

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

Held on Thursday, August 3, 2017
In Council Chambers at City Hall

Members Present: Antaya, Briggs, Urie, Frewen, Grimminck

Members Absent: Barnes, Gorman, Blastic, VanSlambrouck

Staff: DDA/Main Street Director Conner Wellman, City Clerk Miller

Guests: Mike Judd

Chair Grimminck called the meeting to order at 3:34 P.M.

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

There was no public comment.

Under New Business, Director Conner Wellman presented information on the façade grant application received for 128 Kent St. It was believed that the application needed board approval but further research indicates in the past the Design Committee approves the application, the DDA board is kept abreast of the project and its progress and approves the final payment upon completion.

Director Conner Wellman stated the DDA has approved the budget with funds designated to the Design Committee to use for Façade Grants. They have specific criteria they follow in accepting and approving applications.

There was discussion about the history and process for DDA approvals for Façade and Sign Grants.

Motion by Frewen, supported by Urie, to approve the Façade Grant application for 128 Kent St. recommended by the Design Committee.
All in favor. Adopted.

There was further discussion of the grant application and approval process.

Member Frewen stated his feeling that the DDA should review and approve the grant application as the responsible body.

Director Conner Wellman stated that having the DDA approve the grant applications seems cumbersome when trying to help businesses. The DDA would be kept apprised throughout the entire process.

There was continued discussion.

Member Frewen stated why the DDA would vote on approving the payment after the project is complete. What if something on the project isn't complete or done correctly? He suggested approval should be at the beginning of the process to avoid discrepancies.

Director Conner Wellman commented that all of the committees are allowed to spend budgeted funds before approval.

Member Frewen stated that this is a grant and should be under more scrutiny. There should be tight policies and procedures.

Director Conner Wellman suggested that anything outside the accepted requirements should come to the DDA for a vote.

There was continued discussion.

Motion by Urie, supported by Antaya, to table discussion of the grant application and approval process.

All in favor. Adopted.

There was discussion of keeping the application period open continuously for façade and sign grants rather than having a certain time period where applications are accepted.

Member Frewen suggested the application periods be open by the Fiscal Year as to coincide with the budgets.

Motion by Frewen, supported by Urie, that the façade and sign grant application enrollment period be open continuously by the Fiscal Year until all funds are expended.

All in favor. Adopted.

Chair Grimminck noted the next meeting will be held Thursday, August 24, 2017 at 3:00 P.M. due to Director Conner Wellman's vacation.

There were no Board Member Comments.

Director Conner Wellman provided an overview of the project at 128 Kent St.

Member Urie left the meeting at 4:23 P.M.

Motion by Frewen, supported by Antaya, to adjourn the meeting at 4:24 P.M.

All in favor. Adopted

Respectfully submitted,

Kory Blastic, Secretary