



**CITY OF ALLEGAN
Public Spaces Commission
Allegan, MI 49010**

**Griswold Auditorium
401 Hubbard Street
Allegan MI 49010
Wednesday, March 14, 2018 6:30P**

MINUTES

1. Call to order: Judi McCall called the meeting to order at 6:30 pm.
2. Attendance: Judi McCall, Shelley Baker, Traci Perrigo, Paula Mintek, Mike Manning, Tracy Clawson

Absent: Cyndi Reed, Rosie Hunter, Pete Savage

Also Present: Joel Dye, Aaron Haskin, Tony McGhee
3. Approval of Minutes from February 7, 2018: P. Mintek, supported by M. Manning, motioned to approve the minutes. The minutes were approved.
4. Downtown Traffic Study, Streetscape Plan and Road Ratings: T. McGhee reviewed a power point proposal from Abonmarche to provide these services. The proposal includes a traffic study identifying traffic movements throughout the downtown and the impact of modifying one ways and intersection re-alignment. The proposal includes concept planning for replacing streets, sidewalks, trees and landscaping in the downtown. The road ratings would use the PASER rating system and include coring several areas to determine the existing road materials. The Commission discussed implementing the plan and would like to see the downtown look uniform and not pieced together. T. Perrigo, supported by T. Clawson, motioned to recommend moving forward with the proposal to provide these services. The motion was approved.
5. Public Spaces Long and Short Term Goals: The Commission would like to continue working on goals during the Public Spaces/City tour at the May meeting. A few of the suggested goals are: evaluate the community garden location and aesthetics, develop a plan to improve the dog park, improve the Water Street gazebo area and entrance to the boardwalk, improve Rossman Park and evaluate the sports complex usage.

6. Parks and Recreation Master Plan: A new plan is required every 5 years to obtain DNR park grants. The City will be requesting bids from consulting firms to create a new plan this year. The Commission reviewed the basic requirements of a plan.

Review the 5-Year Plan Guidelines, www.michigan.gov/dnr-grants

- Community Description
- Administrative Structure
- Recreation Inventory (& Post Comp, Waterways)
- Natural Resource Inventory (Optional)
- Planning Process
- Public Input Process
- Goals and Objectives
- Action Plan
- Plan Approval Documentation and Transmittals

Note: The 5-Year Plan may be a section of a Community Master Plan.

7. Comments:

- Paula read an email sent by Rosie Hunter – Rosie would like Walnut Street between Hubbard and Trowbridge looked at for improvement and would like to have input on the tree removals and new plantings in the downtown.
- The May 9, 2018 meeting was scheduled to begin at 5:00 pm for the tour of the City’s Public Spaces.

8. Adjournment: The meeting was adjourned at 8:11 pm.

The minutes of this meeting will be available at City Hall, 112 Locust Street, and Allegan MI 49010 (269) 673-5511. The City of Allegan is an equal opportunity provider and employer.



**CITY OF ALLEGAN
Public Spaces Commission
Allegan, MI 49010**

**Griswold Auditorium
401 Hubbard Street
Allegan MI 49010
Wednesday, April 11, 2018 6:30P**

MINUTES

1. Call to order: Paula Mintek called the meeting to order at 6:30 pm.
2. Attendance: Cyndi Reed, Mike Manning, Shelley Baker, Rosie Hunter, Pete Savage, Paula Mintek, Tracy Clawson

Also Present: Joel Dye, Aaron Haskin

Absent: Traci Perrigo, Judi McCall
3. Approval of Minutes from March 14, 2018: Tracy, supported by Mike, motioned to approve the March 14, 2018 minutes. The minutes were approved.
4. Parks and Recreation Master Plan; Big Picture Items, Projects, Pictures, Plan Scope, etc.:

City staff will be requesting proposals from consultants for the development of the 2019-2023 Parks and Recreation Plan. The Commission discussed items for the new plan and came up with the following:

- What is a Master Plan? – City Promotion/Marketing Tool, Public Input, Visioning, Planning, Budgeting and Grant Opportunity Plan
- Elaborate on Allegan Public School’s facilities – Elementary School playgrounds, Middle School field house, High School auditorium and swimming Pools
- Encourage public participation in the development of the Plan – Advertise public input meetings, chose a firm that has been successful getting public participation
- Create a plan that is easy to read – Include photos, less paragraphs, more bullet points

- Include the Allegan Event and zip line in the plan as recreation opportunities
- Add passive parks in neighborhoods – look at vacant lots and undeveloped public right of ways
- Include the Hubbard, Jenner, Ely Street intersection area as a gateway entrance into downtown Allegan

5. Adjournment: Cyndi, supported by Rosie, motioned to adjourn the meeting at 7:53 pm.

The May 9, 2018 meeting will begin in front of the Griswold Auditorium at 5:00 pm and will be a tour of the City's Parks and Public Spaces.



**CITY OF ALLEGAN
Public Spaces Commission
Allegan, MI 49010**

**Griswold Auditorium
401 Hubbard Street
Allegan MI 49010
Wednesday, May 16, 2018 5:00pm**

MINUTES

1. Call to order: The meeting was called to order at 5:00 pm.
2. Attendance: Traci Perrigo, Pete Savage, Rosie Hunter, Mike Manning, Cyndi Reed, Paula Mintek, Judi McCall, Shelley Baker, Tracy Clawson

Also Present: Aaron Haskin, Parker Johnson
3. Approval of Minutes from April 11, 2018: Mike Manning, supported by Traci Perrigo, motioned to approve the April 11, 2018 minutes. The minutes were approved.
4. Public Spaces Tour on the trolley: The Commission toured the downtown area, the mill district and dam area, the Library construction area, the Riverfront, Jaycee Park, Oakwood Cemetery and chapel, Rossman Park, the mountain bike trail area, the Sports Complex and Sue Lange Park. The tour and comments will be discussed at the next meeting.
5. Adjournment: The meeting was adjourned at 7:07 pm.



**CITY OF ALLEGAN
Public Spaces Commission
Allegan, MI 49010**

**Griswold Auditorium
401 Hubbard Street
Allegan MI 49010
Wednesday, June 13, 2018 6:30pm**

AGENDA

The Public Space Commission for Wednesday, June 13, 2018 at 6:30pm has been cancelled due to a lack of quorum. The meeting has been rescheduled for Wednesday, June 20, 2018 at 6:30pm.



**CITY OF ALLEGAN
Public Spaces Commission
Allegan, MI 49010**

**Griswold Auditorium
401 Hubbard Street
Allegan MI 49010
Wednesday, June 20, 2018 6:30pm**

MINUTES

1. Call to order: Judi McCall called the meeting to order at 6:32 pm.
2. Attendance: Judi McCall, Paula Mintek, Shelley Baker, Traci Perrigo, Rosie Hunter, Pete Savage, Cyndi Reed

Also Present: Joel Dye, Aaron Haskin, Tony McGhee, Cindy Thiele

Absent: Mike Manning and Tracy Clawson
3. Approval of Minutes from May 16, 2018: Rosie, supported by Paula, motioned to approve the May 16, 2018 minutes. The minutes were approved.
4. Mill District Study/Future Planning: Tony McGhee with Abonmarche presented a proposal to create a Mill District re-development plan. He said the mill district is a very unique area with water surrounding it and the plan would research how we can utilize this area to enhance Allegan. The area has development challenges due potential flooding in the area; the plan will define the flood ways and flood plains and could create a vision for the area to attract developers. The proposed plan will cost approximately \$15,000 and take about 8 weeks to complete. After the presentation Cyndi, supported by Pete, motioned to recommend moving forward with the plan development. The motion was approved.
5. Community Garden Discussion: The Commission discussed the initial intent and the future of the community garden at Trowbridge and Cedar. Cindy Thiele had questions about the rules for the garden and who can utilize gardening spaces. The Commission would like to evaluate its use and upkeep this summer and decide its future for next season. Some members of the Commission would like to see the lot developed into a small landscaped pocket park.
6. May 16 Public Spaces Tour follow-up discussion: Pete Savage said he is intrigued with the idea of creating cemetery development plan. He would like to see if the old fountains could be cleaned out and in operation again. The Commission discussed creating a sub-committee to continue cleaning

headstones, identifying tree removals and work on a plan for the cemetery. The Commission will discuss this further at the next meeting.

7. Comments:

- Cyndi Reed would like to do more landscaping in Rossman Park this fall
- Cindy Thiele asked about developing the former Girl Scout property at the end of Highland Ave. into a hiking nature area. She also asked about what could be done with the invasive Japanese knotweed growing in that area.
- Aaron announced a ribbon cutting event for the pickle ball courts is scheduled for June 23 at 11:00, and the damaged brick cemetery entrance column on Arbor Street is scheduled to be re-built.

8. Adjournment: Paula, supported by Rosie, motioned to adjourn the meeting at 8:00 pm.

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**CITY OF ALLEGAN
Public Spaces Commission
Allegan, MI 49010**

**Griswold Auditorium
401 Hubbard Street
Allegan MI 49010
Wednesday, July 11, 2018 6:30pm**

MINUTES

1. Call to order: Paula Mintek called the meeting to order at 6:35 pm.
2. Attendance: Tracy Clawson, Paula Mintek, Cyndi Reed, Mike Manning, Pete Savage, Traci Perrigo

Also Present: Joel Dye, Aaron Haskin, Ben Baker (Wightman), Mike Meyers and Kathy Burczak (Abonmarche)

Absent: Judi McCall, Rosie Hunter, Shelley Baker
3. Approval of Minutes from June 20, 2018: Pete, supported by Mike, motioned to approve the June 20, 2018 minutes. The minutes were approved.
4. Parks and Recreation Master Plan Kick-off: Ben Baker from Wightman will be working with the Public Spaces Commission to develop the 2019-2023 Parks and Recreation Master Plan. The Plan is due to the DNR by February 1, 2019 to be eligible for submitting grant applications in 2019. There will be 2-3 public input sessions and will engage some focus groups such as AYSO, Allegan Youth Baseball, the pickle ball players and disc golf players. Joel asked the Commission members to review the current plan and prepare to discuss at the August 8 meeting. Comments can be emailed to Aaron by August 6 to make a list of discussion items. On August 8 we will be visiting all of the Parks and Public Spaces on the tour bus starting at 1:00 pm and then have the regular Public Spaces Commission meeting at 6:30 pm. The schedule for developing the plan is below.
 - Kickoff Meeting – 7/11
 - Site Visits – 8/8 at 1pm
 - Planning Meeting – 8/8 at 6:30
 - Community Survey – Out to public 8/28 – 9/28
 - Public Engagement Focus Group – September TBD
 - Review Meeting for survey results and action items – 10/10 at 6:30
 - Plan Review Meeting – 11/14 at 6:30

- 30 Day Public Review – 11/29 - 1/3
 - Public Hearing – 1/9
 - Final Plan Preparation
 - City Council Approval – 1/14
5. Downtown Streetscape Study: Kathy Burczak and Mike Meyers with Abonmarche discussed the plan to study and provide concepts on re-constructing the downtown area. The Study will include current street condition ratings with pavement cores, traffic counts at intersections, sidewalk widths and options, parking lot softening with islands and plantings, street parking configurations, street widths, new amenity options, festival street options with permanent bollard post sleeves and no curbs, downtown street tree options, etc. The DDA is the lead board on the study and there will be joint discussions with other boards and groups involved with downtown planning. Comments and input related to the study can be emailed to Aaron by and will be forwarded to Abonmarche.
6. Adjournment: The meeting was adjourned at 8:05 pm.

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**CITY OF ALLEGAN
Public Spaces Commission
Allegan, MI 49010**

**Griswold Auditorium
401 Hubbard Street
Allegan MI 49010
Wednesday, August 8, 2018 6:30pm**

MINUTES

1. Call to order: The meeting was called to order at 6:30 pm.
2. Attendance: Mike Manning, Cyndi Reed, Judi McCall, Rosie Hunter

Also Present: Joel Dye, Aaron Haskin, Ben Baker, Laura Fredrickson

Absent: Tracy Clawson, Paula Mintek, Pete Savage, Traci Perrigo, Shelley Baker
3. Approval of Minutes from July 11, 2018: Cyndi, supported by Mike, motioned to approve the July 11, 2018 minutes. The minutes were approved.
4. Parks and Recreation Master Plan – review the current document and plan for the 2019 – 2023 master plan:

Ben Baker with Wightman reviewed the Action Plan in the current Master Plan to determine what has been accomplished and what needs to stay in the new plan Ben Baker and Laura Fredrickson with Wightman, Joel Dye, Aaron Haskin and Rosie Hunter toured the City’s parks and public spaces in the afternoon before the meeting. The next step in the Master Plan process is sending out public surveys. These will be going out at the end of August. The Commission reviewed a sample survey and gave input on what they would like on it. The survey will be advertised through social media on the City’s water bills and website. We will be scheduling focus group meetings for September 12 with several organizations that use the City’s facilities. We would like input from AYSO, Allegan Youth Baseball, pickle ball players, disc golf players and others.
5. Adjournment: The meeting was adjourned at 7:40 pm.



**CITY OF ALLEGAN
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Allegan, MI 49010**

**Griswold Auditorium
401 Hubbard Street
Allegan MI 49010
Wednesday, September 12, 2018 6:00pm**

MINUTES

1. Call to order: The meeting was called to order at 6:00 pm.
2. Attendance: Mike Manning, Pete Savage, Rosie Hunter, Judi McCall, Traci Perrigo, Tracy Clawson, Cyndi Reed

Absent: Paula Mintek, Shelley Baker

Also Present: Ben Baker, Laura Fredrickson from Wightman and Aaron Haskin
3. Approval of Minutes from August 8, 2018: Pete Savage, supported by Mike Manning, motioned to approve the August 8, 2018 meeting minutes. The minutes were approved.
4. Parks and Recreation Master Plan – Open House 6:00 – 7:00: An open house for the public was held for residents to comment on amenities and improvements for the City’s Parks. Several people attended to give input for the plan.
5. Adjournment: The meeting was adjourned at 7:00 pm.

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**CITY OF ALLEGAN
Public Spaces Commission
Allegan, MI 49010**

**Griswold Auditorium
401 Hubbard Street
Allegan MI 49010
Wednesday, October 10, 2018 6:30pm**

MINUTES

1. Call to order: The meeting was called to order at 6:32 pm.
2. Attendance: Pete Savage, Rosie Hunter, Judi McCall, Traci Perrigo, Tracy Clawson, Paula Mintek, Shelley Baker

Also Present: Ben Baker from Wightman and Aaron Haskin

Absent: Cyndi Reed, Mike Manning
3. Approval of Minutes from September 12, 2018: Pete Savage, supported by Traci Perrigo, motioned to approve the September 12, 2017 minutes. The minutes were approved.
4. Parks and Recreation Master Plan – Ben Baker presented the online survey results with the top comments for each park. The survey was online for 30 days and received 206 responses; 43 % of the responses were from City of Allegan residents, 33% were from Allegan Township and 24 % were from other surrounding townships. Ben also discussed the results of the focus group meetings and open house comments held in September. The Commission discussed the goals and objectives they would like to see in the new master plan. Ben will create a first draft of the master plan for review at the November meeting. The draft has to be advertised and have a 30 day public comment period in December. The Commission would like a master plan draft review on the December 10, 2018 City Council pre-session meeting and a Public Hearing on the January 14, 2019 City Council agenda.
5. Adjournment: Rosie, supported by Paula, motioned to adjourn the meeting at 8:50 pm.



**CITY OF ALLEGAN
Public Spaces Commission
Allegan, MI 49010**

**Griswold Auditorium
401 Hubbard Street
Allegan MI 49010
Wednesday, November 14, 2018 6:30pm**

MINUTES

1. Call to order: The meeting was called to order at 6:30 pm.

Attendance: Pete Savage, Rosie Hunter, Judi McCall, Traci Perrigo, Tracy Clawson, Paula Mintek, Cyndi Reed, Mike Manning

Also Present: Ben Baker from Wightman, Aaron Haskin and Joel Dye

Absent: Shelley Baker

2. Approval of Minutes from October 10, 2018: Paula, supported by Pete, motioned to approve the October 10 minutes. The minutes were approved.
3. Allegan Art in the Park's use of Rossman Park discussion: The Art in the Park organization has requested to use the NW quadrant of Rossman Park the last Sunday's of May, June, July and September to sell arts and crafts. They have been using the vacant lot at Brady and State Streets for the past three summers. This lot may not be available in the future and they are planning ahead for a new location. Pete motioned, supported by Cyndi, to recommend approving their application to use the park. The motion passed unanimously.
4. Removal of trees and cleanup in the cemetery: The City has received a written proposal to remove approximately 14 walnut and cherry trees in the wooded area of the cemetery near Academy Street. The tree cutters will obtain liability insurance with the City listed as additionally insured, remove the tree tops and clean up other dead trees in the area. They are willing to pay the City 1/3 of the profit from selling the logs. Cyndi motioned, supported by Rosie, to recommend approving the proposal to remove the trees and clean up the area. The motion passed unanimously.
5. Downtown Streetscape Plan Public Meeting: Joel announced the Public Meeting to discuss new streetscape options Abonmarche has proposed. The meeting is scheduled to be held at the Griswold Auditorium on December 4, 2018 at 7:00 pm. The meeting agenda is to present the proposed options and obtain public input.

6. Parks and Recreation Master Plan – 1st Draft Review, goals and 5 year action plan discussion: The Commission reviewed the 1st draft of the plan; particularly the goals and park improvements they would like in the 5 year action plan. Wightman will put together the goals and action plan based on the discussion and it will be reviewed again before it goes out for the 30 day public comment period in December.
7. Adjournment: Cyndi, supported by Paula, motioned to adjourn the meeting at 8:35 pm.

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**CITY OF ALLEGAN
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**Griswold Auditorium
401 Hubbard Street
Allegan MI 49010
Wednesday, December 12, 2018 6:30pm**

MINUTES

1. Call to order: Judi McCall called the meeting to order at 6:35 pm.
2. Attendance: Judi McCall, Mike Manning, Cyndi Reed, Pete Savage, Delora Andrus, Paula Mintek

Also Present: Aaron Haskin

Absent: Rosie Hunter, Tracy Clawson, Shelley Baker
3. Approval of Minutes from November 14, 2018: Pete, supported by Mike, motioned to approve the November 14, 2018 minutes. The minutes were approved.
4. Parks and Recreation Master Plan Review –The 2019 -2023 Parks and Recreation plan is on the City’s website for the 30 day public comment period. The City Council set the Public Hearing for the Plan on January 14, 2019 at their regularly scheduled City Council meeting. The Commission reviewed the action program for all of the parks over the next 5 years. They recommended a few changes and additions to the action program. Some errors in the draft describing the City’s administrative structure on page 6 were also pointed out for corrections. Aaron will forward their recommendations to Ben Baker for the changes to be made.
5. Comments:

Mike Manning inquired about the possibility of the City obtaining the parking lot behind Perrigo’s former maintenance building at Water and State Streets to be used for public parking.

Paula asked if the Public Spaces Commission will have the opportunity to review and comment on the Downtown Streetscape Study prepared by Abonmarche before it is finalized.
6. Adjournment: Paula, supported by Mike, motioned to adjourn the meeting at 8:00 pm.

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