

Design Committee Meeting
Minutes –June 26, 2008

Time: 6:00 p.m.

Location: 2nd Floor Conference Room City Hall



Present: Jeff Hansen-Chair, Jeannette Ambrose, Jennete Marsh, Terry Lyons, Christy Conn, Pam Lewis, Ron Gari, Gary Kackstetter, Brian Shorkey, Bruce McCullen, Jeri McKeon-Andersen, and Mindy Arnold- Main Street Manager

Absent: Gudrun Patton, Bernadette James, Eric Conn, and Terry Wilson.

1. **Call to Order;** Meeting called to order by J. Hansen at 6:03 pm.
2. **Approval of Design Committee Minutes** from June 12, 2008

Motion by G. Kackstetter, supported by R. Gari to approve meeting minutes from June 12, 2008 as amended. Motion passed unanimously.

3. **Façade Improvement Program**

J. Hansen informed the Committee that the MS/DDA Board approved the Committee's recommendation on the Cleary application, with the added amendment that Mr. Cleary pay the application fee for all 5 buildings. Mr. Cleary has one year to complete the work from June 23, 2008.

4. **Streetscape Element Update**

R. Gari has the historic district markers and is waiting for the posts to be recast and delivered.

J. Hansen said that the MS/DDA Board discussed a possible Downtown Master Plan (DMP) and tabled the discussion. A DMP could possibly piggyback on the planning for the city-wide road improvement project. J. Ambrose asked how the city would do a city-wide charette for such a big road improvement project. B. Shorkey described the planning process, including charettes, as described to the Planning Commission. J. Hansen said that when the city decides on what to do about the road project idea, the DDA will revisit the DMP, which alley improvements may be apart of.

5. **Walking Tour Podcast**

After the meeting of June 12th, T. Lyons delivered sample scripts websites to E. Conn provided by M. Arnold. M. Arnold emailed E. Conn the information as well. The committee is looking forward to reviewing the draft script.

6. **Design Assistance Brochure**

M. Arnold is still reviewing the proposed document with G. Patton.

7. Advanced Design Training

M. Arnold reminded B. McCullen that she still needed his report on the MHPN Conference in Dearborn.

8. Property Owner Workshop Series

M. Arnold showed the Committee the flyer from last year and discussed what we would like to do this year. J. Hansen asked about the attendance for last year's workshops. M. Arnold said that the last of the three was well attended. J. McKeon-Andersen credited the local media coverage she was able to get for the last workshop's improved attendance. J. Ambrose asked if we would like to move the workshops to winter. B. McCullen said that peak attendance would be likely in March. C. Conn asked if we needed to work up our own workshops. J. McKeon-Andersen said no and offered to contact the Michigan Historic Preservation Network to get a list of available workshops. C. Conn suggested two workshops, one in September and one in February or March. Committee generally discussed different possible topics, including LEED certifications and Green Building. J. Hansen wrapped up the conversation by saying that we would nail down the schedule at our next meeting while continuing to look into speakers.

9. Volunteer Reception

J. Hansen reviewed the information with the Committee. July 31, 2008 at 5:00 at Cobb-Hall, followed by a 6:00 presentation at the Opera House.

8. Other Business

J. Hansen shared his Rotary bike event information and passed out flyers.

P. Lewis gave the Committee an update on the work for 122 State Street.

M. Arnold talked briefly about the Detroit Fox 2 Zip Trip to the city on June 27th and the Downtown Business' Twilight Sale on June 27th.

Volunteer Hours: J. Hansen 1, J. Ambrose 1, G. McKeon-Andersen 5, B. Shorkey 2, and P. Lewis 1.

9. Adjourn

Motion made by T. Lyons to adjourn at 6:45 p.m. and it was supported by B. Shorkey. Motion carried unanimously.

Next meeting will be July 10, 2008 2nd Floor Conference Room of City Hall.