

**Minutes of the Downtown Development Authority
City of Portland**

Held on Thursday, February 16, 2006
In Council Chambers at City Hall

Members Present: Barnes, Clement, Dempsey, Dumas, Kavanagh, Kolarik, Pontz, Urie, Williams

Members Absent: Antaya, Hoppes

Guests: Paul Galdes, Kevin Rademacher, Brian Grapentien

Chairman Dumas called the meeting to order at 3:31 P.M.

Motion by Barnes, supported by Kavanagh, to approve the agenda as presented after corrections.
All in favor. Adopted

Motion by Barnes, supported by Kolarik, to approve the minutes of the January 19, 2006 meeting after corrections.
All in favor. Adopted

Motion by Kavanagh, supported by Kolarik, to approve the Treasurer's Report with the addition of the \$21.00 invoice from the Art of Giving.
All in favor. Adopted

D.D.A. Director Bennett stated in the Board packets there is a letter dated November 29, 2004 from Integrity Holdings of Michigan, LLC owners of the building located at 131 Kent Street, the guidelines from the Secretary of the Interior's Standards for Historic Districts, the City of Portland Façade Guidelines, and a copy of what the Historic Preservation Architect recommends for the buildings. She stated this is a portion of the application packet that she found for the façade improvement of the building. She stated before the Board today is a bill from Kevin and Lori Rademacher for the amount of money spent on the building. Lori and Kevin Rademacher are the new owners of 131 Kent Street. Ms. Bennett showed pictures of the improved façade of the current building. Although the State Architect recommended different clapboards, the improved façade is a great improvement. Director Bennett recommended approval. Mr. Rademacher explained why they did not follow the Architect's recommendation exactly.

Motion by Barnes, supported by Pontz, to approve the \$5,000 Façade Grant request from Kevin and Lori Rademacher for their building located at 131 Kent St.
All in favor. Adopted

City Manager Dempsey stated that City Engineer Paul Galdes from Fleis and Vandenbrink is at the D.D.A. meeting today to discuss the Boardwalk Project. He stated recently in the R & O there was an article stating the City was ready to proceed with the Boardwalk Project, because we have obtained easement from all the property owners between Grand River and Bridge Street. He also stated we have all the access easements for the south side of Bridge Street. He stated that DEQ has published their notice and he expects we should receive our permit some time in March.

He stated we are at a point where we need to finalize some of the design issues so the bid package can be put together. He stated we have a few choices to make and asked that Mr. Galdes be present today to explain the choices and answer questions. He stated the choices will be made by D.D.A. members, because the Design Committee has been delayed by the lack of a volunteer chair. Mr. Galdes provided information and answered questions on the diameter and height of the light poles along the boardwalk, brackets for banners and planters, pedestrian railing, decking materials, and concrete decking. City Manager Dempsey stated that the decisions made are contingent upon approval from SHPO. After much discussion the following decisions were made: bring the base of the pedestal up 2 ft., selected the standard light poles, selected the railing with the large diamonds, Ironwood decking, and to add the plant and banner hangers as additional options to bid. Mr. Galdes stated the project is expected to begin around the 1st. of May and should be complete by mid September.

Boardmember Clement left at 4:29 P.M.

City Manager Dempsey said, "In obtaining all the easement for the boardwalk, we ended up spending additional grant dollars to obtain easements". He stated he would like to try to make it as equitable for all the property owners in getting the same consideration. He stated that we previously determined that the back of the buildings would be eligible for the Façade Program. He stated right now the Façade Program is limited to \$5,000 in match per building. He stated what we ended up doing with a couple of property owners was giving them consideration of \$5,000 per store front. He stated four store fronts were paid an easement with monetary considerations. He said he would like to see the D.D.A. consider increasing the amount available for rear facades from \$5,000 to \$10,000 for the other property owners so we can encourage them to do something to the back of their buildings sooner, or the possibility of waiving a local match for those parties that did not receive consideration. He stated it will all be subject to the requirements of the Historic Preservation Program. City Manager Dempsey stated if the buildings are sold, those properties that were paid considerations, would not be eligible for double the façade grants, and all grants will be given on a first come first serve basis.

Motion by Dempsey, supported by Barnes, to amend the D.D.A. Main Street Façade Program to provide a two for one match up to a maximum contribution of \$10,000 for the D.D.A. Façade Program for rear facades of the properties on the west side of the 100 block of Kent Street to encourage them to improve the riverfront facades, and that the increase only be available to property owners that donated their easements.

All in favor. Adopted

D.D.A. Director Bennett asked Boardmembers to approve her request for a cell phone, because the phone in her office does not work well, and she spends a lot of time out of her office.

Motion by Kavanaugh, supported by Kolarik, to approve the request from the D.D.A. Director for the D.D.A. to approve her request and to pay her cell phone plan for \$39.95 per month for 450 minutes.

All in favor. Adopted

D.D.A. Director Bennett stated Portland received a request on January 31st to name a Volunteer of the Year. She stated with short notice Marion Hilligan suggested that Julie Clement be named for all her volunteer work in Portland. She stated Julie is a great asset to Portland.

Director Bennett stated we received notification from the State of Michigan that Main Street Director Bob Tresize has resigned.

Director Bennett stated there was recently an article in the Lansing Stated Journal regarding the Biz Center opening at the Library.

City Manger Dempsey questioned approving the façade grant money given to the Barbershop even though the applicant did not comply with the Stated Architect's recommendation. He suggested if the applicant is going to change the Architect's recommendation, maybe we should require Board approval before any changes are made. Boardmember Urie stated she attended several meetings regarding the façade improvements, and was informed the Architect's recommendations are suggestions only. She said they are not obligated to follow through with all the suggestions. Director Bennett stated she has not found the application that was filed for the Barbershop building, but will monitor all future applications closely. City Manager Dempsey reminded Boardmembers that the Design Committee has developed guidelines for façade improvements, but they are not consistent with the Secretary of Interior's Guidelines. He also stated that the Design Standards have not been turned over to the D.D.A. for endorsement.

Boardmember Kavanagh left at 5:03 P.M.

City Manager Dempsey stated that two applications for façade improvements were received in October of last year. However, with Mr. Flanders leaving at the end of last year they were not acted upon.

Motion by Dempsey, supported by Barnes, to work with the two applicants for façade grants and to put them in touch with the State Architect to work on their facades.
All in favor. Adopted

Motion by Dempsey, supported by Urie, to adjourn the meeting at 5:08 P.M.
All in favor. Adopted

Respectfully submitted,

Vicki Pontz, Secretary