

Meeting Minutes

Streetscape Master Plan Review Committee

4:00 pm, Wednesday, December 11, 2013 -- 2nd Floor Conference Room, City Hall

Members present: Anne Stedman, Wilce Martin, Betsy Mantak, Mary Bess Lawing, Max Sigler

Members absent: Natalie Kincaid, Melinda Herzog, Jeremy Petty, Collette Touchette

Staff present: Rob Powell, Sean Hovis

Others Present: Jerry Hodge

- I. Call to order 4:10 PM. Mr. Hodge, who is the Interim Chairperson of the Business Advisory Committee, was introduced. A quorum was established.
- II. Old Business – Statesville Visit
The purpose of the Statesville streetscape trip was explained, along with the need for an accurate list of attendees, and Rob Powell asked for those who could attend on January 14th. Mayor Stedman can attend on the 14th and Rob Powell stated that City Manager Todd Clark could also.
- III. Minutes from the September 10th, 2013 and the November 13th meetings were approved. (Motion – Wilce Martin; Second – Mary Bess Lawing)
- IV. Streetscape Designer - The discussion of design firms began with a discussion about engineering needs and how the different firms would provide engineering services. The need for putting power underground, for updating utility infrastructure, and for providing infrastructure for future development was discussed. Project pitfalls and scheduling was discussed, and Rob Powell stated that Statesville construction was block by block and was completed in phases. Rob felt that the Committee could concentrate on the design firm's qualifications because the project could continue into the engineering phase using the design firm's engineering partner or the City could hire another engineering firm of the City's choice when that time came. The development of a Scope of Work for the design phase was discussed, and Wilce wanted to rework the Scope of Work from what other cities have done. How to decide upon a top choice for designer was then discussed. Jerry Hodge recommended bringing in two firms for interviews. Mayor Stedman said that Platt and LandDesign are the two companies that need to be looked into deeper. Mary Bess agreed with that sentiment. She would also like to see a better breakdown of credentials and scoring. Sean presented the idea of interviewing the three final firms that were agreed upon...Platt, LandDesign, and Stewart. It was decided that

we would conduct an interview before a scope of work was created. Interviews at about an hour a piece are to be set up. Mid-morning times would be best. Rob is to prepare a list of interview questions and is to conduct the interviews with the Committee members present. An attempt will be made to get all three interviews scheduled for early January. The Committee would like for the design firms to bring "before" and "after" photos of recent projects.

V. Next Meeting Date - The next meeting will depend upon scheduling for the design firm interviews.

VI. Adjournment – The meeting adjourned at 5:05 PM.

Submitted by Rob Powell, Secretary

A handwritten signature in cursive script that reads "Rob Powell". The signature is written in black ink and is positioned above a horizontal line.
