



City of Allegan
Downtown Development Authority Meeting
Griswold Auditorium
401 Hubbard Street
Allegan, MI 49010

January 10, 2018

I. Call to Order

City Manager Joel Dye called the meeting to order at 12:02pm.

City Manager Joel Dye explained that since Chair Traci Perrigo had been elected to City Council, she has been reassigned to a couple new municipal boards. As a result, the DDA would have to appoint a new Chair and Vice Chair.

Marcia Wagner made a motion, supported by Rachel McKenzie, to appoint Ryan Deery as the new DDA Chair. Motion carried 5-0.

Marcia Wagner, supported by Rachel McKenzie, made a motion to appoint Tracy Clawson as Vice Chair. Motion carried 6-0.

III. Attendance

Present: Rachel McKenzie, Tracy Clawson, Ryan Deery, Marcia Wagner, Stacie Stotmeister, Megan Bouwman

Absent: Mike Villar, Nicole Richmond

Others Present: Joel Dye, City Manager, Jordan Meagher, Community Development Coordinator, Parker Johnson, Promotions Coordinator

III. Approval of Previous Meeting Minutes

Motion to approve the previous minutes of November 8, 2017 by Tracy Clawson, supported by Rachel McKenzie. Motion carried 5-0. Stacie Stotmeister abstained due to not being on the DDA during this meeting.

IV. Public Comment

None.

V. Closing of Sale on 136 Brady

Joel Dye explained that the DDA will need to go on record to officially approve the sale of 136 Brady. This is because during the August 9th meeting of 2017, where the approval of this sale was originally slated to occur, the DDA only made a motion requesting City Council to endorse the sale of 136 Brady Street. Dye stated that the DDA needs to formally approve the sale of 136 Brady Street through a motion.

Motion to formally approve the sale of 136 Brady Street to One Enterprises, LLC in the amount of \$1.00 by Marcia Wagner, supported by Rachel McKenzie. Motion carried 5-0. Stacie Stotmeister abstained due to not being a member during the August 9th meeting.

VI. Downtown Plan Review and Discussion

Staff worked to put together the beginning framework of a downtown plan. This consisted of a sample map, vision statement, and project schedule that could later be adjusted by the DDA. Joel Dye explained that Allegan's downtown is going to be broken down into separate districts. This will consist of four main gateways and six corridors.

When it comes to the composition of this plan, Joel thought that the City had been on track in the past with their visions. The City had formerly put together 12 plans since the 1990's, and most of these plans had echoed the ideas of the current DDA. None of these plans had actually laid out an action plan for completing these goals, though. Joel presented a new implementation matrix that the DDA could use in the future for identifying the importance of a current issue, a time frame for staff to complete the project, a section detailing whose responsibility it would be to complete and approve the project, and an overall theme that helps to categorize the downtown issue or project. This spreadsheet will give current and future staff members direction on which issues to address, and when staff should address them. It will also hold future DDA members accountable in meeting these goals.

Rachel McKenzie had noticed that Cutler Street had been identified as one of the downtown corridors in the sample plan, but questioned if it should be included because it does not lie within the DDA boundary.

Joel thought that based on his past experience in putting together Holland's downtown plan, neighborhood's that were not a part of their downtown were included in the plan, because of their connection to the downtown. These neighborhoods act as gateways to the downtown, and can have a lot of effect on their success. While the DDA not be able to use funds to make any changes to these neighborhoods, though, Joel suggested that the City could allocate some funds towards making some of these improvements if needed.

Joel suggested that going forward, the DDA would need to decide on some common themes with their own set of goals that staff could address.

Tracy Clawson suggested that each DDA member could come up with three to five themes, and then staff could put the themes that occurred the most consistently into the matrix. The DDA agreed, and decided to each bring three to five themes to the next meeting for staff to use.

VII. Staff/Authority Member Comments

Joel Dye explained that most DDA's in other cities have a similar set of committees that they create to accomplish specific goals. Allegan's DDA used to have some of these same committees, but they eventually branched out into separate standalone boards, such as the Design Committee. There was a lot of overlap with the Design Committee and the Parks Commission, so Allegan's City Council recently approved a resolution to combine the two boards into one board. The new board will now be known as the Public Spaces Commission. One DDA member will need to be appointed to this new board, according to the Public Spaces Commission bylaws.

A motion was made by Megan Bouwman, supported by Ryan Deery, to make Tracy Clawson the DDA's appointed member to the Public Spaces Commission. Motion carried 5-0.

VIII. Adjournment

The meeting was adjourned at 1:09pm.

Respectfully Submitted,

Jordan Meagher
Community Development Coordinator



City of Allegan
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March 14, 2018

I. Call to Order

Chair Ryan Deery called the meeting to order at 12:35pm.

III. Attendance

Present: Rachel McKenzie, Tracy Clawson, Ryan Deery, Marcia Wagner, Nicole Richmond

Absent: Mike Villar, Stacie Stotmeister, Megan Bouwman

Others Present: Joel Dye, City Manager, Jordan Meagher, Community Development Coordinator, Parker Johnson, Promotions Coordinator, Tony McGhee, Abonmarche

III. Approval of Previous Meeting Minutes

Motion to approve the previous minutes from January 10, 2018 by Rachel McKenzie, supported by Tracy Clawson. Motion carried 5-0.

IV. Public Comment

None.

V. Downtown Traffic Plan and Streetscape Proposal

Tony McGhee of Abonmarche presented information regarding the scope of work and costs if the DDA were to move forward with a new traffic plan with improved streetscapes. The DDA discussed the proposal, and decided to continue the discussion at a later date once the new budget had been decided upon.

VI. Approval of FY 2019 Budget

City Manager Joel Dye Presented the proposed budget to the DDA. The DDA had questions concerning cost allocation for Administration Charges and the Façade Program, and they also wanted more time to discuss how much money should be allocated towards Design and Streetscape. Staff would work to answer these

questions and bring them before the DDA at the next meeting. No official decision was made.

VII. Appointment of Shelly Neldon and Elvin Quinones-Walker to Positively Allegan

Rachel McKenzie, supported by Tracy Clawson, made a motion to appoint Shelly Neldon and Elvin Quinones-Walker to the Positively Allegan Board, each for a 3 year term. Motion passed 5-0.

VIII. Staff/Authority Member Comments

IX. Adjournment

Motion by Marcia Wagner, supported by Rachel McKenzie, made a motion to adjourn. Motion carried 5-0.

The meeting was adjourned at 12:59pm.

Respectfully Submitted,

**Jordan Meagher
Community Development Coordinator**



City of Allegan
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April 11, 2018

I. Call to Order

Chair Ryan Deery called the meeting to order at 12:01pm.

III. Attendance

Present: Rachel McKenzie, Ryan Deery, Marcia Wagner, Mike Villar, Scott Jacobs, Tracy Clawson (12:14)

Absent: Stacie Stotmeister, Megan Bouwman, Nicole Richmond

Others Present: Joel Dye, City Manager, Parker Johnson, Promotions Coordinator

III. Approval of Previous Meeting Minutes

Motion to approve the previous minutes from March 14, 2018 by Marcia Wagner, supported by Rachel McKenzie. Motion carried 5-0.

IV. Public Comment

None.

V. Approval of FY 2019 Budget

City Manager Joel Dye presented the proposed budget to the DDA. A proposed budget was presented at the last DDA meeting, but the DDA had requested more time to make a decision. The DDA also requested that the City continue to update the Authority with budget updates in the future.

Rachel McKenzie, supported by Ryan Deery, made a motion to approve the FY2019 Budget. Motion passed 5-1 with Mike Villar dissenting.

VI. Façade Application Review

Building owners from both 118 Locust and 136 Brady had applied to receive downtown façade grants from the DDA. These funds would be used to help make repairs to the fronts and backs of both buildings.

Marcia Wagner, supported by Tracy Clawson, made a motion to approve a \$28,800 grant to 118 Locust. Motion passed 6-0.

The DDA questioned the sensibility in funding 136 Brady after previous allocations were made. City Manager Joel Dye stressed that both 118 Locust and 136 Brady are significant.

Motion by Rachel McKenzie, supported by Marcia Wagner, made a motion to approve a \$10,000 grant for 136 Brady. Motion passed 5-1 with Mike Villar dissenting.

VII. Staff/Authority Member Comments

VIII. Adjournment

Motion by Rachel McKenzie, supported by Mike Villar, made a motion to adjourn. Motion carried 6-0.

The meeting was adjourned at 1:06pm.

Respectfully Submitted,

**Jordan Meagher
Community Development Coordinator**



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May 9, 2018

I. Call to Order

Vice Chair Tracy Clawson called the meeting to order at 12:04pm.

Stacie Stotmeister, supported by Marcia Wagner, made a motion to amend the agenda to include Expanding the DDA Boundary Discussion as a discussion item. Motion passed 5-0.

III. Attendance

Present: Tracy Clawson, Marcia Wagner, Scott Jacobs, Nicole Richmond, Stacie Stotmeister

Absent: Ryan Deery, Megan Bouwman, Mike Villar, Rachel McKenzie

Others Present: Jordan Meagher, Community Development Coordinator

III. Approval of Previous Meeting Minutes

Motion to approve the previous minutes from April 11, 2018 by Marcia Wagner, supported by Nicole Richmond. Motion carried 5-0.

IV. Public Comment

None.

V. Expanding the DDA Boundary Discussion

Staff explained that Allegan's Downtown is shaped in a way where it can be divided into four different regions: Commercial/Entertainment, Civic, Parks, and Residential. While it is not currently in Allegan's Downtown, JML Real Estate's Allegan Event flows into the Commercial/Entertainment region and has an impact on Allegan's Downtown with the number of guests they attract, along with the number of visitors they will be shuttling Downtown in the future. Due to their impact, it makes sense for the DDA to include them within the boundary. Including Allegan Event would also allow them to purchase a redevelopment liquor license at a discounted price.

The boundary addition would be contiguous and would carry across the trestle bridge that connects Jaycee Park to North Street. A city owned parcel, along with the two parcels that make up Allegan Event, would be included.

The DDA agreed that Allegan Event should be included within the DDA boundary. The DDA also thought that while the City was looking into expanding the boundaries, that any other commercial areas outside of the DDA boundary be considered for expansion as well.

VI. Allegan Gateway Landscaping Project

In the summer of 2017, it was set as a goal of the DDA to improve City gateways. In the fall of 2017, the DDA directed staff towards going out for bid for a contractor to install more landscaping on the Cutler Street lot on the corner of Water and Monroe. Staff was advised to delay moving forward with the project in the fall due to the poor selection of trees. It was advised that spring was a better time to start this type of project. At the beginning of 2018, staff went out for bid and received five submissions ranging from \$6,993.00 to \$15,780.00. The City selected the lowest bidder, Scott's Landscaping Management, Inc., who submitted a quote at \$6,993.00. The bid will be awarded at City Council's next meeting, and work will commence shortly afterwards.

VII. Downtown Façade Program Discussion

Staff explained that the City currently has a Downtown Façade Program that the DDA allocates funds that can be awarded to for downtown building owners who are seeking to make exterior improvements on their properties. However, staff has found that the program is convoluted, redundant, and contains some arbitrary requirements. Staff was seeking direction from the DDA to determine if the program should be kept, retooled, or removed.

The DDA agreed that the current program has issues and would like to see it discontinued or replaced with a more effective program. They found that the downtown building owners seemed to be either unaware of the funds, or uninterested in utilizing them. As a result, money always seemed to be wasted in this fund. Those who did utilize the program seemed to be using the money for yearly upkeep, rather than for expansion or major renovations, which is a use that was not originally intended by the program.

The DDA discussed various other ways that the money used for the program could be used in the future. Money could be used to better market Downtown Allegan, recruit new business owners and investors, or could be allocated towards improved streetscapes and gateways. A new assistance program could also be created that is more flexible and helps assist future building owners meet city goals, such as filling second floor vacancies.

VIII. Staff/Authority Member Comments

IX. Adjournment

The meeting was adjourned at 12:37pm.

Respectfully Submitted,

**Jordan Meagher
Community Development Coordinator**



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July 11, 2018

I. Call to Order

Chair Ryan Deery called the meeting to order at 12:03pm.

III. Attendance

Present: Ryan Deery, Tracy Clawson, Marcia Wagner, Scott Jacobs, Rachel McKenzie

Absent: Mike Villar, Nicole Richmond

Others Present: Jordan Meagher, Community Development Coordinator, Joel Dye, City Manager, Parker Johnson, Promotions Coordinator, Benjamin Andrews, Intern

III. Approval of Previous Meeting Minutes

Motion to approve the previous minutes from May 9, 2018 by Marcia Wagner, supported by Tracy Clawson. Motion carried 5-0.

IV. Public Comment

None.

V. City of Allegan Public Parking Study

Benjamin Andrews, who is working as a summer intern for the City, worked with Jordan Meagher to analyze the City's current parking inventory. Counts were taken of the number of available parking spaces, both in parking lots and on street, in Downtown Allegan. Counts were also taken on five different days of the week at 9:00am, 12:00 Noon, and 3:00pm. Based on the results of the study, it was found that on average, Downtown Allegan's parking availability was only filled to between 40 and 60 percent of capacity at these times. According to the recommendations set by the Congress of New Urbanism, parking lots should be filled to near 80 percent of capacity for them to be considered efficient and properly used.

Based on the results and the standard set by the Congress of New Urbanism, staff recommended that the DDA begin to develop a parking program in Downtown Allegan to help make downtown parking more efficient as Downtown begins to grow

with new businesses, residents, and visitors. The DDA agreed. The parking study would be added to the new Downtown Plan that city staff had been developing over the past few months. A parking program would be outlined in this plan. The City has also continued to work with Abonmarche to develop a new streetscape plan, which would also be included in the Downtown Plan.

VI. Staff/Authority Member Comments

VII. Adjournment

The meeting was adjourned at 12:53pm.

Respectfully Submitted,

Jordan Meagher
Community Development Coordinator



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September 12, 2018

I. Call to Order

Vice Chair Tracey Clawson called the meeting to order at 12:06pm.

III. Attendance

Present: Tracy Clawson, Marcia Wagner, Scott Jacobs, Rachel McKenzie, Nicole Richmond

Absent: Mike Villar, Ryan Deery

Others Present: Jordan Meagher, Community Development Coordinator, Joel Dye, City Manager, Parker Johnson, Promotions Coordinator, Aaron Haskin, Director of Public Works, Tony McGhee, Abonmarche

Rachel McKenzie, supported by Marcia Wagner, made a motion to excuse the absences of Ryan Deery and Mike Villar. Motion passed 5-0.

III. Approval of Previous Meeting Minutes

Motion to approve the previous minutes from July 11, 2018 by Marcia Wagner, supported by Rachel McKenzie. Motion carried 5-0.

IV. Public Comment

None.

V. 5A.1 - Downtown Streetscape Plan Discussion

As a part of the City's new Downtown Plan, the DDA had directed staff to begin assembling a plan for improved streetscapes in Downtown Allegan. Abonmarche was hired by the City to help aid in this process. With the help of Abonmarche, staff were able to present a first draft concept design for a downtown streetscape plan to the DDA. During this presentation, four different topics were discussed:

1. The idea of the 2nd Street Bridge becoming a one-way bridge.

Based on a series of traffic counts that were taken by Abonmarche, it was found that a large amount of cars use the 2nd Street Bridge to enter Downtown Allegan, but do not enter Downtown any further than the Perrigo Company plant located just North of the bridge. These cars would not enter town during the work day, and would leave Downtown using the bridge at the end of the day. If the bridge became a one-way bridge into town, these cars would have to traverse through Allegan's Downtown in order to exit back onto M-89.

After some discussion, the DDA agreed that they would like to see this concept included in future designs of the plan.

2. Locust Street

Based on some discussions that took place earlier in the year, the DDA had wanted to see Locust Street become one of Downtown Allegan's main commercial/entertainment streets in the future Downtown Plan. To bring this idea to life, staff has been working to find a way to make Locust Street more attractive, walkable, and inviting to residents and visitors. In the first concept design of the streetscape plan, angled parking was replaced by parallel parking spaces to help accommodate wider sidewalks, and the street would be changed from a one-way traffic flow to a two-way street to help create more accessibility to this main street.

After some discussion, the DDA were ok with both changes, but directed staff to continue experimenting with different combinations of parking and traffic flow options, such as having a combination of both angled and parallel parking along the public right-of-way.

3. Brady Street

Along with Locust Street, Brady has also been designated by the DDA as another main commercial/entertainment street in Downtown Allegan. To reflect this designation, the first draft of conceptual drawings show all parking spaces on the southwest side of the street being removed to help allow for the widening of sidewalks for greater walkability.

After some discussion, the DDA directed staff to look further into the different options that could be taken to help meet the goal of making Brady a main street.

4. Trowbridge Street

Currently, the corner of Cedar and Trowbridge is a one-way exit way leading out of Downtown Allegan. Due to its placement, it is a difficult place to exit onto Cedar Street and is therefore seldom used. In the conceptual drawings, this exit-way would be converted into a new entry-way, which would allow more people to be able to enter into Downtown Allegan more easily.

After some discussion, the DDA agreed that they would like to see this design included in future adaptations of the streetscape plan.

5A.2 – Meeting Time Change Discussion

With the DDA’s current meeting time on the 2nd Wednesday of each month at noon, it has been historically difficult for the board to reach a quorum at each meeting. The noon meeting time has also prevented many community members from being able to become a part of the board as well. To help create more opportunities for improved participation, the idea of meeting at 8:00am on the 2nd Wednesday of each month had been raised at a past meeting.

Scott Jacobs, supported by Nicole Richmond, made a motion to amend the DDA’s bylaws to hold all future DDA meetings at 8:00am. Motin passed 5-0.

VI. Staff/Authority Member Comments

VII. Adjournment

The meeting was adjourned at 1:05pm.

Respectfully Submitted,

Jordan Meagher
Community Development Coordinator



City of Allegan
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October 10, 2018

I. Call to Order

Chair Ryan Deery called the meeting to order at 12:05pm.

III. Attendance

Present: Ryan Deery, Tracy Clawson, Marcia Wagner, Scott Jacobs, Mike Villar, Kelly McLean

Absent: Rachel McKenzie, Nicole Richmond

Others Present: Jordan Meagher, Community Development Coordinator, Joel Dye, City Manager, Parker Johnson, Promotions Coordinator

Scott Jacobs, supported by Tracy Clawson, made a motion to excuse the absences of Rachel McKenzie and Nicole Richmond. Motion passed 6-0.

III. Approval of Previous Meeting Minutes

Motion to approve the previous minutes from September 12, 2018 by Marcia Wagner, supported by Scott Jacobs. Motion carried 5-0. Ryan Deery abstained due to absence from the past meeting.

IV. Public Comment

None.

V. 5A.1 - Downtown Streetscape Plan Continued Discussion

Community Development Coordinator Jordan Meagher began the meeting by introducing Kelly McLean, who was appointed to the DDA board by the Allegan City Council on October 8th, 2018. McLean owns a massage therapy business on Hubbard Street and was excited to become more involved with downtown matters.

To continue the discussion, the Downtown Development Authority discussed the possibility of making Cutler Street into a two-way street. The road currently is designed to allow traffic to travel from east to west, leading traffic out of Downtown Allegan. A two-way street would allow more cars to easily enter Downtown Allegan.

from M-40. Ryan Deery, who lives on Cutler Street, did not have a problem with the idea of converting the street into a two-way street, as long as some traffic calming measures were taken to prevent people from entering the neighborhood at high speeds after exiting a downhill state highway. The rest of the DDA members shared the same general opinion, and saw potential benefits to transitioning Cutler into a two-way street.

The DDA also discussed the possibility of a roundabout being placed at the intersection of Hubbard, Ely, and M-89. The current design of the intersection is difficult to navigate for people who are new to Allegan, and some issues with visibility and turning also exist. The group formed a general consensus that even though they thought many Allegan residents would be apprehensive towards seeing a roundabout installed at this intersection; they thought that it would improve traffic flows and safety for drivers. City Manager Joel Dye explained that the Michigan Department of Transportation has total control of the future of this intersection, though since the road is a state highway.

Dye later brought up a separate discussion concerning downtown overnight parking later on in the meeting. Once the new splash pad park is constructed, Dye explained that only 11 parking spaces will remain in the lot that was historically used as a place for downtown residents living on Hubbard Street to park their cars overnight. With 18 newly constructed downtown apartments to become constructed in the next six months, the DDA will need to begin looking into developing a parking program to designate where downtown residents can park, as well as to create regulations to prevent non-downtown residents from leaving their cars overnight in these spaces. The DDA directed staff to begin putting a parking program together to be discussed at the next meeting.

VI. Staff/Authority Member Comments

VII. Adjournment

The meeting was adjourned at 1:00pm.

Respectfully Submitted,

**Jordan Meagher
Community Development Coordinator**

