

**DOWNTOWN BUSINESS DISTRICT ADVISORY BOARD
DESIGN COMMITTEE MEETING MINUTES
JANUARY 4, 2022**

BE IT REMEMBERED that the Downtown Business District Design Committee met on January 4, 2022 at 9:00 a.m. at the Laclede County Record offices located at 100 East Commercial Street.

ROLL CALL AND DECLARATION OF A QUORUM

Upon roll call, the following committee members were present: Melody Allen, Ed Brackett, Beth Chism, Stacey Harrill and Donna Karch. Absent: Teresa Davis, Valerie Howe.

A quorum was declared.

Minutes were taken by Downtown Business District Executive Director Cynthia Coffman.

DISCUSSION ITEMS

Review of Projects, including Gateway Monuments and String Lights

There was no new information on plans for the gateway monuments, better known as the arches, or on the string lights. The City was waiting for proposed designs from the Olsson Studio which is working on both projects pursuant to a task order from the City. Several months ago, the Design Committee gave the city administrator a photo of an arch design the committee liked from the City of Martinez, California. The committee suggested some flowers might be grown in pots or planters at the arch base to add color to the project.

Allen briefed the group on her recent visit to Opelika, Alabama which is a Main Street community developed on the four-point approach Lebanon now is using. Allen described the shops and restaurants in Opelika and how the railroad right of way has been incorporated in the downtown design. She offered to identify a contact person there.

Façade Grant Request for Approval of Work

Coffman shared a request for reimbursement of expenses incurred pursuant to a 2021 Façade Improvement Program grant. The approved application was made by Brad & Michelle Boyer for the façade of 115 W. Commercial St. The Boyers requested and were approved for a matching grant of \$10,000 in building front improvements to remove and replace storefront windows and frames. Coffman submitted to the committee a copy of an AIA Application and Certification for Payment the Boyers received from their contractor, Springfield Glass Company. It was noted that the Boyers' match was well over the required \$10,000. See below for action on the request for approval and reimbursement.

Complete Transformation Strategy Worksheets for Design Committee

Committee members discussed the transformation strategy worksheets and how the chosen strategies of a family-centric and visitor-oriented Downtown Lebanon might be incorporated in Design Committee work. It was agreed that Coffman would request more guidance from Missouri Main Street Connection, Inc. so the committee can complete the assignment at its next monthly meeting.

Calendar and Planning for 2022

The committee talked about plans to issue an application for the 2022 façade grants. Chism introduced a discussion of how the Design Committee might help educate owners and tenants on what can be funded and just how to approach a renovation project. She noted that it is important to begin by identifying the buildings that can be saved, and then to work 1:1 with building owners on how they would go about accomplishing necessary repairs. Harrill noted that a lot of buildings want new windows in their storefronts. Committee members agreed that it would be important to get clear on what Design wants for non-historic buildings, which might be a future use of façade grant funding after historic buildings are preserved.

Brackett recommended the committee review what was done last year when the first façade improvement program opportunity was announced and asked Coffman to circulate those documents to committee members. It was agreed that they committee get together in two weeks to determine what adjustments, if any, should be made before a new round of grants is made.

ACTION ITEM

Recommendation to DTBD Advisory Board on façade grant completion at 115 W. Commercial

The committee discussed its approval of the completed façade improvements made at 115 W. Commercial. Karch moved and Allen seconded that the Design Committee recommend to the Advisory Board that it approve the Boyers' request for reimbursement of \$10,000 in documented renovation costs. Those present voted in favor of the motion.

ADJOURNMENT

Meeting was adjourned at 10:19 a.m.


Chairman Ed Brackett


Executive Director Cynthia Coffman

Minutes Approved March 2, 2022