



**CITY OF DOVER, DELAWARE
PLANNING COMMISSION
Monday, November 20, 2023 at 7:00 PM**

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

AGENDA

Written comments are accepted via mail to City of Dover – Planning Commission, P.O. Box 475 Dover DE 19903 and via email at CompPlan@dover.de.us.

IN-PERSON and VIRTUAL MEETING NOTICE

The Planning Commission Meeting for November 20, 2023 will be held as an In-Person Meeting at City Hall in City Council Chambers. The public is welcome to attend in person. The Meeting will also be provided as a Virtual Meeting using WebEx, an audio/visual conferencing system as an electronic means of communication. See participation information below to join by phone or computer.

**PUBLIC PARTICIPATION INFORMATION
City of Dover Planning Commission Meeting of November 20, 2023**

Join by Phone Dial: +1-650-479-3208
Access code: 253 091 87615 (Password: 3683772)
Join Online: <https://bit.ly/PCMeeting11202023>
Webinar Number: 2530 918 7615
Event password: Dover PC

If you are new to WebEx get the app now at <https://www.webex.com/> to be ready when the meeting starts. For problems accessing the meeting, please call the Planning Office at (302) 736-7196.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

Welcome to new Planning Commission Member as appointed October 23, 2023 for a Three Year Term to Expire June 2026 representing District 1: Mark Reeves

ADOPTION OF AGENDA

APPROVAL OF MINUTES

1. Adoption of Minutes of October 16, 2023

COMMUNICATIONS & REPORTS

Meeting Reminder: The next Planning Commission regular meeting date December 18, 2023.

Update on City Council Actions

Department of Planning & Inspections Updates

Education and Training Opportunities

2. *Advanced Land Use Law*, Wednesday, December 20, 2023, 10:00 AM to 12:00 PM via Zoom

Planning 101, Wednesday, January 17, 2024, 9:00 AM to 12:00 PM, Kent County Levy Court Building

Projects and Studies Activity Updates

3. Update on C-2 Code Amendments Project for Potential Revisions to *Zoning Ordinance* for C-2 (Central Commercial Zone)

OPENING REMARKS CONCERNING MEETING PROCEDURES FOR APPLICATIONS

OLD BUSINESS

Request for Extension of Planning Commission Approval

Pending Development Application:

4. S-23-19 Windward Ridge Apartments on West Denneys Road – Continued Review of a Site Development Application for the construction of thirteen (13) garden style apartment buildings consisting of eleven (11) buildings containing twenty-four (24) units and two (2) buildings containing eighteen (18) units for a total of 300 apartment units. Also proposed are twelve (12) garage buildings, a Club House with Pool, walking paths, parking, and other site improvements. Two (2) existing single family detached dwellings will remain on separate lots after a Minor Lot Line Adjustment Plan to reconfigure the three properties. The properties are zoned RM-2 (Medium Density Residence Zone) and partially subject to the SWPOZ (Source Water Protection Overlay Zone). The subject site consists of three parcels totaling 40.12 acres +/- located on the north side of West Denneys Road and west of but not adjacent to Carlisle Drive. The owners of record are George L. Craig Jr. and Deborah J. Craig; Robert G. Keller and Gloria K. Keller; and Bruce A. Burkett and the equitable owner is Jack Lingo Asset Management, LLC. Property Addresses: 57 Rocky Road, 4085 West Denneys Road, and an unaddressed parcel on West Denneys Road. Tax Parcels: ED-05-056.00-01-02.00-000, ED-05-056.00-01-03.00-000, and ED-056.00-01-04.00-000. Council District 1. *Review of Active Recreation Area. Waiver Requests: Partial Elimination of Sidewalk and Subdivision Waiver of Requirement for Two Connections to Public Street. This subject area was annexed with Application AX-22-03 Lands of Craig, Keller, and Burkett: Annexation of Three Parcels on West Denneys Road. At the October 16, 2023 Meeting, the Planning Commission conducted a Public Hearing and then deferred action on Application S-23-19 seeking additional information.*

NEW APPLICATIONS

5. C-23-02 Mt. Zion AME Church Building Addition at 101 North Queen Street (and 107 North Queen Street) - Public Hearing and Review of a Conditional Use Site Plan for an addition (1,402 SF footprint) to the Place of Worship (Church) building. The subject properties are zoned RG-1 (General Residence Zone). The properties totaling 11,500 SF are located at the northeast corner of N. Queen Street and Fulton Street. The owner of record for both parcels is A.M.E. Church of Dover. Property Addresses: 101 N. Queen Street and 107 N. Queen Street. Tax Parcels: ED-05-076.08-03-37.00-000 and ED-05-076.08-03-38.00-000. Council District 4. *The site was granted a variance to increase the area permitted to be covered by buildings (Board of Adjustment Application V-23-04).*
6. S-23-20 Cold Storage Warehouse at 451 Garrison Oak Drive - Public Hearing and Review of a Site Development Plan for a 165,000 SF Warehouse with associated site improvements. The site is located at Lot 8 of the Garrison Oak Business & Technology Park. The property is zoned IPM-2 (Industrial Park Manufacturing Zone – Business and Technology Center) and partially subject to the SWPOZ (Source Water Protection Overlay Zone: Tier 2 Primary Wellhead Protection Area). The property of 11.53 acres is located on the south side Garrison Oak Drive. The owner of record is the City of Dover; and the equitable owner is SLS Equity Partners. Property Address: 451 Garrison Oak Drive. Tax Parcel: LC-05-068.00-02-08.00-000. Council District 3. *Waiver Requests: Partial Elimination of Upright Curbing and Reduction of Parking Requirement. For Consideration: Performance Standards Review Application. The site was granted two variances to reduce setbacks related to building height and to increase the maximum lot coverage to 71% (Board of Adjustment Application V-23-05).*
7. S-23-21 BHD Operations Facility at 250 Garrison Oak Drive - Public Hearing and Review of a Site Development Plan for a 6,000 SF Office Building with 4,000 SF Truck Maintenance Garage, parking and storage area for collection trucks and containers, a refueling station, and with associated site improvements. The site is located at Lot 11 of the Garrison Oak Business & Technology Park. The property is zoned IPM-2 (Industrial Park Manufacturing Zone – Business and Technology Center). The property of 10.755 acres is located on the west side of Garrison Oak Drive. The owner of record is Trash Gurls, Inc. Property Address: 250 Garrison Oak Drive. Tax Parcel: LC-05-068.00-02-11.00-000. Council District 3. *For Consideration: Performance Standards Review Application.*

NEW BUSINESS

ADJOURN

Posted Agenda: November 9, 2023

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