

# Traverse City Downtown Development Authority Regular Meeting

Friday, July 15, 2022

**8:30 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. Penny Hill, 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 Jean Derenzy, CEO  
(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

A.

Consideration of approving the agenda as presented.

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4. 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 June 17, 2022 Downtown Development Authority Board of Directors meeting (Approval Recommended) (Jean Derenzy)

[Downtown Development Authority Regular Meeting - 17 Jun 2022 - Minutes - Pdf](#)

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B.

Consideration of approving financial reports and disbursements for DDA, TIF 97, Old Town TIF, Parking and Arts Commission for June 2022 (Approval Recommended) (Jean Derenzy)

[DDA General, TIF 97. Old Town TIF June 2022 Financials - PDF](#)  
[TC Parking Services Financials June 2022 - PDF](#)  
[TC Arts Commission Financials June 2022 - PDF](#)

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C.

Consideration of approving a parking lease with CommonGrounds (Approval Recommended) (Parking Advisory Board, Nicole VanNess)

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[Commongrounds Lease Memo \(Parking Advisory Board, Nicole VanNess\) - PDF](#)

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**5. ITEMS REMOVED FROM CONSENT CALENDAR**

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**6. SPECIAL ORDER OF BUSINESS**

- A. 27  
Community Development Coalition - ARPA Funds (Dave Mengebier)  
[Community Development Coalition Memo \(Jean Derenzy\) - PDF](#)
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**7. OLD BUSINESS**

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**8. NEW BUSINESS**

- A. 29 - 31  
Consideration of approving Wayfinding Repair and Maintenance (Approval Recommended) (Jean Derenzy)  
[Wayfinding Repair and Maintenance Memo \(Jean Derenzy\) - PDF](#)
- B. 33 - 34  
Consideration of entering into a service agreement for downtown trash removal (Approval Recommended) (Jean Derenzy)  
[Downtown Trash Removal Service Agreement Memo \(Jean Derenzy\) - PDF](#)
- C. 35 - 38  
Review of Neighborhood Enterprise Zoning; 124 West Front Street  
[Neighborhood Enterprise Zoning \(Jean Derenzy\) - PDF](#)  
[Neighborhood Enterprise Zoning MEDC Overview - PDF](#)
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**9. CEO REPORT**

- A. 39 - 40  
Project Updates (Jean Derenzy)  
[Project Updates Memo \(Jean Derenzy\) - PDF](#)
- B. 41  
Moving Downtown Forward Update (Jean Derenzy)  
[Moving Downtown Forward Update Memo \(Jean Derenzy\) - PDF](#)
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**10. BOARD MEMBER REPORTS**

- A. 43  
Arts Commission Update (Steve Nance, Harry Burkholder)  
[Arts Commission Update Memo \(Steve Nance, Harry Burkholder\) - PDF](#)
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- B. 45  
Parking Advisory Board Update (Scott Hardy, Nicole VanNess)  
[Parking Advisory Board Update \(Scott Hardy, Nicole VanNess\) - PDF](#)
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**11. STAFF REPORTS**

- A. 47 - 51  
Transportation Mobility Director Report (Nicole VanNess)  
[Transportation Mobility Director Report \(Nicole VanNess\) - PDF](#)  
[Smart Meter Phase 2 Map - PDF](#)
- B. 53  
Downtown Experience Coordinator Report (Abby Taylor)  
[Downtown Experience Coordinator Report \(Abby Taylor\) - PDF](#)
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**12. RECEIVE AND FILE**

- A. 55  
Communications and Outreach Director Report (Art Bukowski)  
[Communications and Outreach Director Update \(Art Bukowski\) - PDF](#)
- B. 57 - 59  
Arts Commission April 2022 Meeting Minutes  
[20 April, 2022 Arts Commission Meeting Minutes - PDF](#)
- C. 61 - 62  
Arts Commission May 2022 Special Meeting Minutes  
[4 May, 2022 Arts Commission Special Meeting Minutes - PDF](#)
- D. 63 - 65  
Parking Advisory Board April 2022 Meeting Minutes  
[6 April, 2022 Parking Advisory Board Meeting Minutes - PDF](#)
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**13. PUBLIC COMMENT**

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**14. ADJOURNMENT**