

DOWNTOWN DEVELOPMENT AUTHORITY
LOWER BOARDMAN RIVER LEADERSHIP TEAM
Wednesday, March 20, 5:30pm
400 Boardman Avenue, Lower Level Cafeteria, Traverse City, MI 49684
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 February 13, 2019
2. Overview of River Trail Signage
3. Update from public engagement subcommittee
4. Next Steps
5. Public Comment
6. 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

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Co-Chair Jay called the meeting to order at 5:30 p.m.

Present: Elise Crafts, Christine Crissman, Jean Derenzy, Frank Dituri, Michele Howard, Jennifer Jay, Rick Korndorfer, Russ Soyring, Mike Vickery (via phone)

Absent: Harry Burkholder, Tim Ervin, Brett Fessell, Deni Scrudato

DDA Staff: Colleen Paveglio

1. Meeting Minutes: **The meeting minutes from December 5, 2018 were approved as presented upon motion by Crafts, seconded by Soyring. Motion carried unanimously.**
2. Introductions SmithGroup and Board Members
3. Planning Process & Schedule
 - a. Phase1: Building & Project Visions
 - i. February - April 2018
 - ii. Information Gathering
 - iii. Public Engagement Plan
 - b. Phase 2: Creating A Plan - Implementation
 - i. May - September 2018
 - ii. Public Engagement
 - iii. Recommendations
 - iv. Final Report
 - v. Strategy for Implementation
 - c. Project Organization
 - d. Roles & Responsibilities
 - i. Leadership Team/Subcommittee
 - ii. Collaboration
4. Visioning Exercise
 - a. Stated Objectives - introduce to the public and gain feedback
 - i. Shifting the cultural and environmental approach of the river
 - ii. Finding balance

- iii. Restoring and protecting
 - b. I will consider this effort a success when.....
 - c. If this plan only does one thing, what should it be?
 - d. Short-term wins?
 - e. What have been the greatest challenges to implementation?
5. Identifying Stakeholders
- a. Who & How
6. Appointment of Public Engagement Subcommittee
- a. Burkholder
 - b. Fessell
 - c. Jay
 - d. Vickery
 - e. Crafts
 - f. Derenzy
7. Next Steps
- a. 2019 meeting schedule
 - b. DDA to review contract at March meeting
 - c. SEED Grant
8. Public Comment
- a. Sue Torgerson, 967 Lake Ridge Drive, commented on public engagement
 - b. John Nelson (via letter read by Christine Crissman), 4022 Incochee Court, referred to public engagement
9. Adjournment. The meeting officially adjourned at 6:48 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.



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Memorandum

To: Lower Boardman River Leadership Team
From: Jean Derenzy, DDA CEO
Date: March 18, 2019

Work continues with gathering information to begin our public outreach in May or June of this year. Several activities highlighted for Wednesday's meeting include:

River Signage. Gene Ullery-Smith, Designer for the River signage/logo has put together logos/overviews on the approach for signage on the River. Although this is intended to be throughout the Boardman River, the focus at this time is only within the area from the mouth of the Lake to the mouth of the Bay. This will be taken to the DDA Board for their input at their April 12th meeting. Comments are appreciated by this team.

FishPass Project: The DDA has submitted the attached Fund Development Support for FishPass, which identifies that the DDA and the Great Lakes Fishery Commission will work together to maximize opportunities to support the best interests of the Lower Boardman. Working collaboratively on the approach, sharing information will help in both projects.

Public Engagement/outreach: The first meeting for the public engagement subcommittee will be held on Monday, March 18th. An update will be provided at our meeting from the subcommittee.

SmithGroup: The DDA approved contract with SmithGroup for a phased approach at their meeting last Friday (March 15). SmithGroup will be completing data collection.

As a reminder the following is the overview of the phased contract for SmithGroup:

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

March 2019

Boardman River Water Trail

Revised Signage and Logo Concepts





Sign Types

- Trailhead Kiosk
- Bridge-mounted Guide
- Interpretive
- Regulatory/Warning
- Access Identifier

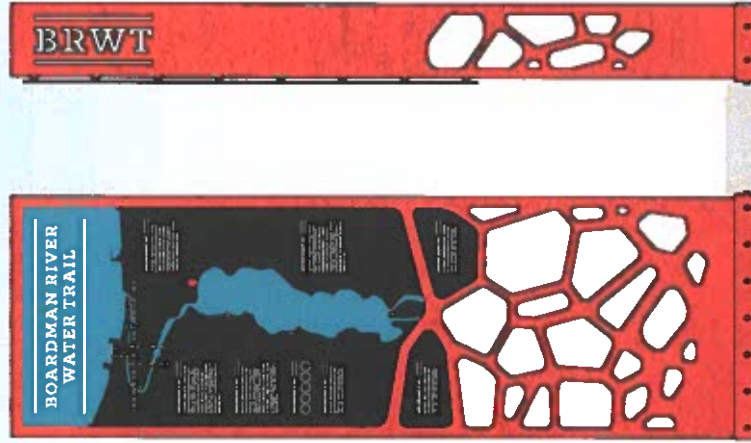
Gene Ulery-Smith 989 859 8386 gene@ulerysmith.com www.ulerysmith.com	Client Paddle Antrim	Project Boardman River Water Trail Signage	Date March 2019	Status Concept	Scale NTS	Notes	Page 0.1	Sheet Preliminary Location Plan
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General Notes

- Weathering steel structure with water jet-cut pattern
- Vandal-, UV- and weather-resistant message panels
- Concrete footers with leveling bolts



— Bridge-mounted Guide
Front



— Trailhead Marker
Front

— Trailhead Marker
Side



— Interpretive
Front



— Interpretive
Side



— Access Identifier
Front

Weathering
steel structure

Vandal-, UV- and
weather-resistant
message panels

Water jet-cut pattern

Concrete footers
with leveling bolts

Gene Ulery-Smith

930 859 8385
gene@ulerysmith.com
www.ulerysmith.com

Client
Piedie Antim

Project
Boardman River
Water Trail Signage

Date
March 2019
March 2019

Status
Concept
Revised Concept

Scale
3/4" = 1'

Notes
All messages are for purposes of location — final content
to be determined

Page
1.1

Sheet
Concept 1
Sign Array

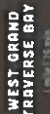
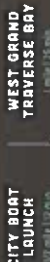
BOARDMAN RIVER WATER TRAIL

BRWT



General Notes

- Wood and powder coated steel sign structure anchored to above grade concrete base
- Vandal-, UV- and weather-resistant message panels



Bridge-mounted Guide Front



Access Identifier Front

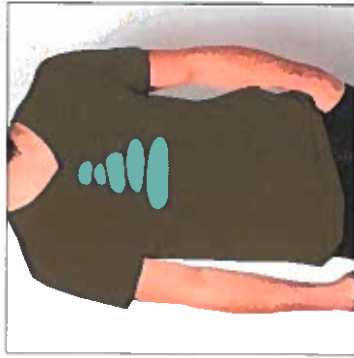
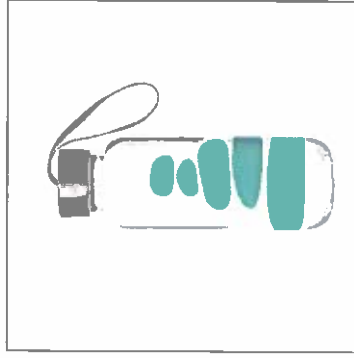
Interpretive Front

Trailhead Kiosk Side

Trailhead Kiosk Front

BOARDMAN RIVER WATER TRAIL

BOARDMAN
RIVER
WATER
TRAIL



Addendum A
Scope of Work

FUND DEVELOPMENT SUPPORT FOR FISHPASS
Great Lakes Fisheries Commission and Traverse City Downtown Development Authority

Recitals

The Traverse City Downtown Development Authority (TCDDA) supports the plans of the Great Lakes Fisheries Commission and its collaborators to establish the FishPass initiative at the Union Street Dam on the Boardman River in Traverse City within the TCDDA Boundary. The TCDDA has a significant initiative underway to establish an implementation strategy for the lower Boardman River, guided by a Leadership Team and the consulting firm SmithGroup that will prepare with civic engagement a strategy for protecting, preserving, naturalizing and creating universal access to the River and River Corridor as well as an education and interpretation program that will inform users about the River, its history, uses, plans and ways to enjoy the River Corridor to its fullest.

The Great Lakes Fisheries Commission (GLFC) through FishPass is establishing a precedent-setting approach for managing and controlling the passage of invasive species as well as native species as the preferred approach for handling the Union Street Dam, the culmination of over a decade of work to determine and implement long-term solutions regarding the fate of aging dams on the Boardman River. The GLFC supports the work of the TCDDA to establish an implementation plan for the lower Boardman River.

Work to be Performed

The TCDDA and GLFC will work together to maximize opportunities to support the best interests of the Lower Boardman within the purview of their respective projects.

- 1) The GLFC will share with TCDDA information about the design and engineering and site selection for access and other facilities and amenities encompassed by their project.
- 2) The GLFC and TCDDA will collaborate to keep each other informed of the status and plans of their respective projects.
- 3) The TCDDA will make resources available to assist the GLFC in fund development for the FishPass Project. Specifically, the TCDDA will:
 - a. Periodically convene with designees of the GLFC to understand GLFCs unfunded project needs and priorities.
 - b. Research sources of funding from Foundations, private philanthropy and other non-Federal sources to identify potential funding sources for GLFC's unfunded project needs.
 - c. Upon agreement with GLFC, prepare grant applications and other forms of funding requests and make their best efforts to secure funding to support GLFC's FishPass project.
 - d. Work with GLFC to determine how the fiduciary (program and financial reporting and recordkeeping) will be met for funding secured through the efforts of TCDDA

- e. Develop with GLFC a process for communications internally and with the public about the results of this collaboration, including periodic updates and reports from TCDDA to GLFC and news releases to the general media.

Compensation

For work approved by the GLFC, the TCDDA shall be reimbursed monthly by GLFC based upon an invoice and project report at a rate of \$___ per hour.

Individuals to be Involved

At a minimum, Jean Derenzy, Karlyn Haas and Tim Ervin will work on behalf of the TCDDA to identify, seek and secure funding to support FishPass and carry out the various roles and responsibilities of the TCDDA in performing under this Agreement. The fund development background of these individuals is attached as Addendum B to this Agreement.

Dear partners and stakeholders:

On behalf of the FishPass team, I am pleased to provide to you our February FishPass update. Please distribute the update as you see fit.

Community Engagement:

- 12 Feb. FishPass team hosted an open house at the Traverse City Government Center to provide an update on planning, design, and permitting of FishPass.
- 12 Feb. Following the open house, the MI Department of Environmental Quality hosted a public comment period concerning the FishPass Joint Permit Application.

Engineering Design Update:

- 01 Feb. the Science Team of the FishPass Advisory Board met in Ann Arbor to discuss the formation and implementation of an annual plan of research for FishPass.
- 08 Feb. the Core Group of the FishPass Advisory Board met in Traverse City to discuss project funding, collaborations, and initial development of MOU and MOA's to support FishPass personnel, operation, and maintenance.
- AECOM revised the 65% design package based on initial comments from the U.S. Army Corps of Engineers, City of Traverse City, and Great Lakes Fishery Commission.
- The U.S. Army Corps of Engineers initiated the Agency Technical Review of the revised 65% design package.

In the News:

- Boardman Reborn, The Drake, see the Winter 2018-19 issue: <https://www.drakemag.com>
- FishPass up for DEQ permit hearing; Open house for public info set first: https://www.record-eagle.com/news/local_news/fishpass-up-for-deq-permit-hearing/article_7d23594e-985e-5181-926d-f6668f91531d.html
- DEQ considering FishPass permit: https://www.record-eagle.com/news/local_news/deq-considering-fishpass-permit/article_92b6a021-3ab2-5c6f-80dc-cea6ae4da63f.html

Upcoming Events:

- The Great Lakes Fishery Commission will issue a request for proposals in March to select engineering consulting firms to conduct a Safety Assurance Review (also known as an Independent External Peer Review) of the 65% engineering design of FishPass. The objective of the review is to complement the U.S. Army Corps of Engineers Agency Technical Review and help to assure public health, safety, and welfare.

Andrew Muir, PhD.

Science Director

Great Lakes Fishery Commission

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