

Virtual Meeting Instruction

DOWNTOWN NEIGHBOR NETWORK ADVISORY

Hello,

As many of you know, recent restrictions and mandates have been issued in an effort to reduce the spread of COVID-19. For this reason, and for the safety and wellbeing of our members and employees, we would like to continue to move GR Forward through virtual meetings.

We have decided to use Microsoft Teams for video/phone conferencing for all upcoming board and alliance meetings. Teams has many exciting features including screen sharing, recording, live captions, file sharing, and more. Below are instructions on how to access your upcoming virtual meeting.



MICROSOFT TEAMS

How to Join the Meeting:

1. It is recommended to download the App (but not necessary):
 - a. [Apple Devices](#)
 - b. [Android Devices](#)
2. When you click the following link, it will prompt you to choose: Launch App, Download App, or Join by the web. [Click here to access the June 4th Team meeting.](#)
3. Allow access to your mic and camera (this is very important for you to join the conversation).
4. Prior to joining the meeting, it will require you type your name. Make sure your mic and audio are on and click join.

Virtual Meeting Etiquette:

- Test the app and all technology (including camera/video, Wi-Fi, and audio) before the meeting.
- Always have a contingency plan, you may want to download the app to a second device.
- Mute your microphone when you're not speaking.
- Start a comment by saying your name. Not everyone may recognize your voice. This practice also facilitates the work of the person who is taking minutes.
- Be aware of your surroundings: make sure your background is professional and work appropriate.

If you have any questions or need further assistance, please email mmcdaniel@downtowngr.org. Thank you!

Best,
Mandy



Mandy McDaniel
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AGENDA

DOWNTOWN NEIGHBOR NETWORK



Advisory

Members:

Amy Skentzos • Christopher Billmeier • Daniel Drent • Drew Terwee • Eddie Tadlock • Jane Reynolds • Kathy Steindler • Kelli Jo Peltier • Latesha Lipscomb • Laurie Craft • Mark Tangen • Michael Dorney • Myric Harris • Rose Martinez White • Wilma Banks •

June 4, 2020

11:30pm- 1:00pm

[Microsoft Teams](#)

- | | | |
|-----|--|-----------------------------|
| 1. | Call to order/ introductions | Kelli Jo Peltier |
| 2. | Approval of minutes | Kelli Jo Peltier |
| 3. | Set meeting for DNN Advisory committee roles and responsibilities | Kelli Jo Peltier |
| 4. | Wayfinding RFP | Daniel Drent/ Melvin Eledge |
| 5. | Heartside Restroom Update | Melvin Eledge |
| 6. | HOT Team/ Community Engagement | Melvin Eledge |
| 7. | Pedestrian Safety Enhancement | Mark Miller |
| | <ul style="list-style-type: none">• Michigan and Bridge Pedestrian Safety Improvements• Jefferson Pedestrian Safety Improvements• Bike Safety and Infrastructure Improvements• Ped Safety Agenda for Action Draft Documents | Annamarie Buller |
| 8. | Social Zones | Mark Miller |
| 9. | Advisory member discussion | Kelli Jo Peltier |
| 10. | Public comment | |
| 11. | Next meeting on July 9, 2020 | |
| 12. | Adjournment | |

The DNN exists to foster a community of downtown neighbors that are connected, informed and empowered to improve downtown living.





Downtown Neighbor Network Advisory

May 07, 2020

1. Call to order: Ms. Buller called the meeting to order at 11:39 am.
2. DNN Members Present: Amy Skentzos, Kellie Jo Peltier, Latesha Lipscomb, Eddie Tadlock, Jane Reynolds, Kathy Steindler, Laurie Craft, Mark Tangen, Michael Dorney, Christopher Billmeier, and Drew Terwee.

DNN Members Absent: Myric Harris, Rose Martinez White, Wilma Banks, and Daniel Drent.

Others Present: Annamarie Buller, Marion Bonneaux, Mark Miller, and Mandy McDaniel (DGRI Staff).

3. Approval of DNN Advisory Minutes - April 2020
Kathy Steindler, supported by Laurie Craft, motioned to approve April 02, 2020 Meeting Minutes. None opposed. Motion passed.
4. Downtown neighbor challenges during Covid 19
Ms. Peltier asked if there is anything currently happening in the downtown area that this advisory group could help with? Ms. Steindler stated there is concern with the homeless population sleeping in front of store fronts. Specifically, in front of the BCBS building there is as many as 6 people sleeping and many of them without masks. There were additional members who agreed and other areas of concern include Rosa Parks Circle and under the bridge on Bridge Street.

Mr. Tadlock stated GRPD has put together a task force called HOT (homeless outreach taskforce) to encourage social distancing and give out masks. Ms. Buller stated they also put in the hand washing stations downtown.

Ms. Lipscomb stated Division Avenue is bad as well with the construction and drug activity. She stated she wishes there was a safe clean greenspace where she could take her son to play. Mr. Dorney stated Midtown Green Park is a nice park to attend and encouraged Ms. Lipscomb to check it out.

There is a growing concern regarding the construction markings, Ms. Buller stated from our understanding it is semi-permanent paint and will eventually wash away.

5. DNN virtual engagement brainstorming: What can residents do to help?

Ms. Buller stated as we are learning to innovate with new technology, what are some things you have experienced or like that might be a valuable way to bring people together? Mr. Tangen stated he recently participated in a virtual Cinco De Mayo. The host hired a chef and sent a grocery list to participants a few days before the event.

Mr. Dorney stated he and his family who are located all over the world have come together by sharing photos of their homecooked meals and sharing recipes. Ms. Buller stated that is a good idea and suggested doing something similar on the DNN Facebook page. We could also make it a competition and give away gift cards, like the Love Local GR Campaign.

Mr. Tangen stated that he loved the Heartside virtual walking tour and thinks there should be more events like it. Ms. Buller stated it was originally supposed to be a physical walking tour. Now, Carolyn will be conducting a 6-week test run of different tours and even incorporating artifacts.

Ms. Buller stated Ms. Peltier had the great idea of buying the Downtown Ambassadors lunch for every month we do not meet in person. We are buying them a taco bar next week in honor of the DNN. We may not be able to eat lunch together, but that is a way to use those unused funds to pay it forward.

Ms. Buller encouraged everyone to participate in some virtual events and meetings to see what is working and what is not. She is considering a virtual Mix, Mingle and Share variety show early summer or early fall and will need some ideas/feedback. The show would include local artists, interviews with downtown neighbors, and the background of the DNN.

6. DNN Advisory background and discussion

Ms. Buller shared a presentation giving a brief background of how the DNN advisory group was formed. She stated in order to understand the framework of the DNN, we must start with DGRI. As a review, DGRI is the organization responsible for city building and place management in the core of the city. Established in 2013, DGRI serves as the singular management entity for the combined operations of the Downtown Development Authority (DDA), Downtown Improvement District (DID), and Monroe North TIFA (MNTIFA).

Another leadership body is the Citizen-led alliances. Last month the DNN met with Goal 2 which is a citizen alliance. It involves people from different backgrounds that help direct our action. Each alliance is based specifically to the goals listed in GR Forward masterplan: Goal 1 focuses on activating areas around the river, Goal 2 focuses on the downtown neighborhood, Goal 3 focuses on mobility and multimodal transit, Goal 4 focuses on downtown businesses

and workforce, and Goal 5 is geared towards activation. The DNN fits directly under the Goal 2 alliance.

There was a group of individuals, mainly condo owners, that was organized in 2013 called the Downtown Resident Network. This group started as a social group, meeting occasionally to get updates on downtown and for residents to connect with each other. We started a process in November of 2017 to establish what the network would become. After surveys, research, scenario planning, and focus groups, we created the new structure which is an infinity group or network that identify as downtown residents that may already be in the neighborhoods. The intent was to have blurred boundaries to be more inclusive, working collaboratively with DGRI and near neighborhoods, and transferring the name from the Downtown Resident Network to the Downtown Neighbor Network. The DNN Mission is to exist to foster a community of downtown neighbors that are connected, informed, and empowered to improve downtown living. Today, we are here to evaluate the current role of the DNN and what our responsibilities are.

Ms. Steindler stated she felt like there was something that she owed to the organization but was unsure of what it was. Part of this group is being the eyes and ears of downtown, maybe that is part of our purpose is to bring to light the good and the bad.

Ms. Buller stated she was hoping to have a conversation about members tabling events, volunteering, etc. She would like to know what are some things that this group could aspire to be or do. Are there things that have changed dramatically and should we reevaluate what our goals should be? Also, should we create a job description for members?

Ms. Skentzos stated when she joined the DNN a year ago, we discussed attending events and other ways for members to advocate for downtown living. One night she volunteered at Movies at the Park and had a fantastic experience. She suggested, when permitted, to continue that type of work to bring awareness to the group.

Ms. Steindler stated coming up with a job description would be a good idea. In addition, it is important is to be the eyes and ears of our buildings and to engage those in the community. She suggested forming a subgroup to draft a job description to present to the larger group. Ms. Buller stated that is a good idea and asked for members to volunteer. Ms. Steindler, Mr. Tangen, Mr. Dorney, and Mr. Terwee volunteered to draft a job description. Ms. Buller stated she would follow up with those individuals to coordinate a meeting.

Ms. Skentzos stated we could post more on our Facebook page including which businesses are reopening, updates on what is happening downtown, and support our local businesses. Ms. Buller stated yes, and maybe that is something that is added to the job description.

Ms. Craft suggested individual SWOT analyses. Ms. Buller stated that is a great idea and will find a format to send to each DNN member, so all of your voices are heard.

7. Member Discussion

Ms. Steindler liked Ms. Skentzos idea about posting more of the businesses that have reopened to help support our local businesses. Ms. Buller stated she will start posting on Facebook and suggested members do the same as they see businesses open back up. We will add a feature in the DNN newsletter as well.

Mr. Tadlock stated although the original Festival of the Arts is cancelled, they are planning a virtual festival of the arts. Art Prize is still a go but they are unsure of what that is going to look like since restaurants won't be venues.

8. Public Comment

None

9. Next Meeting Dates: June 4, 2020 11:30am

10. Adjournment

Ms. Buller adjourned the meeting at 12:54 pm.

Minutes taken by:
Mandy McDaniel
Administrative Assistant
Downtown Grand Rapids Inc.

MEMORANDUM

DOWNTOWN
DEVELOPMENT
AUTHORITY



DATE: July 10, 2019

TO: Downtown Development Authority

FROM: Mark F. Miller, Managing Director of Planning & Design

SUBJECT: Grand River Trail Crossing Funding Authorization

Agenda Item #4 & 5
July 10, 2019
DDA Meeting

Goal 3 of GR Forward recommends the **Implementation of a 21st Century Mobility Strategy**, by *providing a stress-free pedestrian experience for all ages and abilities* (page 186). Specifically, GR Forward *seeks to improve the safety of the Michigan / Bridge corridor for all users* (page 193) by advocating for crosswalks, narrowing travel lanes, and improving pedestrian safety when crossing the street.

Additionally, the City of Grand Rapids River for All Design Guidelines, completed in November 2018, envision enhanced crosswalks on both sides of the Michigan Street bridge. The Guidelines depict these enhanced crosswalks as part of the broader Grand River Trail network.

To this end, DGRI has collaborated with the City of Grand Rapids (specifically Mobile GR and City Engineering) to design and implement enhanced crosswalks and Grand River Trail street crossings on both the east and west side of the bridge at Michigan and Bridge Streets. The east side crossing will be at the U.S. Post Office and Devos Place while the west side crossing will be adjacent to Bridgewater Place and Ah-Nab-Awen Park.

East side (Michigan Street) crosswalk includes:

- New center median and pedestrian refuge area with rolled curb and gutter.
- Movable planters will be placed in the center median. These movable planters are not irrigated and can be moved (with the aid of a forklift) to accommodate access for Devos Place, as needed.
- Existing right turn lane on the north side of the street will be converted to a wider concrete sidewalk. This new concrete curb, gutter and sidewalk within the existing right turn lane will expand the sidewalk space and narrow the street width.
- North side sidewalk will incorporate raised planters, new street trees and understory landscaping.
- These raised planters will be irrigated.
- New accessible curb ramps on the north and south side, connected by a white continental crosswalk.

West side (Bridge Street) crosswalk includes:

- New accessible curb ramps on the north and south side, connected by a white continental crosswalk.



This project was designed by HRC and was bid by the City of Grand Rapids in June, with bids due on July 3. Anticipated construction start date is late August 2019. DGRl is funding the full construction cost of the two crosswalks and providing maintenance for both the raised north side planters and the center median removable planters, as well as the irrigation system. A Memorandum of Understanding outlining maintenance for the River Trail crossings at Michigan and Bridge is included.

The City of Grand Rapids received four (4) qualified bids for this project on July 3, 2019. The accepted bid was from Anlaan for the amount of \$298,163.56. Additionally, project approval also seeks the funding for construction administrative services for HRC, a 12% construction contingency, and City Engineering administrative services and fees, in the amount of \$111,836. These services, in addition to a concrete repair allowance included from the City of Grand Rapids, bring the total project cost to \$460,000. If funding is approved by the DDA, the contract will go to City Commission for approval at their July 23, 2019 meeting.

Recommendation: Approve the allocation of a not to exceed amount of \$410,000 for the construction of two river trail crossings at Michigan and Bridge Streets. Approve the Memorandum of Understanding for maintenance.

MEMORANDUM

DOWNTOWN
DEVELOPMENT
AUTHORITY



DATE: May 8, 2020

TO: Downtown Development Authority

FROM: Mark F. Miller AIA AICP
Managing Director of Planning & Design

Agenda Item #09
May 13, 2020
DDA Meeting

SUBJECT: Pedestrian Safety Improvements-Jefferson Avenue

Goal 3 of GR Forward identifies providing a stress-free pedestrian experience for all ages and abilities (page 186) as a foundational element toward implementing a 21st century mobility strategy. The Plan further recommends prioritizing pedestrian safety and connectivity (page 187) through a series of actions that include:

- Pedestrian refuge islands and raised medians
- Replacing two-line crosswalks with continental crosswalks
- Developing a system for pedestrian safety improvements that emphasizes connection to transit nodes and activity generators

As the COVID-19 pandemic forced our health care systems to respond to unprecedented and uncertain times, Mercy Health/St. Mary's, the City of Grand Rapids, Progressive AE, and DGRI collaborated to improve two pedestrian crossings on Jefferson Avenue. Initiated by Mercy Health/St. Mary's, the specific improvements were identified to better and more safely connect pedestrians coming from the Heartside neighborhood, adjacent transit stops, and nearby parking, to the hospital.

The project includes two pedestrian safety improvements at existing street crosswalks as indicated on the attached map and described below:

1. Jefferson and Maple (north crosswalk): The improvement project proposes to install two Rectangular Rapid Flash Beacon (RRFB) signs (push button activated), a continental striped crosswalk, and new curb cuts with tactile warning surfaces.
2. Jefferson, at BRT stops (south crosswalk): The existing brick crosswalk will be improved by installing a removable center median. This median will provide pedestrians a refuge while they cross the street and



will also act as a traffic calming device to reduce traffic speeds. The median is a removable structure to provide quick deployment and allow for future removals if the street is reconfigured for additional bike lanes or other improvements.

The project is anticipated to begin in May, with the RRFB signage installed by the end of May. The installation timing for the center median will be later due to production lead times. All items will be completed as soon as possible as both Mercy Health/St. Mary's and the City have prioritized this project.

The project's estimated cost is:

North crosswalk: RRFB Traffic Beacon and Crosswalk: \$29,951.00

South crosswalk: Removable Refuge Median: \$15,867.00

Total: \$45,818.00

DGRI recommends providing full investment of this project to support the local health systems during this unusual time, to provide safer access to the hospital for both potential patients and critical care workers, and to continue the building of a broader connected pedestrian network in our Downtown. This investment will also assist Mercy Health during these uncertain economic times.

Recommendation: Authorize funding in an amount not to exceed \$46,000 for the completion of Mercy Health/St. Mary's pedestrian improvements on Jefferson Avenue.



A. NORTH CROSSWALK

INSTALL RRFB

PAINT CONTINENTAL CROSSWALK

INSTALL CURB CUTS AND TACTILE WARNINGS

B. SOUTH CROSSWALK

INSTALL REMOVABLE MEDIANS



B. REMOVABLE MEDIANS



A. RECTANGULAR RAPID FLASHING BEACON (RRFB)

MEMORANDUM

DOWNTOWN
DEVELOPMENT
AUTHORITY



DATE: May 8, 2020

TO: Downtown Development Authority

FROM: Mark F. Miller AIA AICP
Managing Director of Planning & Design

Agenda Item #10
May 13, 2020
DDA Meeting

SUBJECT: Bicycle Infrastructure Improvements and Design Services

Goal 3 of GR Forward envisions *creating the most bicycle friendly Downtown in the Midwest* (page 212) and recommends *enhancing physical and perceived connections to neighborhoods surrounding Downtown for all modes* (page 212). The Plan further suggests that “*to help more people in Downtown feel safe riding a bike on its streets, additional infrastructure will be necessary to provide greater protection from vehicle travel and parking lanes. The infrastructure can be supported with increased and secure bike parking, better information, and more encouragement and safety programs. This will all create a unique culture in Downtown and help the City attract new businesses, residents, and visitors.*”

GR Forward further proposes that a bike plan be incorporated as part of the City’s Vital Streets Plan. The bike plan is envisioned to provide the road map to implement a network of facilities with an emphasis on developing infrastructure, prioritizing the installation of infrastructure, and making more meaningful connections within the overall city non-motorized network.

Subsequently the City of Grand Rapids developed the Bicycle Action Plan (approved by the City Commission in July 2019) which furthers the goals established in GR Forward by prioritizing connectivity, safety, comfort, equity, and health. The plan maps out infrastructure improvements and investments in the form of building new bicycle routes, filling in gaps in existing bicycle routes, and installing bike racks and repair stations throughout the city.

DGRI and Mobile GR department staffs have collaborated to create a list of strategic bicycle-related investment priorities that implement the goals of GR Forward, the Bicycle Action Plan, and the City of Grand Rapids Strategic Plan. These priorities, in ten strategic areas, include building new bikeways, improving existing bikeways, filling gaps between existing bikeways, installing bike parking and public repair stations, and developing preliminary designs for recommended bikeways. During the last two months these initiatives have been put into a sharper focus due to the changing mobility and safety protocols associated with physical distancing and COVID-19, and as a result we have collectively worked to fine-tune this list in order to develop an investment



package of projects and design services that have the highest impact on safety and connectivity while also providing a quick implementation timeline.

These bicycle infrastructure improvement projects included in this proposed package are as follows:

1. New Bicycle Facilities (on-street bicycle lanes and connections)
 - a. 4th Street, Front to Scribner: Shared lane markings
 - b. 6th Street, Monroe to Front: Shared lane markings
 - c. River Edges Trail crossing at 6th Street: new crosswalk and improved signage
 - d. Front Ave, Watson to Butterworth: 6-foot bike lane striping
 - e. Logan Street, Grandville to Century: re-striping for bike lane, adjust parking, new signs
2. Safety Access Changes to Existing Bicycle Facilities (on-street bicycle lane improvements)
 - a. Division Avenue, North of Michigan overpass: additional green bike lane markings
 - b. Division Avenue, Crescent Street: additional green bike lane markings
 - c. Division Avenue, Fountain Street: install (2) green bike boxes at intersection
3. Bicycle Parking and Repair Stands
 - a. Bike Racks: at least 40 stainless steel racks (80 spaces), at least 64 black polyvinyl-coated racks (128 spaces), at least 25 parking meter post mounted racks (25 spaces), and the associated concrete work required to install these racks at select locations.
 - b. Public Repair Stands and Pumps: 1 at Commerce near Oakes and 1 at Wealthy/Butterworth area.
4. Bikeway Design Services in Downtown including data collection, concept design, phasing, pilot options, and opinions of probable cost. This work advances the Bicycle Action Plan recommendations, supports GR Forward initiatives, and takes a step toward future implementation.
 - a. Ionia Avenue, Fulton to Logan*
 - b. Century Avenue, Grandville to just south of Logan at DDA boundary*
 - c. Turner/Mount Vernon/Front Avenue, Wealthy to 4th Street*
 - d. Pearl Street, Division to Lake Michigan Drive

**These projects also include portions of Ionia, Century, and Turner that extend beyond DDA boundary. DDA funding is only within the DDA boundary and City funds will be used for those portions outside the boundary.*

5. Design Services for Phase 2 of Division Avenue Bikeway including data collection, design of future phasing including barrier options, phasing, flexibility, opinions of probable cost, and maintenance impacts. This work is the next incremental step of the Division Avenue Bikeway pilot and ultimately the next stage of implementation.

The bicycle facility projects are anticipated to begin in May and be completed by June 30, 2020. The parking and repair stand equipment will be purchased and then deployed sequentially over the summer months. The design services will commence immediately.

The project's estimated costs are:

1. New Bicycle Facilities: \$4,150.
2. Safety Access Changes to Existing Bicycle Facilities: \$18,700.
3. Bicycle Parking and Repair Stands: \$49,950.
4. Bikeway Design Services, Downtown (4 projects): \$40,100.
5. Design Services for North Division Avenue Better Bikeway Phase 2: \$12,100.

Total: \$125,000, not to exceed

These specific projects are in Downtown Grand Rapids and represent a portion of the overall investment that the City is making in bicycle infrastructure throughout the entire city. As such DGRI recommends providing full investment of this project to support the implementation of GR Forward, the City of Grand Rapids Bike Action Plan, and the City Strategic Plan. This effort also supports mobility options, potential broader access to Downtown, and increased physical activity options during social distancing and COVID-19 recovery.

Recommendation: Authorize funding in an amount not to exceed \$125,000 for bicycle infrastructure improvements and design services in the Downtown.