DESIGN COMMITTEE MEETING
Wednesday, Feb. 14, 2018 – 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. Budget update
   b. Work Plan review
   c. WSFS Grant info - Tina

V. Old Business
   a. Façade Grant payment updates
   b. Additional Wreaths to purchase

VI. Adjournment

***DDP Design Committee***
***Meeting Minutes***
January 10, 2018 12:00PM, CenDel Foundation Building

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

II. Roll call – Members present: Kristin Pleasanton, Dawn Melson-Williams, Elena Stewart, Will Grimes, Carrie Hart
DDP Staff: Tina Bradbury and Joan Cote
Guests: Diana Welch and Ryan

III. Approval of Minutes– Minutes approved for Meeting of December 11, 2017

IV. New Business

A. New Façade Grant Applications:

a) Grant For Discussion Only: (132) and 134 West Loockerman Street, The Golden Fleece: Diana and Ryan were guests at the meeting to discuss potential future exterior improvements at this building and to seek suggestions from the Committee. A preliminary application was completed to provide general information about the project; a formal grant application will be submitted in the future with project costs. Discussion of potential projects to paint building exterior, awning removal, and signage. The Committee made recommendations regarding use of similar colors for trimwork and doors, the painting of the various exterior finishes, the replication of the window sign, a proposal to relocate the existing projecting sign to the middle of the two buildings, and removal of awning.

*b)* Grant #2018-01: 25 West Loockerman Street (Theresa Owens). The proposal consists of new windows on upper floors; removal of a wall sign; replacement of siding; add window trimwork and cornice brackets. The total cost of project is estimated at $15,000. Dawn noted that there have been no City permit applications as of yet for this work. Discuss noted that we could not pay for the sign removal but encouraged it for aesthetic reasons. *Motion approved to support the window replacement, siding, and trimwork/ brackets with a grant award of $5000.*

c) Grant #2018-02: 14 Loockerman Plaza (The House of Coffi). The proposal consists of window repairs, painting, lighting, a new brick patio and more. Dawn noted that the applied for and was issued a City of Dover Sign Permit signage at this property; and they are working on completing the Conditional Use process to be eligible for Building Permits. Discussion of submission left the Committee with many questions on the locations of specific project elements. The consensus was to seek clarification the project and invite the applicant to our next meeting before deciding on the grant award. ***Note: A Conference Call with the Committee and Applicant was organized for 1/18/2018. See call summary at end of Meeting Minutes.

B. Neighborhood Building Blocks Fund Grant Application: A copy of the submitted Grant Application was available for review. An application for $10,000 was submitted for the "Paint the Town: Public Art Initiative." It was also noted that the other grant opportunity from the Kent County Fund for the Arts did not seem like a fit for current Design Committee project activities.

C. WSFS Grant: Tina noted that a meeting was scheduled for later today to learn more about this opportunity for grants or sponsorship of activities.

V. Old Business

A. Façade Grant Updates (Status of Façade Grants): A summary listing of Grants was provided. Grant reimbursements have occurred for Puffster, The Loocke, a Paradee Financial and an Architectural Services reimbursement paid from Jeff Young (307 South State Street). The reimbursement paperwork is almost complete for My Roots. We are awaiting project completion/reimbursement requests from Gunn Wealth Management, Schmittiger & Rodriguez, Access Dental, and EJB Inc. There are also 3 properties for Architectural Services grants awaiting completion.

B. Additional Wreaths (Holiday Decorations): Now is sale time on the wreaths. The Committee suggested looking to purchase wreaths to complete the segment of North Street and the adjacent parking lot. Discuss also involved looking for options for decorating the container pots on Loockerman Way as well.

VI. Other

- Think about other Loockerman Way (Plaza) decorating opportunities.
- Future Agenda Item: Are State owned properties eligible for our grant programs? Are there ways to encourage them to make improvements?

VII. Adjournment of Meeting on January 10th

## January 18, 2018 – Conference Call of Design Committee with Grant Applicant Kristin Stonesifer on Façade Grant for 14 Loockerman Plaza (The House of Coffi)

Members on Call: Kristin P., Dawn, Will, and Carrie with Tina of DDP Staff

- An updated Listing of Exterior Improvements dated 1/17/2018 was received and Kristin S. used photos to answer questions on project locations. Information on the Signage Invoice was also received.
- The new patio with metal fence is on the Loockerman Plaza side of the building. There is an existing small patio on the side (east end) of the building that is referred to as the rear patio in the proposal.
- After receiving information from the Applicant, the Conference Call continued with the Design Committee Members. Information was provided by Tina (and Joan) about the available Façade Grant Funding for this fiscal year.
- *Motion approved to make a grant award of $5000 to the project focusing on the building specific improvements and signage.* The applicant can be encouraged to seek a second grant focused on the patio improvements; this would subject to the availability of funding.

Meeting Minutes prepared by Dawn Melson-Williams.