

**Manistee DDA Design Committee**  
**March 22, 2018 @ 8:00am**  
**Chamber of Commerce**  
**Minutes**

1. Call to order – Chair

Meeting was called to order at 8:00am by Barry Lind

Present: Lind, Denise Blakeslee, DDA Director Tyler Leppanen

Absent: Colleen Kenny, Kyle Mosher, Jeff Reau, Stacie Bytwork, Jeff Mikula, Janet Duchon

2. Approval of Agenda

Motion by Blakeslee supported by Lind to approve agenda as presented. Approved.

3. Public comment. (Limit 5 minutes per person.)

4. Projects Update

a. Parking Signage

There was discussion about what parking lots the signage was to direct people to. The public lots on River St and behind buildings on River St were discussed. Also, improving signage at the public lots. Lind directed Leppanen to discuss with Mikula to come up with costs to propose in the budget.

b. MSU Project

Leppanen explained that he was in the process of obtaining costs for everything depicted in the MSU renderings. Blakeslee mentioned that there might be grant funding for signage as a Certified Historic Local Government, in addition to using the Patronicity program. Funding is available in October. Lind asked Blakeslee whether the DDA should pursue the art park as a potential location for food trucks with the recent decision by City Council. Blakeslee stated that some Council members had suggested that is what they would like to see the park used for.

c. Downtown Garbage

Leppanen stated he had found the minutes and solutions discussed previously and that they are the same ideas being discussed now with the same issues. Blakeslee suggested looking at other communities' ordinances if the committee wanted to require putting garbage out the same day as pick-up. Leppanen is to provide language at the next meeting for proposed ordinance amendment.

d. Façade Grants

Tabled until later in the meeting.

5. Other Committee Projects Update

a. Outdoor Dining Bump Outs

Bump outs were approved in the City sidewalk policy but the City still needs standards to be developed. Leppanen to work with Mikula on standards and find a business willing to do a trial.

6. Old Business

7. New Business

a. 2018-2019 Budget

Discussion about Riverwalk maintenance and expectations and hanging flower baskets.

b. Identify Blighted Parcels in DDA District

Leppanen is to send out copy of blight ordinance, schedule identifying blighted properties with Riverwalk walk through, and send poor rated properties with criteria.

c. Update Façade Scoring

Lind said to keep current façade grant application to send out and the committee will address scoring later.

d. Spring Riverwalk Walkthrough

Lind asked Leppanen to schedule a walkthrough for the first week of April.

8. Adjournment

Meeting adjourned at 9am.

Focus Area 3: Continue to improve the physical aesthetics and leverage the historic character of the downtown area.			
Strategy	Timing	Status	Measurable
Transition the management of the landscaping and maintenance contract back to Manistee DPW.	June 2017	Complete	Number and amount of façade grants, public/private investment in public areas, food trucks allowed in DDA, bump outs available for businesses in 2018.
Identify areas in the district that could be improved or created and propose potential projects to the Board. Potential focus areas are Art Park, Riverwalk, and Streetscape.	Ongoing: begin in May 2017	Visual concepts being developed through MSU SBEI	
Develop and propose policies to allow food trucks in DDA	May 2017	Complete	
Work on developing bump outs for outdoor cafes	Fall 2017	Complete	
Investigate timing of façade grant cycle to match with budget and construction season	Report to Board in September 2017	Complete	
Improve garbage removal of businesses on River St	Long-term: begin Winter of 2017		
Work with the Community Foundation or other partners to create a fund for long-term maintenance of Riverwalk.	2017-2019		