

Design Committee Job Description

Members of the Design Committee will work to enhance the physical appearance of the downtown while preserving its historic appeal and integrity. Their work focuses on all elements of the downtown environment including building facades, signage, streets and sidewalks, window displays, and landscaping. The Committee member will provide assistance to property owners, managers, or tenants in the downtown so that they make informed decisions about design. Rehabilitating historic buildings, encouraging supportive new construction, developing sensitive design management systems, and long-term planning also fall under the umbrella of the Design Committee.

Major Possible Job Elements/Activities:

- Design Assistance (follow-ups, implementation, design tool kits)
- Technical Assistance (maintenance and repair, interior/exterior care, material usage)
- Public Improvements (space amenities, parking, clean up day, streetscape)
- Building and Photo Inventories (maintenance and monitoring)
- Historic Preservation (historic research, surveys)
- Ordinances/Guidelines/Plans (review, revise, develop)
- Incentives, Grants, Tax Credits, Loans (local, state, federal financial assistance programs)
- Design Education and Awareness (demonstrations, slide shows, news releases, awards)
- Serving as a panelist for façade grants

Who Serves on the Design Committee? Likely candidates are:

- Downtown merchants
- Design/Architectural Professionals
- People interested in walkability and pedestrian use
- Spatial thinkers
- People who want to transform the way your downtown looks
- Civil Engineers or Planners
- Historic Preservationists

Expectations for a Committee Member. At a minimum, expect to:

- Commit to at least one year of service
- Work 3 to 5 hours a month
- Attend all training sessions
- Read selected orientation materials
- Learn the Main Street approach
- Recruit/orient new members
- Prepare in advance for meetings
- Cooperatively draft an annual plan

Downtown Jackson NEEDS You!

Your downtown is going through many exciting changes and we need your help to make sure it becomes the best it can be! Opportunities are limitless and the amount of time you spend is up to you. Please fill out this letter and forward it to the Downtown Development Authority (DDA) today!

Name: _____

Business and/or organization: _____

Address: _____

Telephone: _____ Fax: _____

E-mail Address: _____

The best time for me to meet is: _____

Experience or interests related to this committee: _____

Committee that I would like to participate on (Circle):

Design

Economic Restructuring

Promotions

Please return completed forms to the
Downtown Development Authority
161 W. Michigan Ave
Jackson, MI 49201
Phone: 517.788.4355 Fax: 517.768.6367

