

Design Committee Meeting  
Minutes –July 24, 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, Jeannette Ambrose, Jennete Marsh, Terry Lyons, Christy Conn, Ron Gari, Gary Kackstetter, Brian Shorkey, Bruce McCullen, Jennifer Nash, Jeri McKeon-Andersen, and Nathan Voght

**Absent:** Bernadette James, Eric Conn, Terry Wilson, and Pam Lewis.

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

2. **Report of DDA Board Meeting of July 23**

J. Hansen reported the action of the DDA Board meeting of July 23<sup>rd</sup> to the Committee. The DDA Board took on two new members and held their yearly elections. Jennifer Nash was elected as the Chair of the Design Committee.

J. Nash spoke briefly to the Committee, which was followed by introductions of the Committee members.

3. **Approval of Design Committee Minutes from July 10, 2008**

**Motion by R. Gari, supported by T. Lyons to approve meeting minutes from July 10, 2008 as amended. Motion passed unanimously.**

4. **Rouge Studio Sign Incentive**

R. Gari described the sign as proposed to the Committee. T. Lyons asked about the overall dimensions of the sign. J. McKeon-Andersen asked for a size comparison with the Pur'se sign. J. Ambrose asked if there was any chance for a symbol on the sign, such as a camera. B. Shorkey commented that he liked the sign and that he thought that it matched their in-store motif. J. Nash asked for an explanation of the sign incentive program and N. Voght described it briefly.

**Motion by B. Shorkey, supported by J. McKeon-Andersen to approve the sign incentive award for Rouge Studio as presented to the Committee. Motion passed unanimously, with one abstention (R. Gari).**

5. **Streetscape Element Update**

J. Hansen informed the Committee that the benches have all been installed downtown.

R. Gari said that the historic district marker signs are ready to be installed and that all the materials were being handed over to the city's crews the next day (July 25).

J. Hansen talked about the upcoming downtown Master Plan. It will be part of the upcoming public charettes for the city's 3-year road project, and the DDA has committed

to pay the extra money for that. The Committee members received copies of the charette RFP. N. Voght noted that the downtown area will be one of the focus areas and that the Committee members should try to attend the downtown charette. J. Ambrose asked how many charettes will be held and N. Voght said seven. This was followed by some general discussion about D-19. J. Hansen reminded the Committee of the previously completed alley survey and said that it will be needed by the consultants after they are chosen. N. Voght noted that the firm, when selected, will also be tasked with looking at the feasibility of allowing banner signs over Grand River Avenue.

N. Voght discussed next year's Sibley Street project.

N. Voght told the Committee that we were scheduled to meet with publication representatives to discuss the proposed newspaper rack ordinance.

**6. Walking Tour Podcast**

C. Conn reported on behalf of E. Conn. E. Conn can take care of the technical aspect of the podcast and C. Conn agreed to handle the scriptwriting. C. Conn suggested that the writing for individual buildings could be divided up among Committee members. J. Hansen said that she could feel free to recruit volunteers as needed.

While discussion this item, J. McKeon-Andersen told the Committee that she was giving another downtown walking tour for the city on July 30 and handed out flyers.

**7. Cleary Paint Samples**

B. McCullen reported that he has not reviewed paint samples with Mr. Cleary yet and has nothing to report. J. Hansen asked if the Committee's paint preference was a request or a recommendation. M. McCullen responded that it's a recommendation. N. Voght pointed out that the approval of the façade improvement grant included a condition that the Design Committee approved of the colors, making it a requirement that we approve the color choice.

**8. Property Owner Workshop Series**

C. Conn spoke with Bazanni Associates and said that they suggested a date of September 24 from 11:30- to 1:00. J. McKeon-Andersen said that date would not be available for Dan Schneider. She continued and reported that she had spoken with Ellen Thackery and that the MHPN is interested in presenting as well. This was followed by general discussion of where to hold the presentations.

N. Voght briefly discussed the webinar scheduled the week of the 27<sup>th</sup>.

**9. Volunteer Reception**

J. Hansen reminded the Committee of this event. N. Voght talked about it briefly.

**10. Other Business**

J. Hansen reported that the DDA/Main Street office will move to 122 State Street by September 1.

G. Patton gave a copy of the draft of the Design Assistance Brochure to N. Voght so that he could review it and fill in blanks.

N. Voght reported that the Main Street Coordinator position posted on July 21.

N. Voght discussed upcoming training opportunities by Michigan Main Street. August 22 is Main Street 101 from 9:00-3:30. October 29 is Promotions and Organizations. November 19 is Design and Business Recruitment. All training is at the MML Office in Lansing.

Volunteer Hours: R. Gari 2, C. Conn 1, G. Kackstetter 12, J. Hansen 2, T. Lyons 1, J. McKeon-Andersen 14, G. Patton 1.

## **11. Adjourn**

**Motion made by T. Lyons to adjourn at 8:00 p.m. and it was supported by R. Gari. Motion carried unanimously.**

Next meeting will be August 14, 2008 2<sup>nd</sup> Floor Conference Room of City Hall.