



Design Committee Meeting | Thursday, May 4, 2023 | City Council Chambers | 9:00 a.m.

## Minutes

**Call to order, Cassie Ragan**

**Roll Call: Michelle Kendall, DDD Executive Director**

<b>Chris Bankston</b>	<b>Present</b>
<b>Tara Bennett</b>	<b>Present</b>
<b>Roy Dufreche</b>	<b>Present</b>
<b>Michelle Juneau</b>	<b>Present</b>
<b>Tom Pistorius</b>	<b>Present</b>
<b>Cassie Ragan</b>	<b>Present</b>
<b>Jeffrey Smith</b>	<b>Present</b>

## Old Business

### 1. Approval of meeting minutes from April 6, 2023

Jeffrey Smith made a motion, seconded by Roy Dufreche, to approve the meeting minutes as written.

<b>Chris Bankston</b>	<b>Yes</b>
<b>Tara Bennett</b>	<b>Yes</b>
<b>Roy Dufreche</b>	<b>Yes</b>
<b>Michelle Juneau</b>	<b>Yes</b>
<b>Tom Pistorius</b>	<b>Yes</b>
<b>Cassie Ragan</b>	<b>Yes</b>
<b>Jeffrey Smith</b>	<b>Yes</b>

**Yes: 7 | No: 0 | Absent: 0 | Abstain: 0 | Motion carried.**

### 2. Sidewalk Reimbursement Program

Ms. Ragan opened the floor for discussion if committee members had any thoughts or ideas about establishing guidelines for the program. Mr. Smith stated it may be difficult to determine a cost per square foot and cost would need to be evaluated each time a sidewalk reimbursement applicant is presented to the committee. He suggested referencing the DDD Master Plan for sidewalk information. Ms. Ragan stated the program needs to define specifically what the program covers, refrain from putting a square foot cost figuration, and establish a maximum amount for each project. Ms. Ragan suggested there be a limit to where sidewalk improvements can take place and once those



improvements are met, then the program can expand to other areas of downtown. Mr. Pistorius also suggested redefining the boundary for the program. The committee unanimously agreed that a map should be drawn out to establish the areas applicable for the sidewalk resimbursement program. To summarize, Ms. Ragan reiterated the program needs a definition of limits, defining what already meets the master plan, and materials needed to fulfill the project. Ms. Kendall informed the only items not covered are the design fees and permit fees. Ms. Kendall stated a takeaway from this conversation is that there will not be a monetary cap for projects due to varying scopes of different projects. Ms. Ragan suggested the DDD Board of Directors should establish a budget for this project every year that is a strict figure and that reimbursements will reflect what is on the master plan guidelines and not beyond. Ms. Kendall felt that at this point she has enough information to draft an application that can be reviewed during the May Board of Directors meeting.

#### **New Business:**

##### **1. Architectural Review: Tabor Dermatology (Hewitt Rd and S Magnolia St)**

Mr. Smith took to the podium as the architect behind this project. Mr. Smith said the developer is based out of Oklahoma and will be leasing it to the dermatology business. There will also be a rental space included in the building for another future tenant. The developer also owns property east of Hewitt Rd which will be developed at a later time. He then discussed some architectural features and placement of the building. The committee then held a conversation regarding what proper steps and processes should be taken by a developer who is required to have plans reviewed by a number of varying entities such as the city of Hammond building department, the city of Hammond planning department, the DDD Design Committee and more. This would streamline not only clarity for all agencies but provide clarity for developers, contractors, etc. Mr. Smith then requested approval of the Tabor Dermatology design from the committee.

Roy Dufreche made a motion, seconded by Cassie Ragan, to approve the Tabor Dermatology architectural design.

<b>Chris Bankston</b>	<b>Yes</b>
<b>Tara Bennett</b>	<b>Yes</b>
<b>Roy Dufreche</b>	<b>Yes</b>
<b>Michelle Juneau</b>	<b>Yes</b>
<b>Tom Pistorius</b>	<b>Yes</b>
<b>Cassie Ragan</b>	<b>Yes</b>
<b>Jeffrey Smith</b>	<b>Recuse</b>

**Yes: 6 | No: 0 | Absent: 0 | Abstain: 0 | Recuse: 1 Motion carried.**



## 2. Façade Grant: 104 SW Railroad Ave

Jeffrey Smith made a motion, seconded by Roy Dufreche, to approve the Façade Grant for 104 SW Railroad Ave in the amount of \$2,000.

Chris Bankston	Yes
Tara Bennett	Yes
Roy Dufreche	Yes
Michelle Juneau	Yes
Tom Pistorius	Yes
Cassie Ragan	Yes
Jeffrey Smith	Yes

**Yes: 7 | No: 0 | Absent: 0 | Abstain: 0 | Recuse: 0 | Motion carried.**

## 3. Façade Grant: 109 W Thomas St

Chris Bankston made a motion, seconded by Cassie Ragan, to approve the Façade Grant for 109 W Thomas St in the amount of \$2,000.

Chris Bankston	Yes
Tara Bennett	Yes
Roy Dufreche	Yes
Michelle Juneau	Yes
Tom Pistorius	Yes
Cassie Ragan	Yes
Jeffrey Smith	Yes

**Yes: 7 | No: 0 | Absent: 0 | Abstain: 0 | Recuse: 0 | Motion carried.**

## 4. Railroad Park History Exhibit

Ms. Kendall began by saying the work group met on May 3, 2023 and significant progress was made in drafting narratives for the history panels. She also informed that the month of May is National Preservation Month and the vestibule within the DDD office will become a display area for draft panel narratives. The draft narratives will be available for public view and input during DDD office hours and Hammond Farmes & Artisans Market hours. A mobile set up will be available for public meetings. Ms. Kendall also noted the DDD is partnering with the Hammond Historic District for National Preservation Month. Ms. Kendall gestured the committee to look at a paper provided that



reviews the drafting phases for the history exhibit project. Ms. Kendall stated the DDD is doing their best effort to provide plentiful opportunities for the public to view the narratives and ensure the future panels will reflect inclusiveness that various community members can see themselves in. Antoine Marketing + Design will handle the final designs for the project. Mock-ups will be ready by the end of June. An exhibit dedication ceremony is anticipated in October of 2023. September 29<sup>th</sup> is the deadline to spend the grant funds and submit a report.

#### **5. Directors Report**

Ms. Kendall informed the committee that Railroad Park bricks were engraved and delivered Friday, May 5<sup>th</sup>. Installation will occur the following Monday or Tuesday. Mr. Smith discussed that Kelly Construction has been taking care of vandalism in the area such as cap stones being damaged by skateboarders. Ms. Kendall mentioned the city of Hammond will be taking care of installation of the water fountain in Railroad Park and repairs to the damaged fence. Ms. Kendall is not sure of installation time. Mr. Pistorius inquired of any updates regarding Railroad Park furniture. Ms. Kendall told him that herself and Mr. Dufreche have met to discuss this. They discussed a flexible furniture option that would discourage theft such as heavier and sturdier picnic tables. Mr. Smith moved to adjourn the meeting seconded by Mr. Pistorius.

#### **-Adjournment**

