

Design Committee Meeting
Minutes –March 13, 2008

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



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

1. **Call to Order;** Meeting called to order by J. Hansen at 6:05 p.m.
2. **Approval of Design Committee Minutes** from February 28, 2008

Motion by J. McKeon-Andersen, supported by B. Shorkey to approve meeting minutes from February 28, 2008 as presented. Motion passed unanimously.

3. **Downtown Streetscape Elements:**

Benches

J. Ambrose presented a photo survey on bench placement and orientation for the proposed benches. The committee discussed the options for the proposed locations.

A motion was made by B. Shorkey for all 14 benches to be placed curb side. Motion supported by Jeri McKeon Andersen. Motion passed unanimously.

Further discussion on design for benches to have a full back or a backless appearance, a vote was taken for the benches to have all backs, backless, or a mix. The committee took a vote, 3 for backs, 7 for backless and 2 for a mix of back and backless.

Motion by J. Ambrose Supported by T. Lyons to recommend ordering 14 backless benches to the Howell Main Street/DDA Board. 8 members Supported the vote, while 4 opposed. Motion passed.

Historic District Entrance Markers

J. McKeon Andersen presented the information by Ron for the proposed placement of the markers.

Motion by B. McCullen to recommend the proposed Historic District Entrance Marker locations presented by R. Gari and J. McKeon-Andersen to the Howell Main Street/DDA Board, Supported by E. Conn. Motion Passed

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

Ash trays added to be placed near trash cans under possible small scale streetscape elements.

5. Alley Spaces

The committee reviewed the draft letter, revisions and comments discussed and to be addressed. Revised letter to be reviewed at the next committee meeting as well as a draft invitation.

6. Historic Preservation and Design Awards Program

Committee to continue work. Modification to invitations approved including a revised poem provided J. McKeon-Andersen and RSVP Date. The committee to review invite list at next meeting

7. Advanced Training

C. Conn, B. McCullen and B. Shorkey plan to attend the 28th Annual Statewide Preservation Conference in Dearborn in May and will submit their registration forms to M. Arnold. J. McKeon-Andersen will also be attending the conference as well, however, because she serves on the Historical Advisory Commission for Livingston County, the county will be funding her registration fee.

8. Other Business

M. Arnold and G. Patton will start writing and formatting the Design Assistance brochure.

Committee members received copies of the 2007 State of Downtown report for their review.

Volunteer Hours: C. Conn 1, E. Conn 1, G. Patton 2, T. Lyons 2, J. Ambrose 2, B. Shorkey 1.

9. Adjourn

**Motion made by C. Conn to adjourn at 7:55 p.m. and it was supported by G. Patton
Motion carried unanimously.**

Next meeting will be March 27, 2008 2nd Floor Conference Room of City Hall.