



Recreation Advisory Board  
**WORKSESSION AGENDA**  
October 28, 2015, at 6:00pm

*Members:*

*Jonathan Harris, Chairman*  
*Randy Kleiman, Vice Chairperson*  
*Joe Kaplan, Board Member*  
*Todd Maki, Board Member*  
*Maggie Murphy-Pomeroy, Board Member*

*Kim Peterson, Recreation Director*  
*Brooks Bougie, Recreation Assistant*  
*James V. O'Toole, City Manager*  
*Ralph Blasier, Council Liaison*

Meeting Location: City Hall, Council Room, 410 Ludington Street, Escanaba, MI 49829  
Recreation Advisory Board

**Wednesday, October 28, 2015; 6:00pm**

CALL TO ORDER  
ANNOUNCEMENTS  
ROLL CALL  
APPROVAL/CORRECTION(S) TO MINUTES: None  
APPROVAL/ADJUSTMENTS TO THE AGENDA  
CONFLICT OF INTEREST DECLARATION

NEW BUSINESS

- 1. Discussion – To Discuss the Process of Updating the Escanaba Non-Motorized Transportation Plan and Investment Strategy.**  
**Explanation:** Discussion will take place regarding the need to update the 2003 Non-Motorized Master Plan.

MISCELLANEOUS  
GENERAL PUBLIC COMMENT  
ADJOURNMENT

The City of Escanaba will provide all necessary, reasonable aids and services, such as signers for the hearing impaired and audiotapes of printed materials being considered at the meeting to individuals with disabilities at the meeting/hearing upon five days notice to the City of Escanaba. Individuals with disabilities requiring auxiliary aids or services should contact the City of Escanaba by writing or calling at (906) 786-9402.

Respectfully Submitted

Kim Peterson, Recreation Director



COUNTY OF DELTA

STATE OF MICHIGAN

## WORK SESSION MEETING

OF THE

## RECREATION ADVISORY BOARD

PLEASE TAKE NOTICE that the a Work Session of the Recreation Advisory Board to discuss the Non-Motorized Pathway, and or any other items to be brought up for discussion is scheduled for:

**October 28, 2015, 6:00 p.m.**  
**City Hall Council Chambers, C101**

# Clerk's Office

This notice is given in accordance with Act 267 of the 1976 Public Acts of the State of Michigan and Chapter II, Section 5, of the Escanaba City Charter.

The City of Escanaba will provide necessary, reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting/hearing upon five (5) days notice to the City of Escanaba. Individuals with disabilities requiring auxiliary aids or services should contact the City of Escanaba by writing or calling the below named City Clerk. Public notice will be given regarding any changes of the above meeting.

Kimberly Peterson, Recreation Director  
(906) 786-4141

or

Robert Richards, City Clerk, P.O. Box 948  
(906) 786-1194

RSR/bms

posted 10/19/2015 3:12 PM

**CITY OF ESCANABA**

**NON-MOTORIZED MASTER PLAN**

**by the**

**Escanaba Recreation Advisory Board  
and the  
Escanaba Recreation/Parks Department**

**October 14, 2003**



## RECREATION DEPARTMENT

Anthony J. Schomin, Jr., Director  
P.O. BOX 948 • Escanaba, MI 49829-0948  
906-786-4141 • Fax 906-789-3798 • e-mail: recreation@escanaba.org

December 2, 2003

Mr. Douglas Terry, City Manager  
City of Escanaba  
410 Ludington Street  
P.O. Box 948  
Escanaba, MI 49829

Dear Mr. Terry,

The Escanaba Recreation Advisory Board hereby submits the City of Escanaba NON-MOTORIZED MASTER PLAN, dated October 14, 2003, for review and consideration for adoption by the members of the Escanaba City Council.

Upon adoption, the plan will be utilized to implement projects and initiatives for pedestrian, bicycle and other non-motorized travel within the City of Escanaba. Furthermore, the plan will be filed with the Michigan Department of Transportation as documentation for future Transportation Enhancement Funding.

The 2003 Non-Motorized Master Plan will be subject to further review and update as deemed necessary by the Recreation Advisory Board.

Yours truly,

A handwritten signature in black ink, appearing to read "Tony Schomin", is written over a circular stamp or seal.

Tony Schomin  
Recreation Director/Board Secretary

# INTRODUCTION

In the fall of 2002, the Escanaba Recreation Department in conjunction with the Escanaba Recreation Advisory Board, determined the necessity to update and revise the City of Escanaba's *Non-Motorized Master Plan*. The City's first attempt at a long-range planning involving non-motorized issues was developed by the Recreation Board and approved by City Council in February of 1998. The 1998 plan strictly focused upon bicycle facilities, related structures and issues.

The 1998 Bikeway Master Plan was successful for two important reasons:

- Separated pathway systems were constructed in Ludington Park, 8<sup>th</sup> Avenue South Area and 1<sup>st</sup> Avenue North under the auspices of the plan; and
- Most importantly, the 1998 Bikeway Master Plan began to cause a change in planning and design thinking on how our city's transportation network of roads and streets are used.

The City of Escanaba's *2003 Non-Motorized Master Plan* is our community's next important step to make all stake holders within the community aware that different modes of transportation need successful places to operate and to function safely. *The 2003 Non-Motorized Master Plan* incorporates suggestions, recommendation and safety concerns from the public, citizens, board members and City staff.

*The 2003 Non-Motorized Master Plan* encompasses relevant recreational and utilitarian non-motorized issues and includes *bike/pedestrian street crossings; school street crossings; separated pathways; bicycle lanes; bicycle routes; and other pertinent non-motorized issues facing the City of Escanaba.*

This plan is intended to compliment other City of Escanaba non-motorized safety and design initiatives by other City boards, commissions and concerned citizens. The 2003 Non-Motorized Master Plan's purpose is to broadly focus upon pedestrian, bicycle and other non-motor travel within the City for both recreational and utilitarian purposes.

## PLAN DEVELOPMENT

The City of Escanaba's *Non-Motorized Master Plan* has five specific purposes:

- ① To comprehensively identify and organize the development of non-motorized facilities providing safe access throughout the City for pedestrian and bicyclists;
- ② To identify those areas within the City where serious and complex safety issues exist for bicyclists and pedestrians;
- ③ To develop a capital plan reflecting strategies for sharing the City's transportation system space for both motorized and non-motorized travel;
- ④ To implement initiatives and projects, utilizing the *Non-Motorized Master Plan* as a blueprint, addressing concerns within four (4) non-motorized categories; and
- ⑤ To provide safe and adequate bike and pedestrian facilities to encourage non-motorized travel within the City for Utilitarian and recreational use.

The seven member Recreation Advisory Board has included within this plan the identification of major non-motorized recreational, Utilitarian and safety issues and further provides areas of deficiency, justification for an action program, goals and policies and a capital improvement program addressing those deficiencies. The Recreation Advisory Board, along with parallel non-motorized planning activity by other City boards and commissions, have developed this plan which reflects community priorities and provides a working guide for implementing a program for safe non-motorized travel between neighborhoods, destination points and major non-motorized traffic generation points within the City.

The *2003 Non-Motorized Master Plan* is intended to build upon the City's existing transportation system of roads, streets, sidewalks and separated pathways. This existing system and past accomplishments provides a foundation for community action that will improve the quality and quantity of non-motorized transportation opportunities and provide our citizens with safe pedestrian and bicycle access to all areas within the community.

# COMMUNITY DATA

## REGIONAL LOCATION/CONTEXT

The City of Escanaba is situated in the southern part of the Upper Peninsula and occupies 12.37 square miles of land in Delta County. The City is the county seat and largest community in Delta County and second largest in the Upper Peninsula. The City is bounded by Little Bay de Noc on the east, Wells Township on the north and west and Ford River Township to the south.

In the context of this plan, the City is surrounded by large residential subdivisions located within the townships whose residents seek access to the City for employment, retail trade, commerce, medical facilities, schools and park/recreation facilities.

## POPULATION

The City of Escanaba's population, according to the 2000 U.S. Census, is 13,140 persons. The population of Delta County is 38,520. Approximately 25,000 persons living in a five mile radius, including the City, reside within the Escanaba area.

## HOUSING/LAND USE

The City of Escanaba contains 6,063 housing units that includes dwellings in older neighborhoods, newer subdivisions, multi-family buildings and mobile home parks. The predominant land use in the community is residential neighborhoods with a vast majority located *east* of U.S. 2 & 41, and M35. The highway system within the City has clearly developed a pattern which separates the residential areas of the City from the businesses, commercial, industrial and education centers.

The major consequence of the City's development pattern is a reliance of motorized travel to access employment, shopping, medical services and/or educational facilities. The automobile orientation with the City's development has little regard for non-motorized transportation, i.e.: pedestrian and bicycle travel. Patterns of land division and motorized transportation corridors have clearly impacted and impeded safe non-motorized travel to major destination points within the City.

## EXISTING TRANSPORTATION SYSTEM

The City of Escanaba contains 81.5 miles of paved roads and streets with an estimated 65% of all City streets and roads having sidewalks/separated pathways. No shared roadways/streets have been designated for bike lanes or bike routes within the City. Safe, pleasant walkways, crossings and pedestrian/bicycle connections are missing from commercial developments, educational facilities and other major destinations. Many of these developments/major destinations are close enough to residential areas to enjoy non-motorized access to these corridors.

Clearly, the U.S. 2 & 41 and M35 corridor, also known as North and South Lincoln Road, has experienced unplanned "strip development" over the past several decades. This unregulated growth has made pedestrian and bicycle travel to and/or through the highway corridor confusing, congested, most importantly, unsafe and inaccessible for non-motorized purposes.

Establishment of a balanced relationship between the existing transportation system within the City and non-motorized uses, i.e.: pedestrians, bicyclists and other non-motorized users, is essential for the safety and well-being and quality of life for our citizens.

## EXISTING NON-MOTORIZED TRAFFIC/FACILITIES

As previously cited, no officially designated shared roadways exist within the City (bike routes/lanes). Over the past ten year period, the City has been actively planning and developing a series of separated pathways for both pedestrians and bicyclists. Separated pathway construction has occurred at:

- Ludington park Pathway System @ 3.50 miles;
- Old State road Pathway System @ 2.13 miles;
- U.P. State Fairgrounds/Danforth Road @ 1.2 miles;
- First Avenue North Pathway @ 0.5 miles; and
- South Lincoln Road Pathway @ 1.5 miles.

The **Ludington Park Pathway System** traverses throughout the 120 acre park and serves its purpose well. However, no designated bike routes, lanes or pathways safely lead bicyclists to the park.

The **Old State Road Pathway System** serves the southwest quadrant of the City well and provides safe pedestrian and bicyclist travel to all parts of the neighborhood. However, crossing South Lincoln Road at the 5<sup>th</sup> Avenue South or 8<sup>th</sup> Avenue South (M35) terminus is hazardous.

The **U.P. State Fairgrounds/Danforth Road Pathway** has two major problems: ① the pathway cannot be safely accessed from the east as North Lincoln Road must be crossed at 12<sup>th</sup> Avenue North; and ② the Danforth Road portion of the system, a Bicycle Route, is too narrow, too much heavy truck traffic and has remained virtually unused since its construction in 1994.

The **First Avenue North Pathway** from North 9<sup>th</sup> Street to North 4<sup>th</sup> Street is an isolated facility coming from nowhere and, currently, leading nowhere. The First Avenue North Pathway can become a functioning non-motorized facility if and/or when the 3<sup>rd</sup> Avenue North Pathway System is constructed of which the First Avenue North portion becomes a functioning part.

The **South Lincoln Road Pathway** paralleling M35, extends from 8<sup>th</sup> Avenue South to Lake Shore Drive. The pathway has several major flaws: ① the pathway is on the west side of the highway, thus forcing pedestrians and bicyclists to cross South Lincoln Road; and ② most residents in the area reside on the east side of the highway, again causing minimal use of the facility.

## CURRENTLY PLANNED NON-MOTORIZED INITIATIVES

Two major separated pathway projects are either in the early planning stages or final stages prior to construction:

- The 3<sup>rd</sup> Avenue North Pathway, from 3<sup>rd</sup> Avenue North at Stephenson Avenue to the 1<sup>st</sup> Avenue North Pathway to Ludington Park, has been funded by MDOT and scheduled for construction in 2004; and
- *The Willow Creek Road Pathway*, from 8<sup>th</sup> Avenue South to Ludington Street (U.S. 2 & 41), will link with the 8<sup>th</sup> Avenue South Pathway. No date has been scheduled for construction, however, easements and necessary ROW has been set aside for this facility.

Another major initiative has been ongoing by the City's Traffic Safety Advisory Committee. This committee, along with concerned citizens, have planned, designed and initiated pedestrian safety enhancements at and around school facilities. Implemented, or to be implemented, school safety enhancements include signage and visible crosswalks.

In summary, the City has made positive steps forward but has overlooked pedestrian and bicyclist facilities. Safe crossings for non-motorized travel is equally a priority and concern.

## NON-MOTORIZED DEFICIENCIES, NEEDS AND JUSTIFICATION OF PROPOSED ACTIONS

The opening segments of this plan described the planning process involved with this document. This segment offers identification of Non-Motorized deficiencies, needs and most importantly, provides recommended solutions to those needs and justification of proposed actions. The Non-Motorized needs of pedestrians, bicyclists and other non-motorized transport identified within this plan are representative of what our community desires, attempts to be imaginative in projecting what might be and is realistic in recognizing what is possible.

Note, each deficiency identified within this segment of the plan includes a solution or action identified with a PROJECT CODE number that corresponds with the *Capital Improvement Plan* which is the final segment of this document.

## CRITICAL NON-MOTORIZED BIKE/PEDESTRIAN STREET/HIGHWAY CROSSINGS

As identified earlier in this document, U.S. 2 & 41 and M35 otherwise known as North and South Lincoln Road, effectively limits non-motorized access from the residential areas of the City to the east from the retail, commercial and educational facilities to the west. The North and South Lincoln Road corridor is approximately 3.5 miles in length and is one of the most trafficked highways in the Upper Peninsula. Non-Motorized crossing at nine (9) intersections within the North/South Lincoln Road corridor is, at most times, impossible and extremely dangerous. Other critical major street/walkway crossings are also identified within this segment of the plan.

SOUTH LINCOLN  
@ 5<sup>TH</sup> AVENUE  
SOUTH

This pedestrian/bike crossing at 5<sup>th</sup> Avenue South/South Lincoln Road effectively serves as a major non-motorized crossing at M35 for a full ¼ of the City's population residing west of South Lincoln road/M35. Equally critical is the Escanaba High School, with a student population of 1,100, is located near this site with the 5<sup>th</sup> Avenue South crossing as the major non-motorized access to the High School for residents who reside east of M35. Major housing districts, i.e.: apartment complexes, mobile home parks and single resident dwellings, are west of the highway along with the City's major medical facility, Doctor's Park. A separate pathway, constructed in 2000, ends at the 5<sup>th</sup> Avenue South/South Lincoln Road intersection, west side.

Existing traffic control measures at the 5<sup>th</sup> Avenue South/South Lincoln Road include a traffic light, School Speed Zone signs/flashers, pedestrian lights and a crosswalk. These measures are not enough. **PROJECT CODE 1** proposes several safety enhancement measures including improved signage, enhanced crosswalk striping and/or an overhead pedestrian bridge. In September of 2003, a 15 year old student was killed near this site attempting to cross South Lincoln Road on his bicycle. The need for enhanced safety measures for non-motorized users in critical and is a top priority at this site given the volume of pedestrian and bicycle users at this location.

SOUTH LINCOLN  
ROAD @ 3<sup>RD</sup>  
AVENUE SOUTH

The *South Lincoln Road/3<sup>rd</sup> Avenue South* intersection serves as the second primary pedestrian/bike crossing for the Escanaba High School on South Lincoln Road/M35. This bike/pedestrian crossing is also a primary South Lincoln Road/M35 non-motorized crossing for the residents in the neighborhood west of South Lincoln Road bounded by U.S. 2 & 41 (north) and the residential area west of the High School. **PROJECT CODE 2** proposes safety enhancement measures including improved signage and enhanced crosswalk striping to better identify the pedestrian/bike crossing for motorists traveling on South Lincoln Road/M35. Given the volume of pedestrian/non-motorized use of this crossing, a traffic light with pedestrian crossing signal may be warranted.

ESCANABA HIGH SCHOOL/  
SOUTH LINCOLN ROAD  
CROSSINGS - DISCUSSION

Enhanced safety crossing measures on *South Lincoln Road at the 5<sup>th</sup> Avenue South and 3<sup>rd</sup> Avenue South intersections*, as proposed by **PROJECT CODE 1 AND 2**, can improve bicycle and pedestrian safety at these critical crossings. However, the two block area in front of the High School, or 950' of South Lincoln Road frontage, is frequently j-walked by students and further complicated by a service road off of South Lincoln Road into the main entrance of the High School. Enhanced safety measures at 5<sup>th</sup> Avenue South and 3<sup>rd</sup> Avenue South are moot if the certain physical reconfiguration are not implemented to ① funnel students to the 3<sup>rd</sup> and 5<sup>th</sup> Avenue South pedestrian/bike crossings and ② reroute the High School service entrance from South Lincoln Road to 3<sup>rd</sup> Avenue South.

NORTH LINCOLN ROAD @ 12<sup>TH</sup> AVENUE NORTH

The *North Lincoln Road/12<sup>th</sup> Avenue North*, also known as U.S. 2 & 41, major access/egress pedestrian/bike crossing serving at least five (5) functions: ① serves as a non-motorized crossing for the residential area west of North Lincoln Road containing eight residential blocks and a mobile home park containing 150 housing units; ② serves as the main pedestrian/bike access to the U.P. State Fairgrounds; ③ serves as the access point to the Fairgrounds/Danforth Road Pathway; ④ serves as the highway crossing for students attending the Webster Elementary School; and ⑤ is projected to serve as the major North Lincoln Road non-motorized crossing for Bay de Noc Community College and the YMCA of Delta County.

Existing non-motorized safety enhancements at the site is school signage/flashing lights and crossing guards during the school lunch hours.

**PROJECT CODE 3** proposes a traffic signal and pedestrian crossing signal be installed at the North Lincoln Road/12<sup>th</sup> Avenue South intersection, improved signage and enhanced crosswalk striping. A traffic signal is more than justified at this location given the volume of un-broken motorized traffic and non-motorized usage by residents, U.P. State Fair, an elementary school, access to the separated pathway and the only logical, acceptable crossing to access Bay College and the YMCA. **PROJECT CODE 3** proposes, as an alternate, a pedestrian/non-motorized overhead bridge across the highway.

SOUTH LINCOLN ROAD @ 8<sup>TH</sup> AVENUE SOUTH

The South Lincoln Road/8<sup>th</sup> Avenue South at M35 is also major access/egress pedestrians/bike crossing and serves the 8<sup>th</sup> Avenue South Pathway System, a large residential area west of South Lincoln Road and the Lemmer Elementary School. **PROJECT CODE 4** proposes additional signage and enhanced crosswalk striping to clearly designate the non-motorized crossing area. A traffic/pedestrian signal may also be warranted at this intersection.

DANFORTH ROAD NEAR U.S. 2, 41 & M35

A designed *Danforth Road Crossing* is important to permit non-motorized traffic access to Bay College and the YMCA of Delta County. **PROJECT CODE 5** proposes the installation of signage and enhanced crosswalk striping.

NORTH LINCOLN ROAD/5<sup>TH</sup> AVENUE NORTH

The ongoing commercial development west of North Lincoln Road at the 5<sup>th</sup> Avenue North area has drawn pedestrians and bicyclists to cross the *North Lincoln Road/5<sup>th</sup> Avenue North intersection*. A traffic light is present at the intersection with pedestrian signals. **PROJECT CODE 6** proposed pedestrian/non-motorized signage, installation of enhanced crosswalk striping and sidewalks/separated pathway on the west side of the highway.

NORTH LINCOLN ROAD/3<sup>RD</sup> AVENUE NORTH

The *North Lincoln Road/3<sup>rd</sup> Avenue North intersection* is by far one of the most heavily trafficked intersections within the City. The North Lincoln Road/3<sup>rd</sup> Avenue North crossing is critical to non-motorized users in order to access the Lincoln Road retail district, i.e.: Delta Plaza Mall, Lincoln Square Mall, Mini-Mall, Super One Grocery

Store, Staples, McDonalds, Northern Buffet, etc. A traffic light and pedestrian crossing light are present at the intersection. **PROJECT CODE 7** proposes safety signage, enhanced crosswalk striping and sidewalks/separated pathway on the west side of the highway.

SOUTH LINCOLN  
ROAD/18<sup>TH</sup>  
AVENUE SOUTH

This intersection serves a crossing at South Lincoln Road to access/egress the South Lincoln Road pathway on the west side of the highway at 18<sup>th</sup> Avenue South. The intersection/crossing serves those residents west of South Lincoln Road wishing to walk/bike to the Escanaba Athletic Field and the City's complex of four baseball/softball fields on 18<sup>th</sup> Avenue South. **PROJECT CODE 8** proposes crosswalk signage and enhanced crosswalk striping at this highway crossing.

SOUTH LINCOLN  
ROAD/LAKE  
SHORE DRIVE

The crossing at South Lincoln Road (M35) at Lake Shore Drive is a frequent and popular crossing to gain access/egress from the South Lincoln Road separated pathway. **PROJECT CODE 9** proposes crosswalk signage and enhanced crosswalk striping at this highway crossing.

STEPHENSON/  
WASHINGTON/  
SHERIDAN ROAD  
"Y"  
INTERSECTION

This intersection at the *Stephenson Avenue, Washington Avenue and Sheridan Road* intersection, otherwise known as the "Y", is a major City street arterial and is an effective bottleneck for non-motorized travel. **PROJECT CODE 10** proposes pedestrians/bike route signage, reconfiguration of non-motorized crossings and enhanced pedestrian crosswalk striping.

U.S. 2 &  
41/WILLOW  
CREEK  
ROAD/NORTH  
30<sup>TH</sup> STREET  
INTERSECTION

In the fall of 2003, the *Willow Creek Road* will be extended to the U.S. 2 & 41/North 30<sup>th</sup> Street intersection. The Willow Creek Road, as extended, contains provisions for a future separated pathway to extend from the 8<sup>th</sup> Avenue South existing pathway to U.S. 2 & 41. Safe pedestrian/bike crossings provisions must be made to insure safe access to St. Francis Hospital and North 30<sup>th</sup> Street area which is rapidly developing as a commercial/retail corridor. **PROJECT CODE 11** proposed pedestrian/non-motorized crossing lights, signage and enhanced pedestrian crosswalk striping.

STEPHENSON  
AVENUE @ 3<sup>RD</sup>  
AVENUE NORTH

This intersection at Stephenson Avenue and 3<sup>rd</sup> Avenue is the second of two bottlenecks for non-motorized transport either entering or exiting the northside of the City. Virtually all residents north of 3<sup>rd</sup> Avenue North must pass through the Stephenson Avenue/3<sup>rd</sup> Avenue North intersection if walking or biking out or into the three square mile residential area. Currently, traffic and pedestrian signals are present at the intersection. **PROJECT CODE 12** proposes enhanced pedestrian crosswalk striping and signage.

## OTHER SCHOOL STREET PEDESTRIAN/BIKE CROSSINGS

Several schools within the City of Escanaba are located next to or in close proximity to major city streets and arterioles. These crossings for student pedestrians and bicyclists are of prime concern as certain safety initiatives must take place to insure the safety of those children choosing to walk or bike to school. The schools and age/grade levels requiring enhanced street crossing initiatives are: the Escanaba Junior High School, Holy Name Central Grade School, Lemmer Elementary School and Franklin Elementary School.

LUDINGTON  
STREET @  
15<sup>TH</sup>/16<sup>TH</sup> STREET  
& STEPHENSON  
AVENUE and  
STEPHENSON  
AVENUE @ 1<sup>ST</sup>  
AVENUE NORTH

The Escanaba Junior High School is located on the north side of *Ludington Street* between North 15<sup>th</sup> Street and North 16<sup>th</sup> Street. The 600 student 7<sup>th</sup> and 8<sup>th</sup> Grade facility is virtually in the center of the downtown district with Ludington Street frontage seven lane wide. Student pedestrians and bicyclists, who prefer non-motorized travel or have no choice, primarily access the Junior High campus from ① Ludington Street crossing at 15<sup>th</sup> Street; ② Ludington Street crossing at 16<sup>th</sup> Street; ③ Ludington Street

crossing at Stephenson Avenue; or ④ Stephenson Avenue crossing at 1<sup>st</sup> Avenue North.

**PROJECT CODE 13** proposes, ① School signage on Ludington street to warn motorists of the crossing; ② enhanced pedestrian crosswalk striping at the Ludington Street intersection of 15<sup>th</sup> and 16<sup>th</sup> Street; ③ pedestrian safety islands at the Ludington Street intersections of 15<sup>th</sup> and 16<sup>th</sup> Streets; ④ enhanced pedestrian crosswalk striping at the Ludington Street/Stephenson Avenue crossing; and ⑤ enhanced pedestrian crosswalk striping at the Stephenson Avenue/2<sup>nd</sup> Avenue North crossing.

1<sup>ST</sup> AVENUE  
SOUTH @ SOUTH  
6<sup>TH</sup> & 7<sup>TH</sup>  
STREETS; 2<sup>ND</sup>  
AVENUE SOUTH  
@ 10<sup>TH</sup> STREET

The Franklin Elementary School is located on the south side of 1<sup>st</sup> Avenue South between South 6<sup>th</sup> & 7<sup>th</sup> Streets. Student walkers and bicyclists regularly cross 1<sup>st</sup> Avenue South, an arterial to Ludington Street and the surrounding residential neighborhood. **PROJECT CODE 14** proposes enhanced pedestrian crosswalk striping at the intersection of both South 6<sup>th</sup> & 7<sup>th</sup> Streets on 1<sup>st</sup> Avenue South AND AT 2<sup>ND</sup> Avenue South @ South 10<sup>th</sup> Street.

SOUTH 19<sup>TH</sup>  
STREET @ 3<sup>RD</sup>  
AVENUE SOUTH  
and SOUTH 14<sup>TH</sup>  
STREET @ 3<sup>RD</sup>  
AVENUE SOUTH

Holy Name Central Grade School is located on South 22<sup>nd</sup> Street between 3<sup>rd</sup> Avenue South and 5<sup>th</sup> Avenue South. Student walkers and bicyclists who attend the private school and live in the City, regularly cross South 19<sup>th</sup> Street and South 14<sup>th</sup> Street, two heavy volume city streets. **PROJECT CODE 15** proposes enhanced crosswalks at each 3<sup>rd</sup> Avenue South intersection on 14<sup>th</sup> & 19<sup>th</sup> Streets.

SOUTH 14<sup>TH</sup>  
STREET @ 5<sup>TH</sup>  
AVENUE SOUTH  
and SOUTH 14<sup>TH</sup>  
STREET @ 7<sup>TH</sup>  
AVENUE SOUTH

South 14<sup>th</sup> Street is a major city arterial heavily trafficked through the critical residential area of the City. Non-motorized activity, primarily from schools, have walkers and bikers moving into and out of the large residential areas east of South 14<sup>th</sup> Street accessing the major schools. **PROJECT CODE 16** proposes enhanced pedestrian crosswalks at each South 14<sup>th</sup> Street intersection at 5<sup>th</sup> Avenue South and 7<sup>th</sup> Avenue South.

## SEPARATED PATHWAYS

Separated pathways, or bike paths, is a bikeway physically separated from motor vehicle traffic by an open space or barrier and either within the road/street/highway right-of-way or within an independent right-of-way. Bike paths are non-motorized facilities or exclusive rights-of-way with minimal cross flow by vehicles. Escanaba's separated pathways are typically shared by bikers with pedestrians, skateboarders, in-line skaters and other non-motorized users. Separated pathways are the safest of all bikeways, and should be considered as the first and foremost option.

However, space for pathways is not always available, construction may be too expensive or the location not practical.

NEAR  
NORTHSIDE  
PATHWAY  
SYSTEM FROM  
3<sup>RD</sup> AVENUE  
NORTH/  
STEPHENSON TO  
LUDINGTON PARK

Non-motorized travel by foot or bike out of or into the residential neighborhood north of 3<sup>rd</sup> Avenue North is hazardous, and at times, impossible. In 2001, the City of Escanaba submitted a project proposal/application to MDOT for the construction of a separated pathway extending from Stephenson Avenue @ 3<sup>rd</sup> Avenue North to Ludington Park and interconnect with the park's pathway complex. The \$250,000 was approved by MDOT for TEA Program funding. **PROJECT CODE 17** proposes implementation of the project as proposed for the 2004-05 fiscal year.

WILLOW CREEK  
ROAD @ 8<sup>TH</sup>  
AVENUE SOUTH  
TO US 2 & 41;  
ACCESS TO  
HOSPITAL

By the fall of 2003, the Willow Creek Road will be extended from 8<sup>th</sup> Avenue South to U.S. 2 & 41/Ludington Street. This project included setting aside adequate ROW space for a separated pathway paralleling the 4,200' roadway. **PROJECT CODE 18** proposed the installation and completion of the Willow Creek Pathway as an extension

BAY COLLEGE/  
YMCA ACCESS

of the existing 8<sup>th</sup> Avenue South Pathway System. **PROJECT CODE 18** further proposes a 900' separated pathway from the intersection of the Willow Creek Road/U.S. 2 & 41 west to the entrance of St. Francis Hospital and related medical facilities.

Non-Motorized travel either to or from Bay de Noc Community College and the YMCA of Delta County is identified within this document as an extreme hazard. Pedestrian or bike traffic to the college or the YMCA is minimal because of three (3) major impediments:

- the inability to safely cross North Lincoln Road at any juncture as the college and the YMCA lay on the west side of the highway. **PROJECT CODE 3** addresses this issue;
- the Canadian National Railroad viaduct and surrounding approach berms are a physical effective barrier for north/south non-motorized travel; and
- no sort of pedestrian/bike facilities are present at the Danforth Road crossing for safe access to the college campus. **PROJECT CODE 5** addresses this issue.

The Bay College & YMCA access by pedestrians and bicyclists has been a serious, complex and, at times, insurmountable problem. Various alternatives have been suggested and debated with no tangible results. The installation of a "Skate Park" at the YMCA on Bay's campus makes concluding an access solution all the more important as now children are attempting to reach the college campus via North Lincoln Road.

**PROJECT CODE 19** proposes the following to provide safe and direct access to Bay de Noc Community College and the YMCA by non-motorized means:

- Implement **PROJECT CODE 3**, which provides a traffic signal at North Lincoln Road/12<sup>th</sup> Avenue North along with other recommended safety/crossing facilities, as the primary non-motorized crossing of North Lincoln Road. This crossing permits the safe pedestrian and bike travel from the residential area to the east to the college and YMCA facilities to the west across the highway;
- Once across North Lincoln Road at 12<sup>th</sup> Avenue North, utilize existing separated pathway at 12<sup>th</sup> Avenue North/Lincoln Road to North 23<sup>rd</sup> Street and existing separated pathway on North 23<sup>rd</sup> Street between 12<sup>th</sup> Avenue North to 14<sup>th</sup> Avenue North;
- Construct new, separated pathway on North 23<sup>rd</sup> Street from 14<sup>th</sup> Avenue North to the Canadian National Railroad viaduct at Lincoln Road. ROW will be needed from 16<sup>th</sup> Avenue North to the Canadian National Railroad viaduct;
- Once the Canadian National Railroad viaduct/approach has been reached, two alternates are available to safely pass the railroad facilities: ① tunnel through the Canadian National Railroad approach berm, or; ② expand the existing Canadian National Railroad viaduct in width at Lincoln Road to provide safe passage for non-motorized users;
- North of the viaduct, utilize existing ROW paralleling North Lincoln Road from the viaduct north to the Danforth Road with separated pathway; and
- Identify a pedestrian/bike crossing at the Danforth Road into the Bay

College/YMCA campus west of the Danforth Road/North Lincoln Road intersection to provide motorized and non-motorized traffic sufficient lines of sight for safe crossing.

**PROJECT CODE 19**, as proposed, access to Bay College and the YMCA, is complex and expensive. However, at this juncture, no other alternatives are acceptable as the proposal provides the most direct route to the campus facilities. Any other proposal coming from another direction to gain access to the campus in a round about fashion will not be utilized by the public.

DANFORTH ROAD  
PATHWAY

In 1994, a combination separated pathway and bike route system was constructed from 12<sup>th</sup> Avenue North/North Lincoln Road to the City limits on the Danforth Road. The 2 mile facility functions well between 12<sup>th</sup> Avenue North and 16<sup>th</sup> Avenue North, the separated pathway portion. Near the 16<sup>th</sup> Avenue North/North 30<sup>th</sup> Street intersection, the pathway splits into a bike route with 4' wide shoulder lanes. The bike route extends from 16<sup>th</sup> Avenue @ North 30<sup>th</sup> Street to the Danforth Road and terminates at the City limits.

The bike route from the North 16<sup>th</sup> Street/North 30<sup>th</sup> Street intersection to the City limits is unusable, confusing and hazardous. This section, which connects to the Wells Township bike route, must be reconfigured and modified to insure a safe, user friendly facility.

**PROJECT CODE 20** proposes extending the 16<sup>th</sup> Avenue North separated pathway to 19<sup>th</sup> Avenue North/Landfill Road to avoid the Danforth Road/North 30<sup>th</sup> Street intersection and abandoning the shoulder lanes. At 19<sup>th</sup> Avenue North/Danforth Road intersection west to the City limits, widen the road shoulders and create designated bicycle lanes with a safe distance from the paralleling motorized traffic. A bicycle lane is the only alternative for creating safe, non-motorized travel from/to the Danforth area into the City. A separated pathway would be prohibitively expensive as wetlands exist on both sides of Danforth Road.

NORTH 30<sup>TH</sup>  
STREET

The area along North 30<sup>th</sup> Street from U.S. 2 & 41 to the Danforth Road currently remains mostly undeveloped. The City's growth corridor for retail, business and industry will occur in the future along this corridor. **PROJECT CODE 21** proposes a separated pathway along the entire North 30<sup>th</sup> Street corridor and to require adjoining property owners to install the separated facilities at the time of development. **PROJECT CODE 21** would successfully link with the Willow Creek Road Pathway (**PROJECT CODE 18**) and the Danforth Road Pathway (**PROJECT CODE 20**).

6<sup>TH</sup> AVENUE  
NORTH FROM  
NORTH 30<sup>TH</sup>  
STREET TO  
LINCOLN ROAD

6<sup>th</sup> Avenue North between North Lincoln Road and North 30<sup>th</sup> Street is scheduled for new construction in 2003. In an effort to take advantage of new development, **PROJECT CODE 22** proposes the designation of sufficient ROW paralleling the 2,500' corridor for separated pathway. The project further proposes to acquire additional ROW between 6<sup>th</sup> Avenue North and 5<sup>th</sup> Avenue North to extend the pathway to the 5<sup>th</sup> Avenue North/North Lincoln Road intersection.

SHERIDAN ROAD  
FROM 17<sup>TH</sup>  
AVENUE NORTH  
TO CITY LIMITS

A large volume of pedestrians and bicycle traffic is evident on Sheridan Road between 17<sup>th</sup> Avenue North to the City Limits/County Road 426. City and Township residents frequently use this corridor to access the City and the township residential area to the north. Motorized traffic speeds are high with no non-motorized facility present. **PROJECT CODE 23** proposes the construction of separated pathway paralleling Sheridan Road at 17<sup>th</sup> Avenue North to County Road 426. Sufficient City ROW exists with construction recommended on the east side of Sheridan Road to avoid wetlands encroachment.

WILLOW CREEK  
ROAD FROM 8<sup>TH</sup>  
AVENUE SOUTH  
TO WOODLAND  
TRAILER COURT

Willow Creek Road from 8<sup>th</sup> Avenue South to the Woodland Trailer Court will require major reconstruction within the timeframe of this plan. **PROJECT CODE 24** proposes planning, design and adequate ROW be designated for a separated pathway system to serve residents of the mobile home park, modular home development area, single family residents and the Chippewa Tribe residential complex. **PROJECT CODE 24** would link with the 8<sup>th</sup> Avenue South Pathway and the Willow Creek Road Pathway from 8<sup>th</sup> Avenue south to U.S. 2 & 41.

STEPHENSON  
AVENUE FROM  
3<sup>RD</sup> AVENUE  
NORTH TO  
WASHINGTON/  
SHERIDAN ROAD

Stephenson Avenue from 3<sup>rd</sup> Avenue North to the Washington/Sheridan Road intersection is slated for reconstruction within the next five year period. The Stephenson Avenue corridor is a major non-motorized route between the residential areas at the near north side to the area north of the "Y". It is the only non-motorized access route for residents near and north of this corridor to reach other areas in the City to the south.

Planning and design of the Stephenson Avenue reconstruction has not begun. However, Stephenson Avenue is extraordinarily wide as it, at one time, contained street car trackage.

**PROJECT CODE 25** proposes the reconfiguration of Stephenson Avenue to contain a separated pathway within its ROW. If planning and design does not permit separated pathway, designated bike lanes are strongly recommended as an alternate incorporation to the design.

LUDINGTON  
PARK/ARONSON  
ISLAND SOUTH

The City has constructed a successful and well-utilized separated, multi-use pathway system in Ludington Park. Virtually all areas of the 120 acre recreation facility can be safely reached by non-motorized means. One area of deficiency exists on the south end of Aronson Island. **PROJECT CODE 26** proposes a 1,000' separated pathway from 4<sup>th</sup> Street/Bathhouse Road south onto the island's south peninsula. The purpose is to provide waterfront access in this unique area of Ludington Park.

## BICYCLE LANES

Bicycle lanes are considered within this plan as desirable and delineate available road space for preferential use by bicyclists and motorists and to provide for more predicable movements by each. Bike lane markings can increase a bicyclist's confidence in not straying out of his/her path of travel. The minimum bike lane width is 4'. It is acceptable to also incorporate bike lanes with parking parallel to the bike lanes.

Escanaba is blessed with numerous and exceptionally wide streets with an opportunity to incorporate designated bicycle lanes into the transportation system.

LUDINGTON  
STREET FROM  
STEPHENSON  
AVENUE TO  
LUDINGTON PARK

Ludington Street from Stephenson Avenue to South 2<sup>nd</sup> Street/Ludington Park is slated for major reconstruction and reconfiguration to meet the community's and business community's needs. Ludington Street is currently seven (7) lanes wide containing four (4) traffic lanes, one (1) turn lane and two (2) parking lanes. Ludington Street contains no provision for bicycle travel nor is bicycle travel safe due to the street's current configuration. Currently, the bicyclist cannot safely, or legally access the City's central business corridor.

**PROJECT CODE 27** proposes the planning, design and construction of bicycle lanes on Ludington Street between Stephenson Avenue and Ludington Park. The proposal also recommends the project be implemented at the time reconstruction occurs.

STEPHENSON AVENUE FROM 3<sup>RD</sup> AVENUE NORTH TO WASHINGTON/ SHERIDAN ROAD

**PROJECT CODE 25** proposed a separated pathway on Stephenson Avenue upon reconstruction. The justification and need was contained within that segment. **PROJECT CODE 28** recommends, at a minimum, bicycle lanes if a separated pathway is not physically possible.

SOUTH 10<sup>TH</sup> STREET FROM LUDINGTON STREET TO LAKE SHORE DRIVE

South 10<sup>th</sup> Street is an extraordinarily wide major city traffic artery which serves a substantial portion of the City's residential area. Given the street's width for a nine (9) block area, its central location, interconnect to other bike lanes and bike routes and a main artery to destination points, **PROJECT CODE 29** proposes the designation of bike lanes on South 10<sup>th</sup> Street for its entire length.

DANFORTH ROAD FROM 19<sup>TH</sup> AVENUE NORTH TO CITY LIMITS

The Danforth Road Project, as described under **PROJECT CODE 20**, proposes the widening of the shoulders between 19<sup>th</sup> Avenue North to the City's limits. **PROJECT CODE 20** further proposes changing the designation of the non-motorized facility from a bike route to bike lanes upon completion of construction.

## BICYCLE ROUTES

This plan recommends that certain City streets be designated as bicycle routes as a means of continuity between bicycle lanes, separated pathways and major destinations. The bike routes recommended within this plan is the most direct route as bicycle traffic cannot be diverted to a less direct alternate route unless favorable factors outweigh the inconvenience to the bicyclist. Bike routes, designed as such, are recommended to be signed with route markers and additional information such as changes in direction.

FIRST AVENUE SOUTH FROM SOUTH 19<sup>TH</sup> STREET TO LAKE SHORE DRIVE

The extraordinary width of this major city street, its central location parallel to Ludington Street and its terminus at Lake Shore Drive/Ludington Park calls for its designation as a bike route. **PROJECT CODE 30** proposes the designation of 1<sup>st</sup> Avenue South from South 19<sup>th</sup> Street as a bike route. This route provides for access to the Ludington Street Bike Lane facility with the central business district and a link with the Lake Shore Drive bike route and the Ludington Park Pathway System.

LAKE SHORE DRIVE FROM LUDINGTON STREET TO SOUTH LINCOLN ROAD

This two mile City roadway parallels Ludington Park and residential development along its entire corridor. Lake Shore Drive is heavily trafficked by bicyclists or other non-motorized users coming from the neighborhoods from the west. **PROJECT CODE 31** proposes the designation of Lake Shore Drive as a bike route linking with the Ludington Park Pathway, and other interconnecting bike routes at 1<sup>st</sup> Avenue South, 5<sup>th</sup> Avenue South, South 14<sup>th</sup> Street, 18<sup>th</sup> Avenue South, the South Lincoln Road Pathway and the South 10<sup>th</sup> Street bike lane.

5<sup>TH</sup> AVENUE SOUTH FROM LAKE SHORE DRIVE TO SOUTH LINCOLN ROAD

The seventeen (17) block segment of 5<sup>th</sup> Avenue South runs through the heart of the City's residential district. **PROJECT CODE 32** proposes the designation of 5<sup>th</sup> Avenue South from Lake Shore Drive to South Lincoln Road as a bicycle route. This route interconnects with the separated pathway system at South Lincoln Road, the 5<sup>th</sup> Avenue South Pathway west of South Lincoln Road, the South 10<sup>th</sup> Street bike lane, the South 14<sup>th</sup> Street bike route, the Lake Shore Drive bike route and the Ludington Park Pathway System. The route on 5<sup>th</sup> Avenue South provides access and egress for bicyclists to major destinations, i.e.: the Escanaba High School, Ludington Park and major destinations west of South Lincoln Road.

14<sup>TH</sup> STREET FROM 3<sup>RD</sup> AVENUE NORTH TO LAKE SHORE DRIVE

The twenty (20) block segment of 14<sup>th</sup> Street, both north and south of Ludington Street, can provide residents with an artery to safely move from one area of the City to another. **PROJECT CODE 33** proposes the destination of 14<sup>th</sup> Street from 3<sup>rd</sup> Avenue North to Lake Shore Drive as a bike route. This route can interconnect with the Near North Side Pathway, Ludington Street Bike Lanes, the 1<sup>st</sup> Avenue south bike route, the 5<sup>th</sup> Avenue South bike route, the 10<sup>th</sup> Avenue South bike route and the

Lake Shore Drive bike route.

8<sup>TH</sup> AVENUE  
SOUTH/10<sup>TH</sup>  
AVENUE SOUTH

**PROJECT CODE 34** proposes the destination of a bicycle route from 8<sup>th</sup> Avenue South at South Lincoln Road to South 19<sup>th</sup> Street; South 19<sup>th</sup> Street at 8<sup>th</sup> Avenue South to 10<sup>th</sup> Avenue South; and 10<sup>th</sup> Avenue South at South 19<sup>th</sup> Street to South 14<sup>th</sup> Street. This bike route designation provides linkage with the 8<sup>th</sup> Avenue South Pathway on the west side of South Lincoln Road and interconnects with the south 14<sup>th</sup> Street bike route.

18<sup>TH</sup> AVENUE  
SOUTH

18<sup>th</sup> Avenue South between Lake Shore Drive and South Lincoln Road provides a major destination route to the Escanaba Athletic Field, a City complex of four (4) baseball/softball fields along with a relatively dense residential area. **PROJECT CODE 35** proposes the designation of 18<sup>th</sup> Avenue South as a bicycle route. This route interconnects with the Lake Shore Drive bike route and the South Lincoln Road Pathway.

SHERIDAN/  
STEPHENSON/  
WASHINGTON "Y"  
TO 12<sup>TH</sup> AVENUE  
NORTH

**PROJECT CODE 25** proposes the reconfiguration of Stephenson Avenue, upon reconstruction, to include a preferred separated pathway with bike lanes as an alternative proposal. At the Stephenson/Washington/Sheridan Road intersection, **PROJECT CODE 36** proposes:

- a separated pathway from the "Y" intersection north through Rose Park to the 9<sup>th</sup> Avenue North/Stephenson Avenue intersection;
- designate Stephenson Avenue from 9<sup>th</sup> Avenue North to 12<sup>th</sup> Avenue North as a bicycle route; and
- designate 12<sup>th</sup> Avenue North from Stephenson Avenue to North Lincoln Road as a bike route.

**PROJECT CODE 36** is a critical interconnection point for bike traffic and routing in this area of the city:

- provides safe and designated passage from the "Y" to the residential areas to the north; and
- most importantly, provides the interconnect to the 12<sup>th</sup> Avenue North/North Lincoln Road crossing providing non-motorized access to the U.P. State Fairgrounds, Bay College, the YMCA, the 12<sup>th</sup> Avenue North Pathway and linkage to the Danforth Road Pathway.

The successful completion of **PROJECTS 3, 19, 20 AND 21** are critical for the development of safe, non-motorized access from the east portion of the City to the northwest accessing the fairgrounds, the college/YMCA and the Danforth Road routes. **PROJECT CODE 36** provides this linkage from the residential core of the City.

SHERIDAN ROAD

**PROJECT CODE 37** proposes the designation of a bicycle route on Sheridan Road from the Washington/Stephenson Avenue intersection to 17<sup>th</sup> Avenue North. This project provides linkage with the Stephenson Avenue bike lane, the Sheridan Road Pathway (**PROJECT CODE 23**) leading to the Wells Township bike route on County Road 426.

## PLAN IMPLEMENTATION

This portion of the City of Escanaba's Non-Motorized Master Plan describes and focuses upon the intended course and action program. This section includes goals, policies and a capital plan of improvement.

### GOALS AND POLICIES

GOAL I: Develop strategies for the sharing of the City's transportation space for both motorized and non-motorized travel.

POLICY III-A: Incorporate the needs of all non-motorized activities, including bicyclists, pedestrians, the handicapped, in-line skaters, skateboards, etc., when developing and re-examining transportation needs.

POLICY III-B: Request public safety agencies implement a community education program focusing on the safety needs of road sharing by motorized and non-motorized users.

POLICY III-C: Develop plans for major intersections to allow safe crossing for non-motorized users.

POLICY III-D: Resolve non-motorized transportation issues at state/federal highways with the City by interagency problem resolution.

GOAL II: Gather data on existing conditions for bicycle and pedestrian travel identifying problems, deficiencies, safety concerns and bicyclist/pedestrian needs.

POLICY II-A: Identify existing and/or potential bicycle travel at/near Ludington Street, schools, business districts, parks, employment centers and other bicycle traffic generators.

POLICY II-B: Identify obstructions and impediments on existing City roadways to bicycle and pedestrian travel.

POLICY II-C: Seek opinions and views of the bicycling and non-bicycling public.

POLICY II-D: Non-physical factors affecting bicycle transportation, i.e.: education, existing laws affecting bicycling and enforcement programs, must each be examined for their effectiveness.

GOAL III: Undertake the development of a separated bikeway system composed of bicycle paths and lanes interconnected to satisfy the travel needs of bicyclists.

POLICY I-A: Utilize existing City roadways, with modifications, to serve as a base system for safe bicycle travel.

POLICY I-B: Conduct planning for bicycle facilities in conjunction with planning for other transportation modes in harmony with the City's overall transportation goals.

POLICY I-C: Design new bicycle facilities to accommodate the anticipated mix of utilitarian and recreational users.

GOAL IV: Implement a comprehensive non-motorized capital plan providing for safe interconnections between neighborhoods, destination points and major non-motorized traffic generation points.

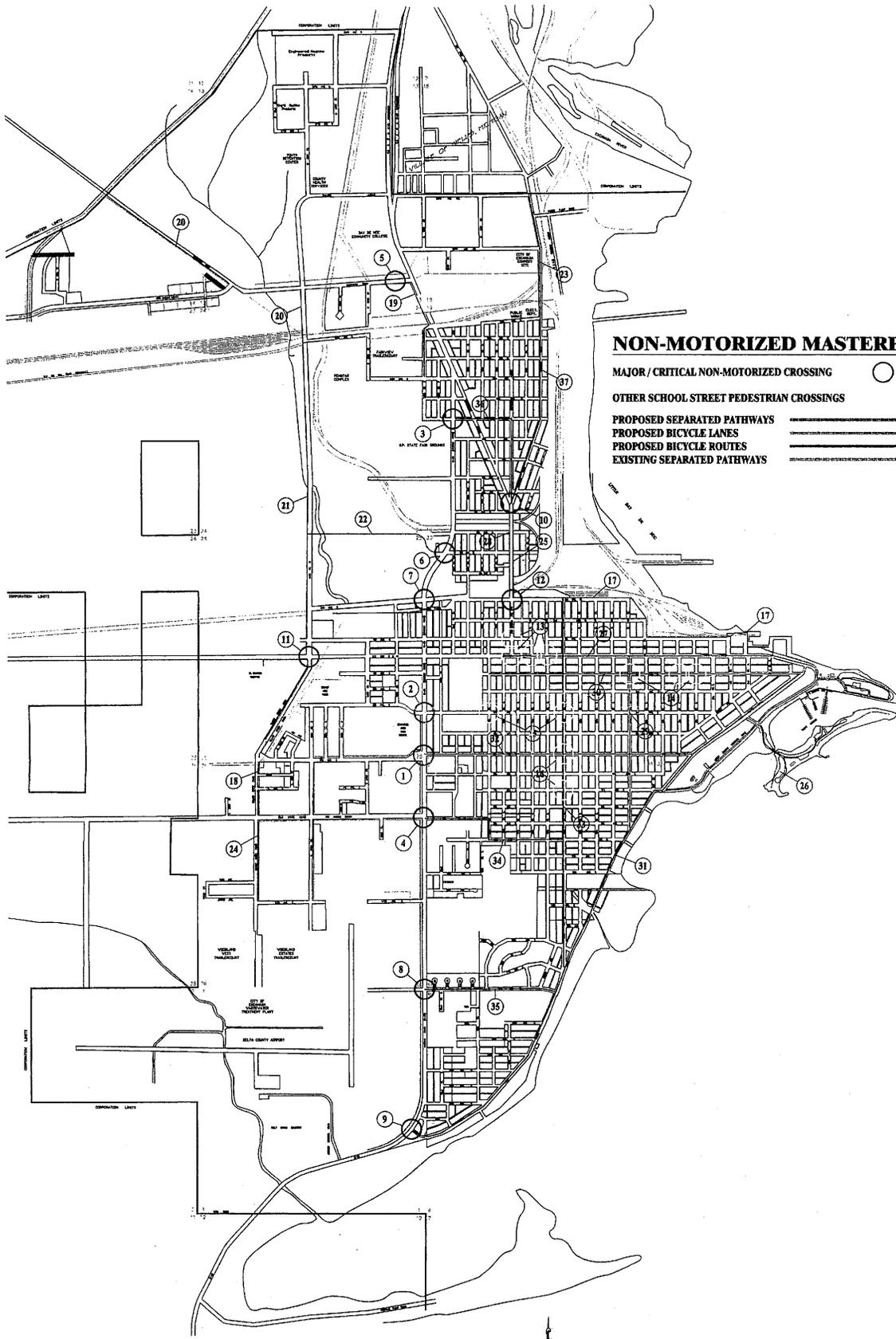
- POLICY IV-A: Develop plans and projects permitting safe crossing of the Lincoln Road corridor by non-motorized users at ① the North Lincoln Road/12<sup>th</sup> Avenue North area; ② North Lincoln Road to Bay De Noc Community College/YMCA; ③ North Lincoln Road at the Delta Plaza Mall; ④ South Lincoln Road at the Escanaba High School; ⑤ South Lincoln Road/8<sup>th</sup> Avenue South Area; and ⑥ South Lincoln Road/Lake Shore Drive area.
- POLICY IV-B: Develop plans and implement connections of Ludington Park/Ludington Street corridor with the Near Northside extending to Far Northside via the Stephenson Avenue corridor.
- POLICY IV-C: Develop plans and implement separated bicycle lanes within the Ludington Street corridor.
- POLICY IV-D: Implement pedestrian safety measures permitting safe crossing of Ludington Street, i.e.: street islands, crosswalks, signals and traffic calming measures.
- POLICY IV-E: Construct separated pathways for non-motorized activities wherever physically possible and within economic reason.
- POLICY IV-F: Implement a system of bicycle lanes upon those streets and roads wide enough to accommodate both non-motorized and motorized traffic with special focus on Ludington Street, 1<sup>st</sup> Avenue South, South 10<sup>th</sup> Street, South 14<sup>th</sup> Street, Lake Shore Drive, 10<sup>th</sup> Avenue South, 18<sup>th</sup> Avenue South, and Stephenson Avenue.
- POLICY IV-G: Implement a system of bicycle routes within neighborhoods interconnecting with bike lanes and/or separated pathways to permit safe passage to all quadrants of the City.
- POLICY IV-H: Adopt and implement a plan mitigating pedestrian access safety issues between residential and business areas by completing safe sidewalk passage with special focus upon the 12<sup>th</sup> Avenue North/North Lincoln Road area; 5<sup>th</sup> Avenue North between Lincoln Road/Stephenson Avenue; 3<sup>rd</sup> Avenue North between Stephenson Avenue/North Lincoln Road; 1<sup>st</sup> Avenue North between Stephenson Avenue/North Lincoln Road; and 8<sup>th</sup> Avenue South between South 20<sup>th</sup> Street/South Lincoln Road.

## CAPITAL IMPROVEMENT PLAN

<u>MAP KEY</u>	<u>PROJECT CODE</u>	<u>PROJECT INITIATIVE</u>
1 - Red	1	<i>South Lincoln Road/5<sup>th</sup> Avenue South</i> crossing initiative, i.e.: signing, crosswalks and/or pedestrian bridge, with circle drive re-routing and fencing
2 - Red	2	<i>South Lincoln Road/3<sup>rd</sup> Avenue</i> South crossing initiatives, i.e.: signing, crosswalks and/or bridge with circle drive re-routing, fencing and traffic signal
3 - Red	3	<i>North Lincoln Road/12<sup>th</sup> Avenue North</i> crossing initiatives, i.e.: signing, pedestrian island, traffic light, crosswalks and/or pedestrian bridge
4 - Red	4	<i>South Lincoln Road/8<sup>th</sup> Avenue South</i> crossing initiatives, i.e.: crosswalks, signage, traffic signal
5 - Red	5	<i>Danforth Road near U.S. 2 &amp; 41 &amp; M35</i> pedestrian/bike crossing, i.e.: signage and crosswalk
6 - Red	6	<i>North Lincoln Road/5<sup>th</sup> Avenue North</i> crossing initiatives, i.e.: crosswalks, signage
7 - Red	7	<i>North Lincoln Road/3<sup>rd</sup> Avenue North</i> pedestrian crossing initiatives, i.e.: crosswalks, signage
8 - Red	8	<i>South Lincoln Road/18<sup>th</sup> Avenue South</i> pedestrian crossing, i.e.: signage and crosswalks
9 - Red	9	<i>South Lincoln Road/Lake Shore Drive</i> pedestrian crossing, i.e.: signage and crosswalk
10 - Red	10	<i>Stephenson Avenue/Washington/Sheridan Road "Y" Intersection</i> i.e.: signage, crosswalks and reconfiguration of pedestrian/bike crossings
11 - Red	11	<i>U.S. 2 &amp; 41/Willow Creek Road/North 30<sup>th</sup> Street Intersection</i> crossing, i.e.: signage, crossing lights and crosswalks
12 - Red	12	<i>Stephenson Avenue/3<sup>rd</sup> Avenue North</i> crossing, i.e.: signage and crosswalks
13 - Yellow	13	<i>Ludington Street @ 15<sup>th</sup> &amp; 16<sup>th</sup> Streets; Stephenson Avenue @ Ludington and Stephenson Avenue @ 1<sup>st</sup> Avenue North</i> crossings, i.e.: signage, crosswalks and pedestrian safety islands
14 - Yellow	14	<i>1<sup>st</sup> Avenue South @ 6<sup>th</sup> &amp; 7<sup>th</sup> Streets and 2<sup>nd</sup> Avenue South @ 10<sup>th</sup> Street</i> crossings, i.e.: signage and crosswalks

<u>MAP KEY</u>	<u>PROJECT CODE</u>	<u>PROJECT INITIATIVE</u>
16 - Yellow	16	<i>South 14<sup>th</sup> Street @ 5<sup>th</sup> Avenue and 7<sup>th</sup> Avenue South i.e.: signage and crosswalks</i>
17 - Orange	17	<i>Near Northside Pathway System from 3<sup>rd</sup> Avenue North/Stephenson Avenue to Ludington Park</i>
18 - Orange	18	<i>Willow Creek Road @ 8<sup>th</sup> Avenue South to U.S. 2 &amp; 41/North 30<sup>th</sup> Street; Access to St. Francis Hospital</i>
19 - Orange	19	<i>Bay de Noc Community College/YMCA of Delta County Non-Motorized Access</i>
20 - Orange	20	<i>Danforth Road Path and Bike Lane Improvements</i>
21 - Orange	21	<i>North 30<sup>th</sup> Street Pathway from U.S. 2 &amp; 41 to 16<sup>th</sup> Avenue North</i>
22 - Orange	22	<i>6<sup>th</sup> Avenue North Pathway from North 30<sup>th</sup> Street to Lincoln Road</i>
23 - Orange	23	<i>Sheridan Road Pathway from 17<sup>th</sup> Avenue North to City Limits</i>
24 - Orange	24	<i>Willow Creek Road Pathway from 8<sup>th</sup> Avenue South to Woodland Trailer Court</i>
25 - Orange	25	<i>Stephenson Avenue Pathway from 3<sup>rd</sup> Avenue North to Washington/Sheridan Intersection</i>
26 - Orange	26	<i>Ludington Park/Aronson Island South Pathway</i>
27 - Green	27	<i>Ludington Street Bicycle Lane from Stephenson to Ludington Park</i>
28 - Green	28	<i>Stephenson Avenue from 3<sup>rd</sup> Avenue North to Washington/Sheridan Intersection – Bike Lane Alternate</i>
29 - Green	29	<i>South 10<sup>th</sup> Street Bicycle Lane from Ludington Street to Lake Shore Drive</i>
30 - Blue	30	<i>First Avenue South Bicycle Route from South 19<sup>th</sup> Street to Lake Shore Drive</i>
31 - Blue	31	<i>Lake Shore Drive Bicycle Route from Ludington Street to South Lincoln Road</i>
32 - Blue	32	<i>5<sup>th</sup> Avenue South Bicycle Route from Lake Shore Drive to South Lincoln Road</i>
33 - Blue	33	<i>14<sup>th</sup> Street Bicycle Route from 3<sup>rd</sup> Avenue North to Lake Shore Drive</i>

<u>MAP KEY</u>	<u>PROJECT CODE</u>	<u>PROJECT INITIATIVE</u>
35 - Blue	35	<i>18<sup>th</sup> Avenue South Bicycle Route from Lake Shore Drive to South Lincoln Road</i>
36 - Blue	36	<i>Sheridan/Washington/Stephenson "Y" north to 12<sup>th</sup> Avenue North Bike Route</i>
37 - Blue	37	<i>Sheridan Road Bike Route</i>



**NON-MOTORIZED MASTERPLAN**

- MAJOR / CRITICAL NON-MOTORIZED CROSSING ○
- OTHER SCHOOL STREET PEDESTRIAN CROSSINGS ○
- PROPOSED SEPARATED PATHWAYS ————
- PROPOSED BICYCLE LANES ————
- PROPOSED BICYCLE ROUTES ————
- EXISTING SEPARATED PATHWAYS ————

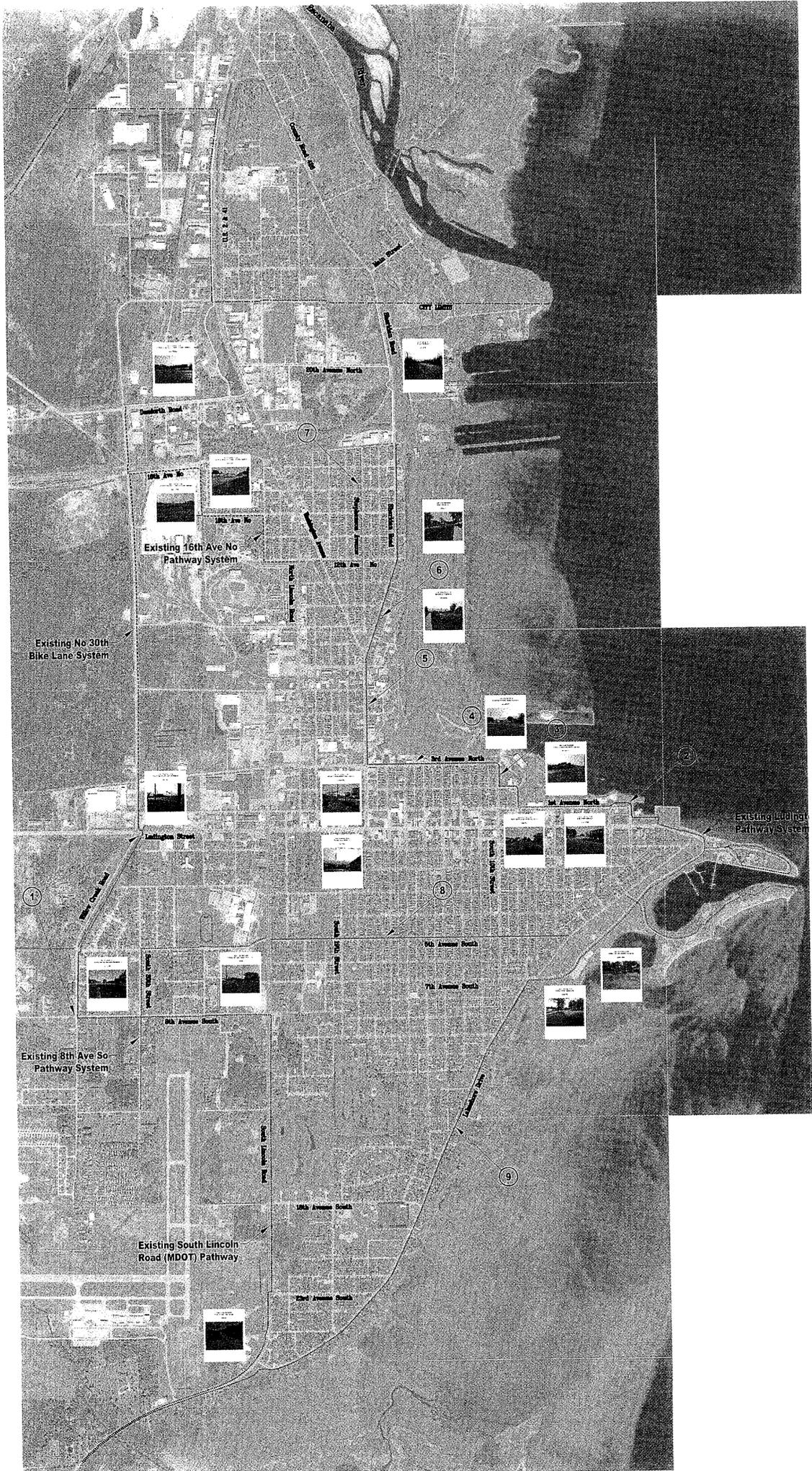


**Excerpt from the Escanaba Planning Commission Recommended Capital Improvement Plan FY2015-2020:**

**City of Escanaba Non-Motorized Pathway Design**

**Description:** As part of the City of Escanaba Non-Motorized Pathway System Master Plan, a 10' wide pathway system will be engineered to include project costs for the following areas:

- 1) Willow Creek Road between 8<sup>th</sup> Avenue South to Ludington Street
- 2) Municipal Dock to North 4<sup>th</sup> Street
- 3) North 10<sup>th</sup> Street from 1<sup>st</sup> Avenue North to 3<sup>rd</sup> Avenue North
- 4) 3<sup>rd</sup> Avenue North from North 10<sup>th</sup> Street to Stephenson Avenue
- 5) Stephenson Avenue to Sheridan Road
- 6) Sheridan Road to City limit
- 7) North 26<sup>th</sup> Street and 16<sup>th</sup> Avenue North to North 26<sup>th</sup> Street to Danforth Road
- 8) 5<sup>th</sup> Avenue South from South Lincoln Road to Ludington Park
- 9) Lake Shore Drive from Ludington Park to M35



Hannahville Indian Community  
N14911 Hannahville B-1 Road  
Wilson, MI 49896

For Hannahville Indian Community Use	
Date Received:	Received By:
Application Number:	

**2% Grant Application**

Due March 31 and September 30 each year.

**THIS MUST BE THE FIRST PAGE OF THE APPLICATION PACKET**

**I. General Information**

a. Date Application Submitted:

**INCLUDE ONLY THOSE COSTS DIRECTLY RELATED TO THE PROPOSED PROJECT**

b. Amount of Grant Request:  *this amount should be equal to the Total in III-a below*  
c. Other Funding for Project:  *this amount should be equal to the Total in III-c below*  
d. Total Project Budget (All Sources):

e. Name of Eligible Local Unit of Government Submitting the Application:

Address   
City  State  Zip   
County  Township

f. Printed Name & Title of Authorizing Official of Eligible Local Unit of Government:

g. Signature of Authorizing Official of Eligible Local Unit of Government:

Phone Number:

E-mail Address:

h. Project Name:   
Start Date:  End Date:

i. Entity Implementing the Project (if different than Eligible Local Unit of Government):  
  
Address   
City  State  Zip

j. Contact Person for questions related to the Application or Project Implementation:  
Contact Person Name:  Phone Number:   
Email Address:

Hannahville Indian Community  
N14911 Hannahville B-1 Road  
Wilson, MI 49896

**III. Narrative Summary**

- a. Briefly explain why your agency is requesting this grant, what outcomes you hope to achieve and how you will spend the funds if the grant is made. Provide detail and important points.

The units of government in Delta County will create a Delta County Wide Non-Motorized Trail Master Plan. The concept of the plan will be to identify routes which will provide residents and the greater region a network of trails that connect to the existing trails in the region along with commercial and employment areas, parks, schools and other key destinations in Delta County.

- b. Who will benefit or what is the service area of the project (i.e. township residents)?

City of Escanaba, City of Gladstone, Delta County and all townships within Delta County.

- c. Please describe the Authorizing Agency's relationship with the Implementing Agency (if applicable)

**III. Budget Narrative**

a. Please provide a detailed budget breakdown using the following budget categories:  
**INCLUDE ONLY 2% BUDGET REQUEST IN THIS SECTION**

		2% Grant Amount	Calculation/Description
1	Salary		
2	Fringe		
3	Travel		
4	Supplies		
5	Contractual	\$3,840.00	CUPPAD Regional Commission Proposal
6	Training		
7	Equipment		
8	Construction		
9	Other (Please Describe)		
<b>TOTAL</b>		<b>\$3,840.00</b>	<i>this amount should be equal to item I-b on PAGE 1</i>

b. List priority items as proposed in the budget above in the event that we are unable to meet your full request.

	Amount	Item Description
1		
2		
3		
4		

c. Are there any other funding sources contributing to the cost of the project? Yes  No   
 If yes, please list the agency and provide the amounts and type of funds they are contributing.  
 (Include your organization in this list if you will be contributing funds toward the project.)

	Name of Agency	Amount	Cash or Inkind	Committed or Pending
1			None	None
2			None	None
3			None	None
4			None	None
<b>TOTAL</b>		<b>\$0.00</b>	<i>this amount should be equal to item I-c on PAGE 1</i>	

**IV. Attachments - Optional (3 page limit)**

a. Attachments may include a cover letter, a letter of support, an organizational chart, resumes of key staff members, etc. These are not required and should be limited to only those items that will assist with further clarification of the grant request.

# Proposal: Delta County Non-Motorized Pathway Master Plan

CUPPAD Regional Commission is pleased to submit this proposal to the Delta County Board of Commissioners in order to prepare a Delta County Non-Motorized Pathway Master Plan. The purpose of the proposed plan will be to guide the development of trails and other non-motorized pathways in the County. An improved non-motorized transportation network will enhance the livability and connectivity of Delta County communities.

CUPPAD is already engaged in a regional recreational trail planning project that as part of the State of Michigan's Regional Prosperity Initiative. This proposal will describe how CUPPAD will augment this project in order to create a planning document that is tailored to the people and communities of Delta County.



## CUPPAD BACKGROUND

The Central Upper Peninsula Planning and Development (CUPPAD) Regional Commission is a voluntary organization of local governments serving Alger, Delta, Dickinson, Marquette, Menominee and Schoolcraft counties. CUPPAD was organized in 1968 under the provisions of the Regional Planning Act, Public Act 281 of 1945. The Regional Planning Act provides for regional planning; the creation, organization, powers and duties of regional planning commissions; and the supervision of activities of regional planning commissions. CUPPAD was designated as a certified Economic Development District in 1970.

The basic purpose of the CUPPAD Regional Commission is to foster cooperative analysis, planning and action for economic, social, and physical development and conservation within the central Upper Peninsula. The most efficient way to accomplish these goals is for local units of government to join together with neighboring communities to work through problems that are often difficult to handle independently. Membership in the CUPPAD Regional Commission is voluntary and open to all local units of government within the central Upper Peninsula. CUPPAD benefits from widespread support from local units of government.

CUPPAD currently employs six staff members to provide guidance to local units of government and private enterprises for land use planning, transportation planning, ordinance development, economic development, census data, mapping and technical assistance. Activities of the CUPPAD Regional Commission include, but are not limited to the following:

- Assist local units with Master Plan development
- Assist local units with Zoning Ordinance development
- Assist local units with Recreation Plan development
- Develop maps for Master Plans, Zoning Ordinances, etc.
- Assist MDOT and local units with Non-Motorized Trail Planning
- Assist MDOT and local units with Transportation Planning
- Economic Development Planning



## SCOPE OF WORK FOR PLAN UPDATE

This work program describes the elements to be contained in the Delta County Non-Motorized Pathway Master Plan, including maps. Some of these elements are also included in a Regional Recreation Plan that is already in progress and funded through the Regional Prosperity Initiative (RPI). The County will not be billed for hours of work included in the RPI Recreation Project. This work program can be modified based upon the mutual agreement of Delta County and the CUPPAD Regional Commission, provided that the modified work program does not result in a net increase in the amount of time allotted to the overall planning effort.

### 1. Planning Process and Public Input

CUPPAD will plan and prepare a community charrette and develop an online survey to gather public opinion on non-motorized pathways in the County. CUPPAD will also work with communities in the County to promote the project via social media. CUPPAD will work with community leaders and reach out to stakeholder groups to ensure that the plan reflects the desires of the community.

The draft plan will be available online and in hard copy at public locations throughout the County for public review and comment.

- Estimated time required: 20 hours.

### 2. Plan Content

Included in this work program is the estimated time required for CUPPAD to complete 100% of the work on the plan. This includes travel time and meeting time.

#### Executive Summary

This section will summarize the planning process and the goals and objectives of the plan.

- Estimated time required: 2 hours.

#### 1.0 Introduction

The chapter will describe the planning process and the relationship of non-motorized transportation to land use and development, public health, recreation, and tourism.

- Estimated time: 1 hour.

#### 2.0 Existing Conditions

This chapter will include an inventory of existing non-motorized paths and trails and local policies that promote walking or biking in Delta County. The inventory will take note of the type of trail, whether it is open to use seasonally or year-round, as well as who is responsible for maintaining the trail. Included in the information about existing conditions will be points of interest from around the County. CUPPAD will develop maps that describe the existing non-motorized paths in the County and will utilize GPS devices to map pathways as needed. CUPPAD will also partner with local trail user groups to help collect data on area trails.

- Estimated time required: 40 hours.

#### 3.0 Proposed Pathways

This chapter will include a needs analysis that will identify gaps in the existing non-motorized transportation system. This analysis will also include an identification of proposed connector trails as well as physical obstacles that could impede trail development, such as. CUPPAD will prepare a public survey as well as engage with members of the public, community leaders, trail user groups to help identify needs and concerns about non-motorized pathways in the community.

- Estimated time required: 40 hours.

#### 4.0 Economic Impact

This chapter will describe the potential economic benefits of an expanding non-motorized paths and trails to Delta County and its residents. This will include the benefits of pathways that would primarily be used by local residents to commute or recreate and trails that would be used for recreation that could help to draw tourists to the region.

- Estimated time required: 16 hours.

#### 5.0 Implementation Strategy

Based on the information collected and described in the previous chapters, the chapter will include a proposed trail and pathway implementation strategy. This will include a strategy that will guide local units of government towards collaboration and improved trail management. CUPPAD will also examine the potential for Delta County's efforts to connect to regional and state-wide trail networks. This will also include cost estimates for plan implementation as well as a guide to potential funding sources for the proposed pathways. This chapter will also include additional recommendations that pertain to the development of non-motorized paths such as design guidelines.

- Estimated time required: 16 hours.

#### Delta County Trail and Pathway Maps

- Estimated time required: 80 hours.

214: Total Hours

150: Hours Included in RPI Regional Plan

64: Hours of Additional Work for Delta County

As a dues paying member of the CUPPAD Regional Commission, Delta County receives a discounted fee for services (\$60/hr). The fee for with a Non-Motorized Pathway Master Plan is \$3,840.

### 3. Deliverables

- Delta County Non-Motorized Pathway Master Plan: Upon plan completion, CUPPAD will provide one hard copy of the plan along with a copy on a compact disc to each municipality in Delta County, the Delta County Planning Commission, and the Delta County Board of Commissioners. Additionally, CUPPAD will create a digital, interactive PDF that will be published online.
- CUPPAD will develop and launch a website for the project that will be used to share materials with the public and project stakeholders. CUPPAD will host the website for the duration of the project.

We look forward to working with Delta County in undertaking this planning project. We would be happy to meet with county administration or other local leaders to further refine our approach if needed.

CUPPAD REGIONAL COMMISSION  
2950 COLLEGE AVE.  
ESCANABA, MI 49829  
(906) 786-9234  
cuppadd@cuppadd.org

**JOINT GOVERNMENTAL ROUND TABLE DISCUSSION**  
**Wednesday, April 8, 2015**

The meeting was called to order at 12:00 p.m. in the Escanaba City Council Chambers, Room C101, 410 Ludington Street, Escanaba, Michigan, Delta County.

**Present:** Escanaba Delta County Commissioners David Rivard and John Malnar, Vicky Schwab of the Delta County Economic Development Alliance, Dave Anthony from the Hannahville Indian Community, Escanaba City Mayor Marc D. Tall, Escanaba City Manager James V. O'Toole, City Clerk Robert S. Richards, City Recreation Director Tom Penegor and City Executive Secretary Kimberly Peterson, Karen Moore of the Escanaba Recreation Board, Delta County Clerk Nancy Kolich, William Farley, Wells Township Supervisor, Judy Trudell of Maple Ridge Township, Cornell Township Supervisor Steve Rose, Peter VanSteen and Anne Milne of CUPPAD, Tiffany Olsick of Delta County Public Health, John Wolf of Ensign Township, Linda Robitaille of Escanaba Township, Greg Johnson of Bark River Township, Gladstone Mayor Joe Maki, Dennis Maufort of Brampton Township, members of the public and media.

Escanaba City Manager Jim O'Toole called the meeting to order and welcomed everyone.

**NEW BUSINESS**

**Discussion – Delta County Wide Non-Motorized Trail Master Plan Concept.**

The units of government in Delta County discussed the possibility of creating a Delta County Wide Non-Motorized Trail Master Plan. The concept of the plan would be to identify a network of trails that connect to existing trails in the region along with commercial and employment areas, parks, schools and other key destinations in Delta County.

- Goal was to identify areas for bike paths, sync all the county information together, and bring everyone on the same page;
- CUPPAD put a proposal to the Delta County Joint Governmental Units of Government in order to prepare a Delta County Non-Motorized Pathway Master Plan;
- Many questions needed to be answered, but a group effort would work the best;
- If it was a consensus of the group as a whole, to proceed, the City of Escanaba, on behalf of the Delta County Joint Governmental Units of Government, would submit a Hannahville 2 percent grant application to fund the CUPPAD Delta County Non-Motorized Pathway Master Plan.

Hearing no objections, it was the consensus of the Delta County Joint Governmental Units of Government to proceed with the submission of a Hannahville 2 percent grant funding application for a Delta County Non-Motorized Pathway Master Plan.

**Update Central U.P. Aquaculture**

Economic Development Alliance (EDA), Director Vicki Schwab, presented information on the Central U.P. Aquaculture Group and the opportunity of raising fish for food brings to Delta County, the U.P. region, and Michigan. (See Attachment A) She advised a proposal to do more research on aquaculture, using trout, here in the Delta County was submitted to various Lansing State Government Departments. She asked the Delta County Joint Governmental Units of Government to write a letter to State Legislatures and State Government in support of aquaculture in Delta County.

Joint Governmental Meeting – 04/08/2015 cont.

**Update - Michigan Development Zone – Superior Trade Zone.**

City Manager O'Toole updated members present on the "Superior Trade Zone" status. The Superior Trade Zone application was approved on March 24th. A what's next check list, as well as a Strategic Plan and a Board and Rules of Procedure, need to be developed.

**Committee Member Announcements and Updates.**

Those in attendance also provided Items of Mutual Interest and Concern in their municipalities.

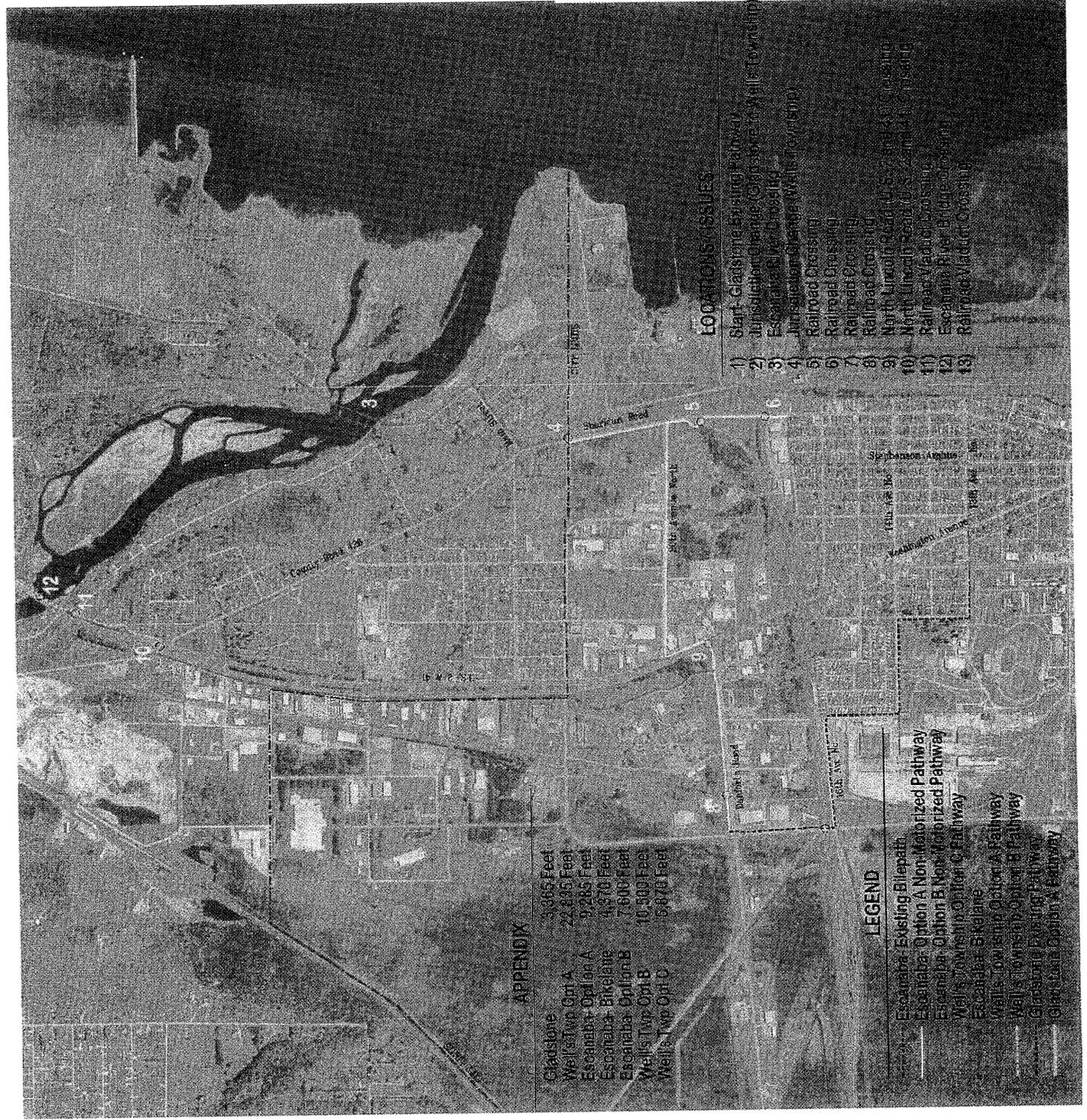
Next scheduled meeting was May 13, 2015.

Hearing no further public comment, meeting adjourned at 1:03 p.m.

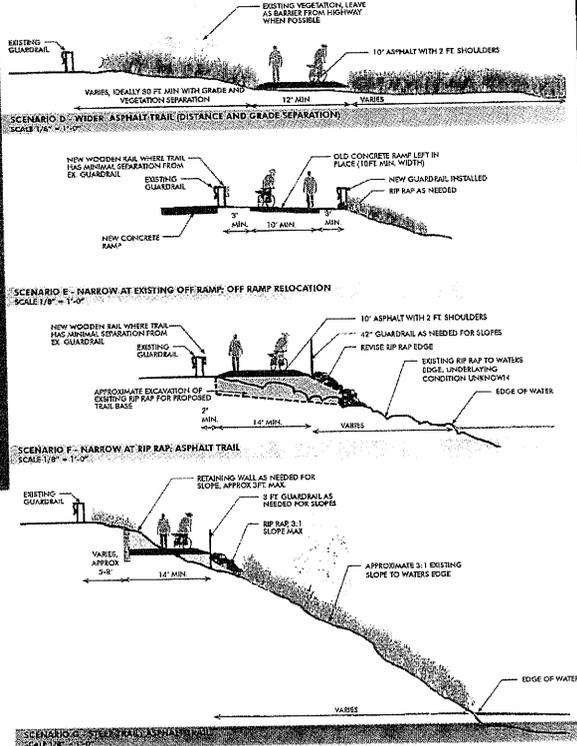
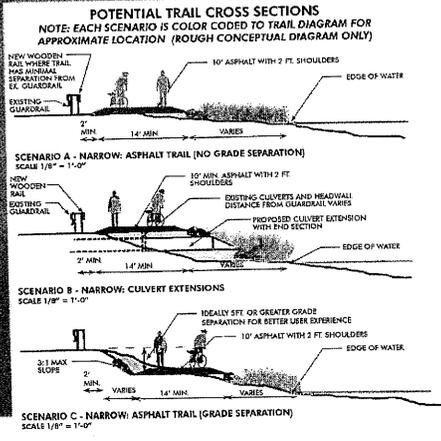
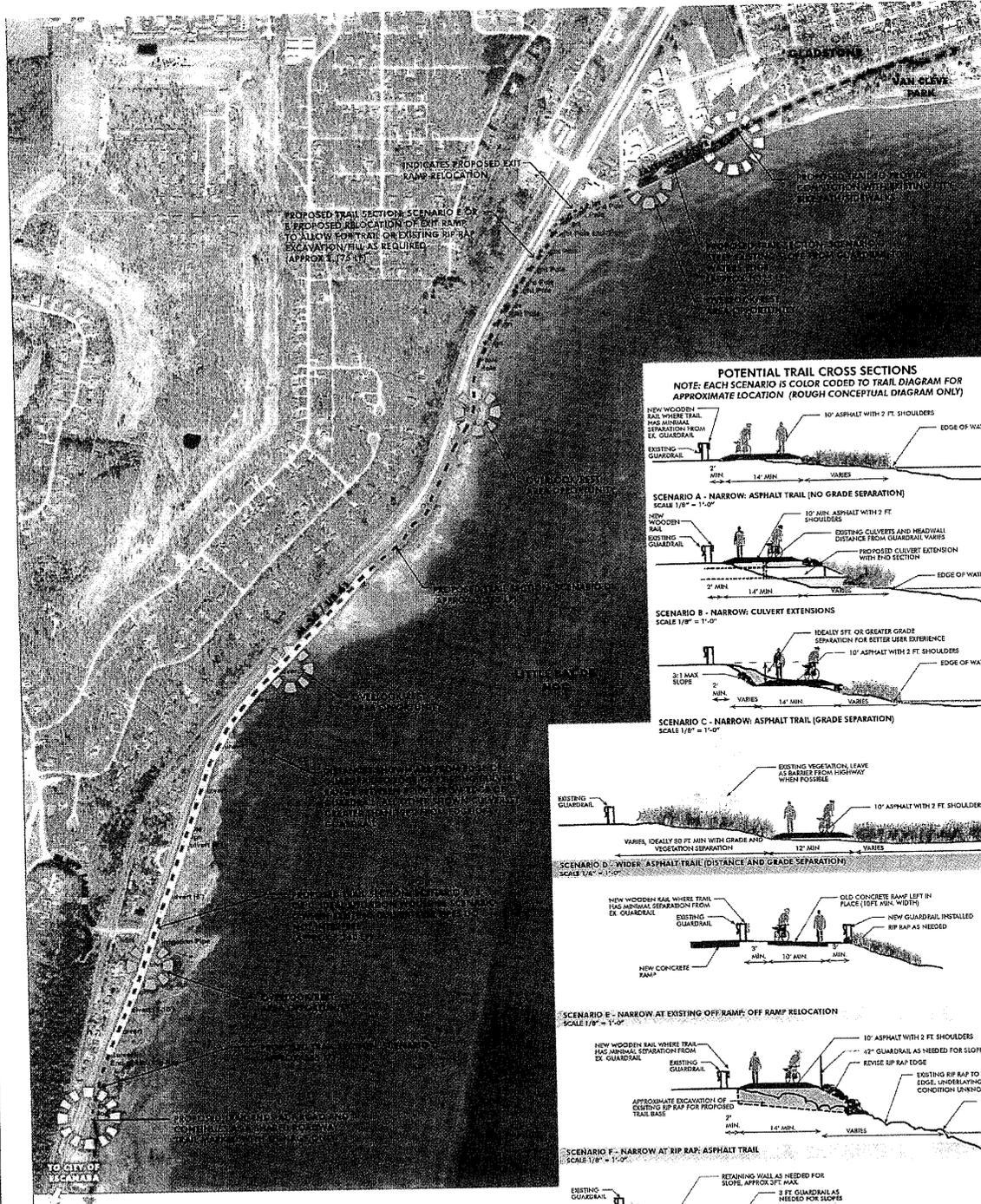
Robert S. Richards, Escanaba City Clerk, Recording Secretary

# CITY OF ESCANABA

## PROPOSED NON- MOTORIZED BIKE PATH OPTIONS







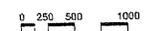
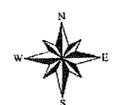
NOTES:  
 1. TOTAL LENGTH OF PROPOSED TRAIL IS APPROXIMATELY 2.25 MILES

- PROPOSED TRAIL ROUTE
- PROPOSED CONNECTION OR FUTURE CONNECTIONS
- PROPOSED REST AREA/BENCH AND ADA COMPANION SEATING (INTERPRETIVE OPPORTUNITY)
- BEGINNING/END OF PROPOSED TRAIL ROUTE - POTENTIAL TRAIL HEAD LOCATIONS (WAYFINDING SIGNAGE)

CITY OF GLADSTONE  
 Gladstone, MI

**GLADSTONE - Little Bay de Noc**  
**PROPOSED TRAIL - SITE INVENTORY**

AUGUST 1, 2013  
 REV. SEPTEMBER 2013



SOURCE: MCSSTP Data Library, SSURGO, UPEA GIS; Prepared by RRC File: G02-13359

# RECREATION ADVISORY BOARD RULES OF PROCEDURE

## 1. AUTHORITY/PURPOSE

1.1. **General.** The Escanaba City Council created the Recreation Advisory Board. The Recreation Advisory Board is charged with accumulating and coordinating citizens concerns as they pertain to recreation needs and the 5 year Recreation Plan and to act in an advisory capacity to the Escanaba City Council.

1.2. **Membership.** The Recreation Advisory Board shall consist of five (5) members. The members shall be appointed by the Mayor with the concurrence of the Council for three-year terms. Said terms shall be staggered.

The Board has the following functions and major duties:

- Provide a mechanism for citizens' recreational concerns to be heard;
- Provide a clearinghouse for information on recreational issues that come before the Board from time to time;
- Support public awareness efforts to foster recreational initiatives and cultivate public participation;
- Support communication recreation standards;
- Perform other duties and responsibilities as directed by the City Council which are not inconsistent with the City Charter or other regulatory requirements;
- Interact with other City Board, Committees and Commissions in which recreational issues overlap.

## 2. GENERAL RULES

2.1 **Meetings to be Public.** All meetings are subject to the Michigan Open Meetings Act.

2.2 **Quorum.** Three (3) members shall constitute a quorum and necessary for the transaction of business. If a quorum is not present, those in attendance will be named and they shall adjourn to a later time.

2.3 **Journal of Proceedings.** An account of all proceedings shall be kept by the ex-officio of the Board and shall be entered in a book constituting the official record and deposited to the City Clerk.

2.4 **Right of Floor.** Any member desiring to speak shall be recognized by the Chair and shall confine his or her remarks to one subject under consideration or to be considered.

2.5 **City Department Personnel.** The City Manager or his or her designee shall attend all meetings. The City Administration may make recommendations and shall have the right to take part in all discussions.

**2.6 Election of Officers.** At the first regularly scheduled meeting in June, the Recreation Advisory Board shall hold an election of Officers for the positions of Chair, Vice Chair and secretary.

**2.7 5 Year Recreation Plan.** It shall be the duty of the Recreation Advisory Board, after holding public hearings, to create and recommend to the City Council a 5 Year Recreation Plan for the development of recreation facilities and opportunities within the jurisdiction. The Recreation Board shall routinely review the requirements of the 5 Year Recreation Plan every five (5) years to ensure it is current and accurate. The 5 Year Recreation Plan shall be an addendum to the City Comprehensive Plan.

### **3. MEETINGS**

**3.1. Public Notice of Meetings.** The City Administration shall be responsible for providing the proper notice of all meetings as specified by the State Open Meetings Act.

**3.2. Regular Meetings.** The Recreation Advisory Board shall meet on the second Tuesday of each month at 6:00 p.m. or as called by the Chair.

**3.3. Special Meetings.** Special meetings may be called by the City Administration in collaboration with the Chair. The call for a special meeting shall specify the day, the hour and the location of the special meeting. The City Administration shall give public notice as specified by the State Open Meetings Act.

**3.4. Cancelled Meetings.** Any meeting may be cancelled to a later date and time provided that no adjournment shall be for a longer period than until the next scheduled meeting.

### **4. CHAIR AND DUTIES**

**4.1 Chair.** The Chair, if present, shall preside as Chair at all meetings. In the absence of the Chair, the Vice Chair shall preside. In the absence of both the Chair and the Vice Chair, the Board shall elect a temporary Chair.

**4.2 Call to Order.** The meetings shall be called to order by the Chair or, in their absence, by the Vice Chair. In the absence of both the Chair and the Vice Chair, the meeting shall be called to order by the City Administration for the election of a temporary Chair.

**4.3 Preservation of Order.** The Chair shall preserve order and decorum; prevent attacks on personalities or the impugning of members' motives, and confine members in debate to the question under discussion.

### **5. ORDER OF BUSINESS AND AGENDA**

**5.1 Order of Business.** The general rule as to the order of business in regular meetings shall be as follows:

1. Call to Order
2. Roll Call
3. Approval and/or Correction to Minutes of Previous Meeting

4. Approval/Adjustments to the Agenda
5. Conflict of Interest Declarations
6. Unfinished Business
7. New Business
8. Public Comment
9. Board/Administration Comments/Announcements
10. Adjournment

5.2 **Agenda.** The order of business of each meeting shall be contained in the Agenda prepared by the City Administration in collaboration with the Chair. Agenda items must be submitted to the City Administration ten (10) days prior to the meeting. The Agenda shall be a listing by topics of subjects to be considered by the Board and shall be delivered to members of the Board at least five (5) days prior to the meeting. Draft meeting minutes shall be available for public review within eight (8) business days after the meeting.

5.3 **Presentation by City Administration.** The Agenda shall provide a time when the City Administration may bring before the Board any concerns or business that Administration feels should be deliberated upon.

5.4 **Presentation by Members.** The Agenda shall provide a time when the Chair or any member may bring any concerns or business that should be deliberated upon.

5.5 **Voting.** A simple majority vote of those present shall be required to approve a motion, recommendation or finding. All action shall be forwarded to the City Council for review and consideration.

5.6 **Roll Call Votes.** A roll call vote shall be taken at the request of any member or when the Chair cannot determine the results of a voice vote.

5.7 **Minutes.** A majority vote consisting of at least a quorum shall be required to approve minutes.

## 6. CITIZENS' RIGHTS

6.1. **Addressing the Board.** Members of the public desiring to address the Board by oral communications on any agenda item shall first secure the permission of the Chair.

6.2. **Manner of Addressing the Board.** Each person addressing the Board shall approach the lectern and must give their name in an audible tone of voice for the record. All remarks shall be addressed to the Board as a body and not to any member thereof. No person, other than members of the Board and the person having the floor shall be permitted to enter into any discussion, either directly or through the members. No questions shall be asked except through the Chair.

6.3. **Personal and Slanderous Remarks.** Any person making personal, impertinent or slanderous remarks, or who shall become disorderly, while addressing the Board, will be requested to leave the lectern.

6.4. **Chair Will Refer Citizens' Complaints.** The Chair will refer citizens' complaints to City Administration. City Administration will review all complaints and report their findings to the Recreation Advisory Board on or before their next regularly schedule meeting.

6.5. **Written Communications.** Interested parties may address the Board by written communication in regard to any matter concerning Board business by addressing their concern to the City Administration. The City Administration shall forward all correspondence to Board Members. Members shall direct all correspondence to other members and the City Administration. No Board Members(s) shall represent through oral or written communications to any outside agency, company, individual without consent of the City Administration or the City Council.