



## OUR MISSION

***“Through community partnerships and a shared vision for the future, work to keep downtown Boyne City vibrant and successful while preserving its historic heritage and supporting sustainable projects.”***

## BOARD MEETING

**September 6, 2018 – 8:30 A.M. Boyne City City Hall**

1. CALL MEETING TO ORDER AND ROLL CALL
2. READING AND APPROVAL OF MINUTES – August 2, 2018 Regular Meeting
3. HEARING CITIZENS PRESENT (ON NON-AGENDA ITEMS)
4. CORRESPONDENCE
5. MAIN STREET COMMITTEE REPORTS
  - A. Organization – Rob Swartz
  - B. Promotions/Marketing – Chris Bandy
  - C. Design – Becky Harris
  - D. Economic Vitality/Team Boyne – Mike Cain
  - E. Boyne Thunder – Kelsie King-Duff
  - F. Farmers Market– Becky Harris
6. MAIN STREET DIRECTOR’S REPORT
7. UNFINISHED BUSINESS
8. NEW BUSINESS
  - A. Parking Study Review  

Review of the preliminary parking study report received from Rich & Associates.
  - B. Financial Report Review
9. GOOD OF THE ORDER
10. ANNOUNCEMENTS
  - A. Design Committee Meeting, Monday, Sept. 10, 4:00 p.m. – City Hall

- B. Promotions/ Marketing Committee Meeting, Tuesday, Sept. 11, 9:00 a.m. – Library
- C. Organization Committee Meeting, Tuesday, Sept. 11, 4:00 p.m. – Library
- D. Anniversary Party, Wednesday, Sept. 12, 5:30 p.m. - Pavilion
- E. Economic Vitality/Team Boyne Meeting, Friday, Sept. 21, 9:00 a.m. – Library
- F. Boyne Thunder Meeting, Thursday, Sept. 27, 5:00 p.m. - Library
- G. Main Street Board Meeting, Thursday, Oct. 4, 8:30 a.m. – City Hall

11. ADJOURNMENT

*Individuals with disabilities requiring auxiliary aids or services in order to participate in municipal meetings may contact Boyne City Hall for assistance: Cindy Grice, Clerk/Treasurer, 319 North Lake St., Boyne City, MI 49712; 231-582-0334*



Approved: \_\_\_\_\_

Meeting of  
August 2, 2018

MINUTES OF THE BOYNE CITY MAIN STREET BOARD REGULAR MEETING  
HELD ON THURSDAY, AUGUST 2, 2018 at 8:30 AM CITY HALL, 319 NORTH  
LAKE STREET

**Call to Order**

Chair Michelle Cortright called the meeting to order at 8:30 a.m.

**Roll Call**

Present: Jodie Adams, Chris Bandy, Michelle Cortright, Patrick Little, Pat O'Brien,  
Don Ryde, Rob Swartz

**Meeting  
Attendance**

Absent: Michael Cain, Becky Harris

City Staff: Main Street Director Kelsie King-Duff, Recording Secretary Jane  
Halstead, Assistant Planner Patrick Kilkenny, Main Street Assistant  
Ingrid Day

Public: 2

**Excused Absences  
MOTION**

**Bandy moved, Swartz seconded, PASSED UNANIMOUSLY** to excuse Michael Cain  
and Becky Harris.

**Approval of Minutes  
MOTION**

**Bandy moved, Swartz seconded, PASSED UNANIMOUSLY** to approve the  
June 7, 2018 minutes as presented.

**Citizens Comments**

Ashley Cousens invited everyone to the ribbon cutting for Up North ImageWear on  
August 15<sup>th</sup> at their new location on S M-75. There is also a ribbon cutting on  
August 16<sup>th</sup> for Echocardiography on Wheels at their new location in the former  
Fustini's location on Water Street.  
The Chamber of Commerce will be hosting a Housing Forum at City Hall on  
August 29<sup>th</sup> at 1:00 p.m.

**Correspondence**

Correspondence was noted in the agenda packet.

**Committee Reports**

**Boyne Thunder**

Bob Alger reported that Boyne Thunder went well. The final numbers are not  
compiled yet but he expects expenses and revenues to increase from last year.  
There were many new participants this year which created a good vibe.

**Farmer's Market**

The Farmer's Market is going well. One garage door has been installed in the Pavilion to demonstrate what they will

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**Director's Report**

None.

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**Unfinished Business**

None.

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**New Business**

**Sale of Farmer's Market Trailer**

The new pavilion has a storage area for the Farmer's Market so there is no need for the trailer they have been using.

**Approval of Sale of  
Farmer's Market Trailer  
MOTION**

**Ryde moved, Adams seconded, PASSED UNANIMOUSLY** to authorize the sale of the Farmer's Market Trailer.

**Downtown Recycling**

**Downtown Recycling**

Kelsie King-Duff has been approached by merchants and event attendees to consider adding recycling bins around downtown. This has been tried in the past and the recycling bins were filled with trash. There is now single stream recycling in Charlevoix County and combination trash/recycling bins available for purchase. King-Duff recommends referring this matter to the Design Committee. The Board discussed the issue and feel it is an important to pursue recycling.

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**Financial Report Review**

The Financial Report was received and filed.

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**Good Of The Order**

- Jodie Adams is happy to be back
- Rob Swartz thanked Kelsie, Ingrid and Bob Alger for all of their hard work for Boyne Thunder
- Registration for the Triathlon is on track
- Pat O'Brien thanked Rob Swartz for managing the 4<sup>th</sup> of July run. There were over 900 runners this year
- Fundraising for the Pavilion is going well. Enough funds have been raised to purchase 4 doors so far.
- Michele Cortright passed out an article on Localism by David Brooks.
- Local Flavor will host Superintendent Coffee Talk with Patrick Little on Friday at 8:00 am.
- BCPS is gearing up for another school year. Sports practices begin next week.
- Boyne City and Evangeline Township received playground/park equipment sponsored by the Charlevoix County Parks Millage.

- The Chamber of Commerce will be hosting an event to celebrate National Manufacturing Day.
  - Thursday, August 7<sup>th</sup> is the Primary.
- 

**Adjournment**

The August 2, 2018 meeting of the Boyne City Main Street Board was adjourned at 9:04 a.m.

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Jane Halstead, Recording Secretary

DRAFT



## **Directors Report- September 2018**

Great American Main Street Award – BCMS has been named a semi-finalist for the Great American Main Street Award. This means we are in the top 10 in the nation, and in the running for the highest award a Main Street program can receive. The winner will be announced at national conference in March in Seattle. We have received statewide media attention for this, and very positive feedback.

15<sup>th</sup> Anniversary Celebration – Please join us for the BCMS 15<sup>th</sup> Anniversary Celebration on Wednesday, September 12 at 5:30 p.m. in the pavilion. There will be a dinner for those who have been involved in Main Street followed by a public presentation and dessert at 7 p.m. Please let Ingrid know ASAP if you are planning to attend, as we need a count for dinner.

Façade Updates – Paga Family Dentistry completed work on their Front Street façade some time ago. We were finally able to get a picture of their staff with the completed work. Tom Bernardin, 135/125 Water St., also completed the work there on the façade that a grant was awarded for this year. His check presentation and photo will be sometime soon, so keep an eye out for the date. We did hear back from the State regarding potential further façade grant funds and we were not successful with our facade grant request. There were over 60 requests totaling \$16 million. \$800,000 was awarded in total to three communities.

MEDC Last River Draw Video – The MEDC visited recently and will be putting together a video on the Last River Draw sculpture and how the projects combines public art and water access. The video should be completed and to us sometime in October. While they were here they were also able to get some quick footage to do a short one minute clip about our GAMSA semifinalist announcement.

Back to the Bricks – The Back to the Bricks car show, which takes place each August in Flint reached out to us to see if we would be interested in being part of their 5-stop promotional tour next June. Every June 300 cars from the Back to the Bricks show do a 5 day trip, with stops in 5 different towns for car shows there. All of the information they needed has been sent in and we will find out if we are chosen in September.

Boyne Thunder - Speed on the Water, the offshore boating media outlet that named Boyne Thunder the best poker run in the world last year, has asked Boyne Thunder to be part of a really cool auction package. SOW is tied into the Miami Poker Run, which is a huge, and very popular poker run. Their feature item at their auction this year is going to be a space in Boyne Thunder. It will also include lodging at Boyne Mountain for the event, and dinner one night at



one of the restaurants in Boyne City. This is a great way for Boyne Thunder to further its reach, especially with boaters outside of the Midwest.

Boyne Appetit – The new Boyne Appetit dining guide booklets are now available. The booklet is up to 20 pages, and now includes information on the coffee shops.

Harvest Festival – Mark your calendars for Harvest Festival on Saturday, September 30 from 8 a.m. – 4 p.m.



# Boyne City, Michigan

## Parking Study

Preliminary Report

August 2018



**RICH & ASSOCIATES**  
PARKING CONSULTANTS

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## INTRODUCTION

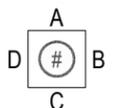
The Michigan Municipal League and the Michigan Economic Development Corporation contracted with Rich & Associates on behalf of the City of Boyer City to prepare a Downtown Parking Study. This parking study, serves to examine the downtown existing parking system from both a qualitative and quantitative standpoint.

The purpose of this parking study is to assess the current and future parking conditions of downtown Boyer City within a defined study area. The results of this study include a parking demand model detailing current and future needs along with recommendations for improvements to the parking system including demand management strategies, allocation, time restrictions, signage and when and if new parking is needed.

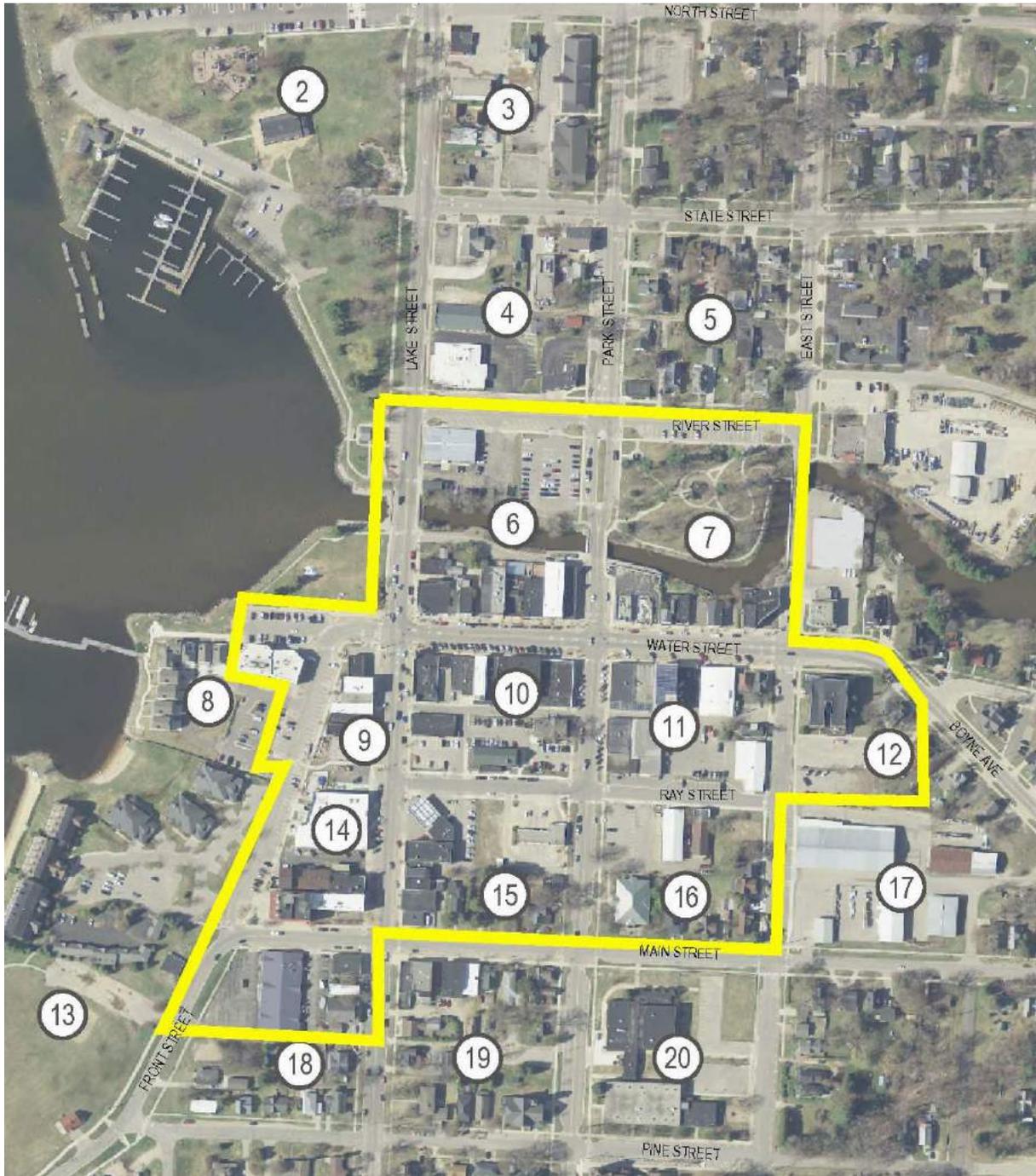
## STUDY AREA

Rich & Associates evaluated the parking conditions, supply and activity in the study area along with blocks just outside the study boundaries to determine potential impacts and parking supply opportunities. There are a total of 21 blocks that make up this study area, though the focus of the study is in the core downtown area identified as blocks 6-12, 14-16 and 18 shown in on **page 3**.



<p><b>CITY OF BOYNE PARKING STUDY</b></p> <p>Boyne City, Michigan SAR 8-23-18</p>	<p><b>RICH &amp; ASSOCIATES</b> PARKING CONSULTANTS</p> <p>20977 Northwestern Hwy, Suite 206 Southfield, Michigan 48033</p> <p>Southfield, MI Lutz, FL 248.353.5280 813.949.9868</p> <p>ARCHITECTS • ENGINEERS • PLANNERS</p>  <p>06-26-18 sar</p>	<p><b>LEGEND:</b></p> <p>— STUDY AREA</p> <p><b>BLOCK FACE KEY PLAN:</b></p> 	<p>Sheet Title:</p> <p><b>STUDY AREA</b></p>	<p>MAP Number:</p> <p><b>MAP 1</b></p> <p>Pg. 2</p>
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CORE STUDY AREA



## ANALYSIS

This analysis provides an assessment of how the existing parking system is operating, the current conditions that affect the system and how potential new developments may affect the system in the future. A primary goal of this analysis is to determine if new parking may be required based on current and anticipated future developments. In completing this study, Rich & Associates compiled and reviewed turnover and occupancy data, parking inventories and land use inventories to develop a working demand model. The analysis was further refined based on our previous experience with similar communities.

The process consisted of two parts, the first part of the analysis included a determination of the current parking demand by block based on the building inventory provided by Boyne City staff and parking generation factors calculated per 1,000 square feet of gross floor area. The demand was compared to the available supply and the resulting surplus or deficit determined on a block-by-block basis.

The second part of the analysis involved comparing the parking surplus and deficit patterns to the observed conditions as determined by the turnover and occupancy data. This comparison offered a benchmark for calibration of the surplus and deficit data.

## PARKING INVENTORY

Initial field work for this study entailed a review of the parking supply within the study area. Within the downtown, the supply consists of a mix of on-street and off-street parking. The on-street spaces are free, with a mix of two hour and unlimited parking. The off-street parking supply consists of a mix of public and private surface lots, with the majority of the public parking available without a time constraint.

**Table A and B** on **page 5**, summarizes the existing parking supply in the study area along with the core area. **Table C** on **page 6** details the parking throughout the study area. There are a total of 1,712 parking spaces in the study area. Of these spaces 526 (30%) are on-street spaces and 617 (36%) are public off-street spaces. The remaining 575 (33%) spaces are private.

**Table A**

<b>PUBLIC PARKING SUPPLY</b>			
	ON-STREET	526	31%
	OFF-STREET	617	36%
	<b>PUBLIC PARKING TOTALS</b>	<b>1,143</b>	<b>67%</b>
<b>PRIVATE PARKING SUPPLY</b>			
	<b>PRIVATE PARKING TOTALS</b>	<b>575</b>	<b>33%</b>
<b>TOTAL PARKING SUPPLY</b>		<b>1,718</b>	

Boyne City manages and controls 63% of the parking in the study area. When we focus in on the core area the percentage of public parking increases to 69%. Based on Rich & Associates experience and best practices, we have found that to successfully manage municipal parking it is desirable for the municipality to have control of at least 50% of the supply. This allows the municipality to effectively manage parking in terms of allocation, changing demand, potential market pricing, and allows the parking to be enforced with greater efficiency. Boyne City exceeds this benchmark.

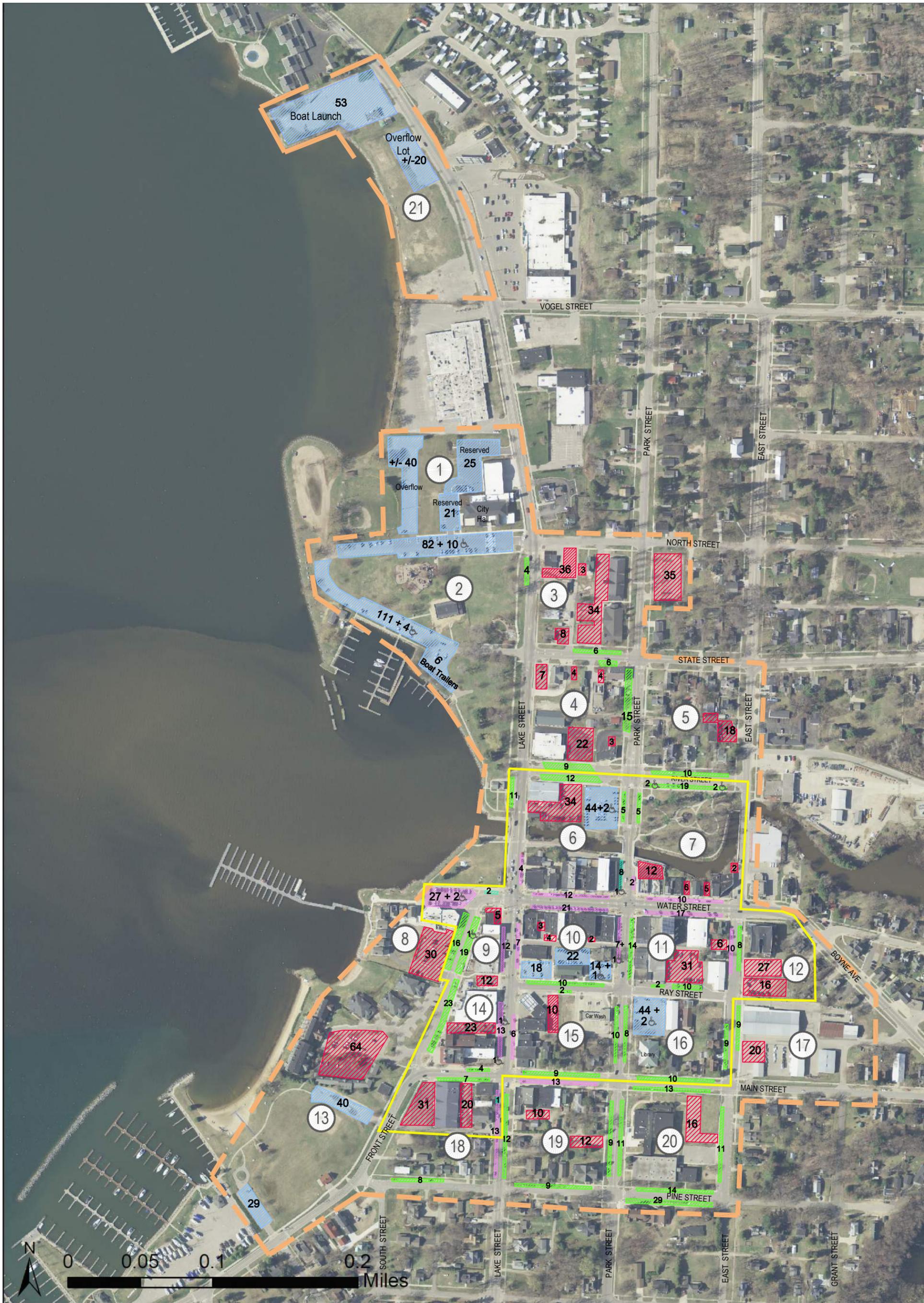
**Table B**

<b>CORE AREA</b>			
<b>PUBLIC PARKING SUPPLY</b>			
	ON-STREET	367	46%
	OFF-STREET	176	22%
	<b>PUBLIC PARKING TOTALS</b>	<b>543</b>	<b>69%</b>
<b>PRIVATE PARKING SUPPLY</b>			
	<b>PRIVATE PARKING TOTALS</b>	<b>249</b>	<b>31%</b>
<b>TOTAL PARKING SUPPLY</b>		<b>792</b>	

**Table C** on **page 6** is a detailed supply inventory listing types and durations of parking by each block. **Map 2** is a spatial view of the parking supply. In cases where parking spaces were not marked (on-street and off-street), the number of spaces were estimated.

**Table C**

PARKING SUPPLY																						
BLOCK #	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	
<b>PUBLIC ON-STREET</b>																						
15 MINUTE	0	0	0	0	0	8	0	2	0	0	0	0	0	0	0	0	0	1	0	0	0	11
2 HOUR	0	0	0	0	0	16	12	0	12	35	41	0	0	14	6	0	0	13	0	0	0	149
UNLIMITED	0	15	6	30	10	17	24	16	20	10	12	8	0	27	21	27	9	15	43	49	0	359
BARRIER FREE (HC)	0	0	0	0	0	1	4	0	0	1	0	0	0	1	0	0	0	0	0	0	0	7
																						<b>526</b>
<b>OFF-STREET</b>																						
2 HOUR	0	0	0	0	0	0	0	27	0	0	0	0	0	0	0	0	0	0	0	0	0	27
RESERVED	46	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	46
UNLIMITED	82	111	0	0	0	44	0	0	0	54	0	0	69	0	0	44	0	0	0	0	0	404
OVERFLOW (+/-)	40	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	20	60
BARRIER FREE (HC)	10	4	0	0	0	2	0	2	0	1	0	0	0	0	0	2	0	0	0	0	0	21
TRAILER	0	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	53	59
																						<b>617</b>
<b>PRIVATE</b>																						
OFF-STREET	0	0	116	40	18	34	25	30	5	9	37	43	64	35	10	0	20	51	22	16	0	575
																						<b>575</b>
<b>SUMMARY</b>	<b>178</b>	<b>136</b>	<b>122</b>	<b>70</b>	<b>28</b>	<b>122</b>	<b>65</b>	<b>77</b>	<b>37</b>	<b>110</b>	<b>90</b>	<b>51</b>	<b>133</b>	<b>77</b>	<b>37</b>	<b>73</b>	<b>29</b>	<b>80</b>	<b>65</b>	<b>65</b>	<b>73</b>	<b>1718</b>
SOURCE: RICH & ASSOCIATES																						



## TURNOVER & OCCUPANCY ANALYSIS

As previously noted, Rich & Associates conducted a turnover and occupancy analysis in the study area. This study involved an examination of the on-street and off-street parking supply. Additionally, we observed vehicle movements throughout the day, from morning until early evening. Observations occurred in both public and private parking areas in order to understand how the system was working. The goal of the turnover and occupancy analysis is to observe a large portion of the overall parking system, not necessarily the entire supply.

The occupancy study occurred on Thursday, June 28, 2018 between the hours of 9:00AM and 9:00PM. Thursday was chosen to conduct the analysis because Thursdays are most often an overall average day to provide a typical benchmark of activity for the study.

### TURNOVER

The turnover portion of the analysis, where license plate numbers were recorded, applied mostly to on-street and a few off-street spaces in the downtown, with most of those spaces being two hour time limited spaces. These same spaces were observed during each two-hour circuit. This is done to determine how long specific vehicles were parked in the most convenient customer spaces. This also allows us to see if any vehicle was parked for a long period of time in a time limited space. At the same time, the turnover information also yields occupancy results for the parking area, and therefore, for each circuit a composite occupancy can be derived.

Turnover is an indicator of how often a parking stall is being used by different vehicles throughout the course of the day. Turnover is most relevant to the short-term customer trying to find parking for a quick errand. If this customer is unable to find a convenient space, they might not stop to patronize the business. **Table D** on the following page summarizes the results of the turnover findings.

There were 262 parking spaces observed for turnover between the hours of 9:00AM to 9:00PM. The turnover for this day was just over 2.6. Rich & Associates is of the opinion that this number is low. Turnover can be low for two reasons: 1) when vehicles are parking for extended periods in the same space, or 2) the overall on-street occupancy is low. We are of the opinion that the turnover is low because of low occupancy. There were areas with higher occupancy, though the overall occupancy for 262 observed spaces was not high.

Although vehicles stayed beyond two hours, not all stalls observed had a two hour time limit and thus there is not a reason for all vehicles to move. **Map 3** details the locations where people are staying beyond two hours. The two hour time limited spaces are color coded differently than the on-street spaces without time limits. The spaces that are not two hour were observed because these spaces are close and convenient to customers and visitors and we wanted to see if and how many employees were parking in these spaces.

There were a total of 84 vehicles parked beyond two hours. There were 44 vehicles that stayed between two and four hours, 14 vehicles were observed in the same space between four and six hours and 26 additional vehicles were observed parked in the same space for over six hours. This means that during the course of the day approximately 12% of the 688 vehicles observed in on-street space stayed beyond two hours.

**Table D**

<b>CORE PARKING TURNOVER SUMMARY JUNE 28, 2018</b>		
A SAMPLE OF 2 HOUR SPACES		
VEHICLES REMAINING LESS THAN 2 HOURS	604	88%
VEHICLES REMAINING BETWEEN 2 AND 4 HRS	44	6%
VEHICLES REMAINING BETWEEN 4 AND 6 HRS	14	2%
VEHICLES REMAINING BETWEEN 6 AND 8 HRS	20	3%
VEHICLES REMAINING BETWEEN 8 AND 10 HRS	5	<1%
VEHICLES REMAINING BETWEEN 10 AND 12 HRS	1	<1%
TOTAL NUMBER OF VEHICLES OBSERVED	688	
TOTAL NUMBER OF STALLS OBSERVED FOR TURNOVER	262	
Source: Rich & Associates Field Observations		



**CITY OF BOYNE  
PARKING STUDY**

Boyne City, Michigan  
SAR 8-23-18

**RICH & ASSOCIATES  
PARKING CONSULTANTS**

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Southfield, Michigan 48033

Southfield, MI Lutz, FL  
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**ARCHITECTS • ENGINEERS • PLANNERS**

06-26-18 sar

**LEGEND:**

STUDY AREA

**BLOCK FACE KEY PLAN:**

A  
D B  
C

**# VIOLATION OF  
2 HR TIME LIMIT**

**# BEYOND 2 HRS  
NOT POSTED 2 HRS.**

Sheet Title:

**PARKING STAYS  
BEYOND 2 HRS**

MAP Number:

**MAP 3**

Pg. 10

## OCCUPANCY

Occupancy is an important aspect of parking because it helps us to understand the dynamic of how demand fluctuates throughout the day. The occupancy data is used by Rich & Associates to understand how the parking is operating and to calibrate the parking demand model. **Graph 1, 2, Table E** and **Maps 4, 4.1, 4.2, 4.3, 4.4 and 4.5** are the summary results of the occupancy study. The peak occupancy occurred between 1:00PM and 5:00PM, with both the 1:00PM – 3:00PM and 3:00PM – 5:00PM circuit at 39% occupancy. **Map 4.2** and **4.3** on **page 16** and **17** show the peak occupancies for both circuits. The full occupancy counts can be found in tabular form on **page 14**.

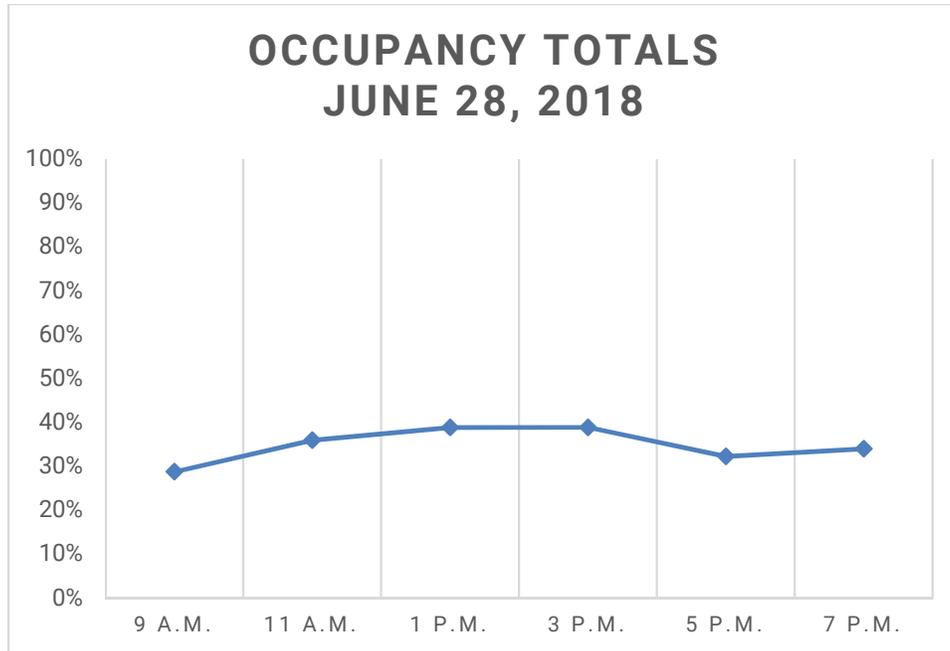
**Table E**  
**Occupancy Summary**  
**Thursday June 28, 2018**

PARKING TYPE	# SPACES	9:00AM-11:00AM	% OCC.	11:00AM-1:00PM	% OCC.	1:00PM-3:00PM	% OCC.	3:00PM-5:00PM	% OCC.	5:00PM-7:00PM	% OCC.	7:00PM-9:00PM	% OCC.
ON-STREET	554	192	35%	252	45%	263	47%	244	44%	201	36%	209	38%
OFF-STREET	1108	287	26%	346	31%	383	35%	403	36%	336	30%	357	32%
<b>Totals</b>	<b>1,662</b>	<b>479</b>	<b>29%</b>	<b>598</b>	<b>36%</b>	<b>646</b>	<b>39%</b>	<b>647</b>	<b>39%</b>	<b>537</b>	<b>32%</b>	<b>566</b>	<b>34%</b>

Key observations from the occupancy counts:

- The peak occupancy was 39% which occurred during two consecutive circuits from 1:00PM -5:00PM, with the counts only being separated by one vehicle.
- The on-street parking had higher occupancies than the off-street throughout the day.
- There were areas that were at or near 100% occupancy, though there were areas nearby with available parking.

Graph 1



Graph 2

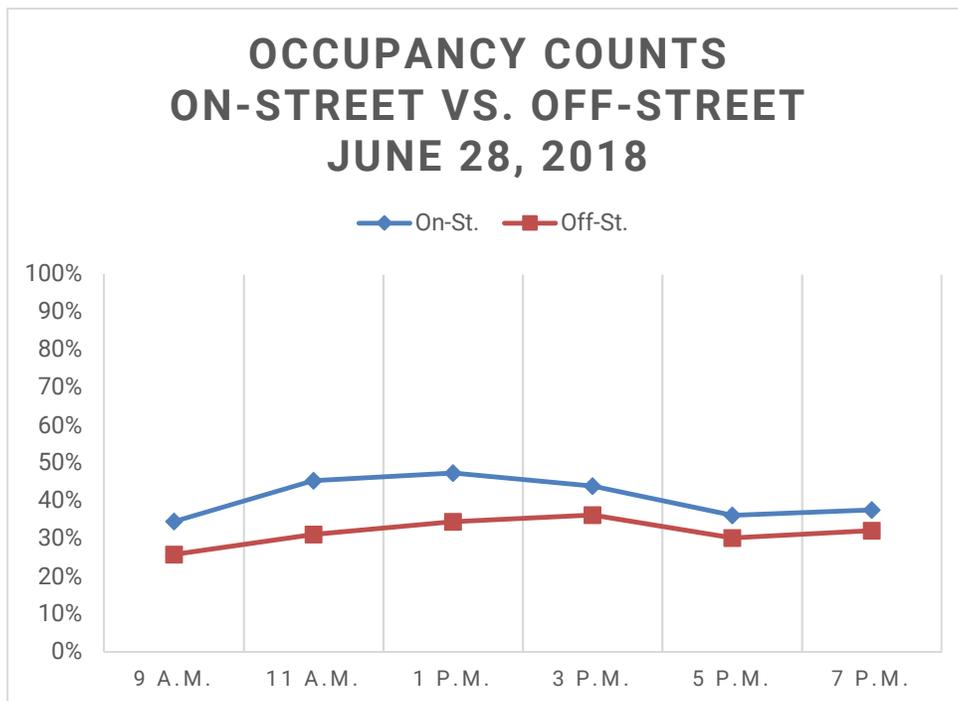


Table F Thursday June 28, 2018 Occupancy Results

Block #	Description	Type	# Spaces	9:00AM-11:00AM OCC.	%	11:00AM-1:00PM OCC.	%	1:00PM-3:00PM OCC.	%	3:00PM-5:00PM OCC.	%	5:00PM-7:00PM OCC.	%	7:00PM-9:00PM OCC.	%
1	CITYHALL	LOT	92	7	8%	10	11%	5	5%	42	46%	3	3%	30	33%
1	EMPLOYEES	LOT	21	15	71%	14	67%	14	67%	15	71%	5	24%	4	19%
2	LOOP	LOT	115	15	13%	18	16%	21	18%	22	19%	14	12%	20	17%
2	TRAILERS	LOT	6	2	33%	1	17%	2	33%	4	67%	4	67%	3	50%
2	2-B	ON-STREET	4	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
2	2-BB	ON-STREET	11	3	27%	2	18%	1	9%	1	9%	3	27%	6	55%
3	CLINIC LOT	LOT	35	27	77%	28	80%	27	77%	23	66%	9	26%	0	0%
3	3-GRAVEL	LOT	3	3	100%	2	67%	2	67%	0	0%	1	33%	0	0%
3	3-34	LOT	34	16	47%	17	50%	22	65%	21	62%	3	9%	3	9%
3	3-8	LOT	8	6	75%	5	63%	6	75%	7	88%	0	0%	0	0%
3	3-36	LOT	36	11	31%	4	11%	6	17%	1	3%	0	0%	0	0%
3	3C	ON-STREET	6	6	100%	6	100%	5	83%	5	83%	2	33%	0	0%
4	4-2	LOT	3	2	67%	2	67%	2	67%	2	67%	2	67%	0	0%
4	4-22	LOT	22	7	32%	5	23%	7	32%	10	45%	1	5%	1	5%
4	4-7	LOT	7	3	43%	3	43%	2	29%	2	29%	1	14%	0	0%
4	4-4	LOT	4	0	0%	1	25%	1	25%	1	25%	1	25%	0	0%
4	4-ATT	LOT	4	0	0%	0	0%	0	0%	0	0%	3	75%	3	75%
4	4A	ON-STREET	6	2	33%	2	33%	3	50%	2	33%	1	17%	1	17%
4	4B	ON-STREET	15	5	33%	2	13%	2	13%	3	20%	6	40%	4	27%
4	4C	ON-STREET	9	3	33%	1	11%	0	0%	0	0%	2	22%	0	0%
5	5-18	LOT	18	3	17%	3	17%	3	17%	2	11%	0	0%	0	0%
5	5C	ON-STREET	10	3	30%	1	10%	2	20%	1	10%	0	0%	0	0%
6	6-34	LOT	34	2	6%	9	26%	9	26%	5	15%	22	65%	12	35%
6	6-46	LOT	46	16	35%	25	54%	28	61%	24	52%	30	65%	32	70%
6	6A	ON-STREET	12	1	8%	0	0%	0	0%	0	0%	3	25%	0	0%
6	6B	ON-STREET	5	1	20%	1	20%	3	60%	3	60%	2	40%	2	40%
6	6BB	ON-STREET	8	0	0%	2	25%	4	50%	2	25%	4	50%	3	38%
6	6C	2HR ON-STREET	12	5	42%	9	75%	6	50%	6	50%	10	83%	8	67%
6	6D	2HR ON-STREET	4	2	50%	0	0%	3	75%	4	100%	2	50%	3	75%
7	7-5	LOT	5	4	80%	4	80%	3	60%	4	80%	1	20%	2	40%
7	7-6	LOT	6	5	83%	6	100%	4	67%	4	67%	1	17%	0	0%
7	7-2	LOT	2	2	100%	2	100%	1	50%	2	100%	2	100%	1	50%
7	7-12	LOT	12	0	0%	0	0%	2	17%	0	0%	1	8%	0	0%
7	7A	ON-STREET	23	8	35%	7	30%	10	43%	7	30%	7	30%	3	13%
7	7C	2HR ON-STREET	10	0	0%	4	40%	8	80%	3	30%	4	40%	10	100%
7	7D	2HR ON-STREET	2	0	0%	1	50%	1	50%	1	50%	1	50%	1	50%
7	7DD	ON-STREET	5	0	0%	1	20%	0	0%	0	0%	1	20%	0	0%
8	8-29	2HR ON-STREET	29	5	17%	18	62%	19	66%	14	48%	14	48%	28	97%
8	8-30	LOT	30	12	40%	21	70%	24	80%	23	77%	28	93%	30	100%
8	8A	2HR ON-STREET	2	0	0%	1	50%	0	0%	0	0%	0	0%	0	0%
8	8B	ON-STREET	16	6	38%	10	63%	13	81%	11	69%	8	50%	13	81%
9	9-5	LOT	5	0	0%	1	20%	1	20%	0	0%	0	0%	1	20%
9	9B	2HR ON-STREET	12	10	83%	8	67%	12	100%	5	42%	7	58%	10	83%
9	9DD	ON-STREET	20	13	65%	14	70%	15	75%	14	70%	9	45%	16	80%
10	10-15	LOT	15	2	13%	4	27%	9	60%	9	60%	6	40%	7	47%
10	10-22	LOT	22	14	64%	18	82%	22	100%	22	100%	16	73%	22	100%
10	10-18	LOT	18	6	33%	13	72%	14	78%	13	72%	11	61%	9	50%
10	10A	2HR ON-STREET	21	1	5%	14	67%	12	57%	19	90%	19	90%	19	90%
10	10B	2HR ON-STREET	8	2	25%	6	75%	6	75%	4	50%	2	25%	6	75%
10	10C	ON-STREET	10	2	20%	8	80%	10	100%	8	80%	5	50%	6	60%
10	10D	2HR ON-STREET	7	3	43%	3	43%	4	57%	6	86%	4	57%	3	43%
11	11-6	LOT	6	0	0%	1	17%	0	0%	0	0%	1	17%	2	33%
11	11-31	LOT	31	14	45%	16	52%	15	48%	16	52%	11	35%	12	39%
11	11A	2HR ON-STREET	17	5	29%	13	76%	8	47%	10	59%	4	24%	16	94%
11	11B	2HR ON-STREET	10	2	20%	3	30%	4	40%	4	40%	2	20%	6	60%
11	11C	ON-STREET	12	5	42%	8	67%	10	83%	7	58%	4	33%	0	0%
11	11D	2HR ON-STREET	14	8	57%	9	64%	10	71%	8	57%	8	57%	9	64%
12	12-27	LOT	27	1	4%	1	4%	1	4%	1	4%	0	0%	0	0%
12	12-16	LOT	16	11	69%	11	69%	11	69%	11	69%	11	69%	11	69%
12	12D	ON-STREET	8	2	25%	5	63%	3	38%	4	50%	3	38%	5	63%
13	13-64	LOT	64	17	27%	14	22%	12	19%	10	16%	15	23%	16	25%
13	13-40	LOT	40	1	3%	2	5%	9	23%	21	53%	33	83%	36	90%
13	13-29	LOT	29	4	14%	1	3%	2	7%	5	17%	7	24%	4	14%
14	14-12	LOT	12	0	0%	0	0%	4	33%	3	25%	3	25%	5	42%
14	14-23	LOT	23	3	13%	2	9%	7	30%	9	39%	8	35%	7	30%
14	14B	ON-STREET	15	9	60%	13	87%	12	80%	15	100%	12	80%	14	93%
14	14C	2HR ON-STREET	4	0	0%	0	0%	0	0%	2	50%	3	75%	1	25%
14	14D	ON-STREET	23	16	70%	19	83%	19	83%	20	87%	16	70%	13	57%
15	15-10	LOT	10	8	80%	9	90%	10	100%	8	80%	11	110%	7	70%
15	15A	ON-STREET	2	0	0%	0	0%	1	50%	0	0%	1	50%	2	100%
15	15B	ON-STREET	10	5	50%	6	60%	5	50%	4	40%	6	60%	1	10%
15	15C	ON-STREET	9	9	100%	9	100%	9	100%	8	89%	4	44%	2	22%
15	15D	ON-STREET	6	3	50%	4	67%	5	83%	3	50%	4	67%	4	67%
16	16-46	LOT	46	17	37%	27	59%	23	50%	11	24%	14	30%	7	15%
16	16B	ON-STREET	9	0	0%	2	22%	0	0%	0	0%	0	0%	0	0%
16	16C	ON-STREET	10	0	0%	4	40%	3	30%	1	10%	1	10%	0	0%
16	16D	ON-STREET	8	6	75%	4	50%	3	38%	5	63%	5	63%	2	25%
17	17 LOT	LOT	20	8	40%	9	45%	7	35%	10	50%	0	0%	0	0%
17	17D	ON-STREET	9	2	22%	0	0%	6	67%	3	33%	0	0%	0	0%
18	18-31	LOT	31	7	23%	6	19%	8	26%	8	26%	9	29%	6	19%
18	18-20	LOT	20	7	35%	8	40%	6	30%	7	35%	12	60%	12	60%
18	18A	ON-STREET	7	3	43%	3	43%	2	29%	6	86%	1	14%	3	43%
18	18B	ON-STREET	14	4	29%	6	43%	9	64%	9	64%	5	36%	5	36%
18	18C	ON-STREET	8	2	25%	4	50%	3	38%	4	50%	5	63%	3	38%
19	19-12	LOT	12	1	8%	0	0%	0	0%	0	0%	0	0%	0	0%
19	19A	ON-STREET	13	4	31%	5	38%	8	62%	7	54%	2	15%	1	8%
19	19B	ON-STREET	9	1	11%	2	22%	0	0%	0	0%	0	0%	0	0%
19	19C	ON-STREET	9	5	56%	4	44%	3	33%	1	11%	3	33%	5	56%
19	19D	ON-STREET	12	6	50%	6	50%	6	50%	6	50%	5	42%	3	25%
20	20-14 SCHOOL	LOT	16	1	6%	1	6%	1	6%	2	13%	0	0%	0	0%
20	20A	ON-STREET	13	3	23%	5	38%	2	15%	3	23%	0	0%	0	0%
20	20B	ON-STREET	11	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
20	20C	ON-STREET	14	4	29%	3	21%	2	14%	3	21%	2	14%	0	0%
20	20CC	ON-STREET	29	7	24%	7	24%	6	21%	3	10%	1	3%	0	0%
20	20D	ON-STREET	11	5	45%	5	45%	4	36%	3	27%	2	18%	0	0%
21	21-BOAT LAUNCH	LOT	53	2	4%	4	8%	11	21%	9	17%	22	42%	20	38%
21	21OVERFLOW	LOT	20	0	0%	0	0%	0	0%	0	0%	0	0%	4	20%
	<b>TOTAL OCCUPANCY</b>		<b>1,662</b>	<b>479</b>	<b>29%</b>	<b>598</b>	<b>36%</b>	<b>646</b>	<b>39%</b>	<b>647</b>	<b>39%</b>	<b>537</b>	<b>32%</b>	<b>566</b>	<b>34%</b>



**CITY OF BOYNE  
PARKING STUDY**

Boyne City, Michigan  
SAR 8-23-18

**RICH & ASSOCIATES**  
PARKING CONSULTANTS

25677 Northwinds Hwy, Suite 209  
Southfield, Michigan 48033

Southfield, MI 248.353.5080 Lutz, FL 813.949.9868

ARCHITECTS • ENGINEERS • PLANNERS

06-26-18 sar

**LEGEND:**

— STUDY AREA  
— CORE STUDY AREA

**BLOCK FACE KEY PLAN:**

**PARKING OCCUPANCY**

- 85% through 100%
- 75% through 84%
- 50% through 74%
- 0 through 49%

Sheet Title:

# OCCUPANCY

Thursday June 28, 2018  
9 AM - 11 AM

MAP Number:

**MAP 4**

Pg. 14



**CITY OF BOYNE  
PARKING STUDY**

Boyne City, Michigan  
SAR 8-23-18

**RICH & ASSOCIATES**  
PARKING CONSULTANTS

25877 Northwestern Hwy, Suite 200  
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248.253.5180 813.949.9868

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06-26-18 sar

#  
BLOCK  
NUMBER

**LEGEND:**

- STUDY AREA
- CORE STUDY AREA

**BLOCK FACE KEY PLAN:**

**PARKING OCCUPANCY**

- 85% through 100%
- 75% through 84%
- 50% through 74%
- 0 through 49%

Sheet Title:

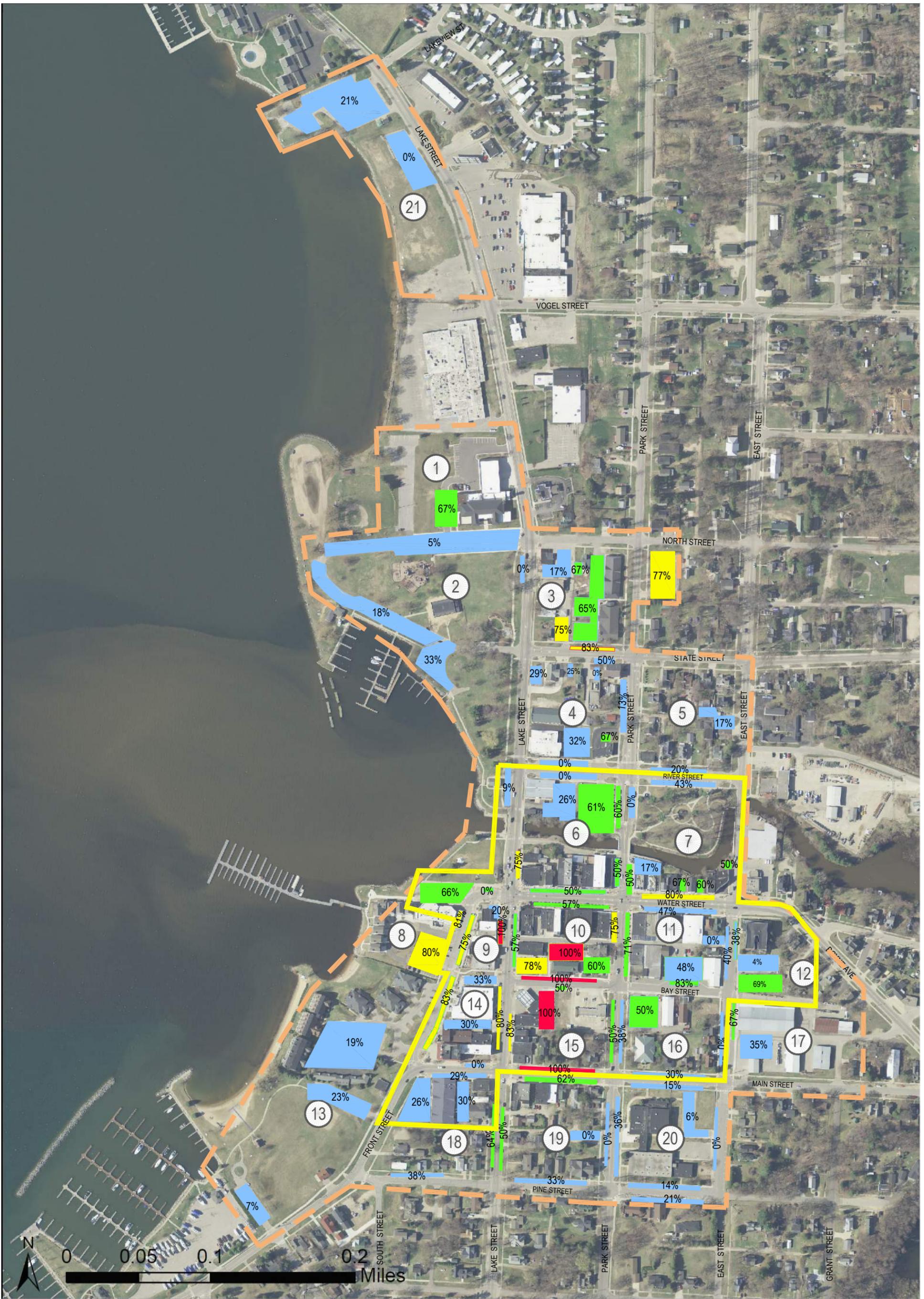
# OCCUPANCY

Thursday June 28, 2018  
11 AM - 1 PM

MAP Number:

MAP 4.1

Pg. 15



<p><b>CITY OF BOYNE PARKING STUDY</b></p> <p>Boyne City, Michigan SAR 8-23-18</p>	<p><b>RICH &amp; ASSOCIATES PARKING CONSULTANTS</b></p> <p>21677 Northwinds Hwy., Suite 208 Saginaw, MI 48603 248.353.5280 Fax: 248.353.5280 Lutz, IL 815.949.9866</p> <p>ARCHITECTS • ENGINEERS • PLANNERS</p> <p>06-26-18 sar</p>	<p><b>LEGEND:</b></p> <p>— STUDY AREA — CORE STUDY AREA</p> <p><b>BLOCK FACE KEY PLAN:</b></p>	<p><b>PARKING OCCUPANCY</b></p> <ul style="list-style-type: none"> <li><span style="color: red;">■</span> 85% through 100%</li> <li><span style="color: yellow;">■</span> 75% through 84%</li> <li><span style="color: green;">■</span> 50% through 74%</li> <li><span style="color: blue;">■</span> 0 through 49%</li> </ul>	<p>Sheet Title:</p> <h1 style="text-align: center;">OCCUPANCY</h1> <p style="text-align: center;">Thursday June 28, 2018 1 PM - 3 PM</p>	<p>MAP Number:</p> <h2 style="text-align: center;">MAP 4.2</h2> <p style="text-align: center;">Pg. 16</p>
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**CITY OF BOYNE  
PARKING STUDY**

Boyne City, Michigan  
SAR 8-23-18

**RICH & ASSOCIATES**  
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06-26-18 sar

**#**  
BLOCK NUMBER

**LEGEND:**

- STUDY AREA
- CORE STUDY AREA

**BLOCK FACE KEY PLAN:**

**PARKING OCCUPANCY**

- 85% through 100%
- 75% through 84%
- 50% through 74%
- 0 through 49%

Sheet Title:

# OCCUPANCY

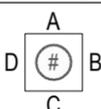
Thursday June 28, 2018  
5 PM - 7 PM

MAP Number:

## MAP 4.4

Pg. 18



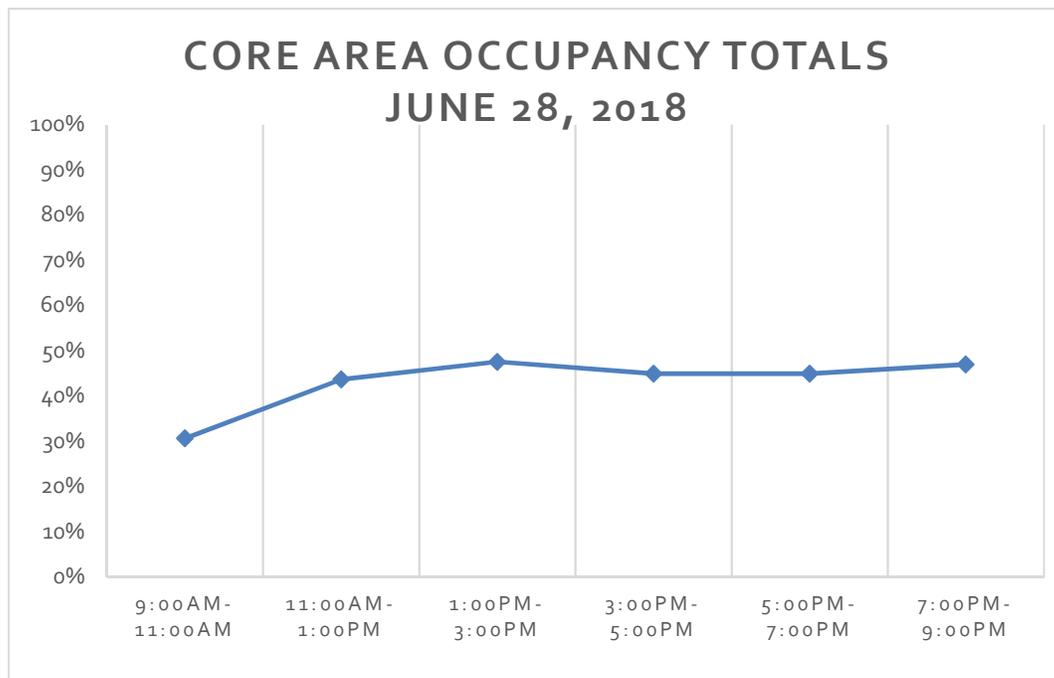
<p><b>CITY OF BOYNE PARKING STUDY</b></p> <p>Boyne City, Michigan SAR 8-23-18</p>	<p><b>RICH &amp; ASSOCIATES</b> PARKING CONSULTANTS</p> <p>21607 Northland Drive, Suite 206 Southfield, MI 48033</p> <p>Southfield, MI 48034 248.553.5590</p> <p>Lutz, FL 813.949.9868</p> <p>ARCHITECTS • ENGINEERS • PLANNERS</p>  <p>06-26-18 sar</p>	<p><b>LEGEND:</b></p> <p>— STUDY AREA — CORE STUDY AREA</p> <p><b>BLOCK FACE KEY PLAN:</b></p>  <p><b>PARKING OCCUPANCY</b></p> <ul style="list-style-type: none"> <li>85% through 100%</li> <li>75% through 84%</li> <li>50% through 74%</li> <li>0 through 49%</li> </ul>	<p>Sheet Title:</p> <p><b>OCCUPANCY</b></p> <p>Thursday June 28, 2018 7 PM - 9 PM</p>	<p>MAP Number:</p> <p><b>MAP 4.5</b></p> <p>Pg. 19</p>
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## CORE OCCUPANCY

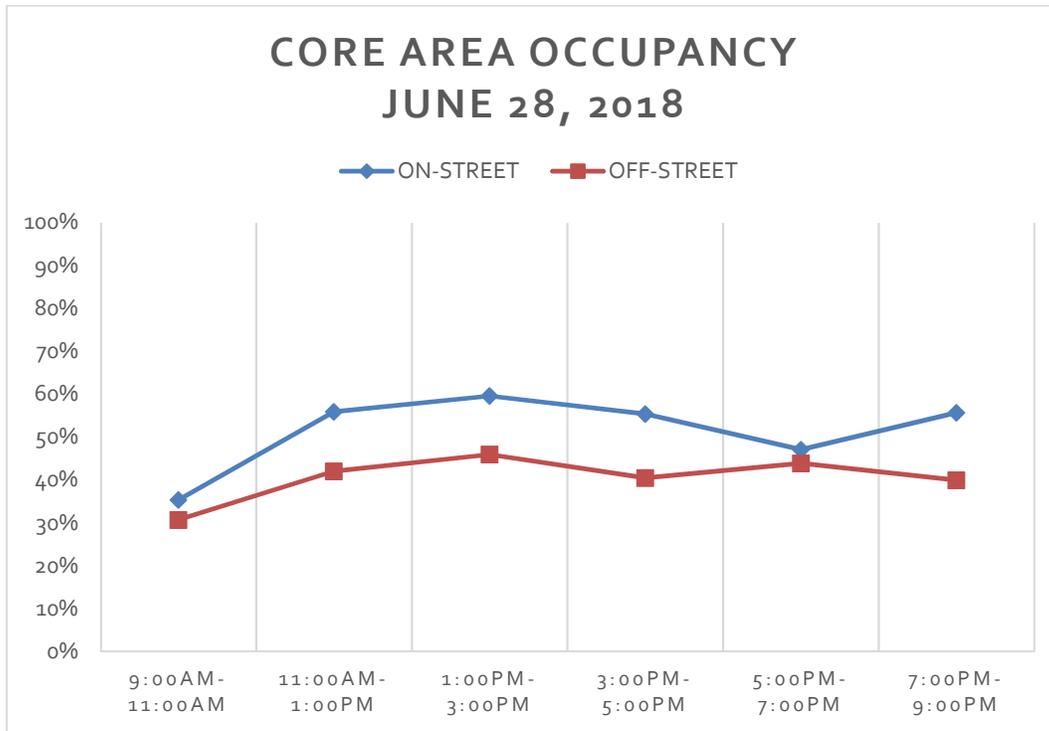
When considering the downtown core area (Blocks 6-12, 14-16 and 18) the proportion of spaces occupied is higher during all circuits compared to the total study area. The peak time within the core remains at the 1:00PM to 3:00PM circuit, though the proportion of spaces occupied is increased from 39% (total study area) occupancy to 48% (core area) occupancy of the available and observed spaces. This equals 430 vehicles observed in the 782 parking spaces in the downtown core area.

When we look at the core area, on-street occupancies were higher during all of the six circuits. Within the core, on-street parking peaked at 58% during the lunch circuit (1:00PM) with a small dip until 7:00PM where the occupancy increased 56%. The 9:00AM and 5:00PM circuits were the only two circuits below 50% occupancy for the on-street parking. **Table G** and **Graph 3** are a summary of findings for the core occupancy.

Graph 3



Graph 4



**Table G**  
**Core Area Occupancy Summary**  
**Thursday June 28, 2018**

CORE AREA	# SPACES	9:00AM-11:00AM	% OCC.	11:00AM-1:00PM	% OCC.	1:00PM-3:00PM	% OCC.	3:00PM-5:00PM	% OCC.	5:00PM-7:00PM	% OCC.	7:00PM-9:00PM	% OCC.
ON-STREET	395	139	35%	217	55%	230	58%	214	54%	184	47%	220	56%
OFF-STREET	387	119	31%	163	42%	178	46%	157	41%	170	44%	155	40%
<b>TOTALS</b>	<b>782</b>	<b>277</b>	<b>31%</b>	<b>395</b>	<b>44%</b>	<b>430</b>	<b>48%</b>	<b>406</b>	<b>45%</b>	<b>406</b>	<b>45%</b>	<b>425</b>	<b>47%</b>

## OCCUPANCY SUMMARY

The number of spaces occupied at peak time in downtown Boyne City are relatively low. When the parking demand is higher, best practices are to manage the parking such that between 85% and 90% of the parking is occupied. Parking policy and management recommendations are provided in this study to help better manage the parking system.

The peak overall occupancy was 39% with 647 of the 1,622 spaces occupied. When we analyzed the results for the core area we see that the peak overall occupancy increases to 52%, with 408 of the 782 spaces occupied. This tells us that there is still sufficient parking in the downtown area available during peak hours, though all parking may not be available for all users. Additionally, the public parking may not be located as the most convenient spaces for all destinations.

## PARKING DEMAND CALCULATION

Analyses were performed to determine the current and future parking demands and needs for the study area. The data collected and compiled by Rich & Associates to calculate the parking demand included:

- An inventory of the study area on-street and off-street parking supplies.
- Turnover and occupancy studies for public and private on-street and off-street parking areas.
- Block-by-block analysis of square footage and type of land use in the study area. (Building inventory was provided by Boyne City staff)
- This demand analysis contains two levels of parking analyses to determine the number of parking spaces needed. First is a mathematical or hypothetical model of parking demand based on the building gross square footage. The mathematical model multiplies a parking generation ratio (PGR) by the gross area of specific land uses to derive the number of spaces needed. The second is a method of using field observations and data to calibrate the mathematical model and help to establish projected spaces needed.
- The demand model is based on a weekday peak between 9:00AM and 9:00PM.

A point to consider regarding the parking supply and demand is that motorists in general perceive off-street spaces with occupancies greater than 85% to be at capacity. The greater the capacity of the parking area, the less this perception is valid. When this occurs, motorists will begin to re-circulate to seek more parking, adding to traffic congestion and the drivers' perception that there is no parking available in the downtown.

The PGR's were established from Rich & Associates field work and previous experience with work in similar communities. The demand factor for each land use type includes an estimate for employees and patrons to that particular land use and reflect a daytime peak. Once parking demand has been calculated for both current and future conditions, a comparison with the existing supply of parking is made. The resulting figures are parking surplus or deficit figures for each block.

The PGR's are used in conjunction with information from the Institute of Transportation Engineers (ITE) and the Urban Land Institute (ULI). These two sources are the generally accepted standards for parking generation. Rich & Associates uses experience along with these sources to modify or customize the parking generation ratios specifically to the study area.

Once a parking demand model is developed that illustrates the surpluses and deficits numerically and graphically, we then compare the model with the actual field observations, specifically the turnover and occupancy counts. The comparison serves as a test of the demand model and allows Rich & Associates staff to make further revisions or adjustments where necessary, thus ensuring accuracy to the overall parking dynamic in the downtown area. It is important to note that the demand calculations are slightly higher than the observed observations due to changes in land use, intensity in demand and allowance for some growth of current businesses.

The assumptions used in developing the PGR's and the parking demand calculations are:

- Assumption 1:** It was assumed that parking demand per block was dependent on the gross floor area contained in the block. Demand computed for one block was not affected by the amount of gross floor area available on surrounding blocks. Therefore, a block with surplus parking supply is not used to offset calculated shortfalls on adjacent blocks.
- Assumption 2:** The projected parking demand for the future was derived under the assumption that currently occupied properties would remain occupied at existing or higher than existing levels into the future.
- Assumption 3:** The projected vacant space is shown reoccupied at a rate of 40% in five years and 80% in 10 years.

## PARKING NEED

Once we have determined the base parking demand calculation we then need to adjust the parking generation factors to demonstrate the actual parking need for the downtown. Rich & Associates factors in the reality of parking to the demand such as walking distances to public parking locations, conditions of parking lots and the conditions of the path to and from the lots. We increased the demand model by approximately 10% to account for changes in intensity and

the reality that a Saturday will have a higher demand (even with many office land uses being closed).

Parking need will fluctuate based on several factors such as use changes and intensity of land use. A restaurant or retail spaces could become a destination in the region increasing the overall demand for that specific land use or an office space could go from selling insurance to a call center which requires a much larger staff and will have an evening shift. The following are issues that are considered when developing the number of parking spaces needed:

- Building size, purpose and special use conditions.
- Alternative modes of transportation, including availability, level of use, attractiveness and policy impacts.
- Proportion of the downtown trips that are multiple-use or linked (available shared use parking).
- Vehicle traffic.
- Cost of parking.
- The intensity of developments in the downtown.
  - The overall number of businesses in a downtown drawing customers.

The gross square footage of the sorted land use categories by block was provided by Boyne City staff. The different land uses for each block are in general multiplied by a parking generation ratio (PGR) of spaces required per 1,000 square feet. The resulting demand number is deducted from the available parking supply on each block to determine a surplus or deficit condition for each block. The Dilworth Hotel (22 rooms and restaurant) is currently under renovation so this is included in the current demand scenario.

**Table H on page 26** is the Parking Demand Matrix, followed by a summary of the parking demand represented spatially in **Map 5 on page 27**. This model is intended to be used as a tool to determine the current parking demand and help project the future parking demand. The parking generation ratios are not for zoning purposes. They are to be used along with the demand matrix as a tool to determine the parking impact of existing and new development coming into the study area. The results from the parking demand matrix are compared to the turnover and occupancy results to make sure that there is a reasonable correlation with the observed needs of the downtown.

In our opinion, one of the biggest reasons that people perceive a parking shortage in the downtown is because some employees and business owners are parking on-street, taking prime customer and visitor spaces. When an employee parks on-street due to greater convenience when their business has a private parking space available for their use, the employee is actually taking two spaces out of the parking supply. This is because the private space is not a shared parking space, instead it is reserved only for the business, whereas the public on-street spaces

are intended to be available for anyone visiting the downtown. Shared use is an important component of parking that allows municipalities to develop less parking for each land use due to the ability to park once and visit multiple locations.

The current daytime parking situation in the entire study area as calculated showed an overall surplus of 970 spaces. When looking at the core area this surplus is only 296 spaces. Currently there is parking located within a couple of blocks of all areas to handle shortages. As development continues and additional businesses come to downtown Boyne City, there is the potential for an increase in the intensity (number of people visiting each land use) and of overall land use. Therefore, it is important to constantly monitor the parking system and update the demand model with any changes to the parking supply or land use. The updated model should then be compared to occupancy counts from the parking system.

Table H

Daytime Parking Demand Matrix																	
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
BLOCK	OFFICE	MEDICAL OFFICE	RETAIL	SERVICE	MIXED USE	RESTAURANT/ BAR	HOTEL	RESIDENTIAL	LIBRARY	WAREHOUSE	CHURCH	VACANT	DEMAND	PARKING	SURPLUS/	PROJECTED SURPLUS/	PROJECTED SURPLUS/
							(PER ROOM)	(PER UNIT)					CURRENT	SUPPLY	DEFICIT	DEFICIT	DEFICIT
PARKING GENERATION RATIOS	1.85	2.15	1.65	1.75	2.00	3.75	1.15	1.00	1.50	0.75	0.35	2.25			CURRENT	5 YEAR (40%)	10 YEAR (80%)
1	71,400	-	-	-	-	-	-	-	-	-	-	-	132	178	46	46	46
2	-	-	-	-	-	-	-	-	-	-	-	-	0	136	136	136	136
3	-	14,503	-	-	-	2,160	-	-	-	-	-	6,232	39	122	83	77	74
4	11,882	-	2,604	-	-	-	-	3	-	5,000	-	1,102	33	70	37	36	35
5	-	1,500	-	-	-	-	-	-	-	3,700	-	-	6	28	22	22	22
6	2,000	-	20,472	4,952	-	6,060	-	2	-	-	6,000	-	73	122	49	49	49
7	5,510	-	3,609	-	-	6,371	-	1	-	-	-	-	41	65	24	24	24
8	-	-	-	-	-	15,000	-	-	-	-	-	-	56	77	21	21	21
9	1,355	1,116	3,176	4,192	-	-	-	1	-	-	-	5,064	18	37	19	14	12
10	1,139	-	21,711	-	6,708	5,200	-	2	-	-	-	5,250	73	110	37	32	30
11	-	-	3,000	1,200	-	-	-	-	-	12,502	-	4,297	16	90	74	70	68
12	-	-	-	-	-	-	33	-	-	-	-	-	38	51	13	13	13
13	-	-	-	-	-	-	-	-	-	-	-	-	0	133	133	133	133
14	-	-	-	7,000	-	20,540	-	16	-	-	-	3,751	105	77	-28	-32	-33
15	5,948	-	2,424	956	-	-	-	5	-	-	-	-	22	37	15	15	15
16	-	-	-	-	-	-	-	-	10,000	2,804	4,000	-	19	73	54	54	54
17	-	-	1,000	-	-	-	-	-	-	-	-	-	2	29	27	27	27
18	-	-	1,452	-	14,000	-	-	3	-	-	4,000	-	35	80	45	45	45
19	1,024	3,546	1,056	-	-	-	-	9	-	750	10,000	5,124	24	65	41	36	34
20	-	-	-	-	-	-	-	-	-	-	45,000	-	16	65	49	49	49
21	-	-	-	-	-	-	-	-	-	-	-	-	0	73	73	73	73
<b>TOTALS</b>	<b>100,258</b>	<b>20,665</b>	<b>60,504</b>	<b>18,300</b>	<b>20,708</b>	<b>55,331</b>	<b>33</b>	<b>42</b>	<b>10,000</b>	<b>24,756</b>	<b>69,000</b>	<b>30,820</b>	<b>748</b>	<b>1,718</b>	<b>970</b>	<b>942</b>	<b>928</b>
													(STALLS)	(STALLS)	(STALLS)	(STALLS)	(STALLS)



<p><b>CITY OF BOYNE PARKING STUDY</b></p> <p>Boyne City, Michigan SAR 8-23-18</p>	<p><b>RICH &amp; ASSOCIATES</b> PARKING CONSULTANTS</p> <p>21877 Northwestern Hwy, Suite 208 Southfield, Michigan 48033</p> <p>Southfield, MI 248.353.5282 Lutz, FL 813.949.9666</p> <p>ARCHITECTS - ENGINEERS - PLANNERS</p> <p>06-26-18 sar</p>	<p><b>LEGEND:</b></p> <p>STUDY AREA (Orange outline)</p> <p>CORE STUDY AREA (Yellow outline)</p> <p><b>BLOCK FACE KEY PLAN:</b></p> <p>A B D # C</p>	<p><b>SURPLUS OF PARKING</b></p> <p>+100 (Blue)</p> <p>0 through 99 (Green)</p> <p><b>DEFICIT OF PARKING</b></p> <p>-99 through -1 (Yellow)</p> <p>-100 + (Red)</p>	<p>Sheet Title:</p> <p><b>SURPLUS/DEFICIT</b></p> <p>CURRENT</p>	<p>MAP Number:</p> <p>MAP 5</p> <p>Pg. 27</p>
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## FUTURE

When projecting the future demand scenarios, we used a rate of 40% re-occupancy of vacant space in the five-year projections and 80% in the 10-year projections. With only 18,362 square feet of vacant space in the downtown, the future numbers do not change much. Along with showing the re-occupancy of the vacant space for the future projections, Rich & Associates was directed to examine potential scenarios with in-fill development occurring on current parking lots and other potential sites. These five and 10-year scenarios are detailed on **page 29**, with **Map 5.1** detailing the five year and **Map 5.2** detailing the 10-year scenario.

The Five-Year Scenario for the entire study area shows a surplus of 612 spaces with the core area showing a surplus of only 120 spaces. While the 10-Year Scenario shows the entire study area surplus reduced to 444 spaces with the core area surplus turning into a deficit of -124 spaces. These numbers are all speculative and will most likely not be the actual square footages proposed. With that being said, it is important to understand the potential impact of developments on these sites along with the impact of losing public parking lots.

The Five-Year Scenario is workable if parking is managed better and employees are parking where they should. It will be important to provide direction along with education on where employees can park. The 10 Year Scenario will take strategic planning with a well run parking system and locating parking close to the core for employees. This level of activity in the downtown will need parking enforcement conducted on a regular basis in order to keep the most convenient parking available for customers and visitors of the downtown.

**Table I**  
**Core Area Parking Demand**

BLOCK	DEMAND	PARKING	SURPLUS/ DEFICIT	PROJECTED SURPLUS/ DEFICIT	PROJECTED SURPLUS/ DEFICIT
	CURRENT	SUPPLY	CURRENT	5 YEAR (40%)	10 YEAR (80%)
2	0	11	11	11	11
6	73	122	49	-110	-126
7	41	65	24	24	-1
8	56	47	-9	-9	-9
9	18	37	19	14	12
10	73	110	37	32	-51
11	16	90	74	70	68
12	38	51	13	13	13
14	105	77	-28	-32	-33
15	22	37	15	15	15
16	19	73	54	54	-60
18	35	72	37	37	37
<b>TOTALS</b>	<b>496</b>	<b>792</b>	<b>296</b>	<b>120</b>	<b>(124)</b>
	(STALLS)	(STALLS)	(STALLS)	(STALLS)	(STALLS)

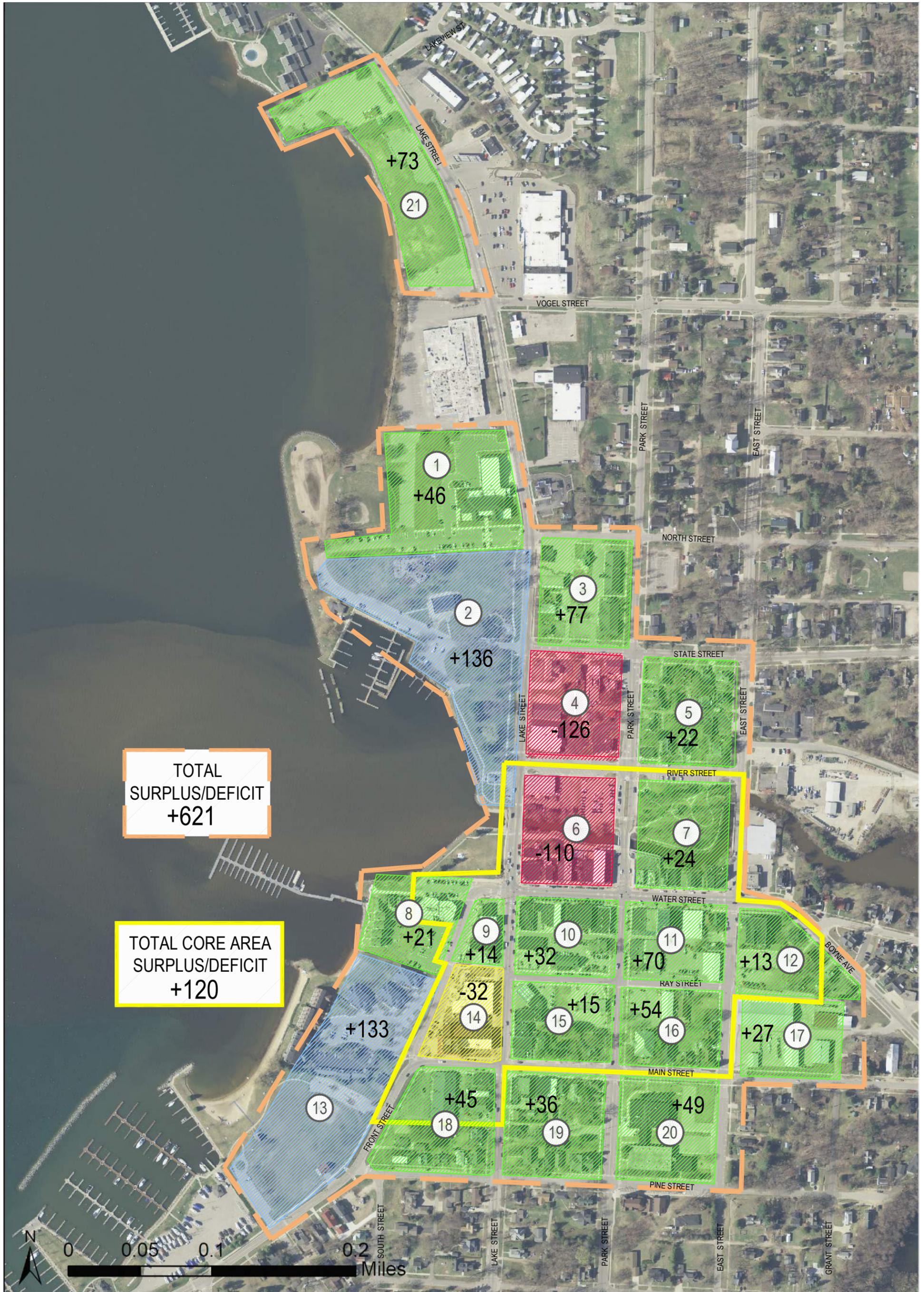
### 5 Year Scenario - Potential Development Sites:

1. Potential development (2-3 sty mixed use) on the site of the public lot on block 6.  
3 floors = 11,700sf (35,856sf per floor) of mixed use, leaving 14 parking spaces.
2. Potential development (2-3 sty mixed use) on a privately owned site on block 4.  
3 floors = 69,960sf (23,320sf per floor) of mixed use

### 10 Year Scenario - Potential Development Sites:

1. Potential development (1-2 sty mixed use) on the site of 2 portions of the public lot on block 10 with frontage on Lake Street and Park Street.  
2 floors = 11,700sf (5,850sf per floor) of mixed use (Lake Street)  
2 floors = 9,600sf (4,800sf per floor) of mixed use (Park Street)
2. Potential development (1-2 sty mixed use) on two privately owned lots on block 7.  
2 floors = 3,000sf (1,500sf per floor) of mixed use (east site)  
2 floors = 3,000sf (1,500sf per floor) of mixed use (west site)
3. Potential development (1-2 sty mixed use) on a privately owned site on block 16.  
2 floors = 30,140sf (15,070sf per floor) of mixed use

**\*Sites were provided by the City with approximate building levels, square footage was estimated by the size of the site. This is a potential scenario with proposed numbers and maximum number of floors, they are only to be used for predicting potential future parking impacts. The demand matrix should be updated with actual proposed development plans and land uses when available.**



TOTAL SURPLUS/DEFICIT  
**+621**

TOTAL CORE AREA SURPLUS/DEFICIT  
**+120**

**RICH & ASSOCIATES**  
PARKING CONSULTANTS

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Southfield, MI 48033 948-3353 948-3353 948-3353

ARCHITECTS • ENGINEERS • PLANNERS

06-26-18 sar

**LEGEND:**

- STUDY AREA
- CORE STUDY AREA

**BLOCK FACE KEY PLAN:**

**SURPLUS OF PARKING**

- +100
- 0 through 99

**DEFICIT OF PARKING**

- 99 through -1
- 100 +

Sheet Title:

# SURPLUS/DEFICIT

FUTURE 5 YEARS

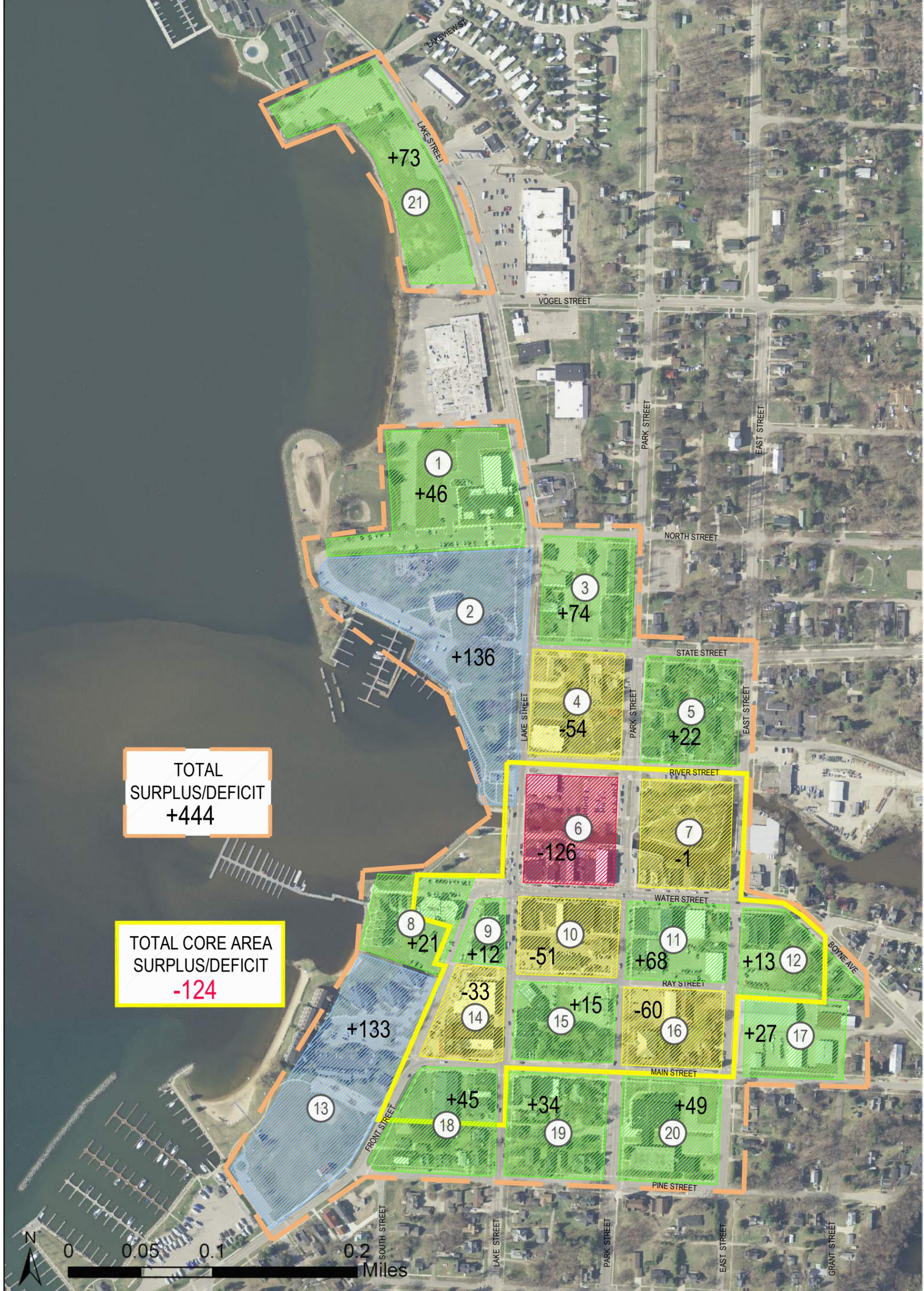
MAP Number:

MAP 5.1

Pg. 30

**CITY OF BOYNE**  
PARKING STUDY

Boyne City, Michigan  
SAR 8-23-18



TOTAL SURPLUS/DEFICIT  
**+444**

TOTAL CORE AREA SURPLUS/DEFICIT  
**-124**

## PUBLIC INPUT

Public input was solicited in the form of several meetings with stakeholders of the downtown. Discussions with stakeholders included questions specific to where they worked, businesses they owned, lived or had encounters with parking in the downtown.

Many stakeholders stated that there is only a parking shortage during a few weeks of the year and during special events. It was also stated that it is sometimes difficult to find parking on street, though additional parking is available within a reasonable walking distance. Other discussions that came out of the stakeholder meetings included discussions of how parking shortages will become an issue for future developments.

Other Stakeholder comments:

- Many employers and employees are parking on the street and should park in the lots or farther away.
- Employees are not willing to walk more than 2 blocks in the downtown.
- Signage.
- Not enough boat trailer parking.
- Need RV parking.
- Snow removal or lack of snow removal.
- People will not walk in the winter.
- Wayfinding signs.
- Not enough parking for employees.
- Some felt that there is not enough parking while others felt that there was sufficient parking.
- Do not want paid parking.
- Do not want parking enforced/Parking needs to be enforced.

## PRELIMINARY RECOMMENDATIONS

### Introduction

The recommendations presented here are intended to enhance the use of the existing supply of parking through operational and management changes. While aimed primarily at increasing the efficiency of the system, the recommendations are comprehensive and provide a holistic approach to improving parking in the downtown today as well as provide a plan for accommodating future growth of the downtown.

The recommendations in this section are a set of tools that Boyne City can use to manage and develop a parking system. Boyne City will also be given the demand matrix chart (**Table H**) to use as a tool to manage land use and parking in the City. This chart can be updated with new development, vacancy or in-fill data, along with any changes to the parking inventory. The chart allows Boyne City to understand the impacts of potential development and will assist in quantifying the future parking needs of the City.

Managing a parking system is not just about parking vehicles, it also involves the walkability of a downtown. Elements such as signage, enforcement, lighting and marketing parking to business owners, employees and visitors effect the overall usage of the parking system. The utilization of individual lots can depend on any or all of these factors, as well as the overall condition of the lot. Fundamentally, these issues can impact a parking system and therefore the downtown economics in general.

Rich & Associates believes that it is most important to first provide recommendations on how to better manage the current parking supply in the downtown. There are several recommendations that will make the parking in the downtown easier to use. Some of these recommendations can be implemented easily and quickly with little or no cost to the City while others may require significant budgeting and time to complete. The Recommendations section of the report focuses on policy and actions to address the current parking condition while providing a direction to develop an efficient system for the future. With a unified approach, Boyne City will be best prepared to address parking related issues and handle new development now and in the future.

## **1. Parking Management**

As the City grows it should consider having one person overseeing the overall parking system. This person would act as a liaison between the City Council, City departments, the public and enforcement.

Having a single parking point of contact expedites decision making and allows for better integration of the various aspects of parking. The administration of the parking system under the direction of one person will benefit the parking system allowing it to adapt to changes. If possible, it is helpful to have all parking related expenditures and enforcement under one budget, allowing for an efficient way to track the system and create checks and balances.

Additionally, a managed parking system is able to adapt to changes that are brought on by new development, businesses moving in and or out, along with land use changes.

### **Actions, Time Frame and Cost:**

#### **1.1 Action – Appoint a person to oversee the parking system**

Time Frame – As needed

Cost – N/A

## **2. Discourage the Development of Any New Private Parking Lots in the Downtown that are not Shared Use Parking**

A parking system works best when the parking can be shared and the municipality is in control of 50% or more of the available parking in the downtown. This is an important benchmark because it allows for shared use parking. Maximizing the percentage of the parking supply that is shared among different users and recognizing that different types of land use will peak at different times of the day, allows the parking needs of the City to be met with fewer spaces, thereby requiring less investment. The City's control of 63% of the parking meets the 50% minimum benchmark. At higher percentages of public parking, even more flexibility is available.

When parking spaces are reserved for specific businesses or uses, and are not available for multiple businesses in the downtown, many spaces may often go unused during parts of the day. While the current parking demand analysis showed that there is an overall sufficient parking supply, the availability of shared use public parking is vital for downtown businesses to succeed. When there is a lack of available public parking because the parking is reserved for specific uses, this makes it difficult for a customer/visitor of the downtown to visit more than one location without having to move a vehicle. This also makes it difficult to provide a sufficient amount of employee parking off-street for those businesses without their own lots.

Density combined with a mixture of land use types encourages activity in an urban setting. Privately developed surface parking lots can be discouraged through zoning ordinances. Some communities outright ban parking development by private developers, while others implement parking maximums that limit the amount of on-site parking that can be built with development.

When a community chooses to discourage private parking within a specific business district, the Municipality takes on the task of providing enough parking to support economic activity for all developments (other than uses such as hotel or residential) within the district. Like Boyne City, many downtowns do not require parking in the Central Business Districts. The reasoning behind this move is that a dense downtown can be created without an excess of parking. The parking that is built, is intended to be shared among all businesses increasing the efficient use of the spaces. This also encourages walking, thus encouraging customers to visit multiple locations. Additionally, this allows the City to keep development where they want, parking in locations that benefit the whole district and provide a more pedestrian friendly downtown.

Currently the majority of the parking need in the downtown is provided by the City. In order for the City to pay for additional parking it may become necessary to consider charging for parking, an in-lieu of parking fee (or Parking Improvement Fund fee) for new development and/or create an assessment district to fund new parking projects. It most often takes more than an assessment district or an in-lieu of fee to pay for new parking. Many communities have to use multiple funding sources.

Excepting parking requirements for development in the downtown core encourages density, mixed land use and development in the district. Most communities do require residential developments to provide parking in a Downtown Business District. Residential parking can sometimes work as shared use parking, though it is difficult to rent or sell units when there is not a dedicated parking space provided, especially in an area without multiple forms of public transportation.

### **Actions, Time Frame and Cost:**

**2.1** Action - The City should continue to discourage the development of any new private parking lots in the downtown that are not for residential use or public parking, and continue to encourage the use of the ordinance allowing shared use parking (Article X.- CBD, Sec. 10.10.)

Time Frame - Immediately

Cost – To be determined

### **3. Work with Private Parking Lot Owners in the Downtown to Create Shared Use Parking**

Public/private partnerships are another key factor in providing additional shared use parking. It is recommended that the City work with lot owners that have underutilized lots to bring these spaces into the public parking system, through a lease or an agreement to clean, light and enforce. Where possible it will benefit the City to seek out public/private partnerships with banks, churches, schools or other entities that have large parking lots that are not needed every day or all day. There is a church on block 19 that has twelve spaces, a private lot on block 12 with 16 spaces, a private lot on block 15 with 10 spaces, the school lot on block 20 and there is a bank on block 4 that may be willing to work together with the City. This will increase the amount of publicly available shared use parking. Even though there is enough parking in the study area it would be beneficial for agreements to be developed to share parking lots, especially to help provide convenient employee parking.

#### **Actions, Time Frame and Cost:**

**3.1** Action - The City should work with owners of private lots to allow for public shared use of the private parking areas where possible.

Time Frame – 0-3 years

Cost – Potentially would require cleaning, lighting, and enforcement of lots.

### **4. Marketing**

Marketing is a key aspect of a successful parking system. Marketing should be done every time there is a change to the parking system and should be directed towards the entire community. It is important to encourage downtown employees to park in the long term parking areas, leaving the most valuable on-street parking for customers and visitors. Additionally, an individual's perception of Boyne City is greatly enhanced if they know ahead of time where they can park and what, if any, restrictions are on parking.

Marketing materials can include direct mailings, brochures, maps, kiosks, on-line web pages and articles in magazines and newspapers. Information contained in the marketing materials should include location, up-coming changes, regulations, fine payment options and any other information relating to the parking system.

Flyers that list the downtown businesses included with a map showing parking areas and key attractions work well to market both the businesses and the parking system, like the one put out by Main Street. The flyer is even more beneficial if it includes the durations of parking, both on-street and off-street, and clearly defines where all user types should park. This flyer can be specifically designed for different user types such as employee, residential, special event and

customer/visitor. This can aid in educating employees or residents on specifically where they should be parking.

Rich & Associates included an example of a parking flyer on **page 38** and **39**. This flyer is intended to be specific to parking in the downtown and should also include locations of bicycle racks. Selling advertising space to businesses on the flyer can help defray the expense of printing, though it can also take away from the message if there are too many adds and text.

**Actions, Time Frame and Cost:**

**4.1** Action - Develop flyers that can be distributed to all parking users; customers/visitors, employees, residents and special event attendees.

Time Frame – 0-1 year and continued yearly.

Cost – \$300-\$500 for flyers with \$500 annually for ongoing maintenance.

## Welcome to Boyne City

Whether you are a first time visitor, a local resident who enjoys all that downtown Boyne City has to offer, a business operator or employee, we want to make your downtown experience even better. This brochure will guide you to where you can park.



### Parking is Easy in Downtown Boyne

The map indicates time restrictions for on-street parking, lots open to the public and lots with parking available for monthly lease.

Public lots are available for use free of charge. Please be aware of overnight restrictions in public lots and on-street .

If you would like to check on availability of leasing a parking space in a public lot or if you would like to discuss a parking idea or concern please contact the Police Department.



## Parking Fines

### Visitor Information

City of Boyne City  
319 North Lake Street  
Boyne City, MI 49712  
Ph: 231.582.6597 ♦ Fax: 231.582.6506

Hours:  
Monday - Friday  
9:00 am - 5:00 pm

### Questions?

Police Department  
Phone: 231.582.6611

Hours:  
Monday - Friday  
8:00 am - 4:00 pm

## Parking Guide





### Welcome to Boyne City, Michigan



**Customer / Visitor Parking**

Boyer City offers Free on-street 2-hour parking to customers and visitors of the downtown. Two hour parking is enforced from \_\_\_\_ AM to \_\_\_\_ PM



**Employee Parking**

We ask that employees park in the off-street public parking lots. Overtime parking and space to space movement create problems by reducing the number of convenient customer parking spaces needed for downtown businesses.

*The Boyer City thanks you for leaving the most convenient parking spaces for the customers and visitors of the downtown.*

**Map Legend**

- PRIVATE / RESERVED LOTS
- PUBLIC / RESERVED LOTS
- PUBLIC ON-STREET (UNLIMITED)
- 2 HOUR - ON STREET
- 15 MINUTE - ON STREET
- ♿ BARRIER FREE

## 5. **Bicycle Racks**

Consider providing additional bicycle parking which in turn cuts down on the number of motor vehicle spaces needed during peak season.

### **Guidelines on Bicycle Racks:**

- Racks should allow bike frame to make contact at two points.
- Should allow for more than one bike per rack.
- Needs to allow for popular “U” shape lock.
- Racks should be placed where they will not impede upon pedestrian traffic, though need to be readily identifiable.
- Should be clearly signed with a bicycle parking sign or pavement markings.

### **Actions, Time Frame and Cost:**

**5.1** Action - Add additional bicycle racks to the downtown following the guidelines provided.

Time Frame - 0-3 years

Cost - \$100 - \$300/rack, depending on size and number of racks



These are examples of on-street bike facilities, that meet the guidelines for bicycle racks. Both are a version of the popular U-rack. The pictures show an on-street parking space turned into 14 to 12 parking spaces for bicycles.

## 6. Special Event Parking



Rich & Associates recommends that a plan be developed for parking during special events. This plan should include a remote lot location (public school, church, City or Municipally owned lot) and if necessary an agreement with the lot owner. Additionally, some form of shuttle service may need to be arranged with the local transit service, or schools.

Purchase sandwich boards and develop a flyer to be used during special events. The flyers can be handed out to businesses and used in marketing the event (further discussed in the Marketing recommendation). The sandwich boards are used as temporary wayfinding signs during special events leading parkers to the temporary overflow lots.

### Actions, Time Frame and Cost:

- 6.1** Action - Develop a flyer that can be distributed to businesses and purchase sandwich boards to be used as temporary wayfinding signs during special events.

Time Frame – Monitor the need.

Cost - \$200-\$550 for signs \$150 - 200 annually for flyers.

## 7. Parking Signs

Parking areas can be difficult to find if they are located behind buildings, particularly if someone is not familiar with the downtown. There should be more directional/location signs in the downtown, especially to lead parkers to public parking lots. The parking lots need identification signs to inform a visitor of the downtown that the specific parking area is not only for public use, but also at no charge (free). It is helpful to name the lots so that a customer can remember where they parked. Naming the lots can also help with giving directions to businesses in the downtown. The names should reflect the lot locations by using street names.

Pedestrian wayfinding is critical once a person parks their vehicle and transitions to walking. Being able to follow wayfinding maps or signs, aid pedestrians in locating key destinations, and then back to where they parked. These are particularly important elements in tourist/customer/-visitor oriented downtowns. Boyne City should consider adding one or two kiosks to the downtown with business listings and parking locations.

Rich & Associates has developed a parking signage best practices package that is detailed in this recommendation. The information is provided to show how the signs work together and provide a comprehensive wayfinding system. Boyne City is in the process of purchasing and installing wayfinding signs, and therefore this recommendation is to show how parking wayfinding will work with the overall wayfinding signage package.

### Best Practice Sign types include

The following four types of parking signs are strongly recommended as best practices for improving driver wayfinding. Communities often miss the important role that signs play in making visitors comfortable with their surroundings and the effect that signs can have on vehicle travel and parking use efficiency.

#### Directional/Location:



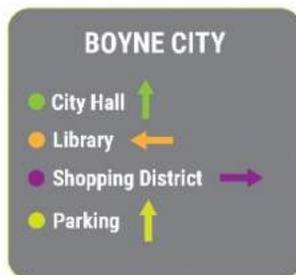
Directional-parking signage is distinct in color, size and logo and directs drivers to off-street parking areas. Parking location signage complements the directional parking signage. The signs can have arrows pointing to the off-street lots. The signs are mounted on poles at standard heights, on the streets directing parkers to off-street lots.

#### Identification:



Identification signage is placed at the entry of each parking lot. The name of the parking area is identified and the type of parking available as well as hours of enforcement and the hours of lot operation are listed on the signage. The identification signage is distinctive in color and size, and it is located on a pole at a lower height. The text should be large enough to read while driving.

#### Vehicular Wayfinding:



Vehicular wayfinding signs are placed at points in the downtown leading drivers to places of interest and parking locations. The sign also points out the various landmarks or attractions that can be found. These types of signs are placed at key locations easily found by a driver and are intended to help a driver orient themselves to the downtown area. Arrows should always point forward, to the left and right. Avoid using downward pointing arrows.

**Pedestrian Wayfinding:**



Pedestrian wayfinding signs or kiosks are placed at the points of pedestrian entry/exit to parking lots. Typically, a map illustrating the downtown area that points out the various shops or attractions. These types of signs are placed at locations easily found by a pedestrian and are intended to help that person orient themselves to the downtown area, to locate their destination and then be able to return to where they parked.

The two-hour duration parking signs on-street should be consistent in color and text. They should also be placed at a height that will not be obstructed by a SUV parking in front of the sign. Many of the signs in the downtown are difficult to see if a SUV is parked in front of the sign. It is also important that there are enough signs on a block that it is clear that the parking is time restricted.



**Action, Time Frame and Cost:**

**7.1** Action - Name all public lots and add introduction signs at the entrance to all public lots. The text should be large enough to read while driving. This will aid in marketing and wayfinding.

Time Frame – As soon as possible

Cost – See **7.2**.

**7.2** Action - Rich & Associates recommends the addition of a family of parking wayfinding (3 sign types, Boyer City currently has vehicular wayfinding) in the downtown.

Time Frame – 0-3 years

Cost – \$75,000-\$150,000 for a package of signs.

**7.4** Action – All duration parking signs on-street and off-street should be consistent in color and text. They should also be placed at a height that will not be obstructed by a SUV parking in front of the sign.

Time Frame – 0-3 years

Cost – to be determined

## **8. Pedestrian Enhancements & Activity**

Pedestrian movement is an important aspect of parking. It is extremely difficult to get people to park beyond the front door of their destination if there is any concern regarding safety or if the experience is not pleasant. Lighting and landscaping can greatly change a perception of safety in lots and along sidewalks. Murals, art, window decorations and flowers can create a pleasant walking experience during the day and night. It is important to follow the landscaping criteria Boyne City has developed for designing parking for all lots in the downtown.

All pedestrian walkways should be barrier free and easy to navigate. Minimize pedestrian and vehicular interaction by creating a clear distinction between the street and sidewalk. This can be done by using texture, colors, trees, or planters between the sidewalks and streets. It is also important to provide handicap accessibility at all intersections.

Trees, banners, art and window displays are other ways to help reduce the speed in downtowns. Bump outs or bulb outs help provide an area of safety when pedestrians are crossing the street. Creating a more pedestrian friendly downtown encourages people to park once while visiting the downtown helping cut down on congestion.

Minimize surface lots and large breaks between buildings to promote walking in the downtown. People tend to walk further without complaint if the walk is pleasant enjoyable and engaging. Boyne City has several sculptures and art features located in the downtown along with decorated store windows, flowers and landscaping that make the walking experience enjoyable.

Dumpsters are an issue in some of the parking lots. Consider trying a combined dumpster service and work with private lot owners to try and limit the number of dumpsters with the use of a shared dumpster plan. This would free up parking spaces in lots and provide aesthetically pleasing alleys. It also creates safer walkways because it eliminates places for people to hide.

Examples:



### Action, Time Frame and Cost:

**8.1** Action - Follow landscaping criteria outlined in the land use ordinance for all parking lots in the downtown (public and private) in order to enhance the pedestrian experience in well lighted and landscaped parking lots. This provides a perception of safety and provides clearly defined areas for cars and pedestrians.

Time Frame – 0-3 years

Cost – Must be determined on a case by case basis.

**8.2** Action - Encourage shared dumpsters/compactors/grease bins in lots that have several businesses surrounding the lot.

Time Frame – 0-3 years

Cost: \$500-\$1,000 per area, Shared dumpsters would include dumpster enclosure and collection of dumpster fees from agreements.

## 9. Residential Parking/Overnight Parking

Downtown residents are an important component of downtown revitalization. With a desire to increase the number of residential developments in the downtown it will be important to develop regulations on when, where and how long residents are allowed to park. It will be beneficial to create an ordinance and downtown residential parking permit to meet this need.

The City should track who purchases the parking permits for each vehicle. As the parking system grows and more permits are sold it may become necessary to track permits using permit software and a comprehensive application form. The form would ask for the parkers name, home and business address, phone numbers, vehicle type(s), and license plate numbers(s) of those vehicles. Additionally, the application should list the rules and penalties possible if they do not park in the appropriate locations and do not pay on time. This contact information will assist in contacting the owner of the vehicle if there is any damage in a lot or a vehicle is inappropriately parked. It may also be necessary to change to a permit that is difficult to reproduce using holograms or plastic permits.

At this time, it will be important to work with landlords to create a flyer for locations of permitted overnight parking. The flyer should include a map identifying locations to park overnight without the worry of a parking citation, the ordinance relating to overnight parking and the fine for parking in the parking spaces that are not identified as overnight parking. This flyer would be provided to new downtown residents when signing leases.

#### **Action, Time Frame and Cost:**

**9.1 Action-** Create a residential parking flyer clearly defining residential parking locations approved for overnight parking.

Time Frame – As soon as possible.

Cost – Minimal

### **10. Parking Duration & Allocation**

#### **On-Street**

Two-hour on-street parking should be the predominant duration for on-street parking as it suits the needs of the majority of customers and visitors. Based on parking Best Practices, it is generally agreed that on-street parking should be reserved for customers and visitors.

Individuals requiring more than two hours should be directed to off-street parking areas. The other duration that should be found on-street is 15 or 30-minute parking for use as pick-up and drop off and loading spaces. The 15 or 30-minute spaces and loading zones should be located as either the first or last space on the block face where needed. These spaces do not belong to a specific use, rather the space is for anyone who has a short-term errand or quick pick up.

Long term (3 hours or more) parking is acceptable in areas where turnover is not the desired effect. This parking can be used for additional employee or customer/visitor parking. The customer/visitor parking is often set at three hours to discourage employees from parking in these spaces. Three-hour parking requires most employees to move their vehicle two times in a

workday discouraging this action. Unrestricted on-street parking where turnover is not required is typically used for employee parking. It is important that the employees are not pushed into residential areas. This will only create a new parking issue causing the residents to not have available parking.

### **Recommendations for On-Street Parking:**

- Work with business owners to get employees to park around block 20, 19B and on 16C during the summer months and special events. There are 97 on-street spaces in this area to provide long term parking less than a five-minute walk from most businesses in the downtown.
- The lot around the park is just at a five minute walk and can be a great place for employees to park in the summer peak season as well. This lot peaked at 19% occupancy.
- The on-street parking along River Street is not well utilized and would be another good employee parking location. There are 54 spaces along this street.
- Continue with the two-hour parking on-street in the core area and add two-hour duration signs to block 7D (1<sup>st</sup> two spaces off Water Street), 11A, 10C, 9A and 8B.
- Work to add loading zones for large truck deliveries that convert back to two-hour parking after a designated time period throughout the downtown. These spaces do not have to be on each block face, if located properly several block faces can share one space. In order for the time restrictions to work it is vital to provide consistent enforcement.
- Spread out the 15-30 minute on-street spaces. There are 8, 15-30 minute spaces along Park Street on block 6. There should be one to two spaces per block face where needed. These spaces are not intended to belong to one business, they are for all businesses on the block. The highest observed occupancy in these spaces during the study was 50%.
- Marketing will be vital to a successful transition of adding time limited durations to the downtown.
  - Employees will need to understand the importance of leaving the most convenient spaces for customers/visitors of the downtown along with the impact this will have in helping businesses to be successful.
  - Customers/visitors will need to easily see signs posting duration limits and what parking is public.

### **Off-Street**

The majority of the off-street parking should be long term for customers and visitors who plan on spending longer periods of time in City. Public off-street parking is where most employees of City businesses that do not have their own parking should park. It is important that long term parking be differentiated from the short-term parking with signs that are easy to understand.

Currently there are no time restrictions in the public lots. There needs to be a clear definition of where employees should park and where customers wanting long term parking can park.

Stakeholders brought up the need for additional boat trailer and RV parking. It appears that the majority of the issue with boat trailer parking is during Boyne Thunder. Work with the Boyne City Municipal Airport to see if a plan can be developed for this event to provide a parking area for the boats/boat trailers. There is also the overflow lot between City Hall and the baseball diamond that could potentially be used for RV's and potentially overflow boat trailer parking. It will be important to let potential users know where and when the parking is available once the plan is in place.

**Action, Time Frame and Cost:**

**10.1 Action-** Regular enforcement will need to be conducted to make sure that the vehicles are not parked beyond posted time limits.

Time Frame – 0-3 years

Cost – Minimal (signs)

**10.2 Action-** Work with business owners to get employees to park in the recommended long term parking during summer months and special events to help provide additional customer spaces in the core area.

Time Frame – 0-3 years

Cost – N/A

**10.3 Action-** Add two-hour duration signs to block 7D (1<sup>st</sup> two spaces off Water Street), 11A, 10C, 9A and 8B.

Time Frame – 0-3 years

Cost – Minimal, cost of signs and enforcement.

**10.4 Action-** Work to add loading zones for large truck deliveries that convert back to two-hour parking after a designated time period throughout the downtown.

Time Frame – 0-3 years

Cost – Minimal, cost of signs and enforcement.

**10.5 Action-** Consider adding loading zone spaces (15 to 30-minute) at either the ends of the block or the middle stall on all blocks where these are not currently provided.

Time Frame – 0-3 years

Cost – Minimal (signs)

**10.6 Action-** Work with the Boyne City Municipal Airport to see if a plan can be developed for Boyne Thunder to provide a parking area for the boats/boat trailers.

Time Frame – 0-3 years

Cost – Minimal (signs)

**10.7 Action-** Consider using the overflow lot between City Hall and the baseball diamond for RV's and potentially overflow boat trailer parking.

Time Frame – 0-3 years

Cost – Minimal (signs)

## **11. Walking Considerations for Shared-Use Parking**

Customer and visitor parking should remain close and convenient, while it is generally expected that employees walk farther in downtown settings. Educating business owners, managers and employees on appropriate parking behaviors is important. There should be a clear understanding with business owners and employees that leaving on-street parking and the close, convenient off-street spaces for customers is vital to the success of businesses in the downtown.

The intent of a City parking program, is to provide an equitable parking system that works for all businesses in the downtown. As discussed earlier, education and marketing are a key component to a successful parking system. **Table L** details people's tolerance for walking depending on the environment. We understand that every community is different and that individual's tolerance for walking will vary depending on the weather, vibrancy, density and age of the downtown. Following the chart is **Map 6** detailing the walking distances from the center of the study area.

**Table L**  
 CHART TO ILLUSTRATE INDIVIDUAL'S TOLERANCE FOR WALKING

	Minutes	Feet
In a highly attractive, completely weather protected and artificially acclimatized environment	20	5,000
In a highly attractive environment in which sidewalks are protected from sunshine and rain	10	2,500
In an attractive but not weather-protected area during periods of inclement weather	5	1,250
In an unattractive environment (parking lot, garage, traffic-congested streets)	2	600

*Gruen, Victor, The Heart of Our Cities. The Urban Crisis: Diagnosis and Cure. Simon and Schuster 1964, New York, p. 250:*

“An average walk is at a speed of 2.5 miles per hour. This converts to 13,200 feet per hour or 220 feet per minute. On this basis, a 5-minute walk would be 1,100 feet and a 10- minute walk would be at 2,200 feet.”

*Pushkarev and Zupan. Public Transportation and Land Use Policy. Indiana University Press from a study by Regional Plan Association of New York (RPA).*

During the turnover and occupancy surveys, 12% of the vehicles observed were overstaying the posted time durations in on-street spaces in front of and near retail businesses. It is difficult for a retail business to survive in an area when there is no convenient on-street parking available. If a customer wanting to visit a retail store to run a specific errand cannot find convenient parking they may go elsewhere. When a customer is planning on visiting more than one retail location they will be willing to park a bit further away and when a customer is planning on spending longer periods of time in a downtown they may be more willing to park off-street and even further away. It is important to move the employees to further away on-street spaces where turnover is not needed and or into the off-street parking.

**Action, Time Frame and Cost:**

**11.1 Action-** Encourage employees to walk to the appropriate parking areas so they are not taking the most convenient customer spaces.

Time Frame – As soon as possible.

Cost – Is included Marketing and enforcement.



**CITY OF BOYNE  
PARKING STUDY**

Boyne City, Michigan  
SAR 8-23-18

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06-26-18 sar

**LEGEND:**

— STUDY AREA

**BLOCK FACE KEY PLAN:**

**WALKING DISTANCES  
IN MILES**

Sheet Title:

**WALKING  
DISTANCE**

MAP Number:

**MAP 6**

Pg. 51

## 12. Parking Enforcement

Parking enforcement is an important component of a parking system. By differentiating the time limits of parking between off and on-street parking, with shorter limits for convenient on-street spaces to encourage turnover we are helping to ensure that customers and visitors always have adequate and convenient parking. However, it is necessary to enforce the parking time limits in order for the allocation to work. The enforcement is currently done only when a complaint is made about a vehicle. As discussed in the Turnover and Occupancy section there were several vehicles parking beyond the posted time limits in the two-hour parking spaces.

Enforcement of time restrictions and other regulations should follow the posted enforcement time in the entire downtown. Within reason, the enforcement staff cannot choose who gets a ticket. Enforcement must be fair and consistent. Parking regulations are necessary and implemented to increase the efficiency of the parking system by allocating certain parking areas to specific users. When the regulations are not followed the systems efficiency is degraded.

Parking Enforcement Officers (PEOs') staffing levels will need to be adequate to ensure that parking is routinely monitored per the applicable regulations. Specifically, one PEO can monitor a route consisting of between 600 and 800 parking spaces. This ratio assumes the use of handheld ticket writers and includes the PEO covering a mixture of long and short-term parking. If an individual is in a vehicle, a specified route of 600 to 800 parking stalls can be monitored up to four times during a standard shift (as permitted with scheduling). There should be multiple routes with varied times so that patterns are not developed allowing patrons to know when and where to park to avoid a citation.

If parking enforcement is done consistently there is no need to have full time PEO's or to cover every space for every hour of the enforcement time. It is important to maintain a level of staffing to cover the entire parking supply though this can be done randomly. Begin with Police staff and as budgeting allows, follow the recommendations below for parking enforcement. The officer should work varying schedules between 11:00AM – 6:00PM Monday through Friday.

The PEO should use chalk to mark tires until handheld parking ticket writers that track license plate numbers and print tickets can be purchased. Handheld units increase efficiency by storing the license plate numbers of vehicles, thus negating the need to physically chalk tires. This allows enforcement to occur during inclement weather, whereas marking tires with chalk cannot be done in rain or snow because the chalk does not mark well on a wet tire. When using the handheld device and following a route, every parking space, whether occupied or not, is then entered into the device (typed in or a picture taken of plate) giving a time stamp of when the PEO checked the space. This helps ensure that a vehicle is not given a ticket before the posted duration.

Handheld units can also store data concerning warrants, previous offenders, shuffling of vehicles and unpaid tickets. If a vehicle needs to be booted or towed due to multiple unpaid

tickets, the information will come up on the handheld unit. Software needs to be purchased to run a handheld system and process and file tickets. A cloud based back up or a “home base” where the handhelds can be downloaded and updated daily will also be required. There are several options of specific ticket writing units. Much of the software written for enforcement can be used with tablets or smart phones. The units can also take pictures of the vehicle in violation.

PEO’s should be dedicated to parking duties, only being reassigned during emergencies or special circumstances that may arise. Street signs should indicate that parking is enforced from 11:00AM to 6:00pm Monday – Friday in any and all areas where there is a limited duration or restrictions for parking.

**Action, Time Frame and Cost:**

**12.1** Action- Consider conducting enforcement of parking in the two-hour spaces. Use Police staff until budgeting allows for a part time PEO.

Time Frame – 3-5 years (when budget allows)

Cost – To be determined.

**12.2** Action- PEO’s should use chalk to mark tires and hand write tickets until handheld parking ticket writers can be purchased that track license plate numbers and print tickets.

Time Frame – 3-5 years (when budget allows)

Cost – Depending on unit and software approximately \$5,000-\$8,000 per unit and then software for ticket tracking to be determined.

**12.3** Action- PEO’s should be dedicated to parking duties as an ambassador of the downtown, only being reassigned during emergencies or special circumstances that may arise.

Time Frame – When budget allows

Cost – To be determined.

**13. Parking Fines**

When handheld ticket writers are purchased, it is recommended that the City move to a graduated fine system (i.e., the first ticket would be a courtesy ticket which is currently \$20.00, and the second ticket would be \$25.00 with each ticket after increasing in price). By offering a courtesy ticket first, the parker has clearly been warned of the parking time durations and with free long-term parking available there are the appropriate parking options.

The recommended graduated parking fine schedule for overtime parking tickets is:

- 1<sup>st</sup>– Courtesy ticket
- 2<sup>nd</sup> –\$25.00
- 3<sup>rd</sup> –\$30.00
- 4<sup>th</sup> –\$35.00

Offer courtesy tickets during the first few weeks of enforcement. After the first few weeks, adopt the recommended fine schedule and only offer a courtesy ticket when a parker has not received a ticket in six months (or whatever time frame is chosen). From a public relations standpoint, it would be preferable to issue a Courtesy ticket alerting the parker of their violation and then explaining the rules for parking in the downtown including a map of labeled parking areas.

All fines should go to a parking fund and should be used to cover parking operating expenses with any net revenue going back into the downtown area (parking fund) for things such as parking enforcement, sidewalk cleaning, signs, lighting, banners etc. Parking revenue is then helping to pay for the upkeep of the downtown.

**Action, Time Frame and Cost:**

**13.1** Action- Adopt the recommended fine schedule along with courtesy tickets.

Time Frame – 3-5 years as budgeting allows for handheld units to be purchased.

Cost – Covered in the cost of handheld units, with a loss of revenue of the first ticket.

**13.2** Action- It is recommended that all fine revenue go into the parking fund.

Time Frame – As soon as possible

Cost – N/A

**14. Maintenance of Parking Spaces On-street and Off-street**

Develop a maintenance schedule for the lots to keep up with maintenance needs and help budget yearly costs. This should include trash removal, sweeping, striping, lighting (lens cleaning, bulb replacement), signs, landscaping and tree trimming. A rotating schedule should be developed with daily, weekly, monthly and annual tasks to assure proper maintenance is completed.

Work with the Chamber and the Main Street program to develop a business text alert system that allow the City to share important information. This system can share changes to the parking system, street closures, plowing routes and times, special event information as well as emergency situations.

**Action, Time Frame and Cost:**

**14.1** Action- Work with the Chamber and the Main Street program to develop a business text alert system that allow the City to share important information.

Time Frame – As soon as possible

Cost – To be determine

**14.2** Action- Develop a maintenance schedule for the lots to keep up with maintenance needs and help budget yearly costs.

Time Frame – As soon as possible

Cost – To be determined

**15. Create a Sinking Fund for Maintenance and Upgrades to the Parking System**

Create a sinking fund for maintenance and upgrades to the parking system. We recommend putting aside \$25.00 per parking space per year. This money would go into a parking fund and should be allocated for long term maintenance and upgrades.

**Action, Time Frame and Cost:**

**15.1** Action- Create a sinking fund for maintenance and upgrades to the parking system.

Time Frame – As soon as possible

Cost – Minimal

**16. Valet Parking**

Valet parking is currently not used in the downtown. As more restaurants come to the downtown and additional development occurs, there is the potential for use of valet parking for restaurant and entertainment venues that makes coming downtown a more attractive adventure. The City would not necessarily operate the valet parking, though the City should have a policy in place for regulating how valet operations would be run and where vehicles can be parked.

This policy should include using public parking areas and private off-street lots as valet parking storage and on-street spaces for vehicle drop off and pick up. The policy should specify rental charges for on-street parking spaces and used for pick-up and drop-off. If any public lots are used there will also need to be a fee set up for the use of these spaces. It is important to limit the number of pick up and drop off-spaces as often valet companies want to reserve more spaces than they actually need.

**16.1 Action-** Develop a policy on Valet parking.

Time Frame – 0-3 years

Cost – Minimal

**17. Meters and Charging for Parking**

At this time it is not recommended to charge for parking. As the downtown continues to grow and develop there may be a point in which the parking is operating at or near 85%-90% occupancy and at that point meters could become necessary as a part of managing parking.

Generally, cities that have parking systems that are self-sufficient rely upon revenue from several sources. This includes revenue from a paid parking system, fine revenue and fee-in-lieu programs. It is difficult if not impossible to build future parking downtown and have it fully amortize without a pooled system of revenue. This is why pooling other parking revenue sources such as all lots and on-street parking is so important.

Based on parking Best Practices it is generally agreed that on-street parking should be reserved for customers and visitors. In areas that have little commercial activity, the on-street spaces can have longer durations of stay allowed. There is a body of information that has been prepared by Donald Shoup from UCLA that suggests that all on-street parking should be metered. The rationale, simply put, is that on-street parking is the most sought after and thus the most valuable parking. Therefore, there should be a charge that places a premium on this type of parking.

Further, it is suggested by Shoup, that revenue from parking meters should be used to cover parking operating expenses and any net revenue go back into the downtown assessment area for things such as sidewalk cleaning, signs, lighting, banners etc. Parking revenue is then helping to pay for the upkeep of the downtown.

Parking meters and other parking technology encourage turnover in a downtown, though enforcement can also work to keep parking spaces turning over. Parking meters or some other type of system to pay for use of a parking space in downtown Boyne City makes sense from a Best Practices standpoint and would provide a revenue stream to improve, maintain and expand the parking in the downtown. Our experience has been that unless there is a properly conducted education process explaining why metered parking is necessary to get property owners and business owners behind paid on-street parking, the implementation of the system will be difficult.

The following is a review of potential ways to charge for parking:

### **Individual Meters**

This option would use individual meter heads for each parking space. The meter can accept coin or credit card and can work with a phone payment application. This option can be the least expensive for initial install if there is not a credit card option. The down side of these meters is that not all will offer the ability for flexible rates and you need one post along the sidewalk for every two meter heads. Cost - \$300-600

### **Permit Parking**

Permit parking can work with any type of meter. This system can be as simple as a hang tag or a sticker and as complicated as gated lots with cards or codes. Using permits can complement a metered parking system and is simple to enforce. As long as the hang tag or sticker is up to date, showing and the permit holder is parked in the appropriate location they will not receive a citation.

If a permit parking system is started it will be necessary to create a database of all permit holders and to what vehicle each permit is registered. As the system grows it will most likely be necessary to purchase permit software that will help to run and keep track of the system. This type of software will also work together with enforcement software to help in enforcing the system. Cost – depending on number of permits (starting with printing and staff time)

### **Multi Space Meter**

The multi space meter was designed to handle both on-street and off-street parking. The simplest multi space meters are simply a meter head that can cover multiple spaces. This type of machine will typically only accommodate credit card and coins. The more complex multi space meter can handle any number of spaces and can accommodate someone paying for parking by coin, bills, credit or value card. The parker simply inputs their stall number or license plate number into the machine and then either selects the amount of time they want to stay (up to a maximum if applicable) and then pays the amount on the screen. A receipt is issued and the parker continues on to the downtown.

The system allows a parker to add time to their space, though ideally would not tell them how much available time was on the space to dissuade someone from driving up and using someone else's unused time. The enforcement officer either wirelessly downloads a report or gets a printout from the machine that indicates spaces or vehicles that have time paid for. Cost - \$6,500-\$10,000/per unit

### **Pay by Phone and Meter/Machineless**

With either option there is the potential to use a pay by phone system. The parker would have to establish an account with the company which can be done in advance or while parking. Once a vehicle is parked the parker would then enter a web address into their smart phone which would then prompt the parker to enter in their stall number along with the length of time they want to purchase. This information would be incorporated in the real time wireless data system allowing

an enforcement officer to pull a report from the machine or handheld ticket writer, giving the pay by phone payment and valid time along with the payments to the meter. Cost – Minimal

Potential ways to pay for a parking system when not charging for parking:

**Assessment Districts**

This option collects yearly fees from all business or building/land owners within a defined district and in this case the money collected would go into a parking fund to offset maintenance, enforcement and management of a parking system. This option is typically used along with a metered parking system and sometimes along with an in-lieu of fee. This option will not pay for new parking alone, it is typically used to help offset the maintenance and day to day costs of running a parking system. Cost – N/A

**In-Lieu of Fees**

In-Lieu of parking fees are typically based on a percentage of the cost of providing one parking stall in a new parking structure. The rate determined needs to be mindful of the need to redevelop the downtown. The rate will need reviewed every three to five years to keep the amount in line with market prices and construction costs. Cost – N/A

**17.1 Action- N/A**

Time Frame – N/A

Cost – N/A

## **NEW PARKING**

Rich & Associates was asked to determine locations for new parking. There is currently a surplus of parking in the downtown and at this point additional parking would only be necessary when there are re-occupancies of vacant space and additional development occurs.

While there were no immediate recommendations for new parking some stakeholders stated that the downtown needed a parking garage. It is important to understand parking structure development costs and how they may be financed in order to have a conversation on the price difference between surface parking and structured parking. Surface parking typically cost between \$3,500 and \$5,000 per space not including land cost. The construction costs for a parking structure in this region, depending on site constraints, number of spaces and overall efficiency of the layout, is estimated to be in the range of \$70-\$85 per square foot. Project soft costs without land costs are generally between 15% and 17% and then finance costs are between 5% and 7% of the project cost.

There are other costs for parking improvements such as new signs, lot improvement, etc. No specific funding mechanism has been identified, though there are several options.

- Paid parking
- In -lieu of fee
- Assessment district
- General fund
- General Obligation Bond
- TIF

### **Timing for Additional Parking Development**

Parking development in the City of Boyne City will need to be coordinated with demand to ensure that as development occurs the City will have the ability to decide when to begin considering new parking. The City will need to regularly check occupancy levels and updated the demand matrix provided with any land use or parking changes to keep a firm grasp on the overall parking system.

PERIOD ENDING 08/31/2018

GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDG USED
		AMENDED BUDGET	08/31/2018 NORMAL (ABNORMAL)	MONTH 08/31/2018 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 000						
248-000-400.000	ALLOCATION FROM CUR YR FD BAL	0.00	0.00	0.00	0.00	0.00
Total Dept 000		0.00	0.00	0.00	0.00	0.00
Dept 030 - REVENUES						
248-030-400.000	ALLOCATION FROM CUR YR FD BAL	21,325.00	0.00	0.00	21,325.00	0.00
248-030-405.000	CURRENT YEAR TAXES	254,328.00	0.00	0.00	254,328.00	0.00
248-030-579.000	GRANTS: STATE	0.00	0.00	0.00	0.00	0.00
248-030-580.000	GRANTS	0.00	0.00	0.00	0.00	0.00
248-030-581.000	VETERAN'S MEMORIAL	0.00	0.00	0.00	0.00	0.00
248-030-582.000	LOAN PROCEEDS	0.00	0.00	0.00	0.00	0.00
248-030-590.000	RIVERWALK GRANT	0.00	0.00	0.00	0.00	0.00
248-030-642.000	CHARGES FOR SERVICES/FEES	0.00	0.00	0.00	0.00	0.00
248-030-660.000	RENTAL INCOME	0.00	0.00	0.00	0.00	0.00
248-030-664.000	INTEREST EARNINGS	0.00	0.00	0.00	0.00	0.00
248-030-670.000	PROMOTIONS COMMITTEE REVENUE	15,000.00	11,199.69	4,350.00	3,800.31	74.66
248-030-670.100	BOYNE APPETIT	4,000.00	0.00	0.00	4,000.00	0.00
248-030-670.200	THEATER REVENUES	0.00	0.00	0.00	0.00	0.00
248-030-670.300	WALKABOUT SCULPTURE SHOW	3,000.00	211.00	0.00	2,789.00	7.03
248-030-671.000	FACADE REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00
248-030-672.000	VSCI REVENUES	0.00	0.00	0.00	0.00	0.00
248-030-675.000	CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00
248-030-676.000	SPECIAL EVENTS - POKER RUN	40,000.00	0.00	0.00	40,000.00	0.00
248-030-676.100	POKER RUN 2011	0.00	0.00	0.00	0.00	0.00
248-030-677.300	RADIO SHACK FACADE FUNDS	0.00	0.00	0.00	0.00	0.00
248-030-680.000	FARMER'S MARKET REVENUES	0.00	0.00	0.00	0.00	0.00
248-030-685.000	SALE OF PROPERTY	0.00	0.00	0.00	0.00	0.00
248-030-691.000	TRANSFERS FROM GENERAL FUND	0.00	0.00	0.00	0.00	0.00
248-030-698.000	WASTEWATER NOTE PROCEEDS	0.00	0.00	0.00	0.00	0.00
248-030-699.000	BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00
Total Dept 030 - REVENUES		337,653.00	11,410.69	4,350.00	326,242.31	3.38
TOTAL REVENUES		337,653.00	11,410.69	4,350.00	326,242.31	3.38
Expenditures						
Dept 731 - EXPENDITURES						
248-731-677.100	THEATER EXPENDITURES	0.00	0.00	0.00	0.00	0.00
248-731-700.000	LAND ACQUISITION	0.00	0.00	0.00	0.00	0.00
248-731-705.000	SALARIES/WAGES	62,420.00	19,582.12	4,104.36	42,837.88	31.37
248-731-710.000	ADMINISTRATION	0.00	0.00	0.00	0.00	0.00
248-731-712.000	INSURANCE: LIFE/AD&D	250.00	70.26	23.42	179.74	28.10
248-731-713.000	MEDICAL INSURANCE	7,056.00	1,764.05	0.00	5,291.95	25.00
248-731-714.000	SOCIAL SECURITY	4,744.00	1,707.21	358.53	3,036.79	35.99
248-731-715.000	PENSION	4,120.00	1,445.30	310.52	2,674.70	35.08
248-731-716.000	UNEMPLOYMENT	10.00	0.00	0.00	10.00	0.00
248-731-719.000	SICK/VACATION	2,971.00	970.40	582.24	2,000.60	32.66
248-731-720.000	PARKING LOT MAINTENANCE	0.00	0.00	0.00	0.00	0.00
248-731-727.000	OFFICE SUPPLIES	1,750.00	412.87	36.25	1,337.13	23.59
248-731-728.000	OFFICE OPERATING EXPENSES	0.00	0.00	0.00	0.00	0.00
248-731-729.000	OFFICE EQUIPMENT	0.00	0.00	0.00	0.00	0.00
248-731-730.000	REPAIRS/MAINTENANCE	2,000.00	0.00	0.00	2,000.00	0.00

PERIOD ENDING 08/31/2018

GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	08/31/2018 NORMAL (ABNORMAL)	MONTH 08/31/2018 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Expenditures						
248-731-732.000	MEMBERSHIP DUES	3,350.00	3,000.00	0.00	350.00	89.55
248-731-733.000	PROFESSIONAL LIBRARY/SUBSCRIPT	0.00	0.00	0.00	0.00	0.00
248-731-740.000	UTILITIES/INTERNET SERVICE	732.00	184.79	82.85	547.21	25.24
248-731-750.000	ADMINISTRATIVE FEE	7,500.00	0.00	0.00	7,500.00	0.00
248-731-751.000	BURIAL ELECTRICAL LINES ETC	0.00	0.00	0.00	0.00	0.00
248-731-752.000	RESTORE CITY CLOCK TOWER	0.00	0.00	0.00	0.00	0.00
248-731-753.000	DONATION TO CREATIVE PLAYGROUD	0.00	0.00	0.00	0.00	0.00
248-731-754.000	CBD BENCHES	0.00	0.00	0.00	0.00	0.00
248-731-760.000	DESIGN COMM EXPENSES	8,950.00	0.00	0.00	8,950.00	0.00
248-731-761.000	DESIGN ENGIN/CONSULTING	0.00	0.00	0.00	0.00	0.00
248-731-762.000	DESIGN CAPITAL IMPROVEMENTS	37,000.00	10,882.55	5,000.00	26,117.45	29.41
248-731-763.000	STREETSCAPE AMENITIES	30,000.00	7,135.08	1,050.00	22,864.92	23.78
248-731-780.000	ECONOMIC RESTRUC COMM EXP	0.00	0.00	0.00	0.00	0.00
248-731-781.000	ECONC RESTRUC COMM ENG SVCS	0.00	0.00	0.00	0.00	0.00
248-731-782.000	BUSINESS RECRUITMENT/RETENTION	8,500.00	68.36	68.36	8,431.64	0.80
248-731-783.000	VETERAN'S MEMORIAL CONTRIBUTIO	0.00	0.00	0.00	0.00	0.00
248-731-790.000	FARMERS MARKET EXPENSES	0.00	0.00	0.00	0.00	0.00
248-731-808.000	DESIGN ENGINEERING DDA	0.00	0.00	0.00	0.00	0.00
248-731-810.000	COMMITTEE/EVENT EXPENSES	0.00	200.00	200.00	(200.00)	100.00
248-731-811.000	BOYNE THUNDER EXPENDITURES	0.00	0.00	0.00	0.00	0.00
248-731-812.000	ORGANIZATION COMM EXPENSES	4,000.00	1,947.28	1,538.34	2,052.72	48.68
248-731-818.000	CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00
248-731-870.000	EDUCATION/TRAVEL	4,000.00	327.86	327.86	3,672.14	8.20
248-731-900.000	ADVERTISING/PUBLISHING	15,000.00	4,462.84	215.00	10,537.16	29.75
248-731-902.000	PROMOTIONS COMMITTEE EXPENSES	15,000.00	2,200.00	0.00	12,800.00	14.67
248-731-910.000	PROMOTIONS COMMITTEE EVENTS	16,100.00	16,088.28	4,850.00	11.72	99.93
248-731-910.100	BOYNE APPETIT	4,000.00	0.00	0.00	4,000.00	0.00
248-731-910.200	WALKABOUT SCULPTURE SHOW	3,000.00	0.00	0.00	3,000.00	0.00
248-731-910.300	STROLL THE STRETS	16,000.00	0.00	0.00	16,000.00	0.00
248-731-912.000	PROMOTIONS CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
248-731-940.000	FACILITIES RENT	4,200.00	1,050.00	0.00	3,150.00	25.00
248-731-942.000	SERVICE MAINTENANCE FEE	75,000.00	0.00	0.00	75,000.00	0.00
248-731-968.000	DEPRECIATION	0.00	0.00	0.00	0.00	0.00
248-731-970.500	TRANSFERS OUT - S PARK ST	0.00	0.00	0.00	0.00	0.00
248-731-980.000	BOND INTEREST	0.00	0.00	0.00	0.00	0.00
248-731-981.000	BOND PRINCIPAL	0.00	0.00	0.00	0.00	0.00
248-731-982.000	BANK FEES	0.00	0.00	0.00	0.00	0.00
248-731-985.000	MAIN STREET PROGRAM	0.00	0.00	0.00	0.00	0.00
248-731-987.000	CONTRACTED CONST SERVICES	0.00	0.00	0.00	0.00	0.00
248-731-990.000	LOAN REPAYMENT	0.00	0.00	0.00	0.00	0.00
248-731-991.000	INTEREST	0.00	0.00	0.00	0.00	0.00
248-731-992.000	DOWNTOWN LOAN PRINCIPAL PYMT	0.00	0.00	0.00	0.00	0.00
248-731-993.000	INTEREST/DOWNTOWN LOAN	0.00	0.00	0.00	0.00	0.00
248-731-998.000	CONTRACTED CONSTRUCTED SERVCS	0.00	0.00	0.00	0.00	0.00
Total Dept 731 - EXPENDITURES		337,653.00	73,499.25	18,747.73	264,153.75	21.77
TOTAL EXPENDITURES		337,653.00	73,499.25	18,747.73	264,153.75	21.77
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		337,653.00	11,410.69	4,350.00	326,242.31	3.38
TOTAL EXPENDITURES		337,653.00	73,499.25	18,747.73	264,153.75	21.77

08/30/2018 09:15 AM  
User: Shelly  
DB: Boyne City

REVENUE AND EXPENDITURE REPORT FOR BOYNE CITY  
PERIOD ENDING 08/31/2018

GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDT USED
		AMENDED BUDGET	08/31/2018 NORMAL (ABNORMAL)	MONTH 08/31/2018 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
NET OF REVENUES & EXPENDITURES		0.00	(62,088.56)	(14,397.73)	62,088.56	100.00