

Motion by Pontz, supported by Kavanagh, to approve the amount of \$948.85 to be paid to the Portland Playhouse for façade improvements through the D.D.A. Façade Grant Program.
All in favor. Adopted

D.D.A. Director Christensen stated she is working on a Commercial District Newsletter. She stated this month's newsletter tells the business owners who she is, what she is doing for Portland, and explains what Main Street is and how it can help them, and also explains what the Main Street Committees do. Boardmember Urie stated she likes that Melissa is taking information she is learning through Main Street Programs and pass it along to the merchants.

D.D.A. Director Christensen stated that a new business has opened across the street called "Styles on the Grand Salon" with hair stylists Keri Simon and Nikki Miller. She stated the new building owners are Mike Lehman and Tom Hodge and they are interested in participating in the D.D.A. Façade Grant Program in the future.

D.D.A. Director Christensen stated because of the holidays all the Main Street Committees have not met other than the Organization and Finance met to discuss recruitment of new members.

D.D.A. Director Christensen stated that the Design Committee has recently met to discuss a Ribbon Cutting Ceremony for the Boardwalk. She stated there are just a few little details that need to be completed on the Boardwalk. She stated hopefully we will be able to get the Governor back for the ceremony.

D.D.A. Director Christensen stated that Brian Grapentien has started his façade improvements, and he has been in contact with Kelly Larsen from SHPO to keep the integrity of his building intact.

D.D.A. Director Christensen stated she received approval from Chairman Dumas to be on vacation February 16th thru 26th.

Motion by Dempsey, supported by Antaya, to adjourn the meeting at 4:15 P.M.
All in favor. Adopted

Respectfully submitted,

Yvonne M. Miller, City Clerk

Boardmember Pontz asked Ms. Christensen if these guidelines would be adequate for rear entrances. Ms. Christensen stated that some of the entrances to the rear of the buildings may be front entrances for some businesses in the future, if buildings are ever divided in half.

Boardmember Briggs stated the Design Committee working on the Design Guidelines were working towards the riverside facades as well as front facades to maintain the historical integrity of the buildings. She stated the State Architect will be able to provide each business owner ideas for their buildings.

City Manager Dempsey said, “With the riverside façades we have a grant agreement that is going to trump whatever we are doing and we have to have a State Historic Office review of what is being done”. He stated our guidelines are more general and not about a specific project. City Manger Dempsey read the requirements for Rear Entrance Guidelines. He said it is not prescriptive. He stated if someone wants to use vinyl siding or metal sheeting, it will not be approved by the State Historic Preservation Office. He stated our Engineers and Architects will work on the facade designs and present them to the property owners. They must be in compliance with our guidelines and the State Historic Preservation Office Guidelines.

Boardmember Urie questioned some inconsistency in the guidelines regarding lighting. Chairman Dumas asked that D.D.A. Director Christensen ask for clarification on the guidelines for lighting on page 3 and page 8.

Boardmember Pontz asked if we as the D.D.A. could reject a grant if it did not meet the standards outlined in the proposed guidelines. Boardmember Urie stated if the D.D.A. is giving out money for façade improvements the property owner must meet our standards. Ms. Pontz asked for clarification between standards and guidelines. City Manager Dempsey stated there are guidelines which are recommendations, but the standards are an absolute. Boardmember Pontz stated there should be clarification in the introduction that they will be used as standards when D.D.A. dollars are being used, and they are guidelines for building owners when they are spending their own dollars.

Boardmember Briggs stated they would like to do some education sessions with business owners to help them understand our efforts for historic preservation.

Boardmember Pontz suggested changing the title to Design Guidelines/Standards, and to explain how the guidelines or standards are going to be used. She also suggested an addition if State or Federal Funds are being used that their design standards will supersede ours.

Chairman Dumas also asked for the clarification in indirect lighting being distractive to motorists. He also commended the Design Committee for the most concise Guidelines Standards that we have seen and it has been a long time coming. He stated there are just a few recommended changes for clarification.

D.D.A. Director Christensen stated that the Portland Playhouse has submitted a bill for their façade improvements along with their invoices. She stated the total amount of the façade improvements were \$1,960.70 with the D.D.A. 50/50 match.

Motion by Briggs, supported by Barnes, for the D.D.A. to adopt the Main Street Mission Statement as edited.

All in favor. Adopted

Chairman Dumas congratulated the Main Street Committee for a job well done. He also reiterated the three items that need to be finished for the Plan for Main Street Accreditation.

D.D.A. Director Christensen stated that our Riverside Façade Grant has been approved, signed by the property and business owners, and was delivered to MSHDA on Tuesday. Boardmembers reviewed a copy of the Downtown Façade Project Grant Agreement with the signatures of the property owners. She stated that 13 of the 14 property owners on the west side of the 100 block of Kent Street are on board for facade improvements. Boardmembers reviewed a revised budget for the Façade Grant, for a total of \$207,500.00. Ms. Christensen stated that the Rear Façade Grant has been renamed the Riverside Façade Grant.

Boardmember Pontz questioned the change in the D.D.A. contribution from \$59,000 to \$55,750, and D.D.A. Director Christensen explained the change.

D.D.A. Director Christensen stated there will be a Riverside Façade Project Conference held on Tuesday, January 23 at 7:00 P.M. She stated the meeting will be for business and property owners, Fleis & VandenBrink Engineers, City of Portland and State of Michigan Main Street members, Mayor Barnes, City Manager Dempsey, to convene and talk about the project and how it is going to work. Fleis and VandenBrink Engineers will answer questions for the property owners, and the State of Michigan Main Street Architect will be here to discuss the importance of historic preservation. She will have some before and after pictures from other Main Street Communities for the work they have done. She stated that we need to congratulate the property owners on committing their own money to make this project happen.

City Manager Dempsey stated we needed to acknowledge the efforts of the property owners because we had an extremely short time frame to make a financial commitment of \$48,000 for the grant. He also thanked D.D.A. Director Christensen and Main Street Member Joel Van Slambrouck for obtaining the signatures.

Boardmembers reviewed an updated copy of the Design Guidelines. D.D.A. Director Christensen stated the Design Committee has worked very hard to develop the Design Guidelines. She stated the Guidelines cover awnings, signs, roof & cornices, utility issues, windows, doors, lighting, landscaping and color issues and said these are suggested guidelines for downtown business owners to utilize in creating uniformity.

Boardmember Pontz asked Ms. Christensen if these guidelines have been sent to the State to see if they are constant with there guidelines. City Manager Dempsey stated that the information in our guidelines was taken from other Main Street Communities so it conforms to the Main Street Standards from a National level. It has not been sent to anyone at a State level for approval. He said, "That is not required"

Ms. Christensen stated that the Main Street Architect will work with the property owners to come up with a design that would be what the State expects in terms of design.

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

Held on Thursday, January 18, 2007
In Council Chambers at City Hall

Members Present: Antaya, Barnes, Briggs, Dempsey, Dumas, Kavanagh, Kolarik, Pontz, Urie

Members Absent: Hoppes, Clement

Guests: None

Chairman Dumas called the meeting to order at 3:32 P.M.

Motion by Barnes, supported by Kavanagh, to approve the agenda as amended after adding Approval of Minutes, changing the order of Public Comments, and Treasurer's Report, and to add Payment of Claims to the Treasurer's Report.

All in favor. Adopted

Chairman Dumas informed the Board the invoice from Fleis & VandenBrink is a carry over from the Streetscape Project.

Motion by Antaya, supported by Kolarik, to approve the Treasurer's Report.

All in favor. Adopted

Motion by Antaya, supported by Kolarik, to approve the minutes of the December 21, 2006 meeting after corrections.

All in favor. Adopted

D.D.A. Director Christensen stated she was asked by the Board to produce a plan for Main Street Accreditation and that is her goal for her first year. She high lighted the three areas that they need to focus on which are: Vision and Mission Statements, active boards and commissions, and program of ongoing training. D.D.A members were given her plan for review. She stated the Vision and Mission Statement needs to be approved by the Board.

Mayor Barnes asked Ms. Christensen to read the Portland Main Street Mission Statement.

Boardmembers reviewed the Mission Statement and made a minor change. The Portland Main Street Mission Statement reads as follows: To actively revitalize Portland's vibrant, charming, and unique downtown into a gathering place- one that uses broad-based community support to 1. Provide opportunities to entrepreneurs, 2 Sustain a strong economic foundation for the region, 3. Safeguard history, tradition, and a sense of community for residents and visitors. It was agreed the vision of Portland Main Street would be a Cool City through a strong Main Street.