Meeting assets for DDP Design Committee, November 12, 2025

Attendees: Kerri Lacey, Kristin Pleasanton, Jenifer Gunther, Malcolm Jacob, Mark Nowak, Chevonne Boyd, Diane Laird

Meeting summary

Quick recap

The meeting began with administrative matters including introductions, apologies, and technical issues, with Morgan assigned to take meeting minutes. The group reviewed the successful completion of a metal art project at 32 West Lockerman Street and discussed the formation of a Design Committee for 2026. The conversation ended with a detailed discussion about a new public art project, including artist applications, payment structures, and plans for future exhibitions, with the next meeting scheduled for January 21st.

Next steps

- Diane: Follow up with property owner at Schwartz Center regarding Rosetta's first choice location
- Diane: Confirm with Mike Harrington about using location number 2 for Josh's project
- Diane: Contact Robert Young's law office at 300 South State Street regarding Guy's downspout location
- Diane: Contact property owner about location number 6 for Rosetta's backup choice
- Diane: Request responses from property owners by November 20th, with extension to December 15th if needed
- Jennifer: Reach out to artists to inform them the committee is communicating with property owners and will get back to them by end of November
- Diane: Once property approvals are received, notify artists and request detailed design concepts and materials list
- Diane: Prepare contracts for artists with $250 upfront payment and $250 upon completion
- Diane: Get press release out about the 32 West Lockerman Street metal art project

- Diane: Check with Brian Bachman about fixing missing spindle on State Street tiny art project
- Diane: Explore partnership opportunities with Dover Days or July 4th events for Paint Dover exhibition sales
- Morgan: Complete and send out meeting minutes when ready

Summary

Meeting Reschedules and Tech Updates

The meeting began with introductions and apologies for late invitations, with Diane acknowledging that the last meeting was held in October and the current one was long overdue. She mentioned that Malcolm would be absent and that Carrie Lacey was missing due to prior commitments. Diane also noted that her computer's slow performance was due to outdated equipment, and she was working on resolving the issue with IT. Morgan was tasked with preparing the meeting minutes, which Diane would share once ready, and the group discussed the need for more bandwidth to improve the meeting experience.

Metal Art Installation and Planning

The meeting focused on the completion of a metal art project at 32 West Lockerman Street, which was successfully installed and received positive feedback from attendees. Jennifer announced her role as co-chair of the Design Committee for 2026, with plans to seek additional co-chairs due to time constraints. The group reviewed photos of the completed metal art project, which addressed loitering issues and was funded through various sources including Keep Delaware Beautiful and the Division of Arts. The conversation ended with a discussion about seeking three local artists for a tiny art project pilot.

Pilot Art Project Application Review

The meeting focused on reviewing applications for a pilot art project, with Jennifer explaining that she approached three local artists—Guy Miller, Josh Nobling, and Rosetta Roach—while Teresa Angela Taylor's application was received separately. Kristin noted that Teresa had previously received grants and worked with the Dover Art League. Jennifer clarified that the project is starting with three artists as a pilot initiative to gather feedback before a broader launch. The group discussed sharing applications and site preferences with the artists and planned to decide on a location and seek permission for an artist to proceed.

Public Art Project Progress Review

The committee discussed the progress of a public art project, reviewing applications from three artists and considering a fourth. They agreed to pursue property owner approvals for all four sites by November 20th, with artists to be notified of the process. The committee decided to pay artists $250 upfront and $250 upon completion of their projects. They also discussed a virtual exhibition of Paint Dover artwork and considered potential partnerships for future exhibitions. The next meeting was scheduled for January 21st, with the possibility of a December meeting if projects are ready for approval.

DJL

Meeting Minutes, DDP Design Committee December 10, 2025

Attendees: Dawn Melson, Kristin Pleasanton, Kerri Lacey, Ken Anderson, Diane Laird

Meeting summary

Diane and the committee concurred by checking the DDP bylaws that the meeting could occur with the three members present, and action could be taken.

Agenda was unanimously approved with no changes.

Minutes for Sept. and Oct. were unanimously approved. November's minutes require attendees to be listed and re-introduced at the January meeting.

Quick recap

The committee met to review agenda items and discuss various public art projects, including a tiny art initiative proposals, while noting some members' absence due to the holiday season. They reviewed and approved several public art proposals, including designs for downspouts at North/S. State Street, two locations at entry to 220 S. State St., and a gas connection box on S. Bradford St., while also discussing a facade grant application for a the former Family Dollar store into a proposed commercial project. The conversation ended with an update for the upcoming Winterfest event (January 16-17), which will feature various entertainment options and temporary ice installations throughout downtown.

Next steps

- Diane: Contact Angela Taylor to request changes - change tie to green, add background , clarify cement work on corner piece, and ask about background contrast with brick
- Diane: Contact Brian Bachman to clarify that project should be 1 spindle done "very intentionally artsy," can use base spindle like others with artistic additions, suggest flowers/leaves, or other ideas, which are encouraged to be three-dimensional and even can reach toward other nearby spindle(s)
- Diane: Contact Guy Miller to ask about ending point of proposed art, clarify if doing one or both downspouts, and ask about vinyl application method (one piece or many "DE state" graphics, and including weather requirements (i.e.; must it be a certain temperature to confirm superior painting and installation of vinyl)
- Diane: Ask all tiny art artists for their target completion dates

- Diane: Add corrected date and attendees to November meeting minutes to review in the January meeting
- Committee: Review facade grant application in January meeting.

  At this December meeting, the Committee reviewed Andre Boggerty's signage grant application for proposed sign at 300 W. Loockerman Street. Due to the city's decision to hold issuing a permit (pending decision on proposed change of use) and committee discussion necessary regarding the signage grant process that had been discussed at length by the committee in 2024, this application will come before the committee again in January.
- Diane or committee member: Look at past meeting minutes to find previous decisions about signage funding guidelines and percentages
- Diane: Work on Division of Arts - Arts Access – grant application for Winterfest programming
- Event coordinator: Research and contact potential performers for Winterfest

Summary

Diane led a meeting with Kristen, Kerri, and Dawn to review agenda items, noting that some members were absent due to the holiday season. They discussed the quorum requirements and agreed that is was appropriate to proceed with a simplified agenda due to the limited attendance.

Tiny Art Project Review Meeting

The meeting focused on reviewing and approving meeting minutes from September and October, which Dawn recommended adopting. November minutes (by Zoom AI) need to have meeting attendees added, so they will be reviewed by committee in January.

The group discussed the Tiny Art Project, where five artists are engaged and four have submitted concept drawings. Rosetta Roach's participation is delayed due to the delayed response/approval of property use from property owner. Her concept drawing will be reviewed in January. Property owners all expressed enthusiasm about their properties being considered for the project.

Mouse Mural Design Review

The committee reviewed a mural proposal by Theresa Angela Taylor featuring a mouse rushing to work, which will be applied to a building with green and gold colors. They discussed the desire to modify the concept to include a green tie for the mouse and a more defined background, potentially spring-like with flowers or something that is a good

contrast to better see the mouse. Diane will follow up with the artist to clarify details about the cement surface preparation (will it be flattened on an angel, or will the 90 degree corner be “reinstated” to the bottom step) and depending on the surface preparation, get a clearer understanding of what either one or both surfaces will look like, and get updated visuals before presenting concept to the building owner.

Mural and Railing Design Review

The team discussed two main topics: the tiny mural project by Ms. Taylor and a railing design by Brian Bachman, metal artist. For the mural, they agreed to move forward, and Diane will forward the necessary details to Ms. Taylor. Kerri suggested changing the background from brick to something that would better contrast with the steps. Regarding the railing design, Diane shared Brian's drawing and received feedback from the team. They preferred a single decorative spindle rather than four identical ones, with Kristin suggesting the basis spindle could be a replica while the added element on that spindle should be unique and done very intentionally different/artistically, potentially incorporating flowers or leaves, and possibly physically touching one or two (or full side) nearby existing spindles. Diane will follow up with Brian about the spindle design.

Vinyl Artwork Downspout Installation

They then reviewed a proposal from Guy Miller to paint a copper-colored drainage pipe with a repeating silhouette pattern using weather-resistant vinyl, though questions remained about the application method.

Location: 300 S. State St. downspout .The team discussed installing vinyl artwork on a building's downspouts, with Dawn and Kristin agreeing that the S. State/North St. corner location would be preferable to the back location due to better visibility from both directions, if only doing one. They decided that the artwork and new paint should stop at the band holding the downspout above the street signs, as it provides a natural stopping point. With just a few clarifications to/from the artist, committee members agreed unanimously to move forward with the drainage pipe project.

Public Art Proposals Review

The committee then reviewed Josh Nobling's design featuring a gas connection box on 33 South Bradford. They discussed the technical aspects and materials for both projects, with Josh's design receiving particular praise for its clever use of existing trompe l'oeil , or “fool the eye” design. Committee members agreed unanimously to move forward with Josh’s project.

Church Sign Grant Discussion

The committee reviewed a very recently submitted facade grant application from Andre Boggerty for a proposed commercial building conversion: a church and event center, which includes plans for a new sign. Dawn explained that the sign would need to comply with historic district guidelines, including being externally illuminated and not internally illuminated. Ken asked about the approval process for the sign, and Dawn clarified that even if the committee approved the grant, the applicant would still need to go through the city's sign permit process. for signage.

The committee further discussed the sign permit application, which will be pushed to the January meeting due to pending building use approval which is not on hold by The City.

WinterFest Downtown Dover

Diane provide an overview of the Winterfest event scheduled for January 16-17, which will feature a small train, 30 small sculptures, 6 large ice sculptures carved on site, and various entertainment options including potential performances by local theater groups such as the Inner City Cultural League, Childrens Theater of Dover/Kent County, or others. North Street will be closed during the event between Federal and State streets, with the Schwartz Center's marquee lights being used to draw visitors downtown, and over to The Biggs Museum who is partnering in a big way with DDP in this festival and in other ways throughout the year.

DJL

FAÇADE IMPROVEMENT MATCHING GRANT OPPORTUNITY

Façade Improvement Matching Grant

Façade Grants for rehabilitative and preservation work are intended to stimulate economic growth while improving the appearance and preserving the historic integrity of Downtown Dover. These matching grants are available for up to 50% percent of the cost of eligible expenses not to exceed $5,000. Applications are reviewed and approved by the Downtown Dover Partnership Design Committee. Any eligible building/owner may be awarded up to two per year. Grant awards are subject to the availability of funds and determination of compatibility with the *Design Standards and Guidelines for the City of Dover Historic District Zone.*

Program Guidelines

Buildings must be located in the targeted area of the Downtown Dover Business Improvement District.

Work begun prior to submitting an application is not eligible for this incentive program. If the applicant is not the building owner, written permission from the owner must be submitted with the application.

Eligible projects are generally façade improvements, including all sides of buildings visible from the street or alley, excluding roof work. Examples include, but are not limited to, the following:

- Repairs to cornices, entrances, doors, windows, decorative details
- Masonry repair or cleaning
- Sign*, awning, and lighting replacement or repair
- Exterior painting
- Installation of landscaping and site improvements

Projects are to begin within three (3) months and be completed within six (6) months of the notice of award.

Within six (6) months of the notice of award, copies of paid invoices and receipts as well as image(s) of completed work must be submitted to the DDP office for reimbursement. Grant award will expire after six (6) months.

A three (3) month extension can be requested by contacting the DDP Office. If approved, grant award will expire after nine (9) months.

*Signage improvements are intended to provide

Suggestion for discussion:

Signage will be funded up to 25% of costs not to exceed $500

Sign, awning and lighting replacement to be considered when consistent with a permanent improvement. Signage specific to the business must not exceed 50% of total request and will be funded at 25% of funding cost not to exceed $500

Commented [1]: or Signage, alone or as part of a larger facade project, will be funded up to 25% of costs not to exceed $500.

Commented [DL2R1]: 6-12-24 file with recommended revisions

Review Procedures and Evaluation Criteria

In order to ensure compatibility of funded projects with the *Design Standards and Guidelines for the City of Dover Historic District Zone,* work begun prior to submitting an application is not eligible for reimbursement through this incentive program.

Prior to submitting an application, the applicant is responsible for applying for the appropriate building permit(s) from the City of Dover. The Department of Planning and Inspections can be reached at (302) 736-7010.

Revised 4-19-21

New applications are distributed to the Downtown Dover Partnership Design Committee and placed on the agenda for discussion at the regular Committee meeting held on the second Wednesday of each month. Typically, there is a thirty (30) day review and approval period.

The Design Committee considers whether each project's design is compatible with the elements of the Design Standards and Guidelines for the City of Dover Historic Zone, Chapter 3, Maintenance, Repair, Preservation and Restoration of Existing Historic Buildings. See https://www.cityofdover.com/historic-district-guidelines-. Copy available upon request.

Design Committee members have professional expertise in a variety of fields including but not limited to design, planning, building codes, graphics, architecture, and historic preservation

Properties may receive a maximum of two (2) Façade Improvement Matching Grants in any fiscal year. All awards are subject to availability of funds. Priority will be given to first time applicants.

Applicants will receive letters of grant award or decline.

Reimbursement

- Upon completion of work (within six (6) months of notice of award), the applicant must notify the Design Committee in writing and submit images of completed work, copies of proof of payments (cancelled checks or credit card receipts), copy of any city issued permits, and completed and signed W9.
- The Downtown Dover Partnership reserves the right to inspect the completed project for compliance with the terms of the award. Processing of reimbursement payment may take four to six weeks.
- Falsified information or documents, or any other assertion of incorrect information to obtain grant funds, will disqualify the applicant from applying for, or receiving, funds for a period of one year from date of application. The DDP staff and Design Committee reserve the right for all final decisions.

Application Checklist

The application must be completed in full at the time of submission. The application will not be reviewed unless all information has been provided. Please make sure all of the following items are included:

If applicable, written permission from the property owner to perform the façade improvement.

Completed application.

Photographs of existing conditions including the overall façade view and details of project area.

Itemized cost estimate including information on materials, specifications and until prices from vendors and/or contractors.

Samples (i.e. paint colors, siding samples) or specifications of the materials proposed for the project.

Drawings and/ or mock-up of proposed signage, awning, improvements, etc. for the project work area.

Design Committee
9-13/23
Zoom

DRAFT MINUTES

Members present: Dawn Melson-Williams, Roger Ridgeway, Laura Parks, Kristin Pleasanton, Mark Nowak, Michael Weeks, Jennifer Gunther.

Staff present: Tina Bradbury, Jordan Resh, Diane Laird

Agenda: Dawn Melson Approve agenda, Michael Weeks unanimous approval

Minutes: Dawn Melson-Williams approve agenda, Michael Weeks unanimous approval

Biggs: Tina will send DE Arts Alliance focus group info to members of the Design Committee; respond via links directly to DEAA. 18th Century Market Fare on First Saturday

Dover Art League: DAL has a lot of events - fall programs, plein air and other classes. DAL had a market and a revamp of the display windows with new track LED lighting.

DE Arts Alliance: Sept. 22 in Kent County, several options to attend: Focus Group RSVP (google.com)

DE Division of Arts: Summit coming up Oct. 9: Registration open until ; speakers, training, Dewey Beach location (Hyatt). Registration open until Sept. 19!
https://news.delaware.gov/2023/08/21/registration-now-open-for-2023-delaware-arts-summit/

Façade Improvement Application: No insurance funding received by applicant: Colonial Investment and Management Co. Inc. 9 E. Loockerman St. . Results of gun shooting. Requesting half of cost to repair for total of $1,075. Applicant must file for a permit with City. Just a metal casing to be completed. See application. KP motion to approve for$ 537.50; MW seconded; unanimous approval. Kristin will complete a letter.

Façade Grant Guidelines: Signage has been a question for using façade funds because if a business goes out shortly after moving in, the value of the sign is lost, as is the DDP grant investment made. Cleaning and painting is also valuable, but that value is also lost once the business turns over. Consider smaller percentage toward signage/painting. Consider caveats for signage, such as part of overall facade. Michael will work with committee members before next meeting, with proposed changes to be discussed at next meeting. Can we consider blade sign, when the sign itself (vs. entire sign package) can be changed out. Consider 25% of signage package up to a $ *to be specified* dollar amount.

Banner Project: Tina working with the City to install banners. Streets Division will hang. New hardware will be placed around the city and library to coincide with the new library-branded signage. Hanging baskets will come down next week.

Design Committee
11/8/23
Zoom

MINUTES

ATTENDANCE: Dawn Melson-Williams, Jennifer Gunther

STAFF: Jordan Resh, Diane Laird, Tina Bradbury

CALL TO ORDER

Bradbury called the meeting to order at 12:04 p.m.

VOLUNTEER

Resh offered to take minutes.

AGENDA

Melson-Williams motioned to approve the agenda and Gunther seconded. The motion passed unanimously.

MINUTES

Melson-Williams motioned to approve the minutes and Gunther seconded. The motion passed unanimously.

BIGGS UPDATE

Gunther noted that the Biggs staff had off today, following the Wyeth exhibition and presentation. She estimated 200+ in attendance at the gala and 300+ in attendance at the discussion at the Schwartz with Victoria Wyeth. She noted that funding from Delaware Humanities Forum helped prepare the event at the Schwartz and offer it free to the public.

ART LEAGUE UPDATE

Resh provided a brief update on the Art League, sharing that the winter programming is underway, and that Solomon can provide further updates the next time he is in attendance.

Laird shared that funding from Main Street was provided to the Art League to improve the lighting in the windows.

FASCADE APPLICATION

Bradbury shared that an application is expected from Parris Nail Lounge on Governors Ave. but required updates. Laird noted that previously funding was available for the property and adjacent ones, but it was not utilized. The goal is to have another application prepared for review.

Melson-Williams asked about the budget for facade grants. Bradbury shared that the budget is $9,000 and the only approved project to date was for The Hive on Loockerman. She added that funding was provided to the "Old Sears Building" to repair bullet holes as well.

FAÇADE GUIDELINES

Laird shared the recommendation that "signage will be funded up to 25% of costs not to exceed $500." And "Sign, awning, and lighting replacement to be considered when consistent with a permanent improvement. Signage specific to the business must not exceed 50% of total request and will be funded at 25% of funding cost not to exceed $500." The committee discussed the meaning of this addition and whether it was a reasonable ask, noting that it encouraged multiple projects to be completed alongside plans for signage.

Bradbury asked if the signage guidelines should be property or business dependent. Laird responded that the program should support business owners and could have half dispersed initially and the other half dispersed after a year in business.

Melson-Williams asked what was paid for signage over the years, and Bradbury responded that it has been a significant expense with projects costing upwards of $1,500. Bradbury suggested prioritizing signage that can be kept with the business if they move, such as a blade sign. Melson-Williams suggested not making recommendations in their guidelines with priorities, as it may prevent smaller projects from being completed that are not seen as "priorities."

Laird noted that a $500 grant out of a required $2,000+ project cost may not attract applicants. Bradbury noted that payout would change if insurance helps cover the cost of the project.

Melson-Williams suggested that Bradbury update the document to detail steps to apply and receive funding alongside guidelines.

Melson-Williams noted that awning is different from signage since businesses do not have to put their name on the awning. Melson-Williams added that internally illuminated signage in the historic district is not approved and suggested clarifying if lighting is connected to signage or to the building generally. Laird clarified that historical/city guidelines override façade guidelines and are required for approval for façade projects.

Melson-Williams asked to receive a copy of the façade guidelines for review before the next meeting, agreeing to delay voting until January.

HOLIDAY DECORATIONS

Design Committee
3-13-24
Zoom

MINUTES

ATTENDANCE: Dawn Melson-Williams, Jennifer Gunther, Michael Weeks, Roger Ridgeway, Reginald Daniel

STAFF: Jordan Resh, Diane Laird, Tina Bradbury

CALL TO ORDER

Bradbury called the meeting to order at 12:09 p.m.

VOLUNTEER

Resh offered to take minutes.

AGENDA

Melson-Williams motioned to approve the agenda. The motion was approved by consensus.

MINUTES

Melson-Williams motioned to approve the minutes from November 2023. The motion was approved by consensus.

BIGGS UPDATE

Bradbury shared that Michael Dudich, former director of the Biggs Museum, has resigned with Marcia DeWitt as the interim director. Laird added that she met with DeWitt a few weeks ago, noting her high energy, support of downtown, and excitement to be involved with Paint Dover!

Bradbury shared that Rebecca Raubacher, whose family is heavily involved with downtown Dover, is having a featured gallery exhibition at the Biggs opening Thursday evening.

DAL UPDATE

Resh shared that DAL's Spring class registration has opened and winter programming is taking place. She added that the ARPA funded free summer camps will continue for next summer and to look out for more information on the Dover Art League and Kent County Parks & Recreation websites. Resh offered to accept questions as well to ask leadership for answers to.

Bradbury added that the recent window displays have been high quality and vibrant.

FAÇADE GRANT GENERAL STATUS AND APPLICATION(S)

Bradbury shared that the funding for the façade grant has changed, leading to the update on the website: "Façade Improvement and Architectural Grant Funds have been depleted for FY

Gunther asked if DDP has a SAM number, and Laird shared that there have been challenges adjusting the SAM number, so it is underway but not ready. Gunther shared that she experienced difficulties as well, but eventually had success registering.

FAÇADE GRANT GUIDELINES CONTINUED

Laird read Weeks' update via email: "I believe specifying a max cap for signage of 25% of the total request not to exceed $500 is a reasonable change to ensure that the majority of funds are going to permanent improvements while not discouraging businesses from making signage improvements."

Melson-Williams noted that funding has previously been awarded for signage for businesses that do not last long. Laird added that a minimal amount of coverage provides a welcoming response to Dover but recognizes that turnaround is likely as well. Melson-Williams suggested reviewing the FY25 Façade Grant budget to better understand what projects can be covered with the budget before restricting the amounts. Laird suggested that it is considered separating the amount allocated within the facade grant for 1) just signage and for 2) other façade improvements to better control how the funding is spent.

PUBLIC COMMENT

None.

ADJOURNMENT

Melson-Williams motioned to adjourn the meeting at 1:01 p.m. The meeting adjourned by consensus.