



Dublin Community Improvement Corporation

Board Meeting Agenda

December 1, 2025

5:30 p.m. Dublin Council Chamber Conference Room

1. **Call to Order**
2. **Roll Call**
3. **Review of Minutes from Previous Meetings – October 13, 2025**
4. **Commercial Façade Improvement Program Grant Applications**
5. **Financial Update**
6. **2026 Meeting Schedule**
7. **Board Roundtable**
8. **Adjourn**

**DUBLIN COMMUNITY IMPROVEMENT CORPORATION
BOARD OF DIRECTORS MEETING
Monday, October 13, 2025
City of Dublin Council Conference Room**

Minutes of Meeting

Mr. Keeler (Chair) called the meeting to order at 5:30 p.m.

Roll Call

The following members of the Dublin Community Improvement Corporation (CIC) Board of Directors were present: Chris Amorose Groomes, Jeremiah Gracia, Andy Keeler, Ross Langford, Megan O'Callaghan, and John Reiner.

Kendel Blake, Secretary, Luke Fleming, Mara Hunter, and Matt Rubino were also present.

Approval of Minutes

Discussion: No Discussion.

Mr. Keeler moved to approve the February 24, 2025, meeting minutes.

Ms. Amorose Groomes seconded the motion.

Vote on the motion: Yes votes: 6; No votes: 0. Motion carried.

Officer Election

Ms. Blake reported on the topic of officer election.

Mr. Keeler moved to approve the motion to name Matthew Rubino as the Treasurer for the remainder of the term.

Mr. Jeremiah Gracia seconded the motion.

Vote on the motion: Yes votes: 6; No votes: 0. Motion carried.

Commercial Façade Improvement Grant Program Document Updates

Ms. Hunter reported that staff have amended the Commercial Façade Improvement Grant guidelines to implement changes. First, the decisions regarding awarding grants and eligible projects are to be included in the overview section at the board's sole discretion. Second, another addition clarifies that parking arrangements or roof replacements must include additional façade improvements, otherwise considered routine maintenance. The third and fourth changes also indicate that the Board reviews eligible projects, and final decisions on awarding grants are made at the sole discretion of the Board. These changes were made due to the discussion during the 48-52 S High Street application presentation, which was previously presented and approved. Staff is recommending approval of these changes to the guidelines.

No questions were asked.

Mr. Keeler moved to approve the motion to amend the commercial façade improvement grant program documents.

Ms. Amorose Groomes seconded the motion.

Vote on the motion: Yes votes: 6; No Votes: 0. Motion approved.

Investment Policy Adoption

Mr. Rubino reported that staff have worked with service providers to research and develop a policy framework. The recommended policy has been provided with the agenda packet, which includes the statement, scope, objectives, legal authority, and references. As far as comparability is concerned, nothing was found regarding CIC's specific investment policy from any comparable peers, causing this policy to establish a trend for establishing a formal investment policy. Permissible investments include standard instruments (e.g., treasury obligations, CDs, money market funds) and allow for broader investment options under the Revised Code.

Investing in real estate was questioned. The answer that real estate investments are specifically authorized under the policy and authorized under the Ohio Revised Code covering CICs.

A question was asked about what other sources of revenue could be anticipated, because they cannot be tax revenues. The response was that different cities or counties provide funding when that situation occurs.

This response was questioned to determine if this funding would be bonds or something else. The answer could be actual cash funding, grants, or forgivable loans. This would not be considered tax revenue because it is regarded as a share of government revenue when it gets allocated back to the city.

It was asked whether the City has a policy regarding contributions to the CIC. The response was that it is a separate entity, and any funds provided to the CIC must be approved by City Council if the City chooses to allocate funds.

Future policies and procedures are being developed through the CIC's strategic plan implementation. Legal counsel and treasury staff will review how various funding instruments will be managed to ensure compliance with City requirements.

Mr. Keeler moved to approve the motion to adopt the Investment Policy.

Mr. Reiner seconded the motion.

Vote on the motion: Yes votes: 6; No Votes: 0. Motion approved.

Board Roundtable Discussion

Mr. Gracia mentioned that continuous dialogue has been happening with all of the Metro Owners Association (MOA). They are trying to schedule a board meeting for December. A key challenge is that many MOA owners are loosely affiliated, and they have an unorganized internal MOA board structure. At least one signed document related to open space ownership has been received, showing progress on documentation. Legal and strategic support will continue to ensure compliance and proper structuring of agreements.

The next CIC meeting will occur on December 1, 2025, at 5:00 p.m.

There being no further business, the meeting adjourned at 6:00 p.m.

Kendel L. Blake

Secretary



To: Members of Dublin Community Improvement Corporation

From: Jeremiah Gracia, Appointed Director
Mara Hunter, Management Analyst

Date: November 25, 2025

Subject: Commercial Façade Improvement Program Grant Applications

Background

The 2025 Operating Budget contained appropriations of \$100,000 to support the Dublin CIC's Commercial Façade Improvement Program (CFIP). At the August 18, 2025, meeting a motion by the Dublin CIC Board approved awarding \$22,250 to 48. S. High St, \$6,250 to the 50 S. High St. property and \$6,250 to the 52 S. High St. property. A map is provided at the end of this document highlighting these properties and previously approved CFIP grants.

New Applications

1. Dublin Community Church (81 W. Bridge St.)

On October 14, 2025, Joanne Markiewicz submitted an initial application for the Commercial Façade Improvement Program Grant on behalf of the Dublin Community Church. Dublin Community Church has previously received a grant from the Dublin CIC for Façade Improvements, in which they received grant funding for window repair & restoration and lamppost restoration. The total cost of the project in 2024 was \$113,464 and the Church received \$25,000 in grant funding.

Staff members, including representatives from Economic Development and Planning, met with Joanne to clarify the project scope and timeline and determine the project's potential eligibility. Staff members informed Joanne that the proposed changes would not have to go to the architectural review board nor need staff approval. Staff confirmed the application met program guidelines during follow up discussions and presents this CFIP application as a result.

The applicant has agreed to work in good faith with the Dublin CIC and Staff members and to receive permission from the Dublin CIC for additional time to begin and/or complete the project, as noted in the grant requirements within the eligible projects & criteria section of the CFIP Guidelines.

Itemized costs are listed below:

Replacement of Entryway Concrete and Ironwork (\$23,000 Cost)

The chapel railing is in poor condition, with extensive surface wear, missing or damaged hardware and signs of vandalism. Although still structurally upright, its deteriorated appearance makes it an aesthetic concern, warranting replacement. The concrete walkways, stairs and ADA ramp show moderate cracking, surface wear and minor slope changes. The concrete steps, sidewalk, ADA ramps and ironwork will be replaced for safety reasons. This is a replacement project.

TOTAL COST:	\$23,000
TOTAL GRANT AMOUNT REQUESTED:	\$11,500

2. 16 N. High St.

On July 22, 2025, Jorge Briones submitted an initial application for the Commercial Façade Improvement Program Grant for 16 N. High St. His initial application requested a grant in the amount of \$25,000 for a \$100,000 project. After further discussion with the applicant, they decided to move forward with only applying for their site accessibility and enhancement project, which totals around \$55,000. Due to this price exceeding the \$50,000 threshold, they would only be eligible for \$25,000.

Staff members, including representatives from Economic Development and Planning, met with Jorge and his architect, Eliza Ho, to clarify the project scope and timeline and determine the project's potential eligibility. Staff members informed Jorge and Eliza that the proposed changes would need Architectural Review Board (ARB) and building staff approval. The applicant received ARB approval on April 23. As of November 24, the applicant is waiting on approval of their site permit after a third round of comments. In order to assist the applicant with their anticipated construction timeline, staff members bring this application forward for approval with the condition that the applicant receive an approved site permit. The owners and consultants have been instructed not to begin work

until they receive this approval. Staff confirmed the application met program guidelines during follow up discussions and presents this application as a result.

The applicant has agreed to work in good faith with the Dublin CIC and Staff members and to receive permission from the Dublin CIC for additional time to begin and/or complete the project, as noted in the grant requirements within the eligible projects & criteria section of the CFIP Guidelines.

Itemized costs are listed below:

Site and Accessibility Enhancements (\$55,000 Cost)

The existing asphalt driveway between 16 and 22 N. High will be turned into a brick-paved pedestrian walkway with foundational planting on both sides. This not only improves accessibility but also supports walkability and environmental sustainability in the downtown area.

TOTAL COST:	\$55,000
TOTAL GRANT AMOUNT REQUESTED:	\$25,000

3. Dublin Historical Society (35 S. High St.)

On November 13, 2025, Tom Bassett submitted an initial application for the Commercial Façade Improvement Program Grant for 35 S. High St.

Staff members, including representatives from Economic Development and Planning, met with Tom during our development office hours in October to clarify the project scope and timeline. At this time, it was learned that Tom would just need an administrative approval to proceed with the project. As of November 24, the applicant is compliant with all planning and building standards. Staff confirmed the application met program guidelines during follow up discussions and presents this application as a result.

The applicant has agreed to work in good faith with the Dublin CIC and Staff members and to receive permission from the Dublin CIC for additional time to begin and/or complete the project, as noted in the grant requirements within the eligible projects & criteria section of the CFGI Guidelines.



Itemized costs are listed below:

Site and Accessibility Enhancements (\$17,000 Cost)

Includes all materials and labor for installation of new brick paver sidewalk, patio and natural stone steps as shown on the plan diagram. Paver joints will be filled with polymeric sand.

Landscape Install (\$5,000 Cost)

Includes all materials and labor for removal of existing plant material as necessary, bed preparation, installation of new plant material as shown on the plan diagram and mulching the beds with triple-processed black shredded hardwood mulch.

TOTAL COST: \$22,000
TOTAL GRANT AMOUNT REQUESTED: \$11,000

Recommendations

1. **Dublin Community Church:** The total cost of this project is \$23,000. The maximum grant award the applicant can be awarded by this 50% matching grant, is \$11,500. Staff recommends approval of this grant award in the amount of \$11,500.
2. **16 N. High St:** The total cost of this project is \$55,000. The maximum grant award the applicant can be awarded by this 50% matching grant, is \$25,000. Staff recommends approval of this grant award in the amount of \$25,000.
3. **Dublin Historical Society:** The total cost of this project is \$22,000. The maximum grant award the applicant can be awarded by this 50% matching grant, is \$11,000. Staff recommends approval of this grant award in the amount of \$11,000.



CFIP Awards since 2023



COMMERCIAL FAÇADE IMPROVEMENT PROGRAM GRANT APPLICATIONS COMMUNITY IMPROVEMENT CORPORATION

MARA HUNTER, MANAGEMENT ANALYST



CRITERIA - REVIEW

Must be: Commercial, mixed-use, non-profit and not-for-profit within Historic Dublin (not strictly residential)

- Uncovering & Restoring Historical Facades
- Replacement/Repair of Cornice Parapets & Shutters
- Awning/Sign Installation or Repair
- Site & Landscape Improvements Accessible to Public
- Storefront Restorations or Renovations
- Window & Door Repair/Replacements
- Installation of Lighting & Upgrades
- Parking Improvements & Expansion (must include additional façade improvements)
- Roof Replacement (must include additional façade improvements)

APPLICATION PROCESS - REVIEW

1. Pre-application Meeting

2. Façade Improvement Application Submittal

Estimated budget with detailed line items (including a contingency of up to 10% for each line item) and financing options.

3. Project Approval Process

Upon acceptance, applications will be reviewed and ranked based on the Decision Criteria.

Decision letters awarding funding will be sent to all applicants following application approval.

4. Project Completion and Grant Reimbursement

City Staff will conduct a review of projects upon completion for compliance with zoning and building permit approval.

COMPLETED APPLICATIONS

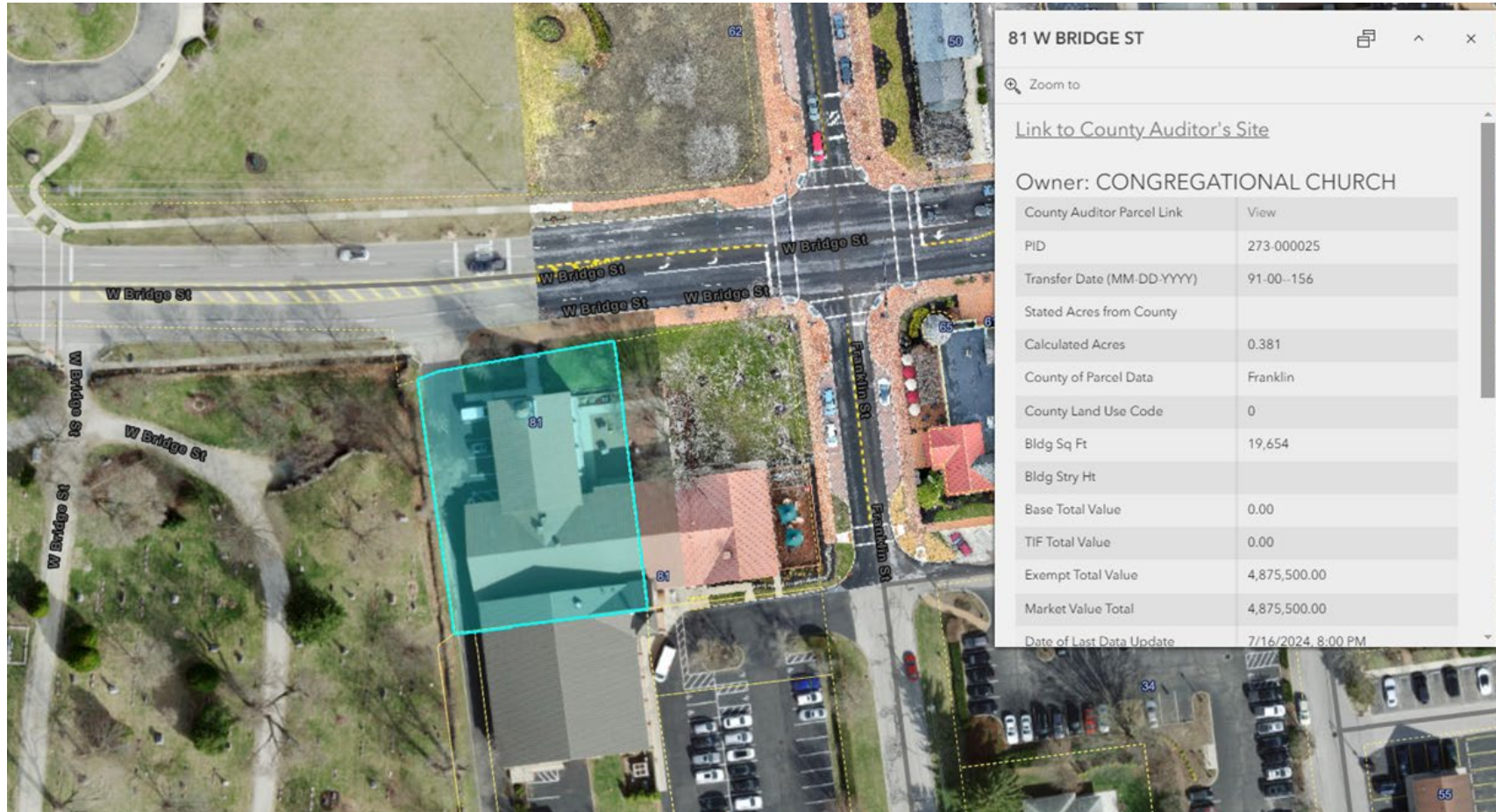
There are three separate completed applications for review today. **Each are requested by a different applicant.**

The total project cost for 81 W. Bridge St. is \$23,000. The applicant is requesting \$11,500.

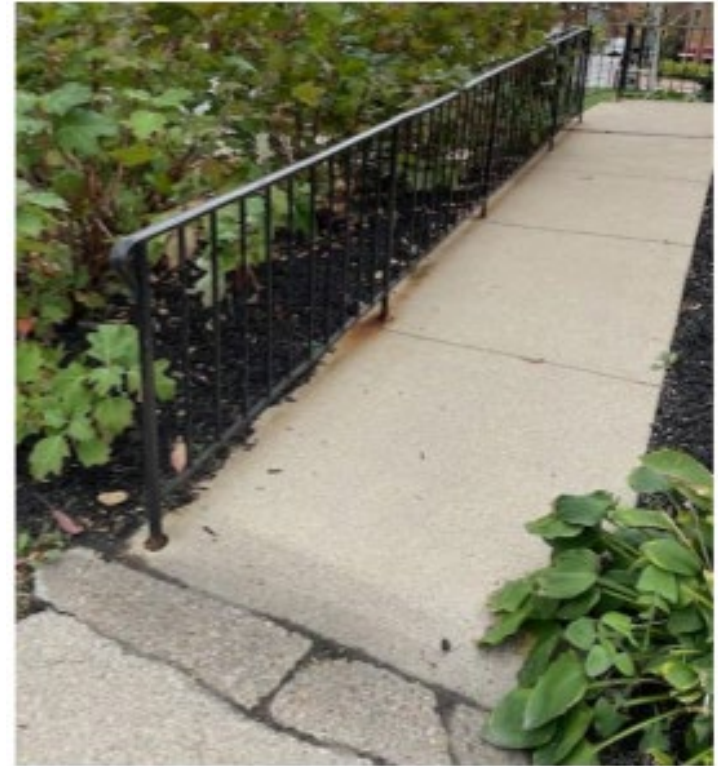
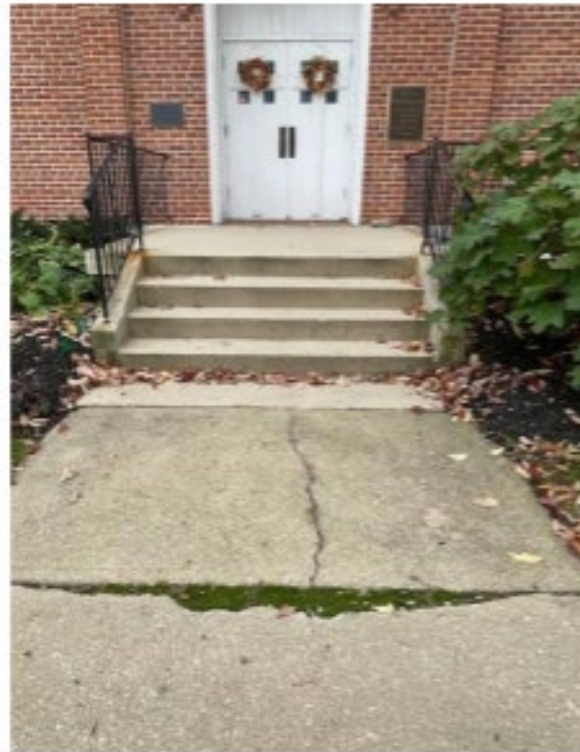
The total project cost for 16 N. High St. is \$55,000. The applicant is requesting \$25,000.

The total project cost for 35 S. High St. is \$22,000. The applicant is requesting \$11,000.

81 W BRIDGE STREET – CONTEXT MAP



81 W BRIDGE STREET – CURRENT CONDITIONS



81 W BRIDGE STREET – PROPOSED IMPROVEMENTS

Replacement of Entryway and Ironwork

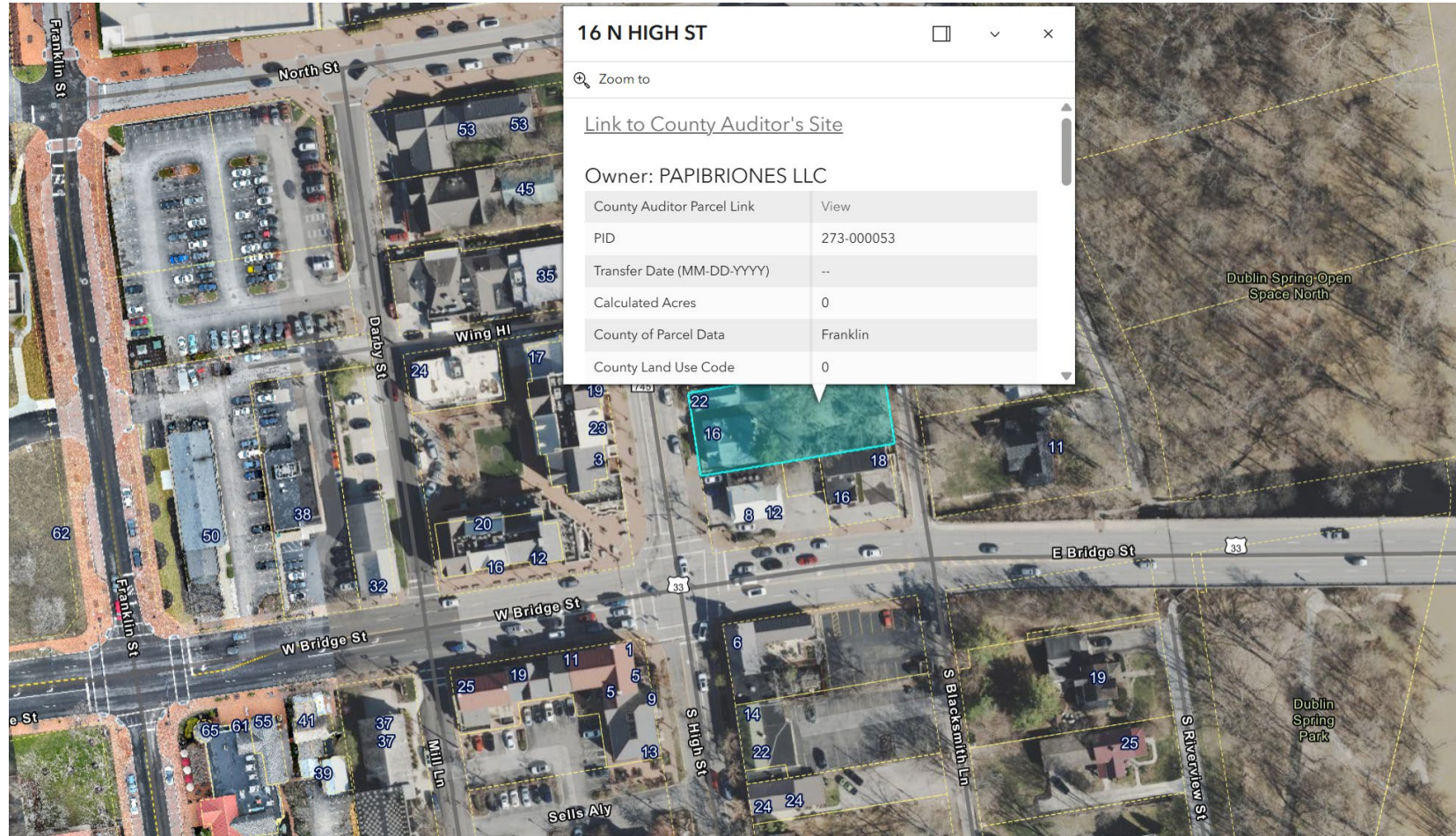
(\$23,000 Cost)

The chapel railing is in poor condition, with extensive surface wear, missing or damaged hardware and signs of vandalism. Although still structurally upright, its deteriorated appearance makes it an aesthetic concern, warranting replacement. The concrete walkways, stairs and ADA ramp show moderate cracking, surface wear and minor slope changes. The concrete steps, sidewalk, ADA ramps and ironwork will be replaced for safety reasons. This is a replacement project.

81 W BRIDGE STREET – STAFF RECOMMENDATION

Staff recommends approval of this grant award in the amount of \$11,500.

16 N. HIGH STREET –CONTEXT MAP



16 N. HIGH STREET – CURRENT CONDITIONS



EXISTING STREET FRONT



EXISTING REAR LOT



EXISTING SHED



EXISTING GARAGE

16 N. HIGH STREET – CURRENT CONDITIONS



EXISTING ASPHALT DRIVE N HIGH TO REAR LOT ACCESS



EXISTING ASPHALT DRIVE N HIGH TO REAR LOT ACCESS



EXISTING ASPHALT DRIVE REAR LOT TO N BLACKSMITH ACCESS

16 N. HIGH STREET – PROPOSED IMPROVEMENTS

Site Enhancements and Accessibility

(\$55,000 Cost)

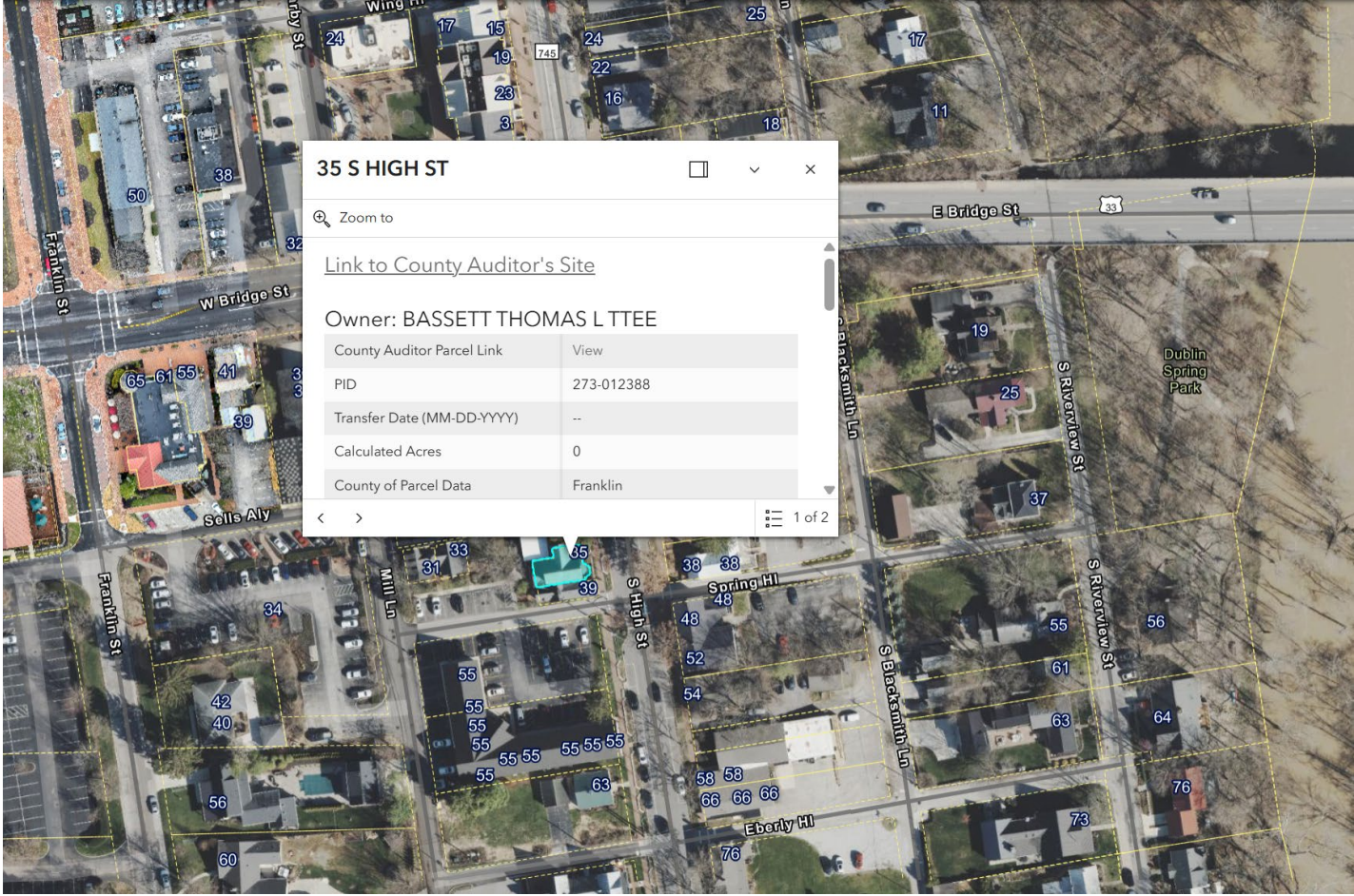
The existing asphalt driveway between 16 and 22 N. High will be turned into a brick-paved pedestrian walkway with foundational planting on both sides. This not only improves accessibility but also supports walkability and environmental sustainability in the downtown area.

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16 N. HIGH STREET – STAFF RECOMMENDATION

Staff recommends approval of this grant award in the amount of \$25,000.

35 N. HIGH STREET –CONTEXT MAP



35 N. HIGH STREET – CURRENT CONDITIONS



35 N. HIGH STREET – CURRENT CONDITIONS



35 N. HIGH STREET – PROPOSED IMPROVEMENTS

Site and Accessibility Enhancements

(\$17,000 Cost)

Includes all materials and labor for installation of new brick paver sidewalk, patio and natural stone steps as shown on the plan diagram. Paver joints will be filled with polymeric sand.

Landscape Install

(\$5,000 Cost)

Includes all materials and labor for removal of existing plant material as necessary, bed preparation, installation of new plant material as shown on the plan diagram and mulching the beds with triple-processed black shredded hardwood mulch.

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35 N. HIGH STREET – STAFF RECOMMENDATION

Staff recommends approval of this grant award in the amount of \$11,000.

Questions?



To: Members of Dublin Community Improvement Corporation
From: Matt Rubino, Treasurer
Date: November 25, 2025
Subject: Financial Summary – October 2025

Summary

The monthly financial report through October 31, 2025, has been prepared for review by the CIC members. The monthly report includes a summary of revenue, expenditures and available funding at the end of the fiscal period.

Recommendation

Information purposes only.



Dublin Community Improvement Corporation
Statement of Revenue, Expenditures and Account Balance
Month ending 10/30/25

Description	Budget	Actual this period	Actual through 10/30/25	Encumbrances	Budgeted Balance Remaining	Notes
Revenues						
City of Dublin Funding		\$ -	\$ 100,000.00			
Interest Earned this Period	\$ 7,000.00	\$ 170.38	\$ 4,631.47			
Total revenues	\$ 7,000.00	\$ 170.38	\$ 4,631.47			
Expenses						
Professional Services	\$ 100,000.00	\$ -			\$ 96,562.00	
Legal Services		\$ 5,043.50	\$ 3,332.00	\$ 106.00		Pmt for Bricker Graydon
Façade Improvement Program	\$ 200,000.00				\$ 51,137.92	
36-38 N. High Street		\$ -	\$ 23,400.00			
30-32 S. High Street		\$ -	\$ 50,000.00			
40 N. High Street		\$ -	\$ 15,712.08			
81 W. Bridge Street		\$ -	\$ 25,000.00			
48 S. High Street				\$ 22,250.00		
50 S. High Street				\$ 6,250.00		
52 S. High Street				\$ 6,250.00		
Total Expenses	\$ 300,000.00	\$ 5,043.50	\$ 117,444.08	\$ 34,856.00	\$ 147,699.92	
		\$ (4,873.12)				
Balance 10/1/25		\$ 459,727.50				
Balance 10/31/25		\$ 454,854.38				



Proposed 2026 Meeting Schedule

Tuesday, February 17	Regular Meeting
Monday, April 20	Regular Meeting
Monday, June 15	Regular Meeting
Monday, August 17	Regular Meeting
Monday, October 5	Regular Meeting
Monday, December 7*	Regular Meeting

Dublin CIC Board Meetings are held in Council Small Conference Room at Dublin City Hall. Regular meetings begin at 5:00 p.m., held prior to Council Work Sessions and are subject to change. December 7th is prior to a regular Council Meeting.