

Design Committee Meeting  
Minutes –January 24, 2008

Time: 6:00 p.m.

Location: 2<sup>nd</sup> Floor Conference Room City Hall



---

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

1. **Call to Order;** Meeting called to order by J. Hansen at 6:15 pm.
2. **Approval of Design Committee Minutes** from January 10, 2008 meeting

**Motion by B. Shorkey, supported by C. Conn to approve meeting minutes from December 13, 2007 as presented. Motion passed unanimously.**

3. **Downtown Streetscape Elements**

Benches: R. Gari reported on his and M. Arnold's review of benches. State Street was found to be too narrow for benches. There is a possibility for a bench on North Michigan against Uptown Coffee. The committee reviewed the proposed downtown bench location map (found in packet). Currently, there are only 5 benches in the downtown area and 14 are being proposed by the committee. The benches are approximately \$1,096 plus shipping and are made of recycled plastic material. J. McKeon-Andersen talked briefly about the courthouse lawn benches. J. Ambrose asked about the heat absorption of the benches.

**Motion by R. Gari Supported by B. Shorkey to recommend approval of the 14 proposed bench locations for the C-10 Model manufactured by Victor Stanley in Cherry to the Howell Main Street and DDA Board of Directors. There was further discussion.**

G. Kackstetter suggested that the Dairy Queen has two benches in front of it and that the proposed benches may be too clustered there. J. McKeon-Andersen said that she wanted the Committee to survey N. Michigan Ave. business owners to find their interest in having benches placed there; it was explained to the Committee that these 14 benches represent the "first wave" of benches and that further locations were possible at a later time. In addition, R. Gari and M. Arnold is walk throughout the downtown area measuring sidewalks and bench areas and found that N. Michigan Ave. is very narrow for a 6 ft. bench.

Bench orientation will be discussed at a later date.

**The motion was approved unanimously.**

Newspaper Racks: M. Arnold reported that Staff is working on drafting an ordinance.

Historic District Markers: R. Gari brought a quote for the signs and reported that it would be about \$7,432 for four signs.

**J. McKeon-Andersen moved to approve the four historic district markers and to ask the Howell Main Street and DDA Board of Directors for a budget amendment for \$7,432, hopefully to install the signs during the current fiscal year; seconded by B. Shorkey. After a brief discussion about whether dates needed to be on the signs and it was decided that that was not necessary, the motion was approve unanimously.**

**4. Improving Alley Spaces**

G. Kackstetter wrote a draft business and property owner survey. The Committee gave corrections and comments. The survey will be corrected, sent to M. Arnold, and sent out with a cover letter.

**5. Design Assistance Team**

M. Arnold talked to city officials about this idea and voiced a concern that the Committee is overstepping its authority as currently written. The concept was changed to more of a brochure to describe services available from the committee and create awareness of the expertise on the committee. G. Patton volunteered to design a rough draft of a brochure.

**6. Historical Preservation Awards Program**

May 15<sup>th</sup> was proposed as the date. J. McKeon-Andersen asked to chair the event. J. Ambrose offered to help prepare award nomination mailings.

**7. Work Plan**

M. Arnold led the committee through the Work Plan development process. The committee went through current projects to decide what to continue and suggested new project ideas. The result was as follows:

1. Alley Conditions: Pilot project, East-West Alley Design Plans
2. Design 101 Workshop: No change
3. Sign Incentive Program: Annual review or program and same budget \$8,500
4. Design Assistance: Update/Print if needed
5. Property Owner Workshops: Lower number of workshops to two; Expand budget to cover additions advertising costs \$1,500
6. Walking Tours: Continue with Howell History Days; expand to other events i.e. Melon Festival and Downtown Balloonfest activities
7. Design Training: No change
8. Streetscape Elements: Include newspaper racks, bike racks, drinking fountain, interactive fountain, additional planters, and philanthropic group signs.
9. Façade Incentive Program: Increase amount to \$75,000
10. Historical Preservation Awards: No change

**8. Other Business**

-Next Meeting: February 14, 2008 at 6:00 p.m. 2<sup>nd</sup> Floor Conference Room City Hall

-**Vol. Hours outside committee meetings;** J. Hansen 1 , T. Lyons 1, E. Conn 1, and J. Ambrose 1, Jeri McKeon-Andersen 5, P. Lewis .5, B. McCullen 3, G. Patton 1, G. Kackstetter 2.

-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 G. Kackstetter to adjourn at 8:20 p.m. and it was supported by T. Lyons. Motion carried unanimously.**