

**CITY OF DOVER, DELAWARE
PLANNING COMMISSION
Monday, September 15, 2025 at 6:00 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 September 15, 2025 will be held at City Hall in City Council Chambers at **6:00 PM** and as a Virtual Meeting using Webex, an audio/video conferencing system as an electronic means of communication. The public is welcome to attend. See participation information below to join by phone or computer.

**PUBLIC PARTICIPATION INFORMATION
City of Dover Planning Commission Meeting of September 15, 2025**

Join By Phone: Dial +1-650-479-3208
Access Code: 253 196 09870
Password from Phones: 3683772

Join Online: <https://bit.ly/PCMeeting09152025>
Webinar Number: 2531 960 9870
Webinar Password: DoverPC

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

ADOPTION OF AGENDA

1. Site Development Master Plan S-25-12 Blue Hen Corporate Center pad Sites Master Plan: By letter of September 4, 2025, the applicant has requested that the Planning Commission to defer the Public Hearing and consideration of Application S-25-12 from the September 15, 2025

Meeting. As part of the adoption of tonight's Meeting Agenda, Application S-25-12 will be deferred. Following postponement, the Consideration and Public Hearing for Application S-25-12 will be rescheduled for a future Planning Commission meeting and will be subject to Public Notice requirements for the new meeting date.

APPROVAL OF MINUTES

- [2.](#) Adoption of Minutes of July 21, 2025

COMMUNICATIONS & REPORTS

Meeting Reminder: The next Planning Commission regular meeting date is October 20, 2025.

Update on City Council Actions

Department of Planning & Inspections Updates

OPENING REMARKS CONCERNING MEETING PROCEDURES FOR APPLICATIONS

OLD BUSINESS

Request Extension of Planning Commission Approval

NEW APPLICATIONS

- [3.](#) SB-25-02 Lands of Wyoming, LLC and Functional Properties, LLC (Ekaman Subdivision): Conceptual Subdivision Plan - Public Hearing and Review of a Conceptual Subdivision Plan to create five (5) lots and one residual lot from 2 existing parcels totaling 4.5754 acres to be known as Ekaman Subdivision. The proposed subdivision is to consist of five residential lots with the residual for stormwater management area. The proposal includes the extension and addition of a cul-de-sac to the existing street right-of-way of Jefferson Terrace. The larger parcel is zoned R-10 (One Family Residence Zone), and the additional parcel is zoned R-8 (One Family Residence Zone) with both being located south of but not adjacent to Wyoming Avenue and west of Monroe Terrace. Property Address: unaddressed on Jefferson Terrace extension (part of which is referenced as 3.8904 acres of Wyoming Avenue Rear). Property Owners: Wyoming, LLC and Functional Properties, LLC. Tax Parcels: ED-05-077.17-06-02.01-000 & ED-05-077.17-06-13.00-000. Council District 2. *Waiver Requested: Percentage of Lots on a cul-de-sac. This property was reviewed in 2013-2015 as SB-13-06 Jefferson Terrace Subdivision; however, the plan was never finalized. Application for Conceptual Subdivision Plan SB-23-01C was conditionally approved by the Planning Commission in March 2023; previous waiver requests were unsuccessful, and the plan expired. The properties were examined again under Conceptual Subdivision Plan SB-24-01 and were denied by the Planning Commission on August 19, 2024.*
- [4.](#) S-25-01 Revised Dover Mobility Center Garage at 133 S. Governors Avenue – Public Hearing and Review of a Revised Site Development Plan Application, Parcel Consolidation Plan, and associated Revised Architectural Review Certification for construction of a four story, multi-purpose parking garage structure to be known as the Dover Mobility Center Garage. The structure is revised to consist of 329 parking spaces, welcome and retail space, a management office, and retail and storage spaces. There have been architectural changes as designed,

including the removal of the S Bradford Street garage entrance. The subject site involves a series of parcels in the block between S. Governors Avenue and S. Bradford Street north of Minor Street Alley. The properties are zoned C-2 (Central Commercial Zone) and subject to the H (Historic District Zone). The owners of record are the Downtown Dover Partnership, City of Dover, Capital City Transformation Alliance, and Main Street – Dover Inc. Property Addresses: 133 S. Governors Avenue, 139 S. Governors Avenue, 145 S. Governors Avenue, 136 S. Bradford Street, 148 S. Bradford Street, 150 S. Bradford Street, and 132 S. Bradford Street, Dover. Tax Parcels: ED-05-077.09-02-10.00-000, ED-05-077.09-02-09.00-000, ED-05-077.09-02-08.00-000, ED-05-077.09-02-24.00-000, ED-05-077.09-02-25.00-000, ED-05-077.09-02-27.00-000, and ED-05-077.09-02-23.00-000. Council District 4. *Previously Approved: Tree Mitigation Plan. For Consideration: Revised Parking Strategy Statement. This Revised project was the subject of HI-24-09 Revised for Historic District Commission Review and Recommendation on the Architectural Review Certification on August 21, 2025. The project is also associated with MI-24-10 Request for Alley Abandonment: Part of Alley Between S. Governors Avenue and S. Bradford Street.*

5. S-25-11 The Governor: Mixed Use Building at 120 S Governors Avenue – Public Hearing and Review of a Site Development Plan Application, Parcel Consolidation Plan and Architectural Review Certification for the construction of a four story, 169,080 SF Mixed Use Building including a grocery, retail and restaurant spaces, a child day care, 120 apartment units, and a roof-top courtyard with site improvements of a parking lot, a courtyard, and landscaping. The main parcel contains 1.70 +/- acres. The property is zoned C-2 (Central Commercial Zone) and subject to H (Historic District Zone). The property is located on the west side of South Governors Avenue and halfway between Reed Street and West Loockerman Street. The owners of record are Downtown Dover Development Corporation c/o Downtown Dover Partnership and The City of Dover. Property Addresses: 120 S. Governors Avenue, 105 S New Street, 111 S New Street, and 115 S New Street. Dover. Tax Parcels: ED-05-077.09-01-44.00-000, ED-05-077.09-01-37.00-000, ED-05-077.09-01-42.00-000, ED-05-077.09-01-43.00-000. Council District 4. *Waiver Requests: Opaque Barrier – Fence Component and Tree Mitigation Plan. For Consolidation: Parking Strategy Statement. This project was the subject of HI-25-02 for Historic District Commission Review and Recommendation on the Architectural Review Certification on July 17, 2025.*

NEW BUSINESS

6. Update on Appointments to Architectural Review Oversight Subcommittee

PUBLIC COMMENTS OPPORTUNITY

ADJOURN

Posted Agenda: September 5, 2025

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



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September 4, 2025

Mrs. Dawn Melson-Williams, AICP
City of Dover
Department of Planning and Inspections
P.O. Box 475
Dover, DE 19903-0475

RE: **Application for Site Master Plan Approval**
BLUE HEN CORPORATE CENTER - PAD SITES
Dover, Delaware
2025059.00

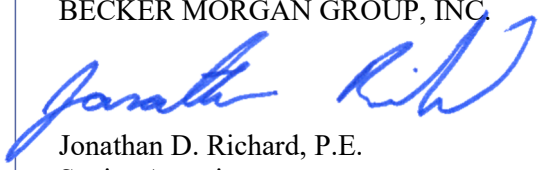
Dear Mrs. Melson-Williams:

On behalf of our client, Pettinaro Construction Co. Inc., we are hereby requesting the Application for Site Master Plan Approval for the above-referenced project be deferred for one month. We would request this application for consideration on the October 20, 2025, Planning Commission Public Hearing.

If you have any questions, please feel free to contact me.

Sincerely,

BECKER MORGAN GROUP, INC.


Jonathan D. Richard, P.E.
Senior Associate

JDR/jdr

Enclosures

Cc: Andrea Finerosky – Pettinaro Construction Co. Inc.

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BECKER MORGAN GROUP, INC.

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DOVER, DELAWARE 19904
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CLAYTON, NORTH CAROLINA 27520
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CITY OF DOVER PLANNING COMMISSION
July 21, 2025

The Meeting of the City of Dover Planning Commission was held on Monday, July 21, 2025, 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. Michael Lewis, Mrs. Denney, Mrs. Maucher, Mr. Baldwin, Mr. Reaves (virtual), Mrs. Welsh, and Mr. Witham. Mr. Roach and Dr. Jones were absent.

Staff members present were Mrs. Dawn Melson-Williams, Mr. Christopher Salzano, Mr. Jason Lyon (virtual) and Mrs. Kristen Mullaney.

APPROVAL OF AGENDA

Mrs. Maucher moved to approve the Agenda as submitted, seconded by Mrs. Welsh and the motion was carried 7-0 with Mr. Roach and Dr. Jones absent.

APPROVAL OF MEETING MINUTES OF JUNE 16, 2025

Mrs. Maucher moved to approve the Planning Commission Meeting Minutes of June 16, 2025, seconded by Mrs. Welsh and the motion was carried 7-0 with Mr. Roach and Dr. Jones absent.

COMMUNICATIONS & REPORTS

Mrs. Melson-Williams stated that the next Planning Commission regular meeting is scheduled for Monday, August 18, 2025, at 7 PM. At this point, that is a tentative meeting. It may be canceled depending on outcomes this evening. At the present time, we have no applications to bring to you for that date. We will confirm if the meeting is canceled in early August.

Mrs. Melson-Williams provided an update on the regular City Council and various Committee meetings held on June 23, 2025 and July 14 & 15, 2025.

Mrs. Melson-Williams stated that the Planning & Inspections Department still has several vacancies. We had a new person start today as one of our Office Assistants as part of the Permits and Licensing Team. So, we welcome Ashely Walls. She was previously part of the team in the City Clerk's Office. Included in your packet was really some public information that she wanted to share. There is an opportunity on the behalf of Parks & Recreation for the City. They have scheduled a Silver Lake drawdown which is when they open a valve on the dam that lowers the water level within Silver Lake. That has been scheduled for Monday, October 6, 2025 through Friday, October 17, 2025. That is an opportunity for people with lake frontage to do repairs and clean up along their frontage and if they need to do any deck repairs or dock repairs. That is also an alert to boaters who may have a license to be out on Silver Lake as well. They do an announcement early on so that you can plan accordingly. If you have questions on that, just reach out to the Parks and Recreation Department.

OPENING REMARKS CONCERNING DEVELOPMENT APPLICATIONS

Mrs. Melson-Williams presented the audience information on policies and procedures for the In-Person Meeting and Virtual Meeting using the Webex system.

OLD BUSINESS

Requests for Extensions of Planning Commission Approval: None

NEW BUSINESS

S-25-10 Dover Industrial Phase 2: Warehouses at 350 Lafferty Lane – Public Hearing and Review of a Site Development Plan Application for the Phase 2 construction of two Warehouse Buildings: Building B of 45,000 SF and Building C of 133,000 SF (totaling 178,000 SF for Phase 2) with site improvements. Phase 1 of the project consists of Multi-Tenant Flex Warehouse Building A of 54,000 SF. The property is zoned M (Manufacturing Zone) and is subject to the AEOZ (Airport Environs Overlay Zone): Accident Potential Zones I & II. The property consists of 19.74 acres. The property is located on the north side of Lafferty Lane, approximately one-quarter mile west of Horsepond Road. The owner of record is Dover Industrial, LLC. Property Address: 350 Lafferty Lane. Tax Parcel Number: ED-05-077.16-02-05.00-000. Council District 2. PLUS Review #2024-08-08. *For Consideration: Performance Standards Review Application and Tree Mitigation Plan. Phase 1 of this project was approved with Site Plan S-24-13 Flex Use Facilities Commercial Warehouse.*

Representatives: Mr. Brett Davis; DS Development; Mr. Travis Martin, DS Development

Mrs. Melson-Williams stated that this application is for the Dover Industrial Phase 2 Warehouses at 350 Lafferty Lane. This is a project property that is zoned M (Manufacturing Zone) and also subject to the AEOZ (Airport Environs Overlay Zone). Specially, the area shown on the screen in blue is the Phase 2 area that we are concentrating on this evening. The Phase 1 area is shown in a light red color. That was previously Application S-24-13 Flex Use Facilities Commercial Warehouse and that project was reviewed in the fall of 2024; and it is under permit for construction at the present time. This project for Phase 2 is for the development of what is labeled Building B of 45,000 SF and Building C which is much larger at 133,000 SF. These are to the north of what is the Phase 1 Area. The Phase 1 Area included Building A and then improvements to expand the stormwater management facility found on the eastern portion of the project site. The project was reviewed previously through the Preliminary Land Use Services (PLUS) review process back in August 2024. With this project zoned M (Manufacturing Zone), there are specific uses that are allowed in the Manufacturing Zone and there are also uses that are specifically prohibited. Certain types of manufacturing are not allowed. Additionally, when it comes to uses, we have to look at the AEOZ (Airport Environs Overlay Zone). There are some limitations as to maximum height in that zoning overlay and then additionally all uses of the buildings. Various tenants that may end up in these spaces must comply with the land use compatibility table in the AEOZ (Airport Environs Overlay Zone). The general use as warehouses may be generally allowed but more specifically what they are housing? We have to look carefully at those two zonings, the M (Manufacturing Zone) and AEOZ (Airport Environs Overlay Zone), to confirm compliance for that use. For the site development, overall it requires 290 parking spaces which they are depicting. There is kind of banks for parking that are proposed here in Phase 2 between the two buildings. Then each of the Buildings B and C have one face of the building that is a series of loading spaces to access the loading docks. On this screen, Building B would have that on the right hand side which is the south elevation and

Building C which is the building on left, has it on its north elevation. Additionally, the project is providing bicycle parking. The applicant did provide a general view of architecture for the building. It is basically a tall one-story building. It has a very low slope roof. The images for where tenant entry doors would be located tend to be highlighted at the corners and some central locations along the long walls. Then you can see that the other face of the building is the loading dock area which would have select locations for the roll up door scenario. Basically, it's a metal building with some detailing given by color and those added features at entry point locations. Going back to the site, this site shares an access with its neighbor at 300 Lafferty Lane. That entrance was previously designed and built in anticipation of this expansion here on 350 Lafferty Lane. The sidewalks will be constructed along the frontage of Lafferty Lane and then there is an internal sidewalk network along the front of the buildings to bring you from the parking lot to those spaces. Planning Staff has also commented to make sure there is a sidewalk linkage from the Building A area to get to Buildings B and C. Additionally, they are providing upright curbing and stormwater management is being handled with the expansion of a facility there on the east side of the property.

Moving on to the tree planting and landscaping aspects of this project, part of this site actually included a wooded area. Our Code has a maximum of clearing 50% of the woodland. In combination, the green and red areas on the screen show the existing woodland on this property prior to proposals for development. The red is what will be cleared as part of the proposed project. They are retaining more than 50% of the existing woodland on the property with the project. Additionally, there are tree planting requirements. For their development area, they are required to have one tree per 3,000 SF of that development area. Basically for this project site, a total of 234 trees are required. For Phase 1, their plan showed planting of about 27 trees. They are proposing planting of 33 trees, so that is a total of 60 trees onsite. If you are doing your math, that means there is a deficiency of 174 trees. With this request, they are making a request for a Tree Mitigation Plan and have asked to work with the City of Dover to identify locations on City owned property for the planting of those remaining trees. Planning Staff notes that the Planning Office, along with the City Manager's Office and the Department of Parks and Recreation have been working towards creating a location planting list. We have been evaluating opportunities within City Parks, and select street tree plantings that may need replacement; so, we are working with that. Ultimately, the applicant will have to enter into an agreement with the City of Dover to make that happen. The applicant would be responsible for the cost of doing those tree plantings and caring for them for a period of at least one year. Tonight, Planning Commission needs to take action on that Tree Mitigation Plan and whether that is amenable to this project. The *Zoning Ordinance* gives you the ability to consider Tree Mitigation Plans. The project also has some other landscape related requirements. There is a small area that is adjacent to a residential property. It is primarily in Phase 1, but there is an opaque barrier requirement of a fence and landscaping. It looks like some of that landscaping is to be existing vegetation to remain. So we are asking for some clarification on that. There are several wetland areas on the property that they are not impacting; however, they are looking to reduce the riparian buffer to a distance of 30 feet from that wetland area and will need to be establishing and maintaining vegetation in that buffer area.

The last item associated with the application is a Performance Standards Review. With certain activities within our industrial zones, there are a series of objectionable elements that the project

must prove that they are not creating. As part of their narrative statement, they made some statements about the construction process but any of the tenants that may end up at this site also need to abide by these Performance Standards as well. Those objectionable elements are things like noise, smoke, fire, explosive hazards, glare, and other airborne particles. A lot of the times, some of those things are actually controlled by other permitting processes. So depending on if there is a manufacturer, some of that may be controlled by DNREC permitting additionally. The Development Advisory Committee Report includes the Staff comments from the Planning Office as well as the comments from the other regulatory agencies that are entered here into the record by reference. The Planning Staff notes that tonight, you are considering two items in addition to the Site Plan. One is the Tree Mitigation Plan and then the Performance Standards Review Application. The other agencies providing comments include the Department of Water/Wastewater and Public Works and the Fire Marshal's Office for the City. In this case, DelDOT reviewed the entrance to the neighboring property that serves this one previously so that approval is already in place. Also, the Kent Conservation District, a lot of their stormwater management design was part of Phase 1 but there are some clarifying things that they have asked for with Phase 2. The Dover/Kent County MPO as provided some comments as has the Dover Air Force Base given the proximity to the Air Base and the location of the AEOZ (Airport Environs Overlay Zone). The comments from the Air Force Base did reference a number of documents and we have only included executive summaries of those in your packet. We do have the full documents and they were provided to the applicants previously.

Mr. Davis stated that he and his partner Mr. Travis Martin are building this park. What you will notice is that we have completed in the first approvals all of the site work for the project. In Phase 1, we built the stormwater pond which is done and we just finished the foundations for the first building. That building is already a third leased. We have a HVAC manufacturer that's a national company moving into Delaware. They will take 15,000 SF and we have several other users that we are in conversations with. What we are looking to do in Phase 2, starting with the smaller 40,000 SF building. The goal is not to have any crazy, different uses. Mr. Martin actually built the Frankford Industrial Park if you see that along Route 113; so it's the same general concept here. Please note that when it comes to the trees, he wants to get some clarity as to how we got to this point. They are not cutting down more trees than the 50% allotment. He just wanted to clarify that they are not looking to cut down any extra trees; they are actually cutting down less than is necessary. Where the tree conversation came for the off-site tree mitigation was actually a suggestion from the City to him with the idea that when they started this, they thought that they were going to need to cut down additional acreage, so that was suggested. We are now at the point where we have a wide open field and when we are going back to plant these trees, we have more concrete and sidewalks and other things that are taking up spaces than we had originally anticipated. So our goal is to plant about 160 trees off-site. Based on his calculations, it is about 1/3 of an acre of trees that will be planted in a local park. Please know that this wasn't something that they came up with in an attempt to deforest the property. You will see that it is going to have pretty good tree coverage. Mrs. Melson-Williams did mention the neighbors. They actually were at the first hearing and were a vote of support. We have also gotten them to agree that we are going to have a nice, beautiful fence put up and then on the other side of that, there will be additional trees. He feels pretty confident saying that they won't be able to see much of our building if any because that is important. They want to be a good neighbor with a residential unit on one side. As far as going through the process with Mrs.

Melson-Williams, she is amazingly detailed and has been incredible at walking us through everything. Everything as it relates to DelDOT is already done, so the approval was already designed. The stormwater pond is already built for these additional buildings with all of the calculations in mind. We are already bringing in the water and sewer and the sprinkler is tied into that. So all of our utilities are actually already being brought to the site and were designed in Phase 1 with Phase 2 in mind. We are coming to the Commission tonight in hopes of having a continuation of what we started and the real goal of the project is to bring as many jobs as possible to Dover. He thinks they are so far so good. They do know that they can't say who, but they actually already have a person that they have been in discussions with for the Phase 2 building that is definitely not a Dover business or a business form anywhere around here. It would be dozens and dozens of jobs. They would actually like to take the entire second building which is what brought us here. This week, we poured our concrete pad for the first building and they will have steel frames up starting this week. Within about a month, you will see a steel structure.

Mrs. Maucher stated that she doesn't know if she read it explicitly or if she read between the lines, that there is some concern about the number of trees that they want to plant off-site. Responding to Mrs. Maucher, Mrs. Melson-Williams stated that in just doing the math if you look at it, there is a substantial number of trees that are having to be planted elsewhere which is somewhat unusual when it comes to the Tree Mitigation Plan. A lot of times they may see it as a quarter or less, but in this case it is the reverse. There is certainly opportunities to plan trees on City owned land but if we had every project ask to do that, then we would not have space to do so. It is somewhat of a balancing act. Their plan is different from what we saw originally. The concept originally has changed because the original concept that we saw was likely going to lead into woodland mitigation which is a whole other different tree planting need. If you clear more than 50% of the woodland on the property, then you have to recreate woodland actually at a greater rate than what you took down. They have made some attempts that way to get their woodland clearing under control. She thinks a big thing that way was changes in their stormwater approach for their project, but we are still seeing with this Plan, a fairly large number of trees that would have to be planted off-site. A lot of that is because the site itself is taken up by buildings and their associated parking areas.

Mrs. Maucher asked for the Tree Mitigation Plan, do the trees have to be planted on City properties? Responding to Mrs. Maucher, Mrs. Melson-Williams stated that the Tree Mitigation requirements in our Code say they have to be planted within the City of Dover. This applicant has chosen to work directly with the City itself. We have had other projects that have had a Tree Mitigation Plan that have worked with the State or worked with another property owner that may have open land to do those plantings on. So, we have seen both and we have seen others work with the City. She will tell you that this is not the largest ask of the City for a Tree Mitigation Plan. We did have a project that was over 300 trees.

Mrs. Maucher asked if that Plan was approved. Responding to Mrs. Maucher, Mrs. Melson-Williams stated that was out at the Garrison Energy Center when the energy center project came through. That project was a little unique in that some of their land, they could not be planting trees because of the adjacent solar field.

Mr. Witham stated that he assumes that there is going to be a substantial number of trees that need to be planted. Does this require a separate agreement or is this part of the approval process? Responding to Mr. Witham, Mrs. Melson-Williams stated that the Tree Mitigation Plan kind of has two steps. One is that the Planning Commission would have to authorize them to make use of a Tree Mitigation Plan to help meet their tree planting requirement. Secondly, there will need to be an agreement reached with the City directly about the planting of those trees. That is where the City Manager's Office and the Department of Parks and Recreation are involved because of one, it would be the City Manager's Office ultimately being a party to that agreement as to where and how the planting happens and the transfer of ownership from those trees being planted to into the City's care. We have previous examples of agreements. It is not something that the Planning Commission will need to be involved in the details of that tree planting agreement, but it will be something that Planning Staff will stay in the loop with, with the City Manager's Office.

Mr. Witham stated that he takes it that we have no any adverse response from the Air Force at this point. Responding to Mr. Witham, Mrs. Melson-Williams stated that the Air Force Base did not really have an adverse response. They wanted to make sure that the applicant recognized that they are in our AEOZ (Airport Environs Overlay Zone) and that it has land use limitations. There is also a height limitation in this zone at sixty (60) feet. We are certainly under that with the buildings that are proposed here. The other information from the Air Force Base that was received via their Community Planner is related to that AEOZ (Airport Environs Overlay Zone) and the fact that they have some guidance about how to mitigate wildlife hazards. It is encouraging that the stormwater pond that is proposed is not a wet pond. It is basically infiltration so water is only there for a limited time before it soaks in. Standing water tends to attract birds and birds and planes don't mix. The other documents included a Compatible Use Plan which is kind of a Comprehensive Plan for activities surrounding the Base and best practices and approaches. A lot of their information is guidance to the applicant/developer related to this project being in close proximity to the Air Force Base.

Mr. Witham stated that he assumes that the applicant agrees with everything that Staff has described about the property and the additional information that may be necessary in the future. Responding to Mr. Witham, Mr. Davis stated absolutely and they are willing to adhere to everything. He does know as far as the tree plantings, as Mrs. Melson-Williams stated, they are in a unique scenario where they bought a property that was mostly woods. To give you a perspective, this is 22 acres. It is a pretty large site and a lot of the tree planting is new trees being planted in a field. The actual concept was not mine; it was the City who presented him the idea and said there are examples in the past in which this has been approved and then they went forward with their Phase 1. As Mrs. Melson-Williams explained, it's not an easy process but we are talking about a 1/3 of an acre to be added to a park. He just wanted to give a perspective; 160 trees is a lot of trees except for when compared to a park. He thinks they would be doing a decent public service. Please know that they didn't come in here with this plan; they were presented the idea. This idea works really well because they are trying to maximize the footprint and unfortunately on our site, there was the stormwater from the Frito Lay facility, so they started at a detriment. It is our problem to deal with but that added to our complications for our calculations. He thinks Mrs. Melson-Williams has been really helpful in making sure that they knew all of the details in the process. We plan on not asking for any exceptions to the tenants

that we are going to have. In everything that we are doing, he believes has gone pretty smoothly with the planning process. They asked us to add sidewalks and a few things. We have dealt directly with the Base for our marketing and things like that for flying drones and things. We have already had to be in contact and fill out permits and all of that good stuff; and they will make sure that they continue to do so.

Mr. Witham opened a public hearing.

Mr. Zach Prebula – Kent Economic Partnership, 555 Bay Road Dover, DE 19901

Mr. Prebula stated that they are the economic development organization for Kent County, so they deal with business attraction, business retention, and expansion here in within Kent County. Speed to market has been crucial to attracting businesses and creating jobs. By approving this Plan, you can help create a building that will help attract those businesses and create those jobs right here in Dover.

Mr. Witham closed the public hearing.

Mrs. Denney moved to approve S-25-10 Dover Industrial Phase 2: Warehouses at 350 Lafferty Lane to include approval of the Tree Mitigation Plan. She thinks that it goes without saying that from testimony this evening all the ducks are in a row. Everything has been discussed and a plan has come forth with an agreement between the City Planners and the developers which sounds good to her. The motion was seconded by Mrs. Welsh.

Mrs. Melson-Williams asked the motion maker to clarify with a reference to the Development Advisory Committee Report and then also with the status of the Performance Standards Review Application.

Mrs. Denney stated that it is a welcomed amendment to the motion (to reference the Development Advisory Committee Report and approval of the Performance Standards Review Application), seconded by Mrs. Welsh and the motion was carried 7-0 by roll call vote with Mr. Roach and Dr. Jones absent. Mrs. Denney voting yes; she thinks the continuation of this Plan is an excellent idea. Everything looks so good so far and it's an excellent use for this particular property. Mrs. Maucher voting yes; based on DAC comments and recommendations. Mr. Baldwin voting yes. Mr. Reaves voting yes; for reasons previously stated. Mrs. Welsh voting yes; in conjunction with Mrs. Denney's comments and she too thinks it's a great use of the site. Mr. Lewis voting yes. Mr. Witham voting yes; thanks to the comments previously submitted and he thinks it's a welcomed use for this particular piece of property. He assumes this is completes the phasing of the project as well, so he thinks it is an excellent use of the property.

NEW BUSINESS

Annual Meeting of the Planning Commission (Nomination and Election of Officers and Appointments to Subcommittees)

Mrs. Melson-Williams stated that July is considered the Annual Meeting of the Planning Commission. At such meeting, per your By-laws you are to elect from your membership, a Chair

and Vice-Chair for the Commission to serve for the next year. Your By-laws have a couple of things that she wants to note. Any of the balloting is to be by secret ballot which they are prepared to do unless you adopt a motion to do otherwise. The Chair and Vice-Chair are term limited to four (4) consecutive one-year terms. Mr. Witham has only served you for a year so he is not term limited at the moment.

Mr. Witham asked if they need to consider whether the members want to do a ballot vote. Responding to Mr. Witham, Mrs. Melson-Williams stated that you may want to start with that if you feel comfortable dispensing with the method of voting by secret ballot. Someone can put forth a motion to dispense that and vote by voice vote.

Mrs. Maucher moved to vote by voice vote in lieu of the secret ballot vote, seconded by Mrs. Denney and the motion was carried by voice vote (7-0) with Mr. Roach and Dr. Jones absent.

Mrs. Maucher moved to nominate Mr. Witham for the position of Chair, seconded by Mrs. Denney.

Mr. Witham accepted the nomination.

Mrs. Denney moved to close the nominations for the position of Chair, seconded by Mrs. Welsh.

Mrs. Melson-Williams stated that since Mr. Witham is the only candidate, we can confirm with that motion that you are appointed the Chair.

Mrs. Maucher moved to nominate Mrs. Denney for the position of Vice-Chair; she has done an outstanding job and should carry on, seconded by Mrs. Welsh, then all in favor by voice vote (7-0) with Mr. Roach and Dr. Jones absent.

Mrs. Denney accepted the nomination.

Mrs. Welsh moved to close the nominations for the position of Vice-Chair, seconded by Mrs. Maucher, approved by all in favor by voice vote with Mr. Roach and Dr. Jones absent.

Mrs. Melson-Williams stated that as part of your Annual Meeting, the *Zoning Ordinance* includes provisions related to the appointment of an Architectural Review Oversight Subcommittee of the Planning Commission. This is a Committee that is seated in the case of if there are significant concerns with the architecture of a project, then a project could be referred to that Subcommittee to kind of sort things out and bring it back to the Planning Commission. The *Zoning Ordinance* very particularly notes the makeup of that Committee. It includes the Mayor or the Mayor's designee, two Planning Commission members and then two members of the design profession as well as the opportunity to list alternative design professionals. At this point in time, you may want to figure out which Planning Commission members to serve on that Subcommittee and then we will talk about the design professionals.

Mr. Witham stated that previously, the Commission members were Mrs. Welsh and Mr. Roach.

Mrs. Maucher moved to approve that Mrs. Welsh and Mr. Roach continue on the Subcommittee as she presumes that there is no time limit for those positions, seconded by Mr. Lewis and the motion was carried by voice vote with Mr. Roach and Dr. Jones absent.

Mrs. Melson-Williams stated that the other component is for two members that are design professionals. In the past, we have had Dr. RJ Chandler who has served as a faculty member at Delaware Technical and Community College in their architecture program and then Ms. Sarah Keifer who is the Director of Planning Services for Kent County. In the past, if you are willing to have those individuals continue, what Planning Staff can do is reach out to them to confirm their ability to serve in those roles. You can certainly put forth other names if you have other individuals that you think would be appropriate in that case as well.

Mr. Witham stated that he is not sure of in the past if we have actually had to utilize their expert services or not. Responding to Mr. Witham, Mrs. Melson-Williams stated that in the time that she has been here, there has been one project referred to the Architectural Review Oversight Subcommittee and prior to her start with the City, there was one other project. The Subcommittee has not had to meet extensively but we do need to put individuals in place should that need arise.

Mrs. Maucher moved to approve Staff to contact the two existing design professionals to determine if they enjoy continuing on the Subcommittee, seconded by Mrs. Welsh and the motion was carried by voice vote with Mr. Roach and Dr. Jones absent.

Mr. Witham asked if they would need to have another meeting to vote on them if they are willing to continue to serve on the Subcommittee. Responding to Mr. Witham, Mrs. Melson-Williams stated that they would just bring back that reporting at your next meeting. We would not call a special meeting just to get them in place.

Meeting adjourned at 8:03 PM.

Sincerely,

Kristen Mullaney
Secretary

DATA SHEET FOR CONCEPTUAL SUBDIVISION PLAN REVIEW

DEVELOPMENT ADVISORY COMMITTEE MEETING OF September 3, 2025

PLANNING COMMISSION MEETING OF September 15, 2025

Plan Title: Lands of Wyoming, LLC and Functional Properties, LLC (Ekaman Subdivision): Conceptual Subdivision Plan, SB-25-02C

Plan Type: Major Subdivision Plan

Applicant/Owners: Wyoming, LLC (Area of Lots 1-3, 5 and Residual)
Functional Properties, LLC (Lot 4)

Property Locations: South of but not adjacent to Wyoming Avenue and west of Monroe Terrace

Property Address: unaddressed on Jefferson Terrace extension (referenced as 3.8904 acres of Wyoming Avenue Rear)

Tax Parcels: ED-05-077.17-06-02.01-000
ED-05-077.17-06-13.00-000

Total Area of Parcels: 4.5754 acres +/-

Proposed Number of Lots: Five lots and Residual tract

Lot 1:	0.4714 acres+/- (20,536.1 SF +/-)
Lot 2:	0.2795 acres+/- (12,173.5 SF +/-)
Lot 3:	0.4693 acres+/- (20,440.7 SF +/-)
Lot 4:	0.6211 acres+/- (27,055 SF +/-)
Lot 5:	0.4446 acres+/- (19,365.4 SF +/-)
Residual:	2.1016 acres +/- (91,545.1 SF +/-)

Present Zoning: R-10 (One Family Residence Zone)
R-8 (One Family Residence Zone)

Proposed Zoning: R-10 (One Family Residence Zone)
R-8 (One Family Residence Zone)

Current Use: Undeveloped vacant land including woodland areas

Proposed Uses: Residential (one-family detached dwelling units) and Natural Area for Stormwater Management

Waiver Request: Percentage of Lots on a Cul-de-sac

CITY OF DOVER
DEVELOPMENT ADVISORY COMMITTEE
APPLICATION REVIEW COMMENTARY
D.A.C. MEETING DATE: September 3, 2025

APPLICATION: Lands of Lands of Wyoming, LLC and Functional Properties, LLC (Ekaman Subdivision): Conceptual Subdivision Plan,

FILE #: SB-25-02C REVIEWING AGENCY: City of Dover Planning

CONTACT PERSON: Dawn Melson-Williams, AICP PHONE #: (302) 736-7196

I. PLAN SUMMARY

This Application is for the Review of a Conceptual Subdivision Plan to create five (5) lots and one residual lot from 2 existing parcels totaling 4.5754 acres to be known as Ekaman Subdivision (SB-25-02). The proposed subdivision is to consist of five residential lots with the residual for stormwater management area. The proposal includes the extension and addition of a cul-de-sac to the existing street right-of-way of Jefferson Terrace. The larger parcel is zoned R-10 (One Family Residence Zone), and the additional parcel is zoned R-8 (One Family Residence Zone) with both being located south of but not adjacent to Wyoming Avenue and west of Monroe Terrace. Property Address: unaddressed on Jefferson Terrace extension (part of which is referenced as 3.8904 acres of Wyoming Avenue Rear). Property Owners: Wyoming, LLC and Functional Properties, LLC. Tax Parcels: ED-05-077.17-06-02.01-000 & ED-05-077.17-06-13.00-000. Council District 2.

II. PREVIOUS APPLICATIONS

The most recent Application in 2024 involving the properties was Conceptual Subdivision Plan SB-24-01C that proposed to create six (6) lots consisting of five residential lots with the residual lot for stormwater management from 2 existing parcels totaling 4.5754 acres to be known as Ekaman Subdivision. The Planning Commission denied the application on August 19, 2024.

Previously, a Conceptual Subdivision Plan SB-23-01C was conditionally approved by Planning Commission in March 2023. Involving only the larger 4.2311-acre tract (ED-05-077-17-06-02.01-000), Plan SB-23-01C proposed subdivision of six (6) lots from an existing parcel totaling 4.2311 acres. The proposed subdivision was to consist of four residential lots, a stormwater management area lot, and a residual lot for residential use along with the extension and addition of a cul-de-sac to the existing street right-of-way of Jefferson Terrace. The project sought waiver requests for alternative lot configuration, reduced lot frontage, increased percentage of lots on a cul-de-sac, and partial elimination of sidewalk. After unsuccessful attempts for the waivers and no preliminary plan submission, the plan expired without being finalized.

In 2013, there was Application SB-13-06 The Meadow Subdivision at Jefferson Terrace that was proposed to subdivide a tract of land totaling 4.23 acres ± into five (5) parcels for single family

detached dwellings with residual land. The Plan, submitted as The Meadow, was renamed to Jefferson Terrace to avoid replication with another residential subdivision. It was reviewed by the Planning Commission at their November 2013 meeting and received conditional approval of the Conceptual Subdivision Plan SB-13-06. The required Preliminary Subdivision Plan was submitted for review by the Planning Commission at their February 2014 meeting. However, the Application SB-13-06P was postponed by the Planning Commission at the request of the Applicant and did not return for review. The Subdivision Plan SB-13-06 was never finalized and has since expired.

In 2012, the Planning Staff administratively reviewed a Minor Lot Line Adjustment Plan (Application MI-12-10) and granted its approval on June 5, 2012 (recorded June 12, 2012). The land south of 324 Wyoming Avenue with frontage on Jefferson Terrace and Monroe Terrace (the current larger subject parcel) was divided from the parcel that included the existing dwelling at 324 Wyoming Avenue and aligned its rear property line with adjacent residential parcels.

III. PROJECT DESCRIPTION – Major Subdivision

This Major Subdivision Plan proposes to subdivide the existing large tract (Parcel 2.01) and an adjacent parcel (Parcel 13.00). The Plan identifies Lots 1-5 as being for residential development. The Residual parcel is mostly interior to the overall subject site with some frontage on Monroe Terrace; it is to be used for a stormwater management area due to the location of a stream and associated floodplain and woodland areas. This Residual Lot is the southernmost parcel proposed and is to contain a 20-foot cross-access easement for a residential property located to the southwest of the subject site that does not have frontage on any public right of way. This adjacent parcel is therefore accessed only via a driveway (Mallard Drive) across the subject property, connecting from Monroe Terrace. See Chart below for description of proposed Lots:

Site	Zoning	Proposed Lot Size	Proposed Use
Lot 1	R-8 R-10	0.4714 acres+/- (20,536.1 SF +/-)	Residential (One-Family Detached Dwelling Unit)
Lot 2	R-10	0.2795 acres+/- (12,173.5 SF +/-)	Residential (One-Family Detached Dwelling Unit)
Lot 3	R-10	0.4693 acres+/- (20,440.7 SF +/-)	Residential (One-Family Detached Dwelling Unit)
Lot 4	R-10	0.6211 acres+/- (27,055.0 SF +/-)	Residential (One-Family Detached Dwelling Unit)
Lot 5	R-10	0.4446 acres+/- (19,365.4 SF +/-)	Residential (One-Family Detached Dwelling Unit)
Residual	R-10	2.1016 acres+/- (91,545.1 SF +/-)	Stormwater Management Area
Right-of-way dedication	--	Clarify size of additional ROW	Cul-de-Sac as terminus to Jefferson Street Extension
TOTAL		4.5754 acres +/-	

As shown above, apart from the existing legal non-conforming frontage existing for the proposed Residual parcel on Monroe Terrace, the Lots proposed appear to be compliant with the Zoning

and Bulk Standards for the R-10 Zone and R-8 Zone. The five (5) residential proposed lots have frontage on the proposed Jefferson Terrace Extension, which will also be the main points of access to the properties. The Residual Lot will be utilizing the existing legal non-conforming frontage of the property along Monroe Terrace. There is a proposed maintenance easement across Lot 5 related to stormwater management purposes. It is noted that there is an alley along the western boundary of the subject property, but this is unimproved and is not utilized for any type of access.

IV. SUBDIVISION REGULATIONS REVIEW

The procedures for subdivision of land are found in the *Land Subdivision Regulations, (Dover Code of Ordinances, Appendix A)*. Planning Staff confirms this application as a Major Subdivision. As such, the Application will require the submission and review of a Conceptual Subdivision Plan by the Planning Commission first, which is this subject Application. For the next step, the Applicant will then be required to submit a Preliminary Layout Subdivision Plan for further Planning Commission review and approval. The last step is submission of a Plat for Final Approval by Planning Staff (and DAC Agencies) and recordation at the Kent County Recorder of Deeds.

To subdivide the properties, the plan review must ensure that the subdivision does not create any new non-conformities with the bulk standards of the *Zoning Ordinance*. These bulk standards include minimum lot size, front yard setbacks, side yard setbacks, rear yard setbacks, lot coverage, etc. See also discussion below under Zoning Review.

V. ZONING REVIEW

R-10 (One-Family Residence Zone) and R-8 (One-Family Residence Zone)

The subject properties are zoned R-10 (One-Family Residence Zone) and R-8 (One Family Residence Zone) and are subject to the regulations of *Zoning Ordinance*, Article 3 §1 and Article 4 §4.1. The use as a one-family detached dwelling-unit (single-family home) is a permitted use in the R-10 Zone and in the R-8 Zone. The proposed Lots largely comply with the Zoning Bulk Provisions as noted in Article 4 §4.1 of the *Zoning Ordinance*. The following Table highlights some of the lot design standards for the R-10 Zone and R-8 Zone:

MINIMUM REQUIRED:	R-10 ONE FAMILY RESIDENCE ZONE	R-8 ONE FAMILY RESIDENCE ZONE
Lot Area	10,000 SF	8,000 SF
Lot Width (ft.)	80 ft.	70 ft.
Lot Depth (ft.)	110 ft.	100 ft.
Front yard setback (ft.)	25 ft.	25 ft.
Minimum Side yard setback (ft.)	15 ft.	10 ft.
Total both Side Yards (ft.)	30 ft.	20 ft.
Rear yard setback (ft.)	30 ft.	30 ft.
Off-Street Parking Spaces	2 per dwelling	2 per dwelling
Maximum Permitted: Building Height: Stories Feet	2 ½ stories 35 feet	2 ½ stories 35 feet
Lot Coverage	30%	35%

Since these parcels are zoned R-10 and R-8, they are subject to the provisions of *Zoning*

Ordinance, Article 5 §1.7 Uniformity of design in all one-family residence zones. These provisions limit construction of buildings that are like or substantially like a neighboring building to prevent monotony of architectural design.

Subdivision Waiver Request: Increase Percentage of Lots on Cul-de-sac

Per the *Land Subdivision Regulations*, a maximum of 20% of the lots in a development are allowed to front on the turnaround section of a cul-de-sac. This version of the Subdivision consists of a total of five lots and the residual and has four lots frontage on the cul-de-sac. Lots 2, 3, 4, and 5 have frontage on the curved line of the cul-de-sac. The Planning Commission will need to provide a recommendation on this Waiver Request.

VI. STREETS

The Subdivision Plan proposes an extension of Jefferson Terrace as a public street leading to the west from Monroe Terrace. There is existing right-of-way (approximately 60 feet wide with some variation in width) for a portion of the street. The extension of Jefferson Terrace is proposed to terminate in a cul-de-sac. This length of a dead-end street must comply with the maximum length permitted (400 feet). The right-of-way for the street must be sixty (60) feet of width. The width of the paved street is not provided, but the estimated width does not appear to allow for on-street parking. The applicant has stated that the paved width of the street will be 24 feet which does not allow for on-streets parking. Parking would be prohibited within the cul-de-sac.

The street extension is required to include upright curbing and sidewalk constructed to the City of Dover Standards. The plan proposes sidewalks along the entire periphery of the Jefferson Terrace extension, though none is shown along the Monroe Terrace frontage (Residual Lot). If the developer is seeking not to construct sidewalk on the Monroe Terrace frontage, then a waiver request must be submitted.

The type of curbing is not identified. The applicant will need to work with the City's Department of Public Works regarding the street width design for this extension of Jefferson Terrace including paved width, where on-street parking may be provided, the curbing, and the sidewalk design.

VII. SITE CONSIDERATIONS

Site Access

The properties are currently undeveloped. The site abuts Monroe Terrace along the southern end of the east property line. The terminus of Monroe Terrace provides access to the privately maintained Mallard Drive, which crosses the subject site to provide vehicle access to a residential property to the southwest.

Jefferson Terrace is currently only paved from South Governors Avenue to Monroe Terrace. While the right-of-way thereof continues from Monroe Terrace westward to the subject site, it is unimproved. The Applicant is proposing to construct a westward extension to Jefferson Terrace, and extend it into the subject site, and provide a cul-de-sac for vehicle turn-arounds. To achieve this, the Plans note that the Applicant is to allocate a portion of the subject site for the purpose of the purpose of right-of-way dedication to create the cul-de-sac terminus of Jefferson Terrace.

The maximum length of the cul-de-sac street is 400 feet. The method of measurement (start point and end point) for the cul-de-sac length is from the centerline of Monroe Terrace to the end of right-of-way at the cul-de-sac. This results in a compliant length of 374.6 feet +/- . The Applicant must coordinate with the Public Works Office, as the extension of Jefferson Terrace will have to be done to City of Dover standards for street construction. This is necessary to then dedicate the extended road to the City for maintenance.

Infill Standards

The *Zoning Ordinance* Article 5, Section 1.12 *Infill Standards* notes requirements for development for a lot or group of lots in an already developed area. It further specifies:

- (a) *Sidewalks*. Standard City of Dover sidewalk, per chapter 98, shall be required to be installed along public street frontage of every infill property by the property owner or developer
- (b) *Landscaping*. Infill structures shall be designed to minimize the impact on existing, mature trees when practical. All residential lots shall include landscaping to include plants and shrubs along the portions of the house that front a public street. No form of vegetation shall be planted on a property in a way that blocks more than half of the front façade(s) from public view.
- (c) *Primary facade*. All buildings shall include a primary entry along the property's street frontage, and shall also include a porch or other entry feature.

As noted on the Plan, the existing legal non-conforming width of the frontage along Monroe Terrace is 68.65 feet. This is not proposed to change per this Conceptual Subdivision Plan. From Jefferson Terrace south to the terminus of Monroe Terrace, there are eight (8) other parcels with frontage on Monroe Terrace, most of which are developed with one-family detached dwelling units (single-family homes). The development of this southern portion of the site noted as “Residual Lot” and containing frontage on Monroe Terrace would therefore be considered an infill lot and should follow the above referenced provisions when developed.

Sidewalks

There is no existing sidewalk along Monroe Terrace frontage of the existing property. As noted, the right-of-way for Jefferson Terrace extension is unimproved. As such, there is no existing sidewalk where the proposed Jefferson Terrace Extension is located. The Plan submitted shows a sidewalk is proposed along both the north and south sides of the Jefferson Terrace Extension, as well as the entirety of the cul-de-sac. No sidewalk is shown as being proposed along the Monroe Terrace frontage of the existing property (proposed Residual parcel). A written waiver request would be required to consider elimination of this sidewalk. *The applicant has indicated the intention to provide all required sidewalks including the segment on Monroe Terrace.*

Flood Hazard Areas

Special Flood Hazard Areas (1% Chance of Annual Flood/ 100-year flood plain) appear to remain as natural open space. The southern portion of this tract of land includes a Flood Hazard Area. The area is proposed as the Residual Lot is largely subject to the Flood Hazard Area; however, there is a portion of the property near the Monroe Terrace frontage that remains outside

of the Flood Hazard Area and may therefore be still partially buildable. The proposed Lots 1-5 appear to be outside the Flood Hazard Area.

Wetlands

The Plan indicates that the southern portion of this tract of land includes areas as wetlands adjacent to a stream that crosses the property. The reference source for the wetlands delineation must be provided. If an area is large enough in size (0.25 acres) to require a setback from the wetland area per the *Zoning Ordinance* it is to be provided. The setback of 100 feet can be reduced to fifty (50) feet when a riparian buffer is established. The Applicant will have to provide evidence to show that the existing woodland can be recognized as satisfying the riparian buffer requirement. The wetland areas and required buffer shown on the plans do not appear to impact the lots proposed for residential development.

Wet Soils and Basements

The *Zoning Ordinance*, Article 5 §11.23 regarding wet soils limits the building construction when seasonally high-water table is within two and one-half feet of the surface and requires construction subject to conditions to address the prevention of water damage. Subdivision Plans must identify the seasonal high watertable on each lot if basements are proposed.

VIII. TREE AND LANDSCAPE PLANTING

The tree preservation, tree planting and landscaping requirements are subject principally to the regulations found in *Zoning Ordinance*, Article 5 Sections 15 and 16 and are also addressed in other various sections of code related to buffering, screening, and open space.

Tree Planting & Preservation Plan

The subject site includes areas of existing woodland. It is not clear if and where woodland areas may be cleared for development activities. Most of the woodland appears to be located in the southern portions of Lots 4 and 5 and on the Residual Lot. The details of the Tree Preservation and Planning Plan will be reviewed in the Preliminary Subdivision Plan application. Tree clearing is limited to a maximum of 50% of the woodland per lot. New tree plantings are required at a rate of one tree per 3,000 SF of non-woodland lot area.

There was a previous Permit that authorized some dead tree and debris clean-up activities on this land tract and from within the stream that crosses the property.

Active Recreation Plan

The *Zoning Ordinance* includes requirements for areas of Active Recreation to be provided with the development of residential subdivisions at a land area rate per dwelling unit. There are exceptions to this requirement for residential subdivisions where the property is less than five acres and less than ten dwelling units are proposed. This requirement is reviewed in the Preliminary Subdivision Plan application process.

IX. CITY AND STATE CODE REQUIREMENTS

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:

- 1) The Planning Commission must make a recommendation on the Subdivision Waiver Request for an increased percentage of lots on a cul-de-sac. The Subdivision Waiver Request will be forwarded to City Council for review and final action.
- 2) A sidewalk must be provided along the Monroe Terrace frontage of the proposed Residual Lot. A Written Waiver Request from this requirement to provide said sidewalk along the Monroe Terrace frontage of the proposed Residual Lot has not been filed consideration by the Planning Commission. *The applicant has indicated the intention to construct this sidewalk segment.*
- 3) Confirm proposed use of the Lot marked as “Residual” to the south of the subject site. If it too is intended for residential development, label it consistently with other such Lots (Lot 6).
 - a. A portion of the Residual Lot appears to be buildable for residential development in the area adjacent to Monroe Terrace.
 - b. If this Lot is to be limited for Stormwater Management activities only, then a conservation easement to limit its use may be appropriate. Also, the long-term owner/manager of this parcel for its stormwater management areas must be identified.
- 4) Update Location Map as it appears to be missing some linework.
- 5) Mark the Alley to the west of the subject site as “unimproved.” Add tie line or move the street labels for Monroe Terrace and Jefferson Terrace.
- 6) Check labels and listing of the lot area for Lot 5; it appears to be more than 9,365.4 SF.
- 7) The source of the Wetlands Delineation must be listed on the plan along with the required buffers. Label the size of the wetlands area.
- 8) Clarify the location of the 100 feet setback from the stream as only part to shown. Identify if the stream has a name.
- 9) Clarify the woodland areas to be preserved (remain) and woodland areas to be removed. Also list these sizes of each woodland area.
- 10) Add measurements of the front, side, and rear setbacks on each property as some are unlabeled.
 - a. Lots 3 and 4 have a rear yard setback along the west property line.
 - b. The southern property line of the Residual Lot has a side yard setback (not a rear yard setback).
- 11) Add paved width for extended street segment. Clarify the intent of on-street parking options for this development.
- 12) Clarify the length of the proposed cul-de-sac as per the measurement method (start point and end point) as determined by City Staff. Label and note on the plan.

13) Corrections to the Data Column:

- a. Note the Zoning Classification as R-10 (**One-Family** Residence Zone) and R-8 (**One-Family** Residence Zone).
- b. Item #5: Add the Residual Lot to listing.
- c. For the proposed use, specify that it is to be “Residential (Single-Family Detached Houses).”
- d. Remove 25 ft. Wetlands Buffer from the Legend as this is not a City of Dover code provision.

14) Following Preliminary Subdivision Plan approval, the Record Plan Sheet must document and identify any existing and proposed easements for cross access, utilities, drainage, etc. associated with the subdivision of these lots.

- a. The Final Record Plat submission must include requirements described in *Dover Code of Ordinances*, Appendix A: Land Subdivision Regulations, Article IV, C. Plat and any additional requirements of the Planning Commission.
- b. The formal Record Plan will need to be recorded upon completion of the approval process with any corrections identified by the reviewing agencies.

15) The applicant will need to work with the Department of Public Works regarding the design of the extension of Jefferson Terrace to the City of Dover Standards for the street, curbing, and sidewalks.

X. RECOMMENDED ADDITIONAL CONSIDERATIONS TO MEET CODE OBJECTIVES:

The *Land Subdivision Regulations*, Article I. Purpose, indicates that the regulations are adopted in order to promote and protect the public health, safety, convenience and general welfare; ensure the orderly growth and development of the City, the conservation, protection and proper use of land, and adequate provision for housing, recreation, circulation, utilities and services; and safeguard the City from undue future expenditure for the maintenance of streets and public spaces.

- 1) This Major Subdivision Conceptual Plan creates six (6) lots out of the existing parcels, with five (5) of the proposed residential lots having direct access on the proposed Jefferson Terrace street extension and cul-de-sac, and a lot noted as “Residual Lot” to have access off Monroe Terrace. The Subdivision Plan generally appears to comply with the *Land Subdivision Regulations* (with one exception) and the bulk standards of the R-10 Zone and R-8 Zone.
- 2) Subdivision Waiver Request – Increased Percentage of Lots on the Cul-de-sac: Planning Staff recommends approval of a Subdivision Waiver Request to permit more than 20% of lots in a development to front on the turnaround section of a cul-de-sac thus allowing the lot configuration on the cul-de-sac. The unique shape of the larger tract of land does not allow for the inter-connection of the proposed street to another existing street to avoid the cul-de-sac.
 - a) This would also allow for the proposed maintenance easement shown for stormwater management (shown on Lot 5) to instead be placed as part of the Residual Lot. An adjustment of the property line location between Lots 4 and 5 may be necessary to

maintain lot frontage requirements.

- 3) Sidewalk along the Monroe Terrace frontage: Staff recommends providing sidewalk along the Monroe Terrace frontage of the Site (frontage of the proposed Residual Lot). As noted, the Lot is considered “Infill” and as such would be required to follow the development standards set out for Infill Lots and found in the *Zoning Ordinance*, Article 5, Section 1.12. It is noted that several recently developed parcels with frontage on Monroe Terrace (south of Jefferson Terrace) do include sidewalks along their Monroe Terrace frontages.

Other agencies may recommend additional conditions and safeguards in accordance with their areas of expertise. The Recommended Additional Considerations to Meet Code Objectives are offered for consideration by the Planning Commission.

XI. ADVISORY COMMENTS TO THE APPLICANT:

- 1) The Subdivision Waiver Request is required to be considered by the City Council following a recommendation from the Planning Commission.
- 2) The Conceptual Plan is the first step in the major subdivision process. For this project, the next step is the submission of the Preliminary Subdivision Plan for review. A Pre-Application meeting is required to file the Preliminary Subdivision Plan.
- 3) Other agencies and departments which participate in the Development Advisory Committee may provide additional comments related to their areas of expertise and code requirements.
- 4) In the event, that major changes and revisions to the Conceptual Subdivision Plan occur in the development of the plan contact the Department of Planning and Inspections. These changes may require resubmittal for review by the Development Advisory Committee, Planning Commission, or other commissions making recommendations regarding the plan.
- 5) The applicant/developer shall be aware that prior to any ground disturbing activities on the site the appropriate site inspections and permits are required.
- 6) The applicant shall be aware that Conceptual Subdivision approval does not represent a Building Permit, Sign Permit and other associated construction activity permits. A separate application process is required for issuance of a Permit from the City of Dover.

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

Item 3.



DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

STAFF D.A.C. MEETING DATE: AUGUST 27, 2025



APPLICATION: Lands of Wyoming, LLC and Functional Properties, LLC
(Ekaman Subdivision): Conceptual Subdivision Plan

FILE #: SB-25-02

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 / STORMWATER / STREETS / WATER / WASTEWATER / GENERAL

1. Our office has no objection to the conceptual subdivision plan. Further requirements will be provided if additional development plans are submitted, this specifically refers to the sanitary sewer plan.

TYPICAL CITY AND STATE CODE REQUIREMENTS FOR SUBDIVISION

WATER

1. All water utility components must meet the requirements of the Water Wastewater Handbook, effective date March 22, 2010. Please contact our office for more information.
2. The following notes must be added to the plans:
 - a. Hydrant connections by the contractor are prohibited. This method may not be utilized during any phase of the project.
 - b. Any existing water lines not to be utilized by the proposed facility must be properly abandoned at the mains in accordance with the City of Dover Department of Public Works specifications and requirements.
 - c. The site contractor shall contact the City of Dover Public Works Construction Manager at (302) 736-7025 prior to the start of construction. A representative from the City of Dover Department of Public Works must observe and approve all City owned water and sanitary sewer interconnections and testing. All water taps must be performed by a City of Dover approved contractor. The proposed location for the water connection may need to be adjusted in the field due to conditions of the existing main. Possible conditions that would require tapping relocation include proximity to pipe joints, other taps, concrete encasements, conflict with other utilities, and the like. Test holes must be performed by the contractor to determine the best tapping location. The City of Dover will not be held responsible for field conditions requiring adjustment of the tapping location or for any work required by the contractor to make an appropriate and lawful connection.
3. All water mains within the proposed subdivision must be looped. No dead end mains are permitted. The utility plan must incorporate the appropriate termination valves on the water system between construction phases.
4. The size, type, and location of all proposed and existing water lines and valves must be shown on the plan. All water mains shall be either cement lined Class 52 cement lined ductile iron pipe or DR 18 PVC pipe. Division valves must be provided every 800 feet.
5. Water service lines shall be shown for each residential lot meeting the following requirements: The water services shall be one-inch (1") diameter Type K copper tubing or SDR9 pipe, and installed five feet (5') to the right of the sewer lateral as viewed from

the center line of the street. Curb stops shall be installed one foot (1') outside of the right-of-way for each lot. A water meter and meter pit must be installed on the domestic water service, in a non-traffic bearing location just downstream of the curb stop.

6. Fire hydrants shall be spaced no greater than 600 feet as measured along the curb. Fire hydrants shall be placed between the curb and sidewalk at intersections or centered on lot lines. Fifteen feet (15') separation must be provided between all hydrants and hydrant valves.

WASTEWATER

1. All wastewater utility components must meet the requirements of the Water Wastewater Handbook, effective date March 22, 2010. Please contact our office for more information.
2. The following notes must be added to the plans:
 - a. Any existing sanitary sewer lines not to be utilized by the proposed facility must be properly abandoned at the mains in accordance with the City of Dover Department of Public Works specifications and requirements.
 - b. Part II, Chapter 180, Article III, Section 180-10 of the Code of Kent County requires that "no person shall discharge or cause to be discharged any stormwater, surface water, uncontaminated groundwater, roof runoff, subsurface drainage, uncontaminated noncontact cooling water or unpolluted industrial process waters to any sanitary sewer", this shall include condensate. Sec. 110-231 of the City of Dover Code defines storm sewer as "...any system used for conveying rain water, surface water, condensate, cooling water or similar liquid wastes, exclusive of sewage." The contractor, developer, owner and designers shall ensure during construction that no illegal discharges to the sanitary sewer system are created with the site improvements.
3. All sanitary sewer mains shall terminate at manholes between construction phases. This may require sewer lines to extend beyond the proposed phase lines to the next manhole.
4. Minimum slope criteria shall meet Ten States Standards. Provide flow calculations to justify sizing of the sewer mains, showing that velocity requirements are met. Waiver requests must be approved by the Department of Public Works.
5. The desired location for sewer mains is under the centerline of the street. One-tenth of a foot (0.1') drop must be provided across all manholes. The minimum slope for eight-inch (8") sanitary sewer pipe is 0.004 feet/feet. Minimum cover is 3.0 feet.
6. Sanitary sewer manholes shall be spaced no more than 400 feet apart.
7. The minimum size of all sanitary sewer laterals shall be six-inch (6").
8. The size, length, slope, type and flow directions must be shown on all existing and proposed sanitary sewer lines. Rim and invert elevations must be labeled on all sanitary structures.
9. Sanitary sewer laterals shall be shown for each residential lot meeting the following requirements: The sewer laterals shall be six-inch (6") diameter schedule 35 PVC and, where practicable, installed to the center of each lot. Sewer laterals shall be connected directly to the main, not manholes, unless impracticable. Sewer laterals are to be installed one foot (1') beyond the right-of-way line at a typical depth of three feet (3'), preferably not exceeding five feet (5'). Cleanouts shall be installed one foot (1') outside of the right-of-way for each lot.

STORMWATER

1. Final site plan approval will not be granted until a copy of the approved Stormwater/Erosion and Sediment Control Plan from Kent Conservation District submitted to our office.
2. The size, length, slope, type and flow directions must be shown on all existing and proposed storm sewer lines. Rim and invert elevations must be labeled on all stormwater structures.
3. Submerged pipe inlets to ponds may only be permitted if they are so designed that the permanent pool elevation of the storm water management area doesn't surcharge back into the City of Dover's storm drain structures and system.
4. The City of Dover Department of Public Works specifications require all culverts to be designed for the 25-year storm frequency and all storm sewers to be designed for the 10-year storm frequency. The Manning's equation shall be utilized in design as applicable. Storm sewers are required to provide a minimum full flow velocity of 2 fps. Provide the calculations for each proposed pipe segment that, at a minimum, include: upstream and downstream inverts, upstream and downstream ground elevations, and ground cover provided; pipe slope, length, material, n value, and diameter; design flow, depth and velocity; and full flow velocity.

5. The City of Dover Department of Public Works specifications require that all inlets (catch basins) be designed for the 10-year storm frequency (25-year storm frequency for sump conditions) and that the spread of water shall not exceed eight feet (8') from the flow line of the curb. The design must also meet the requirement that the hydraulic grade line may be no higher than one foot (1') below the top of the inlet. Provide the calculations for each proposed catch basin utilizing flows determined by each catch basin's contributory drainage area, for the appropriate storm frequency. Spread, depth of flow and hydraulic grade line data for each inlet must also be included. Any carryover should also be noted and included at appropriate downstream catch basins as applicable.
6. Provide all stormwater management calculations and erosion and sedimentation control plan as required by Article 5, Section 11.2 and 11.2 of the City of Dover Zoning Ordinance. Ensure that individual lot grading, house locations with finished floor elevations, and driveway locations and grades are provided on the plans in order to verify the adequacy of the design. The provided information should also show adequate conveyance of runoff from each lot.

STREETS

1. Final site plan approval will not be granted until a copy of the approved entrance plan, signed by DeIDOT is submitted to our office.
2. The current City of Dover standard street section provides for a 3' grass strip between the curb and sidewalk. This standard was administratively revised to meet ADA and FHA compliance with cross slope requirements and to prevent cars from scrapping at driveways. The revised standard utilizes a five feet (5') wide public sidewalk with a five feet (5') wide grass strip behind the curb.
3. Please add the following notes to the plans:
 - a. Standard City of Dover sidewalk, as per chapter 98, article IV of the Dover Code of Ordinances, shall be required to be installed along the entire public street frontage of a property. Where frontage sidewalk exists but does not meet the standards of chapter 98, article IV, the sidewalk shall be re-laid to meet the standards. Sidewalk shall include barrier-free access ramping at points of intersection with street crossings and at other locations so as to afford reasonable barrier-free pedestrian movement and site access.
 - b. In accordance to Appendix A, Article VI, Section B.3, all sidewalks shall ascend from the curbstone to the building line at the ratio of one-quarter of an inch to the foot. Nothing in this section shall be construed to affect any pavement previously laid by order of the city council, until it is taken up and relaid.
4. It shall be unlawful for any person to alter the curb of any street so as to create a curb depression for the purpose of permitting vehicles to enter onto or exit from the city streets, without a permit issued by the city manager.
5. When determined to be necessary, dead-end streets, designated to be so permanently, shall not be longer than 400 feet and shall be provided at the closed end cul-de-sac with a turnaround having an outside roadway diameter of 80 feet and a street right-of-way diameter of 100 feet. In no instance shall more than 20 percent of the lots in a proposed development front on the turnaround section of a cul-de-sac.
6. Streets shall be laid out so as to intersect as nearly as possible at right angles. The inner right-of-way line of a street intersecting another street at an angle of less than 90 degrees shall be tangent to and follow a curve with a minimum radius of 150 feet centered on the nearest right-of-way line and shall be parallel to said inner right-of-way line.
7. Street right-of-way lines deflecting from each other at any point shall be connected with a curve, the radius of which, for the centerline of the right-of-way, shall not be less than 500 feet on arterial streets, 300 feet on collector streets and 150 feet on minor streets. The outer and inner right-of-way line shall be parallel to said center right-of-way line.
8. Street rights-of-way lines at intersections shall be connected with a curve, the radius of which shall be at least 25 feet. The required radius may be increased by the city engineer if the increased radius is necessary for public safety.
9. Street grades shall not exceed five percent.
10. Street grades shall not be less than one-half percent wherever feasible.

SANITATION

1. Every person occupying a residence or duplex and every owner of an apartment shall provide such premises with a sufficient number of solid waste containers to provide adequate capacity for the solid waste placed out for collection without overload the capacity of the containers.

1. Only trees listed as small to medium shall be planted under power lines; and no trees shall be planted within ten feet of any underground water line, sewer line, transmission line or other utility.
2. It shall be unlawful and a nuisance for any person to plant any vegetation in any public right-of-way. Upon receipt of notice from the city to remove any vegetation located in a public right-of-way, the owner of the abutting property shall remove such vegetation at his own expense within the time limit provided in such notice.
3. It shall be unlawful and a nuisance for any person to plant any tree, shrub or bush within 16 feet of the curblineline. Upon receipt of notice from the city to remove any tree, shrub or bush which is located within 16 feet of the curblineline, the owner of the property upon which such tree, shrub or bush is located shall remove the same at his own expense within the time limit fixed in such notice.

GENERAL

1. Add the following note to the plans, "A seven and one half feet (7.5') wide easement is retained along all side and rear lot lines, to be unoccupied by building, for utilities, drainage and sanitary sewer purposes. Except where lots are divided for any reason whatsoever, said easements shall fall along the actual side and rear lot lines as conveyed. A fifteen feet (15') wide utility easement is retained along all rear lines of lots abutting the project boundary and other open spaces." A ten feet (10') wide utility easement is required along all front yard lot lines for utility installation. When a water, sewer, or storm sewer main is not located in the right of way, it shall be located within five feet (5') of the center of a twenty feet (20') wide utility easement.
2. The final site plan must be submitted in the following compatible digital formats:
 - a. AutoCAD 2018 (.dwg format).
 - b. Adobe Reader (.pdf format).
3. All existing utilities shall be adjusted to final grade in accordance with current City of Dover requirements and practices. This must be included as a note on the plan.

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES

SANITATION / STORMWATER / STREETS / WATER / WASTEWATER / GENERAL

1. None.

ADVISORY COMMENTS TO THE APPLICANT

WATER

1. The City of Dover water system is available to this site. The developer is responsible for all costs associated with extending and providing service to the proposed development.
2. Water impact fees will be required to be paid prior to any Certificate of Occupancies issued for this project.
3. Prior to plan approval, the water system plans must be submitted to the Division of Public Health, Office of Drinking Water for review and approval. The owner/developer will be responsible for providing all completed forms and plan sets to the City of Dover as required for submission to the Office of Drinking Water. Plans will not be submitted to the Office of Drinking Water until review has been completed by our office.
4. Any future development shall adhere to the City of Dover Water/Wastewater Handbook.
5. Hydrant flow testing is currently only performed during the spring and fall. The applicant must call the Department of Water & Wastewater directly to schedule these tests. This applies to both existing hydrants as well as those proposed for the site.
6. Any existing water lines not to be utilized by the proposed facility must be properly abandoned at the mains in accordance with the City of Dover Department of Water & Wastewater specifications and requirements.

WASTEWATER

1. The City of Dover sanitary sewer system is available to this site. The developer is responsible for all costs associated with extending and providing service and capacity to the proposed development.

2. Prior to plan approval, it may be required to submit the sanitary sewer system plans to the DNREC, Division of Water Resources, Surface Water Discharges Section for review and approval. The owner/developer is responsible for providing all application fees, completed forms and plan sets directly to DNREC.
3. Profiles of the sanitary sewer main must be provided with the construction plans. All water, sanitary sewer and storm sewer crossings must be shown on the profiles.
4. Wastewater impact fees will be required to be paid prior to any Certificate of Occupancies issued for this project.
5. Depending on the effluent flow, the downstream pump station may need to be evaluated by the developer / engineer to verify it can handle the additional effluent flow.
6. Any future development shall adhere to the City of Dover Water/Wastewater Handbook.
7. Any existing sanitary sewer lines not to be utilized by the proposed facility must be properly abandoned at the mains in accordance with the City of Dover Department of Water & Wastewater specifications and requirements.

STORMWATER / STREETS

1. If this property is developed, future approvals may be required from the Kent Conservation District and DeIDOT.
2. Any future development shall adhere to the Specifications, Standards & Procedures for Public Works Construction.

GENERAL / SANITATION

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 ELECTRIC
DEVELOPMENT ADVISORY COMMITTEE
APPLICATION REVIEW COMMENTARY

STAFF D.A.C. MEETING DATE: AUG 27, 2025

APPLICATION: Lands of Wyoming, LLC and Functional Properties, LLC
 (Ekaman Subdivision): Conceptual Subdivision Plan

FILE #: SB-25-02

REVIEWING AGENCY: City of Dover Electric Department

CONTACT PERSON: Shawn Burgett, Engineering Services & System Operations 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

1. The roadway and curbing must be in.
2. The right-of-way must be within 6" of final grade.
3. The property corners must be staked.
4. Owner is responsible for locating all existing underground electric, communications and water facilities.
5. Owner is responsible for installing all conduits and equipment pads per the City of Dover Engineering Department specifications.
6. Owner is responsible for site and/or street lighting.
7. Meter locations will be determined by City of Dover Engineering Department.
8. Load sheets and AutoCAD compatible DXF or DWG diskettes of site plans, including driveways, are required prior to receiving approved electrical construction drawings.
9. Any relocation of existing electrical equipment will be engineered by the City of Dover Electric Department. Developer may be required to perform a quantity of the relocation. Any work performed by the City of Dover will be at the owner's expense.
10. Prior to construction, owner is responsible for granting an easement to the City of Dover Electric Department. Easement forms will be furnished and prepared by the City of Dover Electric Engineering Department.
- 11. Fees will be assessed upon final site plans. The owner will be responsible for fees assessed prior to construction. Owner is required to sign off plans prepared by the Electric Department.**
12. Must maintain 10' clearance around all electrical equipment, unless pre-approved by the City of Dover Electric Engineering Department.

13. Prior to the completion of any/all designs and estimates, the owner is responsible for providing the Electric Engineering Department with a physical address of the property.
14. All Engineering and design for Dover Electric will be engineered upon final approved plans. All Engineering work will be furnished by the City's Electric Engineering Department.

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES

ELECTRIC

1. Owner must give the City of Dover Electric Department three (3) months' notice prior to construction. Owner is responsible for following the requirements outlined in the City of Dover's Electric Service Handbook. The handbook is available on the website at the following link: <https://evogov.s3.amazonaws.com/media/27/media/13108.pdf>.

ADVISORY COMMENTS TO THE APPLICANT

ELECTRIC

1. Provide load sheets as soon as possible for proper sizing of transformers and creation of primary fee estimates. Fillable load sheets are available on the website at the following link:
<https://www.cityofdover.com/media/Electric%20Department/COD%20Electric%20Load%20Sheet.pdf>.

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: 08/27/25

APPLICATION: Lands of Wyoming LLC and Functional Properties LLC

FILE: SB-25-02 REVIEWING AGENCY: City of Dover, Office of the Fire MarshalCONTACT PERSON: Jason Osika, Fire Marshal
josika@dover.de.usPHONE #: (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:

- Proposed occupancy classification is a subdivision
- Street width shall be in accordance with City of Dover Code of Ordinances, Appendix A, Article VII, Section A. 13,

Residential areas
24 feet wide with no parking,
30 feet wide with parking on one side, or
36 feet wide with parking on both sides

Commercial areas
26 feet wide with no parking,
32 feet wide with parking on one side, or
38 feet wide with parking on both sides

Alley
12 feet wide
- Any dead-end road more than 300 feet in length shall be provided with a turnaround or cul-de-sac as outlined in the 2021 Delaware State Fire Prevention Regulations 705, chapter 5, 2.3.
- Speed Reduction Devices must be approved, please see City of Dover Ordinance Chapter 98-10 in reference to this process.
- Fire hydrants shall be installed per the requirements of City of Dover Public Utilities Water/Wastewater Handbook, NFPA requirements, and Delaware State Fire Prevention Regulations. City Ordinance Sec 46-9 (f).
5.1.1 Hydrant spacing as shown in the Fire Flow Tables shall be used as a general rule. Hydrants shall be located at the direction of the State Fire Marshal so as to minimize friction in fire hose.

All hydrant spacing shall be located along available roads or at the direction of the State Fire Marshal. This measurement shall be calculated by way of accessible thoroughfare(s) from the building to be protected to the hydrant and may not necessarily be a radius. 5.1.3 Additional hydrants shall be provided when the State Fire Marshal deems it necessary based on the configuration of the site, building(s), exposures, construction, occupancy, and/or specific hazard(s).

Fire Flow table 2, hydrant spacing shall be 800 feet on center for one and two family detached dwellings, other residential, rowhouses and townhouses, assembly, health care, business, education, storage, industrial, mercantile, and mini storage. (702, Chapter 6)

NFPA 1

18.5.2 detached one- and two-family dwellings, fire hydrants shall be provided for detached one- and two-family dwellings in accordance with both of the following: 1. the maximum distance to a fire hydrant from the closest point on the building shall not exceed 600 feet 2. the maximum distance between fire hydrants shall not exceed 800 feet.

18.5.3 buildings other than detached one- and two-family dwellings, fire hydrants shall be provided for buildings other than detached one- and two-family dwellings in accordance with both of the following 1. The maximum distance to a fire hydrant from the closet point on the building shall not exceed 400 feet 2. The maximum distance between fire hydrants shall not exceed 500 feet

6. All fire hydrants shall be marked as prescribed within the appropriate section of this regulation and as illustrated by the appropriate figures of this regulation.

All fire hydrants shall have minimum of four-inch (4") solid yellow demarcation lines to define specific areas, where fire hydrants are located along a curb line with permitted parking, the area between the fire hydrant and the street or fire lane shall be stenciled with four inch (4") demarcation lines and the words "NO PARKING", demarcation lines shall be measured from the center line of the fire hydrant and extend for a distance 15 feet on both sides.

Where fire hydrants are located in parking lots or other areas susceptible to blockage by parked vehicles they shall be treated as follows: fire hydrants shall be protected in all directions for a distance of seven feet (7') with barriers or curbing, Minimum four-inch (4") diameter steel bollards filled with concrete and marked yellow shall be installed at the outermost corners of the fire hydrant demarcation area. The minimum height of the bollard shall be 36 inches above the finished grade of the adjacent surface, and the steamer connection of all fire hydrants shall be positioned so as to be facing the edge of the street, or traffic lane.

(2021 Delaware State Fire Prevention Regulations, 705, Chapter 6, 2)

The owner is responsible if the hydrant is private.

7. Hydrant barrels shall be provided with reflective material, such as paint, durable for highway/roadway markings or a reflective tape of a minimum of 2" in width around the barrel under the top flange, hydrant bonnets shall be color coded based on the following criteria: class AA 1500 GPM - painted light blue, class A 1,000 GPM -1499 GPM - painted green, class B 500 - 999 GPM - painted orange, class C 250 - 499 GPM - painted red, class D under 250 GPM - painted black.

(2021 Delaware State Fire Prevention Regulations 703, Chapter 3. 4)

The owner is responsible if the hydrant is private.

8. Hydrants are to be Darling Co. B-62-B Breakaway <https://american-usa.com/products/valves-and-hydrants/fire-hydrants/5-1-4-american-darling-b-62-b-5>

9. 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)

10. Project to be completed per approved Site Plan.
11. Full building and fire plan review is required.
12. Construction or renovations cannot be started until building plans are approved.
13. Building cannot be occupied by the public until a Certificate of Occupancy is obtained.
14. The following is City Ordinance, Appendix B-Zoning, Article 8 Enforcement and Penalties:

Section 1. - Building permits.

No building or structure in any district shall be erected or structurally altered without a building permit duly issued upon application to the building inspector. No building permit shall be issued unless the

proposed construction or use is in full conformity with all the provisions of this ordinance. Any building permit issued in violation of the provisions of this ordinance shall be null and void and of no effect, without the necessity for any proceedings for revocations or nullification thereof, and any work undertaken or use established pursuant to any such permit shall be unlawful (see section 4 for penalties).

1.1 No building permit shall be issued for the construction or alteration of any building upon a lot without frontage upon, or legal permanent access to, a public street improved to the satisfaction of the planning commission, or without access to a public sewer.

1.2 No building permit shall be issued for any building where the site development plan of such building is subject to approval by the planning commission, except upon approval of such plans approved by the said commission.

1.21 No building permit shall be issued for any building in a subdivision unless the subdivision plot has been approved by the planning commission.

1.3 No building permit shall be issued for a building to be used for any conditional use in any zone where such use is allowed only with approval of the planning commission, unless and until such approval has been duly granted by the said commission.

(Ord. of 7-12-1993, § 3)

ADDITIONAL / SPECIFIC REQUIREMENTS TO OBTAIN APPROVAL:

1. Please ensure that the cul-de-sac meets the 2021 Delaware State Fire Prevention Regulations 705, chapter 5, 2.3
2. A fire hydrant is needed in the cul-de-sac

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.**

CITY OF DOVER
DEVELOPMENT ADVISORY COMMITTEE
APPLICATION REVIEW COMMENTARY

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APPLICATION: Lands of Wyoming, LLC and Functional Properties, LLC (Ekaman Subdivision)

FILE#: SB-25-02

REVIEWING AGENCY: DelDOT

CONTACT PERSON: Brian Williams

PHONE#: 302-760-2141

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 & STATE CODE REQUIREMENTS:

No person, firm, corporation or the like shall construct, open, reconstruct, maintain, modify or use any crossing or entrance onto a state-maintained highway, street or road, including any drainage modifications leading into or carried by the highway drainage system, without first having complied with standards and regulations adopted by the Department and having obtained a permit issued by the Department. Please contact the Delaware Department of Transportation - Development Coordination section to begin permit process.

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES:

ADVISORY COMMENTS TO THE APPLICANT:

1. Please contact the Department to schedule a project coordination meeting.



KENT CONSERVATION DISTRICT

Item 3.

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

**CITY OF DOVER
DEVELOPMENT ADVISORY COMMITTEE
APPLICATION REVIEW COMMENTARY
SEPTEMBER 2025**

APPLICATION: Land of Wyoming, LLC and Functional Properties, LLC (Ekaman Subdivision)

FILE #: SB-25-02

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:

1. A Stormwater Assessment Study (SAS) and pre-application meeting are required.
2. As the disturbance for this site will exceed 5,000 square feet, a detailed sediment and stormwater management plan must be reviewed and approved by the District prior to any land disturbing activity (i.e. clearing, grubbing, filling, grading, etc.) taking place. The review fee and a completed Application for a Detailed Plan are due at the time of plan submittal to the District’s office.
3. The following notes must appear on the record plan:
 - a. The Kent Conservation District reserves the right to enter private property for purposes of periodic site inspection.
 - b. The Kent Conservation District reserves the right to add, modify, or delete any erosion or sediment control measure, as it deems necessary.
 - c. A clear statement of defined maintenance responsibility for stormwater management must be provided on the Record Plan.

ADVISORY COMMENTS TO THE APPLICANT:

1. There are previously approved stormwater plans that have expired due to construction never taking place. A new set of plans adhering to the current stormwater regulations will need to be submitted for approval.
2. This plan is located in an area that is to be undermanaged per the Puncheon Run Flood Study to beat the peak run-off generated in the contributing upland drainage area. This area is also under 10% of the total contributing drainage area and is only required to manage the 1-year (RPv) storm event.
3. The preferred methods of Stormwater management are those practices that maximize the use of the natural features of a site, promote recharge and minimize the reliance on structural components.

4. The proposed plan doesn't appear to show stormwater management for the R_{Pv} storm. Provide stormwater management or specify if DNREC's fee in leu is being proposed for not managing the R_{Pv} storm event.
5. If the fee in leu is being proposed, we will require the stormwater drain pipe and stormwater easement proposed within lot 5 to be relocated into open space, since this will act as the sole drainage outlet for the subdivision. We will also require the end of the storm drain to extend past the rear of the lots further into the residual portion of the parcel, closer to the blue line stream.
6. Please note the Kent Conservation District will not review an application more than three times. If after the third review the plan is still not found to be approvable, the application will be denied, and a new application with review fees are to be re-submitted to continue a detailed plan review.
7. As a reminder, the Kent Conservation District is required to verify that a Notice of Intent (NOI) for Stormwater Discharges Associated with Construction Activity under a NPDES General Permit has been received by DNREC prior to District approval.
8. A letter of no objection to recordation will be provided once the detailed Sediment and Stormwater Management Plan has been approved.

CITY OF DOVER
DEVELOPMENT ADVISORY COMMITTEE
ADVISORY BRIEF
D.A.C. MEETING DATE: 9/3/2025

**Dover/Kent
County
Metropolitan
Planning
Organization**

SB-25-02 Lands of Wyoming, LLC and Functional Properties, LLC (Ekaman Subdivision):
Conceptual Subdivision Plan

FILE # SB-25-02

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
Site Development Plan Review

**SB-25-02 Lands of Wyoming, LLC and Functional Properties, LLC (Ekaman Subdivision):
Conceptual Subdivision Plan**

Monroe Terrace is a low-volume local road that has a Level of Traffic Stress (LTS) of 1. These conditions suggest the road is generally safe for walking and biking. However, sidewalks would still be useful for separating pedestrians from vehicle traffic. Although the proposed subdivision does not have a significant amount of frontage along Monroe Terrace, it should still utilize sidewalks internally and on the property's frontage to the extent possible. This will make it easier to connect with new sidewalks on Monroe Terrace at a later date. Sidewalks are included in the current plan. Note that the applicant should follow the City of Dover Code for sidewalks when adding pedestrian facilities.¹

¹ "Dover Code: Appendix B, Article 5, Section 18." City of Dover, DE.

https://library.municode.com/de/dover/codes/code_of_ordinances?nodeId=PTIICOR_APXBZO_ART5SURE_S18PEBIMUDAACRE.



It is also important to ensure that large vehicles, particularly emergency vehicles such as fire trucks and ambulances, can easily access and turn around within the cul-de-sac. Coordination with the City of Dover Fire Department will help with meeting this need.

Dover Kent MPO will have more specific comments for the property when a site plan is proposed.

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.



August 1, 2025

Dawn Melson-Williams, AICP
Principal Planner
City of Dover
Department of Planning & Inspections
P.O. Box 475
Dover, DE 19903

RE: Waiver Request – Percentage of Lots on Cul-de-sac
Ekaman Subdivision – Tax Parcel # ED-05-077.17-06-02.01 – Jefferson Terrace Extension

Dear Mrs. Melson-Williams:

We respectfully request a waiver from the City of Dover Subdivision Regulations as outlined in the Dover Code of Ordinances, Appendix A, Article VI, Section A.15, which states:

“In no instance shall more than 20 percent of the lots in a proposed development front on the turnaround section of a cul-de-sac.”

We are seeking relief to permit 4 out of 6 proposed lots—equivalent to 67%—to front on the cul-de-sac turnaround.

This request is necessitated by the unique shape and physical constraints of the parcel, which limit feasible access to a dead-end cul-de-sac extension of Jefferson Terrace. The proposed layout is the only practical configuration that allows for safe and functional access to all lots.

All proposed residential lots comply with applicable zoning requirements, including yard setbacks, and incorporate standard infrastructure such as sidewalks, curbing, and signage. Additionally, the total length of the dead-end roadway—from the centerline of Monroe Terrace to the end of the proposed right-of-way—is 374.6 linear feet, which remains within the maximum allowable length per the Code.

We appreciate your consideration of this request and are available to provide any additional information or clarification as needed. I can be reached directly at 302-922-5574 or by email at tadams@mntnesllc.com. Thank you for your consideration.

Sincerely,
MOUNTAIN ENGINEERING SERVICES, LLC

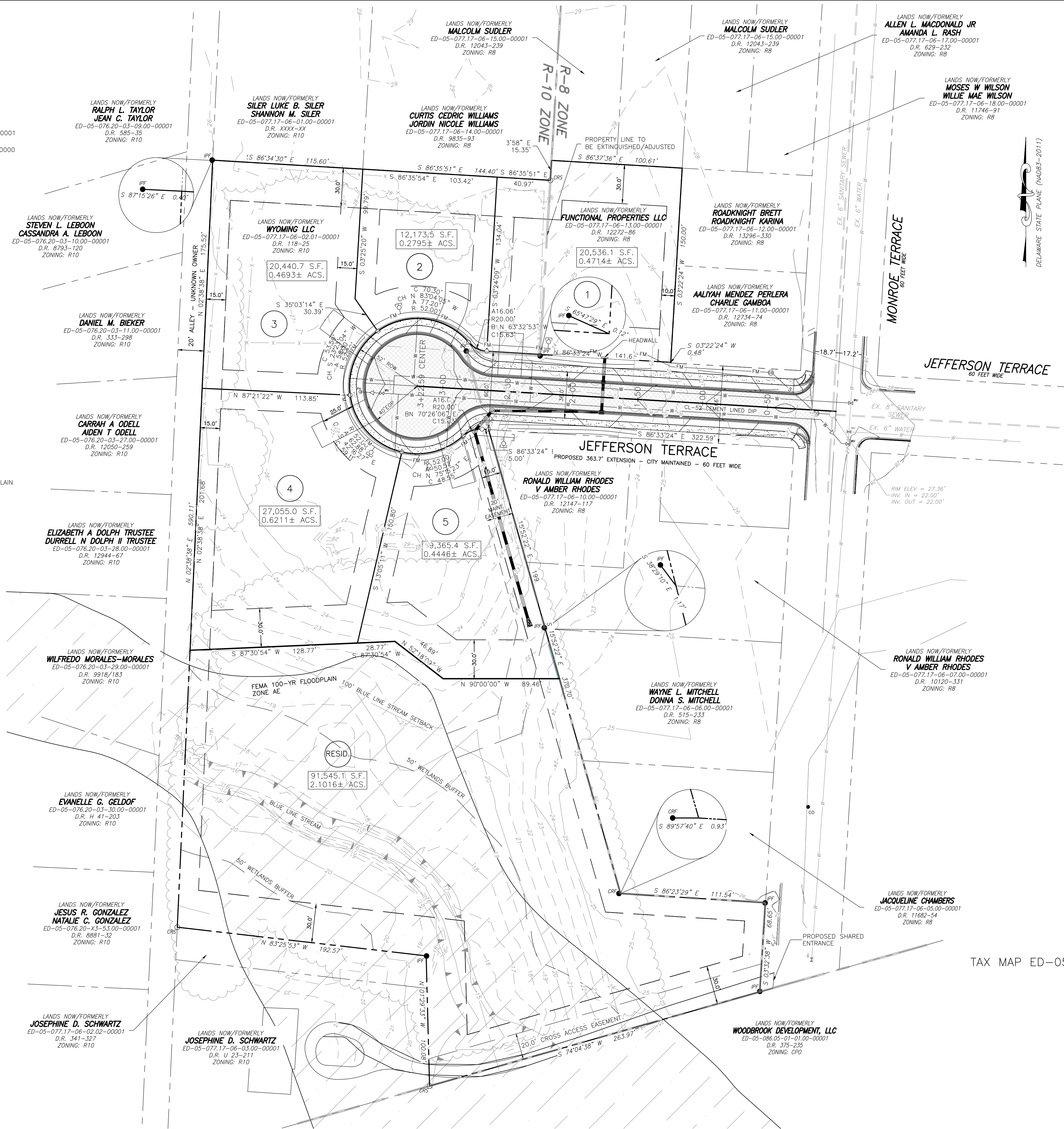
Troy L. Adams, P.E.
President

DATA COLUMN

1. OWNER:
WYOMING LLC & FUNCTIONAL PROPERTIES LLC
3 BOGGS RUN
DOVER, DE 19904
862-237-4515
2. ENGINEER OF RECORD:
MOUNTAIN ENGINEERING SERVICES, LLC
103 S. BRADFORD ST.
DOVER, DE 19904
302-744-9875
3. TAX PARCEL NUMBERS: ALL OF ED-05-077.17-06-02.01-00001 (WYOMING LLC)
ALL OF ED-05-077.17-06-13.00-00000 (FUNCTIONAL PROPERTIES LLC)
4. ZONING CLASSIFICATION: R-10 (SINGLE-FAMILY RESIDENTIAL)
R-8 (SINGLE-FAMILY RESIDENTIAL)
5. TOTAL NUMBER OF LOTS:
EXISTING - 2
PROPOSED - 5
6. BULK AREA RESTRICTIONS:

R-10	R-8
MIN. LOT AREA: 10,000 S.F.	8,000 S.F.
MIN. LOT WIDTH: 80'	70'
MIN. LOT DEPTH: 110'	100'
FRONT YARD SETBACK: 25'	25'
SIDE YARD SETBACK: 15'	10'
TOTAL SIDE YARD SETBACK: 30'	20'
REAR YARD SETBACK: 30'	30'
MAX. IMPERVIOUS COVERAGE: 30%	35%
7. TOTAL ACREAGE WITHIN EACH LOT AFTER SUBDIVISION
LOT 1: 0.4714 ACS. (20,536.1 S.F.)
LOT 2: 0.2795 ACS. (12,173.5 S.F.)
LOT 3: 0.4693 ACS. (20,440.7 S.F.)
LOT 4: 0.6211 ACS. (27,055.0 S.F.)
LOT 5: 0.4446 ACS. (9,365.4 S.F.)
RESIDUAL: 2.1016 ACS. (91,545.1 S.F.)
8. NUMBER OF PERMANENT MONUMENTS:
8 - IPF (IRON PIPE FOUND)
1 - CPF (CAPPED PIPE FOUND)
9. PROPOSED TYPE OF UTILITIES:
WATER: CITY OF DOVER
WASTEWATER: CITY OF DOVER
- 12.RELATION TO THE GROWTH ZONE: INSIDE
- 13.FLOODPLAIN: THIS SITE IS IMPACTED BY THE 100 YR. FLOODPLAIN PER FEMA MAP PANEL NUMBER 10001C0169J, EFFECTIVE JULY 7, 2014, ZONE AE.
- 14.PRESENT USE: RESIDENTIAL (UNDEVELOPED)
- 15.PROPOSED USE: RESIDENTIAL

LEGEND	
	PROPERTY LINES
	ADJOINING PROPERTY LINES
	BUILDING RESTRICTION LINE
	WETLANDS
	25' WETLANDS BUFFER
	100' BLUE LINE STREAM BUFFER
	BLUE LINE STREAM
	EXISTING FENCE
	EXISTING EDGE OF PAVEMENT
	EXISTING TREELINE
	PROPOSED TREELINE
	100-YR. FLOOD PLAIN
	PROPOSED PAVEMENT
	EXISTING BUILDING
	PROPOSED SIDEWALK
	PROPOSED CURB
	ZONING LINE
	GRINDER PUMP



MAJOR SUBDIVISION

FOR

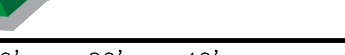
EKAMAN SUBDIVISION

TAX MAP ED-05-077.17-06-02.01-00001 & ED-05-077.17-06-13.00-00000

CITY OF DOVER – KENT COUNTY

STATE OF DELAWARE

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REVISIONS	CHECKED BY		 GRAPHIC SCALE		103 S. BRADFORD ST. DOVER, DE 19904 P.O. BOX 558 DOVER, DE 19903 T-302-744-9875 F-866-672-4428	
SCALE: 1" = 40'		DRAWN BY: KFB				
DESIGNED BY: TLA		CHECKED BY: TLA	DRAWING NAME:			
DATE: 8/1/25	COMM. NO. 2022067EM	FILE NO.	SHEET NO.	1 OF 1		

DATA SHEET FOR REVISED SITE PLAN REVIEW & ARCHITECTURAL REVIEW
CERTIFICATION

DEVELOPMENT ADVISORY COMMITTEE MEETING OF September 3, 2025

PLANNING COMMISSION MEETING OF September 15, 2025

Plan Title: Dover Mobility Center Garage at 133 S. Governors Avenue, S-25-01 Revised
Plan Type: Revised Site Development Plan and Architectural Review Certification

Location: North of Minor Street Alley between South Bradford Street and South
Governors Avenue

Owners: Downtown Dover Development Corporation (Downtown Dover Partnership)
The Downtown Dover Development Corp. – Dover Parking Authority as the
(Downtown Dover Partnership)
City of Dover
Capital City Transformation Alliance
Main Street – Dover Inc. (previously owned by CEI Properties LLC)

Addresses: 133 S. Governors Avenue, 139 S. Governors Avenue, 145 S. Governors
Avenue, 136 S. Bradford Street, 148 S. Bradford Street, 150 S. Bradford
Street (and 132 S. Bradford Street), Dover

Tax Parcels: ED-05-077.09-02-10.00-000, ED-05-077.09-02-09.00-000, ED-05-077.09-
02-08.00-000, ED-05-077.09-02-24.00-000, ED-05-077.09-02-25.00-000,
ED-05-077.09-02-27.00-000, (and ED-05-077.09-02-23.00-000)

Size: 1.03 acres +/- (Total of 37,353 SF (0.8577ac) and adjacent parcel)

Present Uses: Parking Lot (and Two Residential-Style Buildings used as Offices, now
demolished)

Proposed Use: Parking Garage Structure with Retail, Storage, Office

Zoning: C-2 (Central Commercial Zone)
H (Historic District Zone)

Building Area: Revised 144,938 SF (previously 169,885 SF)
Off Street Parking: 431 vehicle parking spaces and bicycle parking spaces

Sewer & Water: City of Dover

For Consideration: Revised Architectural Review Certification including alternative side yard
setbacks
Tree Mitigation Plan
Parking Strategy Statement (Revised)

CITY OF DOVER
DEVELOPMENT ADVISORY COMMITTEE
APPLICATION REVIEW COMMENTARY
D.A.C. MEETING DATE: September 3, 2025

**City of
Dover
Planning
Office**

APPLICATION: Revised Dover Mobility Center Garage at S. Governors Avenue, S. Bradford Street, and Minor Street Alley

FILE #: S-25-01 Revised

REVIEWING AGENCY: City of Dover Planning

CONTACT PERSON: Dawn Melson-Williams, AICP PHONE: 302-736-7196

This Report for **Revised S-25-01 Dover Mobility Center Garage** was updated upon submission of an updated Site Plan set and associated Revised Architectural package.

Note: The original Review Report was initially prepared by Staff of the Rossi Group (under a Planning Services contract with the City of Dover). The Report of January 2025 was completed with additional review and editing by the City's Planning Office. This Revised Report utilizes that original Report as a starting point.

I. PLAN SUMMARY (Reviewed Revised Plan Sets dated 8/1/2025 and Revised Graphics Set dated 8/1/2025)

This is for Review of a Revised Site Development Plan Application, Parcel Consolidation Plan, and associated Architectural Review Certification to permit construction of a new Mobility Center Garage for Downtown Dover, located between South Bradford Street and South Governors Avenue, and north of Minor Street Alley. The Revised proposal includes a four-story, 144,938 SF Parking Garage structure to be known as the Dover Mobility Center Garage. The structure is revised to consist of 329 parking spaces, welcome and retail, a management office, and retail and storage spaces. There have been architectural changes as designed, including the removal of the S. Bradford Street garage entrance. The 1.03+/- acre property includes existing surface parking lots and the previous location of the now demolished two residential-style buildings most recently used as office space. The properties are zoned C-2 (Central Commercial Zone) and subject to H (Historic District Zone). The owners of record include the Downtown Dover Partnership; City of Dover; Capital City Transformation Alliance; and Main Street – Dover Inc. Property Addresses: 133 S. Governors Avenue, 139 S. Governors Avenue, 145 S. Governors Avenue, 136 S. Bradford Street, 148 S. Bradford Street, 150 S. Bradford Street, and 132 S. Bradford Street. Tax Parcels: ED-05-077.09-02-10.00-000, ED-05-077.09-02-09.00-000, ED-05-077.09-02-08.00-000, ED-05-077.09-02-24.00-000, ED-05-077.09-02-25.00-00, ED-05-077.09-02-27.00-000, and ED-05-077.09-02-23.00-000. Council District 4. *This Revised project was the subject of HI-24-09 Revised for Historic District Commission Review and Recommendation on the Architectural Review Certification on August 21, 2025. The project is also associated with MI-24-10 Request for Alley Abandonment: Part of Alley Between S. Governors Avenue and S. Bradford Street.*

The project includes a Parcel Consolidation Plan for the six main parcels of the project area. This is an area that totals 37,353 square feet or 0.87577 acres of land. These parcels are owned by

multiple property owners and including the City where a proposed transfer of land has been granted approval under earlier processes with the City Council. This parcel consolidation is also related to future action on the Alley Abandonment Request (MI-24-10) for an Alley that currently traverses over and/or bisects this set of six parcels.

The Site Plan S-25-01 Dover Mobility Center Garage was granted conditional approval by the Planning Commission on January 21, 2025. This Application Revised S-25-01 will be subject to the same process with a public hearing before the Planning Commission.

Previous Applications

The existing surface parking lot fronting South Governors Avenue was constructed in 2007, following the demolition of buildings on the site (S-07-52, HI-07-05 and HI-06-07). Based on orthophotography, the Bradford Street parking lot was constructed sometime between 1965-1992. In May 2024, the Historic District Commission reviewed applications for Architectural Review Certification for Demolition of the two residential-style buildings located at 148 South Bradford Street (HI-24-02) and 150 South Bradford Street (HI-24-03). On May 16, 2024, the Commission passed a motion to deny both applications for Architectural Review Certificates to demolish the structures, with two members voting in favor of the motion and one member voting in opposition to the motion.

Following the denial of the Architectural Review Certificates, the applicant appealed the denial to the Planning Commission, in accordance with *Zoning Ordinance*, Article 10 - Planning Commission, Section 3. Historic District Commission and Architectural Review, Section 3.23 (D). At their meeting on June 17, 2024, the Planning Commission passed a motion to reverse the Historic District Commission's denial of the Architectural Review Certificates to demolish the structures, with four members voting in favor of the motion and two members voting in opposition to the motion. This action granted approval of the Architectural Review Certification to allow Demolition of these two buildings. Following issuance of Demolition Permits, both buildings have been demolished.

On December 16, 2024, the Planning Commission considered MI-24-10, a Request from the Downtown Dover Partnership to abandon a portion of an improved Alley located between South Governors Avenue and South Bradford Street, extending approximately 132 feet north of Minor Street Alley. This Alley runs through the project site for the Dover Mobility Center Garage. The Planning Commission recommended in favor of the proposed abandonment. The proposed abandonment was subject to review by the City Council Committee of the Whole Utility Subcommittee on January 14, 2025) and then a public hearing before City Council. City Council on February 10, 2025 adopted Resolution #2025-02 to abandon the portion of the improved Alley.

The Project Site is subject to Application HI-24-09 Dover Mobility Center Garage. At the December 19, 2024 Meeting of the Historic District Commission, they considered the Application and provided a Recommendation on the Architectural Review Certification for the project. The Revised submission also revisited the Historic District Commission on August 20, 2025 for an updated Recommendation on the Architectural Review Certification. See Section IV. Architectural Review Certification. (*See attached Recommendation Report.*)

Preliminary Land Use Services Review (PLUS):

The PLUS Review is required by a City of Dover Memorandum of Understanding (MOU) for certain types of projects. Due to its location in the Downtown Dover Redevelopment Target Area, this project was not required to complete PLUS Review process.

II. PROJECT DESCRIPTION

PROJECT PROPOSAL as Revised (documents of August 1, 2025)

The Revised Application proposes construction of a Parking Garage Structure and other site improvements for the development of the Dover Mobility Center Garage. The proposed Mobility Center is part of the centralized parking strategy proposed in the *Capital City 2030: Transforming Downtown Dover Master Plan*. The Mobility Center is also identified in the *Master Plan* as a Project Site. The project location includes the surface public parking lots fronting South Bradford Street and South Governors Avenue. It was the previous the site of the two residential-style buildings for which the Planning Commission granted the Architectural Review Certificates for demolition; the buildings have been demolished.

The Parking Garage Structure is located at the lot lines of the site adjacent to Minor Street Alley, South Bradford Street, and South Governors Avenue and positioned at the edge of the sidewalks on South Bradford Street and South Governors Avenue. The Revised four-story structure is being designed to include 329 vehicle parking spaces and bicycle parking with a welcome center and expanded retail space; public restrooms; bicycle repair shop; management office; and other support spaces on the ground level. The lower two stories of the structure are predominantly brick, while the upper stories, which are set back six feet from the lower stories, are predominantly precast concrete spandrel panels.

It is noted that the adjacent parcel at 132 S. Bradford Street (ED-05-077.09-02-23.00-000 owned by City of Dover) appears to have been included into the project area to address site improvements i.e. stormwater management, tree plantings, etc. It does not include the proposed building footprint. In the Revised submission, this parcel is depicted as open space for a pocket park/stormwater retention area and a retaining row of existing parking spaces.

Surrounding Land Uses

This subject property area location north of Minor Street Alley, east of South Governors Avenue, and west of South Bradford Street is within the Downtown Redevelopment Target Area and the Downtown Development District (High Priority Target Area). As previously noted, all six parcels are zoned C-2 (Central Commercial Zone.) Properties immediately adjacent to the subject project location are zoned C-2 (Central Commercial Zone), with other nearby properties zoned RGO (General Residence and Office Zone). The subject area and the surrounding properties are also within the H (Historic District Zone). In the remaining portions of the block to the north of the subject area are a service establishment (dry cleaner), other surface parking lots, the Dover Fire Department Station #1, a church building, and several mixed-use buildings. To the south of the Minor Street Alley are mixed-use buildings (first floor commercial or office with upper for residential uses) fronting on the West Loockerman Street, the Downtown commercial corridor. To the west across S. Governors Avenue is the proposed location of The Governor: Mixed Use Building at 120 S. Governors Avenue (subject to Site Plan Application S-25-11).

III. ZONING REVIEW

C-2 (Central Commercial Zone)

The subject project area is zoned C-2 (Central Commercial Zone); this zoning designation will remain in place. The description of the C-2 (Central Commercial Zone) zoning district is provided in Article 3 §13 of the *Zoning Ordinance* and provisions identify the allowable (permitted) uses and the related bulk and design standards for the C-2 zone. The C-2 zone allows for “parking lots and parking structures as a principal use.” The subject project area, once combined into one parcel, will have frontage on two streets, South Governors and South Bradford; the Minor Street Alley is considered a side. The C-2 zone requires a zero minimum setback. The northern lot line treated as a side yard has no required setback, but a minimum side yard setback of five feet if provided. Per the Site Data table, the side setback, as revised, ranges from 0.33 to 5.4 feet. The Historic District Commission, through the Recommendation of an Architectural Review Certificate, has the authority to recommend waiver of bulk standards.

The building’s height and number of stories are in compliance with the C-2 zone. The floor area ratio (FAR) proposed is revised to be 3.73, which is in compliance with the maximum FAR allowed of 5.0. The total lot coverage of the project is listed as 97.4%. The C-2 zone does not have a maximum lot coverage requirement.

The C-2 zoning district also includes some design standards provisions. See the code excerpt below:

Article 3 Section 13

13.5 Design standards. The following standards shall apply to the site and building development in the central commercial zone (C-2):

13.51 Façade articulation. Building facades should incorporate design elements to provide a base, middle, and top of the building to reinforce the pedestrian scale at the street level.

13.52 Height. For buildings greater than four stories in height, then the upper floors above the fourth story shall step back six feet for fifty percent of the width of the primary façade. For buildings greater than six stories, then the upper floors above the sixth floor shall step back an additional six feet on the primary façade. These step back areas may begin at a lower height than these minimums as part of the building design in order to be compatible with the character of the area.

13.53 Step back areas. The step back areas should be open to the sky and can be open air balcony spaces or other design architectural features that are not enclosed spaces.

13.54 Off-street parking. Off-street parking lots shall not be permitted to be situated between the street line and the primary façade of the principal building. Consideration should be given to locating parking to the side or rear of the building.

13.55 Screening. Any off-street parking lots provided shall be screened from the street line by buildings, landscaping, or other means. Off-street parking lots shall be screened from adjacent residential zones and residential uses. This screening provision does not apply to adjacent alleys.

The plan as presented complies with these design standards related to the tri-part façade, building height, and step back areas.

H (Historic District Zone)

The entire project site is located in the H (Historic District Zone) and subject to the provisions of the *Zoning Ordinance*, Article 3 §21 and referenced sections. The H (Historic District Zone) is described in *Zoning Ordinance*, Article 3 Section 21 with the following purpose statement:

Article 3, Section 21. - Historic district (H).

21.1 *Purpose.* The purpose of this historic district regulation is to preserve and enhance that unique character and value of the old portion of Dover as an area of special charm and interest. It is particularly intended that the regulations prevent, in the historic district, any change of conditions that would be deemed to be a disfigurement or degradation of the present unique visual and architectural qualities of the district.

IV. ARCHITECTURAL REVIEW CERTIFICATION

Zoning Ordinance, Article 10 §3.2 outlines the review process for Architectural Review Certification and related building height, bulk, and setback standards. This process begins with Review by the Historic District Commission. At the Historic District Commission, the Application was initially reviewed December 19, 2024 and the Revised Application was reviewed on August 21, 2025.

Review of DESIGN STANDARDS AND GUIDELINES

Location within the H (Historic District Zone) requires proposals for demolition, new construction, additions, and certain renovation or rehabilitation activities to receive an Architectural Review Certificate. As stated in the *Design Standards and Guidelines for the City of Dover Historic District Zone*, an Architectural Review Certificate will be granted “if it is found that the architectural style, general design, height, bulk and setbacks, arrangement location and materials affecting the exterior appearance are generally in harmony with neighboring structures and complementary to the traditional architectural standards of the historic district.” *Zoning Ordinance*, Article 10 §3.2 outlines the review process for Architectural Review Certification and related building height, bulk, and setback standards.

This Revised proposal must be reviewed for conformity with the design criteria guidelines found in Chapter 4: New Construction, Additions, Demolition and Relocation. The *Design Standards and Guidelines* for New Construction (Chapter 4: pages 4-1 through 4-8) provide the design criteria and development guidelines. The guidelines specify a series of individual considerations for new construction to be considered in the review by the Historic District Commission (and Planning Commission) of the project for Architectural Review Certification.

The Revised proposed project must also be reviewed for compliance with the standards established by the *Zoning Ordinance*. The standards include items such as setbacks from property lines, floor area ratio, height, etc.

Alternative Bulk Standards – Consideration of Side Yard Setback

The setbacks of the Garage Structure from the property lines are met except for the side yard setback along the northern property line. The C-2 zoning district has a side yard setback of five feet when one is provided; the building’s placement encroaches into this setback at a variety of widths. Per the plan, the side yard setback ranges (on both sides) from 0.33 feet to 5.4 feet. Therefore, relief must be granted to allow the encroachment; the Planning Commission granted this relief in January 2025. Slight alterations in the building placement on this site still require consideration of these Alternative Bulk Standards.

HISTORIC DISTRICT COMMISSION – REVISED RECOMMENDATION

For the Dover Mobility Center Garage project, the Historic District Commission initially considered the application HI-24-09 on December 19, 2024 regarding an Architectural Review Certificate for construction of the Dover Mobility Center and the various other Site Improvements. The Revised project was considered by the Historic District Commission on August 21, 2025. **The Historic District Commission considered the Revised proposal for construction and has provided a recommendation to the Planning Commission in regard to the Architectural Review Certification for the project. The specific recommendation involved consideration of the *Design Standards and Guidelines*. See attached Revised Recommendation Report from the Historic District Commission.** In response to the Historic District Commission’s review, the applicant has completed some design revisions to the stair tower elements. Specifically, the stair tower at the corner of S. Bradford Street and the Minor Street Alley was revised to include brick materials on the lower floors wrapping around the corner.

The Planning Commission should act upon the Revised Architectural Review Certification as part of any motion to approve this project, or as a separate motion if necessary. In taking this action, the Planning Commission is to consider the standards and guidelines found in Chapter 4 of the Design Standards and Guidelines for the City of Dover Historic District Zone and other referenced sections.

V. PARKING SUMMARY

The C-2 (Central Commercial Zone) does not include a minimum parking requirement. The project area is within the Downtown Redevelopment Target Area. Additionally, Article 6 §3 of the *Zoning Ordinance* states:

For new construction within the downtown redevelopment target area, as described in appendix C of the Dover Code of Ordinances, there is no minimum off-street parking requirement based on use. To utilize this exception, a parking strategy statement must be submitted for review as part of the site development plan approval required by appendix B, zoning, article 10, section 2.

The applicant has submitted a Revised Parking Strategy Statement with the application. The Statement describes the existing 83 parking spaces in permit & paid parking lots and private packing locations and also the proposed Parking Garage Structure. The Parking Garage is proposed to consist of 329 vehicle parking spaces and 36 bicycle parking spaces to serve as a mobility hub with functions to serve multiple modes of transportation.

This project is a Parking Garage Structure designed as part of a larger parking strategy to provide parking surrounding uses in Downtown Dover. The Parking Garage Structure proposes to provide 329 parking spaces. The ingress and egress into and out of the Parking Garage are now redesigned to only be from South Governors Avenue as the garage’s vehicle access to South Bradford Street has been eliminated.

Bicycle Parking

Bicycle parking shall be provided for parking spaces at a rate of one (1) bicycle parking space for every twenty (20) parking spaces. Based on the 329 parking spaces provided, 16 bicycle spaces are required. The Plans submitted include 36 bicycle parking spaces. The bicycle parking is proposed to be located on the ground floor of the Mobility Center Garage and is not specifically shown on the Site Plan.

VI. SITE CONSIDERATIONS

Lighting

The Site Data table indicates that lighting shall be 1.5-foot candles at grade, but it does not show proposed locations for light fixtures. The architectural package indicates that pedestrian-scale lighting will be provided on the building exterior. It is unclear what street lighting exists or is proposed.

Dumpsters

Dumpsters are typically required at a rate of two dumpsters per non-residential building serving trash and recycling collection. This property would require two dumpster units. The Site Data table indicates that two dumpsters will be provided. It appears that these will be located within the structure on the south side of the building along Minor Street Alley. It is noted that within the existing parking lot, there is a Dumpster used as a centralized collection point for neighboring business.

Sidewalks

There is existing sidewalk along South Bradford Street and South Governors Avenue which will need to be replaced with construction. The plan submitted shows expanded sidewalks on the subject property adjacent to the building. The submitted plan shows the concrete sidewalks on South Bradford Street and South Governors Avenue; however, the Project Graphics Set depicts brick sidewalks for some of these areas.

VII. BUILDING ARCHITECTURE - REVISED

The application proposes a Mobility Center Garage Structure located at the lot lines of the site adjacent to Minor Street Alley, South Bradford Street, and South Governors Avenue, positioned at the edge of the sidewalks on South Bradford Street and South Governors Avenue. The four-story building is being redesigned to include 329 parking spaces with a welcome center and expanded retail; public restrooms; bicycle repair shop; management office; and other support spaces on the ground level. For the façade, the lower two stories of the structure are predominantly brick, while the upper stories, which are set back six feet from the lower stories, are predominantly precast concrete spandrel panels.

Exposed stair towers are located at the northwest and southeast corners of the building, where the use of glass is intended to reflect neighboring building architecture and the sky. The roof heights are noted at 53.32 feet on South Governors Avenue and 57.40 South Bradford Street. The two stair towers are the tallest building elements. The ramped parking deck sits behind the building façade along the east and west elevations of the two lower stories; the ramped parking decks are visible through openings on the upper stories of west and east elevations. The south elevation includes the brick façade wrapped from the west building face and the stair tower on the east side also now partially wrapped in brick. Between these areas, the south elevation reveals precast concrete with a parking garage appearance. The north elevation is a solid party wall for the western half of the elevation, likely to be consistent with fire code requirements, due to proximity to the property line. This area of the party wall is designed to host a large mural. The remaining portion of the north elevation (eastern half) has been revised to the precast concrete panels of the parking decks with bands of horizontal openings. Vehicle access to the garage is via entry and exit points from South Governors Avenue as revised. Windows and double door entries are proportioned to align with neighboring buildings. Canopies visually lower the building's scale.

See the attached Revised Site Plan set (dated 8-1-2025) and Revised Architecture Set (updated for 9-15-2025 Planning Commission Meeting). The attached elevation drawings and site plan drawings show detailed information on building dimensions, locations, and material choices.

VIII. TREE PLANTING AND LANDSCAPE PLAN

Tree Planting Requirements

The *Zoning Ordinance* requires tree planting at a rate of one tree per 3,000 SF of non-woodland development area. Based on the total non-woodland area for the submitted plan of 46,221 SF (total area of seven parcels), 15 trees are required to be planted. The Tree Preservation and Density table indicates that 13 trees are required based on a site area of 37,353 SF; this should be revised to reflect the additional parcel needed to address some of the development aspects. Within the Parking Garage Structure, encompassing almost all of the project area, there are no on-site plantings depicted. The adjacent lot at 132 S. Braford Street shown as an open space area appears to include several existing trees. It is noted that the street frontages of the project area include street trees (total of 6 trees). Within the existing project area, twelve (12) trees will be removed for the development.

Request for Tree Mitigation Plan

The applicant previously submitted a Request Consideration of a Tree Mitigation Plan, requesting that the required trees be planted off-site within the Downtown Dover area on lands owned by the Downtown Dover Partnership or in a City-owned pocket park; the Request continues for this Revised Plan. The initial Request indicated that potential locations are to be discussed with the City and the Downtown Dover Partnership. A Tree Mitigation Plan must be provided for consideration by the Planning Commission at a rate of 1 tree per 1 deficit tree as per Article 5, Section 16 of the *Zoning Ordinance*; see below. Previously the Planning Commission granted this Request for a Tree Mitigation Plan. The specific location plans for the tree plantings must be documented in an agreement and approved prior to Final Site Plan Approval.

Article 5 Section 16

16.9 *Tree mitigation.*

16.91 *Planning commission waiver.* The planning commission may waive the provisions of subsections 16.52, 16.53, and 16.62, and require replacement planting for mitigation purposes should the planning commission determine, after demonstration by the applicant, that due to physical limitations of the land which would otherwise prohibit the reasonable use of the land, or for purposes of preserving, protecting and promoting the interest of public health, safety, welfare and/or public convenience. All tree mitigation plantings must occur within the corporate limits of the City of Dover. Tree mitigation may occur off-site in accordance with the provisions listed below in this ordinance:

- (a) If a waiver is sought from the provisions of subsection 16.62, new tree plantings are required at a rate of 1:1. All new tree plantings shall meet the minimum size at planting requirements of the City of Dover table of trees.
- (b) If a waiver is sought from the provisions of subsection 16.52 and/or subsection 16.53, then mitigation must be in the form of newly created woodland areas. New woodlands shall be created at a rate of 1.25 times the amount of woodlands to be removed. A woodland mitigation plan shall be prepared by a licensed forester, landscape architect, or certified nursery professional, for the consideration of the planning commission.

- (c) All tree mitigation must occur on-site unless an off-site location is specifically approved by the planning commission. When considering off-site locations for tree mitigation, the commission shall consider:
 - 1) A physical hardship related to the land which would otherwise prohibit compliance on the subject site;
 - 2) Whether the mitigation plan proposed by the applicant is superior in terms of environmental benefits, tree quantity, or aesthetic qualities compared to strict compliance with the ordinance on-site.

IX. CITY AND STATE CODE REQUIREMENTS:

The subject proposal has been reviewed for code compliance, plan conformity, and completeness in accordance with the agency's authority and area of expertise. The following items have been identified as elements which need to be addressed by the applicant. This listing has been updated to reflect consideration of the Revised plan submission of August 1, 2025.

- 1) As the review process continues, the Revised Site Plan documents will need to be revised to reflect the minor design changes as the Parking Garage Structure footprint and building architecture are refined.
- 2) Tree Mitigation Plan: The tree planting requirement shall be provided in accordance with the *Zoning Ordinance* unless a waiver is granted by the Planning Commission approving a Tree Mitigation Plan. The submission continues to make a Request for consideration of a Tree Mitigation Plan. The general concept was previously approved by the Planning Commission and should be reconfirmed with this review. Specific locations must be identified and agreed upon prior to final plan approval.
- 3) Parking Strategy: The applicant submitted the required Revised Parking Strategy Statement describing the parking scenario for this development project as revised in the C-2 Zone. Add a note on the Plan.
- 4) Cover Sheet, C-001:
 - a) Site Data:
 - i) Update the owners of record to identify all current owners.
 - ii) The required side setback is 0 feet, but 5 feet if a setback is provided. The site data identifies the side setback as estimated to vary from 0.33 feet to 5.4 feet. The submitted Revised Plan should label these distances on the drawing. The *City of Dover Zoning Ordinance* authorizes the Historic District Commission to waive certain bulk standards when issuing its recommendation to the Planning Commission for an Architectural Review Certificate if necessary. The Revised Recommendation from the Historic District Commission regarding the Architectural Review Certificate considered the location of the building on the site, therefore meeting this requirement. Add a note regarding the action taken on the Alternative Setbacks.
 - iii) Item #13, update the lot area provided with the property area information in Item #10 and #11.
 - iv) Item #16, confirm the number of parking spaces provided as there is a reference to 319 spaces in the Letter.
 - b) Tree Preservation and Density Requirements:
 - i) Update the total non-woodland area to include additional project parcel and update the tree density calculation accordingly.

- ii) The applicant has provided a waiver request to plant the required trees on lands of the Downtown Dover Partnership or within City owned pocket parks within the Downtown area. If reconfirmed with this Revised Plan review by the Planning Commission, a specific location or locations must be identified prior to final plan approval. Add note on action taken and concept for Tree Mitigation Plan.
 - c) The Site Data table indicates that 36 bicycle parking spaces will be provided. The written Parking Strategy Statement indicates that 33 bicycle parking spaces will be provided. Please clarify which is correct and update the documentation accordingly.
 - d) Owners Certification:
 - i) If the additional project parcel (132 S. Bradford Street) is to remain under the ownership of the City of Dover, the City of Dover should be added as a signatory in the Owner's Certification.
 - e) In General Notes, update Note #26 to include action taken on accepting the Parking Strategy Statement and the Architectural Review Certification. A similar note must be added to outline the Planning Commission actions of September 15, 2025.
- 5) Sheet C-101 – Existing Conditions and Demolition Plan:
 - a) Per the Existing Conditions and Demolition Plan, three bioretention islands are being removed. The applicant should provide a Stormwater Management Plan that identifies solutions for capturing and treating added stormwater quantities from additional lot coverage and the demolition of bioretention facilities.
 - b) With the removal of the existing parking lot, confirm if any of the items such as signage, light pole, utility equipment, vegetation for transplanting, etc. are to be returned to current owner.
- 6) Sheet C-201 – Site, Utility & Grading Plan:
 - a) Identify the dumpster location on the plan sheet.
 - b) Identify the step back distance of the upper floors of the building.
 - c) Clarify the location of the Fire Department Connection as two are shown.
 - d) Consider implementation of crosswalks at the ends of the Minor Street Alley.
- 7) No Landscape Plan sheet was provided; however, the Tree Planting calculation is shown on Sheet C-001.
 - a) Clarify the location of any existing trees to be preserved and show the necessary tree protection measures.
 - b) Clarify the status of street trees as to be preserved or proposed for replacement on the S. Governors Avenue and S. Bradford Street frontages.
- 8) Parcel Consolidation Plan:
 - a) Clarify the status of the adjoining parcel at 132 S. Bradford Street.
 - b) Add any applicable notes related to the Alley Abandonment Request.
 - c) Ensure appropriate involved owners listed by name and within certification statement.
- 9) Additional evaluation and review of this project as proposed may be necessary due to the environment contamination in this area and/or the site's potential participation in any environmental remediation program.
 - a) Provide copies of any agency approvals/permits to the Planning Office so that we may be aware of any specific conditions of redevelopment.

- 10) Provide construction details for the following items but not limited to, dumpster pad/enclosure, traffic control signage, lighting fixtures, bicycle racks, handicap signage, etc.
- 11) Dumpster: Ensure there is adequate access to dumpsters to allow for collection by a refuse/recycling contractor. Also clarify the plan for the community centralized collection facility that is being displaced by this project.
- 12) The construction of the site entrances and street improvements must comply with the requirements of DelDOT and the City of Dover Public Works Department based on street maintenance responsibilities.
 - a) Clarify materials (concrete and brick) used and placement design for the sidewalk and parking garage entrance construction.
 - b) Clarify the location of street trees (tree wells) and other landscape areas between the curb and building front.
 - c) Identify any changes to on-street parking spaces along the project frontages.
- 13) The Historic District Commission recommended conditional approval of the Revised Architectural Review Certificate for the construction of the project. See attached Recommendation Report for recommended conditions. The Planning Commission will act on the Revised Architectural Review Certificate as part of this review process.
- 14) Any Erosion & Sediment Control Plans and Stormwater Management Plans granted approval by the Kent Conservation District/DNREC must reflect the Site Plan layout and design conditionally approved by the Planning Commission and be in compliance with the *Zoning Ordinance* and technical review requirements of other agencies.
- 15) The Final Plan set must include notes documenting any action taken by the Planning Commission on the requested waivers and must list any additional conditions of approval.

X. RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES:

In accordance with the *Zoning Ordinance*, Article 10 §2.2, the Planning Commission in considering and acting upon Site Development Plans may prescribe appropriate conditions and safeguards so that the public health, safety, and welfare, the comfort and convenience of the public in general, and the residents of the immediate neighborhood in particular shall be taken into consideration. These safeguards may to the maximum extent possible further the expressed intent of the *Zoning Ordinance* and the accomplishment of several objectives in particular listed in subsections 2.21 to 2.28.

- 1) Revised Architectural Review Certification: Staff recommends conditional approval of the Revised Architectural Review Certificate for the construction of the Dover Mobility Center Garage, finding that the revised building to be of a design compatible with the intent of the *Design Standards and Guidelines for the City of Dover Historic District Zone*.
 - a) Staff provided a series of recommendations and comments regarding the Revised Architectural Review Certification and review of the project for compliance with the *Design Standards and Guidelines*. These items were previously identified during the review of the project by the Historic District Commission. See the Revised HDC Recommendation Report from the August 2025 review.

2) Landscaping:

- a) Staff recommends continued approval of the Tree Mitigation Plan allowing the required tree plantings to be planted at off-site locations.
- b) Staff recommends that landscaping be installed between the building and property lines along South Governors Avenue and South Bradford Street. There are likely areas where low growing shrubs, ground covers or perennials/annuals could be planted. You could also consider planters.
- c) Any street trees removed as part of the demolition of the existing site should be replaced in coordination with City Department of Public Works and Department of Parks & Recreation – Grounds Division.

3) Streetscaping: The design of the sidewalks along South Governors Avenue and South Bradford Street frontages must be evaluated with sidewalk construction standards and streetscape designs for each street and should match the streetscape for each street. This should be coordinated with the City Department of Public Works for the design of the combination of concrete and brick pavers and tree wells.

4) Electric Vehicle Charging Stations: Identify if the project is planning for the installation of Electric Vehicle Charging Stations in this Parking Structure. Currently, the *Zoning Ordinance* does not require them, but many other jurisdictions have implemented such requirements. Electric Vehicle Charging Stations formats include EV-Capable, EV-Ready, and EV-Installed.

XI. ADVISORY COMMENTS TO THE APPLICANT:

- 1) The Planning Commission should act upon the Revised Architectural Review Certification as part of any motion to approve this project, or as a separate motion if necessary.
- 2) The Planning Commission should act upon the request for waivers as part of any motion regarding this project application, or as a separate motion as necessary to reconfirm action. Note: All waivers are at the discretion of the Planning Commission. The Commission may approve or deny waiver requests.
- 3) Any conditional approval granted by the Planning Commission for the Site Development Plan is subject to the approval of MI-24-10 (Alley Abandonment Request) has received final approval from the City Council under Resolution #2025-02.
- 4) In the event that major changes and revisions to the Site Plan occur in the finalization of the Plan contact the Department of Planning and Inspections. Examples include relocation of site components like paving and increases in footprint. These changes may require resubmittal for review by the Development Advisory Committee, Historic District Commission, Planning Commission, or other agencies and commissions making recommendations in regard to the Plan.
- 5) Following Planning Commission approval of the Revised Site Plan, the Plan must be revised to meet all conditions of approval from the Development Advisory Committee or as otherwise noted. A Check Print must be submitted for review by Planning Office Staff and the other commenting agencies. Upon determination that the Plan is complete and all agency approvals have been received, copies of the Plan may be submitted for final endorsement (Final Plan Approval).

- 6) Other agencies and departments which participate in the Development Advisory Committee may provide additional comments related to their areas of expertise and code requirements.
- 7) Additional specialized evaluation and review of this area may be necessary due to the environment contamination in this area and/or the site's participation in any environmental remediation program.
- 8) The applicant/developer shall be aware that prior to any ground disturbing activities on the site the appropriate Site Plan approvals, Pre-Construction meetings, site inspections and permits are required.
- 9) Construction and demolition will have an effect on the adjacent property owners, employees of adjacent buildings, and nearby sidewalks and streets. Any work requiring the closing or rerouting of potential customers, employees, or visitors to the adjacent properties (including those who park in the existing parking lot), and streets or alley should be coordinated as to offer the least amount of inconvenience. Careful consideration will need to be given to the access to other properties which requires the crossing of these properties or travel over the public alley.
- 10) For building new construction, the requirements of the building code and the fire code must be complied with. Consult with the Building Inspections Office and City of Dover Fire Marshal regarding these requirements. The resolution of these items may impact the site design including such items as building dimensions and height, building openings, and fire protection needs, etc.
- 11) The applicant shall be aware that Site Plan approval does not represent a Building Permit and associated construction activity permits. A separate application process is required for the issuance of a Building Permit from the City of Dover.
- 12) The applicant shall be aware that Plan approval does not represent a Sign Permit, nor does it convey permission to place any sign on the premises. Any proposed site or building identification sign may require a Sign Permit from the City of Dover prior to placement of any such sign in accordance with *Zoning Ordinance* Article 5 §4.

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



CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

STAFF D.A.C. MEETING DATE: AUGUST 27, 2025



APPLICATION: REVISED Dover Mobility Center Garage at 133 S. Governors Avenue

FILE #: S-25-01

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

1. Every commercial customer shall provide such premises with a sufficient number of solid waste containers to provide adequate capacity for the solid waste placed out for collection without overloading the capacity of the containers. The City of Dover shall provide commercial customers with a maximum of two (2), 90-gallon trash containers and two (2), 90-gallon recycling containers.
2. Trash collection site shall be oriented for side-loading pick-up if customer is utilizing City of Dover sanitation services.
3. Any commercial customer requiring more containers, or larger containers, than provided above, must utilize private service.

STORMWATER

1. Final site plan approval will not be granted until a copy of the approved Stormwater/Erosion and Sediment Control Plan from Kent Conservation District is submitted to our office.
2. The size, length, slope, type and flow directions must be shown on all existing and proposed storm sewer lines. Rim and invert elevations must be labeled on all stormwater structures.
3. The proposed Pocket Park area for this project is located on a City of Dover owned parcel. Prior to plan approval a maintenance agreement must be executed.

STREETS

1. Final site plan approval will not be granted until a letter of no objection, signed by DelDOT is submitted to our office.
2. The current City of Dover standard street section provides for a 3' grass strip between the curb and sidewalk. This standard was administratively revised to meet ADA and FHA compliance with cross slope requirements and to prevent cars from scrapping at driveways. The revised standard utilizes a five feet (5') wide public sidewalk with a five feet (5') wide grass strip behind the curb. Sidewalk and curb shall be installed for the width of the project scope.
3. Please add the following notes to the plans:

- a. Standard City of Dover sidewalk, as per chapter 98, article IV of the Dover Code of Ordinances, shall be required to be installed along the entire public street frontage of a property. Where frontage sidewalk exists but does not meet the standards of chapter 98, article IV, the sidewalk shall be re-laid to meet the standards. Sidewalk shall include barrier-free access ramping at points of intersection with street crossings and at other locations so as to afford reasonable barrier-free pedestrian movement and site access.
- b. In accordance to Appendix A, Article VI, Section B.3, all sidewalks shall ascend from the curbstone to the building line at the ratio of one-quarter of an inch to the foot. Nothing in this section shall be construed to affect any pavement previously laid by order of the city council, until it is taken up and relaid.

WATER

1. All water utility components must meet the requirements of the Water Wastewater Handbook, effective date March 22, 2010. Please contact our office for more information.
2. The following notes must be added to the plans:
 - a. Hydrant connections by the contractor are prohibited. This method may not be utilized during any phase of the project.
 - b. Any existing water lines not to be utilized by the proposed facility must be properly abandoned at the mains in accordance with the City of Dover Department of Water & Wastewater specifications and requirements.
 - c. The site contractor shall contact the City of Dover Department of Water & Wastewater Construction Manager at (302) 736-7025 prior to the start of construction. A representative from the City of Dover Department of Water & Wastewater must observe and approve all City owned water and sanitary sewer interconnections and testing. All water taps must be performed by a City of Dover approved contractor. The proposed location for the water connection may need to be adjusted in the field due to conditions of the existing main. Possible conditions that would require tapping relocation include proximity to pipe joints, other taps, concrete encasements, conflict with other utilities, and the like. Test holes must be performed by the contractor to determine the best tapping location. The City of Dover will not be held responsible for field conditions requiring adjustment of the tapping location or for any work required by the contractor to make an appropriate and lawful connection.
3. The size, type, and location of all proposed and existing water lines and valves must be shown on the plan. Please be advised that effective May 1, 2022, water mains can now be constructed using DR 18 PVC.
4. Water usage projections (peak demand or plumbing fixtures) must be submitted to our office to correctly determine the size of the domestic and irrigation (if applicable) water meter for the proposed buildings. These projections must be submitted prior to approval so the meter size can be placed on the final site plan. The proposed water meters must be installed in a pit per City of Dover requirements and manufacturer's recommendations. Also, a dual check valve is required downstream of the meter.
5. The domestic service, fire main connection and valves must be clearly shown for each building. A valve must be installed at the tee to isolate combined fire and domestic water service to the building from the water loop. Typically, this valve is installed at the tee or an acceptable distance from the building. A valve must be provided on the domestic water service, which must be tapped off of the combined eight-inch (8") fire/domestic service outside of the building. The domestic water tap and valve should be as close to the building as possible. Typically, the domestic tap and valve are located within five feet (5') to ten feet (10') of the building. A blow up detail of this layout is recommended.
6. Provide a construction detail for the proposed restraining system for the fire main located within the buildings. There shall only be one (1) water service per building. The Department of Water & Wastewater will test and inspect all fire mains to a blind flange located inside the buildings. The blind flange with tap is used for hydrostatic pressure testing (200 psi for two (2) hours) and dechlorination. The flange must be restrained in the direction of the pipe entering the facility. A pipe entering horizontally through a wall sleeve shall be restrained with rods through the wall. A pipe entering vertically through a slab shall be restrained through the floor to the ninety degree (90°) bend and thrust block. All rods shall be a minimum of ¾" all thread. All pipes through walls and slabs must be Class 52 cement lined ductile iron pipe. Confirm particulars to meet this requirement with mechanical designer.
7. Water services shall be either type K copper or SDR-9. 1. All non-metallic water lines (mains and services) shall be installed with a tracer wire and identification tape. The wire shall be a minimum of twelve (12) gauge blue coated solid copper wire, wrapped around the pipe, and extending up into all valve and curb boxes. The identification tape shall be six-inches (6") wide, laid one foot

(1') above the pipe, with the following text: "Caution: Buried Water Line Below". 3M marker balls, model 1423-XR, or approved equal shall be installed at every service line connection to the water main and all bends on the service line.

8. On October 24, 2022, City of Dover Council approved the new Cross Connection Control Program. This program requires certain backflow prevention assemblies on water service connections to the city's distribution system. Please provide a specific description of the activities in this building.
9. Prior to final site plan approval, a plan must be submitted and agreed upon for the 12" water main relocation that is currently located in the alley. The 12" water main shall be cut and capped north of the proposed development with a blow off assembly.
10. A blow off assembly shall be installed instead of a cap north of the proposed building on the existing water main.

WASTEWATER

1. All wastewater utility components must meet the requirements of the Water Wastewater Handbook, effective date March 22, 2010. Please contact our office for more information.
2. The following notes must be added to the plans:
 - a. Any existing sanitary sewer lines not to be utilized by the proposed facility must be properly abandoned at the mains in accordance with the City of Dover Department of Water & Wastewater specifications and requirements.
 - b. Part II, Chapter 180, Article III, Section 180-10 of the Code of Kent County requires that "no person shall discharge or cause to be discharged any stormwater, surface water, uncontaminated groundwater, roof runoff, subsurface drainage, uncontaminated noncontact cooling water or unpolluted industrial process waters to any sanitary sewer", this shall include condensate. Sec. 110-231 of the City of Dover Code defines storm sewer as "...any system used for conveying rain water, surface water, condensate, cooling water or similar liquid wastes, exclusive of sewage." The contractor, developer, owner and designers shall ensure during construction that no illegal discharges to the sanitary sewer system are created with the site improvements.
3. The size, length, slope, type and flow directions must be shown on all existing and proposed sanitary sewer lines. Rim and invert elevations must be labeled on all sanitary structures.
4. Cleanouts must be installed on sanitary sewer laterals within five feet (5') of the building, one foot (1') outside of the right-of-way and at all bends. Any cleanout located within a traffic bearing location shall be installed with a heavy duty cast iron frame and cover to prevent damage to the cleanout and lateral.
5. Sizing (flow) calculations must be submitted for all sanitary sewer mains showing that velocity and all other requirements are met.
6. The minimum size of all sanitary sewer laterals shall be six-inch (6").
7. If kitchen facilities are proposed a minimum 1,000 gallon, two chamber grease trap, meeting all Kent County ordinance requirements, must be provided. A construction detail for the proposed grease trap, as well as the proposed location, must be provided on the plan.
8. Depending on the effluent flow, the downstream pump station may be required to be evaluated by the developer / engineer to verify it can handle the additional effluent flow.

GENERAL

1. All existing utilities shall be adjusted to final grade in accordance with current City of Dover requirements and practices. This must be included as a note on the plan.
2. No trees may be planted within ten feet (10') of utility infrastructure.
3. No structure may be installed within ten feet (10') of utility infrastructure, please depict all underground utilities and structures on the utility plan sheet to confirm compliance.
4. The final site plan must be submitted in the following compatible digital formats:
 - a. AutoCAD 2018 (.dwg format).

- b. Adobe Reader (.pdf format).

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES

SANITATION

1. The City of Dover currently has a community dumpster located on the proposed property in question. Prior to plan approval, a new location must be provided and agreed upon by the City of Dover.

STORMWATER / STREETS / WATER / WASTEWATER / GENERAL

1. None.

ADVISORY COMMENTS TO THE APPLICANT

WATER

1. The City of Dover water system is available to this site. The developer is responsible for all costs associated with extending and providing service to the proposed development.
2. Prior to plan approval, the water system plans must be submitted to the Division of Public Health, Office of Drinking Water for review and approval. The owner/developer will be responsible for providing all completed forms and plan sets to the City of Dover as required for submission to the Office of Drinking Water. Plans will not be submitted to the Office of Drinking Water until review has been completed by our office.
3. Hydrant flow testing is currently only performed during the spring and fall. The applicant must call the Department of Water & Wastewater directly to schedule these tests. This applies to both existing hydrants as well as those proposed for the site.
4. Water impact fees will be required to be paid prior to Certificate of Occupancy for this project.

WASTEWATER

1. The City of Dover sanitary sewer system is available to this site. The developer is responsible for all costs associated with extending and providing service and capacity to the proposed development.
2. Prior to plan approval, it may be required to submit the sanitary sewer system plans to the DNREC, Division of Water Resources, Surface Water Discharges Section for review and approval. The owner/developer is responsible for providing all application fees, completed forms and plan sets directly to DNREC.
3. Profiles of the sanitary sewer main must be provided with the construction plans. All water, sanitary sewer and storm sewer crossings must be shown on the profiles.
4. Wastewater impact fees will be required to be paid prior to Certificate of Occupancy for this project.

GENERAL

1. The applicant is advised that depending upon the size of the existing water service and sanitary sewer lateral to be abandoned, flowable fill may be required.
2. Construction plans will not be reviewed by our office unless all previous comments have been clearly addressed within the plan set and accordingly identified within an itemized response letter and with the Water/Wastewater Initial Plan Submission Checklist, which can be obtained from the following website: https://imageserv9.team-logic.com/mediaLibrary/198/WaterWastewaterHandbookFinal_1.pdf, page 88.

SANITATION / STORMWATER / STREETS

1. None.

CITY OF DOVER ELECTRIC

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

STAFF D.A.C. MEETING DATE: AUG 27, 2025

APPLICATION: REVISED Dover Mobility Center Garage at 133 S. Governors Avenue

FILE #: S-25-01

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

1. The roadway and curbing must be in.
2. The right-of-way must be within 6" of final grade.
3. The property corners must be staked.
4. Owner is responsible for locating all existing underground electric, communications and water facilities.
5. Owner is responsible for installing all conduits and equipment pads per the City of Dover Engineering Department specifications.
6. Owner is responsible for site and/or street lighting.
7. Meter locations will be determined by City of Dover Engineering Department.
8. Load sheets and AutoCAD compatible DXF or DWG diskettes of site plans, including driveways, are required prior to receiving approved electrical construction drawings.
9. Any relocation of existing electrical equipment will be engineered by the City of Dover Electric Department. Developer may be required to perform a quantity of the relocation. Any work performed by the City of Dover will be at the owner's expense.
10. Prior to construction, owner is responsible for granting an easement to the City of Dover Electric Department. Easement forms will be furnished and prepared by the City of Dover Electric Engineering Department.
11. Fees will be assessed upon final site plans. The owner will be responsible for fees assessed prior to construction. Owner is required to sign off plans prepared by the Electric Department.
12. Must maintain 10' clearance around all electrical equipment, unless pre-approved by the City of Dover Electric Engineering Department.

13. Prior to the completion of any/all designs and estimates, the owner is responsible for providing the Electric Engineering Department with a physical address of the property.
14. All Engineering and design for Dover Electric will be engineered upon final approved plans. All Engineering work will be furnished by the City's Electric Engineering Department.

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES

ELECTRIC

1. Owner must give the City of Dover Electric Department three (3) months' notice prior to construction. Owner is responsible for following the requirements outlined in the City of Dover's Electric Service Handbook. The handbook is now available on the website at the following link: <https://evogov.s3.amazonaws.com/media/27/media/13108.pdf>.

ADVISORY COMMENTS TO THE APPLICANT

ELECTRIC

1. Provide load sheets as soon as possible for proper sizing of transformers and creation of primary fee estimates. Current load sheets can be found at the following link: <https://www.cityofdover.com/media/Electric%20Department/COD%20Electric%20Load%20Sheet.pdf>.

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: 01/02/25

APPLICATION: Dover Mobility Garage at 133 S Governors Ave

FILE #: S-25-01 REVIEWING AGENCY: City of Dover, Office of the Fire MarshalCONTACT PERSON: Jason Osika, Fire Marshal
josika@dover.de.usPHONE #: (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. Proposed occupancy classification is mixed use (storage, business, mercantile, and possibly assembly)
2. Building Access shall be no further than 50 feet from a primary entrance.

Where buildings are provided with an automatic sprinkler system installed in accordance with NFPA 13, access shall be no further than 100 feet from the primary entrance.
(2021 Delaware State Fire Prevention Regulations, 705, Chapter 5, 3.4)

3. Parking shall be prohibited in front of the primary entrance for a width of not less than 1.5 times the width of the door(s) or for 10 feet, whichever is greater.
(2021 Delaware State Fire Prevention Regulations, 705, Chapter 5, 6.3.2)

4. Perimeter access shall be 75% and clearly shown on the plans.

Perimeter Access minimum width shall be 10 feet for one-story buildings and 15 feet for buildings of two or more stories, measured from the face of the building at grade with a maximum slope of ten percent (10%). Plantings and utility services (includes condenser units, transformers, etc.) shall be permitted within the perimeter access, and shall not interfere with emergency services fire ground operations.

If a physical barrier (fence, pond, steep slope, etc) prevents access, that portion of the building perimeter shall not be included in the calculation of Percent of Perimeter Access.
(2021 Delaware State Fire Prevention Regulations, 705, Chapter 5, 3.5)

Where parking is located between the building and perimeter access area, parking shall not be located closer than 10 feet to the exterior wall for one-story buildings and 15 feet to the exterior wall for building of two or more stories.

5. Fire lanes shall cover 75% of the proposed building.

Fire lanes are required to be 24 feet wide and run along the front of the building as determined by the primary entrance(s). In cases where there is more than one primary entrance(s), each shall be served by a fire lane even if this exceeds the percentage as required.

The closest edge of fire lanes shall not be located closer than ten (10) feet to the exterior wall and the closest edge of fire lanes shall not be located further than 50 feet from the exterior wall if one or two stories in height; 40 feet if three or four stories in height, or 30 feet if over four stories in height.

(2021 Delaware State Fire Prevention Regulations, 705, Chapter 5)

6. Where parking is located between the building and the fire lane, parking shall not be located closer than 15 feet to the exterior wall.

(2021 Delaware State Fire Prevention Regulations, 705, Chapter 5, 6.4.1)

Where parking is located between the building and the perimeter access area, parking shall not be located closer than 10 feet to the exterior wall for one-story buildings and 15 feet to the exterior wall for building of two or more stories. 2021 Delaware State Fire Prevention Regulations, 705, Chapter 5, 3.5.2

7. All Fire Lanes shall be marked as follows:

both the inner and outer edges of the fire lane shall be marked, where curbs are present, the top and face of the curb shall be painted yellow, where no curbs are present, a four inch (4") solid yellow demarcation line shall mark the edge(s) of the fire lane.

(2021 Delaware State Fire Prevention Regulations, 705, Chapter 5, 7)

8. The specific color yellow shall be the uniformly accepted yellow as utilized by State of Delaware Department of Transportation (DelDOT). Only vivid and durable paint shall be used and shall be suitable for street surfaces

9. Fire lane signs shall be located as follows:

see Figure 5-16 – Approved Sign For Marking Fire Lanes, fire lane signs shall be spaced at 150 foot intervals maximum, all fire lane signs shall be located no less than six feet (6') and no higher than eight feet (8') above the pavement, signs shall be placed at each end of the fire lane, and signs shall face all oncoming traffic.

Where parking is not restricted roadway markings shall utilize the words "FIRE" and "LANE" in lieu of fire lane signs and shall conform to the specifications of 7.6.

(2021 Delaware State Fire Prevention Regulations, 705, Chapter 5, 7)

10. Where overhangs, canopies, balconies, or any other building or site features must project over any fire lane, an unobstructed vertical clearance of not less than 13'-6" above the fire lane shall be provided and the portion of the building perimeter which contains overhangs, canopies, balconies, or any other building features shall not apply towards the fire lane accessibility requirements of Section 4.0, Table 5-1 in this chapter.

(2021 Delaware State Fire Prevention Regulations, 705, Chapter 5, 6.8)

11. All access roadways shall be paved and be a minimum of 20 feet clear width for two-way traffic and 14 feet clear width for one-way traffic. The paved width of access roadway shall be measured from edge of parking spaces, or face of curb for vertical curb and back of curb for mountable curb, or edge of pavement if there is no curbing. (2021 Delaware State Fire Prevention Regulations, 705, Chapter 5, 5.2)

12. Emergency access to rear building areas compliant with City of Dover Code (Appendix B- Zoning, Article 5- Supplementary Regulations, Section 17);

all four stories and greater buildings require 24ft fire lane at the rear.

All two to three story apartment structures require an 18ft Secondary Fire Lane at the rear.

All townhouses (3-8 units with no fire protection) require a 16ft alley or 18ft secondary fire lane at the rear.

13. Multiple Access Roads shall be provided when a fire department access road (fire lane) is determined by the Fire Marshal to be impaired by vehicle congestion, condition of terrain, climatic conditions, or other factors that could limit access such as placement of fire hose from fire equipment.
14. Speed Reduction Devices must be approved, please see City of Dover Ordinance Chapter 98-10 in reference to this process.
15. Gated Areas: Fire Department access shall be provided to the property through the use of a system or device approved by the Fire Marshal. The system or device required shall be located in an area accessible to the fire department and approved by the Fire Marshal. All gates shall be either automatic or manual.

An automated system shall consist of one manual and one automated means to open the gate. The owner or their representative shall meet with the Fire Marshal prior to submission to agree on the system. A letter of agreement shall be created and signed by both parties. The letter shall include a detailed description of both the manual and automated means.

A manual gate shall consist of one manual means to open the gate. The owner or their representative shall meet with the Fire Marshal prior to submission to agree on the means to open. A letter of agreement shall be created and signed by both parties. The letter shall include a detailed description of the manual means to open.

To be considered accessible for fire department apparatus the actual clear openings shall be not less than 14 feet, the paved surface through the gate shall be not less than 12 feet, and the gate shall be setback from the perpendicular street by at least 50 feet.

Please contact this office to discuss options available to comply with this requirement.
(2021 Delaware State Fire Prevention Regulations 705, Chapter 5, 2.6)

16. Fire hydrants shall be installed per the requirements of City of Dover Public Utilities Water/Wastewater Handbook, NFPA requirements, and Delaware State Fire Prevention Regulations. City Ordinance Sec 46-9 (f).
 - 5.1.1 Hydrant spacing as shown in the Fire Flow Tables shall be used as a general rule. Hydrants shall be located at the direction of the State Fire Marshal so as to minimize friction in fire hose. All hydrant spacing shall be located along available roads or at the direction of the State Fire Marshal. This measurement shall be calculated by way of accessible thoroughfare(s) from the building to be protected to the hydrant and may not necessarily be a radius.
 - 5.1.3 Additional hydrants shall be provided when the State Fire Marshal deems it necessary based on the configuration of the site, building(s), exposures, construction, occupancy, and/or specific hazard(s).

Fire Flow table 2, hydrant spacing shall be 800 feet on center for one and two family detached dwellings, other residential, rowhouses and townhouses, assembly, health care, business, education, storage, industrial, mercantile, and mini storage. (702, Chapter 6)

NFPA 1

18.5.2 detached one- and two-family dwellings, fire hydrants shall be provided for detached one- and two-family dwellings in accordance with both of the following: 1. the maximum distance to a fire hydrant from the closest point on the building shall not exceed 600 feet 2. the maximum distance between fire hydrants shall not exceed 800 feet.

18.5.3 buildings other than detached one- and two-family dwellings, fire hydrants shall be provided for buildings other than detached one- and two-family dwellings in accordance with both of the following 1. The maximum distance to a fire hydrant from the closet point on the building shall not exceed 400 feet 2. The maximum distance between fire hydrants shall not exceed 500 feet

17. All fire hydrants shall be marked as prescribed within the appropriate section of this regulation and as illustrated by the appropriate figures of this regulation.

All fire hydrants shall have minimum of four-inch (4") solid yellow demarcation lines to define specific areas, where fire hydrants are located along a curb line with permitted parking, the area between the fire hydrant and the street or fire lane shall be stenciled with four inch (4") demarcation lines and the words "NO PARKING", demarcation lines shall be measured from the center line of the fire hydrant and extend for a distance 15 feet on both sides.

Where fire hydrants are located in parking lots or other areas susceptible to blockage by parked vehicles they shall be treated as follows: fire hydrants shall be protected in all directions for a distance of seven feet (7') with barriers or curbing, Minimum four-inch (4") diameter steel bollards filled with concrete and marked yellow shall be installed at the outermost corners of the fire hydrant demarcation area. The minimum height of the bollard shall be 36 inches above the finished grade of the adjacent surface, and the steamer connection of all fire hydrants shall be positioned so as to be facing the edge of the street, or traffic lane.

(2021 Delaware State Fire Prevention Regulations, 705, Chapter 6, 2)

The owner is responsible if the hydrant is private.

18. Hydrant barrels shall be provided with reflective material, such as paint, durable for highway/roadway markings or a reflective tape of a minimum of 2" in width around the barrel under the top flange, hydrant bonnets shall be color coded based on the following criteria: class AA 1500 GPM - painted light blue, class A 1,000 GPM -1499 GPM - painted green, class B 500 - 999 GPM - painted orange, class C 250 - 499 GPM - painted red, class D under 250 GPM - painted black.
(2021 Delaware State Fire Prevention Regulations 703, Chapter 3. 4)
The owner is responsible if the hydrant is private.

19. Hydrants are to be Darling Co. B-62-B Breakaway <https://american-usa.com/products/valves-and-hydrants/fire-hydrants/5-1-4-american-darling-b-62-b-5>

20. NFPA 72 compliant Fire Alarm System required per occupancy code requirements.

Fire alarm in place of assembly. *Fire alarm required.* Any new occupancy or new portion of an occupancy determined to be a place of assembly by the fire marshal and is capable of receiving an occupant load of 75 persons or greater, shall be required to install a fire alarm in accordance with NFPA codes governing the installation of fire alarms and the National Electrical Code.

Fire alarm system required. Any existing occupancy or portion of an existing occupancy determined to be a place of assembly by the fire marshal, and is undergoing renovations in excess of 50 percent of the assessed value of the building and is capable of receiving an occupant load 75 persons or greater or is being enlarged to receive an occupant load of 75 persons or greater, shall be required to install a complete fire alarm system in accordance with NFPA codes governing the installation of fire alarms and the National Electrical Code.

Public mode audible requirements. To ensure that audible public mode signals are clearly heard by occupants of a structure, they shall have a sound level at least 15 decibels (dB) above the average ambient sound level or five decibels (dB) above the maximum sound level having a duration of at least 60 seconds, whichever is greater, measured five feet (1.5m) above the floor in the area required to be served by the system using the A-weighted scale dBA. In the event the stated requirement cannot be met a shunt trip relay/switches shall be the approved method of meeting the intent of this section of the Code.

(City Code of Ordinances 46-171)

21. Sprinkler system TBD. System is to be monitored by an approved Fire Alarm System.

This chapter shall apply to all buildings, structures, marine vessels, premises, and conditions which are modified by more than 50% after the effective date of these Regulations. The 50% figure shall be calculated utilizing the gross square footage of the building, structure, marine vessel, premises and conditions as to arrive at the correct application.

Any proposal that is presented to the Office of the State Fire Marshal for review and approval for a building rehabilitation as defined in the 101 Life Safety Code, for less than 50% of the gross square footage of a non-sprinklered building, may not have another such project for the same building submitted for review and approval any sooner than three (3) years after the date of the final inspection unless sprinkler projection is provided throughout the entire building.

In all buildings exceeding 10,000 square feet of aggregate, gross floor area.

In all buildings in excess of 40 feet in height or more than four (4) stories in height.

In all buildings or areas thereof used for the storage, fabricating, assembling, manufacturing, processing, display or sale of combustible goods, wares, merchandise, products, or materials when more than two (2) stories or 25 feet in height.

In all basement areas exceeding 2,500 square feet floor area.

In residential occupancies when of: Type V (0,0,0) or Type III (2,0,0) construction and exceeding two (2) stories or 25 feet in height. Type V (1,1,1) and Type III (2,1,1) or

Type IV (2,H,H) construction exceeding three (3) stories or 3 In all residential apartment buildings storage areas except individual unit closets that are located within individual residential living units.

In all buildings used as health care occupancies as defined in the Life Safety Code, NFPA 101, as adopted and/or modified by these Regulations. In all buildings or areas classified as "high hazard" under the Life Safety Code, NFPA 101, or "extra hazard" under the Standard for the Installation of Sprinkler Systems, NFPA 13, as adopted and/or modified by these Regulations.

All buildings used as dormitories, in whole or in part, to house students at a public or private school or public or private institution of higher education. (16 Del.C. Ch. 88) This applies to all such dormitories regardless if new or existing.

(2015 State of Delaware fire Prevention Regulations, 702, Chapter 4)

Places of assembly shall be sprinklered throughout in accordance with the most recently adopted edition of NFPA 13 when the following apply:

All new indoor places of assembly with an occupant load of 150 persons or greater.

Any interior renovations of 50 percent or more to an existing place of assembly with an occupant load greater than 150 persons.

Any additions or increase in interior size to an existing place of assembly that would create an occupant load of 150 persons or greater.

Places of assembly where alcohol is served for consumption on the premises shall be sprinklered throughout in accordance with the most recently adopted edition of NFPA 13 when the following apply:

All new indoor places of assembly with an occupant load of 100 persons or greater and where alcohol will be served for consumption on the premises.

Any interior renovation of 50 percent or more to an existing place of assembly with an occupant load greater than 100 persons and where alcohol will be served for consumption on the premises.

Any additions or increase in interior size to an existing place of assembly which would create an occupant load of 100 persons or greater and where alcohol will be served for consumption on the premises.

New educational occupancies of 5,000 square feet or greater shall be sprinklered throughout in accordance with the most recently adopted edition of NFPA 13.
(City of Dover Code of Ordinances 46-162)

NFPA 101, 12.3.5.1 The following assembly occupancies shall be protected throughout by an approved, supervised automatic sprinkler system in accordance with 9.7.1.1(1): 1. Dance Halls 2. Discotheques 3. Nightclubs 4. Bars 5. Restaurants 6. Assembly occupancies with festival seating

22. Fire Department Connection is to be a 5-inch storz connection on a 30-degree elbow located within 50 feet of main entrance. Access to the Fire Department Connection must be clear unobstructed access as defined by the AHJ.

Fire department connections. Unless otherwise approved by the fire marshal, fire department connections shall be on the street side of the building and shall be located and arranged so that hose lines can be readily and conveniently attached to without interference from any nearby obstructions as defined by the fire marshal's office. Fire department connections shall be a five-inch Storz. Fire department connections shall be within 300 feet of an approved City of Dover Fire Hydrant and within 50 feet of the main entrance of the structure it serves. All fire department connections shall be not less than three feet nor more than five feet in height above finished grade. The fire marshal shall have the authority to require more stringent requirements when deemed necessary. (City of Dover Code of Ordinances 46-162)

23. Parking and/or obstructions shall be prohibited in front of fire department connections for a distance measuring from the center line and extending four feet on both sides. (2015 Delaware State Fire Prevention Regulations, 705, Chapter 5, 6.3.4)
24. Fire Department Connection to be located within 300 feet of fire hydrant, measured as hose would come off the fire equipment.
25. If there is any type of rack storage, the following will be required: 1) a diagram showing the layout and type of rack system 2) a list and quantity of items being stored 3) a letter from an authorized/licensed fire suppression contractor stating that in rack sprinklers are or are not needed. If in rack sprinklers are not needed, a letter may be requested from an authorized/licensed fire suppression contractor to ensure that the sprinkler system is adequate for the storage presented.
26. All standpipe and sprinkler connections shall be marked as prescribed within the appropriate section of this regulation and as illustrated by the appropriate figures of this regulation. All standpipe and sprinkler connections shall have minimum of four inch (4") solid yellow demarcation lines to define specific areas, Solid yellow demarcation lines shall be measured from the center line of the connection and extend for a distance of four feet (4') on both sides, and where parking is allow between the building and the street or fire lane the solid yellow demarcation lines shall extend from the end of the sidewalk surface to the street or fire lane (Markings shall not be required on the sidewalk surface).

All fire department connections (standpipe and sprinkler) shall have a minimum 12" x 18" sign that reads FIRE DEPT. CONNECTION, sign lettering shall be a minimum of 3 inches (3") in height with red scotchlite letters on white scotchlite background. The sign shall be clearly visible from the fire lane or roadway, and signs using NFPA international symbols shall be an acceptable alternative. (2021 Delaware State Fire Prevention Regulations, 705, Chapter 6, 3)

27. Standpipes shall be provided in all areas and buildings as required in the codes and standards listed in Regulation 701 as well as the following areas or buildings:

In all Class A and Class B places of assembly and institutional occupancies two (2) stories or 25 feet in height or over,

In any building over three (3) stories, In any building over 35 feet in height,

In any building that has a floor above the first floor over 10,000 square feet gross floor area,

In all buildings where the 1st floor exceeds 60,000 gross square feet,

a Class I horizontal standpipe system installed in accordance with the applicable codes and standards listed in Regulation 701 of these Regulations shall be provided. All standpipe systems shall be installed in accordance with the applicable codes and standards listed in Regulation 701.

The standpipe system shall be carried up with each floor and shall be installed and ready for use as each floor progresses.

Standpipes shall not be more than one floor below the highest forms of staging,

The 2½-inch of hose connections on Class I systems shall be provided in the following locations,
At the highest intermediate landing between floor levels in every required exit stairway,

Where intermediate landing is not provided, hose connections shall be permitted to be located at the main floor landings in exit stairways when approved by the authority having jurisdiction, Where the local fire department has the capability of providing the required pressure, hydraulically designed standpipe systems in fully sprinklered, non-high-rise buildings shall be designed to provide the required waterflow rate.

A sign shall be provided at each landing, in all interior stairways, designating the floor level. (2021 Delaware State Fire Prevention Regulations 702, Chapter 4, 2)

28. 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)

29. 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)

30. A lock box (Knox) containing any and all means necessary for fire department access shall be provided at the following occupancies: any occupancy that contains a fire alarm signaling system that is monitored off-site, or any occupancy that contains an automatic sprinkler system.
(2021 Delaware State Fire Prevention Regulations 705, Chapter 5, 2.4)

Secured key systems. When required; exemption. A secured key system shall be required for any new or existing building where a fire alarm or sprinkler system is being installed. It shall be the responsibility of the owner or occupant to keep a set of keys in the secured key box that are current to the locks of the protected occupancy. Buildings with 24-hour staffing or guard service shall be exempt from this subsection.

Location. The secured key system shall be located as close to the main entrance as possible. Should the building design not allow the secured key system to be located by the main entrance, the fire marshal and fire chief shall come to an agreement as to an alternate location for the key box. A secured key system, once installed, shall not be obstructed from view or obstructed by any means that would delay the fire department access to the box.

Required keys. Keys to be secured in the key box shall include keys to all points of ingress or egress, whether on the interior or exterior of the building, and keys to locked mechanical rooms, electrical rooms, elevator rooms, fire alarm and sprinkler controls and any area protected by automatic fire detection. Keys to individual residential apartment units are not required.

Ordering responsibility. It shall be the responsibility of the general contractor to order the key box for new buildings. It shall be the responsibility of the owner or tenant to order the key box for existing buildings.

Installation before testing. No acceptance test for sprinklers or fire alarms shall be conducted before the installation of a key box.

(City Code of Ordinances 46-127)

Knox Box to be mounted 6 feet above ground level

31. All required means of egress shall have an exit discharge consisting of a non-slip surface and leading to and terminating at a public way. NFPA 101
32. All new passenger elevators in a building shall be provided with a car sized to accommodate an ambulance cot 24 inches (609 mm) by 84 inches (2133 mm) in its horizontal open position. Where two or more new passenger elevators are located in a single hoist way and serve all or the

same portion of the building, only one elevator car that provides a car sized to accommodate an ambulance cot 24 inches by 84 inches in its horizontal position for each hoist way shall be required. Elevator cars required to comply with 15.1 or 15.2 shall be identified by the international symbol for emergency medical services (star of life). The symbol shall be not less than 3 inches (76 mm) in height and shall be placed inside on both sides of the hoist way door frame. Firefighter recall keys shall be provided in a manner acceptable to the local fire department. (2021 Delaware State Fire Prevention Regulations 705, Chapter 1, 15)

33. All new passenger elevators in a building shall be provided with a car sized to accommodate an ambulance cot 24 inches (609 mm) by 84 inches (2133 mm) in its horizontal open position. Where two or more new passenger elevators are located in a single hoist way and serve all or the same portion of the building, only one elevator car that provides a car sized to accommodate an ambulance cot 24 inches by 84 inches in its horizontal position for each hoist way shall be required. Elevator cars required to comply with 15.1 or 15.2 shall be identified by the international symbol for emergency medical services (star of life). The symbol shall be not less than 3 inches (76 mm) in height and shall be placed inside on both sides of the hoist way door frame. Firefighter recall keys shall be provided in a manner acceptable to the local fire department. (2021 Delaware State Fire Prevention Regulations 705, Chapter 1, 15)
34. Buildings over 25,000 Sq. Ft are to have radio performance testing done prior to Final CO. This must be scheduled in advance with an authorized vendor.
35. Project to be completed per approved Site Plan.
36. Full building and fire plan review is required.
37. Separate building permits/plans submission will be required for each building and/or tenant fit out. If the permit submission is for a "shell" a Certificate of Occupancy will not be issued. Separate plans and permits submissions will be required for each "tenant fit out" at which time a Certificate of Occupancy will be issued upon compliance/completion of each "tenant fit out".

Each "shell" will require a fire permit for sprinkler and fire alarm if applicable. Those systems (for the "shell") must be accepted into service prior to any "tenant fit out" fire permits being issued.
38. Construction or renovations cannot be started until building plans are approved.
39. Fire alarm systems, fire suppression systems, hoods, exhaust ducts, and hood suppression systems require a fire permit from the Fire Marshal's Office. This work cannot be started until the permit is approved.
40. Building cannot be occupied by the public until a Certificate of Occupancy is obtained.
41. The following is City Ordinance, Appendix B-Zoning, Article 8 Enforcement and Penalties:

Section 1. - Building permits.

No building or structure in any district shall be erected or structurally altered without a building permit duly issued upon application to the building inspector. No building permit shall be issued unless the proposed construction or use is in full conformity with all the provisions of this ordinance. Any building permit issued in violation of the provisions of this ordinance shall be null and void and of no effect, without the necessity for any proceedings for revocations or nullification thereof, and any work undertaken or use established pursuant to any such permit shall be unlawful (see section 4 for penalties).

1.1 No building permit shall be issued for the construction or alteration of any building upon a lot without frontage upon, or legal permanent access to, a public street improved to the satisfaction of the planning commission, or without access to a public sewer.

1.2 No building permit shall be issued for any building where the site development plan of such building is subject to approval by the planning commission, except upon approval of such plans approved by the said commission.

1.21 No building permit shall be issued for any building in a subdivision unless the subdivision plot has been approved by the planning commission.

1.3 No building permit shall be issued for a building to be used for any conditional use in any zone where such use is allowed only with approval of the planning commission, unless and until such approval has been duly granted by the said commission.

(Ord. of 7-12-1993, § 3)

ADDITIONAL / SPECIFIC REQUIREMENTS TO OBTAIN APPROVAL:

1. Just confirming that the property address will be 133 S Governors Ave
2. We will need the square footage of each occupancy to determine if a sprinkler system is needed
3. Please show the Fire Lanes and Perimeter access
4. Please confirm that there is 15' between the building and on-street parking as outlined in item # 6 listed above
5. Please ensure that the FDC is not blocked and has proper access
6. Please confirm that this is an open parking structure and meets to requirements of the Delaware State Fire Prevention Regulations, NFPA 1, NFPA 101, and NFPA 88A
7. Please ensure that there are proper distances and/or proper building construction materials per IBC and NFPA for the adjacent property.

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.**

CITY OF DOVER
DEVELOPMENT ADVISORY COMMITTEE
APPLICATION REVIEW COMMENTARY

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APPLICATION: Revised Dover Mobility Center Garage at 133 S. Governors Ave

FILE#: S-25-01

REVIEWING AGENCY: DeIDOT

CONTACT PERSON: Brian Williams

PHONE#: 302-760-2141

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 & STATE CODE REQUIREMENTS:

No person, firm, corporation or the like shall construct, open, reconstruct, maintain, modify or use any crossing or entrance onto a state-maintained highway, street or road, including any drainage modifications leading into or carried by the highway drainage system, without first having complied with standards and regulations adopted by the Department and having obtained a permit issued by the Department. Please contact the Delaware Department of Transportation - Development Coordination section to begin permit process.

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES:

ADVISORY COMMENTS TO THE APPLICANT:

1. Please contact the Department to schedule a pre-submittal meeting.



KENT CONSERVATION DISTRICT

Item 4.

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

CITY OF DOVER ADMINISTRATIVE SITE PLAN REVIEW SEPTEMBER 2025

APPLICATION: Revised Dover Mobility Center Garage at 133 S. Governors Avenue

FILE #: S-25-01

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:

1. As the disturbance for this site will exceed 5,000 square feet, a detailed sediment and stormwater management plan must be reviewed and approved by the District prior to any land disturbing activity (i.e. clearing, grubbing, filling, grading, etc.) taking place. The review fee and a completed Application for a Detailed Plan are due at the time of plan submittal to the District's office.
2. The following notes must appear on the record plan:
 - a. The Kent Conservation District reserves the right to enter private property for purposes of periodic site inspection.
 - b. The Kent Conservation District reserves the right to add, modify, or delete any erosion or sediment control measure, as it deems necessary.
 - c. A clear statement of defined maintenance responsibility for stormwater management facilities must be provided on the Record Plan.

ADVISORY COMMENTS TO THE APPLICANT:

1. DNREC has notified KCD that 2 of the parcels located at 148 & 150 S. Bradford St. are labeled as Federally Funded Brown Fields and this has been forwarded to the DNREC Remediation Section. They will be able to provide further clarification for what will be required during construction on these sites.
2. Currently there are a few bio retention areas in the existing parking lot that were installed for the water quality storm. These will be removed for the new parking garage construction, so a new BOM will need to be installed to replace the old bio retention areas. We are not managing the larger storms for this site due to the beat the peak method be used for this area of Dover.
3. Please note the Kent Conservation District will not review an application more than three times. If after the third review the plan is still not found to be approvable, the application will be denied, and a new application with review fees are to be re-submitted to continue a detailed plan review.
4. As a reminder, the Kent Conservation District is required to verify that a Notice of Intent (NOI) for Stormwater Discharges Associated with Construction Activity under a NPDES General Permit has been received by DNREC prior to District approval.
5. A letter of no objection to recordation will be provided upon approval of the Sediment and Stormwater Management Plan.

CITY OF DOVER
DEVELOPMENT ADVISORY COMMITTEE
ADVISORY BRIEF
D.A.C. MEETING DATE: 9/3/2025

**Dover/Kent
County
Metropolitan
Planning
Organization**

S-25-01 Revised Dover Mobility Center Garage at 133 S. Governors Avenue

FILE # S-25-01

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
Site Development Plan Review

S-25-01 Revised Dover Mobility Center Garage at 133 S. Governors Avenue

Dover Kent MPO recommends that the applicant consider the larger picture of parking availability in downtown Dover in addition to the mobility center. The MPO previously completed two studies on the topic of parking in the downtown, the most recent being finished in 2018. The conclusion of these studies was that while a new parking garage could help improve parking availability, it should be viewed as more of a long-term solution given the associated costs and the time required for implementation.¹ Short-term steps that could be taken include new wayfinding signage, metered parking, and the increased promotion of alternative modes of transportation such as biking and walking. The *Downtown Dover Parking Study* contains further details on these strategies.

¹ *Downtown Dover Parking Study*. Dover/Kent County MPO (2018).
<https://doverkentmpo.delaware.gov/files/2018/03/Final-Report-Downtown-Dover-Parking-Study.pdf>.



Sidewalks are included in the site plan, both along the property's frontage and internally. The applicant should follow both the City of Dover Code for sidewalks² and the DelDOT specifications for sidewalks,³ to make sure the requirements of both entities are met. Any sidewalks that are damaged or removed during the construction process will need to be replaced.

Bicycle parking is included in the plan. Note that these should be provided at a rate of one (1) bicycle parking space for every twenty (20) vehicle parking spaces.⁴ If more information on specific types of bicycle racks is needed, please contact Dover Kent MPO.

The applicant has considered including a bike share facility on the property. The inclusion of micromobility would allow bicycles or scooters to be rented, providing additional means of transportation and also reinforcing the site's designation as a mobility center. Currently, State Law prohibits the use of motorized scooters and skateboards within the public right of way including on streets and sidewalks.⁵ State legislation regarding scooters would be necessary to enable their use; this would create new opportunities for scooter use in urban settings. For more information on micromobility, please refer to the *Downtown Dover Pathways Plan*.⁶

A sufficient number of accessible parking spaces should be added to the parking garage. These should meet ADA requirements and be positioned in a convenient location within the structure.

The applicant should anticipate the needs of other modes of transportation at and around the site. This may include the structural design considerations for access to trash storage receptables; the safety of moving grocery carts around the property and across the street; and the potential for electric vehicle (EV) charging locations and rideshare pickup locations. The need for additional improvements may arise depending on future conditions.

Finally, motorists are likely to walk across Governors Avenue between this property and the planned mixed use building, either as tenants of the apartments or customers at one of the businesses. They will probably try to cross the road directly in front of the parking garage, as the nearest crosswalk is to the south at the intersection with Loockerman Street, which is not as convenient. Given the expected increase in pedestrian traffic, a crosswalk with a Rectangular Rapid Flashing Beacon (RRFB) should be considered for the purpose of creating a safe connection between the two properties. RRFBs are identified as a Proven Safety Countermeasure

² "Dover Code: Appendix B, Article 5, Section 18." City of Dover, DE.

https://library.municode.com/de/dover/codes/code_of_ordinances?nodeId=PTIICOOR_APXBZO_ART5SURE_S18PEBIMUDAACRE.

³ *Pedestrian Accessibility Standards Manual*. Delaware Department of Transportation (DelDOT) (2021).

<https://deldot.gov/Publications/manuals/pedestrianAccessibility/pdfs/2021/Pedestrian-Accessibility-Standards-for-Facilities-in-the-Public-Right-of-Way-2021-Edition.pdf>.

⁴ "Dover Code: Appendix B, Article 6, Section 3.10." City of Dover, DE.

https://library.municode.com/de/dover/codes/code_of_ordinances?nodeId=PTIICOOR_APXBZO_ART6OREPAD_RLOFA_S3REOREPASP.

⁵ "Del. Code Title 21, Ch. 41, §4198N." State of Delaware. <https://law.justia.com/codes/delaware/title-21/chapter-41/subchapter-xii/section-4198n/>.

⁶ *Downtown Dover Pathways Plan*. Dover/Kent County MPO (2024).

<https://doverkentmpo.delaware.gov/files/2024/08/Downtown-Dover-Pathways-Final-Report-2024-07-11.pdf#page=77>.



by the Federal Highway Administration (FHWA), and they have been shown to reduce pedestrian crashes by up to 56%.⁷ They are most useful at unsignalized locations with noted pedestrian safety concerns. Dover Kent MPO is willing to work with the applicant and DelDOT to find solutions to the issue of getting pedestrians safely across Governors Avenue.

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.

⁷ *Kent County Safety Action Plan*. Dover/Kent County MPO (2025).

<https://doverkentmpo.delaware.gov/files/2025/06/Kent-County-Safety-Action-Plan-FINAL-June-2025.pdf#page=61>.



WAIVER REQUEST

DOWNTOWN DOVER PARTNERSHIP DOVER MOBILITY CENTER GARAGE

TREE PLANTING REQUIREMENTS / TREE MITIGATION REQUEST

REQUEST: Due to the nature and use of the subject site and its proposed layout which will encompass the entire site, the Downtown Dover Partnership requests a waiver from the tree planting requirements of the zoning code for the subject site and proposes to plant the required number of trees to meet the zoning code requirements, either on other lands of the Partnership or in City owned Pocket Parks within the downtown area. The specific location is to be determined after discussions between the City and the Partnership.

EXTENT OF THE REQUEST: By code, the property will be required to provide 13 trees on the subject site. We request to plant the 13 trees at a location yet to be determined, but within the downtown area as noted above.

BASIS FOR REQUEST: Article 5, section 16.91 states that The Planning Commission may waive the provisions of [sub]sections 16.52, 16.53, and 16.62, and require replacement planting for mitigation purposes should the planning commission determine, after demonstration by the applicant, that due to physical limitations of the land which would otherwise prohibit the reasonable use of the land, or for purposes of preserving, protecting and promoting the interest of public health, safety, welfare and/or public convenience. All tree mitigation plantings must occur within the corporate limits of the City of Dover. Tree mitigation may occur off-site in accordance with the provisions listed below in this ordinance:

- (a) If a waiver is sought from the provisions of § [subsection] 16.62, new tree plantings are required at a rate of 1:1. All new tree plantings shall meet the minimum size at planting requirements of the City of Dover table of trees.

The proposed facility is a multi-story parking garage with some minor ancillary spaces for retail space, a management office and a welcome center. The facility will encompass the entire site thus leaving no space for tree plantings on the property. For these reasons, we request that a waiver be granted allowing the required trees to be planted on other lands of the Partnership or on City owned lands (pocket parks, etc) within the downtown area. The location is to be agreed upon by both the city and the Partnership.

202431400ak-tree-waiver.docx



ARCHITECTURE
ENGINEERING

PLANNING OUR
CLIENTS' SUCCESS

December 5, 2024

City of Dover Planning Commission
c/o Department of Planning and Inspections
P.O. Box 475
Dover, DE 19903-0475

RE: **Parking Strategy Statement**
DOVER MOBILITY CENTER GARAGE
Dover, Delaware
2024314.00

Dear Commission Members:

On behalf of our client, Downtown Dover Partnership, we are hereby submitting this parking strategy statement for your consideration.

The properties associated with the project are zoned C-2 - Central Commercial and H - Historic. There is no minimum parking requirement based on use for this zoning designation within the Downtown Redevelopment Target Area, however, this parking strategy statement is required for consideration to meet code requirements.

The site currently consists of public surface paid and permit parking lots and two existing office buildings with private parking spaces. These will be replaced with the new Mobility Center Hub/Parking Garage. 83 existing parking spaces associated with the surface lots and the offices will be removed as well as the existing office buildings.

The new mobility hub will provide a place for people to connect to multiple modes of transportation at a central convenient location to the downtown area. The garage will provide 431 total vehicle parking spaces. Additionally, 33 bicycle parking spaces will be provided within the garage as well as scooter parking and the possibility of future bikeshare opportunities. The structure will include 8,738 s.f. of enclosed space which includes a welcome center, a management office, restrooms, storage and some small retail space. The welcome center can provide travel information for patrons. The Hub will allow for future rideshare, carshare or ridehail pickup/drop off (Uber, Lyft etc.) at a convenient safe location. All of these options help to reduce parking in general for the downtown area with the multi-modal travel options that can be available at the Hub. The intent of the garage is to provide public parking for the downtown area in general, including the uses within the structure. The ground level of the garage will include 30-minute parking spaces, handicapped accessible spaces and bicycle/scooter parking spaces as well as the aforementioned uses. The upper levels will house longer term paid and permit parking spaces which will provide parking for visitors to downtown, residents of the local area, employees of downtown businesses etc.

BECKER MORGAN GROUP, INC.

309 SOUTH GOVERNORS AVENUE
DOVER, DELAWARE 19904
302.734.7950

THE TOWER AT STAR CAMPUS
100 DISCOVERY BOULEVARD, SUITE 300
NEWARK, DELAWARE 19713
302.369.3700

PORT EXCHANGE
312 WEST MAIN STREET, SUITE 300
SALISBURY, MARYLAND 21801
410.546.9100

3333 JAECKLE DRIVE, SUITE 120
WILMINGTON, NORTH CAROLINA 28403
910.341.7600

www.beckermorgan.com



ARCHITECTURE
ENGINEERING

We believe the Mobility Hub will be a great benefit to Downtown Dover. Please consider this statement as part of your review of the project.

Sincerely,

BECKER MORGAN GROUP, INC.

A handwritten signature in blue ink, appearing to read "Michael J. Henry".

Michael J. Henry, LEED AP
Senior Associate

MJH/

202431400ai-ltr-COD.docx

August 1, 2024

Department of Planning & Inspections
City of Dover
PO BOX 475
Dover, DE 19903

The Dover Mobility Center will be a newly constructed 4-story, ~~400-space~~ **319-space** multi-purpose garage in the heart of Downtown Dover. The structure will be situated at 133 S. Governor's Avenue, Dover, DE 19904, a future consolidation of six contiguous parcels currently known as 133 S. Governors Ave., 139 S. Governors Ave., 145 S. Governors Ave., 136 S. Bradford St., 148 S. Bradford St., and 150 S. Bradford St. The intended lot consolidation will require vacating a portion of an existing paper alley that currently runs through the boundaries of the project parcels. The site is located one block north of Lookerman Street, the site is bordered by S. Governors Avenue to the west, S Bradford Street to the east, and Minor Street Alley to the south. Currently, surface parking lots on this site serve as public and permit parking for the downtown district.

The proposed Mobility Center aims to accommodate the increased parking demands resulting from incentives outlined in the *Capital City 2030: Transforming Downtown Dover Master Plan*, which anticipates greater business activity and an influx of new residents downtown in mixed-use redevelopment projects. The Center's parking infrastructure is crucial in supporting the transformation of the Capital City into a vibrant hub for commerce, living, and cultural activities projected through 2030 and beyond.

Architectural Design and Adherence to Historic District Guidelines

The architecture of the Mobility Center is crafted to creatively reflect and honor the historic district while adhering to its guidelines. The design aligns with the Historic District Zone's standards, emphasizing that:

"...the slavish and literal copying of architectural styles and elements will trivialize and confuse the genuine historic architecture of the City of Dover... Contemporary architecture should be representative of the time in which it is created and should thus contribute to Dover's architectural diversity for the appreciation of future generations."¹

Although "contemporary" in style, the Center's architecture respects the historic context rather than replicating neighboring structures. Drawing inspiration from the tectonics of early Victorian-era carriage and horse stables—the antecedents of modern automobile garages—the building incorporates their guiding principles of scale, rhythm, proportion, and materiality. This approach enables the structure to harmonize with its surroundings and avoid appearing contextually foreign.

¹ *Design Standards and Guidelines for the City of Dover Historic District Zone*; John Milner Associates, 1992; 4-2

Aligned with the Design Standards and the new C-2 zoning regulations, the building's massing incorporates a tripartite form with a six-foot setback. This setback, applied on both frontages after the second floor, scales the building comfortably for public interaction. It also enables the use of materials on the first two levels that correspond with the historic context by aligning with elements like the historic cornice lines prevalent within the historic district.

With the core approach of respect rather than replication, the building takes cues and architectural style from the buildings downtown, rather than direct forgery. An example of which is the building's brickwork, which takes cues such as the size, shape, color variation, and uniformity of bricks prevalent downtown. The patterning of the brick, mainly running bond with accents of soldier coursing, is a common theme downtown and serves as an acknowledgement and method of folding the building into the fabric of Dover.

On the upper levels, contemporary materials and forms predominate. Precast concrete spandrel panels reference historic cornice styles, incorporating dynamic spandrel panels with historically inspired insets. The exposed stair towers on S Governors and S Bradford introduce modern glass construction, serving as a wayfinding beacon. To acknowledge the building's place in the ongoing history of Downtown Dover, the glass also serves as a mirror to reflect its neighboring architecture and sky.

Site

The building is designed to adhere closely to C-2 zoning requirements, which call for a zero-foot setback, positioning the Mobility Center directly along the sidewalk edge. At the entry points, the sidewalk will be expanded to enhance pedestrian flow and create a welcoming, accessible frontage. This expansion is further supported by thoughtfully planned site elements such as light poles and wall sconces that provide essential lighting while complementing the architectural design.

In addition, a selection of street trees and landscaped plantings along the building's perimeter will create a comfortable, shaded environment for pedestrians, contributing to a pleasant streetscape. **In response to Staff and HDC comments, we will explore canopy tree options to provide enhanced greenery and shade.** To the north of the structure on S Bradford Street, a greenspace area is proposed, incorporating trees, shrubs, and various plantings to enhance the aesthetic quality of the site and provide a natural respite within the urban landscape. This greenspace will serve as a "pocket park", offering a convenient and valuable amenity for residents and visitors with pets.

All site elements, including landscaping and lighting, will be carefully positioned to ensure they do not obstruct visibility for drivers or compromise pedestrian safety in addition to limiting light pollution for neighboring properties. Special attention will be given to sightlines at entry and exit points, promoting a safe, pedestrian-friendly environment that aligns with the broader vision of Downtown Dover as a vibrant

and accessible community space. **In response to Staff and HDC comments, exterior and street lighting will complement in their style the light fixtures prevalent throughout the Dover Historic District.**

Ground Floor Programming and Design

The ground floor of the Mobility Center is thoughtfully programmed to serve a variety of needs, enhancing both functionality and accessibility. Key features include ~~a welcome center, with~~ **expanded retail spaces for various local businesses,** public washrooms accessible through ~~the bike & scooter parking area on S. Bradford Street. welcome center~~ during business hours to support visitors, as well as a bicycle repair hub that encourages cycling as a sustainable transportation option. **In addition to the retail,** the ground floor also houses a management office, **storage for building operations,** and designated parking areas for bicycles and scooters, which will be complemented by lockers to facilitate secure package delivery and retrieval. Vertical circulation elements, including stairwells and elevators, connect this level to the upper floors, while back-of-house spaces support the operational needs of the facility.

~~In addition to general garage parking,~~ The ground floor is designed with a number of specialized parking spaces, such as accessible spots, including those designated for van access., as well as designated electric vehicle (EV) charging stations ~~and short-term 30-minute parking spaces.~~ These additions promote inclusiveness, sustainable transportation, and convenience for ~~short-term~~ **Dover** visitors.

An exterior location along Governors Avenue is designated for bikeshare docks, aligning with the objectives of both the Kent County MPO's strategic plan and the *Capital City 2030: Transforming Downtown Dover* plan by the Downtown Dover Partnership (DDP). This bikeshare docking area supports regional and local goals to encourage sustainable transportation options and increase bike accessibility for residents and visitors. The placement along Governors Avenue strategically situates the bikeshare docks for easy access, allowing users to seamlessly connect to other downtown destinations and transportation nodes. The integration of bikeshare infrastructure into the Mobility Center not only supports eco-friendly transit but also contributes to Dover's vision of a more connected, pedestrian- and cyclist-friendly urban core.

Garage entrances and exits ~~are~~ **is** strategically placed on ~~both S Governors Avenue and S Bradford Street,~~ enhancing access to the facility while limiting a burden of vehicles on ~~either side~~ **S. Bradford Street.** The S Governors Avenue entrance is expected to handle ~~a higher~~ **the** volume of traffic due to its status as a state road with larger traffic flows, allowing for efficient circulation in and out of the garage. This thoughtful layout ensures a streamlined experience for all users, aligning with the Mobility Center's goals of accessibility, sustainability, and integration within the downtown infrastructure.

Façade Design and Materiality of the Pedestrian zone

The Mobility Center's garage façade will feature primarily precast architectural concrete with brick cladding that matches the color and scale of surrounding buildings. This material selection, as well as the overall design, reflects the input gathered from the public at the October 23, 2024 Open House, where attendees helped shape the aesthetic by voting on their favorite of three pre-selected brick samples that range in color and shape. The brickwork employs varying orientations, particularly within column bays and at the cornice level, to introduce architectural texture and provide a contemporary nod to traditional Victorian brickwork. This technique ensures a harmonious blend with Dover's historic aesthetic while expressing a modern identity.

Both street-facing elevations follow this brickwork pattern up to a setback above the second floor. Beyond this setback, the façade transitions to decorative precast concrete spandrels, which, in color and form, were also selected with public input. The thoughtful progression from brick to concrete on the upper floors emphasizes the building's contemporary character while maintaining visual cohesion with the district's architectural language.

Along Minor Street, the brickwork and decorative detailing wrap the corner up to the second structural column, then simplify into a streamlined design. This strategic simplification allows flexibility for future transformations of Minor Street Alley, envisioning a shift from a car-dominated space to a pedestrian-friendly zone. The simplified façade is primed for future additions, such as murals, supplementary lighting, and screening, giving the Downtown Dover Partnership the agency to shape this side of the building as the surrounding area evolves.

The north elevation, which will function as a party wall due to fire safety regulations of proximity to the building's property line and existing adjacent neighbor, has limited openings but retains visual interest through adjacent landscaping. A pocket park with trees, and greenery will create a collaborative public space that draws people into the area. This elevation is specifically designed to host a large mural, turning the party wall into a canvas for public art and adding vibrancy to this side of the building. Together, these design choices reflect a commitment to honoring public input, integrating contemporary style with historical context, and aligning with the Design Standards and Guidelines for the City of Dover Historic District Zone.

Windows, Openings, and Canopies

The windows in the Mobility Center's welcome center, retail, and office spaces are proportioned to align harmoniously with those of neighboring buildings, creating a cohesive streetscape. For the parking garage's pedestrian entries, double doors are planned to match the proportions of surrounding storefronts, integrating seamlessly with the architectural rhythm of the street.

Extending across the length of the ground floor, canopies with dark painted metal fascia will be installed, designed with detailing that complements the brickwork and adds an additional layer of architectural refinement. These canopies ~~are topped with a landscaping tray system, which serves the dual function of managing stormwater runoff and~~ visually lowering the building's scale to create a more pedestrian-friendly atmosphere.

In the main body of the parking garage, much of the structure is open above the ~~safety railing and~~ spandrel panels, maximizing airflow to meet the ventilation requirements of a parking facility. This open design supports efficient air exchanges, enhancing both the comfort and safety of the garage environment. The design choices throughout the structure focus on balancing functionality, historical alignment, and pedestrian comfort, reinforcing the Mobility Center as a well-integrated, accessible element of downtown Dover's urban fabric.

Sincerely,

Michael S. McCloskey, AIA, LEED AP
Vice President
215.609.4609 | mmccloskey@core-states.com

ARCHITECTURAL REVIEW STAFF REPORT for REVISED PLAN

Recommendation from Dover Historic District Commission on August 21, 2025
Previous Recommendation from the Dover Historic District Commission on December 19, 2024
And Staff Review Report

<u>Application:</u>	Dover Mobility Center Garage, HI-24-09 REVISED
<u>Owners:</u>	Downtown Dover Development Corporation (Downtown Dover Partnership) The Downtown Dover Development Corp. – Dover Parking Authority as the (Downtown Dover Partnership) City of Dover Capital City Transformation Alliance Main Street – Dover Inc.
<u>Location:</u>	North of Minor Street Alley between South Bradford Street and South Governors Avenue
<u>Addresses:</u>	133 S. Governors Avenue, 139 S. Governors Avenue, 145 S. Governors Avenue, 136 S. Bradford Street, 148 S. Bradford Street, and 150 S. Bradford Street, Dover DE
<u>Tax Parcels:</u>	ED-05-077.09-02-10.00-000, ED-05-077.09-02-09.00-000, ED-05-077.09- 02-08.00-000, ED-05-077.09-02-24.00-000, ED-05-077.09-02-25.00-00, and ED-05-077.09-02-27.00-000
<u>Additional Parcel:</u>	The adjacent parcel at 132 S. Bradford Street (ED-05-077.09-02-23.00-000 owned by City of Dover) may become part of the project area to address site improvements i.e. stormwater management, tree plantings, etc. It does not include the proposed building.
<u>Project Area:</u>	estimated at 0.8577 acres +/-
<u>Present Uses:</u>	Parking Lot (and previously Two Residential-Style Buildings Used as Offices, now demolished)
<u>Proposed Use:</u>	Mobility Center Parking Garage Structure Revision is related architectural design revisions to the building, changes to interior space uses, and revisions to the configuration of parking garage entry point and layout.
<u>Present Zoning:</u>	C-2 (Central Commercial Zone) H (Historic District Zone)
<u>For Consideration:</u>	Revised Architectural Review Certification including alternative side yard setback

This Report for **Revised HI-24-09 Dover Mobility Center** was updated upon submission of Revised Architectural package of a Summary Letter, Revised Design Narrative, Updated Responses to previous Recommendations, Updated Architectural Graphics Package, and Updated Site Plan Sheet (C-201) by the Applicant. The Planning Staff deemed the revision substantial enough to warrant the Application to go back through the formal Architectural Review Certification process with the Historic District Commission and the Planning Commission. Application HI-24-09 was initially considered by the Historic District Commission on December 19, 2024 and then considered by the Planning Commission on January 21, 2025 as Site Plan S-25-01 Dover Mobility Center.

ACTION OF THE HISTORIC DISTRICT COMMISSION (on Revised Submission):

The application was considered at the August 21, 2025 Meeting of the Historic District Commission. The following members were present at the July Meeting: Chairman Eric Czerwinski, Vice-Chair Mrs. Ellen Richardson, Mrs. Ann Horsey, and Ms. Kathleen Baker; one member was absent. The application was represented by project team members: J.D. Bartlett and Monika Mickute of EDiS; Todd Stonesifer, Chair/President of Downtown Dover Partnership Board; Diane Laird, Downtown Dover Partnership; Mr. Michael Henry, Becker Morgan Group; Michael Caine and other Staff from CoreStates Group; Jed Hatfield of Colonial Parking. Public testimony was received during the Public Hearing from Zach Prebula of the Kent Economic Partnership and with Meagon Whetstone and Leslie Smallwood-Lewis of Mosaic Development Partners observing.

Action Taken by Historic District Commission:

The motion to recommend approval passed 4-0 of the members present for this application at the August 21, 2025 Meeting. **The Historic District Commission recommends approval of the Revised Architectural Review Certificate for Application HI-24-09 Revised Dover Mobility Center based on the applicant's presentation and plans with reference to the Staff notes and amendments (Staff Recommendation Report – Section VI). The Historic District Commission also required consideration for redesign of the stair towers to incorporate the brick elements wrapping around the building corner at S. Bradford Street and Minor Street Alley.**

During the Meeting, the Historic District Commission heard the applicants' presentation on the project for the Dover Mobility Center and the associated Revisions. They presented information on the programming revisions on the first floor; building architectural features and materials; and other site items. Questions focused on the building elevation detailing, the stair towers, brick types and usage, lighting, windows and openings, and planned uses in the building. *The Meeting Minutes of the Historic District Commission are still being prepared; the Meeting recording will be posted on the City's website.*

Note: The original Staff Review Report of December 19, 2024 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. This Revised Staff Review Report utilizes that original Report as a starting point. See the following.

I. PROJECT DESCRIPTION:

The Historic District Commission will act on a recommendation for an Architectural Review Certificate for a Revised Site Development Plan Application for the proposed construction of a four-story, 329-space multi-purpose garage in Downtown Dover, to be located on what is currently six parcels of land located north of Minor Street Alley, east of South Governors Avenue, and west of South Bradford Street. The approximate 0.8577 acre +/- project area includes existing surface parking lots and the previously location of two residential-style buildings most recently used as office space now demolished. There have been architectural changes as designed including the removal of the South Bradford Street garage entrance. The property is zoned C-2 (Central Commercial Zone) and is subject to H (Historic District Zone). The owners of record include the Downtown Dover Partnership; City of Dover; Capital City Transformation Alliance; and Main Street – Dover Inc. Property Addresses: 133 South Governors Avenue, 139 South Governors Avenue, 145 South Governors Avenue, 136 South Bradford Street, 148 South Bradford Street, and 150 South Bradford Street. Tax Parcels: ED-05-077.09-02-10.00-000, ED-05-077.09-02-09.00-000, ED-05-077.09-02-08.00-000, ED-05-077.09-02-24.00-000, ED-05-077.09-02-25.00-00, and ED-05-077.09-02-27.00-000. Council District 4.

The design Revisions for the Dover Mobility Center Parking Garage are presented and focus on an expanded retail footprint, improved public amenities, reduction in parking capacity, and removal of the vehicle entry to the garage from S. Bradford Street while reducing the neighborhood impact, changes to the building scale and building height, and refinements to the architectural character and material utilization. These are more fully described in the Applicant's Revised submission.

It is noted that the adjacent parcel at 132 S. Bradford Street (ED-05-077.09-02-23.00-000 owned by City of Dover) is an associated part of the project area to address site improvements i.e. stormwater management, tree plantings, etc. It does not include the proposed building. In the Revised submission, this parcel is depicted as open space for a pocket park/stormwater retention area.

Surrounding Land Uses

This subject project area location north of Minor Street Alley, east of South Governors Avenue, and west of South Bradford Street is within the Downtown Development District. As previously noted, all six parcels are zoned C-2 (Central Commercial Zone). Properties immediately adjacent to the subject project location are zoned C-2 (Central Commercial Zone), with other nearby properties zoned RGO (General Residence and Office Zone). The surrounding properties are also within the H (Historic District Zone). In the remaining portions of the block to the north of the subject area are a service establishment (dry cleaner), other surface parking lots, the Dover Fire Department Station #1, a church building, and several mixed-use buildings. To the south of the Minor Street Alley are mixed-use buildings (first floor commercial or office with upper for residential uses) fronting on the West Lookerman Street, the Downtown commercial corridor.

Previous Applications

The existing surface parking lot fronting South Governors Avenue was constructed in 2007, following the demolition of buildings on the site (S-07-52, HI-07-05 and HI-06-07). Based on orthophotography, the Bradford Street parking lot was constructed sometime between 1965-1992. In May 2024, the Historic District Commission reviewed applications for Architectural Review Certification for Demolition of the two residential-style buildings located at 148 South Bradford

Street (HI-24-02) and 150 South Bradford Street (HI-24-03). On May 16, 2024, the Commission passed a motion to deny both applications for Architectural Review Certificates to demolish the structures, with two members voting in favor of the motion and one member voting in opposition to the motion.

Following the denial of the Architectural Review Certificates, the applicant appealed the denial to the Planning Commission, in accordance with *Zoning Ordinance*, Article 10 - Planning Commission, Section 3 Historic District Commission and Architectural Review, Section 3.23 (D). At their meeting on June 17, 2024, the Planning Commission passed a motion to reverse the Historic District Commission's denial of the Architectural Review Certificates to demolish the structures, with four members voting in favor of the motion and two members voting in opposition to the motion. This action granted approval of the Architectural Review Certification to allow Demolition of these two buildings.

II. HISTORIC PROPERTY INFORMATION

Review of Historic Maps

A series of historic maps were reviewed by Staff for preliminary information on the area and found that between 1885 and 1919, the area was predominately residential along South Bradford Street and South Governors Avenue. By 1992, 136 S. Bradford Street had been converted into a parking lot as surrounding uses shifted to a mix of commercial, offices, and residential. Around 2006-2007 the residences along South Governors Avenue were demolished. Two historic structures that remained on South Bradford Street were recently demolished after previous application submissions.

Property Information

The subject property area is within the Victorian Dover Historic District on the National Register of Historic Places and is located within H (Historic District Zone) as established by the City of Dover. There are four contexts that contribute to the historic character of Dover, including the Green Historic Context; the Victorian Historic Context; the Loockerman Historic Context; and the Capitol Square Historic Context. This property is located within the Loockerman Historic Context. The *Design Standards and Guidelines for the City of Dover Historic District Zone* describe this context as "a coherent, densely-built commercial area that would have an attractive mix of historic and new buildings and related parking."

The building that was located at 148 S. Bradford Street was a twentieth-century, bungalow style structure that was constructed in 1930. The building previously located at 150 S. Bradford Street was a residential style structure and is estimated to have been constructed in the 1880s. Both structures are listed on the National Register of Historic Places as part of the Victorian Dover Historic District. Delaware's Division of Historical & Cultural Affairs identifies both as contributing properties. These buildings were demolished after prior authorizations in application HI-24-02 and HI-24-03. There are no other extant buildings in the subject area.

III. PROJECT PROPOSAL

PROJECT PROPOSAL as Revised (Summary Letter, Revised Design Narrative, Updated Responses to Recommendation, Architectural Graphics Package and Site Plan Sheet (C-201) dated August 1, 2025)

The Revised Application proposes construction of a Parking Garage Structure and other site improvements for the development of the Dover Mobility Center. The proposed Mobility Center is part of the centralized parking strategy proposed in the *Capital City 2030: Transforming Downtown Dover Master Plan*. The Mobility Center is also identified in the *Master Plan* as a Project Site. The project location includes the surface public parking lots fronting South Bradford Street and South Governors Avenue, as well as the site of the now demolished two residential-style buildings (the Planning Commission granted the Architectural Review Certificates for demolition).

The Applicant's original submission included a Design Narrative, a site plan graphic, and building elevations and 3-D views. The Documents were originally filed November 15, 2024 and were updated with a submission of December 11, 2024 with minor design revisions.

The Applicant's Revised submission of August 1, 2025 includes a Summary Letter giving an overview of the Design revisions, a Revised Design Narrative, a Letter of Updated Responses to the Recommendations, a Revised Architectural Graphics Package, and an Updated Site Plan sheet. The Architectural Graphics Package includes the original submission pages for comparison to the Revised submission pages (marked Revised with maroon border).

The elements of the project are as follows with notations on the Revisions:

1. Parking Garage Structure: The Parking Garage Structure is located in close proximity to the lot lines of the site adjacent to Minor Street Alley, South Bradford Street, and South Governors Avenue. It is positioned at the edge of the sidewalks on South Bradford Street and South Governors Avenue. The four-story structure design has been revised to consist of 329 parking spaces. Revisions to reallocate space on the first floor will include a welcome center and expanded retail space; public restrooms; bicycle repair shop; management office; and other support spaces on the ground level. The lower two stories of the structure are predominantly brick, while the upper stories, which are set back six feet from the lower stories, are predominantly precast concrete spandrel panels.

Exposed stair towers remain located at the northwest and southeast corners of the building, where the use of glass is intended to reflect neighboring building architecture and the sky. The roof height of the northwest stair tower is revised to 54 feet, and the roof height of the southeast stair tower remains at 60 feet. The Revised changes in height are depicted with dashed lines on the elevation drawings. The ramped parking deck sits behind the building façade along the east and west elevations of the two lower stories; the ramped parking decks are visible through openings on the upper stories of west and east elevations. The south elevation includes the brick façade wrapped from the west building face and the stair tower on the east side. Between these areas, the south elevation reveals precast concrete with a parking garage appearance above the first floor where there are proposals for

window and door openings. The north elevation is a solid party wall for the western half of the elevation, consistent with fire code requirements, due to proximity to the property line. This area party wall is being designed to host a large mural. The remaining portion of the north elevation (the eastern half) has been revised to include a continuation of the brick wrapping around the corner and then the precast concrete panels of the parking decks with bands of horizontal openings.

Vehicle access to the garage is via entry and exit points now only from South Governors Avenue as the vehicle entry to the garage from South Bradford Street has been eliminated. Windows and double door entries are proportioned to align with neighboring buildings. Canopies are redesigned in their form to a projecting band at the first floor level which visually lowers the building's scale.

2. Sidewalks: With the structure's position, the sidewalk generally spans from the building to the curbline on the South Bradford Street and South Governors Avenue frontages. The application proposes expanded sidewalks at the entry points of the building and pedestrian-scale lighting along the building. The street frontage sidewalks along South Bradford Street will include brick pavers to match existing sidewalks with concrete sidewalks along South Governors Avenue. The plan proposes bike share docks along South Governors Avenue.
3. Tree Planting and Landscaping: The project plan proposes street tree plantings and grass areas between the curb and sidewalk. The drawing shows a "pocket park/stormwater retention" area on the northeast side of the site, bounded by the parking garage and South Bradford Street on the south and east, with trees proposed to be planted in this area. This 'pocket park' area is located on the adjacent parcel at 132 S. Bradford Street.

See the attached **Revised Design Narrative Letter, Updated Responses, the Revised Architectural Graphics Package, and updated Site Plan Sheet (C-201)** for the associated graphics and drawings for detailed information on building dimensions, locations, and material choices.

In the center of the Project Area parcels is an existing Alley. It is noted that currently there is a separate Alley Abandonment Request. Application MI-24-10 Request for Alley Abandonment: Part of Alley Between S. Governors Avenue and S. Bradford Street (abandonment of an approximately 132 feet length alley segment) was recommended for approval by the Planning Commission on December 16, 2024 and then approved by City Council in early 2025.

IV. ZONING REVIEW

The entire project site area is located in the H (Historic District Zone) and subject to the provisions of the *Zoning Ordinance*, Article 3 §21 and referenced sections. *Zoning Ordinance*, Article 10 §3.2 outlines the review process for Architectural Review Certification and related building height, bulk, and setback standards.

The subject project area is zoned C-2 (Central Commercial Zone.) The C-2 zone allows for "parking lots and parking structures as a principal use." The subject property, once combined into one parcel,

will have frontage on two streets, South Governors and South Bradford; Minor Street Alley is considered a side. The C-2 zone requires a zero minimum setback. The northern lot line, if treated as a side yard, has no required setback, but a minimum of five feet if provided. From other related project submissions, it appears that this setback ranges from 0.7 feet to 5.2 feet along the northern property lines. The Planning Commission in January of 2025 approved this Alternative Side Yard Setback as part of the Architectural Review Certification process.

The C-2 zoning district also includes some design standards provisions. See the code excerpt below:

Article 3 Section 13

13.5 *Design standards.* The following standards shall apply to the site and building development in the central commercial zone (C-2):

13.51 *Facade articulation.* Building facades should incorporate design elements to provide a base, middle, and top of the building to reinforce the pedestrian scale at the street level.

13.52 *Height.* For buildings greater than four stories in height, then the upper floors above the fourth story shall step back six feet for fifty percent of the width of the primary facade. For buildings greater than six stories, then the upper floors above the sixth floor shall step back an additional six feet on the primary facade. These step back areas may begin at a lower height than these minimums as part of the building design in order to be compatible with the character of the area.

13.53 *Step back areas.* The step back areas should be open to the sky and can be open air balcony spaces or other design architectural features that are not enclosed spaces.

13.54 *Off-street parking.* Off-street parking lots shall not be permitted to be situated between the street line and the primary facade of the principal building. Consideration should be given to locating parking to the side or rear of the building.

13.55 *Screening.* Any off-street parking lots provided shall be screened from the street line by buildings, landscaping, or other means. Off-street parking lots shall be screened from adjacent residential zones and residential uses. This screening provision does not apply to adjacent alleys.

V. Review of DESIGN STANDARDS AND GUIDELINES

The subject project area is located in the Dover Historic District Zone within the Loockerman Context. The Loockerman Context is described on pages 2-7 and 2-8 of the *Design Standards and Guidelines for the City of Dover Historic District Zone*. This *Design Standards and Guidelines* describe this context as “a coherent, densely-built commercial area that would have an attractive mix of historic and new buildings and related parking.” Location within the Dover Historic District Zone requires proposals for demolition, new construction, additions, and certain renovation or rehabilitation activities to existing buildings to receive an Architectural Review Certificate.

As stated in the *Design Standards and Guidelines for the City of Dover Historic District Zone*, an Architectural Review Certificate will be granted “if it is found that the architectural style, general design, height, bulk and setbacks, arrangement location and materials affecting the exterior appearance are generally in harmony with neighboring structures and complementary to the traditional architectural standards of the historic district.” In accordance with Article 10 §3.2, the Historic District Commission will provide a recommendation to the Planning Commission regarding the project’s compliance with the architectural review standards.

This proposal must be reviewed for conformity with the design criteria guidelines found in Chapter 4: New Construction, Additions, Demolition and Relocation. Information on the review considerations is given below.

New Construction

The *Design Standards and Guidelines* for New Construction (Chapter 4: pages 4-1 through 4-8) provide the design criteria and development guidelines. The guidelines specify the following individual considerations for new construction to be considered in the review by the Historic District Commission (and Planning Commission) of the project for Architectural Review Certification:

- Style
- Scale (*building to reflect dominant cornice and roof height of adjacent buildings*)
- Elevation of the First Floor
- Floor-to-Floor heights
- Bays, windows, and doors (*size, relationship, spacing of*)
- Absolute Size (*compare overall size of new building*)
- Massing (*relationship of solid-to-void*)
- Orientation (*location of primary façade*)
- Proportions (*comparison of height to width of building and elements*)
- Materials
- Forms (*shape of building and roof to be complementary*)
- Siting (*location of building on lot and in relation to street*)
- High density/ large-scale construction

The proposed project must also be reviewed for compliance with the standards established by the *Zoning Ordinance*. The standards include items such as setbacks from property lines, lot coverage, height, etc. This Proposal for the new Dover Mobility Center Garage appears to conform to most of the bulk requirements of the C-2 Zoning District, however, the detailed dimensions and bulk standards will be verified via site plan review. Alternatives for the side yard setback along the north property line will be required. The *City of Dover Zoning Ordinance* authorizes the Historic District Commission to waive certain bulk standards when issuing its recommendation to the Planning Commission for an Architectural Review Certificate if necessary; this was authorized by the earlier application review and will also be required for this Revision.

ACTION on ARCHITECTURAL REVIEW CERTIFICATION (for HI-24-09 with December 2024 Review by the Historic District Commission and January 21, 2025 Review by Planning Commission):

Application HI-24-09 was considered at the December 19, 2024 Meeting of the Historic District Commission. The following members were present at the December Meeting: Chairman Eric Czerwinski, Vice-Chair Mrs. Ellen Richardson, Mrs. Ann Horsey, and Ms. Mary Mason. The application was represented by JD Bartlett of EDiS Company; Diane Laird and Ken Anderson of the Downtown Dover Partnership; Michael Caine, project designer from Core-States; and Jed Hatfield of Colonial Parking. Public testimony was received during the Public Hearing from Todd Stonesifer as Board President of the Downtown Dover Partnership and Marilyn Smith of the Dover /Kent

County MPO (just listening) with written correspondence (Letters of Support) from the Central Delaware Chamber of Commerce and the Biggs Museum of American Art.

During the Meeting, the Historic District Commission heard the applicants' presentation on the Dover Mobility Center Garage Project and including their response to the series of Staff Comments and Recommendations. They presented information on the Downtown Master Plan; project development and community interaction; the Parking Garage development site and building placement; building architectural features and materials; streetscape amenities and other site items. Questions focused on the Parking Garage access points, electric vehicle parking opportunities, the usage of glass and concrete materials, and building elevation detailing.

Action on Architectural Review Certification Recommendation by Historic District Commission:

The motion to recommend approval passed 4-0 of the members present for this application at the December 19, 2024 Meeting. The Historic District Commission recommends approval of the Architectural Review Certificate for Application HI-24-09 Dover Mobility Center Garage at 133 S. Governors Avenue based on the applicant's presentation and plans with reference to the Staff notes and amendments (Staff Recommendation Report – Section VI). *(Note: This also included a recommendation of approval of the Alternative Bulk Standards to allow alternative side yard setbacks along the northern property lines to accommodate building placement.)*

Action on Architecture Review Certification and Site Plan by the Planning Commission:

Application S-25-01/HI-24-09 was considered at the January 21, 2025 Meeting of the Planning Commission with 8 members present. The application was represented by Mike Riemann and Mike Henery of Becker Morgan Group; JD Bartlett of EDiS Company; Staff of the Downtown Dover Partnership; Michael Caine, project designer from Core-States; and project team members. Public testimony was received during the Public Hearing from Diane Laird of the Downtown Dover Partnership, Todd Stonesifer as Board President of the Downtown Dover Partnership, and Jed Hatfield of Colonial Parking and with written correspondence also received. During the Meeting, the Planning Commission heard the applicants' presentation on the Dover Mobility Center Garage Project includes the question for an Alternative Side Yard Setback, a Tree Mitigation Plan, and a Parking Strategy Statement. Questions focused on the Downtown Dover activity, Parking Garage access points and number of spaces, electric vehicle parking opportunities, pedestrian access, and building elevation detailing and usage of brick.

The motion to approve Site Plan S-25-01 Dover Mobility Center Garage at 133 S. Governors Avenue passed 8-0 of the Planning Commission members present for this application at the January 21, 2025 Meeting. This action included approval of the Architectural Review Certification with the alternative side yard setbacks, approval of the Tree Mitigation Plan, and acceptance of the Parking Strategy Statement.

VI. STAFF COMMENTS AND RECOMMENDATIONS

The Staff Comments and Recommendations for this application regarding project activities and Architectural Review Certification were originally provided in the Architectural Review Staff Report issued for the December 19, 2024 Historic District Commission Meeting. It is also noted that the Applicant in this revised submission included an itemized response to the Staff Comments

from the earlier review. **The comments and recommendations were updated for this Report following Staff's review of the Revised Submission dated August 1, 2025.**

The following are Staff comments and recommendations for this application regarding project activities and Architectural Review Certification for the Revised Submission.

- 1) Staff again recommends conditional approval of the Architectural Review Certificate for the construction of the Revised Dover Mobility Center Garage project finding that the building continues to be of a compatible design with the nearby buildings and with the intent of the *Design Standards and Guidelines for the City of Dover Historic District Zone*, and with its recommendations for large-scale development in Loockerman Historic Context. The proposed Mobility Center remains oriented so that the west and east frontages sit at the sidewalk edge, supporting the pedestrian scale of the Downtown area. The brick exterior finishes on the lower two stories and detailing with building elements and sectioned wall surfaces break-up the expanse of the east and west building elevations and take cues from the architectural styles seen in the Loockerman Street corridor. The street-level presentation along South Governors Avenue and South Bradford Street is building-like in its exterior appearance and design, screening the parking ramp and deck appearances on lower levels while setting them back on the upper levels on the primary elevations.
- 2) Staff again recommends approval of alternative side yard setbacks to accommodate the placement of the building in relation to the northern property line(s) given the lot configuration and the likely Building Code and Fire Code related provisions for building construction. *The Alternative Side Yard Setbacks were previously approved with HI-24-09/S-25-01 by the Planning Commission.*
- 3) The following conditions are recommended by Staff to improve the project's compliance with the recommended guidelines of the *Design Standards and Guidelines*. Where the Application has taken action to address these items in the Revised Project it is noted. The following are recommended conditions:
 - a. The selected brick choices should be compatible with the brick of other existing buildings in the area. *The Applicant plans to submit the color palette and information on the brick selection for review.*
 - b. Consideration of wall or free-standing signage may require additional review. *The Applicant recognizes this will be subject to Sign Permit Applications.*
 - c. Any light fixtures utilized on the property should be consistent with the style of the lighting used in the nearby areas of the Historic District. *The renderings include depictions of potential wall mounted lighting.*
 - d. Ensure proposed trees are appropriate to urban planting settings along streets. Any trees planted within the street right-of-way must be approved by the City of Dover.
 - e. The south elevation was revised due to changes in the overall height of the structure and planned usage of the first floor spaces. *The revisions also include design changes to openings, format and material detailing.*

- i. Staff recommends looking at the material choice, pattern, and details of the first floor elevation as it is along the Minor Street Alley and will be visible to pedestrians and travelers through the corridor.
 - f. The north elevation is a large expanse of blank wall (western portion). While this may be a prime location for public art, architectural features that break up the large solid wall should also be considered. *The Revisions have reduced the area of the solid wall and added detailing (joint lines)*
 - g. On the north elevation for the eastern half where the parking garage concrete construction will be exposed with large openings, consideration should be given to greater detailing at the pedestrian level as this no longer appears to be a “party wall.” *The Revisions have continued the brick materials and other segmentation or detailing to divide this wall and give dimension.*
 - h. Clarify the treatment of the large openings in the brick facades at the second-floor level. *The Revisions note the openings are related to ventilation practices for the parking garage and sizing revisions to meet other Building Code requirements. On both street elevations, the precast concrete panels at the second level will be darker in color.*
 - i. Any revisions or changes in the identified materials may be subject to further review by the Historic District Commission.
- 4) The Mobility Center Garage appears to comply with the design standards of the C-2 zoning district in regard to the building façade articulation (having a base, middle and top); the step backs for the upper floors and their format. The actual dimensions will be confirmed in the Site Plan submission.
 - a. To show compliance with these design standards the applicant is encouraged to look at how they are defining the top of the building, especially in the stair towers and top level of the parking garage concrete terminations. A cornice profile was provided for the cornice termination of the lower brick segments.
- 5) Some of the site improvements/amenities were not specifically described or had limited information within the application information. These items are part of the Site Plan review process.
 - a. The proposed plan identifies an area on the street level for bicycle and scooter parking. Based on the revised 329 vehicle parking spaces (rate of one [1] bicycle space per 20 vehicle spaces), the property will be required to provide a minimum of 17 bicycle parking spaces.
 - b. The design of the sidewalks along South Governors Avenue and South Bradford Street frontages must be evaluated with sidewalk construction standards and streetscape designs for each street. Given the volume of pedestrian traffic anticipated in the area, a minimum of a five-foot-wide sidewalk is necessary.
- 6) The following items should be clarified regarding the building designs.
 - a. Identify brick material (size, form, etc.) and patterning. *The Applicant has included cornice diagrams and noted future submission on brick selection.*
 - b. Clarify format and materials of the first floor area on the South Elevation – Minor Street Alley. There is an opportunity to activate this pedestrian level.

- 7) Staff notes that the project location (building and site) may be an opportunity for the incorporation of public art projects, including but not limited to the proposed mural on the north facing wall and along the Minor Street Alley.
- 8) Staff recommends the following pertaining to the site design elements of the project:
 - a. The sidewalk system on the street frontage should continue and include barrier free access, crosswalk striping, etc. at the points of intersection with the entrance and exit drive aisles.
 - b. Any proposed landscaping or tree planting locations, and lighting fixture locations should be depicted on the plan and be consistent with the character of these elements as they exist within the Loockerman context area. This will be part of the Site Plans.
- 9) For building construction, the requirements of the building code or fire code must be complied with. Consult with the Building Inspections Staff and Fire Marshal regarding these requirements. The resolution of these items can impact the site design in some cases.
- 10) In the event that major changes and revisions to the design, materials, or site layout occur in the finalization of the plan and/or construction drawings contact the Department of Planning and Inspections. These changes may require resubmittal for review by the Historic District Commission.
- 11) This site development plan for this project is also subject to the application and review process for Site Development Plan (Article 10 §2 of the *Zoning Ordinance*) before the Planning Commission. Note: Additional technical items for compliance with the *Zoning Ordinance* and other regulations may be identified during the Site Plan Process. The Revised project will also be subject to a Revised Site Plan Review process and review comments pertaining specifically to the Revised Site Plan set will be issued at that time.
- 12) The applicant shall be aware that Building Permits are required to proceed with any construction activities on the project site. The permit applications must comply with the approvals and conditions granted through the Architectural Review Certification and Site Plan Review process.
- 13) The applicant should be aware that a Sign Permit is required to proceed with the placement of signage on the property.

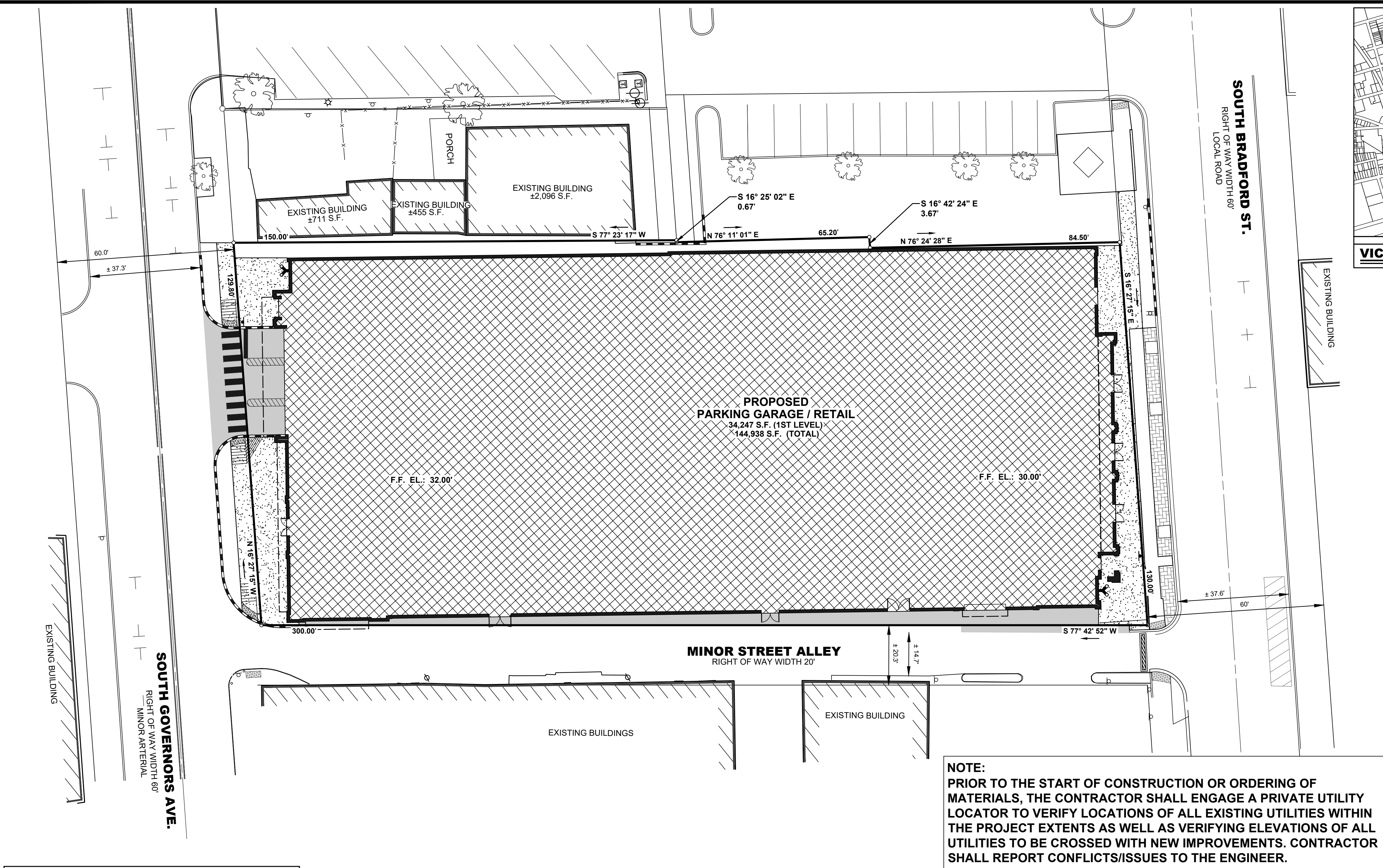
VII. Historic District Commission Action on Revised Submission

The Historic District Commission considered the Revised Proposal at their August 21, 2025 Meeting and has provided a recommendation in regard to the Architectural Review Certification for the Dover Mobility Center Garage and associated Site Improvements as Revised. The recommendation reflects consideration of the *Design Standards and Guidelines for the City of Dover Historic District Zone*. The specific conditions of the recommendation are noted in this

Report under the heading of “Action of the Historic District Commission (on Revised Submission).”

Documents Considered by the Historic District Commission on August 21, 2025:

- Narrative Letter as Revised
- Revised Project Architecture Graphic Preservation Set of architectural renderings of building floor plan and elevation drawings of Building
- Site Plan Set



NOTE:
PRIOR TO THE START OF CONSTRUCTION OR ORDERING OF MATERIALS, THE CONTRACTOR SHALL ENGAGE A PRIVATE UTILITY LOCATOR TO VERIFY LOCATIONS OF ALL EXISTING UTILITIES WITHIN THE PROJECT EXTENTS AS WELL AS VERIFYING ELEVATIONS OF ALL UTILITIES TO BE CROSSED WITH NEW IMPROVEMENTS. CONTRACTOR SHALL REPORT CONFLICTS/ISSUES TO THE ENGINEER.

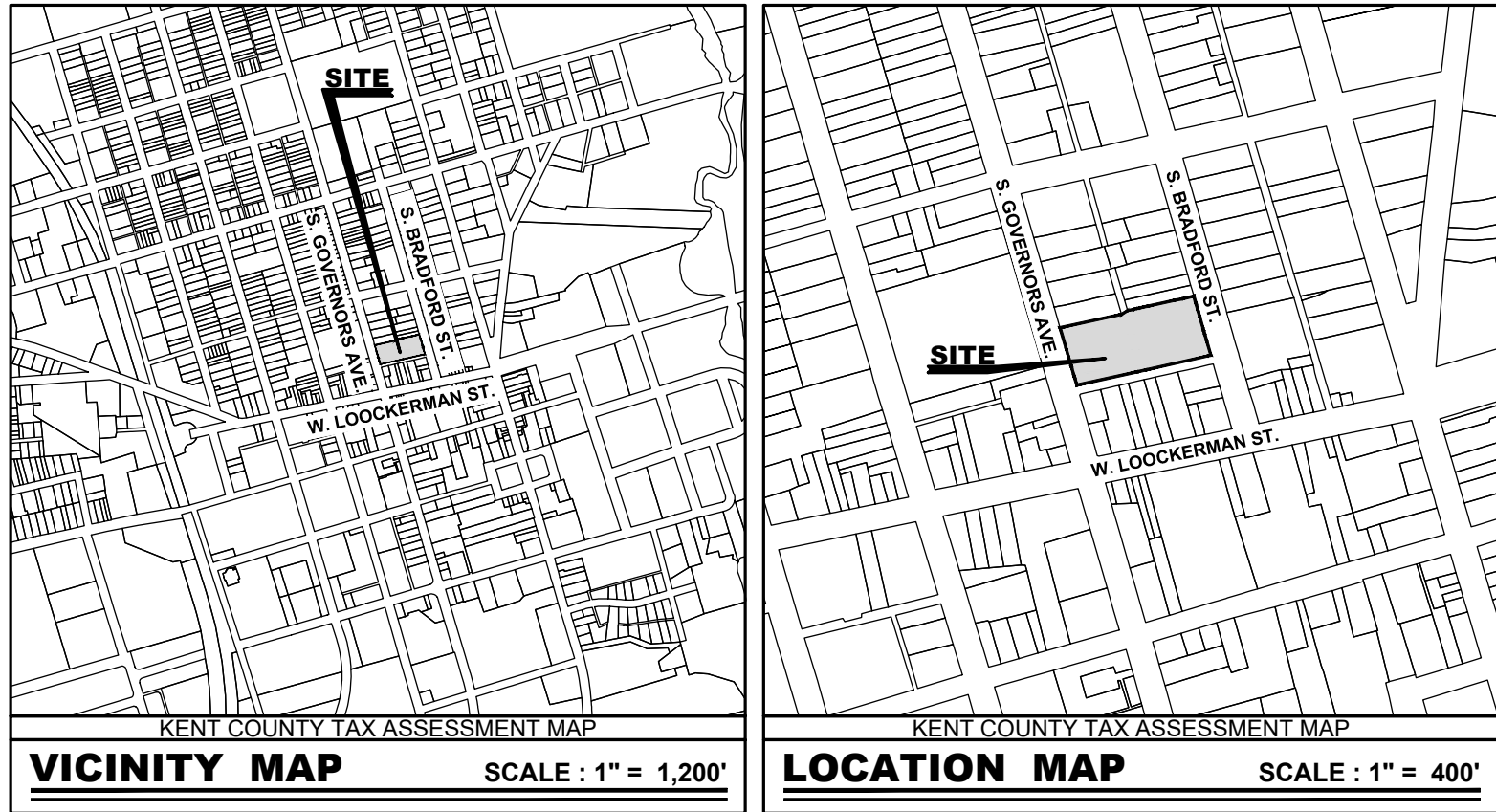
LEGEND		
ITEM	EXISTING	PROPOSED
SANITARY GRAVITY SEWER LINE (S) SIZE & FLOW DIRECTION	→ EX. 10" S	→ 10" S
SANITARY SEWER FORCE MAIN (F.M.) SIZE & FLOW DIRECTION	→ EX. 10" F.M.	→ 12" F.M.
SANITARY SEWER MANHOLE (S.S.M.H.)		
SANITARY SEWER CLEANOUT (C.O.)	→ EX. 10" W	→ 12" W
WATER MAIN & SIZE	→ EX. 10" W	→ 12" W
FIRE HYDRANT (F.H.)		
WATER VALVE (W.V.) OR METER (W.M.)		
STORM DRAIN MANHOLE (S.D.M.H.)		
STORM DRAIN LINE (CMP, RCP, HDPE)		
CATCH BASIN (C.B.)		
UTILITY POLE W/ OVERHEAD SERVICE (TELEPHONE (O.T.), ELECTRIC (O.E.))		
UNDERGROUND ELECTRIC (U.E.)	→ U.E.	→ U.E.
UNDERGROUND TELEPHONE (U.T.)	→ U.T.	→ U.T.
UNDERGROUND GAS MAIN (G)	→ EX. 2" G	→ 2" G
CONCRETE CURB & GUTTER		
CONCRETE SIDEWALK, SLAB / PAVING		
IMPERVIOUS SURFACED ROAD, DRIVE OR PARKING LOT		
INDIVIDUAL TREE OR BUSH		N/A
WIRE FENCE		
CHAINLINK FENCE		
STOCKADE FENCE		
STRUCTURE (CONCRETE, WOOD, METAL, ETC.)		
DRAINAGE DITCH OR SWALE		
WETLAND BOUNDARY LINE		N/A
CONTOUR		
ELEVATION SPOT SHOT		
BENCH MARK		
PROPERTY OR RIGHT-OF-WAY LINE		N/A
CENTERLINE		
LIGHT POLE		

SHEET INDEX	
C-001	COVER SHEET AND OVERALL SITE PLAN
C-101	EXISTING CONDITIONS AND DEMOLITION PLAN
C-201	SITE, UTILITY & GRADING PLAN

- GENERAL NOTES :**
- BOUNDARY SURVEY DATA SHOWN HEREON WAS TAKEN FROM A PLAT ENTITLED "BOUNDARY SURVEY PLAN - DOVER MOBILITY HUB, DOVER, DE 19904" AS PREPARED BY MOUNTAIN CONSULTING, 103 S. BRADFORD STREET, DOVER, DE., DATED 7-16-2024. TOPOGRAPHIC SURVEY DATA SHOWN HEREON WAS TAKEN FROM A PLAN ENTITLED "DOVER MOBILITY HUB - TOPOGRAPHIC SURVEY" AS PREPARED BY MOUNTAIN CONSULTING, 103 S. BRADFORD STREET, DOVER, DE., DATED 9-23-2024.
 - PROPERTY SHOWN HEREON IS SUBJECT TO ANY RIGHT-OF-WAY, EASEMENTS, RESTRICTIONS, ETC. AS MAY BE SHOWN OR NOTED IN ANY RECORD, PUBLIC OR OTHERWISE, OR ANY REQUIREMENT OR REGULATION OF ANY PUBLIC AGENCY.
 - THE EXISTING UTILITIES SHOWN WERE TAKEN FROM THE BEST AVAILABLE RECORDS. ADDITIONALLY, A UTILITY MARK-OUT WAS PROVIDED BY CENTURY ENGINEERING IN SEPTEMBER 2017. THE CONTRACTOR SHALL CONTACT MISS UTILITY OF DELMARVA (1-800-282-8555) AND ENGAGE A PRIVATE UTILITY LOCATOR TO VERIFY THEIR EXACT LOCATION PRIOR TO THE START OF ANY CONSTRUCTION. ANY DAMAGE INCURRED TO ANY UTILITIES SHALL BE REPAIRED IMMEDIATELY AT THE CONTRACTOR'S EXPENSE. IF THE CONTRACTOR RELIES ON THE UTILITY LOCATIONS SHOWN HEREON, HE DOES SO AT HIS OWN RISK AND WILL NOT BE ENTITLED TO ADDITIONAL COMPENSATION DUE TO TIME DELAYS FROM SAID RELIANCE.
 - FLOODPLAIN: PARCEL IS LOCATED WITHIN ZONE "X", AREA OF MINIMAL FLOODING HAZARD, BASED ON FEMA FIRM MAP 10001C0167H EFFECTIVE MAY 5TH, 2003.
 - ALL ROADS, PARKING AND OTHER PAVED AREAS WILL BE PRIVATELY OWNED AND MAINTAINED AND ARE NOT INTENDED FOR DEDICATION.
 - DELAWARE REGULATIONS PROHIBIT THE BURIAL OF CONSTRUCTION DEMOLITION DEBRIS, INCLUDING TREES AND STUMPS ON CONSTRUCTION SITES. ANY SOLID WASTE FOUND DURING EXCAVATION MUST BE REMOVED AND PROPERLY DISCARDED.
 - ALL HANDICAPPED PARKING DEMARCATION, STALLS, AND BUILDING ACCESSIBLE ROUTES SHALL COMPLY WITH THE "AMERICAN WITH DISABILITIES ACT" AND ANSI ICC A117.1 - 2017 "ACCESSIBLE AND USABLE BUILDINGS AND FACILITIES"
 - THIS DRAWING DOES NOT INCLUDE NECESSARY COMPONENTS FOR CONSTRUCTION SAFETY. ALL CONSTRUCTION MUST BE DONE IN COMPLIANCE WITH THE OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970 AND ALL RULES AND REGULATIONS THEREOF APPLICABLE.
 - BEFORE THE CONTRACTOR CAN BEGIN CONSTRUCTION HE MUST OBTAIN THE PROPER PERMITS AND/OR APPROVALS FROM THE CITY OF DOVER (C.O.D.), DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL CONTROL (DNREC), DELAWARE DEPARTMENT OF TRANSPORTATION (DELDOT), KENT CONSERVATION DISTRICT (KCD) AND ALL APPROPRIATE STATE AND COUNTY AGENCIES.
 - ALL CONSTRUCTION METHODS AND MATERIALS SHALL BE ACCORDING TO THE CITY OF DOVER WATER & WASTEWATER DEPARTMENT AND THE STATE OF DELAWARE (DELDOT) STANDARDS AND CONSTRUCTION SPECIFICATIONS.
 - ALL FIRE LANE DEMARCATION AND FIRE LANE SIGNS SHALL BE IN ACCORDANCE WITH ALL STATE FIRE PREVENTION REGULATIONS.
 - ALL WORK WITHIN CITY/DELDOT MAINTAINED ROAD RIGHT-OF-WAYS SHALL MEET THE REQUIREMENTS AS SET FORTH IN THE CURRENT VERSION OF THE STANDARD SPECIFICATION FOR ROAD AND BRIDGE CONSTRUCTION, BY THE DELAWARE DEPARTMENT OF TRANSPORTATION AND ALL CITY OF DOVER REQUIREMENTS.
 - TRAFFIC AND SAFETY CONTROL SHALL BE MAINTAINED DURING CONSTRUCTION IN CONFORMANCE WITH THE CURRENT VERSION OF THE DELAWARE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES.
 - STORMWATER MANAGEMENT AND SEDIMENT / EROSION CONTROL SHALL BE IN ACCORDANCE WITH THE CURRENT VERSION DELAWARE SEDIMENT AND STORMWATER REGULATIONS BY THE DELAWARE DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL CONTROL.
 - CONTRACTOR SHALL REFER TO ARCHITECTURAL/STRUCTURAL DRAWINGS OF PROPOSED STRUCTURES FOR ALL DIMENSIONS OF BUILDINGS AND FOUNDATIONS. PROPOSED BUILDING FOOTPRINTS, AS SHOWN ON SITE PLAN, SHOULD ONLY BE USED AS A REFERENCE TO THE ABOVE MENTIONED PLANS.
 - HYDRANT CONNECTIONS BY THE CONTRACTOR ARE PROHIBITED. THIS METHOD MAY NOT BE UTILIZED DURING ANY PHASE OF THE PROJECT.
 - ALL EXISTING SANITARY SEWER LINES, STORM DRAINS, AND WATER LINES NOT USED FOR THE PROPOSED FACILITY MUST BE PROPERLY ABANDONED AT THE MAINS IN ACCORDANCE WITH THE CITY OF DOVER WATER & WASTEWATER DEPARTMENT REQUIREMENTS PRIOR TO ISSUANCE OF A CERTIFICATE OF OCCUPANCY.

- PART II, CHAPTER 180, ARTICLE III, SECTION 180-10 OF THE CODE OF KENT COUNTY REQUIRES THAT "NO PERSON SHALL DISCHARGE OR CAUSE TO BE DISCHARGED ANY STORMWATER, SURFACE WATER, UNCONTAMINATED GROUNDWATER, ROOF RUNOFF, SUBSURFACE DRAINAGE, UNCONTAMINATED NONCONTACT COOLING WATER, CONDENSATE, OR UNPOLLUTED INDUSTRIAL PROCESS WATERS TO ANY SANITARY SEWER. THE CONTRACTOR/DEVELOPER SHALL ENSURE DURING CONSTRUCTION THAT NO ILLEGAL DISCHARGES TO THE SANITARY SEWER SYSTEM ARE CREATED WITH THE SITE IMPROVEMENTS.
- THE SITE CONTRACTOR SHALL NOTIFY THE CITY OF DOVER DEPARTMENT OF WATER AND WASTEWATER CONSTRUCTION MANAGER AT 302-736-7025 PRIOR TO THE START OF CONSTRUCTION, A REPRESENTATIVE FROM THE CITY OF DOVER DEPARTMENT OF WATER AND WASTEWATER MUST OBSERVE ALL CITY OWNED WATER AND SANITARY SEWER INTERCONNECTIONS AND TESTING. ALL WATER TAPS MUST BE PERFORMED BY A CITY OF DOVER APPROVED CONTRACTOR. THE PROPOSED LOCATION FOR THE WATER TAP MAY NEED TO BE ADJUSTED IN THE FIELD DUE TO CONDITIONS OF THE EXISTING MAIN. POSSIBLE CONDITIONS THAT WOULD REQUIRE TAPPING RELOCATION INCLUDE PROXIMITY TO PIPE JOINTS, OTHER TAPS, CONCRETE ENCASEMENTS, CONFLICT WITH OTHER UTILITIES, AND THE LIKE. TEST HOLES MUST BE PERFORMED BY THE CONTRACTOR TO DETERMINE THE BEST TAPPING LOCATION. THE CITY OF DOVER WILL NOT BE HELD RESPONSIBLE FOR FIELD CONDITIONS REQUIRING ADJUSTMENT OF THE TAPPING LOCATION OR FOR ANY WORK REQUIRED BY THE CONTRACTOR TO MAKE AN APPROPRIATE AND LAWFUL CONNECTION.
- IF THE APPROVED PLAN NEEDS TO MODIFIED DUE TO ERRORS OR OMISSIONS OR FIELD CONDITIONS, ADDITIONAL SEDIMENT AND STORM WATER CONTROL MEASURES MAY BE REQUIRED AS DEEMED NECESSARY BY THE KENT CONSERVATION DISTRICT (KCD).
- THE KENT CONSERVATION DISTRICT (KCD) RESERVES THE RIGHT TO ENTER PRIVATE PROPERTY FOR PURPOSES OF PERIODIC SITE INSPECTION.
- ALL WATER AND WASTEWATER UTILITY COMPONENTS MUST MEET THE REQUIREMENTS OF THE CITY OF DOVER WATER & WASTEWATER DEPARTMENT SPECIFICATIONS.
- ALL EXISTING UTILITIES SHALL BE ADJUSTED TO FINAL GRADE IN ACCORDANCE WITH CURRENT CITY OF DOVER REQUIREMENTS AND PRACTICES.
- PRIOR TO THE START OF CONSTRUCTION OR ORDERING OF MATERIALS, THE CONTRACTOR SHALL ENGAGE A PRIVATE UTILITY LOCATOR TO VERIFY LOCATIONS OF ALL EXISTING UTILITIES WITHIN THE PROJECT EXTENTS AS WELL AS VERIFYING ELEVATIONS OF ALL UTILITIES TO BE CROSSED WITH NEW IMPROVEMENTS. CONTRACTOR SHALL REPORT CONFLICTS/ISSUES TO THE ENGINEER.
- ALL SUBSURFACE UTILITIES SHOWN HEREON ARE BASED ON BASED ON SURFACE EVIDENCE COLLECTED FROM THE FIELD TOPOGRAPHIC SURVEY AND THE BEST AVAILABLE RECORDS.
- AT IT'S MEETING ON JANUARY 21, 2025, THE CITY OF DOVER PLANNING COMMISSION GRANTED CONDITIONAL APPROVAL OF SITE DEVELOPMENT PLAN APPLICATION #S-25-01.

TREE PRESERVATION & DENSITY REQUIREMENTS	
1. EXISTING WOODLAND AREA :	0 S.F.
2. WOODLANDS TO BE CLEARED :	0 S.F.
3. TOTAL WOODLANDS REMAINING :	0 S.F.
4. TOTAL NON-WOODLAND AREA :	37,353 S.F.
5. DENSITY : 1 TREE PER 3,000 S.F. OF LOT AREA	13 TREES REQUIRED
37,353 S.F. / 3,000 S.F. / TREE = 12.45	
6. TOTAL PROPOSED TREES : (TREES ARE PROPOSED TO BE PLANTED OFFSITE PER MITIGATION REQUEST SUBMITTED WITH SITE PLAN APPLICATION)	13



SITE DATA	
1. OWNER OF RECORD:	DOWNTOWN DOVER PARTNERSHIP 101 W LOCKERMAN ST., SUITE 2B DOVER, DE, 19904 (302) 678-2940 - EMAIL: diane@downtowndoverpartnership.com
2. ENGINEER / SURVEYOR:	BECKER MORGAN GROUP INC. 309 SOUTH GOVERNORS AVE. DOVER, DE, 19904 (302) 734-7950 - EMAIL: mhenry@beckermorgan.com
3. PROPERTY MAP NUMBERS:	2-05-07709-02-0800-00001 2-05-07709-02-0900-00001 2-05-07709-02-1000-00001 2-05-07709-02-2400-00001 2-05-07709-02-2500-00001 2-05-07709-02-2700-00001 2-05-07709-02-2300-00001
4. PROPERTY ADDRESS:	PARCEL 08.00 145 S. GOVERNORS AVE, DOVER, DE 19903 PARCEL 09.00 139 S. GOVERNORS AVE, DOVER, DE 19904 PARCEL 10.00 133 S. GOVERNORS AVE, DOVER, DE 19904 PARCEL 24.00 138 S. BRADFORD ST, DOVER, DE 19903 PARCEL 25.00 148 S. BRADFORD ST, DOVER, DE 19904 PARCEL 27.00 150 S. BRADFORD ST, DOVER, DE 19904 PARCEL 23.00 132 S. BRADFORD ST, DOVER, DE 19903
5. PROPERTY LOCATION:	LATITUDE N 39° 09' 30.54" GRS80 - NAD83 (2011) LONGITUDE W 075° 31' 35.84" GRS80 - NAD83 (2011)
6. ZONING CLASSIFICATION:	EXISTING: C-2 - CENTRAL COMMERCIAL, HISTORIC DISTRICT PROPOSED: C-2 - CENTRAL COMMERCIAL, HISTORIC DISTRICT
7. DEED REFERENCE :	DEED BOOK: Y 30518 (PARCEL 08.00) DEED BOOK: D 3181289 (PARCEL 09.00) DEED BOOK: D 3322/148 (PARCEL 10.00) DEED BOOK: O 36/314 (PARCEL 24.00) DEED BOOK: D13180245 (PARCEL 25.00) DEED BOOK: D 320196 (PARCEL 27.00) DEED BOOK: O 36/314 (PARCEL 23.00)
8. PLAT REFERENCE :	PLAT BOOK: 001 00001 (PARCEL 08.00) PLAT BOOK: 001 00001 (PARCEL 09.00) PLAT BOOK: 001 00001 (PARCEL 24.00) PLAT BOOK: 001 00001 (2-05-07709-02-2300-00001)
9. PRESENT USE:	PARKING LOT
10. PROPOSED USE:	PARKING GARAGE, RETAIL, STORAGE, OFFICE
11. PROJECT AREA:	PARCEL 08.00 3,413 S.F. (0.0784 ACRES) PARCEL 09.00 8,131 S.F. (0.1867 ACRES) PARCEL 10.00 7,465 S.F. (0.1714 ACRES) PARCEL 24.00 7,161 S.F. (0.1644 ACRES) PARCEL 25.00 5,539 S.F. (0.1272 ACRES) PARCEL 27.00 6,458 S.F. (0.1483 ACRES) ALLEY REMAINDER 739 S.F. (0.0170 ACRES) CONSOLIDATED TOTAL: 38,906 S.F. (0.8932 ACRES) CONSOLIDATED AREA: 38,906 S.F. (0.8932 ACRES) 2-05-07709-02-2300-00001 7,215 S.F. (0.1673 ACRES) PROJECT AREA TOTAL: 46,221 S.F. (1.0611 ACRES)
12. IMPERVIOUS (LOT) COVERAGE:	100% EXISTING: 31,539 S.F. PROPOSED: 37,353 S.F. - 97.4% REQUIRED: 37,353 S.F. - 97.4% PROVIDED: 37,353 S.F. - 97.4%
13. BULK STANDARDS:	C-2 - CENTRAL COMMERCIAL LOT AREA (MIN.): N/A LOT WIDTH (MIN.): N/A LOT DEPTH (MIN.): 70 FT. FRONT SETBACK: 0 FT. SIDE SETBACK: 0 FT. REAR SETBACK: 5 FT. SIDE/REAR ADJ. RESIDENTIAL: 15 FT. EXISTING: 0 S.F. PROPOSED: 33,509 S.F. (1ST FLOOR) 32,756 S.F. (2ND FLOOR) 32,756 S.F. (3RD FLOOR) 32,756 S.F. (4TH FLOOR) 13,161 S.F. (ROOF LEVEL) 14,938 S.F. 18,026 S.F. (INCLUDED WITHIN TOTAL ABOVE) 125 FT. (MAX.) 53.32' (SOUTH GOVERNORS AVE.) 57.40' (SOUTH BRADFORD ST.)
14. BUILDINGS:	STORIES: 10 (MAX.) FLOOR AREA RATIO: 5.0 (MAX.) NFAA CONSTRUCTION TYPE: TYPE IIA WATER: CITY OF DOVER SEWER: CITY OF DOVER GAS: CHESAPEAKE UTILITIES ELECTRIC: CITY OF DOVER
15. UTILITIES:	C-2 ZONING (NO REQUIREMENT) REQUIRED: 0 PROVIDED: 329 HANDICAPPED PARKING REQUIRED: 8 HANDICAPPED PARKING PROVIDED: 8 (3 VAN ACCESSIBLE) BICYCLE PARKING REQUIRED: 16 BICYCLE PARKING PROVIDED: 36 (INTERNAL TO STRUCTURE)
16. PARKING CALCULATIONS :	LOADING BERTHS REQUIRED: 0 LOADING BERTHS PROVIDED: 0 DUMPSTERS REQUIRED: 2 DUMPSTERS PROVIDED: 2
17. LOADING CALCULATIONS :	
18. DUMPSTER CALCULATIONS :	
19. SIGNAGE :	FUTURE PERMIT SUBMISSION
20. OUTDOOR LIGHTING :	LIGHTING SHALL BE 1.5 FOOT CANDLES (MINIMUM) AT GRADE
21. SURVEY DATUM:	NGS MONUMENT: VERTICAL: HORIZONTAL: NAVD88 NAD 83 (2011 DSP) -
22. MONUMENTATION:	8 FOUND / 0 SET
23. SOILS ON SITE:	H1B - HAMBROOK-URBAN LAND COMPLEX, 0 TO 5 PERCENT SLOPES (ENTIRE SITE)
24. WETLAND AREA:	0.00 ACRES

OWNERS CERTIFICATION	
WE, DOWNTOWN DOVER PARTNERSHIP, HEREBY CERTIFY THAT WE ARE THE OWNER OF THE PROPERTY DESCRIBED AND SHOWN ON THIS PLAN, THAT THE PLAN WAS MADE AT OUR DIRECTION, AND THAT WE ACKNOWLEDGE THE SAME TO BE OUR ACT AND DESIRE THE PLAN TO BE DEVELOPED AS SHOWN IN ACCORDANCE WITH ALL APPLICABLE LAWS AND REGULATIONS.	
DOWNTOWN DOVER PARTNERSHIP	DATE
ENGINEERS CERTIFICATION	
I, J. MICHAEL RIEMANN, P.E., HEREBY CERTIFY THAT I AM A REGISTERED ENGINEER IN THE STATE OF DELAWARE, THAT THE INFORMATION SHOWN HEREON HAS BEEN PREPARED UNDER MY SUPERVISION AND TO MY BEST OF MY KNOWLEDGE AND BELIEF REPRESENTS GOOD ENGINEERING PRACTICES AS REQUIRED BY THE APPLICABLE LAWS OF THE STATE OF DELAWARE.	
J. MICHAEL RIEMANN, P.E.	DATE

BECKER MORGAN GROUP

ARCHITECTURE
ENGINEERING

Delaware

309 South Governors Avenue
Dover, DE 19904
302.734.7950

The Tower at STAR Campus
100 Discovery Boulevard, Suite 102
Newark, DE 19713
302.369.3700

Maryland

312 West Main Street, Suite 300
Salisbury, MD 21801
410.546.9100

North Carolina

3333 Jaeckle Drive, Suite 120
Wilmington, NC 28403
910.341.7600

www.beckermorgan.com

DSP

PROJECT TITLE

DOWNTOWN DOVER PARTNERSHIP DOVER MOBILITY CENTER HUB

S. GOVERNORS AVE. CITY OF DOVER KENT COUNTY, DE

SHEET TITLE

COVER SHEET AND OVERALL SITE PLAN

0 10 20 40
SCALE: 1" = 20'

ISSUE BLOCK

1	8-1-25	CITY OF DOVER PLANNING COMMISSION UPDATE
MARK	DATE	DESCRIPTION
LAYER/STATE, C/D/I		

PROJECT NO.: 2023314.00

DATE: 12-05-24

SCALE: 1" = 20'

DRAWN BY: A.J.S. / PROJ. MGR.: M.J.H.

SHEET

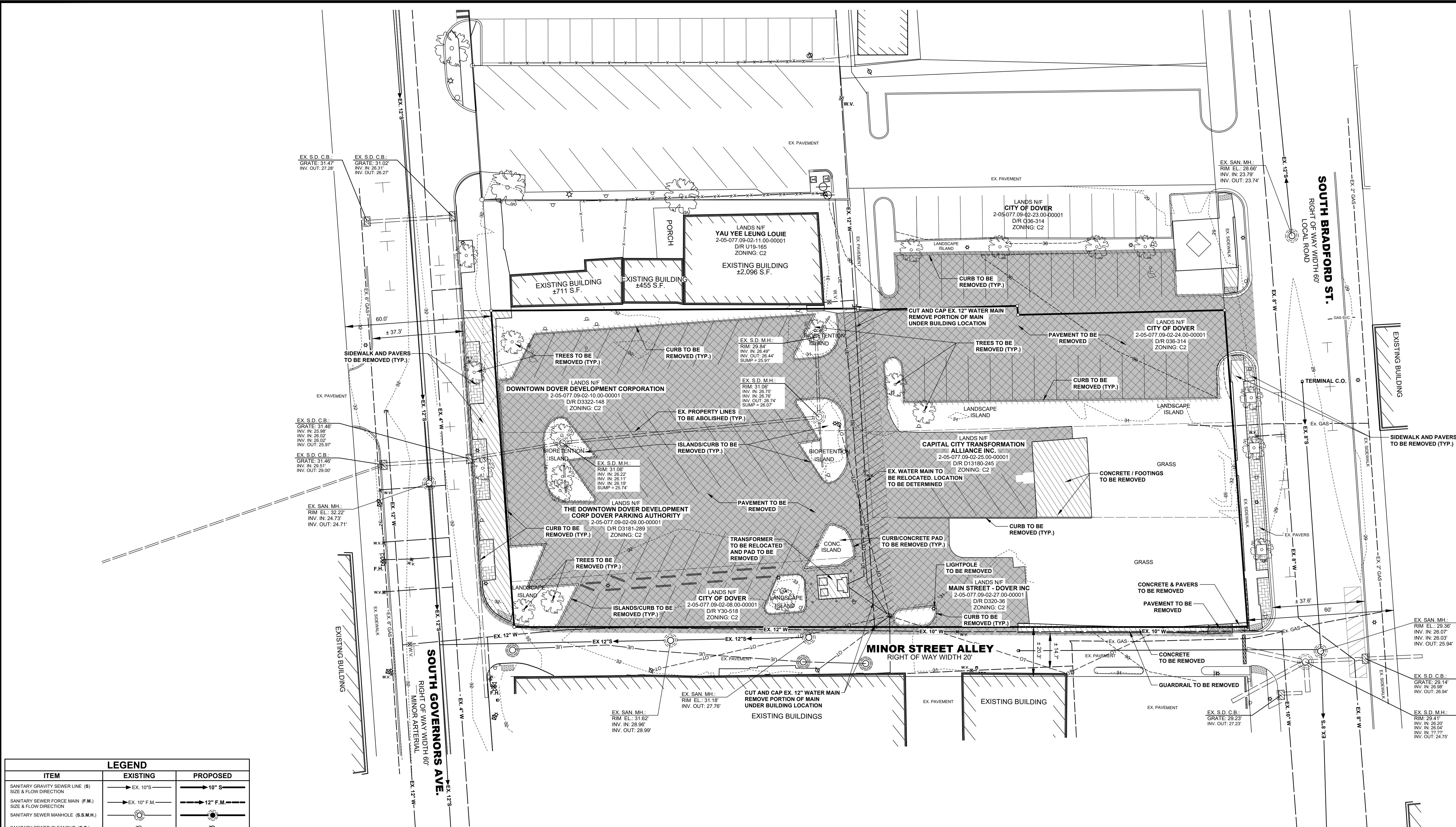
C-001

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Item 4.

100

F:\AutoCAD\Projects\2024\2024314\DWG\2024314-SITE-C3D21.dwg, Jul 31, 2025 - 4



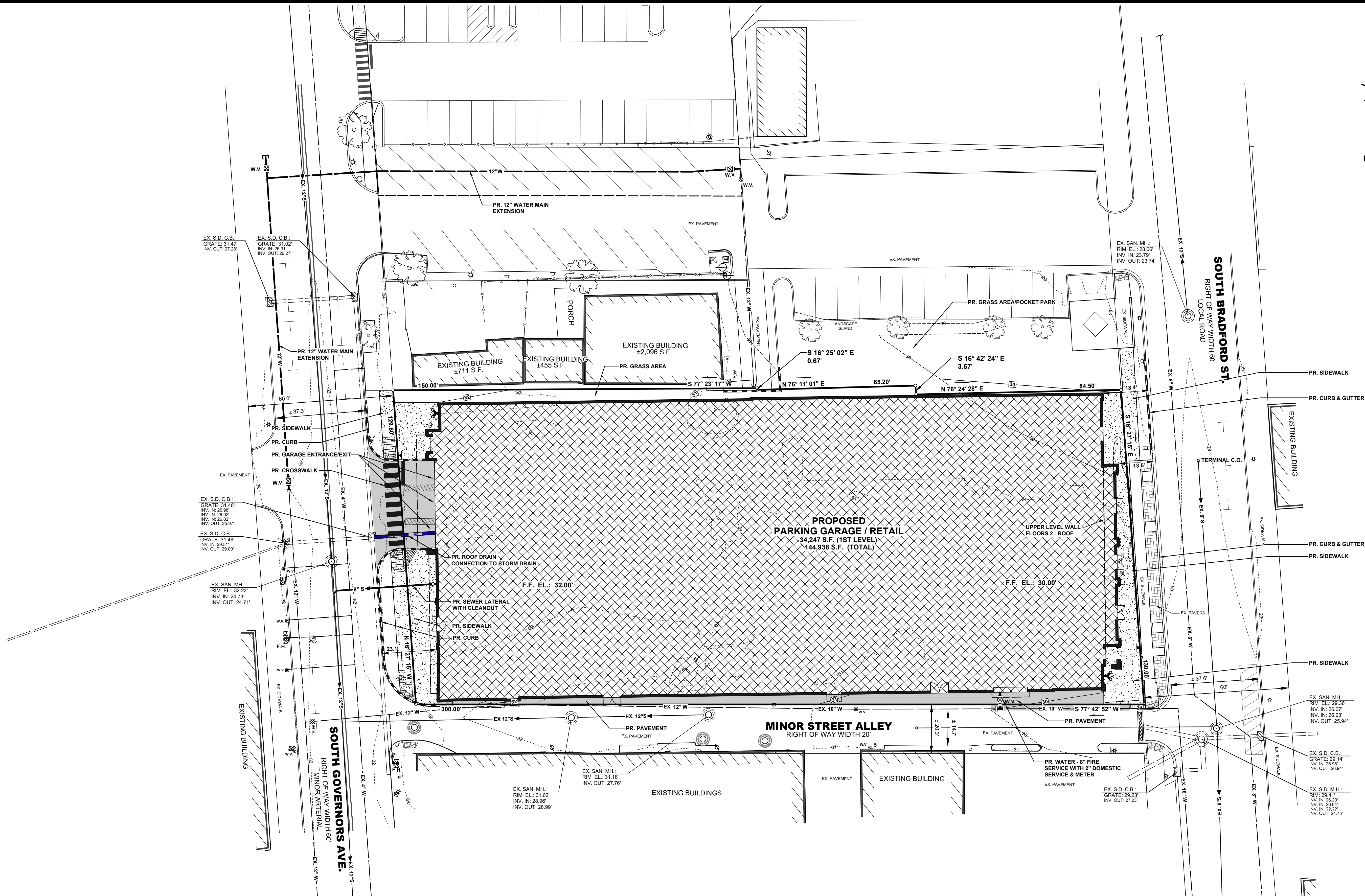
LEGEND		
ITEM	EXISTING	PROPOSED
SANITARY GRAVITY SEWER LINE (S) SIZE & FLOW DIRECTION	→ EX. 10" S	→ 10" S
SANITARY SEWER FORCE MAIN (F.M.) SIZE & FLOW DIRECTION	→ EX. 10" F.M.	→ 12" F.M.
SANITARY SEWER MANHOLE (S.S.M.H.) SIZE & FLOW DIRECTION	→ EX. 10" S	→ 12" S
SANITARY SEWER CLEANOUT (C.O.)	→ EX. 10" W	→ 12" W
WATER MAIN & SIZE	→ EX. 10" W	→ 12" W
FIRE HYDRANT (F.H.)	→ EX. F.H.	→ F.H.
WATER VALVE (W.V.) OR METER (W.M.)	→ W.M. W.V.	→ W.M. W.V.
STORM DRAIN MANHOLE (S.D.M.H.)	→ EX. S.D.M.H.	→ S.D.M.H.
STORM DRAIN LINE (CMP, RCP, HDPE)	→ EX. S.D.M.H.	→ S.D.M.H.
CATCH BASIN (C.B.)	→ EX. C.B.	→ C.B.
UTILITY POLE W/ OVERHEAD SERVICE (TELEPHONE (O.T.), ELECTRIC (O.E.))	→ EX. U.E.	→ U.E.
UNDERGROUND ELECTRIC (U.E.)	→ EX. U.T.	→ U.T.
UNDERGROUND TELEPHONE (U.T.)	→ EX. 2" G	→ 2" G
UNDERGROUND GAS MAIN (G)	→ EX. 2" G	→ 2" G
CONCRETE CURB & GUTTER	→ EX. 2" G	→ 2" G
CONCRETE SIDEWALK, SLAB / PAVING OR PARKING LOT	→ EX. 2" G	→ 2" G
IMPERVIOUS SURFACED ROAD, DRIVE OR PARKING LOT	→ EX. 2" G	→ 2" G
INDIVIDUAL TREE OR BUSH	→ EX. 2" G	→ 2" G
WIRE FENCE	→ EX. 2" G	→ 2" G
CHARLINK FENCE	→ EX. 2" G	→ 2" G
STOCKADE FENCE	→ EX. 2" G	→ 2" G
STRUCTURE (CONCRETE, WOOD, METAL, ETC.)	→ EX. 2" G	→ 2" G
DRAINAGE DITCH OR SWALE	→ EX. 2" G	→ 2" G
WETLAND BOUNDARY LINE	→ EX. 2" G	→ 2" G
CONTOUR	→ EX. 2" G	→ 2" G
ELEVATION SPOT SHOT	→ EX. 2" G	→ 2" G
BENCHMARK	→ EX. 2" G	→ 2" G
PROPERTY OR RIGHT-OF-WAY LINE	→ EX. 2" G	→ 2" G
CENTERLINE	→ EX. 2" G	→ 2" G
LIGHT POLE	→ EX. 2" G	→ 2" G

DEMO LEGEND	
	BUILDING DEMO
	SIDEWALK DEMO
	PAVEMENT DEMO

DOWNTOWN DOVER
PARTNERSHIP
DOVER
MOBILITY
CENTER
HUBS. GOVERNORS AVE.
CITY OF DOVER
KENT COUNTY, DEEXISTING
CONDITIONS AND
DEMOLITION PLAN

ISSUE BLOCK

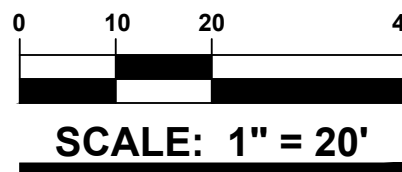
MARK	DATE	DESCRIPTION
1	8-1-25	CITY OF DOVER PLANNING COMMISSION UPDATE
PROJECT NO.: 2024314.00		
DATE: 12-05-24		
SCALE: 1" = 20'		
DRAWN BY: A.J.S. / PROJ. MGR.: M.J.H.		
SHEET		
C-101		
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PROJECT TITLE

**DOWNTOWN DOVER
PARTNERSHIP
DOVER
MOBILITY
CENTER
HUB**S. GOVERNORS AVE.
CITY OF DOVER
KENT COUNTY, DE

SHEET TITLE

**SITE, UTILITY, &
GRADING PLAN**

ISSUE BLOCK

1	8-1-25	CITY OF DOVER PLANNING COMMISSION UPDATE
MARK	DATE	DESCRIPTION
LAYER/STATE	C-201	
PROJECT NO.:		2024314.00
DATE:		12-05-24
SCALE:		1" = 20'
DRAWN BY:		A.J.S. / PROJ. MGR.: M.J.H.
		SHEET

C-201

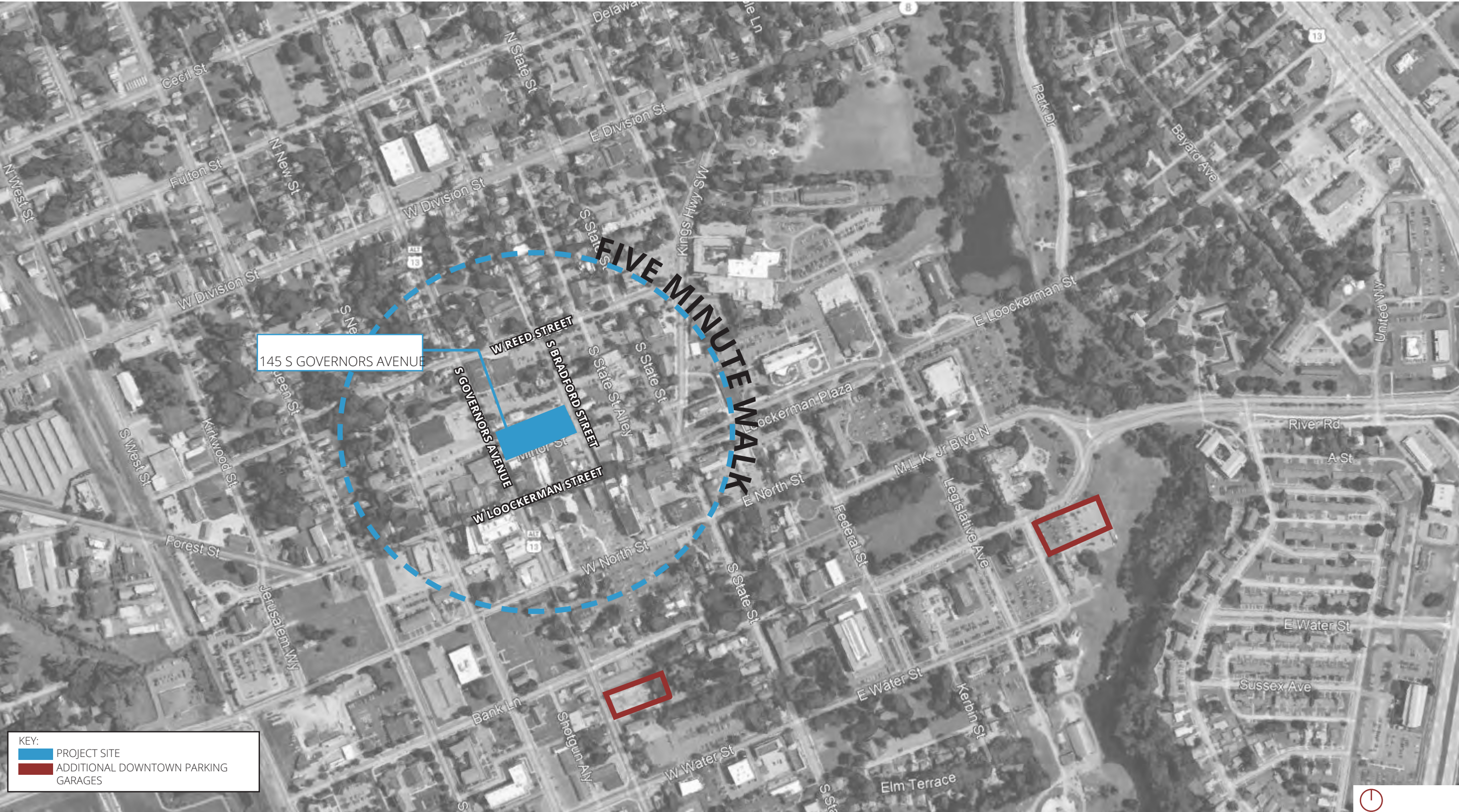
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DOVER MOBILITY CENTER **GARAGE**

DOVER, KENT COUNTY, DELAWARE
DOWNTOWN DOVER PARTNERSHIP | EDiS, COLONIAL PARKING + MOSAIC DEVELOPMENT PARTNERS JV

PLANNING COMMISSION PRESENTATION





SITE SELECTIONS AND CONSIDERATION



SOURCE: ESRI COMMUNITY MAPS, CITY OF DOVER

IDEAL LOCATION

- Master Plan identified Bradford Street Parking Lot
- Location: Between S Bradford, S Governors, and

VIABLE SITES ACQUIRED

- Identified parcels owned by DDP, City of Dover; 150 S Bradford Street under contract by DDP.

SITE CONTEXT

- Site located one block north of Loockerman Street.

ENVIRONMENTAL CONSIDERATIONS

- Impacted properties identified.
- Mitigation planned / in-progress.

ADDRESSES AND PARCEL ID

132 S. Bradford Street

Parcel ID: ED05-077.09-02-23.00

133 S. Governors Ave

Parcel ID: ED05-077.09-02-10.00

136 S. Bradford Street

Parcel ID: ED05-077.09-02-24.00

139 S. Governors Ave

Parcel ID: ED05-077.09-02-09.00

145 S. Governors Ave

Parcel ID: ED05-077.09-02-08.00

150 S. Bradford Street

Parcel ID: ED05-077.09-02-27.00

148 S. Bradford Street

Parcel ID: ED05-077.09-02-25.00

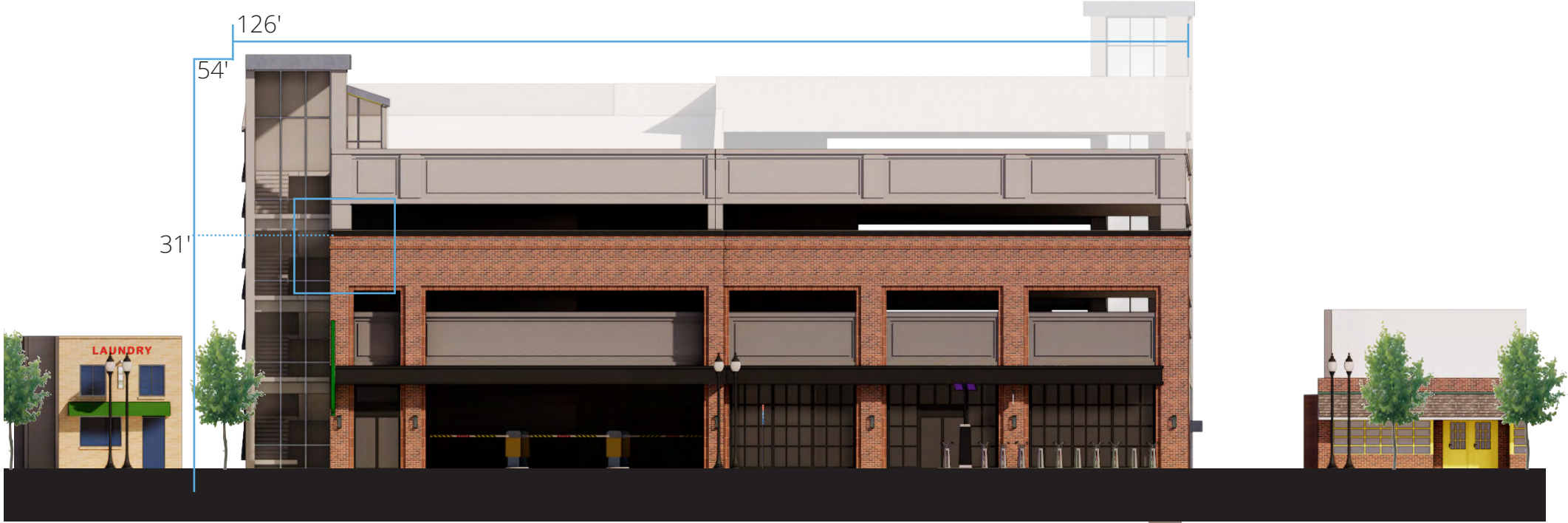


ELEVATIONS



W: WEST ELEVATION - CLOSE - UP

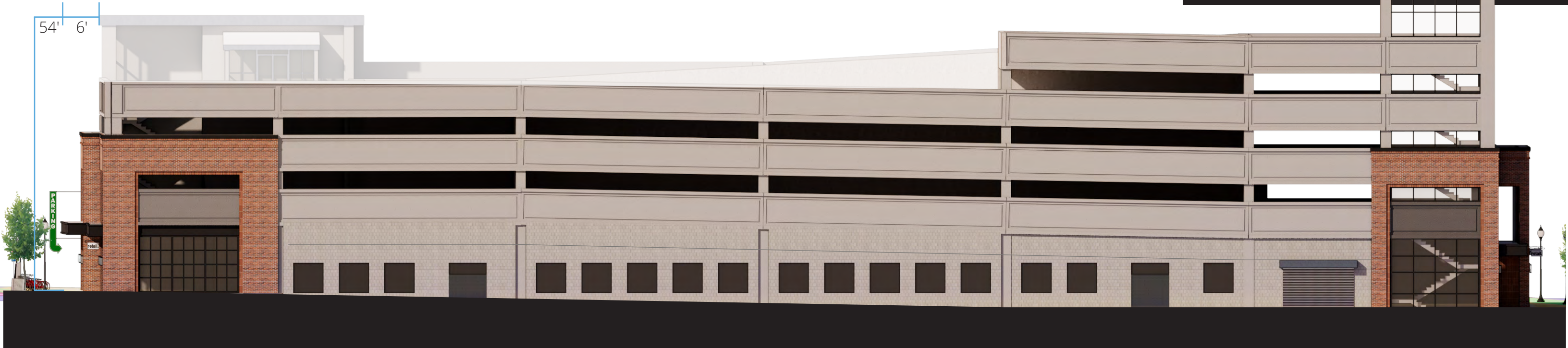
- KEY:
- 1 BRICK
 - 2 PRE-CAST CONCRETE
 - 3 STOREFRONT / GLAZING
 - 4 PAINTED METAL



W: WEST ELEVATION - S GOVERNORS AVENUE

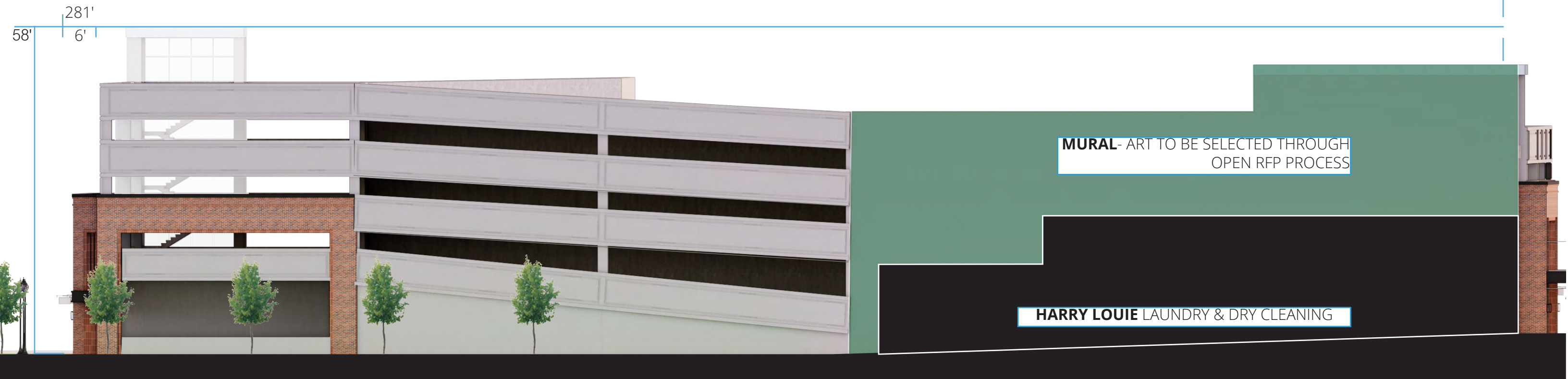
E: EAST ELEVATION - S BRADFORD STREET





S: SOUTH ELEVATION - MINOR STREET ALLEY

N: NORTH ELEVATION





A: VIEW LOOKING NORTH-EAST FROM S GOVERNORS AVENUE



DATA SHEET FOR SITE PLAN REVIEW & ARCHITECTURAL REVIEW CERTIFICATION

DEVELOPMENT ADVISORY COMMITTEE MEETING OF September 3, 2025

PLANNING COMMISSION MEETING OF September 15, 2025

<u>Plan Title:</u>	The Governor: Mixed-Use Building at 120 S. Governors Avenue, S-25-11
<u>Plan Type:</u>	Site Development Plan
<u>Location:</u>	On the west side of South Governors Avenue and halfway between Reed Street and West Lookerman Street in Dover, DE
<u>Owners:</u>	Downtown Dover Development Corporation c/o Downtown Dover Partnership and the City of Dover (parcels at 105 and 115 S. New Street)
<u>Addresses:</u> <u>(Related Properties)</u>	120 South Governors Avenue 105, 111, and 115 South New Street
<u>Tax Parcel:</u> <u>(Related Properties)</u>	ED-05-077.09-01-44.00-000 ED-05-077.09-01-37.00-000, ED-05-077.09-01-42.00-000, ED-05-077.09-01-43.00-000
<u>Size:</u>	1.7622 acres +/- (main parcel) 1.9813 acres +/- (total of all parcels)
<u>Present Uses:</u>	Vacant lot – Building with former auto retail store and child daycare center was demolished
<u>Proposed Use:</u>	Mixed Use Commercial (Grocery, retail, restaurant, child day care center) and Multi-family Housing (Apartments) and associated parking
<u>Zoning:</u>	C-2 (Central Commercial Zone) H (Historic District Zone)
<u>Building Area:</u>	Total Square Feet: 139,306 square feet (also listed as 169,080 SF)
<u>Off Street Parking:</u>	13 vehicle parking spaces including 1 van accessible ADA parking space, and 40 bicycle parking spaces
<u>Sewer & Water:</u>	City of Dover
<u>Waiver Requests:</u>	Opaque Barrier – Elimination of Fence Component Tree Mitigation Plan (for off-site tree planting)
<u>For Consideration:</u>	Architectural Review Certification Parking Strategy Statement Active Recreation Area Plan

CITY OF DOVER
DEVELOPMENT ADVISORY COMMITTEE
APPLICATION REVIEW COMMENTARY
D.A.C. MEETING DATE: September 3, 2025

**City of
Dover
Planning
Office**

APPLICATION: The Governor: Mixed-Use Building at 120 South Governors Avenue

FILE #: S-25-11

REVIEWING AGENCY: City of Dover Planning

CONTACT PERSON: Dawn Melson-Williams, AICP PHONE: 302-736-7196

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

I. PLAN SUMMARY

This Application is for Review of a Site Development Plan Application and associated Architectural Review Certification to permit construction of a mixed use commercial and multi-family (apartment) building in Downtown Dover, to be located between South Governors Avenue and South New Street, midway between Reed Street and West Loockerman Street. The proposal includes a four-story, 139,306 SF Mixed-Use Building that includes space for retail, child daycare, 120 residential apartments, and a roof-top courtyard, with 13 vehicle parking spaces and associated site improvements. The 1.76+/- acre main property is a vacant lot that was formerly an auto parts retail store and daycare center. The property is zoned C-2 (Central Commercial Zone) and is subject to H (Historic District Zone). The owners of record include the Downtown Dover Development Corporation c/o Downtown Dover Partnership and the City of Dover. Property Addresses: 120 South Governors Avenue, 105 South New Street, 111 South New Street, and 115 South New Street. Tax Parcels: ED-05-077.09-01-44.00-000, ED-05-077.09-01-37.00-000, ED-05-077.09-01-42.00-000, and ED-05-077.09-01-43.00-000.

The Project Site is subject to Application HI-25-02 Mixed-Use Building at 120 South Governors Avenue. At the July 17, 2025 meeting of the Historic District Commission, the Commission considered the Application and have provided a Recommendation on the Architectural Review Certification for the project. *(See attached Recommendation Report.)*

Previous Applications

The property owners are the Downtown Dover Development Corporation c/o Downtown Dover Partnership and the City of Dover. On June 20, 2024, the Historic District Commission granted approval of the Architectural Review Certification allowing demolition of the previous structure, a one-story Auto Parts/AutoPlus retail store and daycare center, located at 120 South Governors Avenue (HI-24-05). On March 14, 2025, the applicant submitted the initial filing of the application for redevelopment to the Historic District Commission. The application was held at the request of the applicant while additional design refinements were made to the submission. The applicant made design changes to the proposal and submitted an updated 120 South Governors Avenue Mixed-Use

Development Narrative Letter, Site Plan set, and Architectural Graphics set with building elevations and 3-D views, to the Department of Planning and Inspections on June 13, 2025. It was reviewed as HI-25-02 before the Historic District Commission on July 17, 2025.

There was previous proposal in 2011 for demolition of the building and redevelopment of the property with applications HI-11-04 Acme Site Redevelopment Master Plan and S-11-11 Lands at DDP at 120 South Governors Avenue: Master Plan. The plans were never finalized and expired.

Preliminary Land Use Services Review (PLUS):

The PLUS Review is required by a City of Dover Memorandum of Understanding (MOU) for certain types of projects. Due to its Downtown Dover Redevelopment Target Area, this project was not required to complete PLUS Review process.

II. PROJECT DESCRIPTION

The application proposes construction of a mixed-use commercial and multi-family (apartment) building with associated site improvements for the development of ‘The Governor.’ The property is located on the west side of South Governors Avenue and midway between Reed Street and West Loockerman Street. It is bounded by South New Street on the west. The four-story structure is being designed to include 120 residential apartment units, a rooftop courtyard, grocery, retail and restaurant spaces, and a child day care facility with other site improvements such as a parking lot, courtyard, and landscaping. *Capital City 2030: Transforming Downtown Dover Master Plan (Capital City 2030)* identified this project as a priority project for the revitalization of Downtown Dover.

The Governor will be located directly across from the proposed Site Plan S-25-01 Dover Mobility Center (Parking Garage), which is also prioritized in the *Capital City 2030*. Additionally, the proposed mixed-use redevelopment project will support an additional revitalization strategy within the Master Plan, which is to increase the number of mixed-income residents living in downtown, provide access to food within Downtown Dover, and increase retail and service opportunities. It is also identified as a Key Project in the Downtown Development District Plan.

Surrounding Land Uses

The subject property is within the Downtown Development District, located one block north of Loockerman Street. The site is bordered by South Governors Avenue to the east and South New Street to the west. As previously noted, the parcels are zoned C-2 (Central Commercial Zone) and within the Historic District. Properties immediately adjacent to the subject project location are also zoned C-2. Others in the immediate area are zoned RG-1 (General Residence Zone). The subject property is currently vacant with recent demolition of the one-story Auto Parts/AutoPlus retail store and daycare center; (known as the Acme site). The largest of the subject parcels is within the H (Historic District Zone), as are properties to the south and east, as well as to the north fronting South Governors Avenue. The smaller parcels that are adjacent to the main subject of this application are outside of the H (Historic District Zone). Properties west of the subject site across South New Street are also outside of the H (Historic District Zone). Surrounding uses are a combination of mixed use and residential, with a church located at the southeast corner of South New Street and Reed Street.

III. ZONING REVIEW

C-2 (Central Commercial Zone)

The subject property is zoned C-2 (Central Commercial Zone). Article 3 §13 of the *Zoning Ordinance* details the permitted uses within the C-2 (Central Commercial Zone) as well as design standards. Article 4, §4.14 provides the bulk standards for the C-2 zone. The subject property fronts on two streets, South Governors Avenue and South New Street. The C-2 zone requires a zero minimum front setback and a zero minimum side setback, but a minimum of five feet if a side setback is provided. Per the Site Data table, the front setback ranges from 6.16 feet on South Governors Avenue to 52.27 on South New Street. Side setback ranges from 10.9 feet on the north lot line to 21.7 feet on the south lot line.

The building height and number of stories (at four stories) are in compliance with the C-2 zone. The floor area ratio (FAR) proposed is 1.81, which is in compliance with the maximum FAR allowed of 5.0. The total lot coverage of the project is listed as 78.6%. The C-2 zone does not have a maximum lot coverage requirement.

The C-2 zoning district also includes some design standards provisions. See the code excerpt below:

Article 3 Section 13

13.5 Design standards. The following standards shall apply to the site and building development in the central commercial zone (C-2):

13.51 Façade articulation. Building facades should incorporate design elements to provide a base, middle, and top of the building to reinforce the pedestrian scale at the street level.

13.52 Height. For buildings greater than four stories in height, then the upper floors above the fourth story shall step back six feet for fifty percent of the width of the primary façade. For buildings greater than six stories, then the upper floors above the sixth floor shall step back an additional six feet on the primary façade. These step back areas may begin at a lower height than these minimums as part of the building design in order to be compatible with the character of the area.

13.53 Step back areas. The step back areas should be open to the sky and can be open air balcony spaces or other design architectural features that are not enclosed spaces.

13.54 Off-street parking. Off-street parking lots shall not be permitted to be situated between the street line and the primary façade of the principal building. Consideration should be given to locating parking to the side or rear of the building.

13.55 Screening. Any off-street parking lots provided shall be screened from the street line by buildings, landscaping, or other means. Off-street parking lots shall be screened from adjacent residential zones and residential uses. This screening provision does not apply to adjacent alleys.

The plan as presented complies with these design standards. The façade on S. Governors Avenue includes step backs at the second floor level and above.

Child Day Care Facility

The proposed use of a portion of the building as a child day care facility is required to be considered as a Conditional Use per *Zoning Ordinance*, Article 5 Section 14 and Article 10 Section 1. When serving more than thirteen (13) children the facility meets the definition as a Child Day Care Center. It also requires a parking rate based on the one space per adult attendant and one space per every ten children and also outdoor play space per State requirements.

H (Historic District Zone)

The main parcel of the project site is located in the H (Historic District Zone) and subject to the provisions of the *Zoning Ordinance*, Article 3 §21 and referenced sections. The H (Historic District Zone) is described in *Zoning Ordinance*, Article 3 Section 21 with the following purpose statement:

Article 3, Section 21. - Historic district (H).

21.1 *Purpose.* The purpose of this historic district regulation is to preserve and enhance that unique character and value of the old portion of Dover as an area of special charm and interest. It is particularly intended that the regulations prevent, in the historic district, any change of conditions that would be deemed to be a disfigurement or degradation of the present unique visual and architectural qualities of the district.

IV. ARCHITECTURAL REVIEW CERTIFICATION

Zoning Ordinance, Article 10 §3.2 outlines the review process for Architectural Review Certification and related building height, bulk, and setback standards. This process begins with Review by the Historic District Commission; this occurred on July 17, 2025.

Review of DESIGN STANDARDS AND GUIDELINES

The subject property is located in the H (Historic District Zone) within the Loockerman Context. The Loockerman Context is described on pages 2-7 and 2-8 of the *Design Standards and Guidelines for the City of Dover Historic District Zone*. The *Design Standards and Guidelines* describe this context as “a coherent, densely-built commercial area that would have an attractive mix of historic and new buildings and related parking.” Location within the Dover Historic District Zone requires proposals for demolition, new construction, building additions, and certain renovation or rehabilitation activities to existing buildings to receive an Architectural Review Certificate.

As stated in the *Design Standards and Guidelines for the City of Dover Historic District Zone*, an Architectural Review Certificate will be granted “if it is found that the architectural style, general design, height, bulk and setbacks, arrangement location and materials affecting the exterior appearance are generally in harmony with neighboring structures and complementary to the traditional architectural standards of the historic district.” In accordance with Article 10 §3.2, the Historic District Commission will provide a recommendation to the Planning Commission regarding the project’s compliance with the architectural review standards.

This proposal must be reviewed for conformity with the design criteria guidelines found in Chapter 3: Maintenance, Repair, Preservation and Restoration of Existing Historic Buildings and Chapter 4: New Construction, Additions, Demolition and Relocation. Information on the review considerations is given below.

New Construction

The *Design Standards and Guidelines* for New Construction (Chapter 4: pages 4-1 through 4-8) provide the design criteria and development guidelines. The guidelines specify the following individual considerations for new construction to be considered in review by the Historic District Commission (and Planning Commission) of the project for Architectural Review Certification:

- Style
- Scale (*building to reflect dominant cornice and roof height of adjacent buildings*)
- Elevation of the First Floor
- Floor-to-Floor heights
- Bays, windows, and doors (*size, relationship, spacing of*)

- Absolute Size (*compare overall size of new building*)
- Massing (*relationship of solid-to-void*)
- Orientation (*location of primary façade*)
- Proportions (*comparison of height to width of building and elements*)
- Materials
- Forms (*shape of building and roof to be complementary*)
- Siting (*location of building on lot and in relation to street*)
- High density/ large-scale construction

Design criteria and development guidelines specific to the Loockerman Historic Context are detailed on page 4-6 of the *Design Standards and Guidelines* and provide that “the siting of new construction in the Loockerman historic context should conform to the building line of adjacent buildings, to reinforce the sense of the ‘wall’ of buildings, especially along Loockerman Street. New commercial buildings should occupy the full width of their lot at the street line. Freestanding “object” buildings that do not conform to the street and lot lines should not be permitted in the Loockerman historic context. Where a commercial building is built adjacent to a vacant lot, it should be built with a party wall in anticipation of subsequent new construction being built adjacent and up to the property line.” The *Design Standards and Guidelines* Chapter 3 includes information about the use of certain materials within the Historic District.

The *Design Standards and Guidelines* note that “the vacant lots to the north and south of Loockerman Street are not desirable locations for large-scale construction, because they are in the transition area between the commercial and residential zoning districts.”

HISTORIC DISTRICT COMMISSION - RECOMMENDATION

The Historic District Commission considered the application HI-25-02 on July 17, 2025, regarding an Architectural Review Certificate for construction of The Governor: Mixed Use Building at 120 S. Governors Avenue. **The Historic District Commission considered the proposal for construction and has provided a recommendation to the Planning Commission in regard to the Architectural Review Certification for the project. The specific recommendation involved consideration of the Design Standards and Guidelines. See attached Recommendation Report from the Historic District Commission.**

The Planning Commission should act upon the Architectural Review Certification as part of any motion to approve this project, or as a separate motion if necessary. In taking this action, the Planning Commission is to consider the standards and guidelines found in Chapter 4 of the Design Standards and Guidelines for the City of Dover Historic District Zone and other referenced sections.

V. PARKING SUMMARY

The C-2 (Central Commercial Zone) does not include a minimum parking requirement. Additionally, Article 6 §3 of the *Zoning Ordinance* states:

For new construction within the downtown redevelopment target area, as described in appendix C of the Dover Code of Ordinances, there is no minimum off-street parking requirement based on use. To utilize this exception, a parking strategy statement must be submitted for review as part of the site development plan approval required by appendix B, zoning, [article 10](#), section 2.

The applicant has submitted a Parking Strategy Statement with the application. A summary of the key points in the Parking Strategy includes the small parking lot of thirteen (13) spaces on the site,

utilization of parking availability in the Dover Mobility Center (Parking Garage), on-site bicycle parking (exterior racks and interior storage areas), and opportunities for other modes of transportation including pedestrian, bicycle, and public transit.

Bicycle Parking

Bicycle parking shall be provided for parking spaces at a rate of one (1) bicycle parking space for every twenty (20) parking spaces. Based on the 13 parking spaces provided, 1 bicycle space is required. The Plans submitted include 40 bicycle parking spaces consists of 20 spaces in an interior storage space and exterior bicycle racks within the west facing court and at the front entry on Governors Avenue.

VI. SITE CONSIDERATIONS

Loading Zone Access and Site Access

The proposed Site Plan has no vehicular access from South Governors Avenue but provides two access points from South New Street with one as an entrance and one as an exit for the one-way circulation. This access leads to the small surface parking lot and the loading zone. A loading zone is shown on the plan along the southern side of the building. This proposed loading zone narrows 21.7' to 18', which may present issues for delivery vehicles to maneuver.

Pedestrian Site Access

The proposed building presents to the sidewalk along South Governors Avenue, proving convenient pedestrian access from the Governors Avenue sidewalk. Most of the parking for this site will be provided by the adjacent Mobility Center, which is located across South Governors Avenue. Direct access via a dedicated mid-block crosswalk or other devices approved by the City and DelDOT should be installed on South Governors Avenue to safe crossing of the road. There is also sidewalk along S. New St with connections leading to the court (plaza) area with multiple building entries.

Trash Strategy

The applicant has submitted a trash strategy that is attached. The *Zoning Ordinance* requires two (2) dumpsters for the first 48 residential units, and one (1) additional for every additional 24 units. The Governor proposes 120 units, requiring five (5) dumpsters. It also requires two (2) dumpsters for any non-residential units, totaling seven (7) dumpsters. The applicant proposes two (2) external dumpsters and seven (7) internal trash rooms.

Opaque Barrier Requirements

Waiver Request – Elimination of Fence Component

The applicant has submitted an attached request to eliminate the opaque barrier portion of the buffer and to require only the continuous evergreen screen portion of the buffer along the entirety of the common property line with the parcel to the north (Lands of Family Legacy) which is currently used as residential. The Landscape Plan shows a hedge planting with Magnolia Tees interspersed as the landscaping screening.

VII. BUILDING ARCHITECTURE

The application proposes a mixed-use commercial and multi-family (apartment) building. The four-story building includes space for retail, daycare, 120 residential apartments, and a roof-top courtyard, with 13 vehicle parking spaces and recreation amenities. The proposed four-story building will be 60 feet tall. The proposed mixed-use building will feature two main material palettes. The first includes a blend of masonry colors, feature material such as copper-brown metal panels, matte black

metal trim, fiber cement panel in neutral tones, and black or dark bronze decorative metal elements and frames which will be wrapped around the building's northeast and southeast corners. The second includes neutral tones of plank siding and fiber cement panel, matte black metal trim, masonry, and black or dark bronze decorative metal elements and window frames. The building's façade on S. Governors Avenue will primarily feature retail frontages that alternate between masonry piers, glazing, fiber cement panel piers, and accent metal panels. Both street-facing elevations follow a brickwork pattern of varying orientations up to cornice lines, where it then transitions to a more muted expression for the upper levels.

The u-shaped form of the building creates an outer court on the west elevation. Per the *Zoning Ordinance*, Article 5 §2.52 defines the "court" limitations where the depth of court can not exceed the width. For this building, the court depth is 111.2 feet as compared to the court width of 51.6 feet. The Planning Commission will need to address this form during the Architectural Review Certification.

VIII. ACTIVE RECREATION AREA PLAN

Residential projects require Active Recreation Areas. The proposed development qualifies for an exemption under Article 5, §10.515 Residential developments located within the Downtown Redevelopment Target Area as defined in Appendix C. Under this provision, the applicant must provide 75 square feet of active recreation per dwelling unit with a minimum of 2,500 square feet provided on site. With 120 units, the required active recreation area is 9,000 SF. The plan identifies a park area with a dog park, playground area, and a connecting path; interior spaces including community spaces and a fitness center; a courtyard wellness area; and a rooftop courtyard amenity of 7,225 SF. The Open Space and Recreation Plan is subject to review by the Parks, Recreation and Community Enhancement Committee and will be presented to the Committee on September 9, 2025. See the attached Active Recreation Area Plan Review Report for details and comments. The Committee will make a recommendation to the Planning Commission.

IX. TREE PLANTING AND LANDSCAPE PLAN

Tree Planting Requirements

The *Zoning Ordinance* further requires tree planting at a rate of one tree per 3,000 SF of non-woodland development area. Based on the total non-woodland area for the submitted plan of 86,307 SF, 29 trees are required to be planted. The Tree Preservation and Density table indicates that 29 trees are required based on a site area of 86,037 SF. The applicant has proposed to retain 7 trees and plant 28 new trees. However, of the new trees only eighteen trees are on the site and ten are planted as street trees. This planting plan will need to be accepted through consideration of a Tree Mitigation Plan as trees are to be planted on-site.

Request for Tree Mitigation Plan

The applicant has submitted a Request Consideration of a Tree Mitigation Plan, requesting that some of required trees be planted off-site as street trees along the street frontages of the subject property. This Tree Mitigation Plan was provided for consideration by the Planning Commission at a rate of 1 tree per 1 deficit tree as per Article 5, Section 16 of the *Zoning Ordinance*; see below. The specific planting locations for the ten (10) off-site tree plantings are documented on the Landscape Plan.

Article 5 Section 16

16.9 *Tree mitigation.*

16.91 *Planning commission waiver.* The planning commission may waive the provisions of subsections 16.52, 16.53, and 16.62, and require replacement planting for mitigation purposes should the planning commission determine, after demonstration by the applicant, that due to physical limitations of the land which would otherwise prohibit the reasonable use of the land, or for purposes of preserving, protecting and promoting the interest of public health, safety, welfare and/or public convenience. All tree mitigation plantings must occur within the corporate limits of the City of Dover. Tree mitigation may occur off-site in accordance with the provisions listed below in this ordinance:

- (a) If a waiver is sought from the provisions of subsection 16.62, new tree plantings are required at a rate of 1:1. All new tree plantings shall meet the minimum size at planting requirements of the City of Dover table of trees.
- (b) If a waiver is sought from the provisions of subsection 16.52 and/or subsection 16.53, then mitigation must be in the form of newly created woodland areas. New woodlands shall be created at a rate of 1.25 times the amount of woodlands to be removed. A woodland mitigation plan shall be prepared by a licensed forester, landscape architect, or certified nursery professional, for the consideration of the planning commission.
- (c) All tree mitigation must occur on-site unless an off-site location is specifically approved by the planning commission. When considering off-site locations for tree mitigation, the commission shall consider:
 - 1) A physical hardship related to the land which would otherwise prohibit compliance on the subject site;
 - 2) Whether the mitigation plan proposed by the applicant is superior in terms of environmental benefits, tree quantity, or aesthetic qualities compared to strict compliance with the ordinance on-site.

X. CITY AND STATE CODE REQUIREMENTS:

The subject proposal has been reviewed for code compliance, plan conformity, and completeness in accordance with the agency's authority and area of expertise. The following items have been identified as elements which need to be addressed by the applicant:

- 1) A Tree Mitigation Plan was submitted as some of the required tree plantings are proposed for off-site planting as street trees. Ten of the new trees are proposed as street trees planted off-site. The Planning Commission must consider this request to grant the waiver to approve the Tree Mitigation Plan.
- 2) The Plan needs to identify the Child Day Care requirements and its compliance thereof; notes should be added to the Plan The Planning Commission must consider this as a Conditional Use application.
- 3) The Waiver Request for the Opaque Barrier to eliminate the fence component along the northern property line where a residential use (multi-unit building) exists. The updated Landscape Plan shows the location of the screening hedge planting. The Planning Commission must consider this Waiver Request.
- 4) Sheet C-001: Confirm that overall floor area of the building as conflicting information is contained within the plan documents.

- 5) The directional arrow on the left lane of the southern South New Street entrance should be updated to indicate that traffic can turn left (into short-term parking) or continue straight. This update should be applied to all sheets.
 - a) Also consider traffic control signage/markings for the loading zone area.
- 6) Provide construction details for the following items but not limited to, dumpster pad/enclosure, traffic control signage, lighting fixtures, bicycle racks, handicap signage, parking spaces, etc.
- 7) Ensure consistency of the plan layout for the designs of the parking lot, playground, dog park, dumpster, etc. between the architectural graphics package versus the Site Plan set.
- 8) Landscape Plan (as Updated 9/4/2025):
 - a) On Sheet Z-100, add the signature box for the signature of the landscape architect.
 - b) Ensure tree planting locations do not conflict with sidewalk paving and comply with separation distances from utilities. Compare to Site Plan sheets.
 - c) Show planting details.
- 9) The construction of the site entrances and street improvements must comply with the requirements of DelDOT and the City of Dover Public Works Department based on street maintenance responsibilities. Governors Avenue is state-maintained, and New Street is city-maintained.
- 10) The Historic District Commission recommended conditional approval of the Architectural Review Certificate for the construction of the project. See attached Recommendation Report for recommended conditions.
 - a) The form of the outer court (depth is twice the width) must be authorized as part of the Architectural Review Certificate since the *Zoning Ordinance* requirement is depth cannot exceed the width.
- 11) The Active Recreation Area Plan must be reviewed by the Council Committee of the Whole: Parks, Recreation, and Community Enhancement Committee. See separate Recommendation Report.
- 12) Any Erosion & Sediment Control Plans and Stormwater Management Plans granted approval by the Kent Conservation District must reflect the Site Plan layout and design conditionally approved by the Planning Commission and be in compliance with the *Zoning Ordinance* and technical review requirements of other agencies.
- 13) Clarify if a parcel consolidation is proposed to consolidate the main development parcels with the three small parcels on S. New Street. A separate Record Plan sheet will be required.
- 14) The Final Plan set must include notes documenting any action taken by the Planning Commission on the requested waivers and must list any additional conditions of approval.

XI. RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES:

In accordance with the *Zoning Ordinance*, Article 10 §2.2, the Planning Commission in considering and acting upon Site Development Plans may prescribe appropriate conditions and safeguards so

that the public health, safety, and welfare, the comfort and convenience of the public in general, and the residents of the immediate neighborhood in particular shall be taken into consideration. These safeguards may to the maximum extent possible further the expressed intent of the *Zoning Ordinance* and the accomplishment of several objectives in particular listed in subsections 2.21 to 2.28.

- 1) Conditional Use – Child Day Care Center: Staff recommends approval of the use for a Child Day Care Center to be part of this Mixed Use Building as it is a service readily needed in residential areas. It is also within walking distance of other residential neighborhoods and employment.
- 2) Architectural Review Certification: Staff recommends conditional approval of the Architectural Review Certificate for the construction of The Governor: Mixed Use Building at 120 S. Governors Avenue finding that the building to be of a design compatible with the intent of the *Design Standards and Guidelines for the City of Dover Historic District Zone*.
 - a) Staff provided a series of recommendations and comments regarding the Architectural Review Certification and review of the project for compliance with the *Design Standards and Guidelines*. These items were previously identified during the review of the project by the Historic District Commission. See HDC Recommendation Report.
 - b) This approval would also include authorization for the dimensions of the outer court as presented. The outer court may still be subject to other Building Code or Fire Code compliance requirements.
- 2) Waiver Requests: Staff recommends approval of the Waiver Request for the Opaque Barrier to Eliminate the Fence Component finding that the landscape screening is sufficient. The Planning Staff also finds the Tree Mitigation Plan acceptable to plant some of the required trees as street trees adjacent to the site.
- 3) Staff recommends installing parking bumpers on parking spaces to provide additional space between vehicles and light poles.
- 4) Traffic Considerations: Most of the parking for the residents and visitors to The Governor will be provided across South Governors Avenue at the Dover Mobility Center (Parking Garage). A mid-block crossing should be considered to clearly define a convenient and safe location for Mobility Center users to cross. The applicant should also clearly indicate how the loading zone will be used by delivery vehicles.

XII. ADVISORY COMMENTS TO THE APPLICANT:

- 1) The Planning Commission should act upon the Architectural Review Certification as part of any motion to approve this project, or as a separate motion if necessary.
- 2) The Planning Commission should act upon the request for waivers as part of any motion regarding this project application, or as a separate motion as necessary. Note: All waivers are at the discretion of the Planning Commission. The Commission may approve or deny waiver requests.
- 3) In the event that major changes and revisions to the Site Plan occur in the finalization of the Plan contact the Department of Planning and Inspections. Examples include relocation of site components like paving and increases in building footprint. These changes may require resubmittal

for review by the Development Advisory Committee, Historic District Commission, Planning Commission, or other agencies and commissions making recommendations in regard to the Plan.

- 4) Following Planning Commission approval of the Site Plan, the Plan must be revised to meet all conditions of approval from the Development Advisory Committee or as otherwise noted. A Check Print must be submitted for review by Planning Office Staff and the other commenting agencies. Upon determination that the Plan is complete and all agency approvals have been received; copies of the Plan may be submitted for final endorsement (Final Plan Approval).
- 5) Other agencies and departments which participate in the Development Advisory Committee may provide additional comments related to their areas of expertise and code requirements.
- 6) Clarify the status of the ownership status of the parcels at 105 and 115 S. New Street as there is a specific process for the disposal of City owned properties.
- 7) If any specialized evaluation and review of this area was completed to determine any environment contamination and/or the site's participation in any environmental remediation program. Provide copies of any agency approvals/permits to the Planning Office so that we may be aware of any specific conditions of redevelopment.
- 8) The applicant/developer shall be aware that prior to any ground disturbing activities on the site the appropriate Site Plan approvals, Pre-Construction meetings, site inspections and permits are required.
- 9) Construction and demolition will have an effect on the adjacent property owners, employees of adjacent buildings, and nearby sidewalks and streets. Any work requiring the closing or rerouting of potential customers, employees, or visitors to the adjacent properties (including those who park in the existing parking lot), and streets should be coordinated as to offer the least amount of inconvenience.
- 10) For building new construction, the requirements of the building code and the fire code must be complied with. Consult with the Building Inspection Staff and City of Dover Fire Marshal regarding these requirements. The resolution of these items may impact the site design including such items as building dimensions and height, building openings, and fire protection needs, etc.
- 11) The applicant shall be aware that Site Plan approval does not represent a Building Permit and associated construction activity permits. A separate application process is required for issuance of a Building Permit from the City of Dover. Building Permits will be required for each building.
- 12) The applicant shall be aware that Plan approval does not represent a Sign Permit, nor does it convey permission to place any sign on the premises. Any proposed site or building identification sign may require a Sign Permit from the City of Dover prior to placement of any such sign in accordance with *Zoning Ordinance* Article 5 §4.
- 13) The proposed development will also be subject to City of Dover Business Licenses, Public Occupancy Permits, and Rental Dwelling Permit upon completion of construction.

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



CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

STAFF D.A.C. MEETING DATE: AUGUST 27, 2025



APPLICATION: The Governor: Mixed Use Building at 120 S Governors Avenue

FILE #: S-25-11

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

1. Every commercial customer shall provide such premises with a sufficient number of solid waste containers to provide adequate capacity for the solid waste placed out for collection without overloading the capacity of the containers. The City of Dover shall provide commercial customers with a maximum of two (2), 90-gallon trash containers and two (2), 90-gallon recycling containers.
2. Trash collection site shall be oriented for side-loading pick-up if customer is utilizing City of Dover sanitation services.
3. Any commercial customer requiring more containers, or larger containers, than provided above, must utilize private service.

STORMWATER

1. Final site plan approval will not be granted until a copy of the approved Stormwater/Erosion and Sediment Control Plan from Kent Conservation District is submitted to our office.
2. The size, length, slope, type and flow directions must be shown on all existing and proposed storm sewer lines. Rim and invert elevations must be labeled on all stormwater structures.

STREETS

1. Final site plan approval will not be granted until a letter of no objection, signed by DelDOT is submitted to our office.
2. The current City of Dover standard street section provides for a 3' grass strip between the curb and sidewalk. This standard was administratively revised to meet ADA and FHA compliance with cross slope requirements and to prevent cars from scrapping at driveways. The revised standard utilizes a five feet (5') wide public sidewalk with a five feet (5') wide grass strip behind the curb. Sidewalk and curb shall be installed for the width of the project scope.
3. Please add the following notes to the plans:
 - a. Standard City of Dover sidewalk, as per chapter 98, article IV of the Dover Code of Ordinances, shall be required to be installed along the entire public street frontage of a property. Where frontage sidewalk exists but does not meet the standards of chapter 98, article IV, the sidewalk shall be re-laid to meet the standards. Sidewalk shall include barrier-free

access ramping at points of intersection with street crossings and at other locations so as to afford reasonable barrier-free pedestrian movement and site access.

- b. In accordance to Appendix A, Article VI, Section B.3, all sidewalks shall ascend from the curbstone to the building line at the ratio of one-quarter of an inch to the foot. Nothing in this section shall be construed to affect any pavement previously laid by order of the city council, until it is taken up and relaid.

WATER

1. All water utility components must meet the requirements of the Water Wastewater Handbook, effective date March 22, 2010. Please contact our office for more information.
2. The following notes must be added to the plans:
 - a. Hydrant connections by the contractor are prohibited. This method may not be utilized during any phase of the project.
 - b. Any existing water lines not to be utilized by the proposed facility must be properly abandoned at the mains in accordance with the City of Dover Department of Water & Wastewater specifications and requirements.
 - c. The site contractor shall contact the City of Dover Department of Water & Wastewater Construction Manager at (302) 736-7025 prior to the start of construction. A representative from the City of Dover Department of Water & Wastewater must observe and approve all City owned water and sanitary sewer interconnections and testing. All water taps must be performed by a City of Dover approved contractor. The proposed location for the water connection may need to be adjusted in the field due to conditions of the existing main. Possible conditions that would require tapping relocation include proximity to pipe joints, other taps, concrete encasements, conflict with other utilities, and the like. Test holes must be performed by the contractor to determine the best tapping location. The City of Dover will not be held responsible for field conditions requiring adjustment of the tapping location or for any work required by the contractor to make an appropriate and lawful connection.
3. The size, type, and location of all proposed and existing water lines and valves must be shown on the plan. Please be advised that effective May 1, 2022, water mains can now be constructed using DR 18 PVC.
4. Water usage projections (peak demand or plumbing fixtures) must be submitted to our office to correctly determine the size of the domestic and irrigation (if applicable) water meter for the proposed buildings. These projections must be submitted prior to approval so the meter size can be placed on the final site plan. The proposed water meters must be installed in a pit per City of Dover requirements and manufacturer's recommendations. Also, a dual check valve is required downstream of the meter.
5. The domestic service, fire main connection and valves must be clearly shown for each building. A valve must be installed at the tee to isolate combined fire and domestic water service to the building from the water loop. Typically, this valve is installed at the tee or an acceptable distance from the building. A valve must be provided on the domestic water service, which must be tapped off of the combined eight-inch (8") fire/domestic service outside of the building. The domestic water tap and valve should be as close to the building as possible. Typically, the domestic tap and valve are located within five feet (5') to ten feet (10') of the building. A blow up detail of this layout is recommended.
6. Provide a construction detail for the proposed restraining system for the fire main located within the buildings. There shall only be one (1) water service per building. The Department of Water & Wastewater will test and inspect all fire mains to a blind flange located inside the buildings. The blind flange with tap is used for hydrostatic pressure testing (200 psi for two (2) hours) and dechlorination. The flange must be restrained in the direction of the pipe entering the facility. A pipe entering horizontally through a wall sleeve shall be restrained with rods through the wall. A pipe entering vertically through a slab shall be restrained through the floor to the ninety degree (90°) bend and thrust block. All rods shall be a minimum of ¾" all thread. All pipes through walls and slabs must be Class 52 cement lined ductile iron pipe. Confirm particulars to meet this requirement with mechanical designer.
7. Water services shall be either type K copper or SDR-9. 1. All non-metallic water lines (mains and services) shall be installed with a tracer wire and identification tape. The wire shall be a minimum of twelve (12) gauge blue coated solid copper wire, wrapped around the pipe, and extending up into all valve and curb boxes. The identification tape shall be six-inches (6") wide, laid one foot (1') above the pipe, with the following text: "Caution: Buried Water Line Below". 3M marker balls, model 1423-XR, or approved equal shall be installed at every service line connection to the water main and all bends on the service line.

8. On October 24, 2022, City of Dover Council approved the new Cross Connection Control Program. This program requires certain backflow prevention assemblies on water service connections to the city's distribution system. Please provide a specific description of the activities in this building.
9. Prior to final site plan approval, a plan must be submitted and agreed upon for the 12" water main relocation that is currently located in the alley. The 12" water main shall be cut and capped north of the proposed development with a blow off assembly.
10. A fire hydrant shall be installed at the end of the water main extension in S Governors Avenue.

WASTEWATER

1. All wastewater utility components must meet the requirements of the Water Wastewater Handbook, effective date March 22, 2010. Please contact our office for more information.
2. The following notes must be added to the plans:
 - a. Any existing sanitary sewer lines not to be utilized by the proposed facility must be properly abandoned at the mains in accordance with the City of Dover Department of Water & Wastewater specifications and requirements.
 - b. Part II, Chapter 180, Article III, Section 180-10 of the Code of Kent County requires that "no person shall discharge or cause to be discharged any stormwater, surface water, uncontaminated groundwater, roof runoff, subsurface drainage, uncontaminated noncontact cooling water or unpolluted industrial process waters to any sanitary sewer", this shall include condensate. Sec. 110-231 of the City of Dover Code defines storm sewer as "...any system used for conveying rain water, surface water, condensate, cooling water or similar liquid wastes, exclusive of sewage." The contractor, developer, owner and designers shall ensure during construction that no illegal discharges to the sanitary sewer system are created with the site improvements.
3. The size, length, slope, type and flow directions must be shown on all existing and proposed sanitary sewer lines. Rim and invert elevations must be labeled on all sanitary structures.
4. Cleanouts must be installed on sanitary sewer laterals within five feet (5') of the building, one foot (1') outside of the right-of-way and at all bends. Any cleanout located within a traffic bearing location shall be installed with a heavy duty cast iron frame and cover to prevent damage to the cleanout and lateral.
5. Sizing (flow) calculations must be submitted for all sanitary sewer mains showing that velocity and all other requirements are met.
6. The minimum size of all sanitary sewer laterals shall be six-inch (6").
7. If kitchen facilities are proposed a minimum 1,000 gallon, two chamber grease trap, meeting all Kent County ordinance requirements, must be provided. A construction detail for the proposed grease trap, as well as the proposed location, must be provided on the plan.
8. Depending on the effluent flow, the downstream pump station may be required to be evaluated by the developer / engineer to verify it can handle the additional effluent flow.

GENERAL

1. All existing utilities shall be adjusted to final grade in accordance with current City of Dover requirements and practices. This must be included as a note on the plan.
2. No trees may be planted within ten feet (10') of utility infrastructure.
3. No structure may be installed within ten feet (10') of utility infrastructure, please depict all underground utilities and structures on the utility plan sheet to confirm compliance.
4. The final site plan must be submitted in the following compatible digital formats:
 - a. AutoCAD 2018 (.dwg format).
 - b. Adobe Reader (.pdf format).

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES

SANITATION / STORMWATER / STREETS / WATER / WASTEWATER / GENERAL

1. None.

ADVISORY COMMENTS TO THE APPLICANT

WATER

1. The City of Dover water system is available to this site. The developer is responsible for all costs associated with extending and providing service to the proposed development.
2. Prior to plan approval, the water system plans must be submitted to the Division of Public Health, Office of Drinking Water for review and approval. The owner/developer will be responsible for providing all completed forms and plan sets to the City of Dover as required for submission to the Office of Drinking Water. Plans will not be submitted to the Office of Drinking Water until review has been completed by our office.
3. Hydrant flow testing is currently only performed during the spring and fall. The applicant must call the Department of Water & Wastewater directly to schedule these tests. This applies to both existing hydrants as well as those proposed for the site.
4. Water impact fees will be required to be paid prior to Certificate of Occupancy for this project.

WASTEWATER

1. The City of Dover sanitary sewer system is available to this site. The developer is responsible for all costs associated with extending and providing service and capacity to the proposed development.
2. Prior to plan approval, it may be required to submit the sanitary sewer system plans to the DNREC, Division of Water Resources, Surface Water Discharges Section for review and approval. The owner/developer is responsible for providing all application fees, completed forms and plan sets directly to DNREC.
3. Profiles of the sanitary sewer main must be provided with the construction plans. All water, sanitary sewer and storm sewer crossings must be shown on the profiles.
4. Wastewater impact fees will be required to be paid prior to Certificate of Occupancy for this project.

GENERAL

1. The applicant is advised that depending upon the size of the existing water service and sanitary sewer lateral to be abandoned, flowable fill may be required.
2. Construction plans will not be reviewed by our office unless all previous comments have been clearly addressed within the plan set and accordingly identified within an itemized response letter and with the Water/Wastewater Initial Plan Submission Checklist, which can be obtained from the following website: https://imageserv9.team-logic.com/mediaLibrary/198/WaterWastewaterHandbookFinal_1.pdf, page 88.

SANITATION / STORMWATER / STREETS

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 ELECTRIC

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

STAFF D.A.C. MEETING DATE: AUG 27, 2025

APPLICATION: The Governor: Mixed Use Building at 102 S Governors Avenue

FILE #: S-25-11

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

1. The roadway and curbing must be in.
2. The right-of-way must be within 6" of final grade.
3. The property corners must be staked.
4. Owner is responsible for locating all existing underground electric, communications and water facilities.
5. Owner is responsible for installing all conduits and equipment pads per the City of Dover Engineering Department specifications.
6. Owner is responsible for site and/or street lighting.
7. Meter locations will be determined by City of Dover Engineering Department.
8. Load sheets and AutoCAD compatible DXF or DWG diskettes of site plans, including driveways, are required prior to receiving approved electrical construction drawings.
9. Any relocation of existing electrical equipment will be engineered by the City of Dover Electric Department. Developer may be required to perform a quantity of the relocation. Any work performed by the City of Dover will be at the owner's expense.
10. Prior to construction, owner is responsible for granting an easement to the City of Dover Electric Department. Easement forms will be furnished and prepared by the City of Dover Electric Engineering Department.
11. Fees will be assessed upon final site plans. The owner will be responsible for fees assessed prior to construction. Owner is required to sign off plans prepared by the Electric Department.
12. Must maintain 10' clearance around all electrical equipment, unless pre-approved by the City of Dover Electric Engineering Department.

13. Prior to the completion of any/all designs and estimates, the owner is responsible for providing the Electric Engineering Department with a physical address of the property.
14. All Engineering and design for Dover Electric will be engineered upon final approved plans. All Engineering work will be furnished by the City's Electric Engineering Department.

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES

ELECTRIC

1. Owner must give the City of Dover Electric Department three (3) months' notice prior to construction. Owner is responsible for following the requirements outlined in the City of Dover's Electric Service Handbook. The handbook is now available on the website at the following link: <https://evogov.s3.amazonaws.com/media/27/media/13108.pdf>.

ADVISORY COMMENTS TO THE APPLICANT

ELECTRIC

1. Provide load sheets as soon as possible for proper sizing of transformers and creation of primary fee estimates. Current load sheets can be found at the following link: <https://www.cityofdover.com/media/Electric%20Department/COD%20Electric%20Load%20Sheet.pdf>.

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: 08/27/25

APPLICATION: Mixed Use Building at 120 S Governors

FILE #: S-25-11 REVIEWING AGENCY: City of Dover, Office of the Fire MarshalCONTACT PERSON: Jason Osika, Fire Marshal
josika@dover.de.usPHONE #: (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:

- Proposed occupancy classification is mixed use (mercantile, assembly, daycare, residential apartments).
NFPA 101, A.16.1.1 Suggested Staff to Client Ration in New and Existing Day-Care Occupancies

Staff to Client Ratio	Age (months)
1:3	0-24
1:4	25-36
1:7	37-60
1:10	61-96
1:12	97 plus
1:3	Clients incapable of self-preservation

If staff to client ratios are below those suggested above, the AHJ shall determine the additional safeguards (this may include restricting the daycare to level of exit discharge only, requiring additional smoke detection, requiring automatic sprinkler protection, requiring better or additional means of egress, requiring similar types of provisions depending on the situation).

- Building Access shall be no further than 50 feet from a primary entrance.

Where buildings are provided with an automatic sprinkler system installed in accordance with NFPA 13, access shall be no further than 100 feet from the primary entrance.
(2021 Delaware State Fire Prevention Regulations, 705, Chapter 5, 3.4)

- Parking shall be prohibited in front of the primary entrance for a width of not less than 1.5 times the width of the door(s) or for 10 feet, whichever is greater.
(2021 Delaware State Fire Prevention Regulations, 705, Chapter 5, 6.3.2)

- Perimeter access shall be 75% and clearly shown on the plans.

Perimeter Access minimum width shall be 10 feet for one-story buildings and 15 feet for buildings of two or more stories, measured from the face of the building at grade with a maximum slope of

ten percent (10%). Plantings and utility services (includes condenser units, transformers, etc.) shall be permitted within the perimeter access, and shall not interfere with emergency services fire ground operations.

If a physical barrier (fence, pond, steep slope, etc) prevents access, that portion of the building perimeter shall not be included in the calculation of Percent of Perimeter Access.
(2021 Delaware State Fire Prevention Regulations, 705, Chapter 5, 3.5)

Where parking is located between the building and perimeter access area, parking shall not be located closer than 10 feet to the exterior wall for one-story buildings and 15 feet to the exterior wall for building of two or more stories.

5. Fire lanes shall cover 50% of the proposed building.
Fire lanes are required to be 24 feet wide and run along the front of the building as determined by the primary entrance(s). In cases where there is more than one primary entrance(s), each shall be served by a fire lane even if this exceeds the percentage as required.

The closest edge of fire lanes shall not be located closer than ten (10) feet to the exterior wall and the closest edge of fire lanes shall not be located further than 50 feet from the exterior wall if one or two stories in height; 40 feet if three or four stories in height, or 30 feet if over four stories in height.

(2021 Delaware State Fire Prevention Regulations, 705, Chapter 5)

6. Where parking is located between the building and the fire lane, parking shall not be located closer than 15 feet to the exterior wall.
(2021 Delaware State Fire Prevention Regulations, 705, Chapter 5, 6.4.1)

Where parking is located between the building and the perimeter access area, parking shall not be located closer than 10 feet to the exterior wall for one-story buildings and 15 feet to the exterior wall for building of two or more stories. 2021 Delaware State Fire Prevention Regulations, 705, Chapter 5, 3.5.2

7. All Fire Lanes shall be marked as follows:

both the inner and outer edges of the fire lane shall be marked, where curbs are present, the top and face of the curb shall be painted yellow, where no curbs are present, a four inch (4") solid yellow demarcation line shall mark the edge(s) of the fire lane.

(2021 Delaware State Fire Prevention Regulations, 705, Chapter 5, 7)

8. The specific color yellow shall be the uniformly accepted yellow as utilized by State of Delaware Department of Transportation (DelDOT). Only vivid and durable paint shall be used and shall be suitable for street surfaces
9. Fire lane signs shall be located as follows:

see Figure 5-16 – Approved Sign For Marking Fire Lanes, fire lane signs shall be spaced at 150 foot intervals maximum, all fire lane signs shall be located no less than six feet (6') and no higher than eight feet (8') above the pavement, signs shall be placed at each end of the fire lane, and signs shall face all oncoming traffic.

Where parking is not restricted roadway markings shall utilize the words "FIRE" and "LANE" in lieu of fire lane signs and shall conform to the specifications of 7.6.

(2021 Delaware State Fire Prevention Regulations, 705, Chapter 5, 7)

10. Where overhangs, canopies, balconies, or any other building or site features must project over any fire lane, an unobstructed vertical clearance of not less than 13'-6" above the fire lane shall be

provided and the portion of the building perimeter which contains overhangs, canopies, balconies, or any other building features shall not apply towards the fire lane accessibility requirements of Section 4.0, Table 5-1 in this chapter.

(2021 Delaware State Fire Prevention Regulations, 705, Chapter 5, 6.8)

11. All access roadways shall be paved and be a minimum of 20 feet clear width for two-way traffic and 14 feet clear width for one-way traffic. The paved width of access roadway shall be measured from edge of parking spaces, or face of curb for vertical curb and back of curb for mountable curb, or edge of pavement if there is no curbing. (2021 Delaware State Fire Prevention Regulations, 705, Chapter 5, 5.2)

12. Emergency access to rear building areas compliant with City of Dover Code (Appendix B- Zoning, Article 5- Supplementary Regulations, Section 17);

all four stories and greater buildings require 24ft fire lane at the rear.

All two to three story apartment structures require an 18ft Secondary Fire Lane at the rear.

All townhouses (3-8 units with no fire protection) require a 16ft alley or 18ft secondary fire lane at the rear.

13. Multiple Access Roads shall be provided when a fire department access road (fire lane) is determined by the Fire Marshal to be impaired by vehicle congestion, condition of terrain, climatic conditions, or other factors that could limit access such as placement of fire hose from fire equipment.
14. Speed Reduction Devices must be approved, please see City of Dover Ordinance Chapter 98-10 in reference to this process.
15. Gated Areas: Fire Department access shall be provided to the property through the use of a system or device approved by the Fire Marshal. The system or device required shall be located in an area accessible to the fire department and approved by the Fire Marshal. All gates shall be either automatic or manual.

An automated system shall consist of one manual and one automated means to open the gate. The owner or their representative shall meet with the Fire Marshal prior to submission to agree on the system. A letter of agreement shall be created and signed by both parties. The letter shall include a detailed description of both the manual and automated means.

A manual gate shall consist of one manual means to open the gate. The owner or their representative shall meet with the Fire Marshal prior to submission to agree on the means to open. A letter of agreement shall be created and signed by both parties. The letter shall include a detailed description of the manual means to open.

To be considered accessible for fire department apparatus the actual clear openings shall be not less than 14 feet, the paved surface through the gate shall be not less than 12 feet, and the gate shall be setback from the perpendicular street by at least 50 feet.

Please contact this office to discuss options available to comply with this requirement.

(2021 Delaware State Fire Prevention Regulations 705, Chapter 5, 2.6)

16. Fire hydrants shall be installed per the requirements of City of Dover Public Utilities Water/Wastewater Handbook, NFPA requirements, and Delaware State Fire Prevention Regulations. City Ordinance Sec 46-9 (f).
 - 5.1.1 Hydrant spacing as shown in the Fire Flow Tables shall be used as a general rule. Hydrants shall be located at the direction of the State Fire Marshal so as to minimize friction in fire hose. All hydrant spacing shall be located along available roads or at the direction of the State Fire

Marshal. This measurement shall be calculated by way of accessible thoroughfare(s) from the building to be protected to the hydrant and may not necessarily be a radius. 5.1.3 Additional hydrants shall be provided when the State Fire Marshal deems it necessary based on the configuration of the site, building(s), exposures, construction, occupancy, and/or specific hazard(s).

Fire Flow table 2, hydrant spacing shall be 800 feet on center for one and two family detached dwellings, other residential, rowhouses and townhouses, assembly, health care, business, education, storage, industrial, mercantile, and mini storage. (702, Chapter 6)

NFPA 1

18.5.2 detached one- and two-family dwellings, fire hydrants shall be provided for detached one- and two-family dwellings in accordance with both of the following: 1. the maximum distance to a fire hydrant from the closest point on the building shall not exceed 600 feet 2. the maximum distance between fire hydrants shall not exceed 800 feet.

18.5.3 buildings other than detached one- and two-family dwellings, fire hydrants shall be provided for buildings other than detached one- and two-family dwellings in accordance with both of the following 1. The maximum distance to a fire hydrant from the closet point on the building shall not exceed 400 feet 2. The maximum distance between fire hydrants shall not exceed 500 feet

17. All fire hydrants shall be marked as prescribed within the appropriate section of this regulation and as illustrated by the appropriate figures of this regulation.

All fire hydrants shall have minimum of four-inch (4") solid yellow demarcation lines to define specific areas, where fire hydrants are located along a curb line with permitted parking, the area between the fire hydrant and the street or fire lane shall be stenciled with four inch (4") demarcation lines and the words "NO PARKING", demarcation lines shall be measured from the center line of the fire hydrant and extend for a distance 15 feet on both sides.

Where fire hydrants are located in parking lots or other areas susceptible to blockage by parked vehicles they shall be treated as follows: fire hydrants shall be protected in all directions for a distance of seven feet (7') with barriers or curbing, Minimum four-inch (4") diameter steel bollards filled with concrete and marked yellow shall be installed at the outermost corners of the fire hydrant demarcation area. The minimum height of the bollard shall be 36 inches above the finished grade of the adjacent surface, and the steamer connection of all fire hydrants shall be positioned so as to be facing the edge of the street, or traffic lane.

(2021 Delaware State Fire Prevention Regulations, 705, Chapter 6, 2)

The owner is responsible if the hydrant is private.

18. Hydrant barrels shall be provided with reflective material, such as paint, durable for highway/roadway markings or a reflective tape of a minimum of 2" in width around the barrel under the top flange, hydrant bonnets shall be color coded based on the following criteria: class AA 1500 GPM - painted light blue, class A 1,000 GPM - 1499 GPM - painted green, class B 500 - 999 GPM - painted orange, class C 250 - 499 GPM - painted red, class D under 250 GPM - painted black.

(2021 Delaware State Fire Prevention Regulations 703, Chapter 3. 4)

The owner is responsible if the hydrant is private.

19. Hydrants are to be Darling Co. B-62-B Breakaway <https://american-usa.com/products/valves-and-hydrants/fire-hydrants/5-1-4-american-darling-b-62-b-5>

20. NFPA 72 compliant Fire Alarm System required per occupancy code requirements.

Fire alarm in place of assembly. *Fire alarm required.* Any new occupancy or new portion of an occupancy determined to be a place of assembly by the fire marshal and is capable of receiving an occupant load of 75 persons or greater, shall be required to install a fire alarm in accordance with NFPA codes governing the installation of fire alarms and the National Electrical Code.

Fire alarm system required. Any existing occupancy or portion of an existing occupancy determined to be a place of assembly by the fire marshal, and is undergoing renovations in excess of 50 percent of the assessed value of the building and is capable of receiving an occupant load 75 persons or greater or is being enlarged to receive an occupant load of 75 persons or greater, shall be required to install a complete fire alarm system in accordance with NFPA codes governing the installation of fire alarms and the National Electrical Code.

Public mode audible requirements. To ensure that audible public mode signals are clearly heard by occupants of a structure, they shall have a sound level at least 15 decibels (dB) above the average ambient sound level or five decibels (dB) above the maximum sound level having a duration of at least 60 seconds, whichever is greater, measured five feet (1.5m) above the floor in the area required to be served by the system using the A-weighted scale dBA. In the event the stated requirement cannot be met a shunt trip relay/switches shall be the approved method of meeting the intent of this section of the Code.

(City Code of Ordinances 46-171)

21. Sprinkler system required. System is to be monitored by an approved Fire Alarm System.

This chapter shall apply to all buildings, structures, marine vessels, premises, and conditions which are modified by more than 50% after the effective date of these Regulations. The 50% figure shall be calculated utilizing the gross square footage of the building, structure, marine vessel, premises and conditions as to arrive at the correct application.

Any proposal that is presented to the Office of the State Fire Marshal for review and approval for a building rehabilitation as defined in the 101 Life Safety Code, for less than 50% of the gross square footage of a non-sprinklered building, may not have another such project for the same building submitted for review and approval any sooner than three (3) years after the date of the final inspection unless sprinkler projection is provided throughout the entire building.

In all buildings exceeding 10,000 square feet of aggregate, gross floor area.

In all buildings in excess of 40 feet in height or more than four (4) stories in height.

In all buildings or areas thereof used for the storage, fabricating, assembling, manufacturing, processing, display or sale of combustible goods, wares, merchandise, products, or materials when more than two (2) stories or 25 feet in height.

In all basement areas exceeding 2,500 square feet floor area.

In residential occupancies when of: Type V (0,0,0) or Type III (2,0,0) construction and exceeding two (2) stories or 25 feet in height. Type V (1,1,1) and Type III (2,1,1) or

Type IV (2,H,H) construction exceeding three (3) stories or 3 In all residential apartment buildings storage areas except individual unit closets that are located within individual residential living units.

In all buildings used as health care occupancies as defined in the Life Safety Code, NFPA 101, as adopted and/or modified by these Regulations. In all buildings or areas classified as "high hazard" under the Life Safety Code, NFPA 101, or "extra hazard" under the Standard for the Installation of Sprinkler Systems, NFPA 13, as adopted and/or modified by these Regulations.

All buildings used as dormitories, in whole or in part, to house students at a public or private school or public or private institution of higher education. (16 Del.C. Ch. 88) This applies to all such dormitories regardless if new or existing.

(2015 State of Delaware fire Prevention Regulations, 702, Chapter 4)

Places of assembly shall be sprinklered throughout in accordance with the most recently adopted edition of NFPA 13 when the following apply:

All new indoor places of assembly with an occupant load of 150 persons or greater.

Any interior renovations of 50 percent or more to an existing place of assembly with an occupant load greater than 150 persons.

Any additions or increase in interior size to an existing place of assembly that would create an occupant load of 150 persons or greater.

Places of assembly where alcohol is served for consumption on the premises shall be sprinklered throughout in accordance with the most recently adopted edition of NFPA 13 when the following apply:

All new indoor places of assembly with an occupant load of 100 persons or greater and where alcohol will be served for consumption on the premises.

Any interior renovation of 50 percent or more to an existing place of assembly with an occupant load greater than 100 persons and where alcohol will be served for consumption on the premises.

Any additions or increase in interior size to an existing place of assembly which would create an occupant load of 100 persons or greater and where alcohol will be served for consumption on the premises.

New educational occupancies of 5,000 square feet or greater shall be sprinklered throughout in accordance with the most recently adopted edition of NFPA 13.

(City of Dover Code of Ordinances 46-162)

NFPA 101, 12.3.5.1 The following assembly occupancies shall be protected throughout by an approved, supervised automatic sprinkler system in accordance with 9.7.1.1(1): 1. Dance Halls 2. Discotheques 3. Nightclubs 4. Bars 5. Restaurants 6. Assembly occupancies with festival seating

22. Fire Department Connection is to be a 5-inch storz connection on a 30-degree elbow located within 50 feet of main entrance. Access to the Fire Department Connection must be clear unobstructed access as defined by the AHJ.

Fire department connections. Unless otherwise approved by the fire marshal, fire department connections shall be on the street side of the building and shall be located and arranged so that hose lines can be readily and conveniently attached to without interference from any nearby obstructions as defined by the fire marshal's office. Fire department connections shall be a five-inch Storz. Fire department connections shall be within 300 feet of an approved City of Dover Fire Hydrant and within 50 feet of the main entrance of the structure it serves. All fire department connections shall be not less than three feet nor more than five feet in height above finished grade. The fire marshal shall have the authority to require more stringent requirements when deemed necessary. (City of Dover Code of Ordinances 46-162)

23. Parking and/or obstructions shall be prohibited in front of fire department connections for a distance measuring from the center line and extending four feet on both sides. (2015 Delaware State Fire Prevention Regulations, 705, Chapter 5, 6.3.4)
24. Fire Department Connection to be located within 300 feet of fire hydrant, measured as hose would come off the fire equipment.
25. If there is any type of rack storage, the following will be required: 1) a diagram showing the layout and type of rack system 2) a list and quantity of items being stored 3) a letter from an authorized/licensed fire suppression contractor stating that in rack sprinklers are or are not needed. If in rack sprinklers are not needed, a letter may be requested from an authorized/licensed fire suppression contractor to ensure that the sprinkler system is adequate for the storage presented.
26. All standpipe and sprinkler connections shall be marked as prescribed within the appropriate section of this regulation and as illustrated by the appropriate figures of this regulation. All standpipe and sprinkler connections shall have minimum of four inch (4") solid yellow demarcation lines to define specific areas, Solid yellow demarcation lines shall be measured from the center line of the connection and extend for a distance of four feet (4') on both sides, and where parking is allow between the building and the street or fire lane the solid yellow demarcation lines shall extend from the end of the sidewalk surface to the street or fire lane (Markings shall not be required on the sidewalk surface).
- All fire department connections (standpipe and sprinkler) shall have a minimum 12" x 18" sign that reads FIRE DEPT. CONNECTION, sign lettering shall be a minimum of 3 inches (3") in height with red scotchlite letters on white scotchlite background. The sign shall be clearly visible from the fire lane or roadway, and signs using NFPA international symbols shall be an acceptable alternative. (2021 Delaware State Fire Prevention Regulations, 705, Chapter 6, 3)
27. Standpipes shall be provided in all areas and buildings as required in the codes and standards listed in Regulation 701 as well as the following areas or buildings:

In all Class A and Class B places of assembly and institutional occupancies two (2) stories or 25 feet in height or over,

In any building over three (3) stories, In any building over 35 feet in height,

In any building that has a floor above the first floor over 10,000 square feet gross floor area,

In all buildings where the 1st floor exceeds 60,000 gross square feet,

a Class I horizontal standpipe system installed in accordance with the applicable codes and standards listed in Regulation 701 of these Regulations shall be provided. All standpipe systems shall be installed in accordance with the applicable codes and standards listed in Regulation 701.

The standpipe system shall be carried up with each floor and shall be installed and ready for use as each floor progresses.

Standpipes shall not be more than one floor below the highest forms of staging,

The 2½-inch of hose connections on Class I systems shall be provided in the following locations, At the highest intermediate landing between floor levels in every required exit stairway,

Where intermediate landing is not provided, hose connections shall be permitted to be located at the main floor landings in exit stairways when approved by the authority having jurisdiction, Where the local fire department has the capability of providing the required pressure, hydraulically designed standpipe systems in fully sprinklered, non-high-rise buildings shall be designed to provide the required waterflow rate.

A sign shall be provided at each landing, in all interior stairways, designating the floor level. (2021 Delaware State Fire Prevention Regulations 702, Chapter 4, 2)

28. 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)

29. 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)

30. A lock box (Knox) containing any and all means necessary for fire department access shall be provided at the following occupancies: any occupancy that contains a fire alarm signaling system that is monitored off-site, or any occupancy that contains an automatic sprinkler system.
(2021 Delaware State Fire Prevention Regulations 705, Chapter 5, 2.4)

Secured key systems. When required; exemption. A secured key system shall be required for any new or existing building where a fire alarm or sprinkler system is being installed. It shall be the responsibility of the owner or occupant to keep a set of keys in the secured key box that are current to the locks of the protected occupancy. Buildings with 24-hour staffing or guard service shall be exempt from this subsection.

Location. The secured key system shall be located as close to the main entrance as possible. Should the building design not allow the secured key system to be located by the main entrance, the fire marshal and fire chief shall come to an agreement as to an alternate location for the key box. A secured key system, once installed, shall not be obstructed from view or obstructed by any means that would delay the fire department access to the box.

Required keys. Keys to be secured in the key box shall include keys to all points of ingress or egress, whether on the interior or exterior of the building, and keys to locked mechanical rooms, electrical rooms, elevator rooms, fire alarm and sprinkler controls and any area protected by automatic fire detection. Keys to individual residential apartment units are not required.

Ordering responsibility. It shall be the responsibility of the general contractor to order the key box for new buildings. It shall be the responsibility of the owner or tenant to order the key box for existing buildings.

Installation before testing. No acceptance test for sprinklers or fire alarms shall be conducted before the installation of a key box.

(City Code of Ordinances 46-127)

Knox Box to be mounted 6 feet above ground level

31. All required means of egress shall have an exit discharge consisting of a non-slip surface and leading to and terminating at a public way. NFPA 101
32. All new passenger elevators in a building shall be provided with a car sized to accommodate an ambulance cot 24 inches (609 mm) by 84 inches (2133 mm) in its horizontal open position. Where two or more new passenger elevators are located in a single hoist way and serve all or the same portion of the building, only one elevator car that provides a car sized to accommodate an ambulance cot 24 inches by 84 inches in its horizontal position for each hoist way shall be required. Elevator cars required to comply with 15.1 or 15.2 shall be identified by the international symbol for emergency medical services (star of life). The symbol shall be not less than 3 inches (76 mm) in height and shall be placed inside on both sides of the hoist way door frame. Firefighter recall keys shall be provided in a manner acceptable to the local fire department. (2021 Delaware State Fire Prevention Regulations 705, Chapter 1, 15)
33. Buildings over 25,000 Sq. Ft are to have radio performance testing done prior to Final CO. This must be scheduled in advance with an authorized vendor.
34. Project to be completed per approved Site Plan.
35. Full building and fire plan review is required.
36. Separate building permits/plans submission will be required for each building and/or tenant fit out. If the permit submission is for a "shell" a Certificate of Occupancy will not be issued. Separate plans and permits submissions will be required for each "tenant fit out" at which time a Certificate of Occupancy will be issued upon compliance/completion of each "tenant fit out".

Each "shell" will require a fire permit for sprinkler and fire alarm if applicable. Those systems (for the "shell") must be accepted into service prior to any "tenant fit out" fire permits being issued.
37. Construction or renovations cannot be started until building plans are approved.
38. Fire alarm systems, fire suppression systems, hoods, exhaust ducts, and hood suppression systems require a fire permit from the Fire Marshal's Office. This work cannot be started until the permit is approved.
39. Building cannot be occupied by the public until a Certificate of Occupancy is obtained.
40. The following is City Ordinance, Appendix B-Zoning, Article 8 Enforcement and Penalties:

Section 1. - Building permits.

No building or structure in any district shall be erected or structurally altered without a building permit duly issued upon application to the building inspector. No building permit shall be issued unless the proposed construction or use is in full conformity with all the provisions of this ordinance. Any building permit issued in violation of the provisions of this ordinance shall be null and void and of no effect,

without the necessity for any proceedings for revocations or nullification thereof, and any work undertaken or use established pursuant to any such permit shall be unlawful (see section 4 for penalties).

1.1 No building permit shall be issued for the construction or alteration of any building upon a lot without frontage upon, or legal permanent access to, a public street improved to the satisfaction of the planning commission, or without access to a public sewer.

1.2 No building permit shall be issued for any building where the site development plan of such building is subject to approval by the planning commission, except upon approval of such plans approved by the said commission.

1.21 No building permit shall be issued for any building in a subdivision unless the subdivision plot has been approved by the planning commission.

1.3 No building permit shall be issued for a building to be used for any conditional use in any zone where such use is allowed only with approval of the planning commission, unless and until such approval has been duly granted by the said commission.

(Ord. of 7-12-1993, § 3)

ADDITIONAL / SPECIFIC REQUIREMENTS TO OBTAIN APPROVAL:

1. Please show the Fire Lanes and Perimeter Access
2. Please provide building height to determine if this is a midrise building (additional comments may apply)

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.**

CITY OF DOVER
DEVELOPMENT ADVISORY COMMITTEE
APPLICATION REVIEW COMMENTARY

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APPLICATION: The Governor: Mixed Use Building at 120 S Governors Ave

FILE#: S-25-11

REVIEWING AGENCY: DelDOT

CONTACT PERSON: Brian Williams

PHONE#: 302-760-2141

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 & STATE CODE REQUIREMENTS:

No person, firm, corporation or the like shall construct, open, reconstruct, maintain, modify or use any crossing or entrance onto a state-maintained highway, street or road, including any drainage modifications leading into or carried by the highway drainage system, without first having complied with standards and regulations adopted by the Department and having obtained a permit issued by the Department. Please contact the Delaware Department of Transportation - Development Coordination section to begin permit process.

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES:

ADVISORY COMMENTS TO THE APPLICANT:

1. Please contact the TIS group to schedule a scoping meeting.



KENT CONSERVATION DISTRICT

Item 5.

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

CITY OF DOVER ADMINISTRATIVE SITE PLAN REVIEW SEPTEMBER 2025

APPLICATION: The Governor: Mixed Use Building at 120 S. Governors Avenue

FILE #: S-25-11

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:

1. As the disturbance for this site will exceed 5,000 square feet, a detailed sediment and stormwater management plan must be reviewed and approved by the District prior to any land disturbing activity (i.e. clearing, grubbing, filling, grading, etc.) taking place. The review fee and a completed Application for a Detailed Plan are due at the time of plan submittal to the District's office.
2. The following notes must appear on the record plan:
 - a. The Kent Conservation District reserves the right to enter private property for purposes of periodic site inspection.
 - b. The Kent Conservation District reserves the right to add, modify, or delete any erosion or sediment control measure, as it deems necessary.
 - c. A clear statement of defined maintenance responsibility for stormwater management facilities must be provided on the Record Plan.

ADVISORY COMMENTS TO THE APPLICANT:

1. We request that the 2015 imagery be used for the existing conditions of parcels 43,42, & 37. Historically those sites had buildings that could account towards the reduction of impervious for the proposed conditions.
2. Refer to Delaware 5101 Sediment and Stormwater Regulations 5.6.2.4 for guidance in reduction of impervious for Rpv Compliance.
3. Since the site is reducing the impervious coverage, we can assume that there will be a reduction of flow for the Cv and Fv storm events with no adverse impact, resulting in no need for a stormwater BMP to control the Cv and Fv storm events.
4. Please note the Kent Conservation District will not review an application more than three times. If after the third review the plan is still not found to be approvable, the application will be denied, and a new application with review fees are to be re-submitted to continue a detailed plan review.
5. As a reminder, the Kent Conservation District is required to verify that a Notice of Intent (NOI) for Stormwater Discharges Associated with Construction Activity under a NPDES General Permit has been received by DNREC prior to District approval.
6. A letter of no objection to recordation will be provided upon approval of the Sediment and Stormwater Management Plan.

CITY OF DOVER
DEVELOPMENT ADVISORY COMMITTEE
ADVISORY BRIEF
D.A.C. MEETING DATE: 9/3/2025

**Dover/Kent
County
Metropolitan
Planning
Organization**

S-25-11 The Governor Mixed Use Building at 120 S Governors Avenue

FILE # S-25-11

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
Site Development Plan Review

S-25-11 The Governor Mixed Use Building at 120 S Governors Avenue

Sidewalks are included in the site plan, both along the property's frontage and internally. The applicant should follow both the City of Dover Code for sidewalks¹ and the DelDOT specifications for sidewalks,² to make sure the requirements of both entities are met. Any sidewalks that are damaged or removed during the construction process will need to be replaced.

A connection between New Street and Governors Avenue should be considered. The loading zone on the southern end of the property would be an ideal location for this complete connection. The current site plan requires large vehicles to back into or out of the loading zone and exit the property by driving past the daycare, which could lead to conflicting uses during peak hours. By

¹ "Dover Code: Appendix B, Article 5, Section 18." City of Dover, DE.

https://library.municode.com/de/dover/codes/code_of_ordinances?nodeId=PTIICOOR_APXBZO_ART5SURE_S18PEBIMUDAACRE.

² *Pedestrian Accessibility Standards Manual*. Delaware Department of Transportation (DelDOT) (2021).

<https://deldot.gov/Publications/manuals/pedestrianAccessibility/pdfs/2021/Pedestrian-Accessibility-Standards-for-Facilities-in-the-Public-Right-of-Way-2021-Edition.pdf>.



creating an exit onto Governors Avenue and restricting its use to certain types of vehicles (such as fire trucks and trash collection vehicles), the traffic flow of the property would be improved.

A related issue is the availability of space for large vehicles. The planned building will include 120 apartment units, a grocery store, retail and restaurant spaces, and other residential and commercial uses, all within a small area. This will result in large vehicles (such as moving vans, freight trucks, and trash collection vehicles) constantly needing to access the property. The loading zone and parking area will not always be able to fit all of these vehicles. As a result, the applicant will need to coordinate with the City of Dover and strategically direct these vehicles so that they do not obstruct the flow of traffic on Governors Avenue, a major corridor for vehicle traffic, and that they do not block the drive aisle or parking area on the property.

A crosswalk should be added to the parking area on the western side of the property, extending northward across the drive aisle and towards the daycare. Pedestrians tend to use the most direct route, which means if they are headed to the daycare, they are less likely to use the planned crosswalk that extends eastward. Another crosswalk would help with keeping these people safe and giving them a designated place to walk.

The applicant should ensure that bicycle racks are included in the plan, in order to meet the City of Dover's requirements on bicycle parking. This should be done at a rate of one (1) bicycle parking space for every twenty (20) vehicle parking spaces.³ If more information on specific types of bicycle racks is needed, please contact Dover Kent MPO.

Finally, motorists are likely to walk across Governors Avenue between this property and the planned mobility center, either as tenants of the apartments or customers at one of the businesses. They will probably try to cross the road directly in front of the parking garage, as the nearest crosswalk is to the south at the intersection with Loockerman Street, which is not as convenient. Given the expected increase in pedestrian traffic, a crosswalk with a Rectangular Rapid Flashing Beacon (RRFB) should be considered for the purpose of creating a safe connection between the two properties. RRFBs are identified as a Proven Safety Countermeasure by the Federal Highway Administration (FHWA), and they have been shown to reduce pedestrian crashes by up to 56%.⁴ They are most useful at unsignalized locations with noted pedestrian safety concerns. Dover Kent MPO is willing to work with the applicant and DelDOT to find solutions to the issue of getting pedestrians safely across Governors Avenue.

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.

³ "Dover Code: Appendix B, Article 6, Section 3.10." City of Dover, DE.

https://library.municode.com/de/dover/codes/code_of_ordinances?nodeId=PTIICOOR_APXBZO_ART6OREPAD_RLOFA_S3REOREPASP.

⁴ *Kent County Safety Action Plan*. Dover/Kent County MPO (2025).

<https://doverkentmpo.delaware.gov/files/2025/06/Kent-County-Safety-Action-Plan-FINAL-June-2025.pdf#page=61>.





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August 1, 2025

City of Dover Planning Commission
c/o Department of Planning and Inspections
P.O. Box 475
Dover, DE 19903-0475

RE: **Parking Strategy Statement**
DOWNTOWN DOVER DEVELOPMENT CORP / THE GOVERNOR
Dover, Delaware
2025041.00

Dear Commission Members:

On behalf of our client, Downtown Dover Development Corporation, we are hereby submitting this parking strategy statement for your consideration for the project to be known as 'The Governor'.

The properties associated with the project are zoned C-2 - Central Commercial and H - Historic. There is no minimum parking requirement based on use for this zoning designation within the Downtown Redevelopment Target Area, however, this parking strategy statement is required for consideration to meet code requirements. While there is not a minimum parking requirement in general, the daycare use requires 1 space / 10 children and 1 space / adult attendant (adult attendants will park in the Mobility Center.)

The project site is currently vacant with the former building (which housed a day care and an auto parts store) having been demolished in anticipation of this project. The existing parking lot is still in place but will be demolished for this project. The lot formerly included 43 City of Dover permit parking spaces, however, these appear not be used anymore.

The proposed building will be a four-story, mixed-use building, which will include 120 apartments, grocery store, daycare and street-facing retail spaces. The apartments will consist of a mix of studio, one, two, and three bedroom units. The ground floor will house the grocery store, daycare, retail spaces, and shared amenity area for the apartment residents. The ground floor also includes a bike/scooter storage room for use by the building occupants. The upper three floors will house the apartments. The grocery store will have entrances on both sides of the building, thus allowing grocery users to park on Governors Ave. or in the mobility center across the street.

The proposed site will provide 13 short-term parking spaces in a parking lot along the New Street side of the property for pickup/drop off use by the day care and by the grocery store users. It is intended that the Downtown Dover Mobility Center, which will be located across Governors Avenue from the site, will provide the parking necessary for the apartment residents, employees of the uses located in the building,

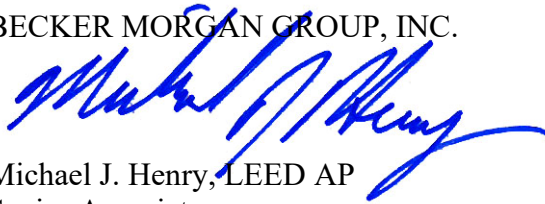
and the majority of the customers of the retail units and grocery store. On-street 2-hour parking exists along Governors Ave and unlimited time parking is available on New St. as well. Pedestrian connections to the downtown sidewalk network from multiple points around the building are provided. The bike/scooter storage room will provide secure storage for the building occupants thereby encouraging bicycle/scooter use instead of a vehicle. Outdoor bike racks are also provided for users of the retail/grocery facilities, again encouraging transportation via other means than a vehicle.

Additionally, the Mobility Center will also provide options for multiple modes of transportation for the residents and users of the building. These include bicycle & scooter parking, a bus stop on Governors Ave. in front of the center (across the street from this building), rideshare & ride hail (Uber, Lyft, etc.) pickup/drop off, and possible future carshare/bikeshare opportunities. All of these options help to reduce the parking necessary for the building.

We believe 'The Governor' will be a great benefit to Downtown Dover. Please consider this statement as part of your review of the project.

Sincerely,

BECKER MORGAN GROUP, INC.



Michael J. Henry, LEED AP
Senior Associate

MJH/

202504100af-ltr.docx

August 1, 2025

City of Dover Planning Commission
c/o Department of Planning and Inspections
P.O. Box 475
Dover, DE 19903-0475

RE: Trash Strategy Statement

Downtown Dover Development Corp/The Governor
Dover, Delaware
2025041.00

Dear Commission Members:

On behalf of our client, Downtown Dover development Corporation, we hereby submit this trash strategy statement for your consideration for the project to be known as “The Governor”

Trash and recycling facilities are designed to serve the diverse operational needs of the residential units, ground-floor retail, grocery store, and daycare center, in accordance with all applicable municipal codes and best practices for sanitation control.

The properties associated with this project are zoned C- 2- Central Commercial and H – Historic. The zoning ordinances associated with these zones require two (2) dumpsters for the first forty-eight (48) units, and one (1) dumpster for every additional twenty-four (24) units or fraction thereof for the residential occupancy. It also requires two (2) dumpsters for any non-residential occupancy.

Residential Waste Management

- A dedicated Residential Trash Room is located on the ground floor, accessible via internal corridors.
- The room includes a compactor as well as bins sized for weekly waste and single-stream recycling for all residential units.
 - Per the zoning ordinance a compactor can substitute two (2) dumpsters, and there will be three (3) additional dumpsters to meet ordinance compliance.
- The space is enclosed, mechanically ventilated, and equipped with sealed, pest-resistant containers.
- Each residential floor will have a trash chute provided, for ease of waste maintenance for the residents. it will include a recycling bypass system to facilitate proper waste separation.
- Waste collection for the residential spaces will be managed by private haulers, with collection schedules, and coordinated by the building management.

Retail Waste Management

- Retail tenants have access to a separate, secured Retail Trash Room, with direct access to the loading/service area.
 - Providing one (1) dumpster for the retail occupancy.
- Waste collection for retail spaces will be managed by private haulers, with collection schedules coordinated to minimize conflicts with residential services.
- All materials will be stored in enclosed containers within the designated space until scheduled collection.

Grocery Store Waste Management

- The grocery store has a designated Trash and Recycling Room located in the receiving area, appropriately sized to handle higher-volume waste including cardboard, packaging, and organic refuse.
- This room has direct access to the service/loading area to allow for frequent, unobstructed collection.
- Waste collection for the grocer will be managed by private haulers, with collection schedules coordinated to minimize conflicts with residential services.

Daycare Waste Management

- The daycare center is provided with a secure, exterior trash enclosure to manage daily sanitary waste.
 - Providing two (2) exterior, enclosed dumpsters to meet ordinance compliance.
- Diaper and childcare-related waste will be stored in sealed containers with odor control features.
- Collection will be scheduled regularly and efficiently in coordination with the additional building occupancies.

Cafe Waste Management

- The café includes a small internal trash room for temporary waste storage throughout the day.
- Café waste will be transferred to shared exterior dumpsters with the daycare located within a screened and secured outdoor enclosure.

Collection and Site Access

- The internal waste and recycling areas are located within the building envelope and not visible from public spaces, with appropriate ventilation, lighting, and pest control.
- The exterior dumpster enclosures are within its own exterior enclosure, screened and gated for controlled access.
- Trash rooms are accessible to staff only and located to minimize cross-traffic between building uses.
- A shared loading/service area is designed to accommodate collection vehicles with adequate clearance, and access per local regulations.
- On-site building management will coordinate all waste operations, ensure compliance with collection schedules, and maintain cleanliness of all waste areas.



Candice M. Schuster, AIA | Associate Director of Operations, Housing
CoreStates, Inc.

August 1, 2025
Date

WAIVER REQUEST
DOWNTOWN DOVER DEVELOPMENT CORP. / 'THE GOVERNOR'
SITE PLAN
OPAQUE BARRIER REQUIREMENTS

REQUEST:

We request that the opaque barrier be eliminated and that only the continuous evergreen screen be required.

EXTENT OF THE REQUEST:

Article 5, section 7.2 states “Visual and sound screening shall be provided on a non-residential use when abutting a residential use, except in front yard areas. The screening shall be required to be installed on site as part of planning commission or administrative site plan approval. Where required, screening shall consist of an opaque barrier at least six feet in height, accompanied by landscaping.”

We are requesting a waiver to eliminate the opaque barrier portion of the buffer and to require only the continuous evergreen screen portion of the buffer along the entirety of the common property line with the parcel to the north which is currently used as residential.

BASIS FOR REQUEST:

Article 5, section 7.24 of the City of Dover Zoning Code states “The planning commission may waive the requirement for the opaque barrier (wood fence, masonry wall, or earthen berm) and require only landscaping as required by section 7.22—Landscaping options in cases where noise is not a concern and the vegetation alone is considered a desirable aesthetic alternative. *We believe that noise is not a concern for this area, as the doors exiting this area of the building are for electrical rooms, storage, stairwell, and a fitness area and thus the request to eliminate the opaque barrier.*

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202504100ag-Waiver.docx

WAIVER REQUEST

DOWNTOWN DOVER DEVELOPMENT CORP. 'THE GOVERNOR'

TREE PLANTING REQUIREMENTS / TREE MITIGATION REQUEST

REQUEST: Due to the size and layout of the proposed improvements which will encompass the majority of the site, the Downtown Dover Development Corporation requests a waiver from the tree planting requirements of the zoning code for the subject site. We propose to plant the required number of trees to meet the zoning code requirements with a combination of on and off site plantings. The offsite plantings will be planted within the street right of way of both Governors Avenue and New Street as shown on the submitted landscape plan.

EXTENT OF THE REQUEST: By code, the property will be required to provide 29 trees on the subject site. The project will save 7 existing trees and provide 28 new trees for a total of 35 trees. 18 of the new trees will be planted within the property. We request to plant the additional 10 trees as street trees along both the Governors Avenue and New Street frontages as an enhancement to the streetscape for both streets.

BASIS FOR REQUEST: Article 5, section 16.91 states that The Planning Commission may waive the provisions of [sub]sections 16.52, 16.53, and 16.62, and require replacement planting for mitigation purposes should the planning commission determine, after demonstration by the applicant, that due to physical limitations of the land which would otherwise prohibit the reasonable use of the land, or for purposes of preserving, protecting and promoting the interest of public health, safety, welfare and/or public convenience. All tree mitigation plantings must occur within the corporate limits of the City of Dover. Tree mitigation may occur off-site in accordance with the provisions listed below in this ordinance:

- (a) If a waiver is sought from the provisions of § [subsection] 16.62, new tree plantings are required

at a rate of 1:1. All new tree plantings shall meet the minimum size at planting requirements of the City of Dover table of trees.

The proposed facility is a multi-story mixed use building with retail space, daycare and residential apartments. The building, parking, loading area, courtyard and fire lanes will encompass the majority of the site thus leaving little space for tree plantings on the property. For these reasons, we request that a waiver be granted allowing a portion of the proposed trees to be planted offsite within the street right of way of both Governors Avenue and New Street as an enhancement to the streetscapes which border the property.

ARCHITECTURAL REVIEW STAFF REPORT

Recommendation from the Dover Historic District Commission

Meeting of July 17, 2025

And Staff Review Report

<u>Application:</u>	Mixed Use Building at 120 S Governors Avenue, HI-25-02
<u>Owner:</u>	Downtown Dover Development Corporation c/o Downtown Dover Partnership
<u>Location:</u>	Between South Governors Avenue and South New Street, midway between Reed Street and West Loockerman Street in Dover, DE
<u>Address:</u>	120 South Governors Avenue
<u>Related Properties:</u>	105, 111, and 115 South New Street
<u>Tax Parcel:</u>	ED-05-077.09-01-44.00-000
<u>Related Properties:</u>	ED-05-077.09-01-37.00-000, ED-05-077.09-01-42.00-000, ED-05-077.09-01-43.00-000
<u>Size:</u>	1.70 acres +/- (main parcel) 2.03 acres +/- (total of all parcels)
<u>Present Uses:</u>	Vacant lot – Former auto retail store and daycare center
<u>Proposed Use:</u>	Mixed Use Commercial (Grocery, retail, restaurant, child day care center) and Multi-family Housing (Apartments) and associated parking
<u>Present Zoning:</u>	C-2 (Central Commercial Zone) H (Historic District Zone)
<u>For Consideration:</u>	Architectural Review Certification

ACTION OF THE HISTORIC DISTRICT COMMISSION:

The application was considered at the July 17, 2025 Meeting of the Historic District Commission. The following members were present at the July Meeting: Chairman Eric Czerwinski, Vice-Chair Mrs. Ellen Richardson, and Mrs. Ann Horsey; one member was absent and one member not appointed. The application was represented by Todd Stonesifer, Chair/President of Downtown Dover Partnership Board; Ken Anderson, Downtown Dover Partnership; Mr. Michael Henry, Becker Morgan Group; Ms. Candice Schuster, CoreStates Group; and Mrs. Leslie Smallwood-Lewis and Ms. Meagan Whetstone, Mosaic Development Partners. Public testimony was received during the Public Hearing from Tom Smith of 36 The Green.

Action Taken by Historic District Commission:

The motion to recommend approval passed 3-0 of the members present for this application at the July 17, 2025 Meeting. **The Historic District Commission recommends approval of the Architectural Review Certificate for Application HI-25-02 The Governor: 120 South Governors based on the applicant's presentation and plans with reference to the Staff notes and amendments (Staff Recommendation Report – Section VI). The Historic District Commission also required the consideration for redesign of the north and south elevations and façade cornices to incorporate the brick elements with the possible dentiling and/or bracketing to improve the cornice presentation.**

During the Meeting, the Historic District Commission heard the applicants' presentation on the project for the Mixed Use Building at 120 S. Governors Avenue. and including their response to the series of Staff Comments and Recommendations. They presented information on the site's history; the development site and building placement; building architectural features and materials; and other site items. Questions focused on the building elevation detailing, parking lot and its screening, shopping carts, types of brick, the cornices, window sizing and operation, architectural form design of the grocery section of the building, and planned uses in the building. *The Meeting Minutes of the Historic District Commission are provided.*

Note: This 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. See as follows.

I. PROJECT DESCRIPTION:

The Historic District Commission will act to make a Recommendation for an Architectural Review Certificate for a Site Development Plan Application for the proposed construction of a mixed use commercial and multi-family (apartment) development in Downtown Dover, to be located at 120 South Governors Avenue. The project is construction of a four story, 169,080 SF Mixed Use Building including a grocery, retail and restaurant spaces, a child day care, 120 apartment units, and a roof-top courtyard with site improvements of a parking lot, a courtyard, and landscaping. The parcel contains 1.70 +/- acres. The property is zoned C-2 (Central Commercial Zone) and subject to H (Historic District Zone). The property is located on the west side of South Governors Avenue and midway between Reed Street and West Loockerman Street. It is bounded by South New Street on the west. The owner of record is Downtown Dover Development Corporation c/o Downtown Dover Partnership. Property Address: 120 South Governors Avenue, Dover. Tax Parcel: ED-05-077.09-01-44.00-000. Council District 4.

The project also proposes improvements on adjacent related properties at 105, 111, and 115 South New Street. One of these parcels is owned by the Downtown Dover Partnership and the other two are owned by the City of Dover. These parcels are not within the H (Historic District Zone).

Surrounding Land Uses

The subject property is within the Downtown Development District, located one block north of Loockerman Street. The site is bordered by South Governors Avenue to the east, South New Street to the west, and part of the Minor Street (paper alley) to the south. As previously noted, the parcels are zoned C-2 (Central Commercial Zone) and within the Historic District. Properties immediately adjacent to the subject project location are also zoned C-2. Others in the immediate area are zoned RG-1 (General Residence Zone). The subject property is currently vacant with recent demolition of the one-story Auto Parts/AutoPlus retail store and daycare center; known as the Acme site). The largest of the subject parcels is within the H (Historic District) Zone, as are properties to the south and east, as well as to the north fronting South Governors Avenue. The smaller parcels that are adjacent to the main subject of this application are outside of the H (Historic District Zone). Properties west of the subject site across South New Street are also outside of the H (Historic District Zone). Surrounding uses are a combination of mixed use and residential, with a church located at the southeast corner of South New Street and Reed Street.

Previous Applications

The property owners are the Downtown Dover Development Corporation c/o Downtown Dover Partnership and the City of Dover. On June 20, 2024, the Historic District Commission granted approval of the Architectural Review Certification allowing demolition of the previous structure, a one-story Auto Parts/AutoPlus retail store and daycare center, located at 120 South Governors Avenue (HI-24-05). On March 14, 2025, a Narrative Letter, a Site Plan set, and Architectural Graphics set with building elevations and 3-D views were submitted to the Department of Planning and Inspections as the initial filing of the application to the Historic District Commission. Only 120 South Governors was included in that submission, not the additional parcels located at 105, 111, and 115 South New Street. The application was held at the request of the applicant while additional design refinements were made to the submission. The design changes were made to the proposal and the status of the three additional parcels located at 105, 111, and 115 South New Street was clarified and incorporated into the 120 South Governors Avenue Mixed Use Development Narrative Letter, Site Plan set, and Architectural Graphics set with building elevations and 3-D views, which were submitted to the Department of Planning and Inspections on June 13, 2025. This latest submission is the one under consideration.

There was previous proposal in 2011 for demolition of the building and redevelopment of the property with applications HI-11-04 Acme Site Redevelopment Master Plan and S-11-11 Lands at DDP at 120 South Governors Avenue: Master Plan; the plans were never finalized and expired.

II. HISTORIC PROPERTY INFORMATION

Review of Historic Maps

Historically, this block of Downtown between South Governors Avenue and South New Street north of West Loockerman Street was part of an area known as the Comegy's Lots laid out in the 1850s with development occurring 1859-1885. The *1868 Beers Map* shows the subject site primarily vacant with one building owned by L. Geiser and a school building. By 1885, a series of residential dwellings fronting on both Governors Avenue and New Street were in existence. The subject site is just north of the original building location of the Robbins Hose Fire Company building. The *1887 Map of Dover* published by W.B. Roe continues to show a public school in the

southern portion of the site with dwellings to the north. The *Sanborn Fire Insurance Map Series* from 1885 – 1944 with updates also documents the history of buildings on the subject site. The 1885 Map shows a two-story school building and a Sunday School & Meeting House building with two-story residential dwellings with accessory buildings (garages, sheds). By 1897, the school building was replaced by a Methodist Protestant Church building with the residential dwellings remaining. These uses for the subject site continue through the early twentieth century. By the mid-twentieth century, the church building was replaced by a one-story cinderblock store building adjacent to Governors Avenue. In the late 1960s, the subject site was redeveloped with the recently demolished masonry commercial building (the Acme grocery store building) setback in the middle of the block; its construction appears to have eliminated approximately nine residential dwellings.

Property Information

The subject property is located within H (Historic District Zone) as established by the City of Dover. There are four contexts that contribute to the historic character of Dover, including the Green Historic Context; the Victorian Historic Context; the Loockerman Historic Context; and the Capitol Square Historic Context. This property is located within the Loockerman Historic Context. Buildings in the Loockerman Context include a wide variety of nineteenth century commercial buildings. The *Design Standards and Guidelines for the City of Dover Historic District Zone* describe this context as “a coherent, densely-built commercial area that would have an attractive mix of historic and new buildings and related parking.”

The subject property is located within the boundaries of a National Register of Historic Places Historic District, specifically the Victorian Dover Historic District (K-396) but the mid-twentieth century commercial building was considered a non-contributing building.

III. PROJECT PROPOSAL

PROJECT PROPOSAL (Submission of June 2025):

The application proposes the construction of a 169,080 SF Mixed Use Building including grocery, retail and restaurant spaces, a child day care facility, 120 apartment units, and a roof-top courtyard with site improvements of a parking lot, a courtyard, and landscaping. It will be located directly across from the proposed Dover Mobility Center (Parking Garage), which is prioritized in the *Capital City 2030: Transforming Downtown Dover Master Plan* because the parking and related infrastructure will support the transformation of the Capital City into a vibrant hub for commerce, living, and cultural activities. Additionally, the proposed mixed use redevelopment project will support an additional revitalization strategy within the Master Plan, which is to increase the number of mixed-income residents living in downtown, provide access to food within downtown Dover, and increase retail and service opportunities. It is also identified as a Key Project in the Downtown Development District Plan.

The Applicant’s submission includes a Narrative Letter, a Site Plan set, and Architectural Graphics set with building elevations and 3-D views. The elements of the project are as follows:

1. Building Construction: The proposed four-story building will be 60 feet tall. The proposed Mixed Use building will feature two main material palettes. The first includes a blend of

masonry colors, feature material such as copper-brown metal panels, matte black metal trim, fiber cement panel in neutral tones, and black or dark bronze decorative metal elements and frames which will be wrapped around the building's northeast and southeast corners. The second includes neutral tones of plank siding and fiber cement panel, matte black metal trim, masonry, and black or dark bronze decorative metal elements and window frames. The building's façade will primarily feature retail frontages that alternate between masonry piers, glazing, fiber cement panel piers, and accent metal panels. Both street-facing elevations follow a brickwork pattern of varying orientations up to cornice lines, where it then transitions to a more muted expression for the upper levels.

2. Parking Lot: A surface parking lot will be developed along the west side of the building with access to South New Street. The proposed Dover Mobility Center (separate project HI-24-09 and S-25-01) will be located directly across South Governors Avenue and will accommodate the anticipated parking needs of the residents, business owners, and shoppers.
3. Sidewalks and Site Amenities: The proposal maintains sidewalks along South New Street and South Governors Avenue. There are also sidewalks and crosswalks adjacent to the parking lot leading to the building. There is a west facing courtyard area in the central u-shaped area of the building. The renderings show additional amenities on the adjacent three parcels on S. New Street, including a public green space with a pollinator garden, nature playscape, and dog park.
4. Tree Planting and Landscaping: The Site Plan proposes seven trees to be planted along South New Street and the either the preservation or replacement of the existing trees along South Governors Avenue. To the northwest of the structure on South New Street (on the adjacent properties), a public green space area is proposed, incorporating trees, shrubs, and various plantings to enhance the aesthetic quality of the site and provide a natural respite within the urban landscape. A mix of trees, shrubs, and various plantings is also proposed in the courtyard of the structure.

See the attached Plan submission and associated graphics and drawings for detailed information on building dimensions, locations, and material choices.

IV. ZONING REVIEW

The large parcel that fronts South Governors Avenue is located in the H (Historic District Zone) and subject to the provisions of the *Zoning Ordinance*, Article 3 §21 and referenced sections. *Zoning Ordinance*, Article 10 §3.2 outlines the review process for Architectural Review Certification and related building height, bulk, and setback standards.

The entire project area is zoned C-2 (Central Commercial Zone). The C-2 zone allows for “retail stores, apartments and multi-family dwellings; uses accessory to the residential units such as lobby and amenity spaces are permitted on the first floor; live-work units; parking lots and parking

structures” as principal uses. The subject property has frontage on two streets: South New Street and South Governors Avenue.

<u>Code Compliance for C-2</u>	<u>Required</u>	<u>Provided</u>
Front Setback	0’	> 5’
Rear Setback	20’ above ground floor. At ground floor, 5’ required	37’ ground floor 54’ above ground floor
Side Setback	None required, but 5’ min. if provided	10’ on the North 22’ on the South
Building Height	10 stories (125’)	4 stories (60’)

The C-2 zoning district also includes some design standards provisions. See the code excerpt below:

Article 3 Section 13

13.5 *Design standards.* The following standards shall apply to the site and building development in the central commercial zone (C-2):

13.51 *Facade articulation.* Building facades should incorporate design elements to provide a base, middle, and top of the building to reinforce the pedestrian scale at the street level.

13.52 *Height.* For buildings greater than four stories in height, then the upper floors above the fourth story shall step back six feet for fifty percent of the width of the primary facade. For buildings greater than six stories, then the upper floors above the sixth floor shall step back an additional six feet on the primary facade. These step back areas may begin at a lower height than these minimums as part of the building design in order to be compatible with the character of the area.

13.53 *Step back areas.* The step back areas should be open to the sky and can be open air balcony spaces or other design architectural features that are not enclosed spaces.

13.54 *Off-street parking.* Off-street parking lots shall not be permitted to be situated between the street line and the primary facade of the principal building. Consideration should be given to locating parking to the side or rear of the building.

13.55 *Screening.* Any off-street parking lots provided shall be screened from the street line by buildings, landscaping, or other means. Off-street parking lots shall be screened from adjacent residential zones and residential uses. This screening provision does not apply to adjacent alleys.

V. Review of DESIGN STANDARDS AND GUIDELINES

The subject property is located in the H (Historic District Zone) within the Loockerman Context. The Loockerman Context is described on pages 2-7 and 2-8 of the *Design Standards and Guidelines for the City of Dover Historic District Zone*. The *Design Standards and Guidelines* describe this context as “a coherent, densely-built commercial area that would have an attractive mix of historic and new buildings and related parking.” Location within the Dover Historic District Zone requires proposals for demolition, new construction, building additions, and certain renovation or rehabilitation activities to existing buildings to receive an Architectural Review Certificate.

As stated in the *Design Standards and Guidelines for the City of Dover Historic District Zone*, an Architectural Review Certificate will be granted “if it is found that the architectural style, general

design, height, bulk and setbacks, arrangement location and materials affecting the exterior appearance are generally in harmony with neighboring structures and complementary to the traditional architectural standards of the historic district.” In accordance with Article 10 §3.2, the Historic District Commission will provide a recommendation to the Planning Commission regarding the project’s compliance with the architectural review standards.

This proposal must be reviewed for conformity with the design criteria guidelines found in Chapter 3: Maintenance, Repair, Preservation and Restoration of Existing Historic Buildings and Chapter 4: New Construction, Additions, Demolition and Relocation. Information on the review considerations is given below.

New Construction

The *Design Standards and Guidelines* for New Construction (Chapter 4: pages 4-1 through 4-8) provide the design criteria and development guidelines. The guidelines specify the following individual considerations for new construction to be considered in review by the Historic District Commission (and Planning Commission) of the project for Architectural Review Certification:

- Style
- Scale (*building to reflect dominant cornice and roof height of adjacent buildings*)
- Elevation of the First Floor
- Floor-to-Floor heights
- Bays, windows, and doors (*size, relationship, spacing of*)
- Absolute Size (*compare overall size of new building*)
- Massing (*relationship of solid-to-void*)
- Orientation (*location of primary façade*)
- Proportions (*comparison of height to width of building and elements*)
- Materials
- Forms (*shape of building and roof to be complementary*)
- Siting (*location of building on lot and in relation to street*)
- High density/ large-scale construction

Design criteria and development guidelines specific to the Loockerman Historic Context are detailed on page 4-6 of the *Design Standards and Guidelines* and provide that “the siting of new construction in the Loockerman historic context should conform to the building line of adjacent buildings, to reinforce the sense of the ‘wall’ of buildings, especially along Loockerman Street. New commercial buildings should occupy the full width of their lot at the street line. Freestanding “object” buildings that do not conform to the street and lot lines should not be permitted in the Loockerman historic context. Where a commercial building is built adjacent to a vacant lot, it should be built with a party wall in anticipation of subsequent new construction being built adjacent and up to the property line.” The *Design Standards and Guidelines* Chapter 3 includes information about the use of certain materials within the Historic District.

The proposed project must also be reviewed for compliance with the standards established by the *Zoning Ordinance*. The standards include items such as setbacks from property lines, lot coverage, height, etc. This Proposal for the 120 South Governors Avenue Mixed Use Building appears to

conform to the bulk requirements of the C-2 zoning district; however, this should be verified via Site Plan review. The *City of Dover Zoning Ordinance* authorizes the Historic District Commission to waive certain bulk standards when issuing its recommendation to the Planning Commission for an Architectural Review Certificate if necessary.

The *Design Standards and Guidelines* note that “the vacant lots to the north and south of Loockerman Street are not desirable locations for large-scale construction, because they are in the transition area between the commercial and residential zoning districts.”

VI. STAFF COMMENTS AND RECOMMENDATIONS

The Staff Comments and Recommendations for this application regarding project activities and Architectural Review Certification were provided in the Architectural Review Staff Report issued for the July 17, 2025 Historic District Commission Meeting.

The following are Staff comments and recommendations for this application regarding project activities and Architectural Review Certification.

- 1) Staff recommends conditional approval of the Architectural Review Certificate for the Mixed Use Building at 120 South Governors Avenue project, finding that the building to be of a compatible design with the nearby buildings and with the intent of the *Design Standards and Guidelines for the City of Dover Historic District Zone*. The proposed multi-use site enhances the pedestrian scale of the Downtown area and supports the *Capital City 2030: Transforming Downtown Dover Master Plan*. The brick exterior finishes take cues and architectural style from the buildings downtown and the form breaks up the total façade into smaller building segments and set back (steps-back) in certain areas making it look like multiple connected buildings. Sidewalk expansions and the implementations of pedestrian elements will add to the urban activity expected within the Loockerman Historic Context.
- 2) The following conditions are recommended by Staff to improve the project’s compliance with the recommended guidelines of the *Design Standards and Guidelines*. The following are recommended conditions:
 - a. The selected brick choice should be compatible with the brick of other existing buildings in the area. Clarify the brick size and patterning.
 - b. Clarify the window glass area material as mirrored or colored glass is not always appropriate for use in the Historic District zone.
 - c. Clarify the edge treatment (railing material and form) at the west facing Roof Courtyard area.
 - d. Consideration of wall or free-standing signage may require additional review.
 - e. Consider screening of and placement of any roof-mounted equipment.
 - f. Any light fixtures utilized on the property should be consistent with the style of the lighting used in the nearby areas of the Loockerman Context of the Historic District.
 - g. Any revisions or changes in the identified materials may be subject to further review by the Historic District Commission.

- 3) The Mixed Use Building at 120 S. Governors Avenue appears to comply with the design standards of the C-2 zoning district in regard to the building façade articulation (having a base, middle and top). The project has also incorporated the step backs for the lower floors (under the fourth floor). The project design show consideration of the pedestrian at the street level.
- 4) In regard to the placement of off-street parking, South Governors Avenue is considered the primary façade of the building. The placement of a small on-site parking lot along the S. New Street frontage of the property can be considered as it is a secondary front elevation due to the full block depth of the development site. Appropriate screening by landscaping or low fence/wall elements of the parking must be considered.
- 5) Some of the site improvements/amenities were not specifically described or had limited information within the application information. Please provide information for consideration and discussion.
 - a. Consider the format of the area to the south of the building for its surface treatments, ability or limitation for pedestrian access, landscaping of area, and any screening of this loading area at its connection to South Governors Avenue.
 - b. Section 5-5 of the *Design Standards and Guidelines for the City of Dover Historic District Zone* details recommendations for signage. Signs at the storefront level should be oriented primarily to pedestrians and sized and designed for pedestrian vision. Large-scale signs are not recommended.
 - c. Off-street parking lots provided shall be screened from the street line by buildings, landscaping, or other means. Page 5 of the proposed submission indicates the off-street parking lot will be screened by shrubs and trees. Screening in compliance with *Zoning Ordinance*, Article 6, Section 5 – Supplementary Regulations for Parking and Loading Facilities and the design standards of the C-2 Zone will be further evaluated with the Site Development Plan submission.
 - d. Provide information on the dumpster enclosure/ utility area construction and screening.
- 6) Clarify whether existing trees on the site or adjacent streetscape area will be preserved. If they are proposed to be removed, replacement of removed trees will be required. The development area (the property) is also subject to tree planting requirements of the *Zoning Ordinance*.
- 7) Staff recommends the following pertaining to the site design elements of the project:
 - a. The sidewalk system on the street frontage along both South New Street and South Governors Avenue should continue and include barrier free access, crosswalk striping, etc. at the points of intersection with the entrance and exit drive aisles.
 - b. Any proposed landscaping or tree planting locations, and lighting fixture locations should be depicted on the plan and be consistent with the character of these elements as they exist within the Loockerman Context area.

- 8) The review of the development of the three adjacent parcels along S. New Street will occur with the Site Plan review process as some of the planned amenities are likely tied to code requirements for certain uses such as the residential units.
- 9) The central Courtyard/Wellness Area may be an opportunity for public art installations.
- 10) For building construction, the requirements of the building code and fire code must be met. Consult with the Building Inspections Staff and Fire Marshal regarding these requirements. The resolution of these items can impact the site design in some cases.
- 11) In the event that major changes and revisions to the design, materials, or site layout occur in the finalization of the plan and/or construction drawings contact the Department of Planning and Inspections. These changes may require resubmittal for review by the Historic District Commission.
- 12) This site development plan for this project is also subject to the application and review process for Site Development Plan (Article 10 §2 of the *Zoning Ordinance*) before the Planning Commission. Note: Additional technical items for compliance with the Zoning Ordinance and other regulations may be identified during the Site Plan Process. Review comments pertaining specifically to the Site Plan set will be issued at that time.
- 13) The applicant shall be aware that Building Permits are required to proceed with any construction activities on the project site. The permit applications must comply with the approvals and conditions granted through the Architectural Review Certification and Site Plan Review process.
- 14) The applicant should be aware that a Sign Permit is required to proceed with the placement of signage on the property.

VII. Historic District Commission Action

The Historic District Commission considered the proposal at their Meeting of July 17, 2025 and have provided a recommendation in regard to the Architectural Review Certification for the 120 South Governors Avenue Mixed Use Building development. The recommendation reflects consideration of the *Design Standards and Guidelines for the City of Dover Historic District Zone*. The specific conditions of the Recommendation are noted in this Report under the heading of “Action of the Historic District Commission.”

Note: The Historic District Commission Meeting Minutes including this Application HI-25-02 are attached.

Documents Considered by the Historic District Commission on July 17, 2025:

- Narrative Letter
- Project Architecture Graphic Preservation Set of architectural renderings of building floor plan and elevation drawings of Building
- Site Plan Set



DATA SHEET FOR RECREATION PLAN REVIEW
Review of Active Recreation Area Plan

PARKS, RECREATION AND COMMUNITY ENHANCEMENT COMMITTEE
MEETING OF September 9, 2025
Planning Commission Meeting of September 15, 2025

Plan Title: The Governor: Mixed-Use Building at 120 S. Governors Avenue, S-25-11

Plan Type: Site Development Plan: Active Recreation Area Plan

Location: On the west side of South Governors Avenue and halfway between Reed Street and West Loockerman Street in Dover, DE

Addresses: 120 S. Governors Avenue and 105, 111, and 115 S. New Street

Tax Parcel: ED-05-077.09-01-144.00-000
(Related Properties) ED-05-077.09-01-37.00-000, ED-05-077.09-01-42.00-000, ED-05-077.09-01-43.00-000

Owner: Downtown Dover Development Corporation c/o Downtown Dover Partnership and the City of Dover (Parcels at 105 and 115 S. New Street)

Property Area: 1.7622 acres +/- (main parcel)
1.9813 acres +/- (total of all parcels)

Proposed Use: Mixed-Use Commercial (Grocery, retail, restaurant, child day care center) and Multi-family Housing (Apartments – 120 units) and associated parking

Zoning: C-2 (Central Commercial Zone)
H (Historic District Zone)

I. Project Summary

The Governor: Mixed-Use Building at 120 S. Governors Avenue project will be reviewed as a Site Development Plan and for Architectural Review Certification by the Planning Commission. The Plan proposes construction of a mixed-use commercial and multi-family (apartment) building in Downtown Dover, to be located between South Governors Avenue and South New Street, midway between Reed Street and West Loockerman Street. The 1.7622+/- acre property is a vacant lot that was formerly an auto parts retail store and daycare center. The proposal includes a four-story, 139,306 SF mixed-use structure that includes space for retail, child day care, 120 residential apartments, and a roof-top courtyard, with 13 vehicle parking spaces and associated site improvements

II. Active Recreation Area Plan Summary:

As part of the Plan review process for this project, the applicant is required to provide open space and Active Recreation Area in accordance with the *Zoning Ordinance*, Article 5, Section 10.

Dover Code of Ordinances, Appendix B – Zoning, Article 5 – Supplementary Regulations, Section 10 – Open Space, Recreation and Other Public Facilities (select excerpts).

Article 5 Section 10

Section 10. - Open space, recreation, and other public facilities.

The City of Dover shall require the reservation of open space, recreation, and other public facilities in accordance with the provisions of this section as a condition of approval for all one-family dwelling, two-family dwelling and multiple-family dwelling residential developments requiring conditional use approval, site development plan approval, or land subdivision approval by the City of Dover Planning Commission.

10.1 Recreation areas.

10.11 Purpose. The purpose of this section is to ensure that active recreation areas are provided as an integral design element within residential developments and that such facilities are of an adequate scale in relation to the size of the residential development and which provide residents with a variety of active recreational pursuits.

10.12 Dedication required. The commission shall require the dedication or reservation of recreation areas, and the subsequent construction of recreation facilities of a character, extent and location suitable to the needs created by a development for recreation facilities as defined and in accordance with the design guidelines set forth.

10.13 Definition. The following are illustrative of the types of recreation areas and subsequent facilities that shall be deemed to serve active recreational needs and therefore to count toward satisfaction of the recreation area requirements of this section: tennis courts, handball courts, racquetball courts, swimming pools, saunas and exercise rooms, meeting or activity rooms within clubhouses, baseball and soccer fields, basketball courts, volleyball courts, swings, slides and play apparatus, and developed walking, jogging or biking trails.

Because the project is located within the Downtown Redevelopment Target Area, it qualifies for an exemption under Article 5, §10.515 *Residential developments located within the Downtown Redevelopment Target Area as defined in Appendix C*. Under this provision, the applicant must provide 75 square feet of active recreation per dwelling unit with a minimum of 2,500 square feet provided on site. See code excerpt:

Article 5 §10.5 Exemption to recreation area and open space dedication.

10.51 Exemptions for small developments.

10.515 *Residential developments located within the Downtown Redevelopment Target Area as defined in Appendix C*. These developments shall be exempt from the area requirements set forth in section 10.16, but shall be required to provide 75 square feet of active recreation area per dwelling unit with a minimum of 2,500 square feet provided on site. If the commission determines that the construction of the entirety of the required active recreation area is not practical or desirable, the commission shall require a cash in lieu donation for the active recreation area determined as not practical or desirable. Cash in lieu shall be calculated in accordance with subsection 10.173 of this article.

The plan identifies a proposed 11,090 SF park area located on the three additional parcels along South New Street, to the northwest of the proposed building. This park would feature a dog park, playground area, and pollinator garden along with a variety of trees and shrubs. Although this

already exceeds the required active recreation square footage (9,000 SF), the plan also proposes a courtyard/wellness area (5,729 SF); fitness center (2,054 SF); and community space (2,995 SF) on the first floor of the building. In addition to first floor amenities, a rooftop courtyard is proposed on the second floor measuring 7,225 SF. The total proposed area of active recreation space for the proposed project is 29,093 SF.

This Active Recreation component must be reviewed by the Parks, Recreation, and Community Enhancement Committee for a recommendation prior to consideration of the Site Plan by Planning Commission.

The following table provides information from the submitted Plans and drawings for The Governor: Mixed-Use Building at 120 S. Governors Avenue project showing the Active Recreation Area plan. This focuses on the amenities specifically being developed with this project:

	Required	Provided on Plan
Active Recreation Area (Article 5 §10.515)	75 SF per dwelling unit or 2,500 SF, greater thereof 120 DU = 9,000 SF Requires 9,000 SF	5,729 SF Courtyard/Wellness Area 11,090 SF Park Area of playground area, dog run, connection walkway 2,054 SF Fitness Center 2,995 SF Community Space 7,225 SF Rooftop Courtyard 20 Interior Bicycle Parking Spaces 20 External Bicycle Parking Spaces Total: 29,093 SF
Active Recreation Amenities (Article 5 §10.15)	Accessible	Elevators are provided on each floor to access the rooftop courtyard. First floor active recreation amenities are accessible via a network of sidewalks with ramps to enter the building
Active Recreation Amenities (Article 5 §10.15)	Age Oriented to development	Amenities can be used by a variety of age groups.
	Parking	The entire site has 13 parking spaces to serve the residents with other parking nearby.
	Setbacks for equipment and game courts: 30 feet from residential lots and 25 feet from right-of-way for street	Most amenities are within or associated with the building and comply. The distance of the playground equipment from the street must be shown and placement may need to be adjusted for compliance.
	Landscaping	The Landscape Plan shows a variety of trees, shrubs, lawn spaces, and a pollinator garden.

III. STAFF RECOMMENDATIONS:

The following are comments and recommendations from Staff of the Department of Planning & Inspections and the Parks & Recreation Department following review of the Active Recreation Area proposed for The Governor: Mixed-Use Building at 120 S. Governors Avenue project.

1. The project plan is required to provide 9,000 SF of Active Recreation Area. The Plan shows a total of 29,093 SF of Active Recreation Area including a 5,729 SF Courtyard/Wellness Area; 2,054 SF Fitness Center; 2,995 SF Community Space; 11,090 SF Park with playground and dog run; and 7,225 SF Rooftop Courtyard.
 - a. Additionally, there is an indoor bike storage area that can store 20 bicycles and 20 exterior bicycle parking spaces.
2. Staff recommends approval of the proposed Active Recreation Area amenities, subject to review of the Active Recreation Plan sheet to confirm details. Staff also notes that this location in the Downtown is in a walkable area where the sidewalk system leads to open space areas like Mirror Lake Park, Silver Lake Park, the Legislative Mall area, and The Green, and to the Capital City Trail system.
3. The following items related to the recreation amenities:
 - a. For playground area provide the distance of equipment from the street right-of-way to ensure compliance with the setback requirements.
 - b. It is recommended that rules for usage of the dog-run area be posted along with any trash/waste disposal equipment.
 - c. Identify if the playground usage will be limited by operations of the child day care center.
 - d. Identify height and materials of the proposed fencing.
4. The applicant is reminded of the requirements for construction phasing of the recreation area associated with the development of the residential units. With all residential units in one building, the recreation amenities will have to be completed in conjunction with the building's construction and prior to issuance of a Final Certificate of Occupancy.

Article 5 §10.6 Construction Phasing. The recreation and open space areas shall be completed in a proportion equal to or greater than the proportion of residential dwelling units completed, except that one hundred (100) percent of the recreation and open space areas shall be completed prior to issuing building permits for the final twenty (20) percent of the dwelling units proposed. Building permits shall not be issued for dwelling units unless the requirements of this section are met.

5. There shall be provisions which ensure that the common open space land (including active recreation area) shall continue as such and be properly managed and maintained. The developer shall either retain ownership and responsibility for maintenance of such open land; or provide for and establish one (1) or more organizations for the ownership and maintenance of all common open space i.e. a Homeowners Association. The organization shall be responsible for maintenance, insurance and taxes on the common open space.

IV. ADVISORY COMMENTS

1. In the event that major changes and revisions to the Site Plan occur in the finalization of the Site Plan, contact the Department of Planning and Inspections. Examples include reorientation of buildings, relocation of site components, and increases in building floor area. These changes may require resubmittal for review by the Development Advisory Committee, Historic District Commission, Planning Commission, or other agencies and commissions making recommendations in regard to the plan.
2. Clarify the status of ownership status of the parcels at 105 and 115 S. New Street as these is a specific process for the disposal of City owned properties.
3. The Parks, Recreation, and Community Enhancement Committee shall submit to the Planning Commission a report detailing the recommendations as to the Recreation Area Plan.

Attachments:

- Select Pages from S-25-11 Plan Set:
 - Cover Sheet and Overall Site Plan (C-001), Active Recreation Plan (C-202), and Landscape Plan Sheet (Z-100) dated August 2025
- Select Floor Plans from the Planning Board Presentation: Ground Floor Plan, Second Floor Plan
- Select Building Renderings for view of site from S. Governors Avenue and S. New Street

Note: This 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.

DATE _____



ARCHITECTURE
ENGINEERING

Delaware

Dover

302.734.7950

Newark

302.369.3700

Maryland

Salisbury

410.546.9100

North Carolina

Charlotte

980.270.9100

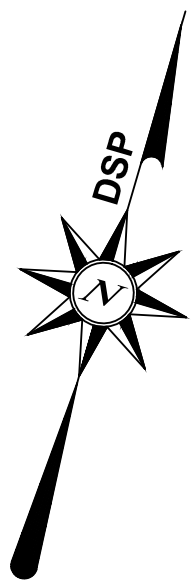
Raleigh

919.243.1332

Wilmington

910.341.7600

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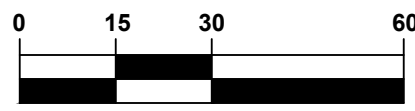
PROJECT TITLE

**DOWNTOWN
DOVER
DEVELOPMENT
CORPORATION
'THE GOVERNOR'**

120 S. GOVERNORS AVE.
CITY OF DOVER
KENT COUNTY, DELAWARE

SHEET TITLE

**ACTIVE
RECREATION PLAN**



SCALE: 1" = 30'

ISSUE BLOCK

MARK

DATE

DESCRIPTION

LAYER STATE: Rec Plan

PROJECT NO.: 2025041.00

DATE: 8-1-25

SCALE: 1" = 30'

DRAWN BY: CS PROJ. MGR.: M.J.H.

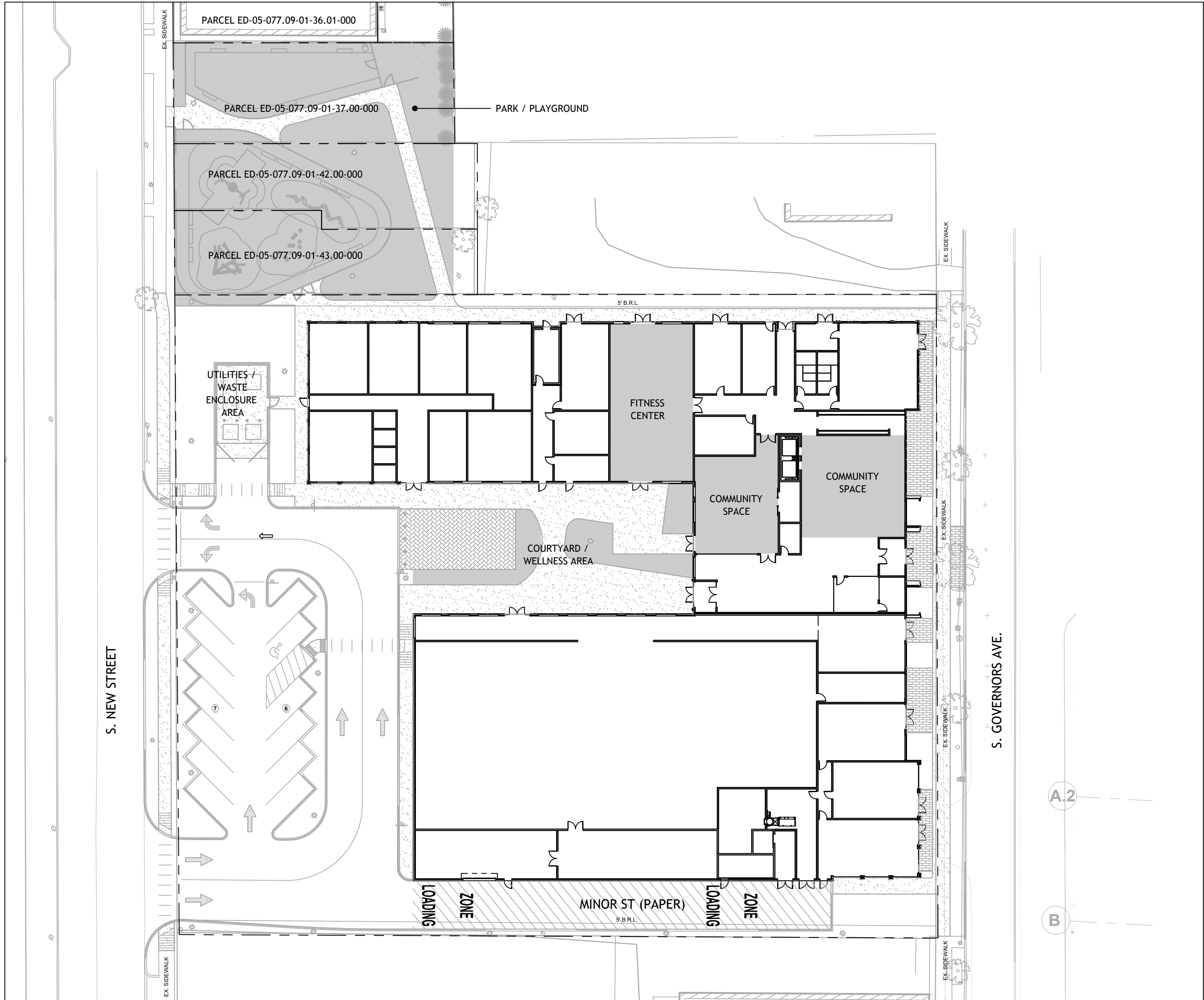
SHEET

C-202

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DRAWING BY CORE STATES GROUP



1 1ST FLOOR SITE PLAN
SCALE: 1" = 30'-0"

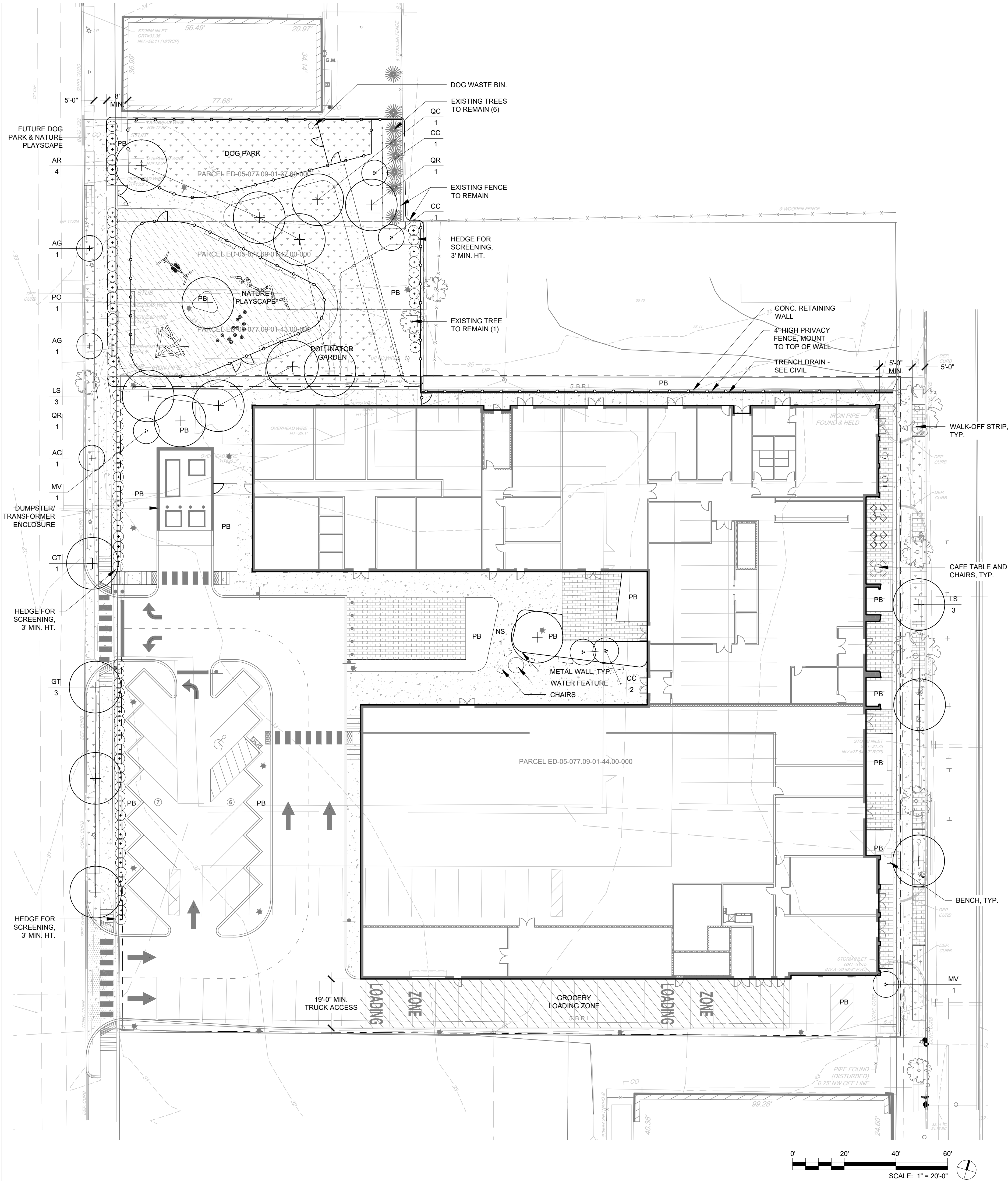


120 SOUTH GOVERNORS AVENUE						
ACTIVE RECREATION TABULATIONS (SQUARE FEET)						
	FIRST FLOOR	SECOND FLOOR	THIRD FLOOR	FOURTH FLOOR	PERCENTAGE	TOTAL (SF)
COURTYARD/WELLNESS AREA	5,729	-	-	-	19.7%	5,729
FITNESS CENTER	2,054	-	-	-	7.1%	2,054
COMMUNITY SPACE	2,995	-	-	-	10.3%	2,995
PARK	11,090	-	-	-	38.1%	11,090
ROOFTOP COURTYARD	-	7,225	-	-	24.8%	7,225
TOTAL ACTIVE RECREATION SQUARE FOOTAGE REQUIRED (75 SF PER UNIT - TOTAL UNITS = 120)						9,000
TOTAL ACTIVE RECREATION SQUARE FOOTAGE PROVIDED						29,093

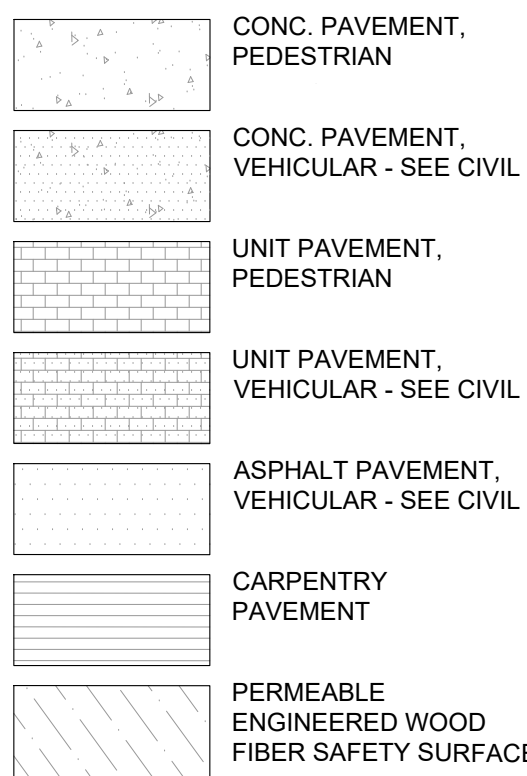


2 SECOND FLOOR PLAN
SCALE: 1" = 30'-0"

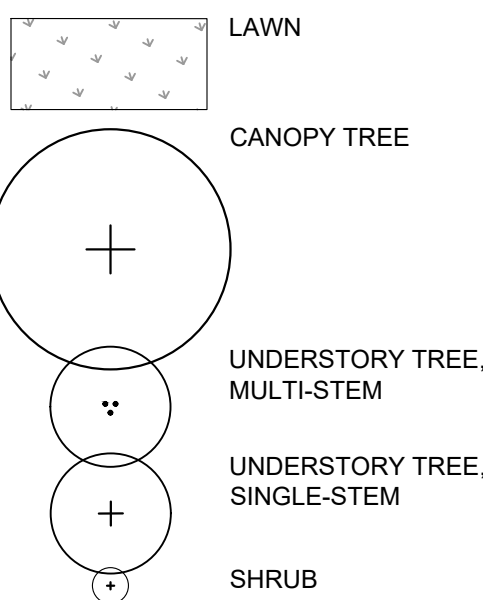




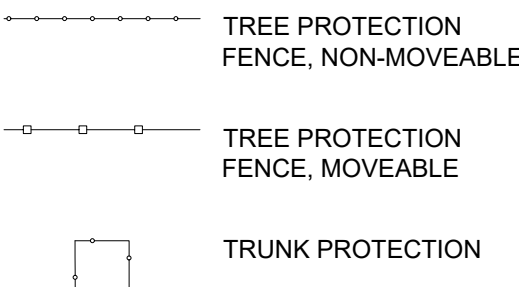
MATERIALS LEGEND



PLANTING LEGEND



TREE PROTECTION LEGEND



PROJECT INFORMATION

- PROJECT NAME: MIXED-USE BUILDING AT 120 S GOVERNORS AVENUE, HI-25-02
- ZONING CLASSIFICATION: EXISTING: C-2 - CENTRAL COMMERCIAL, HISTORIC DISTRICT PROPOSED: C-2 - CENTRAL COMMERCIAL, HISTORIC DISTRICT
- PARCEL NUMBERS: ED-05-077.09-01-44.00-000 (MAIN PARCEL) ED-05-077.09-01-43.00-000 ED-05-077.09-01-42.00-000 ED-05-077.09-01-37.00-000
- TOTAL ACREAGE: ED-05-077.09-01-44.00-000: 1.7622 ACRES (MAIN PARCEL) ED-05-077.09-01-43.00-000: 0.0818 ACRES ED-05-077.09-01-42.00-000: 0.0838 ACRES ED-05-077.09-01-37.00-000: 0.0535 ACRES PROJECT AREA TOTAL: 1.9813 ACRES

SETBACKS & YARD AREAS

	REQUIRED	ACHIEVED
FRONT SETBACK	0'	5.8'
SIDE YARD	NONE REQUIRED BUT 5' MIN. IF PROVIDED	10' ON THE NORTH 22' ON THE SOUTH
REAR YARD	20' ABOVE GROUND FLOOR. AT GROUND FLOOR 5' REQUIRED	37' GROUND FLOOR 54' ABOVE GROUND FLOOR

SENSITIVE HABITAT INFORMATION

- SURVEY PREPARED BY SHAHEED A. SMITH GEOSPATIAL, LLC ON 4/4/25
- WETLANDS PRESENT ON SURVEY: NONE
- WOODLANDS PRESENT ON SURVEY: NONE

TREE PRESERVATION

- EXISTING WOODLAND AREA: 0 SF
- WOODLANDS TO BE CLEARED: 0 SF (0%)
- TOTAL WOODLANDS REMAINING: 0 SF (0%)
- TOTAL NON-WOODLAND PROJECT AREA: 86,307 SF
- 86,307 SF / 3,000 SF / TREE = 28.8 = 29: 29 TREES REQUIRED
- EXISTING TREES TO BE RETAINED: 7
- PROPOSED TREES: 28
- TOTAL TREES: 35 (ALL TREES SHALL HAVE A 1-YEAR REPLACEMENT GUARANTEE)

TREE PROTECTION

- LOTS IN NON-WOODLAND AREAS EXPECTED TO RETAIN EXISTING TREES TO MEET TREE DENSITY REQUIREMENTS: ED-05-077.09-01-43.00-000 ED-05-077.09-01-37.00-000
- TREE PROTECTION SHALL BE INSTALLED AROUND EACH INDIVIDUAL OR GROUP OF PROXIMATE TREES TO BE PROTECTED.
- TREE PROTECTION AREAS SHALL BE PROTECTED BY FENCING AND SILT SOCKS SITUATED TO COINCIDE WITH THE DRIPLINES OF THE TREE OR GROUP OF TREES TO BE PRESERVED.
- PROTECTION MEASURES SHALL BE ERCTED PRIOR TO CONSTRUCTION AND MUST REMAIN UNTIL THE FINAL LANDSCAPE IS INSTALLED.
- TEMPORARILY MOVEABLE SECTIONS OF FENCING MAY BE CONSIDERED FOR LIMITED AREAS WHERE LANDSCAPE CONSTRUCTION MAY OCCUR, SUCH AS PAVEMENT IN A FILL CONDITION. NO EXCAVATION SHALL OCCUR IN THESE AREAS.

EROSION & SEDIMENTATION CONTROL

- TREE PROTECTION FENCING AND SILT SOCKS SHALL BE INSTALLED TO AVOID SEDIMENTATION INTRUSIONS AND EROSION IN TREE PROTECTION AREAS.
- SEE CIVIL FOR ADDITIONAL E&S INFORMATION.

Canopy Trees

KEY	QTY	BOTANICAL NAME	COMMON NAME	SIZE	ROOT	SPACING	NOTES	PERMIT NOTES
AR	4	<i>Acer rubrum</i> 'October Glory'	Red Maple	2"-2.5" cal.	B&B	As shown	Fall Hazard species - do not dig in fall	Species on City's Table of Trees Species on City's Table of Trees, but straight species preferred to listed cultivar due to increased height and shade of straight species
GT	4	<i>Gleditsia triacanthos</i> f. <i>inermis</i>	Thornless Honey Locust	2"-2.5" cal.	B&B	As shown		Species is not on City's Table of Trees but it is a DE native and performs well in urban environments
LS	6	<i>Liquidambar styraciflua</i> 'Rotundiloba'	Sweet Gum	2"-2.5" cal.	B&B	As shown	Fall Hazard species - do not dig in fall	
NS	1	<i>Nyssa sylvatica</i>	Black Tupelo	2"-2.5" cal.	B&B	As shown	Fall Hazard species - do not dig in fall	Species on City's Table of Trees Species is not on City's Table of Trees but it is a DE native and the biggest tree to be protected on this site is this species
PO	1	<i>Platanus occidentalis</i>	Sycamore	2"-2.5" cal.	B&B	As shown	Fall Hazard species - do not dig in fall	
QC	1	<i>Quercus coccinea</i>	Scarlet Oak	2"-2.5" cal.	B&B	As shown	Fall Hazard species - do not dig in fall	Species on City's Table of Trees Genus is on City's Table of Trees but this DE-native species is more drought tolerant than most of the listed species
QR	2	<i>Quercus rubra</i>	Red Oak	2"-2.5" cal.	B&B	As shown	Fall Hazard species - do not dig in fall	
Total	19							

Understory Trees

KEY	QTY	BOTANICAL NAME	COMMON NAME	SIZE	ROOT	SPACING	NOTES	PERMIT NOTES
AG	3	<i>Amelanchier x grandiflora</i> 'Robin Hill'	Brilliance Serviceberry	8'-10' ht.	B&B	As shown		Species on City's Table of Trees
CC	4	<i>Cercis canadensis</i>	Eastern Redbud	6'-8' ht.	B&B	As shown	Multi-stem, 3 trunks minimum; Fall Hazard species - do not dig in fall	Species on City's Table of Trees Species on City's Table of Trees, but straight species preferred to listed cultivar due to decreased bushiness and increased wildlife benefits of stright species
MV	2	<i>Magnolia virginiana</i>	Sweetbay Magnolia	6'-8' ht.	B&B	As shown	Multi-stem, 3 trunks minimum	
Total	9							

Item 5.

studio sustena

Landscape Architecture Reimagined

STIPULATION FOR REUSE

THIS DRAWING WAS PREPARED FOR USE ON A SPECIFIC SITE, AND IS NOT SUITABLE FOR USE ON A DIFFERENT PROJECT SITE OR LATER TIME. USE OF THIS DRAWING FOR REFERENCE OR EXAMPLE ON ANOTHER PROJECT REQUIRES THE SERVICES OF PROPERLY LICENSED LANDSCAPE ARCHITECTS AND ENGINEERS. PRODUCTION OF THIS DRAWING FOR REUSE ON ANOTHER PROJECT IS NOT AUTHORIZED AND MAY BE CONTRARY TO THE LAW.

PROJECT TEAM

OWNER OF RECORD:
DOWNTOWN DOVER DEVELOPMENT CORPORATION
101 W LOCKERMAN STREET
SUITE 2B
DOVER, DE, 19904

DEVELOPER:
MOSAIC DEVELOPMENT PARTNERS JV
3002 CECIL B. MOORE AVENUE
SUITE 202
PHILADELPHIA, PA 19121
215-921-8107

LANDSCAPE ARCHITECT:
STUDIO SUSTENA
4537 WAYNE AVENUE
SUITE 201
PHILADELPHIA, PA 19144
215-247-8784 | STUDIO-SUSTENA.COM

ARCHITECT:
CORE STATES GROUP
1315 WALNUT STREET
SUITE 600
PHILADELPHIA, PA 19107
215-609-4609

CIVIL ENGINEER:
BECKER MORGAN GROUP, INC.
309 S. GOVERNORS AVENUE
DOVER, DE 19904
302-734-7950

MIXED-USE BUILDING

120 S GOVERNORS AVE.
DOVER, DE 19904

SEAL:

ISSUE BLOCK:

CHECKED BY:

LM

DRAWN BY:

XW/LM

SCALE:

AS NOTED

SHEET NAME:

LANDSCAPE PLAN

SHEET NUMBER:

Z-100

168

120 S GOVERNORS AVENUE **MIXED USE**

DOVER, KENT COUNTY, DELAWARE
PLANNING BOARD PRESENTATION



Total Building Area in SF:		169,080
Total Development Site Area from assemblage below:		85,377
120 S. Governors Ave Parcel ID: ED05-077.09-01-44.00		74,052
115 S. New Street Parcel ID: ED05-077.09-01-43.00		3,484
111 S. New Street Parcel ID: ED05-077.09-01-42.00		3,485
105 S. New Street Parcel ID: ED05-077.09-01-37.00		4,356
C-2 Allowable FAR per DRAFT Proposed Ordinance 2024-01 C-2 Zone Revisions		5.0
Proposed FAR		2.0



SECOND FLOOR PLAN



LEVELS	L01	L02	L03	L04	TOTAL	MIX
DELTA	0	11	11	11	33	28%
ALPHA	0	21	21	21	63	53%
BETA	0	7	7	7	21	18%
GAMMA	0	1	1	1	3	3%
SUBTOTALS	0	40	40	40	120	100%



2: VIEW FACING SOUTH WEST FROM S GOVERNORS AVENUE



3: VIEW FACING EAST FROM S NEW STREET



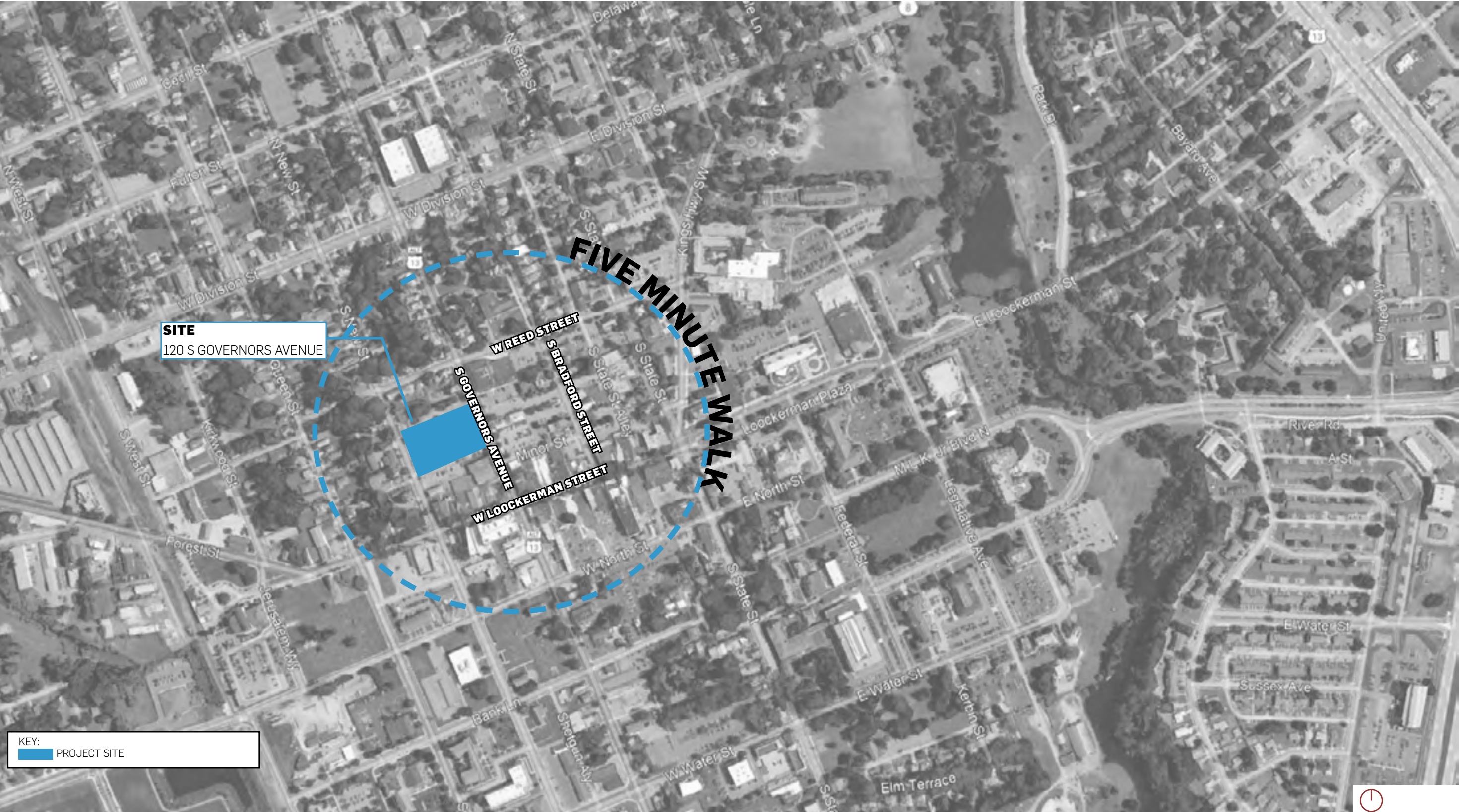
4: VIEW FACING NORTH EAST FROM S NEW STREET

120 S GOVERNORS AVENUE **MIXED USE**

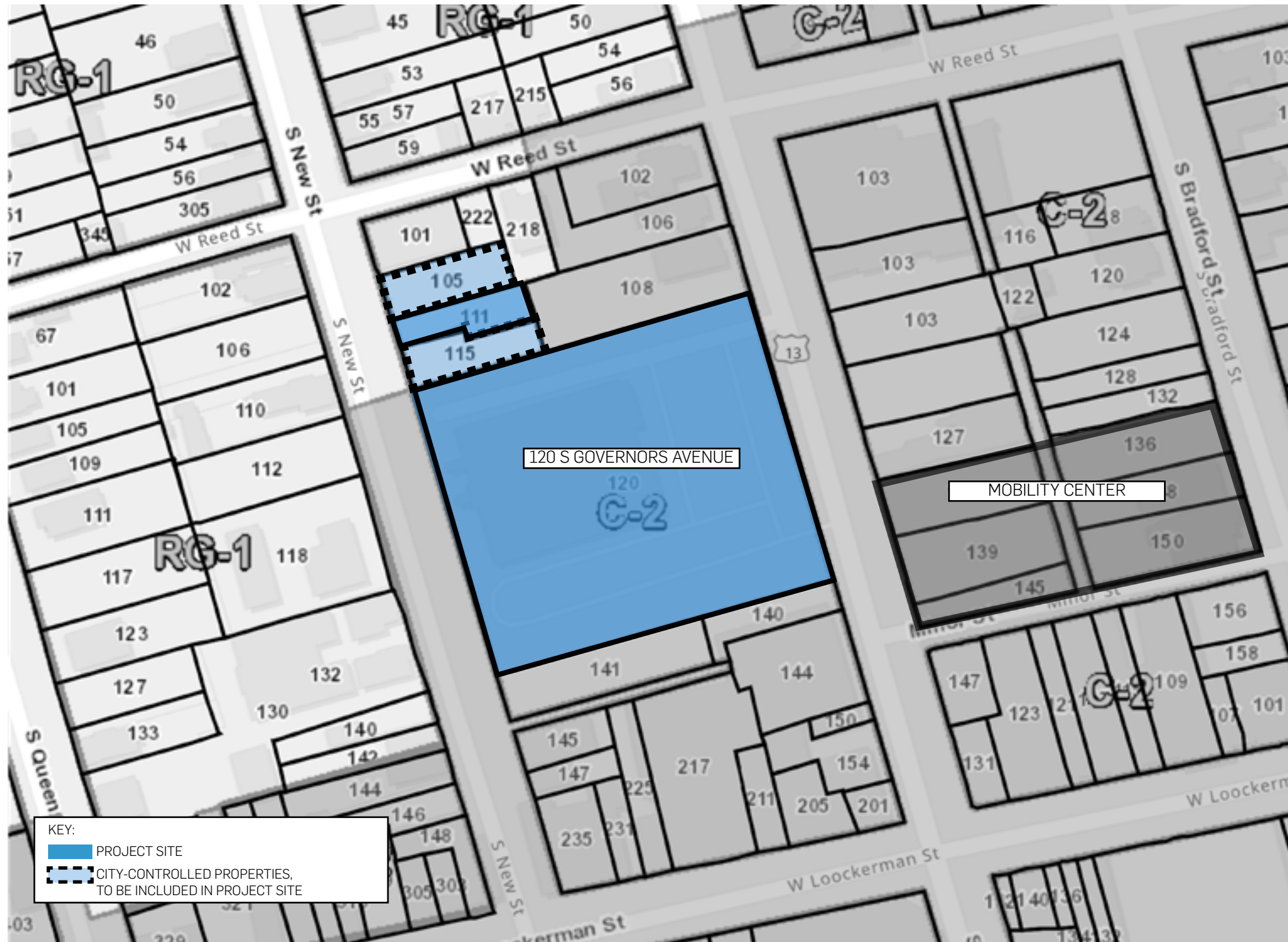
DOVER, KENT COUNTY, DELAWARE

PLANNING COMMISSION PRESENTATION





SITE SELECTIONS AND CONSIDERATION



SOURCE: ESRI COMMUNITY MAPS, CITY OF DOVER

DEVELOPMENT GOALS

- Additional residential will add vibrancy to downtown corridor, increasing foot traffic and business activity.
- Zoning was changed because of masterplan ideals, this project is realizing the goals embodied by this plan.

IDEAL LOCATION

- Site aligns with masterplan goals of adding density and residential proximity to commercial corridor of Lookerman Street.

SITE STATUS

The DDP owns both 120 and 111, and has made capital investments to be a proactive steward of the downtown district. actions taken include improving the 120 site by making it environmentally sound and reduce nuisance activity by adding fencing.

SITE CONTEXT

- Site located one block north of Lookerman Street.
- Walkable link to downtown businesses.

ENVIRONMENTAL CONSIDERATIONS

- Project Phase 1 and Phase 2 complete.
- No known concerns

ADDRESSES AND PARCEL ID

120 S. Governors Ave

Parcel ID: ED05-077.09-01-44.00

115 S. New Street (City Owned)

Parcel ID: ED05-077.09-01-43.00

111 S. New Street (DDP Owned)

Parcel ID: ED05-077.09-01-42.00

105 S. New Street (City Owned)

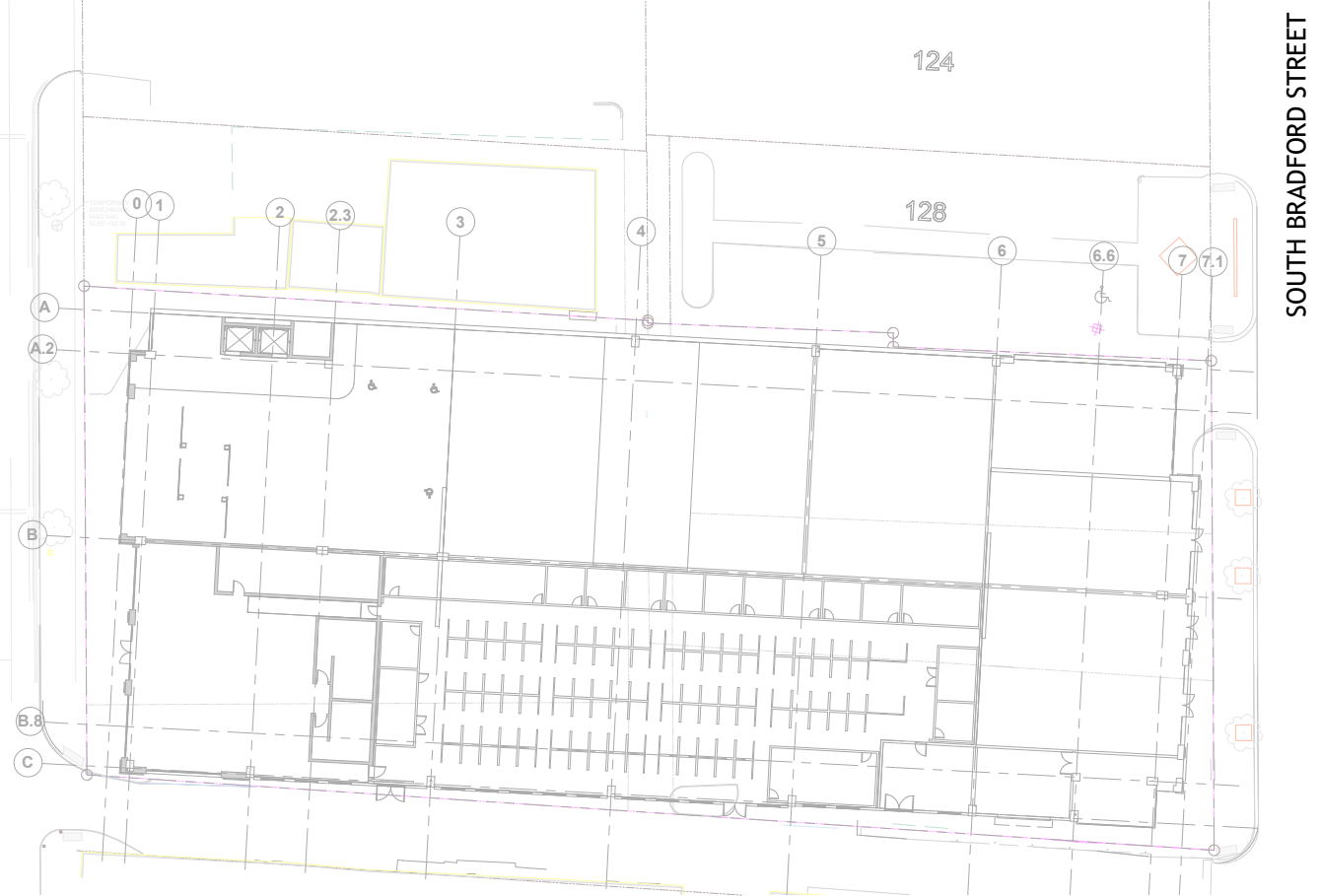
Parcel ID: ED05-077.09-01-37.00



Total Building Area in SF:		169,080
Total Development Site Area from assemblage below:		85,377
120 S. Governors Ave Parcel ID: ED05-077.09-01-44.00		74,052
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105 S. New Street Parcel ID: ED05-077.09-01-37.00		4,356
C-2 Allowable FAR per DRAFT Proposed Ordinance 2024-01 C-2 Zone Revisions		5.0
Proposed FAR		2.0

NOTE:
FURTHER REVIEW WITH THE FIRE MARSHAL IS REQUIRED TO ENSURE COMPLIANCE AND ACCESS TO PROTECT LIFE SAFETY.

BUILDING SETBACKS	REQUIRED	ACHIEVED
FRONT SETBACK	0'-0"	5'8"
SIDE YARD	NONE REQUIRED BUT 5'-0" MIN. IF PROVIDED	10' ON THE NORTH 22' ON THE SOUTH
REAR YARD	20' ABOVE GROUND FLOOR. AT GROUND FLOOR 5' REQUIRED.	37' GROUND FLOOR 54' ABOVE GROUND FLOOR



S. NEW STREET

S. GOVERNORS AVE.



SECOND FLOOR PLAN



LEVELS	L01	L02	L03	L04	TOTAL	MIX
DELTA	0	11	11	11	33	28%
ALPHA	0	21	21	21	63	53%
BETA	0	7	7	7	21	18%
GAMMA	0	1	1	1	3	3%
SUBTOTALS	0	40	40	40	120	100%

THIRD - FOURTH FLOOR



LEVELS	L01	L02	L03	L04	TOTAL	MIX
DELTA	0	11	11	11	33	28%
ALPHA	0	21	21	21	63	53%
BETA	0	7	7	7	21	18%
GAMMA	0	1	1	1	3	3%
SUBTOTALS	0	40	40	40	120	100%

BRICK PATTERNING COORDINATED DESIGN



224 W. LOOKERMAN STREET



1 W. LOOKERMAN STREET



27 W. LOOKERMAN STREET



231 W. LOOKERMAN STREET

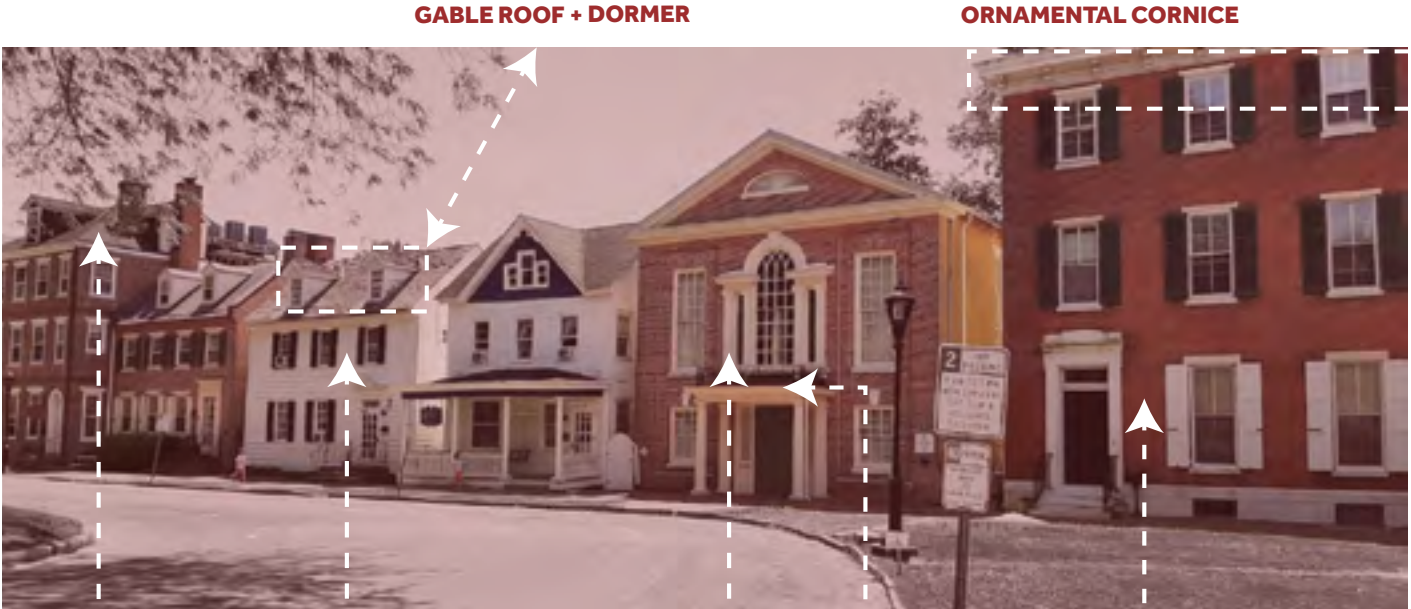
BRICK COLORING



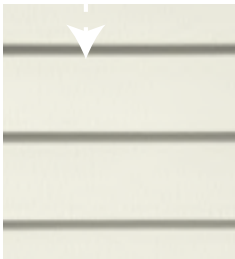
147 S. GOVERNORS AVENUE



101 W. LOOKERMAN STREET



ASPHALT SHINGLE



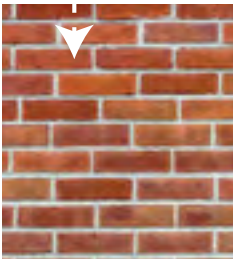
LAP SIDING



PAINT ACCENT



WROUGHT IRON



HISTORIC BRICK

HISTORIC PALETTE

MATERIAL PALETTE



ANTIQUED BRICK



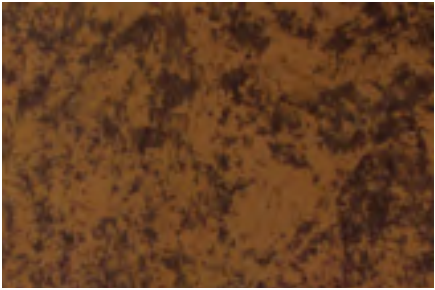
METAL ACCENT 1



FIBER CEMENT PANEL



DARK GRAY BRICK



METAL ACCENT 2



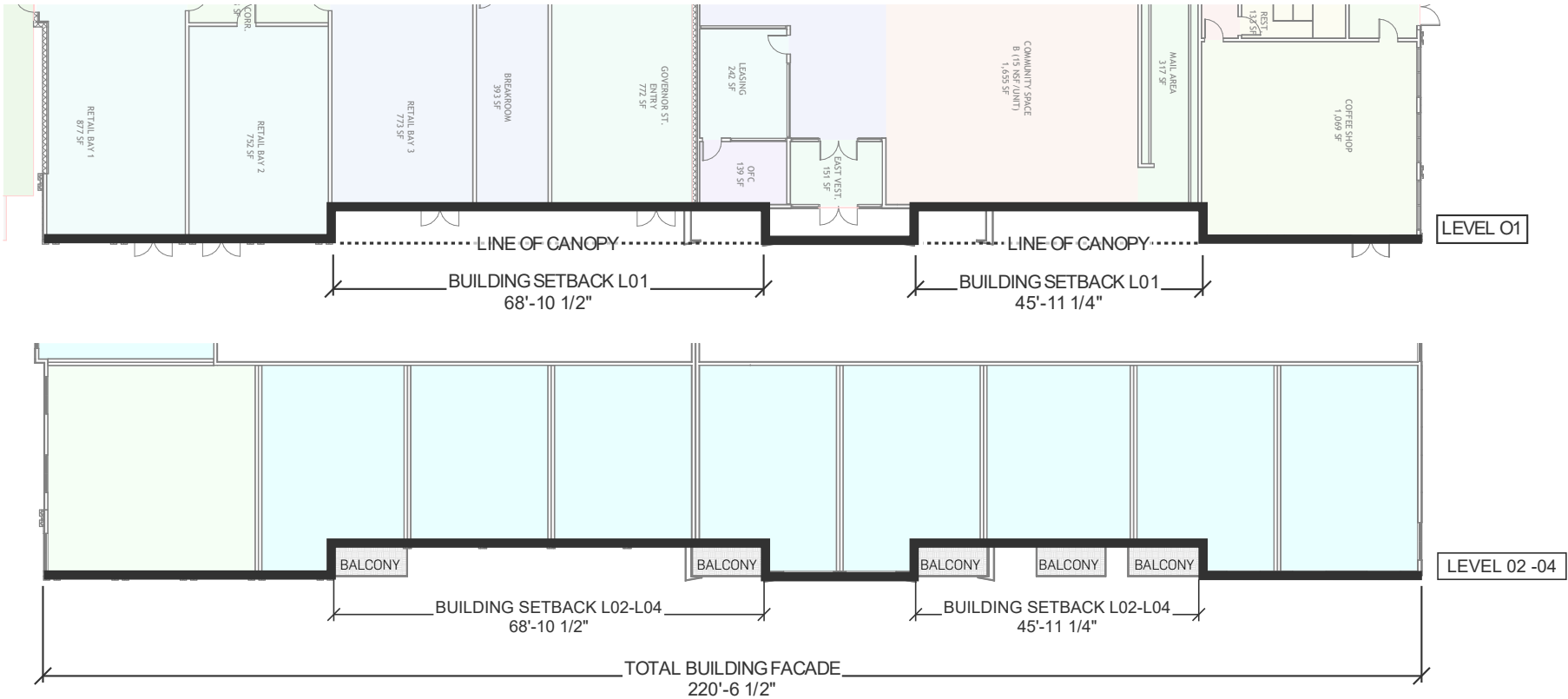
BURNISH FACE CMU

ZONING ANALYSIS

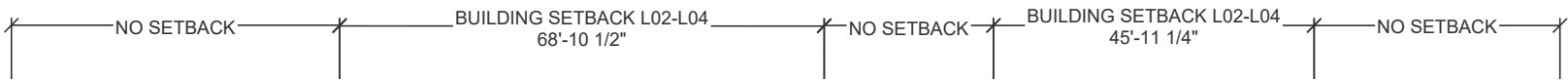
ARTICLE 3 SECTION 13 - CENTRAL COMMERICAL ZONE (C-2) 13.52

*FOR BUILDING GREATER THAN 4 STORIES, THEN THE UPPER FLOORS SHALL STEP BACK

TOTAL BUILDING FRONTAGE | 220.5'
TOTAL BUILDING SETBACK 6' | 114.0'
SETBACK ACHIEVED | 51.7%



S, GOVERNORS AVE







S: SOUTH ELEVATION - MINOR STREET ALLEY



N: NORTH ELEVATION







1: VIEW FACING WEST FROM S GOVERNORS AVENUE

CORE STATES GROUP | 15 SEPTEMBER 2025

DOWNTOWN DOVER PARTNERSHIP | MOSAIC DEVELOPMENT PARTNERS JV + COLONIAL PARKING

120 S GOVERNORS AVENUE **MIXED USE**



2: VIEW FACING SOUTH WEST FROM S GOVERNORS AVENUE

CORE STATES GROUP | 15 SEPTEMBER 2025

120 S GOVERNORS AVENUE **MIXED USE**

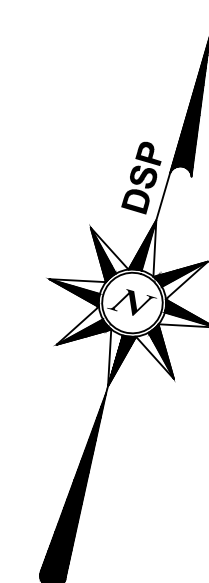
DOWNTOWN DOVER PARTNERSHIP | MOSAIC DEVELOPMENT PARTNERS JV + COLONIAL PARKING



3: VIEW FACING EAST FROM S NEW STREET



4: VIEW FACING NORTH EAST FROM S NEW STREET



PROJECT TITLE

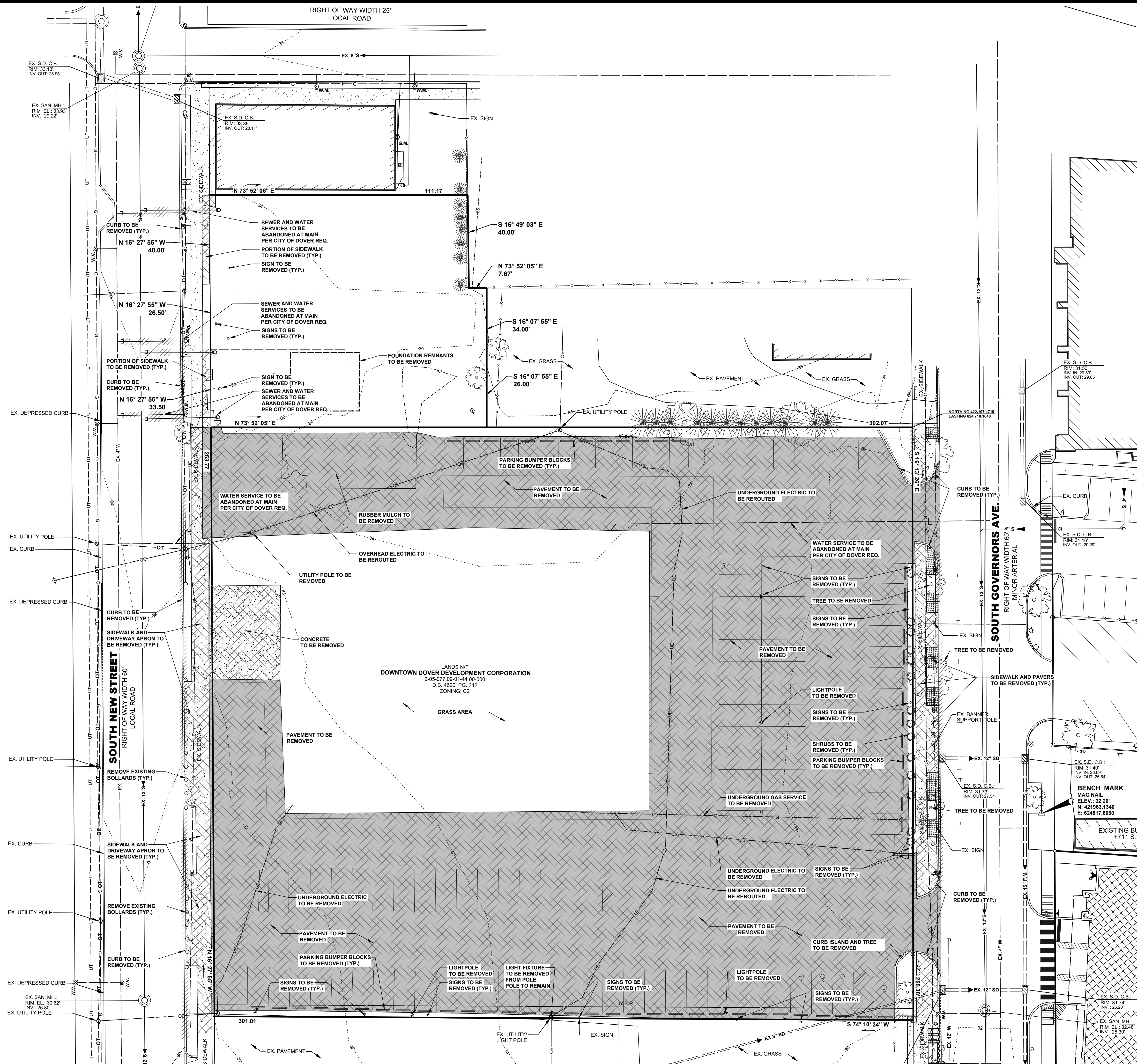
**DOWNTOWN
DOVER
DEVELOPMENT
CORPORATION
'THE GOVERNOR'**120 S. GOVERNORS AVE.
CITY OF DOVER
KENT COUNTY, DELAWARE

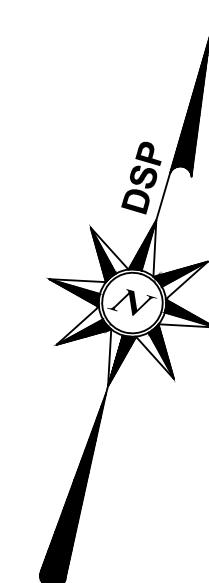
SHEET TITLE

**EXISTING
CONDITIONS AND
DEMOLITION PLAN**

ISSUE BLOCK

MARK	DATE	DESCRIPTION
LAYER/STATE: C-101		
PROJECT NO.:	2025041.00	
DATE:	8-1-25	
SCALE:	1" = 20'	
DRAWN BY:	M.J.H.	PROJ. MGR.: M.J.H.
SHEET		
C-101		
COPYRIGHT: 2025		





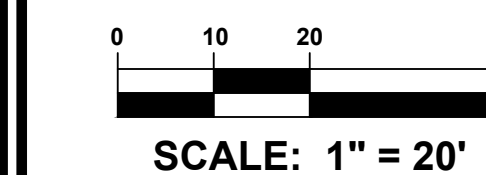
PROJECT TITLE

DOWNTOWN DOVER DEVELOPMENT CORPORATION 'THE GOVERNOR'

 120 S. GOVERNORS AVE.
CITY OF DOVER
KENT COUNTY, DELAWARE

SHEET TITLE

SITE PLAN



ISSUE BLOCK

MARK DATE DESCRIPTION

LAYER/STATE: C-201

PROJECT NO.: 2025041.00

DATE: 8-1-25

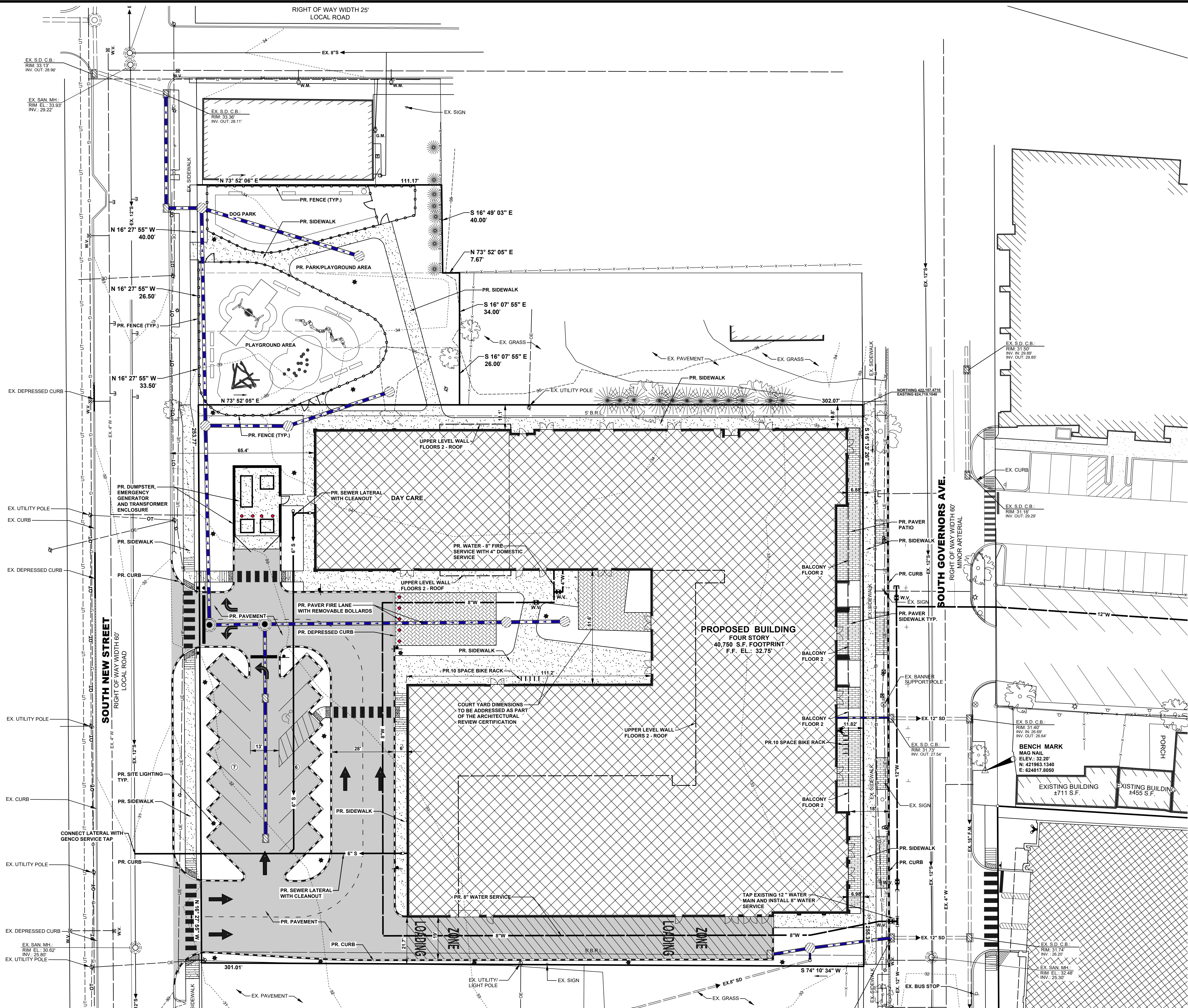
SCALE: 1" = 20'

DRAWN BY: M.J.H. PROJ. MGR.: M.J.H.

SHEET

C-201

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ARCHITECTURE
ENGINEERING

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Dover

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Newark

302.369.3700

Maryland

Salisbury

410.546.9100

North Carolina

Charlotte

980.270.9100

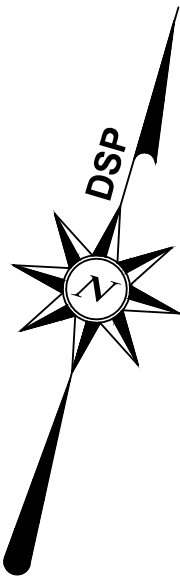
Raleigh

919.243.1332

Wilmington

910.341.7600

www.beckermorgan.com



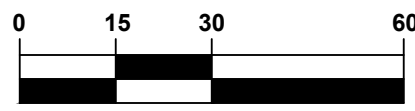
PROJECT TITLE

**DOWNTOWN
DOVER
DEVELOPMENT
CORPORATION
'THE GOVERNOR'**

120 S. GOVERNORS AVE.
CITY OF DOVER
KENT COUNTY, DELAWARE

SHEET TITLE

**ACTIVE
RECREATION PLAN**



SCALE: 1" = 30'

ISSUE BLOCK

MARK

DATE

DESCRIPTION

LAYER STATE: Rec Plan

PROJECT NO.: 2025041.00

DATE: 8-1-25

SCALE: 1" = 30'

DRAWN BY: CS PROJ. MGR.: M.J.H.

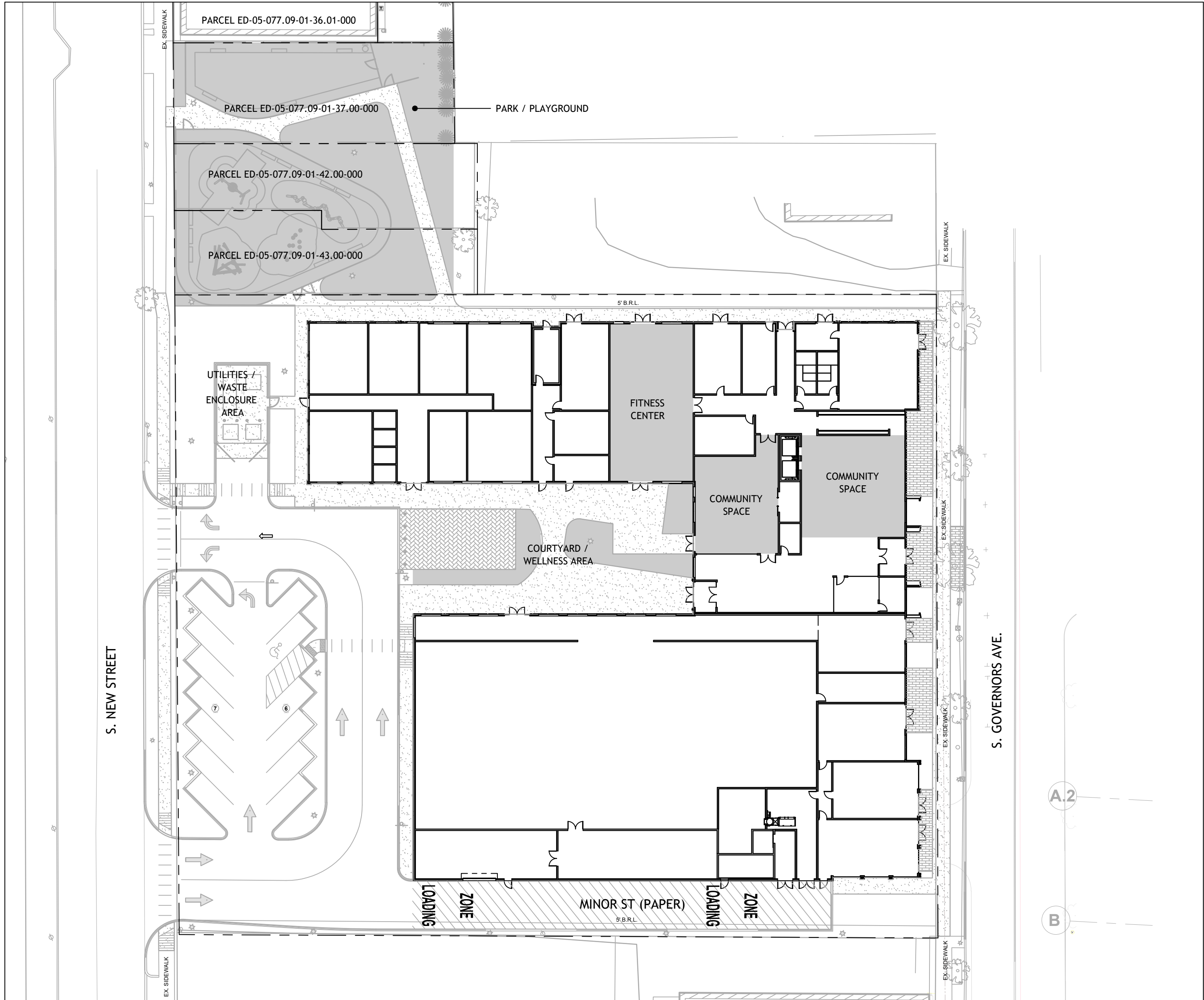
SHEET

C-202

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DRAWING BY CORE STATES GROUP



1 1ST FLOOR SITE PLAN
SCALE: 1" = 30'-0"

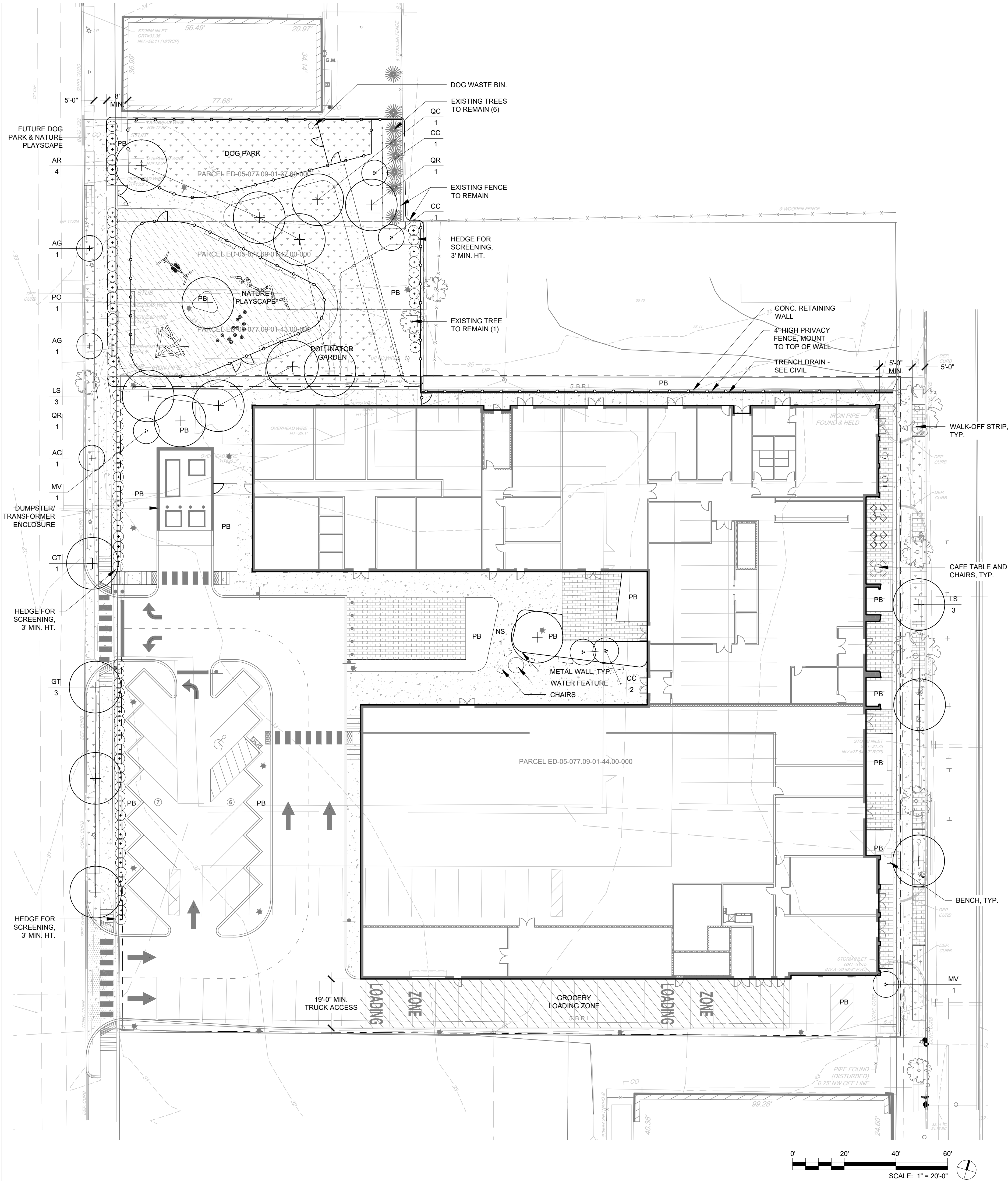


120 SOUTH GOVERNORS AVENUE						
ACTIVE RECREATION TABULATIONS (SQUARE FEET)						
	FIRST FLOOR	SECOND FLOOR	THIRD FLOOR	FOURTH FLOOR	PERCENTAGE	TOTAL (SF)
COURTYARD/WELLNESS AREA	5,729	-	-	-	19.7%	5,729
FITNESS CENTER	2,054	-	-	-	7.1%	2,054
COMMUNITY SPACE	2,995	-	-	-	10.3%	2,995
PARK	11,090	-	-	-	38.1%	11,090
ROOFTOP COURTYARD	-	7,225	-	-	24.8%	7,225
TOTAL ACTIVE RECREATION SQUARE FOOTAGE REQUIRED (75 SF PER UNIT - TOTAL UNITS = 120)						9,000
TOTAL ACTIVE RECREATION SQUARE FOOTAGE PROVIDED						29,093

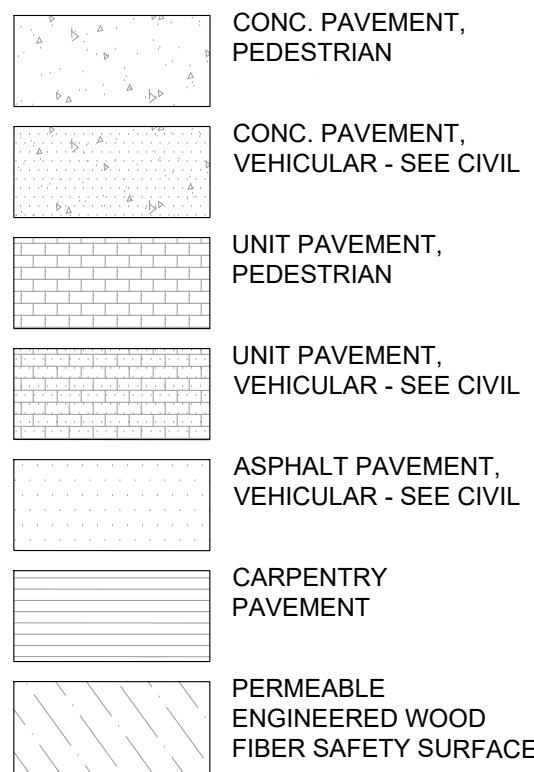


2 SECOND FLOOR PLAN
SCALE: 1" = 30'-0"

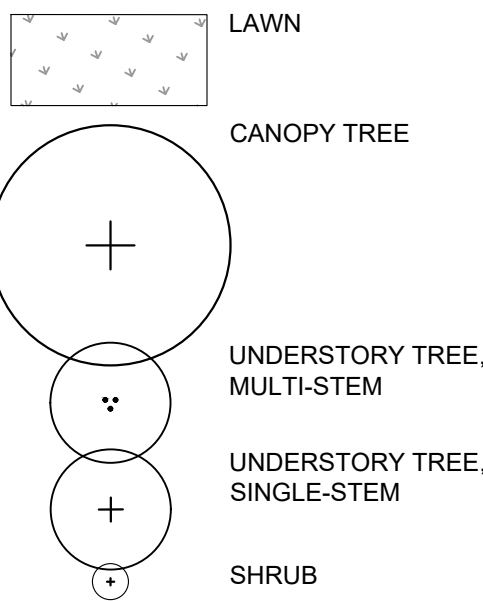




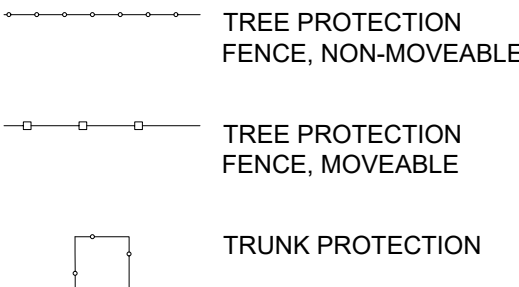
MATERIALS LEGEND



PLANTING LEGEND



TREE PROTECTION LEGEND



PROJECT INFORMATION

- PROJECT NAME: MIXED-USE BUILDING AT 120 S GOVERNORS AVENUE, HI-25-02
- ZONING CLASSIFICATION: EXISTING: C-2 - CENTRAL COMMERCIAL, HISTORIC DISTRICT PROPOSED: C-2 - CENTRAL COMMERCIAL, HISTORIC DISTRICT
- PARCEL NUMBERS: ED-05-077.09-01-44.00-000 (MAIN PARCEL) ED-05-077.09-01-43.00-000 ED-05-077.09-01-42.00-000 ED-05-077.09-01-37.00-000
- TOTAL ACREAGE: ED-05-077.09-01-44.00-000: 1.7622 ACRES (MAIN PARCEL) ED-05-077.09-01-43.00-000: 0.0818 ACRES ED-05-077.09-01-42.00-000: 0.0838 ACRES ED-05-077.09-01-37.00-000: 0.0535 ACRES PROJECT AREA TOTAL: 1.9813 ACRES

SETBACKS & YARD AREAS

	REQUIRED	ACHIEVED
FRONT SETBACK	0'	5.8'
SIDE YARD	NONE REQUIRED BUT 5' MIN. IF PROVIDED	10' ON THE NORTH 22' ON THE SOUTH
REAR YARD	20' ABOVE GROUND FLOOR. AT GROUND FLOOR 5' REQUIRED	37' GROUND FLOOR 54' ABOVE GROUND FLOOR

SENSITIVE HABITAT INFORMATION

- SURVEY PREPARED BY SHAHEED A. SMITH GEOSPATIAL, LLC ON 4/4/25
- WETLANDS PRESENT ON SURVEY: NONE
- WOODLANDS PRESENT ON SURVEY: NONE

TREE PRESERVATION

- EXISTING WOODLAND AREA: 0 SF
- WOODLANDS TO BE CLEARED: 0 SF (0%)
- TOTAL WOODLANDS REMAINING: 0 SF (0%)
- TOTAL NON-WOODLAND PROJECT AREA: 86,307 SF
- 86,307 SF / 3,000 SF / TREE = 28.8 = 29: 29 TREES REQUIRED
- EXISTING TREES TO BE RETAINED: 7
- PROPOSED TREES: 28
- TOTAL TREES: 35 (ALL TREES SHALL HAVE A 1-YEAR REPLACEMENT GUARANTEE)

TREE PROTECTION

- LOTS IN NON-WOODLAND AREAS EXPECTED TO RETAIN EXISTING TREES TO MEET TREE DENSITY REQUIREMENTS: ED-05-077.09-01-43.00-000 ED-05-077.09-01-37.00-000
- TREE PROTECTION SHALL BE INSTALLED AROUND EACH INDIVIDUAL OR GROUP OF PROXIMATE TREES TO BE PROTECTED.
- TREE PROTECTION AREAS SHALL BE PROTECTED BY FENCING AND SILT SOCKS SITUATED TO COINCIDE WITH THE DRIPLINES OF THE TREE OR GROUP OF TREES TO BE PRESERVED.
- PROTECTION MEASURES SHALL BE ERCTED PRIOR TO CONSTRUCTION AND MUST REMAIN UNTIL THE FINAL LANDSCAPE IS INSTALLED.
- TEMPORARILY MOVEABLE SECTIONS OF FENCING MAY BE CONSIDERED FOR LIMITED AREAS WHERE LANDSCAPE CONSTRUCTION MAY OCCUR, SUCH AS PAVEMENT IN A FILL CONDITION. NO EXCAVATION SHALL OCCUR IN THESE AREAS.

EROSION & SEDIMENTATION CONTROL

- TREE PROTECTION FENCING AND SILT SOCKS SHALL BE INSTALLED TO AVOID SEDIMENTATION INTRUSIONS AND EROSION IN TREE PROTECTION AREAS.
- SEE CIVIL FOR ADDITIONAL E&S INFORMATION.

Canopy Trees

KEY	QTY	BOTANICAL NAME	COMMON NAME	SIZE	ROOT	SPACING	NOTES	PERMIT NOTES
AR	4	<i>Acer rubrum</i> 'October Glory'	Red Maple	2"-2.5" cal.	B&B	As shown	Fall Hazard species - do not dig in fall	Species on City's Table of Trees Species on City's Table of Trees, but straight species preferred to listed cultivar due to increased height and shade of straight species
GT	4	<i>Gleditsia triacanthos</i> f. <i>inermis</i>	Thornless Honey Locust	2"-2.5" cal.	B&B	As shown		Species is not on City's Table of Trees but it is a DE native and performs well in urban environments
LS	6	<i>Liquidambar styraciflua</i> 'Rotundiloba'	Sweet Gum	2"-2.5" cal.	B&B	As shown	Fall Hazard species - do not dig in fall	
NS	1	<i>Nyssa sylvatica</i>	Black Tupelo	2"-2.5" cal.	B&B	As shown	Fall Hazard species - do not dig in fall	Species on City's Table of Trees Species is not on City's Table of Trees but it is a DE native and the biggest tree to be protected on this site is this species
PO	1	<i>Platanus occidentalis</i>	Sycamore	2"-2.5" cal.	B&B	As shown	Fall Hazard species - do not dig in fall	
QC	1	<i>Quercus coccinea</i>	Scarlet Oak	2"-2.5" cal.	B&B	As shown	Fall Hazard species - do not dig in fall	Species on City's Table of Trees Genus is on City's Table of Trees but this DE-native species is more drought tolerant than most of the listed species
QR	2	<i>Quercus rubra</i>	Red Oak	2"-2.5" cal.	B&B	As shown	Fall Hazard species - do not dig in fall	
Total	19							

Understory Trees

KEY	QTY	BOTANICAL NAME	COMMON NAME	SIZE	ROOT	SPACING	NOTES	PERMIT NOTES
AG	3	<i>Amelanchier x grandiflora</i> 'Robin Hill'	Brilliance Serviceberry	8'-10' ht.	B&B	As shown		Species on City's Table of Trees
CC	4	<i>Cercis canadensis</i>	Eastern Redbud	6'-8' ht.	B&B	As shown	Multi-stem, 3 trunks minimum; Fall Hazard species - do not dig in fall	Species on City's Table of Trees Species on City's Table of Trees, but straight species preferred to listed cultivar due to decreased bushiness and increased wildlife benefits of stright species
MV	2	<i>Magnolia virginiana</i>	Sweetbay Magnolia	6'-8' ht.	B&B	As shown	Multi-stem, 3 trunks minimum	
Total	9							

Item 5.

studio sustena

Landscape Architecture Reimagined

STIPULATION FOR REUSE

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PROJECT TEAM

OWNER OF RECORD:
DOWNTOWN DOVER DEVELOPMENT CORPORATION
101 W LOCKERMAN STREET
SUITE 2B
DOVER, DE, 19904

DEVELOPER:
MOSAIC DEVELOPMENT PARTNERS JV
3002 CECIL B. MOORE AVENUE
SUITE 202
PHILADELPHIA, PA 19121
215-921-8107

LANDSCAPE ARCHITECT:
STUDIO SUSTENA
4537 WAYNE AVENUE
SUITE 201
PHILADELPHIA, PA 19144
215-247-8784 | STUDIO-SUSTENA.COM

ARCHITECT:
CORE STATES GROUP
1315 WALNUT STREET
SUITE 600
PHILADELPHIA, PA 19107
215-609-4609

CIVIL ENGINEER:
BECKER MORGAN GROUP, INC.
309 S. GOVERNORS AVENUE
DOVER, DE 19904
302-734-7950

MIXED-USE BUILDING

120 S GOVERNORS AVE.
DOVER, DE 19904

SEAL:

ISSUE BLOCK:

CHECKED BY:

LM

DRAWN BY:

XW/LM

SCALE:

AS NOTED

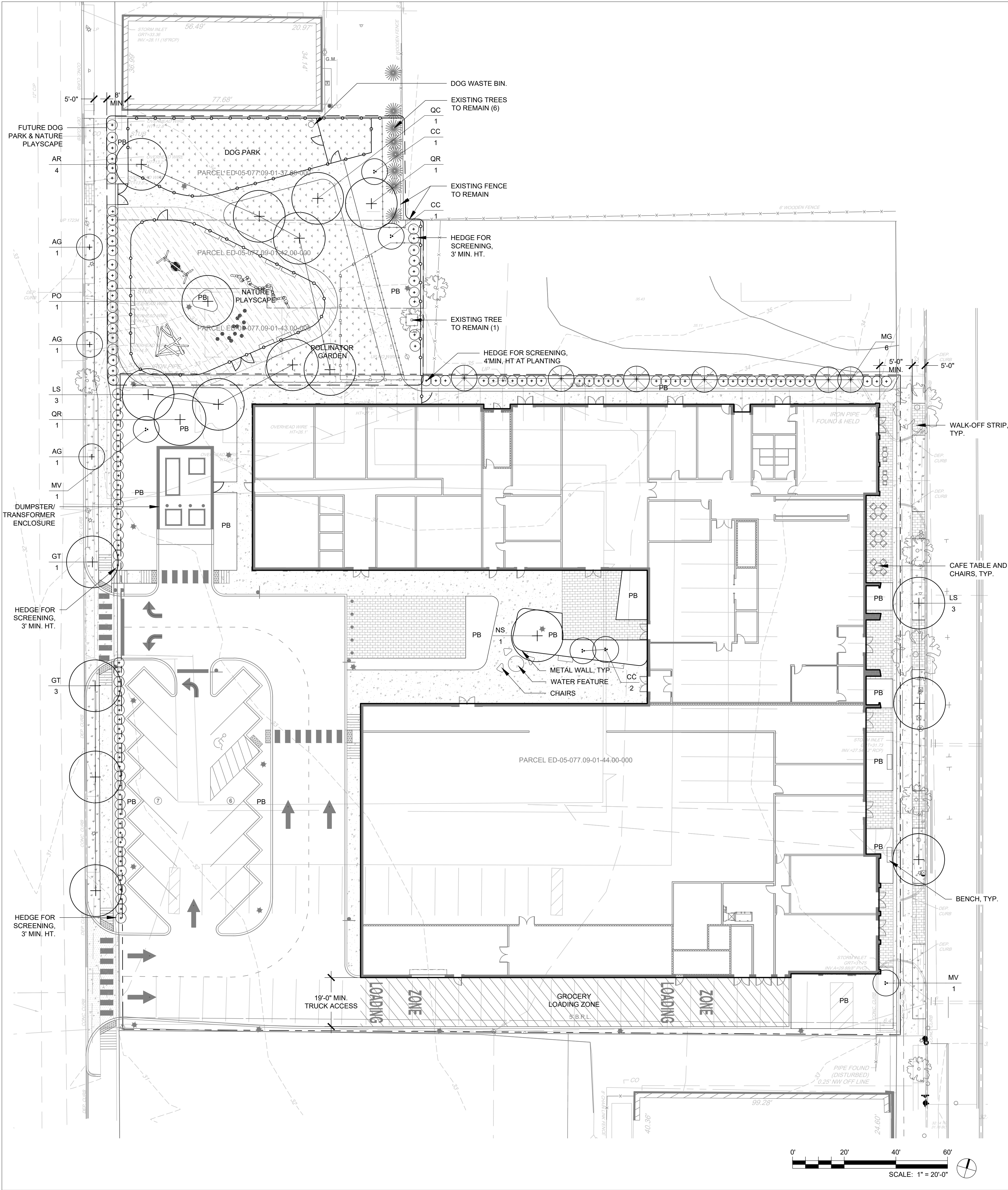
SHEET NAME:

LANDSCAPE PLAN

SHEET NUMBER:

Z-100

195



MATERIALS LEGEND

	CONC. PAVEMENT, PEDESTRIAN
	CONC. PAVEMENT, VEHICULAR - SEE CIVIL
	UNIT PAVEMENT, PEDESTRIAN
	UNIT PAVEMENT, VEHICULAR - SEE CIVIL
	ASPHALT PAVEMENT, VEHICULAR - SEE CIVIL
	CARPENTRY PAVEMENT
	PERMEABLE ENGINEERED WOOD FIBER SAFETY SURFACE

PLANTING LEGEND

	LAWN
	CANOPY TREE
	UNDERSTORY TREE, MULTI-STEM
	UNDERSTORY TREE, SINGLE-STEM
	SHRUB

TREE PROTECTION LEGEND

	TREE PROTECTION FENCE, NON-MOVEABLE
	TREE PROTECTION FENCE, MOVEABLE
	TRUNK PROTECTION

PB PLANTING BED

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Total	19							
Evergreen Trees								
KEY	QTY	BOTANICAL NAME	COMMON NAME	SIZE	ROOT	SPACING	NOTES	PERMIT NOTES
MG	6	Magnolia grandiflora 'Little Gem'	Large-Flowered Magnolia	8'-10' ht.	B&B	As shown		Species on City's Table of Trees, but listed cultivar preferred to straight species due to narrow habit and evergreen foliage
Total	6							
Understory Trees								
KEY	QTY	BOTANICAL NAME	COMMON NAME	SIZE	ROOT	SPACING	NOTES	PERMIT NOTES
AG	3	Amelanchier x grandiflora 'Robin Hill'	Brilliance Serviceberry	8'-10' ht.	B&B	As shown		Species on City's Table of Trees
CC	4	Cercis canadensis	Eastern Redbud	6'-8' ht.	B&B	As shown	Multi-stem, 3 trunks minimum; Fall Hazard species - do not dig in fall	Species on City's Table of Trees
MV	2	Magnolia virginiana	Sweetbay Magnolia	6'-8' ht.	B&B	As shown	Multi-stem, 3 trunks minimum	Species on City's Table of Trees, but straight species preferred to listed cultivar due to decreased bushiness and increased wildlife benefits of straight species
Total	9							

Item 5.

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Landscape Architecture Reimagined

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ISSUE BLOCK:

CHECKED BY: LM

DRAWN BY: XW/LM

SCALE: AS NOTED

SHEET NAME:

LANDSCAPE PLAN

SHEET NUMBER:

Z-100

196

Appointment of the Architectural Review Oversight Subcommittee of Planning Commission

As part of the Annual Meeting of the Planning Commission, one of the responsibilities of the Planning Commission is to appoint the Architectural Review Oversight Subcommittee. The following excerpt from the *Zoning Ordinance* is provided.

Appendix B: Zoning Ordinance, Article 10 Section 2. Site development plan approval.

2.28 Consideration shall be given to the physical orientation and architectural characteristics of proposed buildings, the relationship of proposed buildings to existing buildings and to other proposed buildings, and their contributions to the overall image of the immediate vicinity by considering the building and architectural design guidelines as set forth in article 5, section 19. Design characteristics of proposed buildings and building additions shall not detract or devalue existing buildings in the immediate vicinity.

- (A) If the planning commission determines that the proposed physical orientation and architectural characteristics of the proposed buildings do not meet the intent and objectives of this section, then the planning commission shall refer the proposal to the architectural review oversight subcommittee for review and comment.
- (B) The subcommittee shall meet and review the proposal with the applicant, and return its comments to the planning commission by the next regularly scheduled meeting.
- (C) The architectural review oversight subcommittee shall be appointed by the commission at its annual meeting, and membership shall consist of two planning commission members, and two design professionals with experience in construction, and the mayor or the mayor's designee. Two alternate design professionals with experience in construction shall also be appointed.

At the July 21, 2025 Meeting of the Planning Commission, the following individuals were appointed to the Architectural Review Oversight Subcommittee of Planning Commission

- Kathleen Welsh, Planning Commission member
- Kenneth Roach, Planning Commission member
- Mayor or Mayor's designee

The Planning Commission at their July 21, 2025 Meeting also considered the appointment of two Design Professional members to the Subcommittee pending confirmation of their availability. Planning Staff will report back to the Planning Commission regarding the two individuals listed below and their availability. No other Design Professionals as Alternates were offered.

- Dr. R.J. Chandler, Faculty member of Architecture program at DelTech Community College, Design Professional (awaiting availability to serve)
- Ms. Sarah Keifer, Director of Planning Services for Kent County, Design Professional (awaiting availability to serve)

The Planning Commission as part of their Annual Meeting must act to appoint the membership of the Architectural Review Oversight Subcommittee.