



City of Petoskey

Agenda

CITY COUNCIL

March 2, 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. Presentation – Hear presentation by Public Safety Director Matthew Breed concerning the Department of Public Safety Honor's Board authorizing awards to Officers, Emmet EMS staff and citizens for meritorious service
5. Consent Agenda – Adoption of a proposed resolution that would confirm approval of the following:
 - (a) February 17, 2020 regular session and February 24, 2020 special joint session City Council meeting minutes
 - (b) Acknowledge receipt of a report concerning certain administrative transactions since February 17, 2020
6. Miscellaneous Public Comments
7. City Manager Updates
8. Old Business
 - (a) Hear presentation and discuss revised development plans for the Bay Street Development
 - (b) Second discussion regarding potential changes to the City Charter
9. New Business
 - (a) Hear presentation by Public Safety Director Matthew Breed concerning the department's 2019 Annual Report
 - (b) First reading of a proposed ordinance that would amend Sections 1704(c) Off-street Parking Exception to General Provision and 2903(3) Site Requirements in the B-2A Transitional Business District of Appendix A, Zoning Ordinance
 - (c) First reading of a proposed ordinance that would amend the zoning district map of the City of Petoskey as set forth in Ordinance 451, the Zoning Ordinance of the City of Petoskey to re-zone specific properties from the O-S Office Service District and the B-1 Local Business District to the B-2A Transitional Business District
 - (d) Receipt of the 2019 Planning Commission Annual Report

(e) Consideration to accept the Declaration of Easement between North Central Michigan College and the City of Petoskey for the use of Iron Belle Bridge

(f) Consideration to approve plaque language for the proposed donation by the League of Women Voters, Charlevoix/Emmet Counties

10. City Council Comments

11. Closed Session – Adoption of a proposed resolution that would authorize to adjourn to a closed session, pursuant to Section 8(d) of the Michigan Open Meetings Act, to consider purchase or lease of real property

12. Adjournment



BOARD: City Council

MEETING DATE: March 2, 2020

PREPARED: February 26, 2020

AGENDA SUBJECT: Department of Public Safety Honor's Board Presentation

RECOMMENDATION: That the City Council hear this presentation

Background The Department of Public Safety Honor's Board recently authorized awards to Officers, Emmet EMS staff and citizens for meritorious service. Director Breed will present the awards to the recipients for commendable service throughout the community. Director Breed will present four types of awards including Lifesaving, Public Safety Commendation and Citizen Awards.

Lifesaving Award

Registered Nurse Kristine Trautmann
Registered Nurse Megan Crumbaugh
Registered Nurse Brittany Jones
Dialysis Technician Bryan Halpin
Emmet Paramedic Brian Patton
Emmet EMT Kenneth Ford
Emmet Paramedic John Larch
Emmet EMT Christopher Krupa
PSO Lawrence Donovan
PSO Adam Whitley
PSO William Bowen

Lifesaving Award

Emmet EMS Paramedic Amanda Burns
Emmet EMS EMT Christopher Krupa
PSO Adam Whitley
PSO Scott Lamont
PSO William Bowen

Unit Citation

PSO Daniel Smith
PSO Lawrence Donovan
PSO Karl Fritz
PSO William Bowen
Firefighter Joshua Morgan

Public Safety Citation

PSO Lawrence Donovan

Citizens Award

Ian Shackelford



City of Petoskey

Agenda Memo

BOARD: City Council

MEETING DATE: March 2, 2020

PREPARED: February 27, 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 February 17, 2020 regular session and February 24, 2020 special joint session City Council meetings; and
- (2) Acknowledge receipt of a report from the City Manager concerning all checks that have been issued since February 17, 2020 for contract and vendor claims at \$1,297,567, intergovernmental claims at \$8,696.79, and the February 20 payroll at \$205,794.40 for a total of \$1,512,058.19.

sb
Enclosures



CITY COUNCIL

February 17, 2020

A regular meeting of the City of Petoskey City Council was held in the City Hall Council Chambers, Petoskey, Michigan, on Monday, February 17, 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, City Planner Amy Tweeten, Public Works Director Michael Robbins, Parks and Recreation Director Kendall Klingelsmith and Downtown Director Becky Goodman.

Hear MPPA Presentation

Patrick Bowland, MPPA CEO and General Manager, gave a brief presentation concerning power supply, renewables and strategies to meet short and long-term goals. Mr. Bowland reviewed that MPPA is a project based agency; reviewed power supply types; reviewed capacity concerns for solar and wind; reviewed laws regulating industry; and reviewed the power requirements necessary for the City to meet goal of 100% renewable by 2035.

Councilmembers commented on discussions with Mr. Evans from Groundworks on potential solar projects and MPPA's involvement; inquired if the City's 2035 goal is achievable; discussed transmission costs; heard from those in favor of having a work session to discuss how to achieve goals in increments and what is involved; that the State mandate is 15% renewables by 2021 and the City is currently at 23%; that the City needs some type of customer outreach for future goals; and that energy efficiency is ideal.

Mr. Bowland responded that it's for the City to decide if goals are reasonable and there are transmission costs whether used or not, the City pays for power load even if produced locally.

Mayor Murphy asked for public comments and heard an inquiry if State mandates will decline; heard from those thanking Mr. Bowland and that the approach seems prudent; and that any building built at 200 East Lake Street should have solar and wind projects incorporated into design.

Consent Agenda - Resolution No. 19377

Following introduction of the consent agenda for this meeting of February 17, 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 February 3, 2020 special session and February 3, 2020 regular session City Council meetings 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 February 3, for contract and vendor claims at \$1,900,169.17, intergovernmental claims at \$12,697.20, and the February 6 payroll at \$203,092.20, for a total of \$2,115,958.57 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 Kathy Bickford, 319 Grove Street, commented that she lives next to an Airbnb and has concerns with snowplowing, bonfires and cars blocking her area of driveway and feels unsafe. Carlin Smith, 356 Boyer Road, commented on behalf of the Little Traverse Bay Housing Partnership, and inquired on the status of the Darling Lot and what happens next and that the Partnership is looking for housing for all, but is market-based housing. Scott Redmond, Resort Township, is concerned with recreational marihuana and that young people can be affected by this decision and many organizations would like to locate in the community and take advantage of this type of business. Jane Fisher, 110 Arlington Avenue, commented that tribes can do whatever they want when it comes to marihuana facilities.

Councilmembers responded that the short-term rental issues were discussed with the City Planner and the rental is a legal Airbnb located in a business district and will try and discuss issues with the owners and reviewed ongoing possible workforce housing and anticipates a housing component in the mix.

Hear City Manager Updates

The City Manager reported that he attended the Chamber's State of the Community luncheon and the City Planner made a presentation regarding the update of the City's Master Plan; that staff met with MDOT last week regarding the closed Little Traverse Wheelway and that both parties agreed that it would be unsafe to divert pedestrian and bicyclist traffic onto US-31; that the Mayor and staff attended the Resort Township Board meeting on February 11 soliciting financial support for an \$81,620 Slope Failure Study and board members approved a motion to support paying 1/3 of the costs and requested that the City approach Emmet County to fund a portion of the study; that he participated in a workshop sponsored by the Department of Environment, Great Lakes and Energy (EGLE), the University of Michigan and the Rocky Mountain Institute to identify strategies to assist communities in transitioning to renewable energy and one common theme was the issue of equity and the critical importance of keeping rates affordable for all socio-economic groups while transitioning to clean energy; that he and the Mayor met with USDA representatives regarding potential funding for shoreline erosion issues within the community; that the City Attorney will be attending the March 2 Council meeting to discuss the process of potential changes to the City Charter as requested by City Council; and that the City Attorney will be hosting a special joint session on Robert's Rules of Order at 5:30 P.M., February 24, 2020 and members of the DMB, Planning Commission and ZBA have been invited.

Annual Review of Economic Development Strategy

The City Planner reviewed 2019 accomplishments as part of the Redevelopment Ready Communities (RRC) program and reviewed progress; whether new goals or strategies should be incorporated; whether any changes to the priority redevelopment sites should be made or other changes be considered; reviewed that to help staff better understand the position of City Council with regard to redevelopment incentives, a matrix was developed; and that staff is looking for input and direction from City Council on economic development goals and strategies, as well as possible changes to redevelopment sites.

City Councilmembers discussed the Darling Lot and that it is still open for ideas; heard from those in favor of adding 502 Michigan Street, Parr Baptist Church, as a priority redevelopment site; discussed Baptist Church property as a priority redevelopment ready site; discussed how to look at projects for possible tax breaks; that the City Planner's matrix on tax breaks be discussed at the next Council meeting; and discussed city-owned site on US-31 as a possible site.

Mayor Murphy asked for public comments and heard a comment that workforce housing is needed and a Brownfield site is premier process for workforce housing.

City Councilmembers were supportive of adding the Parr Baptist Church, 502 Michigan Street, to the list of priority redevelopment sites.

Discuss Adding 200 Howard Street and 322 Bay Street as Priority Redevelopment Sites

The City Planner reviewed as part of the certification process for Redevelopment Ready Communities, the City was asked to identify at least three sites that would prioritize for redevelopment incentives should a development come forward that met specified criteria. The City Planner further reported that there has been progress on sites, but based on interest in redevelopment of other areas as well such as 502 Michigan Street and a current request to include two adjacent properties in the Central Business District, 200 Howard Street and 322 Bay Street; that staff is looking for direction from City Council whether to add these properties to the list of priority redevelopment sites, or if it wants to consider a request for incentives; that the development team wants to know if Council would grant a 20-foot easement along the east property line of the Saville Lot to allow for the residential windows and balconies at the property line, use of two (2) of the existing parking spaces for ingress/egress to their lower level parking and if Council would consider a Brownfield TIF for eligible activities, including environmental remediation and the private parking; and reviewed that a Brownfield TIF plan could be created that would also allow the tax increment from the building to pay for the public parking deck on the Saville Lot, either at the same time as construction of the building or shortly thereafter.

Barry Polzin, Main Dock 7271 development team architect, reviewed proposed plan for redevelopment of the two sites which includes below level parking for buildings and two decks for existing parking lot; that the development team is asking for up to a 10-12 year TIF; and that the redevelopment will transform this underutilized location into new, viable commercial space and 20 new attractive residential living spaces.

City Councilmembers discussed the proposed project and heard concerns with easement and parking deck and discussed how private and City parking would work with proposed concept.

Mayor Murphy asked for public comments and heard a comment that the Saville Lot area is very contentious and sought after for parking spaces; and heard a comment that there is a lot of desire for smaller stores.

City Councilmembers requested the development team bring back more information to clarify concerns.

Authorize Contract for Jackson Street Improvements and Legal Documents to Accept a Warranty Deed for McLaren Northern Michigan Property– Resolution No. 19378

The Public Works Director reviewed that \$400,000 was included in the 2020 Budget and CIP for the reconstruction of Jackson Street from West Mitchell Street to the hospital's Ring Road; reviewed the proposed project limits, ownership and who had what construction responsibilities; that this project is a continuation of Jackson Street improvements that began in 2017 when McLaren Northern Michigan and the City signed a Letter of Intent agreeing to the extension of Jackson Street along with certain obligations; that the extension is now complete and the hospital will work with staff and proceed with deeding the land to the City that will ultimately become part of the City's public street system; reviewed improvements and scope of work; and reviewed bids.

City Councilmember Walker moved that, seconded by City Councilmember Wagner adoption of the following resolution:

WHEREAS, the City owns and maintains roads within the City limits, including Jackson Street; and

WHEREAS, the City, along with McLaren Northern Michigan signed a Letter of Intent in 2017 that allowed the hospital to extend Jackson Street from the hospital campus Ring Road to Charlevoix Avenue as part of the hospital expansion project; and

WHEREAS, the Jackson Street extension provides fluid access to all McLaren facilities without entering the US-31 corridor and aligns Jackson Street with Cemetery Road for better traffic circulation; and

WHEREAS, City staff recommended that City Council accept the low bid from MDC Contracting, LLC., Charlevoix, to perform street improvements; and

WHEREAS, McLaren Northern Michigan will be participating in this project for costs associated with a "mill and fill" that will apply a new asphalt top coat to the Jackson Street extension estimated at \$45,636.20; and

WHEREAS, McLaren Northern Michigan, at their cost, constructed and completed the Jackson Street extension per City of Petoskey Construction Standards and Specifications; and

WHEREAS, a portion of Jackson Street as extended is currently located on property owned by McLaren Northern Michigan; and

WHEREAS, McLaren Northern Michigan has agreed to convey property owned by McLaren Northern Michigan to the City of Petoskey now that the Jackson Street extension is complete:

NOW THEREFORE, BE IT RESOLVED, that the City of Petoskey City Council does hereby authorize contracting with MDC Contracting, LLC., Charlevoix, in the amount of \$428,966.90, for the reconstruction of Jackson Street from West Mitchell Street to the hospital's Ring Road; and

BE IT FURTHER RESOLVED, that the City of Petoskey City Council does hereby authorize the Mayor and City Clerk to sign legal documents as prepared by the City Attorney and approved by the City Manager, to accept a warranty deed for the McLaren Northern Michigan property.

Said resolution was adopted by the following vote:

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

NAYS: None (0)

Approve EGLE Grant for Solanus Mission Beach Improvements – Resolution No. 19379

The Parks and Recreation Director reviewed that the City submitted a grant last June to the Coastal Health Habitat, Waters and Communities Initiative through the Michigan Department of Environment, Great Lakes and Energy (EGLE) to assist with costs related to Solanus Mission beach area improvements; that the planning grant will cover up to 50% for feasibility studies, community engagement and other planning partners; reviewed partners in the planning process; and that project costs total \$20,000 with the City's portion being \$10,000.

City Councilmember Marshall moved that, seconded by City Councilmember Walker to approve the planning grant contract with the Michigan Department of Environment, Great Lakes and Energy (EGLE) for the Michigan Coastal Management Program and authorize Robert Straebel, City Manager, or his designee to serve as the City's representative for this project.

Said motion was adopted by the following vote:

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

NAYS: None (0)

Authorize Tree Planting Contract – Resolution No. 19380

The Parks and Recreation Director reviewed that the 2020 Annual Budget included monies for planting of trees and shrubs within street green lawns and public spaces as new or replacement trees; that the majority of the trees in this year's bid are earmarked for street projects that include Jackson and Kalamazoo; that the tree planting initiative is part of the City's overall Forestry Program that includes trimming, maintenance and tree and stump removal of City owned trees; and reviewed bids.

Mayor Murphy asked for public comments and heard a comment that two trees were planted on Harvey Street along with several others around the community that were planted and maintained poorly.

City Councilmember Shumway moved that, seconded by City Councilmember Marshall to authorize to contract with David Hoffman Landscaping and Nursery, Inc., Petoskey, in the amount of \$36,520, for planting of trees throughout the City.

Said motion was adopted by the following vote:

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

NAYS: None (0)

Discuss Promenade Tree Replacement

The Parks and Recreation Director reviewed that several trees in the promenade area are dead or dying and creating trip hazards because of heaving concrete; that the trees are 30 years old, overgrown and difficult to trim; that staff has worked with Beckett and Raeder, original architect of the promenade and Bayfront Park, to develop a removal and replacement plan of the existing promenade trees; that improvements will give new life to the area, restoring it to its original intended design; and reviewed estimated costs of \$35,000 for the project which is budgeted in the parks forestry account.

City Councilmembers commented that staff should look into using some County compost in planting the trees.

Council Comments

Mayor Murphy commended DPW Electric staff on fixing the electrical issues at a residence near College View in a timely manner.

There being no further business to come before the City Council, this February 17, 2020, meeting of the City Council adjourned at 10:50 P.M.

John Murphy, Mayor

Alan Terry, Clerk-Treasurer



**CITY COUNCIL
DOWNTOWN MANAGEMENT BOARD
PLANNING COMMISSION
ZONING BOARD OF APPEALS**

February 24, 2020

A special joint City Council, Downtown Management Board, Planning Commission and Zoning Board of Appeals meeting was held in the City Hall Council Chambers, Petoskey, Michigan, on Monday, February 24, 2020. Roll was called at 5:30 P.M. and the following were:

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

DMB

Reg Smith, Chairperson
Ben Slocum, Vice Chairperson

Planning Commission

Emily Meyerson, Chairperson
Cynthia Linn Robson, Vice Chairperson/Secretary
Betony Braddock
Robert Kronberg
Richard Mooradian
Ted Pall
Eric Yetter

ZBA

Lori Pall, Vice Chairperson
Mary Clinton
Chris Hinrichs
Jessica Shaw-Nolff

Absent:

DMB

Gary Albert
Robin Bennett
Doug Buck
Dan Harris
Noah Marshall-Rashid
Brittany McNeil

Planning Commission

Richard Neumann
Jonathan Scheel

ZBA

Benjamin Crockett

Jim Knibbs

Robert "Scott" Morrison

Also in attendance were City Manager Robert Straebel, Clerk-Treasurer Alan Terry, City Planner Amy Tweeten and Downtown Director Becky Goodman.

Hear Presentation on Robert's Rule of Order

The City Attorney made a presentation on Robert's Rule of Order and parliamentary procedures. Members from City Council, Downtown Management Board, Planning Commission and Zoning Board of Appeals were invited to the special joint session. Members heard presentation and asked questions and commented.

There being no further business to come before the City Council, Downtown Management Board, Planning Commission and Zoning Board of Appeals, this February 24, 2020, special joint meeting adjourned at 6:40 P.M.

John Murphy, Mayor

Alan Terry, Clerk-Treasurer

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
02/20	02/13/2020	88176	Nixon, Delbert	248-540-882.180	400.00
02/20	02/19/2020	88182	ACH-CHILD SUPPORT	701-000-230.160	160.23
02/20	02/19/2020	88183	ACH-EFTPS	701-000-230.100	20,137.43
02/20	02/19/2020	88183	ACH-EFTPS	701-000-230.200	12,555.75
02/20	02/19/2020	88183	ACH-EFTPS	701-000-230.200	12,555.75
02/20	02/19/2020	88183	ACH-EFTPS	701-000-230.200	2,936.48
02/20	02/19/2020	88183	ACH-EFTPS	701-000-230.200	2,936.48
02/20	02/19/2020	88184	ACH-ICMA 457	701-000-230.700	2,512.92
02/20	02/19/2020	88184	ACH-ICMA 457	701-000-230.700	5,959.23
02/20	02/19/2020	88185	Aflac	701-000-230.180	728.62
02/20	02/19/2020	88186	Airgas USA LLC	661-598-785.000	27.05
02/20	02/19/2020	88186	Airgas USA LLC	661-598-785.000	54.84
02/20	02/19/2020	88187	ALTEC INDUSTRIES INC.	661-598-932.000	936.34
02/20	02/19/2020	88188	American Waste	582-594-775.000	251.00
02/20	02/19/2020	88188	American Waste	582-586-802.000	126.25
02/20	02/19/2020	88188	American Waste	582-593-775.000	126.25
02/20	02/19/2020	88188	American Waste	582-593-930.000	170.00
02/20	02/19/2020	88188	American Waste	592-551-806.000	325.00
02/20	02/19/2020	88188	American Waste	101-770-802.000	97.20
02/20	02/19/2020	88188	American Waste	101-756-802.000	32.40
02/20	02/19/2020	88188	American Waste	101-754-802.000	82.80
02/20	02/19/2020	88188	American Waste	101-268-802.000	50.40
02/20	02/19/2020	88188	American Waste	101-265-802.000	97.20
02/20	02/19/2020	88188	American Waste	101-770-802.000	190.00
02/20	02/19/2020	88188	American Waste	101-773-931.000	600.00
02/20	02/19/2020	88188	American Waste	101-770-802.000	99.00-
02/20	02/19/2020	88189	AT & T MOBILITY	514-587-920.000	450.97
02/20	02/19/2020	88190	AT&T LONG DISTANCE	101-345-850.000	162.87
02/20	02/19/2020	88191	Avineon	592-549-802.000	480.00
02/20	02/19/2020	88192	B&B Four Seasons Services	271-790-930.000	120.00
02/20	02/19/2020	88193	Ballard's Plumbing & Heating	271-790-930.000	157.50
02/20	02/19/2020	88193	Ballard's Plumbing & Heating	101-268-930.000	315.53
02/20	02/19/2020	88194	Blue Care Network	101-172-724.000	364.12
02/20	02/19/2020	88194	Blue Care Network	101-201-724.000	7,792.30
02/20	02/19/2020	88194	Blue Care Network	101-215-724.000	364.12
02/20	02/19/2020	88194	Blue Care Network	101-265-724.000	502.49
02/20	02/19/2020	88194	Blue Care Network	101-268-724.000	1,081.45
02/20	02/19/2020	88194	Blue Care Network	101-345-724.000	10,341.18
02/20	02/19/2020	88194	Blue Care Network	101-400-724.000	582.60
02/20	02/19/2020	88194	Blue Care Network	101-441-724.000	1,529.33
02/20	02/19/2020	88194	Blue Care Network	101-754-724.000	491.57
02/20	02/19/2020	88194	Blue Care Network	101-756-724.000	1,674.98
02/20	02/19/2020	88194	Blue Care Network	101-770-724.000	4,223.85
02/20	02/19/2020	88194	Blue Care Network	101-773-724.000	371.41
02/20	02/19/2020	88194	Blue Care Network	101-789-724.000	757.38
02/20	02/19/2020	88194	Blue Care Network	271-790-724.000	4,151.02
02/20	02/19/2020	88194	Blue Care Network	514-587-724.000	728.24
02/20	02/19/2020	88194	Blue Care Network	582-588-724.000	4,515.16
02/20	02/19/2020	88194	Blue Care Network	592-549-724.000	1,092.38
02/20	02/19/2020	88194	Blue Care Network	592-560-724.000	1,092.38
02/20	02/19/2020	88195	BLUE CROSS\BLUE SHIELD - MICH.	101-172-724.000	943.69
02/20	02/19/2020	88195	BLUE CROSS\BLUE SHIELD - MICH.	101-201-724.000	4,065.35-
02/20	02/19/2020	88195	BLUE CROSS\BLUE SHIELD - MICH.	101-208-724.000	764.75
02/20	02/19/2020	88195	BLUE CROSS\BLUE SHIELD - MICH.	101-345-724.000	7,655.49
02/20	02/19/2020	88195	BLUE CROSS\BLUE SHIELD - MICH.	101-441-724.000	1,572.82
02/20	02/19/2020	88195	BLUE CROSS\BLUE SHIELD - MICH.	101-756-724.000	353.88-

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
02/20	02/19/2020	88195	BLUE CROSS\BLUE SHIELD - MICH.	101-770-724.000	2,005.34-
02/20	02/19/2020	88195	BLUE CROSS\BLUE SHIELD - MICH.	204-481-724.000	2,909.72
02/20	02/19/2020	88195	BLUE CROSS\BLUE SHIELD - MICH.	271-790-724.000	393.21
02/20	02/19/2020	88195	BLUE CROSS\BLUE SHIELD - MICH.	514-587-724.000	773.31
02/20	02/19/2020	88195	BLUE CROSS\BLUE SHIELD - MICH.	592-549-724.000	3,517.18
02/20	02/19/2020	88195	BLUE CROSS\BLUE SHIELD - MICH.	592-560-724.000	393.21
02/20	02/19/2020	88196	Bobcat of Lansing	661-598-931.000	154.35
02/20	02/19/2020	88196	Bobcat of Lansing	661-598-931.000	287.62
02/20	02/19/2020	88197	Capstone Press Inc.	271-790-760.100	128.44
02/20	02/19/2020	88198	CCP Industries Inc.	661-598-785.000	131.99
02/20	02/19/2020	88199	Char-Em United Way	701-000-230.800	75.00
02/20	02/19/2020	88200	Charlevoix-Emmet ISD	703-040-234.219	454,145.82
02/20	02/19/2020	88201	Cintas Corp #729	101-268-802.000	15.54
02/20	02/19/2020	88201	Cintas Corp #729	101-268-802.000	45.45
02/20	02/19/2020	88201	Cintas Corp #729	582-593-930.000	33.72
02/20	02/19/2020	88201	Cintas Corp #729	204-481-767.000	60.04
02/20	02/19/2020	88201	Cintas Corp #729	582-588-767.000	60.25
02/20	02/19/2020	88201	Cintas Corp #729	592-560-767.000	30.89
02/20	02/19/2020	88201	Cintas Corp #729	592-549-767.000	30.89
02/20	02/19/2020	88201	Cintas Corp #729	582-593-930.000	9.07
02/20	02/19/2020	88201	Cintas Corp #729	204-481-767.000	60.04
02/20	02/19/2020	88201	Cintas Corp #729	582-588-767.000	60.80
02/20	02/19/2020	88201	Cintas Corp #729	592-560-767.000	30.89
02/20	02/19/2020	88201	Cintas Corp #729	592-549-767.000	30.89
02/20	02/19/2020	88202	Consumers Energy	592-558-920.000	389.48
02/20	02/19/2020	88202	Consumers Energy	592-558-920.000	614.38
02/20	02/19/2020	88202	Consumers Energy	592-558-920.000	188.59
02/20	02/19/2020	88202	Consumers Energy	592-558-920.000	180.45
02/20	02/19/2020	88202	Consumers Energy	592-558-920.000	87.14
02/20	02/19/2020	88202	Consumers Energy	592-538-920.000	1,207.61
02/20	02/19/2020	88202	Consumers Energy	592-558-920.000	201.09
02/20	02/19/2020	88202	Consumers Energy	592-558-920.000	209.65
02/20	02/19/2020	88202	Consumers Energy	592-558-920.000	111.06
02/20	02/19/2020	88202	Consumers Energy	592-558-920.000	74.93
02/20	02/19/2020	88202	Consumers Energy	202-475-920.000	88.51
02/20	02/19/2020	88203	CynergyComm.net Inc.	271-790-850.000	262.59
02/20	02/19/2020	88204	David L Hoffman Landscaping & Nursery	204-550-802.000	3,128.00
02/20	02/19/2020	88205	DENNIS GARTLAND & NIERGARTH	101-215-801.000	282.07
02/20	02/19/2020	88205	DENNIS GARTLAND & NIERGARTH	204-481-801.000	26.72
02/20	02/19/2020	88205	DENNIS GARTLAND & NIERGARTH	204-481-801.000	11.37
02/20	02/19/2020	88205	DENNIS GARTLAND & NIERGARTH	204-481-801.000	51.66
02/20	02/19/2020	88205	DENNIS GARTLAND & NIERGARTH	271-790-801.000	47.81
02/20	02/19/2020	88205	DENNIS GARTLAND & NIERGARTH	211-441-802.000	53.60
02/20	02/19/2020	88205	DENNIS GARTLAND & NIERGARTH	514-587-801.000	26.15
02/20	02/19/2020	88205	DENNIS GARTLAND & NIERGARTH	582-598-802.000	383.84
02/20	02/19/2020	88205	DENNIS GARTLAND & NIERGARTH	592-549-802.000	81.23
02/20	02/19/2020	88205	DENNIS GARTLAND & NIERGARTH	592-560-802.000	102.96
02/20	02/19/2020	88205	DENNIS GARTLAND & NIERGARTH	661-598-801.000	32.59
02/20	02/19/2020	88206	Derrer Oil Co.	661-598-759.000	1,958.86
02/20	02/19/2020	88207	Dunkel Excavating Services Inc.	582-586-802.000	337.50
02/20	02/19/2020	88207	Dunkel Excavating Services Inc.	514-587-802.000	2,288.75
02/20	02/19/2020	88207	Dunkel Excavating Services Inc.	202-479-802.000	2,288.75
02/20	02/19/2020	88208	Dunn's Business Solutions	101-268-775.000	85.54
02/20	02/19/2020	88209	EJ USA Inc.	204-010-111.000	1,444.56
02/20	02/19/2020	88210	EMERGENCY MEDICAL PRODUCTS	101-345-775.000	199.52
02/20	02/19/2020	88211	Emmet County Treasurer	703-040-222.219	2,615.19

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02/20	02/19/2020	88211	Emmet County Treasurer	703-040-228.219	3,042.18
02/20	02/19/2020	88211	Emmet County Treasurer	703-040-222.219	58,592.22
02/20	02/19/2020	88211	Emmet County Treasurer	703-040-222.219	84,620.56
02/20	02/19/2020	88211	Emmet County Treasurer	703-040-233.000	130.57
02/20	02/19/2020	88211	Emmet County Treasurer	703-040-233.000	151.91
02/20	02/19/2020	88212	Englebrecht, Robert	101-257-802.100	3,750.00
02/20	02/19/2020	88213	Five Star Screen Printing Plus	101-770-767.000	462.00
02/20	02/19/2020	88214	Gibby's Garage	661-598-931.000	510.00
02/20	02/19/2020	88214	Gibby's Garage	661-598-932.000	680.00
02/20	02/19/2020	88214	Gibby's Garage	661-598-931.000	408.00
02/20	02/19/2020	88214	Gibby's Garage	661-598-932.000	578.00
02/20	02/19/2020	88214	Gibby's Garage	582-593-930.000	68.00
02/20	02/19/2020	88214	Gibby's Garage	582-593-930.000	68.00
02/20	02/19/2020	88214	Gibby's Garage	661-598-931.000	238.00
02/20	02/19/2020	88214	Gibby's Garage	661-598-932.000	612.00
02/20	02/19/2020	88215	Gibson Excavating LLC	592-544-802.000	6,155.00
02/20	02/19/2020	88215	Gibson Excavating LLC	592-545-802.000	1,495.00
02/20	02/19/2020	88216	Goedge, Megan	271-790-958.000	17.97
02/20	02/19/2020	88217	Grand Traverse Diesel Service	661-598-932.000	1,086.00
02/20	02/19/2020	88218	Great Lakes Energy	592-538-920.000	85.63
02/20	02/19/2020	88218	Great Lakes Energy	592-558-920.000	81.27
02/20	02/19/2020	88218	Great Lakes Energy	101-345-920.100	431.01
02/20	02/19/2020	88218	Great Lakes Energy	592-538-920.000	404.77
02/20	02/19/2020	88218	Great Lakes Energy	592-558-920.000	123.21
02/20	02/19/2020	88219	Greenwood Cemetery	703-040-238.219	73,138.27
02/20	02/19/2020	88220	Haley's Plumbing & Heating	582-593-930.000	1,126.20
02/20	02/19/2020	88221	Haviland Products Company	592-540-783.000	2,743.92
02/20	02/19/2020	88221	Haviland Products Company	592-551-783.000	4,878.77
02/20	02/19/2020	88222	HOLIDAY INN EXPRESS	248-540-882.180	285.35
02/20	02/19/2020	88223	Hubbell Roth & Clark Inc.	592-560-802.000	1,253.67
02/20	02/19/2020	88223	Hubbell Roth & Clark Inc.	592-549-802.000	1,881.90
02/20	02/19/2020	88224	Hyde Services LLC	661-598-932.000	76.11
02/20	02/19/2020	88225	ICMA-ROTH	701-000-230.900	695.00
02/20	02/19/2020	88226	Ingram Library Services	271-790-760.100	3,200.69
02/20	02/19/2020	88226	Ingram Library Services	271-790-760.200	723.67
02/20	02/19/2020	88226	Ingram Library Services	271-790-760.000	3,159.78
02/20	02/19/2020	88227	Insulations by Mike	592-542-802.000	1,730.00
02/20	02/19/2020	88228	Integrity Business Solutions	514-587-775.000	74.03
02/20	02/19/2020	88229	International Assoc. of Chiefs of Police	101-345-915.000	190.00
02/20	02/19/2020	88230	JOHAN'S PASTRY SHOPS	101-770-771.000	24.00
02/20	02/19/2020	88231	Joint Apprenticeship & Training Trust	582-588-912.000	4,000.00
02/20	02/19/2020	88232	KSS Enterprises	271-790-752.000	176.65
02/20	02/19/2020	88232	KSS Enterprises	101-268-930.000	413.76
02/20	02/19/2020	88232	KSS Enterprises	101-268-775.000	17.03
02/20	02/19/2020	88233	LexisNexis Risk Data Management Inc.	514-587-802.000	150.00
02/20	02/19/2020	88234	Lynn Auto Parts Inc.	582-590-775.000	10.04
02/20	02/19/2020	88234	Lynn Auto Parts Inc.	661-598-932.000	27.00-
02/20	02/19/2020	88234	Lynn Auto Parts Inc.	661-598-931.000	25.30
02/20	02/19/2020	88234	Lynn Auto Parts Inc.	661-010-111.000	47.38
02/20	02/19/2020	88234	Lynn Auto Parts Inc.	661-598-785.000	42.69
02/20	02/19/2020	88234	Lynn Auto Parts Inc.	661-598-785.000	42.72
02/20	02/19/2020	88234	Lynn Auto Parts Inc.	661-010-111.000	5.07
02/20	02/19/2020	88234	Lynn Auto Parts Inc.	661-598-785.000	22.40
02/20	02/19/2020	88234	Lynn Auto Parts Inc.	661-010-111.000	40.27
02/20	02/19/2020	88234	Lynn Auto Parts Inc.	661-010-111.000	117.31
02/20	02/19/2020	88234	Lynn Auto Parts Inc.	661-598-931.000	4.86

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02/20	02/19/2020	88234	Lynn Auto Parts Inc.	661-010-111.000	10.97
02/20	02/19/2020	88234	Lynn Auto Parts Inc.	661-598-932.000	65.95
02/20	02/19/2020	88234	Lynn Auto Parts Inc.	661-598-932.000	8.12
02/20	02/19/2020	88234	Lynn Auto Parts Inc.	661-598-931.000	2.22
02/20	02/19/2020	88234	Lynn Auto Parts Inc.	661-598-785.000	19.22
02/20	02/19/2020	88234	Lynn Auto Parts Inc.	661-010-111.000	34.56
02/20	02/19/2020	88234	Lynn Auto Parts Inc.	661-598-931.000	123.71
02/20	02/19/2020	88234	Lynn Auto Parts Inc.	661-598-932.000	128.28
02/20	02/19/2020	88234	Lynn Auto Parts Inc.	661-598-785.000	4.34
02/20	02/19/2020	88234	Lynn Auto Parts Inc.	661-010-111.000	10.22
02/20	02/19/2020	88234	Lynn Auto Parts Inc.	661-598-931.000	15.75
02/20	02/19/2020	88234	Lynn Auto Parts Inc.	661-598-932.000	69.48
02/20	02/19/2020	88234	Lynn Auto Parts Inc.	661-010-111.000	107.27
02/20	02/19/2020	88234	Lynn Auto Parts Inc.	661-010-111.000	7.04
02/20	02/19/2020	88234	Lynn Auto Parts Inc.	661-598-759.000	135.13
02/20	02/19/2020	88234	Lynn Auto Parts Inc.	592-554-775.000	32.27
02/20	02/19/2020	88234	Lynn Auto Parts Inc.	661-598-759.000	135.13
02/20	02/19/2020	88234	Lynn Auto Parts Inc.	592-558-775.000	5.66
02/20	02/19/2020	88235	MICHIGAN CAT	661-598-931.000	243.03
02/20	02/19/2020	88236	Michigan Water Environment Assoc.	592-560-915.000	77.00
02/20	02/19/2020	88236	Michigan Water Environment Assoc.	592-560-915.000	77.00
02/20	02/19/2020	88236	Michigan Water Environment Assoc.	592-560-915.000	77.00
02/20	02/19/2020	88237	Mountaintop Tree Company	101-770-802.100	45.00
02/20	02/19/2020	88237	Mountaintop Tree Company	101-770-802.100	90.00
02/20	02/19/2020	88238	North American Rescue	582-593-775.000	123.93
02/20	02/19/2020	88238	North American Rescue	101-770-775.000	247.89
02/20	02/19/2020	88239	North Central Mich. College	703-040-235.219	128,808.12
02/20	02/19/2020	88239	North Central Mich. College	703-040-235.219	115,713.65
02/20	02/19/2020	88240	Peninsula Fiber Network LLC	271-790-850.000	133.80
02/20	02/19/2020	88241	Petoskey Public Schools	703-040-236.219	6,896.52
02/20	02/19/2020	88241	Petoskey Public Schools	703-040-237.219	471.52
02/20	02/19/2020	88241	Petoskey Public Schools	703-040-237.219	339.68
02/20	02/19/2020	88241	Petoskey Public Schools	703-040-237.219	753.72
02/20	02/19/2020	88241	Petoskey Public Schools	703-040-233.000	379.73
02/20	02/19/2020	88241	Petoskey Public Schools	703-040-233.000	23.55
02/20	02/19/2020	88241	Petoskey Public Schools	703-040-233.000	37.64
02/20	02/19/2020	88241	Petoskey Public Schools	703-040-233.000	16.96
02/20	02/19/2020	88242	POPULAR SUBSCRIPTION SERVICE	271-790-760.400	36.25-
02/20	02/19/2020	88242	POPULAR SUBSCRIPTION SERVICE	271-790-760.400	89.95
02/20	02/19/2020	88243	Power Line Supply	582-010-111.000	1,252.10-
02/20	02/19/2020	88243	Power Line Supply	582-588-785.000	241.48
02/20	02/19/2020	88243	Power Line Supply	582-588-785.000	24.00
02/20	02/19/2020	88243	Power Line Supply	582-010-111.000	210.40
02/20	02/19/2020	88243	Power Line Supply	582-010-111.000	1,980.00
02/20	02/19/2020	88243	Power Line Supply	582-586-775.000	154.58
02/20	02/19/2020	88243	Power Line Supply	582-588-785.000	1,995.00
02/20	02/19/2020	88243	Power Line Supply	582-588-785.000	165.00
02/20	02/19/2020	88244	Print Shop, The	514-587-775.000	195.00
02/20	02/19/2020	88245	Pro Image Design	661-598-931.000	80.00
02/20	02/19/2020	88246	Range Telecommunications	204-481-850.000	62.10
02/20	02/19/2020	88246	Range Telecommunications	101-756-850.000	40.00
02/20	02/19/2020	88246	Range Telecommunications	582-593-850.000	100.00
02/20	02/19/2020	88246	Range Telecommunications	592-549-850.000	75.00
02/20	02/19/2020	88246	Range Telecommunications	592-560-850.000	75.00
02/20	02/19/2020	88246	Range Telecommunications	661-598-850.000	10.00
02/20	02/19/2020	88247	Scholastic Inc.	271-790-760.100	356.99

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02/20	02/19/2020	88248	Solutions Electric Inc.	592-554-802.000	334.16
02/20	02/19/2020	88248	Solutions Electric Inc.	582-586-802.000	103.50
02/20	02/19/2020	88249	Spartan Distributors Inc.	661-020-140.000	19,801.80
02/20	02/19/2020	88249	Spartan Distributors Inc.	661-020-140.000	24,082.51
02/20	02/19/2020	88249	Spartan Distributors Inc.	661-020-140.000	13,964.29
02/20	02/19/2020	88250	Spectrum Business	101-172-850.000	125.55
02/20	02/19/2020	88250	Spectrum Business	101-201-850.000	66.97
02/20	02/19/2020	88250	Spectrum Business	101-208-850.000	41.86
02/20	02/19/2020	88250	Spectrum Business	101-257-850.000	41.86
02/20	02/19/2020	88250	Spectrum Business	101-215-850.000	33.48
02/20	02/19/2020	88250	Spectrum Business	101-345-850.000	92.08
02/20	02/19/2020	88250	Spectrum Business	101-400-850.000	41.86
02/20	02/19/2020	88250	Spectrum Business	101-441-850.000	75.34
02/20	02/19/2020	88250	Spectrum Business	101-756-850.000	50.23
02/20	02/19/2020	88250	Spectrum Business	204-481-850.000	25.11
02/20	02/19/2020	88250	Spectrum Business	204-481-850.000	25.11
02/20	02/19/2020	88250	Spectrum Business	582-588-850.000	83.71
02/20	02/19/2020	88250	Spectrum Business	582-593-850.000	33.48
02/20	02/19/2020	88250	Spectrum Business	592-549-850.000	50.23
02/20	02/19/2020	88250	Spectrum Business	592-560-850.000	50.23
02/20	02/19/2020	88250	Spectrum Business	582-593-850.000	35.16
02/20	02/19/2020	88251	STAFFORD'S HOSPITALITY	514-587-885.000	147.40
02/20	02/19/2020	88252	Teledyne Instruments Inc.	592-554-775.000	6,245.26
02/20	02/19/2020	88252	Teledyne Instruments Inc.	592-554-775.000	6,245.26
02/20	02/19/2020	88252	Teledyne Instruments Inc.	592-554-775.000	6,245.26
02/20	02/19/2020	88252	Teledyne Instruments Inc.	592-554-775.000	6,136.11
02/20	02/19/2020	88253	Thompson, William S.	514-587-802.100	760.97
02/20	02/19/2020	88254	Total Communications Services LLC	592-554-802.000	4,283.50
02/20	02/19/2020	88255	Trace Analytical Laboratories LLC	592-553-802.000	302.40
02/20	02/19/2020	88256	Truck & Trailer Specialties	661-598-931.000	1,274.20
02/20	02/19/2020	88257	Up North Service LLC	204-550-802.000	840.00
02/20	02/19/2020	88257	Up North Service LLC	204-550-802.000	300.00
02/20	02/19/2020	88258	Van's Business Machines	271-790-931.000	336.70
02/20	02/19/2020	88259	Verizon Wireless	101-345-850.000	80.50
02/20	02/19/2020	88259	Verizon Wireless	592-538-850.000	80.02
02/20	02/19/2020	88259	Verizon Wireless	592-538-920.000	280.07
02/20	02/19/2020	88260	Windemuller	592-537-802.000	723.69
02/20	02/19/2020	88260	Windemuller	592-558-802.000	192.00
02/20	02/19/2020	88260	Windemuller	592-558-802.000	503.64
02/20	02/19/2020	88261	Proclean North	582-593-930.000	1,529.50
02/20	02/26/2020	88268	1st Ayd Corporation	582-593-930.000	159.96
02/20	02/26/2020	88269	Amazon Credit Plan	592-560-751.000	25.50
02/20	02/26/2020	88269	Amazon Credit Plan	101-268-930.000	618.84
02/20	02/26/2020	88269	Amazon Credit Plan	271-790-964.000	29.20
02/20	02/26/2020	88269	Amazon Credit Plan	271-790-760.000	181.94
02/20	02/26/2020	88269	Amazon Credit Plan	271-790-958.000	97.39
02/20	02/26/2020	88269	Amazon Credit Plan	271-790-958.200	169.03
02/20	02/26/2020	88269	Amazon Credit Plan	271-790-958.100	59.94
02/20	02/26/2020	88269	Amazon Credit Plan	271-790-761.200	220.46
02/20	02/26/2020	88270	AT&T	592-538-850.000	250.16
02/20	02/26/2020	88271	Benchmark Engineering Inc.	204-481-802.000	495.00
02/20	02/26/2020	88271	Benchmark Engineering Inc.	582-588-802.000	495.00
02/20	02/26/2020	88271	Benchmark Engineering Inc.	592-549-802.000	495.00
02/20	02/26/2020	88271	Benchmark Engineering Inc.	592-560-802.000	495.00
02/20	02/26/2020	88271	Benchmark Engineering Inc.	204-481-802.000	198.00
02/20	02/26/2020	88271	Benchmark Engineering Inc.	582-588-802.000	66.00

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02/20	02/26/2020	88271	Benchmark Engineering Inc.	592-549-802.000	198.00
02/20	02/26/2020	88271	Benchmark Engineering Inc.	592-560-802.000	198.00
02/20	02/26/2020	88272	Buck's Body Repair Inc.	661-020-142.000	3,348.60
02/20	02/26/2020	88273	Bury, Tina	271-790-958.100	107.97
02/20	02/26/2020	88274	C. C. Power LLC	582-586-802.000	2,650.00
02/20	02/26/2020	88275	Carson, Mark	101-756-808.030	60.00
02/20	02/26/2020	88276	County Line Nurseries	204-470-802.000	2,171.25
02/20	02/26/2020	88277	David L Hoffman Landscaping & Nursery	204-470-802.000	1,826.00
02/20	02/26/2020	88278	Dearborn Life Insurance Co	701-000-230.190	1,994.09
02/20	02/26/2020	88278	Dearborn Life Insurance Co	101-172-724.000	19.16
02/20	02/26/2020	88278	Dearborn Life Insurance Co	101-201-724.000	44.89
02/20	02/26/2020	88278	Dearborn Life Insurance Co	101-208-724.000	19.16
02/20	02/26/2020	88278	Dearborn Life Insurance Co	101-215-724.000	21.35
02/20	02/26/2020	88278	Dearborn Life Insurance Co	101-265-724.000	4.79
02/20	02/26/2020	88278	Dearborn Life Insurance Co	101-268-724.000	11.98
02/20	02/26/2020	88278	Dearborn Life Insurance Co	101-345-724.000	523.32
02/20	02/26/2020	88278	Dearborn Life Insurance Co	101-400-724.000	11.50
02/20	02/26/2020	88278	Dearborn Life Insurance Co	101-441-724.000	32.57
02/20	02/26/2020	88278	Dearborn Life Insurance Co	101-754-724.000	5.27
02/20	02/26/2020	88278	Dearborn Life Insurance Co	101-756-724.000	16.29
02/20	02/26/2020	88278	Dearborn Life Insurance Co	101-770-724.000	35.45
02/20	02/26/2020	88278	Dearborn Life Insurance Co	101-773-724.000	5.75
02/20	02/26/2020	88278	Dearborn Life Insurance Co	101-789-724.000	10.54
02/20	02/26/2020	88278	Dearborn Life Insurance Co	204-481-724.000	66.24
02/20	02/26/2020	88278	Dearborn Life Insurance Co	271-790-724.000	69.25
02/20	02/26/2020	88278	Dearborn Life Insurance Co	514-587-724.000	32.77
02/20	02/26/2020	88278	Dearborn Life Insurance Co	582-588-724.000	54.13
02/20	02/26/2020	88278	Dearborn Life Insurance Co	592-549-724.000	59.67
02/20	02/26/2020	88278	Dearborn Life Insurance Co	592-560-724.000	19.16
02/20	02/26/2020	88279	Decka Digital LLC	101-101-751.000	50.00
02/20	02/26/2020	88280	Dell Marketing L.P.	101-172-751.000	840.04
02/20	02/26/2020	88280	Dell Marketing L.P.	101-345-775.000	840.04
02/20	02/26/2020	88280	Dell Marketing L.P.	101-228-775.000	840.04
02/20	02/26/2020	88280	Dell Marketing L.P.	582-584-775.000	840.04
02/20	02/26/2020	88280	Dell Marketing L.P.	582-588-785.000	1,283.22
02/20	02/26/2020	88280	Dell Marketing L.P.	592-549-775.000	420.02
02/20	02/26/2020	88280	Dell Marketing L.P.	204-481-775.000	420.02
02/20	02/26/2020	88281	Delta Dental	101-172-724.000	49.97
02/20	02/26/2020	88281	Delta Dental	101-201-724.000	220.01
02/20	02/26/2020	88281	Delta Dental	101-208-724.000	40.77
02/20	02/26/2020	88281	Delta Dental	101-215-724.000	1.58
02/20	02/26/2020	88281	Delta Dental	101-265-724.000	23.81
02/20	02/26/2020	88281	Delta Dental	101-268-724.000	47.86
02/20	02/26/2020	88281	Delta Dental	101-345-724.000	882.40
02/20	02/26/2020	88281	Delta Dental	101-400-724.000	31.86
02/20	02/26/2020	88281	Delta Dental	101-441-724.000	176.68
02/20	02/26/2020	88281	Delta Dental	101-754-724.000	24.88
02/20	02/26/2020	88281	Delta Dental	101-756-724.000	74.37
02/20	02/26/2020	88281	Delta Dental	101-770-724.000	122.90
02/20	02/26/2020	88281	Delta Dental	101-773-724.000	16.00
02/20	02/26/2020	88281	Delta Dental	101-789-724.000	32.03
02/20	02/26/2020	88281	Delta Dental	204-481-724.000	131.51
02/20	02/26/2020	88281	Delta Dental	271-790-724.000	222.79
02/20	02/26/2020	88281	Delta Dental	514-587-724.000	37.10
02/20	02/26/2020	88281	Delta Dental	582-588-724.000	231.49
02/20	02/26/2020	88281	Delta Dental	592-549-724.000	239.98

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
02/20	02/26/2020	88281	Delta Dental	592-560-724.000	75.01
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02/20	02/26/2020	88283	DTE Energy	592-538-920.000	67.32
02/20	02/26/2020	88283	DTE Energy	101-265-924.000	856.94
02/20	02/26/2020	88283	DTE Energy	582-593-924.000	2,154.04
02/20	02/26/2020	88283	DTE Energy	101-773-924.000	36.62
02/20	02/26/2020	88283	DTE Energy	101-265-924.000	214.28
02/20	02/26/2020	88283	DTE Energy	592-538-920.000	122.84
02/20	02/26/2020	88283	DTE Energy	271-790-924.000	865.26
02/20	02/26/2020	88283	DTE Energy	101-345-920.100	1,419.28
02/20	02/26/2020	88283	DTE Energy	101-268-924.000	1,636.76
02/20	02/26/2020	88283	DTE Energy	101-770-924.000	514.05
02/20	02/26/2020	88283	DTE Energy	592-558-920.000	36.62
02/20	02/26/2020	88283	DTE Energy	514-587-802.100	165.30
02/20	02/26/2020	88283	DTE Energy	592-538-920.000	228.64
02/20	02/26/2020	88283	DTE Energy	101-345-920.000	1,335.68
02/20	02/26/2020	88283	DTE Energy	592-551-920.000	4,128.42
02/20	02/26/2020	88283	DTE Energy	592-551-920.000	2,920.15
02/20	02/26/2020	88283	DTE Energy	271-790-924.000	411.38
02/20	02/26/2020	88283	DTE Energy	592-538-920.000	81.03
02/20	02/26/2020	88283	DTE Energy	592-555-920.000	41.69
02/20	02/26/2020	88284	Dunn's Business Solutions	101-268-775.000	101.87
02/20	02/26/2020	88285	EMMET COUNTY	101-400-912.000	30.00
02/20	02/26/2020	88286	Emmet County Treasurer	703-040-222.218	57.47
02/20	02/26/2020	88286	Emmet County Treasurer	703-040-228.218	71.10
02/20	02/26/2020	88286	Emmet County Treasurer	703-040-233.000	9.77
02/20	02/26/2020	88286	Emmet County Treasurer	703-040-233.000	12.09
02/20	02/26/2020	88287	Ferguson Enterprises LLC #2000	101-268-775.000	135.60
02/20	02/26/2020	88288	Fought, Chris	101-756-808.030	120.00
02/20	02/26/2020	88289	Gale/Cengage Learning	271-790-761.000	73.42
02/20	02/26/2020	88290	Goedge, Megan	271-790-958.000	23.32
02/20	02/26/2020	88291	Grandpa Shorter's Gifts	248-739-880.900	25.00
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02/20	02/26/2020	88293	Health Department of	101-770-771.000	272.00
02/20	02/26/2020	88294	Hewitt, Dennis	101-756-808.030	60.00
02/20	02/26/2020	88295	Holiday Inn Express & Suites	248-540-882.180	285.35
02/20	02/26/2020	88296	K & J Septic Service LLC	592-554-802.000	650.00
02/20	02/26/2020	88297	Kruskie, David	101-756-808.030	60.00
02/20	02/26/2020	88298	Malec, Steve	101-756-808.030	40.00
02/20	02/26/2020	88299	MARCHINKEWICZ, KEVIN	204-481-802.000	123.00
02/20	02/26/2020	88300	McCardel Culligan	592-553-802.000	2.50
02/20	02/26/2020	88300	McCardel Culligan	592-553-802.000	510.00
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02/20	02/26/2020	88301	Michigan Water Environment Assoc.	592-560-915.000	650.00
02/20	02/26/2020	88302	Midwest Tape	271-790-761.000	99.97
02/20	02/26/2020	88302	Midwest Tape	271-790-761.000	100.97
02/20	02/26/2020	88302	Midwest Tape	271-790-761.000	79.98
02/20	02/26/2020	88303	Miller, Greg	101-756-808.030	120.00
02/20	02/26/2020	88304	Murphy, John	101-101-860.000	242.65
02/20	02/26/2020	88305	Neopost	101-268-775.000	140.00
02/20	02/26/2020	88306	North Country IT	271-790-802.000	386.00
02/20	02/26/2020	88307	Northern Michigan MedCenter	582-588-802.000	105.00
02/20	02/26/2020	88308	Northwoods Soda & Syrup Co.	101-770-771.000	45.00
02/20	02/26/2020	88309	OCLC Inc.	271-790-802.000	51.75

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
02/20	02/26/2020	88310	OHM Advisors	204-481-802.000	85.00
02/20	02/26/2020	88310	OHM Advisors	582-588-802.000	85.00
02/20	02/26/2020	88310	OHM Advisors	592-549-802.000	85.00
02/20	02/26/2020	88310	OHM Advisors	592-560-802.000	85.00
02/20	02/26/2020	88311	Otis Elevator Co.	271-790-802.000	750.00
02/20	02/26/2020	88312	Petoskey Public Schools	703-040-236.218	71.10
02/20	02/26/2020	88312	Petoskey Public Schools	703-040-237.218	21.92
02/20	02/26/2020	88312	Petoskey Public Schools	703-040-237.218	15.37
02/20	02/26/2020	88312	Petoskey Public Schools	703-040-237.218	6.51
02/20	02/26/2020	88312	Petoskey Public Schools	703-040-233.000	12.09
02/20	02/26/2020	88312	Petoskey Public Schools	703-040-233.000	3.73
02/20	02/26/2020	88312	Petoskey Public Schools	703-040-233.000	2.61
02/20	02/26/2020	88312	Petoskey Public Schools	703-040-233.000	1.11
02/20	02/26/2020	88313	Sheren	582-586-802.000	165.37
02/20	02/26/2020	88314	Smith, Edward J	101-756-808.030	140.00
02/20	02/26/2020	88315	Spectrum Business	101-345-850.100	173.60
02/20	02/26/2020	88315	Spectrum Business	101-345-850.000	61.60
02/20	02/26/2020	88315	Spectrum Business	514-587-802.100	120.18
02/20	02/26/2020	88315	Spectrum Business	101-770-850.000	104.98
02/20	02/26/2020	88316	Staples Advantage	204-481-751.000	61.56-
02/20	02/26/2020	88316	Staples Advantage	101-345-751.000	340.74
02/20	02/26/2020	88316	Staples Advantage	101-268-775.000	67.27
02/20	02/26/2020	88317	State of Michigan Dept of Transportation	592-020-342.000	1,229.00
02/20	02/26/2020	88317	State of Michigan Dept of Transportation	592-025-343.000	1,401.00
02/20	02/26/2020	88317	State of Michigan Dept of Transportation	582-020-360.000	228.73
02/20	02/26/2020	88318	Taylor Rental Center	248-540-882.180	206.85
02/20	02/26/2020	88319	Tompkins, John	101-756-808.030	60.00
02/20	02/26/2020	88320	Traffic & Safety Control Systems Inc.	514-587-947.000	410.00
02/20	02/26/2020	88321	Up North Service LLC	514-587-802.000	2,010.44
02/20	02/26/2020	88322	US Ice Carvings Inc.	248-540-882.180	7,200.00
02/20	02/26/2020	88323	Valley City Linen	271-790-752.000	25.00
02/20	02/26/2020	88323	Valley City Linen	271-790-752.000	25.00
02/20	02/26/2020	88323	Valley City Linen	271-790-752.000	25.00
02/20	02/26/2020	88323	Valley City Linen	271-790-752.000	25.00
02/20	02/26/2020	88324	VSP	101-172-724.000	26.88
02/20	02/26/2020	88324	VSP	101-201-724.000	95.76
02/20	02/26/2020	88324	VSP	101-208-724.000	19.88
02/20	02/26/2020	88324	VSP	101-215-724.000	39.76
02/20	02/26/2020	88324	VSP	101-265-724.000	11.98
02/20	02/26/2020	88324	VSP	101-268-724.000	23.32
02/20	02/26/2020	88324	VSP	101-345-724.000	448.58
02/20	02/26/2020	88324	VSP	101-400-724.000	16.46
02/20	02/26/2020	88324	VSP	101-441-724.000	80.53
02/20	02/26/2020	88324	VSP	101-754-724.000	13.24
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02/20	02/26/2020	88324	VSP	582-588-724.000	114.24
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02/20	02/26/2020	88324	VSP	592-560-724.000	39.76
02/20	02/26/2020	88325	Weston, Chris	101-756-808.030	120.00
02/20	02/26/2020	88326	Wonderware North	592-549-802.000	3,724.50

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
02/20	02/26/2020	88326	Wonderware North	592-560-802.000	3,724.50
02/20	02/26/2020	88327	State of Michigan -Dept of Environmental	592-560-915.000	140.00
02/20	02/26/2020	88328	State of Michigan-Dept of Environment	592-549-915.000	210.00
Grand Totals:					<u>1,295,162.23</u>

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88178	02/19/2020	Beyer, Emily	582040285000	41.03
88179	02/19/2020	McCulloch, Brianna	582081642300	156.16
88180	02/19/2020	Nachtrab, Debbie	582081642300	59.31
88181	02/19/2020	Simons, Hailey	582040285000	2.01
88262	02/21/2020	Moore, Shannon	582081642300	25.00
88263	02/26/2020	Noell, Bethany	101087654000	50.00
88264	02/26/2020	P.L. Dally	582081642300	61.76
88265	02/26/2020	Rose, Joan	582081642300	101.14
88266	02/26/2020	Smith, David L	101090644030	1,820.00
88267	02/26/2020	Traverse Woods Apts	582081642300	13.29
Grand Totals:				2,404.77



City of Petoskey

Agenda Memo

BOARD: City Council

MEETING DATE: March 2, 2020

PREPARED: February 27, 2020

AGENDA SUBJECT: Presentation of Revised Development Plans for the Bay Street Development

RECOMMENDATION: That the City Council hear presentation and discuss

Background At the February 17, 2020 City Council meeting, Bay Street Development representatives made a presentation to City Council. At that meeting, City Council directed the developers to work on a pro-forma analysis based on the plans that presented at the meeting.

The developers are now proposing a different mix of housing rentals that was not originally proposed. See enclosed narrative from the development team. The Mayor and City Manager felt it best to have the developers present their new plans for discussion.

Agenda item is to determine if City Council is receptive to the Bay Street Development team moving forward with a pro-forma analysis on the new development plans as presented at this meeting.

Action That City Council discuss with direction to developers on whether to proceed with a pro-forma financial analysis of the revised plans for Bay Street Development.

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Enclosures

Main Dock 7271 LLC

February 27, 2020

Bay Street Apartments

Ladies and Gentleman of Petoskey City Council

Our initial research indicated a demand for 900 sq ft to 1200 sq ft apartments in our downtown Petoskey. Further studies of the downtown market revealed a greater demand for a smaller unit that would provide more flexible use. This efficient floorplan satisfies the demand for both longer term rental/ownership as well as the flexibility of short term, monthly to annual use.

These proposed 650 sq ft. one-bedroom plans, feature a master bedroom, upscale kitchen, custom bath with walk-in shower and living room with a private balcony offering a beautiful view of downtown and the bay. As in our previous proposal, the building will be fully fire protected, feature indoor parking and elevator service to all floors.

The project's first floor continues to include a full-service restaurant, a gathering room and three entrances to the apartments and exercise room thus maintaining the character of Petoskey's Gaslight District.

We appreciate your patience as we strive to design a product for our City of Petoskey.

Thank you,

Ira Green & Melanie Libby

Main Dock 7271, LLC

BAY STREET DEVELOPMENT

PETOSKEY, MICHIGAN

2/26/2020

DEVELOPER: MAIN DOCK 7271



VIEW FROM CORNER OF BAY AND HOWARD

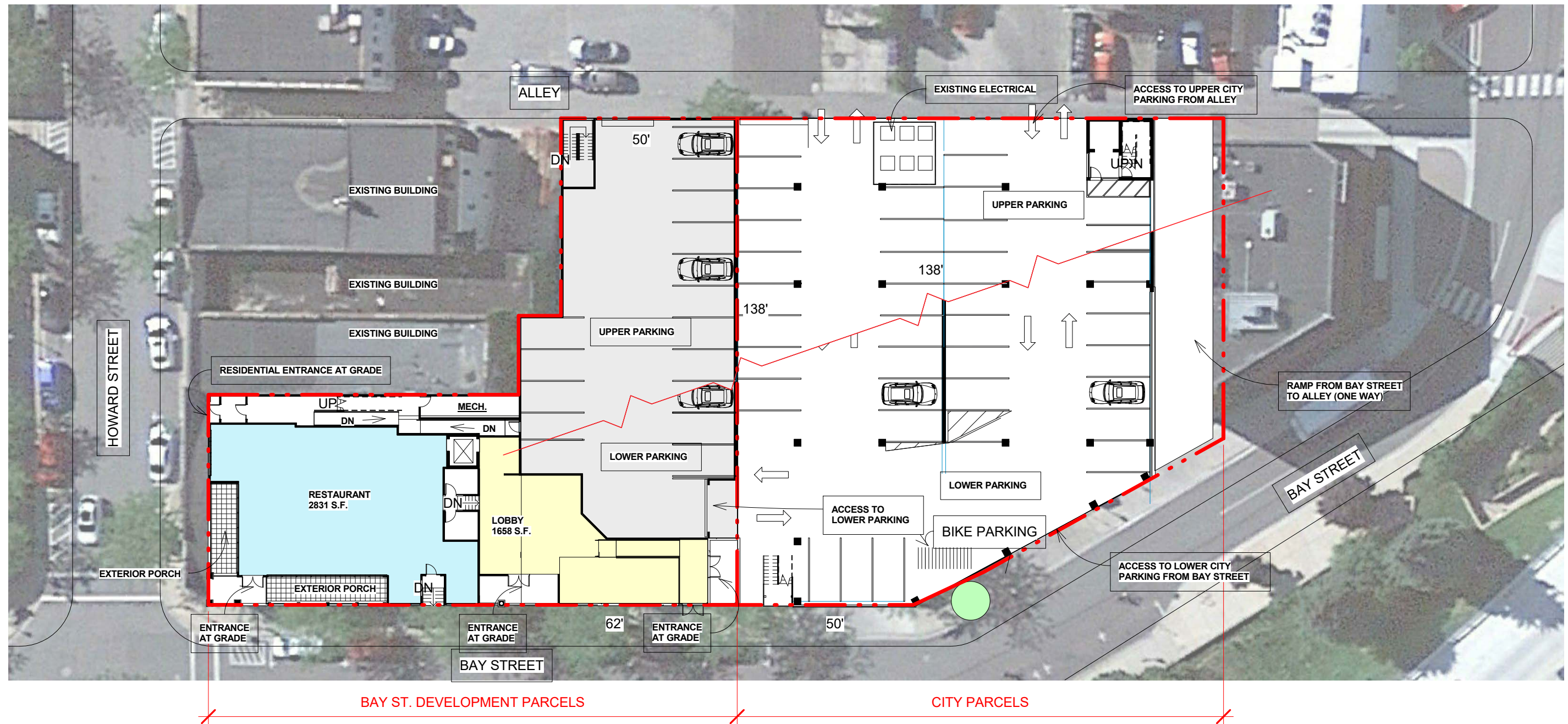


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BAY STREET DEVELOPMENT

PETOSKEY, MICHIGAN

2/26/2020



SITE PLAN
1" = 30'-0"

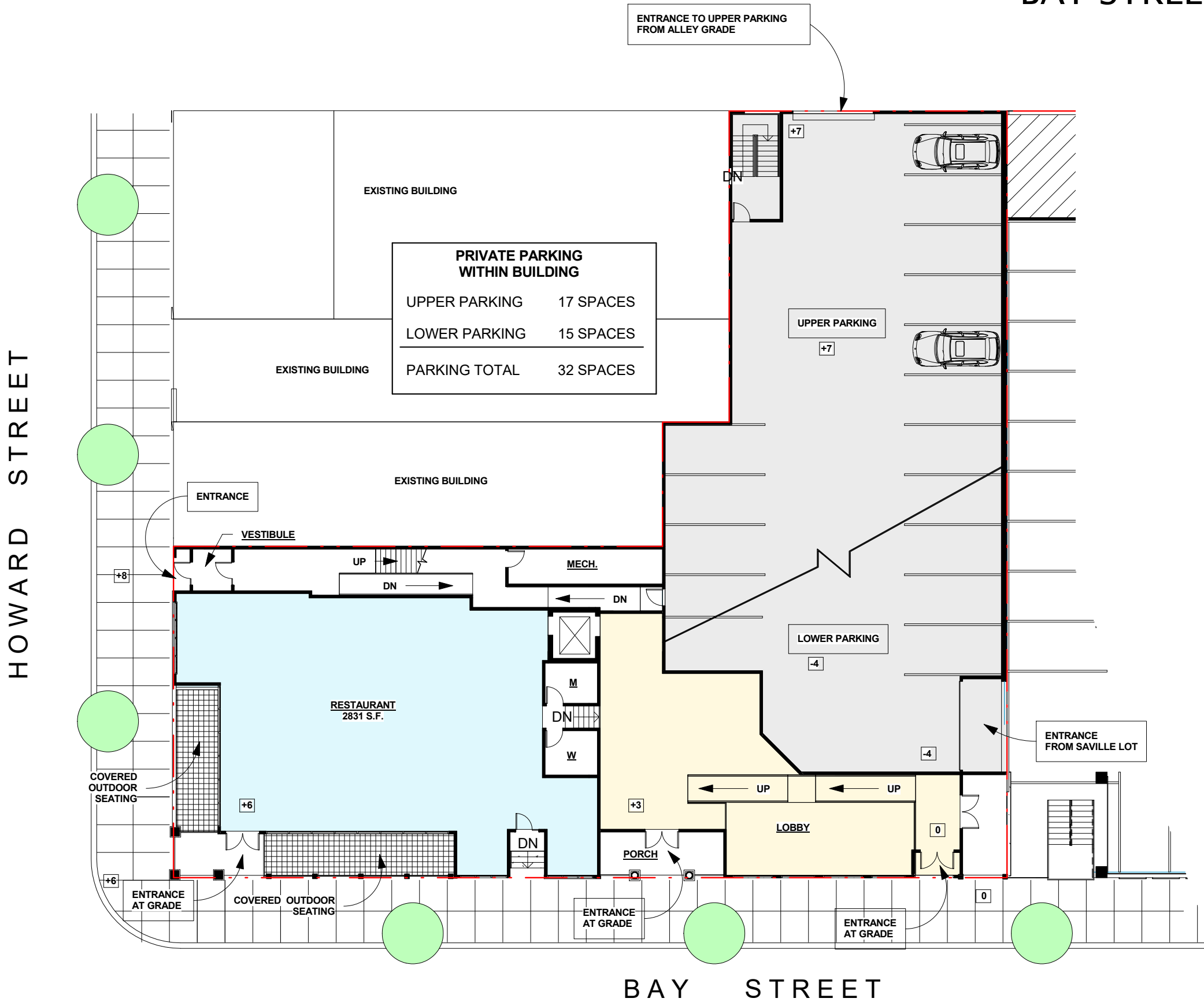


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BAY STREET DEVELOPMENT

PETOSKEY, MICHIGAN

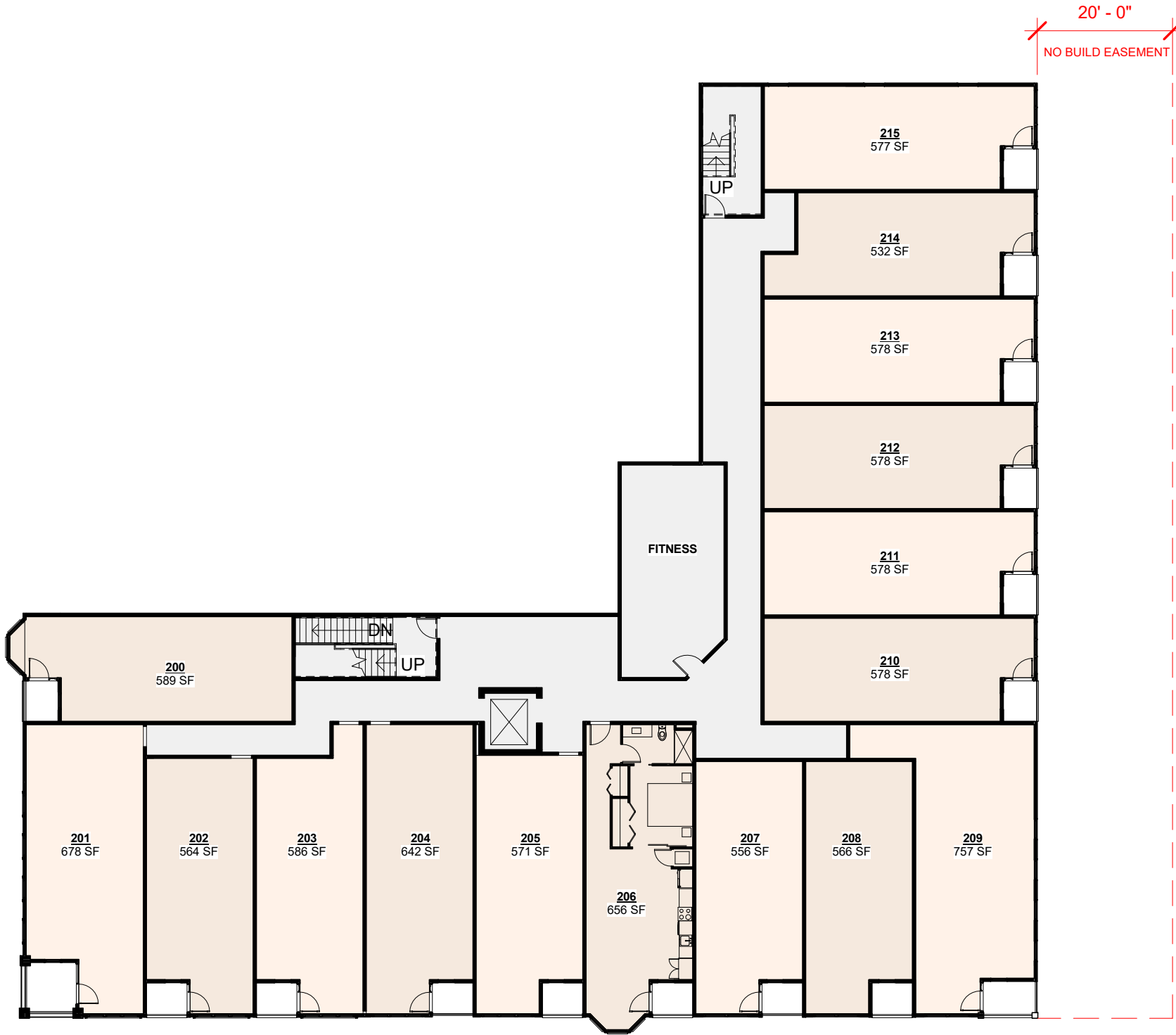
2/26/2020



STREET LEVEL FLOOR PLAN
1" = 20'-0"

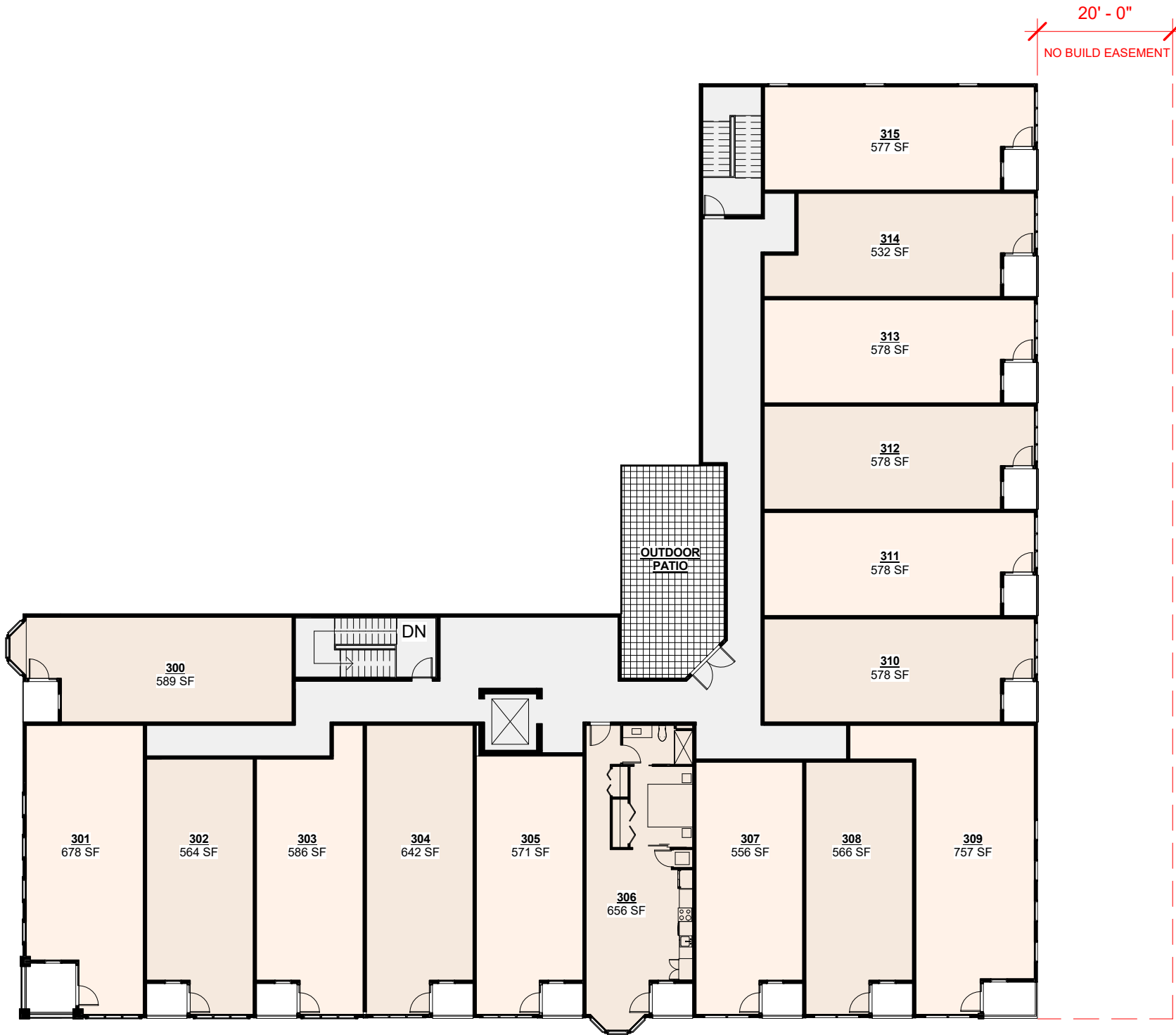


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SECOND FLOOR PLAN

1" = 20'-0"



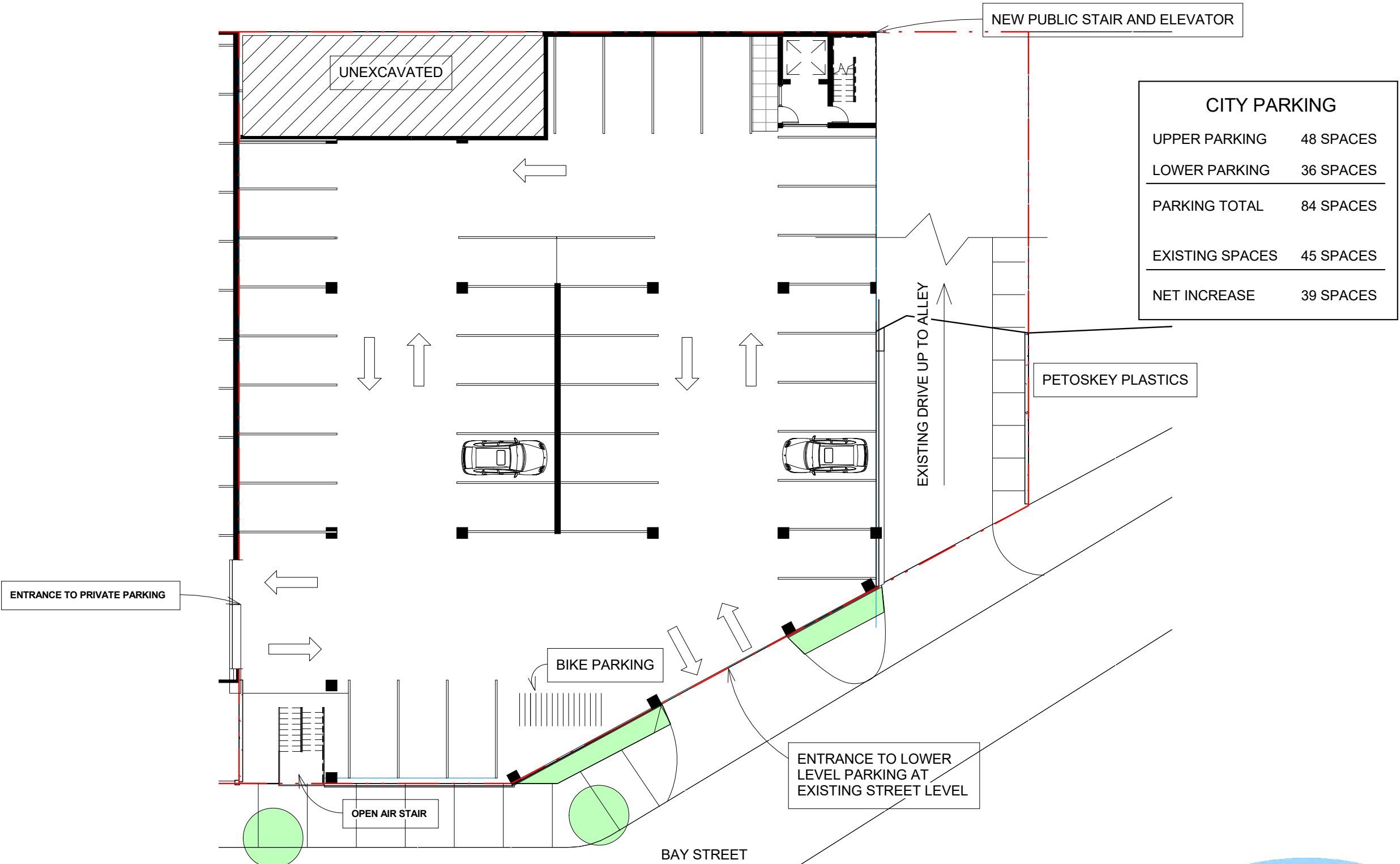
THIRD FLOOR PLAN

1" = 20'-0"

BAY STREET DEVELOPMENT

PETOSKEY, MICHIGAN

2/26/2020

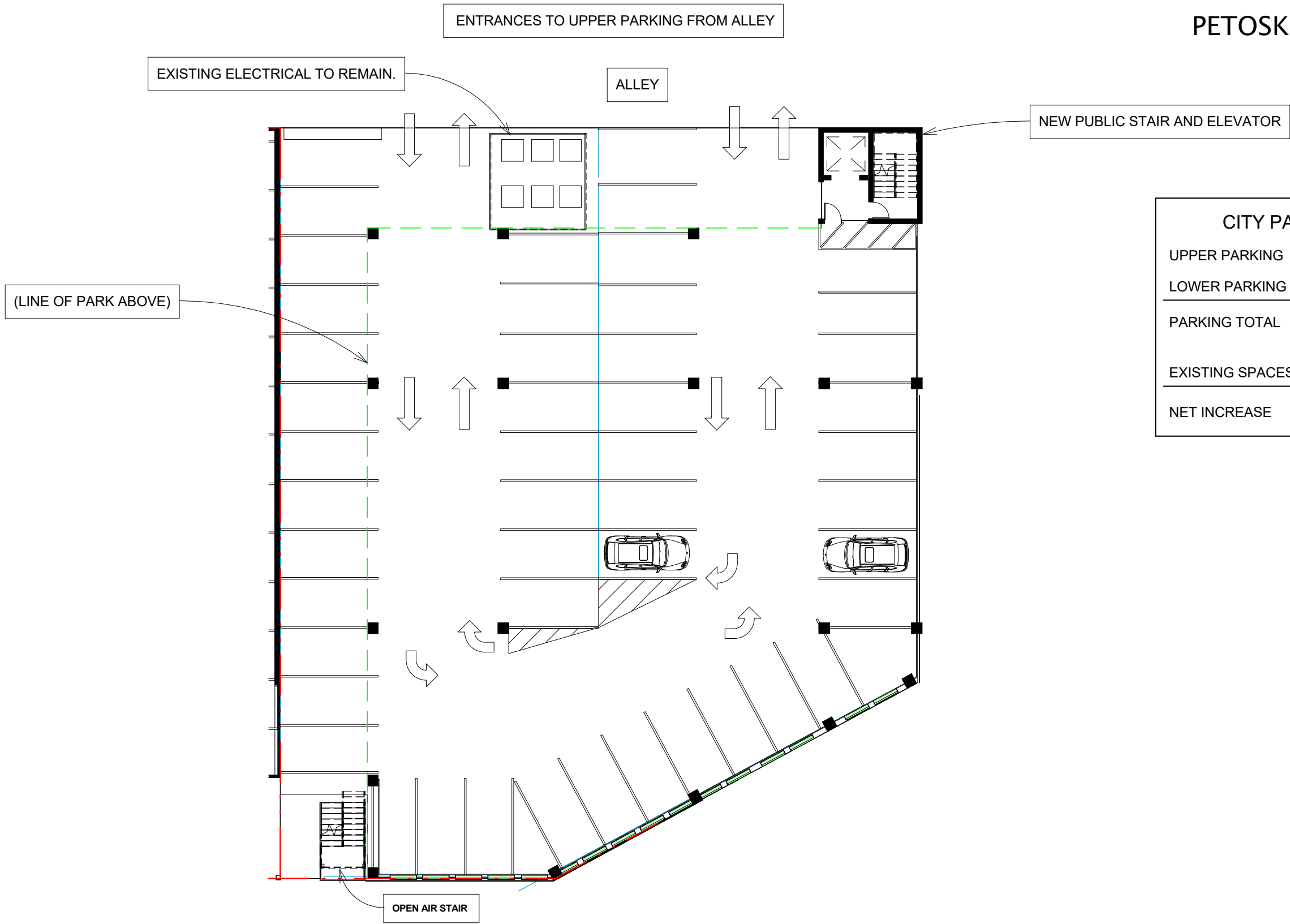


CITY LOWER PARKING LEVEL
1" = 20'-0"



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BAY STREET DEVELOPMENT
PETOSKEY, MICHIGAN
2/26/2020



CITY PARKING	
UPPER PARKING	48 SPACES
LOWER PARKING	36 SPACES
PARKING TOTAL	84 SPACES
EXISTING SPACES	45 SPACES
NET INCREASE	39 SPACES

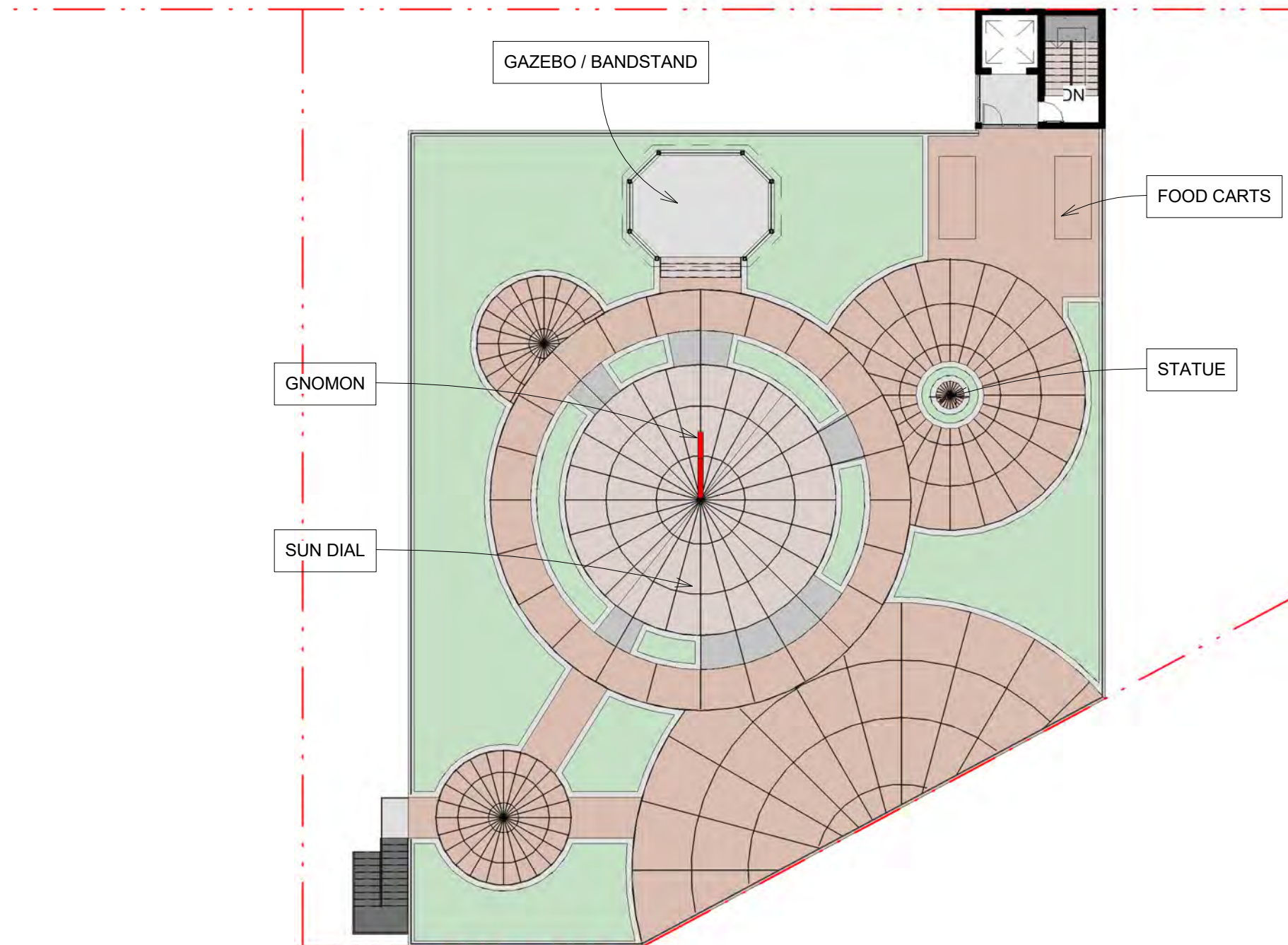


CITY UPPER PARKING LEVEL
1" = 20'-0"

BAY STREET DEVELOPMENT

PETOSKEY, MICHIGAN

2/26/2020



CITY PARK
1" = 20'-0"



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BAY STREET DEVELOPMENT

PETOSKEY, MICHIGAN

2/26/2020



VIEW FROM BAY STREET

BAY STREET DEVELOPMENT

PETOSKEY, MICHIGAN

2/26/2020



VIEW FROM BAY STREET

BAY STREET DEVELOPMENT

PETOSKEY, MICHIGAN

2/26/2020



BAY STREET DEVELOPMENT

PETOSKEY, MICHIGAN

2/26/2020



BAY STREET DEVELOPMENT

PETOSKEY, MICHIGAN

2/26/2020



BAY STREET DEVELOPMENT

PETOSKEY, MICHIGAN

2/26/2020





BOARD: City Council

MEETING DATE: March 2, 2020

PREPARED: February 27, 2020

AGENDA SUBJECT: Second Discussion Regarding Potential Changes to the City Charter

RECOMMENDATION: That the City Council discuss and provide direction to staff

Background The City Attorney will be present to discuss potential changes to the City Charter as discussed by City Council at the January 20, 2020 Council meeting. At that meeting, City Council discussed the following topics:

1. Term length for the Mayor (one year) is too short and term lengths in general for City Councilmembers.

The City Attorney feels that these changes would be considered an “amendment” which is typically a correct of detail and would not require the establishment of a Charter Commission.

2. Ward and City Conventions nomination process.

This may be categorized as a “revision” or a fundamental change of the Charter requiring the establishment of a Charter Commission. It is unclear as to what the City Council may want to do in lieu of the current nomination process so a definite answer cannot be established at this point.

3. Mayor and City Council’s compensation is too low.

Compensation is an amendment but is subject to 5c of the Home Rule City Act (HRCA). See enclosed. Typically, cities create a Compensation Commission appointed by the Mayor and confirmed by a majority of City Councilmembers to determine salaries of elected officials. This may be a prudent direction to take.

For discussion purposes, specific Charter provisions related to the above list have been included in your packet. City staff has also compiled results of a compensation survey of northern Michigan communities for both the Mayor and City Councilmembers. See enclosed survey results.

The following information was included in the Council packet for the January 20, 2020 meeting.

Background Two City Council members asked that a discussion on potential revisions or amendments to the City Charter be discussed at this meeting. Enclosed is an informational sheet from Michigan Municipal League titled “*Charter Revision and Amendments for Home Rule Cities and Villages*,” that may assist City Council to better understand the process. We have also included the City Charter for review purposes.

Petoskey is a Home Rule City and is governed by state statutes through the Home Rule City Act (HRCA). At times, city charter language may become obsolete and need to be changed similar to changes to state and federal constitutions.

The last Charter Commission was in 1984 when Chapters 1-15 of the City Charter were approved by voters. 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.

There are two types of charter changes-revisions and amendments. Revisions suggests fundamental change, while amendments are corrections of detail, according to the Supreme Court.

The charter revisions procedure can be initiated by a 3/5 vote of the elected body or can be initiated by the petition method. A charter revision is typically a re-examination of the entire charter and may be recreated without obligation to maintain the form, scheme or structure of the former charter.

Charter amendments imply that the general plan and scope of the current charter will be maintained with corrections made to better accomplish its purpose. Charter amendments must be voted upon by at least a 3/5 majority of the elected body or by initiatory petitions of electors.

Approved charter amendments will then be placed on the next municipal election or general state election.

Action That City Council provide direction on potential changes to the City Charter.

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Enclosures

THE HOME RULE CITY ACT (EXCERPT)
Act 279 of 1909

117.5c Local officers compensation commission; creation; purpose; appointment, qualifications, and terms of members; vacancies; determination of salaries; expenses; meetings; quorum; concurrence of majority required; election of chairperson; compensation of members; conducting business at public meeting; notice of meeting; availability of certain writings to public; resolution; changing procedure; petition for referendum.

Sec. 5c. In place of a charter provision existing on December 31, 1972 establishing the salaries or the procedure for determining salaries of elected officials, the governing body may establish, by ordinance, the procedure described in this section, in which case the restriction contained in a charter provision with respect to changing salaries during term shall be inapplicable. The ordinance shall provide the following:

(a) A local officers compensation commission is created which shall determine the salaries of each local elected official. The commission shall consist of 5 members in a city of 20,000 population or less and 7 members in a city of over 20,000 population. The members shall be registered electors of the city, appointed by the mayor subject to confirmation by a majority of the members elected and serving in the legislative body. In the case of a 5-member commission, the terms of office shall be 5 years, except that of the members first appointed, 1 each shall be appointed for terms of 1, 2, 3, 4, and 5 years. In the case of a 7-member commission, the terms of office shall be 7 years, except that of the members first appointed, 1 each shall be appointed for terms of 1, 2, 3, 4, 5, 6, and 7 years. The first members shall be appointed within 30 days after the effective date of the ordinance. Members other than the first members shall be appointed before October 1 of the year of appointment. Vacancies shall be filled for the remainder of the unexpired term. A member or employee of the legislative, judicial, or executive branch of government or a member of the immediate family of a member or employee of the legislative, judicial, or executive branch of government shall not be a member of the commission.

(b) The commission shall determine the salary of each local elected official. The determination shall be the salary unless the legislative body, by resolution adopted by 2/3 of the members elected to and serving on the legislative body, rejects it. The determination of the commission shall be effective 30 days following its filing with the city clerk unless rejected by the legislative body. If the determination is rejected, the existing salary shall prevail. The expense allowance or reimbursement paid to elected officials in addition to salary shall be for expenses incurred in the course of city business and accounted for to the city.

(c) The commission shall meet for not more than 15 session days in each odd numbered year and shall make its determination within 45 calendar days after its first meeting. A majority of the members of the commission constitutes a quorum for conducting the business of the commission. The commission shall not take action or make a determination without a concurrence of a majority of the members appointed and serving on the commission. The commission shall elect a chairperson from among its members. As used in this section, "session day" means a calendar day on which the commission meets and a quorum is present. The members of the commission shall not receive compensation, but shall be entitled to actual and necessary expenses incurred in the performance of official duties.

(d) The business which the commission may perform shall be conducted at a public meeting of the commission held in compliance with Act No. 267 of the Public Acts of 1976, being sections 15.261 to 15.275 of the Michigan Compiled Laws. Public notice of the time, date, and place of the meeting of the commission shall be given in the manner required by Act No. 267 of the Public Acts of 1976.

(e) A writing prepared, owned, used, in the possession of, or retained by the commission in the performance of an official function shall be made available to the public in compliance with Act No. 442 of the Public Acts of 1976, being sections 15.231 to 15.246 of the Michigan Compiled Laws.

(f) The governing body shall implement this section by resolution. After 1 year following the date the ordinance goes into effect the procedure for establishing the compensation of elected officials may be changed by charter amendment or revision.

(g) Not more than 60 days after the effective date of the ordinance, a petition for a referendum on the ordinance may be filed pursuant to the procedure provided in the charter or otherwise by filing a petition with the city clerk containing the signatures of at least 5% of the registered electors of the city on the effective date of the ordinance. The election shall be conducted in the same manner as an election on a charter amendment. If a petition for referendum is filed, a determination of the commission shall not be effective until the ordinance has been approved by the electors.

History: Add. 1972, Act 8, Imd. Eff. Feb. 17, 1972;— Am. 1977, Act 204, Imd. Eff. Nov. 17, 1977;— Am. 1978, Act 106, Imd. Eff.

PREAMBLE

We, the people of Petoskey, Michigan, committed to the principles of citizen participation in framing public policy, the accountability of municipal service as a public trust, and the mutual effort for the well-being of our residents in a unique environment, do ordain this Charter.

CHAPTER 1. INCORPORATION AND POWERS

Section 1.1. Incorporation.

The municipal corporation now existing and known as the "City of Petoskey" as its limits now are or may be established shall continue as a municipal corporation under the laws of the State of Michigan.

Section 1.2. Boundaries.

The City shall be comprised of the territory constituting the City of Petoskey on the effective date of this Charter (January 1, 1985) as described in Appendix A attached. Any lawful changes in these boundaries shall not require amendment of this section.

Section 1.3. Form of Government and Powers.

The form of government provided for in this Charter is the "council-manager" form. The City has the powers granted to any city by the constitution and laws of the State of Michigan including the power to own and operate public utilities and services. The mention of specific powers in this Charter is not meant to exclude other powers.

Section 1.4. Powers Regarding Property.

The City shall have power to acquire, use, and dispose of property for any lawful purpose by any lawful means, however, all public grounds used for park purposes shall be inalienable and in no event shall the city council sell, lease,

encumber, trade, or divert to another public use any public park grounds without first securing the approval of a majority of the voters of the City voting on the question in any general or special election.

Section 1.5. Intergovernmental Cooperation.

The City shall have power to join with any other unit of government, by contract or in any way permitted by law, in the financing and ownership of any property or facility, or in the performance of any service, which each would have the power to own, operate, or perform separately.

CHAPTER 2. REPRESENTATION

Section 2.1. Wards.

The City of Petoskey shall be divided into four (4) wards. The boundaries of these wards shall be fixed by ordinance and shall be as nearly equal as possible in population based on the decennial census.

Section 2.2. Elected Councilmembers.

Each ward shall be represented by one (1) councilmember elected for a two-year term under the provisions of this Charter.

CHAPTER 3. ELECTIONS

Section 3.1. Qualifications for Voters.

Residents of the City of Petoskey who qualify as voters under the constitution and laws of the State of Michigan shall be the voters in the City.

Section 3.2. Supervision of Elections.

Under the general supervision of the city clerk, the registration of voters, preparation of ballots or machines, and the conduct of elections shall be in accordance with this Charter and with state election laws.

Section 3.3. Nominations for Councilmembers and City Convention Delegates.

There shall be an annual nonpartisan convention in each ward of the City at a time to be set by city council in accordance with state law. Convenient places for the ward conventions will be determined by the city council. Each convention shall nominate two (2) candidates for councilmember (in the year in which a vacancy occurs from that ward). The voters present may determine to nominate only one (1) candidate for councilmember.

Each ward convention shall select fifteen (15) delegates and five (5) alternates to the annual city convention. The city clerk shall give notice of ward conventions in a newspaper of general circulation in the City during the week preceding and on the day of the ward conventions. The notice shall state the time, place, and purpose of each ward convention.

Section 3.4. Conducting the Ward Convention.

Each ward convention shall open at 8:00 p.m. and may be called to order by any voter of that ward present. The voters present shall select eligible voters to be chairperson and clerk of that convention.

Section 3.5. Certifying Nominees.

The names of the candidates for city councilmember chosen by the convention, and the names of delegates and alternates to the city convention shall be certified by the chairperson and clerk of the convention and filed with the office of the city clerk before 5:00 p.m. of the following day. The names of candidates for councilmember so filed shall be placed on the ballot of the next general city election. The certified delegates and alternates shall be the representatives from each ward to the city convention and entitled to vote on all questions before that convention.

Section 3.6. City Convention.

An annual nonpartisan city convention shall be held at a time to be set by city council in accordance with state law. The city council shall determine the convenient place and it shall be opened at 8:00 p.m. The city clerk shall give notice of the time, place, and purpose of the city convention in a newspaper of general circulation in the City on at least one (1) day prior to and on the day of the convention. The convention may be called to order by any city officer or certified delegate present and shall proceed to select a chairperson and a clerk. Each delegate shall have one (1) vote.

Section 3.7. Nomination of Mayor.

Two (2) candidates for mayor shall be selected by the delegates to the city convention. The delegates may agree to choose only one (1) candidate for the office of mayor. A candidate for mayor shall not at the same time be a candidate for councilmember.

Section 3.8. Certification of Candidates.

The names of the candidates for mayor shall be certified by the chairperson and clerk of the city convention and shall be filed with the city clerk before 5:00 p.m. on the day following the convention. The city clerk shall place them on the ballot of the next general city election.

Section 3.9. Other Convention Business.

While convened, the delegates to the city convention, along with any other qualified voters of the City present, may hear reports, inquire of city officers or candidates for office, and may conduct advisory votes on any issues and questions affecting the welfare of the City and its citizens.

Section 3.10. Nominating Petitions.

Legally qualified persons may have their names placed on the general election ballot for the office of mayor or councilmember by filing

nominating petitions with the city clerk before 5:00 p.m. on the Monday following the city convention. A petition for the office of mayor shall be signed by not less than fifty (50) and not more than seventy-five (75) registered voters of the City. A petition for councilmember shall be signed by not less than fifty (50) and not more than seventy-five (75) registered voters in the petitioner's ward. If the city clerk determines the petition to be valid, that name shall be placed on the ballot.

Section 3.11. Nominating Petition Forms.

The city clerk shall have forms for nominating petitions available for use. Completed and filed petitions shall be available for public inspection.

Section 3.12. General Elections.

Nonpartisan general elections shall be held in the City on the Tuesday following the first Monday in November each year. The city council shall designate a convenient place in each ward for voting. Each voter shall vote in the ward in which the voter resides.

Section 3.13. Special Elections.

By resolution the city council may call for a special election in the City. Voters shall have no less than thirty (30) days notice and the resolution shall state clearly the purpose of the election and the question to be decided.

Section 3.14. Qualifications for City Office.

A candidate for the office of mayor or councilmember shall be a qualified voter and a resident of the City for no less than one (1) year. A candidate for the office of councilmember shall be a resident of the ward that the candidate seeks to represent. If a councilmember moves from a ward, that seat on the council shall be declared vacant. No member of the city council shall be employed by the City during the councilmember's term of office.

Section 3.15. Election Commission.

The city election commission shall consist of the city clerk as chairperson, the city attorney, and one other registered voter appointed by the council who is not a councilmember nor a candidate for election. To maintain a membership of three (3) on this commission, the city council shall have power to fill vacancies if the city clerk or city attorney are disabled or if that office is vacant.

Section 3.16. Duties of Election Commission.

The election commission shall have those duties prescribed by state law. Unless otherwise provided, they shall determine disputes as to adequacy of petition, appoint election inspectors, and prescribe procedures to be followed in tallying the votes of the people. The rate of compensation for election inspectors shall be fixed by the city council. The polls shall be open between 7:00 a.m. and 8:00 p.m.

Section 3.17. Recall.

The citizens of the City are assured by this Charter as to the responsiveness of public officials to the duties of their office, to the democratically determined will of the people, and to the importance of public trust. Any elected official may be removed from office by the voters of the City in the manner prescribed by state law.

Section 3.18. Vacancies.

Any vacancy in the office of mayor or councilmember shall be filled within thirty (30) days by a majority vote of the remaining councilmembers. If a mayor is chosen from among the councilmembers, the council shall appoint another voter from that ward to represent that ward on the city council. A vacancy need not be filled if it occurs less than sixty (60) days before a city election. A vacancy of office shall be determined to have taken place upon the death, resignation, recall, moving from the

ward, conviction of a felony, conflict-of-interest disqualification, or the finding of mental incompetency by a court of competent jurisdiction.

Section 3.19. Oath of Office.

Before assuming the office of mayor or councilmember, an elected or appointed person shall publicly subscribe an oath in writing, promising to uphold and defend the constitutions and laws of the United States and the State of Michigan and to faithfully discharge the duties of such office.

CHAPTER 4. THE CITY COUNCIL

Section 4.1. Composition and Powers.

The City of Petoskey shall be governed by a council composed of five (5) members: the mayor and four (4) councilmembers, one (1) representing each ward. Except as provided elsewhere in this Charter or by general law, the city council shall exercise all the powers conferred upon cities by state law, to adopt all ordinances and resolutions and to otherwise govern. The city council shall provide through the city manager for the public peace and health and for the safety of persons and property.

Section 4.2. Terms of Office.

The mayor shall be elected for a term of one (1) year. The councilmembers shall be elected for a term of two (2) years and the terms shall be arranged so that two (2) wards elect a councilmember each year. Terms shall begin on January 1 of the year following the election.

Section 4.3. Duties of the Mayor.

The mayor shall preside at the meetings of the city council and shall be considered the executive of the City for all ceremonial purposes. The mayor shall have voice and vote in all deliberations of the city council and no power of veto. The mayor shall appoint the members of all commissions and committees. The mayor,

along with the city clerk, and under the authority of the city council shall sign all deeds, bonds, contracts, leases, and other legal papers in which the City is made a party. The Mayor shall supervise the contracts, agreements, and obligations of the City and serve to protect the interests of the City.

Section 4.4. City Council Meetings.

The city council shall meet regularly, preferably in the city council chambers in the city hall, on the first and third Mondays of each month. The city council shall provide for special meetings as its duties require. All meetings shall be in compliance with the Michigan Open Meetings Act, and a written journal of its proceedings shall be kept in the English language. All records of the City shall be made available to the general public in compliance with state law.

Section 4.5. Quorum.

Three (3) members of the city council shall constitute a quorum. The affirmative vote of three (3) members shall be necessary to adopt any motion, resolution, or ordinance unless a greater number is provided for elsewhere in this Charter. Every vote shall be taken by roll call and shall be recorded by the city clerk. The city clerk shall read the written version of any motion or resolution before it is voted upon.

Section 4.6. Notice of Special Meetings.

Special meetings of the city council shall be called by the city clerk on the written request of the mayor, or of any three (3) councilmembers. Written notice of the meeting shall be served personally to each councilmember or left at his place of residence no less than twenty-four (24) hours before the time the meeting is to begin. The notice shall include the purpose of calling the meeting, and no other business shall be considered.

Section 4.7. Compensation.

The mayor shall receive the sum of twenty-five dollars (\$25.00) for each city council meeting attended, regular or special, provided that the compensation does not exceed the sum of seven hundred fifty dollars (\$750.00) per year. Councilmembers shall receive a sum of fifteen dollars (\$15.00) for each meeting attended, regular or special, provided that the compensation does not exceed four hundred fifty dollars (\$450.00) per year. The mayor and councilmembers may be reimbursed for reasonable expenses actually incurred in the course of their official duties. An itemized statement of such expenses shall be submitted to the city council and payment authorized by its vote.

Section 4.8. Appointments.

The city council shall appoint a city manager, a city attorney, and a city assessor and such other officials as general law may require.

Section 4.9. City Council and Personnel.

Neither the city council, nor any of its members shall dictate the appointment of any person to office or employment by the city manager, or in any manner interfere with the city manager in the city manager's control over the administrative service. Except for the purpose of inquiry, the council and its members shall deal with the administrative service solely through the city manager, and neither the council nor any member shall give orders to any of the subordinates of the city manager.

Section 4.10. Mayor Pro tempore.

The city council shall elect from among its members a mayor pro tempore who shall act in the absence or incapacity of the mayor.

CHAPTER 5. ADMINISTRATIVE SERVICES**Section 5.1. City Manager.**

The city council shall, by a majority vote, appoint a city manager for an indefinite term, fix

the compensation, and execute an employment contract. The city manager shall be appointed solely on the basis of executive and administrative qualifications. The city manager need not be a resident of the City at the time of appointment, but shall become a resident within six (6) months. Before entering the duties of office, the city manager shall subscribe the official oath.

Section 5.2. Powers and Duties.

The city manager shall be the chief administrative officer of the City, responsible to the city council for the administration of all city affairs placed in the city manager's charge by or under this Charter including, but not limited to the following:

- (a) Appoint, suspend, or remove all city employees except as otherwise provided for by this Charter, law, or personnel rules adopted in accordance with this Charter. The city manager may authorize any administrative officer subject to the city manager's supervision to exercise these powers with respect to subordinates;
- (b) Attend all meetings of the city council with the right of voice, but not vote;
- (c) Provide for the execution and enforcement of laws, provisions of this Charter, and acts of the city council;
- (d) Prepare and submit the annual budget and capital program to the city council;
- (e) Submit to the city council and make available to the public a complete report of finances and administrative activities at the end of each fiscal year;
- (f) Make such reports as the city council shall require regarding the operation of the City, its departments, and agencies;
- (g) Keep the city council fully advised as to the financial condition and future needs of the City and make recommendations as to courses of action; and

- (h) Perform the duties prescribed by this Charter or required by the city council.

Section 5.3. Acting City Manager.

The city manager shall designate by letter filed with the city clerk a qualified city administrative officer to serve as acting city manager in case of the city manager's absence or disability. This appointment shall be approved by the city council.

Section 5.4. City Attorney.

The city council shall appoint a city attorney who shall serve as chief legal advisor to the city council, the city manager, and all departments and agencies of the City. The city attorney shall represent the City in any legal proceedings. The city attorney shall be licensed to practice law in the State of Michigan. The city council may engage one (1) or more attorneys with expertise for particular cases. The salary shall be fixed by city council.

Section 5.5. City Assessor.

The city council shall appoint a city assessor meeting statutory qualifications, who shall possess all the powers vested in, and shall be charged with all the duties imposed [upon] assessing officers by statute, or by ordinance of the City, or by resolution of the council. The salary shall be fixed by city council.

Section 5.6. City Clerk.

A city clerk shall be appointed by the city manager with approval of the city council solely on the basis of administrative qualifications. The salary shall be fixed by the city manager in accordance with budget appropriations. The city clerk shall be clerk of the council and shall, with the mayor, sign all ordinances. The city clerk shall keep a permanent journal of all council proceedings and ordinances; shall keep and preserve the corporate seal and all official documents; and shall administer oaths of office. In

addition, the city clerk shall perform all other duties prescribed by law, this Charter, and as directed by the city manager.

Section 5.7. City Treasurer.

A city treasurer shall be appointed by the city manager with approval of the city council solely on the basis of administrative qualifications. The salary shall be fixed by the city manager in accordance with budget appropriations. The city treasurer shall have custody of all monies of the City and shall perform all other duties prescribed by law, this Charter, and as directed by the city manager.

Section 5.8. Clerk-Treasurer.

The city council may at any time by resolution combine, or separate from combination, the office of city clerk and the office of city treasurer.

CHAPTER 6. LEGISLATION

Section 6.1. Existing Legislation.

All ordinances, resolutions, rules, and regulations of the City of Petoskey that are consistent with the provisions of this Charter shall continue in full force at the adoption of this Charter unless repealed or amended.

Section 6.2. Resolutions and Ordinances.

All actions of the city council shall be by resolution or ordinance. Resolutions shall be official actions of the city council in the form of a motion pertaining to internal affairs or concerns of the City. Acts that carry a penalty for violation shall be by ordinance.

Section 6.3. Enactment of Ordinances.

All legislation of the City of Petoskey shall be by ordinance. Each ordinance shall be identified by a number and a short title. Each proposed ordinance shall be introduced in written or printed form. The style of all ordinances passed by the city council shall be: "The City of Petoskey or-

Mayor Compensation

Municipality	County	Population	Annual Pay	2019 Taxable Value	2019 General Fund Revenues
Traverse City	Grand Traverse	14,674	\$9,747	\$917,201,145	\$18,040,700
Alpena	Alpena	9,963	\$8,000	\$239,773,284	\$9,583,071
Elk Rapids	Antrim	1,642	\$6,480	\$128,392,934	\$1,291,164
Sault Sainte Marie	Chippewa	14,144	\$6,426	\$285,840,936	\$11,857,678
Cadillac	Wexford	10,355	\$4,400	\$223,187,761	\$7,561,100
Bellaire	Antrim	1,086	\$3,600	\$33,987,782	\$529,075
Gaylord	Otsego	3,645	\$3,500	\$179,902,992	\$3,508,180
Mancelona	Antrim	1,390	\$3,500	\$17,959,984	\$480,600
Boyne City	Charlevoix	3,735	\$3,250	\$198,691,591	\$6,126,910
Charlevoix	Charlevoix	2,513	\$2,640	\$257,621,453	\$3,614,410
Otsego	Allegan	3,956	\$2,500	\$91,894,049	\$1,756,510
Mackinaw City	Emmet	806	\$2,160	\$97,179,519	\$2,079,366
Kalkaska	Kalkaska	2,020	\$1,963	\$51,232,576	\$913,119
Grayling	Crawford	1,874	\$1,800	\$41,699,931	\$1,813,366
Frankfort	Benzie	1,286	\$1,796	\$93,491,295	\$1,625,245
Cheboygan	Cheboygan	4,876	\$1,545	\$107,220,093	\$2,203,695
Rogers City	Presque Isle	2,827	\$1,500	\$70,114,706	\$2,157,220
East Jordan	Charlevoix	2,350	\$650	\$56,500,000	\$975,000
Harbor Springs	Emmet	1200	\$130	\$266,097,731	\$2,796,500
Mean (Average)		4,439	\$3,452	\$176,736,303	\$4,153,311
Petoskey	Emmet	5,670	\$575	\$506,283,360	\$9,011,300

Elected Official Compensation

Municipality	County	Population	Annual Pay	2019 Taxable Value	2019 General Fund Revenues
Traverse City	Grand Traverse	14,674	\$6,437	\$917,201,145	\$18,040,700
Alpena	Alpena	9,963	\$6,000	\$239,773,284	\$9,583,071
Sault Sainte Marie	Chippewa	14,144	\$4,284	\$285,840,936	\$11,857,678
Elk Rapids	Antrim	1,642	\$3,240	\$128,392,934	\$1,291,164
Cadillac	Wexford	10,355	\$3,100	\$223,187,761	\$7,561,100
Boyne City	Charlevoix	3,735	\$3,000	\$198,691,591	\$6,126,910
Gaylord	Otsego	3,645	\$2,500	\$179,902,992	\$3,508,180
Otsego	Allegan	3,956	\$1,900	\$91,894,049	\$1,756,510
Kalkaska	Kalkaska	2,020	\$1,718	\$51,232,576	\$913,119
Mancelona	Antrim	1,390	\$1,500	\$17,959,984	\$480,600
Cheboygan	Cheboygan	4,876	\$1,324	\$107,220,093	\$2,203,695
Charlevoix	Charlevoix	2,513	\$1,320	\$257,621,453	\$3,614,410
Frankfort	Benzie	1,286	\$1,296	\$93,491,295	\$1,625,245
Rogers City	Presque Isle	2,827	\$1,200	\$70,114,706	\$2,157,220
Grayling	Crawford	1,874	\$1,200	\$41,699,931	\$1,813,366
Mackinaw City	Emmet	806	\$1,200	\$97,179,519	\$2,079,366
East Jordan	Charlevoix	2,350	\$650	\$56,500,000	\$975,000
Bellaire	Antrim	1,086	\$600	\$33,987,782	\$529,075
Harbor Springs	Emmet	1200	\$130	\$266,097,731	\$2,796,500
Mean (Average)		4,439	\$2,242	\$176,736,303	\$4,153,311
Petoskey	Emmet	5,670	\$330-\$345	\$506,283,360	\$9,011,300

Charter Revision and Amendment for Home Rule Cities and Villages

by Daniel C. Matson

Background for Change

Michigan cities and villages exist within a framework that is part of a greater system of state and federal law. The system is described in governing documents which fit into a hierarchy of importance and must be kept current. Constitutions, statutes and charters are primary examples of these documents.

Most Michigan cities are incorporated under the Home Rule City Act, 1909 PA 279 (HRCA) (MCL 117.1 et seq.). Home rule villages are created through the Home Rule Village Act, 1909 PA 278 (HRVA) (MCL 78.1 et seq.) The HRCA and HRVA are statutes that were authorized by the Michigan Constitution of 1908, and currently by Article VII, Section 22, of the Michigan Constitution of 1963.

Locally, the city or village charter is the principal governing document. This article addresses existing charters of home rule cities and villages. As each community changes in various ways over time, its charter has to change with it. The same is true at the state and federal levels. The U.S. Constitution has been amended 27 times to date. Michigan has had four constitutions and numerous amendments. Statutes are being enacted and amended constantly.

When a charter becomes outdated it hinders the ability of local government to serve properly. A charter that is no longer current is one with provisions that are illegal, obsolete or missing. Changes are needed to correct misleading, unreliable or unresponsive charters.

Illegal Charter Provisions

Charter provisions may be preempted by other law. No provision of any city or village charter shall conflict with or contravene the provisions of any general law of the state (MCL 117.36; 78.27). Other instances of illegality result when a court declares them so.

Obsolete Charter Provisions

The mere passage of time contributes to charter obsolescence.

Provisions that once made sense in the history of a community may later be irrelevant or too restrictive. Certain dollar limitations for expenditures, titles of municipal officers and departments, and descriptions of functions are some of them. Archaic charter language, or charters dominated by male pronouns, also contribute to examples of obsolescence. One charter provision may be in conflict with another, leading to confusion of interpretation.

Omitted Charter Provisions

Does the charter claim all powers allowed by law or does it unduly limit their exercise?

The HRCA and HRV provide in similar language that each city or village charter may provide “for the exercise of all municipal powers in the management and control of municipal property and in the administration of the municipal government, whether such powers are expressly enumerated or not; for any act to advance the interests of the city or village, the good government and prosperity of the municipality and its inhabitants and to pass all laws and ordinances relating to its municipal concerns, subject to the constitution and general laws of this state” (MCL 117.4j(3); 78.24(m)).

The HRVA permits a village to adopt as part of its charter any chapter, act or section of state statutes not inconsistent with the act, which relates to the powers or government of villages generally (MCL 78.25).

The HRCA and HRVA prescribe certain charter content. Essential provisions are mandated. Others are permissive. Still other provisions are prohibited, or are further restricted.

Room for Improvement

With decades of experience under municipal home rule, generations of citizens have come to view home rule as deserving of the public trust, as reflected increasingly in modern charter language.

Does the community want or need more innovative charter provisions than presently exist? It is possible to guide local officials, officers and employees in their various functions by specific creative charter authorizations declared to be in the public interest. Examples are continual planning for change, providing continuing education at all levels of civic participation, improving intergovernmental relationships, employing alternative dispute resolution methods, conserving resources, both human and environmental, keeping the public informed of vital concerns, enhancing cultural qualities, and promoting ethical standards and behavior.

Examination of the local charter for practical use should also raise the following questions:

- I. Is it organized in logical sequence?
- II. Does it define key terms?
- III. Is the language clear and understandable?
- IV. Are provisions easy to locate when needed?
- V. Does it have an index?
- VI. Is it preceded by a meaningful preamble and historic statement?

To Revise or to Amend

The two forms of legally authorized changes are by revision or amendment of the charter.

The home rule acts allow communities to make substantial or nominal changes in their charters by different routes. Charter revision implies re-examination of the entire document and that it may be recreated without obligation to maintain the form, scheme, or structure of the former charter. Amendment implies that the general plan and scope of the former will be maintained, with corrections to better accomplish its purpose. Revision suggests fundamental change, while amendment is a correction of detail, according to the Michigan Supreme Court.

A change in the form of government will require charter revision and not merely amendment. What constitutes such a change may require in-depth study. Legal advice should be sought if that question arises.

Charter Revision

Revision of city charters may be initiated by a resolution adopted by 3/5 of the legislative body or by petition signed by at least five percent of the registered voters, unless the present charter provides otherwise. In any case, the decision to revise is for the electors to approve or reject. They must also select a nine member charter commission to revise the charter, none of whom may be an elected or appointed city officer or employee. Both matters may be voted upon at the same or separate elections. An advisory vote may also be taken on the question of a change in the form of government.

The initiation of a home rule village charter revision requires a 2/3 approval vote by the legislative body, or by electors' petition of at least 20 percent of the total vote cast for president (village) at the last preceding election, unless otherwise provided by charter. The village charter commission consists of five elected members.

The municipal legislative body determines the place of meeting, the compensation of charter commission members, and provides funds for expenses and ballots.

The city charter commission convenes on the second Tuesday after the election. The city clerk presides at the first meeting. The clerk administers oaths of office and acts as the clerk of the commission.

The village charter commission convenes within ten days after its election, and frames a charter within 60 days thereafter.

The city and village charter commissions assess the qualifications of their members, choose their officers, determine their rules of proceeding, keep a journal, and fill their vacancies. City charter commission members are compensated for attending a maximum of 90 meetings (one per day). A majority of city charter commission members constitute a quorum. Three or more village charter commission members are a quorum. Commission sessions are public.

It is generally advisable for a city charter commission to engage a legal consultant experienced in these matters as there are numerous legal issues at stake. The county prosecutor is required by statute to advise village charter commissions.

A proposed revised charter is submitted to the governor for approval. The attorney general reviews it and advises the governor regarding its legality. The governor signs the charter if approved; otherwise the charter is returned to the charter commission with a commentary of recommended corrections.

An approved proposed city charter is to be published in full as prescribed by the charter commission. The attorney general's position is that publication is to be in a newspaper in general circulation within the community, which is the statutorily required method of publication of village charters.

The adoption of the revised charter is for the electorate to decide by a simple majority of those voting on the question. Specific provisions for a city charter may also be decided as separate ballot propositions. The ballot questions are to be approved for clarity and impartiality by the attorney general. The ballot contains voting instructions and explains the effect of each proposal.

If a proposed city charter revision is rejected, the charter commission reconvenes and determines whether to take no further action or to proceed with a further revision. If no action is taken, the city charter commission ceases to exist. Proposed revised city charters may be submitted to electors by a charter commission three times within a three-year period. A new proposal to revise a charter may be voted upon at any time after termination of the charter commission.

A proposed revised village charter must be filed with the village clerk not less than 90 days before the election. A revision may be submitted to the electors only once in two years.

Charter Amendment

Amendment of a city charter may be proposed by 3/5 of the members of the legislative body, or by an initiatory petition of electors. If proposed by the legislative body, the proposal is submitted to the electors at the next municipal or general state election, or

special election held in the city not less than 60 days after it is proposed. In the case of petitions, the election is to occur not less than 90 days following their filing.

A village charter amendment may be submitted to the electors by a 2/3 vote of the legislative body or petitioned for by not less than 20 percent of the number of electors voting for president at the last election.

The governor is presented with the proposed amendment of a city or village charter for approval, and signs it if approved. If not approved, it is returned to the legislative body with stated objections for reconsideration. If 2/3 of the members agree to pass it, it is submitted to the electors. If the amendment was initiated by petition, it is submitted to electors notwithstanding the objections.

An amendment to a village charter is submitted to electors at the next general or special election. An amendment originated by the legislative body is published and remains on the table for 30 days before action on it is taken. The form of a proposed amendment to appear on the ballot is determined by resolution of the legislative body, unless provided for in the initiatory petition. Publication is made in a newspaper published or circulating in the village at least once, not less than two weeks, nor more than four weeks before the election.

Proposed amendments are to be published in full with existing charter provisions to be altered or abrogated by them. The purpose of a city charter amendment is designated on the ballot in not more than 100 words, exclusive of caption. The statement of purpose must be true and impartial so as to create no prejudice for or against the amendment. The attorney general examines it for compliance before its printing. The amendment is conspicuously posted in full in each polling place. The form of the proposed amendment is determined by resolution of the legislative body unless provided for in the initiatory petition. In the latter case the legislative body may add an explanatory caption.

A proposed amendment is confined to one subject. If a subject embraces more than one related proposition, each of them must be separately stated to allow an elector to vote for or against each proposition.

A majority vote of electors voting on the question is required to pass an amendment.

A failed proposed amendment to a city charter may not be resubmitted for two years.

Legal References

The sections of the Home Rule City Act that directly relate to charter revision are 18, 19, 20, 22, 23, 24, 26, and 28. Those that govern amendment are 21, 22, 23, 24, 25, 26, and 28. The corresponding sections of the Home Rule Village Act are 14, 15, 18, 19, 20, 21, and 26 for revision and 17, 18, 19, 20, and 21 for amendment.

The remaining provisions of each of the acts, respectively, must be referred to in considering changes to a city or village charter. Certain features of each municipal charter are mandatory and are not subject to exclusion. Others as noted above are permissive or restrictive and deliberate consideration is to be given to them. Constitutional provisions and a host of statutory laws also bear upon what may appear in charters, and to what extent and content.

Courts have interpreted the validity of various charter provisions and the statutes that dictate their use. The Michigan attorney general has also rendered opinions, when requested, for guidance in areas of specific legal concern.

All sources of law that bear upon charter issues need to be consulted in any effort to reform charters, to achieve the desired benefit to the communities served by them.

Charter Revision Strategies

To do justice to the charter revision process, it is well to project an 18-month time frame after the election of the charter commission in order to complete the task. Each commission will set its own pace. It should meet regularly and assign a chapter of the charter at a time to be considered at a subsequent meeting or meetings. The review of each provision should be by all members so that each participant has a grasp of the issues involved. The entire charter document is subject to revision and improvement. Officeholders are to be consulted for views regarding the effect of current charter provisions upon their duties and performances.

It is well for the commission members to wrestle with and to dispose of the most volatile issues first and to resolve them expeditiously and to then close ranks. The charter commission must present to the public a unified approach and avoid divisions caused by single or limited issue positions, which tend to discourage voters and lead to defeat of the product of countless hours of study, debate and drafting. It is also well to have one

person draft all segments of the document, to preserve continuity of style and form. Until the commission approves a final version, each draft should be regarded as tentative to allow the entire work product to evolve into a cohesive whole.

The election cycle is a foremost consideration in the timing of charter submission to the electorate. To achieve timely completion of the charter is to also allow sufficient opportunity for review by the attorney general on behalf of the governor. It is prudent and a courtesy to those offices to request their optimum timing in advance. The review of total charter language is given expert, in-depth analysis by the highly experienced assistant attorney general in charge of that service. The reviewer may need to refer various articles of the charter to other state agencies for inspection. Further consideration must be given to the prospect that added time will be needed for adjustment if objections are raised.

Revised charters and amended charter provisions approved by the electorate with the vote for and against are filed in duplicate with the county clerk and the secretary of state, within 30 days after the vote is taken. They become effective upon filing, unless a different effective date is specified in the document, in the case of a city charter.

Conclusion

The service performed for the community by the members of a charter commission is immeasurable and has its own reward. It is a significant honor to participate in the creation of the document that most directly affects the quality of local government and the well-being of its citizens.



City of Petoskey

Agenda Memo

BOARD: City Council

MEETING DATE: March 2, 2020

PREPARED: February 26, 2020

AGENDA SUBJECT: 2019 Public Safety Annual Report Presentation

RECOMMENDATION: That the City Council hear this presentation

Background Public Safety Director Matthew Breed will give a brief presentation to City Council concerning the department's 2019 annual statistics. The 2019 Annual Report is enclosed for your review.

Action City Council hear presentation.

sb
Enclosure



ANNUAL REPORT 2019

City of Petoskey – Department of Public Safety

Prepared by:

Director Matthew Breed

Public Safety Officer Daniel Smith

Office Assistant Gina Ellenberger



Petoskey Department of Public Safety Staff



Director Matthew Breed



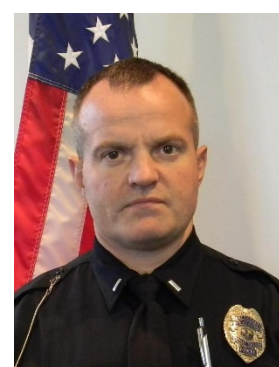
Lt. Adrian Karr



Lt. Todd Troxel



Lt. David Schultz



Lt. Michael Parker

Public Safety Officers:

William Bowen
Benjamin Carlson
Lawrence Donovan
John Duch
Karl Fritz
Scott Gosciak
Frederick Haalck

Erik Hoig
Brock Kimball
Scott Lamont
Matthew Mikulski
Daniel Smith
Keenan Sugg
Adam Whitley

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Mission Statement

The mission of the Petoskey Department of Public Safety is to provide professional community-oriented police, fire and emergency medical services. We are committed to creating and maintaining an active community partnership with those we serve. We are dedicated to protecting lives and property while maintaining order and assuring fair and equal treatment to everyone.

The Petoskey Department of Public Safety is a proactive agency dedicated to excellence through quality customer service. We shall maintain our high level of professionalism through training, education, innovation and accountability. We shall foster an atmosphere where department members treat each other fairly, honestly, and equally.

Through commitment to quality service the department will meet the public safety needs of the community, recognizing the values of fairness, equality, and respect for human dignity.

Petoskey Department of Public Safety 2019 Annual Report

The Petoskey Department of Public Safety is committed to providing the best possible service for everyone who lives, works, or visits our city. We believe in a strong partnership with all members of the community in an effort to keep Petoskey a safe, vibrant city.

Police, fire, and emergency medical services are provided through a unified Department of Public Safety. The Department staff of nineteen sworn officers (crossed-trained as certified law-enforcement officer, firefighter, and EMT), five part-time Public Safety Officers, three paid-on-call firefighters, and one administrative clerk provide a wide range of services to the citizens of Petoskey and Bay Harbor. The Department operates nine pieces of fire equipment, eight patrol vehicles, and two boats. All Public Safety vehicles are equipped with emergency medical equipment.

The Fire Division provides programs involving inspections, fire prevention in area schools, conducts fire station tours, and provides public appearances and displays of equipment at community events.

Fire/EMS Calls for Service

2015	2016	2017	2018	2019
643	653	701	806	797

Breakdown of Fire and EMS Calls For Service 2019 Total: 797

EMS Calls	527
Fire Calls	270

The Law Enforcement Division of Public Safety handled 8,956 requests for service in 2019, an increase of 330 from 2018. In 2019, the Department logged 8,015 complaint numbers, an increase of 908 from 2018.

Complaint numbers are generated for activities such as criminal investigations, health and safety checks, suspicious persons or vehicles, alarms, and assisting other departments. Other activities are logged, but not assigned complaint numbers. These are usually events that require no follow-up by an officer. Some of these activities include administrative tasks, assisting citizens, and court appearances.

The Law Enforcement Division handles requests for services involving criminal investigations, civil disputes, traffic enforcement, traffic accident investigations, health and safety issues, property maintenance ordinance violations, and general assistance to the public such as vehicle unlocks. In 2019, the Department of Public Safety made 513 total arrests, an increase of 48 over 2018. Of that total, 121 were felony arrests and 392 were misdemeanor arrests.

Incident	Petoskey	Bay Harbor
911 Hang Up	76	6
Abandoned Vehicle	45	2
Accidents	564	13
Alarms	223	83
Animal Complaint	200	4
Assault/Domestic Violence	44	0
Assist Ambulance	480	20
Assist Other Agency	271	4
Breaking and Entering	8	1
Civil Matters/Disputes	182	1
Damage to Property	27	0
Disorderly Conduct	39	0
Embezzlement	4	0
Family-Neglect/Non-Support	13	0
Fire	23	3
Fraud	20	1
General Assistance	465	11
General Non-Criminal	732	31
Health and Safety	223	10
Immigration	1	0
Juvenile Complaint	48	0
Larceny	33	2
Liquor Violations	10	1
Lost and Found Property	145	1
Lost Child	1	0
Mental Health	73	0
Miscellaneous	295	0
Miscellaneous Criminal	4	0
Misdemeanor Traffic Offense	32	1
Natural Death	9	0
Noise Complaint	48	2
Obstructing Justice	69	1
Obstructing/Resisting Officer	12	1
Ordinance Violation (Including IPMC/IFC)	103	6
Operating While Intoxicated	57	2
Parking Violation	131	4
Public Relations	97	2
Property Inspection	120	10
Sex Offense	15	0
Stalking/Intimidation	15	0
Suspicious Situations	668	18
Traffic Policing	8	0
Traffic Stops	1,752	47
Trespass	10	1
Unlock	305	12
Violation of Controlled Substance Act	8	0
Weapons Offense	6	0
Total	7,714	301

Law Enforcement Calls for Service 2015-2019

	2015	2016	2017	2018	2019
Bay Harbor	329	343	319	324	335
Petoskey	7,519	7,598	7,763	8,302	8,621
Total	7,848	7,941	8,082	8,626	8,956

Nuisance Ordinance Enforcement

In early 2010 the Petoskey City Council adopted the International Property Maintenance Code. This Code, in conjunction with the City's nuisance ordinances, provides the tools needed to address health/safety issues as well as concerns commonly referred to as blight complaints. The Department of Public Safety took the lead in enforcement of these ordinances. The ordinances deal with grass, weed, and vegetation issues; garbage/rubbish; trailer violations; unlicensed or disabled vehicles; sign violations; front yard parking; for sale signs on public property; dumpster problems; and unsafe or unsecured buildings.

Potential violations are referred to Public Safety through complaints by citizens and by observations made by Public Safety Officers. Officers work closely with the community to attempt to gain voluntary compliance and we try to assist residents and business owners in any way possible to correct the problem and avoid enforcement measures.

In 2019, the Department of Public Safety handled 84 investigations related to Nuisance Ordinance complaints. In addition to the ordinances below, complaints regarding fireworks, hammocks, and dumpsters were also investigated. All but one of the investigations were closed by voluntary compliance.

Type of Ordinance Violation	Officer Initiated	Citizen Initiated	Citation	Closed/ Corrected
Front Yard Parking	0	1	0	1
Grass, Weeds, Vegetation	9	4	0	13
Rubbish/Garbage	0	12	0	12
Trailer	0	3	0	3
Sign Violations	0	2	0	2
Unlicensed or Disabled Vehicles	2	4	1	5

Safety/Educational Programs

The Petoskey Department of Public Safety is committed to working with the community to educate citizens and to assist them in keeping their families safe and secure. Our officers help each year by participating in a variety of community events and functions. Public Safety Officers speak to school children, give station tours for youth groups, attend job fairs, conduct fire safety demonstrations, prepare DNA kits and fingerprinting for families, and assist area groups with various requests.

In 2019, the Petoskey Department of Public Safety spent over 500 hours on community outreach and educational programs.



TEAM

We provide a structured TEAM (Teaching, Educating, and Mentoring) program to area students. TEAM is a curriculum developed by the Michigan State Police and is approved by the Department of Education for students of every age. In 2019, Officer Benjamin Carlson presented the program to local schools and spent time with students to teach basic safety information. The program deals with topics such as food safety, stranger awareness, firearm safety, bullying, the criminal justice process, fire safety, homeland security, along with many others. The program is a great opportunity to allow students to interact with officers.



Community Connections



PSO's enjoy interacting with children throughout the year. Above left, PSO Whitley shows neighborhood children a kitten he rescued from a storm drain on Monroe Street. PSO's also spoke with this summer's Kids Camp (above, right).

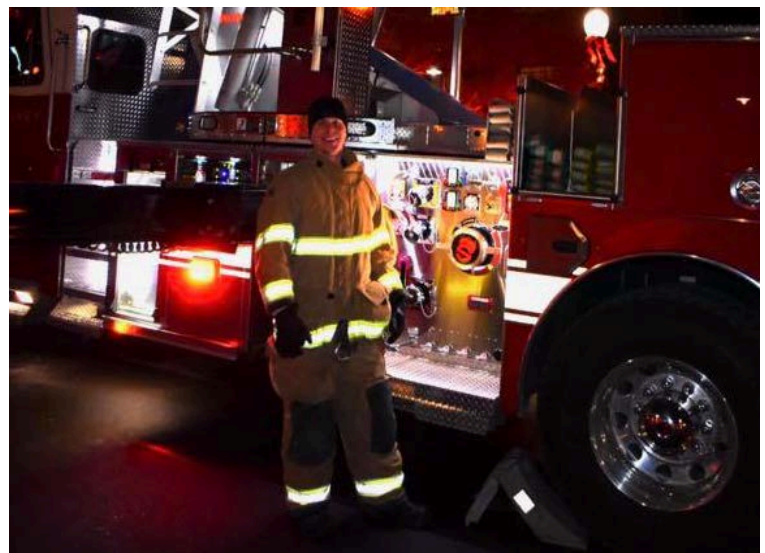


For the second year in a row, the Public Safety Department participated in a game versus the Challengers, a Petoskey Little League team adapted to accommodate players with a physical or intellectual challenge (above). Below, Public Safety Officers, in conjunction with McLaren Northern Michigan staff, presented a "Stop the Bleed" training to several area schools.





The Michigan Police Unity Team ended their 313-mile bicycle trip at our station on Lake Street. The team rode their bikes across the state, stopping at memorials along the way to honor fallen officers. While at our station, the team honored Robert Russell, a Petoskey Police Officer killed in the line of duty on June 6, 1950.



The Public Safety Department often takes part in Downtown events throughout the year. PSO Haalck handed out candy during the Downtown Business Trick-or-Treat (above, left). PSO Bowen was on hand at the Downtown Holiday Open House and showed off our fire truck.



Public Safety Officers, along with members of the Emmet County Sheriff's Office and Emmet EMS helped area children with their holiday shopping. This "Shop with a Hero" event, hosted by Meijer, assisted underprivileged children in purchasing gifts for their family. Officers were paired with a child and helped them to pick out their gifts.

Public Safety Open House

On June 1, 2019, the Petoskey Department of Public Safety held its 10th annual Open House. We invited the community to come into our workplace and spend some time with Public Safety officers and staff. This event took place at the downtown fire station, located on West Lake Street.

The event was very well attended, with approximately 500 people visiting the station. Guests were treated to free snacks, refreshments and gifts; all donated by local businesses.

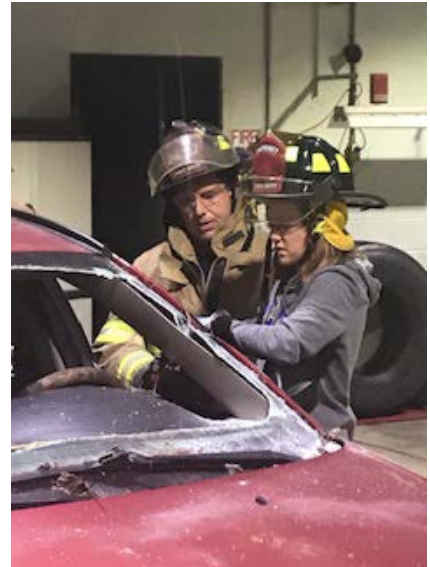
The Michigan State Police (with their K-9 officer), Emmet County Sheriff's Office (with their boat), United States Coast Guard, Emmet County EMS, Resort Bear Creek Fire Department, and the Office of Emergency Management also participated in the event.



Citizen Academy

In 2019 the Petoskey Department of Public Safety conducted its 9th annual Citizen Academy. The Academy was put together to help give the community a better working knowledge of our operations, policies, and procedures. The Academy is open to all members of the community, at no cost to the students.

The 24-hour block of instruction is very comprehensive, covering different topics each week. Participants received instruction in fire operations, emergency medical services, criminal law, interviewing and interrogation, and crime scene investigation. The class took tours of Central Dispatch and the Emmet County Jail. Emmet County Sheriff Peter Wallin, Little Traverse Bay Bands Chief Jeff Cobe, Michigan State Police Trooper David Deuman along with his K-9 Chief, Emmet County Chief Assistant Prosecutor Michael Schuitema, and 90th District Court staff member Amanda Miller all gave presentations to the class.



Detective Position

In June of 2010, the Department created a full-time detective position by assigning one Public Safety Officer to investigations. The detective handles all follow-up investigations from complaints taken by officers as well as a variety of other duties. In 2019, Detective Mikulski worked on 113 new cases, reopened 7 cases, obtained 99 felony arrest warrants, 44 misdemeanor arrest warrants and 30 search warrants. Detective Mikulski also assisted the Petoskey schools on 77 complaints.



The Public Safety Detective position is on a three year rotating schedule to allow numerous officers the opportunity to serve. In January 2019, Officer Matthew Mikulski began his term as Detective. Detective Mikulski has been with the Public Safety Department since January 2004.

Administrative Services

The administrative offices of Petoskey Department of Public Safety are located within City Hall at 101 East Lake Street. The office processes all criminal paperwork, accident reports, court records, and complaint documentation. Services also include fingerprints for citizens, as well as assisting citizens with walk-in complaints or phone calls. Additionally, the administrative office completed 130 Freedom of Information requests, 9 permits to purchase a handgun, and 56 pistol sales records in 2019. The administrative office also provides a Prescription and Over-the-Counter Drug (POD) Drop Off location for City residents. In 2019, the Department safely disposed of approximately 882 pounds of medications and assisted in the disposal of POD's in neighboring counties as well.



Awards

Three Public Safety Lieutenants were recognized for their outstanding service this year. Lt. Troxel received the Man of Action award from the Women's Resource Center of Northern Michigan (WRCNM). The Man of Action award honors his commitment to the community and towards the well-being of women. Lt. Karr earned the Top Graduate honor during a two-month long leadership program at the National Command and Staff College. Lt. Parker received the Excellence in Service award from the WRCNM in recognition of his excellence in domestic violence law enforcement work.



Lt. Troxel- Man of Action



Lt. Karr- Top Graduate



Left to right: Public Safety Director Breed, Emmet County Victim Advocate and Witness Coordinator Kate Morse, WRCNM Counselor Advocate Lindsay Walker, Lt. Parker, and Emmet County Chief Assistant Prosecutor Michael Schuitema- Excellence in Service

Retirement

In August of 2019, Public Safety Officer Jim Kushner retired after serving the Department for 25 years. In addition to his Public Safety duties, PSO Kushner served as our range instructor, armorer, and was previously the DARE and school liaison officer for Petoskey schools. For the last several years of his career, PSO Kushner was responsible for all operations at our Bay Harbor station, earning him the title of “Station Master” by his coworkers.



New Officer

Brock Kimball was sworn in as a Public Safety Officer on July 10, 2019. PSO Kimball is native to Petoskey and attended North Central Michigan College where he obtained his Emergency Medical Technician License. He received his Bachelor's Degree in Criminal Justice from Lake Superior State University and completed their Police Academy program as well. PSO Kimball served the Petoskey Public Safety Department as a Parks Security Officer and also worked as a Public Safety Officer for the City of Cheboygan.



2019 Honors Board of Review Recipients

The Petoskey Department of Public Safety Honor Board of Review is made up of the Director of Public Safety Matthew Breed, Lieutenant Adrian Karr, and Public Safety Officer Larry Donovan. The Board reviews requests for recognition of meritorious service by department members. These requests for awards are submitted by Department members who wish to have fellow Department members, public safety personnel from other departments, or citizens recognized for outstanding service to the community or to the Department.

Lifesaving Award:

This award is intended for all individuals directly responsible for saving a human life.

Registered Nurse Kristine Trautmann
Registered Nurse Megan Crumbaugh
Registered Nurse Brittany Jones
Dialysis Technician Bryan Halpin
Emmet Paramedic Brian Patton
Emmet EMT Kenneth Ford
Emmet Paramedic John Larch
Emmet EMT Christopher Krupa
PSO Lawrence Donovan
PSO Adam Whitley
PSO William Bowen

On July 11, 2019 at 5:35 PM, the Petoskey Department of Public Safety and Emmet County EMS were dispatched to the Wellness Pavilion. Dispatch advised the dialysis unit had a patient that appeared to be going into cardiac arrest. While en route, officers were advised the patient was in full cardiac arrest and staff had begun administering CPR. Upon arrival, officers observed Kristine Trautman, Megan Crumbaugh, Brittany Jones, and Bryan Halpin working as a team to perform CPR on the unresponsive patient. Officers Lawrence Donovan, Adam Whitley, and William Bowen relieved the first team to continue CPR and attached an Automatic External Defibrillator (AED) to the patient. After the AED completed an analysis, it advised "no shock" and officers continued CPR. Shortly thereafter the patient had a return of spontaneous circulation and began breathing on her own. Officers were applying a non-rebreather mask to provide high flow oxygen when Emmet EMS staff arrived on scene. Paramedics Brian Patton and John Larch along with EMT's Kenneth Ford and Christopher Krupa took over patient care for transport to McLaren Northern Michigan. Once in the ambulance the patient was breathing normally, was awake, and had no memory of the event.

During a cardiac event, time is critical. The rapid assessment and implementation of CPR by staff members Trautmann, Crumbaugh, Jones, and Halpin immediately improved the patient's chance of surviving this crisis. The teamwork of the Public Safety Officers and Emmet EMS staff also significantly improved those chances. Thanks to the work of all parties involved, a woman who was not breathing and had no pulse was brought back and her life was saved.

Lifesaving Award:

This award is intended for all individuals directly responsible for saving a human life.

Emmet EMS Paramedic Amanda Burns
Emmet EMS EMT Christopher Krupa
PSO Adam Whitley
PSO Scott Lamont
PSO William Bowen

On September 2, 2019 at approximately 10:25 PM, the Petoskey Department of Public Safety along with Emmet EMS were dispatched to a 55-year-old male subject suffering chest pain and having difficulty breathing. When officers arrived on scene they determined the patient was in a full cardiac arrest with no pulse or respirations. While Officer Bowen performed CPR, Officer Whitley applied an AED and administered a shock. The shock produced no change in the patient's vital signs so CPR was continued. Officer Lamont arrived on scene and assisted with administering CPR as Emmet EMS staff arrived on scene. Working together Paramedic Burns, EMT Krupa, PSO Whitley, PSO Lamont, and PSO Bowen continued CPR while transferring the patient into the ambulance. Shortly after getting the patient into the ambulance, he began breathing on his own and his heart began beating however he was unresponsive. PSO Lamont drove the ambulance allowing the EMS staff to attend to the patient during transport. Upon arrival at the emergency room, the patient was fully conscious and responsive. Thanks to the professional teamwork between the officers and the Emmet Ambulance staff; this patient's life was saved.

Unit Citation:

Awarded to two or more officers who in the line of duty, perform an outstanding service to the department or to the community.

PSO Daniel Smith
PSO Lawrence Donovan
PSO Karl Fritz
PSO William Bowen
Firefighter Joshua Morgan

On Friday November 22, 2019 at approximately 7:00 PM, officers were dispatched to a report of smoke coming from a business on Michigan Street. PSO Bowen, working as a road patrol unit, flushed the hydrant and was standing by to connect to the ladder truck. This allowed the first arriving unit, our 100-foot ladder truck, to very quickly establish a water supply. Off duty members, PSO Smith and Firefighter Morgan, arrived on scene about the same time PSO Donovan arrived in his patrol unit. PSO Donovan took over truck operations from PSO Fritz allowing him to join Smith and Morgan on the attack line. The three officers on the attack line accessed a window and applied water to the fire for a rapid knock down then quickly transitioned to an interior attack. Once inside, the fire was completely extinguished in less than a minute. Were it not for the teamwork of these individuals, the "room and contents" fire would have spread to the rest of the building within minutes. PSO's Smith, Donovan, Fritz, Bowen and Firefighter Morgan are to be commended for doing an outstanding job working as a team to extinguish a fire that was about to consume an entire building in our downtown business district.

Public Safety Citation:

Award for service in the line of duty that required unusual thoroughness, conscientiousness, determination, and initiative in the performance of a difficult assignment.

PSO Lawrence Donovan

Late in 2018 PSO Lawrence Donovan was assigned an embezzlement case involving an employee of an insurance company. This case included hundreds of victims, some of whom did not know they were victims until contacted by PSO Donovan. This 15-month long investigation resulted in a 10 count felony warrant that included the charge of Embezzlement- \$50,000 or more but less than \$100,000. PSO Donovan worked diligently on this case seeking several search warrants and following up with numerous victims. PSO Donovan knows that the devil is in the details and refuses to take shortcuts. His relentless determination to seek justice for the multitude of victims is an example to all members of this Department.

Citizens Award:

Meritorious service to the Department by a citizen.

Ian Shackleford

On April 24, 2019 at approximately 6:00 AM, Ian Shackleford was driving to work. While passing Tom and Dick's grocery store on Emmet Street, he observed what appeared to be a person trying to climb through a broken window. Not certain he had seen things correctly, Shackleford turned around and returned to Tom and Dick's. He confirmed the front window was broken and called 911 to report the incident. Responding officers entered the store and effected an arrest of the suspect who was in the process of stealing numerous items. Ian Shackleford's quick recognition of criminal activity and his prompt action enabled Officers to catch the suspect while in the commission of a crime that may otherwise have gone unsolved; his actions should be commended.

Training

Each year Public Safety Officers receive training in a variety of areas. In addition to firefighting and emergency medical service training, in 2019 officers participated in a law enforcement training schedule that included firearms proficiency, weapon retention, domestic violence investigations, legal updates, fire investigator training, emergency response to active shooter situations, standardized field sobriety, fire inspector, leadership, criminal sexual conduct investigation, evidence management, field training officer, physical fitness, and emergency driving.

In collaboration with North Central Michigan College, officers obtained a significant amount of EMS training for their continuing education and three members completed a Fire Officer III training program. One officer completed Instructor Certification for fire service training. This certification allows the department to offer fire training to officers in house through a certified instructor.

Total training hours for the department in 2019 was 3,100, for an average of approximately 163 hours per officer.

Law Enforcement	900
Fire	1,100
EMS	1,100
Total	3,100



Above, left: PSO Bowen completes training as part of his Firefighter 1 and 2 Certification. Above, right: PSO's train together on vehicle extrication.

Public Safety Stations

Public Safety Station West is located along the Bay Harbor corridor. The building is approximately 5,000 square feet, and houses two pieces of firefighting equipment, a rescue boat, an office area, a day room, an exercise room, and a lobby for the public. Five part-time officers are supporting our full-time officers in staffing the Bay Harbor facility. **Since opening the station, response times for emergency calls to Bay Harbor have improved from an average of eight minutes to an average of just over four minutes.**



Fire Station #1

100 West Lake Street

Apparatus assigned to Station #1:

- One 1500 GPM Rescue Engine
- One 100' Aerial Ladder
- One 1250 GPM Engine
- Two Support Vehicles
- One 12' Rescue Boat

Fire Station #2 – Station West (Bay Harbor)

3625 Charlevoix Road

Apparatus assigned to Station #2:

- One 1500 GPM Rescue Engine
- One 70' Aerial Ladder
- One 12' Rescue Boat
- One Patrol Unit



Department Introduction

November 21, 1880 was a blustery Sunday. A gale force wind blew from the west as snow clouds threatened. At about 1:00 P.M. the cry of fire was heard throughout Petoskey as a store at 314 East Lake Street began to blaze. The efforts of the town's people to extinguish the flames were hindered not only by the wind, but also by other circumstances. The buildings were all constructed of wood and stood side by side. By the time the fire was finally extinguished it had destroyed a hotel, three stores and a small house. This fire was the first recorded fire in Petoskey and the start of organized fire protection, originally known as the Petoskey Hook and Ladder Company.



This 1920's photo shows members of the Petoskey Volunteer Fire Department working on extinguishing a building fire.

The scope of saving lives and property has both transformed and increased as service demands changed and expectations grew. In addition to fire suppression, the Department of Public Safety of today provides emergency medical services, fire prevention, special operations responses, and public education.

Not only have service expectations grown, but the hazards that firefighters encounter daily have changed. Lightweight building construction, fire and smoke behavior, blood borne pathogens, distracted and inattentive drivers, and an alarming rise in cancer diagnoses have changed the fire service environment. It is more dangerous than ever to serve as a firefighter. Through training, education, experience and dedication, the department continues to demonstrate constant professionalism in addressing these concerns both proactively and as they occur.

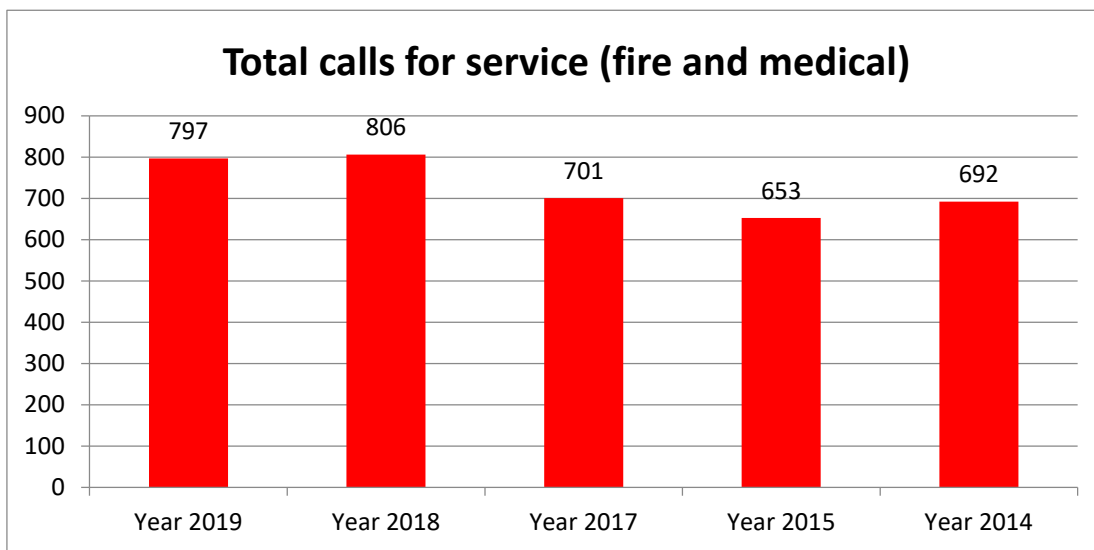
Did You Know?

- In 2019 most calls for service occurred between 9:00 AM and 6:00 PM
- A typical fire truck can pump more than 1,500 gallons of water per minute
- The price of a new ladder truck is well over 1 million dollars
- Most fires start in the kitchen and cooking fires are the leading cause of injuries
- 75% of the occupancies we responded to in 2019 had at least one working smoke alarm
- Approximately two-thirds of fire deaths occur in homes without working smoke alarms

Fire and EMS Calls for Service

Fire and emergency medical calls for service in 2019 totaled 797. This is a slight decrease compared to 2018 when 806 calls for service were answered.

Of the total calls for service in 2019, 270 were classified as a fire response and 527 were classified as medical response. National averages indicate that approximately 70 percent of calls for service are medical in nature. Our community falls within these averages.



While fire related incidents are much smaller portions of our call volume, these incidents require the greatest amount of resources to mitigate. Fire extinguishment is labor intensive, dangerous, and usually requires the assistance of multiple agencies.

An example of neighboring agencies working together was the May 3, 2019 fire that destroyed the America's Best Value Inn on Spring Street. This fire required the assistance of over 100 firefighters from four neighboring communities, using four ladder trucks and over a million gallons of water to extinguish. The last fire units left the scene 18 hours after the fire began and this single fire resulted in over \$5,000,000 in property loss.



Response Times

Response times are calculated from the time our agency is notified of an emergency until the arrival of the first fire or medical unit. The average response time for 2019 was 4.10 minutes. Nationally recognized standards indicate that 90% of the time, a fire or medical unit should arrive on scene within five minutes.



Mutual Aid

Mutual aid is the sharing of resources between communities. Very few departments can operate without occasionally needing assistance. In 2019 mutual aid assistance was given four times and received one time. We enjoy a great working relationship with neighboring communities and their assistance to us is truly appreciated.



In July 2019, our 100' ladder truck assisted Resort Bear Creek Fire Department in a structure fire at Hillside Club Apartments.

Fire Prevention

2019 saw the addition of two new state certified fire inspectors to our roster. PSO Erik Hoig and Karl Fritz completed the State of Michigan Fire Inspectors certification. These inspectors review new construction, conduct annual inspections, ensure existing fire safety features are maintained and follow up on fire code violations. Something unique to Petoskey is a partnership with the Public Schools which allows our fire inspectors to inspect each school annually for fire and life safety compliance. Jurisdiction for school inspections falls under the State of Michigan, however most schools in the state are not inspected annually because of a lack of resources at the state level.

Fire Cause and Origin

Determining the cause of a fire serves many purposes, most importantly is helping to prevent a fire from occurring again. Four certified fire investigators work as a team along with state and private insurance investigators to investigate all fires that occur in the City. In 2019 our team's expertise was requested by a neighboring agency to assist in determining the origin and cause of a large apartment building fire.

Public Relations

Community outreach is a high priority for our agency. Each school year students in grades kindergarten through second grade are visited by our officers. This visit is much more than bringing a fire truck for them to see. Ensuring homes have working smoke alarms and fire safety plans are life-long learning lessons. Being present at the downtown open houses and the annual health fair allow both young and old the opportunity to interact and see the resources we have available to help them in an emergency.



Fire Related Injuries/Fatalities

Once again in 2019 there were no injuries or fatalities to civilians. 75% of fire deaths occur in residential buildings (our homes). Working smoke alarms are the key to early notification of a fire and successfully being able to escape safely. Our Department continues to offer free smoke alarms to City residents.

No firefighters were injured during their duties in 2019.

Emergency Medical Services

Approximately 66% of the calls for emergency medical or fire services answered in 2019 were medical in nature. The Department of Public Safety operates under licensing issued by the Michigan Department of Community Health. Petoskey is the only fire department in Emmet County operating at the “basic-non transport” level. This license is one level below the paramedic level.

With an average response time of 4.4 minutes from the time of notification by the 911 center until arrival, we are often the first medical unit on the scene. All officers hold at minimum a “basic EMT license” with some officers also holding “paramedic” licensing.



Basic medical equipment carried on both of the departments licensed fire engines includes; Automatic External Defibrillator, Oxygen, Splints, Glucose monitoring, Narcan, Airways and OB kits.

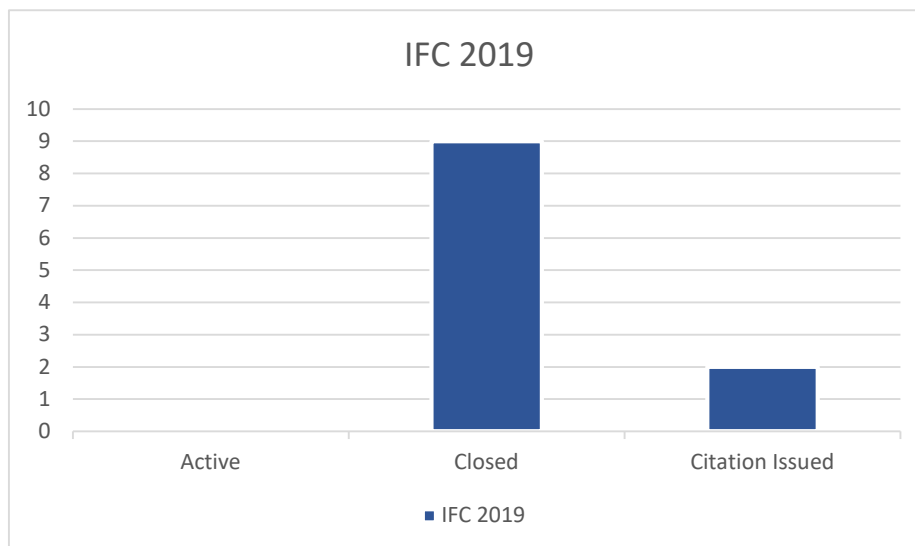
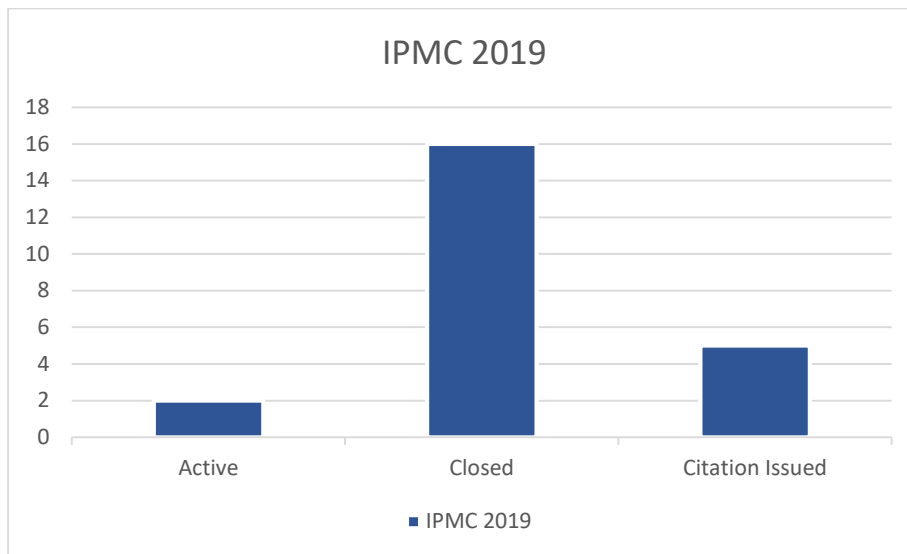
The most life threatening condition we encounter is a patient experiencing cardiac arrest. In 2019 the Department had two incidents where we arrived on scene first with a patient in cardiac arrest. The national survival rate is less than 10%. Due to early intervention, we were successful in treating both patients and their lives were saved.



International Property Maintenance Code (IPMC) International Fire Code (IFC)

In 2010, the Petoskey City Council adopted by ordinance both the International Property Maintenance Code and an updated version of the International Fire Code. These codes were adopted to regulate and govern the conditions and maintenance of properties, buildings, and structures. These codes provide standards that must be met to ensure that structures are safe, sanitary, and fit for occupancy and use.

The Petoskey Department of Public Safety enforces these ordinances through inspections and investigations conducted by our fire inspectors. The main focus of the Department is to identify problem areas, isolate the violations, and then work with the property owners to correct the situation. Voluntary compliance is the goal, and enforcement action is only taken in cases where no other alternatives are available.



**2019 Petoskey Department of Public Safety
Summary of Activities:**

**Law Enforcement Calls for Service
2015-2019**

	2015	2016	2017	2018	2019
Bay Harbor	329	343	319	324	335
Petoskey	7,519	7,598	7,763	8,302	8,621
Total	7,848	7,941	8,082	8,626	8,956

Fire/EMS Calls for Service

2015	2016	2017	2018	2019
643	653	701	806	797

**Breakdown of Fire and EMS Calls For Service 2019
Total: 797**

EMS Calls	527
Fire Calls	270





BOARD: City Council

MEETING DATE: March 2, 2020

DATE PREPARED: February 21, 2020

AGENDA SUBJECT: First reading of an ordinance to amend Sections 1704(c) Off-street Parking Exception to General Provision and 2903(3) Site Requirements in the B-2A Transitional Business District

RECOMMENDATION: That City Council conduct a first reading of proposed ordinance

Background The Planning Commission is unanimously recommending two changes to the Zoning Ordinance related to parking requirements adjacent to the Central Business District, Sections 1704(c) Off-street Parking Exception to General Provision and 2903(3) Site Requirements in the B-2A Transitional Business District.

Changes to Section 1704(c) Off-street Parking Exception to General Provision

The current parking exempt area is defined in Section 1704(c) of the Zoning Ordinance, which was reviewed and updated in 2016.

Exception to general provisions. The area delineated as the Central Business Parking Exempt District is exempt from providing off-street parking, but if off-street parking and loading requirements are provided, the lot shall meet all applicable design standards of this Zoning Code. The Central Business Parking Exempt District is defined as the area bounded by Michigan Street on the south, Woodland and Division Streets on the east, Rose Street on the north and US 31 and Elizabeth Street on the west.

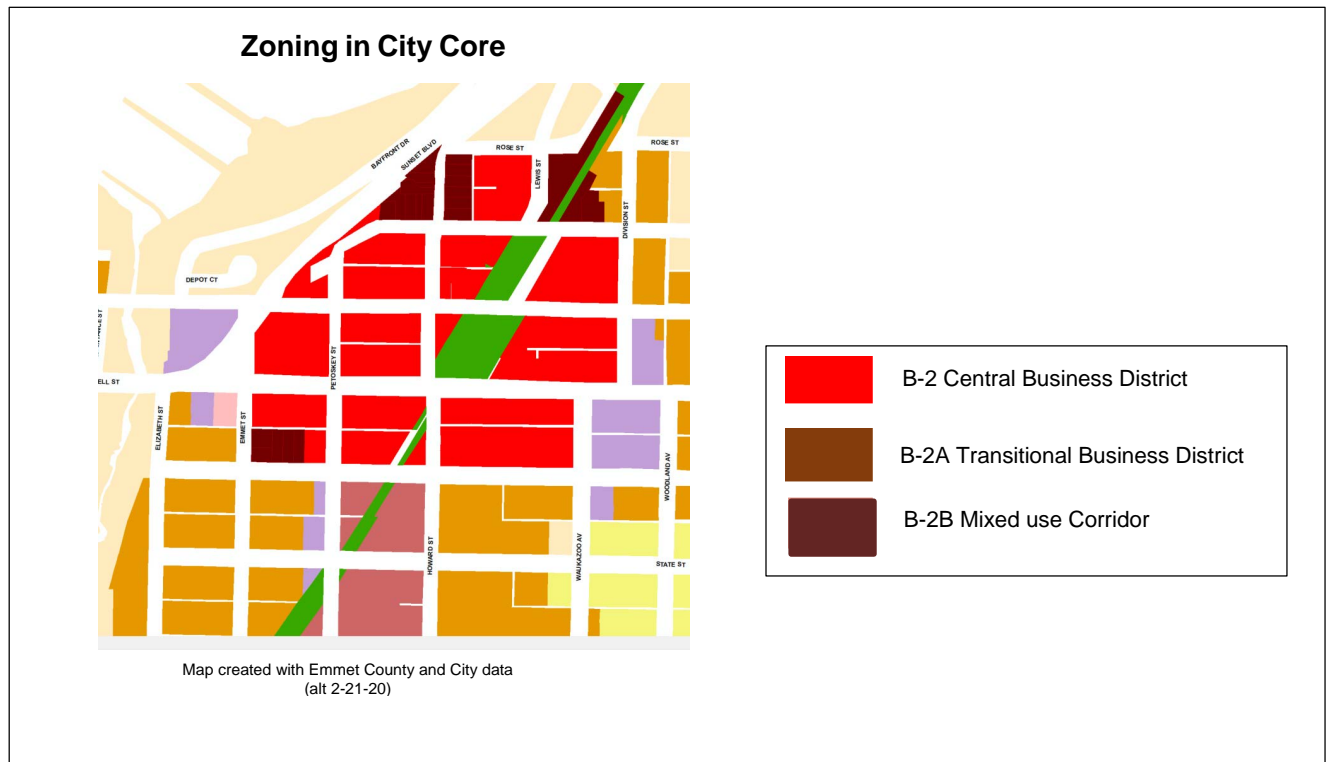


Map created with Emmet County
and City data (all 2-21-20)

During the public hearing discussion on a request to rezone properties at 112, 116, 118, and 124 East Mitchell Street to B-2A Transitional Business, there was concern raised about development of these properties if sufficient parking was not provided as the property is within the parking exempt district.

The Commission therefore recommends that the boundary of the parking exempt district be amended to remove the block bounded by Emmet, Michigan and Elizabeth Streets, as well as the residential properties on Division Street at the north-east corner of the district.

Change to Section 2903(3) Site Requirements in the B-2A Transitional Business District



The second proposed change to Section 2903(3) would amend the B-2A Transitional Business District to allow a reduction in the amount of on-site parking to no less than 75% of the full parking requirements per Section 1704 of the Zoning Ordinance. The rationale for the change is that the B-2A District was created to complement the historic urban core of the Central Business District by providing a transition area to adjacent neighborhoods and maintaining and promoting a pedestrian-friendly environment. The change would also be consistent with the B-2B Mixed Use Corridor, the other district provided as a “step-down” district from the Central Business District that already allows a reduction of parking to no less than 75% of full requirements. Allowing a slight reduction in parking requirements adjacent to the parking exempt district would allow for denser, pedestrian oriented development.

Summary The text amendment to Section 1704(c) is highlighted and map provided below:

Exception to general provisions. The area delineated as the Central Business Parking Exempt District is exempt from providing off-street parking, but if off-street parking and loading requirements are provided, the lot shall meet all applicable design standards of this Zoning Code. The Central Business Parking Exempt District is defined as the area bounded by Michigan Street on the south, Rose Street on the north, US 31 and Emmet Street on the west, and on the east, it follows Woodland and Division Streets to a point 138 feet north of the Bay Street right-of-way to an east-west alley, thence west to the former railroad corridor now identified as the Downtown Greenway Corridor, thence northeast until it reaches the Rose Street right-of-way as illustrated below:

ORDINANCE NO. _____

**AN ORDINANCE TO AMEND SECTIONS 1704(C) AND 2903(3) OF APPENDIX A,
ZONING ORDINANCE, OF THE PETOSKEY CODE OF ORDINANCES**

WHEREAS, an objective of the City of Petoskey Master Plan is to maintain and enhance Downtown as the regional economic and cultural center of the community; and

WHEREAS, it is acknowledged that to accomplish a dense urban core there is a need for municipal parking to discourage development of private surface parking lots that remove existing buildings and negatively impacting the pedestrian orientation of the downtown; and

WHEREAS, there exists a parking exempt district in the downtown area described in Section 1704(c) of the Zoning Ordinance where on-site parking is not required for any permitted use; and

WHEREAS, the periphery areas of the Central Business District, including the B-2A Transitional Business and B-2B Mixed Use Corridor, are also intended to maintain a pedestrian orientation; and

WHEREAS, the Planning Commission held a public hearing on changes to Section 1704(c) and 2903(3) of the Zoning Ordinance that would reduce the size of the parking exempt district, and reduce parking requirements in the B-2A Transitional Business to no less than 75% of full requirements; and

WHEREAS, the Planning Commission recommends that the changes to Sections 1704(c) and 2903(3) of the Zoning Ordinance be approved to ensure that existing public parking is not overly burdened by future redevelopment at the periphery of downtown, while also promoting a pedestrian-oriented development pattern:

NOW THEREFORE, the City of Petoskey ordains:

1. Section 1704(c) of Appendix A to the Petoskey Code of Ordinances is hereby amended as follows:

Exception to general provisions. The area delineated as the Central Business Parking Exempt District is exempt from providing off-street parking, but if off-street parking and loading requirements are provided, the lot shall meet all applicable design standards of this Zoning Code. The Central Business Parking Exempt District is defined as the area bounded by Michigan Street on the south, Rose Street on the north, US 31 and Emmet Street on the west, and on the east, it follows Woodland and Division Streets to a point 138 feet north of the Bay Street right-of-way to an east-west alley, thence west to the former railroad corridor now identified as the Downtown Greenway Corridor, thence northeast until it reaches the Rose Street right-of-way as illustrated below:



2. **Section 2903(3) of Appendix A to the Petoskey Code of Ordinances is hereby repealed and replaced with the following:**

Sec. 2903(3) Site Requirements

- (a) Parking shall only be permitted as accessory to an immediately adjacent principal use.
- (b) Parking lot development is only allowed in the rear or side yards and screened with a hedge or finished wall of at least three (3) feet and no more than four feet in height from view of any public street, alley, parkland or adjacent residential property.
- (c) Parking spaces shall be set back a minimum of three feet from the property line.
- (d) Off-street parking requirements in the B2-A District are no less than 75 percent of the requirements of Table 1704(h).

3. **Conflicting Standards.**

If any of the standards set forth in this amendment conflict with any other standards of previous or further ordinances or amendments, the stricter standards shall apply.

4. **Repeal; Savings Clause.**

All ordinances, resolutions, or orders, or parts thereof, in conflict with the provisions of this ordinance are, to the extent of such conflict, repealed.

5. **Severability.**

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.

6. **Effect.**

This ordinance shall take effect fifteen (15) days following its enactment and shall be published once within seven (7) days after its enactment as provided by Charter.

Adopted, enacted and ordained by the City of Petoskey City Council this _____ day of _____ 2020.

John Murphy
Its Mayor

Alan Terry
Its Clerk



PLANNING COMMISSION

January 16, 2020

A regular Planning Commission meeting was held in the City Council Chambers, Petoskey, Michigan, on Thursday, January 16, 2020. Roll was called at 7:00 P.M. and the following were:

Present: Emily Meyerson, Chairperson
Betony Braddock
Bob Kronberg
Richard Mooradian
Rick Neumann
Ted Pall
Cynthia Linn Robson
Jonathan Scheel
Eric Yetter

Staff: Amy Tweeten, City Planner
Rob Straebel, City Manager

As Mr. Mooradian and Mr. Scheel were newly appointed to the Commission, all Commissioners introduced themselves.

Upon motion and support, minutes of the December 19, 2019 meeting were approved as presented.

Review and Discussion of the Parking Exempt District Boundaries

Commissioner Scheel declared he had a conflict of interest as his property would be impacted if any changes were made to the parking exempt boundary and left the room. Staff reviewed the text of Section 1704 that defines the parking exempt district and provided a map of the boundary in relation to the Central Business District. She noted that the Commission had raised concerns with the block at the west end bounded by E. Mitchell, Emmet, Michigan and Elizabeth Streets and how the text could be amended to remove this and the area at the east end if requiring parking was their interest.

Commissioner Robson stated she was only concerned with changing the Elizabeth Street block and wanted to keep the library block in the district.

Commissioner Braddock did not believe the boundary needed to be changed as there was sufficient public parking on-street and in lots for this block and because any future developer would likely provide parking whether or not it was required to have a successful business.

Commissioner Pall commented that due to uses that could be allowed, such as a brewery that would need a large amount of parking, he was in favor of removing the Elizabeth Street block. He did not think that removing the Family Video properties from the parking exempt district would hurt the most recent development proposal.

There was discussion whether the boundary should follow the alley between Elizabeth and Emmet Streets.

Commissioner Neumann felt that because the south half of the block is residential and faces residential across the street, that the entire block should be removed from the parking exempt district. He further had concerns about the northeast corner of the district and felt that the existing residential properties should be removed to dis-incentivize them from becoming office space that did not have to provide on-site parking.

Discussion occurred on the correct boundary at the northeast corner.

Commissioner Kronberg felt that using the alley as the boundary would address the concerns of the neighborhood.

Commissioner Robson pointed out that the block was not in close proximity to a municipal lot and that taking it out of parking exempt relieves the Commission from having to trust that a developer will do the right thing to provide sufficient parking and thought it was a win-win. She further commented that she liked the staff recommendation of amending the B-2A District parking requirements to no less than 75% of full requirement and wanted to discuss reconsideration of the rezoning request.

Chairperson Meyerson asked that the discussion stay focused on the parking exempt district. She summarized that the direction of the Commission was to change the western boundary to US-31 and Emmet Street and at the northeast corner it follow the east-west alley to the railroad corridor and up to Rose Street.

Staff asked the Commission if they wished to consider the change to the parking requirements in the B-2A Transitional Business District to be compatible with the B-2B Mixed Use Corridor District as they were both adjacent to the parking exempt area and pedestrian oriented development was desired. The suggested change was to allow no less than 75% of full parking requirements in the B-2A District.

The consensus of the Commission was that this seemed a reasonable amendment to include with the change to the parking exempt district.

At this time, Chairperson Meyerson opened the meeting for public comment on the possible ordinance changes.

Lindsey Walker, 1312 Emmet Street, wanted the Commission to do what it could to allow for housing construction and to prioritize housing over parking. She asked that the Commission take actions to move the community toward a carbon-neutral future that promoted walkability, not a future that emphasized vehicle use.

City Manager Straebel commented that he thought the discussion of B-2A District parking requirements should not be mixed into the discussion as the agenda item was about the parking exempt district.

Chairperson Meyerson clarified that the Commission was deciding what language it wished to use to schedule for a public hearing therefore it was appropriate that the B-2A parking requirements be discussed. Commissioners also stated that this discussion was in the agenda memo as public information.

At this time a motion was made by Commissioner Kronberg, with support by Commissioner Robson, to schedule a public hearing at the February 20th Commission meeting on amendments to the parking exempt district that would remove the block bounded by Elizabeth, Michigan, Emmet and E. Mitchell Streets and at the northeast corner, follow the east-west alley to the railroad corridor and up to Rose Street; and to amend the B-2A Transitional Business District to allow parking requirements to be no less than 75% of full parking as stated in Section 1704(h) of the Zoning Ordinance. The motion carried unanimously. Commissioner Scheel returned.

Staff then clarified the status of the rezoning request. As the Commission is only a recommending body on a request to rezone, an ordinance will still go forward to City Council even though the Commission vote was 4-4 so no recommendation was made. As the concern raised in the discussion before the vote was with the property being included in the parking exempt boundary, staff will wait to forward the ordinance to City Council until after the Commission holds the hearing and takes action in the event there is interest in sending a recommendation at that time.

Commission Bylaws and Conduct Guidelines

Staff noted the changes to the Bylaws were highlighted or stricken based on the discussion at the previous meeting as well as a correction to the last two Roman Numerals.

Commissioners discussed the language in Sections XIII and XIV and decided to put the following language in both locations:

Persons shall be permitted to address the Commission by first receiving permission from the Chairperson or Acting Chairperson. The Chairperson may limit the time for each individual speaking in order to encourage participants to be succinct in their comments. An individual who is speaking on behalf of others in attendance at the meeting may be given additional time.

Commissioners also requested that meeting rules be printed on the back of the agenda or as another available handout.

Commissioner Neumann then made a motion to approve the Bylaws as revised, including changes to Sections thirteen and fourteen. Support for the motion was by Robson who noted there were some grammatical corrections she would like to suggest to staff. Neumann accepted the amendment to the motion and the motion carried 9-0.

Staff stated that there had not been discussion of the conduct guidelines at the last meeting, that there were duplicate and somewhat contradictory discussions of conflict of interest that could be removed as they were included in the bylaws, but that there were items from the handouts that could be incorporated instead.

Commissioners discussed having language added regarding commissioner rules for being fair, practicing good decorum and courtesy and directed staff to bring a draft back.

Updates

Staff updated the Commission on master plan pop-up meetings at the Friendship Center and High School; that there would be a training on Roberts Rules of Order but date not yet determined; that the training on pro-formas would be held at 6:00 on February 3rd, followed by a presentation of Darling Lot concept; and that there was a training on housing advocacy to be held on January 21st.

The subject of the master plan meeting in February would be transportation, so a copy of current master plan chapter was provided along with the final draft of Sustainability Framework. Commissioners were asked to review and bring their Non-Motorized Facilities Plan to the meeting as well.

The meeting was then adjourned at 8:40 P.M.

Minutes reviewed and approved by Cynthia Linn Robson, Secretary



PLANNING COMMISSION

A regular Planning Commission meeting was held in the City Council Chambers, Petoskey, Michigan, on Thursday, February 20, 2020. Roll was called at 7:00 P.M. and the following were:

Present: Emily Meyerson, Chairperson
Betony Braddock
Bob Kronberg
Richard Mooradian
Rick Neumann
Ted Pall
Cynthia Linn Robson
Jonathan Scheel
Eric Yetter

Staff: Amy Tweeten, City Planner
Lisa Denoyer, Administrative Assistant

Upon motion and support, minutes of the January 16, 2020 meeting were approved with corrections.

Review and Discussion of the Parking Exempt District Boundaries

Commissioner Scheel declared he had a conflict of interest, as he owns property that would be impacted by the proposed changes made to the parking exempt boundary and left the room. Staff reviewed the text of Section 1704 that defines the parking exempt district and reviewed the two sections that would be removed from this district, as well as the text of Section 2903(3) that would allow for a reduction in required parking in the B-2A Transitional Business District to no less than 75% of the full requirements for any areas outside of the parking exempt district. She also explained the rationale behind the two proposed amendments.

At this time, the meeting was opened for public comment.

Rose Fitzgerald, 514 Elizabeth Street, voiced concerns with the current lack of parking and the addition of nine units on the corner of Michigan and Emmet Streets and the recent purchase of property near Family Video and how additional units and buildings will increase the already existing parking issue.

Joe Barbercheck, 413 Elizabeth Street, stated that he agreed with Ms. Fitzgerald and that he believes a 75% minimum on-site parking requirement would be desired and he would not be opposed to something even higher.

Judy Hills, 575 Hillcrest, stated that she owns property on Michigan Street and parking is already difficult. She would like to see a moratorium on building in the area until the parking is under control.

There being no further comments the public hearing was closed.

Commissioner Neumann stated that he wanted to make sure everyone understood what the proposed

changes meant as it seemed as though there may be some confusion. With the proposed text amendments, a new developer would be required to provide onsite parking which would help lessen on-street parking.

Commissioner Pall agreed with Commissioner Neumann's comment and stated that he likes the requirement of parking where it was not previously required and agrees with the minimum 75% onsite-parking requirement, as it is consistent with the Emmet Street corridor and other adjacent districts.

Commissioner Braddock stated that she feels the proposed changes are a great compromise and this will insure that any future development will be required to provide on-site parking. She also stated that she supports a minimum of 75% onsite parking versus 100%.

Commissioner Yetter stated that he is in support of the proposed amendments and feels the Commission is doing the best they can for this area and keeping the parking requirements reasonable for future developers.

Commissioner Kronberg stated that he would like to reiterate what had already been said and state that the Commission really listened to what the public had to say from the previous meeting. Their action now supports what the public has asked for and he is in support.

Commissioner Robson stated that she was happy with the proposed amendments but wondered if the requirements should mimic the B-2B District and allow no more than 90% onsite parking. She believes that in the future, there will be a different car system where cars may be parked in satellite areas and less parking will be required.

Chairperson Meyerson stated that she is good with the proposed amendments and comfortable with the 75% minimum but would consider Commissioner Robson's proposal.

Commissioner Pall asked if the Commission should consider the change at this meeting or if another meeting would need to be scheduled. Staff responded that it would be a substantial change from what has been proposed and would require the Commission to hold another public hearing.

At this time, a motion was made by Commissioner Kronberg, with support by Commissioner Yetter, that the amendments to Sections 1704(c) Off-street Parking Exception to General Provisions and 2903(3) Site Requirements in the B-2A Transitional Business District be recommended to City Council for approval, based on the findings in the staff agenda memo, Commission discussion and comments by the public that the proposed changes to the parking exempt district are in the best interest of the downtown and adjacent neighborhoods to promote a pedestrian oriented development pattern while discouraging demolition of buildings for the creation of surface parking lots. The motion carried unanimously. Commissioner Scheel returned.

Planning Commission 2019 Annual Report

Staff provided the Commission with an overview of the annual report and informed them that the approved report would be presented to City Council.

Chairperson Meyerson asked if staff had any information on the number of zoning permits issued, etc. Staff responded that she had not included administrative staff work as it is an annual report of the Planning Commission, but that it could be added.

Commissioner Braddock commented that it was nice to see what the Commission had done over the past year compiled in one document.

Commissioner Kronberg stated that he would like to see an administrative section added to the report.

At this time, a motion was made by Commissioner Neumann, with support from Commissioner Pall, that the Planning Commission 2019 Annual Report be approved and presented to City Council. The motion carried unanimously.

Review/Discussion on Commission Conduct Guidelines

Staff reviewed changes made to the Planning Commission Conduct Guidelines based on comments received at the January meeting and provided the Commission with a draft of a meeting handout they requested that would provide the public with an overview of how Commission meetings run.

A motion was made by Commissioner Neumann, with support from Commissioner Pall, that the revised conduct guidelines be approved. The motion carried unanimously.

Commissioners complimented staff on her draft of the meeting handout and discussed ways to improve the layout. Collectively they all agreed that it should remain a one-page document to be put on the back of meeting agendas.

Review of Updates to Master Plan Housing Goals, Objectives, Strategies and Actions

Staff explained that she brought the updates back to the Commission to make sure that the discussion and changes from the October meeting had been captured. She also read the list of items the current master plan did not include from the Equity Audit Survey and these should be kept in mind as the plan progresses.

Commissioners discussed the need to sort Strategies and Actions in order of high priority to low priority; the addition of definitions; the need to address under-served members of the community, such as the homeless and tribal members; and the results of the Residential Target Market Analysis for the City.

Public Comment

Dennis Hoshield, Little Traverse Township, stated that he is familiar with downtown as he lived there for 15 years and makes deliveries regularly in town. He is all for small, affordable housing and changing the thought process on what it takes to make a home. A home does not necessarily need to be a house; it can be an apartment or a tiny home, and sometimes even a car. There are several properties in town that the City owns where a normal size home may not fit but if the City would allow a zoning change, a small one bedroom cottage or accessory dwelling unit could be built to help aid in the housing crisis. Small homes could be built on City property near the old Petoskey Plastics property. He suggested infilling spaces and allowing tax abatements to assist small developers in creating additional housing as well.

Katherine McConnell, 523 Woodland Avenue, stated that she recently purchased a four-unit home on State Street. She is trying to figure out what to do with it and she cannot believe the conditions that people are living in. She would love to build a two-car garage with an apartment upstairs and suggested that maybe this could be added to the Master Plan to allow for owner-occupied properties to have accessory use dwellings, as it could solve some of the housing problems.

Mike Pattullo, Shoreline Architecture, stated that he believes the Darling Lot proposal was in many ways a good project. It was discarded by City Council because it did not double the parking but it checked a lot of boxes that are initiatives of the City in terms of housing types, environmental concerns, carbon neutral, walkability neutral, etc. He believes it was only looked at from one metric and it was decided that it was not a good project and encouraged the Planning Commission not to take the same approach and

asked them to encourage City Council to take a broader view. A presentation was given at the City Council meeting on Monday by a developer proposing a mixed-use project in the B-2 District and they were asking for consideration by City Council on Brownfield TIF and whether or not they would be interested in participating. City Council took the position that they wanted to study the issue more financially, which certainly is what they should be doing but it is also a significant planning issue. The developer is proposing 20 apartments and/or condominiums mixed in, depending on what the Brownfield Program asks for. They also want to put in 28 parking spaces within the building proper and have the Brownfield TIF fund that infrastructure. He believes that if there is a way of hiding the parking within the building proper or an opportunity to spread parking out and pay for it by using tax revenue generated by the property itself, that it would take some parking obligation off the City. He asked the Commission to use their influence with City Council to encourage them to look at it from not only a financial standpoint but also from a planning standpoint and what the benefits are in trying to accomplish this.

Updates

Staff reviewed the status of the rezoning ordinance request for 112, 116, 118 and 124 East Mitchell Street stating that the motion failed with a 4-4 vote before the Planning Commission and even though the motion was unsuccessful, the action will have to go to City Council for consideration. She anticipates it will go before City Council at their March 2, 2020 meeting and that the order on the agenda will begin with the parking ordinance changes that were recommended for approval by the Planning Commission this evening followed by the rezoning ordinance request. Staff's understanding was that it was the parking exempt issue that created concerns for Commissioners and if that were addressed, the Commission was more supportive of the rezoning. Two of the three Commissioners who had voted against the rezoning agreed that the parking was their concern and would be supportive of the rezoning should the parking exempt district change, and the third Commissioner stated his main concern had been parking.

Staff will write the ordinance to make it clear what the Commission's concerns were and that they have been addressed by the ordinance changes to the parking exempt district.

Staff provided the Commission with a copy of the presentation that was presented to City Council for discussion on whether or not to change priority redevelopment sites. Her understanding from the discussion was that City Council wanted to keep the Darling Lot as a site and add the Baptist Church as well.

Staff summarized the conceptual development at Bay and Howard and noted that City Council is discussing whether it wants to consider development incentives.

The Commission was reminded of the training on Robert's Rules of Order at City Hall at 5:30 P.M. on Monday, February 24, 2020.

Staff then informed the Commission that there is potential for upcoming action items at 624 Charlevoix Avenue (former Chase Bank) and a special condition use request for transitional housing at 210 Wesley Street.

The meeting was then adjourned at 9:00 P.M.

Minutes reviewed and approved by Cynthia Linn Robson, Vice Chairperson/Secretary



BOARD: City Council

MEETING DATE: March 2, 2020


DATE PREPARED: February 24, 2020

AGENDA SUBJECT: First reading of an ordinance to rezone properties at 112, 116, 118, and 124 East Mitchell Street from B-1 Local Business and O-S Office Service Districts to B-2A Transitional Business

RECOMMENDATION: That City Council conduct a first reading of proposed ordinance

Background A public hearing was held by the Planning Commission on December 12, 2019 on the request to rezone the subject property to B-2A Transitional Business from B-1 Local Business and O-S Office Service. The concerns raised at the hearing were regarding parking needs of uses allowed in the B-2A District, which resulted in 4-4 vote on the request. However, the Commission did find there were benefits of the rezoning to B-2A and therefore worked to address the parking issues by proposing changes to the parking exempt district and parking requirements in the B-2A District.



 Subject Properties

Summary As the Planning Commission failed to make a recommendation on the request, the responsibility to determine whether the rezoning is consistent with the City Master Plan falls to City Council. The following information was provided to, and discussed by, the Planning Commission. The meeting minutes are also enclosed.

The intent of the B-2A District is to complement the historic urban core of the Central Business District, while providing a transition area to adjacent neighborhoods. The district has a less intensive development pattern than the Central Business District in that it allows for single story buildings and ground floor residential, but still allows for a zero lot-line building along street-fronting sides. The district uses are very similar to the B-2 Central Business District.



A comparison of the current and proposed zoning district standards is summarized in the table below. City Council should consider whether the zoning of this property should enable development more compatible with the remainder of the block that is a mix of single and multiple family dwellings, or more compatible with the Central Business District to the east.

Zoning District Standards	B-1 Local Business	O-S Office Service	B-2A Transitional Business
Setbacks- Commercial Uses Front Side Rear	20 FT minimum 0 FT min 20 FT min	20 FT minimum 0 FT min 20 FT min	0 FT Min, 15 FT max 5 FT min 0 FT min
Setbacks- Residential Uses (RM-2 District Standards) Front Side Rear	25 FT minimum 10 FT min 35 FT min	25 FT minimum 10 FT min 35 min	0 FT Min, 15 FT max 5 FT min 0 FT min
Building Height Maximum	2 Stories, 25 FT	3 Stories, 30 FT	3 Stories, 33 FT
Maximum Lot Coverage	*NR for commercial uses; 30% for residential uses	*NR for commercial uses; 30% for residential uses	*NR
Residential Density (Section 1600 (e))	Based on size of combined lots between 11 and 17 units depending on unit size	Based on size of combined lots between 11 and 17 units depending on unit size	*NR
Permitted Uses	All permitted uses in RM-2 Multiple Family District, retail, personal service, dry cleaning, banks, offices	All permitted uses in the RM-2 Multiple Family District, offices, medical clinics, personal service, banks with drive-in facilities	Uses in the B-1 plus restaurants, brewery/winery, museum, hotel, health/fitness facility, bakery, art studio
Special Condition Uses	Public buildings, utility facilities	Accessory retail, mortuary, Public buildings, utility facilities	Open Air Business

**NR= No Requirement*

A unique attribute to the site is the greenspace that was created when East Mitchell Street was realigned to create a perpendicular intersection with US-31. A zero-lot line building on the site would be between 20 and 60 feet from the curb, rather than within eight (8) feet of the curb as existing zero-lot line buildings on West or East Mitchell Streets. Should the four parcels be developed as a single site, the corner property would have two front yards and two side yards.

Below is staff's analysis of the advantages and disadvantages of the site being rezoned to B-2A Transitional Business.

Advantages of B-2A District Zoning for the site

The property serves as a transition area into downtown as one crosses the Mitchell Street Bridge; B-2A District standards allow for future development that creates a form similar to downtown.

The district height limit for all uses is the same as the remainder of the block – 3 stores, 33 feet.

There is not residential density limitation in the B-2A which could create more housing (a clear community need) than a district that has RM-2 District Standard density restrictions.

The average front setback of existing buildings fronting Emmet Street on the block are consistent with a zero-lot line building.

Disadvantages of the B-2A District Zoning for the site

The district does not have a lot coverage maximum, so development may cover the entire site.

The Commission has recommended these parcels be rezoned to B-2 Central Business District in 2014 for consistency with downtown form. Unlike the B-2 District, there is no 2 story minimum and ground residential is allowed in the B-2A.

The allowed uses are more intense than the B-1 and O-S Districts by allowing restaurants, breweries, hotels, etc.

In review of a rezoning request, City Council must evaluate whether the zoning map amendment is consistent with the City Master Plan. Below is staff's review of the request relevant to the master plan goals and objectives.

- Guide development and redevelopment in a manner that will maintain high quality living and working environments for current and future residents.
 - The site has been underutilized for many years, but has the potential for a development with easy access to downtown, the Bear River Valley/Waterfront, and McLaren Northern Michigan.
- Ensure a range of housing types and price levels to address the demands of various age groups, household types and income levels.
 - There is a documented housing shortage and new multiple family housing adjacent to downtown is what the target market analysis for Emmet County indicates is a need. The property location makes it conducive for maximum residential density, which is allowed in the B-2A District rather than the districts that restrict density based on lot size.
- Maintain and enhance Downtown Petoskey as the regional economic and cultural center of the community.
 - By extending the form of downtown to the highway and maximizing density, this site could enhance downtown's presence and thus its standing as the center of the community.
- Ensure that infill development and redevelopment are consistent with and complementary to the community's historic form.

- The site previously held two residences, a gas station, and a large boarding house (1929 Sanborn Map below) and has been the video store for many years, but if the interest is in the site as an entryway to downtown, the B-2A, B-2B Mixed Use Corridor and B-2 Central Business District have development standards closer to the form of downtown than the current zoning (B-1 Local Business and O-S Office Service). However, the district does allow single story buildings so there is no guarantee a multi-story building will be constructed.



1929 Sanborn Map Company Insurance Map

- Ensure any infill development or redevelopment is compatible with and enhances existing residential areas.
 - In 2014, the Planning Commission had recommended that 112, 116, 118, 124 East Mitchell be rezoned to B-2 Central Business District and the remainder of the block rezoned from O-S Office Service to RM-2 Multiple Family. The Commission felt that this site should fit the form of downtown, realizing it would not likely be used for single family residential, but also wanted to protect the existing housing stock on the remainder of the block and to not encourage its removal for office-service uses. The City Council only approved the rezoning from O-S Service, leaving the subject site in two different zoning districts.

The B-2A District is more compatible with the adjacent residential uses than the B-2 District, which had been previously recommended by the Planning Commission. The structures on the remainder of the block are large residential structures, many of which have been divided into multiple units. Of the 13 structures on the block, eight (8) are rental properties or vacant. The structures along Michigan Street have large rear-yards and are at a ground elevation between six (6) and eight (8) feet higher than the subject property.

Future Land Use Map and Zoning Plan The Future Land Use Map and Zoning Plan (Table 7.1 and Map 7.2) identify these properties as Neighborhood Mixed Use, which includes the B-2B Mixed Use Corridor but not the B-2A Transitional Business District. However, the B-2A and B-2B Districts have all of the same dimensional standards, with the only use not in common being warehouse and wholesale establishments that are allowed in the B-2B District. Therefore, staff believes the request is consistent with the Future Land Use Plan.

Recommendation Staff recommends that City Council conduct a first reading on the proposed ordinance.

at
Enclosures

ORDINANCE NO. _____

AN ORDINANCE TO AMEND THE ZONING DISTRICT MAP OF THE CITY OF PETOSKEY AS SET FORTH IN ORDINANCE NO. 451, THE ZONING ORDINANCE OF THE CITY OF PETOSKEY TO RE-ZONE SPECIFIC PROPERTIES FROM THE O-S OFFICE SERVICE DISTRICT AND THE B-1 LOCAL BUSINESS DISTRICT TO THE B-2A TRANSITIONAL BUSINESS DISTRICT.

WHEREAS, a request to rezone 112, 116, 118, 124 East Mitchell Street from O-S Office Service and B-1 Local Business to B-2A Transitional Business was made on November 8, 2019; and

WHEREAS, the subject properties are located at the entrance to downtown and adjacent to US 31 and hold a single-story structure and three vacant lots within two different zoning districts; and

WHEREAS, successful redevelopment of the property necessitates that all parcels have the same zoning; and

WHEREAS, rezoning of the subject properties to B-2A is consistent with the City of Petoskey Master Plan objectives of guiding development and redevelopment in a manner that will maintain high quality living and working environments for current and future residents, ensuring that future infill development or redevelopment is compatible with and enhances existing residential areas, and maintaining and enhancing Downtown Petoskey as the regional economic and cultural center of the community; and

WHEREAS, the proposed rezoning is consistent with the Future Land Use Map of the Petoskey Master Plan; and

WHEREAS, the Petoskey Planning Commission held a public hearing on the rezoning request at its December 19, 2019 meeting; and

WHEREAS, after the public hearing, the Petoskey Planning Commission had a tie vote (4-4) on the request and therefore failed to make a recommendation to City Council that the Zoning District Map be amended to add the subject properties to the B-2A Transitional Business District due to the concern of the property being located in the parking exempt district; and

WHEREAS, the Planning Commission held a public hearing at its February 20, 2020 meeting, and recommended to City Council that Sections 1704(c) and 2903(3) be amended to reduce the size of the parking exempt district, removing the subject properties from said district, and decreasing the parking requirements to 75% of full requirements in the B-2A Transitional Business District to promote a more pedestrian-oriented development pattern; and

WHEREAS, the concern of the Planning Commission with the rezoning of 112, 116, 118, 124 East Mitchell to B-2A Transitional Business has been addressed should the proposed changes to Sections 1704(C) and 2903(3) be approved by City Council.

NOW THEREFORE, the City of Petoskey ordains:

1. The Zoning District Map of the City of Petoskey shall be, and the same hereby is, amended in order that the following described property be shown as located in the B-2A Transitional Business District and the Zoning classification hereafter for said property shall be B-2A Transitional Business. The property hereby re-zoned is described as follows:

All of Lots 1, 2, 3 and 4 of Block 3, Ignatius Petoskey's Addition to the Village of Petoskey City recorded in Liber 1 of Plats, Page 7, Emmet County Records.

2. 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.
3. This Ordinance shall take effect fifteen (15) days following its enactment and shall be published once within seven (7) days after its enactment as provided by Charter.

Adopted, enacted and ordained by the City of Petoskey City Council this _____ day of _____ 2020.

John Murphy
Its Mayor

Alan Terry
Its Clerk



PLANNING COMMISSION

November 21, 2019

A regular Planning Commission meeting was held in the City Hall Community Room, Petoskey, Michigan, on Thursday, November 21, 2019. Roll was called at 7:00 P.M. and the following were:

Present: Emily Meyerson, Chairperson
Betony Braddock
Dean Burns
Bob Kronberg
Chad McDonald
Rick Neumann
Ted Pall
Eric Yetter

Absent: Cynthia Linn Robson

Staff: Amy Tweeten, City Planner

Upon motion and support, the minutes of the October 17, 2019 meeting were approved with corrections to pages 5,7,8 and 9.

Rezoning Request for 112, 116, 118, 124 E. Mitchell

Staff summarized the request to rezone the properties currently zoned B-1 Local Business and O-S Office Service to B-2A Transitional Business District, provided the differences between the B-2A and B-2 Central Business District, B-1 Local Business and O-S Office Service District.

Mike Pattullo, Shoreline Architects, referred to the conceptual development plan for a three story mixed use building.

Chairperson Meyerson noted that the request at this time is for a property rezoning only and that the concept could change. While she understood that people like to know what exactly would occur if property rezoned, the Commission is only looking at whether the proposed B-2A District is appropriate for the property and needs to be focused only on the zoning at this time.

Mr. Pattullo explained that the desired use is primarily multiple family residential that could occur under the current zoning, but that the district standards in the B-2A would make the building more compatible as an entrance to downtown. He summarized their thinking of the property uses with some first-floor commercial uses, covered parking and two stories of apartments.

Chairperson Meyerson provided background on the creation of the B-2A District as a transitional area adjacent to downtown, and the previous recommendation of the Commission to rezone the subject properties to B-2 Central Business District.

Commissioners asked about access to parking and parking requirements. Staff responded that the property is within the parking exempt district that does not have to provide on-site parking regardless

of property zoning, but that any potential development would want to provide sufficient parking and the requirements for multi-family use are 1.5 spaces per dwelling unit.

Commissioners discussed the B-2A Standards in relation to the CBD as well as existing buildings on the block, noting the higher elevation and large rear yards of many of the houses.

A motion was made by Commissioner Pall, with support by commissioner Kronberg, to schedule a public hearing on the request at the December 19 regular meeting.

Discussion of B-3A Resort Commercial District

The consensus of the Commission was to postpone discussion of possible district changes pending completion of the Master Plan update as there was not a pressing issue with reconstruction of the America's Best Hotel.

Review/ Discussion of the 2020 Meeting Schedule

Based on conflicts with Thursday night meetings, the Commission determined that the first Wednesday of the month would be the special meeting date for discussion of the master plan and decided to go back to the regular meeting date in June. Staff will check on spring break dates and create a revised 2020 meeting schedule.

Master Plan Update

Staff had provided Census information corresponding to the "AARP Making Room Housing for a Changing America" that illustrated the challenges of the aging population and housing needs; as well as the master plan equity audit responses. Staff will put together a list of items from the audit questions that should be addressed in the master plan update. The Commission also discussed the presentation by the state demographer on the status of the state and county population timeframe for "natural decline" and need for migration.

Updates

Staff gave an update on Council action and discussion of priority redevelopment sites. The Commission will review its Bylaws and Code of Conduct at an upcoming meeting.

The meeting was then adjourned at 8:40 P.M.

Minutes reviewed and approved by Emily Meyerson, Chairperson



PLANNING COMMISSION

December 19, 2019

A regular Planning Commission meeting was held in the City Council Chambers, Petoskey, Michigan, on Thursday, December 19, 2019. Roll was called at 7:00 P.M. and the following were:

Present: Emily Meyerson, Chairperson
Betony Braddock
Bob Kronberg
Chad McDonald
Rick Neumann
Ted Pall (arrived at 7:08 P.M.)
Cynthia Linn Robson
Eric Yetter

Absent: Dean Burns

Staff: Amy Tweeten, City Planner
Lisa Denoyer, Administrative Assistant

Upon motion and support, minutes of the November 21, 2019 meeting were approved.

Public Hearing on a Rezoning Request for 112, 116, 118, 124 East Mitchell Street

Staff summarized the request to rezone the properties currently zoned B-1 Local Business and O-S Office Service to B-2A Transitional Business District, provided the differences between the B-2A and B-2 Central Business District, B-1 Local Business and O-S Office Service District.

Chairperson Meyerson noted that the request at this time is for a property rezoning only and that the concept could change. While she understood that people like to know what exactly would occur if property was rezoned, the commission is only looking at whether the proposed B-2A District is appropriate for the property and needs to be focused only on the zoning at this time.

Mike Pattullo, Shoreline Architects, explained that the applicant has requested rezoning so that any new construction would be compatible with the Central Business District in regard to scale and setbacks and the desired use is primarily multiple family residential. Rezoning would have less restriction on lot coverage and would allow them to build onsite parking to improve marketability.

Commissioner Braddock asked if the address would be a Mitchell Street address even though the entrance would be from Emmet Street.

Mr. Pattullo replied that the property owner could choose their side and rear yards.

Staff responded that the property has a front and corner front yard and two side yards.

At this time, the meeting was opened for public comment.

Jonathan Scheel, 424 Emmet Street, voiced concerns about the scale of a potential project as Michigan Street homes are single-family homes. He stated that now may not be the time to bring it up but he would like the scale looked at when the project is proposed. Properties up Emmet Street have porches to the lot line, not three story, 33-feet tall buildings. He believes projects could still occur on the property without the rezoning.

Dean Fleury, 108 Michigan Street, stated that this is the third time that rezoning of this property has been requested and each time he has asked what will happen to the fragile neighborhood. He stated that there are already many rentals in the area and parking is an issue. Family Video has already caused traffic issues and should the property across the street be developed as well there would be even more problems that will cause a negative impact on the neighborhood.

Mike Pressey, 107 Michigan Street, stated that his main concern is parking in a high-pressure area. Downtown employees already park in the residential area and adding a business and apartments will only make the parking issue worse.

Judy Hills, 575 Hillcrest Street, stated that she owns property on Michigan Street and she agreed with Mr. Fleury's concerns. She stated that when showing her property there generally is not any on street parking available and potential tenants can see this as an issue and parking is even worse during the winter months. She suggested putting a moratorium on all development in this area until the parking issue is addressed. Onsite parking is commendable but it does not allow for guest parking, customers, repair companies, etc. She believes the neighborhood feeling is being lost.

Dennis Hoshield, Little Traverse Bay Township, said that he applauds the attempt at possibly providing multifamily housing. He makes deliveries on Emmet Street and that corner is an issue and needs attention. If a proposed project could house all of its own parking and then some, it may work.

There being no further comments the public hearing was closed.

Commissioner Yetter reminded the commission that they had requested to rezone this property to B-2 Central Business District previously and had forwarded the recommendation on to City Council for approval.

Chairperson Meyerson commented the commission recommendations for rezoning the remainder of the block from O-S to RM-2 had been approved by City Council, but not the rezoning of these three parcels.

Commissioner Yetter stated that rezoning would create an opportunity for housing and provides an opportunity for development. He believes onsite parking is imperative and is aware that people would not be able to park anywhere nearby without it so any developer would address this with a site plan. He believes the mass, scale and density could be a little thick but overall it meets the goals and objectives of the master plan.

Commissioner Braddock stated that the current zoning does not make sense. This is a prime corner and looking at just the rezoning request, it makes sense to allow the change. She informed the audience that she heard their concerns but housing is an issue and rezoning would help with this issue.

Commissioner Kronberg stated that he too believes rezoning makes sense. There is a great need for housing and walkability and allowing more housing would be a big plus. It is very clear from public comments that parking is an issue and he hopes that any development would include onsite parking and not impede on the neighborhood. He believes this would be a great way to spark development downtown as well as housing so long as it is balanced with parking.

Commissioner Neumann stated that he agrees with the other commissioners and believes rezoning makes sense. He commented that the historic house on the corner of Elizabeth Street and Mitchell Street is an entire story above grade and although it is a tall two-story house, it has a three-story affect from Mitchell Street. There is an alley that divides these parcels from the existing RM-2 properties, which will offset the height. Overall, he believes B-2A is appropriate for this district.

Commissioner Pall stated that his concern is with what can be built there. Clearly, it would be uses that require large amounts of parking. He then asked staff to explain the parking exemption.

Staff explained that this block is in the parking exempt district as is the block that holds the library even though neither are in the B-2 Central Business District. She did not know why these blocks were included, but suspects that the concern was that buildings would be torn down if parking was required and they are in proximity to public parking.

Commissioner Pall believes there could be a huge problem for parking with the allowed uses of rezoning. The setbacks are dramatically different than the rest of the block and while the alley does help alleviate the impact, he is conflicted and wished they were talking about the whole block.

Commissioner McDonald stated that he believes that the three different zonings that currently exist speak to spot zoning and it needs to be corrected and this may be their first step in correcting it.

Commissioner Robson stated that she believes that if the property is zoned B-1 or O-S there would be incentive to build upper floor residential units where if it were zoned B-2A the developer could build strictly commercial with no residential units.

Chairperson Meyerson reminded the commission that they are only looking at the rezoning request. A site plan would be reviewed later. The applicant said that they would like a zero lot line and without this, underground parking could not be created. A higher density makes sense on this busy street which the proposed district would allow. The property is challenging and it is true that there are no guarantees with a rezoning that it would be housing, but that has been the discussion to date. The commission cannot control everything that can be built at this point of rezoning, but site plan review would occur if property is rezoned. If parking exemption is an issue then maybe the district needs to change.

Commissioner Robson commented that the RM-2 zoning on this block was originally O-S and believes it was changed to protect family homes in the neighborhood. She prefers the B-1 District and asked if the property were rezoned to B-2B, if it could be taken out of the parking exempt district.

Staff noted that the parking exempt district is defined in the parking section of the zoning ordinance. The B-2B District is not included in the parking exempt district, but has reduced parking requirements. A change to the parking exempt district is possible, but would need to be a separate text amendment.

Commissioner Neumann commented that the parking exempt district on this block was previously discussed, and the decision to downzone the remainder of the block to keep those properties residential versus encouraging them to become office was based on the concern for removal of existing structures. While the commission cannot require parking in the parking exempt district, he thinks that it would be necessary for a successful redevelopment.

Chairperson Meyerson stated that she was comfortable with the request and that the commission can look at changing the parking restrictions but the purpose tonight is to make a recommendation to City Council on the zoning of the parcels. The issue of the parking exempt district would need to be handled separately.

Commissioner Robson asked what the height allowance is in the B-2B zoning district. Staff responded that the height is the same as the B-2A with the difference being the B-2B allows warehousing and wholesale establishments and reduced parking.

Chairperson Meyerson stated that the commission could look into the parking exempt district but that would mean postponing action and placing this request on hold.

A motion was then made by Commissioner Yetter, with support by Commissioner Neumann, that the rezoning request for 112,116,118 East Mitchell Street from O-S Office Service to B-2A Transitional Business and 124 East Mitchell Street from B-1 Local Business to B-2A Transitional Business be recommended to City Council for approval based on the facts presented in the staff agenda memo and that the request is consistent with the City Master Plan, Future Land Use Map and Zoning Plan, the uses and development standards are compatible with surrounding uses, and the site is of sufficient size to accommodate the uses.

Commissioner Pall stated that he would like to amend the motion and only continue with the recommendation with the removal of the parking exempt district.

Chairperson Meyerson informed Commissioner Pall that there was a motion on the table and that conditions cannot be placed on a rezoning request, and therefore the commission would vote on the initial motion.

Commissioner Pall stated that the motion belongs to the Table and argued that his is the superior motion according to Roberts Rules of Order. Commissioner Meyerson stated that Mr. Pall was out of order, but if someone wanted to support his motion, she would allow it.

The motion failed for lack of support.

Commissioner Robson stated that she would like to see the property rezoned and the parking exemption addressed at the same time. She voiced concerns about legal issues if the commission changed the parking exemption after the property was rezoned and asked if both items could be put on the next regular meeting agenda.

Chairperson Meyerson responded that both items could go on the next regular meeting agenda but that there was a motion on the table to approve the rezoning to B-2A Transitional Business.

Commissioner Pall stated that he would like to go on record that he had asked if both items could be put on the next regular meeting agenda and would be voting against the motion due to concerns about parking and scale of potential development. He wanted it on the record that he is opposed to the recommendation and he believes his request to amend the motion is correct.

Commissioner Kronberg asked if a motion could be made to postpone action on the request and review parking at the next regular meeting. The requested amendment to the motion was not accepted.

At this time a roll-call vote was taken on the motion made by Commissioner Yetter and seconded by Commissioner Neumann. The motion failed on a 4-4 vote.

Commissioner Robson asked if it could be put on the agenda for their special meeting in January to which staff responded that the commission does not have a special meeting in January.

Mr. Pattullo stated that the parking exempt status could change at any time and asked the commission to make a recommendation on the rezoning request and address the parking issue later rather than together as they are two separate issues. He understood their concerns with liability and believes it could be considered a taking to remove properties from the parking exempt district.

Commissioner Pall stated that time tends to be important for the Planning Commission and he has an issue with approving the rezoning and then changing the parking.

Chairperson Meyerson stated that a text amendment can occur at any time.

Commissioner Neumann stated that he believed it would be a mistake to mix the two together.

Commissioner Robson asked if they could make a recommendation to City Council to change the zoning to B-2A with the recommendation that the parking exemption be changed.

Staff responded that the changes would require both text and map amendment, not just text amendments.

Chairperson Meyerson stated that they could not hold a hearing on language that has not yet been drafted.

Steve Warner, Shoreline Architecture, stated that a developer could purchase an adjacent lot, tear down the building and build a parking lot. He asked staff what the original intent of the parking exempt district was and why this block was included. Staff responded that she did not know for certain, but likely the concern was removal of structures for surface parking.

Mr. Pattullo stated that the parcels are parking exempt currently, but the reason they asked for the B-2A zoning was to allow for construction of the maximum amount of parking not to avoid putting in parking. He did not understand why the two issues were being tied together and believed they would be making the parking exemption advantage into a disadvantage.

Adoption of the 2020 Meeting Schedule

Based on conflicts with Thursday night meetings, the commission determined that the first Wednesday of the month would be the special meeting date for discussion of the master plan and decided to go back to the regular meeting date in June. Staff presented a revised meeting schedule as requested.

A motion was made by Commissioner Neumann, with support by Commissioner Kronberg, to approve the revised 2020 meeting schedule. Motion carried 8-0.

Review/ Discussion on Commission Bylaws and Code of Conduct

Staff informed the commission that the current bylaws were approved in 2017. She reviewed the bylaws and asked the commission if they believed that site plan review could be completed in one meeting or if they felt two would be necessary.

Commissioners discussed changes to the current bylaws and asked staff to provide a revised copy with additions and changes highlighted.

Updates

Staff reviewed changes that were made to the Master Plan Sustainability Framework per their recommendations at the November 21, 2019 meeting.

She invited the Planning Commission to attend the February 3, 2020 City Council meeting where they will receive training from MEDC on development pro-formas and the Darling Lot concept.

Staff then informed the commission that the City Attorney is working on small cell wireless facilities regulations. Chairperson Meyerson asked if a zoning amendment would be needed and staff responded that it will only affect private property and is already covered in the zoning ordinance.

Chairperson Meyerson expressed her disappointment in the failure of the motion to recommend rezoning of the Mitchell Street parcels and reminded the commission that part of their job is to see the long-term picture and to remember that they cannot control everything. There are opportunities for change and the concept they had seen would have provided the parking they need. She asked them to think bigger as there is a housing problem and a proposal that would have increased housing was turned down. Sometimes the commission has to let go of control and trust the process. She had concerns about wasting the applicants and neighbors time.

Commissioner Yetter commented that while the property can still be rezoned, the applicant may not come back with the same proposal.

The meeting was then adjourned at 8:37 P.M.

Minutes reviewed and approved by Cynthia Linn Robson, Secretary



City of Petoskey

Agenda Memo

BOARD: City Council

MEETING DATE: March 2, 2020

PREPARED: February 24, 2020

AGENDA SUBJECT: Planning Commission Annual Report

RECOMMENDATION: That the City Council accept report

Background Pursuant to Act 33 of the Michigan Public Acts of 2008, Article II, Section 125.3819, the Planning Commission shall submit to City Council an annual written report of activities. The 2019 Annual Report is enclosed.

Also enclosed is the Sustainability Framework that was developed to guide the Master Plan process. The Framework identifies four planning categories, each with five focus areas of sustainability. The Commission will use the Framework during its review of the existing master plan accomplishments, as well as in development of future goals, objectives and strategies, to ensure the three principles of sustainability (Environment, Equity and Economy) are addressed.

at
Enclosures



City of Petoskey

Planning Commission Annual Report 2019

The Planning Commission is the body authorized to create and approve a master plan as a guide for community development. The Commission then implements the plan through recommendations on zoning ordinance amendments, development of the capital improvements program, and review of development proposals and creation of sub-area plans. The Commission has nine members and is staffed by the Office of City Planner.

Planning Commission Meetings: 18 12 regular meetings
1 joint meeting with City Council to discuss ordinance language on fences and ADUs
3 special master plan meetings
1 special meeting on 200 East Lake Street
1 special meeting on medical marijuana

Sign Committee Meetings: 2

Training Received:

- Creation of Local Historic Districts, Michigan Historic Preservation Network
- Little Traverse Housing Partnership Community Dialogue
- Open Meetings Act, Jim Murray, City Attorney
- Livable Petoskey Sustainability Forum, LIAA et. al.
- Managing Risk: Making Sound Planning and Zoning Decisions, Michigan Association of Planning
- Michigan Association of Planning Annual Conference
- Population Trends in Northern MI, Eric Guthrie, PhD, State Demographer

Master Plan Implementation

Capital Improvements Plan

The Commission reviewed and recommended approval of the 2020-2025 Capital Improvements Plan, with an additional open house and sub-committee meeting on the Kalamazoo Avenue reconstruction project.

Zoning Ordinance and Map Amendments

Zoning Ordinance

- Fences
Changes were made to fence regulations in front yards.
- Medical Marijuana
Council had given the direction to the Commission to identify 2-3 locations in the community to allow 3-4 Provisioning Centers. The Commission then discussed the issue at six (6) meetings, including a special meeting on the subject and a public hearing on July 18 before forwarding language to City Council.

- **Housekeeping Items**
Corrections to the Boarding House language for clarity, and an extension of planning commission approval from six (6) months to 18 months was recommended to City Council.

There were no zoning map amendments in 2019.

Rezoning Requests

200 East Lake Street

A request for a preliminary PUD was denied.

112, 116, 118, 124 East Mitchell Street

A request to rezone the property from B-1 Local Business and O-S Office Service to B-2A Transitional Business failed to receive a majority vote (4-4), with no recommendation being sent to City Council.

Development Review/ Action

Two-family dwelling, 1052 Hill Street

A special condition use request was approved to convert an existing dwelling into two dwellings.

Parr Memorial Baptist Church, 1250 Atkins Street

A special condition use site plan for a new church at 1250 Atkins Street was reviewed and approved.

Harbor Hall, 114 Rush Street

A two-building site plan for Harbor Hall was reviewed and approved.

Fletch's Carwash, 829 Charlevoix Avenue

An accessory car wash special condition use site plan was reviewed and approved.

Master Plan Update

The Commission began the update to the current master plan, developing a sustainability framework with community and expert input on issues to be included in the plan. Development of the plan will continue into 2020.

Administrative Actions by the Office of City Planner

In addition to items processed and reviewed by the Planning Commission, Planning Commission Sign Committee, and Zoning Board of Appeals, the Office of City Planner processes administrative requests, fulfills the annual reporting requirements of the City's Redevelopment Ready Communities™ Certification, and coordinates the City's annual submittal to the Michigan Green Communities Challenge.

	2019
Zoning Permits Issued	59
Sign Permits Issued	89
Notices of Ordinance Violation Issued	43
Variance Requests/Appeals to the Zoning Board of Appeals Processed	7
Development Review Team and Pre-Construction Meeting Coordination	5
Public Engagement Meetings Coordinated and Held (Darling Lot Concept, Kalamazoo Avenue Reconstruction, Livable Petoskey Workshops and Pop-up meetings)	6

City of Petoskey

Sustainability Framework

December, 2019



Prepared by:





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Introduction

The purpose of Petoskey's Sustainability Framework is to help guide the City's *Livable Petoskey* master planning process by summarizing related plans to identify what the City is already doing and what opportunities exist to increase Petoskey's sustainability. This framework was developed by analyzing the following municipal plans and community documents for goals and objectives related to local resilience and sustainability:

- *Blueprint Petoskey*—City of Petoskey Master Plan (2014)*
- City of Petoskey 2019-2024 Capital Improvements Plan
- City of Petoskey 2018-2022 Parks and Recreation Plan
- City of Petoskey Public Participation Plan (2016)
- City of Petoskey Economic Development Strategic Plan (2016)
- Little Traverse Bay Watershed Plan (Tip of the Mitt Watershed Council, 2007)
- Resiliency Plan for Governments in the Little Traverse Bay Watershed: Local Climate Solutions (Tip of the Mitt Watershed Council, 2019)
- ALICE in Michigan: A Financial Hardship Study (United Way, 2019)

Each section of this framework describes four planning categories that emerged from the analysis of Petoskey's existing plans. These categories include Environmental Stewardship, Built Environment, Community and Local Economy. Each section begins with a description of what the City of Petoskey and other regional entities (e.g., Tip of the Mitt Watershed Council and Char-Em United Way) have already outlined as goals and objectives toward a more sustainable future.

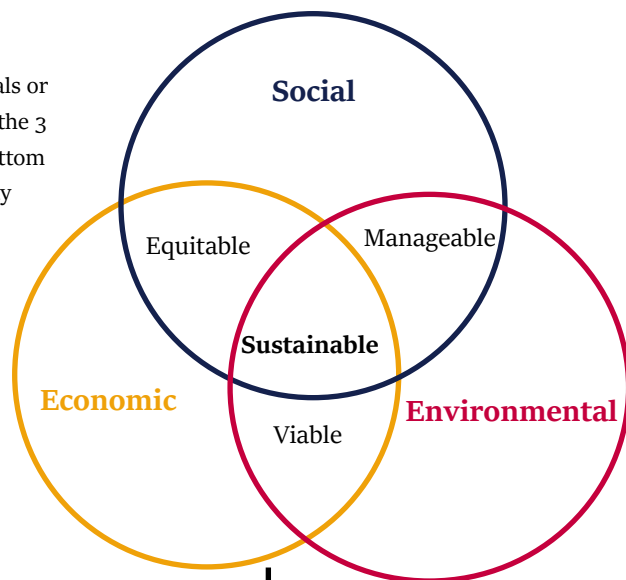
This review and summary is then followed by a narrative of each category's importance as a component of sustainability. Illustrated on the next page, the categories are further broken down into focus areas for the *Livable Petoskey* Master Plan update. The focus areas incorporate what the community is already doing as well as best practices to consider.

This process also involved various public engagement events in which Petoskey's residents were able to identify the greatest areas of need to make Petoskey a truly livable place for all. Each of the planning categories, as well as the *Livable Petoskey* planning process itself, are intended to grow the City's social equity. Petoskey's next master plan will build on ideas from past planning efforts while focusing more heavily on the features of the City that should be preserved, enhanced or created to make it a livable place for all people to live, work and play.

*Throughout the framework, *Blueprint Petoskey* and the Master Plan (2014) are used interchangeably. They refer to the same document.

- * Master Plan (2014)
- * Capital Improvements Plan (2019-2024)
- * Public Participation Plan (2016)
- * Economic Development Strategic Plan (2017)
- * Parks and Recreation Plan (2018-2022)
- * Little Traverse Bay Watershed Protection Plan (2007)
- * Resiliency Plan for Governments in the Little Traverse Bay Watershed: Local Climate Solutions
- * ALICE in Michigan: A Financial Hardship Study

Plans analyzed for goals or initiatives relating to the 3 traditional “Triple Bottom Line” sustainability categories



Each goal or initiative organized into 1 of 4 planning categories

Each planning category has five focus areas

Environmental Stewardship



Natural Resources Management



Climate Resilience



Reduce, Reuse, Recycle



Green Development



Local Food Systems

Built Environment



Neighborhoods for All



Transportation Options



Infrastructure



Historic Preservation



Quality Places

Community



Community Identity



Citizen Engagement



Arts & Culture



Recreation Opportunities



Public Health & Safety

Local Economy



Community Assets



Partnerships



Business Attraction, Development and Expansion



Redevelopment and Infill Development



Education and Job Training



A Framework Toward a Sustainable Future

What is Livable Petoskey?

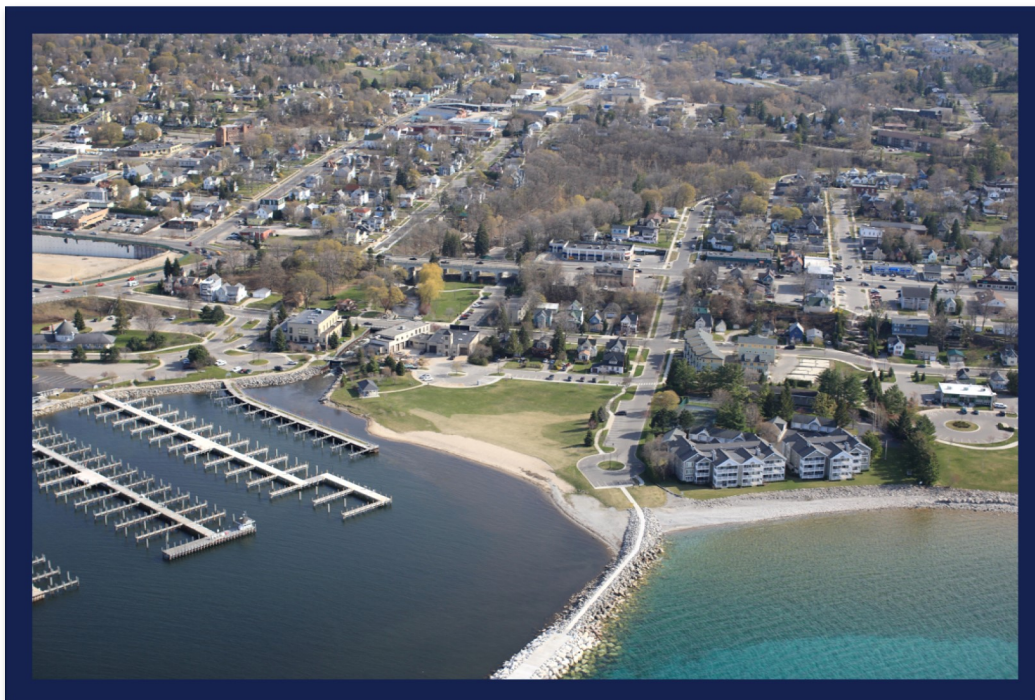
Livable Petoskey is a unique and all-new land-use planning and community development project directed by the City of Petoskey. The purpose of the project is to review Petoskey's existing conditions and identify opportunities for improved sustainability. This is a preliminary step in the community's upcoming Master Plan update.

What is Community Resilience?

Community resilience is a measure of the sustained ability of a community to utilize available resources to respond to, withstand and/or recover from adverse situations. Communities that are resilient are able to learn from adversity and adapt quickly to change.

What is a Master Plan?

A little like a “blueprint,” a master plan is the public's guide for the development of a community and the management of its resources. Among other things, the Master Plan provides the framework under which a community can preserve its natural features, build strong neighborhoods, increase new businesses, plan for public services and guide new development. The Master Plan also provides the basis for the development and application of local land-use regulations, including the zoning ordinance.



Environmental Stewardship

Petoskey's Efforts At Environmental Stewardship

The following plans highlight the City of Petoskey's goals, objectives and current gaps in implementing many of the best practices that promote environmental stewardship:

- Blueprint Petoskey
- 2019-2024 Capital Improvements Plan
- 2018-2022 Parks and Recreation Plan
- Little Traverse Bay Watershed Protection Plan
- Resiliency Plan for Governments in the Little Traverse Bay Watershed: Local Climate Solutions

Current Goals, Objectives & Action Items

Overall Coastal Resilience

The Tip of the Mitt Watershed Council prepared a 2018 report describing the need for municipalities located within the Little Traverse Watershed to plan for projected climate futures. Petoskey is susceptible to many of the challenges facing coastal communities across Michigan, as harsher storm events and less-predictable fluctuations in Great Lakes coastal dynamics make planning for the future more important than ever. The Tip of the Mitt report emphasizes that communities should develop a flood response system; revisit and revise, as appropriate, required waterfront setbacks (i.e., consider greater setbacks with the understanding that water levels are expected to continue fluctuating); encourage replacement of hardened shorelines; evaluate how coastal dynamics may affect boat launches; work with property owners to maintain open space for ecosystem migration with changing water levels; map vulnerable areas; and plan for flooding impacts on infrastructure (source: Resiliency Plan for Governments in the Little Traverse Bay Watershed: Local Climate Solutions).

Renewable Energy

The Master Plan recommends that the City work with the Michigan Public Power Agency (MPPA) and other jurisdictions to develop and utilize alternative, renewable energy sources. The implementation timeframe for this recommendation was from 2009-2013. It is evident that the City followed through with this recommendation. In 2017, the City purchased 105,745,309 kilowatt-hours of electricity from renewable energy sources, creating a Voluntary Renewable Energy Program that residents can participate in (source: *Blueprint Petoskey*).



Environmental Stewardship

Current Goals, Objectives & Action Items

Flood Mitigation

Blueprint Petoskey does not address the flood risks that accompany Great Lakes coastal dynamics and the more intense flood events that municipalities across the state have experienced in recent years. However, the Resiliency Plan for Governments in the Little Traverse Bay Watershed details specific actions that could be implemented. The document recommends the following best practices to help mitigate the effects of flood events:

1. Plant trees (tree canopy is mentioned in *Blueprint Petoskey* but not as a tool for flood mitigation).
2. Construct narrow streets, and landscape with native vegetation.
3. Pave with permeable pavement (also mentioned in the 2018-2022 Parks and Recreation Plan).
4. Develop a flood response plan.
5. Use rain barrels, swales and rain gardens.
6. Restore public wetlands and encourage wetland restoration on private lands.
7. Use your planning process to reduce impervious surfaces.

(source: Resiliency Plan for Governments in the Little Traverse Bay Watershed: Local Climate Solutions)

Stormwater Management

Both the Master Plan and the 2019-2024 Capital Improvements Plan (CIP) include components relating to storm water management. The Master Plan recommends the City update its Stormwater Erosion Control Ordinances, while the CIP references the City's Stormwater Asset Management Plan. In addition, both of the Tip of the Mitt reports recommend that communities in the Little Traverse Bay Watershed implement green infrastructure improvements to better manage storm water, especially runoff that is entering natural systems (sources: *Blueprint Petoskey*, 2019-2024 Capital Improvements Plan, Little Traverse Bay Watershed Protection Plan, Resiliency Plan for Governments in the Little Traverse Bay Watershed: Local Climate Solutions).



Environmental Stewardship

Current Goals, Objectives & Action Items

Invasive Species

The 2018-2022 Parks and Recreation Plan as well as the Tip of the Mitt Resiliency Plan for Governments in the Little Traverse Bay Watershed include goals related to the prevention, management and eradication of invasive species. The Tip of the Mitt report recommends that local jurisdictions work with the Charlevoix, Antrim, Kalkaska and Emmet (CAKE) Cooperative Invasive Species Management Area (CISMA). The Parks and Recreation Plan calls for more education to the public on the control and eradication of invasive species. The current Master Plan cites invasive species as a threat to critical surface water resources such as Little Traverse Bay and Bear River (sources: *Blueprint Petoskey*, 2018-2022 Parks and Recreation Plan).

Water Quality

Blueprint Petoskey, the Parks and Recreation Plan (2018-2022) and the Little Traverse Bay Watershed Protection Plan (Tip of the Mitt Watershed Council) emphasize the importance of maintaining and improving Petoskey's water quality. The current Master Plan states the need to complete and implement the City's Wellhead Protection Plan. It also lists a recommendation to continue to implement the Little Traverse Bay Watershed Protection Plan in conjunction with the Little Traverse Bay Watershed Protection Project Advisory Committee and Tip of the Mitt Watershed Council.

The Tip of the Mitt Watershed Protection Plan lays out a list of goals to preserve the watershed as a natural, social and economic resource. In addition, the Parks and Recreation Plan mentions the Tip of the Mitt watershed plan, reiterating the need to protect the quality of Little Traverse Bay and Bear River (sources: *Blueprint Petoskey*, Little Traverse Bay Watershed Protection Plan, Parks and Recreation Plan 2018-2022).



Environmental Stewardship

Preserving the Natural Environment

Environmental sustainability means balancing the community's needs that are supported by the built environment while reducing impact on natural ecosystems. Regularly neglected in past generations of planning, the natural features of a community directly support economic and social resilience, in addition to ecological stability, making them critical to a locality's overall well-being. Environmental stewardship ensures that the natural quality of a place is maintained for current and future generations to enjoy. This involves protecting natural systems so that they continue to function, as well as maintaining these systems for the aesthetic enjoyment of people.

In this framework, Environmental Stewardship refers primarily to the protection of natural systems, the implementation of green practices into the built environment (especially those that reduce the risk of climate shocks) and the creation of self-sustaining food and energy systems. These features, when implemented, should consider the developmental needs of the community and work to balance those needs with the recognition that natural resources are both necessary and desirable.

Focus Areas for Environmental Stewardship



**Natural
Resources
Management**



**Climate
Resilience**



**Reduce,
Reuse,
Recycle**



**Green
Development**



**Local Food
Systems**

LIVABLE FOR ALL

A Livable Petoskey is one that recognizes the threats that coastal dynamics, flood events and extreme heat present to the community's sustainability and identifies strategies to mitigate these threats. A Livable Petoskey knows that green features contribute to economic, social and environmental resilience. The community seeks ways to reduce its impact on the natural environment by reducing its use of non-renewable resources and by encouraging practices that sustain natural assets for future generations. A Livable Petoskey is one where residents are connected to fresh, healthy foods and plentiful green spaces.



Environmental Stewardship

Focus Areas



Natural Resources Management

Sustainable communities identify their natural resources and develop plans to help preserve these resources into the future. This often involves collaboration with businesses and community organizations to identify ways to improve stewardship practices, as well as education to the public on how residents can help in this effort.



Climate Resilience

Sustainable communities actively seek to understand their vulnerability to extreme flood events, extreme heat or other potential natural disasters. These communities evaluate their ability to respond to natural disasters and implement best practices to address any weaknesses.



Reduce, Reuse, Recycle

Sustainable communities encourage the use of renewable energy to reduce harmful emissions through effective policy and community-supported programming. Additionally, these communities promote actions that reduce the amount of waste materials entering landfills and natural systems and work to improve local air and water quality. These places often create regulations to reduce ambient noise and light.



Green Development

Sustainable communities use regulations and/or incentives to help incorporate green features into new development and redevelopment projects. They reduce long-term municipal expenditures by implementing green infrastructure in municipal projects.



Local Food Systems

Sustainable communities source food locally to the extent possible. Residents support farmers who grow food within the region, keeping money within the community. These places make healthy food options accessible to as many residents as possible.



Built Environment

Petoskey's Efforts Toward a Sustainable Built Environment

The following plans highlight the City of Petoskey's goals, objectives and current gaps in implementing many of the best practices that often indicate a sustainable built environment based on effective land-use practices:

- *Blueprint Petoskey*
- 2019-2024 Capital Improvements Plan
- 2018-2022 Parks and Recreation Plan
- Economic Development Strategic Plan

Current Goals, Objectives & Action Items

Historic Preservation

The 2014 Master Plan called for the creation of a Local Historic District for the Downtown National Register District in order to protect the integrity of historic structures. The plan also sought to explore the creation of a local district in the East Mitchell National Register Historic District. Many of the strategies included in *Blueprint Petoskey* emphasize the community's desire to maintain and promote its historic character, especially by preserving historically significant buildings and sites (source: *Blueprint Petoskey*).

Open Space

Previously mentioned, one of the key draws to Petoskey is the area's natural scenery. Open space protection efforts help meet the "Triple Bottom Line" of sustainability by promoting environmental protection initiatives, providing social spaces for residents and visitors and attracting tourism spending within the local economy. The *Blueprint Petoskey* 2014 Master Plan emphasized the public's support for the protection of open space areas both within City limits and in neighboring jurisdictions. In addition, the 2018-2022 Parks and Recreation Plan states that the City should continue to identify vacant parcels that could be used as open space recreation areas. (sources: *Blueprint Petoskey*, 2018-2022 Parks and Recreation Plan).

Shared Facilities

The 2014 Master Plan emphasizes the importance of sharing facilities, when feasible, in order to maximize cost-effectiveness and reduce the need for inefficient land uses. More specifically, the plan calls for the City to coordinate with neighboring jurisdictions and educational institutions to identify opportunities to share facilities (source: *Blueprint Petoskey*).



Built Environment

Current Goals, Objectives & Action Items

Non-Motorized Transportation

Efforts to improve non-motorized transportation appear in four City plans. First, the 2014 Master Plan calls for the City to implement the Sidewalk Plan and expand on it to create a Non-Motorized Facilities Plan, which would include the designation of on-street bike routes.

The plan also recommends the creation of programming and infrastructure to improve the bikeability of the community (e.g., bike rack installation, “Bike to Work Week”, etc.). This is also reflected in the Parks and Recreation Plan and the 2019-2024 Capital Improvements Plan, which list specific improvements to existing non-motorized routes as well as opportunities for improved connectivity City-wide and to regional destinations.

In addition, *Blueprint Petoskey* calls for more pedestrian amenities, especially along US-31 and 131. Ultimately, the Master Plan highlights the public’s desire for multi-modal transportation options that are safe and efficient.

Finally, the Economic Development Strategic Plan cites the need for the City to connect to regional trails systems and to market existing trail assets to help attract more visitors and spending in the local economy (sources: *Blueprint Petoskey*, 2019-2024 Capital Improvement Plan, 2018-2022 Parks and Recreation Plan, Economic Development Strategic Plan).

Greenway Corridor

A key contributor to non-motorized transportation in Petoskey is the Downtown Greenway Corridor, which was completed in 2018. This non-motorized corridor connects Bayview through Downtown and to the Old Town Emmet Neighborhood. There is interest, as indicated in the City’s Non-Motorized Facilities Plan, in extending the corridor to the south to Washington Street and possibly continuing to Sheridan Street to supplement future redevelopment of the neighborhood (sources: *Blueprint Petoskey*, 2019-2024 Capital Improvement Plan, 2018-2022 Parks and Recreation Plan, Economic Development Strategic Plan).

Aesthetic Improvements

The 2019-2024 Capital Improvements Plan lays out three strategies to enhance the aesthetic quality of Petoskey’s built environment. These include sidewalk and crosswalk repairs, moving electrical infrastructure underground and improving the marina. The visual quality of a place is important to maintaining its social and economic sustainability (source: 2019-2024 Capital Improvements Plan).



Built Environment

Current Goals, Objectives & Action Items

Housing

Blueprint Petoskey and the Economic Development Strategic Plan highlight strategies for the City to improve on its issues related to housing. Two strategies in *Blueprint Petoskey* address the lack of affordable housing in the City. The plan calls for the City to work with organizations such as the Northern Homes Community Development Corporation and the Northwest Michigan Community Action Agency to develop affordable housing ownership options within the City and to explore the use of ordinances that allow clustered housing units to create affordable housing options.

The *Blueprint* also states that the City should develop a housing plan that addresses the needs of the service industry, including part-year employees, young families and the elderly. The *Blueprint's* future land use plan showed the creation of more mixed-use zoning designations. Mixed uses are one method to bring more housing units into a wider variety of locations.

Finally, the Economic Development Strategic Plan lists Petoskey's current housing shortage as a key challenge that is impacting the ability of businesses and industry to recruit skilled workers to the community. The plan also cites vacation rentals and seasonal housing as detriments to the availability of long-term rental and owner-occupied housing options (sources: *Blueprint Petoskey*, Economic Development Strategic Plan).

Parking

Petoskey's Economic Development Strategic Plan lists two issues related to parking, primarily in the downtown area. First, there is a shortage of parking during the summer months when tourism visitation is at its peak. Second, the shortage of covered parking during the winter months is a key detractor for developers considering investing in downtown housing opportunities. Both of these issues have been cited in various parking studies (source: Economic Development Strategic Plan).

Redevelopment and Infill

Redevelopment and infill development have been identified by the City as key components to meeting housing and parking needs in the downtown area. The Economic Development Strategic Plan states the need for redevelopment to be sensitive to the local context relative to scale, character and placement. The plan also emphasizes that redeveloped sites should have high community appeal and acceptance.

The main redevelopment sites identified in the plan include downtown, the Old Town Emmet Neighborhood and the US-31 and US-131 Corridor. Infill planning efforts were part of Petoskey's effort to become a certified Redevelopment Ready Community (RRC) under the Michigan Economic Development Corporation's (MEDC) designation. Since the last Master Plan update, Petoskey has become RRC certified (source: Economic Development Strategic Plan).



Built Environment

Toward a Sustainable Built Environment

The potential planning categories for the Built Environment section of this framework, similar to the other guiding principles, summarize what Petoskey has already planned for and helps to identify opportunities to improve on the City's sustainability. The built environment is a key part of meeting the "Triple Bottom Line" of sustainability. Best practices such as proper siting, green building materials and green infrastructure are important to promoting environmental stewardship. Historic preservation, quality public places, an affordable and diverse housing stock and the presence of multi-modal transportation all help with the social sustainability of a place. In addition, the presence or absence of each of these features can be the determining factors in whether or not talented workers or entrepreneurs looking to open up new businesses choose to locate in Petoskey. The built environment should reflect the local identity through proper form, design and scale. In addition, the built environment must be designed to meet resident and worker needs while also considering development's impact on the natural systems and aesthetic qualities that make Petoskey a destination location.

Focus Areas for the Built Environment



**Neighborhoods
for All**



**Transportation
Options**



Infrastructure



**Historic
Preservation**



**Quality
Places**

LIVABLE FOR ALL

A Livable Petoskey means having housing options that provide for a diverse range of socioeconomic backgrounds and living preferences. The limitations of the existing housing stock present problems to businesses wanting to attract and retain a talented workforce and must be addressed.

A Livable Petoskey will also include a built environment with a well-connected transportation network. Residents will have multiple options to get to work, home, recreation and retail without needing to depend on a private automobile as the required means of travel.

Finally, a Livable Petoskey means a built environment that mixes function with aesthetics. Streetscapes are designed to withstand storm events and flooding, while also featuring interesting places, a preserved historic character and a unified theme that creates a unique sense of place.

Built Environment

Focus Areas



Neighborhoods for All

Sustainable communities ensure that their housing stock is diversified to meet the needs of a wide range of residents, including those who are low-income, high income, students, disabled, elderly, young professionals and families. These communities often conduct a housing analysis to understand what needs are not being met or which housing options are oversaturated in the community. These places site new housing close to local resources and existing infrastructure. They also promote affordable housing options and programming so that residents are not rent burdened.



Transportation Options

Sustainable communities create non-motorized transportation options within the locality and to the region as a whole. Development that contributes to a pedestrian-oriented built environment is required or incentivized, traffic data is periodically reviewed to identify gaps and opportunities for safer, more efficient travel and new technologies are embraced.



Infrastructure

Sustainable communities routinely inspect critical infrastructure and allocate resources to safeguard against system failures that would put public health and safety at risk. Infrastructure that incorporates green features is utilized to minimize the potential impacts of flood events and fluctuating lake levels.



Historic Preservation

Sustainable communities identify and work to preserve historically significant structures and places within their jurisdictional boundaries. Using tools such as listing on the National Register of Historic Places and the State Register of Historic Sites, local historic district designation and administration, neighborhood conservation strategies, zoning regulations and tax incentives, the historic qualities of the community are promoted as important local assets and preserved for future generations.



Quality Places

Sustainable communities use tools such as zoning, the site plan review process and investment in well-designed public spaces to create quality places to allow for both programmed and spontaneous social interactions to occur.



Community

Petoskey's Efforts Toward a Sustainable Community

The following plans highlight the City of Petoskey's goals, objectives and current gaps in implementing many of the best practices that promote a sense of place and indicate a location where people want to live, work and play:

- Blueprint Petoskey
- 2019-2024 Capital Improvements Plan
- 2018-2022 Parks and Recreation Plan
- Public Participation Plan
- Economic Development Strategic Plan
- ALICE in Michigan: A Financial Hardship Study

Current Goals, Objectives & Action Items

Community Identity

Both the Master Plan and the Economic Development Strategic Plan emphasize the importance of preserving and promoting Petoskey's rich history and cultural identity. More specifically, *Blueprint Petoskey* cites the need to promote economic development that protects, enhances and keeps relevant the community's natural, historic, social and cultural resources. The downtown is Petoskey's cultural hub and works along with the area's natural features to create a unique sense of place.

Along with historic preservation efforts previously mentioned, both plans also highlight the need to promote Petoskey's unique features to a wide audience to draw tourism and to maintain the aesthetic qualities that help to attract and retain residents. One specific action to accomplish this was listed in *Blueprint Petoskey* and involved creating a community calendar or something similar to disseminate cultural event information.

The plans call for new developments, redevelopment and other alterations to the built environment to reflect the cultural heritage that define Petoskey so that the local character is preserved for future generations (sources: *Blueprint Petoskey*, Economic Development Strategic Plan).

Local Arts

The 2014 Master Plan includes strategies aimed to increase the amount of public art community-wide. This involved identifying locations and funding for public art and exploring the possibility of a "percent for art" ordinance to provide annual funding for public displays. In addition, the plan recognizes the need for Petoskey to work with Crooked Tree Arts Council and area arts groups to grow the arts community into a larger tourist draw (source: *Blueprint Petoskey*).



Community

Current Goals, Objectives & Action Items

Social Spaces

Petoskey’s sustainability, reflected in various municipal plans, will depend largely on its ability to provide a range of spaces that promote spontaneous social interactions. Many other community features, including transportation and economic development, aim to enhance Petoskey’s social capital.

The Capital Improvements Plan, Parks and Recreation Plan and Economic Development Plan also recognize the need for the City to maintain cultural amenities such as the Great Lakes Center for the Arts, the District Library, parks and educational facilities. The Parks and Recreation Plan includes a goal to promote the parks system as a key placemaking strategy. All of these efforts promote a socially sustainable community that is attractive to a wide range of demographics and personal interests (sources: *Blueprint Petoskey*, 2019-2024 Capital Improvements Plan, 2018-2022 Parks and Recreation Plan, Economic Development Strategic Plan).

Meeting Emerging Demographic Needs

The 2018-2022 Parks and Recreation Plan recognizes that Petoskey’s aging population will introduce new challenges to the community’s management of limited resources. The plan calls for new initiatives to meet the preferences of a changing demographic, as well as a need to update infrastructure to accommodate senior citizens and the disabled at recreation sites. The plan cites limited transportation options and self-care limitations as hurdles for the community to maintain its ability to provide recreation opportunities to its citizens (source: 2018-2022 Parks and Recreation Plan).

Neighborhoods

The Parks and Recreation Plan states as a goal, “The Petoskey Park System is a known asset for community-wide health and wellness” with the objective to “Enhance the livability of City neighborhoods.” Access to recreation opportunities is a key component to neighborhood livability. This includes spaces for children, green spaces, non-motorized connections and barrier-free accessibility, as well as social spaces for neighbors to interact with one another. Well-planned neighborhoods greatly contribute to a community’s sense of place (source: 2018-2022 Parks and Recreation Plan).



Community

Current Goals, Objectives & Action Items

Citizen Involvement

One aspect of fostering community sustainability is ensuring that residents are involved in local decision-making processes and that they have opportunities to participate in a democratic society. The 2014 Master Plan and the Public Participation Plan contain strategies to accomplish these goals. First, *Blueprint Petoskey* has an objective to develop a program for residents who wish to establish neighborhood associations, thereby creating opportunities for local organizing and political involvement at a grassroots level.

The City's Public Participation Plan is the most comprehensive set of goals and objectives intended to improve citizen involvement. The plan's overall goals include the following:

- Seek broad identification and representative involvement of all residents of the community.
- Utilize effective and equitable avenues for distributing information and receiving comments.
- Provide educational materials and design participation initiatives that will support and encourage effective participation.
- Encourage regional collaboration with local governments and other stakeholder organizations.
- Maintain and develop staff expertise in all aspects of participation.
- Support and encourage continuous improvement in the methods used to meet the public need for information and involvement.
- Record results of public engagement and recount these results back to the public.
- Solicit public participation in the master plan and sub-area plan process.
- Encourage sustained public participation by creating meaningful volunteer opportunities, ad-hoc committees, study groups and other roles that give citizens greater responsibility in the decision-making process.

(sources: *Blueprint Petoskey*, Public Participation Plan)



Community

Sense of Place, Safety and Well-being

The Community indicators of sustainability in this framework refer to the features of a locality that are not primary priorities for most people when deciding where to live, but are nonetheless vital to overall resilience. While these factors may not necessarily attract people to the area, they are often essential to retaining residents long-term. These Community measures are wide-ranging and involve everything from the character of the built environment to the ability of residents to have a voice in the community's decision-making processes. This category of resilience is defined by the individual's sense of place within the community from a social and built-environment perspective. It also refers to the municipality's ability to protect and promote the community features that facilitate a sense of belonging. These features include opportunities for citizen control of local planning and programming, as well as a built environment that supports a local identity and the systems that provide safety and well-being to residents. All of these factors work together to create a place with an identity defined by safety and enjoyability.

Focus Areas for Community Sustainability



**Community
Identity**



**Citizen
Engagement**



**Arts &
Culture**



**Recreation
Opportunities**



**Public
Health &
Safety**

LIVABLE FOR ALL

A Livable Petoskey indicates a community that has a clear identity, is healthy and safe, supports recreation for many interests and age groups and encourages citizen involvement in decision-making processes. In other words, a Livable Petoskey is one in which there are no neighborhoods, interests, or groups that are excluded from participating, both socially and civically. As part of the Livable Petoskey Master Plan update, the City will continue to seek input from stakeholders that accurately represent the different perspectives that help make Petoskey a vibrant place to live, work and play.



Community

Focus Areas



Community Identity

Sustainable communities identify and build upon all of the features that make them unique. These communities emphasize their identity to make themselves recognizable to locals and visitors alike. They work to achieve year-round, well maintained and vibrant neighborhoods.



Citizen Engagement

Sustainable communities actively seek public input on local issues and planning efforts. They use a range of input methods to ensure that a diverse set of community voices influence local decision-making. These places provide meaningful volunteer opportunities and support grassroots efforts.



Arts & Culture

Sustainable communities understand the benefits of hosting a thriving arts community. These places make arts and cultural events accessible to as many people as possible and support public art pieces and events that appeal to a diverse range of interests.



Recreation Opportunities

Sustainable communities implement recreation facilities and programming that appeal to a wide range of participants, collaborating with residents and businesses to help make recreation activities affordable and accessible. There are many locations in these communities to socialize.



Public Health & Safety

Sustainable communities are places that support wellness, healthy living and have access to high quality health care. These are communities with systems in place to handle environmental and human emergencies to ensure public safety.



Local Economy

Petoskey's Efforts Toward a Sustainable Local Economy

The following plans highlight the City of Petoskey's goals, objectives and current gaps in implementing many of the best practices that often indicate sustainable local economic development:

- *Blueprint Petoskey*
- 2018-2022 Parks and Recreation Plan
- Economic Development Strategic Plan
- ALICE in Michigan: A Financial Hardship Study

Current Goals, Objectives & Action Items

Recreation as a Tourism Draw

Petoskey's economy is largely reliant on its draw as a tourism destination. Visitors are attracted by the locality's recreation assets, which include Lake Michigan, the Bear River Valley Recreation Area and the community's various parks. The 2018-2022 Parks and Recreation Plan describes the need to maintain and improve connections to these places, sustain their quality and continue to look for opportunities to add more recreational sites along Little Traverse Bay and Bear River (source: 2018-2022 Parks and Recreation Plan).

Trail Connections and Marketing

Petoskey is considered highly walkable due to its abundant trail connections and compact downtown. The City's Economic Development Strategic Plan calls for the City to connect its trail system to regional networks such as the North Country Trail and the Iron Belle. The plan also stipulates that the community should do more to market its trail resources to potential visitors to increase tourism throughout the year (source: Economic Development Strategic Plan).

Strategies to Overcome Seasonality

Petoskey's Economic Development Strategic Plan states, "The seasonality of the local economy is most likely the biggest impediment to further economic growth." The plan presents two key strategies to meet this challenge. First, the City should increase its marketing efforts to attract visitors downtown during the winter months. This will involve continued collaboration with the Downtown Management Board, the Chamber of Commerce and the Petoskey Visitor's Bureau, in addition to new innovative ideas.

The plan also notes that year-round economic activity could be increased by adding downtown housing options. Mixed-use buildings can help bring residents closer to local businesses, thereby increasing pedestrian retail activity (source: Economic Development Strategic Plan).

Seasonal Events

In addition to the Economic Development Strategic Plan, the 2014 Master Plan lists as one of its strategies the need to create more programming and events that attract tourists and residents to the area and to local businesses during winter months (source: *Blueprint Petoskey*).



Local Economy

Current Goals, Objectives & Action Items

Small Business Development

Petoskey's Master Plan calls for the City to work with the local Chamber of Commerce to support further development and growth of small entrepreneurial businesses. This effort and others similar to it would be instrumental in creating a year-round economy and in attracting new residents to the area (source: *Blueprint Petoskey*).

Business Expansion Assistance

The City seeks to work with existing businesses to identify needs and expansion possibilities. This strategy involves the Northern Lakes Economic Alliance and the Chamber of Commerce as partners (source: *Blueprint Petoskey*).

Youth Retention/Attraction

Petoskey, in cooperation with the Chamber of Commerce, will support initiatives that seek to retain and attract young professionals to the community (source: *Blueprint Petoskey*).

Lifelong Educational Opportunities

The Master Plan mentions lifelong learning opportunities twice. The first mention emphasizes the community's goal of supporting education and lifelong learning generally, while the other includes the need to provide lifelong learning opportunities specifically in arts and culture. Communities with a higher presence of arts and culture often have an easier time attracting skilled labor and an innovative business sector (source: *Blueprint Petoskey*).

Work with Airport Authority

Petoskey will continue to work with the Harbor Springs Airport Authority and Pellston Regional Airport to ensure access to the area for businesses and visitors (source: *Blueprint Petoskey*).

Conscious Capitalism

The Economic Development Strategic Plan also emphasizes that Petoskey is home to an entrepreneurial spirit, due in part to the local government's accessibility and responsiveness to the business community. The City supports the Chamber of Commerce's "Conscious Capitalism" model, which values businesses that promote social, environmental and financial sustainability in the area. The City should continue to act as a place that helps businesses succeed, especially those that reinvest in the community's well-being (source: Economic Development Strategic Plan).

North Central Michigan College FabLab

North Central Michigan College is a key asset to Petoskey's economic sustainability. The college provides educational, cultural and recreational facilities to the community, all of which help to attract and retain a skilled workforce and new businesses. NCMC provides the community's residents the opportunity to obtain a more affordable bachelor's degree by offering a lower cost for the first two or three years of a student's academic path. In addition, the college's FabLab helps to identify and train the workforce skills needed by the area's industries. (source: Economic Development Strategic Plan).



Local Economy

Current Goals, Objectives & Action Items

Transportation

Efficient multi-modal transportation is key to creating a sustainable community, especially as it pertains to the local economy. Per the Economic Development Strategic Plan, public transportation was identified as a problem by local business owners, given Emmet County's rural character. Petoskey will continue to evaluate the employment, shopping and service needs of local residents and how public transportation could meet these needs.

The Master Plan also lists the community's goal to "ensure adequate transportation infrastructure to support regional economic development and industry retention" and also to "continue to develop a multi-modal transportation system including improvements to roads, trails, sidewalks and rail infrastructure that will support and enhance economic development."

In regard to rail infrastructure specifically, the Economic Development Strategic Plan mentions the growing interest in a regional rail service from Ann Arbor to Traverse City, which would include an ancillary route to Cadillac and Petoskey. Improved rail connections would be instrumental in improving Petoskey as a tourist draw as well as a locality that would be more suited to meet future industrial needs (sources: *Blueprint Petoskey*, Economic Development Strategic Plan).

Little Traverse Bay Ferry

Both the Master Plan and the Economic Development Strategic Plan call for Petoskey and the Chamber of Commerce to research the feasibility of implementing a ferry service on Little Traverse Bay. The latter of these two plans specifies that ferries could connect commuters and visitors with Petoskey, Harbor Springs and Bay Harbor (sources: *Blueprint Petoskey*, Economic Development Strategic Plan).

Landlord Resources

The Master Plan recommends that the City develop landlord resources such as tenant screening assistance, a revolving loan fund for building improvements and management assistance. These efforts would help to reduce overhead costs for local property managers and ensure quality aesthetics for rental housing (source: *Blueprint Petoskey*).

Broadband Communications

Broadband services and connections are an important resource for businesses to be able to operate at their highest capacity. Specifically, Petoskey's Master Plan emphasizes that broadband connectivity offers businesses opportunities such as real-time commerce, online training, remote access to information and better customer support (source: *Blueprint Petoskey*).

Challenges Identified by Char-Em United Way

United Way's 2017 ALICE (Asset Limited, Income Constrained, Employed) report update provides indicators of economic instability for Emmet County and Petoskey's population of working people susceptible to hardships despite being employed. Fifty percent of Petoskey residents are below the ALICE threshold, signifying a need for local initiatives to help struggling households make ends meet (source: ALICE in Michigan: A Financial Hardship Study).



Local Economy

Focus Areas for Local Economy

The Need for Sustainable Economic Development

The potential planning categories described in the local economy section are meant to guide Petoskey’s economic viability into the future. This includes the City’s ability to attract new business and to support and provide resources for current business expansion. With a diverse economic base, Petoskey can mitigate the effects of seasonality impacting its largely resort-centered economy and can attract and retain a talented workforce, prompting growth and added investment. A diversified economy can also help ensure that residents have access to a wider range of jobs that can provide a livable wage. Petoskey must continue to capitalize on its recreational and scenic character, which acts to create a unique sense of place, in order to draw year-round visitors to its businesses.

In regard to land use, the City’s existing Master Plan notes that the municipality is mostly built-out. Thus, redevelopment, infill and considerations for added density should be prioritized, especially to increase the housing stock.

Finally, the City should continue to expand its funding resources by proactively seeking State and Federal grant opportunities and by establishing public-private partnerships (PPP) with businesses and institutions. Goals within these categories will help ensure that Petoskey’s economy is capable of withstanding and adapting to any unforeseen regional economic downturns or changes in market demands that may arise in the future.



Community Assets



Partnerships



Business Attraction, Development and Expansion



Redevelopment and Infill Development



Education and Job Training

LIVABLE FOR ALL

A Livable Petoskey means that the community will benefit from its assets that make it a tourism destination while seeking to attract, retain and help expand on the industries that provide full-time jobs and livable wages. This effort is already represented by the Chamber of Commerce’s “Conscious Capitalism” model and the City’s history of working collaboratively with local businesses. The Livable Petoskey Master Plan update will provide additional strategies to create a more resilient local economy.

In addition to its businesses, Petoskey will serve as a community with education and job-training resources for people of all age groups. Partnering with private-sector entities, higher-learning institutions and nearby jurisdictions, Petoskey will be active in connecting residents to the tools they need to be able to provide for themselves, their families and their community.

Local Economy

Focus Areas



Community Assets

Sustainable communities build upon their unique character and assets, as well as the character and assets of the region as a whole, in order to attract residents and investment. These places actively identify their existing assets and continue to differentiate themselves from other localities by expanding on what makes them unique.



Partnerships

Sustainable communities actively work to identify state and federal funding opportunities and create efficiencies through local and regional partnerships. Public-private partnerships are leveraged for new development, redevelopment and community programming.



Business Attraction, Development and Expansion

Sustainable communities foster a business climate that encourages collaboration to meet local market demands and encourages private investment in the community. Sustainable communities provide information on local regulations, permitting, labor market data and other factors in a transparent manner to increase the likelihood that a business would locate there. These places work with businesses to identify barriers to and solutions for growth and seek potential businesses that would effectively diversify the local economic base.



Redevelopment and Infill Development

Sustainable communities target underutilized, contaminated or vacant sites for redevelopment, thereby increasing the taxable value of these sites and creating quality spaces for housing and business. Increasing density in the urban core is a sustainable growth pattern that maximizes the use of existing community facilities and utilities.



Education and Job Training

Sustainable communities support their public education system and monitor graduation rates, workforce and college readiness and dropout rates. They collaborate with community colleges and regional universities to help with the affordability of an advanced degree. These places provide residents with lifelong educational opportunities. They often coordinate with local and regional industries on workforce training initiatives.



Public Engagement Process

Youth Charrette

The Livable Petoskey Master Plan update began on May 7, 2019, when planners worked with members of the Petoskey Middle School student council on a “youth charrette.” During the charrette, students were first asked to:

- Describe their favorite memory of growing up in Petoskey;
- Describe what they like to do now in Petoskey;
- Describe and identify on a map the things they love about Petoskey; and
- Describe and map what they want Petoskey to look like in five years.

Students were also asked to draw their community as they would like to see it in 20 years. More specifically, students responded to the following question: “In your ideal world, what will Petoskey look like? What does the downtown look like? What types of businesses have come to the community? How do people get around? What do the homes and neighborhoods look like?” Results from the youth charrette are shown in Appendices B, C and D.

Public Kickoff

The City of Petoskey kicked off the *Livable Petoskey* Master Plan update with a public meeting on September 5, 2019. The meeting began with educational presentations on various sustainability topics. Speakers included Harry Burkholder, Executive Director of the Land Information Access Association (LIAA); Derek Shiels, Director of Stewardship for the Little Traverse Conservancy; Roger Racine, an Infectious Disease Epidemiologist with the Michigan Department of Health and Human Services; and Rebeca Otto, Director of Events and Community Engagement for Char-Em United Way.

The public meeting took place at North Central Michigan College and was attended by around 40 people. Participants provided input on their community’s current situation and its future and identified local assets and challenges. Input results from the Livable Petoskey kickoff meeting can be seen in Appendices E, F and G.



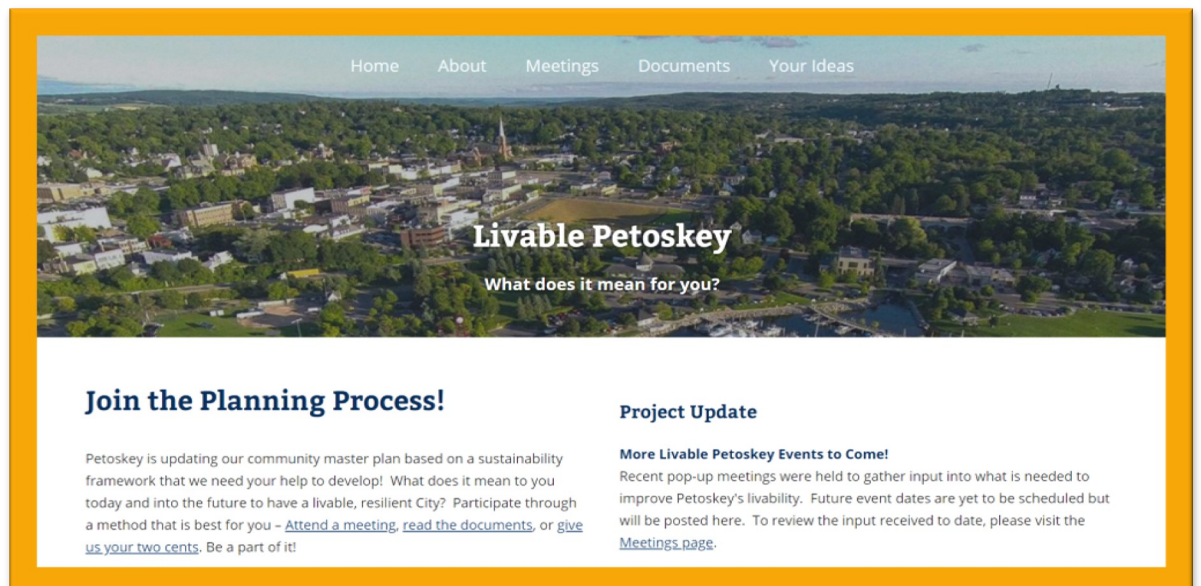
Public Engagement Process

Pop-Up Events

The City hosted input opportunities at two Petoskey establishments: the Back Lot and Beards Brewery. Residents were asked to complete the sentence: “A livable Petoskey means...” Results from these two pop-up events can be viewed in Appendix H. The primary concern cited by residents was the need for more affordable housing options.

Livable Petoskey Website

Throughout the development of this framework, Petoskey’s residents were able to follow project updates and view the results of public engagement events using the livablepetoskey.org website. This site also featured a section titled “Your Ideas” where locals could answer the question: “What do you think are the most pressing issues facing Petoskey in the future?” These comments can be read in Appendix I.



Appendix A: Sustainability Terms in Existing Plans

Blueprint Petoskey—2015 Master Plan

Terms Mentioned in Plan	
Historic preservation	Resources to establish neighborhood associations
Cultural heritage	Pedestrian amenities
Community calendar	Mixed-uses
Public art	Affordable housing
Wellhead protection plan	Broadband communications
Protection of open space	Small business development
Watershed protection	Youth retention/attraction
Renewable energy systems	Grow arts community as a tourist draw
Tree canopy	Year-round seasonal events to promote more tourism
Sidewalk maintenance and installation	Ensure quality local education and lifelong learning opportunities
Little Traverse Bay ferry	Multi-modal transportation
Programming for non-motorized transportation	Work with airport authority to ensure access for businesses and visitors
On-street bike routes	Business expansion assistance
Housing plan for service industry employees, young families, elderly	Expand use of shared facilities
Historic district designations	Establish district library
Landlord resources	Update stormwater erosion control ordinances



Appendix A: Sustainability in Existing Plans

2019-2024 Capital Improvements Plan

Terms Mentioned in Plan

Downtown Greenway Corridor	Stormwater system asset mapping
Skate park equipment replacement	Moving electrical underground
Marina improvements	New non-motorized trails
Sidewalk/crosswalk repairs	

2018–2022 Parks and Recreation Plan

Terms Mentioned in the Plan

Mobility and self-care limitations	Enhance the livability of City neighborhoods
Recreation is a major tourism draw, must maintain throughout all seasons	Complete the Downtown Greenway Corridor
Limited public transportation, primarily to senior citizens and disabled	Address the needs of changing demographic
Promote the park system as a key placemaking strategy	Water quality management for Little Traverse Bay and Bear River
Identify vacant land to consider for parks	Use of pervious pavement
Connect amenities with trails and sidewalks	Education on control and eradication of invasive species

Public Participation Plan

Terms Mentioned in the Plan

Seek representative involvement	Bridging gaps in participation (language, cultural, economic differences)
Effective dissemination of information and gathering of input	Record results of public engagement and tell public the results
Better visualization techniques	Provide for meaningful volunteer opportunities, ad-hoc committees and study groups that allow for greater citizen responsibility in decision-making process



Appendix A: Sustainability in Existing Plans

Economic Development Strategic Plan

Terms Mentioned in the Plan	
Great Lakes Center for the Arts	Housing shortage, especially rentals
Connect to regional trails systems	Seasonality takes rental housing off year-round market
Market trail resources	Public transportation identified as problem by local business owners
Passenger ferry to connect the City with Harbor Springs and Bay Harbor	Shortage of parking during the summer
Conscious capitalism business model	Lack of covered parking during the winter
North Central Michigan College—FabLab	Need downtown housing options to stimulate year-round economic activity
Seasonality is greatest economic impediment	Unique sense of place, culture, history and community
Winter sports park	Redevelopment and infill development
Marketing to downtown during winter	

Little Traverse Bay Watershed Protection Plan

Goals from the Plan
Improve and maintain navigation in the Bear River and other tributaries by reducing sediment inputs; maintain navigation in Mud Lake by reducing nutrient inputs to avoid excessive weed growth
Improve warm water fishery by reducing inputs of toxic substances, sediments, and nutrients; controlling aquatic nuisance species; protecting and restoring wetlands
Improve cold water fishery by reducing inputs of toxic substances, sediments, and nutrients; restoring ground water recharge; protecting and restoring wetlands; controlling aquatic nuisance species; restoring vegetation along rivers and streams to provide shade and wildlife cover
Improve quality of water discharged from urban runoff (stormwater sewers); discourage waterfowl in swimming areas; address possible failing septic systems; research and implement control of swimmer's itch



Appendix A: Sustainability in Existing Plans

Resiliency Plan for Governments in the Little Traverse Bay Watershed: Local Climate Solutions

Terms Mentioned in Plan

Plant trees	Encourage replacement of hardened shorelines
Construct narrow streets. Landscape with native vegetation	Restore public wetlands and encourage restoration on private lands
Install green roofs on public buildings	Use your planning process to reduce impervious surfaces in the watershed
Pave with permeable materials	Evaluate boat launches (coastal dynamics)
Work with the Charlevoix, Antrim, Kalkaska and Emmet (CAKE) Cooperative Invasive Species Management Area	Work with property owners to maintain open space for ecosystem migration with changing water levels
Work in partnerships to manage forest lands	Promote water conservation
Provide cooling centers	Minimize leaks
Develop a flood response plan	Provide septic system oversight
Protect against high winds and severe storms	Map vulnerable locations
Use rain barrels, swales, and rain gardens	Plan for flooding impacts on infrastructure
Revisit and revise, as appropriate, required waterfront setbacks	

ALICE in Michigan: A Financial Hardship Study

Terms Mentioned in Plan

Accessible, high-quality early childhood and K-12 education	Adjust to fast-paced job change
Fewer barriers to employment	Accommodate changing demographics
Prepare for natural disasters	Address institutional bias
Small business support	
Decrease the cost of household basics	
Improve job opportunities	
Private and public financial instruments	



Appendix B: Youth Charrette Input

My Favorite Memory In Petoskey Is.....

- Being with friends downtown.
- Going downtown with friends.
- Going to football, basketball games. Walk around.
- All of them.
- Jumping off the breakwall on April 21st .
- Playing baseball.
- Swimming.
- The activities we have.
- My family hang out downtown during sunset. Baseball.
- When we jump off the breakwall with our friends and family.
- Jumping off the breakwall.
- Going downtown with friends. When me and my friends walk downtown after school.
- Running around downtown at night with friends. My fourth birthday.
- When I got my first touchdown.
- Hanging out with my family and friends.
- All of my Petoskey memories.
- Finding Petoskey stones.
- Swimming in Walloon Lake.
- The first time I jumped off the breakwall.
- Going to Scoops after school.
- Getting ice cream at Murdock's/Kilwin's then walk around downtown.
- Cheering in the parade, shopping downtown.
- The 4th of July parades with people throwing candy.
- Going down to the breakwall for my friend's birthday.
- Going to the breakwall.
- Going downtown to the breakwall and getting ice cream.
- Going down to the breakwall after getting ice cream with my soccer team.
- Playing baseball at games.

What I Like To Do In Petoskey Is.....

- Be downtown and watch movies.
- Go on the beach and go boating.
- Jump off the breakwall.
- Smiling, fortnite.
- Go downtown, swim, bike.
- Swim, bike, hammock.
- Play tennis. Play baseball.
- Swim.
- Have more parking.
- Play softball down by the waterfall, going to the State Park.
- Play sport, swim, walk.
- Hang out downtown with my friends, like to go shopping with my friends.
- Walk, hangout downtown with friends.
- Shop, movies, breakwall.
- I like to walk by Bear River and play sports.
- Play sports and go downtown for food and friends.
- Go to Crooked Tree and the park, the library and my dog, hang out with friends.
- Go swimming, bike, water park.
- Hang out with friends.
- Go to my dance studio.
- Fish in Lake Michigan and other lakes and streams.
- Go to the beach or ride a bike.
- Chill out, eat, ride bikes, walk, draw.
- Hang out with my friends and family, shop, hang at the library.
- Panera Bread, a mall.
- Walk downtown, go to movies, go to breakwall, go to parks.
- Go swimming, bike, fishing, look for frogs.
- I like to walk around the downtown shops and I like to go to the escape room.
- Walk around, go to the breakwall, swim.
- Swim, go downtown.
- Swim.
- Play outside.



Appendix B: Youth Charrette Input

What I Love About Petoskey Is.....

- I love downtown and the water front.
- The water, downtown, the stadium.
- The tight community and the beautiful setting.
- The water.
- All of the water access and bike trails.
- It is not too big, population.
- The scenery.
- It's cool.
- The baseball fields, the breakwall, how close everyone is.
- The water stuff.
- The beautiful nature we have.
- I love the view of the water and the amazing sunsets.
- Not big city and not a lot of people.
- Breakwall, Starbucks and shopping.
- The breakwall, downtown, Corner Scoops, Halloween(?).
- Downtown shopping, Walmart.
- Downtown and when people can go just hang out.
- The way people interact and where they hang out.
- How small and cozy it is and how everyone knows each other.
- Coffee shops.
- Good education.
- You know people.
- The water, not too big.
- How it is not too big or too small.
- Small.
- That there is a lake, hotels, pools, a big breakwall.
- The beaches, water, size, people.
- Parades, small, everybody knows everybody.
- How close everything is, how small it is, the waterfront, tourism, restaurants (downtown), all of downtown, the parks.
- It's a small town, you know almost everyone you see, the people.
- How small our town is, you can go anywhere, people, downtown, schools, how pretty.
- You know lots of people, they have great parades.
- I love the breakwall downtown and all the stores and things to do.
- How safe we are, walk everywhere, local shops, friendly people.
- How safe it is, walk to destinations, local shops, friendly people, breakwall.
- How safe it is, walk everywhere, the local shops.



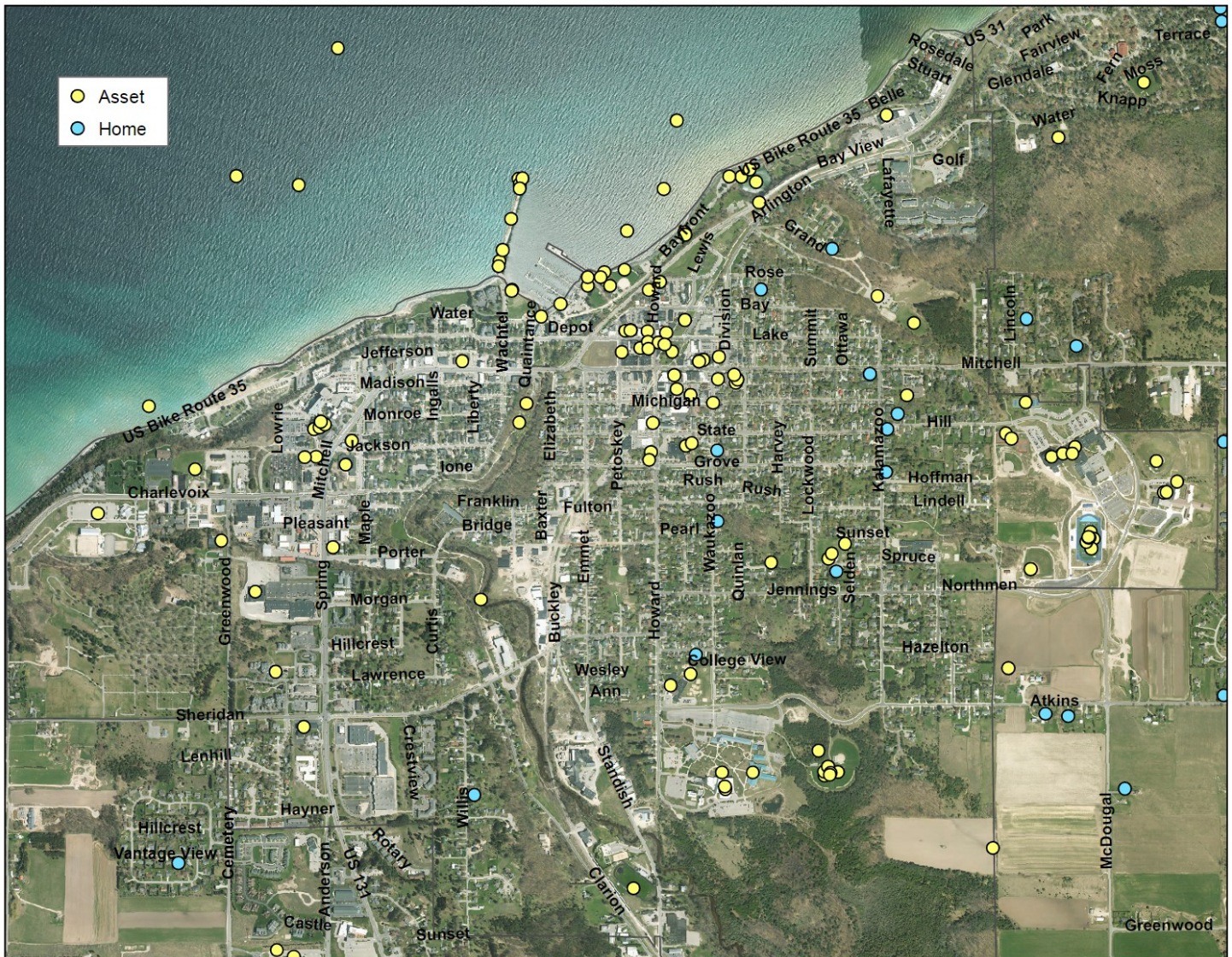
Appendix B: Youth Charrette Input

What I Want for Petoskey Is.....

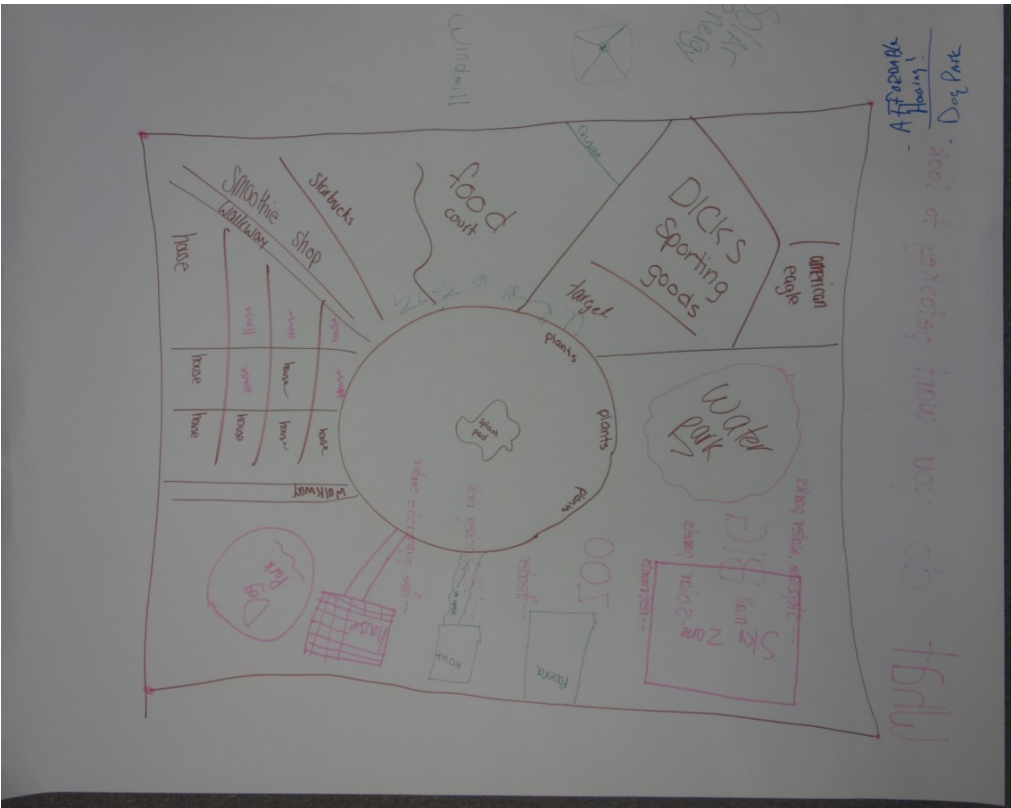
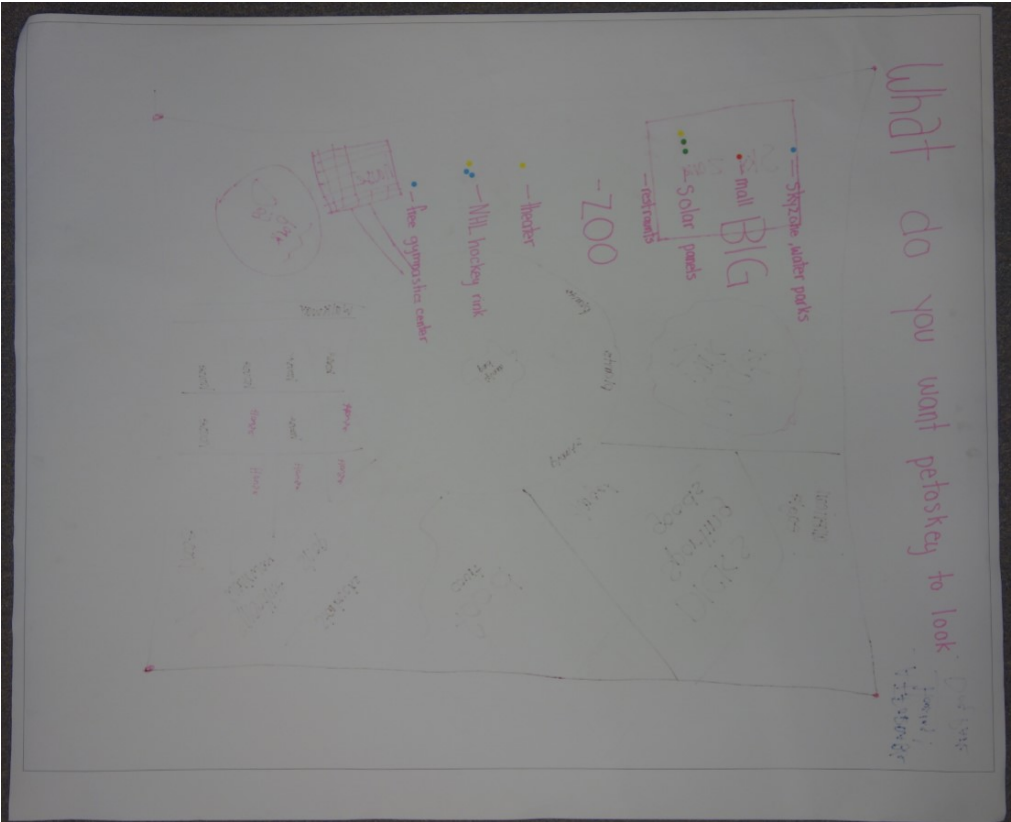
- Asian markets, more restaurants, mall, dog park, Imax movie theater, cheaper housing, airport, hair supply store, be bigger.
- The pit to have stuff in it.
- More recreational places for tourists and residents.
- A lot of stuff on our big list.
- Become 75% sustainable energy.
- More restaurants and more stuff to do.
- More baseball fields and Olive Garden.
- More water.
- A skyzone.
- All mall, more restaurants, more smoothie places downtown.
- Something for the pit/hole.
- More peace and quiet, to have more shops.
- More recycling and environment safe stuff, more solar/hydro/wind/energy, a place for people in need to get and learn how to make food.
- For the hole to be filled with something.
- A big theatre and NFL fields.
- To have a welcoming look and look neat and clean.
- To make it have more sustainable energy.
- Dave and Busters, Bass Pro, zoo, solar panels.
- A renewable energy source.
- More renewable energy.
- More things to do.
- Better energy sources.
- No drugs, Target, Dave and Busters, Panera, save the animals, H2O park.
- All of the above –book stores, Target, sustainable energy, zoo.
- A small town, to know almost everyone.
- Dave and Busters, Target, Bass Pro, pool, small zoo.
- More local stores and a big downtown beach.
- More beaches, smoothie shops.
- More beaches, local shops.



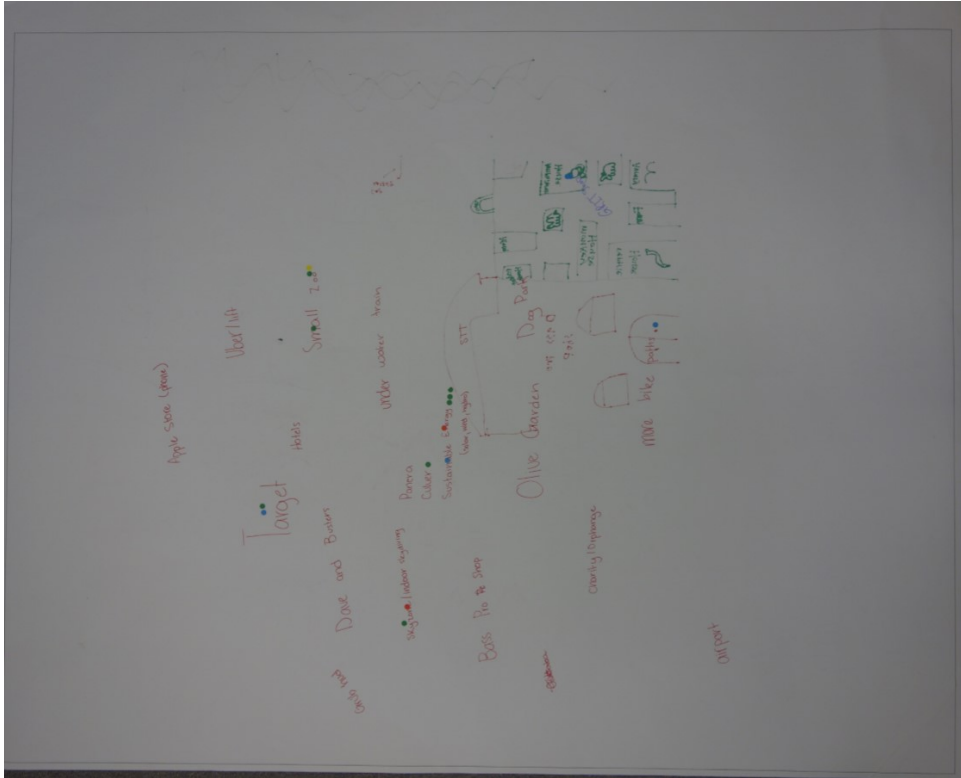
Appendix C: Youth Charrette Asset/Home Mapping



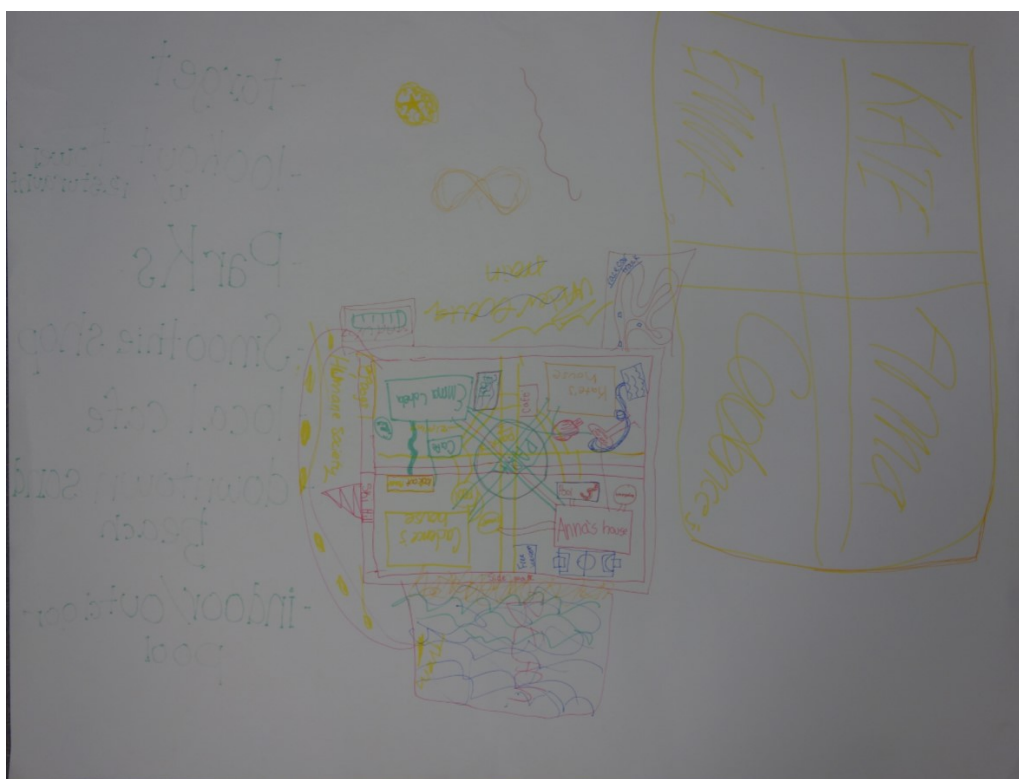
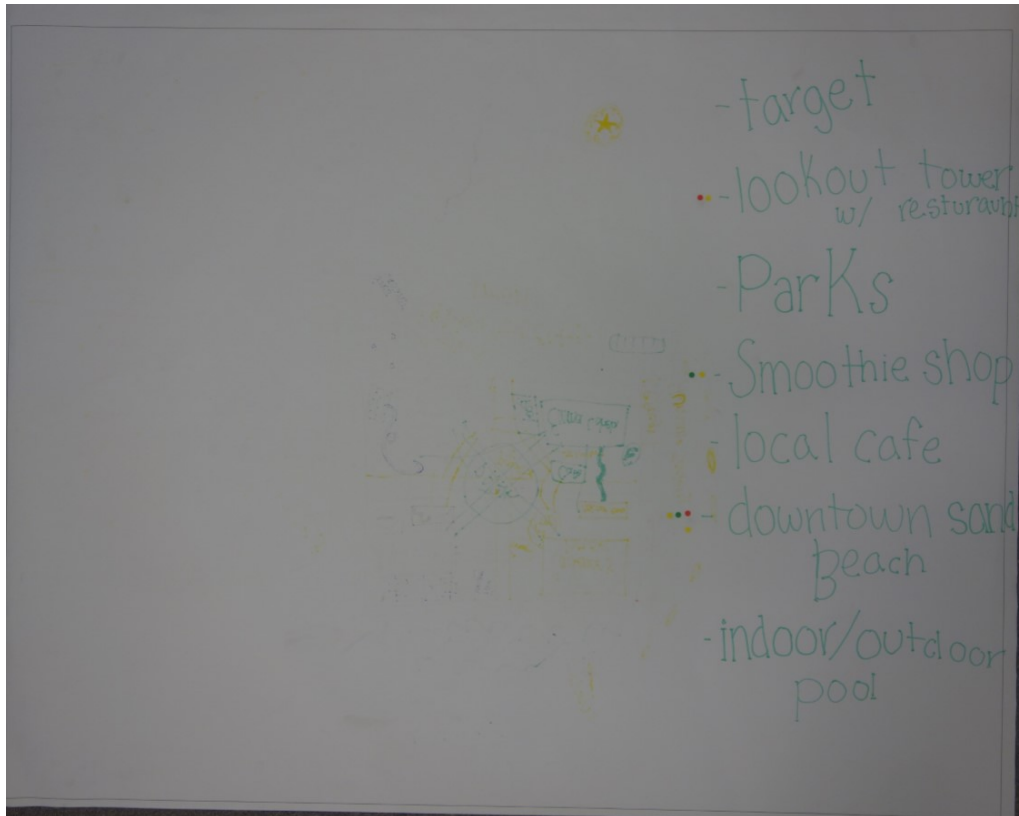
Appendix D: Youth Charrette Draw Petoskey



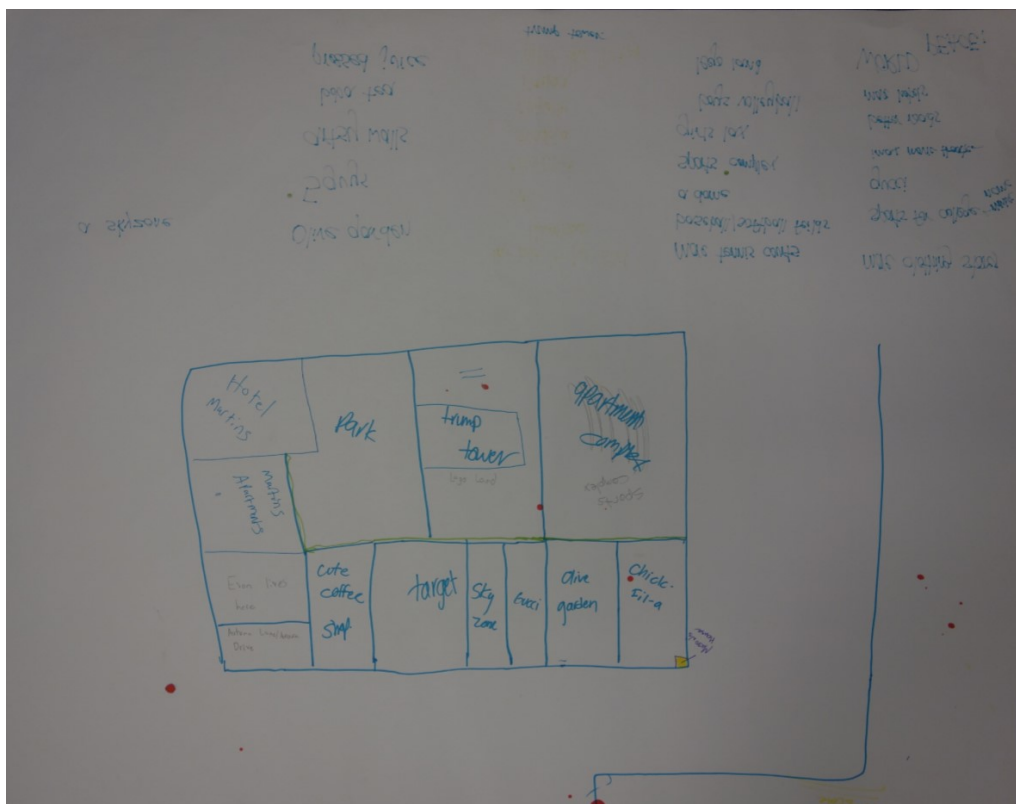
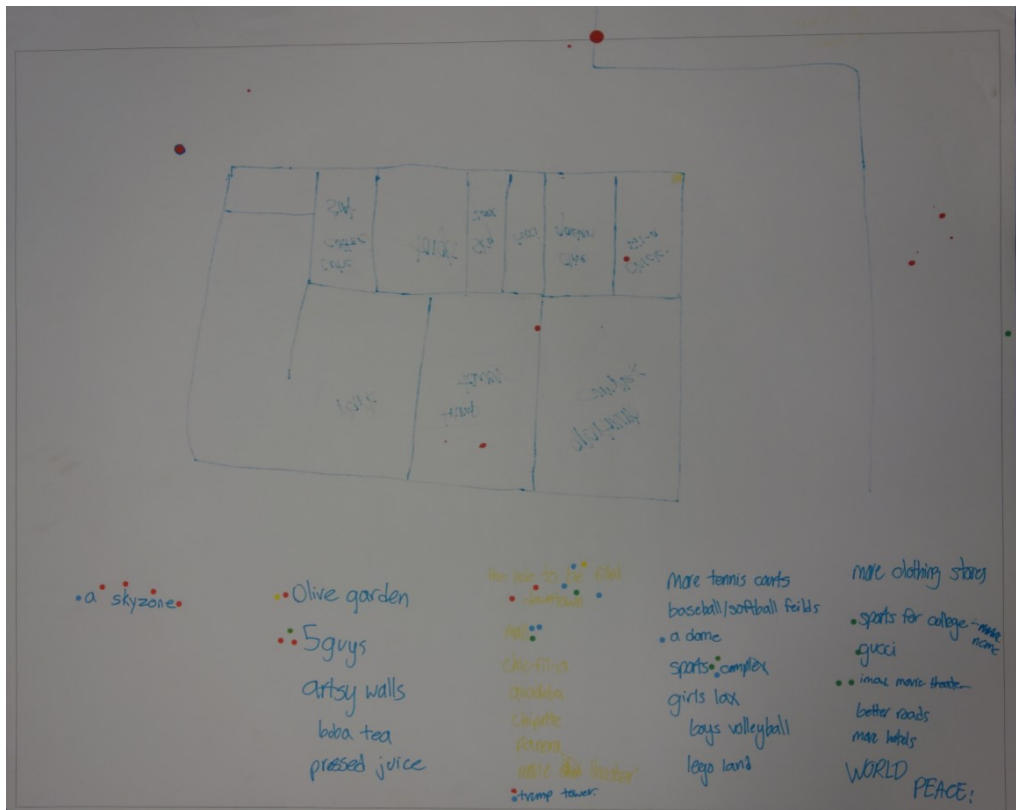
Appendix D: Youth Charrette Draw Petoskey



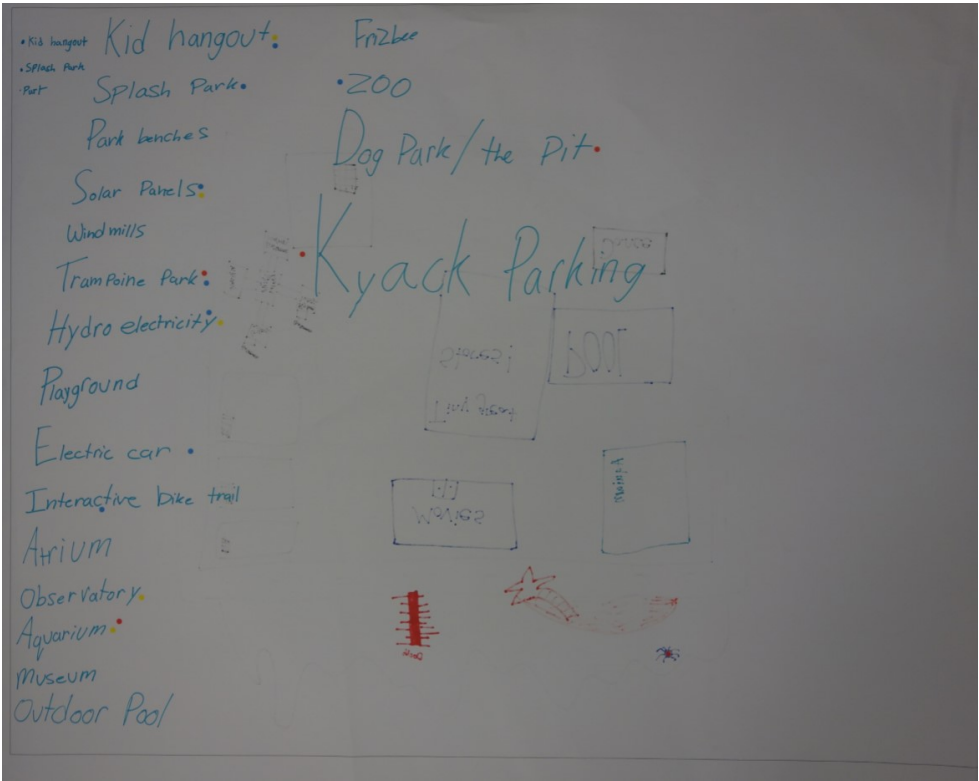
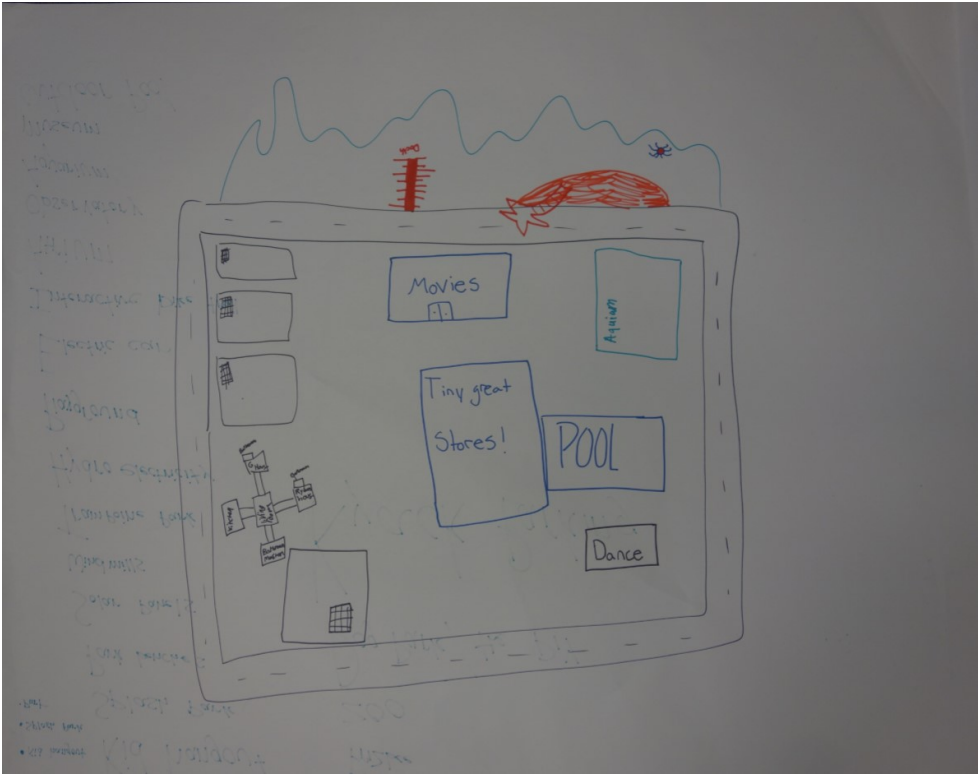
Appendix D: Youth Charrette Draw Petoskey



Appendix D: Youth Charrette Draw Petoskey



Appendix D: Youth Charrette Draw Petoskey



Appendix E: Petoskey Now/Petoskey Future

At the beginning of the Public Kickoff meeting, participants were given two sticky notes. On the first they were asked to write one word or phrase to describe Petoskey today. On the other sticky note they used one word or phrase to describe the City's future.

Petoskey Today	Petoskey Future
Pedestrian oriented	Beautiful
Family oriented	Full of clean water
Friendly	Even more pedestrian & family oriented
Good place to grow up & grow older	Wholesome
Safe	Healthy
Family friendly community	Viable
Clean	Sustainable
Small town	Resilient
Welcoming	Safe
Hospitable	Family friendly community
Beautiful	Filled with green infrastructure
Resilient	Open communication
Undiscovered loose ends	Livability for all
Only scratching the surface	Growth inside the city
Beauty	Protect the water
Hospitality	Thriving
Hallmark movie	Growing
Cool!	Busier
Idyllic	Increased population
Quaint	Prosperous
Charming	Vibrant
Premier historic downtown	Four season downtown
Crowded	Progressive
Dying	Pure air & water
Fear of change	Thriving year-round
Stagnant	Super cool! (not super cold)
Historic	Progressive small town
Too many drugs	Smart city progress
Water-based	Diversity
Thriving	Easy to live in and get around
Walkable	Community garden spaces



Appendix F: Public Kickoff Input Sheet

1. What I value most about living in the Petoskey area is...	2. What I am most concerned about from a community standpoint over the 10-20 years is...	3. To address these issues, the City needs to...	4. My home is:
Small town architecture and businesses with lake views, surrounding natural areas	Big box developments replacing smaller local retailers. Loss of green space in and around town (need a greenbelt?) Do not want high skyline development in "the big hole" that would block Lakeview from Grain Train. H2O quality	Do green belt, green walkable corridor planning - as you have begun so well. Need more walkable, low traffic, no traffic connections in town	City of Petoskey
Fresh air, space to live, the lake	Crime, drugs, low wages	Increase wages, hourly wages. The City should have a mandatory minimum wage.	Bear Creek Township
Waterfront; Little Traverse Bay; Bear River; Clean fresh air	Drug trafficking from the [illegible] of Petoskey's casino culture	Eradicate the casino; the casino drags our community down; United Way must allocate funds for the working poor (i.e. utilities, rent assistance)	City of Petoskey
I live in Charlevoix County, but work in the City of Petoskey. I love the support, sense of community and drive to improve our area.	The number of ALICE and poverty population continuing to increase. As the cost of living increases, the struggling continue to struggle.	Look at affordable housing options, support transportation efforts and work to improve conditions for ALICE. (Increase wages? Funded support? Childcare?)	Other – Charlevoix County
Safe, clean, affordable and beautiful; parks/trails	Affordability; downtown retail core; water quality (both drinking & lakes); How will climate change change our economy? (Farms, skiing, snowmobiling, water)	Plan and follow it; they are doing a great job!	City of Petoskey
Pedestrian movement, green spaces, education, healthcare	Affordable housing, service level pay/low pay for working	Support/expand affordable living locations; support higher paying job opportunities; protect waterfront accessibility	City of Petoskey
Intelligently run local government; proximity to water and woods	Affordability for younger and lower earning families	Encourage and/or develop affordable housing	City of Petoskey
The safety and sense of community we get to enjoy next to the most beautiful lake in the world	Climate change and how that is going to affect all aspects of living in a waterside community.	Add more green infrastructure and be flexible/ready to make changes based on what's happening around us	City of Petoskey



Appendix F: Public Kickoff Input Sheet

1. What I value most about living in the Petoskey area is...	2. What I am most concerned about from a community standpoint over the 10-20 years is...	3. To address these issues, the City needs to...	4. My home is:
Access to outdoors and year round activities; Wide variety of educational, arts, and restaurants, especially for such a small town; Vibrant seniors community	Tendency to resist change and new ideas on the part of many boards; lack of good jobs; lack of housing and deteriorating condition of many homes; Line 5 and impact if it leaks	Continue and strengthen a proactive approach to green energy – and green in general; Proactively work with local developers on housing and downtown development	City of Petoskey
Beautiful walkable area and bay; Great bike trails and parks, walkways; nice people	Addiction, livable wages, quality of living green areas		City of Petoskey
The beauty; the friendliness of the people; the wonderful green organizations that are protecting our resources (water, land)	Keeping the downtown full of small shops instead of big box stores; the water and keeping it clean and healthy; low income housing; attracting young people here; deforestation; keeping good healthcare; strong educational systems		Resort Township
Beautiful waterfront and bike paths, many places to enjoy the area's natural resources/beauty. Has been a great place to raise a family.	Ability of hospital to meet medical needs of all ages. Would be great to have pediatric services and high risk services available so there would be less need to be transferred to Grand Rapids for care; I am concerned about the number of empty stores downtown – would hate to see the demise of a once vibrant downtown shopping district	I don't know that the City has much control over the medical aspect of the area – except maybe to encourage more services/ specialists that could deal with issues that often result in transfer of patients to other facilities; Encourage storefront owners to bring in interesting shops – charge more affordable rents?	Bear Creek Township
A safe, relatively clean and environmentally pure environment that allows for easy access to and interaction with nature	Controlling growth so that the balance between nature and development is maintained. Constant growth is not sustainable and should not be a goal, yes it is enticing to many people from previous generations; poverty and ALICE rates	Carefully examine all development so that it adheres to master plan guidelines	City of Petoskey
Livability, blue water and clean air, modest traffic	Too few younger folks in the area to support burgeoning retirees, resort population; We need a solid core of year-round livable wage jobs to support young families	Limit AirBNB's; build infrastructure to support knowledgeable, creative economy, as well as manufacturing and agriculture	Bear Creek Township



Appendix F: Public Kickoff Input Sheet

1. What I value most about living in the Petoskey area is...	2. What I am most concerned about from a community standpoint over the 10-20 years is...	3. To address these issues, the City needs to...	4. My home is:
Great historic small town. People come here to get relief from the cities. Lake is a great asset as well as abundant recreational areas.	Overdevelopment – destroying Petoskey we [illegible] to save it. Traffic in summer is [illegible] difficult. Workforce for jobs that are seasonal with low wage will be a problem for business expansion. Affordable housing is a problem everywhere. We do not need excessive tall buildings	Move slowly with changes. Engage the public more on changes. Staff needs to listen to the people who live here. Some increased patronage downtown would help. Focus on keeping neighborhoods strong. [illegible] how zoning changes [illegible] neighborhoods. Need a local historic district downtown.	City of Petoskey
Love walking from my home to downtown, go to waterfront; see all the families out enjoying parks and pretty flowers and gardens; seeing many younger people starting businesses	Finding homes, apartments for people to live in City – affordable housing units; renewable energy to be done by 2030 or earlier; worried about pot stores – too many in town – I want to leave grandchildren a safe clean place to live; be an example for others	Take on these problems head on; listen to younger people; master plans are great as new people fill jobs; they don't start all over	City of Petoskey
Beautiful Lake Michigan; parks and green space; safe and walkable community	Line 5 oil spill; climate change; affordable housing; drug addiction, treatment and prevention	Help shut down Line 5; Pursue alternative green energy	City of Petoskey
Being connected in the community – arts network, restaurants, positive and active people, many opportunities to be involved; fabulous library; trails for hiking, biking, winter activities; our beautiful environment	Opposition to change/development without consideration of how that change can be positive; downtown landlord not invested in wellness of community; avoiding addressing issues that turn people away; parking issues, poor sidewalk maintenance in winter, empty storefronts		City of Petoskey
Access to nature/green space; walking downtown	Flight of business from downtown; lack of desirable housing near downtown	Be more accepting of development of downtown; assist businesses on start-up more	City of Petoskey
Walkability; attention to detail; the people – polite, kind, compassionate, involved, entrepreneurial; thriving Petoskey, conscious capitalism movement	Resilience; millennial and Gen Z – friendly; digital transformation – “smart” cities; sustainability – resources, triple bottom line; progress – enable redevelopment, gig economy workers, advance collaboration across stakeholder groups	Leverage foresight; set an aspirational 2030-2040 vision; involve young stakeholders; involve futurists, scenario planning; attract and retain young talent/leaders; adopt circular economy thinking and behavior	City of Petoskey
Small town character, charm, scale, views, water, nature	Development, climate change, housing, maintaining unique character	Review zoning status, develop historic district, invest in renewable energy infrastructure	City of Petoskey



Appendix F: Public Kickoff Input Sheet

1. What I value most about living in the Petoskey area is...	2. What I am most concerned about from a community standpoint over the 10-20 years is...	3. To address these issues, the City needs to...	4. My home is:
Beauty – waterfront, river valley, downtown bike trail; recreational opportunities; reasonable cost of living and taxes; great and diverse school choices	Lack of growth (commercial) and housing to increase tax base; and attract a happy qualified workforce; if we want to survive, we need to change	Get rid of the NIMBY contingent	City of Petoskey
Sense of community; friendliness; sophisticated level of thinking and professionalism, especially for a rural community; high quality amenities (library, parks, schools, hospitals, arts centers, etc.); strong non-profit network; strong human services network	Housing, housing, housing (housing shortage will become more prevalent at all price points); aging population; growing gap between haves and have nots; vacant storefronts – decline in retail (national trend); decay in CBD	Promote downtown housing; loosen zoning restrictions to promote more housing development; tax incentives for multi-family housing; fill the hole with an economically viable project that grows the local economy; adjust master plan to allow greater height in some areas (let the city be a city); adjust master plan to match trends that promote more downtown CBD living	Bear Creek Township Other – Business in downtown Petoskey
The community feel and inclusivity, feeling like we belong	Being over-reliant on tourism and being afraid of change, not willing to take the steps forward that we need to because it's “not how we've always done it”	Be open to new ideas and be willing to take the calculated risks to ensure the continued prosperity and forward movement	
The diversity of both the people as well as the environment	Overpopulation and destruction of our natural resources	Regulate pollution. Use greener means of energy.	Other – Presque Isle
Water resources; green space; awareness that natural resources rule the economy	Climate change – ability for Petoskey to adapt and proactively prepare for potential impacts of climate change; protection of water and natural resources, which ensures economic vitality; protect vital green space, along with shoreline habitat	Develop a climate resiliency plan; implement Tip of the Mitt Watershed Council's Little Traverse Bay Watershed Management Plan; limit development, utilize brownfields responsibly and adhere to zoning to maintain character of Petoskey	Resort Township Other – representing Tip of the Mitt Watershed Council
The natural beauty and fresh water; four season outdoor recreation; arts and culture activities superior for a small town; educated and engaged population; safe neighborhoods and low violent crime	Not being able to grow my small business; an aging population that needs services that will not be available; downtown vacancies leading to a drop in property values; general cost of living increases	Place a greater emphasis on commercial development where appropriate and greater density downtown to combat sprawl. We need a more diverse tax base. Combine government services with surrounding townships for savings to all taxpayers (police, fire, EMS, ER, etc.)	City of Petoskey



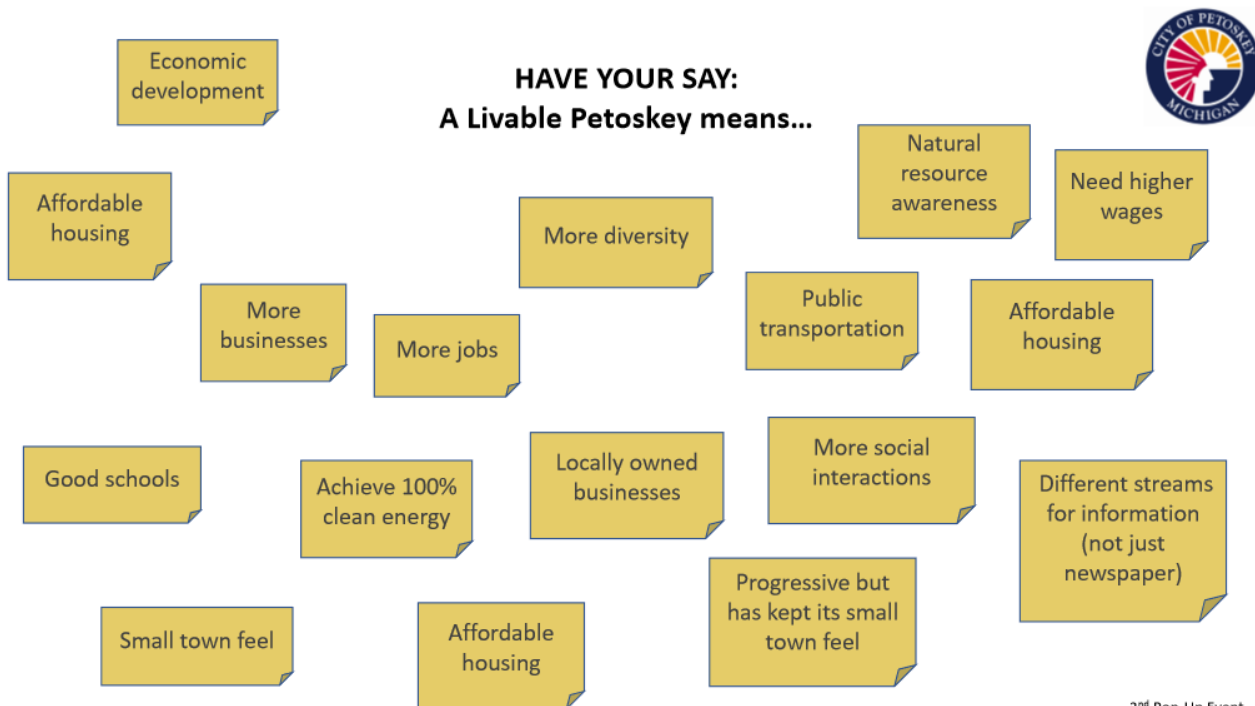
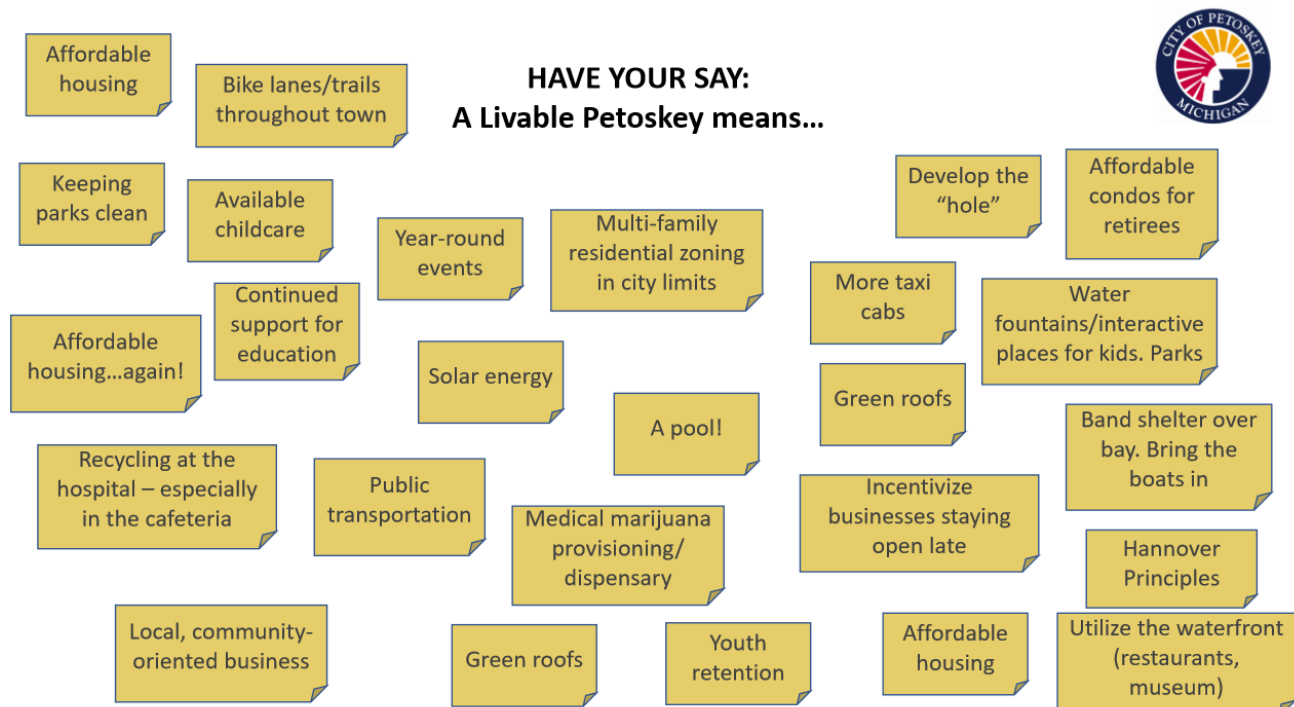
Appendix G: Public Kickoff Mapping Activity

Meeting attendees were asked to identify three aspects of the area or specific locations within Petoskey that they consider to be assets, and three that they consider challenges to address going forward.

Asset 1	Asset 2	Asset 3	Challenge 1	Challenge 2	Challenge 3
Green space, water views	Historical buildings	Hospitality	Sprawl	Housing -all levels	Brain drain
Lake Michigan	Community buildings	Bike trails	Vacant storefronts downtown	Building development in the "hole"	Water pollution
Waterfront	Downtown	Trails/parks	Livable-wage jobs	Housing	Childcare
Bayfront-bike path, bayfront park	Library	Love the upgrades to Emmet St & old RR trans areas & Bear River walkway	Affordable housing	Family friendly restaurants	Many empty storefronts
Library	Year round outdoor activities	Wide variety of restaurants, arts, classes year round	Access to goods (retail)	Affordable housing	[sic] Poor representation in Lansing & DC on environment, energy, preservation
Parkland/ waterfront	Walkable downtown	Thriving business community	Housing	Jobs (that pay a livable wage)	Bringing more young people/ families to the area
Water	Small town character	Parks	Development	Sustainability	Jobs/employment/ housing
Natural resources	Good infrastructure	Safe and friendly	Affordable housing/ childcare	Transportation	Safe activities for tweens and teens/indoor alternatives to drugs
Downtown business district	Access to greenspace		Flight of business from downtown	Lack of forward thinking	
Walkways	Education/schools	Healthcare	Parking	High cost property/ rental prices	High cost property/ rental prices
Collaboration efforts	Beautiful area	Availability to shops & needs	ALICE population increasing	Too many empty buildings	The pit/hole
Parks	Waterfront	Walkability of city	High end stores downtown (more)	Improved parking	Long term employees (downtown)
Variety of restaurants & stores downtown	Safe environment	Waterfront parks	More apartments & houses for workers	Keeping employees long term	The hole - but how are those new businesses going to find employees?
Waterfront	Library	NMC	Stopping drug trafficking	Library civility	No swimming pool like Harbor Springs



Appendix H: Pop-Up Event Input Results



2nd Pop-Up Event

Appendix I: Livable Petoskey Website Public Comments

- Comment 1** In my opinion, the two biggest pressing issues facing Petoskey is affordable housing and development of 200 E. Lake street. Affordable housing is imperative to keep our area running. Being a business owner I find it harder and harder to find employees that live close to where they work. We wind up getting people commuting in from neighboring towns but hard to find some that live close. With the increasing demand for tourists to be up here, we will need more people to work these jobs to accommodate the busy tourist season. Also having a deserted city block has been a black eye on the community for decades. With more and more empty storefronts in the downtown district, developing a plan for the hole could provide a major economic boost for the downtown district.
- I think that the sales of marijuana in the city limits is a bad first image for not only our residents, but also our visitors. Why is it that the city council is so hard pressed to get "medical" marijuana sales implemented? Not a fan...
- Comment 2** Protecting natural resources from the impacts of climate change and pressures from increased development. Attracting and maintaining young talent by offering affordable housing, living wage employment, and technology advancements competitive with the rest of the state. Creating a place that supports the needs of residents rather than seasonal visitors.
- Comment 3** Housing availability, affordable living gap (poverty in paradise), Daycare shortage, infrastructure (roads , utilities, internet)
- Comment 4** Housing. Affordable housing for those in need .. low income 'working poor'. Small homes on infill areas. These need nor be free or mortgaged units... Coop/equity shared/rooming houses, rental units, etc. Lots of folks need help, but smaller one and two bedroom units, I think, are more approachable goals to help singles, couples, elderly, etc.
- Comment 5** I see urban sprawl as a major issue. I would like to see Petoskey address opportunities/incentives for redevelopment of existing properties and especially find a way to work with a difficult landlord that is leading more businesses to abandon the downtown area. We have empty store fronts, empty "strip mall" spaces such as the Kmart complex, and new construction on bare ground, such as the Marriott Courtyard. A strong Petoskey needs a vibrant downtown area that promotes a walkable lifestyle and preserves as much of our natural land areas as possible. Workforce affordable housing continues to be an issue. Where can redevelopment and collaboration with developers who focus on providing safe, affordable housing for this demographic fit into our community plan? What programs are in place or could be put in place to help seasonal employees learn to best budget an income that is not consistent throughout the year? Help with a hand up more than a hand out.
- Comment 6** An aging population that desires and requires services dealing with a shrinking workforce to fulfill these wants and needs. Long lines at restaurants and grocery stores, long waits for needed medical treatments or diagnostic services. Limited number of quality career opportunities for young professionals.





City of Petoskey

Agenda Memo

BOARD: City Council

MEETING DATE: March 2, 2020

DATE PREPARED: February 26, 2020

AGENDA SUBJECT: Declaration of Easement between North Central Michigan College and the City of Petoskey for Use of Iron Belle Bridge

RECOMMENDATION: That City Council accept Declaration of Easement between North Central Michigan College and the City of Petoskey

Background The City was recommended for a Natural Resources Trust Fund grant award for the construction of the Iron Belle Bridge which will connect the North Country Trail on the east side of the Bear River at North Central Michigan College and the west side at the River Road Sports Complex. This project has appeared in the last two Parks and Recreation Master Plans and in 2016, the City authorized an engineering and installation study of the project, which totaled \$166,000. The bridge is proposed to be 80-feet long and 8-feet wide with a 5-foot clearance over the river and will have 48-feet of boardwalk leading up to the bridge on the college side.

In June of 2019, the City approved the Project Agreement from the State to move forward with the grant. The State however requires the easement agreement to be approved before they will issue their approval of the project agreement. In the interim, the City has been working with new college administration to ensure the bridge project will be completed to both entities standards.

This project will be a major link in the North Country Trail reroute plans and will contribute to a much safer route.

The Declaration of Easement has been reviewed by the City Attorney and City staff. All parties involved are comfortable with the language.

Action. That City Council motion to accept the Declaration of Easement between the City of Petoskey and North Central Michigan College.

kk
Enclosure

DECLARATION OF EASEMENT

THIS DECLARATION OF EASEMENT (this "Declaration") is made as of _____ 2020, by **North Central Michigan College**, of 1515 Howard Street, Petoskey, Michigan 49770 ("NCMC") and the **City of Petoskey**, of 101 East Lake Street, Petoskey, Michigan 49770 (the "City").

This Declaration is made based on the following facts and circumstances:

- A. The City requested an "Easement" for a public bridge and walking trail segment that would be constructed on a small portion of NCMC'S land (the "Bridge") that would connect to the North Country National Scenic Trail in the City of Petoskey.
- B. The City has applied for a DNR Trust Fund grant from the State of Michigan to assist in financing of the construction cost of the Bridge.
- C. The State of Michigan has approved the grant upon the condition that NCMC grant an easement to the City in order that the Bridge remain open to the public as more particularly described in this Declaration.
- D. This easement is granted for the sum of less than \$100.00 and is exempt from State transfer tax pursuant to MCL 207.526(a) and exempt from County transfer tax pursuant to MCL 207.505(a).

DECLARATION

Based on the foregoing, NCMC for itself and its successors and assigns declares as follows:

1. Bridge and Walking Trail Easement

- (a) "Bridge and Walking Trail" means a bridge that will be installed and maintained, at the sole cost of the City, by the City of Petoskey over and across the Easement Area to connect with the existing North Country National Scenic Trail on the north side of the Bear River in the shortest line possible. The Bridge and Walking Trail segment may only be installed and improved pursuant to plans and specifications that are approved by NCMC and the Michigan Department of Natural Resources Grants Division pursuant to the terms of this Declaration.

- (b) "Easement Area" means certain property that is located in the City of Petoskey, Emmet County, Michigan, described as:

All that part of the Northwest One-Quarter (NW 1/4) of the Northeast One-Quarter (NE 1/4) of Section 17, Township 34 North, Range 5 West, West of Bear River; AND the Northeast One-Quarter (NE 1/4) of Northwest One-Quarter (NW 1/4) of Section 17, Township 34 North, Range 5 West lying East of the Easterly line of right-of-way property of the Grand Rapids and Indiana Railway Company (now leased to and used by the Pennsylvania Railroad Company); EXCEPTING THEREFROM a strip of land 100 feet wide being parallel with and adjacent to the Southerly bank of the Bear River; ALSO EXCEPTING THEREFROM a strip of land 100 feet wide being parallel with and adjacent to the Northerly bank of the Bear River; ALSO EXCEPTING THEREFROM: Commencing at the Southeast corner of the Northwest One-Quarter (NW 1/4) of the Northeast One-Quarter (NE 1/4) of Section 17, Township 34 North, Range 5 West; thence West on 1/8 line 379 feet; thence North 45° East 100 feet to point on bank of Bear River; thence Southeasterly along bank of river to point 182 feet North of the point of beginning; thence South along 1/8 line 182 feet to the point of beginning;

Subject to the rights of the public and of any governmental unit in any part thereof taken, used or deeded for street, road or highway purposes.

- (c) There is hereby granted to the City of Petoskey an easement over the Easement Area for location, construction, operation, maintenance, repair and replacement of the Bridge and adjacent walking trail segment. This easement is referred to in this documentation as the Bridge and Walking Trail and is also referred to as the Easement Area.
- (d) The Bridge and Walking Trail is a non-exclusive easement. At any time and from time to time NCMC may grant to any other parties whatsoever (including without limitation any public authority or private utility company) or reserve unto itself easements over, across, under or with the Bridge and Walking Trail Easement, including without limitations, easements for the installation, maintenance, repair, and replacement of roadways or utilities over, under, or across the Easement Area; provided, however any such easement shall not unreasonably interfere with the use of the Bridge and Walking Trail, and NCMC or any grantee shall be solely responsible for repairing or restoring it to its previous condition any

damage or alteration to the Bridge and Walking Trail caused thereby to the reasonable satisfaction of the City.

2. Use of the Bridge and Walking Trail

- (a) The Easement Area (Bridge and Walking Trail) may only be used by the public for the purpose of walking, hiking, passage over and across the Bridge and Walking Trail. Passage over and across the Bridge and Walking Trail by motorized vehicles (including, without limitation, automobiles, mopeds, motorcycles, all-terrain vehicles, and snowmobiles) except for maintenance and public safety purposes is prohibited.
- (b) The City of Petoskey will enforce the Petoskey City Code on the Bridge and Walking Trail, including excessive noise and nuisances.

3. Installation, Maintenance and Repair of the Bridge and Walking Trail

- (a) The City of Petoskey may not install the Bridge and Walking Trail or any other improvement to the Easement Area without first obtaining the approval of NCMC. The entire Easement Area shall be maintained in good condition by the City of Petoskey by its agents, successor or assigns. The City of Petoskey agrees to maintain and replace any shrubs, bushes, or other landscaping installed by the City of Petoskey as part of the trail construction.
- (b) The City of Petoskey will at its own cost and expense obtain and maintain in full force and effect any and all permits, approvals and consents required to complete any improvements to the Easement Area or to operate the Bridge and Walking Trail. Any work on the Easement Area will be performed in an orderly manner and during any work the City of Petoskey will not permit any rubbish or debris or other materials to accumulate on the Easement Area, except for construction materials to be used in the ordinary course pursuant to (d) below.
- (c) The City of Petoskey will cause any work under this Declaration to be completed properly, considering the nature of the work. The City of Petoskey will perform any work under this Declaration in an orderly manner and will not permit any rubbish or debris or other materials to accumulate on any of the Easement Area and the City of Petoskey will not store any materials on the Easement Area or on any other property owned by NCMC; provided, however, that during any period of time when the City of Petoskey is performing any particular work under and pursuant to the terms of this Declaration, the City of

Petoskey may temporarily (but in any event not more than thirty_(30) business days unless approved by the President of NCMC) store materials on any property that is owned by NCMC and that is contiguous to any particular portion of the Easement Area where the City of Petoskey is performing that work, if those materials are stored in an orderly and secure manner. Upon completing any work under this Declaration (including without limitation any maintenance, repair, or replacement of any work of the Bridge and Walking Trail) the City of Petoskey will restore the area where that work was completed to its original condition prior to beginning that work, including without limitation replacing any landscaping, trees, or pavement that is damaged or destroyed by the City of Petoskey.

- (d) The City of Petoskey will not permit any contractor's liens or any other liens or encumbrances to be recorded against any of the Easement Area and if any contractor's lien or if any other lien or encumbrance is recorded against any of the Easement Area, the City of Petoskey will discharge that lien or encumbrance (which may include without limitation discharging the lien by delivering a payment bond in respect of that lien, as permitted under the Michigan Construction Lien Act) not later than 20 days after the date upon which notice of that lien is served according to the requirements of the Michigan Construction Lien act.
- (e) The City of Petoskey will obtain and maintain in full force and effect adequate insurance in respect of the Easement Area and, not later than the date upon which the City of Petoskey enters onto any of the Easement Areas to perform any maintenance, repair or replacement, the City of Petoskey must deliver to NCMC a certificate of insurance evidencing that the City of Petoskey has obtained liability insurance with single limit liability coverage of not less than \$3,000,000 (aggregate liability coverage limit of \$5,000,000), that this insurance is in full force and effect, that NCMC has been named as an additional insured, and that this insurance may not be canceled unless written notice thereof is delivered to NCMC at least 30 days prior to the date of cancellation.
- (f) To the extent permitted by law, the City of Petoskey agrees to defend, indemnify and hold harmless NCMC and its members, employees, successors and assigns from and against any and all claims, suits, liens, judgments, damages, losses and expenses (including reasonable legal fees) and costs arising in whole or in part in any manner from acts, omissions, breach or default of the City of Petoskey under its obligations contained in this Declaration of Easement.

4. Notice

- (a) "Notice" means any notice, request, demand, statement, or other communication under this Declaration which is in writing and which is addressed to either NCMC or the City of Petoskey, at the respective address set forth below. NCMC or the City of Petoskey, as the case may be, may change its address by delivering written Notice of that change of address.

- (i) The address of NCMC is:

North Central Michigan College
1515 Howard Street
Petoskey, MI 49770
Attn: President

- (ii) The address of the City of Petoskey is:

City of Petoskey
101 East Lake Street
Petoskey, Michigan 49770
Attention: City Manager

- (b) A Notice will be deemed to have been delivered as of the date upon which that Notice is either (i) deposited with the United States Postal Service with postage prepaid for delivery by certified mail, return receipt requested, or (ii) deposited with a nationally recognized overnight delivery service, or personally delivered to NCMC or the City of Petoskey, as the case may be.
- (c) A Notice will be deemed to have been received: (i) on the third business day after the date that Notice is delivered, if that Notice is deposited with the United States Postal Service with postage prepaid for delivery by certified mail, return receipt requested, or (ii) on the first business day after that Notice is delivered, if that Notice is deposited with a nationally recognized overnight delivery service, or (iii) on the day that Notice is delivered, if that Notice is personally delivered.

5. Miscellaneous

- (a) Any or all of the rights and powers granted or reserved hereunder to NCMC may be assigned by NCMC to any entity owned by or affiliated with NCMC or to any other entity which has been established for the purpose of owning the Easement Area. Any assignment by NCMC of

any of its rights or powers will be effective as of the date that a written assignment thereof is recorded with the Emmet County Register of Deeds. The City of Petoskey may assign its rights under this Declaration to any other entity which will operate and maintain the Bridge and Walking Trail according to the provisions of this Declaration.

- (b) The terms, conditions and easement rights granted here under are covenants running with the land. This Declaration will be recorded against the Easement Area for the respective benefit of NCMC and the City of Petoskey. The terms of this Declaration will bind and inure to the benefit of the parties here to and their respective successors and assigns. The parties hereto and their respected successors and assigns are the only persons entitled to bring an action under or to enforce the terms and conditions of this Declaration. No third-party or person shall be entitled to or have any right to bring or assert any claim, suit or action based on any rights, duties or obligations under this Declaration.
- (c) If any term, covenant, condition or provision of this Declaration or the application thereof to any person or circumstance is at any time or to any extent determined by a court of competent jurisdiction to be invalid, illegal, or unenforceable, the remainder of this Agreement and the application of that term or provision to persons or circumstances other than those to which it is held invalid, illegal, or unenforceable will not be affected thereby and each term, covenant, condition, and provision of this Declaration will be enforceable to the fullest extent permitted by law.
- (d) If either party fails to perform its obligations under this Declaration, the other party may deliver to that party written notice describing that failure; and if that party does not begin to correct that failure within 10 business days (or sooner in the event of an emergency) and thereafter to continue to correct that failure diligently and continuously until the failure is corrected, then the other party may correct the failure; and in this event any reasonable costs, fees or expenses thereby incurred by the other party will be due and payable upon the 30th day after written notice thereof is delivered to that party. In the event of any violation or threatened violation of any of the terms of this Declaration by the City of Petoskey or by NCMC (and in addition to the rights of NCMC set forth above), NCMC or the City of Petoskey, respectively, may request injunctive or other appropriate equitable relief.
- (e) This Declaration may not be modified or amended except pursuant to

(f) This Declaration was drafted by both the City and NCMC and therefore shall not be construed against either party.

NORTH CENTRAL MICHIGAN COLLEGE

STATE OF MICHIGAN)
) SS
COUNTY OF EMMET)

_____, Notary Public
_____, County, Michigan
My Commission Expires: _____

CITY OF PETOSKEY

By:
Its:

STATE OF MICHIGAN)
) SS
COUNTY OF EMMET)

The foregoing instrument was acknowledged before me this _____ day of _____
2020, by _____ as _____ of the City of Petoskey on
its behalf.

 , Notary Public

 County, Michigan
My Commission Expires: _____

Drafted by and when recorded return to:

James J. Murray (P40413)
Plunkett Cooney
406 Bay Street, Ste. 300
Petoskey, MI 49770

Open.18288.52780.23099097-5



City of Petoskey

Agenda Memo

BOARD: City Council

MEETING DATE: March 2, 2020

PREPARED: February 27, 2020

AGENDA SUBJECT: Gift and Donation Plaque Language Approval

RECOMMENDATION: That City Council approve proposed plaque language

Background City staff has been working with Anne Srigley of the League of Women's Voters on a donation of a deciduous tree and descriptive plaque. Per the enclosed Gift and Donation Acceptance Policy, Section IV. Guidelines/Standards for Accepting Donations, #5, the City Council is to approve all plaque language. The proposed language on the plaque is as follows:

"In honor of the Petoskey suffragists who fought for the voting rights of women in the United States. Donated by the League of Women Voters, Charlevoix-Emmet Counties, 2020."

The Parks and Recreation Department will purchase both the tree and plaque and the League of Women Voters will reimburse the City.

Action That City Council motion to approve plaque language for the proposed donation by the League of Women Voters, Charlevoix/Emmet Counties.

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Enclosures



City of Petoskey **Gift and Donation Acceptance Policy** *Adopted November 7, 2016*

I. Purpose and Policy

The purpose of this policy is to establish a process for acceptance and documentation of donations/gifts made to the City including the installation, long-term maintenance and operation of donated elements to the City which, as determined by the Petoskey City Council or City Manager, will enhance the quality of life in the community. The policy provides guidance when individuals, community groups and businesses wish to make donations or gifts to the City.

Guidelines/Standards for Accepting Gifts or Donations established by this policy will apply to all donations or gifts made after the effective date of this policy. The policy may be amended or repealed, in whole or in part, by the Petoskey City Council.

II. Definitions

“Gift or Donation”- For the purpose of this policy, the terms gift or donation shall be synonymous and hereafter shall be referred to as donations. Donations are any tangible or intangible asset, in whatever condition, the City is prepared to accept pursuant to the policy set forth herein and administrative guidelines promulgated pursuant to this policy. All donations or gifts shall become the sole property of the City unless determined otherwise by the City Council. The City has no duty to return any donation. All donations are irrevocable and otherwise final upon receipt by the City. City Council has the final authority to relocate, remove or dispose of any donation at any time, with or without notice to the Donor.

“Donor” means an individual or legal entity making a donation to the City.

III. Consistency with City Interests

Donations may only be accepted when they have a purpose consistent with the goals and objectives of the City and are in the best interest of Petoskey. The City must always consider the public trust and comply with all applicable laws when accepting donations.

IV. Guidelines/Standards for Accepting Donations

Donations shall be accepted only if they have a valid use to the City. Donations intended to either become incorporated into City parks as well as donations of equipment, vehicles, or facilities intended to supplement those of the City often involve considerations of aesthetics, costs, and compatibility whose features shall be evaluated using the following criteria:

1. The donation will not be in conflict with any provision of the law and shall not be in conflict with comprehensive plans, recreation plans and park design.
2. The donation will not add to the City's workload unless it provides a net benefit to the City.

3. The donation places no restrictions on the City, unless agreed to by the City Council.
4. All donations or gifts shall become the sole property of the City unless determined otherwise by the City Council in writing. The City has no duty to return any donation as all donations are irrevocable and otherwise final upon receipt by the City. City Council has the final authority to relocate, remove or dispose of any donation at any time, with or without notice to the Donor.
5. All donations will receive recognition appropriate to the level and nature of the donation as determined by the City Council. For those of a capital nature, that may be in the form of signage, plaques, markings, or other means the City should deem appropriate. Regardless of the recognition strategy selected, the intent shall be to appropriately honor the donor for their contribution to the community. To ensure uniformity of appearance and good taste on any recognition, the language of such plaques shall also be approved by the City Council. Donation acknowledgments and memorial plaques shall be made of bronze and be of the highest quality, life and durability. In cases where bronze plaques are not feasible, other alternative types may be considered. The appearance of traditional commercial advertising shall be avoided.
6. The City and community have an interest in ensuring the best appearance and aesthetic quality of public lands and facilities. Donations shall reflect the character and be consistent with the intended surroundings and complement the aesthetics of the proposed site.
7. Since donated elements and their associated recognition become City property, the community has an interest in ensuring that all elements remain in good repair and are maintained appropriately. In addition, Petoskey has an interest in ensuring that the short and long-term repair costs are reasonable and that repair parts and materials be readily available. So too, elements must be of a quality to insure a long life, be resistant to weather, wear and tear, and acts of vandalism.
8. The proposed donation cannot substantially interfere with the intended current or future use of the land or facility where it is being proposed to be located. Preference will be given to donations that are unique in nature, have historical or cultural relevance and have the ability to attract visitors to the community.
9. The City also has an interest in knowing in advance the full cost which may be associated with a donation, namely those costs that relate to the installation, maintenance and operation during the donation's expected life cycle. The costs to install, operate, repair, and/or maintain a mechanical and/or electric system proposed for use in conjunction with a donation shall be identified prior to acceptance by the City Council.
10. When considering donations to City parks or City-owned property such as but not limited to statues, memorials, benches or public art pieces which may affect its immediate surroundings, the City Council may request (but is not required to) review by the Petoskey Planning Commission, DMB and/or Parks and Recreation Commission. These boards shall make a recommendation to City Council on whether to approve, approve with conditions or reject the acceptance of a donation.

The City Council may then hold a Public Hearing for such purpose to invite comment from the community with respect to, but not limited to, such issues as: impact on view sheds; safety concerns; potential for noise generation; compatibility with the aesthetic features of parks or park plans or public lands in general.

11. Monetary donations approved by City Council will be deposited to the fund in which the intended use of the donation is to be achieved. This money shall be placed into a restricted fund in the Department's budget responsible to achieve such intended use.
12. The City Council shall not approve any donation that may meet one or more of the following criteria:
 - A. Be offensive or of morally questionable material;
 - B. Donations that are connected with a restriction that entails special considerations or favors beyond any other resident, donating or non-donating;
 - C. Any other concern, real or perceived, that may result in the loss of reputation, appearance of impropriety, or other negative impact on the City from accepting the donation or gift.

V. City Manager Authority to Approve Donations

The City Manager shall be authorized to accept or reject offers of donated money, equipment and in-kind-donations to City Departments or to the City in general up to \$10,000 per donation. Donated money will be expended for general purposes within the department or specified purposes, if agreed upon with the donor, as one-time supplements to the department's operating budget. Donations of equipment will be considered based upon program outcomes, department goals and needs. Each donation will be evaluated for usefulness and potential replacement costs.

When approving donations with a value of less than \$10,000, the City Manager shall base his/her decision upon the Guidelines/Standards in Section IV.

VI. Procedures for Making and Accepting Gifts

The City Council shall have the full and final authority to approve or deny all donation proposals including those made by the City Manager. Prior to submitting a Donation Application Form (Attachment A), the donor or donor's representatives shall contact the City Manager's Office to discuss a proposed donation. Such pre-application meeting shall assist both the prospective donor and the City in determining whether a donation will meet the criteria contained in this policy. If a donation appears to be in accordance with this policy, the donor or donor's representative will then submit a Donation Application Form and meet with City Staff members to determine the specific nature of the donation, proposed location, and yearly maintenance and operational costs for review and processing. The written proposal, including a Staff report, will be sent to City Council for its decision.

City Staff or City Council may request additional information including, but not limited to: scaled drawings; artist's renditions; or other documents to better illustrate the exact nature of the donation. The City may choose to consult with other agencies or organizations in the review process. The City Council may also send any proposal to the appropriate City board or committee for review with subsequent recommendation to City Council.

Donation Application Form

Attachment A

Thank you for your interest in donating to the City of Petoskey. Your gift or donation will be considered by the Petoskey City Council after this form is filled out and a Staff report is completed. All donations shall become the sole property of the City and the City has no duty to return the donations. All donations are also subject to the Gift and Donation Acceptance Policy adopted by the City.

1. Name, Address and Phone Number of Donor: _____

2. Description of Gift or Donation: _____

3. Value of the Gift or Donation (market value): \$_____

4. What is the intended purpose or use for this gift or donation? _____

5. If applicable, what are the yearly maintenance and operational costs associated with this gift or donation? \$_____

6. Do you have or are you currently seeking to establish a contractual relationship with the City of Petoskey? If so, please disclose the nature of the contractual relationship:

Signature and Title of Donor Date

Internal City of Petoskey Use Only

Date application was received: _____

This application is: Accepted by the City of Petoskey on _____

Rejected by the City of Petoskey on _____

City Manager Signature Date

Donation Application Form

Attachment A

RECEIVED

FEB 10 2020

Thank you for your interest in donating to the City of Petoskey. Your gift or donation will be considered by the Petoskey City Council after this form is filled out and a Staff report is completed. All donations shall become the sole property of the City and the City has no duty to return the donations. All donations are also subject to the Gift and Donation Acceptance Policy adopted by the City.

1. Name, Address and Phone Number of Donor: League of Women Voters Charlevoix-
Emmet Counties Unit #1
Robert Jordan
1207 Hill St. Petoskey MI 49770

2. Description of Gift or Donation: Decorative tree + descriptive plaque

3. Value of the Gift or Donation (market value): \$ \$300.00

4. What is the intended purpose or use for this gift or donation? To commemorate
local suffragists in their fight for voting rights for women

5. If applicable, what are the yearly maintenance and operational costs associated with this gift or donation? \$ N/A

6. Do you have or are you currently seeking to establish a contractual relationship with the City of Petoskey? If so, please disclose the nature of the contractual relationship:

NO

Robert Jordan - Chair Charlevoix Emmet Unit League of
Signature and Title of Donor Women Voters.

2/10/20
Date

Internal City of Petoskey Use Only

Date application was received: 2/10/2020

This application is: Accepted by the City of Petoskey on _____

Rejected by the City of Petoskey on _____

City Manager Signature

Date

To: Rob Straebel, City Manager

The wording on the plaque which will be placed near the tree being planted to honor the 100th anniversary of woman suffrage is as follows:

In honor of the Petoskey suffragists who fought for the voting rights of women in the United States.

Donated by the League of Women Voters, Charlevoix-Emmet Counties, 2020

Thank you.

Anne Srigley, LWV

231 347 7365



City of Petoskey

Agenda Memo

BOARD: City Council

MEETING DATE: March 2, 2020

PREPARED: February 27, 2020

AGENDA SUBJECT: Consideration to Approve a Resolution Authorizing a Closed Session Pursuant to Section 8(d) of the Michigan Open Meetings Act

RECOMMENDATION: That the City Council adopt this proposed resolution

City Council will be asked to adopt the enclosed proposed resolution that would authorize to adjourn to a closed session pursuant to Section 8(d) of the Michigan Open Meetings Act, to consider the purchase or lease of real property.

sb
Enclosure



City of Petoskey

Resolution

WHEREAS, the City Manager has requested that the City Council adjourn to a closed session, pursuant to Section 8(d) of the Michigan Open Meetings Act, to consider the purchase or lease of real property, at the City Council's regular meeting of March 2, 2020:

NOW, THEREFORE, BE IT RESOLVED that the City Council does and hereby authorizes to adjourn to a closed session, to consider purchase or lease of real property.