



**Minutes of the
Downtown Development Authority for the City of Traverse City
Regular Meeting
Friday, March 19, 2021**

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 8 a.m.

The following Board Members were in attendance: Mayor Jim Carruthers, Board Chair Gabe Schneider, Board Member Steve Nance, Board Member Peter Kirkwood, Board Treasurer Stephen Constantin, Board Vice Chair Scott Hardy, Board Member Damian Lockhart, Board Member T. Michael Jackson, Board Member Leah Bagdon-McCallum, Board Secretary Richard Lewis, and Board Member Pam Marsh

The following Board Members were absent: Board Member Jeff Joubran

Chairperson Schneider presided at the meeting.

(a) **CALL TO ORDER**

(b) **ROLL CALL**

(1)

Bagdon-McCallum arrived at 10:30am. Lewis left the meeting at 11:42 am. Lockhart left meeting at 11:45am.

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

(1) Motion to approve the agenda with the modification to add a virtual meeting discussion to item 8A.

Moved by Scott Hardy, Seconded by Peter Kirkwood

Yes: Jim Carruthers, Gabe Schneider, Steve Nance, Peter Kirkwood, Stephen Constantin, Scott Hardy, Damian Lockhart, T. Michael Jackson, Richard Lewis, and Pam Marsh

Absent: Leah Bagdon-McCallum and Jeff Joubran

CARRIED. 10-0-2 on a recorded vote

(d) **OPENING PUBLIC COMMENT**

(1)

- Mitchell Treadwell - Requested faster turnaround in replacing removed trees from the tree canopy and recommended a greater diversity of trees within our Downtown.
- Mayor Carruthers - Discussed the update from Governor Whitmer this morning regarding the upward direction of viral spread of COVID-19 and the recommendations to help prevent a rise in cases.

(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) Approval of minutes for the Regular Meeting of February 19, 2021
- (2) Approval of the Financial Reports and disbursements for DDA, TIF 97, Old Town TIF, Parking and Arts Commission for February 2021
- (3) Approval of the minutes from the February 8, 2021 Governance Committee
- (4) Approval of the minutes for the February 8, 2021 Finance Committee
- (5) Sarah Hardy Farmers Market 2021 Rules

Motion to approve the consent calendar as presented.

Moved by T. Michael Jackson, Seconded by Scott Hardy

Yes: Jim Carruthers, Gabe Schneider, Steve Nance, Peter Kirkwood, Stephen Constantin, Scott Hardy, Damian Lockhart, T. Michael Jackson, Richard Lewis, and Pam Marsh

Absent: Leah Bagdon-McCallum and Jeff Joubran

CARRIED. 10-0-2 on a recorded vote

(f) **SPECIAL PRESENTATIONS**

- (1) Tree Management Plan Presentation - Davey Resource Group, Kerry Gray
Gray had powerpoint presentation asking questions.
Board members provided input.

Do you feel trees are an identifying characteristic of Downtown?

- Jackson - Inquired about a public outreach to business owners, residents, and other stakeholders.
- Carruthers - Expressed the importance of trees to our community and our Downtown.
- Schneider - Conveyed that the entire Board believe that trees are important to the character of our Downtown.
- Lewis - Stated that the balance of an urban core and a tree canopy is ideal.
- Marsh - Questioned about how tree selection has been done in the past and the implications of those selections.
- Kirkwood - Stressed the importance of the trees to the charm and character of a city. Reminded the transformative powers of some landmark trees in our community and recommended considering that when reviewing our tree planning.

Are there streetscapes/downtown areas with trees that you like and think Traverse City should look into for inspiration?

- Carruthers - Recommended that the plan consider the maintenance and staff time to clean up after the selected trees.
- Hardy - Cautioned the Board to consider when trees begin to infringe on the infrastructure of Downtown.
- Schneider - Suggested that college campuses (i.e. MSU) be a good source of inspiration.
- Marsh - Supported the Mayor's comments on clean up on the current trees of Downtown.
- Nance - Suggested we consider climate change when selecting trees.

After shown photos of other tree canopies from other Downtowns:

- Carruthers - Supported tree lined streets within Downtown.
- Schneider - Urged the board to consider tree heights for second level businesses when selecting trees. Recommended a staggered replant to avoid all trees of the same age class, but still with some uniformity (i.e. tree training, where they are planted, etc.)
- Kirkwood - Cautioned against the maintenance of Locust trees. Commented on the branding of our tree canopies with our Downtown.
- Jackson - Reminded the Board of maintenance concerns of trees.
- Lewis - Expressed interest in large trees, but was hesitant with the maintenance of them.
- Nance - Expressed interest in the smaller trees as to show off the architecture and retail of our Downtown.
- McCallum - Indicated that she prefers to see less "brick and gray" and more tree canopy. Expressed preference for trees that compliment the space.
- Hardy - Reminded the board that we cannot have the tree canopy obscure the facade of our retail.
- Marsh - Agreed with Hardy regarding the tree canopy not impeding the visuals of our retail and that our Parks would be more suited for larger or

fruit bearing trees.

- Colburn (City Manager) - Commented that fruit bearing trees offer a great deal of beauty, but also provide maintenance and issues from mess.

(2) DDA Annual Report - Community Development Director, Katy McCain

- Kirkwood - Expressed appreciation to the DDA staff for all of the hard work that we have done to weather the storm of the pandemic.

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

(h) **OLD BUSINESS**

(1) Consideration of DDA Board Meeting Time

- Schneider - Suggested that the DDA meeting time move back to 8:30am on Fridays.
- Carruthers - Indicated that a move back to 8:30am would be better suited for City staff.
- Kirkwood - Expressed interest in staff input on the time of the meeting.
- Hardy - Acknowledged the move of meeting times was to accommodate the needs of younger Board members with childcare needs.
- McCallum - Indicated interest in a 9am meeting start time.

Motion to move the regular DDA Board meeting times to 8:30am.

Moved by Jim Carruthers, Seconded by Richard Lewis

Yes: Jim Carruthers, Richard Lewis, Gabe Schneider, Steve Nance, T. Michael Jackson, and Pam Marsh

No: Peter Kirkwood, Scott Hardy, Damian Lockhart, and Leah Bagdon-McCallum

Absent: Jeff Joubran

CARRIED. 6-4-1 on a recorded vote

(2) Update on meetings via Zoom.

- Schneider - Notified the Board that our online meetings are allowed to be held through April.

(i) **COMMITTEE BUSINESS**

(1) Governance Committee

- Derenzy - provided overview of Governance Committee's review of a youth

liaison for the DDA Board.

- Hardy - Informed the Board of TCAPS programs that are similar that have proven success.

Motion that the recommendations of the Governance Committee presented in the March 15, 2021 memorandum be approved.

Moved by Richard Lewis, Seconded by Stephen Constantin

Yes: Stephen Constantin, Richard Lewis, Jim Carruthers, Gabe Schneider, Steve Nance, Peter Kirkwood, Scott Hardy, Damian Lockhart, T. Michael Jackson, Leah Bagdon-McCallum, and Pam Marsh

Absent: Jeff Joubran

CARRIED. 11-0-1 on a recorded vote

Motion that the Downtown Development Authority Board of Directors approve having one (1) youth student liaison position. Further, the liaison position will be recommended through the Government of Tomorrow youth-led non-profit process.

Moved by Richard Lewis, Seconded by T. Michael Jackson

Yes: Jim Carruthers, Gabe Schneider, Steve Nance, Peter Kirkwood, Stephen Constantin, Scott Hardy, Damian Lockhart, T. Michael Jackson, Leah Bagdon-McCallum, Richard Lewis, and Pam Marsh

Absent: Jeff Joubran

CARRIED. 11-0-1 on a recorded vote

(2) Finance Committee

- Jackson - Inquired about Honor Bank's investment into the streetscapes.
- Carruthers - Asked about pushing efforts of snowmelt within "premier blocks" of Downtown and that new developments consider having snowmelt considered within their plans.
- Schneider - Asked about how the agreements between the property owners and the DDA will be created and requests that future packets have those agreements in them.

Motion that the DDA Board enter into agreement with Honor State Bank to pay for half of the new streetscaping features, for a cost not to exceed \$44,729.

Moved by Scott Hardy, Seconded by Stephen Constantin

Yes: Stephen Constantin, Scott Hardy, Jim Carruthers, Gabe Schneider, Steve Nance, Peter Kirkwood, T. Michael Jackson, Leah Bagdon-McCallum, and Pam Marsh

Absent: Damian Lockhart, Jeff Joubran, and Richard Lewis

(j) **CEO REPORT**

(1) Neighborhood Enterprise Zone (NEZ) - 309 W. Front Street

- Schneider - Inquired about the difference between the nine parcels versus the ten platted parcels. Raised the point that this is a valuable tool to increase the amount of affordable housing units within our Downtown, but encourages the review of "blight" identification for tax abatement. Noted that these developments would be for rental units, not purchased.
- Carruthers - Expressed concern about what is identified as medium income housing developments and how developments like this fit within the intent of the law.
- Jackson - Indicated that the Traverse City community may not be the appropriate community for an NEZ classification. Questioned how current affordable housing units, such as Innovo, can be done without this assistance.
- Constantin - Inquired about other tools to incentivize developers to create more affordable housing options. Informed the board of incentive programs that he is aware of.
- Kirkwood - Asked about the determining entity for the NEZ classification and about how this determination will impact other City projects, infrastructure, and needs. Indicated that work done by the Lower Boardman Leadership team could be assisted by these zones.
- Hardy - Commented that affordable housing may not be best to be subsidized by developers unless we want very small dwellings for our residents.

(2) Uptown Riverwalk - Change Order

- Carruthers - Asked about the implications of the fallen willow in the design of the riverwalk.

Motion that the DDA Board approves a change order for Elmer's for the Uptown Riverwalk realignment for a cost not to exceed \$21,560.

Moved by T. Michael Jackson, Seconded by Jim Carruthers

Yes: T. Michael Jackson, Jim Carruthers, Gabe Schneider, Steve Nance, Peter Kirkwood, Stephen Constantin, Scott Hardy, Leah Bagdon-McCallum, and Pam Marsh

Absent: Damian Lockhart, Jeff Joubran, and Richard Lewis

CARRIED. 9-0-3 on a recorded vote

(3) Lower Boardman Leadership Team Appointments

Motion that the DDA Board appoint City Planner, Shawn Winter to the Lower Boardman Leadership Team.

Moved by Jim Carruthers, Seconded by Peter Kirkwood

Yes: Jim Carruthers, Gabe Schneider, Steve Nance, Peter Kirkwood, Stephen Constantin, Scott Hardy, T. Michael Jackson, Leah Bagdon-McCallum, and Pam Marsh

Absent: Damian Lockhart, Jeff Joubran, and Richard Lewis

CARRIED. 9-0-3 on a recorded vote

(4) 2021/2022 Budget

- Jackson - Asked about the impact of the pandemic on office workers returning to our Downtown.
- Carruthers - Inquired about the work on the East Front Street bridge and asked to have all documents be presented in landscape mode.

(5) Project Updates

- Jackson - Asked about revisiting the development of the TCF Bank parcel for parking developments.
- Carruthers - Expressed that the City Commission will be reviewing parking on Lots X, L, G & O.

(k) **RECEIVE AND FILE**

- (1)** Board Member Reports
- (2)** Staff Reports
- (3)** DTCA February 2021 Meeting Minutes
- (4)** Arts Commission February 2021 Meeting Minutes
- (5)** Parking Subcommittee Meeting (no February Meeting)
- (6)** Lower Boardman Leadership Team (no February Meeting)

(l) **PUBLIC COMMENT**

(1)

- Mark Urban - Indicated that it is not Honor State Bank, just Honor Bank.

(m) **ADJOURNMENT**

- (1)** Motion to adjourn the meeting at 12:34pm.

Moved by Jim Carruthers, Seconded by T. Michael Jackson

Yes: Jim Carruthers, Gabe Schneider, Steve Nance, Peter Kirkwood,

Stephen Constantin, Scott Hardy, T. Michael Jackson, Leah Bagdon-McCallum, and Pam Marsh

Absent: Damian Lockhart, Jeff Joubran, and Richard Lewis

CARRIED. 9-0-3 on a recorded vote

Jean Derenzy, Traverse City DDA
CEO