



Design Committee Meeting

October 14, 2026

12:00 PM

Zoom link

Design Committee Meeting

Zoom:

<https://zoom.us/j/96347833287>

Meeting ID: 963 4783 3287

+13126266799

AGENDA

- Welcome
- Agenda
- Minutes (March)
- Public Comments
- FY 27 updated Design Committee workplan, committee/volunteer leadership, proposed projects (attachment)
 - Façade Grants/Critical Improvements Program (Deferred Maintenance Conditions)
 - Holiday Storefront
 - Tiny Art Project - Keep Delaware Beautiful (\$2,380)
 - Banners / Decorations (Holiday, Paint Dover, Veterans, etc.)
 - Other
- Proposed: Next Meeting November 18, 2026
- New business
- Adjourn

To be confirmed: Next Meeting November 18, 2026 via Zoom

The Design Committee encourages and enables improvements to buildings and enhancements to the downtown Dover business district through grant/incentive programs, public art, aesthetic amenities, and education on appropriate design principles to promote value of historic and cultural resources.

DRAFT
Meeting Minutes

Attendees: Dawn Melson, Kerri Lacey, Malcolm Jacob, Kristin Pleasanton, Mark Nowak, Roger Ridgeway, Diane Laird

All motions were duly made and unanimously accepted, unless otherwise noted.

Welcome

Agenda **Approved**

Minutes **March minutes approved**

Public Comments: None

Quick recap

The Design Committee meeting focused on updates to the Tiny Art Project:

Owner of Angelo's Pizza is enthusiastic about "hosting" the repeat pattern on

, where two projects received owner approval: Mike Harrington's (SunRay Building on S. Bradford St.) and Barrett Edwards' metal rail project (226 S. State St.). The committee discussed Guy Miller's rejected downspout design and explored alternative locations, including Angela's space, while agreeing to offer the artist up to \$750 for a modified project that would address both the wall and downspout issues. The group reviewed Winterfest outcomes, noting strong attendance with over 800 visitors and successful ice sculpture displays, though they discussed potential improvements for next year including elevated viewing platforms. The conversation ended with a discussion about committee leadership transitions and the need to develop a work plan for the upcoming fiscal year, with approximately \$3,000 in funding available for new projects.

Next steps

- Diane: Follow up with Guy Miller regarding the downspout art project, invite him to consider the pizza parlor as alternate wall location, request his design concept and proposed honorarium for the larger project.
- Diane: Contact Angela Taylor to confirm details about her project (e.g., flat or angled surface, image cropping); and follow up with the Schwartz Center regarding Dr. Rosetta Roach's project and any needed sketch revisions.

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- Diane: Draft and distribute a press release about the metal art project, using information from the completed DDOA final report.
- Diane: Send out a one-page overview of committee membership, projects, and budget (work plan) to the committee for review and input before the next meeting.
- Committee members: Consider and provide feedback on potential new committee leadership, co-chairs, and/or volunteers to support implementation of future projects.
- Diane: Revive and share information about previous banner costs and quantities for consideration in next year's work plan.
- Committee members: Review the upcoming work plan overview and provide input on projects such as downtown banners for the next fiscal year.
- Diane: Explore a project with local VoTech, EDIS, or Boy Scout groups (or identify volunteers) to explore building pedestals for ice sculptures for next year's Winterfest.

Meeting Summary

Design Committee Meeting Updates

The group discussed updates on the Tiny Art Project (TAP) and WinterFest outcomes, with Diane emphasizing the desire to finalize next steps for the TAP program by March 31, 2026, in response to the funders requested deadline.

Tiny Art Project Committee Approvals

Due to approval of two property owners, two art projects are approved to move forward: a metal rail replacement by Brian Bachman and a small mural by Josh Nobiling. Diane reported that while four projects were initially approved, the downspout design was rejected by the property owner who preferred a more conservative, less bold design (a more understated aesthetic) in off-white or brick colors, and others require finalizing information from the artists. Regarding the project in which the property owner had concerns about a proposed copper artwork design, with the owner preferring a. The team agreed to explore alternative locations for the artwork, with Diane suggesting a space next to Angelo's Pizza that needed repair as a possible alternate for Guy Miller's design.

Delaware Logo Placement Discussion

The team discussed the placement of Delaware logos, noting that the original downspout location was not approved due to being too busy. They considered alternative locations, with the pizza parlor's side

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wall emerging as a potential option. The group agreed to invite Angelo to assess the pizza parlor space, which could accommodate a 12-foot design. Kerri suggested addressing both the wall and downspout, with the wall being the priority, and proposed using a panel to cover the downspout. For this project, the committee members agreed to offer the artist up to \$750 for completing both the downspout and wall. Diane will follow up for the artist's proposal and concept images.

Winterfest Review

Winterfest outcomes. Winterfest was successful with over 800 visitors, though they discussed adding pedestals for ice sculptures next year to improve visibility.

New Business/Next Meeting

As new business, the committee agreed to review the work plan in preparation for the upcoming fiscal year (FY27), as well as committee leadership as Diane noted DDP would like to see the leadership of the committee to be more volunteer-driven, per the Main Street model including potentially updating/replacing the light pole banners.

Next Meeting: April 8, 2026

Adjourn

DJL



DESIGN COMMITTEE

July 2026 - June 2027

Committee Co-Chair:

Pending

Committee Co-Chair:

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Committee Objectives

1. Enhance the visual appeal and attractiveness of downtown Dover and involve the community in the process
2. Educate property owners and community on building improvements, and importance of preservation/historic significance of downtown buildings.

Committee Members:

Chevonne Boyd	302.579.1440	connect@thldover.com		Dawn Melson-Williams	302-736-7196	dmlson@dover.de.us
Jennifer Gunther	302-857-7811	jgunther@desu.edu		Mark Nowak	302-736-7161	mnowak@dover.de.us
Malcolm Jacob	302-3876030	Malcolm.Jacob@doverkentmpo.org		Kristin Pleasanton		
Kerri Lacey	302-760-5305	Kerri.Lacey@thebiggmuseum.org		Roger Ridgeway	302-674-755	roger.ridgeway@dover.de.us
				See other side for potential volunteers, service providers/consultants, resource partners.		

FY 2025 BUDGET

#	PROJECT	DESIGN BUDGET	COST OTHER LINE ITEM	POSSIBLE OTHER REVENUE SOURCE:	COMMENTS
1	Façade Grants and Building Improvements	0	YES	Comm. Reinvest.	Critical Improvements Program: Deferred Maintenance
2	Holiday Storefront Decorating Contest (awards)	\$750	0	0	
3	"Tiny Art" Public Art Project (If continues/alter.)	0	0	0	
4	Downtown holiday decorations, banners, etc.	4250	0	0	
5	OTHER: above/as opportunities emerge.	0	0	0	
				2380	Keep DE Beautiful funds Main St. Dover
	TOTAL BUDGET	\$5000		2380	

MATERIAL PROMOTIONS INC
 145 Railroad Hill St.
 BLDG. B
 Waterbury, CT 06708 US
 888-757-8908
 pbove@materialpromotions.com

Invoice



BILL TO

Jordan Resh
 Downtown Dover Partnership
 101 W. Lookerman St.
 Suite 1A
 Dover, DE 19904 USA

SHIP TO

Antonio Bray-Streets Division
 710 Williams St.
 Dover, DE 19904

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
CM08-0008682	06/02/2023	\$7,380.00	07/01/2023	Due on receipt	

SHIP VIA

UPS Ground

P.O.

TBD

SALES REP

Peter Bove

PROJECT

Downtown Dover Event
 Banners

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
Pole Banner Digital-on-Canvas	24" x 48" Custom double-sided digitally printed image at 600 dpi on exterior grade canvas. Fabrication to include 3.5" pole sleeve top and bottom and (4) Black #2 grommets at pole sleeve hems. PAINTING DESIGN.	70	70.00	4,900.00
Pole Banner Screen-Print-on-Canvas	24" x 48" Custom double sided screen-printed image on marine acrylic fabric. (1) spot color(s) printed on Dark Blue Sunbrella. Fabrication to include 3.5" pole sleeve top and bottom and (4) Black #2 grommets at pole sleeve hems. DOVER DELAWARE DESIGN.	31	80.00	2,480.00

Thank you for your business!

BALANCE DUE

\$7,380.00



Art Approval

145 Railroad Hill Street, Waterbury, CT 06708 | Phone: 888-757-8908 | Email: artwork@materialpromotions.com

DATE: March 10, 2023
JOB: Dover - Downtown
QTY: 1
FINAL SIZE: 24"x 48"
TYPE: Digital Print
POCKETS: 3.5"
GROMMETS: (2)
WINDSLITS: N/A
☒ Double Sided ☐ Single Sided

PRINT COLORS:
☒ Digital CMYK

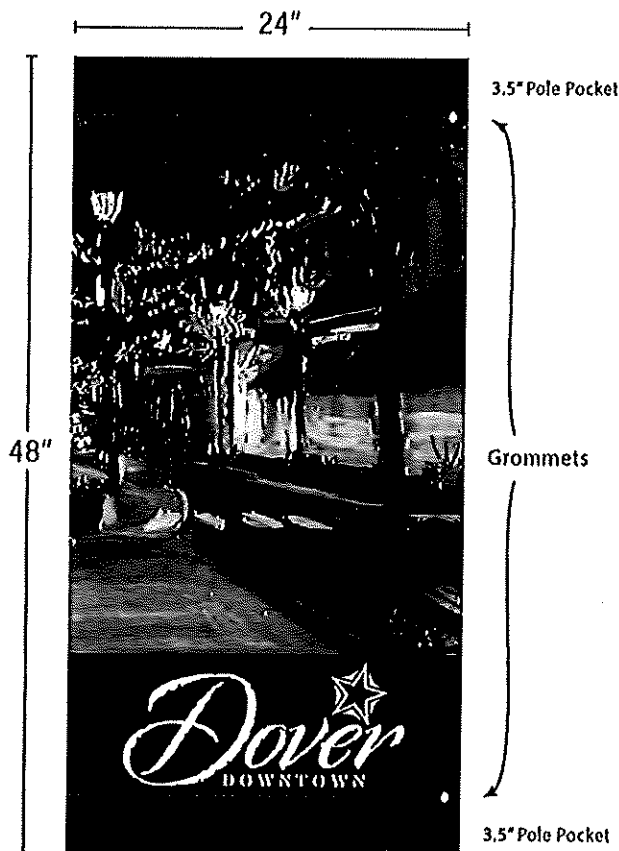
MATERIAL:
☒ Poly Canvas

SPECIAL INSTRUCTIONS:
* SAMPLE PRINT *

☒ Approval Signature:

X Diane Laird DDP
(Print Name)

Email to: artwork@materialpromotions.com



NOTES: This proof shows the general position & color of your artwork as it will appear on the background color of your banner. With CMYK or RGB colors there is a chance that the printed color may vary slightly from the color shown on a monitor and/or a hard copy print. For questions or concerns about matching your colors please contact us and we will be happy to help. The proof also displays the printing and finishing specifications for your banner. It is important to verify these details as your banner can be created correctly by using your own printing hardware. COLORS: If you select CMYK colors we will do our best to match them. With RGB colors we cannot guarantee color accuracy. CMYK and RGB colors will be printed "As Is". With CMYK or RGB colors there is a chance that the printed color may vary slightly from the color shown on a monitor and/or a hard copy print. Due to the limitations of current technology we cannot guarantee a perfect match to all RGB colors.



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FINAL SIZE: 24"x 48"

TYPE: Screen Print

POCKETS: 3.5"

GROMMETS: (2)

WINDSLITS: N/A

☒ Double Sided ☐ Single Sided

PRINT COLORS: (1)

 PMS White

MATERIAL:

■ Navy Sunbrella

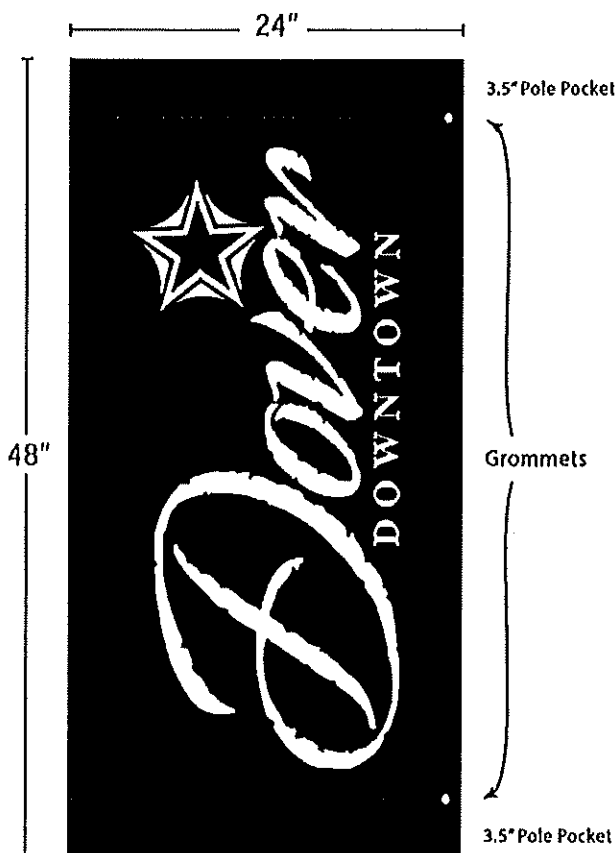
SPECIAL INSTRUCTIONS:

* SAMPLE PRINT *

☒ Approval Signature:

X Diane Laird
Diane Laird, ODP
(Print Name)

Email to: artwork@materialpromotions.com

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