

**DOWNTOWN DEVELOPMENT AUTHORITY**  
**LOWER BOARDMAN RIVER LEADERSHIP TEAM**  
**Wednesday, February 13, 5:30pm**  
**400 Boardman Avenue, Lower Level Cafeteria, Traverse City, MI 49684**  
[www.downtowntc.com](http://www.downtowntc.com)

Information and minutes are available from the DDA CEO, 303 East State Street, Suite C, Traverse City, MI 49684, (231) 922-2050. If you are planning to attend the meeting and are handicapped requiring special assistance; please notify the DDA CEO as soon as possible.

1. Meeting Minutes of December 5, 2018
2. Introductions SmithGroup and Board Members
3. Planning Process and Schedule
4. Visioning Exercise
5. Identifying stakeholders
6. Appointment of public engagement subcommittee
7. Next Steps
8. Public Comment
9. Adjournment

Any interested person or group may address the Leadership Team on any agenda item when recognized by the presiding officer or upon request of any Leadership Team member. Also, any interested person or group may address the Leadership Team on any matter of concerning the Lower Boardman River not on the Agenda during the agenda item designated Public Comment. The comment of any member of the public or any special interest group may be limited in time. Such limitation shall not be less than three minutes unless otherwise explained by the presiding officer, subject to appeal by the Leadership Team.

**Office of the Downtown Development Authority, 303 E. State Street, Traverse City, MI 49684 (231) 922-2050**

**DOWNTOWN DEVELOPMENT AUTHORITY  
LOWER BOARDMAN RIVER LEADERSHIP TEAM  
Wednesday, December 5, 2018, 9:00 a.m.  
400 Boardman Avenue, Lower Level Cafeteria  
Traverse City, MI 49684  
[www.downtowntc.com](http://www.downtowntc.com)**

Co-Chair Burkholder called the meeting to order at 9:05 a.m.

**Present:** Harry Burkholder, Elise Crafts, Christine Crissman, Jean Derenzy, Frank Dituri, Tim Ervin, Brett Fessell, Michele Howard, Jennifer Jay, Rick Korndorfer, Deni Scrudato (via phone), Russ Soyring, Mike Vickery

**Absent:** N/A

**DDA Staff:** Colleen Paveglio

1. Meeting Minutes: **The meeting minutes from November 28, 2018 were approved as presented upon motion by Howard, seconded by Korndorfer. Motion carried unanimously.**

2. Pre-Interview Discussion

a. The Leadership Team reviewed the set of questions

3. Smith Group Interview

4. Biohabitats Interview

Korndorfer departed at this time in the meeting

5. Discussion

a. **Motion by Burkholder, seconded by Howard, that the Lower Boardman River Leadership Team recommend Smith Group to the DDA Board of Directors as the consultant for the Lower Boardman River Unified Plan. Motion carried unanimously.**

i. Discussion with Great Lakes Fisheries and their participation with the process

6. Public Comment

a. Sue Torgerson, 967 Lake Ridge Drive, commented on the consultant interviewees and community engagement

7. Adjournment. The meeting officially adjourned at 1:30 p.m.

Respectfully submitted,

Colleen Paveglio

The Traverse City Downtown Development Authority does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. The DDA CEO has been designated to coordinate compliance with the non-discrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, are available from the DDA office.



Downtown Development Authority  
303 E. State Street  
Traverse City, MI 49684  
downtowntc.com  
jean@downtowntc.com  
231-922-2050

## Memorandum

---

To: Lower Boardman River Leadership Team  
From: Jean Derenzy, DDA CEO  
Date: February 13, 2019

Since we first started in August, we have taken steps to begin getting coordinated excitement (yes coordinated excitement) around the Lower Boardman River by several measures, including:

1. Identifying assumptions and values relating to the River
2. Created working vision statements that reflect the ideal future state of the River.
3. Created a Request for Qualification for Consultant to:
  - a. Through public engagement guided by this body, use existing plans and strategies and new input to identify, plan and design a system of policies programs and projects to be implemented on the lower Boardman River which will:
    - i. Support the health, well-being and restoration of the River and River Corridor
    - ii. Support universal access, including access to the River's robust fishery, to protect the river ecosystem and to recognize and acknowledge the diverse array of perspectives in how the river is valued
    - iii. Develop policies standards and programs to restore and provide for the long-term improvement and vitality of the River corridor.

We now turn our attention to the next stage/phase of the purpose of the Leadership Team. Working with SmithGroup we will start the process of gathering information/data (by SmithGroup), create a public participation plan (mainly this will be the Leadership Team) and begin the public outreach process. SmithGroup will be at our meeting to lead us through the process along with a visioning session as well.

Also, to update you on the funding of the Plan we were successful in being awarded a \$10,000 seed grant from Rotary to help fund the SmithGroup Contract. With Tim Ervin's work, he is submitting a grant application to the Brookby Foundation for \$20,000 and are hopeful to hear by mid-March. We will be working with SmithGroup on a phased approach as follows:

### Phase One: **BUILDING A PROJECT VISION**

SmithGroup will gather information and build a working knowledge of the use and condition of the river corridor and downtown. We will also collaborate with the

community to establish a vision and set of priorities.

#### **PLANNING PROCESS**

- Policy
  - Review and Assess local zoning and master plan documents as they relate to riverfront concerns, views, density, land uses, setbacks, development orientation to the river, parking location, and related issues.
- Guidelines
  - Review existing community practices for physical improvements and development, such as stormwater management approaches, accessibility standards, green building standards, and landscape requirements.
- River Corridor Improvements
  - Based on a site tour and available documents, prepare a base map that illustrates existing streets, utilities, land uses, recreation facilities, hydromorphic features, river and riparian habitat conditions, and accessibility opportunities.
  - Review and Engage in the FishPass Process

#### **PUBLIC ENGAGEMENT/MEETINGS**

- One-day site visit
- Kick-off meeting with the Leadership Team
- Collect data and document the site
- Meet with Traverse City Downtown Development Authority (DDA)/City staff
- WebEx meetings (up to two meetings)
- Review materials with Leadership Team

### **Phase 2: CREATING A PLAN + IMPLEMENTATION**

In collaboration with the community and key stakeholders, SmithGroup will explore a range of creative ideas and test their validity and appropriateness for the Lower Boardman River corridor. The results of the study will include a plan and report document for the river corridor incorporating public input while providing specific goals, objectives and recommendations for each of the three areas of study. SmithGroup will review and refine plan and submit for adoption.

#### **PLANNING PROCESS**

- Policy
  - Illustrate existing and proposed zoning and development policies on a prototypical site(s) and explore alternative scenarios for development density for input from the community. Prepare a brief memorandum report documenting key recommendations for zoning, master plan, and related policy documents.
  - Based on public input from the public engagement process, update the recommendations memorandum and integrate the ideas for amending requirements for parking density, setbacks, land use mix, etc. into the larger project report.
- Guidelines

- Utilize photos of built projects and illustrations to communicate a range of potential best practices related to stormwater management, accessibility, sustainable construction, and landscape for review and input by the community.
- Based on public input, prepare project report chapter that describes best practices related to sustainable development, habitat preservation and creation, and accessibility; formatted as an easy to understand set of Development Guidelines which could become the basis for amending existing development requirements.
- River Corridor Improvements
  - Working with community members through a public engagement process, develop a series of maps that illustrate potential site improvement projects along the river corridor, focusing on universal access needs, non-motorized connectivity, enhancing the riverbank with green engineering techniques, creating new fisheries and riparian habitat, and related ideas.
  - Based on public input, refine the plan for potential site improvements, assess project priorities and costs for implementation. Describe the recommendations with an illustrative plan and written text integrated into the project report.

#### **PUBLIC ENGAGEMENT/MEETINGS**

- One Two-day public engagement workshop or two One-day workshops
- Meeting with the Leadership Team
- Focus groups
- Pop-up workshop
- Public workshop
- WebEx meetings (up to three meetings)
- Review materials with Leadership Team
- Support Leadership Team remotely in facilitating additional public engagement workshops

I look forward to seeing all of you on the 13<sup>th</sup>. Should you have any questions prior to the meeting, feel free to call or email ([jean@downtowntc.com](mailto:jean@downtowntc.com)).



## Lower Boardman River Leadership Team 2019 Meeting Schedule

400 Boardman Avenue  
Lower Level Cafeteria  
5:30 p.m.  
[www.downtowntc.com](http://www.downtowntc.com)

Information and minutes are available from the DDA CEO, 303 East State Street, Suite C, Traverse City, MI 49684, (231) 922-2050. If you are planning to attend the meeting and are handicapped requiring special assistance; please notify the DDA CEO as soon as possible.

Wednesday, February 13

Wednesday, March 20

Wednesday, April 17

Wednesday, May 15

Wednesday, June 19

Wednesday, July 17

Wednesday, August 21

Wednesday, September 18

Wednesday, October 16

Wednesday, November 20

Wednesday, December 18

The Traverse City Downtown Development Authority does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. The DDA CEO has been designated to coordinate compliance with the non-discrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, are available from the DDA office.