



**Minutes of the
Downtown Development Authority for the City of Traverse City
Study Session
Friday, June 2, 2023**

A study session 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 12 p.m.

The following Board Members were in attendance: Chairperson Gabe Schneider, Board Member Steve Nance, Board Member Peter Kirkwood, Board Vice Chair Scott Hardy, Board Member Jeff Joubran, Board Member Pam Marsh, Board Member Pam DeMerle, Board Member Todd McMillen, Board Member Katy Bertodatto, and Board Member Michael Brodsky

The following Board Members were absent: Mayor Richard Lewis, Student Liaison Will Unger

Chairperson Schneider presided at the meeting.

(a) **CALL TO ORDER**

Chairperson Schneider called the meeting to order at 12:00PM.

(b) **ROLL CALL**

Peter Kirkwood arrived at 12:06pm & Pam Marsh arrived at 12:09pm.

(c) **PUBLIC COMMENT**

The Following Addressed the Board:

Jean Derenzy, DDA CEO
Ava Warren
Cole Maxson

(d) **TOPICS OF DISCUSSION**

(1) Moving Downtown Forward Financing (TIF) Plan (Jean Derenzy)

Jean Derenzy distrusted updated attachments (1 & 3)

The Following Addressed the Board:

Jean Derenzy, DDA CEO
Gabe Schneider
Katy Bertodatto
Peter Kirkwood
Pam Marsh
Pam DeMerle
Steve Nance
Scott Hardy
Jeff Joubran

Jeff Joubran left the meeting at 12:58pm.

Todd McMillen left the meeting at 1:07pm.

Michael Brodsky left the meeting at 1:08pm.

[Moving Downtown Forward Financing \(TIF\) Plan \(Updated\) - PDF](#)

[TIF 97 Adoption Process \(Updated\) - PDF](#)

(e) **PUBLIC COMMENT**

The Following Addressed the Board:

Jim Carruthers

(f) **ADJOURNMENT**

Chairperson Schneider adjourned the meeting at 1:15PM.

Jean Derenzy, Traverse City DDA
CEO

Moving Downtown Forward Financing (TIF) Plan - Capital Infrastructure Projects For Consideration							
One. Projects Previously Discussed By The DDA Board	DDA Guiding Principle Alignment	City Strategic Priority Alignment	Two. Potential Projects Identified By Staff	DDA Guiding Principle Alignment	City Strategic Priority Alignment	Three. Projects Listed in the Current TIF-97 Plan	DDA Guiding Principle Alignment
1.1 Lower Boardman/Ottaway Riverwalk (100 Block) **	A,B,C	C, E, F	2.1 District Heating and Cooling System	A,B,C,E	C,F	3.1 Park Street Parking Structure ** (Hardy Parking Garage)	A,B,C,D,E
1.2 West End Parking Structure (w/ground-floor retail & housing) **	A,B,C,D,E	A, D, F	2.2 Open Space Improvements	A	E,F	3.2 Garland Street Pedestrian Way ** (Pine Street Pedestrian Bridge)	A
1.3 Rotary Square *	A	C, E	2.3 Garland Street (greening)	A,B,C,E	D, F	3.3 Pine and Front Structure (e.g., West End Parking Structure) **	A,B,C,D,E
1.4 Housing (scale, capacity and project to be determined)	C,D,E	A, D, F	2.4 Cross-walks (reconstruction and/or new)	A,C,E	C	3.4 Plaza Bridge/Retaining Wall/Alley Work	A,B,C
1.5 Redevelopment of Lot G (w/ground-floor retail & housing)	C,D,E	A, D, F	2.5 Sidewalks (widening, potential snowmelt linked to 2.1)	A,C,E	C, F	3.5 Hannah Park Pedestrian Bridge (half of project) * ^{LB}	A
1.6 Permanent Farmers Market Structure	A,C	D, F	2.6 Street Reconstruction (including new curb)	A,C,E	C,F	3.6 100 East State Street Parking Structure	C,E
1.7 East Front Street Streetscaping and Redevelopment	A,B,C,E	C, F	2.7 Downtown Cameras (in partnership with TCPD)	C		3.7 Boardman Street Pedestrian Bridge * ^{LB}	A
1.8 East Front Street Gateway (tied to East Front Street realignment with Grandview Parkway)	A	E				3.8 Union Street/Grandview Parkway Pedestrian Tunnel	A
1.9 Lower Boardman/Ottaway Riverwalk * (additional phases along the 1.6 mile corridor)	A,B,C	C, E, F				3.9 Civic Square (e.g., Rotary Square) *	A
1.10 Retail Incubator	C,E	F				3.10 Convention Center Parking Structure	C,E
1.11 Two-Way Pilot (w/potential permanent changes) *	A,C	C				3.11 Streetscape Improvements (1/4 funding) ** (W-Front, E. Front, Park, Garland, Hall, State, Pine & Boardman)	A,B,C,D,E
1.12 Streetscaping & Snowmelt * (reserved for future redevelopment sites)	A,B,C,D,E	C, F				3.12 North Union Street Bridge	A,C,E
1.13 Implementation of Mobility Plan Elements *	A,B,C	C				3.13 Grandview Parkway Landscaping	A
1.14 TART Trail Extension *	A,B,C	C				3.14 Boardman River Riverwalk and Mooring **	A,B,C
1.15 Composting Program *	B	D, F				3.15 City Opera House Renovations**	A
Professional Services						3.16 Bridge Improvements ** (S-Union, N. Union, S-Cass, N-Cass, W-Front)	A,C,E
TraverseConnect *	C,D,E	D				3.17 Bayfront Improvements (Implementation of projects within the broad categories identified by the Bayfront Plan)	A
Community Police Officer *	A,C					3.18 Street, Alley and Sidewalk Improvements ** (Improvements to public streets, alleys and other public rights of way within the district (includes resurfacing, reconstruction and utility relocation))	A,B,C,E
WIFI *	A,C,E	F				3.19 Broadband and Wireless Technology Services ** (Improvements to public streets, alleys and other public rights of way within the district for broadband and wireless technology services within the district)	A,C,E
Maintenance and Operation *	A,B,C,E	F				3.20 Public Restrooms Acquisition, Construction or Improvements ** (Park Street) (Acquisition of, construction, or improvement to, facilities for public restrooms in various locations throughout the district as determined by the board)	A,C
Marketing and Communication *	A,C,E	F				3.21 Parking Lot Renovations, Farmers Market Improvements and Multi-Purpose * ^{LB} (Plaza Construction (Lot B and Lot T and the Boardman River))	A,B,C,E
DDA Guiding Principles			City Commission Strategic Priorities			3.22 Public Art Construction (Construction of public art in conjunction with public improvements identified in the plan)	A
A. Design Great Places for All Ages & for Future Generations			A. Housing and Homelessness			3.23 Park Improvements (Triangle Square)	A
B. Advance Climate Action, Sustainability, Renewable Energy, Energy Efficiency & Resiliency			B. Water Systems				
C. Protect and Preserve Small Local Independent Businesses			C. Access and Mobility				
D. Champion the Development of Attainable and Workforce Housing			D. Climate				
E. Support Job Growth and Varied Career Opportunities			E. Connecting People With Each Other and Nature				
			F. Economic Development				
* Projects Listed in 2023/2024 Budget							
* Projects Listed in TIF 97 Plan and Columns One & Two							
** Projects Completed or Partially Completed (noted by line)							
^{LB} Projects Identified in the Lower Boardman/Ottaway River Unified Plan							

**Working Timeline To Develop Moving Downtown Forward Financing
Plan (Amending TIF 97) - Step Sheet & Check List**

Recodified Tax Increment Financing Act 57 of 2018

Steps and Procedures		Responsible Agent	Anticipated Date	Completed	Date
Step 1.	Complete interviews with residents within the existing TIF 97 TIF District to serve on a Development Area Citizens Council.	Ad Hoc Committee DDA/City Comm.		No	
Step 2.	Submit Development Area Citizens Council list of candidates to City Commission.	City Staff		No	
Step 4.	City Commission formally approves the creation of the Development Area Citizens Council and appoints its members, at least 90 days before the Public Hearing.	City Commission		No	
Step 5.	DDA hosts Development Area Citizens Council meeting(s), solicits input/revisions for the TIF 97 Plan and extension.	DDA Staff		No	
Step 6.	Development Area Citizens Council provides recommendation of TIF 97 Plan and Extension.	DDA Staff		No	
	A. DDA staff prepares TIF Plan Amendment for DDA Board Consideration.				
Step 7.	TIF 97 Plan Amendment approved by DDA Board, with consent from Development Area Citizens Council.	DDA Board		No	
Step 8.	City Council adopts a resolution declaring its intent to extend TIF 97 and sets a date for the public hearing to consider the TIF 97 plan amendment. (Hearing has to be at least 90 days from when the Citizens Council was established)	City Commission		No	
Step 9.	Notice of public hearing must include the date, time and place of the hearing and a description of the boundaries of the TIF District. Notice of the public hearing must be published twice in the newspaper of general circulation.	City Clerk's Office		No	
	A. First public notice not more than 40 days before the hearing.			No	
	B. Second public notice not less than 20 day before the hearing.			No	
	C. Pubic notice must be posted in at least 20 conspicuou and public places in the TIF 97 District.			No	
	D. Public notice must mailed to property tax payers in the TIF 97 District and (by certified mail) to the governing body of each jurisdiction levying taxes that would be subject to capture, not less than 20 days before the hearing.			No	
Step 10.	City Commission holds Public Hearing.	City Commission		No	
Step 11.	Within 20 days after the public hearing, the Development Area Citizens Council must notify (in writing) of its findings and recommendations concerning the TIF 97 Plan.	Development Area Citizens Council		No	
Step 12.	DDA and city staff prepare Ordinance.	DDA and City Staff		No	
Step 13.	Not less than 60 days after the public hearing, City Commission adopts Ordinance by a majority vote of its members.	DDA Staff and Board		No	

