



Village of Suttons Bay
420 N. Front Street, Suttons Bay
Downtown Development Authority
Meeting Agenda
January 18, 2023
9:00 a.m.

There will also be a Zoom link found on our website at www.suttonsbayvillage.org . Public participation shall be limited to in-person or via written communication received prior to the meeting.

1. Call to Order
2. Roll Call and Notation of Quorum
3. Approval of Agenda
4. Members Conflict of Interest on any item on the Agenda
5. Approval of Downtown Development Authority Minutes
6. Public Comments/Written Communication.
PLEASE LIMIT REMARKS TO NO MORE THAN THREE (3) MINUTES
7. Items for Consideration/Action
 - a. Election of Officers
 - b. Public Restrooms-Continued Discussion
 - c. DDA Goals-DDA Plan
8. Reports
 - a. Manager Update
9. Information and Comments
 - a. Board Members
 - b. DDA Staff
10. Public Comment - PLEASE LIMIT REMARKS TO NO MORE THAN THREE (3) MINUTES
11. Announcements – Next regular DDA meeting: April 12, 2023
12. Adjournment



VILLAGE OF SUTTONS BAY
DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES OF NOVEMBER 16, 2022

The meeting was called to order at 9:04 a.m. Chairperson Popke.

Present: Derigiotis, Lutke, Peterson, Pontius, Popke and Wierzba

Absent: Bahle

Staff present: Fay and Larrea

Approval of Agenda

Pontius moved, Peterson seconded, CARRIED, to approve the agenda as presented.

Ayes: 6, No: 0.

Adopt 2023 Budget

Pontius moved, Wierzba seconded, CARRIED, to adopt the 2023 DDA budget and recommend approval to the Village Council. Ayes: 6, No: 0.

Adopt meeting dates and times

Pontius moved, Peterson seconded, CARRIED, to adopt the 2023 DDA meeting dates and times with the following change: The January 11th meeting will be moved to January 18th. Ayes: 6, No: 0.

Manager update

Larrea stated the Manager Work Plan will be available with the next Village Council meeting packet. Larrea updated the board on the Waterwheel Park stating the stream went underground and there were cracks in the actual wall. The State inspected the situation as an emergency. The stream was rerouted and the wall was removed. There is a cost estimate of \$300,000 to put the Waterwheel back in. A second engineering firm will be providing another quote for an alternative plan. In the next 30 days we should have more information. There may be grant opportunities if we do not put the waterwheel back.


Board members briefly discussed new public bathrooms. Discussions included the DDA taxing themselves by passing a millage for five years and the money they would capture would pay back a loan for new public restrooms. The millage would expire once the

loan is paid off. In addition, there would be multiple steps involved such as design, location, cost estimates, maintenance and service. Currently there are no other entities other than the Fire Department that are willing to buy into the DDA. There is no support from the County or the Township. Larrea will try and put something together based on 2022 #'s. It was the consensus of board members to place Public Bathrooms as an agenda item for January 18th.

Board members further requested DDA goals be placed on the January 18th agenda, revisiting the goals listed in the DDA plan.

The meeting adjourned at 9:34 a.m.

Meeting minutes submitted by Shar Fay, Clerk.

		VILLAGE OF SUTTONS BAY	
		REPORT VSB -2023-03	
Prepared:	January 10, 2023	Pages:	1 of 1
Meeting:	January 18, 2023	Attachments:	<input checked="" type="checkbox"/>
Subject:	Bathrooms – DDA Plan – Recommendation		

PURPOSE

To briefly address bathrooms, the DDA adopted plan, and consideration of an achievable goal.

OVERVIEW

We have discussed this topic on numerous occasions however since we have a new member, I will briefly touch on a few facts;

1. Within the DDA boundary there are three permanent bathrooms. These are located at Marina Park, North Park, and Sutton Park, along with portable (porta-john) bathrooms at Marina Park, and Waterwheel Park.
2. The discussion has always revolved around constructing all-season bathrooms, which are uncommon in communities of our population, location and size.
3. The Development & Tax Increment Financing Plan, identifies all-season bathrooms in the plan, and the DDA is tasked with funding this improvement, not the Village Council.
4. The DDA can fund improvements by using the current tax capture to pay down loans or levy an additional tax on themselves to generate funds for the improvement, etc.

Please note: Temporary bathrooms were reviewed and determined not to be a fit due to cost, aesthetics, location etc.

ADOPTED PLAN

The DDA is bound by their adopted plan which has a tiered list of High/Medium & Low priorities - PLEASE SEE ATTACHED LIST:

1. Downtown bathrooms are listed as a high priority project and has an estimated *DDA allocation* of \$350,000. The DDA currently has around \$50,000.
2. To be blunt, a DDA was formed to capture tax dollars to make improvements. The capture is either enough to pay for the improvement outright, pay on a loan used to finance the improvement or in most cases, levy an additional tax on DDA businesses to generate the funds for the improvement.
3. A decision needs to be made to finance the bathrooms and move this subject forward, or we need to refocus our efforts.

STAFF COMMENT

I would encourage the DDA to consider a short-term, achievable goal, that could be identifiable as a DDA accomplishment. The intent of the DDA is to make improvements within our DDA district, that will raise the value of your business (long term) and attract people to our community (short term) to shop, eat, recreate, etc.

DOWNTOWN DEVELOPMENT AUTHORITY

RECOMMENDATION

The DDA may want to focus on identifying a project that can likely be afforded without having to levy an additional tax on our businesses, will attract people to our community, and generate excitement. I would encourage members to identify some of these projects in your plan for discussion.

I will begin.....

Item 19(B) Pavilion in Marina Park, tends to meet that intent. The cost of a pavilion in 2022, was in the range of \$35-\$50,000 for the structure, concrete, electricity, etc. If this goal was implemented, the DDA could then bring music to the park and attract people to our community that would eat, shop, and purchase goods weekly.

Your turn.

ACTION REQUESTED

Discussion & Direction.

THE DEVELOPMENT PLAN

Mission

The Suttons Bay DDA will provide visionary leadership to preserve the development area's coastal character and ensure long-term economic vitality of the area for residents, businesses, and visitors.

Downtown Development Goals

The intent of the proposed development projects within the development area is two-fold. First, to foster the revitalization of the commercial component in the development area and second, is to provide the atmosphere for supporting development and an improved character to the entire district. The success of the DDA is dependent upon functional and recognizable land use arrangements, development control, public service enhancement and public facility improvements. Many individual and cooperative efforts will lead to its success in the coming years. It is hoped that the DDA will ultimately have a positive influence upon the future of the Village. The "plan" as used herein refers, jointly to the Development Plan and the Tax increment Financing Plan, required under the Act. Except where expressly noted, references as the "plan" used herein shall have the meaning consistent with its context (e.g., "plan" referred to within pages 6-15 refer to the Development Plan. The projects and activities outlined in the plan have been conceived and defined to serve the needs of the community. The DDA Board is pleased to present this plan to the Village Council and citizens of the community, and to express their optimism about the future.

There is little doubt that the public interest would clearly benefit from a coordinated program of revitalization in the Suttons Bay area. The aim of the DDA is to finance certain public facilities within its boundaries and effectively enhance the overall image and character of the area.

The primary goal of the DDA is to improve the quality of life in the district through proper planning and desirable public improvements. The general policy goals of the DDA are broad, all-encompassing "ideals" and include:

- Improve the overall business climate of the district to deter economic decline and improve the tax base;
- Encourage the retention and expansion of employment opportunities;
- Maintain and improve public facilities;
- Provide guidance for compatible land use development within the district; and
- Improve the general appearance and visual amenities and preserve sites with unique design features or character.

Note: The section numbers in the following bolded text refer to section numbers of the Act.

Public Process

In order to foster an open and transparent process, diverse members of the Suttons Bay community were engaged via a district-wide survey and monthly meetings of the DDA Board.

Section 17(2)(e) A statement of the construction, or stages of construction planned, and the estimated time of completion of each stage.

A Statement of the Construction or Stages of Construction Planned, and the Estimated Time of Completion.

The time schedule for construction of the public improvement program for the development area is outlined below based on a prioritization of projects and programs by the DDA. The completion timeframe will vary depending on the form of capital funding. If the DDA elects a pay-as-you-go approach then the timeframe to complete the projects identified will be spread out over many fiscal years. On the other hand, if bonds are utilized then the time frame for several projects could be accelerated.

Table A: Provides an estimate of project cost.

Table B: Summarizes the project priority and phasing.

Table A: Projects

(This list is not a prioritization of projects or cost and is only provided as a guideline)

Project #	Cost		Project#	Cost
1	\$668,328		2	\$555,562
3	\$513,889		4	\$501,716
5	\$654,103		6	\$50,000
7	\$1,430,779		8	\$448,151
9	\$720,839		10	\$531,500
11	\$211,400		12	1,362,471
13	\$1,362,471		14	1,122,761
15	\$1,925,921		16	3,646,166
17	13,164,686		18 A.	\$25,000
18 B.	\$40,000		19 A.	\$75,000
19 B.	\$250,000		19 C.	Unknown
20	Unknown		21	Unknown
22	\$20,000		23	\$250,000
24 A.	\$5,000		24 B.	\$500,000
24 C.	\$20,000		25	\$10,000
26	Unknown		27	\$20,000
28	\$350,000			
			Total	\$30,435,743

Table B: Proposed Phasing and Priority

Project	HIGH PRIORITIES (1 – 5 YEARS)
6	Jefferson Street Plaza - East Jefferson Street closure to create a public plaza on one block of the street between Front Street and M-22.
16	Front Street Project - from 160' north of Race Street to St. Joseph/M-22 on the south,
18A	Parking Improvements - Purchase and Installation of municipal parking lots and wayfinding signs in the development area.
19A	Construction / Rehabilitation of Parks - Construction or redevelopment of pedestrian link Southside Park and Coal Dock.
19B	Construction / Rehabilitation of Parks - Pavilion Marina Park
22	Community Marketing/Branding - Collaborate with the Chamber on a community- driven marketing and branding process.
24A	Walking/Bicycling/Non-Motorized Infrastructure - Add benches, bicycle racks, bicycle parking areas and other amenities
24B	Walking/Bicycling/Non-Motorized Infrastructure - Pathway - 4 th to Richter
24C	Walking/Bicycling/Non-Motorized Infrastructure - Cross walk M-22, @ 4 th St. area
26	Redevelopment Workforce Housing - Explore redevelopment properties conducive to workforce housing, should properties become available.
28	All Season Restroom - Installation of all-season public restroom.
Project	MEDIUM PRIORITIES (6-10 YEARS)
18B	Parking Improvements - The construction of municipal parking lots and areas in the Business District.
19C	Construction / Rehabilitation of Parks - The construction or redevelopment of parks to serve the development area.
23	Bicycling Connectivity North (through Village) - Improve bicycle connectivity between the Leelanau Trail Head at Fourth Street, north through the Village.
25	Public Wi-Fi : Provide District Wide Wi-Fi
27	Energy Efficiencies - Support for energy efficiency improvements
Project	LOW PRIORITIES (10-20 YEARS)
1	Race Street - Reconstruction including all infrastructure
2	Concord Street - Reconstruction including all infrastructure
3	Grove Street Project - Reconstruction including all infrastructure
4	Adams Street Project - Reconstruction including all infrastructure
5	Jefferson Street Project - Reconstruction including all infrastructure
7	Madison Avenue Project - Reconstruction including all infrastructure
8	Dame Street Project - Reconstruction including all infrastructure
9	Broadway Avenue Project - Reconstruction including all infrastructure
10	Cedar Street Project - Reconstruction including all infrastructure
11	First Street Project - Reconstruction including all infrastructure
12	Fourth Street Project - Reconstruction including all infrastructure
13	Beach Street Project - Reconstruction including all infrastructure
14	Beach Street Extension Project - Reconstruction including all infrastructure
15	St. Mary's Avenue - Reconstruction including all infrastructure
16	Front Street Project - Reconstruction including all infrastructure
17	St. Joseph/M-22 Project - Reconstruction including all infrastructure
20	Purchase and Redevelopment of Commercial Property - The redevelopment of commercial property within the development area.
21	Commercial Business and Building Development and Redevelopment - Front and Rear building façade program and improvements

See Appendix B, DDA Development Plan Project Summaries, for greater detail.