



Dublin Community Improvement Corporation

Board Meeting Agenda

August 17, 2026

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

1. **Call to Order**
2. **Roll Call**
3. **Review of Minutes from Previous Meetings – April 20, 2026**
4. **Financial Update**
5. **Commercial Façade Improvement Program Grant Application Amendment – Dublin Community Church**
6. **Commercial Façade Improvement Program Grant Application – 53 N. High St.**
7. **Commercial Façade Improvement Grant Program Applications – N. Riverview St. Properties**
8. **Board Roundtable**
9. **Adjourn**

DUBLIN COMMUNITY IMPROVEMENT CORPORATION

BOARD OF DIRECTORS MEETING

Monday, April 20th, 2026

City of Dublin Council Conference Room

Mr. Keeler (Chair) called the meeting to order at 5:03 p.m.

Roll Call

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

Also present were Kendel Blake – Secretary, Matt Rubino – Treasurer, Rob McCarthy (legal), Mara Hunter, and Luke Fleming.

Approval of Minutes

Discussion: No discussion.

Mr. Keeler moved to approve the minutes of the December 1st, 2025 meeting.

Ms. Alutto seconded the motion.

Vote on the motion: Yes votes: 5; No votes: 0. Motion carried.

Adjourn to Executive Session

After a roll call vote, a motion to move to Executive Session to consider the purchase of property for public purposes was made by Mr. Keeler. Ms. Alutto seconded the motion.

Vote on the motion: Yes votes: 5; No votes: 0. Motion approved.

Mr. Keeler reconvened the meeting at 5:33 p.m.

Election of Officers

After a discussion on the previous year's officer positions, Mr. Keeler moved to elect Chris Amorose Groomes as President, Megan O'Callaghan as Vice President, Christina Alutto as Chair, Andy Keeler as Vice Chair, Matt Rubino as Treasurer, and Kendel Blake as Secretary. Ms. Alutto seconded the motion.

Vote on the motion: Yes votes: 5; No votes: 0. Motion approved.

Commercial Facade Improvement Grant Program

Mara Hunter began the presentation of three applications for the grant program at the sites of 72, 84, and 20 North High St. After briefly running through the criteria for the program, Ms. Hunter noted that each address has requested \$25,000 dollars. Ms. Hunter also noted that the total project cost for 72 North High is \$158,000, 84 North High is \$368,000, and 20 North High is \$244,000. During the discussion, Mr. Gracia clarified that only exterior work is eligible for the grant program following a question regarding demolition from Mr. Keeler. Per the grant program, each of the three properties will receive the \$25,000 grant requested. Ms. Alutto moved to award the Commercial Facade Improvement Grant to the three properties. Mr. Keeler seconded the motion.

Vote on the motion: Yes votes: 5; No votes: 0. Motion approved.

Commercial Facade Improvement Grant Program Guideline Updates

Ms. Hunter then continued the discussion regarding the grant program, stating that it may align with other grant programs to place limitations on when applicants are able to reapply for the grant to make the process more objective. Ms. Hunter proposed that applicants would not be able to reapply for the grant in the following calendar year. The board recommended no changes to the current process, stating that there is currently no shortage of funds and because the board has discretion of whether to approve a grant, the process can remain as is. Ms. Alutto thanked Ms. Hunter for bringing this idea forward. The board decided to keep the current process as is outlined in the Commercial Facade Improvement Grant Guidelines, most recently updated on October 13, 2025.

Finance Update

Mr. Rubino began his presentation by noting that there had not been any expenditures from the 2026 budget as of the end of the first quarter. Mr. Rubino continued the discussion of the board having not formally adopted the budget as carried in the 2026 financial report totaling \$300,000. Mr. Rubino recommended a motion to approve. Ms. Alutto moved to approve the 2026 budget for the next report. Mr. Keeler seconded the motion.

Vote on the motion: Yes votes: 5; No votes: 0. Motion approved.

Mr. Rubino then continued the conversation and included that the 2025 draft financial statements have been completed. The City's Finance Department reviewed the statements and filed with the Auditor of State 14 days ahead of schedule. Mr. Rubino also noted the need to post a legal notice in accordance with the Revised Code. He also stated that the CIC filed its 990 form on April 15, 2026, to maintain its tax-exempt status.

Board Roundtable Discussion

Ms. O'Callaghan noted the need to reschedule the next meeting set for June 15, 2026. The Board discussed and rescheduled the next meeting for June 22, 2026 at 5 p.m.

Jeremiah Gracia began a discussion regarding the closing of the first project with Expedient and Avant. Mr. Gracia noted that the Dublin CIC will receive monthly referral revenues from Avant for the successful project. Mr. Gracia also made mention that as these businesses continue to grow, through having a partnership with the CIC, revenue will also increase. The rest of the CIC Board were happy to hear about the new revenue stream to the CIC.

There being no further business, the meeting adjourned at 5:57 p.m.

Kendel L. Blake

Secretary



To: Members of Dublin Community Improvement Corporation

From: Matt Rubino, Treasurer

Date: August 6, 2026

Subject: Financial Summary – July 2026

Summary

The monthly financial report through July 31, 2026, has been prepared for review by the CIC Board members. The monthly report includes a summary of revenue, expenditures and available funding at the end of the denoted fiscal period. A summary of the monthly and YTD fiscal activity is provided in Figure 1 below.

Category	Budget	Monthly Actual	YTD Actual	% Remaining
Revenues	\$107,000	\$171.02	\$101,168.13	94.5%
Expenses	\$300,000	\$0	\$31,050.14	10.4%

Figure 1

- Interest earned totaled \$1,168.13 year-to-date against a \$7,000 budget
- Professional services expenses totaled \$98,242, including \$1,758 for legal services
- Façade Improvement Program grants of \$125,000 were paid for 48, 50, and 52 S. High Street (ck#1016); an additional \$133,500 remains encumbered for pending façade projects at 81 W. Bridge St., 16 N. High St., 35 S. High St., 72 N. High St., 84 N. High St., and 20 N. High St.
- The net operating result year-to-date was \$70,117.99 against a revised budget of \$281,742.00
- The combined ending fund balance as of July 31st was \$524,365.69, up from \$524,194.67 on July 1st

Recommendation

Information purposes only.



Dublin Community Improvement Corporation
Statement of Revenue, Expenditures and Account Balance
Month ending 7/31/2026

Description	Budget	Actual this period	Actual through 7/31/2026	Encumbrances*	Budgeted Balance Remaining	Notes
Revenues						
City of Dublin Funding	\$ 100,000.00	\$ -	\$ 100,000.00			
Interest Earned	\$ 7,000.00	\$ 171.02	\$ 1,168.13			
Total revenues	\$ 107,000.00	\$ 171.02	\$ 101,168.13			
Expenses						
Professional Services	\$ 100,000.00				\$ 98,242.00	
Legal Services		\$ -	\$ 1,758.00	\$ -		
Other Services		\$ -	\$ -			
Façade Improvement Program	\$ 200,000.00				\$ 125,000.00	
48 S. High Street			\$ 29,292.14	\$ -		paid ck#1016
50 S. High Street				\$ -		paid ck#1016
52 S. High Street				\$ -		paid ck#1016
81 W. Bridge Street				\$ 11,500.00		
16 N. High Street				\$ 25,000.00		
35 S. High Street				\$ 22,000.00		
72 N. High St.				\$ 25,000.00		
84 N. High St.				\$ 25,000.00		
20 N. High St				\$ 25,000.00		
Total Expenses	\$ 300,000.00	\$ -	\$ 31,050.14	\$ 133,500.00	\$ 223,242.00	
<i>Net Operating Result</i>		<i>\$ 171.02</i>	<i>\$ 70,117.99</i>			
Balance 7/1/2026		\$ 524,194.67		Revised Budget	\$ 281,742.00	
Balance 7/31/2026		\$ 524,365.69				

* Includes \$58,500 of prior year encumbrances carried over from 2025.



To: Members of Dublin Community Improvement Corporation

From: Jeremiah Gracia, Appointed Director
Luke Fleming, Economic Development Administrator
Mara Hunter, Management Analyst

Date: August 11, 2026

Subject: Commercial Façade Improvement Program Grant Application Amendment – Dublin Community Church

Background

On December 1, 2025, the Dublin CIC awarded the Dublin Community Church an additional \$11,500 in grant funding for a project to replace the concrete entryway and ironwork to the church. The concrete walkways, stairs and ADA ramp show moderate cracking, surface wear and minor slope changes and needed to be replaced for safety reasons. 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.

Upon beginning work on the 2025-2026 project, the Church's project manager, along with the contractor's engineer and project supervisor determined that the contractor cannot proceed by simply running a new slab over the original 1937 slab and will not warranty the structural integrity of the new concrete. This was an unforeseen condition when we applied for the grant and has added a significant cost to their project. The total of the change orders for the concrete work at 81 W. Bridge St. is \$8,089, and the Church requests that the CIC split the cost and therefore add \$4,045 to the grant award (originally \$11,500) for a total of \$15,545 of grant funds for this project.

Recommendation

Staff members recommend providing the Dublin Community Church with an additional \$4,045 for the completion of their project.



To: Members of Dublin Community Improvement Corporation

From: Jeremiah Gracia, Appointed Director
Luke Fleming, Economic Development Administrator
Mara Hunter, Management Analyst

Date: August 11, 2026

Subject: Commercial Façade Improvement Program Grant Application – 53 N. High St.

Background

As of July 31, 2026, the Commercial Façade Improvement Program has a balance of \$125,000, pending any other awards. This funding is available for immediate use by the Dublin CIC. Depending on the selected projects' completion timelines, the CIC would expend this funding to reimburse businesses later in 2026 or 2027.

Application

In May 2026, staff members met with the owners of 53 N. High Street, located in the historic district, to discuss their potential application for the Dublin CIC's Commercial Façade Improvement Program. At this meeting, City staff and the project team discussed the project and reviewed the application, in which staff confirmed that the project team met program guidelines.

The property owner did not have an estimate of cost at that time, and staff members and the property owners agreed it would be best to present their application at the August CIC meeting.

The owner intends to make improvements to this property in an effort to restore the historical character of the facade. The applicant has agreed to work in good faith with the CIC and Staff, 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:

53 N. High St.

Windows (\$13,000 Cost)
Including window repair and installation

Entryway Feature (\$27,000 Cost)
Removal of existing cracked concrete porch surface and installation of upgraded decorative and stamped concrete to improve appearance and pedestrian entry experience.

Landscaping (\$7,000 Cost)
Landscape enhancements around the building including plantings, mulch, edging, cleanup, and exterior beautification improvements in response to City landscape recommendations.

Other Exterior Improvements (\$3,000 Cost)
Minor exterior trim, caulking, and paint touch-up work associated with window and façade improvements

TOTAL COST:	\$50,000
TOTAL GRANT AMOUNT REQUESTED:	\$25,000

Recommendation

The total cost of this project is \$50,000. The maximum grant award the applicant can be awarded by this 50% matching grant, is the maximum allowable amount of \$25,000. Staff recommends approval of this grant award in the amount of \$25,000.



COMMERCIAL FAÇADE IMPROVEMENT PROGRAM GRANT APPLICATION COMMUNITY IMPROVEMENT CORPORATION

LUKE FLEMING, ECONOMIC DEVELOPMENT ADMINISTRATOR



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
- Parking Improvements & Expansion
- Storefront Restorations or Renovations
- Window & Door Repair/Replacements
- Installation of Lighting & Upgrades
- 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 APPLICATION

The applicant has applied for a grant for one address: **53 N. High St.**

53 N. HIGH STREET – CURRENT CONDITIONS



53 N. HIGH STREET – PROPOSED IMPROVEMENTS

Windows

\$13,000

Including window repair and installation.

Entryway Feature

\$27,000

Removal of existing cracked concrete porch surface and installation of upgraded decorative and stamped concrete to improve appearance and pedestrian entry experience.

Landscaping

\$7,000

Landscape enhancements around the building including plantings, mulch, edging, cleanup, and exterior beautification improvements in response to City landscape recommendations.

Other Exterior Improvements

\$3,000

Minor exterior trim, caulking, and paint touch-up work associated with window and façade improvements

Total

\$50,000

STAFF RECOMMENDATION

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



To: Members of Dublin Community Improvement Corporation

From: Jeremiah Gracia, Appointed Director
Luke Fleming, Economic Development Administrator
Mara Hunter, Management Analyst

Date: August 11, 2026

Subject: Commercial Façade Improvement Program Grant Applications – N. Riverview St. Properties

Background

As of July 31, 2026, the Commercial Façade Improvement Program has a balance of \$125,000. If the other two grants are approved at the August 17 meeting, \$95,955 will be the remaining balance. This funding is available for immediate use by the Dublin CIC. Depending on the selected projects' completion timelines, the CIC would expend this funding to reimburse businesses later in 2026 or 2027.

Application

In November 2025, staff members met with the COhatch team to discuss their potential applications for the Dublin CIC's Commercial Façade Improvement Program. At this meeting, City staff and the project team discussed the Riverview Village project and whether any of the properties associated would be eligible for a commercial façade improvement program grant. Staff members reviewed the guidelines with the COhatch team, and informed them that new construction and routine maintenance are ineligible costs, as well as any projects that commence before the Dublin CIC approval of the grant. As a result, the COhatch team decided that they would submit their four lone-standing addresses for commercial façade improvement program grants.

The applicant has submitted four separate applications for an address associated with the project:

1. 62 N. Riverview St. (PID 273-013976)
2. 53 N. Riverview St. (PID 273-000098)

3. 45 N. Riverview St. (PID 273-000073)
4. 37 N. Riverview St. (PID 273-000042)



The owner intends to make improvements to these properties in an effort to restore the historical character of the facade. The applicant has agreed to work in good faith with the CIC and Staff, 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:

62 N. Riverview St.

Siding (\$30,000 Cost)
 Repair and replacement of the historic wood siding to preserve the building's original character.

Roofing (\$45,000 Cost)
 Complete replacement of the primary and additional roofs.

Masonry (\$10,000 Cost)

TOTAL COST: \$85,000
TOTAL GRANT AMOUNT REQUESTED: \$25,000

45 N. Riverview St.

Siding and Trim (\$20,000 Cost)

Removal of non-historic aluminum siding to expose and restore the original wood siding and corner trim. The rear addition will receive new horizontal cedar siding to match the original structure.

Roofing (\$30,000 Cost)

Restoration of the historic standing seam metal roof and raising the eave heights of the rear additions to allow for better clearance and a unified structural profile.

Deck and Porch (\$10,000 Cost)

Removal of a non-historic front enclosure and replacement with an architecturally sensitive open porch and enclosed porch, featuring wood columns, appropriate decking, and a stacked stone foundation with lattice.

Painting (\$4,000 Cost)

Comprehensive exterior repainting using historically approved colors.

TOTAL COST: \$64,000
TOTAL GRANT AMOUNT REQUESTED: \$25,000

53 N. Riverview St.

Siding and Trim (\$20,000 Cost)

Removal of non-historic aluminum siding to expose and restore the original wood siding and corner trim. The rear addition will receive new horizontal cedar siding to match the original structure.

Roofing (\$30,000 Cost)

Restoration of the historic standing seam metal roof and raising the eave heights of the rear additions to allow for better clearance and a unified structural profile.

Deck and Porch (\$10,000 Cost)

Removal of a non-historic front enclosure and replacement with an architecturally sensitive open porch and enclosed porch, featuring wood columns, appropriate decking, and a stacked stone foundation with lattice.

Painting (\$4,000 Cost)
Comprehensive exterior repainting using historically approved colors.

TOTAL COST: \$64,000
TOTAL GRANT AMOUNT REQUESTED: \$25,000

37 N. Riverview St.

Siding and Trim (\$20,000 Cost)
Removal of non-historic aluminum siding to expose and restore the original wood siding and corner trim. The rear addition will receive new horizontal cedar siding to match the original structure.

Roofing (\$25,000 Cost)
Restoration of the historic standing seam metal roof and raising the eave heights of the rear additions to allow for better clearance and a unified structural profile.

Deck and Porch (\$8,000 Cost)
Removal of a non-historic front enclosure and replacement with an architecturally sensitive open porch and enclosed porch, featuring wood columns, appropriate decking, and a stacked stone foundation with lattice.

Painting (\$4,000 Cost)
Comprehensive exterior repainting using historically approved colors.

TOTAL COST: \$57,000
TOTAL GRANT AMOUNT REQUESTED: \$25,000

Project Totals

62 N. Riverview St.

The total cost of this project is \$85,000. The maximum grant award the applicant can be awarded by this 50% matching grant, is the maximum allowable amount of \$25,000.

53 N. Riverview St.

The total cost of this project is \$64,000. The maximum grant award the applicant can be awarded by this 50% matching grant, is the maximum allowable amount of \$25,000.

45 N. Riverview St.

The total cost of this project is \$64,000. The maximum grant award the applicant can be awarded by this 50% matching grant, is the maximum allowable amount of \$25,000.

37 N. Riverview St.

The total cost of this project is \$57,000. The maximum grant award the applicant can be awarded by this 50% matching grant, is the maximum allowable amount of \$25,000.

Recommendation

Staff recommends the Dublin CIC board review the eligible Commercial Façade Improvement Grant requests, in conjunction with the public improvements invested with the Riverview village project, and make a determination regarding funding support.



COMMERCIAL FAÇADE IMPROVEMENT PROGRAM GRANT APPLICATION COMMUNITY IMPROVEMENT CORPORATION

LUKE FLEMING, ECONOMIC DEVELOPMENT ADMINISTRATOR



COMPLETED APPLICATIONS

The applicant has applied for grants for four separate addresses: **62 N. Riverview St., 53 N. Riverview St., 45 N. Riverview St. and 37 N. Riverview St.**

The total project cost for 62 N. Riverview St. is \$85,000. The applicant is requesting \$25,000.

The total project cost for 53 N. Riverview St. is \$64,000. The applicant is requesting \$25,000.

The total project cost for 45 N. Riverview St. is \$64,000. The applicant is requesting \$25,000.

The total project cost for 37 N. Riverview St. is \$57,000. The applicant is requesting \$25,000.

N. RIVERVIEW ST. PROPERTIES – CONTEXT MAP



62 N. RIVERVIEW STREET – CURRENT CONDITIONS



62 N. RIVERVIEW STREET – PROPOSED IMPROVEMENTS



62 N. RIVERVIEW STREET – PROPOSED IMPROVEMENTS

Siding and Trim

(\$ 30,000 Cost)

Repair and replacement of the historic wood siding to preserve the building's original character.

Roofing

(\$ 45,000 Cost)

Complete replacement of the primary and additional roofs.

Masonry

(\$ 10,000 Cost)

TOTAL

(\$85,000 Cost)

53 N. RIVERVIEW STREET – CURRENT CONDITIONS



53 N. RIVERVIEW STREET – PROPOSED IMPROVEMENTS



53 N. RIVERVIEW STREET – PROPOSED IMPROVEMENTS

Siding and Trim

(\$ 20,000 Cost)

Removal of non-historic aluminum siding to expose and restore the original wood siding and corner trim. The rear addition will receive new horizontal cedar siding to match the original structure.

Roofing

(\$ 30,000 Cost)

Restoration of the historic standing seam metal roof and raising the eave heights of the rear additions to allow for better clearance and a unified structural profile.

Deck and Porch

(\$ 10,000 Cost)

Removal of a non-historic front enclosure and replacement with an architecturally sensitive open porch and enclosed porch, featuring wood columns, appropriate decking, and a stacked stone foundation with lattice.

Painting

(\$ 4,000 Cost)

Comprehensive exterior repainting using historically approved colors.

TOTAL

(\$64,000 Cost)

45 N. RIVERVIEW STREET – CURRENT CONDITIONS



45 N. RIVERVIEW STREET – PROPOSED IMPROVEMENTS



45 N. RIVERVIEW STREET – PROPOSED IMPROVEMENTS

Siding and Trim

(\$ 20,000 Cost)

Removal of non-historic aluminum siding to expose and restore the original wood siding and corner trim. The rear addition will receive new horizontal cedar siding to match the original structure.

Roofing

(\$ 30,000 Cost)

Restoration of the historic standing seam metal roof and raising the eave heights of the rear additions to allow for better clearance and a unified structural profile.

Deck and Porch

(\$ 10,000 Cost)

Removal of a non-historic front enclosure and replacement with an architecturally sensitive open porch and enclosed porch, featuring wood columns, appropriate decking, and a stacked stone foundation with lattice.

Painting

(\$ 4,000 Cost)

Comprehensive exterior repainting using historically approved colors.

TOTAL

(\$64,000 Cost)

37 N. RIVERVIEW STREET – CURRENT CONDITIONS



37 N. RIVERVIEW STREET – PROPOSED IMPROVEMENTS



37 N. RIVERVIEW STREET – PROPOSED IMPROVEMENTS

Siding and Trim

(\$ 20,000 Cost)

Removal of non-historic aluminum siding to expose and restore the original wood siding and corner trim. The rear addition will receive new horizontal cedar siding to match the original structure.

Roofing

(\$ 25,000 Cost)

Restoration of the historic standing seam metal roof and raising the eave heights of the rear additions to allow for better clearance and a unified structural profile.

Deck and Porch

(\$ 8,000 Cost)

Removal of a non-historic front enclosure and replacement with an architecturally sensitive open porch and enclosed porch, featuring wood columns, appropriate decking, and a stacked stone foundation with lattice.

Painting

(\$ 4,000 Cost)

Comprehensive exterior repainting using historically approved colors.

TOTAL

(\$57,000 Cost)

PROJECT TOTALS

62 N. Riverview St.

The total cost of this project is \$85,000. The maximum grant award the applicant can be awarded by this 50% matching grant, is the maximum allowable amount of \$25,000.

53 N. Riverview St.

The total cost of this project is \$64,000. The maximum grant award the applicant can be awarded by this 50% matching grant, is the maximum allowable amount of \$25,000.

45 N. Riverview St.

The total cost of this project is \$64,000. The maximum grant award the applicant can be awarded by this 50% matching grant, is the maximum allowable amount of \$25,000.

37 N. Riverview St.

The total cost of this project is \$57,000. The maximum grant award the applicant can be awarded by this 50% matching grant, is the maximum allowable amount of \$25,000.

STAFF RECOMMENDATION

Staff recommends the Dublin CIC board review the eligible Commercial Façade Improvement Grant requests, in conjunction with the public improvements invested with the Riverview village project, and make a determination regarding funding support.