

DESIGN COMMITTEE MEETING  
Wednesday, August 8, 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. Façade grants
  - b. Update from Exec. Board mtg.
- V. Old Business
  - a. Façade grant – Schmittinger and Rodriguez
  - b. Mural update
  - c. Electrical boxes update
- VI. Adjournment

**DDP Design Committee**  
**Meeting Minutes**

June 13, 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, Tricia Arndt, Carrie Hart, Elena Stewart, Will Grimes  
  
DDP Staff: Tina  
Guests: Josh Nobling
- III. Approval of Minutes– Minutes of the April 11, 2018 meeting were provided.
- IV. New Business
  - A. DDP Electrical Box: Review of electrical box design for box located at Governors Avenue and Loockerman Street. Status update on completed boxes. Discussion of design proposals and recommendations.
  - B. Flower Pots on Loockerman: Discussion of size and placement of pots, as well as maintenance. City of Dover Public Works is watering some in conjunctions with watering hanging baskets placed by City. Concerns discussed regarding who is ultimately responsible for upkeep and if there is a process to authorize/review these types of initiatives. Follow-up- Kristin is writing a letter to the Board to ask them to clarify a process for new initiatives such as this going forward.
  - C. Digital Information Sign: review and discussion of concept sign that provides map, information, outreach, marketing. This is a pilot project that can be taken advantage of. The group agreed it is an interesting concept and worth pursuing.
  - D. Conceptual Design Assistance Program: Tina shared handout/info on program for targeted design assistance to business owners to mock-up images of proposed façade improvements.
  - E. Crosswalk Design: Tina shared idea proposal for crosswalk painting project to show support for Dover Police Department.
- V. Old Business
  - A. NBBF Grant Status: \$10,000 granted, invoices to be submitted next fiscal year
  - B. Murals Update: New location discussed- Mitten & Winters building or Harrington building, or Minor St. alley. Josh continues to work on concept. Payment schedule proposed as follows: half after design approval, and half after project completion. Insurance options discussed, work may be covered under City of Dover or DDP insurance plan.
  - C. Façade Grant Updates (Status of Façade Grants):
- VI. Executive Session

- A. Closed discussion amongst committee members (guest asked to leave) regarding specific merchant proposal

VII. Adjournment of Meeting

Meeting Minutes prepared by Carrie Hart/Tricia Arndt