



City of Allegan  
Downtown Development Authority Meeting  
City of Allegan Council Chambers  
231 Trowbridge Street

December 13, 2023

1. Call to Order

Meeting was called to order at 8:00 am.

2. Attendance

Present: Chair Mark Heather, Vice Chair Michelle Liggett, Mayor Roger Bird, Carleigh Ackerman, Nicole Heslip, Kelly McLean, Phil Siegler (8:03), Steve Tibbitts

Absent: Carl Canales

Others Present: Parker Johnson, Downtown Manager and Assistant to the City Manager  
Joel Dye, City Manager

3. Approval of Previous Meeting Minutes

Motion to approve the minutes from November 8, 2023 by Heslip, supported by McLean.  
Motion carried 5-0. Bird and Heather abstained.

4. Public Comment

None

5. Discussion Items

a. Downtown Improvement Project Update

Johnson gave a final update regarding the Downtown Improvement Project. The update included a review of the ribbon cutting event on November 25 and the final weekly update from the contractor.

b. Awning Cleaning

Johnson shared that the Allegan County Community Foundation is donating funds to the City of Allegan in the amount of \$2,888 for the power washing of all traditional awnings in the core downtown area. The work is weather dependent.

c. Wayfinding Signage

1. Prioritization

Johnson and Dye reviewed the adopted concept plan from Guide Studio and the board discussed prioritization of sign types and installation. Motion to prioritize parking signs, downtown directional signs, and downtown gateway signs made by Siegler, supported by Heather. Motion carried 8-0.

d. Downtown Refuse & Recycling Program

Johnson gave an update on the Downtown Allegan Refuse & Recycling Program slated for January 2024 implementation.

6. Comments from City Staff & Board Members

Heslip reminded the group of the upcoming budget meeting scheduled for January 10 at 7:30am. A request was made for the previous year's budget and for board members to bring their goals.

Siegler asked for an update on the hotel development at 101 Brady Street and addressed his concern with parking by downtown businesses, specifically the unauthorized reservation of public parking spaces.

Heather echoed a shared concern of unauthorized reserved parking of public parking spaces by businesses. The majority of board members agreed with the concern.

Arthur noted that the Parks & Recreation Master Plan survey was well-received and many clients shared positive reactions to providing input to city planning.

7. Adjournment

The meeting was adjourned at 9:14am.

**Respectfully Submitted,  
Parker Johnson  
Downtown Manager & Assistant to the City Manager**