

**DRAFT**

**EDV Small Business Façade Program Committee**  
**Meeting Minutes**

*August 30, 2017*

*Present:* Committee members: Lillian Scott-Payne, Dean Grandin, Tim Johnson,  
City staff: Kim King-Maysonet, Victoria Walker  
Guests: David Crabtree (Applicant and Property Owner), Kevin Rosner  
(Property Owner Representative), Dr. Dinon Sun (Applicant and Property  
Owner), Wen Fang Sun (Applicant and Property Owner)  
Manatee B room – 6<sup>th</sup> floor

*Next meeting:* TBD

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Committee Chair Dean Grandin opened the meeting at 11:03 am with welcome and introductions.

Ms. Scott-Payne made a motion to approve meeting minutes from August 7<sup>th</sup>, 2017. Mr. Johnson seconded the motion. The minutes were approved unanimously.

Ms. King-Maysonet presented the application for CBC II, LLC facade improvements to the property located at 704-712 East Colonial Drive. The property had previously been approved for the façade program under the previous program guidelines and a different property owner. The approved improvements under that application included landscaping and parking lot upgrades.

The proposed façade improvements for the new application include painting, landscaping, new signage, new entry doors and new exterior lighting.

The applicant provided details about the scope of the project. He stated that the property has issues with people sleeping in the landscape beds. The goal is for the proposed lighting and landscaping to prevent this from occurring in the future.

Mr. Johnson inquired about the proposed entry doors and if they are part of a storefront system. The applicant stated that the doors will be cladded, thus not requiring a full replacement of that system. The applicant also mentioned that the cladding will increase the efficiency of the current doors. Mr. Johnson suggested that the property owner consider participating in the BWES program that focuses on energy and efficiency. Applicant stated that the building has already undergone an energy audit through OUC.

Ms. Scott-Payne made a motion to approve the application for the total award amount of \$20,000. Mr. Johnson seconded the motion. Motion passed unanimously.

Ms. King-Maysonet provided sign improvement estimates and an updated cost overview for the application for 5730 Lake Underhill Road, LLC. This application was deferred from the last committee meeting to allow the applicant to obtain estimates for a third improvement. Mr. Grandin asked for clarification about the pictures provided. The applicant stated that the sign poles for two signs would be painted and a new sign installed in one. Mr. Johnson suggested painting the entire height of poles of one sign the current color, rather than two different colors on one pole. The applicant agreed to do so.

## **DRAFT**

Mr. Johnson made a motion to approve the amended application for 5730 Lake Underhill Road, LLC. Ms. Scott-Payne seconded the motion. Motion passed unanimously.

Ms. King-Maysonet provided a bar removal estimate and an updated cost overview for the application for CGP Enterprises, Inc. The committee was agreeable to amending the total eligible award, including the removal of window and door bars, to \$7,550. Mr. Johnson made a motion to approve the amended award to include bar removal. Ms. Scott-Payne seconded the motion. Motion passed unanimously.

The committee discussed application submittal documents and the need to have paperwork that more clearly identifies the before and after look of project. Ms. King-Maysonet stated that she will review and update the submittal requirements to simplify the review process.

With no other business before the committee, the meeting was adjourned at 11:29 am.