



CITY OF DOVER

DOVER BUSINESS AND INDUSTRIAL DEVELOPMENT AUTHORITY - MINUTES

Meeting Type: Workshop Meeting
Meeting Location: City Hall, Council Conference Room
Meeting Date: June 2, 2026
Meeting Time: Immediately upon conclusion of 4:00 PM Regular Meeting

Present: Rick Lundborn, Nathania Sitiwatjana, Karen Weston, Kristen Hopkins, Bob Carrier

Absent: Sean O'Connell, Abby Bachman, Guy Eaton, Derek Fisher

Ex Officio Members Present: Christopher Parker, Deputy City Manager; Dennis Shanahan, Mayor

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

1. CALL TO ORDER

The Vice Chair called the meeting to order.

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

2. STRATEGIC PLAN WORKING GROUPS

Members convened in simultaneous working groups to discuss action items from the DBIDA strategic plan.

Working Group I: Guides and Resources

Members K.Weston, K.Hopkins, Mayor D.Shanahan, and B.Carrier, with staff R.Bickley, reviewed the draft updated *Developer's Handbook* currently being worked on by the Planning Department, along with the previous version containing highlighted changes.

The group was supportive of the new format, including the outlined sections, clearer organization, and a more user-friendly structure. Members discussed the handbook's role as a general guide for applicants, developers, contractors, and property owners navigating the City's development review and permitting processes.

The group also suggested features that could improve the document, including links to City codes, applications, and planning tools; general information related to workforce housing and development incentives; and ways to make the handbook more accessible to people who are unfamiliar with planning terminology and electronic permitting processes.

The working group agreed to continue reviewing the draft handbook and provide written comments. Staff will collect and consolidate the comments for review before the draft advances further in the process.

Working Group II: Incentives

Members R. Lundborn, N. Sitiwatjana, and C. Parker discussed Dover's Economic Revitalization Zones. The group reviewed maps of Dover's 5 existing ERZs, which will need to be renewed in 2026, and recommended slight changes to the boundaries of several zones to reflect more recent changes in zoning and potential for commercial growth. J. Burdin proposed to digitize the suggested edits and prepare the other supporting documentation required for the ERZ renewal and return to the entire board at a future meeting for final sign-off before submitting the revisions to BEA.

3. ADJOURN

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