

**Ann Arbor Downtown Development Authority Meeting Minutes**

Wednesday, April 4, 2018

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

Time: Mr. Weiss called the meeting to order at 12:01 p.m.

**1. ROLL CALL**

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

Absent: Keith Orr

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

Audience: Ray Detter, Downtown Citizens Advisory Council  
Chris Simmons, getDowntown  
Michael McKiness, RPS  
Mike Ortlieb, WGI  
Dan Mooney, Fusco, Shaffer & Pappas Inc.  
Jack Simms  
Jim Mogenson

**2. APPROVAL OF BOARD MEETING AGENDA**

**Ms. Letaw moved and Mr. Splitt seconded to approve the meeting agenda.**

**A vote on the motion to approve the agenda showed:**

**Ayes: Guenzel, Klopf, Lazarus, Letaw, Lowenstein, McKinnon, Mouat, Narayan, Splitt, Weiss**

**Nays: None**

**Absent: Orr**

**The motion was approved.**

**3. AUDIENCE PARTICIPATION**

None.

**4. REPORTS FROM CITY BOARDS AND COMMISSIONS**

Mr. Detter reported that last night's CAC meeting dealt with development issues. Members of the CAC and near-downtown neighbors held conversations with the owner and architect of the Graduate Hotel who were pursuing the addition of a rooftop restaurant and bar. The CAC wanted to ensure it wouldn't have a negative impact upon the nearby historic Old 4<sup>th</sup> Ward neighborhood. It was approved by a 4-3 vote of the Zoning Board of Appeals.

Mr. Detter reported that near-downtown neighbor Ilene Tyler shared news about a possible development on the south side of E. Washington, between Lane Hall and the Michigan Theater.

Mr. Detter said CAC members would attend a citizen meeting regarding a proposed project at 309 N. Ashley St, kitty-corner to the Ann Ashley structure. The CAC discussed the architectural elements that were proposed for the Ann Ashley expansion project, and there was consensus support for the excellent louvered design developed by the Luckenbach group.

#### **5. DDA MEMBERS COMMUNICATIONS**

Mr. Lazarus reported that the City is finalizing ZORO which is aimed at simplifying the zoning code. The City is also in the process of selecting a consultant for a solid waste resource management plan. Mr. Lazarus also reported that the City has revised its policy for permitting events, and is exploring ways event-related costs could be shared between event organizers.

Ms. Letaw shared the dates of the upcoming "Downtown Halls" she is holding to meet members of the public interested to discuss the DDA: April 11 at 6 p.m. at the Songbird Café on Plymouth Rd, and a walk and talk on April 14 at 10 a.m. starting at the Blake Transit Center.

#### **6. EXECUTIVE DIRECTOR COMMUNICATIONS**

Ms. Pollay introduced Ms. Kelley Graves, welcoming her as the newest DDA team member. She invited the Board to introduce themselves to Kelley if they had not yet met her.

Ms. Pollay reported that the Recodified Tax Increment Financing Act, 2018 PA 57 was recently approved, which repeals the DDA Act (1975 PA 197), LDFA Act, and other TIFs, and reestablishes them in a more collective, unified manner. The most significant change is added reporting requirements, new annual public meetings, and more content to be added to websites. She said that she will work with the DDA Attorney to make changes as required.

Ms. Pollay shared data associated with the public outreach and engagement efforts associated with the DDA's recent People Friendly Streets design efforts, including attendee numbers, social media contacts and more. She thanked the public and DDA board for their participation.

#### **7. APPROVAL OF MINUTES**

**Mr. Splitt moved to approve March meeting minutes, which was supported by Ms. Letaw.**

**A vote on the motion to approve the minutes showed:**

**Ayes: Guenzel, Klopff, Lazarus, Letaw, Lowenstein, McKinnon, Mouat, Narayan, Splitt, Weiss**

**Nays: None**

**Absent: Orr**

**The motion was approved.**

<b>8. A. SUBCOMMITTEE REPORTS – OPERATIONS COMMITTEE</b>
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Mr. Ortlieb gave a power point presentation showing design concepts for the Ann Ashley expansion project. This also included revised estimated costs for the project, separating out base costs associated with adding floors and a new elevator, as well as costs for enhancements and recommended architectural elements. He said they were recommending that the added floors be added using a cast-in-place process which was more expensive than using pre-cast concrete, but it had the benefit of greater durability and it would not require that the structure be closed during construction. Questions were asked and answered.

**Mr. Splitt moved the following resolution which was seconded by Ms. Lowenstein.**

**RESOLUTION TO INCREASE THE PROJECT BUDGET TO CONSTRUCT ADDITIONAL FLOORS TO THE ANN ASHLEY PARKING STRUCTURE**

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

Whereas, The Ann Ashley structure was designed to be expanded, and at its 2017 retreat, the DDA consensus was to pursue a garage expansion, both to encourage new development west of Main Street and because this project could add structured parking spaces most quickly, at the lowest estimated cost per space;

Whereas, In October 2017 meeting the DDA voted to approve a project budget of \$18,000,000 to construct a three-floor expansion, including such project elements as added electricity and EV chargers, LED lights, deterrent fencing and anchors for future solar panels;

Whereas, The Operations Committee has been working with the project design team on details aimed at mitigating the building mass and improving the pedestrian experience, and recommends that the DDA increase its project budget as follows (includes soft costs):

**Original Project Budget**

Base cost (3 added floors, added elevator Ann St elevator)	\$16,000,000
Add'l scope (fencing, electrical & EVs, LEDs, storm detention)	<u>\$ 1,300,000</u>
	\$17,300,000
Project bond issuance costs	<u>\$ 700,000</u>

	\$18,000,000	\$48K/space
<b>Added architectural Improvements</b>		
Louvers	\$ 1,400,000	
Stain	\$ 375,000	
Demo north end & install louvers (loss of 18 parking spaces)	\$ 550,000	
New stair/elevator enclosures	\$ 885,000	
Ann St lighting, signage, stain	\$ 275,000	
Landscaping & north stair grade enclosure	<u>\$ 140,000</u>	
	\$ 3,700,000	<u>\$10.4K/space</u>
		= \$60.8K/space
<b>Construction cost for commercial space build outs</b>		
Ann Street west 3,900sf+1,200sf mezzanine, shell& finish	\$ 1,700,000	\$333/sf
Ann Street east 3,900sf+1,200sf mezzanine, shell & finish	\$ 1,700,000	\$333/sf
Miller Ave 2,300sf +1,150 mezzanine, shell & finish	<u>\$ 1,300,000</u>	\$377/sf
	\$ 4,700,000	
<b>Total Project Budget</b>	<b>\$26,400,000</b>	

Resolved, the DDA Operations Committee approved an increase in its project budget for the Ann Ashley expansion project to \$26,400,000, and authorizes its staff to submit this project to the City for its review and approval.

Mr. Splitt reviewed the resolution, saying that the Operations Committee had had a robust discussion and was in support of increasing the project budget.

Mr. Lazarus said that he didn't feel the cost per space for architectural details should be calculated using the additional new spaces, but instead using all the spaces in the garage. He noted that added parking spaces are needed to meet the needs created by new development.

Mr. McKinnon said that he supported adding spaces, but wouldn't support increasing the project beyond its current \$18M project budget. Mr. Narayan indicated his agreement with Mr. McKinnon, and said that he felt the garage looked like a big box with or without the added architectural elements. He asked if the louvers would replace the need for deterrent fencing; Mr. Ortlieb said no, as proposed fencing would be added on the new floors.

Mr. Mouat expressed concern about increasing the project budget so significantly; he said the next few years would be tight budget years and suggested that this increased project budget might keep the DDA Board from developing new projects.

Ms. Klopf said the Finance Committee wanted to propose an amendment. **Ms. Klopf moved and Mr. McKinnon seconded the following amendment:**

**RECOMMENDED AMENDMENT TO THE RESOLUTION TO INCREASE THE PROJECT BUDGET TO CONSTRUCT ADDITIONAL FLOORS TO THE ANN ASHLEY PARKING STRUCTURE**

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

Whereas, The Ann Ashley structure was designed to be expanded, and at its 2017 retreat, the DDA consensus was to pursue a garage expansion, both to encourage new development west of Main Street and because this project could add structured parking spaces most quickly, at the lowest estimated cost per space;

Whereas, In October 2017 meeting the DDA voted to approve a project budget of \$18,000,000 to construct a three-floor expansion, including such project elements as added electricity and EV chargers, LED lights, deterrent fencing and anchors for future solar panels;

Whereas, The Operations Committee has been working with the project design team on details aimed at mitigating the building mass and improving the pedestrian experience, and recommends that the DDA increase its project budget as follows (includes soft costs):

Original Project Budget			
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Add'l scope (fencing, electrical & EVs, LEDs, storm detention)	<u>\$ 1,300,000</u>		
	\$17,300,000		
Project bond issuance costs	<u>\$ 700,000</u>		
	\$18,000,000	\$48K/space	
Added architectural Improvements			
Louvers	\$ 1,400,000		
Stain	\$ 375,000		
Demo north end & install louvers (loss of 18 parking spaces)	\$ 550,000		
New stair/elevator enclosures	\$ 885,000		
Ann St lighting, signage, stain	\$ 275,000		
Landscaping & north stair grade enclosure	<u>\$ 140,000</u>		
	\$ 3,700,000	<u>\$10.4K/space</u>	
		= \$60.8K/space	
Construction cost for commercial space build-outs			
<del>Ann Street west 3,900sf+1,200sf mezzanine, shell&amp; finish</del>	<del>\$ 1,700,000</del>	<del>\$333/sf</del>	
<del>Ann Street east 3,900sf+1,200sf mezzanine, shell &amp; finish</del>	<del>\$ 1,700,000</del>	<del>\$333/sf</del>	
<del>Miller Ave 2,300sf +1,150 mezzanine, shell &amp; finish</del>	<del>\$ 1,300,000</del>	<del>\$377/sf</del>	
	<u>\$ 4,700,000</u>		

Total Project Budget ~~\$26,400,000~~ \$21,700,000

**Whereas, The Finance Committee recommends that the DDA not pursue build outs of the commercial spaces in the garage at this time, as it will add significant cost that will not be offset by rents, and this portion of the project bond will need to be taxable, thus adding debt costs to the project;**

**Whereas, The Finance Committee acknowledges that by increasing the project budget the committee will pursue a project bond of up to 20 years;**

Resolved, The DDA approves an increase in its project budget for the Ann Ashley expansion project to ~~\$26,400,000~~, **\$21,700,000** and authorizes its staff to submit this project to the City for its review and approval.

Ms. Klopff said the Finance Committee had spent time reviewing the potential impact of increasing the project budget against the DDA's 10-Year Plan. She said the architects had been asked to sharpen their pencils to reduce project costs which she assumed they did. There were committee concerns that these are only estimates: actual construction costs may be greater. The biggest issue was whether it was wise to build out the office spaces given that the private sector is not seeing a return on this kind of investment. Thus the Finance Committee is recommending that the project budget be increased to \$21.7M, which would be sufficient to add the additional floors, enhancements, and architectural elements, but would not include the office build outs. She noted that the Finance Committee is also recommending that if the project budget is increased, that a 20-year bond be secured, rather than a 15-year bond. The City CFO had been asked about this and indicated his support. There was a discussion of a \$21.7M project total and how future budgeting would be impacted.

**Mr. McKinnon moved an amendment to this amendment, to delete louvers, concrete stain, and demolishing the north end of the garage, noting that this last element worked against the goal of adding spaces as it would eliminate 18 existing spaces. This would bring the project total to \$19,375,000. Mr. Narayan seconded this motion.** Questions were asked and answered, and the proposed changes were discussed.

**A vote on this amendment to the amendment showed:**

**Ayes: McKinnon, Narayan, Weiss**

**Nays: Guenzel, Klopff, Lazarus, Letaw, Lowenstein, Mouat, Splitt**

**Absent: Orr**

**This amendment to the amendment failed (7 votes required)**

Back to the discussion of the Finance Committee amendment as proposed. **Ms. Lowenstein moved an amendment to the amendment, to delete the louvers and concrete stain, but retain the other architectural elements. This would bring the project budget to \$19,925.00. Ms. Klopf seconded this motion.** Questions were asked and answered.

**A vote on this amendment to the amendment showed:**

**Ayes: Klopf, Lazarus, Letaw, Lowenstein, McKinnon, Weiss**

**Nays: Guenzel, Mouat, Narayan, Splitt**

**Absent: Orr**

**This amendment to the amendment failed (7 votes required)**

Back to the discussion of the Finance Committee amendment as proposed. **Mr. McKinnon moved an amendment to the amendment that would delete the louvers, stain, north end demolition and the added electrical service; this would bring the project budget to \$19,670,000. Mr. Narayan seconded this motion.** He noted that the amount of added electrical capacity brought to the garage was estimated to be only enough for 10 more EV chargers on top of the 10 EV chargers already included in the project. Ms. Letaw stated her concern that the DDA strive for as many EV chargers as possible in support of its sustainability goals; Mr. McKinnon noted that to make possible a truly substantial number of future EV chargers the DDA should pursue the installation of an electrical substation, which he estimated to cost \$1M. Mr. Mooney spoke to the project design, saying that the architect would consider the “veil” (louvers) to be the most important feature of the project as they were intended to help mask the size of the structure and enhance the overall look of the building.

**A vote on this amendment to the amendment showed:**

**Ayes: Klopf, McKinnon, Lazarus, Lowenstein, Narayan, Weiss**

**Nays: Guenzel, Mouat, Letaw, Splitt**

**Absent: Orr**

**This amendment to the amendment failed (7 votes required)**

**Mr. Narayan moved and Ms. Lowenstein supported a motion to table discussion of the resolution until the end of the meeting.** He said that this would allow the DDA to complete the rest of its business.

**A vote on the motion to table the Ann Ashley resolution until the end of the meeting showed:**

**Ayes: Guenzel, Klopf, Lazarus, Letaw, Lowenstein, McKinnon, Mouat, Narayan, Splitt, Weiss**

**Nays: None**

**Absent: Orr**

**The motion was approved.**

Monthly Parking Report: Mr. Splitt asked if there any questions. There were none.

Parking Operations. Mr. Splitt noted that parking rates were changed earlier that week.

Commuter Challenge. Mr. Splitt said that if he were present, Mr. Orr would want to include mention of this. He noted that this month-long event encourages downtown employees to try various commuting options. Registration is underway.

The next Operations Committee meeting will be on Wednesday, April 25 at 11am.

<b>8. B. SUBCOMMITTEE REPORTS - FINANCE COMMITTEE</b>
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Ms. Klopf reported that the Finance Committee also reviewed February expenses.

The next Finance Committee meeting will be on Thursday, April 26 at 1:00 pm.

<b>8. C. SUBCOMMITTEE REPORTS- CAPITAL IMPROVEMENTS COMMITTEE</b>
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First/Ashley/William/Huron. Mr. Mouat reported that the People-Friendly Streets Design Workshops had been held the week of March 16<sup>th</sup>. This included two public meetings, as well as open design hours so members of the public could share specific needs with members of the design team, ask questions, and watch the team at work.

Mr. Mouat said the design team received useful and important insights about street elements that must be preserved, those element that could be enhanced, and those that should be changed to improve conditions. The second public meeting was a chance to report out the ideas that were starting to take shape to get feedback. More discussion and analysis is needed, but among the early ideas is a two-way protected bikeway on the east side of First which would connect with the future Treeline Trail and would provide protected bike lanes yet minimizing any conflict with commercial and passenger loading/unloading, as well as an idea to place a two-way protected bikeway on William on the north side of the street. In both instances, a benefit to making these bikeways two-way was the increased ease of snow removal.

Huron. Mr. Mouat said that the City's Transportation Commission unanimously approved a resolution of support for the recommended Huron Street transportation elements. City Council will be asked for a similar resolution later this spring.

Fifth & Detroit. Mr. Mouat provided updates on the Fifth & Detroit street project, sharing that loading zone work is underway. The Farmers Market lot will be resurfaced on April 16th.

The next Capital Improvements Committee meeting will be on Wednesday, April 18 at 11am.

<b>8. D. SUBCOMMITTEE REPORTS - PARTNERSHIPS COMMITTEE</b>
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Ms. Lowenstein shared updates from DDA Partners. She said The Ride will seek a millage renewal in August. Ms. Lowenstein said that City Council discussed modifying water/sewage rates, they are working on the new “Co-Produced Policing Committee” and hiring key staff, including a new Police Chief, and Fire Chief.

The next Partnerships Committee meeting will be on Wednesday, April 11 at 9am.

<b>8. E. SUBCOMMITTEE REPORTS – EXECUTIVE COMMITTEE</b>
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Mr. Weiss reported that the Executive Committee primarily focused on a review of today’s Board meeting agenda.

The next Executive Committee meeting will be on Wednesday, May 2 at 11am.

<b>9. NEW BUSINESS</b>
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Ms. Pollay asked if it would be possible to move the July DDA Board meeting from July 4 to July 11 to avoid the Fourth of July holiday. She noted that this would also be the DDA’s Annual Meeting, so it was important to find a date when everyone on the board could attend. There appeared to be general support for this date, and DDA staff would confirm Board member availability on July 11<sup>th</sup> for these meetings.

**Ms. Lowenstein moved and Mr. Split supported returning to pending discussion of the Ann Ashley resolution, setting aside the tabling approved earlier in the meeting.**

**A vote to return to the pending Ann Ashley resolution showed:**

**Ayes: Guenzel, Klopf, Lazarus, Letaw, Lowenstein, McKinnon, Mouat, Narayan, Splitt, Weiss**

**Nays: None**

**Absent: Orr**

**The motion was approved.**

The Board members renewed their discussion of the Finance Committee’s amendment to the Operation Committee’s resolution, which would increase the Ann Ashley project budget to \$21.7M, and would include the additional floors, a new Ann Street elevator, enhancements, and architectural elements.

Mr. Guenzel said that he thought the long-term benefits warranted approval of the increased budget as proposed by the Finance Committee. Mr. Mouat said he was not in favor of a 20-year bond, and does not support the additional commitment of TIF funds which would reduce the DDA’s ability to respond if the City doesn’t help the DDA secure a construction bond for the Huron/First/Ashley/William projects. Mr. Splitt said he didn’t believe the Ann Ashley

expansion should be seen as a threat to other DDA projects. Mr. Lazarus then called the question. The amended resolution to be voted on is as follows:

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	\$ 3,700,000

**Total Project Budget** **\$21,700,000**

Whereas, The Finance Committee recommends that the DDA not pursue build outs of the commercial spaces in the garage at this time, as it will add significant cost that will not be offset

by rents, and this portion of the project bond will need to be taxable, thus adding debt costs to the project;

Whereas, The Finance Committee acknowledges that by increasing the project budget the committee will pursue a project bond of up to 20 years;

Resolved, The DDA approves an increase in its project budget for the Ann Ashley expansion project to \$21,700,000 and authorizes its staff to submit this project to the City for its review and approval.

**A vote to approve the amended resolution showed:**

**Ayes: Klopf, Lowenstein, Letaw, Lazarus, Weiss, Splitt, Guenzel**

**Nays: Mouat, McKinnon, Narayan**

**Absent: Orr**

**The resolution as amended was approved.**

<b>10. OTHER AUDIENCE PARTICIPATION</b>
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Mr. Mogenson expressed concern that plans should be developed to address the increased numbers of commuters coming into/out of the dense areas of town. He said the Ann Ashley project should have been worked out in committee before it to the board for a vote.

Mr. Jennings expressed his gratitude to the members of the DDA Board for volunteering their time, and said he understood the difficulty they were undertaking making these financial decisions and appreciated the DDA Board members' dedication to the City.

<b>11. ADJOURNMENT</b>
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Mr. Weiss called for a motion to adjourn the meeting. Mr. McKinnon made a motion to adjourn and it was seconded by Mr. Splitt. The meeting was adjourned at 2:11 pm.

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY**  
**Executive Committee Meeting**  
**Wednesday, April 4, 2018**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104  
Time: 11:06 a.m.  
Present: Marie Klopf, Joan Lowenstein, Darren McKinnon, Phil Weiss, Susan Pollay (ex officio)  
Absent: Rishi Narayan (ex officio)  
Others: Jessica Letaw

Committee actions and discussions

Downtown Marijuana Dispensaries. Committee members noted concerns they've heard from downtown residents and property owners about the City's recent approvals of downtown medical marijuana facilities. The City's marijuana facility ordinance went into effect in February; it doesn't limit the number of facilities, but does establish buffers around schools and between each facility. Among the concerns that have been received is that these facilities may have more to spend on rent, thus helping to drive up commercial rents particularly in prominent ground floor locations, and a fear of crime due to the large amount of cash associated with these businesses because they are not able to use banks.

Agenda Review. The Committee members reviewed the April DDA monthly meeting agenda. Ms. Pollay noted that there was a resolution coming from the Operations Committee to increase the Ann Ashley expansion project budget, and a proposed amendment to this resolution coming from the Finance Committee. She said that the discussion would be preceded with a presentation on the Ann Ashley project, highlighting recommended project additions such as a new elevator, modified pedestrian entrance off Miller, and other elements, in addition to the primary project which would add approximately 375 new spaces.

Parking Enforcement Changes. Ms. Pollay noted that senior City staff had proposed the idea of extending parking operation at the street meters beyond 6pm at a recent City Council work session to elicit City Council member feedback. They had also proposed to increase fine amounts for parking violations in coordination with the DDA increasing its parking rates.

There being no other business, the meeting adjourned at 11:40 a.m.  
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY  
PARTNERSHIPS & ECONOMIC DEVELOPMENT COMMITTEE MEETING MINUTES  
WEDNESDAY, APRIL 11, 2018**

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

Time: 9:00 a.m.

Present: Bob Guenzel, Jessica A.S. Letaw, Joan Lowenstein, Darren McKinnon, Keith Orr, Phil Weiss

Absent: Marie Klopf, Howard Lazarus, Rishi Narayan, John Splitt, John Mouat

Staff: Amber Miller

Public: Jonah Copi, Ray Detter

### **Committee Discussion**

Downtown Events Security. Ms. Pollay said that she had relayed the DDA's interest to facilitate a discussion between police and downtown event organizers with the goal of creating clear policies and effective strategies. Ms. Lowenstein asked if there had been any City response; Ms. Pollay said no.

Ann Ashley Ms. Pollay asked if there would be committee interest to help oversee a public art process for the Ann Ashley addition. Committee members indicated potential support. She reported that the project would be reviewed by the City Design Review Board later in the month.

Downtown Marijuana Facilities. Mr. McKinnon asked if there was Committee interest to develop a DDA recommendation regarding changes to the City's marijuana ordinance; there was support. Concerns that have been heard include: the great demand to open a marijuana facility will place pressure on downtown rents, the facilities will take valuable retail spaces, these businesses must operate using large amount of cash which makes them targets for crimes, and a plethora of dispensaries may make downtown less attractive to families. A resolution will be brought to the board recommending a modification of the Marijuana Ordinance to expand the buffer between facilities, and to include a radius around downtown buildings where young people congregate.

### **Public Comment.**

Mr. Copi said that there is information about medical marijuana dispensaries on the City's website, including a map. He said that at its next meeting City Council will be asked to approve a resolution rescinding prior approvals for special event temporary outdoor sales on private property using a Zoning Compliance Permit. He said that as one of the affected private property owners he would ask that the City allow activities to take place this year, and wait to pursue changes until next year.

Mr. Detter said that CAC had heard similar concerns about downtown medical marijuana dispensaries including the potential to take valuable ground floor retail locations. He said that the CAC supported the architectural elements proposed as part of the Ann Ashley expansion.

### **Next Meeting**

The next Partnerships Committee meeting will take place Wednesday May 9<sup>th</sup> at 9am (Partners).

The meeting adjourned at 11 am.

Respectfully submitted,

Susan Pollay, DDA Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY  
CAPITAL IMPROVEMENTS COMMITTEE MEETING MINUTES  
Wednesday, April 18, 2018 11:00 am**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104  
Time: 11:00 a.m.  
Present: Robert Guenzel, Howard Lazarus, Jessica Letaw, Joan Lowenstein, John Mouat, Keith Orr, John Splitt, Phil Weiss,  
Absent: Marie Klopf, Darren McKinnon, Rishi Narayan  
Staff: Susan Pollay, Amber Miller, Maura Thomson, Kelley Graves  
Other: Oliver Kylie, Neal Billetdeaux, Keenan Gibbons/Smith Group JJR  
Public: Ray Detter

People-Friendly Streets (First/Ashley/William and Huron) Workshop Summary

Ms. Miller, Mr. Kylie and Mr. Billetdeaux presented information about the workshops held March 19-23, 2018. Attendance was strong and Ms. Thomson was thanked for her outreach efforts. Common feedback threads from the public: requests for slower traffic speeds, better lighting, improved pedestrian safety, improved bicycle facilities, safeguarding loading zones for businesses and more handicapped-accessible parking spaces. Mr. Billetdeaux said that starter ideas are starting to take shape that will need to be further refined and tested.

Based on current traffic counts it appears feasible to restore two-way traffic on First and Ashley Streets while at the same time preserving loading zones and on-street parking. City staff asked the team to test feasibility assuming future traffic growth; it was noted that the curb line is not intended to change much, so one-way traffic could be reinstated in the future if needed. It was also suggested that W. Kingsley be made two way, with a signal at Main Street

A protected bikeway on William St from Second St to State St appears feasible. The initial recommendation is that this bikeway be made two-way for ease of snow removal, that it be located on the north side of the street because the south side has many more drive approaches, and that bike signals may be utilized as part of the design. A protected two-way bikeway on First Street between William and Kingsley also appears feasible; it is suggested that this be located on the east side of the street where there is already a bike lane. The design for bikes south of William doesn't warrant a protected bikeway, but may utilize lane striping.

Questions from CIC members were asked and answered. The CIC members indicated their support for these ideas. The design team will move forward to refine these design ideas. There will be additional public meetings held in early June.

Huron Street Project

Ms. Miller, Mr. Kylie and Mr. Billetdeaux discussed the recommended design approach for the

Huron Street Project with the goal of improving pedestrian comfort and safety. Design recommendations include tree planters with overlarge trees, multi-level lighting and seating, It was noted that Huron St has significance as an important civic street. The team has been working with MDOT toward the goal of traffic and design change approvals.

Questions from CIC members were asked and answered. The CIC indicated support for the proposed Huron St design. It was recommended that the Huron presentation be brought to the May DDA meeting so that the full board and public is aware and can provide comments.

Ms. Miller shared a proposed timeline for moving all four street improvement projects forward. City Council will be asked for support for recommended traffic changes on Huron and to restore two-way traffic on First/Ashley, likely at the end of the summer. They will be asked to support the construction bond for all four projects at the same time. Ms. Thomson noted that there will be public engagement meetings the week of June 4-7 and City Council members will be included in the meeting invitations.

#### 5<sup>th</sup> Ave & Detroit Street Construction Update

Ms. Miller reported that rain has caused some construction delays but, the project continues to move forward. Ms. Pollay observed that the contractor, Fonson Construction, was doing an excellent job of looking out for pedestrians and doing its work amid the traffic on 5<sup>th</sup> Ave. Work on the Farmers Market lot is well-underway; it's been re-graded and the first layer of asphalt has been placed so the market can function this weekend; the second layer of asphalt and space striping will be installed next week. DDA staff have scheduled a meeting at the Market on 4/25 to give stakeholders project updates and to answer any questions or concerns.

#### Sidewalk repairs

Ms. Miller asked for and received support from the CIC members to pursue the replacement of the often broken and uneven brick in the walking area of the sidewalks on the first blocks of N. Main with concrete. It is anticipated this work would be done later in the spring.

#### Public Comment

None.

#### Adjournment

The next Capital Improvements Committee meeting is scheduled for Wednesday, May 16 at 11:00 am. The meeting adjourned at 1:00 p.m.

Respectfully submitted,  
Susan Pollay, DDA Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY**  
**OPERATIONS COMMITTEE MEETING MINUTES**  
**Wednesday, April 25, 2018**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104  
Time: 11:00 a.m.  
Present: Bob Guenzel, Joan Lowenstein, Keith Orr, John Splitt, Phil Weiss, Darren McKinnon  
Absent: Marie Klopf, Howard Lazarus, Rishi Narayan, Jessica Letaw, John Mouat  
Staff: Susan Pollay, Joe Morehouse, Jada Hahlbrock, Maura Thomson, Amber Miller, Kelley Graves  
Others: Chris Simmons/getDowntown, Brad Moore/J. Bradley Moore & Associates Architects, Inc.  
Public: Ray Detter

The meeting was called to order at 11:06 a.m.

Ann Ashley Expansion. Ms. Pollay said that the project design received feedback from the City's Design Review Board. She shared her notes, and asked Mr. Splitt to report what he heard, as he had also attended the meeting. Questions were asked and answered, and Committee members shared their thoughts about the project design. Ms. Pollay reported that the next step toward getting the project ready for submission to the City will be a Citizens Participation meeting on May 2<sup>nd</sup> from 7pm-8pm in the DDA office. To assist the Committee in its work shepherding the project forward, Ms. Pollay said she will ask the engineer to attend the next Committee meeting to provide an update.

Parking Agreement Request. Mr. Brad Moore presented a request for a parking contract for his client who owns the 1101 S. University building and is constructing an addition. The Planning Department's calculation shows this addition as exceeding the by-right FAR by 49 square feet, thus triggering the need for a parking space to be provided under contract somewhere in the public parking system since it cannot be constructed on-site. Ms. Pollay asked if this permit could be a limited/overnight permit; Mr. Moore said he would confirm with his client but said this option should work if the City found this acceptable. Mr. McKinnon said that he would prefer not to provide a permit, but instead ask the developer to ask for a variance from the Zoning Board of Appeals. He noted the short time frame the DDA has been given to respond and that thus far there had not been any City action on the DDA's resolution requesting the City revisit its downtown parking requirements and Contribution in Lieu details. Mr. Moore agreed to pursue a parking variance with the ZBA. Concurrent with this, the Committee consensus was to support a resolution at the next DDA meeting to approve a single off-peak parking permit in the Forest garage for a maximum 15 year period with language that this agreement could be waived if downtown zoning regulations were subsequently changed. And in this resolution, the DDA would state its support that the ZBA waive its parking requirement for this project.

Monthly Parking and Transportation Report. Ms. Hahlbrock noted the April special events, including UM Commencement. The new 4<sup>th</sup>/William access and revenue control equipment is operating well, and DDA and RPS staff will meet soon to note any changes to consider for future equipment purchases. The solar canopy fabrication for the 4<sup>th</sup> & Catherine lot has been slower than anticipated so installation will be delayed until next month.

Ms. Hahlbrock provided an update on the structure fencing initiative. The rooftop fencing and 24/7 staffing during its installation utilized \$220,000 of the \$400,000 project funding, leaving \$180,000 for additional fencing. These funds were used to install black vinyl chain link fencing on the west side of the 4<sup>th</sup> and Washington garage, one-level below the rooftop at Liberty Square and three levels below the rooftop at 4<sup>th</sup> and William. Ms. Hahlbrock noted that funding for additional fencing is included in the FY19 budget.

General Operations: Not much use of the free Saturday parking in Ann Ashley thus far due to the extended cold temperatures which has reduced activity at the Farmers Market; Ms. Thomson said a banner was installed on 5<sup>th</sup> Ave to help promote awareness. Ms. Hahlbrock reported that Republic Parking staff did an excellent job assisting the Police managing the crowds associated with the UM basketball playoffs. A pre-pay rate was used at the Forest and 4<sup>th</sup> and William structures during the 4/7 Monroe Street Fair (Hash Bash) which was well attended. RPS changed the rates on the meters, and have been helpful with the 5<sup>th</sup> & Detroit project and the Farmers Market lot repaving. Cold weather has delayed the annual structure wash downs, but they are expected to begin soon. Maintenance staff have begun preparing the flower beds and planters surrounding all the parking facilities.

Transportation: Mr. Simmons reported that Go!Pass renewal numbers are slightly down. Mr. McKinnon asked if pass usage is tracked by industry; Mr. Simmons said yes. Mr. Simmons noted quarterly ridership is down by 2% vs. last year at this time, which equates to approximately 500 rides. He believes the very cold temperatures have been a factor. Mr. Simmons said that the Commuter Challenge kick-off went well, and the official start date is May 1. Mr. Simmons shared feedback from a recent MSAA meeting he attended in which concerns were expressed that the City may extend street meter operation past 6pm. Committee members shared their experiences around this topic. Mr. Simmons informed the committee that AAATA plans to put out a Bike Share RFP within the next 45 days.

Other Business. Ms. Pollay indicated her interest to explore the creation of a seasonal on-street motorcycle parking pilot; if successful, this idea could be replicated elsewhere. This idea was discussed by committee members, including the concern about noise, and an interest in placing this on a side street.

#### Public Commentary

None.

#### Adjournment

The meeting adjourned at 12:45 p.m.

The next meeting is scheduled for Wednesday, May 30 at 11 am at the DDA.

Respectfully submitted,  
Susan Pollay, DDA Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY  
FINANCE COMMITTEE MEETING MINUTES  
Thursday, April 26, 2018**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104  
Time: 3:00 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: Skyline High School students: Sophia Ernst, Julia Barge, Tom Dunietz  
Huron High School students: Talia Dunietz, Sydney Cohen, Nina Pankn

The meeting was called to order at 3:06 p.m.

Financial Statements

The March expense register was reviewed and questions were answered.

The Third Quarter reports were reviewed. A question was asked about the timing of the epark machines; Mr. Morehouse reported that the purchase is waiting until May given upcoming technology changes. It was asked why weather conditions are noted in the parking report; Mr. Morehouse said this information has been tracked to help explain demand changes. Mr. Crawford shared that the City is working to acquire data analytic software that could utilize data such as this.

Ann Ashley Expansion Project

Ms. Pollay reported that the project is moving forward, albeit slowed slightly by the need for a traffic study which is delayed due to consultant availability. She said that she anticipates City Council will be asked to approve the site plan and project bond in September.

Huron, First, Ashley, and William Streets Projects

Ms. Miller presented updated information, noting that the at its May meeting the Finance Committee will be asked to put forward a DDA resolution asking City Council approval of a Huron/First/Ashley/William project bond. Mr. Crawford said he would talk with bond counsel to see what may be needed, and he would also discuss with the City Administrator how to get information to City Council ahead of time.

Adjournment

There not being any further business, the meeting adjourned at 4:15 p.m.

The next Finance Committee meeting is scheduled for May 31 at 1:00 p.m. at the DDA office.

Respectfully submitted,  
Susan Pollay, DDA Executive Director

# Parking & Transportation Report April 2018

## Parking Operations

### Special Events in April

- 4/4 UM Springfest
- 4/6 FoolMoon
- 4/7 Monroe Street Fair
- 4/8 FestiFools
- 4/18 Davi Sedaris at MI Theater
- 4/21 A2SO at Hill Auditorium
- 4/21 Fab Faux at MI Theater
- 4/22 Earth Day Celebration at Library Lot
- 4/27-28 UM Commencement

### Special Event Meter Bag Fee Waivers in April

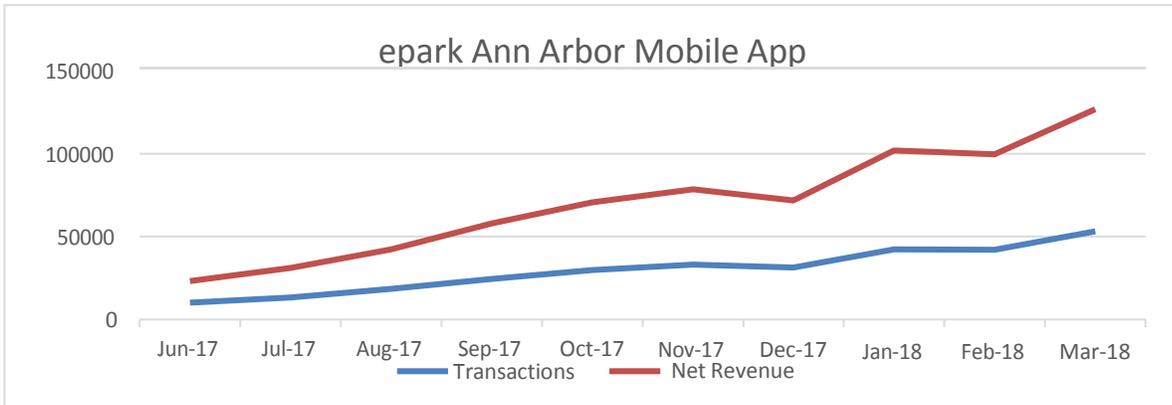
- 4/6 FoolMoon \$950
- 4/8 FestiFools \$200
- 4/22 Earth Day Celebration at Library Lot \$200

### Personnel

There were no changes in personnel during the month.

### Meters

Use of the epark Ann Arbor mobile app continues to grow. In March there were 53,120 transactions totaling \$126,764.64 in revenue.



Meter staff was able to complete the rate change at the Duncan meters by April 6<sup>th</sup>. The rate change at those meters is a much more manual hands-on process than rate changes at the epark equipment.

As work in the 5<sup>th</sup> & Detroit area got underway, meter staff placed meter bags and removed epark kiosks and space markers. Resurfacing at the Farmers Market lot began on April 17 and is estimated to take 1 week to complete. Signs were placed well in advance to notify parkers of the lot closure, and DDA and City staff communicated about the work and timing to the neighborhood. The lot will have a preliminary surface in place to allow the Market vendors to operate as usual on Saturday April 21, before the project is completed a few days later.

### General Operations

The free parking pilot at Ann Ashley began on March 24. The pilot provides free parking on Saturdays from 7 am – 3 pm during the 5<sup>th</sup> & Detroit Street project. We have not yet seen a large increase in parking at Ann Ashley on Saturdays, but this is likely due to extended cold weather and a slower period at the market.

The parking rate change at the South Ashley lot and rate changes for permit parkers was implemented successfully for April 1st.

Customer service training program for cashiers will be introduced in May.

Republic Parking staff assisted the AAPD during activities surrounding the UM basketball playoffs. Meter staff worked to bag meters in the South University area. Operations staff added staff at the Forest structure and operated with a pre-pay rate on game days.

A majority of parking facilities filled to capacity during the Monroe Street Fair (Hash Bash) on 4/7. A pre-pay rate was used at Forest and 4<sup>th</sup> & William which allowed for easy egress of parkers.

#### City/DDA Parking Enforcement Committee

The Committee met on April 19<sup>th</sup>. Committee members were joined by representatives from downtown churches for a review of 2018 Art Fair Sunday operations. The City Parking Referees attended the meeting as well, and there was a good discussion about ePark kiosks, the ePark app and signage. The next meeting will be Thursday, May 17<sup>th</sup>.

#### Tally Hall Condominium Meeting

No meeting was held this month. The next meeting will be on May 1<sup>st</sup>.

#### 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 were scheduled to begin in mid-April but have been delayed due to cold weather. RPS staff will begin the work as soon as possible. Work at each facility will take approximately 1-2 weeks.

Maintenance staff worked to clean out flower beds and planters in anticipation of spring plantings.

### **Parking Equipment**

#### Elevators

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

- 1- 4<sup>th</sup> & Washington
- 1- Ann Ashley south
- 1- Ann Ashley north
- 1- Maynard alley

#### Equipment

The new access and revenue control equipment at 4<sup>th</sup> & William continues to operate well. There have been hardware and software issues that have had to be addressed including intercom system compatibility and issues with credit card batching, but overall the equipment seems to be operating as promised. RPS and DDA staff have been in close contact throughout the entire process and now that we are a few months in will be meeting to document pros and cons of both the install process and the actual equipment.

The Lane Operational Efficiency number for March was a record-setting 99.96%. Of the 46 active lanes, 35 had no downtime during March.

RPS IT staff oversaw the installation of a new phone system. The change will result in monthly savings.

## Parking Construction

### 4<sup>th</sup> & Catherine Solar Project

Fabrication of the structure has been slower than anticipated, and installation will likely take place in May.

### Ann Ashley

The project design was reviewed by the City's Design Review Board on April 18. A Citizens Participation meeting has been scheduled for May 2 at 7pm so the public can provide feedback on the project design.

### Structure Fencing

In the month of April the following fencing was installed.

4<sup>th</sup> & Washington- openings on west side

Liberty Square- one level below rooftop

4<sup>th</sup> & William- three levels below rooftop

These installations utilized the remaining funds provided in the FY18 garage fencing project. Additional funds are included in the FY19 budget.

## Transportation

### Go!pass Summary

#### Go!pass Outreach

Go!pass Coordinator Bulletin sent to 531 recipients on 4/19/18

- 2016-2017 - Renewal orders received to date: 405 companies
- 2016-2017 - New orders received to date: 49 companies
- 2017-2018 - Renewal orders received to date: 385 companies
- 2017-2018 - New orders received to date: 32 companies

New go!pass companies for April 2018

- Curtis Commercial

2015-2016 – Go!pass sales: 6,147 passes ordered by 449 organizations (8/2015-4/2016) – Includes Google

2016-2017 - Go!pass sales: 5,851 passes ordered by 458 organizations (8/2016-4/2017)

2017-2018 - Go!pass sales: 5,647 passes ordered by 417 organizations (8/2017-4/2018)

### Quarterly ridership

	<i>January 2018</i>	<i>February 2018</i>	<i>March 2018</i>
Go!Pass Usage	51,928	48,854	54,007
NightRide Usage	466	460	445
ExpressRide Flexpass	2,193	2,163	2,257

### Bike Parking

Current rentals good till 3/31/19

- Bike Locker Rentals as of 4/18/18: 6 rentals of 12 available lockers (50%)
- Maynard Bike House Rentals as of 4/18/18: 13 rentals of 28 spaces (46%)
- Ann Ashley Bike House Rentals as of 4/18/18: 36 rentals of 27 spaces (133%)

### Other Activities

- A reminder that Commuter Challenge begins May 2. 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<sub>40</sub>Object for being the title sponsor for Bike to Work

Day. Questions regarding the campaign can be answered by visiting [www.commuteandwin.com](http://www.commuteandwin.com) or by contacting the getDowntown office.

- We are currently reviewing ridership data in the context of recent ridership surveys. While we complete the Commuter Challenge campaign, we will be looking at creating a report with trends to highlight of interest to the Transportation Committee.
- As work begins in earnest 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.
- One on-street bike rack was placed mid-April. The remainder will be out as soon as weather permits.

Ann Arbor Downtown Development Authority  
Gross Revenues/ Hourly Patrons  
3rd Quarter Fiscal Year, 2018 & 3rd Quarter, Fiscal Year 2017

	3rd Quarter 2018		3rd Quarter 2017		Increase (Decrease)		% Increase (Decrease)		FY 2018 Spaces	FY 2017 Spaces	FY 2018 Ave. Tkt.	FY 2017 Ave. Tkt.
	Revenues	Hourly Patrons	Revenues	Hourly Patrons	Revenues	Hourly Patrons	Revenues	Hourly Patrons				
Revenues:												
First & Washington	\$173,069	8,550	\$176,290	9,298	(\$3,221)	(748)	(1.83%)	(8.04%)	243	243	\$5.01	\$4.96
Maynard	\$705,153	135,715	\$662,624	131,809	\$42,529	3,906	6.42%	2.96%	807	807	\$4.40	\$4.23
Fourth & Washington	\$271,047	54,218	\$234,350	55,786	\$36,697	(1,568)	15.66%	(2.81%)	281	281	\$4.03	\$3.92
Forest	\$426,407	53,131	\$430,205	60,517	(\$3,798)	(7,386)	(0.88%)	(12.20%)	576	576	\$5.18	\$5.07
Fourth & William	\$632,328	47,111	\$647,550	56,672	(\$15,222)	(9,561)	(2.35%)	(16.87%)	994	994	\$4.15	\$3.72
Liberty Square	\$468,852	26,141	\$535,002	35,430	(\$66,150)	(9,289)	(12.36%)	(26.22%)	575	575	\$4.32	\$4.26
Ann & Ashley	\$514,536	29,820	\$530,559	34,059	(\$16,023)	(4,239)	(3.02%)	(12.45%)	829	829	\$4.16	\$4.09
Library Lane	\$445,759	34,972	\$423,669	34,118	\$22,090	854	5.21%	2.50%	744	744	\$4.37	\$4.15
Kline Lot	\$151,767	34,385	\$157,638	36,269	(\$5,871)	(1,884)	(3.72%)	(5.19%)	143	143	\$4.29	\$4.25
First & Huron	\$0	0	\$213,527	51,527	(\$213,527)	(51,527)	(100.00%)	(100.00%)	0	167		\$4.11
Fifth & Huron	(\$178)		\$33,825		(\$34,003)		(100.53%)		0	56		
First & William	\$39,705		\$42,177		(\$2,472)		(5.86%)		111	111		
415 W Washington	\$46,689	5,208	\$46,526	5,691	\$163	(483)	0.35%	(8.49%)	151	151	\$3.98	\$3.92
Palio Lot	\$12,348		\$4,696		\$7,651		162.92%		22	22		
Broadway Bridge	\$805		\$600		\$205		34.08%		16	16		
Main & Ann	\$31,202		\$24,557		\$6,644		27.06%		45	45		
Farmers Market	\$5,679		\$7,771		(\$2,092)		(26.92%)		75	75		
City Hall	\$1,513		\$1,041		\$472		45.37%		16	16		
Fourth & Catherine	\$31,024		\$25,083		\$5,941		23.68%		47	47		
Meters	\$1,017,980		\$858,296		\$159,684		18.60%		1,894	1,890		
Meter Bags	\$135,585		\$98,348		\$37,237		37.86%					
Total Revenues	\$5,111,269	429,251	\$5,154,336	511,176	(\$43,066)	(81,925)	(0.84%)	(16.03%)	7,569	7,788		

**1. Weather -**

			Av. High Temp.	Av. Low Temp.	Act. Mon Precip.
Number of Business Days	2018	77			
	2017	77	38	20	19.67
			43	27	11.07
Number of Weekend Days (F & S)	2018	26	(5)	(7)	8.60
	2017	25			

**1st & Huron/5th & Huron** - Closed 11/30/17  
**4th & Wash.** - Average ticket price up \$0.11  
**Liberty Square** - Count Adjustments  
**Palio Lot** - All spaces open with no construction staging  
**Main & Ann, City Hall & 4th & Catherine** - E-Parks Installed 4/17  
**Farmer's Market** - Weather  
**Meters** - 105 E-Park Machines installed 4/17  
**Meter Bags** - Increase in Construction Projects