Economic Vitality Committee Meeting
Wednesday, December 17, 2025
8 a.m.
Zoom: https://zoom.us/j/98017699516
(Over for additional Zoom info)

AGENDA

Join Zoom Meeting - info in header above and over

Welcome

Agenda

Minutes (June 2025)

Public comments

Updates on Master Plan

- Updates:
  - Mobility Center
    - EDiS Contractors Orientations and BID sessions - The Hive, 28 W. Loockerman St.
    - Groundbreaking – October
    - Current activity
  - 120 S. Governor's Ave. status
  - Streetscape & water/wastewater infrastructure

Updates from working groups

1. Critical Improvements Program (CIP)
2. Site Readiness Updates
3. Unlock the Block Updates
   - REAP (Retention Expansion Assistance Program)
   - Recruitment strategies/incentives – new program
4. Marketing

Other business

Adjournment

Next scheduled meeting – January 21 at 8 a.m. via Zoom

Agenda items as listed may not be considered in sequence. Pursuant to 29 DEL. C. 10004(e)(2), this agenda is subject to change to include the addition or deletion of items, including executive sessions, which arise at the time of the meeting.

The Economic Vitality Committee rebuilds and diversifies the downtown Dover area's economy by implementing business retention, recruitment and expansion strategies, and making strategic property/building purchases and sales of DDP-owned properties.

Economic Vitality Committee Meeting
Wednesday, December 17, 2025
8 a.m.
Zoom: https://zoom.us/j/98017699516
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Diane Laird is inviting you to a scheduled Zoom meeting.

Topic: DDP Economic Vitality Meeting

Monthly, third Wednesday, 08:00 AM Eastern Time (US and Canada)

Every month on the Third Wed, until Jun 18, 2025, 6 occurrence(s)

Changed occurrence(s):

Jan 15, 2025 08:00 AM (updated)

Please download and import the following iCalendar (.ics) files to your calendar system.

***Monthly**: https://zoom.us/meeting/tJwtdu6upzIvG9IfvicnRwRZGBAeU3b1bH-I/ics?icsToken=DCJnfMl89kJehwtCAgAALAAAALv2jy6r0llT_6qEOhOebAEFm6V_vXLwk36vNj0xUixSfqoFECpfTnY0SOZtHfOkCX8274r5IIae2QwnOTAwMDAwMQ&meetingMasterEventId=RE5n3vuzRq6XE33WBNGGxg*

Join Zoom Meeting
https://zoom.us/j/98017699516

Meeting ID: 980 1769 9516

One tap mobile

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+13126266799,,98017699516# US (Chicago)

The Economic Vitality Committee rebuilds and diversifies the downtown Dover area's economy by implementing business retention, recruitment and expansion strategies, and making strategic property/building purchases and sales of DDP-owned properties.

Economic Vitality Committee Meeting
June 18, 2025
Zoom at 8:00 am

Meeting Minutes

Attendance: Rick Ferrell, Todd Stonesifer, Dave Hugg, Evie Zerefos, John Van Gorp, Michael Harrington, Diane Laird, Ken Anderson

Agenda – Approved by consensus.

Minutes – Approved by consensus.

Public Comments – None (Meeting was closed to the public following Zoombombing incident.)

Master Plan Update:

Diane provided updates on the Governor's Avenue project:

- There will be an open house on June 26th from 4:30-6:30 pm at The Hive on Loockerman.
- The open house will highlight the new name of South Governor's Avenue.
- The design has been updated to be more in line with the landscape of downtown Dover.
- The height has changed, and there will be 120 apartments versus the 160 previously planned. This is because of fire code requirements in the city of Dover.
- The open house will also touch on streetscape and the streetscape enhancements and the water/wastewater infrastructure upgrades that will take place on Loockerman Street.

Working Groups Updates:

1. Critical Improvements Program (CIP) –

    - Anne Marie Townsend is working with all the candidates.
    - Carter's restaurant had applied, but they have declined to continue.
    - There are a couple of other West End business owners that are trying to move forward.
    - DDD funds have been depleted for the current fiscal year. Four projects seeking DDD grant funds were awarded the full amount requested. 10-15 projects were awarded 30% of their request.
    - Rick is going to seek answers to questions such as – If any of the applicants that received 30% decline their award, will that funding be reallocated to the remaining projects? And, Can those who were awarded 30%, accept their award, hold on to the funds, and re-apply in the new fiscal year?

2. Site Readiness Updates –
    - Ken reported that the EPA contract is fully executed.
    - There is a spend down requirement. By March 2026, at least $150,000 needs to be spent.
    - Montrose (QEP) to develop a QMP (quality management plan) and QAPP (accounting plan).

- Funds can be used for assessments (Phase one, Phase two, site assessments) to determine environmental intervention.
- Site assessments can be around $10,000.
- The grant is broad-based and gives flexibility on environmental assessments for brownfield locations.
- There may be site assessment requirements as development partners position themselves for new construction on the mobility center.
- DDP might decide to incur that cost.

3. Unlock the Block –
   - REAP (Retention/Expansion Assistance Program)
     - Funding available has been increased to $4,000.00.
     - Modifications have been made to strike references to new businesses as this program is aimed at retention.
     - Application more clearly states that financial details are required to show revenue and loss information.
     - Applicant needs to make a case for what the retention initiative will do for the business.
     - The committee has discretion on a case-by-case basis to approve applications, and there are no guarantees that funds will be fully met. The grant award letter will articulate the reasons for the award and may include conditions, such as requiring the recipient to go through SBDC.

   - Choose Dover (Recruitment Incentive Program)
     - Downtown Dover will be the only municipality in the state to offer this type of program.
     - The group discussed requiring the applicant have a business plan.
     - Included with the application is a "Top Ten Business Categories" list for the committee to consider when reviewing the application. This list was determined by market research 6-7 years ago.
     - Funding available is up to $7,500.00/applicant.

Rick Ferrell made a motion to approve both the REAP and Choose Dover programs with the revisions discussed during this meeting. Michael Harrington seconded the motion. Motion was passed with unanimous approval.

A soft launch of these applications will be on the refreshed DDP website when that is up. Formal publication and marketing will be delayed.

Meeting adjourned

Next Meeting – TBD

DRAFT