DDP Design Committee
Meeting Minutes

February 8, 2017
12:00PM

I. Call to order - Kristin
II. Roll call – Members present: Kristin, Elena, Dawn

III. Approval of minutes from last meeting – Minutes approved for Meeting of January 11, 2017.

IV. Information Update from Joan– Joan was not present at the meeting

- Tina Bradbury was present for a short time:
    - Some members may have problems receiving email alerts re: meeting.
    - She provided examples from Wayfinding Signage from other towns.
    - Had questions on sizing of Banners for Farmer's Market Banners.

V. New Business

- <u>New Façade Grant Applications</u>:
    - <u>Grant #2017-02: 27 West Loockerman Street (The Moving Experience).</u> Application received 1/23/2017 and forwarded to DC on 1/27/2017 for consideration at February meeting. The proposal consists of wall sign; the total cost of project is $550. Dawn noted that the applied for and was issued a City of Dover Sign Permit (Application filed 9/2/2016 and issued 10/10/2016); the sign was installed in the Fall 2016. The building underwent interior renovations during the Summer-Fall of 2016 and received Downtown Development District Incentives from the City based on an Incentives Application filed 6/30/2016. Committee discussed the request. The Committee noted that the Façade Grant application was filed after to the required City permits were issued and after the work being completed. *Motion to deny the request for a Façade Grant award noting that the sign work was completed prior application for the Façade Grant; Committee voted unanimously to deny an award. The Committee noted that they would welcome an opportunity to discuss with the owner other suggestions for design projects which may be opportunities to apply for a Façade Grant for their implementation in the future. Kristen will draft the notification letter.*

- <u>Budget/Board Meeting:</u> Kristin attended the Board Meeting where reports were given by all committees. The Organization Committee is looking for a chairperson. Comments were heard that people like the Holly Banners.

- <u>New Banners/New Design</u>: The Committee continues to look to design another set of standard banners to replace the "Holly Banners" in March. Trisha had been working on but had little success in contacting the business that did the Holly Banners to discuss new opportunities. *Action Item: Trisha and Elena will continue to work on design options.*

- Holiday Window Contest: In January, Committee was asked to lead the December 2017 Holiday Window Contest Event. *Action Item: More information still needed from DDP Staff about the event for the Committee to discuss our potential involvement.*

- Mural: Kristin reported that there may be an opportunity to work with the Dover Art League regarding a mural on their building wall which faces the alley.

VI. Old Business

- Status of Façade Grants: Discussion of the status of the previous Grants. It was suggested that we develop a checklist for how to submit a reimbursement request. Contact with a number of previous awardees needs to be made to determine project status.
    - 2015-02 Janaid's at 211 W. Loockerman Street: Award of $1500 – has not applied for reimbursement, part of project may be complete. *Action Item: Need to contact owner about project status.*
    - 2015-04 Frankfurt Bakery at 323 S. Governors Avenue: Award of $300 for new awning. Business has closed. *Action Item: Project incomplete; delete grant award as business requesting it has closed. The new building tenant can seek funding thru submission of a new application. Elena had spoken to the new tenant of La Bagette to note the opportunity to apply for Façade Grants.*
    - 2016-01 Building at 2 W. Loockerman Street: Award of $2500 for exterior renovations – has not applied for reimbursement. Project is under construction. *Action Item: Grant award remains pending until completion of construction.*
    - 2016-02 Tiffanne & Co. at 147 S. Governors Avenue: Award of $375 for wall sign – has not applied for reimbursement, status of project unknown. *Action Item: Need to contact owner about project status.*
    - 2016-03 Gunn Management at 11 N. State Street: Award for $2500 for painting – has not applied for reimbursement. Status of project is unknown. *Action Item: Need to contact owner about project status.*
    - 2016-05 Paradee Office Building at 2 N. State Street: Award of $2500 for painting and exterior renovations – has not applied for reimbursement. Project work has started but may not be complete due to winter weather. *Action Item: Project may still be underway; need to contact owner about project status.*

- Winter Banners: Banners look great and have been well received. Some concern about banners not yet installed and old banners not removed in select location. Also there are locations that need repair work. *Action Item: There are some banner locations that need repair work to banner arms.*

VII. Adjournment

Meeting Minutes prepared by Dawn Melson-Williams.