

**DOWNTOWN DEVELOPMENT AUTHORITY
LOWER BOARDMAN RIVER LEADERSHIP TEAM**

Wednesday, October 16, 2019

5:30 p.m.

400 Boardman Avenue, Lower Level Cafeteria, Traverse City, MI 49684

www.dda.downtowntc.com

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

1. Approval September 18, 2019 Minutes
2. Brief update on Public FishPass Forums
3. Review Value Statements
4. Review Comments Received and Additions to Draft Action Plan
5. Begin Opportunity/Design Phase based on comments received
6. Public Comment
7. Adjournment

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

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

**DOWNTOWN DEVELOPMENT AUTHORITY
LOWER BOARDMAN RIVER LEADERSHIP TEAM
Wednesday, September 18, 2019, 5:30 p.m.
400 Boardman Avenue, Lower Level Cafeteria
Traverse City, MI 49684
dda.downtowntc.com**

Chair Jay called the meeting to order at 5:31 p.m.

Present: Harry Burkholder, Elise Crafts, Jean Derenzy, Frank Dituri, Tim Ervin, Brett Fessell, Jennifer Jay, Deni Scrudato, Russ Soyring, Mike Vickery

Absent: Christine Crissman, Michele Howard, Rick Korndorfer

DDA Staff: Colleen Paveglio

1. Nomination by Jay for Fessell to Co-Chair the Lower Boardman River Leadership Team
2. Meeting Minutes: **The meeting minutes from August 21, 2019 were approved as presented upon motion by Crafts, seconded by Derenzy. Motion carried unanimously.**
3. Update on FishPass Project
 - a. Frank Dituri and Brett Fessell will provide updates at the Lower Boardman River Leadership Team meetings
 - b. An overview of public outreach meetings and how the project began to address restoration of the river
 - c. Suggestion for a televised meeting for updates
4. Review Comments Received from Public Engagement Project
 - a. Include the updated feedback on website
 - b. Review of the survey results with over 500 respondents
 - c. Leadership Team to review the Project Action Plan and provide feedback
 - a. What exists today? Where we came from
 - b. Deadline for the Team to send to SmithGroup: October 2nd
 - a. Staff to send Bob Doyle's email to Team
 - d. Future public engagement: Weigh value statements against input
 - a. Focus on habitat enhancement and others follow
 - b. Initial outreach to stakeholders and partners
 - c. Comment regarding historical context of overuse and misuse and provide a guiding document for the future
 - d. Ervin to map a process for FishPass for engagement and send to group
 - e. Inquiry on process and mapping for FishPass
 - a. The LBR Team should be involved in the future FishPass meetings

5. Begin Opportunity/Design Phase based on comments received
 - a. Leadership Team to review the Project Action Plan and provide feedback
 - a. What exists today? Where we came from
 - b. Deadline for the Team to send to SmithGroup: October 2nd
 - a. Staff to send Bob Doyle's email to Team
 - c. Future development before Unified Plan
 - a. Derenzy: Planning Commission has delayed work on riparian buffer until Unified Plan is developed
6. Identify Public Outreach for Design Phase
 - a. Future public engagement: Weigh value statements against input
 - a. Focus on habitat enhancement and others follow
 - b. Initial outreach to stakeholders and partners
 - c. Comment regarding historical context of overuse and misuse and provide a guiding document for the future
 - d. Ervin to map a process for FishPass for engagement and send to group
 - a. Scudato to provide a list of questions to Ervin
 - b. Inquiry on process and mapping for FishPass
 - c. The LBR Team should be involved in the future FishPass meetings
 - e. Doyle to provide an outline once feedback is received from LBR Team
 - a. Linking grid to vision and values and provide content
 - b. Reviewed at the October 16th, LBR meeting
7. Public Comment
 - a. Ann Rogers, 1236 Peninsula Drive, NMEAC Co-Chair, commented on the FishPass project and the process.
 - b. Milton Anderson, 429 S. Garfield, commented on the FishPass project
 - c. Rick Buckhalter, 932 Kelley Street, commented on the FishPass project
 - d. Judy Nelson, 429 S. Garfield, commented on the FishPass project and mirroring the LBR engagement process
 - e. Mitch Treadwell, 620 W. Seventh Street, commented on the LBR public engagement and future development being addressed
8. Adjournment. The meeting officially adjourned at 7:54 p.m.

Respectfully submitted,

Colleen Paveglio

treatment or employment in, its programs or activities. The DDA CEO has been designated to coordinate compliance with the non-discrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, are available from the DDA office.

DRAFT

Lower Boardman

Draft Guiding Values

1. Reflect the City's commitment to the River as a public resource and asset to be passed to residents and visitors in perpetuity.
2. Contain public goals for the River and City, in keeping with the community's visions about what the River is and can become as a centerpiece for downtown identity and ethos.
3. Use the natural and cultural values of the River as a guide for decisions about the commercial, economic or utilitarian values to be leveraged for the public good.
4. Be explicit to the commitment to improve, restore and protect the health and integrity of the Riparian ecosystem of the lower River.
5. Provide that the recommended initiatives contained in the Plan will account for the impact of those initiatives on residents, habitats and the ecological status of the River.
6. Serve to foster and sustain partnerships with shared responsibilities among public and private stakeholders who share the value that the Boardman is a common resource that connects everyone.
7. Identify/prioritize opportunities for multi-modal access to the River.
8. Enhance ecological and aesthetic River conditions, take advantage of and integrate iconic structures and identify new sites and structures that serve as destination centers of programming to attract year-round access.
9. Integrate existing river walks and pathways with new connections between sites and destinations that link the River to the city in ways that are physical, visual, aesthetic and psychological.
10. Foster the restoration of native fisheries, herpetological and ornithological resources, and landscape to be consistent with best riparian and aquatic science and water and land management practices, and be harmonious with the River.
11. Make nature-based stormwater best management practices (BMP's) a priority.
12. Help ensure that new or rehabilitated developments along the River are compatible with the City's renewable energy goals.
13. Establish that development sites, destinations and structures must protect the health, aesthetics, accessibility and health of the relationship between the river and residents/visitors.
14. Manage invasive vegetation and protect and retain existing native vegetation and add native vegetation where possible.

15. Prohibit further hardening of the shorelines that are inconsistent with the Plan.
16. Ensure that the natural flow of the River is enhanced and not curtailed or impeded by any element of the plan.

	River Conditions and Habitat	Access, Open Space and Recreation	History, Culture and Learning	Land Use and Development Systems
Projects	Intent: There is a need to expand facilities on the river corridor to accommodate access, movement along the riverbank, and on-river recreation. However, actions to meet this need must be tempered within the larger desire to not alter the character and nature-based aesthetic of the river corridor, or to create an urbanized, hardened and hyper-active place. Universal access to facilities and experiences on the river is a baseline assumption.			
	Build new aquatic habitat in the corridor	Provide a clear, legible connected path system	Honor the First People's heritage and cultural legacy through meaningful interpretive experiences.	Establish a policy that publicly funded projects follow the best practices and land development guidelines identified in the Unified Plan
	1. Measure/Quantify existing habitat, and establish goals for net increase	1. Implement wayfinding sign program/water-trail signage plan	1. Inventory existing sites with First People's recognition	
	2. Identify key opportunities for new habitat development	2. Create a through path from end to end, linked but not necessarily on same side of river	2. Identify additional sites of significance	
	3. Establish priorities for implementation and build	3. Consider water level fluctuation in establishing elevations and selecting path and boardwalk materials	3. Create a thematically linked interpretive system, consistent with the recent Water-Trail signage plan	
	Coordinate habitat enhancements with the FishPass	Ensure universal access and consciously designed experiences for a range of abilities and aptitudes.	Create a Tribal Cultural Center within the project area that links to the river	
	1. Plan for aquatic species habitat within the river up and downstream from the dam that meet the needs of the target species and coincide with the scientific research conducted by the Fish Pass	1. Integrate this foundation principle into all improvement projects along the river	1. The Unified Plan should identify potential location(s) for a cultural center	
	2. Continue to maintain members of the governing body of the LBR that are also engaged with the FishPass	2. Consider this goal in establishing project budgets prior to design to insure implementation	2. The Leadership Team should coordinate with local tribal groups to develop a the architectural, educations and funding program for the center, and locate the site	
	Restore riverbanks with green solutions and create riparian habitat	Include projects related to water literacy, to the Boardman's impact on safe and accessible drinking water, and to general principles of good environmental stewardship	Note and interpret key sites of European settlement, and the role of the river for industry and transportation	
	1. Restore degraded banks of the river with soft engineering solutions where possible, and include consciously placed habitat structures and amenities	1. Make drinking water and water bottle filling stations broadly accessible	1. Coordinate with local historians on identifying the high priority sites for learning, and on the interpretive messaging.	
	2. Take advantage of existing floodplains and low slope banks to create a diverse mix of habitat types, minimizing hard surface and lawn edges	2. Integrate water literacy into the public education outreach and into the interpretive themes for the river displays.		
	3. Remove vertical walls where feasible, and use parking lot relocations as an opportunity to create more emergent wetland habitat			
	Consider all users of the river in the design process for river improvements, including nature!	Connect the river path system to adjacent neighborhoods, downtown, bayfront, TART, and BATA stops.	Provide interpretive theme about Geology, the formation of the river, and the connection to lake levels	
	1. Adopt the Unified Plan and the practices and values it promotes. Insist that all projects on the river reflect these values, and consider the value of natural habitat co-equal to human use	1. Identify key connection points along the river corridor	1. Identify key natural features of the river that contribute to the stated theme	
	2. Engage the public in all the design and planning of all projects	2. Provide wayfinding and physical, universal access to river corridor from linkage points as part of each improvement project	2. Develop an interpretive curriculum and design ideas for displaying information and encouraging hands-on learning	
		3. Create a civic space along the 100 and 200 block alley that connects people to the river and encourages businesses "to face" the river		
	Replace public parking along the river with enhanced habitat creation and sustainable landscapes	Consider a range of open space nodes and amenities along the river corridors of varying sizes, purposes, and characters.		
	1. Move forward with plans to create a new multilevel parking facility on the west side of downtown.	1. Build and maintain waste disposal stations and public restrooms within the Riparian District		
	2. Work with the city, local stakeholders, and farmer's market to consider the best and highest use for all of the parking lots along the river, emphasizing the value of creating habitat and protecting water quality	2. Implement water use amenities identified by the Boardman River Water Trail study, such as accessible kayak launches, kayak racks (as needed), portage points (e.g., at Fish Weir) and marketing materials.		
		3. Install site furnishings and wayfinding systems to encourage proper river etiquette		
		4. Include art installations at bridges and other key public areas along the river		
		Improve vehicular bridges for aesthetics and access along river		
		1. Monitor efforts by the city in bridge improvements		
		2. Consider pedestrian access improvements in the area of the bridges as a priority to gain efficiencies in construction and phasing		
		3. Consider the potential for creating sculptural gateways at the bridges to highlight the presence of the river		
		Collaborate with MDOT on the redesign of Grandview Parkway to improve pedestrian access across and under the parkway		
		1. Work with the City Engineer in engaging MDOT in the Grandview reconstruction to make pedestrian safety and access a prominent feature and value of the project.		
Best Practices	Intent: Given the value of the river and the importance of improving water quality in the Great Lakes, each new project in the downtown area, private and public, must contribute to achieving the larger vision and values for the Boardman through the use of best practices in the management of waste water, stormwater, energy use and landscape.			
	Use native landscape plants and habitat enhancement structures on new public projects	Include raingardens, stormwater treatment structures, and infiltration pavements into all new open space improvements	Include cultural resource investigations into each publicly funded construction project	Limit the use of impervious surfaces through the use of pervious paving and increasing landscape area
	1. Develop a plant palette of desired native plants, based on slope stabilization characteristics, urban conditions compatibility, aesthetic value, and habitat value (e.g. for pollinators)	1. Assume that all public projects will include measures to filter and improve the quality of storm water prior to release in the river, regardless of requirements to manage water volumes	1. Conduct a baseline cultural resources study of the river corridor, identifying potential areas where excavation may impact resources	1. Require that all site surfaces within 50 feet of the OHW line be pervious paving designed to limit direct stormwater flow into the river
	2. Develop a list of target species and habitat structure types to be incorporated into the corridor (e.g., osprey nesting)	2. To the extent possible, avoid point source contributions to the river in favor of ground water infiltration and filtered overland flow	2. During project planning identify potential construction impacts and determine where further investigation is required prior to construction	2. Retrofit existing (and require that new) roof drain outfalls into the river manage the time of concentration and volume of flow
	3. Incorporate native plants and habitat structures into each project		3. Monitor construction for potential uncovering of cultural resources.	3. All developments should be required to plant trees, either on private property, along the public street, or in a local public park
	Include in each public habitat project a requirement for pre- and post-construction assessment	Seek solutions for public improvements that consider universal access to a broad degree, encouraging the engagement of people of all abilities	Include cultural, historical, and natural interpretive elements in each public improvement project	Manage stormwater for storage, flow restriction, infiltration and direct re-charge, and water quality
	1. Assess pre-planning habitat conditions and population surveys for larger scaled projects (over one acre in size and/or one block length)	1. Design new facilities to provide universal access to all paths and walks, public rest facilities, activities, and amenities.	1. Develop an interpretive program based on the cultural resources assessment, local knowledge, and habitat goals	1. Follow the guidelines (to be) adopted in the forthcoming "TIF 97 Stormwater Management Plan" study, and apply the principles and practices of the plan for all of the LBR Unified Plan area
	2. Include habitat enhancements into the design of improvements to target deficits discovered during the pre-planning assessment	2. Assess existing facilities to document ADA compliance issues, and the costs to bring facilities into compliance	2. With each project undertaken, include interpretive learning opportunities. Think beyond typical interpretive signage.	
	3. Re-assess habitat conditions and population surveys one year post construction to quantify habitat creation success.		3. Implement signage consistent with recent Water Trail signage study	
	Develop design and maintenance guidelines for riparian landscape for use in maintaining public sites and guiding private landowners	Establish design guidelines for the design of structures and public launch/portage facilities to accommodate contemporary forms of non-motorized watercraft	Continue to integrate the provision of art along the river corridor as it is improved.	Build stormwater systems that provide for re-use of water to provide water for irrigation and related appropriate uses
	1. Benchmark other communities efforts to promote native landscape in the public and private realms	1. The Unified Plan will identify locations for launch and portage facilities in the project area	1. The unified Plan will establish potential locations for public art.	1. During the design and engineering process for each project involving storm water improvements, consider the potential for storage and reuse of storm water
	2. Develop guidelines for design and maintenance based on Unified Plan and input from stakeholders	2. Launches and portage points must include facilities designed to conform to universal access standards	2. During project planning the design team should consider art in locations identified in Unified Plan, as well as new suitable locations based on the attribute of the project area.	
	3. Promote use of native landscape and guidelines through local advocacy organizations, garden clubs and related organizations.		3. Coordinate with the Traverse City Arts Commission	
	Implement snow maintenance plans which limit the use of salt and sodium-based products	Establish best practices for the protection of public safety based on pedestrian volume and river conditions-for example, the use of railings, the design of stairs and water access points		Incorporate night sky lighting best practices into public and private improvement projects
	1. Identify current practices for maintaining walks in downtown and long river	1. Identify typical locations where safety railings should be assumed, such as stairs, ramps, high volume walks along the water, intersections of paths, where fall potential exists over 30 inches		1. Consult with lighting designers to create guidelines for required light levels for both private and public improvements in the river corridor, and identify fixture types for typical locations.
	2. Consider and test alternative means of snow maintenance, and logical limits for winter maintenance	2. Develop typical details and design guidelines for railings		2. Integrate lighting guidelines into the appropriate sections of the Codified Ordinances of Traverse City, under Part Ten-Streets, Utilities and Public Services, and Part Fourteen-Building and Housing Code
	3. Establish new snow maintenance practices			
	Consider the presence of environmental contaminants during the funding and design of projects	Consider the potential impacts of climate change and water level fluctuation in the design of new facilities		Encourage restaurateurs and commercial users to actively use the back of their buildings, and include porches, platforms or decks for seating, facing the river
	1. Identify known contaminated sites in the project area through public data base and local knowledge	1. Examine feasibility of floating docks where possible to provide flexible access and connections		1. Create active public space along the river in key downtown areas to encourage private land owners to take advantage of increased pedestrian traffic and public exposure.
	2. Conduct Baseline environmental Assessment of any property being acquired	2. Consider value of trees and leafy vegetation to reduce heat island effect and in carbon sequestration		2. Collaborate with local businesses and land owners to implement projects that integrate with the public spaces
	3. Where feasible or necessary to protect public health, advocate for full remediation of sites to residential standards.	3. Design walks and related facilities that are at a fixed elevation to include additional design freeboard than typically has been considered		3. Establish and adopt outdoor eating guidelines for private use of public space, similar to sidewalk dining ordinances.

Community and Development Policies	Intent: Recognizing an explicit commitment to principles of public trust protection of the river as a commons, regulatory policies that guide building and development in the downtown area must be amended as necessary to reflect the vision and values of the Lower Boardman River Unified Plan and protect the river for future generations.			
	Adopt changes to the zoning ordinance which require the use of native landscape species and maintenance practices for private development	Require universal access for all private and public site facility improvements along the river	Change the name of the river within the project area to Ottoway	Support the adoption of the "TIF 97 Stormwater Management Plan" as city and DDA policies
	1. Require use of native plants from preferred list within the riparian overlay district (discussed under Land Use and Development Systems)	1. Design new facilities to provide universal access to all paths and walks, public rest facilities, activities, and amenities.	1. Define process?? Determine extent	1. Provide support to City staff in the implementation of the plan
	2. Prepare draft changes to the Codified Codes of Traverse City, Part 13 Zoning Code, Chapter 1372 Landscaping to reflect use of native plants	2. Establish a DDA policy that all projects in the river corridor be universally accessible		2. For all public and private improvement projects in the project area, establish a DDA policy that adopts the recommendations of the plan
	3. Propose amendment to Planning Commission for Adoption			
	Prohibit the use of vertical shoreline walls in future developments and projects, and encourage the removal of existing walls as area improvements are undertaken	Amend the Community Recreation Plan to reflect the Lower Boardman River Unified Plan as it relates to park lands and facilities		Support the modification of zoning ordinances to manage the scale, placement and site improvements of new development consistent with the core values of the Unified Plan
	1. Assess condition and purpose of existing vertical walls	1. In 2021, amend the City of Traverse City Parks and Recreation Plan to reflect the Unified Plan		1. Through the Planning Commission, establish a LBR overlay zoning district (in Part 13 Zoning Code) to manage setbacks, open space requirements, approval processes, and development practices
	2. Establish goals for wall removal, prioritize, and implement	2. The Recreation Plan should include recommendations to improve public parks in the project area, and proposed trail connections		2. Through the Planning Commission, establish a new building setback, ranging from 15 to 40 feet depending on the reach of the river
	3. Establish policy in city development regulations that prohibit vertical wall construction as shoreline stabilization treatment	3. Coordinate recreation plan changes with the Parks and Recreation Commission; confirm agreements regarding management and maintenance		3. As part of Chapter 1366, Site Plans and Site Development Standards, require the assessment of impacts to water quality and habitat for each new development project, and establish criteria for approval
				4. Encourage multi-story buildings to reduce building footprints along the river.
				5. Amend zoning ordinance to establish frontage requirements for buildings adjacent to the river
		Through licensing/permitting processes or city ordinance, establish limits on commercial kayak/canoe users based on the community established carrying capacity of the river		Restrict the creation of public and private parking within the river corridor
		1. Consult with City Attorney and Manager on the alternative approaches to regulating river use. Propose and conduct a fair and open process, working in cooperation with licensees		1. Amend zoning ordinance to reduce or eliminate parking space requirements for all riverfront developments.
		2. Propose and adopt changes to the Codified Codes of Traverse City, Part Ten Streets, Utilities and Public Services Code, chapter 1064 Parks, and related codes		2. Amend Zoning ordinances to create a 50 foot setback for parking from the OHW line.
		3. Code changes could include volume limitations place on licensees, limitation on use of alcohol, hours of operations, and disorderly conduct		3. Adopt a DDA policy for parking lots consistent with amended zoning ordinances
		4. Collaboratively develop a set of strategies for regulating boater behavior		
		Consider the presence of the community's homeless population along the river corridor when contemplating river corridor improvements		Amend the Community Master Plan to be consistent with the findings and recommendations of the Lower Boardman River Unified Plan
		1. Collaborate with local service agencies, county health department, and public safety to define potential impacts of project, goals, strategies, and roles.		1. Adopt the Unified Plan as a "Sub Area Master Plan" as provided by the Michigan Planning Enabling Act, Act 33 of 2008; or
				2. Integrate key findings of the Unified Plan into the next update of the Traverse City Comprehensive Plan, and incorporate the Unified Plan by reference; or
				3. Create a new Downtown Plan as a Sub Area Master Plan, integrating the Unified Plan.
		Require public access easements where called for on the Unified Plan		Integrate development incentives/requirements to encourage green building and site development practices
		1. Consult with City Attorney as to the appropriate mechanisms to establish access easements		1. Integrate the "Best Practices" findings of the Unified Plan into the Codified Ordinances of Traverse City, under Part Ten-Streets, Utilities and Public Services, and Part Fourteen-Building and Housing Code
		2. The Unified Plan should define access easement needs, including locations, widths, and linkages to larger path/boardwalk system		2. Adopt incentives in the Zoning Ordinance to encourage the use of sustainable building materials, energy efficiency and production, and reuse of building water
		3. Amend zoning ordinance and site plan approval processes to note access as an issue for investigations and criteria for approval		
Implementation and Management	Intent: A clear set of policies and management, funding, and maintenance practices and structures should be established to ensure the implementation of habitat and recreation improvements and proper maintenance of the investment made. Establish a governing body to represent the LBR, pursue the implementation of the Unified Plan, manage development of the public river corridor, monitor river conditions and development, and maintain the river corridor.			
	Post data from the FishPass project to quantify the promotion of native fish species and restriction of invasive species	Maintain the condition of boardwalks and related facilities on a regular basis	Include members of the local native tribes in the development and management and maintenance of the facilities and landscape	Adopt changes to zoning as a priority, parallel to the adoption of the Lower Boardman River Unified Plan if not before
	1. Establish a web site for the LBR that allows for open communication and information sharing with the public.	1. Establish or assign an entity to be responsible for facility maintenance. Consider partnerships with private and non-profit community focused organizations.	1. Include Native Americans in any governing board that may be established for the management and maintenance of the LBR	1. Collaborate with the city planner and Planning Commission on zoning and code amendments as noted on other sections.
	2. Regularly post technical data from the monitoring of the FishPass, as well as LBR habitat projects	2. Develop maintenance procedures and protocols consistent with community expectations and standards	2. Consult with tribal organizations when establishing maintenance protocols and designing new projects	2. Actively participate the adoption process to represent the values of the community as enumerated by the Unified Plan
		3. Establish a long term, reliable and consistent funding stream for maintenance		
	Maintain landscape plantings to provide shade, healthy plants, invasive control, views of the water	Consider the use of enforcement officers or river guardian to help visitors orient to the community and adopt appropriate behaviors	Engage the local learning community in using the LBR and FishPass for research and learning	Monitor changes to development and land use policies
	1. Establish or assign an entity to be responsible for facility maintenance. Consider partnerships with private and non-profit community focused organizations.	1. Define the need and potential roles for a river guardian team, the employment structure and process, funding for the role, or volunteer structure.	1. Create an outreach campaign to local educational institutions that encourages visits to the river, and collaboration on learning objectives	1. Consider making a Planning Commissioner or planning staff a permanent member of the LBR governing board
	2. Develop maintenance procedures and protocols consistent with community expectations and standards		2. Include in the outreach efforts partnerships in research, cultural resource investigations, and habitat monitoring	2. Register with the city to insure that the LBR governing board is officially notified regarding all site plans, zoning changes, master planning, and zoning appeals procedures that occur within the district
	3. Establish a long term, reliable and consistent funding stream for maintenance			3. Participate in local approval processes to establish a voice a planning and development processes and procedures
	Manage the access of the river through tree trimming, log removal in the stream current, and regular assessment of trees by a trained arborist	Establish/Designate a governance entity or sub-entity to provide management and maintenance oversight, and assist in the funding of projects and maintenance. Considerations include:	Actively manage the interpretive system of the district to reflect new information and special programs, and meet the needs of all users	Pursue changes to policies for storm water management, river use management, and building codes
	1. In collaboration with Kayak licensees, set basic parameters which can guide tree maintenance.	1. Who will define issues and establish criteria for managing and adapting the plan going forward?	1. Annually assess the efficacy of interpretive displays and facilities	1. Consider forming sub-committee(s) to monitor and pursue the policy changes noted elsewhere in this document
	2. Retain the services of a trained arborist to provide emergency services, as well as regular assessment and tree trimming and maintenance	2. Who will "own" the plan and the responsibility for its implementation, adaptation and success?	2. Consider using interpretive learning systems that can be modified or adapted to new learning objectives and curricula, in addition to more permanent displays	
		3. How will decision making responsibilities be distributed and coordinated?	3. Consult with local learning institutions and experts to provide learning opportunities for people of all ages and abilities	
		4. How will enduring and adaptive structures and processes of stakeholder representation be established and ensured?		
	Monitor water quality over time, as well as the efficacy of river habitat improvements	Pursue funding of improvements		
	1. Obtain and analyze water quality samples annually to establish a baseline, and monitor trends in water quality	1. Incorporate projects in the Six-Year Capital Improvement Plan that advances the Unified Boardman River Plan.		
	2. Prepare a base line assessment of riparian and aquatic habitat for the entire project area, including habitat quality and species population and extent	2. Identify potential grant sources, criteria for selection, and applicability to proposed projects		
	3. Assess habitat improvement for each substantial project as outlined in "Best Practices"			
	Provide education to the local community in terms of best practices (e.g., not dumping fall leaves in river, adopt a CB program) and volunteer opportunities	Provide for regular and timely maintenance to manage waste and cleanliness.		
	1. Inventory existing local efforts and the city, county and non-governmental agencies related to public education and stewardship	1. Promote "Adopt a River Reach" or "Friends of the LBR" program to encourage public and private partnerships to keep the Riparian District clear of trash		
	2. Consider long term methods and/or committee structure for public outreach regarding education, and design process engagement	2. Maintain general trash, waste management stations, and bathrooms as needed.		
		3. Prohibit the use of plastic bottles in any commercial enterprise operating within the Lower Boardman-Ottoway Riparian District		
	Pursue funding for the construction and maintenance of improvements	Program activities along the river corridor to encourage appropriate use, educational instruction, and civic value of the space		
	1. Incorporate projects in the Six-Year Capital Improvement Plan that advances the Unified Boardman River Plan.	1. Consider the creation of a "friends" group that assists with activities and programming for the river		
	2. Identify potential grant sources, criteria for selection, and applicability to proposed projects	2. Collaborate with existing event organizations to further integrate the river corridor into the events		
		3. Establish a policy for event and activates along the river, bearing in mind the community value of the river as a quiet respite		

SMITHGROUP

LOWER BOARDMAN RIVER UNIFIED PLAN

FALL 2019 PUBLIC ENGAGEMENT

MEETING WITH EXPERTS AND KEY STAKEHOLDERS

A round of meetings in early November will be conducted with local experts and key stakeholders to gain input into the ACTION PLAN, which outlines ideas and action items related to three of the four key products of the Unified Plan, including-

1. Best Practices
2. Community Development Policies
3. Implementation and Management

The purpose of these meetings is to familiarize the experts and stakeholders as to the purpose of the Unified Plan, and to have productive discussions and input gathering regarding the contents of the Action Plan, and the process by which these ideas could be adopted into established policies and practices.

Groups to meet with may include:

- City Engineering and public works
- Parks and Recreation staff and commission
- Planning staff and commission
- Public safety officials
- Tribal organizations
- DNR/EGLE

PUBLIC WORKSHOP

The Action Plan will be updated based on the input received during the sessions with experts and stakeholders, and then a Public Workshop will be conducted.

Note: Highlighted text denotes graphic product

A. **Introductory Presentation (20 to 30 minutes)**

1. Intro to the Process (we are in the idea generation phase and looking for input)
2. Existing Plans for Improvement and Restoration (a lot of study has been done and we are building from it)
3. Formulation of the Leadership Team (plan is coming from you and your neighbors)
4. Results of the Public Engagement and Planning Process to date (tons of public involvement through Kick-off, Focus Groups, Stakeholder meetings, Pop-up workshops, on-line engagement)
5. Structure of our Recommendations (how the final product will be used-tonight we focus on the policies and best practices that set the stage for the plan)
 - a) Projects
 - b) Best Practices**
 - c) Community Development Policies**
 - d) Implementation and Management**
6. How you can help tonight (give us feedback on the ideas-what works, what doesn't, what are we missing?)

B. **Small Group Engagement (60 minutes)**

Participants will be asked to form small group teams of 8 to 12 people, and will be given the following:

SMITHGROUP

- An overall **Framework Plan** of the corridor which highlights the existing Access, Open Space, and Recreation features of the LBR, basic data such as topography, bank conditions, and parcels lines, and some basic improvements that have general consensus (e.g., improvement to Front Street bridge)
- Two boards for each topic, as follows
 - a) **Best Practices** matrix of ideas, plus board of images of best practices that have been applied in TC and other communities
 - b) **Community Development Policies** matrix of ideas, plus a board of images showing impact of setbacks, open space connections, opening business to water, etc.
 - c) **Implementation and Management** matrix of ideas, plus a board indicating potential grants and funding sources, landscape management techniques, and related topics.

The meeting can be structured as a “round robin” session, where community members are given 20 minutes for each topic, and then asked to shift to the next topic. It could also be done as an open house, where participants are encouraged to visit each of the three stations and do so at their own pace.

Participants will be asked the following questions at each station-

- *Which set of ideas do you most support?*
- *What would you add?*
- *What would you edit or change?*

A facilitator from the SmithGroup team and Leadership Team will briefly review with each small group the information available and the task of the small group. Participants will be asked to use sticky notes to the boards to express their answers to the questions noted above or other comments they wish to make.

At the conclusion of the small group discussion each group facilitator will be asked to provide a summary of their discussion. SmithGroup will recap common themes and findings after the small groups have reported out.

FOCUS GROUPS

Following the Public Workshop, a series of Focus Group Meetings may be held to solicit input on the Action Plan topics, including-

1. Best Practices
2. Community Development Policies
3. Implementation and Management

Focus Group attendees will be invited to offer specific input into the Action Plan in a small group setting. Groups may include property owners, business owners, downtown residents, environmental advocacy organizations and downtown business associations, and others as determined.