Downtown Dover Partnership Design Committee Meeting Minutes

March 8, 2017, 12:30-1:30pm, CenDel Foundation Building

I. Call to order – Kristin Pleasanton, Design Committee Chair

II. Roll call- Members present: Kristin, Tricia, Carlton
Joan Cote (DDP Executive Director), Tina Bradbury (DDP Program Manager) and Will Grimes (Neighborhood Revitalization Coordinator for NCALL) also present. Grimes was not introduced and was with Joan Cote.

III. Approval of minutes from last meeting-Minutes approved for February 8th 2017 Meeting.

IV. Information Update from Joan

a. Façade Grant Program was brought up by both Joan and Tina.

b. They mentioned the need to streamline the grant program in the future.

c. Tina and Joan explained the Façade Grant Application process of our committee to the applicant that was denied.

d. Kristin mentioned how individuals of businesses come to us for applications.

e. She also stated our committee treats all applicants the same and the applicants receive the same amount of grants.

V. New Business

<u>New Banners/ New Designs</u>:

Kristin announced the new banners were approved. Kristin also stated she ordered the banners and expect them Friday. Joan stated that the city of Dover wants Dover Days Banners hung up the same time as the New Spring Banners.
Tina suggested a design for a Facebook Banner. She said it doesn't have to have the Facebook logo. Tricia talked about the No Smoking signs in unusual places on the

sidewalk downtown. Kristin mentioned there were areas on Loockerman Street that didn't get banners hung and all Holly Banners for December were not put up. Tina suggested a design for a new Capital City/Farmer's Market Banner.

The Committee Chair (Kristin) will get ideas for Farmer's Markey/ Capital City Banners. She asked Joan and Tina what should be included on Farm's Market Banners.

Tina stated she wants the Farmer's Market/ Capital City Banners to be hung along Loockerman.

Holiday Window Contest:
Joan updated us a little on the Holiday Window Contest and said she would email our committee with more info.

Joan also mentioned she wanted our committee (Design) to coordinate the Holiday Window Contest and thinks there should be a Judge Committee. She wants DDP Board members to participate more in DDP activities.

Mural: Kristin talked with William Grimes; Neighborhood Revitalization for NCALL about the possibility of a mural for downtown Dover at the Dover Art League Building.

VI. Old Business

Status of Façade Grants: Kristin reported that there were no new Façade Grant Applications to review.
Our Committee Chair asked about Greg's request for us to present five years of documentation of the Façade Grant Program and Kristin mentioned we have copies of applications.

Winter Banners: Kristin mentioned the need for the city to try to take down the Holly Banners with enough time to hand the New Banners that were just ordered. There is also damage and a need to repair some of the posts for the banners. The Holly Banners need to be taken down with anticipation of the New Banners for Spring.

VII. Kristin adjourned the meeting.
Meeting minutes by Carlton Hall.