

**Meeting of the Portland Main Street Design Committee
Thursday, August 5, 2010. City Hall, Portland, MI**

Present: Eric Frederick, Tom Dempsey, Kathy Parsons, Patrick Reagan.

Meeting called to order at 6:30 pm

Applicants for the DDA Façade grants presented their applications and took questions from the committee on their projects. Individual projects were evaluated based on the criteria of the design guidelines and the likelihood of completion of the scope of work. After talking with all of the applicants and reviewing their proposals the consensus of the committee was to recommend funding the Wooden proposal for the front of the Quilt Shop building, Dr. Reimer's proposal to update and repair the façade of his Optometry office, and to table the proposal from PCMI West until the funding of the rest of their project is secure. The Chocolate Moose volunteered to wait until next year until their plans and funding are more complete.

The Main Street Committee asked the Design Committee to revisit the typeface used on the proposed wayfinding signs. After seeking more font examples from the signmaker, the committee chose Bookman Old Style and to change the lettering on the Parking Lot signs to Title Case from Upper Case. Kathy will present the work to the City Council in the form of a sample sign.

Meeting adjourned at 7:45 pm

Next meeting, Thursday, September 9, 2010

Respectfully Submitted
Kathy Parsons