



DOWNTOWN DEVELOPMENT AUTHORITY
420 N Front St.
Suttons Bay, MI 49682
Special Meeting January 10, 2024 at 9:00 am

AGENDA

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. Comparison Of DDA Goals with Other Government Agencies
 - c. DDA Member-Priorities
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
12. Adjournment



VILLAGE OF SUTTONS BAY
 DOWNTOWN DEVELOPMENT AUTHORITY
 MEETING MINUTES OF DECEMBER 6, 2023
 420 N FRONT ST
 SUTTONS BAY, MI 49682

The meeting was called to order at 9:00 a.m. by Chairperson Popke.

Present: Bahle, Derigiotis, Lutke, Millns (present at 9:03 a.m.), Peterson, Popke and Wierzba
 Absent: Pontius and Young
 Staff present: Fay and Larrea
 Guest: Rob Bacigalupi, Mission North Consultant

Approval of Agenda

Lutke moved, Peterson seconded, CARRIED, to approve the agenda as presented.
 Ayes: 6, No: 0.

Approval of Downtown Authority Minutes

Bahle moved, Peterson seconded, CARRIED, to approve the DDA meeting minutes of November 14, 2023. Ayes: 6, No: 0.

Mission North Consultant – Rob Bacigalupi, Planner

Larrea stated that in talking with Leelanau County in the past regarding opting in, they were not interested in getting involved unless it is project specific.

Bacigalupi stated he likes to look at the DDA distribution to the county, per acre. The board discussed strategies to approach the remaining entities about opting in (Leelanau County, Suttons Bay Township and BATA). Bacigalupi will review Leelanau County's Master Plan, and see if there is a category of projects/goals that may align with the Village's DDA & TIF Plan. Bacigalupi stated a more common negotiated solution is a revenue sharing model whereas if an entity opts in, the Village will share a percentage of the growth. This is not in law and just a consideration. The other way is the taxing authorities could retain the inflation dollars and the Village would get everything on top of that. There is an educational component with these entities.

The board discussed amending the DDA Plan. Bacigalupi stated it is a long process that could take many months. Bacigalupi stated it is possible to reorder the priorities of the plan by separate document, but not change the plan. If the Village is unable to get any

of the other entities to opt in based on our current plan, than perhaps we may need to amend it outright. Or, it may be worth while to look at the whole plan, involve the entities, and come up with a compromise.

It was the consensus of the Board for each board member to come back to the next meeting with a couple of high priority projects for the DDA to discuss. In addition, the board should bring ideas as to why Suttons Bay is unique in what it has to offer, that can be presented to the other entities, noting the Village is the gateway to the county as well as the largest municipality within the county that remains open year-round. In addition, Rob Bacigalupi will present to the DDA board at the next meeting a summary of projects from the Leelanau County's Master Plan, that may align with the Village plan. It was also the consensus of the board to move the January 2024 DDA meeting to January 10th, at 9:00 a.m.

Manager Update

Larrea stated the 2024 budget was approved by Council. The budget included incrementally fixing our infrastructure, such as streets and the water system (a state mandate). The Village is not eligible for state or federal grants or loans for our water system. Portions of St. Mary's water lines will be a focus. Larrea stated water rates may need to be raised (they haven't been raised in approximately ten years). The Waterwheel project was postponed this fall due to the sewer line issue on Front Street, but it will be done in the spring of 2024. Park improvements are in the budget as well.

Board member comments

Lutke stated he is looking for recommendations for another DDA member due to an expiring term.

The meeting adjourned at 10:07 a.m.

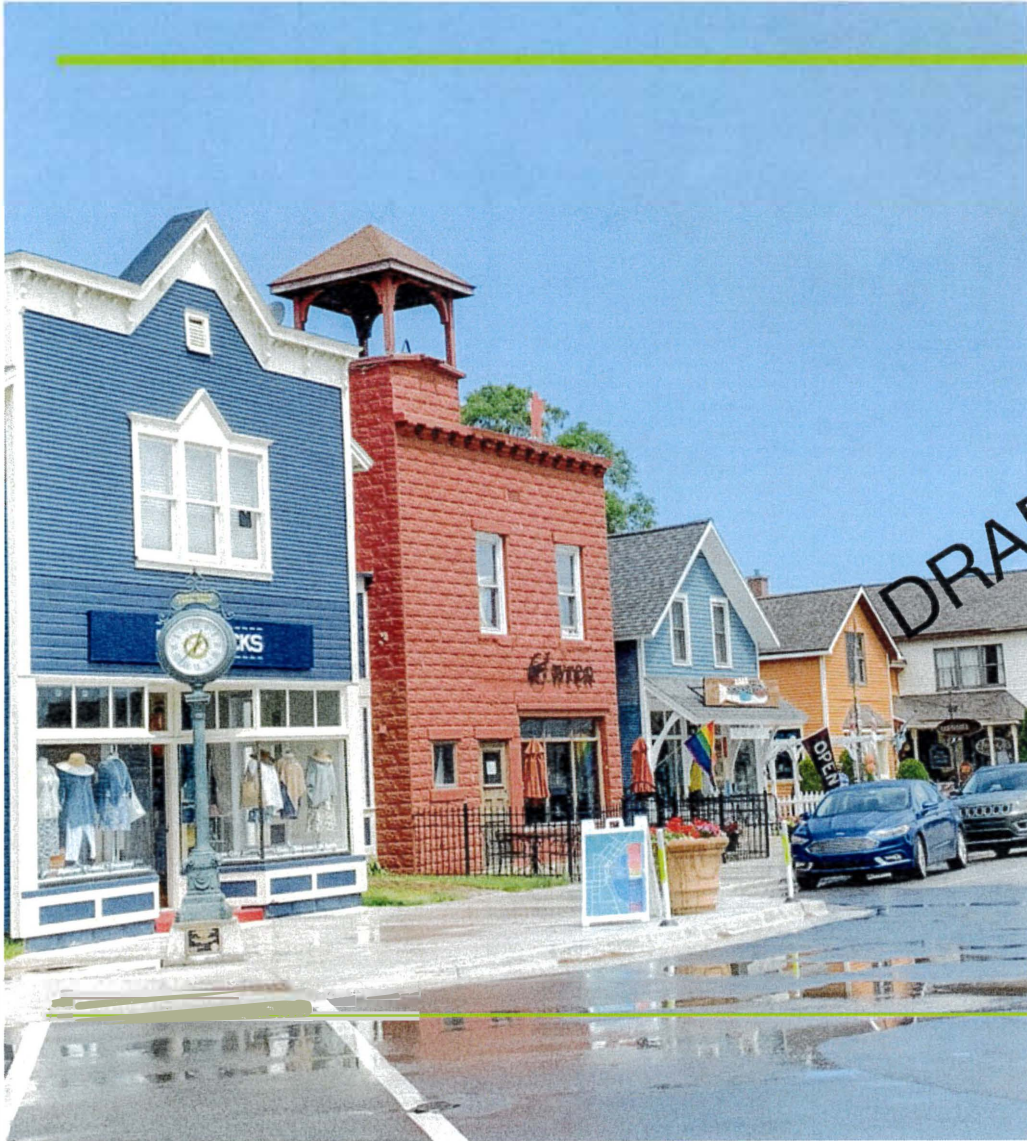
Meeting minutes submitted by Shar Fay, Clerk.

Partner Alignment Analysis

LEAP DDA

Suttons Bay DDA

JANUARY 10, 2024



Discussion

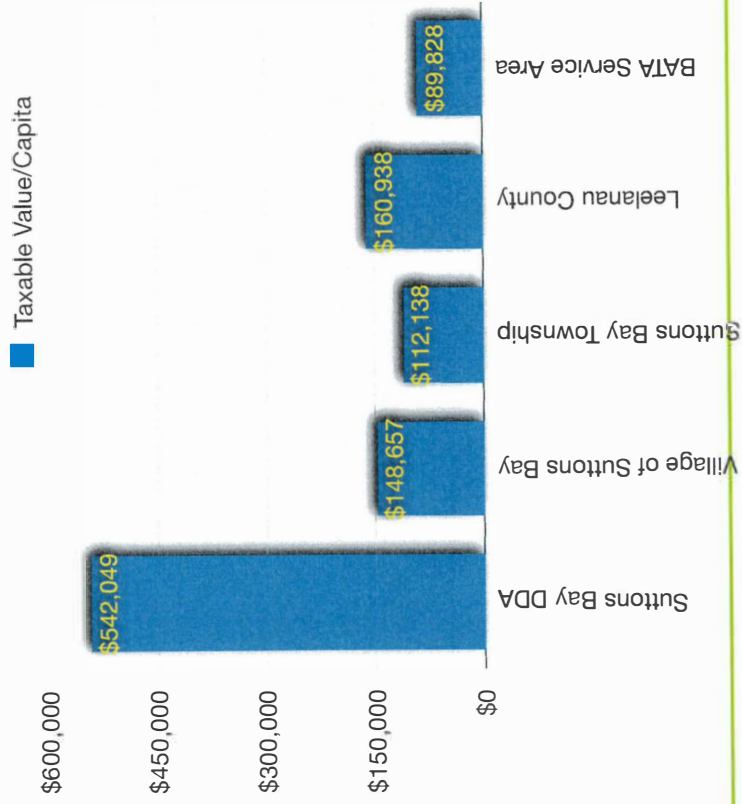
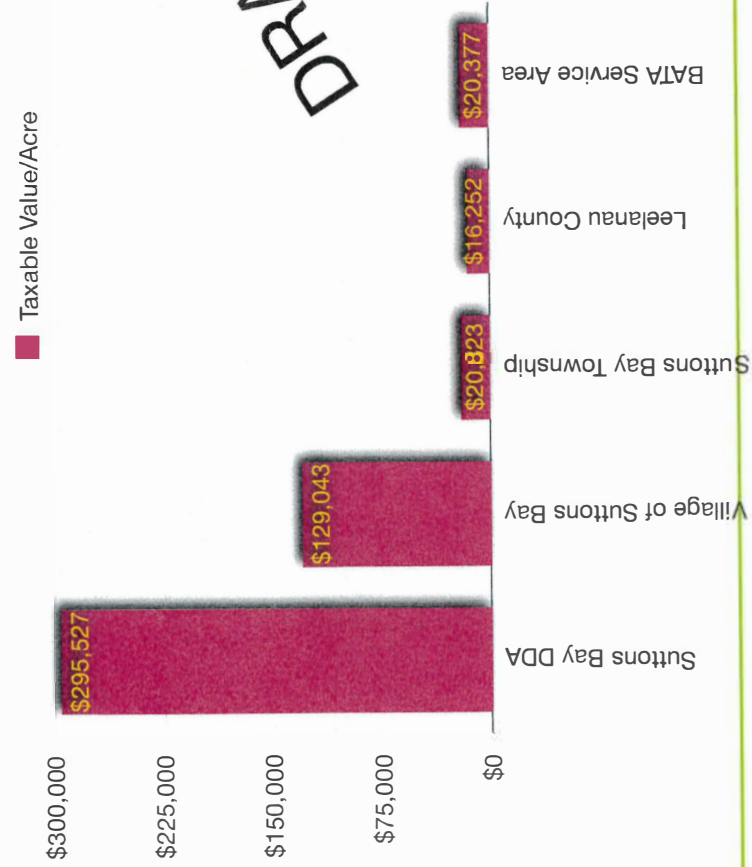
- Partners
- DDA's Fiscal Impact
- Alignment of Goals

Partners

- Village of Suttons Bay
- Suttons Bay Bingham Fire Authority
- Suttons Bay Township
- Leelanau County
- Bay Area Transportation Authority

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DDA's Fiscal Impact



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Alignment of Partner Goals and Objectives with DDA Projects

SUTTONS BAY / DOWNTOWN DEVELOPMENT AUTHORITY

Table B: Proposed Phasing and Priority

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.
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
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

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Alignment with Suttons Bay Township and Village Goals From the Suttons Bay Joint Master Plan - Action Plan (Figure 4.3, Page 62 to 81)

- 1.1, iii: Explore innovative programs to develop workforce housing
 - 5.2, i: Work with the Chamber of Commerce, proposed DDA or business development function to study the commercial needs and desires of residents and visitors
 - 6.1, iv: Provide a sufficient number of quality public amenities, such as bike racks, restrooms, and picnic tables, in key locations, such as the marina and Visitor Center
 - 6.1, vi: Investigate the creation of a Downtown Development Authority (DDA) and/or a business development function to attract and retain needed businesses
 - 6.1 vii: Work with the Chamber of Commerce, proposed DDA, or other business development function to encourage a diversity of businesses
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Alignment with Suttons Bay Township and Village Goals

Continued

- 6.4 iii: Develop a pedestrian plan that connects walkways, parking lots, greenways, and developments
 - 6.4 iv: Work with the Michigan Department of Transportation (MDOT) to promote pedestrian safety along M-22 in the Village
 - 6.4 v: As pedestrian facilities are repaired and developed, increase universal access to sidewalks, parks, and other public and private services to all individuals
 - 6.4 vii: Maintain and increase public amenities for non-motorized travelers, such as park benches and bike racks
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Alignment with Leelanau County

From the Leelanau General Plan

Transportation Policies and Action Statements

- Page 7-8: Networks Northwest, BATA, and County and local governments should work together to investigate alternative transportation methods.
 - Page 7-8: Leelanau County and the LCRC should join with citizens and local governments to support the operations of the Bay Area Transportation Authority as the primary mechanism for meeting the needs of mass-transit-dependent individuals in the County.
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Alignment with Leelanau County

Continued

Economic Development Policies and Action Statements

- The County, local governments, and economic development organizations should focus economic initiative in or close to villages (where the people are) through the use of initiatives, guidelines, and zoning regulations.
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Alignment with BATA

From the BATA Next Wave Transit Master Plan

5-Year Recommendations

- Restore all Village Loop routes to regular 60 minute frequencies

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**DDA WALKING/BYCYCLING/NON-
MOTORIZED INFRASTRUCTURE INITIATIVES
SUPPORT VILLAGE LOOP ROUTE 10**

Key Takeaways

- The Suttons Bay DDA District already funds more than its fair share toward other taxing authorities.
 - Denser, pedestrian-oriented development, such as is found in downtown Suttons Bay and is supported by the DDA Development Plan, sustains other out-county land uses through higher tax generation.
 - Township, County, and BATA goals and action steps align with certain Suttons Bay DDA Development Plan initiatives.
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