CITY OF ALLEGAN
DOWNTOWN DEVELOPMENT AUTHORITY
Griswold Auditorium
401 Hubbard Street, Allegan MI  49010
July 10, 2019
8:00am

1. Call to Order
2. Attendance
3. Approval of Previous Meeting Minutes
4. Public Comment
5. Year to Date Budget Review
6. Discussion
   6A.1 – Commercial Parking for Downtown Businesses
7. DDA Member/Staff Comments
8. Adjournment
June 12, 2019

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

III. Attendance

Present:  Chair Ryan Deery, Kelly McLean, Roger Bird, Rachel McKenzie, Carl Canales, Scott Jacobs, Landria Christman

Absent:  Marcia Wagner, Mike Villar Nicole Richmond

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 May 8, 2019, by Rachel McKenzie, supported by Roger Bird. Motion carried 7-0.

IV. Public Comment

   None.

V. 5A.1 – FY19 Year to Date DDA Budget Review

   The DDA reviewed and accepted the FY19 Year to Date Budget update.

5A.2 - Downtown Overnight Parking Program Discussion

   At their last meeting, the DDA had directed staff to continue modifying a program for downtown overnight parking, which will be a part of the City’s Comprehensive Downtown Plan. Staff had presented a proposal to begin using five 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 parking permit program for those who wish to park their cars overnight in these downtown parking lots. This paid permitting program would allow building owners and residents, along with downtown business owners who require off-street parking for a commercial vehicle, to park overnight in downtown Allegan for as long as a permit is held by each individual. Staff had also proposed the idea of purchasing a kiosk to be located outside of Allegan’s new City Hall at 231 Trowbridge to administer paid temporary parking passes that would allow downtown overnight parking for non-downtown residents to park for up to 7 days.

After some discussion, it was agreed upon by the DDA that staff should continue to move forward with this plan. The DDA also suggested that staff look into including a defacto parking area for downtown employees to park during the day. Downtown lots A and C were suggested to being used, because they are two of the largest lots, and because they are located the furthest away from the downtown businesses. This would allow shoppers to park closer to the stores that they would like to visit.

Staff will begin to draft a parking ordinance to be presented to the DDA at their next meeting.

5A.3 – Potential Sale of 101 Brady Street Discussion

Staff explained that in 2018, the City had received a $200,000 brownfield assessment grant from the EPA with hopes that the funds could be used to assess the conditions of 101 Brady Street for a future development. After speaking with an attorney from the EPA, staff found that the site is ineligible for receiving funding, because a Phase I environmental assessment was not performed when the City required the site back in 2009.

One way that funding could still be used at the site would be if the City were to sell the land to either the City’s DDA or EDC. The City would then only need to cover the cost of a phase I assessment, but all other costs would be covered by the grant. Staff and City Council have not made a decision on which direction to take, but a sale to the DDA is a potential option for utilizing the grant funds.

VI. Adjournment

The meeting was adjourned at 9:04am.

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.**
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>52.3%</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>58.8%</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>55.8%</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>28.7%</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.
Parking

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 nights. 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.
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_______________

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City Use Only Below Line

Approved by __________________________
Date Issued__________________________
Cash/CC/CK#_________________________

Comments:

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________