

Ann Arbor Downtown Development Authority Meeting Minutes

Wednesday, May 2, 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, Joan Lowenstein, Jessica A. S. Letaw, John Mouat, Rishi Narayan, Phil Weiss, Keith Orr, Darren McKinnon

Absent: Howard Lazarus, John Splitt

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

Audience: Ray Detter, Downtown Citizens Advisory Council
Chris Simmons, Get!Downtown
Michael McKiness, RPS

Public: Dave Devarti

2. APPROVAL OF THE BOARD MEETING AGENDA

Ms. McKinnon moved and Mr. Guenzel seconded to approve the meeting agenda.

A vote on the motion showed:

Ayes: Guenzel, Klopf, Orr, Letaw, Narayan, McKinnon, Weiss, Mouat, Lowenstein

Nays: None

Absent: Lazarus, Splitt

The motion was approved.

3. AUDIENCE PARTICIPATION

Dave Devarti asked the DDA to redirect funds earmarked in the Ann Ashley project budget for louvers and stain into affordable housing for people earning below 30% of AMI.

4. REPORTS FROM CITY BOARDS AND COMMISSIONS

Downtown Area Citizens Advisory Council: Mr. Detter distributed a flyer for the annual Old Fourth Ward and Downtown Neighbors Spring Party on June 6th at 6:30 p.m. at 120 & 126 N. Division. All are welcome to attend.

He said that at their meeting, Ms. Pollay asked for input on the Ann Ashley project, and she also

reported on the status of other DDA projects. The group discussed the City Council vote to repurchase the former YMCA lot and expressed their support for developing that space.

5. DDA MEMBER COMMUNICATIONS

Ms. Letaw reported on her “Downtown Hall” on May 9 from 7-8:30 p.m. at Black Diesel Coffee and a Walk & Talk on May 12 at 10am the Blake Transit Center. Ms. Letaw also noted that the Planning Commission will be discussing the Master Plan at its May 16 meeting and she encouraged everyone to attend.

6. EXECUTIVE DIRECTOR COMMUNICATIONS

Ms. Pollay reported on the next round of People Friendly Streets public sessions that will be held at the Downtown Library during the week of June 4th.

7. APPROVAL OF MINUTES

Mr. Letaw moved and Ms. Klopf seconded to approve the April meeting minutes.

A vote on the motion showed:

Ayes: Guenzel, Klopf, Orr, Letaw, Narayan, McKinnon, Weiss, Mouat, Lowenstein

Nays: None

Absent: Lazarus, Splitt

The motion was approved.

8A. SUBCOMMITTEE REPORTS- CAPITAL IMPROVEMENTS COMMITTEE

Huron Improvements: Mr. Mouat introduced Bob Doyle, who gave a presentation on the recommended Huron design. Mr. McKinnon asked about the possibility of adding bike lanes to Huron; Mr. Mouat and Mr. Doyle both noted that the design team had explored this and found it infeasible. However, quality bike facilities are being planned on nearby streets. Mr. Doyle said that the design will be refined and presented at the next CIC meeting.

First, Ashley, William Streets: Mr. Mouat said that important public feedback was received in the March meetings, such as requests for slower traffic speeds, improved bike facilities, and safeguarding loading zones. “Starter concepts” include:

- Restoring two-way traffic on First and Ashley Streets appears feasible
- It appears feasible to install a 2-way protected bike lane on the east side of 1st St
- It appears feasible to install a 2-way protected bike lane on the north side of William St

These concepts will be refined with more analysis and input received from the public meetings to be held the week of June 4-7.

Fifth/Detroit Project: Mr. Mouat reported that rain caused some delay but the project is largely on schedule. Fonson and DDA Project Manager Liz Rolla were praised for managing construction while minimizing negative impacts. DDA staff are meeting with stakeholders regularly to hear construction concerns and to share information.

Other Projects: Mr. Mouat reported the CIC came to consensus to support the replacement of uneven brick in the walking area of N. Main sidewalks with concrete to improve pedestrian conditions; brick will remain in the extension area. Work will be done later this spring.

The next Capital Improvements Committee meeting will be on Wednesday, May 16 at 11am.

8B. SUBCOMMITTEE REPORTS - FINANCE COMMITTEE

Ms. Klopf reported that the Committee reviewed Third Quarter financial statements. She said that at its next meeting the Finance Committee will review the current Ten Year Plan as part of their work to formulate a resolution in support of a construction bond for the Huron, First, Ashley and William Street Improvement projects.

The next Finance Committee meeting will be on Thursday, May 31 at 1:00 pm.

8C. SUBCOMMITTEE REPORTS - PARTNERSHIPS COMMITTEE
--

Ms. Lowenstein moved and Mr. McKinnon seconded the following resolution:

RESOLUTION TO RECOMMEND DOWNTOWN MARIJUANA DISPENSARY ZONING CHANGES

Whereas, The DDA advocates on important issues affecting downtown in pursuit of its mission to maintain and improve the economic health and quality of life in the downtown area;

Whereas, In December 2017 City Council adopted a Medical Marijuana Facility Zoning Ordinance which regulates the five marijuana facility types defined by the State of Michigan MMFLA;

Whereas, This ordinance did not establish limits on the number of medical marijuana facilities, but instead limited where they can locate by zoning district and spacing requirements, which in the downtown are 600 feet between provisioning centers and 1,000 feet from K-12 schools;

Whereas, The Partnerships Committee notes the potential negative impact of such facilities in downtown, including:

- Cannabis businesses must do their transactions in cash since banks will not work with enterprises that are illegal under federal law, which creates potential for crimes such as armed robbery and burglary, thus placing strain on limited downtown public safety resources
- Marijuana facilities will likely place undue upward pressure on downtown rents
- Marijuana facilities work against the goal of making downtown feel safe for people of all ages, including teenagers who should feel welcomed to come downtown unchaperoned

Whereas The Partnerships Committee recommends that the DDA approve a resolution asking the City's Planning Commission to modify its current ordinance as follows:

- In addition to the buffer around K-12 schools, the City should likewise establish a 1,000 foot buffer around buildings where young people congregate such as the YMCA, Neutral Zone, Ann Arbor Music Center, Hands On Museum and the Downtown Library
- The City should establish a 1,000 foot buffer around downtown drug rehabilitation centers such as are operated by Dawn Farm for the purpose of helping people become and remain sober, including its Spera Center on Huron St and its outpatient services center on Miller St
- Planning Commission is asked to overturn the current 600 foot buffer between marijuana facilities, and revisit its previous recommendation for a 1,000 foot buffer between facilities
- Planning Commission should establish a total number of downtown marijuana facilities, which we recommend to be XXXXXXXX.

Resolved, The Ann Arbor DDA respectfully requests that the City Planning Commission work to modify its current zoning regulations to include new and expanded buffers around marijuana facilities as recommended above.

Ms. Lowenstein explained the resolution; Mr. McKinnon said that there is currently a City moratorium to allow time for more input on this topic.

Mr. McKinnon moved and Ms. Lowenstein seconded to recommend establishing a maximum number of downtown marijuana facilities as 10.

There was a discussion about whether there was a need to establish a maximum number if the buffers between buildings are in place. Questions were asked and answered.

A vote on the motion to approve this amendment showed:

Ayes: Guenzel, Klopff, Orr, Letaw, Narayan, McKinnon, Weiss, Mouat, Lowenstein

Nays: None

Absent: Lazarus, Splitt

The motion was approved.

Mr. Mouat said he would abstain from voting because he didn't feel he knew enough about this topic plus he felt this resolution was moralistic. Mr. Orr said he didn't know enough about the best practices to support this resolution, thus he would vote no. Mr. Narayan agreed. Ms. Lowenstein said this was not a moralistic matter, but it involved zoning for things like active ground floor uses. Mr. McKinnon said he felt there was an urgency due to a massive rush of applications. Mr. Narayan said that if the only point had been to recommend a well-thought out maximum number, this would have made more sense to him.

A vote on the amended resolution showed:

Ayes: Guenzel, Klopff, Letaw, Lowenstein, McKinnon, Weiss

Nays: Narayan, Orr

Absent: Lazarus, Splitt

Abstain: Mouat

The motion failed for lack of 7 votes.

Ms. Lowenstein said that the Committee would like to facilitate a discussion about security for downtown events with Police and event organizers. Mr. Mouat asked that this include the question about where events are held; Ms. Lowenstein agreed, saying there should be a larger discussion about special events.

The Next Partnerships Committee meeting will be on Wednesday, May 9 at 9am

8D. SUBCOMMITTEE REPORTS – OPERATIONS COMMITTEE
--

Mr. Orr moved and Ms. Letaw seconded the following resolution:

RESOLUTION TO APPROVE A PARKING CONTRACT WITH THE 1101 S. UNIVERSITY DEVELOPMENT

Whereas, The DDA mission is to strengthen the downtown area and attract new private investments, and it manages the public parking system as a way to meet this mission;

Whereas, Ann Arbor City zoning requires that downtown projects seeking premiums include parking and in 2012 City Council set forward a Contribution in Lieu Parking Policy that defines how projects can meet this requirement through a long-term parking contract for parking;

Whereas, The architect for the 1101 S. University development met with the Operations Committee to discuss the project's zoning requirement for one (1) parking permit, and requested that this permit be accommodated in the Forest Avenue structure by the DDA using the City's Contribution in Lieu framework;

Whereas, The Operations Committee discussed the request and determined that the project accomplishes the criteria set forward in the DDA's Long Term Parking Permit Policy, and because the project is not dependent on daytime parking, that the permit to be provided should be a Limited Overnight Parking Permit;

Whereas, The Operations Committee recommends that this Limited Overnight permit be provided in the Forest garage and covered by a 15-year agreement, with language that would allow the termination of this agreement if zoning requirements no longer necessitate this parking;

Whereas, In March 2017 the DDA approved recommendations to the City to modify the City's Contribution in Lieu policy and to revisit current downtown zoning requirements for parking, which if acted on, perhaps may have eliminated the parking requirement for this project;

Whereas, The Operations Committee recommends that this project pursue a parking variance from the Zoning Board of Appeals, even as it pursues a parking agreement with the DDA;

Resolved, The DDA approves the recommendation of its Operations Committee to provide one

(1) Limited/Overnight parking permit to this project in the Forest Avenue garage, with language that would allow the termination of this agreement if zoning requirements no longer necessitate this agreement;

Resolved, The DDA strongly supports the petition of this developer before the Zoning Board of Appeals to waive the parking requirement for its project;

Resolved, the DDA Operations Committee Chairs and Executive Director are authorized to work with the DDA Attorney and City to execute a parking contract consistent with the provisions of this resolution and the City Contribution in Lieu Policy.

Mr. Orr explained the resolution. Mr. McKinnon asked to postpone to provide time for the developer to pursue a parking variance with the Zoning Board of Appeals.

Ms. Tina Fix, Midwestern Consulting, said she was attending to represent the client, and there is urgency because the project seeks to align with the Collegian North construction already underway if they are to limit how long the sidewalk is closed. She said the Planning Commission requires DDA approval of a permit so the site plan can go to City Council; Mr. McKinnon suggested the client temporarily agree to the Payment in Lieu so the site plan can go to City Council, after which it could ask ZBA for a variance. To assist them, he offered to have the DDA write a letter of support. Ms. Fix said that the Payment in Lieu option is not affordable to the developer. Mr. Guenzel said that he understood Mr. McKinnon's point, but he thought this strategy was making things unnecessarily hard for the developer.

Mr. McKinnon moved to postpone action on this resolution; Ms. Lowenstein seconded postponement.

Ms. Miller was asked for clarification; she said that given the developer's statement that they can't afford the Payment in Lieu option, without DDA action, the site plan cannot move forward to City Council. Mr. McKinnon disagreed, saying that the developer can temporarily agree to a Payment in Lieu and after City Council approval, they could go to ZBA to ask that their parking requirement be waived.

Ms. Pollay was asked about recent parking agreement; Ms. Pollay said that the DDA agreed to provide permits for the Collegian North similar to what was being asked for today. Mr. Weiss noted the DDA's long term parking permit policy includes the statement "generally the DDA will default to seeking a payment-in-lieu over issuance of monthly permits through a parking contract.... but the DDA may make exceptions to this in order to fulfill its mission of encouraging private investments and a stronger downtown." Mr. Weiss said this allows the DDA to consider requests on a case-by-case basis. It was noted that providing a permit helps prevent a curb cut on S.U.; Mr. McKinnon said that the site plan didn't show curb cuts. He said that not giving a permit would strengthen the request to the City that it change its parking requirements.

Mr. Narayan asked if the DDA policy needed to be revised; Mr. Guenzel said that if DDA

members had concern about the policy this should be addressed. Ms. Fix said they will agree to contract language returning the permit if future zoning no longer requires this permit. Mr. McKinnon said that it is unfair to the DDA to place the urgency on the DDA, and he realizes that the development is being brought into a larger question about the City changing its parking requirements. Mr. McKinnon suggested again that the development agreement include a Payment in Lieu so it can be approved by City Council, then if the ZBA does not agree to waive the parking requirement, the developer can come back to the DDA for a permit. Mr. Orr said that the ZBA will see that the developer has agreed to a Payment in Lieu so is likely to deny their appeal. Mr. Orr said his concern is that what is being suggested is that this one developer is being placed in the position to help force a desired zoning change. Mr. Narayan said he agreed with Mr. Orr, and said that this one should be allowed to go forward. **Mr. Orr called the question and Mr. Narayan seconded this.**

A vote on the motion to call the question showed:

Ayes: Guenzel, Klopf, Orr, Letaw, Narayan, McKinnon, Weiss, Mouat, Lowenstein

Nays: None

Absent: Lazarus, Splitt

The motion was approved.

A vote on the motion to postpone action on the resolution:

Ayes: Klopf, Letaw, Lowenstein, McKinnon, Mouat, Narayan, Weiss

Nays: Guenzel, Orr

Absent: Lazarus, Splitt

The motion was approved.

Ann Ashley Expansion Project. Mr. Orr said that the preliminary design was reviewed by the Design Review Board and the next step is a Citizens Participation meeting that night. He said that the project engineer will attend the next Committee meeting to provide an update.

Monthly Parking & Transportation Report. Mr. Orr asked for questions; there were none.

Next Operations Committee meeting will be held on Wednesday, May 30 at 11am

8.E. SUBCOMMITTEE REPORTS – EXECUTIVE COMMITTEE
--

Mr. Weiss said the Committee reviewed the Board meeting agenda.

The next Executive Committee meeting will be Wednesday, June 6 at 11am

9. NEW BUSINESS

The board and public was reminded that the July DDA Board Meeting & Annual Meeting has been moved one week later, to July 11.

10. OTHER AUDIENCE PARTICIPATION

None.

11.	ADJOURNMENT
------------	--------------------

There being no other business, Mr. Orr moved and Mr. Narayan supported a motion to adjourn. Mr. Weiss declared the meeting adjourned at 1:30 p.m.

Respectfully submitted,
Susan Pollay, Executive Director

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
Executive Committee Meeting
Wednesday, May 2, 2018

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: 11:05 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

Agenda Review. The Committee members reviewed the May DDA monthly meeting agenda. Ms. Pollay noted that there would be a presentation on the recommended Huron streetscape design, to elicit any remaining DDA feedback before the design is presented for approval at the June DDA meeting. Mr. McKinnon recommended that a map of the proposed downtown marijuana facilities be provided to assist the board in its discussion of the proposed resolution. Mr. McKinnon said that he would not support the resolution to provide an off-peak parking permit as requested, because he believed the City staff had made its calculation incorrectly and the petitioner should go to the Zoning Board of Appeals to have its parking requirement waived. He was asked questions about this, which he answered.

There being no other business, the meeting adjourned at 11:45 a.m.
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
PARTNERSHIPS & ECONOMIC DEVELOPMENT COMMITTEE MEETING MINUTES
WEDNESDAY, MAY 9, 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, Keith Orr, Phil Weiss
Absent: Marie Klopff, Howard Lazarus, Darren McKinnon, Rishi Narayan, John Splitt, John Mouat
Others: Shannon Gibb-Randall/City Planning Commission, Jane Lumm/City of Ann Arbor
Staff: Susan Pollay, Kelley Graves
Public: None

Partner Updates

City of Ann Arbor:

Ms. Lumm reported that the City received 28 medical marijuana dispensary applications, and a moratorium was established to allow further discussion of details such as whether to return to the Planning Commission's original recommendation of a 1,000' buffer between facilities. Ms. Lowenstein said that the DDA considered, but ultimately didn't approve a resolution that would have recommended that the City also add a buffer around buildings where children congregate and buildings where people are coming for drug rehabilitation. Ms. Lumm asked if the DDA had plans to revisit this resolution; Ms. Lowenstein said no.

Ms. Lumm reported that City Council voted to repurchase the former YMCA property, and it is currently looking to develop affordable housing on the site with retail on the ground floor. Ms. Pollay said the DDA can assist the City as needed. She recommended that a multi-site approach be used that includes a focus on supporting the Library and utilizing all the transportation options in this location, especially transit.

Ms. Lumm said that the City is working to solve solid waste issues, in particular in the alleys. She said that it is difficult to do enforcement, as owners may argue there is no proof their employees are responsible for debris. Ms. Lumm said the City is considering Noise Ordinance changes to allow an extension of solid waste pickup hours in the commercial alleys.

Ms. Lumm said the City will be creating a new Special Events Committee.

City Planning Commission:

Ms. Gibbs-Randall said that the existing medical marijuana licenses expire in mid-June. Ms. Lumm added that the State's Department of Licensing and Regulatory Affairs (LARA) is not reviewing the renewals in a timely manner.

Ms. Gibbs-Randall said that parking was a major topic of discussion at the Planning Commission's annual retreat. There is strong interest to review current zoning policies with the goal of

considering changes. Ms. Pollay said that the DDA had hoped to encourage this kind of review, and suggested a joint working session on this topic between the DDA and Planning Commission.

DDA:

Ms. Pollay described the proposed elements in the Ann Ashley expansion project, and said the design had been reviewed by the Design Review Board and the public at a Citizen Participation meeting. Ms. Gibbs-Randall suggested that “Live Wall” be used, as they are more long-lasting than screen planters. Ms. Pollay said she anticipates the project will be submitted to the City in July.

Ms. Pollay said that the 5th/Detroit St project is underway. Mr. Orr said that he felt there are relatively few disruptions given that most businesses are not located directly on 5th Ave. Ms. Lumm said that she received merchant complaints about parking changes on Kingsley; Ms. Pollay said that DDA heard similar concerns and had conveyed this to City staff who are overseeing this portion of the project.

Ms. Pollay said that the DDA will be asked to approve the design for Huron Street improvements at their June board meeting. The design works to make the street more pedestrian friendly, including an investment in trees as a priority. The plan also includes traffic recommendations to improve pedestrian safety and comfort by making Huron a parking street except at rush hour, new dedicated left turn signals at First and Fifth, and not allowing turns on red. Mr. Orr stated that this mirrors best-practices in other communities. Ms. Pollay said that there will be another round of People Friendly Street public meetings June 4-7 so the public can help shape the future design of First, Ashley, and William. She said earlier meetings drew large numbers of people; Mr. Orr credited DDA Communications Manager Thomson for her efforts to encourage participation and awareness. Ms. Pollay concurred, and also mentioned the exceptional work by other DDA staff members, Liz Rolla and Amber Miller, on these projects.

Ms. Lumm inquired about the progress on installing deterrent fencing at the parking structures; Ms. Pollay said that fencing has been installed on all garage rooftops, and additional fencing was placed on additional levels in several garages. More installations will be made next fiscal year.

Public Comment:

None.

Next Meeting:

The next meeting of the Partnerships Committee will be June 13 at 9am (DDA only).

The Partnerships Committee meeting adjourned at 10:27 am.

Respectfully submitted,
Susan Pollay, DDA Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
CAPITAL IMPROVEMENTS COMMITTEE MEETING MINUTES
Wednesday, May 16, 2018 11:00 am**

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

Huron Street Improvements

Ms. Miller said a goal for the meeting was agreement on the final design for the Huron project to put forward to the full DDA for approval. Mr. Doyle presented the updated design renderings. He said new details include recommended street light fixtures, tree grates, and permeable sidewalk pavers. The design also indicates some possible locations for artwork along the corridor, including at the rail road trestle. The design team recently met with representatives of The Ride to discuss transit stops on Huron, and to discuss bus shelter ideas, such as a shelter that would protect patrons from weather and water splashed up from the roadway using a cantilevered glass roof and sides. Mr. Orr recalled previous DDA discussions about encouraging whimsical and artistic bus shelters, and suggested that this may be an opportunity to revisit this idea. Ms. Pollay noted the very large and colorful banners suggested on street light poles and suggested that this could be another art location. She asked that if possible within budget that the design also include electrical outlets so trees could be lit and personalized tree grates to reflect Ann Arbor.

Ms. Miller said that other recent project meetings were held with the City Traffic Engineers and Traffic Planner, Forestry, and representatives of the Police Dept. A meeting was also held with Ann Arbor Railroad representatives, and they indicated support for painting the railroad trestle. Ms. Miller said that a recent meeting with the owners of the new Meadery on S. Fourth they reported that they were more confident to open their business in this location in part due to the DDA's proposed Huron improvement project.

There was support to bring a resolution to the next DDA meeting asking support for the Huron design.

Sidewalk Repairs Millage and Agreement

Ms. Pollay stated that since approval of the City's Sidewalk Repair Millage five years ago the DDA has annually provided its portion back to the City (approx. \$20K/year) and the city takes responsibility to repair the downtown sidewalks. She asked Committee support to bring a resolution to the next DDA meeting that would continue this practice for another five years. There was support for this resolution.

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

Ms. Miller outlined the status of work to establish the feasibility of restoring two-way traffic on First & Ashley. A meeting was held with Toole Design, City Traffic Engineers and Planner, WATS, and others to discuss the goals of the project and the data that will be needed. Important areas of discussion included anticipated traffic growth rate and designing the street so all modes of travel are encouraged and induced traffic demand is not encouraged. She said that it is possible that staff review may take longer than

expected. Mr. Mouat expressed his concern regarding delays and the timing of projects. Ms. Miller will send an Outlook invite to the DDA for the upcoming workshops the week of June 4-7.

5th and Detroit – Construction Status

Ms. Rolla said that the new water main on 5th has been installed, tested, and approved. Conduit installation is complete. The as-builts for a storm water main on Kingsley proved to be incorrect, as it was discovered that this main wasn't there, and instead a bypass was used to funnel storm water from one street to another. So the city will need to install a new storm main. She noted that the project had been delayed a few days due to rain, but is largely on schedule. Mr. Orr noted that current construction is less impactful than one would think as most businesses are not located directly on 5th. He also noted that many people are excited about the final result.

Public Comment

Mr. Detter said that the DDA, City and others are all talking about the importance of transportation. He urged the group to consider the close proximity of Lower Town and the Huron River to the downtown.

Next Meeting:

The Committee will meet Wednesday, June 20, 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, May 30, 2018**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: 11:00 a.m.
Present: Jessica Letaw, Darren McKinnon, John Mouat, John Splitt, Phil Weiss
Absent: Bob Guenzel, Marie Klopff, Howard Lazarus, Joan Lowenstein, Rishi Narayan, Keith Orr
Staff: Susan Pollay, Joe Morehouse, Jada Hahlbrock, Maura Thomson, Kelley Graves, Hannah Harshe
Others: Chris Simmons/getDowntown, Mike McKinness/RPS, Mike Ortlieb/WGI
Public: Ray Detter/CAC, Darrell Noblin and Jaylin Johnson/Skyline High School

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

Ann Ashley Expansion: Mr. Ortlieb provided a project overview, including the anticipated schedule. He said that the proposed design had been reviewed by the Design Review Board and Citizen Participation meeting; Ms. Pollay said that thus far there appears to be support for nearly all project elements, but opposition to demolishing the north end of the garage and the louvers that had been proposed to create an architectural “veil”. She recommended that these elements be removed from the project. After discussion, Mr. Splitt recommended and received consensus support from the Committee that a resolution to modify the Ann Ashley Expansion project as proposed by Ms. Pollay be taken forward to the Board for a vote.

RPS Assessment: Ms. Hahlbrock presented a report assessing Republic Parking’s work this year, and said based on their excellent work she recommended that the full \$50,000 incentive fee be provided. The committee consensus was to recommend this to the DDA for approval. Mr. McKinnon asked that operating expenses be added to the metrics for future assessments.

Parking Repairs: Mr. Morehouse reported on the bids; Committee supported the selection of Meridian Restoration as the lowest responsible bidder, and the establishment of a repair budget of \$645,000. A resolution will be taken forward to the Board next week.

AAATA Millage Renewal: Ms. Pollay asked if the Committee would concur with asking the DDA to support the renewal of the 2014 AAATA transit millage given the downtown benefits from increased weekend, evening, and fixed route service. There was committee support for this; additionally they requested a brief presentation or report from AAATA on the millage impacts.

Parking and Transportation Report: Ms. Hahlbrock provided an overview of the monthly report. Questions were asked and answered. Mr. McKinness reported on the Customer Service

training RPS cashiers are currently undergoing. Ms. Hahlbrock reported on the recent Parking Enforcement Committee meeting discussion about switching taxi stand signage to passenger loading/unloading. Structure wash downs are expected to be completed in June. The 4th & Catherine solar panel project is still delayed, pending coordinating schedules of the concrete contractor and the City inspector. Mr. Simmons shared Go!Pass statistics, and said that Commuter Challenge statistics will be available in June. He said that the RFP for a new Arbor Bike Program operator has been released. Mr. McKinnon suggested the bike docks could be installed in the structures so bikes could still be used in the winter, as well as installations in locations such as the Amtrak station.

1101 S. U. Permit Request: Ms. Pollay reported that after the DDA vote to postpone action to allow time for the petitioner to ask the Zoning Board of Appeals for a waiver of their parking requirements, the developer determined that this wasn't a viable alternative, and chose instead to reduce the size of their development so that a parking permit was no longer needed.

YMCA Lot Update: Ms. Pollay reported that the City voted to repurchase the property, and she anticipates the DDA may be asked to manage public parking on this site until it is redeveloped.

DDA Personnel: Ms. Pollay introduced the DDA's new intern, Ms. Harshe. Ms. Thomson said Ms. Harshe was very helpful in the publication of the DDA's first monthly newsletter. People can subscribe to receive these publications via the DDA website.

Public Commentary

None.

Adjournment

The meeting adjourned at 1:05 p.m.

The next meeting is scheduled for Wednesday, June 27 at 11 am at the DDA.

Respectfully submitted,
Susan Pollay, DDA Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
FINANCE COMMITTEE MEETING MINUTES
Thursday, May 31, 2018**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: 1:00 p.m.
Present: Jessica Letaw
Absent: Bob Guenzel, Marie Klopf, Howard Lazarus, Joan Lowenstein, Darren McKinnon, John Mouat, Rishi Narayan, Keith Orr, John Splitt, Phil Weiss
Staff: Susan Pollay, Joseph Morehouse, Jada Hahlbrock, Maura Thomson, Kelley Graves
Other: Tom Crawford, City
Public: None

The meeting was called to order at 1:10 p.m.

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

Ten-Year Plan. Mr. Morehouse reviewed the updated plan; questions were asked and answered. It was noted that the Ann Ashley repairs will be included in the expansion project bond. Mr. Crawford asked about the revenue impacts at Ann Ashley during construction; Ms. Pollay said that a construction phasing plan will be developed which can help staff to better predict how many spaces will be out of use and when.

Preliminary Bond Worksheets. Mr. Morehouse reviewed his analysis for how much he anticipates the Ann Ashley expansion project bond and street improvements bond will cost per year, and how much will be needed for the 15% down payments.

New Business. The committee reviewed resolutions that will be presented at the June DDA meeting. The first would approve a contract with Meridian Restoration, LLC for summer 2018 parking structure repairs and a project budget of \$645,000. The second resolution adopts the DDA budget for FY19.

Mr. Crawford reported that a proposed parking fine increase is on the June 4 City Council agenda. It will take effect in August.

Ms. Hahlbrock noted that the Operations Committee approved a recommendation for a \$50,000 incentive fee for Republic Parking for 2017/18.

Adjournment

There not being any further business, the meeting adjourned at 1:35 p.m.

The next Finance Committee meeting is scheduled for June 28 at 1:00 p.m. at the DDA office.

Respectfully submitted,
Susan Pollay, DDA Executive Director

Parking & Transportation Report May 2018

Parking Operations

Special Events in May

- 5/5 Free Comic Book Day
- 5/5 Tios Cinco de Mayo Celebration
- 5/13 Goddess 5K
- 5/18 Ladies Night
- 5/19 A2 Blooms Day
- 5/20 Ann Arbor Marathon
- 5/29-6/11 Cinetopia

Special Event Meter Bag Fee Waivers/ Free Parking in May

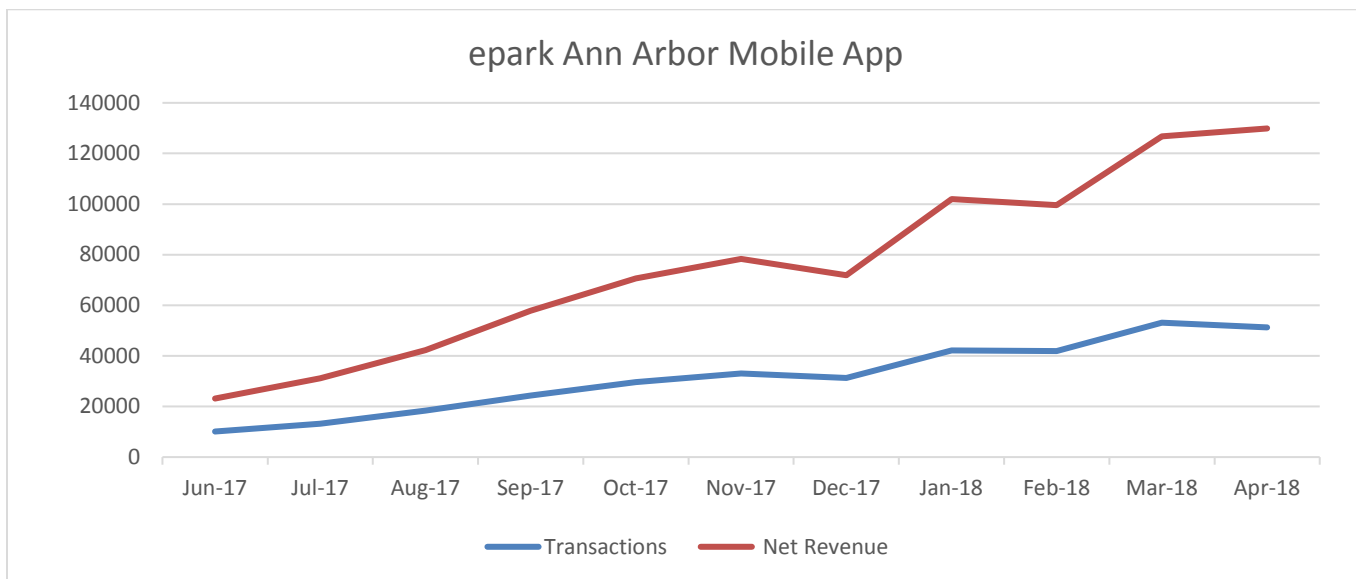
- 5/19 A2 Blooms Day- validation coupons for participants \$51.60
- 5/29-6/11 Cinetopia- parking during festival \$825

Personnel

There were no changes in personnel during the month.

Meters

Epark Ann Arbor- In April there were 51,297 transactions totaling \$129,878 in revenue.



The meter department completed their annual spring "walk-through" where each meter and piece of equipment is checked. Now, along with their daily duties, staff is working to straighten bent meter posts, replace worn/missing decals on e-park machines and space markers, and to tighten space markers that became loose over the winter months. As time permits meter posts are also being painted.

General Operations

Customer Service Training for cashiers is under way and should be complete by June 5th.

RPS managers are working to develop a Maintenance Equipment Operator Training Program. This will include an updated training and certification program for operators of machinery and equipment.

City/DDA Parking Enforcement Committee

The Committee met on May 17th. Discussion included parking enforcement equipment, elimination of taxi stand signage and the City budget proposal regarding parking fines. The next meeting will be Thursday, June 14th.

Tally Hall Condominium Meeting

A meeting was held on May 1st. Discussion included alley parking issues, power washing schedule, and updates to elevators and door lock system. The next meeting will take place on August 7th.

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.

Parking System Maintenance

The spring parking structure wash downs have been completed at Ann Ashley, 4th & Washington, 1st & Washington, Library Lane and Liberty Square. Work at the remaining facilities is underway and should be complete mid-June. During this work Republic Parking must work within noise ordinance limits and be sensitive to neighboring residents and businesses. They work to notify near neighbors and businesses by direct contact or letters. Republic Parking must also perform and stage the work so that it has minimal impact on available parking.

Ann & Ashley	Completed	4/14 – 4/22
4 th & Wash	Completed	4/23 – 4/28
Library Lane	Completed	4/29 – 5/9
1 st & Wash	Completed	5/5 – 5/21
Liberty Square	Completed	5/10 – 5/18
Maynard	In Progress	5/17 – 5/29
Forest	Scheduled	5/30 – 6/9
4 th & William	Scheduled	6/9 – 6/16

Windows in elevator shafts have been cleaned at Ann Ashley, 4th & William, Forest and 4th & Washington.

Maintenance staff worked to plant flowers and place mulch at all parking facilities. Hanging flower baskets have been added at some facilities.

Parking Equipment

Elevators

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

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

Equipment

Work to update the intercom system at 4th & William is complete. These intercoms allow patrons to communicate with the RPS command center from the pay stations or drive lanes.

Parking Construction

4th & Catherine Solar Project

Foundations will be poured in late May. The concrete needs time to cure so installation of the carport will take place in June.

Ann Ashley

A Citizens Participation meeting was held on May 2. Meeting was well attended. Citizen comments are included in the Operation's Committee packet.

Transportation

Go!pass Summary

Go!pass Outreach

- 2016-2017 - Renewal orders received to date: 404 companies
- 2016-2017 - New orders received to date: 42 companies
- 2017-2018 - Renewal orders received to date: 386 companies
- 2017-2018 - New orders received to date: 37 companies

New go!pass companies for May, 2018

- Ursa Space Systems (Cahoots)
- Trove Analytics
- Sottini's
- Richner & Richner
- Law Office of Noel Saleh

2015-2016 – Go!pass sales: 6,350 passes ordered by 454 organizations (8/2015-5/2016) – Includes Google

2016-2017 - Go!pass sales: 5,906 passes ordered by 446 organizations (8/2016-5/2017)

2017-2018 - Go!pass sales: 5,692 passes ordered by 423 organizations (8/2017-5/2018)

Quarterly ridership

Next report will be year-end report in July.

Bike Parking

Current rentals good till 3/31/19

- Bike Locker Rentals as of 5/22/18: 7 rentals of 12 available lockers (58%)
- Maynard Bike House Rentals as of 5/22/18: 13 rentals of 28 spaces (46%)
- Ann Ashley Bike House Rentals as of 5/22/18: 37 rentals of 27 spaces (137%)

Other Activities

- Final Commuter Challenge statistics will be reported with the June report, after the conclusion of the campaign. We saw good participation with Bike to Work Day around the area, and a great first Bike to Work Day celebration event on May 18. The campaign will end on May 31st, with the ability to log commutes taken during May closing on June 4th.
- The re-launch of the ArborBike Program is proceeding, with a Request for Proposals for a new operator now available to the public. Information on that proposal is available at <http://www.theride.org/AboutUs/Doing-Business-With-Us/Current-Bids>.
- As work continues 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.
- Programming difficulties have been resolved on the getDowntown Program Survey, and we are now confident in its ability to deliver the intended information. We expect the survey to launch in the first full week of June.
- Work is proceeding on the getDowntown website redesign, with the difficult content choices now being made. As expected, work on the Commuter Challenge has slowed down staff's ability to contribute to the content on the project, but we still expect the site to go live close to the end of June.