



Notice City Commission Study Session

7:00 PM

Monday, March 14, 2016

Governmental Center, Commission Chambers, 400 Boardman Avenue
Traverse City, MI 49684

Posted and Published: 03-11-2016

The meeting informational packet is available for public inspection at the Traverse Area District Library, Law Enforcement Center, City Manager's Office, and City Clerk's Office.

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At the request of City Manager Marty Colburn, City Clerk Benjamin Marentette has called this Study Session.

City Commission:

c/o Benjamin C. Marentette, MMC, City Clerk
(231) 922-4480

Email: tcclerk@traversecitymi.gov

Web: www.traversecitymi.gov

400 Boardman Avenue

Traverse City, MI 49684

The mission of the Traverse City City Commission is to guide the preservation and development of the City's infrastructure, services, and planning based on extensive participation by its citizens coupled with the expertise of the city's staff. The Commission will both lead and serve Traverse City in developing a vision for sustainability and the future that is rooted in the hopes and input of its citizens and organizations, as well as cooperation from surrounding units of government.

Welcome to the Traverse City Study Session!

Any interested person or group may address the City Commission on any agenda item when recognized by the presiding officer or upon request of any commissioner. Also, any interested person or group may address the City Commission on any matter of City concern not on the Agenda during the agenda item designated Public comment. The comment of any member of the public or any special interest group may be limited in time. Such limitation shall not be less than five minutes unless otherwise explained by the presiding officer, subject to appeal by the Commission.

Agenda

Pledge of Allegiance

Roll Call

1. Discussion regarding Eighth Street Charrette Stakeholder Group. (Marty Colburn)
2. Continued discussion regarding a two-year strategic plan for the City. (Marty Colburn)
3. Discussion regarding the upcoming evaluation of the City Manager and the City Attorney. (Marty Colburn, Lauren Tribble-Laucht)
4. Announcements from the City Clerk. (Benjamin Marentette)
5. Public comment.
6. Adjournment.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF MARCH 14, 2016

DATE: MARCH 11, 2016

FROM: ^{TMC} MARTY COLBURN, CITY MANAGER

SUBJECT: MARCH 14 STUDY SESSION

This memo covers Monday evening's study session.

1. *Discussion regarding Eighth Street Charrette Stakeholder Group.*

At the February 16, 2016, City Commission meeting, the Commission authorized a contract to engage Farr and Associates to prepare an Eighth Street Charrette. Attached is the process map that was included in that packet. As outlined in the process map, a stakeholder group with a wide variety of members, including elected officials, business representatives and neighborhood groups, will be tapped for input and perspective on the design of the Eighth Street Corridor. Please recall that this effort will also produce a development code for Eighth Street within the project area, generally described as Eighth Street from Union Street to Barlow Street.

On Monday evening, I will be seeking three members of the City Commission to volunteer to serve as part of the stakeholder group.

2. *Continued discussion regarding a two-year strategic plan for the City.*

On Monday evening, I will be providing the City Commission with a document summarizing the input we had from the City Commission in terms of strategic priorities, which will form the two-year strategic plan. I appreciate your continued investment in this process and look forward to the finalization of this plan, which will provide high-level focus.

3. *Discussion regarding the upcoming evaluation of the City Manager and the City Attorney.*

On Monday evening, City Attorney Lauren Tribble-Laucht and I would like to

discuss with the City Commission what we anticipate as the process for our upcoming evaluations, given by you, which will be completed by the end of June. We would like to gain your feedback on the anticipated evaluation process.

MC/bcm

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copy: Russell Soyring, City Planning Director

Eighth Street Charrette Process

Consultant Selection

Dec-Feb, 2016

Project managers will issue a request for proposals for a Consultant to assist with the process. Project managers will confer with the National Charrette Institute on developing a successful approach for the Charrette process. Interviews and selection of a Consultant will be led by the charrette team.

Charrette Preparation

Jan-May, 2016

This phase is formation of a charrette team, developing an organizational structure for the process, conducting stakeholder and data research, and outlining charrette logistics. Initial guiding principles will set the tone and focus by the team. Stakeholders ranging from neighborhood residents to elected officials to business owners will be involved in an outreach and engagement effort. Viewpoints from stakeholders will be gathered and analyzed. Other sources of data and studies will be brought together. Key pre-charrette products will include project mission, community history, process road map, stakeholder analysis and summary, objectives and measures, and data summary.

Charrette

(Tentative: May 17-21, 2016)

The charrette is tentatively scheduled for May 17-21, 2016. The parameters of the charrette will change based on the form and plan agreed upon with the Consultant. Generally, the charrette will start with public and primary stakeholder meetings. Based on these meetings, alternative concepts are developed. As the concepts are developed there may be subsequent stakeholder reviews. The concepts are refined and synthesized into a preferred plan. The plan is presented at an open house. The plan may be further refined utilizing stakeholder reviews. Once plan production is completed, a presentation is made at a public meeting. A sample schedule of a 5-day charrette is provided below.

Plan Adoption

May-Aug, 2016

During this phase the charrette team tests and refines the plan. Communication with stakeholders also continues through e-mail, websites, and possibly social media. During a follow-up public meeting, the refined plan is presented for another feedback session. The results and process of all 3 charrette system phases are summarized in a final project report ready for agency approvals.