



MEMORANDUM

City of Dover, Delaware
Department of Planning & Inspections
15 Loockerman Plaza
P.O. Box 475 Dover, Delaware 19903
Phone: 302.736.7196 Fax: 302.736.4217

DATE: February 18, 2026
TO: Development Advisory Committee
FROM: Planning Office
SUBJECT: Distribution of Plans for Review and Meeting Announcement
D.A.C. Meeting of Wednesday, February 25, 2026

The Staff Development Advisory Committee (D.A.C.) Meeting for **Wednesday, February 25, 2026 at 9:00 AM** will be held both In-Person in the City Council Chambers of City Hall, 15 Loockerman Plaza, Dover DE and as a Virtual Meeting using Webex, an audio/visual conferencing system. Regular DAC member participants will receive a specific invitation to attend meeting as a Panelist; see email for participation information.

Public Participation Information
To Attend City of Dover Staff Development Advisory Committee (D.A.C.) Meeting
of February 25, 2026

Join by Phone: 1-650-479-3208
Access code: 253 777 92156 (Password: 36837782)
Join Online: <https://bit.ly/StaffDAC02252026>
Webinar Number: 2537 779 2156
Webinar Password: DoverStaffDAC

The Planning Office will be providing the submitted Application to our Department and Agency reviewers (by paper copy and/or electronic copy) for technical review. Comments should be submitted electronically to the Planning Office via email.

The Applicant Development Advisory Committee (D.A.C.) will also be held as an In-Person Meeting and as a Virtual Meeting on Wednesday, March 4, 2026 at 10:00 AM with participation information to be released in the future. These Applications are anticipated to be scheduled for public hearing and review at the Planning Commission Meeting of Monday, March 16, 2026 at 7:00 PM.

APPLICATION FOR REVIEW:

1. Z-26-02 Lands of ASMA Property, LLC at 317, 319, and 325 W. Division Street - Review and Recommendation for a Rezoning Application for three parcels of land consisting of 0.05 +/- acres, 0.13 +/- acres, and 0.08 +/- acres, for a total 0.26 +/- acres (11,628 SF +/-). The properties are zoned IO (Institutional and Office Zone). The proposed zoning for all three properties is C-1A (Limited Commercial Zone). The properties are located on the

north side of West Division Street and east of North Queen Street. The owner of record for all three parcels is ASMA Property, LLC. Property Addresses: 317, 319, and 325 W. Division Street. Tax Parcels: ED-05-076.08-05-03.00-000, ED-05-076.08-05-02.00-000, and ED-05-076.08-05-01.00-000 respectively. Council District 4. Ordinance #2026-08. *Previously, the Rezoning to IO was approved in November 2021 with Application Z-21-06 Lands of Ingram at 317, 319, and 325 W. Division Street (Ordinance #2021-21). The First Reading is scheduled for the City Council Meeting of February 23, 2026. Public Hearing before the Planning Commission is to be scheduled for March 16, 2026 and the Public Hearing before the City Council on April 13, 2026.*

NOTE: It is noted that Application US-26-01 Dover Industrial Park Comprehensive Signage Plan will rejoin the review process and participate in the Applicant Development Advisory Committee Meeting on March 4, 2026 in anticipation of consideration at the March 16, 2026 Planning Commission Meeting.

CC: Planning Staff
Inspections Staff
Fire Marshal
City Manager
Mayor
City Clerk
City Council
City Comptroller
Sharon Duca
Jason Lyon

Electric Department
Parks & Recreation
Tax Assessor
Police Chief
Patricia Marney
Mark Nowak
Dover Fire Chief
Jared Adkins
Elaine Webb
Wendy Polasko

Will Mobley
Malcolm Jacob
Kent County Mapping
Rachel Yocum
Jim Sullivan
Robert Ehemann
Cathy Smith
Shane Breakie
Jared Hughart
Sarah Keifer

Matt Jordan
Milton Melendez
Todd Stonesifer
Office of State Planning
State Historic Preservation Office
Capital School District
Caesar Rodney School District
William Witham
Joan Denney