DESIGN COMMITTEE MEETING
Wednesday, July 12, 2017 – 12:00-1:00 pm
CEN DEL Foundation Building

AGENDA

I. Welcome/Call to order

II. Roll call

III. Approval of Minutes

IV. New Business
   a. New façade grant applications
   b. Checklist for façade grants process
   c. Architectural Grant Process and Applications
   d. Downtown Development Grant Application review and update

V. Old Business
   a. Old façade grants status
   b. Mural update

VI. Adjournment

DDP Design Committee
Meeting Minutes

June 14, 2017 12:00PM, CenDel Foundation Building

I. Call to order – Kristin Pleasanton, Design Committee Cahir
II. Roll call – Members present: Kristin, Dawn, Trisha, Carlton
Will Grimes (Neighbor Revitalization Coordinator for NCALL) also present.
Tina Bradbury and Joan Cote of DDP.

III. Approval of minutes from last meeting – Minutes approved for Meeting of April 12, 2017.

IV. New Business

- New Façade Grant Applications:
    - Grant #2017-03: 115 West Loockerman Street (Puffster). Application received 5/24/2017 via email by the DC for consideration. The proposal consists of window and woodwork repair and a wall sign; the cost of project is $3000 for windows and woodwork and $1000 for sign. Dawn noted that they applied for and were issued a City of Dover Building Permit #17-427 (issued 3/31/17) for Roof work; no permit yet for window work or sign. Discussion of submission notes that materials, size, and construction details of the sign were not submitted. *Motion approved to support the window replacement and woodwork paint and repair project with a grant award of $1500.*

    - Grant #2017-04: 446 South New Street (Access Dental). Application received 6/6/2017 via email by the DC for consideration. The proposal consists of two wall sign; the cost of project is $1650 for signs. Dawn noted that the applied for and was issued a City of Dover Sign Permit in late 2015 for window signage at this property; no permit yet for wall signs. Discussion of submission. *Motion approved to support the wall sign project with a grant award of $825.*

    - Grant #2017-05: 305 South Governors Avenue (Apartment Building previously the Inn at Meeting House Square). Application received 6/6/2017 by Planning Office and forwarded to DDP; distributed at meeting to DC for consideration. The proposal consists of wooden shutters repair & paint and repair & restore metal front porch roof; the cost of project is $1200 for shutters and $1300 for roof. Dawn noted that the applied for a City of Dover Building Permit #17-949 for other interior and exterior work at the property; permit is under review. Discussion of submission. *Motion approved to support the shutter and porch roof project with a grant award of $1250.*

- Budget Review and Approval: Kristen presented the proposed Budget for the Committee. The 2018 Proposed Budget is $20,000 for the Design Committee activities and $20,000 for the Façade Grant Program. *Motion to accept the proposed budget as presented by Dawn, seconded by Carlton and unanimously approved.*
    - For Budget Year 2017 we spent approximately $11,098 on new sets of banners.

We also spent $2656 for Façade Grant reimbursement (BluVintage) and have several grants unpaid.

- Holiday Window Contest: The Committee has been asked to assist with the December 2017 Window Decorating Contest. This will be discussed in more detail at a future meeting.

- 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. She has been talking with Autumn of the DAL. Will encouraged all to see the mural project just completed at the park at the corner of Kirkwood Street and Division Street with the Restoring Central Dover program. He offered insight as their mural project.

V. Old Business

- Status of Façade Grants: Discussion of the status of the previous Grants. It appears that the program funding in 2017 will not carry forward. It was suggested that we develop a formal set of policies and procedures for the Façade Grant program. This would include timeframes for action on projects, alert mechanisms, how to request an extension, submission procedures, etc.
- Previous Façade Grants:
    - 2015-02 Janaid's at 211 W. Loockerman Street: Award of $1500 – has not applied for reimbursement, part of project may be complete.
    - 2016-01 Building at 2 W. Loockerman Street: Award of $2500 for exterior renovations – has not applied for reimbursement. Project appears almost complete.
    - 2016-02 Tiffanne & Co. at 147 S. Governors Avenue: Award of $375 for wall sign – has not applied for reimbursement, status of project unknown.
    - 2016-03 Gunn Management at 11 N. State Street: Award for $2500 for painting – has not applied for reimbursement. Status of project is unknown.
    - 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 appears complete.

- Farmer's Market Banners: Banners look great and have been well received.

VI. Other

- They are looking at Capital Holiday Celebration to include a night-time parade event. It will also be a First Friday week.

VII. Adjournment

Meeting Minutes prepared by Dawn Melson-Williams.