

**Regular Meeting of the Mt. Pleasant City Commission**  
**Monday, June 27, 2022**  
**7:00 p.m.**

**AGENDA**

CALL TO ORDER:

PLEDGE OF ALLEGIANCE:

ROLL CALL:

PROCLAMATIONS AND PRESENTATIONS:

1. Introduce and swear in Mt. Pleasant Police Officer Mason Nash.
2. Introduce new Water Distribution Operator Steve Wassegijig.
3. Presentation on Listening Ear Crisis Center programs, opportunities, and resources by Kaylee Beltinck.

ADDITIONS/ DELETIONS TO AGENDA:

PUBLIC INPUT ON AGENDA ITEMS:

RECEIPT OF PETITIONS AND COMMUNICATIONS:

CONSENT ITEMS:

4. Approval of the minutes from the regular meeting held June 13, 2022.
5. Minutes of the Airport Joint Operations and Management Board (May).
6. Consider approval of a contract with Prolime Corporation for lime residuals removal.
7. Consider approval of contract with McKenna for planning services.
8. Consider resolution approving the transfer of adult-use marihuana retailer license location to 1207 E. Pickard.
9. Consider resolution approving the transfer of adult-use marihuana retailer license to H & G Ventures LLC.
10. Consider approval of Payrolls and Warrants.

PUBLIC HEARINGS:

NEW BUSINESS:

11. Consider resolution approving charter amendment ballot language to change the term of office for City Commission members and hold elections in even years.

*All interested persons may attend and participate. Persons with disabilities who need assistance to participate may call the Human Resources Office at 989-779-5313. A 48-Hour advance notice is necessary for accommodation. Hearing or speech impaired individuals may contact the City via the Michigan Relay Service by dialing 7-1-1.*

## **City Commission Agenda**

**June 27, 2022**

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ANNOUNCEMENTS ON CITY-RELATED ISSUES AND NEW BUSINESS:

PUBLIC COMMENT ON AGENDA AND NON-AGENDA ITEMS:

RECESS:

CLOSED SESSION:

RECESS:

WORK SESSION:

12. Discussion on downtown parking.

ADJOURNMENT:

*All interested persons may attend and participate. Persons with disabilities who need assistance to participate may call the Human Resources Office at 989-779-5313. A 48-Hour advance notice is necessary for accommodation. Hearing or speech impaired individuals may contact the City via the Michigan Relay Service by dialing 7-1-1.*

TO: MAYOR AND CITY COMMISSION

JUNE 22, 2022

FROM: AARON DESENTZ, CITY MANAGER

SUBJECT: CITY MANAGER REPORT ON AGENDA ITEMS

Proclamations and Presentations:

Receipt of Petitions and Communications:

Consent Items:

- 6) Consider approval of a contract with Prolime Corporation for lime residuals removal.
  - a) The City produces a great deal of spent lime as part of our water softening process. This spent lime is stored at our facility then periodically hauled away. The City received two (2) bids for the removal of this lime. Prolime was the low bidder at \$429,000. This exceeds the initial \$300,000 estimate. The bid is much higher than in years past due to the increase in fuel costs. The City Commission is asked to consider both the contract award, as well as a \$129,000 budget amendment.
- 7) Consider approval of contract with McKenna for planning services.
  - a) The City Commission is asked to approve a contract with McKenna for planning services while the City works to recruit a new City Planner. These services would be billed at an hourly rate which is typical of such contracts. The work will include preparing for and attending City Planning Commission meetings, site plan reviews, and providing planning services and communication to the general public. McKenna is very familiar with the City having worked on our Master Plan. They are also experienced with form-based zoning code. The City Commission is asked to approve the contract as proposed.
- 8) Consider resolution approving the transfer of adult-use marihuana retailer license location to 1207 E. Pickard.
- 9) Consider resolution approving the transfer of adult-use marihuana retailer license to H & G Ventures LLC.
  - a) Both items 8 and 9 are related to the movement of Jars Cannabis retail business currently located on Mission Street to their new location on Pickard. Item 9 is for the relocation of the license to the new facility. The City Commission is the body responsible for approving this relocation if the business has no outstanding issues or violations related to operation; which they do not. Item 9 is the approval of transfer of the business from one name/entity to another. Again, the City Commission is the approving body for this transfer. Staff does not believe there is any legal reason to deny this request.

Public Hearings

New Business

- 11) Consider resolution approving charter amendment ballot language to change the term of office for City Commission members and hold elections in even years.
  - a) Following direction from our last meeting, the City Attorney has provided a Resolution for ballot language to be approved by the City Commission ahead of the November election. Approval of this item will place a question on the November 2022 ballot which would amend City

Commission terms of office from three (3) to four (4) years. Elections would be staggered so that two (2) groups of Commissioners would be elected in even years. This is achieved by keeping in place a three (3) years term in 2023 then moving to a four (4) year term in 2024. Those elected in 2023 come up for reelection in 2026 for a four (4) year term.



Minutes of the regular meeting of the City Commission held Monday, June 13, 2022, at 7:00 p.m., in the City Commission Room, 320 W. Broadway St., Mt. Pleasant, Michigan with virtual options.

Mayor Perschbacher called the meeting to order.

The Pledge of Allegiance was recited.

Commissioners Present: Mayor Amy Perschbacher; Commissioners Brian Assmann, Liz Busch & Maureen Eke

Commissioners Absent: Mary Alsager, Olivia Cyman & George Ronan

Others Present: City Manager Aaron Desentz, City Clerk Heather Bouck & City Attorney Michael Homier

#### Proclamations and Presentations

Public Safety Director Paul Lauria administered the Oath of Office to new hire David Wheaton.

Mayor Perschbacher read and presented a Proclamation recognizing June 19, 2022 as Juneteenth Celebration Day to James Span, Jr., MDiv, MSA.

Mayor Perschbacher read and presented a Proclamation recognizing June as LGBTQ+ Pride Month to Scott Ellis, Great Lakes Bay Pride's Executive Director.

Jim McBryde, President/CEO of Middle Michigan Development Corporation (MMDC) gave a presentation of the annual Industrial Facilities Tax (IFT) Abatement Report.

Peter Haefner, Partner at Vredeveld Haefner LLC gave a presentation on the 2021 Annual Comprehensive Financial Report.

Moved by Commissioner Eke and seconded by Commissioner Busch to approve the Agenda as presented. Motion unanimously adopted.

#### Receipt of Petitions and Communications

Received the following petitions and communications:

6. City Manager report on pending items;
  - a. Monthly report on police related citizen complaints received.
7. Minutes of the Brownfield Redevelopment Authority/Economic Development Corporation (BRA/EDC) Meeting. (April)
8. Minutes of the Traffic Control Committee Meeting. (May)
9. Minutes of the Planning Commission Meeting. (May)
10. Receipt of 2021 Annual Comprehensive Financial Report.
11. Receipt of 2021 Component Unit Financial Reports.

Moved by Commissioner Eke and seconded by Commissioner Busch to approve the following items on the Consent Calendar:

12. Minutes of the regular meeting of the City Commission held May 23, 2022.

13. 2023-2028 Capital Improvement Plan.

14. Bid of Revize of Troy, Michigan for the 2022 Website Redesign Project in the amount of \$79,100.

15. Resolution setting fees associated with use of the airport courtesy vehicle as follows:

WHEREAS, the Airport has acquired a courtesy vehicle as it is a common amenity that airports our size provide;

WHEREAS, the user of the vehicle will sign a use agreement to protect the City's, there will be no fee to the user;

WHEREAS, the Airport Joint Operations Board recommends penalties for the misuse of the airport courtesy car:

NOW, THEREFORE, BE IT RESOLVED that the following fees set to begin immediately, are hereby adopted:

- \$25 if the courtesy vehicle is not returned within the 2-hour window and \$25 for each hour of additional use (if not set up for overnight).

- \$85 fee if courtesy vehicle is not refueled. - \$50 fee for exceeding the 7-mile radius from the Mt. Pleasant Airport.

- \$85 minimum fee if the vehicle is returned with mud on the inside or outside of the vehicle, or if there is trash in the vehicle

16. Received proposed Ordinance to amend §154.410.B.4 and Table 154.410.A of the Mt. Pleasant Zoning Ordinance regarding child care centers and group day care homes and set a public hearing for Monday, July 11, 2022 at 7:00 p.m. on same.

17. Warrants dated May 15, June 2 & 3, 2022 and Payrolls dated May 27, 2022 all totaling \$1,852,229.14.

Motion unanimously adopted.

Moved by Commissioner Eke and seconded by Commissioner Busch to reject the proposed agreement with MRP and direct City Attorney Homier to continue negotiations with a 40 year bond for financial assurances. Motion unanimously adopted.

Moved by Commissioner Busch and seconded by Commissioner Eke to approve an amendment to the WRRF Rehabilitation contract with Fishbeck Engineering in the amount of \$430,000. Motion unanimously adopted.

City Attorney Homier presented the proposed Charter Amendment which changes the City Commission terms to four years and eliminates odd year city commission elections. A proposed resolution and ballot language for the November, 2022 election will be brought before the Commission at the next regularly scheduled meeting.

#### Announcements on City-Related Issues and New Business

Commissioner Eke commended the City for proclamations recognizing Juneteenth and LGBTQ+ Pride Month. She expressed the importance of everyone's stories.

Mayor Perschbacher announced that the new voter identification cards have been mailed. Voters should take note of their precinct as there have been changes which take effect with the August Primary Election. Anyone may check their voter registration online at <https://mVIC.sos.state.mi.us/Voter/Index> and make any corrections or updates necessary. Registration is available in person at the Clerk's office with proof of residency and photo identification even on election day.

#### Public Comment on Agenda and Non-Agenda Items

Erin Zimmer, 517 E. Grand, introduced herself and asked for support in her run for State Representative.

Community Services Director Bill Mrdeza announced this was the last City Commission meeting for Jacob Kain, Assistant Community Services Director/City Planner. Bill thanked Jacob for his service to the City and wished him well in his new role with the City of Midland.

Moved by Commissioner Eke and seconded by Commissioner Busch to adjourn the meeting at 8:07 p.m. Motion unanimously adopted.

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Amy Perschbacher, Mayor

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Heather Bouck, City Clerk

## **AIRPORT JOINT OPERATIONS AND MANAGEMENT BOARD**

Meeting Minutes

**Thursday, May 19, 2022**

**3:30-5:00 p.m.**

**Airport Terminal Building**

I. Call to Order

Chairman Nanney called the meeting to order at 3:34 p.m.

II. Roll Call

Member	Present
Aaron Desentz	Yes
Nicole Frost	Yes
James McBryde	Yes
Rodney Nanney	Yes
Gayle Ruhl	Yes

Staff: Bill Brickner, Jason Moore

III. Additions/Deletions to Agenda

Motion by Frost, support by McBryde, to approve the agenda

Motion passed unanimously

IV. Public Input on Agenda Items

None

V. Approval of Meeting Minutes – April 21, 2022

Motion by Frost, support by Desentz, to accept the minutes as written

Motion passed unanimously

VI. Airport Manager's Report – April 2022

Brickner presented the airport manager report

VII. Old Business

- a. Crew Car – Submit for destination marketing funding
- b. Education – Library kids to tour airport June 10, 2022 from 9 am – 11am
- c. Additional ideas to promote corporate traffic - ongoing
- d. Discuss possible P.U.D. at the airport – Set up meeting with Mead and Hunt to discuss.

VIII. New Business

IX. Announcements on Airport Related Issues and Concerns  
Young Eagles June 4, 2022 from 9am-noon.

X. Public Comment on Non-Agenda items  
None

XI. Adjournment  
Nanney adjourned the meeting at 4:15 p.m.

# Memorandum



TO: Aaron Desentz, City Manager

FROM: Tim Middleton, Deputy DPW Director

DATE: June 13, 2022

SUBJECT: Award Contract for the 2022 Lime Residuals Removal Bid

## Request:

The City Commission is requested to award the contract for the 2022 Lime Residuals Removal bid to Prolime Corporation, of Washington MI, for \$42.90 per cubic yard with a not-to-exceed contract amount of \$429,000, and to approve a budget amendment of an additional \$129,000 for the associated work.

## Reason:

The water treatment plant softens well water using a lime/caustic softening method. The softening process produces spent lime residuals that is stored in one of two storage lagoons. These lime residuals are removed periodically from the lagoons and used in many different applications, although most typically as an agricultural soil conditioner.

Bids were sought for the removal of an estimated 5,000 to 20,000 cubic yards of residuals from the west lagoon. On June 7, 2022, the following bids were received. For reference, the 2020 per-cubic yard bid pricing is listed in parentheses.

<u>Bidder</u>	<u>Price per CYD</u>	<u>Total</u>
Prolime Corporation – Washington, MI	\$42.90 (\$24.80)	\$429,000
Block Farm Operations, LLC – Weidman, MI	\$48.89 (\$21.25)	\$488,900

Prolime Corporation, of Washington, is the low bidder. However, the total bid exceeds the \$300,000 originally budgeted for this work and will require a budget amendment of \$129,000 to accommodate the removal of 10,000 cubic yards of spent lime. To accomplish this, staff will delay the replacement of process pumps for one year and withdraw \$50,000 from plant reserve which is available at this time.

## Recommendation:

I recommend the City Commission award the contract for the 2022 Lime Residuals Removal bid to Prolime Corporation, for \$42.90 per cubic yard and a not-to-exceed contract amount of \$429,000, and approve a contract amendment for an additional \$129,000. Funds are available in the Water Reserve Fund.

# Memorandum

*Mt. Pleasant*  
[meet here]

TO: Aaron Desentz, City Manager  
FROM: William R. Mrdeza  
Community Services & Economic Development Director *W.R.M.*  
DATE: June 20, 2022  
SUBJECT: Contract for Planning Services

## Background:

Jacob Kain, Mt. Pleasant's City Planner and Assistant Director of Community Services notified the City on May 24, 2022 that after seven years with the City he would be leaving employment to accept a position with the City of Midland. Mr. Kain's last day with the City was Friday, June 17, 2022. Since the time of his announcement, staff has been working with Mr. Kain to prepare for his departure, which has been a complex endeavor given the various roles and responsibilities he has been involved with as a function of his position with the City.

One of the primary areas needing to be addressed involves the City Planner's responsibilities to the Planning Commission, which meets monthly. The Planning Commission has several public hearings scheduled for their July meeting, as well as several cases to prepare for at that meeting. In order to address these cases in a timely fashion, there is no option of postponing the July Planning Commission. In addition to preparing for the monthly Planning Commission meetings, the City Planner responds to daily inquiries regarding proposed projects and their compliance with the provisions of the City's zoning ordinance. The City Planner typically is the most qualified staff member to offer advice and guidance in these matters.

In order to continue to meet the obligations of the City as it relates to planning matters, staff is recommending entering into a consulting contract for planning services for the time necessary to advertise, interview, and ultimately hire a new planner for the City. The last time the City was confronted with this situation, an outside consultant was retained in a similar fashion in order to meet the on-going obligations of providing accurate advice on matters concerning compliance with the City's zoning ordinance, as well as preparing and presenting the packet of cases to the Planning Commission on a monthly basis.

The staff is recommending hiring McKenna Associates to provide planning services for the City during this interim period. Currently McKenna is the firm most familiar with the City as they were hired to prepare the City's most recent Master Plan. As such they are very familiar with the City's



# Memorandum



zoning ordinance and, equally important, have experience administering and interpreting form-based codes such as ours, which is not the most prevalent type of zoning ordinance most municipalities adopt. In addition, McKenna currently has a contract to assist the City's DDA work with the stakeholders in the Mission Street corridor, and is familiar with the nuances of the City's marijuana ordinance and current status of that industry as related to Mt. Pleasant.

Staff has been working on the specifics of a contract with McKenna to provide the necessary services to act as the planner of record for the City. A copy of the proposed contract with McKenna accompanies this memo. In addition, staff feels that McKenna will also be able to contribute to the upcoming work session on housing issues with the Commission since that is a particular area of expertise for the McKenna staff. The terms of the contractual agreement staff has tentatively worked out with McKenna are similar to the terms and structure the City worked out with the previous consultant during the time period prior to the hiring of Mr. Kain seven years ago. Based on these terms, staff is confident the City will be well represented in planning matters both at the individual conceptual project level as well as during Planning Commission meetings. McKenna has a history of providing these types of services to municipalities across the state and has the depth of staff to adequately cover the responsibilities as outlined in the agreement. The draft contract as negotiated calls for a fee of \$120 per hour, to be reimbursed based on the number of hours of service required per month, plus reasonable expenses. In addition, services required by the City in addition to the basic services outlined in the contractual agreement will be billed in accordance with the fee schedule provided in the agreement.

## Requested Action:

Staff recommends the City Commission approve the terms contained in the attached draft agreement with McKenna Associates to provide necessary planning services to the City (covering the period of search and initial employment of a new staff planner), and authorize the Mayor to sign the same.

## Attachments:

- Contract with McKenna Associates for interim planning services with the City of Mt. Pleasant





June 20, 2022

William R. Mrdeza  
Community Services & Economic Development Director  
City of Mt. Pleasant  
320 W. Broadway Street  
Phone: (989) 779-5311  
www.mt-pleasant.org

**Subject: Authorization for Mt. Pleasant Interim Planning Services**

Dear Bill,

As requested, we are pleased to submit a proposal to provide City of Mt. Pleasant with interim community planning guidance and assistance. If the City chooses to retain McKenna on an ongoing basis, this will be the guiding document for our relationship with the community. We propose services to be managed by Vice President, Paul Lippens, AICP, with the assistance of Andrew Littman, Associate Planner. Paul is the manager of McKenna's Kalamazoo office and Andrew is based in McKenna's Northville office.

We offer the city service from the State's leading planning professionals, using a thoughtful and customized planning and zoning approach to achieve City's immediate and long-term goals. We're delighted by the prospect continuing our work with Mt. Pleasant and look forward to collaborating with local officials and the public in this special community.

**A: MT. PLEASANT 2050 IMPLEMENTATION TEAM**

To maintain momentum, we propose that I continue in my role as project manager for the McKenna team. As project manager, I will be responsible for day-to-day coordination of the schedule, tasks, and team. Our team, includes several professionals who work from the McKenna offices in Kalamazoo, Grand Rapids, Northville and Detroit. We remain easily accessible for in-person meetings and site visits when needed. I've included my bio here to provide some more information on my background and experience.

**Paul Lippens, AICP, NCI – Project Manager Bio:**

Paul specializes in land use and transportation planning, with an emphasis on developing plans that are grounded in sound fiscal analysis. Paul utilizes outreach strategies that reflect the values of people and their communities. He has led dozens of master plan and zoning implementation projects in Michigan, Illinois, Ohio and Indiana.

Mr. Lippens is an award-winning planner who brings a commitment to excellence to his practice. He is the primary author of "Complete Streets, Complete Networks: A Manual for the Design of Active Transportation," winner of the APA-IL 2012 award for best practices. Paul led the development of "Bike



Walk Livonia,” winner of the 2016 Michigan Planning Association Planning Excellence Award for Transportation Plan and “Realize Cedar,” winner of the 2017 Michigan Planning Association Planning Excellence Award for Transportation Plan.

Paul holds a Master of Urban Planning from the Taubman College at the University of Michigan and Bachelor of Arts in creative writing and music composition from Hampshire College.

As always, we will be assisted by our team of more than 20 professional planners, designers, and graphic artists, to make sure products meet the City’s high standards for quality. We are confident you and your other municipal leaders will benefit from our team’s experience and capabilities. Resumes for the core team are attached.

## **B: PROPOSAL FOR INTERIM PLANNING SERVICES**

McKenna will provide professional planning, zoning, economic development, and mapping assistance to Mt. Pleasant. Our services will be provided as follows; when requested by the City:

1. Prepare for and provide assistance at Planning Commission and other meetings as requested by the City.
2. At meetings McKenna will: provide verbal and written reports and advisories, as appropriate, on City business in matters of planning, zoning plus guidance and assistance on state legislation, appropriate procedures, regulations and design principles.
3. On a day-to-day basis, provide assistance, guidance and advice via e-mail and telephone, responding to City’s requests for services.
4. Our planner(s) will develop and maintain a clear understanding of City ordinances and promote the adopted plans.
5. Our planner(s) will monitor the City ordinances for improvements apparent in City use of the ordinances and periodically recommend, in writing, revisions to be made and be prepared to discuss the underlying rationale.
6. On an as-requested basis, McKenna will provide written technical recommendations in accordance with the City Zoning Ordinance to assist the Planning Commission, ZBA, and City Council with Zoning decision making. See Section C.
7. Larger projects, such as major Zoning Amendments, technical training for Commissions and Commissions, or updates to the City’s Master Plan, Parks and Recreation Plan, Corridor Improvement Authority Establishment, or similar projects, would be governed by separate mutually-agreed-upon Scopes of Work and budgets.



## C: COMPENSATION

**Monthly Services:** We propose to work at hourly rates at an average rate of approximately \$120 per hour. Rates will vary according to the rates of each staff member performing the work. McKenna will provide a base level of planning services and ensure professional support at Planning Commission meetings, best practices presentations, planner reports, legislative updates, agenda setting, phone consultation, and public notices.

**Onsite Office Hours Option:** McKenna is available to provide onsite planning, zoning administration, and training. This service would be provided as follows and the schedule would be determined working with City staff.

- ½ day (8:30 a.m. to 12:30 p.m.) - \$500 per ½ day
- Full day (8:30 a.m. to 4:00 p.m.) - \$900 per day

**Hourly Rates:** McKenna invoice on an hourly basis, according to the schedule of hourly rates below. Travel time to meetings will be invoiced. Rate increases will occur no more frequently than once per year and will reflect the Consumer Price Index (CPI).

Professional Classification	Rate Per Hour*	
President	\$150	<p>* Rates include the following overhead: Accounting, Advertising and Promotion, Books, Publications and Maps, Business Entertainment, Charitable Contributions, Computers, Furniture and Fixtures, Graphics Supplies and General Insurance, Interest, Legal, Licenses, Meals, Memberships and Subscriptions, Office Equipment, Office Space and Parking, Office Supplies, Postage (Except Overnight), Professional Dues, Software, Taxes and Telephone.</p> <p>These rates do not include photography, outside reproduction, document or materials purchases, which are invoiced additionally. Rates also do not include reimbursable costs for travel, courier, overnight mail, etc. Mileage will be invoiced at the Federal mileage rate.</p> <p>These hourly rates are valid through December 31, 2022, after which they may change per classification by a percentage equal to the increase in the Consumer Price Index for the prior 12 months per U.S. Department of Labor, Bureau of Labor Statistics.</p>
Executive or Senior Vice President	\$140	
Vice President	\$135	
Director	\$125	
Senior Principal or Manager	\$120	
Principal	\$115	
Senior	\$100	
Associate	\$90	
GIS Specialist	\$85	
Assistant	\$85	
Intern	\$75	
Administrative Assistant	\$75	
Consultation, preparation for, and sitting as expert witness in legal matters.	\$200	



**Set Development Review Fee Option:** McKenna frequently works with a set review fee for each plan submittal. We can offer set review fees if the City decides this method is preferable to hourly invoicing. McKenna's current review fee schedule is as follows:

REVIEW TYPE	FEE TYPE		
	Lump Sum	Fixed Base Fee + Additional Fee	Hourly Rate
<b>Subdivision (Plat) Review</b>			
For conventional, manufactured home, commercial, or industrial subdivision			
• Pre-application review	\$500		
• Preliminary plat review tentative approval		\$850 + \$10 per lot	
• Preliminary plat review final approval		\$500 + \$10 per lot	
• Final plat review		\$500 + \$10 per lot	
<b>Site Plan Reviews</b>			
• Detached single family condominium (site condos), multiple family or mobile home park developments		\$800 + \$10 per dwelling unit / lot	
• Cluster housing development		\$800 + \$10 per dwelling unit / lot	
• Commercial or office development		\$800 + \$75 per acre	
• Industrial development		\$800 + \$75 per acre	
• Public or semipublic uses		\$800 + \$75 per acre	
• Planned unit development, residential neighborhood or mixed-use projects			*
<b>Special Approval / Conditional Use</b>		\$700 + \$50 per acre	
<b>Rezone Application Review</b>		\$700 + \$50 per acre	
<b>Conditional Rezone Application Review</b>			*



<b>Land Division / Consolidation</b>		\$300 + \$75 per new parcel	
<b>Historic District / Architectural Comm Review</b>	\$500		
<b>Dimensional (Nonuse) Variance Review</b>			
• Commercial	\$500		
• Residential	\$200		
<b>Use Variance Review</b>	\$1,000		
<b>Street and Alley Vacation</b>	\$400		
<b>Review of Woodlands / Wetland Plans</b> (includes Field Inspection)			*
<b>Site Traffic Impact Study</b>			*
<b>Master Deed or Similar Document Review</b>	\$500		
<b>Pre-Application or Other Applicant Meetings</b>			*
<b>Revisions</b>			
For each written technical review and recommendation provided by the Consultant because of resubmission of a revised plan	50% of original fee		
Resubmission after 90 days or major revisions	100% of original fee		



**E: AUTHORIZATION TO PROCEED**

We propose these services to initiate upon authorization and remain in-place until the City 45-days following the start date of a new Planner. McKenna can stop or hold work within 30-days of notice by an authorized agent of the City. If the terms are acceptable, please initial the tasks you would like to initiate at this time and return a signed copy of this authorization. We are prepared to start working immediately.

**Authorization:**

Name / Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Respectfully submitted,

**MCKENNA**

Paul Lippens, AICP, NCI  
Vice President

Cc: John Jackson, AICP, President

# Memorandum



TO: Aaron Desentz  
City Manager

CC: Heather Bouck  
City Clerk

FROM: Jacob Kain  
City Planner

DATE: June 17, 2022

SUBJECT: Adult-use marihuana location transfer request

JARS Cannabis has submitted a request that the City Commission approve the relocation of their existing adult-use marihuana retailer license. The location is proposed to change from 1005 Corporate to 1207 E. Pickard.

Section 115.04(A) states the following:

An existing establishment may be moved to a new location in the city, subject to applicable zoning regulations, prior City Commission approval, and approval by LARA. In deciding whether to approve a new location for an existing establishment, the City Commission shall consider the following nonexclusive factors:

- (1) The impact of the establishment's new location on the community as a whole; and
- (2) The existing establishment's compliance with city ordinances and with state law and administrative rules.

JARS Cannabis is in full compliance with all requirements of the supplemental application materials submitted to the City in accordance with the competitive selection process. There is no record of any issues with compliance with city ordinances or with state law and administrative rules.

The Planning Commission issued a Special Use Permit for an adult-use retailer at 1207 E. Pickard on June 2, 2022.

On May 9, 2022, the City Commission adopted amendments to Chapter 115. These amendments included changes to the transfer process which would have resulted in this request an administrative procedure not requiring City Commission approval. This request is coming forward to the City Commission due to the referendum petition filed with the City that has paused implementation of those amendments.

## **Requested Action:**

The City Commission consider the attached resolution approving the transfer of the adult-use marihuana retailer license currently located at 1005 Corporate to 1207 E. Pickard.

## **Attachments:**

1. Resolution
2. Request letter

## RESOLUTION

WHEREAS, 3967 Euclid LLC received final authorization for an adult-use marihuana retailer at 1005 Corporate on January 22, 2021; and

WHEREAS, Section 115.04(A) of the Mount Pleasant City Code of Ordinances states that an existing establishment may be moved to a new location in the city, subject to applicable zoning regulations, prior City Commission approval, and approval by LARA; and

WHEREAS, Section 115.04(A) of the Mount Pleasant City Code of Ordinances further states that in deciding whether to approve a new location for an existing establishment, the City Commission shall consider the following nonexclusive factors: (1) The impact of the establishment's new location on the community as a whole; and (2) The existing establishment's compliance with city ordinances and with state law and administrative rules; and

WHEREAS, 3967 Euclid LLC has requested the transfer of their retailer license from 1005 Corporate to 1207 E. Pickard; and

WHEREAS, the Planning Commission of the City of Mt. Pleasant approved a special use permit for an adult-use marihuana retailer at 1207 E. Pickard on June 2, 2022.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The City Commission of the City of Mount Pleasant finds that the establishment's proposed location at 1207 E. Pickard will not have a detrimental effect on the community as a whole.

2. The City Commission of the City of Mount Pleasant finds that the current establishment at 1005 Corporate is in compliance with city ordinances and with state law and administrative rules.

3. 3967 Euclid LLC's request under Section 115.04(A) to transfer their adult-use retailer license from 1005 Corporate Drive to 1207 E. Pickard is granted.



3967 EUCLID

1005 Corporate Dr Mt Pleasant, MI 48858 | (586) 808-1765

May 11, 2022

**City of Mt. Pleasant**

C/O Jacob Kain

Planning & Community Development

320 W Broadway St

Mt. Pleasant, MI 48858

Mr. Kain,

I am writing to express wanting to move my current licensed marihuana facility to a new location. We are currently operating a medical and recreational license at 1005 Corporate Dr and would like to move the facility to 1207 E Pickard.

Sincerely,

A handwritten signature in black ink, appearing to read "Gjergj Sinishtaj". The signature is fluid and cursive, with the first name "Gjergj" and last name "Sinishtaj" clearly distinguishable.

Gjergj Sinishtaj

Owner of 3967 Euclid LLC

# Memorandum



TO: Aaron Desentz  
City Manager

CC: Heather Bouck  
City Clerk

FROM: Jacob Kain  
City Planner

DATE: June 17, 2022

SUBJECT: Adult-use marihuana entity transfer request

JARS Cannabis has submitted a request that the City Commission approve an entity transfer of their existing adult-use marihuana retailer license. The entity is proposed to change from 3967 Euclid LLC to H & G Ventures LLC. Ownership of the current and proposed entities is as follows:

Entity	Owners
3967 Euclid LLC (current)	Gjergj Sinishtaj (100%)
H & G Ventures LLC (proposed)	Gjergj Sinishtaj (15%) JARS Holdings LLC – sole owner Hani Kassab, Jr. (85%)

Section 115.04 (B) states the following:

A license for an existing establishment may be transferred to a new licensee that intends to continue operating at the same location, subject to approval by City Commission and LARA.

JARS Cannabis is in full compliance with all requirements of the supplemental application materials submitted to the City in accordance with the competitive selection process. There is no record of any issues with compliance with city ordinances or with state law and administrative rules.

On May 9, 2022, the City Commission adopted amendments to Chapter 115. These amendments included changes to the transfer process which would have resulted in this request an administrative procedure not requiring City Commission approval. This request is coming forward to the City Commission due to the referendum petition filed with the City that has paused implementation of those amendments.

## **Requested Action:**

The City Commission consider the attached resolution approving the transfer of the adult-use marihuana retailer license currently held by 3967 Euclid LLC to H & G Ventures LLC.

## **Attachments:**

1. Resolution
2. Request letter

## RESOLUTION

WHEREAS, 3967 Euclid LLC received final authorization for an adult-use marihuana retailer at 1005 Corporate on January 22, 2021; and

WHEREAS, the City Commission of the City of Mt. Pleasant approved the transfer of that license from 1005 Corporate to 1207 E. Pickard on June 27, 2022; and

WHEREAS, Section 115.04(B) of the Mount Pleasant City Code of Ordinances states that a license for an existing establishment may be transferred to a new licensee that intends to continue operating at the same location, subject to approval by City Commission and LARA; and

WHEREAS, 3967 Euclid LLC has requested the transfer of their retailer license to H & G Ventures LLC.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. 3967 Euclid LLC's request under Section 115.04(B) to transfer their adult-use retailer license from 3967 Euclid LLC to H & G Ventures LLC is granted.



803 W Big Beaver Rd Ste 202 Troy, MI 48084

June 3, 2022

**City of Mount Pleasant**

c/o Jacob Kain  
320 W Broadway ST  
Mt Pleasant, MI 48858

Dear Mr. Kain:

Per your conversation with Mandy Garmo, I am writing to inform you that we are requesting to submit licensure for the facility at 1207 E Pickard under H & G Ventures LLC. Gjergj Sinishtaj, who was 100% owner of 3967 Euclid LLC, will remain as a 15% owner of H & G Ventures whereas JARS Holdings LLC will hold the remaining 85%.

I have enclosed the State prequalification notices as well as the applications and materials submitted.

Sincerely,

Hani Kassab  
Managing Member

Enclosure

CHECK REGISTER FOR CITY OF MT PLEASANT  
CHECK DATE FROM 06/04/2022 - 06/17/2022

Check Date	Vendor Name	Description	Amount
Bank COMM	COMMON CASH		
06/07/2022	WRIGHT EXPRESS FINANCIAL SERVICES	N/A	\$136,120.46
06/07/2022	EVELYN BRYANT	REIMBURSEMENT	264.30
06/15/2022	CITY TREASURER - UTILITIES	UTILITIES	3,663.43
06/17/2022	21ST CENTURY MEDIA - MICHIGAN	CONTRACT SVCS	677.00
06/17/2022	ABC FASTENER GROUP, INC	SUPPLIES	95.03
06/17/2022	APWA	DUES	840.00
06/17/2022	ASSMANN'S INC	CONTRACT SVCS	6,411.05
06/17/2022	ATI GROUP	CONTRACT SVCS	1,566.79
06/17/2022	AVFUEL CORPORATION	AIRPORT FUEL	18,787.95
06/17/2022	AXON ENTERPRISE, INC.	SUPPLIES	1,007.37
06/17/2022	BRANDON BLISS	REIMBURSEMENT	136.00
06/17/2022	BOUND TREE MEDICAL, LLC	SUPPLIES	617.48
06/17/2022	BRECKENRIDGE INSURANCE AGENCY	VEHICLE MAINT/SUPPLIES	1,149.28
06/17/2022	C & O SPORTSWEAR	SUPPLIES	13.10
06/17/2022	TINA CAPUSON	FARMERS MKT	95.80
06/17/2022	CAR WASH PARTNERS, INC.	SUPPLIES/VEHICLE MAINT	358.00
06/17/2022	CDW GOVERNMENT, INC	SUPPLIES	557.88
06/17/2022	CENTRAL ASPHALT, INC	SUPPLIES	717.60
06/17/2022	CENTRAL CONCRETE INC	SUPPLIES	2,402.50
06/17/2022	CONSOLIDATED FLEET SERVICES, INC	CONTRACT SVCS	1,517.85
06/17/2022	CINTAS CORP	SUPPLIES	140.76
06/17/2022	CITY TREASURER-CONTR RETAINAGE	CONTRACT SVCS	11,728.89
06/17/2022	CMP DISTRIBUTORS, INC.	SUPPLIES	202.50
06/17/2022	CENTRAL MICH UNIV - MAILROOM	POSTAGE/HANDLING	2,475.82
06/17/2022	CENTRAL MICHIGAN UNIVERSITY	CONTRACT SVCS	735.00
06/17/2022	CENTRAL MICHIGAN UNIVERSITY	CONTRACT SVCS	183.00
06/17/2022	CENTRAL MICHIGAN UNIVERSITY	CONTRACT SVCS	183.00
06/17/2022	CONSUMERS ENERGY	UTILITIES	41,220.56
06/17/2022	COYNE OIL CORPORATION	FUEL	10,064.09
06/17/2022	CASEY CROAD	FARMERS MKT	4.60
06/17/2022	CULLIGAN	CONTRACT SVCS	53.00
06/17/2022	CUMMINS SALES AND SERVICE	CONTRACT SVCS	1,528.40
06/17/2022	DELTA COLLEGE	TRAINING	3,660.00
06/17/2022	DICKINSON WRIGHT PLLC	CONTRACT SVCS	30,750.00
06/17/2022	DINGES FIRE COMPANY	SUPPLIES	70,877.23
06/17/2022	ESCON GROUP	CONTRACT SVCS	24,852.00
06/17/2022	ETNA SUPPLY	SUPPLIES	586.00
06/17/2022	FIDELITY SECURITY LIFE INSURANCE CO	OPTICAL INSURANCE	1,111.62
06/17/2022	FISHER TRANSPORTATION CO, INC	CONTRACT SVCS	13,169.15
06/17/2022	FLEX ADMINISTRATORS	FSA ADMINISTRATIVE FEE	252.00
06/17/2022	GALLS, LLC	UNIFORMS	152.17
06/17/2022	GALGOCI OIL COMPANY	AIRPORT FUEL	573.41
06/17/2022	GREEN SCENE LANDSCAPING, INC.	CONTRACT SVCS	31,149.87

CHECK REGISTER FOR CITY OF MT PLEASANT  
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Check Date	Vendor Name	Description	Amount
Bank COMM COMMON CASH			
06/17/2022	DAVID GROTHAUSE	FARMERS MKT	96.45
06/17/2022	JASON HAINES	REIMBURSEMENT	136.00
06/17/2022	REICE HART	REIMBURSEMENT	321.03
06/17/2022	HCC LIFE INS. CO	ADMIN - STOP LOSS INS	19,770.14
06/17/2022	HIRERIGHT	CONTRACT SVCS	293.67
06/17/2022	STEVE HOFER	REIMBURSEMENT	50.31
06/17/2022	HYDROCORP, INC.	INSPECTION/REPORTING SVCS	4,829.50
06/17/2022	IDEXX DISTRIBUTION, INC.	SUPPLIES	4,170.77
06/17/2022	INSIGHT PIPE CONTRACTING, LLC	CONTRACT SVCS	105,999.98
06/17/2022	INTEGRITY BUILDERS AND LANDSCAPING,	CONTRACT SVCS	10,650.00
06/17/2022	JOHN JOHNSON	FARMERS MKT	27.25
06/17/2022	BRUCE JORCK	FARMERS MKT	572.55
06/17/2022	J. RANCK ELECTRIC INC.	CONTRACT SVCS	906.48
06/17/2022	KENTWOOD OFFICE FURNITURE	SUPPLIES	3,223.82
06/17/2022	KRAPOHL FORD LINCOLN MERC	CAPITAL ACQUISITIONS	31,359.00
06/17/2022	KUSSMAUL ELECTRONICS, LLC	SUPPLIES	49.01
06/17/2022	JOSH LOUDENSLAGER	REIMBURSEMENT	136.00
06/17/2022	MHOK, PLLC	PROSECUTORIAL SVCS	7,633.31
06/17/2022	MASTER ELECTRIC, INC	CONTRACT SVCS	2,400.00
06/17/2022	JENNIFER MAYER	FARMERS MKT	19.80
06/17/2022	MCLAREN CORPORATE SERVICES	CONTRACT SVCS	2,493.00
06/17/2022	STATE OF MICHIGAN	CONTRACT SVCS	198.00
06/17/2022	STATE OF MICHIGAN	BOND	80,674.10
06/17/2022	MIDLAND DAILY NEWS	CONTRACT SVCS	299.52
06/17/2022	MID-MICHIGAN INDUSTRIES	CONTRACT SVCS	7,750.00
06/17/2022	MICHIGAN PIPE & VALVE	SUPPLIES	760.00
06/17/2022	MAP	DUES	100.00
06/17/2022	CAROL MOODY	REIMBURSEMENT	132.85
06/17/2022	MT PLEASANT KIWANIS CLUB	DUES	124.00
06/17/2022	MT. PLEASANT PUBLIC SCHOOLS	SUPPLIES	3,184.40
06/17/2022	JUSTIN NAU	REIMBURSEMENT	136.00
06/17/2022	NAVSURFWARCENDIV CRANE	SUPPLIES	2,100.00
06/17/2022	NELSON TANK ENGINEERING &	CONTRACT SVCS	120.00
06/17/2022	NCL OF WISCONSIN	CHEMICALS	102.94
06/17/2022	NYE UNIFORM COMPANY	UNIFORMS	1,774.94
06/17/2022	OFFICE DEPOT	SUPPLIES	59.94
06/17/2022	PAPAS PUMPKIN PATCH	FARMERS MKT	515.65
06/17/2022	LOGAN PINES	FARMERS MKT	13.80
06/17/2022	PLEASANT GRAPHICS, INC	SUPPLIES	624.00
06/17/2022	PLEASANT THYME HERB FARM	CONTRACT SVCS	10,384.00
06/17/2022	JASON POWELL	REIMBURSEMENT	136.00
06/17/2022	PRO COMM, INC	SUPPLIES/VEHICLE MAINT	4,111.03
06/17/2022	PVS TECHNOLOGIES, INC	CHEMICALS	6,616.64

CHECK REGISTER FOR CITY OF MT PLEASANT  
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Check Date	Vendor Name	Description	Amount
Bank COMM COMMON CASH			
06/17/2022	MP REAL ESTATE LLC	CONTRACT SVCS	2,500.00
06/17/2022	ATUL KAPOOR	REFUND	7.00
06/17/2022	PAMELA DILNO	REFUND	920.00
06/17/2022	ROSS MILLER	REFUND	241.00
06/17/2022	NEREIDA BENITEZ	REFUND	110.00
06/17/2022	POTTER'S HOUSE	REFUND	172.00
06/17/2022	RENT-RITE, INC - ALMA	EQUIPMENT RENTAL	254.72
06/17/2022	TYLOR SHORT	FARMERS MKT	71.60
06/17/2022	SHRED-IT USA LLC	CONTRACT SVCS	254.64
06/17/2022	DAN SODINI	FARMERS MKT	32.30
06/17/2022	TIMOTHY STANDEN	REIMBURSEMENT	258.85
06/17/2022	JONATHON STRAUS	REIMBURSEMENT	136.00
06/17/2022	SUMMIT FIRE PROTECTION	CONTRACT SVCS	155.50
06/17/2022	SUNRISE ASSESSING SERVICES, LLC	CONTRACT SVCS	7,725.00
06/17/2022	STEVIE SWAREY	FARMERS MKT	63.10
06/17/2022	JOSHUA THEISEN	REIMBURSEMENT	136.00
06/17/2022	JEFFREY A THOMPSON	REIMBURSEMENT	136.00
06/17/2022	THOMAS SCIENTIFIC	SUPPLIES	670.22
06/17/2022	TRACE ANALYTICAL LABORATORIES, INC.	CONTRACT SVCS	1,918.50
06/17/2022	OLIVIERI MANAGEMENT	UB REFUND	25.97
06/17/2022	THOMAS, ANDREW	UB REFUND	51.00
06/17/2022	DEVANATH, NRIPENDRA C.	UB REFUND	15.51
06/17/2022	JOHNSON, ELLIOT	UB REFUND	50.69
06/17/2022	AGLAN, ALIA	UB REFUND	63.61
06/17/2022	NATHAN BEUTLER	UMPIRE	39.00
06/17/2022	KAYLYN KING	UMPIRE	26.00
06/17/2022	JACKSON PELESS	UMPIRE	26.00
06/17/2022	CAIDEN ROBINSON	UMPIRE	39.00
06/17/2022	RACHEL CHESS	UMPIRE	39.00
06/17/2022	TITUS KEYES	UMPIRE	26.00
06/17/2022	AUDRA SZELAG	UMPIRE	39.00
06/17/2022	JACK CULLEN	UMPIRE	26.00
06/17/2022	BEN DVORAK	UMPIRE	26.00
06/17/2022	AMY RATKOS	UMPIRE	52.00
06/17/2022	GISELLE WITANNEN	UMPIRE	13.00
06/17/2022	MICAH SPRINGER	UMPIRE	39.00
06/17/2022	SILAS SPRINGER	UMPIRE	52.00
06/17/2022	JOSH WILSON	UMPIRE	39.00
06/17/2022	ADIA KISTE	UMPIRE	26.00
06/17/2022	VAN BRAKENBERRY	UMPIRE	39.00
06/17/2022	THOMAS PACKARD	UMPIRE	26.00
06/17/2022	LUCAS FINCH	UMPIRE	39.00
06/17/2022	UNIFIRST CORPORATION	CONTRACT SVCS	263.60

CHECK REGISTER FOR CITY OF MT PLEASANT  
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Check Date	Vendor Name	Description	Amount
Bank COMM COMMON CASH			
06/17/2022	USA SOFTBALL OF MICHIGAN	SUPPLIES	60.00
06/17/2022	VREDEVELD HAEFNER LLC	CONTRACT SVCS	4,500.00
06/17/2022	LATITUDE MEDIA LLC WCZY/WMMI	CONTRACT SVCS	692.00
06/17/2022	THE W.W. WILLIAMS COMPANY, LLC	CONTRACT SVCS	1,375.00
06/17/2022	ERNEST WOLF	FARMERS MKT	46.90
06/17/2022	YEO & YEO CONSULTING, LLC	CONTRACT SVCS	245.00
06/17/2022	ZINSER PLUMBING & HEATING, INC.	CONTRACT SVCS	220.00
06/17/2022	BRYAN ZUZGA	FARMERS MKT	23.00
COMM TOTALS:			
Total of 137 Checks:			\$761,713.53
Less 0 Void Checks:			0.00
Total of 137 Disbursements:			\$761,713.53



CHECK REGISTER FOR CITY OF MT PLEASANT  
CHECK DATE FROM 06/04/2022 - 06/17/2022

Check Date	Vendor Name	Description	Amount
Bank COMM COMMON CASH			

Wright Express6/7/2022

<u>Merchant Name</u>	<u>Description</u>	<u>Amount</u>	<u># of Invoices</u>
4IMPRINT, INC.	CONTRACT SVCS	\$195.42	1
ABC FASTENER GROUP, INC	SUPPLIES	8.25	1
ADOBE SYSTEMS, INC	CONTRACT SVCS	69.98	2
ADOBE SYSTEMS, INC	SUPPLIES	73.98	2
ADVANCE AUTO PARTS	SUPPLIES	466.73	10
AIRGAS GREAT LAKES	SUPPLIES	134.60	2
ALWOOD LANDSCAPING NURSERY, INC	SUPPLIES	980.97	2
AMAZON.COM	CONTRACT SVCS	20.99	1
AMAZON.COM	COMMUNICATIONS	34.99	1
AMAZON.COM	SUPPLIES/VEHICLE MAINT	71.91	1
AMAZON.COM	SUPPLIES	26127.64	76
APPLE	CONTRACT SVCS	-8199.85	15
APWA, MICHIGAN CHAPTER	CONTRACT SVCS	495.00	1
AUTOZONE, INC.	SUPPLIES	6.74	1
AUTOZONE, INC.	SUPPLIES/VEHICLE MAINT	241.94	2
BATTERIES PLUS - MP	SUPPLIES	193.94	3
BEST BUY	SUPPLIES	899.99	1
BIG APPLE BAGELS BAKERY & CAFE	TRAINING	205.92	1
BILL KEHOE, UDDER BLISS	SUPPLIES	8.00	2
BLAUER MFG. CO. INC	SUPPLIES	9.95	2
BORE TECH, INC.	TRAINING/SUPPLIES	188.06	1
C & C ENTERPRISES, INC	UNIFORMS	34.75	1
C & C ENTERPRISES, INC	SUPPLIES	46.72	2
CALIFORNIA STATE UNIVERSITY	TRAINING	270.00	2
CAMPUS INK PRINTING	SUPPLIES	3546.62	2
CANVA PTY LTD.	SUPPLIES	119.99	1
CELEBRATION CINEMA	CONTRACT SVCS	2850.00	3
CENTRAL MICHIGAN UNIVERSITY	CONTRACT SVCS	796.95	1
CENTRAL MOTOR SPORTS	SUPPLIES	6359.88	3
CHARTER COMMUNICATIONS	CONTRACT SVCS	318.20	2
COPQUEST.COM	UNIFORMS	504.00	1
COPS & DOUGHNUTS CENTRAL PRECINCT	SUPPLIES	39.98	1
COUNTRY STITCH-N	SUPPLIES	340.00	1
COYNE OIL CORPORATION	SUPPLIES	24.40	1
CREATION COFFEE MOUNT PLEASANT	SUPPLIES	53.42	1
DAVID GROTHAUSE, THE CHEESE PEOPLE	SUPPLIES	68.34	1
DELTA HOTELS BY MARRIOTT	TRAINING	277.95	1
DEWITT LUMBER	SUPPLIES	195.04	2
DICKS SPORTING GOODS	UNIFORMS	11.68	1
DICKS SPORTING GOODS	SUPPLIES	155.00	1
DOOZIE'S ICE CREAM PLACE	SUPPLIES	30.67	1
DORNBOS SIGN & SAFETY, INC.	SUPPLIES	108.71	1
DOUG'S SMALL ENGINE REPAIR	SUPPLIES	4110.28	3
DOW GARDENS	CONTRACT SVCS	178.00	1

Wright Express6/7/2022

<u>Merchant Name</u>	<u>Description</u>	<u>Amount</u>	<u># of Invoices</u>
DRAINAGE DIRECT	SUPPLIES	229.95	1
DREAMSTIME.COM	SUPPLIES	39.00	1
DRURY HOTELS-CREDIT CARDS	TRAINING	-16.83	1
DTE ENERGY	UTILITIES	6015.32	5
EBAY	SUPPLIES	4544.99	3
ELLENS EQUIPMENT	SUPPLIES	370.75	1
ELM CREEK LTD	SUPPLIES	602.08	1
ETNA SUPPLY	SUPPLIES	69.00	1
EVAW INTERNATIONAL	TRAINING	299.00	1
EVENTBRITE	TRAINING	114.67	2
EXXONMOBIL	SUPPLIES	52.05	1
FASTENAL COMPANY	SUPPLIES	190.78	4
FLEETPRIDE	SUPPLIES	201.69	2
FREDRICKSON SUPPLY, LLC	SUPPLIES	120.81	1
FRONTIER COMMUNICATONS	COMMUNICATIONS	65.98	1
GALCO INDUSTRIAL ELECTRONICS, INC.	SUPPLIES	224.44	1
GEIGER CENTRAL	SUPPLIES	574.96	1
GILBERT SALES & SERVICE, INC	SUPPLIES	62.00	1
GILBOE'S LOCK & SAFE LLC	SUPPLIES	16.00	1
GILL-ROY'S HARDWARE	SUPPLIES	1311.30	22
GLOCK PROFESSIONAL, INC	TRAINING	250.00	1
GORDON FOOD SERVICE	TRAINING	58.41	1
GORDON FOOD SERVICE	SUPPLIES	187.29	4
GOTOMYPC.COM	CONTRACT SVCS	88.00	2
GRAND TRAVERSE RESORT	TRAINING	198.40	2
GREEN SCENE LANDSCAPING, INC.	SUPPLIES	444.00	3
H6 HOMELAND-SIX	CAPITAL ACQUISITIONS	3727.95	1
HARBOR FREIGHT TOOLS	SUPPLIES	375.02	4
HOME DEPOT	TRAINING/SUPPLIES	224.48	1
HOME DEPOT	SUPPLIES	2414.92	27
HOTEL EARL CHARLEVOIX	TRAINING	254.19	1
HUNAN HOUSE	SUPPLIES	59.07	1
HUTSON, INC	SUPPLIES	333.50	1
IDENTOGO	CONTRACT SVCS	321.25	5
INT ASSOCOF ARSON INVESTIGATORS	DUES	100.00	1
JAY'S SPORTING GOODS	SUPPLIES	249.98	1
JNR ENGRAVING	SUPPLIES	50.00	2
JO-ANN FABRICS & CRAFTS	SUPPLIES	551.77	3
JONES & BARTLETT LEARNING, LLC	TRAINING	441.18	1
KRAPOHL FORD LINCOLN MERC	SUPPLIES	64.03	2
KSS ENTERPRISES	SUPPLIES	169.99	1
LANDMARK INN CREDIT CARD	TRAINING	546.96	2
LENOVO GROUP	SUPPLIES	157.85	3
LUGNUTS SEASON TICKETS	CONTRACT SVCS	240.00	1

Wright Express6/7/2022

<u>Merchant Name</u>	<u>Description</u>	<u>Amount</u>	<u># of Invoices</u>
LYNN PEAVEY COMPANY	SUPPLIES	58.38	1
MCDONALD'S	SUPPLIES	8.89	1
MCMASTER-CARR SUPPLY CO.	SUPPLIES	272.44	1
MEDLER ELECTRIC COMPANY	SUPPLIES	3281.22	12
MEIJER INC	SUPPLIES	482.44	11
MENARDS - MT. PLEASANT	SUPPLIES	7808.07	15
MICHIGAN ASSOC. OF PLANNING	TRAINING	45.00	1
MICHIGAN CHAPTER IAAI	DUES	20.00	1
MIDEPT OF HEALTH & HUMANS SVCS	TRAINING	125.00	2
MICHIGAN RURAL WATER ASSN	CONTRACT SVCS	198.00	2
MICHIGAN URBAN SEARCH & RESCUE	TRAINING	725.00	1
MILLER'S QUALITY CLEANERS	UNIFORMS	17.90	1
MIREGISTRY.ORG	TRAINING	100.00	6
MLIVE	CONTRACT SVCS	445.00	1
MOREY'S LOGO	SUPPLIES	166.50	1
MOTION INDUSTRIES, INC.	SUPPLIES	1203.44	1
MPARKS	TRAINING	80.00	2
MT PLEASANT AREA CHAMBER OF COMMERC	TRAINING	30.00	1
MT PLEASANT AUTOMOTIVE SUPPLY	SUPPLIES	632.55	7
MT PLEASANT RENTAL CENTER, INC	EQUIPMENT RENTAL	128.84	2
MT PLEASANT TIRE SERVICE, INC	CONTRACT SVCS	199.81	1
MT PLEASANT TIRE SERVICE, INC	SUPPLIES	3848.43	2
MWEA	TRAINING	325.00	1
NAPA AUTO PARTS	SUPPLIES	2169.90	13
NATIONAL REGISTRY OF EMERGENCY MEDICA	TRAINING	98.00	1
NATIONAL SOCIETY OF PROFESSIONAL	TRAINING	40.00	1
OFFICE DEPOT	SUPPLIES	1752.61	9
OLSON TIRE SERVICE	SUPPLIES	35.72	1
OLSON TIRE SERVICE	CONTRACT SVCS	165.95	1
PICKELMANS 1 STOP	FUEL	81.92	2
PISANELLO'S PIZZA	SUPPLIES	285.06	2
PLATINUM EDUCATIONAL GROUP	TRAINING	79.00	1
POTTER PARK ZOO SOCIETY	CONTRACT SVCS	311.00	1
PROFESSIONAL LAW ENFORCEMENT TRAININ	TRAINING	99.00	1
PROMO4KIDS.COM	SUPPLIES	741.05	1
PURITY CYLINDER GASES	SUPPLIES	229.85	1
QUILL CORPORATION	SUPPLIES	197.77	3
REFURBUPS.COM	CONTRACT SVCS	13.70	1
RENEE EARLE, PINEVIEW FARM & BAKESHOP	SUPPLIES	9.00	1
REPUBLIC SERVICES #239	CONTRACT SVCS	742.20	3
RIC'S FOOD CENTER	TRAINING	26.27	1
RIC'S FOOD CENTER	SUPPLIES	45.13	3
RIVERWOOD RESORT	CONTRACT SVCS	3744.00	1
ROBAIRE BAKERY & DONUT SHOP	SUPPLIES	347.18	3

Wright Express6/7/2022

<u>Merchant Name</u>	<u>Description</u>	<u>Amount</u>	<u># of Invoices</u>
S & S WORLDWIDE, INC.	SUPPLIES	1593.28	15
SAFETYSIGN.COM	SUPPLIES	474.68	1
SAM'S CLUB #4982	SUPPLIES	1476.43	4
SCHNEIDER ELECTRIC	CONTRACT SVCS	789.70	1
SCHOLASTIC TEACHER INC	SUPPLIES	1466.78	1
SCIENTIFIC BRAKE & EQUIPMENT CO	SUPPLIES	323.75	6
SHERWIN WILLIAMS	SUPPLIES	784.77	4
SHIELD LEADERSHIP INSTITUTE	TRAINING	1395.00	1
SHUTTERSTOCK, INC	CONTRACT SVCS	49.00	1
SINGLESOURCE	SUPPLIES	219.48	1
SOARING EAGLE WATERPARK & HOTEL	CONTRACT SVCS	3150.00	1
SOHARS ALL SEASONS MOWER SERVICE	SUPPLIES	93.98	1
SPICEWORKS INC	TRAINING	398.00	2
STANDARD ELECTRIC COMPANY	SUPPLIES	66.16	2
STAPLES - MP	SUPPLIES	2338.78	15
STATE OF MICHIGAN - DOA	SUPPLIES	186.00	1
STATE OF MICHIGAN - EMS	TRAINING	25.00	1
STATE OF MICHIGAN EGLE	TRAINING	96.90	1
STATE OF MICHIGAN ICHAT LOOK UP	CONTRACT SVCS	10.00	1
STAYBRIDGE SUITES	TRAINING	302.02	1
TARGET	SUPPLIES	1726.00	6
THE CONCRETE SERVICE, INC.	SUPPLIES	286.76	1
THE JUMP STATION	CONTRACT SVCS	1000.00	1
THE UPS STORE	CONTRACT SVCS	26.73	2
THE WALL STREET JOURNAL	SUBSCRIPTION	38.99	1
TLO ONLINE	CONTRACT SVCS	75.00	1
TOWN CENTER INC	CONTRACT SVCS	224.00	1
TRACTOR SUPPLY - MP	SUPPLIES	963.29	8
U S POSTMASTER	CONTRACT SVCS	151.91	6
ULINE SHIP SUPPLIES	TRAINING/SUPPLIES	785.66	2
UNIQUE PAVING MATERIALS CORPORATION	SUPPLIES	543.72	1
UNITED VOLLEYBALL SUPPLY, LLC	SUPPLIES	640.10	1
UPMC	TRAINING	770.00	2
USA TRAILER SALES LLC	SUPPLIES	2060.00	2
VERIZON WIRELESS	COMMUNICATIONS	3206.87	32
VIN TROFEO'S	SUPPLIES	130.00	1
VOLGISTICS, INC	CONTRACT SVCS	98.00	1
WAL-MART	SUPPLIES	2587.69	8
WASTE MANAGEMENT	CONTRACT SVCS	813.77	1
WEBSTAIRANT STORE	SUPPLIES	146.61	1
WIELAND TRUCK CENTER - CLARE	SUPPLIES	475.77	1
WINN TELECOM	CONTRACT SVCS	324.18	3
WINN TELECOM	COMMUNICATIONS	2186.86	7
WORDPRESS.COM	CONTRACT SVCS	56.00	1

Wright Express

6/7/2022

Merchant Name

WUFOO - CC

YOURMEMBERSHIP.COM, INC

ZOOM, INC.

Description

CONTRACT SVCS

CONTRACT SVCS

CONTRACT SVCS

TOTALS

Amount

19.00

798.00

57.71

=====

\$136,120.46

# of

Invoices

1

2

4

=====

569

**CITY OF MT. PLEASANT**

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION TO APPROVE CHARTER AMENDMENT BALLOT LANGUAGE TO  
CHANGE THE TERM OF OFFICE FOR COMMISSION MEMBERS AND HOLD  
ELECTIONS IN EVEN YEARS**

At a meeting of the City Commission of the City of Mt. Pleasant ("City"), Isabella County, Michigan, held at the City Hall in said City on \_\_\_\_\_, 2022 at \_\_\_\_\_ p.m.

PRESENT: \_\_\_\_\_

\_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_

The following Resolution was offered by \_\_\_\_\_  
\_\_\_\_\_ and seconded by \_\_\_\_\_.

WHEREAS, pursuant to the City Charter, the City of Mt. Pleasant has the authority to amend the City Charter in a manner prescribed by the State of Michigan; and

WHEREAS, the City desires to ask voters to approve an amendment to Article II, Section 4 of the City Charter to increase the term of office from three (3) years to four (4) years and eliminate the requirement the Commissioners to be elected in groups of three; if approved, this amendment would lengthen the term of office for each Commission member and require elections only in even years; and

WHEREAS, the City of Mt. Pleasant desires to follow the statutory process to place the ballot proposal on the ballot at the November 8, 2022 election as follows.

THEREFORE, the City Commission of Mt. Pleasant, Isabella County, resolves as follows:

1. Pursuant to the authority granted by at least a 3/5 vote of the City Commission, the City resolves to present to the electors of the City of Mt. Pleasant at the November 8, 2022 election, a proposal to amend the City Charter as follows:

a. **Purpose of Amendment:** The purpose of the amendment is as follows:

This amendment will amend Article II, Section 4 of the City Charter of the City of Mt. Pleasant, Isabella County, Michigan, to increase the term for each City Commission office from three (3) years to four (4) years and to change the staggering of office terms so that there are two groups, one of three (3) and one of four (4), who are elected in even years; if approved, this amendment would lengthen the term of office for each Commission member and require elections only in even years.

b. **Wording of Proposed Amendment:** Article II, Section 4 of the City Charter would be amended to read as follows:

(A) The seven (7) Commissioners shall be elected in two (2) groups, one group of three (3) and one group of (4). The term of each Commissioner shall commence on the first day of January following election and shall last for four (4) years, except as provided for in Article II, Section 4(B).

(B) The terms of office for Commissioners who are currently in office at the time of this Charter amendment shall be as follows:

(1) For the two (2) offices that expire on December 31, 2023, there shall be an election in November 2023 for a three (3) year term each of which shall expire on December 31, 2026.

(2) For the three offices that expire on December 31, 2024, there shall be an election in November 2024 for a four (4) year term each of which shall expire on December 31, 2028.

(3) For the two offices that expire on December 31, 2022, there shall be an election in November 2022 for a three (3) year term; however, those terms shall be extended by one year each and shall both expire on December 31, 2026.



(4) After the terms of office provided in this Section B have expired, the terms of the office shall be as provided in Article II, Section 4(A).

- c. **Statement of the Current Wording of Section to be Amended:** The existing language of Article II, Section 4 of the City Charter currently reads as follows:

The seven (7) Commissioners shall be elected in three (3) groups, one group of three (3) and two (2) groups of two (2). The term of each Commissioner shall commence on the first day of January following election and shall last for three (3) years, except as provided for in Article XV, Section 5.

- d. **Form in which the Amendment Shall Appear on the Ballot:** The proposed Amendment shall be submitted to the electors in the following form:

**PROPOSED AMENDMENT TO ARTICLE II, SECTION 4 OF THE  
CHARTER OF THE CITY OF MT. PLEASANT**

The proposed amendment to Article II, Section 4 would increase the terms for City Commission members from three years to four years, and change the staggering of member terms so that there are two groups, one of three and one of four, who are elected in even years instead of the current requirement of electing commission members for three-year terms in groups of two and three in both odd and even years

Shall Article II, Section 4 of the City Charter be so amended?

Yes [ ]

No [ ]

2. The City Clerk is authorized and directed to promptly submit the proposed amendment to the Governor of the State of Michigan for his/her approval and transmit a copy of the foregoing Statement of Purpose of such proposed amendment to the Attorney General of the State of Michigan for his/her approval, as required by law.

3. Once approved by the Governor and the Attorney General, the City Clerk is authorized and directed to promptly submit this resolution along with the above ballot language

to the County Clerk so that the charter proposition may be included on the November 8, 2022 election ballot.

4. The proposed amendment shall be submitted to the qualified electors of the City of Mt. Pleasant at the regular City election to be held on Tuesday, November 8, 2022 and the City Clerk is hereby directed to give notice of election and notice of registration therefor in the manner prescribed by law and to do all things and provide all supplies necessary to submit such charter amendment to the vote of the electors as required by law.

5. The City Clerk is directed to publish the proposed amendment in full, together with the existing charter provision altered or abrogated thereby, as required by law.

6. The City Commission reserves the right to amend the ballot proposal in the event the Attorney General or Governor recommend such amendment, the amended ballot proposal is approved by the City Commission as provided by law, and the Mayor has the authority to approve such amendments.

7. Any Resolution that is in conflict with this resolution is hereby rescinded.

ADOPTED:

YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_

STATE OF MICHIGAN                     )  
  ) ss.  
COUNTY OF ISABELLA                 )

I, the undersigned, the duly qualified and acting City Clerk of the City of Mt. Pleasant, Isabella County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the City Commission of said City at a meeting held on \_\_\_\_\_, 2021.

\_\_\_\_\_  
Heather Bouck, City Clerk

## Downtown Parking Work Session

1. A brief history on parking in Mount Pleasant
2. Should the City enforce parking restrictions in the downtown? Yes/No
  - a. Arguments for parking enforcement
    - i. Facilitates overall access to parking for visitors by preventing long term parking in certain areas
    - ii. Can be a revenue generator where currently no revenue for parking upgrades exists
    - iii. Can be used as a tool to better manage the available parking spaces downtown
    - iv. Can help change parking behavior allowing new customers to park in locations convenient to their destination
    - v. Some business owners complain that without current enforcement, there is insufficient turnover of vehicles near their business throughout the day
  - b. Arguments against parking enforcement
    - i. Chalking tires was ruled as unconstitutional in 2019. Timed parking enforcement has not taken place since. Despite this, parking opportunities exist.
      1. Parking enforcement still takes place for handicap spots, double parking, other violations not part of the timed system.
    - ii. There is a cost to enforcement and absent a revenue source the City will be paying more for parking services outside of capital expenses (parking lot reconstruction).
3. If yes, what restrictions should be put in place?
  - a. Current model: timed parking marked by signs in various lots. This focuses longer term parking in parking lots and shorter-term parking along city streets.
    - i. Could be achieved by license plate recognition technology
    - ii. Overnight parking by permit – odd/even system
    - iii. Could also include adding back long-term parking permits in certain lots
  - b. Metered parking: place meters in appropriate locations designed to better manage available parking. For example, many communities have higher parking rates closer to prime downtown locations to encourage vehicle turnover, and lower rates for parking spaces further out where longer term parking is more desired. This would likely be more accepted in areas where we want to encourage shorter term parking. Meters could be placed in all parking spaces as well.
    - i. Staff suggests exploring Pango parking system which is used by CMU. CMU has expressed an interest in partnering in parking enforcement if this is done.
    - ii. Pango could also allow businesses to pay for parking for customers
4. What other information does the City Commission require?
  - a. Updated parking study
  - b. Surveys of businesses, residents, visitors, etc.
  - c. Further information on Pango system

## PARKING LOT LOCATIONS AND QUANTITIES

Lots#	Overall Spaces	Barrier-Free Spaces	
1	45	2	
2	105	5	
3	81	4	
4	14	1	
5	86	4	
6	21	1	
7	50	2	Total downtown public lots = 972
8	76	4	
9	21	1	
10	48	2	
11	66	2	
12	59	5	
13 (City Hall)	130*	8	*Unit 2 = 20 dedicated spaces
Isabella Co. Building	153	11	
Jail/Sherriff Office	37	?	

### Riverview Apartments

Riverview (lower)	29	1
Riverview (upper)	39	2

### Other Municipal Parking Lots

Island Park	189	(merchants bldg and lot only, doesn't count spaces along roadway)
Nelson Park	44	
Pickens Field	66	

### Privately Owned Lots

410 West Broadway	50	Broadway Lofts/GreenTree Co-op Market
215 N. Main	30	Boge / Wybenga
401 N. Main	59	Isabella Bank
200 South University	35	Isabella Bank
555 N. Main	31	Martineau, Hacket, O'Neil, and Romasko
601 N. Main	20	Kruscke DDS
625 N. Main	20	Whitford Chiropractic
226 South Main	12	Sandel's Service Center
303 South Main	38	Verizon
400 S. Main	51	1 <sup>st</sup> United Methodist Church
330 S. University	24	1 <sup>st</sup> United Methodist Church
210 Court Street	34	Court Street Professional Building
111 East Michigan	4	Dog Central
201 South University	14	Mt. Pleasant Counseling
301 South University	25	Veterans Memorial Library
312 W. Michigan	62	Michigan Building (Glen Irwin)
311 West Broadway	9	311 West Broadway (Glen Irwin)
309 West Broadway	6	Formerly LaCross Glass
502 W. Broadway	8	Waterworks Salon
506 W. Broadway	135	Mountain Town Station
319 E. Broadway	12	Independent Bank
503 E. Broadway	45	Herbs Ect.
316 E. Illinois	102	Sacred Heart Parish Hall
302 S. Kinney	104	Sacred Heart Church
Commerce Center	270	Commerce Center (Sam Staples)

**DOWNTOWN PARKING INFORMATION**

The City of Mt. Pleasant operates 13 municipal parking lots in downtown containing 782 parking spaces. Each parking lot is signed with the maximum permitted length of stay.

Additional parking is available on the street. All on-street parking is for three hours unless otherwise marked.

**DAYTIME PARKING PERMITS**

There are two designated daytime permit lots available for use. Permits for the lots are interchangeable and are available for downtown business and property owners, staff and commercial tenants at a cost of \$75 per year. Daytime permits lot locations:

- Lot #7, located at the NE corner of University and Illinois
- Lot #8, located on Lansing Street between Broadway and Michigan

**GUEST PARKING**

Guests of downtown residents are required to obtain an overnight guest parking permit to avoid ticketing. Guest parking passes are FREE and are limited to seven days. Guests should follow the “even/odd” parking rules as detailed below under the section “Overnight Parking.”

For further information, please call  
City of Mt. Pleasant.  
(989) 779-5347

**OVERNIGHT PARKING**

Overnight parking is allowed in municipal parking lots with a valid overnight parking permit and only in designated areas.

Live downtown and need a place to park overnight? Downtown has eight overnight parking lot options for you to choose from. Overnight permits are \$25 for six months and expire on June 30 and December 31 of each year.

Please note there is NO parking allowed on downtown streets between 4:00 a.m. and 6:00 a.m.

Lots 1, 2, 4, 5, 6, 10, 12 and 13 have designated overnight areas for parking on odd and even nights. Overnight permit holders must park in areas designated “even” on even days of the month (2nd, 4th, etc.). On odd days (1st, 3rd, etc.), vehicles must be parked in areas designated “odd.” The even or odd day is determined between the hours of 4:00 a.m. and 6:00 a.m.

Therefore, permit holders must park on the “odd” side if the date is “odd” during the early morning hours of the following day, and on the “even” side if the date is “even” during the early morning hours of the following day.

**PURCHASING PERMITS**

To purchase permits visit us online at [www.mt-pleasant.org/downtownparking](http://www.mt-pleasant.org/downtownparking) or visit us at city hall.

**ELECTRIC CAR-CHARGING STATION**

A ChargePoint charging station is located in parking lot #2 (also known as Jockey Alley), located on Mosher Street between Main and Court Street. There is no charge for use of the ChargePoint station.



**ADA PARKING**

Throughout the downtown you will find designated ADA spaces in parking lots and on-street for use by anyone with a valid ADA placard. On-street ADA spaces include the following locations:

- NW corner of Broadway and University
- NE corner of Main and Illinois

Use of ADA spaces are limited to vehicles that have handicap plates or temporary State of Michigan Handicap Parking Permit hang tags. Any vehicle without the appropriate handicap permit may be ticketed and towed.

Please note in the downtown area any vehicle not parked in

1. a lot designated for overnight parking, and
2. in the proper even or odd area, and
3. with a current permit properly displayed

may be subject to ticketing and/or towing.



**Essential  
Information  
About  
Downtown  
Parking**

**A guide to parking in  
downtown Mt. Pleasant**

To purchase permits visit us online at [www.mt-pleasant.org/downtownparking](http://www.mt-pleasant.org/downtownparking) or visit us at city hall.



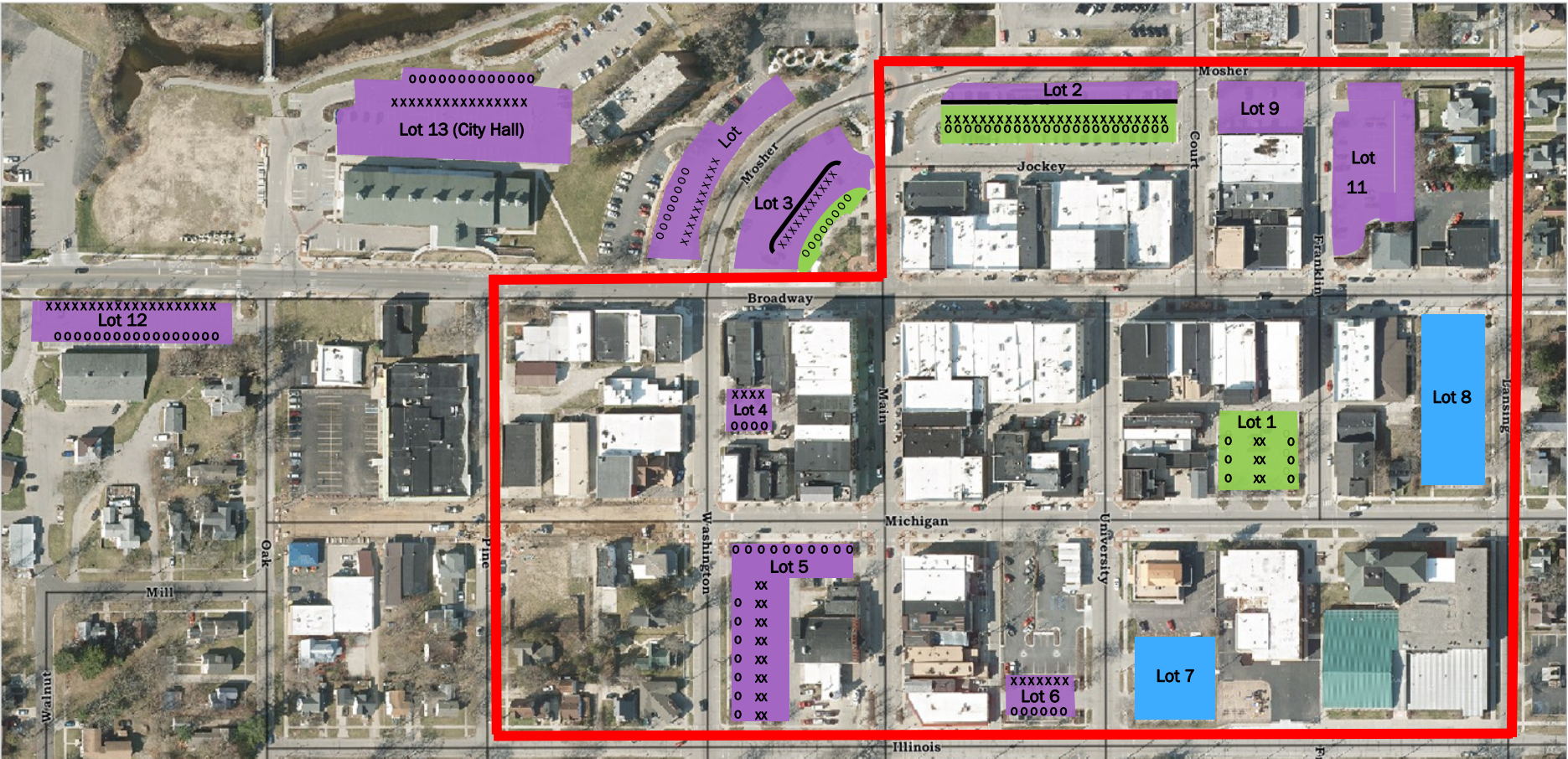
City of Mt. Pleasant  
320 West Broadway  
Mt. Pleasant, MI 48858  
(989) 779-5347



# Downtown Mt. Pleasant Parking Areas

- There is no overnight on-street parking in the downtown area as depicted in the red box below.
- Overnight street parking is allowed throughout the rest of the City of Mt. Pleasant year-round. In these areas, when a snow emergency is declared, all cars must be removed from the street.

PARKING LOT DESIGNATIONS	
Lot 1	3-hour & Overnight*
Lot 2	3-hour, 10-hour & Overnight*
Lot 3	3-hour, 10-hour & Overnight*
Lot 4	10-hour & Overnight*
Lot 5	10-hour & Overnight*
Lot 6	10-hour & Overnight*
Lot 7	Permit (10-hour)
Lot 8	Permit (10-hour)
Lot 9	10-hour
Lot 10	10-hour & Overnight*
Lot 11	Permit & 10-hour
Lot 12	10-hour & Overnight*
Lot 13	10-hour & Overnight*
DAYTIME* PARKING KEY	
10-hour parking	
3-hour parking	
Permit Parking (10-hour)	
*Daytime parking is defined as 8:00 a.m. - 5:00 p.m.	



OVERNIGHT PARKING ON EVEN DAYS  
XXXXXXXXXXXXXXXXXXXXXXXXXXXX

OVERNIGHT PARKING ON ODD DAYS  
OOOOOOOOOOOOOOOOOOOOOOOO

\* Lots 1, 2, 4, 5, 6, 10, 12 & 13 have designated areas for parking on odd and even days. Between 4:00 a.m. and 6:00 a.m., overnight permit holders must park in areas designated “even” on even days of the month (2<sup>nd</sup>, 4<sup>th</sup>, etc.). On odd days (1<sup>st</sup>, 3<sup>rd</sup>, etc.), vehicles must be parked in areas designated “odd”. The even or odd day is determined between the hours of 4:00 a.m. and 6:00 a.m. Therefore, permit holders must park on the “odd” side if the date is “odd” during the early morning hours (4:00-6:00 a.m.) of the following day, and on the “even” side if the date is “even” during the early morning hours (4:00 -6:00 a.m.) of the following day.

Questions on Parking?

Call 989-779-5347 for assistance.

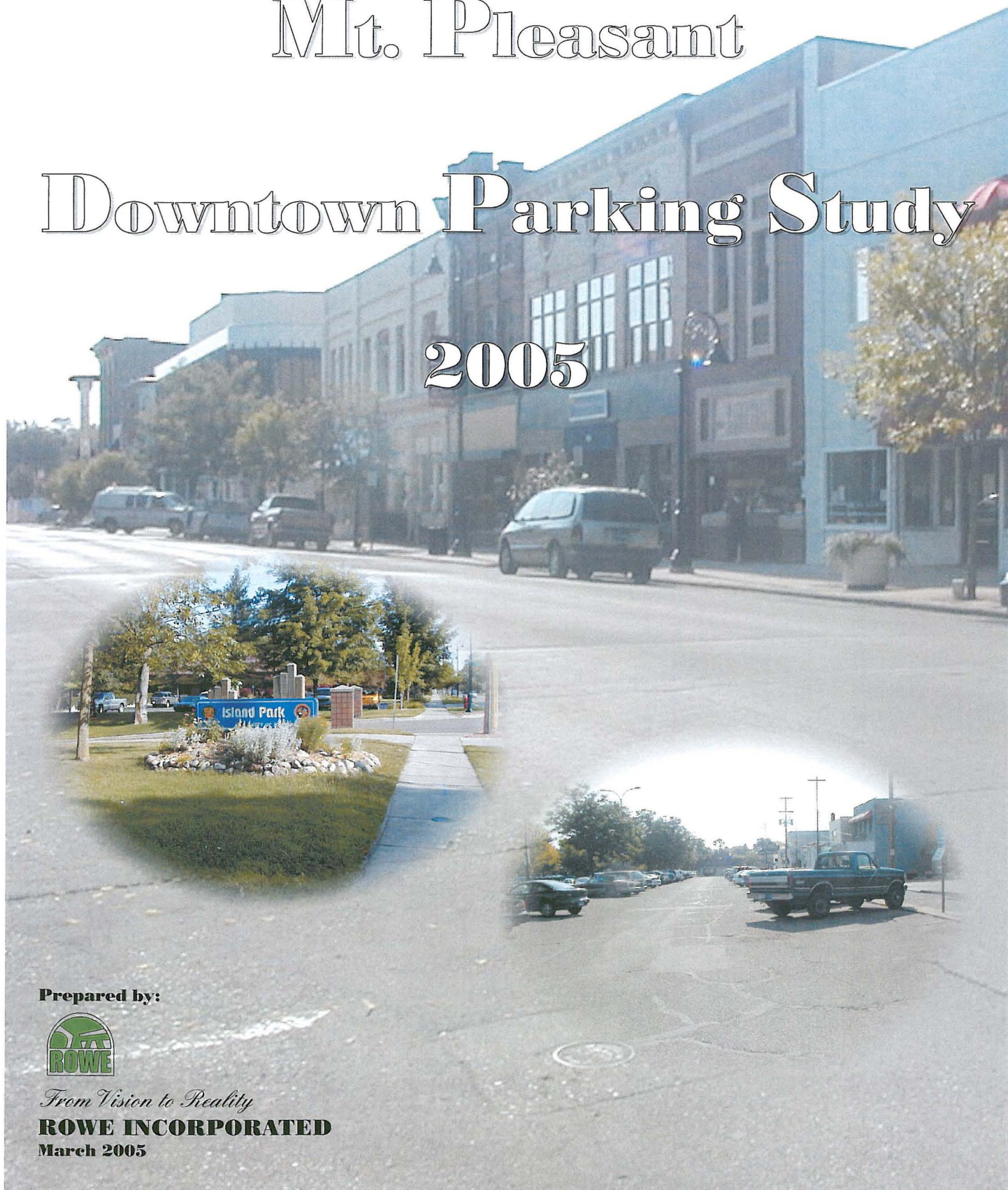




# City of Mt. Pleasant

## Downtown Parking Study

2005



Prepared by:



*From Vision to Reality*

**ROWE INCORPORATED**

March 2005

**The City of Mt. Pleasant  
Downtown Parking Study  
2005**

**Prepared by:**



**ROWE INCORPORATED**

**March 2005**



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## **I. Introduction and Project History**

Rowe Incorporated (ROWE) has been retained by the City of Mount Pleasant to provide a professional parking analysis as recommended by HyettPalma Downtown Blue Print 2003. The project area is approximately Lansing Street (east), Walnut Street/Chippewa River (west), Wisconsin Street/Michigan Street (south), and Mosher Street/Chippewa River (north).

This included the goal of maximizing the number of spaces found in the downtown by:

- Conducting a comprehensive review of all streets in the downtown area to determine where angled parking is possible (while retaining two-way traffic) and if any no parking areas (loading zones, etc) could be eliminated;
- Examining every public parking lot in the downtown area to ensure that each is configured to offer the maximum number of spaces;
- Consider building a ramp, possible on the Jockey Alley parking lot site (as parking reaches a saturation point); and
- Consider additional public parking as part of the Borden Building adaptive use project.
- Review existing parking enforcement
- Review existing parking signage.

An addendum to the original contract called for traffic signal intersection study to be performed at the intersections of Main and Broadway, Washington and Broadway, Main and Mosher, and Main and Michigan for the purpose of examining existing signal timing and if the signals are warranted or if stop signs are warranted.

## **II. Project Approach**

An inventory of all existing downtown parking spaces was made. This included both on street and off-street public parking (see Exhibits 1 and 2). Different configurations were analyzed to determine the optimal number of parking spaces that could be available.

An analysis of parking violation tickets written by the City was provided. The time, location of ticket and identification of offending vehicle was used to provide a recommendation regarding parking fines. This included using other costs provided by the City including personnel rates including fringe benefits.

The accident history for Main and Broadway, Washington and Broadway, Main and Mosher, and Main and Michigan was analyzed. A review of existing traffic signal timing and vehicle volume counts provided by the City, including turning movement counts provided by students from Central Michigan University for Main and Broadway, Washington and Broadway, Main and Mosher, and Main and Michigan.

An origin and destination study was made to determine where guests and employees came from, where they were parking and their destination point (business). This included external trips and internal trips. The external was conducted for the origins and destinations of persons entering the area under study. Internal information was gathered from the same persons to determine the movement once the persons had entered the study area.

**EXHIBIT 1****DOWNTOWN MT. PLEASANT ON-STREET PARKING-EXISTING**

OCTOBER 2004

Block	Angled Spaces	Parallel Parking Spaces	Totals	Comments
<b>E-W ROADWAYS</b>				
<b>MOSHER STREET:</b>				
Broadway Street to Main Street		0	00	no parking
Main Street to Court Street		0	0	no parking
Court Street to Franklin Street		0	0	no parking
Franklin Street to Lansing Street		0	0	no parking
Lansing Street to Fancher Street		0	0	no parking
<b>BROADWAY STREET:</b>				
Railroad to Oak Street		3	3	2-hour, parking on east side only
Oak Street to Pine Street		19	19	2-hour, both sides
Pine Street to Washington Street		15	15	2-hour, both sides
Washington Street to Main Street		5	5	2-hour, parking on south side only
Main Street to University Street		21	21	2-hour, both sides
University Street to Franklin Street		8	8	2-hour, both sides
Franklin Street to Lansing Street		12	12	2-hour, both sides
<b>MICHIGAN STREET:</b>				
Pine Street to Washington Street		14	14	2-hour, both sides, no striping
Washington Street to Main Street		13	13	2-hour, both sides
Main Street to University Street		11	11	2-hour, both sides
University Street to Franklin Street		5	5	2-hour, both sides, part of south side is school drop off
Franklin Street to Lansing Street		7	7	2-hour, parking on north side only, south side school drop off
<b>ILLINOIS STREET:</b>				
Pine Street to Washington Street		8	8	parking on north side only, not striped, no parking south side
Washington Street to Main Street		8	8	not striped, parking on south side only
Main Street to University Street		19	19	not striped, both sides
University Street to Franklin Street		9	9	no parking north side, south side no striping
Franklin Street to Lansing Street		8	8	north side drop off for school, south side no striping
<b>N-S ROADWAYS</b>				
<b>PINE STREET:</b>				
Illinois Street to Michigan Street			0	residential - not counted
Michigan Street to Broadway Street		18	18	2-hour, not striped
<b>WASHINGTON STREET:</b>				
Illinois Street to Michigan Street		22	22	2-hour, both sides
Michigan Street to Broadway Street		10	10	2-hour, both sides
<b>MAIN STREET:</b>				
Wisconsin Street to Illinois Street		7	7	2-hour, one way, parking on east side only
Illinois Street to Michigan Street		12	12	2-hour, both sides
Michigan Street to Broadway Street		23	23	2-hour, both sides
Broadway Street to Mosher Street		5	5	2-hour, parking on east side only
<b>UNIVERSITY STREET:</b>				
Wisconsin Street to Illinois Street		7	7	parking on east side only for library
Illinois Street to Michigan Street		10	10	2-hour, both sides
Michigan Street to Broadway Street		17	17	2-hour, both sides



Block	Angled Spaces	Parallel Parking Spaces	Totals	Comments
<b>COURT STREET:</b>				
Broadway Street to Mosher Street		10	10	2-hour, both sides
Mosher Street to Chippewa Street		14	14	not striped, both sides
<b>FRANKLIN STREET:</b>				
Michigan Street to Broadway Street		9	0	
Broadway Street to Mosher Street		10	10	2-hour, parking on east side only, not striped
Mosher Street to Chippewa Street		9	9	2-hour, not striped, both sides
<b>LANSING STREET:</b>				
Illinois Street to Michigan Street		0	0	no parking
Michigan Street to Broadway Street		5	5	2-hour, parking on east side only, not striped
Broadway Street to Mosher Street		7	7	parking on west side only, not striped
<b>TOTALS</b>	<b>0</b>	<b>380</b>	<b>380</b>	

**EXHIBIT 2****DOWNTOWN MT. PLEASANT PARKING LOTS-EXISTING**

OCTOBER 2004

Lot #	1 Hour Spaces	2 Hour Spaces	10 Hour Spaces	Permit Only Spaces (Daytime)	Handicap Spaces	Totals	Comments
1		43			2	45	sign says 46 spaces
2		72	51		2	125	
3		78			3	81	
4		13			1	14	sign says 16 spaces
5		20	63		3	86	sign says 86 spaces
6		20			1	21	sign says 21 spaces
7		13		35		48	
8	3	6		66	1	76	
9			20		1	21	
10				31		31	
11		37		29	3	69	sign says 71 spaces
12			57		2	59	
<b>TOTALS</b>	<b>3</b>	<b>302</b>	<b>191</b>	<b>161</b>	<b>19</b>	<b>676</b>	

### III. Origin and Destination Study

The origin and destination study was to determine the following.

1. Where people go - their origins and destinations regardless of the present route of travel
2. Method of travel - automobile they drive, someone else drove them in an automobile, or they walked
3. When they travel - hour of the day and by direction
4. Why they travel - purpose of their trip
5. Where they stop - parking location need

The origin and destination included external trips and internal trips. The external was conducted for the origins and destinations of persons entering the area under study. Internal information was gathered from the same person to determine the movement once the person had entered the study area.

The following series of questions for guests were asked:

- Location where vehicle occupants plan to go (or where they have been)
- Where their trip originated
- Where the vehicle was parked and approximate time they parked their vehicle
- How long they planned on being downtown

The following series of questions for employees were asked:

- What is your place of work (name of store/stores and/or office)?
- Do you normally drive your vehicle to work and park?
  - If yes, where do you normally park your vehicle?
  - If no, did someone give you a ride to work or do you walk to work?
- Where did your trip originate?
- How long you will be downtown (total hours including work and any shopping or going to a restaurant)?
- Do you shop downtown?
- Do you go to restaurants downtown?
- What are your work hours?

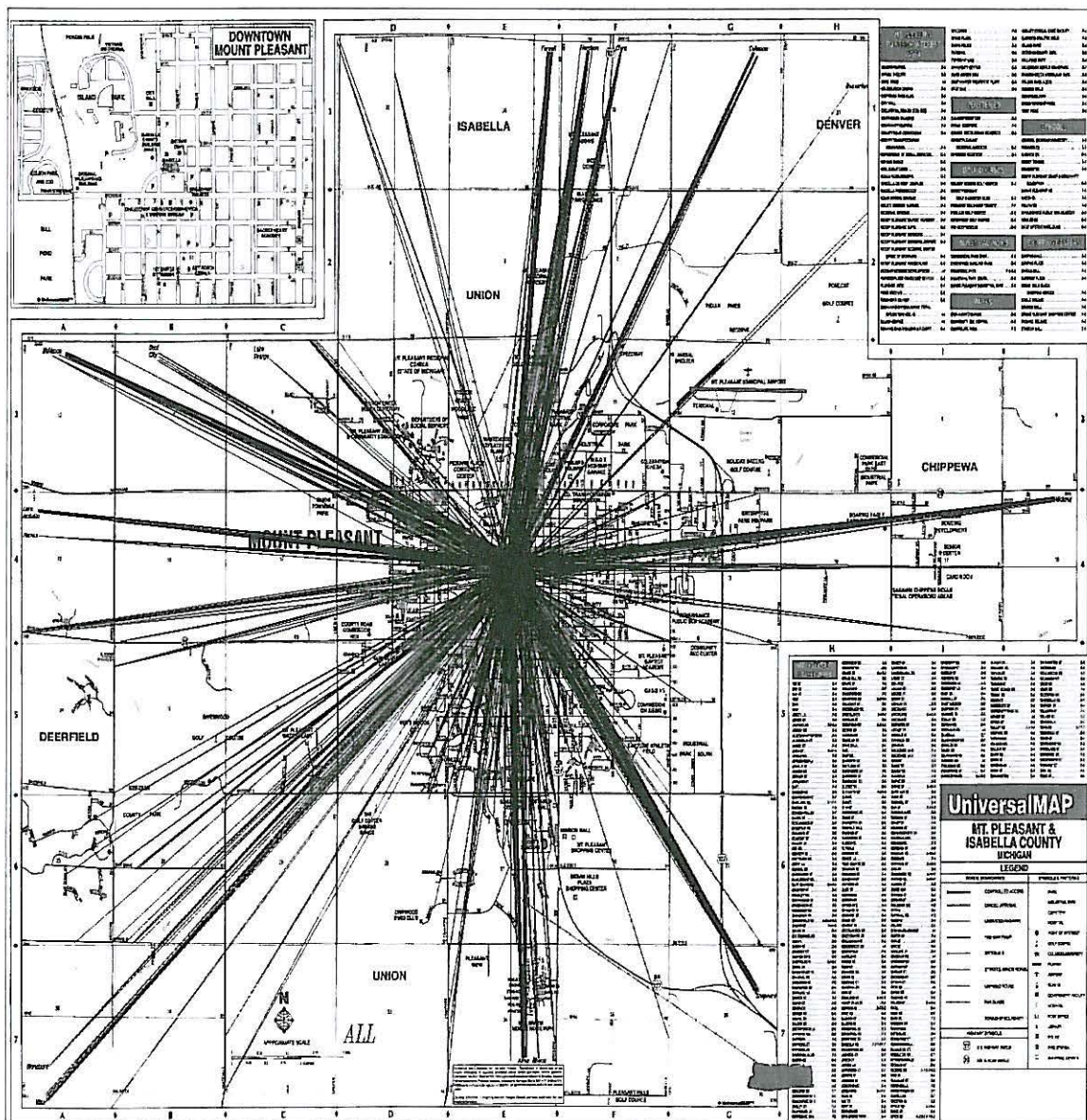
An origin and destination study is useful because it establishes patterns of use. As the name sounds, an O and D study determines a point of origin for a person, or several people, and shows their point of destination. In the case of this parking study, one O and D study has been conducted to see where people are coming from into the City of Mt. Pleasant to park, and then determining where people are going after they have parked. An O and D study is conducted by survey. In this case, surveys were handed out by employers to their employees and customers. This study is relevant to this project because it will help determine if the location of parking lots within the City are where they should be, or if there is a more ideal location for parking throughout the city. The following pages are a summary of conclusions based on the O and D study for the City of Mt. Pleasant.

#### *External Study: Origin to Parking*

Based on the patterns established in this study, it is clear to see that Downtown Mt. Pleasant is an attractive regional retail hub for Central Michigan. Many of the people that are visiting the area have come from several miles. Midland, Harrison, Clare Winn, Shephard, Farwell, Weidman, and Beal City all have a significant amount of trips coming into the City either to shop, dine, or to use some other form of professional service. Figure 1 is a large scale map of the Mt. Pleasant area showing what appears to be the spokes of a tire demonstrating trips that have originated outside of the City coming to the City.



Figure 1

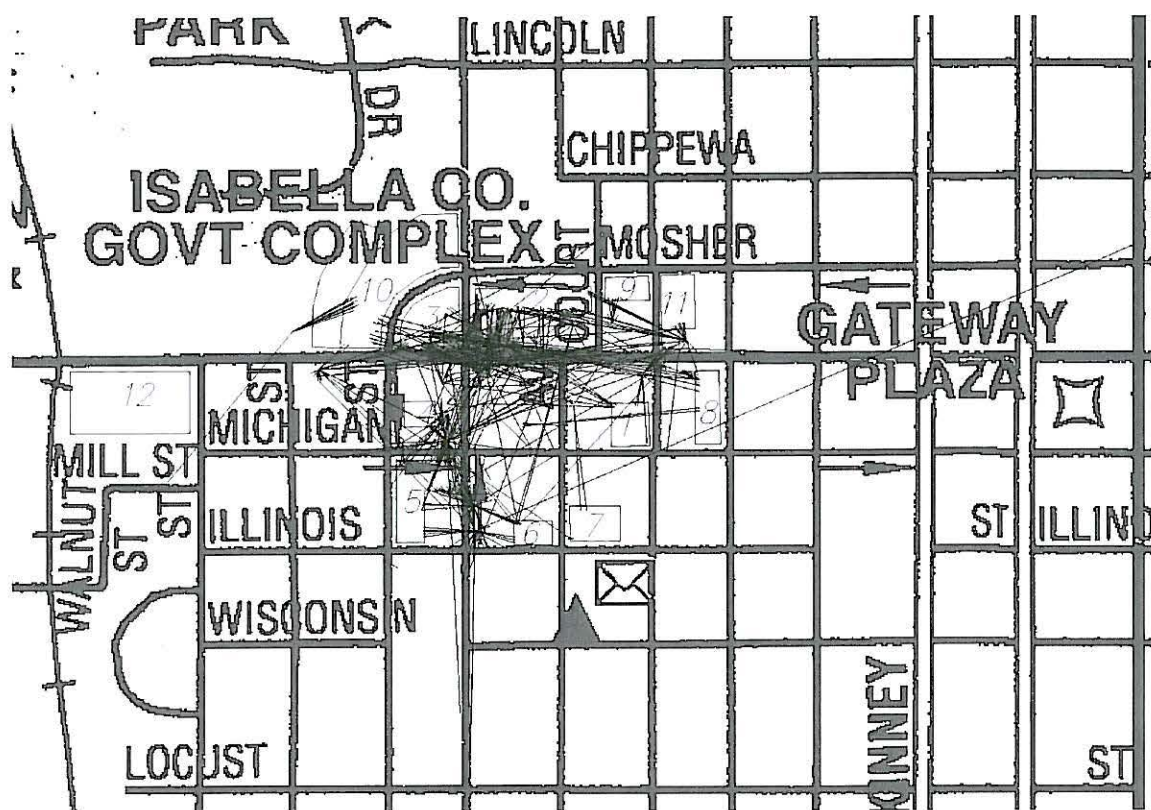


### *Internal Study: From Parking to Destination*

This study took a more in-depth approach in trying to determine a) where are people parking within the City and b) where are they going after they park. By doing this study, it allows us to see what lots are drawing the most usage, and if there are lots that are being under utilized. This study also allows us to see where the majority of on-street parking is taking place. As one can see in figure 2, this study is much more scattered than the previous. Because of this scattering, patterns of use are harder to establish.



### Figure 2



A couple of clear patterns that stand out immediately is that the majority of the parking within the city is taking place either on the street, or in lots that are relatively adjacent to their respective destinations. These lots include lot 1, lot 5, Jockey Alley (lot 2) and on either Broadway, or Main Streets. One surprise within this study is that not one patron or employee used lot 12 during the study period. We assume this is because of the distance from lot 12 to the central retail area (Broadway and Main) even though it is only three blocks away, or it was not identified in the survey. Another finding is that several people are parking in lot 10 to go to the M.J. Murphy Beauty College as opposed to using lot 12 which is the agreement. As we tabulated the responses from the employees, one of the main re-occurring themes was that many employees were expressing irritations with having to move their cars every two hours in short term areas in order to avoid receiving a ticket. The complaint is that there is not enough long term parking located within a short (1 block) distance of their place of employment, or when there is long term parking it is full by eight (8:00) A.M. On the other side, customer's surveys indicated that there is not enough short term parking, or on street parking within a short (1-2 blocks) distance to the central retail area. It appears that these lots may be being used by local employees and residents that live in upper level apartments within the central retail area.

### *Parking Enforcement*

The purpose of the parking being close to downtown activity is to encourage guests or customers to come to downtown. Replacing the two hour parking with three hour parking would allow the guests to shop and dine in the downtown. A two-hour limit is not very reasonable for a guest to partake of a meal and then do some shopping or avail themselves of the professional services downtown. Long-term parking for the daytime hours should be on the periphery of the downtown.

The City may wish to consider a higher fine for tickets. A parking ticket of \$15 for the first offense on the same day with one follow up ticket for the same day at the same location is suggested. Towing the vehicle after the second ticket on the same day, at the same location for the same vehicle would discourage those who are willing to pay a ticket as a cost of doing business but taking up a short term or three hour parking.

The City may wish to consider "courtesy tickets" for out of state plated vehicles.

The City may wish to consider another parking violation checker who would pass through the central business district three times a day. Estimated cost in 2004 was \$52,420 for an additional code officer, with a vehicle the cost would be \$78,420. Each ticket issued to the same vehicle on the same day would receive another fine. For example, the first ticket would be for \$15, if the same vehicle receives another ticket on the same day at the same location, the second ticket would be for \$15. After 15 days the fine for unpaid tickets would increase to \$50. While this may seem steep at first, keep in mind that the driver of this vehicle is depriving customers of this spot. The short-term customers will simply go somewhere else to shop, dine or avail themselves of the service they are seeking.

Instead of hiring an additional code officer, the City may wish to go to non-traditional hours for the code officer. In other words if he started at 7am, he can make more than one pass through the Central Business District during the day.

Currently the code officer drives through the area and marks the tires on vehicles. If the City opts to go to angle parking then the code officer will have to park his/her vehicle, dismount from the vehicle and walk the angle parking area, mark the vehicle tires, and return to his/her vehicle. Assuming the code officer walks at three (3) feet per second, this will increase his/her time in marking tires, and thereby increase his/her time in the performance of his/her duty in the CBD. Depending on where the code vehicle is parked, this may also increase the time (because the code vehicle will have to be properly parked, after dismounting from the code vehicle, the code person will have to walk to the angle parking area, mark the tires and then return to the properly parked code vehicle) for marking those vehicles in the angle parking area. Time would depend on where the code person parks their vehicle. This could add an additional 10-15 minutes per block to enforcement time where angle parking would exist. Given the duties in other areas the code enforcement person must travel to, the city may wish to consider the placement of the code person in the CBD at extra times on certain days. Changing or increasing enforcement hours in the CBD would likely require additional funds from the CBD. It is suggested these days not follow a pattern, so persons who move their vehicles will know the pattern. The purpose of this is to discourage persons who go out and move their vehicles at set times because they know when the code person makes their rounds. During the survey, it was mentioned some workers go out and remove the chalk mark on their vehicle's tires. The City may wish to adopt an ordinance that prohibits persons from interfering with a city employee in the performance of their duties.



#### IV. Traffic Signals

The traffic control devices at Main/Michigan, Main/Broadway Washington/Broadway and Main/Mosher were examined. Traffic volume counts as well as traffic accident histories for the past three years were provided by the City. Amy Lilionfield, Ph.D., a professor at Central Michigan University, also assigned her geography students to perform a manual turning movement count. Appendix B depicts accidents at the individual intersections from the past three years.

The procedure for the installation of traffic signals is found in the Michigan Manual for Uniform Traffic Control Devices. This manual outlines eleven separate warrants that are used to assure uniform installation of signals. For correct signal installation, at least one of the warrants must be met. These warrants include the following:

- Warrant 1: Minimum vehicular traffic volume
- Warrant 2: Interruption of continuous traffic
- Warrant 3: Minimum pedestrian volume
- Warrant 4: School crossings
- Warrant 5: Progressive movement
- Warrant 6: Accident experience
- Warrant 7: Systems
- Warrant 8: Combination of warrants
- Warrant 9: Four-hour volume
- Warrant 10: Peak-hour delay
- Warrant 11: Peak-hour volume

This study of existing signalized intersections is to determine if conditions have changed to the point where warrants are no longer met. A traffic signal warrant study was performed at the intersections of Main/Michigan, Main/Broadway, Washington/Broadway and Main/Mosher using volumes observed during intersection turning movement counts. It appears the intersections of Main/Mosher and Washington/Broadway meet the requirements of Warrant 10.

Warrant 10 is used to allow signal installation at an intersection where a minor street experiences lengthy delay during the peak hour. In order to meet this warrant the following three conditions must be met during the peak hour:

1. Minor street stop sign control results in a total delay of at least 4 vehicles/hour
2. Minor street approach services at least 100 vph
3. Intersection services at least 800 vph

The intersection of Main/Mosher experiences a peak between the hours of noon and 1pm. During this hour the following conditions were observed:

1. If this intersection was controlled by stop signs on Mosher Street the east bound approach would experience a 5 hour total delay
2. East bound Mosher services 129 vph, west bound Mosher services 339 vph
3. This intersection services 1016 vph

The intersection of Washington/Broadway experiences a peak between the hours of noon and 1pm. During this hour the following condition were observed:

1. If this intersection was controlled by stop signs on Broadway Street the east bound approach would experience a 5 hour total delay
2. East bound Broadway services 210 vph, west bound Broadway services 144 vph
3. This intersection services 1061 vph

The existing signals at the intersection of Main/Mosher and Washington/Broadway are warranted and should remain in service. At the intersections of Main/Michigan and Main/Broadway none of the 11 warrants were met. The existing signals at these intersections could be placed in an inoperable condition, pedestrian signals bagged and replaced with stop signs for a trial period of 6 months to one year. At the end of this period, if no significant problems are encountered, removal of the signal should be considered. At the intersection of Main/Broadway a four way stop sign should be used during the trial period and evaluated for permanent installation. At Main/Michigan a two-way stop sign should be evaluated with stop signs placed on Michigan. During the first couple of months of the conversion to angle parking it may be advantageous to keep a four-way stop to keep speeds low during the learning phase. Attention should be paid to the left turn movement from Main onto Michigan to ensure there would be sufficient gaps to complete.

The main objective of traffic signal timing is to minimize the average delay of vehicles. Signal timing is composed of cycle length and phasing. Cycle length is the amount of time allocated for the signal to complete one full set of traffic movements. Phasing is the means in which the cycle length is divided between conflicting traffic movements. In order to minimize vehicle delay the signal length should be optimized, and the number of phases should be reduced.

Cycle lengths typically fall between 30 and 120 seconds. Longer cycle lengths may be necessary where heavy congestion is experienced or where multiple phases are used. The existing traffic signals use a cycle length of 45 seconds. Using the existing lane configurations and the existing traffic volumes a natural cycle length of 40 seconds was calculated. It appears this cycle length will provide minimal delay at each individual signalized intersection. If delay were the only area of desired performance a 40 second cycle time would be appropriate.

The signalized intersections in this area are in close proximity to multiple driveways and on street parking spaces. Drivers in these areas will need to wait for an adequate gap in traffic in order to maneuver onto the roadway. While a 40 second cycle time will provide optimal flow through the intersection the gaps in traffic provided by the signal will be minimized. In order to assist drivers trying to maneuver onto the roadway a cycle length of 50 seconds may be more desirable.

Phasing of the existing signals is relatively simple and consists of two phases. Phase 1 includes all northbound and southbound movements. Eastbound and westbound movements are allowed in phase 2. Left turn movements are permitted, as no separate protected left turn phase is used. This type of phasing is consistent with the light volumes observed at these intersections.

A four second yellow light and one second of all red time should be used at this intersection to provide adequate separation between conflicting movements. The remaining cycle length may be equally divided between the two directions, as volumes are light and relatively equally distributed between travel directions. This indicates that each phase length would have a 20 second green time.

In the parking scenario where a stretch of Mosher is converted to a parking lot, a longer cycle length is required. At the intersection of Main/Mosher the natural cycle length increases to 45 seconds. The intersections of Main/Michigan and Washington/Michigan have a natural cycle length of 55 seconds. The change in natural cycle length is caused by the increase in traffic volumes. In order to provide minimal delay and allow for gap opportunity a 60 second cycle length should be considered. In this case even when signal timing is optimized there is potential for lengthy queue lines and increased delay.



### *Stop Signage*

Stop signs should not be used as a speed control device. Conditions warranting stop signs are at intersections where:

1. Intersection of a less important road with a main road, where application of the normal right-of-way rule is unduly hazardous.
2. Intersection of a county road, City Street, or township road with a state highway.
3. Intersection of two main highways where no traffic signal is present.
4. Street entering a through highway or street.
5. Unsignalized intersection in a signalized area.
6. Railroad crossing where a stop is required by law or order of appropriate public authority;
7. An intersection where a combination of high speed, restricted view, and serious accident record indicates a need for control by a stop sign.

### *Four Way Stop Signage*

Conditions which may warrant the use of a four-way Stop installation are:

1. Where traffic signals are warranted and urgently needed, the four-way stop is an interim measure that can be installed quickly to control traffic while arrangements are being made for the signal installation.
2. An accident problem as indicated by five or more reported accidents of a type susceptible to correction by a four-way stop installation in a 12-month period. Such accidents include right- and left-turn collisions as well as right-angle collisions.
3. Minimum traffic volumes:
4. The total vehicular volume entering the intersection from all approaches must average at least 500 vehicles per hour for any 8 hour of an average day, and
5. The combined vehicular and pedestrian volume from the minor street or highway must average at least 200 units per hour for the same 8 hour, with an average delay to minor street vehicular traffic of at least 30 seconds per vehicle during the maximum hour.
6. When the 85-percentile approach speed of the major street traffic exceeds 40 mph, the minimum vehicular volume warrant is 70 percent of the above requirements.

## V. Parking

A comprehensive review of all streets in downtown was made to determine where angled parking is feasible while maintaining two-way traffic, and whether "no-parking" areas, i.e. loading zones, etc. could be eliminated.

Existing parking was analyzed to provide a recommendation of the optimal configuration and location of parking spaces including 1-hour, 2-hour, 10-hour, overnight, permit parking and other recommended time designations.

This study was for the section of the Central Business District (CBD) bounded by the project area is approximately Lansing Street (east), Walnut Street/Chippewa River (west), Wisconsin Street/Michigan Street (south), and Mosher Street/Chippewa River (north). This included parking spaces on the street and twelve parking lots.

While parking might be perceived as, "free" to users (no parking meters and/or no parking lot fees), there are always costs, either direct or indirect. Each parking space entails costs for building owners, tenants, and/or taxpayers. A typical 9'x20' parking space is a 180 square foot piece of land. Typically, parking space costs are absorbed into rent, leases, taxes, special assessment districts, primary shopping districts, central business district tax increment financing authority. In reality, there really is no free parking.

Parking space costs include the actual cost of building the space; maintenance (includes patching holes and cracks, resurfacing, cleaning, painting, signage, enforcement, financing costs and interest).

While convenient low cost or "free parking" is critical for economic success, there are different groups of parking users.

Typically, clients, customers and shoppers are the highest priority. Because the clients, customers and shoppers generate the revenue to support the businesses, have the highest turnover in parking and have fewer peak hour auto trips, other visitors (i.e. employees and residents) follow in priority.

Congestion caused by drivers looking for a premium spot can be a concern. This often is a result of lack of information where nearby parking is located rather than the number of spaces available.

Parkers are interested in how easily they can find a parking space. Maintaining parking availability is a key goal but building more spaces is only one way to achieve this goal and is usually an expensive goal. Majority of the time it will cost less to free up spaces by prioritizing parking spaces and matching the highest priority parker.

A common comment in the parking survey for employees was they had to move their cars every two hours. This indicates employees are taking short-term parking spaces that should be used by downtown guests. The employees should be encouraged to use long-term parking at the periphery of the downtown area. This can be done by employers encouraging their employees to use long-term parking and by stepped enforcement and higher ticket fines. Exhibit 3 identifies recommended additions of angled parking in certain blocks, the associated parking durations and possible changes to time allocations of lots.

Free curb parking has been shown to create overcrowding and cruising to find a free spot adjacent to the cruiser's destination. This cruising also leads to increased traffic. Cruising increases vehicle miles traveled without adding to vehicles or travel. The extra vehicle miles traveled can create the impression of congestion. It has been proven that parallel parking maneuvers can congest the traveled way for up to 30± seconds and that angled parking maneuvers only take 12± seconds.



Currently, the City is utilizing the concept of shared parking between two distinct uses. This shared parking use arrangement can take place because the peak hours for the two uses are opposite of each other. The residential users need the parking for long term parking overnight and the business users need the short-term parking for customers and long-term parking for employees during the day. This allows for a more efficient and economical use of the land. Central Business District residential vehicles are allowed to use certain city Parking lots for over night use while during the day employees and business guests use the same spaces. While this shared use can sometimes create friction between the users, it should be remembered that if the shared use was not being utilized, there would be more parking spaces and the cost of the free parking would be much higher for the property owners, renters and tax payers.

The origin and destination study indicated a lack of usage of parking lot number 12. This is an under utilized lot.

The indicators are for a need for short term parking. Short term parking can be defined as less than three hours that is managed to encourage a turnover of vehicles. Long term parking is defined as parking over three hours and is not managed to encourage a turn over of vehicles.

Optimal on street parking would utilize both angle and parallel parking as shown on Exhibit 3 could result in 405 on street parking in this area. All 30 degree angle parking was analyzed with parallel parking only where the angle would not fit and this resulted in 334 spaces and all parallel parking for a current total of 380 spaces.

The current configuration of parking optimizes the available space. Currently, Lot 2 (Jockey Alley) is configured in a way that does not meet acceptable standards. To change this lot would require reconstruction. If reconstruction is looked into there could be possibilities to turn Court Street to one way closing at Mosher and combining Lot 2 and Lot 9.

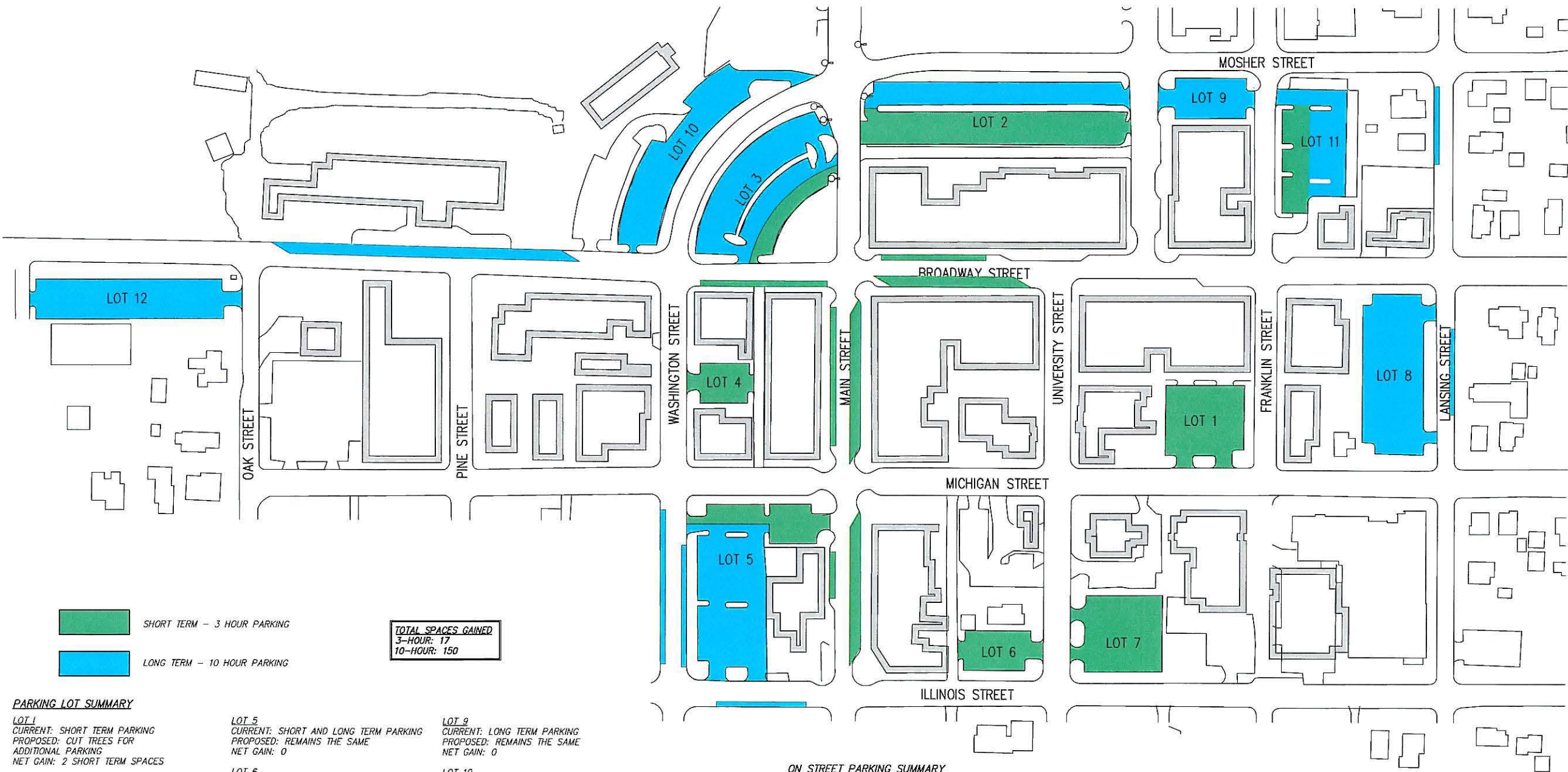
The current permit process dedicates three lots for permit only use. We recommend this be reduced to one lot. Due to its location we recommend Lot 8 stay permit only. The new permit system could be a lottery system where drawing happens in mid October and permits take effect November 1<sup>st</sup>. Permit fees should be increased to \$50 per year and would be required to be subject to the lottery system every year.

Utilizing aerial mapping provided by the city, we reviewed each block to determine if there was sufficient width to facilitate angle parking on the street. Minimum widths used in our review was 10' wide for parallel parking; 20' wide travel way (2-10' lanes); 3' shy between travel way and back of angle parking; and 18' for 30° angle parking, for a total of 51'. Exhibit 4 depicts a minimum cross section. Based on this cross section, we identified four areas that angle parking can be utilized: two (2) blocks on Main Street between Broadway and Illinois and two (2) blocks on Broadway between Main and University and in front of the Borden Building.

Angle parking has had a stigma for causing accidents in the past. Up until last year, MDOT would not allow angle parking on streets receiving federal funds for reconstruction. This has been changed to now allow angle parking or a combination, with a geometric review and an accident study. Accident studies from other communities have shown that there is actually more accidents associated with parallel parking than with angle parking. A couple of key geometric requirements that help improve traffic safety and traffic calming in the cross section proposed is 10' travel lanes. This still meets AASHTO's recommended standards for urban streets, and has the benefit of slowing traffic speeds allowing more reaction time for drivers. These should also be 3' of shy distance between the travel lanes and the back of the angled parking spaces, allowing some space for parked cars to slowly back out to look for traffic prior entering the travel lanes.

We recommend improving angle parking by first utilizing pavement marking, and latter if desired to reconstruct curbed bump-outs to further protect parked cars and pedestrian crossings.





SHORT TERM - 3 HOUR PARKING  
LONG TERM - 10 HOUR PARKING

TOTAL SPACES GAINED  
3-HOUR: 17  
10-HOUR: 150

**PARKING LOT SUMMARY**

**LOT 1**  
CURRENT: SHORT TERM PARKING  
PROPOSED: CUT TREES FOR  
ADDITIONAL PARKING  
NET GAIN: 2 SHORT TERM SPACES

**LOT 2**  
CURRENT: SHORT AND LONG TERM PARKING  
PROPOSED: REMAINS THE SAME  
NET GAIN: 0

**LOT 3**  
CURRENT: SHORT TERM PARKING  
PROPOSED: SHORT TERM IN ROW 1  
LONG TERM IN ROWS 2-4  
NET GAIN: 45 LONG TERM SPACES

**LOT 4**  
CURRENT: SHORT TERM PARKING  
PROPOSED: REMAINS THE SAME  
NET GAIN: 0

**LOT 5**  
CURRENT: SHORT AND LONG TERM PARKING  
PROPOSED: REMAINS THE SAME  
NET GAIN: 0

**LOT 6**  
CURRENT: SHORT TERM PARKING  
PROPOSED: REMAINS THE SAME  
NET GAIN: 0

**LOT 7**  
CURRENT: SHORT TERM PARKING  
PROPOSED: REMAINS THE SAME  
NET GAIN: 0

**LOT 8**  
CURRENT: PERMIT PARKING  
PROPOSED: REMAINS PERMIT PARKING  
NET GAIN: 0

**LOT 9**  
CURRENT: LONG TERM PARKING  
PROPOSED: REMAINS THE SAME  
NET GAIN: 0

**LOT 10**  
CURRENT: PERMIT ONLY  
PROPOSED: LONG TERM PARKING  
NET GAIN: 31 LONG TERM SPACES

**LOT 11**  
CURRENT: SHORT TERM PARKING  
PROPOSED: CHANGE MIDDLE ISLAND TO  
LONG TERM  
NET GAIN: 22 LONG TERM SPACES

**LOT 12**  
CURRENT: LONG TERM PARKING  
PROPOSED: REMAINS THE SAME  
NET GAIN: 0

SPACES GAINED  
3-HOUR: 2  
10-HOUR: 98

**ON STREET PARKING SUMMARY**

**BROADWAY ST - BETWEEN MAIN & UNIVERSITY**  
CURRENT: SHORT TERM, PARALLEL PARKING  
PROPOSED: SHORT TERM, ANGLE PARKING ON NORTH SIDE OF STREET  
NET GAIN: 7 SHORT TERM SPACES

**BROADWAY ST - BETWEEN WASHINGTON & MOUNTAIN TOWN STATION**  
CURRENT: SHORT TERM, PARALLEL PARKING  
PROPOSED: LONG TERM, ANGLE PARKING ON NORTH SIDE OF STREET  
NET GAIN: 10 LONG TERM SPACES

**MAIN STREET - BETWEEN BROADWAY & ILLINOIS**  
CURRENT: SHORT TERM, PARALLEL PARKING  
PROPOSED: SHORT TERM, ANGLE PARKING ON EAST SIDE OF STREET  
NET GAIN: 8 SHORT TERM SPACES

**WASHINGTON ST - BETWEEN MICHIGAN & ILLINOIS**  
CURRENT: SHORT TERM, PARALLEL PARKING  
PROPOSED: LONG TERM, PARALLEL PARKING  
NET GAIN: 22 LONG TERM SPACES

**ILLINOIS ST - BETWEEN WASHINGTON & MAIN**  
CURRENT: SHORT TERM PARALLEL PARKING  
PROPOSED: LONG TERM PARALLEL PARKING  
NET GAIN: 8 LONG TERM SPACES

**LANSING STREET - BETWEEN MOSHER & MICHIGAN**  
CURRENT: SHORT TERM PARALLEL PARKING  
PROPOSED: LONG TERM PARALLEL PARKING  
NET GAIN: 12 LONG TERM SPACES

SPACES GAINED  
3-HOUR: 15  
10-HOUR: 52

EXHIBIT 3

PLAN NO. PARKING LOT EXHIBIT  
DATE: MARCH, 2005  
PROJECT MGR: MT. PLEASANT  
REVIEWER: 127 S. Main St.  
SCALE: N.T.S. (888) 772-2138

PREPARED BY  
**ROWE INCORPORATED**  
LAPEER  
CORPORATE OFFICE  
128 N. Saginaw St.  
(810) 664-9411

PREPARED FOR  
**CITY OF MT. PLEASANT  
PARKING STUDY**



REV: SHT# OF  
Cad No: 04C0353



**BROADWAY STREET TYPICAL CROSS SECTION**  
N.T.S.

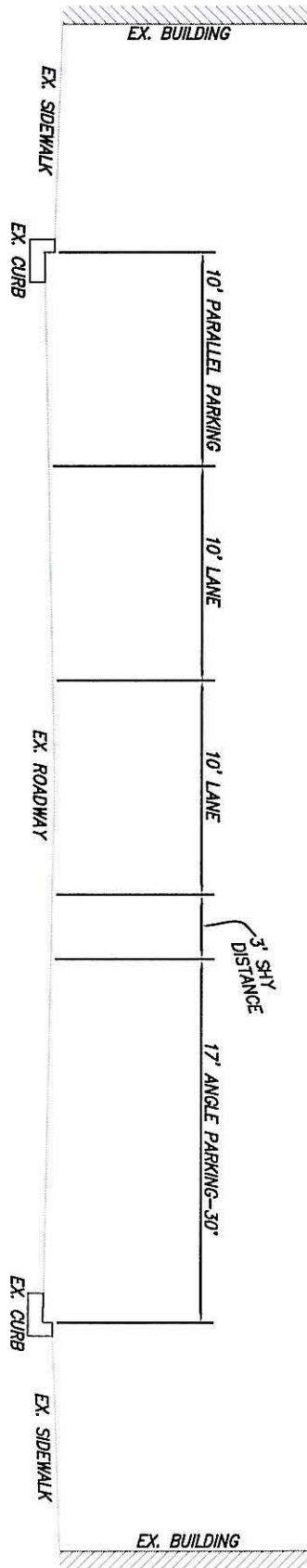



EXHIBIT 4

SHEET # 1 OF 1 CDD No. 040035		PREPARED FOR <b>CITY OF MT. PLEASANT</b> <b>PARKING STUDY</b> TYPICAL CROSS SECTION	PREPARED BY <b>ROWE INCORPORATED</b> LAPEER      CORPORATE OFFICE      MT. PLEASANT 120 N. Superior St.      6211 Taylor Dr., Flint      127 S. Main St. (517) 664-9411      (517) 344-7800      (800) 772-2138	PLAN NO. <u>TYPICAL CROSS SECTION</u> DATE: <u>MARCH, 2006</u> PROJECT MGR: _____ REVIEWER: _____ SCALE: <u>N.T.S.</u>
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*Bicycles*

Creation of a more bicycle friendly infrastructure is desired. On a day that was inhospitable to bicycle riders, bicycles were noted at the following locations on Main Street: in front of the used book store, in front of Motorless Motion and by National City Bank. These bicycles for the most part were chained to trees or sign posts. These same bicycles had snow caked in their spokes indicating they had been parked there for some time. In addition, bikes were parked in alleys and again chained to utility poles.

Common sense tells us that for each bicycle parked in the downtown area there is an available parking space for an automobile. With some encouragement for bicycles (bicycle parking stands), potentially more automobile parking spaces can be made available. Bicycles chained to trees and light poles damage city facilities and should be discouraged. Therefore, bicycle racks should be placed in key locations.

Bicycle riding by employees should be encouraged by business owners. Bicycling amenities for customers should be encouraged by business owners.

Typically, the communities that have the highest level of bicycle usage are midsize cities with a large student population. These prerequisites do not need to be present to make a serious effort to encourage bicycle transportation as a legitimate form of daily transportation.

## **VI. Parking Signage-Guide Signs-Parking**

A study of existing parking signage was made to provide a recommendation of a uniform parking signage system. Estimated cost will be based on employee hourly rates and fringe benefits supplied by the City.

Guide signs however should be used whenever they can contribute to the convenience and facilitation of traffic movement. Guide signs include parking lot informational signs. Reflect lot signage should be colored coded for short term, long term and over night. Parking lot informational signage should be uniform in size, color, and wording. Parking guide signs should also be color coordinated to reflect the lot signage-long term, short term or over night. The purpose of these guide signs is:

1. Interpretation-All possible interpretations and misinterpretations must be considered in phrasing sign messages (words and symbols).
2. Continuity-Each sign must be designed in context with those which precede it so that continuity is achieved.
3. Advance notice-Signing must prepare the driver ahead of time for each decision he/she has to make
4. Relatability -Sign messages should be in the same terms as information available to the driver from other sources, such as parking handouts from the business community, the city or tourism guides.
5. Prominence-The size and position, as well as the number of times a sign or message is repeated, should be related to the competition from other demands on the driver's attention.
6. Unusual maneuvers-Signing must be specially designed at points where the driver has to make a movement, which is unexpected or unnatural.

Appropriate and well thought out parking guide signs assist the driver in reducing time spent searching for an available parking space.

### *Check List for Guide Signs*

The following questions may be applied to a particular signing installation as a test to determine whether all of the principles are complied with:

1. Is there enough information to prevent a motorist from being led astray by assumptions based on information that is not given?
2. If a motorist does exactly what the sign tells him/her to do, will he do the right thing, at the right time?
3. Is the difference between alternatives clearly emphasized?
4. Is no more than one choice presented at the same time?
5. Is the message too cryptic because of the use of symbols or words, which are either ambiguous or meaningless to a certain portion of the motoring public?
6. Is the motorist confronted with too much information to comprehend at one location, either by having too much on one sign or too many signs?
7. Are the various items of information emphasized (by their size, position, color, etc.) in accordance with their importance to the motorist?
8. Is the signing sufficiently prominent to overcome the competition for the motorist's attention from other sources?
9. Does the information presented at this sign installation preserve the continuity established by previous signing?
10. Does the information presented relate to that available to the motorist from other sources?
11. Is the information repeated often enough and far enough in advance to assure the motorist will see it and reach a decision well in advance of the point where he/she must act?
12. Has presentation of new information at the point of decision been avoided?
13. Is this sign installation the same as those used at other locations where similar conditions exist?  
The term "conditions" refers to alignment, permissible movements, decisions required, etc.

14. Do the conditions at this location demand custom-designed signing because unusual, unnatural or unexpected maneuvers are required of the motorist? This special signing need not result in bizarre treatment; it can be accomplished by the imaginative application of accepted practices.

Based on the above criteria, it is recommended the City use uniform parking signs. The parking signs should be color coded as follows:

- Long term (10 hours) – Blue
- Short term (3 hours) – Green
- Overnight – (brown)

Each type of parking sign should be of the same color and verbiage. Is the number of parking spaces on the signs relevant? The person driving the vehicle is looking for parking, and how long can they park. Unless the sign indicates the number of spaces open at that time, in all likelihood the driver could care less how many spaces are in the lot. He/she wants to park their vehicle and go to work, shop or partake of the excellent recreational opportunities that are available. They want a parking space close to where they are going and for the length of time that they are going to be there.

Readability and understanding of a sign is based on the drive reaction time after seeing the sign, understanding its message and making the appropriate traffic movement. There is an adjustment of the reaction time based on other moving vehicles, pedestrians, and tightly spaced identified retail locations. The response time is based on the comprehension time after first seeing the sign. The average response time at 20mph is 117.6 sec or 1.96 min. This is based on Viewer Reaction Distance = (mph) (vrt) 1.47. Maneuver is based on a 4

Signage should be within the cone of visibility for the driver and should be placed at five feet. If a sign is situated at or below, five feet above grade it can be blocked by pedestrians on the sidewalk, trucks, and cars, parked on street or moving, or obscured by sign clutter. Signage should be placed in a visible cone the same as a stop sign to ensure visibility and appropriate reaction time.

Lot signage should be colored coded for short term, long term and over night. Parking guided signs should also be color coordinated to reflect the lot signage-long term, short term or over night. The City may want to consider using the standards from the Uniform Traffic Control Devices. See Figure 3.



Figure 3



If used, the sign should be a horizontal rectangle with a standard size of 30" x 24". It should contain the word "PARKING" with the letter P five times the height of the remaining letters, and a directional arrow "→" to indicate short term parking. To indicate long term parking the word "PARKING" with the letter P five times the height of the remaining letter and a directional arrow "→" should be used. To indicate overnight parking the word "PARKING" with the letter P five times the height of the remaining letters and a directional arrow "→" should be used. The arrow may be on the sign as in the illustration or on a separate sign attached below the Parking sign. The legend and border should be the same color code on a retro-reflectorized white background for both arrow and legend signs if done separately. The "Parking" sign should be installed on major through fares as a guide to the parking facility (no more than four blocks from the parking area) and at the nearest point of access to the parking facility. Parking limitations should also be posted on the guide signs and at the nearest point of access to the parking facility.

Lot signage should be colored coded for short term, long term and over night. Parking guided signs should also be color coordinated to reflect the lot signage-long term, short term or over night.

Short term parking could be green

Long term parking could be blue

Over night parking could be brown

All caps should be used for signage.

\*It is noted that pertinent information, including formulas, evaluation criteria, and recommendations for the signal, signage, parking and traffic patterns are based on standards from the Institute of Traffic Engineers (ITE).

### *Estimated Cost of Parking Signs*

The study area for the proposed parking guide signage would need a total of approximately 500 new color coded signs. Cost of signs and installation would be approximately \$100 per sign. The approximate total cost for a color coded guide sign program in the study area would be \$50,000. This includes both on street and surface parking lot signage. It should be remembered that parking spaces will be lost during the project due to the necessity of each work days sign installation area being "coned off" prior to the beginning of the work day.

### *Parking Lots-Maps/Brochures*

It is recommended the City attempt to place parking lot location on other maps, such as Isabella County, State of Michigan and AAA. For example AAA maps will list Mt Pleasant points of interest, cemeteries, golf courses, industrial parks, park, schools, shopping centers and on the inset for Downtown Mt Pleasant Pickens Field, Island Park, City Hall, Isabella County Building, Isabella County Building Annex, Sheriff Dept, Broadway Theater, Chamber of Commerce/Convention & Visitors Bureau, 1st United Methodist, Art Reach Center, Sacred Heart Academy, Train Station, Nelson Park and Zoo, Original Waterworks Building, Mill Pond Park--While some parking facilities (not all parking facilities are shown) are indicated by a "P" for these centers of activity, they are just a "P" on a block without showing location of the block with entry, much less length of time, cost, etc. for the parking facility. The City may wish to contact various map producers and offer this information to these producers as well as producing their own maps highlighting points of interest, shopping venues as well as parking facility location, entry points and cost length of time associated with each parking facility. The City may want to consider using a "green P" for map insertion to match the short term on-street signage and short term parking lots (3 hours), a "blue P" for long term parking lots (10 hours) and a "brown P" for overnight parking. The maps if colored should reflect lot signage should be colored coded for short term, long term and over night. Parking guided signs should also be color coordinated to reflect the lot signage-long term, short term or over night. This information should be on all City Brochures.

### *Off Street Parking Requirements*

The American Planning Association Planning Advisory Service Report 510/511 in the Central Business District identifies the requirement of one off street space for each 1,000 feet of gross floor area for non residential buildings and hotels and one off street space for each one space for dwellings.

Using the square footage as provided by the Hyett Palma Study the current square footage of Downtown Mt Pleasant is as follows:

Retail Business - 159,138 square feet\*

Office - 245,529 square feet\*

Residential Dwellings in the CBD – 158

This would translate to 662 required spaces. Currently, 676 parking spaces in the lots and 380 on-street spaces provides a total of 1056 spaces. This is 60% more spaces than required. With the addition of 25 spaces on-street due to the conversion to angle parking, a new total of 1081 spaces would increase to 63% more spaces than required.



As either the number of residential dwelling units significantly increases in the Central Business District or non-residential square footage significantly increases, the City should take a look at either acquiring additional land for off street parking or erecting a parking ramp. An alternative is when land becomes available in the Central Business District, the City may consider acquiring the land for the purpose of off street surface parking.

One common method of increasing off street parking spaces is the construction of a parking ramp. These structures can greatly increase the number of parking spaces, but are typically expensive. Two locations within the study area were examined as sites of potential parking ramps. The area along Mosher where existing lots 3 and 10 are located provides parking near many downtown businesses. A parking ramp in this area could provide ground level spaces, as well as above and or below ground levels. The closing of Mosher through this area would provide additional parking, however negative impacts to traffic conditions may be expected should Mosher be converted into parking use. Additional parking on above and below ground levels could supply approximately 90 spaces per level.

Another option in this area is to examine building a parking ramp while leaving Mosher in service. In this case a structure would be limited to the southeast side of Mosher for the first two stories before it expands over Mosher for additional stories. The first two floors of this layout could supply approximately 40 spaces per level. Upper floors which span over Mosher could accommodate approximately 75 spaces per level.

The second potential location of a parking ramp is the jockey alley lot. This is a popular lot with both employees and visitors and additional spaces provided by a structure could be beneficial in this location. In order to provide adequate room for a parking ramp both the northern and southern lot would need to be utilized. The northern lot is owned by the county and a 99 year lease of the property would be required for the construction of this type of structure. Additional parking on levels above or below ground could supply approximately 70 spaces per level.

The cost of an above ground parking ramp typically ranges from \$13,000 to \$15,000 per space. Where parking levels below ground are desired, price ranges can be expected to increase 160% and would thus range from \$21,000 to \$24,000 per space. In the 1965 study the increase in cost to build spaces over a street was shown to be approximately 184%. This indicates spaces placed over a street (Mosher) would range from \$24,000 to \$28,000. All of these prices reflect the cost to construct a functional structure with no aesthetic additions. The prices do not include land, maintenance, or labor associated with ramp operations.

A parking structure costs about \$13,000 to \$15,000 per space and would be a no frills structure. This does not include maintenance or land purchase cost. Parking Ramps are a high maintenance structure from the standpoint of snow removal, salt in the winter, oil and grease from automobiles dripping on the concrete. Based on a 280 space ramp, such as that shown for Jockey Alley in Appendix A and historical maintenance costs of \$600 per space per year, maintenance could be in the range of \$100,000 to \$120,000 per year. Typically, most parking ramps have a fee structure that will include attendants at entry and exit points for the purpose of assessing and collecting fees. If gates are used, the maintenance costs will have to be factored in. While adding to the existing parking spaces, this not necessarily the best solution. The City may wish to redirect long term parkers to underutilized parking lots, thus freeing up needed short term parking. It would appear that it would be more economical to obtain property as it becomes available for the purpose of an additional surface parking lot.

### *Summary and Recommendations*

The following is a summary of recommendations and possible phasing options:

*Phase I:* Items can be implemented within the next year with minimal cost.

1. Implementation of angled parking on Main Street and Broadway Street by restriping these areas. This could add around 25 additional spaces.
2. Restripe all on-street parking and parking lot spaces.
3. Implement sign updates and color coding. Depending on funding sources this may move to Phase II.
4. Update brochures and maps showing parking and tie in color coding. Implement time allotment changes in lots as shown in exhibits.
5. Revise short term parking time allotment from 2 hours to 3 hours.
6. Revise code enforcement hour to incorporate earlier starting time marking and ticketing. Revise ticket structure to increase fine from \$7.50 to \$15.00 and issue multiple tickets per day if necessary.
7. Revise permit process to be a yearly lottery system open to only owners and employees, and limit permit parking to lot 8 only. Convert other permit lots to long term parking.
8. Implement a trial period to monitor impacts of converting Main/Broadway and Main/Michigan, intersections to four way and two way stops, respectfully.
9. Purchase and install bike racks in key locations of the CBD, to encourage alternative transportation.

*Phase II:* Items to be planned for future implementation as funding is made available.

1. Reconstruction of Jockey Alley Lot (lot 2) in combination with possible changes to Court Street and lot 9.

*Phase III:* Items to be addressed with significant growth of the CBD.

1. Construction of parking ramp.

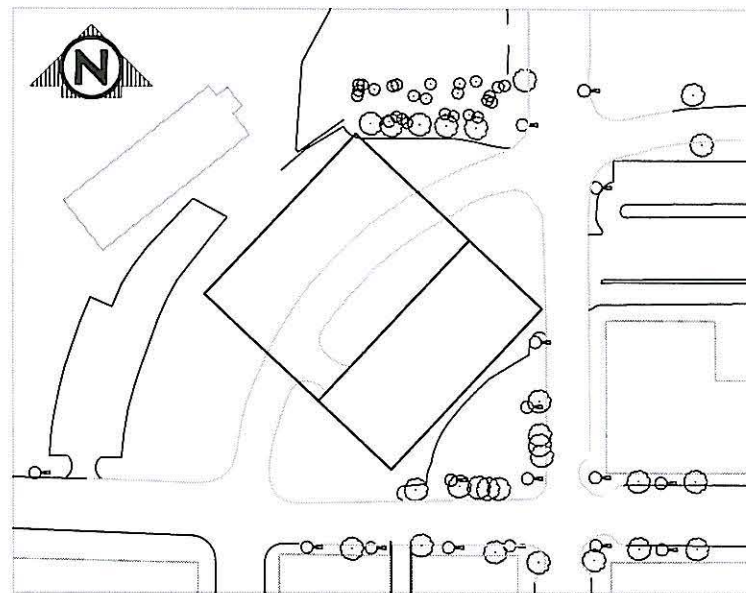
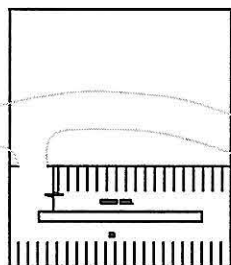
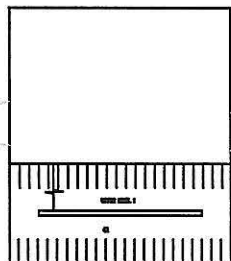
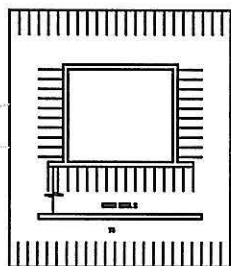
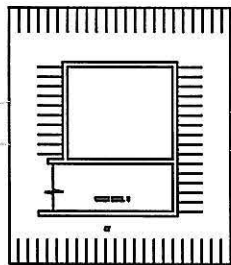


# Appendix

**Appendix A: Ramp Options for Mosher And Jockey Alley**

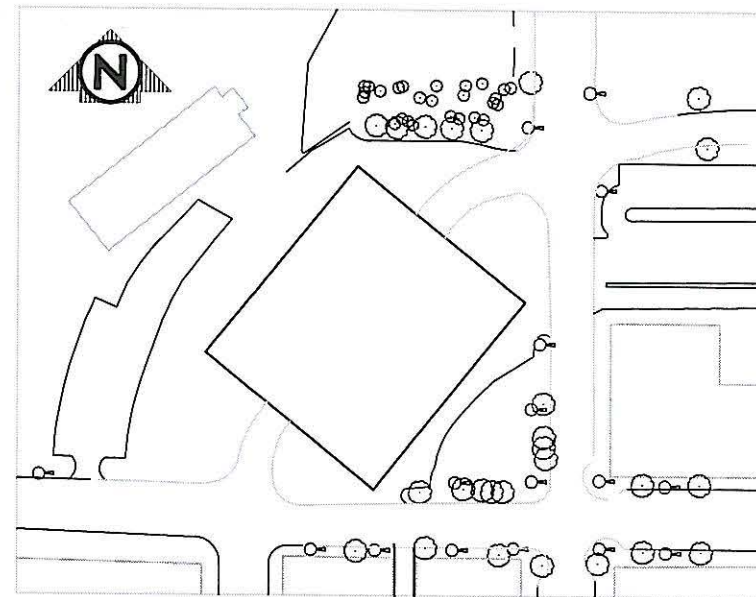
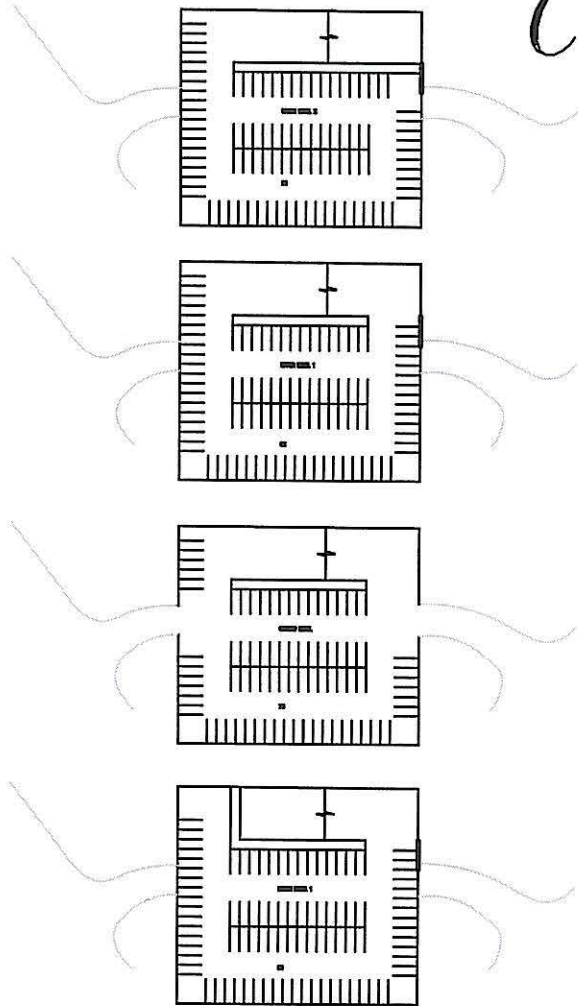
This section of the study included conceptual ideas for placement of either an above or below ground parking structure at Mosher Street and Broadway, or at the current Jockey alley location. The following exhibits depict what this type of layout could look like.

# *OVER MOSHER RAMP CONCEPTUAL MODEL*



# *CLOSED MOSHER RAMP*

## *CONCEPTUAL MODEL*



# *MOSHER CONVERTED TO PARKING*

141 SPACES

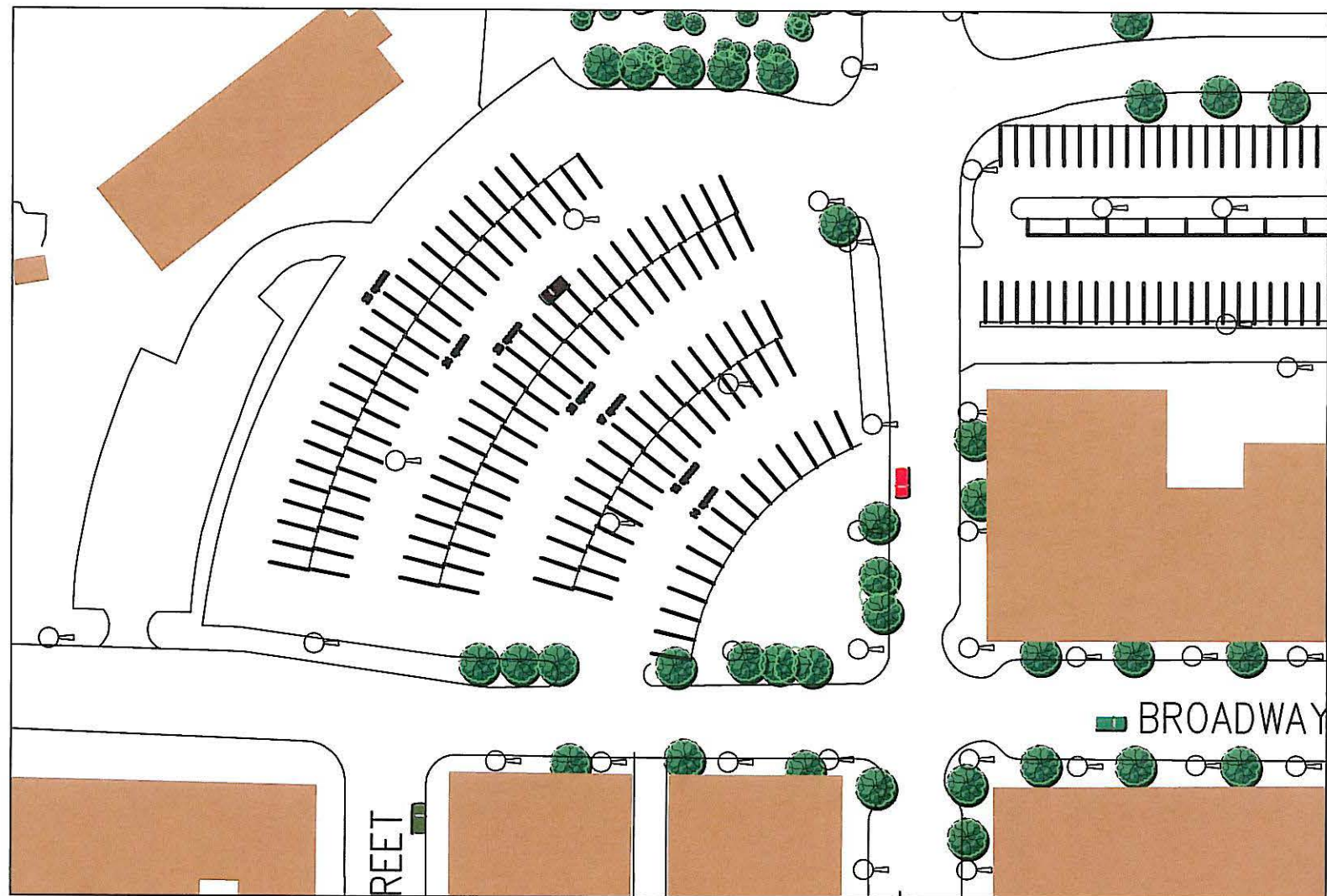
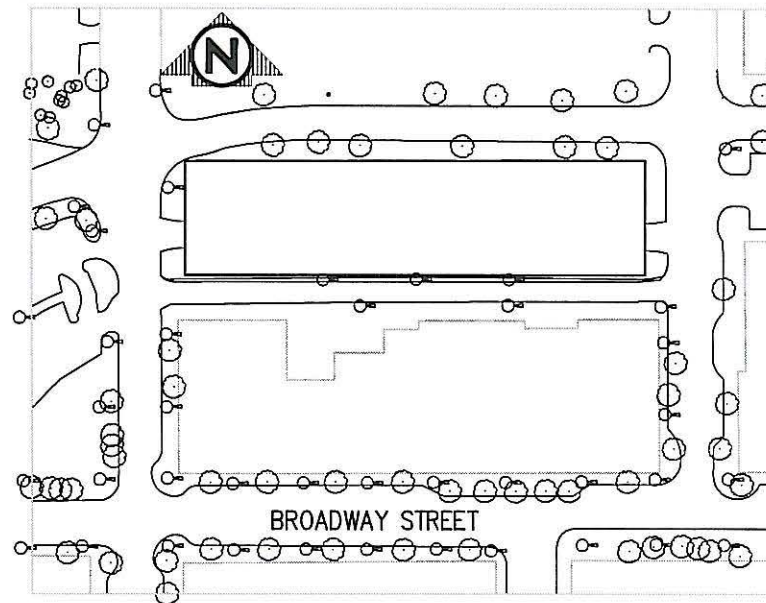
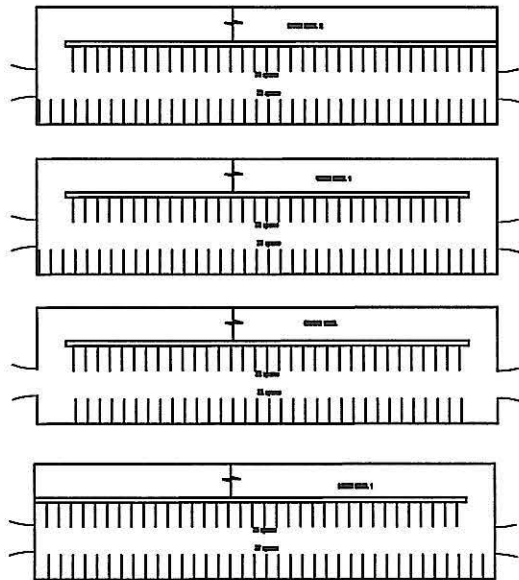


EXHIBIT 7





# *JOCKEY ALLEY RAMP CONCEPTUAL MODEL*



**Appendix B Accident Study**

For the purposes of recommending timing changes to traffic signals at selected locations and removing them at others, we conducted an accident study to determine the level of accidents that have taken place within the last three years at the intersections of Broadway/Main, Michigan/Main, Mosher/Main, and Washington/Broadway. The following exhibits depict the results of this study.

1-25-02 11:01 AM  
C-DY-DRY-CLEAR

1-25-2002 11:01 AM  
C-DY-DRY-CLEAR

10-31-2004  
CLOUDY-DARK-WET

MAIN STREET

BROADWAY STREET

4-29-2004 14:57 PM  
DY-C-DRY

11-01-2002 11:59 AM  
DAY-SNOW-WET

11-27-2003 14:44 PM  
DY-C-D

06-24-2004 7:41 AM  
DY-CLOUDY-DRY

07-22-2003 11:59 AM  
DY-C-DRY

12-08-2003 13:17 PM  
DY-CLOUDY-WET

06-21-2003 10:44 AM  
DY-CLOUDY-DRY

EXHIBIT 9





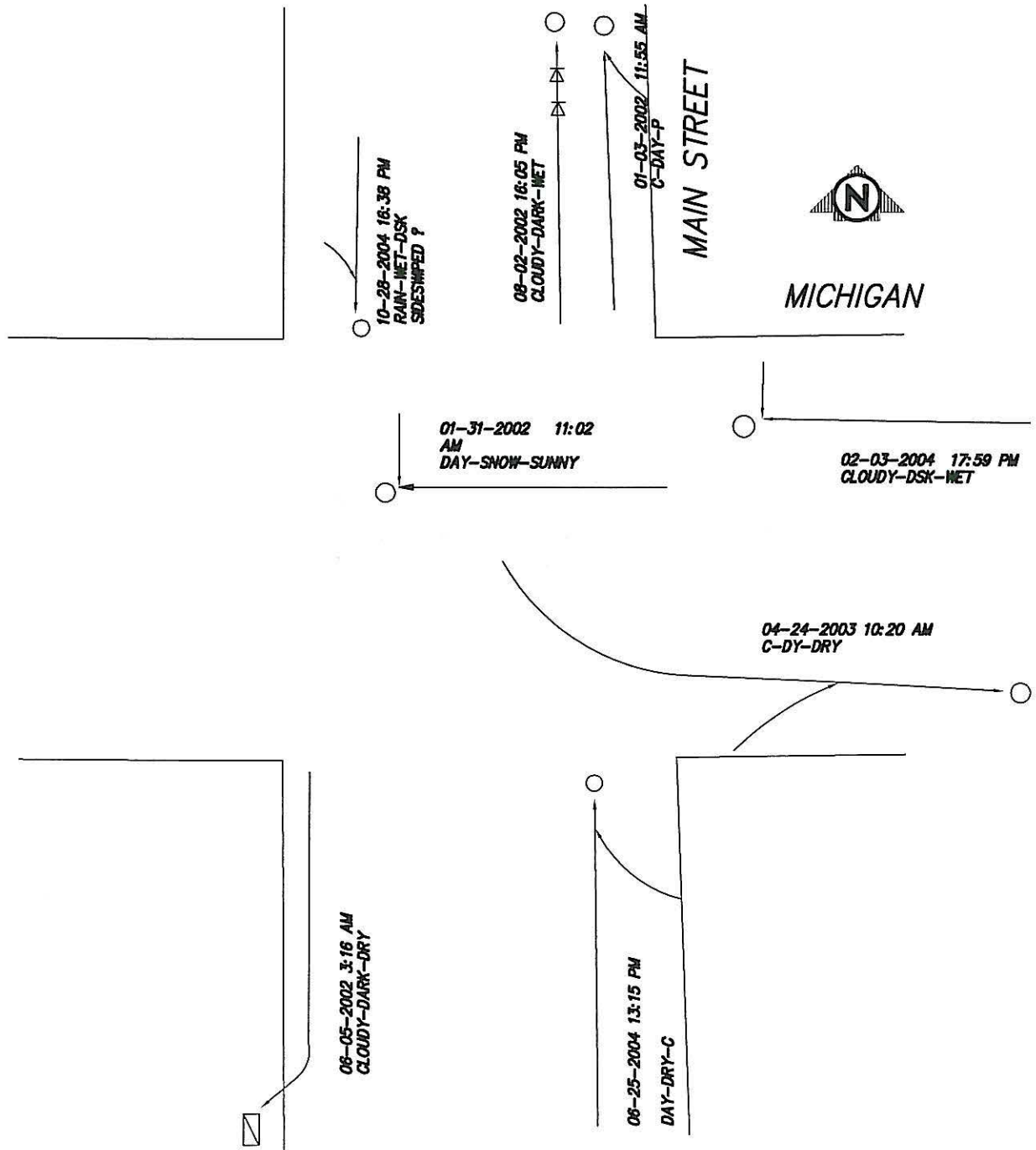
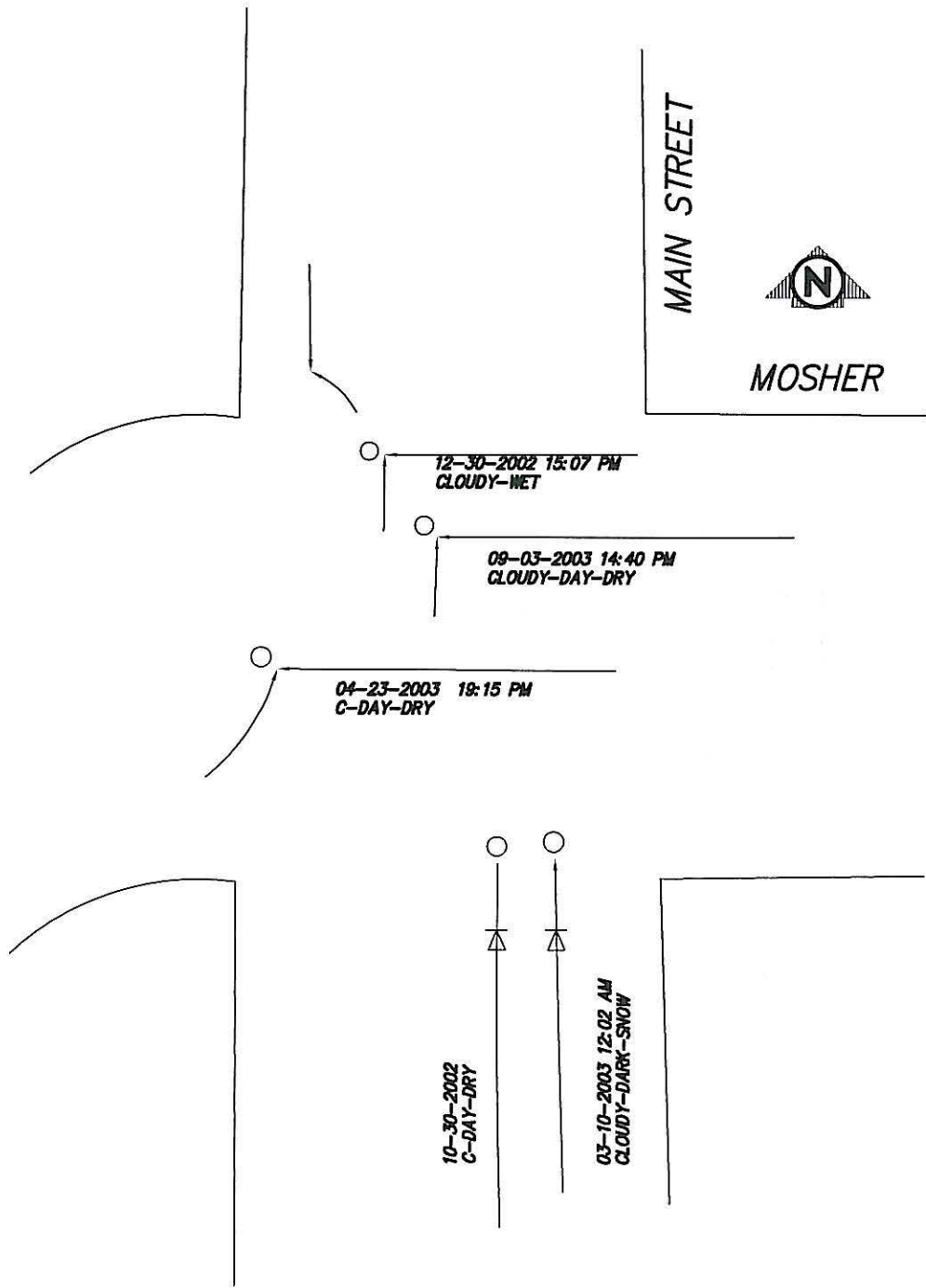


EXHIBIT 10



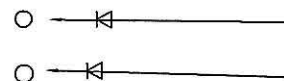


WASHINGTON STREET



BROADWAY

02-03-2004 17:59 PM  
CLOUDY-DSK-WET



09-27-2002 16:48 PM  
C-DAY-DRY



04-10-2003 15:12 PM  
C-DAY



06-03-2003 00:36 AM  
CLOUDY-DRY  
FLASHING RED

08-07-2004 19:42 PM  
CLOUDY-DRY

11-19-2002 11:59 AM  
C-DAY-DRY

06-08-2002 14:54 PM  
C-DAY

EXHIBIT 12

