

Design Committee Meeting
Minutes –January 10, 2008

Time: 6:00 p.m.
Location: 2nd Floor Conference Room City Hall



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

1. **Call to Order;** Meeting called to order by Jeff Hanson at 6:05 pm.

2. **Approval of Design Committee Minutes** from December 13, 2007 meeting

Motion by J. McKeon-Anderson, supported by B. Shorkey to approve meeting minutes from December 13, 2007 as presented. Motion passed unanimously.

3. **Façade Incentive Grant Program**

A. Property Owner: Victor Chamberlain spoke regarding his building at 201 S. Michigan Avenue. Mr. Chamberlain is interested in applying for a grant and wanted to meet the committee and seek counsel on what would make his application a success.

M. Arnold and T. Lyons advised on the condition of the building after a previous site visit. Suggested to replace: doors, siding, downstairs windows, T-111 siding and add Barrier Free Improvements. They also discussed improvements on doors to make historically accurate. T. Lyons also noted that there has been substantial damage to the existing block due to water infiltration.

B. Façade Incentive Grant Program Open House

The Committee discussed the need for an open house and decided it would not be necessary at this time due to the high volume of interest; the possibility remains for future open house plans.

4. **Downtown Streetscape Elements Updates
Benches**

The Committee discussed forming a subgroup to go over the recommendations for placement and quantity for downtown; will discuss color and placement of benches at the next meeting. R. Gari and M. Arnold will meet before next meeting and bring a recommendation for bench quantity to the committee for review.

Newspaper Racks

An ordinance is being researched for proposal to the MS/DDA Board and City Council; several different types of boxes have been identified to be considered for purchase, pricing is still being investigated.

Historic District Markers

R. Gari is working on cost and will have an estimate at the next meeting.

5. Improving Alley Spaces

The Committee discussed Peanut Row Alley and how property owners were surveyed and want to improve aesthetics by perhaps adding planters, lighting and a trellis with vines or greenery. The North/South portion may be painted and done through a contest for design. G. Kacksetter will be working on a survey with M. Arnold for the East/West portion of Peanut Row. B. McCullen will sketch an archway for the alley to consider.

6. Design Assistance Team

Update from Bruce and Terry on simplifying site visit material; Still working on to make more user friendly for a layperson; will be revised for the next meeting. G. Patton will produce a brochure in about a month.

7. Historic Preservation and Design Awards Program

The committee reviewed the program from last year and would like to hold the program again this year around Thursday, May 15th, prior to Howell History Days; will discuss nomination process at next meeting. Committee also talked about venue possibilities and types of awards to include stewardship, major projects and interior.

8. Howell History Days (May 17-18)

Walking Tours; The Committee discussed the possibility of tours to include interior and exterior of buildings; decided only exterior tours would be done. Tours suggested to start at 1p.m. and 3 p.m. on Saturday and Sunday, May 17th and 18th, final schedule to come.

Handouts; need one page of photos added to handouts.

9. Convert Publications to PDF's and post to website

A Walk Through Time has been converted to pdf and is available on the web.

Design Guidelines (Sherrie is working on)

Committee also discussed creating a pod cast of a self-guided walking tour for viewing on the website, E. Conn is to research and report back.

10. Other Business

-Next Meeting: January 24, 2008 at 6:00 p.m. 2nd Floor Conference Room City Hall (***Start developing Work Plan for FY 08-09***)

-**Update on individual historic building markers;** All Saints Chapel and Dairy Queen are done, still working on the theater

-J. McKeon-Anderson brought up Historic District ordinances and that they will be discussed at the City Council Retreat on January 11-12, 2008.

-**Vol. Hours outside committee meetings;** J. Hanson, 2, P. Lewis 0.5, B. Shorkey 2, , T. Lyons 6, E. Conn, 0.5, and J. Marsh 1

-Vacancies on the MS/DDA board, please keep in mind if committee members who may be interested or know someone who would be a good fit.

A Motion was made by B. Shorkey to adjourn at 7:45 p.m. and it was supported by G. Kackstetter. Motion carried unanimously.