

**CITY OF DOVER, DELAWARE
REGULAR CITY COUNCIL MEETING
Monday, April 13, 2026 at 6:30 PM**

City Hall Council Chambers, 15 Loockerman Plaza, Dover, Delaware

AGENDA

THIS AGENDA HAS BEEN REVISED BY REMOVING ITEM #5 – DOVER POLICE DEPARTMENT ANNUAL REPORT

VIRTUAL MEETING NOTICE

This meeting will be held in the City Hall Council Chambers with electronic access via WebEx. Public participation information is as follows:

Dial: 1-650-479-3208

Link: <https://shorturl.at/mN25j>

Event number: 2536 742 5094

Event password: DOVER (if needed)

If you are new to WebEx, get the app now at www.webex.com/ to be ready when the meeting starts.

The meeting can also be viewed on Comcast Channel 14, Verizon Channel 20, and on the City's Streaming Player located at www.cityofdover.com under "Quick Links".

OPEN FORUM - 15 Minutes Prior to Official Meeting (6:15 p.m.)

The "Open Forum" segment is provided to extend the opportunity to the general public to share their questions, thoughts, comments, concerns, and complaints. Discussion of any item appearing on the agenda as a public hearing is prohibited during the Open Forum as an opportunity will be provided during consideration of that item. Citizen comments are limited to three (3) minutes. Council is prohibited from taking action since they are not in official session; however, they may schedule such items as regular agenda items and act upon them in the future.

INVOCATION - Elder Ellis B. Louden

PLEDGE OF ALLEGIANCE - Councilman Boggerty

ADOPTION OF AGENDA

ADOPTION OF CONSENT AGENDA

All Consent Agenda items are considered routine and non-controversial and will be acted upon by a single roll call vote of the Council. There will be no separate discussion of these items unless a member of Council so requests, in which event the matter shall be removed from the Consent Agenda and considered a separate item.

PROCLAMATIONS

- 1. Arbor Day**
- 2. Earth Day and Earth Week 2026**
- 3. National Crime Victims' Rights Week**

PRESENTATIONS

4. St. Patrick's Day Parade Awards

- A. Better than a Pot of Gold (Best Overall) - Irish Society of Delmarva
- B. Saint Patrick Award (Most Authentic Irish Attire) – Deacon Bob McMullen from Holy Cross Catholic Church
- C. 4 Leaf Clover Award (Best Irish Themed) – DelDOT
- D. SHAMROCKIN' Award (Best Musical Group) – Hester Dance Academy
- E. SHAMROCKIN' Scholars Award (Best in Show - School) - Dover Middle School Band
- F. Luck of the Irish (Crowd Engagement & Spirit) - Irish Mike's
- G. Leprechaun Award (Best in Show - Youth) – Joshua & Olivia Vereen (Irish Society of Delmarva)

RESOLUTIONS

5. Resolution No. 2026-05 Supporting the Creation of A Greater Dover Museum

PUBLIC HEARING

FINAL READING - The First Reading of the Proposed Ordinance was accomplished during the Council meeting of **February 25, 2026**. The ordinance is available at the entrance of the Council Chambers and on the City's website at www.cityofdover.com under "Government."

6. Proposed Ordinance #2026-08 - Lands of ASMA Property, LLC at 317, 319, and 325 West Division Street

Ordinance #2026-08 Review of a Rezoning application for three parcels of land consisting of 0.05 +/- acres, 0.13 +/- acres, and 0.08 +/- acres, for a total of 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 is ASMA Property, LLC. Property Address: 317, 319, and 325 West Division Street, Dover, DE. 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. Planning Reference: Z-26-02. Council District 4.)

CONSENT AGENDA

ADOPTION OF MINUTES

7. Regular City Council Meeting of March 23, 2026

COMMITTEE REPORTS

8. Council Committee of the Whole meeting of March 24, 2026

Safety Advisory and Transportation Committee

9. East Loockerman Street Update (Jason Lyon, Director of Water & Wastewater)

(Committee Recommendation: Place a Speed Limit, Caution Children at Play, and Strictly Enforced sign at the entrance of the development as soon as possible.)

10. Speeding Concerns Update - Lincoln Park (Jason Lyon, Director of Water & Wastewater)

(Committee Action Not Required)

Legislative, Finance, and Administration Committee

11. Evaluation of Bids - Water Street Flooding Improvements (Jason Lyon, Water and Wastewater Director)

(Committee Recommendation: Award the contract to A-Del Construction for the Water Street Flooding Improvements Project, Bid #26-0013WW, for the amount of \$531,916)

12. Proposed Ordinance #2026-03 - Amending Chapter 22 - Building and Building Regulations, Article XI - Dangerous Buildings (Eddie Kopp, Chief Code Enforcement Officer)

(Committee Recommendation: Forward Proposed Ordinance #2026-03 to council for approval)

13. Proposed Ordinance #2026-04 - Amending Chapter 22 - Buildings and Building Regulations, Article XII - Vacant Buildings (Eddie Kopp, Chief Code Enforcement Officer)

(Committee Recommendation: Have Proposed Ordinance #2026-04 brought back to the committee at the next committee meeting with the requested amendments.)

MONTHLY REPORTS - February 2026

14. City Council's Community Enhancement Fund Report

15. City Manager's Report

16. Controller/Treasurer's Budget Report

17. Fire Chief's Report

18. Police Chief's Report

ITEMS NOT ON THE CONSENT AGENDA**ORDINANCES**

FIRST READING - The First Reading is offered on the Proposed Ordinance. Final action by Council will take place during the Second Reading on **April 27, 2026**. The ordinance is available at the entrance of the Council Chambers, on the City's website at www.cityofdover.com under "Government," or by contacting the City Clerk's Office at 302-736-7008 or cityclerk@dover.de.us.

19. Proposed Ordinance #2026-03 - Amending Chapter 22 - Building and Building Regulations, Article XI - Dangerous Buildings

FINAL READING - The First Reading of the Proposed Ordinance was accomplished during the Council Meeting of **FEBRUARY 25, 2026**. The ordinance is available at the entrance of the Council Chambers and on the City's website at www.cityofdover.com under "Government."

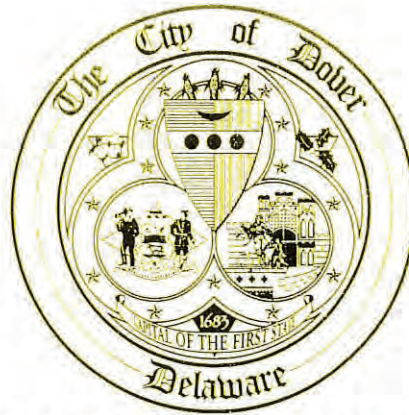
20. Proposed Ordinance #2025-14 with Staff Amendment #1 - Amending Chapter 22 - Buildings and Building Regulations, by inserting Article XIII - Lemon Housing

OTHER ITEMS NOT ON THE CONSENT AGENDA

21. City Managers' Request for Hearing Pursuant to City of Dover Charter, Article III, Sec. 33

ACTING CITY MANAGER'S ANNOUNCEMENTS**MAYOR'S ANNOUNCEMENTS****COUNCIL MEMBERS' ANNOUNCEMENTS****ADJOURNMENT**

THE AGENDA ITEMS AS LISTED MAY NOT BE CONSIDERED IN SEQUENCE. PURSUANT TO 29 DEL. C. §10004(e)(2), THIS AGENDA IS SUBJECT TO CHANGE TO INCLUDE THE ADDITION OR THE DELETION OF ITEMS, INCLUDING EXECUTIVE SESSIONS, WHICH ARISE AT THE TIME OF THE MEETING



PROCLAMATION

WHEREAS, each year the City of Dover, Delaware celebrates the last Friday in April as "Arbor Day." Established by J. Sterling Morton, a Nebraska pioneer, on April 10, 1872. In 1885, Arbor Day was named a legal holiday whose mission is to inspire people to plant, nurture, and celebrate trees. Arbor Day observances are also an integral part of community recognition programs such as Tree City USA; and

WHEREAS, the City of Dover was named a Tree City USA in 2025 for the thirty-sixth consecutive year by the National Arbor Day Foundation in recognition of the City's outstanding urban forestry program; and

WHEREAS, trees play a vital role in enhancing the quality of life in our community by improving air quality, conserving energy, reducing stormwater runoff, providing wildlife habitat, and increasing property values; and

WHEREAS, the City of Dover recognizes that a healthy urban forest contributes to the well-being of residents by creating more livable neighborhoods and promoting environmental sustainability; and

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal, help beautify our city, and foster a sense of pride and community; and

WHEREAS, the City of Dover is committed to responsible tree management, conservation, and planting programs, and encourages residents to take an active role in caring for trees and green spaces throughout the city; and

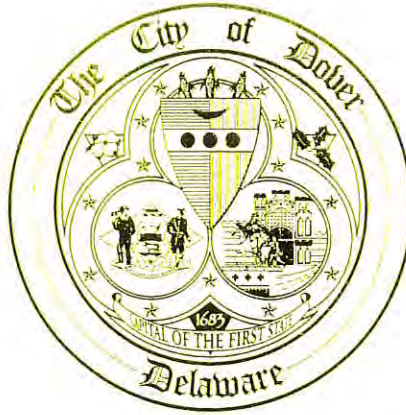
WHEREAS, Arbor Day provides an opportunity for all citizens to support efforts to protect our natural resources and to plant and care for trees for future generations.

NOW, THEREFORE, I, ROBIN R. CHRISTIANSEN, MAYOR OF THE CITY OF DOVER, DELAWARE, do hereby proclaim April 24, 2026 as

ARBOR DAY

in the City of Dover, and urge all residents to celebrate Arbor Day by planting trees and supporting efforts to enhance and preserve our community's natural environment.

ROBIN R. CHRISTIANSEN
MAYOR



PROCLAMATION

***WHEREAS**, Earth Day is observed annually on April 22 and serves as a global reminder of the importance of environmental stewardship, sustainability, and the protection of our natural resources; and*

***WHEREAS**, Earth Week provides an opportunity for individuals, families, schools, businesses, and community organizations to engage in activities that promote environmental awareness, conservation, and responsible use of our planet's resources; and*

***WHEREAS**, the City of Dover is committed to preserving the quality of life for current and future generations through environmentally responsible practices, including waste reduction, recycling, energy conservation, and protection of air and water quality; and*

***WHEREAS**, the health of our environment directly impacts the health, safety, and well-being of our residents, and collective action is essential to address challenges such as climate change, pollution, and habitat loss; and*

***WHEREAS**, the residents of Dover are encouraged to participate in Earth Day and Earth Week activities, including community cleanups, tree plantings, educational programs, and sustainability initiatives that foster civic pride and environmental responsibility; and*

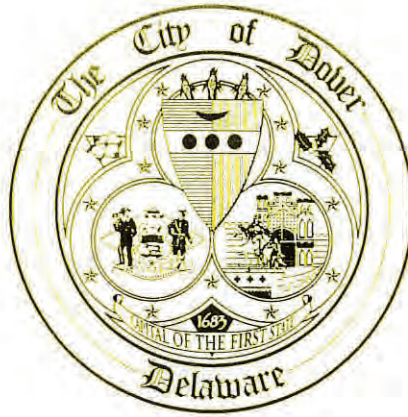
***WHEREAS**, by working together, the City of Dover can continue to build a cleaner, greener, and more resilient community.*

NOW THEREFORE I, ROBIN R. CHRISTIANSEN, MAYOR OF THE CITY OF DOVER, DELAWARE,
do hereby proclaim

April 22, 2026 as EARTH DAY and
the week of April 19 – 25, 2026 as EARTH WEEK

in the City of Dover, and urge all residents to recognize this observance and participate in activities that protect and preserve our environment.


ROBIN R. CHRISTIANSEN
MAYOR



PROCLAMATION

***WHEREAS**, National Crime Victims' Rights Week is observed annually across the United States to honor crime victims and survivors, recognize the dedicated professionals and volunteers who provide critical services, and promote awareness of victims' rights and available resources; and*

***WHEREAS**, since its inception in 1981, this observance has challenged communities to confront and remove barriers to justice while ensuring victims are treated with fairness, dignity, and respect; and*

***WHEREAS**, crime victims often face emotional, physical, and financial hardships, and it is essential that communities work together to ensure access to services, support, and pathways toward healing; and*

***WHEREAS**, the 2026 theme for National Crime Victims' Rights Week, "**Listen. Act. Advocate. Protect victims, serve communities,**" calls upon all individuals and institutions to actively support victims through meaningful engagement, compassionate response, and strong advocacy; and*

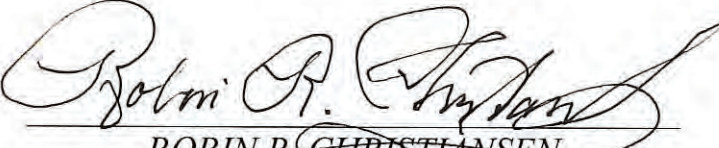
***WHEREAS**, the City of Dover recognizes the importance of collaboration among law enforcement, victim service providers, advocates, and community members to ensure victims' voices are heard and their rights upheld; and*

***WHEREAS**, raising awareness of victims' rights and services strengthens our community and reinforces our shared commitment to justice, healing, and public safety;*

***NOW, THEREFORE, I, ROBIN R. CHRISTIANSEN, MAYOR OF THE CITY OF DOVER, DELAWARE,** do hereby proclaim the week of April 19-25, 2026, as*

National Crime Victims' Rights Week

in the City of Dover and urge all residents to recognize this observance, support victims of crime, and promote efforts to ensure justice and healing for all.


 ROBIN R. CHRISTIANSEN
 MAYOR

Certificate of Congratulations

With honor and recognition we present this to

IRISH SOCIETY OF DELMARVA

the

Better than a Pot Of Gold (BEST OVERALL)

City of Dover's St. Patrick's Day Parade 2026.

The success of our event can be measured by participants like you!

Thank you for your dedication to our community!



Mayor Robin R. Christiansen

City of Dover, Delaware



Certificate of Congratulations

With honor and recognition we present this to

DEACON BOB McMULLEN

the

SAINT PATRICK AWARD (Most Authentic Irish Attire)

City of Dover's St. Patrick's Day Parade 2026.

The success of our event can be measured by participants like you!

Thank you for your dedication to our community!



A handwritten signature in black ink, reading "Robin R. Christiansen".

Mayor Robin R. Christiansen
City of Dover, Delaware

Certificate of Congratulations

With honor and recognition we present this to

DELDOT

the

4 LEAF CLOVER AWARD (BEST IRISH THEMED)

City of Dover's St. Patrick's Day Parade 2026.

The success of our event can be measured by participants like you!

Thank you for your dedication to our community!



A handwritten signature in black ink, reading "Robin R. Christiansen".

Mayor Robin R. Christiansen
City of Dover, Delaware

Certificate of Congratulations

With honor and recognition we present this to
HESTER ACADEMY OF IRISH DANCE
the
SHAMROCKIN' AWARD (BEST MUSICAL GROUP)

City of Dover's St. Patrick's Day Parade 2026.

The success of our event can be measured by participants like you!

Thank you for your dedication to our community!



Mayor Robin R. Christiansen
City of Dover, Delaware



Certificate of Congratulations

With honor and recognition we present this to

DOVER MIDDLE SCHOOL BAND

the

SHAMROCKIN' SCHOLARS AWARD

City of Dover's St. Patrick's Day Parade 2026.

The success of our event can be measured by participants like you!

Thank you for your dedication to our community!



Mayor Robin R. Christiansen
City of Dover, Delaware



Certificate of Congratulations

With honor and recognition we present this to

IRISH MIKE'S

the

LUCK OF THE IRISH (BEST IRISH SPIRIT)

City of Dover's St. Patrick's Day Parade 2026.

The success of our event can be measured by participants like you!

Thank you for your dedication to our community!



A handwritten signature in black ink, reading "Robin R. Christiansen".

Mayor Robin R. Christiansen
City of Dover, Delaware

Certificate of Congratulations

With honor and recognition we present this to

JOSHUA and OLIVIA VEREEN

From Irish Society of Delmarva

the

LEPRECHAUN AWARD (Best in Show ~ Youth Aged)

City of Dover's St. Patrick's Day Parade 2026.

The success of our event can be measured by participants like you!

Thank you for your dedication to our community!



A handwritten signature in black ink, reading "Robin R. Christiansen".

Mayor Robin R. Christiansen
City of Dover, Delaware



MAYOR AND COUNCIL

PROPOSED COUNCIL RESOLUTION NO. 2026-05

A RESOLUTION SUPPORTING THE CREATION OF A GREATER DOVER MUSEUM

WHEREAS, upon taking the Oath of Office, Dover City Council members affirm the right of future generations to share in the rich historic and natural heritage of Delaware; and

WHEREAS, the City of Dover has been the capital of the First State since 1777 and the County Seat of Kent County, Delaware, since 1683, thereby significantly shaping the history of the state, county, and city itself; and

WHEREAS, the City of Dover has been a proponent of downtown revitalization, economic development, and tourism; and

WHEREAS, the Friends of Old Dover, Inc. (the “Friends”) have amassed a large collection of documents and memorabilia that is currently and inadequately housed at the Society’s offices, which doubles as the Dover Museum; and

WHEREAS, the Friends have resolved to support the creation of an independent non-profit corporation to be named the Greater Dover Museum, Inc., and will, to the extent possible, provide support with funds and other resources for the purpose of housing and expanding its collections and allowing for educational programming; and

WHEREAS, the Friends have resolved that the purpose of the Greater Dover Museum Inc. will be to receive and expend funds toward the construction, maintenance, and operation of the museum and be governed by a Board of Directors that broadly represents citizens and organizations interested in establishing said museum; and

WHEREAS, the Friends have asked the Dover City Council to collaborate with them on the creation of the Greater Dover Museum; and

WHEREAS, the Dover City Council finds that a Greater Dover Museum in Downtown Dover will add to a vibrant and thriving downtown and serve as a cultural, tourist, and retail destination for the region.

NOW, THEREFORE BE IT RESOLVED that the Mayor and Council of the city of Dover hereby express its support of the creation of the non-profit corporation to be named the Greater Dover Museum, Inc., and will, to the extent possible, provide support with funds and resources; and

BE IT FURTHER RESOLVED that the City Council shall:

1. Appoint a representative to join the initial Board of Directors.



MAYOR AND COUNCIL

2. Support the initial Board of Directors, including but not limited to the following members
 - a. The President of the Friends of Old Dover, Inc.
 - b. One member of the Friends of Old Dover, Inc. appointed by its Executive Committee.
 - c. The Mayor of the City of Dover or the Mayor's appointed representative.
 - d. The City Council President or the President's appointed representative.
 - e. A representative of the Dover Historic District Commission.
 - f. The Executive Director of the Downtown Dover Partnership or their appointee.
 - g. The Executive Director of the Kent County Tourism Corporation or their appointee.
 - h. The Superintendent of the First State Heritage Park or their appointee.
 - i. The State Historic Preservation Officer or their appointee.
 - j. The President of the Delaware State University or their appointee.
3. Establish that additional Board members may be selected by the original Board. New members to the Board shall be elected by a majority vote of the Board.

ADOPTED: *

ROBIN R. CHRISTIANSEN
MAYOR

FRED A. NEIL
COUNCIL PRESIDENT

Actions History

04/13/2026 - Introduction - City Council

PETITION TO AMEND ZONING DISTRICT

Public Hearing and Final Reading/Action before the Dover City Council on April 13, 2026
Recommendation from Planning Commission from Meeting on March 16, 2026
With Staff and Development Advisory Committee Review

Application: Lands of ASMA Property, LLC at 317, 319, and 325 W. Division Street
Rezoning IO to C-1A

Previous Application: Z-21-06 Lands of Ingram at 317, 319, and 325 W.
Division Street: Rezoning from C-1A to IO (approved with Ordinance #2021-21)

Owner: ASMA Property LLC

Addresses: 317 W. Division Street, Dover DE
319 W. Division Street, Dover DE
325 W. Division Street, Dover DE

Location: Located on the northeast corner of the West Division Street and North
Queen Street intersection

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

Size: 0.05 acres +/-, 0.13 acres +/-, and 0.08 acres +/-
Total of 0.26 acres +/- (11,628 SF +/-)

Present Use: Single Family Detached Dwelling, previous Auto Sales & Service Building
(Vacant Building), and Parking Lot

2019 Comprehensive Plan – Land Use Category: Mixed Use

Present Zoning: IO (Institutional and Office Zone)

Proposed Zoning: C-1A (Limited Commercial Zone)

Reason for Request: Rezoning the property for retail use

File Number: Z-26-02

Ordinance Number: #2026-08

Planning Commission

Recommendation: The Rezoning Application Z-26-02 Lands of ASMA Property, LLC at 317, 319, and 325 W. Division Street was represented by Mr. Ali Alhaidari as the property owner. A Public Hearing was conducted by the Planning Commission on March 16, 2026 where no members of the public spoke and no written comments were received.

The Planning Commission's motion was to recommend approval for Rezoning Application Z-26-02 Lands of ASMA Property, LLC at 317, 319, and 325 W. Division Street from IO (Institutional and Office Zone) to C-1A (Limited Commercial Zone) and resulted in a vote of 8-0 in favor of rezoning (one member absent). (Draft Meeting Minutes attached.)

APPLICATION:

**Z-26-02 Lands of ASMA Property, LLC at 317, 319, and 325 W. Division Street, Dover DE:
Rezoning from IO to C-1A**

This Rezoning Application was referred to the Planning Commission as per Zoning Ordinance, Article 10 §5. The Planning Commission is required to provide a Review Report to the City Council. The following document and attachments are provided as the Review Report and Planning Commission Recommendation.

Note: The Review Report was initially prepared by Staff of the Rossi Group (under a Planning Services contract with the City of Dover). The Report was completed with additional review and editing by the City's Planning Office.

I. APPLICATION SUMMARY:

This Rezoning Application is for three parcels of land located at 317, 319, and 325 West Division Street. In order of east to west, the parcels consist of 0.05 acres +/-, 0.13 acres +/-, and 0.08 acres +/- for a total of 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). The properties are located on the northeast corner of the West Division Street and North Queen Street intersection. The owner of each parcel is ASMA Property LLC. Property Addresses: 317, 319 and 325 West 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. Council District 4. Ordinance #2026-08.

The First Reading of this Proposed Ordinance was scheduled for February 23, 2026; however, was completed on February 25, 2026 by City Council following a postponement due to weather. Public Hearing before the Planning Commission is scheduled for March 16, 2026, and the Public Hearing before the City Council on April 13, 2026.

Existing Property:

The existing properties are vacant and contain two structures, a building associated with a former auto dealership (auto sales and service building) and a single family detached dwelling (occupied residential rental). The properties are located on the northeast corner of the West Division Street and North Queen Street intersection. The applicant is seeking rezoning to allow for future use of the property as a retail store. Any redevelopment of the site will be subject to a separate application submission for plans or permits.

Surrounding Land Uses

The properties are bounded by an alley on the north and an alley on the east side of 317 W. Division Street. Parcels adjacent to the subject properties are zoned C-3 (Service Commercial Zone) to the north, RG-1 (General Residence Zone) to the northeast, and C-1A (Limited

Commercial) along the east border. Properties at all other corners of North Queen Street and West Division Street intersection are also zoned as C-1A.

Previous Application

In 2021, the subject properties were rezoned from C-1A (Limited Commercial Zone) to IO (Institutional and Office Zone) under application Z-21-06. A new use for the properties was not established under that zoning classification. The properties were sold to the current owner in 2024.

II. COMPREHENSIVE PLAN COMPLIANCE REVIEW

In the *2019 Comprehensive Plan*, the Land Development Plan (Map 12-1) recommends that this property be used for Mixed Use land use. The *2019 Comprehensive Plan* describes strategies and recommendations for Mixed Use Areas, which includes a mix of residential, commercial, civic, institutional, and occasionally industrial uses. The associated goals and policies are listed in the *2019 Comprehensive Plan* excerpts presented below (pages 12-7 through 12-9); see excerpt below:

MIXED USE AREAS

Dover is a community whose character is determined by its history, changes in its economic base, or by regional and national events. Resulting Mixed Use areas are characterized by a finely scaled mix of residential, commercial, civic, institutional, and occasionally industrial uses. Typically reflecting the long-term cycles of growth and change in the community, these traditional development patterns emerge where no single use category is predominant. These areas reflect close proximity of uses and structures, neighborhoods developed around walkability versus automobiles, varied architectural styles typically with grid-based street patterns, and an array of social and economic determinates. Mixed Use areas can reflect the historic pattern of development such as in Downtown Dover, an area where a mix of uses is driven by a primary set of uses such as around Bayhealth Hospital, or they can be an area where a new development should foster walkability and close interactions among activities and uses in a traditional neighborhood setting.

Goals: Mixed Land Use

The overall goals for Mixed Use areas are:

1. Encourage creation of neighborhood centers.
2. Within the close-knit neighborhood fabric there are opportunities for the creation of urban centers. These centers should be established along major roadways and feature mixed use development, pedestrian-friendly public environments and opportunities for connection to future transit.
3. In order to encourage non-automobile access to the center, the activities should be clustered within a one-half mile radius (or 10-minute walk) and be located so as to draw upon residents from a number of surrounding neighborhoods.
4. Develop strategies that will encourage the creation of well-defined public street spaces and pedestrian-friendly village areas that encourage walking and bicycle

- use. This may include on-street and behind building parking, and the creation of build-to lines for new development.
5. Improve access that limits public access to open spaces areas such as pedestrian, bicycle, and transit networks to parks and natural areas.
 6. Encourage the Mixed Use of residential and commercial uses in the Downtown area.

Recommendations for Mixed Use Areas

The Land Development Plan sets forth recommendations for the four largest distinct Mixed Use areas.

Downtown Dover – Historic Core and Center City: Mixed Use Area

Downtown Dover is the City's primary Mixed Use area. The historic City center clustered around The Green dates back as early as the 1700s. It expands to also include the traditional City pattern of grid streets which developed during the 19th and early 20th centuries. As a result of its earlier development, Downtown Dover, like many other historic cities, includes a variety of intermingled land uses. The Downtown area, which includes the traditional Loockerman Street business district, is broadly bounded by Wesley College on the north, the railroad tracks on the west, Bayhealth-Kent General Hospital on the south, and St. Jones River on the east. It includes a street level mix of residential, commercial, office, cultural, and institutional uses.

Downtown Dover is the traditional and symbolic center of the community and is vitally important to the overall image and identity of the City. As the State's office complex and other businesses and services make Downtown the largest area of employment in the City, Downtown Dover is vital to the economy. It is important to preserve the area as a safe, convenient, and aesthetically pleasing business environment. Downtown provides a unique and affordable commercial environment where locally owned businesses reflect the small-town nature of the community.

Downtown also provides a residential environment with a wide variety of housing types near commercial, cultural, education, and employment resources. The age of the buildings and infrastructure in the Downtown area requires special attention and incentives to assist in continual use and revitalization activities. Downtown lacks the vibrancy of years gone by and its revitalization will hinge on mixed land uses and developing a commercial niche. Removal of blighted conditions, rehabilitation and redevelopment of traditional residential areas, and reestablishment of neighborhood identity will be important components of the City's strategies and initiatives.

The goal of the Land Development Plan is to enhance the role of Downtown Dover as a major employment, residential and commercial center as well as the symbolic and cultural heart of the community. Efforts should strive to recognize its unique heritage and historic resources and to provide for mixed use development allowing greatest

variation of uses, Activities to reestablish the economic and social vitality of Downtown neighborhoods are encouraged.

Recommendations: Downtown Dover – Mixed Use

- Master plan the Loockerman Street corridor.
- Enhance the Downtown area through economic development and historic preservation programs.
- Continue to support the preservation and adaptive reuse of buildings and infrastructure through public investments, property maintenance enforcement, housing grants, and financial incentives.
- Promote zoning districts and regulations that support the traditional mixed-use nature of the Downtown area.
- Support revitalization of Downtown residential neighborhoods.

As part of the Land Development Plan, Table 12-1: Land Use and Zoning Matrix specifies that the following zones are compatible with this land use classification of Mixed-Use. See the following table.

Mixed-Use	C-2 (Central Commercial) (Downtown Redevelopment Target Area Only) C-2A (Limited Central Commercial) TND (Traditional Neighborhood Design) C-1 (Neighborhood Commercial) C-1A (Limited Commercial) RGO (General Residence and Office) (Downtown Redevelopment Target Area Only) R-8 (One Family Residence) R-10 (One Family Residence) RG-1 (General Residence) RG-2 (General Residence) RG-4 (General Resident - Multi-Story Apartments) C-3 (Service Commercial) CPO (Commercial and Professional Office) IO (Institutional and Office)
------------------	---

III. ZONING REVIEW

Request for C-1A (Limited Commercial Zone) Zoning

The following code excerpt of the C-1A zoning district is provided from Article 3 §12 of the *Zoning Ordinance*.

Article 3 Section 12. Limited commercial zone (C-1A).

12.1 *Uses permitted.* In a limited commercial zone (C-1A), no building or premises shall be used, and no building or part of a building shall be erected, which is arranged, intended, or designed to be used, in whole or in part, for any purpose, except the following::

- (a) Retail stores.
- (b) Personal service establishments.
- (c) Service establishments.
- (d) Restaurants.
- (e) Business, professional, and governmental offices.
- (f) One family residences, including attached and semi-detached dwellings, complying with the bulk standards of the RG-1 (General Residence) zone.
- (g) Apartments and multi-family dwellings.

12.2 Conditional uses. The following uses are permitted, conditional upon the approval of the planning commission in accordance with the procedures and subject to the general conditions set forth in article 10, section 1:

- (a) Drive-throughs accessory to a permitted use.

12.3 Uses prohibited. The following uses are prohibited:

- (a) Fuel pumps and motor vehicle storage, sales, or repairs.

12.4 Enclosed buildings. All permitted uses and all storage accessory thereto, other than offstreet parking, shall be carried on in buildings fully enclosed on all sides, except for outdoor eating areas associated with restaurants and outdoor sales areas approved by the city planner.

12.5 Performance standards. All uses are subject to performance standards as set forth in article 5, section 8.1.

12.6 Site development plan approval. Site development plan approval in accordance with article 10, section 2 hereof shall be required prior to the issuance of building permits for the erection or enlargement of all structures and prior to the issuance of certificates of occupancy for any change of use.

IV. RECOMMENDATION OF THE PLANNING STAFF:

This Request is to rezone lands from IO (Institutional and Office Zone) to C-1A (Limited Commercial Zone). The current IO zone allows for business, financial, institutional, public, education, governmental, community service, and medical uses, as well as a series of accessory uses subject to conditional use review. The IO zone does not permit retail uses. See *Zoning Ordinance*, Article 3 §10.

The C-1A Zone allows some of the uses permitted within the IO Zone, but it also allows for other uses, including retail stores and service establishments. It is noted that the use of motor vehicle sales and service is not allowed as it is specifically prohibited in the C-1A zone.

As part of the process to change the zoning district of a property outlined in *Zoning Ordinance*, Article 10 Section 5, the City Planner must evaluate the following factors when considering the request:

Article 10 § 5.22 *City planner report.* For each proposed zoning text amendment, the city planner shall issue a report to the planning commission and city council, including comments from other reviewing agencies, that evaluates the following factors:

- (A) Whether such change is consistent with the aims and principles embodied in the ordinance as to the particular zones concerned; and

(B) Whether such proposed amendment is consistent with the aims of the comprehensive plan of the city.

Staff recommends that the Rezoning be granted to C-1A (Limited Commercial Zone). The proposed zoning is consistent with the *Comprehensive Plan* for the Mixed Use Category classification. Rezoning to C-1A is one of the zoning districts eligible for consideration in this Land Use Category classification. The C-1A zone permits the retail store use desired by the applicant. Many of the surrounding properties along W. Division Street in the adjacent blocks are zoned C-1A.

This Rezoning Request does not grant approval of a specific use for the property but makes its land use subject to a listing of uses permitted and potential conditional uses as allowed in C-1A (Limited Commercial Zone) zoning district. If the application for Rezoning is recommended by the Planning Commission and subsequently approved by the City Council, the applicant will still have to submit plans and/or permits for review for certain uses or redevelopment of the site.

This Staff recommendation is being made without the benefit of hearing the comments of surrounding landowners and residents. A public hearing is required on this matter and the Planning Commission should give those comments consideration.

V. PLANNING COMMISSION REVIEW FOR RECOMMENDATION

This Rezoning Application is a request for a zoning map amendment which changes the zoning district of a property. The Planning Commission as part of their public hearing and review process will provide a recommendation on the rezoning request to City Council. As part of the process outlined in *Zoning Ordinance*, Article 10 Section 5, the Planning Commission must evaluate the following factors when considering the request:

Article 10 § 5.36 *Report of the planning commission.* Regarding each application for a zoning map amendment, the planning commission shall provide a report to the city council stating a recommended action with regards to the proposed amendment, along with the commission's evaluation of the following factors:

(A) Whether the uses permitted by the proposed change would be compatible with the existing uses and zones in the area concerned;

(B) Whether adequate public services and infrastructure exist or can be created or expanded to serve the needs of any additional demand as a result of such change; and

(C) Whether the proposed change is in accordance with the city's current comprehensive plan.

A Recommendation Report from the Planning Commission is to be forwarded to City Council for their consideration of the Rezoning Application. See the Recommendation below.

RECOMMENDATION OF THE PLANNING COMMISSION:

At the Hybrid (In-Person and Virtual) Planning Commission Meeting of March 16, 2026, the Rezoning Application Z-26-02 was represented by Mr. Ali Alhaidari of ASMA Property, LLC as the property owner. During the Public Hearing, no members of the public spoke and no written comments were received.

The Planning Commission's motion was to recommend approval for Rezoning Application Z-26-02 Lands of ASMA Property, LLC at 317, 319, and 325 W. Division Street from IO (Institutional and Office Zone) to C-1A (Limited Commercial Zone) and resulted in a vote of 8-0 in favor of rezoning (one member absent). The reasons cited for the recommendation of approval include the Rezoning's opportunity for improvements to property; the compatibility with the existing uses and existing zoning in the area; sufficient public infrastructure; consistency with the City's 2019 Comprehensive Plan; and with reference to the Development Advisory Committee Report/Comments which included the Planning Staff's recommendations of approval (noting uses of the zoning district and its compatibility with Comprehensive Plan).

See also the included excerpt of the DRAFT Meeting Minutes of the March 16, 2026 Planning Commission Meeting. The comments received from the other member agencies of the Development Advisory Committee (D.A.C.) are also provided.

VI. ADVISORY COMMENTS TO THE APPLICANT:

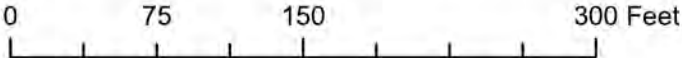
- 1) The applicant shall be aware that approval of any Rezoning application does not represent Site Development Plan or Subdivision Plan. Following any decision made by City Council regarding this Rezoning, an application for a Site Plan, Subdivision Plan, and/or appropriate Building Permits must be submitted to the Planning Department prior to the establishment of a new use, redevelopment activity, or any construction activity on the site. The applicant should contact the Planning Staff to determine the appropriate review process for any proposed projects.
- 2) The applicant shall be aware that approval of any Rezoning application does not represent a Building Permit, Demolition Permit, Sign Permit, or other construction activity permit approval. A separate application submission is required before issuance of permits by the City of Dover.
- 3) The applicant shall be aware that any future use and/or buildings may be subject to separate permitting or licensing processes through the City of Dover Licensing and Permitting Division. All businesses operating in the City of Dover are required to obtain a City of Dover Business License. Certain types of uses also require a Public Occupancy Permit or Rental Dwelling Permits.

ATTACHMENTS:

- Zoning Map Exhibit
- Application Z-26-02 Submission: Plan Sheet
- Development Advisory Committee Comments from City of Dover Departments of Public Works and Water & Wastewater, Electric Department, City Office of the Fire Marshal, DelDOT, Kent Conservation District, and Dover/Kent County MPO
- Excerpt from DRAFT Planning Commission Meeting Minutes of March 16, 2026
- Proposed Ordinance #2026-08



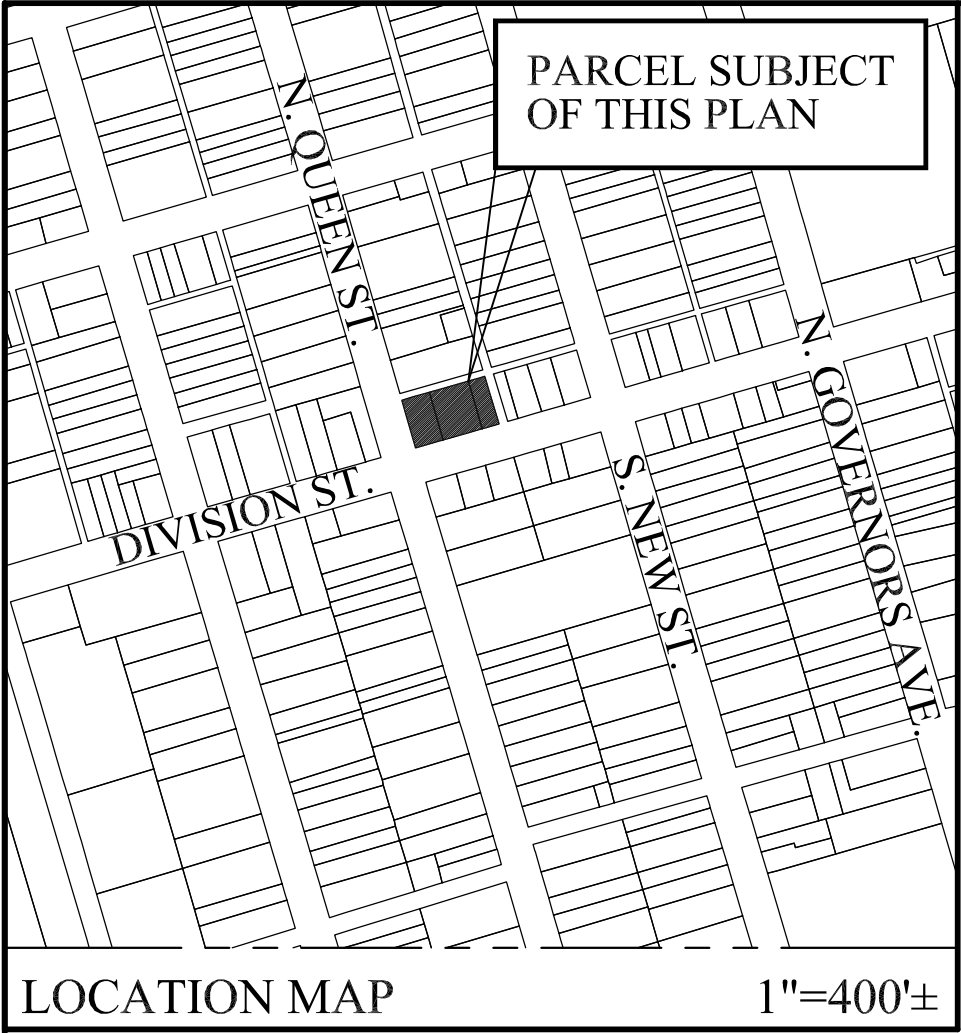
Title: Rezoning of Lands of ASMA Property, LLC
Ordinance #: 2026-08
Addresses: 317, 319 & 325 West Division Street
Parcel ID: ED05-76.08-05-03.00-000, ED05-076.08-05-02.00-000 & ED05-76.08-05-01.00-000
Existing Zoning: IO (Institutional & Office Zone)
Proposed Zoning: C-1A (Limited Commercial Zone)
Owner: ASMA Property, LLC
Date: 2/17/2026



Legend

- Subject Property
- Dover Boundary
- Zoning
- Kent County Parcels
- Building Footprints
- Dover Parcels
- SWPOZ Ti

Page 31



SITE DATA

- PROPERTY LOCATION:
317, 319 & 325 W. DIVISION STREET
DOVER, DE 19901
- OWNER OF RECORD:
ASMA PROPERTY, LLC
130 STATURE CT
NEWARK, DE 19713
302-533-5574
- ENGINEER OF RECORD:
TROY L. ADAMS, P.E.
MOUNTAIN ENGINEERING SERVICES, LLC.
103 S. BRADFORD ST.
DOVER, DE 19904
302-744-9875
- TAX PARCEL NUMBERS: ED-05-076.08-05-01.00-000
TAX PARCEL NUMBERS: ED-05-076.08-05-02.00-000
TAX PARCEL NUMBERS: ED-02-076.08-05-03.00-000
- BULK AREA RESTRICTIONS (C-1A):
STREET YARD SETBACK 25' MIN.
SIDE YARD 5' MIN.
REAR YARD 15' MIN.

BULK AREA RESTRICTIONS (IO):
STREET YARD SETBACK 10' MIN.
SIDE YARD 10' MIN.
REAR YARD 15' MIN.
- PARCEL AREA
LOT 1: 0.08 ACS. (3,660.00 S.F.)
LOT 2: 0.13 ACS. (5,608.00 S.F.)
LOT 3: 0.05 ACS. (2,360.00 S.F.)
- GROSS FLOOR AREA:
LOT 2: 3,932 S.F. (PER PUBLIC RECORD)
LOT 3: 1,656 S.F. (PER PUBLIC RECORD)
- EXISTING ZONING: INSTITUTIONAL AND OFFICE ZONE (IO)
- PROPOSED ZONING: SERVICE COMMERCIAL ZONE (C-1A)

LEGEND

- IPF IRON PIPE FOUND
- x—x—x— EXISTING WOOD FENCE
- EXISTING CONCRETE
- Ø UP EXISTING UTILITY POLE
- EXISTING LIGHT POLE

CERTIFICATION OF OWNERSHIP

WE, ASMA PROPERTY, LLC, HEREBY CERTIFY THAT WE ARE THE LEGAL OWNERS OF THE PROPERTY WHICH IS SUBJECT OF THIS PLAN AND THAT THE LAND USE ACTION PROPOSED BY THIS PLAN IS MADE AT OUR DIRECTION AND THAT WE AUTHORIZE THIS PLAN TO BE RECORDED IN ACCORDANCE WITH THE LAW.

ASMA PROPERTY, LLC DATE

CERTIFICATION OF PLAN ACCURACY

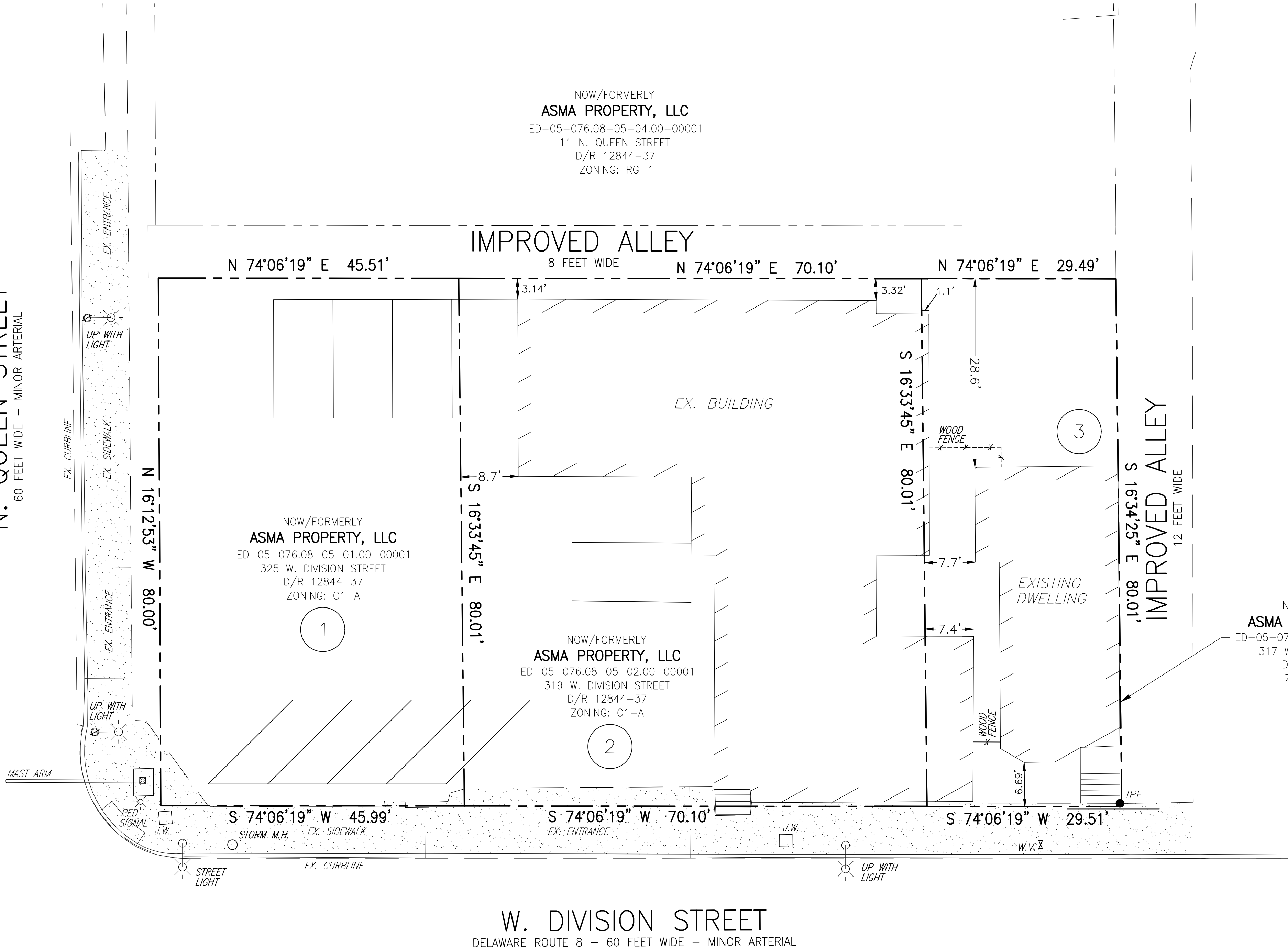
I, TROY L. ADAMS, HEREBY CERTIFY THAT I AM A REGISTERED PROFESSIONAL ENGINEER WITH A BACKGROUND IN CIVIL ENGINEERING IN THE STATE OF DELAWARE AND THAT ALL OF THE INFORMATION ON THIS PLAN HAS BEEN PREPARED UNDER MY SUPERVISION AND TO MY BEST KNOWLEDGE AND BELIEF REPRESENTS GOOD ENGINEERING PRACTICES BY THE APPLICABLE LAWS OF THE STATE OF DELAWARE.

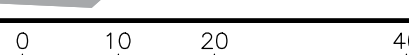
Troy L. Adams

TROY L. ADAMS P.E. LIC. NO. 12002

1/27/26

DATE



REVISIONS	CHECKED BY	 mountain engineering services	103 S. BRADFORD ST. DOVER, DE 19904 P.O. BOX 558 DOVER, DE 19903 T-302-744-9875 F-866-672-4428			 1/27/26	
			 GRAPHIC SCALE				
			SCALE: 1" = 20'	DRAWN BY: AVH			
			DESIGNED BY:	CHECKED BY: TLA	DRAWING NAME:		
			DATE: 1-26-2026	COMM. NO.	FILE NO.		SHEET 1 OF 1

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

STAFF D.A.C. MEETING DATE: FEBRUARY 25, 2026

APPLICATION: Lands of ASMA Property, LLC @ 317, 319 & 325 W. Division Street

FILE #: Z-26-02

REVIEWING AGENCY: City of Dover Department of Public Works and Water & Wastewater

CONTACT PERSON: Jason A. Lyon, P.E., Director of Water & Wastewater / Engineering Services

CONTACT PHONE #: 302-736-7025

CONTACT EMAIL #: jlyon@dover.de.us

THE SUBJECT PROPOSAL HAS BEEN REVIEWED FOR CODE COMPLIANCE, PLAN CONFORMITY AND COMPLETENESS IN ACCORDANCE WITH THIS AGENCY'S AUTHORITY AND AREA OF EXPERTISE.

THE FOLLOWING ITEMS HAVE BEEN IDENTIFIED AS ELEMENTS WHICH NEED TO BE ADDRESSED BY THE APPLICANT:

CITY AND STATE CODE REQUIREMENTS**SANITATION / STREETS / STORMWATER / WATER / WASTEWATER / GENERAL**

1. Our office has no objections to the proposed rezoning of tax parcels ED-05-076.08-05-03.00-000, DE-05-076.08-05-02.00-000 and ED-05-076.08-05-01.00-000. Any redevelopment shall adhere to the City of Dover Water/Wastewater Handbook and the Specifications, Standards & Procedures for Public Works Construction. Impact fees may be applied to this property. Future development shall comply with all aspects of the City of Dover's Cross Connection Control Program.

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES**SANITATION / STREETS / STORMWATER / WATER / WASTEWATER / GENERAL**

1. None

ADVISORY COMMENTS TO THE APPLICANT**SANITATION / STREETS / STORMWATER / WATER / WASTEWATER / GENERAL**

1. None

IF YOU HAVE ANY QUESTIONS OR NEED TO DISCUSS ANY OF THE ABOVE COMMENTS, PLEASE CALL THE ABOVE CONTACT PERSON AND THE PLANNING DEPARTMENT AS SOON AS POSSIBLE.

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

STAFF D.A.C. MEETING DATE: FEB 25, 2026

APPLICATION: Lands of ASMA Property, LLC at 317, 319, and 325 West Division Street

FILE #: Z-26-02

REVIEWING AGENCY: City of Dover Electric Department

CONTACT PERSON: Shawn Burgett, Engineering Services & System Ops Superintendent

CONTACT PHONE #: 302-674-7568

CONTACT EMAIL #: sburgett@dover.de.us

THE SUBJECT PROPOSAL HAS BEEN REVIEWED FOR CODE COMPLIANCE, PLAN CONFORMITY AND COMPLETENESS IN ACCORDANCE WITH THIS AGENCY'S AUTHORITY AND AREA OF EXPERTISE.

THE FOLLOWING ITEMS HAVE BEEN IDENTIFIED AS ELEMENTS WHICH NEED TO BE ADDRESSED BY THE APPLICANT:

CITY AND STATE CODE REQUIREMENTS

ELECTRIC

The City of Dover Electric Department has no objection to the proposed rezoning of the referenced parcels.

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES

ELECTRIC

1. Should the site be redeveloped or the use intensified, the applicant/developer shall be responsible for all costs associated with providing appropriate electric service and metering for the proposed use, including any required system upgrades or extensions. A completed City of Dover Electric Load Sheet shall be required at the time of site development to evaluate service capacity and transformer sizing. The appropriateness and adequacy of electric service and metering will be assessed at that time.
2. Any redevelopment shall adhere to the City of Dover's Electric Service Handbook.
<https://evogov.s3.amazonaws.com/media/27/media/13108.pdf>.

ADVISORY COMMENTS TO THE APPLICANT

ELECTRIC

1. None.

IF YOU HAVE ANY QUESTIONS OR NEED TO DISCUSS ANY OF THE ABOVE COMMENTS, PLEASE CALL THE ABOVE CONTACT PERSON AND THE PLANNING DEPARTMENT AS SOON AS POSSIBLE.

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: February 25, 2026**APPLICATION:** Lands of ASMA Property LLC at 317, 319, and 325 W Division St**FILE #:** Z-26-02 **REVIEWING AGENCY:** City of Dover, Office of the Fire Marshal**CONTACT PERSON:** Jason Osika, Fire Marshal
josika@dover.de.us**PHONE #:** (302) 736-4457

THE SUBJECT PROPOSAL HAS BEEN REVIEWED FOR CODE COMPLIANCE, PLAN CONFORMITY, AND COMPLETENESS IN ACCORDANCE WITH THIS AGENCY'S AUTHORITY AND AREA OF EXPERTISE.

THE FOLLOWING ITEMS HAVE BEEN IDENTIFIED AS ELEMENTS WHICH NEED TO BE ADDRESS BY THE APPLICANT:

CITY AND STATE CODE REQUIREMENTS:

1. Proposal is a rezoning application for three parcels of land. This office has no objections.
2. The installation of natural gas and LP gas meters, regulators, valves, and LP gas bottles shall be protected from impact damage by impact protection. Natural gas and LP gas meters, regulators, and valves located inside structures shall have impact protection, except when located in separate protected utility rooms.

Dimensions of bollards. Bollards shall be a minimum of six-inch diameter filled with concrete. The bollard shall be set into the ground at a depth of at least 36 inches (three ft.) embedded in concrete at a minimum of 18 inches surrounding the bollard. The bollards must be a least 48 inches (four ft.) in height above the finish grade elevation. Any deviation of the stated requirements must be approved by the fire marshal and/or chief building inspector. The above dimensions shall serve as the requirement for installation; however, the fire marshal and/or chief building inspector shall have the authority to require more stringent dimensions to fit the needs of devices warranting impact protection.

Color of bollards. Bollards should be of the following colors; yellow, amber or orange. All colors shall be of fluorescent or have a reflective coating. Any deviation of the stated requirements must be approved by the fire marshal and/chief building inspector.
(City of Dover Code of Ordinances, 46-4)

3. Every house, building or structure used or intended for use as living quarters or as a place for conducting business, and having any wall facing or abutting any public or private street or alley, shall have displayed on that wall, in legible, easily read characters which are of contrasting color to the background, the proper street number for such house, building, or structure in accordance with the following:

One-family and two-family residential structures, height, the number shall measure a minimum of four inches in height, *location*, the number shall be placed on the house above or to the left or right of the front entrance, *color*, the number shall be contrasting to the background color, *Arabic numerals*, all numbers shall be Arabic numerals.

Multiple-family dwellings, measurements, the number shall measure a minimum of six inches when identifying individual apartments with exterior doors, and 12 inches when identifying buildings with apartment complexes where there are two or more buildings not assigned street addresses. Individual buildings with street addresses shall have numbers measuring six inches, *location*, numbers shall be placed either in the center of the building or on the street end of the building so as to be visible from either the public or private street or from the parking lot, *color*, numbers shall be contrasting to the background color, *Arabic numerals*, all numbers used shall be Arabic numerals.

Commercial, industrial and office buildings, height, the numbers shall measure a minimum of 12 inches in height, *location generally*, numbers shall be placed either in the center of the building or on the street end of the building so as to be visible from either the public or private street or from the parking lot,

property line or driveway, should the building be located far enough from a public or private road so that the numbers are not clearly visible from the street, then the street address shall also be posted on the property at or near the property line or driveway to said building,

color; each building, numbers shall be contrasting to the background color and shall be placed on each building in the complex,

Arabic numerals, all numbers used shall be Arabic numerals,

Shopping centers. Shopping centers consisting of two or more stores shall have a tenant or suite number affixed to the front of the tenant space and on the outside of the rear door which corresponds with that tenant space. Numbers shall measure six inches in height.
(City of Dover Code of Ordinances, 98-344)

ADDITIONAL / SPECIFIC REQUIREMENTS TO OBTAIN APPROVAL:

1. 317 W Division St needs the rental license renewed

APPLICABLE CODES LISTED BELOW (NOT LIMITED TO):

2021 NFPA 1 Fire Code (NFPA; National Fire Protection Association)
 2021 NFPA 101 Life Safety Code (NFPA; National Fire Protection Association)
 2019 NFPA 72 National Fire Alarm and Signaling Code (NFPA; National Fire Protection Association)
 2019 NFPA 13 Installation of Sprinkler Systems (NFPA; National Fire Protection Association)
 2009 IBC (International Building Code)
 Latest editions of all other NFPA Codes as defined by the Delaware State Fire Prevention Regulations
 2021 Delaware State Fire Prevention Regulations
 City of Dover Code of Ordinances

***If you have any questions or need to discuss any of the above comments, please call the above contact person listed.**

From: [Mobley, Will \(DeIDOT\)](#)
To: [Melson-Williams, Dawn](#); [Schwartz, Joshua \(DeIDOT\)](#)
Subject: EXTERNAL: DAC Comments 25 February 26 Staff Development Meeting
Date: Wednesday, February 25, 2026 11:04:43 AM

WARNING: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning,

Here are the comments from DeIDOT for the applications discussed in the DAC Staff meeting:

Z-26-02 Lands of ASMA Property, LLC at 317, 319, and 325 W. Division Street

No objection to rezoning. **IF** parcel plans to redevelop, please schedule a pre submittal meeting with DeIDOT.

Sincerely,

Will T Mobley III, PMP
Division of Economic Development, DELDOT
Interim Kent County Review Coordinator
Phone (302)-760-2409
Will.mobley@delaware.gov



KENT CONSERVATION DISTRICT

Item #6.

1679 SOUTH DUPONT HIGHWAY • DOVER, DELAWARE 19901 • (302) 608-5370 • WWW.KENTCD.ORG

**CITY OF DOVER
DEVELOPMENT ADVISORY COMMITTEE
APPLICATION REVIEW COMMENTARY
MARCH 2026**

APPLICATION: Lands of ASMA Property, LLC at 317, 319, & 325 W. Division Street

FILE #: Z-26-02

REVIEWING AGENCY: Kent Conservation District

CONTACT PERSON: Cullen Baker

PHONE: (302) 608 – 5370

EMAIL: stormwater@kentcd.org

THE SUBJECT PROPOSAL HAS BEEN REVIEWED FOR CODE COMPLIANCE, PLAN CONFORMITY AND COMPLETENESS IN ACCORDANCE WITH THIS AGENCY'S AUTHORITY AND AREA OF EXPERTISE. THE FOLLOWING ITEMS HAVE BEEN IDENTIFIED AS ELEMENTS WHICH NEED TO BE ADDRESSED BY THE APPLICANT:

Source: 2019 Delaware Sediment and Stormwater Regulations

CITY AND STATE CODE REQUIREMENTS:

Kent Conservation District has no objection to the proposed rezoning of the above referenced site.

ADVISORY COMMENTS TO THE APPLICANT:

Soil disturbance (e.g. clearing, grading, excavations, tree clearing, or stoning) equal to or greater than 5,000 square feet requires a Sediment and Stormwater Management Plan to be submitted and approved by the Kent Conversation District prior to the commencement of disturbance.

CITY OF DOVER
DEVELOPMENT ADVISORY COMMITTEE
ADVISORY BRIEF
D.A.C. MEETING DATE: 3/4/2026

**Dover/Kent
County
Metropolitan
Planning
Organization**

Z-26-02 Lands of ASMA Property, LLC at 317, 319, and 325 W. Division Street

FILE # Z-26-02 REVIEWING AGENCY: Dover/Kent County MPO

CONTACT PERSON: Malcolm Jacob PHONE #: (302) 387-6030

Attached, please find comments submitted by Dover Kent MPO for each of the current City of Dover Development Advisory Committee (DAC) applications. These comments are a part of the MPO's ongoing goals of promoting transportation safety and connectivity within the region. They are submitted in accordance with the support given by the MPO Council on November 6, 2024.

Issues of concern to the MPO are effective transit, reducing the amount of vehicle emissions by shortening or eliminating trips, and facilities for alternative modes of transportation, including bicycle and pedestrian access. The MPO considers the bicycle facilities required by the City of Dover to be the standard for all applications, not to be waived.

City of Dover Planning Commission
Zoning Review

Z-26-02 Lands of ASMA Property, LLC at 317, 319, and 325 W. Division Street

Dover Kent MPO does not have any objections to the proposed rezoning. Note that several studies completed by the MPO have focused on the Division Street (Route 8) corridor and the need for transportation safety improvements. In 2015, the *Dover Capital Gateway Plan and Design Book* was completed, providing a master land use and transportation plan for Division Street and Forest Street. Division Street was noted for several safety issues including speeding. The alternatives for the intersection of Division Street and Queen Street proposed in this document include lane reconfigurations, medians in the roadway, bicycle infrastructure, curb extensions, and planting spaces. High-level designs are included for each of the alternatives.¹

More recently, the 2025 *Downtown Dover Pathways Plan* looked throughout downtown Dover to address the most significant safety and connectivity issues. In the study, the intersection of Division Street and Queen Street is cited as having a high frequency of bicycle and pedestrian

¹ *Dover Capital Gateway Plan and Design Book*. Dover/Kent County MPO (2015).
<https://doverkentmpo.delaware.gov/files/2019/04/Capital-Gateway-Study-min.pdf>.



crashes. Division Street as a whole is described as a barrier to connectivity, separating DSU Downtown from Loockerman Street and the rest of downtown Dover. High-visibility crosswalks, curb extensions, daylighting (improving visibility at intersections), and Rectangular Rapid Flashing Beacons (RRFBs) are recommended for each of the crossings.² Given the crash history at this intersection, it is recommended that the referenced pedestrian improvements be implemented in the near term and/or concurrent with any planned redevelopment of the subject property.

Finally, note that Division Street (Route 8) is a designated truck route within the City of Dover, as established by the City ordinance regarding truck traffic that was adopted in 2024.³ While Route 8 is an important east-west route for freight traffic in Dover, this also conflicts with the City's goal of making the downtown area more walkable and accessible. Therefore, any changes to the subject property should consider the needs of both pedestrians and the local freight industry. An interactive webmap of truck routes in Dover is available online.⁴

The MPO has no other comments at this time. Further comments regarding pedestrian connectivity, vehicle access, freight implications, and other transportation aspects will be provided if changes to the site take place at a later date.

If you have any questions or need to discuss any of the above comments, please call the above contact person and the Planning Department as soon as possible.

² *Downtown Dover Pathways Plan*. Dover/Kent County MPO (2025).

<https://doverkentmpo.delaware.gov/downtown-dover-pathways-loockerman-street-design/>.

³ "City of Dover Ordinance #2024-05." City of Dover (2024).

<https://www.cityofdover.gov/media/Government/Ordinances-Resolutions-Tributes/2024/Ordinance%202024%20-05%20-%20Amending%20Chapter%20106%20-%20Traffic%20and%20Vehicles%20Sec%20106-17%20Truck%20Routes%20-%20ADOPTED.pdf>.

⁴ "City of Dover, Delaware Truck Route Viewer" (Webmap). City of Dover (2024).

<https://experience.arcgis.com/experience/895ed29697bf4e7b93ecc68eaddcd8a1>.



CITY OF DOVER PLANNING COMMISSION

March 16, 2026

Excerpt from Meeting Minutes – Draft

The Meeting of the City of Dover Planning Commission was held on Monday, March 16, 2026, at 7:00 PM as an In-Person Meeting and also using the phone/videoconferencing system Webex. The Meeting Session was conducted with Chair Mr. Witham presiding. Members present were Mr. Lewis, Mr. Roach (virtual), Mrs. Maucher, Mrs. Denney, Dr. Jones, Mr. Reaves (virtual), Mrs. Welsh (virtual) and Mr. Witham. Mr. Baldwin was absent.

Staff members present were Mrs. Dawn Melson-Williams, Ms. Sharon Duca, Mr. Jason Lyon (virtual), Mrs. Sierra Brown, and Mrs. Kristen Mullaney.

NEW APPLICATIONS

Z-26-02 Lands of ASMA Property, LLC at 317, 319, and 325 W. Division Street - Public Hearing and Review for Recommendation to City Council 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 was completed at the City Council Meeting of February 25, 2026 (rescheduled to this date due to weather). Public Hearing before the Planning Commission is scheduled for March 16, 2026 and the Public Hearing before the City Council on April 13, 2026.*

Representative: Mr. Ali Alhaidari; ASMA Property, LLC

Mrs. Melson-Williams stated that this is a request for Rezoning. It actually involves three properties on W. Division Street. Those specifically located at 317, 319, and 325 W. Division Street. This location is on the north side of W. Division Street, just to the east of Queen Street. On the image on the screen, the three parcels are highlighted in yellow. It is a corner lot area and is bounded on the north and the immediate east by alleyways. The property includes an existing single family detached dwelling on the easternmost lot and then a previous auto sales and service building that is now vacant on the middle lot and then a parking lot area at the corner of Division and Queen Street. The present zoning of the property is IO (Institutional and Office Zone) and the request is for rezoning to C-1A (Limited Commercial Zone). This is file number Z-26-02 and is associated with Ordinance #2026-08. This evening, the Planning Commission will be making a recommendation after a public hearing and that recommendation will go to City Council for their own public hearing and review. As noted, we've got an existing property that has several structures on it. The *Comprehensive Plan* notes this area with a Land Use Category of Mixed Use. Our Report outlines the goals from the *Comprehensive Plan* when it comes to Mixed Use.

Mixed Use in this case means, the greater area is a mix of residential, commercial, civic and institutional uses which could be in the same building or on adjoining properties. It is in the Downtown Area and there are some recommendations regarding that. The key thing is that the Land Use Category of Mixed Use has a series of zoning districts that are considered compatible with that. One of them is the C-1A (Limited Commercial Zone). The C-1A (Limited Commercial Zone) is described in the *Zoning Ordinance* in Article 3, Section 12. It allows for uses such as retail, personal service establishments, restaurants, offices, and then some residential type uses as well. There are specific uses that are prohibited in that zone and those would include fuel pumps and motor vehicle storage/repair. The Planning Staff has provided a recommendation in regards to this Rezoning and that is that the Rezoning be granted. We find that it is consistent with the *Comprehensive Plan* for that mixed use land use category and it is also similar in nature to the other C-1A (Limited Commercial Zone) properties along this Division Street corridor. The Planning Commission, in hearing from the applicant and the public this evening in addition to the DAC Report, is charged with evaluating the Rezoning request based on three factors. Those include whether the use is permitted and the proposed change would be compatible with existing uses and zones in the general area. The second criteria is whether adequate public services and infrastructure can be created or do exist to serve the needs related to such change and whether the proposed change is in accordance with the City's Comprehensive Plan. The Development Advisory Committee Report includes the comments for the various other regulatory agencies. They seem to have no objection to the Rezoning but have provided the applicant in some cases with advisory comments about future redevelopment should that occur on this property. Tonight, we are looking at three properties on W. Division Street addressed as 317, 319, and 325 W. Division Street for rezoning from IO (Institutional and Office Zone) to C-1A (Limited Commercial Zone).

Mr. Alhaidari stated that they are the owner for ASMA Properties, LLC. This is for 317, 319, and 325 W. Division Street. We just want to rezone from IO (Institutional and Office Zone) to C-1A (Limited Commercial Zone) and maybe in the future, switch it to retail. He doesn't think this would be a big issue because everyone else on the road is the same zone as C-1A (Limited Commercial Zone).

Mrs. Denney stated that when you say retail, what kind of retail are you thinking? Responding to Mrs. Denney, Mr. Alhaidari stated that it all depends on if there is a good tenant that will lease the spot or is going to divide the spot. There are not exact plans for it but in that area any retail would be good. Mostly it may be like a convenience store or something that would help the neighborhood.

Mrs. Denney stated that she was just wondering what you might have in mind.

Mr. Witham stated that he thinks the property that is on the north side of the three properties is a church. Responding to Mr. Witham, Mr. Alhaidari stated that the three properties that they own are three lots near Queen Street but the whole lot is just divided into like four parcels.

Mr. Witham asked if they were perhaps going to consolidate the four parcels into one parcel. Responding to Mr. Witham, Mr. Alhaidari stated that at this moment they are not and he doesn't know how the partners feel about consolidating into one. Maybe in the future that would be

productive. The only thing is there are two alleyways going through it and he doesn't know if that's an issue.

Mrs. Maucher stated that she read the comments regarding the safety issues, particularly in and around that intersection. She travels that road just about every day. Is there any status on the Division Street roadway that has been a topic of great interest? Has the City made any progress on that or will the developer be responsible for that? Responding to Mrs. Maucher, Mrs. Melson-Williams stated that in the Dover/Kent County MPO comments, they make reference to several studies. One is the *Dover Capital Gateway Plan and Design Book* from about 10 years ago and then the more recent Downtown Dover Pathway Plan. Division Street is a State maintained road so any changes to that would be DelDOT led or DelDOT dictated if there were changes to this property that would involve changes to how access occurs. She believes right now that there is a curb cut from Division Street onto the property and then also from Queen Street and alley areas as well. This owner would not be charged with making all of those improvements in those plans which really focus on improvements along the length of the corridor to ensure some of the traffic flow and pedestrian and other design implications. She doesn't believe the City has focused on this area. Currently, some of our efforts with streetscape improvements are associated with the Loockerman Street project that will be involve and are related to utility needs and upgrades in that area.

Mr. Witham opened the public hearing and after seeing no one wishing to speak, closed the public hearing.

Mrs. Denney moved to recommend to City Council approval of Z-26-02 Lands of ASMA Properties, LLC at 317, 319, and 325 W. Division Street. As she reviews the application and the comments from all the entities that have reviewed this, everybody seems to think that it is a good idea. Within that, there are some recommendations or suggestions and some of them have rules that they would like you to do. But ultimately, she thinks it's an excellent project and it's refreshing to have something going on there that will begin possibly a lot of improvements, seconded by Mr. Lewis.

Mrs. Melson-Williams stated that Staff wants to clarify for the record that your approval is for Rezoning of this property from IO (Institutional and Office Zone) to the zoning classification of C-1A (Limited Commercial Zone). Responding to Mrs. Melson-Williams, Mrs. Denney stated that is correct.

Mrs. Denney moved to recommend to City Council approval of Z-26-02 Lands of ASMA Properties, LLC at 317, 319, and 325 W. Division Street to rezone the properties from IO (Institutional and Office Zone) to C-1A (Limited Commercial Zone). As she reviews the application and the comments from all the entities that have reviewed this, everybody seems to think that it is a good idea. Within that, there are some recommendations or suggestions and some of them have rules that they would like you to do. But ultimately, she thinks it's an excellent project and it's refreshing to have something going on there that will begin possibly a lot of improvements, seconded by Mr. Lewis and the motion was carried 8-0 by roll call vote with Mr. Baldwin absent. Mrs. Denney voting yes; in keeping with the comments that she made. Mrs. Maucher voting yes; it is consistent with the Comprehensive Plan and it is also compatible with

existing zonings in the area and there is sufficient infrastructure. Dr. Jones voting yes; based upon previous comments. Mrs. Welsh voting yes; based on comments contained in the motion. Mr. Lewis voting yes; based on Staff recommendations. Mr. Roach voting yes. Mr. Witham voting yes; based upon Article 10, Section 5.36 for the three factors to be considered as a Commission and it is compatible with the existing uses and zones currently in the area. It meets the Comprehensive Plan and there is sufficient public infrastructure. Mr. Reaves voting yes; for reasons previously stated.



FINAL READING

PROPOSED ORDINANCE #2026-08

AN ORDINANCE AMENDING THE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF DOVER, CHANGING THE ZONING DESIGNATION OF PROPERTY LOCATED AT 317, 319, AND 325 WEST DIVISION STREET

WHEREAS, the City of Dover has enacted a zoning ordinance regulating the use of property within the limits of the City of Dover; and

WHEREAS, it is deemed in the best interest of zoning and planning to change the permitted use of properties below from IO (Institutional and Office Zone) to C-1A (Limited Commercial Zone).

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:

1. That from and after the passage and approval of this ordinance the Zoning Map and Zoning Ordinance of the City of Dover have been amended by changing the zoning designation from IO (Institutional and Office Zone) to C-1A (Limited Commercial Zone) on that property located at 317 West Division Street, consisting of 0.05+/- acres, 319 West Division Street, consisting of 0.13+/-16 acres, and 325 West Division Street, consisting of 0.08+/- acres, (on the north side of West Division Street and east of North Queen Street), owned by ASMA Property, LLC.
(Tax Parcel: ED-05-076.08-05-03.00-000, ED-05-076.08-05-02.00-000, and ED-05-076.08-5-01.00-000; Planning Reference: Z-26-02; Fourth Council District))

ADOPTED: *

Action History

04/13/2026 – Scheduled for Public Hearing/Final Reading – City Council

03/16/2026 – Public Hearing – Planning Commission

02/23/2026 – Scheduled for First Reading – City Council

REGULAR CITY COUNCIL MEETING

The Regular City Council Meeting was held on March 23, 2026, at 7:43 p.m. with Council President Neil presiding. Council members present were Ms. Hall, Mr. Boggerty, Mr. Anderson, Dr. Pillsbury, Mrs. Arndt, Mr. Rocha, Dr. Sudler (via Webex), and Mr. Lewis (out at 7:42 p.m., in at 7:56 p.m.).

Staff members present were Police Chief Johnson (out at 7:42 p.m., in at 7:56 p.m.), Ms. Marney, Ms. Duca, Mr. Griffith, Fire Chief Carey, and Ms. Rivera. Mayor Christiansen and Ms. Melson-Williams were absent.

OPEN FORUM

The Open Forum was held at 6:15 p.m., prior to commencement of the Official Council Meeting. Council President Neil declared the Open Forum in session and reminded those present that Council was not in official session and could not take formal action.

William Faust, Jr, 136 Orchard Avenue, expressed concerns about the city's upcoming budget, anticipating a possible deficit and warning that residents expect transparency and honesty. He questioned the absence of certain elected officials at meetings and suggested that leadership has not been forthcoming about personnel matters, particularly regarding Mr. Hugg's apparent termination. He noted that the city has big issues that should be addressed.

Ted Henderson, a Dover resident, expressed strong support for Dr. Hodge and People's Church and rejected accusations that their ministry attracted drug addicts or homeless individuals to the area.

Jim Caldwell, a Magnolia resident, expressed his support for People's Church and stated that he was a member of the church.

Kathy Hanebutt, a Dover Resident, expressed her support for People's Church and stated that she was a member and serves as staff of the church.

Sue Harris, 241 Pine Street, expressed her support for People's Church and stated that she was a member of the church. She outlined the history of the People's Church (**Exhibit #1**). She questioned why shutting down the church would solve issues like public drug use or misconduct, arguing that such problems would simply shift to nearby streets. She emphasized that the church does not permit illegal activity on its property and questioned why the city was not holding offenders accountable. She criticized the city for not applying for available opioid settlement funds and other grants to address overdose rates and expand police and emergency services. She submitted documentation of the church's stained-glass windows, 100 years old, as well as a Health Department Certificate of Occupancy showing the commercial kitchen has been permitted since the 1950s (**Exhibit #2**).

Serena Liser, a Dover resident, expressed her support for People's Church.

Paul Hanebutt, a Dover resident, expressed his support for People's Church and stated that he was a member of the church. He expressed concerns about how law enforcement was able to provide services on their street. He noted that council needed to reach deep in their hearts and try to find a way to care for the community for the individuals who need that care.

Garth Stubbolo, a Smyrna resident, expressed his support for People's Church and stated that his organization brings food to the church.

Melinda Weber, a Dover resident, spoke on behalf of her daughter, who has lived on South Bradford Street for about 12 years. She described a steady decline in the neighborhood, saying her daughter frequently deals with homeless individuals sleeping on her porch furniture, walking through her gated yard, and making inappropriate comments while she gardens. Her daughter no longer feels safe using her porch, yard, or even having family visit, and has had to remove outdoor furniture and avoid certain activities due to ongoing issues. She stated that there have been incidents involving drug use, including someone overdosing on her daughter's porch and leaving paramedic debris behind. She emphasized that her daughter deserves to feel safe in her own home without fear of retaliation for speaking up.

Paul Tacaneli, a Dover resident, expressed his support for People's Church and shared that he was grateful for the assistance he received from the church when he was experiencing homelessness.

Reginald Daniel II, a Townsend resident, stated that the city lacked adequate services for drug addiction, mental health treatment, homeless shelter beds, and affordable housing. He noted that Dover has a housing deficit and emphasized that stable and permanent housing was a key factor in long-term success. He advocated for land use and zoning reforms to expand housing access, which could help individuals achieve stability and self-sufficiency. He criticized how difficult it was to navigate state and city resources, describing the system as confusing and outdated, and urged streamlining access to services to prevent the cycle from continuing. He emphasized that they needed to continue to focus on affordable housing.

Zauria Hill, a Dover resident, expressed appreciation that a program existed to help homeless individuals begin rehabilitation, such as the People's Church. She shared a personal experience from a recent hospitalization, where she spent time with unhoused individuals and learned that many were aware their drug use was harmful, but saw it as one (1) of their only coping mechanisms. She noted that many had been removed from programs or lacked proper support systems, causing them to slip through the cracks. While acknowledging concerns about public safety, she emphasized that unhoused individuals also deserved to feel safe and supported.

Teresa Campbell, a Clayton resident, expressed her support for People's Church and stated that she was the director of the food program and the men's homeless winter shelter for the church. She stated that she had invited members of council to visit People's Church to observe how the program was being run, and that Mr. Boggerty, Mr. Lewis, and Mr. Anderson attended. She noted that the funding would help with IDs, birth certificates, and social security cards, which would help the individuals get jobs. She emphasized that those individuals do not want to be homeless. She stated that there was plenty of substance abuse funds for the Dover Police Department to have a mental health clinician on staff 24 hours a day, seven (7) days a week. She emphasized that they have

gotten hundreds of individuals into treatment. They would have gotten five (5) hundred more, but they need help and funding to make that happen, and they need a mental health crisis worker on staff 24 hours a day, seven (7) days a week.

Shawn Twitty, a Dover resident, expressed his support for places like People's Church because he has been clean and sober from alcohol for eight (8) years.

Darien Reyes, a Dover resident, expressed gratitude for the support and guidance that he has gotten from the community. He stated that he has been homeless for the past four (4) years and has been with the People's Church.

Eveann and Ray Jerry, Middletown residents, stated that they were the founders of Caribbean Culture Awareness, a nonprofit based in Middletown, explaining their organization's commitment to serving the Dover Community. Over the past two (2) years, she explained that they have successfully hosted two (2) festivals called the Delaware Caribbean Carnival that have brought the community together. Those events included partnerships with local nonprofit organizations and healthcare providers from Bayhealth, which had offered free medical services and connected residents with valuable community resources. She expressed concern that their application for a third annual festival was denied after receiving initial approval and investing substantial financial resources. The denial was reportedly based mainly on trash management concerns, which they disputed, stating they worked with Dover Waste Management and have video and photo evidence showing the site was properly maintained. She emphasized that their events have no history of violations or violence and that they have already implemented improved plans to address any concerns. She viewed the festival as a positive, once-a-year tradition that promoted tourism, economic growth, and community unity. After hearing community concerns, she reaffirmed their commitment to being part of the solution and offering their support to the city and council.

Cleveland Wilson, 234 North Kirkwood Street, expressed his support for People's Church. He stated that instead of letting the problem migrate, they needed to find a way to take care of the problem and stop blaming the individuals who were trying to help those in need.

David Beckhan, 46 Bradford Street, expressed his support for People's Church and was thankful for the church that he did not have to live one (1) day on the street when he was evicted from his apartment.

David Bower, 46 Bradford Street, expressed his support for People's Church and was thankful for the church, which gave him and his comrades a place to stay. He suggested that council members visit People's Church to observe the staff's daily activities, including who they serve and how they provide food, housing, beds, and clothing.

Tyrone Savage, a Dover resident, expressed his support for People's Church and stated that he was a staff member for the church. He stated that People's Church helped those individuals as best as they could, noting that many did not want to be on drugs but were fearful of withdrawal and the rehabilitation process. He emphasized that the real challenge was assisting those individuals into treatment programs so they could rebuild their lives.

Martha Gery, a Milford resident, spoke on behalf of Milford Advocacy for the Homeless. She noted that the organization partners with Dover and serves communities across Delaware, primarily in Milford, Dover, Rehoboth Beach, and Georgetown. She urged unity and collaboration rather than division. She expressed support for the People's Church and stated that shutting it down would worsen the situation by leaving individuals without a place to go.

Cameron Llewellyn, 117 West Reed Street, expressed concerns about individuals being dropped off at the People's Church community center, believing they were entering into a drug rehabilitation program, when in reality they were not receiving the level of detox care they expected. He noted that he still witnessed individuals arriving visibly unwell and struggling with withdrawal. He called for better accountability and follow-through when individuals were dropped off, expressing concern that individuals were being left without support.

Via Webex, Belinda Main, 142 Reese Street, stated that addressing homelessness and addiction required a shared community effort and should not be left to the People's Church or other religious organizations. She suggested establishing an area specifically to help individuals rehabilitate back into society. She emphasized that those individuals needed help, and without providing assistance or a space to deliver it, the situation was not being addressed. She emphasized that the City Council must take accountability, but so must the communities the individuals come from. She added that the city also bears responsibility for allowing situations to worsen without ensuring individuals have access to the necessary resources and support to turn their lives around.

Via Webex, Vonda Smack, 1001 White Oak Road, expressed her support for the People's Church. She stated that everyone must come and work together and show what #DoverStrong was about.

INVOCATION

The invocation was given by Elder Ellis Loudon.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Councilwoman Hall.

ADOPTION OF AGENDA

Ms. Arndt moved for adoption of the agenda, seconded by Mr. Rocha, and unanimously carried.

ADOPTION OF CONSENT AGENDA

All Consent Agenda items are considered routine and non-controversial and will be acted upon by a single roll call vote of the Council. There will be no separate discussion of these items unless a member of Council so requests, in which event the matter shall be removed from the Consent Agenda and considered a separate item.

Ms. Arndt moved for the adoption of the consent agenda. The motion was seconded by Ms. Hall and carried by a unanimous roll call vote (Lewis absent).

TRIBUTE NO. 2026-01 – WILLIAM F. HARE

The City Clerk read the following Tribute into the record:

A TRIBUTE EXPRESSING SYMPATHY AND CONDOLENCES UPON THE PASSING OF WILLIAM “Bill” F. Hare

WHEREAS, the Council of the City of Dover are saddened by the passing of William “Bill” F. Hare, a longtime resident of Dover, Delaware, on January 1, 2026, leaving behind a legacy of dedicated public service, leadership, and community commitment; and

WHEREAS, William F. Hare faithfully served the residents of the City of Dover as Councilman for the Second District for more than twenty years, first from 1991 to 1997, and again from 2011 until February 2025. During his tenure, he served with distinction as Council President and Vice-Mayor from 2019 to 2021 and again from 2023 to 2024, providing steady leadership and guidance to the City Council; and

WHEREAS, William F. Hare contributed extensively through his service on numerous committees and boards, including serving as Chairman of the Legislative, Finance, and Administration Committee, Chair of the Safety Advisory and Transportation Committee, and as a member of various other City committees, helping to shape policy and strengthen City operations; and

WHEREAS, he further demonstrated his commitment to public service beyond City Council through his leadership and involvement in numerous organizations, including as Founder of the Delaware Military Support Organization, Chair of the Kent County Heart Ball, and service with Kent Sussex Industries and the Delaware Industrial Accident Board; and

WHEREAS, a proud veteran of the United States military, William F. Hare carried a lifelong dedication to service, leadership, and community, impacting countless individuals throughout Dover and beyond. Above all, William F. Hare was a devoted father, grandfather, and friend, whose kindness, integrity, and passion for helping others will be deeply missed by all who knew him.

NOW, THEREFORE, BE IT RESOLVED that the Council extend their deepest sympathy and condolences to the family and friends of William “Bill” F. Hare and honor his life and legacy for his many years of dedicated service.

BE IT FURTHER RESOLVED that the Council direct the City Clerk to place this Tribute in the permanent records of the City of Dover and that a copy of this Tribute be provided to the family of William “Bill” F. Hare.

ADOPTED: March 23, 2026

On behalf of the Council, Council President Neil presented the tribute to Mr. Hare’s family, Emma and Lisa Ridgley, and Julie Rupert.

Council President Neil stated that, both as an individual who has shared the position and as a member of council, when he first joined the council, Mr. Hare set a tremendous precedent in terms of what he did and how he conducted himself. He noted that the seat he once held is now represented by Councilman Sean Lynn, who serves in the House of Representatives. He also shared that Ms. Sass worked closely with Mr. Hare regarding the military aspect of his life, something

many may not have known, but which was significant for members of the armed services who were in desperate need of assistance and funding for resources they could not obtain elsewhere.

Ms. Sass stated that Mr. Hare was dedicated to everything he did. She shared that he was devoted to his family as a father and grandfather and was especially proud of their accomplishments. She noted that everything Mr. Hare did was for the greater good and that he took particular pride in his work with the military.

Representative Sean Lynn presented a tribute from the House of Representatives. He noted that he went to high school with his daughters and later got to serve on council with Mr. Hare and has fond memories of him. He mentioned that they did not agree on everything, but Mr. Hare made him laugh, and they shared a great friendship. He stated that, in recognition of Mr. Hare's long career of public service, his contributions were deeply appreciated, as were all that he did for the City of Dover and the many sacrifices he made for others.

PRESENTATION - ANNUAL REPORT – ROBBINS HOSE COMPANY (DOVER FIRE REPORT) ANNUAL REPORT

David Carey, Robbins Hose Company Fire Chief, reviewed the Dover Fire Department 2025 Annual Report.

Responding to Mr. Lewis, Chief Carey stated that it was not specifically to lock in an interest rate, but they were looking at the total cost of the ladder truck, and it would be smart for them to move forward quickly since there was a price increase on the fire apparatus every year. He noted that if they lock in a price soon, then they would pay today's price four (4) years from now, and then another four (4) years, they would be looking at a ballpark figure between 20% to 25% increase between now and then. He added that it was a 3% to 7% increase a year. He mentioned that they would save money like they did when they bought the engine and the squad, thanks to Mr. Hare, and they had saved quite a bit of money by doing that; they had saved as much as \$300,000 by ordering both at the same time.

Responding to Mr. Lewis, Chief Carey stated that he was not quite ready to present at the next council meeting, but he would collaborate with Ms. Marney, look into when the price increases would happen, and work to move things forward as soon as possible.

Responding to Mr. Lewis, Chief Carey stated that they usually sell the piece of fire apparatus that was being replaced, so when they sell Ladder One (1), the funding that would come from that sale would be used to purchase the equipment for the new truck. He noted that there were items that do expire and need to be replaced, such as air packs and hoses. If a truck carries airbags, they have a 15-year period of time, and those items would need to be replaced, but there would be other items that could be moved over to the new piece of apparatus.

Responding to Mr. Lewis, Chief Carey clarified that when the old items are auctioned or sold, they utilize that funding to purchase the equipment that was carried into the compartments, such as hand tools, fans, hoses, air packs, radios, flashlights, things that need to be replaced and that was what those funds were used for the equipment that was carried on the truck. He explained that when they purchase a fire truck, a ladder truck, a fire engine, or a squad, they get the truck itself,

the body, the tank, the hose dividers, and then they have to place everything inside, and that was what those funds were being used for.

Responding to Mr. Lewis, Chief Carey described ongoing safety and quality-of-life issues around the fire station and the surrounding downtown neighborhood, particularly along Governor's Avenue. He reported incidents of sexual activity occurring behind the fire station and individuals walking into traffic, even in front of emergency vehicles with lights and sirens activated, creating serious safety risks. He noted that during a recent tornado warning, three (3) individuals were walking in the middle of the street directly in front of the station's engine bays, posing a danger of being struck by a large fire apparatus. He mentioned that all department vehicles were now equipped with dash cameras for liability protection and insurance purposes. He further mentioned that additional concerns included individuals walking through the fire station parking lot, attempting to open car doors, and past incidents involving stolen items such as computers and firearms.

Responding to Mr. Anderson, Chief Carey explained that they go to several different locations where there are pull station activations where someone has gone and pulled the fire alarm, whether they have done that on purpose or if it was on accidental, they would not know unless someone told them that they saw someone pull the alarm. That would be classified as a false alarm. He further explained that if they went somewhere and the smoke detector was activated in the building, but there was no cause, it could be classified as a false alarm or an alarm malfunction. He noted that information would be pulled from their computer-aided dispatch system, and they would classify them as false alarms. He added that the Fire Marshal's Office works very hard on helping curtail that by going out and fining the occupants of the buildings to get their fire alarms fixed, and through their inspections, they do. He stated that between the Fire Department and the Fire Marshal's Office, they work hand in hand, and whenever they go to a fire alarm activation, the fire dispatcher fills out a fire alarm activation report that gets immediately sent to the Fire Marshal's Office.

Responding to Mr. Anderson, Chief Carey stated that they spend a lot of time at Delaware State University due to false alarms. He noted that they responded around 145 times last year at Delaware State University, mainly on the main campus, not downtown.

Responding to Mr. Anderson, Chief Carey explained that most of the time, the fire department responds with an engine, a ladder, and a duty officer, and occasionally with two (2) engines. He noted that many incidents were triggered by activities that students should not be doing in their rooms, which set off the fire alarm and prompted the Fire Department to respond. He stated that the Fire Department has worked with the Fire Marshal's Office to change Delaware State University's smoke detectors to a dual-action smoke detector system. That system would require two (2) detectors to activate before triggering a building-wide alarm and prompting a Fire Department response, which has helped reduce unnecessary responses.

Responding to Chief Carey, Dr. Sudler suggested discussing with Delaware State University the possibility of installing individual smoke detectors in each room, similar to the setup in some apartment complexes. He explained that by installing individual smoke detectors in each room, it could alert residents or dorm managers to investigate before dispatching the fire department, which

could reduce unnecessary fire department responses. He noted that the approach has worked well at Mishoe Cove apartments and could greatly help at the university.

Responding to Dr. Sudler, Chief Carey stated that, besides Delaware State University being a big contributor to false alarms, he would need to look into other agencies that have high call volumes for false alarms and get back with him with that information.

Responding to Dr. Sudler, Chief Carey stated that regarding the fire alarm system, it was all handled through the Fire Marshal's Office. He noted that he was unsure of what the code stated and how that was supposed to be handled for a dormitory. He mentioned that it would be something that they would need to talk with Fire Marshal Jason Osika about. He added that in the newer dormitories, it was a dual action system, where if the room detector goes off, it would take another detector to go off before the fire alarm in the building goes off. He also stated that retention had fluctuated, though 2025 had been strong overall. He explained that success largely depended on individual commitment; those who were motivated, eager to learn, and willing to put in the time tended to thrive, while others decided it was not the right fit. One (1) ongoing challenge was making new members feel welcome. Like any workplace, some existing members could be standoffish, which could make newcomers feel uncomfortable. He believed that the department had a good group of new and young members who were motivated to do things differently and move the Fire Department forward. He added that those members were taking the initiative by welcoming those incoming members, helping train them, and involving them in the fieldwork and doing the job they do. He stated that they have their ups and downs, and retention could be good one (1) month and not so good the next month, and could vary week to week.

Mr. Anderson moved for acceptance of the Robbins Hose Company Dover Fire Department 2025 Annual Report. The motion was seconded by Dr. Pillsbury and unanimously carried.

ADOPTION OF MINUTES - REGULAR COUNCIL MEETING OF MARCH 9, 2026

The Minutes of the Regular Council Meeting of March 9, 2026 were unanimously approved by motion of Ms. Arndt, seconded by Ms. Hall, and bore the written approval of Mayor Christiansen (Lewis absent).

COUNCIL COMMITTEE OF THE WHOLE REPORT - MARCH 10, 2026

The Council Committee of the Whole met on March 10, 2026, at 6:00 p.m. with Council President Neil presiding. Members of Council present were Mr. Anderson, Ms. Arndt, Mr. Boggerty, Ms. Hall (via WebEx), Mr. Lewis (arrived at 6:18 p.m.), Dr. Pillsbury, and Mr. Rocha. Dr. Sudler was absent. Mayor Christiansen was also absent. Civilian members present for their Committee meetings were Mr. Iriowen (*Utility*), Mr. Garfinkel (via WebEx), and Mr. Shevock (via WebEx) (*Legislative, Finance, and Administration*). Mr. Wilson (*Utility*) was absent.

ADOPTION OF AGENDA

Dr. Pillsbury moved for adoption of the agenda, seconded by Mr. Anderson, and unanimously carried.

Discussion on Affordable Housing (Michelle Williams, Executive Director, Fuller Center for Housing of Delaware)

Ms. Michelle Williams, Executive Director, Fuller Center for Housing of Delaware, reviewed the presentation entitled “Housing Snapshot: Dover and Kent County” (**Attachment #1**) and provided council with the Dover and Kent County Housing Snapshot (**Attachment #2**).

This item was informational; committee action was not required.

Responding to Mr. Anderson, Ms. Williams stated that the cottage houses are now commonly referred to as the “missing middle” in housing. She explained that the current housing stock primarily consists of single-family homes and large-scale developments, with a lack of housing options in between. She noted that, historically, smaller homes, such as approximately 1,000-square-foot houses accommodating families with children, served as starter homes, but such homes are no longer being constructed.

Ms. Williams further stated that developers often indicate they are building what the market demands. However, she suggested that market trends have shifted in recent years toward a preference for smaller, more manageable homes. She added that many individuals now prefer housing that is more affordable to maintain and furnish, which has contributed to her advocacy for smaller homes, including tiny homes and small-scale developments. She referred to a project in Georgetown that includes smaller housing units as an example of this approach.

She emphasized that housing types such as duplexes, quadplexes, and similar “missing middle” options are no longer commonly built. She also referenced historical housing trends, noting that following approximately the 1950s, housing development shifted toward larger suburban homes, particularly after returning veterans utilized VA loans.

Ms. Williams indicated that housing preferences have continued to evolve, with some individuals now expressing interest in alternatives such as mobile homes. She noted that no new mobile home parks have been developed in decades and stated that modern mobile homes differ significantly in appearance and quality from older models.

Responding to Mr. Anderson, Ms. Williams stated that one of the key findings of the task force was the need for smaller housing units. She noted that she was not alone in advocating for smaller units; however, current zoning regulations do not permit such development.

Ms. Williams explained that zoning limitations, including density requirements, restrict the number of units that can be developed on parcels of land (e.g., half-acre or one-acre lots). She stated that over time, lot sizes increased, land use patterns

changed, and zoning regulations effectively limited housing density, thereby restricting the development of smaller housing options.

Mr. Anderson referenced the City of Dover's Planned Neighborhood Development (PND) as a mechanism intended to allow for smaller homes and similar housing types. He noted that there had been limited utilization of this option and inquired whether the ordinance may require revisions or whether the lack of participation was due to market conditions at the time.

Ms. Williams stated that multiple factors could have contributed; however, she suggested that, without reviewing specific locations and parcels, it was likely that developers were unwilling to assume the risk associated with non-traditional housing developments. She noted that projects such as tiny home or pallet home villages represent a departure from conventional development and therefore carry additional risk.

Ms. Williams further stated that there is a need for more developers willing to pursue such projects, including nonprofit organizations. She indicated that, despite her organization's willingness to move forward with development, they have encountered similar challenges. She referenced a property of approximately 20 to 25 acres in Frederica that is ready for development, but noted that regulatory constraints, including its designation within a growth zone, have limited progress. She added that smaller-scale developments are feasible, citing a project in Georgetown on approximately 2.5 acres that includes 20 housing units ranging from approximately 500 to 1,000 square feet, with a mix of one, two, and three-bedroom units.

Responding to Mr. Rocha, Ms. Williams stated that 3D models, video walkthroughs, examples, and full neighborhood drawings are available. She noted that such materials are necessary prior to presenting to the Planning Department, as it can be difficult for individuals to visualize higher-density development, such as 20 units on approximately one and a half acres, without a clear understanding of the scale of an acre.

Responding to Mr. Boggerty, Ms. Williams stated that one concern often raised is whether affordable housing decreases surrounding property values. She clarified that she prefers to describe such housing as "housing that is affordable relative to income." She noted that there is a common misconception that this type of housing negatively impacts property values.

Ms. Williams explained that, in some cases, development can increase property values, particularly when vacant or blighted lots are improved with new housing. She provided an example from Georgetown, where two condemned lots had remained vacant for approximately 20 years before being donated for development. She noted that, despite the longstanding vacancy, nearby residents expressed opposition once development was proposed.

Ms. Williams further stated that numerous studies conducted across the United States have found that affordable housing does not decrease property values.

Responding to Mr. Boggerty, Ms. Williams clarified that the type of housing she was referencing differs from high-end tiny homes often featured in the media and instead focuses on housing that is affordable relative to income. She provided an example from a current project in Georgetown, stating that rental rates are approximately \$950 per month for a one-bedroom unit, including utilities and internet, and approximately \$1,075 for a two-bedroom unit, both below market rate. Ms. Williams explained that the units are intended for working individuals and are part of a broader continuum of care, whereby individuals transition into stable housing. She noted that the development will be professionally managed, with a standard application process in place. She further stated that the project is not currently utilizing housing vouchers and is instead focused on serving individuals within approximately 30% to 50% of Area Median Income (AMI), with the potential to extend up to 60% AMI, targeting those who can afford the stated rental rates.

Responding to Mr. Boggerty, Ms. Williams stated that studies comparing tiny home communities to homeless encampments have not identified similar safety concerns, particularly in cases where residents are homeowners. She noted that available research has not demonstrated a correlation between tiny home communities and increased safety issues.

Ms. Williams further stated that safety, property value, and overall suitability are important considerations for individuals when evaluating non-traditional housing options. She indicated that, based on the studies she has reviewed, there is no evidence linking tiny home communities, regardless of size, to negative safety outcomes.

Mr. Neil stated that while higher-income individuals can find various affordable housing options, his concern focused on low-income, workforce, and fixed-income residents who do not qualify under programs such as ALICE. He inquired whether the small houses Ms. Williams described were located on leased land or were traditional rentals.

Ms. Williams replied that two parcels were donated, and a third was purchased by the nonprofit for one dollar, establishing nonprofit ownership of the land.

Mr. Neil expressed concerns regarding leasehold communities, noting that although developers can borrow from Fannie Mae or Freddie Mac to provide affordable housing, the inability to control subsequent sales often results in higher rents for tenants. He explained that when developers sell properties, tenants may face increased payments, and there is no mechanism to ensure continued affordability.

Mr. Neil stated that the state has not addressed the grassroots problem of creating and maintaining affordable housing. He suggested implementing a rent justification system, like utility regulation, whereby developers are entitled to make a profit, but any sale must be to an entity that will maintain affordability. He explained that this approach could allow community members to gain greater control over their housing, whether through condominium conversion or common-interest communities.

He concluded that while small housing units, such as those provided by nonprofits, are beneficial, they do not fully address the shortage of affordable housing for workforce and fixed-income residents. Mr. Neil emphasized that a long-term solution requires mechanisms to maintain affordability and give residents a stake in the housing, rather than relying solely on rentals.

Responding to Dr. Pillsbury, Ms. Williams stated that the single-unit homes in Georgetown are built on site. She noted that two additional manufacturers are used for modular homes. Beracah, which can construct up to 12 homes in a row within 60 days, and Great Outdoor Cottages, which produces homes under 400 square feet. She clarified that, for purposes of her discussion, “tiny homes” are defined as any home under 400 square feet, rather than the smaller 200-square-foot models, and that the Georgetown units are stick-built by a nonprofit developer.

Responding to Dr. Pillsbury, Ms. Williams stated that all of the homes are single-family, reflecting the preferences of prospective residents, who desire smaller homes rather than large ones. She invited anyone interested to tour the homes and noted a proposal for a military organization involving “tiny home townhouses,” consisting of three units on the bottom floor for disabled veterans and three units on the top floor for other working veterans. She observed that traditional townhouses average approximately 1,500 square feet, making these smaller units a viable alternative.

Ms. Williams further noted that the Georgetown development includes solar panels installed over a carport area, and that there are multiple proven models for ownership and property management. She explained that when evaluating a parcel of land, key considerations include the size of the lot, existing infrastructure, and what the parcel can sustain. She added that while the homes are generally standardized, some modifications are made to suit the land, and she expressed enthusiasm for assessing additional available sites.

Springboard Delaware Proposal to Partner with New City Church to Create a Facility with Shelter and Wraparound Services for Homeless Women and Children (Mike Osborne, Pastor, New City Church, and Judson Malone, Executive Director, New City Church Family Village)

Mr. Judson Malone, Executive Director, New City Church Family Village, reviewed the Springboard Delaware presentation.

This item was informational; committee action was not required.

Responding to Mr. Boggerty, Mr. Malone stated that an agreement had been reached with Davis, Bown, and Friedel, a design, architecture, surveying, and engineering firm based in Milford, to begin engineering work for the project. He explained that the goal is to minimize site impact so that the property remains pristine upon completion. He noted that lessons learned from the Georgetown project, including excessive ground disturbance and selection of a site lacking nearby infrastructure, informed their current approach. Mr. Malone emphasized that the objective is to ensure the site is returned to its original condition when the project concludes.

Responding to Mr. Boggerty, Mr. Malone stated that careful attention was given to ratios of residents to hygiene facilities to ensure adequate accommodation. He explained that a trailer on site provides both ADA-compliant and standard facilities. He noted that, at the Georgetown project, there were no issues with residents waiting in line. Based on his experience, he estimated that one five-unit hygiene facility would be sufficient for a population of 50 to 60 individuals and would be located on site.

Responding to Mr. Boggerty, Mr. Malone stated that the project is considering two potential populations: adults experiencing homelessness and women or families with children. He noted that each group represents different profiles and associated safety considerations. In either case, he explained that the site would include a perimeter fence and controlled access. Drawing from the Georgetown project, he stated that the facility's welcome center serves as a central checkpoint, and individuals are not permitted beyond that point unless they belong on the premises or have a legitimate reason to visit, ensuring tight security.

Responding to Mr. Lewis, Mr. Malone explained that, based on lessons learned in Georgetown, relocating approximately 40 individuals from a traumatic and lawless encampment required significant initial resources, including 24-hour staffing and paid security, which proved to be very costly. He noted that over time, staff recognized that treating residents with respect encouraged them to take ownership of the community, shifting the focus from protecting against them to protecting them. He further stated that residents were provided stipends and, while the program maintained a low-barrier approach, participants serving as resident stewards were expected to demonstrate progress, including maintaining sobriety and compliance with testing. He added that the community was staffed at a welcome center 24 hours a day, seven days a week.

Responding to Mr. Lewis, Mr. Malone stated that if approval was not granted, they would withdraw the proposal. He explained that they were seeking a reasonable understanding of what would constitute success and indicated their willingness to enter into a licensed contractor agreement with the city. He noted that the agreement would include a comprehensive operations plan for the village, subject to city approval and oversight, and would provide the city with remedies if obligations

were not met. He further stated that performance would be evaluated over time based on established metrics and outcomes, and if expectations were not met within a period of one to four years, the city would have the authority to terminate the arrangement.

Responding to Mr. Lewis, Mr. Malone stated that the site would be fully enclosed with fencing, with access limited to a single-entry point through the welcome center. He noted that the remainder of the perimeter would be secure and inaccessible, and added that, similar to the Georgetown site, cameras would be installed facing the surrounding streets.

Responding to Ms. Arndt, Mr. Malone stated that, under the program, the operational contract allows individuals to remain for 24 months. However, the average stay is about 4 to 6 months. Mr. Malone stated that the program did not allow participants to remain without expectations for an extended period; instead, it required adherence to a structured timeline. He explained that participants were required to develop both a housing plan and an income or employment plan. He noted that while other issues, such as health, were addressed with encouragement, participation in the program required a willingness to make meaningful life changes, accept assistance, and actively engage with staff.

Responding to Ms. Arndt, Mr. Malone stated that approximately 40% of participants transitioned into permanent housing. He noted that other outcomes included placement into higher levels of care or relocation out of state, while less than 10% of individuals chose to return to unsheltered living conditions.

Responding to Ms. Arndt, Mr. Malone stated that the proposed target population included either homeless adults or families with women and children, noting that the church expressed a greater level of comfort with serving families, although both options remained under consideration. He explained that insurance considerations indicated differing levels of risk between the populations, which would need to be factored into the decision, and added that Springboard would carry liability insurance. He acknowledged concerns from local businesses regarding theft, suggesting that serving the adult homeless population could potentially reduce such impacts, though not eliminate them, while noting that families were less likely to contribute to those issues but faced significant need. He emphasized that both approaches offered benefits and stated that the organization was seeking guidance from the community, the church, and the City Council to determine the most appropriate population to serve.

Responding to Ms. Arndt, Mr. Malone stated that he had received reports that Target was not supportive of the project, though he was unsure whether the proposal had been fully understood. He noted that he had made an initial attempt to speak with store representatives and intended to follow up with management. He further stated that store staff reported issues with theft, including the need to secure certain

departments such as men's clothing and cosmetics, and emphasized that these concerns were recognized and taken into consideration.

Responding to Dr. Pillsbury, Mr. Malone stated that potential populations included women and children as well as complete family units, including husbands, wives, and children. He emphasized that there was no single predetermined population, noting that each group had demonstrated need. He explained that, while they could not serve all populations simultaneously, they were seeking guidance and input to make an informed decision in partnership with the city, the church, and the broader community.

Mr. Anderson thanked Mr. Malone for the discussion and stated that it raised important considerations for further research. He referenced a property previously considered by an unsheltered working group as potentially more suitable for an adult homeless population and suggested it could be evaluated for a future phase of the project. He expressed the opinion that the current neighborhood may be better suited for a family-focused program, noting concerns about impacts to neighborhood character and emphasizing the importance of preserving intact families as a key factor in poverty reduction and crime prevention. He further stated that a family-centered approach may require more complex and costly infrastructure but addressed an important need. He added that a separate site could potentially be identified for an adult-focused program in the future and encouraged continued coordination with city staff to explore available property options.

Responding to Mr. Rocha, Mr. Malone stated that accurately estimating the size of the homeless population is challenging without conducting extensive street outreach, noting that point-in-time counts offer limited information. He explained that in Georgetown, a lengthy outreach effort was carried out over several months, providing more detailed data but also revealing fluctuations in the population due to people moving in and out of visibility. He added that during a recent cold weather event, coordination with nonprofit partners, the Red Cross, and the town led to temporary shelter for individuals in a community center, where about 20 people were housed, and roughly 70 additional individuals sought shelter outdoors because of unsafe conditions. He suggested that these observations indicate the homeless population might be larger than the current number being served.

Mr. Malone further stated that while the proposed model could be successful if implemented properly, it would not address the full scope of need. He acknowledged that the initial effort in Dover would not eliminate homelessness but would provide a humane and structured approach that could demonstrate a path forward. He concluded by stating that meaningful progress in addressing homelessness requires providing individuals with safe and stable housing.

Responding to Mr. Neil, Mr. Malone stated that they were not seeking funding from the city, noting that in prior presentations in Newark, Milford, and Georgetown, the same position was communicated that such operations should be funded through

state contracts. He explained that they had obtained a contract in Georgetown, though he believed the level of funding was insufficient to meet operational needs. He further stated that their model was for their nonprofit organization to operate and manage the project, with funding to be secured through state contracts for operations and private sector contributions for capital costs, including cottages.

He noted that they had a time-limited capital budget of approximately \$1.4 million available for the project but acknowledged that expansion would require addressing both capital and operating expenses. He further stated that municipalities are often not structurally equipped to fund or manage this level of social service responsibility, despite being directly impacted by the issue.

Responding to Mr. Neil, Mr. Malone stated that the property's zoning is institutional office zoning, which includes language permitting emergency shelters and transitional housing as a use. He noted that this would be further reviewed to determine what is allowable under the code.

He explained that while the proposed model may appear similar to a "deconstructed hope center," there are distinctions, and described the hope center model as a facility that provides tiered levels of service, beginning with emergency shelter, followed by short-term stays, respite care, and potentially permanent supportive housing. He cited medical discharge situations as an example of the need for respite care, noting that individuals may be too ill for unsheltered conditions but not eligible to remain in a hospital setting. He added that some facilities have adapted by dedicating space for respite care and, in response to ongoing housing shortages, expanding into permanent supportive housing.

He further stated that the effort is intended to be collaborative, noting coordination with local and regional partners, including representation from New Castle County's Department of Community Development on the organization's board.

Council Reports – February 2026

First District

Dr. Pillsbury reported attending the Quarterly Joint Pension meeting.

Mr. Rocha reported attending internal meetings with Council President Neil, the Quarterly Joint Pension meeting, and the St. Patrick's Day Parade committee meetings. He also reported working with the City Manager's office on constituent complaints.

Second District

Ms. Hall reported that her district experienced multiple complaints related to snow removal and stated that she and Councilman Lewis had been actively addressing those concerns. She thanked city staff for their assistance in responding to those issues.

She further stated that she had been conducting research regarding the potential development of a data center in the area and was gathering information to help the city be proactive in its response should such a facility choose to locate in Dover. She noted that she had also been engaged in conversations regarding additional community initiatives involving children.

Ms. Hall further stated that she was appreciative of discussions related to affordable housing and reported that she had been researching a national opportunity related to housing affordability. She indicated that she would share additional information as it became available.

Mr. Lewis reported, in line with Ms. Hall's comments, that he had been addressing numerous constituent concerns involving code enforcement issues and crime in his district. He stated that he referred most matters to Ms. Duca, Assistant City Manager, and Chief Code Enforcement Officer Eddie Kopp for follow-up.

He further stated that he had spoken briefly with the Chief regarding the potential installation or restoration of a surveillance camera in the alleyway between Stoney Creek Development and Barrister, noting that the area was experiencing significant issues, including trash accumulation and frequent complaints of suspected drug transactions and parking-related concerns, with approximately three to four constituent calls per week.

Mr. Lewis stated that he intended to continue discussions with the Chief and possibly schedule a meeting with Councilwoman Hall to explore solutions, including the possibility of securing a camera through collaboration with another state agency if funding was limited.

Third District

Ms. Arndt reported that she had attended several constituent meetings, including most recently the Downtown Dover Partnership Board meeting. She stated that she had received constituent concerns regarding trash along roadways, particularly along curbs and in the medians on Route 13, noting that the issues had become more visible following the melting of snow. She indicated that she would look into the matter moving forward to see if additional cleanup efforts could be arranged.

Fourth District

Mr. Anderson reported that he wanted to thank all participants in a recent community trash pickup event organized by Booted and Suited, noting that it was a success with approximately 40 community members and partners participating. He stated that he was unable to attend due to prior work obligations but expressed appreciation for those who organized and participated in the effort. He further reported that he had spoken with several individuals following the event and noted overall positive community engagement.

Mr. Anderson stated that there were ongoing concerns regarding potential drug-related activity in the alley between North Governors Avenue and New Street, as

well as other neighborhood issues that had been referred to staff for review. He thanked city staff for their work and noted that there had been significant positive feedback regarding snow removal efforts across the district, commending staff for their professionalism and hard work.

He further reported that residents along Silver Lake Boulevard had expressed appreciation for the replacement of a barrier in that area, noting minor delays due to weather conditions. Mr. Anderson concluded by noting that additional matters had been forwarded to staff for follow-up and expressed anticipation for the upcoming St. Patrick's Day parade, thanking volunteers for their efforts in organizing the event.

Dr. Sudler was absent; no report was given.

At-Large

Mr. Boggerty reported that he attended and spoke at the rescheduled Black History program at the Modern Maturity Center and noted that the event was well-received. He further reported that he attended a meeting with Councilman Rocha and Council President Neil. He also stated that he continued his duties, including participating in a Construction and Property Maintenance Code Board of Appeals meeting.

Council President Neil

Mr. Neil reported that he attended a Disabled Students poster contest at the George Mason Station near the Duncan Building. He stated that he also attended an appeals hearing with Chairman Boggerty and Councilman Rocha.

He further reported that he met with the Mayor and citizens interested in establishing a City of Dover museum. He noted that he addressed constituent emails regarding proposed pedestrian safety issues and sent a Third District snow alert on behalf of Councilwoman Arndt and himself to Third District HOA presidents and civic leaders, as well as responding to additional snow removal concerns.

Mr. Neil stated that he participated in email discussions with residents in the historic district regarding sidewalk repair needs, involving coordination with Mark Nowak, Public Works, and Councilman Anderson. He further noted discussions regarding the potential use or acquisition of the former Dover Sheraton Hotel owned by Delaware State University by the state for conversion into a Hope Center. He also reported receiving a call from a hotel owner expressing concerns and stated that he encouraged the individual to visit the Hope Center in New Castle County to better understand its operations.

UTILITY COMMITTEE

The Utility Committee met with Chairman Rocha presiding.

Adoption of Agenda

Mr. Lewis moved for adoption of the agenda, seconded by Mr. Boggerty, and unanimously carried.

Dedication of Water Infrastructure – S. Bay Road (Jason Lyon, Director of Water and Wastewater)

Mr. Jason Lyon, Director of Water and Wastewater, reviewed the background and analysis of the dedication of the water infrastructure for South Bay Road.

Staff recommended acceptance of water infrastructure within the right-of-way of Bay Road. Dedication is to include all of the referenced water infrastructure.

Responding to Mr. Lewis, Mr. Lyon stated that the city would not be spending any money on the project and that all associated costs would be borne by the developer. He clarified that the request was strictly for approval and that the city had not made any payment toward the project. He further acknowledged that the city would be responsible for ongoing maintenance moving forward.

Mr. Anderson moved for acceptance of the water infrastructure within the right-of-way of Bay Road and that the dedication includes all of the referenced water infrastructure, as recommended by staff. The motion was seconded by Ms. Arndt and unanimously carried.

By consent agenda, Ms. Arndt moved for approval of the Committee's recommendation, seconded by Ms. Hall and carried by a unanimous roll call vote (Lewis absent).

Dedication of Water and Wastewater Infrastructure – Oak Shadows (Jason Lyon, Director of Water and Wastewater)

Mr. Jason Lyon, Director of Water and Wastewater, reviewed the background and analysis of the dedication of the water and wastewater infrastructure for Oak Shadows.

Staff recommended acceptance of the water and wastewater infrastructure within the right-of-way of the Oak Shadows development. Dedication is to include all of the referenced water and wastewater infrastructure.

Ms. Arndt stated that she had met with the community on site on several occasions and attended an HOA meeting with Mr. Lyon. She expressed appreciation for his continued collaboration with the community and thanked him for working with residents. She noted that the community had expressed concern about securing funding to complete the work necessary to bring the project up to city standards for dedication. She further thanked Mr. Lyon for his commitment and for assisting in guiding the process to its current stage.

Ms. Arndt moved to recommend acceptance of the staff recommendation for the dedication of the infrastructure. The motion was seconded by Dr. Pillsbury and unanimously carried.

By consent agenda, Ms. Arndt moved for approval of the Committee's recommendation, seconded by Ms. Hall and carried by a unanimous roll call vote (Lewis absent).

Mr. Rocha moved for adjournment of the Utility Committee meeting; hearing no objection, the meeting adjourned at 7:55 p.m.

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

The Legislative, Finance, and Administration Committee met with Chairman Anderson presiding.

Adoption of Agenda

Mr. Shevock moved for adoption of the agenda, seconded by Mr. Rocha, and unanimously carried.

Update from the American Federation of State, County, and Municipal Employees (AFSCME) on Membership Priorities (Matt Carey, President of the AFSCME Union)

Mr. Matthew Carey, President of the AFSCME Union, presented the committee with membership priorities.

This item was informational; committee action was not required.

Mr. Carey stated that he serves as the Emergency Communications Manager for the Dover Police Department and as President of AFSCME Local 2356. He thanked the Council for its support of city employees and stated that the relationship between the Council and employees had been positive overall.

He reported that the union currently has a 14.58% vacancy rate and expressed concern regarding employee retention, noting challenges related to pay structure, including the city's 5% pay increase limitation under the Pay Plan. He suggested the Council consider reviewing the policy to provide additional flexibility, stating that it may help address pay compression and improve retention, particularly among mid-tenured employees.

Mr. Carey further stated that the union has a strong interest in reinstating the pension system and referenced prior discussions held with the HR Director, City Manager, and union presidents regarding an educational process and employee survey. He stated that follow-up information had not yet been distributed since a meeting in early December and requested that the city move forward by providing the materials so employees could better understand and complete the survey.

He emphasized the importance of communication between the city and the union, noted he had recently sent correspondence to council through the City Clerk's Office, and requested continued dialogue to advance discussions and improve

coordination. He concluded by thanking the Council and stating that his experience with the city over his 19-year tenure had generally been positive.

Responding to Ms. Arndt, Mr. Carey stated that a survey distributed to union members in the fall received inconsistent responses, noting that some members did not receive it, did not understand it, or left questions unanswered. He explained that he, along with the IBEW President and DOE President, met with the Assistant City Manager, the HR Director, and staff on December 1st to address these issues. He stated that all parties agreed to develop an informational packet, such as a slideshow or short video, to provide clear and concise information for employees.

He further stated that the group was expected to reconvene in January to review and approve the messaging before distribution; however, that follow-up meeting had not yet occurred. He explained that the intent of the process was to ensure clarity in communication regarding union questions and proposals so employees could better understand the issues and determine whether further action or advocacy was needed.

Responding to Mr. Rocha, Mr. Anderson stated that the 5% pay limitation appeared to relate to promotional increases, including situations where employees assume interim or supervisory roles. He noted that the cap may not provide sufficient compensation for the additional responsibilities. He further stated that there may be provisions allowing for higher increases under certain conditions.

Responding to Mr. Rocha, Mr. Carey stated that the 5% pay limitation was creating broader challenges across the city, affecting employees moving between departments, unions, and non-bargaining positions. He explained that the restriction limited the city's ability to offer competitive increases, even for highly qualified employees, which discouraged advancement and contributed to employees remaining in their current roles rather than accepting promotions.

He noted that this situation contributed to pay compression and reduced interest in leadership positions, as employees could earn comparable or greater compensation through overtime without taking on additional responsibilities. He further stated that this issue impacted multiple groups across the city and led to retention challenges, with some employees leaving their positions within a short period for better opportunities.

Mr. Carey confirmed that employees were gaining valuable training and managerial experience with the city and then leaving for other opportunities. He stated that the current pay limitations restricted the city's ability to negotiate or offer competitive increases, which hindered retention efforts. He acknowledged that not all employees may warrant increases beyond the existing cap, but emphasized that, in many cases, the limitation was preventing the city from appropriately compensating and retaining qualified personnel.

Mr. Rocha stated that he was interested in evaluating the pay gap between employees receiving a 5% increase and the salaries of those previously in the position. He noted that, in cases where there is a significant disparity, the limited increase may not provide adequate incentive for employees to assume additional responsibilities or pursue the position. He indicated that this issue warranted further review.

Mr. Lewis emphasized the need for continued discussions but reiterated the current budget constraints.

Responding to Mr. Lewis, Mr. Rocha stated that, in his view, the budget may already account for higher salaries associated with certain positions. He explained that if a higher-paid employee leaves and a lower-paid employee assumes the role, even with a 5% increase, there may still be unused funds within the existing budget allocation. He suggested that this could allow for greater flexibility in compensation without necessarily creating additional budgetary strain.

Responding to Mr. Rocha, Mr. Lewis stated that he had previously raised concerns regarding the use of funds from unfilled positions, noting that while those funds may be used temporarily, the positions remain budgeted and will eventually need to be filled. He questioned how utilizing those funds in the interim could impact the budget in the future and whether doing so could result in a deficit once the positions are filled. He emphasized the need for clarity on how this practice affects long-term budgeting.

Mr. Neil stated that the matter would need to be considered during upcoming budget discussions or in future budget cycles, noting that it involved broader issues such as pensions and challenges with recruitment and retention. He indicated that additional review was necessary to better understand the underlying causes, including long-standing vacancies.

He stated that the issue would be addressed moving forward, though specific outcomes could not yet be determined, and emphasized the need to evaluate it alongside other human resources concerns. He added that prior efforts had been made to adjust salaries and improve compensation structures and that further review would be conducted to find an appropriate balance.

Bob Murphy stated that he is a resident of Milford and a landowner of the proposed Little Living Project, noting that he and his wife are partners in the effort. He commended council for its engagement and discussion on the issue of affordable housing.

He referenced prior planning efforts and public input supporting affordable housing initiatives and stated that the city was taking proactive steps in coordination with agencies such as the Delaware State Housing Authority and other municipalities.

He emphasized the importance of clear and accurate information, noting that misinformation could hinder progress.

Mr. Murphy explained the financial challenges associated with developing affordable housing, including land and construction costs, and described the concept of “little living” or cottage-style homes as a way to increase housing opportunities. He compared traditional density calculations to smaller home models, stating that higher unit counts could still be consistent with overall land use when considering total livable space.

He encouraged council to consider a pilot or “proof of concept” approach to demonstrate the viability of such developments. He also expressed concern about zoning and development inconsistencies, noting that higher-cost developments are often permitted while affordable housing projects face barriers. He concluded by reiterating his support for the initiative and encouraging continued progress in addressing housing needs for underserved populations.

Jeanie Anderson, Dover, expressed concerns regarding ongoing crime in her area and suggested the possibility of establishing a mobile or temporary police presence, potentially utilizing existing facilities such as the People’s Church or the nearby fire department. She stated that increased police presence in the area may help reduce crime and noted that available space in the community could potentially be used for this purpose.

She further raised concerns about unsanitary conditions in the neighborhood, stating that individuals were relieving themselves outdoors, and inquired about the possibility of installing portable restroom facilities to address the issue and provide a more dignified solution.

Mr. Anderson moved for adjournment of the Legislative, Finance, and Administration Committee meeting; hearing no objection, the meeting adjourned at 8:22 p.m.

Mr. Neil moved for adjournment of the Council Committee of the Whole meeting, hearing no objection, the meeting adjourned at 8:22 p.m.

By consent agenda, Ms. Arndt moved for acceptance of the Council Committee of the Whole Report, seconded by Ms. Hall and carried by a unanimous roll call vote (Lewis absent).

APPOINTMENTS RECOMMENDED BY CITY COUNCIL

By motion of Ms. Arndt, seconded by Ms. Hall, the following appointments were accepted by consent agenda:

Dover Human Relations Commission - At-Large Appointment - Three- Year Term to Expire February 2029

Jordan Spencer

CITY MANAGER'S ANNOUNCEMENTS

Ms. Duca announced that spring cleanup is scheduled for April 6th through April 17th. Residents with questions regarding this service, or trash and recycling services in general, are encouraged to contact the Department of Public Works at (302) 736-7025. She also announced that the annual water distribution system flushing is scheduled for April 12th through May 1st. Any questions regarding this process may be directed to the Department of Water and Wastewater at (302) 736-7025. Regarding project updates, she stated that the railing replacement along Silver Lake Boulevard, which was previously scheduled to begin, has been rescheduled to Wednesday, March 25th, due to weather conditions. Additionally, the Persimmon Park Play drainage project has experienced weather-related delays throughout the winter and was approximately 60% complete.

MAYOR'S ANNOUNCEMENTS

Mayor Christiansen was absent.

COUNCIL MEMBERS' ANNOUNCEMENTS

Mr. Boggerty announced that Delaware's Laborers' Local 199 is hosting a Workforce Recruitment Open House on March 30th from 9:00 a.m. to 11:30 a.m. He noted that The Well Church would be hosting the event, and the location was 1406 Forrest Avenue, Suite D. He further added that they would be looking to hire apprentices in the fields of concrete, masonry tending, scaffold builder, and excavation and grading.

Mr. Lewis announced that on March 25th, there would be a Central Delaware Chamber of Commerce ribbon cutting at Bally's Casino at the Circulo Lounge, and on March 28th, an Easter Eggstravaganza at the Elizabeth W. Murphy School, sponsored by Tracy Palmer Ministries, will be held from 12:00 p.m. to 4:00 p.m.

Ms. Hall announced that the 2026 Tuskegee Airmen Commemoration Day at Delaware State University will be held from 9:00 a.m. to 2:00 p.m.

Mr. Anderson expressed gratitude to those who have shared their views on both sides of the issues occurring downtown. He acknowledged the challenges that have occurred and affirmed that residents have a right to feel safe on their property. He noted that getting individuals off the streets was a positive step, as it allowed them to receive the help they needed. He emphasized his commitment to finding a solution that worked for all sides, to build a stronger community where residents were supported and able to enjoy a higher quality of life in the city. He called on various community organizations for when winter comes to restore the original vision that had happened with Code Purple, because one (1) neighborhood should not bear the burden alone. There would be fewer problems when things rotate through different places, and he hoped that individuals would start considering that for the winter season.

Dr. Sudler wished everyone a Happy Easter and stated that they must continue working together to address the social challenges that have affected the community. He concurred with Mr. Anderson that not one (1) agency should bear the bulk of the burden, but rather that responsibility should be

shared. He noted that if they all worked together, they would eventually come up with a neutral solution that would benefit everyone.

The meeting adjourned at 7:41 p.m.

ANDRIA L. BENNETT, CMC
CITY CLERK

All ordinances, resolutions, motions, and orders adopted by the City Council during their Regular Meeting of March 23, 2026, are hereby approved.

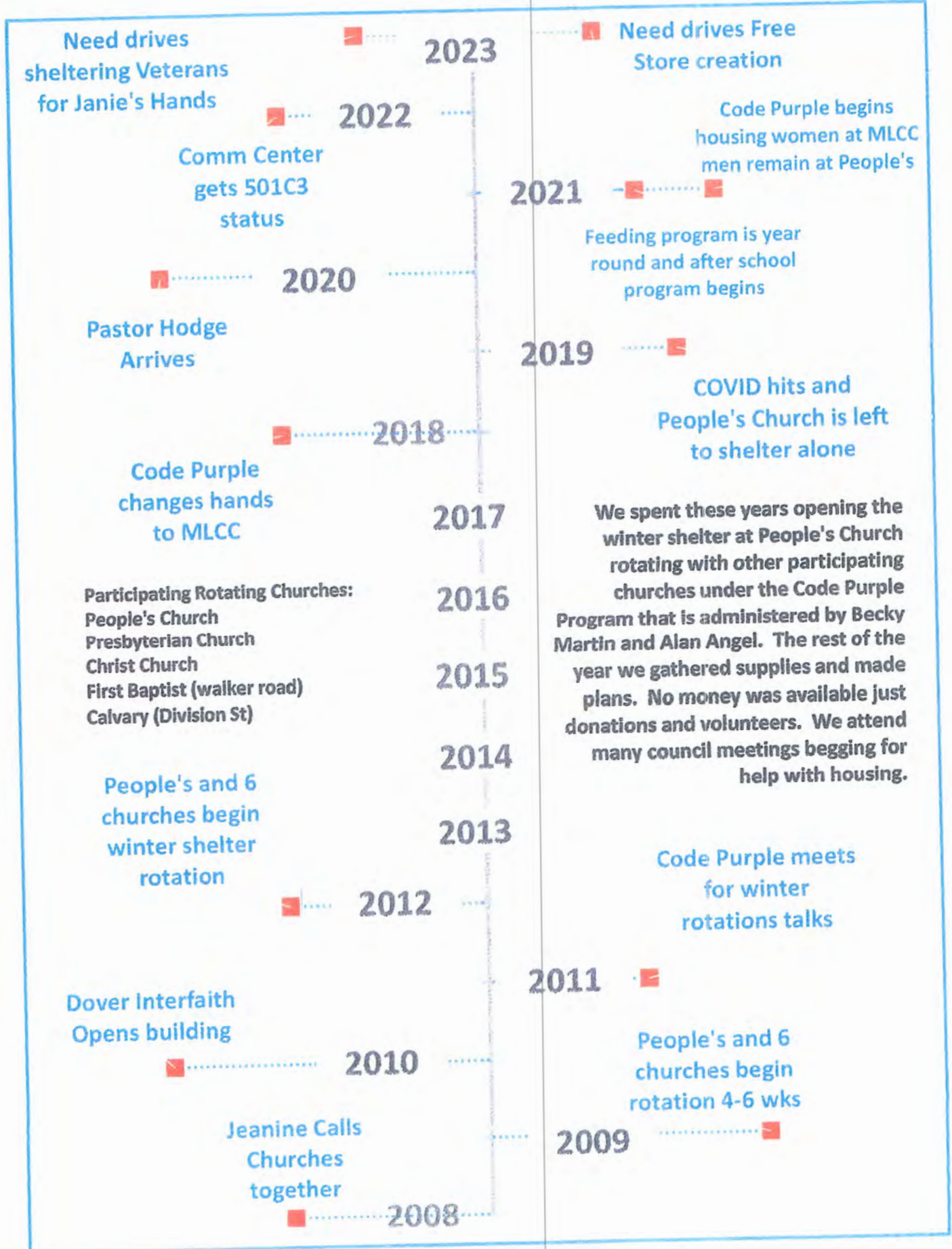
ROBIN R. CHRISTIANSEN
MAYOR

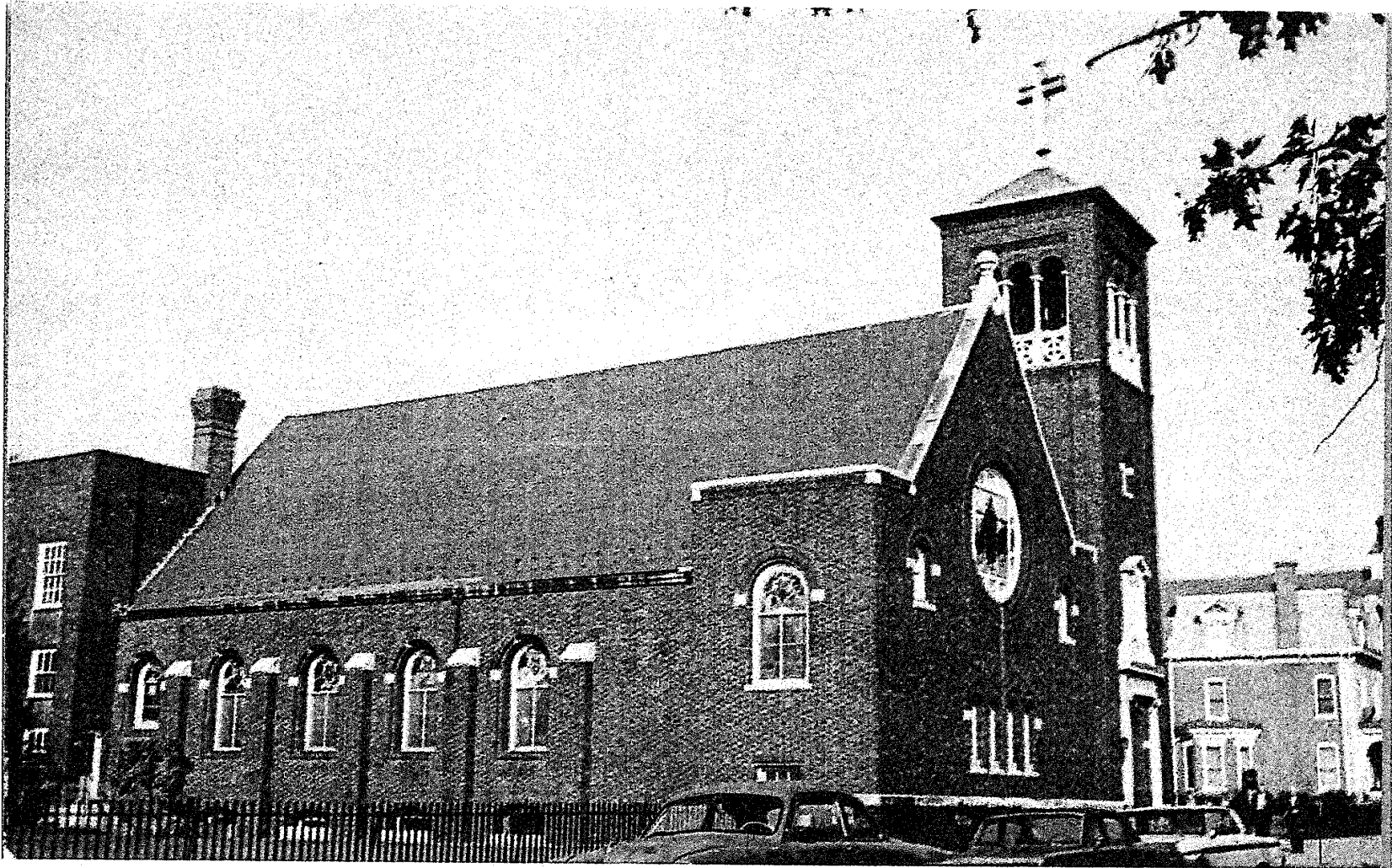
/AB

Exhibits

Exhibit #1 – Sue Harris – People’s Church Timeline

Exhibit #2 – Sue Harris – People’s Church Stained Glass Windows Photo and Delaware Department of Health and Social Services Division of Public Health Food Establishment Permit







DELAWARE HEALTH AND SOCIAL SERVICES
Division of Public Health



OFFICE OF THE DIRECTOR

Delaware Department of Health and Social Services

Division of Public Health

Food Establishment Permit

NOT TRANSFERABLE

People's Church of Dover

46 South Bradford Street , Dover, Delaware 19904, United States

Permit Holder Name:	Sue Harris
Permit Number:	FE-2025-1034
Permit Type:	Permanent Food Est. Permit
Permit Issue Date:	5/1/2025
Permit Expiry Date:	7/1/2026
Types of Operations:	Food Operations

Above named is hereby granted permission to follow the trade, business, pursuit, or occupation at the above listed address, and for the purposes set forth and defined under 16 Del. Admin. Code 4400, pursuant to the information signed and submitted by this person to the Secretary, Delaware Health and Social Services in an application duly filed.

POST IN A CONSPICUOUS PLACE FOR PUBLIC VIEW

Steven L. Blessing
Director, Division of Public Health
Delaware Department of Health and Social Services
Date: 5/1/2025

COUNCIL COMMITTEE OF THE WHOLE

The Council Committee of the Whole met on March 24, 2026, at 6:05 p.m. with Council President Neil presiding. Members of Council present were Mr. Anderson (arrived at 6:08 p.m.), Ms. Arndt, Mr. Boggerty, Ms. Hall (arrived at 6:11 p.m.), Dr. Pillsbury, and Dr. Sudler. Mr. Lewis and Mr. Rocha were absent. Mayor Christiansen was also absent. Civilian members present for their Committee meetings were Dr. Jackson, Ms. Smack (via WebEx) (*Safety, Advisory, and Transportation*), Mr. Shevock (via WebEx), and Mr. Garfinkel (*Legislative, Finance, and Administration*).

ADOPTION OF AGENDA

Ms. Arndt moved for adoption of the agenda, seconded by Dr. Pillsbury and unanimously carried.

SAFETY, ADVISORY, AND TRANSPORTATION COMMITTEE

The Safety, Advisory, and Transportation Committee met with Chairman Boggerty presiding.

Adoption of Agenda

Ms. Arndt moved for adoption of the agenda, seconded by Dr. Pillsbury and unanimously carried.

East Loockerman Street Update (Jason Lyon, Director of Water & Wastewater)

Mr. Jason Lyon, Director of Water & Wastewater, reviewed the background and analysis regarding the East Loockerman Street update.

This item was informational; committee action was not required.

Mr. Neil stated that there are these types of issues throughout the city, and he thinks that speed cameras should be revisited in the high-speed areas. He further stated that bringing back an Alderman's Court will help get these issues under control much faster.

Mrs. Arndt stated that she agreed with Mr. Lyon that the entire neighborhood should be notified of any closure, not just the residents on East Loockerman Street. Mrs. Arndt agreed with Mr. Neil that closing a road due to speeding sets a dangerous precedent that would be unsustainable throughout the city, and council would need to be prepared for all the additional requests. Mrs. Arndt then suggested potential signage indicating that through traffic is not welcome and speed-limit reminders. She reminded council that the numbers from the study done were not indicative of needing aggressive measures and stated she supports doing this on a temporary basis, but reminded council to be prepared to receive complaints from residents.

Responding to Dr. Sudler's question regarding speed cushions, Mr. Lyon explained that speed cushions are permitted on private property but are prohibited on city streets. Mr. Lyon further stated that the ordinance regarding speed humps was adopted in 2016.

Responding to Mr. Boggerty, Mr. Lyon explained that school buses would have to take an alternative route and would experience similar delays to emergency vehicles.

Mr. Boggerty echoed the concerns of Mrs. Arndt regarding opening Pandora's box once council grants a request to close a road due to speeding, it will lead to many more requests being made throughout the city. He further stated that a delay of a few minutes could turn into greater delays overall.

Responding to the inquiries about speed cameras, Mr. Lyon explained that a speed camera is rented at a certain price, and then a cost-benefit analysis would need to be done to see if the city is going to generate enough revenue to offset the cost. He further explained that the speed cameras are under contract with the State of Delaware, and DelDOT would have to approve a study, and due to the numbers on this particular street, it would not be approved. Mr. Lyon stated that there was not enough speeding on East Loockerman Street to justify the state approving the speeding over 11 miles an hour in the 85th percentile.

Mr. Lyon explained he understands the safety aspect of this initiative and that it could be done, but the numbers would need to be really scrutinized because if not, the city would be losing money, and that wouldn't be financially prudent. Mr. Lyon then offered to reach out to the City of Newark to discuss how it is going there financially and report back to council.

Mr. Lyon stated that the reason this item is back before the committee is due to the motion made in December to close a portion of East Loockerman temporarily to do studies. He further explained that it does not mean it is being closed forever. He explained that during the closure, it will be studied to see if alternative traffic calming ideas may be of benefit to the area and come up with potential solutions. They received an estimate of \$20,000 to have an engineer do some evaluations on the road, both geometrically and with signage. The funding is not in the current budget, so he suggested reaching out to legislators for potential CTF funding or a potential DelDOT grant.

Responding to Dr. Pillsbury, Mr. Lyon stated he was not sure of the specific costs of placing a 25-mile-an-hour speed limit sign and a child at play sign. He suggested the cost would probably be in the \$200 range, but he would also need to poll the residents in the area.

Responding to Dr. Sudler, Mr. Lyon explained that the analysis is called a Traffic Calming Analysis, and it utilizes the DelDOT Traffic Calming Manual as well as a federal manual that would be utilized by the firm. Mr. Lyon further explained that it considers crash data and speed count data that they have collected from the police department. The information has already been provided to them to process, so the analysis would be about what sort of geometric features could be done on a very narrow road of 21 feet, curb to curb. Mr. Lyon stated that due to this information, it would be very difficult to place a chicane or a roundabout; however, the firm would look at different striping or signage that could be done.

Mr. Lyon stated that staff recommends striping the road with a double yellow line and a white shoulder to give a visual to keep in the lane, as there really should not be parking on this road, as it is not wide enough. He explained that the horizontal white lines are used as a visual deterrent

to keep drivers from speeding. He further explained that these are all things the firm is going to evaluate and provide the city with feedback and recommendations.

Mr. Lyon responded to the suggestion of speed signs that have blinking lights. He explained that those signs are radar signs that are solar powered, and the cost is approximately \$10,000-\$12,000 each.

Responding to Dr. Sudler, Mr. Lyon explained that the city has utilized a temporary speed sign mobile unit in the proposed area, but it does not capture data to know how effective it is in calming traffic. Mr. Lyon further explained that there are more expensive devices that require an internet data connection.

Responding to Dr. Sudler, Mr. Lyon explained that he was unsure of the definite date of the previously captured data from this area, and he would get that information to council.

Dr. Pillsbury moved to recommend placing a speed limit sign at the entrance of the development and Caution Children at Play, as soon as possible. The motion was seconded by Mr. Anderson and unanimously carried.

Mr. Anderson moved to amend the motion to include a Strictly Enforced sign. Dr. Pillsbury accepted the amendment.

Mr. William Faust, 136 Orchard Avenue, Dover, had two suggestions for combating speeding. He suggested placing a patrol car with tinted windows and a dummy in the seat in the area of the speeding. His second suggestion was to have police officers on motorcycles with radar guns in the areas affected by speeding. He also suggested using license plate readers to capture the speeders.

Bonnie Pennington, 200 North Kirkwood Street, Dover, stated that she has been trying to get assistance for the speeding on Kirkwood Street since 2005. She explained that they have no signs, and it is not just the public that speeds. Ms. Pennington stated that it is police officers, buses, and other vehicles. She watches vehicles run stop signs, and she worries about the children in the area. She further stated that the speeding issues are not just in one development. She stated she had begged for a police officer to come and sit at the corner and catch the speeders, but never received a response. She further complained that she sees officers sitting in their vehicles, eating lunch or talking to other officers

Speeding Concerns Update – Lincoln Park (Jason Lyon, Director of Water & Wastewater)

Mr. Jason Lyon, Director of Water and Wastewater, presented the committee with an update on the speeding concerns surrounding Lincoln Park.

This item was informational; committee action was not required.

Responding to Mrs. Arndt, Mr. Lyon stated that the firm being used is RK & K, and the cost is \$48,000. He explained that he would get back to council with the timeline.

Responding to Dr. Sudler, Mr. Lyon explained that the study being done in Lincoln Park is the same type of study as just discussed for East Loockerman, a traffic calming analysis. He further explained that ADA improvements to sidewalks and curbing are done in conjunction with paving, and that is why some streets in Lincoln Park have not been completed.

Responding to Mr. Anderson, Mr. Lyon explained that one of the areas to look at traffic calming issues is Slaughter Street and that he would like to take a holistic approach to the process, making sure it is not paved if they are going to place a chicane at some point. He further explained that these items will be provided to the firm as part of the analysis.

Responding to Dr. Sudler, Mr. Lyon explained that there are no sidewalks on either side of Slaughter Street and that putting a sidewalk on a street without original sidewalks will need design work that will need to be figured out throughout the process.

Dr. Sudler suggested, while speaking about the area of Lincoln Park, that there is continued dumping in that area, and he wanted to request a camera to be placed in that location.

Mr. Boggerty moved for adjournment of the Safety Advisory and Transportation Committee meeting, hearing no objection the meeting adjourned at 6:56 p.m.

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

The Legislative, Finance, and Administration Committee met with Chairman Anderson presiding.

Adoption of Agenda

Mr. Shevock moved for adoption of the agenda, seconded by Dr. Pillsbury and unanimously carried.

Evaluation of Bids – Water Street Flooding Improvements (Jason Lyon, Director of Water & Wastewater)

Mr. Jason Lyon, Director of Water & Wastewater, reviewed the background and analysis regarding the Evaluation of Proposal for the Water Street flooding improvements.

Staff recommended awarding the contract to A-Del Construction for the Water Street Flooding Improvements project, Bid #26-0013WW, for the amount of \$531,916.

Responding to Mr. Boggerty, Mr. Lyon explained that the project was bid in accordance with the city procurement policy, reaching out to contractors that are recognized in the Supplier Office of Diversity through the state of Delaware. A non-mandatory pre-bid meeting was held to review the project details, and all bids have been evaluated based on minority ownership. There is also a preference for local vendors. Mr. Lyon further explained that all the information is included in the committee action form.

Responding to Mr. Boggerty, Mr. Lyon confirmed that individuals showed up to the nonmandatory pre-bid meeting, it was announced, and individuals could have attended, and smaller contractors could have contacted A-Del Construction during the process.

Responding to Mrs. Arndt, Mr. Lyon explained that they are in negotiations with the state currently to discuss who is going to be financially responsible for finishing the paving project after the road infrastructure improvements are completed. Mr. Lyon agreed that he believes the state should be responsible, as they have already scheduled to complete road improvements.

Responding to Dr. Sudler, Mr. Lyon explained that he is not aware of the county participating in cost-sharing as it relates to infrastructure or road improvements. He further explained that there have been coordinated efforts regarding wastewater projects because the county accepts and treats the city's sewage. Mr. Lyon agreed to look into the county as a potential funding source.

Dr. Sudler moved to recommend accepting the staff recommendation. The motion was seconded by Mr. Shevock and unanimously carried by a roll call vote (Lewis, Rocha absent).

Proposed Ordinance #2026-03 – Amending Chapter 22 – Buildings and Building Regulations, Article XI – Dangerous Buildings (Eddie Kopp, Chief Code Enforcement Office)

Mr. Eddie Kopp, Chief Code Enforcement Officer, reviewed the background and analysis regarding Proposed Ordinance #2026-03.

Staff recommended forwarding the Proposed Ordinance #2026-03 to council for approval.

Ms. Arndt moved to recommend accepting the staff recommendation. The motion was seconded by Dr. Sudler and unanimously carried.

Proposed Ordinance #2026-04 – Amending Chapter 22 – Buildings and Building Regulations, Article XII – Vacant Buildings (Eddie Kopp, Chief Code Enforcement Office)

Mr. Eddie Kopp, Chief Code Enforcement Officer, reviewed the background and analysis regarding Proposed Ordinance #2026-04.

Staff recommended forwarding the Proposed Ordinance #2026-04 to council for approval.

Responding to Mr. Neil, Mr. Kopp explained that a lot of properties, particularly those located downtown, have apartments above vacant storefronts, and although it is one building, this situation has two separate issues. Mr. Kopp gave the example of Loockerman Street, where there are buildings with broken windows, trash, and debris all around the first floor of the building; however, the apartments on the higher floors are rented. Mr. Kopp further explained that the public views that building as vacant due to the unsightliness of the first floor, and wonders why they are being cited but not the residential buildings downtown. Mr. Kopp explained there are a number of businesses on Loockerman Street that are sitting empty, and while he understands that it's a difficult situation, he feels it's an injustice to allow it to continue and believes holding the same standards throughout is about being fair.

Responding to Mr. Neil, Mr. Kopp stated that he is willing to modify the language of the ordinance so that it does not cause legal issues when the upper part of the building is occupied, but the storefront or street level portion of the building is unoccupied. He stated that he could edit the

language and use words such as unit or space to have a clear distinction within the definition, and this would help clarify this concern.

After further discussion regarding the potential legal issues with the amendments, Mr. Neil requested that the item be postponed for legal review and asked that it be returned to council as quickly as possible.

Responding to Mr. Anderson, Mr. Kopp explained that what is being discussed would be clarifying the exemption, so it would be an exemption from the vacant building registration fee.

Mrs. Arndt stated that she wanted to express support for the ordinance, and she also responded to Mr. Neil's concern, explaining that other municipalities are passing similar ordinances and gave the example of the Town of Smyrna. She further suggested that the specific language that Smyrna has included in its ordinance would possibly be more impactful than what is in the proposed amendments.

Responding to Mr. Anderson, Mr. Kopp stated that he has not received any feedback from the Downtown Dover Partnership or any downtown merchants.

Mr. Anderson suggested that while amending the ordinance, possibly addressing the difference between vacant buildings and temporarily unoccupied buildings. He further explained that some residents still maintain their properties while being away for a few months of the year, and this is a matter that has been raised during Code Board of Appeals meetings.

Responding to Mr. Anderson, Mr. Kopp stated that he agreed. Mr. Kopp further stated that it would be best if it were placed under exemptions and could be a permanent exemption. He explained that it would be good to document and track the buildings that may be unoccupied for six months; however, not notifying the public, but for city records in the event of any type of emergency. Mr. Kopp stated that it would be an easy amendment in the same section.

Responding to Mr. Boggerty, Mr. Kopp explained that a brownfield is an exemption in the vacant building ordinance.

Responding to Dr. Pillsbury, Mr. Kopp stated that all ordinances and amendments receive legal review.

Mr. Neil moved to recommend having the proposed ordinance brought back at the next committee meeting with the two amendments requested. The motion was seconded by Dr. Pillsbury and unanimously carried.

Bonnie Pennington, Dover, spoke, explaining that she lives on Kirkwood Street and Cecil Street is on the side of her home. She expressed concern regarding crime in her area and requested that a camera be placed on a telephone pole on Cecil Street. She explained that there is already a camera that exists on Kirkwood Street.

Mr. Anderson responded to Ms. Pennington that the camera network is at capacity, and they will need to put additional funding into the budget to install more cameras throughout the remaining areas of the city.

Dr. Sudler suggested possibly relocating an existing camera from an area with low criminal activity to the address where the criminal activity is, as Ms. Pennington suggested.

William Faust, Dover, explained a situation where someone robbed a store and was released on unsecured bail, and commended the Dover Police Department.

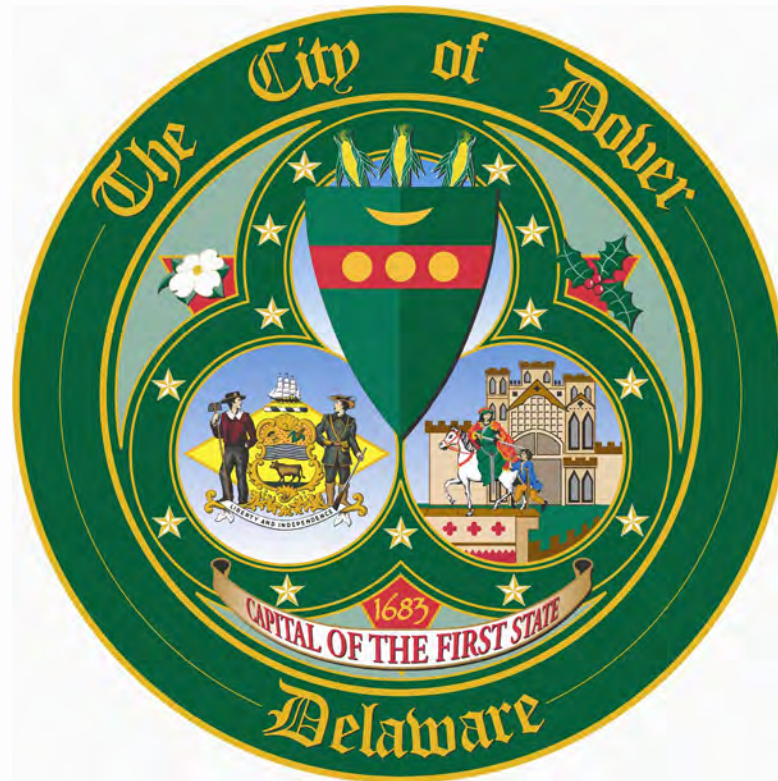
Mr. Garfinkel moved to request that Dover Police conduct an evaluation of the efficacy of the camera system and report their findings back to the Safety, Advisory, and Transportation Committee. The motion was seconded by Mr. Neil and unanimously carried.

Mr. Anderson moved for adjournment of the Legislative, Finance, and Administration Committee meeting, hearing no objection the meeting adjourned at 7:45 p.m.

Mr. Neil moved for adjournment of the Council Committee of the Whole meeting, hearing no objection the meeting adjourned at 7:45 p.m.

Fred A. Neil
Council President

CITY COUNCIL COMMUNITY ENHANCEMENT FUND REPORT



FEBRUARY 2026

CITY COUNCIL COMMUNITY ENHANCEMENT FUND
JULY 1, 2025 - JUNE 30, 2026
100-10-12-99-000-53037

Current Balance - \$ 13,866.66							
BUDGETED AMOUNT							
COMMUNITY ENHANCEMENT FUND - \$2,500 FOR EACH COUNCIL MEMBER PER DISTRICT AND \$5,000 FOR AT-LARGE COUNCIL MEMBER. THE PURPOSE OF THE FUND IS TO ALLOW MEMBERS TO CONTRIBUTE FUNDS TO A SMALL PROJECT OR COMMUNITY NEEDS IN EACH DISTRICT							
TOTAL							
Date	COUNCIL SPONSOR	Vendor	Description	P.O. #/INVOICE #	BATCH#	TOTAL CHARGES	YEAR TO DATE BALANCE
7/3/2025	Anderson	Hispanic Organization of Latin Americans (HOLA)	Councilman Anderson authorized the designation of \$500 of his community enhancement funds to the Hispanic Organization of Latin Americans (HOLA) for their Balala Con Dover Festival.	Email from David Anderson dated 06/02/2025 and an email from Anthony (Tony) Velazquez Founder/CEO dated 06/02/2025	6577	\$ 500.00	\$ 500.00
7/3/2025	Sutler	Holy Trinity UAME Church	Councilman Sutler authorized the designation of \$1,000 of his community enhancement funds to Holy Trinity UAME Church for their Youth Empowerment event.	Email from Roy Sutler, Jr. dated 07/03/2025 and a letter from Pastor Sheila Lomas dated 06/20/2025	6577	\$ 1,000.00	\$ 1,500.00
7/5/2025	Recha	Holy Trinity UAME Church	Councilman Rocha authorized the designation of \$200 of his community enhancement funds to Holy Trinity UAME Church for their Youth Empowerment event.	Email from Gerald Rocha, Sr. dated 07/05/2025 and an email from Pastor Sheila Lomas dated 07/04/2025	6577	\$ 200.00	\$ 1,700.00
7/7/2025	Anderson	Holy Trinity UAME Church	Councilman Anderson authorized the designation of \$200 of his community enhancement funds to Holy Trinity UAME Church for their Youth Empowerment event.	Email from David Anderson dated 07/07/2025 and a letter from Pastor Sheila Lomas dated 06/20/2025	6577	\$ 200.00	\$ 1,900.00
7/7/2025	Lewis	Holy Trinity UAME Church	Councilman Lewis authorized the designation of \$400 of his community enhancement funds to Holy Trinity UAME Church for their Youth Empowerment event.	Email from Brian Lewis dated 07/07/2025 and a letter from Pastor Sheila Lomas dated 06/20/2025	6577	\$ 400.00	\$ 2,300.00
7/8/2025	Boggett	Holy Trinity UAME Church	Councilman Boggett authorized the designation of \$350 of his community enhancement funds to Holy Trinity UAME Church for their Youth Empowerment event.	Email from Andre Boggett dated 07/09/2025 and a letter from Pastor Sheila Lomas dated 06/20/2025	6656	\$ 150.00	\$ 2,450.00
7/14/2025	Pillsbury	Holy Trinity UAME Church	Councilwoman Pillsbury authorized the designation of \$200 of her community enhancement funds to Holy Trinity UAME Church for their Youth Empowerment event.	Email from Julia Pillsbury dated 07/11/2025 and an email from Pastor Sheila Lomas dated 07/04/2025	6656	\$ 200.00	\$ 2,650.00
7/14/2025	Pillsbury	Hispanic Organization of Latin Americans (HOLA)	Councilwoman Pillsbury authorized the designation of \$200 of her community enhancement funds to the Hispanic Organization of Latin Americans (HOLA) for their Balala Con Dover Festival.	Email from Julia Pillsbury dated 07/11/2025 and an email from Anthony (Tony) Velazquez Founder/CEO dated 07/11/2025	6656	\$ 200.00	\$ 2,850.00
7/14/2025	Boggett	Hispanic Organization of Latin Americans (HOLA)	Councilman Boggett authorized the designation of \$200 of his community enhancement funds to the Hispanic Organization of Latin Americans (HOLA) for their Balala Con Dover Festival.	Email from Andre Boggett dated 07/14/2025 and an email from Anthony (Tony) Velazquez Founder/CEO dated 07/11/2025	6656	\$ 200.00	\$ 3,050.00
7/17/2025	Hall	Holy Trinity UAME Church	Councilwoman Hall authorized the designation of \$200 of her community enhancement funds to Holy Trinity UAME Church for their Youth Empowerment event.	Email from Donyale Hall dated 07/11/2025 and an email from Pastor Sheila Lomas dated 06/20/25	6764	\$ 200.00	\$ 3,250.00
7/28/2025	Recha	Hispanic Organization of Latin Americans (HOLA)	Councilman Rocha authorized the designation of \$250 of his community enhancement funds to the Hispanic Organization of Latin Americans (HOLA) for their Balala Con Dover Festival.	Email from Gerald Rocha dated 07/28/2025 and an email from Anthony (Tony) Velazquez, Founder/CEO, dated 07/11/2025	6854	\$ 250.00	\$ 3,500.00
7/31/2025	Lewis	Hispanic Organization of Latin Americans (HOLA)	Councilman Lewis authorized the designation of \$500 of his community enhancement funds to the Hispanic Organization of Latin Americans (HOLA) for their Balala Con Dover Festival.	Email from Brian Lewis dated 07/31/2025 and an email from Anthony (Tony) Velazquez, Founder/CEO, dated 07/30/2025	6906	\$ 500.00	\$ 4,000.00
8/11/2025	Lewis	Caribbean Culture Awareness Inc.	Councilman Lewis authorized designation of \$300 of his community enhancement funds to the Caribbean Culture Awareness Inc. for their 2nd Annual Delaware Caribbean Carnival.	Email from Brian Lewis dated 08/11/2025 and an email from Evann Fenty-Marshall dated 8/09/2025	6959	\$ 300.00	\$ 4,300.00
8/12/2025	Recha	A 2nd Chance A Haven for Abused and Battered Woman and Children	Councilman Rocha authorized the designation of \$500 of his community enhancement funds to Ms. Faye White at A 2nd Chance, for their Annual Veterans Honorary Dinner	Email from Gerald Rocha dated 08/12/2025 and email from City Clerk's Office dated 08/12/2025	6959	\$ 500.00	\$ 4,800.00
8/12/2025	Neil	A 2nd Chance A Haven for Abused and Battered Woman and Children	Councilman Neil authorized the designation of \$100 of his community enhancement funds to Ms. Faye White at A 2nd Chance, for their Annual Veterans Honorary Dinner	Email from Fred Neil dated 08/12/2025 and email from City Clerk's Office dated 08/12/2025	6959	\$ 100.00	\$ 4,900.00
8/12/2025	Anderson	A 2nd Chance A Haven for Abused and Battered Woman and Children	Councilman Anderson authorized the designation of \$200 of his community enhancement funds to Ms. Faye White at A 2nd Chance, for their Annual Veterans Honorary Dinner	Email from David Anderson dated 08/12/2025 and email from City Clerk's Office dated 08/12/2025	6959	\$ 200.00	\$ 5,100.00
8/15/2025	Sutler	Hispanic Organization of Latin Americans (HOLA)	Councilman Sutler authorized the designation of \$500 of his community enhancement funds to the Hispanic Organization of Latin Americans (HOLA) for their Balala Con Dover Festival.	Email from Roy Sutler dated 08/15/2025 and an email from Anthony (Tony) Velazquez, Founder/CEO, dated 06/06/2025	7002	\$ 500.00	\$ 5,600.00
8/19/2025	Anderson	Holy Trinity UAME Church	Councilman Anderson authorized the designation of \$750 of his community enhancement funds to Holy Trinity UAME Church for their Back to School Book Bag Drive	Email from David Anderson dated 08/19/2025 and an email from Pastor Sheila Lomas dated 08/19/25	7002	\$ 750.00	\$ 6,350.00
9/8/2025	Pillsbury	I Am My Sister's Keeper (MSK)	Councilwoman Pillsbury authorized the designation of \$200 of her community enhancement funds to I Am My Sister's Keeper (MSK) for their Founders Day	Email from Julia Pillsbury dated 09/4/2025 and an email from Marcille Sewell-Linsingham dated 09/4/25	7165	\$ 200.00	\$ 6,550.00
9/8/2025	Boggett	I Am My Sister's Keeper (MSK)	Councilman Boggett authorized the designation of \$250 of his community enhancement funds to I Am My Sister's Keeper (MSK) for their Founders Day	Email from Andre Boggett dated 09/4/2025 and an email from Marcille Sewell-Linsingham dated 09/4/25	7165	\$ 250.00	\$ 6,800.00
9/8/2025	Neil	I Am My Sister's Keeper (MSK)	Councilman Neil authorized the designation of \$50 of his community enhancement funds to I Am My Sister's Keeper (MSK) for their Founders Day	Email from Fred Neil dated 09/4/2025 and an email from Marcille Sewell-Linsingham dated 09/4/25	7165	\$ 50.00	\$ 6,850.00
9/8/2025	Recha	3NA Foundation	Councilman Rocha authorized the designation of \$200 of his community enhancement funds to 3NA Foundation for their 2nd Annual 3NA Day of Giving Back	Email from Gerald Rocha dated 09/4/2025 and an email from Deanna Wright dated 09/4/25	7165	\$ 200.00	\$ 7,050.00
9/8/2025	Pillsbury	3NA Foundation	Councilwoman Pillsbury authorized the designation of \$200 of her community enhancement funds to 3NA Foundation for their 2nd Annual 3NA Day of Giving Back	Email from Julia Pillsbury dated 09/4/2025 and an email from Deanna Wright dated 09/4/25	7165	\$ 200.00	\$ 7,250.00
9/16/2025	Boggett	3NA Foundation	Councilman Boggett authorized the designation of \$300 of his community enhancement funds to 3NA Foundation for their 2nd Annual 3NA Day of Giving Back	Email from Andre Boggett dated 09/12/2025 and an email from Deanna Wright dated 09/1/25	7121	\$ 300.00	\$ 7,550.00
9/17/2025	Hall	The Veterans Awareness Center Foundation Stand-Down	Councilwoman Hall authorized the designation of \$500 of her community enhancement funds to The Veterans Awareness Center Foundation Stand-Down for their Delaware 2025 Veterans' Stand-Down	Email from Donyale Hall dated 09/17/2025	7263	\$ 500.00	\$ 8,050.00
10/16/2025	Anderson	Inner City Cultural League	Councilman Anderson authorized the designation of \$500 of his community enhancement funds to the Inner City Cultural League for their Martin Luther King Jr. National Holiday Celebration	Email from David Anderson dated 10/16/2025 and a letter from Reuben Salters dated 10/13/2025	7564	\$ 500.00	\$ 8,550.00
11/10/2025	Lewis	Hispanic Organization of Latin Americans (HOLA)	Councilman Lewis authorized the designation of \$200 of his community enhancement funds to the Hispanic Organization of Latin Americans (HOLA) for their Winter Wonderland Extravaganza Holiday Coat & Toy Giveaway	Email from Brian Lewis dated 11/10/2025 and an email from Anthony (Tony) Velazquez, Founder/CEO, dated 11/06/2025	7602	\$ 200.00	\$ 8,750.00
1/6/2026	Sutler	Inner City Cultural League	Councilman Sutler authorized designation of \$500 of his community enhancement funds to the Inner City Cultural League for their Martin Luther King Jr. National Holiday Celebration	Verbal phone call by Dr. Sutler 1/6/2026, will be sending an email and letter from Reuben Salters dated 1/20/2026	7914	\$ 500.00	\$ 9,250.00
1/6/2026	Boggett	Zeta Phi Beta Sorority, Inc., Theta Zeta Zeta Chapter	Councilman Boggett authorized designation of \$100 of his community enhancement funds to the Zeta Phi Beta Sorority, Inc. for their 19th Annual Prayer Breakfast and Scholarship Fundraiser	Email from Andre Boggett dated 1/6/2026 and an email from Soror Karen Drummond and Soror Jermain Bell dated 12/31/2025	7914	\$ 100.00	\$ 9,350.00
1/7/2026	Lewis	Inner City Cultural League	Councilman Lewis authorized designation of \$500 of his community enhancement funds to the Inner City Cultural League for their Martin Luther King Jr. National Holiday celebration	Verbal conversation with Mr. Lewis 1/7/2026 and an email from Reuben Salters dated 1/7/2026	7930	\$ 500.00	\$ 9,850.00
1/8/2026	Hall	Inner City Cultural League	Councilwoman Hall authorized designation of \$250 of her community enhancement funds to the Inner City Cultural League for their Martin Luther King Jr. National Holiday Celebration	Email from Donyale Hall dated 1/9/2026 and an email and letter from Reuben Salters dated 11/09/2025	7930	\$ 250.00	\$ 10,100.00
1/13/2026	Boggett	H.O.P.E Foundation	Councilman Boggett authorized designation of \$750 of his community enhancement funds to the H.O.P.E Foundation for their Youth Leadership Conference	Email from Andre Boggett dated 12/8/2025 and a letter from Gregory Bunkley dated 12/8/2025	7930	\$ 750.00	\$ 10,850.00
3/3/2026	Lewis	Tracy Palmer Ministries	Councilman Lewis authorized the designation of \$300.00 of his community enhancement funds to the Easter Egg Hunt at the Elizabeth W. Murphy School	Email from Brian Lewis dated 02-26-2026 and Myers from the Tracy Palmer Ministries	8265	\$ 300.00	\$ 11,150.00
3/10/2026	Boggett	Emity Solutions	Councilman Boggett authorized the designation of \$750 of his community enhancement funds to Emity Solutions for their COVID Day	Email from Andre Boggett dated 03/03/2026 and an email from Emity Solutions dated 02/23/26	8312	\$ 750.00	\$ 11,900.00
TOTALS						\$ 11,150.00	*****

BUDGETED AMOUNT	DISTRICT	COUNCIL SPONSOR	YTD EXPENDITURES	BALANCE
\$ 5,000.00	At-Large	Boggett	\$ 2,500.00	\$ 2,500.00
\$ 2,500.00	1st District	Pillsbury	\$ 800.00	\$ 1,700.00
\$ 2,500.00	1st District	Recha	\$ 1,150.00	\$ 1,350.00
\$ 2,500.00	2nd District	Hall	\$ 950.00	\$ 1,550.00
\$ 2,500.00	2nd District	Lewis	\$ 2,200.00	\$ 300.00
\$ 2,500.00	3rd District	Amell	\$ 2,500.00	\$ 0.00
\$ 2,500.00	3rd District	Neil	\$ 1150.00	\$ 2,350.00
\$ 2,500.00	4th District	Anderson	\$ 2,150.00	\$ 350.00
\$ 2,500.00	4th District	Sutler	\$ 2,000.00	\$ 500.00
TOTAL			\$ 11,900.00	\$ 13,100.00

CITY MANAGER'S MONTHLY REPORT



February 2026

Blank Page



March 30, 2026

Honorable Mayor & Members of City Council
Dover, DE 19901

RE: CITY MANAGER'S OFFICE MONTHLY REPORT – FEBRUARY 2026

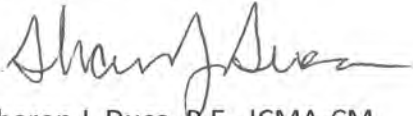
Dear Mayor & Members of City Council:

The City Manager's Office is pleased to present our monthly report for the month of February 2026. Included are the monthly reports from Departments directly reporting to the City Manager. Tasks performed by the City Manager and Assistant City Manager include the following:

- Attended monthly City Council and Council Committee of the Whole meetings. Prepared for the review of the Pedestrian Safety ordinance and The People's Community Center Economic Development Fund Application.
- Researched requests from Council members and constituents and addressed concerns.
- Attended weekly staff meetings and board and commission meetings associated with the Department of Planning, Inspections and Community Development. Performed administrative duties for the Department including budgetary reviews, meeting with constituents regarding concerns, resolving issues and addressing personnel concerns. Conducted interviews. Reviewed proposed ordinance revisions. Continued to review the needs of the Department in relation to staffing vacancies utilizing consultant assistance as an intermediate solution to meet critical needs while looking for long-term solutions. Met to review methodologies to improve efficiency.
- Conducted individual monthly meetings with Department Heads.
- Reviewed and evaluated storm response efforts.
- Conducted FY27 budget meetings including strategic requests review with Budget Team and Departments. Attended Pension Board meeting.
- Attended the Management Committee, Risk Management Committee and Financial Assessment meetings regarding electric (TEA).
- Attended the Kent Sussex Leadership Alliance luncheon and meeting. Attended easement discussion in relation to the Mobility Center. Attended meeting regarding the HELP Initiative. Attended Dover Library Foundation Board Meeting.
- Worked with broker regarding property sales at Garrison Oak (ongoing discussions).
- Regularly scheduled coordination with City Solicitor on pending legal matters. Continued meetings with outside counsel on legal matters. Continued FOP negotiations.

If you have any questions or would like to discuss, please feel free to contact our office.

Most respectfully,

A handwritten signature in black ink, appearing to read "Sharon J. Duca". The signature is fluid and cursive, with a long horizontal stroke at the end.

Sharon J. Duca, P.E., ICMA-CM
Acting City Manager

CENTRAL SERVICES MONTHLY REPORT February 2026

PROCUREMENT & INVENTORY DIVISION		
Purchase Orders for Stock by Fund		
	FY 2026 to Date	Difference from FY 2025
Electric	\$709,190.46	-201.8%
Water	\$60,367.36	14.3%
Wastewater	\$2,487.18	3.6%
General	\$103,067.29	41.6%
Total	\$875,112.29	-157.6%
Issues from Stock by Fund		
	FY 2026 to Date	Difference from FY 2025
Electric	\$834,630.07	-2.8%
Water	\$79,290.12	-1.3%
Wastewater	\$1,658.12	13.7%
General	\$86,311.76	-0.1%
Total	\$1,001,890.07	-2.4%
Bids/RFPs Solicited		
	FY 2026 to Date	Difference from FY 2025
	25	-8.0%
Money Spent for Postal Services		
	FY 2026 to Date	FY 2025 to Date
	\$134,686.84	\$142,264.27

Fuel Usage		
Type	FY 2026 to Date	FY 2025 to Date
Unleaded	100,002	99,814
Diesel	50,502	54,338
Dollars Spent	\$349,736.52	\$373,488.19

Warehouse Stock Value		
FY 2026		FY 2025
	\$5,659,594.62	\$5,264,107.44

Purchase Orders for Stock are down 157.6% compared to this time last year.

Issues from Stock are down 2.4% compared to this time last year.

Bids/RFP's are down 8.0% compared to this time last year.

Postal Expenses are down 5.6% compared to this time last year.

Fuel Costs are down 6.8% compared to this time last year.

Overall warehouse value is up 7.0% compared to this time last year.

FLEET DIVISION		
PM Work Orders Scheduled: 30	PM Work Orders Completed: 42	Total Work Orders PM & Repair: 128
Total Hours Turned: 260.5	Excess Hours Turned: 0	Uncaptured Time: 178.8
MEASURE	February 2026	February 2025
Completed PM's	42	43

DIFFERENCE -2.33%

There were 30 PM's scheduled for this month. A total of 42 PM's were completed along with 86 repair work orders. There were a total of 128 work orders completed.

FACILITIES DIVISION		
Routine Work Orders Completed: 42	Emergency Work Orders Completed: 10	
City-owned Facility Work Orders: 51	Events & Support Work Orders: 1	
MEASURE	February 2026	February 2025
Completed Work Orders	52	67

DIFFERENCE -22.39%

There were 52 routine and emergency Work Orders completed during this month. The work orders consisted of 51 for maintenance and repair of City-owned facilities and 1 related to events and other support work.

Central Services Narrative

Warehousing & Procurement is operating as normal. Project CS2502 equipment on order.
Facilities is operating as normal; two positions posted.
Fleet is operating as normal. Involved in three 12-hour shifts for the snow event.

CENTRAL SERVICES PROJECT UPDATE February 2026		
FY/PROJECT NUMBER	DEPARTMENT	STATUS
FC2601	CITY HALL FLAT ROOF	QUOTING
FC2600	PEAR STREET ABATEMENT	SCHEDULED FOR 3/9/26
FC2602	CITY HALL FIRE ALARM EQUIPMENT UPGRADE	COMPLETE - WAITING FOR FINAL INSPECTION
EA2601	WEYANDT HALL STAIRWELL FLOORING	ABATEMENT COMPLETE FLOORING SCHEDULED 3/9/26
CS2502	FUEL ISLAND UPGRADE	CONTRACT AWARDED EQUIPMENT ORDERED

City of Dover

Customer Services Department

Item #15.

Major Program Updates	Feb 2026	Feb 2025	Difference	FY 2026	FY 2025
				Year-to-Date	Year-to-Date
Customers Served for Payment Processing	20,106	20,569	(463)	168,639	172,152
Final Bills	331	329	2	3,464	3,641
Estimated Bills	1,135	408	727	5,984	3,067
Penalties Posted	\$ 5,798	\$ 12,140	\$ (6,342)	\$ 145,276	82,953
Extensions of Credit - Amount Extended	\$ 262,948	\$ 228,459	\$ 34,489	\$ 1,803,999	1,550,425
Balance Transfers	\$ 20,919	\$ 7,388	\$ 13,530	\$ 244,416	499,106
Utility Collections	\$ -	\$ 21,101	\$ (21,101)	\$ 248,091	215,092
Miscellaneous Billings	\$ 1,427,699	\$ 791,345	\$ 636,353	\$ 9,216,193	15,223,668
Taxes Levied	\$ 399,262	\$ 815,562	\$ (416,300)	\$ 14,734,273	14,734,273
Billing Adjustments / Credit Balances	\$ 782	\$ 2,275	\$ (1,493)	\$ 162,645	162,645
Total Taxes Collected	\$ 48,712	\$ 52,941	\$ (4,229)	\$ 14,714,281	14,714,281
Taxes Outstanding	\$ 351,333	\$ 764,897	\$ (413,564)	\$ 182,637	182,637
Write Off Request	\$ -		\$ -	\$ 171,393	84,623
Write Off Request - ICS adjustment	\$ -	\$ -	\$ -	\$ -	-

Recap of monthly activities / notations –

As of February 28, 2026, the City of Dover served 25,303 electric utility customers, an increase from 25,148 in February 2025. Water utility customers totaled 13,326 compared to 13,279 in February 2025. Data is sourced from the Monthly Utility Bill Summary Report and includes all utility rate classifications. Customer Services answered a total of approximately 2,200 calls during the month. Due to the impact of inclement weather there were office closures creating billing delays. The Billing Department diligently and successfully worked to negate customer impact resulting in minor affect. The Customer Services Department remains focused on delivering service excellence, supporting the community, and strengthening daily operations through collaboration and process improvements.

Receivable Comparison FY 2025 to FY2026 to date (February 2025)

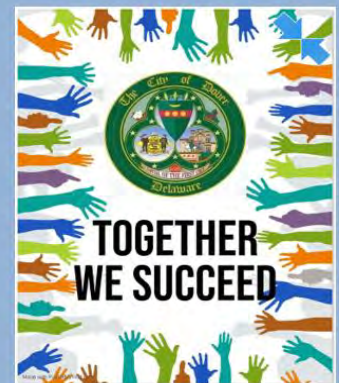
Compared to the same time last year the City had open receivables of \$8,351,898.18 vs. \$12,764,469.00.

Utility Disconnections for February 2025

122 accounts were disconnected for non-payment of service.
Total receivable collected through the disconnection process \$93045.58.
Ending Utility Receivable Due -\$11,252,485.08.

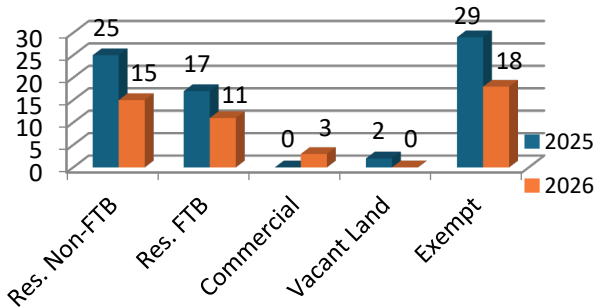
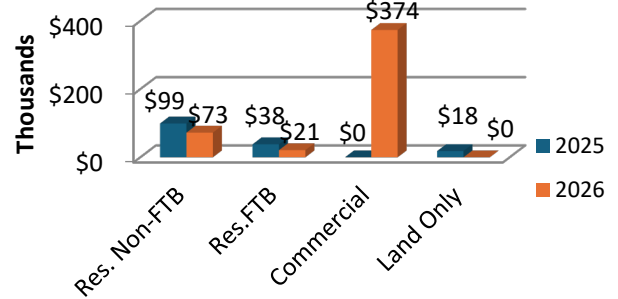
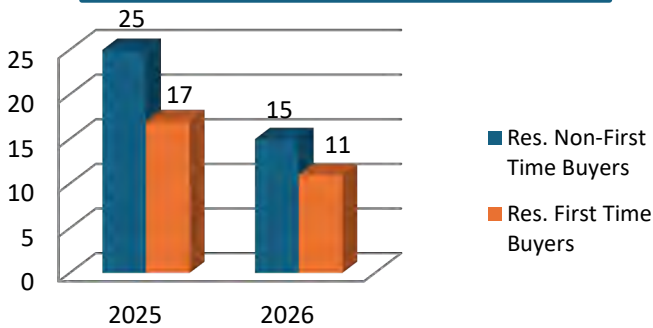
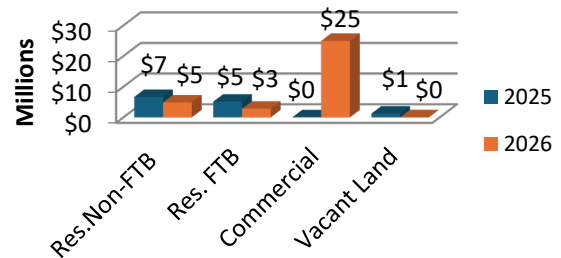
Outstanding Receivable FYE 2026

	Utility	Taxes	General Billing	Total Receivable
JULY	9,266,355.56	3,211,954.32	1,053,560.67	13,531,870.55
AUGUST	9,263,300.81	\$1,224,542.11	1,123,986.51	11,611,829.43
SEPTEMBER	8,908,826.12	677,420.22	1,780,326.13	11,366,572.47
OCTOBER	8,420,405.83	486,034.91	1,548,464.39	10,454,905.13
NOVEMBER	7,384,178.53	469,606.30	1,524,868.08	9,378,652.91
DECEMBER	7,977,928.85	462,934.55	1,520,024.33	9,960,887.73
JANUARY	9,379,888.79	399,262.30	1,272,188.45	11,051,339.54
FEBRUARY	11,252,485.08	351,333.12	1,160,650.80	12,764,469.00
MARCH				-
APRIL				-
MAY				-
JUNE				-



Customer Service Department Mission

Continually provide quality public service to our diverse group of customers with professionalism, respect, & integrity. ~ City of Dover Customer Service Department

Number of Deeds Stamped for the Month of Feb. 2025/2026**Transfer Tax Dollar Amount for the Month of Feb. 2025/2026****First Time Buyer for the Month of Feb. 2025/2026****Feb. 2025/2026 Realty Property Sales in Dollars Received Prior to Recording****Major Updates**

	December	January	February
Assessment Change	\$6,340,000	\$0	\$0

Residential Sales Ratio Report

Sales in Study	Total Assessed Value	Total Sale Price	Ratio	PRD
24	\$4,458,600	\$7,577,770	0.59	0.98

Ratio – Assessed Value divided by Sale Price. **PRD – Mean** – A PRD above 1.03 tends to indicate assessment regressivity – high valued properties are under appraised relative to low valued properties. A PRD below .98 tends to indicate assessment progressivity – high valued properties are relatively over appraised.

Tax Office

Wild Meadows / Persimmon Park Place Home Sales for February 2026:

<u>Property Address</u>	<u>Assessed Value</u>	<u>Sales Price</u>
N/A	N/A	N/A

PARID	NBHD	LUC	ADDRESS	UNITS	STYLE	YRBLT	STORIES	SFLA	GRADE	CDU	TOTAL	APPR	SALE DT	PRICE	ASR
ED05-057.17-02-14.00	18	R10	3 WATERFALL DR	1	8	1998	2	1749	C+	AV	166,500		18-FEB-26	287,500	.58
ED05-066.12-01-07.00	3	R10	234 PINE VALLEY RD	1	5	1990	2	3502	A-	AV	341,100		25-FEB-26	550,000	.62
ED05-067.14-01-65.00	2	R10	1290 COLLEGE RD	1	6	2007	2	2611	B-	AV	406,000		04-FEB-26	451,500	.90
ED05-067.15-01-44.00	2	R10	52 QUAIL HOLLOW DR	1	16	1977	1	1600	C	AV	171,100		05-FEB-26	335,000	.51
ED05-067.16-02-08.00	10	R10	324 ROSS ST	1	2	1932	1	954	C	AV	122,000		27-FEB-26	200,000	.61
ED05-067.20-03-55.00	9	R10	335 N GOVERNORS AVE	1	8	1973	2	1368	C	AV	102,600		23-FEB-26	209,900	.49
ED05-068.10-02-10.00	13	R10	848 TOWNSEND BLVD	1	5	1973	2	2098	C+	GD	232,100		27-FEB-26	336,000	.69
ED05-068.10-04-62.00	13	R10	15 ANCHOR LN	1	5	2002	2	2035	C+	GD	218,600		06-FEB-26	358,000	.61
ED05-068.13-01-09.00	10	R10	107 LAKEVIEW DR	1	14	1954	1	1016	C	AV	130,700		24-FEB-26	265,000	.49
ED05-068.17-02-13.00	8	R10	220 N BRADFORD ST	1	1	1901	2	2867	B-	AV	202,200		11-FEB-26	290,000	.70
ED05-068.17-03-73.00	8	R10	274 KINGS HWY	1	1	1934	2	2302	B+	AV	226,800		10-FEB-26	335,000	.68
ED05-076.04-02-81.00	2	R10	117 LITTLE EDEN WAY	1	8	2025	1	1545	C+	AV	169,600		26-FEB-26	353,990	.48
ED05-076.04-02-87.00	2	R10	105 LITTLE EDEN WAY	1	8	2025	1	1545	C+	AV	169,600		02-FEB-26	349,990	.48
ED05-076.04-02-92.00	2	R10	106 RED HAVEN WAY	1	13	2025	2	1420	C+	AV	147,400		05-FEB-26	337,990	.44
ED05-076.05-06-18.00	14	R10	105 MATTHEW CT	1	5	1992	2	2167	C+	GD	213,300		25-FEB-26	365,000	.58
ED05-076.06-02-01.00-	103	R50	1 BERWYN HALL	1	20	1973	1	779	B-	GD	54,600		05-FEB-26	124,900	.44

PARID	NBHD	LUC	ADDRESS	UNITS	STYLE	YRBLT	STORIES	SFLA	GRADE	CDU	TOTAL APPR	SALE DT	PRICE	ASR
212														
ED05-076.08-04-33.00	9	R10	17 N KIRKWOOD ST	1	1	1925	2	1212	C-	AV	89,800	17-FEB-26	202,000	.44
ED05-076.09-02-81.00	14	R10	403 WORCHESTER DR	1	5	2005	2	2048	C+	AV	210,700	20-FEB-26	415,000	.51
ED05-076.12-03-47.00	2	R10	834 SLAUGHTER ST	1	5	2025	2	1778	B-	AV	213,000	24-FEB-26	365,000	.58
ED05-076.13-01-32.00	14	R10	101 TRAFALGAR DR	1	8	1995	1	1507	C+	AV	159,200	06-FEB-26	206,000	.77
ED05-077.07-06-72.00	6	R10	436 NOB HILL RD	1	1	2017	2	2200	B-	AV	238,400	25-FEB-26	350,000	.68
ED05-077.08-01-13.00	6	R10	234 ROJAN RD	1	13	2025	2	1976	C+	AV	176,500	13-FEB-26	320,000	.55
ED05-077.08-02-17.00	6	R10	239 ROJAN RD	1	13	2025	2	1588	C+	AV	152,700	17-FEB-26	280,000	.55
ED05-077.17-05-11.00	4	R10	121 MORRIS DR	1	14	1952	1	1208	C	AV	144,100	13-FEB-26	290,000	.50

ELECTRIC DEPARTMENT MONTHLY REPORT

Item #15.

For the month of February 2026, the Electric Department contributed to the quality of life for all our customers.

The city experienced a system peak of 118.55 megawatts, an increase of 3.18 megawatts from last month and a 7.68 megawatt increase from the same month last year. This is the highest winter peak load in 5 years.

There was a total of 30 outages for the month, affecting a total of 7913 customers with an average outage lasting 45.6 minutes (24-month SAIDI avg). Specifically related to the snowstorm, there were 27 outages consisting of 16 outages and 11 breaker operations that did not result in outages. The 16 outages resulted in 596 customers experiencing an average outage time of 80 minutes. The other three outages were a broken pole, an auto accident and a burnt switch that blew two fuses.

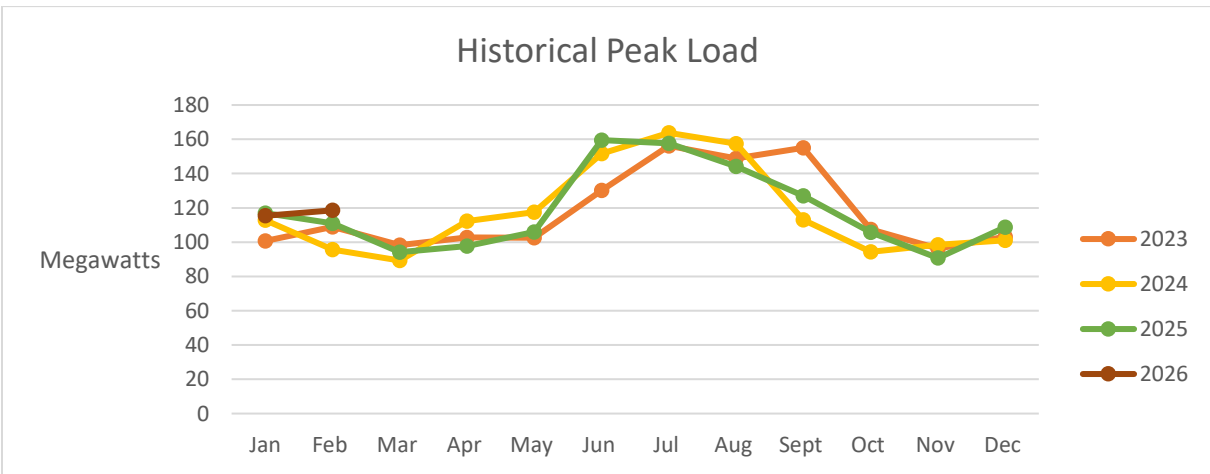
Project Updates:

The department continues to work on FY26 projects. Work on transmission pole replacements continues as well as the substation project. Department personnel met with the Police Department to discuss the barricade event and how to handle disconnects better in those situations. Personnel handled restoration efforts from the snow and assisted Delaware Electric Co-Op for two days.

Van Sant was dispatched by PJM four times and ran for 21.5 hours in February.

FY 26 YTD Outages and Response Time:

Total – 83	Average Response Time – 26.7 minutes (Goal – Less than 30 minutes)		
Lost Time Accidents –		Workorders Generated –	
Current Month – 0	Total FY – 0	Current Month – 190	Total FY – 1240



Emergency Management and Communications

The Department of Emergency Management and Communications is dedicated to protecting lives, property, and the well-being of our community through coordinated emergency preparedness, effective communication, and responsive public safety services.

Through transparent public information and proactive community engagement, we strive to build trust, enhance readiness, and strengthen the City's resilience before, during, and after any crisis.

We oversee and support Emergency Management, Emergency Medical Services, Public Communications, and the Office of the Fire Marshal, ensuring rapid, professional, and compassionate response to emergencies.

Director

Kay M. Sass

Deputy Director & Fire Marshal

Jason A. Osika

Deputy Fire Marshal's

FM2 Matthew C. Brown

FM3 Sean P.M. Christiansen

FM4 Phillip M. Lewis

EMS Primary Contacts:

Senior Regional Director of Operations Tyler Selak

Dover EMS Division Chief Michael Jenkins

Fire Marshal's Office - At a Glance

February 2026

The Fire Marshal's Office investigated 7 incidents during the month of February, including one arson with DPD.

Due to recent issues globally (and locally) we have dealt with multiple pop up parties. Staff will be conducting AFI's in all occupancies serving alcohol.

Matt Brown continues to assist with the building department as the liaison to the third party plan reviewer.

Jason Osika is tasked with ICS/NIMS compliance citywide. Currently he has documented 178 employees obtaining their ICS 100 and ICS 700 certifications for federal compliance.



	Month	Year to Date	Previous Year to Date
Annual Fire & Life Safety Inspections	10	184	195
Deficiencies From the Above Inspections	30	156	323
Fire Code Violations/Deficiencies/Complaints	19	150	245
C/O & Fire Equipment Acceptance Tests	11	117	91
Meetings & Walk Through	29	206	122
Fire Plan Review & DAC	5	76	79

	Month	Year to Date	Previous Year to Date
Accidental	3 totaling \$5,500	247 totaling \$214,459	39 totaling \$841,602
Incendiary	3 totaling \$32,000	7 totaling \$34,200	9 totaling \$253,004
Undetermined	1 totaling \$5,000	8 totaling \$120,503	8 totaling \$526,100
Natural	0	1 totaling \$1,000	0
Investigation time	20 hours	98 hours	177 hours
Injuries	0	6	11
Deaths	0	1	0
Arrest Made with DPD	3	3	0

RUN VOLUME:

A total of **1070** responses by Dover EMS for the month.

Of those 1070, **771** required transport (814 patients) **154** received services and did not transport and **145** canceled or refused. Sick persons was the most frequent calls, followed by MVC's, and chest pains at the time of dispatch.

Average Response Times:

State of Delaware compliance requirements are that 90% of responses be below the response time guidelines. Dover EMS exceeded the 90% minimum in every category.

Alpha 8.17 min. (Low priority - ie: non life threatening ie: non serious illness, back pain, flu like symptoms)

Bravo 6.35 min. (Moderate Priority - ie: minor allergic reaction, fainted now alert)

Charlie 5.34 min. (Urgent - ie: difficulty breathing, severe abdominal pain, diabetic emergency)

Delta 5.17 min. High Priority - ie: cardiac arrest, not breathing severe trauma or choking, childbirth complications)

Echo 4.3 min. (Highest priority - ie: cardiac arrest confirmed, not breathing at all, mass casualty, CPR in progress)

Omega 9.81 min. (Lowest Priority - ie: Minor nosebleed, non injury fall assists)

DOVER EMS assisted our partners in Smyrna with coverage during their annual banquet.

Again relocated resources during storm. Had units on State St, FD 1, FD 2 and in north Dover crews rented a hotel to stay on that end of town for faster response to the north end.

Additional information:

90 Total Surge Emergencies - Surge emergencies refer to situations where the demand for EMS exceeds normal capacity causing the implementation of a surge plan (Bringing on additional units)

9 Total Surge Unit Activations with Transports

Dispatches with a 27- Run Card (Penetrating Trauma or Assault) - 10 patients, 6 transported (ie: gunshot wound, stab wounds, other types of impalements) Average response time **7 min**

Dover was dispatched **out of district 45 times**, and transported 20 of those.

Total calls **transported by mutual aid** into Dover is 12.

52% of the overall calls were individuals without a home.



HUMAN RESOURCES

FEBRUARY 2026

City of Dover Human Resources Mission Statement:

The City of Dover's Human Resources Department strives to provide quality service to assist our greatest asset, our employees. Equity, Integrity, and Urgency is our focus to ensure employee satisfaction as well as company wellness. We implement policies and procedures that align with organizational goals, including a safe and compliant workplace, effective training and professional development, and addressing both the needs of employees and the organization.

City of Dover Human Resources Value Statement:

Innovation: *We strive to include best HR practices to enhance a robust technological movement to enhance the quality and efficiency of the department.*

Collaboration: *We honor knowledge sharing, diversity of thoughts and ideas, and experiences to encourage an inclusive workforce.*

Integrity and Transparency: *We honor our commitments and promote a healthy environment that promotes fairness, honesty, respect, and trust.*

Results Driven: *Customer service is front and center, and we advocate for employees' and retirees' needs at all times.*

FEBRUARY SUMMARY:

FEBRUARY Hiring Trends FY26:

MONTH	NEW HIRE AMOUNT	STATUS
FEBRUARY	4	4 FT

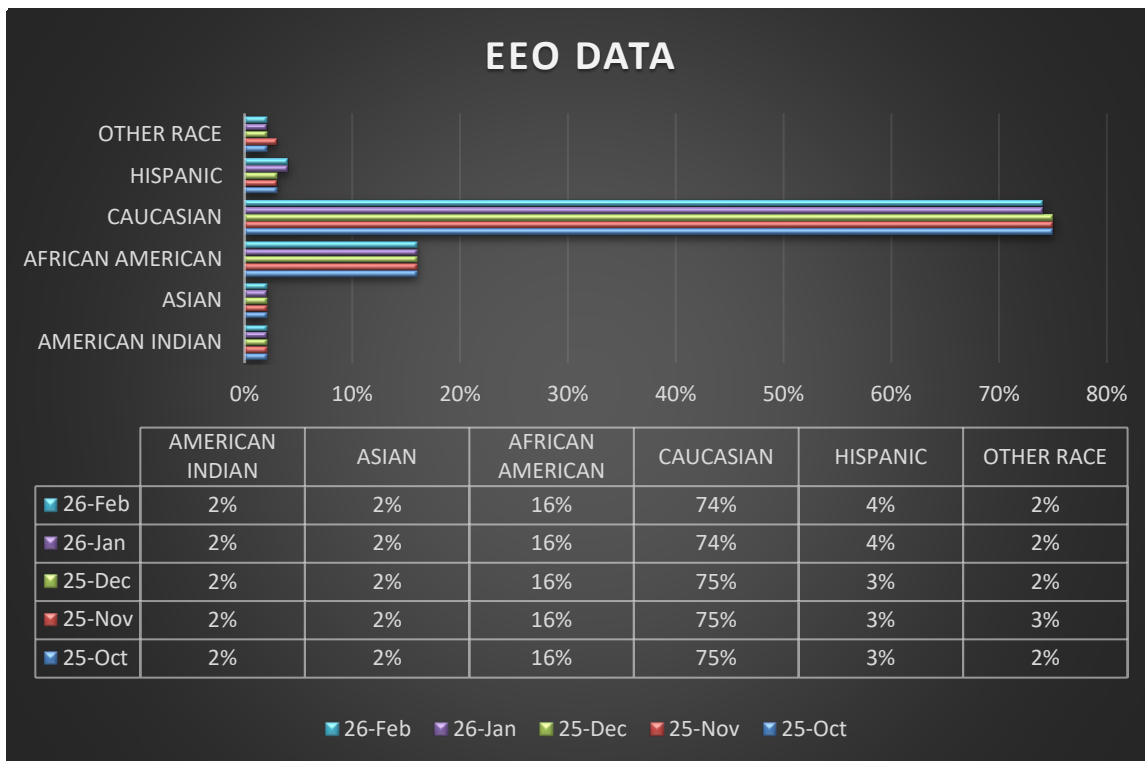
FEBRUARY Voluntary Termination/Involuntary Termination Trends FY26:

VOLUNTARY	2 FT
INVOLUNTARY	0 FT
RETIREMENT	0 FT



HUMAN RESOURCES

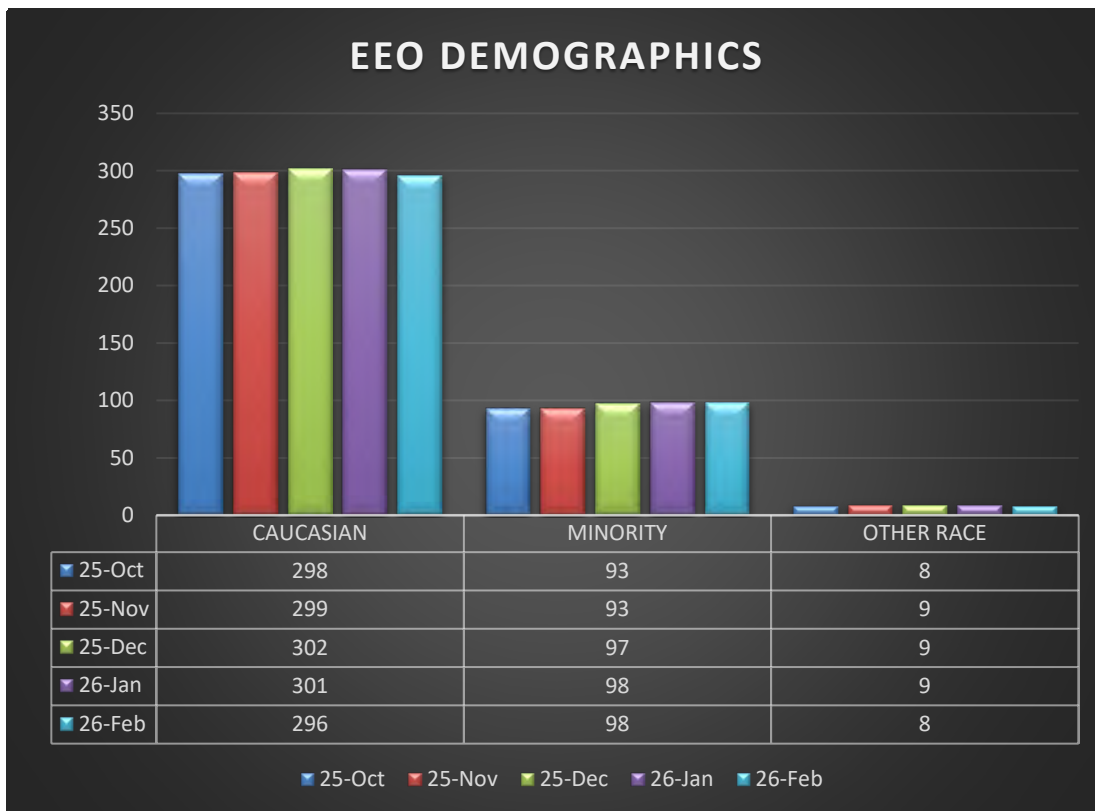
EEO DATA





HUMAN RESOURCES

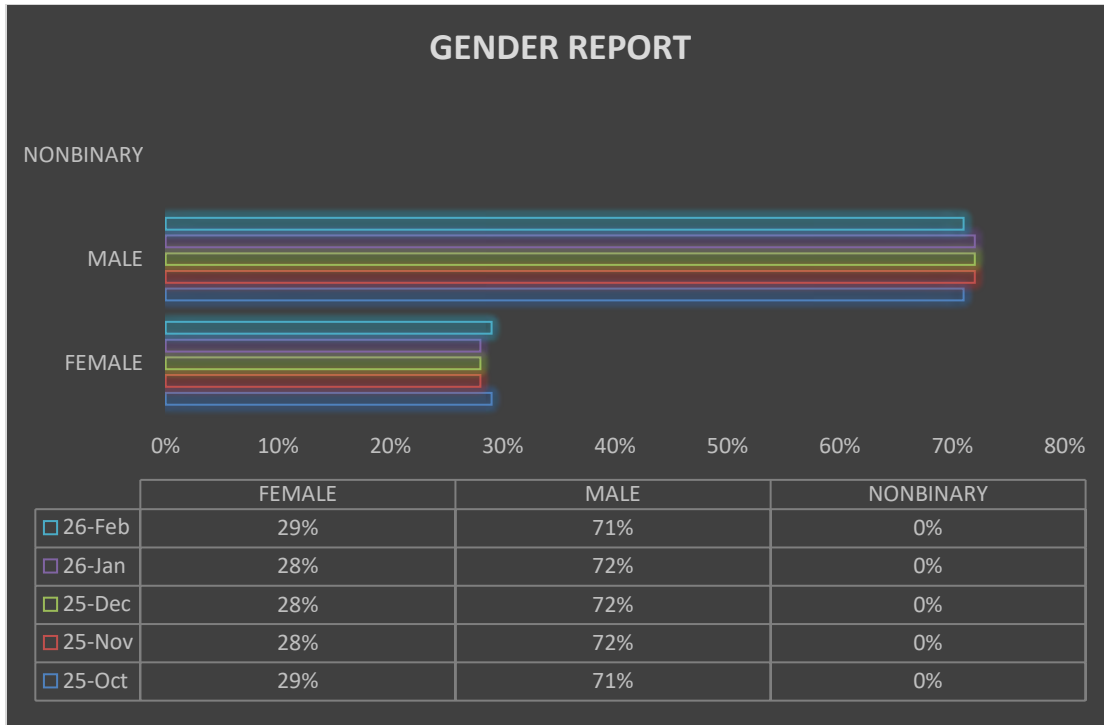
EEO DEMOGRAPHICS





HUMAN RESOURCES

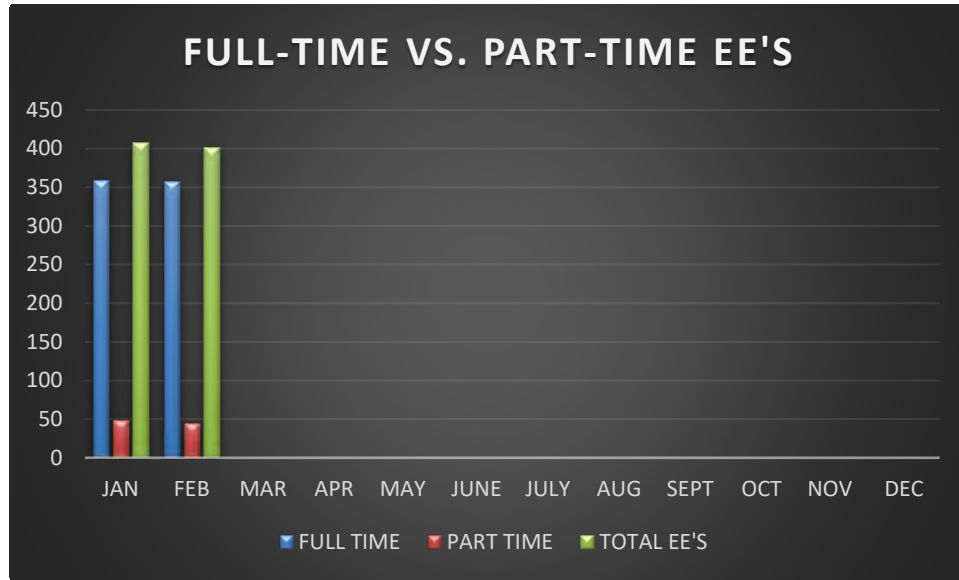
GENDER REPORT





HUMAN RESOURCES

FULL-TIME VS. PART-TIME EE'S



MONTH	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
FULL TIME	359	358										
PART TIME	49	44										
TOTAL EE'S	408	402										

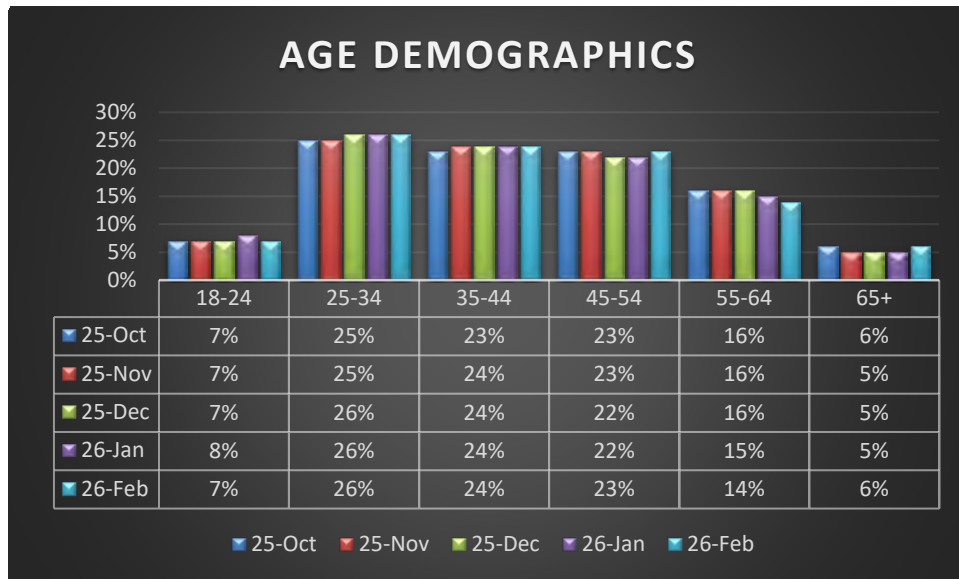
Numbers do not reflect committees, or council members.

****Numbers reflect Per Diem Relief Fire Dispatchers***



HUMAN RESOURCES

INTERNAL EE AGE DEMOGRAPHICS





HUMAN RESOURCES

HIRING DETAILS

Position Hired: MOTOR EQUIPMENT OPERATOR I (2), PARKING ENFORCEMENT OFFICER, CIVIL ENGINEER I

Position Terminated/Resigned/Retired/Other: FIRE DISPATCHER, COMMUNICATIONS OPERATOR

Terminal Leave: N/A

CURRENT VACANT POSITIONS

OPEN POSITIONS	ORIGINAL POSTING DATE	STATUS
MOTOR EQUIPMENT OPERATOR I-STREETS/PUBLIC WORKS DEPARTMENT	3/27/2026	FT
FIELD SERVICE REPRESENTATIVE I/ CUSTOMER SERVICE DEPARTMENT (IN-HOUSE JOB POSTING)	3/25/2026	FT
MOTOR EQUIPMENT OPERATOR I-SANITATION/PUBLIC WORKS DEPARTMENT	3/25/2026	FT
SYSTEM OPERATOR I/ELECTRIC DEPARTMENT	2/10/2026	FT
RELIEF FIRE DISPATCHER/FIRE DEPARTMENT	2/10/2026	PT
NETWORK ADMINISTRATOR/POLICE DEPARTMENT	12/8/2025	FT
INSPECTOR I-BUILDING INSPECTOR/PLANNING, INSPECTIONS, AND COMMUNITY DEVELOPMENT DEPARTMENT	10/8/2025	FT
ARBORIST/PARKS AND RECREATION DEPARTMENT	9/18/2025	FT
SERVICE CENTER CLERK/PARKS AND RECREATION DEPARTMENT	9/18/2025	PT
PLANNER II/PLANNING, INSPECTIONS, AND COMMUNITY DEVELOPMENT DEPARTMENT	8/29/2025	FT
POLICE CADET/POLICE DEPARTMENT	8/25/2025	PT
BUILDING MAINTENANCE CRAFTSPERSON III/CENTRAL SERVICES DEPARTMENT	5/23/2025	FT
BUILDING MAINTENANCE CRAFTSPERSON I/CENTRAL SERVICES DEPARTMENT	5/7/2025	FT
CHIEF BUILDING INSPECTOR/PLANNING, INSPECTIONS, AND COMMUNITY DEVELOPMENT	6/13/2024	FT
ACCOUNTANT II/FINANCE DEPARTMENT	5/1/2024	FT
PLANNING, INSPECTIONS, AND COMMUNITY DEVELOPMENT DIRECTOR/PLANNING AND INSPECTIONS DEPARTMENT	10/18/2023	FT

**Not used for Budgeting Purposes*



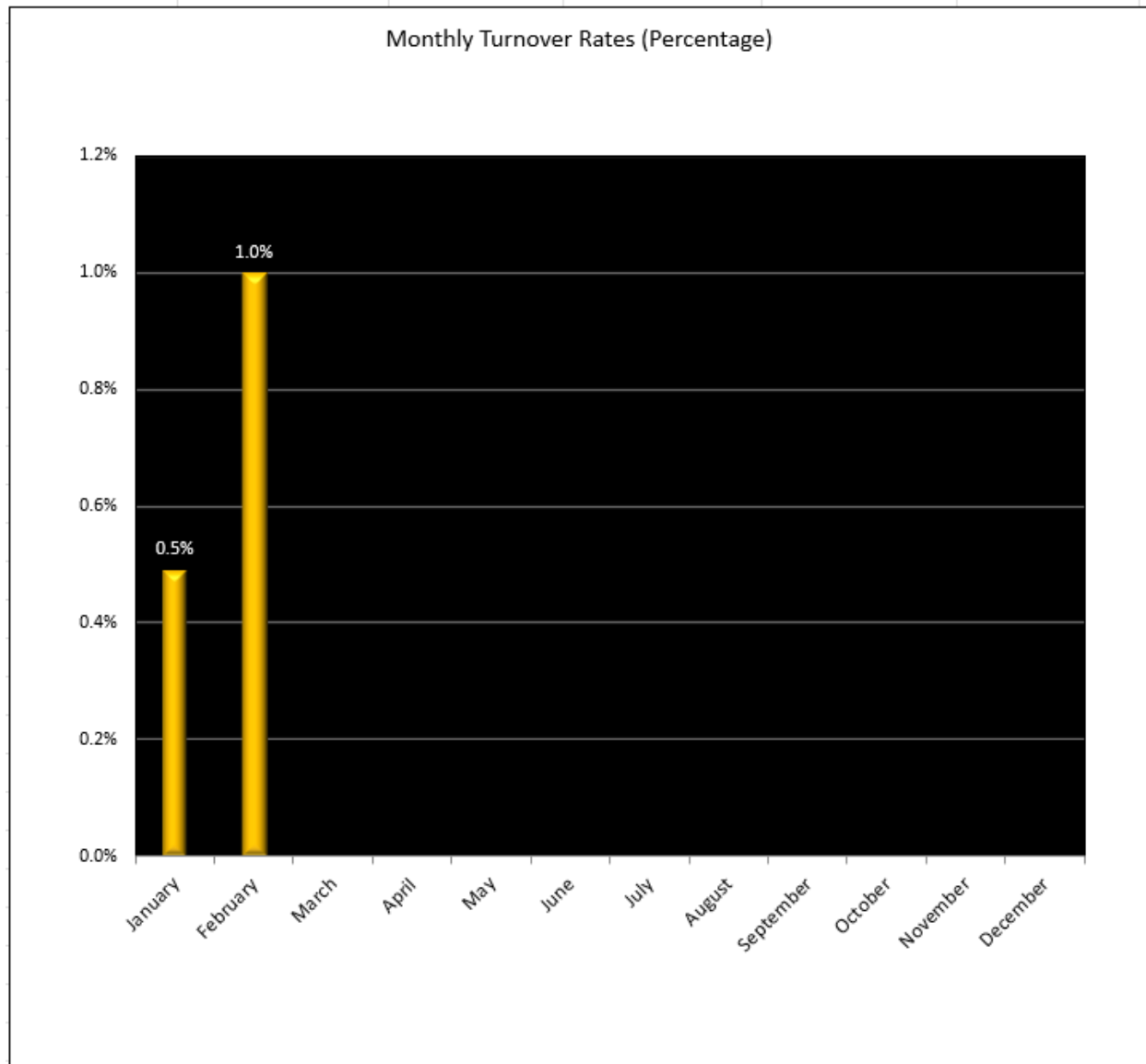
HUMAN RESOURCES

TURNOVER STATISTICS

Month	Number of Separated Employees	Average Number of Employees	Monthly Turnover Rates (Percentage)	Quarterly Turnover Rates	Annual Turnover Rate
January	2	408	0.5%	1.5%	1.5%
February	2	402	1.0%		
March					
April					
May					
June					
July					
August					
September					
October					
November					
December				0.0%	1.5%

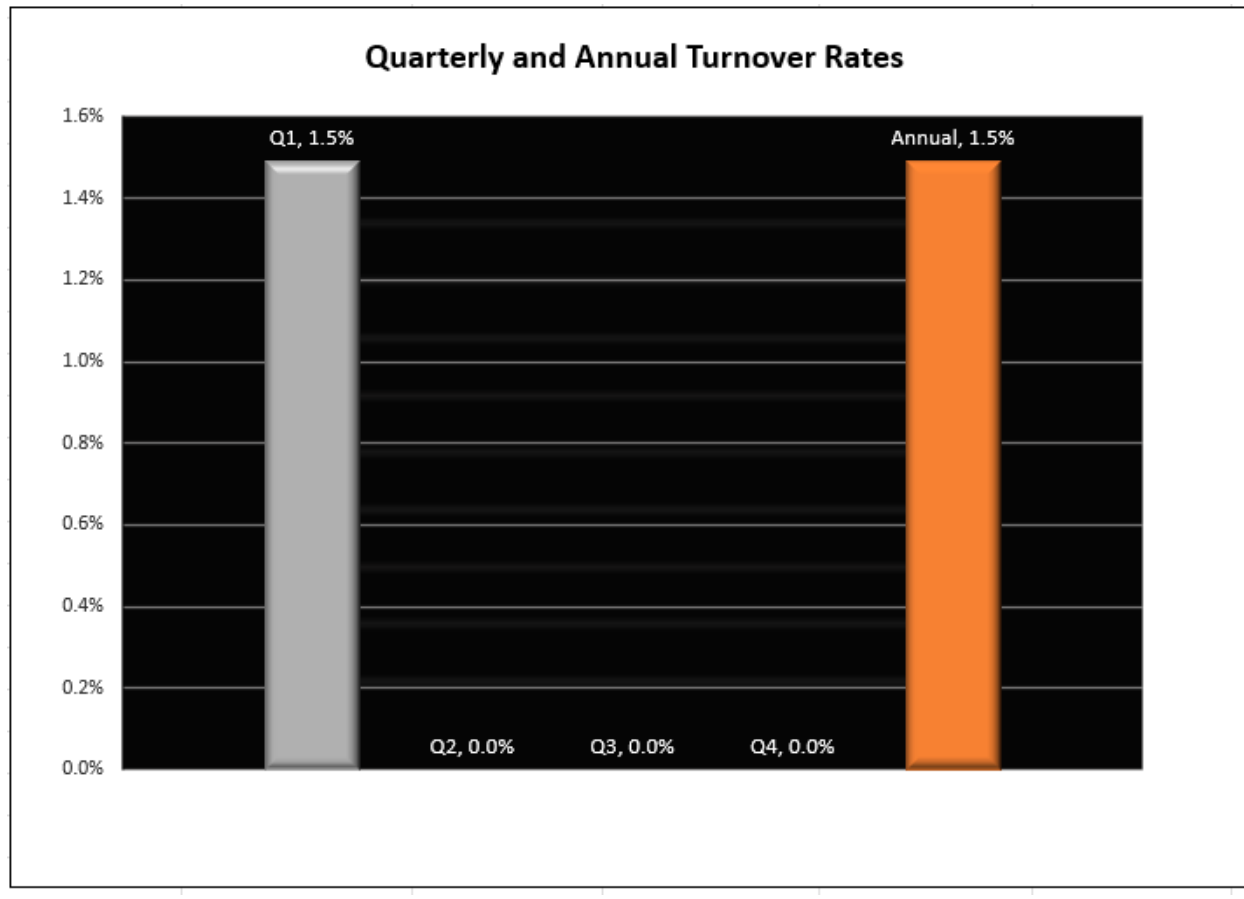


HUMAN RESOURCES





HUMAN RESOURCES





HUMAN RESOURCES

FEBRUARY WORKER'S COMPENSATION DATA

MONTH	Jan-26	Feb-26
WORKERS COMP INJURY DETAIL	7	9



Respectfully Submitted by H. Naomi Poole

Information Technology Department February 2026 Report

Item #15.

IT Support:

In part to improve IT customer service, receive and track support requests, communicate with end-users, automate common IT tasks, measure technician performance and SLA compliance we are looking to replace our ticketing and IT support platform with an updated RMM (Remote Monitoring and Management) system.

We are testing a new software Ninja One to enhance our reporting that will be rolled out in April 2026.



IT Resources

To maintain stable network operations, support growing user demands, and ensure the reliability and security of our LAN infrastructure, IT continues to interview for our open LAN Analyst position we've interviewed several high-quality candidates and hope to have the position filled in March 2026. This role is focused exclusively on network performance, switching, VLAN management, wireless operations, and daily LAN support. While other staff is assisting the gap in this opening is resulting in delays, increased downtime risk, and reduced support capacity for end-users.

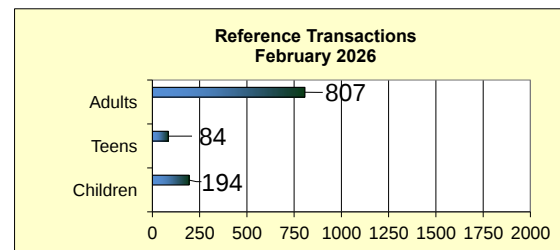
IT Projects:

As part of the Network modernization project IT focus is to replace our outdated SAN/Servers with a redundant fail-over solution. We've completed preliminary planning and scoping for the project for storage & network enhancements; We are scheduled for a Mid-April installation target date for the SAN portion of the project.

Other IT capital projects are in the planning initiation stages.

- 1) City Hall A/V System Upgrade – We continue to meet with vendors to get budgetary quotes and scope of work for FY27 budget presentation to City Council.
- 2) Reed Street Floor and City Hall wiring and wireless access upgrades project is moving forward with the upgrade and replacement of our wireless access point to Cisco Merika wireless AP's. Installation in expected to be completed in April 2026.
- 3) Transition to .gov domain for city email now scheduled for the first quarter of 2026

Page 111



Item #15.

Circulation	Feb. '26	FYTD '26	Feb. '25	FYTD '25
City of Dover Residents	8,434	72,829	9,257	80,065
Electronic Materials	8,967	67,115	7,162	57,373
Kent County Residents	8,519	77,418	8,826	81,778
Non-County Residents	1,028	9,896	1,133	10,252

New Library Registrations

City of Dover Residents	214	2,134	275	2,055
Kent County Residents	96	1,033	108	829
Non-County Residents	1	36	7	39

Registered Library Users as of 02/01/2026

Registered Library Users as of 02/28/2025

City of Dover Residents	18,827	20,573
Kent County Residents	10,275	9,772
Non-County Residents	<u>668</u>	<u>713</u>
TOTAL	29,770	31,058

Other

Visitors	14,697	117,298	14,353	114,025
Meeting Room Attendance	2,185	22,474	2,109	22,846
Number of Computer Users	1,299	11,646	1,444	7,001
Number of Wireless Computer Users	1,199	11,628	1,279	11,300
Inter/Intralibrary - Loaned	37		46	
Inter/Intralibrary - Borrowed	57		54	
Holds Sent	2,383		2,288	
Holds Received	<u>1,545</u>		<u>1,673</u>	
TOTAL	4,022	35,153	4,061	33,670
Tech Services/Items Added	719		1,016	
Tech Services/Items Deleted	518		420	
Passport Services/Customers	266	1,664	241	1,858
Passport Services/Revenue	\$10,160	\$65,205	\$10,202	\$78,946

Monthly Highlights

- ▶ 677 attended 54 programs for adults.
- ▶ 162 attended 16 program for teens.
- ▶ 713 attended 31 programs for children.
- ▶ 0 volunteers.

Program Spotlight

DelawareLibraries.org



Delaware Libraries / LibCal / Dover Public Library



Family Night: Black History Month - African American Innovators

Come out to the Dover Public Library to learn about different innovative inventions by African Americans throughout history. This will be an interactive and informational program.

We value inclusion and access for all participants and are please to provide accommodations for this event. Please contact Carlee Hayden at Carlee.Hayden@do.de.us or 302-760-4924 to make a reasonable accommodation request at least one week before the event.

Date: Thursday, February 19, 2026
Time: 5:00pm - 6:00pm Eastern Time
Location: Multi-Purpose Room A, Multi-Purpose Room B
Library: Dover Public Library
Audience: Families
Categories: Family and Culture

0



Parks & Recreation

Monthly Report – February 2026



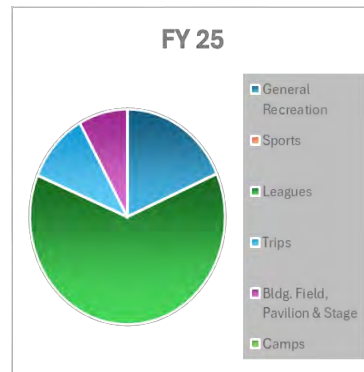
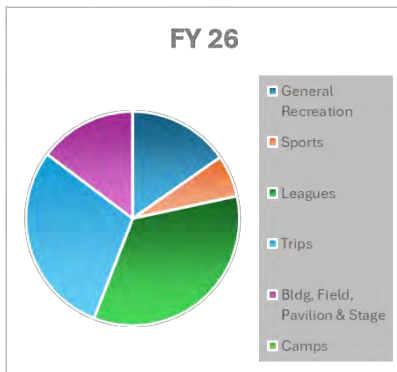
PARKS & RECREATION HIGHLIGHTS

Dover Park Building and Spray Pad: Please visit our web page for frequent updates: <https://www.cityofdover.gov/departments/ParksRecreation/Splashpadandcommunitycenter>

All Accessible Playground: Will begin construction once the building and spray pad are complete.

Parks & Recreation: John W. Pitts basketball and volleyball leagues finished up the season. Indoor sports such as Bocce Ball, indoor senior softball, and indoor soccer for the youth continued through the month of February. The Pitts Center also has 2 dance classes that happen every Monday and Tuesday night. We also offer Tae Kwon Do on Friday nights. We will have more indoor classes / clubs starting soon.

Grounds Department: The grounds department did not slow down this month. The 2026 ice storm and snowstorm caused lots of damage. Staff worked hard and diligently through these storms making sure our city was prepared and cleaned.



Outdoor Sports & Leagues Participant & Spectator Count			
Activity	Participants	Spectators	Location
Indoor Field Hockey	161	150	Schutte Park
Basketball Participation	248	350	Schutte Park
Indoor Soccer	70	100	Schutte Park
Volleyball	80	120	Schutte Park

February 2026	
General Recreation	\$1089.00
Sports	\$451.00
Leagues	\$2440.00
Trips	\$2088.00
Bldg, Field Pavilion Stage Permits	\$1050.00
Camps	\$0.00

February 2025	
General Recreation	\$716.00
Sports	\$0.00
Leagues	\$2,440.00
Trips	\$410.00
Bldg, Field Pavilion Stage Permits	\$315.00
Camps	\$0.00

Parks & Recreation Programs	Feb 26	FYTD 26	Feb 25	FYTD 25
General Recreation	59	1,338	153	2,353
Open Gym	206	1239	336	1,186
Sports	559	1,626	690	1,380
Leagues (Inside)	1,279	25,488	6,140	26,930
Bldg, Field, Facility, Stage permits	59	8,672	6	78
Camps	0	1,700	0	1,609

Grounds Monthly Report

February-2026

Arborist Crew:

- Removed 36 trees
- Tree clean up from storm damage
- Snow removal

Arborist Crew	
Tree Work	Completed
Tree's Trimmed	31
Tree's Removed	43
Root Pruning	0
Stumps Removed	0
Trees Planted	0

Beautification Crew:

- Assist with Christmas decorations
- Maintained flower beds
- Trim bushes and remove leaves around city buildings
- Snow removal

Mowing Crew:

- Cleaned up mowing areas
- Assist with Christmas decorations
- Snow removal

Litter Removal:

- Litter route is being picked up on schedule
- 241 cans picked up

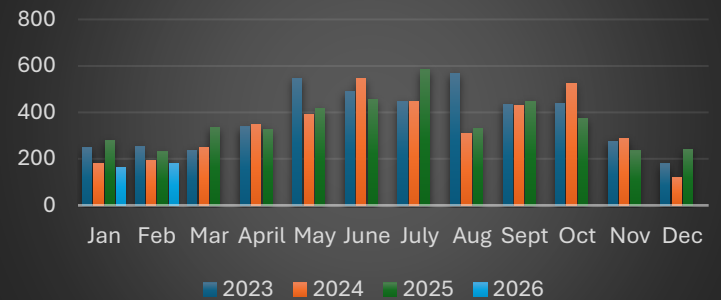
Parks Crew:

- Maintain parks, picked up litter and fallen tree limbs
- Assist with Christmas decorations
- Helped set up events and the Pitts Center

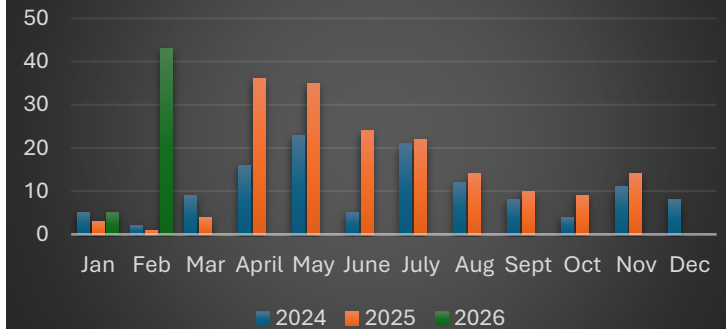
Miscellaneous:

- Winterized equipment
- Bushhog areas around the city

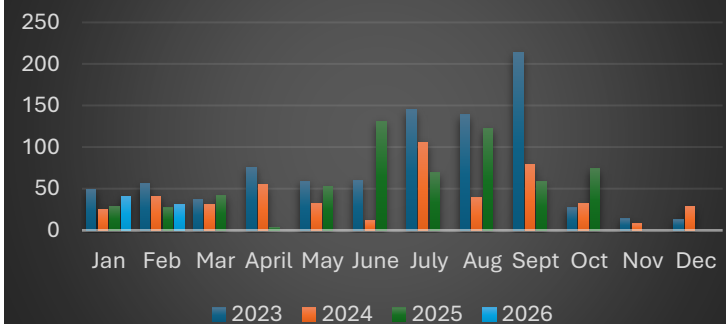
Litter Cans Collected

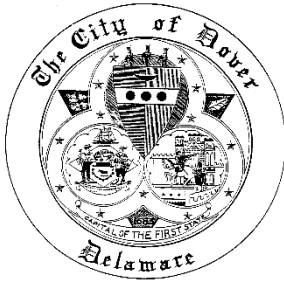


Tree Removed



Trees Trimmed





City Planner's Monthly Report

Department of Planning & Inspections

February 2026

Planning & Inspections Highlights

Some Items to Call to Your Attention

Planning Office staff reviewed 27 Building Permits and 6 Certificate of Occupancy Permits. Staff also provided support to the Planning Commission (4 applications), the Board of Adjustment (1 application) and the Historic District Commission (1 permit referral). Three (3) vacancies remain including the Director, Planner II and Planner I. Due to these vacancies, the Department continues to utilize a consultant to assist staff in addressing the current workload.

In February, two homeowners received assistance through the City's housing rehabilitation and emergency repair programs. Funding assistance was also complete for an affordable home constructed by Central Delaware Habitat for Humanity through Community Development Block Grant (CDBG) and American Rescue Plan Act (ARPA) funding. Support for local shelter operations also continued during February.

Construction activity in February included both residential and non-residential projects having Building Permits and Certificates of Occupancy issued. Residential development areas consisted of Windward Ridge Apartments and Eden Hill Farm TND. Non-residential development included a roof replacement and building addition to the Superior Court Building, office renovations at 309 S. Governors Avenue and medical office renovations for Bayhealth at 560 S. Governors Avenue. Overall, 78 permits were issued resulting in 160 inspections.

The Inspections Division consists of both Building Inspections and Permitting & Licensing. Within Building Inspections, two (2) vacancies remained for the Chief Building Inspector and a Building Inspector I in February. In order to ensure construction activity is not stalled, the Department continues to utilize a contractor to assist with Building Permit/Plan reviews as well as with Building Inspections as needed.

Code Enforcement staff conducted Annual Housing Inspections (102 cases) as part of the Rental Dwelling Permit program. Other Code Enforcement cases focused on exterior property maintenance issues/violations (39 cases), and *Dover Code of Ordinance* violations (110 cases). February ended with 136 registered vacant buildings, 70 dangerous buildings, and 7,871 active rental dwelling units. Code Enforcement had one (1) vacancy remaining for Code Enforcement Officer in February.

Planning & Inspections Revenue			
Revenue Stream	FY 2026 Revenue Estimates from Budget	FY2026 Actual (YTD) February	% of Budget
Business License	\$1,540,000	\$ 1,545,516	100%
Manufactured Home License	\$16,000	\$ 16,355	102%
Building Permits	\$500,000	\$ 437,577	88%
Cert. of Occupancy	\$9,000	\$ 7,465	83%
Public Occupancy	\$45,000	\$ 42,055	93%
Lodging House	\$28,000	\$ 35,612	127%
Plumbing/Heating/Air	\$110,000	\$ 62,561	57%
Rental Inspection Fee	\$750,000	\$ 575,030	77%
Miscellaneous	\$21,000	\$ 14,046	67%
Fire Protection Fees	\$100,000	\$ 53,679	54%
Code Enforcement Fines	\$80,000	\$ 56,201	70%
Vacant Building Reg.	\$50,000	\$ 38,000	76%
Total P&I Revenue	\$3,249,000	\$ 2,884,097	89%

PLANNING OFFICE

Planning Office Operations

The Meetings of the Boards and Commission supported by the Planning Office are presented in the Hybrid format with both In-Person and Virtual (using Webex) meeting options for participation. Conducting Meetings and Trainings in virtual formats are also offered. Department Staff participated in several project meetings including updates on the Kent County Family Court Building and the Pre-Construction Meeting for the Legislative Hall Parking Garage.

The Planning Consultant, the Rossi Group continues to assist with plan and permit review tasks and development inquiries. There are three vacancies in the Planning Office.

City Offices were closed on February 23 and 24, 2026 due to a snow weather event.

The Planning Office is part of the review process for certain types of construction activity permits (Building Permits, Sign Permits, etc.) and Certificate of Occupancy permits to confirm compliance with the *Zoning Ordinance* provisions. For February 2026, Planning Staff was involved with the review of 27 Building Permits and 6 Certificates of Occupancy that were issued for a monthly total of 33 and a calendar year total of 85. The 2026 year-to-date calendar year's tally as compared to the calendar year totals of Permits and COs is comparable to the totals seen in 2025 at 85 and significantly less than the 2024 at 126. Staff also reviews new applications for Business Licenses and Rental Dwelling Permits.

2026: Welcome to Dover!

Progress in Pictures—



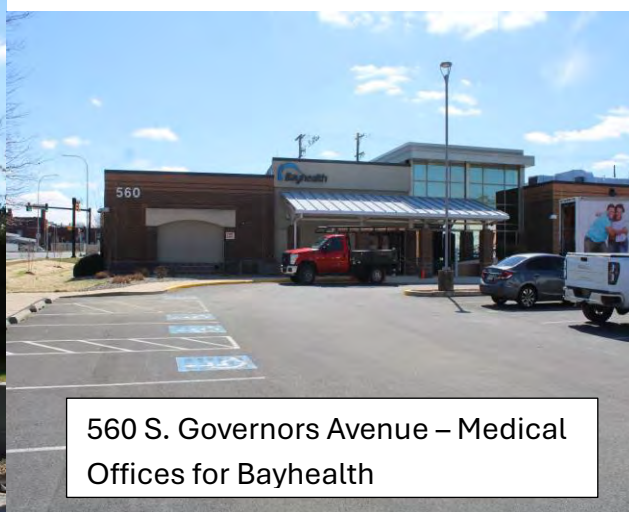
507 Nickerjack Way



516
Horsey
Blvd



834 Slaughter St.



560 S. Governors Avenue – Medical
Offices for Bayhealth

COMMUNITY DEVELOPMENT OFFICE

Community Development Monthly Report – February

February was a relatively quiet month for homeownership assistance settlements; however, program activity continues to move forward with several households preparing to close in the coming weeks. Three first-time homebuyers who were assisted through the City's homeownership programs are currently scheduled to settle in March.

During the month of February, two homeowners received assistance through the City's housing rehabilitation and emergency repair programs. These projects addressed critical housing needs and totaled more than \$31,000 in repairs and rehabilitation improvements, helping ensure safe and stable housing conditions for the participating households.

The City also completed funding for an affordable home constructed by Central Delaware Habitat for Humanity. The project utilized \$25,000 in Community Development Block Grant (CDBG) funds along with \$52,420 in American Rescue Plan Act (ARPA) funding. With the completion of this project, both the CDBG and ARPA allocations supporting this project have now been fully expended and the grants closed out.

Support for local shelter operations continued during February. Through CDBG funding, approximately \$2,400 was provided to assist with operational costs for a women's homeless shelter. In addition, \$4,900 in ARPA funds was distributed to support case management and health worker salaries, as well as supplies for two additional shelters serving vulnerable residents.

The Community Development Office is also preparing to release the **Draft Annual Action Plan** in the coming month. The plan outlines the City's proposed use of federal housing and community development funding for the upcoming program year. Residents, community organizations, and other stakeholders are encouraged to participate in the process by reviewing the Draft Plan during the public comment period and attending the two public hearings. A public notice with details on how to review the plan and provide feedback will be released soon. Community input is an important part of ensuring that these resources are directed toward the needs and priorities of Dover residents.

FEBRUARY 2026

CASE TYPE	MTD	MTD FY25	%	YTD FY26	YTD FY25	YTD %
No Valid Rental Permit	12	5	140%	148	208	-29%
No Valid Building Permit	1	5	-80%	18	23	-22%
Tall Grass and Weeds	0	0	0%	200	264	-24%
Additional Tall Grass and Weeds	0	0	0%	44	36	22%
Annual Housing Inspection	102	270	-62%	313	808	-61%
Property Maintenance Exterior	39	48	-19%	295	399	-26%
Electric Termination	3	3	0%	65	43	51%
Dover Code of Ordinances	110	74	49%	433	271	60%
Dangerous Buildings	11	14	-21%	51	115	-56%
Zoning	9	24	-63%	64	86	-26%
Total Cases	363	470	-23%	1,750	3,366	-48%
Total Inspections	730	699	4%	4,891	6,136	-20%
Total Admin Inspections	1	2	-50%	94	59	59%
Total # of Violations	488	537	-9%	2,491	3,670	-32%

Dangerous Buildings, Vacant Buildings, Demolitions

◆ Vacant Buildings currently registered - 136

◆ Dangerous Buildings – 70

- ❖ 301 & 303 W Division Street - Demolition in process
- ❖ 415 W Division Street - Demolition in process
- ❖ 29 S New Street - Demolition in process
- ❖ 111 S Queen Street - Demolition in process

◆ Active Rental Dwellings – 7,871 units

Boards & Commissions

There were Meetings in February of the Boards and Commissions supported by the Planning Office. The Planning Commission met on February 17, 2026 to consider two Annexation Request, one Rezoning Request, and a Conditional Use Site Plan. The Board of Adjustment met February 18, 2026 to consider a variance application. The Historic District Commission met February 19, 2026 to consider Referral of a Permit for Architectural Review Certification.

Planning Commission: The Planning Commission met on February 17, 2026. The next Planning Commission meeting is scheduled for March 16, 2026. The following applications were considered:

- **AX-26-01 Lands of Fuller at 7 Nixon Ln** – The Planning Commission recommended approval to City Council for an Annexation Request and Rezoning Request for a parcel of land totaling 41,526 SF+/- (0.9533 acres +/-) located at 7 Nixon Lane. The property is currently zoned RS-1 (Residential Single-Family Zone) in Kent County. The proposed Zoning is R-8 (One Family Residence Zone). The property is located on the east side of Nixon Lane, slightly north of North Little Creek Road. The annexation category according to Dover's 2019 Comprehensive Plan is Category 1: High Priority Annexation Area and the land use designation is Residential Medium Density. *The First Reading of this Annexation Request was completed on December 8, 2025 by City Council. Public Hearing before the Planning Commission occurred on February 17, 2026 and a Public Hearing/Final Action by City Council is set for March 9, 2026.*
- **AX-26-02 Lands of United Worldwide Express, LLC at 1624 North Little Creek Rd and Adjacent Two Parcels** - The Planning Commission recommended approval to City Council for an Annexation Request and Rezoning Request for three parcels of land of 5.12 Acres +/-, 3.15 acres +/-, and 0.48 acres +/- located at 1624 North Little Creek Road and the two parcels to the south. The main parcel is currently zoned IL – Limited Industrial Zone and RMH – Residential Manufactured Home Zone in Kent County. The other two parcels are currently zoned RMH – Residential Manufactured Home Zone in Kent County. The proposed Zoning for all parcels is IPM (Industrial Park Manufacturing Zone) and subject to the AEOZ (Airport Environs Overlay Zone): APZ II - Accident Potential Zone II. The properties are located on the south side of North Little Creek Road and adjacent to State Route 1. The annexation category according to Dover's 2019 Comprehensive Plan is Category 1: High Priority Annexation Area and the land use designation is Office and Office Park. *The First Reading of this Annexation Request was completed on December 8, 2025 by City Council. Public Hearing before the Planning Commission occurred on February 17, 2026 and a Public Hearing/Final Action by City Council is set for March 9, 2026.*
- **Z-26-01 Lands of United Worldwide Express, LLC at 1600 North Little Creek Rd and Adjacent Parcel at 0.509 AC North Little Creek Road** – The Planning Commission recommended approval to City Council of Rezoning Request for the two parcels of land located at 1600 North Little Creek Road consisting of 1.77 acres +/- and the adjacent parcel to the east consisting of 0.52 acres +/- . The properties are zoned C-PO (Commercial and Professional Office Zone) and subject to the AEOZ (Airport Environs Overlay Zone): APZ II - Accident Potential Zone II. The proposed Zoning for both properties is IPM (Industrial Park Manufacturing Zone) and subject to the AEOZ (Airport Environs Overlay Zone): APZ II - Accident Potential Zone II. The properties are located on the south side of North Little Creek Road between Fairfax Lane and State Route 1. *The First Reading of this Proposed Ordinance was completed on January 28, 2026. Public Hearing before the Planning Commission*

occurred on February 17, 2026 and the Public Hearing/Final Action before the City Council is set for March 9, 2026.

- **C-26-01 Bay Pointe Apartments (One Building Concept) at 1100 Bay Road** - The Planning Commission granted conditional approval of a Conditional Use Site Plan Application to permit the construction of one Multiple Dwelling-Unit (Apartment) Building as a three-story 59,313 SF building with 54 apartment units and associated site improvements. The proposed Apartment building requires Conditional Use review in the C-4 zoning district. Previously, three existing lots were consolidated into one parcel of total 3.302 +/- acres and are zoned C-4 (Highway Commercial Zone). The property is located on the southwest side of Bay Road at the intersection with Lafferty Lane. *For Consideration: Active Recreation Plan. Previous Application C-21-04 Bay Pointe Apartments (One-Building Concept) was approved by the Planning Commission in May 2021 and an Extension in May 2023 with Final Plan Approval of June 27, 2023; the plan has expired.*

Board of Adjustment: The Board of Adjustment met on February 18, 2026. The next Board of Adjustment meeting is scheduled for March 18, 2026. The following application was considered.

- **Application #V-26-02 Courtney Square at 429-449 S New Street - Fence Variance**
The Board of Adjustment moved to deny the request for a Variance from the requirements of *Zoning Ordinance*, Article 5 §7.5 as associated with a proposed fence to allow an increase in the allowable fence height from 4 feet to 8 feet for a chain link fence in three segments along the South New Street property frontage. The property is zoned C-2A (Limited Central Commercial Zone) and partially subject to the SWPOZ (Source Water Protection Overlay Zone).

Historic District Commission: The Historic District Commission met on February 19, 2026 to consider a Permit referred for consultation. The next Historic District Commission meeting is scheduled for March 19, 2026.

- **HI-26-01 Referral of Door/Window Permit #26-118 at 1 Kings Hwy NE** – The Historic District Commission recommended that the replacement entry door continue to follow the existing double door format after consideration of the Architectural Review Certification for a Door/Window Permit #26-118 as Referred by the City Planner to the Historic District Commission. The project proposes removal and replacement of four (4) windows and the removal and replacement of the entry door. Property is zoned RG-1 (General Residence Zone) and subject to the H (Historic District Zone). The owner of record is Richard Arnold. Address: 1 Kings Highway NE. Tax Parcel: ED05-077.05-02-54.00-000. Council District 3.

COMPREHENSIVE PLAN IMPLEMENTATION

2019 Comprehensive Plan

Implementation of the *2019 Comprehensive Plan* continues as Departments citywide focus on the plan implementation items as found in Implementation Plan (Chapter 15) items such as the projects, studies, code amendments, and other activities. A copy of the Final Plan (as amended) is available on the Comprehensive Plan website:

<https://www.cityofdover.gov/2019-comprehensive-plan> . No Applications were received for Comprehensive Plan Amendments this year.

Visit the **Dover Parcel and Zoning Viewer** on the City's website www.cityofdover.gov to see zoning information for properties located in Dover. Use the Quick Link on the GIS Division page to reach the Viewer: <https://doverde.maps.arcgis.com/home/index.html>

Other Activities

- **Downtown Dover Strategic Master Plan:** The Downtown Dover Partnership's Strategic Master Plan is known as ***"Transforming Downtown Dover: Capital City 2030"*** (January 2023). Various partners are focusing on aspects of Plan implementation. The Downtown Dover Partnership is moving forward with planning for the development of priority project sites. Also, the City is involved in planning for water and sanitary sewer improvement projects for the Loockerman Street corridor. Utility relocations associated with the Dover Mobility Center project are underway.

Construction Activities

- In February 2026, Residential Building Permits were issued for two (2) Apartment Buildings in **Windward Ridge Apartments** on the north side of West Denneys Road.
- Temporary Certificate of Occupancy was issued for a Duplex in **Eden Hill Farm TND** (Chatham Bay) and a single-family detached dwelling on Slaughter Street.
- Certificates of Occupancy were issued for two (2) single family detached dwellings after renovation activities.
- Building Permits were issued in February for Roof Replacement and Building Addition to the **Superior Court Building** on The Green.
- A Temporary Certificate of Occupancy was issued for office renovations at 309 S. Governors Avenue.
- Certificates of Occupancy were issued for medical office renovations for **Bayhealth at 560 S. Governors Avenue.**

	FEB 2026 (FY26)	TOTAL FOR FY26
New Home Permits Issued	0	56
Value of Commercial Projects	\$1,586,349.00	\$22,278,469.00
Downtown Incentives (Fees Waived)	\$97.00	\$14,963.40

Building Inspections & Licensing Summary

	Current	July 2025– June 2026	Feb FY'25	July 2024— June 2025
PERMITTING AND LICENSING				
Permits Issued	FEB (2026) FY 26	FYTD 26	FEB (2025) FY25	FYTD 25
Administrative Permit	0	20	3	22
Building Addition/Renovation Permits	22	199	31	205
Building Permits	4	120	9	156
Demolition Permits	3	10	1	19
Fence Permits	6	91	3	112
Fire Prevention Permits	4	62	5	53
Mechanical Permits	21	334	57	325
Plumbing Permits	12	305	14	257
Sign Permits	6	62	1	48
Swimming Pool Permits	0	3	0	10
Wireless Communications Facilities	0	12	3	15
Subtotal		1218		1207
Business Licenses	27	1786	29	1732
Merchant Licenses	1	319	3	326
Contractor Licenses	19	1221	24	1221
Subtotal		3326		3279
Lodging House Licenses	3	52	11	28
Public Occupancy	90	456	125	341
Rental Dwelling	1317	2380	1160	2136
Subtotal		2888		2505
Manufactured Homes	24	356	2	307
BUILDING INSPECTIONS				
Inspections	FEB (2026) FY 26	FYTD 26	FEB (2025) FY25	FYTD 25
Building (Inspections/CBI/Site Meetings)	111	1354	93	1959
Plumbing/Mechanical	43	957	128	2005
Certificate of Occupancy	6	61	11	108

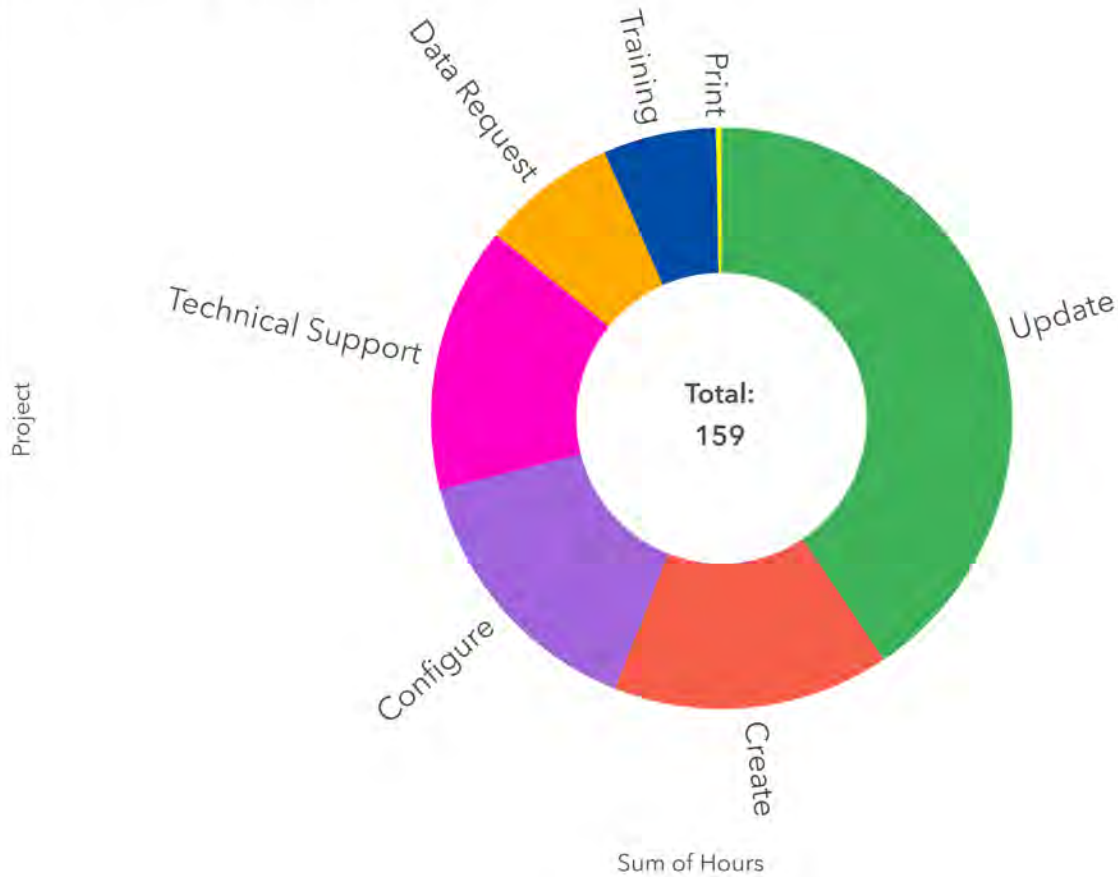


Department of Public Works

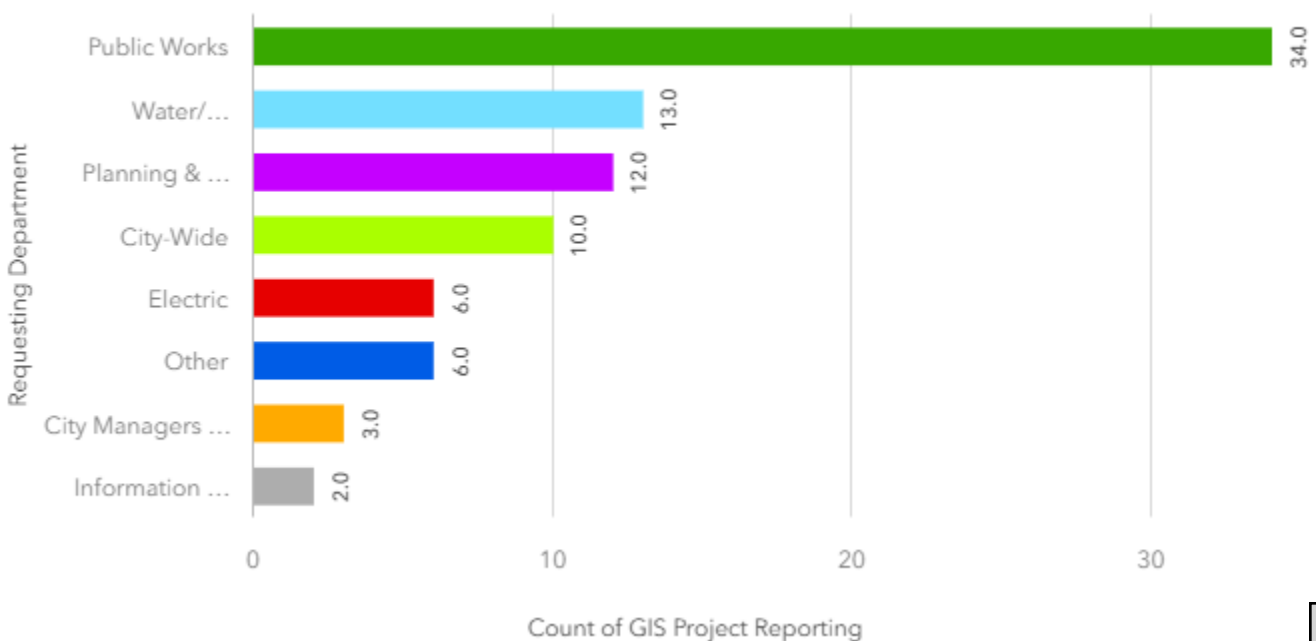
February 2026 Monthly Report



GIS Project Hours - Type



GIS Project Hours by Department



Sanitation

Item #15.

Trips to the Landfill (Feb)

160



Count of DSWA_Billing_Detail

Tonnage (Feb)

863



Sum of Tons

FYTD 26 - Trips to Landfill

1,612

Count of DSWA_Billing_Detail

FYTD 26 - Tonnage

8,752

Sum of Tons

FYTD 25 - Trips to Landfill

1,647

Count of DSWA_Billing_Detail

FYTD 25 - Tonnage

8,484

Sum of Tons



Sanitation Hours Breakdown

Feb. Hours - Refuse Total & Container Delivery

	RefuseCollectionHrs	RefuseHrs_FYTD	ContainerDeliveryHrs	ContainerDelHrs_FYTD
1	230	3,797	3	162
Total Records: 1				

Feb. Hours Continued... - Hand Trash, Bulk, & Yard Waste

	BulkHrs	BulkHrs_FYTD	HandTrash	HandHrs_FYTD	YardWaste	YardWasteHrs_FYTD
1	134	2,652.5	111	2,889	0	1,198
Total Records: 1						

Recycling Customers

10,430



Count of Recycling Customers

Curbside Recycling Numbers - Feb.



	Cans_Collected	Weight_Lbs	Ave_Weight_Lbs
1	20,882	222,500	10.6551
Total Records: 1			

Page 125

Streets

Item #15.

Signs Installed/Repaired

17



Signs Workorders FYTD

77

Sign FYTD 2025

190

Hot Mix Repairs in Feb. 2025

0

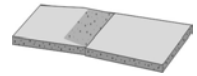


Hot Mix Repairs in FYTD

36

Concrete Repairs Feb 2026

0



Count of Streets Concrete Repair

Concrete Repairs FYTD

415

Count of Streets Concrete Repair

Concrete Repairs FYTD 20...

209

Count of Streets Concrete Repair

Potholes Filled Feb. 2026

207



Potholes Filled FYTD

426

Catch Basins Cleaned

1



City Ditch Work - Ft Maintained

349.4 Dec / 11,774.9 FYTD





2025/2026 Leaf Collection Season Summary

Leaves Collected FYTD (cu. yd.)

12,113

Sum of Total Collected (Week)

Miles Collected FYTD

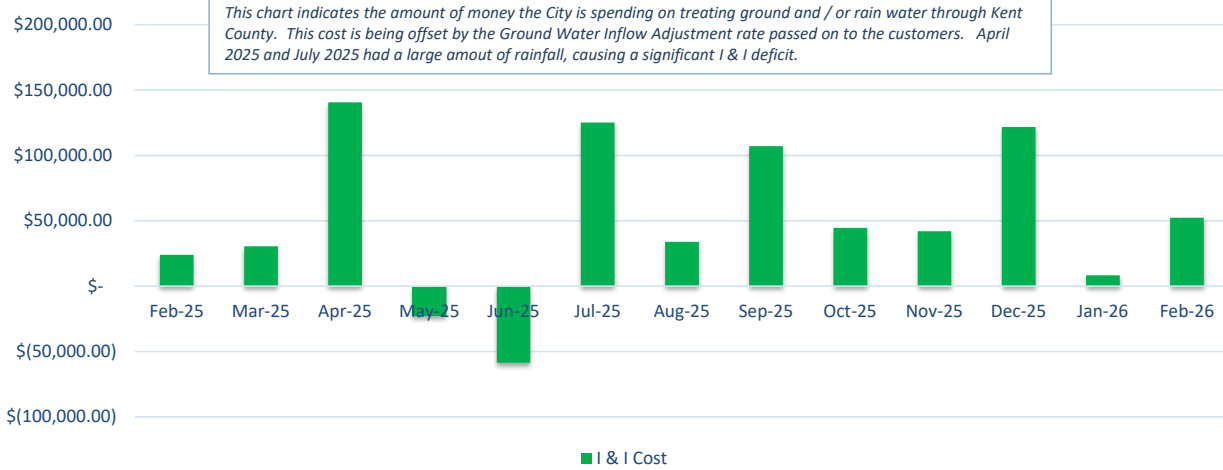
10,334

Sum of Miles Collected (Week)

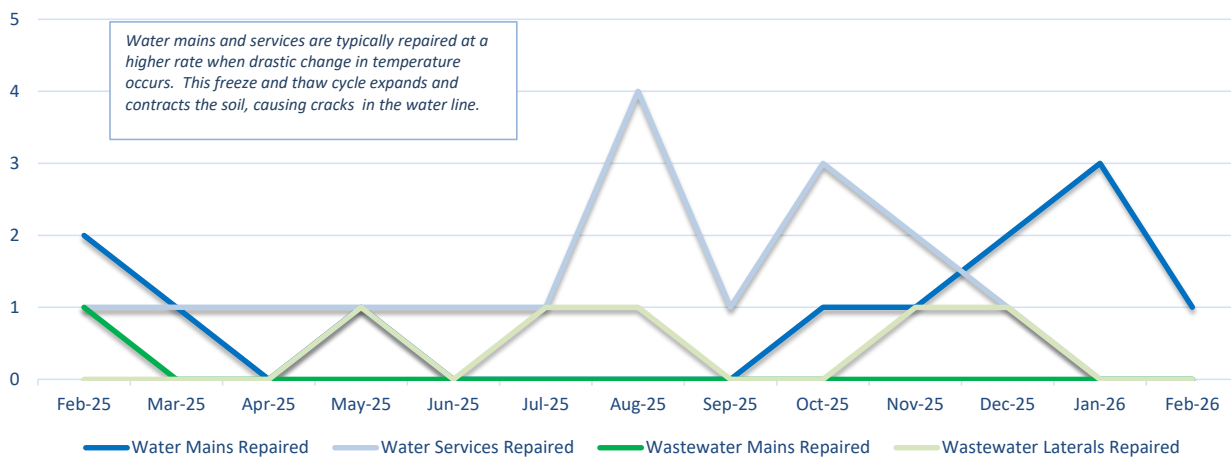


CITY OF DOVER
DEPARTMENT OF WATER & WASTEWATER
MONTHLY REPORT
Feb-26

Inflow & Infiltration Costs



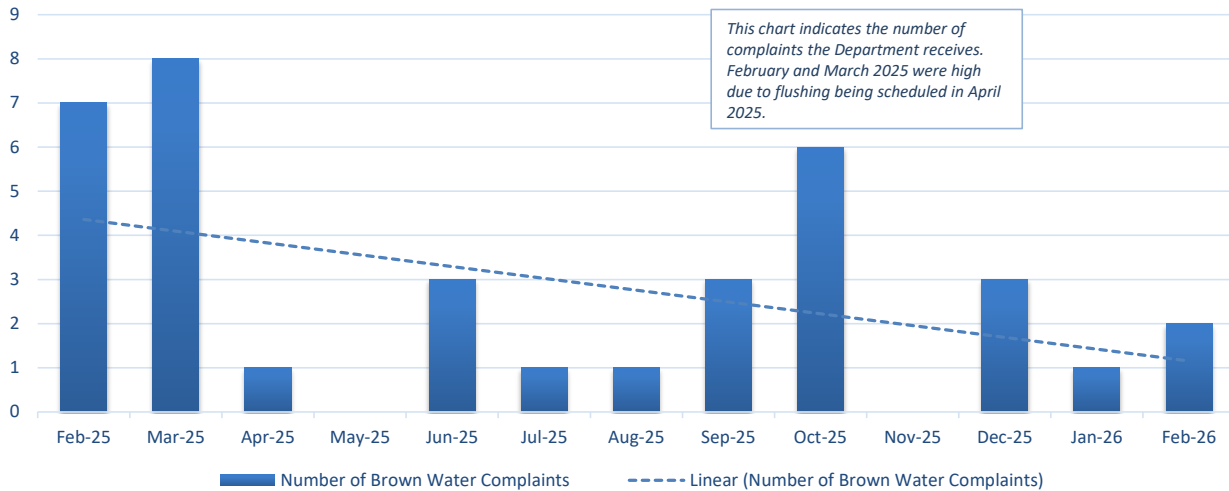
Water & Wastewater Repairs





CITY OF DOVER
DEPARTMENT OF WATER & WASTEWATER
MONTHLY REPORT
Feb-26

Number of Brown Water Complaints



Department Spotlight - February

The Department of Water & Wastewater recently upgraded the security fence at the Water Treatment Plant.



NOTICE

The Controller/Treasurer's Monthly Budget Reports for December 2025, January 2026, and February 2026 will be included when the information is provided.

- City Clerk's Office

DOVER FIRE DEPARTMENT



February 2026

FIRE CHIEFS REPORT

To: Mayor and Council
From: David Carey, Fire Chief
Date: March 2, 2026
Subject: February 2026 Fire Chief's Report

The Dover Fire Department responded to 211 calls for service during the month of February.

During this same month, the department mourned the loss of Life Member Jack Mitchell. Mr. Mitchell dedicated 53 years of service to the department.

We would like to thank everyone who attended his services and showed support during this difficult time. Please continue to keep his family and friends in your thoughts and prayers.

Snowstorm & Blizzard Staffing

The Fire department prepared for the snowstorms with staffing of the stations to property the citizens of the City of Dover. During the blizzard, both stations were staffed with:

- 24 members for the first two days
- 20 members on the third day
- Responded to a total of 45 calls

I would like to recognize Assistant Chief Knotts for his outstanding effort in coordinating staffing. He personally called or texted 43 members to ensure coverage.

Additionally, Assistant Chief Christiansen and Assistant Chief Knotts did an excellent job managing the Ice Rescue operations, including coordination with our mutual aid departments to train with us.

City Council Approvals & Updates

- Like to take a moment to thank City Council for the approval of funding for the fence to enclose Station 1 property. Bids have been sent out, and a pre-bid meeting will take place soon.
- We would also like to thank City Council for approval of the funding for the stipend program. Our stipend program has definitely
- We are exploring incentives to improve weekend staffing from Friday night through Monday at 0600 hours.

Major Incidents

Small Kitchen Fire – Country Club apartments, small kitchen fire

Small Fire on the Deck – 1001 White oak Road

Oven Fire – 205 N State Street

Building fire - 902 E Division Street, Furnace

House fire Main Street -Little Creek, Fire under the house

Building Fire – Blue Hen Apartments, fire in the closet

Financial Overview

The Stipend Program continues to perform strongly. In November, 55 firefighters participated in the program.

Month	Total (\$)	Members
January	\$25,830.00	53
February	\$27,280.00	55

Total Expenditure to Date: \$53,110.00

Personnel Activities

Category	Hours
Meetings	139
Training	167
Duty Crews	6,089
Incident	4,725
Total Hours	11,120

Total Calls for the month of February: 211

Average Attendance: 21.78

Closing

The Fire Department continues to operate with professionalism, adaptability, and commitment to public safety. Ongoing training, policy updates, and staffing efforts are strengthening operational readiness. The department appreciates the continued support of City Council and remains committed to transparent communication and service excellence.

Respectfully submitted,

David Carey, Fire Chief

Robbins Hose Company # 1, Inc.
Profit & Loss
February 2026

	<u>Feb 26</u>
Ordinary Income/Expense	
Expense	
Personnel & Office Expenses	
203 · Office Supplies	35.67
	<u>35.67</u>
Total Personnel & Office Expenses	35.67
Repairs & Maintenance	
101 · Equipment Repairs	19,776.32
102 · Fuel	2,554.57
103 · Medical Supplies	95.60
104 · Other Equipment Repairs	252.23
106 · Program Expenses	1,938.00
	<u>24,616.72</u>
Total Repairs & Maintenance	24,616.72
Uniforms	
303 · Officer Uniforms & Misc. Equ...	1,187.00
	<u>1,187.00</u>
Total Uniforms	1,187.00
Utilities	
402 · Electric	4,331.79
403 · Natural Gas	3,811.46
404 · Telephone	362.02
405 · Water/Sewer	298.18
	<u>8,803.45</u>
Total Utilities	8,803.45
Total Expense	<u>34,642.84</u>
Net Ordinary Income	<u>-34,642.84</u>
Net Income	<u><u>-34,642.84</u></u>

Dover Fire Department

Date Range: From 02/01/2026 to 02/28/2026

NERIS Incident Type Summary

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Loss
Fire				
Other Outside Fire	1	0.47%	\$0	0.00%
Trash / Rubbish Fire	1	0.47%	\$0	0.00%
Dumpster / Other Outdoor Container Fire	1	0.47%	\$0	0.00%
Structural Involvement	2	0.95%	\$0	0.00%
Room and Contents Fire	3	1.42%	\$0	0.00%
Confined Cooking / Appliance Fire	6	2.84%	\$0	0.00%
Vehicle Fire - Passenger	4	1.90%	\$0	0.00%
Vehicle Fire - RV	1	0.47%	\$0	0.00%
Totals	19	9.00%	\$0	0.00%
Hazardous Situation				
Gas Leak / Gas Odor	10	4.74%	\$0	0.00%
Carbon Monoxide Release	1	0.47%	\$0	0.00%
Electrical Power Line Down / Arching / Malfunction	14	6.64%	\$0	0.00%
Electrical Hazard / Short Circuit	1	0.47%	\$0	0.00%
Odor	1	0.47%	\$0	0.00%
Smoke Investigation	2	0.95%	\$0	0.00%
Totals	29	13.74%	\$0	0.00%
Law Enforcement Support				
Totals	0	0.00%	\$0	0.00%
Medical				
Burns / Explosion	1	0.47%	\$0	0.00%
Motor Vehicle Collision	7	3.32%	\$0	0.00%
Hemorrhage / Laceration	1	0.47%	\$0	0.00%
Totals	9	4.27%	\$0	0.00%
No Emergency				
Cancelled	2	0.95%	\$0	0.00%
Intentional False Alarm	6	2.84%	\$0	0.00%
Malfunctioning Alarm	11	5.21%	\$0	0.00%
Accidental Alarm	56	26.54%	\$0	0.00%
Other False Call	3	1.42%	\$0	0.00%
No Incident Found Upon Arrival / Location Error	7	3.32%	\$0	0.00%
Controlled Burning (Authorized)	1	0.47%	\$0	0.00%
Smoke From Nonhostile Source (Smoke Scare)	8	3.79%	\$0	0.00%
Investigate Hazardous Release (Nothing Found)	15	7.11%	\$0	0.00%
Totals	109	51.66%	\$0	0.00%
Public Service				
Fire / Smoke Alarm	5	2.37%	\$0	0.00%
Gas Alarm	3	1.42%	\$0	0.00%
Other Alarm	4	1.90%	\$0	0.00%
Person In Distress	4	1.90%	\$0	0.00%
Citizen Assist / Service Call	6	2.84%	\$0	0.00%
Lift Assist	1	0.47%	\$0	0.00%

Date: 03/04/2026

Page: 1

Dover Fire Department

Date Range: From 02/01/2026 to 02/28/2026

NERIS Incident Type Summary

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Loss
Damage Assessment	4	1.90%	\$0	0.00%
Weather Response	14	6.64%	\$0	0.00%
Standby	1	0.47%	\$0	0.00%
Damaged Hydrant	1	0.47%	\$0	0.00%
Totals	43	20.38%	\$0	0.00%
Rescue				
Elevator / Escalator Rescue	1	0.47%	\$0	0.00%
Motor Vehicle Collision Extrication / Entrapment	1	0.47%	\$0	0.00%
Totals	2	0.95%	\$0	0.00%
Grand Totals:	211		\$0	

CITY OF DOVER POLICE DEPARTMENT



MONTHLY REPORT FEBRUARY 2026

CITY OF DOVER DEPARTMENT OF POLICE

Item #18.



400 SOUTH QUEEN STREET
DOVER, DELAWARE 19904
302-736-7111



Chief of Police
THOMAS A. JOHNSON, JR.
Deputy Chief of Police
PAUL D. KUNTZI

Police Captains
RANDY R. ROBBINS
ROBERT E. ROSWELL
KEVIN A. STREADWICK

April 13, 2026

*Honorable Robin Christiansen, Mayor
Members of Dover City Council
City Hall
Dover, DE 19901*

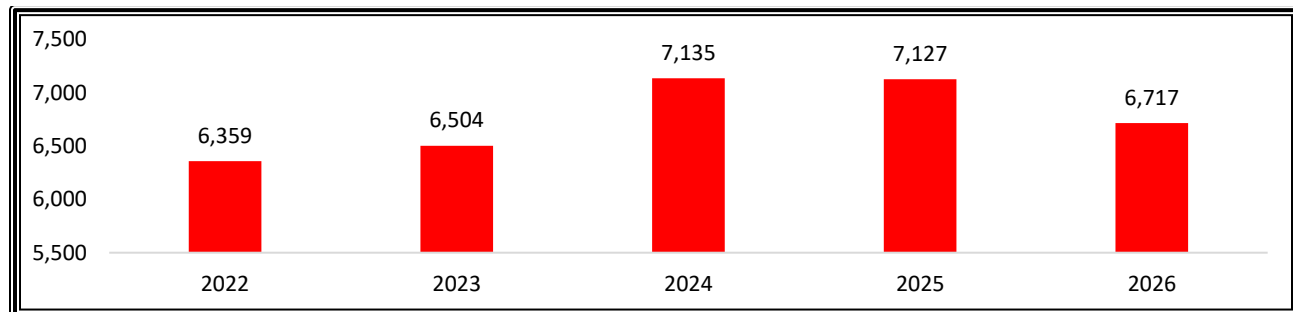
Mayor Christiansen and Council Members:

The following is the monthly report of Dover Police Department activities for February:

COMPLAINTS/EVENTS

YTD Totals compiled through February numbered 6,717.

This represents a decrease of 410 from the 7,127 reported over the same period in 2025.



CRIMINAL INVESTIGATIONS

Burglary: 1 cases reported, 0 cases cleared and 1 cases was cleared from previous months.

Robbery: 5 cases reported, 3 cases cleared and 0 cases was cleared from previous months.

Sex Assault: 9 cases reported, 3 cases cleared and 1 case was cleared from previous months.

Homicide: 0 case reported, 0 case cleared and 0 case cleared from previous months.

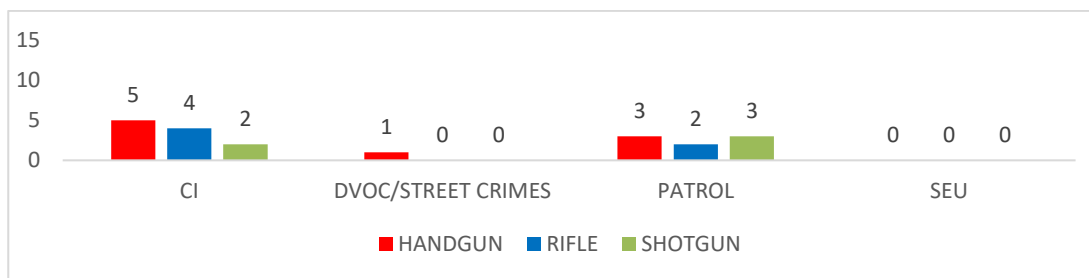
There were 5 Non-Criminal Death Investigations, 5 cases cleared and 0 cases cleared from previous months.

Item #18.

DRUG, VICE, & ORGANIZED CRIME / STREET CRIMES UNIT ENFORCEMENT

Marijuana: 287 grams seized
 Cocaine: 841.4 grams seized
 Ecstasy: 2 doses seized
 Prescription Pills: 0 doses seized
 Methamphetamine: 0 grams seized
 Opiates: 10.14 grams seized
 Other Rx Drugs: 0 grams/doses seized
 Drug Proceeds: \$328 seized

FIREARM SEIZURES/INSIDE CITY LIMITS

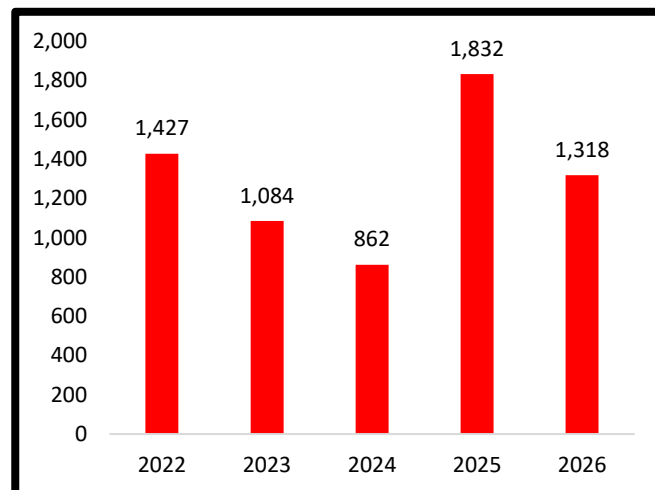


Firearms: 9 Handguns, 6 Rifles & 5 Shotguns

TRAFFIC ENFORCEMENT

YTD Citation Totals compiled through February numbered 1,318.

This represents a decrease of 514 from the 1,832 reported over the same period in 2025.

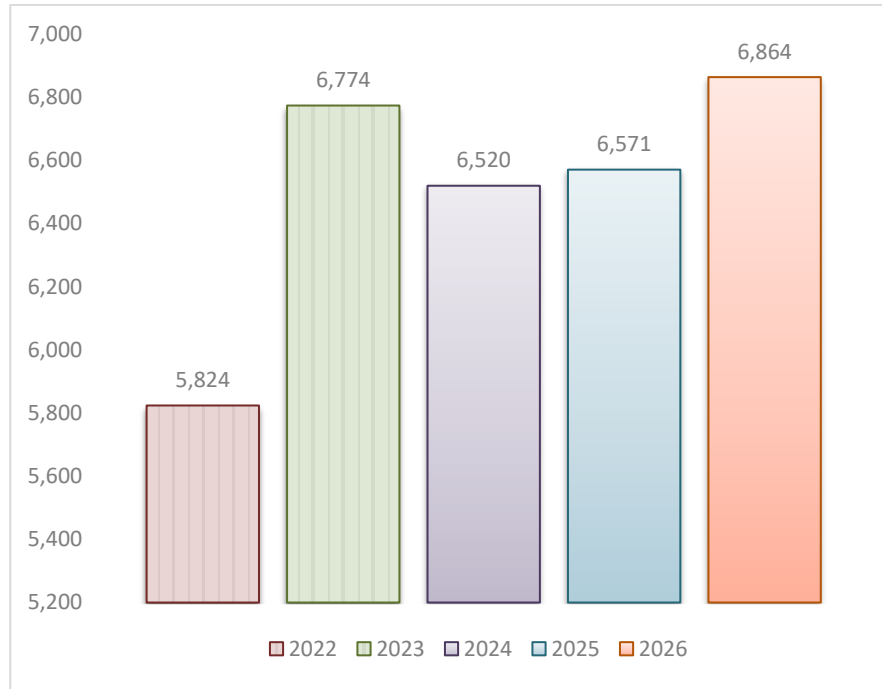


TRAFFIC CRASHES: YTD = 273

911 CENTER ACTIVITY

Total compiled during February numbered 6,864 calls.

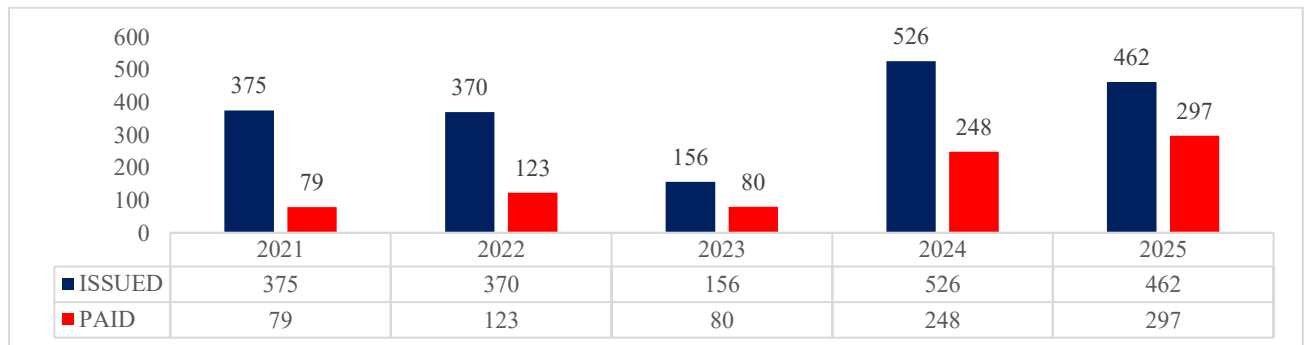
This represents an increase of 293 from the 6,845 reported during the same period in 2025.



CITY ORDINANCE SUMMONS

YTD Totals compiled through February numbered 462.

This represents a decrease of 64 from the 526 reported over the same period in 2025.



COMMUNITY POLICING

This proactive unit takes the lead on community engagement and supporting our community organizations. They have administrative responsibilities and also support other departmental units,

such as patrol, during times of high work volumes or special operations with enforcement activities. In addition to those duties, the unit accomplished the following in **February**:

Item #18.

- **Assisted Patrol Units** during major incidents, high 911 call volume and/or low staffing
- **Training Events:** Crisis Negotiation, and SORT
- Completed a lengthy Fatal Collision investigation – 1 charged and arrested
- **Conducted property checks of problem areas from community complaints:**
 - **Unit Block of South Governors Avenue**
 - **Unit Block of both North and South New Street**
 - **Dover Liquor Warehouse**
 - **Hamlet Neighborhood**
 - **Olive Garden Property**
 - **Downtown District**
 - **Courtney Square**
 - **Village of Westover Apartments**
- Planning for **Easter Egg Hunt**, **Christmas in July**, **Punt/Pass/Kick event [PAL]**, **Summer Youth Academy [PAL]**, **Day in their Boots [PAL]**, **Dover Little League Opening Day**, & summer community events involving the **Hope Street Commission**
- Participated in the **Silver Lake Commission** meeting
- Participated in the **NeighborGood Restore Dover** meeting
- Participated in a visit to the **Silver Lake Nursing Home** – [K9 Roy]
- **21st Century Program** activities/meetings at the **Central Middle School [PAL]**
- Continued work on the **Sponsored Student Athlete** program
- Secured **trespass authorization** forms from **Cannon Mills** and **Westover Apartments**
- Assisted DVOC with an arrest stemming from a **School Bus** situation
- Handled a **Security Assessment** – **Wesley Church**
- Participated in a visit to the **Reilly Brown Elementary School** – [K9 Roy]
- Handled **trespass/crime** situations – 32, 33, & 41 **South Governors**
- Met with a concerned resident regarding – **Capital Green**
- Handled **parking/neighborhood** disputes – **Swallowtail Way** and **Madison Court**
- Assisted the **Police Academy** with **OC & Behavioral Health training** as well as **Traffic Stop & Domestic Violence** related scenarios
- Assisted Patrol with a **recurring trespass** complaint – **Hamlet shopping center**
- Assisted Patrol with a **barricade situation** – **Ruth Way**
- Assisted Patrol with **multiple bomb threats** – **Multiple locations**
- Liaison with identified property managers for monthly statistical analysis
- Liaison with **Dunkin Donuts owner** - **trespassing** situation
- Supported the **Chocolate Lovers 5K** – **Del Tech Campus**
- Supported the **Criminal Justice Program** – **Del Tech** – **Crash Reconstruction class**
- Follow-up - Homeless camping – **The Sleep Inn property**
- Assist Patrol - ongoing situation – **Holy Cross Church** – **theft** – 1 arrested
- Assisted with the **Police Prosecution Project (PPP)** – **JP Court #7**
- Assisted with a donation from a private party to **Shepherds Place**
- Assisted the **Training Unit** with **CPR instruction** for Officers
- Attended the **Habitat for Humanity** Aware Breakfast

- Meeting with **Dover Housing Authority** staff regarding issues at **Owens Manor**

COMMUNITY POLICING – Behavioral Health

- The **Behavioral Health Unit (BHU)** responded to and/or assisted with **40 notable Calls for Service (CFS)** and **CPL Shepherd** and/or **Clinician Heath** were assigned to **40 CFS** via **Computer Aided Dispatch (CAD)**.
- Of those 40 CFS, the following occurred:
 - **12** involved **transports** to the **Dover Police Department** or **Medical/Mental Health Facilities**.
 - **18** involved **Mental Health** contacts and **9** involved **Substance Abuse** contacts, while **7 CFS** involved a **combination of both**.
 - **31** involved **other circumstances** and/or CFS types.
 - **36** direct field contacts occurred during the 40 complaints involving **Mental Health**, **Substance Abuse**, and/or **Other Circumstances**.
 - BHU saved Patrol and other Units approximately 30.75 hours by placing other Officers back in normal service.
- BHU Meetings/Events/Community Engagement/Projects/Training:
 - **Most Notable:** The BHU and Crisis Negotiation Team (CNT) directly assisted with a barricade situation on Stoney Drive where CPL Shepherd was assigned as Primary Negotiator and Clinician Heath worked as a supporting resource and mental health provider. The Suspect was armed with a firearm, suicidal, and fired on Officers during the incident prior to sustaining a self-inflicted wound. Due to the recent work by CPL Shepherd, all CNT equipment was fully operational during the incident and this marked the first time Clinical support was directly available on scene.
 - **Notable:** The BHU successfully transported a suicidal veteran in crisis from Barrister Place to the Philadelphia Veterans Affairs Medical Center for voluntary assessment and care. This was the most appropriate and least restrictive level of care for the veteran in crisis.
 - **Notable:** The BHU assisted Bayhealth Kent Campus (KGH) and Patrol Officers with a psychiatric patient who was originally deemed safe to leave by Telehealth. The patient was not safe to be in the community and was then assessed by in-patient psychiatry. Through issues surrounding this complaint a meeting with in-patient psychiatry was organized and attended by BHU.
 - The BHU assisted Patrol with a variety of complaints to include bomb threats, a pursuit, psychiatric complaints, medical complaints, and domestic incidents.
 - CPL Shepherd updated the presentation material and taught De-Escalation, and assisted with Excited Delirium instruction in the Dover Police Academy.
 - CPL Shepherd continued to meet with Dover Behavioral Health and Bayhealth Emergency Department staff to improve crisis response throughout Dover and the State.
 - CPL Shepherd continued to meet with community members and stakeholders reference ongoing downtown Dover issues related to community improvement and behavioral health.
- BHU continued to assist all Units within the Department with Behavioral Health related cases or inquires.

PROGRAMS AND INITIATIVES

- Following recent transfers there were updates to the **liaison roles** of assigned **Community Policing Officers**. For Council's information, the current assignments are as follows:

- **Master Corporal Lee Killen-**
 - *Downtown Dover Partnership footprint*
- **Corporal Melissa Ragona-**
 - *East Lake Gardens*
 - *Lake Club Apartments*
 - *Village at McKee Branch*
 - *Woodmill Apartments*
 - *New Hope Housing*
- **Corporal Kody Frye-**
 - *Dover Country Club Apartments*
 - *Dover East Estates Mobile Home Park*
 - *Liberty Court Apartments*
 - *The Village at Blue Hen Apartments*
 - *Whatcoat Apartments*
- **Patrolman First Class Jean LaFleur-**
 - *Senate View*
 - *Dover Estates II*
 - *Manchester Square*
 - *Sussex Green*
 - *Hamlet Shopping Center*

✚ Our five (5) Recruit Officers continue to do well in the Police Academy. Background investigations on the small number of candidates who were successful following the December 7, 2025 assessment day yielded only one candidate for a Chief's interview. Unfortunately, this candidate washed out during the final stage of the process. **The next major assessment day will be April 12, 2026.**

✚ The Department would like to welcome its newest **Parking Enforcement Officer. Mr. Stephen Trice** was sworn in by Mayor Christiansen on February 9, 2026. He joins Mr. Donald Wood in this mission and we offer good luck to both of them in their work.

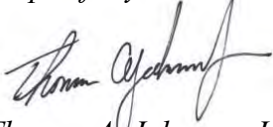
✚ The Department activated its snow emergency procedures for the second time in two months in relation to the **Blizzard of February 22-24**. The plan again worked well as it related to preparatory activities all the way through to the recovery after the storm. The lack of an ice component and the moderate temperatures following the snow allowed for a **quick return to normal** despite the accumulations.

✚ The Department has taken notice of some **infrastructure problems**. We have noticed some degradation of the **pipes serving our HVAC systems** and we have suffered a significant failure of our **exterior lighting serving our parking lots**. We are working with other city departments to address both the immediate short term repairs and to begin an analysis of other pending repairs in a more strategic fashion for budgeting purposes. **We would like to thank Mike Hamlett** for the fast assistance in order to get some portable safety/security lighting in place on short notice.

Please visit our website at www.doverpolice.org for up to date information on crimes and activities in the City of Dover.

Item #18.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Thomas A. Johnson, Jr.", written in a cursive style.

Thomas A. Johnson, Jr.
Chief of Police



PROPOSED ORDINANCE #2026-03

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:

That Chapter 22 – Buildings and Building Regulations, Article XI – Dangerous Buildings, be amended by inserting the text indicated in bold, blue, italics, and deleting the text indicated in red strikeout as follows:

ARTICLE XI. – DANGEROUS BUILDINGS**Sec.22-381. – Definitions.**

The following words, terms, and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Dangerous buildings means all buildings or structures ~~that which~~ have any ~~or all~~ of the following defects or uses:

- (1) *Leaning interior walls.* Those of which the interior walls or other vertical structural members list, lean, or buckle to such an extent that a plumb line passing through the center of gravity falls outside of the middle third of its base.
- (2) *Damaged walls, etc.* Those ~~that which~~, exclusive of the foundation, show 33 percent or more damage or deterioration of the supporting member or members, or 50 percent of damage or deterioration of the ~~non-supporting non-supportive~~ enclosing or outside walls or covering.
- (3) *Load on roofs.* Those ~~that which~~ have improperly distributed loads upon the floors or roofs, or ~~that which the same~~ are overloaded, or ~~that which~~ have insufficient strength to be reasonably safe for the purpose used.
- (4) *Fire damage, etc.* Those ~~that which~~ have been damaged by fire, wind, or other causes ~~so as to~~ ~~which~~ have become dangerous to life, safety, morals, or the general health and welfare of the occupants or the people of the city.
- (5) *Unfit for habitation.* Those ~~that which~~ have become or are so dilapidated, decayed, unsafe, insanitary, or so utterly fail to provide the amenities to decent living that they are

unfit for human habitation, or are likely to cause sickness or disease, so as to **cause work** injury to the health, morals, safety, or general welfare of those living therein.

- (6) *Light, air, sanitation.* Those having light, air, and sanitation facilities **that which** are inadequate to protect the health, morals, safety, or general welfare of human beings who live or may live therein.
- (7) *Fire escapes, etc.* Those having inadequate facilities in case of fire or panic, or those having sufficient stairways, elevators, fire escapes, or other means of communication.
- (8) *Loose parts.* Those **that which** have parts thereof which are so attached that they may fall and injure members of the public or property.
- (9) *General welfare.* Those **that which**, because of their condition or use, are unsafe, insanitary, or dangerous to the public health, morals, safety, or general welfare of the ~~people~~s of this city.
- (10) *Code violations.* Those existing in violation of any provisions of the **adopted building** codes of this city, or any provision of the fire prevention code, or **any** other ordinances of this city.
- (11) *Drug sales, use, etc.* Those **that which** are being used for the unlawful selling, serving, storing, giving away or manufacturing (which includes the production, preparation, compounding, conversion, processing, packaging or repackaging) of any drug, which **includes consists of** all narcotic or psychoactive drugs, cannabis, cocaine and all controlled substances as defined in the Uniform Controlled Substances Act (16 Del. C. § 4701 et seq.).
- (12) *Unoccupied buildings.* Those **that which** are left unoccupied and unattended for periods of three months or more, so that decay is being accelerated by natural or **manmade other** causes, or which may be attracting trespassers and vagrants, increasing the probability of fire and danger to human life.
- (13) *Incomplete buildings.* Those under construction ~~are~~ **are considered incomplete** if the authorized work is substantially suspended or abandoned for ~~a period~~ of three months or more.

Sec. 22-382. Standards for repair, vacation, or demolition.

The following standards shall be followed in substance by the code official in ordering the repair, vacation, or demolition of dangerous buildings:

- (1) *Repair*. If the dangerous building can reasonably be repaired so that it will no longer exist in violation of the terms of this article, it shall be ordered repaired.
- (2) *Vacation*. If the ~~dangerous~~ building is in such a condition or is being used ~~as~~ to make it dangerous to the health, morals, safety, or general welfare of its occupants, it shall be ordered to be vacated and closed. Buildings ordered closed shall not be reopened until a certificate of occupancy is issued.
- (3) *Demolition*. **The following shall be cause for demolition:**
 - (a) In all cases where a dangerous building is 50 percent damaged, decayed, or deteriorated from its original value or structure, or
 - (b) In all cases where a building cannot be repaired so that it will no longer exist in violation of the terms of this article, or
 - (c) In all cases where a dangerous building is a fire hazard, it poses a risk to public safety as determined by the fire marshal or any code official, or
 - (d) Any existing or erected structure in violation of the terms of this article or any ordinance of the city or statute of the state.

~~In any case where a dangerous building is 50 percent damaged, decayed or deteriorated from its original value or structure, it shall be demolished, and in all cases, where a building cannot be repaired so that it will no longer exist in violation of the terms of this article, it shall be demolished. In all cases where a dangerous building is a fire hazard, or public safety hazard as determined by the code official, or is existing or erected in violation of the terms of this article or any ordinance of the city or statute of the state, it may be demolished.~~

Sec. 22-383. Nuisance declared.

All dangerous buildings within the terms of section 22-381 are hereby declared to be public nuisances, and shall be repaired, vacated, ~~and~~ closed, or demolished as hereinbefore and hereafter provided.

Sec. 22-384. Duties of a code official.

The code official shall:

- (1) *Inspect public buildings*. Inspect or cause to be inspected semiannually all public buildings, schools, halls, churches, theaters, hotels, tenements, or commercial, manufacturing, or loft buildings ~~for the purpose of determining to determine~~ whether

any conditions exist which render such places a dangerous building within the terms of section 22-381.

- (2) *Complaints.* Inspect any building, wall, or structure about which complaints are filed by any person to the effect that a building, wall, or structure is or may be existing in violation of this article.
- (3) *Reported violations.* Inspect any building, wall, or structure reported (as hereinafter provided for) by the fire or police departments of this city as probably existing in violation of this article.
- (4) *Dangerous buildings.* Inspect such other buildings as shall from time to time come to ~~his~~ **the inspector's** attention as possibly dangerous buildings within the terms of section 22-381.
- (5) *Notice to owner.* Notify, in writing, the owner, occupant, lessee, mortgagee, agent, and all other persons having **an** interest in said building, as shown by the land records of the recorder of deeds of the county, of any building found by ~~him~~ **the inspector**, to be a dangerous building within the standards set forth in section 22-381, that:
 - a. *Duties of **the property** owner.* The owner must vacate and close, or repair, or demolish said building in accordance with the terms of the notice and this article~~;~~.
 - b. *Duties of occupant.* The occupant or lessee must vacate and close said building or may have it repaired in accordance with the notice and remain in possession~~;~~.
 - c. *Persons with interest.* The mortgagee, agent, or other persons having **an** interest in said building, as shown by the land records of the recorder of deeds of the county, may, at their own risk, repair, vacate and close, or demolish the said building or have such work or act done; provided that any person notified under this subsection to repair, vacate and close, or demolish any building shall be given such reasonable time, not exceeding 30 days, as may be necessary to do, or have done, the work or act required by the notice provided for herein~~;~~.
 - d. *Appeal.* The person or entity receiving notice by the code official shall have the right to appeal his decision directly to the council and have a hearing conducted in accordance with the provisions of section 22-385 before **the city** council, provided that the notice of appeal is filed with the city clerk no later than five days after receiving notice from the code official.
- (6) *Order to remedy conditions.* Set forth in the notice provided for in subsection (5) hereof a description of the building or structure deemed unsafe, a statement of the particulars

which make the building or structure a dangerous building and an order requiring the same to be put in such condition to comply with the terms of this article within such length of time, not exceeding 30 days, as is reasonable.

- (7) *Non-compliance with notice.* Report to the council any non-compliance with the notice provided for in subsections (5) and (6) hereof.
- (8) *Testify at hearings.* Appear at all hearings conducted by council and testify as to the conditions of dangerous buildings.
- (9) *Notice on buildings.* Place a notice on all dangerous buildings, reading as follows:

“This building has been found to be a dangerous building by the code official. This notice is to remain on this building unit until it is repaired, ~~vacated and closed~~, or demolished in accordance with the notice which has been given to the owner, occupant, lessee, mortgagee, or agent for this building, and all other persons having an interest in said building, as shown by the land records of the recorder of deeds of Kent County. It is unlawful to remove this notice until such notice is complied with.”

- (10) *Orders of council.* Carry out all orders of the council to cause the repair, vacation, closure, or demolition of dangerous buildings pursuant to section 22-385. In causing the vacation of the dangerous building, the code official may order the city utilities to be disconnected. In causing the closure of dangerous buildings, the code official may direct the removal from the building of all furniture, equipment, and other personal property left by ~~vacated~~ occupants.

Sec. 22-385. Hearing before City council.

The City council ~~of the city~~ shall:

- (1) *Notice of hearing.* Upon receipt of a report of the code official as provided for in section 22-384(7), give written notice to the owner, occupant, mortgagee, lessee, agent, and all other persons having an interest in said building, as shown by the records of the recorder of deeds of the county, to appear before it on the date specified in the notice to show cause why the building or structure reported to be a dangerous building should not be repaired, ~~vacated and closed~~, or demolished in accordance with the statement of particulars set forth in the code official’s notice provided for herein in section 22-384(6).
- (2) *Conduct of hearing.* Hold a hearing and hear such testimony as the code official or the owner, occupant, mortgagee, lessee, or any other person having an interest in said building, as shown by the land records of the recorder of deeds of the county, shall offer relative to the dangerous building. Hearings relative to reported dangerous buildings as defined in section 22-381(11) shall include the testimony of the city chief of police, who may submit

arrest records, complaint records, and affidavits relative to the property as evidence for the hearing.

- (3) *Findings.* Make written findings of fact from the testimony offered pursuant to subsection (2) of this section as to whether ~~or not~~ the building in question is a dangerous building within the terms of section 22-381.
- (4) *Order.* Issue an order based upon findings of fact made pursuant to subsection (3) of this section, commanding the owner, occupant, mortgagee, lessee, agent and all other persons having an interest in said building, as shown on the land records of the recorder of deeds of the county, to repair, ~~vacate and close,~~ or demolish any building found to be a dangerous building within the terms of this article, setting the time **not exceeding 30 days** ~~within~~ which said building shall be repaired, ~~vacated and closed,~~ or demolished, and provided that any person so notified, except the owners, shall have the privilege of ~~either vacating or~~ repairing said dangerous building; or any person not the owner of said dangerous building but having an interest in said building as shown by the land records of the recorder or deeds of the county may demolish said dangerous building at **their** ~~his~~ own risk to prevent the acquiring of a lien against the land upon which said dangerous building stands by the city as provided in subsection (5) hereof.
- (5) *Failure to comply.* If the owner, occupant, mortgagee, or lessee, fails to comply with the order provided for in subsection (4) hereof within ten days, cause such building or structure to be repaired, vacated and closed, or demolished, as the facts may warrant, under the standards hereinbefore provided for in section 22-384, and shall, with the assistance of the city solicitor, cause the costs of such repair, ~~vacation,~~ or demolition to be charged against the land on which the building existed as a municipal lien or cause such costs to be added to the tax duplicate as an assessment, or to be levied as a special tax against the land upon which the building stands or did stand, or to be recovered in a suit at law against the owner, provided that in cases where such procedure is desirable and any delay is thereby caused will not be dangerous to the health, morals, safety, or general welfare of the people of this city, the council shall notify the city solicitor to take legal action to force the owner to make all necessary repairs or demolish the building.
- (6) *Report to solicitor.* Report to the city solicitor the names of all persons not complying with the order provided for in subsection (4) hereof.

Sec. 22-386. Violations; ~~penalty~~ and **penalties for disregarding notices or orders.**

- (a) *Violations by **the property** owner.* The **property** owner of any dangerous building who shall fail to comply with any notice or order to repair, vacate and close, or demolish said building given by the council shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined as provided for in Appendix F – Fees and Fines.

- (b) *Violations by occupant or lessee.* The occupant or lessee in possession who fails to comply with any notice to vacate and close or who fails to repair said building in accordance with any notice given by the council as provided for in this article shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined as provided for in Appendix F – Fees and Fines.
- (c) *Removal of notice.* Any person removing the notice provided for in section 22-384(9) shall be guilty of a misdemeanor and, upon conviction, shall be fined as provided for in Appendix F – Fees and Fines.

Sec. 22-387. Duties of the city solicitor.

The city solicitor shall:

- (1) *Prosecutions.* Prosecute all persons failing to comply with the terms of the order provided for in section 22-385(4).
- (2) *Hearings.* Appear at all hearings before the council **regarding** ~~in regard to~~ dangerous buildings.
- (3) *Collections.* Bring suit to collect all municipal liens, assessments, or **all** costs incurred ~~in repairing or causing to be vacated and closed or demolished~~ **with any abatements regarding** dangerous buildings.
- (4) *Other legal action.* Take such other legal action as is necessary to carry out the terms and provisions of this article.

Sec. 22-388. Emergency cases.

In cases where it reasonably appears that there is an immediate danger to the life or safety of any person, unless a dangerous building is immediately repaired, vacated and closed, or demolished, the **code official building inspector** shall report such facts to the council, which may cause the immediate repair, ~~vacation~~, or demolition of such dangerous building. The costs of such emergency repair, ~~vacation~~ or demolition of such dangerous building shall be collected in the same manner as provided in section 22-385(5).

Sec. 22-389. Procedure when **the property owner is absent from **the** city.**

In cases, except emergency cases, where the owner, occupant, lessee, or mortgagee is absent from the city, all notices or orders provided for herein shall be sent by registered or certified mail to the owner, occupant, mortgagee, lessee and all other persons having an interest in said building, as shown by the land records of the recorder of deeds of the county, to the last known

address of each, and a copy of such notice shall be posted in a conspicuous place on the dangerous building to which it relates. Such mailing and posting shall be deemed adequate service.

Sec.22-390. Administrative liability.

No officer, agent, or employee of the city shall ~~render himself~~ **be held** personally liable for any damage that may accrue to persons or property as the result of any act required or permitted in the discharge of ~~his~~ **official** duties under this article. Any suit against any officer, agent, or employee of the city as a result of any act required or permitted in the discharge of ~~his~~ **such** duties under this article shall be defended by the city solicitor until the final determination of the proceedings therein.

Sec. 22-391. Duties of **the fire marshal and city employees.**

The fire marshal, all members of the fire department, all officers of the police department, and all other employees of the city shall report, in writing, to the Division of Code Enforcement all buildings or structures within the city which shall come to their knowledge or attention as being dangerous buildings within the terms of this article.

Secs. 22-391-22-399. Reserved.

ADOPTED: *

SYNOPSIS

This ordinance amends the existing text to clarify responsibilities related to dangerous buildings, improve readability through grammatical corrections, and update language to align with currently adopted code standards. It also refines and strengthens the criteria and procedures governing demolition to ensure consistency and effective enforcement.

(SPONSORS: DUCA and SUDLER)

Action History

04/13/2026 – First Reading – City Council

02/10/2026 - Introduction – Council Committee of the Whole/ Legislative, Finance, and Administration Committee

City of Dover

PROPOSED ORDINANCE #2025-14 WITH STAFF AMENDMENT #1 (STAFF AMENDMENT #1 IS INDICATED IN GREEN TEXT)

1 **BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN**
2 **COUNCIL MET:**

3
4 That Chapter 22 - Buildings and Building Regulations, Article XII – Vacant Buildings, be
5 amended by inserting the text as follows:

6
7 **Secs. 22-407-499. – Reserved.**

8
9 **BE IT FURTHER ORDAINED:**

10
11 That Chapter 22 - Buildings and Building Regulations, be amended by inserting the text as follows:

12 13 14 **ARTICLE XIII. LEMON HOUSING**

15 16 **Sec. 22-500 Lemon Housing Protection**

17 18 **Section 1. Purpose**

19
20 **The purpose of this ordinance is to promote the safety, health, and welfare of the residents**
21 **of Dover. This ordinance establishes the requirements for home inspections prior to the**
22 **transfer of ownership for residential properties.**

23 24 **Section 2. Definitions**

25
26 **The following words, terms, and phrases, when used in this chapter, shall have the meanings**
27 **ascribed to them in this section, except where the context clearly indicates a different**
28 **meaning:**

29
30 **(a) Transfer of Property means the sale, exchange, or any legal conveyance of**
31 **residential property ownership from one party to another.**

32
33 **(b) Home Inspection means a comprehensive, whole-house evaluation of the**
34 **property's structure, systems, and components conducted by a licensed home**
35 **inspector.**

(1) The buyer has the right to determine and receive the type and level of inspection(s) they desire.

(c) Defect means any condition identified during the inspection that does not comply with all applicable federal, state, and local building codes and laws or does not meet safety, operational, and ~~or~~ structural standards.

Residential property- Any single-family home, townhouse, duplex, or condominium.

Section 3. Inspection Requirement

(a) Inspection required- All residential property transfers within the City of Dover shall require, at a minimum, a basic home inspection unless otherwise exempted.

~~(b)~~(a) Timeline - A home inspection shall be conducted within one (1) year prior to the date of property transfer.

~~(c)~~(b) Inspector Qualifications - The inspection must be carried out by a licensed home inspector recognized by the State of Delaware Division of Professional Regulation.

(d) All licensed home inspectors doing business within city limits shall be required to maintain a City of Dover business license.

Section 4. Owner Occupancy Requirement

~~(a) Any additional professional practices that are standard at the time of the sale shall be deemed incorporated into this ordinance by reference and automatically enforceable as local law.~~

~~(a)~~(b) The seller must disclose in writing if he or she has never lived in the house or has lived for less than one year in the house.

~~(b)~~(e) The seller must disclose if he or she is in the business of buying and selling homes.

Section 5. Acknowledgement of Defects

(a) A report detailing all identified defects shall be provided to the buyer.

(b) The buyer must initial each noted defect in acknowledgment of receipt and awareness.

Section 6. Enforcement and Penalties

(a) Non-compliance shall be reported in writing by email or written hard copy to the

~~city manager, Division of Code Enforcement, within thirty days, and all supporting documentation must be provided in the complaint for review and enforcement. Based on confirmation, the city manager may levy a penalty.~~

(b) Any real estate professional or agent who fails to comply with this ordinance may result in the suspension or/ or revocation of the issued City of Dover business license in accordance with Chapter 26 of the Dover Code of Ordinances. ~~the seller and or the seller's agent, real estate representative (realtor) losing their license to practice in the City of Dover.~~

(c) A ~~fine citation~~ shall be issued ~~paid unto the city~~ as provided for in Appendix F— Fees and Fines or by other legal means.

~~(d) A penalty may be appealed to the Construction and Property Maintenance Code Board of Appeals.~~

Section 7. Appeals

(a) Appeals – Whenever any person is aggrieved by a decision of the ~~code official city manager~~ with respect to the provision of this chapter, it is the right of that person to appeal to the ~~construction property maintenance~~ Dover Code Board of Appeals. Such an appeal must be filed, in writing, within 30 days after the citation ~~penalty~~ is issued ~~levied by the city manager by the code official.~~

(b) Notice of Hearing – Upon receipt of such an appeal, the ~~construction and property maintenance code~~ Dover Code Board of Appeals shall set a time and place in not less than 10 nor more than 30 days for the purpose of hearing the appeal. Notice of the time and place of the hearing of the appeal shall be given to all parties, at which time they may appear and be heard. The determination by the ~~construction and property maintenance code~~ Dover Code Board of Appeals shall be final in all cases.

Section 8. Exemptions

The following are exempt from the inspection requirement:

(a) The home buyer opts out of the required home inspection in writing.

(b) The home is sold at Sheriff Sale, Munion Sale, Foreclosure, Short Sale, or transferred by a court of law.

(c) The home is inherited or transferred as a part of an estate.

(d) A property that was built with a Certificate of Occupancy issued within one year

prior to the sale date.

Section 98. Effective Date

This ordinance shall take effect ~~on March 239, 2026,~~ following its adoption and publication as required by law.

BE IT FURTHER ORDAINED:

That Appendix F – Fees and Fines, be amended by inserting the text indicated in bold, blue font as follows:

Chapter 22. Buildings and Building Regulations

Chapter 22. Buildings and Building Regulations	Fees and Fines
<i>Article XIII. Lemon Housing Protection</i>	
Sec. 22-500	
Sec. 6 – Enforcement and Penalties (c)	Maximum of \$1,000.00

ADOPTED:

SYNOPSIS

The ordinance establishes requirements for licensed home inspections prior to the transfer of residential property in Dover. It defines key terms, outlines inspection timelines and disclosure obligations, and requires sellers to acknowledge whether they have lived in the home or are engaged in the business of selling homes. Buyers must be provided with inspection reports and confirm acknowledgment of any identified defects. The ordinance provides for enforcement by the **Division of Code Enforcement** ~~City Manager~~, including fines and potential loss of licensure for non-compliance. It also establishes a formal appeals process through the ~~Construction and Property Maintenance~~ **Dover** Code Board of Appeals.

(SPONSORS: NEIL, ROCHA)

Actions History

04/13/2026 – Scheduled for Final Reading – City Council

03/09/2026 – Final Reading – City Council – Sent back for Staff Amendments

02/25/2026 - First Reading – City Council

01/13/2026 - Introduction - Council Committee of the Whole/Legislative, Finance, and Administration committee