



Design Committee Meeting | Thursday, July 6, 2023 | City Council Chambers | 9:00 a.m.

Minutes

Call to order, Cassie Ragan

Roll Call: Michelle Kendall, DDD Executive Director

| | |
|------------------------|----------------|
| Chris Bankston | Absent |
| Tara Bennett | Present |
| Roy Dufreche | Present |
| Michelle Juneau | Present |
| Tom Pistorius | Present |
| Cassie Ragan | Present |
| Jeffrey Smith | Present |

Old Business

1. Approval of meeting minutes from June 8, 2023

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

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

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

2. Review of Sidewalk Reimbursement Program Guidelines and Application

Ms. Ragan discussed this will be reviewed with the city for their input before the application is finalized. She inquired for any feedback, input or modifications to the application. Mr. Dufreche would like to see an estimated sidewalk cost reflected in the application. Mr. Smith asked for clarity on the cooperative endeavor agreement shown on the application. Ms. Ragan informed that it is between the business owner, the DDD and the City of Hammond. Mr. Dufreche voiced that bids should be placed due to the difference of estimated construction costs and actual construction costs. Ms. Ragan agreed. She noted that cooperative endeavor agreements are typically complete after the fact. She also suggested that someone from the City of Hammond



could give the board more insight on the feasibility of signing a cooperative endeavor agreement before an application is approved. Ms. Kendall stated she would give more thought about the logistics of the steps of the application process to ensure everything flows cohesively. The committee would like to see concrete phases reflected in the application and in the overall process of the program.

New Business:

1. Façade Grant: 203, 205, & 207 E Charles St

Due to an error in creating the agenda, the Façade Grant of 209 E Charles needed to be voted on and not the one listed as the first item under New Business.

Jeffrey Smith made a motion, seconded by Roy Dufreche, to remove the Façade Grant for 203, 205, & 207 E Charles St from the agenda.

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

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

Cassie Ragan made a motion, seconded by Jeffrey Smith, to added the following item to the agenda: Façade Grant for 209 E Charles St.

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

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



Ms. Kendall informed the total cost of the project with the committee. She went on further to detail the work for 209 E Charles St which included a canvas awning (\$4,290.00) and painting (\$270.00).

Jeffrey Smith made a motion, seconded by Roy Dufreche, to approve the Façade Grant for 209 E Charles St.

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

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

2. Review of Railroad Park History Exhibit Panel Renderings

The committee reviewed the different styles of the 30” x 36” panel renderings laid in front of them which included varying design styles. It was decided the committee favored a panel design with a dark background with white letters. Ms. Bennett voiced concern over potential sun damage to the panels over time. Mr. Dufreche informed the panels will be made high-pressure laminate panels that are UV protected. Based upon his research, sun damage should not be an issue. Ms. Kendall discussed that information on the panel renderings will still need updating. Ms. Kendall informed that once a preferred layout is chosen, more historical pictures can be pulled to be used for the panels. Ms. Ragan inquired about ensuring the panels will be spell-checked. Ms. Kendall stated that once a layout is selected, she will go back to re-read through the text to guarantee accuracy and encouraged the committee to send her any errors they find so she may fix them. Mr. Dufreche moved the conversation to discuss the scheduling of events going forward. Ms. Kendall informed a next step is to submit the panels for the City of Hammond Historic District review and Hammond DDD Board of Directors review later in the month. She will also be receiving bids from multiple companies for fabrication of the panels. Mr. Dufreche stated he will be performing specs and mounting details for the panels. Ms. Kendall mentioned that the earliest the panels would be installed would be sometime mid-September and October would be a time period to hold a public celebration of the panels. Mr. Dufreche detailed that the framing on the panels will be black in color and made of aluminum. The frame itself will be mounted on the brick columns allowing the panels to slide in and out of the frame.



3. Director's Report

Ms. Kendall discussed exterior updates being implemented to a small strip located close to the mall at SW Railroad Ave neighboring Church's Chicken and Jimmy John's. Leasing is now available for the spaces within that strip. Ms. Ragan noted that they, speaking for herself and on behalf of the Design Committee, are collectively positive to see the change upon this building but concerned that they were not flagged by the city regarding said changes before a permit was issued. The committee would like for the property owners to come in and present before them if there will be any color deviations other than what is currently being used for the building changes. Members discussed the scope of the Design Committee's review authority and requested Andre Coudrain to attend the next meeting for clarification. Ms. Kendall moved the conversation to discuss the \$25,000 grant awarded to the City of Hammond for Morrison Park.

-Adjournment

