MINUTES
Downtown Development Authority
Thursday, February 12, 1998

Place: DDA Office
301 E. Liberty, Suite 690
Ann Arbor, MI  48104

Time: The Chair, Maria Harshe, called the meeting to order at 5:10 p.m.

1. Roll Call

Present:  Dave DeVarti, David Fritz, Bob Gates, Leah Gunn, Maria Harshe, Karl Pohrt, Deanna Relyea, Ed Shaffran, Lorri Sipes, Skip Ungrodt

Absent: Neal Berlin, Bob Gillett, Deanna Relyea

Staff Present: Susan Pollay, Executive Director

Audience: Ray Detter, Citizen's Advisory Council
Bob Frazier, National Garages
Adrian Iraola, City Engineering Division
Donna Johnson, Planning Department
Kent Whiteman, South University Area Association

2. Approval of Minutes

Ms. Gunn made a motion, and Mr. Shaffran seconded, that with that the minutes of the January 8, 1998 and January 26, 1998 meetings be approved.

A vote on the motion showed:

AYES: DeVarti, Fritz, Gates, Gunn, Harshe, Pohrt, Relyea, Shaffran, Sipes, Ungrodt

NAYS: None

Absent: Berlin, Gillett

The motion carried.
3. Report by DDA Citizen’s Advisory Council

Last night the Citizens Council members reported on the actions they are taking to accomplish the goals you have laid out in the 1998 DDA Action Plan. We strongly support your formal adoption this evening of the full 1998 DDA Action Plan as proposed at your 1997 retreat including your vision of goals for transportation and the Allen Creek Greenway.

At our meeting last night Dick Shackson, Meg Delaney, and Paul Mariani reported on their meeting with Chris White, Manager of Service Development for AATA, Coleen McGee, AATA Board member, and Susan Pollay of the DDA. As a result of that meeting the AATA will soon establish a publicized policy of providing free public transportation for all persons who board incoming buses within the downtown area. If the program has the desired results, a way will be found to provide free public transportation within the downtown on all buses exiting the area as well. In addition, a pilot program will soon begin which will place small display cases at downtown bus stops clearly identifying bus routes and service and arrival times at each location. It is our hope that these AATA schedule cases will be adopted by downtown merchants and businesses in exchange for free advertising space and, perhaps, free bus tickets for employees.

A number of Citizens Council members are deeply involved in meetings and activities dealing with parking and related issues. Five of our members are meeting with Leah Gunn and other DDA members on the complex issue of downtown parking permits. As Leah’s report in your packet indicates, the issue is not just residential permits put permit policy in general. We don’t have a logical, fair and consistent policy based upon goals for the downtown—and we need to get one. We believe any policy adopted must take into consideration the importance of residents to the area. To help identify residents and their needs, Citizen Council members have begun the task of locating the number and location of residential units in the downtown area. This is only one step in a difficult process that is also being encouraged by the findings of the excellent Ann Arbor Parking Study report which you helped commission from the U. of M. School of Public Policy. Many of us applauded their presentation to City Council last Monday and are pleased to have their report as a basis for formulating the future DDA and City parking policy for the downtown area.

The fourteen Citizens Council members present at last night’s meeting unanimously supported completion of the Fourth and Washington parking structure as presently designed by architect Dick Mitchell. Three of our members are on the Design Review Committee. We have recently met with Barbara Bergman as well as Sarah and Brent Gephart to begin planning ways in which their $32-35,000 combined contribution will be used to not only provide elements of art to this structure, but will be used as the basis for an Ann Arbor Area Community Foundation Fund that will be available for future contributions to public art in the downtown. Tom Bartlett and Joan Blos have also been working with Mayor Sheldon
and others to establish an Ann Arbor Public Arts Commission to administer this fund. This parking structure can provide a model for not only future parking structures, but show the ways in which even a parking structure can contribute to the pedestrian environment of the downtown. We intend to work to make it so. Tom and Joan are also working with the owners of the Courthouse Square apartments and a number of University of Michigan supporters to establish a Contemporary Design Art Exhibit in that portion of the Courthouse Square Apartments which will not be taken up by what we hope will be the location of the new DDA Design Center. You have my letter of support for that project in your packet and this group hopes to meet with the Housing Committee and members of the DDA as soon as possible.

There were many other areas of Citizen Council actions reported last night. As you know, we have been working very closely with the possible future developers of the main Packard site. The recently approved Request for Proposals for the sale of the City-owned portion of that site seems to pose no insurmountable obstacles to the Kaplan-Syndeco plan to complete a $20-25 million residential and mixed use development on the entire private and public Main-Packard site. Citizen Council member and Engineer, Paul Dannels, is looking into ways in which this project can be the stimulus to the residences, parks, walkways, bike routes and activities that would make the Allen Creek Greenway vision of the DDA and the Downtown Plan a reality by the year 2012.

Finally, many of us attended the first public meeting on the issue of the future of Liberty Plaza. The results of that meeting were reported in the Ann Arbor News as well as in the Dept. of Parks and Recreation report in your packet. Some of us will also be attending the Working meeting to be held in the Fire Hall Conference Room on Wednesday, February 25 at 7:30 p.m. We hope that some members of the DDA will also be there.

Mr. Berlin enters.

4. **Audience Participation**

Students from the University of Michigan School of Public Policy came forward to present their report on the DDA-managed parking system.

Four primary issues were examined in this study commissioned by the DDA and City, including parking patron demographics, comparisons to other community’s parking systems, finances and long-term solvency, and privatization issues. With 6,600 parking spaces in Ann Arbor, approximately 4,500 are under management by the DDA. Some of the questions that the DDA continues to examine include how to prepare for major capital expenditures in the future and who should bear the costs of these repairs.
Surveying parking patrons was conducted during two days in mid-November 1997. Aggregate findings show that two-thirds of patrons plan to park for less than three hours, 18% are there for a UM-related purpose, and the most popular purposes were work and dining.

The survey was planned to be implemented a week after the DDA raised its hourly rates. Despite this, over two-thirds of the respondents said increased rates would not affect their parking practices at all. Students and non-Ann Arborites were more price-sensitive. Less than one-half would have preferred to park on the street at a meter, and most preferred to park in the location where they had secured a spot. Monthly permit holders accounted for 14% of the respondents.

Eleven other cities were studied through telephone interviews. Parking systems vary dramatically. Ann Arbor is significantly more affluent than most, and phone interviews could not determine how healthy other downtowns were. Of the eleven systems studied, only seven indicated that their systems broke even or made money, and of these most combine meter and fine revenues with off-street parking revenues. Each community used a different pricing strategy depending on their stated goals, including capping maximum amounts, increasing costs with each additional hour, and charging higher costs in more-desirable locations. In terms of parking fines, Ann Arbor is on the lower end of the scale. No other City had completely privatized its system, and none had sold their parking assets to private companies. Also, private providers had no significant impact on public systems.

As the students created a break-even analysis for the system, eighteen different pricing models were put forward, presenting an array of pricing options. Their break-even analyses did not utilize the DDA's TIF revenues, nor did it include cross-subsidies from the City’s parking meters. They did consider net present value when determining the systems revenues and expenses over the next twenty years.

Mr. Gillett enters.

Questions were asked, and then the students were thanked for their hard work and excellent presentation.

Ms. Katherine Beebe introduced herself, reporting that her company had been asked to be part of the design team for the Forest parking structure, analyzing the viability of adding retail to the programming of the new structure. There are some who argue that including retail would increase vitality for the pedestrian experience. In reality, there may or may not be a need for additional retail space in that area, and existing demand may or may not be able to support the cost of its inclusion, as its cost includes not only construction but also the loss of parking revenue associated with the lost parking spaces. It is not sufficient to do a market analysis, because a variety of issues must be explored. Some of these issues
include determining how much area might be available, how to configure the space, what retail conditions exist in the S.U. area as well as in the larger downtown, and how do other communities combine mixed uses in their structures. Not many other similar studies exist.

Mr. DeVarti expressed support for this study, and asked that Ms. Beebe consider alternate uses, like a Secretary of State office, that would not compete with existing businesses. Ms. Gunn said she would support this study if it would be feasible. Mr. DeVarti said that there would be leasing agent issues to consider. Mr. Ungrodt stated his believe that parking demand was too great in that area to waste it on non-parking uses.

Ms. Beebe was thanked for her presentation.

5. New Business

Mr. Gillett asked the DDA to support a resolution regarding the Ann Arbor public schools redistricting efforts, stating his belief that the vitality of downtown is strongly affected by the neighborhoods - and the neighborhood schools - surrounding it. It was his belief that the Ann Arbor School Board should be directed to consider the consequences to the downtown when framing their final redistricting plan.

Upon a motion by Mr. Gillett, seconded by Mr. Shaffran, the following motion was put forward:

RESOLUTION REGARDING ANN ARBOR PUBLIC SCHOOLS REDISTRICTING PROCESS

Whereas, The DDA believes that a vital downtown is critical to Ann Arbor's long term success as a community;

Whereas, The DDA believes that Ann Arbor's downtown area is currently successful, but remains fragile;

Whereas, The DDA believes that creating and maintaining viable neighborhoods in the downtown and near-downtown is the key to the long term viability of the downtown;

Whereas, the DDA believes that a sense of neighborhood, including both the downtown as a neighborhood and a sense of neighborhood in the near-downtown residential areas, is critical to the future success of the downtown and the City; and

Whereas, the DDA believes that a neighborhood school is of critical importance to the sense of neighborhood in any neighborhood.
RESOLVED, The DDA urges the Ann Arbor School Board to consider, in its redistricting plans, the importance to the City of maintaining viable downtown and near-downtown neighborhoods;

RESOLVED, The DDA urges the Ann Arbor School Board to redesign its Schools “from the center of the City out” to begin its planning with the goal of maintaining a vital residential center City;

RESOLVED, The DDA urges the Ann Arbor School Board to maintain, to the greatest extent possible, all of the City’s “inner ring” Schools (Angell, Bach, Burns Park, and Mack) as neighborhood Schools.

Ms. Relyea expressed her support for this resolution, and others also shared their support.

A vote on the motion showed:

AYES: Berlin, DeVarti, Fritz, Gates, Gillett, Gunn, Harshe, Pohrt, Relyea, Shaffran, Sipes, Ungrodt

NAYS: None

Absent: None

The motion carried.

Ms. Pollay was directed to draft a letter to the Ann Arbor Public School Board conveying the DDA’s thoughts and fax it out immediately, as the School Board was in the midst of discussions about the topic.

6. Subcommittee Reports

Spaces Between Buildings Committee Report
Ms. Sipes reported that much thought had been given to concerns raised at earlier DDA meetings about the proposed 1998 action plan, particularly the termination of DDA committees except as necessary for the operation of the DDA’s parking and Spaces Between Buildings programs. Parking projects were well-established; however a mechanism needed to be put in place to begin implementing the Spaces Between Buildings programs, and to that end she recommended the creation of a Spaces Between Buildings Steering Committee to assign priority to projects.

Upon motion by Ms. Sipes with support from Ms. Gunn, the following resolution was put forward:
RESOLUTION TO MODIFY DDA COMMITTEE STRUCTURE

Whereas, At its 1997 annual retreat the Ann Arbor Downtown Development Authority Board expressed a strong desire to take a leadership role in envisioning and implementing plans for the future of downtown Ann Arbor in addition to its parking needs;

Whereas, The DDA has committed to a “1998 Plan” attached to this Resolution that identifies many of the projects that the DDA would like to undertake;

Whereas, The DDA recognizes its limited monetary, human, and other resources requires a very careful and deliberate method for undertaking the projects in the 1998 Plan;

Whereas, The existing DDA committee structure does not adequately provide a task-oriented system for undertaking these projects; and

Whereas, The existing DDA committee structure is not sufficiently flexible to allow Board members to select specific projects in which to participate;

RESOLVED, That all currently existing committees except Parking Operations, Parking Construction, and Finance/Budget be dissolved; and

RESOLVED, That a Projects Steering Committee be created, the mission of which will be to identify and bring to the Board those projects for which action will be taken and a committee will be formed, and to provide a sounding board for other ideas to be brought to the Board for action.

Ms. Harshe said that this Steering Committee would set the agenda for non-parking activities, and this resolution would clean up many inactive ad hoc and standing committees. She said she had spoken with Jerry Lax, and he had indicated this action would be in compliance with DDA Bylaws. The process would be that a resolution would be brought before the Board to form a committee, which would then take action. Ms. Sipes suggested a Steering Committee would move things along more quickly, to which Ms. Gunn agreed that this would make doing business more efficient. Mr. DeVarti asked if regular meetings would be scheduled, to which Mr. Pohrt said special meetings could be called when there was business to attend to. Ms. Harshe urged people to get on this new committee if they had projects they wished to push. Ms. Sipes suggested that the Finance Committee could review project budgets as they arise, to which Mr. Gates suggested the Board might wish to decide on an annual amount for non-parking activities, with a separate line item for annual allocations to the DDA Housing Fund. Mr. Shaffran expressed his agreement. There was a discussion about budget object line 5190, which Mr. Gates reported was not necessarily the amount available for non-parking projects, but rather a “plug” amount after anticipated budget items had been accounted for. Mr. Gillett asked how to budget for non-parking projects. Mr. Gates said he would make a financial
recommendation at a subsequent DDA meeting, and that the Steering Committee needed to decide on the priority of various projects, and then allocate a maximum amount for each project. Mr. Shaffran said there was still a great deal that was unknown about upcoming parking expenses, and that the Board should not commit all its remaining TIF dollars to allow for its commitment to parking projects.

A vote on the motion showed:

AYES: Berlin, DeVarti, Fritz, Gates, Gillett, Gunn, Harshe, Pohrt, Relyea, Shaffran, Sipes, Ungrodt
NAYS: None
Absent: None

The motion carried.

Ms. Harshe volunteered to chair the new Steering Committee. Other committee members would include Mr. DeVarti, Mr. Pohrt, Ms. Gunn, Mr. Fritz, and Ms. Sipes. She asked that committee members anticipate meeting bi-monthly to get things underway.

Mr. Deter asked if a member of the Citizen’s Advisory Council could attend meetings as an observer and resource, to which Ms. Harshe agreed.

Ms. Sipes then put forward a resolution to create a project committee to undertake a study of the feasibility of reopening the Allen Creek as part of a long-term project to create a greenway on the western edge of the downtown. Upon motion by Sipes, with support from Gillett, the following resolution was put forward:

**ALLEN CREEK GREENWAY STUDY COMMITTEE**

Whereas, The 1988 City of Ann Arbor Downtown Plan identifies the opportunity of developing the Allen Creek Greenway;

Whereas, The City of Ann Arbor controls four major parcels of land on or near the Allen Creek (Main/Packard, First/William, First/Washington, 415 W. Washington);

Whereas, Those parcels may be ideal for the development of public open space, parking, and a broad spectrum of housing, all of which are goals of the DDA; and

Whereas, The 1998 DDA Action Plan calls for the investigation of that idea and its implementation by 2012, the last year of the DDA;

RESOLVED, That the DDA form the Allen Creek Study Committee whose charter shall be to seek professional advise on the original location of Allen Creek, the current location
of the underground creek, and the opportunities and challenges presented by the development of the Allen Creek Greenway.

Mr. Berlin said that he would prefer that the DDA defer action on this until it received preliminary feedback from Janice Bobrin, County Drain Commissioner, as this was a County-owned drain. Mr. Gates said that by creating this committee, the DDA would be assigning priority to this project, and he thought that the State Street Area improvements and hiring additional personnel were much greater priorities. Mr. Berlin agreed that this was not a high priority for him. Ms. Johnson said that the Planning Department was investigating zoning changes in the downtown, and that the DDA should join forces with the Department so that the work of each was complementary. Mr. Gillett said that he did not want to see the creation of fifteen committees, and that work needed to be done to set priorities for the year. Ms. Harshe said that this was a small step toward the completion of a fifteen-year project. Mr. Gillett said that the newly-formed Steering Committee should manage projects to keep things streamlined. Mr. Shaffran said that unless hiring staff was the biggest priority, the DDA Board should anticipate doing all the work. Mr. Pohrt said that there had been a lot of good energy at the retreat, and he didn’t want to betray the spirit of that.

Ms. Gunn made a motion to table action on this project to allow for greater discussion (unclear who seconded this motion).

A vote on the motion showed:

AYES: Berlin, Fritz, Gates, Gunn, Harshe, Pohrt, Shaffran, Ungrodt
NAYS: DeVarti, Gillett, Relyea, Sipes
Absent: None

The motion to table carried.

Upon motion by Sipes, with support from Shaffran, the following resolution was put forward:

DOWNTOWN URBAN DESIGN CENTER COMMITTEE

Whereas, There is a need to provide a central and public resource center for ideas on urban design, including books, magazines, video/film on the work that other communities have done and their successful transformation of their downtowns, as well as the plans and visions for Ann Arbor;

Whereas, There is a need for a plan to hold public discussions on how to improve the vitality of downtown Ann Arbor;
Whereas, There is a need for a place to showcase ideas which are shown in maps, models and drawings; and

Whereas, The opportunity exists to enter into a partnership with Courthouse Square [Apartments] and rent their first floor common area, thus supporting downtown housing, and locating this creative center on a primary downtown corner;

RESOLVED, That the DDA form the Downtown Urban Design Center Committee whose charter shall be to study and create the Center somewhere in the DDA area by the end of 1998.

Mr. Gates asked that the group consider a variety of locations, not just Courthouse Square. Mr. Shaffran said that the Apartment building space had been offered first to the Police Department, and he asked about the status of their development. Mr. DeVarti said that the resolve is the important thing, and he supported it as an important first step. Mr. Berlin said that the DDA should consider all forums, for instance the Library. He also suggested that the DDA should utilize all the resources in the community available to it, and that the DDA should not reinvent the wheel. Mr. Gates asked if a Planning Department staff member could be encouraged to participate.

A vote on the motion showed:

AYES: Berlin, DeVarti, Fritz, Gates, Gillett, Gunn, Harshe, Pohrt, Relyea, Shaffran, Sipes, Ungrodt
NAYS: None
Absent: None

The motion carried.

Ms. Harshe assigned Ms. Sipes as Chair of the Committee. Other members of the Committee would include Ms. Gunn, Ms. Relyea, and Mr. Gillett.

Mr. Berlin leaves.

Mr. Fritz put forward a resolution that the DDA create a committee to study the creation of a maintenance fund for the ongoing repair/replacement of damaged downtown infrastructure. The motion was seconded by Mr. Shaffran.

A vote on the motion showed:

AYES: DeVarti, Fritz, Gates, Gillett, Gunn, Harshe, Pohrt, Relyea, Shaffran, Sipes, Ungrodt
NAYS: None
Absent: Berlin
The motion carried.

Ms. Harshe appointed Mr. Fritz Chair of the new committee. Other committee participants would be Ms. Sipes and Ms. Harshe.

Mr. Fritz put forward a resolution that the DDA create a committee to oversee the design and implementation of pedestrian improvements to the State Street Area, including a study of traffic flow. The motion was seconded by Mr. Ungrodt.

A vote on the motion showed:

AYES: DeVarti, Fritz, Gates, Gillett, Gunn, Harshe, Pohrt, Relyea, Shaffran, Sipes, Ungrodt

NAYS: None

Absent: Berlin

The motion carried.

Ms. Harshe appointed Mr. Fritz Chair of the new committee. Other committee participants would be Mr. Ungrodt and Mr. Pohrt.

Parking Construction Committee

Mr. Shaffran distributed information on a possible eight-story parking structure on the site of the current structure at First & Washington. He stated that for the same amount of money allocated by the DDA to repair the First/Washington structure and build a new structure at Fourth/Washington, the DDA could create a new structure at First/Washington with 140 additional spaces (616 total). He said that the DDA could still halt demolition of the Fourth/Washington structure at 90 spaces to allow time for discussion of the options, and that the creation of a new structure at First/Washington was one of those options. He did not seek any action at this time, but rather wanted to keep DDA members informed.

Ms. Relyea and Mr. Gillett leave.

Mr. Shaffran put forward the following resolution, seconded by Ms. Sipes.

RESOLUTION TO APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH KATHERINE BEEBE & ASSOCIATES, INC. TO DETERMINE THE FEASIBILITY OF INCLUDING GROUND FLOOR RETAIL USES IN THE PROGRAM FOR THE FOREST AVENUE PARKING STRUCTURE

Whereas, City Council approved a multi-year parking structure repair and replacement plan, including the replacement of the Forest Avenue Parking Structure, on the same site or another site, in the South University Area, with a minimum of 591 spaces;
Whereas, The Downtown Development Authority has committed itself to inviting broad community input into the design of the parking structure;

Whereas, The question of whether to include ground floor retail uses in the design of the new Forest Street parking structure has been raised and will continue to be debated;

Whereas, The proposal submitted by the consulting firm Luckenbach Ziegelman Architects PLLC to design the Forest Street parking structure which was approved by the DDA and City Council suggested the selection of Katherine Beebe & Associates, Inc. to investigate this question;

Whereas, The DDA received a proposal from Katherine Beebe & Associates, Inc. to study such aspects as determining the physical development potential, the market supply and demand for retail space in the South University area, an analysis of the type and amount of retail that could be economically supportable at the structure, and the potential cost and/or revenue contribution of retail to the project debt service and operating costs;

Whereas, Katherine Beebe & Associates, Inc. a proposal to the DDA, in the not to exceed sum of $18,000, to provide a final report by May 15, 1998

RESOLVED, That the DDA is authorized to sign a Professional Services Agreement with Katherine Beebe & Associates Inc. in an amount not to exceed $18,000, to immediately undertake a study to determine the feasibility of including ground floor retail uses in the program for the design of the Forest Avenue parking structure; and

RESOLVED, That the DDA confirms its authorization to the DDA Executive Director, to issue a notice to proceed to Katherine Beebe & Associates, Inc. for said services, in advance of execution of the formal Professional Services Agreement.

Mr. Shaffran reported that the fee for this project would come out of the $10 million budget set forward by the DDA to replace the structure. Mr. Ungrodt argued that the DDA should not spend money to examine this issue, arguing that what that area needed most was additional parking, not more retail space. Mr. Shaffran said that given the public interest in this topic, it would be beneficial to get a professional report. Mr. Gates agreed with Mr. Ungrodt, but also agreed that for political reasons it would be beneficial to have a professional study done. Ms. Gunn stated her agreement. Ms. Harshe affirmed that this would be a study specific to the new Forest structure, and would not be reusable elsewhere in the downtown. Mr. DeVarti stated his agreement that this report would be valuable, as he has seen retail work in other parking locations. He said that the cost would be a small portion of the total budget.

A vote on the motion showed:

AYES: DeVarti, Fritz, Gates, Gunn, Harshe, Pohrt, Shaffran, Sipes
NAYS: Ungrodt
Absent: Berlin, Gillett, Relyea

The motion carried.

Ms. Pollay said she would contact Ms. Beebe to begin work.

Mr. Shaffran reported that shoring in the Forest structure was nearly complete. Demolition of the Fourth/Washington structure is well-underway, and fortunately there has been no complaints so far about noise. He informed the Board that given the rate of demolition, the DDA will have to make a decision within the next two-to-three weeks if it wanted to retain 90 spaces in the old structure while it considered other options. He explained that the nature of his business was to ensure that no stone was left unturned, and that options should continually be explored. He reported that a special meeting of the DDA will be called when precast concrete estimates become available, so the DDA can understand what the current cost estimates will be to rebuild at Fourth/Washington.

Parking Operations Committee Report
Ms. Gunn reported that she and Ms. Pollay met with the Ann Arbor Commission on Disabilities to discuss the DDA's proposed changes in its handicapper parking policies, and there appears to be support for these proposed changes. Upon feedback from members of the Commission, the Committee has recommended to National Garages that a 15-minute grace period be provided for all patrons displaying a handicapper permit. The next meeting of the Committee will be February 16th in the DDA office.

Finance Committee's Report
Mr. Gates reported that the December financial statements appeared to be in good order. He asked Ms. Pollay to investigate why National Garages' costs appeared to be greater than at this time last year, and why their costs appeared to be 70% of budget although only six months had elapsed.

Mr. Gates shared a sales report indicating number of permits and cash tickets, and reported that overall the number of patrons was greater in most facilities, but the total number was down due to the closing of Fourth/Washington. He asked Ms. Pollay to draft a letter for review by Jerry Lax, notifying Borders, Inc. that their contract renewal period has lapsed, as they have not officially notified the DDA of their wishes to renew.

Housing Committee Report
Mr. Pohrt explained that he had drafted a proposed Statement of Housing Policy for the DDA to consider and discuss at a later meeting:
CITY OF ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
STATEMENT OF HOUSING POLICY

The City of Ann Arbor Downtown Development Authority is charged with the overall goals of strengthening the downtown area and attracting new private investments. Our capacity to create and sustain visible, varied and well-maintained downtown housing is key to achieving these goals.

Under the DDA Development Plan, the following three objectives impact on downtown housing:

- Participate in programs to stimulate new, converted, or renovated housing.
- Participate in efforts to encourage mixed-use developments in conjunction with public improvements.
- Retain historic and/or architecturally significant buildings having potential for activities consistent with development objectives.

Executive Director's Report
Ms. Pollay reported that organizational efforts for the second annual Downtown Spring Maintenance Walkthrough was underway, and a lunch with City Staff has been scheduled for February 27th. All DDA members are welcome to attend.

7. Other DDA Business Matters

Mr. DeVarti reported that the Planning Department is analyzing possible changes to downtown zoning so as to be in compliance with the Downtown Plan. A copy of the proposed changes is included in the DDA packet. He urged everyone to read through this document, and that the Steering Committee take on this task as a high priority for the next few weeks.

8. Adjournment

There being no other business, upon motion by Mr. Shaffran, with support from Mr. Ungrodt, the meeting was adjourned at 8:00 p.m.

Respectfully submitted,
Susan Pollay, Recording Secretary