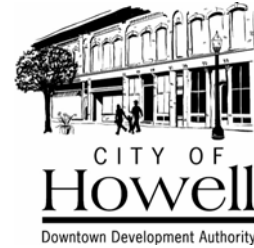


Design Committee Meeting
Minutes – October 16, 2008

Time: 6:00 p.m.

Location: 2nd Floor Conference Room City Hall



Present: Karen Williams, Jeannette Ambrose, Jeanette Marsh, Jennifer Nash, Gary Kackstetter, Pam Lewis, Eric Conn, Nathan Voght, Diana Rencsak-DQ building owner, Terry Lyons, Jeri McKeon-Anderson. **Absent:** Christy Conn, Ron Gari, Bruce McCullen, and Terry Wilson.

1. **Call to Order;** Meeting called to order by J. Nash at 6:02 pm.
2. **Approval of Design Committee Minutes** from October 2, 2008 meeting.

Motion by E. Conn, supported by J. Nash to approve meeting minutes from October 2, 2008 as presented. Motion passed unanimously.

3. **112 State Street**

An application for façade incentive was received by the DDA for consideration. The technical details of the application were discussed in detail and provided in a memo from N. Voght in a summary format. Issues discussed included color choices, installation of windows and screens, replacement of the side entrance door and whether the way it opens should be changed, whether the front parapet is stable, the type of flashing that will be used on the side portico and whether matching brick will be used on the east façade.

With regard to color choices, the applicant indicated this could not be finalized until the overall façade color scheme was determined. However, the applicant, Diana Rencsak indicated a charcoal color was likely, and they were only looking at historic colors as options.

With regard to the windows, it was recommended by Michael Condon out of Ypsilanti that they be replaced as the total cost would only increase by \$5,000. It was hoped that the windows would be installed by the Fantasy of Lights parade. N. Voght indicated, however, that the applicant is proposing to install new windows due to the considerable deterioration of the wood windows.

A discussion was also held as to whether the screens should be half or full. It was decided that full looked better than half to give a more consistent appearance for the whole window, and that was the direction that would be taken.

With regard to the front door, N. Voght relayed a conversation with Rick Swanson wherein Rick stated he would prefer the door to swing in, as opposed to out. With regard to the door style, it will be a double pane door with wrought iron vining, however, the committee requested more details on this door, such as a catalog cut.

It was agreed that all masonry would be pointed and the wall would be washed with a “sensitive touch.” This portion of the project would likely take place in the spring when it is warmer.

An engineering inspection of the parapet revealed that it is stable so there is no need for any corrective action.

A question arose with regard to the type of flashing that would be used, and specifically whether it would be low profile flashing or asphalt. Terry recommended that EPDM not be used on the project. The applicant is proposing low-profile roofing/flashing, however, the contractor’s quote had conflicting info here.

Finally, a discussion was had with regard to matching the brick on the East façade. J. Ambrose mentioned that there are ways to match the brick color so that the color is uniform and that she would be happy to provide the information to the applicant.

A motion was made by Jeri McKeon-Anderson to approve the application as set forth in N. Voght’s memo, with the following findings and conditions:

FINDINGS:

1. *The submitted façade grant application is complete.*
2. *The subject historic 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, #4, #5, 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 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. *Window color to be approved by Design Committee.*
2. *Details of proposed State St. entrance door to be provided and approved by Design Committee.*
3. *Full storm screens, rather than half, shall be provided to avoid visual contrast and distraction by the windows.*
4. *Materials testing on existing mortar mixes shall be undertaken as necessary to ensure new mortar is appropriate for existing brick.*
5. *Existing windows and frames shall be removed to the original masonry opening for installation of new windows.*
6. *Proposed brick cleaning method shall be submitted for review to DDA staff prior to work being done.*
7. *Provide additional information on the low-profile portico flashing for Design Committee approval.*

8. *All work shall comply with City of Howell laws, codes, and ordinances, and other applicable requirements.*
9. *The project shall be complete within one year of final award of grants.*
10. *Applicant shall sign and execute the Historic Preservation Easement for all buildings involved after final approval of the grant by the DDA Board*

The motion was seconded by Gary Kackstetter and unanimously approved.

4. Update on Twilight Tours

Jeri McKeon-Anderson gave a brief update on the Cemetery Twilight Tours. She advised that there was a very wonderful turnout of more than 250 people on the first day.

5. Fall Workshop Update

Jeri McKeon-Anderson advised that additional invitations had been sent out and that she put flyers up downtown. She also suggested having desserts with coffee from Uptown Coffee. Pam Lewis agreed to assist with the desserts.

6. Façade Grant Program

The committee agreed to table a discussion on changes to the façade grant guidelines to a future meeting.

7. Other Business

A recap of the Charette Proposals was provided by Nathan Voght. The Committee was informed that in November or December more plans would be provided by Glatting Jackson. Additional information is available at www.howellstreets.org.

Volunteer Hours – Jeanette Ambrose, 6; Gary Kackstetter, 4; Pam Lewis, 4; Eric Conn, 6; Jeri McKeon-Anderson, 8; Terry Lyons, 6; Christy Conn, 6.

Motion to adjourn made by E. Conn at 7:44 PM, supported by T. Lyons and passed unanimously.