

MINUTES

DDA - Design Committee Meeting

Jan 19, 2017 – 9:00am

Chamber Building Conference Room

Committee Members Present

Jeff Reau, Denise Blakeslee, Kyle Mosher Jeff Mikula, Stacie Bytwork, Tyler Leppanen

1. Call to order 9:00am
2. Discussion and Development of a Sidewalk Policy
 - a. Committee members reviewed an excel spreadsheet prepared by Denise Blakeslee that compared elements of 7 different community sidewalk policies. We developed our policy based on the elements in those and created an framework that Denise Blakeslee offered to put in a draft form for the committee to review. The goal is to not needlessly create a lot of extra regulation & permitting, but to give the DDA & City a way to make sure we have quality “placemaking” by our businesses in the downtown. Stacie Bytwork agreed to confirm what MI Liquor Control requirements are for serving alcohol in an outdoor venue. We also agreed to develop a separate platform policy to accommodate our 5ft clearance for pedestrian traffic. Jeff Mikula, wanted to make sure the structures were not permanent incase of utility or road maintenance. We need to address in that policy who would be responsible for construction on the platform to our standards, placement & removal, storage, repairs, how many do we allow and other questions that will be flushed out in the platform policy.
3. Discussion and Development of a Food Truck Policy
 - a. Committee members had a general discussion that we would allow food trucks in the downtown district only in public parking lots and in front of the marina building. We also thought a private business may want to host a special event and have a food truck park in front of the business - so we would develop a special request permit that the DDA executive director could issue for a day or specified period of time. Stacie and others would get other community food truck policies for us to review.
4. Other/New Business
 - a. Review LOOP Signage
 - a.i. Tyler and Jeff did not meet yet and review options for additional parking signage.
 - b. Landscape Maintenance for 2017

b.i. Jeff Reau was still working on locating an electronic copy of the RFP to forward to DPW.

5. Set a new meeting date and time to allow more consistent committee member attendance: 4th Thursday of each month at 9am, Chamber of Commerce Conference Room.

The next Design Committee Meeting Jan 26, 2017