

**Capital Improvements Committee Meeting Agenda  
Wednesday, May 19, 2021 at 11 am**

**Zoom link:**

<https://us02web.zoom.us/j/84106133114?pwd=bFJjYXVRQWFRSDdsRzVrR0p4bzlUQT09>

**Phone: 877-853-5257**

**Meeting ID: 841 0613 3114 Passcode: 982596**

**Meeting purpose:** The primary meeting purpose is to discuss project opportunities for People-Friendly Streets 2.

1. People-Friendly Streets 2

(<https://drive.google.com/file/d/1h8BFTdxzziHg410m6xis6nTZFfebR9Ly/view?usp=sharing>)

Review:

- a. Project values & schedule
  - b. State Street design direction & priorities
  - c. Division Street design overview
  - d. Other potential DDA CIP projects
2. Project Updates
- a. First & Ashley Streets construction
  - b. Vault grant program
    - i. 115 W. Liberty Street request
  - c. Bond dollars
    - i. Proposal to use public art dollars

MEMO

TO: DDA Capital Improvements Committee

FROM: Amber Miller, DDA Capital Projects Manager

DATE: 5.14.2021

REGARDING: Vault fill grant request – 115 W. Liberty

In March 2021, the DDA Board approved an updated building vault grant program (see attached). Through this program the DDA is making grant dollars available for vault fill and sidewalk within the public ROW, up to \$100,000 total for fiscal year 2021 (FY21). The program includes:

- Staff approval for requests up to \$10,000 per vault for the fill and sidewalk within the public ROW only.
- The ability for property owners to make a request to the Capital Improvements Committee (CIC) for requests over \$10,000.

DDA staff received a grant request from the property owners of 115 W. Liberty Street for \$20,221. After review, DDA staff have determined that \$10,671 are associated with sidewalk restoration and fill and the remaining amount is related to the private building. This vault is located within a DDA and City Transportation project area (West Liberty Street streetlight replacements). As a result, DDA staff recommend the committee approve a grant for \$10,671 per the DDA grant program guidelines.

**Action Recommended:** DDA staff recommend CIC approve a grant for \$10,671 per the DDA grant program guidelines.

## DDA Vault Fill Grant Program

**Grant Purpose:** To reimburse property owners for the fill and sidewalk repairs associated with closing and permanently abandoning an underground building vault in the public right of way (ROW). The work and costs associated with sealing the building basement to enable the abandoned vault to be eliminated will remain the responsibility of the property owner.

**Grant Amount:** Up to \$10,000 per vault for the fill and sidewalk within the public ROW only.

### Grant Process:

1. Grant information is shared with DDA District property owners with known vaults within DDA or City project areas.
2. Property owners that agree to permanently close or fill their vault, contact Ann Arbor DDA Staff and provide the following:
  - A quote that itemizes the costs associated with the fill and sidewalk repairs in the public ROW, including the size of the vault area to be filled.
  - Timing of the planned work.

If the request is under \$10,000 and DDA grant dollars are still available within the current fiscal year (FY):

3. DDA staff will reserve those funds within the \$100,000 set aside for the grant program in the current FY. This will allow the property owner to confidently proceed with their work.
4. Property owners obtain the necessary permits, undertake the building, vault, and sidewalk work, and provide DDA staff with a paid invoice and confirmation from the City of Ann Arbor that the work has been inspected and approved.
5. The DDA reimburse the property owner for the amount invoiced for fill and sidewalk repairs, up to \$10,000.

If the request is over \$10,000 and/or grant dollars are no longer available:

1. DDA staff help the property owner create a formal request for the Capital Improvements Committee. The Committee discusses and determines if additional dollars from the TIF General Repair Fund can be provided.



## BUILDING VAULT GRANT APPLICATION

DATE: 5/13/21

### APPLICANT INFORMATION

First and Last Name: Anne Cooper

Address: 115 W. Liberty

Phone: 734-649-7671

Email: annea@umich.edu

Relationship to Property: Association Secretary

*(Property Owner, Business Owner, Other-Describe)*

### PROPERTY INFORMATION

Address where vault is located: 115 W. Liberty St, Ann Arbor, MI 48

Property Tax ID: 09-29-144-032

Project Timing (Approximate Start/End Dates): June 21 - June 30, 2021

### Required Documentation *(Attachments required before final approval)*

Please note, if this is your first time filling out the application, we can help you obtain these documents. You may submit the initial application without all of the attachments.

Contractor quote - provide quote to fill the vault and restore the surface above  
Contractor Name:

Building Permit issued from the City

Submit W-9: [https://drive.google.com/file/d/1i93augn4O2hR8pUM\\_Y8fiKqxafuq9dzX/view?usp=sharing](https://drive.google.com/file/d/1i93augn4O2hR8pUM_Y8fiKqxafuq9dzX/view?usp=sharing)  
*(Applicant may receive 1099-G for the amount of the grant.)*

### A2 DDA Vault Program Policy

[https://drive.google.com/file/d/1i93augn4O2hR8pUM\\_Y8fiKqxafuq9dzX/view?usp=sharing](https://drive.google.com/file/d/1i93augn4O2hR8pUM_Y8fiKqxafuq9dzX/view?usp=sharing)

GRANT AMOUNT REQUESTED: \$20,221

SIGNATURE: 

### FOR DDA USE ONLY:

Documents Provided  
Date Grant Issued:

Approved / Denied  
Check Number:

