



DOWNTOWN DEVELOPMENT COMMISSION

**DOWNTOWN DEVELOPMENT COMMISSION
Committee Room - Hartley Dodge Memorial Building**

Date: March 16, 2023 Time: 7:15 pm

MEETING AGENDA

- 1) CALL TO ORDER
- 2) PLEDGE OF ALLEGIANCE
- 3) ROLL CALL

R. Conley		M. Tomaszewski		P. Woolley		Senior Citizen Rep. TBD	
J. Hoover		P. Flemming		R. Rocco		Corporate Rep. TBD	
J. Hollenbach		S. Tindall		J. Desmond			
P. Teshima		J. Morris		R. Stern		M. Pellessier	
C. Kosakowski		D. Starker		S. Whitehorn		L. Ellis	

- 4) **OPEN PUBLIC MEETINGS ACT:** In compliance with the open public meetings act, adequate notice of this meeting of the Downtown Development Commission was provided by distributing the Annual Meeting schedule to the Madison Eagle and Morris County Daily Record, posting a copy on the bulletin board at the main entrance to the Hartley Dodge Memorial Building, posting a copy on the Borough website, and filing a copy with the Borough Clerk, all on or about the first week of January 2023. Copies of said notice were made available to members of the general public.
- 5) **APPROVAL OF REGULAR MEETING MINUTES OF FEBRUARY 23, 2023**
- 6) **CHAIRMAN/EXECUTIVE BOARD REPORT**
- 7) **TREASURER REPORT:** [TR.2023.02.28.pdf](#)
- 8) **MAYOR REPORT**
- 9) **COUNCIL LIAISON REPORT**
- 10) **PLANNING BOARD REPORT**
- 11) **FOUNDATION REPORT**
- 12) **MADISON AREA CHAMBER OF COMMERCE REPORT**
- 13) **DIRECTOR OF BUSINESS DEVELOPMENT REPORT:** Here are the websites for two organizations to which the Borough belongs. They offer a lot of different resources that I thought you may find of interest:
 - a) **Downtown New Jersey:** <https://www.downtownnj.com/>
 - b) **Main Street America:** <https://www.mainstreet.org/home>
 - c) **Downtown Redevelopment Pipeline:**
 - i) **For your information, all meeting information can be found through these links:**
 - (1) **Zoning Board of Adjustment:** <https://www.rosenet.org/505/Zoning-Board-of-Adjustment>
 - (2) **Planning Board:** <https://www.rosenet.org/457/Planning-Board>
 - d) **New Business Report:**

- i) [Commercial Property Worksheet](#)
- e) **New! Madison Marketplace Newsletter, Current Edition:** <https://conta.cc/3SB0HOx>
- f) **Misc.**
 - i) **Cook Avenue Parking Lot Reconstruction**
 - ii) **Waverly Place Reconstruction (Project Webpage):**
<https://www.rosenet.org/1410/Waverly-Place-Reconstruction>

14) STANDING COMMITTEES: All information including meeting dates for 2023 Standing Committees can be accessed via this link: https://docs.google.com/spreadsheets/d/1btkRAnw8Kqmak5kNK_D9Vo8T8-CG20XsrEQ1Wpaw1SM/edit?usp=sharing

- a) **Sign & Façade:** (2023 Membership: Sue Whitehorn, Melanie Tomaszewski, John Morris, Peter Flemming, Karen Giambra, Jim Hollenbach, Christine Kosakowski)
 - i) There have been two applications reviewed and approved since the February Meeting:
 - (1) Madison Dentistry LLC, 268 Main Street
 - (2) Delice Macarons, 82 Main Street
- b) **PIC (Public Improvement):** (2023 Membership: Melanie Tomaszewski, Deb Starker, John Morris, Sue Whitehorn, Peter Flemming, Russell Stern, John Desmond)
 - i) **2023 Goals & Objectives:**
 - (1) **Facade Grant Programs**
 - (2) **Finalize METC Art Walk Plans**
 - (3) **METC Art Walk Project**
 - (4) **Revisit Adopt A Space Program**
 - (5) **Adopt A Space**
 - (6) **Evaluate downtown amenity needs - garbage cans, flags, benches, bike racks**
 - ii) **Next Meeting Date: Monday, April 3 – 6:00 pm, HDM, 2nd Floor Committee Room**
 - iii) **Meeting Notes - Wednesday, February 22 – 6:00 pm, HDM, 2nd Floor Committee Room:**
Melanie Tomaszewski, Deb Starker, John Morris, Sue Whitehorn, Peter Flemming, Russell Stern, John Desmond were in attendance.

The above projects were all reevaluated. They will all be addressed this year. The committee was asked to review the materials provided before the next meeting, especially those regarding a potential Façade Grant Program. A proposal has been requested from Tom Salaki to complete the work on the METC Art Walk Project and that will be reviewed at the next meeting. In addition, once the weather permits Sue Whitehorn and others will complete an inventory of downtown benches and flag brackets.

Additionally, there was discussion regarding working with the Christmas Committee this spring on a reevaluation of the town holiday décor.

- c) **Marketing and Economic Development:** (2023 Membership: John Hoover, John Morris, Michael Pellessier, Karen Giambra, Russell Stern, Jim Hollenbach, John Desmond, Peter Teshima, Christine Kosakowski)
 - i) **2023 Goals & Objectives:**
 - (1) Creation and management of general and event marketing materials
 - (2) Tourism Video
 - (3) Making Madison Film Ready
 - (4) Gateway & Wayfinding Merje Final Documents
 - ii) **Next Meeting Date: March 22 – 6:30 pm, HDM, 2nd Floor Committee Room**
 - i) **Meeting Notes - Tuesday, February 28 – 6:30 pm, HDM, 2nd Floor Committee Room:**

John Hoover, John Morris, Karen Giambra, Russell Stern, John Desmond, Peter Teshima attended the meeting. Sue Whitehorn also attended.

The above goals and objectives for 2023 were discussed. A proposal will be requested from Awakened Films in Madison to create a general tourism video. That will be reviewed at the next meeting. It was noted that, Lisa has reached out to the NJ Motion Picture & Television Commission, regarding making Madison Film Ready which would involve a new Borough ordinance.

The Gateway & Wayfinding Project is finalized and will now be handed off to the Borough Council and Administration for next steps.

- b) **Arts & Events:** (2023 Membership: John Pietrowski, Jerry Vezza, Melanie Tomaszewski, John Hoover, Deb Starker, Stephen Tindall, Peter Woolley, Karen Giambra, Peter Teshima, Bob Rocco)
 - i) **2023 Goals & Objectives: TBD**
 - ii) **Next Meeting Date: Wednesday, April 5 – 4:30 PM, Madison Community Arts Center**
 - iii) **Meeting Notes: N/A**

8) AD HOC COMMITTEE AND PROJECT UPDATES:

- a) **Taste of Madison (April 24, 2023)**
- b) **Madison Green & Clean (April 29, 2023)**
- c) **Farmers Market (Thursdays, May 25 – November 16)**
- d) **Bottle Hill Day (Saturday, October 7, 2023)**
- e) **Downtown Concert Series w/METC (June 23, July 7, July 21, August 4, August 18, September 1)**
- f) **Rose City Summerfest**
 - i) Meeting of ad hoc committee is being scheduled.

16) OLD BUSINESS

17) IDEA EXCHANGE & NEW BUSINESS

18) INVITATION FOR DISCUSSION FROM THE PUBLIC

19) ADJOURNMENT

NEXT MEETING: Thursday, April 20 at 7:15 pm.