



CITY OF ALLEGAN

Downtown Development Authority
Allegan City Hall
231 Trowbridge Street, Allegan, MI 49010
Wednesday, April 10, 2024 8:00am

AGENDA

- 1. Call to Order**
- 2. Attendance**
- 3. Approval of Previous Meeting Minutes**
- 4. Public Comment**
- 5. Discussion Items**
 - a) Sidewalks – Proposed Rules and Regulations (Second Draft Review)
 - b) Mahan Park Improvement Project
 - c) Hubbard Street Parking Lot Improvement Project
- 6. Comments from City Staff & Board Members**
- 7. Adjournment**



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

March 13, 2024

1. Call to Order

Meeting was called to order at 8:00 am.

2. Attendance

Present: Vice Chair Michelle Liggett, Mayor Roger Bird, Carleigh Ackerman, Carl Canales, Kelly McLean, Phil Siegler, Steve Tibbitts

Absent: Chair Mark Heather, Nicole Heslip

Others Present: Parker Johnson, Downtown and Community Services Manager
Joel Dye, City Manager

3. Approval of Previous Meeting Minutes

Motion to approve the minutes from February 14, 2024 by Tibbitts, supported by McLean. Motion carried 7-0.

4. Public Comment

None

5. Discussion Items

a. Sidewalks – Proposed Rules and Regulations (First Draft Review)

Johnson walked the group through the first draft review of proposed rules and regulations for a sidewalk ordinance to regulate sidewalk furniture, signs, etc in the downtown. A revised draft will be brought back to the board at their April meeting based on the feedback received.

b. 2023 Event Budgets

The board requested review of the 2023 event budgets. Johnson explored the budget overviews for Rollin' on the River, Bridgefest, July 3 Jubilee, Festive Fridays, and NYE! New Year's Eve celebration.

c. 2024 Event Sponsorship

Johnson shared the 2024 Event Sponsorship letter and form with the group and provided insight on how outreach is achieved to garner sponsors for all events.

d. Downtown Parking Lot Assessment

Dye and Johnson explained the concept of parking lot assessments based on other West Michigan communities as an idea for future consideration by the DDA to help pay for the cost to improve and maintain public parking lots.

6. Comments from City Staff & Board Members

Ackerman reported regular illegal parking in an area marked for accessible parking and blocking ramp access. Staff forwarded the report of the vehicle to police for enforcement.

Conversation was had regarding the recently instated shared dumpster program and its benefits and challenges. The board agreed that more could be done to help with the illegal dumping of trash in recycling dumpsters that are resulting in fines for the City of Allegan.

Johnson reminded the group of the upcoming MDOT construction project that will result in a closure of the Hubbard Street entrance into Downtown Allegan beginning Monday, March 25. There will be a public open house on Thursday, March 14 from 4pm-6pm at Allegan City Hall.

7. Adjournment

The meeting was adjourned at 9:09am.

**Respectfully Submitted,
Parker Johnson
Downtown & Community Services Manager**



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City Manager's Office
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Downtown Allegan Sidewalks Proposed Rules and Regulations

City Property

- All street furniture and other property owned and maintained by the City of Allegan shall not be tampered with, altered, or affixed to in any way. This includes, but is not limited to:
 - Benches
 - Tables and chairs
 - Picnic tables
 - Trash and recycling receptacles
 - Bicycle racks
 - Streetlamps
 - Trees and other landscaping

Maintenance

- Sidewalks that may abut a property shall be kept clear of snow by the building owner or occupant.
- Properties nearest a crosswalk shall keep those areas clear of snow and any other debris that may prohibit pedestrian passage.

Signs, Flags

- The maximum height of any freestanding sign shall be forty-eight (48) inches in height and thirty-six (36) inches in width.
- Freestanding signs shall not reduce pedestrian travel area of any sidewalk to less than five (5) feet in width.
- At any given time, no more than one (1) freestanding sign will be permitted on the same side of a property.
- Flags or freestanding signs shall be used only during hours of operation.
- Flags or freestanding signs shall only be displayed directly in front of or behind the business they are intended for.
- If banners, flags, or signs are to be displayed overhead, they must allow for five (5) of passable sidewalk.
- Signs shall not be used for off-premises advertising.
- For properties with more than one business located inside, one sign may be permitted per business. Signs must be placed five (5) feet apart.



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Sale of Merchandise

- Merchandise may be displayed and sold from the sidewalk only during hours of operation.
- Any display must remain within thirty-six (36) inches from the building face. DDA-approved events are excluded.

Sale of Food and Beverages

- Prior to the issuance of a sidewalk occupancy permit, applicants must supply the city with a certificate of liability insurance in an amount to be determined by the city. The certificate of insurance must be in effect for at least the period that the permit will be issued. In addition, the applicant shall indemnify and hold harmless the city from all claims or damages incident to the creation and operation of an outside establishment.
- The sale of food and beverages in an area located on a public sidewalk must meet the following requirements:
 - Areas of the sidewalk used for the sale and consumption of food and beverage shall be arranged in such a manner to not hinder safe pedestrian use of the sidewalk and shall not block ingress or egress to any building. Five (5) feet of passable sidewalk must be allowed.
 - Areas of the sidewalk used for the sale and consumption of food and beverage shall be kept in a clean and orderly manner.

Seasonal Displays

- Outdoor seasonal displays must remain within thirty-six (36) inches from the building face.
- Outdoor seasonal displays shall not unreasonably exceed the season they are intended for.

Other Amenities

- Flowers, plants, or other foliage must remain within twenty-four (24) inches from the building face and be properly contained within a planter, urn, or other container.
- Dead flowers, plants, or other foliage shall be removed.
- Outdoor cigarette receptacles must be placed at the street's edge.
- Privately owned benches must be placed along the building face.

Non-Motorized Transportation and Small-Wheeled Transport

- Non-Motorized transportation and small-wheeled transport include bicycles, tricycles, skateboards, longboards, hoverboards, scooters, one-wheels are prohibited on downtown sidewalks and must be kept to roadways. Exceptions are to be made for users with accessibility or mobility issues.