

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

Wednesday, May 19, 2021
5:30 p.m.

The Lower Boardman River Leadership Team Meeting will not be held at the Governmental Center. The Lower Boardman River Leadership Team will be conducted remotely via Zoom Webinar.

The Lower Boardman River Leadership Team can be viewed at:

<https://us02web.zoom.us/j/86157076038>

Anyone wishing to listen and give public comment will need to call in and wait in a “virtual waiting room” where their microphones will be muted until they are called upon:

Dial: 312 626 6799

Meeting ID: 861 5707 6038

Participant ID: # (yes just #)

Posted and Published

The DDA recognizes the importance of not bringing people together unnecessarily in an effort to stop the spread of the coronavirus. The Governmental Center has been closed to walk-in traffic and will be closed for all DDA and Lower Boardman River Leadership Team meetings for the foreseeable future. Members of Lower Boardman River Leadership Team will not be present in the Governmental Center for official Lower Boardman River Leadership Team meetings.

The meeting is being conducted remotely to assist in stopping the spread of the coronavirus. Individuals with disabilities may participate in the meeting by calling-in to the number as though they were going to be giving public comment as outlined below or by calling the TDD#.

For members of the Lower Boardman River Leadership Team and key DDA staff, their name will appear on screen when they are speaking. For individuals who may wish to give public comment, the method for providing public comment during these remote-participation meetings is to call the number outlined in the header as well as enter the Meeting ID and Participant ID as outlined in the header.

Callers wishing to give public comment may call in before the meeting starts and wait in a “virtual waiting room.” These instructions will be included in every official published agenda of the Lower Boardman River Leadership Team. Those calling in will be able to hear the audio of the Lower Boardman River Leadership Team meeting, yet their microphone will be muted.

When the Lower Boardman River Leadership Team accepts public comment, in the order calls were received, the meeting facilitator will identify the caller by the last four digits of their telephone number and ask them if they would like to make a comment. While not required, but so we do not have to go through an unnecessarily long list of callers, we ask, if possible, that those who do not wish to give public comment refrain from calling in and instead listen to the meeting.

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.

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 DDA CEO

The DDA and Lower Boardman River Leadership Team is committed to a dialog that is constructive, respectful and civil. We ask that all individuals interacting verbally or in writing with the Lower Boardman River Leadership Team honor these values.

DDA:

c/o Jean Derenzy, CEO

(231) 922-2050

Email: jean@downtowntc.com

Web: www.downtowntc.com

303 East State Street, Suite C.

Traverse City, MI 49684

Meeting Agenda

1. Call to Order
2. Roll Call
3. Public Comment
4. Approval of April 21, 2021 Minutes
5. Discussion on Presentation Materials for Public Engagement
6. Timeline, Activities and Materials for Public Engagement
7. Brief FishPass Update from Frank and Brett
8. Public Comment
9. 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.

**Meeting Minutes
Lower Boardman Leadership Team
Regular Meeting
Wednesday, April 22, 2021**

Co-chair Fessel presided over the meeting.

A. CALL TO ORDER

The regular meeting of the Lower Boardman Leadership Team was called to order, via Zoom on Wednesday, April 22, 2021 by co-chair Fessel at 5:35 PM

B. ROLL CALL

Burkholder conducted roll call

The following team members were in attendance: Christine Crissman, Jean Derenzy, Deni Scudato, Frank Dituri, Tim Werner, Micheal Vickery, Pete Kirkwood. Rick Korndorfer, and Brett Fessel

The following team members were absent: Sammie Dyal, Jennifer Jay, Russ Soyring, and Shawn Winter

C. OPENING PUBLIC COMMENT

Comment Submitted by Mr. Treadwell

Comment Submitted by Mr. Mair

D. APPROVAL OF MINUTES FOR MARCH 17, 2021

Motion to approve the March 17, 2021 Meeting Minutes as amended to reflect that Rick Korndorfer was in attendance and that his name be spelled correctly

Moved by Derenzy, Seconded by Scudato

Yes: Christine Crissman, Jean Derenzy, Deni Scudato, Frank Dituri, Tim Werner, Micheal Vickery, Pete Kirkwood. Rick Korndorfer, and Brett Fessel

Absent: Sammie Dyal, Jennifer Jay, Russ Soyring, and Shawn Winter

Carried: 9-0

E. Discussion of Land Use & Zoning Recommendations

- Bob Doyle, from SmithGroup, walked the Leadership Team through the draft MURAL boards taking comments and suggestions
- Several Leadership Team members expressed a desire to note during future public feedback activities that the concepts/sketches be presented as “ideas” rather than “choices” and that the public be allowed to submit additional creative ideas
- Leadership Team members also expressed a desire to create additional/alternative sketches for public presentation, including the 100 and 200 blocks, the area between the warehouse district pedestrian bridge and Union Street and under the Cass Street Bridge.

F. INITIAL STEPS FOR PUBLIC ENGAGEMENT AND MATERIALS

- Mr. Doyle walked the Leadership Team through the preliminary civic engagement plan
- Leadership Team members expressed the need to reach out to new audiences (including youth) and new venues (other than a public zoom meeting) and to try to hold as many “face-to-face” meetings as possible, given the state of COVID restrictions at the time

G. UPDATE ON BOARDMAN WALL ASSESSMENT

- Mr. Doyle asked if there were any questions regarding the findings and recommendations of the assessment
- Ms. Scudato asked about next steps

H. BRIEF FISHPASS UPDATE FROM FRANK AND BRETT

Mr. Fessel and Mr. Dituri provided an update on the status of the FishPass Project, which is that a hearing was held today and no decision has been reached

I. PUBLIC COMMENTS

Comment Submitted by Mr. Largent
Comment Submitted by Mr. Treadwell

J. ADJOURNMENT

Motion to adjourn

Moved by Scudato, Seconded by Derenzy

Yes: Christine Crissman, Jean Derenzy, Deni Scudato, Frank Dituri, Tim Werner, Micheal Vickery, Rick Korndorfer, and Brett Fessel

Absent: Sammie Dyal, Jennifer Jay, Russ Soyring, Pete Kirkwood (who left the meeting early) and Shawn Winter

Carried: 8-0



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

MEMORANDUM

To: Lower Boardman Leadership Team

From: Harry Burkholder, DDA COO

For Meeting Date: May 19, 2021

SUBJECT: Project Related Items and Next Steps

Picking up where we left off last month, this meeting will provide an opportunity to discuss (and provide feedback) on the latest materials/images for our upcoming round of civic engagement.

[Here](#) is a link to the working MURAL board (Smith Group will continue to fine-tune the board in time for our discussion on Wednesday) so that you can familiarize yourself with the most recent content that will be discussed. SmithGroup staff will be on hand during the meeting to facilitate and add comments/changes provided by the Leadership Team.

Please note that the use of MURAL is not related to the Zoom link to enter the meeting, that will remain the same. We look forward to an interactive discussion!

In addition, we have included a working public engagement work-plan. This document outlines our proposed activities and preliminary timeline.

Welcome Back Video Presentation

When: Release two weeks prior to On-Line Engagement Sessions

A brief video presentation would be prepared and posted on the DDA website and through social media in advance of the engagement sessions. The purpose of the video is to provide a base line of knowledge regarding the project to prepare residents for upcoming input sessions, and to build interest in attending the sessions.

The video could cover-

- Geographic area of study
- Purpose of the study
- The role of the Leadership Team
- The LT Values
- Results of public engagement in 2019
- Two areas of recent focus-land use development policy and physical improvements
- Description of, and invitation to, upcoming workshops

This video should not exceed 5 minutes in length.

Project Updates for Elected and Appointed Officials and Staff

When: Prior to Online Engagement Sessions- Scheduling for May & June

Provide a presentation to the City Commission, Planning Commission, Parks and Recreation Commission DDA Board, and City Department leaders on the project via web-based meeting platform, covering the same agenda as the video, and allowing for discussion and questions on the engagement process.

Stakeholder Outreach within the 100 and 200 Block

Jean and Rick Korndorfer are spearheading this effort.

Online Mechanism to Provide Feedback

- Feedback on each reach

Online and In-Person Engagement Sessions

When: June 28th – July 1st

Focus Group Sessions: In Person at City Opera House

Possibility of Zooming people in as well TBD

Attendees or organizations will be specifically invited, but each meeting will be open to the public. The focus groups will be organized into four meetings as follows (consistent with 2019 sessions):

- Meeting #1: Recreation Groups, Community Event organizers
- Meeting #2: Community and Economic Development, Business Focused Organizations
- Meeting #3: Business and Property Owners
- Meeting #4: Sustainability, Fisheries, and Natural Resource Focused Organization

These sessions will be scheduled to last 1-1.5hrs. The four Focus Group sessions should be held over a two-day period. Typically Noon to 2 pm and 4 to 6pm work well for a given day.

At the beginning of each session the moderator will review (very briefly)-

- The purpose of the meeting
- What we heard from public input on these subjects
- How the input from this session will be used

Each Session will be organized into three distinct discussions-

1. *Physical improvements south of Front Street*
2. *Physical improvements north of Front Street*
3. *Zoning and policy concepts*

Depending on the focus of each group we can spend more or less time on each subject area.

We will also use a Zoom based platform option that allows some moderation of the discussion. The moderator will use a Mural white board to show the participants what ideas are being considered for each study area and ask people to express their opinions on the alternatives being presented, ideas they like, concerns they have about the ideas, and how they would shape the plan with new ideas. Each session would have a note taker recording notes on the screen in real time. Depending on the size of the session, we could ask participants to unmute and/or put comments and questions in the chat. Specific questions we can ask to promote discussion include-

1. *How would you change the river corridor to support your organization's existing or planned programs?*
2. *From the perspective of your organization, what are the advantages or disadvantages related to the alternative ideas being discussed?*
3. *Are we missing other opportunities that are critical to downtown and the community?*
4. *Are there important impediments to moving forward on any of these projects that we should be considering?*
5. *How would you like us to keep you informed as to the progress of the project moving forward?*

A member of the consultant team (as well as Leadership Team members) will lead and facilitate the focus groups. However, all team members should feel free to participate in the discussion. People

other than the facilitator should be assigned as the note taker and chat monitor. Another person would need to act as the behind-the-scenes manager of the Zoom Meeting.

Open Public Work Session

On the third day of the same week, or on a day during the following week, an Open Public session would be held to gain additional input. These sessions would be conducted in a similar manner to the Focus Groups, only each of the three topics (*Physical improvements south of Front Street, Physical Improvements north of Front Street, and Zoning and Policy Concepts*) will be discussed concurrently at three different meetings.

Following the conclusion of the engagement all comments will be posted on the DDA web page and through social media so residents can view the content and the comments and ideas expressed by the public.

Open House

When: Two weeks after the public meeting.

We will summarize the results of the Engagement Sessions and conduct an open house style meeting where participants can meet face to face with the team and-

1. Review the results of the engagement to date, including preferences for ideas, new thinking, and general trends and comments
2. Provide input where they believe that our conclusions are not in line with the public's thinking
3. Identify priority projects that they support.

This meeting might need to be held outdoors so that people are more comfortable with the face-to-face meeting.

Posting Results

The results of the public engagement sessions will be summarized and posted online. We could set up the web page to continue to take comments, ideas, and related input if desired.

Pop-Up Meetings Concurrent with other outreach sessions

- Chalkboards
- Boards on tripods at Farmers Market, FNL, Workshop Brewery
- How can we reach out to groups that are not typically involved?
 - High Schools? Youth Corp? Norte?