

Design Committee Meeting  
Minutes –September 25, 2008

Time: 6:00 p.m.  
Location: 2<sup>nd</sup> Floor Conference Room City Hall



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**Present:** Jennifer Nash-Chair, Gudrun Patton, Terry Lyons, Gary Kackstetter, Christy Conn, Eric Conn, Jeannette Ambrose, Pam Lewis, Nathan Voght-Downtown Development Director and Karen Williams-Main Street Coordinator; **Absent:** Ron Gari, Jennete Marsh, Bruce McCullen, Bernadette James, Terry Wilson, and Jeri McKeon- Andersen.

1. **Call to Order;** Meeting called to order by Jennifer Nash at 6:13 pm.
2. **Approval of Design Committee Minutes** from 09/11/ 2008.

**Motion by E. Conn and support from G. Patton to approve the minutes with a correction in the attendance.**

3. **Review Façade Grant Application for 122 S. State**

The committee reviewed the proposed information presented by Pam Lewis. N. Voght presented his recommendations outlined in the memo to the Design Committee. The application meets program guidelines. N. Voght had some suggested conditions related to colors, flashing vs. shingles on the first floor cornice, and the condition of windows on the 2<sup>nd</sup> floor prior to painting. A lengthy discussion took place regarding the merits of the application, and staff recommendations. The following motion was made by E. Conn to recommend approval of the Façade Grant application for 122 State Street

*A motion to recommend approval of a façade grant application in the amount of \$7,093.74 for 122 State Street, for architectural fees and proposed work to the façade including:*

1. *Installation of new first floor cornice to match existing on 124 State Street, fabrication of 12 corbels, crown molding and trim to match existing, repair of window sills at street level, and flash the cornice.*
2. *Fabrication of custom wood entry door of white oak, ¾ height glass, 2 tempered, insulated sidelights, and trim at door*
3. *Installation of entrance light hanging from ceiling of outdoor foyer.*
4. *Repair of trim and installation of new 30” x 56” side light lower window in entrance foyer and installation of 2 new, two-light, kick-plate windows to basement on lower part of front façade.*
5. *Prepare façade for painting.*
6. *Paint entire façade.*

*This recommendation is made with the following findings and conditions:*

**FINDINGS:**

1. *The submitted façade grant application is complete.*

2. *The building is 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 Standards.*
6. *The changes will not remove, alter, damage, or cover-up significant architectural features.*
7. *The proposed entranceway and kick-plate window replacement will match the existing windows to be replaced.*
8. *Proposed color scheme will be consistent with historic colors used in the time period in which the building was constructed.*
9. *All personal and real property taxes are paid and current.*

CONDITIONS:

1. *The gentlest means of paint removal/restoration in preparation for painting shall be used. Sandblasting and high pressure power washing are prohibited of any surfaces shall be prohibited.*
2. *Need more accurate color rendering for review.*
3. *Flashing would be used for top of new cornice.*
4. *Kick plate window trim shall match trim of those removed exactly.*
5. *All work shall comply with City of Howell laws, codes, and ordinances, and other applicable requirements.*
6. *The project shall be complete within one year of final award of grant. Applicant shall sign and execute the Historic Preservation Easement after final approval of the grant by the DDA Board motion.*

The motion was seconded by Terry Lyons. Further discussion and clarification on the condition related to flashing and shingles for the cornice. The motion maker, E. Conn, amended his original motion to change condition #3 adding the words "flashing" opposed to shingles, Terry Lyons re-supported the amended motion. Motion was approved with 5 yeas (*Gudron Patton, Terry Lyons, Eric Conn, Christy Conn, and Gary Kackstetter*) 2 nays (*Jeanette Ambrose and Jennifer Nash*) and 1 abstention (*Pam Lewis-owner*). The motion passed.

**4. Review Facade Grant Application for 124 S. State**

This item was reviewed and tabled at the previous Design Committee meeting. The scope of the work was reviewed by the committee:

STATE ST. FRONT FAÇADE: Install three awnings.

CLINTON ST. FRONT FAÇADE: Remove and replace modified upper window sash with matching wood sash, strip/prep/paint/repair 2 first floor windows and hardware, replace 2 basement windows with Pella support series windows with obscure glass and grilles.

Additional information was previously requested by Design Committee regarding the style of the awning, awning design and color, and materials' costs in the bids. The applicant has supplied a color drawing of before and after of the front (State St.) façade. A series of three awnings will be added, with fabric to match the fabric of the scalloped edge of the adjacent Hansen Financial awning. A sign will be installed above the awning with the name of the business: "State Street Studios." A window box and entrance light will also be added. However, note that the sign, entrance light, and window box are intentionally not included in the requested grant amount.

The application fee has been paid, all personal and real property taxes have been paid on the property. Therefore, the application is complete.

Some discussion ensued about the proposed basement windows with obscure glass and grilles. N. Voght had questions about the windows, and it was determined that the windows would not be visible from the street, as they are below grade and under a sidewalk grater, therefore no concern about the appearance of frosted vs. translucent glass.

Staff's memo to Design Committee was reviewed and it was found that the application meets the required program criteria. The committee reviewed the proposed information presented by Kelly Hansen. The committee liked the awning style and color and the scope of work proposed. A discussion took place.

The following motion was made by Gudren Patton to recommend approval of the Façade Grant application for 124 State Street:

*A motion to recommend approval of a façade grant application in the amount of \$4,742.05 for 124 State Street to be divided between two front facades. The proposed work to the State Street front façade includes installation of three awnings with fabric to match the existing fabric used for the scalloped edge of the adjacent Hansen Financial awning in material and color only, with a cost of \$1,985.00; and work to the Clinton Street front façade, including removal of improperly modified upper window sash with wood sash to match existing windows, complete restoration of 2 first-floor windows which includes stripping, repairing, preparing and painting, and hardware, replacement of 2 basement windows with Pella support series windows with translucent glass and grilles, and painting of all new and existing 6 windows, with a cost of \$7,499.10. Grand total of eligible expenses is \$9,484.10, with maximum grant award of \$4,742.05. This recommendation is made with the following findings and conditions:*

**FINDINGS:**

1. *The submitted façade grant application is complete.*
2. *The building is 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, #6, and #7.*

5. *The work complies with the City of Howell's Downtown Design Standards.*
6. *The changes will not remove, alter, damage, or cover-up significant architectural features.*
7. *The proposed window restoration will partially restore the historic appearance of the building based on existing original windows on the building.*
8. *The proposed additions to the previously substantially altered facade conform to the features, materials, rhythms, color and general appearance of the building.*
9. *Proposed window paint color match existing window colors, and proposed awning color complements the existing adjacent awning for Hansen Financial.*
10. *All personal and real property taxes are paid and current.*

CONDITIONS:

1. *The gentlest means of paint removal/restoration in preparation for painting shall be used. Sandblasting and high pressure power washing are prohibited of any surfaces shall be prohibited.*
2. *All work shall comply with City of Howell laws, codes, and ordinances, and other applicable requirements.*
3. *The project shall be complete within one year of final award of grant.*
4. *Applicant shall sign and execute the Historic Preservation Easement after final approval of the grant by the DDA Board.*

The motion was seconded by Jeanette Ambrose. There was no further discussion. A vote was taken and the motion was approved with 6 yeas (*Gudrun Patton, Jeanette Ambrose, Jennifer Nash, Gary Kackstetter, Terry Lyons, Christy Conn*) and 1 nay (*E. Conn*) (Pam Lewis was not in room at time of vote.)

**5. Community Charrette Update**

Nathan Voght presented an update on Charrette. Meeting times for public hearings September 22-24, 29<sup>th</sup>, 30<sup>th</sup>, Oct 1-2 with the final presentation on October 9th. Meeting times for Design Committee members to be confirmed for October 6-8.

**6. Property Owner Workshop Series** Christy Conn gave update on Green Communities Workshop noting that 12 people attended and that it was very successful. Gudrun Patton designed postcards to be mailed out as a reminder of the second fall workshop.

**7. Other Business:**

Gudrun Patton noted she would like to discuss Façade Grant Guidelines at the next meeting.

Nathan noted that are Main Street training opportunities Nov.19<sup>th</sup>, 2008.

Volunteer Hours: P. Lewis 4, G. Patton 1.5, and C. Conn 3, T. Lyons 1, J. Ambrose 2, J. Nash 2.5.

**9. Adjourn**

**Motion made by Eric Conn to adjourn at 7:55 p.m. and it was supported by C. Conn. Motion carried unanimously.**

Next meeting will be October 16, 2008 2<sup>nd</sup> Floor Conference Room of City Hall.