MDOT;

Resolved, The DDA staff will continue to meet with the community, city staff, and key stakeholders to assemble a streetscape design with these elements included;

A vote on the motion showed:

Ayes: Guenzel, Klopff, Lazarus, Letaw, Narayan, Splitt, Weiss

Nays: None

Absent: Lowenstein, McKinnon, Mouat, Orr

The motion was approved.

First, Ashley, William Street. Mr. Doyle said that as noted earlier by Ms. Pollay, public outreach activities will take place the week of March 19th. All are invited.

5th & Detroit Construction. Mr. Weiss noted that dependent on weather, construction will begin next week on Detroit and in the loading zone on N. 4th/Kingsley. Full construction is slated to begin in early April. He also noted that starting March 24th, free parking will be provided at Ann Ashley on Saturdays during Farmers Market hours.

Mr. Weiss noted that the next Capital Improvement Committee meeting will be:
Wednesday, March 21, 2018 at 11:00 am AT THE LIBRARY (NOTE NEW LOCATION)

8. B. SUBCOMMITTEE REPORTS – OPERATIONS COMMITTEE
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Ann Ashley Expansion. Mr. Splitt welcomed Mike Ortlieb, Carl Walker Inc., and others on the design team to present a design update.

Mr. Ortlieb presented current images of the garage, then illustrations showing the three floor addition. With the goal of lessening the visual impact and to improve the garage's connection to the sidewalk, architect Luckenbach showed a series of images. This included a concept whereby 16' of the northernmost portion would be removed to move the garage away from the sidewalk.

It was recommended that in the future a commercial space of approximately 3,500SF could be built out in this area. The existing brick and spandrels throughout the garage façade would be stained a dark grey, and an architectural “veil” created by metallic louvers placed around the face of the garage between the first floor and covering the joint connecting the new addition. The purpose of this element would be to draw the eye downward, to help lessen the visual scale of the building. These louvers would tilt upward to allow in light. It was also recommended that an additional elevator be installed at the Ann Street entrance to accommodate the added patrons, and the north stair/elevator enclosure be redesigned with extensive glass to enhance the feeling of security, plus the northern pedestrian entrance should be improved. It was recommended that additional lighting be placed under the overhang, and vines be trained to crawl up the western façade to soften the Ashley St face. In the future it was recommended that the commercial space under the overhead be built out, perhaps as two separate spaces. The design team noted the questions and suggestions provided by DDA members at an Operations Committee subcommittee meeting. Questions were asked and answered.

Mr. Ortlieb broke out revised estimates for the project as follows:

Base cost (cast-in-place, precast façade panels, new elevator)	\$12.8M or \$16M w/soft costs
Added scope (fencing, electrical upgrade, storm water detention)	\$1M or \$1.3M w/soft costs
Architectural premiums (louvers, stain, demo north end, etc.)	<u>\$3.4M or \$4.2M w/soft costs</u> \$17.2M or \$21.5M w/soft costs

It was noted that the DDA had approved \$18M in its project budget. Questions were asked and answered. Ms. Pollay asked for feedback about increasing the project budget; given the many board member absences, it was recommended that the discussion continue at the next Operations Committee meeting, to ask the Committee to make a recommendation to the rest of the board.

Mr. Splitt moved to approve the following resolution, seconded by Mr. Guenzel;

RESOLUTION TO PURCHASE AND INSTALL PARKING PAY STATIONS

Whereas, In their 2016 study Nelson/Nygaard set forward a recommendation that traditional parking meters be replaced with new multi-space pay stations;

Whereas, Parking pay stations offer important benefits, including improving patron convenience as they allow payment with credit cards, cash and mobile apps and they will enable the DDA to gather usage data;

Whereas, The earliest EPark machines have reached the end of their life cycle and must be replaced, and an additional purchase of machines will complete the metered parking system installation for a total purchase of 150 machines;

Whereas, The DDA wishes to purchase and use the same brand of equipment as previously deployed for ease of customer use and because that brand of equipment was selected after a competitive bid in the summer of 2016;

Whereas, The selected bidder is offering the equipment for the previously bid price;

Whereas, The project cost for this installation is estimated to be \$1.3M, including the cost to purchase approximately 150 metered parking pay stations (\$1,104,850), 348 space markers (\$115,000) as well as a contingency (\$45,000);

Whereas, The Operations Committee recommends approval of this project;

RESOLVED, The DDA approves the purchase and installation of parking pay stations and related equipment within a project budget of \$1.3M. These funds will be taken from the DDA's FY18 065 Parking Maintenance Fund;

RESOLVED, The DDA authorizes a contract with Traffic & Safety Systems, Inc. for the purchase of these machines.

Mr. Splitt reported that these funds would cover the cost to replace 76 Epark machines and purchase 74 new machines. The earliest EPark machines reached the end of their life cycle and must be replaced, and the added machines will complete the on-street parking system installation.

A vote on the motion showed:

Ayes: Guenzel, Klopf, Lazarus, Letaw, Narayan, Splitt, Weiss

Nays: None

Absent: Lowenstein, McKinnon, Mouat, Orr

The motion was approved.

Mr. Splitt moved the following resolution seconded by Ms. Klopf:

RESOLUTION TO APPROVE PARKING AGREEMENT AMENDMENT TWO

Whereas, In 1992 the DDA entered into an agreement with the City to operate and maintain the public parking system for the benefit of the public, and this agreement was renewed in 2002, amended in 2005, and a new Parking Agreement approved in 2011;

Whereas, In 2017 this Parking Agreement was amended to provide a two-year increase in the percentage of parking revenues received by the City in FY2018 and FY 2019 from 17% to 20%;

Whereas, A series of recommended parking agreement amendments were developed by the DDA at its 2016 retreat, including

- Permanently changing the revenue percentage going to the City from 17% to 20%

- Create an automatic process by which new parking fine increases would be considered by City Council as well as a framework for what the new fine amount might be
- Improving the process for Traffic Control Order (TCO) approvals
- City amendment to City Code Chapter 108 to expand the definition of “parking meter” to include new multi-space payment machines, apps, and other new technologies.
- City Council consideration of the DDA’s requests for changes to the Special Parking Districts Policy for Contribution in Lieu of Required Parking and parking requirements for downtown zoning districts
- Miscellaneous contract updates

Whereas, City Council approved these changes as Parking Agreement Amendment Two at its February 20, 2018 meeting;

Whereas, The Operations Committee has reviewed the proposed parking contract amendment and recommends approval by the DDA;

Resolved, The DDA approves Parking Agreement Amendment Two;

Resolved, The DDA Executive Director is authorized to negotiate and execute this parking contract amendment on behalf of the DDA following consultation with the DDA Attorney.

Mr. Splitt noted that the amendment would make permanent the increase to 20% the amount of parking revenues to the City, it provided for coordination of parking rate and parking fine increases, City Council consideration of DDA recommended changes to downtown zoning parking requirements and Contribution in Lieu of parking, as well as miscellaneous contract updates. He noted that this amendment had been approved by City Council a few weeks earlier.

A vote on the motion showed:

Ayes: Guenzel, Klopf, Lazarus, Letaw, Narayan, Splitt, Weiss

Nays: None

Absent: Lowenstein, McKinnon, Mouat, Orr

The motion was approved.

Monthly Parking & Transportation Report Mr. Splitt pointed to the report in the packet and asked for questions. There were none.

General Operations. Ms. Pollay noted that the funds left in the approved FY18 fencing project budget would be used at 4th & William and 4th & Washington. There were funds in the FY19 budget to continue the project. She also noted that the solar carport structure was now engineered, and the project was still on track for installation in April.

Mr. Splitt moved the following resolution seconded by Mr. Guenzel:

RESOLUTION TO PROVIDE FUNDS AND PARTICIPATE IN A BIKE SHARE PARTNERSHIP

Whereas, The DDA participates in a number of downtown transportation initiatives in support of its mission;

Whereas, Bike share provides important transportation benefits to downtown, including connectivity to/from transit, and encouraging a park-once solution;

Whereas, The current bike share program has been in place in downtown Ann Arbor and University of Michigan campus since 2014 and has functioned appropriately, but has not met the community’s desire to move closer to being a self-sustaining program as many others are around the country;

Whereas, The DDA was asked to join with AAATA, University of Michigan, and City of Ann Arbor in a partnership to continue the Ann Arbor bike share program but under the management of AAATA using an agreement with a term of July 1, 2018 through June 30, 2019, which may be renewed on an annual basis through 2024 with the written assent of all the partners no less than 30 days prior to the expiration of the agreement;

Whereas, AAATA, the City, the University, and the DDA have been asked to provide the following funding for program operation for FY19:

AAATA	\$50,000 (in-kind)
City	\$50,000
University of Michigan	\$100,000
DDA	\$50,000

Whereas, An important goal for the year will be to jointly select a new program operator, and should this operator generate program fares and sponsorship that allow for a greater recovery of costs, the financial contributions from the AAATA, City, University, and DDA shall be reduced proportionally to that cost recovery;

Whereas, The DDA Operations Committee has considered this question, and recommends approval of \$50,000 and the DDA participation in this bike share partnership in FY19;

RESOLVED, The DDA approves \$50,000 for FY19 for bike share in partnership with AAATA, the City of Ann Arbor, and University of Michigan.

Ms. Pollay said that the bike share program has existed since 2014, but it hasn’t become a self-sustaining program like others around the country. The resolution would provide for the DDA becoming a partner in the project, along with AAATA, the City, and UM, under a one-year agreement, with the intention to work together to locate a new program operator in hopes of making the program more financially self-sustaining.

A vote on the motion showed:

Ayes: Guenzel, Klopf, Lazarus, Letaw, Narayan, Splitt, Weiss

Nays: None

Absent: Lowenstein, McKinnon, Mouat, Orr

The motion was approved.

Mr. Splitt moved the following resolution seconded by Mr. Guenzel:

RESOLUTION TO PROVIDE FUNDING FOR THE GO!PASS, SUPPLEMENTAL TRANSIT SERVICE, AND THE GETDOWNTOWN PROGRAM FOR FY 2019

Whereas, The getDowntown program was co-created by the DDA 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;

Whereas, The DDA Operations Committee recommends approval of the funding request for FY19 for the getDowntown program, go!Pass , and other transportation programs as follows:

Program or Service for Downtown Workers	FY 2018 Request	FY 2019 Request	Request Purpose/Details
getDowntown	\$95,000	\$55,000	TDM marketing to encourage employees to use a variety of options to get to work. This includes 2 annual campaigns where employees are encouraged to shift modes. Last year’s amount included funds for a survey and website update
Go!Pass	\$584,461	\$613,100	Transit incentive for employees that increases bus use and frees up parking spaces for other users. The increase reflects continued ridership increases. The amount is less the estimated \$80K to be received from employer fees (up to \$100/employer + \$15/pass/year)
Route 4 & 5 support	\$76,600	\$78,132	Routes with highest ridership for downtown employees. Important link to Ypsilanti talent pool.
NightRide go!Pass discount	\$12,000	\$12,000	Extremely important service for evening employees who depend on transit to get to work and must return home after fixed route service ends at 11pm
ExpressRide go!Pass discount	\$11,250	\$11,306	Encourages downtown employees to use transit rather than driving to work alone.
TOTAL	\$779,311	\$769,598	1.2% overall decrease from FY18 request

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Whereas, The DDA is charged only for actual usage of the go!Pass, and 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 2019 (063) Parking Funds.

A vote on the resolution showed:

Ayes: Guenzel, Klopf, Lazarus, Letaw, Narayan, Splitt, Weiss

Nays: None

Absent: Lowenstein, McKinnon, Mouat, Orr

The resolution was approved.

Mr. Splitt reported that the next Operations Committee meeting would take place:
Wednesday, March 28 at 11 am

8. C. SUBCOMMITTEE REPORTS - FINANCE COMMITTEE

Ms. Klopf moved and Mr. Splitt seconded the following resolution:

RESOLUTION TO PUT FORWARD THE DDA BUDGET FOR FISCAL YEAR 2019

Whereas, The DDA has developed a Ten-Year Financial Plan, including projected income and expenses for debt service, capital improvements projects and parking operations;

Whereas, The DDA Finance Committee has developed a budget for the 2019 fiscal year for the DDA based on the DDA's most recent Ten-Year Plan;

Whereas, The Finance Committee recommends approval of this DDA budget by the DDA;

RESOLVED, The DDA accepts the recommendation of its Finance Committee and puts these budgets forward to the City for approval.

Ms. Klopf said that last year the DDA approved its FY18 budget along with a proposed FY19 budget. The Committee worked to revise that earlier version, which is the FY19 budget to be voted on today. The biggest changes stem from the DDA's capital projects, which include street improvements on Huron, First, Ashley, and a William Street bikeway, as well as the expansion of the Ann Ashley structure. This budget assumes expenses will exceed revenues by \$8.4M, which will draw down fund balances. It also assumes that there will be two bonds issued in FY19, one for the street improvement projects and the other for Ann Ashley.

A vote on the resolution showed:

Ayes: Guenzel, Klopf, Lazarus, Letaw, Narayan, Splitt, Weiss

Nays: None

Absent: Lowenstein, McKinnon, Mouat, Orr

The motion was approved.

Ms. Klopf reported that the Committee reviewed expenses for the month. They also asked questions of Mr. Crawford and Mr. Morehouse about the process to secure bonds, and many on the committee had not been through this process before. And there was a discussion about whether to revisit the decision about not providing DDA grants, and after discussion the committee consensus was to keep things as they are.

Ms. Klopf reported that the next Finance Committee meeting will be:
Thursday, March 29, 2018 at 1:00 pm

8. D. SUBCOMMITTEE REPORTS - PARTNERSHIPS COMMITTEE

For lack of urgent work items, the February Partnerships Committee meeting was cancelled.

Next Partnerships Committee meeting will be Wednesday, March 14th at 9:00 a.m. (Partners)

8. E. SUBCOMMITTEE REPORTS – EXECUTIVE COMMITTEE

Mr. Weiss said that the Committee reviewed the board meeting agenda.

The next Executive Committee meeting will be April 4 at 11:00 a.m.

9. NEW BUSINESS

None.

10. OTHER AUDIENCE PARTICIPATION

Mr. Jim Mogensen shared that he closely follows area transit planning and initiatives. He said many in the community are worried about how difficult and expensive it can be for people to get to and live in Ann Arbor. He said area leaders need to take policy actions to make progress in this area.

10. ADJOURNMENT

There being no other business, Ms. Klopf moved, and Mr. Narayan supported a motion to adjourn. Mr. Weiss declared the meeting adjourned at 1:34pm.

Respectfully submitted,
Susan Pollay, Executive Director

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
Executive Committee Meeting
Wednesday, March 7, 2018

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: 11:05 a.m.
Present: Phil Weiss, Marie Klopf, Susan Pollay (ex officio)
Absent: Darren McKinnon, Joan Lowenstein, Rishi Narayan (ex officio)
Others: Jessica Letaw

Committee actions and discussions

Agenda Review. The Committee members reviewed the March DDA monthly meeting agenda. Ms. Pollay noted that there would be a number of board members absent, and there was a possibility the DDA might not have a quorum and/or might not be able to conduct business.

There being no other business, the meeting adjourned at 11:30 a.m.
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
PARTNERSHIPS & ECONOMIC DEVELOPMENT COMMITTEE MEETING MINUTES
WEDNESDAY, MARCH 14, 2018**

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

Time: 9:00 a.m.

Present: Jessica A.S. Letaw, Joan Lowenstein, Keith Orr, Phil Weiss

Absent: Bob Guenzel, Marie Klopf, Howard Lazarus, Darren McKinnon, Rishi Narayan, John Splitt, John Mouat

Others: Graydon Krapohl/City Council; Matt Carpenter/AAATA, Shannon Gibb-Randall/City Planning Commission

Staff: Amber Miller

Public: Jonah Copi

Partner Updates

Ann Arbor Area Transit Authority. Mr. Carpenter thanked the DDA for its bike share funding and partnership. He reported that TheRide will seek a millage renewal in August; they continue to buck the national trend with ridership up 5% on fixed routes, breaking an all-time ridership record.

Planning Commission. Ms. Gibb-Randall said that the City passed medical marijuana legislation, opting to regulate them as a special exception use. The legislation limits dispensaries to no closer than 600 feet and to-date they have reviewed mostly existing dispensaries, several within the DDA District. She shared that the City is finalizing ZORO, an effort to simplify zoning code.

City Council. Mr. Krapohl said budget work is underway. They discussed modifying water/sewage rates based on usage; Ms. Lowenstein noted the report showed downtown residential buildings use less water per resident vs. single-family homes. Mr. Krapohl said the City is also working on the new “Co-Produced Policing Committee” and hiring key staff, including a new Police Chief, and Fire Chief.

DDA. Ms. Lowenstein said the DDA is exploring adding to its Ann Ashley expansion project with architectural elements to make the garage more pedestrian friendly and appear less massive. Ms. Miller provided an update on street improvement projects; she noted that City Council will be asked for support for Huron traffic improvement changes.

Public Comment.

Mr. Copi noted that he could be a touch stone for information related to medical marijuana dispensaries and provide information beyond zoning code, if that would be helpful.

Next Meeting

The next Partnerships Committee meeting will take place April 11th at 9:00 am (DDA only). The meeting adjourned at 11 am.

Respectfully submitted,
Susan Pollay, DDA Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
CAPITAL IMPROVEMENTS COMMITTEE MEETING MINUTES
Wednesday, March 21, 2018**

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

Time: 11:00 a.m.

Present: Bob Guenzel, Jessica Letaw, Joan Lowenstein, John Mouat, Keith Orr, John Splitt, Phil Weiss

Absent: Marie Klopf, Howard Lazarus, Darren McKinnon, Rishi Narayan

Staff: Susan Pollay, Amber Miller, Maura Thomson, Liz Rolla

Other: Oliver Kylie, Neal Billetdeaux and Bob Doyle/SGJJR, Ian Lockwood, Addie Weber, Erica Guidoboni, Taylor Dennerlein and Bonnie Moser/Toole Design, Nancy Shore/Q+M

Public: None

Huron, First, Ashley, William Projects

Ms. Miller stated that the purpose to the meeting was to have the People Friendly Streets design team share the status of their work on Huron, First and Ashley, and William Streets.

Mr. Kiley reported that a public meeting had been held at the DDA office Monday evening to provide a project overview. This meeting had been recorded by CTN and the program would soon air. The next morning the design team continued their work exploring traffic options and other concepts, and in the afternoon members of the public met with them one-on-one to convey how they use the street and share specific needs or concerns and to ask questions and watch the team at work. This open design/charrette process was repeated on Wednesday morning at the Library. Altogether, many dozens of individuals attended these sessions and the design team received very useful insights. There were also individual meetings with stakeholders along the four corridors. The remaining public meeting would take place Thursday evening for the design team to share information about the process and the initial big ideas that were beginning to take shape so the public could weigh in with feedback. He noted that members of the public had been very helpful informing the design team about street elements that must be preserved, those element that could be enhanced, and those that should be changed to improve conditions.

A few days into this charrette process, Mr. Lockwood said that some of the initial big ideas that were beginning to take shape included:

- With the goal of providing a north/south protected bikeway, under exploration is a two-way protected bikeway on the east side of First Street to replace the existing one-way bike lanes on First and Ashley. This would provide benefits, such as the opportunity to connect with the future Treeline Trail. It didn't appear that a protected bikeway was needed south

of William, the team was instead looking at treatments that responded to the residential neighborhood character of those areas.

- Given the important destinations along William Street, including the Library and the Blake Transit Center, under exploration is a two-way east/west protected bikeway along the north side of the street between State and Third Streets. Again, the more residential areas of William Street would likely be better served by a different approach.
- An initial traffic study indicates it would be feasible to restore two-way traffic on Ashley and First Streets without a significant impact to vehicular travel, nor a reduction in parking and/or loading zones. More study was needed, but it may be possible to gain additional on-street parking on S. First and it may be necessary to reduce a small number of parking spaces on N. First to accommodate the protected bike way.
- An initial examination suggests it also may be possible to restore two-way traffic on W. Kingsley as part of this project.

Mr. Kiley emphasized that these ideas should be considered as starter concepts, because much work and community conversation remained to be done. Questions from the CIC members were asked and answered.

The team also shared what they had been hearing from the public about initial design concepts for Huron Street. Overwhelmingly they heard that whatever the final design choice, it would improve Huron Street's current deteriorated and unattractive condition.

It was reported that DDA staff and the design team would meet with the City's Transportation Commission that evening to provide information about the Huron Street project, focusing on DDA's efforts to address concerns such as traffic speed and an uncomfortable pedestrian experience. The Commission would be asked to approve a resolution that would be presented to City Council and MDOT in support of recommended changes such as non-rush hour parking to provide a buffer for pedestrians, restricted turns on red, and a fully-signalized intersection at Huron at Third/Chapin.

Fifth/Detroit

Ms. Rolla reported that construction had begun on the N. Fourth Ave loading zone, and work on the Kingsley St. loading zone would begin next week. The Farmers Market lot will be resurfaced in April to help redirect Kerrytown Shop deliveries to N. Fourth Ave from N. Fifth Ave.

Public Comment.

None

Next Meeting:

The Committee will meet Wednesday, April 18, 2018 at 11:00 am at the DDA office.

The meeting adjourned at 12:30 p.m.

Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
OPERATIONS COMMITTEE MEETING MINUTES
Wednesday, March 28, 2018**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: 11:00 a.m.
Present: Bob Guenzel, Jessica Letaw, Joan Lowenstein, John Mouat, Keith Orr, John Splitt, Phil Weiss
Absent: Marie Klopff, Howard Lazarus, Darren McKinnon, Rishi Narayan
Staff: Susan Pollay, Joe Morehouse, Jada Hahlbrock, Maura Thomson, Kelley Graves
Others: Chris Simmons/getDowntown, Michael McKiness/RPS, Mike Ortlieb/WGI, Carl Luckenbach/Luckenbach Architects, Dan Mooney & Blake Hattermann/Fusco, Shaffer
Public: Jonah Copi, Doug Kelbaugh, Jack Simms

Ann Ashley Expansion

Ms. Pollay said a primary goal of the meeting, besides other Committee business, would be to shape a recommendation about which elements to include in the Ann Ashley project, which may also involve increasing the \$18M project budget.

Mr. Ortlieb, Mr. Hattermann, and Mr. Luckenbach presented a series of power point slides showing recommended architectural changes to help mitigate building mass and improve the pedestrian experience. These included: louver installation on three sides of the garage as a “veil”, concrete staining on the lowest levels to draw the eye downward, demolishing the northern 16’ to move the garage away from the Miller sidewalk, reglazing to open up the stair/elevator towers, improving the north stair entrance, enhanced landscaping along Ashley, and enhanced lighting and signage under the Ann St overhang. The estimated cost for these was \$3.7M including soft costs. Questions were asked and answered.

The design team also recommended that commercial space be built under the Ann St overhang and at the north end. The estimated cost for was \$4.7M including soft costs. Ms. Pollay noted that staff were examining the potential to utilize these Ann St build outs for a future DDA office and RPS customer service/administration office. Questions were asked and answered.

Mr. Morehouse provided estimates for how project costs could be paid using a bond. There was discussion about whether there was support for a 15-year bond or a 20-year bond, as well as the impact if the annual debt service was increased to cover the larger project budget.

There was committee consensus to bring forward a recommendation that all of the recommended project elements be included thus increasing the budget accordingly. Ms. Pollay said that the Finance Committee would also review the potential project budget increase at its meeting the next day.

Proposed Change in Meter Bag Policy

Ms. Hahlbrock asked to modify the meter bag rental policy to require that requests must come from event organizers to lessen confusion. There was committee support for this.

Future Committee Work Plan Items

Ms. Pollay said that at a city budget work session earlier in the month there was a city staff recommendation that street meter operations be extended to 9pm weekdays and 12midnight on weekends. Today DDA staff met with City staff to learn more, and were asked if DDA would help the City facilitate a community discussion about this; she said DDA staff would assist.

Ms. Pollay also said that city staff have determined that a bond would be issued to repurchase the 350 S. Fifth Avenue property. The City/DDA parking agreement sets forward that the DDA pays all parking system debt costs, so this future cost would come to the DDA if there is a decision to operate public parking in this location once again.

Monthly Parking and Transportation Report

Ms. Hahlbrock noted that RPS staff are prepared for the April 1st parking rate increase, and that the Saturday free parking pilot at Ann Ashley had begun with no issues.

Mr. Simmons said Commuter Challenge registration will open April 3, and ads will appear on Facebook and MLive. He reported that getDowntown surveys will be sent out in April; one set to employees and one to decision-makers. Mr. Orr asked about the getDowntown website; Mr. Simmons said an update is underway and should be completed this summer.

Parking System Office Space Needs

Ms. Hahlbrock outlined information she had gathered, noting that more space is needed to better serve the public, plus the need for additional toilets for the staff at the Ann Ashley and Maynard structures. More information will be shared at a future meeting.

Public Commentary

Doug Kelbaugh expressed appreciation to the DDA for its history of excellent project design, and was appreciative of the conversation about functionality and design in the Ann Ashley project. He suggested that the louvers not be placed as high on the garage and be spaced further apart the higher up they went to help save cost. He expressed that he thinks the proposed Miller side commercial space should take a higher priority, because if it isn't done now it may never be done.

Mr. Simms suggested the DDA consider moving to an electronic parking meter bag system with daily pins for users.

Ms. Pollay thanked everyone for their hard work.

The meeting adjourned at 1:05 p.m.

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
FINANCE COMMITTEE MEETING MINUTES
Thursday, March 29, 2018**

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

Time: 1:00 p.m.

Present: Marie Klopf, John Splitt, Phil Weiss

Absent: Bob Guenzel, Howard Lazarus, Jessica A. S. Letaw, Joan Lowenstein, Darren McKinnon, John Mouat, Rishi Narayan, Keith Orr

Staff: Susan Pollay, Joseph Morehouse, Jada Hahlbrock, Maura Thomson, Amber Miller, Kelley Graves

Other: Tom Crawford, City

Public: None

Financial Statements. The February expense register was reviewed, and questions were answered.

Budget. Mr. Morehouse said that the City Administrator will present the budget at the second Council meeting in April, and there would be a vote on the budget at their second meeting in May.

Ann Ashley Expansion. Ms. Pollay said the Operations Committee had discussed which elements to include in the Ann Ashley expansion project and the consensus is to recommend that all design elements and commercial space build outs. She asked the Finance Committee to examine the financial impact from this recommendation to assist the board in its work.

Mr. Morehouse showed a series of financial examinations, looking at the ten-year plan using a project budget of \$18M, \$21M, or \$26M. Questions were asked and answered. There was committee member support for architectural elements. There was a discussion of the commercial space buildouts; Mr. Morehouse shared an examination showing estimated future DDA office rent vs. the debt service cost for a space along Ashley St. and he was asked to create a business case for all three commercial spaces using estimated rents and estimated payback. It was noted that if commercial space build outs were included, that this portion of the project bond may be taxable, thus adding to the annual debt service cost. There was discussion about a 15-year bond or a 20-year bond, and the committee consensus was to pursue a bond of up to 20 years.

After discussion, the committee consensus was to put forward an amendment, increasing the project budget to \$21.7M to include the base cost and all architectural improvements, and excluding the commercial space build outs. The amendment would be included in the board packet alongside the proposed resolution to assist with the discussion at next week's board meeting.

Public Comment. None.

Next Meeting. The next Committee meeting will take place Thursday, April 26, 2018 at 1:00 pm.

The meeting adjourned at 2:20 pm
Susan Pollay, Executive Director

Parking & Transportation Report March 2018

Parking Operations

Special Events in March

March 3- A2SO at Michigan Theater
March 4- A2SO at Michigan Theater
March 11- Shamrocks and Shenanigans 5K
March 14 & 20- A2SO Elementary School Visits
March 20-25- Ann Arbor Film Festival

Special Event Meter Bag Fee Waivers in March

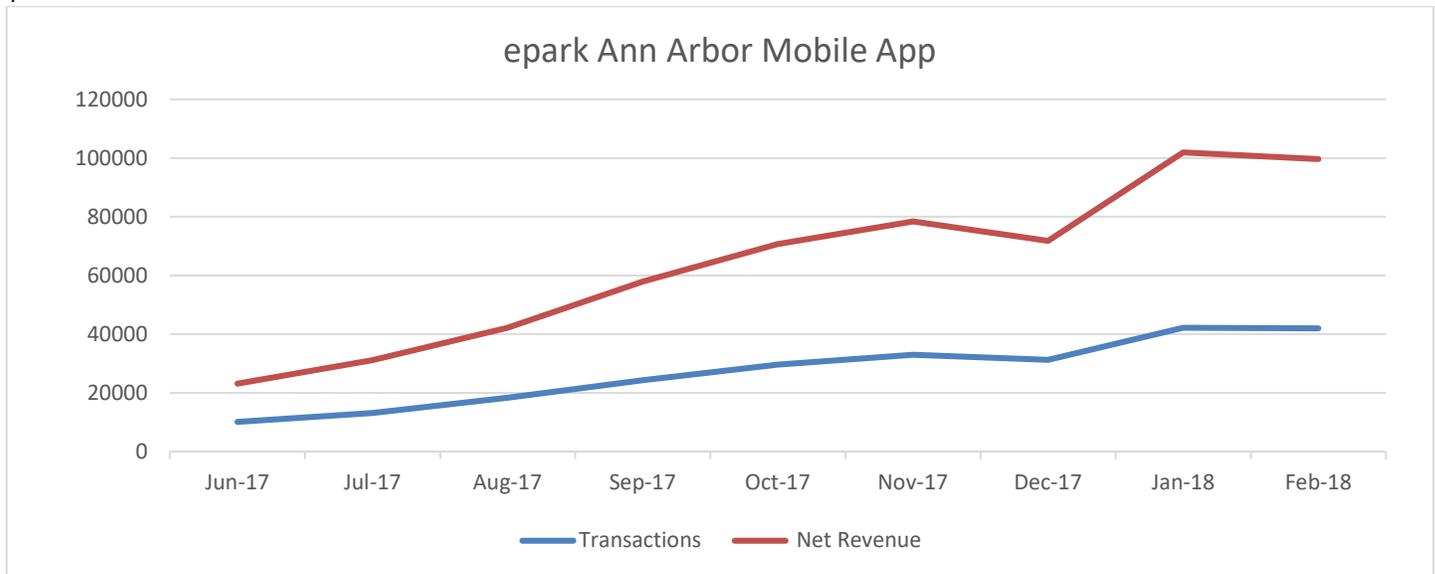
March 11- Shamrocks & Shenanigans 5K \$320 (plus use of S. Ashley lot on Sunday)
March 14 & 20- A2SO Elementary School Visits \$500
March 20-25- Ann Arbor Film Festival (15 permit passes at Liberty Square for 1 week) \$560

Personnel

There were no changes in personnel during the month.

Meters

Use of the epark Ann Arbor mobile app remains strong. In February there were 41,941 transactions totaling \$99624.03 in revenue.



Following DDA approval at the March Board meeting 150 E-Park payment kiosks were ordered along with the space markers needed to replace all the single space meters in the system. This project should be completed by August 2018.

Meter department staff worked to complete a battery swap in the Duncan meters, and are underway with planned spring maintenance as weather permits.

General Operations

The pilot of free parking at Ann Ashley 7 am – 3 pm during 5th & Detroit project construction began on March 24. Future Parking & Transportation reports will include data on number of parkers.

Staff are ready for the parking rate changes on April 1st. This includes coordination with equipment/software vendors, notifications, and updates to website, signage and contracts. Notification to parkers has included mailed and emailed information to monthly parkers, letters to meter bag customers, and signage at the South Ashley parking lot.

City/DDA Parking Enforcement Committee

The Committee met on March 15th. Committee members were joined by representatives from the Art Fairs. Meter bags and load in/out coordination were discussed. City staff shared information on pedicabs and quadricycles. RPS staff shared updates on the epark equipment order and rate change work.

The next meeting will be Thursday, April 19th and will include representatives from the downtown churches for a review of Art Fair Sunday operations.

Tally Hall Condominium Meeting

No meeting was held this month. The next meeting will be on May 1st.

First & Washington Condominium Meeting

No meeting was held this month. The structure opened in late 2013 and a condominium board has yet to be formally established. The hope is that the association will formally be established by May 2018.

Parking System Maintenance

The annual parking structure wash downs will begin in early April as soon as weather permits. Work at each facility will take approximately 2-3 weeks.

Parking Equipment

4th & William Equipment

Installation of the new revenue control equipment at 4th & William is complete. It was a huge undertaking and RPS staff did a great job coordinating with the installation team and following up on the very technical components of the install. The first install of a new type of equipment can be tricky. There were a few unexpected complications that had to be overcome.

Elevators

There were 4 elevator calls for service in the last month. They were located at:

- 1- 4th & Washington
- 1- 4th & William alley
- 1- Ann Ashley south
- 1- Maynard alley

Equipment

The Lane Operational Efficiency number for February was a record setting 99.9%.

Parking Construction

4th & Catherine Solar Pilot Project

NOVA consultants continue their work on initial structure and solar panel designs. Project is on schedule for installation in April.

Structure Fencing

Future Fence is fabricating the fence panels and hardware. Installation will begin this month.

Transportation

Go!pass Summary

Go!pass Coordinator Bulletin sent to 531 recipients on 3/16/18

- 2016-2017 - Renewal orders received to date: 403 companies

- 2016-2017 - New orders received to date: 36 companies
- 2017-2018 - Renewal orders received to date: 385 companies
- 2017-2018 - New orders received to date: 31 companies

New go!pass companies for Feb. 2018

- One Bowl Asian Cuisine

2015-2016 – Go!pass sales: 6,093 passes ordered by 441 organizations (8/2015-3/2016) – Includes Google

2016-2017 - Go!pass sales: 5,797 passes ordered by 440 organizations (8/2016-3/2017)

2017-2018 - Go!pass sales: 5,571 passes ordered by 415 organizations (8/2017-3/2018)

Quarterly ridership will be reported in April.

Bike Parking

Current rentals good till 3/31/18

- Bike Locker Rentals as of 3/21/18: 8 rentals of 12 available lockers (66%)
- Maynard Bike House Rentals as of 3/21/18: 13 rentals of 28 spaces (46%)
- Ann Ashley Bike House Rentals as of 3/21/18: 40 rentals of 27 spaces (148%)

Bike Locker/Bike House renewals for 2018-2019 have started. Kelly and Jada met on 2/22/18 and identified a space in the William/Ashley lot across from Ann Arbor State Bank as a possible space for 2 bike lockers that are currently in storage. No other spaces were identified at this time.

Other Activities

- Commuter Challenge registration will be open starting April 2. We are planning a paid local media campaign to correlate with the timing of the challenge, with a two week introduction campaign in April to remind people to register and a one week campaign in May to remind them to start logging. We are particularly interested in people bringing their friends, neighbors, and co-workers along for the campaign this year and strongly encourage Board members to participate. Special thanks to our Sustainability Superstar sponsor this year, Google, for spearheading the campaign as well as Atomic Object for being the title sponsor for Bike to Work Day. Questions regarding the campaign can be answered by visiting www.commuteandwin.com or by contacting the getDowntown office.
- getDowntown participating businesses are receiving phone calls to let them know that the program survey will be distributed in April. These phone calls are serving a dual purpose, first to make sure we are reaching the right people and second to gain their commitment to distribute the survey to their employees. If any Board member is receiving questions or complaints regarding this process, please let Chris Simmons know.
- As work begins on the Fifth and Detroit reconstruction project, any business that is interested in receiving additional assistance in helping their employees get to and from work should contact the getDowntown office. Program staff will be available to provide business-specific assistance upon request.