

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

Held on Thursday, July 17, 2008  
In Council Chambers at City Hall

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

Members Absent: Antaya, Urie

Staff: DDA/Main Street Director Ulrych, City Clerk Miller

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

Motion by Barnes, supported by Clement to approve the Minutes of the June 19, 2008 meeting as presented.

All in favor. Adopted.

Motion by Trappen, supported by Briggs to approve the agenda with the addition The MERC Newsletter under the Director's Report.

All in favor. Adopted.

Motion by Kavanagh, supported by Clement to approve the Treasurer's Report.

All in favor. Adopted.

Under Old Business Director Ulrych gave an update on the lighting that was to be installed as part of the façade improvements at 216/220 Kent St. by G2 Building & Remodeling. She spoke to the property owner Brian Grapentien who stated that he does intend to install the lighting that was included on designs by the architects.

City Manager Dempsey stated that Mr. Grapentien applied for the payment through the Façade Grant for work that had already been completed which did not include the lighting. The lighting that is installed will be completed solely at the expense of the property owner.

Under New Business Director Ulrych stated that the Design Committee inquired as to whether they could be given the authority to give the final approval on façade applications or would the DDA like to have the final approval.

There was discussion by the Board including where the façade improvements were budgeted and how the process has been implemented in the past and how it might be handled in the future. The Board also discussed the process of change orders during construction and how they might be handled.

Mayor Barnes commented that the Main Street Board should administer the façade funds as the standards that must be met are determined by organizations that they are affiliated with.

Chairman Dumas commented that he is comfortable with the Main Street administering the program as long as the DDA Board approves the final payment as the façade funds are included in the DDA budget.

City Manager Dempsey voiced concern with change orders and stated that they should be able to move through a quick process so that the construction process would not be delayed.

Motion by Dumas, supported by Clement that the DDA Board delegate the administration of the Façade Improvement Program to the Main Street Board with recommendations for the initial and final approval to the DDA Board.

All in favor. Adopted.

Mayor Barnes recommended that a \$500 - \$1000 application fee, or non-refundable deposit, be required for the Façade Improvement Program to ensure the completion of projects. He also stated that he would like the Design Committee to address the issue of ensuring that property owners follow the architect's designs on projects. He explained an example of using vinyl siding when the design called for wood siding.

City Manager Dempsey stated that a design workshop should be held this fall if applications will be accepted for façade projects as attendance at a design seminar is required for applicants.

Director Ulrych stated that she had a discussion with Laura and Kelly from the State who answered questions regarding accreditation and where the Main Street Board is headed. Director Ulrych went over the email that outlined the criteria that have been met and those that still need to be addressed.

Director Ulrych gave a report on the activities of the committees. The Promotions and Marketing Committee is working on the Portland Pay Day program and beginning to work on Holidayfest. The anticipated theme this year is "Going Green". The Organization and Finance Committee has been holding meetings for Oktoberfest. The Economic Revitalization Committee is working on a newsletter addressing construction news and has formed an infrastructure subgroup that is addressing environmental information. The Design Committee is working on banners and wayfinding signs and is considering using students to design banners for the Downtown. They are also working on the façade applications and design guidelines.

Director Ulrych addressed the following information in her Director's Report. Maria's Tacos is planning to open in the downtown in August before Riverfest. The Grand Barber Shop opened July 14<sup>th</sup> in the building that was formerly Rick's Hairstyling. The Looking Grand Café, the old Portland Café, will open to serve breakfasts and lunches on Labor Day. Riverfest will be held August 22<sup>nd</sup> – 24<sup>th</sup>. There will be no balloons this year on Kent Street but the area will feature the Portland Cruisers with a Cruise In along with the beer tent, children's activities, water ball with the Fire Department, music, a horse show and much more. Thursdays on the Grand will continue to be held the rest of the summer at 6:30 P.M. at the Band Shell. Portland will host 3 visitors from Japan August 20<sup>th</sup> – 25<sup>th</sup>. Rediscover Downtown, hosted by the Ionia County Economic Alliance, will be held October 11<sup>th</sup> in Portland and other Ionia County communities.

City Manager Dempsey reported that Phase I of the Grand River Avenue Improvement Project has two coats of asphalt although the sidewalks still need to be completed. The road will be temporarily marked and opened to traffic on Saturday while Phase II traffic control will be put in place.

Board Member Briggs stated that the Red Mill would be open on Wednesday nights from 5:00 – 8:00 P.M. with a different group of vendors than are present on Saturday mornings.

Motion by Clement, supported by Trappen, to adjourn the meeting at 4:30 P.M.  
All in favor. Adopted

Respectfully submitted,

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Monique I. Miller, City Clerk