



CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY



SUBMITTER:	Jamie Carpenter, Downtown Manager	MEETING DATE:	June 14, 2022
AGENDA SECTION:	OLD BUSINESS	DEPARTMENT:	Community Development - Downtown
TITLE OF ITEM:	Future Project Approvals		

SUMMARY:

In light of concerns with the execution of the second phase of sidewalk murals, the community character team recommends a contract with future applicants, similar to what is used for Façade and Pivot Grants.

This will include specific details that were agreed upon by appropriate committees, board, and staff. Staff will create an application form for future projects that includes project specific details to streamline process.

Process:

1. Interested party submits form with project scope, requests for downtown board and staff, and if there is a financial request the project should include a complete budget. Application must be submitted at least 90 days before project starts. Exceptions can be made but will not be guaranteed.
2. Application presented to appropriate subcommittee (most likely Community Character)
3. Application specifics updated by staff after feedback
4. Review by Downtown Advisory board and recommendation and submit to city council (depending on project)
5. Create signed agreement between applicant and signed by Downtown Manager and applicant that includes a requirements designated by staff and board members.