

Design Committee Meeting  
Minutes –February 14, 2008

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



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

1. **Call to Order;** Meeting called to order by J. Hansen at 6:15 pm.
2. **Approval of Design Committee Minutes** from January 24, 2008

**Motion by J. McKeon-Andersen, supported by G. Kackstetter to approve meeting minutes from January 24, 2008 as presented. Motion passed unanimously.**

3. **Review Facade Incentive Program Applications**

Applications reviewed for the following properties: 113, 115, 117, 119 and 201-203 E. Grand River Ave.

The applications submitted are to complete the restoration of the upper exterior cornice of the 7 storefronts on the buildings. The extent of work included masonry restoration and cornice reconstruction to match the buildings original architectural appearance, as well as the reconstruction of the balconies on the north side of the building. The design applicant inquired the committee's opinion if alternate materials, such as fiberglass rather than wood, would be acceptable for the reconstruction of the upper cornice and/or balconies and still be eligible for the façade grant. The committee discussed the options on the selected alternate fiberglass for the moldings and reviewed Preservation Brief #16 of the Secretary of Interiors Standards for Historic Preservation, which addresses the appropriate use of alternate materials in rehabilitation and restoration of historic structures. M. Arnold also informed the committee that she contacted the Michigan State Historic Preservation Office and spoke with two architects regarding the applicant's concern. The opinions of the two architects' with the Michigan State Historic Preservation Office said material, wood or fiberglass, are appropriate materials to use for reconstruction of the cornice and/or balconies. Therefore, the committee feels the decision on what material to use it up to the applicant to decide. Use of either material for the project meets the Facade Incentive Program Guidelines.

**C. Conn motions the approval of alternate materials for the reconstruction of the cornice, referencing Preservation Brief #16 of the Secretary of Interiors Standards for Rehabilitation. In addition, recommends the applicant provide the committee with a complete detailed cost-estimate for the proposed project, once they decide what material to use. Motion seconded by J. Marsh. B. McCullen abstained, all other committee members where in favor of the motion.**

M. Arnold will send the applicant a letter regarding the use of alternate materials on behalf of the committee as requested by the applicant.

**4. Downtown Streetscape Elements**

Benches

M. Arnold presented a map for the proposed locations of the selected benches. The committee would like to recommend the proposed locations to the board. The committee also reviewed the proposed bench orientations provided by M. Arnold and Erin Perdu, Interim DDA Director.

Historic District Markers

The committee reviewed the presented signs by R. Gari Sign and Display. Discussion continued on the verbiage to be shown on the signs. J. McKeon-Andersen informed the committee that she spoke with Bob Christensen with the Michigan State Historic Preservation Office and he recommended that the signs say “*Entering,*” or “*Welcome.*” The committee would like to recommend the signs to read as follows: “*Entering Downtown Howell National Register Historic District.*”

**The committee approved the design and layout of the signs. The committee would like to propose a budget amendment to the Howell Main Street and DDA Board of Directors in the amount of \$7,432 to implement this project during our current fiscal year, motion by J. McKeon-Andersen, supported by G. Kackstetter. R. Gari abstained. Motion carried unanimously.**

**5. Improving Alley Spaces**

This item was tabled and to be discussed when more committee members were in attendance.

**6. Historic Preservation and Design Awards Program**

The committee reviewed the program materials and nomination forms. Some revisions were made. The committee will review the revised program at their next meeting.

J. McKeon-Andersen reserved the Opera House for May 15<sup>th</sup> & The Copper Pickle to cater the event. J. McKeon-Andersen volunteered to decorate for the event. The committee decided to start the event at 6:00 p.m. G. Patton volunteered to design the invitations. More discussion on this item will take place at their next meeting.

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

The committee reviewed a draft Work Plan for FY 08-09. The committee decided to increase the budget number for improving alley spaces to \$20,000. J. Hansen is going to work on start and end dates and making suggestions for committee volunteers for specific projects. The committee will review an updated draft at their next meeting. The committee hopes to be able to finalize their recommended Work Plan for the upcoming fiscal year at their next meeting.

**8. Other Business**

Final revisions have been made for the Sign Incentive Program to include awning signage. New program materials have been uploaded to the downtown website, and are available on the 3<sup>rd</sup> Floor for City Hall and the Main Street Office.

M. Arnold updated the committee on the kiosk face plate updates. The kiosks face plates will be updated in the next couple weeks. The Promotions Committee plans of updating the kiosks twice a year.

Volunteer Hours: J. McKeon-Andersen 4, R. Gari 1, B. McCullen 1, and G. Kackstetter 1.

**9. Adjourn**

**Motion made by G. Kackstetter to adjourn at 7:50 p.m. and it was supported by T. Lyons. Motion carried unanimously.**

Next meeting will be February 28, 2008 2<sup>nd</sup> Floor Conference Room of City Hall.