



**CITY OF ALLEGAN
DOWNTOWN DEVELOPMENT AUTHORITY
Griswold Auditorium
401 Hubbard Street, Allegan MI 49010
Wednesday, January 9, 2019
8:00am**

The meeting scheduled for Wednesday, January 9, 2019 at 8:00am has been cancelled. If anyone has immediate concerns that need to be addressed please contact Jordan Meagher, Community Development Coordinator, at (269)673-5511 ext. 231. The next meeting is scheduled for Wednesday, February 13, 2019 at 8:00am.



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

February 13, 2019

I. Call to Order

Chair Ryan Deery called the meeting to order at 8:04am.

III. Attendance

Present: Ryan Deery, Tracy Clawson, Kelly McLean, Nicole Richmond, Rachel McKenzie, Roger Bird, Landria Christman, Mike Villar

Absent: Marcia Wagner, Scott Jacobs

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

To begin the meeting, a chair, vice chair, and Public Spaces Commission delegate were selected.

Rachel McKenzie nominated Ryan Deery to continue serving as Chair. Deery accepted.

Ryan Deery nominated Tracy Clawson to continue serving as Vice Chair. Clawson accepted.

Rachel McKenzie nominated Landria Christman to serve as Public Spaces Commission Delegate. Christman accepted.

Ryan Deery, supported by Rachel McKenzie, made a motion to approve the slate. Motion carried 8-0.

III. Approval of Previous Meeting Minutes

Motion to approve the previous minutes from November 14, 2018 by Rachel McKenzie, supported by Nicole Richmond. Motion carried 8-0.

IV. Public Comment

None.

V. 5A.1 – Downtown Plan Discussion

After being directed by the DDA in 2018 to begin compiling an updated Downtown Plan, staff was able to present their first draft of the plan. The plan's goal is to create a guiding vision for future downtown development, along with an action strategy for implementation to meet these goals over the next five years. The plan touches on improving streetscapes, recruiting a diverse set of downtown businesses, and implementing a parking program for overnight parking. The DDA will continue to review the plan over the next few months with staff.

VI. Revue Magazine Discussion

Jeff McLaughlin of Revue Magazine presented to the DDA a proposal that would allow the City to place a page of ads in each issue of the magazine for a year. The ad page would be divided in half, with a promotion for a city sponsored event being placed on the top half, and rentable ad spaces designated for downtown businesses would be placed on the bottom half. The DDA would pay a yearly fee of 8,550.50, with costs being recouped through the sale of ad spaces to downtown businesses. Other Allegan area businesses may be sold ad spaces, but downtown businesses will be prioritized.

Mike Villar, supported by Tracy Clawson, made a motion to approve a one-year contract with Revue Magazine for \$8,550.50. Motion carried, 8-0.

VII. 101 Brady Street Bid Discussion

The bid for 101 Brady Street was not discussed. A special meeting will be held on February 15, 2019 at noon to discuss the bid.

VIII. Adjournment

The meeting was adjourned at 9:08am.

Respectfully Submitted,

**Jordan Meagher
Community Development Coordinator**



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

February 15, 2019

I. Call to Order

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

III. Attendance

Present: Ryan Deery, Tracy Clawson, Nicole Richmond, Rachel McKenzie, Roger Bird, Marcia Wagner, Scott Jacobs

Absent: Landria Christman, Mike Villar, Kelly McLean

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

III. Approval of Previous Meeting Minutes

IV. Public Comment

None.

V. 5A.1 – 101 Brady Street Bid Discussion

City Manager Joel Dye gave an overview of the history of how the City purchased the lot in 2003 and later sold it to be developed into a potential restaurant in 2008. When the real estate market crashed in 2008, a new development was no longer feasible, so the lot was sold back to the City in 2009 for the City to hold onto for a future development.

On February 6th, the City received one bid from CL Real Estate out of Peru, Illinois, who had submitted a conceptual plan to construct a four story mixed use development on the site. They choose to build in small historic towns that meet the same demographics as Allegan, and they have begun to expand into Michigan with their first development in Hillsdale, where they are redeveloping a building into a mixed-use boutique hotel.

The DDA held a discussion about the proposal and the development of 101 Brady Street, and reached a general consensus that they would like to see the lot developed moving forward.

Scott Jacobs, supported by Ryan Deery, made a motion to recommend that City Council move forward with negotiating with CL Real Estate to develop 101 Brady Street. Motion carried 7-0.

VI. Adjournment

The meeting was adjourned at 12:33pm.

Respectfully Submitted,

Jordan Meagher
Community Development Coordinator



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

March 13, 2019

I. Call to Order

Meeting was called to order at 8:06am.

III. Attendance

Present: Scott Jacobs, Kelly McLean, Rachel McKenzie, Roger Bird, Landria Christman,
Mike Villar

Absent: Marcia Wagner, Ryan Deery, Tracy Clawson, Nicole Richmond

Others Present: Jordan Meagher, Community Development Coordinator, Parker Johnson,
Promotions Coordinator

III. Approval of Previous Meeting Minutes

Motion to approve the previous minutes from February 13, 2019, and the previous minutes from the February 15, 2019 special meeting by Roger Bird, supported by Scott Jacobs. Motion carried 6-0.

IV. Public Comment

None.

V. 5A.1 – 134 Brady Street Utility Easement Agreement

Community Development Coordinator Jordan Meagher explained that Consumers Energy is in the process of installing new electrical lines along Brady Street. One of the lines that they are planning to install will provide power to 134 Brady Street, which is currently home to the Allegan Welcome Center. This Property is owned by the DDA, which would need to sign an easement agreement with Consumers Energy to allow Consumers to access the property to perform installation and routine maintenance. The easement would run 12' long along the northern most lot line and 6' wide on each side to allow access for maintenance.

After some discussion, Mike Villar, supported by Kelly McLean, made a motion to approve the proposed easement agreement with Consumers Energy upon condition of an explanation for the dimensions specified in the agreement. Motion passed 6-0.

VI. Downtown Plan Discussion

The DDA continued their discussion of the 2019 Downtown Plan update. After some discussion, staff was directed to put together a proposal for a downtown overnight parking program for the DDA to review at their next meeting.

VII. Adjournment

The meeting was adjourned at 9:05am.

Respectfully Submitted,

Jordan Meagher
Community Development Coordinator



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

April 5, 2019

I. Call to Order

Meeting was called to order at 8:04am.

III. Attendance

Present: Chair Ryan Deery, Vice Chair Tracy Clawson, Scott Jacobs, Kelly McLean, Roger Bird, Landria Christman, Mike Villar, Nicole Richomond, Marcia Wagner

Absent: Rachel McKenzie

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

III. Approval of Previous Meeting Minutes

Motion to approve the previous minutes from March 13, 2019, by Marcia Wagner, supported by Roger Bird. Motion carried 9-0.

IV. Public Comment

None.

V. 5A.1 – 101 Brady Street Lot Development Discussion

The City of Allegan has entered into an exclusivity development agreement with CL Real Estate, LLC of Peru, Illinois to create a plan for the development of 101 Brady Street. At the meeting, representatives from CL Real Estate were present to provide the EDC members with information regarding their background, their vision for the Brady Street site, and the process that they will be using for planning the development. Their initial thoughts for the site are to create a 40 to 60 room boutique hotel, but CL Real Estate will be hiring a firm to perform a market study for the site to see which types of projects would best benefit the community.

VI. Adjournment

The meeting was adjourned at 8:45am.

Respectfully Submitted,

**Jordan Meagher
Community Development Coordinator**



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

May 8, 2019

I. Call to Order

Meeting was called to order at 8:00am.

III. Attendance

Present: Vice Chair Tracy Clawson, Kelly McLean, Roger Bird, Mike Villar, Nicole Richmond, Rachel McKenzie, Carl Canales

Absent: Ryan Deery, Marcia Wagner, Scott Jacobs, Landria Christman

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

III. Approval of Previous Meeting Minutes

Motion to approve the previous minutes from April 5, 2019, by Rachel McKenzie, supported by Nicole Richmond. Motion carried 7-0.

IV. Public Comment

None.

V. 5A.1 – FY19 Year to Date DDA Budget Review

Staff explained that they will be providing a year to date budget report at each meeting to keep DDA members informed about where the DDA budget stands and how DDA funds are being spent.

5A.2 – FY20 DDA Budget Review

Staff presented a proposed DDA budget for the upcoming fiscal year. The new fiscal year begins on July 1, 2019, so the DDA would need to approve of a budget to later be included in the City's comprehensive city-wide budget.

Motion by Kelly McLean, supported by Rachel McKenzie, made a motion to approve the proposed FY20 DDA budget as presented. Motion carried 7-0.

5A.3 - Downtown Overnight Parking Program Discussion

At their last meeting, the DDA had directed staff to begin putting a downtown overnight parking program together. Staff had presented a proposal to begin using seven city-owned lots to permit overnight parking in Downtown Allegan. This plan will allow for improved snowplowing of public lots during the winter time, and it will make it easier for the police to enforce on street parking- which will no longer be permitted once this plan and a corresponding ordinance are approved.

Staff also proposed a permit program for those who wish to park their cars overnight in these downtown parking lots. After some discussion, staff was directed to continue developing the permit program to be presented at the next meeting.

VI. Adjournment

The meeting was adjourned at 9:15am.

Respectfully Submitted,

**Jordan Meagher
Community Development Coordinator**



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

June 12, 2019

I. Call to Order

Meeting was called to order at 8:00am.

III. Attendance

Present: Chair Ryan Deery, Kelly McLean, Roger Bird, Rachel McKenzie, Carl Canales, Scott Jacobs, Landria Christman

Absent: Marcia Wagner, Mike Villar Nicole Richmond

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

III. Approval of Previous Meeting Minutes

Motion to approve the previous minutes from May 8, 2019, by Rachel McKenzie, supported by Roger Bird. Motion carried 7-0.

IV. Public Comment

None.

V. 5A.1 – FY19 Year to Date DDA Budget Review

The DDA reviewed and accepted the FY19 Year to Date Budget update.

5A.2 - Downtown Overnight Parking Program Discussion

At their last meeting, the DDA had directed staff to continue modifying a program for downtown overnight parking, which will be a part of the City's Comprehensive Downtown Plan. Staff had presented a proposal to begin using five city-owned lots to permit overnight parking in Downtown Allegan. This plan will allow for improved snowplowing of public lots during the winter time, and it will make it easier for the police to enforce on street parking- which will no longer be permitted once this plan and a corresponding ordinance are approved.

Staff also proposed a parking permit program for those who wish to park their cars overnight in these downtown parking lots. This paid permitting program would allow building owners and residents, along with downtown business owners who require off-street parking for a commercial vehicle, to park overnight in downtown Allegan for as long as a permit is held by each individual. Staff had also proposed the idea of purchasing a kiosk to be located outside of Allegan's new City Hall at 231 Trowbridge to administer paid temporary parking passes that would allow downtown overnight parking for non-downtown residents to park for up to 7 days.

After some discussion, it was agreed upon by the DDA that staff should continue to move forward with this plan. The DDA also suggested that staff look into including a defacto parking area for downtown employees to park during the day. Downtown lots A and C were suggested to being used, because they are two of the largest lots, and because they are located the furthest away from the downtown businesses. This would allow shoppers to park closer to the stores that they would like to visit.

Staff will begin to draft a parking ordinance to be presented to the DDA at their next meeting.

5A.3 – Potential Sale of 101 Brady Street Discussion

Staff explained that in 2018, the City had received a \$200,000 brownfield assessment grant from the EPA with hopes that the funds could be used to assess the conditions of 101 Brady Street for a future development. After speaking with an attorney from the EPA, staff found that the site is ineligible for receiving funding, because a Phase I environmental assessment was not performed when the City required the site back in 2009.

One way that funding could still be used at the site would be if the City were to sell the land to either the City's DDA or EDC. The City would then only need to cover the cost of a phase I assessment, but all other costs would be covered by the grant. Staff and City Council have not made a decision on which direction to take, but a sale to the DDA is a potential option for utilizing the grant funds.

VI. Adjournment

The meeting was adjourned at 9:04am.

Respectfully Submitted,

**Jordan Meagher
Community Development Coordinator**



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

July 10, 2019

I. Call to Order

Meeting was called to order at 8:00am.

III. Attendance

Present: Chair Ryan Deery, Tracy, Clawson, Kelly McLean, Roger Bird, Carl Canales, Marcia Wagner, Mike Villar

Absent: Nicole Richmond, Scott Jacobs, Rachel McKenzie, Landria Christman

Others Present: Jordan Meagher, Community Development Coordinator, Joel Dye, City Manager, Sarah Perrigo, Intern

III. Approval of Previous Meeting Minutes

Motion to approve the previous minutes from June 12, 2019, by Carl Canales, supported by Roger Bird. Motion carried 7-0.

IV. Public Comment

None.

V. 5A.1 – FY19 Year to Date DDA Budget Review

The DDA reviewed and accepted the FY19 Year to Date Budget update.

5A.2 – Commercial Parking for Downtown Businesses

At their last meeting, the Downtown Development Authority discussed potential rules and regulations for downtown residents as a component of the Downtown Plan. At this meeting, the Downtown Development Authority discussed potential overnight downtown parking regulations for businesses that may require overnight parking for commercial vehicles that directly relate to their everyday business operations, such as Myers Bumper to Bumper, Community Action Agency, and the Sassy Olive.

After some discussion, the DDA decided that they needed more time for further discussion, and directed staff to engage with downtown business owners who may be interested in purchasing a downtown overnight commercial parking permit.

VI. DDA Member/Staff Comments

Staff introduced a potential ordinance that would allow food trucks to operate in Downtown Allegan. The ordinance would be put in front of the Planning Commission for discussion at a future date, but staff wanted to hear the thoughts of the DDA on the ordinance language beforehand.

After some discussion, the DDA thought favorably of the potential ordinance, but suggested that the idea of a buffer zone between potential food trucks and current downtown brick and mortar buildings be illuminated. After this discussion, the DDA by general consensus suggested that the ordinance be brought before the Planning Commission for further discussion.

VII. Adjournment

The meeting was adjourned at 9:04am.

Respectfully Submitted,

**Jordan Meagher
Community Development Coordinator**



City of Allegan
Downtown Development Authority Meeting
City of Allegan Council Chambers
231 Trowbridge Street
Allegan, MI 49010

August 14, 2019

I. Call to Order

Meeting was called to order at 8:00am.

III. Attendance

Present: Chair Ryan Deery, Tracy Clawson, Rachel McKenzie, Landria Christman, Kelly McLean, Roger Bird, Carl Canales, Marcia Wagner, Mike Villar

Absent: Nicole Richmond

Others Present: Jordan Meagher, Community Development Coordinator, Joel Dye, City Manager, Parker Johnson, Promotions Coordinator, Aaron Haskin, DPW Director, Sarah Perrigo, Intern

III. Approval of Previous Meeting Minutes

Motion to approve the previous minutes from July 10, 2019, by Tracy Clawson, supported by Ryan Deery. Motion carried 8-0. Rachel McKenzie abstained due to absence from past meeting.

IV. Public Comment

None.

V. FY19/20 Year to Date DDA Budget Review

The DDA reviewed and accepted the FY19/20 Year to Date Budget update.

VI. Discussion

1. Commercial Parking for Downtown Businesses

At their last meeting, the Downtown Development Authority discussed potential rules and regulations for downtown residents as a component of the Downtown Plan. At this meeting, the Downtown Development Authority discussed potential overnight downtown parking regulations for businesses that may require overnight parking for

commercial vehicles that directly relate to their everyday business operations, such as Myers Bumper to Bumper, Community Action Agency, and the Sassy Olive.

Staff has been working to put together an inventory of such commercial vehicles in order to determine the number of vehicles utilizing public lots, as well as the number of parking spaces needed to store these vehicles, and the frequency that these vehicles park Downtown overnight. This inventory will be available for the DDA to review and discuss at their next meeting in September.

Along with Downtown Commercial Vehicles, downtown overnight parking during the winter months was also discussed by the DDA. City Manager Joel Dye and Community Development Coordinator Jordan Meagher had met with the City's Police Chief, Jay Gibson, and DPW Director, Aaron Haskin, to discuss a parking ordinance for the City. In their discussion, it was advised by the Police Chief and DPW Director that the DDA move away from the plan to have cars park in rotating lots during the winter months to allow for snow plows to come through, and instead allow overnight parkers to park in any space or lot, but with an understanding that a personal responsibility will be placed onto each individual to get themselves out of their parking space, instead of placing the responsibility on the City to clear each space.

After some discussion, the DDA reached a general consensus that the responsibility for getting out of each parking space should be placed on the individual, and that the ordinance should be written accordingly.

2. Allegan City Dam Discussion

City Manager Joel Dye and DPW Director Aaron Haskin introduced to the DDA that the City has been working with a number of state and federal agencies to create a plan regarding the future of the Allegan City Dam, which is located within the DDA Boundary in the City's Mill District. The EPA has declared the Dam to be part of the Kalamazoo River Superfund Site, and as a part of this site's cleanup process, the City must make a decision as to whether they would like to keep the dam, partially remove the dam, or fully remove the dam. Staff suggested that the DDA begin familiarizing themselves with the feasibility reports so that they can make a future recommendation to City Council if needed.

VII. DDA Member/Staff Comments

None.

VIII. Adjournment

The meeting was adjourned at 9:07am.

Respectfully Submitted,

**Jordan Meagher
Community Development Coordinator**



City of Allegan
Downtown Development Authority Meeting
City of Allegan Council Chambers
231 Trowbridge Street
Allegan, MI 49010

September 9, 2019

I. Call to Order

Meeting was called to order at 8:04am.

II. Attendance

Present: Chair Ryan Deery, Vice Chair Tracy Clawson, Roger Bird, Carl Canales, Landria Christman, Kelly McLean, Marcia Wagner

Absent: Rachel McKenzie, Nicole Richmond, Mike Villar

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

III. Approval of Previous Meeting Minutes

Motion to approve the previous minutes from August 14, 2019, by Marcia Wagner, supported by Roger Bird. Motion carried 7-0.

IV. Public Comment

None.

V. FY19/20 Year to Date DDA Budget Review

The DDA reviewed and accepted the FY19/20 Year to Date Budget update.

VI. Discussion

1. Commercial Parking for Downtown Businesses

City Staff presented to the DDA the first draft of a city parking ordinance, Article VIII and Chapter 28, put together based on the conversations held over the past several DDA meetings regarding Downtown parking, overnight parking, commercial vehicle parking, and parking prohibitions.

After reading through the ordinances as a group, the DDA carried a motion made by Ryan Deery, supported by Roger Bird, to accept Chapter 28 as presented to pass onto the City Council.

The concensus regarding Article VIII was to make the proposed ammendments before the next meeting, with changes highlighted.

VII. DDA Member/Staff Comments

The DDA inquired about an update to 101 Brady Street, which Joel Dye provided.

Ryan Deery reminded the group of the upcoming City Council Candidates Forum coming up on Tuesday, October 15, being held at the Carnegie Room of the Allegan District Library in conjunction with the Allegan Area Chamber of Commerce and the Allegan County News. The forum will be broadcast live on the latter's Facebook page.

Roger Bird reminded the group of the upcoming Regent Theatre Centennial Celebration on Thursday, October 10.

Parker Johnson updated the group on the success of the recent Ghouls Night Out event that took place in Downtown Allegan, as well as the new businesses opening within the DDA.

VIII. Adjournment

The meeting was adjourned at 9:12am.

Respectfully Submitted,

**Parker Johnson
Promotions Coordinator**



City of Allegan
Downtown Development Authority Meeting
City of Allegan Council Chambers
231 Trowbridge Street

December 11, 2019

I. Call to Order

Meeting was called to order at 8:05am.

II. Attendance

Present: Chair Ryan Deery, Vice Chair Tracy Clawson, Carl Canales, Landria Christman, Kelly McLean, Traci Perrigo, Marcia Wagner

Absent: Nicole Richmond, Mike Villar

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

III. Approval of Previous Meeting Minutes

Motion to approve the previous minutes from October 9, 2019, by Marcia Wagner, supported by Kelly McLean. Motion carried 7-0.

IV. Public Comment

None.

V. FY19/20 Year to Date DDA Budget Review

None.

VI. Discussion

1. Finalize Downtown Parking Discussion (Part 1)

City Staff presented to the DDA a Downtown Parking Plan that outlines overnight, public, and employee parking. The group agreed with the proposed overnight plan, designated the northern most parking lot (the “Bubba’s Lot”) the commercial vehicle parking lot, and agreed on encouragement to convince downtown employees to park in the lots located on the furthest outskirts of the Downtown (the “Bubba’s Lot” and the “Perrigo Outlet Store Lot”).

Staff will return in January with Finalize Downtown Parking Discussion (Part 2)

2. Allegan City Dam Discussion

On request from the City Council, Staff asked the DDA for their thoughts on the removal of the Allegan City Dam. If the dam is removed, the DDA would like to see the following amenities included in the final design:

- running/walking trails
- canoe/kayak launch
- boatable
- dockable
- boat ramp
- navigatable waters from up stream and downstream
- wetland – less trees, more tall grass
- birdhouses
- accessible water
- picnic tables/benches
- terraced seating
- interactive water features
- connectivity to the other side of the Iron Bridge
- elevated boardwalk over marsh
- completed loop around the riverfront
- green space
- additional parking in the Mill District

Motion in favor of complete removal of the Allegan City Dam, contingent on the inclusion of the amenities included in the Allegan Dam Feasibility and Conceptual Design Report as well as the list above and appropriate funding for such improvement, made by Ryan Deery, supported by Carl Canales. Motion carried 7-0.

VII. DDA Member/Staff Comments

Joel informed the group that the Downtown Retail Market Analysis done by Gibbs Planning Group was returned and Staff would review it and share the analysis and a brief overview of its findings with the DDA via email before the holiday.

Marcia Wagner announced her resignation from the DDA Board.

Ryan Deery announced his resignation from the DDA Board and from his position as Director of the Allegan District Library.

City Staff thanked both Marcia and Ryan for their service and dedication to the DDA Board, as well as to the downtown in their positions outside of their board membership.

VIII. Adjournment

The meeting was adjourned at 9:05am.

Respectfully Submitted,

**Parker Johnson
Promotions Coordinator**