



**Village of Suttons Bay
420 Front Street, Suttons Bay
Downtown Development Authority
Meeting Agenda
April 13, 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
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 is inviting you to a scheduled Zoom meeting.

Topic: Downtown Development Meeting

Time: Apr 13, 2022 09:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/87881222017?pwd=ZCtwQUUNWdDV5c09pRWISQWlrSXhEQT09>

Meeting ID: 878 8122 2017

Passcode: 265903

One tap mobile

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+1 346 248 7799 US (Houston)

Meeting ID: 878 8122 2017

Passcode: 265903

Find your local number: <https://us02web.zoom.us/j/kcwmK25p0U>



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 Wierzba
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. Larea 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.

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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	
Monday	
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.