MINUTES
Downtown Development Authority Meeting
Thursday, September 11, 1997

Place: Guy C. Larcom, Jr. Municipal Building (City Hall)
       Council Chambers, Second Floor
       100 N. Fifth Avenue
       Ann Arbor, MI 48107

Time: The Chair, Karl Pohrt, called the meeting to order at 5:07 p.m.

1. Roll Call

   Present: Neal Berlin, Dave DeVarti, Bob Gates, Leah Gunn, Maria Harshe, Karl Pohrt,
           Ed Shaffer, Lorri Sipes, Skip Ungrodt

   Absent: David Fritz, Bob Gillett, Deanna Relyea

   Staff Present: Susan Pollay, Executive Director

   Audience: Ray Detter, Citizen's Advisory Council
              Donna Johnson, Planning Department
              Andrew Kinchen, National Garages
              Ulrich Stoll

2. Approval of Minutes

Ms. Harshe asked that the minutes of the August meeting reflect that she had been in attendance for the discussion leading to the creation of a staff construction manager, but had not been present for the discussion of Ms. Pollay's performance evaluation.

Noting these changes, Ms. Harshe made a motion, and Mr. Pohrt seconded, that the Board meeting minutes dated August 11, 1997 be approved.

A vote on the motion showed:

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

The motion carried.
3. Citizen's Advisory Council Report

Last night residents of the Citizens Council were pleased to have four residents of the Courthouse Square Apartments attend our meeting. Audrey Libke, Marilyn Haynes, Richard Marks, and Bob Henderson are all very vigorous new downtown residents who are excited about living at their newly renovated address and looking forward to being a part of a growing downtown residential community of neighbors who share the joys of living in the central area. We have asked two of them to become permanent members of the Citizens Council and one of our current members plans to attend future meetings of residents living in their building. They are pleased with their new apartments and their downtown address. When their building is filled, they will be the largest group of non-student residents in one downtown building. But there are some problems! Some of them are minor and will be solved in time with the proper management. But, since opening in April, the management has already changed one time. The retail space on the first floor remains empty and that is a worry for all of us who want the building to succeed. A major concern is parking--for themselves and for their visitors. Unfortunately, some residents of the building were mistakenly promised permit space at Fourth and Washington, even though we all know that 60 units of permit space were to be provided at Fourth and William, 2 1/2 blocks away. But they all wonder if permit space for downtown residents is going to be provided in the new structure to be built at Fourth and Washington when it is completed. They think it should be. The Citizens Advisory Council thinks so too.

Adequate Downtown parking is essential. But the Citizens Council believes it should be developed and maintained with a long range vision for the downtown's future that puts major emphasis upon the support and encouragement of existing and future broad spectrum downtown housing. The importance of downtown residents to the future of the area should be constantly remembered and their parking needs planned for. Allocation of parking spaces suitably close to the housing itself is a high priority. The new Fourth and Washington structure will have over 100 more spaces than the previous structure. We believe a major portion of those new spaces should be allocated to permit parking for present and future downtown residents in the nearby area--including all spaces necessary for residents of the Courthouse Square Apartments. It is a wise policy that should be announced now.

The Main Street Area cannot afford to have Courthouse Square fail. Neither can the City of Ann Arbor. It has been five months since the building opened. At this time, only 61 of the 116 units are rented. The tearing down of the next door parking structure and building a new one may discourage anyone moving in during the construction period. It's going to be noisy and messy. But we can help Courthouse Square and the future of the Main Street area if the DDA officially declares its intention at this time to allocate a major portion of the new spaces in the Fourth and Washington structure to residential permits. Let's not wait until the structure is completed. Doing it now will have an immediate impact. It will not only support the future success of the Courthouse Square Apartments. It will provide a major encouragement to present and future development of housing in the downtown area.

Last night the Citizens Council approved the final draft of our Transportation and Traffic Management Objectives and Goals Statement. A copy should be in your hands in about a week. We consider it an important document and hope you will make time to read it carefully. We all know that transportation
systems enable broad location choices for living, work and play, but they tend to be accomplished at a cost of energy, natural resources and quality of life. The Citizens Advisory Council believes that living downtown will, and should, become a popular option for persons choosing their next residence. We want to encourage that choice. The goal of our statement is to provide a framework for structuring and analyzing transportation options and to make recommendations to maximize the benefits and minimize the costs of meeting the transportation needs of the DDA area. We hope to benefit the entire Ann Arbor community as we seek to preserve and encourage the pedestrian orientation and residential desirability of our shared downtown. We have already begun to formulate our Public Safety Goals Statement which also seeks to achieve these ends.

Yesterday, along with Susan Pollay, I attended the City Real Estate Committee’s meeting to discuss the future sale of the City property at Main and Packard. By early October the Planning Department expects to have put together some recommendations for a possible Request for Proposals for the sale and development of that land. The next step will be to have the DDA Board and the Planning Commission make further recommendations before the final RFP is approved and circulated. The Citizens Council expects that the RFP will emphasize the goals of the city’s adopted Downtown Plan and call for a high-quality housing development on that site that will provide a suitable gateway to the Main Street area. The land is zoned R4C (multiple dwelling) and it is our hope that whatever housing and mixed use project that will include all the surrounding properties to the north, west and south that are now owned by Steve Kaplan and his partners (Syndeco Realty, NSI Consulting & Development). The option is open for the DDA to become involved in a public-private development of underground parking on the site if additional parking is needed in the area.

4. Audience Participation

Ullrich Stoll expressed his appreciation to the DDA for its work formulating a parking structure repair and replacement plan, and his gratitude that the program would be moving forward very soon. He heard the concerns at the last public meeting about the closing of Fourth & Washington, and could only imagine the impact of the Maynard Structure closing. Given that Maynard would be unavailable for parking for a long period of time, he encouraged the DDA to consider again the development of the Library Lot. By shifting energies to a new structure before the closing of Maynard, parking patrons could be redirected to the new facilities and thus there would be a minimum of disruption.

Much of the Library Lot would be available for staging during its construction. If fully operational, it will have more than enough parking to accommodate the displaced Maynard parkers. He encouraged the DDA to reconsider its construction schedule to make this possible.

Why the Library Lot Structure? Because more could be gained than just parking if the Library Lot Plan was enacted, including future housing and another downtown park. Concerns about underground parking are often groundless, as lovely structures can be built below ground as well as above. Many of our current structures are very unattractive, including Maynard. We could easily build to a standard set by
the structure at Catherine and Glen, which is enhanced both by its use of glass which draws in light, as well as by the placement of vegetation near by.

Mr. Shaffran commended Mr. Stoll for his efforts throughout the past year's planning process. He also shared Mr. Stoll's concerns about the coming disruption caused by repairs to Maynard, and said that the Library Lot would continue to be looked at as a site for future parking development. Mr. Stoll answered that with every problem comes an opportunity.

5. New Business

None:

6. Subcommittee Reports

Executive Director Report
Ms. Pollay reported that planning for the annual retreat was underway, and that Pohrt, Sipes, and Harshe would be meeting soon to develop the meeting agenda. Information would be mailed to Board members shortly.

Ms. Pollay said that as Ray Dettler had reported, work is taking place to prepare the RFP for the sale of the City parcel at Main/Packard. To this end, the DDA has been invited to participate in a Planning Commission work session to discuss this sale. The work session will take place October 14, 1997 at 7:00 p.m. in the Fire Station Conference Room (second floor.) To prepare for this meeting, a summary copy of the Downtown Plan would be provided to DDA members.

Finally, she reported that several DDA members had asked to move the monthly Board meetings away from Council Chambers to the DDA office at 301 E. Liberty, Sixth Floor. Ms. Sipes said she supported this idea, as it would create a more intimate and comfortable opportunity for DDA members and community participants to meet together. Mr. DeVarti expressed concern that City Hall is a public building, and effort would need to be made to announce the meeting location change. Mr. Gates expressed a concern that people arriving after 5:00 p.m. could easily enter the building. Ms. Harshe thought that people might participate more at DDA meetings if the meetings were moved.

Mr. Shaffran made a motion to move DDA meetings to 301 E. Liberty, and Ms. Gunn seconded.

A vote on the motion showed:
AYES: Berlin, Gunn, Harshe, Pohrt, Shaffran, Sipes
NAYS: DeVarti, Gates, Ungrodt
Absent: Fritz, Gillett, Relyea

Not receiving a seven vote majority, the motion failed.
Ms. Harshe suggested that the DDA might experiment for a few months before making a final determination. Mr. Shaffran added his agreement. Mr. DeVarti agreed to change his vote and it was agreed to try holding the next meeting at the DDA office.

Parking Committee Report
Committee Chair Shaffran thanked everyone for the kind words he had received for his work shaping a parking repair plan, but he wanted to recognize Neal Berlin for his extraordinary support and assistance during the past year. All present warmly applauded Berlin.

Mr. Shaffran reported that the development of the surface lot at Fifth and Huron had taken longer than initially anticipated due to weather delays, miscommunication about the placement of the attendant booth and gate, and other problems. The project was still under budget, and efforts were still underway to complete the project as soon as possible. It is anticipated that it will open October 1, 1997.

Directed by a Board resolution in August, the Carl Walker Inc. company had presented the DDA with a proposal to prepare construction bid documents. Bid documents for “repair package B,” including waterproofing in Ann Ashley and Liberty Square and repairs to the Maynard speed ramp, had recently been released, and initial construction phasing discussions had taken place. Liberty Square has only one entrance, which will force the closing of much of the structure for periods of time. Bid documents will be modified to provide incentives for work to get done more quickly. Ann Ashley’s two entrances provide more staging options that will allow the structure to remain open during repairs. It was hoped that the contract could be awarded by October 3rd with work completed by November 30th in Ann Ashley and perhaps by October 21st in Liberty Square, assuming work could take place 24 hours a day for seven straight days. Mr. Ungrodt reported that the structure was usually full by 9:00 a.m. now that UM is back in session, and he urged the Parking Committee to complete work in Liberty Square as quickly as possible. Mr. Pohrt asked when the repair schedules would be set, to which Mr. Shaffran answered October 3rd when the contract would be awarded.

Mr. Shaffran made a motion and Mr. Pohrt seconded that the Board approve a Professional Services Agreement with the Carl Walker, Inc. as follows:

RESOLUTION TO APPROVE PROFESSIONAL SERVICES AGREEMENT WITH CARL WALKER INC. TO PREPARE BID DOCUMENTS FOR REPAIR PACKAGE “B”

Whereas, The DDA approved parking structure repair and replacement options on August 14, 1997 based on recent engineering studies; and

Whereas, The DDA Parking Committee Chair and the Executive Director were directed by the DDA, to engage the consulting firm of Carl Walker Inc. of Kalamazoo, MI to prepare bid documents for said construction repairs; and
Whereas, it is now necessary to sign a Professional Services Agreement with the aforementioned firm; and

Whereas, Carl Walker Inc. provided the DDA with a draft of a Professional Services Agreement, dated August 12, 1997, to prepare bid documents for Repair Package “B” work, including repair work in the Ann Ashley and Liberty Square parking structures, in the amount of $77,200;

RESOLVED, That a Professional Services Agreement with Carl Walker Inc., of Kalamazoo, Michigan be approved by the DDA in the amount of $77,200 for the preparation of bid documents of Repair Package “B”;

RESOLVED, That the DDA Parking Committee Chair and the Executive Director be authorized to define the scope of services from professional firms for the preparation of bid documents for construction of repairs to the parking structures in accordance with DDA recommendations;

RESOLVED, That the DDA Parking Committee Chair and the Executive Director be authorized to sign said Professional Services Agreements upon review and approval by the DDA Attorney; and

RESOLVED, That the DDA Parking Committee Chair and Executive Director be directed to take all necessary administrative actions to carry through this resolution.

A vote on the motion showed:

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

The motion carried.

Upon motion by Shafran, with support from Gunn, it was unanimously agreed that every effort would be made to complete Liberty Square in five to seven days if possible.

Mr. Pohrt asked that when it came time to make a decision that an emergency Parking Committee meeting should be scheduled.

Mr. Shafran then reported that he, Adrian Iraola, Mike Ortieb, and a representative of an implosion company had walked through Fourth and Washington, and it was determined that implosion was a viable option for demolition. Implosion would take the building down more quickly, but much work would have to be done ahead of time boarding up windows, covering air conditioning and heating intakes, and preparing evacuation plans. With either implosion or use of a wrecking ball, large vehicles would be stationed on Fourth Avenue to haul debris away. If demolition does not take place by November, it will have to wait until April 1998. If implosion proved to be a viable option and demolition costs would be relatively equal, Mr. Pohrt urged the DDA to consider implosion because it would cause less
inconvenience to the neighborhood. Upon motion by Shaffran, with support from Gunn, this view was unanimously supported.

A public meeting would be held September 30th to discuss the various demolition options for the structure, and to solicit community input. Mr. Shaffran reported that an RFQ had been issued for the new structure to seek qualifications from architects and engineering companies to do a design-build for the new structure. Once responses are received, a short list of architects will be selected to negotiate a scope of work.

The August Carl Walker Inc. proposal also included "repair package A," which would provide for the Carl Walker Inc. company to prepare construction bid documents for the demolition of the Fourth & Washington structure, as well as the demolition or shoring of the Forest Street parking structure roof level. Mr. Shaffran made a motion and Mr. Pohrt seconded that the Board approve a Professional Services Agreement with the Carl Walker, Inc. for this project as follows:

RESOLUTION TO AUTHORIZE SIGNING A PROFESSIONAL SERVICES AGREEMENT WITH CARL WALKER, INC. OF KALAMAZOO, MI FOR THE DEMOLITION OF FOURTH & WASHINGTON AND THE ROOF LEVEL OF FOREST STREET PARKING STRUCTURES

Whereas, The DDA approved parking structure repair and replacement options on August 14, 1997 based on recent engineering studies;

Whereas, The DDA approved the demolition and replacement of the Fourth & Washington parking structure with approximately 345-375 parking spaces on the same site;

Whereas, The DDA does not anticipate demolishing the Forest Street parking structure until 1999/2000 and must shore up or demolish the roof level of this facility to keep it operational until that time;

Whereas, Carl Walker Inc. has presented DDA with a draft of a Professional Services Agreement, dated August 12, 1997, to prepare bid documents for the demolition work, Repair Package "A";

RESOLVED, That the DDA Parking Committee Chair and the Executive Director be authorized to sign said Professional Services Agreement upon review and approval by the DDA Attorney.

RESOLVED, That the DDA Parking Committee Chair and Executive Director be authorized to sign contractual proposals for the demolition work upon review and approval by the DDA Attorney; and

RESOLVED, That the DDA Parking Committee Chair and Executive Director be directed to take all necessary administrative actions to carry through this resolution.
A vote on the motion showed:

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

The motion carried.

The Forest Street structure will probably be constructed in a more conventional method than Fourth and Washington, but the City was asked to fast-track this project, as well. Shaffran offered to provide a copy of an article describing the various construction methods to all interested Board members.

Mr. DeVarti asked that the Parking Committee meet soon to discuss the validation program, as hourly parking rate increases would soon go into effect, and the DDA could work with merchants to promote free parking through validations. Mr. Ungrodt asked about the status of replacing the Forest Street structure, and Mr. Shaffran explained that an architect could be selected using the RFQ for Fourth and Washington, as it would speed the process for Forest. Mr. Pohrt asked that the Parking Committee meet to frame the schedule for repairs.

Finance Committee Report

Mr. Gates reported that the July 1997 financial statements appeared to be in order, with one exception. It appeared that the Parking Fund reserved and unreserved amounts had shifted since the month before, and it was unclear whether parking funds from 1995/96 had been transferred back from the City. Pollay would follow up. Mr. Gates also reported that he and Pollay would meet to redesign the layout of the financial statements to make information more accessible.

Pedestrian Improvements Committee

Ms. Sipes reported that the Committee had met and had begun to formulate future projects. The Committee would meet again to put together financial information for inclusion in the Finance Committee's ten-year projections before the retreat.

Mr. Shaffran leaves.

Ms. Sipes also reported that one of the anticipated projects would be the State Street Area street scape, to which Ms. Gunn lent support, asking that work begin as soon as possible. Mr. Berlin was asked to determine why pink lights were replacing the white bulbs in the light poles installed by the DDA on Main Street.
Housing Committee Report
No report.

Public Relations Committee Report
Pollay reported that ads had been placed in the Ann Arbor News this summer to promote the availability of parking, as well as the beginning of the DDA repair program. Ms. Sipes reported that a client had offered to produce an ad campaign for downtown promoting its attractiveness and convenience.

7. Other DDA Business

Mr. Ungrodt encouraged Court House Square Apartments to consider transforming some of its vacant ground floor retail and meeting space for parking.

8. Adjournment

There being no further business, upon motion by Pohrt, the meeting was adjourned at 6:50 p.m.

Respectfully submitted by:
Susan Pollay, Recording Secretary