

**CITY OF ALLEGAN**  
**DDA PHYSICAL DESIGN COMMITTEE**  
**AEDC AESTHETICS COMMITTEE**  
Griswold Auditorium – 401 Hubbard Street  
March 4, 2015



**Call to Order - 5:30 pm**

**Attendance**

Present: Deb Leverage, Cynthia Langhorst, Mike Zeter, Rachel McKenzie

Absent: Paula Mintek, Bruce Campbell

Others Present: Robert Hillard, Aaron Haskin

**Approval of Minutes**

D. Leverage, supported by C. Langhorst, made a motion to approve the meeting minutes of February 4, 2015. Motion passed by acclamation.

**Old Business:**

A. Proactively Communicate with the County on Courthouse Square

The Design Committee discussed the recent County decision to only provide parking on the area that is the site of the recently vacated County Jail. The Design Committee discussed if they would like to provide any outreach to the County Board of Commissioners as it relates to their identified goal. The Committee decided that it was clear the County has made the decision and that the DDA has limited ability to change this direction. The Committee did discuss storm water run-off, curb cut, and lighting changes. Staff will contact the County Administrator to inform him of the City's request to review these issues before a final decision is made on the construction.

B. Develop Seasonal Specialty Decoration Plan for Downtown

The Committee reviewed the existing decoration plan as conducted by the DPW. The Committee discussed the original intent was to discuss the Jaycee effort to decorate the buildings, and possibly assist. The Committee decided to not pursue this, but to focus the effort on the City decorations, including Christmas lights, Christmas decorations, banners, and flowers. A. Haskin, Director of Public Works, was present and outlined the existing plan, and offered suggestions. The Committee asked that the Christmas lights be expanded to cover all of Brady Street and Hubbard Street. R. Hillard indicated that he has seen some impressive winter decoration in other towns that the Design Committee should consider. The Committee indicated that they do not want to further burden the DPW, so they

asked Aaron for ways to limit the workload during this season. A. Haskin suggested that Career Concepts could assist in the tree wraps, which would allow the DPW to focus on the aerial decorations, possibly saving time. Further, the Committee discussed replacing the content within the tree planters with the winter ornamental decorations that could last be installed after the flowers are removed and removed in February. The Committee asked if R. Hillard could ask Abonmarche if they could assist in some basic designs for this project, and the Committee could discuss further. These items will be brought back to the Committee for further discussion. A. Haskin indicated that based on Council discussion at the Council Strategic Planning Session, he indicated to the Parks Commission that the trees in Mahan Park between the park and the Brady Street lot are scheduled to be removed. The Committee asked a variety of questions. Further, he indicated that the Christmas tree in Mahan Park is in need of removal because of the condition. Further, C. Langhorst will contact P. Mintek to start the design of some Fall Banners, and we will discuss further discuss at the next meeting.

#### C. Enhance Downtown Façade Program

The Committee was handed the Façade Program document for further discussion. The Committee discussed decisions to select certain projects over others based on the Committee “Priority” versus “First Come, First Served”. R. Hillard indicated that the Committee can conduct this policy without amending the policy, as long as the Committee and DDA agree when the application is submitted. M. Zeter indicated some concern regarding the sign application, and the tentative nature of businesses requesting the funds. R. Hillard indicated that the Committee could place restrictions on the application if done in advance to limit financial exposure. The Committee indicated that they would process applications and potentially review the application if needed in the future.

#### **New Business**

R. Hillard indicated that the City has an important Master Plan Open House scheduled for March 12, 2015, between 5p – 8p. Individuals are encouraged to attend to provide feedback. It is a drop in session, so arriving any time during this scheduled event is encouraged, since it is intended to be individualized and casual to get the best information.

R. Hillard distributed the e-mail he received from L. Clark regarding the Public Art Project. The project is moving forward based on the schedule from the artists. P. Mintek will continue to keep the DDA Design committee informed on the progress.

#### **Adjournment**

Meeting was adjourned at 7:01P.

The next meeting will be held April 1, 2015, at 5:30P.

**Respectfully Submitted - Robert Hillard – City Manager**