



**Charlevoix Main Street Design Committee  
Meeting Minutes  
Thursday, December 7, 2017  
4:00 PM – City Hall Council Chambers**

Attendees: J. Campbell, L. Dotson, D. Fate, D. Grossi, H. Harrington, L. Keinath, D. Miles, E. Selph, R. Wertz, P. Weston

Absent: L. Adams, G. DeMeyere, R. Bergmann, J. Duerr, A. Munday

The meeting was called to order at 4:00 pm.

**Approval of Minutes** - there are not yet Minutes from the October meeting

**Old Business**

- D. Grossi reported that installation of the wayfinding signage is to commence by Pro Image on 12/22, with the aim of having it completed by year end. There is no further wayfinding signage foreseen in the City at this point. Hilary to assist with contacting property owners at all locations for final placement.
- Design Committee Chair position: It was recommended to go to a Co-Chair governance, with Denise Fate nominated to serve alongside Dave Grossi. The committee voted to approve unanimously.
- R. Wertz agreed to liaise with the DDA board, and also invited committee members to attend their board meetings on the 4th Monday at 7pm.

**New Business**

**Work Plans:**

- Façade Grant Program Guidelines - Under review for refinement by Emily, Rick, Dave, Richard Christner and John Yaroch from the DDA board. The group will report their results in January for budget purposes.
- Façade Grant Program - It is proposed to review grant applications twice per year in 2018. The process for this has to be developed and communicated by the Design Committee. Proposed budget: \$50,000
- Main Street Design Guidelines & Design Services - A proposal by Richard Neumann Architect to prepare guidelines in the amount of \$10,000 was submitted for consideration and inclusion

**CHARLEVOIX MAIN STREET MISSION**

*The mission of the Charlevoix Main Street program is to strengthen the year-round economic vitality of our vibrant historic business district through community efforts, events, and public/private partnerships while fostering a sense of community pride and ownership.*

in the budget proposal. The committee agreed to the proposal concept and it being included in the budget submission.

- MSU Sustainable Build Environment Initiative: J. Campbell is heading up the Work Plan to proceed to the next level from the work already done and prioritized by the DDA. A budget of \$4,000 is proposed to cover expenses for the work by students in 2018. Deliverable: A booklet and more detailed design. The committee agreed of the initial Work Plan and budget submission.
- Street Tree Lights (on-going maintenance and replacement program): J. Campbell will hand over the back-up information to D. Fate to complete the work plan, including expenses and timelines. Proposed budget: \$12,500
- Pole Banners: E. Selph will complete the Work Plan and work on the project with J. Campbell. A budget of \$5,060 is proposed based on Pro Image quote. Pros and Cons of banners were deliberated amongst the group.

**Draft Budget:** first draft is due mid-December. At this point the following line items were agreed:  
\$50,000 Façade Grant Awards

\$10,000 Design Guidelines

\$10,000 Street Tree Lights

\$ 2,500 Street Tree Light maintenance

\$ 4,000 MSU Sustainable Build Environment Initiative

\$ 5,000 Pole Banners

\$81,500 Total\*

\*note: 2017 total spend \$98,500 (including Wayfinding Signage)

**Committee effectiveness going forward:** L. Dotson was requested to send to the group the Design Committee guidelines/rules. It was also suggested that we have a joint 'orientation' with the other Main Street committees to improve our overall effectiveness. Also, review basics of Design Committee mission and/or goals. Main Street to focus a bit more on alleyways. There was a suggestion to have use studies in specific spaces (ie. trash & service area behind Terry's).

**Reported Volunteer Hours:** Emily, Rick & Dave – 1.5 hrs. each, John C. – 11 hours, Denise: 2

**Adjournment:** The meeting was adjourned at 5:10 pm.

**Next meeting:** Thursday, January 4<sup>th</sup> 4:00 PM at City Hall

prepared by: D. Fate, reviewed by L. Dotson and D. Grossi

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