



## MINUTES OF THE DOWNTOWN MEMPHIS COMMISSION

Thursday, December 16, 2021, 10 AM

114 North Main Street

**Board Members Present:** Benjamin Orgel (Chair), Demar Roberts (Vice Chair), Elizabeth Low (Secretary), Williams Brack (Treasurer), Ashley Cash (for Mayor Strickland) and John Zeanah (for Mayor Harris), Victoria Young, Julie Ellis, Commissioner Mickell Lowery, Ed Stephens, and Cheryl Pesce

**Board Members Not Present:** Senator Raumesh Akbari, Councilwoman Cheyenne Johnson, John Pontius, and Representative Barbara Cooper

**Staff Present:** Paul Young, Christine Taylor, Penelope Springer, Penelope Huston, Brett Roler, Jaske Goff, Abram Lueders, and Katie Flynn

**Guests:** James Stokes, Joe Kent, Chris Hearn, Rob Moore, Jimmie Tucker, Sean Hare, and Member of Public

Benjamin Orgel determined that a quorum was present and called the meeting to order at 10:03 AM. Christine Taylor called roll for board members to confirm quorum. After reviewing meeting protocols, Chairman Orgel called for approval of the minutes from October 28, 2021, meeting. Ed Stephens motioned to approve the minutes as presented, Williams Brack seconded the motion, after roll call vote, the motion passed unanimously.

### **Chairman Orgel called for agenda item IV: Financial Update**

Penelope Springer introduced Chris Hearn to present the DMC Audit Report. After presentation, Williams Brack motioned to accept the Audit Report as presented, Cheryl Pesce seconded the motion, after roll call vote, the motion passed unanimously.

### **Chairman Orgel called for agenda item V: Design Guidelines Update**

Brett Roler presented the Downtown Memphis Design Guidelines Update. The guidelines were last revised 8 years ago and need an update to improve their usability and continue to raise the bar on design excellence. The updated Design Guidelines can align closely with plans created subsequent to the current version, including the Memphis 3.0 Comprehensive Plan and the BuildDowntown Master Plan. The revised document can offer additional guidance for all projects that fall under the purview of the DRB, including projects located outside the Central Business Improvement District (CBID) but within the Parkways. DMC staff partnered with the DRB Chair to prepare a RFQ to identify a design firm or team to assist in updating the Design Guidelines. The RFQ was published in August 2021 and received 9 responses. After interview 5 finalist the DMC staff recommends Self + Tucker Architects and MKSK, Staff recommends selecting the MKSK and Self + Tucker Architects team for the attached project scope with a total budget up to \$50,000. Following Board approval, the DMC President will negotiate and sign the final contract and issue the notice to proceed. Both Jimmie Tucker (Self+Tucker Architects) and Sean Hare (MKSK) made a few brief

comments. They are both excited for this opportunity to make the guidelines more user friendly and to continue to drive the momentum and investment in Downtown Memphis.

After board members questions were answered, Ashley Cash motioned to approve the recommendation as presented, Cheryl Pesce seconded the motion, after roll call vote, the motion passed unanimously.

**Chairman Orgel called for agenda item VII: President's Report**

Paul Young gave a few brief updates on 100 North Main, (which will have the selection announcements at next month's January DMA meeting), Groove on Demand, Sidewalk Grants, and the DMC renovations.

**Chairman Orgel called for agenda item III: Chair's Report**

Before a brief overview of DMC board activity, Chairman Orgel gave a shout out to Penelope Huston for her hard work on the upcoming virtual State of Downtown event. Penelope gave a quick update on the upcoming event.

**Chairman Orgel called for agenda item VI: New Business/ Adjournment**

Chairman Orgel made brief closing remarks, thanked staff and board members for their service and wished everyone happy holidays, seeing no other business, the meeting was adjourned.