

Design Committee Meeting
Minutes –February 28, 2008

Time: 6:00 p.m.
Location: 2nd Floor Conference Room City Hall



Present: Jeff Hansen-Chair, Gudrun Patton, Terry Lyons, Ron Gari, Gary Kackstetter, Jeri McKeon-Andersen, Christy Conn, Brian Shorkey, Jennete Marsh, Jeannette Ambrose, and Mindy Arnold- Main Street Manager; **Absent:** Bruce McCullen, Eric Conn, Pam Lewis, Bernadette James, and Terry Wilson.

1. **Call to Order;** Meeting called to order by J. Hansen at 6:05 pm.
2. **Approval of Design Committee Minutes** from February 14, 2008

Motion by G. Patton, supported by J. Ambrose to approve meeting minutes from February 14, 2008 as presented. Motion passed unanimously.

3. **Review Facade Incentive Program Applications**

M. Arnold reported that she sent a letter to Mr. Cleary to describe the Committee's comments to him. The Committee should see a project budget from Mr. Cleary by March 26.

4. **Downtown Streetscape Elements**
Benches

J. Hansen reported that the DDA Board approved the purchase of 15 benches. The DDA Board also discussed having a mix of benches with and without backs, depending on the placement of each bench. J. McKeon-Andersen confirmed that the 15 benches do include the one requested for the Veteran's Memorial by the County. The benches will be ordered after J. McKeon-Andersen and J. Ambrose investigate the locations and determine the number of each type of bench that is needed. J. McKeon-Andersen and J. Ambrose will present a recommendation for committee discussion at the next meeting.

Historic District Markers

J. Hansen reported that the DDA Board approved the purchase of four Historic District entrance signs. The specific location recommendations for each sign needs to be approved at the March 13th meeting. R. Gari and J. McKeon-Andersen are going to make provide the committee with location recommendations at the next meeting.

5. **Work Plan Development FY 08-09**

J. Hansen assigned task responsibilities, which was reviewed by the Committee. J. Hansen pointed out that the Façade Improvement Fund request was reduced to \$60,000. G. Kackstetter asked to be added to the list of volunteers on the alley project. There was general discussion about the Design Guidelines. J. Ambrose asked to be more involved in Design 101. Start and end dates and measures of success still need to be added to the plan.

Motion by B. Shorkey, supported by R. Gari to recommend approval of the FY 08-09 Work Plan pending addition of the start and end date and measure of success information. Motion passed unanimously.

6. Alley Spaces

The Committee reviewed the Alley Enhancement survey. M. Arnold asked for a volunteer to write a cover letter for the survey; C. Conn volunteered. There were various comments from several Committee members. The Committee will review the draft cover letter and survey at the March 13th meeting.

7. Historic Preservation and Design Awards Program

The date for the program is May 15th, from 6:00 p.m. to 8:00 p.m. It will cost the Committee \$100 to rent the Opera House. J. McKeon-Andersen has talked the Copper Pickle about catering and reported that Copper Pickle wants the order to be made by the end of March. G. Patton is going to update the invite and bring a draft to the committee for review once complete. G. Kackstetter volunteered to create on-of-a kind pen and ink drawings for the award winners building(s). M. Arnold is going to print copies of the program and nomination forms to mail property owners and business owners within the DDA District.

8. Advanced Training

The Committee discussed the Michigan Historic Preservation Network conference (May 8-10). The cost is \$245 for 2 days or \$140 for a single day. There is a budget of \$870 for training remaining. Attendees will be determined at the meeting of March 13th.

8. Other Business

M. Arnold and G. Patton will start writing and formatting the Design Assistance brochure.

Committee members received copies of the 2007 State of Downtown report for their review.

Volunteer Hours: J. Hansen 2, J. McKeon-Andersen 4, R. Gari 1, T. Lyons 6, G. Patton 2, and J. Ambrose 1.

9. Adjourn

Motion made by T. Lyons to adjourn at 8:00 p.m. and it was supported by C. Conn. Motion carried unanimously.

Next meeting will be March 13, 2008 2nd Floor Conference Room of City Hall.