

Design Committee Meeting
Minutes –May 8, 2008

Time: 6:00 p.m.

Location: 2nd Floor Conference Room City Hall



Present: Jeff Hansen-Chair, Ron Gari, Eric Conn, Pam Lewis, Brian Shorkey, Gary Kackstetter, Mindy Arnold- Main Street Manager, and Nathan Voght, DDA Director (6:15-6:25 p.m.)

Absent: Bernadette James, Gudrun Patton, Jeri McKeon-Andersen, Christy Conn, Jeanette Marsh, Bruce McCullen, Jeannette Ambrose, and Terry Lyons.

1. **Call to Order;** Meeting called to order by J. Hansen at 6:02 p.m.
2. **Approval of Design Committee Minutes** from April 24, 2008 and May 5, 2008.

Motion by E. Conn, supported by R. Gari to approve meeting minutes from April 24, 2008 and May 5, 2008 as presented. Motion passed unanimously.

3. **Review Facade Incentive Program Applications**

The property owner of 202 S. Michigan Ave. is interested in applying for a facade grant. The front facade is in bad shape and may need some emergency demo. The potential applicant wanted to make sure if emergency demo is needed to be done do to public safety concerns; it would not jeopardize his chance for an approval of their facade incentive application for the rehabilitation of their front facade.. The committee informed the applicant that they review each application on a project by project basis and do take extreme circumstances into consideration.

J. Hansen also informed the committee that Nathan Voght, DDA Director, Mindy Arnold, MSM, and himself met with John Cleary regarding his facade incentive application. Mr. Cleary is still working out design plans and putting together a budget for the project. Mr. Cleary plans on reconstructing the upper cornice across their seven storefronts and pointing some of the brick. Mr. Cleary plans on getting a detailed estimate to the committee of the proposed work no later than June 1st.

4. **Historic Preservation and Design Award Program**

The committee reviewed the PowerPoint slides from 2007. M. Arnold is contacting property owners and business owners that will be receiving an award to get before and after photos of their projects to use in the slide show. The committee also discussed the format of the presentation. J. Hansen will serve as emcee for the event and G. Kackstetter will be handing out the awards to the winners. The presentation will start with a welcome and brief purpose of the award program, followed by a summary of our National Registered Historic District, highlight of our 14 significant buildings, and then presentation of awards. J. McKeon-Andersen will close with a poem. M. Arnold will create talking points for J. Hansen.

R. Gari, J. McKeon-Andersen, J. Hansen and M. Arnold will be at the Opera House to set up around 5:30 p.m. The food has been ordered and R. Gari will be bringing beverages. To date the committee has received 30 responses for attending the event.

5. Walking Tours Howell History Days

Walking tours will take place on May 17-18th at 1:00 and 3:00 p.m. The tours will begin at the courtyard of Cobb-Hall Insurance. C. Conn and T. Lyons will be giving tours on Saturday and B. Shorkey and J. Ambrose will be giving tours on Sunday.

J. Ambrose has created a new walking tour booklet for tour participants as well. The committee reviewed a draft copy at the meeting and was very pleased. Copies of the booklet will be given to each tour guide prior to History Days.

6. Streetscape Element Update

Benches

J. Hansen reported that the benches have been ordered.

Historic District Entrance Markers

J. Hansen informed the committee that staff is waiting to hear back from MDOT on final approval of the markers with the new height change. Once the design is approved, staff will order the markers and poles.

Newspaper Rack Ordinance

A draft newspaper rack ordinance was reviewed by City Council and will go before the Planning Commission soon. Staff will keep the committee updated on any progress.

7. Alley Survey Update

B. Shorkey is compiling the responses and will bring the information to the committee once completed. M. Arnold informed the committee that two more surveys were received and will make sure B. Shorkey gets them.

J. Hansen also brought up the idea for a brief discussion of possibility budgeting funds to create a downtown master plan or downtown design plan in FY 08-09. The members in attendance were supportive of this idea. J. Hansen will keep the committee posted on the idea

8. Other Business

Advanced Design Training

Three members were not present due to their attendance at the Annual Preservation Conference in Dearborn.

E. Conn volunteered to help create a script for podcasting the downtown walking tour. M. Arnold is going to get E. Conn some samples of walking tour podcasts from other Main Street communities to take a look at.

Volunteer hours were reported as follows:

J. Hansen	1
J. Ambrose	5
R. Gari	2
P. Lewis	1

9. Adjourn

**Motion made by E. Conn to adjourn at 6:55 p.m. and it was supported by P. Lewis.
Motion carried unanimously.**

The next meeting will be May 22, 2008 2nd Floor Conference Room of City Hall.