

DESIGN COMMITTEE MEETING
Wednesday, Nov. 8, 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. Mural update w/ Josh and Autumn
 - b. Review of new façade grant applications (Puffster)
 - c. Review of work plans w/ Maureen
 - d. New wreaths/holiday decorations on plaza - Tina
- V. Old Business
 - a. Downtown Dover Window Decorating update
 - b. Façade Grant process and application
- VI. Adjournment

DESIGN COMMITTEE MEETING MINUTES
Wednesday, October 11, 2017 – 12:00-2:00 pm
CEN DEL Foundation Building

ATTENDANCE

Committee Members

Kristin Pleasanton, Chair

Carrie Hart

Elena Stewart

Tricia Arndt

Carlton Hall

Dawn Melson-Williams

Will Grimes

Prospective Member- Dawn Fiore

Staff

Joan Coate, Executive Director

Tina Bradbury, Operations & Program Manager

I. Welcome/ Call to order

Kristin called the meeting to order.

II. Roll call

Members listed above in attendance from the Committee; Joan and Tina were there from the DDP.

III. Approval of Minutes

Reviewed last month's minutes, approved by Trisha and seconded by Elena

IV. New Business

a. New Façade Grant Applications

i. Gunn Financial (11 N State St.) Resubmitted

1. The first application expired
2. The total for the project was \$3,150.00. Committee approved granting \$1,575.00 to business
3. Noted that business should be warned to be careful when power washing building.
4. Kristin to prepare letter to Gunn of their award.

DESIGN COMMITTEE MEETING MINUTES

Wednesday, Sept. 6, 2017 – 12:00-1:00 pm

CEN DEL Foundation Building

- ii. My Roots (9 W. Loockerman St)
 - 1. Dawn Melson-Williams said the sign permit was filed, but only 1 sign approved.
 - 2. Entry sign over door not approved, talking to owner.
 - 3. Business owner, Cameron Llewellyn, came to meeting and said he would speak to Lori Llewellyn and get back to Joan about what they are doing about the sign.
- iii. Schmittenger and Rodriguez
 - 1. Dawn Meson-Williams states the permit for the work was not filed yet, but as the pointer is familiar with process she would probably hear from him soon.
 - 2. Asked for the maximum amount, \$5,000.00, cost of project in all to exceed \$65,000.00
 - 3. Elena approved, Will seconded the request for \$5,000.00
- iv. The Loocke (123 W. Loockerman)
 - 1. Need proof of payment, invoices, W-9 to cut reimbursement check
 - 2. Erin, Loocke owner, working with Joan and others on a “New Business Binder” to help others navigate process of starting a business in downtown Dover. Binder will be shared with DDP committees, then distributed.

b. Updated checklist for façade grant process

- i. Process sheet distributed to committee
- ii. Process draft updated with changes, Kristin will share at next meeting.

c. Updates for façade grant guidelines

- i. Draft updated with changes (up to \$5,000, take out ID#, change name to Façade Improvement Grant)
- ii. Updated version will be distributed next time
- iii. Prospective member Dawn offered to redesign and make it a fillable PDF.
- iv. Architecture Grant discussion tabled until next time

d. Work plans

- i. Maureen from Main Street introduced
- ii. It is a 6 month work plan, to take committee into next fiscal year
- iii. Work plan document handed out and discussed.
- iv. First one (pg 3 of plan) on track to be completed by 12/31
- v. Architecture grant will be added.

V. Old Business

DESIGN COMMITTEE MEETING MINUTES

Wednesday, Sept. 6, 2017 – 12:00-1:00 pm

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a. Old façade Grand Status

b. Mural Update

- i. On workplan.
- ii. Josh Nobling speaking with Kristin about Mural- thinking on canvas or panels so it can be hung quickly without blocking off alley
- iii. Hopes it to be completed in spring or summer

VI. Adjournment

Next meeting date is November 8, 2017.