

**DDA Meeting Minutes
Village of Oxford Council Chamber
Meeting, August 17, 2015**

1. Call to order: The meeting was called to order at 6:00 p.m. by Chairperson Pete Scholz.

2. Pledge of Allegiance

3. Members Present: Sue Bossardet, Jerry Cremin, Rod Charles, Bill Dunn, , Dorothy Johnston , Eugene Mallia, Susan Schurr and Pete Scholz

Members Absent: Ed Hunwick

Others Present: Chuck Schneider, Bryan Cloutier, Ron and Dora Rolando, Joe Frost and Joe Young

4. Approval of proposed agenda:

A motion was made by Geno Mallia , seconded by Sue Bossardet to approve the agenda. By voice vote the motion carried unanimously.

5. Approval of minutes: A motion was made by Sue Bossardet, seconded by Geno Mallia to approve the July 20, 2015 DDA Board meeting minutes. By voice vote the motion carried unanimously.

6. Public comment: none

7. Consent Agenda:

a. Executive Director's Report

A motion was made by Bill Dunn, seconded by Sue Bossardet, to receive and file the Executive Director's report. By voice vote the motion passed unanimously.

b. Treasurer's report

1. A bill run of \$19,637.16 was presented.

A motion was made by Bill Dunn, seconded by Sue Bossardet, to approve the bills in the amount of \$19,637.16. By roll call vote the motion passed unanimously.

2. DDA Budget spreadsheet

c. Code Enforcement Activity Report

A motion was made by Bill Dunn, seconded by Sue Bossardet, to receive and file the code enforcement reports. By voice vote the motion passed unanimously.

8. New Business:

a. Signage Recommendations for Planning Commission

DDA Executive Director Joe Frost presented signage information that the Planning Commission had requested DDA Board input on.

1. LED Signage

A motion was made by Sue Bossardet, seconded by Bill Dunn, to recommend to the Planning Commission to allow electronic/LED message under signs special use with the following standards:

- limiting electronic/LED message signs to be no less than 1,000 feet between electronic/LED message signs
- not allow in the C-1 Core zoning district
- not allow in historic eligible buildings or property over fifty years old
- limit message lights to two colors including background, not allow any animation or motion
- not allow any images, allow weather icon and special community sponsored event icons
- not to change message less than thirty seconds
- include a photo cell to regulate the lighting/NITS, and at night to be reduced to 700 NITS.
- free standing only

By voice vote the motion passed unanimously.

2. Projecting Signage

A motion was made by Sue Bossardet, seconded by Dorothy Johnston, to recommend to the Planning Commission to allow projecting signs with the following standards: limit the sign text face to a maximum of sixteen square feet (per side); allow ornamental, decorative embellishments in excess of the text face limit of sixteen square feet following best practices of other communities that have done it right as to type, visual alignment, height, etc. to not interfere with other signs (Harbor Springs, Traverse City, Frankenmuth, Charlevoix, Petoskey, Northville); allow projecting signs in the front and rear; allow a wall sign with the projecting sign subject to that projecting sign text size will be deducted from the maximum sign size for a wall sign; not allow a portable/sidewalk sign if there is a projecting sign; lighting to be exterior direct lighting, no internal/back lighting.

By voice vote the motion passed unanimously.

b. Heritage Conference

Information on the Heritage Conference September 15 was presented at a conference registration cost of \$49 per person. DDA Executive Director Joe Frost and Council President Sue Bossardet have registered to attend the conference.

A motion was made by Bill Dunn, seconded by Geno Mallia, for the DDA to fund the costs for the two persons to attend the Heritage Conference *including mileage??*.
By roll call vote the motion passed 6-2 (Bossardet, Charles).

c. Michigan Downtown Association Conference

Information on the Michigan Downtown Association Conference October 22 and 23 in Kalamazoo was presented. The estimated conference registration and hotel was \$298.19 for DDA Executive Director Joe Frost to attend. Milage was not included in the estimate.

A motion was made by Geno Mallia, seconded by Jerry Cremin, for the DDA to approve the costs for the DDA Executive Director to attend the Michigan Downtown Association Conference including mileage.

By roll call vote the motion passed unanimously.

9. Old Business:

a. Mission and Vision Statements

DDA Executive Director Joe Frost submitted Mission and Vision Statements for consideration. After discussion the following statements were approved.

Mission Statement: *The Oxford DDA is dedicated to the promotion, development, and historic preservation of downtown Oxford.*

Vision Statement: *To create s sustainable and dynamic community by enhancing the sense of place in downtown Oxford as a quality destination for businesses and residents.*

A motion was made by Sue Bossardet, seconded by Dorothy Johnston, to approve and adopt the Mission and Vision Statements.

By voice vote the motion passed unanimously.

b. Façade Grant Program- 111 S. Washington – Chuck Schneider

DDA Executive Director Joe Frost reviewed the façade grant applications for 111 S. Washington.

A motion was made by Sue Bossardet, seconded by Jerry Cremin, to deny the grant application for the east (front) elevation façade grant at 111 S. Washington for the following reasons: work has already begun prior to adequate review, and the DDA

anticipates additional grant applications; and approve the grant request for the west (rear) elevation at 111 S. Washington in the amount of \$5,000.00.

By roll call vote the motion passed unanimously.

10. Board Member Comments:

Chuck Schneider commented appreciating the DDA support and about the DDA considering contributing to the White House Village Shops participation in the Girl Friends Walk as to the \$100 fee per business.

Sue Bossardet commented the One Stop Ready meeting on August 26; Joe Frost face book postings as excellent; the September 12 Vintage Market in the Park; congratulated all on the success of the Lone Ranger festival and parade.

Geno Mallia complemented about being truly impressed with the Lone Ranger festival and parade, the Oxford Tap music stage, and suggested that equestrian coral area be considered.

Pete Scholz commented good to see Joe Frost in and about town (meeting with the business owners.)

11. Adjournment:

A motion to adjourn at 7:42 p.m. was made by Sue Bossardet, seconded by Bill Dunn.

By voice vote the motion carried unanimously.

Minutes reviewed by _____

Bill Dunn

Date: _____

Minutes approved:

Pete Scholz, Chairperson

Bill Dunn, Secretary

The next meeting is scheduled for Monday, August 17, 2015 at 6:00 p.m. in the Council Chamber.