Chairman Mossburg called the joint meeting of the Downtown Development Authority (the “DDA”) and Planning Commission (the “PC”) meeting to order at 7:00 PM in the City of Harbor Springs, City Hall, City Council Chambers, 160 Zoll Street, Harbor Springs, MI, 49470

Chairman Mossburg stated that this was a joint meeting with the PC. The City Clerk will take the roll call for both the DDA and the PC.

1. **Roll Call and Verification of a Quorum**

   A. **DDA**

   Present: Josh Baker, Kathie Breighner, Andy Bultman, Matthew Clarke, Daniel DeWindt, Al Dika, Jeff Graham, Mary Ellen Hughes, Stephanie Baker, Cecelia Johnston, Rob Mossburg and Pam Pfeifle

   Absent: Jeff James

   The City Clerk confirmed that a quorum was present.

   B. **Planning Commission**

   Present: Jeanne Benjamin, Andrew Bowman, John Cupps, Jeff Ford, Lee Kramer, Sara Smith, Fred Walstrom and Carrie Wiggins

   Absent: Jack Deegan

   The City Clerk confirmed that a quorum was present.

   Also Present: City Manager Tom Richards, City Clerk Ron McRae, Larry Nix, Williams & Works, Inc., Charles (Chip) Smith, Wade-Trim & Associates, Inc., and Courtney Piotrowski, Livinglab.

2. **Approval of Minutes**

   Motion by Breighner, supported by Hughes, to approve the minutes of the July 18, 2012 meeting “as read”.

   Motion carried.

   [Enter Benjamin at 7:03 p.m.]
3. **Public Comment**

None was offered

4. **Old Business**

A. **Placemaking Video Award**

City Manager Richards stated that Michael P. Woods, a Regional Planner of the Northwest Michigan Council of Governments (the “NWMCOG”) was present, at City Manager Richard’s recommendation. NWMCOG had a 2012 Placemaking Video Drawing at their Northern Michigan Placemaking Summit. One of the City’s attendees won the Placemaking Video Drawing while at the NWMCOG Northern Placemaking Summit. Therefore, the City of Harbor Springs is eligible to receive a custom made “Placemaking Video”.

Woods discussed the videoing process of our Placemaking Process. The City of Harbor Springs will receive the Placemaking Video at no cost.

B. **Outdoor Display of Goods**

City Manager Richards stated that the City Council has referred the question of regulating the display of outdoor goods to the DDA. City Council is requesting recommendations from the DDA to set policy or to amend the City Code to regulate the displays to make sure that the displays do not block or inhibit access to the building, to provide suitable room to maintain safe walking conditions and to keep the ambience of the downtown business district tasteful and pleasant as Harbor Springs is noted for.

Chairperson Mossburg stated that this issue would be considered at future meetings of the DDA because this request was received for this evenings meeting and there has been no time to gather any data.

There was no objection from the remaining Board Members.

5. **Strategic Downtown Enhancement Project - Review of "Vision Fair"**

Chairperson Mossburg stated that the meeting this evening is to receive a presentation on the draft of the “Downtown Enhancement Study” (the “Study”) prepared by the Wade-Trim Group. The presentation is for the DDA and the PC to be introduced to the Study. There will be no public discussion on this issue this evening.
Chairman Mossburg stated that the public will have their chance to comment after the DDA and the PC review the Board a chance to review and share their impressions of the Study.

Chip Smith, Wade-Trim Group, and Courtney Piotrowski, Livinglab, gave the presentation of the draft Study entitled the “Harbor Springs Downtown Vision Plan”.

After the presentation, Chairperson Mossburg requested comments from the PC and DDA members. After the comments and questions from the PC and DDA members, a special meeting was scheduled for August 27, 2012 for more comments. Further, it would give everyone a chance to study the draft in more detail. City Clerk McRae was directed by Chairpersons Mossburg and Walstrom to post the meeting.

The meeting scheduled for September 4, 2012 was confirmed as the presentation to the public.

5. **New Business**

None was offered.

6. **Adjournment**

With no further business, Chairman Mossburg adjourned the meeting at 9:03 p.m. based on a motion by Breighner and a second by S. Baker.

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Ronald B. McRae, City Clerk