

**Downtown Development Authority Agenda
Three Rivers, MI
Friday May 3, 2013
8:00 AM**

- 1. Call to order**
- 2. Roll Call**
- 3. Approval of Agenda**
- 4. Approval of April 12, 2013 Minutes and Committee Minutes**
- 5. Accept Financial Report**
- 6. Citizen Comments**
- 7. Discussion Items**
 - a. Mural Mall Update
 - b. Review DDA Brochure
 - c. Michigan Main Street Program Update
 - d. Community Pride Day
- 8. Action Items - none**
- 9. Board Member Comments**
- 10. Director Comments - Annual Reports**
- 11. Next Meeting – May 31st**
- 12. Adjournment**

Meeting Minutes
Three Rivers Downtown Development Authority
April 12, 2013

1. Call to Order

The meeting was called to order by Chair Zimont at 8:00 a.m. at the Chamber of Commerce.

2. Roll Call

The following members were present at roll call:

Joe Bippus

Jeff Zimont

Angel Johnston

Paul Shingledecker

Danielle Moreland, Donna Grubbs, and Doug Mitchell were absent.

A moment of Silence was given in honor of Patty Lockwood.

3. Approval of Agenda

It was moved by Johnston and seconded by Bippus to approve the agenda. Motion passed 6-0.

4. Approval of the March 1 & 26 Minutes and Committee Minutes

5. Approval of the Financial Report

It was moved by Shingledecker and seconded by Bippus to accept the March 1 & 26 Minutes and Committee Minutes and the Financial Report as presented. Motion passed 6-0.

6. Citizen Comments

There were no comments.

7. Presentations

There were no presentations scheduled.

8. Discussion Items

- a. Mural Mall Update – Director Trammell stated that the project was moving forward with new construction and most of the demolition was complete. Discussion included timing for completion and July 18, 2013, for the grand opening celebration of “Meet Me at the Mall.”

Moreland joined the meeting at 8:05 a.m.

- b. Review DDA Brochure – Meyer presented an update on the brochure that would incorporate a cohesive design with the new DDA Billboard design. Discussion included targeted audience, distribution, downtown map, and timeline for completion.

Citizen Nancy Boyce stated the need for tourism attraction.

By Board consent Meyer will continue to work on incorporating the recommended changes with a completion date before the end of this fiscal year.

- c. Michigan Main Street Program Update – Director Trammell provided an update on training opportunities and will plan an educational event for area merchants to take place in the fall.
- d. TR Community Pride Day – Director Trammell provided an update on the marketing approach for the event and commented on the responses received to date. Trammell stated that Riverside Church was doing a large promotion for the event as well.

9. Action Items

- a. Review Proposed Budget - It was moved by Shingledecker and seconded by Moreland to accept the proposed budget. Motion passed 6-0.
- b. Mission Statement – It was moved by Shingledecker and seconded by Bippus to accept the previous statement with the recommended changes.
Discussion included concern over newly revised language and changes. Motion passed 6-0.
- c. Meeting Rules – It was moved by Moreland and seconded by Shingledecker to adopt the meeting rules as presented. Motion passed 6-0.
- d. T-Shirt Order – It was moved by Moreland and seconded by Johnston to authorize payment for 75 t-shirts with Inky-Dinky. Discussion included design and accounting for fundraising items. Motion passed 6-0.
- e. Change June 7th Meeting Date to May 31st – It was moved by Moreland and seconded by Shingledecker to approve the meeting date change. Motion passed 6-0.

10. Board Member Comments

Meyer inquired about using Robert’s Rule of Order in DDA Board meetings. Secretary Bliss stated that Board Member Guidelines were being drafted and would include parliamentary procedures.

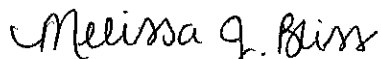
11. Director Comments

None

12. Adjournment

Chair Zimont adjourned the meeting at 9:03 a.m.

Respectfully submitted,



Melissa Bliss
City Clerk



THREE RIVERS

Downtown Development Authority

2012 Annual Report

Downtown Infrastructure Grant – the DIG was awarded to the City of Three Rivers in March of 2012 after the second application. The scope of work will include the Mural Mall renovation (making that area more pedestrian friendly and making it wheelchair and stroller accessible, new LED lighting and replacing the brick pavers with stamped concrete. The bid was awarded to a local contractor – Brussee/Brady in December 2012 and the work began by the end of the month. The work is projected to be completed in June 2013 and the DDA is planning for a celebration the completion of the project with an event titled “Meet me at the Mall”.

Skateboard Park – The DDA has been working with the City to leverage the grant the City received to renovate the Skateboard Park located in the West Parking Lot. We have met with several companies and also held a meeting with students who are into skateboarding and we believe we have a plan that will work for the area. The park should be completed by this summer.

Local Historic District – The DDA has provided several trainings for the Commissioners which were well attended. There have been many applications received and approved throughout the year. Several of which we were able to provide historic resources for the building owner which helped their decision process throughout the project. One large scale project was the James Sherman Salon expansion which was completed in the late fall and the HDC toured during one of their meetings. There is one seat which was vacated due to a change in jobs by that Commissioner but there is interest from others in serving.

Façade – The façade project at 51 N. Main which was awarded in 2010 is now complete. The building received a significant amount of renovations as a result of the grant with \$75,000 invested through the grant and well over \$25,000 from the building owner. The renovations will eventually allow for a business on the street level and 2 apartments for which the building owner plans to pursue the Rental Rehab grant to assist with the interior renovation costs.

Rental Rehabilitation – We have had representatives from the Michigan State Housing and Development Authority meet with myself and several building owners in Three Rivers. We have 2 building owners interested in pursuing this grant which would add up to 4 more apartments in downtown Three Rivers.

Façade Improvement Program – this is a privately funded program which is run through the DDA. This program was initiated by Tom Meyer who is one of the 6 donors towards the program. The other donors are Bruce Monroe, Fifth Third Bank, Three Rivers Banking Center, Southern Michigan Bank & Trust and Armstrong International who all donate \$200 per applicant towards a renovation project. The scope of work can include brick repair, windows, doors, painting. The program is open to the entire DDA District and the applications are reviewed by the Design Committee. We have been able to help 3 different building owners with their renovation costs during the first year.

Rebates – the DDA has had rebates in place for paint, sign and awning for several years and last year increased the sign rebate to 50% up to \$400 knowing this would assist many business owners. We had several applicants last year all of which were approved and the signage looks great!

Michigan Main Street – The DDA was awarded the designation of participating in the Michigan Main Street program Associate Level in March 2012. Michigan Main Street program involves training the local residents, business owners and volunteers to operate in the 4 point Main Street approach – Organization, Promotions, Design and Economic Restructuring. We sent 15 representatives from Three Rivers to the trainings. The individuals who attended were DDA Board Members, Historic District Commissioners, DDA Committee members and interested citizens. The DDA has been operating in the Main Street Committee structure for just over a year now and has seen growth in the committees as well as ownership and pride in our community.

The **Design Committee** conducted research and had a lot of ideas and feedback in the Mural Mall Project. They also increased the Christmas/Winter decorations last year and both sought donations for the added increase as well as scheduled a day to wrap the trees and fill the pots. They have added to the list again for decorations this year. The Design Committee also reviews all of the rebate applications to be sure the applicants request compliments the design of the district.

The **Promotions Committee** has enhanced the calendar of events they provide by expanding on the events they already have and adding several new ones for the next year. The former “Wash Down Day” has been changed to a “Community Pride Day” which will occur in May and will involve many different groups participating which will allow us to make a greater impact throughout the district. “Sass in the City” will return in July, it is a Ladies Night Out and it will be the 3rd year for this popular event. Plans are also in the works for a celebration for the Mural

Mall renovations which will be held this summer and titled "Meet me at the Mall". Other events will include the traditional Christmas Around Town and another fall celebration. The promotions committee will announce its calendar of events at a later date.

The **Economic Restructuring Committee** is looking at various ways to enhance the downtown and to bring in new businesses. One goal they have set is the recruitment of restaurants downtown.

The **Organization Committee** is looking at ways of enhancing our partnerships between the public and private sectors by having an outreach program and involving more people in the trainings.

Brochures – the new DDA Brochures are nearing completion and will be printed and delivered to all businesses in the district as well as made available to the public in various locations.



Historic District Commission
57 N. Main St. • Three Rivers, Michigan 49093
269.278.8193 • www.threeriversmi.org

February 26, 2013

2012 ANNUAL REPORT

The Three Rivers City Commission established the Three Rivers Historic District and the Three Rivers Historic District Commission (HDC) in July 2011 when it adopted City of Three Rivers Ordinance No. 774 and added Chapter 27 to the City of Three Rivers City Code. In doing so, the City Commission formally recognized the importance of our historic downtown buildings to our community's sense of place through the tangible links to our community's past. Establishing the Historic District provides our community with the legal tools and communal process for preserving and protecting these irreplaceable assets and resources.

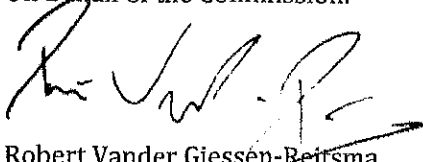
The HDC convened for our first official meeting in September 2011 and spent most of our first several meetings learning about historic preservation and establishing bi-laws to govern the Commission. The HDC adopted "Sign Design Guidelines" in December 2011.

The HDC started reviewing applications from property owners in February 2012. Here are a few highlights from our work last year:

- The HDC received four onsite trainings from preservation experts connected to the Kalamazoo Historic District Commission and the Michigan Historic Preservation Network. Additionally, we've consulted with these experts via phone and e-mail for clarification during the countless hours of research we've done to understand and fairly execute good preservation practices in Three Rivers. Several Commissioners have also gotten involved with the Michigan Main Street Program in an effort to synchronize promotion of downtown.
- The HDC reviewed 26 applications in 2012. Two building owners withdrew their applications before the Commission took action; the HDC gave the other 24 applications Certificates of Appropriateness, allowing their projects to proceed.
- Approved projects included many new signs for businesses, new windows and doors, façade improvement (UniQ) and several major renovation projects—including structural restoration at 41 N. Main St. (previously Dip 'n Dunk).
- The HDC worked extensively alongside property owners at 109 Portage St. (James Sherman Salon) and 51 N. Main St. (previously an antique store) to develop and implement historically appropriate designs for their major renovation projects. Both projects have done significant preservation work to their buildings, contributing beauty and economic viability to previously vacant structures.
- The HDC started developing Design Review Standards and Guidelines for our local district, applying the U.S. Secretary of the Interior *Standards for Rehabilitation* to our local context. This document—developed through a good deal of research and discussion—will help define the significant historic features that form our district's character and will establish specific criteria for reviewing applications. The document is still in process.

We thank the City Commission for its support as we continue together in the work of historic preservation in our community.

On Behalf of the Commission:

A handwritten signature in black ink, appearing to read "Robert Vander Giessen-Reitsma". The signature is fluid and cursive, with a long horizontal stroke at the end.

Robert Vander Giessen-Reitsma
Chairperson, Three Rivers Historic District Commission