

Traverse City Downtown Development Authority Regular Meeting

February 17, 2023

9:00 am

Training Room, 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
303 East State Street, Suite C
Traverse City, MI 49684

Welcome to the Traverse City Downtown Development Authority meeting

Agenda

	Page
1. CALL TO ORDER	
2. ROLL CALL	
3. REVIEW AND APPROVAL OF AGENDA	
4. CONSENT CALENDAR	
<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. Approval of minutes of the January 20, 2023 and February 3, 2023 Downtown Development Authority Board of Directors meetings (Approval Recommended) (Jean Derenzy)	7 - 14
Downtown Development Authority Regular Meeting - 20 Jan 2023 - Minutes - PDF	
Downtown Development Authority Study Session - 03 Feb 2023 - Minutes - PDF	
B. Consideration of approving the financial reports and disbursements for DDA, TIF 97, Old Town TIF, Parking Services and Arts Commission for January 2023 (Approval Recommended) (Jean Derenzy)	15 - 23
DDA General, TIF 97 and Old Town TIF Financials (Combined) January 2023 - PDF	
TC Parking Services Financials January 2023 - PDF	
TC Arts Commission Financials January 2023 - PDF	
C. Consideration of Farmers Market Rules for 2023	25 - 39
Farmers Market Rule Change Memo (Art Bukowski) - PDF	
Farmers Market Rules 2023 (Advisory Board Approved Changes) - PDF	

D.	Consideration of Renaming the Parking Advisory Board Consideration of Renaming the Parking Advisory Board Memo (VanNess) - PDF	41
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5.	ITEMS REMOVED FROM CONSENT CALENDAR	
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6.	SPECIAL ORDER OF BUSINESS	
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7.	OLD BUSINESS	
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8.	NEW BUSINESS	
A.	Neighborhood Enterprise Zone (NEZ) for West Front Street NEZ Overview Memo (Jean Derenzy) - PDF MEDC NEZ Program Summary - PDF NEZ Boundary Map (w/124 Front) - PDF	43 - 47
B.	Retail Incubator Construction Cost and Lease (approval recommended) Retail Incubator Memo (Jean Derenzy) - PDF Retail Incubator Rent Expenses and Build Out Costs Proposal - PDF	49 - 51
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9.	CEO REPORT	
A.	Project Updates (Jean Derenzy) Project Update Memo (Jean Derenzy) - PDF	53 - 54
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10.	BOARD MEMBER REPORTS	
A.	Arts Commission Update (Steve Nance) Arts Commission Memo (Steve Nance) - PDF	55
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11.	STAFF REPORTS	
A.	Transportation and Mobility Director Report (Nicole VanNess) Transportation and Mobility Director Report Memo (Nicole VanNess) - PDF	57 - 58
B.	Downtown Experience Coordinator Report (Abby Taylor) Downtown Experience Coordinator Report Memo (Abby Taylor) - PDF	59 - 60
C.	Downtown Communications and Outreach Director Report (Art Bukowski) Communications and Outreach Director Report Memo (Art Bukowski) - PDF	61

12. RECEIVE AND FILE

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| A. | DTCA February 2023 Board Meeting Minutes | 63 - |
| | February 9, 2023 DTCA Board Meeting Minutes - PDF | 64 |
| B. | Arts Commission December 2022 Meeting Minutes | 65 - |
| | December 21, 2023 Arts Commission Meeting Minutes - PDF | 67 |
| C. | Two-Way Conversion Pilot Project Update | 69 |
| | Two Way Pilot Project Update (Derenzy) - PDF | |

13. PUBLIC COMMENT

14. ADJOURNMENT