

Downtown Dover Partnership  
Design Committee Meeting

February 12, 2009  
Meeting Notes

Attendees: Laura Simmons, Dawn Melson-Williams, Don Parks, Susan Johnston, Brian Murray

Staff: Bill Neaton, Ed Perez, Beverly Jackson

Meeting was called to order by Laura Simmons.

There was not a quorum.

Ms. Simmons asked that Mr. Neaton provide highlights of the Board retreat and the process for developing the work plan. Mr. Neaton stated that four (4) market-based strategies were developed at the December 2008 Board Planning Retreat. These strategies are to be used by the individual committees in developing their annual work plans. The strategies are the outgrowth of responses received from the survey of about 200 downtown Dover stakeholders and discussion at the retreat. Diane Laird, from DEDO provided a template for the work plans. Mr. Neaton also stated that the Design Committee has a budget of \$9000 to carry out its plans.

#### Façade Grant Update

Mr. Perez reported that there have been several applications or inquiries received regarding the Façade Grant Program. He anticipates that all existing funds will be expended by June 30, 2009.

Mr. Perez recommended that the committee reconsider the funding request from Nubian Hair Designs and approve payment of \$760. He also recommended that Ms. Welch receive a letter stating that her previously approved projects were not completed. He recommended those project files be closed and the funds released and made available for new projects. The amount available would be approximately \$5000.

Ms. Simmons requested a final recommendation on pending façade grants be provided to the committee at the March 12<sup>th</sup> meeting for a decision. She also requested an update on applications received since the new committee had been formed. It was noted that those applications were submitted using the previous program guidelines. They will need to be reviewed using the existing program guidelines.

#### Committee Work Plan for 2009

Ms. Simmons distributed a draft copy of the committee work plan. The committee's discussion focused on the following priorities: finalizing outstanding façade grants; update of the façade grant program; working inventory of the Loockerman Street facades; identification of funding sources for façade grants and design assistance; and education/training opportunities for committee members and property owners.

Ms. Simmons will incorporate the committee members' suggestions into the final draft. It was agreed that the full committee would review the plan at the March 12<sup>th</sup> meeting.