

**Ann Arbor Downtown Development Authority Meeting  
Wednesday, October 7, 2020 at 12:00 pm**

Place: Virtual Meeting—Zoom link: <https://us02web.zoom.us/j/81835155004> Or by  
Phone: 877-853-5257 (US Toll-free) Meeting ID: 818 3515 5004 Passcode: 445312

**1. ROLL CALL**

Present: Micah Bartelme, Tom Crawford, Alex Dieck, Bob Guenzel, Ji Hye Kim, Tyler Kinley, Marie Klopf, Jessica A.S. Letaw, Molly McFarland, Darren McKinnon, Rishi Narayan, Phil Weiss

Absent: None

Staff: Susan Pollay, Executive Director  
Sara McCallum, Deputy Director  
Jada Hahlbrock, Parking Services Manager  
Maura Thomson, Communications Manager  
Kelley Graves, Management Assistant  
Liz Rolla, Project Manager

Others: Mike McKiness/RPS; Chris Simmons/TheRide; Sean Havera/Hughes Properties

Public: Members of the public were on the Zoom meeting but did not identify themselves.

**2. APPROVAL OF BOARD MEETING AGENDA**

Mr. Crawford moved and Ms. Klopf seconded the motion to approve the meeting agenda.

**A consent vote on the motion showed:**

**Ayes: Bartelme, Crawford, Dieck, Guenzel, Kim, Kinley, Klopf, Letaw, McFarland, McKinnon, Narayan, Weiss**

**Nays: None**

**Absent: None**

**The motion was approved.**

**3. AUDIENCE PARTICIPATION**

Ms. Bonnie Pierce introduced herself as a member of the Community Commons group and said she was looking forward to learning more about DDA to find ways to collaborate in the future.

**4. REPORTS FROM CITY BOARDS AND COMMISSIONS**

Downtown Area Citizens Advisory Council: Mr. Kaplan reported the group debriefed about the City Council meeting last night, sharing comments from the phone calls and emails sent from CAC participants to Council members regarding their resolutions to dissolve the DDA. To help build awareness the group explored the idea of inviting City Council members to future CAC meetings, and expanding the CAC to include members who live outside downtown. These and other ideas will continue to be discussed at future meetings.

**5. DDA MEMBER COMMUNICATIONS**

Mr. Guenzel shared that Ms. Pollay received a tribute from the State of Michigan for her years of services with the DDA and to the Ann Arbor community as a whole. He thanked her for her leadership and expressed how much she will be missed. Ms. Letaw read the tribute aloud, which was signed by State Senator Jeff Irwin, State Representatives, Rebekah Warren and Yousef Rabhi, Lieutenant Governor Garlin Gilchrist, II and Governor Gretchen Whitmer. All applauded.

**6. EXECUTIVE DIRECTOR REPORT**

Ms. Pollay thanked all the DDA board members who got involved after the two proposed City Council resolutions to dissolve the DDA came forward, including speaking with Council members and sending emails. She also thanked in particular Sandra Andrade, MSAA and Grace Singleton, KDA for helping to let people know about the proposed resolutions. Ms. Pollay said the messages of support for the DDA were deeply appreciated. Ms. Pollay also reminded the board of the DDA/City Council work session, saying that DDA will provide an update on COVID-impacts to the parking system, and the rest of the evening will be shared with Jennifer Hall/AAHC who will give a project update on work to build affordable housing on the downtown parking lots.

**7. APPROVAL OF MINUTES**

**Mr. Bartelme moved and Ms. Klopf seconded a motion to approve the September minutes.**

**A consent vote on the motion showed:**

**Ayes: Bartelme, Crawford, Dieck, Guenzel, Kim, Kinley, Klopf, Letaw, McFarland, McKinnon, Narayan, Weiss**

**Nays: None**

**Absent: None**

**The motion was approved.**

**8A. SUBCOMMITTEE REPORTS – OPERATIONS COMMITTEE**

**Mr. McKinnon moved and Mr. Kinley seconded the following:**

**DDA RESOLUTION TO INCREASE THE NUMBER OF PERMITS UNDER A PARKING CONTRACT WITH THE 1116 S. UNIVERSITY DEVELOPMENT (VIC VILLAGE SOUTH)**

Whereas, The DDA mission is to strengthen the downtown area and attract new private investments;

Whereas, Through agreement with the City, the DDA are managers of the public parking system until at least 2033;

Whereas, The 1116 S. University Avenue development (Vic Village South) will consist of a 13-story mixed use development, including 2 levels of below-grade parking which will provide 64 parking spaces and 4 additional parking spaces provided behind the building at grade level;

Whereas, The project will also include 14 affordable units;

Whereas, In 2012 Ann Arbor City Council set forward a Contribution in Lieu Parking Space option for new developments in the DDA District that must provide some amount of parking as part of their site plan requirements;

Whereas, Under this In Lieu option, in October 2019 the DDA voted to approve an agreement with the 1116 S. University development to provide 40 off-peak monthly parking permits in the Forest garage and the developer has asked to increase this number to up to 45 off-peak permits;

Whereas, The Operations Committee recommends approval of up to 5 additional off-peak monthly permits in the Forest garage under an agreement with the 1116 S. University development;

RESOLVED, The DDA approves the recommendations as set forward by its Operations Committee.

RESOLVED, The DDA Chair and Executive Director are authorized to work with the DDA Attorney and City to execute a parking contract consistent with the provisions of the development agreement for this project.

**A consent vote on the motion showed:**

**Ayes:** Bartelme, Crawford, Dieck, Guenzel, Kim, Kinley, Klopff, Letaw, McFarland, McKinnon, Narayan, Weiss

**Nays:** None

**Absent:** None

**The motion was approved.**

Parking System Financials: Mr. McKinnon pointed to the FY20 year-end parking numbers. He said funds set aside for the former Ann Ashley expansion project will be spent down in FY21 to help cover anticipated revenue shortfall caused by the pandemic. He said Ms. McCallum is now working from a more conservative revenue projection based on the changing environment.

Electric Vehicle Stations: Mr. McKinnon said that Ms. Hahlbrock and Simi Barr/City Office of Sustainability presented information on opportunities for increasing the number of EV chargers in the parking system. Planning is underway to prepare for when funds become available. For instance, Ms. Hahlbrock is collecting information on charging for electricity and exploring ownership and management scenarios.

Parking & Transportation Report: The report was included in the packet. It included updates on annual restoration work and equipment installation.

The next Operations Committee meeting will be on Wednesday, October 28 at 11 am.

**8B. SUBCOMMITTEE REPORTS – FINANCE COMMITTEE**

DDA Investments. Ms. Klopf said that the Bank of Ann Arbor gave the committee an update.

Financial Statements: Ms. Klopf said the committee reviewed FY20 year-end financial statements and first quarter FY21 parking revenues. The August expense register was also reviewed.

The next Finance Committee meeting is scheduled for Thursday, October 29 at 9am.

**8C. SUBCOMMITTEE REPORTS – CAPITAL IMPROVEMENTS**

Project Updates: Ms. McFarland provided updates on current projects. First and Ashley Phase I (Huron to William) is nearing completion, with Phase I landscaping and furniture installation and Huron intersection work expected to be completed this month. Work between Huron and Miller is underway. Paving between Huron and William and placement the first asphalt layers between Huron and Miller are expected to be completed in early November. On William Street, asphalt patch repair (near Division) and installation of hard centerlines at the intersections of Division and Thompson are underway. Monthly landscaping maintenance on Huron and Fifth/Detroit has been ongoing. Dead trees on Huron will be replaced in October.

In light of the ongoing economic issues caused by the pandemic, Mr. McKinnon and Mr. Weiss asked that the next CIC meeting include a discussion on the potential to move the final phase of the First and Ashley project from 2021 to 2022. Ms. McFarland agreed to add this topic to the October 21 CIC agenda for discussion. Ms. Pollay asked if the committee could also consider a request to renew funding for DDA vault grants.

DDA Pandemic Response: Ms. Dieck reported that City Council extended the DDA-funded street closures until November 1. These street closures have been well received by the community and a lifeline for many businesses. The 150+ curbside carryout spots remain in place as capacity limits are still in effect for restaurants and shops. The program to repurpose parking spaces remains in effect until the end of the month; approximately 30 businesses have taken advantage of this program. DDA and City pilot projects to create social distancing for pedestrians and cyclists were installed and staff are monitoring, making adjustments as needed, and collecting data. Over 600 people have participated in the online survey. Council voted on Monday night to remove several of the City coordinated pilots outside of downtown no later than October 15. Temporary art has been installed in two locations, State at North U and Detroit at Catherine, under the ReVIVE All Zones project.

The next Capital Improvements Committee meeting is scheduled for Wednesday, October 21 at 11 am.

**8D. SUBCOMMITTEE REPORTS - AFFORDABLE HOUSING/ECONOMIC DEVELOPMENT**

Partner Updates: Mr. Bartelme reported on partner updates. AAATA service has been restored to 60% of normal capacity; current stats show a 80% ridership loss, including 90% of previous UM ridership. New floodplain rules were submitted to City Council which will impose new restrictions

on homeowners in these areas, and revised lighting and sign ordinances are near completion. Ms. Pollay reported on the DDA unanimously approving a \$1M grant to support the purchase of Lurie Terrace. Jennifer Hall provided an update, including Council approval to create pre-entitlement plans for 350 S. 5<sup>th</sup> Ave and 415 W. Washington, although there isn't funding currently available to pursue the latter.

The next Affordable Housing/Economic Development Committee meeting is scheduled for Wednesday, October 14 at 9:00 am (DDA only).

<b>8E. SUBCOMMITTEE REPORTS- EXECUTIVE COMMITTEE</b>
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Ms. Letaw said a special Executive Committee meeting was held on September 15<sup>th</sup> to continue work on the Executive Director search. DDA attorney, Jerry Lax attended to provide information regarding legal requirements. John Fournier, Assistant City Administrator and Interim HR Director, attended today's meeting to share information on recent executive staff searches by the City. The committee will hold another special committee meeting later this month to continue its work. The committee also reviewed today's Board agenda.

The next Executive Committee is scheduled for Wednesday, November 4 at 11:00 am.

<b>9. NEW BUSINES</b>
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None.

<b>10. OTHER AUDIENCE PARTICIPATION</b>
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None.

<b>11. ADJOURNMENT</b>
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Mr. Crawford moved and Mr. Bartelme seconded the motion to adjourn.

**A consent vote on the motion showed:**

**Ayes: Bartelme, Crawford, Dieck, Guenzel, Kim, Kinley, Klopf, Letaw, McFarland, McKinnon, Narayan, Weiss**

**Nays: None**

**Absent: None**

**The motion passed.**

The meeting adjourned at 12:51 pm.

Respectfully submitted,  
Susan Pollay, Executive Director