



DOWNTOWN MANAGEMENT BOARD

February 15, 2022

1. Call to Order – 7:00 P.M. – City Hall Council Chambers
2. Consent Agenda:
 - (a) Approval of the regular meeting minutes of January 18, 2022
 - (b) Payment of January bills
 - (c) Acceptance of January expense and income reports
3. Old Business – Review final Streetscape Study prepared by Beckett and Raeder
4. New Business:
 - (a) Adopt amended 2022 Event Schedule as recommended by the Organizational Task Force and Events Committee
 - (b) Consider proposal from Walker Parking for a parking platform feasibility study on the Darling Lot
 - (c) Reports by Downtown Management Board Committees
 - (d) Report by City staff
5. Miscellaneous
6. Adjournment



City of Petoskey

Agenda Memo

BOARD: Downtown Management Board

MEETING DATE: February 15, 2022

PREPARED: February 10, 2022

AGENDA SUBJECT: Consent Agenda

RECOMMENDATION: That the Downtown Management Board approve items and administrative transactions that have been included on the Consent Agenda

The Downtown Management Board will be asked to approve the consent agenda that includes: (1) Enclosed minutes of the Downtown Management Board regular meeting minutes of January 18, 2022; (2) Acknowledgement of bills since January 18, 2022; and (3) Acceptance of the January expense and income reports as prepared by the Downtown Director.

sb
Enclosures



DOWNTOWN MANAGEMENT BOARD

January 18, 2022

A regular meeting of the City of Petoskey Downtown Management Board was held in the City Hall Council Chambers on Tuesday, January 18, 2022. The meeting was called to order at 7:14 P.M., and the following were

Present: Ben Slocum, Chairperson
Robin Bennett, Vice Chairperson
Gary Albert
Joe Keedy
Jennifer Shorter
Mayor John Murphy

Absent: Marnie Duse and Drew Smith

Also in attendance were Downtown Director Becky Goodman and Executive Assistant Sarah Bek.

Organization of Board

Chair Slocum announced that the first order of business at the January meeting was to select a Chair and Vice Chair and to set the schedule of meetings for 2022. Albert moved that Slocum again be elected Chair and Bennett be elected Vice Chair and that regularly scheduled meetings continue to be held the third Tuesday of the month at 7:00 P.M. Keedy seconded. All in favor.

Approve Consent Agenda Items

Downtown Management Board members discussed the first item of routine business, the December 21, 2021 regular meeting minutes; acknowledgement of bills since December 21, 2021 that totaled \$79,989.29; and December expense and income reports as prepared by the Downtown Director. Upon motion made by Shorter and seconded by Bennett the consent agenda was approved. All in favor.

Hear Report on Downtown Director 2021 Evaluation

Chair Slocum reviewed that the board discussed the Downtown Director's 2021 evaluation form in closed session at the close of the December 21, 2021 meeting and that there were very positive board comments especially during the past few challenging years.

The Downtown Director appreciated the support and nice comments. She also reported that the two absent board members tonight were excused due to COVID related concerns.

Review 2018-2022 Strategic Plan Workplan

The Downtown Director reviewed that when the current strategic plan was completed and approved a workplan was developed that would track the projects listed in the written plan; suggested that the board review the status of the current plan projects and the prognosis for their completion; that the current plan was written before COVID and several items in the plan have been affected by the pandemic; that the plan is developed around design, organization, promotion and economic enhancement (DOPE); reviewed plan in detail of items that have been completed and progress of others; that there has been recent development of social media campaigns along with MLive of sharing business successes of downtown and doing business here; reviewed that the Park Masterplan planning will begin in 2022 and is hopeful that a board member will be part of the planning process; reviewed status of Local Historic District Study Committee; and that the marketing plan has been completed with the goal of eliminating printing, radio and tv and utilizing more social media outlets.

Board members discussed that it was a good thing that they did not implement a movie theater downtown in 2019 due to pandemic challenges; inquired if there had been any feedback on opening up outside sponsorships for events; suggested partnering with other organizations such as Rotary for community events and to create more robust marketing and events; heard from those in favor of getting rid of the Local Historic District Committee or initiate a meeting; and inquired what the Historic District Committee does once the creation of a downtown local historic district is created.

The Downtown Director reported that the ice carver that was used in the past was not available and a new contractor was hired to take their place for the upcoming winter event; decided not to obtain outside sponsorships due to not ever working with the new sculptor; that there are ice supply chain issues; that the purpose of a Historic District Committee is to promote historic preservation, tourism, keep downtown pristine, and to write code ordinances for a historic district; that the State has to approve ordinance and also the historic district designation opens up more opportunities for grants.

Review RFP for Strategic Planning Consultant

The Downtown Director reviewed that the current Downtown Strategic Plan expires at the end of 2022; that the plan is meant to be updated every five years; that the past two plans have been written in house, as updates, under the direction of the City Planner; that during the 2021 budget process the board determined that it was time to start fresh with a new plan created by an outside consultant; and that a draft request for proposal (RFP) was included for review and will be approved by the Organization Task Force with a goal of sending out by February 1.

Board members discussed draft RFP; inquired cost of past plans; inquired if \$15,000 that was budgeted was an adequate amount; discussed the option to remove the budget amount to not sway bidders from submitting a proposal; inquired on the process and what plans would be in place to include downtown business owners and property owners; heard the importance of public input; inquired how many people would receive the RFP; concurred that the next plan and process should be done right even though it may cost more; discussed 2023 goals specifically concerning strategies for accessibility including bikes, scooters, etc. and how parking funds should be spent; discussed if the board should be expanding focus or are needs changing; heard that the Organizational Task Force has discussed the possibility of changing the Parking Committee to Accessibility Committee; asked that staff get a legal interpretation for City Council's resolution to approve parking increases and what that money can be used for; and concurred to further strategize accessibility.

The Downtown Director responded that the last few plans were completed in-house by the City Planner, and that Hyett Palma was accomplished through a blueprint grant; that the consultant will provide the process and timeline of public engagement; and that the RFP will be sent out to approximately 10 organizations including Bob Gibbs and Beckett and Raeder.

Approve 2022 Summer Event Partnership

Vice Chair Bennett reviewed the proposed 2022 summer event partnership and Chair Slocum recused himself as a board member and participated as a citizen. Vice Chair Bennett further reviewed that \$10,000 is budgeted for Downtown Live and/or an end of summer event; that staff has been approached by members of the Beards Brewery team regarding partnering with the DMB to hold a "Summer Send Off" event in August; that Beards is celebrating its 10th Anniversary in 2022 and is looking for ways to mark it with celebrations; that Beards is offering to provide a band to entertain for this event; and that the DMB would provide organization of the event including application for the street closure at the end of Bay Street, promotion and any other miscellaneous items.

Ben Slocum, Beards Brewery representative, reviewed that the event would be similar to Short's Brewery's outside event; that the event location is ideal since attendees can utilize the downtown social district; that Beards is requesting to have a concert in the dead-end area of Bay Street behind their building; that Beards would sponsor and pay for the band if concert is on Bay Street; and that it would be free to the public and any beverage from social district would be allowed.

Board members discussed event details; inquired if there was a barrier between highway and green space; heard concerns regarding safety issues due to concert area and potentially a large crowd being so close to highway; inquired on size of event and how many people the proposed area would hold; discussed dates; inquired if Beards would provide security; heard from those concerned of setting a precedence and will competitors or other downtown businesses want to do this for every large anniversary; discussed if the event would cost more than the \$10,000 budgeted; suggested the possibility of hosting the concert in Pennsylvania Park and what could Beards sponsor if located elsewhere; heard concerns of the outside perception and if it would seem as if downtown was throwing a party for Beards Brewery; discussed that it is important to define details and responsibilities of each party; and concurred that the board was supportive of event, but specifics needed to be identified.

Mr. Slocum responded that within the special event application safety will be reviewed by staff including the Director of Public Safety; that a proposed date is mid-to-late August; that the City or DMB would provide security, but Beards would be willing to pay for those services; that this is a public event, but Beards is sponsoring the band and additional services; that if the concert was in Pennsylvania Park it is not part of the social district so beverages would not be allowed; that a different location would change the degree of sponsorship; that the band would need to be scheduled within the next month or so to secure for summer; and that Beards would issue checks to the DMB for their responsibilities.

Ms. Shorter moved that, seconded by Albert to approve the summer send off event and move forward with sponsorships and activities. Said motion was unanimously approved as submitted.

Reports by Downtown Committees

Marketing Committee – The Downtown Director reviewed Wonderful Winter Weekend and reiterated that the past ice carver was not available and a new contractor was hired; that there were approximately 30 sponsors; and shared the book that will be used for the event.

Design Committee – The Downtown Director reported that the committee is moving ahead with façade grant program with looser guidelines.

Parking Committee – The Downtown Director reviewed that the committee needs two new Board member volunteers.

Organizational Task Force – The Downtown Director reviewed that they did not meet due to COVID, but that on average they have been having four-hour retreats.

Vice Chair Bennett reported that she will be attending the RRC Academy.

Report from City Staff

Mayor Murphy reviewed that City Council appointed Mike Atchison to the District Library Board; approved a grant to MDNR for additional funding for Marina fuel tank replacement; and discussed amendments to the zoning ordinance.

Other Miscellaneous Comments

Chair Slocum further reviewed that two board members are needed for the Parking Committee and that the Organizational Task Force has discussed potential policies and board members serving on committees.

Ms. Shorter reported that she was selected to the Governor's Round Table on January 24 representing downtown businesses and Northern Michigan.

There being no further business to come before the Downtown Management Board, this January 18, 2022, meeting adjourned at 9:08 P.M.

Downtown Management
Monthly Bills - January 2021

February 12, 2022

PROGRAMS AND SERVICES

DT Marketing	Tom Renkes/blog	DT Assessment	\$ 150.00
DT Marketing	Northern Exress/ads	DT Assessment	\$ 616.00
DT Marketing	Facebook/post boosts	DT Assessment	\$ 155.93
Wonder Winter Week	Iconic Ice/Deposit	DT Assessment	\$5,000

Total Programs & Services **\$ 5,932.52**

PARKING FUND

Bank Charges	Bank Charges	Parking Fund	NA
Conf. & Membshps	MDA/workshop registration	Parking Fund	\$ 170.00
Contracted Services	Traffic & Safety/M2M Verizon	Parking Fund	\$ 81.00
Contracted Services	T2/Digital Iris Services	Parking Fund	\$ 165.00
Contracted Services	LexisNexis/contract	Parking Fund	\$ 150.00
Contracted Services	Duncan/February 2022 smartmeter fees	Parking Fund	\$ 2,200.50
Contracted Services	Van's/contract	Parking Fund	\$ 144.47
Contracted Services	USIO/credit card fees	Parking Fund	\$ 133.16
Contracted Services	Up North Services/SW snow removal	Parking Fund	\$ 5,089.50
Contracted Services	Up North Services/SW snow removal	Parking Fund	\$ 4,340.01
DT Office	Zoom/monthly fee	Parking Fund	\$ 15.39
DT Office	Spectrum/phones, internet	Parking Fund	\$ 114.98
DT Office	DTE/utilities	Parking Fund	\$ 119.59
DT Office	Wm Thompson/rent	Parking Fund	\$ 850.00
DT Office	McCardel/water	Parking Fund	\$ 8.00
DT Office	Integrity/supplies	Parking Fund	\$ 35.13
DT Office	City of Petoskey/utilities	Parking Fund	\$ 58.08
DT Office	ThruGlass/window cleaning	Parking Fund	\$ 25.00
DT Office	Keep it Real Social/services	Parking Fund	\$ 2,000.00
DT Office	Wages	Parking Fund	\$ 20,000.00
Materials & Supplies	USPS/postage	Parking Fund	\$ 232.00
Materials & Supplies	Decka Digital/window envelopes	Parking Fund	\$ 114.00
Utilities	AT&T/cell phones	Parking Fund	\$ 377.82

TOTAL **\$ 36,423.63**

TOTAL BILLS **\$ 42,356.15**

PROGRAMS SERVICES
MONTHLY REPORT
January 2022

REVENUES	BUDGET	CURRENT MONTH	YTD	LAST YTD	BUDGET BALANCE
SPECIAL ASSESSMENTS	105,673.00	105,673.00	105,673.00	103,632.00	-
PENALTIES & INTEREST	4,000.00	0.00	0.00	0.00	4,000.00
INTEREST INCOME	1,000.00	0.00	0.00	0.00	1,000.00
HOLIDAY PARADE SPONSORS	5,000.00	0.00	0.00	0.00	5,000.00
DOWNTOWN LIVE	-	0.00	0.00	0.00	-
FRIDAY NIGHT AT THE MOVIES	1,200.00		0.00		
DOWNTOWN TRICK OR TREAT	150.00	0.00	0.00	0.00	150.00
WINTER CARNIVAL	2,500.00	0.00	0.00	225.00	2,500.00
TROLLEY	5,000.00	0.00	0.00	0.00	5,000.00
MARKETING & PROMOTIONS					-
New Activity	-	0.00	0.00	0.00	-
Shop Map Ads	12,000.00	0.00	0.00	0.00	12,000.00
Gallery Walk	3,000.00	0.00	0.00	0.00	3,000.00
Ghost Walk	500.00	0.00	0.00	0.00	500.00
Shopping Scramble	-	0.00	0.00	0.00	-
Holiday Catalog	7,500.00	0.00	0.00	0.00	7,500.00
SIDEWALK SALES	-	0.00	0.00	0.00	-
SUMMER OPEN HOUSE	1,000.00	0.00	0.00	0.00	1,000.00
PRESENTING SPONSORS	10,000.00	0.00	0.00	0.00	
OTHER		0.00	0.00	0.00	
	158,523.00	105,673.00	105,673.00	103,857.00	52,850.00
EXPENSES					
Events					
BACK TO THE BRICKS	5,000.00	0.00	0.00		
HOLIDAY PARADE	7,000.00	0.00	0.00	0.00	7,000.00
HOLIDAY OPEN HOUSE	2,000.00	0.00	0.00	0.00	2,000.00
SUMMER OPEN HOUSE	12,000.00	0.00	0.00	1,000.00	12,000.00
SIDEWALK SALES	5,000.00	0.00	0.00	0.00	5,000.00
DOWNTOWN LIVE/SUMMER CELEBRATION	10,000.00	0.00	0.00	0.00	10,000.00
DOWNTOWN TRICK OR TREAT	2,000.00	0.00	0.00		2,000.00
GALLERY WALK	3,000.00	0.00	0.00		
MOVIES IN THE PARK	2,000.00	0.00	0.00		
WONDERFUL WINTER WEEK	15,000.00	5,000.00	5,000.00	11,991.68	10,000.00
Iconic Ice/Carving deposit \$5,000					
MAY GETAWAY	6,000.00	0.00	0.00	-	6,000.00
LADIES OPENING NIGHT	6,000.00	0.00			
TENT/SOUND SYSTEM EXPENSES	1,000.00	0.00	0.00	0.00	1,000.00
Collaborating Events					
CONCERTS IN THE PARK	2,500.00	0.00	0.00	2,000.00	2,500.00
FOURTH OF JULY	1,000.00	0.00	0.00	0.00	1,000.00
FARMERS MARKET	1,000.00	0.00	0.00	1,000.00	1,000.00
SANTA'S VISIT	200.00	0.00	0.00	10.76	200.00
FESTIVAL ON THE BAY	-	0.00	0.00	0.00	-
RESTAURANT WEEK PLEDGE	500.00	0.00	0.00	0.00	500.00
Marketing and Promotions					
IMAGE CAMPAIGN	25,000.00	932.52	932.52	23,597.26	24,067.48
Tom Renkes/blog \$150					
N Express/ads \$616					
Facebook/boosted posts \$155.93					
SHOP MAP	7,500.00	0.00	0.00	6,011.53	7,500.00
GHOST WALK	250.00	0.00	0.00	0.00	250.00
DT SOCIAL	1,500.00	0.00	0.00	0.00	1,500.00
HOLIDAY CATALOG	12,000.00	0.00	0.00	8,515.00	12,000.00
GALLERY WALK	-	0.00	0.00	0.00	-
STAYCATION	5,000.00	0.00	0.00	0.00	5,000.00
EXPENSES	BUDGET	MONTH	YTD	LAST YTD	BALANCE
Economic Enhancement					
BUSINESS RECRUITMENT	1,000.00	0.00	0.00	0.00	1,000.00
BUSINESS RETENTION	1,000.00	0.00	0.00	150.00	1,000.00
Beautification					
HOLIDAY DECORATIONS	11,500.00	0.00	0.00	8,666.09	11,500.00
FALL DECORATIONS	2,000.00	0.00	0.00	680.00	2,000.00
FLOWERS	9,500.00	0.00	0.00	658.00	9,500.00

PROGRAMS SERVICES
MONTHLY REPORT
January 2022

February 12, 2022

Administrative					
INSURANCE AND BONDS	200.00	0.00	0.00	0.00	200.00
CAPITAL OUTLAY	-	0.00	0.00	200.00	-
OTHER	100.00	0.00	0.00	44.00	100.00
	157,750.00	5,932.52	5,932.52	64,524.32	151,817.48
Excess of Revenues Over Expenses	773.00	99,740.48	99,740.48	39,332.68	(98,967.48)

**Downtown Parking Fund
January 2022**

February 9, 2022

	Budget	Current Month	YTD	Last YTD	Budget Balance
REVENUES					
Meters	536,900.00	22,416.25	22,416.28	10,756.88	514,483.72
finest	200,000.00	18,887.51	18,887.51	4,684.36	181,112.49
Permits	87,000.00	24,930.00	24,930.00	18,090.00	62,070.00
Bags	8,000.00	60.00	60.00	480.00	7,940.00
Tokens	3,000.00	105.00	105.00	30.00	2,895.00
Interest	4,000.00	77.96	77.96	16.19	3,922.04
Meter Sponsorships	5,000.00	400.00	400.00	328.00	4,600.00
ParkMobile	60,000.00	-		3,606.00	60,000.00
Total Parking Revenue	903,900.00	66,876.72	66,876.75	37,991.43	837,023.25
Other		-	0.00	0.00	0.00
Credit Card Meter Sales					
EV Charging Station					
Total Revenue	903,900.00	66,876.72	66,876.75	37,991.43	837,023.25
EXPENSES					
ADMINISTRATIVE FEES	23,500.00	0.00	0.00	0.00	23,500.00
BANK CHARGES	20,000.00	NA	NA	NA	#VALUE!
CAPITAL OUTLAY	185,000.00	0.00	0.00	0.00	185,000.00
CONFERENCES & MEMBERSHIPS	5,000.00	170.00	170.00	0.00	4830.00
MDA/Workshop Registration \$170					
CONTRACTED SERVICES	195,000.00	12,303.84	12,303.84	6,009.22	182,696.16
T2/Digital Iris \$165					
Traffic & Safety/M2M Station \$81					
ncan/January 2022 smart meter fees \$2,200.50					
LexisNexis/contract \$150					
Van's/contract \$144.47					
USIO/credit card fees \$133.16					
Up North Services/snow removal \$5089.10					
Up North Services/ snow removal \$4340.01					
DOWNTOWN OFFICE	270,000.00	23,226.37	23,226.37	18,151.48	246,773.63
Spectrum/phones, internet \$114.98					
City of Petoskey/utilities \$58.08					
Zoom/monthly fee \$15.39					
DTE/utilities \$119.59					
McCardel/water \$8					
Thru Glass/window cleaning \$25					
WmThompson/rent \$850					
Integrity/supplies \$35.13					
Keep it Real Social/Services \$2,000					
Wages \$20,000 est					
EQUIPMENT REPAIR	3,000.00	0.00	0.00	0.00	3,000.00
FAÇADE GRANT	20,000.00	0.00	0.00	0.00	20,000.00
MATERIALS AND SUPPLIES	10,000.00	346.00	346.00	4,563.00	9,654.00
USPS/psotage \$232					
Decka Digital/envelopes \$114					
PROFESSIONAL SERVICES	1,000.00	0.00	0.00	0.00	1,000.00
SIGNS	500.00	0.00	0.00	0.00	500.00
TROLLEY	3,500.00	0.00	0.00	1,584.00	3,500.00
UNIFORMS	2,000.00	0.00	0.00	0.00	2,000.00
UTILITIES	6,200.00	377.82	377.82	441.85	5,822.18
AT&T/cell phones \$377.82					
OTHER	-	0.00	0.00	0.00	-
TOTAL EXPENSES	744,700.00	36,424.03	36,424.03	26,232.18	708,275.97
NET	159,200.00	30,452.69	30,452.72	11,759.25	128,747.28



MEMORANDUM

TO: Downtown Management Board

FROM: Becky Goodman, Downtown Director

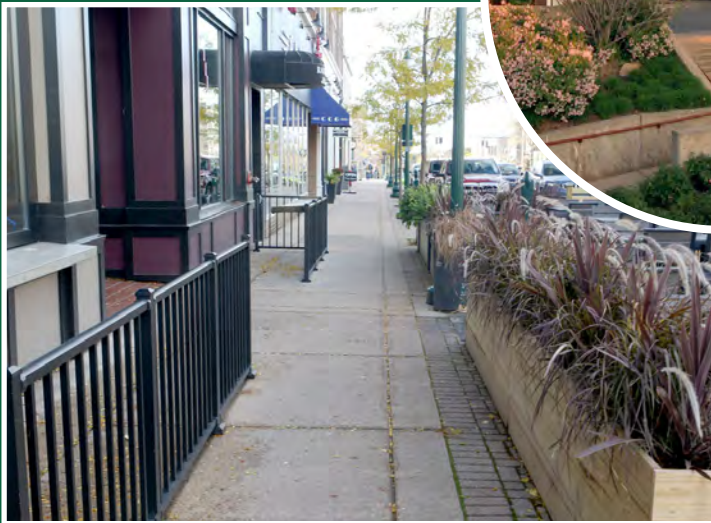
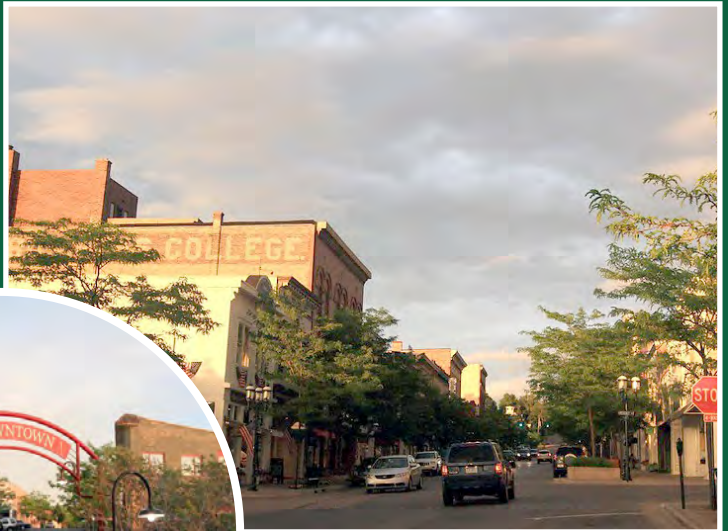
DATE: February 5, 2022

RE: Review of Streetscape Study Final Draft

The final draft of the streetscape study that was prepared by Beckett and Raeder is enclosed. Tim Knutsen, Beckett and Raeder and Design Committee member, will be attending the meeting to answer questions regarding the content. Please review as your time permits and come prepared with any requests for further or more definitive information. The study will be used as a guideline for future streetscape improvements in Downtown. As Beckett and Raeder is a long-time consultant to the City and Tim is a Downtown volunteer, there will be opportunities for follow up questions as they arise.

Staff is requesting a motion to receive and file the document.

Enclosure



Downtown Petoskey

STREETSCAPE ASSESSMENT

DRAFT
2022

Acknowledgements

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1.0 Introduction

1.1 Purpose of the Streetscape Study

In 2018, the City of Petoskey City Council adopted the 2018-2022 Downtown Petoskey Strategic Plan, prepared by the DMB, DDA, and City Planning Commission and City Staff members. In the plan's words, "to maintain the high-quality business district that locals and visitors expect, frequent examination is needed of how we are doing and changes needed to maintain vibrancy and relevance into the future". The plan incorporates input from a wide range of pertinent stakeholders and comprehensive data to establish priority actions and projects to be considered over the next 5 years and beyond. The section titled is the focus of this study. The recommended actions of the "Design and Beautification" section listed below are the focus of this study:

- » Begin discussions on possible streetscape updates before it becomes "dated" and Downtown Strategic Plan 2018-2022 16 maintenance costs increase. The streetscape should maintain walkability, while also considering improvements for bicycle mobility, which may include additional bike racks and corrals, as well as wayfinding signs.
- » Explore single-contract waste removal as well as joint receptacle areas. Joint disposal areas, such as the one placed behind the Chamber of Commerce building, could create cost savings and would improve alley aesthetics. There has been interest in using alleys for events and the consolidation of trash could make alleys more useable as public space.
- » Review Downtown Gateway Plan implementation opportunities for possible partnership with future developer of 200 E. Lake Street.
- » Expand seasonal lighting display through February.

- » Work with the Department of Parks and Recreation to become involved in the long-term planning efforts of Pennsylvania Park to ensure improvements also enhance park use for community events.

Additional design and beautification considerations addressed within this study include the following:

- » Continue exploration of heated sidewalk feasibility while monitoring snow removal expenditures (a recommended action in the Economic Enhancement section).
- » Outdoor lighting for accenting, placemaking and events.
- » Outdoor common space (dining areas, parklets, expanded plazas).
- » Mobility and non-motorized transportation.

The following study addresses these proposed actions. A comprehensive inventory and analysis of streetscape elements attempts to address accessibility, aesthetics, and maintenance considerations related to streetscape elements. A survey of downtown business to determine size and frequency of service of waste and recycling facilities was conducted to inform recommendations regarding waste and recycling facilities, and the Downtown Gateway Plan recommendations were revisited with some revision. Engineering consultants were engaged to help address the feasibility of automated sidewalk snowmelt systems, and feasibility and cost of downtown outdoor lighting to complement the existing and enhance downtown Petoskey's identity.

City staff representing the Department of Public Works, Parks and Recreation, and Planning departments were consulted for their input and advice during study preparation, and the Downtown Management Board Design Committee has helped inform and review the following study.



2.0 Streetscape Elements

2.1 Pedestrian Walking Surfaces

Materials and Design

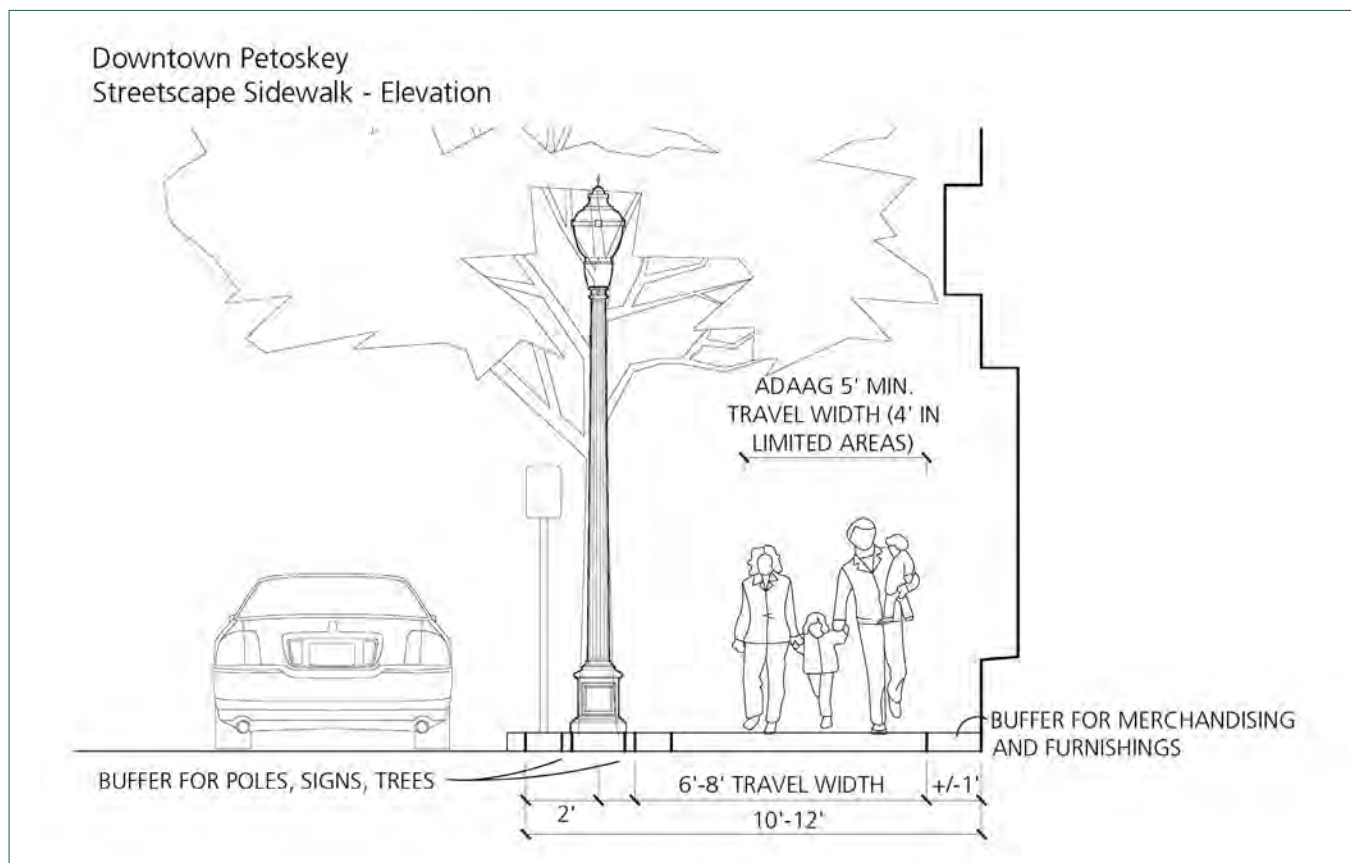
Pedestrian walking surfaces or pavements in Downtown Petoskey consist of concrete and a traditional-style precast concrete paver brick, and they offer a range in widths from 9' to 11' from back of curb to building face. This dimension is fairly typical for downtowns, and it provides adequate width to incorporate streetscape elements including trees, benches, light poles and also accommodates signs and parking meters. Obviously, thoughtful arrangement of these elements is required to present an easily walkable and attractive downtown, and in Petoskey's case, due care has been given.

In addition to aesthetic enhancement, pedestrian pavement surfaces and treatment itself, through careful placement of concrete scoring joints and paver bricks, is intended to provide a measure of organization for furnishings placement, and also provides some utility and function for pedestrians (see Figure 2-1). The initial scoring joint parallel to



Existing walking surface in Downtown Petoskey.

Figure 2-1



building faces establishes a zone within which a business's advertisements, merchandise, planters and benches can be placed. On the opposite edge of the walks, the first concrete scoring joint parallel to the curb establishes a zone within which lights, signs, and parking meters are placed. Paver bricks placed within this zone also assist in safety and accessibility by providing a visual and textural indication of a change in use for pedestrians, a transition to the roadway edge. Additional longitudinal concrete scoring joints help to frame the main path of travel along the center of the walk. Large paver brick panels within the main path of travel help to indicate that path, and also serve to break up what would otherwise be a large expanse of very bright concrete.

Pedestrian pavements at intersections generally consist of an enlarged area of concrete formed by curb "bump-outs" at the intersection corners on one side of the intersection. These bump-outs shorten pedestrian crossing distance and make pedestrians more visible to drivers.

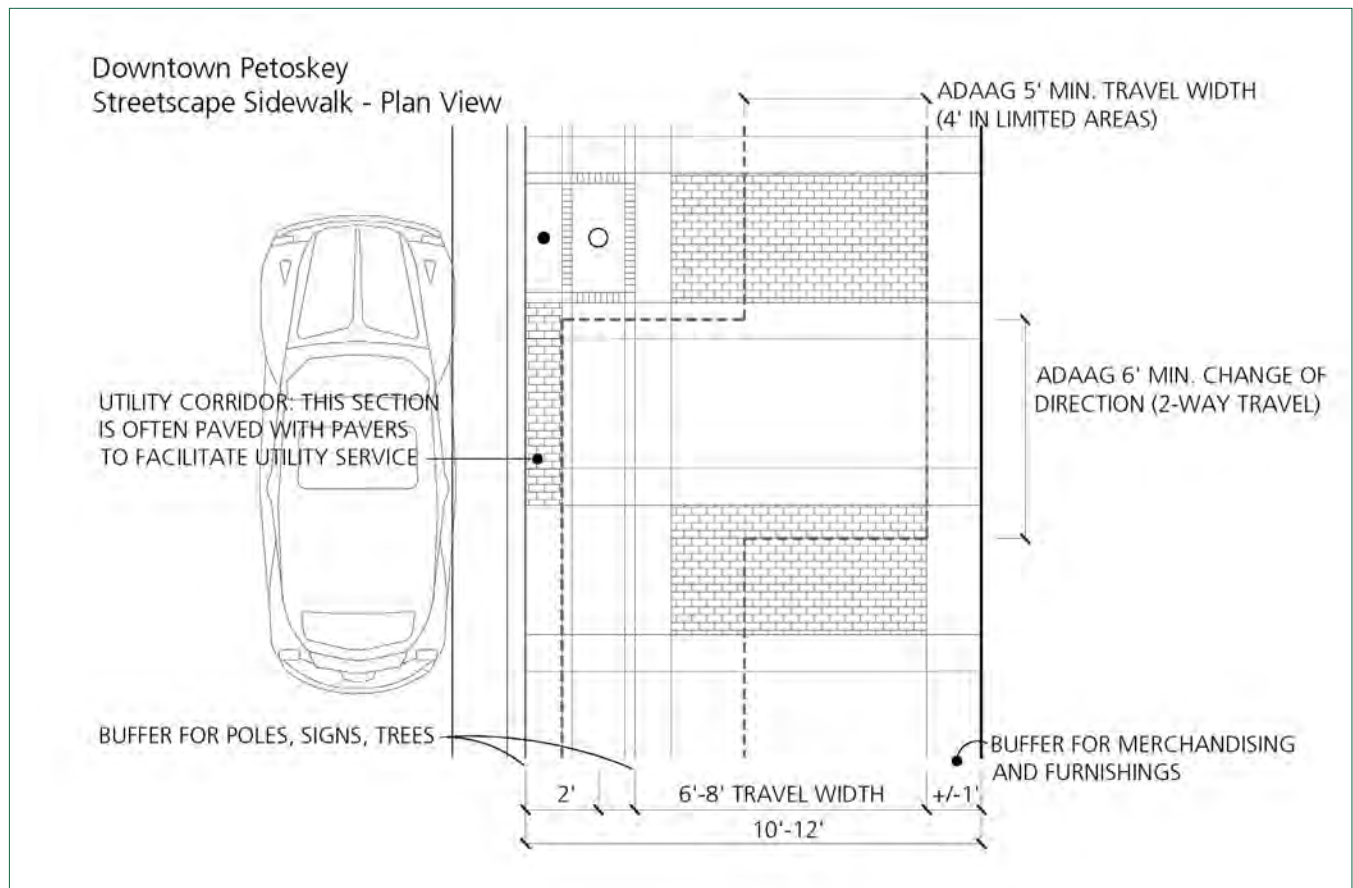
Pedestrian crosswalks at almost all intersections and mid-block pedestrian crossings consist of concrete pavement bands at either edge of the crosswalk, with paver bricks in the crosswalk interior, forming a crosswalk with improved aesthetics and tactile surfacing than a traditional, striped crosswalk. Mid-block crosswalks on Mitchell ease the boulevard crossing for pedestrians, while the mid-block crossings on Lake Street provide added pedestrian connectivity to downtown's Pennsylvania Park.

A unique pedestrian pavement has been implemented in Petoskey's downtown alleys; specifically, bituminous pavement with a stamped brick paver pattern. This treatment enhances aesthetics and encourages pedestrian use within an otherwise utilitarian space.

Accessibility

The topography of downtown Petoskey offers the unique benefit of glimpses of Little Traverse Bay throughout town. This same topography can present a challenge to pedestrian accessibility.

Figure 2-2



Downtown pedestrian paths are generally very well-maintained by the City. Curb ramps with detectable warning plates exist at all downtown crosswalks. The main path of travel along sidewalks is well-defined and wide enough to allow for outdoor dining or merchandising in select areas, although care must be taken to provide a minimum width of at least 48" for two-way accessible pedestrian travel (see Figure 2-2).

Pavement materials can serve as a benefit when defining accessible routes and the main path of travel. Changes in paving materials such as the square paver panels within the main path of travel, the paver bands along the back of curb, and pavers within pedestrian crosswalks can all serve to provide visual and tactile definition for increased accessibility. However, pavers can also be prone to seasonal settling and heaving. City staff report no difficulties or objections to making these seasonal repairs, and for this reason and the aesthetic and functional benefit they provide, we would not recommend replacing pavers with concrete sidewalks. However, alternate solutions to help resolve this issue are described in the next section.

One intersection in which the traditional paver crosswalk does not exist is the Petoskey and Mitchell Street intersection. This intersection was recently repaved to fulfill a need during a related road project, with the understanding that when 200 E. Lake Street is redeveloped, the crosswalks are restored.

Recommendations

Inspection of the CBD and study area indicates that concrete pavements are generally well-maintained, and that cracking, heaving and/or settling is promptly corrected. In general, we recommend continued maintenance of all concrete pavements.

Paver brick areas are well-maintained. However, seasonal heaving and settling of these areas do present an additional maintenance challenge to City staff and a concern to downtown businesses.

What causes paver bricks to settle is displacement of the base materials beneath. If the base condition can be addressed, heaving and settling can be reduced or eliminated. Three measures that can help to relieve paver settling include:

1. Assess and if necessary, replenish base aggregate.
2. Add a plastic geotextile grid intended to spread heaving and settling among the entire paver area, which reduces localized heaving.
3. Where removal for utility access is not needed, place a concrete pavement layer beneath the pavers (see Figure 2-3). At a minimum, we would recommend this treatment for the large square paver panels in the main pedestrian path of travel. This solution should be seriously considered whenever concrete sidewalk replacement is also scheduled. The cost to replace pavers with concrete would realize little to no cost savings over this option, because the cost of concrete would be equal in either option, and because the City already has the pavers in stock. The only drawback to this option is that it closes access to utilities that may exist below the pavers.

Figure 2-3

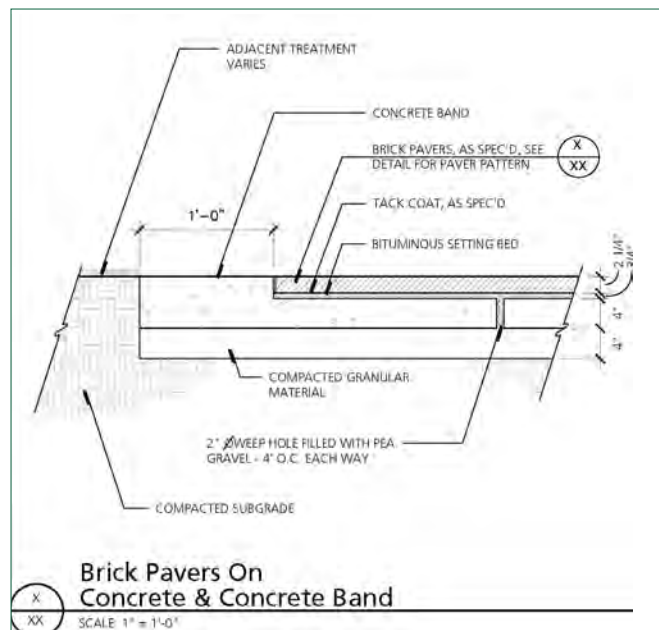


Figure 3-1



2.2 Site Furnishings

Site Furnishings in downtown Petoskey include the following:

- » Street Lights
- » Benches
- » Planters
- » Bike Racks and Corrals
- » Trash and Recycling Receptacles
- » Ornamental Fencing
- » Wayfinding Signs
- » Regulatory Signs
- » Picnic Tables (Pennsylvania Park)
- » Dog Waste Bag Dispensers (Penn Park)

Site furnishings have been thoughtfully specified and installed over time by the City so that the furnishings form a cohesive family of traditionally-styled furnishings with historical reference, which enhances the identity of downtown Petoskey. Light poles, benches, bike racks and corrals, wayfinding signs, and even regulatory sign posts are painted a consistent color that has become known as “Petoskey Green.”

Street Lights

Petoskey’s street lights greatly enhance the character of the downtown district. Street lights consist of two primary styles, with two additional styles used to light the Downtown Petoskey Greenway and Pennsylvania Park, and where downtown meets residential districts (See inventory maps in the Appendix). All light poles appear to be well-maintained, painted annually as needed, with clean and clear globes.

The most common style located throughout downtown is the “Acorn” light globe atop the

historical “Martha Washington” poles. Because the acorn-style globe was one of the only lighting selections for downtowns when downtown street lights were originally placed in downtowns, the form is an iconic historic reference that is appropriate for most historic downtowns. The Acorn-style globe does come with additional measures to control light trespass, including top-shielding to enhance dark-sky visibility, and side-shielding to reduce light trespass into upper-level residences.

The second primary downtown light standard is the historic gaslight and pole. This light forms the identity of the “Gaslight District” on Lake Street in Petoskey but is also seen in areas adjacent to Lake Street. Pole design is harmonious with the Martha Washington pole. The gaslight globe features a translucent top shield which reduces light trespass above. The lights do not appear to include a side shield to reduce light trespass into upper-level residences, but it is unclear whether the transparent globe could be modified to include a shield without impacting the historical aesthetic of the globe.

A pedestrian-scaled, shepherd’s hook light pole with shielded light is the standard for the Downtown Petoskey Greenway and Pennsylvania Park. The scale and character of this light complements the enlarged pedestrian walks within the Greenway and Pennsylvania Park and enhances the identities of each space. Light trespass is generally well-controlled; however, bulbs in some of the poles could be better positioned to take advantage of the shield.

A secondary light style where downtown and residential edges meet is the modern shoebox fixture. Also used in residential areas, this style includes a full-cutoff shield to control light trespass. Poles are painted black. We would recommend maintenance of the locations of this secondary style anywhere where downtown and residential areas meet: the change in style and color enhances the transition to residential districts, and the light itself is more functionally appropriate for residential districts. City Department of Public Works has converted almost all downtown lighting to LED use, which reduces operational and maintenance costs and can also improve light quality.



Acorn Light / Martha Washington pole.



Gaslight with Pedestrian Wayfinding Sign.

Benches

Benches in downtown Petoskey are of one design (Figure 3-1), a traditional historic bench with green metal frame and wood seats and seatbacks, although concrete-and-wood benches exist in Pennsylvania Park. The benches themselves are a combination of backed and backless. Benches or planters provide seating and resting opportunities at each intersection corner, and at mid-block crossings on Mitchell St. Benches are generally well-placed; however, there is an apparent lack of benches and seating opportunities at some mid-block locations.

Raised Planters

Raised concrete planters exist at downtown intersections including Mitchell and Petoskey, Mitchell and Howard, Lake and Petoskey, Lake and Howard, Bay and Petoskey, and Bay and Howard streets. Larger raised planters exist at the entrance to Bayfront Park, and at the southeast corner of Mitchell and Howard streets.

Raised planters provide a number of functions. They provide an enlarged area suitable for larger street trees and perennial plantings, and they provide pedestrians with a shady spot to sit. The enlarged area also allows the tree within to grow to a greater size. Seatwall planters placed at intersection crossings also provide an additional measure of safety and an area of refuge where one can sit or stand and feel fairly well-protected from vehicular traffic.

We estimate that the concrete planters installed in the last cycle of streetscape replacements will require replacement within the next 10-15 years. Our recommendation for seatwall planters at intersection bump-outs is to replace the planters as they deteriorate. In the case of replacement with trees planted at sidewalk grade, the benefit would be additional usable sidewalk surface. In the case of replacement with a similar seatwall planter, the benefit would be conditions allowing larger tree size.

Figure 3-2



Bike Racks and Corrals

The City of Petoskey has three furnishings standards for bike parking: permanent, single or multiple bike “hoops” (Figure 3-1), moveable, multi-space bike racks; and multi-occupant bike corrals (Figure 3-3). Single bike hoops are placed at sidewalks near crossings or intersections, which is an appropriate placement given the expanded pavement area at intersections and the visibility provided by end-of-block location. Bike hoops have also been placed at the Mitchell and Lake street crossings for Park Place sidewalk. Finally, bike hoops also exist in multiples in certain areas, such as the south entrance to the Downtown Greenway at Mitchell and Howard streets. Single bike hoops at intersections see regular use throughout summer, while the line of bike hoops at the south Greenway entrance are regularly used.

Moveable multi-bike racks are located at mid-block crosswalks at the beginning of the spring season, and removed in fall. Moveable bike racks experience somewhat lesser use throughout summer.

Bike corrals, enclosed areas for parking and protecting a number of bikes, are located on Howard Street at the intersections with Reid’s Alley and Shopper’s Lane. While they are only two bike corrals within downtown, they seem to see varied use.

All three bike furnishings are clean and simple in design, and harmonize well with the downtown furnishings family without drawing undue attention.

Trash and Recycling Receptacles

The standard for trash and recycling receptacles is an enclosure with metal slats and top shield to reduce rain infiltration. The design harmonizes well with the furnishings family while, like bike furnishings, not commanding undue attention. City staff are satisfied with the serviceability, durability, location and number of the receptacles.

Trash and recycling receptacles are located at mid-block crosswalks on Mitchell Street, and mid-block on select streets.

Figure 3-3





Existing trash and recycling receptacles.



Existing ornamental fencing.

Ornamental Fencing

The City standard for ornamental fencing is a low metal fence with a basic, clean pattern, painted in most cases in Petoskey Green to blend with the downtown furnishings family. Ornamental fencing is used alone or in combination with landscaping to screen and define pedestrian access at public parking facilities. The fence is generally well maintained, painted annually consistent with the rest of the furnishings family.

Wayfinding Signs

The City of Petoskey has implemented a comprehensive wayfinding sign system to guide visitors to parking and pedestrian facilities, and downtown public buildings and spaces. The wayfinding system is well-maintained and painted in Petoskey Green, and harmonizes well with the site furnishings family.

The system includes an intuitive sign hierarchy, beginning with large wayfinding signs complementing the vehicular entrances to downtown, intended to capture drivers' attention and direct them to public parking and facilities. Secondly, smaller-scale pedestrian wayfinding signs located at public parking lots and sidewalk entrances into town feature a graphic map and

index of downtown businesses. This comprehensive arrangement works well to advertise and inform vehicular and pedestrian users of the businesses and public facilities within Downtown Petoskey.

Interpretive Signage

Interpretive signage in Petoskey primarily exists within or at the entrances to downtown public parking spaces, where it identifies past historic land uses and buildings. We recommend maintenance of these interpretive signs as they provide an enhancement of Petoskey's historic character. Smaller historic and environmental interpretive signs associated with the Downtown Greenway exist at the crossings on Howard Street and at Michigan Ave.

Regulatory signage

Regulatory signage can include vehicular, bicycle and pedestrian signage including parking, speed limits, pedestrian crosswalks, and bike routes. Regulatory signage is a necessity provided to improve safety. To reduce the visual clutter of regulatory signs, City staff have been painting and maintaining sign posts annually in Petoskey Green, an observation that speaks to the City's commitment to downtown aesthetic quality.

Recommendations

1. Maintain the existing downtown furnishings family including Gaslight and Martha Washington lights, benches, bike racks, trash receptacles, ornamental screen fencing, signage systems, and dog bag dispensers.
2. Continue to maintain existing lighting zones. Continue to implement top and side-shielding as available for Martha Washington lights (gaslights include a top shield).
3. Improve shielding for existing Shepherd's Hook lights where possible.
4. Continue to replace lighting elements with LED fixtures.
5. Maintain existing bench standard. Consider backed benches at mid-block locations where feasible.
6. Replace raised planters as they continue to weather.
7. Recommendations for future bike rack placement in downtown Petoskey are described in Section 3.1.
8. Should additional trash and recycling receptacles be required in the future, recommended locations include: South end of park place; Enlarged pavement areas at intersections; Bayfront Park entrance plaza. However, City staff should be consulted in the future regarding adding trash and recycling receptables to identify whether there is a demand.
9. Maintain the screen fence standard to define and screen parking facilities abutting rights-of-way sidewalks on street frontages and alleys.
10. Two opportunities exist to implement screen fencing at off-street parking facilities where no screening currently exists: the county facility frontage along Lake and Division streets, and the below-grade County facility on the Bay Street frontage. At the Bay Street frontage in particular, screening is less of an issue than safety, since the parking area is submerged below street elevation. The existing tube-railing protective pedestrian guardrail barrier does not meet building code and represents a potential hazard to pedestrians. We recommend replacement with a taller version of the downtown ornamental fence standard that meets code requirements for a protective pedestrian barrier.
11. Maintain existing wayfinding system and update as necessary (new or updated parking facilities, transportation opportunities, and business map updates).
12. See Section 3.1 for alternative transportation wayfinding and recommendations.
13. To avoid visual clutter, reduce the number of posts, and facilitate snow removal, any additional wayfinding, interpretive or regulatory signage should be carefully considered before placement. Areas where excessive signage and/or posts exist should be assessed to reduce visual clutter. A prime example of this condition would be the north entrance to the Elks lot, where a number of signs utilize an unnecessary abundance of posts.
14. Like most historic downtowns, the City of Petoskey has plenty to share regarding its past. We recommend introduction of additional interpretive signs where desired and where space exists.
15. Select a City standard accessible picnic table (during design of Park Place) consistent with the downtown site furnishings family.

2.3 Landscape Materials

Street Trees

Street trees consist primarily of Skyline Honey Locust (*Gleditsia triacanthos* v. *inermis*), with some Linden (*Tilia americana*) in select areas. Street trees in downtown Petoskey are well-maintained and appear to be serviced or replaced when pruning is necessary to remove damaged or dead limbs, and when the tree simply outgrows its location within the sidewalk. Street trees add character to the downtown district, provide shaded sidewalks for shoppers, and help to reduce the ambient effects of solar radiation.

However, street tree placement in downtown streetscapes can include potential consequences if not specified, located and maintained properly. Urban conditions in Northern Michigan present

some of the most severe conditions in the region, and a limited number of tree species – native OR imported – can withstand these conditions for any duration. Similarly, few street trees are appropriate for downtown streetscapes, where shade must be balanced with continued visibility to building facades (particularly in downtowns with historic architecture). Street trees with smaller leaves, an open and not opaque canopy, and with a high crown provide the best visibility from streets to building facades.

The condition in which street trees are placed also requires consideration. Most trees develop a trunk flare as they grow, which can lift adjacent pavements in close proximity. The larger the planter or opening a tree is planted in, the larger that tree may potentially grow before it begins to lift pavements. During the study, we heard the request to address tree size and to strive for larger street trees if possible, which is certainly possible but which may conflict with sidewalk widths of 12' or less.

Shrubs

Shrubs in the downtown district are generally used to screen and provide definition of parking areas. In most locations, irrigation helps maintain a healthy hedge or screen. City staff trim and replace these shrubs on an “as-needed” basis. Shrub material consists of a variety of hardy shrubs that do not reach an excessive size.

Because of space considerations, our recommendation is that shrubs should be sparingly used otherwise, perhaps to assist in definition of downtown vehicular and pedestrian entrances. All shrub material should be irrigated with an automatic system; at this time, the Petoskey Street frontage of the Darling Lot are not irrigated.

Annuals and Perennials

Annuals and perennials in raised and at-grade planters provide a colorful complement to street trees and planters during the growing season. These plants also indicate the locations of at-grade planters, reducing trip hazards. The appearance and condition of plant material in planters has improved significantly in recent years, and we recommend continued maintenance of that aesthetic standard.

Recommendations

1. We recommend maintenance of the Honey Locust as the downtown streetscape standard, but would also recommend introduction of other hardy species. This introduction should be planned beforehand, giving consideration to location and exposure to sun, wind and de-icing salts so that the downtown street tree palette is organized, resilient, and more easily-maintained. As our street trees tend to be replaced singly, planning ahead can be critical when introducing new species.

Common Name	Scientific Name
Ginkgo Tree	<i>Ginkgo biloba</i> *
Little Leaf Linden	<i>Tilia americana</i>
Ornamental Pear	<i>Pyrus calleryana</i> sp.**

*not native to Michigan

**identified as an invasive species in Michigan

These species share the attributes of hardiness and tolerance of urban conditions, limited leaf litter, and a fully developed canopy at a medium size that makes them most appropriate for downtown use. All maple species should be avoided due to shallow root growth and the tendency to lift pavements.

2. Encourage mature tree size: the illustration at the end of this paragraph shows a simple improvement that could add 12" to the planter edges of grade-level tree planters. Beyond this improvement, if larger trees are desired, we recommend maintenance and eventual replacement of seatwall planters in intersection bump-outs, and in other enlarged pavement areas.
3. City staff strives to promote tree health, develop form and structure of downtown street trees using pruning and trimming. However, this can be a very involved task and one which requires proper knowledge regarding pruning and trimming. The intent of pruning and trimming should always be to first promote proper structure, and only used for corrective measures when needed. Oftentimes, corrective measures can indicate a lack of proper pruning to develop structure. Consideration of timing of pruning, and amount of removal of leafy



Locust tree and perennials in existing raised planter.

material must also be considered. Generally, in a downtown urban setting, pruning should not take over 20% of healthy leaf material at any time during the growing season.

4. Carefully consider new shrub placement in order to avoid impairing sight lines for safety.
5. Three off-street parking areas within downtown that may benefit from additional shrub screening are the Saville Lot along the Bay Street frontage, the Emmet County parking facility frontages on Lake and Division streets, and the Emmet County facilities along Bay Street. Screening of the Saville lot along Bay Street is a challenge, because of the number of pedestrian and vehicular motions along the frontage, and the steep slope of Bay Street. Shrub screening of this parking lot should be very carefully considered before

any implementation, to ensure safe visibility. Shrub screening for the Lake and Division Street frontages is feasible for the Emmet County parking facility. The County should be encouraged to cooperate or partner with the City in developing a shrub screen for this parking facility. Shrub screening for the below-grade parking area along the Bay Street frontage of the County Building is less critical because of the sunken nature of the parking area.

6. One reason that plant material in the downtown district looks as healthy and colorful as it does is due to regular maintenance and the existence of automatic irrigation. Maintain automatic irrigation systems in all existing planting areas. Add automatic irrigation to planting areas not already irrigated.

2.4 Off-Street Public Parking

The City's off-street public parking facilities include the following parking lots:

- » Clifton Lot
- » Darling Lot
- » Elks Lot
- » Livery Lot
- » Petrie Lot
- » Saville Lot

Each of these public parking facilities apart from the Elks lot includes traditional parking meters with smart phone payment app options. The Elks lot has a recently installed set of pay stations, and parking meters have been removed.

Each of the City's downtown public parking facilities is identified with a unique name that in some cases, references local history. Lots are clearly identified with a wayfinding sign that includes interpretive historical content.

Landscape screening for each of the parking lots exists with the exception of the Saville lot, where limited space, steep slopes and the number of driveways and pedestrian walks may limit opportunities to safely screen the parking lot from its Bay Street frontage.

Recommendations

1. Maintain existing wayfinding and historic signs
2. See Section 2.3 for Off-Street Parking screening recommendations.

2.5 Waste and Recycling Facilities

Petoskey's downtown service alleys serve an additional function as pedestrian routes. The City has taken care to provide enhancements to facilitate this use, including pedestrian-scaled pavement stamping intended to resemble brick pavers. Perhaps in response to increased pedestrian use of downtown service alleys, the Downtown Strategic Plan recommends consideration of joint "waste disposal areas" as a means to realize cost savings and to improve alley aesthetics.

User Survey

For the purposes of this study, a survey of all downtown businesses was conducted to seek information regarding the size and frequency of service of waste and recycling facilities. The survey also asked a number of questions intended to indicate the desire to consolidate waste and recycling facilities. The survey results, which can be found in the report appendix, indicate that rolling totes are the most popular form of waste disposal facility, with only a few dumpsters within "back of house" alley frontages on private property. There is no central waste facility area for any of downtown's parking lots or alleys. Totes and dumpsters are serviced by a number of waste removal companies from the alley or parking lot.

Restaurants within the downtown also rely on grease recycling facilities, which can be a particular challenge as appearance and odors can be an issue. Grease recycling is also performed from the alley or parking lot.

Rolling totes and crates are the standard form of recycling facility for downtown Petoskey. However, recycling must be brought to the street frontage for collection. Generally, collection occurs in the morning, which minimizes any visual impacts.

Waste Facility Consolidation

Locating and serving waste and recycling facilities to minimize visual impact is a challenge in any downtown. Development of pedestrian-friendly alleys that traditionally provided a service function leads more businesses to open back-door entrances and greater pedestrian use, leading to a desire to improve aesthetics. Consolidation of waste and recycling facilities can sometimes represent a solution.

On the other hand, waste and recycling facility consolidation can also represent a challenge in already-developed service areas being utilized for public parking and pedestrian access:

1. Finding a central location on public property that does not impact parking and pedestrian circulation can be difficult. Finding a private property owner willing to provide an easement for private property location of consolidated waste facilities can also be challenging.

2. Consolidation of facilities will likely require commitment by all participants to one service provider.
3. The consolidated facility must be accessible to existing service vehicles. While it is true that cardboard recycling dumpsters can be provided and serviced by existing waste management contractors, the majority of recycling is handled by service vehicles that either cannot enter alleys or for which alleys provide a prohibitively difficult challenge.
4. Consolidating waste facilities in a location more remote to business owners may lead to decreased aesthetic quality and/or an additional maintenance demand, in order to maintain the appearance of the consolidated waste facility.
5. Common waste facilities can be expensive when trying to maintain an aesthetic standard.
6. In the case of recycling, the challenge to waste facility consolidation is twofold: first, a central location large enough to accommodate

common waste and recycling facilities can be difficult to locate in downtown public property, and while larger dumpsters and increased service frequency can reduce the space required, consolidation on public property almost always comes with a loss of parking. Secondly, location of common facilities in a central location often results in decreased visual quality, as the common facility on public property isn't maintained as well as privately-owned facilities at a businesses' doorway.

Each of the three alleys include locations where common facilities could be added but where parking would be significantly impacted. Location on private property is also possible in each of the three alleys, but an easement agreement or other arrangement would be required.

DMB Design Committee Discussion

The Downtown Management Board Design Committee met to review the objectives of the 5-year Downtown Strategic Plan, the existing condition regarding waste and recycling facilities,



Downtown facades at sunset.



Midway Downtown entrance.

and the challenges to waste facility consolidation identified above. Below are the recommendations supported by the design committee.

Recommendations

1. Given the challenges described above with regard to waste and recycling facility consolidation (consolidation of service provider and waste facility location, and the negative impacts), and the results of the survey questionnaire, we recommend maintenance of the existing downtown waste and recycling system. Consideration of improvements such as additional enclosures for individual waste totes or grease recycling facilities should be carefully considered in order to allow improved aesthetics and continued service during winter snowfall and in response to existing slopes and required clearances. In many cases it may be difficult to construct a screen enclosure meeting these objectives.
2. Should the City decide to implement common waste facilities in central locations, we advise the following considerations:
 - » Consolidate to a single service provider
 - » Consider location for: common access, visibility, and aesthetics
 - » Increase frequency of service
 - » Consider compactor stations
 - » Consider larger dumpsters (including new "sumpsters")
3. We would also recommend establishment of a recycling facility close to downtown, to serve a purpose similar to the facilities temporarily located at the old Petoskey News-Review property. Some potential locations where surplus parking space would allow establishment of recycling facilities include:

- » Winter Sports Park
- » Zip Building Parking (would require an easement)
- » Sheridan Rd. (near compost recycling)
- » Riverbend Park

2.6 City Entrances and Edges

The edges of the downtown district can help create an impression before actually entering the district, by clearly transitioning from neighboring residential districts to the scale and materials more typical of traditional downtown Petoskey, including building sizes and/or shallow setbacks, pedestrian pavements, site furnishings, and tree planting and spacing. Unscreened off-street parking areas and undeveloped properties are Petoskey's most typical challenges to creating that impression and clear transition: Unscreened off-street parking areas and undeveloped properties introduce a physical and visual distance between districts and a departure from the physical scale of downtown. Unscreened views to building service and utility areas can also present a challenge, but in most cases these instances are well-managed at the edges of downtown. A map assessing the condition of Petoskey's downtown edges is included in the Appendix section 4.5, 'Proposed Improvements or Enhancements – Preliminary Sketches'.

Primary vehicular and pedestrian entrances to the downtown district also provide an initial impression to residents and visitors, on whom Petoskey's downtown economy is critically dependent. Vehicular entries can present significant challenges because of vehicle speeds, competing views or visual distractions, wayfinding information, and a general lack of familiarity with the local area. Vehicular entrances to downtown Petoskey are described as follows:

Lewis St. and US 31

This intersection was recently reconfigured from a freeway-style, on-ramp design to a traditional 90-degree intersection design. This improvement allows easier entry into downtown for westbound traffic, and greater visibility for traffic exiting downtown via Lewis St. to US 31. The entrance features an elevated city sign at on the east side

of the intersection, complemented with lighting and landscaping. While it is difficult to overcome the visual presence that Little Traverse Bay demands, the intersection reconfiguration and complementary sign has resulted in enhancement of this entrance.

Westbound Mitchell St. at Division St.: Perhaps considered a "secondary" entrance, located at Division and Mitchell streets. Location of two prominent building forms, the public library and Crooked Tree Arts Council, helps form this entrance visually. However, the entrance seems to lack the same wayfinding signage present at the other city entrances.

Recommendations

Recommendations for improvement for this entrance are limited to placement of a new vehicular wayfinding sign identifying nearby parking and public facilities.

Emmet St. at Mitchell St.

This entrance brings vehicular traffic from northbound Emmet street to downtown. Use of this entrance seems to have increased recently, perhaps due to the general increase in regional summer traffic, and the use of this route as a "bypass" taking drivers from the south limits directly to downtown. The view culminates at the property at 200 E. Lake street. While this currently provides a panoramic view of Little Traverse Bay, it is presumed that the site will eventually be developed. The intersection crossing at Mitchell Street is broad, and could provide better directional cues to drivers and improved pedestrian safety.

Recommendations

This intersection faces possible redevelopment if adjacent private properties move forward with development. Opportunities to narrow the street at the intersection, manage or reduce roadway with and shorten the pedestrian crossing, and to consider the visual sightline terminus for northbound Emmet Street in development of the 200 E. Lake St. property. Redevelopment of the adjacent property will also influence perception of the Mitchell Street at U.S. 31 entrance (see below).

Mitchell St. and US 31

Considered the primary gateway or entrance to downtown Petoskey, this entrance intersects with US 31 on the east side of the Bear River. The approach to this intersection provides good visibility on the west side of the bridge, as the bridge and associated light poles frame the view of the intersection. However, landscape plants at the intersection screen the east view up Mitchell Street as the driver nears the intersection. The large mass of vegetation also inhibits visibility of entrance signs.

In 2012, the Petoskey DMB contracted for a study of this downtown entrance, in order to define enhancements to the entrance with or without development of the 200 E. Lake St. property. The project was called the Downtown Petoskey Gateway Study. Since that time, potential development of private properties on the south side of the Mitchell Street and US -31, and Mitchell St. and Emmet St intersections is being proposed and is likely to be implemented.

Recommendations

Redevelopment of the Emmet and Mitchell Street intersection will change the perception of this intersection, and provide an opportunity to implement initial changes to the intersection recommended in the 2012 study. Within the Appendix is a concept plan and accompanying preliminary opinion of probable construction cost to provide initial improvements to the intersection per the 2012 plan recommendations, in order to enhance visibility of this primary entrance to downtown Petoskey.

Lake St. and US 31

This intersection is immediately northwest of the Mitchell Street entrance along US-31. This and the Mitchell Street entrance help form the 200 E. Lake St. parcel. However, the relatively narrow width of Lake Street, and the existence of screen fence on the right-of-way line inhibit visibility of this entrance.

Recommendations

Recommendations for this entrance are limited to improved visibility once the 200 E. Lake Street site is redeveloped.



Pennsylvania Park looking north

2.7 Pennsylvania Park

The downtown district is partly defined by and greatly benefits from Pennsylvania Park, a downtown urban green space in the center of downtown that takes on a traditional “town square” appearance. The park is known for its mature hardwoods, several of which are walnut trees; its lush landscape and dappled shade. The park is fronted on the west by the old Park Place, which is today a two-block pedestrian route along downtown businesses enjoying this unique setting. Pennsylvania Park is approaching a point of transformation, during which time the City’s Parks and Recreation Department intends to implement the central segment of the Downtown Greenway, and master-plan the site for future improvements. However, development of the park’s street interfaces and the interface with Park Place merit consideration by the DMB: proper development of Lake and Bay Street interfaces can result in enhanced continuity of the park space from Mitchell Street north to Arlington Park, and proper development of the Park Place interface can result in improved business opportunities for businesses served by this pedestrian route and the eventual Downtown Greenway.

We support the proposed improvements along Park Place included in the City’s MDNR grant application. We also recommend enhancement of street interfaces between park sections on Lake and Bay streets. This enhancement and any future modification to Pennsylvania Park should be considered when the park undergoes master-planning in the near future.



3.0 Trends, Goals, & Opportunities

3.1 Accessibility, Mobility and Alternative Transportation

An obvious trend to popular, vibrant downtowns is the enhancement of accessibility, improved mobility, and development of alternative transportation facilities. Accessibility has often been considered within the context of physical abilities or limitations, but as our population ages, and as our demographic becomes more populated at the older end of the spectrum, and as people remain physically active longer in life, the consideration of accessibility becomes even more critical. Downtowns that provide enhanced accessibility will attract visitors with a greater range of physical abilities and will feel more accommodating to all visitors. Downtown Petoskey's compact size, on-street and off-street parking facilities, and attention to accessibility along pedestrian routes contributes to good accessibility throughout downtown for a range of physical abilities. The compact size, variety of pedestrian routes and a well-developed wayfinding system likewise leads to good mobility in the downtown district. And, the designation of an on-street bike route, addition of bike corrals, and addition of charging stations to public parking lots indicates that the City is considering the growing influence of alternative transportation. However, as universal accessibility is prioritized, and as alternative forms of transportation become more popular, evaluating accessibility, mobility and opportunities for alternative transportation facilities should be constant.

Bicycle Circulation

Although most visitors to downtown Petoskey arrive by vehicle, the region is known for its abundance of non-motorized accessible trails. The Little Traverse Wheelway and Downtown Greenway serve as non-motorized "collector" trails connecting the region to downtown. Each of these trails also provide links to vehicular parking outside of downtown, making a short walk or bike ride into downtown a feasible option for visitors wishing to enjoy the outdoors or to find convenient parking.

As these trails have developed and use increased, consideration should be given to how this circulation is received downtown, particularly

regarding bicycle circulation, which presents a use and safety conflict within the downtown district.

Cyclists can arrive downtown via three circulation routes: the north and south connections to the Downtown Greenway, and the Midway connection to the Little Traverse Wheelway in Bayfront Park. Each of these junctions has the potential to introduce cyclists to downtown Petoskey, the general guidelines regarding bicycles in the downtown district, and wayfinding signage: in short, each junction provides the opportunity to manage bicycle circulation in the downtown district. At present, only the well-used set of bike hoops at the south Downtown Greenway junction takes advantage of this opportunity.

Bike corrals are another means by which downtown bicycle use can be managed, by providing a second option for cyclists who prefer not to leave their bikes at the edges of downtown. Currently, bike corrals are provided on Howard Street, north and south of Lake Street. The bike corrals have been selected to harmonize with the downtown Petoskey furnishings family. However, when parallel parking is fully occupied, the corrals can be difficult to see from a distance.

As parking continues to be at a premium, and as cycling continues to increase in popularity, providing amenities that welcome cyclists to downtown while also providing traffic management improvements should be a priority.

Vehicular Transportation Facilities

Most visitors and workers still arrive downtown via motor vehicle. The downtown district provides an arrangement of well-located off-street public parking options in addition to on-street parallel parking. At the same time, the current trend to provide downtown outdoor dining opportunities, the demand for additional cycling infrastructure and the increased popularity of the downtown district places pressure on vehicular infrastructure. As current trends continue to influence vehicular transportation infrastructure it will be critical to maximize use of existing facilities and consider additional options.

Recommendations

Accessibility

- » Continue to improve crosswalk accessibility.
- » Ensure placement of accessible curb ramps.
- » Continue to use materials with a visual and tactile contrast to surrounding pavements for crosswalk surfaces.
- » Ensure placement of vertical crosswalk signs at midblock crossings in order to notify approaching drivers.
- » Place benches at mid-block locations where possible, particularly on sidewalks on slopes.
- » Consider addition of QR codes to wayfinding signs. QR codes can be scanned by phone to provide a link to useful information for downtown visitors.

Mobility

- » Review wayfinding system and update as necessary.
- » Indicate the designated downtown bike route and downtown bicycle facilities in the downtown wayfinding system.
- » Consider placement of charging stations in existing downtown parking lots.
- » Promote satellite parking and shuttles to downtown at peak tourist season. Several nearby public parking facilities exist that may be suitable for the use, including parking facilities at Riverbend Park, Winter Sports Park, and the Petoskey Public Schools main campus.

Bicycle Circulation*

- » The Circulation Map provided in the Appendix indicates proposed enhancements in the form of bike corrals or bike hoops.
- » Provide map of established downtown bicycle circulation route at the following entry points: Bayfront Park tunnel, Downtown Greenway at Howard Street, Downtown Greenway at Bay Street, Emmet at Mitchell Street and Lake Street at U.S. 31. Links to bicycle facilities including Bayfront Park tunnel (Little Traverse Wheelway) and the Downtown Greenway should also include signage that welcomes cyclists to downtown, provides the guidelines for bikes in the downtown district, and includes a simple wayfinding map identifying other cycling amenities and nearby parking. Include QR codes for links to additional information.
- » Increase cyclist parking opportunities and visibility of cyclist parking opportunities: In the case of bicycle corrals, consider covered/roofed options or distinctive vertical signage for improved visibility and enhanced identification and safety. Roof structures would also provide a perceived level of security and weather protection.
- » Include bicycle parking infrastructure in any new off-street parking development. Bicycle parking infrastructure can be included in a new parking structure or off-street parking lot if properly planned.

Vehicular Transportation Facilities

- » Encourage additional off-street parking options (e.g., Riverbend Park and Winter Sports Park) and provide trolley service to these locations on a scheduled basis
- » Establish a minimum number or percentage of EV charging stations at new and existing off-street parking facilities.
- » Continue to pursue additional vehicular parking options.

* Each cycling infrastructure improvement should strive to make access easier and safer for cyclists, while also providing the City with an important means of controlling downtown bicycle use.

3.2 Outdoor Dining & Public Spaces

Downtown Petoskey offers a variety of spectacular views, lakeside breezes, and bright sunshine. These conditions can attract people to the outdoors when cooler off-season temperatures may otherwise discourage us. The 2020 pandemic helped to draw additional focus on the demand for outdoor dining and public spaces.

To accommodate this trend, the DMB has established an outdoor dining platform program which utilizes on-street parallel parking spaces on a limited basis for outdoor dining opportunities.

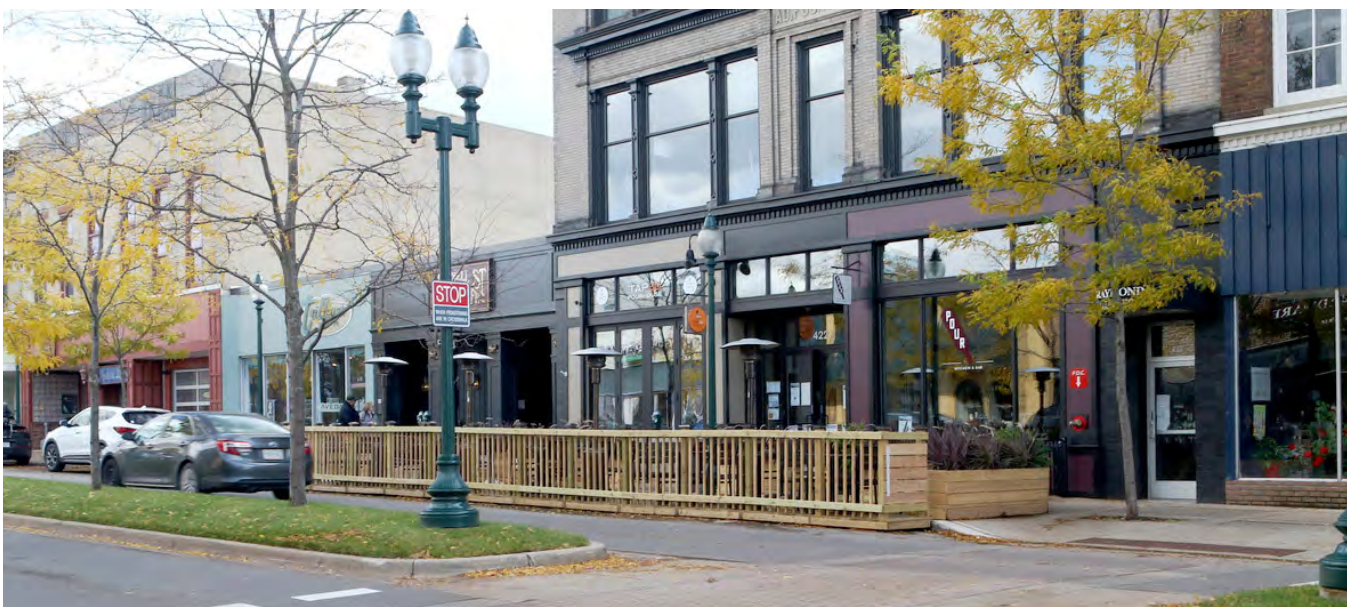
To this point, the program has been successful, with a number of businesses participating and constructing outdoor dining platforms that may take on a range of appearances and finishes.

Downtown Petoskey also offers the potential for additional public space development on street frontage, primarily at intersections and pedestrian crossings. Some examples of these spaces include the south corners of the Mitchell and Howard Street intersection; the entrance to Bayfront Park, and the sidewalk on the north edge of Bay Street, where employees of downtown businesses already congregate to take breaks from work, and enjoy the weather and views.

Recommendations

Outdoor Dining & Public Spaces

- » Continue to focus on the option of a downtown parking structure to provide additional parking options.
- » Continue to promote the outdoor dining platform program.
- » Establish dimensional, aesthetic and materials standards for outdoor dining platforms. While it may not be necessary, and may be restrictive to require all participants to use the same materials and design, the standards should seek to encourage a certain level of aesthetic appearance consistent with downtown character, while also setting standards for safety, durability and accessibility.
- » Consider additional development of downtown public spaces where available, particularly to better accommodate existing informal use. Examples of this condition would be the Park Place sidewalk as it meets the Chamber of Commerce building and restrooms; the top of stairs to the Bayfront Park entrance, and the lawn area on the north side of Bay Street across the street from the Saville lot.



Outdoor dining area.



Outdoor dining area with accent lighting.

3.3 Decorative & Accent Lighting

The scope of this study included an investigation into potential decorative outdoor lighting, in response to the Strategic Plan Design and Beautification action to extend seasonal winter light displays through February. Some members of the DMB feel that accent or decorative lighting may be used as a visual enhancement to add a unique element to Petoskey's downtown throughout the year. Other members seem less certain that summer-season lighting will have the desired effect, given that our summer sunsets occur so late in the evening. However, decorative light can have a significant impact even before the sun sets.

The decorative lighting study proposed a number of potential improvements to the downtown district, which included:

- » Pennsylvania Park Lighting
- » Additional path lighting
- » Lighting to commemorate rail
- » Tree canopy lighting
- » Additional lighting for
- » Veteran's memorials
- » Christmas tree

- » Gazebo lighting
- » Downtown entrances
- » US/31 and Mitchell St., US 31 and Lake St., and Bayfront Park entrance
- » Downtown accent lighting
- » Tree uplighting
- » Planter lighting
- » Building facade lighting
- » Building roof silhouette lighting
- » Overhead illuminated banners
- » Tivoli or string lighting

The preliminary recommendations were shared with the DMB and Design Committee for input. After reviewing the options, the DMB and design committee prioritized additional study of gazebo lighting and Tivoli or string lighting above alley entrances as decorative lighting improvements that should be prioritized in the study. The lighting consultant developed a plan and preliminary opinion of construction cost for decorative lighting improvements for the gazebo, and a linear foot estimate to install Tivoli lights above midblock downtown alley entrances. The lighting study and preliminary design and cost information can be found in the Appendix.

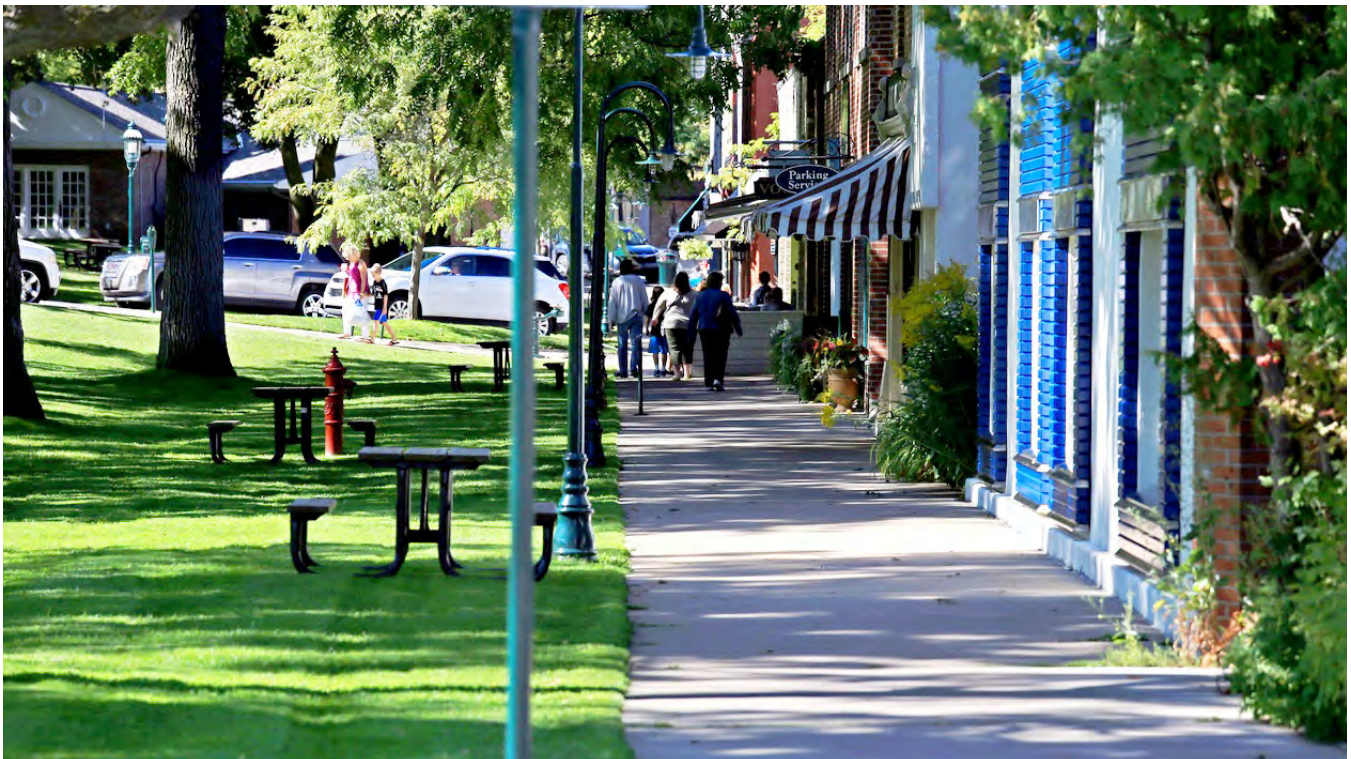
3.4 Sidewalk Snowmelt Systems

The 2018-2022 Downtown Petoskey Strategic Plan notes improved snow removal as being critical to maintaining a year-round quality pedestrian environment. The City of Petoskey DPW performs snow removal in the downtown district exceptionally well, often having downtown streets and sidewalks clear the same day or the day after snowfall. On the other hand, automated snowmelt systems come with a number of challenges, including energy use, cost and sustainability; system maintenance, and infrastructure space requirements. Space requirements can be a particular challenge to implementing sidewalk snowmelt systems to developed downtowns.

According to our electrical consultant, Fishbeck Inc., for a project the size of Petoskey's downtown, a gas-heated hydronic system is the more appropriate system as compared to an electrically heated system, and the original study was founded on this basis. Fishbeck has performed design and engineering on snowmelt systems throughout the state ranging in size from individual business to

college campuses. However, the DMB felt that a cost and operational comparison was necessary before committing to studying a hydronic system as the potential automated snowmelt system option for downtown Petoskey. Included in the Appendix is the completed snowmelt study, along with a technical memo prepared by the automated snowmelt consultant that provides a comparison between electric and hydronic snowmelt systems. The memo provides information and cites a number of difficulties with regard to large electric snowmelt systems to confirm the recommendation that the DMB pursue a hydronic system as originally identified in the proposal.

Finally, DMB representatives have requested consideration of the carbon influence of a hydronic gas-fired system, given the City's carbon-neutral objective. A comparative assessment of carbon impacts of hydronic snowmelt systems, electric snowmelt systems and the current snow removal system would be beyond the scope of this study and would be very difficult to achieve without understanding the complete range of factors in each circumstance.

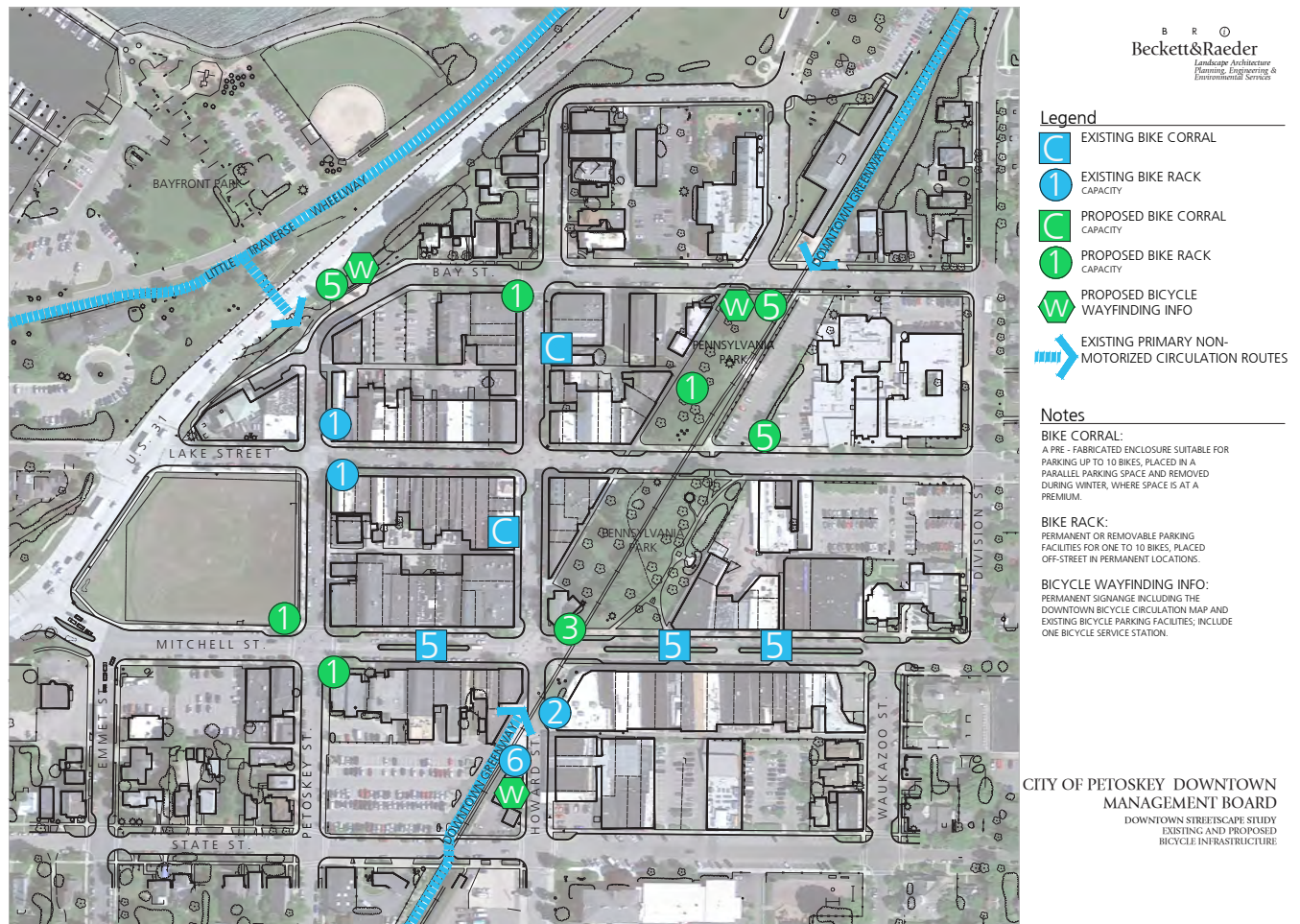


Large sidewalk along Bay Street.



4.0 Appendix

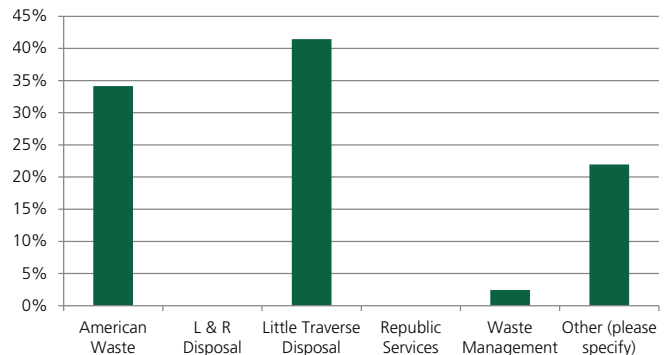
4.1 Bicycle Circulation and Proposed Infrastructure Map



4.2 Waste and Recycling Facility Business Survey

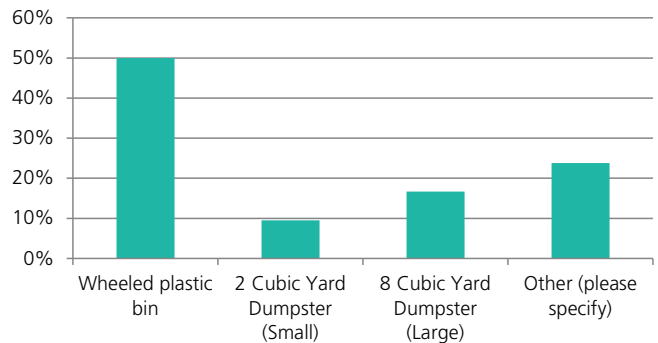
Q1: Please indicate which service provides your garbage collection:

Answer Choices	Responses	
American Waste	34%	14
L & R Disposal	0%	0
Little Traverse Disposal	41%	17
Republic Services	0%	0
Waste Management	2%	1
Other (please specify)	22%	9



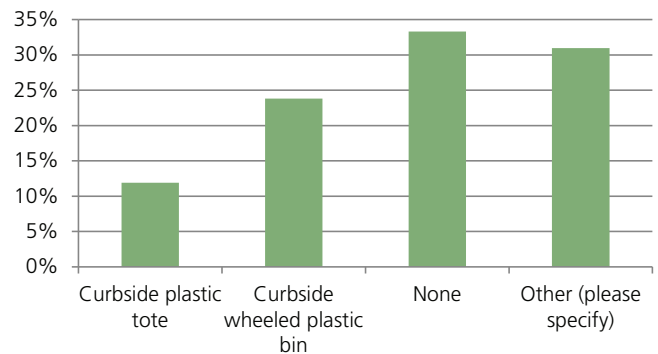
Q2: Please indicate what size garbage container you use:

Answer Choices	Responses	
Wheeled plastic bin	50%	21
2 Cubic Yard Dumpster (Small)	10%	4
8 Cubic Yard Dumpster (Large)	17%	7
Other (please specify)	24%	10



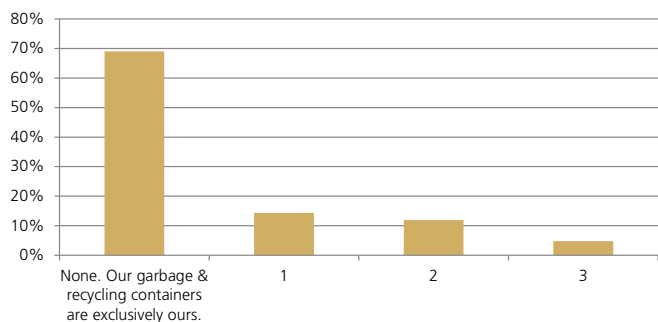
Q3: Please indicate what size of recycling receptacle you use:

Answer Choices	Responses	
Curbside plastic tote	12%	5
Curbside wheeled plastic bin	24%	10
None	33%	14
Other (please specify)	31%	13



Q4: Please indicate the number of businesses you share your garbage collection and recycling containers with:

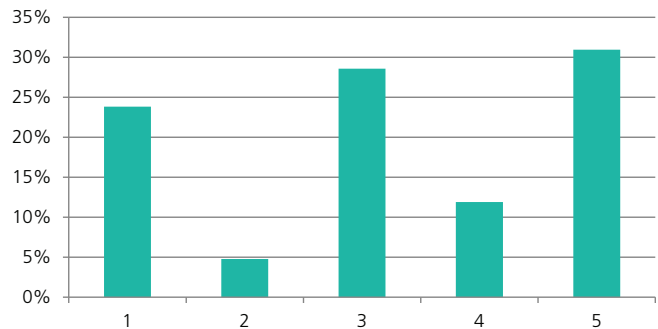
Answer Choices	Responses	
None. Our garbage & recycling containers are exclusively ours.	69%	29
1	14%	6
2	12%	5
3	5%	2



4.2 Waste and Recycling Facility Business Survey

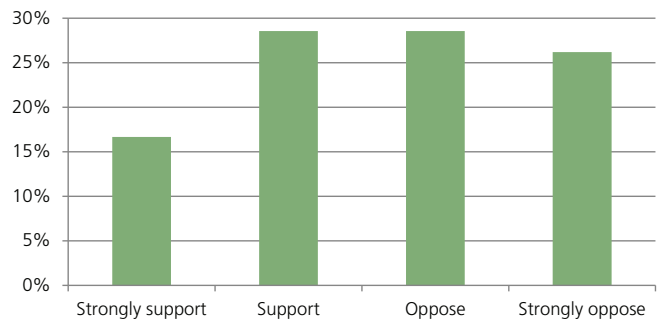
Q5: On a scale from 1-5, with 1 being least supportive and 5 being most supportive, how strongly would you support consolidation of garbage and recycling facilities?

Answer Choices	Responses	
1	24%	10
2	5%	2
3	29%	12
4	12%	5
5	31%	13



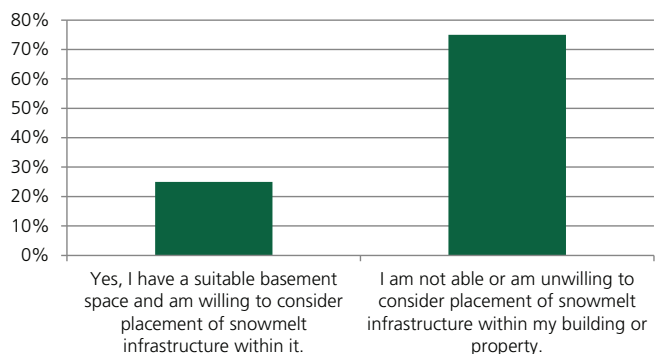
Q6: The purpose of consolidation of garbage and recycling facilities would be to improve aesthetics and cleanliness, increase private space and facilitate service. Would you support consolidation of garbage and recycling facilities to within public parking areas, if it came at the expense of parking (1-2 spaces)?

Answer Choices	Responses	
Strongly support	17%	7
Support	29%	12
Oppose	29%	12
Strongly oppose	26%	11



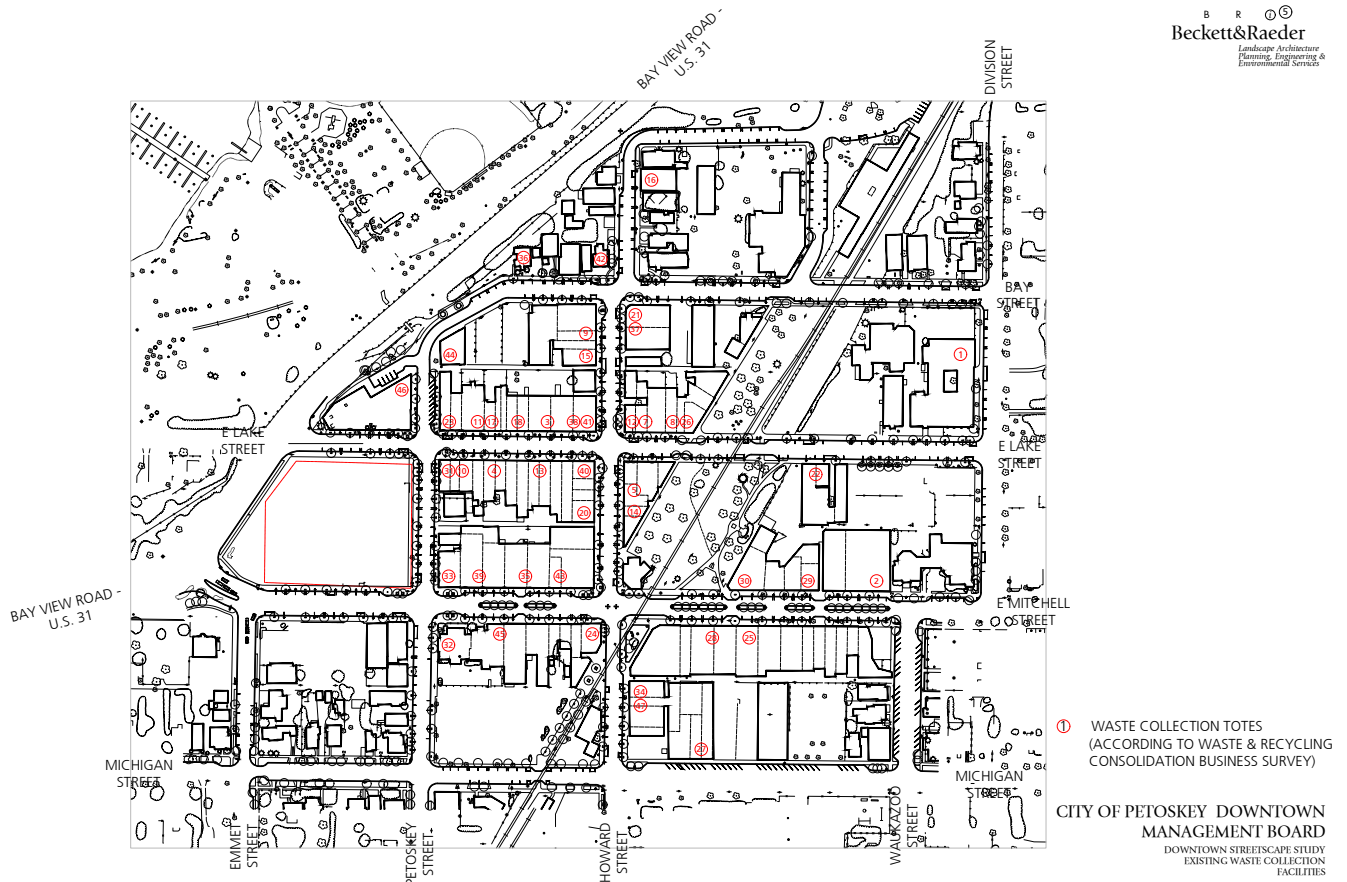
Q7: The streetscape study also includes a feasibility study for the implementation of a sidewalk snowmelt system to serve the downtown district. A traditional snowmelt system relies on a gas boiler to heat fluid, which is piped under concrete sidewalks to melt snow and ice. A critical infrastructure component is a boiler. At this point, it is assumed that at least 2 boilers per block would be required. The consultant is seeking input on potential boiler locations but the options are limited to either constructing an above-grade enclosure within public space (alleys or parking); placing the boiler underground in a public space, which can be prohibitively expensive; or placing the boiler in an existing public or private basement. Space required would be approximately 6' x 10' floor area with floor drain. Please indicate whether your building includes a basement space that meets the criteria stated above, and which you would consider placement of a gas boiler serving the snowmelt system.

Answer Choices	Responses	
Yes, I have a suitable basement space and am willing to consider placement of snowmelt infrastructure within it.	25%	7
I am not able or am unwilling to consider placement of snowmelt infrastructure within my building or property.	75%	21



4.2 Waste and Recycling Facility Business Survey

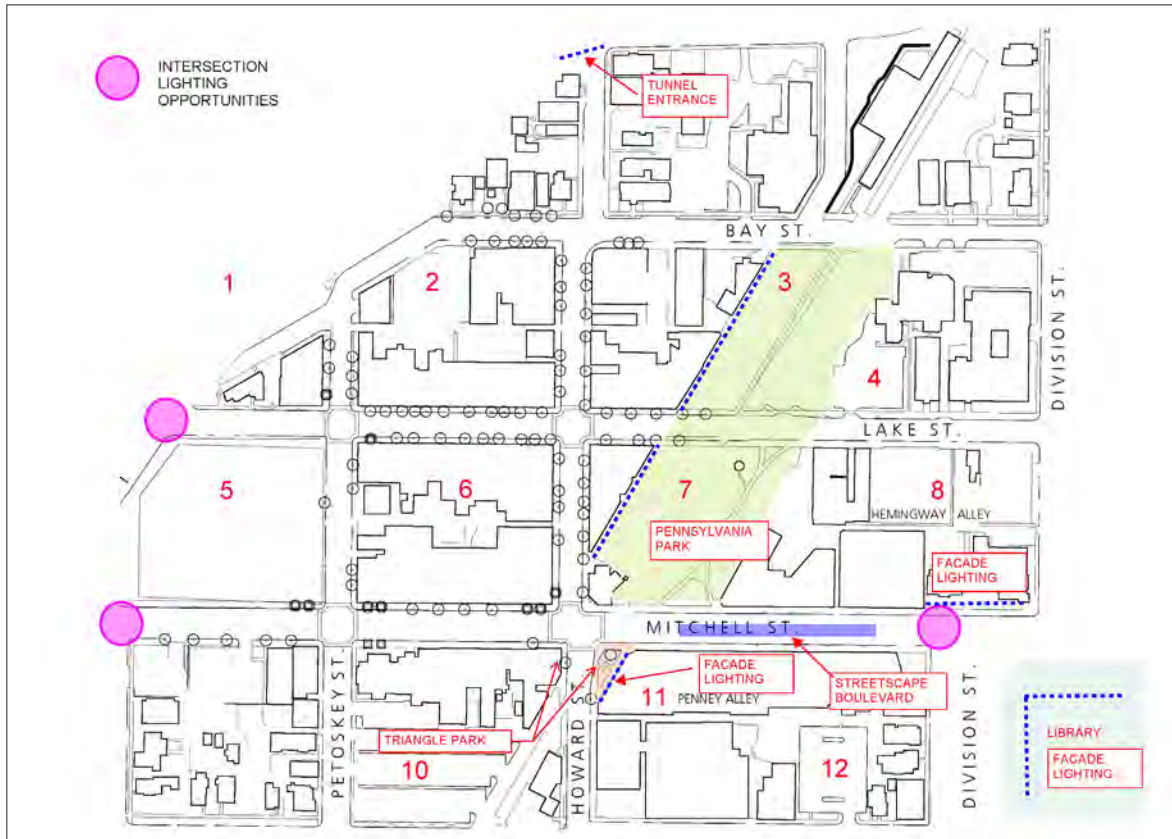
B R ①②
Beckett&Raeder
Landscape Architecture
Planning, Engineering &
Environmental Services



4.3 Lighting Study

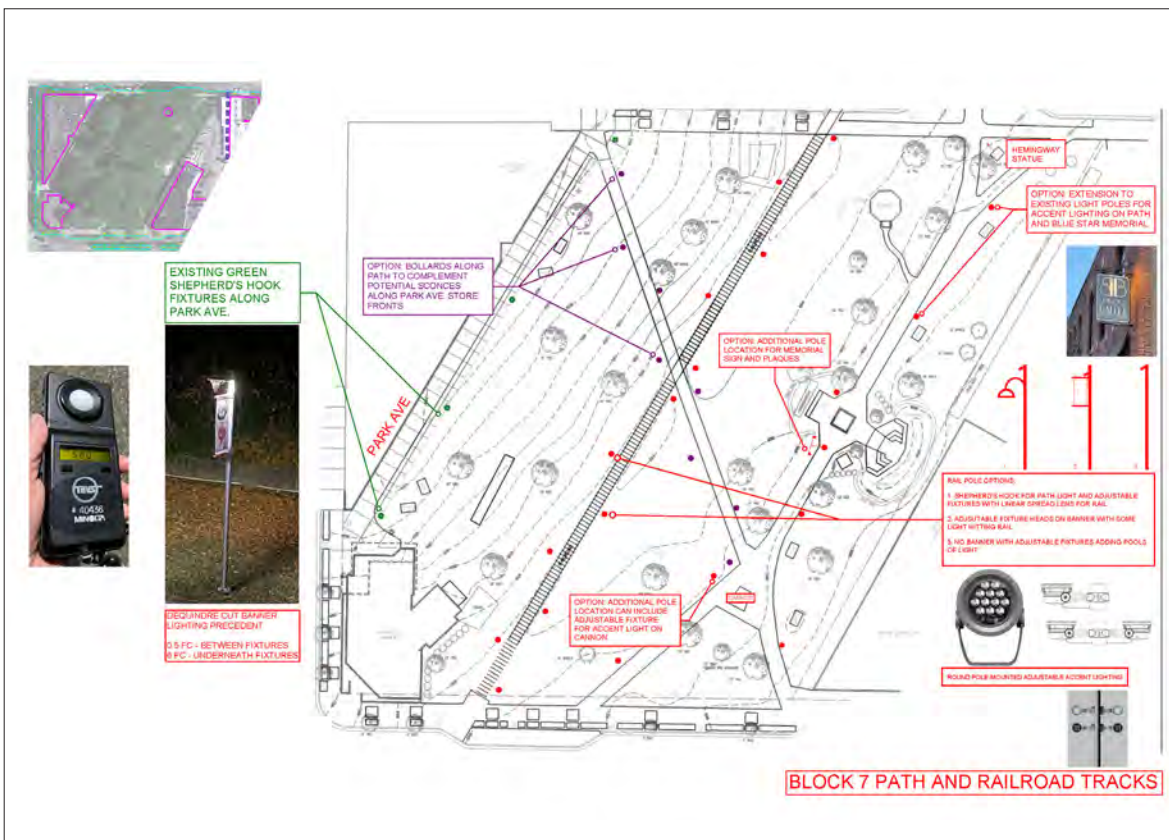
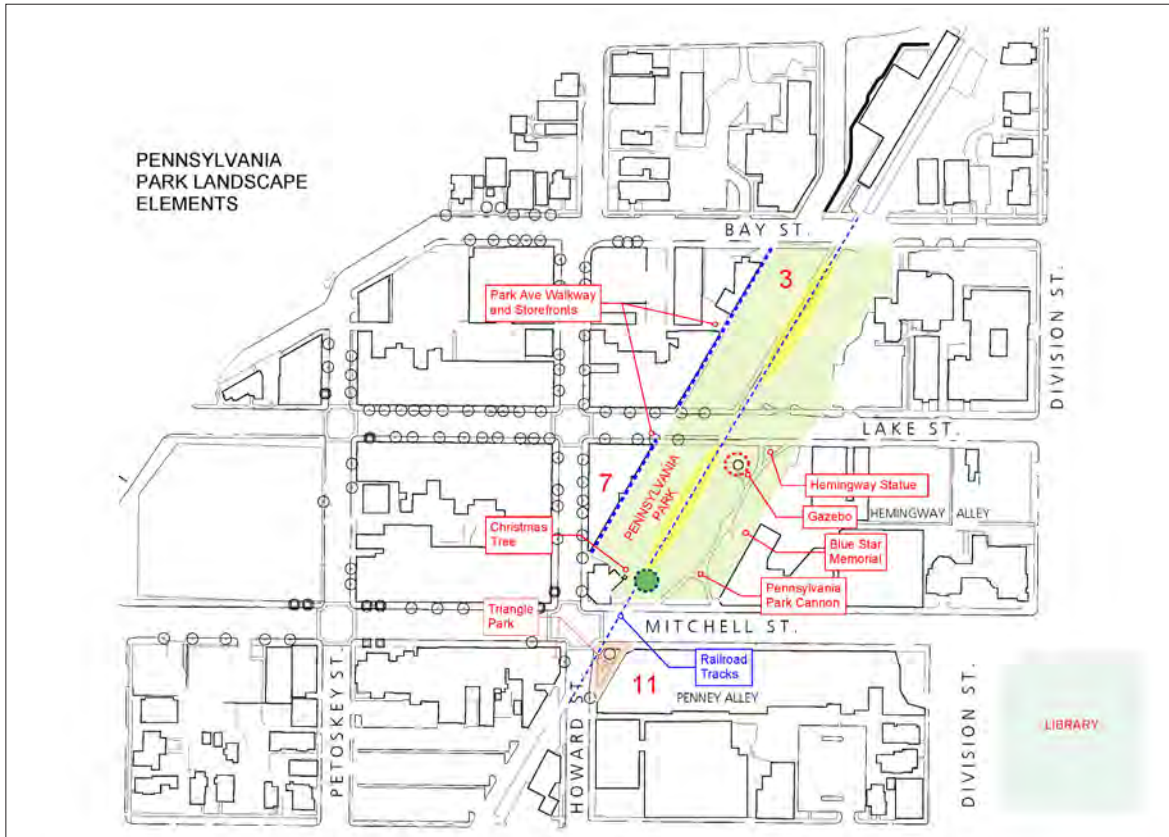


4.3 Lighting Study

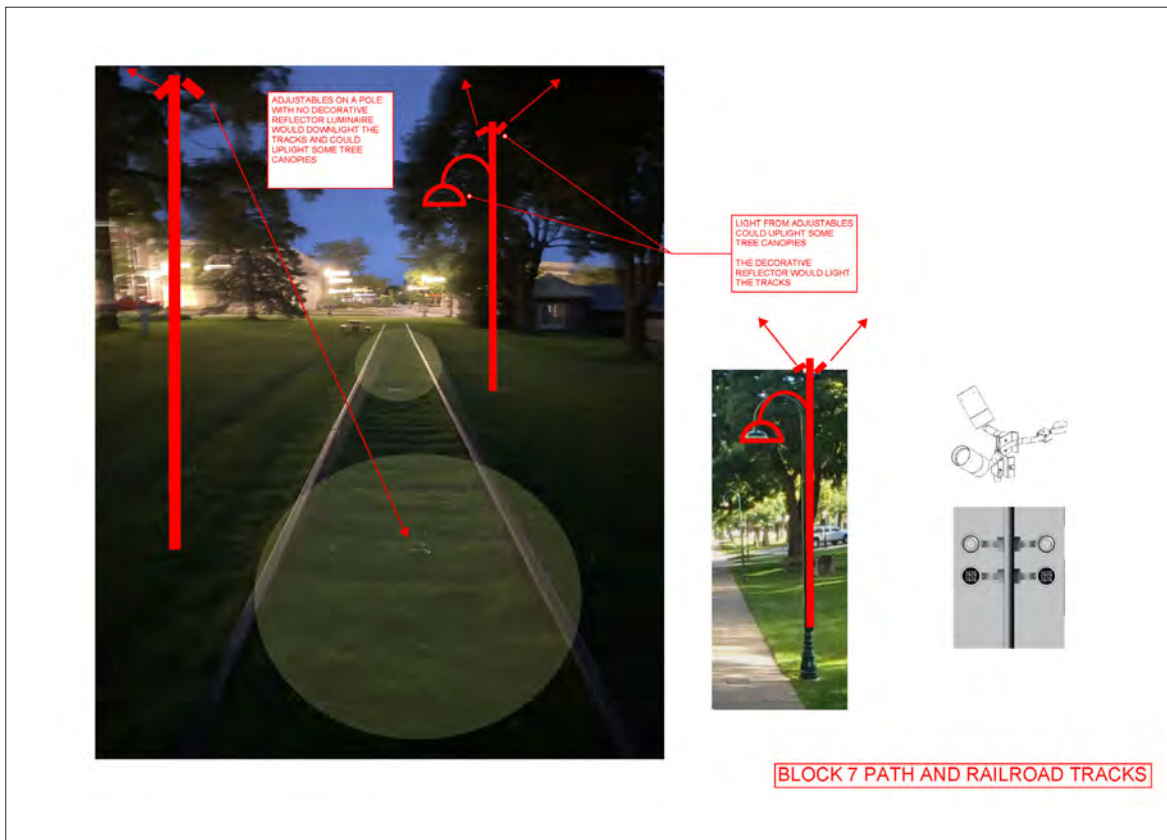


PENNSYLVANIA PARK
LANDSCAPE
ELEMENTS

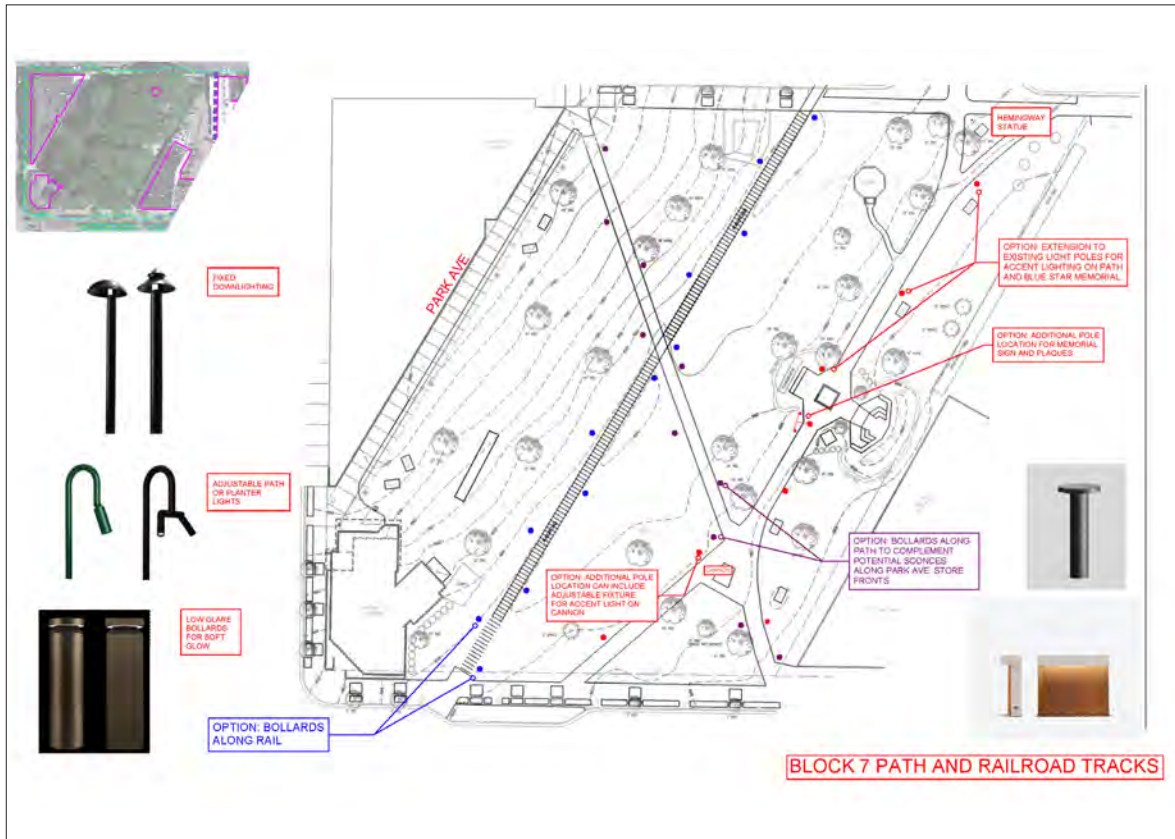
4.3 Lighting Study



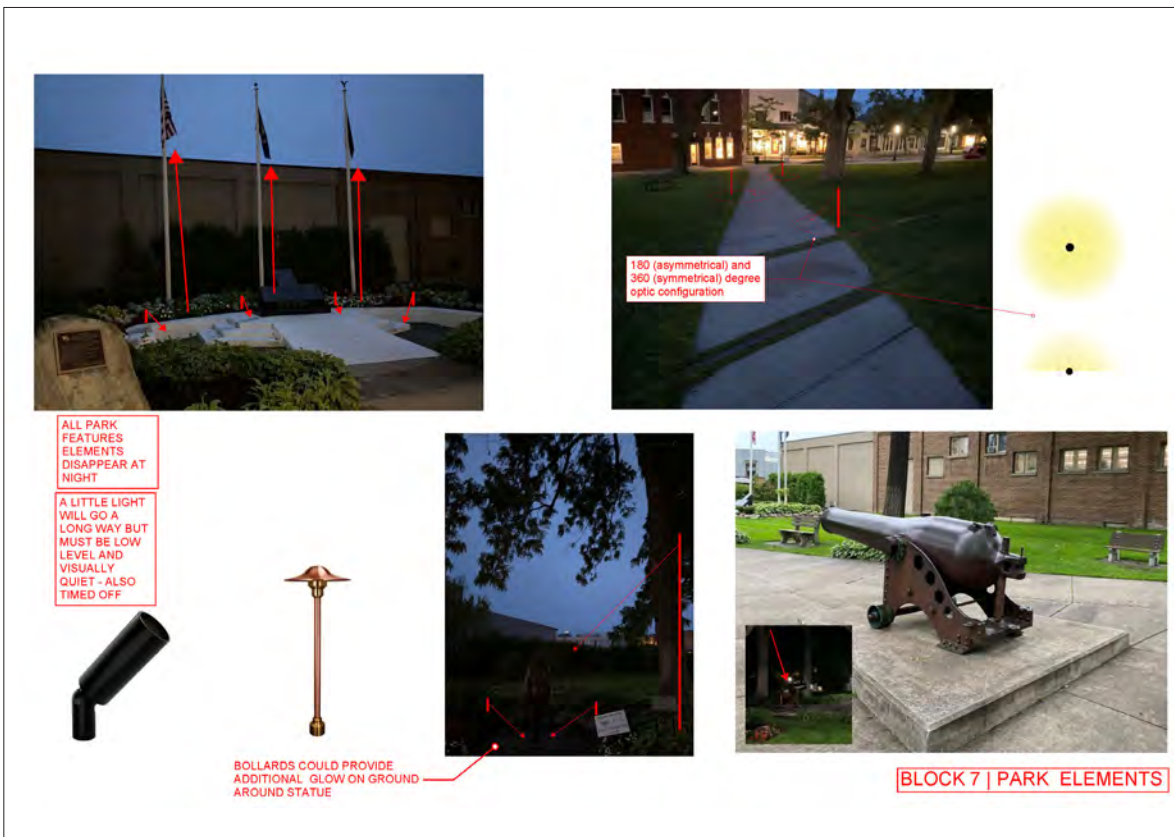
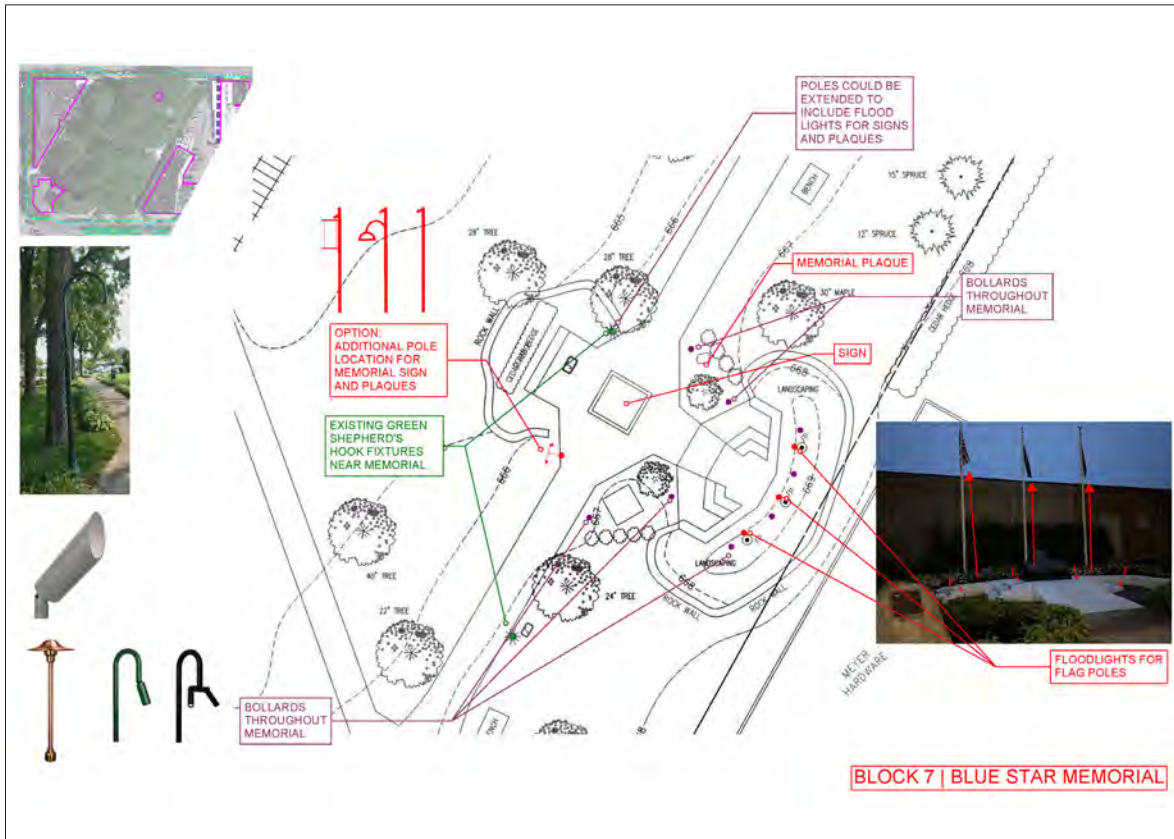
4.3 Lighting Study



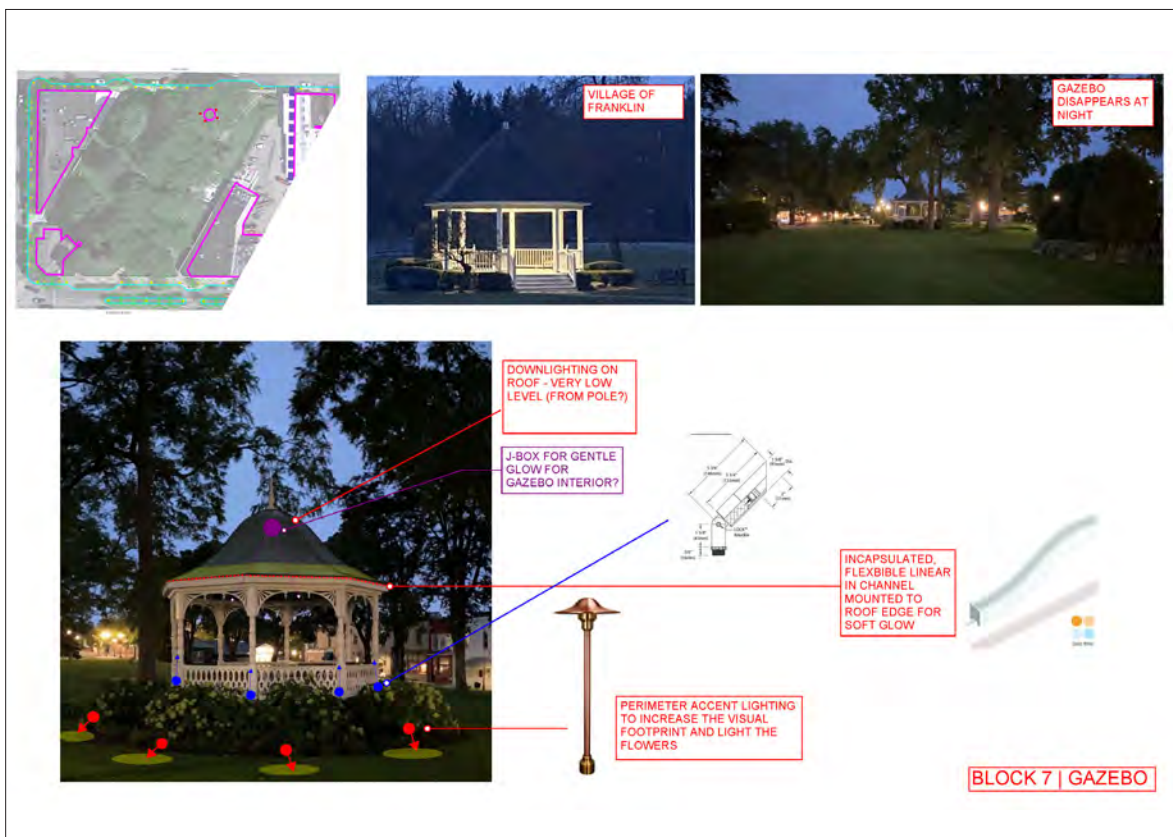
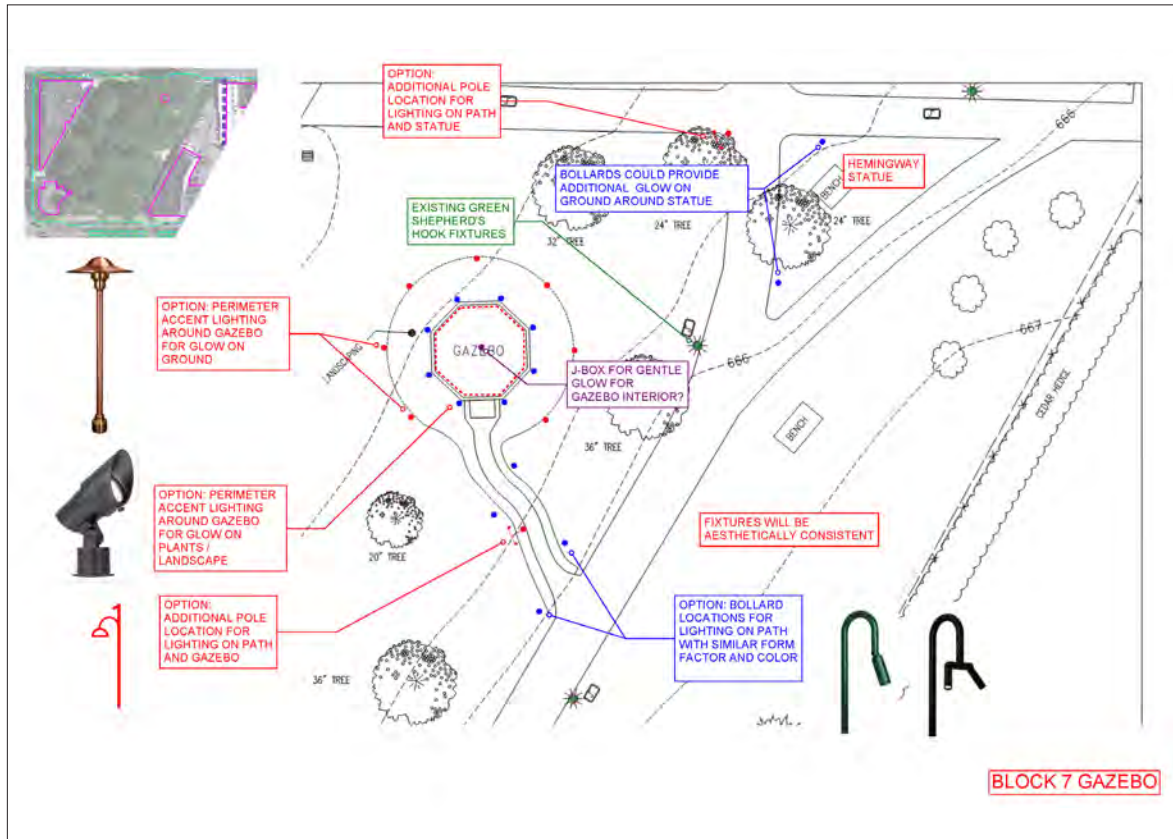
4.3 Lighting Study



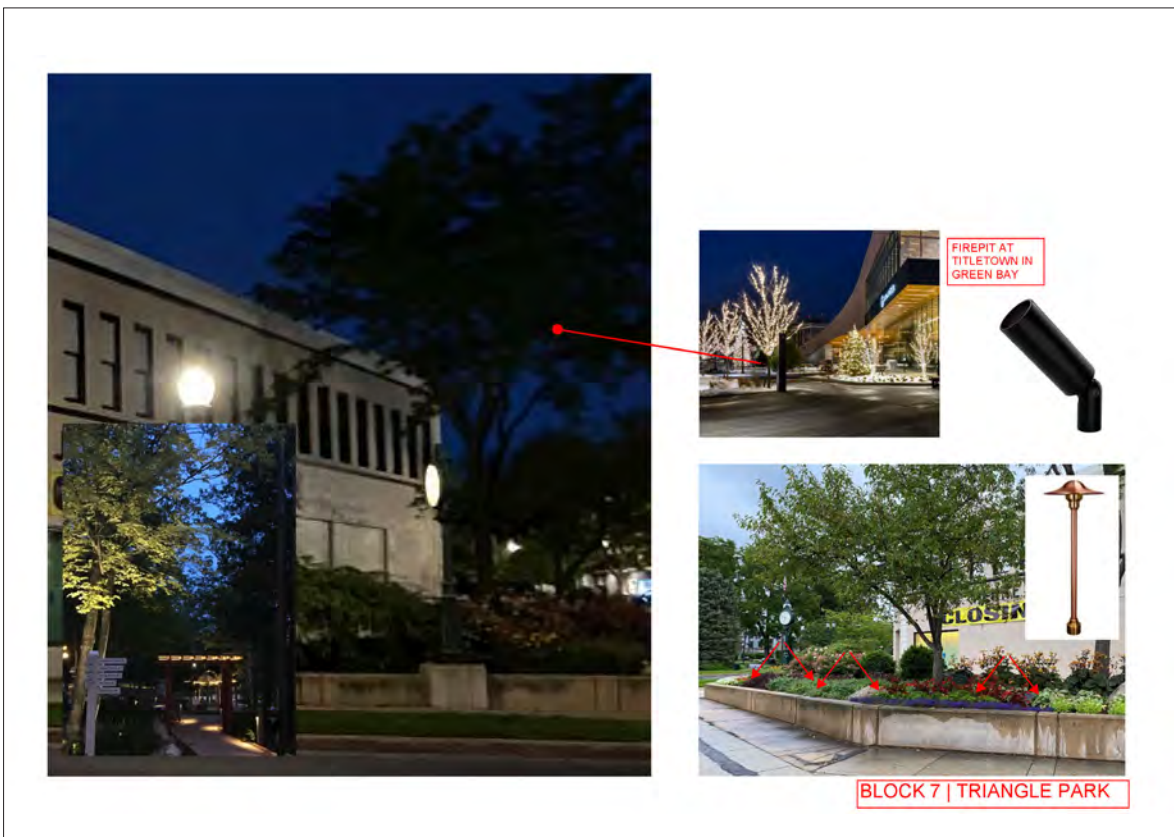
4.3 Lighting Study



4.3 Lighting Study

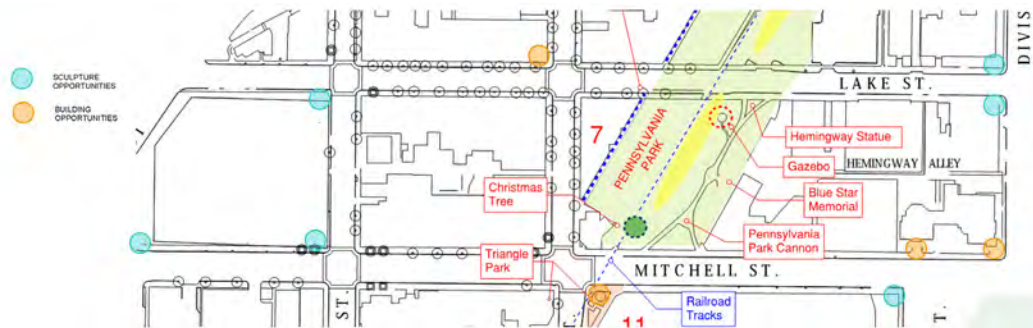


4.3 Lighting Study



4.3 Lighting Study

PEDESTRIAN
EXPERIENCE



LANSING COMMUNITY COLLEGE STREET ART PRECEDENT



SCULPTURES AND MURALS CAN
SERVE AS FOCAL POINTS GUIDING
USERS THROUGH THE DOWNTOWN
AREA



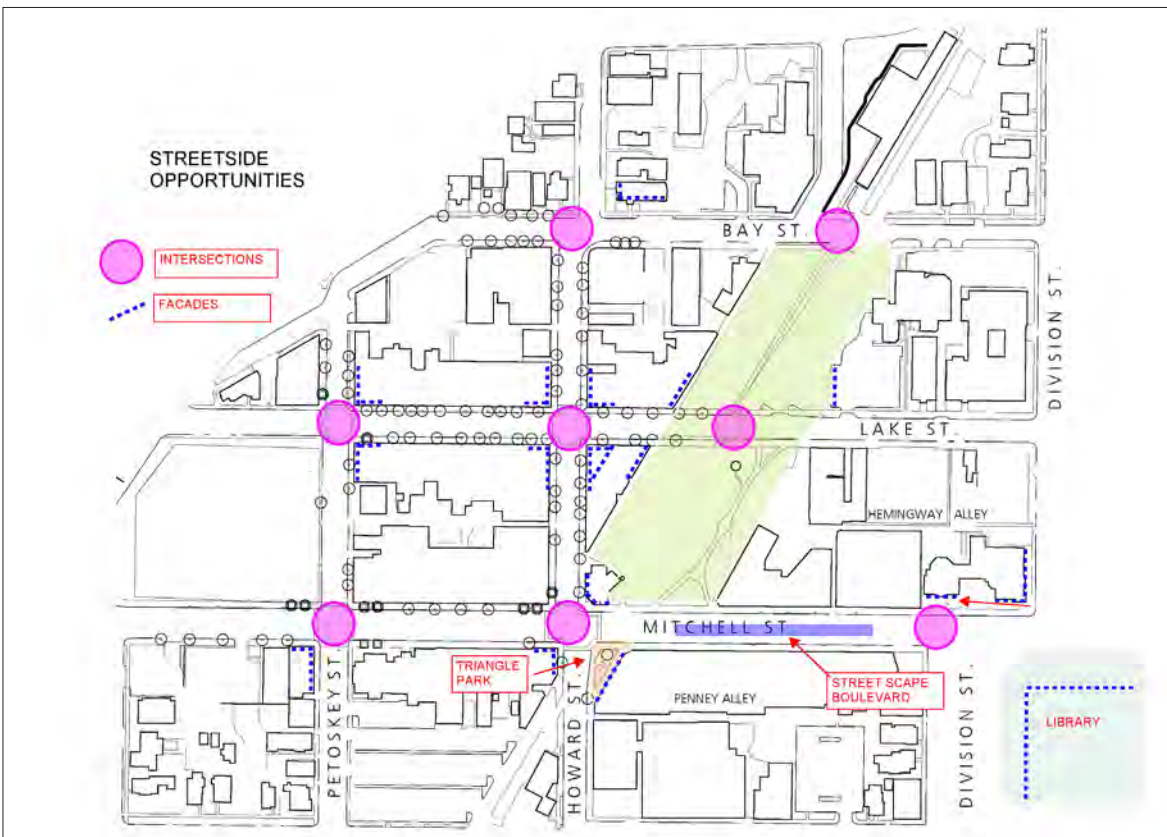
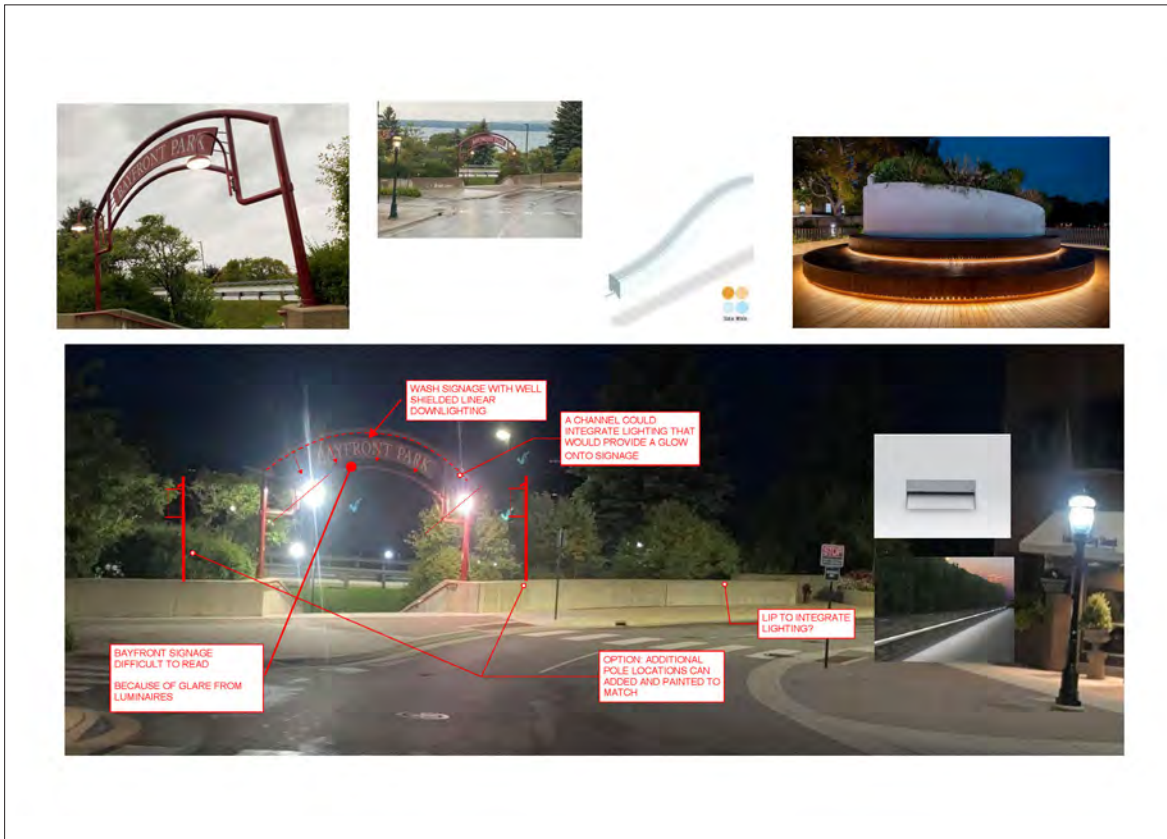
CINCINNATI STREET MURAL



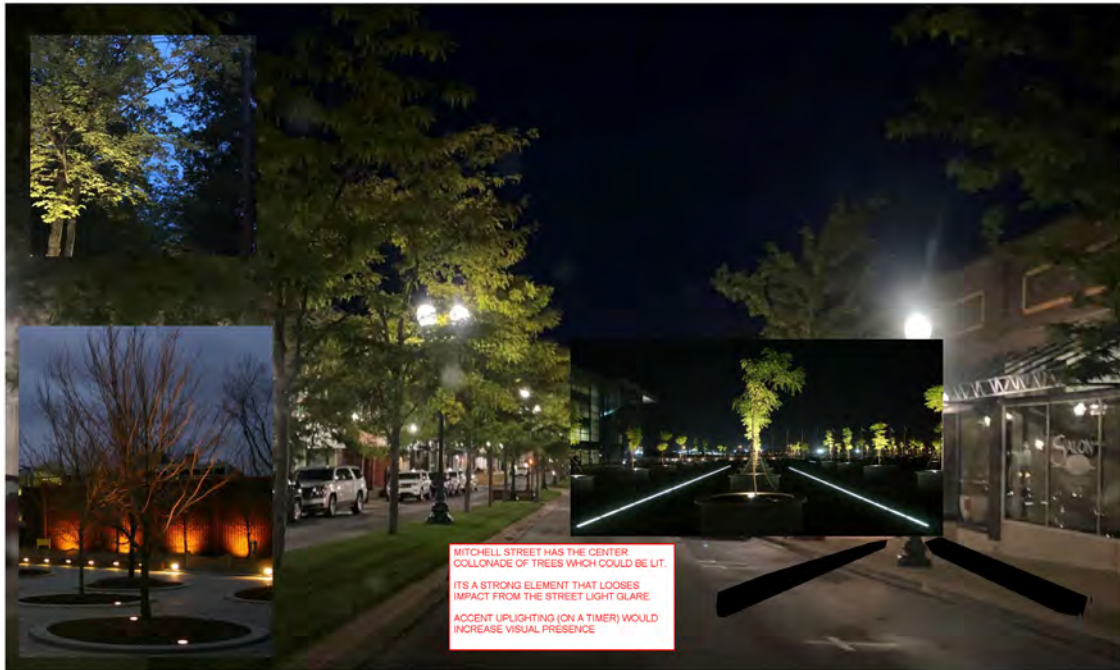
CINCINNATI STREET MURAL

ART WALK EXPERIENCE

4.3 Lighting Study

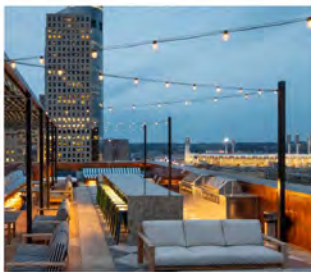


4.3 Lighting Study



SUSPENDED
STREET
LIGHTING
IDEAS

4.3 Lighting Study



SUSPENDED LIGHTING STRETCHED
ACROSS LAKE AND HOWARD
STREETS ARE A TIME TESTED
OPTION WITH MANY POSSIBILITIES
FROM SIMPLE TO EXTRAORDINARY



4.3 Lighting Study

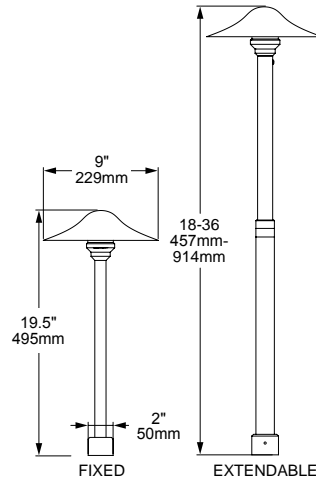


4.3 Lighting Study

auroralight™



**Architectural
SERIES™**



TYPE:

CAT. #: LPL9-

LPL9 SERENGETI

The **LPL9** Serengeti is scaled to suit architecture that requires a more substantial and weighty look. This path light is ideal for illuminating grand driveways, walkways, and open areas requiring generous light spacing. The extendable riser creates a solution for rapid or seasonal plant growth which necessitates a height adjustable fixture.

See **HPL9** for light source and wattage alternatives.

Powered by
CREE
LEDs

12V

Features include:

- 4.5W or 6 Watts and up to 356 lumens at 3000K
- Cree XLAMP® XHP35 High Density LED
- 2700K or 3000K (CRI 80 typ.)
- Thermally Integrated® and Field Serviceable
- TRIAC Dimming to <10% typ.
- 12 VAC Electronic or Magnetic
- Fixed or Extendable Riser
- Solid Copper and Brass Construction

ORDERING GUIDE: **LPL9** L (LED) PL (PATH LIGHT) 9 (INCHES)

□ INDICATES REQUIRED FIELD () INDICATES OPTIONAL FIELD

WATTAGE	LED COLOR	HEIGHT	LENS	MOUNT	FINISH
[4] 4.5W [6] 6W	[27] 2700K, 80CRI [30] 3000K, 80CRI [AMB] Amber (585-595nm)	[FR] Fixed Riser (19.5" OAH) [EXT] Extendable Riser (18-36")	[F] Frosted [C] Clear	[1/2] 1/2" Male Thread [G/S] Ground Stake (Default) [D/S] Deluxe Stake 9" [T/R-X] Trident Spike (Specify 9" or 12") [P/B-S] Power Box w/ Stake (Inc. 60W 120-12V trans.) [P/M] 4" Pedestal Mount [SM3] 3 1/4" Surface Mount [SM2] 2 1/4" Surface Mount	[NAT] Natural [BLP] Bronze Living Patina [BLP-XD] BLP Extra Dark

NOTE: For other CCT and CRI options, contact factory

[X] = Specify Length

NOTE: See Mount Guide for more options



CARLSBAD, CA | PHONE 877 942 1179 | FAX 760 931 2916 | E-MAIL SALES@AURORALIGHT.COM | AURORALIGHT.COM
In a continuing product improvement program, Auroralight reserves the right to modify product specifications without notification. © 2020 Auroralight, Inc. 5-20-REV-7.5

4.3 Lighting Study

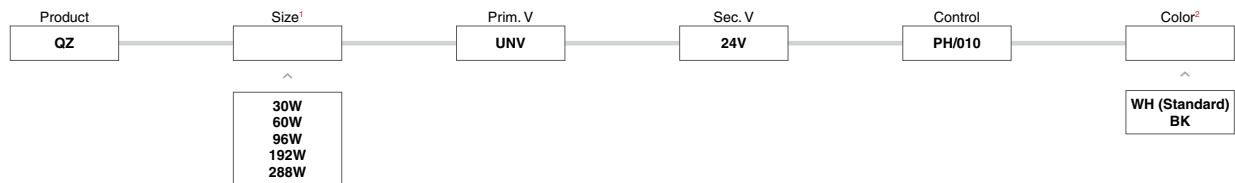
QZ LED POWER SUPPLY 30W–288W



The QZ is a versatile dimmable Class 2 LED power supply that can be controlled via phase (forward or reverse) or 0-10V dimming. The Pulse Width Modulation (PWM) output provides smooth flicker-free dimming. When using phase control, a dimmer with a neutral is recommended. The driver has 24VDC constant voltage output and is available in 30-288 watts power up to 288W (96x3). The housing is also listed for indoor or outdoor use.



Part Number Builder



Technical Information

1 Size				2 Color	
Size	Primary Voltage	Secondary Voltage	Secondary Current	WH	BK
30W	110-277V	24VDC	1.25 A	White (Standard)	
60W	110-277V	24VDC	2.5 A		
96W	110-277V	24VDC	1x4 A		
192W	110-277V	24VDC	2x4 A		
288W	110-277V	24VDC	3x4 A		

Voltage Drop Chart

VDC	Load Wattage (W)	Distance from PS for 5% Voltage Drop								
		10 AWG	12 AWG	14 AWG	16 AWG	18 AWG	20 AWG	22 AWG	24 AWG	26 AWG
24	15	913	574	361	227	143	90	55	35	22
	30	456	287	181	114	71	45	28	17	11
	60	228	143	90	57	36	22	14	9	5
	80	171	108	68	43	27	17	10	7	4
	96	143	90	56	35	22	14	9	5	3



4.3 Lighting Study

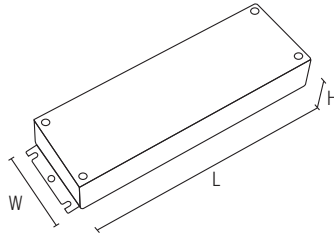
QZ

LED POWER SUPPLY 30W–288W

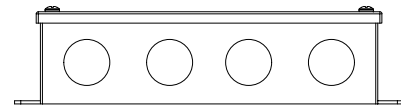


Dimensions

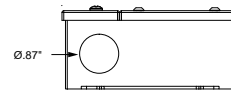
QZ	L (in)	W (in)	H (in)
30W	6.5	3.75	1.58
60W	7.5	3.75	1.58
96W	8.68	3.75	1.58
192W	10.94	4.32	1.77
288W	11.87	4.13	1.77



WIRING COMPARTMENT



SIDE



Specifications

Input	
Input Voltage (Vrms)	110-277
Input Current, max (Arms)	3.3A @ 110V
Inrush Current, max* (Apk)	30A @ 277V
Input Frequency (Hz)	50/60
Input Power (W)	330

Output	
Output Voltage, nom (V)	24
Output Current (A)	288W, 3x4A @ 24V
Output Power (Wmax)	288W

Environmental	Min	Nom	Max
THD (%)	---	---	20
PF (%)	0.98	---	---
Working Temp (°F)	---	---	140
IP Rating	66	---	---

*-200us event

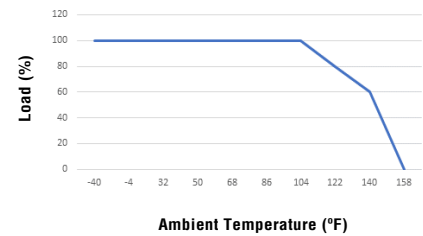
Protections

- Short Circuit Protection
- Over Loading Protection
- Over Temperature Protection
- I/P-O/P: 1.88KVAC
- I/P-O/P: 100MΩ/500VDC/77°F/70%RH

Compliance

- EMI/RFI :FCC Part 15B
- Certified :UL8750
:UL1310

Derating Curve



- Vertical or horizontal surface mount
- Constant voltage output
- Dimming range: 0.1% - 100%
- Dimming:
 - Phase dimming: works with forward phase / leading edge, MLV and Reverse phase / trailing edge, ELV, TRIAC dimmers
 - 0-10V dimming
 - 1-10V dimming
 - 10V PWM
 - Potentiometer
- Flicker-free dimming
- IP66 Rated
- Follows recommended practices of IEEE standard P1789 to mitigate flicker-includes health risks
- PWM (high frequency) output reduces visible flicker
- Suitable for dry, damp and wet locations
- Suitable for indoor & outdoor use
- Primary voltage - universal (110-277V)
- Wide operating temperature range: -40°F to +140°F
- UL, cUL listed
- Type HL rated
- Compliant to FCC Part 15B
- 5 year warranty



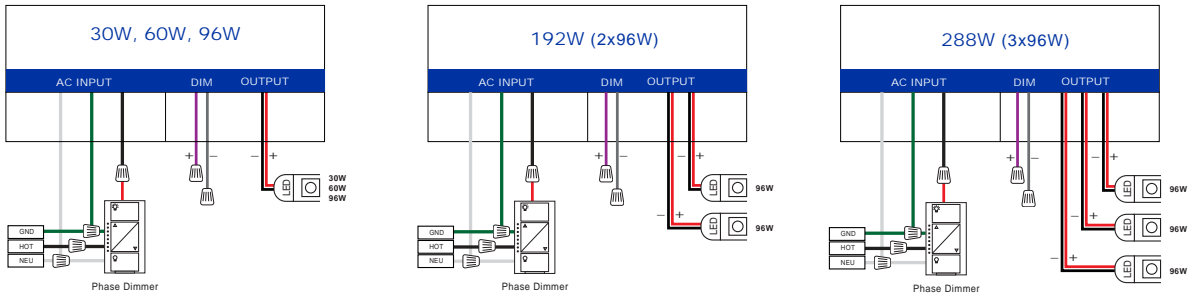
4.3 Lighting Study

QZ

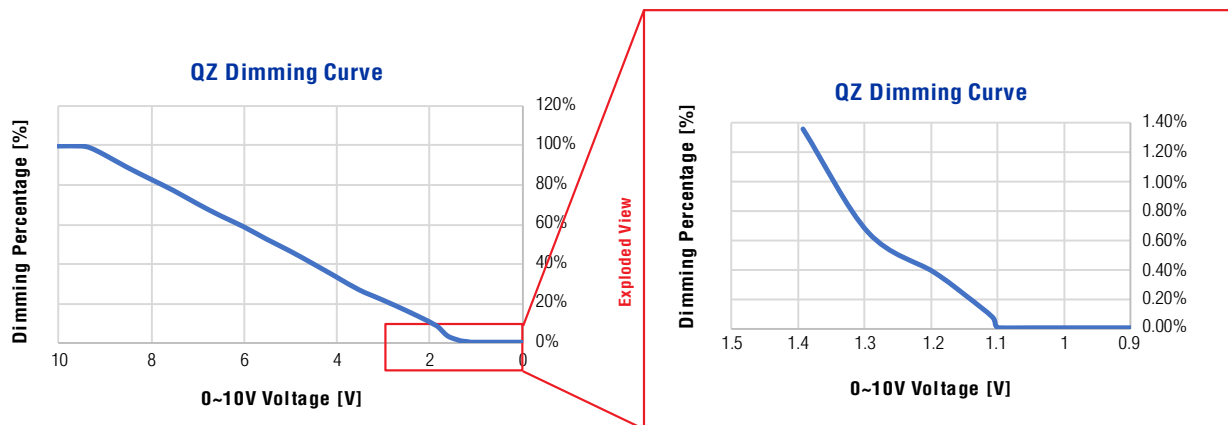
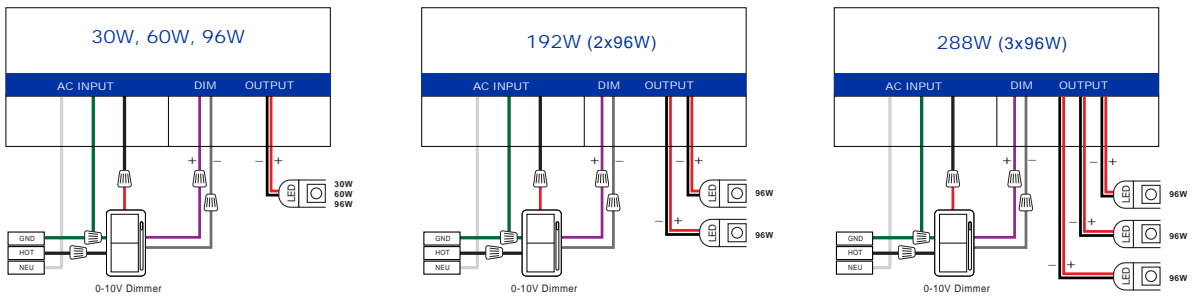
LED POWER SUPPLY 30W–288W



Phase Dimming



0-10V Dimming



4.3 Lighting Study

BOXA-SW

Q-CAP Flexible Fixtures



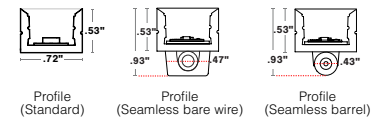
BOXA-SW is a fully encapsulated flexible linear LED fixture suitable for use in a variety of applications. Because of its dry and wet rating, it is perfect for not only indoor use but also as outdoor accent lighting where the fixture is visible. BOXA-SW encapsulates our one step, one bin 24-volt static white LED strips in polyurethane. Offered in three different outputs: standard output (1.5W/ft), high output (3.0W/ft), and very high output (5.0W/ft). BOXA-SW has a unique up/down bend with a 6" bending radius and it is compatible with six different mounting hardware options to ensure our product fits any design need. Available in a seamless option, where wires are hidden so they do not obstruct the look of the design. Utilize clear endcaps for continuous runs with no light loss.

Output [Calculated L70 = 40000 hours]

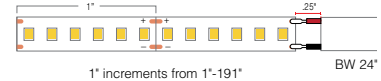
Tested for BOXA-SW-WSC-DRY

CCT	SO Standard Output 1.5 W/ft				HO High Output 3.0 W/ft				VHO Very High Output 5.0 W/ft			
	ENC/CL		ENC/TL		ENC/CL		ENC/TL		ENC/CL		ENC/TL	
	LM	CRI	LM	CRI	LM	CRI	LM	CRI	LM	CRI	LM	CRI
2400K	131	95	103	94	231	93	184	93	320	94	265	94
2700K	125	97	102	97	238	99	188	98	324	98	280	98
3000K	133	99	108	98	242	98	198	98	337	98	294	98
3500K	142	96	114	96	242	96	204	97	350	97	285	97
4000K	148	95	120	96	263	96	207	97	364	97	305	97

Dimensions



Wiring Detail



Part Number Builder

Product	Mounting	Rated	CCT	Output	Lens	Type	Connector/ Wire in	Connector/ Wire out	End Caps (No feed)	Length (in)
BOXA-SW										
<p>Voltage: 24 VDC Wattage: see table</p> <p>*White snug clip included with side graze channel</p> <p>ENCAPSULATED PRODUCTS ARE NOT FIELD CUTTABLE</p>										
<p>Mounting: WSC, RLC, MC, SGC, PPS-2, PPS-96, PPS-FT, PPS-LP-2, PPS-LP-96, PPS-LP-FT</p> <p>Rated: DRY (IP20), WET (IP67), SBM** (IP68)</p> <p>CCT: 24 (2400K), 27 (2700K), 30 (3000K), 35 (3500K), 40 (4000K)</p> <p>Output: SO (1.5W), HO (3.0W), VHO (5.0W)</p> <p>Lens: ENC/CL, ENC/TL</p> <p>Type: S1, S2, S3, S4, S5 (Single Closed exit); P1, P2, P3, P4, P5 (Pass through)</p> <p>Connector/Wire in: BW BRL</p> <p>Connector/Wire out: N/A, BW BRL</p> <p>End Caps: CL WH, N/A</p>										

- BW comes in standard 24"- request custom length (Max 120") by writing it in inches next to "BW" in the order code box (ex. BW48)
- Connector/Wire In or Out not needed to specify product. Standard configuration is type S1, Connector/Wire In: BW & Connector/Wire Out: N/A with white endcaps (WH)
- PPS mounting clip recommended for seamless applications
- **SBM not recommended to be used in chlorinated water. Available only in S1 or S5 wire exits (Type).

Flexibility



- 5 year warranty
- Field modifications are not covered under Q-Tran warranty
- Up/Down Bend
- IK10 impact rated
- Data subject to change, all data has +/- 5% tolerance
- PPS-FT is to be cut at Q-Tran to requested length
- Ambient or mounting surface must not be lower than -4°F or higher than: SO - 125°F; HO - 115°F; VHO - 108°F

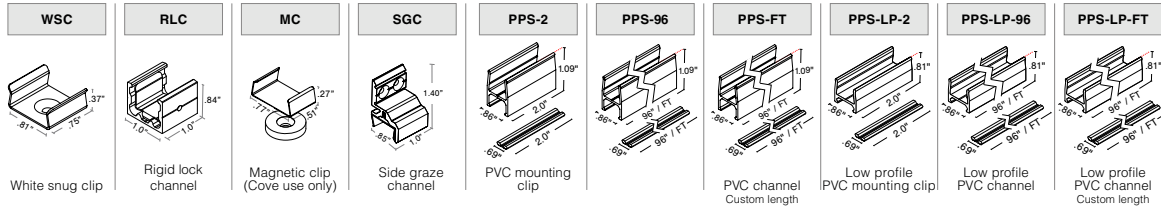
4.3 Lighting Study

BOXA-SW

Q-CAP Flexible Fixtures

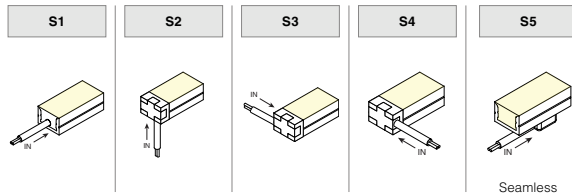


Mounting NOTE: 2 white snug clips provided per first 12", 1 for each additional 12". Other mounting styles incur additional charge, see price guide for details.

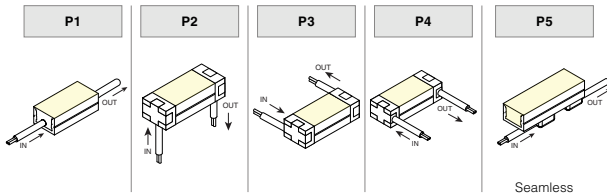


Type

SINGLE (Input only)



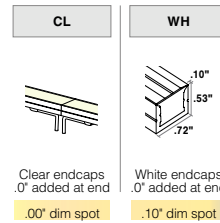
PASS THROUGH (Input/Output)



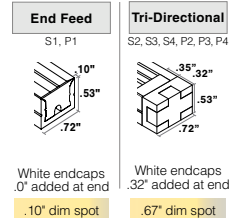
Seamless

Seamless

End Caps (No Feed)



End Caps (With Feed)



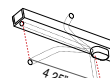
Bend Radius



Up/Down bend
6" bending radius

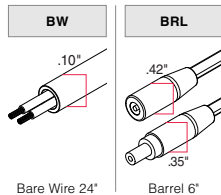
Seamless

Shown with bare wire, connectors vary

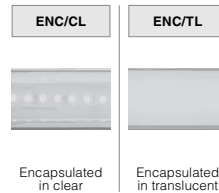


Omnidirectional
wireways
S5, P5

Connector/Wire – In/Out



Lens with LED visibility



Compatible Power Supplies

See website for additional power supply options



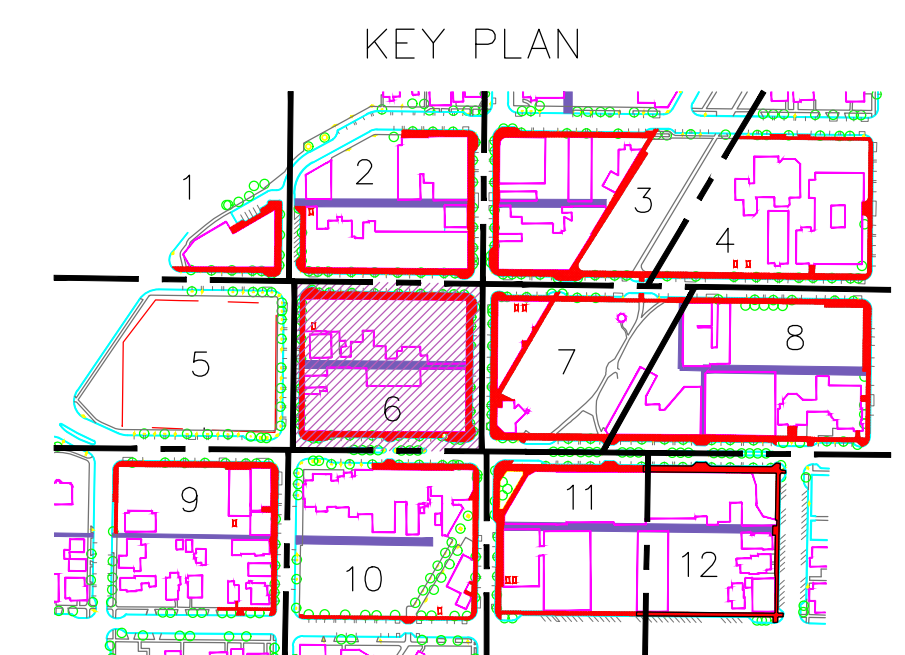
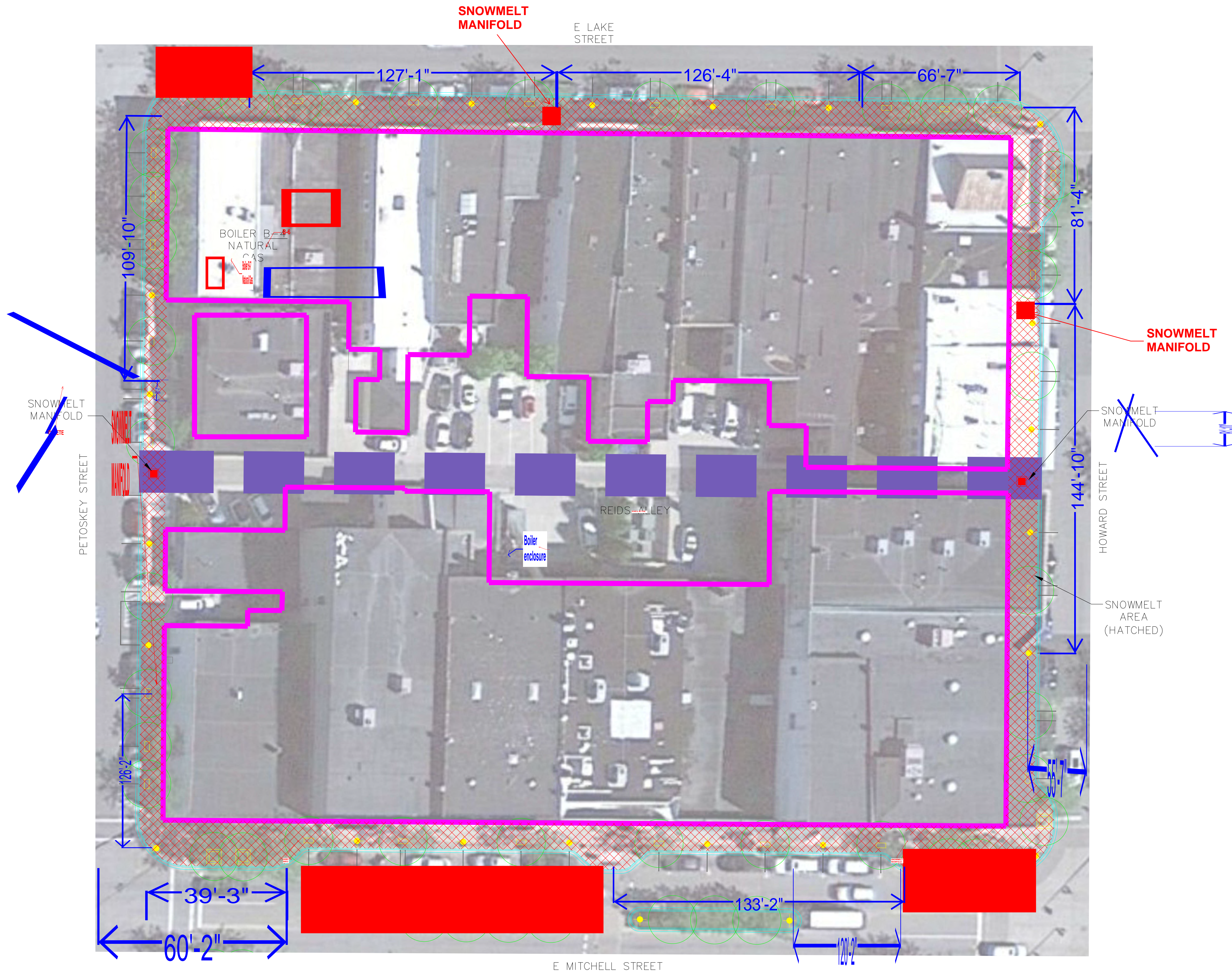
4.3 Lighting Study

Petoskey Lighting Estimated Pricing As Of: 04/05

TYPE	MANUFACTURER	SERIES	UNIT COST TO OWNER	PRELIM. QTY / LIN. FT	TOTAL COST TO OWNER	NOTES
B1	Auroralight	LPL9 Serengeti	\$533.98	11	\$5,873.73	Low Voltage, 12V Integral Driver, Mounting to Concrete Pier 42" Deep + Pier base and labor* Includes mounting channel, 0-10V Driver, and lead wires + Decorative valence to hide source*
L1	QTran	BOXA-SW Q-CAP Flexible Fixtures	\$97.50	50	\$4,875.00	
Fixture A		Placeholder* TBD	\$250.00	1	\$250.00	Surface-mounted gazebo ceiling light*
TOTAL				62	\$10,998.73	

*Pricing is estimated and may vary. Does not include labor and materials

4.4 Sidewalk Snowmelt Study

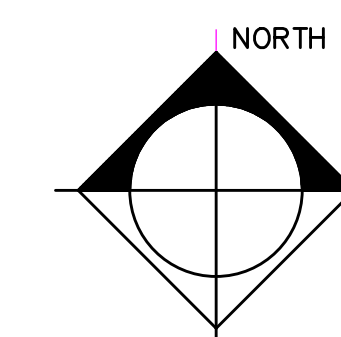


City of
Petoskey

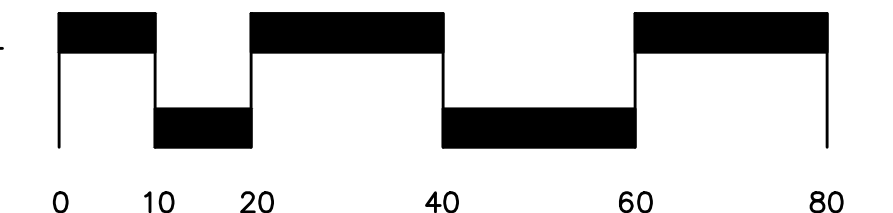
Site Plan

MARCH X, 2021

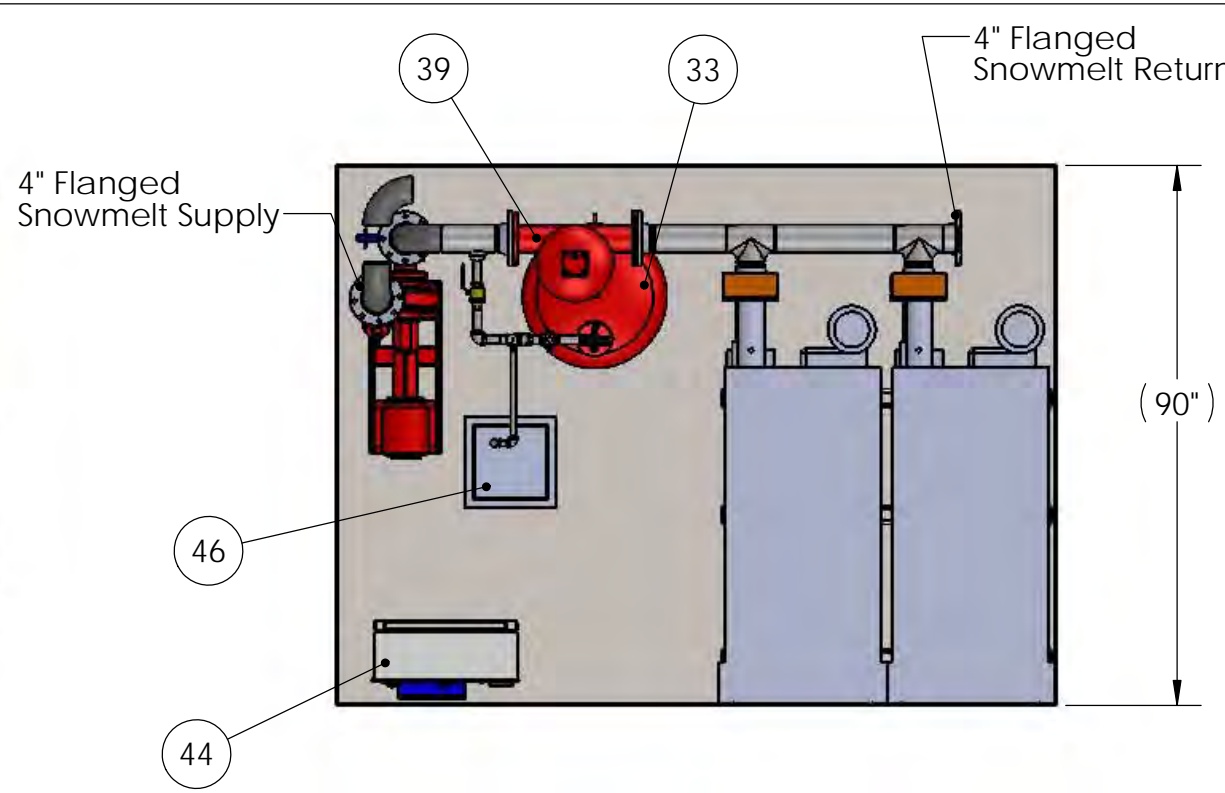
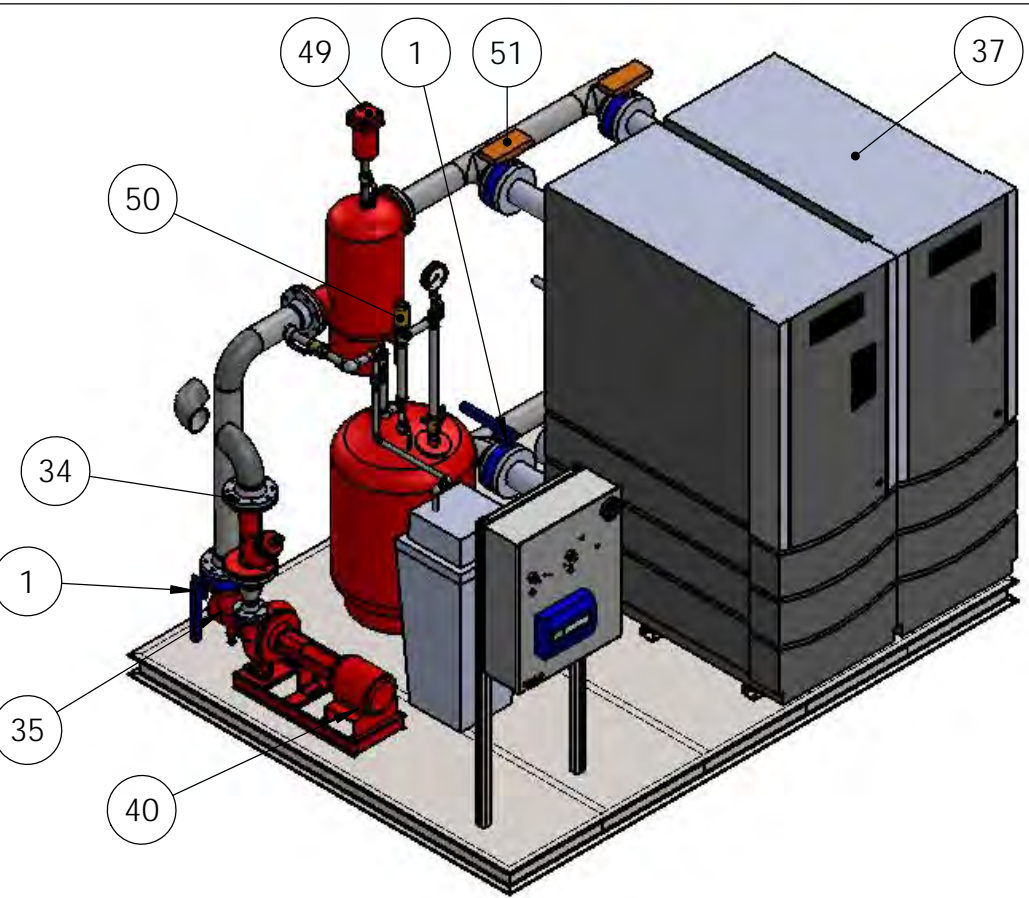
SHEET
6 OF 12



1" = 20'

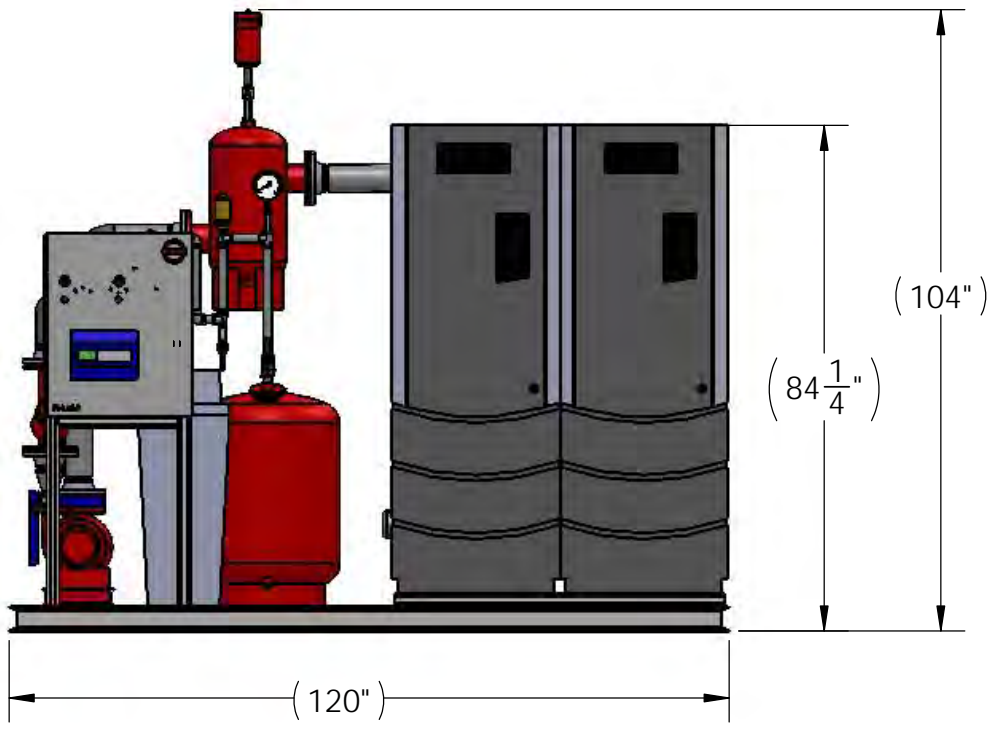
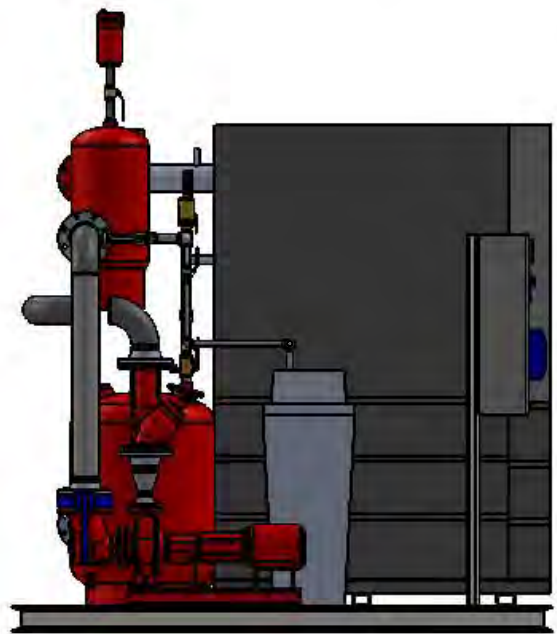






ITEM NO.	DESCRIPTION	QTY.
1	4" Butterfly Valve	3
33	B200 Expansion Tank	1
34	3DS-4B Triple Duty Valve	1
35	4" x 2-1/2" Suction Diffuser	1
37	BMK2500 Condensing Boiler	2
39	RL-4F Rolairtrol Air Separator	1
40	e1510 2AD-145T	1
43	Structural Steel Base	1
44	Single Point Power Controller	1
46	GMP-18 Glycol Feed Pump	1
49	107A Automatic Air Vent	1
51	4" Butterfly Valve	2

- Notes:**
- Piping supports and conduit not shown for clarity.
 - Power wiring from panel to pump, glycol feeder, and boiler will be factory-completed.
 - Control wiring from panel to boiler and temperature sensors to be factory-completed.
 - Entire assembly will be factory-primed and painted.



**SCHEMATIC ONLY - FROM AN
EXAMPLE PROJECT. ENCLOSURES
ARE CONFIGURABLE IN SIZE AND
EQUIPMENT**

**Does not include gas meter, gas
service, electrical service,
electrical communication, etc.**

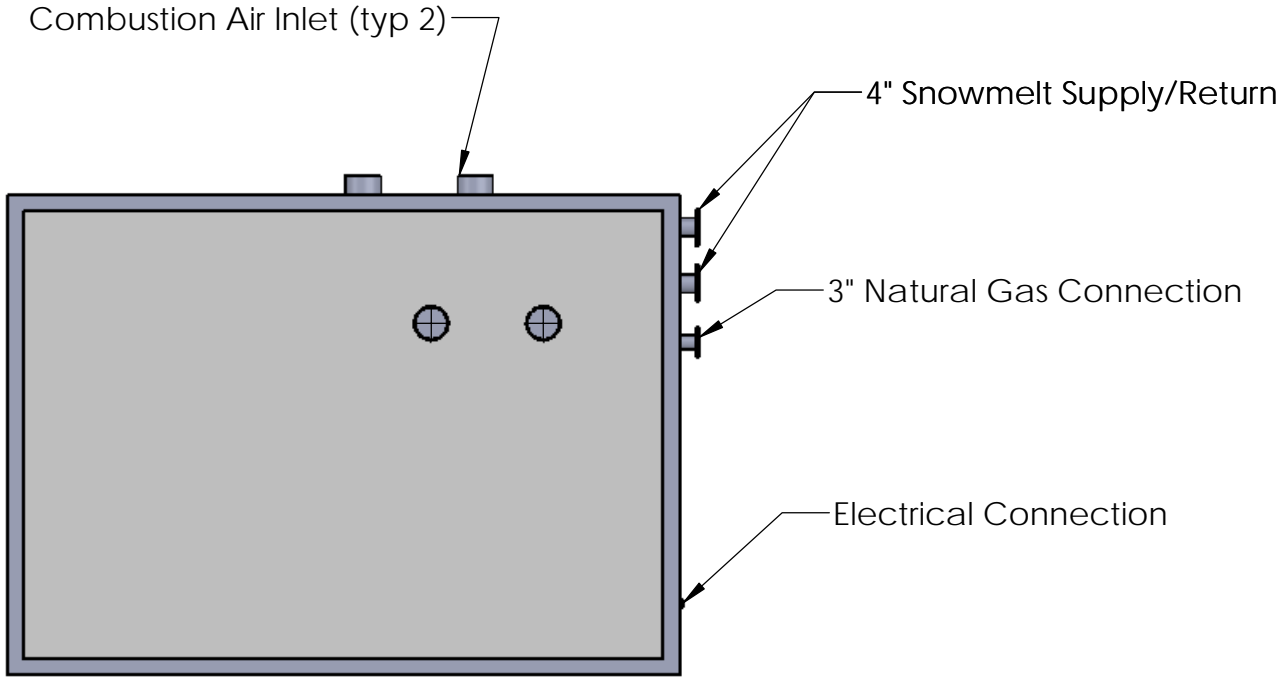
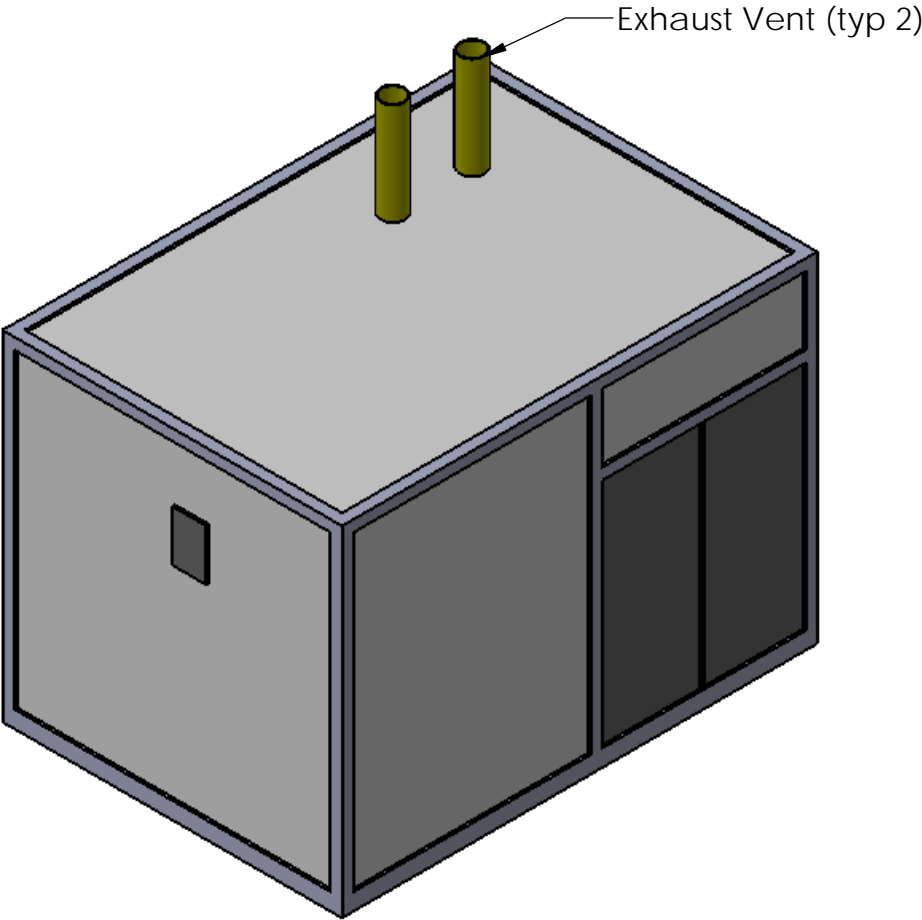
Project Information

Job Name: CCMI Snowmelt	
Location:	Tag:
Contractor:	Supplier: RLD
Engineer: C2AE	Spec Section:

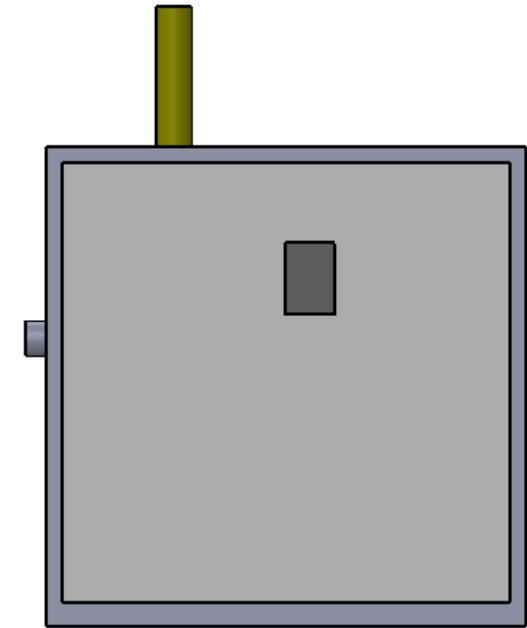
PROPRIETARY AND CONFIDENTIAL

THE INFORMATION CONTAINED IN THIS DRAWING IS THE SOLE PROPERTY OF FLUID DESIGN SOLUTIONS, LLC. ANY REPRODUCTION IN PART OR AS A WHOLE WITHOUT THE WRITTEN PERMISSION OF FLUID DESIGN SOLUTIONS, LLC IS PROHIBITED.

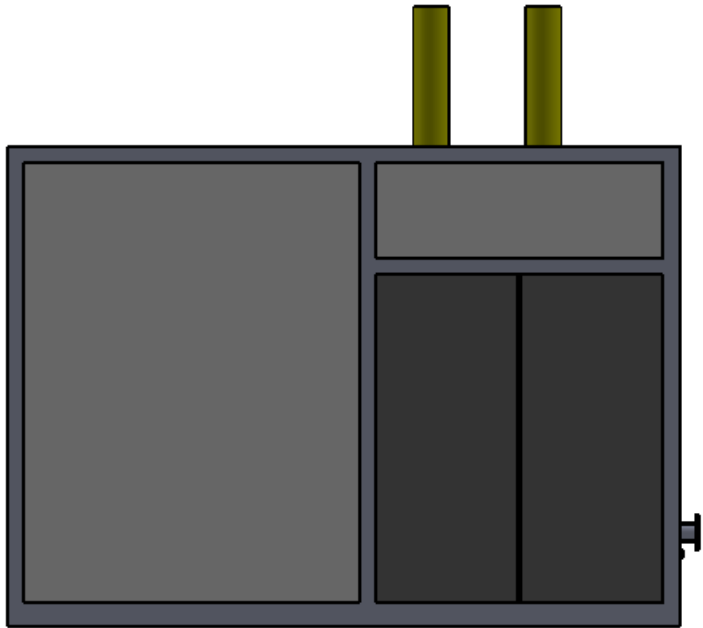
Scale: NONE	Estimated Weight: 6000
Date: 11/3/2020	Revision: 1



Top View



Side View



Front View

Boiler Enclosure

- Notes:
- Building configuration and connection points can be modified to match site conditions.
 - Building includes drain line from floor drain.
 - Enclosure includes lights/convenience outlets, electric heater, and exhaust fan/louver for ventilation.

Project Information		PROPRIETARY AND CONFIDENTIAL THE INFORMATION CONTAINED IN THIS DRAWING IS THE SOLE PROPERTY OF FLUID DESIGN SOLUTIONS, LLC. ANY REPRODUCTION IN PART OR AS A WHOLE WITHOUT THE WRITTEN PERMISSION OF FLUID DESIGN SOLUTIONS, LLC IS PROHIBITED.		
Job Name: CCMI Snowmelt				
Location:	Tag:			
Contractor:	Supplier: RLD		Scale: NONE	Estimated Weight: 11000
Engineer: C2AE	Spec Section:		Date: 11/12/2020	Revision: 0

Petoskey Snowmelt Study Calcs
3/8/2021

*DOES NOT INCLUDE ADDITIONAL AREAS
180 BTU/SF

	Sidewalk Area (Sf)	Block BTU Total
Block 1	5740	1033200
Block 2	11837	2130660
Block 3	16623	2992140
Block 4	10043	1807740
Block 5	none	
Block 6	17241	3103380
Block 7	15537	2796660
Block 8	14135	2544300
Block 9	9962	1793160
Block 10	8733	1571940
Block 11	12348	2222640
Block 12	9289	1672020
	131488	23667840

OPTION 1
3000 MBH max boiler size to fit thru doorway

Basement Option					
Zone	Zone BTU Total	Boiler Tag	Boiler size MBH	Boiler Qty	Total boiler BTU provided
Zone 1	3,163,860	B-1, B-2	2500, 2500	2	5000
Zone 2	4,799,880	B-3, B-4, B-5	2500, 2500, 2500	3	7500
None					
Zone 3	3,103,380	B-6, B-7	2500, 2500	2	5000
Zone 4	5,340,960	B-8, B-9, B-10	3000, 3000, 3000	3	9000
Zone 5	1,793,160	B-11	2000	1	2000
Zone 6	1,571,940	B-12	2000	1	2000
Zone 7	3,894,660	B-13, B-14	3000, 3000	2	6000
				14	36500

*dual boilers sized for 75% of total load

*three boilers sized for 50% of total load

OPTION 2 10x12 to 10x16 or larger
No max boiler size, single enclosure per zone

Outdoor Packaged Enclosure Option			
Boiler size MBH	Boiler Qty	Total boiler BTU provided	# of enclosures
4000	1	4000	1
5000	1	5000	1
4000	1	4000	1
6000	1	6000	1
2000	1	2000	1
2000	1	2000	1
5000	1	5000	1
	7	28000	7

OPTION 3 10x12 to 10x16 or larger
No max boiler size, multiple smaller enclosures

Outdoor Packaged Enclosure Option			
Boiler size MBH	Boiler Qty	Total boiler BTU provided	# of enclosures
2500, 2500	2	5000	2
2500, 2500, 2500	3	7500	3
2500, 2500	2	5000	1
3000, 3000, 3000	3	9000	3
2000	1	2000	1
2000	1	2000	1
3000, 3000	2	6000	2
	14	36500	13

Petoskey Michigan

50% glycol is suitable for -30F for freeze protection
150F is max temperature for concrete

Option #1		*-3F is Traverse City 99% design day temp	
Design Temp	-5 F		
Wind Speed	10 mph		
Differential Temp	25 F		
Surface Temp	42 F		
BTU/H/FT2 load	180		
Supply Temp	141 F		
Tubing O.C.	6 in		
Tubing Type	PEX		
Tubing size	3/4"	average active loop = 300', Total loop = 325'	
Total amount tubing	262976 ft		
Active loop length	300 ft		
Number of loops	877		
Leader length	20 ft		
Total loop length	320 ft		
Glycol percentage	50%		
Flow per ft of tubing	0.0083 gpm		
Flow per loop	2.49 gpm		
System flow	2183 gpm	312	156
Head pressure drop/ft	0.04326	6"	4"
Head pressure drop/loop	14 ft		

*need to check how many loops per manifold are allowed to determine manifold quantity

Opinion of Probable Construction Cost

Fishbeck

Project: Petoskey/Snow Melt Study (Preliminary)
 Location: Petoskey, MI
 Work: Utility Improvements and Pavement Reconstruction

Date: 1/28/2022
 Project No. 210383
 Reviewer:

Item Number	Item Description	Item Unit	Estimated Quantity	Unit Price	Estimated Item Cost
1	Mobilization, (10% Max)	Lump Sum	1		\$ -
2	Preconstruction Video Documentation	Lump Sum	1	\$ 7,000.00	\$ 7,000.00
3	Soil Erosion and Sedimentation Control	Lump Sum	1	\$ 10,000.00	\$ 10,000.00
4	Storm Water Operator's Inspection	Each	20	\$ 100.00	\$ 2,000.00
5	Dust Control	Lump Sum	1	\$ 5,000.00	\$ 5,000.00
6	Remove Pavement, Full Depth	Square Yard	380	\$ 10.00	\$ 3,800.00
7	Remove Concrete Sidewalk and Drive Approach	Square Foot	12,000	\$ 2.00	\$ 24,000.00
8	Remove Brick Pavement	Square Foot	4,000	\$ 2.00	\$ 8,000.00
9	Remove, Salvage and Reinstall Benches, Trash Cans, Bike Loops	Each	20	\$ 400.00	\$ 8,000.00
10	Remove, Salvage, and Reinstall Sign	Each	5	\$ 50.00	\$ 250.00
11	Protect Tree	Each	34	\$ 400.00	\$ 13,600.00
12	Protect Street Light Pole and Base	Each	23	\$ 400.00	\$ 9,200.00
13	Aggregate Base, 8-inch	Square Yard	375	\$ 20.00	\$ 7,500.00
14	Sand Subbase	Cubic Yard	330	\$ 18.00	\$ 5,940.00
15	Sidewalk Grading	Square Yard	1,850	\$ 35.00	\$ 64,750.00
16	Alley Grading	Square Yard	375	\$ 35.00	\$ 13,125.00
17	Structure Casting Adjust	Each	5	\$ 1,000.00	\$ 5,000.00
18	Valve Box Casting Adjust	Each	5	\$ 600.00	\$ 3,000.00
19	HWS/HWR, Insulated Pex Pipe, Rovanco Insulated Piping, Snowmelt Manifolds, Boiler and Boiler Enclosure	Lump Sum	1	\$ 479,600.00	\$ 479,600.00
23	Concrete Sidewalk w Snowmelt, 6-inch	Square Foot	13,000	\$ 17.00	\$ 221,000.00
24	Concrete Driveway Approach w Snowmelt, 6-inch	Square Foot	1,000	\$ 17.00	\$ 17,000.00
26	Brick Pavement	Square Foot	4,000	\$ 20.00	\$ 80,000.00
27	Brick Pavement Concrete Base w Snowmelt, 6-inch	Square Foot	4,000	\$ 5.00	\$ 20,000.00
25	Sidewalk Ramp, ADA Tactile Warning Plate	Square Foot	130	\$ 100.00	\$ 13,000.00
29	HMA Pavement (Alley Reconstruction)	Ton	90	\$ 120.00	\$ 10,800.00
30	Maintaining Traffic	Lump Sum	1	\$ 20,000.00	\$ 20,000.00
Construction Total					266,000.00

Gas Service for Boiler TBD from Utility

Design Phase Services \$ 26,600.00

Construction Engineering/Inspection \$ 39,900.00

Subtotal (Construction Costs, Design and CEI) \$ 332,500.00

City Administrative Cost (5%) \$ 16,625.00

Subtotal \$ 349,125.00

Contingency (15%) \$ 52,368.75

Total Project Cost \$ 401,493.75

This estimate represents all direct and indirect costs associated with installation of a streetscape snowmelt system on Block 6 of Downtown Petoskey. It is assumed that a snowmelt system would be installed concurrent with sidewalk removal and replacement in order to spread costs. For this reason, incidental costs not directly associated with a hydronic snowmelt system and components have been identified and excluded from the total cost.

Incidental Costs Costs not directly associated with snowmelt system and components (e.g., sidewalk concrete) excluded from the total cost.

Partial Incidental Costs Only represents direct costs. Some indirect costs have been subtracted from the line item.

Technical Memo

SUBJECT: City of Petoskey Snowmelt Study

DATE: April 8, 2021

PROJECT NO.: 210383

Introduction

The following includes comparisons and recommendations for hydronic vs. electric snowmelt systems completed by Fishbeck for the City of Petoskey (Petoskey). This information is provided by our staff; Patrick M. O'Connor, LEED AP, Jacquelyn K. Batty, PE, LEED AP BD+C, and Roger M. Maddox, PE.

Snowmelt: Hydronic vs. Electric

As a basis to compare a natural gas hydronic snowmelt system (hydronic) vs. electric snowmelt system (electric), the following assumptions have been made, using American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) 2019 Applications Handbook and data from equipment suppliers:

- System size to be one city block, approximately 16,000 square feet (sf) of surface area to include snowmelt.
- Hours snowing (melting) time/year: Assume 350 hours.
- Hours idling time/year: Assume 2,000 hours.
- Electric rate: \$0.10532/kWhr for Petoskey winter rate (October through May), effective January 2021.
- Gas rate: \$0.641/therm for non-residential gas service, effective March 2021, DTE utility data.
- Annual Energy Consumption Melting: 63,000 btuh/sf (18.5 kwhr/sf)
- Annual Energy Consumption Idling: 200,000 btuh/sf (58.6 kwhr/sf)
- Snowmelt heat output: 180 btuh/sf for melting and 100 btuh/sf for idling.
- Hydronic system is based on a packaged snowmelt enclosure.

Hydronic vs. Electric Comparison		
Parameter	Hydronic	Electric
First Installation Cost (See note below)	\$479,600	\$226,000
Annual Operating Cost Melting	\$11,200	\$31,200
Annual Operating Cost Idling	\$35,500	\$99,000
Annual Maintenance Cost	\$350	None

Note: First Installation Cost is for comparison use only between the two systems. It is not intended to be an engineering cost estimate for one city block. The estimate includes equipment and labor, it does not include civil site work, new sidewalks and curb and gutters, demolition, fees/contingencies, taxes, permits or other work that may be required.

Fishbeck Recommendation

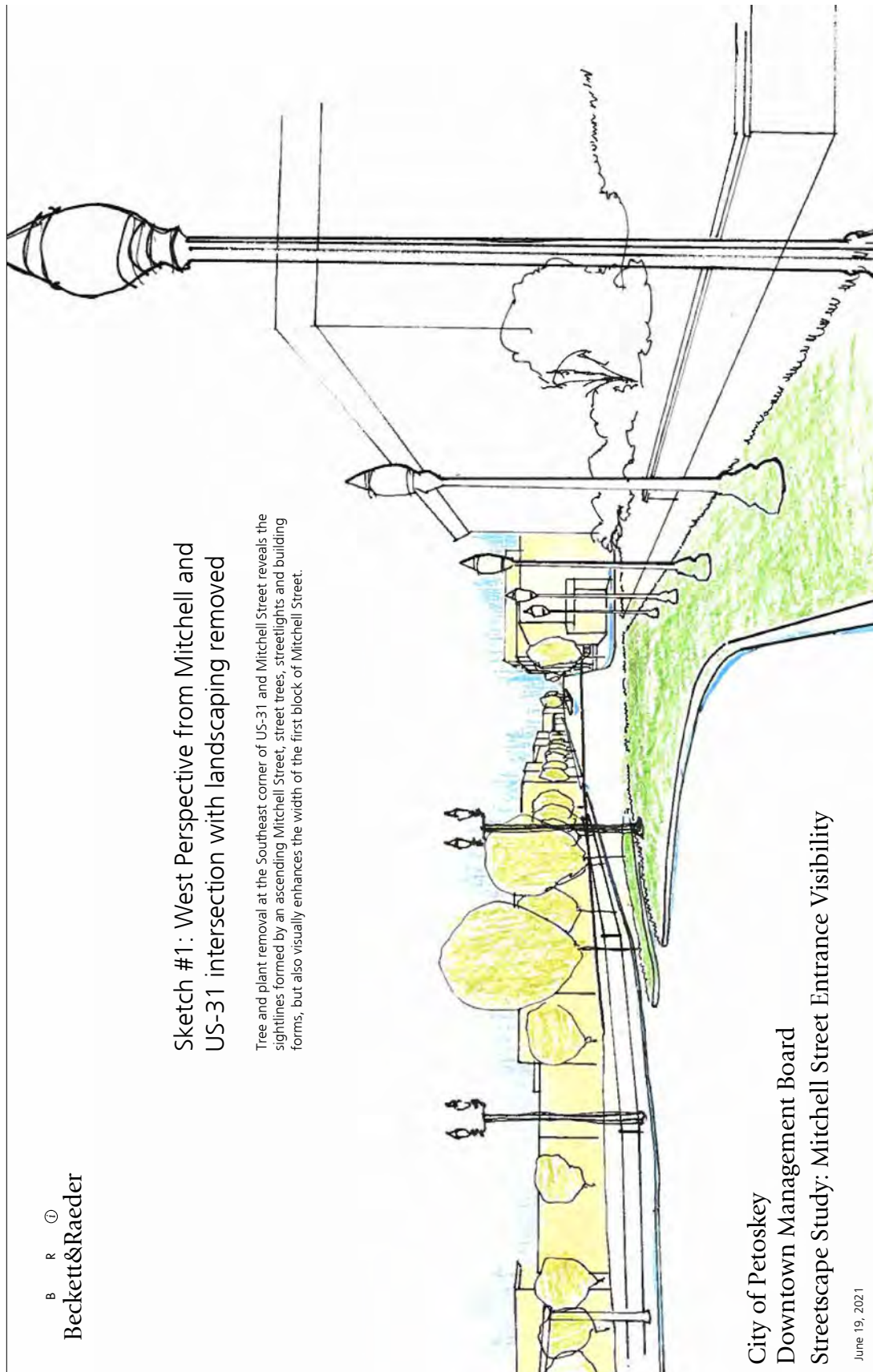
If Petoskey would like to heat the sidewalks and walkways during the winter months, Fishbeck recommends using hydronic as the heat source for the following reasons:

- Based on case studies provided by snowmelt equipment suppliers, estimated annual costs to operate an electric system could be as much as four times the cost of hydronic.
- An electric system will require a large electrical service to power the snowmelt system to serve each city block. Utility transformer/electrical service to serve this city block would need to be 1,000kVA, 1,200 amps at 480 volts, 3 phase. We do not know if electric utility's distribution system in downtown Petoskey has the capacity to accommodate the peak demand of an electric snowmelt system.
- Installation of an electric system (compared to hydronic) will need to be monitored much more closely, especially in areas where surfaces expand/contract and where system crosses expansion joints.
- Typically, electric snowmelt systems are better suited for smaller applications such as residential driveways whereas hydronic is preferred for larger applications on a university or corporate campus and municipal walkways. Some of these applications include building entrances, stairs, plazas, courtyards, walkways and sidewalks.
- In our opinion, hydronic will be more cost effective and much more reliable. Per our hydronic representative, usually issues related to the hydronic systems are controls related which can be resolved with controls tweaks. We have seen many older electric installations decommissioned or electrical switches turned off because of system failure.
- The vast majority of our past snowmelt projects have been hydronic, even for snowmelt projects where the client was also the electric utility.
- We have been involved with only two electric systems in over 30 years: a helipad on top of a building and a remote pedestrian bridge on a university campus.
- The system can either be idling or non-idling. Idling reduces time to melt snow as system is run at lower heat output constantly so slab is already warmer prior to heavy snowfall.

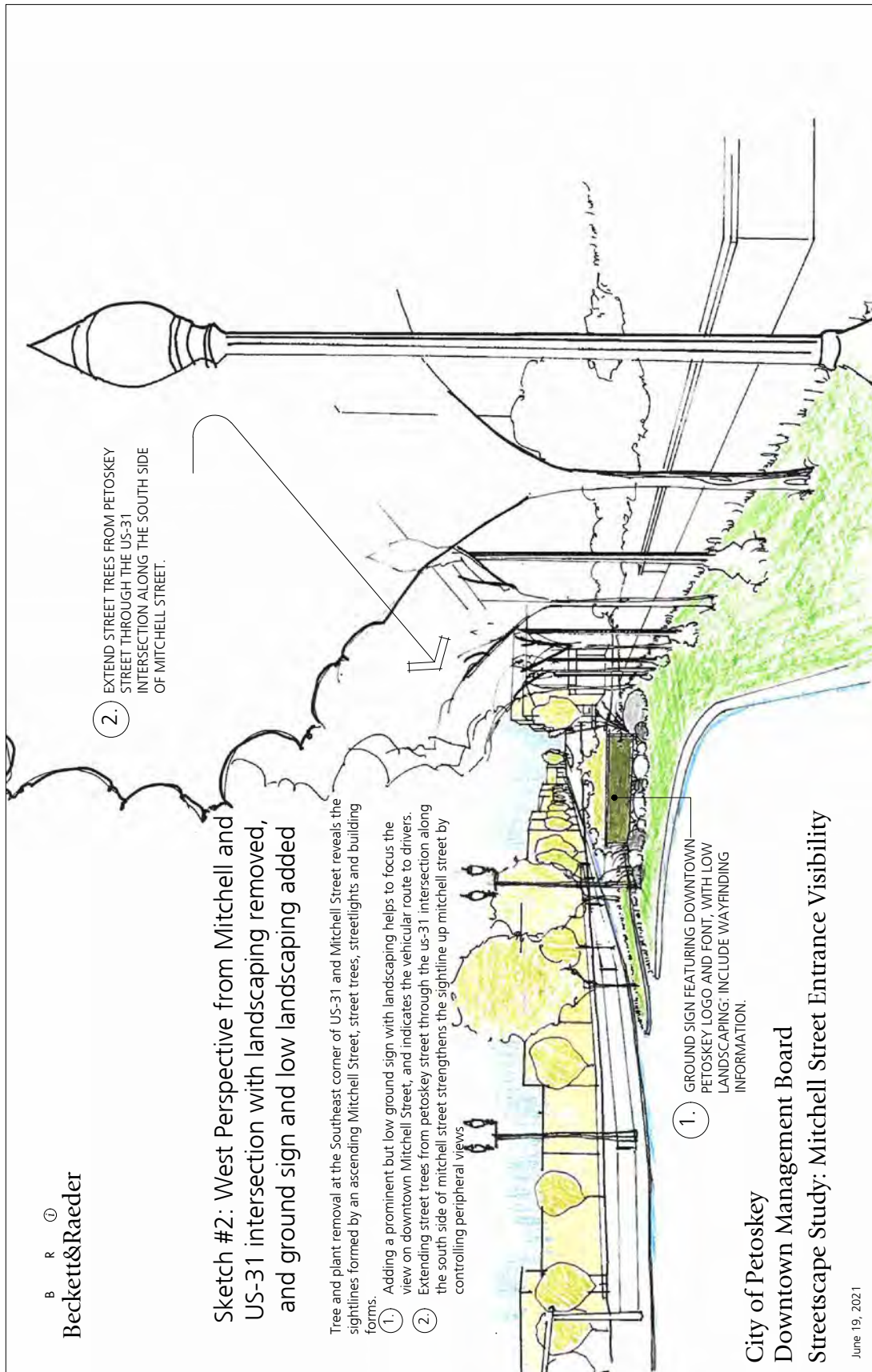
4.5 Proposed Improvements or Enhancements – Preliminary Sketches



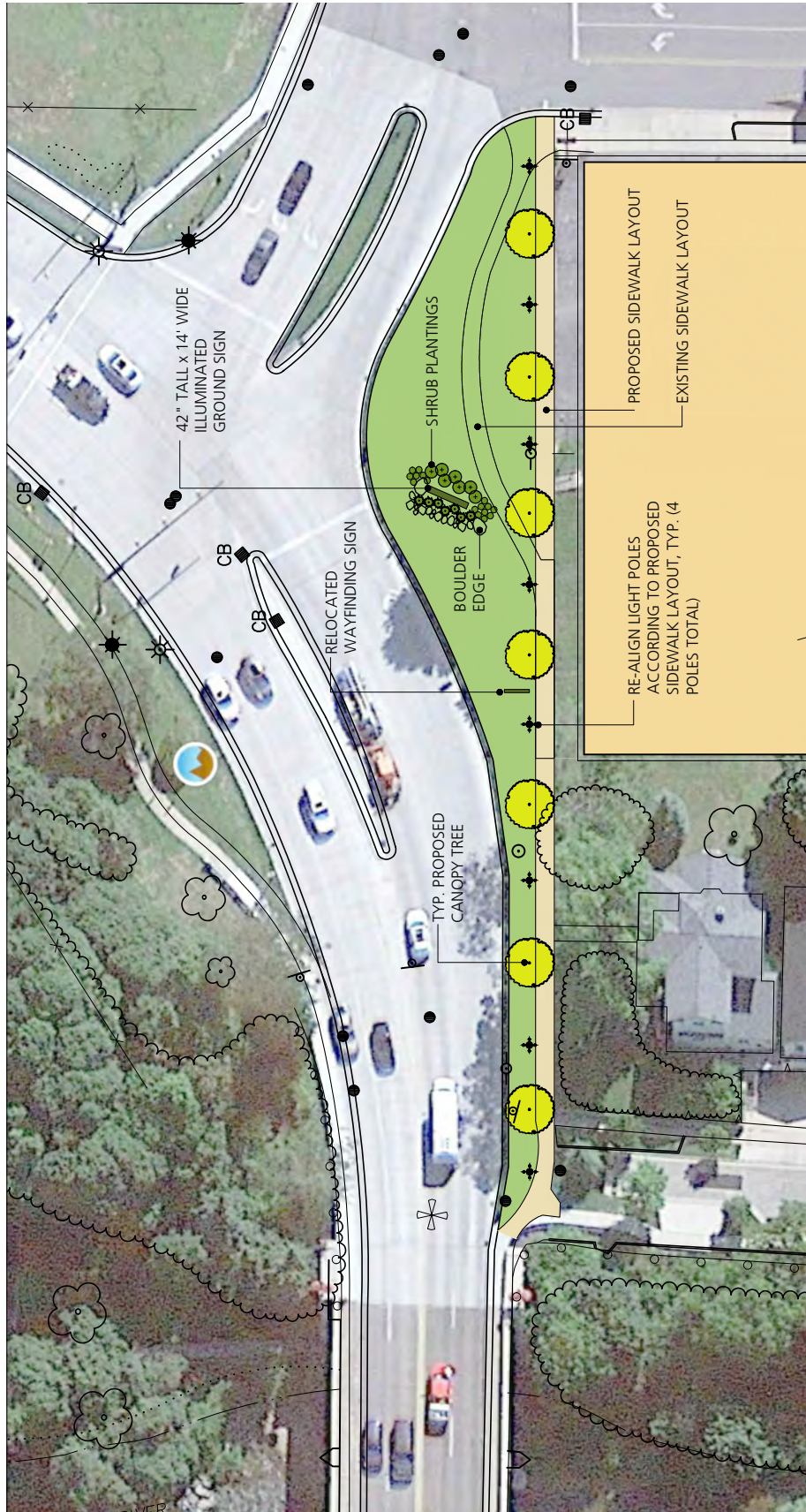
4.5 Proposed Improvements or Enhancements – Preliminary Sketches



4.5 Proposed Improvements or Enhancements – Preliminary Sketches



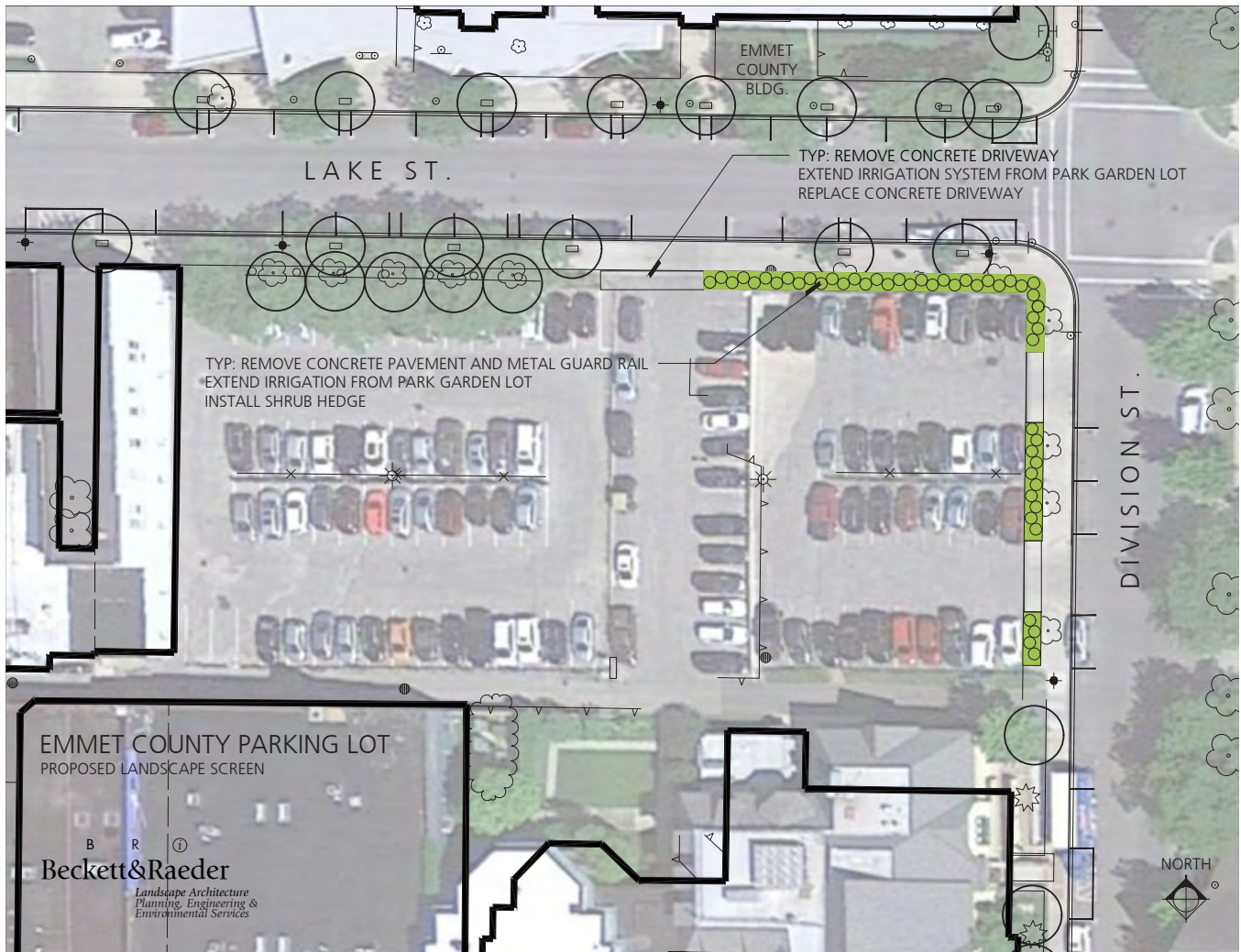
4.5 Proposed Improvements or Enhancements – Preliminary Sketches



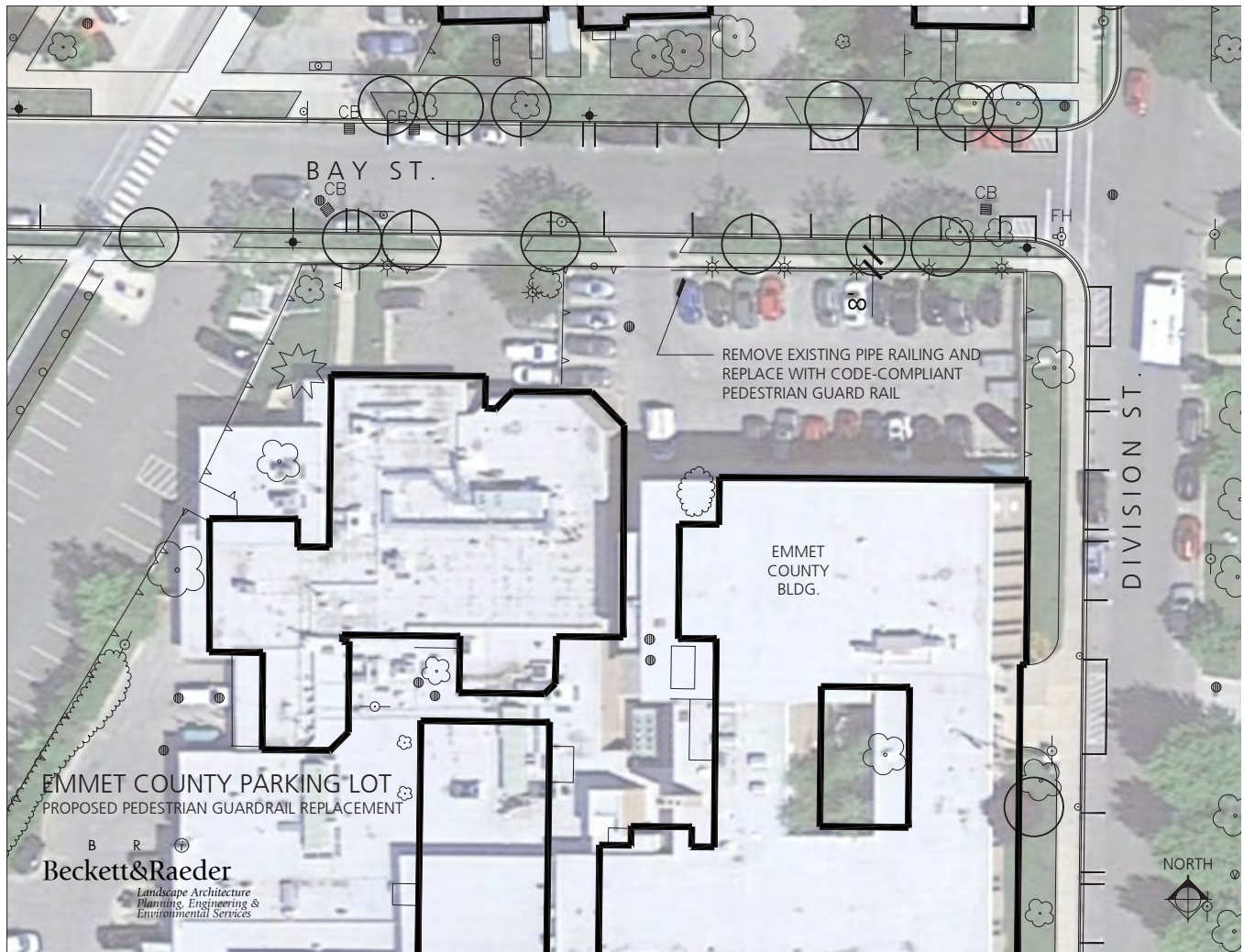
B
R
©
Beckett&Raeder

City of Petoskey
Downtown Management Board
Streetscape Study: Mitchell Street Entrance Proposed Improvements
Concept Plan
October 4, 2021

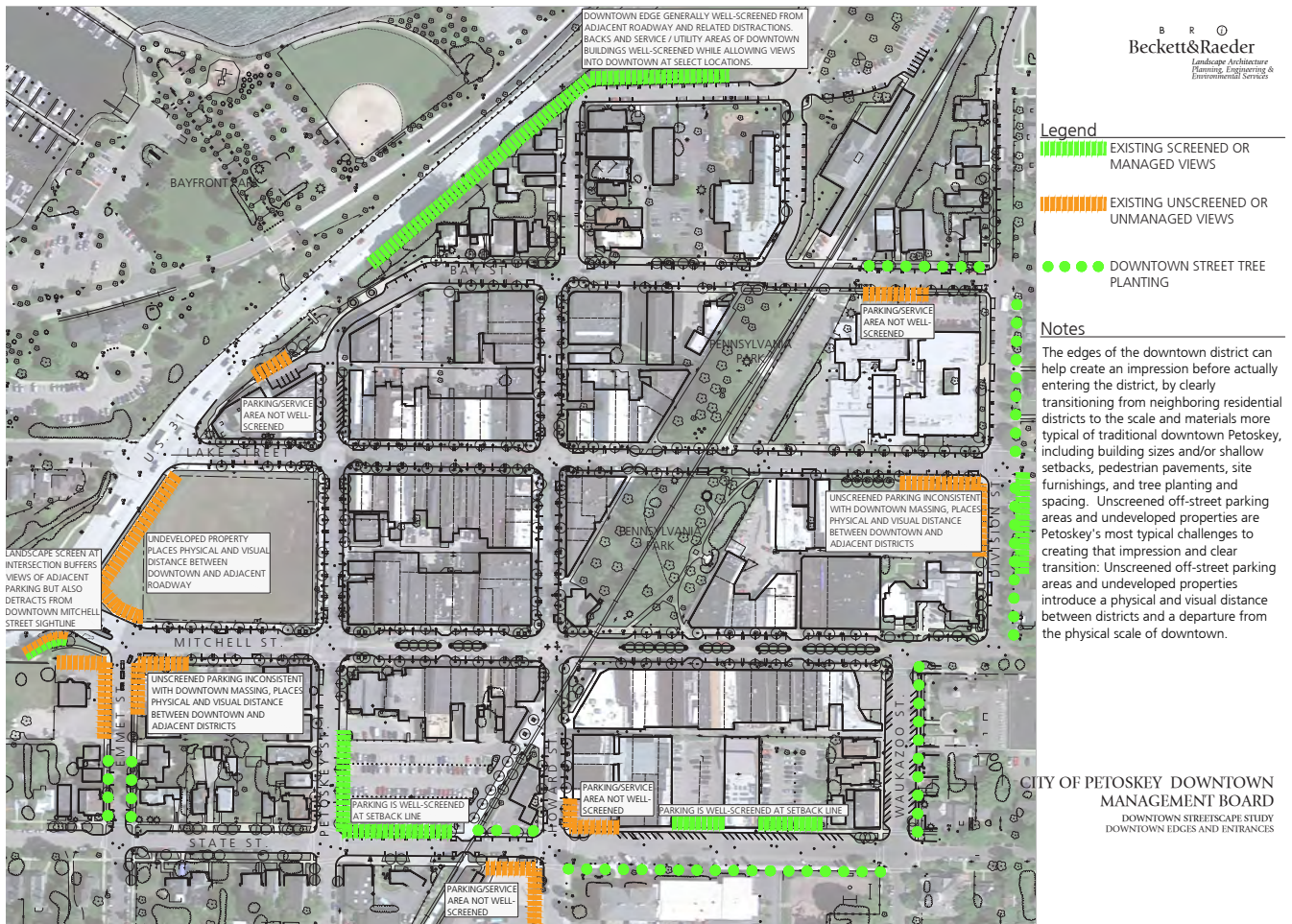
4.5 Proposed Improvements or Enhancements – Preliminary Sketches



4.5 Proposed Improvements or Enhancements – Preliminary Sketches



4.5 Proposed Improvements or Enhancements – Preliminary Sketches



4.6 Preliminary Cost Information

City of Petoskey Downtown Management Board
Downtown Streetscape Study
Preliminary Cost Information



		PRELIMINARY COST RANGE	
		LOW	HIGH
1	MITCHELL ST./U.S. 31 INTERSECTION ENTRANCE ENHANCEMENTS		
	See following page	\$ 35,000.00	\$ 40,000.00
2	PARKING LOT SCREENING, EMMET COUNTY PARKING LOT, LAKE ST. & DIVISION ST.		
	Remove guardrail; remove concrete walk and drives to facilitate shrub planting and irrigation extension from Park Garden lot landscape screen; approx. 49 24"-36" shrubs, extend irrigation and replace driveway pavement.	\$ 10,000.00	\$ 12,500.00
3	GUARD RAIL REPLACEMENT, EMMET COUNTY LOT, BAY ST		
	Remove existing metal pipe railing; replace with prefabricated metal guardrail meeting building code.	\$ 14,000.00	\$ 16,500.00
4	PEDESTRIAN WALKING SURFACES	UNIT	COST RANGE
	Concrete Pavement	sf	\$ 6.00 \$ 7.00
	Concrete Base for Pavers	sf	\$ 6.00 \$ 7.00
	Geotextile Base for Pavers	sf	\$ 3.00 \$ 6.00
	Precast Concrete Pavers	sf	\$ 14.00 \$ 17.00
5	*SITE FURNISHINGS		
	Benches	ea	\$ 6.00 \$ 7.00
	Seatwall Planters	ea	\$ 14.00 \$ 17.00
	Trash and Recycling Receptacles	ea	\$ 6.00 \$ 7.00
	3' Ornamental Fencing	lf	\$ 85.00 \$ 115.00
	Regulatory Signs (Bicycle Route)	ea	\$ 300.00 \$ 500.00
	Large Wayfinding Signs (Bicycle Entrances)	ea	\$ 1,500.00 \$ 3,500.00
	<i>*Does not include removal and disposal of item scheduled for replacement.</i>		

NOTES:

1. Costs determined using 2021 calendar year bid pricing wherever possible.
2. Additional costs available upon request.

4.6 Preliminary Cost Information

Beckett & Raeder, Inc.
 PRELIMINARY OPINION OF PROBABLE CONSTRUCTION COST
 US-31 / MITCHELL ST. INTERSECTION ENHANCEMENTS
 City of Petoskey DMB
 22-Nov-21



DESCRIPTION	QTY.	UNIT	UNIT COST	SUBTOTAL	TOTAL
SITE PREPARATION					
Filter Fabric Fence	1300	lf	\$2.50	\$3,250.00	
Strip Lawn and Stockpile Topsoil	960	sy	\$2.50	\$2,400.00	
Remove Trees	5	ea	\$500.00	\$2,500.00	
Remove Shrubs	35	ea	\$15.00	\$525.00	
Remove Concrete Sidewalk	1240	sf	\$2.50	\$3,100.00	
					\$11,775.00
EARTHWORK					
Earthwork	30	cy	\$17.00	\$510.00	
					\$510.00
SITE IMPROVEMENTS					
Concrete Sidewalk	1235	sf	\$7.00	\$8,645.00	
Relocate Existing Sign	1	ea	\$750.00	\$750.00	
Relocate Wayfinding Sign	1	ea	\$750.00	\$750.00	
Sign Lighting	1	ls	\$500.00	\$500.00	
					\$10,645.00
LANDSCAPING					
Spread 2" Topsoil	33	cy	\$22.50	\$742.50	
Lawn Seeding	975	sy	\$3.25	\$3,168.75	
3" Deciduous Trees	7	ea	\$500.00	\$3,500.00	
4' Deciduous Shrubs	7	ea	\$65.00	\$455.00	
3' Evergreen Shrubs	7	ea	\$50.00	\$350.00	
Perennials	1	ls	\$750.00	\$750.00	
6"-36" Dia. Boulders	10	cy	\$150.00	\$1,500.00	
Mulch	5	cy	\$45.00	\$225.00	
Irrigation Contingency	1	ls	\$1,000.00	\$1,000.00	
					\$11,691.25
SUBTOTAL					\$34,621.25
5% Design and Engineering					\$1,731.06
SUBTOTAL					\$36,352.31
5% General Conditions					\$1,817.62
TOTAL ANTICIPATED BID					\$38,169.93



MEMORANDUM

TO: Downtown Management Board

FROM: Becky Goodman, Downtown Director

DATE: February 5, 2022

RE: Recommendation to Adopt Amended 2022 Event Schedule

The Organization Task Force spent time during their February meeting discussing the 2022 Downtown Event Schedule. During that meeting, each event was discussed on its own merits, along with the facts that no event planner is currently on staff, that we are operating in a “pre-post COVID era”, and that the DMB is contracting with a consultant who will help us review our future event schedule strategy. The task force is recommending that the Board move ahead in 2022 with plans based both on experimentation and committing to the tried and true.

At its February meeting, members of the Downtown Events Committee discussed the Task Force recommendations and agreed to join them in recommending the following schedule for the remainder of the current year. All events that the DMB supports financially are included on this list. More detail of background discussion can be read in the Task Force and Events Committee meeting notes included in your packet.

Farmers Market – This event is being handled competently by PRCC. Annual budgeted funding of \$1,000 should continue.

Gallery Walk – This event should not be held as a Downtown only event this year. Staff will consult with the remaining galleries, and see if CTAC is interested in moving ahead with it under some kind of reinvention that the DMB would consider supporting with funds.

Summer Open House – This event should be presented under a different title, perhaps *Summer Celebration*, and should be part of a three day kick-off summer event combined with Back to the Bricks on the first weekend in June. The events committee should be encouraged to plan for a weekend that includes concerts, movies in the park, and a street dance.

July 4 Celebration – This event is managed by the Stars and Stripes committee and funding should continue in the amount of \$1,500 as budgeted.

Petoskey Rocks/Downtown Live Concert Series – This event should not be presented in 2022. Budgeted funds for the concert series should be funneled into other events where necessary.

Movies in the Park at Dark – The movies should continue this year if a contracted person can be found to run them.

Sidewalk Sales – Sidewalk Sales should continue as usual this year.

Summer Send Off – This new event should be scheduled with the sponsorship of Beards for a date to be determined in August. It will include a main attraction concert funded by Beards, as well as busker entertainment, non-competing concerts in the park, pop up ventures in public spaces that will be closed by permission from the City, and pocket events as coordinated by the Events Committee and funded by the DMB.

Downtown Trick or Treat and Jack-O-Lantern Walk – Downtown Trick or Treat will continue as normal in 2022. Staff will explore partnering with other organizations for the Jack-O-Lantern Walk (possibly CTAC because of the art component) portion of the event. Downtown would support financially.

Ladies Opening Night – This event should proceed in the same way that it was presented in 2021 for 2002.

Holiday Parade – Sunrise Rotary has agreed to taking on this event permanently. A final proposal will be forthcoming from them regarding funding and roles and responsibilities.

Holiday Open House - No changes were suggested for this event in 2022.

A revised Programs and Services budget for 2022 is enclosed. Revenue and expenses, due to loss of sponsorships and to the cancellation of programs, are each decreased by approximately \$18,000, leaving a revised NET income of just under \$1,300.

It is the recommendation of staff that this event schedule be discussed and adopted so that organizational work and promotion of it can begin as soon as possible and that the revised Programs and Services 2022 budget also be adopted so that it will support the execution of the programs.

Enclosure

CITY OF PETOSKEY
Downtown Management Board
2022 Programs & Services Budget
Approved

	2022 Budget	2022 Proposed Revised
REVENUE		
Downtown Assessments	103,600	103,600
2% Increase	2,073	2,073
Interest Income	1,000	1,000
Penalties & Interest	4,000	4,000
Holiday Parade Sponsors	5,000	-
Petoskey Rocks/Downtown Live		-
Friday Night at the Movies	1,200	1,200
Winter Carnival Income/sponsors	2,500	2,500
DT Trick or Treat/Jack-O-Lantern Walk	150	150
Summer Celebration	1,000	-
Trolley ads & sponsorship	5,000	5,000
Gallery Walk	3,000	-
May Getaway		-
Friday the 13th Ghost Walks	500	500
Shop Map Ads	12,000	12,000
New Marketing Activities	-	-
Holiday Catalog	7,500	7,500
Sidewalk Sales	-	-
Presenting sponsors	10,000	-
Other	-	-
Total Revenue	158,523	139,523

EXPENSES		
<u>DMB Events</u>		
Back to the Bricks	5,000	3,000
Summer Celebration	12,000	12,000
Sidewalk Sales	5,000	5,000
DT Trick or Treat/Jack-O-Lantern Walk	2,000	2,500
Holiday Parade	7,000	3,000
Christmas Open House	2,000	2,000
Winter Carnival	15,000	15,000
Summer Send Off	10,000	5,000
Friday Night at the Movies	2,000	2,000
Gallery Walk	3,000	1,000
Ladies Opening Night	6,000	6,000
May Getaway	6,000	-
Tent/Sound System Expenses	1,000	-
	76,000	56,500
<u>Collaborating Events</u>		
Concerts in the Park Pledge	2,500	2,500
Fourth of July Pledge	1,000	1,000
Santa's Visit	200	200
Restaurant Week Pledge	500	500
Festival on the Bay Pledge	-	-
Farmers Market Pledge	1,000	1,000
	5,200	5,200
<u>Economic Enhancement</u>		
Business Recruitment	1,000	1,000
Business Retention	1,000	1,000
	2,000	2,000
<u>Marketing & Promotions</u>		
Image Campaign	25,000	25,000
Shop Map	7,500	7,500
Friday 13th Ghost Walks	250	250
New Marketing Activities/DT Social	1,500	1,500
Staycation	5,000	5,000
Holiday Catalog	12,000	12,000
	51,250	51,250
<u>Beautification</u>		
Flowers	9,500	9,500
Holiday Decorations	11,500	11,500
Fall Decorations	2,000	2,000
	23,000	23,000
<u>Administrative</u>		
Insurance & Bonds	200	200
Other	100	100
Capital Outlay		
	300	300
Total Expenses	157,750	138,250
Excess Revenue over Expenditures	773	1,273



MEMORANDUM

TO: Downtown Management Board

FROM: Becky Goodman, Downtown Director

DATE: February 8, 2022

RE: Discuss and Accept Proposal from Walker Parking for a Parking Platform Feasibility Study on the Darling Lot

As you will recall, the DMB included in its budget for 2022 funds to contract for a feasibility study/plan on the placement of a parking platform at the site of the Darling Lot. Staff has had conversations with Jake Jeppesen, Walker Parking, on the elements that should be incorporated in this document and Jeppesen has proposed a scope of work and a price based on those conversations. His proposal is enclosed.

Staff is recommending that the Board review this proposal, add or alter the scope of work if desired, and approve the expense of \$21,000 which is \$6,000 over the budgeted amount. The extra expense would come from the proposed net revenue amount expected at the end of 2023.

Enclosure



151 South Rose Street
Suite 800
Kalamazoo, MI 49007

Office: 269.381.6080
www.walkerconsultants.com

February 9, 2022

Ms. Becky Goodman, Downtown Director
Downtown Petoskey Management Board
CITY OF PETOSKEY
216 Park Avenue
Petoskey, MI 49770

Re: Proposal for Conceptual Design Feasibility Services for a Platform Parking Structure in Downtown Petoskey, Michigan

Becky,

Walker Consultants (Walker) is pleased to provide you and the Petoskey Downtown Management Board (DMB) with this proposal for conducting a feasibility study for a single supported-level parking structure located on the city-owned Darling Parking Lot. During recent telephone calls, you and I have discussed desired objectives and specific elements for this project. Our proposal is based upon those phone calls along with our extensive knowledge of local onsite conditions and community expectations gained from our past work on parking options for the Darling lot. Walker's feasibility study will provide you and the DMB with a clear understanding of the how the platform can deliver additional parking, its impact on the site and immediate surroundings, and the probable costs for building the platform.

PROJECT UNDERSTANDING

The DMB would like to add more spaces to downtown Petoskey's parking supply. Currently, the Darling Lot, a prime location in downtown, provides approximately 130 parking spaces. A key design objective for the proposed platform parking structure is to add as many new parking spaces as possible to the Darling Lot site. Additional design objectives desired for this potential project include:

Platform Roof – The DMB wishes to consider providing covered parking on the platform structure. This could include a roof fully covering each parking bay, or partial roofs covering just the parking spaces in each bay. In addition to traditional roof options, the DMB wishes to also understand the costs associated with installing and maintaining a “sustainable green roof” for the structure.

Structure Height – The conceptual design of the platform structure should strive to minimize the overall height of the structure wherever possible. Height elevations will be included on the conceptual plans and discussed in the feasibility study.

Structure Façade - The platform structure will be located in a prime area of downtown. The structure will require an exterior look which complements its surroundings. The DMB does not desire an expensive, high-end façade and roof treatment, nor does it desire a very plain, concrete-only “look”. It is anticipated that a basic facade treatment coupled with landscaping opportunities will provide the desired effect.

Sustainable Design – The DMB wishes to consider the option of installing a solar panel array atop the platform to harvest energy and act as a “roof” for parked vehicles. The feasibility study will evaluate this sustainable element along with other potential sustainable elements for the project such as efficient lighting, specialized fans for ventilation (if required) and energy harvesting options.

Future Development/Repurposing – The DMB wishes to evaluate potential opportunities to design the platform structure so it can be used for a different purpose or purposes in the future.

Current and Future Parking Trends - Walker will include in the study report information about parking trends. Examples of these trends can include electric vehicles, curb management, parking technology, and transportation network companies.

The feasibility study will help you understand how a platform parking structure can integrate with the site and the parking it can provide. It will also identify amenities which can be included to enhance the parking experience, provide an acceptable exterior treatment for the structure, and potential sustainable design features. The study will also provide opinions of probable costs for constructing the basic platform parking structure and desired elements (e.g., roofing, solar power collection, future repurposing of the structure, façade and landscaping treatment).

The information provided in Walker’s feasibility study will enable the DMB to make informed and cost-effective decisions regarding constructing a parking platform structure on the Darling Lot site.

PROJECT APPROACH

Walker will first review pertinent documents and information pertaining to the site. We will then internally consider initial parking platform structure concepts which address the desired objectives listed above. We will select one or two options for the structure and develop conceptual functional sketches. We will then meet with you and the DMB to present and discuss the option(s), listen to comments, answer questions, and mutually identify the elements of the concept(s) favored by the DMB. Following the meeting, Walker will prepare a final conceptual parking concept incorporating comments and requested changes, develop opinions of probable costs for construction, and prepare and submit a detailed study report to the DMB.

The following scope of services provides a detailed description of the services Walker proposes to perform for this project:

SCOPE OF SERVICES

1. Review available site information. Walker has copies of a site topographical survey, a geotechnical report for the site, and a site plan for the Greenway Corridor. We will contact the City Public Works Director to inquire about and obtain plans for above-grade and below-grade utilities located around and in the Darling lot site and discuss any concerns, issues, or needs which may need to be addressed in Walker’s feasibility study. We assume adjacent and onsite utility drawings can be provided to Walker in AutoCad format. For this project, we will use the site dimensions which were approved in Walker’s 2016 Feasibility Report for a stand-alone parking structure and a mixed-use parking structure on the Darling Lot site.

2. Evaluate site and scenarios for the platform parking structure. Develop one (1) or two (2) preliminary conceptual functional layout sketches considering available footprint and site constraints, roof, car-charging station(s), if desired, repurposing considerations, sustainability elements, and the number of desired parking spaces. This will be a basic sketch (or sketches) developed for review and discussion.
3. We will meet with City and DMB representatives to review the scenario(s) and identify/refine the desired design objectives for the structure.
4. Further develop the selected scenario including proposed vehicular and pedestrian ingress/egress, accessible parking spaces, vehicle charging space(s), internal vehicle and pedestrian traffic circulation, architectural requirements, number and location of stairs and stair/elevators consistent with the functional design and the pedestrian flow between the parking structure and the surrounding area. Walker will also develop an isometric of the structure including roofing.
5. Prepare an opinion of the probable cost for constructing the parking platform structure based upon the selected conceptual functional layout and elements/objectives included in the conceptual design, such as, a roof, adaptive reuse elements, car charging station(s), etc.
6. Prepare a Conceptual Design Feasibility draft report for your review. This report will contain a general description and discussion of the scenario and specific design objectives, conceptual site and floor plans, isometric, and an opinion of the probable costs for constructing the parking platform structure, based upon the selected conceptual scenario. We will provide you with an electronic copy of the draft report in PDF format. Sketches and graphics included in the report will also be in PDF format.
7. We will review and discuss the draft report with you (we plan to do this via virtual meeting). Following this discussion, we will incorporate your comments into a final conceptual design feasibility services report. We will provide you with an electronic copy of the report in PDF format.

Note: A total of two (2) meetings are included in this scope of services. One meeting is in Petoskey with the DMB. The other is a virtual meeting to review and discuss the draft parking feasibility report. If you want Walker to present the report publicly, we can prepare a presentation and deliver it for an additional fee. We will provide you with a written proposal, including fee, for your authorization of this service before we begin preparing the presentation.

SCHEDULE

From the time we receive written authorization to proceed, Walker will require approximately 3-4 weeks to evaluate and prepare conceptual parking plan sketches for review by the City and Developer/Architect. Walker assumes one week will be required to review draft conceptual parking plans with you. After the review, Walker will require approximately 3-4 weeks to prepare and send the final report.

PROJECT TEAM

Walker Parking Consultants' project team will include the same members that worked on the 2016 Darling Lot study concepts for a stand-alone and mixed-use parking structure concepts: Rick G. Klein, PE, Kevin Wylie, and R. Jake Jeppesen. Rick and Jake will work with Kevin to develop the conceptual design(s) for the parking platform structure scenario(s). Rick will develop the opinions of probable costs for construction. Kevin Wylie is the project's functional designer. Jake will continue his work in Petoskey as your point of contact for this project. Jake, Kevin, and Rick are located in Walker Parking Consultants' Michigan office, Jake and Kevin in Kalamazoo and Rick in Ann Arbor.



PROFESSIONAL FEE

Walker Consultants proposes to provide the services described in this proposal, in accordance with the attached General Conditions of Agreement, for a lump sum fee of \$21,000 which includes all project-related expenses. If additional services not described in this proposal are desired during this project, Walker will provide them on an hourly, plus expenses, basis.

AUTHORIZATION

Trusting that this meets with your approval, we ask that you sign in the spaces below to acknowledge your acceptance of the terms contained herein, and to confirm your authorization for us to proceed. Please return one signed complete original of this agreement for our records.

CITY OF PETOSKEY

Accepted by (Signature) _____

Printed Name _____

Title _____

Date _____

We sincerely appreciate this opportunity to work with all of you on this exciting project. Please do not hesitate to contact us if you have any questions or need additional information.

Sincerely,
WALKER CONSULTANTS

A handwritten signature in blue ink, appearing to read "Rick Klein".

Rick G Klein, PE
Vice President – Managing Principal

A handwritten signature in blue ink, appearing to read "R. Jake Jeppesen".

R. Jake Jeppesen
Principal

Enclosures: General Conditions of Agreement for Consulting Services



SERVICES

Walker Consultants ("Walker") will provide the CLIENT professional services that are limited to the work described in the attached letter ("the services"). Any additional services requested will be provided at our standard hourly rates or for a mutually agreed lump sum fee. The services are provided solely in accordance with written information and documents supplied by the CLIENT and are limited to and furnished solely for the specific use disclosed to us in writing by the CLIENT. No third-party beneficiary is contemplated. All documents prepared or provided by WALKER are its instruments of service, and any use for modifications or extensions of this work, for new projects, or for completion of this project by others without Walker's specific written consent will be at CLIENT's sole risk.

PAYMENT FOR SERVICES

Walker will submit monthly invoices based on work completed plus reimbursable expenses. Payment is due upon receipt of invoice. If for any reason the CLIENT does not deliver payment to WALKER within thirty (30) days of date of invoice, Walker may, at its option, suspend or withhold services. The CLIENT agrees to pay Walker a monthly late charge of one and one-half percent (1.5%) per month of any unpaid balance of the invoice.

STANDARD OF CARE

Walker will perform the services in accordance with generally accepted standards of the profession using applicable building codes in effect at time of execution of this Agreement. Walker's liability caused by its acts, errors or omissions shall be limited to the fee or \$10,000, whichever is greater.

Any estimates or projections provided by Walker will be premised in part upon assumptions provided by the CLIENT. Walker will not independently investigate the accuracy of the assumptions. Because of the inherent uncertainty and probable variation of the assumptions, actual results will vary from estimated or projected results and such variations may be material. As such, Walker makes no warranty or representation, express or implied, as to the accuracy of the estimates or projections.

PERIOD OF SERVICE

Services shall be complete the earlier of (1) the date when final documents are accepted by the CLIENT or (2) thirty (30) days after final documents are delivered to the CLIENT.



City of Petoskey

Agenda Memo

BOARD: Downtown Management Board

MEETING DATE: February 15, 2022 **DATE PREPARED:** February 10, 2022

AGENDA SUBJECT: Downtown Management Board Committee Reports

RECOMMENDATION: That the Downtown Management Board hear these reports

Reports could be received from Downtown Management Board committees.

sb



Organization Task Force MEETING NOTES

Tuesday, February 1, 2022

9:00 AM
Palette Bistro

1. Welcome

Members Slocum, Bennett, Shorter, and Keedy were all in attendance. Staff in attendance was Goodman who explained that the meeting had been scheduled as a three hour session to “dive deep” into pending business.

2. Strategic Plan RFP

The group gave a final review to a draft RFP for a strategic planner to provide the DMB’s new five year plan. A number of edits were made and the group deemed it ready to go. Goodman reported that she had a list of about five consultants that were in state and leads on two that were out of state. She also said that she was aware that Traverse City was working on a similar project and that they had reached an agreement with PUMA, a firm from Denver, CO and that the fee was over \$100,000. She has reached out to the DDA director there and will bring back more details about what they have planned. The group discussed the price tag of this expense as it relates to the \$15,000 in the DMB budget. Goodman said that, without yet having a conversation with TC, she knew their needs would be more detailed as they are looking to update a TIF plan. There was general consensus that the work proposed was very important and, especially in light of the fact that no funds had been expended on this in the past 15 years, all offers should be considered, regardless of price.

3. Events

The committee next discussed the annual events schedule, both from the aspect of future plans and as it relates to the coming calendar year. A synopsis follows:

Winter Carnival – Plans are underway this for Wonderful Winter Week. A partnership with Parks and Rec and/or CTAC could be considered for the future.

Farmers Market – This event is being handled competently by PRCC and there is no desire to become more involved with the market at this time. If, in the future, the Chamber should want to cease the operation, a market master would likely need to be hired or it to continue.

Gallery Walk – This event did not happen due to COVID in 2020 or 2021 and there are fewer true art galleries in town than there were when this event was created in 2003. The group believes that it is time to retire the event as a downtown only event, consult with the remaining galleries, and see if CTAC is interested in moving ahead with it under some kind of reinvention that the DMB would consider supporting with funds.

Summer Open House – There was much discussion about this event, primarily regarding the upcoming year as it is scheduled for the same weekend as the Back to the Bricks Car Show. In the end, it was decided to work with the Events Committee on a “Summer Celebration” weekend this year that would include concerts, movies in the park, and a street dance. The future of the Summer Open House event would be determined by the new strategic plan.

July 4 Celebration – The task force saw no reason to change anything regarding the DMB’s participation in this event, at least this year, and sees the Board’s \$1,500 contribution to the parade and fireworks as solid support.

Petoskey Rocks/Downtown Live Concert Series – The group discussed past success and fails regarding an evening concert series, as well as the fact that a series had not been held in two summers. A decision was made not to organize these concerts this year and to let the new strategic plan decide any future plans. If a summer concert series is planned in the future, the group would like to see a partnership with Parks and Rec evolve that would help support the series, at least in services, if not also financially.

Movies in the Park at Dark – The DMB already owns the movie equipment and the group continues to like the “feel” of the event. They are recommending that the movies continue this year if a contracted person can be found to run them. This is not a job that current staff can handle.

Sidewalk Sales – No changes were proposed for Sidewalk Sales this year. The future of the event could be determined by the new strategic plan.

Downtown Trick or Treat and Jack-O-Lantern Walk – All agreed that the Trick or Treat was a low budget, low staff time consuming, feel good event for the DMB to continue providing, now and in the future. Staff will explore partnering with other organizations for the Jack-O-Lantern Walk (possibly CTAC because of the art component) portion of the event. Downtown would support financially.

Ladies Opening Night – This event ran smoothly and was well accepted by merchants in 2021. The group decided it would be best to proceed in the same way for 2002.

Holiday Parade – Sunrise Rotary has expressed a definite interest in taking on this event permanently and the task force is very welcoming to their proposal, both for this year and years to come.

Holiday Open House - No changes were suggested to this event. It is low maintenance for staff, low budget, and well loved.

The Events Committee will discuss and add to the conversation at their meeting on Thursday, with a final 2022 Events Schedule to be presented to the full Board at the February meeting.

4. The Task Force then discussed the future of their work, particularly as it relates to the hiring of the consultant for the new strategic plan. Steps for moving ahead are to continue to work on hiring the consultant, to begin meetings with that person or firm, and complete the work ahead before August (budget time). In the meanwhile, Board Chair Slocum will encourage all Boardmembers to serve on a committee.



Downtown Petoskey Events Committee

NOTES

9:00 AM February 3, 2022

Stafford's Perry Hotel

Resort Room

1. Welcome – Members present were Becky Phillips-Kranig and Drew Smith. Also in attendance were Ben Slocum, DMB Chair and Becky Goodman, staff.
2. Committee Status Update – Goodman gave an update on the status of the committee and event planning in the past few months, stating that with the departure of Andi Symonds, she had gone into action mode and had not had time for committee planning meetings, focusing solely on making the remaining 2021 events and the winter event happen before reconvening and getting ready for the 2022 season. She also reported that the DMB had formed an organizational task force that was exploring potential ways to move ahead that included hiring a consultant, reviewing mission statements, by laws, job descriptions, meeting policies, responsibilities, and even office location. During the time that work is being done, and in the “pre-post COVID era” of the remainder of 2022, the task force is recommending a somewhat experimental event schedule which will be discussed in other agenda items.
3. Wonderful Winter Week – Goodman reported that the Winter Read Around and Winter Gnome Hunt were moving along wonderfully and shared the book used to create the activities. Ice sculptures have been ordered and publicity is happening.
4. Summer Send Off Event Proposal – Slocum then spoke on behalf of Beard's Brewery about an anniversary event that they had proposed to the Board to happen at the end of the summer. The Board had approved the event but was asking for more input from the Events Committee. In essence, the event is based on the use of the Social District and exploration of new ways to hold events in general. The agreement would be:

Beards to provide a main attraction type band in a concert area that would be in the dead-end section of Bay Street behind their building. They will also market the event independently through their resources.

The DMB would provide organization of the event including application for the street closure at the end of Bay, promotion through social media that

would include promotion of the entire social district concept, the potential of street performers, and coordination of any activities that would include other downtown businesses. The work would be accomplished through the Downtown Events committee and Beards staff. The DMB would also acknowledge the sponsorship of Beards by allowing the tagline, "Sponsored by Beards Brewery, celebrating 10 years in Downtown Petoskey", to be used with the event.

Committee members were enthusiastic and supportive. Immediate ideas to augment the event were other pop up activities or pocket events that used public rights of way, non-profit opportunities for exposure, buskers throughout all of Downtown, and concerts in the park that did not compete with the main attraction concert.

5. **2022 Event Schedule Discussion** – The group next discussed the recommendations that the Organization Task Force was planning to recommend to the full DMB for the remainder of 2022. Events Committee members concurred with these recommendations which included:

Farmers Market – No changes. Continue to fund. Managed by PRCC.

Gallery Walk – Let it go as a DMB event. Staff to explore connecting the galleries with CTAC for a reinvention of Gallery Walk that could still be supported with an allocation of DMB funds.

Summer Open House – Hold this event in 2022, potentially call it Summer Celebration, and combine it with the Back to the Bricks Car Show. It would include concerts and a Street Dance and movies in the park over a three day period. The Events Committee to work out other details.

July 4 Celebration – No changes. Continue to fund.

Petoskey Rocks/Downtown Live Concert Series – The recommendation of the task force is not to hold a weekly concert event this year.

Movies in the Park at Dark – The recommendation for the movies is to find a contractor/parks and rec employee to oversee them.

Sidewalk Sales – No changes. Hold it as usual.

Downtown Trick or Treat and Jack-O-Lantern Walk – The recommendation hold both this year. Staff will explore partnering with other organizations for the Jack-O-Lantern Walk.

Ladies Opening Night – The recommendation is to proceed with this in the same way it was handled in 2021 for 2002.

Holiday Parade – Sunrise Rotary has committed to taking on this event permanently and the DMB is expected to accept this proposal.

Holiday Open House - No changes were suggested to this event

*The mission of the Downtown Events Committee is
to create and coordinate events that lure residents and visitors into
Downtown Petoskey,
as well as promote the downtown as a community center*



Parking Committee NOTES

Tuesday, February 8, 2022
10:00 AM

**Community Room
City Hall**

1. Welcome – Members present were Slocum and Meikle. Bennett was excused. Staff present was Godman. There was brief discussion regarding appointing two new board members as no volunteers had come forward.
2. Civic Smart Update – Goodman reported that Civic Smart had been paid all user fees for 2021 in one sum at the end of the year and that they had begun to send monthly invoices that are being paid by invoice in 2022. The company has been sold and there is an ongoing discussion regarding amounts that were charged in 2019 and 2020.
3. Group Discounts for Parking Permits – Goodman reported that another business had inquired about quantity discounts for large purchases of parking permits. There was short discussion based on the fact that permit prices were already discount prices.
4. Evening Hour Enforcement Discussion Continued – Goodman reported that seasonal enforcement until 9 pm would be a simple change for Civic Smart to reprogram the Smart Meters to flash the enforcement hours as this is already happening; the battery operated meters could be re-stickered with a sticker that listed both season and off season enforcement hours – a solution to the problem of stickering and re-stickering the meters. There is no reliable data available regarding the numbers of cars parking on the streets after six in the evening, but a template for a prediction would be if 100 spaces were used per evening for three additional hours, that would equal \$300 in increased revenue. If this happened for 90 days during the summer months, there would be an increase of \$27,000 in meter revenue and there would be management of a limited and valuable resource provided in our busiest season. The group agreed to recommend to the DMB that enforcement hours be changed to 9 am until 9 pm Memorial Day to Labor Day beginning this coming summer season.

5. Dining Deck Regulations – Goodman outlined that the Design Committee would not be meeting on their part of this issue until the coming week which would be too late for any of their recommendations to go to the DMB in February, but that she was preparing to take a resolution draft to them in March would then be forwarded to Council. The resolution will be similar to what was allowed in the past two years, but will include the recommendations that the Parking and Design Committees will be making for the ordinance. The committee commented that the work has been going slowly but it is being done correctly and that one more year of experimentation could be beneficial. The recommendations for the ordinance from the Parking Committee will now state:
 - a. Dining deck permits will be available to full service restaurants that are open ten hours a day, six days a week between Memorial and Labor Day and five days a week before and after those dates. A full-service restaurant will be defined as having at least 50% of sales coming from food and wait service being provided.
 - b. One space will be allowed per storefront. For purposes of the resolution, a storefront will be defined as a publicly recognized entity.
 - c. Decks must fit in the parking space most proximate to the storefront.
 - d. One space will be allowed per business.
 - e. Businesses with sidewalk dining may have a deck if ADA regulations can be satisfied.
 - f. **Existing encroachment issues will be solved because of the fact that the decks will be limited to one parking space per business.**
 - g. Decks will be allowed on all streets.
 - h. Hours of operation will be consistent with the restaurant's regular hours and correspond to seasonally appropriate fair weather. In other words, the decks should be open when the restaurant is open as long as the weather is reasonable.
 - i. The deck rental fee will be raised to \$350 monthly. This is based on a compilation of numbers that included an analysis that included 1.) price per square foot per special assessment rate - \$4 per month; 2.) the revenue that would be lost from the Parking Fund if the space were used by the public on those days - \$288 per month; 3.) and a monthly rental fee of \$15 per square foot per season - \$1,000.
6. Stats – The meeting ended before there was time to review.

*The mission of the Parking Services Office is
to provide convenient parking for customers in the core of the CBD
and for employees, owners, and residents in the periphery of the CBD;
raise revenue for Downtown beautification projects, development of new parking areas,
and the maintenance and snow removal of existing areas.*



City of Petoskey

Agenda Memo

BOARD: Downtown Management Board

MEETING DATE: February 15, 2022 **DATE PREPARED:** February 10, 2022

AGENDA SUBJECT: City Staff Report

RECOMMENDATION: That the Downtown Management Board hear this report

The City Manager will provide status reports concerning downtown-area projects.

sb