

Planning Commission

Master Plan Work Session Minutes Thursday, March 30, 2017 7:00 p.m., Council Chambers



City of South Haven

1. Call to order

The meeting was called to order by Heinig at 7:00 p.m.

2. Roll call

Present: Bill Fries, John Frost, Clark Gruber, Suzanne Loafman (7:03 p.m.), Brian Peterson, Judy Stimson, Janice Varney, Larry Heinig

Absent: Dave Paull

Also present: Jenna Levin, Staff; Kate Hosier, Staff

3. Approval of Agenda

Motion by Clark Gruber to approve the agenda with the addition of 5c. The Planning Commission will be asked to set the date for the next Master Plan Workshop meeting. Second by Varney.

All in favor. Motion carried.

Main Street Planning Company will facilitate a Master Plan Work Session for the Planning Commission covering the following topics:

- a. The Planning Commission will be asked to review the proposed draft of the Demographic and Economic Trends section prepared by Main Street Planning.**

J. Johnson of Main Street Planning reviewed the materials to be covered in the agenda. Discussion ensued regarding Johnson having comments on past minutes. Hosier pointed out that draft minutes have been posted on the city's website but have not been made available for review tonight. It was suggested that Jan email Kate or Jenna with comments on the minutes and that minutes are approved at a regular Planning Commission meeting.

Stimson imitated discussion regarding mentioning in the Master Plan a senior millage for the transit bus which has lower rates for seniors.

Peterson questioned why some years weren't included on demographics chart on page eight to which J. Johnson responded that the information has not yet been provided.

Heinig found the population statistics, income and employment in the first paragraph difficult to follow. After discussion J. Johnson noted there are some who are unemployed and not seeking employment so they drop from the statistics, thus 49.4% represents those in the labor force who are employed or seeking work. "In labor force" means working or looking for work and does not count retirees. After questions, J. Johnson explained that these numbers don't reflect ages. A person could be 55, 65 or 75 and still be employed or seeking work.

Hosier noted there is data from two censuses that you are working from and asked which census this data is coming from. J. Johnson explained how the census works now; they do midterm estimates and the American Community Survey between taking the regular census. Levin said in the tables there are sometimes references to which census is being used. An example is Table 7; it is 1990 data there but it is not referenced; the updates are from 2010. Levin requested that notations be added for clarity.

Discussion of Table Two led to requests for information to be added. Johnson assured that the person working on that has requested the information from the city and it will be added.

Fries had questions about poverty status and J. Johnson noted that in Table 9 there are some percentages that she will be checking because they do not look right to her and that the bottom part of the table has to be completed.

Heinig asked if household income could have dollar signs to make it clearer what those numbers mean and whether some numbers could be moved to the bottom of Table Ten.

In response to Fries question about what formula the city uses for poverty, Hosier responded that she will get that information for him.

Levin asked about using Allegan data as well as the city because there are some residents of Allegan County to which J. Johnson responded that it was not included because it would not be meaningful due to the small number of residents that are involved.

Discussion ensued regarding the spelling of Casco Township, which spellchecker wants to default to Costco. Hosier pointed out that South Haven Township should be referenced as South Haven Charter Township.

Levin suggested that the definition of millennials be included on page four since that is the first time millennials are mentioned.

On page six, the second paragraph, Levin suggested that it read "long-term renter occupied" rather than "renter, long-term".

b. The Planning Commission will be asked to review the proposed draft of Chapter 1 for the Master Plan document.

Larry Heinig's comments on Chapter 1, page seven led to discussion of the structuring of the City Police Department and the South Haven Emergency Services (SHAES) being separate entities.

Hosier pointed out that under Utilities, the city and two townships (South Haven Charter Township and Casco Township) have just organized into an authority. While electric is owned and maintained by the city the water and sewer authority will be operating that. T. Johnson requested a summary statement of that. J. Johnson noted that the city GIS Tech has sent the map. Hosier said the South Haven Area Water and Sewer Authority (SHAWSA) does not include Covert Township as they are just a purchaser of water.

Hosier also shared requested details on city employment as being 79 full-time; 14 part-time and 25 seasonal employees. In response to a question from J. Johnson, Hosier noted that the city no longer has a Parks and Recreation Department. Hosier listed the existing city departments. Under Utilities our water plant is called the Water Filtration Plant and the city purchases our power from Indiana & Michigan, not American Electric Power, and that will change in 2020.

Loafman initiated discussion regarding what the South Haven Planning Area encompasses. Jan noted that "planning area" needs to be taken out of that and the stats reflect just the city.

Hosier noted that the city's GIS Tech pointed out that in Chapter One Packard Park was omitted from the beach access points.

Hosier explained that access points for Apache, Beaver, Chippewa, and Delaware Courts really provide no actual access to the beach. Those courts dead end at a bluff and the only thing there is the public right of way for the courts. While they are on the public use map physical access is difficult or unattainable; this is legal access only.

Under Cultural Facilities, Hosier explained that Foundry Hall currently has no facility.

Discussion regarding the inclusion of new public improvement projects such as the Splash Pad and Black River Park upgrade. Tim said ongoing projects do not usually get included in a Master Plan document because as soon as the project is complete it becomes dated verbiage in the plan.

Levin noted that the city GIS Tech pointed out that on page seven only a partial list of the parks and suggested that the verbiage "including but not limited to" be added.

On page eleven Levin noted that the FEMA maps were preliminary in 2008 and approved in December 2009. T. Johnson will change that to read "2009 FEMA maps".

On page twelve there is reference to the city extending into the township which J. Johnson noted could be taken out.

On page thirteen, Levin noted that in the first bullet point Aylworth Street is actually Avenue.

On page thirteen discussion ensued about the correct spelling of La Grange/LeGrange Street.

Fries had questions regarding the number of children ages five to 18 declining more than 50% since 2000 and asked Frost, as a school board member, if he knew that to be accurate. Frost commented that while he cannot answer the question he doubts there are less than 500 school age children in the city. Stimson pointed out that the general population also changed dramatically during that time period.

Hosier noted that surveys are going out to be returned April 14; Neighborhood Workshop dates are set; Levin is working on which commissioners will be attending which workshop and meetings with the LDFA (May 8, 2017) and DDA (April 19, 2017) have been scheduled.

5c. The Planning Commission will be asked to set the date for the next Master Plan Workshop.

J. Johnson, regarding setting a date for the next meeting, noted that she hopes to present results of the survey, neighborhood workshops, LDFA and DDA meetings so hopes for something at the end of May. Hosier suggests May 18 may be a little soon, then with Memorial Day weekend, maybe early June. In response to a comment about the schedule, Hosier noted that over the winter we ran into some delays.

J. Johnson also spoke about scheduling a walking tour with M-43 business and neighborhood stakeholders and the Overton Charrette. In response to a question about M-43, J. Johnson noted it is all outlined in your work plan, but includes that area along Phillips, M-43. There are residential neighborhoods and the overlay zoning district is over part of it. Some of the issues include parking, long term use and transition of residential structures. There may need to be a mailing to a focused group of people.

Discussion resulted in setting June 8, 2017 at 6:30pm for the next regular workshop meeting.

Discussion ensued regarding receiving enough responses by April 14; that this is not a statistical survey; there will be survey forms available at the building department window; combining an online survey with the paper survey in the future to capture more responses. J. Johnson noted that this is a paper survey so will be tallied manually.

6. Commissioner Comments

Stimson: Is happy with what has been seen so far.

Heinig: Welcomed Janice Varney. Thanked all.

7. Adjourn

Motion by Stimson, second by Gruber to adjourn at 8:08 p.m.

All in favor. Motion carried.

RESPECTFULLY SUBMITTED,

March 30, 2017
Planning Commission
Work Session
Minutes – DRAFT

Marsha Ransom
Recording Secretary