DESIGN COMMITTEE MEETING
Wednesday, Dec. 13, 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. Window decorating results

V. Old Business
   a. Façade Grant process and application

VI. Adjournment

DESIGN COMMITTEE MEETING MINUTES

Wednesday, Nov. 8, 2017 – 12:00-1:00 pm

CEN DEL Foundation Building

ATTENDANCE

Committee Members

Kristin Pleasanton, Chair
Tricia Arndt
Will Grimes
Calton Hall
Dawn Melson-Williams
Elena Stewart

Staff

Tina Bradbury, Operations & Program Manager

Guests

Josh Nobiling, Wesley College
Autumn Grill, Dover Art League

I. Welcome/ Call to order

Kristin called the meeting to order.

II. Roll call

Kristin introduced Josh Nobiling, who would be the artist in charge of the mural project, and Autumn Grill, board member of the Dover Art League. She also shared with the committee the Carlton would be resigning from the committee effective January 2018.

III. Approval of Minutes

Minutes from the last meeting were unanimously approved.

IV. New Business

a. Mural update

Josh presented the Material and Logistical Costs associated with the mural project proposed in the State Street Alley on the side of the Dover Art League building (attached to these minutes). He affirmed that the budget of $10,000 was a good estimate of total cost. Dawn pointed out that according to the Historic District Guidelines does not recommend painting brick that hasn't ever been painted and additionally there may be

issues with power washing the brick, among other things. Tricia noted that additional repairs may be necessary to the exterior beyond washing the priming it and should be addressed with the appropriate contractor prior starting any work.

John and Autumn agreed to contact SHPO and DNREC's Cultural Resource staff to find out best practices concerning the brick and Dawn said that after they put together a more comprehensive package she could put them on the agenda for the January 16th Historic Commission meeting.

b. Review of new façade grant applications (Puffster)
In need of Joan's input – tabled.

c. Review of work plans w/ Maureen
Maureen presented the workplan she had drafted. She will make edits to the mural project and Tina requested she add inserting a line item for 'window clings' in the 'Educate the Community' section that would advertise the available programs and who to contact. Maureen will then send the completed workplan to Kristin for review.

d. New wreaths/holiday decorations on plaza - Tina
Tina presented wreaths that she would like to purchase for the plaza. The group was in support of purchasing the wreaths, but did not like the idea of extending tinsel down the lamp posts. Tina stated she would get a final quote and send it out to the committee for review before ordering the wreaths.

Tina also presented the idea to put a 'Santa box' on the plaza to keep there all year. The group was in favor of the idea.

V. Old Business

a. Downtown Dover Window Decorating update
No update. Joan and Dawn Fiore had committed to the project and neither were available to share the progress.

b. Façade Grant process and application
Kristin made the edits discussed at the last meeting. The next steps are to create a fillable pdf for the application and post the new materials online.

DESIGN COMMITTEE MEETING MINUTES
Wednesday, Nov. 8, 2017 – 12:00-1:30 pm
CEN DEL Foundation Building

VI. Adjournment

Next meeting date is December 13, 2017.

FAÇADE IMPROVEMENT MATCHING GRANT OPPORTUNITY

Façade Improvement Matching Grant

Façade Grants for rehabilitative and preservation work are intended to stimulate economic growth while improving the appearance and preserving the historic integrity of Downtown Dover. These matching grants are available for up to 50% percent of the cost of eligible expenses not to exceed $5,000. Applications are reviewed and approved by the Downtown Dover Partnership Design Committee. Any eligible building/owner may be awarded up to two per year. Grant awards are subject to the availability of funds and determination of compatibility with the *Design Standards and Guidelines for the City of Dover Historic District Zone.*

Program Guidelines

- Buildings must be located in the targeted area of the Downtown Dover Business Improvement District.
- Work begun prior to submitting an application is not eligible for this incentive program.
- If the applicant is not the building owner, written permission from the owner must be submitted with the application.
- Eligible projects are generally façade improvements, including all sides of buildings visible from the street or alley, excluding roof work. Examples include, but are not limited to, the following:
    - Repairs to cornices, entrances, doors, windows, decorative details
    - Masonry repair or cleaning
    - Sign, awning, and lighting replacement or repair
    - Exterior painting
    - Installation of landscaping and site improvements
- Projects are to begin within three (3) months and be completed within six (6) months of the notice of award.
- Within six (6) months of the notice of award, copies of paid invoices and receipts as well as image(s) of completed work must be submitted to the DDP office for reimbursement. Grant award will expire after six (6) months.
- A three (3) month extension can be requested by contacting the DDP Office. If approved, grant award will expire after nine (9) months.

Review Procedures and Evaluation Criteria

- In order to ensure compatibility of funded projects with the *Design Standards and Guidelines for the City of Dover Historic District Zone,* work begun prior to submitting an application is not eligible for reimbursement through this incentive program.
- Prior to submitting an application, the applicant is responsible for applying for the appropriate building permit(s) from the City of Dover. The Department of Planning and Inspections can be reached at (302) 736-7010.

- New applications are distributed to the Downtown Dover Partnership Design Committee and placed on the agenda for discussion at the regular Committee meeting held on the second Wednesday of each month. Typically, there is a thirty (30) day review and approval period.
- The Design Committee considers whether each project's design is compatible with the elements of the Design Standards and Guidelines for the City of Dover Historic Zone, Chapter 3, Maintenance, Repair, Preservation and Restoration of Existing Historic Buildings. See https://www.cityofdover.com/historic-district-guidelines-. Copy available upon request.
- Design Committee members have professional expertise in a variety of fields including but not limited to design, planning, building codes, graphics, architecture, and historic preservation
- Properties may receive a maximum of two (2) Façade Improvement Matching Grants in any fiscal year. All awards are subject to availability of funds. Priority will be given to first-time applicants.
- Applicants will receive letters of grant award or decline.

Reimbursement

- Upon completion of work (within six (6) months of notice of award), the applicant must notify the Design Committee in writing and submit copies of paid receipts and image(s) of approved work.
- The Downtown Dover Partnership reserves the right to inspect the completed project for compliance with the terms of the award. Processing of reimbursement payment may take four to six weeks.

Application Checklist

The application must be completed in full at the time of submission. The application will not be reviewed unless all information has been provided. Please make sure all of the following items are included:

- ☐ If applicable, written permission from the property owner to perform the façade improvement.
- ☐ Completed application.
- ☐ Photographs of existing conditions including the overall façade view and details of project area.
- ☐ Itemized cost estimate including information on materials, specifications and until prices from vendors and/or contractors.
- ☐ Samples (i.e. paint colors, siding samples) or specifications of the materials proposed for the project.
- ☐ Drawings and/ or mock-up of proposed signage, awning, improvements, etc. for the project work area.

Downtown Dover Partnership Grant Application
Façade Improvement Matching Grant

Property Address and Tax Parcel ID# _____

Business Name _____

Business Address _____

Property Owner Name _____

Property Owner Address _____

Property Owner Telephone and Email _____

I hearby certify that I am the owner of the building for which this façade grant is requested, and that the foregoing applicant, in filing this application for the approval of the Downtown Dover Partnership, is acting with my consent.

Property Owner Signature _____

Date: _____

Applicant Name _____

Applicant Address _____

Applicant Applicant Telephone and Email _____

Applicant Signature _____

Date: _____

Amount Requested (Up to 50% of eligible expenses with a Max.of $5,000) _____

Estimated Total Cost of Project _____

Scope of Work: Describe project improvements/activities in detail. Include itemized cost estimates with samples of materials to be used, paint colors, renderings, plans, sketches, or drawings of the project area. Add attachments as needed. Photographs of existing conditions are required including overall façade view and details of work areas.

_____

_____

_____

_____

☐ Photographs ☐ Itemized Cost Estimates ☐ Plans or Drawings ☐ Materials Samples

For Office Use Only
Grant # _____ Complete Application Rec'd _____
Applcation Forwareded to Committee _____ Grant Award _____
Agreement Date _____ Request for Reimbursement Rec'd _____
Grant Paid _____