



CITY OF ALBION DOWNTOWN DEVELOPMENT AUTHORITY

REGULAR MEETING

WEDNESDAY, MARCH 9, 2016

ISMON HOUSE

300 s. CLINTON ST., ALBION, MI 49224

7:30 A.M.

MIKE TYMKEW-CHAIRPERSON

AGENDA

- I. Call To Order (Reminder: turn off cell phones)
- II. Roll Call of the DDA
- III. Approval of Prior Meeting Minutes
 - February 10, 2016 Regular Meeting
- IV. Correspondence
- V. Order of Business
 - A. Downtown Parking - Review
 - B. Ismon House Update
 - C. DDA Budget Update
 - D. DDA Vision for Downtown
(Pedestrian friendly, non-motorized (bike) pathways,
road diet, bump outs, tree replacement)
 - E. Miscellaneous Items
 - 1. MDOT-M-99/Superior Street Public Forum - March 21, 4:30-6:30pm @ Library
 - 2. Redevelopment Ready Community - Kick off, March 28, TBD
 - F. Excuse Absent Board Members
- VI. Citizen Comments (Persons addressing the DDA shall limit their comments to no more than 5 minutes. Proper decorum is required.)
- VII. Adjournment

City Of Albion
 Albion Downtown Development Authority
 Regular Meeting Minutes – February 10, 2016

I. CALL TO ORDER

Vice Chairperson Mike Tymkew called the meeting to order at 7:30 a.m.

II. ROLL CALL

	Scott Brown		X	Jennifer Yawson
X	Joseph Domingo, Mayor		X	Peggy Sindt
X	Alfredia Dysart-Drake		X	Mike Tymkew
X	Nora Jackson		X	Nidia Wolf
X	Marcola Lawler		X	Don Masternak

Administration: Sheryl L. Mitchell, City Manager; Jill Domingo, City Clerk; Patrick Lopez, Food Hub Manager; Peggy Sindt, EDC Director and Carol Gnich, Ismon House Board.

III. Approval of Prior Meeting Minutes

A. January 13, 2016 Regular Meeting Minutes

Correction to prior minutes are as follows:

Board Member Dysart-Drake asked if a new Taco Bell was being built in Marshall.

Motion by Sindt, supported by Dysart-Drake to approve prior regular meeting minutes with the above correction to the January 13, 2016 minutes.

(MOTION carried, voice vote)

IV. Correspondence – NONE

V. Order of Business

Patrick Lopez, Food Hub Director gave a brief update of the Food Hub along with a tour of the facility. His update included the following:

- The Food Hub is a kitchen incubator that will rent the kitchen for approximately \$20.00 per hour. The above amount may change however as pricing is still being reviewed.
- A market place will be next door to the Food Hub where items made in the kitchen may be sold.
- The purpose of the Food Hub is to remove barriers for residents who would like to open a business.
- The kitchen may be used by two separate entities at the same time.
- He would like to start a Community Supported Agriculture Program that would work with local farmers and would also help to obtain food assistance funds.
- Will be holding cooking classes in the kitchen at the Food Hub

- Albion Innovation will be operating their backpack program out of the Food Hub
- Food Hub will also be an information clearing house
- Currently the Food Hub is being advertised via word of mouth, Facebook, Eggs & Issues, working with Calhoun County Health Dept., Southwest Food Bank and will be constructing a web site.

Comments were received from Board Members Domingo and Evans.

A. Discussion-Part Time Employee for the DDA

The Board discussed the job responsibilities of a part-time employee for the DDA which included the following:

- Helping downtown businesses with the 2017 street project which would include detours and marketing
- Marketing the available space downtown
- Solid understanding of good business practices
- Shall the position be part-time temporary, a liaison or contract position?
- The Board would like to see the DDA Director job description re-worked to reflect the duties for the new position.
- How will the position be funded?
- Possibility of cutting façade grants to fund position?

The consensus of the Board is to have the job description with qualifications and the DDA finances brought to the next meeting for discussion.

Comments were received from Board Members Wolf, Domingo, Tymkew and Dysart-Drake.

B. Accept Bid for Reconstruction of 3rd Floor for Ismon House

City Manager Mitchell stated the bids for the Ismon House reconstruction project for the 2nd and 3rd floors were too high so the Ismon House Board made the determination to focus on only the 3rd floor renovation. It was determined a bathroom on the 3rd floor was also needed so an addendum to the bid to incorporate the cost of the bathroom was necessary. The State approved the additional cost of the bathroom and the Ismon House will still the same 40% match.

The Ismon House plans on having the 3rd floor available to rent around the 1st of June. The third floor will have a capacity of 200.

Comments were received from Board Members Tymkew, Domingo, Wolf, Sindt and Yawson and Carol Gnich, Ismon House Board.

Motion by Sindt, supported by Domingo to Accept Bid for Reconstruction of 3rd Floor for the Ismon House.

(MOTION carried, voice vote)

Motion by Wolf, supported by Sindt, to Accept Amendment #1 to Memorandum of Understanding between the DDA and the Ismon House adjusting the financials to include the third floor bathroom and for Chairman Mike Tymkew to sign.

(MOTION carried, voice vote) (Masternak and Lawler abstained)

C. Accept Promissory Note for Ismon House Reconstruction

City Manager Mitchell stated that because the Ismon House grant is a reimbursement grant, funds to cover this will need to come from the DDA. The DDA will need a "float" from the City's general fund in order to cover the cost. The DDA will provide \$120,000.00 for the project and the remainder will be covered by the Ismon House. The total cost of the project is \$212,837.00. The grant funds will be received when the project is complete which should be around September 30th, 2016. If the funds are not received from the grant, the DDA would be responsible for \$120,000.00

Comments were received from Board Members Yawson, Wolf, Tymkew, Domingo and Evans.

Motion by Wolf, supported by Sindt, to accept the Promissory note for the Ismon House Reconstruction and for Chairman Mike Tymkew to sign the note.

(MOTION carried, voice vote) (Masternak and Lawler abstained)

D. Miscellaneous Items

No miscellaneous items were discussed.

E. Excuse Absent Board Members

Moved by Dysart-Drake, supported by Wolf to excuse Board Member Brown.

(MOTION carried, voice vote)

VI. Citizens Comments (Persons addressing the DDA shall limit their comments to no more than 5 minutes. Proper decorum is required.)

- Board Members were reminded the DDA Comprehensive Plan should be a future agenda item.
- Board Member Domingo asked if the DDA records could be moved to City Hall. Nidia Wolf stated these are currently being used by the EDC and also agendas and minutes from 2012-2014 were being housed at the Chamber.
- Board Member Yawson asked about the car show. Board Member Wolf stated Robbie Hays will now be handling the car show and she will invite him to attend a DDA meeting.
- The Redevelopment Ready Community should be added to the March agenda.
- Support for the Chamber's Festival of the Forks should be added to the March agenda.
- The Board would like updated Financials for the March meeting.
- Board Member Yawson stated she will be absent for the March meeting.
- The March 9th, 2016 meeting will be held at the Ismon House at 7:30 a.m.

VII. ADJOURNMENT

Motion by Masternak, supported by Wolf to adjourn the meeting of the DDA.

(MOTION CARRIED, voice vote).

Meeting adjourned the meeting at 8:25 a.m.

Recorded by Jill A. Domingo

CITY OF ALBION

TRUCK AND BUS PARKING ANALYSIS

City Landmarks Development Authority



City of Albion
112 W. Cass Street
Albion, MI 49224

Downtown Development Authority
309 North Superior Street
Albion, MI 49224

Nidia Wolf, Executive Director
Mike Tymkew, DDA chair
Jeff Bell, DDA member
Jim Cascarelli, DDA member
Dorothy Dickerson, DDA member
Kevin Markovich, DDA member
Becky Mitchell, DDA member
Greg Rice, DDA member
John Rumler, DDA member
Alece Sisson, DDA member
David Weeks, DDA member
Bill Wheaton, DDA member

Prepared by:

hamiltonanderson

In collaboration with:



TABLE OF CONTENTS

	page
INTRODUCTION	
1.0 Preface	1
2.0 Location	1
3.0 History	2
4.0 Demographics	2
5.0 Study Process	2
EVALUATION OF CURRENT CONDITIONS	
6.0 Parking inventory	6
map one: parking inventory	7
7.0 Parking occupancy	8
map two: parking occupancy	9
8.0 Parking demand	10
map three: existing parking demand	11
FUTURE DEMAND	
9.0 Future demand	14-15
RECOMMENDATIONS	
10.0 Potential solutions	18-24
map four: proposed parking demand	22
APPENDICES	
A. Turnover occupancy ratios	28-31
B. Surplus/deficit calculations	32
C. Proposed Parking Demand	33
D. Future demand	34
E. References	35
FIGURES	
1. Location Map, Michigan	
2. Location Map, Calhoun & Jackson County	
3. City of Albion	
4. Downtown Development Authority boundary	
5. Parking inventory data	
6. Occupancy rates by quadrant	
7. Demand calculations	
8. Future demand projections	
9. Comparison of future parking needs for projected development	
10. Comparison of total parking needs	

INTRODUCTION

1.0 Preface

2.0 Location

3.0 History

4.0 Demographics

5.0 Study Process



INTRODUCTION

1.0 Preface

The Albion Parking Study was initiated as a collaboration between the City of Albion and the Albion Downtown Development Authority (DDA). This guide provides a concise examination of the parking conditions and expectations within the DDA boundary.

Parking is the lifeblood of any business district. While pedestrian and transit provides alternate means of getting to shopping and work and is growing in importance; the use of a car remains the transportation of choice. Places to store the cars must be provided for a business district to survive. Additionally, location of parking is as important as the number of spaces provided.

This evaluation's objective is to methodically evaluate the existing parking supply and demand, and project anticipated need.

The study was initiated during the summer of 2005 and completed in early 2006.

2.0 Location

The City of Albion is located in Calhoun County in the south central region of Michigan. Albion is 91 miles west of Detroit and 50 miles east of Kalamazoo, adjacent to I-94. Commuters travel 25 miles west to Battle Creek and 20 miles east to Jackson, both of which are major employment, shopping and transportation centers.

Downtown Albion is located in the heart of the city. The Downtown Development Authority (DDA)'s boundaries include Vine Street to the north, Ash street to the south, Eaton Street to the West, Berrien Street to the east and Superior Street as the spine. The DDA seeks to correct and prevent deterioration in the downtown business district, to encourage historic preservation, and to promote the economic growth of the DDA district.



Figure 1. Location map, Michigan.

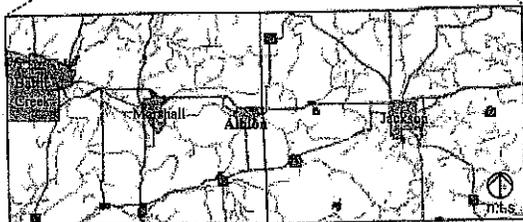


Figure 2. Location map: Calhoun and Jackson County.

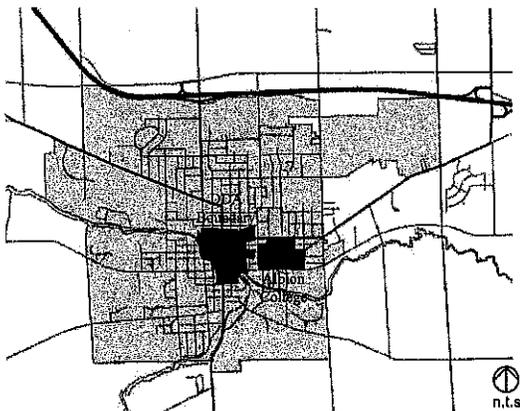


Figure 3. The City of Albion, Michigan is approximately five square miles

INTRODUCTION

3.0 History

The City of Albion was founded by Tenney Peabody in 1833. In 1835, he and Joseph Crowell built a grist mill, naming it the "Albion Company". The town was officially platted in 1836, incorporated as a village in 1855 and as a city of 1885

Albion is situated at the confluence of the north and south branches of the Kalamazoo River. In the beginning, the river provided power for mills and so Albion quickly became a mill town as well as an agricultural market. A railroad line arrived in 1852 fostering the development of other industries.

Local manufacturers have given Albion the reputation of a factory town throughout its history. Union Steel, Albion Malleable Iron Company and Gale Manufacturing Company were all major economic enterprises. Albion College, a nationally renowned private liberal arts college established in 1835, gives small town Albion an intellectual character. The City's economic base is supported in large part from college-related activity.

4.0 Demographics

Albion is the second most populous community in Calhoun County, with a population of 9,144 (2000 Census), behind the City of Battle Creek. Between 1990 and 2000, the City of Albion declined in population at a rate of 9.1%, while Calhoun County grew at an annual rate on 0.1%.

The City offers a diverse housing market to support its population, including traditional single-family homes, second and third floor apartments above retail/office space and buildings used entirely for apartments. Although Albion is one of the most affordable areas within central Michigan, with a median house value of \$63,300 (2000 census), housing options in the downtown are few and of mixed quality.

5.0 Study process

The Downtown Development Authority (DDA) boundary was used as the study area. The study area was then divided into four quadrants A (north-west quadrant), B (north-east quadrant), C (south-east quadrant) and D (south-west quadrant), utilizing Superior Street as the north-south dividing line and Cass Street as the east-west dividing line (see figure 4.0) Each quadrant was subdivided into blocks. The division of the study area was based upon a recognized maximum

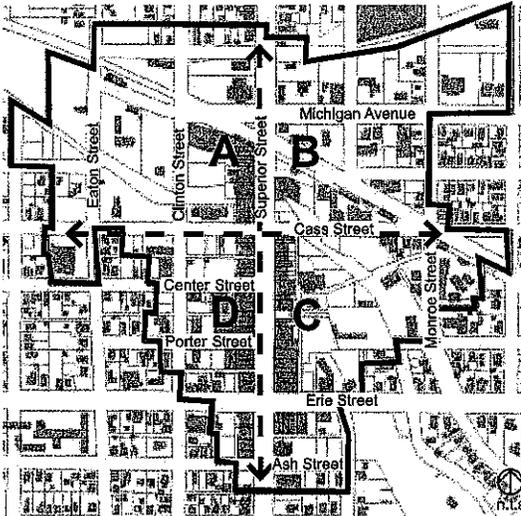


Figure 4. Downtown Development Authority boundary.

INTRODUCTION

Private parking is defined as parking dedicated to specific businesses.

Publicly available parking is defined as parking that is available to anyone for hourly, daily or monthly parking.

Reserved spaces are dedicated to specific users (i.e., Police, employee, tenant only, valet).

Parking Demand is determined based on the floor space and Use occupying each building. All Uses are assigned a parking generation ratio according to land use characteristics based on current ordinance standards (see Appendix B. Demand Calculations). This ratio represents how many parking stalls are demanded per 1,000 square feet of floor space for each land use.

walking distance of approximately 500 feet.

Below is an outline of the process followed to complete the Downtown Parking Study.

Step One Parking Inventory

The process was initiated with a block-by-block field study identifying the location and supply of off-street and on-street parking availability within the DDA area. Surface lots were categorized as private and publicly available or as city-owned.

Step Two Parking Occupancy

The next step identified the turnover/occupancy rates for all parking within the DDA area. A field survey was conducted to inventory the demand of off-street and on-street weekday parking at two hour intervals (9-11am, 11am-1pm, 1-3pm and 3-5pm). (See appendix A. Turnover/Occupancy rates).

Step Three Parking Demand

The third step identified parking surplus and deficit areas within the DDA area. Surplus/deficit figures are derived from a comparison of a building inventory (completed by Anderson Economics Group, December 2005) with the parking requirements of the current zoning ordinance resulting in a Parking Demand. Once the parking demand was calculated for current conditions, a comparison with the existing supply of parking was made. The resulting figures are parking surplus and deficit estimates for each block within the DDA area. Field observation notes were used to validate the supply ratios.

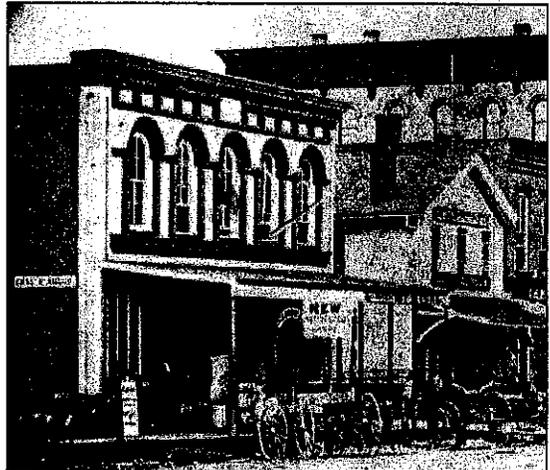
Relevant planning and development documents, the City's Zoning Ordinance, Comprehensive Master Plan, Downtown Development Plans and the 2005 Downtown Market Strategy were simultaneously evaluated regarding Downtown parking. These documents serve as future development guides to the City of Albion. This is a necessary step in creating recommendations for future parking conditions within the DDA area.

EVALUATION OF CURRENT CONDITIONS

6.0 Parking Inventory

7.0 Parking Occupancy

8.0 Parking Demand



EVALUATION OF CURRENT CONDITIONS

6.0 Parking Inventory

Understanding the availability of parking in the DDA Area is the first step in the parking study. A block-by-block field study was completed to identify the location and supply of off-street and on-street parking. 1,429 parking spaces were inventoried.

The majority of Albion's off-street parking is located in Quadrant C (south of Cass, east of Superior) with approximately 315 parking spaces. However, the Farmers Market takes place in this quadrant varying the parking availability and demand. This event occurs every Wednesday and Saturday morning, May through October.

Quadrant A (north of Cass, west of Superior) contains the least amount of available parking. This quadrant contains large open parking areas, with an under-utilized parking area adjacent the historic train station.

Quadrants B (north of Cass, east of Superior) and D (south of Cass, west of Superior) contain numerous smaller parking areas adjacent private businesses, amounting to a significant amount of off-street parking for local businesses. Significant on-street parking is also available in Quadrant D.

Field observations identified several parking areas within the DDA that lack adequate signage and striping to clearly communicate the location of parking lots and spaces.

Map 1 summarizes parking location and supply within the boundaries of the DDA. On-street parking and off-street parking (public and private surface lots) are identified. Field block numbers and quadrants are identified on the map and correlate to data located in the Appendix A.



Superior Street looking south.



Farmers Market, Downtown Albion.

Parking Inventory

Off-street

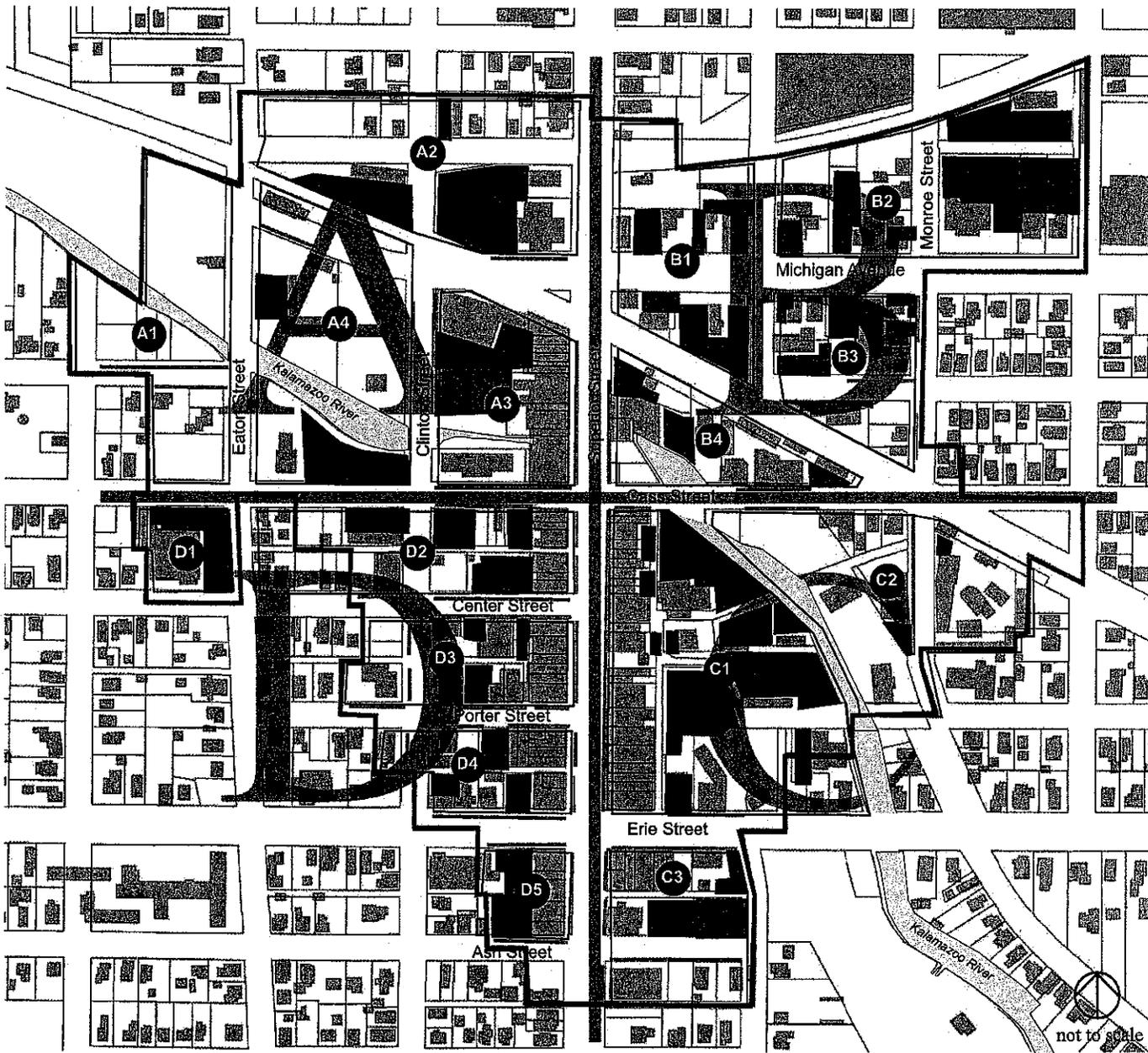
<i>Private/publicly available</i>	<i>734 stalls</i>
<i>Publicly owned by City</i>	<i>359 stalls</i>

On-street

<i>Publicly available</i>	<i>327 stalls</i>
<i>Reserved</i>	<i>9 stalls</i>

<i>Parking Supply Total:</i>	<i>1,429 stalls</i>
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Figure 5 Available parking counts for the DDA area of Albion.



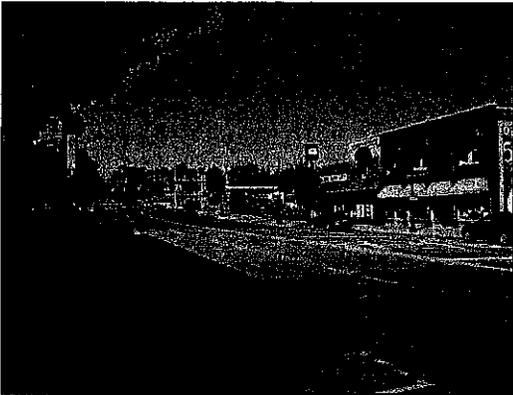
Legend

-  Designated/reserved parking
-  Publicly owned/available parking
-  On-street parking
-  Field block inventory numbers
-  DDA boundary

Field block numbers and quadrants are identified on the map and correlate to the data located in the appendix.

City of Albion DDA Parking Study
 Downtown Development Authority
 March 2006

EVALUATION OF CURRENT CONDITIONS



Superior Street at Cass, looking north.

Quadrant	Average occupancy (%)	Peak Occupancy (%)
A	27	39
B	35	43
C	32	43
D	33	46
total	32%	43%

Figure 6 Occupancy rates by Quadrant for the DDA area of Albion.

7.0 Parking Occupancy

Parking occupancy observations disclose how the available parking is being used. Included in this process is an inventory of off-street and on-street weekday parking occupancy at two hour intervals (9-11am, 11am-1pm, 1-3pm and 3-5pm).

Use and Occupancy varied over the entire study area. The following observations were made:

- On average, parking occupancy for downtown was at less than half full throughout the 8 hour weekday.
- On average, on-street parking was preferred over off-street parking.
- On-street parking on Superior experienced higher occupancy rates than other local downtown streets.
- On-street and off-street parking within the downtown area reached an average of 32% occupied.
- Peak occupancy was reached between 1:00pm and 3:00pm at 43% for on-street and off-street parking.
- Lowest occupancy rates were reached between 9am and 11am at 28% for on-street and off-street parking.
- Quadrant B had the highest average occupancy of 35% occupied for the 8 hour time period.

Analyzing occupancy rates is an effective method when determining whether parking standards listed in the City's Zoning Ordinance are meeting the needs of the businesses and residences located within the downtown. When average parking occupancy rates are relatively low as indicated in Map 2, it may be an indicator that the City is requiring an excess of parking for specific land uses. This analysis can be further explored by comparing occupancy data with the calculated surplus/deficit findings (Map 3).

Map 2 illustrates peak occupancies observed during the field survey. Sample observations were taken on Friday October 14th, 2005 between 9:00am and 5:00pm. The date and hours selected were meant to represent a typical work week. The interval during which the greatest number of vehicles utilize a specified area gives us the peak occupancy.

EVALUATION OF CURRENT CONDITIONS



Erie Street looking east.

Parking Demand (by quadrant & block)

Quadrant A

Block number	Parking inventory*	Parking surplus (+) deficit (-)
1	10	+ 10
2	83	- 56
3	105	- 544
4	61	+ 8
total	259	- 582

Quadrant B

Block number	Parking inventory*	Parking surplus (+) deficit (-)
1	76	- 105
2	173	+ 40
3	68	- 39
4	39	- 55
total	356	- 159

Quadrant C

Block number	Parking inventory*	Parking surplus (+) deficit (-)
1	242	- 237
2	45	- 316
3	119	- 9
total	406	- 562

Quadrant D

Block number	Parking inventory*	Parking surplus (+) deficit (-)
1	52	- 153
2	122	- 81
3	92	- 131
4	78	- 147
5	64	-77
total	408	- 589

Figure 7 Parking demand calculations by Quadrant for the DDA area of Albion.

8.0 Parking Demand

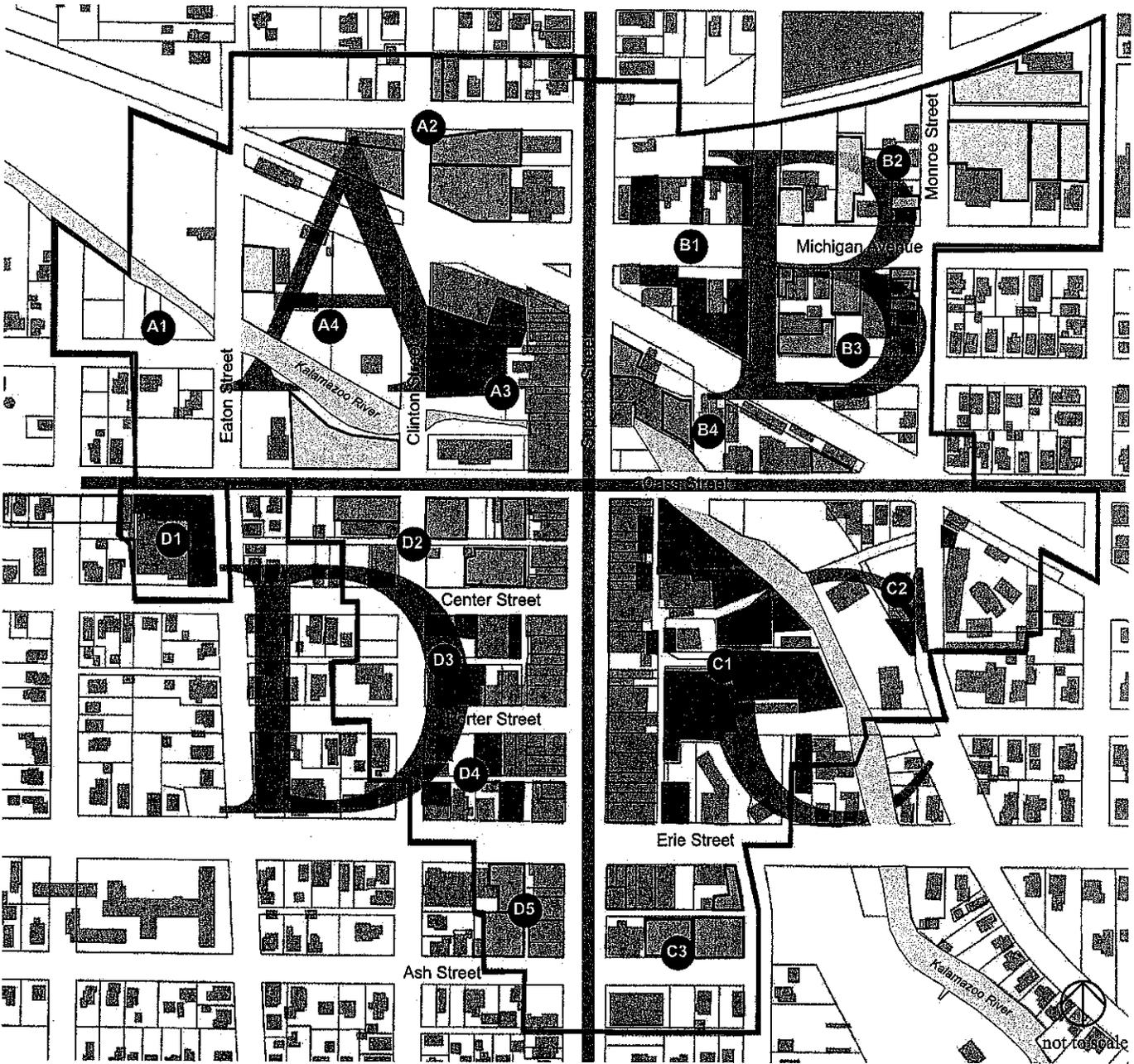
A building inventory was completed to determine Downtown Albion's parking demand. The type of use and floor space of each building was surveyed and then parking standards of the Albion Zoning Ordinance were applied. In the event that the current land use could not be directly compared to the zoning ordinance requirements, comparable ratios specified in the Parking Generation Manual (3rd Edition) as distributed by the Institute of Traffic Engineers (ITE) were used (see Appendix B.)

This surplus/deficit analysis treats each block as a stand alone entity. This means the parking demand from one block is only assigned to parking supply on that same block.

The parking study revealed there is a total estimated current parking demand for approximately 1,900 parking spaces. General observations include:

- Quadrant A (north of Cass, west of Superior) experiences a significant deficiency in the parking facilities located behind Superior Street businesses. The balance of the quadrant is in a relatively good position to handle the existing demand.
- Parking demand for Quadrant B (north of Cass, east of Superior) is relatively low. This quadrant has several vacant buildings. Vacant uses are not included in the demand calculations, however, all parking within the quadrant is counted towards the parking inventory. Should the vacancies fill, the quadrant will experience a greater demand and therefore an increase in parking deficiencies.
- Parking deficiencies are greatest in Quadrants C and D. Both quadrants contain numerous retail/commercial stores that, by current ordinance standards, require a significant amount of parking.

Map 3 represents the calculated parking surplus or deficit with color gradation indicating the relative degree of surplus or deficit. The parking demand by block represents conditions based on building occupancy, land use and parking conditions for the fall of 2005. Field block numbers and quadrant sections are identified on Map 3 and correlate to the Turnover/Occupancy ratio and Surplus/Deficit data located in the Appendix A and B.



Legend

- 100+ space deficiency
- 1 to 99 space deficiency
- 0-99 space surplus

A1 Field block inventory numbers

— DDA boundary

* Map represents parking demand based on current building occupancies calculated using the parking standards as listed in the current Zoning Ordinance.

City of Albion DDA Parking Study
 Downtown Development Authority
 March 2006

FUTURE DEMAND



Future parking demand based on current parking standards.

	2005	2010
<i>Projected development (sq)</i>		
retail	26,500 sq. ft.	27,000 sq. ft.
hotel/motel	15 units (approx.)	18 units (approx.)
restaurant	4,000 sq. ft.	5,000 sq. ft.
health/nutrition	4,500 sq. ft.	5,000 sq. ft.
total	36,500 sq. ft.	44,000 sq. ft.
<i>Required parking (approx.)*</i>	360 spaces	390 spaces

**Parking requirements based on current ordinance standards.*

Figure 8. Future demand projections based on 2005 Downtown Market Strategy.

9.0 Future Demand

A Downtown Market Strategy completed by Anderson Economic Group (AEG) in December of 2005 identifies the market gaps existing in downtown Albion. Recommendations made in the marketing report represent the best opportunity for a successful new store or expansion of an existing store. The Market Strategy complements this parking study as it presents the development potential for the community. For a downtown business district to be successful, parking must be available to the visitors of that community.

Downtown currently has a substantial amount of vacant businesses and/or buildings. Should these vacant buildings become occupied and/or new development occur, available parking facilities will likely be inadequate to support the additional demand. All future development plans submitted to the City should provide new parking facilities or address the parking issue to alleviate this demand.

In total, AEG projects Albion's 2005 Downtown market could support 36,500 square feet (sq. ft.) of new or redeveloped retail space and by 2010, Albion's Downtown market could support 44,000 sq. ft. of new or redeveloped retail space.

Based on these development figures, the parking standards in the current Zoning Ordinance would require 360 spaces (for 36,500 sq. ft. of new retail space) in 2005 and 390 spaces (for 44,000 sq. ft. of new retail space) in 2010. New development would place a higher demand for parking in the Downtown.

Limitations regarding parking availability are important to consider when contemplating specific Downtown development and redevelopment sites. Currently, quadrants C and D are experiencing a high demand for parking because of businesses located within those quadrants. These quadrants may not be able to support additional surface lots, but may support a parking structure. Although quadrant A reports an available parking deficiency, this deficit is concentrated to the Superior Street businesses (Block A3). Quadrant A has the potential to support new development with adequate parking. Specific locations for future development have not yet been identified.

Downtown Albion currently has a mix of housing options although they are few and of mixed quality. There is an opportunity for expanded housing options, including upper level apartments above first floor retail/office.

FUTURE DEMAND



Superior Street businesses.

Residential living in Downtown Albion should be encouraged. Residents help supply local businesses with a permanent customer base, help create a place where people like to be, and foster civic pride. But these new assets create an increased demand on available parking facilities. Dedicated parking for residents is essential. Albion's requirements for residential parking appear to be adequate and should be continued. However, future development will require revisions to the ordinance language regarding the option to utilize municipal lots to meet off-street parking requirements.

The current Zoning Ordinance requires off-street parking and/or loading to be provided on the same lot, or on a nearby lot provided and maintained by the same proprietor. If adequate space is not available, municipal lots may be utilized for off-street parking and/or loading facilities (see Sec. 30-226 *Off-street parking and loading requirements*).

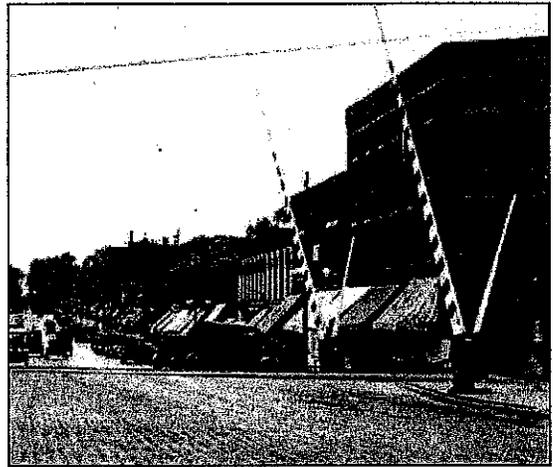
As previously stated, future development potential will create a deficiency in the availability of parking. A balance should be achieved between providing adequate parking for businesses to succeed and providing the necessary parking for downtown residents. The City may wish to consider the following options:

1. No residential parking in municipal parking lot.
2. Create a parking fund. Residents can lease a parking space in a municipal parking lot. The money can be re-allocated into maintenance of the parking areas.
3. Implement a permit system. Residents will be required to have a permit to park in a municipal parking lot. Spaces could be dedicated.

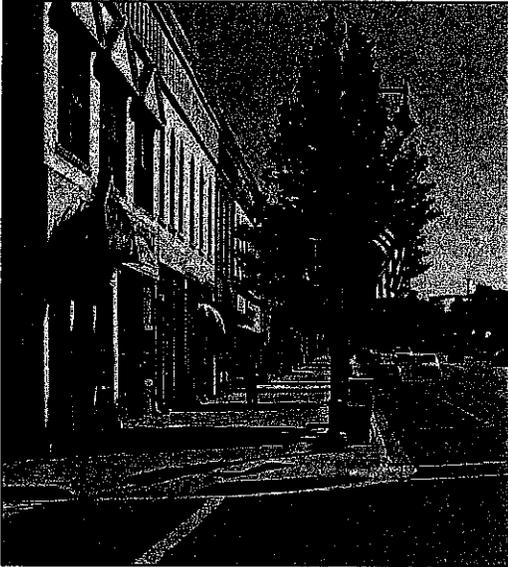
Albion's Zoning Ordinance requires off-street parking for multiple family units to be located not more than two hundred (200) feet from the building they are required to service. Additional language could be incorporated to Section 30-226 (Off-street parking and loading space requirements for B-2 districts) to allow residential parking to be located within 500 ft. of buildings located within a B-2 zoning district. This will give additional flexibility and encourage residential living in Downtown Albion.

A demand for development is apparent. With an increased demand comes the need to provide additional parking. This evaluation sets forth a framework to take the next steps. Modification to existing regulations or policies can occur at once or incrementally as opportunities present themselves.

RECOMMENDATIONS



RECOMMENDATIONS



Superior Street looking south.

10.0 Recommendations

Parking is one of the first experiences people have when traveling to a destination. Convenient and affordable parking is considered a welcoming sign. Parking that is difficult to find, inadequate, inconvenient or expensive will frustrate a visitor and can contribute to spillover parking problems in other areas. As a result, inadequate parking supply can create problems to both users and nonusers.

In general, Downtown Albion experiences problems with the efficiency of available parking, excessive parking standards required by the Zoning Ordinance and directing visitors to public parking facilities. Potential recommendations to each of these problems is described below.

Recommendation #1:

Improve efficiency of available parking

Parking facilities should be used efficiently, so that parking lots at a particular destination may often fill (typically more than once a week), provided that alternative options are available nearby, and visitors have information on these options. Ways to utilize parking facilities efficiently include:

1. Provide parking information to users: Provide information on parking availability and price using signs, brochures and maps, websites and parking information incorporated into general marketing materials.

2. Regulate public parking:

a. Limit the maximum time a vehicle can park in convenient spaces to encourage turnover. Time limits for the most desirable spaces typically range from 15 minutes for loading zones, up to 2 hours.

b. Limit the types of vehicles that may use certain parking spaces, including delivery vehicles, ride-share vehicles and residents' vehicles.

c. Limit on-street parking of large vehicles or recreation vehicles, to ease traffic flow and discourage people from using public parking resources for long-term storage.

3. Improve pedestrian amenities: Require paths and sidewalks, shortcuts, covers and shade, crosswalks, wayfinding signage and address security concerns.

RECOMMENDATIONS

4. Share off-street parking facilities: Allow for different buildings and businesses to take advantage of different peak periods. For example a medical office's peak period is during the day, while a restaurant/bar would in the evening.

5. Public parking: Allow for shared parking since each space can serve many users and destinations. Developers or building owners can pay in-lieu fees that fund public parking facilities as an alternative to minimum requirements for private off-street parking.

6. Construct new parking facilities. As previously reported, the downtown area is experiencing a deficiency in the availability of parking, based on Zoning Ordinance requirements. The construction of new parking facilities may become necessary as new development takes place within the downtown.

Recommendation #2:

Revise parking standards to reflect current conditions

An analysis of current parking conditions in Downtown Albion has indicated that the parking requirements of the City are not reflecting parking needs. The surplus/deficit map (map 3) shows an excessive parking deficit. When compared against national averages, Albion's parking requirements are excessive in several land use categories; most notably, retail, professional office and community center.

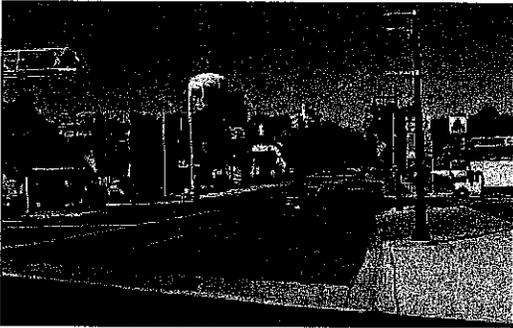
The following table is a comparison of Albion's parking standards with national averages (3rd Edition, Parking Generation book, prepared by the Institute of Traffic Engineers). Only those uses recommended for change have been identified. Additional land uses have been recommended based on the 2005 Marketing Strategy completed by AEG and to avoid generalizing land use categories.

ALBION Land Use	ALBION Parking Standard (Sec. 30-314)	RECOMMENDED Land Use (if applicable)	RECOMMENDED Parking Standard
<i>(1) Dwellings</i>			
one-family	1		2.0 per dwelling unit
two-family	3		0.98 per dwelling unit
multiple-family	1.5 per dwelling unit		1.4 per dwelling unit
		rental townhouse	1.5 per dwelling unit

RECOMMENDATIONS

ALBION Land Use	ALBION Parking Standard (Sec. 30-314)	RECOMMENDED Land Use (if applicable)	RECOMMENDED Parking Standard
<i>(2) Places of public assembly</i>			
Churches	1 per four seats		0.27 per seat or 10.6 spaces per 1,000 sq. ft. GFA*
Community Center	2 / 100 sq. ft. of floor area used for assembly		3.0 spaces per 1,000 sq. ft. GFA
Library	1 / five seats		3.5 spaces per 1,000 sq. ft. GFA
Theatre	1 / four seats	Movie theatre with matinee	0.27 spaces per seat
Civic or social club	1 / 50 sq. ft. of floor area used for assembly room		3.0 spaces per 1,000 sq. ft. GFA
<i>(3) Hotel</i>			
	1 / each bedroom		1.3 spaces per room
<i>(7) Offices, all types except doctors and dentist</i>			
	1 / 200 sq. ft. of floor area		4.0 spaces per 1,000 sq. ft. GFA and 1.1 spaces per employee
		Medical-dental office building	3.9 spaces per 1,000 sq. ft. GFA
		Government office building	3.3 spaces per 1,000 sq. ft. GFA and 0.85 spaces per employee
<i>(8) General Business and any service establishment</i>			
	300 sq. ft. of parking area for each 100 sq. ft. of floor area or sales space		4.0 spaces per 1,000 sq. ft. GFA
		Free standing discount store	5.0 spaces per 1,000 sq. ft. GFA
		Building materials and lumber store	3.8 spaces per 1,000 sq. ft. GFA
		Shopping center ³	5.3 spaces per 1,000 sq. ft. GFA
		Pharmacy/drug-store (without drive-through window)	5.5 spaces per 1,000 sq. ft. GFA
		Furniture store	2.1 spaces per 1,000 sq. ft. GFA
		Drive-in bank	7.0 spaces per 1,000 sq. ft. GFA

RECOMMENDATIONS



Superior Street at Michigan Avenue looking north.

Comparison of future parking needs between current and recommended parking standards.

	2005		2010	
<i>Projected development (sq)</i>				
retail	26,500 sq. ft.		27,000 sq. ft.	
hotel/motel	15 units (approx.)		18 units (approx.)	
restaurant	4000 sq. ft.		5,000 sq. ft.	
health/nutrition	4,500 sq. ft.		5,000 sq. ft.	
total	36,500 sq. ft.		44,000 sq. ft.	
<i>Required parking (approx.)</i>	<i>current standards</i>	<i>recom-mended standards</i>	<i>current standards</i>	<i>recom-mended standards</i>
	360 spaces	230 spaces	390 spaces	260 spaces

Figure 9. Future demand projections based on 2005 Downtown Market Strategy.

Comparison of total parking needs between current and recommended parking standards.

	<i>Current parking supply</i>	<i>CURRENT ordinance standards</i>		<i>RECOMMENDED ordinance standards</i>	
		<i>Required parking</i>	<i>Surplus/ Deficit</i>	<i>Required parking</i>	<i>Surplus/ Deficit</i>
2005	1,429 spaces	3,681 spaces	2,252 spaces	2,285 spaces	-856 spaces
2010	1,429 spaces	3,711 spaces	2,282 spaces	2,315 spaces	-886 spaces

Figure 10. Future parking need based on current ordinance standards and recommended ordinance standards.

ALBION Land Use	ALBION Parking Standard (Sec. 30-314)	RECOMMENDED Land Use (if applicable)	RECOMMENDED Parking Standard
(9) Food, soft drinks and alcoholic beverages	1 / for each 3 seats		17.3 spaces per 1,000 sq. ft. GFA
(10) "Drive-In" establishments	8 / 125 sq. ft. of ground floor area		12.7 spaces per 1,000 sq. ft. GFA
(11) Manufacturing processing and/or fabrication, warehouse and storage buildings and experimental laboratories	1 / for each 3 employees on maximum shift		1.3 spaces per 1,000 sq. ft. GFA
		dry cleaners	3.6 spaces per 1,000 sq. ft. GFA
		Motor vehicle sales and service establishment	3.3 spaces per 1,000 GFA, plus 1 space for each service stall

*GFA = Gross Floor Area

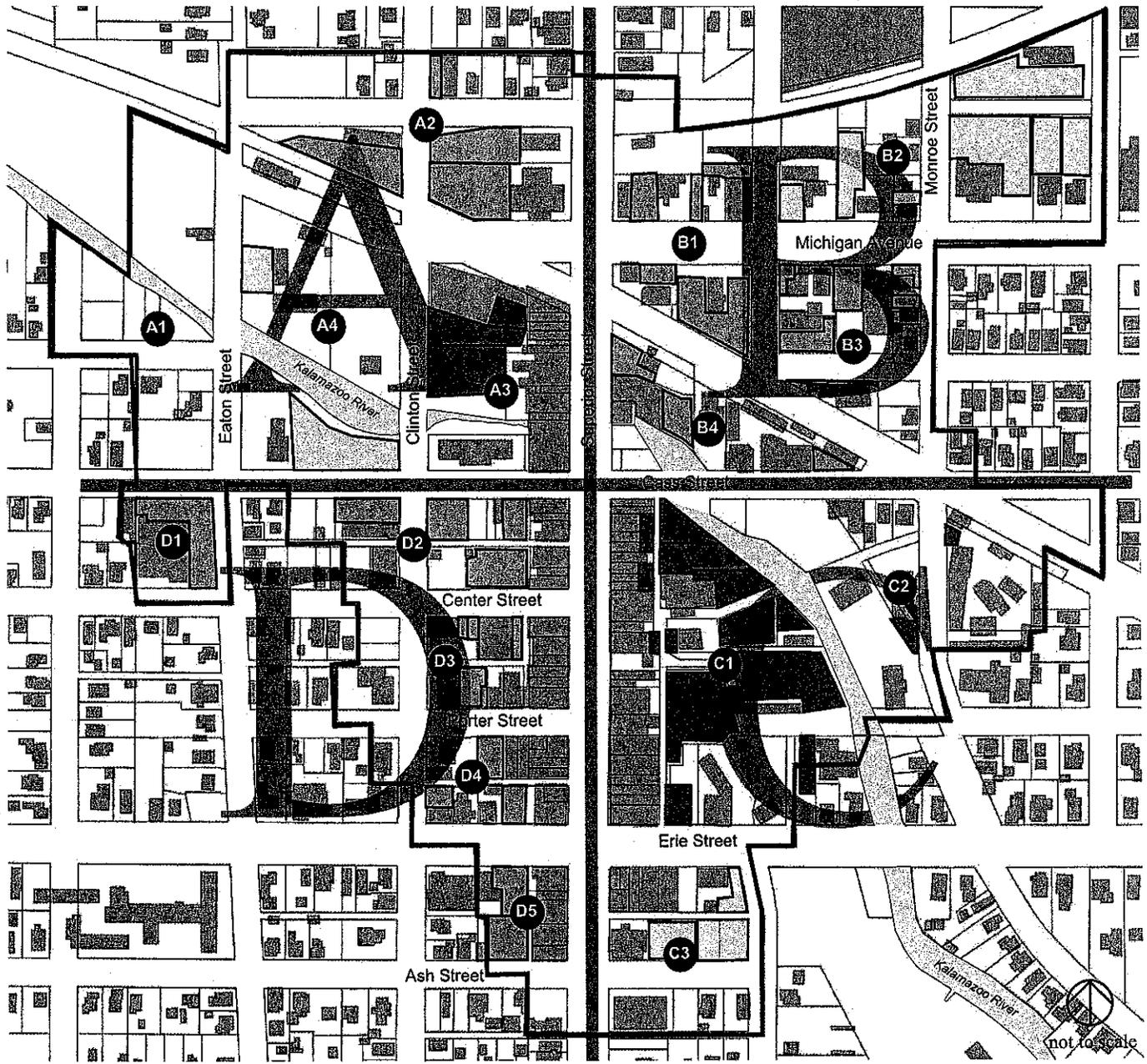
**Shopping Center is defined as an integrated group of commercial establishments that is planned developed, owned and managed as a unit.

As discussed in Section 8.0, the DDA is currently experiencing a parking deficit of approximately 1,900 spaces. By using national averages in place of Albion's parking requirements, the downtown area would be deficient 655 spaces (see Appendix C). This figure could be further reduced if the Zoning Ordinance requirements had a few more land use categories, specifically in the categories of office and retail.

Map 4 represents the calculated parking surplus or deficit based on the recommended parking standards, with color gradation indicating the relative degree of surplus or deficit. The parking demand by block represents conditions based on building occupancy, land use and parking conditions for the fall of 2005. Field block numbers and quadrant sections are identified on Map 4 and correlate to the Appendix C.

As shown in Figure 9, revising the current parking ordinance and adopting national (recommended) averages for parking standards will reduce the parking demand from future development.

Projected future development in downtown Albion (as discussed in the 2005 AEG Market strategy) will result in an increased demand for parking. Figure 10 demonstrates the total number of spaces required for downtown Albion should the projected development be realized. In addition, the required parking has been calculated based on current



Legend

-  100 + space deficiency
-  1 to 99 space deficiency
-  0-99 space surplus

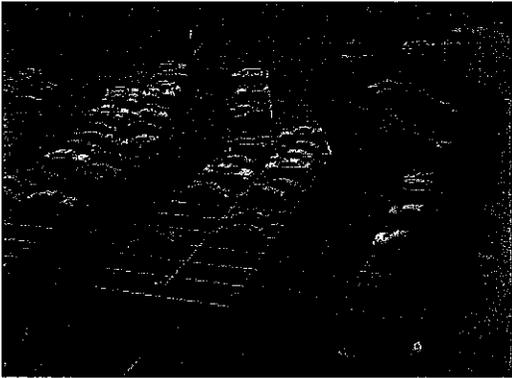
 Field block inventory numbers

 DDA boundary

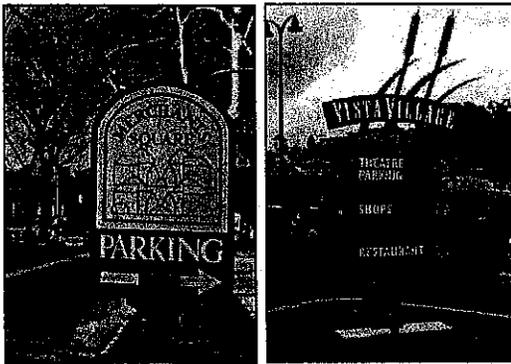
* Map represents parking demand based on current building occupancies calculated using the parking standards listed in Recommendation #2 beginning on page 19 of this report.

City of Albion DDA Parking Study
 Downtown Development Authority
 March 2006

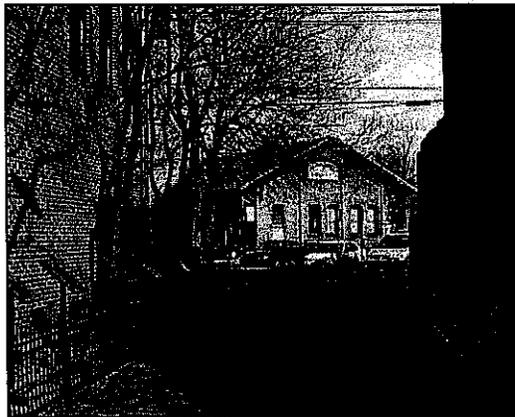
RECOMMENDATIONS



*Gund Arena, Cleveland, Ohio.
Parking facilities should be striped to identify individual spaces.*



Parking facility signage could be incorporated into an overall downtown signage program.



*Depot Town, Ypsilanti, Michigan.
Strong pedestrian linkages between downtown businesses and parking facilities.*

ordinance standards and recommended ordinance standards. Revising the parking ordinance would dramatically reduce the demand on parking, however, it also demonstrates that simply revising the ordinance is not enough to accommodate the projected development. The City must consider alternate methods to accommodate the future downtown parking needs as there will still be a parking deficiency of approximately 850 spaces within the DDA area. See Appendix D for future development calculations based on recommended parking standards.

Recommendation #3: Improve Communication

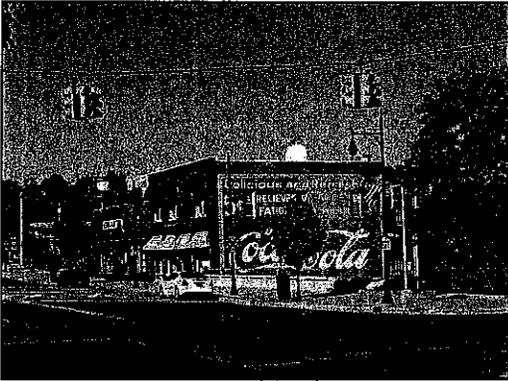
Parking facilities should be designed for user convenience, comfort and security, environmental impacts and aesthetics. Observations show the need to improve these aspects throughout the inventory process of this study.

Issues

The following issues were noted while completing the parking study.

- 1. Maintenance.** Existing facilities should be required to meet current ordinance standards in regards to paving materials and curbs or bumper guards. Off-street parking facilities were difficult to identify. Not all facilities were paved per ordinance requirements.
- 2. Enforcement.** Parked or abandoned vehicles should not be located on parcels that have not been formally recognized as an off-street parking facility.
- 3. Barrier-free.** Parking facilities should better accommodate special needs, such as people with disabilities and people using strollers and handcarts. Many existing surface lots are in need of repair. Curbs and ramps should be installed at sidewalks leading to local businesses.
- 4. Striping.** Parking facilities should be re-striped to identify individual spaces. Identity is difficult, leading to confusion and discomfort for a visitor. Space delineation will restore a sense of order and aesthetic appeal to parking facilities.
- 5. Signage.** Parking facilities should be appropriately signed to indicate where a visitor or employee can park. Signage should indicate applicable time limits and any other additional restrictions. Signage for parking facilities could be incorporated into an overall downtown signage program as described in the 2005 Market Strategy report.

RECOMMENDATIONS



Superior Street at Cass, downtown Albion.

6. Pedestrian linkages. Downtowns need strong pedestrian linkages between parking facilities and the businesses. This includes better pedestrian facilities, improved street crossings, shortcuts, and improved safety measures. Linkages will help make visitors and downtown employees feel comfortable in their surroundings.

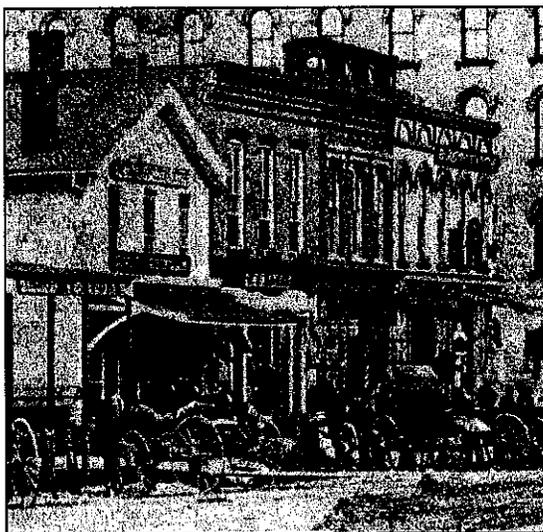
7. Parking Design. Parking facilities should be designed so to include appropriate landscaping, curbs, dedicated pedestrian walkways and adequate illumination.

Summary

The City of Albion is experiencing a parking deficiency of spaces needed to the downtown businesses based on current ordinance standards. This deficiency will be further stressed in the next 5-10 years with new commercial and residential development. To ensure that parking does not cripple future development within the downtown, the City should begin amending the Zoning Ordinance parking standards to avoid requiring large masses of un-used parking facilities and ensure the ordinance properly accommodates new residential development. Additionally, the City should begin exploring the possibility of funding new parking facilities and identifying possible locations of such facilities. General maintenance and improved pedestrian linkages from existing facilities is also very important to help create a friendly and viable downtown. Finally, clearly communicating the location and restrictions of on-street and off-street parking facilities needs to be addressed using directional and informational signage, re-surfacing and re-striping.

The City can now start the process of programming and designing linkages between parking facilities and the downtown business community, to the surrounding neighborhoods and Albion College. Parking amenities are a vital part of the interrelated system; including businesses, residences, roads, pedestrian connections and open space, that create a vital, livable urban community. They should be viewed as part of the community's resources that help attract and retain visitors, businesses and lifelong residents.

APPENDICES



APPENDIX A

Field Survey
Turnover / Occupancy ratios
October 14th, 2005

Albion Parking Study - Quad A

Block	Description	Est. Cap.	Circuit 1 9:00 - 11:00		Circuit 2 11:00 - 1:00		Circuit 3 1:00 - 3:00		Circuit 4 3:00 - 5:00		Average Turnover		Average		Peak	
			Occ.	%	Occ.	%	Occ.	%	Occ.	%	Occ.	%	Occ.	%	Occ.	%
1	On-Street	7	0	0%	1	14%	0	0%	0	0%	0.14	0	4%	1	14%	
1	On-Street	3	0	0%	0	0%	0	0%	0	0%	0.00	0	0%	0	0%	
2	On-Street	5	3	60%	1	20%	2	40%	4	80%	2.00	3	50%	4	80%	
3	On-Street	4	1	25%	2	50%	3	75%	2	50%	2.00	2	50%	3	75%	
3	On-Street	12	3	25%	8	67%	8	67%	6	50%	2.08	6	52%	8	67%	
3	On-Street	4	1	25%	1	25%	1	25%	2	50%	1.25	1	31%	2	50%	
3	Police	9	0	0%	2	22%	3	33%	1	11%	0.60	2	17%	3	33%	
4	On-Street	13	5	38%	4	31%	4	31%	4	31%	1.31	4	33%	5	38%	
4	On-Street	5	0	0%	1	20%	0	0%	0	0%	0.20	0	5%	1	20%	
Quad A Summary		62	13	21%	20	32%	21	34%	19	31%	1.06	18	29%	27	44%	

Block	Description	Est. Cap.	Circuit 1 9:00 - 11:00		Circuit 2 11:00 - 1:00		Circuit 3 1:00 - 3:00		Circuit 4 3:00 - 5:00		Average Turnover		Average		Peak	
			Occ.	%	Occ.	%	Occ.	%	Occ.	%	Occ.	%	Occ.	%	Occ.	%
2	Lot	10	1	10%	3	30%	1	10%	1	10%	0.60	2	15%	3	30%	
2	Lot	24	4	17%	7	29%	1	4%	3	13%	0.63	4	16%	7	29%	
2	Lot	10	0	0%	0	0%	0	0%	0	0%	0.00	0	0%	0	0%	
2	Lot	14	0	0%	0	0%	0	0%	0	0%	0.00	0	0%	0	0%	
2	Lot	20	12	60%	9	45%	11	55%	9	45%	2.05	10	51%	12	60%	
3	Lot	10	1	10%	4	40%	5	50%	1	10%	1.10	3	28%	5	50%	
3	Lot	54	14	26%	18	33%	17	31%	15	28%	1.19	16	30%	18	33%	
3	Lot	12	0	0%	0	0%	12	100%	5	42%	1.42	4	35%	12	100%	
4	Lot	10	0	0%	0	0%	0	0%	0	0%	0.00	0	0%	0	0%	
4	Lot	33	7	21%	9	27%	9	27%	7	21%	0.97	8	24%	9	27%	
Quad A Summary		197	30	20%	50	25%	56	28%	41	21%	0.80	47	24%	66	34%	

APPENDIX A

Field Survey
Turnover / Occupancy ratios
October 14th, 2005

Albion Parking Study - Quad B

Block	Description	Est. Cap.	Circuit 1 9:00 - 11:00		Circuit 2 11:00 - 1:00		Circuit 3 1:00 - 3:00		Circuit 4 3:00 - 5:00		Average Turnover	Average		Peak %	
			Occ.	%	Occ.	%	Occ.	%	Occ.	%		Occ.	%		
2	On-Street	8	7	88%	6	75%	7	88%	4	50%	3.00	6	75%	7	88%
3	On-Street	2	0	0%	0	0%	0	0%	0	0%	0.00	0	0%	0	0%
3	On-Street	2	0	0%	0	0%	0	0%	1	50%	0.50	0	13%	1	50%
3	On-Street	6	0	0%	0	0%	0	0%	0	0%	0.00	0	0%	0	0%
4	On-Street	10	1	10%	0	0%	2	20%	2	20%	0.50	1	13%	2	20%
4	On-Street	8	4	50%	5	63%	7	88%	6	75%	2.75	6	69%	7	88%
Route Summary		36	12	33%	11	31%	18	44%	13	36%	1.43	13	36%	17	47%

Block	Description	Est. Cap.	Circuit 1 9:00 - 11:00		Circuit 2 11:00 - 1:00		Circuit 3 1:00 - 3:00		Circuit 4 3:00 - 5:00		Average Turnover	Average		Peak %	
			Occ.	%	Occ.	%	Occ.	%	Occ.	%		Occ.	%		
1	Lot	17	2	12%	4	24%	6	35%	5	29%	1.00	4	25%	6	35%
1	Lot	5	3	60%	3	60%	4	80%	3	60%	2.60	3	65%	4	80%
1	Lot	11	2	18%	3	27%	5	45%	3	27%	1.18	3	30%	5	45%
1	Lot	7	2	29%	3	43%	3	43%	3	43%	1.57	3	39%	3	43%
1	Lot	36	0	0%	3	8%	4	11%	2	6%	0.31	2	6%	4	11%
2	Lot	10	4	40%	2	20%	5	50%	3	30%	1.40	4	35%	5	50%
2	Lot	10	2	20%	2	20%	3	30%	3	30%	1.10	3	25%	3	30%
2	Lot	4	0	0%	0	0%	0	0%	0	0%	0.00	0	0%	0	0%
2	Lot	16	10	63%	12	75%	10	63%	8	50%	2.50	10	63%	12	75%
2	Lot	102	39	38%	37	36%	38	37%	32	31%	1.43	37	36%	39	38%
2	Lot	10	2	20%	2	20%	2	20%	2	20%	0.80	2	20%	2	20%
2	Lot	13	5	38%	7	54%	7	54%	7	54%	2.00	7	50%	7	54%
3	Lot	5	2	40%	2	40%	1	20%	1	20%	1.20	2	30%	2	40%
3	Lot	18	9	50%	4	22%	9	50%	5	28%	1.50	7	38%	9	50%
3	Lot	5	2	40%	2	40%	1	20%	3	60%	1.60	2	40%	3	60%
3	Lot	6	6	100%	6	100%	6	100%	6	100%	4.00	6	100%	6	100%
3	Lot	10	3	30%	4	40%	2	20%	4	40%	1.30	3	33%	4	40%
3	Lot	14	1	7%	2	14%	4	29%	6	43%	0.92	3	23%	6	43%
4	Lot	5	1	20%	1	20%	2	40%	2	40%	1.20	2	30%	2	40%
4	Lot	8	4	50%	4	50%	1	13%	1	13%	1.25	3	31%	4	50%
4	Lot	8	0	0%	0	0%	0	0%	0	0%	0.00	0	0%	0	0%
Route Summary		320	99	31%	103	32%	113	35%	99	31%	1.37	104	32%	126	39%

APPENDIX A

Field Survey
Turnover / Occupancy ratios
October 14th, 2005

Albion Parking Study - Quad C

Block	Description	Est. Cap.	Circuit 1 9:00 - 11:00		Circuit 2 11:00 - 1:00		Circuit 3 1:00 - 3:00		Circuit 4 3:00 - 5:00		Average Turnover	Average		Peak	
			Occ.	%	Occ.	%	Occ.	%	Occ.	%		Occ.	%	Occ.	%
1	Lot	10	1	10%	4	40%	4	40%	5	50%	1.40	4	35%	5	50%
1	Lot	22	11	50%	17	77%	13	59%	12	55%	2.41	13	60%	17	77%
1	Lot	29	9	31%	10	34%	14	48%	7	24%	1.38	10	34%	14	48%
1	Lot	4	4	100%	3	75%	3	75%	3	75%	3.25	3	81%	4	100%
1	Lot	3	2	67%	1	33%	1	33%	0	0%	1.33	1	33%	2	67%
1	Lot	4	1	25%	0	0%	1	25%	1	25%	0.75	1	19%	1	25%
1	Lot	38	5	14%	5	14%	5	14%	7	19%	0.22	6	15%	7	19%
1	Lot	15	0	0%	0	0%	0	0%	0	0%	0.00	0	0%	0	0%
1	Lot	48	12	25%	13	27%	9	19%	15	31%	1.02	12	26%	15	31%
1	Lot	18	0	0%	0	0%	0	0%	0	0%	0.00	0	0%	0	0%
1	Lot	17	5	29%	4	24%	5	29%	7	41%	1.24	5	31%	7	41%
1	Lot	8	5	63%	3	38%	6	75%	6	75%	2.50	5	63%	6	75%
2	Lot	22	12	55%	13	59%	10	45%	9	41%	2.00	11	50%	13	59%
2	Lot	6	3	50%	1	17%	4	67%	2	33%	0.10	3	42%	4	67%
3	Lot	8	8	100%	8	100%	8	100%	8	100%	4.00	8	100%	8	100%
3	Lot	19	5	26%	7	37%	3	16%	7	37%	1.16	6	29%	7	37%
3	Lot	46	22	48%	21	46%	16	35%	17	37%	1.66	19	41%	22	48%
Route Summary		315	105	33%	110	35%	102	32%	106	34%	1.44	106	34%	132	42%

Block	Description	Est. Cap.	Circuit 1 9:00 - 11:00		Circuit 2 11:00 - 1:00		Circuit 3 1:00 - 3:00		Circuit 4 3:00 - 5:00		Average Turnover	Average		Peak	
			Occ.	%	Occ.	%	Occ.	%	Occ.	%		Occ.	%	Occ.	%
1	On-Street	4	0	0%	2	50%	1	25%	0	0%	0.75	1	19%	2	50%
1	On-Street	21	16	76%	13	62%	12	57%	7	33%	2.29	12	57%	16	76%
1	On-Street	3	3	100%	2	67%	2	67%	2	67%	3.00	2	75%	3	100%
2	On-Street	5	0	0%	0	0%	1	20%	1	20%	0.40	1	10%	1	20%
2	On-Street	12	3	25%	1	8%	0	0%	3	25%	0.58	2	15%	3	25%
3	On-Street	10	8	80%	7	70%	6	60%	5	50%	2.60	7	65%	8	80%
3	On-Street	4	1	25%	0	0%	0	0%	1	25%	0.50	1	13%	1	25%
3	On-Street	12	0	0%	0	0%	0	0%	0	0%	0.00	0	0%	0	0%
3	On-Street	2	0	0%	0	0%	0	0%	0	0%	0.00	0	0%	0	0%
3	On-Street	2	1	50%	1	50%	0	0%	1	50%	1.50	1	38%	1	50%
3	On-Street	3	2	67%	3	100%	1	33%	1	33%	2.33	2	58%	3	100%
3	On-Street	13	2	15%	0	0%	0	0%	2	15%	0.31	1	8%	2	15%
Route Summary		91	36	40%	29	32%	23	25%	23	25%	1.19	28	30%	40	44%

APPENDIX A

Field Survey
Turnover / Occupancy ratios
October 14th, 2005

Albion Parking Study - Quad D

Block	Description	Est. Cap.	Circuit 1 9:00 - 11:00		Circuit 2 11:00 - 1:00		Circuit 3 1:00 - 3:00		Circuit 4 3:00 - 5:00		Average Turnover	Average		Peak	
			Occ.	%	Occ.	%	Occ.	%	Occ.	%		Occ.	%	Occ.	%
1	Lot	52	3	6%	8	15%	9	17%	6	12%	0.50	7	13%	9	17%
2	Lot	15	4	27%	3	20%	3	20%	3	20%	0.87	3	22%	4	27%
2	Lot	31	19	61%	19	61%	19	61%	19	61%	2.45	19	61%	19	61%
2	Lot	18	9	50%	15	83%	13	72%	9	50%	2.56	12	64%	15	83%
2	Lot	22	10	45%	14	64%	14	64%	9	41%	2.14	12	53%	14	64%
3	Lot	5	0	0%	0	0%	0	0%	0	0%	0.00	0	0%	0	0%
3	Lot	8	0	0%	0	0%	0	0%	0	0%	0.00	0	0%	0	0%
3	Lot	10	4	40%	8	80%	5	50%	7	70%	2.40	6	60%	8	80%
3	Lot	16	3	19%	4	25%	6	38%	5	31%	1.13	5	28%	6	38%
4	Lot	20	2	10%	5	25%	8	40%	5	25%	1.00	5	25%	8	40%
4	Lot	14	3	21%	5	36%	7	50%	8	57%	1.65	6	41%	8	57%
4	Lot	10	1	10%	1	10%	0	0%	1	10%	0.30	1	8%	1	10%
5	Lot	10	0	0%	3	30%	7	70%	5	50%	1.50	4	38%	7	70%
5	Lot	30	11	37%	12	40%	10	33%	7	23%	3.64	10	33%	12	40%
Route Summary		261	69	26%	97	37%	101	39%	84	32%	1.44	86	34%	111	43%

Block	Description	Est. Cap.	Circuit 1 9:00 - 11:00		Circuit 2 11:00 - 1:00		Circuit 3 1:00 - 3:00		Circuit 4 3:00 - 5:00		Average Turnover	Average		Peak	
			Occ.	%	Occ.	%	Occ.	%	Occ.	%		Occ.	%	Occ.	%
2	On-street	6	1	17%	3	50%	1	17%	0	0%	0.83	1	21%	3	50%
2	On-street	3	1	33%	2	67%	2	67%	2	67%	2.33	2	58%	2	67%
2	On-street	3	2	67%	3	100%	3	100%	2	67%	3.30	3	83%	3	100%
2	On-street	14	0	0%	2	14%	3	21%	7	50%	0.86	3	21%	7	50%
2	On-street	10	1	10%	0	0%	0	0%	1	10%	0.20	1	5%	1	10%
3	On-street	11	0	0%	0	0%	0	0%	0	0%	0.00	0	0%	0	0%
3	On-street	8	0	0%	0	0%	0	0%	0	0%	0.00	0	0%	0	0%
3	On-street	5	3	60%	0	0%	3	60%	0	0%	1.20	2	30%	3	60%
3	On-street	14	0	0%	3	21%	5	36%	5	36%	0.93	3	23%	5	36%
3	On-street	8	2	25%	5	63%	6	75%	5	63%	2.25	5	56%	6	75%
3	On-street	9	2	22%	6	67%	5	56%	4	44%	1.89	4	47%	6	67%
4	On-street	4	1	25%	1	25%	1	25%	0	0%	0.75	1	19%	1	25%
4	On-street	12	3	25%	6	50%	6	50%	5	42%	1.67	5	42%	6	50%
4	On-street	6	4	67%	2	33%	4	67%	4	67%	2.33	4	58%	4	67%
4	On-street	12	3	25%	8	67%	3	25%	1	8%	1.25	4	31%	8	67%
5	On-street	12	3	25%	8	67%	2	17%	4	33%	1.42	4	35%	8	67%
5	On-street	8	3	38%	4	50%	2	25%	4	50%	13.00	3	41%	4	50%
5	On-street	4	1	25%	2	50%	2	50%	4	100%	2.25	2	56%	4	100%
Route Summary		147	30	20%	55	37%	48	33%	40	33%	2.03	45	31%	71	48%

APPENDIX B

Field Survey
Suplus / Deficit calculations

Albion Parking Study - Quad A

Block	Office	Retail	Fitness (ITE)	Restaurant (ITE)	Residential (per unit)	Skate rink (ITE)	Government (Office)	Industrial (ITE)	Senior Center	Vacant (Retail)	Demand (Current)	Supply (On-street)	Supply (Off-street)	Supply Total	Surplus/ Deficit (current)
	5.00	10.00	5.90	14.30	1.50	20.00	5.00	1.27	20.00	3.00					
A1											0	10	0	10	10
A2	3,024	2,349					20,000			4,100	139	5	78	83	-56
A3		20,889	2,000	1,941	7	14,170	8,000		3,350	3,850	649	29	76	105	-544
A4		4,325			1			6,633		3,504	53	18	43	61	8
Sum	3,024	27,563	2,000	1,941	8	14,170	28,000	6,633	3,350	11,454	841	62	197	269	-562

Albion Parking Study - Quad B

Block	Office	Retail	Residential (per unit)	Medical (ITE)	Industrial (ITE)	Auto service/gas station (ITE)	Vacant	Demand (current)	Supply (On-street)	Supply (Off-street)	Supply Total	Surplus/ Deficit (current)
	5.00	10.00	1.50	3.90	1.27	6.66	3.00					
B1		9,326				5,499		181	0	76	76	-105
B2	8,507	2,352	26			4,190	2,572	133	8	165	173	40
B3		4,972		3,602	6,270	5,296	960	107	10	58	68	-39
B4	3,500	5,860	3		5,732	960	3,334	94	18	21	39	-55
Sum	12,007	22,510	29	3,602	12,002	15,945	6,866	515	36	320	356	159

Albion Parking Study - Quad C

Block	Office	Retail	Restaurant (ITE)	Residential (per unit)	Government (Office)	Medical (ITE)	Industrial (ITE)	Transit (per/seat)	Auto service/gas station (ITE)	Museum	Vacant	Demand (current)	Supply (On-street)	Supply (Off-street)	Supply Total	Surplus/ Deficit (current)
	5.00	10.00	14.30	1.50	5.00	3.90	1.27	0.25	6.66	3.50	3.00					
C1	2,000	26,695	3,500			4,760		450		6,000	5,908	479	28	214	242	-237
C2	7,146	12,518		14	2,772	8,000			8,716	22,000	10,877	381	17	28	45	-316
C3	3,224	8,400		1			20,606				6,035	128	46	73	119	-9
Sum	12,370	47,613	3,500	15	2,772	10,760	20,606	450	8,716	28,000	22,420	988	53	315	404	-582

Albion Parking Study - Quad D

Block	Office	Retail	Fitness (ITE)	Restaurant (ITE)	Residential (per unit)	Government (Office)	Medical (ITE)	Industrial (ITE)	Museum (ITE)	Civic/Social Club	Vacant	Demand (current)	Supply (On-street)	Supply (Off-street)	Supply Total	Surplus/ Deficit (current)
Factors	5.00	10.00	5.90	14.30	1.50	5.00	3.90	1.27	3.50	20.00	3.00					
D1		14,484									2,984	205	0	52	52	-153
D2	5,464	7,436		7,008	1						10,374	203	36	88	122	-81
D3	1,780	9,378		1,771	10			3,000		3,807	12,870	223	53	39	92	-131
D4		16,280		2,428	1	2,250	1,420		2,852		2,764	225	34	44	78	-147
D5	6,831	8,810	1,000		4		2,019					141	24	40	64	-77
Sum	13,855	56,398	1,000	11,207	15	2,250	3,439	3,000	2,852	6,071	108,008	697	117	261	405	-589

APPENDIX C

Proposed Parking Demand
Suplus / Deficit calculations

Albion Parking Study - Quad A

Block	Office	Retail	Fitness	Restaurant	Residential (per unit)	Skate rink	Government (Office)	Industrial	Senior Center	Demand (current)	Supply (on-street)	Supply (off-street)	Supply Total	Surplus/ Deficit (current)
	4.00	4.90	5.90	17.30	1.40	3.90	3.30	1.27	3.00					(current)
A1										0	10	0	10	10
A2	3,024	2,349					20,000			90	5	78	83	-7
A3		20,889	2,000	1,941	7	14,170	8,000		3,350	249	29	76	105	-144
A4		4,325			1			6,633		31	18	43	61	30
Sum	3,024	27,583	2,000	1,941	8	14,170	28,000	6,633	3,350	370	52	197	259	-111

Albion Parking Study - Quad B

Block	Office	Retail	Residential (per unit)	Medical	Industrial	Auto service/gas station	Vacant	Demand (current)	Supply (on-street)	Supply (off-street)	Supply Total	Surplus/ Deficit (current)
	4.00	4.90	1.40	3.50	1.27	6.66	3.00					(current)
B1		9,326				5,499		134	0	76	76	-58
B2	8,507	2,352	26			4,190	2,572	110	8	165	173	63
B3		4,972		3,602	6,270	5,296	960	80	10	58	68	-12
B4	3,500	5,860	3		5,732	960	3,334	61	18	21	39	-22
Sum	12,007	22,510	29	3,602	12,002	15,945	6,866	384	36	220	356	26

Albion Parking Study - Quad C

Block	Office	Retail	Restaurant	Residential (per unit)	Government (Office)	Medical	Industrial	Theatre (per seat)	Auto service/gas station	Museum	Vacant	Demand (current)	Supply (on-street)	Supply (off-street)	Supply Total	Surplus/ Deficit (current)	
	4.00	4.90	17.30	1.40	3.30	3.50	1.27	0.27	6.66	3.50	3.00					(current)	
C1	2,000	26,695	3,500			4,760		450		6,000	5,908	359	28	214	242	-117	
C2	7,146	12,518		14	2,772	6,000			9,716	22,000	10,677	281	17	28	45	-236	
C3	3,224	8,400		1			20,606					6,035	82	46	73	119	37
Sum	12,370	47,613	3,500	15	2,772	10,760	20,606	450	9,716	28,000	16,520	6,675	127	290	407	-319	

Albion Parking Study - Quad D

Block	Office	Retail	Fitness	Restaurant	Residential (per unit)	Government (Office)	Medical	Industrial	Museum	Civic/Boch Club	Vacant	Demand (current)	Supply (on-street)	Supply (off-street)	Supply Total	Surplus/ Deficit (current)	
Factors	4.00	4.90	5.90	17.30	1.40	3.30	3.90	1.27	3.50	3.00	3.00					(current)	
D1		14,494								2,984		80	0	52	52	-28	
D2	5,464	7,436		7,008	1						10,374	181	36	86	122	-59	
D3	1,760	9,378		1,771	10			3,000		3,807	12,870	113	53	39	92	-21	
D4		16,280		2,428	1	2,250	1,420		2,652			2,784	145	34	44	78	-67
D5	6,631	8,810	1,000		4		2,019					89	24	40	64	-25	
Sum	13,855	46,398	1,000	11,207	15	2,250	3,439	3,000	2,652	6,791	13,098	306	113	126	406	-200	

APPENDIX D

Future Demand
 Surplus / Deficit calculations

Albion Parking Study - DDA Area

	Office	Retail	Fitness	Restaurant	Residential (per unit)	Hotel (per unit)	Skate rink	Government office	Medical	Industrial
Factors	4.00	4.90	5.90	17.30	1.40	1.40	3.90	3.30	3.50	1.27
2005	41,256	180,584	7,000	20,648	68	15	14,170	33,022	17,801	42,241
2010	41,256	181,084	8,000	21,648	68	18	14,170	33,022	17,801	42,241
Sum										

Museum	Theatre	Office/social club	Senior Center	Auto service/gas station	Vacant	Demand (current)	Supply (on street)	Supply (off street)	Supply Total	Surplus/ Deficit (current)
3.50	0.27	3.00	3.00	6.66						
30,652	450	6,791	3,350	25,661	30,448	2,285	336	1,093	1,429	-856
30,652	450	6,791	3,350	25,661	22,948	2,315	336	1,093	1,429	-886
										856

References

Ransford S. McCourt, P.E., PTOE, "Parking Generation 3rd Edition"
Institute of Transportation Engineers, 2004.

Victoria Transport Policy Institute, *Parking Solutions*, TDM Ency-
clopedia, www.vtpi.org/tdm72.htm, 2005.

Victoria Transport Policy Institute, *Parking Evaluation*, TDM Ency-
clopedia, www.vtpi.org/tdm73.htm, 2005.

SCHEDULE OF VALUES

Architect: **CLS Design**
 Contractor: **David Bontrager**
 Project: **Mary Sheldon Ismon House (3rd floor renovations)**

Application No:
 Application Date:
 Period to:
 Architect's Project No: **1424**

A Item No.	B Description of Work	C Scheduled Value	D		E This Period	F Materials Presently Stored (Not in D+E)	G Total Completed and Stored to Date (D+E+F)	% (G/C)	H Balance to Finish	I Retainage
			Work Completed	From Previous Application (D+E)						
1	General Conditions	\$18,000.00			\$6,000.00		6,000.00	33%	\$12,000.00	
2	Demolition	\$9,500.00			\$9,000.00		9,000.00	95%	\$500.00	
3	Flooring	\$19,250.00			\$2,887.50		\$2,887.50	15%	\$16,362.50	
4	Drywall	\$26,503.50			\$0.00		0.00	0%	\$26,503.50	
5	Doors and Hardware	\$6,000.00			\$0.00		0.00	0%	\$6,000.00	
6	Rough Carpentry	\$15,550.00			\$12,400.00		\$12,400.00	80%	\$3,150.00	
7	Wood trim & moldings	\$10,600.00			\$0.00		\$0.00	0%	\$10,600.00	
8	Woodwork Refurbish	\$10,500.00			\$0.00		\$0.00	0%	\$10,500.00	
9	Painting	\$8,200.00			\$0.00		\$0.00	0%	\$8,200.00	
10	Signage	\$2,000.00			\$0.00		\$0.00	0%	\$2,000.00	
11	Bathroom	\$10,250.00			\$5,125.00		\$5,125.00	50%	\$5,125.00	
12	Plumbing	\$14,578.00			\$0.00		0.00	0%	\$14,578.00	
13	Mechanical	\$35,762.00			\$0.00		0.00	0%	\$35,762.00	
14	Electrical	\$26,143.00			\$0.00		0.00	0%	\$26,143.00	
15										
16										
17										
18										
19										
20										
21										
22										
23										
24										
25										
Totals		\$212,836.50		\$0.00	\$35,412.50	\$0.00	\$35,412.50		\$177,424.00	\$0.00

RECEIVED
 FEB 29 AM
 BY _____

Approved: Shirley Egle, Ismon House

248-806-802, 00

Tom
2-23-16

**STANDARD AGREEMENT BETWEEN OWNER AND CONTRACTOR
FOR LUMP SUM CONSTRUCTION**

THIS AGREEMENT made as of 23rd day of February In the year 2016

Between the Owner:

Albion DDA
309 N. Superior Street
Albion, MI 49224

and the Contractor:

David Bontrager
29301 N Dr S.
Homer MI 49245

For Project described as:

Mary Sheldon Ismon House 3rd Floor Renovation

Located in the City of Albion, Michigan
as Defined in the Bid Documents/Project Manual

The Architect is for this Project is:

CLS Design
4997 Holloway Rd
Adrian MI, 49221

The Owner and Contractor agree as follows:

Article 1 Contract Documents

- 1.1 The Contract Documents consist of this Agreement, Drawings, Specifications, Addenda issued prior to the execution of this Agreement, other documents listed in this Agreement and Modifications issued after execution of this Agreement; these form the Contract, and are as fully a part of the Contract as if attached to this Agreement or repeated herein.
- 1.2 The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations or agreements, either written or oral. An enumeration of the Contract Documents, other than Modifications, appears in Article 8.

Article 2 The Work of this Contract

- 2.1 The Contractor shall fully execute the Work described in the Contract Documents, except to the extent specifically indicated in the Contract Documents to be the responsibility of others.
- 2.3 Conformity with drawings and specification: The contractor agrees to re-execute any work which does not conform to the drawings and specifications, warrants the work performed, and agrees to remedy any defects resulting from faulty materials or workmanship which shall become evident during a period of one year after completion of the work. In no case shall the Contractor change the scope of work or deviate from the construction documents without written approval from the Owner. If such changes are made, The Owner can and may, at their discretion, require the work to be corrected and completed in accordance with the construction documents at the Contractor's expense.
- 2.2 Change in Work:
 - A. The work shall be subject to changes by additions, Deletions or revisions by the owner. The owner shall notify the contractor of such changes by delivery of additional and/or revises drawings, specifications, exhibits or written orders.
 - B. The contractor shall not be obligated to perform changes in the work or additional work until the Owner has approved, in writing, the changes to the Agreement price and the Agreement time.
 - C. All changes and deviations in the work ordered by the Owner must be in writing, the contract sum being increased or decreased accordingly by the Contractor. Any claims for increases in the cost of the work must be presented by the Contractor to the Owner in writing, and written approval of the Owner shall be obtained by the Contractor before proceeding with the ordered change or revision.

Article 3 Date of Commencement and Substantial Completion

- 3.1 The date of commencement of the Work shall be the date of this Agreement unless a different date is stated below or provision is made for the date to be fixed in a Notice to Proceed issued by the Owner. (Insert the date of commencement if it differs from the date of this Agreement) As per construction start date in Notice to Proceed
- 3.2 The Contract Time shall be measured from the date of commencement.
- 3.3 The Contractor shall achieve Substantial Completion of the entire Work not later than **131** calendar days from the Notice to Proceed of commencement.
- 3.4 This Project shall be completed no later than June 30, 2016.

Article 4 Contract Sum

- 4.1.1 The Owner shall pay the Contractor the Contract Sum for the Contractor's performance of the Contract. The Contract Sum shall be **\$ 212,836.59** subject the additions and deductions as provided in the Contract Documents.
- 4.2.1 The Contract Sum is based upon the following bid alternates, which are described in the Contract Documents and hereby accepted by the Owner:
(These alternate sums are included in the contract sum stated above.)
- | | |
|--------------|--------------------|
| Alternate #1 | \$19,398.50 |
| Alternate #2 | \$13,255.00 |
| Alternate #3 | \$14,463.00 |
- 4.2 Allowances, if any, are as follows:
\$2000.00 signage allowance. (Include in contract sum stated above)

Article 5 Payments

- 5.1 Progress Payments
- 5.1.1 Based upon Applications for Payment submitted to the Architect by the Contractor and related schedule of values, the Owner shall make progress payments to the Contractor based upon the Contract Sum as provided below and elsewhere in the Contract Documents.
- 5.1.2 The period covered by each Application for Payment shall be (2) two calendar weeks ending on the second and last Monday of that week.
- 5.1.3 Provided that Application for Payment is received by the Architect not later than the Wednesday of the week and certified and forwarded by the Architect to the Owner within three (2) business days, the Owner shall make payment to the Contractor not later than the Friday of the same week. If an Application for Payment is received by the Architect after the application date fixed above, payment shall be made by the Owner not later than seven days after the Architect certified and forwarded the Application for Payment to the Owner.
- 5.1.4 Each Application for Payment shall be based on the most recent schedule of values submitted by the Contractor in accordance with the Contract Documents. The schedule of values shall allocate the entire Contract Sum

among the various portions of the Work. The Applications for Payment shall indicate the percentage of each portion of the Work as of the end of the period covered by the Application for Payment.

- 5.1.5 Subject to other provisions of the Contract Documents, the amount of each progress payment shall be computed as follows:
- D. Take that portion of the Contract Sum properly allocable to completed work as determined by multiplying the percentage completion of each portion of the Work by the share of the Contract Sum allocated to that portion of Work in the schedule of values, less retainage of ten percent (10%).
 - E. Add that portion of the Contract Sum properly allocable to materials and equipment delivered and suitably stored at the site for subsequent incorporation in the completed construction (or, if approved in advance by the Owner, suitably stored off the site at a location agreed upon in writing less retainage of ten percent (10%); and
 - F. Subtract the aggregate of previous payments made by the Owner.
- 5.1.6 The progress payment amount determined in accordance with Subparagraph 5.1.5 shall be further modified under the following circumstances:
- A. Add, upon Substantial Completion of the Work, a sum sufficient to increase the total payments to the full amount of the Contract Sum, less such amounts as the Architect and/or Owner shall determine for incomplete Work, retainage applicable to such work and unsettled claims; and
 - B. Add, if final completion of the Work is thereafter materially delayed through no fault of the Contractor, any additional amounts payable in accordance with the General Conditions.
- 5.1.7 Reduction or limitation of retainage, if any, shall be as follows: if upon completion of 50 percent (50%) of the work, the Contracting Officer/Owner, after consulting with the Architect, determines that the Contractor's performance and progress are satisfactory; the Owner may reduce the retainage to (5%) for the work subsequently completed. Subsequently, if Contractor's performance and progress become unsatisfactory, the ten percent (10%) retainage will be reinstated until such time as the Contracting Officer/Owner determines that performance and progress are satisfactory.
- 5.2 Final Payment
- 5.2.1 Final payment, constituting the entire unpaid balance of the Contract Sum, shall be made by the Owner to the Contractor when:
- A. The Contractor has fully performed the Contract except for the Contractor's responsibility to correct Work, if any, which extend beyond the final payment; and
 - B. A final Certificate for Payment has been issued by the Architect.
- 5.2.2 The Owner's final payment to the Contractor shall be made no later than 20 days after the issuance of the Architect's final Certificate for Payment.

Article 6 Suspension of Work

- 6.1 The Contract may be suspended by the Contractor per the provisions below:
- A. Owner's failure to timely pay sums due to the contractor, until such payment is made.
 - B. A dispute over payment for extra work, differing site conditions, change by owner or other cause beyond the contractor's control if such circumstances will cause the Contractor to suffer substantial financial hardship if Contractor for the work remaining to be performed by Contractor.
- 6.2 The work may be suspended by the Owner per the provisions below:
- A. Contractor's failure to perform the work in a satisfactory and timely manner.
- 6.3 Return of Property: Upon expiry or termination of this Agreement, the contractor will return to the Client any property, documentation, records, or Confidential Information which is the property of the Client.

Article 7 Dispute Resolution

- 7.1 In the event a dispute arises out of or in connection with this Agreement, the Parties will attempt to resolve the dispute through friendly consultation
- 7.2 If the dispute is not resolved within a reasonable period then any or all outstanding issues may be submitted to mediation in accordance with any statutory rules of mediation. If mediation is unavailable or is not successful in resolving the entire dispute, any outstanding issues will be submitted to final and binding arbitration in accordance with the laws of the state of Michigan. The arbitrator's award will be final, and judgement may be entered upon by any court having jurisdiction within the State of Michigan.

Article 8 Enumeration of Contract Documents

- 8.1 The Contract Documents, except for Modifications issued after execution of this Agreement, are enumerated as follows:
- Contract documents dated 1-27-2016
 - Project Manual Dated 1-27-2016
 - Addendum dated 1-29-2016
- 8.1.1 The Supplementary and other Conditions of the Contract are those as requested in the Invitation to Bid, and are as follows:
- 8.1.2 The Specifications are those contained in the Project Manual dated 1-27-2016: (Refer to Table of Contents attached to this Agreement)
- 8.1.3 The Drawings are as follows, and are dated "1-27-2016 BIDDING". (Refer to Sheet Index attached to this Agreement)

- 8.1.4 The Addenda, if any, are as follows:
Addendum #1 dated 1-29-2016
- 8.1.5 Other documents, if any, forming part of the Contract Documents are as follows:
- A. This project is partially funded through a grant from the Michigan Heritage Restoration Program through the Michigan State Housing Development Authority, Historic Preservation Office. As such, this contract shall incorporate all provisions set forth in the Michigan Heritage Restoration Program Grant Agreement, which is dated July 15, 2015.
 - B. Sole Proprietor Form: The contractor has filled out and signed the appropriate form stating that the business is a sole proprietorship and does not carry workman's compensation insurance.

Article 9 Miscellaneous Provisions

- 9.1 Indemnification: Except to the extent paid in settlement from any applicable insurance policies, and to the extent permitted by applicable law, each Party agrees to indemnify and hold harmless the other party, and its respective affiliates, officers, agents, employees, and permitted successors and assigns against any and all claims, losses, damages, liabilities, penalties, punitive damages, expenses, reasonable legal fees and costs of any kind or amount whatsoever, which result from or arise out of any act or omission of the indemnifying party, its respective affiliates, officers, agents, employees, and permitted successors and assigns that occurs in connection with this agreement. This indemnification will survive the termination of this agreement.
- 9.2 Neither the Owner's nor the Contractor's representative shall be changed without ten days' written notice to the other party.
- 9.3 Time of the Essence: Time is of the essence in this Agreement. No extensions or variation of the agreement will operate as a waiver of this Agreement without the prior written consent of the Client.
- 9.4 The Contractor agrees to re-execute any work which does not conform to the drawings and specifications, warrants the work performed, and agrees to remedy any defects resulting, from faulty materials or workmanship which shall become evident during a period of one year after completion of the work.
- 9.5 A general Liability insurance for construction has been purchased by the contractor, David Bontrager. The policy is in effect February 23, 2016 (2/23/16) through August 23, 2016 (8/23/16).

This Agreement is entered into as of the day and year first written above and is executed in at least three original copies, of which one is to be delivered to the Contractor, one to the Architect, if applicable, for use in the administration of the Contract, and the remainder to the Owner.

Owner:

(Signature) Micheal Tymkew

Albion DDA
309 N. Superior Street
Albion, MI 49224

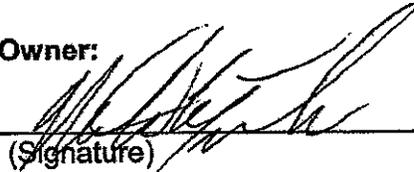
Contractor:

(Signature) David Bontrager

Bontrager Construction
29301 N Dr S.
Homer MI 49245

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309 N. Superior Street
Albion, MI 49224

Contractor:



(Signature) David Bontrager

Bontrager Construction
29301 N Dr S.
Homer MI 49245

DDA

Financial Summary as of 12-31-2015

(Relative to the Delinquent Tax Captures)

To determine the tax "capture" from within a DDA or TIFA capture district, the calculation is such that it must assume 100% of the taxpayers within the district will pay their taxes (which seldom happens). Additionally, because the capture districts here in Albion (both in the DDA and the TIFA districts) have some parcels that are "positive" capture and some parcels that are "negative" capture, the process of trying to estimate capture revenues becomes considerably more complex.

In summary, the DDA would have received \$13,223 in capture revenue had all, or nearly all taxpayers paid their taxes by the due date. Accordingly, we budgeted a conservative \$12,000 for property tax capture revenue (allowing a little room for a few delinquent tax payers). Unfortunately, as we approach the end of February, which is also the last day we can collect taxes here in Albion, there were nearly \$11,000 in delinquent tax capture (or capture that would be available had the taxes been paid).

This means that instead of reaching the \$12,000 in capture budgeted, the DDA will only report approximately \$2,200 in tax capture revenues. This will result in the decline of the bottom line from the (\$9,100) shortfall budgeted, to a shortfall of approximately (\$17,757). This will result in the Fund Balance declining from \$49,150 to approximately \$31,393.

Note: The 12-31-2015 numbers are not finalized yet as there will still be some adjustments as we disburse any last minute payments that may have come in the last few days of the month. In addition, there is also the possibility of auditor adjusting entries as well.

Fund 248 DDA FUND

GL Number	Description	PERIOD ENDED 12/31/2014	PERIOD ENDED 12/31/2015
*** Assets ***			
248-000-001.00	CASH	48,483.42	18,329.07
248-000-078.00	DUE FROM STATE	0.00	13,437.78
248-000-123.00	PREPAID EXPENSES	691.70	626.50
Total Assets		49,175.12	32,393.35
*** Liabilities ***			
248-000-202.00	ACCOUNTS PAYABLE	25.00	1,000.00
Total Liabilities		25.00	1,000.00
*** Fund Balance ***			
248-000-390.00	FUND BALANCE	32,547.44	49,150.12
Total Fund Balance		32,547.44	49,150.12
Beginning Fund Balance		32,547.44	49,150.12
Net of Revenues VS Expenditures		16,602.68	(17,756.77)
Ending Fund Balance		49,150.12	31,393.35
Total Liabilities And Fund Balance		49,175.12	32,393.35

GL NUMBER	DESCRIPTION	PERIOD ENDING 12/31/2015		ACTIVITY FOR MONTH 12/31/2015	YTD BALANCE 12/31/2015	2015 AMENDED BUDGET	AVAILABLE BALANCE NORM (ABNORM)	% BDDT USED
		END BALANCE 12/31/2014	INCR (DECR)					
Fund 248 - DDA FUND								
Revenues								
Dept 000	CURRENT PROPERTY TAXES	12,238.36	(9,629.97)	1,527.71	12,000.00	12,000.00	10,472.29	12.73
248-000-402.00	CURRENT PROP TAXES - STATE REIMBURSEMEN	9,960.28	13,437.78	13,437.78	13,400.00	13,400.00	(37.78)	100.28
248-000-665.00	INTEREST	222.03	10.28	250.46	200.00	200.00	(50.46)	125.23
248-000-671.00	OTHER REVENUES	15.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000		22,435.67	3,818.09	15,215.95	25,600.00	25,600.00	10,384.05	59.44
Dept 757-BOHM THEATRE								
248-757-502.00	FEDERAL GRANTS	360,000.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 757-BOHM THEATRE		360,000.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL Revenues		382,435.67	3,818.09	15,215.95	25,600.00	25,600.00	10,384.05	59.44
Expenditures								
Dept 735-DDA								
248-735-744.00	POSTAGE	0.00	0.00	0.00	50.00	50.00	50.00	0.00
248-735-776.00	MATERIALS AND SUPPLIES	0.00	0.00	0.00	200.00	200.00	200.00	0.00
248-735-801.00	PROFESSIONAL SERVICES	0.00	0.00	2,500.00	2,500.00	2,500.00	0.00	100.00
248-735-802.00	CONTRACTUAL SERVICES	25.00	0.00	455.00	455.00	455.00	0.00	100.00
248-735-840.00	ADMINISTRATION FEES	1,817.04	183.33	2,199.96	2,200.00	2,200.00	0.04	100.00
248-735-880.00	COMMUNITY PROMOTIONS	2,550.80	0.00	1,624.06	2,000.00	2,000.00	375.94	81.20
248-735-950.00	INSURANCE AND BONDS	1,338.05	0.00	1,318.20	1,320.00	1,320.00	1.80	99.86
248-735-955.00	MISCELLANEOUS	50.50	0.00	50.50	300.00	300.00	249.50	16.83
Total Dept 735-DDA		5,781.39	183.33	8,147.72	9,025.00	9,025.00	877.28	90.28
Dept 741-MARKETING/WAYFINDING SIGNAGE								
248-741-801.00	PROFESSIONAL SERVICES	51.60	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 741-MARKETING/WAYFINDING SIGNAGE		51.60	0.00	0.00	0.00	0.00	0.00	0.00
Dept 757-BOHM THEATRE								
248-757-802.00	CONTRACTUAL SERVICES	360,000.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 757-BOHM THEATRE		360,000.00	0.00	0.00	0.00	0.00	0.00	0.00
Dept 793-SPECIAL PROGRAMS								
248-793-870.00	FACADE GRANTS	0.00	2,000.00	24,825.00	25,675.00	25,675.00	850.00	96.69
Total Dept 793-SPECIAL PROGRAMS		0.00	2,000.00	24,825.00	25,675.00	25,675.00	850.00	96.69
TOTAL Expenditures		365,832.99	2,183.33	32,972.72	34,700.00	34,700.00	1,727.28	95.02

PERIOD ENDING 12/31/2015
 2015
 AVAILABLE
 BALANCE & BDGT
 USED

END BALANCE
 12/31/2014
 NORM (ABNORM)

ACTIVITY FOR
 MONTH 12/31/2015
 INCR (DECR)

YTD BALANCE
 12/31/2015
 NORM (ABNORM)

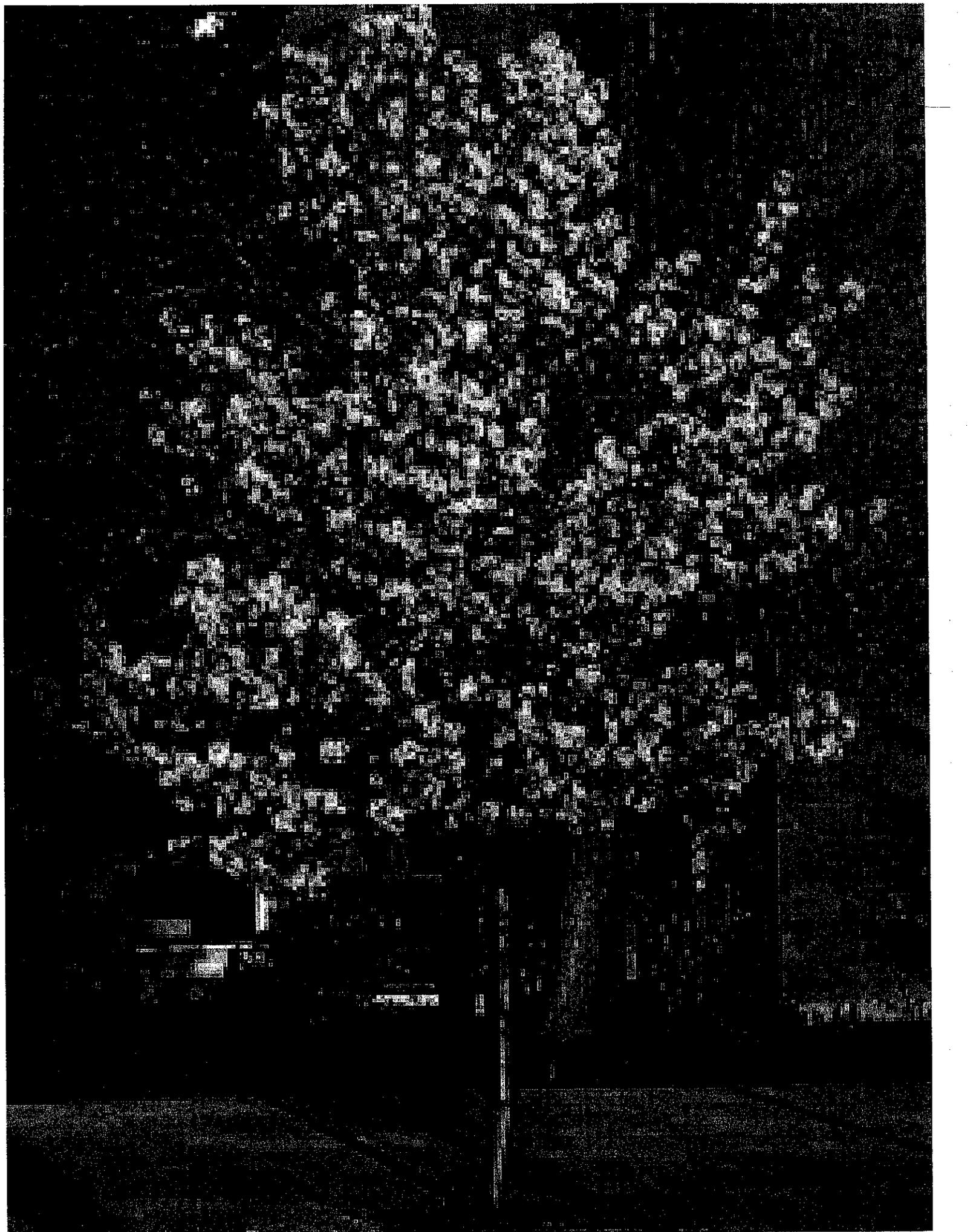
2015
 AMENDED
 BUDGET

GL NUMBER DESCRIPTION

Fund 248 - DDA FUND

Fund 248 - DDA FUND:

TOTAL REVENUES	382,435.67	3,818.09	15,215.95	25,600.00	10,384.05	59.44
TOTAL EXPENDITURES	315,832.58	2,165.33	12,972.72	34,700.00	1,727.28	95.02
NET OF REVENUES & EXPENDITURES	16,602.68	1,652.76	(17,756.77)	(9,100.00)	8,656.77	195.13



M-99
(S SUPERIOR ST)

W ERIE ST

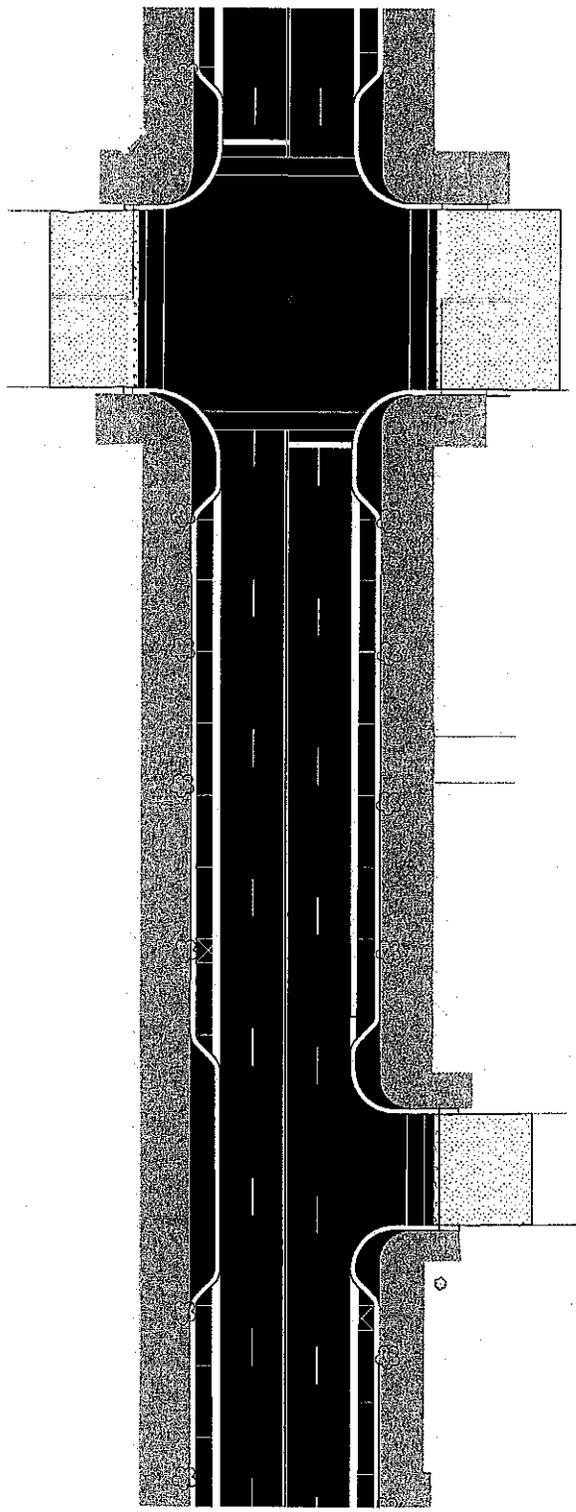
W PORTER ST



M-99
(S SUPERIOR ST)

LEGEND

-  BRICK SURFACE
-  BIAPR CUTS
-  EXISTING SIDEWALK



E ERIE ST

NO.	DATE	AUTH.	DESCRIPTION	NO.	DATE	AUTH.	DESCRIPTION
FINAL ROAD PLAN REVISIONS (ESSENTIAL DATE:)							
 							
0 40 1/8" = 1'-0" (FT)							
FILE:11524 M99 EXHIBIT 290							
DATE: 02/15/15							
DESIGN UNIT: VORHART							
TSC: VANSHALL							
CS: 13092, 13043							
JN: 116324A							
FOUR-LANE EXHIBIT M-99 FROM ASH STREET TO VINE STREET STA 14+00 TO STA 19+00							
DRAWING SHEET							
M99 SECT 1							
001							

