

CITY OF DOVER

DOVER BUSINESS AND INDUSTRIAL DEVELOPMENT AUTHORITY - MINUTES

Meeting Type: Regular Meeting
Meeting Location: City Hall, Council Conference Room
Meeting Date: 12/09/2025
Meeting Time: 4:00 PM

Present: Sean O'Connell, Rick Lundborn, Guy Eaton, Karen Weston, Kristen Hopkins, Derek Fisher

Absent: Abby Bachman, Nathania Sitiwatjana

Ex Officio Members Present: Bob Carrier, Mayor

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

Guests: Chad Kageleiry, Summit Land Development

1. CALL TO ORDER

The Chair called the meeting to order at 4:06 pm.
The Chair called for a roll call attendance. A quorum was present.

2. APPROVAL OF MINUTES

Motion: R. Lundborn made a motion to approve the minutes of the October 7, 2025 regular meeting and work session.
Seconded by G. Eaton. Voice vote: U/A

3. LITTLEWORTH ROAD ARCHITECTURAL REVIEW

J. Burdin introduced the agenda item, which had been discussed at the October 7, 2025 meeting and tabled while additional information was requested.

Motion: K. Weston made a motion to take the architectural design review for Littleworth Road from the table for discussion. Seconded by R. Lundborn. Voice vote: U/A

C. Kageleiry presented the improved plan for the industrial building on Littleworth Road for Summit Land Development. Board members asked questions and conducted findings of fact.

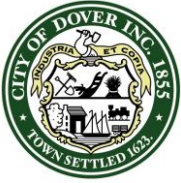
Motion: G. Eaton made a motion to approve the architectural design as presented by Summit Land Development on the grounds that it meets the requirements of the development agreement and fits with the context of the site. Seconded by K. Weston. Roll call vote: U/A

4. ENTERPRISE PARK ASSOCIATION

J. Burdin went over the draft bylaws for the Enterprise Park Owners' Association. Board members asked questions and provided feedback on the draft bylaws. J. Burdin will incorporate DBIDA's feedback into the bylaws and ask the City Attorney's office to review them for legal form

5. BOARD MEMBER COMMENTS/QUESTIONS

J. Burdin reminded members that DBIDA will elect officers for 2026 in January.



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J. Burdin asked if DBIDA would like to reschedule their January 6, 2026 meeting to the same date as the Land Use Meet and Greet as they have done in the past. After brief discussion no motion was made – the meeting date will be January 6 as scheduled.

6. ADJOURN

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