

# Meeting Minutes

## Streetscape Master Plan Review Committee

4:15 pm, Tuesday, September 10, 2013 -- 2<sup>nd</sup> Floor Conference Room, City Hall

### Members present:

Mary Bess Lawing, Max Sigler, Collette Touchette, Wilce Martin, Melinda Herzog

Members absent: Anne Stedman, Natalie Kincaid, Betsy Mantak, Jeremy Petty

Staff present: Rob Powell, Todd Clark, Sean Hovis

- I. Call to order 4:15 PM. A quorum was established.
- II. Minutes from the January 10<sup>th</sup>, March 7<sup>th</sup>, and June 12<sup>th</sup>, 2013 meetings were approved.  
(Motion – Wilce Martin, Second – Mary Bess Lawing)

### III. Old Business – Streetscape Design Firms

The process for requesting Statements of Qualifications from prospective streetscape design firms was discussed. The RFQ's should include a request for descriptions of recent similar projects and references for those projects. The importance of seeing examples of artwork/graphics from the various design firms was discussed. The Committee agrees that the plan to choose 2 or 3 top design firms from their Qualifications submittals, then working out a project scope of work and agreed cost with the most qualified firm, would be the best course of action.

There was a brief discussion about the practicality of including North Newton in the streetscape design project.

City Manager Todd Clark wanted the Committee to establish a milestone schedule for the streetscape RFQ project. The schedule set at the meeting was:

Complete Newton Streetscape RFQ	October 9
Mail letters to design firms	October 15
Develop proposed evaluation checklist for SMPRC	October 25
Response Due Date	November 1
Distribute summary responses to SMPRC members	November 6
SMPRC review meeting	November 13
Write Streetscape design request for quote	December
Release request for quote to two firms	December
Quotes and report to Council	January

The Committee will meet again on December 4<sup>th</sup> to review the information collected from the telephone interviews of the design firm references. (Note: next meeting date later changed to December 11<sup>th</sup>)

Statesville streetscape tour – The Committee discussed visiting Statesville during October if a meeting could be arranged with the Downtown Statesville Development Corporation and Statesville city officials. The Business Advisory Committee and the Appearance Committee could be invited to participate. Rob is to try to arrange a meeting date with the Downtown Statesville Development executive director.

Update on Downtown Planters - The DNDA has completed the initial purchase and placement of the downtown planters. The merchants are responsible for keeping flowers in the planters. A brochure has been created that outlines the guidelines and expectations for the planter project.

Melinda Herzog updated the committee on discussions concerning the creation of a Local Government Commission (LGC) for Catawba County. The purpose would be to establish historic landmarks (such as Murray's Mill and the Bunker Hill Covered Bridge) and to protect those landmarks for the future. Melinda says that presentations have been made to the municipal governments in Catawba County and that there is interest in forming a joint county-municipal LGC. There are still many issues to work out.

#### IV. New Business

Wilce Martin stated that Public Works was planning to repair the sidewalks on 1<sup>st</sup> Street in the near future.

The Committee set the next meeting date for November 13<sup>th</sup> as stated in the schedule above.

#### V. Adjournment – The meeting adjourned at 5:40 PM.

Submitted by Rob Powell, Secretary



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