

**MEETING MINUTES
DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
AND THE
DDA FAÇADE/HISTORIC PRESERVATION SUBCOMMITTEE**

**Wednesday, April 11, 2007
7:30 AM – 9:00 AM
Fremont City Hall
Council Chambers**

Call to Order

The meeting was called to order at 7:32 a.m.

Members Present:	Lon Vredeveld	DDA Chair
	Marianne Boerigter	Director, Newaygo County Council for the Arts
	Lorna Kosztowny	Downtown Property Owner
	Rebecca Laing-Austin	Downtown Business Owner
	Gerry Rich	Downtown Business/Property Owner
	Mary Robart	Downtown Business and Property Owner
	James M. Rynberg	Fremont Mayor
	Ron Vliem	Executive Director, Fremont Area Chamber of Commerce

Members Absent:	Dusty Bitson	Downtown Business Owner
	Kim Deur	Downtown Property/Business Owner
	Peter Lance	Dayton/Sheridan Charter Township Zoning Administrator
	Rob Zeldenrust	Main Street Business Operator

Staff Present:	Michele Ribant	Fremont Neighborhood & Economic Development Director
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Guests Present:	Frank Bednarek	Hooker DeJong Architects
	Mark Williams	Rich Construction

Welcoming Remarks

Chair Vredeveld welcomed the DDA and gave a brief update on what is going on in Michigan in terms of the economy.

Michele Ribant invited the DDA and the Façade/Historic Preservation Subcommittee to attend any one of the Smart Growth Workshops on Monday, May 7, 2007 at the following times:

3:00 p.m. – 5:00 p.m.: Smart Growth for Officials
7:00 p.m. – 9:00 p.m.: Smart Growth for the Public

Note: The Workshops are being held at the Dogwood Center for the Performing Arts in the Black Box.

Ron Vliem reported that the Business Expo went well this year. He indicated that they projected attendance to be from 1300 to 1500, which was up considerably from last year. He indicated that the more attendees they have, the more they can spend on advertising.

Mark Williams and Gerry Rich of Rich Construction expressed their concerns with the progress of the construction of the Market Pavilion. They said they felt the progress was very slow and that businesses on that block were suffering as a result. Michele Ribant said she would bring up the concern at the next DDA Ad Hoc meeting, which was to be held later that day.

Approval of Minutes

A motion was made, seconded and carried to approve the minutes from the January 24, 2007 DDA meeting, as submitted, and to accept the following sets of minutes for information:

- Façade and Historic Preservation Subcommittee minutes (2-15-07)
- Public Art Subcommittee minutes (4-4-07)
- Streetscape/Signage Subcommittee minutes (2-7-07)
- Streetscape/Signage Subcommittee minutes (2-21-07)
- Streetscape/Signage Subcommittee minutes (3-7-07)
- Streetscape/Signage Subcommittee minutes (3-21-07)
- DDA Progress Report #2
- DDA Progress Report #3
- DDA Progress Report #4
- DDA Progress Report #5

Education Session on Downtown Fremont Façade Improvement Design Guidelines

Frank Bednarek of Hooker DeJong Architects gave an educational presentation to the DDA and the Façade/Historic Presentation Subcommittee on the new Downtown Fremont Façade Improvement Design Guidelines. Mr. Bednarek indicated that Hooker DeJong Architects reviewed the City's proposed new form-based zoning ordinance to make sure the Design Guidelines were consistent with them. He also indicated that the City should insist that the colors of the paint be matched exactly and that paint samples be provided to the Program Participants. He indicated that the color of the gooseneck lighting fixtures for most businesses will most likely be black. Finally, he said that it will take three to five years before we will really notice the collective physical change in the downtown.

Launching the Downtown Fremont Façade Improvement Program

The DDA and the Façade/Historic Preservation Subcommittee expressed their thanks to Frank Bednarek of Hooker DeJong for his firm's work on the Design Guidelines. It was expressed that the Guidelines were simplistic and realistic in terms of attainability.

A motion was then made by Ron Vliem, seconded by Marianne Boerigter and carried to recommend to the Fremont City Council approval of the Downtown Fremont Façade Improvement Design Guidelines.

Michele Ribant reported that the DDA Façade/Improvement Subcommittee recommended the following change in the Program Guidelines at their last meeting in order to be able to make quicker decisions to accommodate smaller façade projects:

“The DDA Façade/Historic Preservation Subcommittee reviews the application and makes a recommendation in terms of approval to the full DDA. The DDA makes final disposition on the application. However, if the projected project cost is not expected to exceed \$6,000, the DDA Façade/Historic Preservation Subcommittee may approve an application with a funding request up to \$3,000 without the approval of the full DDA. The intent is to be customer service oriented, so that smaller projects (e.g., awnings) can be approved in a timely fashion.”
(Underscoring represents new language)

A motion was then made by Marianne Boerigter, seconded by Mary Robart and carried to recommend to the Fremont City Council approval of the Downtown Fremont Façade Improvement Program Guidelines with the aforementioned change.

Michele Ribant reported that the Program Guidelines, the Design Guidelines and the application for the Downtown Fremont Façade Improvement Program will be sent to all property owners within the Program's target area, if the City Council recommends approval of the Guidelines at their April 16, 2007 meeting. Ms. Ribant indicated she would send the Façade Program information by April 20, 2007 with the applications being due May 15, 2007.

Rotary Update

Michele Ribant indicated that the Signage/Streetscape Subcommittee is working on coming up with new entryway signs and that they are recommending that the service clubs' signs be taken down. She also reported that the Rotary Club would like to have their Rotary Emblem displayed in a prominent location in the City and that she wants to work with the Signage/Streetscape Subcommittee to make sure we can find an appropriate location. She said that if anyone has any ideas, they should let her know.

Michele Ribant also reported that she is providing a list of ideas to the Rotary Club for their generous donation to be used for the beautification of the Downtown. She indicated that the Rotary Club had originally thought that they would buy a bench, so she asked for ideas as to where the benches could be placed. One suggestion was that the benches could possibly be placed in Veteran's Memorial Park. She outlined that the Signage/Streetscape Subcommittee came up with other ideas that included flowers, a bike locker, etc. She said that she would provide the Rotary Club with an updated list, so they can decide which project they would like to sponsor. She said that if anyone had other ideas, they should let her know.

Nomination of Downtown as a Historic District

Chair Vredevelde reported that in the agenda packet was a copy of a mailing that was being sent to Downtown property owners in the proposed Historic District. It was reported that the letter outlined the City's request for information on the history of the downtown buildings and that the information would be used to nominate Downtown Fremont as a Historic District.

New Business

Marianne Boerigter, as chair of the DDA Public Art Subcommittee, expressed that the Subcommittee needed some seed money to fund such things as the initial art designs for public art projects. It was also mentioned that "front" money may be needed for fundraising purposes, such as fronting money for a community cookbook. It was suggested that a fund be established for use by the DDA and all its Subcommittees for any appropriate project with the thought that the fund would be reimbursed through fundraising.

A motion was made by Marianne Boerigter, seconded by Gerry Rich, and carried to recommend that a fund in the amount of \$1,000 be established that could be used by the DDA and its Subcommittees to front money for DDA related projects with the thought that the fund would be reimbursed.

Next Meetings

Façade/Historic Preservation Subcommittee

Monday, May 21, 2007

3:00 p.m. – 4:00 p.m.

Fremont City Hall

Council Chambers

DDA Committee

Wednesday, May 23, 2007

7:30 a.m. – 9:00 a.m.

Fremont City Hall

Council Chambers

Adjournment

There being no further business of the DDA and the Façade/Historic Preservation Subcommittee, the meeting adjourned at 9:12 a.m.