



Downtown Development Authority  
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## Memorandum

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To: Lower Boardman River Leadership Team  
From: Jean Derenzy, DDA CEO  
Re: Overview

**Unified Plan:** Enclosed is the Lower Boardman River Unified Plan that has received approval from:

- Downtown Development Authority
- City Commission
- City Planning Commission
- City Parks and Recreation

We are pleased to have received approval from the various boards and commissions to move forward with this process. We intend on communication with the respective boards by providing updates as the Team moves forward.

As part of the Unified Plan, there are previous endeavors that I encourage the Team to review. A link has been provided in the body of the email to review each of the following. Copies of will also be available at the meeting.

Previous Planning Efforts:

Your Bay Your Say  
200 Block of East Front  
Boardman River Water Trail Development Plan  
University of Michigan Boardman River Plan  
Boardman River Prosperity Plan

As identified in interviews, it was intended that components of Plans could be utilized if possible. I believe it is important to review these plans to determine the best approach.

**Input/Engagement Process:** The key to success is ensuring that this Team is engaging, listening and allowing opportunities for residents to be heard. How this occurs will need to be

carefully implemented and followed through. The Downtown Office has developed a list of stakeholders that will receive agendas, minutes and communications. The DDA staff will be working with the group to identify messaging, communication, etc. through multiple approaches.

**Review of RFP/RFQ:** I would like the Team to discuss items pertaining to the RFP. We intend to provide a copy for the Team's review at the September meeting. Review of items will include the scope and services for engineering/design.

**Grants:** I will be asking the DDA Board for authorization to submit a grant to the Great Lakes Fisheries to help with grant writing and facilitating/assisting with the overall project.

**Regular Meeting Schedule:** The Team will need to identify a regular meeting date and time to allow members and the community to be notified appropriately.

**DOWNTOWN DEVELOPMENT AUTHORITY S  
LOWER BOARDMAN RIVER LEADERSHIP TEAM**  
**Tuesday, August 14, 5:30 p.m.**  
**400 Boardman Avenue, Lower Level Cafeteria**  
**Traverse City, MI 49684**  
**[www.downtowntc.com](http://www.downtowntc.com)**

Information and minutes are available from the DDA CEO, 303 East State Street, Suite C, Traverse City, MI 49684, (231) 922-2050. If you are planning to attend the meeting and are handicapped requiring special assistance; please notify the DDA CEO as soon as possible.

1. Roll Call
2. Introductions
3. Election of Chair and Vice-Chair
4. Overview of Unified Plan (Derenzy)
5. Process – How to engage stakeholder, community outreach, public communication
6. Review of RFP for Design Consultant
7. Identification of Regular Meetings
8. Adjournment

The Traverse City Downtown Development Authority does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. The DDA CEO 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 DDA office.

# *LOWER BOARDMAN RIVER UNIFIED PLAN*

**Use and Protection of the Boardman River  
in the Downtown Development Authority District  
City of Traverse City**



**Creation of Ad-Hoc Leadership Team**

**May 18, 2018**

- **Background**

For over ten years, downtown Traverse City has been part of a precedent setting initiative that has garnered national and even international attention, the restoration of the Boardman River, including the removal or modification of four dams on the river.

During that period, there have been several initiatives taken to develop concepts for use and protection of the river and watershed in the stretch that passes through Traverse City, including:

**“Your Bay, Your Say”** (2007)

**“Boardman River Plan - A Comprehensive Vision for the Future of Traverse City’s River”**

University of Michigan Student Project, 2013 (approved in concept by DDA Board, Approval by Planning Commission as a general guide, but not approved by the City Commission)

**Boardman Water Trail Development Plan** (October 2016)

**Boardman River Prosperity Plan** (in progress)

- **A Definitive, Unifying Plan**

In 2018, the Board for the Traverse City Downtown Development Authority (TCDDA) completed a strategic plan for the TCDDA which includes a goal involving the Boardman River:

***“Complete and begin implementation of a definitive plan involving various forms of access and amenities for the lower Boardman River that compliments the Union Street dam modifications including but not limited to: 1) access to use and enjoy the river by people of all ages, needs and abilities; and 2) reduction/elimination of non-point sources of pollution within the downtown district.”***

On April 20, 2018, the TCDDA approved the formation of an Ad Hoc Leadership Team to guide completion of the definitive plan for use and protection of the Boardman River within the TCDDA district. This plan is to be developed with the involvement and participation of all interests and take advantage of concepts, designs and programs that have been identified in the recently completed plans identified above. Just as the plan will identify recreational and access opportunities, so must it identify projects and programs for storm water management and control, habitat protection and enhancement.

- **Team Purpose**

The primary purpose of the Ad Hoc TCDDA Boardman River Leadership Team is to see that a plan is completed in 2018 that protects and preserves the River while identifying facilities, amenities, programs and other considerations that should be implemented to encourage maximum use and enjoyment of this remarkable natural resource that bi-sects our downtown.

The DDA has appointed a Team of 12 members being:

Jean Derenzy, CEO DDA

Christine Crissman, The Watershed Center

2 Downtown Property Owners and/or Business Owners

2 Neighborhood Residents

Andrew Muir, Great Lakes Fishery Commission

Russ Soyering, City Planner

Harry Burkholder, DDA Board Member

Tim Ervin, Rotary Charities consultant

City Commissioner

Barbara Nelson Jamieson, National Parks Commission

- **Team Rules**

To ensure a credible process, members of the Leadership Team are to be open and objective in developing the definitive plan and not advocate for a position, facility or condition that represents a special interest. Special interests may and will be expressed as part of the process to invite and secure input. Team members, however, are not to leverage their position on the team to influence Team decisions while participating as a Team Member.

Team members may, however, bring information, data, reports or studies to the Team as part of their process to complete the plan.

In accepting a position on the Team, individuals recognize that they must make every effort to participate in all team meetings and collaborate with other team members in achieving the Team purpose. Team meetings will be neutrally facilitated by an individual appointed by the TCDDA who will help the Team ensure that it achieves its purpose consistent with team rules.

- **Team Duties and Responsibilities**

Team Duties and Responsibilities include:

1. **Schedule.** Developing a general schedule to ensure that the purpose of the Team is achieved during 2018.
2. **Consultant Selection.** This will involve:
  - a. Development and dissemination of a Request for Proposals (RFP) seeking consultant services in preparing the definitive, unifying plan.
  - b. Screening responses to the RFP
  - c. Interviewing “finalists”
  - d. Selecting a consultant to assist the team in completing the plan
3. **Participation.** Ensuring that all interests have opportunities to be heard on the unifying plan to be kept informed of the schedule, plans and progress of the team.
4. **Plan Oversight.** Oversee the work of the consultant in completing the plan in a manner that: invites and includes participation by all interests; is transparent; includes recent plans and studies; reflects best practices including universal access; includes an implementation schedule with roles, responsibilities and funding sources; and, to the extent possible, includes some tangible projects that are broadly supported that the TCDDA can implement as soon as possible, potentially even as the full plan is being completed.
5. **Implementation.** Provide recommendations involving how the TCDDA should include public input and participation during implementation as well as potential opportunities for volunteerism and collaboration with students, schools and other educational interests to promote and encourage learning and understanding throughout the implementation of the project.
6. **Capacity Building.** Participate in team or team member capacity building programs that are identified or created to specifically build the capacity of the Team and the TCDDA to successfully achieve the purposes of this project. Since the TCDDA is interested in engaging interests in creative ways to distribute leadership, ensure transparency and achieve optimal impact, the performance and results of this Ad-Hoc Leadership Team are extremely important.