



CITY COUNCIL

February 3, 2020

1. Call to Order - 7:00 P.M. - City Hall Council Chambers
2. Recitation - Pledge of Allegiance to the Flag of the United States of America
3. Roll Call
4. Consent Agenda – Adoption of a proposed resolution that would confirm approval of the following:
 - (a) January 20, 2020 regular session City Council meeting minutes
 - (b) Acknowledge receipt of a report concerning certain administrative transactions since January 20, 2020
5. Miscellaneous Public Comments
6. City Manager Updates
7. Old Business
 - (a) Hear Darling Lot conceptual plan presentation
 - (b) Consideration to approve a license agreement with Little Traverse Bay Foundation for ferry taxi service between Petoskey and Harbor Springs
8. New Business
 - (a) Adoption of a proposed resolution that would approve a Redevelopment Liquor License for Sam's Graces Café, LLC, 324 East Mitchell Street
 - (b) Adoption of a proposed resolution that would adopt the City of Petoskey 2020 Poverty Exemption Policy and Guidelines to be used by the Assessor and Board of Review
9. City Council Comments
10. Adjournment



City of Petoskey

Agenda Memo

BOARD: City Council

MEETING DATE: February 3, 2020

PREPARED: January 30, 2020

AGENDA SUBJECT: Consent Agenda Resolution

RECOMMENDATION: That the City Council approve this proposed resolution

The City Council will be asked to adopt a resolution that would approve the following consent agenda items:

- (1) Draft minutes of the January 20, 2020 regular session City Council meeting; and
- (2) Acknowledge receipt of a report from the City Manager concerning all checks that have been issued since January 20, 2020 for contract and vendor claims at \$950,273.41, intergovernmental claims at \$967.26, and the January 23 payroll at \$214,717.98 for a total of \$1,165,958.65.

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Enclosures



CITY COUNCIL

January 20, 2020

A regular meeting of the City of Petoskey City Council was held in the City Hall Council Chambers, Petoskey, Michigan, on Monday, January 20, 2020. This meeting was called to order at 7:00 P.M.; then, after a recitation of the Pledge of Allegiance to the Flag of the United States of America, a roll call then determined that the following were

Present: John Murphy, Mayor
Kate Marshall, City Councilmember
Suzanne Shumway, City Councilmember
Brian Wagner, City Councilmember
Lindsey Walker, City Councilmember

Absent: None

Also in attendance were City Manager Robert Straebel, Clerk-Treasurer Alan Terry, Public Works Director Michael Robbins, City Planner Amy Tweeten, Parks and Recreation Director Kendall Klingelsmith and Downtown Director Becky Goodman.

Hear Declaration of Peace Proclamation

Mayor Murphy read the following proclamation:

WHEREAS, the City Council understands that wars make citizens less safe rather than protect us; and

WHEREAS, wars kill, injure and traumatize adults, children and infants; and

WHEREAS, wars severely damage the natural environment, erode civil liberties and drain our economies, siphoning resources from life-affirming activities:

NOW, THEREFORE BE IT RESOLVED, that I, John Murphy, Mayor of the City of Petoskey, with City Council support, do hereby commit to engage in and support nonviolent efforts to end all war and to create a sustainable and just peace.

Consent Agenda - Resolution No. 19369

Following introduction of the consent agenda for this meeting of January 20, 2020, City Councilmember Marshall moved that, seconded by City Councilmember Shumway adoption of the following resolution:

BE IT RESOLVED that the City Council does and hereby confirms that the draft minutes of the January 6, 2020 regular session City Council meeting be and are hereby approved; and

BE IT RESOLVED that receipt by the City Council of a report concerning all checks that had been issued since January 6, for contract and vendor claims at \$2,595,990.53, intergovernmental claims at \$13,603.66, and the January 9 payroll at \$218,143.41, for a total of \$2,827,737.60 be and is hereby acknowledged.

Said resolution was adopted by the following vote:

AYES: Marshall, Shumway, Wagner, Walker, Murphy (5)

NAYS: None (0)

Hear Public Comment

Mayor Murphy asked for public comments and there were no comments.

Hear City Manager Updates

The City Manager reported that the DMB will be discussing a redevelopment liquor license for 324 East Mitchell Street for a new business, Sam Graces Café, which would be number 6 of 10 available licenses if Council approves; that staff has met with North Central Michigan College representatives concerning the intra-campus Ring Road extension, reviewed the potential utilization of grant monies from the (BIA) and that an agreement will be developed for future Council approval that will state that all future repairs and maintenance on the intra-campus roadway will be the responsibility of the College; that approximately 25 stakeholders met last week to discuss four design alternatives for the Lake Street Dam; that the City Attorney is available March 23 or March 30 for Robert's Rules of Order training and asked Council if there was a preference or if a different date worked better; reminded Council that Dan Leonard from MEDC will be giving pro-forma training at 6:00 P.M., February 3; that correspondence from Senators Peters and Stabenow had been received concerning erosion funding issues, that a packet of information and photos will be sent to State officials later this week and a letter from the Mayor was also sent to Jason Allen, State Director of the USDA , regarding potential grants and loans for shoreline repairs; and the City Manager will be attending the MME winter conference in Gaylord next Tuesday through Friday.

City Councilmembers inquired who the stakeholders were that attended the Lake Street Dam meeting; if the extended Ring Road would provide access to baseball fields; inquired why the dam study alternatives were left blank; discussed how alternatives could affect sturgeon; heard from those regarding possibility of no barrier for lamprey; and suggested Robert's Rules of Order training immediately prior to the February 17 meeting.

The City Manager reviewed those that attended the dam meeting; that Ring Road would not provide access to ball fields; and that OHM representative left alternatives blank on purpose to be filled in later.

Downtown Management Board Appointment – Resolution No. 19370

Mayor Murphy reviewed that City Council consider possible appointment to the Downtown Management Board.

City Councilmember Marshall moved that, seconded by City Councilmember Shumway adoption of the following resolution:

BE IT RESOLVED that the City Council does and hereby approves the appointment of Gary Albert, 430 Pearl Street, to the Downtown Management Board, to fill a vacated term ending December 2022.

Said resolution was adopted by the following vote:

AYES: Marshall, Shumway, Wagner, Walker, Murphy (5)

NAYS: None (0)

Discuss Adding 502 Michigan Street, Parr Baptist Church, to Priority Redevelopment Sites

The City Manager reviewed that at its November 18 meeting, City Council heard a staff presentation regarding the property at 502 Michigan Street and was asked whether Council would consider adding it to the list of priority redevelopment sites as part of the City's Economic Development Strategy; that Council asked for more information from MEDC on the benefits of identifying priority sites; and raised concerns about adding an additional site.

The City Manager further reviewed that at its December 3 meeting, Dan Leonard with MEDC, provided an overview of the City's progress and status in the RRC program and offered to provide a development pro-forma training for Council; reviewed the purpose of identifying priority sites; that as a church or if purchased by a non-profit no taxes are paid on the property, but if the property could be successfully redeveloped, it would become taxable; that adaptive reuse of historic structures is expensive and the reason why no purchase offer at this property has moved forward; that staff believes absent assistance of some sort that the property will continue to deteriorate; and reviewed Brownfield TIF and benefits of this type of incentive.

Steve Schimpke, representative of purchaser, gave a brief presentation on proposed project; that there is a need to preserve the historic architecture; that redeveloping the church and maintaining its character is challenging due to costs; that ground up development is more affordable than transforming the use of an existing historic building; that the development team will request Brownfield TIF reimbursement to cover the costs of eligible activities; and that the purchaser is requesting the site be a priority redevelopment site in order to facilitate both local Brownfield TIF and MEDC incentives.

City Councilmember Wagner excused himself from the discussion and sat in the audience due to his interest as a potential investor.

City Councilmembers commented that the property is under contract and a decision will need to be made soon; inquired if property needed to be a priority site to receive Brownfield TIF; inquired what benefits come with RRC program; discussed tax abatements and inability to currently determine an amount for TIF; that MEDC funding may be available if site is designated as RRC; and inquired if the stained glass windows would be saved or sold.

Mayor Murphy asked for public comments and heard from those thanking Council for considering this project; heard from those in favor of seeing the redevelopment; and that people find ways to go without onsite parking.

Approve Contract for Kalamazoo Avenue Street Improvements – Resolution No. 19371

The Public Works Director reviewed that the 2020 Budget and CIP included \$1,935,000 for the reconstruction of Kalamazoo Avenue from East Mitchell Street to Jennings Avenue and a small segment of Jennings Avenue east of Kalamazoo adjacent to the "Corner Grocer" convenience store; that street improvements will follow certain utility upgrades and include reconfigured curb lines, vehicle parking and sidewalk improvements that will enhance pedestrian safety; that staff is working with Tipp of the Mitt Watershed Council in the design and construction of a "rain garden" at the intersection of Sunset Court and Kalamazoo Avenue; reviewed scope of project and mentioned replacement of water service lines to 7 homes due to lead and copper rules; reviewed that 8 area firms were notified and four bids were received on December 18, 2019; and that staff recommends contracting with the low bidder, Tri-County Excavating Group, LLC, Harbor Springs.

City Councilmembers inquired why there were variance costs and the Director responded that there were variances in per unit costs and staff is confident with the bid.

City Councilmember Walker moved that, seconded by City Councilmember Marshall to authorize contracting with Tri-County Excavating Group, LLC, Harbor Springs, for Kalamazoo Avenue street improvements in the amount of \$1,735,079.23.

Said motion was adopted by the following vote:

AYES: Marshall, Shumway, Wagner, Walker, Murphy (5)

NAYS: None (0)

Discuss Slope Failure Study Concerning Erosion Issues

The City Manager reviewed that increasing high water and wave energy has caused substantial slope failures along the Little Traverse Wheelway, particularly between Magnus Park and Arrowhead Shores; that staff decided to close the trail between the Wastewater Treatment Plant and East Park due to potential instability of the slope and trail; that all damaged shoreline areas are within Resort Township; that staff met with Resort Township Supervisor concerning issues and proposed the concept of cost sharing for the engineering study with Resort Township and will be making an official funding request to the Resort Township Board of Trustees at their next meeting on February 11; that the City is currently working with W.F. Baird and Associates on other shoreline and marina projects and is confident they have the resources to assist providing the City with solutions; that OHM, Petoskey engineering firm, will also jointly work with Baird as part of this project; reviewed the proposal and costs; that costs weren't included in the 2020 Budget but could be funded through the General Fund Unrestricted Reserves; and that City Council could approve the slope failure study at this meeting or wait for a decision by Resort Township.

Rory Agnew from W.F. Baird Associates gave a brief presentation on the issues of the slope failure, provided drone footage of shoreline and reviewed proposed project scope. Council agreed to make a decision on the study following the Resort Township meeting.

Discuss Potential Revisions or Amendments to City Charter

The City Manager reviewed that two Councilmembers asked that a discussion on potential revisions or amendments to the City Charter be discussed; reviewed that the last Charter Commission was in 1984 when Chapters 1-15 of the City Charter were approved by voters; that in 1988 through the amendment process and without a Charter Commission, Section 9.2 was approved by voters allowing up to 5 mills for road infrastructure improvements; and reviewed the process and differences between "revising" or "amending" the City Charter.

City Councilmembers commented that revisions should be considered; heard from those that have issues with term lengths for both Councilmembers and Mayor; that the Mayor term is too short; and heard from those that believe Council pay is very low compared to other communities.

Mayor Murphy asked for public comments and heard from those in favor of looking into revisions; that there are only a few changes needed; and that the City does not need additional Councilmembers.

Approve Motor Pool Purchases – Resolution No. 19372

The Public Works Director reviewed that the 2020 Budget and CIP allocated \$545,000 within the Motor Pool Fund to purchase certain vehicles and equipment; reviewed 9 proposed vehicles and equipment that make up a portion of purchases for 2020; and that staff is currently working on specifications which will establish final pricing for the remaining purchases.

City Councilmembers inquired why Public Safety vehicles are replaced with such low miles and the Director reviewed maintenance costs on vehicles.

City Councilmember Marshall moved that, seconded by City Councilmember Wagner to authorize purchases for the following vehicles and equipment under the Mi-Deal State of Michigan purchasing contract and the National IPA:

- MI-Deal Purchase of a latest production mid-size, extended cab, four-wheel-drive, GMC Canyon Pick-up from Todd Wenzel Fleet and Commercial Truck Sales, Westland, Michigan at a cost not to exceed \$29,972.50 (Budget allocated \$33,000). This vehicle will replace Parks and Recreation Unit #71, a 2007 Dodge Pick-up with approximately 82,000 miles, that will be retired.

- Mi-Deal Purchase of a latest production four-wheel-drive, one ton, GMC Pick-up from Todd Wenzel Fleet and Commercial Truck Sales, Westland, Michigan at a cost not to exceed \$33,072.30 (Budget Allocated \$50,000). This vehicle will replace Public Works Water Division Unit #88, a 2004 Ford One-Ton Utility Truck with approximately 101,000 miles, that will be retired.
- Mi-Deal Purchase of a latest production four-wheel drive Tahoe Police Pursuit from Berger Chevrolet Fleet Sales, Grand Rapids, Michigan at a cost not to exceed \$37,049.00 (Budget Allocated \$50,000). This vehicle would replace Public Safety Patrol Unit #444, a 2015 Tahoe Pursuit, with approximately 110,000 miles, that will be retired.
- Mi-Deal Purchase of a latest production mid-size sedan Ford Fusion from Gorno Ford, Woodhaven, Michigan, at a cost not to exceed \$23,995.00 (Budget Allocated \$25,000). This vehicle will replace Public Safety Staff Unit #448, a 2010 Ford Fusion with approximately 82,000 miles, that will be retired.
- Mi-Deal Purchase of a latest production High Output Hot Patch Heater from Truck & Trailer Specialties, Boyne Falls, Michigan at a cost not to exceed \$19,725 (Budget Allocated \$20,000). This equipment is a self-contained unit that slips into the box of a one-ton dump body and heats asphalt type material for filling potholes, it will replace a similar type 2013 unit, that will be retired.
- Mi-Deal purchase of a latest production Bobcat Toolcat Utility Work Machine with attachments from Clark Equipment Company dba Bobcat Company of West Fargo, North Dakota, at a cost not to exceed \$73,008.40 (Budget Allocated \$75,000). Attachments include a loader bucket, flail mower deck and snow blower. This equipment will replace Unit #123, a 2006 Holder Utility Machine along with attachments, with approximately 1,600 hours of operation, that will be retired.
- National IPA purchase of a latest production commercial mower, Toro 62-inch out-front base deck from Spartan Distributors, Sparta, Michigan at a cost not to exceed \$19,801.80 (Budget Allocated \$24,000). This unit would replace Parks and Recreation mower Unit #146, a 2007 similar type commercial mower, with approximately 2,300 hours of operation, that will be retired.
- National IPA purchase of a latest production Toro Workman MDX Utility Cart from Spartan Distributors, Sparta, Michigan, at a cost not to exceed \$13,964.29 (Budget Allocated \$15,000). This vehicle will replace Parks and Recreation Unit #189, a 2009 Toro Workman MDX Utility Cart with approximately 1,000 hours of operation, that will be retired.
- National IPA purchase of a latest production Toro Workman HDX Utility Cart from Spartan Distributors, Sparta, Michigan, at a cost not to exceed \$24,082.51 (Budget Allocated \$30,000). This vehicle will replace Parks and Recreation Unit #101, a 2005 Toro Workman HDX Utility Cart with approximately 2,300 hours of operation, that will be retired.

Said motion was adopted by the following vote:

AYES: Marshall, Shumway, Wagner, Walker, Murphy (5)

NAYS: None (0)

Council Comments

Mayor Murphy asked for Council comments and there were no comments.

There being no further business to come before the City Council, this January 20, 2020, meeting of the City Council adjourned at 9:15 P.M.

John Murphy, Mayor

Alan Terry, Clerk-Treasurer

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
01/20	01/22/2020	87873	ACH-CHILD SUPPORT	701-000-230.160	160.23
01/20	01/22/2020	87874	ACH-EFTPS	701-000-230.100	21,153.06
01/20	01/22/2020	87874	ACH-EFTPS	701-000-230.200	13,103.29
01/20	01/22/2020	87874	ACH-EFTPS	701-000-230.200	13,103.29
01/20	01/22/2020	87874	ACH-EFTPS	701-000-230.200	3,064.49
01/20	01/22/2020	87874	ACH-EFTPS	701-000-230.200	3,064.49
01/20	01/22/2020	87875	ACH-ICMA 457	701-000-230.700	2,476.50
01/20	01/22/2020	87875	ACH-ICMA 457	701-000-230.700	6,174.23
01/20	01/22/2020	87876	Airgas USA LLC	582-584-775.000	33.15
01/20	01/22/2020	87876	Airgas USA LLC	582-586-775.000	25.80
01/20	01/22/2020	87876	Airgas USA LLC	582-586-775.000	25.80
01/20	01/22/2020	87876	Airgas USA LLC	661-598-785.000	27.05
01/20	01/22/2020	87876	Airgas USA LLC	661-598-785.000	54.84
01/20	01/22/2020	87877	Amazon Credit Plan	101-208-751.000	330.52
01/20	01/22/2020	87878	American Waste	582-593-930.000	170.00
01/20	01/22/2020	87878	American Waste	592-551-806.000	325.00
01/20	01/22/2020	87878	American Waste	101-770-802.000	79.20
01/20	01/22/2020	87878	American Waste	101-756-802.000	32.40
01/20	01/22/2020	87878	American Waste	101-789-802.000	36.00
01/20	01/22/2020	87878	American Waste	101-754-802.000	82.80
01/20	01/22/2020	87878	American Waste	101-268-802.000	50.40
01/20	01/22/2020	87878	American Waste	101-265-802.000	79.20
01/20	01/22/2020	87878	American Waste	101-770-802.000	190.00
01/20	01/22/2020	87879	AT&T	592-538-850.000	261.44
01/20	01/22/2020	87880	Axon Enterprises Inc.	101-345-985.000	84.00
01/20	01/22/2020	87881	Beckett & Raeder Inc.	101-770-802.100	5,802.90
01/20	01/22/2020	87882	Brown Motors Inc.	661-598-932.000	207.67
01/20	01/22/2020	87883	C. C. Unlimited LLC	661-598-932.000	85.32
01/20	01/22/2020	87884	Carter's Imagewear & Awards	101-400-751.000	45.00
01/20	01/22/2020	87885	Char-Em United Way	701-000-230.800	75.00
01/20	01/22/2020	87886	Charlevoix-Emmet ISD	703-040-234.219	330,284.56
01/20	01/22/2020	87887	Cintas Corp #729	204-481-767.000	60.04
01/20	01/22/2020	87887	Cintas Corp #729	582-588-767.000	60.25
01/20	01/22/2020	87887	Cintas Corp #729	592-560-767.000	30.89
01/20	01/22/2020	87887	Cintas Corp #729	592-549-767.000	30.89
01/20	01/22/2020	87887	Cintas Corp #729	582-593-930.000	31.27
01/20	01/22/2020	87887	Cintas Corp #729	204-481-767.000	60.04
01/20	01/22/2020	87887	Cintas Corp #729	582-588-767.000	60.25
01/20	01/22/2020	87887	Cintas Corp #729	592-560-767.000	30.89
01/20	01/22/2020	87887	Cintas Corp #729	592-549-767.000	30.89
01/20	01/22/2020	87887	Cintas Corp #729	101-268-802.000	15.54
01/20	01/22/2020	87887	Cintas Corp #729	592-554-802.000	45.45
01/20	01/22/2020	87887	Cintas Corp #729	204-481-767.000	60.04
01/20	01/22/2020	87887	Cintas Corp #729	582-588-767.000	60.25
01/20	01/22/2020	87887	Cintas Corp #729	592-560-767.000	30.89
01/20	01/22/2020	87887	Cintas Corp #729	592-549-767.000	30.89
01/20	01/22/2020	87888	Consumers Energy	592-558-920.000	117.44
01/20	01/22/2020	87888	Consumers Energy	592-558-920.000	205.95
01/20	01/22/2020	87888	Consumers Energy	592-558-920.000	169.53
01/20	01/22/2020	87888	Consumers Energy	592-558-920.000	240.72
01/20	01/22/2020	87888	Consumers Energy	592-558-920.000	145.06
01/20	01/22/2020	87888	Consumers Energy	592-558-920.000	202.80
01/20	01/22/2020	87888	Consumers Energy	592-558-920.000	121.98
01/20	01/22/2020	87888	Consumers Energy	592-558-920.000	436.89
01/20	01/22/2020	87888	Consumers Energy	202-475-920.000	96.28
01/20	01/22/2020	87888	Consumers Energy	592-558-920.000	684.98

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
01/20	01/22/2020	87889	COVEYOU SCENIC FARM MARKET	248-540-792.000	2,997.00
01/20	01/22/2020	87890	Decka Digital LLC	582-588-802.000	383.84
01/20	01/22/2020	87890	Decka Digital LLC	204-481-751.000	10.36
01/20	01/22/2020	87890	Decka Digital LLC	582-593-751.000	10.36
01/20	01/22/2020	87890	Decka Digital LLC	582-588-751.000	10.37
01/20	01/22/2020	87890	Decka Digital LLC	592-549-751.000	10.37
01/20	01/22/2020	87890	Decka Digital LLC	592-560-751.000	10.37
01/20	01/22/2020	87890	Decka Digital LLC	661-598-751.000	10.37
01/20	01/22/2020	87891	Derrer Oil Co.	661-598-759.000	2,546.06
01/20	01/22/2020	87892	Dunn's Business Solutions	101-268-775.000	85.54
01/20	01/22/2020	87893	EMMET AUTO	661-598-785.000	24.29
01/20	01/22/2020	87894	Emmet Co. Dept of Public Works	101-529-802.000	7,064.10
01/20	01/22/2020	87895	Emmet County Treasurer	703-040-222.219	196.80
01/20	01/22/2020	87895	Emmet County Treasurer	703-040-228.219	228.94
01/20	01/22/2020	87895	Emmet County Treasurer	703-040-222.219	38,944.18
01/20	01/22/2020	87895	Emmet County Treasurer	703-040-222.219	61,541.07
01/20	01/22/2020	87895	Emmet County Treasurer	703-040-233.000	39.74
01/20	01/22/2020	87895	Emmet County Treasurer	703-040-233.000	46.26
01/20	01/22/2020	87896	Englebrecht, Robert	101-257-802.100	3,750.00
01/20	01/22/2020	87897	Environmental Resource Assoc.	592-553-802.000	719.07
01/20	01/22/2020	87898	Five Star Screen Printing Plus	101-756-808.030	1,072.00
01/20	01/22/2020	87898	Five Star Screen Printing Plus	101-756-808.030	431.00
01/20	01/22/2020	87899	Gibby's Garage	582-590-802.000	136.00
01/20	01/22/2020	87899	Gibby's Garage	661-598-931.000	544.00
01/20	01/22/2020	87899	Gibby's Garage	661-598-932.000	340.00
01/20	01/22/2020	87899	Gibby's Garage	514-587-931.000	68.00
01/20	01/22/2020	87899	Gibby's Garage	582-593-930.000	102.00
01/20	01/22/2020	87899	Gibby's Garage	661-598-931.000	476.00
01/20	01/22/2020	87899	Gibby's Garage	661-598-932.000	748.00
01/20	01/22/2020	87899	Gibby's Garage	582-593-930.000	34.00
01/20	01/22/2020	87899	Gibby's Garage	661-598-931.000	952.00
01/20	01/22/2020	87899	Gibby's Garage	661-598-932.000	238.00
01/20	01/22/2020	87899	Gibby's Garage	661-598-932.000	272.00
01/20	01/22/2020	87899	Gibby's Garage	661-598-931.000	272.00
01/20	01/22/2020	87900	Ginop Sales Inc.	661-598-931.000	190.82
01/20	01/22/2020	87901	Great Lakes Energy	592-538-920.000	85.30
01/20	01/22/2020	87901	Great Lakes Energy	592-558-920.000	166.49
01/20	01/22/2020	87902	GREENWOOD CEMETERY BOARD	703-040-238.219	48,612.56
01/20	01/22/2020	87903	Heritage Fire Equipment	661-598-932.000	92.73
01/20	01/22/2020	87904	ICMA-ROTH	701-000-230.900	695.00
01/20	01/22/2020	87905	Integrity Business Solutions	514-587-775.000	28.32
01/20	01/22/2020	87905	Integrity Business Solutions	514-587-802.100	57.02
01/20	01/22/2020	87906	Jones & Jones Garage Door Service Inc.	582-593-930.000	850.00
01/20	01/22/2020	87907	Kanopy Inc	271-790-762.000	3,000.00
01/20	01/22/2020	87908	Keep It Real Social LLC	248-739-880.200	2,000.00
01/20	01/22/2020	87909	LexisNexis Risk Data Management Inc.	101-208-802.000	150.00
01/20	01/22/2020	87909	LexisNexis Risk Data Management Inc.	514-587-802.000	150.00
01/20	01/22/2020	87910	McLean & Eakin Booksellers	271-790-760.400	208.00
01/20	01/22/2020	87911	Meyer Ace Hardware	101-770-775.000	135.99
01/20	01/22/2020	87911	Meyer Ace Hardware	101-770-775.000	4.49
01/20	01/22/2020	87911	Meyer Ace Hardware	101-770-775.000	6.14
01/20	01/22/2020	87911	Meyer Ace Hardware	514-587-802.100	10.22
01/20	01/22/2020	87911	Meyer Ace Hardware	101-345-775.000	16.72
01/20	01/22/2020	87911	Meyer Ace Hardware	101-770-775.000	16.94
01/20	01/22/2020	87911	Meyer Ace Hardware	582-593-930.000	8.09
01/20	01/22/2020	87911	Meyer Ace Hardware	101-268-775.000	33.29

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01/20	01/22/2020	87911	Meyer Ace Hardware	582-593-930.000	8.09
01/20	01/22/2020	87911	Meyer Ace Hardware	592-546-775.000	6.29
01/20	01/22/2020	87911	Meyer Ace Hardware	101-770-775.000	14.52
01/20	01/22/2020	87911	Meyer Ace Hardware	101-770-775.000	19.78
01/20	01/22/2020	87911	Meyer Ace Hardware	514-587-775.000	5.03
01/20	01/22/2020	87911	Meyer Ace Hardware	101-770-775.000	2.37
01/20	01/22/2020	87911	Meyer Ace Hardware	514-587-775.000	21.55
01/20	01/22/2020	87911	Meyer Ace Hardware	101-268-775.000	10.79
01/20	01/22/2020	87911	Meyer Ace Hardware	101-770-775.000	58.93
01/20	01/22/2020	87911	Meyer Ace Hardware	101-773-775.000	125.99
01/20	01/22/2020	87911	Meyer Ace Hardware	661-598-931.000	25.18
01/20	01/22/2020	87911	Meyer Ace Hardware	101-345-775.000	21.58
01/20	01/22/2020	87912	Michigan Water Environment Assoc.	592-560-915.000	77.00
01/20	01/22/2020	87913	Nemec, Aaron	271-790-958.000	75.00
01/20	01/22/2020	87914	NORTHWEST HYDRAULICS &	661-598-931.000	826.37
01/20	01/22/2020	87915	PELCO	701-000-230.910	540.00
01/20	01/22/2020	87916	Peninsula Fiber Network LLC	271-790-850.000	133.80
01/20	01/22/2020	87916	Peninsula Fiber Network LLC	101-228-850.000	446.00
01/20	01/22/2020	87917	Performance Painting	592-554-802.000	2,868.00
01/20	01/22/2020	87918	Petoskey Public Schools	703-040-236.219	2,989.53
01/20	01/22/2020	87918	Petoskey Public Schools	703-040-237.219	35.47
01/20	01/22/2020	87918	Petoskey Public Schools	703-040-237.219	56.71
01/20	01/22/2020	87918	Petoskey Public Schools	703-040-237.219	25.58
01/20	01/22/2020	87918	Petoskey Public Schools	703-040-233.000	119.16
01/20	01/22/2020	87918	Petoskey Public Schools	703-040-233.000	7.17
01/20	01/22/2020	87918	Petoskey Public Schools	703-040-233.000	11.45
01/20	01/22/2020	87918	Petoskey Public Schools	703-040-233.000	5.16
01/20	01/22/2020	87919	Petoskey Regional Chamber	514-587-912.000	30.00
01/20	01/22/2020	87920	Petoskey Rotary Club	101-345-915.000	263.50
01/20	01/22/2020	87921	Power Line Supply	582-010-111.000	1,581.60
01/20	01/22/2020	87921	Power Line Supply	582-586-775.000	99.90
01/20	01/22/2020	87922	Quality First Aid & Safety Inc.	592-554-775.000	20.98
01/20	01/22/2020	87923	Range Telecommunications	204-481-850.000	64.40
01/20	01/22/2020	87923	Range Telecommunications	101-756-850.000	35.00
01/20	01/22/2020	87923	Range Telecommunications	582-593-850.000	75.00
01/20	01/22/2020	87923	Range Telecommunications	592-549-850.000	52.20
01/20	01/22/2020	87923	Range Telecommunications	592-560-850.000	52.20
01/20	01/22/2020	87923	Range Telecommunications	661-598-850.000	25.00
01/20	01/22/2020	87924	Rink Systems	101-770-775.000	658.27
01/20	01/22/2020	87925	Royal Tire	661-598-932.000	25.00
01/20	01/22/2020	87926	SiteOne Landscape Supply	101-770-775.000	110.94
01/20	01/22/2020	87926	SiteOne Landscape Supply	101-770-775.000	55.47-
01/20	01/22/2020	87927	Spectrum Business	101-172-850.000	125.66
01/20	01/22/2020	87927	Spectrum Business	101-201-850.000	67.03
01/20	01/22/2020	87927	Spectrum Business	101-208-850.000	41.90
01/20	01/22/2020	87927	Spectrum Business	101-257-850.000	41.90
01/20	01/22/2020	87927	Spectrum Business	101-215-850.000	33.52
01/20	01/22/2020	87927	Spectrum Business	101-345-850.000	92.17
01/20	01/22/2020	87927	Spectrum Business	101-400-850.000	41.90
01/20	01/22/2020	87927	Spectrum Business	101-441-850.000	75.41
01/20	01/22/2020	87927	Spectrum Business	101-756-850.000	50.27
01/20	01/22/2020	87927	Spectrum Business	204-481-850.000	25.14
01/20	01/22/2020	87927	Spectrum Business	204-481-850.000	25.14
01/20	01/22/2020	87927	Spectrum Business	582-588-850.000	83.79
01/20	01/22/2020	87927	Spectrum Business	582-593-850.000	33.52
01/20	01/22/2020	87927	Spectrum Business	592-549-850.000	50.27

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01/20	01/22/2020	87927	Spectrum Business	592-560-850.000	50.27
01/20	01/22/2020	87927	Spectrum Business	101-770-850.000	124.98
01/20	01/22/2020	87928	Spok	204-481-850.000	10.89
01/20	01/22/2020	87928	Spok	582-588-850.000	10.90
01/20	01/22/2020	87928	Spok	592-549-850.000	10.90
01/20	01/22/2020	87928	Spok	592-560-850.000	10.90
01/20	01/22/2020	87928	Spok	661-598-850.000	10.90
01/20	01/22/2020	87929	Staples Advantage	592-560-751.000	143.32
01/20	01/22/2020	87929	Staples Advantage	101-268-775.000	53.74
01/20	01/22/2020	87929	Staples Advantage	204-481-751.000	10.26
01/20	01/22/2020	87929	Staples Advantage	101-262-751.000	6.66
01/20	01/22/2020	87929	Staples Advantage	101-441-751.000	39.99
01/20	01/22/2020	87930	Stuart C Irby Co	582-010-111.000	1,442.50
01/20	01/22/2020	87931	SUNRISE ELECTRONICS & SECURITY	101-770-934.000	680.00
01/20	01/22/2020	87932	Tetra Tech Inc	592-549-802.000	507.50
01/20	01/22/2020	87932	Tetra Tech Inc	592-560-802.000	507.50
01/20	01/22/2020	87933	Thompson, William S.	514-587-802.100	760.97
01/20	01/22/2020	87934	Thru Glass Window Cleaning	514-587-802.100	25.00
01/20	01/22/2020	87934	Thru Glass Window Cleaning	514-587-802.100	25.00
01/20	01/22/2020	87935	Truck & Trailer Specialties	661-598-931.000	41.37
01/20	01/22/2020	87936	Up North Service LLC	514-587-802.000	6,429.64
01/20	01/22/2020	87937	Voss Lighting	582-590-775.000	88.50
01/20	01/22/2020	87937	Voss Lighting	582-590-775.000	624.90
01/20	01/22/2020	87938	Wagner, Brian	101-101-860.000	27.13
01/20	01/22/2020	87939	Civic Systems LLC	101-201-802.000	2,000.00
01/20	01/22/2020	87939	Civic Systems LLC	101-201-912.000	300.00
01/20	01/22/2020	87940	North Central Mich. College	703-040-235.219	85,615.07
01/20	01/22/2020	87940	North Central Mich. College	703-040-235.219	76,911.20
01/20	01/29/2020	87945	Alliance Entertainment	271-790-761.000	13.75
01/20	01/29/2020	87945	Alliance Entertainment	271-790-761.100	34.99
01/20	01/29/2020	87945	Alliance Entertainment	271-790-761.000	81.06
01/20	01/29/2020	87945	Alliance Entertainment	271-790-761.000	139.72
01/20	01/29/2020	87946	Amazon Credit Plan	271-790-751.000	122.61
01/20	01/29/2020	87946	Amazon Credit Plan	271-790-752.000	14.94
01/20	01/29/2020	87946	Amazon Credit Plan	271-790-970.000	30.00
01/20	01/29/2020	87946	Amazon Credit Plan	271-790-760.100	65.63
01/20	01/29/2020	87946	Amazon Credit Plan	271-790-760.000	388.17
01/20	01/29/2020	87947	AMERICAN LIBRARY ASSOC.	271-790-915.000	290.00
01/20	01/29/2020	87948	Axon Enterprises Inc.	101-345-985.000	8,036.78
01/20	01/29/2020	87949	Ballard's Plumbing & Heating	101-268-802.000	992.03
01/20	01/29/2020	87949	Ballard's Plumbing & Heating	271-790-930.000	660.00
01/20	01/29/2020	87949	Ballard's Plumbing & Heating	101-345-802.000	90.00
01/20	01/29/2020	87950	Beckett & Raeder Inc.	101-770-802.000	1,595.00
01/20	01/29/2020	87950	Beckett & Raeder Inc.	101-770-802.000	4,875.00
01/20	01/29/2020	87950	Beckett & Raeder Inc.	101-265-970.000	885.40
01/20	01/29/2020	87950	Beckett & Raeder Inc.	101-770-802.100	840.00
01/20	01/29/2020	87950	Beckett & Raeder Inc.	247-751-802.000	1,280.00
01/20	01/29/2020	87951	Benchmark Engineering Inc.	204-481-802.000	2,462.00
01/20	01/29/2020	87951	Benchmark Engineering Inc.	582-588-802.000	822.00
01/20	01/29/2020	87951	Benchmark Engineering Inc.	592-549-802.000	2,462.00
01/20	01/29/2020	87951	Benchmark Engineering Inc.	592-560-802.000	2,462.00
01/20	01/29/2020	87952	BERGER CHEVROLET	661-020-142.000	37,049.00
01/20	01/29/2020	87953	Border States Industries Inc.	582-592-775.000	554.75
01/20	01/29/2020	87954	Carson, Mark	101-756-808.030	60.00
01/20	01/29/2020	87955	CDW Government	271-790-986.000	70.50
01/20	01/29/2020	87956	Center Point Large Print	271-790-760.000	510.48

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01/20	01/29/2020	87956	Center Point Large Print	271-790-760.000	14.99
01/20	01/29/2020	87957	Dearborn Life Insurance Co	701-000-230.190	2,036.68
01/20	01/29/2020	87957	Dearborn Life Insurance Co	101-172-724.000	19.16
01/20	01/29/2020	87957	Dearborn Life Insurance Co	101-201-724.000	44.89
01/20	01/29/2020	87957	Dearborn Life Insurance Co	101-208-724.000	19.16
01/20	01/29/2020	87957	Dearborn Life Insurance Co	101-215-724.000	21.35
01/20	01/29/2020	87957	Dearborn Life Insurance Co	101-265-724.000	4.79
01/20	01/29/2020	87957	Dearborn Life Insurance Co	101-268-724.000	11.98
01/20	01/29/2020	87957	Dearborn Life Insurance Co	101-345-724.000	523.32
01/20	01/29/2020	87957	Dearborn Life Insurance Co	101-400-724.000	11.50
01/20	01/29/2020	87957	Dearborn Life Insurance Co	101-441-724.000	32.57
01/20	01/29/2020	87957	Dearborn Life Insurance Co	101-754-724.000	5.27
01/20	01/29/2020	87957	Dearborn Life Insurance Co	101-756-724.000	16.29
01/20	01/29/2020	87957	Dearborn Life Insurance Co	101-770-724.000	35.45
01/20	01/29/2020	87957	Dearborn Life Insurance Co	101-773-724.000	5.75
01/20	01/29/2020	87957	Dearborn Life Insurance Co	101-789-724.000	10.54
01/20	01/29/2020	87957	Dearborn Life Insurance Co	204-481-724.000	66.24
01/20	01/29/2020	87957	Dearborn Life Insurance Co	271-790-724.000	69.25
01/20	01/29/2020	87957	Dearborn Life Insurance Co	514-587-724.000	51.93
01/20	01/29/2020	87957	Dearborn Life Insurance Co	582-588-724.000	54.13
01/20	01/29/2020	87957	Dearborn Life Insurance Co	592-549-724.000	59.67
01/20	01/29/2020	87957	Dearborn Life Insurance Co	592-560-724.000	19.16
01/20	01/29/2020	87958	Dell Marketing L.P.	514-587-970.000	712.77
01/20	01/29/2020	87958	Dell Marketing L.P.	514-587-970.000	449.97-
01/20	01/29/2020	87959	Delta Dental	101-172-724.000	49.97
01/20	01/29/2020	87959	Delta Dental	101-201-724.000	220.01
01/20	01/29/2020	87959	Delta Dental	101-208-724.000	40.77
01/20	01/29/2020	87959	Delta Dental	101-215-724.000	1.58
01/20	01/29/2020	87959	Delta Dental	101-265-724.000	23.81
01/20	01/29/2020	87959	Delta Dental	101-268-724.000	47.86
01/20	01/29/2020	87959	Delta Dental	101-345-724.000	882.41
01/20	01/29/2020	87959	Delta Dental	101-400-724.000	31.86
01/20	01/29/2020	87959	Delta Dental	101-441-724.000	176.68
01/20	01/29/2020	87959	Delta Dental	101-754-724.000	24.88
01/20	01/29/2020	87959	Delta Dental	101-756-724.000	74.37
01/20	01/29/2020	87959	Delta Dental	101-770-724.000	122.90
01/20	01/29/2020	87959	Delta Dental	101-773-724.000	16.00
01/20	01/29/2020	87959	Delta Dental	101-789-724.000	32.03
01/20	01/29/2020	87959	Delta Dental	204-481-724.000	131.51
01/20	01/29/2020	87959	Delta Dental	271-790-724.000	222.79
01/20	01/29/2020	87959	Delta Dental	514-587-724.000	37.10
01/20	01/29/2020	87959	Delta Dental	582-588-724.000	231.49
01/20	01/29/2020	87959	Delta Dental	592-549-724.000	239.98
01/20	01/29/2020	87959	Delta Dental	592-560-724.000	75.01
01/20	01/29/2020	87959	Delta Dental	701-000-230.110	1,476.12
01/20	01/29/2020	87959	Delta Dental	101-345-724.000	.01-
01/20	01/29/2020	87960	Derrerr Oil Co.	661-598-759.000	3,709.95
01/20	01/29/2020	87961	DTE Energy	592-538-920.000	67.45
01/20	01/29/2020	87961	DTE Energy	101-265-924.000	907.94
01/20	01/29/2020	87961	DTE Energy	582-593-924.000	2,201.93
01/20	01/29/2020	87961	DTE Energy	101-773-924.000	37.48
01/20	01/29/2020	87961	DTE Energy	101-265-924.000	212.09
01/20	01/29/2020	87961	DTE Energy	592-538-920.000	114.36
01/20	01/29/2020	87961	DTE Energy	271-790-924.000	1,450.71
01/20	01/29/2020	87961	DTE Energy	101-268-924.000	1,746.50
01/20	01/29/2020	87961	DTE Energy	101-770-924.000	399.10

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01/20	01/29/2020	87961	DTE Energy	514-587-802.100	171.05
01/20	01/29/2020	87961	DTE Energy	592-538-920.000	234.25
01/20	01/29/2020	87961	DTE Energy	101-345-920.000	1,469.59
01/20	01/29/2020	87961	DTE Energy	592-551-920.000	4,066.66
01/20	01/29/2020	87961	DTE Energy	592-551-920.000	2,620.88
01/20	01/29/2020	87961	DTE Energy	271-790-924.000	517.02
01/20	01/29/2020	87961	DTE Energy	592-555-920.000	42.17
01/20	01/29/2020	87961	DTE Energy	101-345-920.100	1,217.45
01/20	01/29/2020	87961	DTE Energy	592-558-920.000	37.48
01/20	01/29/2020	87961	DTE Energy	592-538-920.000	79.18
01/20	01/29/2020	87962	Dunn's Business Solutions	101-268-775.000	52.55
01/20	01/29/2020	87963	EMERGENCY MEDICAL PRODUCTS	101-345-775.000	63.77
01/20	01/29/2020	87964	Fastenal Company	661-598-931.000	172.00
01/20	01/29/2020	87965	Firman Irrigation & Landscape Lighting	101-770-802.100	1,400.00
01/20	01/29/2020	87966	Fought, Chris	101-756-808.030	120.00
01/20	01/29/2020	87967	FRITZ, KARL	101-345-783.000	17.36
01/20	01/29/2020	87968	Front Line Services Inc.	101-345-985.000	879.95
01/20	01/29/2020	87969	Gale/Cengage Learning	271-790-760.000	185.53
01/20	01/29/2020	87970	Goedge, Megan	271-790-880.000	200.00
01/20	01/29/2020	87971	Gordon Food Service	101-770-771.000	89.34
01/20	01/29/2020	87971	Gordon Food Service	101-770-771.000	101.14
01/20	01/29/2020	87971	Gordon Food Service	101-770-771.000	49.39
01/20	01/29/2020	87971	Gordon Food Service	101-770-771.000	191.36
01/20	01/29/2020	87971	Gordon Food Service	101-770-771.000	292.42
01/20	01/29/2020	87971	Gordon Food Service	101-770-771.000	63.48
01/20	01/29/2020	87971	Gordon Food Service	101-770-771.000	126.42
01/20	01/29/2020	87972	Great Lakes Energy	101-345-920.100	426.69
01/20	01/29/2020	87972	Great Lakes Energy	592-538-920.000	400.45
01/20	01/29/2020	87972	Great Lakes Energy	592-558-920.000	131.13
01/20	01/29/2020	87973	GRP Engineering Inc.	582-588-802.000	4,272.00
01/20	01/29/2020	87973	GRP Engineering Inc.	582-588-802.000	232.50
01/20	01/29/2020	87974	Heidemann, Anne	271-790-912.000	100.00
01/20	01/29/2020	87975	John E. Green Co.	271-790-930.000	270.90
01/20	01/29/2020	87975	John E. Green Co.	271-790-930.000	1,500.00
01/20	01/29/2020	87976	Johnson, Amber	271-790-912.000	300.00
01/20	01/29/2020	87977	Kendall Electric Inc.	592-558-775.000	146.19
01/20	01/29/2020	87978	Malec, Steve	101-756-808.030	80.00
01/20	01/29/2020	87979	Meyer Ace Hardware	514-587-775.000	9.67
01/20	01/29/2020	87979	Meyer Ace Hardware	514-587-775.000	4.50
01/20	01/29/2020	87979	Meyer Ace Hardware	514-587-802.100	15.28
01/20	01/29/2020	87979	Meyer Ace Hardware	514-587-802.100	16.17
01/20	01/29/2020	87979	Meyer Ace Hardware	514-587-775.000	23.31
01/20	01/29/2020	87979	Meyer Ace Hardware	514-587-775.000	14.91
01/20	01/29/2020	87980	MEYERSON, VALERIE	271-790-912.000	453.21
01/20	01/29/2020	87981	Michigan Association of Mayors	101-101-915.000	85.00
01/20	01/29/2020	87982	MICHIGAN CAT	592-558-802.000	337.00
01/20	01/29/2020	87982	MICHIGAN CAT	592-537-802.000	337.00
01/20	01/29/2020	87982	MICHIGAN CAT	592-542-802.000	337.00
01/20	01/29/2020	87983	Michigan Officeways Inc.	101-201-751.000	13.69
01/20	01/29/2020	87983	Michigan Officeways Inc.	271-790-751.000	140.21
01/20	01/29/2020	87984	Michigan.com	271-790-760.400	336.03
01/20	01/29/2020	87985	Miller, Greg	101-756-808.030	120.00
01/20	01/29/2020	87986	North Central Laboratories	592-553-775.000	3,358.50
01/20	01/29/2020	87987	North Country IT	271-790-931.000	386.00
01/20	01/29/2020	87988	Northern Tool & Equipment	101-770-775.000	39.99
01/20	01/29/2020	87989	On Duty Gear LLC	101-345-775.000	129.95

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01/20	01/29/2020	87989	On Duty Gear LLC	101-345-775.000	231.89
01/20	01/29/2020	87990	ORIENTAL TRADING COMPANY	271-790-958.000	55.34
01/20	01/29/2020	87991	OTIS ELEVATOR COMPANY	101-268-802.000	3,268.22
01/20	01/29/2020	87992	Overdrive Inc.	271-790-762.000	39.47
01/20	01/29/2020	87992	Overdrive Inc.	271-790-762.000	500.00
01/20	01/29/2020	87993	Power Line Supply	582-588-785.000	360.00
01/20	01/29/2020	87993	Power Line Supply	582-010-111.000	856.00
01/20	01/29/2020	87994	SiteOne Landscape Supply	101-770-970.000	7,544.75
01/20	01/29/2020	87995	Smith, Daniel	101-345-775.000	23.30
01/20	01/29/2020	87996	Smith, Edward J	101-756-808.030	120.00
01/20	01/29/2020	87997	Solutions Electric Inc.	271-790-930.000	1,289.89
01/20	01/29/2020	87997	Solutions Electric Inc.	271-790-930.000	154.30
01/20	01/29/2020	87997	Solutions Electric Inc.	271-790-930.000	1,475.51
01/20	01/29/2020	87998	Spectrum Business	101-345-850.000	61.60
01/20	01/29/2020	87998	Spectrum Business	514-587-802.100	120.26
01/20	01/29/2020	87998	Spectrum Business	101-789-850.000	13.22
01/20	01/29/2020	87998	Spectrum Business	101-345-850.100	173.60
01/20	01/29/2020	87998	Spectrum Business	101-770-850.000	104.98
01/20	01/29/2020	87998	Spectrum Business	101-770-850.000	40.33
01/20	01/29/2020	87998	Spectrum Business	582-588-850.000	94.99
01/20	01/29/2020	87999	STATE OF MICHIGAN DEPT OF TRANSP	592-020-342.000	17,555.11
01/20	01/29/2020	87999	STATE OF MICHIGAN DEPT OF TRANSP	592-025-343.000	2,593.75
01/20	01/29/2020	87999	STATE OF MICHIGAN DEPT OF TRANSP	582-020-360.000	14,792.87
01/20	01/29/2020	87999	STATE OF MICHIGAN DEPT OF TRANSP	202-451-802.000	5,283.25
01/20	01/29/2020	88000	Tetra Tech Inc	101-526-801.000	26.13
01/20	01/29/2020	88001	Tompkins, John	101-756-808.030	120.00
01/20	01/29/2020	88002	Tripp's Painting Inc.	271-790-930.000	1,770.00
01/20	01/29/2020	88003	Trophy Case, The	101-345-775.000	60.00
01/20	01/29/2020	88004	Valley City Linen	271-790-752.000	25.00
01/20	01/29/2020	88004	Valley City Linen	271-790-752.000	25.00
01/20	01/29/2020	88004	Valley City Linen	271-790-752.000	25.00
01/20	01/29/2020	88004	Valley City Linen	271-790-752.000	25.00
01/20	01/29/2020	88005	Van's Business Machines	271-790-751.000	88.23
01/20	01/29/2020	88005	Van's Business Machines	271-790-751.000	156.24
01/20	01/29/2020	88005	Van's Business Machines	271-790-751.000	145.50
01/20	01/29/2020	88006	VSP	101-172-724.000	26.88
01/20	01/29/2020	88006	VSP	101-201-724.000	95.76
01/20	01/29/2020	88006	VSP	101-208-724.000	19.88
01/20	01/29/2020	88006	VSP	101-215-724.000	39.76
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Grand Totals:					947,969.69

Report Criteria:

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Grand Totals:				<u><u>2,303.72</u></u>



City of Petoskey

Agenda Memo

BOARD: City Council

MEETING DATE: February 3, 2020

PREPARED: January 28, 2020

AGENDA SUBJECT: Darling Lot Conceptual Plan Presentation

RECOMMENDATION: That City Council hear presentation and provide direction

Background At its March 4, 2019 meeting, City Council authorized staff to engage with the Michigan Municipal League (MML) for pre-development assistance funding provided by the Michigan Economic Development Corporation (MEDC) to develop conceptual plans for the Darling Lot. The Mission North team was engaged by MML to develop three concepts after seeking stakeholder input. This input was gathered through workshops held June 6 and an on-line survey.

The three concepts were presented to City Council on August 5 and August 19 to finalize which concept would be more fully analyzed with schematic elevations, market study and development pro-forma.

City Council chose Concept #3 (Identified as the Walker study upside down) that included under-building structured parking, residential and commercial uses.

Discussion The concept materials were sent to Council on January 22 along with the Walker Parking Study of the lot. The concept materials were developed to provide further information on how the Darling Lot could be redeveloped to include structured parking, housing, and a small amount of commercial space within the Zoning Ordinance height limit of 3 stories, 40 feet. The concept includes:

- 32 apartments ranging in size from 550 to 780 square feet;
- 20 residential condominiums;
- Two levels of multi-purpose parking, starting at the Petoskey Street grade and extending one floor down, for an estimated 145 underground parking spaces plus 27 surface spaces to remain in the alley (there are currently a total of 130 in both the lot and alley); and
- 5,725 square feet of commercial space fronting the Downtown Greenway.

The building elevations also indicate the use of green walls, and the pro-forma includes costs for a 5,000 square foot roof-mounted solar array. The estimated cost is \$17.8 Million.

Please bring all previously sent materials to the meeting.

Action Rob Bacigalupi of the Mission North team will present the concept at the February 3 regular meeting. Staff is looking for direction from City Council whether they wish to explore modifications to the concept or whether they want to move forward with releasing a request for qualifications to development teams.

at

Market Analysis

Darling Parking Lot, Petoskey, Michigan



Prepared for:



Market Study Draft

By:



October 23, 2019

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Introduction

The purpose of this report is to provide a picture of the development potential of a publicly owned property located in downtown Petoskey. The property is owned by the City of Petoskey, who wishes to sell it for redevelopment. The property is located at the northeast corner of Petoskey and Michigan Streets in downtown Petoskey. The purpose of this report is to provide an assessment of the real estate market and the viability of certain uses at the site.

The vision for the site is to enhance downtown with structured parking, residential, and possible commercial uses, with green infrastructure utilized to the greatest extent possible. This vision was developed based on public and stakeholder engagement that took place in June and July of 2019. A report of this input is included in the appendices. The basic concept of mixed use on top of underground parking was approved by the Petoskey City Council on August 19, 2019, and was further refined by the consultant team. This report was prepared in conjunction with a draft development pro forma, and a draft request for developer qualifications by Mission North, LLC, with assistance from Parallel Solutions, LLC, and IDF.

The Site

Petoskey's Darling Parking Lot sits at the northeast corner of Petoskey and Michigan Streets in downtown Petoskey. The site is one block south of Mitchell Street, the location of one of Petoskey's main shopping blocks. The property and its proximity to shopping and dining, is shown in **Figure 1**. Its accessibility to downtown Petoskey's shops, restaurants and services give it a walk score of 82, making it very desirable for both retail and residential uses.

The .87-acre property extends from Michigan Street north to the parallel mid block alley. The proposed development would retain the perpendicular surface parking along the alley. **Figure 2** shows how alley parking would be preserved leaving approximately .74 acres for development. This market study is associated with a development proposal that includes 32 apartments, 20 residential condominiums, and 5,725 square feet of ground level commercial space.

Downtown Petoskey generally slopes downward from southeast to northwest. The site sits above neighboring land between it and Little Traverse Bay affording the site views of the bay. The site itself slopes from its southeast corner to its northwest corner along Petoskey Street. According to a survey included in a report created by Walker Parking Consultants in 2017, the high point along Michigan Street sits at about 670 feet above sea level whereas the lowest point along Petoskey Street and the west end of the alley is at approximately 659 feet above sea level. Little Traverse Bay has a mean elevation of 580 feet, giving even the low point of the site a nearly 80 foot perch above the bay creating opportunities for views.

Besides sitting just south of Mitchell Street and its strong retail environment, the site is located across Petoskey Street from residences and across Michigan Street from a dry cleaner and Citizens Bank. Coldwell Banker Schmidt Realtors have an office just east of the Darling Lot. **Figures 3, 4, 5 and 6** below provide perspectives of the site.

Figure 1 - Site's location In relation to downtown shopping



Figure 2 - Site components



Figure 3

Looking northwest toward the site showing commercial buildings across the alley on the right.



Figure 4

Looking southwest toward the site with showing a dry cleaner and bank across Michigan Street and residential structures across Petoskey Street to the right.



Figure 5

Darling Parking Lot looking
down Petoskey Street
toward Little Traverse Bay



Figure 6

Darling Lot from southeast
corner looking northwest



Executive Summary

This report contains the following key findings:

- The population for the primary market area has stayed flat in the last decade, however incomes and jobs have recovered well from the Great Recession.
- The region's population is aging at a rapid pace, and has a higher education level than the state and national average.
- Age cohorts in the 55 to 84 range will see the most increase through 2023.
- Unemployment in the market area was well below that of the state and nation through 2017.
- Petoskey's economy is broad-based and is centered on health care, retail trade, accommodation and food services, and manufacturing sectors, and benefits from robust tourism and second homes.
- Recent investments in the health care, culture, manufacturing, and other sectors, totaling nearly \$200 million, speaks to an economy in a growth posture.
- Within the 49770 zip code, businesses pay out \$341,398,000 in payroll annually.
- The study focussed on a target market for the subject property with household incomes between \$35,000 and \$99,999.
- The Petoskey market is adding new housing stock at a very slow rate, and accordingly housing types that have come more into favor, such as urban flats, are lacking.
- Home sale pace within the City of Petoskey was nearly \$2,000,000 per month in the past year.
- The average home price per foot was \$138.40, and the highest per foot sales were mostly in and around downtown Petoskey.
- A survey of apartments in the Petoskey area resulted in 1,072 units with extremely low vacancy rates.
- Rents for one bedroom units in the market are supportable in the \$946 to \$1,071 range and rents for two bedroom units can be supported between \$1,132 and \$1,160.
- Adding 32 apartment units, as is proposed at the subject property, results in a 22% capture rate and 1.2% penetration rate.
- According to an ESRI Retail MarketPlace Profile, other general merchandise stores, vending machine operators, and special food services are underserved retail categories near the subject site.

Market Characteristics

The site is located in Petoskey, Michigan in its historic downtown. Petoskey is located on Little Traverse Bay, an arm of Lake Michigan, across from Harbor Springs. The Little Traverse Bay area has a long history as a resort destination for travelers from downstate Michigan, Ohio, Illinois and other Midwestern states.

The area's attraction is a product of its historic towns and resorts, and from its location on scenic Little Traverse Bay. Downtown Petoskey, Harbor Springs as well as the Bay View community just east of Petoskey, attract visitors for shopping, dining and enjoying historic charm and architecture. Blue Little Traverse Bay and the hills that surround it provide a backdrop for these historic places.

The Petoskey area is easily accessed by highways and air. US-131 extends up from I-80 in Indiana, through Kalamazoo, Grand Rapids and Big Rapids, ending in Petoskey. US-31 roughly follows the state's Lake Michigan shoreline connecting Petoskey with Traverse City to the south, and with Mackinaw City and Interstate 75 to the north. Pellston Regional Airport is located 27 miles north of Petoskey on US-31. The airport offers commercial air service through Delta Airlines and its affiliates.

The Petoskey area has a well regarded K-12 public school system as well as a catholic school system that offers classes through eighth grade. The area is served by North Central Michigan College with enrollment of 2,300 students. This community college offers programs in health sciences, business, criminal justice, environmental sciences, and information technology.

The site's proximity to the center of downtown Petoskey makes it a very attractive housing location, given downtown's broad range of shopping and services, its walkability, and its access to recreation. There is plentiful single family housing in the neighborhoods fronting downtown Petoskey on the east, south and west, but housing in the heart of downtown is limited in number and variety of housing type.

For the purposes of this study, a target market of renters was identified based on likely rents needed to sustain the project, and rents that the market would support. The target market is defined by small households with incomes of \$35,000 up to \$100,000. This segment captures a broad cross-section of professionals in various industries including education, government, manufacturing, banking, and even some service workers. The segment would also include retirees who are looking to simplify and enjoy downtown living.

again because as households increase in size, they are more inclined toward housing options other than urban rentals.

Market Area Delineation

A primary market areas has been identified for the purpose of this analysis. The market area includes municipalities mostly within a 15 minute driving distance of the subject site. This Primary Market Area, or PMA, includes the City of Petoskey, Resort Township, Bear Creek Township, Little Traverse Township and the City of Harbor Springs. The PMA is shown in **Figure 7** below.

This study also looks at payroll data for the 49770 zip code. The zip code's geography encompasses the City of Petoskey, most of Bear Creek Township, and Resort Township. The 49770 zip code is shown in **Figure 8**.

In order to assess potential for retail space at the subject site, an ESRI Retail MarketPlace Profile was obtained. The profile looks at retail leakage and surplus for an area within a .5 mile radius, a two mile radius, and a five mile radius. A map showing these areas is included in the appendices.

Figure 7 - Primary Market Area

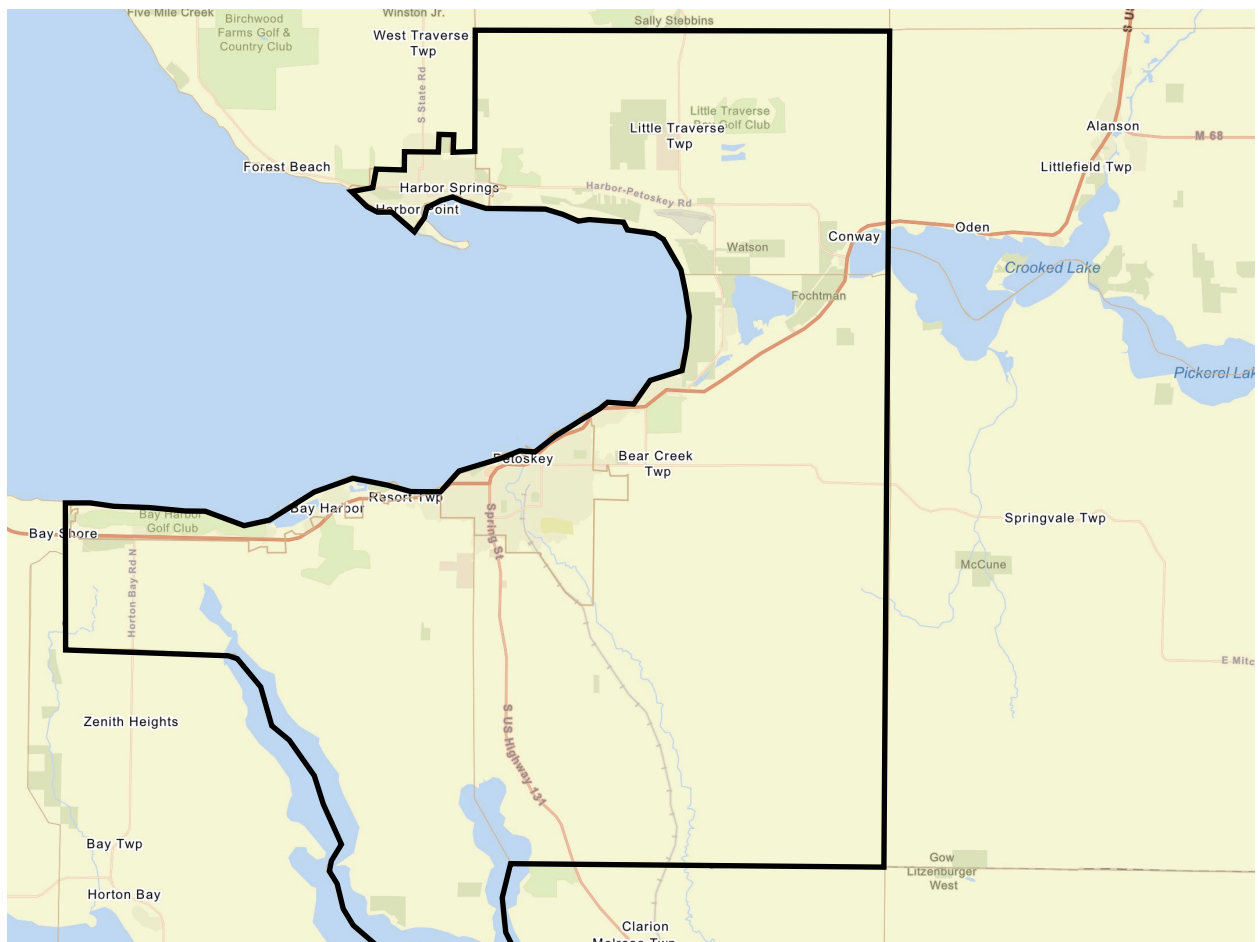
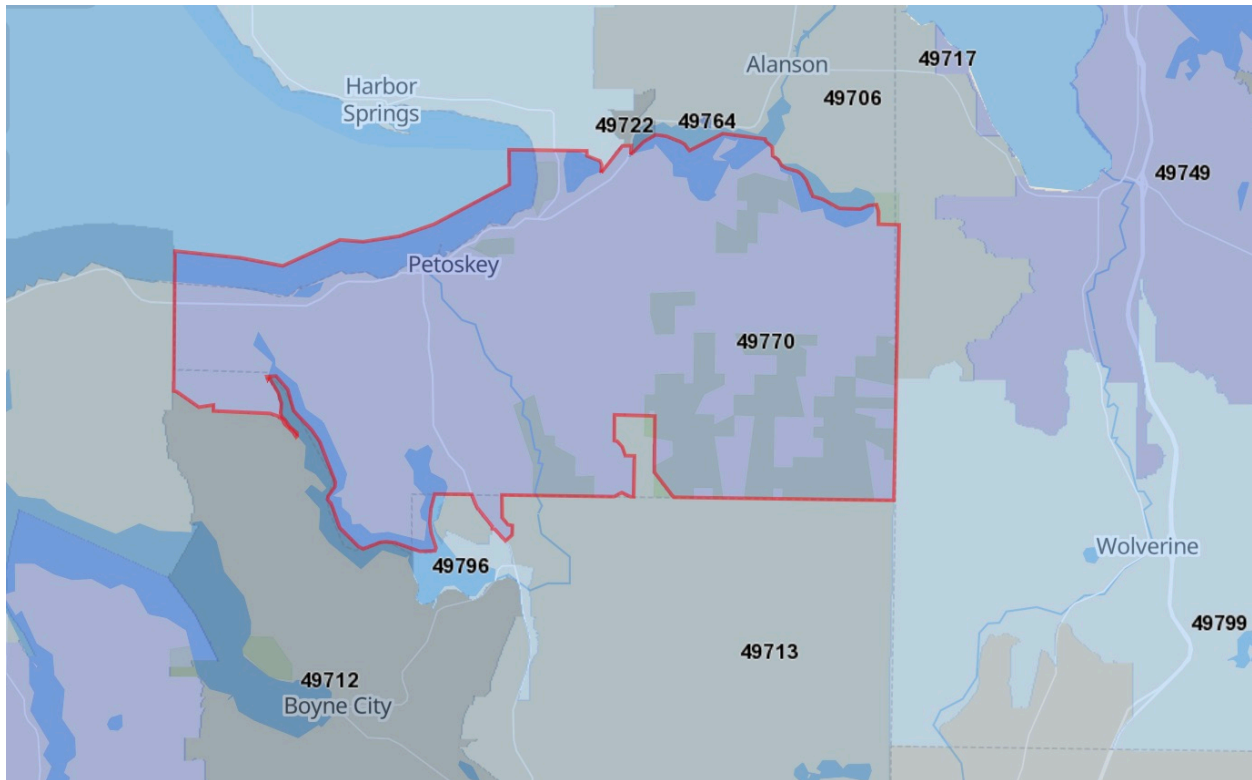


Figure 8 - 49770 Zip Code



Demographic and Employment Characteristics

GENERAL DEMOGRAPHICS

The City of Petoskey, where the subject site is located, is the largest city in Emmet County, Michigan. Petoskey has a population of around 5,700. The primary market area, which adds in Petoskey's suburbs and Harbor Springs, contains just over 18,000 residents. The PMA's median household income sits at \$51,804, fairly close to the State's \$52,668. Higher incomes are concentrated in Little Traverse Township east of Harbor Springs and Bear Creek Township west of Petoskey. Petoskey and its primary market area have a higher high school education attainment level than that of Michigan and the country's. These metrics along with average household size are compared on **Table 1**.

Table 1 - Selected Demographic Comparisons

	Petoskey	PMA	Michigan	USA
Population	5,696	18,048	9,925,568	321,004,407
Median Household Income	\$37,639	\$51,804	\$52,668	\$57,652
Median Age	44.7	44.4	39.6	37.8
Education: % High School or Higher	95.3%	95.6%	90.2%	87.3%
Average Household Size - owner occupied unit	2.03	2.32	2.57	2.70
Average Household Size - renter occupied unit	1.57	1.87	2.30	2.52

Source: 2017 American Community Survey

POPULATION, INCOME AND AGE TRENDS

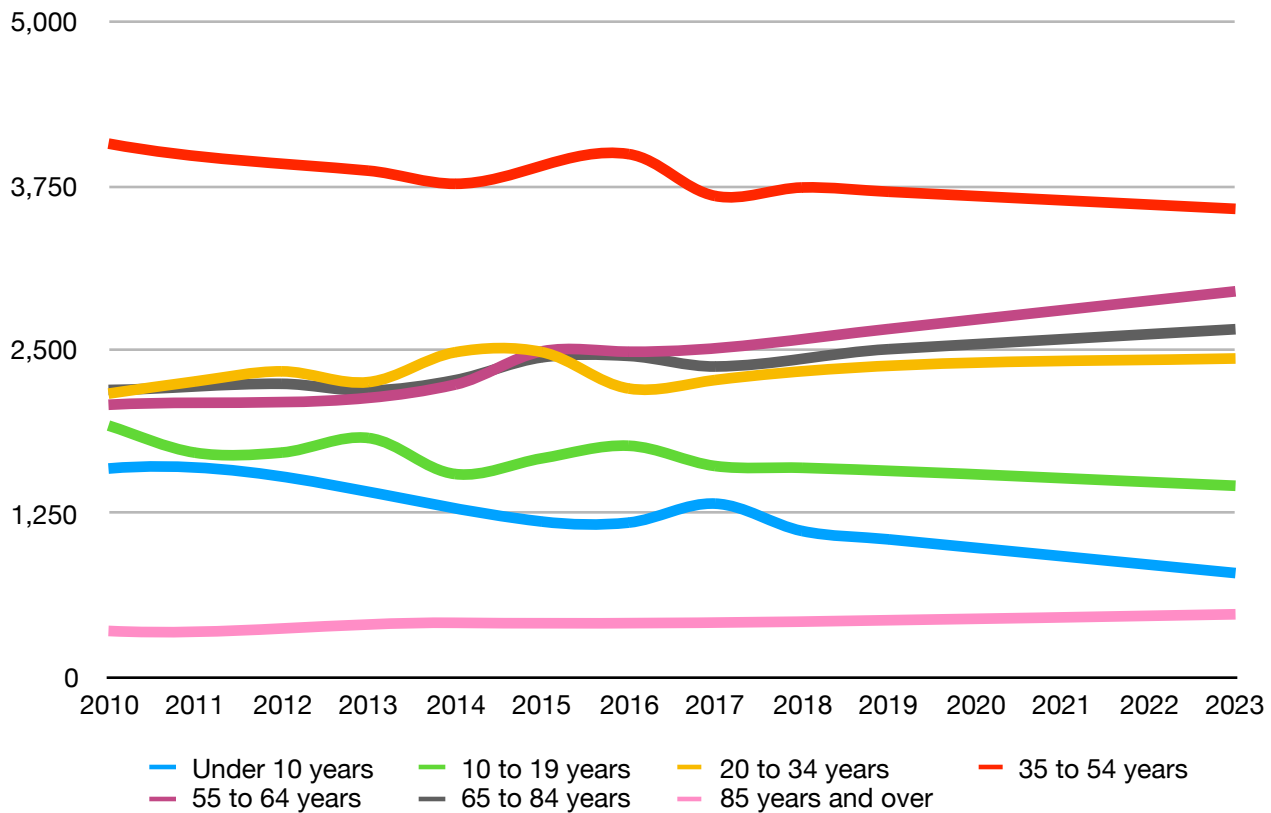
During the current decade, the PMA's population growth was stagnant whereas household income grew by a very modest 2.4%. The PMA's population aged faster than Michigan's and the country's. Historical age segment trends point to the 55-64 and 65-84 cohorts seeing the largest gains through 2023, whereas the under 10, and 11 to 19 cohorts should decline. **Figure 9** illustrates these trends.

Table 2 - Population, Income and Age Growth 2010 to 2017

	Petoskey	PMA	Emmet County	Michigan	USA
Population	-1.71%	-0.10%	0.50%	-0.27%	5.61%
Median HI	-1.97%	2.40%	4.50%	8.75%	11.05%
Median Age	12.88%	7.10%	7.40%	3.94%	2.44%

Source: American Community Survey

Figure 9 - PMA Historical and Projected Age Cohorts



Source: 2017 American Community Survey, Mission North, LLC

Table 3 - Migration to Emmet Cty. 2013-17

Source County	State	In-Migration
Antrim County	Michigan	72
Hamilton County	Indiana	67
Renville County	Minnesota	51
Saginaw County	Michigan	42
Bernalillo County	New Mexico	40
Washoe County	Nevada	34
Gogebic County	Michigan	29
Fayette County	Kentucky	27
Broward County	Florida	26
Livingston County	Michigan	26
Iosco County	Michigan	25
Eaton County	Michigan	24
Presque Isle County	Michigan	23
Oakland County	Michigan	22
Hendricks County	Indiana	20

Source: American Community Survey

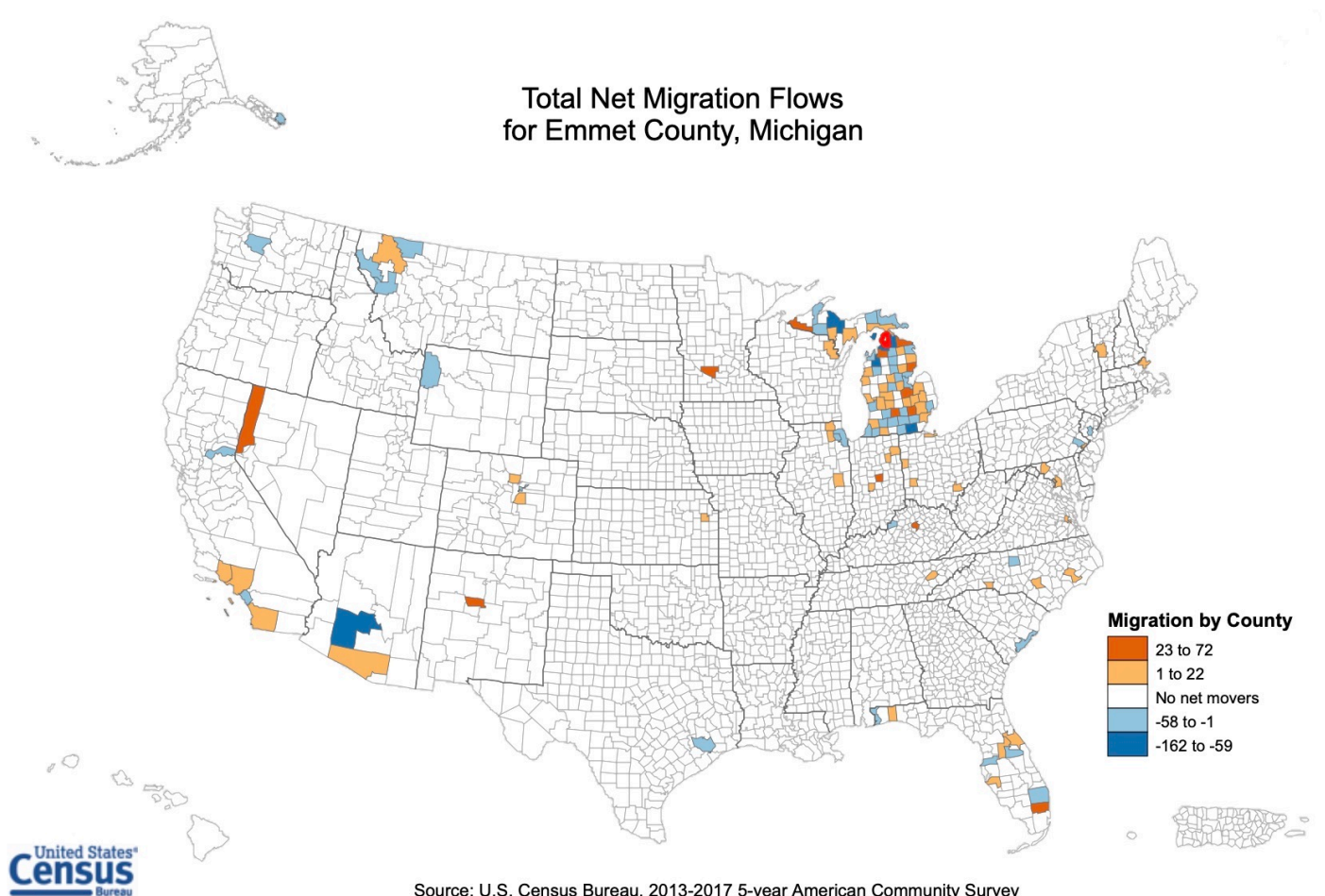
Table 4 - Migration from Emmet Cty. 2013-17

Re County	State	Out-Migration
Charlevoix County	Michigan	162
Maricopa County	Arizona	89
Cheboygan County	Michigan	85
Lenawee County	Michigan	83
Marquette County	Michigan	70
Grand Traverse Cty.	Michigan	59
Berrien County	Michigan	40
King County	Washington	36
Harris County	Texas	34
Isabella County	Michigan	32
Palm Beach County	Florida	30
Leelanau County	Michigan	29
Kalamazoo County	Michigan	28
Glacier County	Montana	26
Orange County	California	24
Jefferson County	Kentucky	24
Calhoun County	Michigan	24
Somerset County	New Jersey	23
Luce County	Michigan	22

Source: American Community Survey

MIGRATION CHARACTERISTICS

US Census migration data shows that Emmet County is the recipient of US movers from other counties in northern Michigan, as well as southern Michigan and central Indiana. **Table 3** shows the source counties that supplied more than 20 movers between 2013 and 2017. **Table 4** shows counties where over 20 Emmet County residents moved to in that same time period. **Figure 10,**



obtained from the US Census Service, shows county to county migration for the whole country.

Figure 10 - Net Migration Map for Emmet County

HOUSEHOLD INCOME DETAIL

Looking deeper into household income, **Table 5** provides counts for households in eleven income levels. The data is broken down between owner-occupied and renter-occupied units. Unsurprisingly, owner-occupied housing units see more high level household incomes than renter-occupied ones.

Focussing on the target market, there are 1,597 renter households in the \$35,000 to \$99,999 income range. **Table 10** looks at these figures in more detail in order to calculate demand for the proposed project.

Table 5 - PMA Household Income

	Occupied Housing Units	Percent	Owner- Occupied Housing Units	Percent	Renter-Occupied Housing Units	Percent
Less than \$5,000	229	2.8%	118	2.2%	111	4.0%
\$5,000 to \$9,999	228	2.8%	63	1.2%	165	6.0%
\$10,000 to \$14,999	401	4.9%	206	3.8%	195	7.1%
\$15,000 to \$19,999	367	4.5%	148	2.7%	219	8.0%
\$20,000 to \$24,000	482	5.9%	168	3.1%	314	11.5%
\$25,000 to \$34,999	1,095	13.4%	531	9.8%	564	20.6%
\$35,000 to \$49,999	1,187	14.5%	690	12.7%	497	18.1%
\$50,000 to \$74,999	1,668	20.4%	1,304	24.1%	364	13.3%
\$75,000 to \$99,999	921	11.3%	749	13.8%	172	6.3%
\$100,000 to \$149,000	861	10.5%	740	13.7%	121	4.4%
\$150,000 or more	723	8.9%	703	13.0%	20	0.7%
	8,162	100.0%	5,420	100.0%	2,742	100.0%

Source: American Community Survey

Economy and Employment

ECONOMY

Petoskey's position as the center of the Little Traverse region helps give it a broad economy rooted in health care, retail trade, accommodation and food services, and manufacturing. The area's largest employers include McLaren Northern Michigan Hospital, Little Traverse Bay Bands, Bay Harbor Company, Moeller Aerospace Technology, and Circuit Controls Corporation.

Recent expansions and investments include:

- In 2019, McLaren Northern Michigan Hospital completed the second phase of an approximately \$150 million expansion that adds 92 new private patient rooms, 12 observational beds, a new operating room and lobby improvements.
- OHM Advisors, a Midwestern architectural, engineering and planning firm, opened a new office in downtown Petoskey in 2018 housing approximately 21 employees.
- In 2018, the 527-seat, \$25 million Great Lakes Center for the Arts opened at Bay Harbor, bringing a new level of live performances to the region.
- In 2017 Yazaki expanded its Petoskey Circuit Control operation, adding 22,000 square feet and more jobs.
- In the past three years, new eateries have opened or expanded in downtown Petoskey including Beard's Brewery, and the Back Lot food truck court.
- The Petoskey Area Visitors Bureau (PAVB), which serves Petoskey, Harbor Springs, Alanson, Bay Harbor, Boyne Falls and Boyne City, estimates that in 2017 1.4 million visitors spent about \$55 million on lodging alone.
- The PABV also reports that between 2014 and 2018, room revenue was up in every month with the months of June, July and August up 24%, 32% and 12% respectively.

EMPLOYMENT

The area's employment, as measured in the 49770 zip code shown in **Figure 8** above, stood at nearly 9,900 in 2016. Payroll per employee is about 72% that of Michigan's and 68% of the country's. **Table 6** shows this comparison in detail.

The primary market area's employment is balanced with the largest proportion of workers categorized as management, representing nearly 39% of area workers. Sales and office, and service are the second and third largest categories with 22.5% and 22% respectively. **Table 7** details this data and compares the PMA with Petoskey and Emmet County.

Table 6 - 2016 Employment

Place	Businesses	Employees	Payroll (\$1,000)	Payroll/Employee
USA	7,757,807	126,752,238	\$6,435,142,055	\$50,769
Michigan	220,412	3,805,578	\$183,192,569	\$48,138
Zip Code	Businesses	Employees	Payroll (\$1,000)	Payroll/Employee
49770	665	9,878	\$341,398	\$34,561

Source: 2016 Economic Census

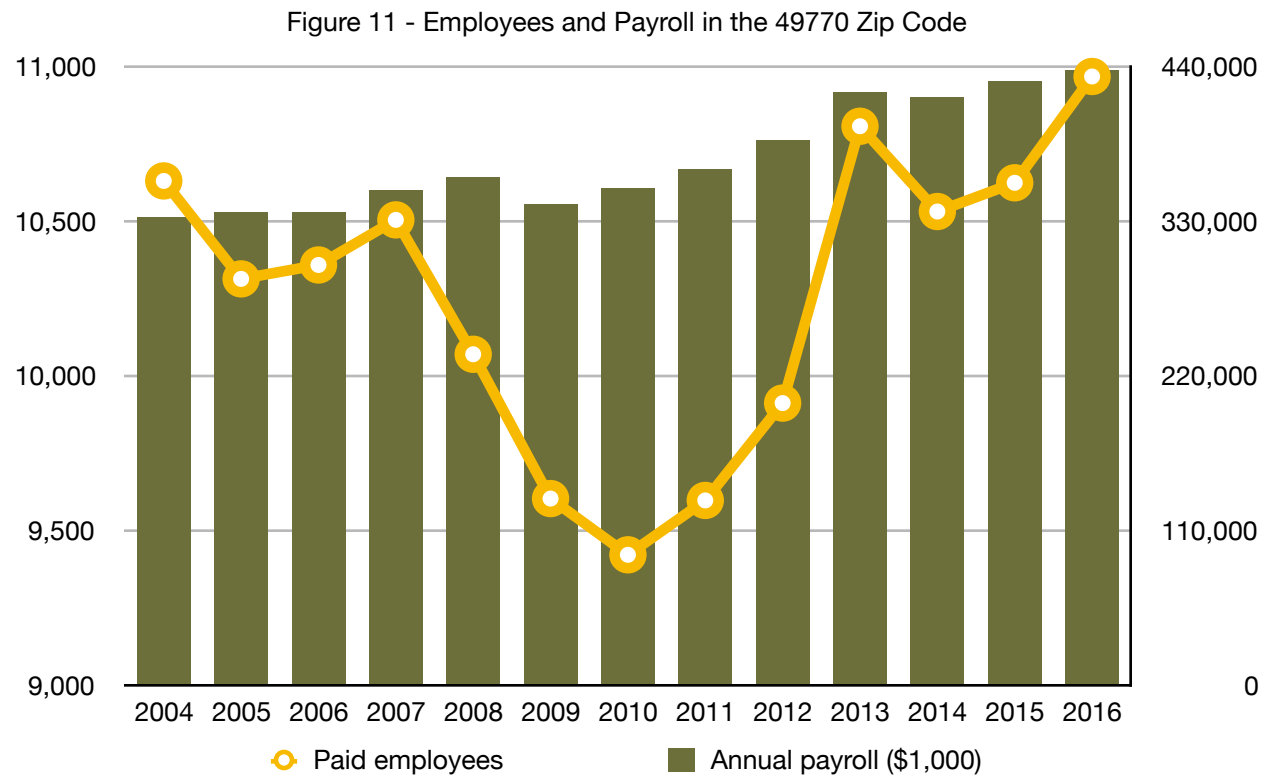
Table 7 - Employment by Occupation

	Petoskey		Emmet County		PMA	
Management	1,206	40.0%	5,676	35.0%	3,580	38.8%
Service	832	27.6%	3,574	22.0%	2,025	22.0%
Sales and Office	569	18.9%	3,730	23.0%	2,076	22.5%
Construction, Farming and Mining	175	5.8%	1,672	10.3%	794	8.6%
Production and Transportation	236	7.8%	1,585	9.8%	750	8.1%

Source: 2017 American Community Survey

PAYROLL TRENDS

During the Great Recession, employment dropped from approximately 10,500 in 2008 to under 9,500 in 2010. Total payroll dipped slightly in 2009, but generally continued rising through the recession and beyond. The number of paid employees has recovered well since the recession through 2016. **Figure 11** charts paid employees and annual payroll from 2004 through 2016.



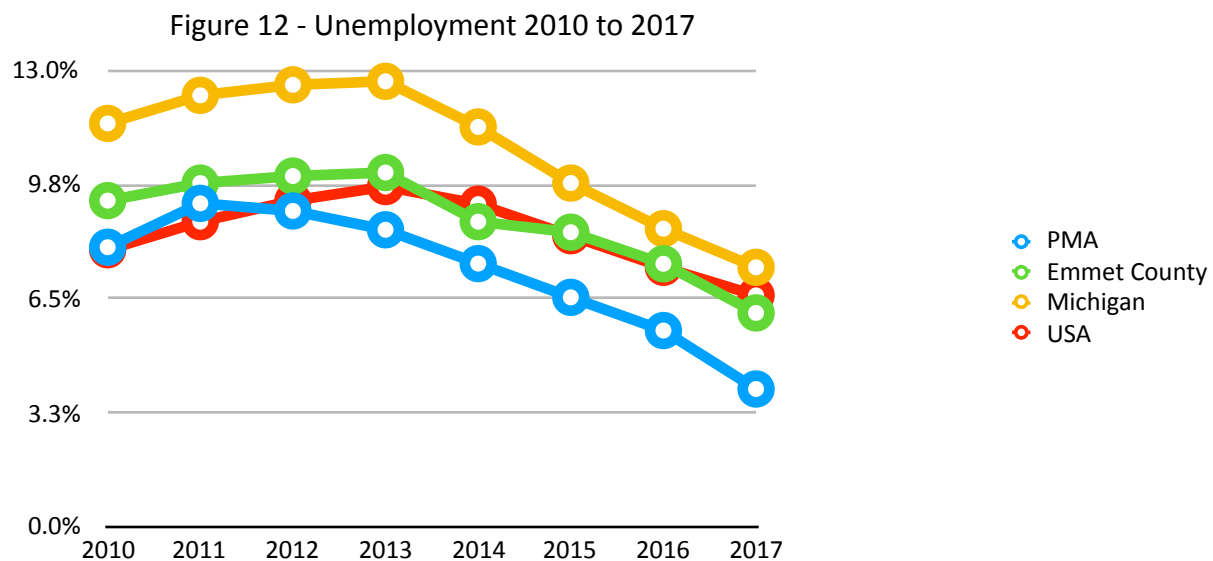
EMPLOYMENT TRENDS

According to US Census/American Community Survey data, the primary market area enjoys a lower unemployment rate than that of the county, state and nation. Employment recovered sooner in the PMA than in the larger geographies and is on a strong improving trend, as is shown in **Table 8** and graphed in **Figure 12**. Through 2017, the PMA exhibited unemployment levels well below that of the state and nation.

Table 8 - Unemployment 2010 to 2017

	PMA	Emmet County	Michigan	USA
2010	8.0%	9.3%	11.5%	7.9%
2011	9.2%	9.8%	12.3%	8.7%
2012	9.0%	10.0%	12.6%	9.3%
2013	8.5%	10.1%	12.7%	9.7%
2014	7.5%	8.7%	11.4%	9.2%
2015	6.5%	8.4%	9.8%	8.3%
2016	5.6%	7.5%	8.5%	7.4%
2017	3.9%	6.1%	7.4%	6.6%

Source: American Community Survey

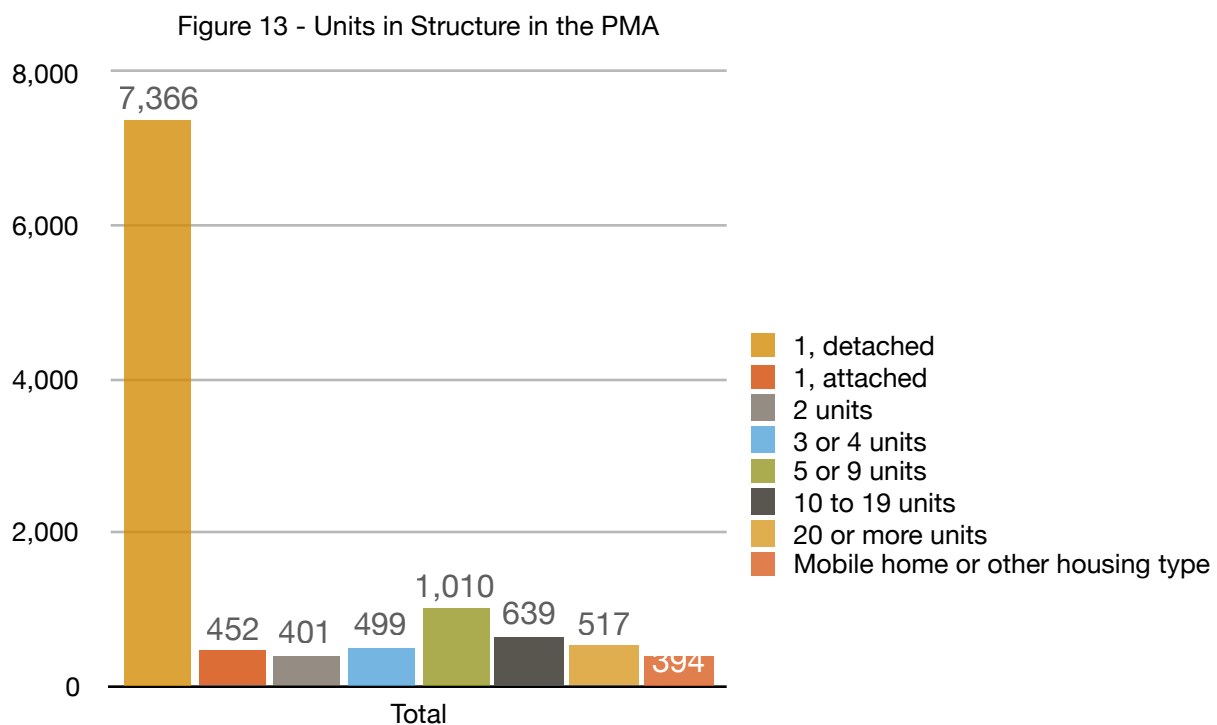


Housing

HOUSING STOCK

The housing stock in the primary market area has not changed much since 2010. The County Building Department and township building officials report a net decrease of four residential structures between 2014 and June 2019 in the PMA, accounting for demolitions along with construction.

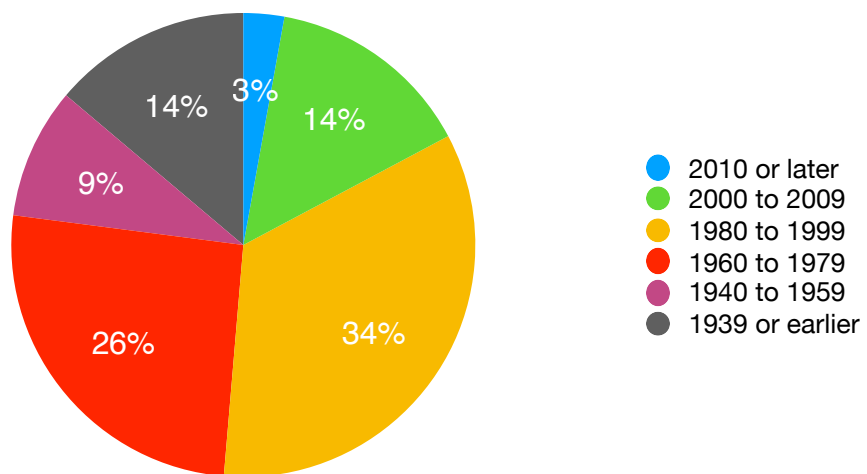
The predominant housing type in the primary market area is the single-family detached home. This type accounts for over 65% of the all housing units in the PMA. There are 2,665 units in multi-family structures larger than duplexes. The majority of these are in garden style apartments. **Figure 13** breaks down occupied dwellings by units in structure.



AGE OF HOUSING STOCK

The age of housing stock varies though few homes were built since 2009. Over 60% of occupied housing units were built between 1960 and 1999 as **Figure 14** illustrates. We know through our apartment survey that many of the homes built since 1999 were in apartment complexes, such as Bear Creek Meadows and Maple Village. This speaks to the homogeneity of housing stock and the lack of more “missing middle” housing types, such as urban flats.

Figure 14 - PMA - Housing Unit Age

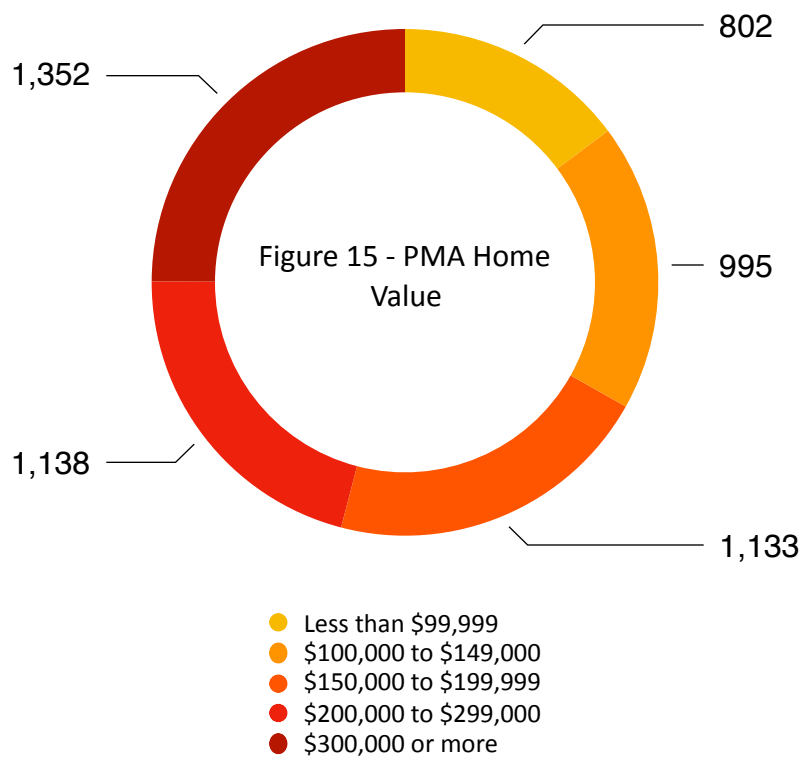


Owner Occupied Housing

HOME VALUE

The median home value in the PMA is \$189,680. Home values are modest in many areas of the PMA but jump up in desirable areas such as Bay Harbor, Harbor Springs, and downtown Petoskey. **Figure 15** shows various stratifications of home value in the PMA.

46% of homes in the PMA are valued \$200,000 and above. This is the range envisioned for the proposed condominiums in the project.



HOME BUYING AFFORDABILITY

In **Table 9**, income and home value characteristics of various Michigan cities are compared. Peer cities were chosen for their similarities and/or proximity to Petoskey. All of these are waterfront communities in Northern Michigan with the exception of St. Joseph, which is in Southwest Michigan. A few of these have the advantage of a more robust industrial base which helps with income, but all have some element of tourism.

The table also compares home value with median income. This ratio is an indicator of home affordability where a lower ratio means the average buyer is more able to afford a home in that city. The Michigan and US ratio of value to median income is 2.59 and 3.36 respectively. Petoskey's ratio is near the top at 4.75, edged out only by Charlevoix's 5.02. Boyne City's high incomes and reasonable home values give it the most affordable ratio of 2.54.

Table 9 - Income and Home Value Comparison for Various Michigan Cities

	Population	Median Household Income	Average Household Income	Median Home Value	Value/Med. Income Ratio
Boyne City, MI	3,747	\$50,959	\$62,626	\$129,500	2.54
Charlevoix, MI	2,457	\$34,484	\$59,435	\$173,100	5.02
St. Joseph, MI	7,233	\$55,975	\$75,210	\$166,300	2.97
Marquette, MI	21,081	\$38,998	\$58,470	\$172,900	4.43
Petoskey, MI	5,696	\$37,639	\$65,834	\$178,900	4.75
Traverse City, MI	15,550	\$53,237	\$78,497	\$216,800	4.07
Michigan	9,925,568	\$52,668	\$72,091	\$136,400	2.59
U.S.	321,004,407	\$57,652	\$81,283	\$193,500	3.36

Source: 2017 American Community Survey

HOME BUYING ACTIVITY

For the purposes of this report, home sales for the period of August 1, 2018, thru July 31, 2019, in the City of Petoskey, excluding Bay Harbor, were reviewed. During this time period, there were a total of 94 home sales valued at \$23,505,000. The average monthly pace of sales during this period was 7.8 sales worth nearly \$2,000,000. We were unable to get data for the primary market area, which would prove much higher than these figures. This, however, gives a very conservative picture with which to gauge the pace of sales for the proposed development.

During this period, the average price per foot was \$138.40. On the high end, there were nine sales above \$200 per square foot, topping out with a couple over \$280 per square foot. These nine sales were for properties on Michigan, Hazelton, Lake, Grove, Water, W. Jefferson, and E. Mitchell Streets. Nearly all of these are in or very near downtown, indicating the value downtown brings to residential real estate.

Rental Housing Market

OVERVIEW

An August 2019 survey of apartments in the Petoskey area revealed 1,072 apartment units primarily in multiplexes such as garden apartments, with some townhouses. Outside of this survey there exists single family homes for rent that were not captured by the survey. The Petoskey apartment market is very tight with high occupancy rates and waiting lists for many complexes.

Though very little new rental stock has been added to the primary market area in the past decade, there is one example of new rental product in downtown Petoskey at 416 Mitchell Street. This historic renovation project resulted in 8 units.

RENTAL RATES

2019 Fair Market Rents¹ in Emmet County, as determined by HUD, are \$536, \$626, \$817, \$1,070, 1,214 for a studio, one bedroom, two bedroom, three bedroom and four bedroom, respectively. Our survey found rents for one and two bedroom apartments ranging from \$0.98 per square foot per month to \$1.28 per foot (PSF), with an overall average of \$1.05 PSF.

We also completed HUD Rent Comparability Grids for one-bedroom, and two-bedroom apartments, which are included in the appendices. These exercises resulted in adjusted rents for the one-bedroom units of \$946 to \$1,071 and rents for the two-bedroom units between \$1,132 and \$1,160 per month when compared to the units proposed for the Darling Lot development. The one-bedroom unit is the project is proposed to be within the range at \$995 per month. The two-bedroom unit is proposed to be \$1,175 per month, which is slightly above the adjusted comparable rates for the same type of unit, but only by \$15/month.

¹ Fair Market Rents are defined as the rent that would be required to be paid in the particular housing market area in order to obtain privately owned, decent, safe and sanitary rental housing of modest (non-luxury) nature with suitable amenities. This Fair Market Rent includes utilities (except telephone).

Table 10 - Apartment Demand Calculations

Target Income Range		
	Minimum Annual Income	\$35,000
	Maximum Annual Income	\$99,999
Percentage 3 or less person owner household		67.2%
Percentage 3 or less person renter household		80.6%
Demand From Existing Households		
	Proportion/Income Qualified Owner Households	50.6%
	Proportion/Income Qualified Renter Households	37.7%
	Income Qualified Owner Households	1,852
	Income Qualified Renter Households	901
	Annual Movership Rate - Owner to Renter	1.5%
	Annual Movership Rate - Renter to Renter	10%
	Total Income Qualified Owner to Renter Movers	28
	Total Income-Qualified Renter to Renter Movers	90
	Total Demand From Existing Households	118
Demand From New Renter Households		
	Projected Annual Change 2019-2024	29
	Proportion/Income Qualified Renter Households	37.7%
	Total Annual Demand From New Households	11
Total Demand		129
Proposed Number of Units		32
Capture Rate		24.8%
Penetration Rate		1.2%

RENTAL HOUSING DEMAND

Calculations indicate annual call for 145 units for the identified target market. This results in a capture rate of 24.8% and a penetration rate of 1.2% for the proposed project at the Darling Lot. The capture rate, which measures the proportion this project accounts for annual targeted demand, is not ideal, but is still within a reasonable range. The penetration rate is very favorable for the project. Penetration rate compares the units the project provides with the total number of potential customers.

Table 10 on the next page details demand calculations.

Table 11 - Underserved Retail Categories within 2-mile radius

Industry Categories	Retail Gap	Leakage Factor	Number of Businesses
Automobile Dealers	\$1,976,997	6.1	1
Other Motor Vehicle Dealers	\$476,311	15.2	2
Gasoline Stations	\$3,387,002	16.7	3
Other General Merchandise Stores	\$2,596,599	34.8	2
Electronic Shopping & Mail-Order Houses	\$1,507,012	100	0
Vending Machine Operators	\$110,565	100	0
Direct Selling Establishments	\$237,127	100	0
Special Food Services	\$86,723	17.0	1
TOTAL	\$10,378,336		

- “Retail Gap” represents the difference between Retail Potential and Retail Sales (both not shown).
- “Leakage Factor” is a measure of the relationship between supply and demand where 100 represents total leakage caused by no stores in that category.
- “Number of Businesses” is the number of businesses for a given category that currently exists.
- Total for the Retail Gap is the sum of underrepresented categories, not the whole market.

Source: ESRI Retail MarketPlace Profile, September 11, 2019

Retail Market

Downtown Retail

Downtown Petoskey boasts a deep selection of retail, service, entertainment and dining options that makes it a high traffic destination. Downtown does see seasonal fluctuations in traffic, with the highest traffic coming in the summer months and lowest in late fall and in late winter and early spring. The density and breadth of services, however, give it a walk score in most locations above the 80 mark that retailers look for.

An ESRI Retail MarketPlace Profile obtained for this report and included in the appendices, identifies potential to strengthen certain retail categories. This profile compares household-based demand with an estimate of retail sales using one half, two, and five mile radii to establish the area studied.

We focussed on the half mile radius because it represents easy walking distance from the site. Within that radius, there is an overall surplus, meaning more dollars are spent than the estimated potential. The methodology used compares retail potential with retail supply within the radius. It does not take into account shoppers from outside the radius, including workers who work in the radius. Despite this simplified perspective, looking at individual industry

groups is valuable for identifying which retail categories are underrepresented in the area. In fact, it is useful to assume the leakage factor is understated. These sectors are shown in **Table 11** on the next page.

Of the eight store categories shown in Table 5, these are most likely to fit in a downtown location:

- other general merchandise stores
- vending machine operators
- special food services

Besides these identified store categories, a downtown environment with a large daytime population like Petoskey's can support destination uses such as restaurants and coffee shops beyond what a Retail MarketPlace Profile would indicate. During the engagement phase of this project, many commented that there is a need for a breakfast restaurant downtown, for example.

Limits of Study

Every reasonable effort has been made to ensure that the data contained in this study reflect the most accurate and timely information possible and are believed to be reliable. No responsibility is assumed for inaccuracies in reporting by the client, its agent and representatives or in any other data source used in preparing or presenting this study. This report is based on information that was current as of September 11, 2019, and Mission North, LLC has not undertaken any update of its research effort since such date.

This report may contain prospective financial information, estimates, or opinions that represent Mission North's view of reasonable expectations at a particular time, but such information, estimates, or opinions are not offered as predictions or assurances that a particular level of income or profit will be achieved, that particular events will occur, or that a particular price will be offered or accepted.

Boundaries of the subject property shown in maps and photographs are approximate and should not be relied upon. This study should not be the sole basis for programming, planning, designing, financing, or development of on the subject site.

Appendices

- Stakeholder and Public Feedback, July 2019
- HUD Rent Comparability Grids
- ESRI Retail MarketPlace Profile, September 11, 2019
- Concept Plan, dated September 19, 2019
- Concept Plan cost estimate, Cunningham Limp

Darling Lot: Summary of Stakeholder and Public Feedback

	Stakeholder Group #1 5 participants	Stakeholder Group #2 6 participants	Public 14 responses
Design Preferences	Fit with existing building character (historic, not contemporary) Do not get rid of parking, but use for more than parking Follow ordinance regarding height Walking paths and outdoor space	Fit with existing building character “Green” space or courtyard Walking path Stay within zoning for height “Not monolithic” Maintain and include parking	Fit with existing building character and designs Stay within zoning for height Keep as parking lot
Gaps + Needs in Market	Parking (“critical”) Grocery, pharmacy Movie theater Conference facilities Breakfast place Office space Retail space	Affordable and middle-income rental housing Parking for customers and employees Local breakfast restaurant Movie theater Convenience store, pharmacy	Parking Affordable or workforce housing Retail space Professional offices
Use Preferences	Parking Housing	Parking Housing	Parking Housing Retail Offices
What Makes the Property Attractive for Development	Centrally located downtown Flat View of Bay Underutilized as a surface parking lot Connected to greenway corridor	Centrally located downtown Parking alone is not “highest use” of site	Centrally located downtown
Biggest Challenges	Cost to develop Continued demand for parking	Cost to develop Getting it approved Blocking views Lack of alignment: community preferences and support, city/political support, developer expectations/needs Converting a public parcel to private ownership	Need and demand for parking Concerns about what happens to parking if/when site is under construction (and impacts on neighborhood) Cost and financing to develop Finding a developer willing to develop site Anti-development sentiment
Other Comments	As community, need to discuss retail mix – “Who does downtown serve?”		“City should not sell this property”

Rent Comparability Grid

Unit Type →

1BR, 1BA

Subject's FHA #:

Subject		Comp #1	Comp #2	Comp #3	Comp #4	Comp #5	
Project Name		Bear Creek Meadows	Hillside Club Apts	Project Name	Project Name	Project Name	
Street Address		1600 Bear Creek Ln.	501 Valley Ridge	Street Address	Street Address	Street Address	
City County		Petoskey	Petoskey	City County	City County	City County	
A.	Rents Charged	Data	\$ Adj	Data	\$ Adj	Data	\$ Adj
1	\$ Last Rent / Restricted?	\$965		\$800			
2	Date Last Leased (mo/yr)						
3	Rent Concessions						
4	Occupancy for Unit Type	95%		95%		%	
5	Effective Rent & Rent/ sq. ft	\$965	1.1092	\$800	0.98		
In Parts B thru E, adjust only for differences the subject's market values.							
B.	Design, Location, Condition	Data	\$ Adj	Data	\$ Adj	Data	\$ Adj
6	Structure / Stories	3					
7	Yr. Built/Yr. Renovated	2020		1999	\$80		
8	Condition /Street Appeal	New/Great					
9	Neighborhood	Downtown Petoskey	\$150		\$150		
10	Same Market? Miles to Subj						
C.	Unit Equipment/	Data	\$ Adj	Data	\$ Adj	Data	\$ Adj
11	# Bedrooms	2		2			
12	# Baths	2		2			
13	Unit Interior Sq. Ft.	658	\$106	816	\$79		
14	Balcony/ Patio	Y		Y			
15	AC: Central/ Wall	Y		Y			
16	Range/ refrigerator	Y		Y			
17	Microwave/ Dishwasher	Y		N/Y	\$10		
18	Washer/Dryer	Y		Y			
19	Floor Coverings	wood/tile	\$20	Carpet & vinyl	\$20		
20	Window Coverings	Y		Y			
21	Cable/ Satellite/Internet	Y		Y			
22	Special Features	N/A		N/A			
D.	Site Equipment/ Amenities	Data	\$ Adj	Data	\$ Adj	Data	\$ Adj
24	Parking (\$ Fee)	Y (\$62.50/month)		Y			
25	Extra Storage	Y	\$10	Y			
26	Security	Y		Y			
27	Clubhouse/ Meeting Rooms	N	\$15	Y	\$15		
28	Pool/ Recreation Areas	N	\$30	Y	\$30		
29	Business Ctr / Nbhd Netwk	N	\$5	N			
30	Service Coordination	Y	\$10	N/A	\$10		
31	Non-shelter Services	N/A		N/A			
32	Neighborhood Networks	N		N			
E.	Utilities	Data	\$ Adj	Data	\$ Adj	Data	\$ Adj
33	Heat (in rent?/ type)	N		N			
34	Cooling (in rent?/ type)	N		N			
35	Cooking (in rent?/ type)	N		N			
36	Hot Water (in rent?/ type)	N		N			
37	Other Electric	N		N			
38	Cold Water/ Sewer	Y	\$12	Y			
39	Trash/Recycling	Y		Y			
F.	Adjustments Recap	Pos	Neg	Pos	Neg	Pos	Neg
40	# Adjustments B to D	5	4	5	3		
41	Sum Adjustments B to D	\$250	\$156	\$270	\$124		
42	Sum Utility Adjustments	\$12					
		Net	Gross	Net	Gross	Net	Gross
43	Net/ Gross Adjmts B to E	\$106	\$418	\$146	\$394		
G.	Adjusted & Market Rents	Adj. Rent		Adj. Rent		Adj. Rent	
44	Adjusted Rent (5+ 43)	\$1,071		\$946			
45	Adj Rent/Last rent		111%		118%		
46	Estimated Market Rent	\$995	\$1.51	Estimated Market Rent/ Sq. Ft			

Rent Comparability Grid

Unit Type →

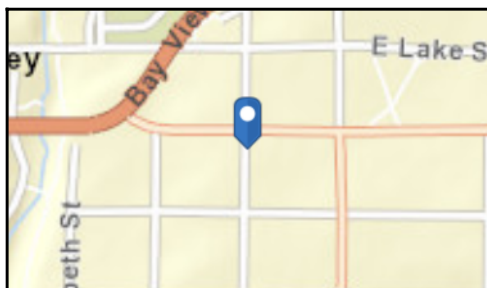
2BR, 2BA

Subject's FHA #:

Subject		Comp #1	Comp #2	Comp #3	Comp #4	Comp #5
Project Name		Bear Creek Meadows	Hillside Club Apts	Project Name	Project Name	Project Name
Street Address		1600 Bear Creek Ln.	501 Valley Ridge	Street Address	Street Address	Street Address
City County		Petoskey	Petoskey	City County	City County	City County
A.	Rents Charged	Data	\$ Adj	Data	\$ Adj	Data
1	\$ Last Rent / Restricted?	\$1,060		\$1,150		
2	Date Last Leased (mo/yr)					
3	Rent Concessions					
4	Occupancy for Unit Type	95%		95%		%
5	Effective Rent & Rent/ sq. ft	\$1,060	1.06	\$1,150	1.00	
In Parts B thru E, adjust only for differences the subject's market values.						
B.	Design, Location, Condition	Data	\$ Adj	Data	\$ Adj	Data
6	Structure / Stories	3				
7	Yr. Built/Yr. Renovated	2020		1999	\$80	
8	Condition /Street Appeal	New/Great				
9	Neighborhood	Downtown Petoskey	\$150		\$150	
10	Same Market? Miles to Subj					
C.	Unit Equipment/	Data	\$ Adj	Data	\$ Adj	Data
11	# Bedrooms	2		2		
12	# Baths	1	(\$40)	2	(\$40)	
13	Unit Interior Sq. Ft.	780	(\$110)	1150	(\$185)	
14	Balcony/ Patio	Y		Y		
15	AC/ Central/ Wall	Y		Y		
16	Range/ refrigerator	Y		Y		
17	Microwave/ Dishwasher	Y		N/Y	\$10	
18	Washer/Dryer	Y		Y		
19	Floor Coverings	wood/tile	Carpet \$30	Carpet & vinyl	\$30	
20	Window Coverings	Y		Y		
21	Cable/ Satellite/Internet	Y		Y		
22	Special Features	N/A		N/A		
D.	Site Equipment/ Amenities	Data	\$ Adj	Data	\$ Adj	Data
24	Parking (\$ Fee)	Y (\$62.50/month)		Y		
25	Extra Storage	Y	\$10	Y		
26	Security	Y		Y		
27	Clubhouse/ Meeting Rooms	N	(\$15)	Y	(\$15)	
28	Pool/ Recreation Areas	N	(\$30)	Y	(\$30)	
29	Business Ctr / Nbhd Netwk	Y	(\$5)	N		
30	Service Coordination	Y	\$10	N/A	\$10	
31	Non-shelter Services	N/A		N/A		
32	Neighborhood Networks	N		N		
E.	Utilities	Data	\$ Adj	Data	\$ Adj	Data
33	Heat (in rent?/ type)	N		N		
34	Cooling (in rent?/ type)	N		N		
35	Cooking (in rent?/ type)	N		N		
36	Hot Water (in rent?/ type)	N		N		
37	Other Electric	N		N		
38	Cold Water/ Sewer	Y	\$12	Y		
39	Trash /Recycling	Y		Y		
F.	Adjustments Recap	Pos	Neg	Pos	Neg	Pos
40	# Adjustments B to D	5		5		
41	Sum Adjustments B to D	\$260	(\$200)	\$280	(\$270)	
42	Sum Utility Adjustments	\$12				
		Net	Gross	Net	Gross	Net
43	Net/ Gross Adjmts B to E	\$72	\$472	\$10	\$550	
G.	Adjusted & Market Rents	Adj. Rent		Adj. Rent		Adj. Rent
44	Adjusted Rent (5+ 43)	\$1,132		\$1,160		
45	Adj Rent/Last rent		107%		101%	
46	Estimated Market Rent	\$1,175	\$1.51	Estimated Market Rent/ Sq. Ft		

Darling Lot
421 Petoskey Street Petoskey MI 49770
Ring: 0.5 mile radius

Latitude: 45.3737
Longitude: -84.9572





Retail MarketPlace Profile

Darling Lot
421 Petoskey Street Petoskey MI 49770
Ring: 0.5 mile radius

Latitude: 45.3737
Longitude: -84.9572

Summary Demographics

2019 Population	2,219
2019 Households	989
2019 Median Disposable Income	\$36,984
2019 Per Capita Income	\$33,055

2017 Industry Summary

	NAICS	Demand (Retail Potential)	Supply (Retail Sales)	Retail Gap	Leakage/Surplus Factor	Number of Businesses
Total Retail Trade and Food & Drink	44-45,722	\$34,066,697	\$119,891,799	-\$85,825,102	-55.7	108
Total Retail Trade	44-45	\$30,742,729	\$97,430,200	-\$66,687,471	-52.0	77
Total Food & Drink	722	\$3,323,967	\$22,461,599	-\$19,137,632	-74.2	31

2017 Industry Group

	NAICS	Demand (Retail Potential)	Supply (Retail Sales)	Retail Gap	Leakage/Surplus Factor	Number of Businesses
Motor Vehicle & Parts Dealers	441	\$6,375,838	\$5,675,251	\$700,587	5.8	3
Automobile Dealers	4411	\$5,162,912	\$0	\$5,162,912	100.0	0
Other Motor Vehicle Dealers	4412	\$538,559	\$606,675	-\$68,116	-5.9	1
Auto Parts, Accessories & Tire Stores	4413	\$674,367	\$1,029,040	-\$354,673	-20.8	2
Furniture & Home Furnishings Stores	442	\$1,010,910	\$4,008,366	-\$2,997,456	-59.7	5
Furniture Stores	4421	\$635,737	\$2,802,997	-\$2,167,260	-63.0	3
Home Furnishings Stores	4422	\$375,173	\$1,205,369	-\$830,196	-52.5	2
Electronics & Appliance Stores	443	\$1,011,223	\$9,433,107	-\$8,421,884	-80.6	2
Bldg Materials, Garden Equip. & Supply Stores	444	\$1,930,831	\$11,331,527	-\$9,400,696	-70.9	6
Bldg Material & Supplies Dealers	4441	\$1,766,296	\$10,891,432	-\$9,125,136	-72.1	6
Lawn & Garden Equip & Supply Stores	4442	\$164,535	\$440,096	-\$275,561	-45.6	1
Food & Beverage Stores	445	\$5,612,423	\$20,200,915	-\$14,588,492	-56.5	8
Grocery Stores	4451	\$4,921,696	\$15,757,659	-\$10,835,963	-52.4	2
Specialty Food Stores	4452	\$276,761	\$2,433,013	-\$2,156,252	-79.6	4
Beer, Wine & Liquor Stores	4453	\$413,965	\$2,010,243	-\$1,596,278	-65.8	1
Health & Personal Care Stores	446,4461	\$2,189,380	\$7,337,486	-\$5,148,106	-54.0	4
Gasoline Stations	447,4471	\$3,562,330	\$2,651,279	\$911,051	14.7	1
Clothing & Clothing Accessories Stores	448	\$1,654,985	\$10,296,699	-\$8,641,714	-72.3	20
Clothing Stores	4481	\$1,102,697	\$7,572,514	-\$6,469,817	-74.6	15
Shoe Stores	4482	\$236,493	\$845,034	-\$608,541	-56.3	2
Jewelry, Luggage & Leather Goods Stores	4483	\$315,795	\$1,879,152	-\$1,563,357	-71.2	3
Sporting Goods, Hobby, Book & Music Stores	451	\$847,151	\$8,335,260	-\$7,488,109	-81.5	7
Sporting Goods/Hobby/Musical Instr Stores	4511	\$703,323	\$4,988,514	-\$4,285,191	-75.3	5
Book, Periodical & Music Stores	4512	\$143,828	\$3,346,745	-\$3,202,917	-91.8	3
General Merchandise Stores	452	\$4,866,490	\$12,798,029	-\$7,931,539	-44.9	2
Department Stores Excluding Leased Depts.	4521	\$3,343,742	\$12,193,389	-\$8,849,647	-57.0	1
Other General Merchandise Stores	4529	\$1,522,747	\$604,639	\$918,108	43.2	1
Miscellaneous Store Retailers	453	\$1,118,668	\$5,362,281	-\$4,243,613	-65.5	18
Florists	4531	\$48,547	\$875,078	-\$826,531	-89.5	3
Office Supplies, Stationery & Gift Stores	4532	\$232,731	\$2,242,311	-\$2,009,580	-81.2	3
Used Merchandise Stores	4533	\$200,575	\$592,288	-\$391,713	-49.4	3
Other Miscellaneous Store Retailers	4539	\$636,815	\$1,652,603	-\$1,015,788	-44.4	8
Nonstore Retailers	454	\$562,502	\$0	\$562,502	100.0	0
Electronic Shopping & Mail-Order Houses	4541	\$457,373	\$0	\$457,373	100.0	0
Vending Machine Operators	4542	\$33,577	\$0	\$33,577	100.0	0
Direct Selling Establishments	4543	\$71,552	\$0	\$71,552	100.0	0
Food Services & Drinking Places	722	\$3,323,967	\$22,461,599	-\$19,137,632	-74.2	31
Special Food Services	7223	\$91,028	\$0	\$91,028	100.0	0
Drinking Places - Alcoholic Beverages	7224	\$189,485	\$1,625,605	-\$1,436,120	-79.1	3
Restaurants/Other Eating Places	7225	\$3,043,454	\$20,709,649	-\$17,666,195	-74.4	28

Data Note: Supply (retail sales) estimates sales to consumers by establishments. Sales to businesses are excluded. Demand (retail potential) estimates the expected amount spent by consumers at retail establishments. Supply and demand estimates are in current dollars. The Leakage/Surplus Factor presents a snapshot of retail opportunity. This is a measure of the relationship between supply and demand that ranges from +100 (total leakage) to -100 (total surplus). A positive value represents 'leakage' of retail opportunity outside the trade area. A negative value represents a surplus of retail sales, a market where customers are drawn in from outside the trade area. The Retail Gap represents the difference between Retail Potential and Retail Sales. Esri uses the North American Industry Classification System (NAICS) to classify businesses by their primary type of economic activity. Retail establishments are classified into 27 industry groups in the Retail Trade sector, as well as four industry groups within the Food Services & Drinking Establishments subsector. For more information on the Retail MarketPlace data, please click the link below to view the Methodology Statement. <http://www.esri.com/library/whitepapers/pdfs/esri-data-retail-marketplace.pdf>

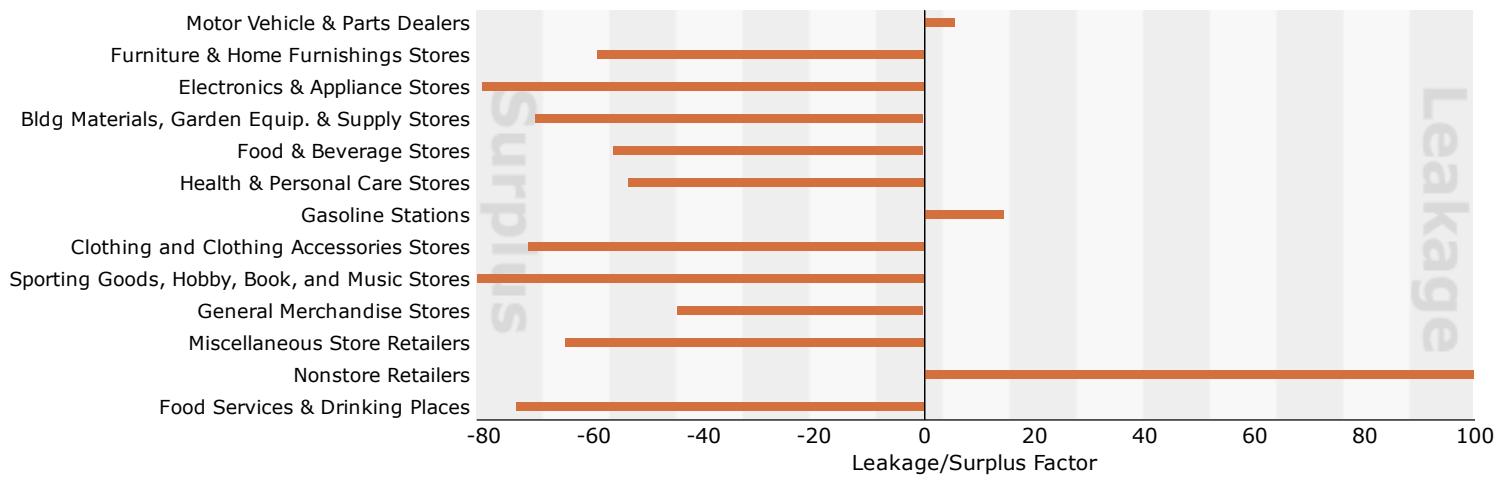
Source: Esri and Infogroup. Esri 2019 Updated Demographics. Esri 2017 Retail MarketPlace. Copyright 2019 Esri. Copyright 2017 Infogroup, Inc. All rights reserved.

September 11, 2019

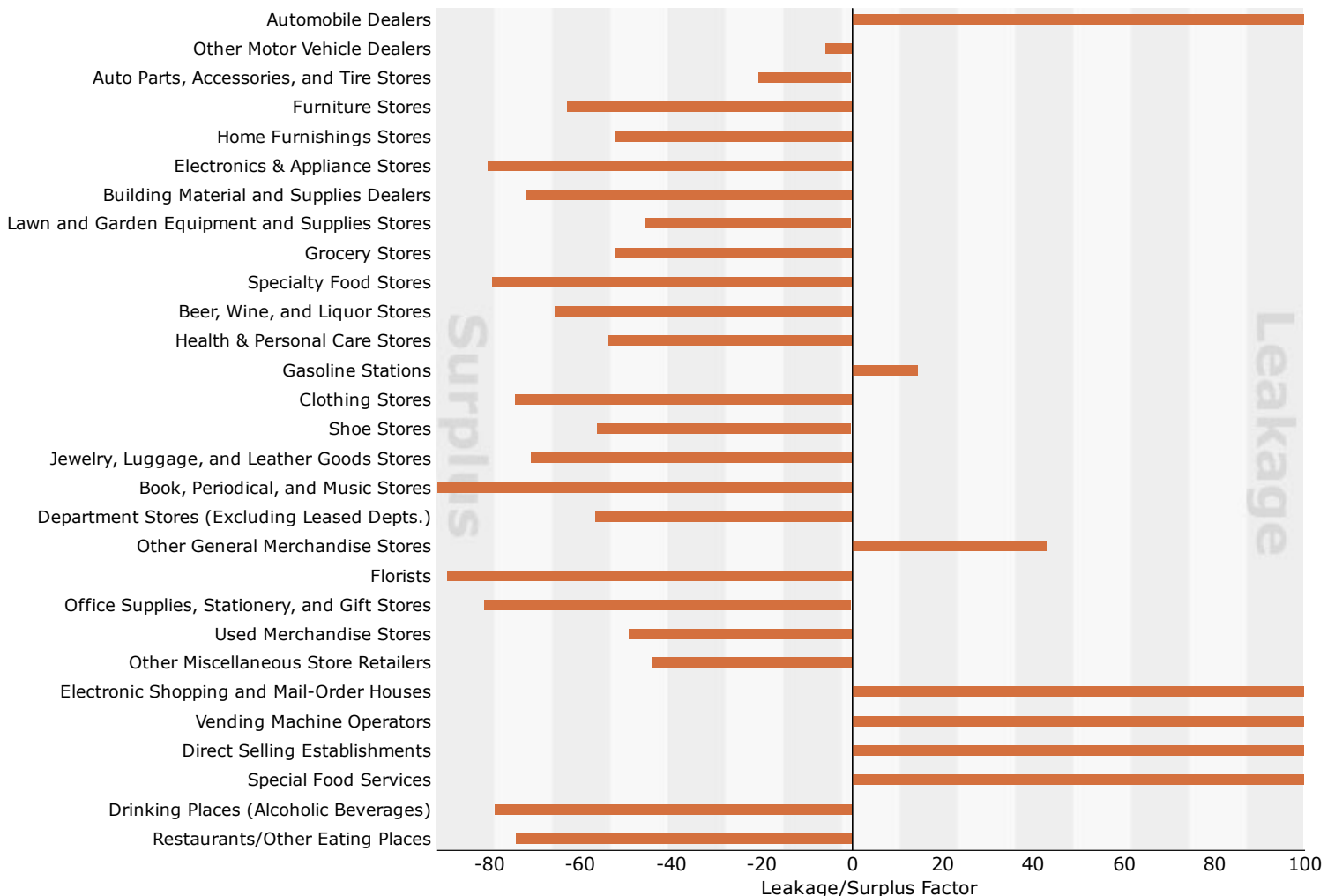
Darling Lot
421 Petoskey Street Petoskey MI 49770
Ring: 0.5 mile radius

Latitude: 45.3737
Longitude: -84.9572

2017 Leakage/Surplus Factor by Industry Subsector



2017 Leakage/Surplus Factor by Industry Group





Retail MarketPlace Profile

Darling Lot
421 Petoskey Street Petoskey MI 49770
Ring: 2 mile radius

Latitude: 45.3737
Longitude: -84.9572

Summary Demographics

2019 Population	7,788
2019 Households	3,541
2019 Median Disposable Income	\$36,750
2019 Per Capita Income	\$31,627

2017 Industry Summary

	NAICS	Demand (Retail Potential)	Supply (Retail Sales)	Retail Gap	Leakage/Surplus Factor	Number of Businesses
Total Retail Trade and Food & Drink	44-45,722	\$112,716,446	\$401,696,794	-\$288,980,348	-56.2	216
Total Retail Trade	44-45	\$101,813,923	\$350,998,442	-\$249,184,519	-55.0	155
Total Food & Drink	722	\$10,902,522	\$50,698,352	-\$39,795,830	-64.6	61

2017 Industry Group

	NAICS	Demand (Retail Potential)	Supply (Retail Sales)	Retail Gap	Leakage/Surplus Factor	Number of Businesses
Motor Vehicle & Parts Dealers	441	\$21,215,600	\$19,960,583	\$1,255,017	3.0	9
Automobile Dealers	4411	\$17,180,314	\$15,203,317	\$1,976,997	6.1	1
Other Motor Vehicle Dealers	4412	\$1,802,786	\$1,326,475	\$476,311	15.2	2
Auto Parts, Accessories & Tire Stores	4413	\$2,232,499	\$3,430,791	-\$1,198,292	-21.2	7
Furniture & Home Furnishings Stores	442	\$3,336,068	\$22,104,513	-\$18,768,445	-73.8	13
Furniture Stores	4421	\$2,089,905	\$17,693,283	-\$15,603,378	-78.9	8
Home Furnishings Stores	4422	\$1,246,163	\$4,411,230	-\$3,165,067	-55.9	6
Electronics & Appliance Stores	443	\$3,321,556	\$10,143,003	-\$6,821,447	-50.7	3
Bldg Materials, Garden Equip. & Supply Stores	444	\$6,487,520	\$61,916,895	-\$55,429,375	-81.0	16
Bldg Material & Supplies Dealers	4441	\$5,930,238	\$59,884,190	-\$53,953,952	-82.0	13
Lawn & Garden Equip & Supply Stores	4442	\$557,283	\$2,032,704	-\$1,475,421	-57.0	2
Food & Beverage Stores	445	\$18,536,479	\$91,527,013	-\$72,990,534	-66.3	14
Grocery Stores	4451	\$16,261,774	\$84,622,366	-\$68,360,592	-67.8	6
Specialty Food Stores	4452	\$913,485	\$2,892,940	-\$1,979,455	-52.0	6
Beer, Wine & Liquor Stores	4453	\$1,361,220	\$4,011,707	-\$2,650,487	-49.3	2
Health & Personal Care Stores	446,4461	\$7,311,548	\$22,108,326	-\$14,796,778	-50.3	16
Gasoline Stations	447,4471	\$11,819,233	\$8,432,231	\$3,387,002	16.7	3
Clothing & Clothing Accessories Stores	448	\$5,400,868	\$17,423,784	-\$12,022,916	-52.7	29
Clothing Stores	4481	\$3,606,505	\$13,585,360	-\$9,978,855	-58.0	22
Shoe Stores	4482	\$774,004	\$1,575,915	-\$801,911	-34.1	3
Jewelry, Luggage & Leather Goods Stores	4483	\$1,020,359	\$2,262,509	-\$1,242,150	-37.8	4
Sporting Goods, Hobby, Book & Music Stores	451	\$2,783,996	\$20,654,438	-\$17,870,442	-76.2	15
Sporting Goods/Hobby/Musical Instr Stores	4511	\$2,316,817	\$16,430,251	-\$14,113,434	-75.3	11
Book, Periodical & Music Stores	4512	\$467,179	\$4,224,187	-\$3,757,008	-80.1	4
General Merchandise Stores	452	\$16,029,102	\$64,558,202	-\$48,529,100	-60.2	7
Department Stores Excluding Leased Depts.	4521	\$10,994,834	\$62,120,534	-\$51,125,700	-69.9	4
Other General Merchandise Stores	4529	\$5,034,268	\$2,437,669	\$2,596,599	34.8	2
Miscellaneous Store Retailers	453	\$3,717,159	\$12,169,454	-\$8,452,295	-53.2	28
Florists	4531	\$162,388	\$1,029,229	-\$866,841	-72.7	5
Office Supplies, Stationery & Gift Stores	4532	\$767,829	\$5,987,615	-\$5,219,786	-77.3	7
Used Merchandise Stores	4533	\$657,287	\$1,764,617	-\$1,107,330	-45.7	5
Other Miscellaneous Store Retailers	4539	\$2,129,655	\$3,387,993	-\$1,258,338	-22.8	12
Nonstore Retailers	454	\$1,854,795	\$0	\$1,854,795	100.0	0
Electronic Shopping & Mail-Order Houses	4541	\$1,507,012	\$0	\$1,507,012	100.0	0
Vending Machine Operators	4542	\$110,656	\$0	\$110,656	100.0	0
Direct Selling Establishments	4543	\$237,127	\$0	\$237,127	100.0	0
Food Services & Drinking Places	722	\$10,902,522	\$50,698,352	-\$39,795,830	-64.6	61
Special Food Services	7223	\$298,232	\$211,509	\$86,723	17.0	1
Drinking Places - Alcoholic Beverages	7224	\$616,722	\$1,970,988	-\$1,354,266	-52.3	4
Restaurants/Other Eating Places	7225	\$9,987,568	\$48,515,855	-\$38,528,287	-65.9	56

Data Note: Supply (retail sales) estimates sales to consumers by establishments. Sales to businesses are excluded. Demand (retail potential) estimates the expected amount spent by consumers at retail establishments. Supply and demand estimates are in current dollars. The Leakage/Surplus Factor presents a snapshot of retail opportunity. This is a measure of the relationship between supply and demand that ranges from +100 (total leakage) to -100 (total surplus). A positive value represents 'leakage' of retail opportunity outside the trade area. A negative value represents a surplus of retail sales, a market where customers are drawn in from outside the trade area. The Retail Gap represents the difference between Retail Potential and Retail Sales. Esri uses the North American Industry Classification System (NAICS) to classify businesses by their primary type of economic activity. Retail establishments are classified into 27 industry groups in the Retail Trade sector, as well as four industry groups within the Food Services & Drinking Establishments subsector. For more information on the Retail MarketPlace data, please click the link below to view the Methodology Statement. <http://www.esri.com/library/whitepapers/pdfs/esri-data-retail-marketplace.pdf>

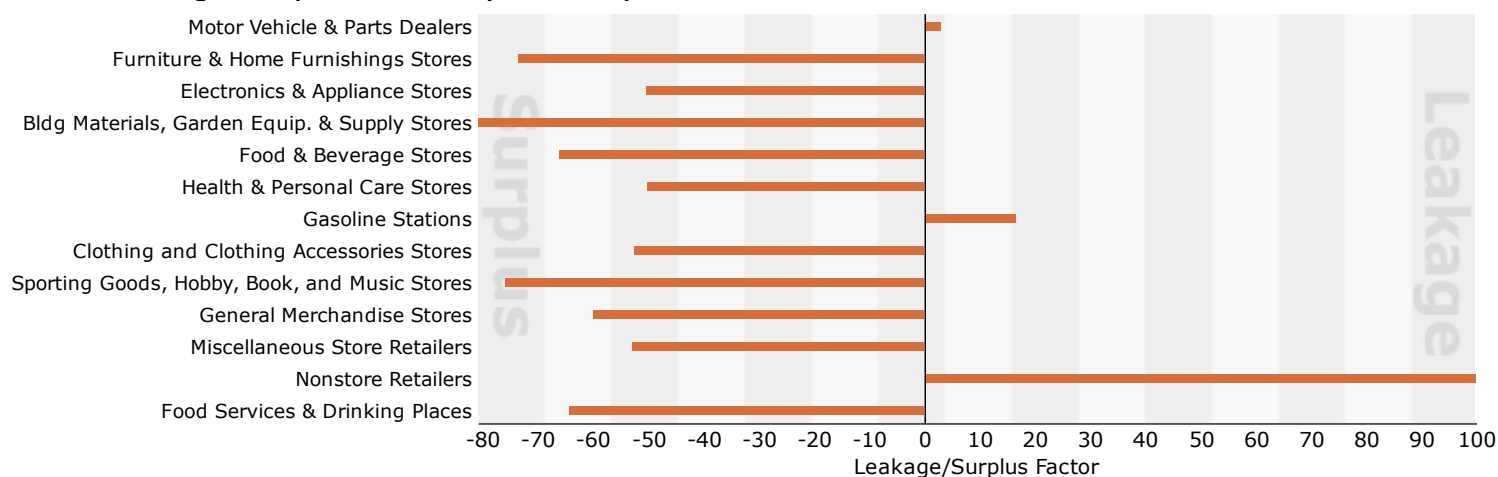
Source: Esri and Infogroup. Esri 2019 Updated Demographics. Esri 2017 Retail MarketPlace. Copyright 2019 Esri. Copyright 2017 Infogroup, Inc. All rights reserved.

September 11, 2019

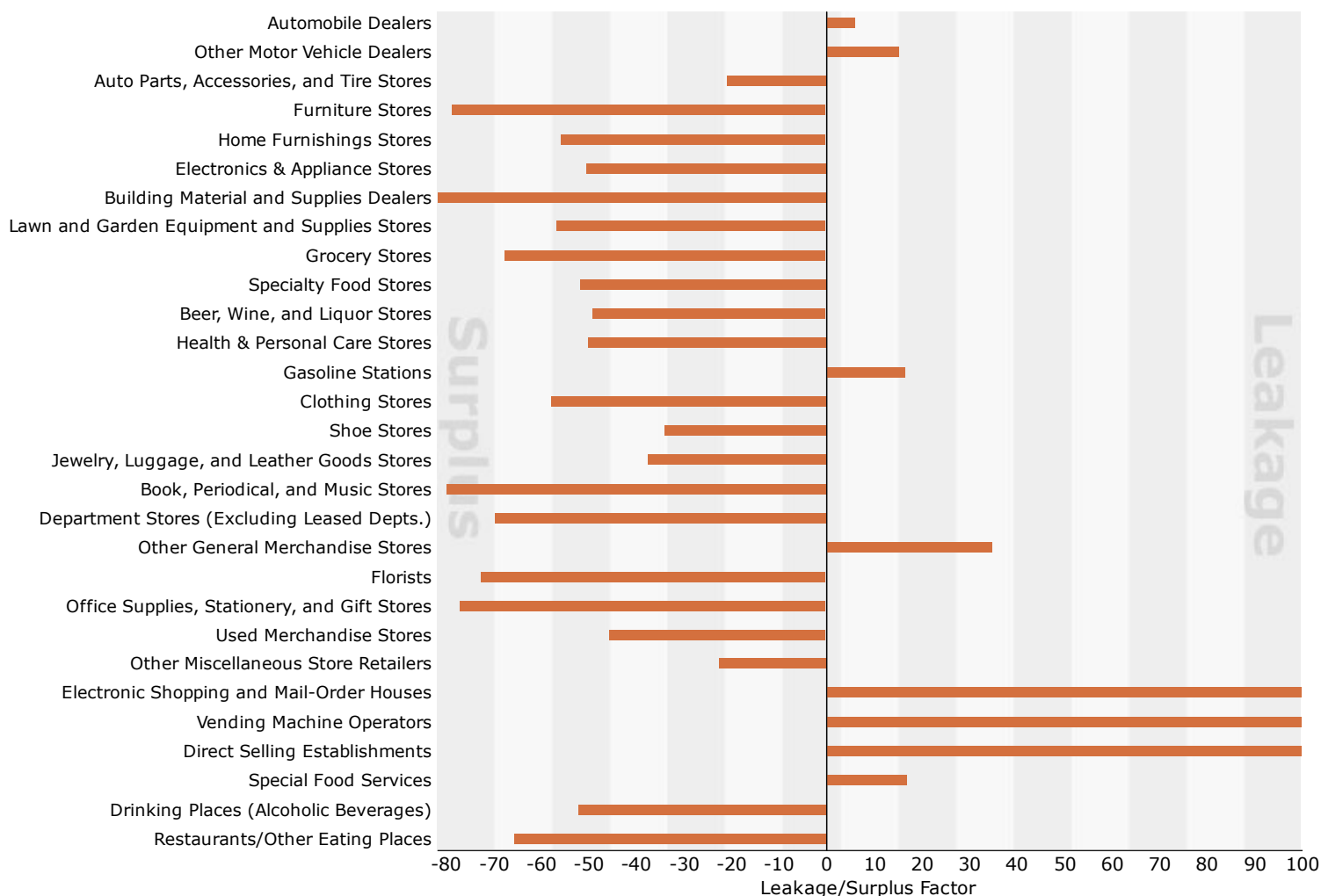
Darling Lot
421 Petoskey Street Petoskey MI 49770
Ring: 2 mile radius

Latitude: 45.3737
Longitude: -84.9572

2017 Leakage/Surplus Factor by Industry Subsector



2017 Leakage/Surplus Factor by Industry Group





Retail MarketPlace Profile

Darling Lot
421 Petoskey Street Petoskey MI 49770
Ring: 5 mile radius

Latitude: 45.3737
Longitude: -84.9572

Summary Demographics

2019 Population	15,457
2019 Households	6,692
2019 Median Disposable Income	\$43,673
2019 Per Capita Income	\$34,761

2017 Industry Summary

	NAICS	Demand (Retail Potential)	Supply (Retail Sales)	Retail Gap	Leakage/Surplus Factor	Number of Businesses
Total Retail Trade and Food & Drink	44-45,722	\$247,948,402	\$674,401,444	-\$426,453,042	-46.2	398
Total Retail Trade	44-45	\$224,837,370	\$595,597,424	-\$370,760,054	-45.2	300
Total Food & Drink	722	\$23,111,032	\$78,804,019	-\$55,692,987	-54.6	98

2017 Industry Group

	NAICS	Demand (Retail Potential)	Supply (Retail Sales)	Retail Gap	Leakage/Surplus Factor	Number of Businesses
Motor Vehicle & Parts Dealers	441	\$47,998,387	\$101,922,419	-\$53,924,032	-36.0	30
Automobile Dealers	4411	\$38,784,541	\$68,597,195	-\$29,812,654	-27.8	8
Other Motor Vehicle Dealers	4412	\$4,280,710	\$26,122,409	-\$21,841,699	-71.8	9
Auto Parts, Accessories & Tire Stores	4413	\$4,933,136	\$7,202,814	-\$2,269,678	-18.7	13
Furniture & Home Furnishings Stores	442	\$7,204,695	\$28,915,723	-\$21,711,028	-60.1	24
Furniture Stores	4421	\$4,410,511	\$20,717,245	-\$16,306,734	-64.9	10
Home Furnishings Stores	4422	\$2,794,185	\$8,198,478	-\$5,404,293	-49.2	14
Electronics & Appliance Stores	443	\$7,085,364	\$16,483,793	-\$9,398,429	-39.9	11
Bldg Materials, Garden Equip. & Supply Stores	444	\$15,807,150	\$92,947,205	-\$77,140,055	-70.9	30
Bldg Material & Supplies Dealers	4441	\$14,371,781	\$83,853,743	-\$69,481,962	-70.7	22
Lawn & Garden Equip & Supply Stores	4442	\$1,435,369	\$9,093,463	-\$7,658,094	-72.7	8
Food & Beverage Stores	445	\$40,062,945	\$125,368,758	-\$85,305,813	-51.6	27
Grocery Stores	4451	\$35,171,210	\$113,585,976	-\$78,414,766	-52.7	12
Specialty Food Stores	4452	\$1,965,511	\$6,228,010	-\$4,262,499	-52.0	12
Beer, Wine & Liquor Stores	4453	\$2,926,225	\$5,554,772	-\$2,628,547	-31.0	4
Health & Personal Care Stores	446,4461	\$16,402,858	\$37,494,812	-\$21,091,954	-39.1	24
Gasoline Stations	447,4471	\$25,941,768	\$40,681,739	-\$14,739,971	-22.1	11
Clothing & Clothing Accessories Stores	448	\$11,377,553	\$25,338,143	-\$13,960,590	-38.0	46
Clothing Stores	4481	\$7,597,661	\$19,631,434	-\$12,033,773	-44.2	34
Shoe Stores	4482	\$1,627,428	\$2,011,150	-\$383,722	-10.5	4
Jewelry, Luggage & Leather Goods Stores	4483	\$2,152,463	\$3,695,559	-\$1,543,096	-26.4	8
Sporting Goods, Hobby, Book & Music Stores	451	\$5,967,713	\$29,244,902	-\$23,277,189	-66.1	27
Sporting Goods/Hobby/Musical Instr Stores	4511	\$5,010,741	\$23,541,956	-\$18,531,215	-64.9	22
Book, Periodical & Music Stores	4512	\$956,973	\$5,702,946	-\$4,745,973	-71.3	5
General Merchandise Stores	452	\$34,491,102	\$76,409,840	-\$41,918,738	-37.8	13
Department Stores Excluding Leased Depts.	4521	\$23,551,629	\$70,868,875	-\$47,317,246	-50.1	6
Other General Merchandise Stores	4529	\$10,939,472	\$5,540,965	\$5,398,507	32.8	7
Miscellaneous Store Retailers	453	\$8,334,152	\$20,751,306	-\$12,417,154	-42.7	58
Florists	4531	\$389,242	\$1,485,501	-\$1,096,259	-58.5	7
Office Supplies, Stationery & Gift Stores	4532	\$1,655,071	\$8,063,439	-\$6,408,368	-65.9	11
Used Merchandise Stores	4533	\$1,369,614	\$2,953,789	-\$1,584,175	-36.6	11
Other Miscellaneous Store Retailers	4539	\$4,920,225	\$8,248,577	-\$3,328,352	-25.3	30
Nonstore Retailers	454	\$4,163,681	\$38,784	\$4,124,897	98.2	1
Electronic Shopping & Mail-Order Houses	4541	\$3,262,507	\$0	\$3,262,507	100.0	0
Vending Machine Operators	4542	\$236,423	\$0	\$236,423	100.0	0
Direct Selling Establishments	4543	\$664,752	\$38,784	\$625,968	89.0	1
Food Services & Drinking Places	722	\$23,111,032	\$78,804,019	-\$55,692,987	-54.6	98
Special Food Services	7223	\$656,824	\$907,645	-\$250,821	-16.0	4
Drinking Places - Alcoholic Beverages	7224	\$1,311,760	\$2,418,645	-\$1,106,885	-29.7	5
Restaurants/Other Eating Places	7225	\$21,142,448	\$75,477,729	-\$54,335,281	-56.2	89

Data Note: Supply (retail sales) estimates sales to consumers by establishments. Sales to businesses are excluded. Demand (retail potential) estimates the expected amount spent by consumers at retail establishments. Supply and demand estimates are in current dollars. The Leakage/Surplus Factor presents a snapshot of retail opportunity. This is a measure of the relationship between supply and demand that ranges from +100 (total leakage) to -100 (total surplus). A positive value represents 'leakage' of retail opportunity outside the trade area. A negative value represents a surplus of retail sales, a market where customers are drawn in from outside the trade area. The Retail Gap represents the difference between Retail Potential and Retail Sales. Esri uses the North American Industry Classification System (NAICS) to classify businesses by their primary type of economic activity. Retail establishments are classified into 27 industry groups in the Retail Trade sector, as well as four industry groups within the Food Services & Drinking Establishments subsector. For more information on the Retail MarketPlace data, please click the link below to view the Methodology Statement. <http://www.esri.com/library/whitepapers/pdfs/esri-data-retail-marketplace.pdf>

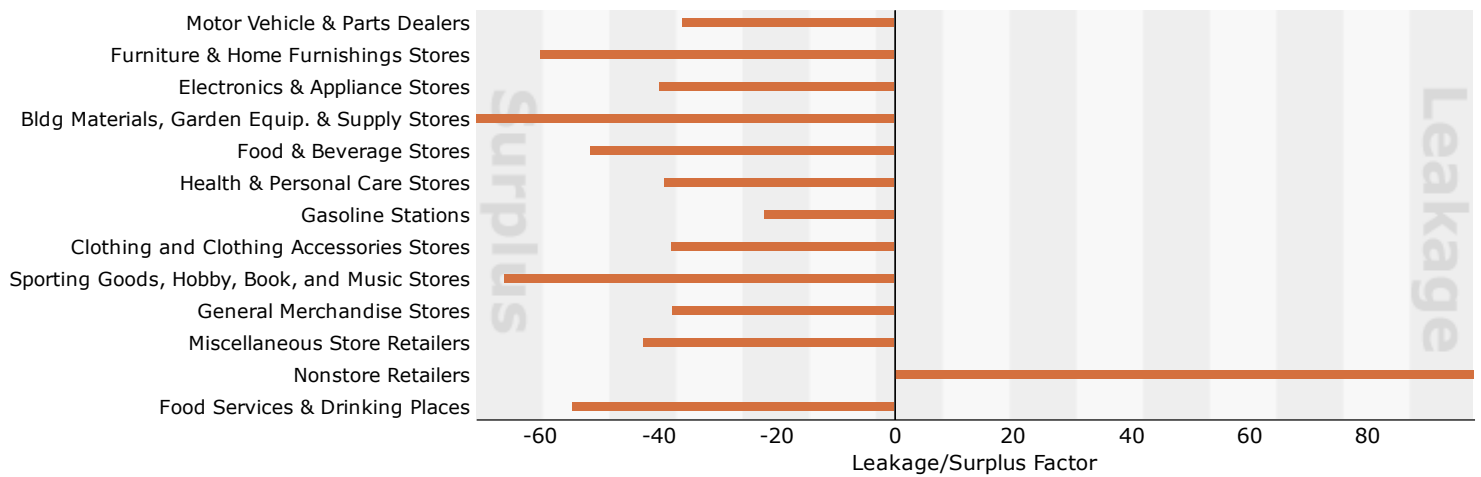
Source: Esri and Infogroup. Esri 2019 Updated Demographics. Esri 2017 Retail MarketPlace. Copyright 2019 Esri. Copyright 2017 Infogroup, Inc. All rights reserved.

September 11, 2019

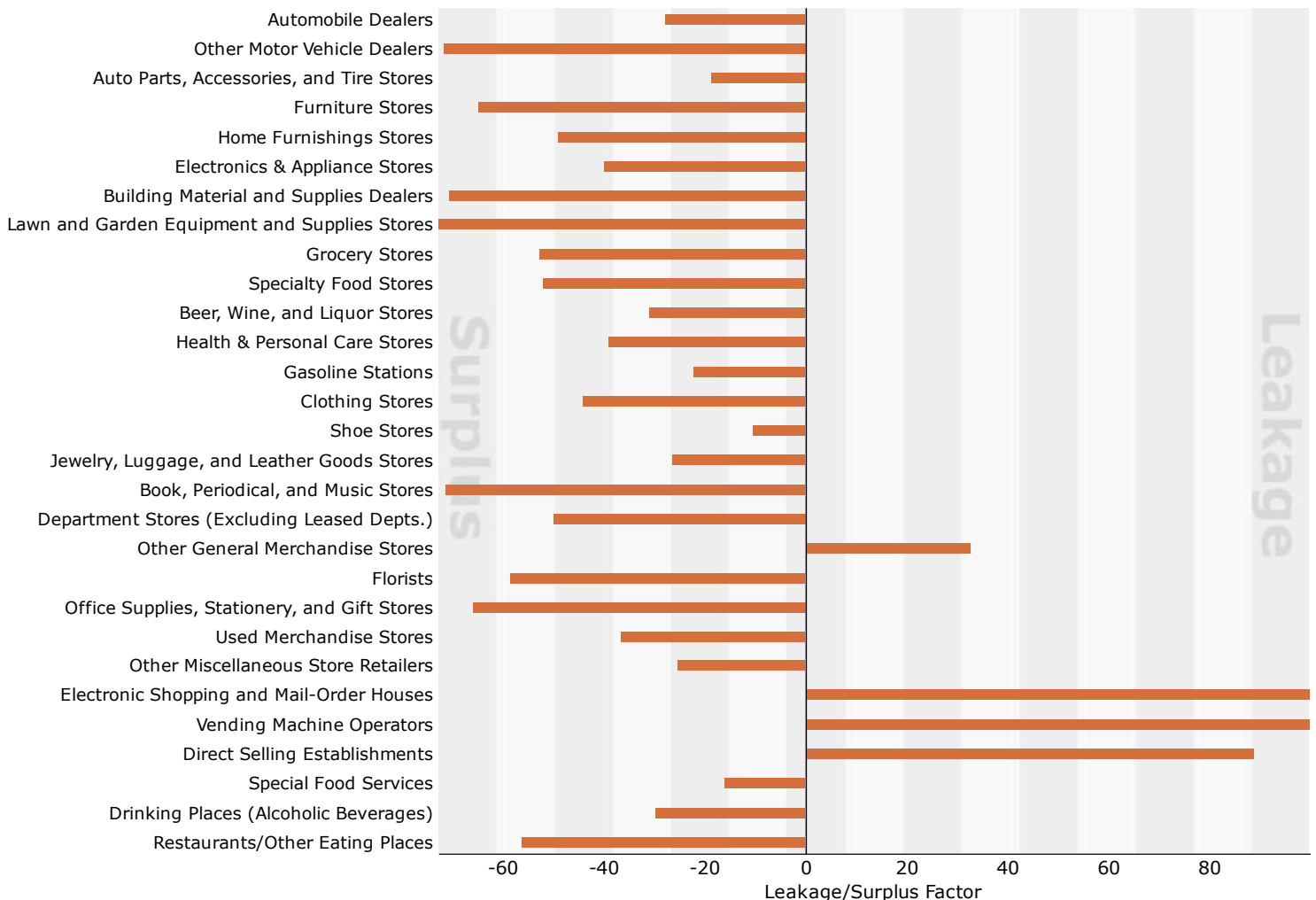
Darling Lot
421 Petoskey Street Petoskey MI 49770
Ring: 5 mile radius

Latitude: 45.3737
Longitude: -84.9572

2017 Leakage/Surplus Factor by Industry Subsector



2017 Leakage/Surplus Factor by Industry Group



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ISSUE DATE	DESCRIPTION
7-22-19	CLIENT REVIEW

PROJEC

RRC PREDEVELOPMENT ASSISTANCE

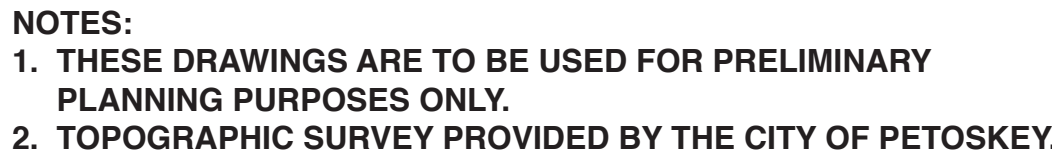
CLIENT
CITY OF PETOSKEY
PETOSKEY, MI

PRINCIPAL:	NGR
PROJECT MGR.:	
DESIGNED BY:	NGR
DRAWN BY:	
CHECKED BY:	
COMMISSION / JOB NO.:	2019102.0

DRAWING TITLE

CONCEPT ALTERNATIVE 03 UNDERGROUND PARKING

\$1.0



MECHANICAL ROOM / STORAGE
(900 SFT)

STAIRWELL / ELEVATOR / HALLWAY
(1,130 SFT)

PUBLIC PARKING
52 SPACES

set number

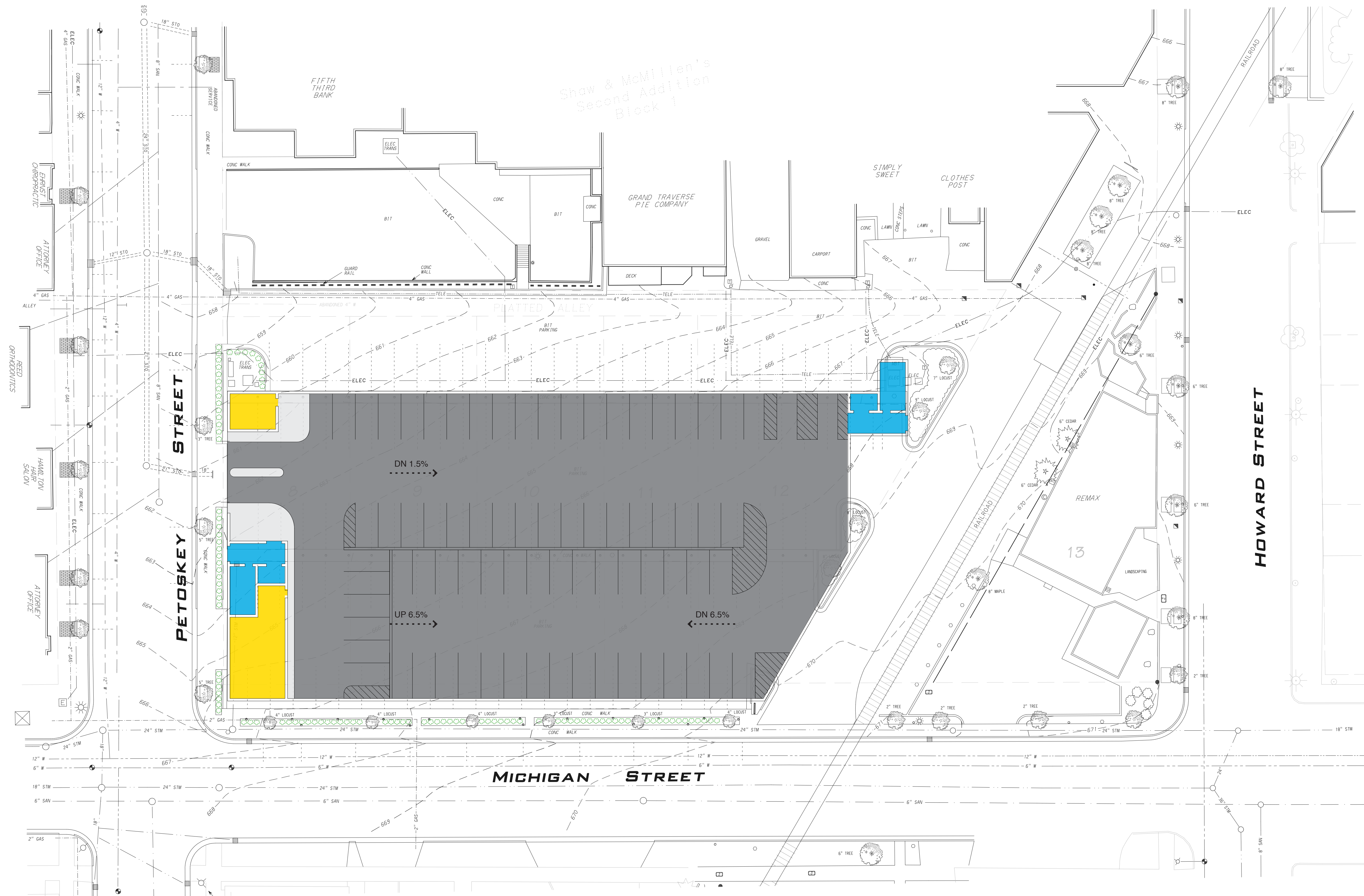
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CITY OF DETROIT



PROJECT MGR :

DRAWN BY:

COMMISSION (JOB NO.: 20101002-01



- NOTES:**
- 1. THESE DRAWINGS ARE TO BE USED FOR PRELIMINARY PLANNING PURPOSES ONLY.**
 - 2. TOPOGRAPHIC SURVEY PROVIDED BY THE CITY OF PETOSKEY.**

-  **MECHANICAL ROOM / STORAGE**
(1,250 SFT)
-  **STAIRWELL / ELEVATOR / HALLWAY**
(1,130 SFT)
-  **PUBLIC PARKING**
93 SPACES

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CIVIL ENGINEER
CONSULTANT

ISSUE DATE	DESCRIPTION
7-22-19	CLIENT REVIEW

PROJEC

RRC PREDEVELOPMENT ASSISTANCE

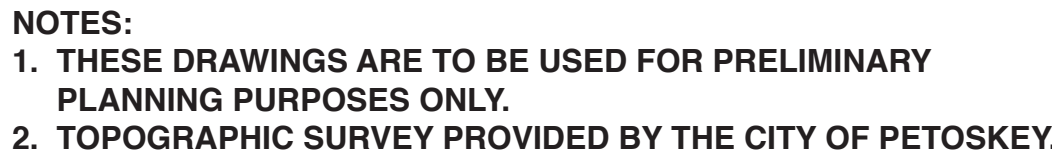
CLIENT
CITY OF PETOSKEY
PETOSKEY, MI

PRINCIPAL:	NG
PROJECT MGR.:	
DESIGNED BY:	NG
DRAWN BY:	
CHECKED BY:	
COMMISSION / JOB NO.:	2019102.

DRAWING TITLE

CONCEPT ALTERNATIVE 03
SECOND FLOOR

S3.0



- MULTI-FAMILY RESIDENTIAL**
(18,500 SFT)
- STAIRWELL / ELEVATOR / HALLWAY**
(3,200 SFT)
- COMMERCIAL**
(5725 SFT)

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Loft 2
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CLIENT
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PETOSKEY, MI

DRAWING TITLE

CONCEPT ALTERNATIVE 03
THIRD FLOOR

S4.0



■ **MULTI-FAMILY RESIDENTIAL**
(24,200 SFT)

■ **STAIRWELL / ELEVATOR / HALLWAY**
(4,000 SFT)

set number

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CITY OF DETROIT

PROJECT MGR:

DESIGNED BY: _____ RCE

DRAWN BY:

COMMISSION / JOB NO.: 2010102-01

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ISSUE DATE	DESCRIPTION
7-22-19	CLIENT REVIEW
9-16-19	CLIENT REVIEW

PROJECT

RRC PREDEVELOPMENT ASSISTANCE

CLIENT
CITY OF PETOSKEY
PETOSKEY, MI

PRINCIPAL:	NGR
PROJECT MGR.:	
DESIGNED BY:	NGR
DRAWN BY:	
CHECKED BY:	
COMMISSION / JOB NO.:	2019102.0

DRAVING TITL

PREFERRED CONCEPT ALTERNATIVE 3D MODELING CAMERA LOCATIONS

S6.0

This is a detailed site plan for Shaw & McMillen's Second Addition Block 1. The plan shows a grid of streets: Petoskey Street to the west, Michigan Street to the south, and Howard Street to the east. A railroad line runs diagonally from the southeast towards the center. A large rectangular area in the center is outlined in thick black, representing the project site. This area is divided into sections numbered 8 through 13. To the north of the project site is a building labeled 'GRAND TRAVERSE PIE COMPANY'. To the east, across Howard Street, is a building labeled 'REMAX'. Various utility lines are shown throughout the plan, including gas (4", 6", 8", 12", 18", 24"), water (6", 8", 12", 18", 24"), sewer (6", 8", 12", 18", 24"), and electric (ELEC). There are also labels for 'CONC WALK', 'GRASS', 'TREE', and 'RAILROAD'. Two camera locations are marked with black dots and arrows: 'CAMERA 02' is located on Petoskey Street, and 'CAMERA 01' is located on Michigan Street. The plan also shows 'PLATTED ALLEY' and 'FIFTH THIRD BANK'.

3D MODELING CAMERA LOCATIONS

NOTES:

1. THESE DRAWINGS ARE TO BE USED FOR PRELIMINARY PLANNING PURPOSES ONLY.
2. TOPOGRAPHIC SURVEY PROVIDED BY THE CITY OF PETOSKEY.

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REGISTRATION SEAL

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PETOSKEY, MI

PRINCIPAL:	NGE
PROJECT MGR.:	
DESIGNED BY:	NGE
DRAWN BY:	
CHECKED BY:	
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DRAWING TITLE

PREFERRED CONCEPT ALTERNATIVE 3D MODELING

S7.0



CAMERA 01

3D MODELING

NOTES:

- NOTES:
1. THESE DRAWINGS ARE TO BE USED FOR PRELIMINARY PLANNING PURPOSES ONLY.
 2. TOPOGRAPHIC SURVEY PROVIDED BY THE CITY OF PETOSKEY.



WEST ELEVATION

SOUTH ELEVATION

S9.0

set number

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REGISTRATION SEAL

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CITY OF PETOSKEY
PETOSKEY, MI

PRINCIPAL:	NGE
PROJECT MGR.:	
DESIGNED BY:	NGE
DRAWN BY:	
CHECKED BY:	
COMMISSION / JOB NO.:	2019102.01

DRAWING TITLE

PREFERRED CONCEPT ALTERNATIVE 3D MODELING BEFORE & AFTER

S10.0



CAMERA 01

3D MODELING BEFORE & AFTER

NOTES:

- NOTES.
1. THESE DRAWINGS ARE TO BE USED FOR PRELIMINARY PLANNING PURPOSES ONLY.
 2. TOPOGRAPHIC SURVEY PROVIDED BY THE CITY OF PETOSKEY.



i-Budget Data Link:

Development Footprint (Acres):	0.95	Construction Duration (Months):	15.00
Building Gross Square Feet:	105,500	Future Delivery Inflation Projection:	No
Use Group:	Mixed Use	Stories Above Grade / Underground:	3 / 1
Construction Type:	IIB	Authority Having Jurisdiction:	Petoskey

Key Notes:

The cost below represents a conceptual cost opinion of the Concept Plans dated July 22, 2019.
 Final reconciliation of the project budget will be provided upon receipt of drawings and specifications.
 The ground level parking includes 76 spaces.
 Thirty six (36) multifamily units have been assumed.

Description	Estimated Total	Cost / SF
<i>Site Development:</i>		
Site Demolition	\$ 98,500	
Site Work & Utilities	815,000	
Earth Retention System	490,000	
Paving & Site Concrete	165,000	
Landscaping Allowance	103,000	
Subtotal:	\$ 1,671,500	\$ 15.81
<i>Building Development:</i>		
Superstructure & Interior Concrete	2,700,000	
Facade Systems & Roofing	2,000,000	
Interior Carpentry & Interior Finishes	3,500,000	
Mechanical, Electrical & Fire Protection Systems	3,803,000	
Specialty Items	43,000	
Subtotal:	12,046,000	113.96
<i>Specialty Items:</i>		
Conveyance Systems	299,000	
Low Voltage Systems	By Others	
Commercial Tenant Improvements Allowance	244,500	
Fixtures, Furniture & Equipment	By Others	
Subtotal:	543,500	5.14
<i>General Project Costs:</i>		
Design & Engineering	By Others	
Environmental Studies & Remediation	By Others	
Construction Testing	52,000	
General Conditions	450,000	
Municipal Permits & Fees	By Others	
Overhead & Insurance Reimbursement	Included	
Design & Construction Contingency	500,000	
Contractor Fee	Included	
Subtotal:	1,002,000	9.48
Preliminary Construction Cost:	\$ 15,263,000	\$ 144.40
Suggested Range for Planning:	+/- 5% From Above Total	



i-Budget Data Link:

Development Footprint (Acres):	0.95	Construction Duration (Months):	15.00
Building Gross Square Feet:	105,500	Future Delivery Inflation Projection:	No
Use Group:	Mixed Use	Stories Above Grade / Underground:	3 / 1
Construction Type:	IIB	Authority Having Jurisdiction:	Petoskey

Key Notes:

The cost below represents a conceptual cost opinion of the Concept Plans dated July 22, 2019.
Final reconciliation of the project budget will be provided upon receipt of drawings and specifications.
The ground level parking includes 76 spaces.
Thirty six (36) multifamily units have been assumed.

Description	Estimated Total	Cost / SF
<i>Site Development:</i>		
Site Demolition	\$ 98,500	
Site Work & Utilities	815,000	
Earth Retention System	490,000	
Paving & Site Concrete	165,000	
Landscaping Allowance	103,000	
Subtotal:	\$ 1,671,500	\$ 15.81
<i>Building Development:</i>		
Superstructure & Interior Concrete	2,700,000	
Facade Systems & Roofing	2,000,000	
Interior Carpentry & Interior Finishes	3,500,000	
Mechanical, Electrical & Fire Protection Systems	3,803,000	
Specialty Items	43,000	
Subtotal:	12,046,000	113.96
<i>Specialty Items:</i>		
Conveyance Systems	299,000	
Low Voltage Systems	By Others	
Commercial Tenant Improvements Allowance	244,500	
Fixtures, Furniture & Equipment	By Others	
Subtotal:	543,500	5.14
<i>General Project Costs:</i>		
Design & Engineering	By Others	
Environmental Studies & Remediation	By Others	
Construction Testing	52,000	
General Conditions	450,000	
Municipal Permits & Fees	By Others	
Overhead & Insurance Reimbursement	Included	
Design & Construction Contingency	500,000	
Contractor Fee	Included	
Subtotal:	1,002,000	9.48
Preliminary Construction Cost:	\$ 15,263,000	\$ 144.40
Suggested Range for Planning:	+/- 5% From Above Total	

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REGISTRATION SEAL

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CITY OF PETOSKEY
PETOSKEY, MI

PRINCIPAL:	NGE
PROJECT MGR.:	
DESIGNED BY:	NGE
DRAWN BY:	
CHECKED BY:	
COMMISSION / JOB NO.:	2019102.01

DRAWING TITLE

PREFERRED CONCEPT ALTERNATIVE 3D MODELING BEFORE & AFTER

S11.0



CAMERA 02

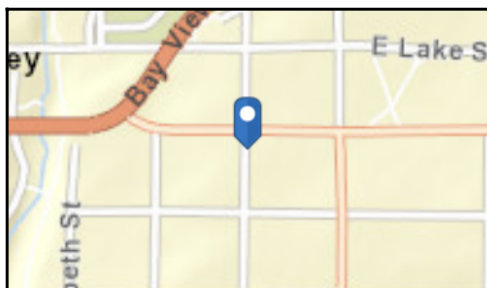
3D MODELING BEFORE & AFTER

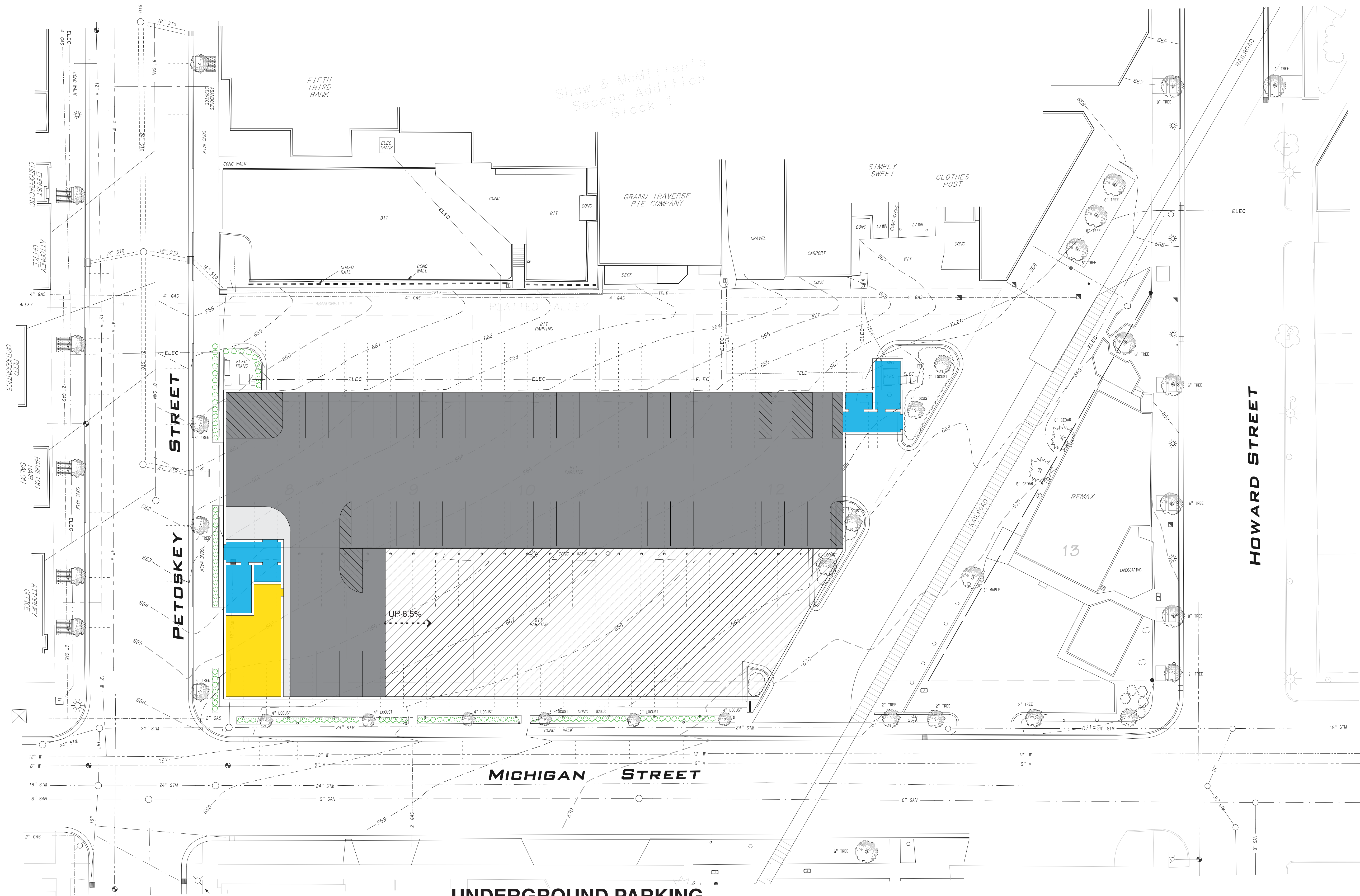
NOTES:

- NOTES.
1. THESE DRAWINGS ARE TO BE USED FOR PRELIMINARY PLANNING PURPOSES ONLY.
 2. TOPOGRAPHIC SURVEY PROVIDED BY THE CITY OF PETOSKEY.

Darling Lot
421 Petoskey Street Petoskey MI 49770
Ring: 0.5 mile radius

Latitude: 45.3737
Longitude: -84.9572





- NOTES:
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- MECHANICAL ROOM / STORAGE (900 SFT)
- STAIRWELL / ELEVATOR / HALLWAY (1,130 SFT)
- PUBLIC PARKING 52 SPACES

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CONSULTANT

REGISTRATION SEAL

ISSUE DATE	DESCRIPTION
7-22-19	CLIENT REVIEW

PROJECT

RRC
PREDEVELOPMENT
ASSISTANCE

CLIENT
CITY OF PETOSKEY
PETOSKEY, MI

PRINCIPAL:	NGE
PROJECT MGR:	
DESIGNED BY:	NGE
DRAWN BY:	
CHECKED BY:	
COMMISSION / JOB NO.:	2019102.01

DRAWING TITLE

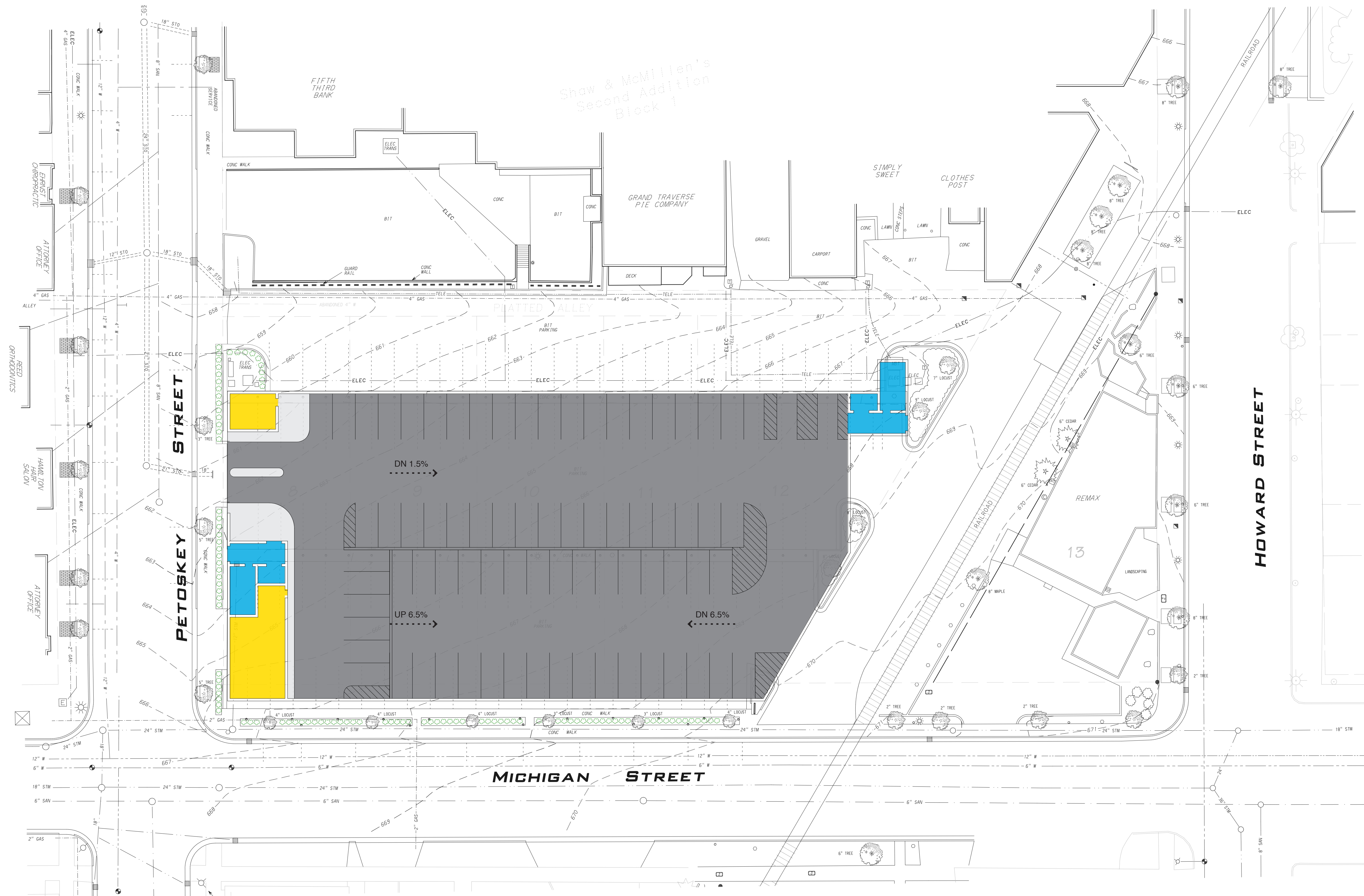
CONCEPT ALTERNATIVE 03
UNDERGROUND PARKING

S1.0




set number

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CITY OF DETROIT



- NOTES:**
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 - 2. TOPOGRAPHIC SURVEY PROVIDED BY THE CITY OF PETOSKEY.**

-  **MECHANICAL ROOM / STORAGE**
(1,250 SFT)
-  **STAIRWELL / ELEVATOR / HALLWAY**
(1,130 SFT)
-  **PUBLIC PARKING**
93 SPACES

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CIVIL ENGINEER
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ISSUE DATE	DESCRIPTION
7-22-19	CLIENT REVIEW

PROJEC

RRC PREDEVELOPMENT ASSISTANCE

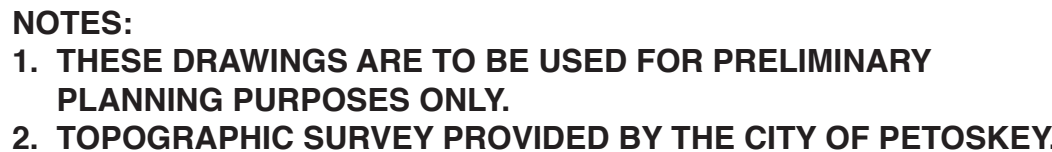
CLIENT
CITY OF PETOSKEY
PETOSKEY, MI

PRINCIPAL:	NG
PROJECT MGR.:	
DESIGNED BY:	NG
DRAWN BY:	
CHECKED BY:	
COMMISSION / JOB NO.:	2019102.

DRAWING TITLE

CONCEPT ALTERNATIVE 03
SECOND FLOOR

S3.0



- MULTI-FAMILY RESIDENTIAL**
(18,500 SFT)
- STAIRWELL / ELEVATOR / HALLWAY**
(3,200 SFT)
- COMMERCIAL**
(5725 SFT)

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CIVIL ENGINEER
CONSULTANT

ISSUE DATE	DESCRIPTION
7-22-19	CLIENT REVIEW

PROJECT

**RRC
PREDEVELOPMENT
ASSISTANCE**

CLIENT
CITY OF PETOSKEY
PETOSKEY, MI

PRINCIPAL:	NGR
PROJECT MGR.:	
DESIGNED BY:	NGR
DRAWN BY:	
CHECKED BY:	
COMMISSION / JOB NO.:	2019102.0

DRAWING TITLE

CONCEPT ALTERNATIVE 03
THIRD FLOOR

S4.0



SCALE 1" = 20'-0"

- NOTES:**
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 2. TOPOGRAPHIC SURVEY PROVIDED BY THE CITY OF PETOSKEY.

■ **MULTI-FAMILY RESIDENTIAL**
(24,200 SFT)

■ **STAIRWELL / ELEVATOR / HALLWAY**
(4,000 SFT)

set number

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CITY OF DETROIT

PROJECT MGR:

DESIGNED BY: _____ RCE

DRAWN BY:

COMMISSION / JOB NO.: 2010102-01

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Table 6.

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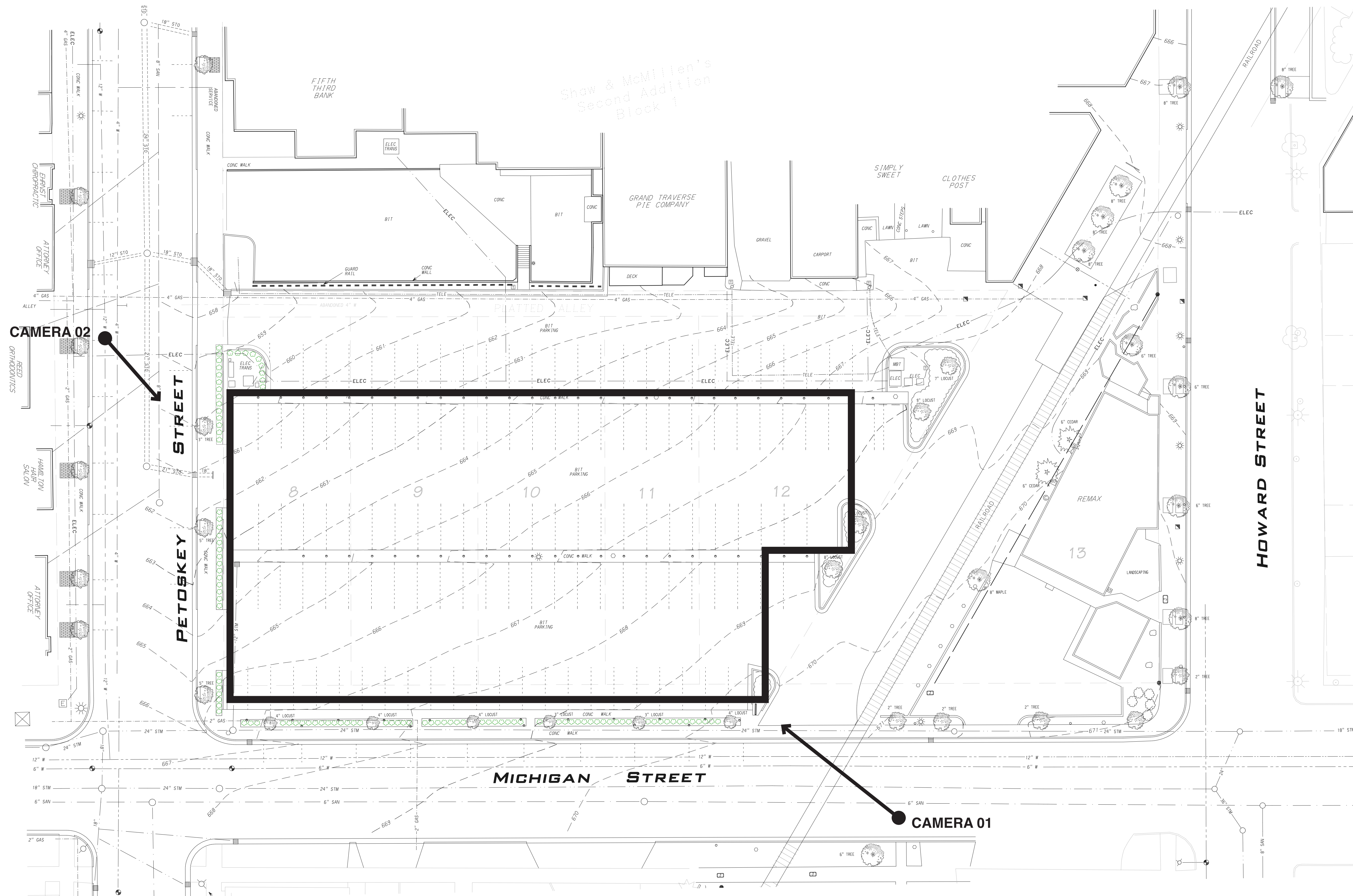
ISSUE DATE	DESCRIPTION
7-22-19	CLIENT REVIEW
9-16-19	CLIENT REVIEW

RRC PREDEVELOPMENT ASSISTANCE

PRINCIPAL:	NGE
PROJECT MGR.:	
DESIGNED BY:	NGE
DRAWN BY:	
CHECKED BY:	
COMMISSION / JOB NO.:	2019102.0

PREFERRED CONCEPT ALTERNATIVE 3D MODELING CAMERA LOCATIONS

S6.0



NOTES:

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[illegible]

PROJECT

**RRC
PREDEVELOPMENT
ASSISTANCE**

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CITY OF PETOSKEY
PETOSKEY, MI

PRINCIPAL:	NGE
PROJECT MGR.:	
DESIGNED BY:	NGE
DRAWN BY:	
CHECKED BY:	
COMMISSION / JOB NO.:	2019102.01

DRAWING TITLE

PREFERRED CONCEPT ALTERNATIVE 3D MODELING

S7.0



CAMERA 01

3D MODELING

NOTES:

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WEST ELEVATION

SOUTH ELEVATION

S9.0

set number

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PROJECT

**RRC
PREDEVELOPMENT
ASSISTANCE**

CLIENT
CITY OF PETOSKEY
PETOSKEY, MI

PRINCIPAL:	NGE
PROJECT MGR.:	
DESIGNED BY:	NGE
DRAWN BY:	
CHECKED BY:	
COMMISSION / JOB NO.:	2019102.01

DRAWING TITLE

PREFERRED CONCEPT ALTERNATIVE 3D MODELING BEFORE & AFTER

S10.0



CAMERA 01

3D MODELING BEFORE & AFTER

NOTES:

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CONSULTANT

REGISTRATION SEAL

[illegible]

PROJECT

RRC PREDEVELOPMENT ASSISTANCE

CLIENT
CITY OF PETOSKEY
PETOSKEY, MI

PRINCIPAL:	NIGÉ
PROJECT MGR:	
DESIGNED BY:	NIGÉ
DRAWN BY:	
CHECKED BY:	
COMMISSION / JOB NO.:	2019102.01

DRAWING TITLE

PREFERRED CONCEPT ALTERNATIVE
3D MODELING BEFORE & AFTER

S11.0



CAMERA 02

3D MODELING BEFORE & AFTER

NOTES:

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2. TOPOGRAPHIC SURVEY PROVIDED BY THE CITY OF PETOSKEY.

- NOTES.
1. THESE DRAWINGS ARE TO BE USED FOR PRELIMINARY PLANNING PURPOSES ONLY.
 2. TOPOGRAPHIC SURVEY PROVIDED BY THE CITY OF PETOSKEY.



Darling Lot, Petoskey, Michigan



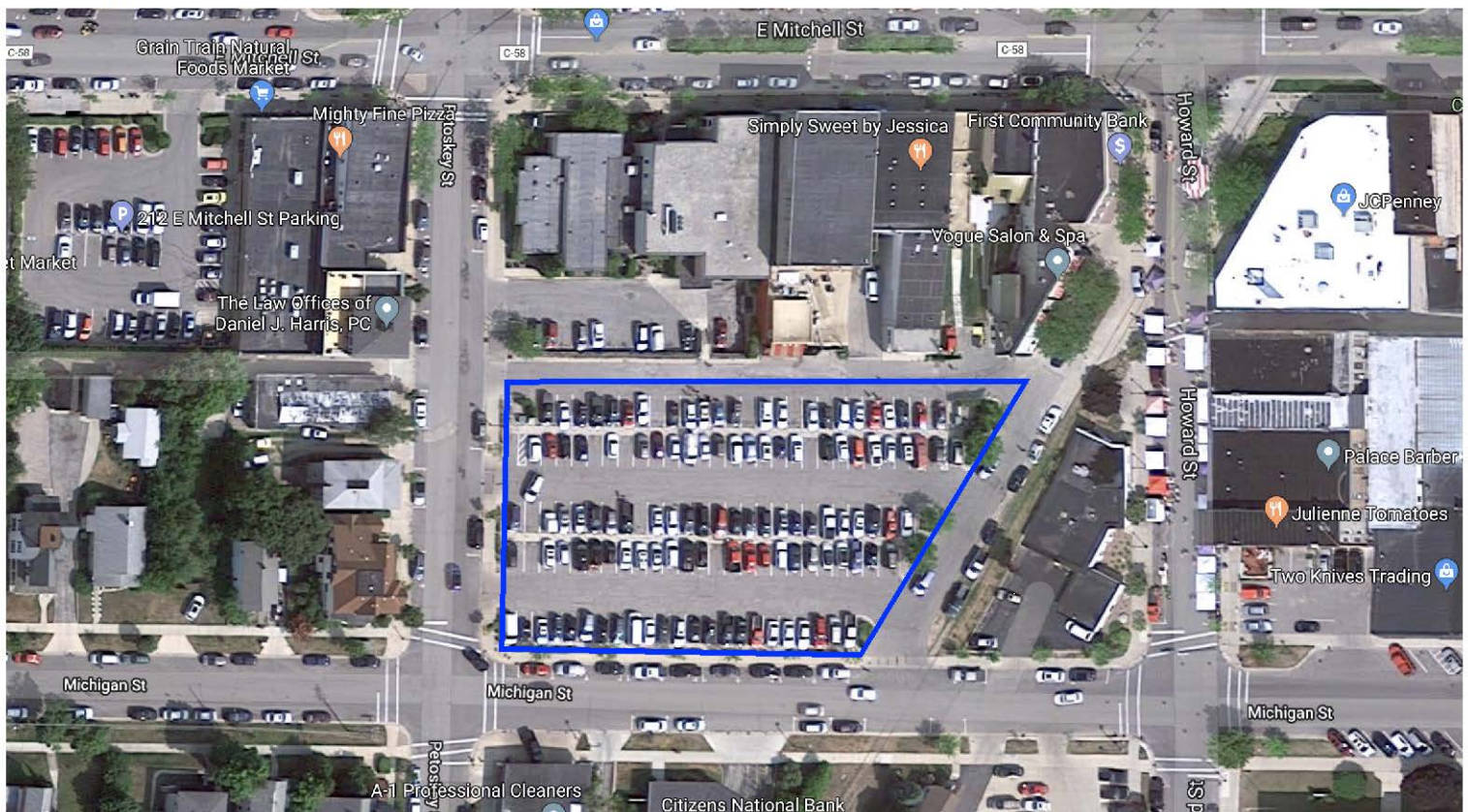
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Overview

The City of Petoskey is seeking proposals from developers able to realize the full potential of a prime property in downtown Petoskey, Michigan. This .87 acre site is positioned at a prime corner next to Petoskey's busy and historic downtown, with opportunities for views of beautiful Little Traverse Bay.

Darling Lot - Petoskey



The Opportunity

The City of Petoskey seeks to realize a net gain in parking spaces at the Darling Lot while adding needed residential to its downtown. The Darling Lot provides a unique opportunity for developers given its prime location and prominent elevation allowing for great views of Little Traverse Bay and Petoskey's historic townscape.

The .87 acre site is at the corner of Petoskey and Michigan streets only half a block from shopping on East Mitchell Street. The Downtown Greenway abuts the east end of the property allowing for an easy walk to Pennsylvania Park and the heart of downtown Petoskey. Ample shopping and services are within easy walking distance including a food market, hardware store, banks, salons and more.

A market study-supported vision includes two levels of below grade parking, leaving two stories above grade for market rate residential and a commercial space facing the Downtown Greenway. This is the City's preferred vision however the City is open to similar proposals. Drawings, representative

images, and figures for the proposed development are included in this RFQ. The vision for the site includes the following elements:

- 32 new apartments ranging in size from 550 to 780 square feet.
- 20 residential condominiums
- Two levels of multi-purpose parking, starting at the Petoskey Street grade and extending one floor down, for an estimated 145 underground parking spaces plus 27 surface spaces to remain in the alley.
- 5,725 square feet of commercial space fronting the Downtown Greenway, providing a great space for restaurant.

Because of Petoskey's Redevelopment Ready Status, an array of incentives can be brought in to assist the developer with execution. Interested development teams are invited to submit qualifications by _____. Please refer to the last page for proposal requirements.

Community Context: Petoskey

Petoskey is the largest of a string of resort towns that line scenic Little Traverse Bay. The area has a long history as one of the premier resort areas in the Midwest. Though a city of just over 5,700 residents, Petoskey is the largest city in the region including Emmet and Charlevoix counties.

The Petoskey area's economy is led by health care, retail trade, accommodation and food service, and manufacturing. The area's largest employers include McLaren Northern Michigan Hospital, Little Traverse Bay Bands, Bay Harbor Company, Moeller Aerospace Technology and Circuit Controls Corporation. The 49770 zip code has an annual payroll of \$341,398,000 paid to 9,900 employees.

Major investments downtown and beyond reflect the area's growing economy. Downtown, new eateries such as Beard's Brewing, and the Back Lot food truck court add to an already rich dining environment. Recent renovations at 416 Mitchell Street added eight new apartments to downtown. McLaren Northern Michigan Hospital completed the second phase of a three phase \$150 million expansion that adds 92 new private patient rooms, 12 observational beds and lobby improvements. OHM Advisors, a Midwestern design firm, just established an office downtown that employs 21 professionals. In 2017 Yazaki expanded its

Petoskey Circuit Control operation adding 22,000 feet and more jobs.

Tourism drives development opportunity in Petoskey as well. In 2017, 1.4 million visitors spent about \$55 million on lodging alone. Tourism is on the rise, too. Between 2014 and 2018, room revenue was up in every month, with July and August up 32% and 12% respectively.

The Petoskey area is served by North Central Michigan College with enrollment of 2,300 students. This community college offers programs in health sciences, business, criminal justice, environmental sciences, and information technology.

The Petoskey area's quality of life is enviable. Access to the water is easy with downtown's Bayfront Park, Petoskey State Park, East and West Park all connected by the Little Traverse Wheelway bike path. Three of the best ski areas in Michigan, Boyne Highlands, Boyne Mountain, and Nub's Nob are within a half an hour of the subject site.

Living in the Petoskey area does not mean you have to forgo a good income. The median household income in the Petoskey area was \$51,804 in 2017. This income is within 5% of that for the cities of Traverse City and Holland.

Site Vision

Plans and images for a preferred concept were developed to illustrate the site's potential. The concept meets zoning height restrictions and is outlined on Page 9. Images of alternative architectural treatments are included to convey options for the final development.



Commercial space on Michigan Street frontage looking northwest



Petoskey Street frontage with parking garage entrance looking southeast



East elevation



South elevation, along Michigan Street



West elevation, along Petoskey Street



Alternative architectural style #1



Alternative architectural style #2

Preliminary Cost Estimate



Mixed Use with Underground Parking

- *32 apartments with bay and city views*
- *20 residential condominiums also with bay and city views*
- *5,725 square feet of ground level commercial space*
- *On-site available underground parking*
- *Includes a 5,000 square foot roof solar array*
- *Estimated cost: \$17,770,000*

Market Conditions

A market study was prepared for this site and is included as an attachment to this RFQ. The market study, prepared by Mission North, LLC, includes these key findings:

- Petoskey's economy is broad-based and is centered on health care, retail trade, accommodation and food services, and manufacturing sectors, and benefits from robust tourism and second homes.
- Recent investments in the health care, culture, manufacturing, and other sectors, totaling nearly \$200 million, speaks to an economy in a growth posture.
- Within the 49770 zip code, businesses pay out \$341,398,000 in payroll annually.
- Home sale pace within the City of Petoskey, excluding Bay Harbor, was nearly \$2,000,000 per month in the past year.
- The average home price per foot was \$138.40, and the highest per foot sales were mostly in and around downtown Petoskey.
- Based on existing rental options, rents for one-bedroom units in the market are supportable in the \$946 to \$1,071 range and rents for two-

bedroom units can be supported between \$1,132 and \$1,160.

- Adding 32 apartments units would account for 25% of annual targeted demand and would represent only 1.2% of potential customers.
- According to an ESRI Retail MarketPlace Profile, other general merchandise stores, vending machine operators, and special food services are underserved retail categories near the subject site.
- Commercial rents in downtown Petoskey generally range from \$12 to \$16 per square foot. Vacancy sits at 6% based on number of spaces.

Furthermore, a Target Market Analysis completed in the fall of 2019 By Land Use USA for Housing North included these findings regarding market potential for the City of Petoskey:

- In 2020, there is potential for 78 new and rehabbed owner units, and 543 rental units, 275 of which should be townhouses or urban lofts.
- Based on American Community Survey data and other data sources, of the 543 rental units, 13 would be at \$1,000 per month, 25 at \$1,100 per month, and 16 at \$1,200 to over \$2,000 per month.

Development Process

Once a qualified developer has been selected, the City anticipates entering into a letter of intent/predevelopment agreement allowing for due diligence and completion of a final development agreement.

The **City of Petoskey** offers **pre-submittal meetings** where developers can get initial feedback on their proposal and make contact with utility and permit providers. The meetings include representatives from the Department of Public Works, Department of Public Safety and Emmet County Building Department. Contact Petoskey City Planner Amy Tweeten at (231) 347-2500.

Utilities

The site is well served by water, sewer, gas and electricity. The City of Petoskey provides water, sewer and electricity in the area of the site. Gas service is provided by DTE Energy, who offers quotes for service by calling 1-800-533-6220.

Master Plan and Zoning

Master Plan: This property sits in the Urban Core Mixed Use zone in the city's Future Land Use Plan. This category is described in part as follows: "Buildings accommodate a mixture of land uses emphasizing ground-floor retail with offices and residential above, with parking either off-site or completely hidden from street frontages."

Zoning: The site is zoned B-2 Central Business District which allows a variety of retail, civic and residential uses.

Redevelopment Ready Community

Petoskey has been certified in the Redevelopment Ready Communities program by the Michigan Economic Development Corporation. The RRC certification recognizes that the city's development regulations and processes as up-to-date, clear, and predictable, as determined by rigorous external assessment.

Available Incentives

Site Assessment: Costs associated with conducting a site assessment may be eligible for reimbursement if included in an approved brownfield plan

Additional Incentives: The City of Petoskey the Emmet County Brownfield Redevelopment Authority and the Michigan Economic Redevelopment Authority (MEDC) offer a range of incentives to assist developers achieve a quality outcome consistent with Petoskey's site vision and goals. These incentives include:

- **Brownfield TIF** may be available through the Emmet County Brownfield Redevelopment Authority to support remediation, due care, and other activities for environmental conditions at the site.
- **Brownfield TIF** may also be available for other eligible activities related to providing public amenities at the site, such as sidewalks, elevators and on-site parking.
- **Michigan Community Revitalization Program** grants or loans may be available to fill financial gaps. MEDC and the City are committed to partnering with the selected developer to ensure this tool is used effectively.
- The subject site is located completely inside the **Petoskey Downtown Development Authority** (DDA) district. The Petoskey DDA can leverage its TIF resources with other incentives to assist with project costs.
- Other **MEDC Incentives**, such as Community Development Block Grants, may be brought to bear to support community costs related to the project.

Selection Process & Criteria

The City of Petoskey will review and evaluate all complete proposals in response to this request for qualifications (RFQ) to identify and engage with qualified developers for the Darling Lot site. An initial response to this RFQ must include the following information:

- **Letter of Interest:** Provide a letter of up to three pages identifying the development team and including a statement of the team's vision for the site.
- **Concept Plans and Renderings** of a vision for the site development.
- **Development Experience/Portfolio:** Provide a brief description of past projects of a similar nature completed by the development team. No more than 10 pages please. Include a description of the projects, cost, completion date, and references.
- **Evidence of the development team's fiscal capacity** to undertake the proposed project.
- **Resumes** of the firm and lead team members.
- **Proposed Timeline** based on the suggested schedule below.

The City of Petoskey may seek additional information upon receipt of a development proposal. Additionally, The City of Petoskey reserves the right to refuse or reject any or all proposals, or to abstain from selecting any proposal, and may run background reviews of the development team. The RFQ and responses should **not** be considered a legally binding agreement. Upon selection of a qualified development team, the City will enter into a predevelopment agreement including purchase price, due diligence period, and other terms.

Proposal Format

All proposals must be submitted by email in a PDF format to Rob Straebel, at rstraebel@petoskey.us by 11:59 p.m., Eastern Daylight Time, on June __, 2020. Additionally, either a paper or digital copy on a USB drive shall be sent to the address below, postmarked no later than June ____, 2019:

City of Petoskey, ATTN: Rob Straebel
101 E. Lake Street
Petoskey, MI 49770

Schedule for Review and Selection

- | | |
|---|---------------------|
| • RFQ released: | February ____, 2020 |
| • Site Showcase event: | April ____, 2020 |
| • RFQ proposals due: | June ____, 2020 |
| • Finalist teams notified: | July ____, 2020 |
| • Finalist team's presentation: | July ____, 2020 |
| • Finalist terms of development and purchase agreement: | August ____, 2020 |



Ahead of the Curve
in creative parking solutions

CONCEPTUAL DESIGNS:

DARLING LOT:

- MIXED-USE PARKING STRUCTURE
- STAND ALONE PARKING STRUCTURE

Prepared for:
CITY OF PETOSKEY- DOWNTOWN
MANAGEMENT BOARD

November, 2016



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CONCEPTUAL DESIGNS

DARLING LOT:

- MIXED-USE
PARKING
STRUCTURE
- STAND-ALONE
PARKING
STRUCTURE

Prepared for:
CITY OF PETOSKEY –
DOWNTOWN MANAGEMENT
BOARD

November 2016

CONCEPTUAL DESIGNS

DARLING LOT MIXED-USE AND STAND-ALONE PARKING STRUCTURES



WALKER
PARKING CONSULTANTS

NOVEMBER, 2016

PROJECT #20-1702.00

SECTION I

- INTRODUCTION1
- SITE1
- CONCEPTUAL DESIGN OBJECTIVES2
- CONCEPTUAL DESIGN4
 - Concept Drawings Mixed-Use Parking Structure
 - Sheet 1 – Isometric
 - Sheet C100 - Mixed-Use Parking Structure Site Plan
 - Sheet C101 – Ground Tier
 - Sheet C102 – Second Tier
 - Sheet C103 – Third Tier
 - Sheet C104 – Fourth Tier
 - Sheet C105 – Transfer Plate Plan
 - Parking
 - Non-Parking Shell Space
 - Pedestrian Pathways
 - Concept Drawings Stand-Alone Structure Parking
 - Sheet 1 – Isometric
 - Sheet D100 – Stand-Alone Structure Site Plan
 - Sheet D101 – Ground Tier
 - Sheet D102 – Second Tier
 - Sheet D103 – Third Tier
 - Sheet D104 – Fourth Tier
 - Parking
 - Shell Space
 - Pedestrian Pathways
 - Fire Service

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 - Mixed-Use Parking Structure
 - Stand-Alone Parking Structure
 - Design Costs
 - Initial Concepts Cost Perspective
 - Mixed-Use Opinion of Probable Cost
 - Stand-Alone Opinion of Probable Cost
- Appendix A
 - Darling Parking Lot Topographic Survey
 - Geotechnical Investigation Report
- Appendix B
 - Copy of Petoskey Downtown Greenway Master Plan
 - Original Concept Drawing Sets for Mixed-Use and Stand-Alone Parking Structures



NOVEMBER, 2016

PROJECT #20-1702.00

SECTION I

City officials and the Petoskey Downtown Management Board (DMB) believe that the Darling Parking Lot in downtown Petoskey is a prime location for development. Walker Parking Consultants (Walker) was retained by the DMB to establish a point of beginning for attracting potential developers of the site by demonstrating, on a conceptual level, how the site can accommodate parking and non-parking elements. This point of beginning will provide an initial guide that illustrates City and DMB key objectives for the site. It will enable the developer to begin its development process with a common understanding of community expectations for development of the site while leaving the responsibility for final configuration and integration of the parking and non-parking elements up to the developer.

For this project, Walker was required to develop conceptual designs for a stand-alone parking structure as well as for a mixed-use parking structure. Following final development of the concepts, Walker was required to prepare conceptual opinions of the probable costs for constructing each conceptual design.

The site is located in downtown Petoskey. It is bordered on the west by Petoskey Street; the alley to the north, which is located behind the businesses along East Mitchel Street; the abandoned railroad tracks to the east; and Michigan Street to the south. The site is currently occupied by the City's Darling Parking Lot and provides 130 public surface parking spaces. The site generally slopes downward toward Little Traverse Bay with an 11' elevation difference from the high point of the site at its southeast corner to the low point at the northwest corner.

Further details of the site are included in a topographic survey and geotechnical investigation report of the Darling Parking Lot. Both documents are included in Appendix A of

INTRODUCTION

SITE



NOVEMBER, 2016

PROJECT #20-1702.00

this report. (Note: Environmental sampling was completed concurrently with the Geotechnical Investigation and is described in a separate report.)

The City of Petoskey's Downtown Greenway Master Plan impacts the site along its eastern border. Current plans call for transforming sections of the railroad right-of-way through downtown into a hardscaped/landscaped pedestrian corridor. Future plans may include adding a rail trolley to the corridor to transport downtown residents, patrons and visitors along the corridor throughout downtown. As funding for the Greenway was being finalized, a deed restriction for the Darling Lot site was discovered. This deed restriction prevents the use of approximately 35' of the easternmost portion of the site for this project.

A site plan of the portion of the Greenway pedestrian corridor that abuts the project site is included in Appendix B of this report.

Walker had initial discussions in June, 2014, with City and DMB officials about mixed-use parking structure development options for the Darling Lot site. These discussions were general in nature with topics including adding more parking spaces to the site and incorporating commercial and residential space in structure. In a series of discussions earlier this year (2016) with City and DMB officials, specific key design objectives were identified, discussed, and confirmed for inclusion in the conceptual designs to be developed by Walker. Those key objectives included:

- Efficient and cost effective use of the site for accommodating parking and non-parking elements.
- Accommodating the Downtown Greenbelt Master Plan pedestrian corridor space requirements.
- Adding 100 new public parking spaces to the downtown with a target goal of 230 total spaces provided by the parking structure. (100 new parking spaces + 130 existing parking spaces = 230 total parking spaces).

CONCEPTUAL DESIGN OBJECTIVES

DARLING LOT PARKING STRUCTURE

DARLING LOT MIXED-USE AND STAND-ALONE PARKING STRUCTURES



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NOVEMBER, 2016

PROJECT #20-1702.00

- Incorporating commercial/residential shell space in the parking structure.
- Including space for a parking office, or public restrooms, or a visitor welcome center.

Following the first review of the conceptual designs, in separate meetings with the DMB and City Council, the non-parking land-use design objective was changed to residential space exclusively, to be located atop the parking structure. This is explained in more detail in the conceptual layout section of this report.



NOVEMBER, 2016

PROJECT #20-1702.00

Background

Prior to developing potential conceptual layouts for the mixed-use and stand-alone parking structures, Walker had detailed discussions about the project with City and DMB officials. Following those discussions, Walker identified and evaluated numerous conceptual layouts that could incorporate the desired design objectives for both structures. Through its internal evaluation process, which included multiple alternatives, Walker selected two concepts that efficiently addressed the project objectives.

These initial concepts were presented and discussed at a July 19, 2016 meeting with the DMB. A key outcome of that meeting was the decision by the DMB to modify one of the project's design objectives. This modification eliminated consideration of commercial space, located at grade level along Petoskey Street, and redirected the non-parking element to include residential space situated atop the parking structure. With that modified design objective, the DMB directed Walker to further develop the two concepts.

Prior to further developing the two concepts, Walker was invited to present the initial concepts to City Council at its August 1, 2016 meeting. Walker presented the same initial concepts to City Council and explained DMB's directive to eliminate commercial space and replace it with residential space for the mixed-use concept. Immediately following the meeting, Walker was informed by the City that the entry/exit off Michigan street, included in both concepts, would have to be eliminated in order to accommodate the recently approved downtown Greenway Master Plan.

With the information and understanding gained from the meetings with the DMB and City Council, Walker prepared drafts of the final concepts. Walker presented and discussed these final draft concepts to the DMB members at their September 20, 2016 meeting. At the conclusion of the meeting, the DMB directed Walker to proceed with

CONCEPTUAL DESIGN



NOVEMBER, 2016

PROJECT #20-1702.00

completing the concepts and preparing opinions of the probable costs for constructing each concept.

Shortly after the September 20th DMB meeting, Walker was contacted by the DMB regarding a change that would be required in both conceptual designs. Specifically, the easternmost portion of the site's footprint had to be shortened due to a deed restriction. This restriction was identified during funding due-diligence for the Downtown Greenway Master Plan project that had just been completed by the City.

At the time Walker was contacted regarding the required site footprint reduction, both of the final concepts had been completed. Additional modifications were required to shorten both concepts to accommodate the revised site footprint. The majority of the modifications involved re-sloping the ramps and repositioning stair and stair/elevator towers for both concepts. The original final concepts, before modification, are included in Appendix B of this report for information purposes only. The modified final concepts are presented and discussed in this section.

DARLING LOT PARKING STRUCTURE

DARLING LOT MIXED-USE AND STAND-ALONE PARKING STRUCTURES



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PARKING CONSULTANTS

NOVEMBER, 2016

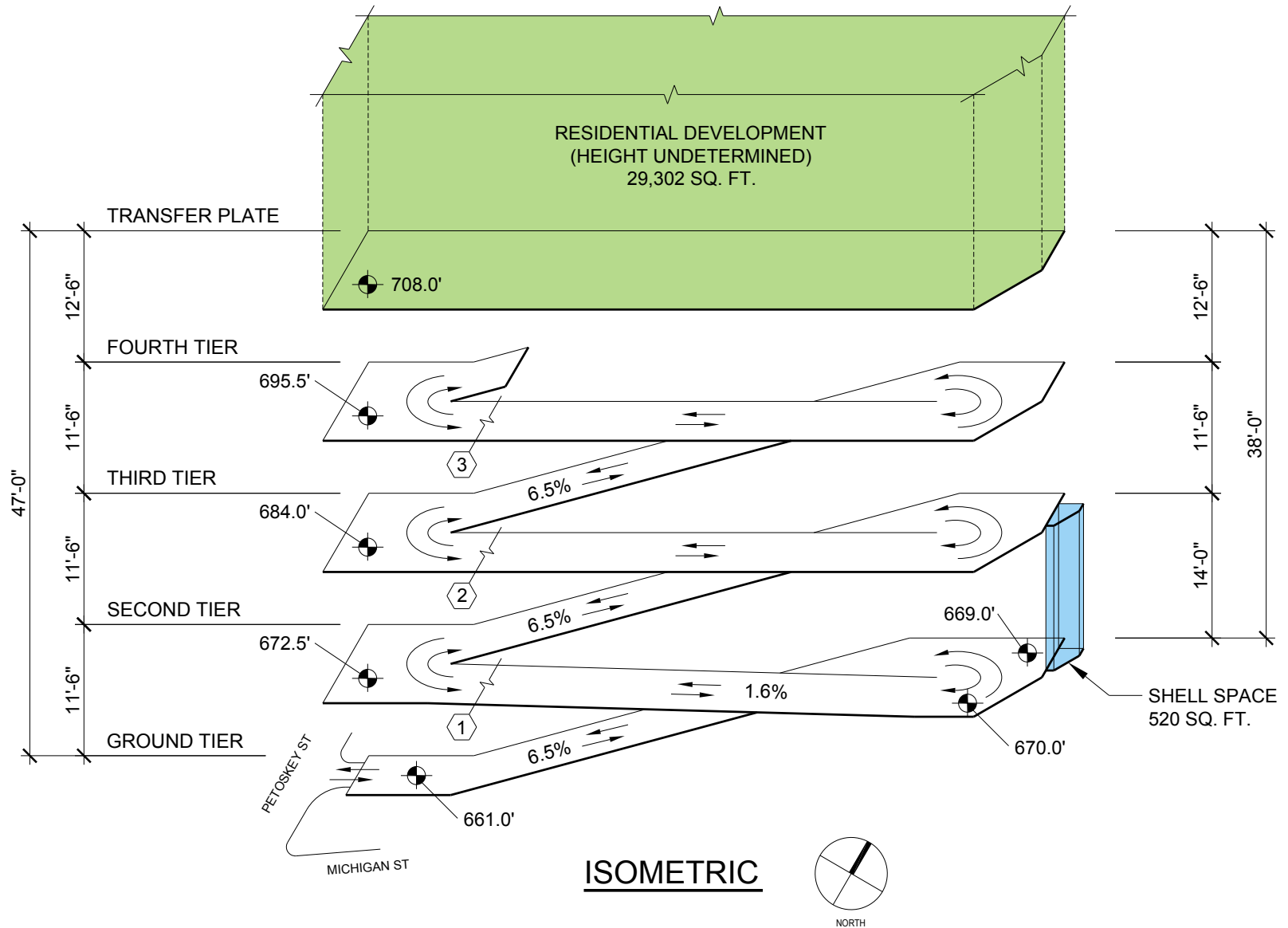
PROJECT #20-1702.00

The Mixed-use concept is shown on the following drawings:

- Sheet 1 – Isometric
- Sheet C100 – Mixed-Use Structure Site Plan
- Sheet C101 – Ground Tier
- Sheet C102 – Second Tier
- Sheet C103 – Third Tier
- Sheet C104 – Fourth Tier
- Sheet C105 – Transfer Plate Plan

CONCEPTUAL DESIGN – MIXED-USE PARKING STRUCTURE

DOWNTOWN PETOSKEY
MIXED-USE PARKING STRUCTURE CONCEPT
PETOSKEY, MICHIGAN

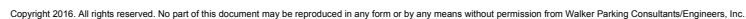


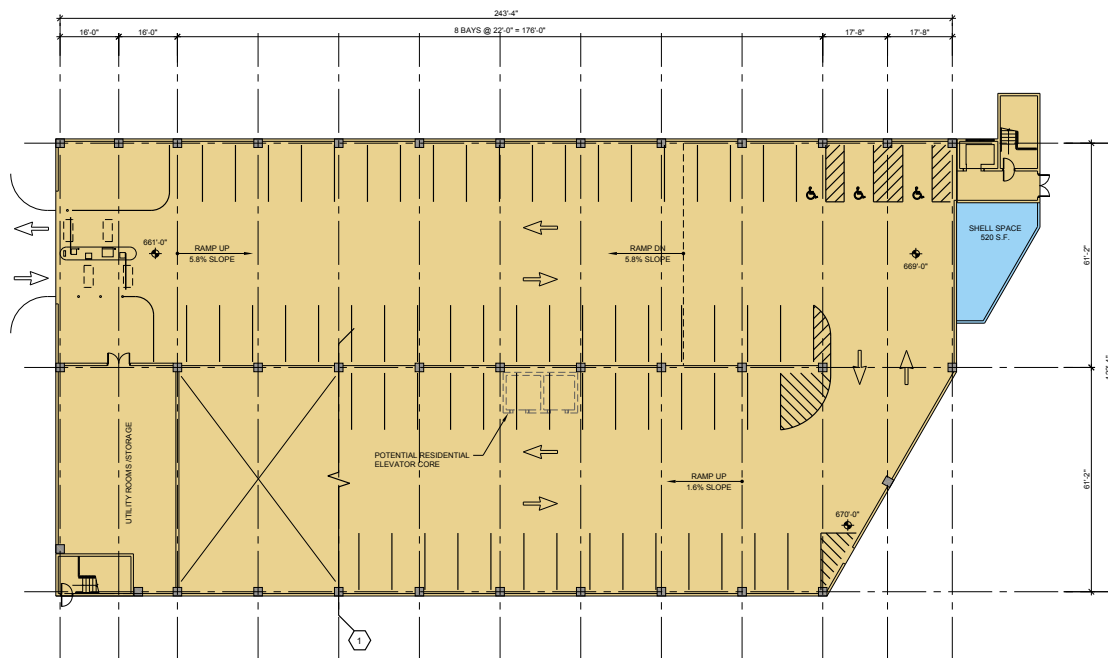
DOWNTOWN PETOSKEY
MIXED-USE PARKING STRUCTURE CONCEPT
PETOSKEY MICHIGAN

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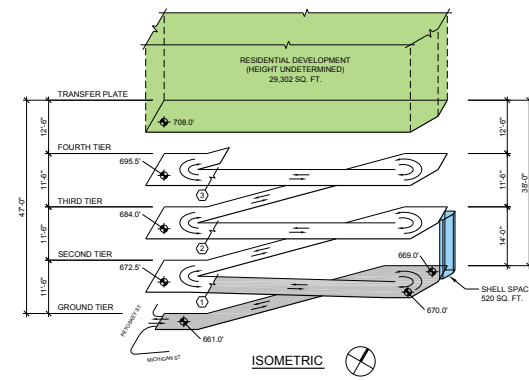
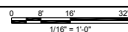
PROJECT NO:	20-1702.00
DRAWN BY:	KJW
CHECKED BY:	RGK
SHEET TITLE:	
MIXED-USE STRUCTURE SITE PLAN	

C-100





1 MIXED-USE STRUCTURE
GROUND TIER PLAN

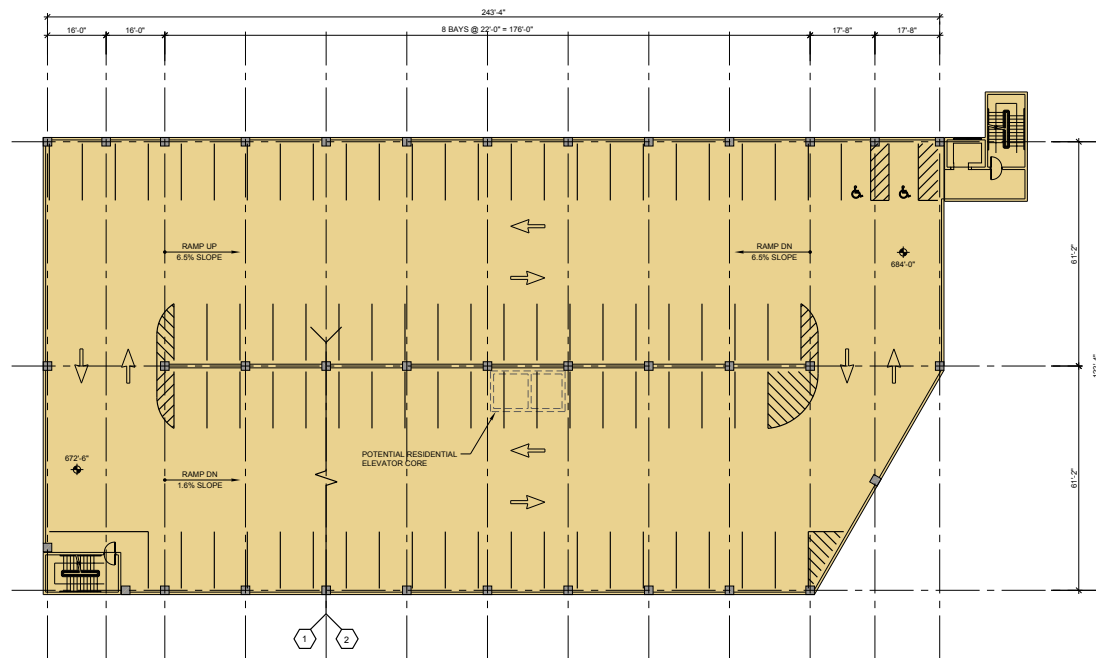


Parking Space Tabulation

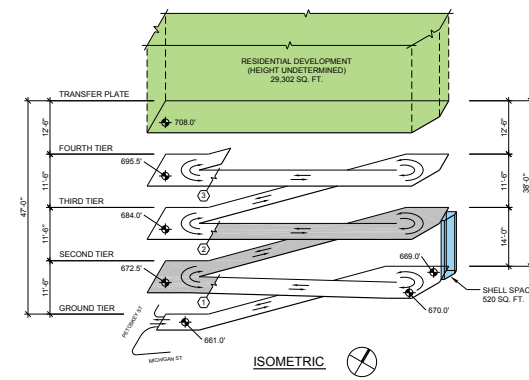
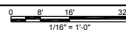
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1	67	1	2	70
2	81	2	0	83
3	81	2	0	83
4	15	0	0	15
Total	244	5	2	251

251 New Spaces - 103 Existing Spaces Lost
= 148 Net Added Spaces

DO NOT USE
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1 MIXED-USE STRUCTURE
SECOND TIER PLAN



DO NOT USE
FOR CONSTRUCTION

[illegible]

PROJECT NO:	20-1702.00
DRAWN BY:	KJW
CHECKED BY:	RGK
SHEET TITLE:	

MIXED-USE
STRUCTURE
SECOND TIER

C-102

DOWNTOWN PETOSKEY
MIXED-USE PARKING STRUCTURE CONCEPT
PETOSKEY MICHIGAN

OWNER'S AND/OR SUBS' LOGO

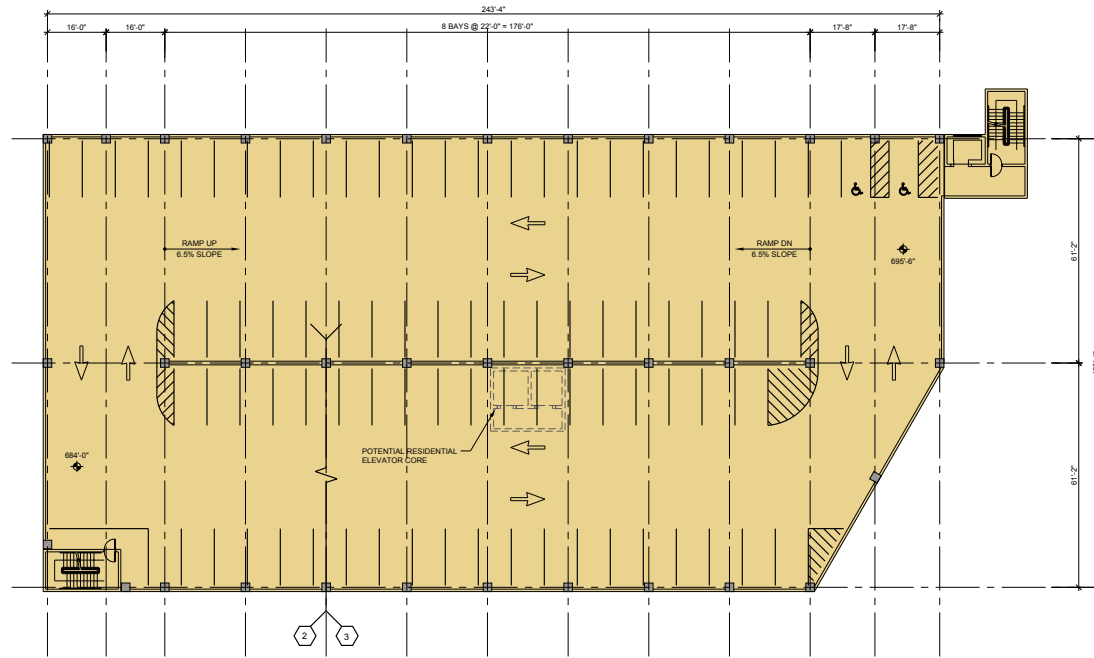
Printed Name & Discipline



525 Avis Drive
Suite 1
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734.663.1717 Fax
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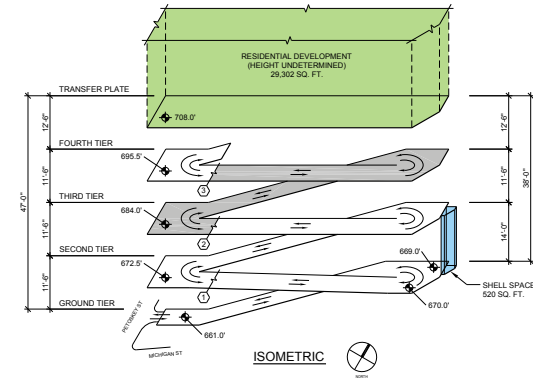
Naker Parking Consultants Engineers, Inc.
Firm Certification Authority Number: 000000

J:\20-1702-00\DOWNTOWN_PETOSKEY_CONCEPT\ACAD\05-ARCH\SHORT VERSION\OPTIONAL\1702A-103.DWG 11/9/2016 10:37:43 AM WALKER, KEVIN



1 MIXED-USE STRUCTURE
THIRD TIER PLAN

0 8' 16' 32'
1/16" = 1'-0"



DO NOT USE
FOR CONSTRUCTION

OWNERS AND/OR SUBS LOGO

DOWNTOWN PETOSKEY
MICHIGAN

PETOSKEY

WALKER
PARKING CONSULTANTS
INC.
10000 E. 14th Ave.
Suite 100
Ann Arbor, MI 48108
734.800.1177 Fax
www.walkerparking.com

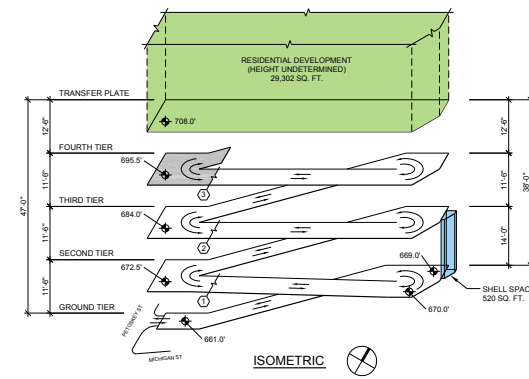
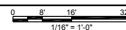
Walker Parking Consultants/Engineers, Inc.
EOR / AOR License Number: 200000

MARK	DATE	DESCRIPTION	ISSUE

PROJECT NO: 20-1702-00
DRAWN BY: KJW
CHECKED BY: RJK
SHEET TITLE:
MIXED-USE
STRUCTURE
THIRD TIER

C-103

①



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FOR CONSTRUCTION



NOVEMBER, 2016

PROJECT #20-1702.00

Parking

The conceptual scheme occupies most of the Darling Surface Lot with the exception of the Lot's northern row of parking spaces (refer to sheet C100 - Site Plan). There are 130 parking spaces in the surface parking lot currently occupying the site. The footprint of the conceptual parking structure rests on 103 of those parking spaces. The concept presented here provides a total of 251 parking spaces. This includes 5 car accessible and 2 van accessible Americans with Disabilities Act (ADA) required spaces. The net gain of additional parking for the site is 148 spaces (251 new spaces – 103 existing spaces = 148 net added spaces). Note: The parking space count will decrease if a separate elevator tower is added for the residential space for residents' security and convenience. The mixed-use concept drawings show a potential location for the tower, if incorporated into the project, but no reduction of parking spaces. The need for a separate elevator tower and its location can be determined during conceptual planning for the residential space.

The parking structure includes 4 levels of parking, is 2-bays wide with 90-degree parking spaces and provides two-way vehicular travel. The typical parking space is 9'0" wide. All parking levels in the structure are sloped with percentages of slope ranging from 0% in the fourth tier south bay to 6.5% for the typical bays. The vehicle entry/exit is located off Petoskey Street in the north parking bay. The vehicular path of travel throughout the structure passes all parking spaces when travelling from the structure's entrance/exit to the uppermost parking level. Retracing the vehicular path will return the driver to the structure's entry/exit at Petoskey Street.

Non-Parking Shell Space

Residential and public shell space is included in this concept. The residential space is located atop the parking structure. The concept includes a transfer plate at the top



NOVEMBER, 2016

PROJECT #20-1702.00

of the parking structure that provides the base which will provide structural support for up to two stories of residential housing. The transfer plate provides a total of 29,302 SF for residential construction. The height of the transfer plate is approximately 38'0" from ground level along the east elevation of the structure. Because the site slopes downward to the west toward Little Traverse Bay, the height from the vehicle entry/exit at Petoskey Street, to the transfer plate, is approximately 47'0" (refer to Mixed-Use Parking Structure Isometric). Additional shell space for a parking office, or public restrooms, or a trolley depot is included adjacent to the structure at its northeast stair/elevator tower. The space is roughly wedge shaped and provides approximately 520 SF of space.

Pedestrian Pathways

A stair tower is located at the southwest corner of the structure at the Petoskey Street/Michigan Street intersection. A stair/elevator tower is located at the northeast corner of the structure, immediately north of the public shell space. It provides a direct connection from the structure to the planned Downtown Greenway corridor which, in turn, connects to the center of downtown Petoskey near the Howard Street/Mitchell Street intersection. The reduction in the length of the site, due to the deed restriction, provides opportunity for additional hardscaping and landscaping of the corridor.

The concept includes the potential location of an additional stair/elevator tower that would be dedicated to serve the residential space. The location and size of this element will be determine by the developer of the residential housing. A small number of parking spaces will be lost with the addition of this tower.

DARLING LOT PARKING STRUCTURE

DARLING LOT MIXED-USE AND STAND-ALONE PARKING STRUCTURES



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PARKING CONSULTANTS

NOVEMBER, 2016

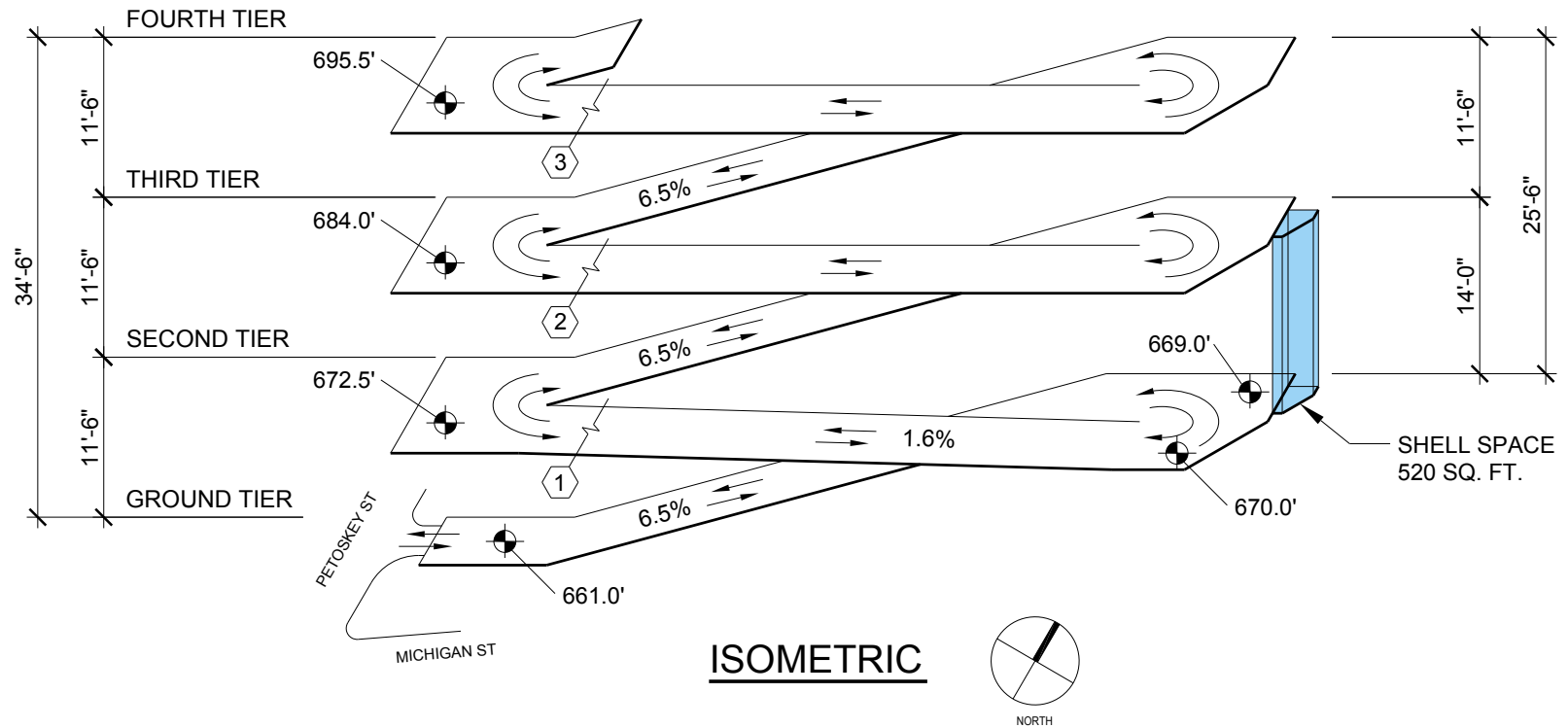
PROJECT #20-1702.00

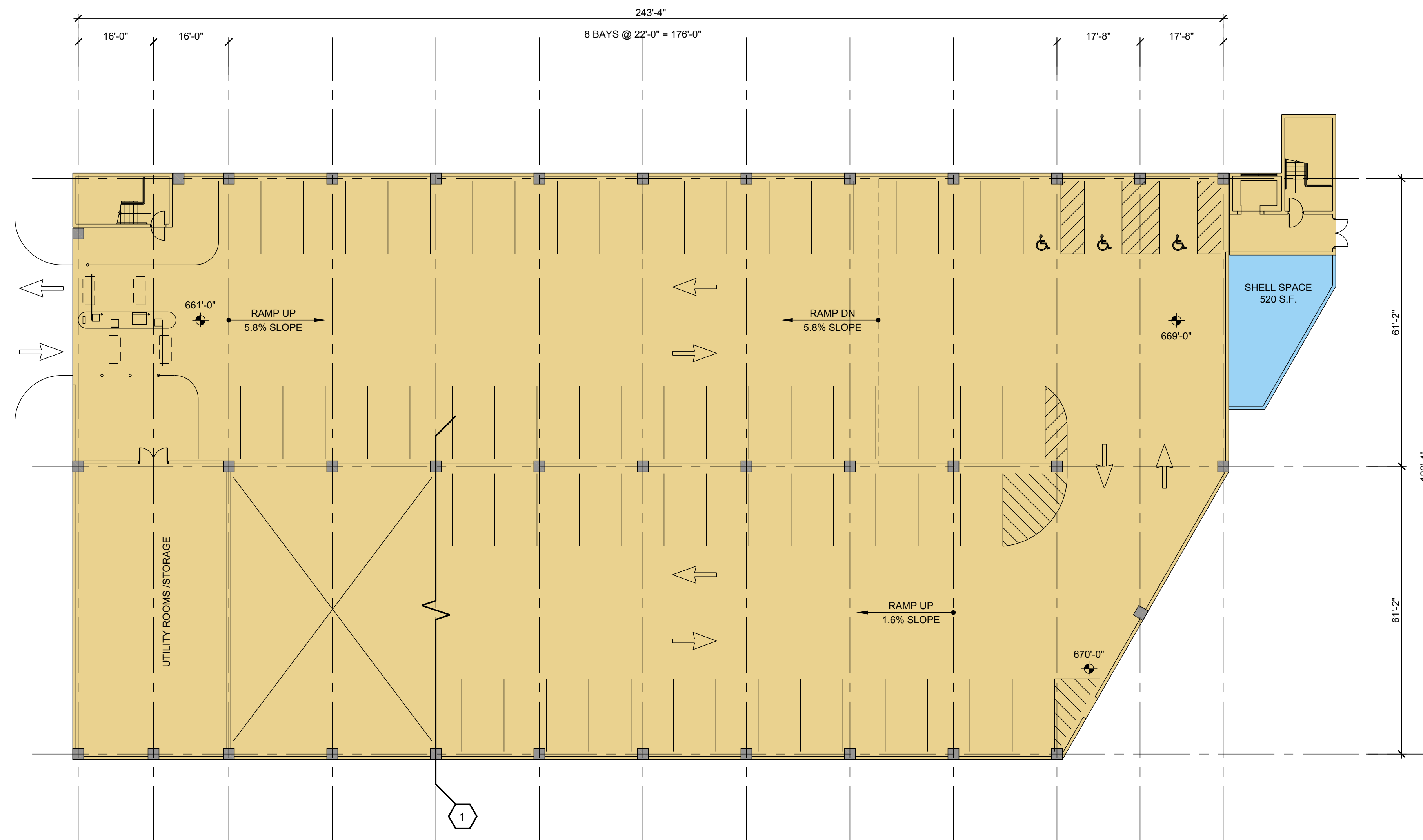
The Stand-Alone concept is shown on the following drawings:

- Sheet 1 – Isometric
- Sheet D100 – Stand-Alone Structure Site Plan
- Sheet D101 – Ground Tier
- Sheet D102 – Second Tier
- Sheet D103 – Third Tier
- Sheet D104 – Fourth Tier

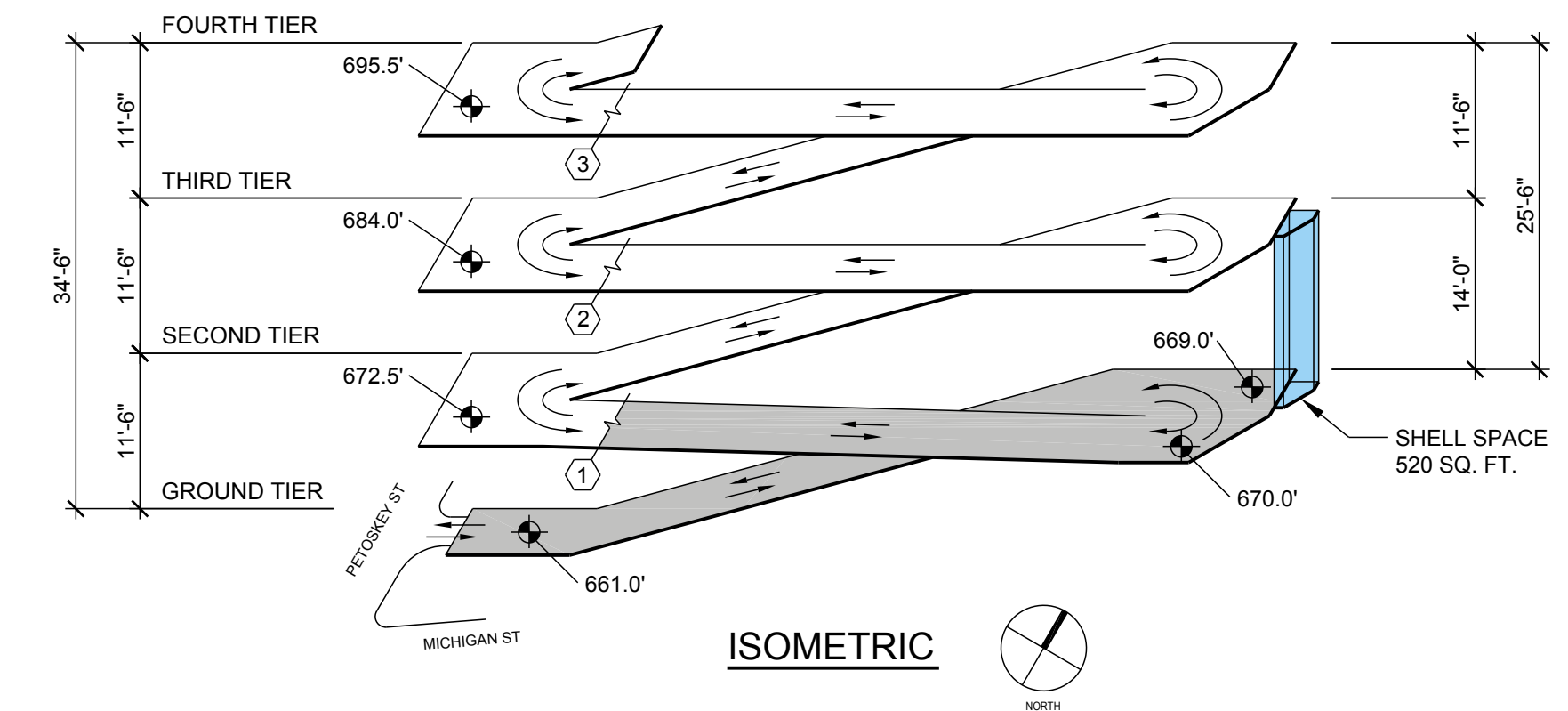
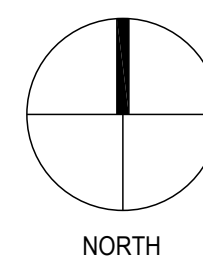
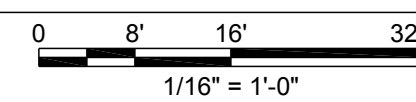
CONCEPTUAL DESIGN – STAND-ALONE PARKING STRUCTURE

DOWNTOWN PETOSKEY
STAND-ALONE PARKING STRUCTURE CONCEPT
PETOSKEY, MICHIGAN





1 STAND-ALONE STRUCTURE
GROUND TIER PLAN



Parking Space Tabulation

9'-0" Wide Standard Spaces @ 90°

Tier	Standard	Accessible	Van Accessible	Total
1	67	1	2	70
2	82	2	0	84
3	82	2	0	84
4	18	0	0	18
Total	249	5	2	256

256 New Spaces - 103 Existing Spaces Lost
= 153 Net Added Spaces

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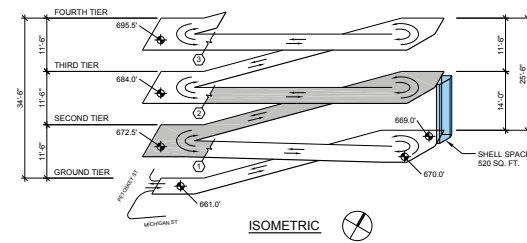
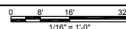
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PROJECT NO:	20-1702.00
DRAWN BY:	KJW
CHECKED BY:	RGK
SHEET TITLE:	

STAND-ALONE
STRUCTURE
GROUND TIER

D-101

STAND-ALONE STRUCTURE
SECOND TIER PLAN



DO NOT USE
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DOWNTOWN PETOSKEY

PETOSKEY

MICHIGAN

[illegible]

PROJECT NO:	20-1702.00
DRAWN BY:	KJW
CHECKED BY:	RGK
SHEET TITLE:	

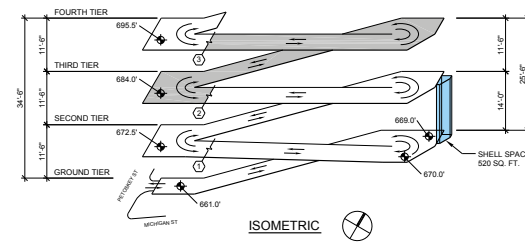
STAND-ALONE
STRUCTURE
SECOND TIER

D-102



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[illegible]

PROJECT NO:	20-1702.00
DRAWN BY:	KJW
CHECKED BY:	RGK
SHEET TITLE:	

STAND-ALONE
STRUCTURE
THIRD TIER

D-103

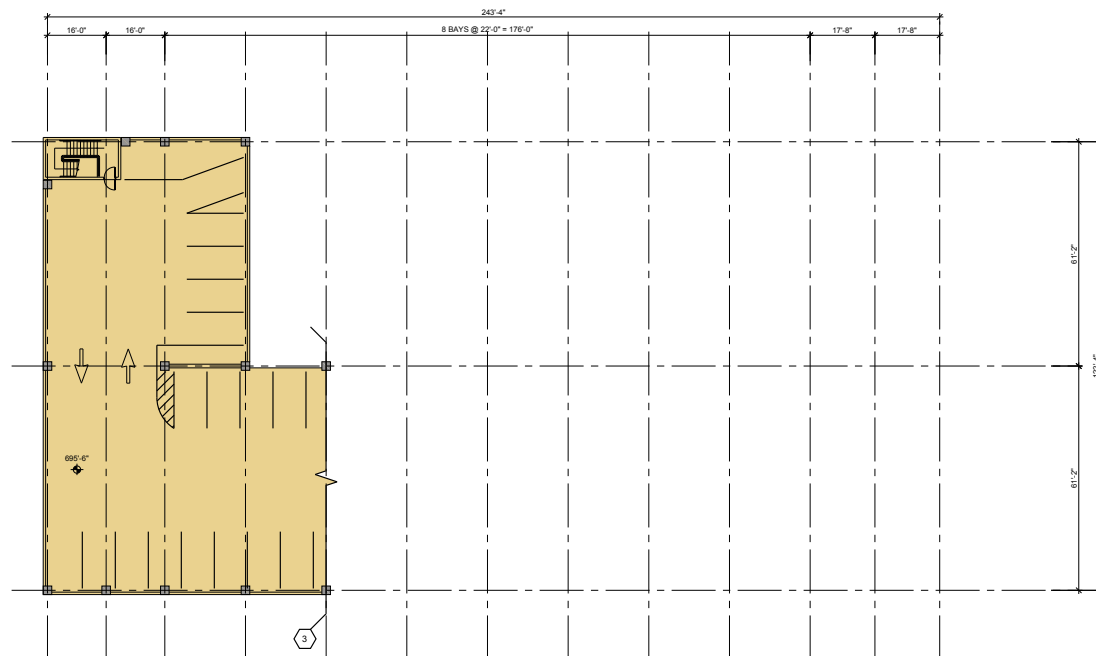
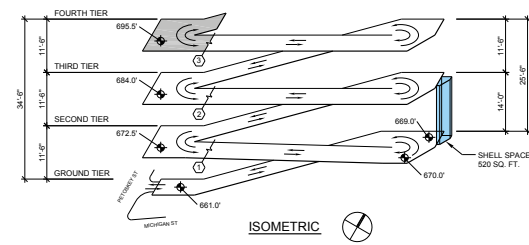
OWNER'S AND/OR SUBS LOGO

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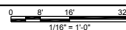
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DRAWN BY:	KJW
CHECKED BY:	RGK
SHEET TITLE:	

STAND-ALONE
STRUCTURE
FOURTH TIER

D-104



STAND-ALONE STRUCTURE
FOURTH TIER PLAN



DO NOT USE
FOR CONSTRUCTION



NOVEMBER, 2016

PROJECT #20-1702.00

Parking

This conceptual scheme occupies the same footprint as the mixed-use structure and includes 4 levels of parking. The concept presented here provides a total of 256 parking spaces. This includes 5 car accessible and 2 van accessible Americans with Disabilities Act (ADA) required spaces. The net gain of additional parking for the site is 153 spaces (256 new spaces – 103 existing spaces = 153 net added spaces).

The parking structure's functional layout is the same as the mixed-use parking structure and includes 2-bays with 90-degree parking spaces and two-way vehicular travel. The typical parking space is 9'0" wide. All parking levels in the structure are sloped with percentages of slope ranging from 0% in the fourth tier south bay to 6.5% for the typical bays. The vehicle entry/exit is located off Petoskey Street in the north parking bay. The vehicular path of travel throughout the structure passes all parking spaces when travelling from the structure's entrance/exit to the uppermost parking level. Retracing the vehicular path will return the driver to the structure's entry/exit at Petoskey Street.

The floor-to-floor height of the structure is approximately 25'6" from ground level along the east elevation of the structure. Because the site slopes downward to the west toward Little Traverse Bay, the height from the vehicle entry/exit at Petoskey Street, to the Fourth Tier, is approximately 34'6" (refer to Stand-Alone Parking Structure Isometric).

Shell Space

Shell space for a parking office, or public restrooms, or a trolley depot is included adjacent to the structure at its northeast stair/elevator tower. The space is roughly wedge shaped and provides approximately 520 SF of space.



NOVEMBER, 2016

PROJECT #20-1702.00

Pedestrian Pathways

A stair tower is located at the northwest corner of the structure along Petoskey Street. A stair/elevator tower is located at the northeast corner of the structure, immediately north of the public shell space. It provides a direct connection from the structure to the planned Downtown Greenway corridor which, in turn, connects to the center of downtown Petoskey near the Howard Street/Mitchell Street Intersection. The reduction in the length of the site, due to the deed restriction, provides opportunity for additional hardscaping and landscaping of the corridor.

Fire Service

According to our review of the Michigan Building code, the roadways surrounding the structure will provide the required fire apparatus access. A fire sprinkler system is typically required if the facility is built with residential units above, but no fire sprinkler system is required if the facility is built as a stand-alone parking structure with no residential. With either option, a standpipe system is required. Keep in mind that fire protection and fire truck access is subject to interpretation and requirements by the local fire marshal, and will need to be reviewed with the fire marshal during the schematic design phase.



SECTION II

Included in this section are the following conceptual opinions of probable cost for:

- Petoskey Street Parking Structure with **Residential Platform Above**
- Petoskey Street Parking Structure with **Parking Only**

Mixed-Use Parking Structure- Residential Platform Above

Walker Parking Consultants has established the conceptual cost for building the mixed-use parking structure at approximately \$9,200,000. This includes approximately \$8,345,000 for construction and a 10% contingency fund of approximately \$835,000. The conceptual per-parking-space cost is approximately \$36,600, which includes the costs associated with the residential platform. This opinion of probable construction cost is detailed in the cost opinion spreadsheet that completes this section of the report.

The total conceptual cost for constructing the parking structure and transfer platform required to support the residential component is included in the opinion. This is a conceptual-level cost opinion for major divisions of work and is based mainly on typical square foot costs from Walker's database of similar projects. It does not include any of the costs for the residential construction other than the structural elements: foundations, additional columns, beams and concrete platform situated above the parking levels. The opinion includes the assumption that up to two stories of residential space will be constructed.

The probable cost opinion also does not include any of the build-out costs for the shell space shown on the ground level and top level (such as mechanical, electrical, plumbing, walls, fenestration, egress stairs/elevators, interior finishes).

OPINION OF PROBABLE COST



NOVEMBER, 2016

PROJECT #20-1702.00

Stand-Alone Parking Structure – Parking Only

Walker Parking Consultants has established the conceptual cost for building the stand-alone parking structure at approximately \$6,530,000. This includes approximately \$5,940,000 for construction and a 10% contingency fund of approximately \$594,000. The conceptual per-parking-space cost is approximately \$25,500. This opinion of probable construction cost is detailed in the cost opinion spreadsheet that completes this section of the report.

The total conceptual cost for constructing the parking structure and exterior shell space is included in the opinion. This is a conceptual-level cost opinion for major divisions of work and is based mainly on typical square foot costs from Walker's database of similar projects.

The probable cost opinion does not include any of the build-out costs for the exterior shell space (such as mechanical, electrical, plumbing, walls, fenestration, egress, interior finishes).

Design Costs

In addition to construction costs, design fees and other soft costs must be included when considering total project cost. When evaluating the total project costs for each conceptual design, we recommend that an additional 5% - 7% of the construction cost be allocated for design fees. An additional 5% - 10% should be allocated for project soft costs, such as the city's administration of the project, geotechnical study, permitting, and materials testing and inspection during construction.

Initial Concepts Cost Perspective

As stated earlier in this report, prior to being notified by the city of a deed restriction that shortened the available site, Walker had prepared an initial set of drawings for the mixed-use and stand-alone concepts that had been approved by the DMB. These initial concepts are included in Appendix B,

DARLING LOT PARKING STRUCTURE

DARLING LOT MIXED-USE AND STAND-ALONE PARKING STRUCTURES



WALKER
PARKING CONSULTANTS

NOVEMBER, 2016

PROJECT #20-1702.00

for information purposes only. When compared to the final site-restricted concepts, approximately 27 more parking spaces are included in the initial mixed-use structure concept. Approximately 24 more parking spaces are included in the stand-alone initial concept.

Constructing these initial concepts would cost approximately 10% more than the cost of the final concepts.



Conceptual Opinion of Probable Construction Cost For:
Darling Lot Parking Structure (with Residential Platform above)
Petoskey, Michigan

Nov. 23, 2016

20-1702-00

CIP P/T 245 L x 124' W	GRADE (SF)	SUPPORTED (Excludes Shell/Total Deck)	CARS	STAIR/ELEVATOR	ROOMS	SHELL SPACE
PARKING LEVELS:						
GROUND TIER	26,480		70	700	4250	520
SECOND TIER		29,215	83	700		
THIRD TIER		29,215	83	700		
TOP EXTENSION		8,006	15	200		
SubTotals	26,480	66,436	251	2,300	4,250	520
TOTAL SQUARE FOOTAGE (grade and supported)	92,916					
RESIDENTIAL PLATFORM	29,215					
TOTAL SQUARE FOOTAGE (including Residential Platform)	122,131					
EFFICIENCY (SF per Car)	353 (Excludes nonparking areas)					

ITEM	DESCRIPTION	UNIT	TYPICAL COST/UNIT	QUANTITY	COST	\$/SF	REMARKS
1	SITE DEMOLITION	LS	\$75,000.00	1	\$75,000	\$0.54	Note 3
2	FOUNDATIONS	LS	\$475,000.00	1	\$475,000	\$3.41	
3	EXCAVATION, FILL and TEMPORARY EXCAVATION SUPPORT	LS	\$180,000.00	1	\$180,000	\$1.29	
4	SITE LANDSCAPE/HARDSCAPE	LS	\$120,000.00	1	\$120,000	\$0.86	
5	SITE UTILITIES ALLOWANCE	LS	\$30,000.00	1	\$30,000	\$0.22	
6	CONCRETE SLAB-ON-GRADE	SF	\$7.00	30,730	\$215,110	\$1.54	
7	CIP P/T SLABS, BEAMS, COLUMNS	SF	\$35.00	68,736	\$2,405,760	\$17.28	
8	CIP P/T SLABS, BEAMS, COLUMNS (Residential platform)	SF	\$57.00	31,515	\$1,796,355	\$12.90	
9	INTERIOR WALLS	SF	\$30.00	2,000	\$60,000	\$0.43	
10	ARCHITECTURAL PRECAST SPANDRELS	SF	\$45.00	14,000	\$630,000	\$4.52	
11	CURTAIN WALLS (stair and elevators)	SF	\$65.00	5,800	\$377,000	\$2.71	Note 2a
12	DOORS AND HARDWARE	SF	\$1,800.00	7	\$12,600	\$0.09	
13	STAIRTOWERS - Railings	LS	\$50,000.00	1	\$50,000	\$0.36	
14	ELEVATORS	EA	\$200,000.00	1	\$200,000	\$1.44	
15	SEALANTS AND CAULK	LF	\$4.00	5,500	\$22,000	\$0.16	
16	TRAFFIC TOPPING - rooms, C.J's and perimeters	SF	\$3.00	8,100	\$24,300	\$0.17	
17	FLOOR SEALER	SF	\$0.40	58,336	\$23,334	\$0.17	
18	ROOFING (Stair and elevators)	SF	\$20.00	700	\$14,000	\$0.10	
19	STRIPING & SIGNAGE	SF	\$0.25	92,916	\$23,229	\$0.17	
20	PLUMBING - floor drains and washdown system	SF	\$0.75	92,916	\$68,687	\$0.50	
21	FIRE PROTECTION (standpipes and Sprinklers)	SF	\$3.00	88,666	\$265,998	\$1.91	
22	FIRE EXTINGUISHERS	EA	\$250.00	20	\$5,000	\$0.04	
23	ELECTRICAL	SF	\$3.75	92,916	\$348,435	\$2.50	
24	PARKING CONTROL EQUIPMENT	Lanes	\$30,000.00	2	\$60,000	\$0.43	
25	SHELL SPACE (Roof, floor and walls)	SF	\$200.00	520	\$104,000	\$0.75	
26	GENERAL CONDITIONS	LS	10%	1	\$758,681	\$5.45	
		SUBTOTAL			\$8,345,489	\$59.94	
		CONTINGENCY	10%		\$834,549	\$5.99	
TOTAL					\$9,180,038	\$65.93	
Cost /Space =					\$36,574	(includes residential platform)	

Notes:

- Engineering fees and other soft costs are not included.
- The following items are not included in this cost opinion.
 - Shell space buildout and Residential construction above the transfer plate.
 - Separate elevators/stair for Residential.
- The type of foundation system will need to be determined from a geotechnical report.



Conceptual Opinion of Probable Construction Cost For:
Darling Lot Parking Structure (Parking Only)
Petoskey, Michigan

Nov. 23, 2018

25-1792.00

CIP P/T 245 L x 124' W	GRADE (SF)	SUPPORTED <i>(Excludes nonparking areas)</i>	CARS	STAIR/ELEVATOR	ROOMS	SHELL SPACE
PARKING LEVELS:						
GROUND TIER	26,480	29,215	70	700	4250	520
SECOND TIER		29,215	84	700		
THIRD TIER		8,006	18	200		
TOP EXTENSION						
SubTotals	26,480	66,436	256	2,300	4,250	520
TOTAL SQUARE FOOTAGE (grade and supported)	92,916					
EFFICIENCY (SF per Car)	346 <i>(Excludes nonparking areas)</i>					

ITEM	DESCRIPTION	UNIT	TYPICAL COST/UNIT	QUANTITY	COST	\$/SF	REMARKS
1	SITE DEMOLITION	LS	\$75,000.00	1	\$75,000	\$0.81	Note 3
2	FOUNDATIONS	LS	\$425,000.00	1	\$425,000	\$4.57	
3	EXCAVATION, FILL and TEMPORARY EXCAVATION SUPPORT	LS	\$180,000.00	1	\$180,000	\$1.94	
4	SITE LANDSCAPE/HARDSCAPE	LS	\$120,000.00	1	\$120,000	\$1.29	Note 2
5	SITE UTILITIES ALLOWANCE	LS	\$30,000.00	1	\$30,000	\$0.32	
6	CONCRETE SLAB-ON-GRADE	SF	\$7.00	30,730	\$215,110	\$2.32	
7	CIP P/T SLABS, BEAMS, COLUMNS	SF	\$35.00	68,736	\$2,405,760	\$25.89	
8	INTERIOR WALLS	SF	\$30.00	2,000	\$60,000	\$0.65	
9	ARCHITECTURAL PRECAST SPANDRELS	SF	\$45.00	14,000	\$630,000	\$6.78	
10	CURTAIN WALLS (stair and elevators)	SF	\$65.00	4,300	\$279,500	\$3.01	
11	DOORS AND HARDWARE	SF	\$1,800.00	7	\$12,600	\$0.14	
12	STAIRTOWERS - Railings	LS	\$50,000.00	1	\$50,000	\$0.54	
13	ELEVATORS	EA	\$200,000.00	1	\$200,000	\$2.15	
14	SEALANTS AND CAULK	LF	\$4.00	5,500	\$22,000	\$0.24	
15	TRAFFIC TOPPING - rooms, CJ's and perimeters	SF	\$3.00	8,100	\$24,300	\$0.26	
16	FLOOR SEALER	SF	\$0.40	58,336	\$23,334	\$0.25	
17	ROOFING (Stair and elevators)	SF	\$20.00	700	\$14,000	\$0.15	
18	STRIPING & SIGNAGE	SF	\$0.25	92,916	\$23,229	\$0.25	
19	PLUMBING - floor drains and washdown system	SF	\$0.75	92,916	\$69,687	\$0.75	
20	FIRE PROTECTION (standpipes)	SF	\$0.50	88,666	\$44,333	\$0.48	
21	FIRE EXTINGUISHERS	EA	\$250.00	20	\$5,000	\$0.05	
22	ELECTRICAL	SF	\$3.50	92,916	\$325,206	\$3.50	
23	PARKING CONTROL EQUIPMENT	Lanes	\$30,000.00	2	\$60,000	\$0.65	
24	SHELL SPACE (Roof, floor and walls)	SF	\$200.00	520	\$104,000	\$1.12	
25	GENERAL CONDITIONS	LS	10%	1	\$539,806	\$5.81	
SUBTOTAL					\$5,937,865	\$63.91	
CONTINGENCY			10%		\$593,787	\$6.39	
TOTAL					\$6,531,652	\$70.30	
Cost /Space = \$25,514							

Notes:

1. Engineering fees and other soft costs are not included.
2. Build-out of shell space not included in this cost opinion.
3. The type of foundation system will need to be determined from a geotechnical report.

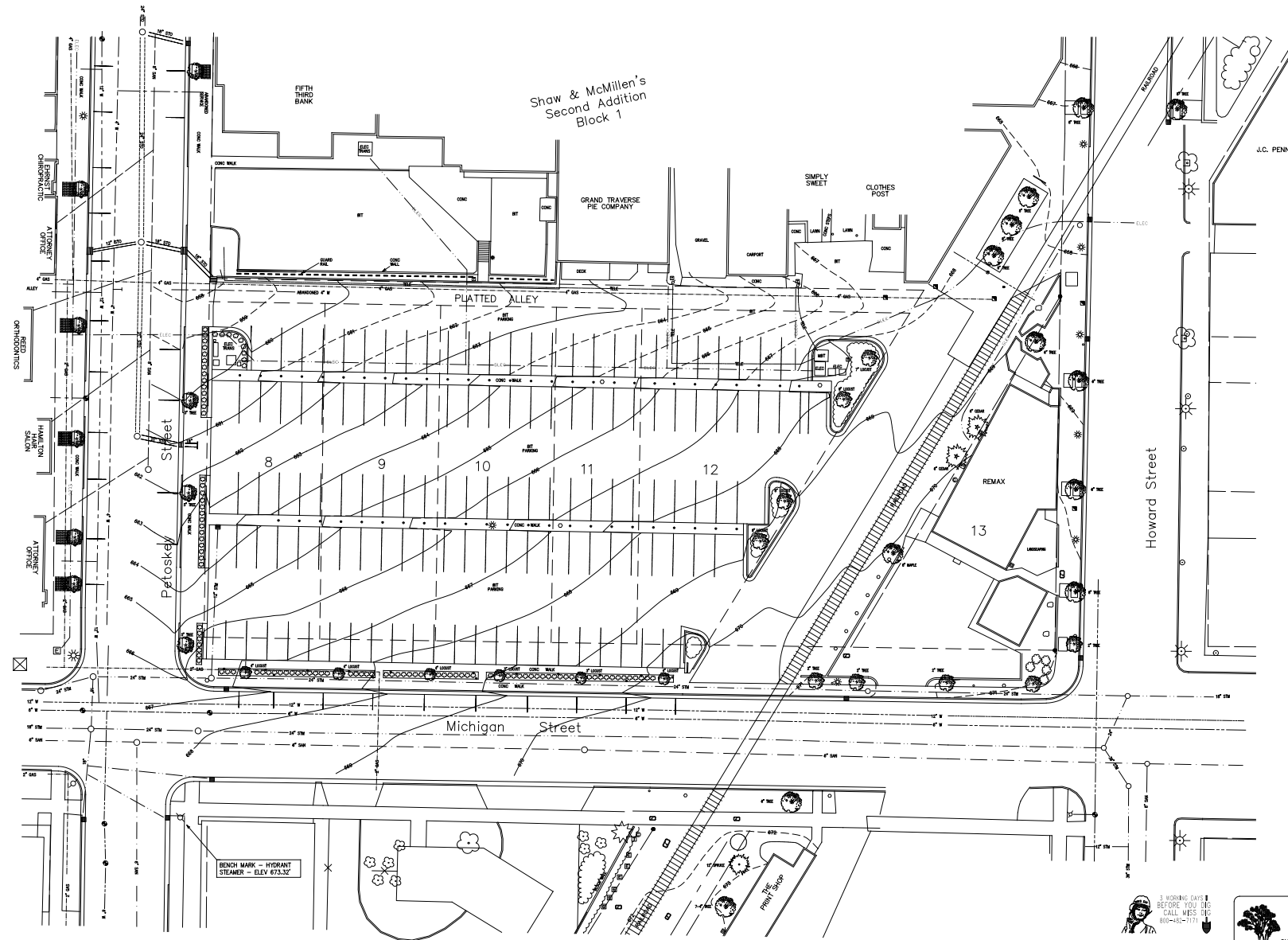


NOVEMBER, 2016

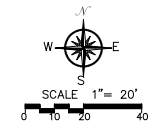
PROJECT #20-1702.00

APPENDIX A

- **Darling Parking Lot Topographic Survey**
Provided by: Benchmark Engineering
- **Geotechnical Investigation Report**
Prepared by Otwell Mawby Geotechnical, P.C.



CITY of PETOSKEY
TOPOGRAPHIC SURVEY
 Darling Parking Lot
 CITY OF PETOSKEY, EMMET COUNTY, MICHIGAN



CAUTION!
 GAS MAINS & TRUCKS ARE PRESENT
 (LOCATION SHOWN IS APPROXIMATE)



CITY OF PETOSKEY ENGINEER DATE DRAWN CHECKED APPROVED	SURVEYED PLATTED CALCULATED CHECKED APPROVED
--	--

TOPOGRAPHICAL SURVEY
 DARLING PARKING LOT - CITY OF PETOSKEY

GEOTECHNICAL INVESTIGATION REPORT

**Darling Parking Deck
Petoskey, Michigan**

July 2016

Prepared For:
Benchmark Engineering
607 E. Lake Street
Harbor Springs, Michigan 49740

Prepared By:
Otwell Mawby Geotechnical, P.C.
Consulting Engineers
309 East Front St.
Traverse City, Michigan 49684

PN: G16-125

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2.0 TYPE OF CONSTRUCTION	1
3.0 FIELD INVESTIGATION	2
4.0 SITE AND SUBSURFACE CONDITIONS	2
5.0 ENGINEERING ANALYSIS.....	3
5.1 Shallow Foundation System	3
5.2 Site and Subgrade Preparation.....	4
5.3 Floor Slabs	5
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5.6 Slopes and Temporary Excavations.....	6
5.5 Groundwater	6
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APPENDICES

- Appendix A Site Plan
- Appendix B Boring Logs

**Geotechnical Investigation Report
Darling Parking Deck
Petoskey, Michigan**

July 2016

1.0 INTRODUCTION

A geotechnical investigation has been completed for the proposed Darling Parking Deck in Petoskey, Michigan. The investigation included site reconnaissance, subsurface exploration consisting of test drilling, evaluation of the encountered conditions, engineering analysis, and preparation of this report. The investigation results are reported herein. The investigation was performed for Benchmark Engineering in accordance with our proposal dated April 28, 2016.

2.0 TYPE OF CONSTRUCTION

The proposed project will consist of a two story parking deck in Petoskey, Michigan. The deck will have two entrances. Site grades at the site vary from approximately elevation 659 to 670 ft. Structural design information is not yet available and we have made the following assumptions:

- The parking deck will be of pre-cast construction with maximum column loads of 250 kips
- Below grade walls will have a retained height of 10 ft or less; and
- Foundations will bear below the corresponding existing grade.

The recommendations provided herein are based on the above assumptions as well as the Walker Parking Consultants Geotechnical Checklist, dated July 2009. The geotechnical recommendations consider a maximum predicted total settlement of 1.5 to 2 inches and a differential settlement of $\frac{3}{4}$ to 1 inch.

We should be informed of any changes from these design considerations as they may affect our recommendations.

3.0 FIELD INVESTIGATION

The field investigation was completed in July 2016 and included the advancement of eight soil borings to depths of 80 ft. The borings were performed at locations indicated on Figure No. 1, Site Location Map, attached in Appendix A. Boring locations were staked in the field by our personnel. Ground elevations were obtained based on contours from a topographic survey prepared by Benchmark Engineering dated June 14, 2016.

The borings were advanced with a Mobile B-57 drill rig with continuous flight, 4¼" inner diameter hollow stem augers. Sampling was performed by the methods of ASTM D 1586 standard penetration testing with a split spoon sampler. A continuous log of the boring was recorded and samples were obtained from select intervals and returned to our laboratory. Observations were made in the field regarding groundwater, drilling conditions, etc.

Soil samples were classified and the boring logs were prepared which graphically depict the subsurface soils. The details of the soils encountered in the investigation can be found on the boring logs attached in Appendix B.

Environmental sampling was completed concurrently with the geotechnical investigation and is described in a separate report.

4.0 SITE AND SUBSURFACE CONDITIONS

At the time of our investigation, the site was developed as an asphalt parking lot. Elevations at the site varied from approximately 559 to 570 ft, generally sloping down from southeast to northwest. Concrete islands and walkways were present with plantings and site lighting. Indications of previous development were not observed; however, it is known from Sandborn maps that previous structures were present at the site.

The borings typically encountered several inches of asphalt with occasional aggregate base. Brown to dark brown topsoil/fill with occasional brick fragments and cinders was present to maximum depths of 6 ft in Borings B-2, B-3, B-4, and B-8. Due to the previous development and the presence of fill in the borings, the fill may extend to greater depths beyond the boring

locations. Natural soil below the pavement section or fill was typically classified as *poorly graded sand with gravel* (USCS Group Symbol SP). The percentage of gravel within this strata was variable based on the recovered samples, recorded sample recovery, and observations during drilling. In areas of higher gravel percentages, the classification is described as *poorly graded gravel* (GP). Cobble/boulder should be expected wherever gravel is present. The recorded standard penetration test (SPT) N-values in this material were relatively high, though SPT N-values can be misleading due to the presence of gravel. The N-values indicated medium dense to dense relative density for the sand and gravel. Several of the borings encountered sand strata that graded with less (trace) gravel and were classified as *poorly graded sand* (SP). SPT N-values in these strata were consistent with medium dense to dense relative densities.

Groundwater was not encountered within the explored depth of the borings.

This section has included a general description of the subsurface and groundwater conditions. The boring logs attached in Appendix B should be reviewed for additional detail. The described conditions are based on a limited number of test borings and samples. Variations from these locations should be expected.

5.0 ENGINEERING ANALYSIS

5.1 Shallow Foundation System

A conventional shallow spread foundation system is recommended for support of the proposed structure. Due to possible variation in subsurface conditions, it is important that the construction be completed in accordance with the recommendations presented herein. The following parameters are recommended for foundation design:

Table 5.1.1 – Foundation Design Parameters

Minimum Width of Square or Rectangular Foundations, inches	36
Maximum Net Allowable Foundation Bearing Pressure for square or rectangular foundations, psf	3,000
Minimum Embedment Depth for interior foundations, inches	18
Minimum Embedment Depth for Frost Protection, inches	42

We have considered that the foundations will bear in the encountered dense to very dense granular soil or in engineered fill. For foundations with a minimum embedment depth greater than 2 ft and minimum width greater than 8 ft, the maximum net allowable bearing pressure may be increased to 4,000 psf.

The recommended maximum net allowable bearing capacity is based on a factor of safety greater than 3.0. The recommended maximum net allowable bearing pressures are based on ultimate strength criteria and should **not** be increased by 1/3 for short-term wind and seismic loads.

5.2 Site and Subgrade Preparation

Site preparation should include the removal of all pavement materials, miscellaneous fill, debris, vegetation and topsoil within the construction area. Prior to placement of any structures or engineered fill, the granular subgrade should be compacted by the contractor using suitable compaction equipment to a minimum of 95 percent of the material's Michigan Cone maximum density within the upper 12 inches.

The foundation subgrade should be verified to be consistent with the described conditions and acceptable for the recommended net allowable bearing capacity. We recommend that a foundation subgrade evaluation be conducted after excavation for the foundations has occurred and the foundation subgrade is exposed. This evaluation should include the use of a dynamic cone penetrometer (ASTM STP 399) to confirm anticipated subgrade conditions and nuclear density testing (ASTM D 6938) to confirm that compaction requirements have been achieved.

Engineered fill is controlled material placed in lifts under the observation of the geotechnical engineer. Due to the presence of gravel, it is recommended that engineered fill consist of imported MDOT Class II sand. However; on-site material may be used where it is found to meet the requirements for MDOT Class II material. Excavation of the existing subgrade material may be difficult to the presence of coarse gravel and possible cobble/boulder.

Engineered fill should be compacted in lifts of 9 inches or less and a program of inspection, testing, and documentation of the engineered fill should be implemented. Engineered fill should be compacted to a minimum of 95 percent of its MDOT Michigan Cone maximum dry density.

The site has been previously developed and any encountered structures or abandoned utilities should be removed from the construction area and replaced with engineered fill. Construction with frozen soil should not occur.

5.3 Floor Slabs

Subgrade preparation for floor slabs should be completed as described in the Site and Subgrade Preparation section of this report. A minimum 4" base course should be provided for basement floor slabs in accordance with the *Michigan Building Code*. The base course should be constructed of a coarse aggregate, such as MDOT 6A, with less than 10 percent passing the No. 4 sieve. A modulus of subgrade reaction, k_{30} , of 150 pci is recommended for design of floor slabs. If the floor slab will have a moisture sensitive covering or be within a moisture controlled area, a vapor barrier should be provided as recommended in ACI 302.1R *Guide for Concrete Floor and Slab Construction* and as required by the *Michigan Building Code*.

5.4 Below Grade Walls

The project will include below grade walls. The following parameters are recommended for relatively rigid below grade walls that will not permit the deflection required to achieve the active earth pressure condition:

Table 5.4.1 – At-Rest Wall Design Parameters

Backfill unit weight, pcf	120
Internal friction angle of granular backfill, degrees	30
Coefficient of at-rest earth pressure, k_0	0.5
Coefficient of passive earth pressure, k_p	1.5
Friction angle between smooth concrete and sand, degrees	18
Friction angle between rough concrete and sand, degrees	24

The recommendations in Table 5.4.1 are based on horizontal front and backslopes. Below grade wall design should consider any temporary or surcharge loads. Caution is advised if the wall design will rely on passive earth pressure due to the increased deflection required to mobilize the passive pressure and the possibility that future excavation may occur within the passive wedge.

5.5 Slopes and Temporary Excavations

The contractor is solely responsible for construction site safety and discussion herein concerning temporary slopes is intended for information only. The contractor should evaluate actual site conditions and determine safe slope angles, shoring, or temporary support in accordance with law and engineering principles. The soil at the site was generally granular and we anticipate that OSHA will classify this material as “Type C”. A maximum allowable slope of 1½H:1V is established for this material under ideal conditions for slopes of 20 ft or less. Surcharge loads resulting from equipment, soil piles, etc. should not occur within a distance that would affect the excavation.

5.4 Groundwater

Groundwater was not encountered within the explored depth of the subsurface investigation and is not expected to be a concern for construction. Dampproofing and waterproofing of below grade slabs and walls should be provided as required by the *Michigan Building Code*. A perimeter foundation drain is recommended in all areas where the floor slab will be below the adjacent exterior elevation.

6.0 LIMITATIONS

The evaluations and recommendations presented in this report have been developed on the basis of available data relating to the location, type, and finished elevation for the proposed development. Any changes in this data, deviations from encountered conditions, or the final design plans should be brought to our attention for review and evaluation with respect to our geotechnical recommendations. Variations in the soil conditions from the existing borings are possible and such variations may not become evident until construction occurs and we recommend that we be retained during construction to provide subgrade verification. If changes occur to the location or structural design or if construction reveals differences in the soil

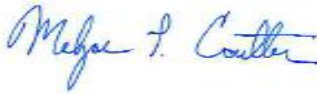
conditions from those observed in our investigation and utilized in our analyses, we request the opportunity to review and if necessary, revise our recommendations.

7.0 CLOSURE


We appreciate the opportunity to have provided geotechnical services for the Darling Parking Deck and express our interest in providing subgrade verification and materials testing services during construction. We should be contacted if any questions arise regarding the recommendations provided herein.

Very truly yours,

OTWELL MAWBY GEOTECHNICAL, P.C.



Melzar L. Coulter, P.E.



Roger L. Mawby, P.E.

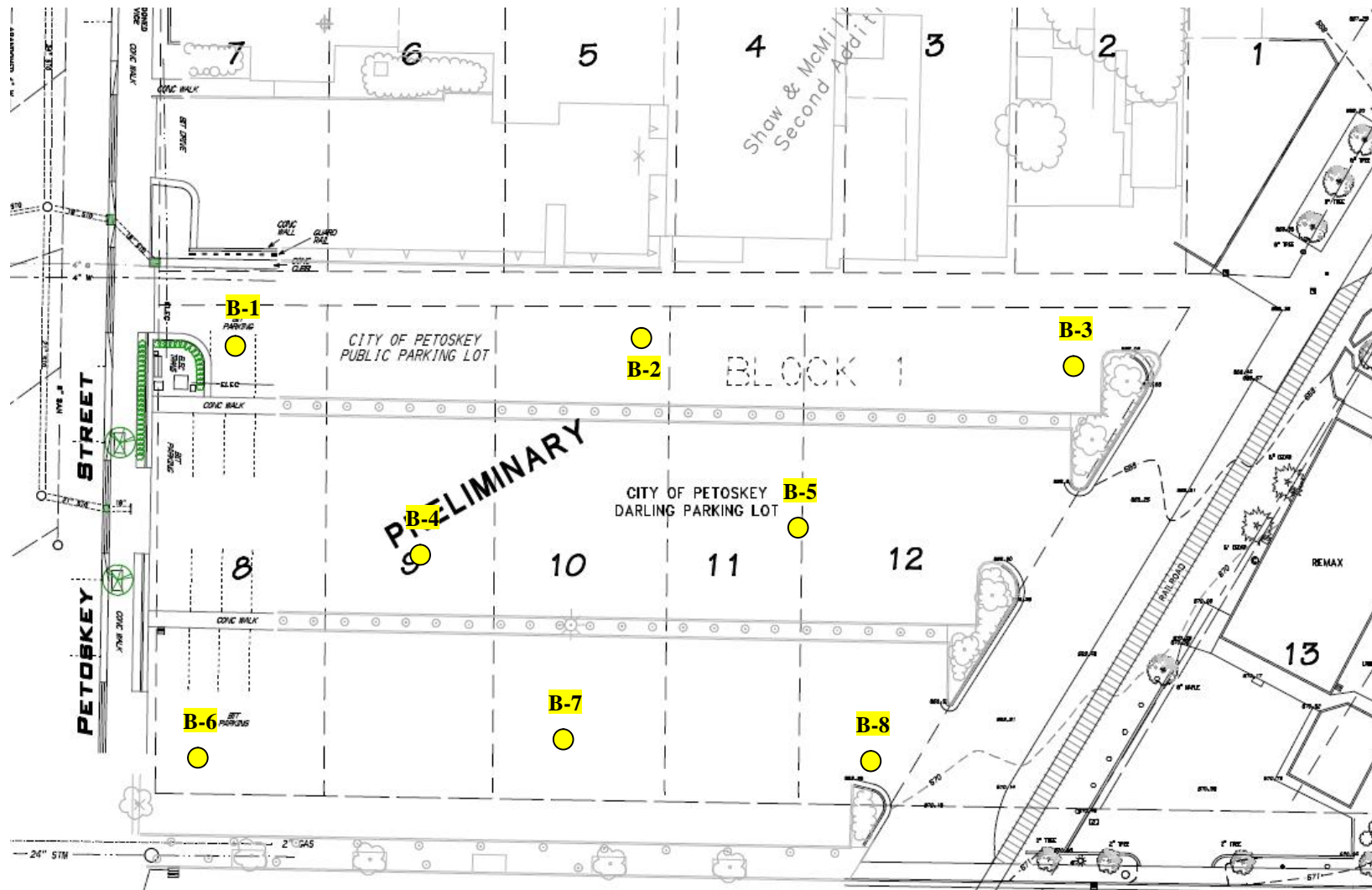
APPENDICES

Appendix A- Site Plan

Appendix B- Boring Logs

Appendix A

Site Plan



B-1 ○ - Proposed Boring Locations

**Darling Parking Lot
Petoskey, Michigan**



**Otwell Mawby Geotechnical, PC
Traverse City, Michigan**

Figure 1: Site Location Map

**Project No:
G16-125**

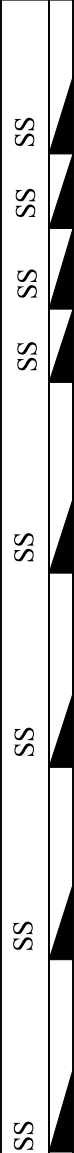
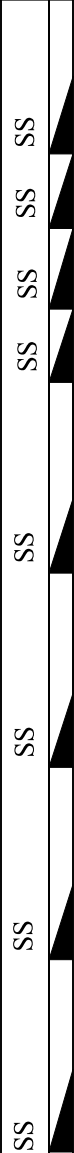
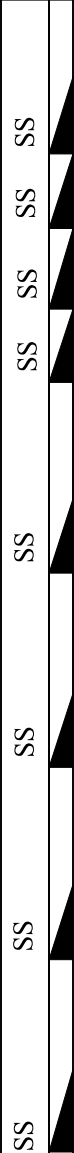
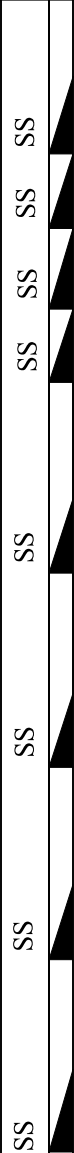
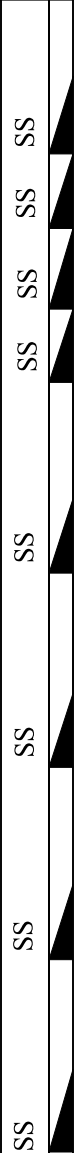
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7/5/16**

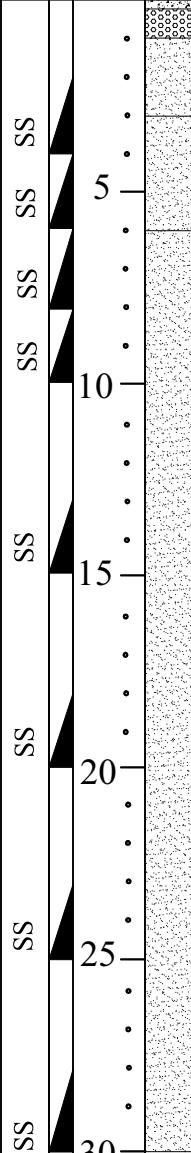
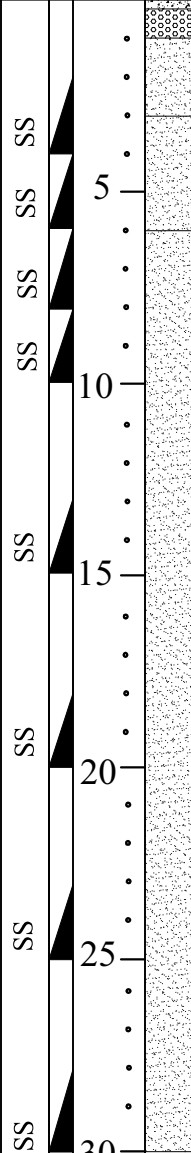
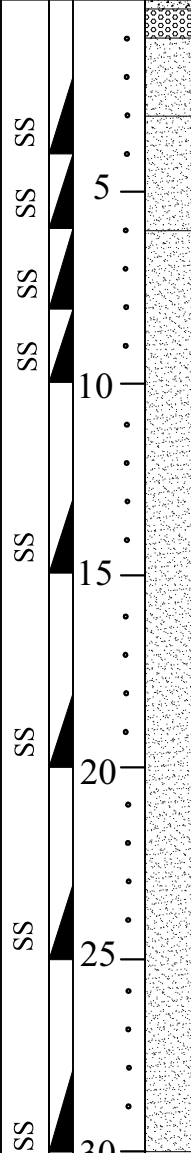
**Source:
Benchmark Engineering**

Appendix B

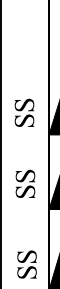







Boring Logs

Client: Benchmark Engineering Project: Darling Parking Lot, G16-125 Location: Petoskey, Michigan						Boring Log Of: B-1 Date Drilled: 7/7/2016 Drilling Contractor: Shepler Page 1 of 1			
Std. Penetration Resistance (N)	Recovery	Sample Method	Sample Type/Interval	Depth (feet)	Soil Type	Soil Description	Pocket Penetrometer (TSF)	Comments	
Surface Conditions: Asphalt									
						Asphalt (2")	•	Boring advanced with a mobile B-57 truck mounted drill rig equipped with 4¼" I.D. hollow stem augers Environmental sample collected at 2-4'	
						Gravel Base	•		
18,12, 9,7	14"	SS		5		Poorly graded SAND with gravel; mostly medium to fine sand; tan; moist (SP)	•		
1,12, 17,15	15"	SS					•		
4,12, 18,22	12"	SS					•		
20,38, 27,42	12"	SS		10			•		
							•		
						- grades with increased percentage of coarse to fine gravel	•		
14,27, 50/5"	13"	SS		15			•		
							•		
5,10, 11,12	20"	SS		20		Poorly graded SAND; mostly medium to fine sand; tan; moist (SP)	•	- cave in at 25'	
							•		
							•		
7,10, 12,16	16"	SS		25		Poorly graded SAND; mostly medium to fine sand; trace fine gravel; light brown; moist (SP)	•		
							•		
							•		
							•		
							•		
17,28, 43,50/4"	16"	SS		30			•		
							•		
						End of Boring at 30'	•	Logged by observation of drill cuttings and recovered samples in accordance with USCS visual-manual method, ASTM D 2488.	
							•		
Well Construction / Boring Data									
Top of Casing : N/A Ground Elev.: 660 ft +/- Casing: N/A Screen: N/A				Water Encountered: None Date: 7/7/2016 Logging Method: Visual-Manual Development Method: N/A				Driller: RS Helper: BS Logged By: ND	Otwell Mawby, P.C. 309 E. Front Street Traverse City, MI 49684 231-946-5200 Fax 231-946-5216

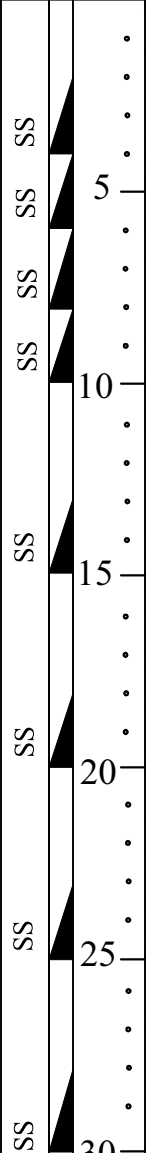
Client: Benchmark Engineering Project: Darling Parking Lot, G16-125 Location: Petoskey, Michigan						Boring Log Of: B-2 Date Drilled: 7/6/2016 Drilling Contractor: Shepler Page 1 of 1				
Std. Penetration Resistance (N)	Recovery	Sample Method	Sample Type/Interval	Depth (feet)	Soil Type	Soil Description	Pocket Penetrometer (TSF)	Comments		
						Surface Conditions: Asphalt				
5,3,10,5	10"	SS		5		Asphalt (2")	•	Boring advanced with a mobile B-57 truck mounted drill rig equipped with 4 1/4" I.D. hollow stem augers Environmental sample collected at 2-4'		
						Gravel Base	•			
1,2,7,7	8"	SS				Silty SAND; dark brown fill with brick and coal fragments; moist (SM)	•			
3,5,6,9	10"	SS				Poorly graded SAND with gravel; mostly medium to fine sand; tan; moist (SP)	•			
13,17,18,29	9"	SS		10			•			
9,22,30,33	9"	SS		15			•		Gravely drilling observed below 15'	
							•			
10,8,28,45	11"	SS		20		Poorly graded SAND with gravel; mostly coarse to fine sand; some coarse to fine gravel; tan; moist (SP)	•			- cave in at 20'
							•			
22,49,50	10"	SS		25			•			
							•			
48,100	7"	SS		30			•			
							•			
						End of Boring at 30'	•	Logged by observation of drill cuttings and recovered samples in accordance with USCS visual-manual method, ASTM D 2488.		
							•			
							•			
							•			
Well Construction / Boring Data								Otwell Mawby, P.C. 309 E. Front Street Traverse City, MI 49684 231-946-5200 Fax 231-946-5216		
Top of Casing : N/A				Water Encountered: None		Driller: RS				
Ground Elev.: 663 ft +/-				Date: 7/6/2016		Helper: DM				
Casing: N/A				Logging Method: Visual-Manual		Logged By: MC				
Screen: N/A				Development Method: N/A						

Client: Benchmark Engineering Project: Darling Parking Lot, G16-125 Location: Petoskey, Michigan						Boring Log Of: B-3 Date Drilled: 7/7/2016 Drilling Contractor: Shepler Page 1 of 1		
Std. Penetration Resistance (N)	Recovery	Sample Method	Sample Type/Interval	Depth (feet)	Soil Type	Soil Description	Pocket Penetrometer (TSF)	Comments
						Surface Conditions: Asphalt		
2,2,4,12	16"	SS				Asphalt (2")	•	Boring advanced with a mobile B-57 truck mounted drill rig equipped with 4 1/4" I.D. hollow stem augers - poor recovery from 4-6' sample, rock in the tip of the split spoon sampler Environmental Sample collected at 2-4' sample where black streaking was the heaviest - cave in at 10'
						Gravel Base	•	
						SAND; medium to fine sand; brown; moist	•	
1,2,1,3	8"	SS		5		Silty SAND with gravel; brown with black streaks; possible topsoil/ fill; moist (SM) - grades brown	•	
4,10,15,13	14"	SS				Poorly graded SAND with gravel; mostly medium to fine sand; tan; moist (SP)	•	
7,21,50/5"	14"	SS		10			•	
43,50/3"	6"	SS				- grades with increased percentage of gravel (SP/GP)	•	
							•	
							•	
25,50/3"	12"	SS		20			•	
92/6"	4"	SS					•	
							•	
							•	
26,43,50/5"	14"	SS		30			•	
						End of Boring at 30'	•	Logged by observation of drill cuttings and recovered samples in accordance with USCS visual-manual method, ASTM D 2488.
							•	
							•	
							•	
Well Construction / Boring Data								Otwell Mawby, P.C. 309 E. Front Street Traverse City, MI 49684 231-946-5200 Fax 231-946-5216
Top of Casing : N/A		Water Encountered: None		Driller: RS				
Ground Elev.: 667 ft +/-		Date: 7/7/2016		Helper: BS				
Casing: N/A		Logging Method: Visual-Manual		Logged By: ND				
Screen: N/A		Development Method: N/A						

Client: Benchmark Engineering Project: Darling Parking Lot, G16-125 Location: Petoskey, Michigan						Boring Log Of: B-4 Date Drilled: 7/6/2016 Drilling Contractor: Shepler Page 1 of 1			
Std. Penetration Resistance (N)	Recovery	Sample Method	Sample Type/Interval	Depth (feet)	Soil Type	Soil Description	Pocket Penetrometer (TSF)	Comments	
Surface Conditions: Asphalt									
2,2,2,2	6"	SS		0		Asphalt (2")	•	Boring advanced with a mobile B-57 truck mounted drill rig equipped with 4¼" I.D. hollow stem augers	
				0		Gravel Base	•		
				0		Silty SAND; dark brown topsoil fill with brick fragments (SM)	•		
				0			•		
2,3,4,7	8"	SS		5		Poorly graded SAND with gravel; mostly medium to fine sand; tan; moist (SP)	—	Environmental sample collected at 2-4'	
				5			•		
				5			•		
				5			•		
5,18,20,23	13"	SS		10			•	Cave in at 22'	
13,18,25,40	15"	SS		10			•		
				10			•		
				10			•		
				10			•		
5,26,40,28	14"	SS		15			•		
				15			•		
				15			•		
				15			•		
13,20,26,25	12"	SS		20			•		
				20			•		
				20			•		
18,82	6"	SS		25		- grades with trace fine gravel	•	Logged by observation of drill cuttings and recovered samples in accordance with USCS visual-manual method, ASTM D 2488.	
				25			•		
				25			•		
				25			•		
105/6"		SS		30		End of Boring at 30'	•		
				30			•		
				30			•		
				30			•		
Well Construction / Boring Data								Otwell Mawby, P.C. 309 E. Front Street Traverse City, MI 49684 231-946-5200 Fax 231-946-5216	
Top of Casing : N/A		Water Encountered: None		Driller: RS					
Ground Elev.: 664 ft +/-		Date: 7/6/2016		Helper: DM					
Casing: N/A		Logging Method: Visual-Manual		Logged By: MC					
Screen: N/A		Development Method: N/A							

Client: Benchmark Engineering Project: Darling Parking Lot, G16-125 Location: Petoskey, Michigan						Boring Log Of: B-5 Date Drilled: 7/6/2016 Drilling Contractor: Shepler Page 1 of 1		
Std. Penetration Resistance (N)	Recovery	Sample Method	Sample Type/Interval	Depth (feet)	Soil Type	Soil Description	Pocket Penetrometer (TSF)	Comments
Surface Conditions: Asphalt								
5,8, 12,10	13"	SS		5		Asphalt (2")	•	Boring advanced with a mobile B-57 truck mounted drill rig equipped with 4¼" I.D. hollow stem augers - cave in at 11' gravely drilling from 8' to the bottom of the boring
						Poorly graded SAND with gravel; mostly medium to fine sand; tan; moist (SP/GP)	•	
						Poorly graded SAND with gravel;. mostly medium to fine sand; tan; moist (SP)	•	
2,4, 9,18	13"	SS		10		Poorly graded SAND with gravel; mostly coarse to fine sand; tan; moist (SP/GP)	•	
						•		
						•		
12,22, 33,39	10"	SS		15		•	•	
						•	•	
						•	•	
13,55, 50/3"	9"	SS		20		•	•	
						•	•	
						•	•	
20,70, 70	6"	SS		25		•	•	
						•	•	
						•	•	
14,82	10"	SS		30		Poorly graded SAND; mostly medium to fine sand; light brown; moist (SP)	•	
						•	•	
						•	•	
14,24, 18,14	10"	SS		End of Boring at 30'		Poorly graded SAND with gravel; mostly medium to fine sand; tan; moist (SP)	•	
						•	•	
						•	•	
50,73	10"	SS				End of Boring at 30'	•	Logged by observation of drill cuttings and recovered samples in accordance with USCS visual-manual method, ASTM D 2488.
						•	•	
						•	•	
Well Construction / Boring Data								Otwell Mawby, P.C. 309 E. Front Street Traverse City, MI 49684 231-946-5200 Fax 231-946-5216
Top of Casing : N/A		Water Encountered: None		Driller: RS				
Ground Elev.: 667 ft +/-		Date: 7/6/2016		Helper: DM				
Casing: N/A		Logging Method: Visual-Manual		Logged By: MC				
Screen: N/A		Development Method: N/A						

Client: Benchmark Engineering Project: Darling Parking Lot, G16-125 Location: Petoskey, Michigan						Boring Log Of: B-6 Date Drilled: 7/6/2016 Drilling Contractor: Shepler Page 1 of 1		
Std. Penetration Resistance (N)	Recovery	Sample Method	Sample Type/Interval	Depth (feet)	Soil Type	Soil Description	Pocket Penetrometer (TSF)	Comments
Surface Conditions: Asphalt								
4,4,4,7 4,8, 11,11 7,15, 15,18 3,22, 38,44	7"	SS		0		Asphalt (2.5")	•	Boring advanced with a mobile B-57 truck mounted drill rig equipped with 4¼" I.D. hollow stem augers
	9"	SS		5		Poorly graded SAND with gravel; mostly medium to fine sand; tan; moist (SP)	•	
	10"	SS		•			•	
	10"	SS		•			•	
3,28, 20,24	9"	SS		10			•	Environmental Sample collected at 2-4'
				•			•	
				•			•	
				•			•	
9,18 22,24	10"	SS		15		-grades with increased percentage of gravel (GP/SP)	•	Gravely Drilling
				•			•	
				•			•	
				•			•	
11,28, 32,34	12"	SS		20			•	Cave in at 19'
				•			•	
				•			•	
				•			•	
42,62, 45	14"	SS		25		-grades with less gravel (SP)	•	
				•			•	
				•			•	
				•			•	
				30		End of boring at 30'	•	Logged by observation of drill cuttings and recovered samples in accordance with USCS visual-manual method, ASTM D 2488.
				•			•	
				•			•	
				•			•	
Well Construction / Boring Data								
Top of Casing : N/A		Water Encountered: None		Driller: RS		Otwell Mawby, P.C. 309 E. Front Street Traverse City, MI 49684 231-946-5200 Fax 231-946-5216		
Ground Elev.: 666 ft +/-		Date: 7/6/2016		Helper: DM				
Casing: N/A		Logging Method: Visual-Manual		Logged By: MC				
Screen: N/A		Development Method: N/A						

Client: Benchmark Engineering Project: Darling Parking Lot, G16-125 Location: Petoskey, Michigan						Boring Log Of: B-7 Date Drilled: 7/6/2016 Drilling Contractor: Shepler Page 1 of 1	
Soil Description						Pocket Penetrometer (TSF)	Comments
Std. Penetration Resistance (N)	Recovery	Sample Method	Sample Type/Interval	Depth (feet)	Soil Type		
Surface Conditions: Asphalt							
4,5,5,6 5,9, 10,13 6,28, 68 14,34, 30,50	10"	SS		0	Asphalt (2.25")	• •	

Client: Benchmark Engineering Project: Darling Parking Lot, G16-125 Location: Petoskey, Michigan						Boring Log Of: B-8 Date Drilled: 7/6/2016 Drilling Contractor: Shepler Page 1 of 1		
Std. Penetration Resistance (N)	Recovery	Sample Method	Sample Type/Interval	Depth (feet)	Soil Type	Soil Description	Pocket Penetrometer (TSF)	Comments
Surface Conditions: Asphalt								
4,5,5,6	10"	SS				Asphalt (3")	.	Boring advanced with a mobile B-57 truck mounted drill rig equipped with 4¼" I.D. hollow stem augers
5,9, 10,13	11"	SS		5		Silty SAND; dark brown; topsoil/fill; moist (SM)	.	
6,28, 68	9"	SS				Poorly graded SAND with gravel; mostly medium to fine sand; tan; moist (SP)	.	Environmental Sample collected at 2-4'
14,34, 30,50	10"	SS		10			.	
							.	Gravely Drilling from 9 to 30'
							.	
10,36, 44,50	12"	SS		15			.	Cave in at 10'
							.	
24,25, 50	9"	SS		20			.	
							.	
6,18, 22,50	13"	SS		25		Poorly graded SAND; mostly medium to fine sand; trace fine gravel; tan; moist (SP)	.	
							.	
8,16, 19,21	10"	SS		30		Poorly graded SAND with silt and gravel; mostly medium to fine sand; moist (SP-SM)	.	
							.	
						End of boring at 30'	.	Logged by observation of drill cuttings and recovered samples in accordance with USCS visual-manual method, ASTM D 2488.
							.	
Well Construction / Boring Data								Otwell Mawby, P.C. 309 E. Front Street Traverse City, MI 49684 231-946-5200 Fax 231-946-5216
Top of Casing : N/A		Water Encountered: None		Driller: RS				
Ground Elev.: 670 ft +/-		Date: 7/6/2016		Helper: DM				
Casing: N/A		Logging Method: Visual-Manual		Logged By: MC				
Screen: N/A		Development Method: N/A						



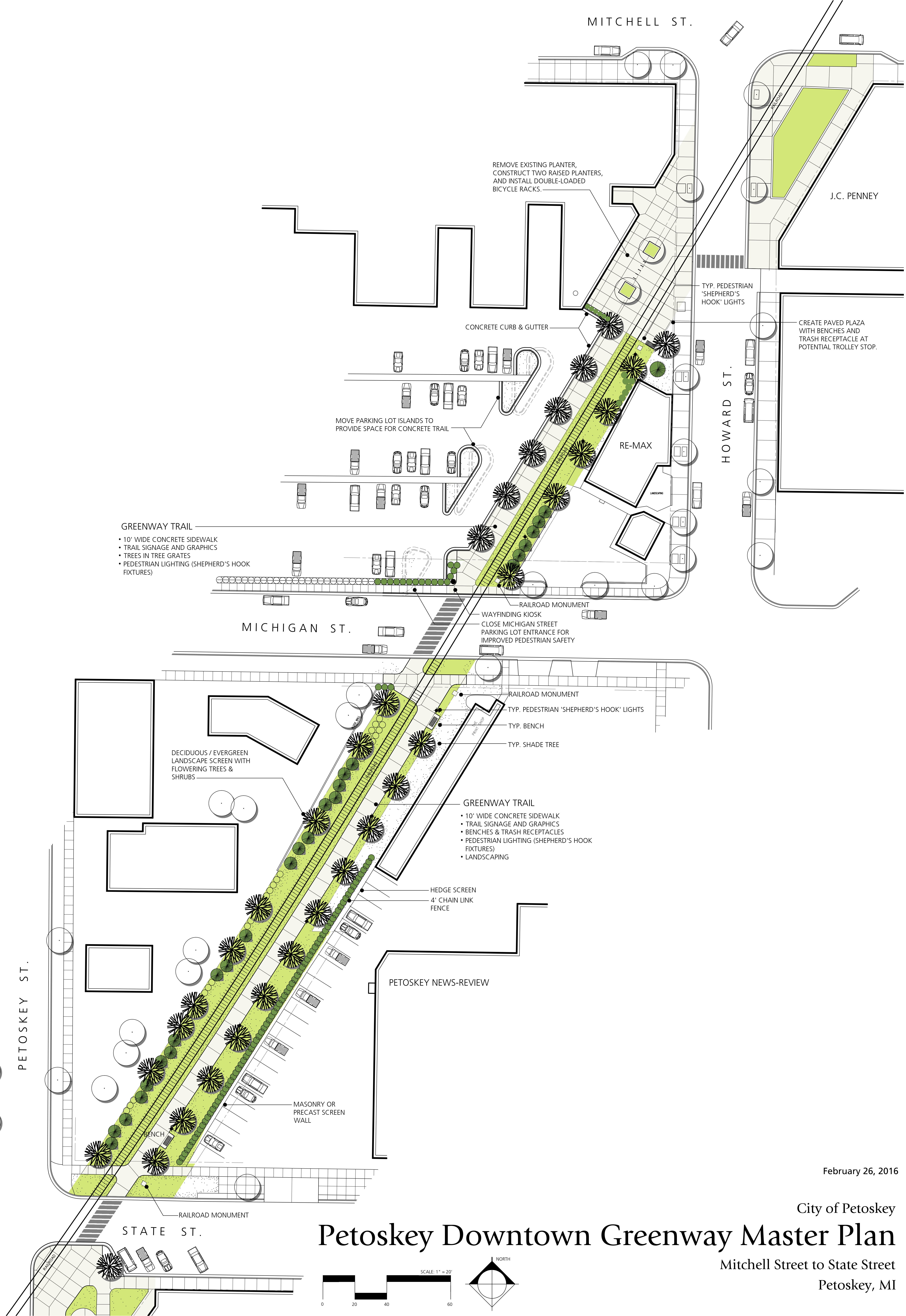
NOVEMBER, 2016

PROJECT #20-1702.00

APPENDIX B

- **Copy of Petoskey Downtown Greenway Master Plan – Mitchell Street to State Street**
- **Original Concept Drawing Sets for Mixed-use and Stand Alone Parking Structures**

NOTE: These sets are included for information purposes only. They were developed prior to City notification of a Deed Restriction that eliminated a portion of the site for project use.



February 26, 2016

City of Petoskey

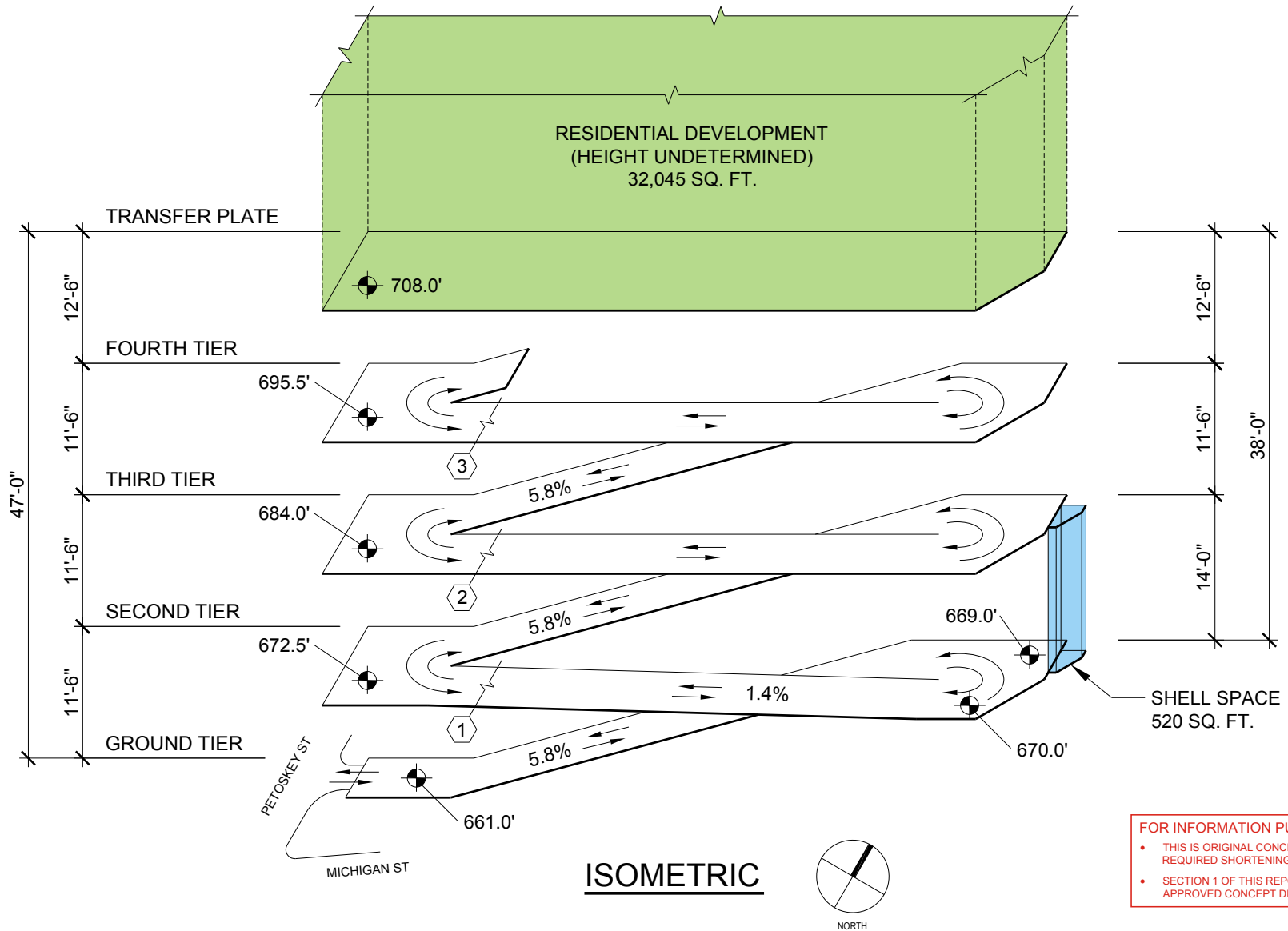
Petoskey Downtown Greenway Master Plan

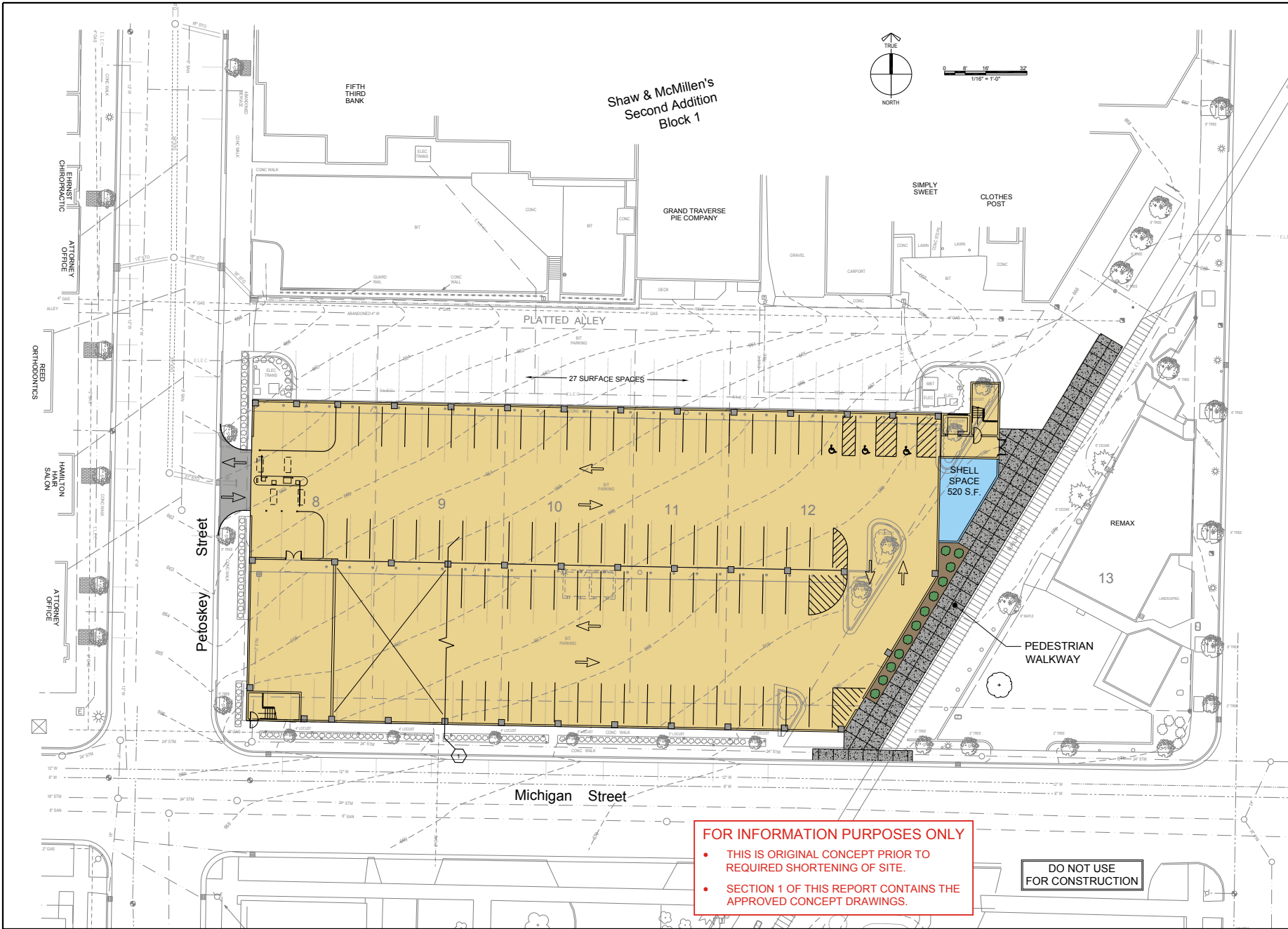
Mitchell Street to State Street
Petoskey, MI

DOWNTOWN PETOSKEY

MIXED-USE PARKING STRUCTURE CONCEPT

PETOSKEY, MICHIGAN





FOR INFORMATION PURPOSES ONLY

- THIS IS ORIGINAL CONCEPT PRIOR TO REQUIRED SHORTENING OF SITE.
- SECTION 1 OF THIS REPORT CONTAINS THE APPROVED CONCEPT DRAWINGS.

**DO NOT USE
FOR CONSTRUCTION**

**DOWNTOWN PETOSKEY
MIXED-USE PARKING STRUCTURE CONCEPT**

WALKER
PARKING CONSULTANTS
10000 Woodward Drive
Ann Arbor, MI 48106
734.860.1177 Fax
www.walkerparking.com

Project Name & Location
EOR / AOR License Number: xxxxx

OWNERS AND/OR SUBS LOGO

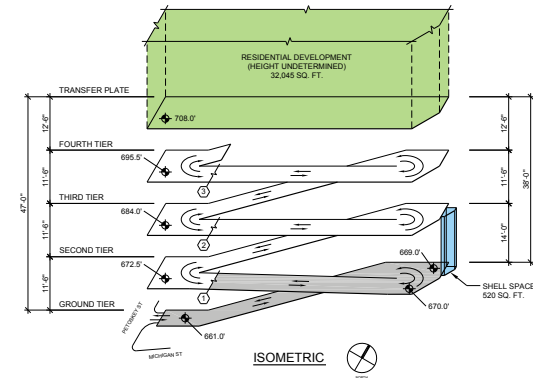
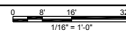
PETOSKEY MICHIGAN

MARK	DATE	DESCRIPTION	ISSUE

PROJECT NO: 20-1702.00
DRAWN BY: KJW
CHECKED BY: RJK
SHEET TITLE:
**MIXED-USE
STRUCTURE
SITE PLAN**

A-100

1 MIXED-USE STRUCTURE
GROUND TIER PLAN



Parking Space Tabulation

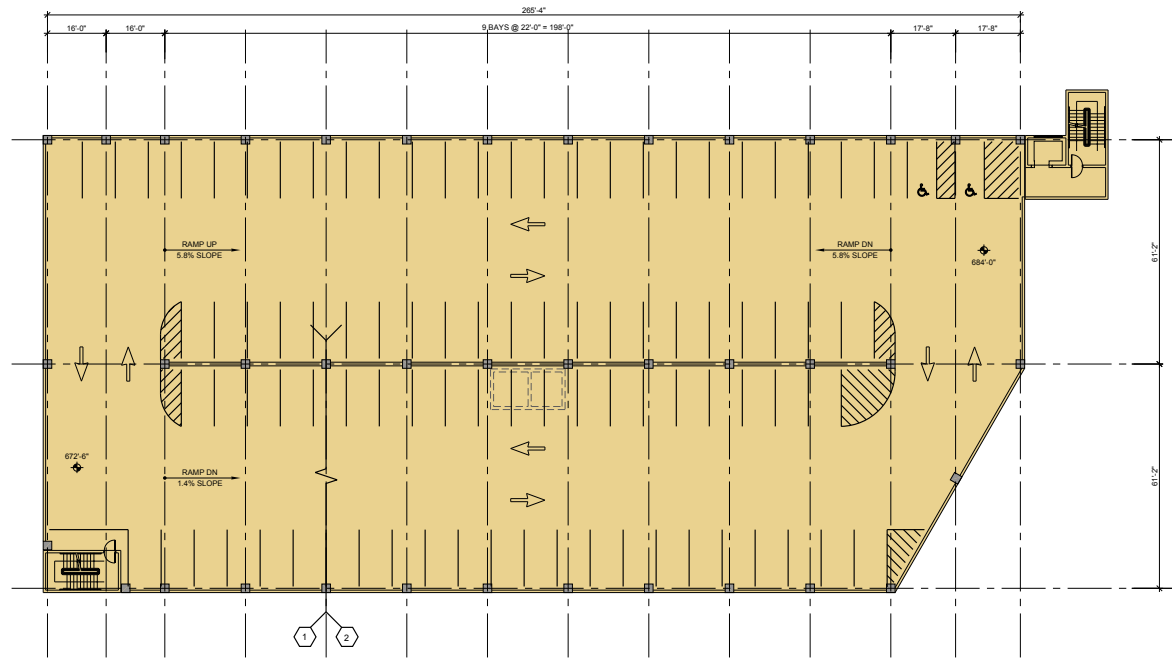
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2	90	2	0	92
3	90	2	0	92
4	15	0	0	15
Total	271	5	2	278

278 New Spaces - 103 Existing Spaces Lost
= 175 Net Added Spaces

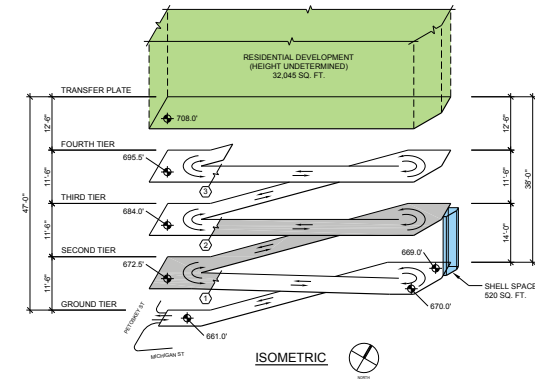
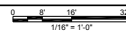
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1 MIXED-USE STRUCTURE
SECOND TIER PLAN

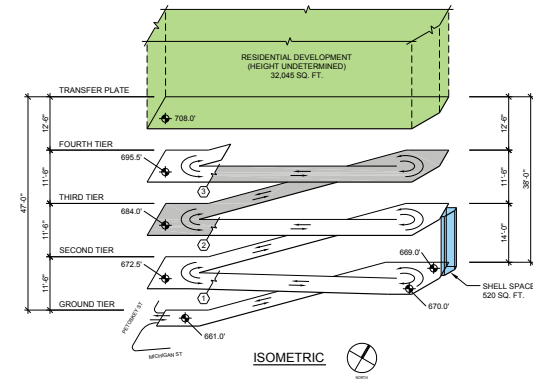
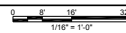


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1 MIXED-USE STRUCTURE
THIRD TIER PLAN



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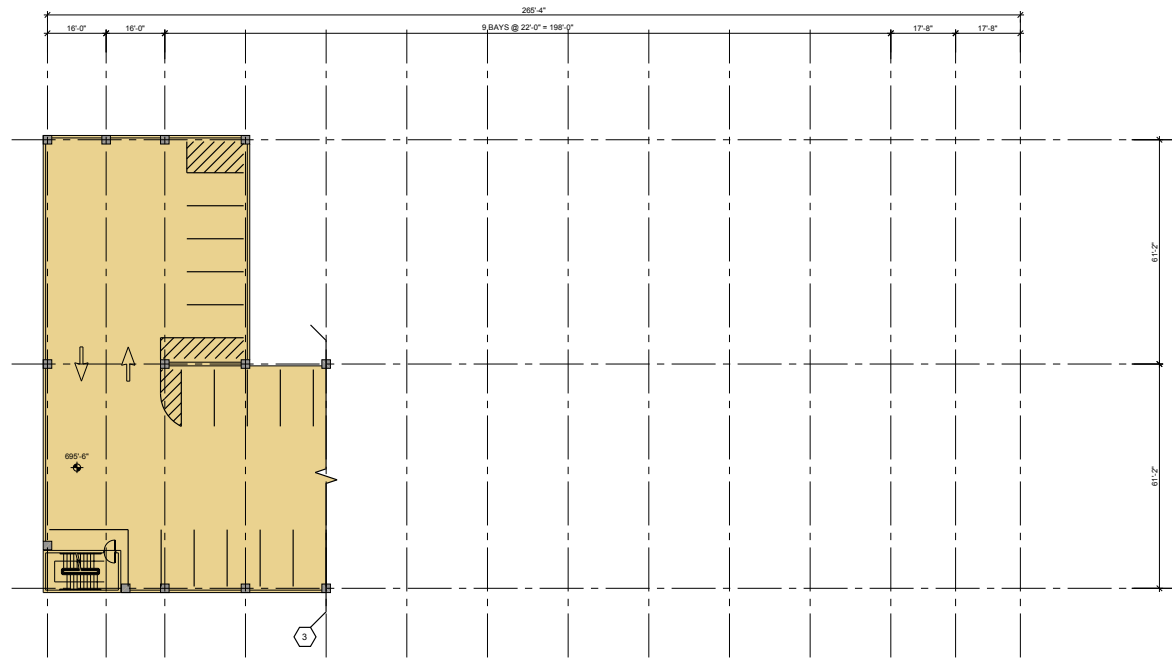
DO NOT USE
FOR CONSTRUCTION

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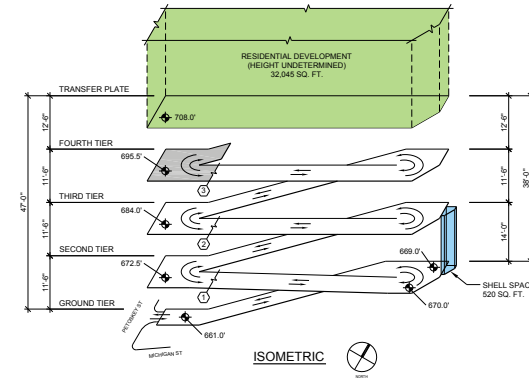
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DRAWN BY:	KJW
CHECKED BY:	RGK
SHEET TITLE:	

MIXED-USE
STRUCTURE
THIRD TIER

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1 MIXED-USE STRUCTURE
FOURTH TIER PLAN



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DOWNTOWN PETOSKEY
MIXED-USE PARKING STRUCTURE CONCEPT

PETOSKEY MICHIGAN

MARK	DATE	DESCRIPTION	ISSUE

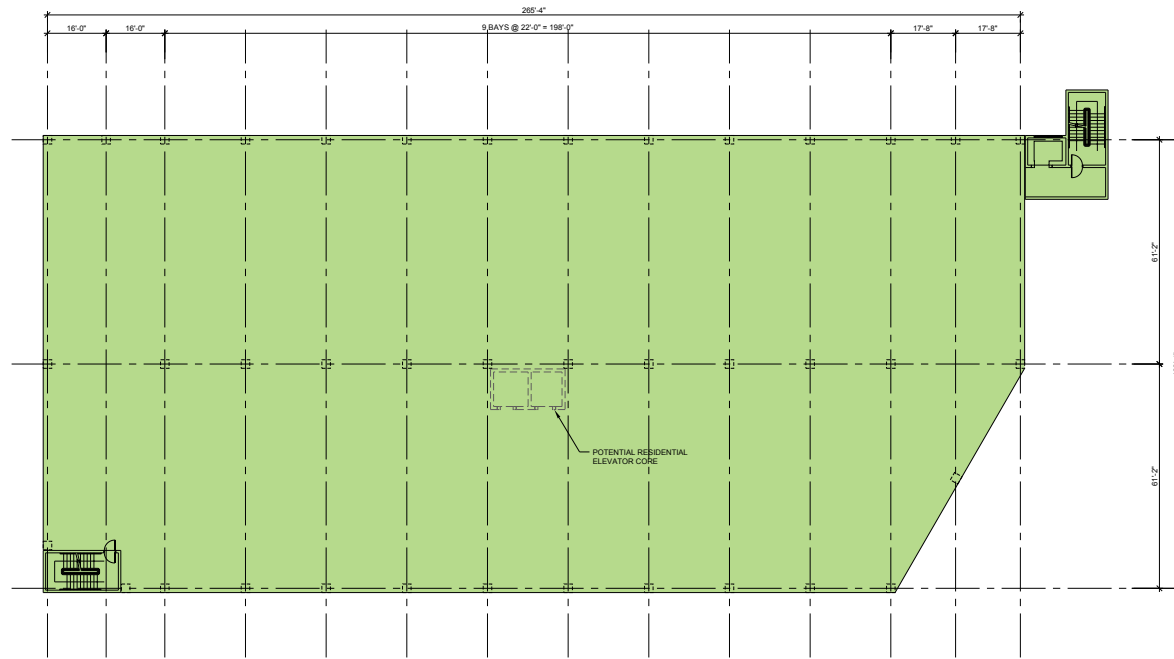
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DRAWN BY: KJW
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MIXED-USE
STRUCTURE
FOURTH TIER

A-104

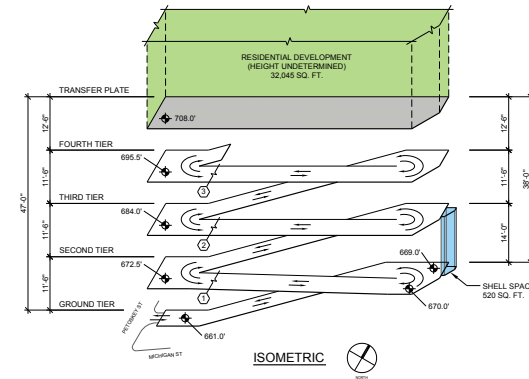
WALKER
PARKING CONSULTANTS
3000 Grand Ave.
Ann Arbor, MI 48106
734.800.1717 Fax
www.walkerparking.com

Walker Parking Consultants/Engineers, Inc.
Professional Seal & Stamp
EOR / AOR License Number: xxxxx

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1 MIXED-USE STRUCTURE
TRANSFER PLATE PLAN



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DOWNTOWN PETOSKEY
MICHIGAN

PETOSKEY

MARK	DATE	DESCRIPTION	ISSUE

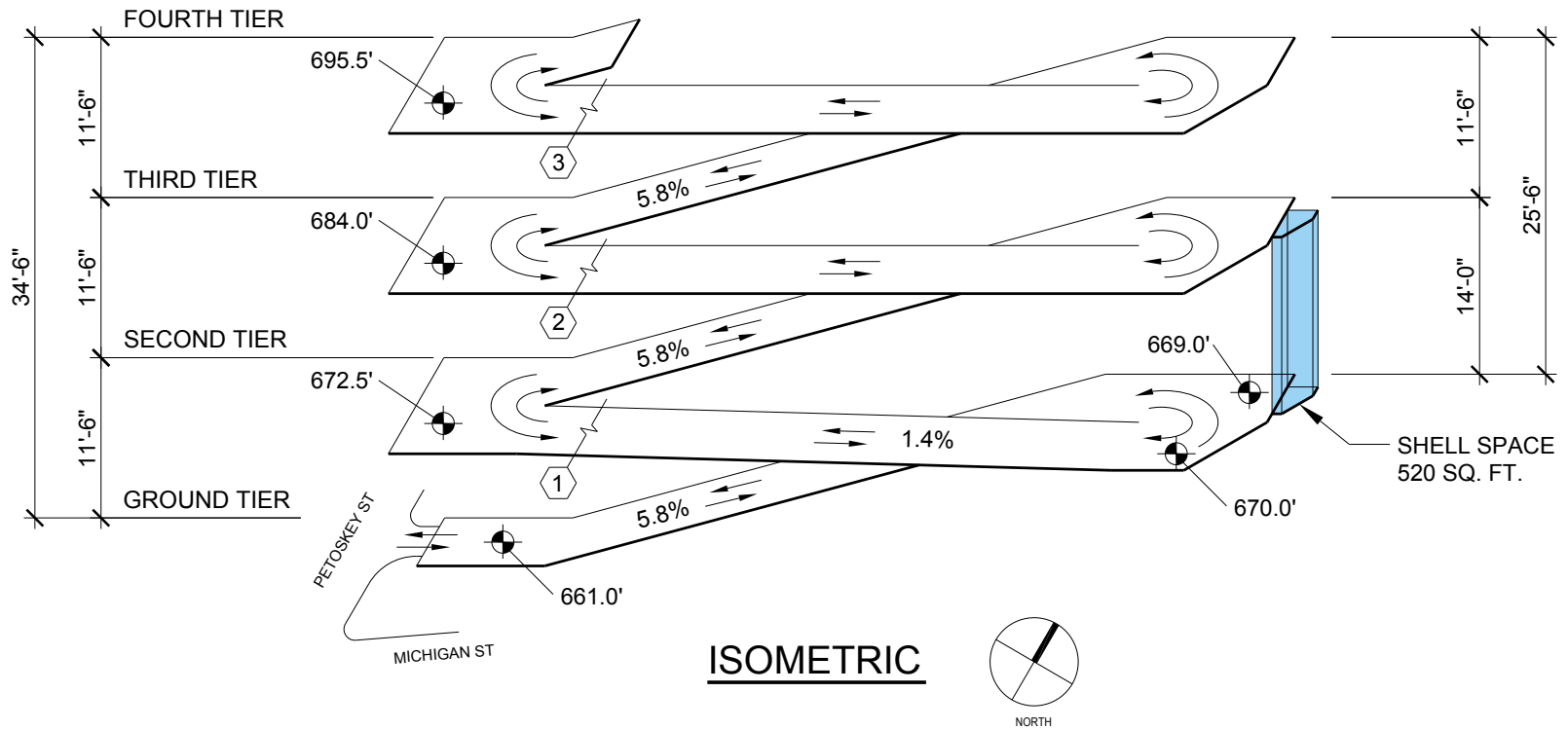
PROJECT NO: 20-1702-00
DRAWN BY: KJW
CHECKED BY: RSK
SHEET TITLE:
MIXED-USE
STRUCTURE
TRANSFER PLAN

A-105

WALKER
PARKING CONSULTANTS
3000 Oakridge Drive
Suite 101
Ann Arbor, MI 48106
734.883.1171 Fax
www.walkerparking.com

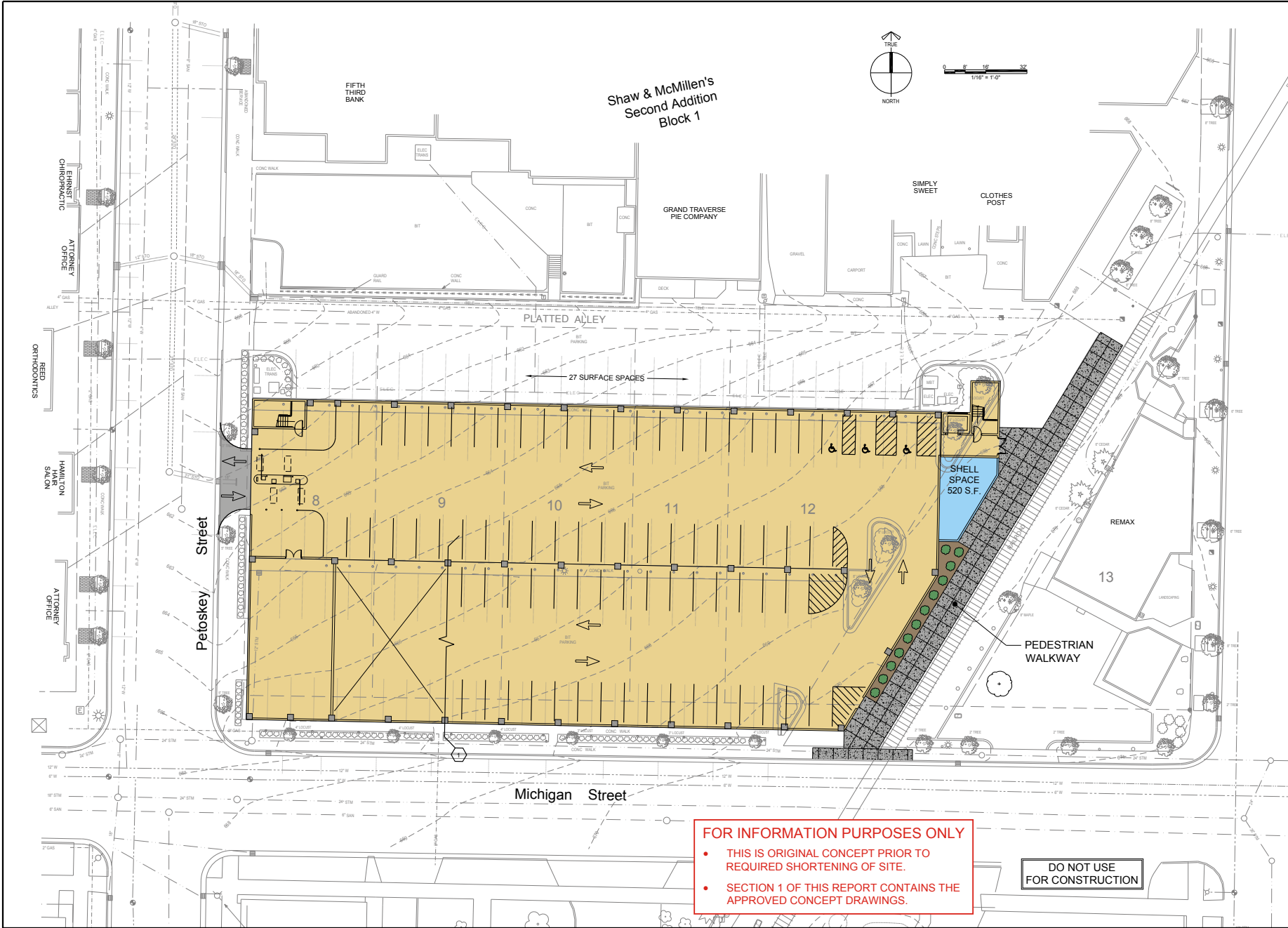
Walker Parking Consultants/Engineers, Inc.
Professional Seal & Stamp
EOR / AOR License Number: xxxxx

DOWNTOWN PETOSKEY
STAND-ALONE PARKING STRUCTURE CONCEPT
PETOSKEY, MICHIGAN



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STAND-ALONE PARKING STRUCTURE CONCEPT
PETOSKEY MICHIGAN

MARK	DATE	DESCRIPTION	ISSUE

PROJECT NO: 20-1702.00
DRAWN BY: KJW
CHECKED BY: RSK
SHEET TITLE:
**STAND-ALONE
STRUCTURE
SITE PLAN**

B-100

OWNER'S AND/OR SUBS LOGO

DOWNTOWN PETOSKEY

MICHIGAN

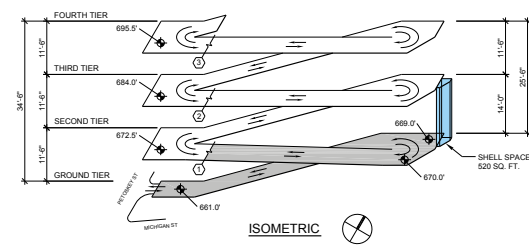
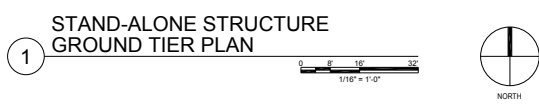
PETOSKEY

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PROJECT NO:	20-1702.00
DRAWN BY:	KJW
CHECKED BY:	RGK
SHEET TITLE:	

STAND-ALONE
STRUCTURE
GROUND TIER

B-101



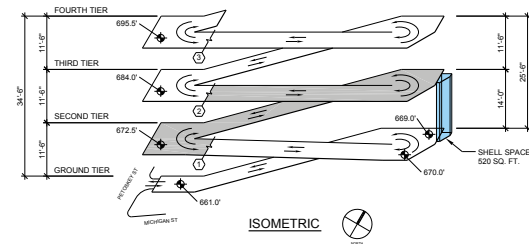
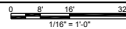
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2	90	2	0	92
3	90	2	0	92
4	17	0	0	17
Total	273	5	2	280

280 New Spaces - 103 Existing Spaces Lost
= 177 Net Added Spaces

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STAND-ALONE STRUCTURE
SECOND TIER PLAN



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OWNER'S AND/OR SUB'S LOGO

PETOSKEY

MICHIGAN

Printed Name & Discipline
EOR / AOR License Number: xxxxxx



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Suite 1
Ann Arbor, MI 48108
734.663.1070 Ph
734.663.1717 Fax
www.walkeparking.com

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Firm Certificate of Authority Number: XXXXXX

[illegible]

PROJECT NO:	20-1702.00
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DRAWN BY: KJW

CHECKED BY: RGK

SHEET TITLE:

STAND ALONE

STAND-ALONE

STRUCTURE

STRUCTURE
SECOND TIER

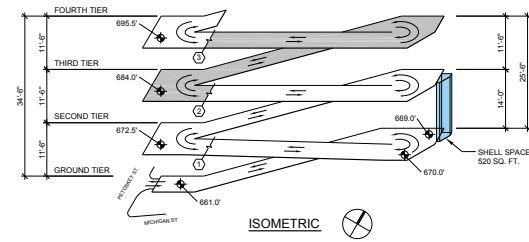
SECOND TIER

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D. 102

B-102

— 1 3 5 —



0 8' 16' 32'
1/16" = 1'-0"



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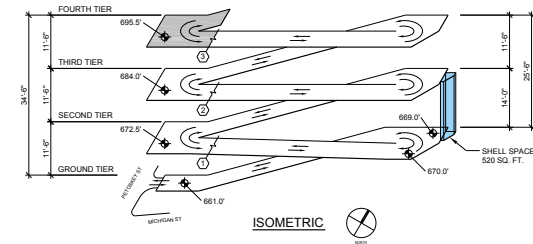
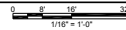
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PROJECT NO:	20-1702.00
DRAWN BY:	KJW
CHECKED BY:	RGK
SHEET TITLE:	

STAND-ALONE
STRUCTURE
THIRD TIER

B-103

STAND-ALONE STRUCTURE
FOURTH TIER PLAN



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PETOSKEY

MICHIGAN



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Suite 1
Ann Arbor, MI 48108
734.663.1070 Ph
734.663.1717 Fax
www.walkerparking.com

Printed Name & Discipline
EOR / AOR License Number: xxxxxx[illegible]

PROJECT NO:	20-1702.00
DRAWN BY:	KJW
CHECKED BY:	RGK
SHEET TITLE:	

STAND-ALONE
STRUCTURE
FOURTH TIER

B-104



City of Petoskey

Agenda Memo

BOARD: City Council

MEETING DATE: February 3, 2020

DATE PREPARED: January 30, 2020

AGENDA SUBJECT: Consider License Agreement with Little Traverse Bay Foundation for Ferry Taxi Service between Petoskey and Harbor Springs

RECOMMENDATION: That City Council consider a license agreement with Little Traverse Bay Foundation for the operation of a ferry taxi service out of the Marina

Background In 2019 the City was approached by the Little Traverse Bay Foundation (formally Little Traverse Bay Ferry Company) to offer water taxi services between the City of Petoskey and the City of Harbor Springs. At the May 13, 2019 meeting, the Petoskey Parks and Recreation Commission recommended continuing conversations with the organization, contingent upon Harbor Springs cooperation. The City of Petoskey administration and City of Harbor Springs have been in steady communication all throughout this process, as both need to be in support of the service for it to work. The season for the operations will be between Memorial Day and Labor Day and will drop off/pick up on the A Pier during regular Marina business hours (8:00 A.M.-9:00 P.M.). While parking will be limited to public lots (not allowed in the Marina lot), there will be coordination with EMGO, the Downtown Trolley and alternative transportation will be provided by the ferry company.

Since the Petoskey Municipal Marina is under an operation contract with the State of Michigan, a variance request was submitted to the Waterways Commission for approval. Based on the information given, and response from the State, there appears to be no objection to the request. Additionally, the \$93 per day is 150% of a transient slip rate, which is the standard recommendation by the State.

The use of the slip during the season will not replace a seasonal boater, or transient space. Staff is comfortable that the operations of the service will not impede slip demand nor will it interfere with seasonal Marina staff. The intent of the ferry taxi service is they will be an independent operation outside of the harbor staff duties, with the exception of fueling the vessel.

Lastly, the 2014 City Master Plan does reference promoting a water taxi/commuter service (Chapter 4, page 7) with corresponding action and strategies (#9). See enclosed.

Review The enclosed agreement has been reviewed for completeness by City staff, legal counsel and the Little Traverse Bay Foundation. Once approved by the City of Petoskey, the City of Harbor Springs will also consider approval.

Recommendation That City Council consider the agreement for Little Traverse Bay Foundation for operation of a ferry taxi service between the City of Petoskey and the City of Harbor Springs.

kk
Enclosures

LICENSE AGREEMENT FOR FERRY SERVICES

THIS LICENSE AGREEMENT (*"Agreement"*) made this ____ day of _____, 2020, by and between the City of Petoskey, a Michigan municipal corporation, of 101 East Lake Street, Petoskey, Michigan 49770 (hereinafter the *"City"*) and Little Traverse Bay Foundation, a Michigan nonprofit corporation, whose registered address is 115 East Third Street, Harbor Springs, Michigan 49740 (hereinafter *"Licensee"*) pursuant to the following terms and conditions:

This License Agreement is based on the following facts and circumstances:

- A. At a meeting held May 13, 2019, the City Parks and Recreation Commission supported that City staff move forward with consideration of a Ferry Taxi Service to operate from the City of Harbor Springs to the City of Petoskey (*"Ferry Taxi Service"*).
- B. The City of Harbor Springs has approved a license for Licensee to operate a ferry boat service within the City of Harbor Springs conditioned on the City of Petoskey's approval.

NOW THEREFORE, the parties agree as follows:

1. License and Location.

A. The City hereby grants to Licensee a revocable non-exclusive license to operate a seasonal Ferry Taxi Service, and to operate the Ferry to conduct educational boat tours and other nonprofit activities on the Ferry consistent with the nonprofit charitable purposes of Licensee (such as water research activities with educational institutions, Scouts merit badge activities, activities with Tip of the Mitt and fundraising events for Licensee) (collectively, the *"Uses"*) from May 1 to September 20 (the *"Season"*) in order to provide the Uses, including the Ferry Taxi Service, on Little Traverse Bay for the 2020 summer season (the *"License"*). Licensee has the option to renew this license for an additional One (1) year if mutually agreed upon by the City and Licensee. Licensee's operation shall include the operation of Ferry Taxi Service that includes safety gear, including life jackets and other flotation and safety devices required by the United States Coast Guard and other applicable governmental entities.

B. The City grants the License to use and occupy that portion of Pier "A" at the City of Petoskey Marina as designed in writing by the Parks and Recreation Department for the City from which to carry out the Uses (the *"Ferry Services Area"*).

C. The Ferry Service Area is to be used for the purpose of mooring Licensee's vessel (the *"Ferry"*) for the Uses.

D. Licensee accepts the Ferry Services Area in its present *"as is"* condition. No alterations may be made by Licensee to the City's pier in the Ferry Services Area without the written consent of the City. Licensee shall be responsible for the cost to repair any damages caused by Licensee to the City's pier. In no event shall the City be liable for any damages to Licensee's vessel or loss of personal property, or to any person, sustained by Licensee or their guests or invitees.

E. Nothing in this License gives Licensee or their employees the right to park vehicles in the designated marina parking area. Licensee and all of its staff shall only park vehicles in areas designated by the City. In addition, all patrons of Licensee's Ferry Taxi Service shall only park in areas designated by the City.

F. The City is not providing any services to the Licensee's Ferry Taxi Service. All operations of the Ferry Taxi Service shall be assumed by Licensee, except the City will provide gasoline services as customary to all visitors of the City Marina.

G. There shall be no signs on public property for Licensee's Ferry Taxi Service, except as approved by the City.

2. License Fee.

Licensee shall pay the City in advance the sum of ninety-three (\$93) dollars per day for each day in the Season for the grant of this License (the "License Fee"). This License Fee shall be paid to the City on or before May 1 of each year.

3. Termination.

This Agreement, including the License granted by the City, may be terminated by either the City or Licensee upon ten (10) days written notice to the other party. The termination or expiration of this Agreement shall not relieve Licensee of its obligations to the City. The Licensee shall, within this ten (10) day period, remove all trade fixtures and all other personal property of Licensee. In addition, the City shall have the right to terminate this Agreement at any time immediately upon written notice to Licensee for Licensee's failure to fulfill any of its obligations under this License Agreement or upon any violation of rule or law applicable to the providing of ferry service or upon the insolvency or bankruptcy of Licensee. In this case, Licensee shall vacate the Ferry Services Area and remove its property upon reasonable request of the City.

4. Seasonal Dates of Operation.

Licensee shall be required to operate the Ferry Taxi Service at least from Memorial Day weekend through Labor Day weekend, with minimum days and hours of operation as approved by the City. All nonprofit charitable events shall be held outside the marina area in Little Traverse Bay.

5. Maintenance:

Licensee is responsible for cleaning the Ferry Services Area and surrounding area. The City shall be notified of the end of the season so as to make a final inspection of the area.

6. Security Background Check:

All employees of the Licensee assigned to work at the Ferry Services Area shall undergo and must pass a security clearance check performed by the Petoskey Department of Public Safety prior to beginning actual work. This background check is necessary because employees will be working in a public park setting. In the event that an employee is deemed to be a security or safety risk, the Licensee shall immediately restrict the employee from working at the Ferry Services Area.

7. Work Inspection; ADA Standards:

City staff and local or State Health Officials or their certified representatives shall, at all times, be allowed to inspect the Ferry Services Area for compliance with this Agreement, sanitary issues, etc. Licensee shall be responsible for obtaining all necessary permits and licenses from the health department and any other state or federal agency. The presence or absence of a City inspector will not relieve the Licensee of its responsibility to comply with the terms of this Agreement. Licensee shall comply with all applicable state and federal standards, including by way of illustration, assure the vessel and Ferry Service Area comply with the American's with Disabilities Act ("ADA").

8. Liability Insurance; Indemnification:

A. Licensee shall purchase and maintain such insurance as will protect the City and Licensee from claims set forth below which may arise out of, or result from, the Licensee's operations under this Agreement, whether such operations are by the Licensee or by any subcontractor or by anyone directly or indirectly employed by Licensee, including:

1. Under worker's compensation, disability benefits, and/or other similar employee benefit acts;
2. For damages because of bodily injury, occupational sickness or disease, or death of his employees;
3. For damages because of bodily injury, sickness or disease, or death of any person other than his employees;
4. For damages insured by usual personal injury liability coverage which are sustained:
 - a. By any person as a result of an offense directly or indirectly related to the employment of such person by the Licensee; or
 - b. By any other person.
5. Claims for damages because of injury to or destruction of tangible property, including loss of use resulting therefrom.

B. The insurance required under this Agreement shall be written for not less than any limits of liability specified herein, or required by law, whichever is greater, and shall include contractual liability insurance as applicable to the Licensee's obligations.

<u>Comprehensive General Liability</u>	<u>Each Occurrence</u>	<u>Aggregate Amount</u>
Bodily Injury	\$1,000,000	\$2,000,000
Personal Injury	\$1,000,000	\$2,000,000
Property Damage	\$1,000,000	\$2,000,000
Product Liability	\$1,000,000	\$2,000,000

<u>Comprehensive Auto Liability</u>		
Bodily Injury	\$1,000,000	\$1,000,000
Property Damage	\$100,000	

Worker's Compensation Statutory Limits

C. Certificates of Insurance and the policy itself, in form and content, acceptable to the City, shall be filed with the City prior to the commencement of any activity under this Agreement. These certificates and policies shall contain a provision that coverage afforded under the policies will not be cancelled until at least thirty (30) days prior notice has been given to the City.

D. All insurance required by Licensee shall name the City as an additional named insured.

E. Licensee hereby agrees to indemnify and hold the City, its agents, employees, contractors, successors, and assigns harmless for any and all liability, loss or damage the City, its agents, employees, contractors, successors, and assigns may suffer as a result of claims, demands, costs, or judgments arising out of Licensee's operations hereunder. Such indemnification shall include the reimbursement to the City, its agents, employees, contractors, successors, and assigns of reasonable attorney fees incurred by the City, its agents, employees, contractors, successors, and assigns in connection with the defense of any action related to Licensee's operations hereunder.

9. **Codes, Laws and Ordinances:**

The Licensee shall comply with all laws, ordinances, rules, and regulations bearing on the conduct of the work to be performed under this Agreement. Should any change in specifications be required to comply with laws, ordinances, rules, or regulations, the Licensee shall notify the City in writing. The Licensee shall be held to complete all work necessary to meet requirements of said laws.

10. **Verifications:**

Prior to beginning to operate under this Agreement, City Staff and the Licensee shall visit the Ferry Services Area and review the day-to-day operation as outlined herein. Operations cannot commence until approval by the City.

11. Inspection:

The Ferry Services Area shall be subject at all times to inspection by the City or its authorized representatives. The presence or absence of a City inspector will not relieve the Licensee of its responsibility to complete work in accordance with all applicable laws and the terms of this Agreement.

12. Changes:

The Licensee may not make any changes to the Ferry Services Area, nor shall it operate contrary to this Agreement, without the written consent of the City Manager.

13. Assignment:

This Agreement shall not be assigned by either party and any such assignment shall immediately terminate this Agreement.

14. Governing Law:

This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan, with venue in the County of Emmet.

15. Entire Agreement:

The provisions herein contained constitute the entire agreement between the parties. Any oral representations or modifications shall be of no effect. No term or condition of this Agreement may be modified, amended or waived except by a written amendment signed by all parties.

CITY OF PETOSKEY

Dated: _____, 2020

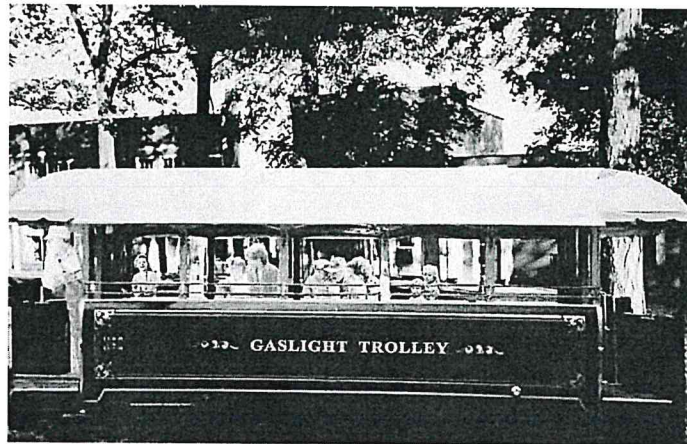
By:
Its:

LICENSEE

Dated: _____, 2020

By: Tim Knapp
Its: Chair

Bay Street. Later Phases will extend the trail to Emmet Street and incorporate a trolley currently owned by the City. The corridor is seen as an important non-motorized link between Bay View to the north, downtown, and the Old Town Emmet Neighborhood to the south.



Proposed Gaslight Trolley for the Greenway Corridor

Aviation Service

Commercial air service for the City is provided at Pellston Regional Airport, 30 minutes north of the City and Cherry Capital Airport in Traverse City, 75 minutes south of the City. Private aircraft are also able to use the Harbor Springs Municipal Airport

Watercraft

Lake Michigan Cruise ships were one of the original modes of transportation for the resort population and commerce in the area. While there is no longer a shipping industry, there have been attempts at creating a Little Traverse Bay Ferry to shuttle people from the different coastal communities. This is a mode of transportation that could serve commuters as well as tourists and would be historically appropriate.

Pedestrian and Bicycle Transportation

Overall, the City of Petoskey is a highly walkable community and public input has indicated continued improvement of this system is desired. The City maintains 25 miles of sidewalks that connect most parts of the City, however, there are some areas that connections need to be made or improved. Due to the two state trunk highways that traverse the community, safe pedestrian crossings of these arterials also needs to be addressed. Pedestrian access was one of several considerations in development of the US-31 Access Management Plan through the city, with the West Mitchell Street portion currently under construction. Improvements include a new traffic signal with pedestrian activation at Ingalls Avenue and a second light at the realigned Connable Avenue with a shorter crosswalk than previously existed. There are also islands in the proximity of McLaren Northern Michigan, however, they will not be the landscaped islands envisioned through the design charrette process and shown in Figure 4.2 due to difficulties maintaining landscaping in the harsh highway environment.

Given all the work the community has put into studying how to improve its transportation system, the following goals, objectives, strategies and actions have been developed.

Goals and Objectives

- Provide an overall transportation system that enhances the community's social, economic and natural capital;
- Provide a transportation system that promotes healthy living;
- Provide a system of arterial and collector streets that will provide safe and efficient access to regional highways for local, commuter and visitor traffic;
- Provide safe and efficient local streets within neighborhoods;
- Utilize the remaining Tuscola and Saginaw Bay rail corridor to the greatest extent possible;
- Provide safe and efficient pedestrian and bicycle transportation facilities for the purposes of promoting energy conservation and public health;
- Work with neighboring communities to improve regional transportation systems including rail, air, road and trail components;
- Provide roadway extensions within existing rights-of-way where connection will improve accessibility and safety;
- Require all new streets, public and private, to be designed to provide safe and efficient access by City maintenance and public safety vehicles;
- Consider the needs of pedestrians and bicyclists in all roadway improvement projects, including roadway surfaces, safety intersection design, roadway width and sidewalks;
- Preserve sufficient public street right-of-way to allow for needed street updates and improvements;
- Continue to participate in regional efforts to provide para-transit (elderly/disabled) and other transit services within Emmet County;
- Support installation of intersection traffic controls to improve safety and enable adequate access to major arterials;
- Preserve existing, active railroad corridor for freight service south of Washington Street and enhance the corridor north of Washington Street for passenger rail and multi-use purposes;
- Continue to work with neighboring communities on the Emmet County Local Roads Study; and
- Utilize road maintenance and repair work best management practices to minimize potential adverse impacts to water resources.

Strategies and Actions

1. Expand the Sidewalk Plan to a Non-motorized facilities plan (including on-street bike routes), and continue maintenance and installation of plan facilities;
2. Explore possibilities of an Atkins Street extension to Standish Avenue;
3. Continue improvement of the Howard Street - Standish Avenue connection in the Grimes Street right-of-way;
4. Realign Jackson Street to intersect with Greenwood Road at Charlevoix Avenue and signalize the intersection;
5. Work with the Emmet County Road Commission and Petoskey Public Schools to have McDougal Road extended north to intersect with Northmen Drive;

6. Continue development of the Downtown Greenway Corridor plan;
7. Continually update the Capital Improvement Plan (CIP) to maintain roadway pavement standards based on functional classifications. Evaluate the program with respect to necessary programming and budget on a regular basis;
8. Continue to work on and promote the circular-trail system connecting City Parks, North Central Michigan College and the High School-Middle School campuses;
9. Continue to explore possibilities of a Little Traverse Bay ferry for commuters and visitors;
10. Work with area organizations, schools and businesses to continue and expand Smart Commute Emmet from a week-long event to an all-year promotion;
11. Install bike racks community wide;
12. Develop an incentive program to promote use of North Central Michigan College parking lot for downtown employees during the summer;
13. Work with schools to develop a "walking school bus" for children as an alternative to having parents drive children to school; and
14. Continue to Work with the Petoskey Area-wide Transportation Study working group toward implementation of the study report.



City of Petoskey

Agenda Memo

BOARD: City Council

MEETING DATE: February 3, 2020

DATE PREPARED: January 30, 2020

AGENDA SUBJECT: Consideration to Approve a Redevelopment Liquor License for Sam's Graces Café, 324 East Mitchell Street

RECOMMENDATION: That City Council discuss and possible approval of the enclosed resolution

Summary Owners of 324 East Mitchell Street (formerly Simply Sweet by Jessica) are asking the City Council to approve a resolution in support of a redevelopment liquor license for a future 45-60 seat restaurant/café, Sam's Graces Café. At the January 21, 2020 DMB meeting, eight members were present and the DMB recommended by a 6-0-2 vote (Buck and Slocum abstained) that City Council approve the redevelopment liquor license.

There are no delinquent taxes, assessments or outstanding code violations for this address. If approved by City Council, the license would be number 6 of a maximum 10 redevelopment liquor licenses that are currently available. (Currently, City Council has approved licenses for BRKP Cigar Group LLC, Thai Orchid, Twisted Olive, Crooked Tree Arts Council, and The Back Lot at 425 Michigan Street.)

Criteria An applicant for a Redevelopment Liquor License must comply with certain legal requirements. See enclosed City of Petoskey Ordinance 760. These requirements include the following:

1. Be engaged in dining, entertainment, or recreation at least 5 days a week.
2. Be open to the general public at least 10 hours a day, five days a week.
3. Have a seating capacity for at least 25 people.
4. Demonstrate to the satisfaction of the Michigan Liquor Control Commission (MLCC) that they attempted to purchase an available on-premises escrowed license or quota license within the City, and that one was not readily available as defined in the act.
5. Either have expended at least \$75,000 for the rehabilitation or restoration of the building over a period of the proceeding five years, or commit to capital investments of at least \$75,000 that will be expended for the building before the license is issued.

Staff feels the applicant has submitted information showing compliance with the aforementioned requirements except item #4 which is determined by the MLCC.

The applicant has included information showing no current liquor licenses are available for purchase. See enclosure dated January 13, 2020. Ultimately, the MLCC will decide whether a liquor license was readily available within the City of Petoskey.

In addition, the City Council should review the nine provisions in Section 4-3 of Ordinance 760 when reviewing the application. The applicant appears to have complied with these provisions in the ordinance.

Action Review of the application. If City Council is supportive of the proposal, a motion can be made to approve the enclosed resolution in support of a Redevelopment Liquor License for Sam's Graces Café, LLC, 324 East Mitchell Street.

rs
Enclosures



City of Petoskey

101 East Lake Street, Petoskey, Michigan 49770 • 231 347-2500 • Fax 231 348-0350

RECEIVED

JAN 09 2023

CITY OF PETOSKEY
CLERK - TREASURER

CB

APPLICATION FOR REDEVELOPMENT LIQUOR LICENSE

Instructions to Applicants: If applying for a City of Petoskey Redevelopment Liquor License, within the Downtown Development Authority Area (Redevelopment Project Area), this form must be completed and submitted to the City of Petoskey pursuant to Public Act 501 of the Public Acts of 2006. All applicants must comply with Ordinance No. 760 (see attached).

APPLICANT INFORMATION	
Applicant Name:	Sam's Graces Cafe, LLC <i>(Name of Individual, Partnership, Corporation or LLC who will hold the license)</i>
Business Street Address:	324 East Mitchell Street
City, State, Zip Code:	Petoskey, MI 49770
Business Telephone Number:	231-242-1230

CONTACT INFORMATION	
Contact Name:	Chad & Victoria Conklin
Street Address:	8222 West Stutsmanville Road
City, State, Zip Code:	Harbor Springs, MI 49740
Telephone Number:	231-350-3768
Email Address:	vfounteas@gmail.com

BUSINESS TYPE	
Nature of Application – (Check all that apply)	
<input checked="" type="radio"/>	Dining
<input type="radio"/>	Recreation
<input type="radio"/>	Entertainment

REQUIREMENTS	
Please indicate, by checking YES or NO, if your establishment meets the following criteria:	
1. Will the licensed business engage in dining, entertainment or recreation?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2. Will the licensed business be open to the general public at least five (5) days per week, ten (10) hours per day, with a seating capacity of at least 25 people?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3. Applicants for Redevelopment Liquor Licenses must demonstrate to the satisfaction of the Liquor Control Commission (LCC) that they attempted to purchase an available on-premise escrowed license or quota license within the City of Petoskey, and that one was not readily available as defined in the Act?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

PROCEDURES

Please describe on an attached sheet how your business will do the following, if issued a license:

Applicants requesting a license must document that they have a real property interest within the Redevelopment project area defined by the City Council under separate resolution, also known as the "DDA District" by completing an application documenting the property interest to the satisfaction of the City Manager (deed, lease, contingent sale, contingent lease, or similar documentation). If the applicant is not the owner, applicant shall include written concurrence from the owner. Each application must be accompanied by an application fee in the amount established from time to time by the City Council.

The applicant shall include, as a part of an application, documentation showing that at least \$75,000 has been expended for the rehabilitation or restoration of the building that would house the licensed premises, or shall make a commitment for capital investment of at least \$75,000 which shall be expended prior to the issuance of the license.

The applicant shall document how the issuance of the license will benefit the DDA District and the City. (Such documentation may include a business plan, an architectural plan, and other information necessary to review the proposal).

Demonstrate how the issuance of a license would promote economic growth in a manner consistent with adopted goals, plans or policies of the DDA District, including, but not limited to, the Downtown Blueprint Masterplan.


AFFIDAVIT

I have read all of the above answers and they are true. I agree to provide all requested information and to fully cooperate with the City of Petoskey requesting any and all additional information provided in this application or any attachment thereto. Any changes that occur after the date of this application, I will notify the City Clerk, in writing, within 14-days of such change. I understand that the falsification of the information on this form or any false statements made during investigations may constitute grounds for denial of a license.

I warrant that I am not disqualified to receive a liquor license under the ordinances of the City of Petoskey or the laws of the State of Michigan. If granted a liquor license, I will not violate any federal or state laws or any ordinance of the City of Petoskey in the conduct of business.

12/19/19

Date



Signature of Applicant
(if applicant is a corporation,
include title of signor)

Name of person completing this
form if not the applicant

CITY USE ONLY

☐ Approved
License No.: _____

☐ Denied

☒ \$500 Fee Paid
Date: _____

pd. ck # 2225
\$ 500.00
1/9/20 CB

Authorized Signature

1/13/2020

To whom it may concern:

We have investigated the available liquor licenses available in Emmet County and although there are several listed in escrow none of them are available to us for purchase. The licenses listed are either in escrow only for the winter season or attached to real estate.

The following businesses have escrowed licenses:

Pizza Hut
Nagoya Chinese and Japanese Restaurant
Alanson Depot Restaurant

We have reached out to all of these businesses and have been told their license is not available for purchase unless we intend to purchase the business.

Thank you for your consideration.

Victoria Conklin
Chad Conklin

American Land Title Association

ALTA Settlement Statement - Borrower/Buyer
Adopted 05-01-2019

Crossroads Title Agency
ALTA Universal ID:
325 East Lake Street
Suite L4
Petoskey, MI 49770

File No./Escrow No. : 4892
Print Date & Time: December 17, 2019 9:44 am
Officer/Escrow Officer : Jayme Levin
Settlement Location : 325 East Lake Street, Suite L4
Petoskey, MI 49770

Property Address: 324 East Mitchell Street
Petoskey, MI 49770

Borrower: Sam's Graces Cafe, LLC
8222 W. Stutsmanville
Harbor Springs, MI 49740

Seller: Simply Sweet By Jessica LLC
1234 Hazelton Ave
Petoskey, MI 49770

Lender: TCF National Bank

Settlement Date: December 17, 2019
Disbursement Date: December 17, 2019

Sam's Graces Café Rehabilitation and Restoration

1. Initial Renovations

- | | |
|---|----------|
| a. Kitchen – Install a commercial hood system for proper dining service | \$9,000 |
| b. Kitchen – Install a Wood-Fired Brick oven to cook pizza and bread for Service | \$6,000 |
| c. Kitchen – Install a new ceiling, hand sinks, move and re-pipe furnaces and hot water heater, install mop/utility closet | \$6,000 |
| d. Kitchen – Install a commercial dishwasher and dishpit area | \$7,000 |
| e. Bathrooms – Install a hallway and 2 handicap accessible bathrooms to create a more efficient flow throughout the restaurant | \$17,000 |
| f. Dining Room – Install 2 garage-style roll up door to replace the 2 front windows to create a fresh, airy atmosphere for the summer | \$12,000 |
| g. Dining Room – Build a bar to seat 10 patrons that will include 2 bar coolers a series of shelving, 4 wine coolers and a hand sink | \$18,000 |

\$75,000

A Redevelopment liquor license for Sam's Graces Café will promote economic growth for the Petoskey DDA district in many ways.

The city of Petoskey lacks a restaurant that serves a high quality, gourmet, scratch-made breakfast with the compliment of alcoholic beverage service. At our current restaurant 80% of our sales are generated from breakfast service. The majority of our alcohol sales come from Bloody Mary's, Mimosas and other brunch cocktails that we serve during our breakfast service, which actually lasts into lunch hours.

Another way our business can promote economic growth is because our restaurant has been prosperous for 5 years in the small community of Harbor Springs. Many of our customers have been dining in our establishment since we first opened and are excited and willing to follow us to Petoskey. We also have returning customers from various locations in Michigan as well as the Midwest who consistently stop at our café while in the area. The success and growth of Sam's Graces Café depends on our loyal, returning customers. Much of our business model has been designed around an establishment that includes a full bar – we would really like to keep this model consistent.

One final positive addition of a liquor license at Sam's Graces Café is that this location at 324 E. Mitchell Street will be the only dining establishment with the addition of a full service bar on this particular block of Petoskey. Visitors and locals will have more exposure to the other retail and dining businesses in our vicinity, which will hopefully help us all flourish.

Sam's Graces Café – Petoskey, Michigan

The purpose of this document is to educate Chemical Bank on our business ideas and model of operation. We intend to use this as a tool in obtaining financing. We are currently looking for a capital investment of \$709,600.

Mission Statement

Our Mission is to provide our customers with high quality, comfortable food and beverages in a welcoming environment.

Currently

We are in the last year of our current lease and found a building purchase to move our existing business, Sam's Graces Café.

Management/ Owners

Our Management Team consists of an equal share partnership. We are currently in our fifth year of running an established, successful restaurant. Due to the fact that we are a small company we intend to keep labor costs down by participating in the daily functions of the business.

Keys to Success

Sam's Graces Café is a 45-70 seat café, depending on season, that will serve breakfast, lunch and alcoholic beverages. The food menu will consist of European inspired fare serving local, seasonal product, when available.

The owners are collectively unique in their abilities to make this business flourish. We believe in friendly, hospitable customer service and quality food products. We intend to keep our menu small to ensure freshness as well give us the flexibility to change items with the seasons. Our owners intend to work this café at all times to oversee our standards.

Description of Business

Located in a busy district of Petoskey, Sam's Graces Cafe will cater to working business people as well as visitors and locals.

Our food menu will attract customers because of its simplicity and approachability. We plan to cook traditional food, the majority of it from scratch. We tend to shy away from anything from a pre-mixed bag or box. All of our bread and pastries will be in house by trained bakers.

Our main priorities are to provide quality, locally grown meals with impeccable service to the public.

Our bar area will be clean and friendly featuring seasonal, brunch-friendly cocktails, beer and wine.

Products and Services

We intend to build our infrastructure to meet the market demands that are currently readily available to us.

After 1 year we will re-evaluate our needs and decide if there is demand for the following:

- A Roof-Top Deck
- Delivery Service
- Catering

Hours of Operation

High Season (May-October)

We will be open Monday-Sunday 8am-5pm.

Low Season (November-April)

We will be open Wednesday-Sunday 8am-5pm. We will be closed Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Day.

ORDINANCE NO. 760

AN ORDINANCE TO establish conditions and criteria for the evaluation of liquor license requests submitted to the City of Petoskey pursuant to Public Act 501 of the Public Acts of 2006, being Section 521a(1) of the Michigan Liquor Control Code of 1998, being MCL 436.1521a(1) (the "Act") and to establish necessary conditions to ensure that the issuance of a liquor license is consistent with adopted goals and plans of the redevelopment project area established by the City and to ensure the issuance of the license will enhance the quality of life for residents and visitors.

THE CITY OF PETOSKEY ORDAINS:

ARTICLE I

Sec. 4-1 Purpose: The City hereby establishes criteria for the evaluation of liquor license requests submitted pursuant to Public Act 501 of the Public Acts of 2006, being Section 521a(1) of the Michigan Liquor Control Code of 1998, Act 58 of 1998, as amended, MCL 436.1101 et seq. (the "Act") and establishes necessary conditions to ensure that the issuance of a license is consistent with adopted goals and plans of the redevelopment project area established by the City and to ensure the issuance of a license will enhance the quality of life for residents and visitors. This Ordinance shall also apply retroactively to all existing redevelopment liquor licenses.

ARTICLE II

Sec. 4-2 Requirements: Businesses that apply and obtain redevelopment liquor licenses licensed under the Act must:

- (1) Be engaged in dining, entertainment or recreation as required by this Ordinance, the Act and all State of Michigan laws.
- (2) Be open to the general public as required by this Ordinance, the Act and all State of Michigan laws.
- (3) Have a seating capacity of at least 25 people.
- (4) Demonstrate to the satisfaction of the Liquor Control Commission (LCC) that they attempted to purchase an available on premise escrowed license or quota license within the County, and that one was not readily available as defined in the Act.
- (5) Have spent at least \$75,000 for the rehabilitation or restoration of the building where the license will be housed over a period of the preceding five years or a commitment for a capital investment of at least \$75,000 that will be spent before the issuance of the license.

Sec. 4-3 Policy: The City of Petoskey will use the following procedures in reviewing applications for liquor licenses under the Act:

- (1) Applicants requesting a license must document that they have a real property interest within the Redevelopment project area defined by the City Council under separate resolution, also known as the "DDA District" by completing an application documenting the property interest to the satisfaction of the City Manager (deed, lease, contingent sale, contingent lease, or similar documentation). If the applicant is not the owner, applicant shall include written concurrence from the owner.

Each application must be accompanied by an application fee in the amount established from time to time by the City Council.

- (2) The applicant shall include, as a part of an application, documentation showing that at least \$75,000 has been expended for the rehabilitation or restoration of the building that would house the licensed premises, or shall make a commitment for capital investment of at least \$75,000 which shall be expended prior to the issuance of the license.
- (3) The applicant shall document how the issuance of the license will benefit the DDA District and the City. Such documentation may include a business plan, an architectural plan, and other information necessary to review the proposal.
- (4) In evaluating proposals, the City Council may consider how the issuance of a license would promote economic growth in a manner consistent with adopted goals, plans or policies of the DDA District, including, but not limited to, the Downtown Blueprint Masterplan. In addition, the Council shall give consideration to:
 - (a) The recommendation of the Downtown Management Board, who shall have thirty days from the date of submission to the City of Petoskey to review and make a recommendation on a license application.
 - (b) Existing restaurant, recreation, and entertainment businesses/entities within the DDA District that meet the criteria for issuance of a license as of January 1, 2011.
 - (c) New restaurant, recreation, and entertainment businesses/entities occupying space where the capital investment greatly exceeds the requirements of the Act.
 - (d) New restaurant, recreation, and entertainment businesses/entities which will contribute a new or unique choice to the mix of establishments within the DDA area.
 - (e) The quality and detail of the business documentation as outlined in §3.
- (5) New qualifying businesses making exterior façade improvements shall conform to the Downtown Design Guidelines.
- (6) The applicant and subject property owner shall not have any current or outstanding code violations, tax delinquencies, other outstanding City fees or in any way be in default to the City.
- (7) Businesses seeking to utilize a Redevelopment Project Area Liquor License, as provided for in the Act shall conform to the Act and all State of Michigan laws for hours of operation.
- (8) The provisions of this section shall not apply to Banquet Facility Permits or A Hotel or B Hotel Licenses issued by the Michigan Liquor Control Commission as part of a Redevelopment Project Area License.
- (9) In order to protect the health, safety and welfare of the Petoskey community and the retail character of the Petoskey downtown area as outlined in the Downtown Blueprint Masterplan the City Council shall not approve more than ten (10) Redevelopment Project Area Liquor Licenses within the DDA district.

ARTICLE III

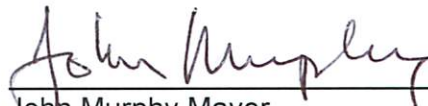
Sec. 4-4 Penalty: Municipal Civil Infractions

- (1) Any person, firm or corporation violating any of the provisions of this Ordinance is responsible for a municipal civil infraction, subject to payment of a civil fine pursuant to the City of Petoskey Municipal Civil Infraction Ordinance, as amended, plus costs and other sanctions for each violation (as authorized by Section 24 of Act 184 of the Public Acts of Michigan of 1943, as amended, the City of Petoskey Municipal Civil Infraction Ordinance, and other applicable laws).
- (2) Repeat offenses under this Ordinance shall be subject to increased fines, as provided by the City of Petoskey Municipal Civil Infraction Ordinance, as amended from time to time.
- (3) Each day on which any violation of this Ordinance occurs or continues constitutes a separate offense, subject to separate sanctions. The paying of a fine or sanctions under this Ordinance shall not exempt the offender from meeting the requirements of this Ordinance.
- (4) The City Manager, the Director of Public Works, the Director of Public Safety, City Planner/Zoning Administrator, all Public Safety Officers or other designees of the City Manager, (as defined by the Municipal Civil Infraction Ordinance, as amended) are hereby designated as the Authorized City Officials to issue municipal civil infraction citations for violations of this Ordinance.
- (5) A violation of this Ordinance is deemed to be a nuisance, per se. In addition to any remedies available at law, the city may bring an action for an injunction or other process against any person to restrain, prevent or abate any violation of this Ordinance.

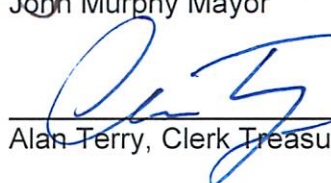
The various parts, sections and clauses of this Ordinance are hereby declared to be severable. If any part, sentence, paragraph, section, or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the Ordinance shall not be affected thereby.

This Ordinance shall take effect fourteen (14) days following its enactment and shall be published once within seven (7) days after its enactment as provided by Charter.

Enacted and Ordained by the City of Petoskey City Council on the 19th day of March 2018.



John Murphy Mayor



Alan Terry, Clerk Treasurer



Local Government Approval
(Authorized by MCL 436.1501)

Instructions for Applicants:

- You must obtain a recommendation from the local legislative body for a new on-premises license application, certain types of license classification transfers, and/or a new banquet facility permit.

Instructions for Local Legislative Body:

- Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a _____ meeting of the _____ council/board
(regular or special) (township, city, village)

called to order by _____ on _____ at _____

the following resolution was offered: (date) (time)

Moved by _____ and supported by _____

that the application from Sam's Graces Cafe, LLC

(name of applicant - if a corporation or limited liability company, please state the company name)

for the following license(s): Redevelopment District Class C License - MCL 436.1521a(1)(b)

(list specific licenses requested)

to be located at: 324 East Mitchell Street, Petoskey, MI 49770

and the following permit, if applied for:

☐ Banquet Facility Permit Address of Banquet Facility: _____

It is the consensus of this body that it _____ this application be considered for
(recommends/does not recommend)

approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are _____

Vote

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the _____
council/board at a _____ meeting held on _____ (township, city, village)
(regular or special) (date)

Print Name of Clerk

Signature of Clerk

Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

Please return this completed form along with any corresponding documents to:

Michigan Liquor Control Commission

Mailing address: P.O. Box 30005, Lansing, MI 48909

Hand deliveries or overnight packages: Constitution Hall - 525 W. Allegan, Lansing, MI 48933

Fax to: 517-763-0059



BOARD: City Council

MEETING DATE: February 3, 2020

PREPARED: January 8, 2020

AGENDA SUBJECT: Poverty Exemption Resolution

RECOMMENDATION: That the City Council approve the proposed resolution

Summary MCL 211.7u of the General Property Tax Act (Act) allows a property tax exemption for the principal residence of persons who, in the judgment of the Board of Review, by reason of poverty, are unable to contribute to the public charges. The Act requires a local governing body to adopt guidelines including income and asset tests for possible poverty exemption of local property tax assessments. The guidelines will be used by the Board of Review in reviewing poverty exemption applications.

Overview Under the General Property Tax Act exemptions from the payment of property taxes may be granted in extreme cases of poverty for individuals who own and occupy the property as a principal residence. An application for a poverty exemption must be filed for each year the exemption is sought, with the Board of Review, along with documentation including tax returns and proof of ownership. Applicants are required to meet federal poverty income standards and meet other requirements as adopted by the local governing board.

The City Council is required by the State to reapprove the policy each year. The proposed poverty exemption policy and guidelines are essentially the same as the policy approved in 2019, with updated poverty income levels established annually by the Federal Poverty Income Guidelines. The City has received 10 applications from 3 owners over the last five years of which 7 were granted.

Guidelines, Income and Asset Tests The General Property Tax Act requires that local units of government adopt poverty exemption guidelines and requires that these guidelines include an income test and an asset test.

Poverty income standards are established by the US Department of Health and Human Services (HHS). Pursuant to MCL 211.7u(2)(e) local guidelines that provide income levels, cannot establish levels lower than poverty income standards established by the US Department of Health and Human Services.

The proposed income and asset tests for the City of Petoskey include criteria suggested by the Michigan Department of Treasury, which appears to be almost uniformly utilized by communities across Michigan. The income and asset tests provide the Board of Review with additional information on which to make a poverty exemption decision, and effectively places limitations on situations where individuals may lack earned income but otherwise have assets and personal property that are not suggestive of poverty.

at
Enclosures



City of Petoskey

Resolution

WHEREAS, the annual adoption of guidelines for poverty exemptions is required of the City Council; and

WHEREAS, the principal residence of persons, who the Assessor and Board of Review determines by reason of poverty to be unable to contribute to the public charge, is eligible for exemption in whole or in part from taxation under Public Act 390 of 1994 (MCL 211.7u); and

WHEREAS, pursuant to PA 390 of 1994, the City of Petoskey, Emmet County, adopts the following guidelines for the Board of Review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, filed in the current or immediately preceding year:

To be eligible, a person shall do all the following on an annual basis:

1. Be an owner of and occupy as a principal residence for a period of at least three years the property for which an exemption is requested.
2. File a claim with the Assessor or Board of Review, accompanied by federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns filed in the immediately preceding year or in the current year or a signed State Tax Commission Form 4988, Poverty Exemption Affidavit.
3. File a claim reporting that the combined assets of all persons do not exceed the current guidelines. Assets include but are not limited to, real estate other than the principal residence, personal property, motor vehicles, recreational vehicles and equipment, certificates of deposit, savings accounts, checking accounts, stocks, bonds, life insurance, retirement funds, etc.
4. Produce a valid driver's license or other form of identification if requested.
5. Produce, if requested, a deed, land contract, or other evidence of ownership of the property for which an exemption is requested.
6. Meet the federal poverty income guidelines as defined and determined annually by the United States Department of Health and Human Services or alternative guidelines adopted by the City of Petoskey providing the alternative guidelines do not provide eligibility requirements less than the federal guidelines.
7. The application for an exemption shall be filed after January 1, but one day prior to the last day of the December Board of Review. The filing of this claim constitutes an appearance before the Board of Review for the purpose of preserving the right of appeal to the Michigan Tax Tribunal.

The following are the federal poverty income guidelines which are updated annually by the United States Department of Health and Human Services. The annual allowable income includes income for all persons residing in the principal residence.

Federal Poverty Guidelines for 2020 Assessments

Number of Persons Residing in the Principal Residence	Poverty Guidelines Annual Allowable Income
1 person	\$12,490
2 persons	\$16,910
3 persons	\$21,330
4 persons	\$25,750
5 persons	\$30,170
6 persons	\$34,590
7 persons	\$39,010
8 persons	\$43,430
Each additional person, add	\$ 4,420

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Assessor and Board of Review shall follow the above and attached stated policy and federal guidelines in granting or denying an exemption, unless the Assessor and Board of Review determines there are substantial and compelling reasons why there should be a deviation from the policy and federal guidelines and these reasons are communicated in writing to the claimant.

The foregoing resolution offered by City Councilmember _____ and supported by City Councilmember _____.

Upon roll call vote, the following voted:

AYE:

NAY:

ABSENT:

The City Clerk declared the resolution adopted.

Alan Terry, City Clerk-Treasurer



City of Petoskey

2020 POVERTY EXEMPTION POLICY & GUIDELINES

The following **policy and guidelines**, adopted by the City Council, shall be followed by the City of Petoskey Board of Review when considering **poverty exemptions** according to P.A. 390 of 1994, section 211.7u of the Michigan Compiled Laws (MCL).

Application Guidelines: To be eligible for a Poverty Exemption in the City of Petoskey;

1. The primary applicant must own and occupy the property as their principle residence for a minimum of three full calendar years and shall satisfy all requirements of P.A. 390 of 1994 (Principle Residential Exemptions) and State Tax Commission bulletin No. 5 of 1995. Property placed in a trust does not qualify as owned for poverty exemption purposes. All owners and occupants are required to sign Waivers of Confidentiality, Authorizations to Inspect the Property and permission to interview the applicants and verify the application.
2. All owners must include signed Federal and State Income Tax Returns for the most recent filing period, including supporting schedules, if the applicant is required to file an income tax return. If the applicant did not file Federal or State Tax Return, Michigan Department of Treasury Form 4988 must be filed.
3. Income and asset information is required for all owners and occupants of the property. Potential income and asset sources are (non-inclusive):

Income from all sources	Interest and dividends
Salaries & wages before deductions	Pensions
Net receipts from self-employment	Supplemental Security Income
Veteran payments	Net rental income
Royalties	Scholarships & grants
Unemployment compensation	Insurance
Workers compensation	Retirement accounts
Alimony	Child support
General assistance	IRA/Keogh annuities
Social Security	New or reverse mortgages
Cash	Stocks & bonds
Checking & savings accounts	Investments
Money market accounts	Gifts
Assets in trust accounts	Deferred compensation

4. The property's state equalized value (SEV) cannot be more than the City's averaged state equalized value for residential properties adjusted annually. For 2020 the City's average residential SEV is \$163,400 which represents a market value of \$326,800.
5. Applicants must meet the Income Test and Asset Test to be eligible to apply to the Board of Review for a partial exemption of the property tax on their principle residence. Applications will be reviewed by the Board of Review in making a determination to grant or deny an exemption and if an exemption is granted, what percentage of the taxable value will be exempted.

Income Test

Eligible applicants will not exceed the income levels listed below and as a minimum, will pay a property tax equal to three percent (3%) of their Total Annual Household Income.

1. Total Annual Household Income shall not exceed the following amount applicable to the number of persons living in the household:

<u>Number of Persons</u>	<u>2020 Poverty Guidelines</u>
1 (owner)	\$12,490
2	\$16,910
3	\$21,330
4	\$25,750
5	\$30,170
6	\$34,590
7	\$39,010
8	\$43,430
Each additional person, add	\$4,420

2. Total Annual Household Income shall be based on Federal Poverty Income Guidelines and will be adjusted annually to agree to the federally established amount.

Asset Test

Eligible applicants will have total assets at or below the asset limit listed below for the claimant and household.

1. Total assets, excluding the principle residence and personal property located therein and a primary vehicle, may not have a total value that exceeds:

	<u>Asset Limit</u>
Claimant	\$2,500
Household	\$5,000

Evaluation Procedures

1. The Board of Review shall follow the above policy and guidelines when making poverty exemption decisions. The same standards shall apply to each claimant for the assessment year “unless the Board of Review determines there are substantial & compelling reasons why there should be a deviation from the policy and guidelines and the substantial & compelling reasons are communicated in writing to the claimant.”
2. Medical and extraordinary hardship situations may be used to qualify applicants who do not otherwise meet the above income and asset tests.
3. The applicant should be prepared to answer questions regarding their financial affairs, health, status of people living in the household, and any other question relevant to the exemption request.
4. All information is subject to verification. The verification process can be used to determine future ineligibility.
5. The Assessor and Board of Review must agree as to the disposition of the poverty claim for the exemption to be granted.

CITY OF PETOSKEY POVERTY EXEMPTION APPLICATION

I, _____, Petitioner, being the owner and residing at the property that is listed below as my principal residence, apply for property tax relief under MCL 211.7u of the General Property Tax Act, Public Act 206 of 1893. The principal residence of persons who, in the judgment of the township supervisor or city assessor and board of review, by reason of poverty are unable to contribute toward the public charges is eligible for exemption in whole or in part from taxation per MCL 211.7u(1).

In order to be considered complete, this application must: 1) be completed in its entirety, 2) include information regarding all members residing within the household, and 3) include all required documentation as listed within the application. Please write legibly and attach additional pages as necessary.

PERSONAL INFORMATION: Petitioner must list all required personal information.

Property Address of Principal Residence:	Daytime Phone Number:	
Age of Petitioner:	Marital Status:	Age of Spouse:
Number of Legal Dependents:	Age of Dependents:	
Applied for Homestead Property Tax Credit (yes or no):	Amount of Homestead Property Tax Credit:	

REAL ESTATE INFORMATION: List the real estate information related to your principal residence. Be prepared to provide a deed, land contract or other evidence of ownership of the property at the BOR meeting.

Property Parcel Code Number:	Name of Mortgage Company:	
Unpaid Balance Owed on Principal Residence:	Monthly Payment:	Length of Time at This Residence:
Property Description:		

ADDITIONAL PROPERTY INFORMATION: List information related to any other property you, or any household member owns.

Do you own, or are buying, other property (yes or no)? If yes, complete the information below.		Amount of Income Earned from Other Property:	
Property Address	Name of Owner(s)	Assessed Value	Amount & Date of Last Taxes Paid
		\$	
		\$	

EMPLOYMENT INFORMATION: List your current employment information.

Name of Employer:	Name of Contact Person:
Address of Employer:	Employer Phone Number:

List all income sources, including but not limited to: salaries, Social Security, rents, pensions, IRA's (individual retirement accounts), unemployment compensation, disability, government pensions, worker's compensation, dividends, claims and judgments from lawsuits, alimony, child support, friend or family contribution, reverse mortgage, or any other source of income.

Source of Income	Monthly or Annual Income (indicate which)

CHECKING, SAVINGS AND INVESTMENT INFORMATION: List any and all savings owned by all household members, including but not limited to: checking accounts, savings accounts, postal savings, credit union shares, certificates of deposit, cash, stocks, bonds, or similar investments.

Name of Financial Institution or Investments	Amount on Deposit	Current Interest Rate	Name on Account	Value of Investment

LIFE INSURANCE: List all policies held by all household members.

Name of Insured	Amount of Policy	Monthly Payment	Policy Paid in Full	Name of Beneficiary	Relationship to Insured

MOTOR VEHICLE INFORMATION: All motor vehicles (including motorcycles, motor homes, camper trailers, etc.) held or owned by any person residing within the household must be listed.

Make	Year	Monthly Payment	Balance Owed

LIST ALL PERSONS LIVING IN HOUSEHOLD: All persons residing in the residence must be listed.

First & Last Name	Age	Relationship to Applicant	Place of Employment	Amount of Monetary Contribution to Family Income

PERSONAL DEBT: All personal debt for all household members must be listed.

Creditor	Purpose of Debt	Date of Debt	Original Balance	Monthly Payment	Balance Owed

MONTHLY EXPENSE INFORMATION: The amount of monthly expenses related to the principal residence for each category must be listed. Indicate N/A as necessary.

Heating:	Electric:	Water:
Phone:	Cable:	Food:
Clothing:	Health Insurance:	Garbage:
Daycare:	Car Expense (gas, repair, etc):	Other (list type):
Other (list type):	Other (list type):	Other (list type):
Other (list type):	Other (list type):	Other (list type):
Other (list type):	Other (list type):	Other (list type):

Notice: Any willful misstatements or misrepresentations made on this form may constitute perjury, which under the law, is a felony punishable by fine or imprisonment.

Notice: Per MCL 211.7u(2b), a copy of all household members federal income tax returns, state income tax returns (MI-1040) and Homestead Property Tax Credit claims (MI-1040CR 1, 2, 3 or 4) must be attached as proof of income. Documentation for all income sources including, but not limited to, credits, claims, Social Security income, child support, alimony income, and all other income sources must be provided at time of application.

Petitioners: Do not sign this application until witnessed by the Supervisor, Assessor, Board of Review or Notary Public. (Must be signed by either the Supervisor, Assessor, Board of Review Member or Notary Public)

STATE OF MICHIGAN
COUNTY OF _____

I, the undersigned Petitioner, hereby declare that the foregoing information is complete and true and that neither I, nor any household member residing within the principal residency, have money, income or property other than mentioned herein.

Petitioner Signature

Date

Subscribed and sworn this _____ day of _____, 2011

Assessor Signature: _____ Printed Name: _____

BOR Member Signature: _____ Printed Name: _____

Notary Signature: _____ Printed Name: _____

My Commission Expires: _____

This application shall be filed after January 1, but before the day prior to the last day of March, July or December Board of Review to the address below.

Secretary to The Board of Review
City of Petoskey
101 E Lake Street
Petoskey, Michigan 49770

DECISIONS OF THE MARCH BOARD OF REVIEW MAY BE APPEALED TO THE MICHIGAN TAX TRIBUNAL BY JULY 31 OF THE CURRENT YEAR. JULY OR DECEMBER BOARD OF REVIEW DENIALS MAY BE APPEALED TO MICHIGAN TAX TRIBUNAL WITHIN 35 DAYS OF THE DENIAL. A COPY OF THE BOARD OF REVIEW DECISION MUST BE INCLUDED WITH THE FILING.

Michigan Tax Tribunal
PO Box 30232
Lansing, MI 48909
Phone: 517-373-3003
Fax: 517-373-1633
E-mail: taxtrib@michigan.gov

Poverty Exemption Affidavit

This form is issued under authority of Public Act 206 of 1893; MCL 211.7u.

INSTRUCTIONS: When completed, this document must accompany a taxpayer's Application for Poverty Exemption filed with the supervisor or the board of review of the local unit where the property is located. MCL 211.7u provides for a whole or partial property tax exemption on the principal residence of an owner of the property by reason of poverty and the inability to contribute toward the public charges. MCL 211.7u(2)(b) requires proof of eligibility for the exemption be provided to the board of review by supplying copies of federal and state income tax returns for all persons residing in the principal residence, including property tax credit returns, or by filing an affidavit for all persons residing in the residence who were not required to file federal or state income tax returns for the current or preceding tax year.

I, _____, swear and affirm by my signature below that I reside in the principal residence that is the subject of this Application for Poverty Exemption and that for the current tax year and the preceding tax year, I was not required to file a federal or state income tax return.

Address of Principal Residence: _____

Signature of Person Making Affidavit

Date