

# Traverse City Downtown Development Authority Regular Meeting

Friday, April 22, 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

	Page
<b>1. CALL TO ORDER</b>	
<b>2. ROLL CALL</b>	
<b>3. REVIEW AND APPROVAL OF AGENDA</b>	
A. Consideration of approving the agenda as presented.	
<b>4. CONSENT CALENDAR</b>	
<i>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.</i>	
A.	7 - 12
Consideration of approving the minutes of the March 18, 2022 Downtown Development Authority Board of Directors meeting (Approval Recommended) (Jean Derenzy)	
<a href="#">Downtown Development Authority Regular Meeting - 18 Mar 2022 - Minutes - PDF</a>	
B.	13 - 23
Consideration of approving financial reports and disbursements for DDA, TIF 97, Old Town TIF, Parking and Arts Commission for March 2022 (Approval Recommended) (Jean Derenzy, Harry Burkholder, Nicole VanNess)	
<a href="#">DDA General, TIF 97 &amp; OT TIF Combined March 2022 Financials - PDF</a>	
<a href="#">TC Parking Services March 2022 Financials - PDF</a>	
<a href="#">TC Arts Commission March 2022 Financials - PDF</a>	
C.	25 - 26
Transportation Demand Management Revised Report (Parking Advisory Board)	

[Transportation Demand Management Revised Report Memo \(Approval Recommended\) \(Parking Advisory Board\) - PDF](#)

- D. 27 -  
52  
Parking Ordinance Amendments (Approval Recommended) (Jean Derenzy, Nicole VanNess)  
[Parking Ordinance Amendments Memo \(Jean Derenzy, Nicole VanNess\) - PDF](#)  
[Parking Ordinance Amendments - Traffic Code Part 4 - PDF](#)  
[Parking Ordinance Amendments - Sample Instructions - PDF](#)
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**5. ITEMS REMOVED FROM CONSENT CALENDAR**

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**6. SPECIAL ORDER OF BUSINESS**

- A. 53 -  
55  
Review of Draft of Two-Way Traffic Conversion (Jean Derenzy, Chris Zull)  
[Two-Way Traffic Conversion Memo \(Jean Derenzy, Chris Zull\) - PDF](#)
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**7. OLD BUSINESS**

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**8. NEW BUSINESS**

- A. 57 -  
73  
Presentation of 2022/2023 Budget and Schedule Public Hearing for May 20, 2022 (Approval Recommended) (Jean Derenzy)  
[2022 2023 Budget Memo \(Jean Derenzy\) - PDF](#)  
[2022 2023 DDA General Budget - PDF](#)  
[2022 2023 TIF 97 Budget - PDF](#)  
[2022 2023 Old Town Budget - PDF](#)  
[2022 2023 Parking Budget - PDF](#)  
[2022 2023 Arts Commission Budget - PDF](#)
- B. 75 -  
77  
Consideration of authorizing an agreement for coordination, engineering, engagement and planning services for Grandview Parkway and East Front Street (Jean Derenzy)  
[Progressive AE Grandview Parkway & East Front Street Memo \(Jean Derenzy, Martin Colburn\) - PDF](#)
- C. 79 -  
81  
Budget Adjustment (Approval Recommended) (Jean Derenzy)  
[Budget Adjustment Memo \(Jean Derenzy\) - PDF](#)  
[DDA Budget Adjustment - PDF](#)
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**9. CEO REPORT**

- A. 83 -  
84  
Project Updates (Jean Derenzy)  
[Project Updates \(Jean Derenzy\) - PDF](#)
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**10. BOARD MEMBER REPORTS**

- A. 85  
Arts Commission Update (Steve Nance, Harry Burkholder)  
[Arts Commission Update Memo \(Steve Nance, Harry Burkholder\) - PDF](#)
- B. 87  
Parking Advisory Board Update (Scott Hardy)  
[Parking Advisory Board Update Memo \(Scott Hardy\) - PDF](#)
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**11. STAFF REPORTS**

- A. 89  
Downtown Experience Coordinator Report (Abby Taylor)  
[Downtown Experience Coordinator Report \(Abby Taylor\) - PDF](#)
- B. 91  
Communications and Outreach Director Report (Art Bukowski)  
[Communications and Outreach Director Memo \(Art Bukowski\) - PDF](#)
- C. 93 -  
94  
Transportation Mobility Director Report (Nicole VanNess)  
[Transportation Mobility Director Report \(Nicole VanNess\) - PDF](#)
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**12. RECEIVE AND FILE**

- A. 95 -  
97  
Arts Commission March 2022 Meeting Minutes  
[March 16, 2022 Arts Commission Meeting Minutes - PDF](#)
- B. 99 -  
100  
DTCA March 2022 Meeting Minutes  
[March 10, 2022 DTCA Board Meeting Minutes - PDF](#)
- C. 101 -  
102  
Finance Committee March 2022 Meeting Minutes  
[March 14, 2022 Finance Committee Meeting Minutes - PDF](#)
- D. 103 -  
104  
Farmers Market Advisory Board February 2022 Meeting Minutes
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**13. PUBLIC COMMENT**

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**14. ADJOURNMENT**