

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

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

Members Present: Antaya, Barnes, Briggs, Clement, Dempsey, Dumas, Kavanagh, Trappen, Urie

Members Absent: None

Chairman Dumas called the meeting to order at 3:30 P.M.

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

Motion by Dumas, supported by Barnes, to approve the minutes of the September 27, 2007 meeting as amended.  
All in favor. Adopted

Motion by Antaya, supported by Briggs, to approve the Treasurer's Report after changing the amount on the check register for the City of Portland from \$187.42 to \$187.45, and changing the owner of the building located at 176 Kent Street from Bradley Foltz to Cheeky Monkeys.  
All in favor. Adopted

D.D.A. Director Christensen updated the Board on the progress of the Riverside Façade Project and stated they are meeting every two weeks with the Rivertown Contractors Buddy Windom and Joe Hamilton and informed the D.D.A. of the things that have been accomplished on the project. The cleaning has been finished, most of the masonry is finished, soffit work will begin on October 22<sup>nd</sup> and also the doors will be delivered. New windows will arrive on October 29<sup>th</sup>. Installation will begin shortly thereafter. The contractor is still expecting to be done in November except for painting, which will probably be done in the spring because of the weather.

City Manager Dempsey stated the contractors are taking a few of their work items out of order; however, they are still on schedule. He noted there was additional work requested by some of the property owners that was outside the project. He asked the contractor to put together a quote sheet for the property owners and have them bring a deposit to the City so that they can be added to this contract.

D.D.A. Director Christensen stated the Sign Ordinance changes went to the Planning Commission and the Design Committee for review and they will make a recommendation to City Council. She said the requests for sign changes for the downtown are minor changes only.

Boardmember Urie asked if the last three pages of the proposed sign changes were specific for downtown Portland or were they generic requirements.

City Manager Dempsey replied that the requirements are for the existing Sign Ordinance for the downtown; however, the underlined text are the new additions.

He stated the draft that the D.D.A. has does not include the requirements regarding awnings or canopies. There is language that restricts where signs can be placed on the awning or canopy. He reiterated these are minor changes to the current Sign Ordinance. He stated we want to make sure that we keep the signs historically appropriate for the downtown if they are to be lit.

Mayor Barnes asked if there was something that we could do to control the use of neon signs in windows in the downtown.

City Manager Dempsey stated there is a prohibition in the Sign Ordinance against flashing signs. Owners can not have anything that would be a distraction for drivers in any district in Portland.

Mayor Barnes stated he has a concern that anyone could put a neon sign in their window that could be out of character for a historic district.

Vice-Chair Antaya stated for anyone to get much of neon sign along the riverside of their building, they would have to install much larger windows.

D.D.A. Director Christensen stated the proposed changes came from a survey that the Design Committee worked very hard to put together to survey the downtown business and property owners.

Boardmember Kavanagh arrived at 3:44 P.M.

Boardmembers discussed the Portland Athletic Association Sign renewal and agreed to forward it on to the Promotion and Marketing Committee for a recommendation. D.D.A. Director Christensen noted there was no money appropriated for this sign in this year's D.D.A. Budget.

The Main Street Steering Committee met last night to work on the job descriptions, board terms, list of duties, and bylaws for the Main Street Committees. The next meeting will be held at the Cheeky Monkey on November 7th at 8:00 A.M. Members of the committee are Wanda Urie, Joel VanSlambrouck, Rush Clement, Julie Clement, Kathy Parsons, Georgina Trappen, Margery Briggs, and Mel Christensen.

Chairman Dumas stated he appreciates all the hard work the Steering Committee is doing in taking on the project.

D.D.A. Director Christensen informed the Board that she received a letter of resignation from Vicki Pontz who cited personal issues.

Boardmember Urie asked if they should formally reduce the number of positions on the D.D.A.

Mayor Barnes stated he had talked previously with Vice-Chair Antaya and was informed the reason the Board was expanded was because there were more volunteers than they had positions.

Vice-Chair Antaya stated the by-laws state the membership is at the discretion of the Mayor and thought the minimum is seven members.

Mayor Barnes asked the City Manager if there was anything that needed to be done by City Council to change the number of positions on the D.D.A.

City Manager Dempsey replied there is not an ordinance out there that would have to be amended by City Council.

Boardmember Urie stated there are currently nine members serving on the D.D.A. and suggested the membership be changed to nine.

Chairman Dumas added there are nine members showing up for the D.D.A. meetings, and he said he would feel comfortable with a nine member board.

Boardmember Urie reminded the City Manager that he was going to look at the method for revising the by-laws for creating the Main Street Committee.

City Manager Dempsey replied he has not had an opportunity to do that as yet, but will get back to Mel directly with the information.

Motion by Dumas, supported by Antaya, to adjourn the meeting at 3:59 P.M.  
All in favor. Adopted

Respectfully submitted,

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Yvonne M. Miller, City Clerk