

## Parks Commission

### Regular Meeting Agenda

Tuesday, January 13, 2015  
6:00 p.m., Council Chambers



City of South Haven

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes for the Record – December 9, 2014
5. Public Comments and Inquiries Concerning Items not on the Agenda

#### NEW BUSINESS

6. Commission will be requested to provide comments related to improvements of the South Beach restroom and concession area.
7. Commission will be requested to review a request for addition of a non-motorized watercraft lane at North Beach.
8. Commissioner Comments
9. Adjourn

RESPECTFULLY SUBMITTED,

A handwritten signature in black ink, appearing to read "Larry Halberstadt".

Larry Halberstadt, PE  
City Engineer

## Parks Commission

### Regular Meeting Minutes

Tuesday, December 9, 2014  
6:00 p.m., Council Chambers



City of South Haven

**1. Call to Order by Reinert at 6:00 p.m.**

**2. Roll Call**

Present: Cobbs, McAlear, Moore, Toneman, White, Reinert  
Absent: Fitzgibbon

**3. Introduction of Commissioner McAlear**

At Reinert's request McAlear briefly introduced himself and was welcomed by the board.

**4. Approval of Agenda**

Motion by McAlear, second by Toneman to approve the December 9, 2014 Regular Meeting Agenda moving item #9 to before Item #7.

All in favor. Motion carried.

**5. Approval of Minutes for the Record – October 14, 2014**

Motion by Cobbs, second by Toneman to approve the October 14, 2014 Regular Meeting Minutes as written.

All in favor. Motion carried.

**6. Public Comments and Inquiries Concerning Items not on the Agenda**

None at this time.

**6a. (was 9). Commission will be requested to review the donation of a sequoia tree to be placed in Stanley Johnston Park.**

Jon Jillson, 854 Phoenix Street. Recounted how he became aware of the Archangel Ancient Tree Project in Copemish, Michigan and expressed his wish to donate a Sequoia tree to the City, within Stanley Johnston Park.

Halberstadt pointed out the map in commissioners' packet on page 34 or 35 showing the approximate proposed location.

Discussion ensued regarding whether Sequoia trees will grow in Michigan. Halberstadt noted that links are included in the packet. Jillson is aware of a Sequoia tree on Lyons Street that has been there many years.

Halberstadt talked to the City Arborist, Aaron Priebe, who feels the tree will do well here.

There was discussion of when and by whom the tree would be planted. Jillson also expressed his desire to place a plaque at the base of the tree eventually in memory of his father's service to the city.

Reinert indicated that a plaque would require future review and approval by the Commissioners.

Motion by Moore, second by Cobbs, to accept the donation of the Sequoia Tree.

All in favor. Motion carried.

Reinert thanked Jillson on behalf of the city.

## REPORTS

### **7. Grant Application Status**

Halberstadt explained that he put this grant information in the packet for commissioners to be aware of progress with several grants the city has applied for. This information was part of one of the City Manager's weekly updates to City Council a few weeks back.

Halberstadt informed that three grants were applied for: Michigan Natural Resources Trust Fund was for the North Beach Improvements. The City was not awarded this grant and staff is already looking at the application to determine how to get the score higher during the next application period.

The other two, according to Halberstadt, have not been awarded yet. The city applied for a Michigan Recreation Passport Grant to increase accessibility and safety at the Optimist Tot Lot and a Land & Water Conservation Fund Grant for expansion and improvements at Black River Park including riverbank stabilization, a fishing platform and a paved parking lot. After reviewing the latter two projects, Halberstadt stated there is still a possibility the city may get awarded one of those.

Moore asked how the scoring works. Reinert explained it is very detailed and the City has been very successful at getting grants. Halberstadt noted that the city has received three (3) awards under the Michigan Natural Resources Trust Fund.

Halberstadt stated that if the city is awarded either of the latter grants before the next meeting he will email the Parks Commissioners.

Toneman brought up the splash pad discussed at previous meetings, noting that everyone he has talked to has been very excited about it. Toneman hopes it will get added back to the South Beach. Halberstadt knows the City has been looking at the design and location; assured it's definitely a project the City wants to do but where to get the funding is the issue. Toneman pointed out the benefits for beach goers when going in the water is too cold.

Halberstadt noted that the packet also includes information on a grant application staff is currently working on which would create accessibility at the Black River Park Boat Launch area. "It's an application to Coastal Zone Management to install a barrier free area for handicapped to launch their kayaks," Halberstadt noted, adding that the application is being submitted this month. Commissioners were enthusiastic, noting that this installation would make launching a kayak easier for the inexperienced able-bodied person as well.

## **8. South Beach Concession Stand/Restroom Improvements**

Halberstadt informed that staff is getting started with design improvements to the area of the restrooms and temporary concession stand at the South Beach. Noted that the concessionaire and the city worked to establish a temporary concession when the old South Beach Concession stand was torn down to allow the new water filtration plant to be built. Halberstadt informed that the concessionaire likes the temporary location; business has improved since he has been in that location, due to accessibility for people using the Harbor Walk and walking out on the pier. Halberstadt said staff is looking at rehabbing and possibly expanding the existing restroom to add more toilets as the current facility seems undersized at certain times during the season. After questions, Halberstadt informed that staff has talked of either rehabbing the pavilion or building a new building for the concessions.

Reinert questioned how long the concessionaire is willing to be in a temporary facility and whether the concessionaire wants to be in a permanent facility. Halberstadt noted that it is in the concessionaire's contract for the city to provide a permanent facility. After a question regarding how long the concessionaire's contract is, Halberstadt explained that when the old facility was torn down, part of the revised contract included giving the concessionaire a rather lengthy extension on his contract.

Halberstadt reminded that GMB Architecture + Engineering has been retained to assist in creating a master plan for the redevelopment of the restroom and pavilion area and will be holding a design charrette at the January meeting with the Parks Commission. Reinert noted that it would be good if as many of the commissioners as possible be in attendance. Discussion ensued regarding availability during the winter months.

## **NEW BUSINESS**

### **9. Commission will be requested to review the donation of a sequoia tree to be placed in Stanley Johnston Park.**

During Agenda approval this became Item 6a.

### **10. Commission will be requested to establish a schedule for Regular Meeting Dates for the 2015 Calendar Year.**

Discussion ensued about the necessity for establishing such a schedule.

Motion by Moore, second by Toneman to approve a schedule for the Parks Commission to meet on the second Tues of each month.

All in favor. Motion carried.

## 11. Commissioner Comments

Cobbs: None

Toneman: None

Moore: Asked about the Newcomb Beach overlook donor. Halberstadt said he has contact information to get in touch with the donor and discuss putting off the donation until after the sewer project, as discussed previously.

Asked for an update on the results of the evaluation of Kids' Corner. Halberstadt stated that he met with the representative from the Leathers group briefly and is waiting for the results of the report. After questions regarding the sub-committee formed, Halberstadt noted that if there is a recommendation for safety improvements, then the sub-committee will be meeting to determine what needs to be done.

Asked for the status of the Black River Park project. Halberstadt says we need to bring that plan back to the board for discussion. Halberstadt has met with the Celery Pond Advocates. There has been discussion regarding the no-mow grass as recommended by Cornelisse. Halberstadt noted that the City has some ordinances about grass height so he is not sure planting grass that will only be mowed twice a year is going to be acceptable.

Asked about an article that was published in the city newsletter with a picture of the Dyckman Beach Access. Stated that it was not easy to understand. Halberstadt pointed out that it was the same graphic that the board saw and agreed that it might be difficult for the public to understand.

White: Wondered why the Parks do not have decorative lights during the holiday season. Discussion ensued regarding who pays for and installs the lights and where. Donations are solicited for downtown decorative lighting. After discussion it seemed clear that the bottom line is that parks workers are temporary seasonal employees and not available to install lights in the winter and the bottom line is funding. It was pointed out that the ice rink is nicely decorated and a good draw during the winter months.

Reinert: Informed that the Maritime Museum is working on the Harbor Walk markers in collaboration with the city; locating sponsors and replacing all of the existing markers and adding a couple more. These markers are reminders of the city's historical background and provide a new fresh look. There is a sample sponsored by and located near Old Harbor Inn that is very attractive and easy to read. Reinert added that developing sponsors has not been difficult.

Moore: Noted that Southwest Michigan Land Conservancy's Pilgrim Haven project is nearing the end; this is twenty (20) acres on the beach south of town. Noted they also have one hundred twenty (120) acres on 8<sup>th</sup> Street that will soon be open to the public. Phase 1

trails are complete and work is starting on phase 2 now. This easily accessible property is on the Black River about a mile from South Haven.

## **12. Adjourn**

Motion by McAlear, second by Moore to adjourn at 6:39 p.m.

All in favor. Motion carried.

RESPECTFULLY SUBMITTED,

Marsha Ransom,  
Recording Secretary



City of South Haven

## **Agenda Item #6**

### South Beach Concession Stand/ Restroom Improvements

In 2009, the former concession stand building at South Beach was removed to permit construction of the new water filtration plant. The South Beach concession is operated by a private vendor under a lease agreement with the City. Since the removal of the former building, the concessionaire has operated out of temporary facilities located near the restroom and pavilion, near the Black River waterfront. Sales have improved at this location due to the proximity of foot traffic along the Harborwalk and the concessionaire would like to remain in this general vicinity.

The City has hired GMB Architecture + Engineering to assist in creating a master plan for redevelopment of the restroom and pavilion area that will accommodate the concessionaire in a new building. In addition, they will be reviewing alternatives for improving and enlarging the restroom building. The purpose of the study will be to develop improvement plans that can be implemented utilizing local funds with a budget of \$250,000.

Staff from GMB will be in attendance at the January 13 meeting to solicit input from the Parks Commission. It is anticipated the GMB will return for one or two additional meetings in the future as plan development progresses.



# City of South Haven

City Hall • 539 Phoenix Street • South Haven, Michigan 49090-1499  
Telephone (269) 637-0700 • Fax (269) 637-5319

**December 17, 2014**

**To: Paul VandenBosch, Larry Halberstadt**  
**CC: R. Huff, D. Davidson, City Council**  
**From: Brian Dissette, City Manager**  
**Re: North Beach Non-Motorized Craft Lane**

I am requesting the city's Harbor Commission and Park Commission consider plans to add a non-motorized watercraft lane for the city's North Beach Park. The lane is intended to provide access to Lake Michigan for small non-motorized watercraft (e.g., kayaks, stand up paddleboards, and/or canoes.) If the plan is deemed acceptable, I am requesting both the Harbor Commission and Park Commission offer motions of support for the plan.

Attached is an illustration of the proposed lane, which would be located near the northern boundary of the North Beach. The lane would be marked using buoys, similar to the lane at the city's South Beach (at the Blue Stair location.)

The request for the non-motorized watercraft lane is predicated on the city's efforts to secure grant funding, for the reconstruction of the public infrastructure at the North Beach. For the past two years, the city has sought grant funds from the Michigan Natural Resources Trust Fund (MNRTF.) Each of those grant applications has been denied, due to limited MNRTF funding. In an effort to boost the city's grant application score, and increase the likelihood of the grant being awarded, the city and Abonmarche, our engineering consultant, have consulted with the Michigan Department of Natural Resources (MDNR) on possible changes to the city's grant application. The MDNR oversees the MNRTF grant process, and was able to provide some guidance on how to improve the application. The MDNR has indicated that a non-motorized watercraft lane, which connects to Lake Michigan, is likely to result in additional points for

the city's grant application. As a result, staff anticipates the lane addition may be helpful in securing MNRTF grant funding for the North Beach project.

To view the proposed plan for the North Beach, please click the following link:

[http://south-haven.com/pages/communications/projects/north\\_beach.pdf](http://south-haven.com/pages/communications/projects/north_beach.pdf)

Attached is correspondence from Abonmarche which notes the MDNR's desire to see a connection to Lake Michigan. Included in the Abonmarche correspondence is a description of how the city can improve the grant scoring. The highest recommendation is to add the non-motorized watercraft lane. As a result, I am requesting both the Harbor Commission and Park Commission offer support for the proposed non-motorized watercraft lane plan.

Thank you for the time and attention. Please let me know if there are any questions and/or concerns.

Attachments:

DRAFT Non-Motorized Watercraft Map

Abonmarche Correspondence RE: North Beach Grant

2014 South Haven MNRTF Grant Application

# Proposed Kayak SUP Lane North Beach - South Haven, MI



All Swim Area buoys are approximately 150 feet from shore.

- Swim Area Buoys
- Kayak / SUP Lane Buoys

Proposed Kayak/SUP Lane  
Buoy Spacing  
Approximately 50 ft

Concession Stand  
& Restrooms

North Beach  
Buoy Spacing  
Approximately 250 ft

**LAKE MICHIGAN**

**NORTH BEACH**

**BLACK RIVER**

**SOUTH BEACH**



Lake Shore Dr

Promenade

Esplanade Plz

Walk D

Walk E

Grand Blvd

Walk F

Chicago Ave

Water St

# MEMORANDUM

DATE: December 16, 2014

TO: Brian Dissette, City of South Haven  
Deb Davidson, City of South Haven

FROM: Kate Genellie, Abonmarche

CC: Tony McGhee, Abonmarche

RE: Update on the City's Michigan Natural Resources Trust Fund grant application for North Beach improvements

The final scores were received for the MNRTF grant application, and the City's application received a score of 340 points. In previous years, that score would have qualified the City's North Beach project for funding. However, because the state put much more money into acquisitions projects this year, rather than into development projects like the North Beach improvements, the cut-off score for funding was much higher than in previous years. Only projects scoring 380 points and above were funded.

Looking ahead to next year, we have several recommendations that we believe will gain the City's grant application enough points to put it among the top scoring projects, increasing the North Beach improvement project's chances of being funded. These recommendations are based on a debrief conversation Abonmarche staff held with the MDNR to determine areas where it would be possible to increase the project's score in the evaluation process. These are the only areas identified where the City would be able to increase its existing score as the application has maxed out all other possible points.

The first is in a section called "Priority Project Types of the MNRTF Board." The board gives points to projects that focus on trails and water trails. This year, the North Beach project qualified as a secondary trail amenity, earning the grant application 10 points in this particular category, out of a maximum of 50 points. With some changes made to the North Beach project, next year's grant application could gain another 40 points, putting the grant application up to 380 points. This was the one area which was identified where the project could gain the necessary points to significantly increase its chance of being funded. The changes that would gain the grant applications points, according to Michigan Department of Natural Resources staff, are as follows:

- Link to an existing water trail. A water trail already exists on Lake Michigan's coast, so Abonmarche will work with the trail's organizers in order to have North Beach included on the trail map.
- The beach's already planned mobimat will be extended to the water.
- A designated launch area for non-motorized watercraft would need to be identified on the beach and related signage installed
- Kayak/canoe storage areas
- Water trail signage.
- Approximately 4-5 parking spots would be specified for kayak/canoe unloading and trailer parking.

The other area where the City's grant application could gain points is in the area of "Universal Access Design." The City's grant application received 10 points in this area, out of a maximum of 30. To try to increase to the maximum points possible we would:

- Abonmarche will set up public meetings with City residents, and representatives of persons with disabilities. Our goal is to make North Beach as accessible as possible.
- Abonmarche will look over the North Beach project with representatives from the Michigan Department of Natural Resources, and attempt to discover areas that can be improved. We will take these recommendations to the City for consideration.

With these changes, Abonmarche is confident the City will be funded during next year's grant application process. If you would like to pursue a new application with this revised strategy, we can begin working on the project at the beginning of the year to be ready for the April 1<sup>st</sup> submission. We would recommend beginning with meetings with both the Park and Harbor Commissions before proceeding to broader community meetings and finally City Commission approval. We would also recommend doing a web based meeting soliciting public input to allow property owners and other interested parties who are unable to make the local meetings the opportunity to comment on the revised plan/approach.

If you have any comments or questions, please do not hesitate to contact me at (269) 926-4554 or via email at [kgenellie@abonmarche.com](mailto:kgenellie@abonmarche.com)

**Michigan Natural Resources Trust Fund Application**

**Organization: City of South Haven**

**Section A: Applicant Site and Project Information: North Beach Park**

<b>*Is the application for site development <u>or</u> land acquisition?</b> <input checked="" type="checkbox"/> Development Acquisition			
<b>*Name of Applicant (Government Unit)</b> City of South Haven		<b>*Federal ID Number</b> 38-6004594	<b>*County</b> Van Buren County
<b>*Name of Authorized Representative</b> Brian Dissette		<b>*Title</b> City Manager	
<b>*Address</b> 539 Phoenix St		<b>*Telephone (269) 637-0750</b>  <b>Fax(269) 637-5319</b>	
<b>*City</b> South Haven	<b>*State</b> MI	<b>*ZIP</b> 49090	<b>*E-mail</b> bdissette@south-haven.com
<b>*State House District</b> District 66		<b>*State Senate District</b> District 21	<b>*U.S. Congress District</b> District 6

<b>*Proposal Title (Not to exceed 60 characters)</b> North Beach Park Improvements
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<b>*Proposal Description</b> Improvements to the park will increase access for visitors while protecting natural resources for future generations. The improvements to the park consist of beach enhancements for better accessibility. The park will see numerous enhancements and new amenities in order to increase accessibility to the recreational opportunities and improve the park experience of residents and visitors alike.
--

<b>*Address of Site</b> 45 Lakeshore Drive	<b>*City, Village or Township of Site</b> South Haven	<b>*Zip</b> MI
<b>*County in which Site is located</b> Van Buren	<b>*Town, Range and Section Numbers of Site Location</b> <i>Letters must be upper-case: (examples: T02N, R13E, 22)</i> (Town) T01S (Range)R17W (Section)03	<b>*Latitude/Longitude at park entrance</b> 42.405565 -86.280626
<b>*Park Name</b> North Beach Park		

Organization: City of South Haven

Section B: Project Funding and Explanation of Match Sources

**SOURCES OF MATCHING FUNDS**

**PROJECT COST AMOUNTS**

*Grant amount requested (round to the nearest hundred dollars)	\$300,000.00
<b>Total Match</b>	<b>\$442,300.00</b>
<b>Total Project Cost</b>	<b>\$742,300.00</b>
Percentage of match commitment ( <b>Must be at least 25% of total project cost</b> )	59%
a) General Funds or Local Restricted Funds (Applicant's own cash)	\$442,300.00
b) Force Account Labor/Materials (Applicant's own paid labor or materials)	
c) Federal or State Funds	

*You have entered a value for item c). Please provide the information below for each federal or state program from which matching funds will be provided. COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND RECREATIONAL TRAILS PROGRAM (RTP) ARE THE ONLY FEDERAL FUNDS THAT CAN BE USED AS MATCH:*

* (1) Program Name	*Administering Agency	
*Contact Name for Administering Agency	*Telephone	*Amount

\*Type of Funds

Grant funds awarded

Date grant funds approved

Grant funds applied for, not yet approved

Estimated approval date

Appropriated funds

Date appropriated

Other, explain

\*Is documentation containing the scope of work and budget for the other grant funds included with application?

Yes No

\*Is documentation (such as grant approval letter) that verifies the availability of funds included in the application?

Yes No

Check to add program information for additional State of Federal funds that will be used as Match.

**Michigan Natural Resources Trust Fund Application**

**Organization: City of South Haven**

**Section B: Project Funding and Explanation of Match Sources**

(2) Program Name	Administering Agency	
Contact Name for Administering Agency	Telephone	Amount

Type of Funds

Grant funds awarded

Date grant funds approved

Grant funds applied for, not yet approved

Estimated approval date

Appropriated funds

Date appropriated

Other, explain

Is documentation containing the scope of work and budget for the other grant funds included with application?

Yes No

Is documentation (such as grant approval letter) that verifies the availability of funds included in the application?

Yes No

Check to add program information for additional State of Federal funds that will be used as Match.

(3) Program Name	Administering Agency	
Contact Name for Administering Agency	Telephone	Amount

Type of Funds

Grant funds awarded

Date grant funds approved

Grant funds applied for, not yet approved

Estimated approval date

Appropriated funds

Date appropriated

Other, explain

Is documentation containing the scope of work and budget for the other grant funds included with application?

Yes No

Is documentation (such as grant approval letter) that verifies the availability of funds included in the application?

Yes No

d) Cash Donations



Organization: City of South Haven

Section C2: Project Details

Development Applications ONLY

\*Applicant's current control of the site:

- ✓ Fee Simple
- Lease
- Easement
- Other (describe)

\*Age of Park 70 Years

\*Acres 15.1

Project Cost Estimate Table

<u>SCOPE ITEM</u>	<u>IS SCOPE ITEM OF UNIVERSAL DESIGN?</u>	<u>QUANTITY</u>	<u>TOTAL ESTIMATED COST</u>
Beach Improvement	No ✓ Yes	variable	\$23,000.00
Bench	No ✓ Yes	10	\$20,000.00
Play Equipment (including surfacing)	No ✓ Yes	variable	\$39,900.00
Signage	No ✓ Yes	variable	\$5,000.00
Lighting	No ✓ Yes	variable	\$13,600.00
Pathway - 6' - 8' wide	No ✓ Yes	variable	\$27,100.00
Landscaping	No ✓ Yes	variable	\$15,000.00
Recycle Bins	No ✓ Yes	5	\$5,000.00
Bike Rack	No ✓ Yes	3	\$4,600.00
Drinking Fountain	No ✓ Yes	3	\$15,000.00

(New rows will appear as rows are completed and Saved)

Other:		No Yes	
	Promenade/Plaza Walkway	No ✓ Yes	
			variable \$484,500.00

Do not list the aspects of project execution, such as labor, construction equipment, contingency or raw materials. (New rows will appear as rows are completed and Saved)

<b>Permit Fees</b>	\$500.00
<b>MNRTF Sign</b>	\$600.00
<b>Subtotal</b>	\$653,800.00
<b>Engineering</b> (These fees may not exceed 15% of subtotal)	\$88,500.00

**Total Estimated Cost** (Must equal Total Project Cost amount on Section B page.) **\$742,300.00**

Section C2: Project Details

Organization: City of South Haven

Section D: Justification of Need

- \*1) If you are submitting multiple acquisition or development applications, what is the priority for this application? (1 = highest) 1
  
- \*2) What page(s) of your recreation plan is the need for the proposed project discussed? From: 89 To: 104  
*If proposed project is on only one page, please enter the page number in both boxes*
  
- \*3) What was the date(s) of public meeting to discuss submission of the grant application? 3/17/2014  
 Additional dates: See narrative
  
- \*4) Did you gather public input from individuals with disabilities, their families, or advocates? No  Yes
  
- \*5) Are you the primary provider of recreation services to any surrounding communities, as documented in your recreation plan? No  Yes   
 List Communities: South Haven Charter Township
  
- \*6) Was the application developed through collaboration with adjacent communities or school districts?  No  Yes

Organization: City of South Haven

**Section E: Application History and Stewardship**

0

NO    YES

\*1) Questions 1 is for *acquisition applications only - for development projects, leave blank and move to question 2.* Is the applicant financially solvent to complete the acquisition transaction without any third party assistance (i.e. loans, lines of credit, same day closings, etc.) until partial reimbursement and final audit is completed (approximately 180 days after closing)?  
 If yes, please provide documentation that supports this.

\* 2) Has applicant received DNR recreation grant(s) in the past?

✓

If yes, does applicant currently have an open, active grant?

✓

\*3) Has applicant closed, sold, or transferred any parkland or recreation facilities in the past 5 years?

✓

\*4) Does applicant have a known unresolved conversion of grant-assisted parkland? (a conversion is a change from public outdoor recreation use to some other use)

✓

\*5) Does applicant have a "residents only" policy for this park or other parks or recreation facilities?

✓

\*6) Do you now or do you intend in the future to charge an entrance fee to the project site?

✓

If yes, fee schedule and policy for reduced entrance fees for low-income users included with application?

If yes, attach supporting Documentation on Required Attachments page.

\*7) What is the applicant's current year budget for parks and recreation?

\$568,000.00

\*8) What are the estimated operation and maintenance costs associated with the project?

\$26,500.00

Comments:

Currently the City of South Haven has two open DNR grants. The first is for the Elkneburg Park project located along Elkenburg Street in the southern portion of the community. The proeject was substantially complete during the 2013 construction season. There was additional money available in the budget after bids were recieved for the initial scope so the City undertook some wish lsit items for the park not included in the initial design. This work has been bid and will be completed by memorial day. Secondly, the City has received a DNR grant to connect the Van Buren Trail into downtown South Haven and to the Kal-Haven Trail. The project has been designed, permitted, and bid for construction. Work will begin in March of 2014 and be completed in June of 2014.

Organization: City of South Haven

## Housing Development Fund Grant Agreement

	<u>NO</u>	<u>YES</u>	<u>UNKNOWN</u>
*1) Does the applicant, landowner, or others have knowledge that any portion of the property is or has been used for industrial purposes, including manufacturing and/or minerals' processing or extraction (sand, gravel, oil, or gas) at this time or in the past?	✓		
*2) Does the applicant, landowner, or others have knowledge that any portion of the property is currently being used or has been used in the past for a gas station, motor vehicle service or repair facility, commercial printing facility, dry cleaners, photo developing lab, junkyard, landfill, waste treatment, storage, processing or recycling or disposal facility?	✓		
*3) Does the applicant, landowner, or others have knowledge that any of the following are or have in the past been stored, discarded, or used on the property – automotive or industrial batteries, pesticides or other chemicals used in agricultural practices, paints, industrial waste, or other chemicals in drums or other containers?	✓		
*4) Does the applicant, landowner, or others have knowledge that fill dirt or other fill material of unknown origin is on this property or has in the past been placed on the property?	✓		
*5) Does the applicant, landowner, or others have knowledge of any evidence of leaks, spills, or stains from a substance other than water at this time or in the past?	✓		
*6) Does the applicant, landowner, or others have knowledge that there are or have in the past been waste disposal pits, lagoons, or ponds on the property?	✓		
*7) Does the applicant, landowner, or others have knowledge that there are at this time or have in the past been registered or unregistered storage tanks on the property?	✓		
*8) Does the applicant, landowner, or others have knowledge that contaminated groundwater lies below the property?	✓		
*9) If there is a water well on the property, does the applicant, landowner, or others have knowledge that contaminants have been identified in the well that exceeded legal standards or has the well been identified as contaminated by a government agency?	✓		

Organization: City of South Haven

Housing Development Fund Grant Agreement

- \*10) Has the landowner been notified about any current violations of environmental laws pertaining to activities on the property or does applicant, landowner, or others have knowledge about past violations? ✓
  - \*11) Has the landowner been notified of any environmental assessments of the property that identified a) the presence of hazardous substances, petroleum products, or contamination; or b) the need for further assessment? ✓
  - \*12) Does the applicant, landowner, or others have knowledge that any hazardous substances, unidentified waste materials, tires, or automotive or industrial batteries have been dumped above ground, buried, or burned on the property? ✓
  - \*13) Is the property listed on any federal or state list of contaminated sites, including the site of a leaking underground storage tank? ✓
  - \*14) Does the applicant, landowner, or others have knowledge that any of the adjoining properties are currently being used or have been used in the past for the purposes listed in the previous questions 1-13? ✓
  - \*15) Has an environmental assessment been completed for the site?  
If yes, provide the most current on the Required Attachments page. ✓
- NO                      YES                      UNKNOWN
- \*16) Are permits required for the development of the site?  
If yes, please complete the following table: ✓

TYPE OF PERMIT	PERMITTING AGENCY	EFFORTS TAKEN TO OBTAIN PERMIT OR DETERMINING PERMIT REQUIREMENTS
Soil Erosion Control	Van Buren County	Permits will be obtained upon notification of grant awards
Joint Permit	MDEQ/USACE	Permits will be obtained upon notification of grant awards

If **'Yes'** or **'Unknown'** was selected for any of the questions on this page, please explain here:  
Both Soil Erosion Control and Joitn Permit are standard permits for this type of project. The City and it's engineering consultant have successfully

**Housing Development Fund Grant Agreement**

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obtained permits and completed projects with similar scopes on numerous occasions and securing them for the proposed project is not expected to be an issue

Organization: City of South Haven

**Section G: Natural Features of The Project Site**

To the best of your knowledge, does the project site include:

**\*Great Lakes shoreline or Great Lakes connecting water frontage?** **No  Yes**  
 If yes, name of Great Lake or Great Lakes connecting water: Lake Michigan  
 How many linear feet of shoreline or frontage? 1600

**\*Inland lake frontage?**  **No Yes**  
 If yes, name of water body:  
 What is the size of the total water body in acres?  
 How many linear feet of frontage are on site?

**\*River and/or tributary frontage?** **No  Yes**  
 If yes, name of water body: Black River  
 How many linear feet of frontage? 750  
 Is the river or tributary a state natural river or a federally dedicated wild and scenic river?  **No Yes**

**\*Wetland acreage or frontage?**  **No Yes**  
 If yes, please list the number of acres of the type(s) of wetland(s) on site:

Marsh	Bog	Dune and swale complex
Prairie	Forest	Boreal Forest
Fen	Shrub	Type unknown

Is documentation of type and quality with application? No Yes  
 If yes, source of information:

**\*Other water acreage or frontage?**  **No Yes**  
 If yes, name of other water body:  
 Is the entire water body completely within the site boundaries? No Yes  
 How many linear feet of frontage or acres of water are on site?

**\*Sand dunes?**  **No Yes**  
 If yes, list the number of acres of sand dunes on the site:  
 Critical Not designed as critical, or designation unknown  
 Is documentation of type and quality provided with application? No Yes  
 If yes, source of information:

**\*Dedicated state or federal listed wilderness or dedicated natural area or Pigeon River County State Forest land or inholding?**  **No Yes**  
 If yes, name of area:  
 How many acres on site?

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Section G: Natural Features of The Project Site

**\*Rare species or any other significant feature as defined by the Michigan Natural Features Inventory?**

**No Yes**

If yes, list species or feature and status.

if too many to list here, include in the application narrative.

Population/range locations denoted on site plan or other map?

No Yes

Organization: City of South Haven

Section H: Wildlife Values of The Project Site

*Will the proposed park or park development:*

\* **Protect wildlife habitat** (for example, breeding grounds, winter deeryards, den sites)?

✓ **No Yes**

If yes, list species:

How many acres of habitat does the site provide?

\* **Act as a wildlife corridor between existing protected areas or buffer an existing protected area?**

✓ **No Yes**

If yes, name the existing park(s) or protected area(s):

How many acres are currently in protected status?

Is documentation of the ecological value of adjacent protected areas and/or the ability of the project site to act as a corridor/buffer provided with application?

No Yes

If yes, source of information:

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Section I: Natural Resource Recreation Opportunities

Will the proposed park or park development provide new or additional:

\*Water recreation opportunities?

No  Yes

\*Motorized recreation opportunities (ORV and/or Snowmobile)?

No Yes

\*Hunting Opportunities?

No Yes

If yes, what seasons will be available? (for example, deer/firearm)

How many acres will be available for hunting?

\*Fishing opportunities?

No  Yes

If yes, what type of fishing opportunities will be provided? (species/methods)

Lake Perch/Lake Trout/Whitefish/Salmon/Yellow Perch/Walleye; line and rod

\*Bird watching or other nature viewing opportunities?

No  Yes

If yes, what species can be viewed?

Please see attached list of bird species which can be viewed from North Beach Park

\*Nature interpretation or education opportunities?

No Yes

If yes, how are the interpretation or education opportunities provided? (check all that apply)

Interpretive signage

Part time or volunteer naturalist

Interpretive brochures

Full time naturalist

Nature center

Have you formed a partnership with another organization to provide interpretive/educational services?

No Yes

If yes, name of organization

Provided examples of interpretive materials, descriptions of classes, and other documentation on the interpretive/educational services provided with application:

Organization: City of South Haven

Section J: Public Access Opportunities

\* Will the site be open to the general public?

No  Yes

List the hours open to the public:

	From	To	Closed
Sunday	Sunrise	11 PM	
Monday	Sunrise	11 PM	
Tuesday	Sunrise	11 PM	
Wednesday	Sunrise	11 PM	
Thursday	Sunrise	11 PM	
Friday	Sunrise	11 PM	
Saturday	Sunrise	11 PM	
Holidays	Sunrise	11 PM	

Comment:

How will the public reasonably able to access this site?

- Automobile
- Boat
- Public Transportation
- Motorized Trail
- Non-Motorized Trail including Mountain Bike and Hiking Trails
- Sidewalk or Pathway
- Other (describe)

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Section K: Trails

\* Is the proposed site a trail?

No  Yes fontYes

Who is the primary intended user? (Check one)

- Hikers/Pedestrians                      Road Bicyclists                      Equestrians
  - Mountain Bicyclists                      Cross-Country Skiers                      Snowmobilers
  - Other motorized vehicle                      Other, explain:
- users

Who are the secondary users?

- Hikers/Pedestrians                      Road Bicyclists                      Equestrians
  - Mountain Bicyclists                      Cross-Country Skiers                      Snowmobilers
  - Other motorized vehicle                      Other, explain:
- users

Is the trail connected to another trail(s) or part of a larger trail network?

No Yes

If yes, what is the name of the network?

How long is the trail?

- Total linear feet
- Linear feet bituminous (paved)
- Linear feet boardwalk (if applicable)
- Linear feet sidewalk
- Linear feet other hard surface

What is the width of the trail?

- Linear feet

Organization: City of South Haven

## Application Narrative

**\*I. Project Justification and Support:**

Improvements and amenity upgrades to North Beach Park are a critical component to the City's efforts to provide more diverse, community-wide, recreational opportunities to area residents and visitors as it is one the highest used parks within the community's entire parks system. Improvements and upgrades to the community's park system were ranked as the highest priority by the City Commission during a recent budget planning session

For years, South Haven's beaches were mostly visited by local residents and persons from surrounding counties. However, over the past few years, the people visiting the community's two public beaches on Lake Michigan has fundamentally changed as more persons from out-of-state have learned what area residents have always known and flocked to these beautiful natural resources. This overall trend is in-line with what is being seen throughout the state's lakefront communities. Out-of-state travelers now account for the majority of leisure travel spending in Michigan, according to state data. This shift occurred in 2010 and continued into 2011, according to the most recent data available. Data show that out-of-state visitors in 2011 spent more money on leisure travel in Michigan (\$6.8 billion) than state residents did (\$6.2 billion). Call it the Pure Michigan effect.

While the trend of people utilizing the area's natural resources has had a significant impact on the economy and the quality of life for local residents, the pressure of this increased usage has placed focus on upgrades and improvements needed in the park to sustain and further capitalize on this positive trend. In its current state, the park does not meet the requirements of the Americans with Disabilities Act nor national safety regulations for playground equipment. The restroom facilities are currently in need of upgrades. The lack of accessible paths in the park, coupled with the condition of the terrain, makes it inaccessible for persons in wheelchairs or difficulty walking. The playground is also inaccessible and does not meet national safety requirements. The proposed improvements address these issues by installing universally accessible beach mats, adding accessible walkways, renovating and reconfiguring the restroom facilities, and new playground equipment. This project will improve access to the City's most prized asset - Lake Michigan.

North Beach Park serves as a center piece of activity in the community and is utilized by a diverse group of residents of all age levels. Improving the park's amenities will enable more people to utilize and enjoy North Beach Park. Needed North Beach Park improvements are delineated in the City of South Haven's Recreation Plan (pages 89, 90, and 104) which was developed in collaboration with South Haven Charter Township, and South Haven Public Schools.

**\*II. Project Description:**

The proposed improvements to North Beach Park fall into two primary categories, beach enhancements and access improvements. The work planned to improve the park was planned with an emphasis on little to no disruption to the existing natural resources. The beach area will see numerous enhancements and new amenities in order to increase accessibility and recreational opportunities resulting in an improvement to the experience of visitors. The overall project will be completed through two phases.

Phase I of the project will focus on improving accessibility in the park as well as amenity upgrades and a significant increase in accessibility to the beach area itself for persons with physical handicaps and limited mobility. All of this will be done in a manner which reduces user impact on the parks natural resources. Beach access will be enhanced through the installation of seasonal, accessible beach mats and a transfer platform on both the north and south end of beach area. A new beach promenade will include the construction of a 12'

Organization: City of South Haven

## Application Narrative

concrete walk. The playground area will have an accessible walkway mat and accessible play equipment to replace the current equipment which is neither universally accessible nor does it meet current safety standards. An accessible connection to the pier will provide for emergency access, service vehicles access, and an accessible pedestrian walkway connecting the beach and parking lot to the channel walk.

The proposed entryway/parking improvements will improve traffic flow within the park, create additional parking, and increase pedestrian safety by reducing conflicts. These roadway improvements include curb bump outs, crosswalks, additional and reconstructed sidewalk, and new curbed islands with dune grass stabilization to reduce soil erosion, additional street lights, and a new park entry sign.

Phase II will focus on improvements to the concession and restroom areas as well as additional safety improvements to the park. The concession area will be rebuilt with a more efficient footprint for improved services and improved accessibility. The concession and restroom area last received any significant investment a number of years ago and improvements are critical to the continued viability of the park.

The overall project scope was developed in order to ensure the greatest amount of public access to the park area while having a minimal impact on the environment and maintaining the natural, aesthetic qualities of the resource. Universal accessibility was at the forefront of the design strategy and taken into consideration for the location, placement and design of all amenities and enhancements. The proposed project places significant emphasis on ensuring that people of all abilities are able to enjoy the amenities of the park to the fullest possible extent, including the ability to access the Lake, and all amenities and improvements being proposed.

**\*III. Natural Resource Access and Protection:**

Lake Michigan has received national acclaim as one of the most beautiful places in America. Renowned for its crystal blue waters and sandy beaches, visitors from across the country are drawn to the recreational opportunities provided by communities on Michigan's "sunset coast." North Beach Park offers this sought-after recreational experience, be it swimming, beach volleyball, fishing from the pier, or leisurely enjoying the park. The proposed improvements to North Beach Park will enhance access to the beach's amenities, ensuring that people of all abilities are able to fully experience the park. The City is committed to maintaining the natural resources of North Beach Park and all proposed development will adhere to this assurance through low-impact design, such as utilizing bituminous paving, energy efficient fixtures, water conserving measures, and recycled materials whenever possible.

North Beach is designed to be as natural as possible with little need for maintenance and the proposed improvements were designed with the intention of maintaining the park's natural feel. Currently, the Public Works Department staff operates a beach cleaner that picks up litter from the beach while simultaneously re-depositing the sand. Given the difficult financial situation affecting communities throughout Michigan, the proposed project was designed in a manner which would not result in an increase in the maintenance or operation costs beyond the levels currently being committed by the City of South Haven's Public Works Department and Parks and Recreation Departments. This is important given the constant pressure on municipal budgets. As the park is already within the City's park system, operation and maintenance of the park will continue to be under the Parks and Recreation Department's jurisdiction. Should additional expenses be incurred due to operating or maintaining the project, the City of South Haven Parks and Recreation budget will meet the added expenses.

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Seasonal residents contribute significantly to the use of City of South Haven's recreational amenities. A report from the Assessor's Office depicts the homestead residents versus the non-homestead residents. The information provided gives the number of residential parcels (1,989) and those claiming 100% Homestead (1,091). Using these figures, an approximation of the number of non-homestead households is 900 or 45%. Using 2.7 as the average of residents per household, an approximate number of seasonal residents is 2,430. Documentation supporting the service area is included in the application as Attachment D.

**\*IV. Other Information:**

Understanding the value of recreation and its impact on quality of life, the City of South Haven is seeking to increase recreational opportunities for its residents and is dedicated to investing resources in ensuring recreational amenities are available to everyone who wishes to utilize them. The City does not require an entrance fee to North Beach or any public park; however, there is a fee to use the parking lot should a person choose to drive to the park. However, to encourage the use of the park by persons with special needs or physical limitations, the City has mandated that the barrier-free parking spaces in the parking lot are exempt from paying the fee. Additionally, park users who enter the park by either non-motorized or Public Transportation means are not charged a fee. North Beach is accessible by methods other than a vehicle, such as walking or bicycling. Attachment E contains a map showing trail connection to a regional trail system. Plans are in process to further increase the non-motorized accessibility to the park by building a trail to connect Van Buren State Park which is south of the City to existing non-motorized paths in the community. Work on the new trail is slated to be completed during the first half of 2014.

The City considers recreation to be an important land-use and has not closed, sold, or transferred control of any parkland or recreation facilities and has strict provisions in the City Charter regarding its parkland, including the approval of no less than two-thirds of the electorate population for the sale of any parkland. There are no parks within the City's park system that have a residents only policy.

The Van Buren County Health Department conducts water tests weekly at the public beaches. Should any of the tests fail, due to high levels of bacteria, for example, the City will be notified and instructed to post the necessary signs for temporary closure. No health or safety concerns are present.

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**Required Attachments for Development Projects**

All location maps, site development plans, boundary maps, and other graphic information must be clear, legible, detailed, and appropriately labeled. Grants Management staff use these materials to help evaluate your application and to find and evaluate many of the sites. We must also photocopy many of the graphic materials in black-and-white; be sure that what you submit will photocopy legibly. **Please do not submit aerial photographs for location maps, site development plans, or boundary maps.**

**REQUIRED CONTENT FOR DEVELOPMENT APPLICATIONS****\* Site Development Plan:**

**Document Source:** [https://secure1.state.mi.us/mirgs/\\_Upload/6703-\\_North\\_Beach\\_Site\\_Plan\\_Updated\\_05\\_12\\_2014.pdf](https://secure1.state.mi.us/mirgs/_Upload/6703-_North_Beach_Site_Plan_Updated_05_12_2014.pdf)

**\* Project Location Map(s):**

**Document Source:** [https://secure1.state.mi.us/mirgs/\\_Upload/6703-\\_NorthBeachProjectLocationMap.pdf](https://secure1.state.mi.us/mirgs/_Upload/6703-_NorthBeachProjectLocationMap.pdf)

**\* Advance Notice of the public meeting for public comment and to pass the resolution for the application:**

**Document Source:** [https://secure1.state.mi.us/mirgs/\\_Upload/6703-\\_HPPublicHearingAffidavit.pdf](https://secure1.state.mi.us/mirgs/_Upload/6703-_HPPublicHearingAffidavit.pdf)

**\* Minutes of the Public Meeting held for public comment and to pass the resolution for the application:**

**Document Source:** [https://secure1.state.mi.us/mirgs/\\_Upload/6703-\\_North\\_Beach\\_Meeting\\_Minutes\\_Updated\\_05\\_12\\_2014.pdf](https://secure1.state.mi.us/mirgs/_Upload/6703-_North_Beach_Meeting_Minutes_Updated_05_12_2014.pdf)

**\* Certified Resolution: from the highest governing body:**

**Document Source:** [https://secure1.state.mi.us/mirgs/\\_Upload/6703-\\_North\\_Beach\\_Certified\\_Resolution\\_Updated\\_05\\_12\\_2014.pdf](https://secure1.state.mi.us/mirgs/_Upload/6703-_North_Beach_Certified_Resolution_Updated_05_12_2014.pdf)

**\* Notice of Intent Form and copy of letter transmitting form to regional clearinghouse to the regional clearinghouse:**

**Document Source:** [https://secure1.state.mi.us/mirgs/\\_Upload/6703-\\_SHMNRTFNoticeofIntent.pdf](https://secure1.state.mi.us/mirgs/_Upload/6703-_SHMNRTFNoticeofIntent.pdf)  
[https://secure1.state.mi.us/mirgs/\\_Upload/6703\\_2-\\_SHMNRTFNoticeofIntentAlleganCounty.pdf](https://secure1.state.mi.us/mirgs/_Upload/6703_2-_SHMNRTFNoticeofIntentAlleganCounty.pdf)

**\* Photographs of the site - digital images, combine into one file**

**Document Source:** [https://secure1.state.mi.us/mirgs/\\_Upload/6703-\\_NorthBeachPhotosofSite.pdf](https://secure1.state.mi.us/mirgs/_Upload/6703-_NorthBeachPhotosofSite.pdf)

**\* Site Control Form and Deed (commitment letter to transfer property, for development projects)**

**Document Source:** [https://secure1.state.mi.us/mirgs/\\_Upload/6703-\\_North\\_Beach\\_MNRTF\\_Documentation\\_of\\_Site\\_Control\\_Legal\\_Description\\_and\\_Copy\\_of\\_Deed\\_Updated\\_05\\_22\\_2014.pdf](https://secure1.state.mi.us/mirgs/_Upload/6703-_North_Beach_MNRTF_Documentation_of_Site_Control_Legal_Description_and_Copy_of_Deed_Updated_05_22_2014.pdf)

**\* Documentation of local match sources,(if required in Section A1 of the application form)**

Organization: City of South Haven

**Required Attachments for Development Projects**

**Document Source:** [https://secure1.state.mi.us/mirgs/\\_Upload/6703-\\_NorthBeachMNRTFDocumentationofLocalMatchSources.doc](https://secure1.state.mi.us/mirgs/_Upload/6703-_NorthBeachMNRTFDocumentationofLocalMatchSources.doc)

\* **Boundary Map(s)** delineating the legal boundaries of the park site(s) outlined in **red**; show easements in **green**:

**Document Source:** [https://secure1.state.mi.us/mirgs/\\_Upload/6703-\\_NorthBeachBoundaryMap.pdf](https://secure1.state.mi.us/mirgs/_Upload/6703-_NorthBeachBoundaryMap.pdf)

\* **Preliminary floor plans and elevation drawings for the proposed structures**, if applicable

**Document Source:** [https://secure1.state.mi.us/mirgs/\\_Upload/6703-\\_Preliminary\\_Floor\\_Plans\\_and\\_Drawing\\_Elevations\\_Updated\\_05\\_12\\_2014.pdf](https://secure1.state.mi.us/mirgs/_Upload/6703-_Preliminary_Floor_Plans_and_Drawing_Elevations_Updated_05_12_2014.pdf)

**ADDITIONAL INFORMATION FOR DEVELOPMENT APPLICATIONS:**

**Letter(s) of commitment and support for the project:**

**Document Source:** [https://secure1.state.mi.us/mirgs/\\_Upload/6703\\_3-\\_1LettersofSupport.pdf](https://secure1.state.mi.us/mirgs/_Upload/6703_3-_1LettersofSupport.pdf)

**Documentation justifying a larger service area**, if applicable

**Document Source:**

**Correspondence regarding regulatory permitting issues**, if applicable:

**Document Source:**

**Expert documentation, to support the project**

**Document Source:**

**Letter for Universal Design** (development projects)

**Document Source:** [https://secure1.state.mi.us/mirgs/\\_Upload/6703-\\_SHMNRTFPublicInput.pdf](https://secure1.state.mi.us/mirgs/_Upload/6703-_SHMNRTFPublicInput.pdf)

**Environmental Report** if applicable based on Property Checklist of application form

**Document Source:**

