



CITY OF WAYLAND  
DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET PROGRAM  
BOARD OF DIRECTORS  
City Council Chambers – 103 S. Main Street  
February 21, 2019 7:00AM  
AGENDA

1. **Call to Order**
2. **Roll Call**
3. **Agenda Approval**
4. **Public Hearings** (*None scheduled*)
5. **Approval of Minutes**
  - 5.1 Regular Meeting Minutes of January 17, 2018
6. **Other Minutes for Review** (*None*)
7. **Comments from the Public**
8. **City Staff Communications**
9. **Director's Report**
10. **Financial Report**
  - 10.1 YTD Financial Register
11. **Committee Reports**
12. **Board Development**
13. **Old Business**
  - 13.1 Board Officer Elections
14. **New Business** (*see next page for details*)
  - 14.1 120 S. Main Street Sign Grant Application – Dahlia City Floral and Gifts
  - 14.2 118 W. Maple Street Façade Grant Application – Dahlia City Dogs
  - 14.3 Volunteer of the Year Nomination Form

**Mission Statement:**

*By strengthening connections and communications between government, businesses, and community members, volunteers work to improve infrastructure and aesthetics of the district, facilitate the revitalization or reclamation of historic downtown buildings while fostering and promoting a successful business environment within the City.*

## 15. Comments from Board Members

## 16. Adjournment

### Agenda Item Details

#### 13.1 **Board Officer Elections**

The Officers of the Board shall be a Chairperson, Vice-Chairperson, Secretary, and Treasurer. Officers of the Board shall be nominated and elected annually by the members. Each Officer shall hold office until his successor shall have been duly elected. No Member shall hold more than one office at a time. An Officer must be a current Board member. Officer descriptions are included in this packet.

Nomination process: During nominations the Chair asks for nominations from the Board. Members must motion to nominate a candidate. Nominations must be seconded. As a courtesy to other board members, board members should not offer up more than one candidate for a position until other members have had a chance to nominate a candidate of their choosing. Candidates may nominate themselves. A nominee may decline a nomination.

Nominations are closed after all nominations are taken, not after each nomination. The Chair will ask for a close of nominations when it's clear that all members have had an opportunity to nominate their candidates. Closing nominations requires a vote.

Roll call vote for Officers in successive order.

#### 14.1 **120 S. Main Street Sign Grant Application – Dahlia City Floral and Gifts**

Bill Sorensen is applying for a sign grant application for the rear entry of 120 S. Main Street. He has confirmed with PCI that since the sign board is already situated on site its size is grandfathered in to the sign code. Bill considers this a great opportunity to draw attention to the new store and encourage customers to park in the City lot and access his business through the alley entrance. He is also adding hanging flower baskets, planters, and pavers to the rear entrance (not included in grant) and has re-sided this façade as part of the Façade Improvement Program grant previously awarded.

#### 14.2 **118 W. Maple Street Façade Grant Application – Dahlia City Dogs**

Carla French, owner of Dahlia City Dogs is applying to the Façade Improvement Program (FIP) for her new building at 118 W. Maple Street. Carla's dog grooming businesses has been in Wayland for over 16 years and she previously rented space on E. Superior Street. Carla has taken the next step to expand her business by purchasing the property at 118 W. Maple St. and has already made considerable investments improving building electrical and adding new grooming stations as well as hiring an additional groomer. She is applying to the FIP for new low-e glass for the existing south facing window fenestrations and new signage. Because the Façade Improvement Program has a provision for signage it is more efficient and advantageous to apply to the FIP instead of multiple smaller grants.

#### Mission Statement:

*By strengthening connections and communications between government, businesses, and community members, volunteers work to improve infrastructure and aesthetics of the district, facilitate the revitalization or reclamation of historic downtown buildings while fostering and promoting a successful business environment within the City.*

### 14.3 Volunteer of the Year Nomination Form

The award will be given during the annual Wayland Main Street volunteer dinner.

There is a paper nomination form or an online link of:

<https://goo.gl/forms/07oa3kaMu3iSet843>

#### Mission Statement:

*By strengthening connections and communications between government, businesses, and community members, volunteers work to improve infrastructure and aesthetics of the district, facilitate the revitalization or reclamation of historic downtown buildings while fostering and promoting a successful business environment within the City.*