



**Downtown Advisory Committee (DAC)
Meeting Minutes
July 12, 2021**

Present: S. Rubin, R. Hitchcock, P. Frank, T. Miers, C. Jeffries

Present Via Zoom: K. Wood, A. Laff

Staff: S. Kunicki

This meeting was planned with a small group to discuss a structure for the Downtown Advisory Committee moving forward. This plan will then be presented to the entire Downtown Advisory Committee for their review.

History: Discussion as to what the focus and goal of DAC will look like going forward. Rick Hitchcock brought up that in the past when this group was originated, the focus was on infrastructure and land use in the downtown, including the culture and the vibe of the downtown.

Mission: Maintain the mission as it stands: *Promote the continued development and vitality of the central business district and facilitate visioning planning and coordination of its diverse elements.*

Key items for the group's overall focus would be:

- bring back the accountability of the original group providing guidance to the city
- Advocate for the downtown during the city's Capitol planning

Website: NDP staff will obtain the URL and create a website for DAC. The website shall include the following:

- Mission statement
- Agenda and minutes of meetings
- Meeting dates and times.
- Committee members
- Downtown 2030 plan

Community Partners:

- TED Department of City of Naperville
- Naperville Development Partnership (NDP)
- Downtown Naperville Alliance (DNA)
- Naper Settlement

- North Central College
- Riverwalk & Park District
- Edward Hospital

Structure: The structure for the committee would include:

Name:

Downtown Advisory Committee (DAC)

Committee Makeup:

- Chairman Elect
- Property Owners
- City Staff
- DNA Executive Director
- Mayor Appointees
- Residents of the Community

Organizational Meeting Structure:

- Meeting to be held on the second Monday of the month at 3:30pm
- Publish meeting through the city for public participation
- set dates for meeting at least 6 months in advance
- Meetings held in NDP Board Room w/ seating for committee and guests

Leadership: Steve Rubin will remain as Chairman to ensure continuity and solid transition. The committee would also like there to be a Chairman Elect.

Home/Support: Organizational documents will be held at the NDP. Planning, zoning and infrastructure (studies, contracts, construction, etc) will remain the purview of the TED department at the city.