



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 25, 2026
TO: Applicants and Interested Parties
FROM: Planning Office
SUBJECT: Meeting Announcement for
Applicant D.A.C. Meeting of Wednesday, March 04, 2026

The Development Advisory Committee (D.A.C.) will hold an applicant meeting on **Wednesday, March 04, 2026 at 10:00 AM** to review and comment on the following application that will be considered by the Planning Commission at its meeting of Monday, March 16, 2026.

The Applicant Development Advisory Committee (D.A.C.) Meeting for Wednesday, March 04, 2026 at 10:00 AM will be held both as an In-Person Meeting and as a Virtual Meeting using Webex, and audio/video conferencing system. Regular DAC member participants will receive a specific invitation to attend meeting as a Panelist; see email for participation information.

Participation in the D.A.C. meetings is limited to agency reviewers and project applicants. While the public is welcome to attend, public comment will not be accepted. The opportunity for public comment will be available at the Planning Commission meeting.

**Public Participation Information To Attend City of Dover
Applicant Development Advisory Committee (D.A.C.) Meeting of March 04, 2026**

Join by Phone: 1-650-479-3208
Access Code: 253 058 24107 (Password: 36837277)

Join Online: <https://bit.ly/AppDAC0304202>
Webinar Number: 2530 582 4107
Webinar Password: DoverAppDAC

The Planning Office provided the submitted Application to our Department and Agency reviewers and the Application is on file in the Planning Office. This meeting will focus on any questions regarding the DRAFT DAC Report & Comments that are expected to be released to the Applicants on February 27, 2026.

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 (rescheduled for February 25, 2026 due to weather). 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 has been withdrawn by the Applicant from this review process and will not be considered at this meeting or at the March 16, 2026 Planning Commission Meeting.

The Planning Commission Meeting will be held as an In-Person and Virtual Meeting on Monday, March 16, 2026 at 7:00pm with participation information to be released in the future.

Please be advised that the Planning Commission Meeting agenda will include other items in addition to the item above. Applicants will receive a packet of information for the Planning Commission meeting including the meeting agenda and Final D.A.C. Report. The Meeting Agenda and Packet will be posted on the City's website www.cityofdover.gov one week prior to the meeting.

CC: Applicants