

CITY OF DOVER

DOVER BUSINESS AND INDUSTRIAL DEVELOPMENT AUTHORITY - MINUTES

Meeting Type: Regular Meeting
Meeting Location: City Hall, Council Conference Room
Meeting Date: September 2, 2025
Meeting Time: 4:00 PM

Present: Sean O'Connell, Rick Lundborn, Nathania Sitiwatjana, Karen Weston, Kristen Hopkins, Guy Eaton

Absent: Abby Bachman, Derek Fisher

Ex Officio Members Present: Bob Carrier, Mayor; Christopher Parker, Deputy City Manager

Staff Present: James Burdin, Business Development Coordinator, Reid Bickley, Business Development Specialist

Guests: David Choate of Colliers International representing Mezzanine Catering, Josh Lanzetta, Bruton Law representing Q, LLC., Eric Raiche, CB Realty, representing Q, LLC

1. CALL TO ORDER

The Chair called the meeting to order.

The Chair called for a roll call attendance. A quorum was present.

2. APPROVAL OF MINUTES

Motion: G.Eaton made a motion to approve the July 22, 2025 meeting minutes. Seconded by K.Weston. Vote: U/A

3. MEZZANINE CATERING/Q LLC ASSIGNMENT

The Board discussed the expansion plans of Q, LLC, purchase of the property from Mezzanine Catering, and Q's request for an extension of the closing date to allow additional time for development planning.

Motion: R.Lundborn made a motion to endorse the assignment of the Purchase and Sale Agreement and deed restrictions from Mezzanine Catering to Q, LLC, with all references to the "Closing Date" applying to Q's purchase scheduled no later than September 18, 2025. Seconded by G.Eaton. Roll call vote: U/A

4. MEMBERSHIP UPDATE

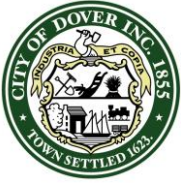
Staff provided an update on recent resignations from the Board and requested that members forward any recommendations for potential new appointees to staff.

5. DBIDA OPERATING RULES Possible VOTE.

Motion: R.Lundborn made a motion to approve the proposed revision to Article V (Membership) of the DBIDA Operating Rules, aligning them with City Ordinance Chapter 9 §9-16. Seconded by N.Sitiwatjana. Roll call vote: U/A

Discussion ensued regarding recent zoning amendments. Board members briefly reviewed proposed changes to the zoning ordinance as outlined in the Staff memorandum.

6. STRATEGIC PLAN WORKING GROUPS



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Board members discussed the limited response to forming working groups and the impact of recent resignations. Members considered holding working group sessions every other month as an alternative. It was agreed that the first session will begin in October.

7. BOARD MEMBER COMMENTS/QUESTIONS

8. ADJOURN

Motion: K.Weston made a motion to adjourn. Seconded by G.Eaton. Vote: U/A.