

South Haven Area Recreation Authority (SHARA)

Workshop Session

Tuesday, June 25, 2013

3:00 p.m., South Haven City Hall, Conference Room B

539 Phoenix Street

MINUTES

1. Call to Order

Workshop began at 3:10 p.m.

2. Roll Call

Members Present: Mr. Ross Stein, Mr. Dennis Fitzgibbon, Mr. Dana Getman,

Absent: Dr. Robert Herrera, Mr. Mark McClendon,

Guests: Mr. Peter D. Ter Louw, Southwest Michigan Land Conservancy
Mr. Ken Peregón of OCBA
Ms. Janice Varney
Mr. Robert Burr, City Mayor, City of South Haven
Ms. Brandy Gildea, Parks and Recreation Supervisor, City of South Haven

3. Authority Board will review the Pilgrim Haven site design with the Southwest Michigan Land Conservancy.

Peter D. Ter Louw, Southwest Michigan Land Conservancy and Ken Peregón of OCLA were present to review an updated site design for Pilgrim Haven. Discussion first took place about "Public Relations" letter that need to be sent out to residents surrounding the site. It was determined that anyone living within 1200 ft of the park would receive the letter. Peter D. Ter Louw, Southwest Michigan Land Conservancy would draft the letter and the South Haven Township would prepare labels to get them mailed out. Letters will need to be sent out ASAP so residents will receive them prior to the July 27th public meeting being held at the site.

Mr. Peregón of OCLA presented the site plan, describing changes he had made to the original plan. He discusses how SW of the creek will be the most developed area. The

proposed plan seeks to change the entrance area; moving it to the east, install an asphalt parking lot that has 50 parking spaces, have a restroom placed near the parking lot, rotated the line of shelters to have better views of Lake Michigan, changed the walking areas to make them better flow through area, moved barrier free access to the beach to the north to a lower elevated area and added observations decks.

Mr. Peregon then discussed the plans for the NE side of the creek. To the east of this area a tent camping area with a permanent concrete fire ring would be added. Plans include building a pavilion around the existing fireplace. This area would be used for events. The pavilion would fit approximately 50-75 people. The area surrounding the pavilion would also have enough space so additional tents could be set up for the event. Electric and water can be installed over to the pavilion. There would be no restrooms on this side of the creek. Portable toilets could be brought in for events or users could cross the bridge and use restrooms near SW parking lot. Cars would access this area by the fire lane. There would be two parking lots in this area. The first would be a gravel lot that would hold approximately 30 cars and the other would be a grass lot with gravel underneath for stabilization and would also hold about 30 cars. Walking trails in this area would be made up of concrete loosely poured on to the ground that will harden in to a nice trail.

The entire east side of the property will be natural walking trails. It was suggested this would be a good project for the boy scouts.

After Mr. Peregon went through the site plan many questions were brought up about does the board add this or that into the plan or how the board should plan for this or that. Items the board had questions and inquiries about are:

- Lighting (where and how much)
 - It was suggested that low bollard lights be used by the bridge
- Where are bikes allowed through the park
 - A designated spot for parking bikes is also needed
- Will restrooms be opened year around
 - Currently there is no plan to put in a heated restroom
- What type of events will be allowed (and how big of events)
- How much do you charge for events
- How do you limit people from the park
 - Beach usage
 - Event usage
- Who mow/maintains property (will it be contracted out)

- Is a storage shed needed
- Who will schedule event usage
 - It was suggested that maybe the Visitor's Bureau or the Chamber of Commerce could do this.
- Who gets to camp at the sites (and for how long)
 - Just tents, car
- Who will distribute camping permits
 - It was also suggested that maybe the Visitor's Bureau or the Chamber of Commerce could do this too.
- Should SW parking lot be gated
- Will parking lot be plowed in the winter

It was concluded that these are all operational questions and that the SHARA board needs to meet at a separate time to discuss what operational responsibilities the board wants to take on. Mr. Peregon will be working on coming up with the anticipated maintenance costs which will help assist the board in making some of these operational decisions. Overall everyone was happy with the site plan and realizes that they can fine tune it once the board figures out what operational responsibilities it is going to take on.

4. Adjourn

Workshop ended at 4:30 p.m.

Respectfully Submitted,

Brandy Gildea

Parks and Recreation Supervisor, City of South Haven