



**Village of Suttons Bay
420 Front Street, Suttons Bay
Downtown Development Authority
Meeting Agenda
January 12, 2022
9:00 a.m.**

Due to continuing concerns about COVID-19 transmission there will also be a Zoom link (which can be found on our website at www.suttonsbayvillage.org) for remote attendance for those members of the public wishing to participate. Members of the public participating in person will be required to wear a mask.

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. Adopt Meeting Dates and Times
 - c. 2022 Project Review
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:
12. Adjournment



VILLAGE OF SUTTONS BAY
DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES OF NOVEMBER 10, 2021

The meeting was called to order at 9:06 a.m., by Popke.

Present: Bahle, Lutke, Peterson, Popke and Wierzb

Absent: Lambdin and Pontius

Staff present: Fay and Larrea

Approval of Agenda

Lutke moved, Peterson seconded, CARRIED, to approve the agenda as presented, with an affirmative unanimous roll call vote. Ayes: 5, No: 0.

Approval of Minutes

Peterson moved, Bahle seconded, CARRIED, to approve the March 10, 2021, DDA meeting minutes, with an affirmative unanimous roll call vote. Ayes: 5, No: 0.

Report VSB-2021-59 DDA Budget 2022

Bahle moved, Peterson seconded, CARRIED, to adopt the 2022 DDA budget and recommend approval to the Village Council, with an affirmative unanimous roll call vote. Board members discussed dollars captured this year as well as getting more entities on board. Larrea has had conversations with other entities who would be open to discussions for project specific purposes. Ayes: 5, No: 0.

Manager Update

Larrea states he provides a quarterly work plan to Council which can be found on the Village website. Larrea stated a survey for downtown businesses will be created and sent out as part of the rewrite of the Master Plan, contracted to be completed in 2022. A residential survey has already been created and will be sent out. The Village is still waiting on census information to complete the proposed Rec Plan. The Village received a grant for a study on our water lines, wells, and extension of the water system, all state mandated. Patching continues on the sewer system which will take several years to complete the patching, using technology to do so. The Blight Ordinance is complete and is being reviewed by the Leelanau County Prosecuting Attorney. The TAP project has been finalized. Larrea is researching grants for cameras at the cross walks downtown. Village WIFI has been explored but is cost prohibitive at this time. Staff is preparing for winter.

Information and Comments

Board Members -

Popke asked why the crosswalk signs were removed so early this year, and why the sidewalks are so bright white. Larrea explained there is a curing compound on the sidewalks which will fade over time. Popke suggests DDA goals that would help to keep people in our town.

Village of Suttons Bay – 420 N Front Street – P O Box 395 – Suttons Bay, MI 49682 – 231.271.3051
suttonsbay@suttonsbayvillage.org

Bahle referred back to past minutes and inquired about a fact sheet that members could use when approaching other entities. Larrea will create a fact sheet. Bahle suggests some wayfinding signage such as for public beaches and parks, and other Village resources. He encourages attainable and realistic goals that can be accomplished in 12-24 months. Bahle asked about the DDA's ability to put in parking meters to help capture additional funds, noting the employees of businesses parking in front of their work place. Larrea has also observed a significant number of employees parking downtown, and boats as well. Larrea stated that signs identifying Village Parks are in the 2022 budget and further suggests to members to think about sign design and what they may want identified.

Lutke agrees with Bahle on getting others on board, and proposes shifting the focus on what the DDA can do with its limited dollars, and accomplish something.

DDA Staff –

Larrea would like to see the Village pave gravel parking lots and provide signage for them. Larrea stated water levels were down this and our beaches were packed and further would like to see more opportunities for individuals to recreate downtown. The Master Plan will be updated in 2022. Larrea stated that if any member would like a walk through the Parks for the purpose of sharing ideas, please contact him.

Public Comment

Karin Anderson thanked DDA members for all that they do. She believes the businesses are very important. She suggests the following goals for the DDA:

- A gathering space downtown, possibly with Adirondacks and a stone circle at Water Wheel Park.
- Attention to the Rain Gardens, perhaps replace plants with trees.
- Pave the public parking areas that are gravel.

Ms. Anderson believes the Village should not install parking meters.

Announcements

The next DDA meeting will be January 12, 2022, at 9:00 a.m. Election of officers and the meeting schedule discussion will be on the agenda. This will be an organizational meeting. Be prepared to set goals. Page 20 of the DDA Plan will be reviewed.

Adjournment

Bahle moved, Peterson seconded, CARRIED, to adjourn the meeting, with an affirmative unanimous roll call vote. The meeting adjourned at 9:52 a.m. Ayes: 5, No: 0.

Meeting minutes submitted by Shar Fay, Village Clerk.

2022 MEETING SCHEDULE

FOR THE

VILLAGE OF SUTTONS BAY

PLANNING COMMISSION		
January	12	5:00 P.M.
February	9	5:00 P.M.
March	9	5:00 P.M.
April	13	5:00 P.M.
May	11	5:00 P.M.
June	8	5:00 P.M.
July	13	5:00 P.M.
August	10	5:00 P.M.
September	14	5:00 P.M.
October	12	5:00 P.M.
November	9	5:00 P.M.
December	14	5:00 P.M.

DDA		
January	12	9:00am
April	13	9:00am
September	14	9:00am
November	9	9:00am
Quarterly		

VILLAGE COUNCIL		
January	*18	5:30 P.M.
February	*22	5:30 P.M.
March	21	5:30 P.M.
April	18	5:30 P.M.
May	16	5:30 P.M.
June	20	5:30 P.M.
July	18	5:30 P.M.
August	15	5:30 P.M.
September	19	5:30 P.M.
October	17	5:30 P.M.
November	21	5:30 P.M.
December	19	5:30 P.M.
* Tuesday following Holiday		


ZBA		
January	19	5:30 P.M.
February	16	5:30 P.M.
March	16	5:30 P.M.
April	20	5:30 P.M.
May	18	5:30 P.M.
June	15	5:30 P.M.
July	20	5:30 P.M.
August	17	5:30 P.M.
September	21	5:30 P.M.
October	19	5:30 P.M.
November	16	5:30 P.M.
December	21	5:30 P.M.

UTILITY / MARINA		
Mondays		
January	3	8:10 a.m.
March	7	8:10 a.m.
April	4	
June	6	8:10 a.m.
August	1	8:10 a.m.
October	3	8:10 a.m.
November	7	8:10 a.m.

GENERAL SERVICE COMMITTEE		
Tuesdays		
January	4	8:10 a.m.
March	8	8:10 a.m.
April	5	
June	7	8:10 a.m.
August	2	8:10 a.m.
October	4	8:10 a.m.
November	8	8:10 a.m.

ADMIN / PERSONNEL		
Wednesdays		
January	5	8:10 a.m.
March	9	8:10 a.m.
April	6	8:10 a.m.
June	8	8:10 a.m.
August	3	8:10 a.m.
October	5	8:10 a.m.
November	9	8:10 a.m.

COMMITTEE OF THE WHOLE- Tuesday		
February	1	8:10 a.m.
May	3	8:10 a.m.
September	6	8:10 a.m.
December	6	8:10 a.m.

		VILLAGE OF SUTTONS BAY	
		REPORT VSB -2022-05	
Prepared:	January 6, 2022	Pages:	1 of 1
Meeting:	January 12, 2022	Attachments:	<input checked="" type="checkbox"/>
Subject:	DDA DISCUSSION		

OVERVIEW

As we move into 2022, we will be looking to prioritize a project to research and hopefully implement. The scale of the project will be small, however, it is exciting that we are looking to invest our captured funds.

The DDA has requested a fact sheet to help educate those who opted out of participating in a tax capture. Those entities include Suttons Bay Township, Leelanau County, BATA, and the library. Although some of these are surprising, others such as BATA, are not.

I have attached two basic sheets that will provide us with a starting point to determine the direction we want to go. The two documents offer a basic overview of what has been created and how we can generate additional funds. These are a starting point for us. We can eliminate what we don't feel is necessary and expand on any information we feel is pertinent to create our fact sheet.

ACTION REQUESTED

Discussion

DOWNTOWN DEVELOPMENT AUTHORITY (DDA)

The Downtown Development Authority (DDA), [Public Act 57 of 2018](#), is designed to be a catalyst in the development of a community's downtown district. The DDA provides for a variety of funding options including a tax increment financing mechanism, which can be used to fund public improvements in the downtown district and the ability to levy a limited millage to address administrative expenses.

Note: This document is offered as a general guide only and the legislation should be reviewed by local officials.

WHO IS ELIGIBLE?

Any city, village or township, that has an area in the downtown zoned and used principally for business, is eligible to create an authority.

HOW DOES IT WORK?

Once established, the DDA is required to prepare a development plan and may create a tax increment financing plan to submit for approval to the local municipality. A development plan describes the costs, location and resources for the implementation of the public improvements that are projected to take place in the DDA district. A tax increment financing plan includes the development plan and details the tax increment procedure, the amount of bonded indebtedness to be incurred, and the duration of the program.

Financing options for DDA activities:

- Tax Increment Financing (an annual report must be submitted to the municipality and to the State Tax Commission)
- Millage (up to two mills for municipalities with population of less than one million; up to one mill for municipalities with population over one million)
- Special assessments
- Revenue bonds
- Revenues from property owned or leased by the DDA
- Donations and grants to the authority
- Contributions from the local unit of government

WHAT IS THE PROCESS?

1. The governing body finds that it is necessary for the best interests of the public to do the following related to the defined business district:
 - To halt property value deterioration
 - Increase property tax valuation
 - Eliminate the causes of deterioration
 - Promote economic growth
 - Create and provide for the operation of the DDA
2. The governing body sets a public hearing, based upon its resolution of intent, to create a DDA.

3. Notice is given of a public hearing by publication and mail to taxpayers within a proposed district and to the governing body of each taxing jurisdiction levying taxes that would be subject to capture of tax increment revenues.
4. The governing body takes comments at the public hearing.
5. Within 60 days, the governing body of another taxing jurisdiction may, by resolution, exempt its taxes from capture and file the resolution with the clerk of the municipality.
6. Not less than 60 days following the hearing, the governing body may adopt proposed ordinance creating the DDA and designating the boundaries of the DDA district.
7. The ordinance must be published at least once in a local newspaper and filed with the Secretary of State.
8. The governing board of the DDA shall be appointed or may, for municipalities of less than 5,000, be the same as the planning commission. Otherwise the authority will be supervised by a board that includes the municipality's chief executive officer and 8–12 members appointed by the governing body. A majority of the board must be individuals with an ownership or business interest in property in the district and one member must reside in the district if there are more than 100 residents in the district.

If the DDA board anticipates the need for capturing tax increments or using revenue bonds to support a project, a development plan and a tax increment financing plan must also be adopted by the DDA board and the municipality.

WHY WOULD A COMMUNITY WANT TO ESTABLISH A DDA?

The DDA tax increment financing mechanism allows for the capture of the incremental growth of local property taxes over a period of time to fund public infrastructure improvements. A community can capture property taxes which would have otherwise been paid to entities such as the library, community college and county, and instead use them for public improvements in targeted areas. By borrowing against the future tax increments, the DDA is able to fund large-scale projects, which can lead to new development opportunities within the downtown. In addition to the financing mechanism, the DDA structure results in the creation of a public board dedicated solely to the improvement of the downtown.

SUPPORTING STATUTE

[Public Act 57 of 2018: Recodified Tax Increment Financing Act](#)

CONTACT INFORMATION

For more information on Downtown Development Authorities, contact the [Community Assistance Team \(CAT\) Specialist](#) assigned to your territory or visit www.miplace.org.

DOWNTOWN DEVELOPMENT AUTHORITY (DDA)

Economic Development Tool for Downtowns

What is a DDA?

The DDA is a development authority put in place by the village to promote and stimulate the development of the community's downtown district, to halt property value deterioration in the business district, to eliminate the cause of the deterioration, to increase property tax valuation, and to promote economic growth in the business district.

What is the purpose?

The primary goal and objective of the DDA is to promote the long-term economic health and stability of the Village. The mission is to improve the long-term economic environment and overall vitality of our community for both the citizens and business in the area.

Why Establish a DDA?

The DDA financing mechanism allows for the capture of the incremental growth of local property taxes over a period of time to fund public infrastructure improvements. The DDA can capture incremental increases in property taxes which would have otherwise been paid to taxing entities such as the village, township and county and use them for public improvements in targeted areas. In addition to the funding mechanism, the DDA structure results in the creation of a public board (DDA Board) dedicated solely to the improvement of the downtown district.

What is a DDA district,(size and location)?

It is a business area or part of an area in the village specifically designated by ordinance of the village council. Size of the district is not restricted by a specific amount of land. Areas proposed to be included in the district must meet the requirements of the DDA Act.

Must be a business district in the municipality which it desires to designate as a "downtown district", zoned and used primarily for business activities.

DDA Plan/Tax Increment Financing.

If the DDA Board anticipates the need for capturing tax increments or using revenue bonds to support a project, a Development Plan and a Tax Increment Financing Plan must also be adopted by both the DDA Board and Village Council.

Financing Options for DDA Activities.

> Tax Increment Financing (TIF) is not an additional tax or millage. TIF captures taxes only on the property value increases from the base value. The base value is the property value established the year the DDA is enacted.

> Millage increase is one of several tools for the DDA to use to implement improvement within the District. If the DDA were to recommend a millage levy, it cannot exceed two mills, and must be project specific within the district. The millage only applies to properties inside the DDA boundaries.

Other options:

> Special assessments

> Revenue Bonds

> Revenues from property owned or leased by the DDA

> Donations and grants to the authority

> Contributions from the local unit of government

What can a DDA do?

> Develop long-range plans, in cooperation with the Village Council, designed to halt deterioration of property values, to promote economic growth.

> Purchase or lease any building or property, or other things of value from public or private sources.

> Acquire and construct public facilities which means, street, plaza, pedestrian mall, including street furniture and beautification, park, parking facility, recreational facility, right-of-way, structure, waterway, bridge, lake pond, canal, utility line or pipe, building, and access routes to any of the foregoing, designed and dedicated to use by the public generally, or used by a public agency.

> Fix, charge and collect fees, rents and charges for the use of any building, property, or facility under its control.

> Create, operate and fund marketing initiatives that benefit only retail and general marketing of the downtown district.

> Create, fund and operate retail business incubators with preference given to tenants who would provide goods and/or services unavailable or underserved in the DDA area.

> Contract for broadband service and wireless technology in the district.

3: Summary of Development Projects


Project	Description	Cost	Priority
North District			
1	Jefferson Street Closure and public plaza	\$1,500,000	High
2	All-season public restrooms	\$350,000	High
3	Crosswalk improvements along St. Joseph Street	\$416,258	High
4	Reconstruction of Race Street	\$688,328	Low
5	Reconstruction of Concord Street	\$555,562	Low
6	Reconstruction of Grove Street	\$513,889	Low
7	Reconstruction of Adams Street	\$501,716	Low
8	Reconstruction of Jefferson Avenue	\$654,103	Low
9	Reconstruction of Madison Avenue	\$1,430,799	Low
10	Reconstruction of Dame St.	\$448,151	Low
11	Reconstruction of Broadway Avenue	\$720,839	Low
12	Reconstruction of Front Street	\$3,646,166	High
Waterfront District			
13	Pedestrian improvements between Southside Park and Coal Dock Park	\$75,000	High
14	Install an electric vehicle charging station near the marina	\$20,000	Medium
15	New Pavilion at Marina Park	\$250,000	High
South District			
16	Build a trail/sidewalk along M-22 between 4th Street and East Pine View/South Richter Road.	\$500,000	High
17	Install a crosswalk to connect businesses and visitors with Sutton Park	\$20,000	High
18	Reconstruction of Cedar Street	\$531,500	Low
19	Reconstruction of 1st Street	\$211,400	Low
20	Reconstruction of 4th Street	\$1,362,471	Low
21	Reconstruction of Beach Street	\$1,122,761	Low
22	Reconstruction of St. Mary's Avenue	\$1,925,921	Low
23	Reconstruction of St. Joseph Street/M-22	\$13,164,686	Low
District-wide			
24	Community-driven marketing and branding	\$20,000	High
25	Improve bicycle connectivity between the Leelanau Trail Head north through town.	\$250,000	High
26	Add bike racks in front of local businesses, public parks, and beaches	\$5,000	Medium
27	Upgrades to municipal parking lots	\$40,000	Medium
28	Signage to help visitors locate parking	\$25,000	High
29	Provide district-wide public WiFi	\$10,000	Medium
30	Uniform wayfinding signage at pedestrian scale	\$50,000	High
31	Coordinated recruitment of seasonal workers	\$5,000	Medium
32	Explore redeveloping properties conducive to workforce housing, should properties become available.	TBD	High
33	Update the Village Zoning Ordinance to allow for a greater diversity of housing options.	\$5,000	High
Total Cost Estimate		\$31,019,549	

Notes: (1) All costs are estimates and will change based on the scope of the project, required utilities, and the date of implementation. The Village will develop a more detailed list of components of these projects as a part of the Capital Improvements Program update. (2) All engineering estimates were done using figures developed in 2015, assuming a 2% annual rate of inflation.

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.

		VILLAGE OF SUTTONS BAY	
		REPORT VSB -2022-03	
Prepared:	December 28, 2021	Pages:	1 of 1
Meeting:	DDA Update	Attachments:	<input type="checkbox"/>
Subject:	Manager Update		

M-22 DOWNTOWN IMPROVEMENT PROJECT

We were recently informed that M-DOT will be moving forward with their M-22 resurfacing project in 2022. The project is planned to begin in May and will be the same type of project completed on Elm Street last August. The two-phase project will include the milling and paving of M-22, beginning in the vicinity of Broadway Road, through our downtown, and ending somewhere south of M-204. Pre-con meetings are currently being scheduled and I will keep the VC updated on information as it is received.

FEMA

We were recently contacted by FEMA regarding their new FIRM (Flood Insurance Rate Maps) which depict the proposed flood hazard area properties within the Village. In short, if you fall within the designated area, you will be required to obtain flood insurance. Notices have been published in both the Record Eagle and Leelanau Enterprise informing the public of the 90-day review period. Following the conclusion of the review period in March, the maps will automatically be considered adopted and in full affect. Those residents wanting to research their property can find additional information and links to the FEMA information on our website.

OPEN MEETING ACT-RETURN TO IN-PERSON MEETINGS-HYBRID MEETINGS

Please be advised that we reached out to the Village attorney to address proper procedures for a hybrid method for Village council/commission meetings. (Allowing In Person and Remote Access) The following is the email response from our attorney:

Rob,

This email confirms our earlier conversation regarding the proper procedures for a hybrid public meeting under the Open Meetings Act after the COVID-related provisions sunset at the end of 2021.

As we discussed, beginning January 1, 2022, the "old" rules regarding physical attendance by members of public bodies will again apply. In order for a member of a public body to be counted as present and able to participate, that member must be in attendance at the physical location the meeting is being held. The only exception to this rule is absence due to military service (see MCL 15.263a(1)(c)).

To be clear, offering a remote attendance option for members of the public is still permissible and is prudent in light of ongoing COVID issues. A member of a public body could not be excluded from participating remotely as a member of the public and is allowed to give public comment during the public comment portion of the meeting, but cannot participate in any other way (vote, deliberate, etc.).

I hope this addresses all of your questions. Please let me know if I can clarify at all.