

# **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](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. REVIEW AND APPROVAL OF AGENDA

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### 4. PUBLIC COMMENT

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### 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](#)

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**6. ITEMS REMOVED FROM CONSENT CALENDAR**

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**7. SPECIAL ORDER OF BUSINESS**

- A. Farmers Market Advisory Committee Appointment 18 -  
[Farmers Market Advisory Committee Appointment Memo \(Bohac\) - PDF](#) 19
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**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](#) 27
- C. Two-Way Downtown Circulation Pilot Study (possible action) 28 -  
[Two Way Circulation Pilot Study Memo \(Burkholder\) - PDF](#) 90  
[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 91  
[TIF-97 Project Priorities Memo \(Burkholder\) - PDF](#)
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**9. EXECUTIVE DIRECTOR REPORT**

- A. Executive Director Report 92 -  
[Executive Director Report \(Burkholder\) - PDF](#) 93
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**10. STAFF REPORTS**

- A. Arts Commission Liaison (Deputy Director) 94  
[Art Commission Liaison Memo \(Bohac\) - PDF](#)
- B. Director of Events and Engagement 95 -  
[Director of Events and Engagement Report \(Klebba\) - PDF](#) 96
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**11. RECEIVE AND FILE**

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**12. PUBLIC COMMENT**

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**13. ADJOURNMENT**