

# **Traverse City Downtown Development Authority Regular Meeting**

**Friday, September 19, 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](http://www.dda.downtowntc.com)  
303 East State Street, Suite C  
Traverse City, MI 49684

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# Welcome to the Traverse City Downtown Development Authority meeting

## Agenda

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### 1. CALL TO ORDER

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### 2. ROLL CALL

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### 3. ELECTION OF OFFICERS

#### A. Election of Officers and Committees

5 -  
13

[Election of Officers Memo \(Burkholder\) - PDF](#)

[DDA Board Roles Responsibilities - PDF](#)

[DDA Governance Committee Roles and Responsibilities - PDF](#)

[DDA Finance Committee Roles and Responsibilities - PDF](#)

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### 4. REVIEW AND APPROVAL OF AGENDA

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### 5. PUBLIC COMMENT

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### 6. 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 from the August 15, 2025 DDA Regular Board Meeting (Approval recommended).

14 -  
17

[August 15, 2025 DDA Regular Meeting Minutes - PDF](#)

#### B. Consideration of approving the August 2025 Financial Reports and Distributions for the DDA General, Old Town TIF and TIF-97 (approval recommended)

18 -  
22

[August 2025 DDA General, Old Town TIF and TIF-97 Financial Report - PDF](#)

#### C. Consideration of declaring office furniture as surplus so it can be disposed of in cooperation with the City of Traverse City (approval

23

recommended)

[Request to Surplus Property Memo \(Burkholder\) - PDF](#)

- D. Consideration of adding a clause regarding long-term/repeated use of Rotary Square to the Rotary Square Use Policy (approval recommended) 24 - 33

[Rotary Square Use Policy Amendment Memo \(Bohac\) - PDF](#)

[Amended Rotary Square Use Policy - PDF](#)

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## 7. ITEMS REMOVED FROM CONSENT CALENDAR

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## 8. OLD BUSINESS

- A. TIF-97 Project Priorities (Presentations from Progressive Companies and Beckett and Raeder) 34 - 78

[TIF-97 Project Priorities Memo \(Burkholder\) - PDF](#)

[Rotary Square Presentation \(Ball\) - PDF](#)

[Farmers Market Pavilion Presentation \(DeGood\) - PDF](#)

[Rotary Square Timeline September 2025 - PDF](#)

[Boardman Ottaway Riverwalk Timeline September 2025 - PDF](#)

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## 9. NEW BUSINESS

- A. Consideration of entering into closed session to discuss the periodic personnel evaluation of the DDA Executive Director as requested by DDA Executive Director and as authorized by MCL 15.268(1)(a).

- B. Lot O Mixed Use Development (Presentation from HomeStretch) 79 - 140

[Lot O Memo \(Burkholder\) - PDF](#)

[HomeStretch Presentation](#)

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## 10. EXECUTIVE DIRECTOR REPORT

- A. Executive Director Report 141 - 142

[Executive Director Report - PDF](#)

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## 11. STAFF REPORTS

- A. Arts Commission Report 143

[Art Commission Report \(Bohac\) - PDF](#)

- B. Director of Events and Engagement Report 144 - 145

[Director of Events and Engagement Report - PDF](#)

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## 12. RECEIVE AND FILE

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## 13. PUBLIC COMMENT

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**14. ADJOURNMENT**