



**MAIN STREET & DOWNTOWN DEVELOPMENT AUTHORITY
WEDNESDAY, June 25, 2008**

VISION STATEMENT:

**HOWELL WILL BE AN UNIQUE, HISTORIC COMMUNITY WITH A VIBRANT MIX OF
COMMERCIAL, RESIDENTIAL AND CULTURAL FEATURES –
A FRIENDLY PLACE TO SHOP AND LIVE**

Board Members in Attendance: Mayor Moen, Charlotte Swann, Stephanie Schlittler, Sue Hamilton, Jeff Hansen, Sandra Vyletel, Ex-Officio Hartman

Members Absent: Jacob Heikkinen

Also Present: Nathan Voght, DDA/Main Street Director, Main Street Manager Mindy Arnold, Sherrie Boak, Recording Secretary, Laurie Humphrey, Bruce McCullen, Debbie Mikula, Jennifer Nash

President Swann called the meeting to order at 6:30 p.m.

Citizens Comments

No Citizen Comments

Approval of Minutes

MOTION by Schlittler, SUPPORTED by Mayor Moen to approve the minutes of the Executive Meeting of June 11, 2008. MOTION CARRIED UNANIMOUSLY.

MOTION by Schlittler, SUPPORTED by Mayor Moen to approve the minutes from the regular meeting of May 28, 2008. MOTION CARRIED UNANIMOUSLY.

Correspondence -

Resource Letter - DDA/Main Street Director Voght commented on recent letters sent out to potential Resource Members.

Conference Summaries DDA/Main Street Director Voght stated that the information will be presented in July.

Michigan Historic Preservation Conference Summary – Christy Conn & Brian Shorkey letters were submitted in the packet.

Letter from Dennis Currie – 204 W. Grand River President Swann spoke briefly about the parking committee meetings, and employee parking concerns in reference to the letter. DDA/Main Street Director Voght outlined the parking committee and staff process on the enforcement. There was then a brief discussion on parking at 204 Walnut, and in the Swanns private parking lot.

Email from John Cleary – Façade Grant Fees

Mayor Moen requested that this letter be reviewed during action items regarding the façade request.

Reports

DDA Director

Nathan Voght, DDA Director, outlined his report and spoke about the TIF plan, and stated he would continue to work on and submit in July. Mr. Voght then formally welcomed Board Member Sandra Vyletel, and spoke briefly about other interview applications.

MOTION by Hansen, SUPPORTED by Hamilton to recommend Rob Naudi, 1st National Bank, to fill a vacancy on the DDA/Main Street Board position. MOTION CARRIED UNANIMOUSLY.

Mayor Moen confirmed that the recommendation will be presented to City Council at the July 14th meeting.

Mr. Voght then continued outlining his report by addressing the need for the Downtown Design Master Plan. The Board held discussions on cost, SGRAT options for planning and time lines on the needs for the Master Plan.

The Board asked for further research and a budget for the study and the improvements proposed in the Master Plan. Mr. Voght then concluded by speaking briefly about website and logo design updates, officer nominations, and Tanger Outlet Mall contacts.

Board Member Hamilton acknowledged her time on the Board and Committees and stated she would be stepping down from the Board and becoming an Ex-Officio Member.

MOTION by Mayor Moen, SUPPORTED by Hansen to authorize the signage and radio ads for promotions for the D-19 Corridor as presented. MOTION CARRIED UNANIMOUSLY.

Main Street Manager Report

Mindy Arnold, Main Street Manager, gave information on the July 31st date of the Annual Main Street evaluation, and site evaluation on October 22.

Presidents Report

President Swann updated the Board on recent interviews for Board vacancies, spoke briefly about the SGRAT meeting, then commented about cash flow, and projects for the future. Ms. Swann asked for an update on the financial forecast for the future.

Treasurers Report

Jeff Hansen stated that in July there should be final fiscal year amounts.

MOTION by Schlittler, SUPPORTED by Mayor Moen to place all presented reports on file. MOTION CARRIED UNANIMOUSLY.

Approval of Committee Reports

Design Committee

Board Member Hansen gave an update on façade grants requests, bench delivery date of July 1, and concluded by briefly mentioning the process for pod casts for the walking tours.

Promotions Committee

Board Member Heikkinen was not present.

Organization Committee

Committee President Hartman spoke about the Committee involvement in the Board interview process. Ms. Hartman spoke briefly about Main Street 101, a fund raising event *Oktober Fest* for a future fund raiser, and referenced the awards presentation agenda for the Volunteer Recognition on July 31st. The Mayor confirmed that she would be in attendance for the “welcome” and City Manager Charles stated he would attend and offer closing statements.

Business Development Committee

Board Member Schlittler spoke briefly about the success of the window signage at vacant buildings. Ms. Schlittler confirmed that the DVD recruitment package was underway, and a script was being submitted to the committee with a September release.

MOTION by Hansen, SUPPORTED by Mayor Moen to place all reports on file. MOTION CARRIED UNANIMOUSLY.

Payments of Bills

MOTION by Hansen, SUPPORTED by Mayor Moen to pay the bills in the amount of \$11,790.80 plus payroll for June 2008.

President Swann inquired on "Gannett" bills. DDA/Main Street Director Voght confirmed that the costs were for the special advertisement for Howell History Days for special sponsorship donations. **MOTION CARRIED UNANIMOUSLY.**

Discussion/Action Items

A. Building Façade Grants -113 E. Grand River, 115 E. Grand River, 117 E. Grand River, 119 E. Grand River, 201-203 E. Grand River.

DDA/Main Street Director left the meeting at 7:35 p.m.

Bruce McCullen, architect for applicant, presented drawings that represented the drawings for the façades. Mr. McCullen then outlined the proposal and referenced the items in the packet.

DDA/Main Street Director returned to the meeting at 7:41 p.m.

MOTION by Hansen, SUPPORTED by Hamilton to recommend approval of a façade grant application for 113 E. Grand River for proposed work to the front and side facades of the building, including installation of upper cornice and masonry restoration, in an amount not to exceed \$10,263.33 (\$8,713.33-front+1,250.00-side+\$300 arch. fees); AND approval of a façade grant application for 115 E. Grand River for proposed work to the front façade, including installation of upper cornice and masonry restoration, in an amount not to exceed \$9,013.33 (\$8,713.33-front+\$300 arch. fees); AND approval of a façade grant application for 117 E. Grand River for proposed work to the front façade, including installation of upper cornice and masonry restoration, in an amount not to exceed \$9,013.33 (\$8,713.33-front+\$300 arch. fees); AND approval of a façade grant application for 119 E. Grand River for proposed work to the front façade, including installation of upper cornice and masonry restoration, in an amount not to exceed \$8,291.67 (\$7,991.67-front+\$300 arch. fees); AND approval of a façade grant application for 201-203 E. Grand River for proposed work to the front and side façades, including installation of upper cornice and masonry restoration, in an amount not to exceed \$12,600.00 (\$10,000-front+\$1,250.00-side+\$300 arch. fees), for a grand total façade grant award of \$49,181.66. In addition, if the applicant removes the vinyl siding on the west side of the 113 E. Grand River Ave. property and makes needed masonry repairs, the applicant would become eligible to receive an additional 50% award of eligible expenses for the side building facade of up to \$2,500. This would increase the grand total facade grant award to \$50,431.66.

This action is based on review of architectural drawings from Bruce McCullen with revision date April 28, 2008. This recommendation is made with the following findings and conditions:

FINDINGS:

1. The submitted façade grant applications are complete (with the exception of four, additional \$250 fees-see conditions, below)
2. All five commercial buildings are located within the target area.
3. The applicant has followed all program guidelines.
4. The work is consistent with the Secretary of Interior's Standards for Rehabilitation, specifically referencing standards #1, #2, #3, #5, #6, and #7.

5. **The work complies with the City of Howell's Downtown Design Guidelines.**
6. **The changes will not remove, alter, damage, or cover-up significant architectural features.**
7. **The proposed change will partially restore the historic appearance of the building based on historic photographs.**
8. **All personal and real property taxes are paid and current.**

CONDITIONS:

1. **Four additional application fees of \$250 each shall be paid.**
2. **Project architect to revise proposed color scheme and submit additional paint samples for Design Committee review within 1 month.**
3. **Materials testing on existing mortar mixes shall be undertaken as necessary to ensure new mortar is appropriate for existing brick.**
4. **Submit information regarding proposed mortar mix to project architect and Design Committee prior to work commencing.**
5. **City/DDA staff shall review all major subcontractors prior to work commencing.**
6. **All work shall comply with City of Howell laws, codes, and ordinances, and other applicable requirements.**
7. **The project shall be complete within one year of final award of grants.**
8. **Applicant shall sign and execute the Historic Preservation Easement for all buildings involved after final approval of the grant by the DDA Board.**
9. **Applicant has the option to remove vinyl siding on the west side of the 113 E. Grand River Ave. property and make masonry repairs, if needed. If the applicant decides to exercise this option as part of the overall project, up to \$2,500 in related expenses (maximum for side façade) will be eligible for the 50% façade award.**

MOTION CARRIED UNANIMOUSLY.

The Board discussed the application fee waiver request from the applicant. The Board reviewed the guidelines of the application, Mr. Voght clarified that the applicant has paid for one application (\$250), and the Board concluded the discussion by reviewing the inspection process. The Board determined that the fees would not be waived.

The Board took a break at 8 p.m.

The meeting was reconvened at 8:05 p.m.

B. East Sibley Street Presentation

City Manager Charles outlined the presentation, gave an overview of the Charrette process, and the proposed plan. Mr. Charles spoke about items including cost breakdowns as submitted in the reports and the grant application. There was discussion on costs, that being 30% match at \$204,900. It was stated that the \$1.4 million cost for Parking Lot #1 would be in 2010. DDA Director Voght confirmed that the DDA boundaries are the southerly line of the right of way of Sibley Street.

**MOTION by Hansen, SUPPORTED by Schlittler to accept the Sibley Street Concept Plan.
MOTION CARRIED UNANIMOUSLY.**

C. WALLY Update

City Manager Charles informed the Board that the report was due out June 27.

D. Local Street Program

City Manager Charles gave an overview of the Street Program. Included in the presentation were breakdowns on the DWRP, grant funds, the options for increasing water/sewer fees, gave an overview of the 5 year financial forecast, the declines in taxable values, and City Councils

confirmation of no change in the level of services to the citizens. Mr. Charles then spoke about the financials including Loop Road Debt issued in 2010, revenues, and outlined assumption revenues out to 2015 based on no changes in the economy. It was then stated that City Council will consider increasing taxes by 1 mil in 2009, with a secondary mil increase in 2010, with the assumption that the DDA will not capture, but the full amount will go to the City.

Mr. Charles then outlined the DDA future finances, increases in the DDA District, the growth in the area, and the pending response from DEQ on the loan applications in September. It was concluded that the goal for the community wide Charrette would be September, therefore starting action before the decision on the DWRF.

E. Community Charrette

City Manager Charles outlined previous street Charrette to the Board. A presentation was done on the areas in the City that will be affected, and the incorporation of design setbacks, neighborhood characteristics, architectural issues, and the introduction of Form Based Code.

The Board spoke briefly about bonding, mil increases, water sewer rates, RFP with the incorporation of a DDA Master Plan, and time frames for design and construction.

New Business/Business Relocations/Spaces Available Report

The Board reviewed the submitted list.

MOTION by Mayor Moen, SUPPORTED by Hansen to excuse Board Member Heikkinen.

MOTION by Schlittler, SUPPORTED by Hamilton, to adjourn the meeting at 9 p.m.

MOTION CARRIED UNANIMOUSLY.

Minutes Approved,

Sue Hamilton, Board Secretary