

DOWNTOWN DESIGN REVIEW BOARD MEETING MINUTES

**December 12, 2019 – 8:30am
City Hall – Planning Conference Room**

1. Roll Call – Members Present

The meeting was called to order by Leah Byzewski at 8:30 a.m. with the following members present: Dave Badman, Leah Byzewski, Chuck Flemmer, Kate Kvamme. Absent: Alex Reichert. Quorum present. Staff present: Andrea Edwardson, Senior Planner, Others present: Kevin Ritterman, Dakota Commercial, and Craig Tweten, Community Contractors.

2. Reading & Approval of DDRB Minutes for August 22, 2019.

Moved by Flemmer, second by Kvamme for approval of minutes as presented. Motion carried unanimously.

3. Walkway Design for Selkirk Lofts, 15 S 4th Street. Mrs. Edwardson introduced the item by stating this is a follow up approval to the Selkirk Lofts property that received final approval from the board for the building elements prior, but at the time of approving the building the exterior elements of lighting, walkway and fence were not known and would come back for separate approval. Part of the agreement for the City to develop the lot was for the new owner to build and maintain a pedestrian walkway that would provide midblock access from the Corporate Parking Ramp, through Loon Park, to S 3rd Street. Mrs. Edwardson stated the two developers, Kevin Ritterman and Craig Tweten were in attendance to discuss the final elements as well.

Mr. Ritterman provided an overview of the elements, the scoured concrete and poured concrete pavers, the lighting elements, and the dog area fencing. He also stated as well that signage for the building was in the planning phases and would be brought forward in the future.

Mr. Tweten described the art pieces planned for the area that would whether well outdoors. The pieces would include a piece by Mr. Badman that was previously located in the former Arbor Park. They would also include artistic metal flags of the American Flag, the Canadian flag, and the State North Dakota flag that would be installed next to, but not attached to, the Sledster's building along the walkway.

Motion by Kvamme, second by Flemmer for approval of the walkway design elements at 15 S 4th Street. Motion carried unanimously.

4. Discussion of Outdoor Seating Process in Design Standards Update. Mrs. Edwardson asked for input on the current outdoor seating process and if, as part of the update to Design Standards, that the process could be streamlined. Staff's

recommendation would be for new permits to not have to go through DDRB review as recent applications have all met dimension requirements as well as material types and styles. In order to have a more efficient process, staff would like to administratively handle those requests, with the condition that if an odd scenario is proposed, staff would bring that outdoor seating request before the Board to provide input and approvals.

Mrs. Kvamme asked if the requirements for outdoor seating would be included in the design standards so that staff understands and can easily refer to what is required and what is not allowed. Mrs. Edwardson stated that is her intent is to include that. Currently code already provides the dimension standards like minimum walking path distances and ADA accessibility, the only subjectivity that isn't written into code is what style and materials are allowed for the tables and chairs. She stated that those have never been an issue with any seating request as plastic chairs now look a lot different than the white plastic tables of ten years ago. Businesses have pursued more luxury looking chairs to create a better atmosphere so the Board hasn't had to weigh in on style or materials for many years.

Mr. Flemmer stated that it seemed to be an obvious move to have it be a staff administered process.

- 5. Summary of DDRB Action for 2019.** Mrs. Edwardson provided a summary of DDRB's action for the year included items acted on and items brought forward for discussion.
- 6. Election of Chair and Vice Chair for 2020.** Discussion held on executive responsibilities.

Kvamme motioned, Flemmer seconded for Leah Byzewski to continue as chair and to appoint Dave Badman to be Vice Chair. Motion carried unanimously.

Motion to adjourn by Flemmer, with meeting adjourned at 8:49 am.