

# Downtown Development Authority

## Regular Meeting Agenda

Wednesday, November 6, 2013  
Noon, Council Chambers



City of South Haven

**MISSION STATEMENT:** The Downtown Development Authority (DDA) is to be a leader in helping to fulfill the City of South Haven Municipal Plan; through planning, funding, and development of projects within the DDA District which promote, encourage and contribute to the overall economic growth and development of the community.

1. **Call to Order**
2. **Roll Call**
3. **Approval of Agenda**
4. **Approval of Minutes** – October 2, 2013 Regular Meeting Minutes
5. **Interested Citizens in the Audience Will be Heard on Items Not on the Agenda**
6. **DDA will be asked to review plans for the Van Buren Trail Project as it relates to activities within the DDA District.**
7. **Board Comments**
8. **Adjourn**

RESPECTFULLY SUBMITTED,

Deb Davidson  
DDA Director

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# Downtown Development Authority

## Regular Meeting Minutes

Wednesday, October 2, 2013  
Noon, Council Chambers



**MISSION STATEMENT:** The Downtown Development Authority (DDA) is to be a leader in helping to fulfill the City of South Haven Municipal Plan; through planning, funding, and development of projects within the DDA District which promote, encourage and contribute to the overall economic growth and development of the community.

**1. Call to Order by Olson at 12:00 noon.**

**2. Roll Call**

Present: Burr, Marcoux, Newton, Whiteford, Olson  
Absent: Braun, Maxwell, Zuckerman

Also present: Brian Dissette, City Manager; Steve Oosting, City Engineer

**3. Approval of Agenda**

Motion by Whiteford, second by Marcoux to approve the October 2, 2013 agenda as presented.

All in favor. Motion carried.

**4. Approval of Minutes – August 21, 2013 Special Meeting Minutes**

Motion by Newton, second by White to approve the August 21, 2013 Special Meeting Minutes as written.

All in favor. Motion carried.

**5. Interested Citizens in the Audience Will be Heard on Items Not on the Agenda**

None at this time.

**6. DDA will be asked to authorize the City Manager to sign closing documents for acquisition of the former Baars Building, 317 Hogan's Alley.**

Davidson reviewed the past meetings and actions leading to the meeting today, regarding the purchase of the former Baars' Building on Hogan's Alley. Today the Downtown Development Authority (DDA) is being asked to authorize the city manager as signatory on

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DRAFT

the closing on Tuesday, October 8, 2013. The evening prior, October 7<sup>th</sup>, the City Council will be asked to authorize the city manager as signatory; the closing will be the next day (October 8<sup>th</sup>)

Motion by Whiteford, second by Marcoux to authorize the City Manager to sign closing documents for acquisition of the former Baars Building, 317 Hogan's Alley.

All in favor. Motion carried.

**7. Report of conceptual plans for parking at 317 Hogan's Alley – Steve Oosting, Project Engineer**

Marcoux was concerned about the quantity of green space in the proposed plan and asked if there could be more parking spaces. Oosting said staff tried to get more parking in this area but because of the way this property is laid out, it was difficult. Oosting stated that this is just a preliminary plan and there are no plans at this time for use of the green space.

Oosting responded that the proposed parking lot space is larger than the Baar's property in an area that the city already owns. The net increase of parking spaces is up to twenty-nine (29). However, a proposed drawing, and engineering and grading has not been done yet.

Marcoux asked the dimensions of the green space; "can it be sold for a small business?" Dissette interjected that the city could possibly do a license agreement for outdoor dining if there was interest by a nearby business. Dissette said five (5) years is the maximum for which the city can have a lease agreement. Oosting agreed that this layout is ideally suited for a building, right in the center of this space.

Burr questioned why the vertical spaces on the left (toward the west) could not be turned horizontally to get more parking spaces – maybe ten (10) or twelve (12) spaces instead of five (5). Discussion ensued regarding designing the driving area whether a one-way instead of a two-way driving lane could be incorporated to achieve more parking.

Newton asked if Hogan's Alley from the south would provide access to the five (5) parking spaces towards the west and if the most northern strip can be accessed from either direction. Oosting pointed out that the alley is currently one-way west to east.

Whiteford asked if the green space will have a finished grade – grass or dirt? Dissette said once the city has title to the property, staff will bring the DDA a variety of options. Staff can look to maximize green space or to maximize parking. Staff will work with this board to refine the plan, but as it stands there is a net increase of twenty-nine spaces.

Dissette promised that three (3) to five (5) parking variations will be provided for the board to consider.

**8. Report of communications activities for the Phoenix Street Improvement project – Deb Davidson, DDA Director**

Davidson updated the board regarding various methods being utilized to communicate with the downtown merchants.

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- Brochures
- The next phase of signage + signage for back doors
- Weekly update meetings at bakery.
- Frequent updates from Steve.
- A partnership with the South Haven Tribune.
- Renderings on display in businesses (and will get more if anyone wants to put those in their businesses).
- Davidson is writing a blog for the project.

Davidson explained that the brochures (which she distributed to board members) are getting reprinted due to being improperly centered. Up-to-date ones should be available by the end of the week.

Davidson noted that the last update meeting had about fifteen attendees and questions have been concerns about water availability on the next phase, parking, time frame, etc.

Davidson presented an overview of the [www.digsoha.com](http://www.digsoha.com) website, pointing out various features which will serve to inform the public about the project.

Davidson clarified that business owners will do their own promotions and email the information to Davidson. Davidson posts the information on the Dig SoHa website. A website calendar on the website includes the events. The blog will be a weekly commentary on Davidson's personal view as she walks around the site; she will be highlighting and mentioning businesses and will keep a record so she can get to everyone throughout the time of the project. Davidson noted that she is also going to make sure outlying businesses get brochures so visitors will have parking maps and the information they need to get downtown and have a positive experience.

Marcoux pointed out the importance of opening Broadway Street when it was promised.

Board members had positive comments regarding the project and the website.

## **9. Board Comments**

None at this time.

## **10. Adjourn**

Motion by Marcoux, second by Whiteford to adjourn at 12:25 p.m.

All in favor. Motion carried.

RESPECTFULLY SUBMITTED,

Marsha Ransom  
Recording Secretary

Downtown Development Authority



## Agenda Item #6

DDA will be asked to review plans for the Van Buren Trail Project as it relates to activities within the DDA District.

The DDA Board will be asked to give comments on the Van Buren Trail Project plan as it directly impacts the areas in the DDA District, specifically; 1) the downtown trailhead/parking lot located at Kalamazoo and Huron Streets, and 2) signage and pavement markings along the connection between the Kal-Haven Trail and Van Buren Trail.

Paul VandenBosch, project manager, will present plans and images of the Van Buren Trail Project. He will explain the background of the project and how the project fits into general marketing efforts.

The main impact in the DDA is the trailhead/parking lot at Kalamazoo and Huron Streets. A secondary impact is signage and pavement markings along the connection between the Kal-Haven Trail and Van Buren Trail (and potentially other routes.)

Recommendation:

The DDA Board should review the Van Buren Trail Project plans and offer feedback.

Support Material:

Memo from Paul VandenBosch  
Maps and Renderings

RESPECTFULLY SUBMITTED,

Deb Davidson  
DDA Director

October 31, 2013

TO: Deb Davidson

FR: Paul VandenBosch

RE: Van Buren Trail Project

The Van Buren Trail project is a grant funded project which will establish a downtown bicycle trailhead at the parking lot on the corner of Kalamazoo and Huron Streets. The project includes trailhead improvements, directional signage, pavement markings, and a rails to trails section of bicycle path. In coordination with the State of Michigan, the trail will connect Downtown South Haven to Van Buren State Park, and will include directional signage to Kal-Haven State Park, North Beach, South Beach and Van Buren State Park.

The bicycle route between the trailhead at Kalamazoo Street and the intersection of Maple Street and South Haven Street will be an on-street signed route with directional signage and pavement markings to indicate how to follow the route. Bicyclists will use the existing roadway; no dedicated bicycle lanes are proposed. Parking will still be allowed where it is currently allowed.

Between South Haven Street and Aylworth Avenue, the City plans to construct a rails to trails, off-street bicycle path which will be paved partly with asphalt and partly with concrete. This will include the pathway which has already been constructed in the Everett Park development.

The project is being done in coordination with the State of Michigan Department of Natural Resources, which is paving the former railroad from Aylworth Avenue near the former Bohn plant in the City to Van Buren State Park.

When the two projects are completed, they will form a bicycle path and on-street route which links Van Buren State Park to Downtown South Haven. There will also be a connection to the Kal Haven Trail, which was previously completed, but will be enhanced with directional signage.

The project is funded with assistance of the Michigan Natural Resources Trust Fund, which will pay 60% of the cost of the project, with a project cost of \$362,400. The City's match is \$145,000.

We intend to finalize bid documents over the next two months and bid the project out in February, 2014. The project should be completed by Memorial Day, 2014.

We have met with adjacent property owners to discuss design details of the project as it affects their property.

I am requesting review of the project documents by the Downtown Development Authority. We are still open to comments and improvements in the project plans. We will have to finalize the plans by mid to late November to accomplish a Spring 2014 completion.

**Van Buren Trail**

**Kal-Haven Trailhead**

**Kal-Haven Trail Extension  
 (Completed in 2012)**

**Downtown South Haven**

**South Haven Trailhead**

**City Project Area**

**Van Buren Trailhead**



Lake Michigan

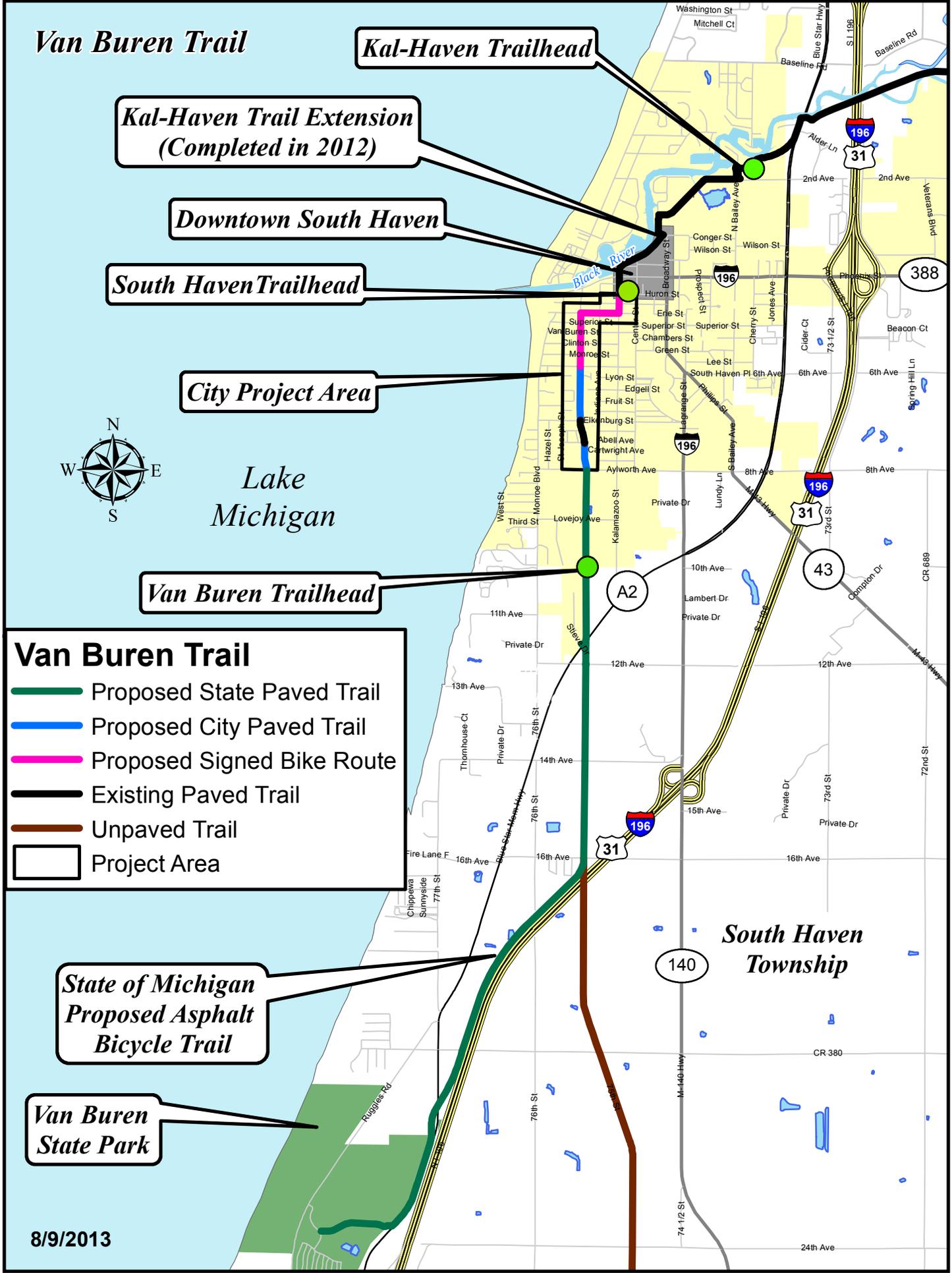
**Van Buren Trail**

- Proposed State Paved Trail
- Proposed City Paved Trail
- Proposed Signed Bike Route
- Existing Paved Trail
- Unpaved Trail
- Project Area

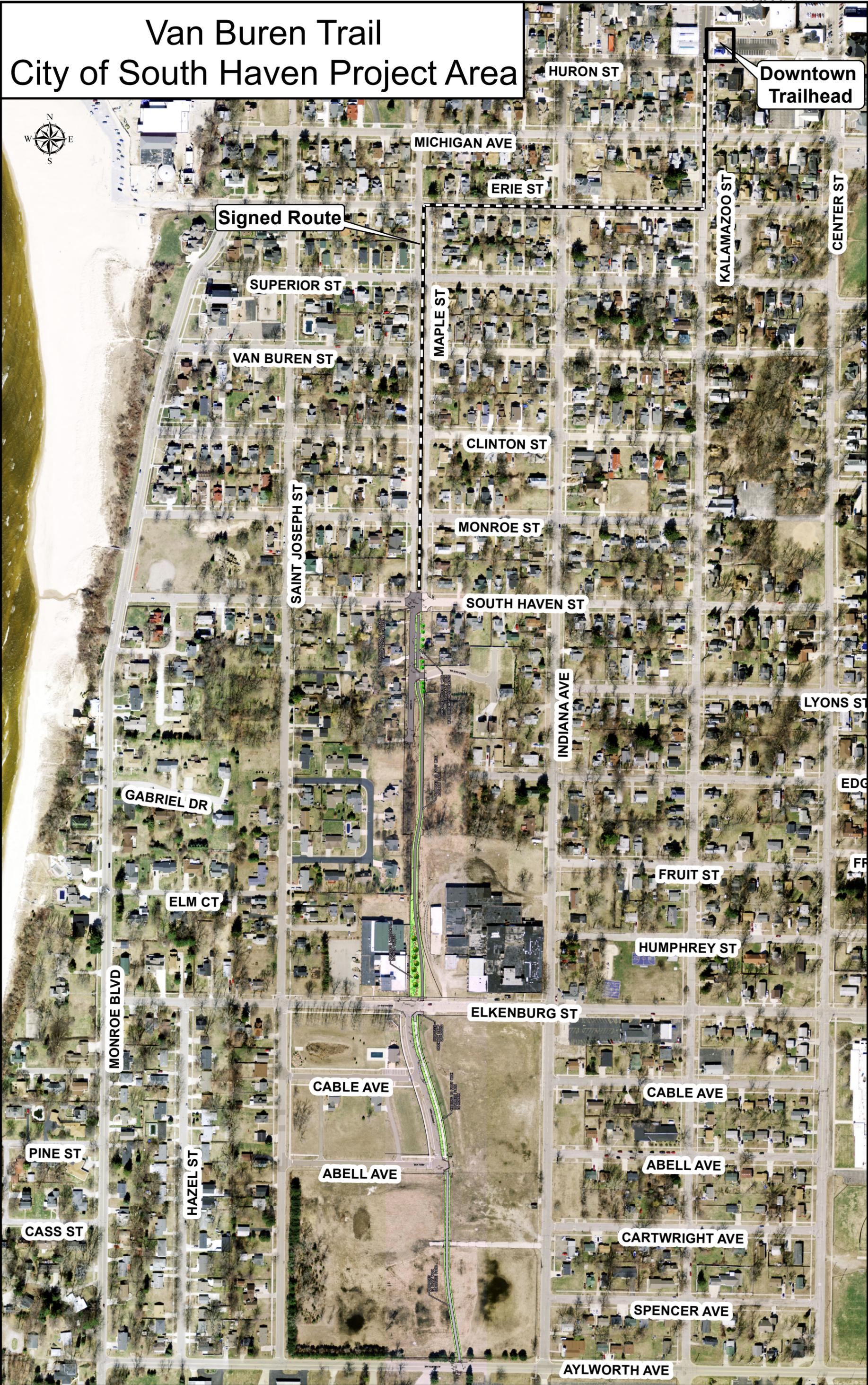
**State of Michigan  
 Proposed Asphalt  
 Bicycle Trail**

**Van Buren  
 State Park**

**South Haven  
 Township**



# Van Buren Trail City of South Haven Project Area



Downtown  
Trailhead

Signed Route

HURON ST

MICHIGAN AVE

ERIE ST

KALAMAZOO ST

CENTER ST

SUPERIOR ST

MAPLE ST

VAN BUREN ST

CLINTON ST

SAINT JOSEPH ST

MONROE ST

SOUTH HAVEN ST

INDIANA AVE

LYONS ST

GABRIEL DR

EDGEWOOD ST

ELM CT

FRUIT ST

HUMPHREY ST

MONROE BLVD

ELKENBURG ST

CABLE AVE

CABLE AVE

PINE ST

HAZEL ST

ABELL AVE

CASS ST

CARTWRIGHT AVE

SPENCER AVE

AYLWORTH AVE



PROJECT:  
**CITY OF SOUTH HAVEN  
 SOUTH HAVEN, MICHIGAN**

SHEET TITLE:  
**DOWNTOWN TRAIL HUB  
 PROPOSED AMENITIES  
 SCHEME 1**

DRAWN BY:  
**KB**

DESIGNED BY:  
**KB**

PM REVIEW:

QA/QC REVIEW:

DATE:  
**SEPTEMBER 2013**

SEAL:

SIGNATURE:

DATE:

HARD COPY IS INTENDED TO BE 24" X 36" WHEN PLOTTED. SCALE(S) INDICATED AND GRAPHIC QUALITY MAY NOT BE ACCURATE FOR ANY OTHER SIZES.

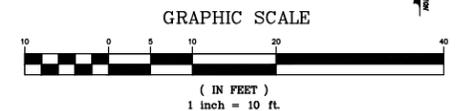
SCALE:  
 HORZ:  
 VERT:

ACI JOB #  
**13-0351**

SHEET NO.  
**1 of 2**



PROPOSED TRAILHEAD SIGNAGE



NO.	REVISION DESCRIPTION	BY:	DATE:

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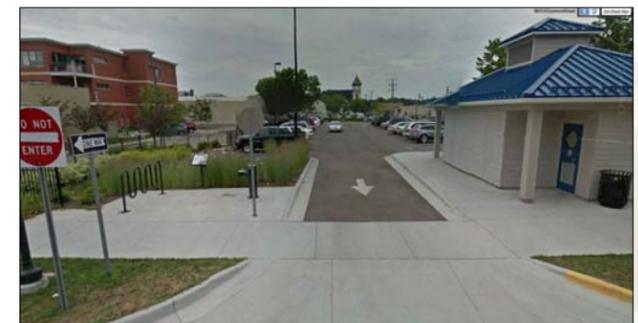
EXAMPLE OF POSSIBLE BIKE SCULPTURE WITH SURFACE MOUNT CUSTOM



ADA FOUNTAIN WITH BOTTLE FILLER MOST DEPENDABLE FOUNTAINS



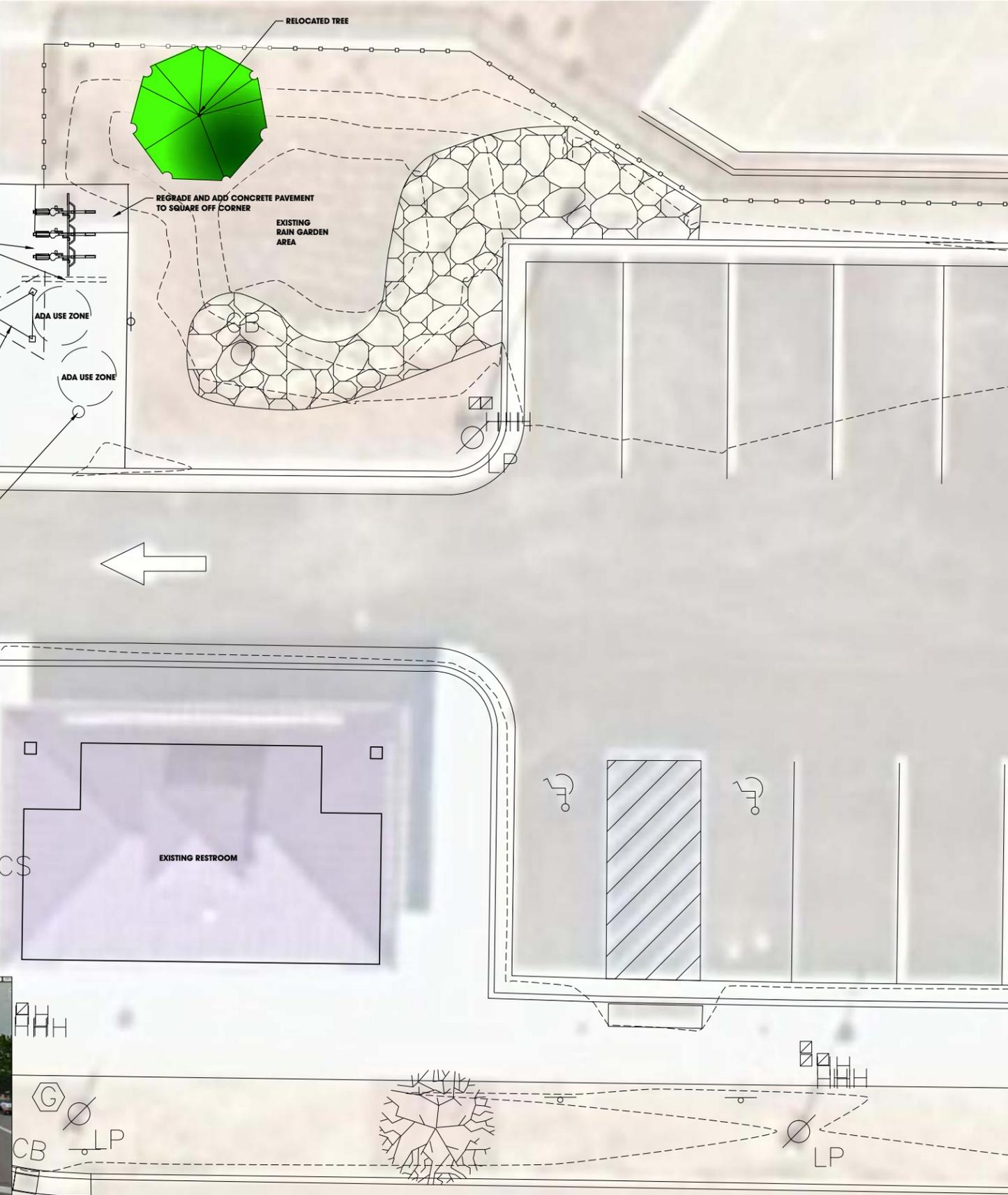
3 SIDED KIOSK POLYGON



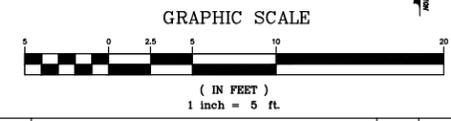
VIEW FROM KALAMAZOO STREET LOOKING EAST



VIEW LOOKING TOWARD WEST SIDE OF BUILDING



HURON STREET



NO.	REVISION DESCRIPTION	BY:	DATE:

E:\CIVIL\102840 - 2013\10-03\15 VAN HURON TRAIL HUB.dwg (10/03/13) kbd.dwg, Wed Nov 06, 10:25:03 AM '13 10:47 PM jbonmarche.11



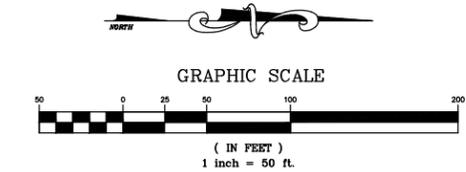
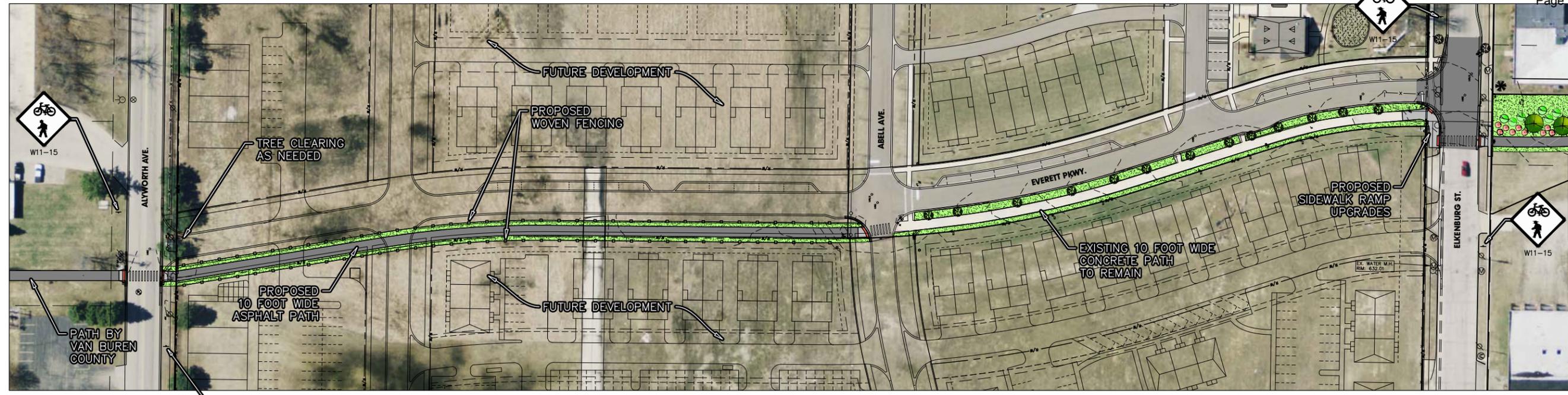




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**CITY OF SOUTH HAVEN  
 VAN BUREN TRAIL PROJECT  
 SOUTH HAVEN, MI**

**PROPOSED TRAIL**



PROJECT:

SHEET TITLE:

DRAWN BY: DJL  
 DESIGNED BY: JWM  
 PM REVIEW:  
 QA/QC REVIEW:  
 DATE: AUGUST 2013  
 SEAL:

SIGNATURE:  
 DATE:

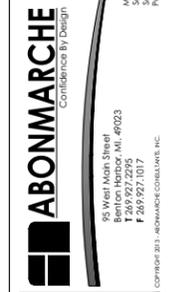
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SCALE:  
 HORIZ: 1"=50'  
 VERT: N/A

ACI JOB #  
**13-0351**

SHEET NO.  
**1 of 1**

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**CITY OF SOUTH HAVEN  
VAN BUREN TRAIL PROJECT  
SOUTH HAVEN, MI**

**PROPOSED TRAIL**

SHEET TITLE: \_\_\_\_\_

DRAWN BY: **DJL**

DESIGNED BY: **JWM**

PM REVIEW: \_\_\_\_\_

QA/QC REVIEW: \_\_\_\_\_

DATE: **AUGUST 2013**

SEAL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

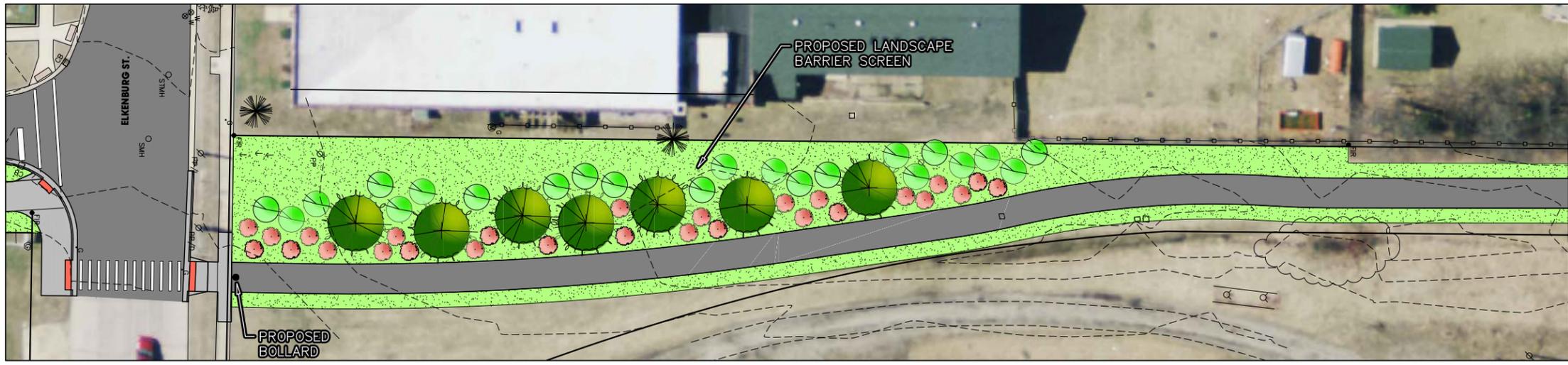
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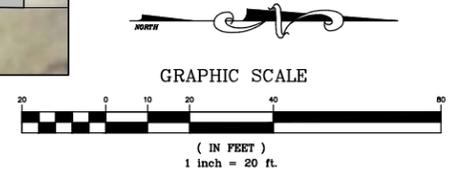
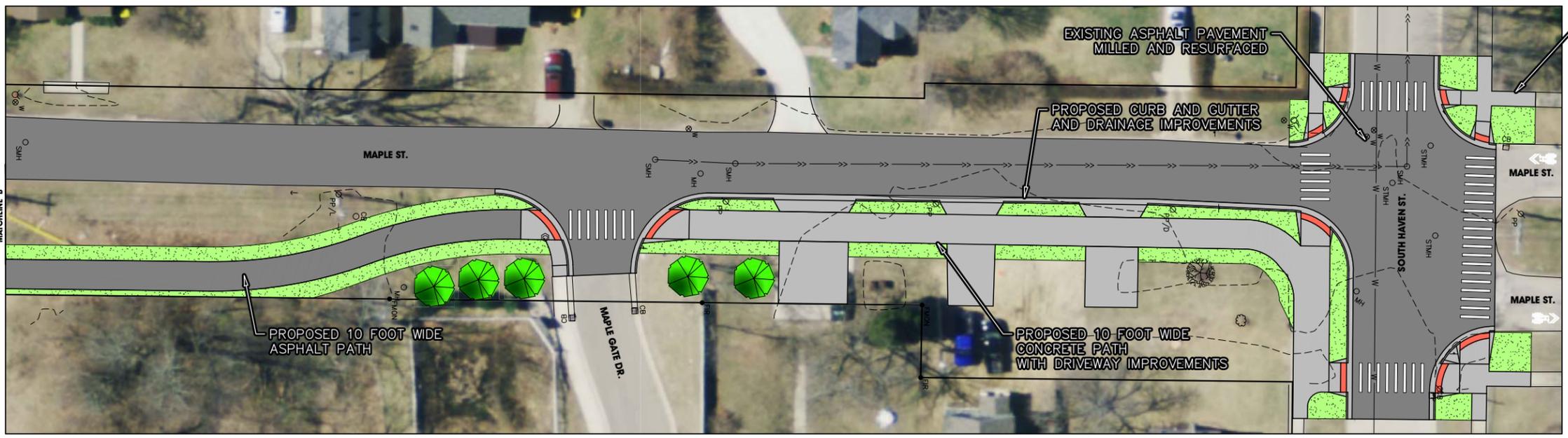
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HORZ: **1"=20'**  
VERT: **N/A**

ACI JOB # **13-0351**

SHEET NO. **1 of 1**



- LANDSCAPE LEGEND**
- PROPOSED EVERGREEN TREE
  - PROPOSED ORNAMENTAL TREE
  - PROPOSED 8'-10' HIGH SHRUB
  - PROPOSED 5'-7' HIGH SHRUB



E:\CIVIL\DDA\2013\11\01\13-0351\13-0351-01.dwg (PLOT) SCALE: 1/8"=1'-0" DATE: 11/06/13

NO.	REVISION DESCRIPTION	BY	DATE

**Downtown Attractions**  
 City of South Haven



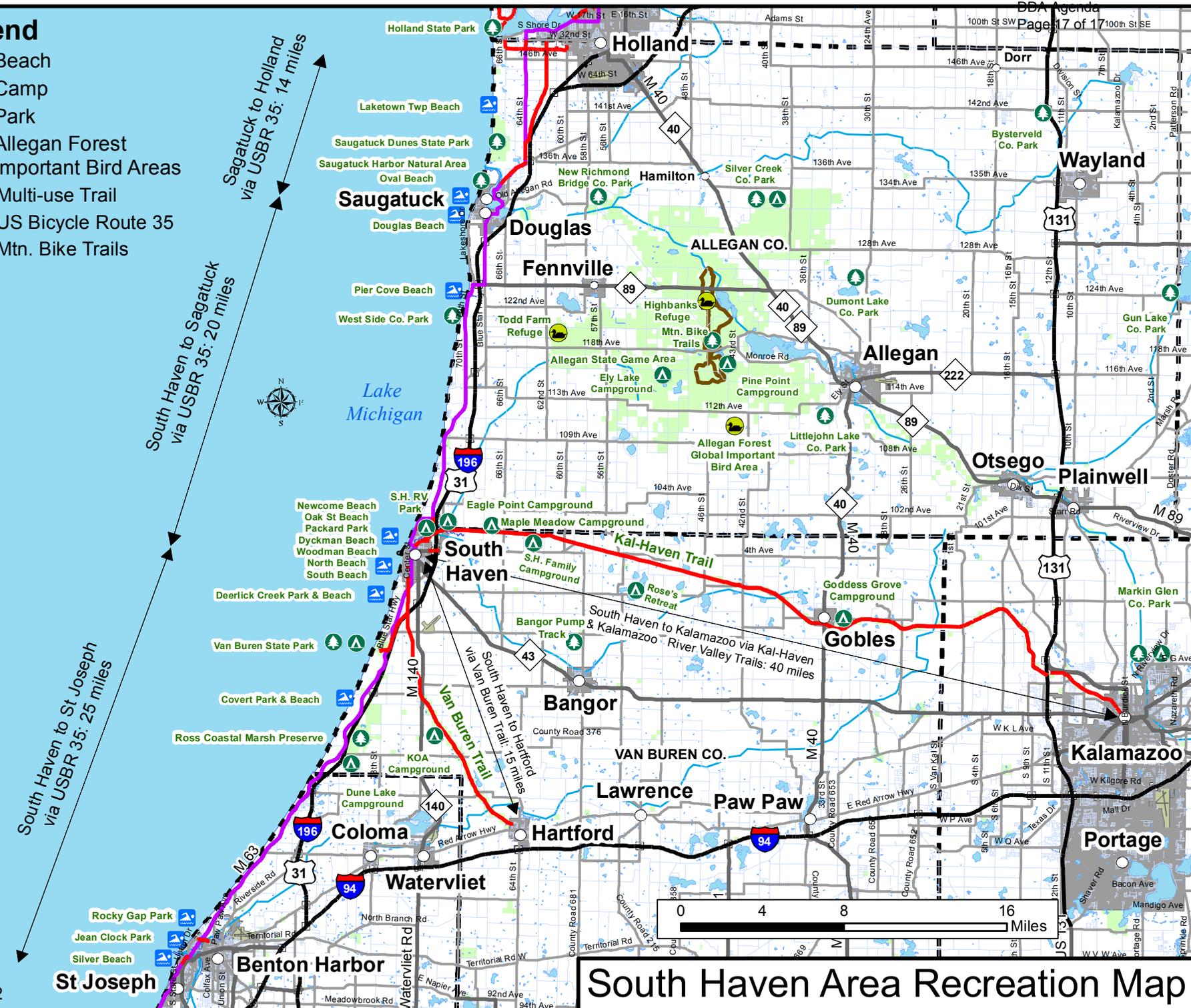
- Legend**
- Kal-Haven Trail Connector
  - Van Buren Trail
  - Signed Bike Route
  - Bike Lane
  - Bike Friendly Streets
  - Harborwalk
  - Bicycle Rentals
  - Lodging
  - Restaurant
  - Dinghy Dock
  - Fishing
  - Historical
  - Library
  - Lighthouse
  - Paddlecraft Launch
  - Public Restrooms
  - Tourist Information
  - View
  - Free Public Parking
  - Paid Public Parking



- Biking Amenities**
3. The Outpost
  4. Hotel Nichols
  5. South Haven Visitors Bureau
  6. Rock 'n' Road

# Legend

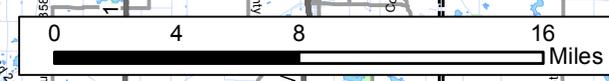
-  Beach
-  Camp
-  Park
-  Allegan Forest
-  Important Bird Areas
-  Multi-use Trail
-  US Bicycle Route 35
-  Mtn. Bike Trails



Sagatuck to Holland via USBR 35: 14 miles

South Haven to Sagatuck via USBR 35: 20 miles

South Haven to St Joseph via USBR 35: 25 miles



# South Haven Area Recreation Map

4/6/2012