

Traverse City Downtown Development Authority Regular Meeting

Friday, November 21, 2025

9:00 am

Commission Chambers, Governmental Center
400 Boardman Avenue
Traverse City, Michigan 49684



The City of Traverse City does not discriminate on the basis of disability in the admission to, access to, treatment in, or employment in, its programs or activities. Interim Assistant City Manager, 400 Boardman Avenue, Traverse City, Michigan 49684, phone 231-922-4440, TDD/TTY 231-922-4412, VRS 231-421-7008, 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 ADA Coordinator.

If you are planning to attend and you have a disability requiring any special assistance at the meeting and/or if you have any concerns, please immediately notify the ADA Coordinator.

The City of Traverse City and Downtown Development Authority are committed to a dialog that is constructive, respectful and civil. We ask that all individuals interacting verbally or in writing with board members honor these values.

Downtown Development Authority:
c/o Harry Burkholder, Executive Director
(231) 922-2050
Web: www.dda.downtowntc.com
303 East State Street, Suite C
Traverse City, MI 49684

Welcome to the Traverse City Downtown Development Authority meeting

Agenda

Page

1. CALL TO ORDER

2. ROLL CALL

3. REVIEW AND APPROVAL OF AGENDA

4. PUBLIC COMMENT

5. CONSENT CALENDAR

The purpose of the consent calendar is to expedite business by grouping non-controversial items together to be dealt with by one DDA Board motion without discussion. Any member of the DDA Board, staff or the public may ask that any item on the consent calendar be removed therefrom and placed elsewhere on the agenda for individual consideration by the DDA Board; and such requests will be automatically respected. If an item is not removed from the consent calendar, the action noted in parentheses on the agenda is approved by a single DDA Board action adopting the consent calendar.

- A. Consideration of approving the minutes of the October 17, 2025 DDA Regular Board Meeting (approval recommended) 5 - 8
[October 17, 2025 DD Regular Meeting Minutes - PDF](#)
- B. Consideration of approving the October 2025 Financial Reports and Distributions for the DDA General, Old Town TIF and TIF-97 9 - 13
(approval recommended)
[DDA October 2025 DDA General, Old Town TIF and TIF-97 Financial Report and Distributions - PDF](#)
- C. Consideration of approving the October 2025 Financial Report and Distributions for the Traverse City Arts Commission (approval recommended) 14
[October 2025 TC Arts Commission Financial Report and Distributions - PDF](#)
- D. Consideration of approving entering into a contract with Corbin Design for Wayfinding and Signage Design Services for the Downtown Riverwalk. 15 - 17
[Wayfinding and Signage Design Services Memo \(Burkholder\) - PDF](#)

6. ITEMS REMOVED FROM CONSENT CALENDAR

7. SPECIAL ORDER OF BUSINESS

- A. Farmers Market Advisory Committee Appointment 18 -
[Farmers Market Advisory Committee Appointment Memo \(Bohac\) - PDF](#) 19
-

8. OLD BUSINESS

- A. Rotary Square Design Development Phase (approval recommended) 20 -
[Rotary Square Design Development Memo \(Burkholder\) - PDF](#) 25
[Progressive Rotary Square Survey Proposal - PDF](#)
[Progressive Rotary Square DD & CD Proposal - PDF](#)
- B. Farmers Market Pavilion Final Design (approval recommended) 26 -
[Farmers Market Pavilion Final Design Memo \(Burkholder\) - PDF](#) 37
[Farmers Market Presentation \(Beckett & Raeder\)](#)
- C. Two-Way Downtown Circulation Pilot Study (possible action) 38 -
[Two Way Circulation Pilot Study Memo \(Burkholder\) - PDF](#) 100
[Downtown Traffic Operations and Circulation Summary and Recommendation Memo \(Progressive\) - PDF](#)
[Downtown Improvement Recommendations Memo \(Progressive\) - PDF](#)
[Downtown Circulation Summary Presentation \(Progressive\) - PDF](#)
- D. TIF-97 Project Priorities 101
[TIF-97 Project Priorities Memo \(Burkholder\) - PDF](#)
-

9. EXECUTIVE DIRECTOR REPORT

- A. Executive Director Report 102 -
[Executive Director Report \(Burkholder\) - PDF](#) 103
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10. STAFF REPORTS

- A. Arts Commission Liaison (Deputy Director) 104
[Art Commission Liaison Memo \(Bohac\) - PDF](#)
- B. Director of Events and Engagement 105 -
[Director of Events and Engagement Report \(Klebba\) - PDF](#) 106
-

11. RECEIVE AND FILE

12. PUBLIC COMMENT

13. ADJOURNMENT



**Minutes of the
Downtown Development Authority for the City of Traverse City
Regular Meeting
Friday, October 17, 2025**

A regular meeting of the Downtown Development Authority of the City of Traverse City was called to order at the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 9:00 a.m.

The following Board Members were in attendance: Board Member Jeff Joubran, Board Member Todd McMillen, Board Member Ed Slosky, Mayor Amy Shamroe, Board Member Shelley Spencer, Board Member Gary Howe, Board Member Mike Powers, and Board Member Caitlin Early

The following Board Members were absent: Board Member Peter Kirkwood

Chairperson Slosky presided at the meeting.

(a) **CALL TO ORDER**

The meeting was called to order by Chair Slosky at 9:00am.

(b) **ROLL CALL**

(c) **REVIEW AND APPROVAL OF AGENDA**

(1) That the Agenda be approved as presented.

(d) **PUBLIC COMMENT**

The following addressed the board:

Richard Robbins

Richard Reaume

(e) **CONSENT CALENDAR**

The purpose of the consent calendar is to expedite business by grouping non-controversial items together to be dealt with by one DDA Board motion without discussion. Any member of the DDA Board, staff or the public may ask that any item on the consent calendar be removed therefrom and placed elsewhere on the agenda for individual consideration by the DDA Board; and such requests will be automatically respected. If an item is not removed from the consent calendar, the action noted in parentheses on the agenda is approved by a single DDA Board action adopting the

consent calendar.

- (1) Consideration of approving the minutes from the September 19, 2025 DDA Regular Board Meeting (approval recommended)
- (2) Consideration of approving the September 2025 Financial Reports and Distributions for the DDA General, Old Twn TIF, and TIF-97 (approval recommended)
- (3) Consideration of approving the August and September 2025 Financial Reports and Distributions for the Traverse City Arts Commission (approval recommended)
That the Consent Calendar be approved as presented.

Moved by Amy Shamroe, Seconded by Todd McMillen

Yes: Jeff Joubran, Todd McMillen, Ed Slosky, Amy Shamroe, Shelley Spencer, Gary Howe, Mike Powers, and Caitlin Early

Absent: Peter Kirkwood

CARRIED. 8-0-1 on a recorded vote

(f) **ITEMS REMOVED FROM CONSENT CALENDAR**

(g) **SPECIAL ORDER OF BUSINESS**

(h) **OLD BUSINESS**

- (1) Rotary Square Final Design (approval recommended)

The following addressed the board:

Harry Burkholder

That the DDA Board approve the final conceptual design for Rotary Square with the request of staff to investigate restrooms in the surrounding areas.

- (2) TIF-97 Project Priorities

The following addressed the board:

Harry Burkholder

(i) **NEW BUSINESS**

- (1) DDA Website Contract (approval recommended)

The following addressed the board:

Harry Burkholder

Recommended Motion That the DDA Board approves to enter into a contract with Flightpath Creative for a cost of \$30,250 for website design and development services, subject to approval as to its form by the DDA Executive Director and Attorney

Moved by Mike Powers, Seconded by Amy Shamroe

Yes: Jeff Joubran, Todd McMillen, Ed Slosky, Amy Shamroe, Shelley Spencer, Gary Howe, Mike Powers, and Caitlin Early

Absent: Peter Kirkwood

CARRIED. 8-0-1 on a recorded vote

(2) Lower Boardman/Ottawa River Contract (approval recommended)

The following addressed the board:

Harry Burkholder

That the DDA Board approves to enter into a contract with GEI for a cost of \$247,800 for data gathering/site assessment, concept planning and design & engineering, subject to approval as to its form by the DDA Executive Director and Attorney

Moved by Amy Shamroe, Seconded by Caitlin Early

Yes: Jeff Joubran, Todd McMillen, Ed Slosky, Amy Shamroe, Shelley Spencer, Gary Howe, Mike Powers, and Caitlin Early

Absent: Peter Kirkwood

CARRIED. 8-0-1 on a recorded vote

(j) EXECUTIVE DIRECTOR REPORT

(1) Executive Director Report

The following addressed the board:

Harry Burkholder

(k) STAFF REPORTS

(1) Director of Events and Engagement

The following addressed the board:

Harry Burkholder

(l) RECEIVE AND FILE

(m) PUBLIC COMMENT

The following addressed the board:

Amy White

Richard Robbins

Amy Shamroe

Ed Slosky

Shelley Spencer

Gary Howe

(n) ADJOURNMENT

The meeting was adjourned by Chair Slosky at 10:11am.

Harry Burkholder, Interim Traverse
City DDA CEO

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REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY
PERIOD ENDING 10/31/2025
% Fiscal Year Completed: 33.70

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*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 10/31/2025	ACTIVITY FOR MONTH 10/31/2025	AVAILABLE BALANCE	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 000 - NON-DEPARTMENTAL						
248-000-401.000	PROPERTY TAX REVENUE PRIOR YEAR ADJ	0.00	771.73	0.00	(771.73)	100.00
248-000-402.000	TAXES-CURRENT-REAL ESTATE	130,000.00	117,356.50	1,976.39	12,643.50	90.27
248-000-412.000	TAX-DELINQUENT-PERSONAL PROP	0.00	0.00	0.00	0.00	0.00
248-000-432.000	PAYMENT IN LIEU OF TAXES	0.00	1,329.31	0.00	(1,329.31)	100.00
248-000-476.060	VENDOR PERMITS	21,500.00	0.00	0.00	21,500.00	0.00
248-000-502.000	FEDERAL GRANTS	657,700.00	0.00	0.00	657,700.00	0.00
248-000-543.001	STATE GRANT	600,000.00	0.00	0.00	600,000.00	0.00
248-000-569.000	STATE GRANTS - OTHER	0.00	0.00	0.00	0.00	0.00
248-000-580.000	GRANTS FROM LOCAL UNITS	0.00	1,000.00	0.00	(1,000.00)	100.00
248-000-580.001	GRANT PRIVATE SOURCE	500,000.00	0.00	0.00	500,000.00	0.00
248-000-626.000	CHARGES FOR SERVICES RENDERED	0.00	25,000.00	6,250.00	(25,000.00)	100.00
248-000-664.000	INTEREST & DIVIDEND EARNINGS	5,300.00	35.58	19.72	5,264.42	0.67
248-000-667.000	RENTS AND ROYALTIES	50,000.00	11,516.00	1,554.00	38,484.00	23.03
248-000-674.000	CONTRIBUTIONS-PRIVATE SOURCES	0.00	0.00	0.00	0.00	0.00
248-000-675.000	CONTRIBUTIONS-PUBLIC SOURCES	75,000.00	0.00	0.00	75,000.00	0.00
248-000-676.000	REIMBURSEMENTS	0.00	32.20	22.33	(32.20)	100.00
248-000-692.000	PRIOR YEARS' SURPLUS	0.00	0.00	0.00	0.00	0.00
248-000-699.000	TRANSFERS IN	712,500.00	0.00	0.00	712,500.00	0.00
Total Dept 000 - NON-DEPARTMENTAL		2,752,000.00	157,041.32	9,822.44	2,594,958.68	5.71
TOTAL REVENUES		2,752,000.00	157,041.32	9,822.44	2,594,958.68	5.71
Expenditures						
Dept 725 - DOWNTOWN DEVELOPMENT AUTHORITY						
248-725-702.000	SALARIES AND WAGES	446,200.00	133,536.89	34,943.90	312,663.11	29.93
248-725-704.000	EMPLOYEE OVERTIME	0.00	0.00	0.00	0.00	0.00
248-725-706.000	EMPLOYEE OVERTIME	0.00	0.00	0.00	0.00	0.00
248-725-714.000	HEALTH SAVINGS ACCT EXPENSE	0.00	6,160.00	(110.00)	(6,160.00)	100.00
248-725-715.000	EMPLOYER'S SOCIAL SECURITY	32,900.00	10,184.68	2,733.12	22,715.32	30.96
248-725-716.000	EMPLOYEE HEALTH INSURANCE	49,800.00	7,916.22	2,119.81	41,883.78	15.90
248-725-717.000	EMPLOYEE LIFE/DISABILITY INS	200.00	1,141.58	326.02	(941.58)	570.79
248-725-718.000	RETIREMENT FUND CONTRIBUTION	43,000.00	1,391.72	1,391.72	41,608.28	3.24
248-725-720.000	UNEMPLOYMENT COMPENSATION	1,900.00	286.06	318.00	1,613.94	15.06
248-725-721.000	WORKERS COMPENSATION INS	5,200.00	2,177.00	0.00	3,023.00	41.87
248-725-727.000	OFFICE SUPPLIES	12,200.00	6,105.26	1,478.28	6,094.74	50.04
248-725-727.003	OFFICE FURNITURE AND EQUIPMENT	0.00	0.00	0.00	0.00	0.00
248-725-740.000	OPERATION SUPPLIES	61,400.00	31,566.65	8,077.31	29,833.35	51.41
248-725-801.000	PROFESSIONAL AND CONTRACTUAL	124,400.00	44,325.64	11,959.11	80,074.36	35.63
248-725-801.007	MEMBERSHIP DUES AND SUBSCRIPTIONS	7,000.00	922.98	0.00	6,077.02	13.19
248-725-801.008	FARMERS MARKET FOOD ASSISTANCE	0.00	15,444.00	6,081.00	(15,444.00)	100.00
248-725-802.000	INFORMATION TECHNOLOGY SERVICES	0.00	0.00	0.00	0.00	0.00
248-725-804.000	LEGAL SERVICES	34,000.00	5,325.00	5,325.00	28,675.00	15.66
248-725-805.000	POSTAGE	0.00	0.00	0.00	0.00	0.00
248-725-807.000	INSURANCE AND BONDS	0.00	0.00	0.00	0.00	0.00
248-725-821.000	MARKETING & PUBLIC SERVICES	0.00	0.00	0.00	0.00	0.00
248-725-822.000	INSURANCE AND BONDS	0.00	0.00	0.00	0.00	0.00
248-725-822.001	TRAINING/REGISTRATION/TUITION	2,500.00	0.00	0.00	2,500.00	0.00
248-725-822.002	LODGING AND TRAVEL	2,500.00	0.00	0.00	2,500.00	0.00
248-725-850.000	COMMUNICATIONS	5,000.00	309.10	0.00	4,690.90	6.18
248-725-860.000	TRANSPORTATION	0.00	0.00	0.00	0.00	0.00

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REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY
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*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 10/31/2025	ACTIVITY FOR MONTH 10/31/2025	AVAILABLE BALANCE	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Expenditures						
248-725-880.000	COMMUNITY PROMOTION	0.00	0.00	0.00	0.00	0.00
248-725-900.000	PRINTING AND PUBLISHING	0.00	784.00	784.00	(784.00)	100.00
248-725-920.000	PUBLIC UTILITIES	4,000.00	388.47	388.47	3,611.53	9.71
248-725-930.000	REPAIRS AND MAINTENANCE	1,000.00	1,063.27	0.00	(63.27)	106.33
248-725-940.000	RENTAL EXPENSE	0.00	1,048.53	508.60	(1,048.53)	100.00
248-725-956.000	MISCELLANEOUS	10,000.00	1,384.57	72.79	8,615.43	13.85
248-725-965.000	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	0.00
248-725-970.000	CAPITAL OUTLAY	1,757,700.00	25,051.38	24,913.88	1,732,648.62	1.43
248-725-970.002	DDA TRANSFORMATIONAL PUBLIC INFRASTRUCTU	0.00	0.00	0.00	0.00	0.00
248-725-970.003	DDA TRANSFORMATIONAL PUBLIC INFRASTRUCTU	0.00	0.00	0.00	0.00	0.00
248-725-988.000	UNALLOCATED FUNDS	151,100.00	0.00	0.00	151,100.00	0.00
Total Dept 725 - DOWNTOWN DEVELOPMENT AUTHORITY		2,752,000.00	296,513.00	101,311.01	2,455,487.00	10.77
TOTAL EXPENDITURES		2,752,000.00	296,513.00	101,311.01	2,455,487.00	10.77
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		2,752,000.00	157,041.32	9,822.44	2,594,958.68	5.71
TOTAL EXPENDITURES		2,752,000.00	296,513.00	101,311.01	2,455,487.00	10.77
NET OF REVENUES & EXPENDITURES		0.00	(139,471.68)	(91,488.57)	139,471.68	100.00
BEG. FUND BALANCE						
FUND BALANCE ADJUSTMENTS			512,643.34			
END FUND BALANCE			373,171.66			

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Fund 252 - DDA OLD TOWN TIF						
Revenues						
Dept 725 - DOWNTOWN DEVELOPMENT AUTHORITY						
252-725-401.000	PROPERTY TAX REVENUE PRIOR YEAR ADJ	0.00	459.38	0.00	(459.38)	100.00
252-725-402.000	TAXES-CURRENT-REAL ESTATE	830,000.00	857,652.77	4,472.41	(27,652.77)	103.33
252-725-432.000	PAYMENT IN LIEU OF TAXES	0.00	0.00	0.00	0.00	0.00
252-725-664.000	INTEREST & DIVIDEND EARNINGS	100.00	114.77	44.73	(14.77)	114.77
252-725-667.000	RENTS AND ROYALTIES	0.00	0.00	0.00	0.00	0.00
252-725-676.000	REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00
252-725-692.000	PRIOR YEARS' SURPLUS	0.00	0.00	0.00	0.00	0.00
252-725-699.000	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
Total Dept 725 - DOWNTOWN DEVELOPMENT AUTHORITY		830,100.00	858,226.92	4,517.14	(28,126.92)	103.39
TOTAL REVENUES		830,100.00	858,226.92	4,517.14	(28,126.92)	103.39
Expenditures						
Dept 725 - DOWNTOWN DEVELOPMENT AUTHORITY						
252-725-727.000	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00
252-725-801.000	PROFESSIONAL AND CONTRACTUAL	77,000.00	11,101.07	8,947.20	65,898.93	14.42
252-725-804.000	LEGAL SERVICES	10,000.00	2,596.88	0.00	7,403.12	25.97
252-725-821.000	MARKETING & PUBLIC SERVICES	0.00	0.00	0.00	0.00	0.00
252-725-880.000	COMMUNITY PROMOTION	20,000.00	8,089.61	3,089.61	11,910.39	40.45
252-725-920.000	PUBLIC UTILITIES	5,000.00	100.95	76.27	4,899.05	2.02
252-725-930.000	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	0.00
252-725-956.000	MISCELLANEOUS	15,000.00	0.00	0.00	15,000.00	0.00
252-725-965.000	CITY FEE	124,800.00	21,562.50	1,562.50	103,237.50	17.28
252-725-970.002	DDA ESSENTIAL PUBLIC INFRASTRUCTURE	90,000.00	0.00	0.00	90,000.00	0.00
252-725-970.003	DDA TRANSFORMATIONAL PUBLIC INFRASTRUCTU	270,000.00	0.00	0.00	270,000.00	0.00
252-725-988.000	UNALLOCATED FUNDS	100,900.00	0.00	0.00	100,900.00	0.00
252-725-995.000	TRANSFERS OUT/CONTRIB. TO OTHER FUNDS	117,400.00	0.00	0.00	117,400.00	0.00
Total Dept 725 - DOWNTOWN DEVELOPMENT AUTHORITY		830,100.00	43,451.01	13,675.58	786,648.99	5.23
TOTAL EXPENDITURES		830,100.00	43,451.01	13,675.58	786,648.99	5.23
Fund 252 - DDA OLD TOWN TIF:						
TOTAL REVENUES		830,100.00	858,226.92	4,517.14	(28,126.92)	103.39
TOTAL EXPENDITURES		830,100.00	43,451.01	13,675.58	786,648.99	5.23
NET OF REVENUES & EXPENDITURES		0.00	814,775.91	(9,158.44)	(814,775.91)	100.00
BEG. FUND BALANCE						
FUND BALANCE ADJUSTMENTS			1,195,623.99			
END FUND BALANCE			2,010,399.90			

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REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY
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GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 10/31/2025	ACTIVITY FOR MONTH 10/31/2025	AVAILABLE BALANCE	% BDGT USED
Fund 253 - DDA TIF 97						
Revenues						
Dept 725 - DOWNTOWN DEVELOPMENT AUTHORITY						
253-725-401.000	PROPERTY TAX REVENUE PRIOR YEAR ADJ	0.00	10,680.40	0.00	(10,680.40)	100.00
253-725-402.000	TAXES-CURRENT-REAL ESTATE	4,336,300.00	3,627,839.66	105,479.75	708,460.34	83.66
253-725-432.000	PAYMENT IN LIEU OF TAXES	0.00	29,029.38	0.00	(29,029.38)	100.00
253-725-664.000	INTEREST & DIVIDEND EARNINGS	4,500.00	1,717.51	1,053.11	2,782.49	38.17
253-725-667.000	RENTS AND ROYALTIES	0.00	0.00	0.00	0.00	0.00
253-725-676.000	REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00
253-725-692.000	PRIOR YEARS' SURPLUS	2,642,600.00	0.00	0.00	2,642,600.00	0.00
253-725-699.000	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
Total Dept 725 - DOWNTOWN DEVELOPMENT AUTHORITY		6,983,400.00	3,669,266.95	106,532.86	3,314,133.05	52.54
TOTAL REVENUES		6,983,400.00	3,669,266.95	106,532.86	3,314,133.05	52.54
Expenditures						
Dept 725 - DOWNTOWN DEVELOPMENT AUTHORITY						
253-725-727.000	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00
253-725-801.000	PROFESSIONAL AND CONTRACTUAL	328,100.00	52,777.13	38,949.80	275,322.87	16.09
253-725-801.004	BANK SERVICE FEES	0.00	0.00	0.00	0.00	0.00
253-725-804.000	LEGAL SERVICES	20,000.00	7,790.62	0.00	12,209.38	38.95
253-725-821.000	MARKETING & PUBLIC SERVICES	90,000.00	22,358.38	12,358.38	67,641.62	24.84
253-725-880.000	COMMUNITY PROMOTION	0.00	0.00	0.00	0.00	0.00
253-725-900.000	PRINTING AND PUBLISHING	0.00	0.00	0.00	0.00	0.00
253-725-920.000	PUBLIC UTILITIES	30,000.00	598.40	141.93	29,401.60	1.99
253-725-956.000	MISCELLANEOUS	50,000.00	0.00	0.00	50,000.00	0.00
253-725-965.000	CITY FEE	514,700.00	64,766.17	4,687.50	449,933.83	12.58
253-725-970.002	DDA ESSENTIAL PUBLIC INFRASTRUCTURE	671,000.00	1,191.11	180.30	669,808.89	0.18
253-725-970.003	DDA TRANSFORMATIONAL PUBLIC INFRASTRUCTU	3,810,000.00	263,860.82	32,988.50	3,546,139.18	6.93
253-725-991.000	PRINCIPAL/PRINCIPAL EXPENSES	820,000.00	0.00	0.00	820,000.00	0.00
253-725-994.000	INTEREST EXPENSE	54,500.00	0.00	0.00	54,500.00	0.00
253-725-995.000	TRANSFERS OUT/CONTRIB. TO OTHER FUNDS	595,100.00	0.00	0.00	595,100.00	0.00
Total Dept 725 - DOWNTOWN DEVELOPMENT AUTHORITY		6,983,400.00	413,342.63	89,306.41	6,570,057.37	5.92
TOTAL EXPENDITURES		6,983,400.00	413,342.63	89,306.41	6,570,057.37	5.92
Fund 253 - DDA TIF 97:						
TOTAL REVENUES		6,983,400.00	3,669,266.95	106,532.86	3,314,133.05	52.54
TOTAL EXPENDITURES		6,983,400.00	413,342.63	89,306.41	6,570,057.37	5.92
NET OF REVENUES & EXPENDITURES		0.00	3,255,924.32	17,226.45	(3,255,924.32)	100.00
BEG. FUND BALANCE						
FUND BALANCE ADJUSTMENTS			7,474,213.38			
END FUND BALANCE			10,730,137.70			
TOTAL REVENUES - ALL FUNDS		10,565,500.00	4,684,535.19	120,872.44	5,880,964.81	44.34

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User: LBOHAC
DB: Traverse City

REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY
PERIOD ENDING 10/31/2025
% Fiscal Year Completed: 33.70

Page: 5/5

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 10/31/2025	ACTIVITY FOR MONTH 10/31/2025	AVAILABLE BALANCE	% BDGT USED
TOTAL EXPENDITURES - ALL FUNDS		10,565,500.00	753,306.64	204,293.00	9,812,193.36	7.13
NET OF REVENUES & EXPENDITURES		0.00	3,931,228.55	(83,420.56)	(3,931,228.55)	100.00
BEG. FUND BALANCE - ALL FUNDS						
FUND BALANCE ADJ - ALL FUNDS			9,182,480.71			
END FUND BALANCE - ALL FUNDS			13,113,709.26			

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DB: Traverse City

REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY
PERIOD ENDING 10/31/2025
% Fiscal Year Completed: 33.70

Page: 1/1

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 10/31/2025	ACTIVITY FOR MONTH 10/31/2025	AVAILABLE BALANCE	% BDGT USED
Fund 107 - PUBLIC ARTS COMMISSION FUND						
Revenues						
Dept 000 - NON-DEPARTMENTAL						
107-000-664.000	INTEREST & DIVIDEND EARNINGS	1,000.00	0.00	0.00	1,000.00	0.00
107-000-664.002	CHANGE IN FAIR VALUE OF INVESTMENTS	0.00	0.00	0.00	0.00	0.00
107-000-674.000	CONTRIBUTIONS-PRIVATE SOURCES	0.00	0.00	0.00	0.00	0.00
107-000-675.000	CONTRIBUTIONS-PUBLIC SOURCES	0.00	0.00	0.00	0.00	0.00
107-000-676.000	REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00
107-000-692.000	PRIOR YEARS' SURPLUS	19,000.00	0.00	0.00	19,000.00	0.00
107-000-699.000	TRANSFERS IN	60,000.00	0.00	0.00	60,000.00	0.00
Total Dept 000 - NON-DEPARTMENTAL		80,000.00	0.00	0.00	80,000.00	0.00
TOTAL REVENUES		80,000.00	0.00	0.00	80,000.00	0.00
Expenditures						
Dept 000 - NON-DEPARTMENTAL						
107-000-727.000	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00
107-000-801.000	PROFESSIONAL AND CONTRACTUAL	80,000.00	59,541.93	43,148.91	20,458.07	74.43
107-000-900.000	PRINTING AND PUBLISHING	0.00	0.00	0.00	0.00	0.00
107-000-930.000	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	0.00
107-000-970.000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
107-000-970.000-02274	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
107-000-988.000	UNALLOCATED FUNDS	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - NON-DEPARTMENTAL		80,000.00	59,541.93	43,148.91	20,458.07	74.43
TOTAL EXPENDITURES		80,000.00	59,541.93	43,148.91	20,458.07	74.43
Fund 107 - PUBLIC ARTS COMMISSION FUND:						
TOTAL REVENUES		80,000.00	0.00	0.00	80,000.00	0.00
TOTAL EXPENDITURES		80,000.00	59,541.93	43,148.91	20,458.07	74.43
NET OF REVENUES & EXPENDITURES		0.00	(59,541.93)	(43,148.91)	59,541.93	100.00
BEG. FUND BALANCE		154,089.05	154,089.05			
NET OF REVENUES/EXPENDITURES - 2024-25			31,478.58		31,478.58	
END FUND BALANCE		154,089.05	126,025.70			



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

Memorandum

To: DDA Board of Directors

From: Harry Burkholder, DDA Executive Director

Date: November 16, 2025

Subject: Riverwalk Wayfinding Signage Design Services

As you may recall, the DDA Board included \$20,000 in the FY 2025–2026 Old Town TIF budget to develop a wayfinding plan and signage design for the Downtown Riverwalk system. DDA staff recently reached out to Corbin Design (Traverse City) to explore the costs associated with this work, and after a detailed discussion, Corbin Design submitted a proposal for design services (see attached).

Given Corbin Design's extensive familiarity with the DDA (having designed the downtown vehicular and pedestrian wayfinding systems) and with the City (including development of the new sign standards for City parks), and in order to ensure design consistency throughout the Riverwalk, I am recommending that the DDA enter into a contract with Corbin Design for Wayfinding and Signage Design Services for the Downtown Riverwalk at a cost of \$16,000, subject to approval as to form by the DDA Executive Director and Attorney.

Proposal to Provide Wayfinding and Signage Design Services for the Downtown Traverse City Riverwalk

Project Description

The Traverse City Downtown Development Authority (TC DDA) has asked Corbin Design, Inc. (Corbin Design) to submit a proposal for providing wayfinding and signage design services for their downtown Riverwalk trail system.

This project will use the recently developed City of Traverse City Parks (TC Parks) signage standard as the basis for the signage design.

The system will include the following sign types:

- Trailblazers to trailheads
- Trailhead identification kiosk
- Amenity/destination/attraction directional
- Mile markers
- Rules/general information/etiquette
- Education/interpretive template
- Regulatory/safety

Project Approach

Corbin Design will begin by familiarizing themselves with the Riverwalk segments. We will then conduct a kickoff meeting in the Corbin Design office to learn more about the Riverwalk's wayfinding and signage needs, budget, and schedule, and discuss the design direction.

After the kickoff meeting, we will develop one initial design concept, based on the TC Parks signage design standards. This concept will be presented to the TC DDA and up to two rounds of revisions will be made before asking for design approval.

Once we have approval on the design direction, we will develop the additional sign types needed to complete the full sign type array. The full sign type array will be presented to the TC DDA and refined once before asking for final design approval.

Once we have final design approval on the full array, we will add fabrication and installation specifications to each sign type and prepare a cost estimate.

We will then develop an annotated sign location plan for each segment. The documentation will be submitted for your review, then one round of versions will be made before submitting the final plan electronically in Adobe Acrobat (pdf) format.

Compensation

For the services listed above, we ask to be compensated \$16,000.

Terms, Conditions, and Responsibilities

Professional fees and reimbursable expenses are billed monthly and payable within 30 days. No initial payment is required.

General and Travel Expenses are not anticipated. If needed, they will be billed at actual cost for expenses we incur on behalf of the project, such as printing, communications, custom fonts, and shipping.

This fee proposal shall remain in effect for 90 days. If not acted upon during this period, we reserve the right to re-evaluate our proposal.

Our quotation for professional fees is based on the anticipated project schedule and our experience with similar projects.

These maximum fees and expenses apply as long as the scope of the work remains the same, previously approved materials are not revised, and the work schedule proceeds directly and efficiently without a delay that exceeds six months. If it appears that the maximum fees and expenses could be exceeded for reasons beyond our control, we will notify you and agree either on a new fee and expense limits or a new strategy



for completing the remaining work within the existing fees and expenses.

The Sign Location Plan(s) provided to the TC DDA by Corbin Design are general in nature and not to scale, and reflect locations deemed desirable for the effectiveness of the overall wayfinding plan only. They do not include exact locations or provide mounting, electrical, or landscaping specifications. The investigation of actual exterior site conditions such as the existence of underground utilities and other encumbrances, is the responsibility of TC DDA and the fabricator selected/contracted to install the signs.

The design drawings prepared by Corbin Design show design intent, not construction or engineering details. The fabricator is responsible for fabrication, installation, and overall product quality. We expect the more detailed development and engineering of the design-intent drawings and installation detail to be shown in the fabricator's submitted shop drawings. If, at any point during the project, TC DDA requests construction documents with a seal from a licensed architect and/or engineer, Corbin Design can obtain that at an additional cost.

This Agreement may not be assigned, sublet, or transferred without the written consent of both parties. This Agreement may be terminated by either party by giving seven days written notice or at the completion of any of the parts outlined above. In the event of termination, Corbin Design shall be compensated for all work performed to the date of notification, including authorized additional fees and reimbursable expenses.

Conclusion

If the above conditions are acceptable to you, an authorized signature will constitute an agreement. Please return one signed copy for our records. Also, please email a purchase order to accounting@corbindesign.com.

We look forward to working with you on this exciting project!

for **Corbin Design, Inc.**

Date

for **Traverse City Downtown Development Authority**

Date



303 E. State Street
Traverse City, MI 49684
lauren@downtowntc.com
231-922-2050

Memorandum

To: Downtown Development Authority Board of Directors

From: Lauren Bohac, DDA Deputy Director

Memo Date: November 18, 2025

Subject: Sara Hardy Farmers Market Advisory Board Appointments

Applications to join the Sara Hardy Farmers Market Advisory Board opened in October. Alongside SEEDs Farmers Market Manager, Kyle Warner, DDA staff interviewed 20 applicants for 7 open seats representing current vendors and frequent shoppers. The level of interest exceeded expectations, and the number of qualified applicants far exceeded the number of open seats on the Board.

Per the Advisory Board bylaws, the Board shall consist of 9 members of which 8 are appointed by the DDA Board Chair with the advice and consent of the DDA Board. Staff conferred with the DDA Board Chairman and collectively recommend appointing the following applicants to the Sara Hardy Farmers Market Advisory Board:

Vendors: Ryan Lanham, Nathan Lorenz, and Stuart Kunkle

Customers: Megan Alexander, Kelly Busley, and Diane Samarasinghe

At-Large: Melanie Coon (vendor)

Mike Powers currently serves as the DDA Board Representative, and the City Commission Representative seat is vacant until appointed.

Recommended Motions

That Ryan Lanham, Nathan Lorenz, and Stuart Kunkle be appointed to serve as Vendor Representatives to the Sara Hardy Farmers Market Advisory Board, terms expiring November 1, 2028; and

That Megan Alexander, Kelly Busley, and Diane Samarasinghe be appointed to serve as Customer Representatives to the Sara Hardy Farmers Market Advisory Board, terms expiring November 1, 2028; and

That Melanie Coon be appointed to serve as At Large Representative to the Sara Hardy Farmers Market Advisory Board, term expiring November 1, 2028.



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

Memorandum

To: DDA Board of Directors

From: Harry Burkholder, DDA Executive Director

Date: November 15, 2025

Subject: Rotary Square – Next Steps

As discussed in our October meeting, the DDA has completed the *Conceptual* and *Schematic Design* phases for the Rotary Square project. That milestone represented a major step in advancing the development of this future public gathering space at the corner of State and Union Streets.

The final design reflected extensive community engagement, incorporating more than 1,000 points of feedback gathered over the past ten months through public open houses, surveys, stakeholder meetings, pop-up events, and input from the DDA Board, City staff, and the Rotary Square Advisory Committee.

The final design strikes a balance between an active public plaza and a natural respite within downtown Traverse City. Inspired by the organic forms of the Petoskey Stone, the layout layers active and passive uses around a central lawn. These layers create opportunities for both quiet, intimate moments and larger gatherings when the space is activated.

Completion of the Conceptual and Schematic Design allows the project to move into the next phase – the *Design Development* phase, during which detailed engineering, materials analysis and selection, construction documentation and refined cost estimates are prepared. Progressive Companies has submitted a proposal (see attached) for the final Design Development Phase for consideration. Progressive Companies has also submitted a proposal (see attached) to complete a full survey of the site, prior to beginning the Design Development Phase.

Costs for the *Design Development* Phase and site survey (as the previous planning/design phases) will be funded through the 2018 grant from Rotary Charities.

Given Progressive's familiarity with the project and the desire to ensure design consistency, avoid duplicative work and maintain project momentum to allow for potential inclusion in the FY 2025–2026 DDA Budget, I am recommending that the DDA enter into a contract with Progressive Companies for both the site survey and Design Development Phase. The total cost for this work is \$164,300, including estimated reimbursable expenses as outlined in the proposal. I am recommending an additional \$700 in potential reimbursable expenses to provide a modest contingency, bringing the total recommended authorization to \$165,000. Because this funding is being provided through Rotary Charities, the DDA Board must also approve a corresponding \$165,000 amendment to the DDA's General Budget.

Recommended Motion

That the DDA Board approve an increase of not to exceed \$165,000 to the DDA General Budget and furthermore; that the DDA Board approve to enter into a contract with Progressive Companies for a cost not to exceed \$165,000 to complete a *Site Survey* and *Design Development Services* for Rotary Square, subject to approval as to its form by the DDA Executive Director and Attorney.



October 31, 2025

Harry Burkholder, AICP
Executive Director
Traverse City Downtown Development Authority
303 East State Street
Traverse City, MI 49684

Re: Proposal for Professional Surveying Services for Rotary Square

Dear Mr. Burkholder,

Progressive Companies is pleased to follow our public engagement and schematic design services for Rotary Square, in collaboration with the Traverse City Downtown Development Authority (DDA), with surveying services that will ensure we have a strong basis for beginning detailed design work. Following is our understanding of the project, scope of services, clarifications, proposed schedule, and compensation for your consideration.

UNDERSTANDING OF PROJECT

The project, as we understand it, is to complete a comprehensive survey of the Rotary Square property based on the following scope of services.

SCOPE OF BASIC SERVICES

Based upon the above project understanding, we will provide the following scope of services:

Surveying

1. Prepare a boundary and topographic survey for the 0.56-acre Rotary Square parcel, located at 203 South Union Street, Traverse City, Michigan.
2. The topographic survey limits will include:
 - Rotary Square parcel.
 - Union Street roadway along the parcel frontage.
 - East State Street roadway along the parcel frontage.
 - Alley and parking spaces located south of the Rotary Square parcel, including the slope to the Boardman River water's edge.
3. Visible utilities within the survey limits will be surveyed. Sanitary sewer and storm sewer structures will be surveyed to identify the pipe invert elevations and sizes.
4. Individual trees within the Rotary Square parcel will be located with caliper size. The tree line between the alley and Boardman River will be located, however individual trees within the woods will not be surveyed.
5. Identify and delineate any easements located within the 203 South Union Street parcel, as shown in the title work. Existing property corners will be located as part of the boundary survey.

CLARIFICATIONS

Traverse City DDA to provide the following items:

1. Title Work.

SCHEDULE

We anticipate that survey work will be complete within three (3) weeks of written authorization to proceed and receipt of title work. This schedule anticipates being approved for field work prior to winter conditions.

Progressive Companies | weareprogressive.com

PROFESSIONAL COMPENSATION

Based upon the above identified scope of services, Progressive Companies proposes the following compensation for professional services to provide the work as delineated above for a stipulated sum of \$7,300 (seven thousand three hundred dollars). Reimbursable expenses are in addition to the professional compensation, estimated at \$500 (five hundred dollars), and will be invoiced according to the attached Schedule of Invoice Rates.

Progressive Companies has prepared this proposal for the Traverse City Downtown Development Authority and we request that it be treated as confidential and not copied or distributed for any reason other than evaluation for hire.

The attached Standard Agreement Provisions are incorporated into and made part of this proposal. If an AIA or other Standard form of Agreement is entered into by the Parties, the AIA or other Standard Form of Agreement will include the terms and conditions of the Standard Agreement Provisions. If this proposal meets with your approval, please sign below and return a copy of the signed proposal. Your signature will be our authorization to begin the work and place the project in the firm's schedule. If you do not sign and return this proposal, and after receipt of this proposal you request or accept services from Progressive Companies in connection with this or any other engagement, your request or acceptance of such services will be deemed to be an acquiescence or agreement with the terms provided in this proposal.

We look forward to working on this project with you and your team.

Sincerely,

Christopher J. Gower, PS
Senior Surveyor

Jeffrey M. Roman, PE, LEED AP, Principal
Director of Engineering

Accepted By: _____

Printed Name: _____ Date: _____

TRAVERSE CITY DOWNTOWN DEVELOPMENT AUTHORITY

JPM/JB/ecy
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Progressive Companies | weareprogressive.com



November 3, 2025

Harry Burkholder, Executive Director
Traverse City Downtown Development Authority
303 E. State Street
Traverse City, MI 49684

Re: Proposal for Professional Design Services for Rotary Square located in Traverse City, Michigan

Dear Mr. Burkholder,

Progressive Companies is pleased to present this proposal for the completion of construction documents for Rotary Square. Progressive Companies completed schematic design, including a preliminary opinion of probable cost that was approved by the Downtown Development Authority (DDA) board in early October 2024. The services outlined in this proposal include urban design, landscape architecture, civil engineering, and limited structural and electrical engineering. We are eager to continue our work together on Rotary Square as we move toward making the long-awaited vision for a downtown square a reality in Traverse City. The following is our understanding of the project, our scope of services, proposed schedule, and compensation for your consideration.

UNDERSTANDING OF PROJECT

The purpose of this project will be to complete Design Development (DD), Construction Documents (CD), and work collaboratively with Traverse City DDA staff to support funding requests, any required permitting and approval processes, and negotiation with the City of Traverse City regarding the use of the existing alleyway. Progressive Companies is able to support the bidding process if requested as an add-service or as part of Construction Administration.

SCOPE OF BASIC SERVICES

Based on the above understanding of the project, Progressive Companies will provide the following services:

Phase 1: Design Development

During the DD phase, Progressive Companies will complete detailed plans, including a full site plan, with details regarding materials, furniture specifications, and up to four (4) three-dimensional views representing any significant changes from the schematic design package. A refined cost estimate will also be created based on the work completed during DD. During this phase, Progressive Companies will host two (2) meetings with DDA staff to review documents, one (1) meeting with the project steering committee or other stakeholders and meet with Traverse City staff as needed.

Phase 2: Construction Documentation

Final CDs, including further detail and construction specifications, signage requirements, and all necessary materials required for permitting and approval by Traverse City and other relevant authorities having jurisdiction (AHJ). The final deliverable will be a final set of sealed plans along with a final cost estimate. During Phase 2, Progressive Companies will host two (2) meetings with DDA staff to review necessary information and meet with Traverse City staff as needed.

Phase 3: Project Management Support

Given Progressive Companies' history working with the DDA on development of the overall Rotary Square concept and engagement with the community, Progressive Companies will support DDA staff in pursuing funding, negotiating agreements, and addressing other aspects of ensuring the current vision for Rotary Square becomes a reality.

Construction Administration (Future Phase)

Progressive Companies may provide additional services during the bidding and construction phase to ensure that the project is managed well, the DDA's interests are represented, and the final product is consistent with the intent of the construction documents. This would require a change in service request prior to proceeding.

CLARIFICATIONS

This scope of work assumes a full survey of the site has been completed prior to beginning the Design Development phase. The following items are not included in this scope of work or deliverables.

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- Site Survey
- Soil borings or geotechnical evaluation
- Sub-service utilities and vaults investigation
- Branding, graphic design for regulatory or informational signs
- Audio-Visual, Information Technology, or security system design
- Noise & vibration studies, abatement strategies, or acoustical engineering
- Construction and trade permits (responsibility of the selected CM/GC)

SCHEDULE

Upon receiving a signed copy of the proposal and the site survey, we estimate 12 weeks to complete the construction documents for the project; however, this timeline is dependent upon receiving required reviews and approvals from the City of Traverse City and other relevant agencies. Phase 3, Project Management support, will occur throughout the project timeframe.

Tentative Schedule:

December 1, 2025,	Design Development starts
January 9, 2026,	Design Development deliverables finalized
January 12, 2026,	Construction Documentation begins
February 27, 2026,	Construction Documentation deliverables finalized

PROFESSIONAL COMPENSATION

Based upon the above identified scope of services, Progressive Companies proposes to provide the work as delineated above for a stipulated sum of \$155,000 (one hundred fifty-five thousand dollars) according to the following fee breakdown. Reimbursable expenses are in addition to the professional compensation, estimated to be \$1,500, and will be billed according to the attached Schedule of Invoice Rates.

Phase 1: Design Development	\$55,000
Phase 2: Construction Documentation	\$87,500
Phase 3: Project Management Support	\$12,500
Total Project Cost:	\$155,000

If this development budget is reduced or increased by more than 10% (ten percent) between the time of approval of the concept design phase and the time of award of a construction contract, the cost of modification of drawings and specifications to meet the changed project budget shall be considered additional services.

Progressive Companies has prepared this proposal for the Traverse City DDA, and we request that it be treated as confidential and not copied or distributed for any reason other than evaluation for hire.

The attached Standard Agreement Provisions are incorporated into and made part of this proposal. If an AIA or other Standard form of Agreement is entered into by the Parties, the AIA or other Standard Form of Agreement will include the terms and conditions of the Standard Agreement Provisions. If this proposal meets with your approval, please sign below and return a copy of the signed proposal. Your signature will be our authorization to begin the work and place the project in the firm's schedule. If you do not sign and return this proposal, and after receipt of this proposal, you request or accept services from Progressive Companies in connection with this or any other engagement, your request or acceptance of such services will be deemed to be an acquiescence or agreement with the terms provided in this proposal.

Sincerely,

Jason Ball, AICP
Senior Planner

Jeffrey Roman, PE, LEED AP
Principal

Accepted By: _____

Printed Name: _____ Date: _____

TRAVERSE CITY DDA

JB/cab P:\91370007\01 ADMIN\A1 CONTRACTS\la Working Proposals\2025 11 03 Rotary Square DD & CD Proposal.docx

Progressive Companies | weareprogressive.com



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

MEMORANDUM

To: Downtown Development Authority Board

From: Harry Burkholder, Executive Director

Date: November 17, 2025

Re: Farmers Market Pavillion Design

This past June, the DDA formally engaged Beckett & Raeder to revisit and finalize the design for a Farmers Market Pavilion in Lot B. Following the review of the conceptual plan at the DDA Board's September meeting, staff have continued to work closely with Beckett & Raeder to advance the project. Final construction documents for both the Pavilion and the surrounding parking lot are now nearing completion. Design staff from Beckett & Raeder will attend our meeting to present the final design package, including detailed renderings, and to discuss next steps.

Beckett & Raeder's design team is also collaborating with INFORM to ensure that the Pavilion's architecture and site elements are seamlessly integrated with the evolving Riverwalk plans.

The conceptual design has been shared with the Farmers Market Advisory Board and was formally reviewed at the Advisory Committee's October 20 meeting. Their feedback has been incorporated into the final design. Additionally, a letter of support for the construction of the pavilion has been organized and signed by 36 Sara Hardy Farmers Market vendors representing 30 businesses.

The Farmers Market Pavilion will strengthen downtown as a year-round gathering space for residents, visitors, and local businesses. It supports local agriculture and food entrepreneurs by providing a modern, flexible, and accessible space for farmers and artisans. The Farmers Market expands access to fresh, nutritious foods - including for customers using food assistance benefits - and continues to serve as an economic driver for downtown; a 2016 survey found that 77% of market visitors planned to spend money at nearby businesses on market days.

As you may recall, planning for a permanent Farmers Market Pavilion began in 2017, and its completion would mark a significant milestone for TIF-97. The original “blue awnings” at the Farmers Market were among the earliest public investments made through TIF-97.

Upon approval of the final design by the DDA Board, construction drawings will be completed and prepared for inclusion in the overall bid documents for the Lot B redevelopment project. Following contractor selection, final authorization to expend funds will be required from both the DDA Board and the City Commission and construction could begin next spring.

Recommended Motion

That the DDA Board approve the final design for the Farmers Market Pavillion.

Traverse City Farmers Market Pavilion



Traverse City DDA
Board Meeting
November 21, 2025

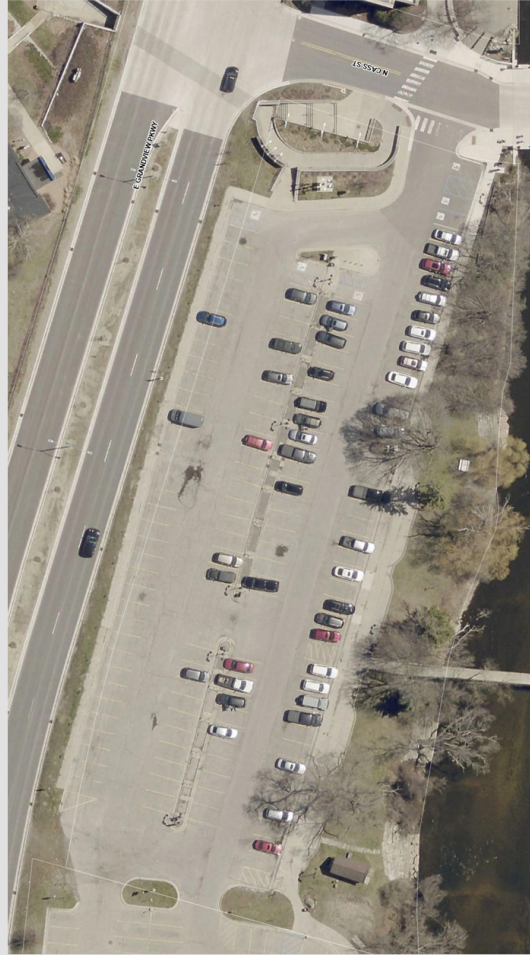


Traverse City Farmers Market Pavilion

Plan View Rendering

Architectural
Renderings

Discussion





Edge
DESIGN
ASSOCIATES
Beckett & Raeder

Traverse City Farmers Market
Traverse city, MI
Schematic Design Plan - Normal Day
November 2025



Traverse City Farmers Market

Traverse city, MI

Schematic Design Plan - Market Day

November 2025



Edge DESIGN ASSOCIATES
Beckett & Raeder



CLINTCH PARK

GRANDVIEW PKWY (M-72 / M-37 / US-31)

PAVILION ROOFLINE

VENDOR TABLE
ELECTRICAL & WATER
HOOKUPS

LOT B

LOT T

PAVILION EXTENTS

BRIDGE/
PAVILION
ACCESS

TOTAL BOOTHS - 113
WITH ADJACENT PARKING - 76
WITHOUT PARKING - 36

CASS STREET

BOARDMAN RIVER

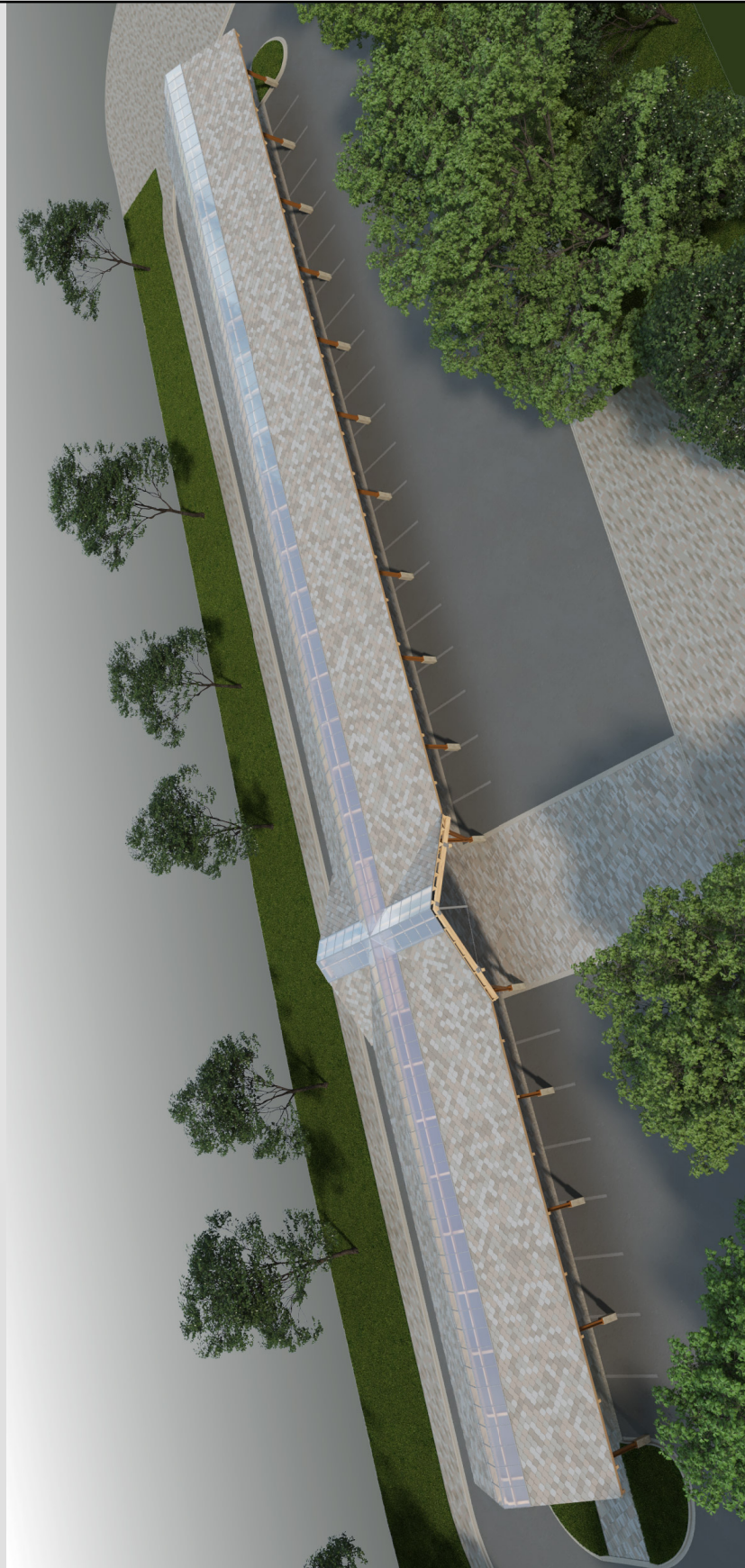


GRANDVIEW PKWY

LOT T

UNION ST





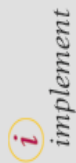








Discussion



Project Budget

Projected Construction Cost of Pavilion
(Includes 13% Contingency) \$2,300,000

Contingency for Improvement to Parking Lot Plan
Opinion of Probable Construction Cost \$150,000
\$2,450,000

BRI – Base Contract Design fees \$97,600
BRI – Additional Services:
Revision of 2023 City Engineering Parking Lot Plans \$25,500
Rendering of Final Pavilion Plan \$7,500
BRI Design Fees \$130,600

Total Project Cost \$2,580,600



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

Memorandum

To: DDA Board of Directors

From: Harry Burkholder, DDA Executive Director

Date: November 16, 2025

Subject: Two-Way Pilot Project

Over the last year, we have worked with city staff and community stakeholders to identify the remaining objectives and next steps for the pilot. This included analyzing data from the remaining collection periods, determining the short-term and long-term costs of making the pilot permanent, assessing the long-term impacts on downtown circulation, and exploring options (with associated costs) for implementing bicycle infrastructure.

In addition, the DDA and City worked to secure sentiment regarding the two-way pilot from downtown business and property owners and the Boardman Neighborhood.

Staff from Progressive Companies will attend our meeting to provide an overview of the study and its findings. As this pilot project was initiated by the DDA, Board members may wish to consider offering a recommendation to the City Commission.

There are several possible iterations for such a recommendation: (1) end the pilot project and convert the three streets back to one-way traffic; (2) end the pilot project and make the traffic conversion permanent (with or without some additional modifications). DDA staff feels a recommendation to extend the pilot project is feasible, but not advantageous, as the design, funding and implementation of future motorized and non-motorized capital investments throughout the downtown street network, including along State Street, are contingent upon a final decision on traffic circulation.

Ultimately, the City Commission holds the final authority to approve making the two-way conversion permanent (with or without additional modifications) or returning the streets to one-way circulation.

Included in your packet are a memo and presentation from Progressive Companies regarding the findings of the pilot project, as well as potential modifications and associated costs if the pilot project were made permanent.

Project History

In November of 2022, following a successful seasonal two-way State Street traffic conversion pilot project in 2020 during the COVID-19 pandemic and subsequent (and extensive) discussion, consideration and then approval from the DDA Board and City Commission, the DDA and City worked together to implement a two-year pilot project to convert State Street (from Boardman to Front Street), Pine Street (from State Street to Front Street) and Boardman Avenue (from Front Street to State Street) to two-way traffic.

As noted at the time of implementation, the primary purpose and goal of converting the three downtown one-way streets to two-way operation was to help build and enhance a “to” mobility strategy for downtown versus a “through” strategy.

In addition, DDA staff believed that converting one-way streets to two-way operation has the potential to meet other important goals, including slowing vehicular speeds, increasing pedestrian safety, enhancing the public realm, encouraging private investment of underdeveloped commercial areas and providing better vehicular connectivity to the surrounding grid-system.

In moving forward with the pilot project, DDA and City staff noted that the two-way pilot project would follow an “iterative process.” That is, after the initial modifications were made to the street network, the DDA and City would make additional modifications to the street network based on regular observations from DDA and City staff as well as the results from a formal data collection process and community feedback. To that end, a handful of additional modifications were implemented at key locations (mostly along State Street) over the last three years.

To better understand and track the impacts of the two-way conversion over the pilot project, the DDA and City facilitated community engagement, internal discussions, and formal data collection (and analysis) activities to formally monitor, track, and evaluate the two-way conversion. This effort included tracking vehicular movement at ten downtown intersections, as well as pedestrian movement, vehicle speed, traffic volume, bicycle activity, parking utilization, and vehicular crashes. Data was collected over a 24-hour period, Thursday through Saturday during the first week of March, mid-May, late July, and late October of both 2023, 2024 and 2025.

This Past Year

The original two-year pilot project was formalized through a Traffic Control Order (TCO), which expired in October of 2024. Therefore, last fall, the DDA and City needed to determine next steps, which essentially included three options: (1) end the pilot project and convert the three streets back to one-way traffic; (2) end the pilot project and make the traffic conversion permanent (with or without some additional modifications); or (3) extend the pilot, continue collecting data and explore (and possibly implement) the need for additional modifications.

With these options in mind, last September, the DDA Board approved making a recommendation to the City Commission to extend the pilot project for one additional year. Ultimately, the City Commission decided to extend the pilot project to December 31, 2025.

Opportunity For Motion

Memo

To: Harry Burkholder, Executive Director, Traverse City Downtown Development Authority

Date: November 14, 2025

Re: Downtown Circulation Traffic Analysis and Recommendations

Over the past three (3) years, Traverse City (City) has tested, evaluated, and refined how two-way operations function within its downtown street network, with the intent to complement and enhance the City's vibrant and appealing downtown district. Informed decisions pertaining to the future state of the downtown area must be made. A comprehensive analysis of mobility and economic data, including traffic speeds, volumes, and crash outcomes, provides insight into safety and operational outcomes occurring under pilot conditions that can be anticipated to continue in the event of permanent implementation. Several key findings have been identified throughout the analysis process and are summarized below.

1. **Two-way operations have decreased vehicle speeds and improved compliance with the posted speed limit.**
 - a. The 85th percentile of vehicle speeds, the speed at which speed limits are commonly set, was measured at 26 miles per hour (MPH) under one-way operations. Under two-way operations, this speed has decreased to 22–23 MPH. Although reductions in speed may seem minor, speed reductions provide exponential safety benefits when crashes do occur.
 - b. Speed limit compliance has increased from approximately 78% (seventy-eight percent) under one-way operation to 91%–94% (ninety-one percent to ninety-four percent) under two-way operation.
2. **Two-way operations have decreased the frequency of excess speeding.**
 - a. Under one-way operation, 16 drivers were identified traveling faster than 35 MPH along State Street. These numbers have decreased to nine (9) drivers in July 2023 and 2024 and two (2) in July 2025.
3. **Two-way operations have improved safety for people walking and bicycling.**
 - a. Between September 2021 and October 2022, under one-way operation, four (4) crashes occurred that involved a person walking or bicycling. In the three (3)-year period following implementation of two-way operation, from November 2022 to December 2024, only two (2) crashes involving a person walking or bicycling occurred.
4. **Two-way operations have increased parking utilization.**
 - a. Parking utilization along State Street has increased, indicated by significant increases in parking revenue collections. Collections along State Street increased by 18.5% (eighteen point five percent) following implementation of two-way operations. During the same time period, collections increased by just 1.3% (one point three percent) on Front Street.
5. **Local business owners largely support two-way operations.**
 - a. 32 of 43 business owners with property along State Street rated their experience with the two-way pilot as "very positive" or "somewhat positive," while nine (9) rated their experience as "somewhat negative" or "very negative."

The last three (3) years of two-way operations under pilot conditions have realized meaningful incremental improvements for all road users. Driver speeds have been reduced through design and compliance with the posted speed limit improved, enhancing future levels of safety and quality of life for people driving, walking, bicycling, and using transit. **Continued and permanent implementation of two-way operations is strongly recommended along State Street and Pine Street between Front Street and Boardman Avenue.**

MB/ecy

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Downtown Improvement Recommendations

Project: Downtown Circulation Study

Date: November 14, 2025

Project No: 91370006

IMPROVEMENT LIST

The following options are permanent improvements that correlate with the attached concept drawings of Pine Street/State Street/Boardman Avenue. Note that item numbering has been adjusted from the memorandum dated July 21, 2025, following additional discussion and scope refinement with the project team.

1. Add a stop sign for eastbound Front Street at Pine Street, which will create an all-way stop intersection to make intersection operations more predictable for drivers and pedestrians.
2. Re-pave the Front Street/Pine Street intersection to eliminate the existing "island" that causes confusion for drivers.
3. Create a curb bump-out in the footprint of the existing pavement markings at the Front Street/Pine Street intersection.
4. Extend Front Street two-way operations to Park Street. This will allow eastbound vehicles to be able to turn left or right at Union Street. Several eastbound vehicles were observed making illegal U-turns at the Pine Street/Front Street intersection.
5. Adjust on-street parking to reflect the 15-foot spacing with driveways. This results in a loss of 17 on-street parking spaces.
- 6a. Add left-turn green arrows to the State Street/Union Street intersection. This will help reduce wait time for left-turning vehicles without necessitating geometric changes to the intersection.
- 6b. Removing two existing bump-outs at the intersection of State Street/Union Street to accommodate dedicated left-turn lanes for the eastbound and westbound movements.
7. Create a curb bump-out on northbound Union Street, north of State Street. This location frequently has vehicles illegally parked there that hinder bus/truck turning movements. A rolled curb will discourage illegal parking, while maintaining access to buses/trucks.
- 8a. Add left-turn green arrows to the State Street/Cass Street intersection. This will help reduce wait time for left-turning vehicles without necessitating geometric changes to the intersection.
- 8b. Create a center left-turn lane for westbound State Street at Cass Street. If these lanes are shifted to the north side of the road, the eastbound bike lane can remain continuous through the intersection and result in one (1) less on-street parking space compared to the existing condition.
 - If a westbound left-turn lane is created to match the existing left-turn lane on the south side of the road, the bike lane will be a shared lane for approximately 450 feet and six (6) on-street parking spaces will be lost.
- 9a. Remove the existing curb bump-out in the southeast corner of the State Street/Park Street intersection to accommodate additional space for the transit stop. Relocate the existing shelter east.

9b. Extend the striped bus loading zone 40 feet east to better accommodate transit utilization. This change would result in the loss of two (2) parking spaces.

10. Curb bump-out west of the parking garage exit. This is a spot that is frequently blocked by deliveries and sight is restricted for vehicles exiting the parking garage.

11. Curb bump-out at the northwest State Street and Boardman Avenue intersection to match existing pavement markings.

12. Curb bump-out at the northeast corner of the State Street and Boardman Avenue intersection to match existing pavement markings.

13. Curb bump-out at the southwest corner of Front Street and Boardman Avenue to match the existing pavement markings.

14. Curb bump-out at the southeast corner of Front Street and Boardman Avenue to match the existing pavement markings.

15a. Curb bump-out on the north side of the Front Street/Boardman Street intersection to narrow crosswalks and slow vehicle traffic.

15b. Option to extend the curb bump-out through the intersection.

16. Convert Front Street to two-way operation between Park Street and Boardman Avenue.

IMPLEMENTATION RECOMMENDATIONS

The itemized list of improvements denoted above was evaluated further to prioritize elements either for inclusion in the pilot conversion project or for potential inclusion in a future street reconstruction project. Design elements were categorized according to the following:

- Recommended for Implementation: High-priority improvements that should be incorporated into the pilot process to improve safety and operational outcomes.
- Optional Improvements: Low-priority improvements that may be incorporated into the pilot process if funding permits. Impacts are anticipated to be lower than those of elements recommended for implementation.
- Beneficial for Future: Improvements that may provide safety or operational benefits, but are not necessary to optimize outcomes during the pilot process. Design elements may be incorporated into the pilot process if funding is not constrained, but implementation may be delayed until a street reconstruction project occurs.

Design elements recommended for implementation into the pilot project are outlined in Table 1. An associated cost estimate for each item as well as the category subtotal is provided.

Table 1: Recommended for Implementation

Improvement Number	Improvement Description	Improvement Cost
1	Add a stop sign for eastbound Front Street at Pine Street	N/A (already installed)
2	Re-pave the Front Street/Pine Street intersection to eliminate the existing island	\$ 70,600
4	Extend two-way operations on Front Street between Pine Street and Union Street	\$ 24,800
Total		\$ 95,800

Optional design elements are outlined in Table 2. An associated cost estimate for each item as well as the category subtotal is provided. Note that elements denoted with "A" or "B" represent design alternatives, of which only one is necessary to implement. The category subtotal can fluctuate depending on the preferred alternative selection. The recommended design alternatives are indicated in green.

Table 2: Optional Improvements

Improvement Number	Improvement Description	Improvement Cost
6A	Add bidirectional left-turn green arrows at the intersection of State Street and Union Street	\$ 16,000
6B	Remove two bump-outs and add bidirectional, dedicated left-turn lanes at the intersection of State Street and Union Street	\$ 89,900
8A	Add bidirectional left-turn green arrows at the intersection of State Street and Cass Street	\$ 12,800
8B	Create bidirectional, dedicated left-turn lanes at the intersection of State Street and Cass Street	\$ 5,100
9A	Remove bump-out, relocate shelter, and extend transit loading zone along State Street east of Park Street	\$ 97,100
9B	Remove parking spaces and extend transit loading zone along State Street east of Park Street	\$ 700
10	Add curb bump-out west of parking garage exit	\$ 15,200
11	Add curb bump-out at northwest corner of State Street/Boardman Street	\$ 44,600
12	Add curb bump-out at northeast corner of State Street/Boardman Street	\$ 22,800
16	Extending two-way operations on Front between Park and Boardman	\$ 7,500
Total (Recommended Design Alternatives)		\$ 111,900
Total (Adding Bidirectional Lanes at Union/Cass)		\$ 185,800
Total (Adding Bidirectional Lanes at Union/Cass and removing bump-out at Park)		\$ 282,200

The full list of design elements designated as beneficial for future use is shown in Table 3. Separate category subtotals are shown, dependent on the design alternative selected for Item 15.

Table 3: Beneficial for Future

Improvement Number	Improvement Description	Improvement Cost
3	Hardening existing curb bump-out at State Street/Pine Street	\$ 48,900
7	Adding curb bump-out to northwest corner of State Street/Union Street	\$ 11,200
13	Hardening curb bump-out at southwest corner of Front Street/Boardman Street	\$ 91,500
14	Hardening curb bump-out at southeast corner of Front Street/Boardman Street	\$ 60,100
15A	Adding a curb bump-out at the northeast corner of Front Street/Boardman Street	\$ 15,600
15B	Extending a curb bump-out through the north quadrant of Front Street/Boardman Street	\$ 85,900
5	Removing and restriping parking spaces throughout the corridor	\$ 17,100
Total (Including 15A)		\$ 244,400
Total (Including 15B)		\$ 314,700

Individual cost estimates as well as a conceptual corridor layout with various improvements identified are attached to this memorandum.

Christopher Zull, PE
Transportation Practice Leader

City of Traverse City
State Street Two-Way Conversion
Construction Estimates (DRAFT)

Progressive Companies
September 19, 2025



Improvement	Pay Item	Quantity	Unit	Unit Cost	Pay Item Cost	ID
2 (Remove island)	Curb, Rem	230	Ft	\$ 20	\$ 4,600	Removal
	Brick Pavers, Rem and Salv	390	Sft	\$ 10	\$ 3,900	Removal
	Conc Surface, Rem	1210	Sft	\$ 4	\$ 4,840	Removal
	Pavt Mrkg, Greater than 6 inch width, Rem	120	Ft	\$ 2	\$ 240	Removal
	Subbase, CIP	66	Cyd	\$ 25	\$ 1,650	Install
	Aggregate Base, 4 inch	134	Syd	\$ 25	\$ 3,361	Install
	HMA, 4EML	95	Ton	\$ 260	\$ 24,700	Install
	Pavt Mrkg, Ovly Cold Plastic, 12 inch, Crosswalk	100	Ft	\$ 8	\$ 800	Install
	Contingency			20%	\$ 8,818	Misc
	Materials Total				\$ 53,000	
	Design (10%)				\$ 5,300	
	Mobilization and Traffic Control (10%)				\$ 5,830	
	Construction Administration (10%)				\$ 6,413	
	Total				\$ 70,600	

Improvement	Pay Item	Quantity	Unit	Unit Cost	Pay Item Cost	ID
3 (Curb extension at Front/Pine)	Delineator, Rem	15	Ea	\$ 10	\$ 150	Removal
	Paint, Rem	1330	Sft	\$ 1	\$ 665	Removal
	Sign, Rem and Salv	1	Ea	\$ 50	\$ 50	Removal
	Curb and Gutter, Rem	100	Ft	\$ 25	\$ 2,500	Removal
	Curb and Gutter, Conc	125	Ft	\$ 60	\$ 7,500	Install
	Aggregate Base, 4 inch	156	Syd	\$ 25	\$ 3,889	Install
	Curb Ramp Opening, Conc	25	Sft	\$ 10	\$ 250	Install
	Conc Pavt, Nonreinf, 6 inch	156	Syd	\$ 100	\$ 15,556	Install
	Contingency			20%	\$ 6,112	Misc
	Materials Total				\$ 36,700	
	Design (10%)				\$ 3,670	
	Mobilization and Traffic Control (10%)				\$ 4,037	
	Construction Administration (10%)				\$ 4,441	
	Total				\$ 48,900	

Improvement	Pay Item	Quantity	Unit	Unit Cost	Pay Item Cost	ID
4 (extending two-way operations on Front between Pine and Union)	Pavt Mrkg, Longit, 6 inch or less width, Rem	470	Ft	\$ 2	\$ 940	Removal
	Pavt Mrkg, Waterborne, 4 inch, Yellow	940	Ft	\$ 3	\$ 2,820	Install
	Pavt Mrkg, Ovly Cold Plastic, 24 inch, Stop Bar	11	Ft	\$ 15	\$ 165	Install
	Pavt Mrkg, Ovly Cold Plastic, Rt and Lt Turn Arrow Sym	1	Ea	\$ 330	\$ 330	Install
	TS, Span Wire Mtd, Rem and Salv	2	Ea	\$ 500	\$ 1,000	Install
	TS, One Way Span Wire Mtd, FYA (LED), Long Life	1	Ea	\$ 3,000	\$ 3,000	Install
	TS, One Way Span Wire Mtd, Long Life	1	Ea	\$ 3,000	\$ 3,000	Install
	Controller Programming and Wiring	1	Ea	\$ 5,000	\$ 5,000	Install
	Contingency			20%	\$ 2,251	Misc
	Materials Total				\$ 18,600	
	Design (10%)				\$ 1,860	
	Mobilization and Traffic Control (10%)				\$ 2,046	
	Construction Administration (10%)				\$ 2,251	
	Total				\$ 24,800	

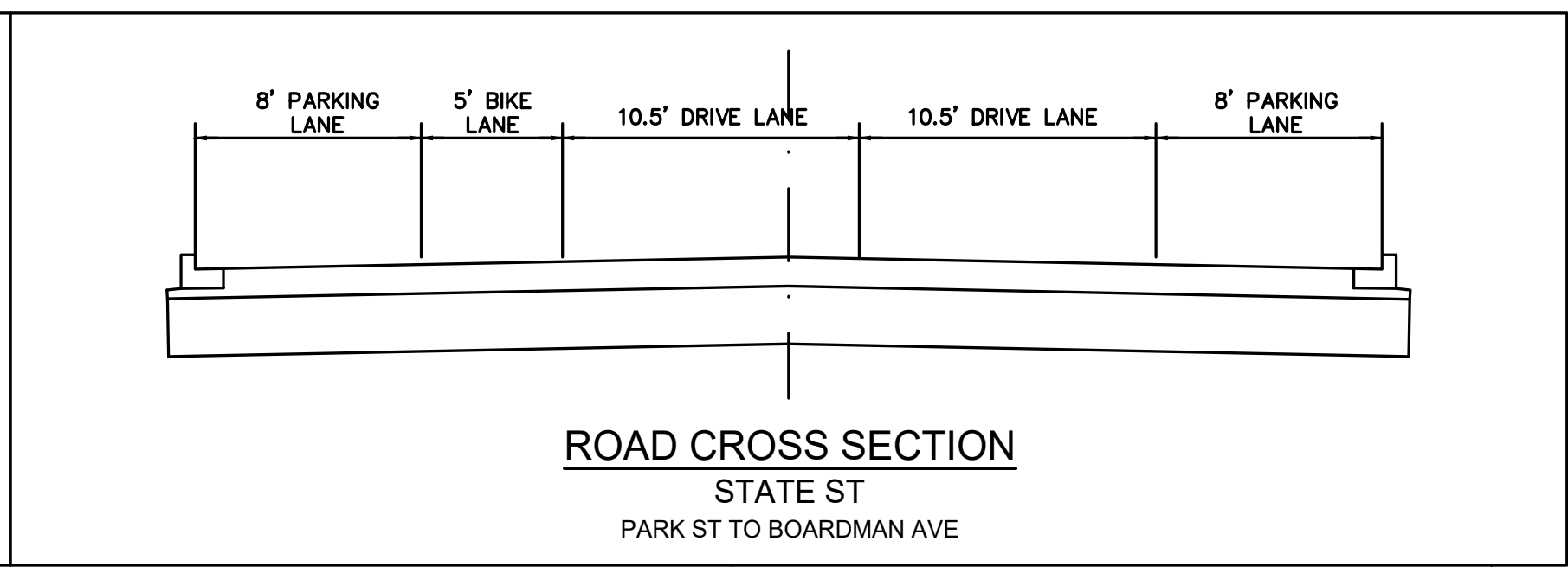
Improvement	Pay Item	Quantity	Unit	Unit Cost	Pay Item Cost	ID
5 (removing and restriping parking spaces)	Pavt Mrkg, Less than 6 inch width, Rem	2250	Ft	\$ 3	\$ 5,625	Removal
	Pavt Mrkg, Waterborne, 4 inch, White	2000	Ft	\$ 2.50	\$ 5,000	Install
	Contingency			20%	\$ 2,125	Misc
	Materials Total				\$ 12,800	
	Design (10%)				\$ 1,280	
	Mobilization and Traffic Control (10%)				\$ 1,408	
	Construction Administration (10%)				\$ 1,549	
	Total				\$ 17,100	

Improvement	Pay Item	Quantity	Unit	Unit Cost	Pay Item Cost	ID
6A (adding LTGA at State and Union)	TS, Span Wire Mtd, Rem and Salv	1	Ea	\$ 1,000	\$ 1,000	Removal
	Controller Wiring and Programming	1	Ea	\$ 5,000	\$ 5,000	Install
	TS, One Way Span Wire Mtd, FYA (LED), Long Life	2	Ea	\$ 2,000	\$ 4,000	Install
	Contingency			20%	\$ 2,000	Misc
	Materials Total				\$ 12,000	
	Design (10%)				\$ 1,200	
	Mobilization and Traffic Control (10%)				\$ 1,320	
	Construction Administration (10%)				\$ 1,452	
	Total				\$ 16,000	

Improvement	Pay Item	Quantity	Unit	Unit Cost	Pay Item Cost	ID
6B (Removing curb extensions at State and Union and adding LT lanes - both quadrants)	Curb and Gutter, Rem	250	Ft	\$ 25	\$ 6,250	Removal
	Curb and Gutter, Conc	200	Ft	\$ 60	\$ 12,000	Install
	Subbase, CIP	50	Cyd	\$ 25	\$ 1,250	Install
	Aggregate Base, 4 inch	100	Syd	\$ 25	\$ 2,500	Install
	HMA, 4EML	50	Ton	\$ 260	\$ 13,000	Install
	Pole Relocation	2	Ea	\$10,000	\$ 20,000	Install
	Pavt Mrkg, Waterborne, 4 inch, White	200	Ft	\$ 3.50	\$ 700	Install
	Pavt Mrkg, Waterborne, Lt Turn Arrow	2	Ea	\$ 250	\$ 500	Install
	Contingency			20%	\$ 11,240	Misc
	Total				\$ 67,500	
	Design (10%)				\$ 6,750	
	Mobilization and Traffic Control (10%)				\$ 7,425	
	Construction Administration (10%)				\$ 8,168	
	Total				\$ 89,900	
Improvement	Pay Item	Quantity	Unit	Unit Cost	Pay Item Cost	ID
7 (curb extension at State and Union)	Curb and Gutter, Rem	40	Ft	\$ 25	\$ 1,000	Removal
	Curb and Gutter, Conc	60	Ft	\$ 60	\$ 3,600	Install
	Aggregate Base, 4 inch	17	Syd	\$ 25	\$ 425	Install
	Curb Ramp Opening, Conc	25	Sft	\$ 10	\$ 250	Install
	Conc Pavt, Nonreinf, 6 inch	17	Syd	\$ 100	\$ 1,667	Install
	Contingency			20%	\$ 1,388	Misc
	Materials Total				\$ 8,400	
	Design (10%)				\$ 840	
	Mobilization and Traffic Control (10%)				\$ 924	
	Construction Administration (10%)				\$ 1,016	
	Total				\$ 11,200	
Improvement	Pay Item	Quantity	Unit	Unit Cost	Pay Item Cost	ID
8A (adding EB LTGA at State and Cass)	TS, Span Wire Mtd, Rem and Salv	1	Ea	\$ 1,000	\$ 1,000	Removal
	Controller Wiring and Programming	1	Ea	\$ 5,000	\$ 5,000	Install
	TS, One Way Span Wire Mtd, FYA (LED), Long Life	1	Ea	\$ 2,000	\$ 2,000	Install
	Contingency			20%	\$ 1,600	Misc
	Materials Total				\$ 9,600	
	Design (10%)				\$ 960	
	Mobilization and Traffic Control (10%)				\$ 1,056	
	Construction Administration (10%)				\$ 1,162	
	Total				\$ 12,800	
Improvement	Pay Item	Quantity	Unit	Unit Cost	Pay Item Cost	ID
8B (Lane alignment on State east of Cass)	Pavt Mrkg, Longit, 6 inch or less width, Rem	200	Ft	\$ 6	\$ 1,100	Removal
	Rem Spec Mrkg	29	Sft	\$ 4	\$ 116	Removal
	Pavt Mrkg, Waterborne, 4 inch, Yellow	150	Ft	\$ 3.50	\$ 525	Install
	Pavt Mrkg, Waterborne, 4 inch, White	100	Ft	\$ 3.50	\$ 350	Install
	Pavt Mrkg, Waterborne, Lt Turn Arrow	2	Ea	\$ 250	\$ 500	Install
	Pavt Mrkg, Waterborne, Thru and Rt Turn Arrow	2	Ea	\$ 250	\$ 500	Install
	Contingency			20%	\$ 618	Misc
	Total				\$ 3,800	
	Design (10%)				\$ 380	
	Mobilization and Traffic Control (10%)				\$ 418	
	Construction Administration (10%)				\$ 460	
	Total				\$ 5,100	
Improvement	Pay Item	Quantity	Unit	Unit Cost	Pay Item Cost	ID
9A (Removing curb extensions at State and Park and extending transit stop)	Curb and Gutter, Rem	200	Ft	\$ 25	\$ 5,000	Removal
	Curb and Gutter, Conc	250	Ft	\$ 60	\$ 15,000	Install
	Subbase, CIP	50	Cyd	\$ 25	\$ 1,250	Install
	Aggregate Base, 4 inch	125	Syd	\$ 25	\$ 3,125	Install
	HMA, 4EML	60	Ton	\$ 260	\$ 15,600	Install
	Pole Relocation	1	Ea	\$10,000	\$ 10,000	Install
	Shelter Relocation	1	Ea	\$10,000	\$ 10,000	Install
	Pavt Mrkg, Waterborne, 4 inch, Yellow	200	Ft	\$ 3.50	\$ 700	Install
	Contingency			20%	\$ 12,135	Misc
	Total				\$ 72,900	
	Design (10%)				\$ 7,290	
	Mobilization and Traffic Control (10%)				\$ 8,019	
	Construction Administration (10%)				\$ 8,821	
	Total				\$ 97,100	
Improvement	Pay Item	Quantity	Unit	Unit Cost	Pay Item Cost	ID
9B (extending the striped bus loading zone)	Pavt Mrkg, Less than 6 inch width, Rem	50	Ft	\$ 3	\$ 125	Removal
	Pavt Mrkg, Waterborne, 4 inch, White	100	Ft	\$ 2.50	\$ 250	Install
	Contingency			20%	\$ 75	Misc
	Materials Total				\$ 500	
	Design (10%)				\$ 50	
	Mobilization and Traffic Control (10%)				\$ 55	
	Construction Administration (10%)				\$ 61	
	Total				\$ 700	

Improvement	Pay Item	Quantity	Unit	Unit Cost	Pay Item Cost	ID
10 (Curb extension at parking garage exit)	Curb and Gutter, Rem	50	Ft	\$ 25	\$ 1,250	Removal
	Curb and Gutter, Conc	75	Ft	\$ 60	\$ 4,500	Install
	Aggregate Base, 4 inch	30	Syd	\$ 25	\$ 750	Install
	Conc Pavt, Nonreinf, 6 inch	30	Sft	\$ 100	\$ 3,000	Install
	Contingency			20%	\$ 1,900	Misc
	Materials Total				\$ 11,400	
	Design (10%)				\$ 1,140	
	Mobilization and Traffic Control (10%)				\$ 1,254	
	Construction Administration (10%)				\$ 1,379	
	Total				\$ 15,200	
Improvement	Pay Item	Quantity	Unit	Unit Cost	Pay Item Cost	ID
11 (Curb extension at NW corner of State and Boardman)	Curb and Gutter, Rem	100	Ft	\$ 25	\$ 2,500	Removal
	Curb and Gutter, Conc	125	Ft	\$ 60	\$ 7,500	Install
	Aggregate Base, 4 inch	61	Syd	\$ 25	\$ 1,528	Install
	Conc Pavt, Nonreinf, 6 inch	39	Syd	\$ 100	\$ 3,889	Install
	Sidewalk, Conc, 6 inch	200	Sft	\$ 10	\$ 2,000	Install
	Curb Ramp Opening, Conc	50	Sft	\$ 10	\$ 500	Install
	Catch Basin Casting, Adjust	1	Ea	\$ 5,000	\$ 5,000	Install
	Catch Basin Casting, Furnish	1	Ea	\$ 5,000	\$ 5,000	Install
	Contingency			20%	\$ 5,583	Misc
	Materials Total				\$ 33,500	
	Design (10%)				\$ 3,350	
	Mobilization and Traffic Control (10%)				\$ 3,685	
	Construction Administration (10%)				\$ 4,054	
	Total				\$ 44,600	
Improvement	Pay Item	Quantity	Unit	Unit Cost	Pay Item Cost	ID
12 (Curb extension at NE corner of State and Boardman)	Curb and Gutter, Rem	80	Ft	\$ 25	\$ 2,000	Removal
	Curb and Gutter, Conc	120	Ft	\$ 60	\$ 7,200	Install
	Aggregate Base, 4 inch	38	Syd	\$ 25	\$ 944	Install
	Conc Pavt, Nonreinf, 6 inch	33	Sft	\$ 100	\$ 3,278	Install
	Curb Ramp Opening, Conc	25	Sft	\$ 10	\$ 250	Install
	Sidewalk, Conc, 6 inch	50	Sft	\$ 10	\$ 500	Install
	Contingency			20%	\$ 2,834	Misc
	Materials Total				\$ 17,100	
	Design (10%)				\$ 1,710	
	Mobilization and Traffic Control (10%)				\$ 1,881	
	Construction Administration (10%)				\$ 2,069	
	Total				\$ 22,800	
Improvement	Pay Item	Quantity	Unit	Unit Cost	Pay Item Cost	ID
13 (Curb extension at SW corner of Boardman and Front)	Delineator, Rem	13	Ea	\$ 10	\$ 130	Removal
	Paint, Rem	1810	Sft	\$ 1	\$ 905	Removal
	Curb and Gutter, Rem	90	Ft	\$ 25	\$ 2,250	Removal
	Curb and Gutter, Conc	150	Ft	\$ 60	\$ 9,000	Install
	Aggregate Base, 4 inch	200	Syd	\$ 25	\$ 5,000	Install
	Conc Pavt, Nonreinf, 6 inch	144	Syd	\$ 100	\$ 14,444	Install
	Sidewalk, Conc, 6 inch	500	Sft	\$ 10	\$ 5,000	Install
	Curb Ramp Opening, Conc	50	Sft	\$ 10	\$ 500	Install
	Catch Basin Casting, Adjust	2	Ea	\$ 5,000	\$ 10,000	Install
	Catch Basin Casting, Furnish	2	Ea	\$ 5,000	\$ 10,000	Install
	Contingency			20%	\$ 11,446	Misc
	Materials Total				\$ 68,700	
	Design (10%)				\$ 6,870	
	Mobilization and Traffic Control (10%)				\$ 7,557	
	Construction Administration (10%)				\$ 8,313	
	Total				\$ 91,500	
Improvement	Pay Item	Quantity	Unit	Unit Cost	Pay Item Cost	ID
14 (Curb extension at SE corner of Boardman and Front)	Curb and Gutter, Rem	115	Ft	\$ 25	\$ 2,875	Removal
	Curb and Gutter, Conc	175	Ft	\$ 60	\$ 10,500	Install
	Aggregate Base, 4 inch	107	Syd	\$ 25	\$ 2,667	Install
	Conc Pavt, Nonreinf, 6 inch	83	Syd	\$ 100	\$ 8,333	Install
	Sign, Type I, Erect	1	Ea	\$ 600	\$ 600	Install
	Sidewalk, Conc, 6 inch	210	Sft	\$ 10	\$ 2,100	Install
	Curb Ramp Opening, Conc	50	Sft	\$ 10	\$ 500	Install
	Catch Basin Casting, Adjust	1	Ea	\$ 5,000	\$ 5,000	Install
	Catch Basin Casting, Furnish	1	Ea	\$ 5,000	\$ 5,000	Install
	Contingency			20%	\$ 7,515	Misc
	Materials Total				\$ 45,100	
	Design (10%)				\$ 4,510	
	Mobilization and Traffic Control (10%)				\$ 4,961	
	Construction Administration (10%)				\$ 5,457	
	Total				\$ 60,100	

Improvement	Pay Item	Quantity	Unit	Unit Cost	Pay Item Cost	ID
15A (Curb extension at NE corner of Boardman and Front)	Curb and Gutter, Rem	30	Ft	\$ 25	\$ 750	Removal
	Curb and Gutter, Conc	75	Ft	\$ 60	\$ 4,500	Install
	Aggregate Base, 4 inch	21	Syd	\$ 25	\$ 514	Install
	Conc Pavt, Nonreinf, 6 inch	21	Syd	\$ 100	\$ 2,056	Install
	Sign, Type I, Erect	1	Ea	\$ 600	\$ 600	Install
	Sidewalk, Conc, 6 inch	100	Sft	\$ 10	\$ 1,000	Install
	Curb Ramp Opening, Conc	25	Sft	\$ 10	\$ 250	Install
	Contingency			20%	\$ 1,934	Misc
	Materials Total				\$ 11,700	
	Design (10%)				\$ 1,170	
	Mobilization and Traffic Control (10%)				\$ 1,287	
	Construction Administration (10%)				\$ 1,416	
	Total				\$ 15,600	
Improvement	Pay Item	Quantity	Unit	Unit Cost	Pay Item Cost	ID
15B (Larger curb extension at N corner of Boardman and Front)	Curb and Gutter, Rem	125	Ft	\$ 25	\$ 3,125	Removal
	Curb and Gutter, Conc	200	Ft	\$ 60	\$ 12,000	Install
	Aggregate Base, 4 inch	240	Syd	\$ 25	\$ 6,000	Install
	Conc Pavt, Nonreinf, 6 inch	194	Syd	\$ 100	\$ 19,444	Install
	Sign, Type I, Erect	1	Ea	\$ 600	\$ 600	Install
	Sidewalk, Conc, 6 inch	200	Sft	\$ 10	\$ 2,000	Install
	Curb Ramp Opening, Conc	50	Sft	\$ 10	\$ 500	Install
	Catch Basin Casting, Adjust	1	Ea	\$ 5,000	\$ 5,000	Install
	Catch Basin Casting, Furnish	1	Ea	\$ 5,000	\$ 5,000	Install
	Contingency			20%	\$ 10,734	Misc
	Total				\$ 64,500	
	Design (10%)				\$ 6,450	
	Mobilization and Traffic Control (10%)				\$ 7,095	
	Construction Administration (10%)				\$ 7,805	
	Total				\$ 85,900	
Improvement	Pay Item	Quantity	Unit	Unit Cost	Pay Item Cost	ID
16 (extending two-way operations on Front between Park and Boardman)	Pavt Mrkg, Longit, 6 inch or less width, Rem	500	Ft	\$ 2	\$ 1,000	Removal
	Pavt Mrkg, Waterborne, 4 inch, Yellow	1000	Ft	\$ 3	\$ 3,000	Install
	Pavt Mrkg, Ovly Cold Plastic, 24 inch, Stop Bar	20	Ft	\$ 15	\$ 300	Install
	Pavt Mrkg, Ovly Cold Plastic, Rt and Lt Turn Arrow Sym	1	Ea	\$ 330	\$ 330	Install
	Contingency			20%	\$ 926	Misc
	Materials Total				\$ 5,600	
	Design (10%)				\$ 560	
	Mobilization and Traffic Control (10%)				\$ 616	
	Construction Administration (10%)				\$ 678	
	Total				\$ 7,500	



**STATE STREET
2-WAY
CONVERSION
C**

1811 4 Mile Rd NE | Grand Rapids, MI 49525 | 616.361.2664
330 South Tanno St Suite 500 | Charlotte, NC 28202 | 704.731.8080
www.nccrestservice.com



STATE STREET TWO-WAY OPERATIONS

PROJECT RECAP

Traverse City | Winter 2025



Agenda

1. Introduction
2. Background
3. Implementation
4. Analysis and Results
5. Opportunities

Introduction



Why Two-Way?

Traverse City is a world-class place to live, work, shop, and play.

1. **Would changes to how our streets operate help create the next-best version of Traverse City?**
2. **What would a process that is expert-led and community-driven tell us about making the change to two-way?**
3. **How do we define and measure success?**



Methodology

- Historical and case study research
- Data-driven approach
 - Traffic counts
 - Modeled levels of service
- Public engagement
- Two alternatives evaluated
- Integrating feedback from key stakeholders (City engineer, BATA, DDA, elected and appointed officials)
- Cost estimating

Study Objective

**Investigate conversion of
Traverse City's downtown street
grid to two-way operation.**

Background



History of the Downtown Street Network

- State Street, Front Street, Pine Street, and Boardman Avenue operated as two-way until 1967
- Conversion to one-way operation occurred in the spring of 1967
 - Followed national practices and ideals of the time
 - Primary goal: lessen traffic congestion without losing on-street parking

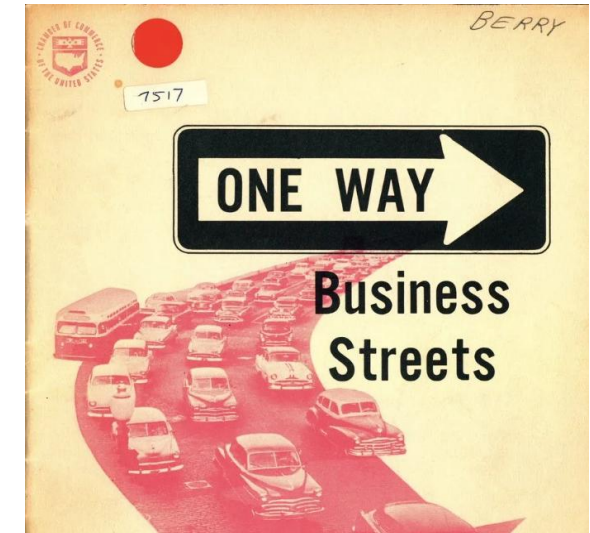


National Conversations and Best Practices

- Industry best practices and traffic operation philosophy are evolving:
 - Priority is shifting from expediting vehicle traffic through downtowns to focusing on safety, speed, and multimodal
- **Historically: How can we get people driving to and from places as quickly as possible?**
- **Do the streets that provide people access take away from the place itself?**

As one-way streets fall out of favor, 1st Street in downtown Duluth will become a two-way

The conversion will be made later this summer.



One-Way Streets Have Worse Crashes, Higher Crime and Lower Property Values — Why do we Still Use Them?

How reverting one-way streets to two-way can boost both safety and economic development.

1 Minute Read
August 22, 2025, 5:00 AM PDT
By Diana Ionescu X @aworkoffiction

TRAFFIC AND CONSTRUCTION

Should Fargo-Moorhead trade its one-way streets for two-ways? Studies show safety, economic benefits

Written By: [Barry Amundson](#) | 5:10 pm, Jan. 18, 2019

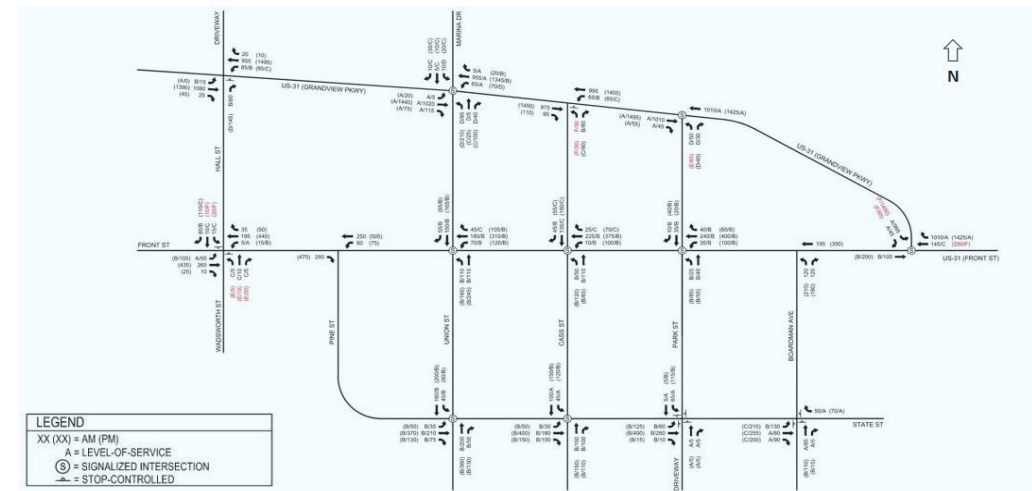
Benefits and Challenges

	Benefits	Challenges
One-Way	<ul style="list-style-type: none">• Greater vehicle capacity• Generally faster throughput• Fewer conflict points (places where crashes can occur) at intersections• People walking only have to look one direction when crossing a street	<ul style="list-style-type: none">• Less common and less intuitive• Requires more signage to alert users• Less direct (more circuitous)
Two-Way	<ul style="list-style-type: none">• Slower vehicle speeds and less severe accidents• Fewer vehicles circulating to find parking• More common and more intuitive• On-street parking on right-side more natural to drivers	<ul style="list-style-type: none">• Less vehicle capacity• Increased vehicle delay, including emergency response vehicles• Traffic signals more complex• More conflict points



Identifying Existing Conditions

- Evaluating potential changes also requires establishing a baseline of existing conditions
- Thorough analysis of quantitative and qualitative data was performed to better understand one-way operations
- Key takeaways included:
 - Public familiarity – been the same since 1967
 - No additional infrastructure costs
 - 47% of people polled supported keeping the existing one-way pattern
 - Vehicular operations are adequate



Implementation



Project Kick-Off: Leading with Engagement

- City and DDA staff were aware of the evolution of industry best practices for one-way streets in a downtown and urban area
- Initiated an engagement process in July 2021 to explore feasibility of two-way conversion
 - 3 rounds of engagement
 - 20 public meetings
 - Over 1,000 survey responses and public house attendees
 - Stakeholders included municipal staff, community partners, business and property owners, BATA, Disability Network, TART, DDA, NORTE, and others



Evaluating Design Alternatives

- Two design alternatives were identified and analyzed through initial coordination with city and DDA staff
 - Alternative 1 introduced two-way operations on both Front and State Streets
 - Alternative 2 converted State Street only to two-way
- Alternative 2 was intended to capitalize on the best of both approaches
- Minimal disruption to businesses along Front
- Modeled vehicular operations were acceptable
- Alternative 2 was selected as the preferred alternative



Background and Timeline

- Following engagement and alternatives analysis, State Street, Pine Street, and Boardman Avenue were converted to two-way operation in November 2022 **on a temporary basis**
 - This timeframe was selected to identify outcomes during winter and snow maintenance
 - Minor adjustments were made in June 2023 to improve the user experience
- The pilot project was extended through 2025



Iterative Improvements

- Data collection has informed iterative improvements made throughout the process:
 - All-way stop at Pine Street and Front Street introduced
 - Removed splitter island at Pine Street and Boardman Avenue
 - Restriped parking to maintain appropriate access to businesses and driveways
 - Modifying the State Street entry to the Hardy Parking Deck
 - Bagged meters along the Pine/State Street curve
 - Future improvements can include the addition of left-turn phasing at signals and reconfiguring on-street parking



Establishing Project Goals and Metrics

- **Establishing a baseline of existing operations and clearly defining measures of success** were key first steps in the project process
- Five overarching project goals and metrics were identified:
 1. Slow vehicle traffic on State Street.
 2. Create a safer and more comfortable environment for pedestrians and bicyclists on State Street.
 3. Help enhance the public realm.
 4. Encourage private investment in underdeveloped areas.
 5. Provide more connectivity to the grid system.
- Data has been collected to inform whether these goals and metrics were being met



Analysis and Results



Aligning Findings With Project Goals and Metrics



1. Slow traffic on State Street.
 - a) 85th and average speeds
 - b) Speed limit compliance (% of drivers traveling greater than 25 MPH)
 - c) Excessive speeding (vehicles traveling faster than 35 MPH)



2. Create a safer and more comfortable environment for pedestrians and bicycles on State Street.
 - a) Pedestrian and bicycle volumes
 - b) Crashes involving pedestrians or bicyclists



3. Help enhance the public realm.
 - a) Parking revenue data



4. Encourage private investment in underdeveloped commercial areas.
 - a) Property tax revenue collected



5. Provide better connectivity to the existing grid system.
 - a) Increased traffic volumes





85th Percentile Speed

One-Way Operation

26 MPH

September 2022

Two-Way Operation

23 MPH

July 2023

23 MPH

July 2024

22 MPH

July 2025





How Does Speed Affect Safety?

- Reductions in driver speed provide exponential benefits in the event of a collision with a person walking or bicycling
- At 20 MPH, a person struck by a driver has a 90% chance of surviving
- At 25 MPH, this chance of survival decreases to 75%



10%
chance of
pedestrian fatality
or severe injury



25%
chance of
pedestrian fatality
or severe injury



50%
chance of
pedestrian fatality
or severe injury



Speed Limit Compliance

Proportion of drivers at or below the 25 MPH speed limit

One-Way Operation

78%

September 2022

Two-Way Operation

93%

July 2023

91%

July 2024

94%

July 2025





Speed Limit Compliance

Number of drivers above the 25 MPH speed limit

One-Way Operation

911 of 4,081

September 2022

Two-Way Operation

572 of 8,302

July 2023

888 of 9,922

July 2024

399 of 6,693

July 2025





Excessive Speeding

Number of drivers traveling faster than 35 MPH

One-Way Operation

16

September 2022

Two-Way Operation

9

July 2023

9

July 2024

2

July 2025





Safety for People Walking and Bicycling

Number of crashes involving a person walking or bicycling

One-Way Operation

4

9/2021 to 10/2022

Two-Way Operation

1

11/2022 to 12/2023

1

1/2024 to 12/2024



Street Activity

Number of people walking or bicycling along State Street

Total, 7 AM to 9 AM and 4 PM to 6 PM

One-Way Operation

947

September 2022

Two-Way Operation

594

July 2023

859

July 2024

1,971

July 2025



Parking Revenue Collection

Change in parking revenue collection

Summer of 2022 to summer of 2023

18.5%

Increase in parking revenue along **State Street.***

1.3%

Increase in parking revenue along **Front Street.**

**Parking rate change occurred in 2021*





Property Tax Revenue

Change in property tax revenue collection

2022 to 2023

5.7%

Increase in property tax revenue along
State Street

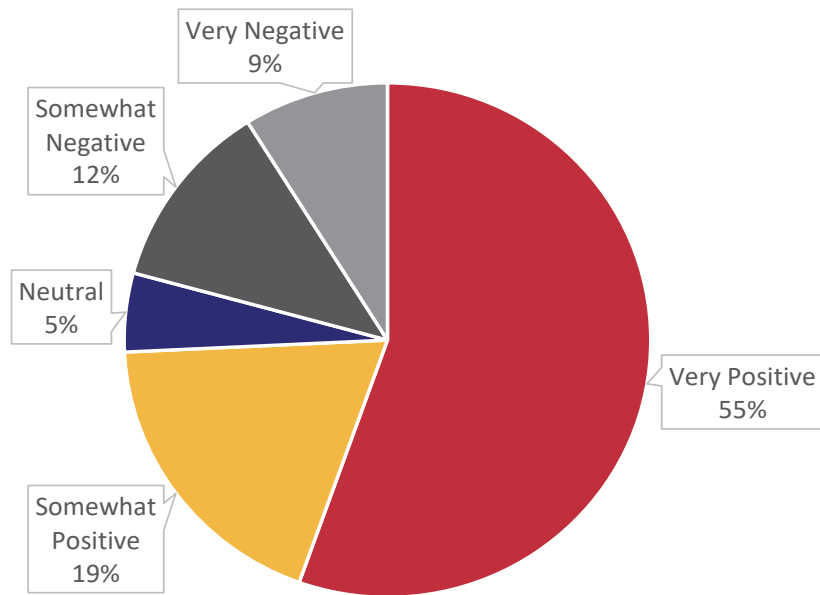




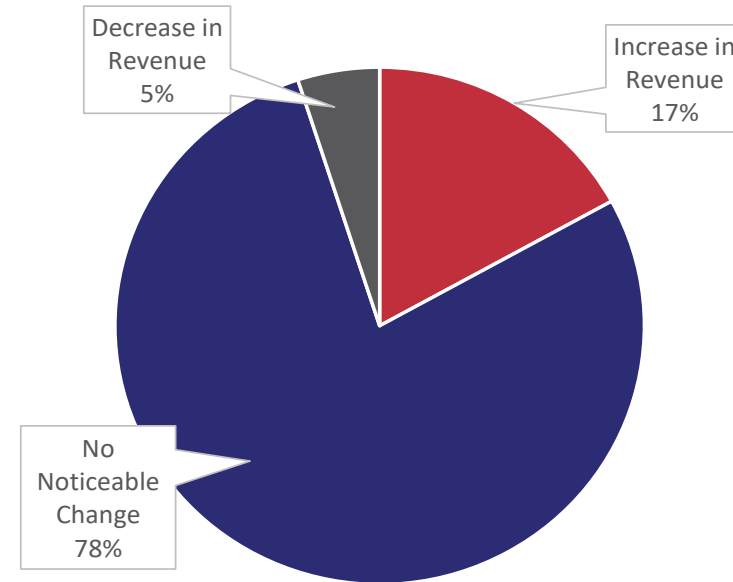
Business Owner Sentiment

Results of business owner survey distributed in 2025

43 businesses surveyed



Experience with Pilot Project



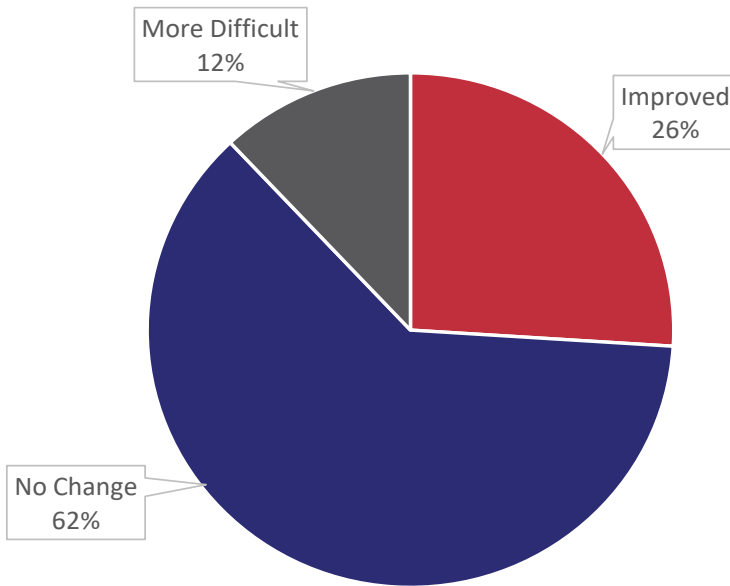
Change in Revenue during Pilot Project



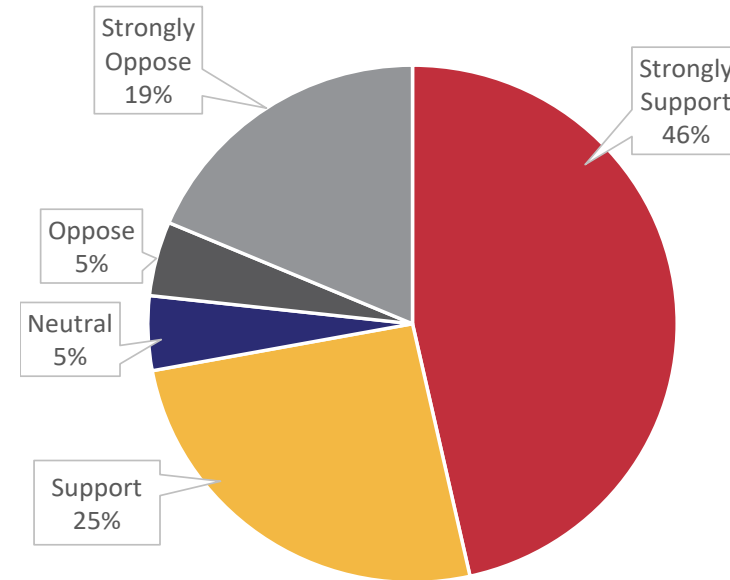
Business Owner Sentiment

Results of business owner survey distributed in 2025

43 businesses surveyed



Impact to Deliveries



Support for Permanent Conversion

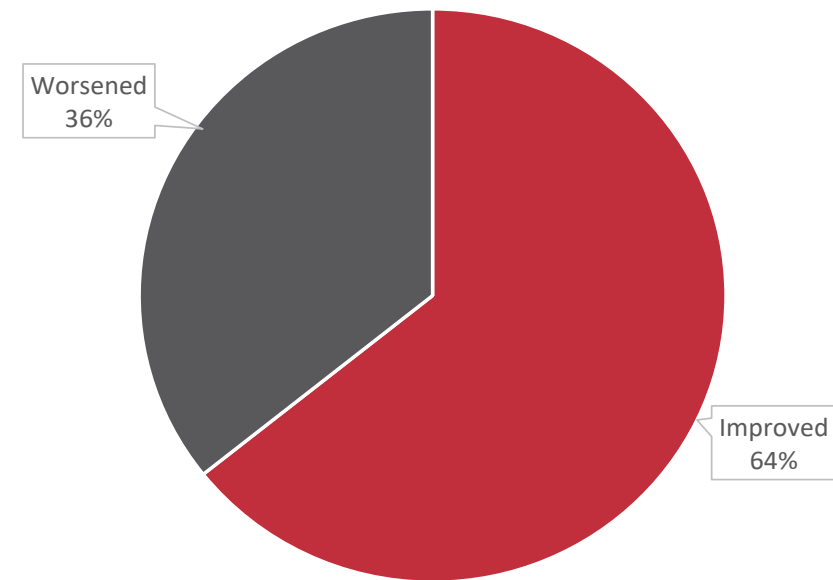
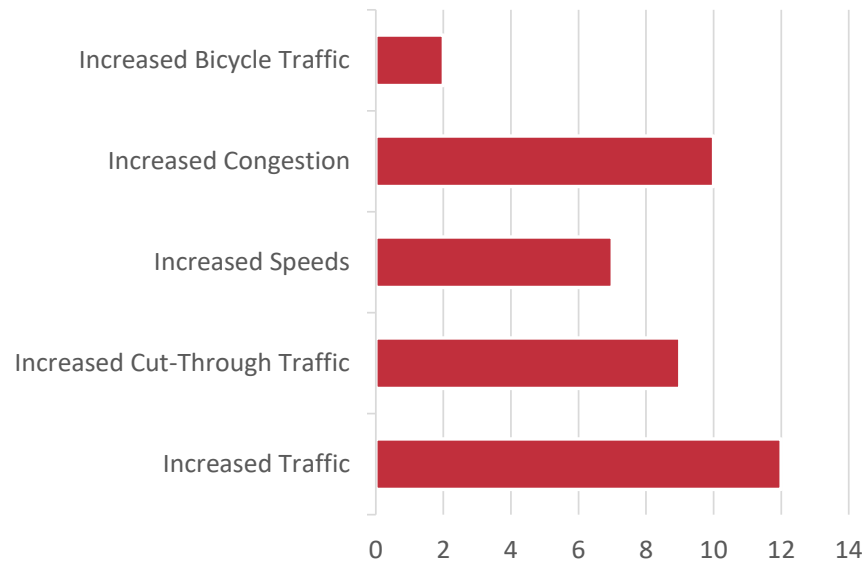


Boardman Neighborhood Sentiment

Results of neighborhood survey distributed in 2025

31 total respondents

Changes Experienced Following Conversion



Impact to Neighborhood Accessibility



Two-way operations improve connectivity for all road users. Traffic volumes along State Street have increased under two-way operations, facilitating more trips to destinations within the downtown area. There are no longer any wrong-way drivers on State Street!



Opportunities



Next Steps

- Evaluation of possible next steps:
 1. End the pilot project; convert three streets back to one-way operation
 2. Make the traffic conversion permanent, with the potential for additional modifications
 3. Extend the pilot project, with immediate modifications
- **Final decision on permanent operations will be required at some point**
 - **Sooner the better for future capital projects**

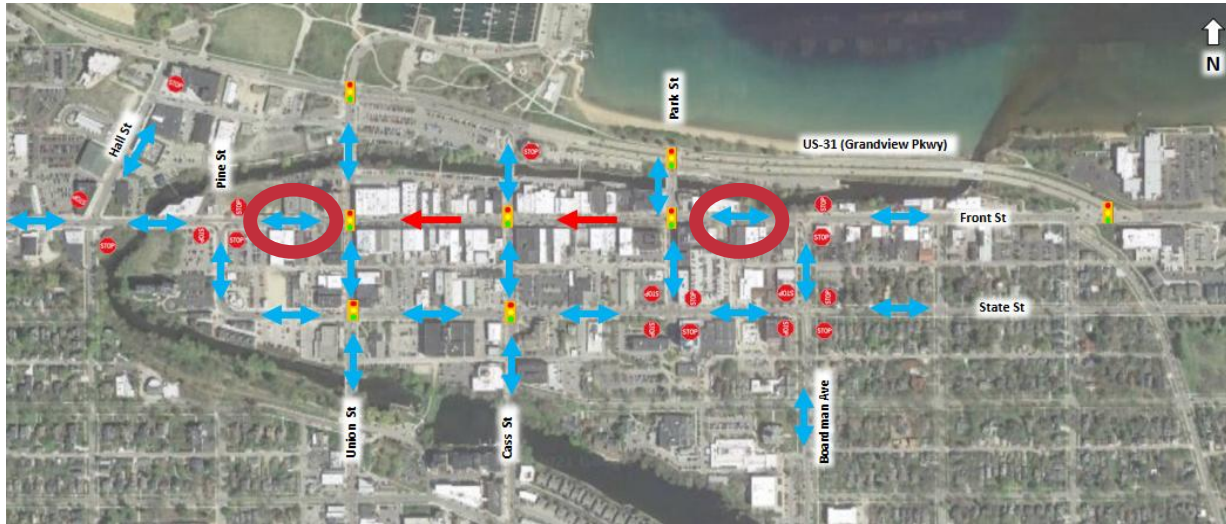


Evaluating Potential Improvements

- Several modifications can be made to existing infrastructure to improve safety and operations for all road users:
 - List of modifications and preliminary cost estimate has been provided to city engineering staff
 - Broken into three categories:
 1. Recommended for implementation prior to reconstruction
 2. Optional for implementation prior to reconstruction
 3. Beneficial improvements that may be included in reconstruction if funding permits

Improvements Recommended for Immediate Implementation	Cost
Add a stop sign for eastbound Front Street at Pine Street	Completed
Repave the Front Street/Pine Street intersection to eliminate the existing island	\$70,600
Extend two-way operations on Front Street between Pine Street and Union Street and Park Street and Boardman Avenue	\$32,500
Total	\$103,100

Opportunity: Extend the Pilot along Front Street



Completed improvement:



To be modified:



The background of the slide features a complex, abstract geometric pattern. It consists of various light green shapes, including squares, triangles, and rounded rectangles, arranged in a way that creates a sense of depth and movement. The shapes are layered, with some appearing to overlap others, and they are set against a white background. The overall effect is a modern, minimalist design.

THANK YOU

We welcome your feedback,
insights and inquiries.

Overview of Bicycling Alternatives

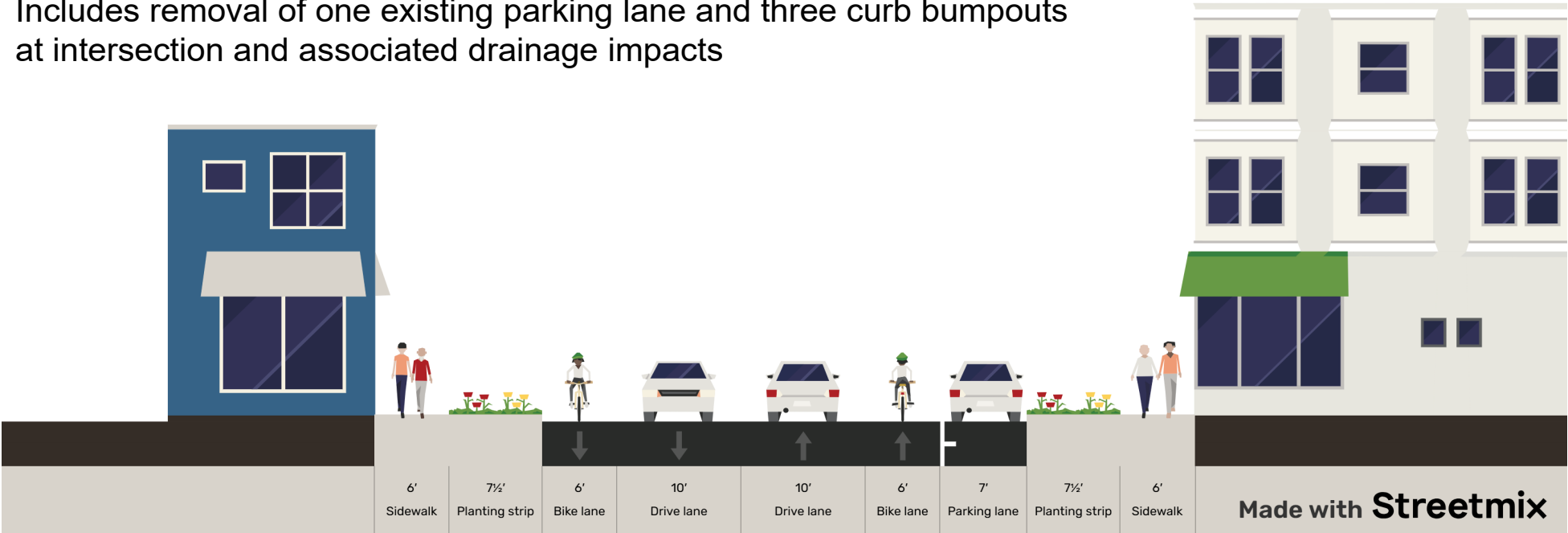
- State Street is identified as part of the Bike Network in the 2022 Mobility Action Plan
 - Bicycle facilities are recommended for continued implementation
 - Exact design is not specified
- Several opportunities for introducing improved bicycle facilities are possible
 - Cost varies across alternatives
- Two-way operation does not preclude implementation of any of the four alternatives presented



Cycling Alternatives: Bicycle Lanes

Approximate cost of installation: \$200,000 (can be done without reconstruction)

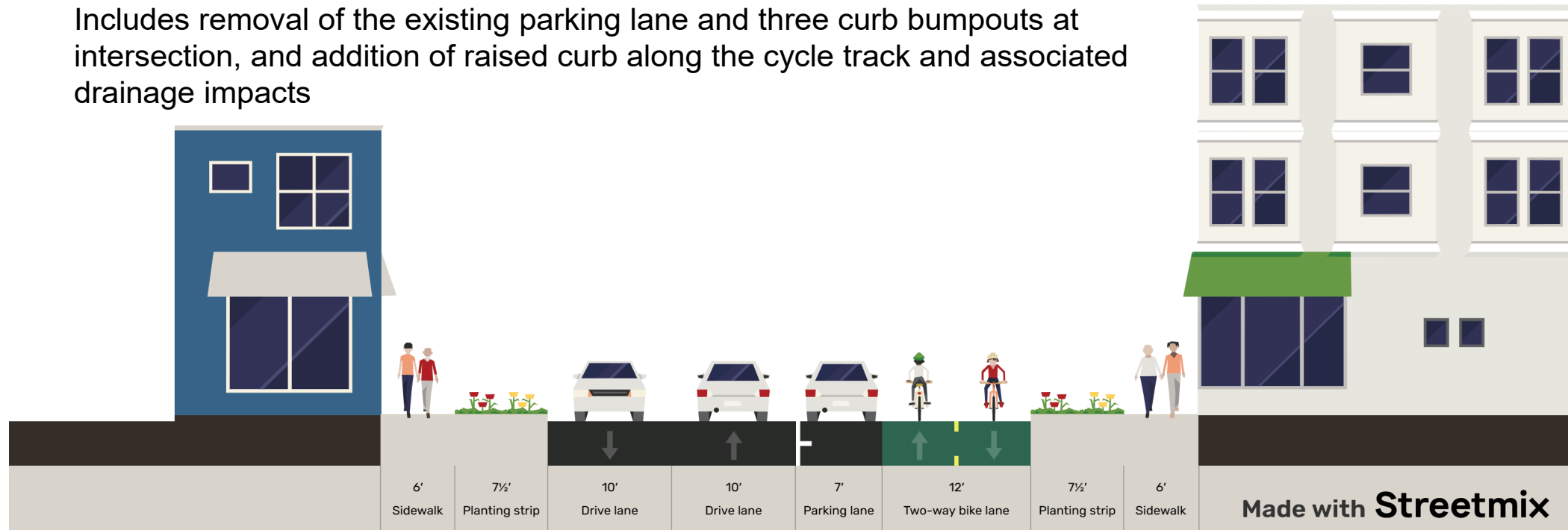
Includes removal of one existing parking lane and three curb bumpouts at intersection and associated drainage impacts



Cycling Alternatives: Two-Way Cycle Track

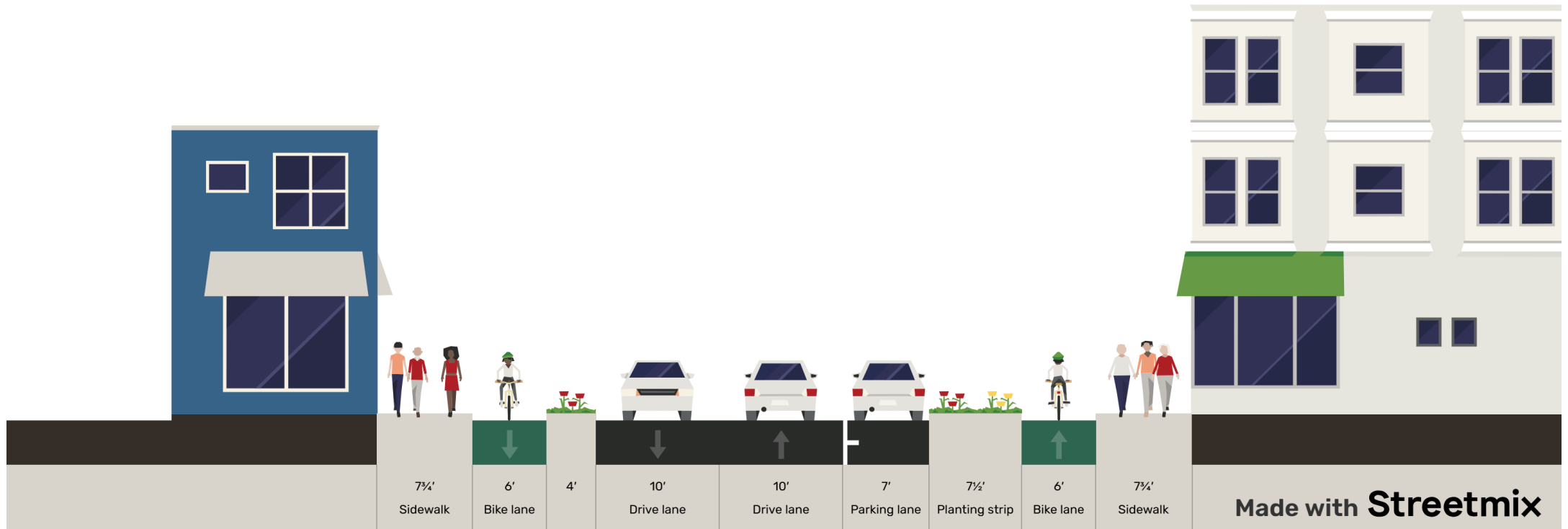
Approximate cost of installation: \$500,000 - \$1,000,000 (can be done temporarily with flexible delineators at lower cost)

Includes removal of the existing parking lane and three curb bumpouts at intersection, and addition of raised curb along the cycle track and associated drainage impacts



Cycling Alternatives: Sidewalk-Level Bicycle Paths

Approximate cost of installation: \$2,500,000 - \$10,000,000 (would require full street reconstruction)



Cycling Alternatives: Shared Street ('Woonerf')

Approximate cost of installation: \$10,000,000+ (would require full street reconstruction)



Project Background

- State Street, Front Street, Pine Street, and Boardman Avenue operated as two-way until 1967
- Conversion to one-way followed national practices and ideals of the time
- Thinking around best practices and traffic operations is evolving – new focus on safety and appropriate speeds
- **Study Objective: What would Traverse City look like if two-way operations were implemented along the transportation network?**



One-Way Streets Have Worse Crashes, Higher Crime and Lower Property Values — Why do we Still Use Them?

How reverting one-way streets to two-way can boost both safety and economic development.

🕒 1 Minute Read
August 22, 2025, 5:00 AM PDT
By [Diana Ionescu](#) 📧 [@aworkoffiction](#)

Project Implementation

- City and DDA staff were aware of the evolution of industry best practices for one-way streets in a downtown and urban area
- Initiated an engagement process in July 2021 to explore feasibility of two-way conversion
- Two design alternatives were evaluated, led to two-way implementation on State Street in November 2022
- Data collected and analyzed throughout process



Project Analysis

1. Two-way operations have decreased vehicle speeds and improved compliance with the posted speed limit.
2. Two-way operations have decreased the frequency of excessive speeding.
3. Two-way operations have improved safety for people walking and bicycling.
4. Two-way operations have increased parking revenue along State Street.
5. Local business owners largely support two-way operations.



Project Recommendations

- Evaluation of possible next steps
 1. End the pilot project; convert three streets back to one-way operation
 2. Make the traffic conversion permanent, with the potential for additional modifications
 3. Extend the pilot project, with immediate modifications
- Final decision on permanent operations is required
- Modifications can be made to improve safety and operations for all road users



Optional Improvements

Improvement	Cost
Add bidirectional left turn green arrows at the intersection of State Street and Union Street.	\$16,000
Create bidirectional, dedicated left turn lanes at the intersection of State Street and Cass Street.	\$5,100
Remove parking spaces and extend transit loading zones along State Street east of Park Street.	\$700
Add curb bump-out west of parking garage exit.	\$15,200
Add curb bump-out at northwest corner of State Street and Boardman Street.	\$44,600
Add curb bump-out at northeast corner of State Street and Boardman Street.	\$22,800
Total	\$104,400

Beneficial Future Improvements

Improvement	Cost
Hardening existing curb bump-out at State Street and Pine Street.	\$48,900
Adding curb bump-out to northwest corner of State Street and Union Street.	\$11,200
Hardening curb bump-out at southwest corner of Front Street and Boardman Street.	\$91,500
Hardening curb bump-out at southeast corner of Front Street and Boardman Street.	\$60,100
Adding a curb bump-out at the northeast corner of Front Street and Boardman Street.	\$15,600
Removing and restriping parking spaces throughout the State Street corridor.	\$17,100
Total	\$244,400



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

MEMORANDUM

To: Downtown Development Authority Board
From: Harry Burkholder, Executive Director
Date: November 17, 2025
Re: TIF-97 Project Priorities

This memo is intended to provide an update on the status of each capital improvement project priority, including the next steps, critical decisions, and budget needs. Attached to this memo is a project “timeline” for the Riverwalk and Rotary Square projects. The timeline illustrates project phases, key decisions, and project milestones. This memo and an updated project timeline will be included in every DDA Board meeting moving forward.

TIF-97 Priority Projects

1. Rotary Square (discussed previously)
2. Farmers Market Pavilion (discussed previously)
3. Boardman/Ottaway Riverwalk

Boardman/Ottaway Riverwalk

INFORM Studio has completed the Schematic Design phase of this project and continues moving forward with the Design Development phase. We anticipate staff from INFORM will present these final design pieces to the DDA Board at our December meeting.

Working Phases and Milestone

- A. Schematic Design
B. Design Development (cost estimate)

Timeline: Sept.
Timeline: Dec.



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

Memorandum

To: DDA Board of Directors

From: Harry Burkholder, DDA Executive Director

Date: November 17, 2025

Subject: Executive Director Report

Below is an overview and update on projects and initiatives that the DDA is working on.

Non-Motorized Improvements

We continue to collaborate with City Engineering and non-motorized transportation advocates to improve the transition from the Bayfront (TART) Trail into downtown for cyclists. To that end, the City recently installed a bicycle ramp at the Front Street and Grandview Parkway intersection to provide a more-deliberate and smoother transition from the sidewalk to the in-street bike lane for bicyclists. Funding for this non-motorized improvement came from TIF-97.



General Infrastructure Repair

The DDA, with assistance from City Engineering, has approved plans to cap the existing sheet pilings and add the missing railing along the West Front Street Bridge (where our staircase project was to be located). This effort does not eliminate the opportunity to construct the staircase in the future.

North Union Street Bridge and Staircase Railing Reconstruction

We are working with City Engineering staff to finalize design and construction costs for a new railing on the staircase located at the northwest corner of the North Union Street Bridge. While cost estimates for sidewalk and lighting improvements beneath the bridge exceeded available funding at this time, the railing enhancements will move forward. This work will be included in the City's overall bid package for the bridge's structural improvements, to which the DDA Board has committed a financial contribution through the TIF 97 budget.

Holiday Lights

Strain Electric began installing holiday lights in September and completed most of the work earlier this month. Their crew has continued working diligently this week to refine the presentation as leaves come down and to address any power issues in coordination with TCLP. All lighting installations are expected to be fully in place by Thursday, ahead of the Light Parade.

Summer Clean and Green Numbers

We've been working closely with our SEEDS partners, and we now have a full set of metrics outlining their contributions over the summer. I'm coordinating with staff to translate these results into a clear, engaging infographic that highlights their impact and tells the story of the program's success.

- 1,864 - hours working downtown (25 different crew members involved)
- 1,317 - gallons pf trash collected (including 55 overflowing trash cans)
- 696 - Occurrences of tree-grate cleaning
- 327 - Occurrences of watering
- 961 - gallons of weeds removed
- 150 - hours worked for special events



303 E. State Street
Traverse City, MI 49684
lauren@downtowntc.com
231-922-2050

Memorandum

To: Downtown Development Authority Board of Directors

From: Lauren Bohac, DDA Deputy Director

Memo Date: November 17, 2025

Subject: Arts Commission Update

Four Portals Damage

In late September, one of the columns in the Four Portals exhibit on the Boardman Lake Loop trail was damaged. The artists have been contacted for repairs and are tentatively scheduled to travel to Traverse City over the December 5th weekend.

Gateway Sculpture Invitation

Following the Mural Festival, plans for the second project of the North Boardman Creative Initiative are underway. Invitations to submit proposals for a “gateway” sculpture on a city parcel near the Riverine Apartments were sent to 5 artists. Two artists accepted the invitation and will submit proposals to be considered by the Commission at their December meeting.

Vacancies

The Arts Commission currently has two vacancies. The City Ad Hoc Interview Committee will begin interviews for the vacancies on December 2nd.



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

Memorandum

To: Harry Burkholder, DDA Executive Director
Downtown Development Authority Board of Directors

From: Sara Klebba, DDA Director of Events & Engagement

Date: November 15, 2025

Subject: DTCA Director of Events & Engagement Update

Shop Your Community Day (Sat, Nov 8)

- 40 businesses participated (43 in 2024) with 15% of the day's sales donated to a list of 30 different nonprofit organizations, selected by customers during the sale.
- Donation totals still being collected.
- Data reports 17,100 guests within the DTCA district, with a 203 min. average dwell time.

Halloween Walk (Sat, Oct 25)

- Almost 4,000 people attended in the extended downtown footprint (into West Front and Old Town) with 90 min average dwell time.
- Recommendation due to extensive crowds and safety concerns: Close Cass intersection at Front St next year (leaving Front St open)

Downtown TC Community Mural

- Sponsor Oryana has joined the partnership and will host another mural pop-up with Look Wonder Discover at Oryana West on 11/21.
- Installation timeline: early winter.

Light Parade (Sat, Nov 22)

- National Cherry Festival partnering with DTCA to host the annual kickoff to the holidays:
 - 5:00: Tree Lighting festivities
 - 6:00: Santa lights the tree
 - 6:30: Parade steps off
 - Post-parade-9pm: Santa's House
- Sponsorship update:
 - Cash sponsors: Molon group, M&M Garage Doors, Cherry Republic, Munson, The Little Fleet, Baker College, MSUFCU
 - In-kind: UpNorthLive, WCCW, That'sa Pizza, Elmer's, Espresso Bay, MacAllister

- Tree Lighting Treat Patrol: Santa's Street Team (volunteers/staff) to kick off the evening at 5pm with UpNorthLive 7&4 emceeing; to broadcast festivities and parade on on-site monitor and parade live streams on UNL Facebook and YouTube channel.
- DDA Board invited to join the DTCA membership at the lead of the parade. Contact Hunter Eagle of Mammoth Distilling if interested.

Santa's House (11/22-12/24)

- 11/17 delivery at Town Centre Plaza, Cass & State. Santa to arrive in hardhat to "oversee" installation with sponsor Elmer's with Record-Eagle to record.
- Schedule: Opens after 11/22 Light Parade. Fridays-Sundays thru 12/24.

Black Friday & Small Business Saturday (11/28 & 29)

- Sign up emailed to members only 11/11 to promote offers on our website going out asap
- Deadline to share deals: 11/24

Ladies', Men's, & Wrap It Up Nights (Dec. 4, 11, 18)

- Annual Ladies' & Men's Nights offering celebratory holiday celebrations: gathering of friends and shopping special offers. Treats and refreshments, deals, activities, etc. being posted to event web pages as we receive them.
- NEW: Wrap It Up Night: A new family-friendly shopping event to help cross last-minute gifts off the list. Donation-based gift-wrapping stations at Mammoth Distilling (for Up North Pride) and Slip. vintage (for Evergreen Community Group). Santa to make an appearance at the tree! Participating businesses to offer specials or goodies.
- Free cocoa at Front Row Centre each night.
- In order to ensure safe crossings during these busy nights, Cass St will be closed with Meridian barricade at Cass, north side of Front, at crosswalk and at north alley.

Traverse City Restaurant Week (Sun, Feb 22-Sat, Feb 28)

- To meet with TC Tourism early December to kick off 2026 partnership: event planning, passport, marketing plan, etc.
- As entry fees have been stagnant for years, and costs increase to promote, new fees being introduced: \$125: member, \$250: non-member (was \$100/\$200)