

MINUTES
DOWNTOWN REVIEW BOARD
July 6, 2011
5:30 P.M. – COUNCIL CHAMBER

	<u>Name</u>	<u>Attendance</u> (mtgs attended-mtgs absent)	<u>Term of Office</u>
MEMBERS PRESENT:	Vincent Lewis	(3-1)	3/04/12
	Mike Manganaro	(3-1)	3/04/12
	Cole Woodbury	(2-2)	3/27/12
	Josh Royle	(4-0)	3/22/13
	Carl Kohler	(2-2)	3/22/13
	Mark Schmitz, Chairman	(4-0)	3/10/14
	Roger Baker	(2-0)	3/21/14
	Rick Rader	(2-0)	5/16/14
MEMBERS ABSENT:	Debbie Mahoney	(1-3)	5/21/13

Quorum Present. Five members constitute a quorum.

OTHERS PRESENT: Mike Kellam, City Planner

APPROVAL OF MINUTES – June 1, 2011.

Chairman Schmitz called the meeting to order. He then asked for questions or updates to the minutes of June 1, 2011. Cole Woodbury made a motion to approve the minutes as submitted. Rick Rader seconded the motion.

VOTE: Baker – yes, Lewis – yes, Manganaro – yes, Rader – yes, Royle – yes, Schmitz – yes, Woodbury – yes.

Ayes – 7, Nays – 0. Quorum vote is five votes. Motion passes.

Old Business -- None

New Business

I. JOHN WEIPERT – 5th & Faraon Street – Requesting approval of a Certificate of Appropriateness to authorize the retail use of the sidewalks to operate a mobile food cart at 5th & Faraon Street Thursday through Saturday.

John Weipert, 12400 NE Hurlingen Rd., Easton, MO 64443, appeared to answer any questions.

[Carl Kohler arrived]

Mike explained that Mr. Weipert would like to set up his vending cart on the courtyard area at the Courthouse on the 5th Street side. As the site plan shows, Mr. Weipert's cart will not be on

the sidewalk, but will be about 3 ft. away from the sidewalk. Mike said the County has given Mr. Weipert written permission for the food cart. Mike also explained that Mr. Weipert does meet the requirements of the Retail Use of Sidewalks for vendor carts in downtown. Therefore, staff recommends conditional approval of this request. The condition is that the applicant be granted approval from Public Works and from Risk Management staff regarding the insurance requirements for a vending cart. Mike said Mr. Weipert has included the approved health report in his application.

Josh Royle asked if there will trash receptacles in the area. Mr. Weipert said he has a fold-out chair that can be lined that is used; it is close and handy. In addition, there is a trash receptacle at the employee entrance to the Courthouse.

Roger Baker asked if he has insurance in place. Mr. Weipert said yes. Mike said the code requires the city to be named as an additional insured for a minimum \$1 million policy; the county required the same since it will be located on their property.

Vince Lewis asked if he will have any portable signage he will be using. Mr. Weipert said he has an "A" board type sign that he could set out.

Chairman Schmitz asked if he will have to have his business license and health permit on display; he would hate to see several carts showing up throughout downtown without the property documentation. Mike said he will have to have the license, permit and other documentation on site for inspection.

Carl Kohler asked how far away from the curb or sidewalk he will be placing the cart. He asked if code addresses this. Mike said he will be in the grass 3 ft., which does meet the requirement which is 5 ft. of walkway area must be left accessible in order to meet the ADA requirements.

No one else appeared to speak in favor of this request and no one appeared to speak in opposition.

There was no further discussion on this request. Roger Baker made a motion to approve the Certificate of Appropriateness. Vincent Lewis seconded.

VOTE: Baker – yes, Kohler – yes, Lewis – yes, Manganaro – yes, Rader – yes, Royle – yes, Schmitz – yes, Woodbury – yes.

Ayes – 8, Nays – 0. Quorum vote is five votes. Motion passes.

This Certificate of Appropriateness has been approved by the Downtown Review Board.

Mr. Woodbury asked when Mr. Weipert intends on opening. He said hopefully Monday, July 11. Mike said Public Works has reviewed this application but has not officially approved it yet; Risk Management has approved the insurance coverage.

II. Staff Report/General Discussion

- Mike said the Felix Streetscape project is scheduled to be completed by the 2nd week of July. Once that is complete, we will try to get funding for either Francis Street or Edmond Street. These are the three streets that were identified for the streetscape program. He said staff hopes the funding will be earmarked in the 2013 CIP program.

Mr. Schmitz said some of the bricks in Felix Street are already starting to break apart. Mike said most of this work is still under warranty. He suggested emailing Dave Frasier, project manager, at City Hall or Becky Boerkircher at the Downtown Partnership office and they will get it taken care of. He said this will be an on-going maintenance issue since they are using pavers, but at this time, they are still under warranty.

- Mr. Woodbury asked what is happening with the parking lot at 6th & Edmond St. Mike said this project is still being re-evaluated and broken down; the flood has created delays in several of our projects. Mr. Woodbury said there are now weeds in the lot that are taller than the bushes. Mike said that was discussed recently. He said Public Works was supposed to break down the cost between resurfacing, retaining wall, landscaping, demolition and other amenities, and determine what, if anything, can be trimmed back without jeopardizing the project. Mike said there is some TIF funding set aside for this project through the Center Building TIF (EmChamas), but that will not be nearly enough to cover it. Much of the cell phone settlement funding has been committed to other projects and that was one place we were hoping to be able to draw from. Mike thinks this will become more active once we get a city manager on board.

Mr. Woodbury said for now, he'd be happy if they just cut the weeds.

- Mike said he is leaving his position with the City of St. Joseph. July 22 is his last working day, so this is the last Downtown Review Board meeting he will attend. He appreciates everyone's hard work on this board.
- Carl Kohler asked about the hotel motel tax that was just approved. Mike said that money will be used to fund the riverfront in addition to the downtown convention center. This is just one piece of the puzzle. We hope also to gain a MODESA. There are other funding sources through the Downtown Development plan. Mike explained that any hotel/motel tax collected downtown will be used downtown; the hotel/motel tax collected outside of downtown will go to the Parks Dept.

There being no further business to come before this board, the meeting was adjourned at 5:53 p.m.

The next regular meeting of the Downtown Review Board will be on August 3, 2011 at 5:30 p.m. in the Council Chamber.