



Design Committee Meeting

December 10, 2025

12:00 PM

Zoom (see below and page 2)

Design Committee Meeting

Zoom:

<https://zoom.us/j/97574384969>

Meeting ID: 975 7438 4969

AGENDA

- Welcome
- Agenda
- Minutes (September, October, November)
- Public Comments
- Update: Tiny Art Project
 - Review concepts provided by local artists for Tiny Art project locations
- WinterFest update
- New business
- Adjourn

Next Meeting January 21 via Zoom

See next page for full details on 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.



Design Committee Meeting
December 10, 2025
12:00 PM
Zoom (see below and page 2)

Diane Laird is inviting you to a scheduled Zoom meeting.

Topic: DDP Design Committee

Time: Aug 13, 2025 12:00 PM Eastern Time (US and Canada)

Every month on the Second Wed, until Jun 10, 2026, 11 occurrence(s)

<https://zoom.us/j/97574384969>

Meeting ID: 975 7438 4969

One tap mobile

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Dial by your location

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- +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
- +1 646 931 3860 US
- +1 929 205 6099 US (New York)
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- +1 507 473 4847 US
- +1 564 217 2000 US
- +1 669 444 9171 US
- +1 669 900 6833 US (San Jose)
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- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
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Meeting ID: 975 7438 4969

Find your local number: <https://zoom.us/u/adI4hf8h18>

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Meeting Minutes

Attendees: Jennifer Gunther, Kerri Lacey, Roger Ridgeway, Mark Nowak, Malcolm Jacob, Diane Laird

Welcome

Agenda: Motion to approve duly made and unanimously accepted.

Minutes (April meeting and August summary): Motion to approve duly made and unanimously accepted.

Public Comments: None

Workplan Design Committee for FY2026:

- **Leadership** – Jennifer has agreed to Co-Chair a second co-chair is still needed.
- **Committee Funding** - \$3,000 has been approved for the budget for the committee. These funds will cover the storefront window contests, the tiny art project., etc.
- **32 W. Loockerman St.** – Funds are in hand. The permit is pending with the City of Dover. Once it is approved, the project can begin.
- **Tiny Art Project** – Several locations have been identified. The group discussed beginning with three “pilot” sites. The time frame for completion will be the beginning of May – coinciding with Dover Days.

Paint Dover! - Paint over is going to take place October 15-19th

- Outdoor painting Wednesday to Saturday and then judging at the BIGGS Museum early Saturday afternoon.
- “Wet Paint” Exhibit will be held inside the BIGGS Saturday afternoon and Sunday.
- New this year is a Quick Draw event on Sunday 11a-1pm with judging immediately following.
- More information about the event can be found on the DDP website at www.downtowndover.co

Open House – There will be an open house to discuss Master Plan updates on Thursday, November 13th at The Hive. The time is yet to be determined but will likely be 4:30-6:30pm.

New business - None

Next meeting date – October 22,2025, via Zoom

Adjourn

MLR

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Meeting Minutes

Attendees: Jennifer Gunter, Kristin Pleasanton, Kerri Lacey, Malcolm Jacob, Mark Nowak, Chevonne Boyd, Dawn Melson-Williams, Diane Laird

Welcome

Agenda: Motion to approve duly made and unanimously accepted.

Minutes (September meeting): Not yet transcribed.

Public Comments: None

Leadership: Jennifer has agreed to Co-Chair a second co-chair is still needed.

32 W. Loockerman St. Metalwork Project Update: Brian (Harry) Bachman will begin the project on Monday, November 3rd. He expects to have the project completed by the end of the week, if not sooner. Mark Nowark will coordinate with Harry for the City of Dover to provide barricades to cordon off the sidewalk while to project is being built.

Benches: DDP owns four benches which are currently in storage. The committee discussed bringing them out to a couple locations in downtown. Possible locations discussed are the fountain in front of PNC Bank and Loockerman St. Plaza (near the Santa House).

Tiny Art Project Updates: Jennifer contacted several local artists:

- Guy Miller: 3-D sculpture/printing
- Rosetta Roach: 2-D painter
- Josh Nobling: Mural artist

Diane recommends telling the artists what properties/locations are available for a project, then, once the artists propose a project, their plan be presented to the property owner for final approval. Jennifer recommends having written approval of the project from the property owners prior to installation.

The expected completion date for all the Tiny Art projects is end of March 2026.

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Paint Dover! outcomes: Diane reported that this year's event was October 15-19th. There were 16 artists participating who created 30 paintings. The paintings were exhibited at The BIGGS Museum Saturday & Sunday. Several paintings were then moved to shop windows in downtown. They will be on display through the first week of November.

Open House: There will be an open house to discuss Master Plan updates on Thursday, November 13th at The Hive, 28 W. Loockerman St., Thursday, November 13th at 3:30 p.m.

Holiday Window Contest: This year's theme will be "Winter Fun." Merchants will be encouraged to have windows decorated by November 26th for Small Business Saturday. Judging will be done by Dover Kent MPO sometime between Dec. 1-15th.

New Business – NONE

Next Meeting: Wednesday, November 12th, via Zoom

Adjourn

MLR

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Meeting assets for DDP Design Committee are ready!

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.