

MUTUALLY BENEFICIAL GROUP DISCUSSIONS:

DDA Management of Downtown Parcel Redevelopment (draft elements for discussion)

Current process – who and how

City Council sponsors a resolution to distribute an RFP for a city-owned property
 A member of city staff drafts the RFP
 RFP is placed on the City’s website, sent via email to developers who express an interest
 Generally 3 +/- responses to these RFPs from professional developers
 An “advisory” (or “selection”) committee is approved by City Council
 Interviews are held with the developers.
 Sometimes this is the last step (e.g. 415 W. Washington). In other instances the committee recommendation is put forward for Council approval.

Outcomes

Year	Site	Outcome	DDA role
2000	Main/Packard	“Ashley Mews”. Project approved by City. Constructed. Occupied 2001	Facilitated negotiations. Parking agreement plus grants for affordable housing (8 units) and pedestrian improvements.
2005	Fifth/William	HDC selected by Selection Committee. City staff negotiated terms. Site plan approved. Developer didn’t meet terms during final extension.	DDA helped with the RFP. DDA member served on Selection Committee. Parking agreement and approval of additional parking spaces.
2006	1 st & Washington	Village Green	
2007	415 W. Washington	City staff wrote and distributed RFP. 3 responses (all local). Interviews. No further actions.	A member of the DDA served on the Selection Committee.
2009	Library Lot		

Proposed new process overseen by the DDA

1. Background research
 - Downtown development sites inventoried by DDA including public and private property
 - Detailed information assembled for all sites
 - Consultant hired to help develop process and to help with public visioning process

- Real estate consultant hired to provide current overview of downtown assets and opportunities
- Representatives from other downtowns (Council members, DDA directors, stakeholders) asked for input on how they have redeveloped including lessons learned. Possible panel of downtown stakeholders from other communities brought to Ann Arbor for Q & A, and more.

Visioning

- Work session held with City Council to elicit vision elements
- Focus group and larger community meetings
- On-line surveys
- UM (and EMU) faculty involved. Meeting with UM Planner to elicit UM project information/goals.
- Comparable communities researched
- Goal - a strategies plan for downtown. Individual site don't need to provide everything – but collectively all things can be provided for within downtown. A comprehensive list of downtown amenities, services, and uses – what current exists, and what is missing. Recommendations for each site as possible depending on such things as physical constraints, zoning and location, possible adjacent partners, opportunities, etc.

Processes

- Sites are prioritized. DDA presents its recommendations for Council approval.
- Site 1: DDA develops a first draft of an RFP for the first site. DDA approves any incentives (parking, affordable housing, pedestrian improvements, etc.) to be written into the RFP
 - DDA consultant edits/revises the RFP, oversees the distribution
 - Advisory committee selected by DDA with strategic strengths. E.g. project financing experience
 - RFP responses are reviewed
 - Interviews
 - Advisory committee frames recommendation.
 - DDA approves recommendation – forwards recommendation to City Council
 - City Council approves recommendation or gives direction
 - DDA consultant assists with DDA –managed negotiations
 - DDA approves agreement – forwards to City Council
 - Site plan developed

Ongoing DDA responsibilities

- Matrix of site information continually updated on DDA website
- Meetings held with prospective developers and property owners
- DDA plans capital improvements to complement development strategies report so necessary infrastructure is in place
- Site 2 RFP developed when appropriate following the same process as site 1.

Mutually Beneficial – examination of public parking system (draft current 8/23/10)

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Parking Element	DDA responsibility	City responsibility	DDA staff recommended changes	City staff recommended changes	Mutually Beneficial Committee recommended changes
<p>1.parking structures - cashiered</p>	<p>Construction. Operation & mgmt (eg hours of operation, staffing levels, locations for handicapped, carpool and operator parking, etc) Maintenance. Equipment repairs, upgrades, replacements Landscaping. Major repairs Debt service Towing after 72 hour violation Operation of offices – eg police mini station, RPS offices electric costs for streetlights outside the structure Snow removal costs for sidewalks outside structure Sidewalk repair costs for sidewalks outside the structures In the case of LS: complying with condo agreement terms. Parking validations Communication with the public Provide City Council with notification of parking rate changes; if Council takes no action rate changes go into effect</p>	<p>Enforcement of 6am-10am areas, 72-hour limit rule, handicapped spaces Police stakeouts/patrols as necessary Parking referee City Council is notified of DDA proposed parking rate changes</p>	<p>All current DDA responsibilities stay the same, plus recommended new changes: DDA enforces parking regulations w/in the structures – e.g., no parking 6am-10am (plus other violations eg handicapped space, parked over the line, etc.) Enforcement communications with the public DDA works with current ticket processing vendor for local mailing/A2 lock box not Tarrytown NY. DDA provides City Council with an annual work session focused on the public parking system, highlighting upcoming changes followed by any proposed parking rate increases</p>	<p>Retained: Police stakeouts/patrols as necessary Retained: City Council notified of parking rate changes; if no action, DDA parking rates go into effect. Retained: parking referees Retained: City enters lots to identify vehicles with outstanding violations, impounding vehicles as necessary</p>	

<p>2.Parking lots: city owned – cashiered</p>	<p>Construction. Operation & management (eg determine hours of operation, staffing levels, locations for handicapped, carpool and operator parking, etc)</p> <p>Maintenance.</p> <p>Equipment repairs, upgrades, replacements.</p> <p>Landscaping.</p> <p>Electric costs for streetlights outside the lot</p> <p>Snow removal costs for sidewalks outside the lot.</p> <p>Sidewalk repair costs for sidewalks outside the lots</p> <p>Communication with the public</p> <p>Provide City Council with notification of parking rate changes; if Council takes no action rate changes go into effect</p>	<p>City enters lots to identify vehicles with outstanding violations, impounding or towing vehicles as necessary due to outstanding violations, etc.</p> <p>Enforcement of 72-hour limit rule, handicapped spaces</p> <p>City Council is notified of DDA proposed parking rate changes</p> <p>Parking referees</p>	<p>All current DDA responsibilities stay the same, plus recommended new changes:</p> <p>Develop a strategic plan that would ultimately redevelop many downtown surface lots to accomplish community goals</p> <p>DDA enforces parking regulations w/in the lot – e.g. parked over the line, handicapped space violations, etc.</p> <p>Enforcement communications with the public</p> <p>DDA works with current ticket processing vendor for local mailing/A2 lock box not Tarrytown NY.</p> <p>DDA provides City Council with an annual work session focused on the public parking system, followed by any proposed parking rate increases</p>	<p>Retained: City enters lots to identify vehicles with outstanding violations, impounding vehicles as necessary</p> <p>Retained: Police stakeouts/patrols as necessary</p> <p>Retained: City enters lots to identify vehicles with outstanding violations; impounding vehicles as necessary</p> <p>Retained: Parking referees</p>	
<p>3.Parking lots: leased – cashiered</p>	<p>Operation & management (eg determine hours of operation, staffing levels, etc)</p> <p>Maintenance.</p> <p>Equipment repairs, upgrades, replacements.</p> <p>Complying with lease contract terms.</p> <p>Electric costs for streetlights outside the lot</p> <p>Snow removal costs for</p>	<p>City enters lots to identify vehicles with outstanding violations including impounding vehicles as necessary</p> <p>City Council is notified of DDA proposed parking rate changes</p> <p>Parking referees</p>	<p>All current DDA responsibilities stay the same – recommended new changes:</p> <p>Develop a strategic plan that would ultimately redevelop many downtown surface lots to accomplish community goals</p> <p>DDA enforces parking regulations w/in the lot – e.g. parked over the</p>	<p>Retained: City enters lots to identify vehicles with outstanding violations, impounding vehicles as necessary</p> <p>Retained: Police stakeouts/patrols as necessary</p> <p>Retained: Parking referees</p>	

	<p>sidewalks outside the lot.</p> <p>Communication with the public</p> <p>Provide City Council with notification of parking rate changes; if Council takes no action rate changes go into effect</p>		<p>line, handicapped space violations, etc.</p> <p>Enforcement communications with the public</p> <p>DDA works with current ticket processing vendor for local mailing/A2 lock box not Tarrytown NY.</p> <p>DDA provides City Council with an annual work session focused on the public parking system, followed by any proposed parking rate increases</p>		
<p>4.Parking lots: city owned – parking meters</p>	<p>Operation & management (eg determine hours of operation, locations for handicapped, Zipcar parking etc)</p> <p>Maintenance.</p> <p>Equipment repairs, upgrades, replacements.</p> <p>Landscaping.</p> <p>electric costs for streetlights outside the lot</p> <p>Snow removal costs for sidewalks outside the lot.</p> <p>Sidewalk repair costs for sidewalks outside the structures</p> <p>In the case of Farmers Market: working with Parks Dept to share maintenance, make accommodations for special events</p> <p>Communication with the public</p> <p>Provide City Council</p>	<p>Enforcement of over-the-limit and other parking violations.</p> <p>Parking referees</p> <p>Enforcement communications with the public</p> <p>Signage</p> <p>City enters lots to identify vehicles with outstanding violations, impounding vehicles as necessary</p> <p>City Council is notified of DDA proposed parking rate changes</p> <p>Parking referees</p>	<p>All current DDA responsibilities stay the same – recommended new changes:</p> <p>Develop a strategic plan that would ultimately redevelop many downtown surface lots to accomplish community goals</p> <p>DDA enforces parking regulations w/in the lot, including over-the-limit violations, etc</p> <p>Enforcement communications with the public</p> <p>DDA works with current ticket processing vendor for local mailing/A2 lock box not Tarrytown NY.</p> <p>DDA provides City Council with an annual work session focused on</p>	<p>Retained: City enters lots to identify vehicles with outstanding violations, impounding vehicles as necessary</p> <p>Retained: Police stakeouts/patrols as necessary</p> <p>Retained: Parking referees</p>	

	with notification of parking rate changes; if Council takes no action rate changes go into effect		the public parking system, followed by any proposed parking rate increases		
5.Parking lots: city owned – monthly permit	<p>Operation & management (eg determine hours of operation, locations for handicapped parking, etc)</p> <p>Maintenance.</p> <p>Landscaping.</p> <p>electric costs for streetlights outside the lot</p> <p>Snow removal costs for sidewalks outside the lot.</p> <p>Sidewalk repair costs for sidewalks outside the lot</p> <p>Communication with the public</p> <p>Provide City Council with notification of parking rate changes; if Council takes no action rate changes go into effect</p>	<p>City enters lots to identify vehicles with outstanding violations, impounding vehicles as necessary</p> <p>City Council is notified of DDA proposed parking rate changes</p> <p>Parking referees</p>	<p>All current DDA responsibilities stay the same – recommended new changes:</p> <p>Develop a strategic plan that would ultimately redevelop many downtown surface lots to accomplish community goals</p> <p>DDA enforces parking regulations w/in the lot, including handicapped violations, etc</p> <p>Enforcement communications with the public</p> <p>DDA works with current ticket processing vendor for local mailing/A2 lock box not Tarrytown NY.</p> <p>DDA provides City Council with an annual work session focused on the public parking system, followed by any proposed parking rate increases</p>	<p>Retained: City enters lots to identify vehicles with outstanding violations, impounding vehicles as necessary</p> <p>Retained: Police stakeouts/patrols as necessary</p> <p>Retained: Parking referees</p>	
6.Parking lots: leased – monthly permit	<p>Operation & management (eg determine hours of operation, locations for handicapped spaces, etc)</p> <p>Maintenance.</p> <p>Complying with lease contract terms.</p> <p>Electric costs for streetlights outside the</p>	<p>City enters lots to identify vehicles with outstanding violations, impounding vehicles as necessary</p> <p>City Council is notified of DDA proposed parking rate changes</p> <p>Parking referees</p>	<p>All current DDA responsibilities stay the same – recommended new changes:</p> <p>Develop a strategic plan that would ultimately redevelop many downtown surface lots to accomplish</p>	<p>Retained: City enters lots to identify vehicles with outstanding violations, impounding vehicles as necessary</p> <p>Retained: Police stakeouts/patrols as necessary</p> <p>Retained: Parking</p>	

	<p>lot</p> <p>Snow removal costs for sidewalks outside the lot.</p> <p>Communication with the public</p> <p>Provide City Council with notification of parking rate changes; if Council takes no action rate changes go into effect</p>		<p>community goals</p> <p>DDA enforces parking regulations w/in the lot, including handicapped violations, etc</p> <p>Enforcement communications with the public</p> <p>DDA works with current ticket processing vendor for local mailing/A2 lock box not Tarrytown NY.</p> <p>DDA provides City Council with an annual work session focused on the public parking system, followed by any proposed parking rate increases</p>	<p>referees</p>	
<p>7.On-street parking meters – DDA District</p>	<p>Operation & management (eg determine hours of operation, handicapped parking space locations, etc)</p> <p>Snow removal at the meters</p> <p>Equipment upgrades and repair</p> <p>Sidewalk repairs adjacent to the meters</p> <p>Work w/city for installs/remove/signage</p> <p>Communication with the public</p> <p>Provide City Council with notification of parking rate changes; if Council takes no action rate changes go into effect</p>	<p>Location approvals/TCOs</p> <p>Enforcement of over-the-limit and other parking violations.</p> <p>Parking referees</p> <p>Enforcement communications with the public</p> <p>Signage</p> <p>TCO approval of meter installations/removals</p> <p>City Council is notified of DDA proposed parking rate changes</p>	<p>All current DDA responsibilities stay the same – recommended new changes:</p> <p>DDA enforces parking violations, including over the limit, handicapped, etc.</p> <p>Enforcement communications with the public</p> <p>DDA works with current ticket processing vendor for local mailing/A2 lock box not Tarrytown NY.</p> <p>DDA provides City Council with an annual work session focused on the public parking system, followed</p>	<p>DDA has primary enforcement in areas noted</p> <p>City retains the right to enforce for public safety purposes(Handicap, fire lane, etc.)</p> <p>Retained: City enters lots to identify vehicles with outstanding violations, impounding vehicles as necessary</p> <p>Retained: Police stakeouts/patrols as necessary</p> <p>Retained: Parking referees</p> <p>City retains right to use on-street parking areas for special city needs/circumstances</p>	

			by any proposed parking rate increases	using city permitting process in consultation with DDA	
8.On-street parking meters – outside DDA District	<p>Operation & management (eg determine hours of operation, handicapped parking space locations, etc)</p> <p>Equipment upgrades and repair</p> <p>Sidewalk repairs adjacent to the meters</p> <p>Communication with the public</p> <p>Provide City Council with notification of parking rate changes; if Council takes no action rate changes go into effect</p>	<p>Location approvals/TCOs</p> <p>Enforcement of over-the-limit and other parking violations.</p> <p>Parking referees</p> <p>Enforcement communications with the public</p> <p>Signage</p> <p>TCO approval of meter installations/removals</p> <p>City Council is notified of DDA proposed parking rate changes</p>	<p>All current DDA responsibilities stay the same – recommended new changes:</p> <p>DDA enforces Enforcement communications with the public</p> <p>DDA works with current ticket processing vendor for local mailing/A2 lock box not Tarrytown NY.</p> <p>DDA provides City Council with an annual work session focused on the public parking system, followed by any proposed parking rate increases</p>	<p>Question remains open regarding legal ability to grant authority to the DDA outside of their established district and ‘corridors’ to/from the district</p> <p>City proposes to retain enforcement outside of DDA District</p> <p>Retained: City enters lots to identify vehicles with outstanding violations; impounding vehicles as necessary</p> <p>Retained: Parking referees</p>	
9.Enforcement of UM parking facilities		<p>Enforcement of parking violations.</p> <p>Parking referees</p> <p>Enforcement communications with the public</p>	<p>Enforcement communications with the public</p>	<p>Established Contract between UM/City may be a barrier to assignment</p> <p>Retained: City enters lots to identify vehicles with outstanding violations, impounding vehicles as necessary</p> <p>Retained: Parking referees</p>	
10.meter bags – on street and off street	<p>Operation & management for construction, special events, etc.</p> <p>coordinates w/city w/ street closures</p> <p>Communication with</p>	<p>Approval of street/lane closures for construction & special events – communication w/DDA</p> <p>City Council is notified of DDA proposed</p>	<p>All current DDA responsibilities stay the same. Plus:</p> <p>DDA takes over enforcement of meter bags</p>	<p>Retained: Approval of street/lane closures for construction & special events – communication w/DDA</p> <p>City Council is</p>	

	<p>the public</p> <p>Provide City Council with notification of parking rate changes; if Council takes no action rate changes go into effect</p>	parking rate changes		notified of DDA proposed parking rate changes	
11. moped & motorcycle parking spaces	<p>Installation.</p> <p>Signage.</p> <p>Operation & management.</p> <p>Communication.</p>	TCO's required for Right of Way	All current DDA responsibilities stay the same	Retained: TCO's required for Right of Way	
12. Bicycle parking including bike lockers, sidewalk, inside parking facilities, and on-street	<p>Installation</p> <p>Tagging for abandoned bike removals</p> <p>Communication with the public</p>	<p>Communication with the public</p> <p>City Approval/TCOs required</p> <p>Bike removals as necessary by police</p>	All current DDA responsibilities stay the same	All City responsibilities remain the same	
13. Taxi stand spaces	Moving parking meters as necessary to accommodate taxi stands	<p>Location approvals - TCOs</p> <p>Signage and striping installation</p>	<p>DDA becomes an active partner w/City helping to determine the location of downtown taxi stands</p> <p>DDA takes over enforcement of downtown taxi stands</p>	All City responsibilities remain the same, except DDA takes over enforcement	
14. Loading zones – commercial, passenger drop off/pick up, staging	Moving parking meters as necessary to accommodate loading zones	<p>Location approvals – TCOs</p> <p>Signage and striping installation</p>	<p>DDA becomes an active partner w/City helping to determine location of loading zones</p> <p>DDA works with downtown associations, DMTF to elicit feedback on loading zones, eg policies, locations, etc.</p> <p>DDA manages downtown loading zones (meters? permits?)</p> <p>DDA takes over enforcement of loading zones</p>	<p>All City responsibilities remain the same, except DDA takes over enforcement</p> <p>DDA manages loading zone program within the DDA authorized area as approved by council</p>	
15. Near		Location approvals		Same as currently,	

downtown residential permits		Signage installation Permit issuance Enforcement Parking referee Communication w/the public		plus recommended establishment of a city hotline + web page so residents have a point of contact	
16.Special parking requests & actions		Handicapped parking space designation in front of homes outside the central core/outer areas of the city-TCOs Policies eg allowing parking near churches on Sundays Snow emergency decisions	DDA becomes more of an active partner w/City with downtown special parking requests – eg church parking, snow emergencies	Needs clarification	
17. Complaint calls (on street parking)		City provides reactive response for 48 hour storage, street maintenance, construction, blocking driveway, plus meters, loading zones, hydrants, no parking, too close to stop signs/corner		City retains all current responsibilities	
18.Fuller Road Station		Construction and operation			
19. Parking referees		2 currently, 1 paid for by the UM. Operated out of City Treasury Dept, not Police		City retains current responsibilities	
20. Future City-owned parking and/or transit facilities					