



Design Committee Meeting

April 8, 2026

12:00 PM

Zoom (see below and page 2)

Design Committee Meeting

Zoom:

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

Meeting ID: 975 7438 4969

See next page for full details on Zoom

AGENDA

- Welcome
- Agenda
- Minutes (March)
- Public Comments
- Update: Tiny Art Project
 - Update
 - Finalize next steps in program to reach new deadline of April 30, 2026
- Discussion:
 - FY 27: Workplan, including committee volunteer leadership, and proposed projects (attachment)
- New business
- Adjourn

Next Meeting May 13, 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.



Design Committee Meeting

April 8, 2026

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

+13052241968,,97574384969# US

+13092053325,,97574384969# US

Dial by your location

- +1 305 224 1968 US
- +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
- +1 646 931 3860 US
- +1 929 205 6099 US (New York)
- +1 301 715 8592 US (Washington DC)
- +1 507 473 4847 US
- +1 564 217 2000 US
- +1 669 444 9171 US
- +1 669 900 6833 US (San Jose)
- +1 689 278 1000 US
- +1 719 359 4580 US
- +1 253 205 0468 US
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 360 209 5623 US
- +1 386 347 5053 US

Meeting ID: 975 7438 4969

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

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DRAFT
Meeting Minutes

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

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

Welcome

Agenda

Minutes February minutes approved

Public Comments: None

Quick recap

The Design Committee meeting focused on updates to the Tiny Art Project, 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.
- 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.

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- 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 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.

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Design Committee Meeting
March 11, 2026
12:00 PM
Via Zoom

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

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

July 2025 - June 2026

Committee Co-Chair:

Jennifer Gunther

Committee Co-Chair:

TBD

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.

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:

Tim Bailey				Heather Kline		
Chevonne Boyd				Dawn Melson-Williams		
Jennifer Gunther				Kristen Pleasanton		
Malcolm Jacob				Roger Ridgeway		
Kerri Lacey				See other side for service providers/consultants and other 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	At right.	Budget -permitting: Façade/Critical Improvements Program
2	Holiday Storefront Decorating Contest (awards)	\$750	0		
3	"Tiny Art" Public Art Project	1000	0	2,380	Keep DE Beautiful funds confirmed. Total \$3,380 budget
OTHER PROJECTS or as opportunities emerge.					
4	Conceptuals, promotion and marketing	1250	0		
5	Downtown holiday decorations, banners, etc.	0	0		I.e.; Design improvements, and/or inspirational sayings.
					NOTE: See next page for additional project contacts.
	TOTAL BUDGET	\$3000.00		\$2,380	



DESIGN COMMITTEE

July 2025 - June 2026

Additional Volunteers, Vendors, and/or Resource Partners:

Harry Bachman Graydie Welding, Art Vendor Camden (FY 25 Bus stop public art - CPTED project)	100 Old North Rd, Camden, DE 19934 (302) 753-0695	https://www.graydiewelding.com/
DE Division of Arts	https://arts.delaware.gov/	Contact Kristin Pleasanton Design Committee member
National Endowment for the Arts	https://www.arts.gov/	Above
Julie Miro-Wenger, Executive Director, Keep Delaware Beautiful	[REDACTED] [REDACTED]	
Michael Bulloch, Executive Director, Gallup MainStreet Arts & Cultural District	Tiny Arts Project inspiration	office: 205 W Coal Avenue phone: 505-879-0366 <u>Gallup MainStreet Arts and Cultural District Needs Your Help</u>

Consider possible other needs/paid services:

- Architect and/or contractor for façade and building improvements in FY 26, if funding available.

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. Loockerman 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:

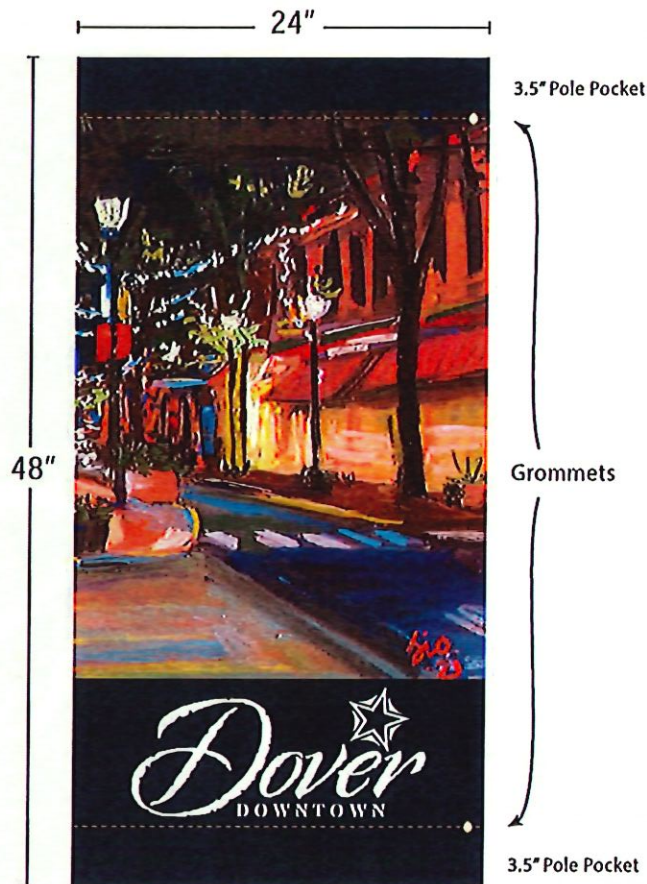
* SAMPLE PRINT *

☒ Approval Signature:

X
Diane Laird
(Print Name)

DDP

Email to: artwork@materialpromotions.com



IMPORTANT: This proof shows the general position & color of your artwork as well as the background color of your banner. With CMYK or RGB colors there is a chance that the print color may vary greatly from the color viewed on a monitor and/or a hard copy pdf. For questions or concerns about matching your colors please contact us and we will be happy to help. The proof also includes the string and finishing specifications for your banners. It is important to verify these details as your banners can be installed correctly depends upon your mounting hardware.
COLORS: If supplied, PMS Colors will be matched as close as possible. Without PMS 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 print color may vary greatly from the color viewed on a monitor and/or a hard copy pdf.
*Due to the limitations of current technology, we cannot guarantee an exact match to all PMS Colors.



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: Screen Print

POCKETS: 3.5"

GROMMETS: (2)

WINDSLITS: N/A

☒ Double Sided ☐ Single Sided

PRINT COLORS: (1)

☐ PMS White

MATERIAL:

☒ Navy Sunbrella

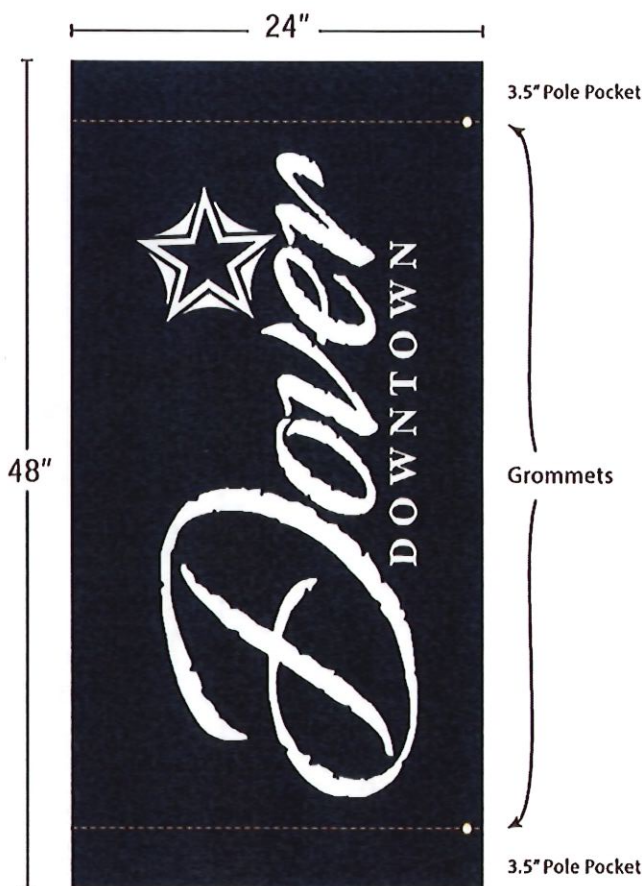
SPECIAL INSTRUCTIONS:

* SAMPLE PRINT *

☒ Approval Signature:

X Diane Laird
Diane Laird, DDP
(Print Name)

Email to: artwork@materialpromotions.com



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