1. ROLL CALL

Present: Rob Aldrich, Fred Beal, Russ Collins, Rene Greff, Leah Gunn, Jennifer Hall, Roger Hewitt, John Hieftje, Sandi Smith

Absent: Gary Boren, Dave DeVarti, John Splitt

Staff: Susan Pollay, Executive Director
Present: Joe Morehouse, Deputy Director
Lindsay-Jean Hard, DDA Intern
Sarah Armstrong, Accounts Payable
Joan Lyke, Management Assistant

Audience: Tony Bisesi, Republic Parking System
Alan H. Cobb, Albert Kahn Associates
Jim Curtis, Commission on Art in Public Places
Tracy Davis, Ann Arbor News
Ray Detter, Downtown Area Citizens Advisory Council
Lisa Dugdale, Think Local First
Karen Farmer, Think Local First
Ashtok Gupta, Albert Kahn Associates
Adrian Iraola, Washtenaw Engineering
Steve Kunselman, Third Ward City Council Candidate
Frank Nagy, Republic Parking System
Sonia Noble, Illuminating Concepts
Riccardo Pappell, Albert Kahn Associates
Market Parker, Commission on Art in Public Places
Peter Pollack, Pollack Design Associates
Ethel Potts, Citizen
Michael Strother, Albert Kahn Associates
Bob Wanty, Washtenaw Engineering
Chris White, AATA

2. AUDIENCE PARTICIPATION

Ms. Dugdale and Ms. Farmer said that Ann Arbor will be one of over 30 communities around the county celebrating “Buy Local Week” December 4-10. Several activities are planned to encourage shoppers to consider locally owned independent businesses for holiday gift purchases. Ms. Dugdale asked the DDA for a $7,600 grant toward additional activities to further promote the concept of Think Local First in the downtown, such as advertising, tee shirts, and gift certificates.

Mr. Curtis and Ms. Parker provided details on CAPP’s proposal to move a sculpture donated by McKinley across the street to the Liberty Plaza Park. Ms. Parker asked the DDA for up to $2,500 for this purpose.

Mr. Boren and Mr. Collins enter.

Mr. Detter said that the Downtown CAC supports CAPP’s request for funding from the DDA and it supports the concept of a Percent for Art initiative. Mr. Detter stated that the CAC does not support the proposed ordinance change allowing trash pick up to begin at 5AM rather than 6AM, and CAC also does not support the proposed court/police project on the Library lot. He invited everyone to the dedication of 10 new historical street exhibits on November 16, at 5PM on the new Broadway Bridge.
Mr. DeVarti enters.

3. **APPROVAL OF MINUTES**

Mr. Hieftje moved and Ms. Gunn seconded approval of the October 2006 minutes. Ms. Hall asked that page 4 of the minutes be corrected to show that she voted not to table the Resolution to Approve the Design for Fifth Avenue and Division Street. Staff said that they would make this change.

A vote on the motion showed:

**AYES:** Aldrich, Beal, Boren, Collins, DeVarti, Greff, Gunn, Hall, Hewitt, Hieftje, Smith

**NAYES:** None

Absent: Splitt

The motion carried.

4. **STATUS OF CITY TASKFORCE EFFORTS**

The Allen Creek Greenway Taskforce: Ms. Smith reported that the Taskforce has one more work session scheduled and will present its report at the next City Council meeting.

Percent for Art Taskforce: Mr. Collins reported that the University of Michigan has appointed its own percent for public art task force.

Status of the A2D2 Task Force: Mr. Hewitt said that the Steering Committee is meeting every two weeks and an Advisory Committee will be appointed soon for each of five initiatives, including downtown rezoning, developing urban design guidelines, and establishing a new parking strategy for downtown. The city has uploaded information on this implementation effort on its web site.

Mr. Splitt enters.

5. **CAPITAL IMPROVEMENTS**

Alleys and Sidewalks: The last section of alley work will be poured next week in the area of 4th and William. Work in the area from Kingsley to Miller will be postponed and rescheduled to coincide with the Kingsley Lane project. The sidewalk repairs scheduled for this year have been completed.

5th & Division: Surveys are being done and the construction drawings will follow. A work session with Planning Commission has been scheduled to present the conceptual design for feedback.

Sculpture Park Plaza: Work will begin in the spring of 2007 and will consist largely of repairs.

Wayfinding: Three consultants were selected for interviews scheduled for November 17th.

Huron Street: Mr. Beal moved and Ms. Greff supported the following resolution:

**RESOLUTION TO APPROVE THE CONCEPTUAL DESIGN FOR HURON STREET**

Whereas, Ann Arbor City Council and the Ann Arbor Downtown Development Authority strongly embrace the goal of a pedestrian and bicycle-friendly downtown;

Whereas, In 2002 the DDA committed itself to working toward increasing and improving access into the downtown, and in 2003, the DDA approved “Resolution Approving Improvement Projects Along Huron Street and Along Fifth & Division Streets, as these corridors have a car-centric design that discourages alternative transportation use, are unattractive, and act as pedestrian barriers between the State Street, Main Street, and Kerrytown Areas;
Whereas, It was determined that the DDA would begin its work with a comprehensive study of the corridors and in December 2003 the DDA commissioned Pollack Design Associates to develop an Urban Design Workbook for the corridors;

Whereas, Workbook findings were compiled following exhaustive research and numerous public workshops and were presented to the DDA and Planning Commission in July 2004;

Whereas, The draft City of Ann Arbor Non-Motorized Transportation Plan has incorporated many Urban Design Workbook recommendations, and sets forward many reasons to invest in improvements such as are recommended along Fifth and Division, including:

* The community’s social fabric is strengthened by fostering personal interactions that take place while on foot and bicycle;
* We reduce the need for downtown parking structures by providing more transportation choices
* We improve the economic viability of our community by making it a more attractive place to locate a business, while simultaneously reducing health care costs associated with inactivity
* We improve safety, particularly for the young and old

Whereas; In November 2004 the DDA approved a resolution authorizing the issuance of an RFP for the design of Huron Street and in February 2005 Albert Kahn Associates Inc. was selected;

Whereas, Albert Kahn conducted a series of focus groups and individual meetings to develop their design with representatives of the following organizations, as well as with individual property owners along the corridors:

* Washtenaw Area Transportation Study  * MDOT
* AATA                              * University of Michigan
* GetDowntown Program               * Downtown Area CAC
* City Alternative Transportation, Parks, Public Services and Systems Planning staff

Whereas, At its 2006 summer retreat the DDA determined that improving Fifth/Division and Huron Street were priority projects that should be moved forward as soon as possible;

Whereas, The DDA Capital improvements Committee reviewed the conceptual plan for Huron Street at its October meeting and recommends its approval by the DDA;

Whereas, It is anticipated that the cost for some of these recommended improvements may be paid for by private developers along the corridors who will incorporate recommended design elements into their site plans;

Whereas, It is also anticipated that the cost for many of these recommended improvements may be shared with the City and MDOT as they undertake scheduled road repair projects;

Whereas, It is also anticipated that the cost for some of these recommended improvements may be paid for by grant funds and DDA funds;

Whereas, Following DDA approval of a plan for Huron Street, these recommended improvements will be submitted to the City for approval and then to MDOT;

RESOLVED, The DDA approves the recommended design plan for Huron Street;

RESOLVED, The DDA strongly recommends City approval and MDOT approval of this proposed design plan for Huron Street given the great number of benefits to the downtown and to the community as a whole.

Mr. Strouthers said that the project is intended to make north/south pedestrian crossings easier and safer, it will create a greater sense of identity for the Huron corridor, and it will help connect the State Street,
Main Street, and Kerrytown areas. Currently Huron acts as a barrier, separating the various sections of the downtown, and members of the public have shared their perception that Huron is a daunting place to cross the street and very unpleasant to walk along. Much of the Calthorpe report speaks to Huron Street as a center for new residential development, and the appearance and use of the street must be altered to help meet this goal. Proposed pedestrian amenities include tall trees in long planters and off hours parking to buffer pedestrians from traffic, light columns to create visual interest, medians and refuge islands, and countdown signals that indicate how much time a pedestrian has to cross the street safely. The design team was asked by the University of Michigan to assist with improvements east of Thayer, including refuge islands and lighted crosswalks, to help pedestrians cross the street to and from campus. Mr. Beal explained that the team is exploring LED street lights and the fixture design would be dark sky friendly. Mr. Beal stated that the type of streetlights and bike racks would be finalized as plans develop. Mr. Collins acknowledged the work of the committee and said the plan it was a very positive way forward for the design of downtown.

A vote on the motion showed:
AYES:   Aldrich, Beal, Boren, Collins, DeVarti, Greff, Gunn, Hall, Hewitt, Hieftje, Smith, Splitt
NAYES: None
Absent: None
The motion carried.

6. PARTNERSHIPS COMMITTEE

200 S. Ashley: Ms. Smith reported that project developer Dax Ponce de Leon gave a brief presentation to the Committee regarding a proposed redevelopment of 200 S. Ashley. The goals for the project focus on exceeding a platinum LEEDS certified rating, including providing 20% of energy consumption from renewable sources and capturing 100% of rain water on site. The Committee will meet with Mr. Ponce de Leon at a later date to learn more.

Infrastructure Costs: The committee revisited the request from the Mayer Shairer developer for the water line extension/fire hydrant installation and transformer/electrical service upgrades. A sub-committee was formed and will meet with city staff to provide additional information to the sub-committee as they review the funding request and infrastructure costs in general.

William Street Station: Jayne Miller, City Community Services Area Administrator met with the Committee and provided a project update, which includes:
- Approval from ZBA. Planning Commission and City Council for the site plan
- 9% tax credit approval from the state
- Brownfield approval from the City and County, and awaiting approval from the state

The City Council members serving on a committee overseeing the sale of this property have expressed an interest in seeing the rents lowered for the 100 affordable units below what was asked for in the project RFP and MSHDA application. To accomplish this and keep the project self-sustaining, a $2 million rent endowment must be established. The developer was asked for and has agreed to provide $400,000 of this total; the DDA has been asked for $1 million, and the remaining $600,000 would be provided by the City or other sources. Ms. Miller was asked for additional information and the Committee will revisit this request at its next meeting.

Community Security and Public Space: Ms. Smith moved, Ms. Gunn supported and Mr. Hewitt seconded the following resolution:

RESOLUTION OF SUPPORT FOR THE COMMUNITY SECURITY AND PUBLIC SPACE TASK FORCE RECOMMENDATIONS

Whereas, The City of Ann Arbor is a vitally important downtown anchor, drawing many hundreds of employees and citizens downtown daily;
Whereas, The DDA renewal Plan sets forward that the DDA should work to preserve the downtown as a center for government, public and community services, and it includes a strategy that the DDA should work with other government entities to support expansions of or improvements to their downtown facilities;

Whereas, The DDA has established a framework by which it would assist the City with its efforts to address space needs for its 15th District Court and police department, which include the following:

- The DDA would partner with the City if there are opportunities to construct a substantial number of new parking spaces for the public which is revenue generating. This may include on grade or above grade parking, but the DDA is particularly interested in constructing underground parking for the public that is centrally-located.
- The DDA would partner with the City if it helps the DDA accomplish its mission which is to spark private investment in the downtown. Helping the City divest itself of City owned property for redevelopment by residential or commercial developers would meet this DDA goal; providing new public parking spaces in an area of downtown that needs additional public parking is another way.
- The DDA would partner with the City if there are opportunities to add to the diversity of uses in an area, including the incorporation of new commercial businesses associated with the proposed municipal project.
- The DDA would partner with the City if there are opportunities to create an activated open space for public use which is attractive, comfortable, safe, and welcoming to community members of all ages.

Whereas, In February 2006 the City of Ann Arbor authorized a Community Security and Public Space Task Force to assess the City’s office, police and court space needs, and after meeting twice monthly for six months the Taskforce presented its recommendations to City Council in September 2006;

Whereas, The Taskforce report included the following recommendations:

- Something must be done.
- The City should develop a long-term plan to house City Hall, Police, Courts, parking, and an exterior public amenity on the South Fifth Avenue (Library) Lot. This location is recommended as the site for a police/court facility and eventually a new City Hall because of its central location, size of the lot, ability to integrate significant public parking, and its pedestrian friendly location.
- Opportunities exist to acquire properties adjacent to the S. Fifth Avenue lot and this should be pursued.
- A City Hall is the iconic symbol of its community. A future City Hall should have a sense of design that instills a feeling of pride, when looked at is admired, and when approached feels like the heart of the community.
- The DDA should build a minimum of 400 below ground public parking spaces on the S. Fifth Avenue lot. This underground structure can then support the buildings for police, courts, City Hall and/or a private development.
- A police & court facility should be built without having to request a special millage from the taxpayers.
- Since the cost to build all of the City’s facility needs is estimated to be greater than the City can afford at this time without requesting an increase in property taxes, a facility for only the Police and Court should be built and occupied by January 1, 2010.
- The existing Larcom building has many shortcomings for a City Hall, is costly to maintain and operate, and is in need of replacement or significant renovation. The City should perform only those renovations necessary to operate City Hall until it can be replaced.
- The City should establish a reserve for the replacement of the Larcom building on the S. Fifth Avenue (library) lot without seeking a special millage from the taxpayers. Since the cost of construction has been increasing faster than core inflation, a rapid reserve for funding a new City Hall may be less costly to taxpayers by minimizing renovation costs on the existing facility.
Whereas, This plan is preliminary and there are opportunities to add to the Taskforce report recommendations which expand and enhance the public benefits accruing from this plan, including:

- Incorporating commercial uses into the redevelopment of the S. Fifth Avenue lot to activate the site on evenings and weekends;
- Incorporating a detailed plan for the open space that would be made available in front of the new court/police building atop the underground parking structure, including design for public gatherings, concerts, and other activities;
- Incorporating planning elements for a partnership between the City and Ann Arbor District Library, including public meeting rooms, art galleries, shared parking, and other elements;
- Incorporating a plan for private reinvestment in the downtown as a result of this development, including the potential to sell the existing Larcom site if City Hall is relocated or potential to sell the remaining S. Fifth Avenue site if the decision is not to relocate City Hall;

Whereas, Members of the DDA Partnerships Committee met to discuss the proposed plan set forward by the Community Security and Public Space Task Force and determined that it would provide an attractive partnership opportunity between the DDA and the City because it addresses the criteria needed by the DDA to meet its mission as a downtown development authority;

RESOLVED, The DDA extends its support for the proposed plan to redevelop the South Fifth Avenue (Library) lot as the future site for a new Court/Police facility, eventual site for a new City Hall, an underground public parking structure, and other public uses including commercial open space.

RESOLVED, The DDA extends its support for the eventual sale and redevelopment of the Larcom site for commercial or residential uses in keeping with the recommendations of the recent Calthorpe report which determined that Huron Street should be the location for great deal of new downtown residential development;

RESOLVED, The DDA expresses an interest in partnering with the City on a project that would help the DDA accomplish its mission for the downtown.

Ms. Hall asked about the third whereas clause as it related to on-grade parking; Ms. Pollay explained that the intent is to encourage the construction of an underground public parking structure that could include an adjacent metered area for library patrons or citizens visiting the court facility. Mr. DeVarti said that he supported helping the City with this project, but opposed supporting the City’s Taskforce specific recommendation for the Library lot, as it would separate the Police Department from other city services. He proposed and Mr. Hieftje supported the following amendment to the resolution:

“RESOLVED, The DDA recognizes the need for upgraded space for City Police/Public Safety and for the District Courts and is committed to working with the City in developing this space, particularly in the development of new public parking that will support the development and provide additional public parking in the downtown.”

Ms. Hall said that she had concerns about the potential of a large surface parking lot, if the City opted not to go forward with Phase II of the project. Mr. Beal said he opposed the proposed amendment to the resolution. He said it would be helpful for the DDA to either vote for or against the Taskforce’s recommendation for the use of the Library lot, so the board could understand what the consensus was moving forward. Mr. Hieftje said there was a lively discussion by City Council at a Council work session earlier in the week and there was no clear consensus on either the Larcom or Library lot sites.

A vote on the amendment showed:
AYES:   Boren, DeVarti, Hieftje
NAYES:   Aldrich, Beal, Collins, Greff, Gunn, Hall, Hewitt, Smith, Splitt
Absent:   None
The amendment failed.
Ms. Hall suggested a change in the first Resolved clause: **RESOLVED, The DDA extends its support for the proposed plan**...and Ms. Gunn accepted the change as friendly. The resolution as amended is as follows:

**RESOLUTION OF SUPPORT FOR THE COMMUNITY SECURITY AND PUBLIC SPACE TASK FORCE RECOMMENDATIONS**

Whereas, The City of Ann Arbor is a vitally important downtown anchor, drawing many hundreds of employees and citizens downtown daily;

Whereas, The DDA Renewal Plan sets forward that the DDA should work to preserve the downtown as a center for government, public and community services, and it includes a strategy that the DDA should work with other government entities to support expansions of or improvements to their downtown facilities;

Whereas, The DDA has established a framework by which it would assist the City with its efforts to address space needs for its 15th District Court and police department, which include the following:

- The DDA would partner with the City if there are opportunities to construct a substantial number of new parking spaces for the public which is revenue generating. This may include on grade or above grade parking, but the DDA is particularly interested in constructing underground parking for the public that is centrally-located.
- The DDA would partner with the City if it helps the DDA accomplish its mission which is to spark private reinvestment in the downtown. Helping the City divest itself of City owned property for redevelopment by residential or commercial developers would meet this DDA goal; providing new public parking spaces in an area of downtown that needs additional public parking is another way.
- The DDA would partner with the City if there are opportunities to add to the diversity of uses in an area, including the incorporation of new commercial businesses associated with the proposed municipal project;
- The DDA would partner with the City if there are opportunities to create an activated open space for public use which is attractive, comfortable, safe, and welcoming to community members of all ages;

Whereas, In February 2006 the City of Ann Arbor authorized a Community Security and Public Space Task Force to assess the City’s office, police and court space needs, and after meeting twice monthly for six months the Taskforce presented its recommendations to City Council in September 2006;

Whereas, The Taskforce report included the following recommendations:

- Something must be done.
- The City should develop a long-term plan to house City Hall, Police, Courts, parking, and an exterior public amenity on the South Fifth Avenue (Library) Lot. This location is recommended as the site for a police/court facility and eventually a new City Hall because of its central location, size of the lot, ability to integrate significant public parking, and its pedestrian friendly location.
- Opportunities exist to acquire properties adjacent to the S. Fifth Avenue lot and this should be pursued.
- A City Hall is the iconic symbol of its community. A future City Hall should have a sense of design that instills a feeling of pride, when looked at is admired, and when approached feels like the heart of the community.
- The DDA should build a minimum of 400 below ground public parking spaces on the S. Fifth Avenue lot. This underground structure can then support the buildings for police, courts, City Hall and/or a private development.
- A police & court facility should be built without having to request a special millage from the taxpayers.
Since the cost to build all of the City’s facility needs is estimated to be greater than the City can afford at this time without requesting an increase in property taxes, a facility for only the Police and Court should be built and occupied by January 1, 2010.

The existing Larcom building has many shortcomings for a City Hall, is costly to maintain and operate, and is in need of replacement or significant renovation. The City should perform only those renovations necessary to operate City Hall until it can be replaced.

The City should establish a reserve for the replacement of the Larcom building on the S. Fifth Avenue (library) lot without seeking a special millage from the taxpayers. Since the cost of construction has been increasing faster than core inflation, a rapid reserve for funding a new City Hall may be less costly to taxpayers by minimizing renovation costs on the existing facility.

Whereas, This plan is preliminary and there are opportunities to add to the Taskforce report recommendations which expand and enhance the public benefits accruing from this plan, including:

- Incorporating commercial uses into the redevelopment of the S. Fifth Avenue lot to activate the site on evenings and weekends;
- Incorporating a detailed plan for the open space that would be made available in front of the new court/police building atop the underground parking structure, including design for public gatherings, concerts, and other activities;
- Incorporating planning elements for a partnership between the City and Ann Arbor District Library, including public meeting rooms, art galleries, shared parking, and other elements;
- Incorporating a plan for private reinvestment in the downtown as a result of this development, including the potential to sell the existing Larcom site if City Hall is relocated or the potential to sell the remaining S. Fifth Avenue site if the decision is not to relocate City Hall;

Whereas, Members of the DDA Partnerships Committee met to discuss the proposed plan set forward by the Community Security and Public Space Task Force and determined that it would provide an attractive partnership opportunity between the DDA and City because it addresses the criteria needed by the DDA to meet its mission as a downtown development authority;

RESOLVED, The DDA extends its support for a proposed plan to redevelop the South Fifth Avenue (Library) lot as the future site for a new Court/Police facility, eventual site for a new City Hall, an underground public parking structure, and other public uses including commercial open space.

RESOLVED, The DDA extends its support for the eventual sale and redevelopment of the Larcom site for commercial or residential uses in keeping with the recommendations of the recent Calthorpe report which determined that Huron Street should be the location for a great deal of new downtown residential development;

RESOLVED, The DDA expresses an interest in partnering with the City on a project that would help the DDA accomplish its mission for the downtown.

Mr. DeVarti stated he is in favor of the project going forward, however, he is opposed to the specific recommendation from the Taskforce that is supported in the resolution.

A vote on the resolution showed:
AYES: Aldrich, Beal, Boren, Greff, Gunn, Hall, Heftje, Hewitt, Smith, Splitt
NAYES: Collins, DeVarti
Absent: None
The motion passed.
Communication Plan: Mr. Boren said that Re:Group has been asked for a proposal to design a new DDA website. Although the web site will include links to downtown events and/or destinations ROC does not want the focus of the website to be “things to do downtown.”

DDA Grants: Mr. Boren reminded the board that the DDA Grants Guidelines expired in July. ROC reviewed a five year grant history and brainstormed ideas for new guidelines. Mr. Boren moved and Mr. Collins seconded the following resolution.

RESOLUTION TO APPROVE REVISED PRINCIPLES AND PROCEDURES REGARDING DDA GRANT DECISIONS

Whereas, The DDA determined that it would formulate guidelines by which it would provide grants for important projects and programs, and in 2004 approved a set of guidelines which expired in July 2006;

Whereas, Based on discussions at the 2006 DDA summer retreat, the DDA Research and Opportunity Community has proposed updated DDA grant guidelines and the establishment of a working procedure to consider grant requests;

BE IT RESOLVED THAT:

1. The attached “Principles Guiding DDA Grant Decisions” is hereby adopted by the DDA as its current guidelines for providing DDA grants;

2. These principles will be considered as guidelines and not as fixed rules requiring DDA action in support of or in opposition to any specific proposal;

3. New proposals requesting DDA support shall be referred to a DDA committee for evaluation and a recommendation to the full Board. At this time it is anticipated that the Research and Opportunity Committee will be the committee to review all grant requests with the exception of requests to the DDA’s Housing Fund and Partnerships Grant requests which are currently referred to the Partnerships Committee;

4. The DDA may wish to revise its grant guidelines in light of additional experience, and to this end, these guidelines shall expire on July 1, 2009.

PRINCIPLES GUIDING DDA GRANT DECISIONS

The DDA mission is to undertake public improvements that have the greatest impact in strengthening the downtown area and attracting new private investments. The DDA has determined that there is occasional merit to provide grants to support valuable community initiatives that directly benefit the downtown and precisely meet a DDA goal set forward in its 2003 Renewal Plan which are as follows:

Identity Infrastructure Transportation Business Encouragement
Housing Development Partnerships Community Services Sustainability

The overriding premise is that DDA should only expend public resources to further specific DDA goals-- a "public purpose". DDA grants must be seen as directly fostering downtown development, strengthening downtown businesses, amplifying awareness of downtown Ann Arbor’s unique identity, or building a more pedestrian-, bike, and transit-friendly environment.

This program must not be seen as an entitlement to agencies, individuals, or organizations, nor as a give away program. Each request will be evaluated against grants previously approved, the potential creation of any new precedent, the availability of alternate funding sources, how directly the grant request meets the goals set forward by the DDA, as well as against the criteria set forward below.

SPECIFIC REQUIREMENTS FOR FUNDING
The project must make a direct and strong connection to a goal, strategy or tactic called out in the DDA’s 2003-2033 Renewal Plan. The DDA may further elect to restrict its annual grant funding to specific areas of interest to maximize impact. This may include initiatives to decrease energy use downtown, encourage sustainable architecture, support independent businesses, or other important downtown goals.

DDA funding will only be provided to projects or project elements that are open and available to the public.

This grant program is considered separate from the DDA’s Housing Fund grants, Façade Loan program, and Partnerships Guideline Grants. Given that, if a DDA grant is requested for project elements associated with new developments, it should only go for “extra” elements that are not required by ordinance, such as additional storm water retention or landscaping. If there are multiple requests from the same applicant, it is the expectation of the DDA that they will be reviewed together by a single committee.

DDA grants will only be provided when matched by private, foundation, or other public funds. At minimum, the DDA requires a 1 to 1 match against DDA dollars, although a 2 to 1 match or greater is preferred and will be considered more favorably.

The DDA will not consider any request for retroactive assistance.

The DDA must receive considerable visibility from any grant award. Requests must include details for how the DDA will be cited for its contribution. Failure to sufficiently note the DDA’s contribution will negatively impact consideration of any future grant requests.

**PROCEDURES FOR DDA GRANTS**

The DDA annual budget will show a set amount for grants, with the understanding that grants for alternative transportation will be taken from DDA Parking Funds, housing grants will be taken from DDA Housing Funds, and other grants will be taken from TIF Funds.

All applications must utilize the DDA grant application and this form must be completed in its entirety.

Grant requests will be accepted on a quarterly basis, established at this time to be the last day of February, May, August, and November. Committee review will generally take at least one to three months. Upon completion of Committee review, a recommendation will be presented to the DDA board for action.

The DDA may elect to withhold a portion of its grant funds to enable it to assess the impact of its grant, including how the project was managed, many individuals or businesses benefited from this program, and how the DDA was cited for its contribution. The DDA will determine how large this retainage may be for each project.

Mr. Hewitt asked if the new guidelines exclude façade loans and housing loans; Mr. Boren said yes, and that it is also separate from the DDA’s Housing Fund grants, Façade Loan program and Partnerships grants. Mr. Beal asked how to deal with the requests received today that did not meet deadlines shown in this resolution. Mr. Collins said the committee suggested that Ms. Pollay could award a specific dollar amount in response to some requests. Mr. Hiefte agreed with the clause guidelines not as fixed rules, however, he was opposed to the quarterly review basis. He stated that the DDA should be more flexible. Mr. Hewitt supported the idea that there would be a set line item for grants in the budget.

**A vote on the motion showed:**
AYES:  Aldrich, Beal, Boren, Collins, DeVarti, Greff, Gunn, Hall, Heiftje, Hewitt, Smith, Splitt
NAYES:  None
Absent:  None
The motion passed.

8.  OPERATIONS COMMITTEE

September 2006 Financial Reports:  Mr. Hewitt said that since this is the first quarter of the new fiscal year, all categories were within the 5% tolerance with no real variation.  The financial reports were moved by Mr. Hewitt, seconded by Ms. Gunn and unanimously approved.

Parking Study:  Mr. Hewitt announced that the parking survey was well underway.  Nelson/Nygaard will lead a public workshop on December 6 at 6pm in the DTE Community Room, 425 S. Main.  The workshop purpose will be to hear public comments on their perception of how the parking system is working and how parking can be managed to support the community’s overall goals and priorities.  The consultants will meet with the Project Advisory Committee (which includes all Operations Committee members and other interested members of the DDA) on December 7th at 3:30 PM in the DDA office.

Valet Parking Request:  Mr. Hewitt reported that the committee had received a request from a property owner to try a two-weekend pilot program for parking valet service on the west side of the 300 block of South Main Street.  The committee referred the request to the MSAA for input before making a decision.  Mr. Beal suggested the committee approach the valet parking issue cautiously.

9.  OTHER DDA BUSINESS MATTERS

1st and Washington Redevelopment.  Mr. Beal asked about the project status; Ms. Pollay said that it was her understanding that the preferred developer was negotiating with the property owner to the south of the site about the possibility of expanding the project site.

Farmer's Market Project.  Mr. Beal asked about the status of the Farmer's Market project; Mr. Hieftje said that he understood that a resolution to hire a consultant for construction drawings will be presented to City Council in the near future and that work could begin approximately a year from now.

Grant Requests.  Mr. Hieftje encouraged the Board to move quickly to approve the funding requests from CAPP and Think Local First Network that were received at the beginning of the meeting.

Community Security and Public Space Task Force.  Mr. Hieftje thanked the DDA and members that served on the Task Force for all their work on the report.

DDA Executive Committee.  Ms. Smith said that the Committee met just before the board meeting to discuss parking, but no actions were taken.

10.  OTHER AUDIENCE PARTICIPATION

None.

11.  ADJOURNMENT

As there was no further discussion the meeting was adjourned at 1:33 P.M.

Respectfully submitted,
Susan Pollay, Executive Director