MINUTES  
Downtown Development Authority Meeting  
Wednesday, November 6, 2002

Place: Kerrytown Concert House, 415 N. Fourth Avenue, Ann Arbor, MI 48104 
Time: DDA Chair Bob Gillett called the meeting to order at 12:12 p.m.

1. ROLL CALL

Present: Rob Aldrich, Fred Beal, Ron Dankert, Bob Gillett, Rene Greff, Leah Gunn, John Hieftje, Lorri Sipes, Dave Solo
Absent: Dave DeVarti, David Fritz, Skip Ungrodt

Staff Present: Susan Pollay, Executive Director
Joe Morehouse, Deputy Director
Adrian Iraola, Project Manager
Sarah Armstrong

Audience: Jim Corbett, Republic Parking
Brandt Coultas, Chamber of Commerce/Get!Downtown Program
Ray Detter, Citizens Advisory Council
Donna Johnson, City Planning Department
Brenda Macon, Chamber of Commerce/Housing Coordinator
Cathy O’Donnell, Ann Arbor News
Arthur Talbot, Internet Applications & Solutions

Mr. Gillett congratulated Mr. Hieftje on maintaining the right to sit on the Board by being re-elected Mayor (all laughed, and extended their congratulations to Mr. Hieftje.)

2. APPROVAL OF MINUTES

Ms. Gunn moved and Ms. Greff seconded that the minutes of the October 2, 2002 meeting be approved.

A VOTE ON THE MOTION SHOWED:
AYES: Aldrich, Beal, Dankert, Gillett, Greff, Gunn, Hieftje, Sipes, Solo
NAYS: None
Absent: DeVarti, Fritz, Ungrodt

The motion carried.

3. AUDIENCE PARTICIPATION

None.

Mr. Fritz enters.

4. CITIZENS ADVISORY COUNCIL

Last night’s Citizen Council meeting was partly devoted to developing strategies that will show our visible support for the thirty-year renewal of the Downtown Development Authority. We also continued discussion of pedestrian/ bicycle issues in the downtown.

The CAC has asked me to report to you on our proposal to begin developing a plan for pedestrians and bicycles in the downtown. I refer you to the letter in your packet from CAC member Richard Shackson, who recently met with Clea Rome and Norm Cox of Greenway Collaborative to discuss the possible process we might follow. I will quote freely from that letter.

The Citizens Advisory Council and members of the State Street Area Association have recommended that bicycle riding on sidewalks be prohibited in the area of high pedestrian traffic near the State/Liberty intersection at the same time that streets in that area are converted to two-way traffic. We suggest that such
a prohibition be coupled with the development of a bicycle plan for the DDA area to insure that adequate and safe alternative bike routes are provided. Greenway Collaborative is qualified to do such work, and has recently completed such a plan for the Northside Area. We believe that the sidewalk riding restriction in the vicinity of the State/Liberty intersection will be acceptable to cyclists if they are comfortable with the alternative.

There are compelling arguments for implementing the bicycle riding restriction concurrently with the change to two way traffic in the State/Liberty area. The public education campaign alerting motorists to the change could also advise cyclists of the riding restriction, alert motorists to the presence of bicycles in the traffic stream and illustrate to all parties the new signs and signals associated with the change. Cyclists will also reap the benefits of traffic calming and slower speeds resulting from the change. The change in traffic will occur after Art Fair next year. Thus there is some urgency for the preparation of a plan.

Greenway Collaborative suggests a plan with the following components:

- A statement of objectives and criteria for determination of the best method of accommodating cycles and pedestrians for a given street. (This section would be an adaptation of the one already developed for the Northside Plan.)
- A “broad brush” preliminary plan for the DDA area showing potential cycle paths, lanes and restrictions, with particular attention to “transitions” between these areas. This would be the basis for subsequent detailed planning.
- A detailed plan of the State/Liberty area, delineating how facilities will be used, location and design of signs and signals and the nature of the transitions, e.g. cycles on sidewalks to cycles on streets.
- Focus groups and interviews as appropriate.

As an additional task Greenway Collaborative can prepare the material for that portion of the public education campaign pertaining to pedestrians and cyclists.

Some of these ideas were brought up by Citizens Advisory Council members and others in an informal session that followed the October 28 work session of City Council dealing with traffic issues and the encouragement of transportation alternatives. The tone of the discussion was positive.

The Citizens Advisory Council requests that the DDA support development of this plan of action, and we recommend the negotiation of a contract with Greenway Collaborative. We will present this request to the next meeting of the DDA Planning Committee for their endorsement.

This course of action would lead to a coherent system assuring the safest and best mobility in the downtown for cyclists and pedestrians.

Mr. Hieftje said Council had an Alternative Transportation Work Session with Terry Blackmore, Washtenaw Area Transportation Study and Jonathan Levine, professor at the University of Michigan. They presented a study on bicycling. One of the striking things that came out of that meeting is the potential of increasing our bicycling up to what they have in cities like Boulder and Madison. We lag far behind them. We could avoid having to build a whole other parking structure if we could get more people to ride bicycles.

5. NEW BUSINESS

Ms. Pollay suggested that the Board move the date of the January DDA meeting from January 1 (New Years) to Wednesday, January 8th at noon. All agreed to this change.

Ms. Pollay reported there will be a meeting Nov 13th at which community members will be asked to provide input into a recommended repair plan for Liberty Plaza Park. All were invited. Mr. Hieftje said that the police have taken action by arresting drug dealers, and things now appear to be under control, although many of the people who used to frequent this park have now moved to a park on Packard Street.
6. **OLD BUSINESS**

None.

7. **SUBCOMMITTEE REPORTS**

**OPERATIONS COMMITTEE**

Mr. Dankert reported on the DDA’s first quarter financial statements. TIF revenues are over budget 31%, although most of this is because school funds have not being deducted as yet. Expenses are under budget by 13%, although some of this is due to timing issues. There are still some City posting problems and we continue to get late reports from the City. Parking revenues are on budget, although the Forest structure is up dramatically. Meter bags are up about 61% based on numbers provided by the City. Expenses are on budget. It was moved by Mr. Dankert and seconded by Ms. Gunn to accept the financial report.

**A VOTE ON THE MOTION SHOWED:**

- **AYES:** Aldrich, Beal, Dankert, Fritz, Gillett, Greff, Gunn, Hieftje, Sipes, Solo
- **NAYS:** None
- **Absent:** DeVarti, Ungrodt

The motion carried.

Mr. Dankert said the Committee has been busy with several projects. An RFP for an investment manager has been mailed to various banks/private institutions. The Committee resolved to promote free parking structure parking on three holiday season weekends beginning the weekend of Thanksgiving. A copy of a flyer was provided in the board packet. The DDA will also be sponsoring banners and shared downtown holiday ads promoting Deck the Halls.

Mr. Dankert moved and Ms. Gunn seconded the following resolution:

**RESOLUTION AUTHORIZING THE CREATION OF A DOWNTOWN WEBSITE AND APPROVAL OF A PROPOSAL FROM INTERNET APPLICATIONS AND SOLUTIONS FOR $6,640**

- Whereas, The DDA received a proposal from Internet Applications and Solutions (IAS) to create a website that would convey information about all aspects of downtown life and commerce, and would communicate a unified downtown on-line experience;
- Whereas, This site would be linked to the City, Ann Arbor Convention & Visitors Bureau, County, AATA, and other municipal sites, as well as downtown area association sites, individual business sites, and others;
- Whereas, The DDA could use this site to convey information about the DDA and its programs, as well as present comprehensive information about downtown parking;
- Whereas, The site would include an interactive map that would enable site visitors to click on a location and detailed business information would display or would link to other government or business web sites;
- Whereas, The cost to construct this site is $6,640 and the estimated time for completion is approximately 4 weeks;
- Whereas, Once created, the DDA would host this site at an approximate cost of $250.00 per month maintenance fee;
- Whereas, Any costs beyond the initial scope of the project would be the responsibility of the interested party, not the DDA, including the creation of associated personalized business web sites;
- Whereas, There will be no cost to the downtown Associations, AACVB, Chamber, AATA, etc. to be linked to this downtown site; however, there will be a requirement that associated partners maintain their sites with information updated on a semi-annual or annual basis;
Whereas, The arrangement can be cancelled or amended after a year, enabling the use of this site as a pilot program;

Whereas, The monthly maintenance fee will enable the DDA to have a consultant available for ongoing information and communication updates, including upcoming repair projects, DDA renewal status, and other items of interest;

Whereas, The DDA Operations Committee has discussed this for several months and at its October 2002 meeting voted to recommend approval of this resolution;

RESOLVED, The DDA accepts the proposal from Internet Applications and Solutions (IAS) for $6,640 to sponsor a downtown website which will be hosted by the DDA for at least one year at the cost of $250 per month with the goal of providing a single, unified downtown site making downtown Ann Arbor appear more accessible and attractive to visitors and others.

Mr. Dankert explained this project would cost $6,640 to create plus a $250/month maintenance fee. There would be information on the DDA on the site, including parking, meetings, activities, and projects in the downtown area. The site would include a map that would link viewers to other sites including the City, AATA, business sites, etc.

A VOTE ON THE MOTION SHOWED:
AYES: Aldrich, Beal, Dankert, Fritz, Gillett, Greff, Gunn, Hieftje, Sipes, Solo
NAYS: None
Absent: DeVarti, Ungrodt
The motion carried.

Mr. Dankert reported that parking rates were discussed in committee but no decision was reached. There was also talk about obtaining laptop computers for Board members to allow for paperless agendas, like City Council. Computers would cost approximately $35,000 so it was decided to ask the board for direction and comments. Many DDA members expressed support for moving in this direction and said they have their own lap tops so the cost would be less. Many also said they felt this should be explored further by the Operations Committee and brought back at a future meeting.

Mr. Dankert reported that there is renewed interest on the part of Republic Parking employees to unionize. A vote is scheduled for next week.

CAPITAL IMPROVEMENTS COMMITTEE
Mr. Beal gave a status update on the following projects:

Forest. The contractor will soon remove the pedestrian bridge. Carl Luckenbach is working on a design for a pedestrian entrance facing the Galleria. This will be a smaller project to be worked on later.

Fourth/William Repairs. The offices are waiting final inspection by the Building Department. Punchlist items are being completed.

State Street Area-Status. Work is continuing on the streetlights along Washington Street and on outstanding punch list items.

Fourth Avenue Improvements. All work is completed except for a few streetlights. They have been ordered and should be in soon. It should take six weeks to complete the work once they start.
Tree Pit Repairs. Mr. Beal said there had been problems relating to the original installations along N. Main Street that was causing them to deteriorate and in some cases collapse. Most of the work is finished, and we are now awaiting new grates that will be 6” larger in diameter.

E.U./Church/Forest. Two bids were received, and a committee, which included a SUAA representative, interviewed the two architects. Mr. Beal moved and Mr. Fritz seconded the following resolution:

RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A PROJECT BUDGET OF $400,000 FOR SIDEWALK REPAIRS AND IMPROVEMENTS ON CHURCH, E.U., FOREST, AND S.U. AND THE SELECTION OF MITCHELL AND MOUAT ARCHITECTS AS PROJECT DESIGN CONSULTANTS

Whereas, DDA Plan objectives include undertaking improvements to existing streets and public utilities in order to stimulate new private investment in the area;

Whereas, The DDA has undertaken extensive pedestrian improvement projects throughout the DDA District, including the Main Street, Kerrytown, and State Street areas;

Whereas, Several DDA members participated in the annual downtown spring maintenance walk through with City staff in Spring 2002, and determined that a number of sidewalks in the S.U. area were in need of extensive repair;

Whereas, The S.U. area regularly draws hundreds of thousands of pedestrians for University-related purposes as well as the Art Fair;

Whereas, The DDA received three proposals from area architects to provide design assistance for this work;

Whereas, The DDA Capital Improvements Committee, DDA staff, and a representative of the South University Area Association reviewed these proposals and interviewed two prospective consultants on October 21, 2002;

Whereas, A proposal from Mitchell & Mouat Architects was deemed to be the most responsive proposal;

RESOLVED, The DDA shall establish a project budget for the Fourth Avenue improvements project of $400,000.00.

RESOLVED, The DDA Capital Improvements Committee Chair, Director, and Project Manager are authorized to sign a contract with Mitchell & Mouat Architects for this project;

RESOLVED, The project budget shall be utilized for sidewalk and tree pit repairs, installation of new trees, lights, signs, bicycle hoops, and other sidewalk furniture, and other work as necessary.

RESOLVED, The DDA shall have the opportunity to approve the selection of project consultant once interviews have been completed and a recommendation put forward by the Capital Improvements Committee.

Mr. Gillett pointed out that the resolution inadvertently showed “Fourth Avenue” in the first resolved, when it should have instead said “E.U., Church, Forest, and S.U.” Ms. Gunn suggested that the first RESOLVED say “RESOLVED, The DDA shall establish a project budget for the Church/E. University/ Forest/S. University street improvements project up to $400,000.” Mr. Aldrich proposed that in the second RESOLVED we say “RESOLVED, The DDA Capital Improvements Committee Chair, Director, and Project Manager are authorized to sign a fixed fee contract with Mitchell & Mouat Architects for $28,000 for this project.” Both changes were accepted as friendly amendments. Thus the resolution would read as follows:
RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A PROJECT BUDGET OF $400,000 FOR SIDEWALK REPAIRS AND IMPROVEMENTS ON CHURCH, E.U., FOREST, AND S.U. AND THE SELECTION OF MITCHELL AND MOUAT ARCHITECTS AS PROJECT DESIGN CONSULTANTS

Whereas, DDA Plan objectives include undertaking improvements to existing streets and public utilities in order to stimulate new private investment in the area;

Whereas, The DDA has undertaken extensive pedestrian improvement projects throughout the DDA District, including the Main Street, Kerrytown, and State Street areas;

Whereas, Several DDA members participated in the annual downtown spring maintenance walk through with City staff in Spring 2002, and determined that a number of sidewalks in the S.U. area were in need of extensive repair;

Whereas, The S.U. area regularly draws hundreds of thousands of pedestrians for University-related purposes as well as the Art Fair;

Whereas, The DDA received three proposals from area architects to provide design assistance for this work;

Whereas, The DDA Capital Improvements Committee, DDA staff, and a representative of the South University Area Association reviewed these proposals and interviewed two prospective consultants on October 21, 2002;

Whereas, A proposal from Mitchell & Mouat Architects was deemed to be the most responsive proposal;

RESOLVED, The DDA shall establish a project budget for a sidewalk repair project on East University, Church, Forest, and South University in the amount of up to $400,000.00.

RESOLVED, The DDA Capital Improvements Committee Chair, Director, and Project Manager are authorized to sign a fixed fee contract with Mitchell & Mouat Architects for $28,000 for this project;

RESOLVED, The project budget shall be utilized for sidewalk and tree pit repairs, installation of new trees, lights, signs, bicycle hoops, and other sidewalk furniture, and other work as necessary.

RESOLVED, The DDA shall have the opportunity to approve the selection of project consultant once interviews have been completed and a recommendation put forward by the Capital Improvements Committee.

A VOTE ON THE MOTION SHOWED:
AYES: Aldrich, Beal, Dankert, Fritz, Gillett, Greff, Gunn, Hieftje, Sipes, Solo
NAYS: None
Absent: DeVarti, Ungrodt
The motion carried as amended.

First/Washington-Status. Mr. Beal reported that the DDA’s current agreement with the City for keeping the structure open would end in sixty days. A study had been undertaken by Carl Walker Inc., and they report that if certain repairs are made the deck could remain open at least the next eighteen months until its proposed demolition in winter 2004. The cost for these repairs is approximately $73,000. Mr. Beal moved and Mr. Aldrich seconded the following resolution:

RESOLUTION RECOMMENDING THAT THE DDA UNDERTAKE REPAIRS TO EXTEND THE USE OF THE FIRST & WASHINGTON PARKING STRUCTURE FOR THE NEXT TWELVE TO EIGHTEEN MONTHS
Whereas, The Engineering Condition Appraisal Update of the First and Washington Parking Structure, completed by the Carl Walker, Inc. (CWI) on May 16, 2000, reported that the structure had experienced significant structural deterioration;

Whereas, On June 20, 2000 the DDA approved a resolution recommending the redevelopment of the site as a building with public parking and private uses building, and set forward criteria for an RFP that would be used to locate a private partner;

Whereas, The Directors of the City Public Services Department, Building Department, and DDA met with the City Administrator and a representative of CWI later that fall to discuss the findings of the CWI report, and resolved that the structure be completely closed no later than June 30, 2001;

Whereas, Every fall since 2000, CWI has provided recommendations for maintaining the supported slab loads by installing additional supplemental steel beams and performing concrete column and beam delamination repairs, thereby allowing public use of the parking structure at least through the end of the subsequent year;

Whereas, These recommendations have been acceptable to the City Building Department Director, and the DDA has annually conducted these repairs and steel beam installations as recommended;

Whereas, The DDA has also maintained a restriction against oversize vehicle parking on the upper levels of the structure, and has commissioned monthly facility inspections by CWI representatives to ensure safe public use of the parking structure;

Whereas, In October 2002 CWI provided recommendations once again for maintaining the supported slab loads by installing additional supplemental steel beams and performing concrete repairs, allowing continued safe public use of the parking structure for twelve to eighteen months, which should provide sufficient time for completion of the First & Washington site plan, construction drawings, and bidding process prior to anticipated demolition of the existing structure in January 2004;

Whereas, These recommendations have been reviewed by the DDA Capital Improvements Committee Chair, its Project Manager, and its Executive Director, and if authorized by the DDA, would be provided to the City Building Department Director for his approval;

Whereas, The cost for these repairs are estimated to be $73,000;

Whereas, This facility is used extensively by the public, and contributes significantly to the economic and residential vitality of the area;

RESOLVED, That the DDA approve the recommendations of the CWI report to install supplemental structural steel beams, as well as concrete beam, column, and floor repairs as necessary, and that these recommendations be forwarded to the City Building Department Director for his approval as soon as possible;

A VOTE ON THE MOTION SHOWED:
AYES: Aldrich, Beal, Dankert, Fritz, Gillett, Greff, Gunn, Hieftje, Sipes, Solo
NAYS: None
Absent: DeVarti, Ungrodt

The motion carried.

PLANNING COMMITTEE
DDA Renewal. Ms. Greff reported there will be a DDA/City Council meeting November 14th to provide information and answer questions about the DDA renewal, in hopes this will be helpful especially for new City Council members. There will then be a public hearing on Monday, November 18th on DDA Renewal and she said she hoped there will be a strong DDA showing. Mr. Gillett said he, Ms. Greff and Mr. Aldrich
had met with representatives of the Library board and they had expressed concerns about parking and the future plans for the S. Fifth Avenue lot.

Mid-Year Retreat. Ms. Greff reminded everyone that the DDA Midyear Retreat will be held December 6th at noon at Arbor Brewing Company. At the retreat we will spend time visioning – thinking about the kinds of projects we want to tackle in the short and long term.

PARTNERSHIP COMMITTEE
First/Washington Project Status. Mr. Aldrich reported that the City has signed the document. Due to delays receiving a title commitment and a signed agreement LibertyFirst asked for an extension of the inspection period to December 6th, which was granted.

“Premium Parking” Draft Formula for Future Project Partnerships. This item is on their agenda but has not been discussed in depth yet. They hope to begin discussions at their next meeting.

Other. Mr. Aldrich said that prior to the Retreat the Committee will be prioritizing a list of potential future projects and particular sites.

8. OTHER BUSINESS

Mr. Dankert asked about the status of the handicapped parking at the Fourth/Washington structure. Mr. Morehouse reported that Traffic & Safety is currently running the conduit. It should take about a month to complete the work, and then notices will be mailed.

9. AUDIENCE PARTICIPATION

Brenda Macon announced that there would be a workshop tonight on “Financing a Home.” She gave a brief update on the Chamber’s Housing Innovation Program.

9. ADJOURNMENT

As there was no further discussion, upon motion, the meeting was adjourned at 1:28 p.m.

Respectfully submitted,
Susan Pollay, Executive Director