

# Downtown Development Authority

## Regular Meeting Agenda

Wednesday, October 7, 2015  
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** – May 20, 2015 Workshop Minutes  
July 15, 2015 Regular Meeting Minutes  
August 12, 2015 Regular Meeting Minutes
5. **Interested Citizens in the Audience Will be Heard on Items Not on the Agenda**
6. **DDA will be asked to consider approval of the Water Street Improvement Plan.**
7. **DDA will be given an update about the following projects:**
  - A. **Grant opportunity for lighting improvements on Broadway Avenue;**
  - B. **Baars building demo and cost estimate for restroom building**
8. **General Comments**
9. **Adjourn**

RESPECTFULLY SUBMITTED,

Deb Davidson  
DDA Director

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# Downtown Development Authority

## Workshop Minutes

Wednesday, May 20, 2015  
Noon, City Hall 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.

**Present:** Braun, Burr, Frederick, Newton, Whiteford

**Absent:** Marcoux, Maxwell, Olson

**1. DDA will be asked to review conceptual drawings and provide input regarding Center Street and Broadway Avenue improvements.**

The DDA Board reviewed the conceptual drawings and offered comments to City Manager Dissette and Director Davidson. Minor changes will be sent to the landscape architect, Pat Cornelisse. Pat will attend the June 6, 2015 DDA regular meeting to present updated drawings and answer questions.

**2. Board Member Comments**

RESPECTFULLY SUBMITTED,

Deb Davidson  
DDA Director

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# Downtown Development Authority

## Regular Meeting Minutes

Wednesday, July 15, 2015  
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 by Burr at 12:00 noon.**

**2. Roll Call**

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

Also present: Brian Dissette, City Manager

**3. Approval of Agenda**

Motion by Marcoux, second by Frederick to approve the agenda as presented.

All in favor. Motion carried.

**4. Approval of Minutes** – January 7, 2015 Regular Meeting; February 25, 2015 Special Meeting

Motion by Newton, second by Marcoux to approve the January 7, 2015 Regular Meeting minutes and the February 25, 2015 Special Meeting Minutes.

All in favor. Motion carried.

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

None at this time.

**UNFINISHED BUSINESS**

**6. DDA will be asked to review conceptual drawings of Center Street and Broadway Avenue proposed improvements.**

Center Street Concept:

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Deb Davidson introduced Pat Cornelisse, from Cornelisse Design Associates, Inc., noting that Cornelisse is here to present conceptual plans created from input obtained at the workshop meeting. Davidson noted that as she reviewed grant applications, she wanted to have a regular meeting about this project. Davidson wants to have an approved conceptual plan in place when she submits the application for a grant.

Dissette described this project as a complete mirror of the Phoenix and Williams Street projects. Noted the city was successful in being awarded these grants because we had plans, a public process which led to the plans and a strong application with strong local support. Dissette believes the next round of DIG funding will be awarded soon and wants to have plans that make sense for the public and hopefully will be approved by the State of Michigan. Dissette concluded with a review of some of the projects Cornelisse has worked on for the city.

Cornelisse explained the boards that she prepared for these projects, noting that she focused on removing and replacing concrete and with a similar plan to Phoenix but with little less elaborate concepts. Pointed out some added parking gained by changing parallel parking to angled parking.

At the intersection of Huron Street Cornelisse reclaimed dead space with street trees and greenery. Noted that fancy paving can be added; what she indicated can be cut back or added to. At Huron Street by Maria's Restaurant suggested adding the planter columns, which is kind of the city's signature, indicating you are entering downtown. By the vacant lot next to Maria's added some corner plantings. Noted that Clementine's parking lot has two drives onto Center Street which Cornelisse questioned why those drives couldn't be closed and ingress and egress rerouted onto Eagle Street. This keeps the same number of parking spots; allows us to put more angle parking on Center Street and add streetscaping. There is no net loss, maybe a net gain of one parking space. On the Center side of the parking lot, a nice fence with brick posts could be added to take the curse off your headlights if you are parking there. The corner of Eagle could be made kind of cute if we claim that corner and add some plantings and a bench. Cornelisse also suggested adding a short squat column at the entrance to Eagle Street from Center since it is sometimes closed off for festivals.

Marcoux pointed out the importance of net gain on parking on Center Street. There were questions regarding the private parking lot changes; Dissette noted the owners would have to agree to it but the city would fund the upgrades.

Discussion ensued regarding 4-way stops on Huron.

Near the bank, Cornelisse indicated that not much changes. Down to Quaker, the theater is pretty dominant and there are lots of parking lot openings; Cornelisse tried to expand curb bump outs; decorated things with short screen walls; has an alternative art plinth for displaying art. Cornelisse indicated that the DIG Grant likes environmental sensitivity so where the parking spaces exist she put permeable pavers in; also in front of the theater. We looked at Rain Gardens. Cornelisse pointed out three (3) Thin five (5) foot wide raised curb planting areas which we could direct water into that and it will filter in. It will be a neater type of planting than what is on Phoenix. The addition of plinths to sit on; benches and light were noted as well as hiding the Chemical Bank facade with trees where she could. Discussion ensued regarding the banking area drive-through only using two of the aisles utilizing the balance of the aisles for parking.

From the streetscape point of view Cornelisse likes to ask, "Can we make it safer?" Suggested taking Quaker Street and have it be the only ingress for parking; combine the two areas into one parking lot that functions the same and gives a clean edge along Center Street. Along Center Street a screen wall or fence retaining Quaker Street as a one-way. Cornelisse noted there will need to be negotiations with Chemical Bank. There is no net loss of parking spaces although Cornelisse noted she "can't really tell from the air photo about the utility island." Noted angle parking takes more space than perpendicular parking.

Discussion ensued about the private bank parking and public parking along Quaker.

Discussion regarding the difficulty of getting out on Center Street from Quaker Street; it is necessary to creep out over the pedestrian walkway to see well enough to make the turn. Cornelisse wondered about putting something there to redirect pedestrians. Dissette suggested moving the pedestrian walkway closer to the street. It was noted that people will walk the shortest distance not necessarily where the crosswalk indicates. Dissette noted that a traffic signal is like \$150,000 and suggested right-turn only at Quaker. Cornelisse said the curb line could be changed to make it safer but you lose a parking space or two. Noted that she likes pruning trees up higher but it takes time; the trees have to be taller. Suggestion by Cornelisse to change the curve of the planting and add a handicapped parking spot with the striped van load area.

Regarding the grant application, Dissette stated the intent is to break this into two (2) projects to avoid major borrowings and so Phoenix does not have to be closed. Cornelisse noted that the half blocks to the north and south of Phoenix do not incorporate a lot of change.

Burr asked about the bump outs and snow removal. Cornelisse asked, "Who counts, tourists or your snowplow driver?" It was also noted that this conforms to one of the walkability concepts as stated per Dan Burden, walkability expert. Dissette asked the board if this concept makes sense with regard to Center Street. "Do you feel ready to say 'Yes, that's our plan'?"

Cornelisse asked what the final version would show; Dissette noted he is happy to engage with property owners with regard to pedestrian safety.

Broadway concept.

Cornelisse noted that this is a little simpler and mostly needs some visual tweaking. Parallel parking in front of Thirsty Perch and Lakeshore Paint replaces concrete with permeable pavers. "There is a lot of asphalt which narrows things down," according to Cornelisse. Discussion ensued regarding the alley. Cornelisse introduced some ideas with using greenery to dress up the area by Muffler Man. Cornelisse noted that adding street trees; replacing light fixtures with city selected appropriate fixtures to match Phoenix; adding greenery; and making it more pedestrian friendly. Noted that an eight (8) foot sidewalk is already there; retain parking and dress it up. Add some curbing and trees near Lakeshore in an area of dead space with broken paving. Addition of a delivery area by Joe's Bar; some screening around the corner; decorative paving with bike parking. Not much changing in the way of ingress and egress.

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Discussed the setting by Burr's property Cornelisse liked the paving and suggested the addition of greenery; pointed out a very awkward large parking area with difficult ingress and egress. Dissette noted that one improvement planned is that the big overhead lines will go in this area.

Marcoux asked regarding Quaker Street and the tremendous amount of traffic that comes out onto Broadway. Newton noted that coming from Phoenix and taking Broadway toward the bridge, if you are not from here, you do not know you need to be in the left lane. Then if you are in the right lane, people are "mean" and won't let you in. Dissette suggested some pavement marking.

Burr inquired whether the Broadway work requires grant money. Dissette noted there will be need for electric money to remove the electric lines. Burr asked if we can do this next year to which Dissette responded, "Yes, assuming the Board of Public Utilities is receptive. Burr noted that the board is looking for some capital projects.

Dissette said we are seeking bids to repave Michigan Avenue from Broadway to Center and that is the only major expense regarding streets. The Barr's Printing demolition will be done sometime later this summer.

In summary, Dissette said we will finalize these conceptual plans; get them back before the board as well as new revised drawings for the Baar's site. There was discussion of how to do the Baar's parking lot layout. Dissette noted that water and sewer stubs will be left in case changes or additions are requested later.

## **7. Board Member Comments**

None at this time.

## **8. Adjourn**

Motion by Marcoux, second by Frederick to adjourn at 12:55 p.m.

All in favor. Motion carried.

RESPECTFULLY SUBMITTED,

Marsha Ransom  
Recording Secretary

# Downtown Development Authority

## Workshop Minutes

Wednesday, August 12, 2015  
Noon, City Hall 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.

### Roll call:

Present: Frederick, Marcoux, Newton, Whiteford, Olson

Absent: Braun, Burr, Maxwell

Also present: Brian Dissette, City Manager; Deb Davidson, DDA Director; Jason Marquardt, Project Engineer - Abonmarche; Tony McGhee, Director of Development Services - Abonmarche

### 1. **DDA will be asked to review conceptual drawings for parking at 317 Hogan's Alley (former Baars Printing site).**

Discussion revolved around which of three plans presented by Jason Marquardt of Abonmarche will maximize parking and/or allow for future addition of a restroom/skate rental office.

Dissette noted that city staff hopes that by seeking feedback we can work with Abonmarche to get plans done and have this ready for spring.

Discussion ensued regarding projected costs, available budget, moving and upgrading the existing electrical equipment. Dissette explained that the current electrical on that site has problems and he is sure the Board of Public Utilities will be on board, as will City Council, to incorporate an upgrade to the system.

The city does not have the funds to build a restroom this fiscal year but existing water-sewer services will remain; A small grass area in Plan 2 can be maintained until funds become available for the restroom.

Whiteford had a question regarding the location of Americans with Disabilities Act (ADA) spaces and suggested they be located near the restroom. Marquardt agreed that is probably a good place for them.

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Marcoux suggested posting signage “Future home of City of South Haven Restrooms” on the open green space. Newton agreed that would help convey that the city is aware and is planning to address the need for more restrooms.

Discussion ensued regarding the Lobretto site and future development in that area.

Olson stated that it appears that the boards’ consensus is Plan 2.

Whiteford suggested that during high volume events the city could put portalettes in that grass area that will eventually house permanent restroom facilities. Discussion ensued of the availability of nice trailered/heated portable toilet facilities.

Whiteford asked about lighting which Marquardt said would mirror what is in the rest of the Huron parking lot. Marquardt also suggested an alternate for when this parking lot is done, to crack seal the older parking area and restripe everything at once; it will feel like the entire lot has been redone.

Olson commented that we budgeted for the teardown and asked, “Where is the rest of the money going to come from?” Dissette explained the funds that are available in the DDA budget for general projects, noted that the project will be bid for spring construction.

McGhee suggested that this parking lot could be bid with the other parking lot on Dunkley to make the projects more cost effective.

Marcoux thinks we need to think it forward on a parking garage and also referenced metered parking. Marcoux thinks we are reaching the point of diminishing returns.

Dissette explained the advantages of parking in the area down on Dunkley, which will forever have deed restrictions. Noted that people are willing to park at the far end of North Shore Drive to keep from paying parking fees and this lot is not that far from downtown. Dissette also noted that the city has received a grant that will add eighteen (18) spaces with the ability to add more. We have sidewalks, upgraded lighting and landscaping. Dissette believes that this is the spot to concentrate on for future parking needs.

Newton mentioned a trolley and Dissette noted that the city can contract with the Van Buren County transit for services on peak weekends.

Parking can continue to be added to the Dunkley area parking as funds are available. This parking benefits the downtown, it benefits Black River Park which is soon going to be adding new restrooms and a new fish cleaning station.

Marcoux questioned whether the city can get the transit system to put the city on a regular bus route to which Dissette responded that we could ask that. We could do contract for service during peak weekends.

Olson asked if the city has it in the budget to construct more parking at the Dunkley site in conjunction with the grant parking. Dissette said the priority is the Baars' project but estimates could be provided. McGhee said the upside is the site has a good base for asphalt because it is required to cap that area after the dredge spoils were placed there.

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## **2. Board Member Comments**

Newton. Requested an update on the parking lot being sold that the city leased.

RESPECTFULLY SUBMITTED,

Marsha Ransom  
Recording Secretary



## Agenda Item 6

**DDA will be asked to consider approval of the Water Street Improvement Plan.**

**The DDA Board of Directors will be asked to review the final conceptual Water Street Improvement plan.**

Background:

The north side of Water Street has seen many improvements over the years. Today, the drive along Water Street is one of the City's most treasured assets – looking to the north. The south side of Water Street has been ignored and is in need of improvements to bring it to the level of the north side.

Cornelisse Designs has developed a conceptual plan for the south side of Water Street. Pat Cornelisse will be present to review the plans with the DDA Board. It should be noted that the Parks Commission has seen the plans and approved them at their last meeting.

The DDA Board is being asked to review the plans and consider approval. Funding is not yet in place so timing of the project is not yet determined.

**Recommendation:**

**The DDA Board should consider approval of the Water Street Improvement Plan.**

RESPECTFULLY SUBMITTED,

Deb Davidson  
DDA Director