1. Call to Order
2. Attendance
3. Approval of Previous Meeting Minutes
4. Public Comment
5. Discussion
   5A.1 – Downtown Parking Discussion
   5A.2 – Potential Sale of 101 Brady Street Discussion
6. DDA Member/Staff Comments
7. Adjournment
May 8, 2019

I. Call to Order
   Meeting was called to order at 8:00am.

III. Attendance
   Present:  Vice Chair Tracy Clawson, Kelly McLean, Roger Bird, Mike Villar, Nicole Richmond, Rachel McKenzie, Carl Canales

   Absent:  Ryan Deery, Marcia Wagner, Scott Jacobs, Landria Christman

   Others Present:  Jordan Meagher, Community Development Coordinator, Parker Johnson, Promotions Coordinator, Joel Dye, City Manager, Sarah Perrigo, Intern

III. Approval of Previous Meeting Minutes
   Motion to approve the previous minutes from April 5, 2019, by Rachel McKenzie, supported by Nicole Richmond. Motion carried 7-0.

IV. Public Comment
   None.

V. 5A.1 – FY19 Year to Date DDA Budget Review
   Staff explained that they will be providing a year to date budget report at each meeting to keep DDA members informed about where the DDA budget stands and how DDA funds are being spent.

   5A.2 – FY20 DDA Budget Review
   Staff presented a proposed DDA budget for the upcoming fiscal year. The new fiscal year begins on July 1, 2019, so the DDA would need to approve of a budget to later be included in the City’s comprehensive city-wide budget.

   Motion by Kelly McLean, supported by Rachel McKenzie, made a motion to approve the proposed FY20 DDA budget as presented. Motion carried 7-0.
5A.3 - Downtown Overnight Parking Program Discussion

At their last meeting, the DDA had directed staff to begin putting a downtown overnight parking program together. Staff had presented a proposal to begin using seven city-owned lots to permit overnight parking in Downtown Allegan. This plan will allow for improved snowplowing of public lots during the winter time, and it will make it easier for the police to enforce on street parking- which will no longer be permitted once this plan and a corresponding ordinance are approved.

Staff also proposed a permit program for those who wish to park their cars overnight in these downtown parking lots. After some discussion, staff was directed to continue developing the permit program to be presented at the next meeting.

VI. Adjournment

The meeting was adjourned at 9:15am.

Respectfully Submitted,

Jordan Meagher
Community Development Coordinator
Parking

As Downtown Allegan continues to grow, a more concrete parking system must be designed and implemented in order to accommodate and support the expected growth. In the past, the City had not performed consistent enforcement of both on- and off-street parking regulations due to the high availability of parking spaces and low parking demand in Downtown Allegan. Now, with dozens of new apartments projected to become available in Downtown Allegan between 2019 and 2020, along with the removal of a significant parking lot along the Allegan Riverfront that is now home to the Allegan Riverfront Plaza, the call for a structured and enforceable parking program is now imminent.

The goals of the proposed parking program are the following:

- **To designate off-street parking spaces for downtown residents to ensure that public right-of-ways are clear for snow removal and downtown events.**
- **To provide downtown shoppers with ample on- and off-street parking options in close proximity to Downtown Allegan’s commercial core.**
- **To better track and regulate the abandonment of both operable and inoperable vehicles in the City’s public realm.**
- **To create a sustainable plan to better accommodate parking for future housing and commercial growth.**
Parking

The area studied, as marked in the image to the left, has 657 parking spaces within the downtown commercial core, providing access to the many vendors and services.

Inventory of Current Parking

Based on extensive research and counting of individual parking spaces by city staff, the above current total of parking spaces within the City was obtained. This total includes seven lots under City control. The lots included were the lot attached to the Perrigo Outlet Store, the lot at the corner of Water and Trowbridge, the lot between Water and Hubbard, the Regent Theatre lot, the lot by Schaendorf Brewing Company and the East Gazebo, the lot between Water and Chestnut on the south side of Cutler Street, and a portion of the spaces in the lot between Brady and Hubbard. We’ve delineated these lots by using capital letters A through G to correlate with each individual lot.
Off–Street Parking

From the data obtained in the parking study, the following spreadsheet illustrates the supply and demand of off-street parking availability in Downtown Allegan.

<table>
<thead>
<tr>
<th>Lot Name</th>
<th>Number of Spaces</th>
<th>Maximum Recorded</th>
<th>Average # of Cars</th>
<th>Average Percent</th>
<th>Percent Unused at Average</th>
<th>Percent Used at Max</th>
<th>Percent Unused at Max</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>75</td>
<td>55</td>
<td>34</td>
<td>44.9%</td>
<td>55.1%</td>
<td>73.3%</td>
<td>26.7%</td>
</tr>
<tr>
<td>B</td>
<td>21</td>
<td>21</td>
<td>14</td>
<td>64.8%</td>
<td>35.4%</td>
<td>100.0%</td>
<td>0.0%</td>
</tr>
<tr>
<td>C</td>
<td>88</td>
<td>36</td>
<td>28</td>
<td>41.0%</td>
<td>59.0%</td>
<td>52.9%</td>
<td>47.1%</td>
</tr>
<tr>
<td>D</td>
<td>35</td>
<td>29</td>
<td>25</td>
<td>70.1%</td>
<td>29.9%</td>
<td>82.9%</td>
<td>17.1%</td>
</tr>
<tr>
<td>E</td>
<td>20</td>
<td>18</td>
<td>14</td>
<td>70.0%</td>
<td>30.0%</td>
<td>90.0%</td>
<td>10.0%</td>
</tr>
<tr>
<td>F</td>
<td>10</td>
<td>10</td>
<td>8</td>
<td>75.6%</td>
<td>24.4%</td>
<td>100.0%</td>
<td>0.0%</td>
</tr>
<tr>
<td>G</td>
<td>80</td>
<td>70</td>
<td>59</td>
<td>74.2%</td>
<td>25.8%</td>
<td>87.5%</td>
<td>12.5%</td>
</tr>
<tr>
<td>Total</td>
<td>309</td>
<td>239</td>
<td>182</td>
<td>58.9%</td>
<td>41.1%</td>
<td>77.3%</td>
<td>22.7%</td>
</tr>
</tbody>
</table>
# On-Street Parking

From the data obtained in the parking study, the following spreadsheet illustrates the supply and demand of off-street parking availability in Downtown Allegan.

<table>
<thead>
<tr>
<th>Street Name</th>
<th>Number of Spaces</th>
<th>Maximum Recorded</th>
<th>Average # of Cars</th>
<th>Average Percent</th>
<th>Percent Unused at Average</th>
<th>Percent Used at Max</th>
<th>Percent Unused at Max</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Street (State-Mill District)</td>
<td>15</td>
<td>11</td>
<td>8</td>
<td>51.1%</td>
<td>48.9%</td>
<td>73.3%</td>
<td>26.7%</td>
</tr>
<tr>
<td>Water Street (Monroe-State)</td>
<td>41</td>
<td>30</td>
<td>22</td>
<td>52.8%</td>
<td>47.2%</td>
<td>73.2%</td>
<td>26.8%</td>
</tr>
<tr>
<td>Locust Street (Trowbridge-Water)</td>
<td>8</td>
<td>7</td>
<td>5</td>
<td>66.7%</td>
<td>33.3%</td>
<td>87.5%</td>
<td>12.5%</td>
</tr>
<tr>
<td>Trowbridge Street (Water-Chestnut)</td>
<td>33</td>
<td>29</td>
<td>19</td>
<td>58.3%</td>
<td>41.4%</td>
<td>87.9%</td>
<td>12.1%</td>
</tr>
<tr>
<td>Locust Street (Hubbard-Trowbridge)</td>
<td>36</td>
<td>29</td>
<td>20</td>
<td>55.5%</td>
<td>44.4%</td>
<td>80.6%</td>
<td>19.4%</td>
</tr>
<tr>
<td>Hubbard Street (Locust-Water)</td>
<td>29</td>
<td>18</td>
<td>14</td>
<td>48.7%</td>
<td>51.3%</td>
<td>62.1%</td>
<td>37.9%</td>
</tr>
<tr>
<td>State Street</td>
<td>7</td>
<td>6</td>
<td>4</td>
<td>57.1%</td>
<td>42.9%</td>
<td>85.7%</td>
<td>14.3%</td>
</tr>
<tr>
<td>Brady Street</td>
<td>40</td>
<td>32</td>
<td>24</td>
<td>61.1%</td>
<td>38.9%</td>
<td>80.0%</td>
<td>20.0%</td>
</tr>
<tr>
<td>Hubbard Street (Walnut-Locust)</td>
<td>24</td>
<td>22</td>
<td>19</td>
<td>78.7%</td>
<td>21.3%</td>
<td>91.7%</td>
<td>8.3%</td>
</tr>
<tr>
<td>Chestnut Street (Trowbridge-Hubbard)</td>
<td>18</td>
<td>15</td>
<td>12</td>
<td>65.4%</td>
<td>34.6%</td>
<td>83.3%</td>
<td>16.7%</td>
</tr>
<tr>
<td>Chestnut Street (Monroe-Trowbridge)</td>
<td>11</td>
<td>8</td>
<td>5</td>
<td>47.5%</td>
<td>52.5%</td>
<td>72.7%</td>
<td>27.3%</td>
</tr>
<tr>
<td>Trowbridge Street (Chestnut-Walnut)</td>
<td>29</td>
<td>17</td>
<td>12</td>
<td>42.5%</td>
<td>57.5%</td>
<td>58.6%</td>
<td>41.4%</td>
</tr>
<tr>
<td>Walnut Street</td>
<td>28</td>
<td>16</td>
<td>12</td>
<td>44.3%</td>
<td>56.0%</td>
<td>57.1%</td>
<td>42.9%</td>
</tr>
<tr>
<td>Hubbard Street (Cedar-Walnut)</td>
<td>29</td>
<td>14</td>
<td>8</td>
<td>26.7%</td>
<td>71.3%</td>
<td>48.3%</td>
<td>51.7%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>348</strong></td>
<td><strong>254</strong></td>
<td><strong>184</strong></td>
<td><strong>52.9%</strong></td>
<td><strong>47.1%</strong></td>
<td><strong>73.0%</strong></td>
<td><strong>27.0%</strong></td>
</tr>
</tbody>
</table>

*Hyphenated road names indicate the portion of the main road being studied. For example, “Water (Monroe-State)” indicates the portion of Water St. between Monroe St. and State St.*
Parking

Findings of Parking Study

Based on these findings, it was found that Downtown Allegan provides a much larger supply of public parking than what is demanded by drivers. With this information, the Downtown Development Authority and staff can find ways to include already provided off-street parking spaces in cooperation with future developments. By doing so, the City will be able to devote undeveloped sites towards the construction of future developments, rather than towards accessory parking spaces. With a much lower demand than supply for parking being observed during average business hours, the need for a structured daytime parking program is not yet necessary. However, due to the dozens of downtown apartments that are expected to become available within the next few years, the need for a well-designed overnight parking program is still paramount.
Parking

Overnight Parking
Based on the data that was obtained and analyzed through performing the study, the following parking program has been proposed. With this program, the City has put forth a solution that can be easily followed by residents, and efficiently implemented by staff members.

Proposed Parking Program
In this program, there are five designated parking lots that will be available for downtown residents to park in overnight. Overnight Parking will be allowed between the hours of 2:30am-5:00am. These lots include lots A, C, D, and G. There are also ten parking spaces that are available in the northernmost portion of lot F, between Brady and Hubbard.
Proposed Parking Program

During the summer months, valid permit holders will be able to park in any of the designated Overnight lots. From May through October, there will be 268 available parking spaces for permit holders to park in overnight.

During the winter months, November through April, additional restrictions will be put in place so as to ensure that snow removal can occur unhindered. During these months, lots A, D, and F will be available for overnight parking on Monday through Wednesday. There are a total of 120 spots in these three lots. For parking on Thursday through Sunday nights, lots C and G will be available, for a total of 148 parking spaces. These designated lots will be signed accordingly. Lots B and E will not be available for overnight parking due to their size.

Winter Parking Schedule
In effect November through April.

Red Lots: Overnight parking permitted from 2:30am-5:00am, Monday through Wednesday.

Green Lots: Overnight parking permitted from 2:30am-5:00am, Thursday through Sunday.
Parking

Vehicle Registration and Enforcement

There will be two types of parking permits offered for overnight parking: annual and temporary. Only vehicles with a permit may park overnight in Downtown Allegan. Permits will only be issued to working vehicles that fit within a single parking space. Vehicles that are not permitted will face enforcement from City staff. On-street parking will no longer be allowed overnight.

Annual Overnight Parking Permits

Annual Overnight Parking Permits will be offered to owners or occupants of residential units located within the Downtown Development Authority boundaries, with no more than two passes issued to a singular residential unit. To register a vehicle for an annual parking permit, an application will need to be submitted to the City of Allegan, along with a $25.00 deposit. Annual Overnight Parking Permits must be renewed annually. The city will reserve 100 parking permits for the use of annual parking permits.

Winter Parking Schedule

In effect November through April.

Red Lots: Overnight parking permitted from 2:30am-5:00am, Monday through Wednesday.

Green Lots: Overnight parking permitted from 2:30am-5:00am, Thursday through Sunday.
Parking

Temporary Parking Permits
Temporary parking permits will be available for purchase through the parking kiosk located in central Downtown Allegan. Through the parking kiosk, community members and visitors will be able to buy a week-long permit for $10.00, or a one-night permit for $5.00. On any given night, 168 temporary parking permits will be available through the parking kiosk.

Commercial Parking Permits
For downtown businesses that require on-site parking for company vehicles, permits will be issued on a case-by-case basis, as determined by staff. The vehicle must be directly related to the business service or product(s), and must display the company’s insignia. To register a vehicle for a commercial parking permit, an application will need to be submitted to the City of Allegan, along with a $25.00 deposit.

Winter Parking Schedule
In effect November through April.
Red Lots: Overnight parking permitted from 2:30am-5:00am, Monday through Wednesday.
Green Lots: Overnight parking permitted from 2:30am-5:00am, Thursday through Sunday.
Available Parking

The City of Allegan offers seven off-street parking lots for downtown residents and visitors to park in during the day. Those lots, Lots A through G, can be located using the map provided. During the day, on-street parking is also available for business patrons.

The City of Allegan is committed to this sustainable parking system to better accommodate parking for future housing and commercial growth.

269.673.5511
112 Locust St
Allegan, MI 49010
Hours: M-F 8:30a–5:00p
Overnight Parking

Overnight Parking is only allowed in Lots A, C, D, F, and G for those cars with valid permits between the hours of 2:30am–5:00am. Overnight Parking is not permitted in Lots B and E. On-Street parking is also not allowed overnight within Downtown Allegan. There are different types of permits available to those wishing to leave their car in a downtown lot overnight.

### Annual Passes
Annual Overnight passes can be purchased by downtown residents. To purchase this permanent permit, visit City Hall or our website for an application.

- **$25.00/year**

### Temporary Passes
Temporary Overnight passes can be purchased at our centrally located parking kiosk. Permits may be purchased for one-night, or a week-long pass.

- **$5.00/night or $10.00/week**

### Commercial Passes
Commercial passes can be purchased by downtown businesses that require a vehicle for their business services and products. Applications reviewed on a case-by-case basis.

- **$25.00/year**

---

Winter Restrictions

During the winter months, November through April, additional restrictions are put in place so as to ensure that snow removal can occur unhindered. During these months, lots A, D, and F are available for overnight parking on Monday through Wednesday nights. For parking on Thursday through Sunday nights, lots C and G are available. Lots B and E, and on-street parking are not available for overnight parking.

---

Overnight Parking Schedule

**Summer Months (May–Oct):**

- Lots A, C, D, F, and G with valid permit.

**Winter Months (Nov–April):**

- **Monday–Wednesday:**
  - Lots A, D, and F with valid permit.

- **Thursday–Sunday:**
  - Lots C and G with valid permit.
City of Allegan
Annual Overnight Parking Permit Application Form

Resident’s Name_________________________ Address___________________________________
Contact Phone # _________________________ Driver’s License # __________________________
Plate #___________________________ Year/Make/Color__________________________________
Require Handicap Space? __________________

Annual Overnight Parking Permits will only be issued to residents residing in the Downtown Development Authority. You must show proof that you reside within the DDA boundaries by providing your driver’s license upon submittal of application.

Applications must be returned in person to City Hall, located at 231 Trowbridge St. Fees are $25.00 per permit. No more than two permanent parking permits will be issued to a singular residential unit. Permits must be renewed annually.

The annual overnight parking permit shall be hung from car’s rearview mirror. It shall be unlawful and a violation of this application agreement for a person to falsely represent himself or herself as eligible for a parking permit or to furnish false information in this application. It shall also be a violation for a person to copy, produce or otherwise create a counterfeit parking permit in order to evade parking ordinances.

VIOLATION FOR ANY OF THE REASONS OUTLINED ABOVE MAY RESULT IN LOSS OF PERMIT

REVOCATION OF PERMIT: Representatives of the City of Allegan are authorized to revoke the overnight parking permit of any person found to be in violation of the agreement and upon written notification thereof, the person shall surrender such permit to the City.

Signature_____________________________ Date________________

Comments:
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
City of Allegan
Commercial Parking Permit Application Form

Business Name_______________________ Business Owner's Name_________________________

Business Address_____________________ Contact Phone # _______________________________

Plate # ___________________________________ Type of Vehicle__________________________

Commercial Parking Permits will only be issued to businesses located in the Downtown Development Authority. You might show proof that vehicle is operable and legally in your possession by providing a copy of:

1. Valid Driver’s License, **AND**
2. Valid Motor Vehicle Registration showing that vehicle is registered in the business’ name.

Applications must be returned in person to City Hall, located at 231 Trowbridge St. Fees are $25.00 per permit. Parking permits will be granted to businesses on a case-by-case basis. Business owner must prove that vehicle is directly related to the business service(s) or product(s) offered; Company insignia must be displayed on vehicle. Permits must be renewed annually.

The commercial parking permit shall be hung from car’s rearview mirror. It shall be unlawful and a violation of this application agreement for a person to falsely represent himself or herself as eligible for a parking permit or to furnish false information in this application. It shall also be a violation for a person to copy, produce or otherwise create a counterfeit parking permit in order to evade parking ordinances.

**VIOLATION FOR ANY OF THE REASONS OUTLINED ABOVE MAY RESULT IN LOSS OF PERMIT**

REVOCATION OF PERMIT: Representatives of the City of Allegan are authorized to revoke the overnight parking permit of any person found to be in violation of the agreement and upon written notification thereof, the person shall surrender such permit to the City.

Signature_____________________________ Date_______________

City Use Only Below Line
Approved by __________________________
Date Issued__________________________
Cash/CC/CK#________________________

Comments:
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
City of Allegan Downtown Parking Plan

Parking Kiosk Summary

ParkingBOXX Smart Parking Meter

Functionality
• Allows for multiple rate structures (nightly vs weekly)
• Receipt Printing available for proof of permit
• Processes real-time payments via encrypted credit card reader

Technical Specifications

<table>
<thead>
<tr>
<th>Specification</th>
<th>Option A</th>
<th>Option B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cabinet Size</td>
<td>60” x 15” x 12”</td>
<td></td>
</tr>
<tr>
<td>Operating Temp.</td>
<td>-40°F to 150°F (w/ heater)</td>
<td></td>
</tr>
<tr>
<td>Power</td>
<td>120 VAC, 60 Hz, 5A w/ backup battery</td>
<td></td>
</tr>
<tr>
<td>Warranty</td>
<td>1-year parts warranty</td>
<td></td>
</tr>
</tbody>
</table>

Pricing

<table>
<thead>
<tr>
<th>Service</th>
<th>Option A (Credit Only)</th>
<th>Option B (Credit &amp; Bills)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parking Meter</td>
<td>$5,900.00</td>
<td>$8,695.00</td>
</tr>
<tr>
<td>Installation</td>
<td>$695.00</td>
<td>$695.00</td>
</tr>
<tr>
<td>Training</td>
<td>$500.00</td>
<td>$500.00</td>
</tr>
<tr>
<td>Freight</td>
<td>$400.00</td>
<td>$400.00</td>
</tr>
<tr>
<td>Total</td>
<td>$7,495.00</td>
<td>$10,290.00</td>
</tr>
</tbody>
</table>

*Thermal Paper Roll (Box of 5 Rolls): $160.00
*Cloud EASE Parking Management Software: $750.00/year