CITY OF DOVER, DELAWARE
PLANNING COMMISSION SEPTEMBER 21, 2026
Monday, September 21, 2026 at 7:00 PM

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

AGENDA

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

IN-PERSON and VIRTUAL MEETING NOTICE

The Planning Commission Meeting for September 21, 2026 will be held as an In-Person Meeting at City Hall in City Council Chambers at 7:00 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 in person or virtually with the participation information below to join by phone or computer.

PUBLIC PARTICIPATION INFORMATION
City of Dover Planning Commission Meeting of Monday, September 21, 2026

Join By Phone: Dial +1-650-479-3208
Access Code: 253 155 59188
Password from Phones: 3683772

Join Online: https://bit.ly/PCMeeting09212026
Webinar Number: 2531 555 9188
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

APPROVAL OF MINUTES

1. Adoption of Meeting Minutes of August 17, 2026

COMMUNICATIONS & REPORTS

Meeting Reminder: The next Planning Commission regular meeting date is October 19, 2026 at 7:00 P.M.

Update on City Council Actions

Department of Planning & Inspections Updates

OPENING REMARKS CONCERNING MEETING PROCEDURES FOR APPLICATIONS

OLD BUSINESS

Requests for Extension of Planning Commission Approval

Revised Development Applications:

2. HI-25-01 Revised #2 and S-25-07 Revised #2 The Old Post at 55 Loockerman Plaza – Public Hearing and Review for Revised Architectural Review Certification and Revised Site Development Plan Application for redevelopment of the Old Dover Post Office property consisting of 1.267 acres for a mixed-use project (commercial and residential uses) known as The Old Post as Revised. This Revised #2 Plan proposes the demolition of the existing building in its entirety and reconstruction of the front building portion its current form adding the second-floor addition to the front wings of the building and with the four-story rear Building Addition. Architectural Revisions request utilization of an EIFS brick exterior cladding system in place of the conventional and thin brick materials for the building elevations. This Revised #2 Plan seeks to increase the apartment unit count from 42 to 45 units while keeping the exact same building footprint and total building square footage as previously approved. The overall project will consist of a building with forty-five (45) residential apartment units and commercial space and with parking and other site improvements. The property is zoned C-2 (Central Commercial Zone), subject to the SWPOZ (Source Water Protection Overlay Zone), and subject to the H (Historic District Zone). The property is located on the north side of Loockerman Plaza and adjacent to Innovation Way. The owner of record is The Old Post, LLC. Property Address: 55 Loockerman Plaza. Tax Parcel: ED-05-077.05-04-53.00-000. Council District 4. *For Consideration with Revision: Parking Strategy Statement and Active Recreation Area Plan. Application HI-25-01 was considered for Architectural Review Certification at the Historic District Commission Meeting of February 20, 2025 and as Revised at their November 20, 2025 Meeting. Application S-25-07 was granted conditional approval of the Site Plan and Architectural Review Certification by the Planning Commission on March 17, 2025 and as Revised at their December 15, 2025 Meeting.*

3. HI-25-02 Revised and S-25-11 Revised The Governor: Mixed Use Building at 120 S Governors Avenue – Public Hearing and Review of a Revised Architectural Review Certification and Revised Site Development Plan Application 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 Revision includes refinement to the building architectural elevations and materials, and adjustments to the building entrances, courtyard and loading areas. The main parcel contains 1.70 +/- acres. The properties are zoned C-2

(Central Commercial Zone) and partially subject to H (Historic District Zone). The properties are 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: 105 S. New Street, 111 S. New Street, 115 S. New Street, 120 S. Governors Avenue, Dover, DE. 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 Approved for Opaque Barrier – Fence Components and Approved Parking Strategy Statement. This Application HI-25-02 was considered at the Historic District Commission Meeting of July 17, 2025 and granted conditional approval of the Site Plan and Architectural Review Certification by the Planning Commission with Application S-25-11 The Governor 120 S Governors Avenue on September 15, 2025.*

NEW APPLICATIONS

4. S-26-13 Winner Subaru Building Additions at 1387 North DuPont Highway – Public Hearing and Site Development Plan Review to permit the construction of 12,346 SF in Building Additions to the existing auto dealership building and site improvements on a 5.48-acre parcel for Motor Vehicle Sales and Service Establishment. The project entails the construction of a new 8,817 SF +/- Building Addition, a new 3,336 SF +/- Building Addition, and an additional new 193 SF +/- Building Addition, and associated parking and site improvements. The property is zoned C-4 (Highway Commercial Zone) and a portion is subject to the SWPOZ (Source Water Protection Overlay Zone): Tier 3-Excellent Recharge Area. The property is located on the east side of North DuPont Highway and northwest of the entrances to the Dover Mall. The owner of record is 1387 N. Dupont Highway, LLC c/o Michael Hynansky and lessee is Winner Dover 1387, LLC c/o Michael Hynansky. Property Address: 1387 North DuPont Highway, Dover DE. Tax Parcel: ED-05-057.00-01-15.00-000. Council District 3. *Waiver Requested: Reduction of Arterial Street Buffer.*

5. S-26-14 William Henry Campus Improvements at 65 Carver Road, Dover, DE – Public Hearing and review of a Site Development Plan for the demolition of an existing 140,382 SF school buildings (William Henry) and portion of the Kent County Community School (KCCS) and construction of a new 81,362 SF Kent County Secondary Intensive Learning Center, a 36,098 SF Addition for KCCS and a head house associated with the new geothermal system. The proposal also includes site work consisting of a new bus and parent dropoff/pickup loops, parking lots, vehicular and pedestrian circulation, and a geothermal system field. The property is zoned IO (Institutional and Office Zone) and also partly subject to the COZ-1 (Corridor Overlay Zone). The Owner of record is Dover Special School District (Capital School District). The Property consists of 45.46 Acres. The Property is located on the north side of Forest Street and east of Carver Road. Property Address: 65 Carver Road, Dover, DE. Tax Parcel: ED-05-076.07-01-55.00. Council District 4. *Waiver Request: Reduction of Parking Requirement.*

NEW BUSINESS

6. MI-26-07 SJR8 - City of Dover DSHA Technical Assistance for Housing and Land Use Reform - Presentation on City of Dover Regulatory Analysis Summary Report

7. Annual Meeting of the Planning Commission (Nomination and Election of Officers and Appointment to Subcommittees)

PUBLIC COMMENT OPPORTUNITY - An opportunity given for members of the public to provide comments to the Planning Commission not specifically related to Applicants with Public Hearings.

ADJOURN

Posted Agenda: September 11, 2026

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

CITY OF DOVER PLANNING COMMISSION
August 17, 2026

The Meeting of the City of Dover Planning Commission was held on Monday, August 17, 2026, at 7:00 PM as an In-Person Meeting and also using the phone/videoconferencing system Webex. The Meeting Session was conducted with Vice-Chairwoman Mrs. Denney presiding. Members present were Mr. Lewis, Mrs. Maucher, Dr. Jones, Mrs. Welsh, Mr. Reaves (virtual) and Mrs. Denney. Mr. Roach and Mr. Baldwin were absent.

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

APPROVAL OF AGENDA

THIS AGENDA HAS BEEN REVISED BY ADDING ITEM #2 – REQUEST FOR EXTENSION - for S-24-11 Warehouse Building at 601 Garrison Oak Drive (Lot 3 - Garrison Oak Business and Technology Center) under OLD BUSINESS – Requests for Extension of Planning Commission Approval (with subsequent agenda items renumbered).

Mrs. Maucher moved to approve the Revised Agenda as presented, seconded by Mr. Lewis and the motion was carried 6-0 by voice vote with Mr. Roach and Mr. Baldwin absent.

APPROVAL OF MEETING MINUTES OF JULY 20, 2026

Mrs. Welsh moved to approve the Planning Commission Meeting Minutes from July 20, 2026, seconded by Mrs. Maucher and the motion was carried 6-0 by voice vote with Mr. Roach and Mr. Baldwin absent.

COMMUNICATIONS & REPORTS

Mrs. Denney stated that the next Planning Commission regular meeting is scheduled for Monday, September 21, 2026 at 7PM in the City Hall Council Chambers.

Mrs. Melson-Williams provided an update on the regular City Council and various Committee meetings held on July 27 & 28, 2026 and August 10 & 11, 2026.

Mrs. Melson-Williams stated that at the August 10th Council Meeting, Mrs. Donna Lee Williams was appointed to fill the seat vacated by Mr. Witham. She will fill the unexpired term through June 2027. She has joined us this evening online to just observe what happens with the Planning Commission meeting and we will be doing a full onboarding meeting with her as Planning Staff.

Mrs. Melson-Williams stated that they have hired an additional Planner, Mr. Chris Salzano. You may remember him as he was previously with our office. He is a re-hire into the Planner II position; so, you will be seeing him at your upcoming meetings as projects are assigned.

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:

S-24-11 Warehouse Building at 601 Garrison Oak Drive: Extension Request – Request for One Year Extension of the Planning Commission Approval granted on August 19, 2024 for Site Development Plan for a 100,000+/- SF Warehouse Building with associated site improvements. The site is located at Lot 3 of the Garrison Oak Business & Technology Park. The property is zoned IPM-2 (Industrial Park Manufacturing Zone – Business and Technology Center) and subject to the SWPOZ (Source Water Protection Overlay Zone: Tier 2 – Primary Wellhead Protection Area). The property of 12.813 acres is located on the west side of Garrison Oak Drive on the inside of the loop. The owner of record is Garrison Oaks LLC. Property Address: 601 Garrison Oak Drive. Tax Parcel: LC-05-068.00-02-03.00-000. Council District 3. Approved Waiver Requests: Partial Elimination in Upright Curbing and Reduction of Parking Requirement. Approved: Performance Standards Review Application. The Final Site Plan Approval was granted April 28, 2026.

Representative: None

Mrs. Melson-Williams stated that Planning Staff did provide to the Planning Commission members, their Letter of Request that was filed once we discovered that it was coming up on expiration at the end of this month. That is the Site Plan S-24-11 proposal for a warehouse building at 601 Garrison Oak Drive which is Lot 3 of the Garrison Oak Business & Technology Park. The Site Plan does have Final Site Plan Approval. That was actually granted, meaning that they have gotten all of their agency approvals in hand back on April 28, 2026. They have just not moved forward to the permitting process or commenced construction. In order to keep a project alive, you have to continue to make progress on the request.

Mrs. Maucher asked if there was a time period in which they must begin pulling permits and is it as long as they begin before the one year extension deadline is up, that is fine? Or is there an expectation that they pull before that? Responding to Mrs. Maucher, Mr. Melson-Williams stated that the *Zoning Ordinance* established an initial approval timeframe of two years from your initial action. The Code allows for an additional one-year extension upon request. So if they are successful with this Request, they would have until August 31, 2027 to move into that permitting process, pull a permit, and commence construction. If they do not pull a permit and commence construction activity, then they will have to restart the application review process.

Mrs. Maucher asked if the activity has to begin by August 31, 2027 or do they just have to pull the permit? Responding to Mrs. Maucher, Mrs. Melson-Williams stated that have to pull permits and be in active construction. The specific language in the Code is “commence activity”.

Mrs. Welsh moved to approve S-24-11 Warehouse Building at 601 Garrison Oak Drive: Extension Request for one year, seconded by Dr. Jones and the motion was carried 6-0 by roll call vote with Mr. Roach and Mr. Baldwin absent. Mrs. Welsh voting yes. Mr. Lewis voting yes. Mrs. Maucher voting yes; but she is a little reluctant to as it is one thing if they are held up by

things outside of their force but they have gone so far along and do not have what appears to be tenants for the property. Dr. Jones voting yes. Mr. Reaves voting yes. Mrs. Denney voting yes.

Revisions to Applications:

HI-24-07 Legislative Hall Building Addition at 411 Legislative Avenue: Revision for West Entrance ADA Ramp – Update and Action for a Revised Architectural Review Certificate for the addition of an ADA Ramp located at the West Entrance of Legislative Hall. The proposal includes an approximately 160 feet proposed ramp in length, while also providing access to a new accessible entrance created within the exiting west façade. A temporary ramp may also be proposed for during construction. This is associated with the Site Development Plan for the Legislative Hall Building Addition project. The main property of 2.80 acres+/- is zoned IO (Institutional and Office Zone) and subject to the SWPOZ (Source Water Protection Overlay Zone) and the H (Historic District Zone). The subject property is located on the east side of Legislative Avenue as the block between Martin Luther King Jr. Boulevard North and Martin Luther King Jr. South. The owner of record is the State of Delaware. Property Addresses: 411 Legislative Avenue and Court Street. Tax Parcels: ED-05-077.09-05-15.00- 000 and ED-05-077.09-05-14.00-000. Council District 4. This Application HI-24-07 was considered at the Historic District Commission Meeting of October 17, 2024 and granted conditional approval of the Site Plan and Architectural Review Certification by the Planning Commission with Application S-24-19 Legislative Hall Building Addition on November 18, 2024. This Revision for the West Entrance ADA Ramp was considered at the Historic District Commission Meetings of June 18, 2026 and July 16, 2026

Representatives: Mr. Dan Ridgely, Studio JAED

Mrs. Melson-Williams stated that this request is specifically associated with a proposal to add a west entrance ADA ramp to the Legislative Hall Building. This property previously went through review with the Historic District Commission and Planning Commission back in the Fall of 2024 for what is a proposed Legislative Hall Building Addition on the east side of the building. This; however, makes a change to the west side of the building. It was presented to the Historic District Commission back in June and July of this year. The Historic District Commission initially had some design concerns with the opening or the entry door from the ramp system into the Legislative Hall Building and asked the applicant to do some design improvements or to go and take a look at that. They did that and that information was presented to the Historic District Commission at their meeting in July on July 16, 2026. The Historic District Commission is recommending approval of the Revised Architectural Review Certificate associated with this application which is HI-24-07. The information will be added to the overall project. But because of how intertwined it was with what was previously presented to both the Historic District Commission and Planning Commission, we are bringing it back as at least an informational reporting to this Commission.

As you can see in the image in the plan diagram that was presented, the west entrance to Legislative Hall currently has a set of monumental steps that brings you up into the elevated first floor entry. With any potential project affecting the east side of the building, then their ADA accessibility becomes more limited for this building. So, this ramp addition on the west side was

proposed. It is a brick ramp with kind of a metal railing system and it makes entry into the building through what is currently a window. With this design, they are redesigning that window opening into a door opening. The Historic District Commission encouraged keeping basically the general form of that window opening including the keystone that is above and encouraging the use of glass in that door to replicate at least forom a distance, that it is very similar to the window and because of the significant amount of symmetry that exists on that side of the building. We have included in the packet, the review portion of the Historic District Commission and what they saw and including the Staff recommendations. The applicant is here this evening and you can hear from him a little bit more about this particular aspect of the project. We bring it to you somewhat like an informational item because this is something that given the form could have just be approved by the Historic District Commission. But because you saw a larger project and ultimately issued that Architectural Review Certification, we felt it best to have the information presented to you as well. There is no public hearing required with this application presentation.

Mr. Ridgely stated that Mrs. Melson-Williams explained very well the intent to add an ADA compliant ramp to the west side of Legislative Hall. Just a little history on how we got here; we have been commissioned to design an Addition to Legislative Hall which takes care of some programming needs that they have. It has been placed on the east side of property. That Addition will be fully ADA compliant and will include multiple elevators on the interior and all of the interior spaces will be ADA compliant. The issue that we have that we are currently trying to address is that during construction, which we estimate to take several years for the Addition, we have to take the current ADA access to the building offline which is on the east side of the building. As you see the Site Plan that is on the screen, you can see the darker somewhat rectangular shaped space on the upper side of the plan that is roughly where the current ADA ramp is going within that Addition footprint. When we start building that Addition, we have to take the ramp offline. Talking to our client, which is the Division of Facilities Management with the State of Delaware, they directed us to propose a permanent ramp on the west side. We came up with one that we took special care to respect the symmetry of the façade and historic detailing of it but are also trying to make it function as it intends and come to a point in the building where it can be addressed by security as well as the other public entrance. So, security has given us approval at this location and we found it constructible. We did our best to maintain the aesthetics and obviously it does take away a little bit from the symmetry of the building. We are doing what we can to maintain by keeping it a window like opening as Mrs. Melson-Williams mentioned. It's large using a lot of glass and white trim to match the opposite window and using architectural details that are appropriate for the high level of detail on the building and with the wrought iron railing systems and the brickwork on the ramp. We would also be using a snow melt system which would provide a safe access. That is our proposal today, to add this west ramp to our overall scope of work so that the building which will remain occupied during construction, can maintain its accessibility and then for the foreseeable future, have multiple accessible points of entry.

Mrs. Maucher stated that she saw in the summary from the Historic District Commission that one of the questions was how close is handicapped parking to this because she knows that we have the parking garage going up. Are you going to have to go all the way from there or is there handicap parking on the streets or on the backside of the west side? Responding to Mrs. Maucher, Mr. Ridgely stated that's a great question. If you look at the screen, you can see on the

right-hand side of the page, that is Martin Luther King Jr Blvd South and on that side we are proposing restriping and reorienting parking spaces to create multiple ADA spots. There will be an accessible route from those spots to the new ramp. We are also adding a ramp on the site. you can see it in the bottom right, a little red area. That is currently brick steps that they are going to convert to a ramp as well. So there will be an accessible route; however, since this plan has been submitted, we took note of the Historic District Commission's recommendation and we asked our civil designer to add some ADA parking on the north side too. We are looking to improve on the plan that you are looking at today.

Mrs. Maucher asked if pulling out the steps further and making more of a platform, was that an option because it is just odd that you are taking a window and making it into a door? Responding to Mrs. Maucher, Mr. Ridgely stated that there is a challenge inside the building. As you walk into that front door there are additional four or five steps. You are in a vestibule and then to get to the main level, there are additional steps. Unfortunately it would a lot more disruptive to modify that main entrance to be accessible.

Mrs. Denney stated that having a passion to preserve history and the aesthetics and having a historic house in Camden, she really appreciates your expertise in trying to preserve and do as much as you can with this Mr. Ridgely.

Mrs. Maucher moved to approve HI-24-07 Legislative Hall Building Addition at 411 Legislative Avenue: Revision for West Entrance ADA Ramp and accept the Historic District Commission's recommendations, seconded by Mr. Lewis and the motion was carried 6-0 by roll call vote with Mr. Roach and Mr. Baldwin absent. Mrs. Maucher voting yes; she thinks they did a fine job accommodating all of the needs of everyone. Dr. Jones voting yes; for reasons stated by Mrs. Maucher. Mr. Reaves voting yes. Mrs. Welsh voting yes; she just wants to comment that in the past she has done historical restorations and she appreciates just what you said about the door and window matching and how difficult that can sometimes be. Mr. Lewis voting yes; good luck with the project. Mrs. Denney voting yes.

NEW APPLICATIONS

US-26-01 Dover Commerce Park Comprehensive Signage Plan – Public Hearing and Review of a Unified Comprehensive Signage Plan for the Dover Commerce Park (previously known as Dover Industrial Park) consisting of a thirty-two (32) square foot, 9 feet-4-inch-tall freestanding sign to identify the campus. The campus is to consists of three multi-tenant flex warehouse buildings (Buildings A, B, C) with parking and site improvements including a shared entrance with an adjacent building at 300 Lafferty Lane. 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. The campus is under development as Phase 2 of this project was granted conditional approval by the Planning Commission with Site Plan S-25-10 Dover Industrial Phase 2: Warehouses in July 2025. Phase 1 of this project was approved as Site Plan S-24-13 Flex Use Facilities Commercial Warehouse in September 2024

and with Final Plan is under construction.

Representative: Mr. Chris Evans, Coastal Commercial Construction

Mrs. Melson-Williams stated that this is a Unified Comprehensive Signage Plan for the property known as the Dover Commerce Park. It went through our review process as the Dover Industrial Park. The property is located at 350 Lafferty Lane. The overall site is just over 9.7 acres of land and originally went through the review process here with the Planning Commission for the development of the site. Ultimately, they are proposing three warehouse type buildings. Building A which was Phase 1 has been constructed and we are working through tenant fit-outs for portions of that building. Phase 2 which will be Buildings B and C on the site, was reviewed as Site Plan S-25-10 Dover Industrial Phase 2 and that is working through its Check Print review process on its Final Plan. Noting that there are three buildings with this project is key because with any campus that has three main buildings such as this, it qualifies for consideration of a Unified Comprehensive Sign Plan. The Site Plan image shows the entire property. What is shown in the pinkish color is Building A or Phase 1 which also included improvements to a stormwater management plan. They are working through the final details to be able to finalize the plan for the Phase 2 which is in blue. With a Comprehensive Sign Plan, it allows the Planning Commission to consider alternatives to our regular sign regulations which are part of the *Zoning Ordinance*. Our sign regulations are based on the type of road and the proximity to residential of that property. With this proposal, they are bringing to us one sign. It is a free standing sign that will be located on the east end of their parking lot near Lafferty Lane. The sign is near the entrance to the property which is actually a shared entrance with its neighbor to the east. What you see on the screen for the Dover Commerce Park is the proposal of this freestanding sign. It generally meets the description of what we deem as a monument sign. It is a little wider than it is tall; however, the Planning Commission is being asked to consider some alternatives to the strict provisions that are established in the City's Sign Regulations. Specifically, those are related to the overall height of the sign and then the number of tenants that receive a tenant space on the sign itself. The strict interpretation of the Sign Regulations would limit this sign to seven feet in height. This current version of the sign that this applicant has brought to us has an overall height of 9 feet 4 inches. It is a little taller than what is typically allowed if we wanted to review it as a Sign Permit review process with Staff. The other item is related to those tenant space panels. The design guidelines for our Sign Regulations would limit that to three tenants. They are asking for the ability to provide space for seven tenants. The Planning Staff is recommending approval of this version of the monument sign for the Dover Commerce Park. We have worked with the applicant and some of their earlier versions of this sign were in a different location and took a very different format. Their Comprehensive Sign Plan for this project just focuses on this one sign. Any additional signage on the campus would be subject to our regular Sign Regulations which prescribe the limitations on things such as wall signs. There is the ability to do some directional signage onsite without a permit, but this is what is before the Commission tonight. The Comprehensive Sign Plan does charge the Planning Commission in reviewing this to take a look at whether the size and complexity of the campus warrants the need for the types of signage under these provisions. Also, it's looking at the number and type of entrances and how the sign is placed near those entrances and then if the signage proposed is adequate to safely direct the public to the uses on the site. You also have to look at the proposed sign to ensure it will not have an adverse impact on the visibility of

neighboring signs and then also if the sign itself is generally of a style and color to compliment the architecture of the site and the area in general. She will note that this utilizes kind of a blue color for the base. That blue color is also found in the exterior wall surfaces of at least Building A at this point. The end tenant spaces have a blue that is utilized where the rest of the wall system is kind of a series of grays.

Mr. Evans stated that they are proposing this monument sign for this business park. He thinks it fits in with the design of at least Building A right now which is 54,000 SF. Potentially, we do have two tenants in right now and we are getting a third tenant to take the remainder of the building. We are proposing a Phase 2 to be a 45,000 SF building and the third building would be proposed to be a 133,000 SF building. That is why we are proposing the seven tenant spaces on this sign. This sign will fit in well with the architecture of at least Building A at this point.

Mrs. Maucher asked if there were other signs along this street. Responding to Mrs. Maucher, Mr. Evans stated that there are. Across the street, there is a smaller business park and they used to have just a plywood sign on 2x4 posts and now they did recently install a new sign with multiple tenants on their sign as well.

Mrs. Denney opened a public hearing.

Ms. Jo Del Rome (virtual) – unknown
Ms. Del Rome stated that as long as they are staying on their property, she doesn't have any questions. She was just curious if they had planned on trying to expand outside of their property. Responding to Ms. Del Rome, Mr. Evans stated that the proposed sign is on our property.

Note: It is noted that Zach Prebula of the Kent Economic Partnership (KEP) was online observing the consideration of the application. He did not wish to speak.

Mrs. Denney closed the public hearing.

Mr. Lewis moved to approve US-26-01 Dover Commerce Park Comprehensive Signage Plan for the Unified Comprehensive Signage Plan, seconded by Mrs. Welsh and the motion was carried 6-0 with Mr. Roach and Mr. Baldwin absent. Mr. Lewis voting yes; and hopefully they will have tenants to fill the whole sign very soon. Mrs. Maucher voting yes; and that will be inclusive of the additional height and the allowance for up to seven tenants on the sign. It is in character with the surrounding area and not in conflict with other signage. Dr. Jones voting yes. Mr. Reaves voting yes. Mrs. Welsh voting yes. Mrs. Denney voting yes.

NEW BUSINESS

MI-26-10 Active Recreation Provisions Update – Presentation and Discussion of Potential Changes to Active Recreation Requirements for Residential Development

Mrs. Melson-Williams stated that this presentation this evening is going to be given by Mr. Tom West who is with the Rossi Group. They have been doing some research. If you remember us talking about the SJR8 (Senate Joint Resolution #8) which is a housing and land use reform

effort. One of the things that they have flagged is related to our Active Recreation requirements. As noted earlier in this meeting, one of the Council Subcommittees heard this presentation last week and they felt it appropriate to bring to the Commission this evening.

Mr. West stated that he is a Certified Community Planner with the Rossi Group and one of the team members working on the project which is Land Use and Zoning Reform Project. One of the things that she described is that we are basically looking at zoning and subdivision provisions and processes for each of the jurisdictions that we work with the things that raise flags are things to be discussed. Tonight he is here to talk about specifically the open space recreation and public facilities provisions that are in place in your *Zoning Ordinance* in Section 10. The next slide shows points on the project itself. It is a voluntary pilot program. Starting with Dover, we are looking at the regulatory analysis and we are looking at active recreation requirements. Part of it is to look at some of the examples that have happened recently that created confusion or delay. Most notably are the Cecil Street Townhome project and the Nixon Lane Minor Subdivision which he thinks came up in the same meeting. There was discussion about some of the provisions but they will look at some details about how the Code affected those and other ones too.

The next slide shows some Code language. For recreation area in the City, a development needs to provide 275 SF per dwelling unit or one-half acre. That is pretty straight forward; that's an area size that if developments are coming in, they need to provide open space. It gives all of the details about why open space and recreation are important. With that requirement, there are some exceptions and this is one of the things that we are looking at. The first two which are different provisions in the Ordinance and have different requirements or in this case, different exceptions. That is part of the things that we are looking at to fix. Is there context or things that can be clearer? These are basically exemptions from meeting that requirement for recreation area or a fee that we will talk about.

The next slide talks about a cash-in-lieu. There are exceptions to providing recreation area but you are supposed to provide a fee. There needs to be a determination of how to get to the fee. In Dover's case, it is based on an appraisal value of the land that is under consideration and that is part of the plan that was submitted to you. So to get the fee, an appraisal needs to be done for the value of that land if it is to be developed. They are not giving the recreation area; they are providing money instead based on some of the exceptions. He will talk about the cash-in-lieu but again, the main take away from this is you need an appraisal which costs money, it takes time, and sometimes applicants aren't as familiar with it especially for smaller projects. That is where some of these more complex provisions come into play.

The next slide is also another section of the Ordinance that talks about cash-in-lieu for exceptions. This is when it is very small development and in this case, less than 5 acres. They are not providing their land but they are providing a fee. Again, you need an appraisal for it and it is based on the gross land area. The applicant needs to provide that up front as part of the appraisal for the construction financing money. They are doing for the appraisals for other things. We talked about land and we talked about determining a fee.

If we go to the next slide, this is just talking about in general about some of the challenges with

the process in the way it's currently set up. There are too many carve outs and exceptions and sometimes they are not always the same. It's a confusing process going through the Ordinance and for applicants to look at it and he imagines for the Planning Commission too. When you are looking at a plan, it's what is being required and what the Ordinance is saying in different provisions. The second one is the cash-in-lieu. Again, he mentioned that you need an appraisal for it. Sometimes it happens where smaller projects are coming in and they do not owe an appraisal. It's kind of a surprise to them at times that they need to do this. Then they are trying to secure construction financing and all of sudden they have a problem to move forward with it. None of these are really troubling for bigger developments or applicants who have been through the process before. He thinks the case where we are seeing the processes create bumps or challenges is on smaller projects. He is moving on from this foundation that he has labeled; you need area or the cash-in-lieu of open space and recreation. We are suggesting this as part of this process to promote affordable housing and looking at your Code to see if there are ways to clear up provisions. Open space is very important and it's needed but can it be clarified so especially smaller projects don't get caught up in some of the complexities of it.

The next slide is showing a new approach where there are different tiers. Our analysis and discussions with City Staff is that it is really not impacting larger developments like Bay Village or ones like it; it is smaller developments where it becomes confusing or causes delays because when people are going through it, they are just not as aware of it and it causes problems as the process unfolds. There are also at the bottom, minor subdivisions. We are recommending that certain ones be exempt like minor lot line changes and minor subdivisions. The third one down under is for projects under those thresholds, meaning other than major subdivisions, conditional use applications, and site plans, a flat fee could be established off of an appraised fee. Instead of cash-in-lieu of with an appraisal, we have looked at other flat fees in the area. These are some examples in nearby communities. Harrington, Smyrna, New Castle County, and Delaware City. We look at those and say these are not impact fees but instead of a cash-in-lieu of from an appraisal, let's just set a flat fee. It becomes much clearer in your Ordinance and then to applicants that are going through the process if they are just dealing with that dollar value upfront.

The next slide is showing some comparisons of how the areas are broken down. So in Newark and Smyrna, you can see how much is required for recreation area. Right now, Dover is requiring 275 SF or half an acre. We are looking at some of the land dedication examples in other communities such as this tiered one in Newark or 15% in Smyrna. The next slide is showing instead of other communities, some recent developments and how much they have dedicated to the recreation area going forward. Bay Village is at the top and the two ones that are lower are more in the City proper, if you will. You see there the different unit sizes and how much site area there is and then how much of the recreation area was provided as part of the approved plans moving forward for these developments. Thankfully, we looked at that as we were comparing how to approach the overall process and if we can streamline it.

The next slide is kind of a wrap up. This is the information that we have looked at for just this one section of the Code for open space and recreation. We think open space and recreation is very important. The summary of it is that the provisions work well for larger developments but we think that there are smaller infill developments coming in where it might be too much for

them. There are definitely some things that might be conflicts in the Ordinance to look at cleaning up. We are looking for if there is support for that general framework. The top two tiers would stay pretty much the same and the bottom one we would be exempting very small developments from the requirements as a suggestions, and the middle one is to just change the fee-in-lieu of calculations instead of an appraised fee to a flat fee. We are looking for your thoughts on that general framework. Should Minor Subdivisions be exempt or subject to a flat fee? Right now, they are subject to a flat fee and is there a general sense of what the area requirements should be based on a gross land area density.

Mr. Lewis stated that he was on the City Council Subcommittee panel that heard this last week and just in general the City Council seems sympathetic to the revision proposals. To him, it seems like common sense to make some revisions and it did to them as well. He thinks that particularly of our friend with the Cecil Street townhouses who has been here multiple times and to that other panel multiple times going back and forth on what his cash-in-lieu would be. Ideally, we would be encouraging more people like that and he could see where that could get in the way of somebody wanting to do that to be forced to come back multiple times for something like this. He is in favor of the revisions.

Mrs. Maucher stated that currently does that go to the General Fund or is there a dedicated Capital Park Improvement fund? Responding to Mrs. Maucher, Mrs. Melson-Williams stated that the question is about when that cash-in-lieu payment occurs, where does it go? It is very specifically in our Code that it must be designated for a Parks and Recreation Fund. So, it goes to into a fund that can be utilized for park and recreation improvements citywide. So, it is a specific pot of money.

Mrs. Maucher further asked if it was specifically for capital improvements. Responding to Mrs. Maucher, Mrs. Melson-Williams stated that she is not sure if it is specifically listed for only capital improvements. She thinks that is what it has trended to be used for. She is not sure if it can be utilized for any kind of programming efforts as well. In the past, she knows they have used it to replace playground equipment and things of that nature. But that is certainly something that could be clarified moving forward.

Mrs. Maucher stated that on the different tiers, she is more sympathetic to duplexes and townhomes that don't have yards necessarily available, but why were single family detached homes thrown into that grouping? Also, was any consideration given to the proximity of the project to other recreation areas? Responding to Mrs. Maucher, Mr. West stated that the grouping, from his understanding, is the way that it's setup now. Anything with at least 23 lots, it doesn't matter what kind of housing it is, is subject to that tier. He is not aware of if there is any consideration of proximity to existing parks or other things that would affect that impact from those types of developments. But it is basically broken down by lots and multi-family at the top.

Dr. Jones stated that it may not have direct relationship to the considerations to the revisions, but she thinks that they are generally good. She does have a question about the administration of the fees. At what point in time currently or with the proposal, is the assessment for in-lieu of paid? Is it paid up front or is it at the completion? Responding to Dr. Jones, Mrs. Melson-Williams stated that if a project currently goes through the process and the cash-in-lieu is accepted instead of

building recreation area as part of the project, the administration involves the submission of the appraisal from the applicant. Staff then does the calculation and that calculation is reported both to the Planning Commission and to the Parks and Recreation Committee as part of the review of the plan for active recreation. That fee does not come due until you are ready for your first Building Permit. It must be paid prior to us issuing the first Building Permit for that development.

Dr. Jones stated that she has mentioned this; she lives in a development where the developers have changed two or three times and she thinks there were some wrinkles in the active recreation area. So that is why she is asking. If a developer, for whatever reason, goes bankrupt and somebody else comes in; she knows some things have happened in her development that may have finally come to fruition. Responding to Dr. Jones, Mrs. Melson-Williams stated that with that particular development, there was the original plan for what active recreation was going to be for that larger subdivision. The plan for the subdivision changed and it became about half the number of units it was initially planned for and at that time, there was also a proposed revision to the active recreation area. She is not sure which developer is what, but the plan was revised. She thinks that neighborhood initially had a plan for a clubhouse and different things that way. When the number of units changed, then the active recreation required area went down and they proposed alternatives for active recreation. Basically, she thinks they kept some very small open space parcels but the main amenity in the case of that neighborhood, was to ensure that there was the walkability to what is one of our major parks, Schutte Park. It was to ensure that there were the sidewalk connections to get from this neighborhood to that existing large City parkland. Proximity to something actually helped that project because it was accepted as meeting part of the active recreation requirements for that property. Right now, with a project depending on the type of project between what the actual requirements are and those exemptions that we have, you end up with a land area number that is required for active recreation and then how the developer chooses to meet that is reviewed as part of the process. Whether it is building amenities as part of the development or if they aren't going to propose building amenities, then it is that cash-in-lieu scenario which results in a donation to the Parkland Fund based on the appraisal and the calculation process that we must do.

Dr. Jones stated that she thinks there were three developers there. As we move along with this process, like she said, she thinks the revisions are great but she thinks that there should be some consideration about when that fee actually comes in, when the assessment is actually levied to the developer.

Mr. Reaves asked with that in regards to the fee in the fund, who is the approval authority for dispersing those in-lieu-of fees? Responding to Mr. Reaves, Mrs. Melson-Williams stated that she believes that would reside with kind of a combination of the Department of Parks and Recreation for the City. If it is a capital project, it is probably outlined as part of the City's budget process. If it is for a certain amount in the City's Capital Improvements Plan, which is part of our budget process, that is certainly something that we can learn more about. It is not a responsibility of the Planning Commission to approve dispersements from that fund or for the Planning Office to approve dispersements from that fund.

Mrs. Denney stated that many years ago, she managed the Town of Camden. She was a

Councilwoman and eventually she became the Town Administrator. There came a time where a very gracious senior citizen who knew that she would not be with us anymore, left her land to the Town of Camden. Initially, there was a little bit back and forth on if it was going to Town of Camden or Kent County. Ultimately, it was left. At this point, she held no office there but she has been very close to her, and we were represented by a lawyer because that was the first thing that she thought needed to happen. To cut to the chase, there was a "what do we do with this" and ultimately everyone knows that it ended up being Piccadilly Castle. We really had very little funds; almost no funds. At that point, $10,000 was a small amount but we had some monetary help. The City of Dover felt like they should be contributing to the Camden park; there were a lot of politics involved, but ultimately they ended up deciding that the community in and of itself will build it. They went to electric companies and water companies and eventually through the graciousness of smaller monetary contributions as well as a lot of blood, sweat, and tears we ended up building a little city there. They had people who were providing food, cooking food, businesses who would donate the food and we would feed the people. We were operating 24/7 and they had well drillers and electricians who were donating time and energy and telephone poles. It was a wonderful project but anytime something like this comes up where we are saying in-lieu-of recreation that is a giant example. But to her when we do that and we take money instead, she feels like we are taking away what could be a couple of park benches or a little bit of a dog park because that wasn't as popular back then. When you are over there now, there are so many people walking dogs there so there should be dog parks and things. She always in her mind have trouble with this "in-lieu-of" because she thinks it should be something that the people who live in the houses of that particular development or apartment complex should be able to appreciate. It shouldn't go to some type of general fund. The other question she has is what happens if a family comes in and a great grandfather left a 600-acre family farm to 18 grandkids and they want to make it into individual lots. If you have all of these fees from breaking up these lots, how does that get divided? Ultimately, they just inherited the land and they probably could just leave it but if they are going to build houses, what happens? How does that work out with the in-lieu-of aspect? Responding to Mrs. Denney, Mrs. Melson-Williams stated that she doesn't know if they are going to be able to answer any of those questions. This is meant to be a discussion, thoughts, concerns on things that the Planning Commission members have seen when dealing with this requirement for active recreation. This is purposeful to bring initial concepts. It is not in ordinance form yet. That is to come and that will have to move through review with this body and City Council before it is adopted or make any changes to what our Code exists today for active recreation.

Mr. West stated that he really appreciates the discussion and the direction. This was one that rose to the top which is why we wanted to go to Council and the Planning Commission, because you have experiences with these provisions and how it plays out and how the in-lieu-of fee is impacted. They will be taking your direction. They are working on a lot of other parts of recommendations or suggestions to consider. You will be hearing more on that. There will be a document that comes out soon that talks about many of the other ones that they are looking at. There should be a workshop coming up just to get the public input on it. We are still gathering our facts but will come back to you eventually with whatever we do move forward with and they will develop suggested Code amendments. We will definitely be back before the Planning Commission and Council. He looks forward to working with the team to help you out with the project and working with you in the weeks and months to come with it.

Mrs. Maucher stated that she is in support of the flat fee. She thinks it is a cleaner and easier way to handle that. She thinks it should be high enough to be meaningful but not so high to add additional burden to what we trying to do which is to create affordable housing. She thinks it should also be scalable to some extent so that it is not set in Code and you have to amend Code to be able to change that dollar amount. If there was some way that it could be placed in a review every five years or something like that.

Mrs. Denney stated that she agrees with Mrs. Maucher.

Mr. West stated that he has seen similar provisions like that that are scalable. Since it is in the Code, it would be harder to update all of the time but you should have some timeframe or some criteria that there are updates to it.

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

Mrs. Melson-Williams stated that your By-Laws indicate that July is the Annual Meeting of the Planning Commission. That is the time where you have received information on any reappointments, new appointments, and the like. We pushed that off because in July we had not heard that to date. Since that time, you have had one of the positions; Madam Vice Chair's term was renewed. She was reappointed for a three year term. There are two other members of the Commission that there term is up this time of year. She would imagine that the Mayor's Office is working through that process, if you seek to continue or not. With the resignation of your previous Chair, Mr. Witham, that seat has now been filled with a new member for the Commission and that is Ms. Donna Lee Williams. At this point, you can certainly move forward with the nominations and elections for Officers for the Planning Commission. There is a Chair and a Vice-Chair per your By-Laws. We did submit to you a copy of your By-Laws so that you have that for reference. There are limitations on how many years someone can serve in the Chair position but we do not have that situation at this point. By the By-Laws, the election process is by ballot unless you suspend that voting process in a separate motion. At this point, if you are interested in moving forward with your election of Officers then she would believe that our Acting Chair would be in acceptance of motions regarding the positions of Chair and Vice-Chair.

Mrs. Denney stated that whatever the Planning Commissioners as a whole would like to do, she is open to either ballots or voice nomination votes.

Mrs. Welsh stated that according to the meeting minutes from the last meeting, we did make a motion to defer voting until the appointments and reappointments have taken place. Responding to Mrs. Welsh, Mrs. Denney stated that she was reappointed and we have a new member that has been appointed. She doesn't know who else is up or if anybody is up.

Mrs. Maucher stated that if there are two additional reappointments that have to occur, there is no guarantee that the person holding the Chair currently would be reappointed. She would move that she thinks they should wait until those final appointments are done and then Ms. Williams would be here instead of just observing. Responding to Mrs. Maucher, Mrs. Melson-Williams

stated that the appointments to the Planning Commission are structured so that three terms expire each year. At this point, of the three that are expiring this summer, one of them has been reappointed and that is Mrs. Denney. There are two other individuals whose terms are up. Per the By-Laws or in Code, she is not sure which, the current appointees continue to serve until superseded by someone else or they are reappointed themselves. Dr. Jones and Mr. Reaves are the two individuals whose terms also expire in 2026 but the full process for formal reappointment has not yet been completed. At this point, the earliest that this could happen would be in September because the Mayor makes the appointment and it is acted upon by City Council. The next City Council meetings are not scheduled until September.

Mrs. Denney stated that perhaps given that, we should just wait until the September meeting.

Mrs. Maucher moved to defer voting on Officers until September when reappointments have taken place, seconded by Mrs. Welsh and the motion was carried 6-0 by voice vote with Mr. Roach and Mr. Baldwin absent.

Mrs. Melson-Williams stated that Planning Staff was asked to pursue the availability of the two design professional members for the Architecture Review Oversight Subcommittee for the Planning Commission. They are waiting to hear information back on that piece of this so they will certainly see if they can have answers on that for the September meeting.

PUBLIC COMMENTS OPPORTUNITY

Mrs. Donna Lee Williams stated that she wanted to thank members of the Planning Commission for deferring this vote this evening so that she will have the opportunity to meet with all of you and participate in this process. She is very much looking forward to meeting with everyone. She has attended a few Planning Commission meetings in the past; however, she has not had the chance to personally speak with all of you. She is really looking forward to this opportunity to work with you and in service our community.

Meeting adjourned at 8:46 PM.

Sincerely,

Kristen Mullaney
Secretary

City of Dover

DATA SHEET FOR REVISED SITE PLAN REVIEW & REVISED ARCHITECTURAL REVIEW CERTIFICATION

DEVELOPMENT ADVISORY COMMITTEE MEETING OF September 9, 2026

PLANNING COMMISSION MEETING OF September 21, 2026

Plan Title:	The Old Post at 55 Loockerman Plaza, S-25-07 Revised #2
Plan Type:	REVISED #2 Site Development Plan and REVISED #2 Architectural Review Certification
Location:	Northwest corner of Loockerman Plaza and Innovation Way in Dover, DE
Owner:	Old Post, LLC
Address:	55 Loockerman Plaza
Tax Parcel:	ED-05-077.05-04-53.00-000
Size:	1.267 acres +/-
Present Uses:	Vacant Building – Former Dover Post Office
Proposed Use:	Mixed-Use Commercial and Multi-family Housing (Apartments) and associated parking
Zoning:	C-2 (Central Commercial Zone) H (Historic District Zone) SWPOZ (Source Water Protection Overlay Zone) – portion of site
Building Area:	47,652 SF
Off Street Parking:	66 provided on-site; 29 provided in easement with City of Dover
Sewer & Water:	City of Dover
For Consideration:	Revised Architectural Review Certification with parking to building separation reduction
Prior Approvals:	Parking Strategy Statement (Revised November 2025) Active Recreation Area Plan

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: September 9, 2026

City of Dover Planning Office

APPLICATION: Revised #2 The Old Post at 55 Loockerman Plaza

FILE #: S-25-07 Revised #2 and HI-25-01)

REVIEWING AGENCY: City of Dover Planning

CONTACT PERSON: Dawn Melson-Williams, AICP, Principal Planner & Alex Dewey, Planner I

PHONE: 302-736-7196

This Report for **Revised #2 S-25-07 The Old Post at 55 Loockerman Street** was updated upon submission of an updated Site Plan set and associated Revised Architectural package.

I. PLAN SUMMARY (Reviewed Revised Plan Sets of August 18, 2026)

The Planning Commission will act on a REVISED #2 Site Development Plan Application and associated Revised #2 Architectural Review Certification for the redevelopment of the Old Dover Post Office property consisting of 1.267 acres for a mixed-use project (commercial and residential) known as The Old Post as Revised. The Revised #2 Plan proposes the demolition of the existing building in its entirety and reconstruction of the front building portion its current form adding the second-floor addition to the front wings of the building and with the four-story rear Building Addition. Architectural Revisions request utilization of an EIFS brick exterior cladding system in place of the conventional and thin brick materials for the building elevations. This Revised #2 Plan seeks to increase the apartment unit count from 42 to 45 units while keeping the exact same building footprint and total building square footage as previously approved. The overall project will consist of a building with forty-five (45) residential apartment units and commercial space and with parking and other site improvements. The property is zoned C-2 (Central Commercial Zone), subject to the SWPOZ (Source Water Protection Overlay Zone), and subject to the H (Historic District Zone). The property is located on the north side of Loockerman Plaza and adjacent to Innovation Way. The owner of record is Old Post, LLC. Property Address: 55 Loockerman Plaza. Tax Parcel: ED-05-077.05-04-53.00-000.

The Project Site is subject of HI-25-01 Revised #2 The Old Post as will be considered at the Historic District Commission Meeting of September 17, 2026, to provide a Revised Recommendation for Architectural Review Certification. This Application Revised #2 S-25-07 for the Site Plan will be subject to the same process with a public hearing before the Planning Commission.

Previous Applications

The existing structure was constructed in the 1960s and was in service as the Dover Post Office until the new post office opened on Bank Lane in 2021. The property owner was the City of

Dover. After the Post Office closed, the City initiated an RFP process to solicit proposals for redevelopment of the site. The current owner, Old Post, LLC was selected through this process. Application Z-24-01, approved by City Council on February 12, 2024, rezoned the property from IO (Institutional and Office Zone) to C-2 (Central Commercial Zone) with it remaining in the H (Historic District Zone) and SWPOZ (Source Water Protection Overlay Zone).

In February 2025, the Historic District Commission recommended approval of the Architectural Review Certificate for the proposed building renovations/reconstruction in HI-25-01. On March 17, 2025, the Planning Commission conditionally approved the Site Plan S-25-07, inclusive of the Architectural Review Certificate. Then a Revised Plan was submitted in late 2025. Previously at the Historic District Commission Meeting of November 20, 2025, the Commission considered the Revised Application and has provided a Recommendation on the Architectural Review Certification for the project. Also, the Site Plan S-25-07 Revised The Old Post was granted conditional approval by the Planning Commission on December 15, 2025 (Revised Plan Sets of print date 11/6/2025 and 12/3/2025). The Site Plan was ready for Final Plan Approval in August 2026 then the Revision was proposed. This Revised #2 submission seeks to revise the Site Plan and Architectural Review Certificate previously approved. See attached Revised #2 Architectural Review Certification.

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

PROJECT PROPOSAL Revised #2 (documents of August 2026 and Updated Set of 08/24/2026)
The REVISED #2 application proposes the demolition of the full existing structure and the reconstruction of the front portion in its current form featuring a second-floor addition to the front wings and along with a new four-story building addition in the rear of the front building portion. *Capital City 2030: Transforming Downtown Dover Master Plan* identified the Old Dover Post Office as a Project Site. The Master Plan proposes that a new mixed-use building could reactivate the site. This project is also identified as a Key Project within the City's Downtown Development District (Renewal) application of 2024.

The proposed development proposes a 4,560-SF commercial tenant space in the (reconstructed first floor) portion front area. The rear warehouse portion of the building will be demolished and replaced with a new four-story structure (and including the second floor of the front building portion) comprised of 45 apartment (multifamily) units.

The Applicant's REVISED #2 submission includes a Site Plan set and Architectural Graphics set with building elevations and 3-D views. The elements of the project are as follows:

1. Full Demolition: The rear flat-roofed warehouse portion of the building and now the existing front portion of the building are to be demolished. Due to structural conditions associated with the existing front portion of the old Dover Post office, the entire building will now need to be demolished and reconstructed. The total building square footage and building footprint will remain the same when reconstruction of the building takes place.

2. Front Façade Building and Addition: The project involves reconstruction of the front portion of the building in the same general form. New Azek trim work and the installation of six (6) 12" HB&G Fiberglass columns with decorative capital and base is proposed to match the existing building colonnade. New replacement shutters, windows, and front door are noted to match the existing. The Revised #2 Plan includes the addition of an additional floor to the front wings to make, two story. The Revised #2 Plan shows a gable roof in asphalt shingles following the form of the original building and front wings with two dormers added over each wing. The Revised #2 Plan also displays a brick EIFS system being installed on the front, rear, and side elevations of each wing. The Revised Plan #2 shows that each wing of the front portion of the building will include paired sets of glass doors with Azek Trim and stucco-like EIFS around the door area.

3. Rear Building Additions: The Revised #2 proposed four-story addition will be located directly behind the front massing portion of building (main block). The proposed addition will be 43 feet 6 inches tall. The existing building is 33 feet 2 inches tall at the peak of its roof. The addition appears to feature the use of the EIFS brick system with engaged pilasters and horizontal banding in brick detailing along all sides on floors two, three, and four, and floor one uses EIFS in a white scored finish. The Revised #2 roof features a wide cornice at the roofline. The east and west elevations include large glass windows (with door) for entry into the apartments. Glass and black aluminum railings (black steel cable railing) will be used to enclose balconies. The Revised addition adds architectural relief by recessing balconies partially into the building. The Revised addition also wraps sections of the building with one row of brick EIFS banding on each floor, totaling four (4) rows that are visible from the north, south, east, and west elevations.

4. Parking Lot: A parking lot will be developed along the west side and north side of the building with access from Innovation Way. This new parking lot will not have vehicular access from the large municipal parking lot at the Dover Public Library. The applicant has worked with the City in regard to the adjacent row of parking east of the Library establishing an easement for its shared use. The parking lot is to be fenced with a black aluminum fence and appears to have narrow bands of grass at the perimeter on the west and north.

5. Sidewalks and Site Amenities: The proposal maintains connected sidewalks along Innovation Way and Loockerman Plaza. There are also sidewalks adjacent to the parking lot leading to the building and from the street frontage sidewalks. At some points, steps are necessary to ascend to the building. A ramp system is noted on the Site Plan for the north building elevation but not fully depicted in the renderings. A fenced Zen garden is proposed to abut the Building Addition along Innovation Way. The Updated Plan shows a curving pathway in the East Zen Gardens with benches and a Yoga space. The amenities of this plan also propose a second-floor gym as part of the Active Recreation. A series of benches are shown in the West Zen Garden.

6. Tree Planting and Landscaping: The Revised Landscape Plan identifies three trees to be removed and 19 trees to be planted. The trees are along Loockerman Plaza and then within the Zen Gardens flanking the rear of the Building.

See the attached Revised #2 Plan submission and associated graphics and drawings for detailed information on building dimensions, locations, and material choices.

Surrounding Land Uses

This subject property location at the northwest corner of Innovation Way and Loockerman Plaza is within the Downtown Development District. Properties immediately adjacent to the subject project location are zoned IO (Institutional and Office). The surrounding properties are also within the H (Historic District Zone). The Dover Public Library and Dover City Hall are located west of the subject site. State offices are to the north and south of the subject site and a mixed-use building with offices and a restaurant are located to the east across Innovation Way.

III. ZONING REVIEW

C-2 (Central Commercial Zone)

The subject property 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 Ordinanc*e and provisions identify the allowable (permitted) uses and the related bulk standards for the C-2 zone. The C-2 zone allows for "retail stores, apartments and multi-family dwellings provided that no dwelling units shall be permitted on the first floor on the street frontage of Loockerman Street; 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, Loockerman Plaza and Innovation Way. The C-2 zone requires a zero minimum front yard. No side yard is required; however, if one is provided then it shall be a 5-foot side yard minimum. A 20-foot rear yard setback is required above ground floor and 5-foot is required at ground floor. The maximum building height for this district is 10 stories or 125 feet.

Code Compliance for C-2	**Required**	**Provided**
Front yard (ft.)	0	varies
Side yard (ft.)	None required, but 5 feet minimum if provided	Over 5 feet
Rear yard (ft.)	20 feet above ground floor; at ground floor 5 feet	Over 20 feet
Off-street parking	0	66 new spaces (3 ADA), 29 shared with City of Dover (2 ADA)
Building height	10 stories/125 feet maximum	4 stories/45 feet
Lot Coverage	Not specified	80.11%
Floor Area Ratio	5.0	0.86

The building's height and number of stories comply with the C-2 zone. The total lot coverage for the project is listed as 80.11%. The C-2 zone does not specify a maximum lot coverage requirement. The maximum floor area ratio (FAR) permitted is 5.0. The plan does not indicate the FAR, but based upon the building area presented for the existing building and proposed addition, the FAR is 0.86.

The C-2 zoning district also includes design standards and 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 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 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 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.

The plan as presented complies with these design standards. Landscaping must be shown along Innovation Way to screen the parking area from this street. A Revision presented to the Historic District Commission proposed a design alternative to create an island between the parking lot entrances where landscape could be implemented.

The property is partially within the SWPOZ (Source Water Protection Overlay Zone) Tier 3 Excellent Recharge Area, but it is exempt from the requirements of this zone due to its location within the Downtown Redevelopment Target Area.

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.

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 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 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.

HISTORIC DISTRICT COMMISSION – REVISED #2 RECOMMENDATION (PENDING)

For The Old Post project, the Historic District Commission considered a Revised application for HI-25-01 on November 20, 2025, for an Architectural Review Certificate for development of The Old Post and associated Site Improvements given the latest Revisions, Revision #2 must also be reviewed by the Historic District Commission and Planning Commission again. This is scheduled for September 17 and September 21, 2026. **The Historic District Commission will consider 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 #2 Architectural Review Certification Report (staff Review) as prepared for the Historic District Commission Meeting of September 17, 2026.**

The Planning Commission should act upon the Revised #2 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 previously submitted a Parking Strategy Statement for consideration with the Site Plan. The parking strategy indicates that 124 parking spaces are recommended. The Site Plan and parking strategy statement show 66 spaces on-site and proposes using 29 spaces on the adjacent parcel owned by the City of Dover under an easement. Based on the parking strategy statement provided the parking to be provided for the proposed site is as follows: 66 onsite parking spaces will be provided for use of the tenants of the apartment units; 29 parking spaces will be provided on the adjacent parcel directly to the west (Dover Library) through an existing easement with the City of Dover to support the apartments and proposed restaurant/commercial use; and an additional 180 +/- public parking spaces are available to serve the patrons of the proposed restaurant/commercial use along Innovation Way, Loockerman Plaza, and the Dover Library parking lot. A copy of the easement document is on file in the Planning Office with the increase in Apartment units from 42 to 45 (addition of 3 studio units).

VI. SITE CONSIDERATIONS

Lighting

The site plan and architectural package do detail two proposed light poles with a colonial style lamp head for lighting of the site. Article 5, Section 7.1 details that lighting of commercial uses shall provide no less than 1½ footcandles at grade. Light shall be deflected away from adjacent residential areas and shall not be distracting to traffic on adjacent roads.

Dumpsters

Dumpster requirements are specified in Article 5, Section 6, with minimum number required specified below.

Use	Dumpsters Required
Apartment complex or apartment building with over 10 units	Two required for the first 48 apartments; one required for each additional 24 apartments or fraction thereof
Nonresidential uses	Two required per property

Based on this, two dumpsters are required. Two dumpster units within an enclosure are provided at the northwest corner of the parking lot to the rear of the building.

Sidewalks

There are existing sidewalks along the frontage of Loockerman Plaza and Innovation Way along the perimeter of the property.

VII. 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 1.267

acres, or 55,190.52 SF, 19 trees are required to be planted. Three trees exist along the frontage of the property, and the Landscape Plan shows removal of these trees and planting of 19 trees on the site.

VIII. OPEN SPACE and RECREATION PLAN

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. The applicant proposes to provide two Zen Gardens and an indoor Gym on the proposed site. The Zen Garden on the west side of the building is 1,643 SF and provides patios, benches, shade trees, and shrubbery for tenants of the apartments. The Zen Garden to the east of the proposed apartments is 2,450 SF and will provide patios, shade trees, benches, a walking path, and a yoga station as amenities for the apartment tenants. A 506 SF indoor gym is proposed on the second floor of the apartment building in the front portion of the building for tenant use. With the change in unit count proposed in Revision #2 from 42 to 45 units, the amount of required active recreation area has increased. Altogether, the active recreation area for this site totals 4,599 SF +/-; this is well within the required 3,375 SF +/- for active recreation for this property.

IX. CITY AND STATE CODE REQUIREMENTS:

The subject Revised #2 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:

S-25-07 Revised The Old Post has a Final Plan Approval pending (as of August 2026), as previous corrections to the Plan were made and agency approvals achieved after the December 2025 Plan Review. With this submission of Revision #2, that Plan Approval has been placed on hold.

1) Submitted Construction Plans are missing a Demolition Plans and Lighting Plan

2) Cover Sheet, C-001 Data Column:
   a) Parking Strategy must reflect the parking requirement for each unit to reflect 2 parking spaces required per unit, along with creating a column for the total number of parking spaces per unit type.
   b) Parking ratio needs to be written.

3) Site Plan, C-102:
   a) Missing contour lines.
   b) Adjacent properties are missing zoning classification.
   c) Pavement dimensions for the parking lot are not detailed.

4) For building with multi-family units, the *Zoning Ordinance*, Article 6 §5.3 requires that the parking spaces be at least 15 feet from the wall of the building and three feet from side and rear property lines. Provide dimensions to confirm compliance. It appears that the row which includes the handicapped parking does not comply with the distancing requirement from the building wall. Previously, the Applicant was approved for a reduction of this distance under the provisions of the Architectural Review Certification. The continued allowance of reduced distance (from [parking to building wall) must be further discussed with the Fire Marshal's Office.

5) 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) Identify any changes to on-street parking spaces along the project frontages.

6) With the updated details provided about the Active Recreation amenities for the site, staff recommends approval of the Active Recreation Plan subject to the following clarifications or conditions for the details of the recreational amenities:
   a. Identify surface of Yoga Area and ensure connection to accessible pathway.
   b. Ensure placement of the benches are accessible from the walking pathway and allow for someone to move off the pathway to rest.
   c. Ensure the placement of light posts does not impede any sidewalk. Check light post positions along the parking area.

6) The Historic District Commission will consider the Revised #2 Architectural Review Certificate for the construction of the project. See attached Revised #2 Architectural Review Report (and the verbal reporting of the September 17th Historic District Recommendation) for recommended conditions.

7) 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.

8) 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 #2 Architectural Review Certification Staff recommends conditional approval of the Architectural Review Certificate for the construction of The Old Post 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 Architectural Review Report.

2) Staff recommends the following pertaining to the site design elements of the project:
   a) The C-2 zoning district requires that parking lots be screened from the street. This Revised

Plan appears to have proposed an island with plantings to screen the parking lot improvements from Innovation Way by adding curbing and grass areas.

b) Evaluate the parking lot space locations as some spaces are not full sized or would be impacted by the Dumpster Enclosure gates. Remove unnecessary pavement to create green islands.
c) 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.
d) 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 Capitol Square Context area.

3) Electric Vehicle Charging Stations: Identify if the project is planning for the installation of Electric Vehicle Charging Stations in the Parking Lot. 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 #2 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 Revised #2 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.

4) Following Planning Commission approval of the Revised #2 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) 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.

7) 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 alleys 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.

8) For building new construction, the requirements of the building code and the fire code must be complied with. Consult with the Chief Building Inspector and City of Dover Fire Marshal for 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.

9) The applicant shall be aware that Revised 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.

10) 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: SEPTEMBER 2, 2026

APPLICATION: **REVISED #2 The Old Post at 55 Loockerman Plaza**

FILE #: **S-25-07 & HI-25-01**

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

CONTACT PERSON: **Kate L. Mills, P.E., Interim Director of Water & Wastewater / Engineering Services**

CONTACT PHONE #: **302-736-7025**

CONTACT EMAIL: **kmills@doverde.gov**

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-gallong 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. Please coordinate with the City of Dover to obtain as-built information from a recent stormwater project. The installed infrastructure surrounds the property.

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. 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.

4. 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 with 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 re-laid.

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 before 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 the 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 the 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, the 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 within this project.

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.

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 2021 (.dwg format).
    b. Adobe Reader (.pdf format).

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES

SANITATION / STORMWATER / STREETS / WATER / WASTEWATER / GENERAL

1. As-built plans shall be provided prior to the certificate of occupancy and shall be provided in .dwg and .pdf format.

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 the Certificate of Occupancy for this project. Each apartment unit is equal to one (1) Equivalent Dwelling Unit (EDU). The retail portion will also have impact fees, the amount will be dictated by the proposed fixture count.

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 the Certificate of Occupancy for this project. Each apartment unit is equal to one (1) Equivalent Dwelling Unit (EDU). The retail portion will also have impact fees, the amount will be dictated by the proposed fixture count.

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 FIRE MARSHAL

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: 09/02/26

APPLICATION: HI-25-01 Revised # 2 and S-25-07 Revised # 2 The Old Post at 55 Loockerman Plaz

FILE #: HI-25-01 and S-25-07 REVIEWING AGENCY: City of Dover, Office of the Fire Marshal

CONTACT PERSON: Jason Osika, Fire Marshal PHONE #: (302) 736-4457
josika@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 ADDRESS BY THE APPLICANT:

CITY AND STATE CODE REQUIREMENTS:

1. Proposal is an architectural review only using the exact footprint of S-25-07

ADDITIONAL / SPECIFIC REQUIREMENTS TO OBTAIN APPROVAL:

1. It is noted that this is using the exact footprint, all S-25-07 comments apply
2. This adds 3 apartments and the square footage appears to change

APPLICABLE CODES LISTED BELOW (NOT LIMITED TO):
2021 NFPA 1 Fire Code (NFPA; National Fire Protection Association)
2021 NFPA 101 Life Safety Code (NFPA; National Fire Protection Association)
2019 NFPA 72 National Fire Alarm and Signaling Code (NFPA; National Fire Protection Association)
2019 NFPA 13 Installation of Sprinkler Systems (NFPA; National Fire Protection Association)
2009 IBC (International Building Code)
Latest editions of all other NFPA Codes as defined by the Delaware State Fire Prevention Regulations
2021 Delaware State Fire Prevention Regulations
City of Dover Code of Ordinances

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

From: Jones, Tijah (DelDOT)
To: Melson-Williams, Dawn
Cc: Hickman, Kevin (DelDOT)
Subject: EXTERNAL: DAC Comments
Date: Thursday, September 3, 2026 3:00:04 PM

You don't often get email from tijah.jones@delaware.gov. Learn why this is important

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

Good Morning Dawn,

Here are the comments from DelDOT for the applications discussed in the DAC Meeting 02 September

- **S-26-13 Winner Subaru Building Additions at 1387 North DuPont Highway**

1. Schedule a pre-submittal meeting with the department.

- **S-26-14 William Henry Campus Improvements at 65 Carver Road, Dover, DE**

2. Schedule a pre-submittal meeting with the department.

- **HI-25-01 Revised #2 and S-25-07 Revised #2 The Old Post at 55 Loockerman Plaza**

3. Schedule a pre-submittal meeting with the department.

- **HI-25-02 Revised and S-25-11Revised The Governor: Mixed Use Building at 120 S Governors Avenue**

4. Schedule a pre-submittal meeting with the department.

TiJah Jones
Subdivision Review Engineer
Economic Development Coordination
Delaware Department of Transportation
(302) 760-2124
tijah.jones@delaware.gov

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

ADVISORY BRIEF

D.A.C. MEETING DATE: 9/9/2026

Dover/Kent County Metropolitan Planning Organization

HI-25-01 Revised #2 and S-25-07 Revised #2 The Old Post at 55 Loockerman Plaza

FILE # HI-25-01 / S-25-07 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

HI-25-01 Revised #2 and S-25-07 Revised #2 The Old Post at 55 Loockerman Plaza

Dover Kent MPO has no major objections to the revised site plan, which includes ADA ramps, accessible parking spaces, and outdoor bicycle parking. Sidewalks are already present along the property's frontage. Although many of the MPO's concerns have been addressed in the revised site plan, the applicants should continue to work with DelDOT and the City of Dover to address safety and connectivity issues within and around the property. When construction takes place, the applicants should avoid negative impacts to safety and connectivity, such as the temporary obstructing of sidewalks.

The revised site plan includes concrete sidewalks running across the entrance to the parking area from Innovation Way. These facilities are accompanied by ADA ramps, Type 1 curbing, and landscaping that will support pedestrian use. Dover Kent MPO supports this revision to the site plan as it will improve safety and connectivity for pedestrians around the property. These measures are also consistent with the goals laid out in *Capital City 2030: Transforming Downtown Dover,* the City's downtown master plan, which encourages incorporating pedestrian

improvements into all site development on Loockerman Street, Loockerman Plaza, and in Dover's downtown.[1]

The site plan includes a parking strategy that proposes shared parking with the properties adjacent to the Old Post Office. As stated when reviewing the previous iterations of the site plan, Dover Kent MPO recommends that crosswalks and pedestrian paths be provided at each of the primary crossing locations between properties, which will improve access for residents that are parking off-site. This is important from a safety perspective as well as for accessibility and ADA considerations.

Note that DelDOT has an active project that involves sidewalk and crosswalk improvements to Loockerman Plaza.[2] This project resulted from the recommendations in Dover Kent MPO's *Downtown Dover Pathways Plan* and from a submission to the FY26 Bike/Ped Pool Prioritization Process.[3] The project is ongoing and is still in the early stages. Once completed, it will improve access to the Old Post Office property and benefit residents of the new building.

For Dover Kent MPO's full comments on the previous iterations of the site plan, please refer to the City of Dover Planning Commission meeting packets from March 17, 2025,[4] and from December 15, 2025.[5]

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.

[1] *Capital City 2030: Transforming Downtown Dover*. Downtown Dover Partnership (DDP) (2023). https://www.downtowndoverpartnership.com/ddp/downtown-dover-strategic-master-plan/.
[2] "Loockerman Plaza Sidewalk and Crosswalk." DelDOT Project Portal. Delaware Department of Transportation (DelDOT). https://deldot.gov/projects/index.shtml?dc=details&projectNumber=T202601201.
[3] *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=65.
[4] City of Dover, Delaware Planning Commission: March 17, 2025 (Packet). City of Dover (2025). https://evogov.s3.us-west-2.amazonaws.com/meetings/27/attachments/18345.pdf#page=126.
[5] City of Dover, Delaware Planning Commission: December 15, 2025 (Packet). City of Dover (2025). https://evogov.s3.us-west-2.amazonaws.com/meetings/27/attachments/19521.pdf#page=60.

City of Dover

ARCHITECTURAL REVIEW STAFF REPORT for REVISED #2 PLAN
Before Dover Historic District Commission September 17, 2026
Previous Recommendations from the Dover Historic District Commission on February 20, 2025 & November 20, 2025

Application:	The Old Post at 55 Loockerman Plaza, HI-25-01 REVISED #2
Previous Owner:	City of Dover
Current Owner:	Old Post, LLC
Location:	Northwest corner of Loockerman Plaza and Innovation Way in Dover, DE
Addresses:	55 Loockerman Plaza
Tax Parcels:	ED-05-077.05-04-53.00-000
Size:	1.267 acres +/-
Present Uses:	Vacant Building – Former Dover Post Office
Proposed Use:	Mixed-Use Commercial and Multi-family Housing (Apartments) and associated parking
Present Zoning:	C-2 (Central Commercial Zone) H (Historic District Zone) SWPOZ (Source Water Protection Overlay Zone) – portion of site
For Consideration:	Revised #2 Architectural Review Certification with parking to building separation reduction

This Report for **Revised #2 HI-25-01 The Old Post** was updated upon submission of a Revised #2 Architectural package and Site Plan. 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 Planning Commission. Application HI-25-01 was initially considered by the Historic District Commission on February 20, 2025, and then considered by the Planning Commission on March 17, 2025, as Site Plan S-25-07 The Old Post. Application HI-25-01 Revised was initially considered by the Historic District Commission on November 20, 2025, and then considered by the Planning Commission on December 15, 2025, as Site Plan S-25-07 Revised The Old Post.

I. PROJECT DESCRIPTION:

The Historic District Commission will act to make a Recommendation for a Revised #2 Architectural Review Certificate for a Site Development Plan Application for the redevelopment of the Old Dover Post Office property consisting of 1.267 acres for a mixed-use project (commercial and residential) known as The Old Post as Revised. The Revised #2 Plan proposes the demolition of the existing building in its entirety and reconstruction of the front building portion its current form adding the second-floor addition to the front wings of the building and with the four-story rear Building Addition. Architectural Revisions request utilization of an EIFS brick exterior cladding system in place of the conventional and thin brick materials for the building elevations. This Revised #2 Plan seeks to increase the apartment unit count from 42 to 45 units while keeping the exact same building footprint and total building square footage as previously approved. The overall project will consist of a building with forty-five (45) residential apartment units and commercial space and with parking and other site improvements. The property is zoned C-2 (Central Commercial Zone), subject to the SWPOZ (Source Water Protection Overlay Zone), and subject to the H (Historic District Zone). The property is located on the north side of Loockerman Plaza and adjacent to Innovation Way. The owner of record is Old Post, LLC. Property Address: 55 Loockerman Plaza. Tax Parcel: ED-05-077.05-04-53.00-000.

The Project Site subject of HI-25-01 Revised #2 The Old Post will be considered at the Historic District Commission Meeting of September 17, 2026 to provide a Revised Recommendation for Architectural Review Certification. This Application Revised #2 S-25-07 for the Site Plan will be subject to the same process with a public hearing before the Planning Commission.

See the attached Revised #2 Plan submission and associated graphics and drawings for detailed information on building dimensions, locations, and material choices.

Surrounding Land Uses

This subject property location at the northwest corner of Innovation Way and Loockerman Plaza is within the Downtown Development District. Properties immediately adjacent to the subject project location are zoned IO (Institutional and Office). The surrounding properties are also within the H (Historic District Zone). The Dover Public Library and Dover City Hall are located west of the subject site. State offices are to the north and south of the subject site and a mixed-use building with offices and a restaurant are located to the east across Innovation Way.

Previous Applications

The existing structure was constructed in the 1960s and was in service as the Dover Post Office until the new post office opened on Bank Lane in 2021. The property owner was the City of Dover. After the Post Office closed, the City initiated an RFP process to solicit proposals for redevelopment of the site. The current owner, Old Post, LLC was selected through this process. Application Z-24-01, approved by City Council on February 12, 2024, rezoned the property from IO (Institutional and Office Zone) to C-2 (Central Commercial Zone) with it remaining in the H (Historic District Zone) and SWPOZ (Source Water Protection Overlay Zone).

In February 2025, the Historic District Commission recommended approval of the Architectural Review Certificate for the proposed building renovations/reconstruction in HI-25-01. On March 17, 2025, the Planning Commission conditionally approved the Site Plan S-25-07, inclusive of the Architectural Review Certificate. Then a Revised Plan was submitted in late 2025. Previously at the Historic District Commission Meeting of November 20, 2025, the Commission considered the Revised Application and has provided a Recommendation on the Architectural Review Certification for the project. Also, the Site Plan S-25-07 Revised The Old Post was granted conditional approval by the Planning Commission on December 15, 2025 (Revised Plan Sets of print date 11/6/2025 and 12/3/2025). The Site Plan was ready for Final Plan Approval in August 2026 then the Revision was proposed. This Revised #2 submission seeks to revise the Site Plan and the Architectural Review Certificate previously approved.

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. HISTORIC PROPERTY INFORMATION

Review of Historic Maps
Prior to 1926, Loockerman Plaza did not extend beyond South State Street. Loockerman Plaza was extended between 1926 and 1936. The existing building was constructed in the 1960's.

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 Capitol Square Historic Context. The first buildings in the Capitol Square Context were built in the 1930's and 1940's as part of the Federal Works Project Administration. The *Design Standards and Guidelines for the City of Dover Historic District Zone* describe this context as "neo-Georgian featuring two-story brick facades with a water table, marble surround at the entrance, keystones over the window heads, dentilled cornices and hip roofs… greater latitude is recommended in determining what is appropriate for new construction and additions within this context… a compatible contemporary building is preferable to a falsely historical one."

The building located at 55 Loockerman Plaza was constructed in the 1960s. The most prominent features are the 5-bay Classical pediment with its turned gable, tympanum, and large columns. Under this projection, the front elevation wall is setback and includes the door entry with pedimented surround. The building has a gable roof with the rear being a flat roof system. It features a brick exterior, columns, dentil cornices, and shuttered windows. The building currently includes second floor offices (approximately 2,160 SF), a basement (approximately 5,865 SF), and the first floor of approximately 21,151 SF. There is an existing on-site parking lot (unmarked) and loading dock. The interior has been completely gutted as a result of recent asbestos abatement.

The structure is not listed on the National Register of Historic Places, and this portion of the Historic District is not part of a Historic District listed on the National Register of Historic Places.

III. PROJECT PROPOSAL

PROJECT PROPOSAL Revised #2 (documents of August 2026 and Updated Set of 08/24/2026)

The REVISED #2 application proposes the demolition of the full existing structure and the reconstruction of the front portion in its current form featuring a second-floor addition to the front wings and along with a new four-story building addition in the rear of the front building portion. *Capital City 2030: Transforming Downtown Dover Master Plan* identified the Old Dover Post Office as a Project Site. The Master Plan proposes that a new mixed-use building could reactivate the site. This project is also identified as a Key Project within the City's Downtown Development District (Renewal) application of 2024.

The proposed development proposes a 4,560-SF commercial tenant space in the (reconstructed first floor) portion front area. The rear warehouse portion of the building will be demolished and replaced with a new four-story structure (and including the second floor of the front building portion) comprised of 45 apartment (multifamily) units.

The Applicant's REVISED #2 submission includes a Site Plan set and Architectural Graphics set with building elevations and 3-D views. The elements of the project are as follows:

1. Full Demolition: The rear flat-roofed warehouse portion of the building and now the existing front portion of the building are to be demolished. Due to structural conditions associated with the exiting front portion of the old Dover Post office, the entire building will now need to be demolished and reconstructed. The total building square footage and building footprint will remain the same when reconstruction of the building takes place.

2. Front Façade Building and Addition: The project involves reconstruction of the front portion of the building in the same general form. New Azek trim work and the installation of six (6) 12" HB&G Fiberglass columns with decorative capital and base is proposed to match the existing building colonnade. New replacement shutters, windows, and front door are noted to match the existing. The Revised #2 Plan includes the addition of an additional floor to the front wings to make, two story. The Revised #2 Plan shows a gable roof in asphalt shingles following the form of the original building and front wings with two dormers added over each wing. The Revised #2 Plan also displays a brick EIFS system being installed on the front, rear, and side elevations of each wing. The Revised Plan #2 shows that each wing of the front portion of the building will include paired sets of glass doors with Azek Trim and stucco-like EIFS around the door area.

3. Rear Building Additions: The Revised #2 proposed four-story addition will be located directly behind the front massing portion of building (main block). The proposed addition will be 43 feet 6 inches tall. The existing building is 33 feet 2 inches tall at the peak of its roof. The addition appears to feature the use of the EIFS brick system with engaged

pilasters and horizontal banding in brick detailing along all sides on floors two, three, and four, and floor one uses EIFS in a white scored finish. The Revised #2 roof features a wide cornice at the roofline. The east and west elevations include large glass windows (with door) for entry into the apartments. Glass and black aluminum railings (black steel cable railing) will be used to enclose balconies. The Revised addition adds architectural relief by recessing balconies partially into the building. The Revised addition also wraps sections of the building with one row of brick EIFS banding on each floor, totaling four (4) rows that are visible from the north, south, east, and west elevations.

4. Parking Lot: A parking lot will be developed along the west side and north side of the building with access from Innovation Way. This new parking lot will not have vehicular access from the large municipal parking lot at the Dover Public Library. The applicant has worked with the City in regard to the adjacent row of parking east of the Library establishing an easement for its shared use. The parking lot is to be fenced with a black aluminum fence and appears to have narrow bands of grass at the perimeter on the west and north.

5. Sidewalks and Site Amenities: The proposal maintains connected sidewalks along Innovation Way and Loockerman Plaza. There are also sidewalks adjacent to the parking lot leading to the building and from the street frontage sidewalks. At some points, steps are necessary to ascend to the building. A ramp system is noted on the Site Plan for the north building elevation but not fully depicted in the renderings. A fenced Zen garden is proposed to abut the Building Addition along Innovation Way. The Updated Plan shows a curving pathway in the East Zen Garden with benches and a Yoga space. The amenities of this plan also propose a second-floor gym as part of the Active Recreation. A series of benches are shown in the West Zen Garden.

6. Tree Planting and Landscaping: The Revised Landscape Plan identifies three trees to be removed and 19 trees to be planted. The trees are along Loockerman Plaza and then within the Zen Gardens flanking the rear of the Building.

See the attached Plan submission and associated graphics and drawings for detailed information on building dimensions, locations, and material choices.

IV. ZONING REVIEW

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. *Zoning Ordinance,* Article 10 §3.2 outlines the review process for Architectural Review Certification and related building height, bulk, and setback standards.

The property is partially within the SWPOZ (Source Water Protection Overlay Zone) Tier 3 Excellent Recharge Area, but it is exempt from the requirements of this zone due to its location within the Downtown Redevelopment Target Area.

The subject project area is zoned C-2 (Central Commercial Zone). The C-2 zone allows for "retail stores, apartments and multi-family dwellings provided that no dwelling units shall be permitted on the first floor on the street frontage of Loockerman Street; 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, Loockerman Plaza and Innovation Way. The C-2 zone requires a zero minimum front yard. No side yard is required; however, if one is provided then it shall be a 5-foot side yard minimum. A 20-foot rear yard setback is required above ground floor and 5-foot is required at ground floor. The maximum building height for this district is 10 stories or 125 feet.

Code Compliance for C-2	Required	Provided
Front Setback	0 feet	> 35 feet
Rear Setback	20 feet above ground floor. At ground floor, 5'required	> 100 feet
Side Setback	None required, but 5-foot min. if provided	Approx. 15 feet
Building Height	10 stories (125 feet)	4 stories (43 feet 6 inches)

The C-2 zoning district also includes 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 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 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 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 Capitol Square Context. The Capitol Square Context is described on pages 2-8 and 2-9 of the *Design Standards and*

Guidelines for the City of Dover Historic District Zone. This *Design Standards and Guidelines* describe this context as "neo-Georgian featuring two-story brick facades with a water table, marble surround at the entrance, keystones over the window heads, dentilled cornices and hip roofs… greater latitude is recommended in determining what is appropriate for new construction and additions within this context… a compatible contemporary building is preferable to a falsely historical one." 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 Revised #2 project's compliance with the architectural review standards.

This Revised #2 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.

Maintenance, Repair, Preservation and Restoration of Existing Historic Buildings

The *Design Standards and Guidelines* for Maintenance, Repair, Preservation and Restoration of Existing Historic Buildings (Chapter 3: pages 3-1 through 3-27) provide the design criteria and development guidelines. The preservation of the historic character of the District is largely a function of the preservation of the existing historic building fabric. This Chapter discusses the various building elements and should also be referenced with new construction.

Any off-street parking lots provided shall be screened from the street line by buildings, landscaping, or other means. The guidelines specify that "parking lots should be screened from the street; their layout should include borders and islands planted with trees and shrubs to break-up expanses of paved areas. Given a parking lot within the Dover Historic District zone, at least 20% of the area within it should be unpaved and planted."

Demolition

The proposal for demolition of the existing building (in its entirety) must be reviewed for conformity with the design criteria guidelines found in Chapter 4: New Construction, Additions, Demolition and Relocation. The Applicant has provided a Narrative Letter discussing this request. The *Design Standards and Guidelines* gives guidance to the Historic District Commission by listing specific criteria to be evaluated when considering applications for the demolition of buildings (or portions of buildings) in the historic district (Chapter 4: pages 4-10 to 4-12). These guidelines are summarized below (see *Design Standards and Guidelines* for the complete text).

1. Determine the financial implications of maintaining a property versus demolition.

2. Regardless of economic issues the relative significance of the individual buildings slated for demolition should be evaluated.

3. In development related applications the City should review the schematic plans for the new structures to weigh the virtues of the new structure versus what exists.

4. Determine the extent of adequate recordation of a property the applicant would be required to complete if demolition were approved.

5. Lots left vacant by demolition should be treated in a manner that is sympathetic to the historic context.

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 Revised #2 Proposal for the Old Post appears to conform to most of the bulk requirements of the C-2 Zoning District; however, 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. It is noted that the *Zoning Ordinance* also includes other site development requirements such as dumpsters, lighting, tree planting, bicycle parking, rear emergency access, spacing requirements, etc.

ACTION on ARCHITECTURAL REVIEW CERTIFICATION (for HI-25-01 with February 2025 Review by Historic District Commission and March 17, 2025 Review by Planning Commission):
Application HI-25-01 was considered at the February 20, 2025 Meeting of the Historic District Commission. The following members were present at the February Meeting: Chairman Eric Czerwinski, Vice-Chair Mrs. Ellen Richardson, Mrs. Ann Horsey, and Ms. Mary Mason. The application was represented by Mike Glick of Lighthouse Construction along with Lauren Townsend. Public testimony was received during the Public Hearing from Todd Stonesifer as Board President of the Downtown Dover Partnership.

During the Meeting, the Historic District Commission heard the applicants' presentation on The Old Post Project 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, planned uses in the building, and building height.

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 February 20, 2025 Meeting. **The Historic District Commission recommended approval of the Architectural Review Certificate for Application HI-25-01 The Old Post at 55 Loockerman Plaza based on the applicant's presentation and plans with reference to the Staff notes and amendments (Staff Recommendation Report – Section VI) and with information from the applicant's Response Letter.**

Action on Architecture Review Certification and Site Plan by the Planning Commission:
On March 17, 2025, the Planning Commission voted 9-0 to approve the Site Plan, including the Architectural Review Certification. The motion is as follows:

> *Mr. Lewis moved to approve S-25-07 The Old Post at 55 Loockerman Plaza and the associated Architectural Review Certification for the redevelopment of the old Post Office property including the Parking Strategy Statement and the Active Recreation Area Plan, seconded by Mr. Baldwin and the motion was carried 9-0 by roll call vote. Mr. Lewis voting yes; he thinks it is much needed in the area and it's an exciting plan. He is looking forward to seeing it come to fruition. Mr. Roach voting yes; for reasons previously stated. Mrs. Denney voting yes; but she really does object to the parking. She sees problems but otherwise she thinks it is well done. Mrs. Maucher voting yes; for reasons stated. Mr. Baldwin voting yes; he thinks it is a great use of the building. Dr. Jones voting yes; for reasons previously stated. Mr. Reaves voting yes; for reasons previously stated. Mrs. Welsh voting yes; she thinks it is a professionally well done package and she thinks it's in keeping with what we are trying to accomplish in Downtown Dover. Mr. Witham voting yes; he thinks this is an excellent use of this property given the limited use of this space that the property has. He thinks that the parking arrangement is probably the best that they could come up with given the environment that they are faced with. It is a well-designed building and the only drawback that he see is that it does not have a flagpole indicated. He votes*

yes for the reasons stated in the record by fellow Commissioners as well as the DAC comments and the Planning Commission's statements.

ACTION on ARCHITECTURAL REVIEW CERTIFICATION (for HI-25-01 Revised with November 20, 2025 Review by Historic District Commission and December 15, 2025 Review by Planning Commission):
Application HI-25-01 Revised was considered at the November 20, 2025 Meeting of the Historic District Commission. The following members were present at the November Meeting: Chairman Eric Czerwinski, Vice-Chair Mrs. Ellen Richardson, Mrs. Ann Horsey, and Ms. Ann Baker. The application was represented by Mr. Sal Leone, Old Post LLC; Mr. Freddy Bada, Moonlight Architecture Inc.; Mr. Chad Warren, Engineer; Davis, Bowen and Friedel. Public testimony was received during the Public Hearing from Mr. Zach Prebula with Kent Economic Partnership.

During the Meeting, the Historic District Commission heard the applicants' presentation on The Old Post Project as Revised 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, planned uses in the building, and building height.

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 November 20, 2025 Meeting. **The Historic District Commission recommended approval of the Architectural Review Certificate for Application HI-25-01 Revised The Old Post at 55 Loockerman Plaza based on the applicant's presentation and plans with reference to the Staff comments (Staff Recommendation Report – Section VI) and with information from the applicant's Response Letter.**

Action on Architecture Review Certification and Site Plan by the Planning Commission:
On December 15, 2025, the Planning Commission voted 9-0 to approve the Site Plan, including the Architectural Review Certification. The motion is as follows:

Mrs. Denney moved to approve S-25-07 which would also include the Parking Strategy Statement as well as the Active Recreation Area Plan. She thinks this is very well thought out and she is sure this was an extra expense to have the brick side and all but, she thinks that this building as we are seeing it just really lends itself to the area, the architecture and the historic aspect of the City of Dover; the Capital City of the State that started the Nation and also including the Architectural Review Certification. The motion was seconded by Mrs. Welsh and the motion was carried 9-0 by roll call vote. Mrs. Denney voting yes; in keeping with her motion. She thinks this is a lovely addition and change and it somewhat saves at least the front façade of the Post Office. Mrs. Maucher voting yes; based on DAC comments. Mr. Baldwin voting yes; it will be a great addition. Dr. Jones voting yes; it seems like it's going to be an exciting project and she hopes there will be consideration for the inclusion of children in the active recreation area. Mr. Reaves voting yes; for reasons previously stated. Mrs. Welsh voting yes; for reasons previously stated. Mr. Lewis voting yes. Mr. Roach voting yes. Mr. Witham voting yes; it's an excellent use of a valuable resource in Dover and as the applicant

stated, it opens the gateway to the Downtown Area which he thinks is going to be very helpful. He would love to see a flagpole; he doesn't know whether or not that is in the plans.

VI. STAFF COMMENTS AND RECOMMENDATIONS

The Staff Comments and Recommendations for this application regarding the Architectural Review Certification were originally provided in the Architectural Review Staff Report Issued for the February 20, 2025 Historic District Commission Meeting and then were provided in the Revised Architectural Review Staff Report Issued for the November 20, 2026 Historic District Commission Meeting. **The comments and recommendations were updated for this Report following Staff's review of the Revised #2 Submission dated August 18, 2026.**

1) Staff again recommends conditional approval of the Revised #2 Architectural Review Certificate for The Old Post 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.* This includes the demolition of the entirety of the building, the new building addition at the rear (north) using brick EIFS material, and reconstruction of the entire building using brick EIFS material. The Planning Office Staff finds that the full-envelope installation of a brick-finish EIFS system is structurally imperative because the building sits atop where discovered unstable, low-bearing-capacity soils severely limit the foundation's load limits. Replacing the envelope with traditional, heavy clay masonry could introduce excessive dead load, risking differential and catastrophic foundation failure whereas the ultra-lightweight EIFS assembly achieves the required historic aesthetic while keeping structural loads well within safe geotechnical margins. The proposed multi-use site enhances the pedestrian scale of the Downtown area. The reconstruction of general building massing portion (and footprint) fronting Loockerman Plaza maintains the historic context of the area. The brick exterior finishes to resemble bricks take cues from the architectural styles seen in the Loockerman Street corridor and Capitol Square 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 exterior finish choices should be compatible with the brick on the existing structure. The brick material color, size, and format should be identified.
    b. Continue to use the wall section at the cornice in a pattern that allows the cornice to protect in a different plane than the general wall surface. Cornicework is a very significant feature of the buildings in the area. Dentil cornices are recommended, particularly on the south-facing side of the building.
    c. While shutters are encouraged, vinyl and aluminum shutters may be inappropriate.
    d. It is inappropriate to remove historic decorative elements. The round six-part window with trim work in the tympanum should be replicated and the building name can be placed under it still in the pediment.
    e. Consideration of wall or free-standing signage may require additional review.

f. Ensure the roof to wall connection from the front building to the rear addition does not result in valleys trapping water and debris.
g. Identify any roof drainage systems i.e. gutters and downspouts and the proposed materials.
h. Clarify if brick EIFS will be used as the exterior cladding materials for the dormer. Typically, masonry is not used in these features and a siding material and trim work is more often used.
i. Identify the main entrance door(s) to the apartment building area; is it on Innovation Way or from the parking lot sides?
j. Identify the railing materials along the steps in the sidewalk system and for the accessible ramp on the north end of the building. Ensure there is adequate space to fit the ramp and sidewalk.
k. Any light fixtures utilized on the property should be consistent with the style of the lighting used in the nearby areas of the Capitol Square Context of the Historic District.
l. Any revisions or changes in the identified materials may be subject to further review by the Historic District Commission.

3) Staff recommends the following pertaining to the site design elements of the project:
   a. The C-2 zoning district requires that parking lots be screened from the street. This Revised #2 includes a parking lot island improvements at the entrance from Innovation Way that added curing and grass areas.
   b. 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.
   c. 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 Capitol Square Context area.

4) The existing building has a cornerstone/date stone that should be retained. There may also be an opportunity to add a plaque or other method outlining the history of the building (time of service as the Dover Post Office).

5) For building construction, the requirements of the building code or fire code must be complied with. Consult with the Building Inspection Staff and Fire Marshal regarding these requirements. The resolution of these items can impact the site design in some cases.

6) 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.

7) This site development plan for this Revised 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.

8) 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.

9) 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 Required on Revised #2 Submission

The Historic District Commission shall consider the Revised #2 Proposal and provide a Revised #2 Recommendation in regard to the Revised #2 Architectural Review Certification for the Old Post building and associated Site Improvements as Revised. The Revised #2 Recommendation should reflect consideration of the *Design Standards and Guidelines for the City of Dover Historic District Zone.*

This Revised #2 Recommendation will be presented to the Planning Commission at their September 21, 2026 Meeting with Public Hearing and Review of the Revised #2 HI-25-01/S-25-07.

CITY OF DOVER HISTORIC DISTRICT & PLANNING COMMISSION

OLD POST PROJECT

55 Loockerman Street
Dover, Delaware 19901

REVISION #2

August 18, 2026

OWNER OF RECORD / EQUITABLE OWNER

Old Post LLC
[redacted]
91 Brenda Lane, Suite A
Camden, DE 19934
[redacted]
[redacted]

ENGINEER

Davis Bowen Friedel Inc.
[redacted]
1 Park Avenue
Milford, DE 19963
[redacted]
[redacted]

ARCHITECT

Moonlight Architect Inc.
[redacted]
29003 Lewes Georgetown Highway
Lewes, DE 19958
[redacted]
[redacted]

REQUEST FOR CONSIDERATION OF REVISION #2

Dear Dawn and Members of the Historic Commission and Planning Commission:

On behalf of **Old Post LLC**, we respectfully submit Revision #2 for consideration by the Historic Commission and Planning Commission for the Old Post Project located at 55 Loockerman Street, Dover, Delaware.

We are requesting approval of two modifications to the previously approved project. These requested modifications are the result of unforeseen structural and subsurface conditions discovered during additional investigation, testing, demolition planning, and engineering work following the original approval.

It is important to emphasize that the project is **not being redesigned or replaced with a materially different development**. Rather, the requested revisions are intended to address conditions that were not reasonably apparent at the time of the original approval and to allow the previously approved development to be constructed in a safe, structurally responsible, and practical manner.

1. REQUEST TO DEMOLISH THE EXISTING STRUCTURE IN ITS ENTIRETY

We respectfully request permission to demolish the existing building in its entirety, with the possible exception of portions of the existing front foundation footings, where technically feasible and appropriate.

Following the purchase of the property from the City of Dover, extensive testing and investigation revealed significant quantities of garbage, refuse, and other unsuitable materials below grade. Several rounds of additional testing and engineering analysis have demonstrated that these unforeseen subsurface conditions materially affect the structural design and construction methodology for the project.

As a result of these conditions, the project now requires the installation of specialized **rigid-inclusion piles**, representing an additional construction cost of more than **$375,000**. Additional investigation has also determined that the foundation work necessary to connect the remaining portion of the existing building to the new rear tower would be exceptionally difficult to construct because of the subsurface conditions encountered on the property.

The subsurface conditions have also raised concerns regarding the actual weight and structural behavior of the existing building and the potential for settlement beyond standard construction tolerances. These findings have required the project team to reevaluate the safest and most appropriate method of proceeding with demolition and reconstruction.

Several demolition contractors who have reviewed the project have independently expressed concerns regarding the safety of attempting to retain and selectively demolish a portion of the existing structure.

In particular, the existing building contains substantial steel beams and steel floor trusses. Attempting to cut and remove these structural members in order to separate the existing building from the new construction could create a significant risk of an uncontrolled structural collapse during demolition. Such a condition could potentially result in serious injury or loss of life to workers or others on the site.

This concern is particularly significant at the location where the remaining portion of the existing building would meet and connect with the new tower construction.

In addition, we have recently observed a significant crack in the northeast exterior wall of the existing structure. This condition has further increased our concern regarding the stability of the building and the safety of attempting to selectively demolish portions of the structure while leaving other portions standing.

For these reasons, we believe that complete demolition of the existing structure represents the **safer and more responsible approach** to both demolition and reconstruction.

The additional area proposed for demolition represents less than **25% of the area originally contemplated for retention**. The overall project design, massing, elevations, and architectural intent will remain substantially consistent with the previously approved plans.

We remain committed to maintaining the approved appearance and character of the front façade. Where practical and structurally appropriate, we also intend to salvage and reuse existing architectural and structural elements, including columns and other materials, as part of the reconstruction.

Complete demolition will also provide the project team with the opportunity to properly waterproof and insulate the building envelope at the front portion of the property. This will improve the long-term performance, durability, and energy efficiency of the building.

We respectfully submit that allowing complete demolition will provide a safer construction environment while allowing the previously approved project to proceed in a more practical and structurally sound manner.

2. REQUEST TO MODIFY EXTERIOR FAÇADE MATERIAL TO EIFS BRICK

Our second request concerns the exterior façade materials.

The currently approved plans provide for **EIFS** on the first floor of the residential four-story tower, with thin brick and conventional brick used on other portions of the building.

In response to the structural and subsurface conditions identified during our additional engineering investigations, we respectfully request permission to utilize an **EIFS brick system** in place of conventional and thin brick materials on the portions of the building currently proposed to receive those materials.

The proposed EIFS brick system is intended to provide the appearance and character of traditional brick while substantially reducing the overall weight imposed on the building structure.

This reduction in weight is particularly important given the unforeseen subsurface conditions and the structural and settlement concerns identified during our additional testing and engineering analysis.

The proposed material change will **not change the building elevations, architectural design, massing, height, or overall appearance** of the approved project. The requested revision is limited to the exterior cladding material.

The first floor of the residential tower was already approved with an EIFS system. We also understood during the original approval process that EIFS had been contemplated and approved for the tower as a whole when the tower was three stories.

Given the conditions now identified, extending the EIFS system in a brick appearance would provide a practical means of reducing the overall weight of the building while maintaining the architectural character and appearance contemplated by the approved plans.

The use of an EIFS brick system would also assist the project in maintaining appropriate structural and engineering margins with respect to the anticipated settlement conditions.

We will provide physical samples of the proposed EIFS brick system at the hearings for the Commissioners to review and evaluate.

CONCLUSION

The two requested revisions are being proposed as a direct response to unforeseen conditions discovered after the original approval of the project.

The intent of **Old Post LLC** remains to proceed with the previously approved development while addressing the significant structural, subsurface, safety, and construction issues that have been identified during the project's engineering and pre-construction process.

We believe that the proposed revisions will allow the project to proceed in a **safer, more structurally responsible, and more practical manner**, while preserving the architectural character, elevations, massing, and overall intent of the previously approved project.

The requested changes are not intended to create a materially different development. Rather, they are necessary modifications to the means and methods by which the approved development can be safely and responsibly constructed in light of conditions that were not known at the time of the original approval.

Accordingly, we respectfully request that the **Historic Commission and Planning Commission approve Revision #2**, including:

1. **Permission to demolish the existing structure in its entirety**, with the possible exception of portions of the existing front foundation footings where feasible and appropriate; and
2. **Permission to utilize an EIFS brick exterior cladding system** in place of the conventional and thin brick materials currently shown on portions of the approved plans.

We appreciate the Commissions' time and consideration of this request. We look forward to presenting the additional engineering information, demolition concerns, and proposed material samples at the upcoming hearings.

Thank you for your consideration.

Respectfully submitted,

Francis A. DiMondi
Managing Member
Old Post LLC

91 Brenda Lane, Suite A
Camden, DE 19934

Email: INFO@FADoffice.net
Phone: 302-730-0150

DAVIS BOWEN & FRIEDEL, INC.

ARCHITECTS • ENGINEERS • SURVEYORS

Ring W. Lardner, P.E.
W. Zachary Crouch, P.E.
Michael E. Wheedleton, AIA, LEED GA
Jason P. Loar, P.E.
Jamie L. Sechler, P.E.

August 20, 2026

City of Dover
15 Loockerman Plaza
Dover, DE 19901

Attn: Dawn Melson-Williams, AICP

RE: **Old Dover Post**
55 Loockerman Plaza
DBF #: 2916A036

Dear Mrs. Melson-Williams:

On behalf of the developer, we are writing this letter to confirm that the site is still in compliance with City of Dover Code with additional dwelling units proposed with the revised building.

As the structural conditions of the existing front portion of the old Dover Post office were unsuitable, the entire building will now be reconstructed. In doing so, the architects were able to create a more efficient design of the floors within the building, allowing for 3 additional studio apartment units. The brings the total dwelling units within the building up from 42 to 45 while keeping the exact same building footprint and total building square footage as the previously approved architectural plans.

As the total building square footage remains the same, this does not affect the floor area to lot area ratio, or the maximum allowed gross floor area. The one effect it does have is on the active recreation area as the 3 additional units raise the required recreation area from 3,150 s.f. to 3,375 s.f (at a rate of 75 s.f per dwelling unit). The building revision also did not remove any of the previously approved recreation space which is unchanged as follows: East Zen Garden 2,450 s.f., West Zen Garden 1,643 s.f., Second Floor Gym 506 s.f., As with the previously approved building, the total recreational area is 4,599 s.f., well above what is required. With these minimal changes to the building, an none to the site, both the architectural and site construction plans remain in compliance with City of Dover Code.

If you have any questions or require additional information, please do not hesitate to contact me at (302) 424-1441 or via email at csw@dbfinc.com.

Thank you,
Davis, Bowen & Friedel, Inc.

Chad S. Warren, P.E.
Associate/Sr. Civil Engineer

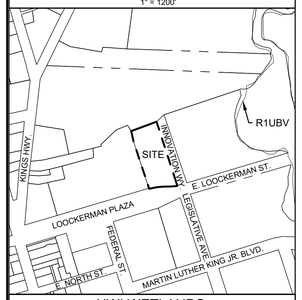
OLD DOVER POST
COMMERCIAL PROPERTY
EAST DOVER HUNDRED
CITY OF DOVER, KENT COUNTY, DELAWARE

DBF #5209A001
FEBRUARY 2026

CONSTRUCTION PLANS



LOCATION MAP
1" = 1200'

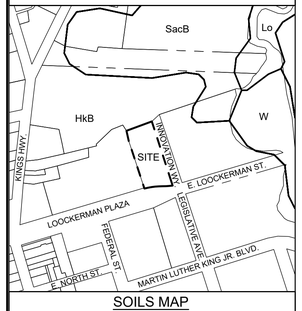


NWI WETLANDS
1" = 400'





FEMA FLOOD MAP
PANEL #10001C0167H SCALE: 1" = 1/2 MILE



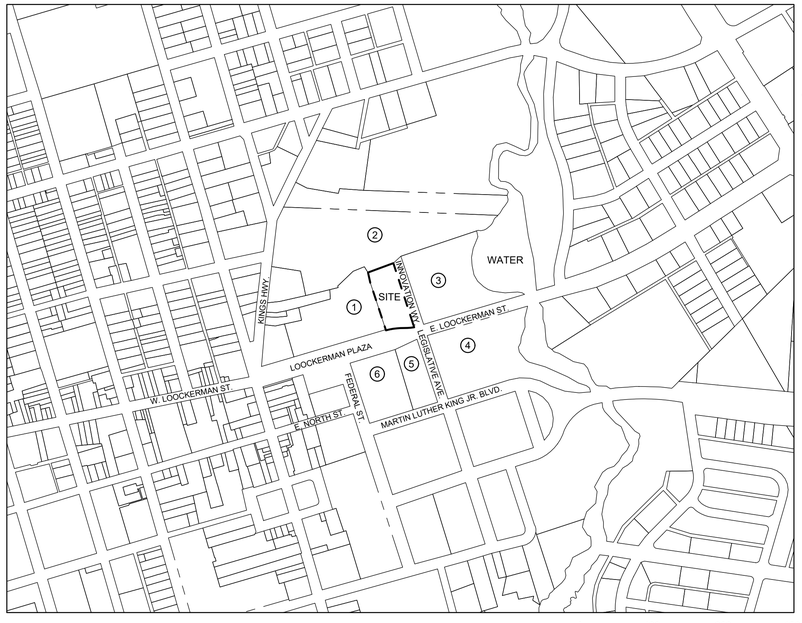
SOILS MAP
1" = 400'

SOILS DATA

LABEL	SOIL NAME	TYPE
HkB	Handbrook Urban Land Complex, 0 to 5 Percent Slopes	B

GENERAL NOTES:

1. VERTICAL DATUM IS NAVD 88.
2. EXISTING UNDERGROUND UTILITIES SHOWN ON THE PLANS, INCLUDING TELEPHONE, ELECTRIC, CABLE TV, GAS, TRAFFIC, SIGNAL, WATER, SEWER, FORCE MAINS AND STORM DRAINAGE ARE BASED UPON THE BEST AVAILABLE INFORMATION AND ARE SHOWN FOR THE CONVENIENCE OF THE CONTRACTOR ONLY. NO GUARANTEE IS MADE OR IMPLIED REGARDING THE ACCURACY OR COMPLETENESS THEREOF. CONTRACTOR IS RESPONSIBLE FOR THE VERIFICATION OF THE LOCATION, DEPTH, SIZE AND MATERIAL OF ALL UNDERGROUND UTILITIES TO HIS OWN SATISFACTION BEFORE BEGINNING ANY EXCAVATION OR PIPE LAYING. THE CITY, OWNER, AND ENGINEER DISCLAIM ANY RESPONSIBILITY FOR THE ACCURACY OR COMPLETENESS OF SAID INFORMATION. IF THE CONTRACTOR RELIES ON SAID INFORMATION, HE DOES SO AT HIS OWN RISK. THE GIVING OF THE INFORMATION ON THE PLANS WILL NOT RELIEVE THE CONTRACTOR OF HIS OBLIGATIONS TO SUPPORT AND PROTECT ALL SHOWN OR NOT SHOWN EXISTING UTILITIES AND APPURTENANCES. SHOULD ANY EXISTING UTILITIES BE DAMAGED BY THE CONTRACTOR, THEN THE CONTRACTOR SHALL REPAIR THE DAMAGE CAUSED TO THE CITY'S SATISFACTION, AT THE CONTRACTOR'S EXPENSE. THE CONTRACTOR SHALL MAKE HIS OWN INVESTIGATION AND TEST PIT EXISTING UTILITIES AS REQUIRED.
3. CONTRACTOR SHALL NOTIFY "MISS UTILITY" (1-800-282-8555 IN DE) & (1-800-441-8355 OUTSIDE OF DE) AT LEAST 48 HOURS PRIOR TO EXCAVATION TO HAVE EXISTING UNDERGROUND UTILITIES LOCATED AND MARKED.
4. ALL MATERIALS SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATIONS.
5. USE ONLY SUITABLE AND APPROVED GRANULAR MATERIAL FOR BACK FILLING TRENCHES.
6. CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTENANCE OF TRAFFIC IN ALL WORK AREAS IN ACCORDANCE WITH DELAWARE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (DE MUTCD), MOST RECENT VERSION. ANY PAVEMENT MARKINGS OR PAINTED LINES DISTURBED OR REMOVED DURING CONSTRUCTION SHALL BE REPLACED IN KIND AFTER COMPLETION OF PAVEMENT RESTORATION. COST SHALL BE INCLUDED IN THE PRICES BID FOR PIPE INSTALLATION.
7. CONTRACTOR SHALL DETERMINE THE LOCATION OF ALL RIGHT-OF-WAY LINES AND PROPERTY LINES TO HIS OWN SATISFACTION. ALL PROPOSED UTILITIES ARE TO BE CONSTRUCTED WITHIN THE STREET RIGHT-OF-WAY OR EASEMENT AREAS PROVIDED. ANY DISTURBED AREAS BEYOND THE RIGHT-OF-WAY OR EASEMENT LINES SHALL BE RESTORED IMMEDIATELY TO THEIR ORIGINAL CONDITION. PAYMENT FOR THIS WORK SHALL BE INCLUDED IN THE COST OF ITEMS BID.
8. CONTRACTOR SHALL PROVIDE STAKEOUT SURVEY NECESSARY FOR THE PARKING LOT CONSTRUCTION, THE INSTALLATION OF UTILITY WORK AND APPURTENANCES, AND DETERMINATION OF RIGHT-OF-WAY.
9. FITTINGS SHOWN ON THE PLANS ILLUSTRATE ANTICIPATED SIZE AND ANGLE OF DEFLECTION. THIS INFORMATION IS SHOWN FOR GENERAL INFORMATION ONLY, AND IS NOT GUARANTEED. ACTUAL SIZE AND ANGLE MAY VARY DUE TO FIELD CONDITIONS. THE CONTRACTOR WILL NOT BE ENTITLED TO ADDITIONAL COMPENSATION FOR CHANGES RESULTING FROM SUCH CONDITIONS.
10. THROUGHOUT THE PROJECT, WHERE ANY UNDERGROUND UTILITIES ARE LOCATED IN, ACROSS OR ADJACENT TO DRAINAGE DITCHES AND SWALES, THE CONTRACTOR SHALL RESTORE DISTURBED AREAS TO THEIR ORIGINAL GRADES. INSTALL EROSION CONTROL MATTING (AMERICAN GREEN SN 150) AND VEGETATE AS REQUIRED. PAYMENT OF THIS RESTORATION SHALL BE INCLUDED IN THE COST OF ITEMS BID.
11. CONTRACTOR SHALL EXERCISE CAUTION AND TAKE MEASURES NECESSARY TO PROTECT TREES DURING CONSTRUCTION ACTIVITIES. DAMAGED TREES TO BE REPLACED, IN KIND, AT THE CONTRACTOR'S EXPENSE.
12. ALL ROADWAYS ARE TO BE SWEPT FREE OF SEDIMENT ON A DAILY BASIS.
13. THE CONTRACTOR SHALL REMOVE AND IMMEDIATELY REPLACE, RELOCATE, RESET OR RECONSTRUCT ALL OBSTRUCTIONS IN THE WORK AREA, INCLUDING, BUT NOT LIMITED TO, MAILBOXES, SIGNS, LANDSCAPING, LIGHTING, PLANTERS, CULVERTS, DRIVEWAYS, PARKING AREAS, CURBS, GUTTERS, FENCES, OR OTHER NATURAL OR MAN-MADE OBSTRUCTIONS. TRAFFIC CONTROL REGULATORY, WARNING, AND INFORMATIONAL SIGNS SHALL REMAIN FUNCTIONAL AND VISIBLE TO THE APPROPRIATE LANES OF TRAFFIC AT ALL TIMES, WITH THEIR RELOCATION KEPT TO A MINIMUM DISTANCE. THE COST SHALL BE INCLUDED IN THE COST OF ITEMS BID.
14. 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 RELAID TO MEET THE STANDARDS. SIDEWALK SHALL INCLUDE BARRIER FREE PEDESTRIAN MOVEMENT AND SITE ACCESS.
15. IN ACCORDANCE WITH 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 RE-LAID.
16. PARKING SPACES RESERVED FOR USE BY THE HANDICAPPED AND RELATED ACCESSIBLE ROUTES SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE AMERICAN NATIONAL STANDARDS INSTITUTE GUIDELINES ENTITLED "ACCESSIBLE AND USABLE BUILDINGS AND FACILITIES" (REFERENCE: ANSI A117.1-1998).
17. LIGHTING SHALL PROVIDE NO LESS THAN 1 1/2 FOOTCANDLES AT GRADE. LIGHT SHALL BE DEFLECTED AWAY FROM ADJACENT RESIDENTIAL AREAS AND SHALL NOT BE DISTRACTING TO TRAFFIC ON ADJACENT ROADS.
18. ALL EXISTING REGULATORY AND WARNING TYPE TRAFFIC SIGNS, AND ALL STREET NAME SIGNS OCCURRING WITHIN THE PROPOSED PROJECT LIMITS SHALL BE REMOVED AND IMMEDIATELY REPLACED AS DIRECTED BY THE CITY.
19. 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.
20. CONTRACTOR SHALL GRADE, TOPSOIL, SEED, AND MULCH ALL DISTURBED AREAS OF CONSTRUCTION, INCLUDING PIPE INSTALLATION OR DITCH CONSTRUCTION. EROSION CONTROL MATTING SHALL BE PROVIDED ON ALL SLOPES GREATER THAN 3:1.
21. DRAWINGS DO NOT INCLUDE NECESSARY COMPONENTS FOR CONSTRUCTION SAFETY. ALL CONSTRUCTION MUST BE DONE IN COMPLIANCE WITH THE OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970, AS AMENDED AND ALL RULES AND REGULATIONS THERETO APPURTENANT.
22. THE CONTRACTOR SHALL NOTIFY THE FOLLOWING TWO WEEKS PRIOR TO THE START OF CONSTRUCTION AND SHALL APPRAISE AND COORDINATE DURING ALL PHASES OF CONSTRUCTION:
    DAVIS, BOWEN & FRIEDEL, INC. - (302) 424-1441
    CITY OF DOVER/WATER & WASTEWATER - (302) 736-7025
    CITY OF DOVER/PLANNING AND INSPECTION - (302) 736-7010
    CITY OF DOVER/ELECTRIC UTILITY - (302) 736-7070
    KENT CONSERVATION DISTRICT - (302) 608-5370
23. THE OWNER/DEVELOPER WILL UTILIZE PRIVATE COLLECTION FOR SOLID WASTE.



LOCATION MAP
SCALE: 1"=400'

INDEX OF SHEETS

C-001	TITLE
C-002	LEGEND
C-101	EXISTING CONDITIONS
C-102	SITE PLAN
C-103	SITE DETAILS
C-104	SITE DETAILS
C-105	ENTRANCE PLAN
C-106	TURNING DIAGRAMS
C-107	ACTIVE RECREATION PLAN
C-301	GRADING OVERVIEW
C-302 - C-303	GRADING PLAN
C-401	SEDIMENT AND STORMWATER COVERSHEET AND GENERAL NOTES
C-402	PRE CONSTRUCTION SITE STORMWATER MANAGEMENT PLAN
C-403	CONSTRUCTION SITE STORMWATER MANAGEMENT PLAN
C-404 - C-405	CONSTRUCTION SITE DETAILS AND NOTES
C-501	UTILITY PLAN
C-502	UTILITY DETAILS
C-504	SEWER PROFILES
L-101	LANDSCAPE PLAN
L-102	LANDSCAPE DETAILS
V-101	RECORD TITLE
V-102	RECORD PLAN

ADJACENT PROPERTY OWNERS

1	2-05-07705-04-5500-00001	IO ZONING	CITY OF DOVER	35 LOOCKERMAN ST., DOVER, DELAWARE 19901
2	2-05-07705-04-5100-00001	IO ZONING	STATE OF DELAWARE	89 KINGS HWY., DOVER DELAWARE 19901
3	2-05-07705-04-5200-00001	IO ZONING	CENTRAL DOVER OFFICES, INC.	9 E LOOCKERMAN ST., DOVER, DELAWARE 19901
4	2-05-07709-05-1300-00001	IO ZONING	STATE OF DELAWARE	121 MARTIN L KING JR BLVD., DOVER, DELAWARE 19901
5	2-05-07709-05-1200-00001	IO ZONING	STATE OF DELAWARE	60 LOOCKERMAN ST., DOVER, DELAWARE 19901
6	2-05-07709-05-1100-00001	IO ZONING	STATE OF DELAWARE	401 FEDERAL ST., DOVER, DELAWARE 19901

BENCHMARK INFORMATION

BM#	DESCRIPTION	LOCATION	ELEVATION
1	IRON ROD W/CAP	N:422446.8983 E:626423.5746	15.08' (NAVD 88)

DATA COLUMN

1	TAX MAP ID	2-05-07705-04-5300-00001	
2	ENGINEER DAVIS, BOWEN & FRIEDEL, INC. 1 PARK AVENUE MILFORD, DE 19963 CHAD WARREN PHONE: (302) 424-1441 EMAIL: CSW@dbfinc.com	OWNER / DEVELOPER OLD POST LLC. 91 BRENDA LANE, SUITE A CAMDEN, DE 19934 FRANK DIMONDI EMAIL:FDIMONDI@MSN.COM	
3	DATUM	HORIZONTAL NAVD 83 (DE STATE PLANE)	VERTICAL NAVD 88
4	ZONING	EXISTING C2/H/SWPOZ	PROPOSED C2/H/SWPOZ
5	LAND USE	EXISTING POST OFFICE	PROPOSED MIXED USE 4,560 S.F. RESTAURANT & 45 APARTMENT UNITS
6	FLOODPLAIN	THE PROPERTY IS NOT IMPACTED BY THE 100 YEAR FLOODPLAIN AS DETERMINED BY FEMA PANEL 10001C0167H , DATED MAY 5, 2003.	
7	GROUNDWATER RECHARGE	A PORTION OF THE PROPERTY IS LOCATED IN AN AREA OF EXCELLENT GROUNDWATER RECHARGE.	
8	WELLHEAD PROTECTION AREA	THE PROPERTY IS NOT LOCATED IN A WELLHEAD PROTECTION AREA.	
9	WETLANDS	THE PROPERTY IS NOT IMPACTED BY STATE AND FEDERALLY REGULATED WETLANDS.	
10	UTILITIES	WATER CITY OF DOVER	SEWER CITY OF DOVER

11	CODE COMPLIANCE	REQUIRED	PROPOSED
	FRONT SETBACK	0 FT	0 FT
	SIDE SETBACK	5 FT	5 FT
	REAR SETBACK	20 FT	20 FT
	MAXIMUM BUILDING HEIGHT	75 FT	45 FT
	PARKING	(SEE PARKING STRATEGY TABLE THIS SHEET)	66 ONSITE SPACES (INCLUDING 3 ADA ACCESSIBLE SPACES) 29 SPACES ON AN EASEMENT WITH THE CITY OF DOVER ON ADJACENT PARCEL (INDLUDING 2 ADA ACCESSIBLE SPACES) 95 TOTAL SPACES
	BICYCLE PARKING	1 OUTSIDE BICYCLE PARKING SPACE FOR EVERY 20 ONSITE VEHICLE PARKING SPACES	5 OUTSIDE BICYCLE PARKING SPACES 20 INSIDE BICYCLE PARKING SPACES 25 TOTAL SPACES
	LOT COVERAGE	85.00%	81.53%
	RECREATIONAL AREA	75 S.F. OF RECREATIONAL AREA PER DWELLING UNIT. 75 S.F. X 45 UNITS = 3,375 S.F.	EAST ZEN GARDEN: 2,450 S.F. WEST ZEN GARDEN: 1,643 S.F. SECOND FLOOR GYM: 506 S.F. TOTAL RECREATIONAL AREA: 4,599 S.F.
	FLOOR AREA RATIO	GROSS FLOOR AREA/LOT AREA = MAXIMUM OF 5.0	52,212 S.F. / 55,191 S.F. = .0.94
	TOTAL GROSS FLOOR AREA	MAXIMUM OF 275,955 S.F.	9,120 S.F. + 43,092 S.F. = 52,212 S.F.
	TREE PLANTING REQUIREMENTS	1 TREE PER 3,000 S.F. OF NON-WOODLAND DEVELOPMENT AREA 55,191 S.F. / 3,000 S.F. = 19 TREES	19 PROPOSED TREES
12	AREAS		
	PARCEL AREA	55,191 S.F. (1.267 AC.)	
	IMPERVIOUS COVER	45,168 S.F. (1.037 AC.) (81.85%)	
13	PROPOSED LAND USE AREAS		
	BUILDINGS/PARKING	38,343 S.F. (0.880 AC.) (69.46%)	
	SIDEWALKS	6,824 S.F. (0.157 AC.) (12.39%)	
	OPEN SPACE	10,023 S.F. (0.230 AC.) (18.15%)	
	TOTAL	55,191 S.F. (0.267 AC.) (100.00%)	

PARKING STRATEGY

NECESSARY PARKING

UNIT TYPE	REQUIREMENT	NUMBER OF UNITS	FLOOR AREA	NUMBER OF SPACES
1 BEDROOM APARTMENT	1 SPACE	17		17
2 BEDROOM APARTMENT	2 SPACE	15		30
3 BEDROOM APARTMENT	3 SPACE	4		12
STUDIO APARTMENT	1 SPACE	9		9
				SUB-TOTAL: 68 SPACES
RESTAURANT	1 SPACE PER 4 SEATS/3 BAR STOOLS		4,560 S.F.	56
				SUB-TOTAL: 56 SPACES
				TOTAL: 124 SPACES

PROVIDED PARKING

PARKING TYPE	USE	NUMBER OF SPACES
PROPOSED ONSITE	APARTMENTS	66
SHARED SPACES ON EXISTING EASEMENT WITH CITY OF DOVER ON ADJACENT PARCEL	APARTMENTS AND RESTAURANT	29
PUBLIC SPACES (LIBRARY LOT, INNOVATION WAY, LOOCKERMAN PLAZA)	RESTAURANT	180±
		TOTAL: 275± SPACES

BICYCLE PARKING

PARKING TYPE	NUMBER OF SPACES
PROPOSED OUTSIDE OF BUILDING	5
PROPOSED INSIDE OF BUILDING	20
	TOTAL: 25 SPACES

OWNER/DEVELOPER STATEMENT

I, THE UNDERSIGNED, HEREBY STATE THAT I AM THE OWNER OF THE PROPERTY DESCRIBED AND SHOWN ON THIS PLAN, THE PLAN WAS MADE AT MY DIRECTION, I ACKNOWLEDGE THE SAME TO BE MY ACT AND DESIRE THE PLAN BE RECORDED ACCORDING TO LAW.

8/20/2026
DATE

FRANK DIMONDI
OLD POST LLC.
91 BRENDA LANE SUITE A
CAMDEN, DE 19934

CITY OF DOVER

ENGINEER DATE

ENGINEER'S STATEMENT

I, CHAD S. WARREN, P.E., HEREBY STATE 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 KNOWLEDGE AND BELIEF REPRESENTS GOOD ENGINEERING PRACTICES AS REQUIRED BY THE APPLICABLE LAWS OF THE STATE OF DELAWARE.

8/20/2026
DATE

by CHAD S. WARREN, P.E.,
DAVIS, BOWEN & FRIEDEL, INC.
1 PARK AVE
MILFORD, DELAWARE, 19963

DAVIS BOWEN & FRIEDEL, INC.
ARCHITECTS • ENGINEERS • SURVEYORS
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SALISBURY, MARYLAND 410.543.9091
MILFORD, DELAWARE 302.424.1441

OLD DOVER POST
COMMERCIAL PROPERTY
CITY OF DOVER, KENT COUNTY, DELAWARE

2026-03-06	CITY OF DOVER DAC, PW, FM COMMENTS
2026-04-08	CITY OF DOVER PW COMMENTS
2026-05-12	DNREC WPCC COMMENTS
2026-06-10	DNREC WPCC COMMENTS
2026-08-20	BUILDING REVISION FOR ADDITIONAL UNITS

Date: FEBRUARY 2026
Scale: AS NOTED
Dwn.By: CAW
Proj.No.: 5209A001

TITLE

Dwg.No.: C-001

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MANMADE ROADSIDE FEATURES

FEATURE DESCRIPTION	EXISTING	PROPOSED	ID
BOLLARD			
CURB, TYPE 1 AND 3			C
CURB OPENING WITH SIDEWALK			A C
FENCE - CHAINLINK OR STRANDED	X X X X		F
LAMP AND POST - RESIDENTIAL			
MAILBOX	MB	MB	
TRAFFIC SIGN AND POST			
CURB OPENING			C O

DRAINAGE FEATURES

FEATURE DESCRIPTION	EXISTING	PROPOSED	ID
FLARED END SECTION			FE
DRAINAGE MANHOLE	D		MH
DRAINAGE INLET			DI
DIRECTIONAL FLOW ARROW			
RIPRAP			RR
DRAINAGE PIPE			P
UNDERDRAIN			UD
UNDERDRAIN OUTLET			UDO
SAFETY END SECTION			SES
BIOFILTRATION SWALE		BFS	
DITCH CENTERLINE	X X X		
DRAINAGE JUNCTION BOX	J.B.		JB
DRAINAGE PIPE HEADWALL			

IDENTIFIERS

FEATURE DESCRIPTION	ID
ABANDON BY CONTRACTOR	A C
ABANDON BY OTHERS	A O
ADJUST BY CONTRACTOR	A C
ADJUST BY OTHERS	A O
CONVERT TO JUNCTION BOX	C JB
CONVERT TO DRAINAGE MANHOLE	C MH
DO NOT DISTURB	DND
PEDESTRIAN CONNECTION/TYPE	PC
PEDESTRIAN CONNECTION/TYPE WITHOUT DETECTABLE WARNING SYSTEM	PC-N
RELOCATE BY CONTRACTOR	RL C
RELOCATE BY OTHERS	RL O
REMOVE BY CONTRACTOR	RM C
REMOVE BY OTHERS	RM O

UTILITY FEATURES

FEATURE DESCRIPTION	EXISTING	PROPOSED
ELECTRIC - UNDERGROUND	UG-E	
ELECTRIC MANHOLE	E	
ELECTRIC METER	EM	
ELECTRIC TRANSFORMER		
GAS - UNDERGROUND	UGG UGG UGG	UGE UGE
GAS MANHOLE	G	
GAS METER	G M.	
GAS VALVE	G V.	
RAILROAD TRACKS		
SANITARY MAIN	EX-SS	SSS
SANITARY SEWER MANHOLE	S	
SOIL BORING LOCATION		
TELEPHONE TEST POINT	T	
UTILITY POLE GUY WIRE ANCHOR		
UTILITY POLE		
WATER MAIN	EX-W	SW
WATER - FIRE HYDRANT		
WATER VALVE		
WATER LATERAL		
SANITARY SEWER CLEANOUT/ LATERAL	C	

PAVEMENT SECTIONS

PAVEMENT	
EXISTING SIDEWALK	
PROPOSED SIDEWALK	

NATURAL FEATURES

FEATURE DESCRIPTION	EXISTING	PROPOSED
HEDGEROW OR THICKET		
SHRUBBERY		
TREE - CONIFEROUS		
TREE - DECIDOUS		
TREE LINE		
CONTOUR ELEVATION & LABEL	33	33
ELEVATION	44.70	21.96

RIGHT-OF-WAY FEATURES

FEATURE DESCRIPTION	EXISTING	PROPOSED
EASEMENT	+ + + +	PE
PROPERTY LINE		
RIGHT-OF-WAY BASELINE	1+00	1+00
RIGHT-OF-WAY LINE		
TAX DITCH RIGHT OF WAY		TAX RW
PERMANENT EASEMENT	PE	PE
TEMPORARY CONSTRUCTION EASEMENT		TCE

SURVEY CONTROL & MONUMENTATION

FEATURE DESCRIPTION	EXISTING	PROPOSED
SURVEY BENCHMARK LOCATION		BM#2
IRON ROD WITH CAP SET		
CONCRETE MONUMENT	CMF	
IRON PIPE FOUND	IPF	
IRON ROD FOUND	IRF	

MISCELLANEOUS FEATURES

FEATURE DESCRIPTION	EXISTING	PROPOSED
LIMIT OF DISTURBANCE		LOD
WETLAND BOUNDARY - DELINEATED	WET	

8/20/2026

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Date: FEBRUARY 2026
Scale: NOT TO SCALE
Dwn.By: CAW
Proj.No.: 5209A001

LEGEND

Dwg.No.: **C-002**

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N/F
CENTRAL DOVER OFFICES, INC.
2-05-07705-04-5200
D.B. Y30/226

IRON ROD & CAP SET
ELEV. = 15.08'
BM

INNOVATION WY.
(CITY OF DOVER MAINTAINED) (LOCAL ROAD)

60' EXIST R.O.W.

EXISTING PARALLEL PARKING SPOT (TYP.)

EXISTING SIDEWALK

EXISTING WALL

EXISTING LIGHTPOLE (TYP.)

EXISTING HOSE BIB (TYP.)

EXISTING TREE (TYP.)

EXISTING LOADING DOCK

EXISTING 1 STORY BUILDING 16,530 S.F.

EXISTING 2 STORY BUILDING TO REMAIN 4,560 S.F.

EXISTING AWNING

EXIST. R.O.W. VARIES

EXISTING RAMP

EXISTING FENCE

EXISTING STORM DRAIN (TYP.)

EXISTING PARALLEL PARKING SPOT (TYP.)

EXISTING SIDEWALK

LOOCKERMAN ST.
(DELDOT MAINTAINED) (OTHER PRINCIPAL ARTERIAL) (KCR 023)

N/F
STATE OF DELAWARE
2-05-07705-04-5100
D.B. T34/259

DNREC STORM DRAIN

EXISTING PARKING

N/F
CITY OF DOVER
2-05-07705-04-5500
D.B. N37/158

LOOCKERMAN PLAZA STORM DRAIN

EXISTING LIBRARY

0 20 40 60

P:\gr\thouse\c2916\a039 old dover post\DESIGN\2916A039-EXISTING CONDITIONS.dwg Aug 20, 2026 - 4:19pm warc

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8/20/2026

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Date: FEBRUARY 2026
Scale: 1"=20'
Dwn.By: CAW
Proj.No.: 5209A001

EXISTING CONDITIONS

Dwg.No.: **C-101**

SITE HATCH LEGEND:

EXISTING CONCRETE

PROPOSED CONCRETE

PROPOSED PAVEMENT SECTION

SITE LEGEND:

- (A) STOP SIGN (SEE DETAIL ON SHEET C-103)
- (B) HANDICAP PARKING SPACE WITH SIGN (SEE DETAIL ON SHEET C-103)
- (C) MODIFIED 1-6 CURB (SEE DETAIL ON SHEET C-103)
- (D) DUMPSTER ENCLOSURE (SEE DETAIL ON SHEET C-103)
- (E) PROPOSED SIDEWALK
- (F) PROPOSED ADA RAMP (WITH RAILING TO MATCH PROPOSED 4' BLACK FENCE)
- (G) PROPOSED 4' TALL BLACK ALUMINUM FENCE (SEE DETAIL ON SHEET C-103)
- (H) PROPOSED GATE
- (I) PROPOSED STEPS
- (J) PROPOSED PATIO/BALCONY
- (K) PROPOSED FLAG POLE
- (L) PROPOSED LIGHT POLE (WITH COLONIAL STYLE LAMP HEAD)
- (M) EXISTING LIGHT POLE
- (N) PROPOSED PATIO
- (O) PROPOSED BIKE RACK
- (P) PROPOSED BENCH
- (Q) PROPOSED YOGA STATION
- (R) PROPOSED RETAINING WALL (SEE DETAIL SHEET C-103)
- (S) EXISTING WALL
- (T) PARKING BUMPER

N/F
CENTRAL DOVER OFFICES, INC.
2-05-07705-04-5200
D.B. Y30/226

N/F
STATE OF DELAWARE
2-05-07705-04-5100
D.B. T34/259

INNOVATION WY.
(CITY OF DOVER MAINTAINED) (LOCAL ROAD)

5' SIDE SETBACK

4'-3" MAX RETAINING WALL (SEE RETAINING WALL SECTION-1 ON SHEET C-103)

6' MAX RETAINING WALL (SEE RETAINING WALL SECTION-2 ON SHEET C-103)

60' EXIST R.O.W.

EXISTING SIDEWALK

104 S.F.

PROPOSED EAST ZEN GARDEN 2,450 S.F.

WALKING PATH (CONSTRUCTED WITH PAVERS)

DOOR (TYP.)

PROPOSED 4 STORY BUILDING ADDITION 43,092 S.F.

68 L.F. WALL

PROPOSED WEST ZEN GARDEN 1,643 S.F.

EXISTING 2 STORY BUILDING TO REMAIN
EXISTING: 6,727 S.F.
PROPOSED: 9,120 S.F.

EXISTING AWNING

5' FRONT SETBACK

EXIST. R.O.W. VARIES

LOCKERMAN ST.
(DELDOT MAINTAINED) (MINOR ARTERIAL) (RCR 023)

EXISTING SIDEWALK

24' (VARIES)

18'

20' (VARIES)

20' REAR SETBACK

5' SIDE SETBACK

EXISTING PORTION OF WALL TO BE FILLED

EXISTING SIDEWALK

EXISTING PARKING

EXISTING SHARED USE PARKING EASEMENT WITH THE CITY OF DOVER

N/F
CITY OF DOVER
2-05-07705-04-5500
D.B. N37/158

EXISTING LIBRARY

0 20 40 60

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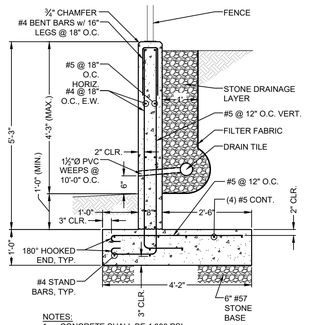
Date: FEBRUARY 2026
Scale: 1"=20'
Dwn.By: CAW
Proj.No.: 5209A001

SITE PLAN

Dwg.No.: **C-102**

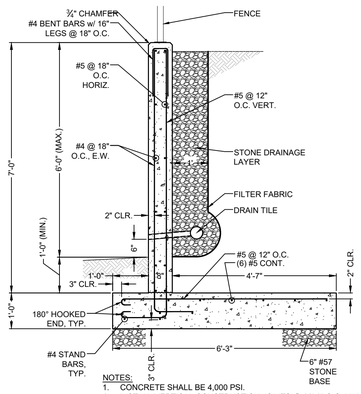
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NOTES:
1. CONCRETE SHALL BE 4,000 PSI.
2. INSTALL VERTICAL CONSTRUCTION JOINTS @ 30'-0" O.C. MAX., REINFORCEMENT SHALL BE CONTINUOUS THROUGH THE JOINT.
3. INSTALL VERTICAL "V"-NOTCH CONTROL JOINTS, 10'-0" O.C.
4. ASSUMED SOIL PROPERTIES USED FOR RETAINING WALL DESIGN, SHALL BE VERIFIED BY GEOTECH ENGINEER:
   - SOIL DENSITY = 120 PCF
   - SOIL BEARING CAPACITY = 2,000 PSF
   - SOIL FRICTION ANGLE = 30.0°
   - COEFF. OF FRICTION = 0.45

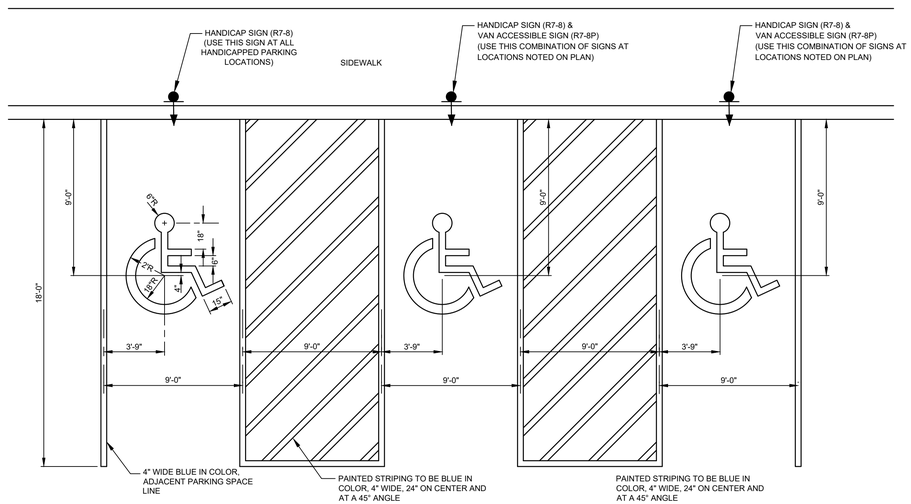
RETAINING WALL SECTION - 1
(SOIL HEIGHTS 3.0'-4.25')



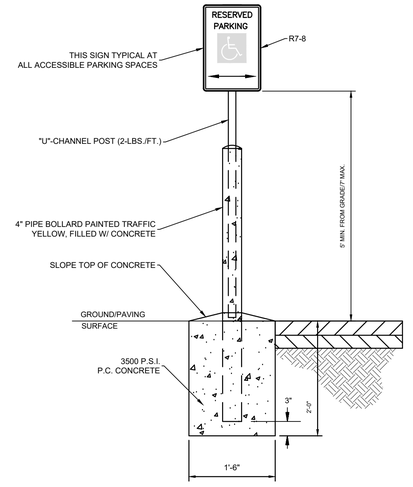
NOTES:
1. CONCRETE SHALL BE 4,000 PSI.
2. INSTALL VERTICAL CONSTRUCTION JOINTS @ 30'-0" O.C. MAX., REINFORCEMENT SHALL BE CONTINUOUS THROUGH THE JOINT.
3. INSTALL VERTICAL "V"-NOTCH CONTROL JOINTS, 10'-0" O.C.
4. ASSUMED SOIL PROPERTIES USED FOR RETAINING WALL DESIGN, SHALL BE VERIFIED BY GEOTECH ENGINEER:
   - SOIL DENSITY = 120 PCF
   - SOIL BEARING CAPACITY = 2,000 PSF
   - SOIL FRICTION ANGLE = 30.0°
   - COEFF. OF FRICTION = 0.45

RETAINING WALL SECTION - 2
(SOIL HEIGHTS 4.25'-6.0')

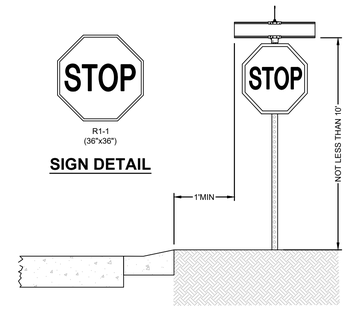
POURED RETAINING WALL DETAIL WITH FENCE
1"=2'



HANDICAP PARKING DETAIL
NO TO SCALE

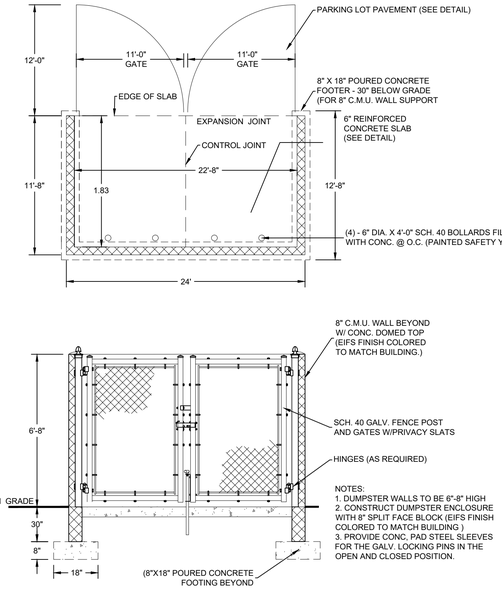


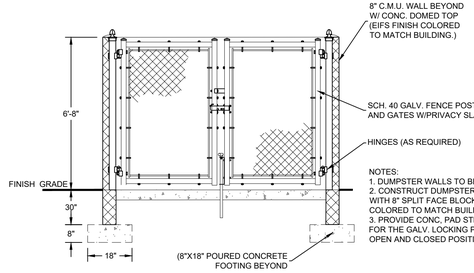
SIGNAGE FOR HANDICAPPED PARKING SPACE
NOT TO SCALE



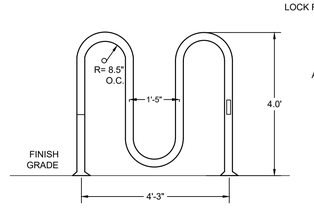
SIGN DETAIL

TYPICAL SIGN INSTALLATION
NOT TO SCALE



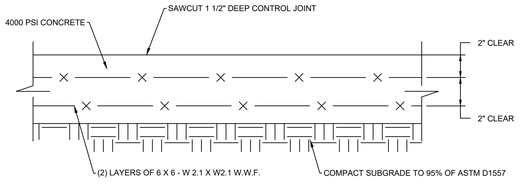


DUMPSTER ENCLOSURE DETAIL
NOT TO SCALE

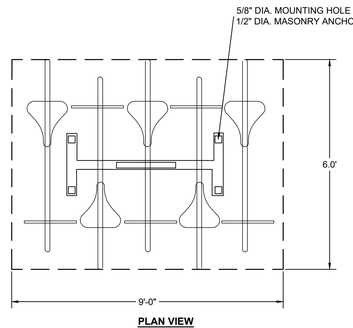


FRONT ELEVATION

SIDE ELEVATION



DUMPSTER ENCLOSURE DETAIL
NOT TO SCALE



PLAN VIEW

MATERIALS
- 2" NOM., SCHED. 40, ASTM A500, WELDED SEAMLESS-STEEL
- PIPE CONSTRUCTION
- 3/8" X 3" H.R. STEEL FLAT-BAR FOR FOOT ASSEMBLIES
- 1/2" DIA. H.R. STEEL ROUND-BAR FOR LOCK-RETAINING YOKES 2-1/2" NOM., SCHED. 40, ASTM A500, WELDED SEAMLESS-STEEL PIPE FOR BELOW-GRADE SLEEVES

FABRICATION
- ALL METALLURGICAL JOINTS ARE MIG WELDS

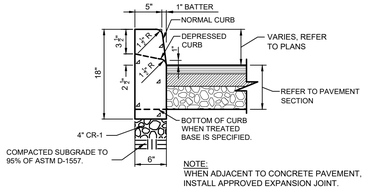
FINISHES
- BLACK THERMOPLASTIC POWDER COATING 8 TO 10 MILS THICK
- HOT-DIPPED GALVANIZED

BIKE RACK DETAIL
NOT TO SCALE



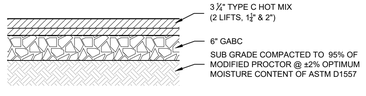
LIGHT POLE DETAIL
NOT TO SCALE

NOTES:
1. THE DEVELOPER MUST SUBMIT A REQUEST FOR STREET LIGHTING TO THE ELECTRICAL ENGINEERING DIVISION AT 302-736-7070.
2. THE ELECTRICAL ENGINEERING DIVISION DESIGNS AND FURNISHES TO THE DEVELOPER THE LAYOUT PLANS AND SPECIFICATIONS FOR THE LIGHTS. THE CITY RETAINS THE SOLE AUTHORITY TO DETERMINE THE LIGHTING REQUIREMENTS AND THE INSTALLATION SEQUENCE FOR THE DEVELOPMENT. THE PLANS WILL BE SUBMITTED TO THE DEVELOPER ALONG WITH THE ELECTRICAL EXTENSION PLANS.
3. THE DEVELOPER IS RESPONSIBLE FOR THE INSTALLATION OF THE CONDUITS AND BELOW GRADE EQUIPMENT ACCORDING TO THE PLANS AND SPECIFICATIONS. THE DEVELOPER WILL BE RESPONSIBLE FOR THE RENTAL COSTS OF ALL STREET OR ALLEYWAY LIGHTS, AS PER THE APPLICABLE TARIFF RATE, UNTIL SUCH TIME AS THE STREETS ARE DEDICATED TO THE CITY.
4. THE CITY WILL INSTALL THE STANDARD STREET LIGHT POLE AND LED HEAD FOR THE CURRENT MARKET RATE; THIS FEE WILL BE ROUTINELY RE-EVALUATED AND WILL RECOVER 100% OF THE MATERIAL COST (INCLUDING CURRENT WAREHOUSE OVERHEAD RATE). THIS FEE WILL BE BILLED AT THE SAME TIME AS THE "EXTENSION - LOT FEE" WHICH IS COLLECTED PRIOR TO THE INSTALLATION OF ANY ELECTRIC FACILITIES, SEE SECTION II.PAGE 17. ANY NON-STANDARD STREET LIGHT INSTALLATION WILL BE BASED ON THE ACTUAL COST OF THE MATERIALS (INCLUDING CURRENT WAREHOUSE OVERHEAD RATE), FOR EXAMPLE THE LIGHTS AT EDEN HILL. THE CITY WILL NOT BE RESPONSIBLE FOR MAINTAINING THE STOCK OF NON-STANDARD STREETLIGHTS, THIS WILL BE THE RESPONSIBILITY OF THE CUSTOMER OR DEVELOPER.



NOTE:
WHEN ADJACENT TO CONCRETE PAVEMENT, INSTALL APPROVED EXPANSION JOINT.

MODIFIED P.C.C. CURB, TYPE 1 DETAIL
NOT TO SCALE



PAVEMENT SECTION
(TRAVEL LANES)
PROPOSED STRUCTURAL NUMBER = 2.14

8/20/2026

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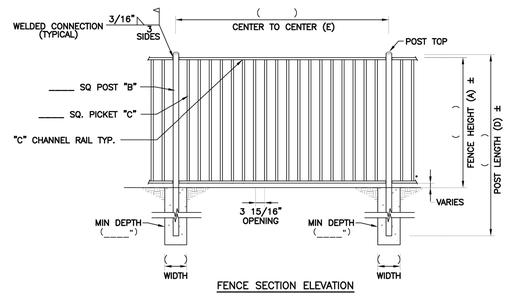
Dwg.No.: C-103

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Executive

2 RAIL SOLID IRON SERIES, STYLE LF-EX02



FENCE SECTION ELEVATION
SCALE : NONE

NOTES:

1. DRAWINGS ARE NOT TO SCALE.
2. FOOTING WIDTH TO BE FOUR(4) TIMES THE POST WIDTH.
3. PICKETS SHALL BE SECURED TO RAILS BY WELDING.
4. MAXIMUM RAKE APPROXIMATELY SIX(6) INCHES.

C-CHANNEL OPT. (F)
1"x 1/2"x 1/8"
1 1/2"x 1/2"x 1/8"
2"x 1"x 1/8"
2"x 1"x 3/16"

PICKET OPTION (C)
1/2" SQ. STEEL BAR
5/8" SQ. STEEL BAR
3/4" SQ. STEEL BAR
1" SQ. STEEL BAR

PICKET TOP OPTIONS			POST TOP OPTIONS	
FLAT	BALL	SPEAR	BALL	FLAT
				

A _____" NOM HEIGHT
B _____" POST SIZE _____GAUGE
C _____" PICKET SIZE _____GAUGE
D _____" POST LENGTH
E _____" CENTER TO CENTER
F _____" C-CHANNEL OPTION

NOMINAL HEIGHT (A)
3'–0"
3'–6"
4'–0"
5'–0"
6'–0"
7'–0"
8'–0"

POST OPTION (B)
1" SQ X SOLID BAR
2" SQ X 14 GA
2 1/2" SQ X 14 GA
3" SQ X 12 GA
4" SQ X 11 GA
6" SQ X 3/16" WALL
8" SQ X 1/4" WALL

CAD #: SHEET: MAP
DWG. BY: SCALE: NONE
CHKD. BY: SHEET NO.

PROJECT NO.
PROJECT MANAGER

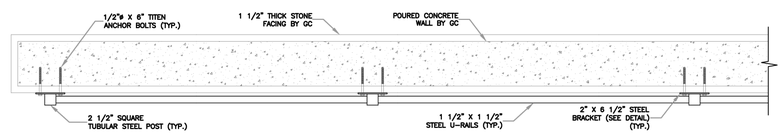
LONG FENCE
www.longfence.com
8545 EDGEWORTH DRIVE
CAPITOL HEIGHTS, MD 20743
(301) 350-2400
#8887

PROJECT
DRAWING TITLE FENCE DETAIL

SITE

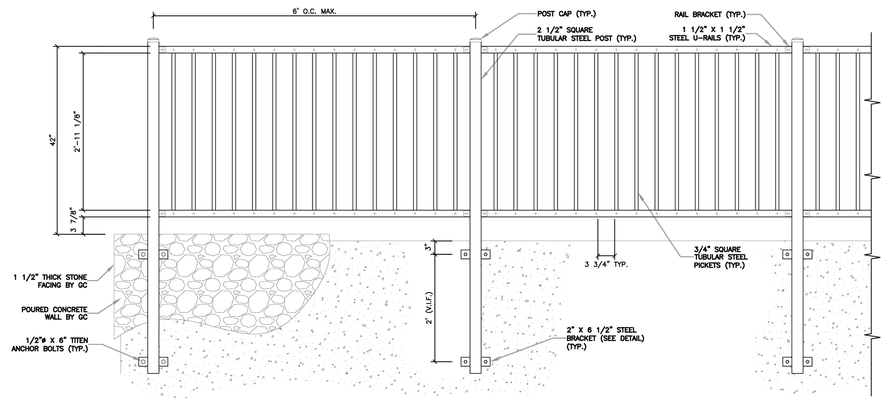
48" TALL BLACK ALUMINUM FENCE DETAIL

NOT TO SCALE



42" HIGH IRON FENCE – PLAN VIEW

SCALE: 3/4" = 1'–0"



42" TALL BLACK ALUMINUM FENCE DETAIL

NOT TO SCALE

CLIENT:
BANCROFT CONSTRUCTION COMPANY
1300 THE PLAZA AT REHOBOTH AVENUE
DEWEY BEACH, DE
PHONE(C) 302-685-0804
PHONE(S) N/A

PROJECT
HYATT HOTEL
DRAWING TITLE
42" HIGH ORNAMENTAL IRON 2-RAIL FENCE

LONG FENCE
www.longfence.com
8545 EDGEWORTH DRIVE
CAPITOL HEIGHTS, MD 20743
(301) 350-2400
#8887

PROJECT NO.
21CC109
STATUS
PERMIT DRAWING
PROJECT MANAGER
SEAN McFADDEN

CAD #: SHEET NO.
DWG. BY: Samuel McFadden
CHKD. BY: Sean McFadden
DATE: As Shown
SCALE: AS SHOWN
SHEET NO.
1 / 2

8/20/2026

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OLD DOVER POST
COMMERCIAL PROPERTY
CITY OF DOVER, KENT COUNTY, DELAWARE

2026-03-09	CITY OF DOVER DAC, PW, FM COMMENTS
2026-04-08	CITY OF DOVER PW COMMENTS
2026-05-12	DNREC WPCC COMMENTS
2026-06-10	DNREC WPCC COMMENTS
2026-08-20	BUILDING REVISION FOR ADDITIONAL UNITS

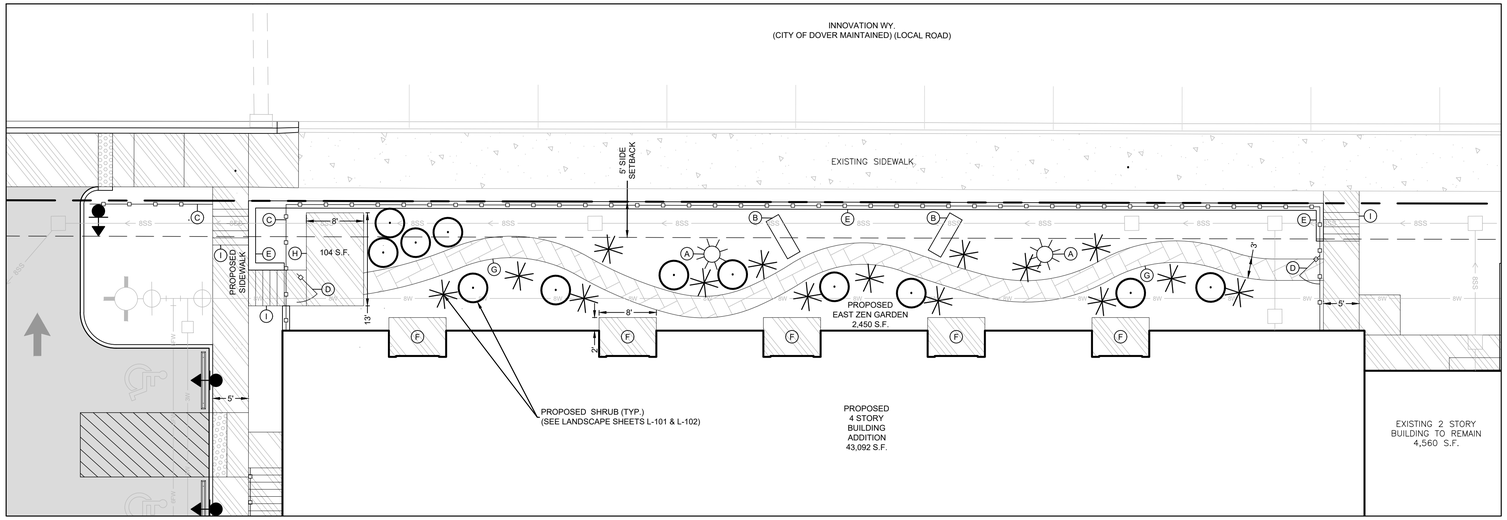
Date: FEBRUARY 2026
Scale: AS NOTED
Dwn.By: CAW
Proj.No.: 5209A001

SITE DETAILS

Dwg.No.:
C-104

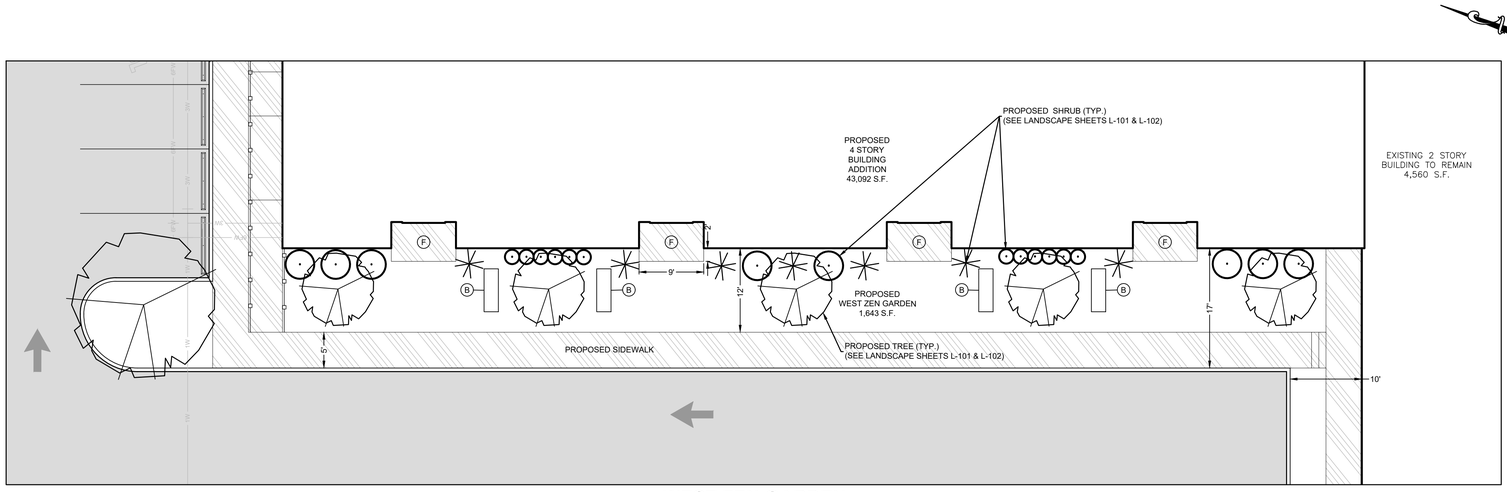
P:\lighthouse\2016\a039 old dover post\DESIGN\2016A039-SITE PLAN.dwg Aug 20, 2026 - 4:20pm warc

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EAST ZEN GARDEN

SCALE: 1"=10'



WEST ZEN GARDEN

SCALE: 1"=10'

SITE HATCH LEGEND:

- EXISTING CONCRETE
- PROPOSED CONCRETE
- PROPOSED PAVEMENT SECTION
- PROPOSED PAVERS

SITE LEGEND:

- (A) PROPOSED LIGHTPOLE (WITH COLONIAL STYLE LAMP HEAD)
- (B) PROPOSED BENCH
- (C) PROPOSED 4' TALL BLACK ALUMINUM FENCE (SEE DETAIL SHEET C-103)
- (D) PROPOSED GATE
- (E) PROPOSED RETAINING WALL (SEE DETAIL SHEET C-103)
- (F) PROPOSED PATIO/BALCONY
- (G) PROPOSED WALKING PATH
- (H) PROPOSED YOGA STATION
- (I) PROPOSED STEPS

ACTIVE RECREATION AREA		
REQUIRED	**PROPOSED**	**AREA**
75 S.F. OF RECREATIONAL AREA PER DWELLING UNIT. 75 S.F. X 45 UNITS = 3,375 S.F.	EAST ZEN GARDEN	2,450 S.F.
	WEST ZEN GARDEN	1,702 S.F.
	SECOND FLOOR GYM	506 S.F.
		TOTAL: 4,658 S.F.

NOTE:
SEE ARCHITECTURAL PLANS FOR MORE INFORMATION ABOUT THE PROPOSED SECOND FLOOR GYM.

0 10 20 30

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8/20/2026

OLD DOVER POST
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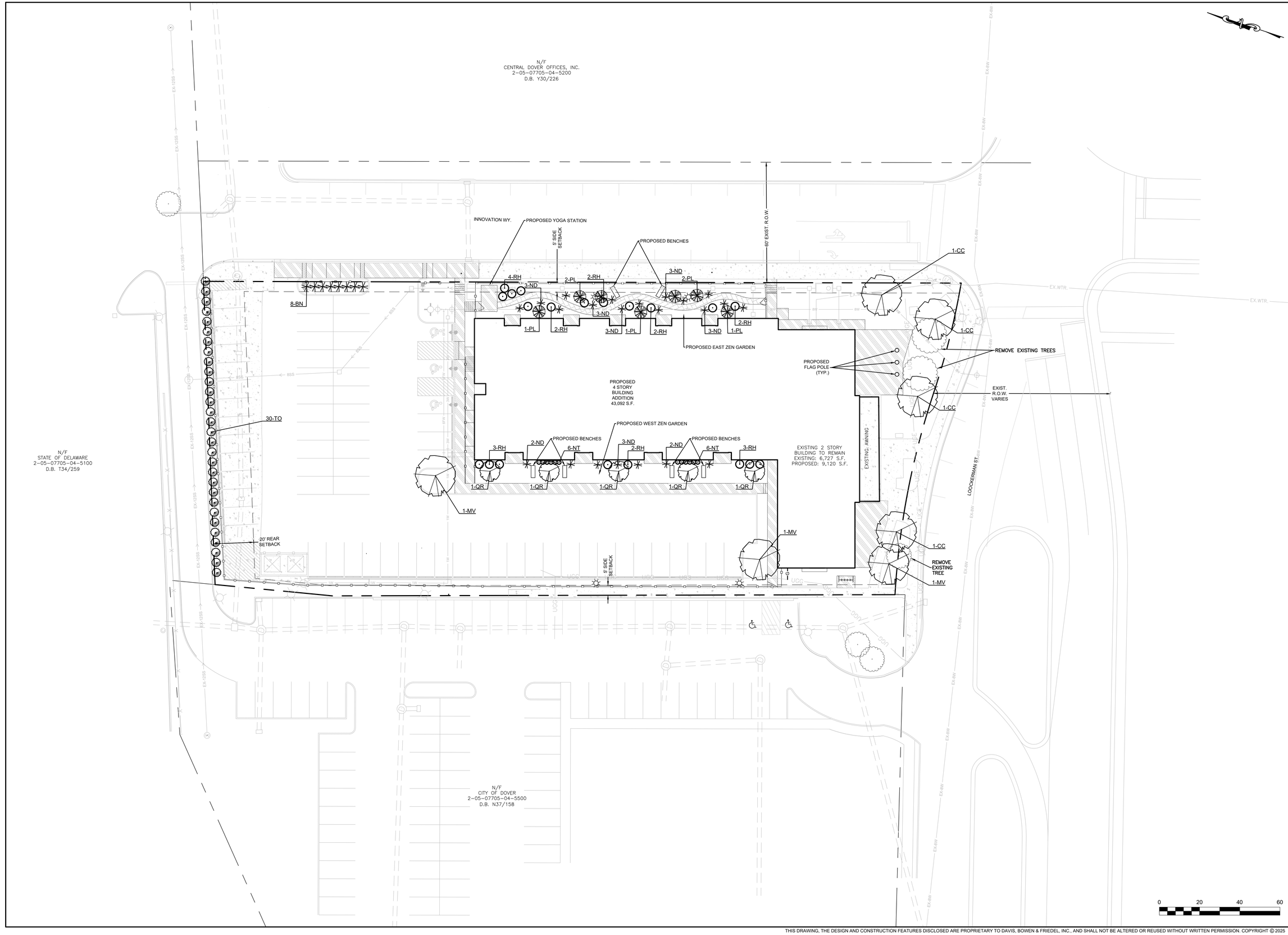
Date: FEBRUARY 2026
Scale: 1"=10'
Dwn.By: CAW
Proj.No.: 5209A001

ACTIVE RECREATION PLAN

Dwg.No.: **C-107**

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8/26/2026

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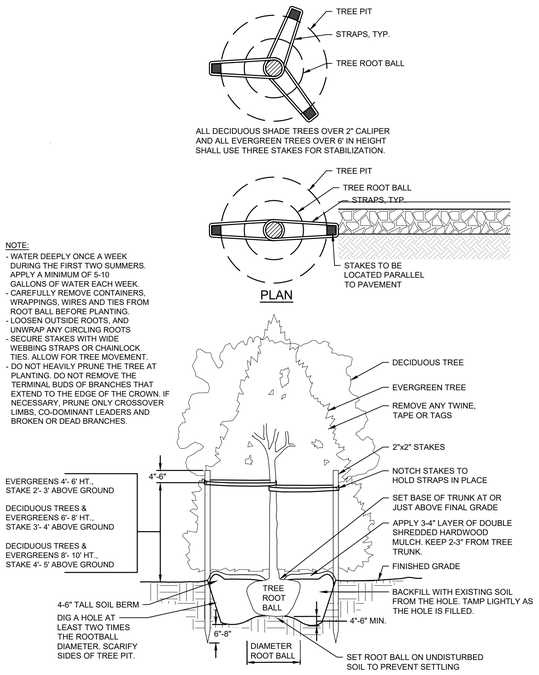
Date: FEBRUARY 2026
Scale: 1"=20'
Dwn.By: CAW
Proj.No.: 5209A001

LANDSCAPE PLAN

Dwg.No.: **L-101**

P:\lighthouse\2916a039 old dover post\DESIGN\2916A039-LANDSCAPE PLAN.dwg Aug 20, 2026 - 4:21pm warc

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TREE PLANTING DETAIL

NOT TO SCALE

SITE DATA:

1. DEVELOPER: OLD POST, LLC
   91 BRENDA LANE, SUITE A
   CAMDEN, DELAWARE 19934
   FRANK DIMONDI
   EMAIL: FDIMONDI@MSN.COM
2. DESIGN PROFESSIONAL: DAVIS, BOWEN & FRIEDEL, INC.
   1 PARK AVENUE
   MILFORD, DELAWARE 19963
   CHAD S. WARREN P.E.
   PHONE: 302-424-1441
   EMAIL: CSW@DBFINC.COM
3. SITE AREA: 1.267 ACRES
4. PROPERTY ADDRESS: 55 LOOCKERMAN PLAZA, DOVER, DE 19903
5. ZONING: C2 MIXED USE COMMERCIAL & MULTIFAMILY.
6. NO EXISTING WETLANDS ON SITE.
7. NO EXISTING WOODLANDS ON SITE.

GENERAL LANDSCAPE NOTES

1. QUALITY AND SIZE OF PLANTS, SPREAD OF ROOTS, AND SIZE OF BALLS SHALL BE IN ACCORDANCE WITH THE CURRENT STANDARDS OF THE AMERICAN ASSOCIATION OF NURSERYMEN "AMERICAN STANDARDS FOR NURSERY STOCK".
2. CONTRACTOR SHALL BE REQUIRED TO GUARANTEE ALL PLANT MATERIALS FOR A PERIOD OF ONE YEAR AFTER INSTALLATION IS COMPLETE AND FINAL ACCEPTANCE OF SITE WORK HAS BEEN GIVEN. AT THE END OF ONE YEAR ALL PLANT MATERIAL WHICH IS DEAD OR DYING SHALL BE REPLACED AT THE CONTRACTOR'S EXPENSE AS ORIGINALLY SPECIFIED.
3. CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGE TO UTILITIES AND MAY MAKE MINOR ADJUSTMENTS IN SPACING AND/OR LOCATION OF PLANT MATERIALS. CONTRACTOR TO VERIFY "AS BUILT" LOCATION OF ALL UTILITIES.
4. NO SUBSTITUTIONS SHALL BE MADE WITHOUT APPROVAL OF THE OWNER.
5. ALL AREAS NOT STABILIZED IN PAVING OR PLANT MATERIALS SHOULD BE SEEDED AND MULCHED. (SEE EROSION & SEDIMENT CONTROL PLAN.)
6. ALL DECIDUOUS SHADE TREES SHALL BRANCH A MINIMUM OF 6'-0" ABOVE GROUND LEVEL. TREES SHALL BE PLANTED AND STAKED IN ACCORDANCE WITH THE STAKING DETAIL SHOWN.
7. THE FULL EXTENT OF ALL PLANTING BEDS SHALL RECEIVE 4" OF TOPSOIL AND 3" 0F BARK MULCH PER SPECIFICATIONS.
8. THE CONTRACTOR SHALL SUPPLY ALL PLANT MATERIALS IN QUANTITIES SUFFICIENT TO COMPLETE THE PLANTINGS SHOWN ON THIS DRAWING AND AS SPECIFIED.
9. ALL PLANTS SHALL BEAR THE SAME RELATIONSHIP TO FINISHED GRADE AS THE PLANT'S ORIGINAL GRADE BEFORE DIGGING.
10. THE CONTRACTOR SHALL WATER ALL PLANTS THOROUGHLY TWICE DURING THE FIRST 24-HOUR PERIOD AFTER PLANTING, AND THEN WEEKLY OR MORE OFTEN, IF NECESSARY, DURING THE FIRST GROWING SEASON.
11. AREAS WITHIN THE DRIP LINE OF EXISTING TREES ARE NOT TO BE DISTURBED DURING THE CONSTRUCTION PROCESS.

LANDSCAPE PLANT SCHEDULE

SYMBOL	NATIVE	KEY	BOTANICAL NAME	COMMON NAME	SIZE	QUANTITY
DECIDUOUS TREE - CANOPY						
	✓	MV	MAGNOLIA VIRGINIANA	SWEETBAY MAGNOLIA	1 3/4" - 2" Cal., B&B	3
	✓	CC	CERCIS canadensis	EASTERN REDBUD	1 1/2"- 2" Cal., B&B	4
		QR	QUERCUS robur 'FASTIGIATA'	COLUMNAR OAK	1 1/2"-2" Cal., B&B	5
					TOTAL	12
EVERGREEN TREE-CANOPY						
		TO	THUJA occidentalis 'SMARAGD'	EMERALD GREEN ARBORVITAE	5-6'HT., B&B	30
					TOTAL	30
EVERGREEN SHRUBS						
		ND	NANDINA domestica 'LEMON-LIME'	'LEMON-LIME' NANDINA	24"-36'	22
		BN	BUXUS NEWGEN FREEDOM	NEWGEN FREEDOM BOXWOOD	24"-36"., B&B	8
		RH	RHODODENDRON hybrid 'CONLES	AUTUMN EMPRES	24"-36" B&B	20
		PL	PRUNUS laurocerasus 'SCHIPKAENSIS'	SKIP LAUREL	5'-6' HT., B&B	7
					TOTAL	57
GRASSES						
		NT	NASSELLA tenuisima	MEXICANA FEATHER GRASS	#1 CONT., 18" O.C.	12
					TOTAL	12

LANDSCAPE ARCHITECT'S STATEMENT

I, TIMOTHY M. METZNER, HEREBY STATE THAT I AM A REGISTERED LANDSCAPE ARCHITECT IN THE STATE OF DELAWARE, THAT THE INFORMATION SHOWN HEREON HAS BEEN PREPARED UNDER MY SUPERVISION AND TO MY BEST KNOWLEDGE AND BELIEF REPRESENTS GOOD ARCHITECTURAL PRACTICES AS REQUIRED BY THE APPLICABLE LAWS OF THE STATE OF DELAWARE.

4/15/2026

SIGNATURE _____ DATE

REGISTERED LANDSCAPE ARCHITECT: TIMOTHY M. METZNER, RLA
DAVIS, BOWEN & FRIEDEL, INC.
1 PARK AVENUE
MILFORD, DELAWARE 19963

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MILFORD, DELAWARE 302.424.1441
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OLD DOVER POST
COMMERCIAL PROPERTY
CITY OF DOVER, KENT COUNTY, DELAWARE

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Date: FEBRUARY 2026
Scale: AS NOTED
Dwn.By: CAW
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LANDSCAPE DETAILS

Dwg.No.: **L-102**

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ABBREVIATIONS

A.B.	ANCHOR BOLT	HDR.	HEADER
ABV.	ABOVE	HGT.	HEIGHT
A/C	AIR CONDITIONING	H.M.	HOLLOW METAL
A.C.T.	ACOUSTIC CEILING TILE	HOR.	HORIZONTAL
ADJ.	ADJUSTABLE	HVAC.	HEATG/VENTILATION & AIR COND'G
A.F.F.	ABOVE FINISHED FLOOR	INSUL.	INSULATION
ALT.	ALTERNATE	INT.	INTERIOR
ALUM.	ALUMINUM	JT.	JOINT
A.P.	ACCESS PANEL	LVP.	LUXURY VINYL PLANK
ARCH.	ARCHITECT	LVT.	LUXURY VINYL TILE
B.F.E.	BASE FLOOD ELEVATION	MAS.	MASONRY
BD.	BOARD	M.O.	MASONRY OPENING
BLDG.	BLDG.	MAX.	MAXIMUM
BLK.	BLOCK	MECH.	MECHANICAL
BLKG.	BLOCKING	MFR.	MANUFACTURER
BOT.	BOTTOM	MIN.	MINIMUM
BRG.	BEARING	MTL.	METAL
C.O.	CASED OPENING	N.I.C.	NOT IN CONTRACT
C.J.T.	CONTROL JOINT	NO.	NUMBER
CLG.	CEILING	N.T.S.	NOT TO SCALE
CLR.	CLEAR OR CLEARANCE	O.C.	ON CENTER
C.M.U.	CONCRETE MASONRY UNIT	P.LAM.	PLASTIC LAMINATE
COL.	COLUMN	PLT.	PLATE
CONC.	CONCRETE	PWD.	PLYWOOD
CONT.	CONTINUOUS	P.S.F.	POUNDS PER SQUARE FOOT
CONTR.	CONTRACTOR	P.S.I.	POUNDS PER SQUARE INCH
CORR.	CORRUGATED	REF.	REFRIGERATOR
CPT.	CARPET	REINF.	REINFORCING
C.T.	CERAMIC TILE	R.O.	ROUGH OPENING
CTR.	CENTER	SIM.	SIMILAR
D.	DRYER	SPEC.	SPECIFICATION
DIM.	DIMENSION	SQ.	SQUARE
DN.	DOWN	S.F.	SQUARE FOOTAGE
D.S.	DOWN SPOUT	S.S.	STAINLESS STEEL
DTL.	DETAIL	STD.	STANDARD
DWG.	DRAWING	STL.	STEEL
E.J.	EXPANSION JONT	TEMP.	TEMPERED
ELEC.	ELECTRIC	T&G	TONGUE AND GROOVE
ELEV.	ELEVATION	T.O.P.	TOP OF PLATE
EXG.	EXISTING	T.O.S.	TOP OF STEEL
EXT.	EXTERIOR	TRANS.	TRANSVERSE
F.F.E.	FINISHED FLOOR ELEVATION	TYP.	TYPICAL
F.E.	FIRE EXTINGUISHER	U.N.O.	UNLESS NOTED OTHERWISE
F.E.C.	FIRE EXTINGUISHER CABINET	V.C.T.	VINYL COMPOSITION TILE
FLR.	FLOOR	VERT.	VERTICAL
FND.	FOUNDATION	V.I.F.	VERIFY IN FIELD
GA.	GAUGE	W.	WASHER
GALV.	GALVANIZED	WD.	WOOD.
G.C.	GENERAL CONTRACTOR	W.H.	WATER HEATER
GPDW.	GYPSUM DRYWALL	WIN.	WINDOW
H.C.	HOLLOW CORE	W.M.F.	WELDED WIRE FABRIC

GRAPHIC SYMBOLS

- NORTH ARROW
- INTERIOR ELEVATIONS (MODULES ON OUTSIDE, SHEET NUMBER INSIDE)
- WALL TYPE
- DETAIL REFERENCE
- WINDOW LETTER
- DOOR NUMBER
- ROOM REFERENCE
- CENTER LINE
- ELEVATION REFERENCE
- DETAIL REFERENCE
- NOTE REFERENCE
- NEW WALL - UP TO UNDERSIDE OF STRUCTURE ABOVE
- NEW WALL - 1 HOUR FIRE PARTITION
- NEW WALL - UP TO 2" ABOVE ACOUSTIC TILE CEILING
- BRICK VENEER (PLAN VIEW)
- BRICK (ELEVATION)
- BRICK (SECTION)
- STEEL (SECTION)
- GRAVEL OR STONE FILL (SECTION)
- WOOD - FINISHED (SECTION)
- WOOD - ROUGH FRAMING (SECTION)
- CONCRETE MASONRY UNITS (PLAN OR SECTION)
- CONCRETE (PLAN OR SECTION)
- EARTH (SECTION)
- INSULATION (SECTION)
- PLYWOOD (SECTION)
- RIGID INSULATION (SECTION)
- EIFS (SECTION)

CONSTRUCTION DRAWINGS FOR:

OLD DOVER POST RENOVATIONS

55 LOOCKERMAN PLAZA

DOVER, KENT COUNTY, DELAWARE 19901

GENERAL NOTES

1. DO NOT SCALE THESE DRAWINGS. (VERIFY ALL DIMENSIONS IN THE FIELD PRIOR TO CONSTRUCTION.)
2. THE CONTRACTOR SHALL VERIFY ALL SITE CONDITIONS PRIOR TO CONSTRUCTION.
3. ALL DIMENSIONS ARE FROM FACE OF STUDS OR FACE OF MASONRY UNITS UNLESS NOTED OTHERWISE.
4. ALL WOOD IN CONTACT WITH CONCRETE OR MASONRY UNITS OR EXPOSED TO THE ENVIRONMENT SHALL BE PRESSURE TREATED WOOD.
5. CONTRACTOR SHALL MEET WITH OWNER OR OWNER'S REPRESENTATIVE AT COMPLETION OF FLOOR FRAMING/SLAB CONSTRUCTION. PROPOSED WALL LAYOUT (INCLUDING WINDOW AND DOOR LOCATIONS) SHALL BE CHALK-LINED ON SUB-FLOOR/SLAB FOR OWNER'S APPROVAL. CONTRACTOR SHALL OBTAIN OWNER'S APPROVAL OF WALL LAYOUT PRIOR TO PROCEEDING WITH WALL FRAMING.
6. CONTRACTOR SHALL MEET WITH OWNER OR OWNER'S REPRESENTATIVE AT COMPLETION OF ROUGH FRAMING AND PRIOR TO INSTALLATION OF ANY ELECTRICAL, MECHANICAL OR PLUMBING WORK. THE PURPOSE OF THIS MEETING IS TO FIELD-LOCATE ANY AND ALL ELECTRICAL SWITCHES, OUTLETS, LIGHT FIXTURES, ELECTRICAL PANELS, THERMOSTATS, AIR REGISTERS, GRILLES, EQUIPMENT, PLUMBING FIXTURES, ETC.. CONTRACTOR SHALL OBTAIN APPROVAL OF THESE LOCATIONS PRIOR TO PROCEEDING WITH THIS WORK.
7. FAILURE BY THE CONTRACTOR TO CONDUCT THE ABOVE MEETINGS AND OBTAIN WRITTEN APPROVAL ON LOCATIONS OF REFERENCED DATA WILL RELIEVE OWNER FROM ANY AND ALL CHANGES OR RELOCATION EXPENSES RELATED TO THE ABOVE.
8. PROVIDE BLOCKING OR DOUBLE FLOOR JOIST UNDER ALL WALLS PARALLEL TO JOISTS.
9. PROVIDE SOLID BRIDGING AT MIDSPAN FOR JOISTS 10' OR GREATER IN LENGTH.
10. PROVIDE DOUBLE JOISTS AROUND ALL FLOOR AND ROOF OPENINGS (UNLESS NOTED OTHERWISE).
11. ALL METAL CONNECTIONS/FASTENERS TO BE GALVANIZED (FRAMING SPECIALTIES TO BE MANUFACTURED BY SIMPSON, OR APPROVED EQUAL).
12. BOTTOM OF ALL FOOTINGS SHALL BE A MINIMUM OF 24" BELOW FINISH GRADE OR PER APPLICABLE BUILDING CODE FOR THIS PROJECT (USE GREATER OF THE TWO CONDITIONS).
13. SOIL BEARING CAPACITY (ASSUMED 3,500 PSF) SHALL BE VERIFIED BY A GEOTECHNICAL ENGINEER.
14. CONTRACTOR SHALL NOTIFY MISS UTILITY NOT LESS THAN 2 WORKING DAYS, BUT NOT MORE THAN 10 WORKING DAYS, PRIOR TO EXCAVATION OR DEMOLITION ON THIS PROJECT.
15. ALL NEW MATERIALS SHALL BE FREE OF LEAD, ASBESTOS OR MERCURY.
16. ALL ELECTRICAL WORK SHALL COMPLY WITH NFPA 70, NATIONAL FIRE CODES AND NATIONAL ELECTRIC CODE (N.E.C.).
17. CORRIDOR PARTITIONS, SMOKESTOP PARTITIONS, HORIZONTAL EXIT PARTITIONS, EXIT ENCLOSURE, AND FIRE RATED WALLS SHALL BE EFFECTIVELY AND PERMANENTLY IDENTIFIED WITH SIGNS OR STENCILING IN A MANNER ACCEPTABLE TO THE AUTHORITY HAVING JURISDICTION. SUCH IDENTIFICATION SHALL BE ABOVE ANY DECORATIVE CEILING AND IN CONCEALED SPACES. SUGGESTED WORDING, "FIRE AND SMOKE BARRIER - PROTECT ALL OPENINGS".
18. ALL CURBS SHALL BE CONSTRUCTED IN ACCORDANCE WITH DELDOT SPECIFICATION SECTION 702.
19. ALL SIDEWALKS SHALL BE CONSTRUCTED IN ACCORDANCE WITH DELDOT SPECIFICATION SECTION 705.
20. SHOULD ANY WORDS OR NUMBERS THAT ARE NECESSARY FOR A CLEAR UNDERSTANDING OF THE WORK BE ILLEGIBLE OR OMITTED, OR SHOULD AN ERROR OR DISCREPANCY OCCUR IN ANY OF THE CONTRACT DOCUMENTS, THE CONTRACTOR SHALL NOT PROCEED WITH THAT PORTION OF THE WORK UNTIL CLARIFICATION IS RECEIVED. IN THE EVENT THE CONTRACTOR PROCEEDS WITHOUT SO NOTIFYING THE ARCHITECT, THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE COST OF CORRECTING SAME, INCLUDING ANY RESULTING DAMAGE.
21. GENERAL CONTRACTOR IS RESPONSIBLE FOR ALL ASPECTS OF THE CONSTRUCTION DOCUMENTS (DRAWINGS & SPECIFICATIONS). ARCHITECT WILL NOT ISSUE PARTIAL SETS OF CONSTRUCTION DOCUMENTS (DRAWINGS & SPECIFICATIONS) TO ANY GENERAL CONTRACTOR, SUBCONTRACTOR OR MATERIAL SUPPLIER. IF GENERAL CONTRACTOR CHOOSES TO ISSUE PARTIAL SETS OF CONSTRUCTION DOCUMENTS (DRAWINGS & SPECIFICATIONS) TO ANY OF THEIR SUBCONTRACTORS OR MATERIAL SUPPLIERS, THEY ARE DOING SO AT THEIR OWN RISK AND THEY WILL BE RESPONSIBLE FOR ANY OMISSIONS OR COORDINATION CONFLICTS BETWEEN DISCIPLINES.
22. THE CONTRACTOR ACKNOWLEDGES AND WARRANTS THAT THEY HAVE CLOSELY EXAMINED ALL THE CONTRACT DOCUMENTS, THAT THEY ARE SUITABLE AND SUFFICIENT TO ENABLE THE CONTRACTOR TO COMPLETE THE WORK IN A TIMELY MANNER FOR THE CONTRACT SUM, AND THAT THEY INCLUDE ALL WORK, WHETHER OR NOT SHOWN OR DESCRIBED, WHICH REASONABLY MAY BE INFERRED TO BE REQUIRED OR USEFUL OF THE COMPLETION OF THE WORK IN FULL COMPLIANCE WITH ALL APPLICABLE CODES, LAWS, ORDINANCES AND REGULATIONS.

CODE ANALYSIS

PROJECT DESCRIPTION
RENOVATIONS TO AN EXISTING BUILDING WITH AN ADDITION OF A FOUR STORY APARTMENT BUILDING.
AREA OF CONSTRUCTION : 15,062± S.F.

APPLICABLE CODES AS ADOPTED BY: CITY OF DOVER, DELAWARE
-INTERNATIONAL BUILDING CODE, 2009 EDITION
-LIFE SAFETY CODE (NFPA 101), 2021 EDITION
-INTERNATIONAL EXISTING BUILDING CODE, 2009 EDITION
-INTERNATIONAL PROPERTY MAINTENANCE CODE 2009
-INTERNATIONAL FIRE CODE, 2021 EDITION
-INTERNATIONAL MECHANICAL CODE, 2018 EDITION
-INTERNATIONAL PLUMBING CODE, 2018 EDITION
-NATIONAL ELECTRIC CODE 2018
-IECC 2018
-ACCESSIBILITY - ICC/ANSI A117.1-03, 2003 LOCAL, 2010 FEDERAL EDITION
-IFGC 2018

OCCUPANCY GROUPS - RESIDENTIAL (R-2)
STORAGE (S-1)
ASSEMBLY (A-3)

TYPE OF CONSTRUCTION - VA

ALLOWABLE HEIGHT/AREA RESIDENTIAL GROUP (R-2)

ALLOWABLE AREA:	24,000 S.F. PER STORY (IBC 2009 506.3)
ALLOWABLE HEIGHT:	4 STORIES (IBC 2009 504.2)
PROPOSED HEIGHT/AREA:	4 STORIES 10,312 S.F. (FOURTH FLOOR) 10,312 S.F. (THIRD FLOOR) 14,735 S.F. (SECOND FLOOR) 10,302 S.F. (R-2 SPACE) 45,661 S.F. (TOTAL)

FIRE RESISTIVE RATING REQUIREMENTS FOR BUILDING ELEMENTS

STRUCTURAL FRAMING:	1 HOUR
BEARING WALLS (EXTERIOR / INTERIOR):	1 HOUR
FLOOR CONSTRUCTION:	1 HOUR
ROOF CONSTRUCTION:	1 HOUR

FIRE RESISTIVE RATING REQUIREMENTS FOR INTERIOR WALLS

CORRIDORS WALLS:	.5 HOUR
CORRIDORS DOORS:	1 HOUR
STAIRS/SHAFTS:	1 HOUR
STORAGE ROOMS:	1 HOUR
FIRE PUMP ROOM:	2 HOURS

OCCUPANT LOADING AND EGRESS

RESIDENTIAL AREAS:	200 GROSS
ACCESSORY STORAGE, MECH. ROOM:	300 GROSS
ASSEMBLY (EXERCISE ROOM):	50 GROSS

EXIT CAPACITY

LEVEL EXIT COMPONENTS:	0.2 INCHES PER PERSON
STAIRS AND RAMPS:	0.3 INCHES PER PERSON

NUMBER OF APARTMENTS:
STUDIO UNITS: 9
1 BEDROOM UNITS: 17 (INCLUDES 1 HDCP UNIT)
2 BEDROOM UNITS: 15
3 BEDROOM UNITS: 4
TOTAL UNITS: 45

OCCUPANCY:
RESIDENTIAL:
FOURTH FLOOR: 8,765 S.F. / 200 S.F./PERSON = 44 PEOPLE
THIRD FLOOR: 8,765 S.F. / 200 S.F./PERSON = 44 PEOPLE
SECOND FLOOR: 12,100 S.F. / 200 S.F./PERSON = 61 PEOPLE
GROUND FLOOR: 7,905 S.F. / 200 S.F./PERSON = 40 PEOPLE
STORAGE:
GROUND FLOOR: 650 S.F./ 300 S.F./PERSON = 3 PEOPLE
ASSEMBLY (EXERCISE):
SECOND FLOOR: 544 S.F. / 50 S.F./PERSON = 11 PEOPLE
TOTAL OCCUPANT LOAD = 203 PEOPLE

ESCAPE ROUTES:
FOURTH FLOOR REQ. STAIR EGRESS CAPACITY: 44 PEOPLE X .3" / PERSON = 13.2"
PROVIDED EGRESS CAPACITY: (1) STAIR @ 36" (CLEAR) = 36"
(1) STAIR @ 46" (CLEAR) = 46"
REQ. DOOR EGRESS CAPACITY: 44 PEOPLE X .2" / PERSON = 8.8"
PROVIDED DOOR EGRESS CAPACITY: (2) DOORS @ 36" = 72"
THIRD FLOOR REQ. STAIR EGRESS CAPACITY: 88 PEOPLE X .3" / PERSON = 26.4"
PROVIDED EGRESS CAPACITY: (1) STAIR @ 36" (CLEAR) = 36"
(1) STAIR @ 46" (CLEAR) = 46"
REQ. DOOR EGRESS CAPACITY: 88 PEOPLE X .2" / PERSON = 17.6"
PROVIDED DOOR EGRESS CAPACITY: (2) DOORS @ 36" = 72"
SECOND FLOOR REQ. STAIR EGRESS CAPACITY: 160 PEOPLE x .3" / PERSON = 48"
PROVIDED STAIR EGRESS CAPACITY: (1) STAIR @ 36" (CLEAR) = 36"
(1) STAIR @ 46" (CLEAR) = 46"
REQ. DOOR EGRESS CAPACITY: 160 PEOPLE X .2" / PERSON = 32"
PROVIDED DOOR EGRESS CAPACITY: (2) DOORS @ 36" = 72"

GROUND FLOOR REQ. DOOR EGRESS CAPACITY: 203 PEOPLE X .2" / PERSON = 40.6"
PROVIDED DOOR EGRESS CAPACITY: (3) DOORS @ 42" = 126"
(1) DOORS @ 36" = 36"
TOTAL DOOR EGRESS CAPACITY: = 162"

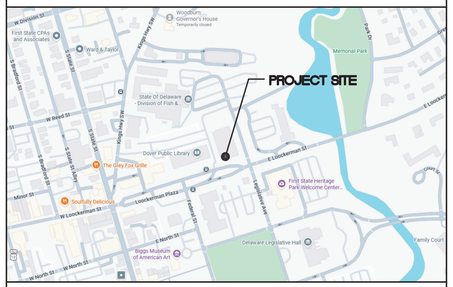
EXIT ACCESS TRAVEL DISTANCE

MAXIMUM TRAVEL:	250 FEET
MAX. PROPOSED TRAVEL DISTANCE:	215 FEET
MAXIMUM COMMON PATH OF TRAVEL:	125 FEET
MAX. PROPOSED COMMON PATH OF TRAVEL:	125 FEET
MAXIMUM DEAD END CORRIDOR:	50 FEET
MAX. PROPOSED DEAD END CORRIDOR:	23 FEET

AUTOMATIC SPRINKLER SYSTEM
BUILDING IS FULLY SPRINKLERED

FIRE EXTINGUISHERS
EXTINGUISHERS REQUIRED (IFC 906):
A MINIMUM 10 POUND MULTIPURPOSE (A:B:C) WITH AT LEAST A 2A-10BC RATING SHALL BE PROVIDED, AND SHALL HAVE A DELAWARE INSPECTION TAG ATTACHED.

VICINITY MAP



PROJECT DATA

OWNER:
THE OLD POST LLC
859 GOLF LINKS LANE
MAGNOLIA, DE 19962
CONTACT: THOMAS KRAMEDAS
PH: (302) 270-6790
EMAIL: TOMK@AXIAMST.COM

ARCHITECT:
MOONLIGHT ARCHITECTURE, INC.
29003 LEWES GEORGETOWN HWY.
LEWES, DE 19958
CONTACT: FREDDY BADA
PH: (302) 645-9361
EMAIL: FREDDY@MOONLIGHTARCH.COM

CIVIL ENGINEER:
DAVIS, BOWEN & FRIEDEL
1 PARK AVE
MILFORD, DE 19963
CONTACT: CHAD WARREN
PH: (302) 424-1441
EMAIL: CSW@DBFINC.COM

STRUCTURAL ENGINEER
PILOT TOWN ENGINEERING
11585 NASSAU COMMONS BLVD, UNIT 3
LEWES, DE 19958
CONTACT: MARK NAUMAN
PH: (302) 703-1710
EMAIL: MNAUMAN@PILOTTOWNENGINEERING.COM

MECHANICAL/ELECTRICAL/PLUMBING ENGINEER:
ALLEN + SHARIFF
205 EAST MARKET STREET
SALISBURY, MARYLAND 21801
CONTACT: TIM CHATTERTON
PH: (443) 545-1300
EMAIL: TCHATTERTON@ALLENSHARIFF.COM

TAX MAP #: 2 05 077.05 04 5300 000

EXG ZONING: C2 - CENTRAL COMMERCIAL

FLOOD ZONE: X

SETBACKS (BASED ON C2):

FRONT SETBACK:	0 FEET
SIDE YARD:	5 FEET
REAR YARD:	5 FEET
MAX. HEIGHT REQUIREMENTS:	125'-0"

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CONSTRUCTION DOCUMENTS FOR THE:
OLD DOVER POST RENOVATIONS
55 LOOCKERMAN PLAZA
DOVER, KENT COUNTY
DELAWARE

ROBERT W. ROLLINS No. 5889 STATE OF DELAWARE REGISTERED ARCHITECT

REVISIONS:

SCALE:
N.T.S.

DRAWING DATE:
08/24/2026

SHEET TITLE:
COVER SHEET

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PROJECT NUMBER:
25059

SHEET #:
G001

ARCHITECTURAL SHEET INDEX

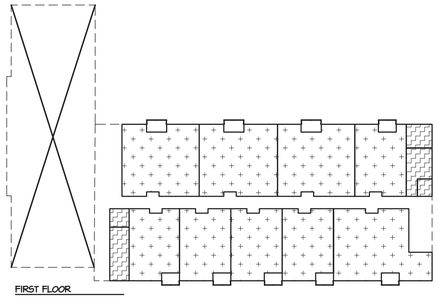
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A102	SECOND FLOOR OVERALL DIMENSION PLAN
A103	THIRD FLOOR OVERALL DIMENSION PLAN
A104	FOURTH FLOOR OVERALL DIMENSION PLAN
A105	FIRST FLOOR OVERALL NOTE PLAN AND NOTE LEGEND
A106	SECOND FLOOR OVERALL NOTE PLAN
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A108	ROOF PLAN
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A302	BUILDING SECTION
A303	PARTIAL BUILDING SECTION
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A305	TYPICAL WALL SECTIONS
A401	ADA FIXTURES CLEARANCES AND MOUNTING HEIGHTS, ENLARGED ADA 1 BEDROOM UNIT FLOOR PLAN AND NOTE LEGEND
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A403	ENLARGED TYPICAL STUDIO FLOOR PLANS
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A603	THIRD & FOURTH FLOOR REFLECTED CEILING PLANS
A701	TYPICAL WALL TYPES
A702	TYPICAL DETAILS
A703	ENLARGED STAIR FLOOR PLANS
A704	TYPICAL DETAILS

STRUCTURAL SHEET INDEX

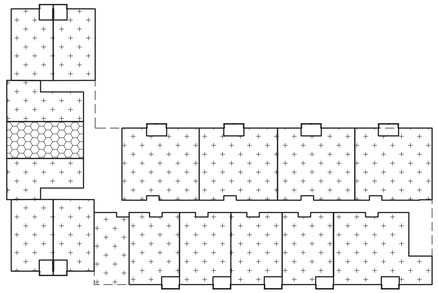
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S002	GENERAL NOTES
S003	SCHEDULES
S101	FOUNDATION PLAN
S102	SECOND FLOOR FRAMING PLAN
S103	THIRD FLOOR / LOW ROOF FRAMING PLAN
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S501	TYPICAL FOUNDATION DETAILS & SECTIONS
S511	TYPICAL FRAMING DETAILS
S512	FRAMING SECTIONS
S513	FRAMING SECTIONS

MEP SHEET INDEX

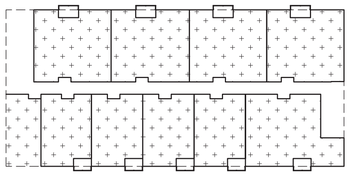
M001	MECHANICAL DATA SHEET
M002	MECHANICAL SPECIFICATIONS
M003	MECHANICAL SPECIFICATIONS
M101	MECHANICAL FIRST FLOOR PLAN
M102	MECHANICAL SECOND FLOOR PLAN
M103	MECHANICAL THIRD FLOOR PLAN
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M105	MECHANICAL ROOF PLAN
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M202	MECHANICAL ENLARGED PLANS
M301	MECHANICAL DETAILS
M401	MECHANICAL SCHEDULES
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P004	PLUMBING SCHEDULES
P005	PLUMBING SCHEDULES
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P102	PLUMBING SUPPLY SECOND FLOOR PLAN
P103	PLUMBING SUPPLY THIRD FLOOR PLAN
P104	PLUMBING SUPPLY FOURTH FLOOR PLAN
P201	PLUMBING DRAINAGE FIRST FLOOR PLAN
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P203	PLUMBING DRAINAGE THIRD FLOOR PLAN
P204	PLUMBING DRAINAGE FOURTH FLOOR PLAN
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P302	PLUMBING SUPPLY ENLARGED PLANS
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P402	PLUMBING DRAINAGE ENLARGED PLANS
P501	PLUMBING DETAILS
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E204	ELECTRICAL POWER FOURTH FLOOR PLAN
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E402	ELECTRICAL RISERS
E403	ELECTRICAL RISERS
E404	ELECTRICAL DETAILS
E501	ELECTRICAL SCHEDULES
E502	ELECTRICAL SCHEDULES
E503	ELECTRICAL SCHEDULES
E504	ELECTRICAL SCHEDULES



FIRST FLOOR



SECOND FLOOR



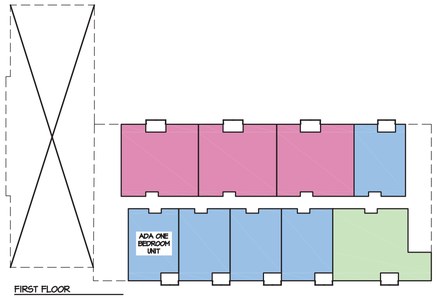
THIRD & FOURTH FLOOR

OCCUPANCY INDEX

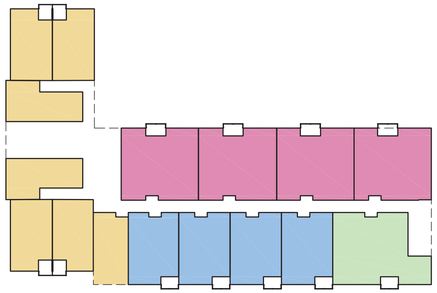
- RESIDENTIAL (R-2)
- STORAGE (S-1)
- ASSEMBLY (A-3)

A2 OCCUPANCY KEY

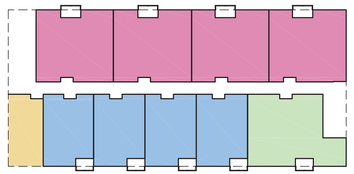
N.T.S. KEY



FIRST FLOOR



SECOND FLOOR



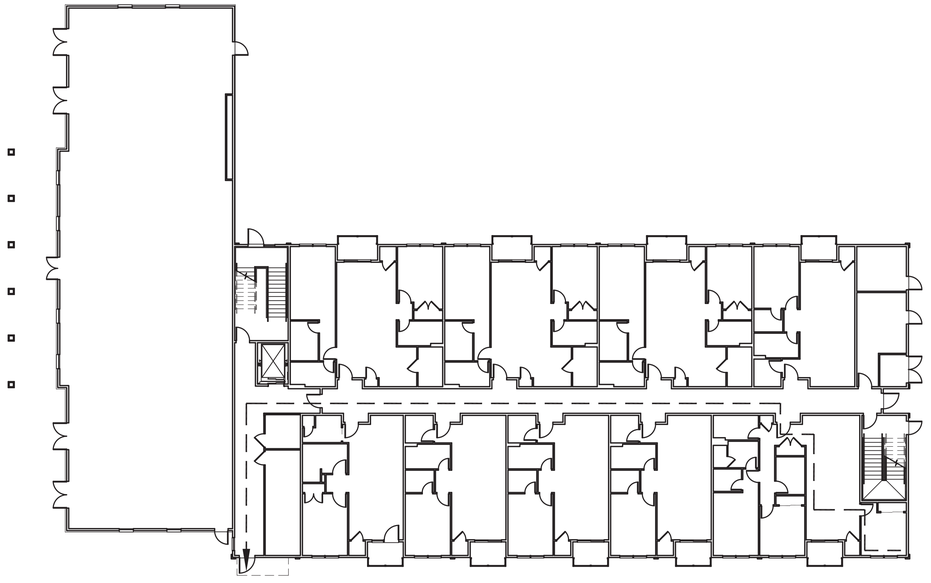
THIRD & FOURTH FLOOR

UNIT TYPE INDEX

- STUDIO UNIT
- ONE BEDROOM UNIT
- TWO BEDROOM UNIT
- THREE BEDROOM UNIT

B2 UNIT TYPE KEY

N.T.S. KEY



FIRST FLOOR

A1 MAX TRAVEL DISTANCE

N.T.S. KEY

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OLD DOVER POST RENOVATIONS
55 LOOCKERMAN PLAZA
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DELAWARE

ROBERT W. ROLLINS No. 5889 STATE OF DELAWARE REGISTERED ARCHITECT

REVISIONS:

SCALE:
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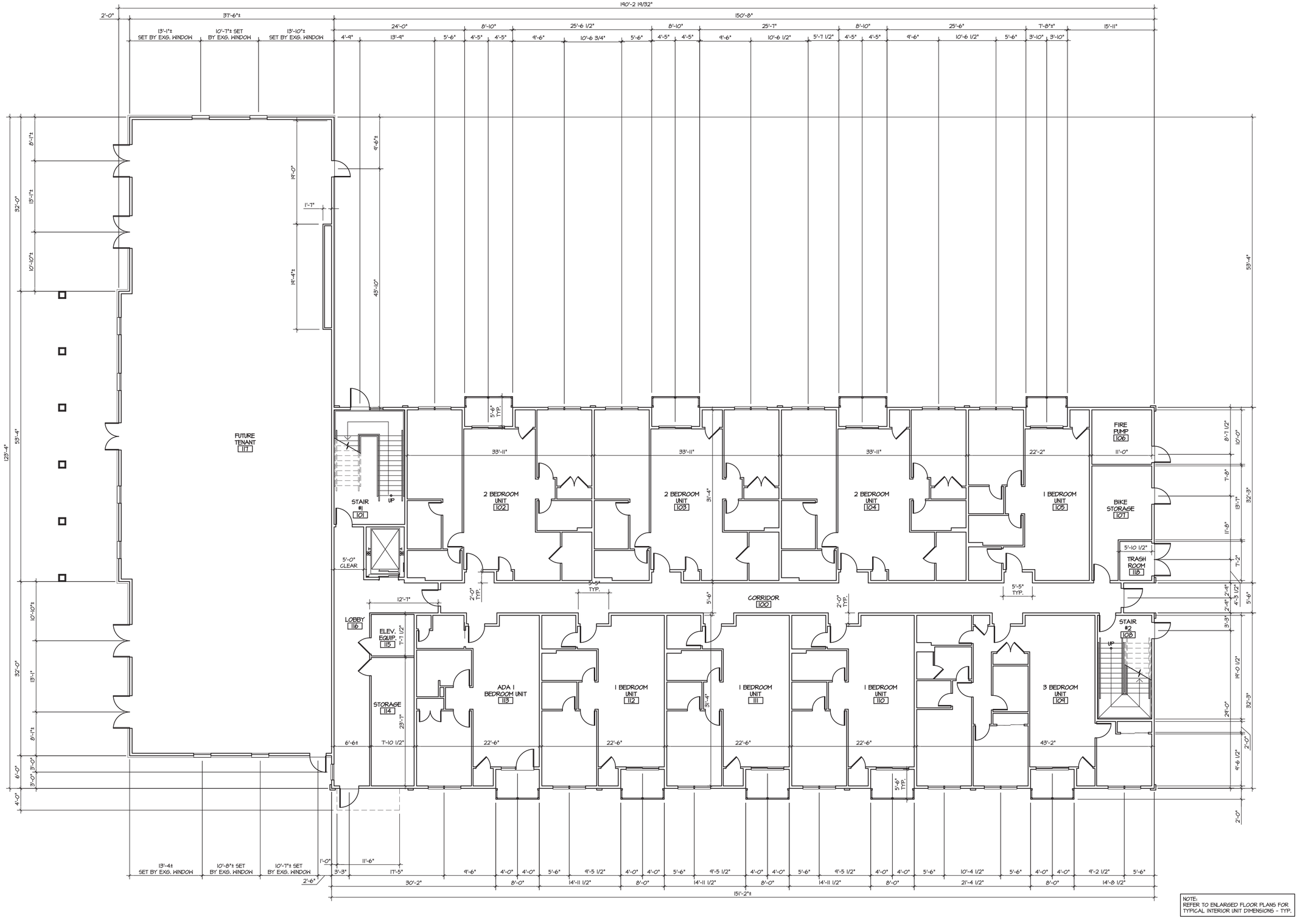
DRAWING DATE:
08/24/2026

SHEET TITLE:
SHEET INDEX

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PROJECT NUMBER:
25059

SHEET #:
G002



NOTE:
REFER TO ENLARGED FLOOR PLANS FOR TYPICAL INTERIOR UNIT DIMENSIONS - TYP.

A1	FIRST FLOOR OVERALL DIMENSION PLAN
1/8" = 1'-0"	KEY

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DELAWARE

ROBERT W. ROLLINS
No. 5889
STATE OF DELAWARE
REGISTERED ARCHITECT

REVISIONS:

SCALE:
1/8" = 1'-0"

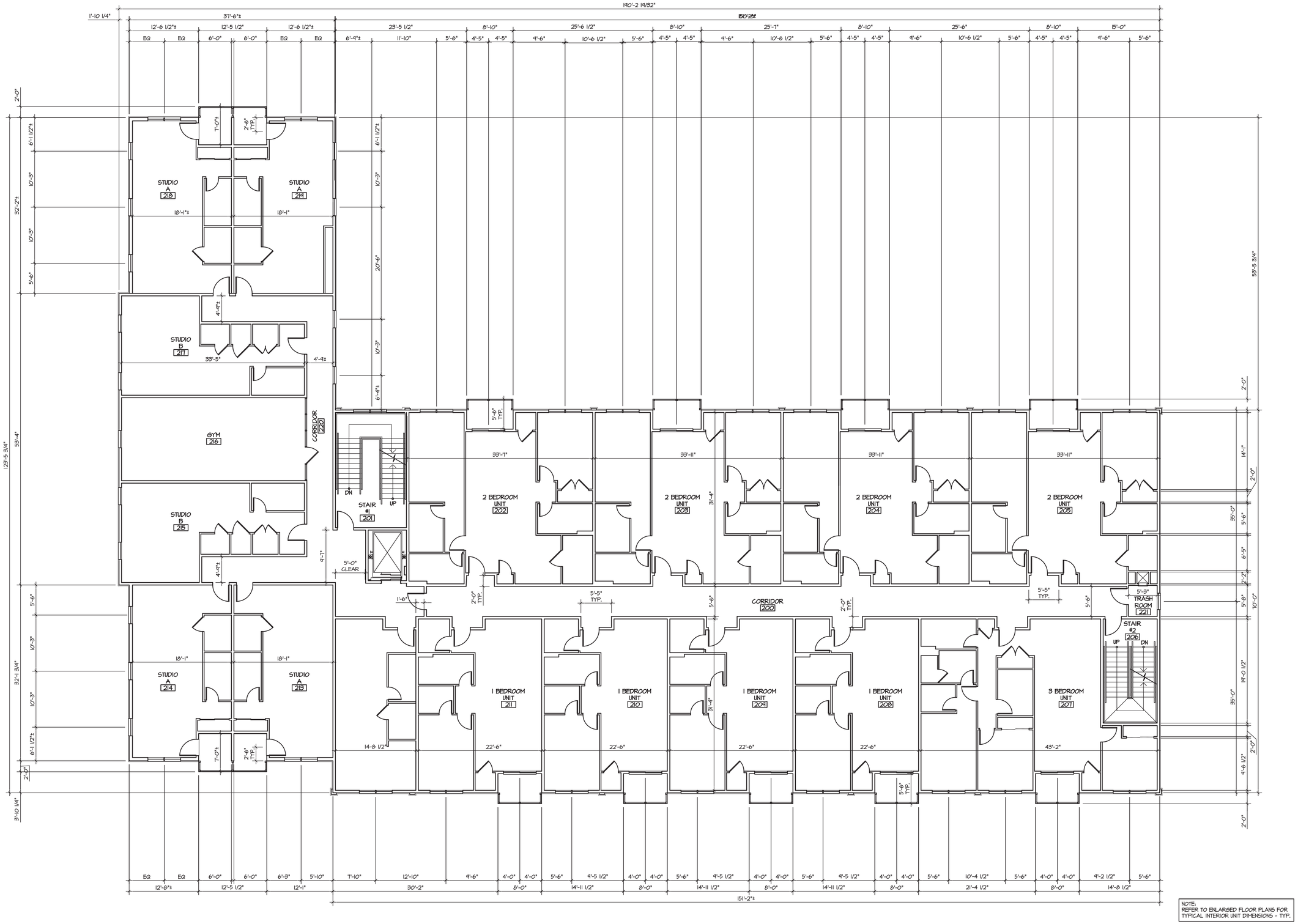
DRAWING DATE:
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SHEET TITLE:
FIRST FLOOR OVERALL DIMENSION PLAN

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PROJECT NUMBER:
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SHEET #:
A101



NOTE:
REFER TO ENLARGED FLOOR PLANS FOR TYPICAL INTERIOR UNIT DIMENSIONS - TYP.

A1	SECOND FLOOR OVERALL DIMENSION PLAN
1/8" = 1'-0"	KEY

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55 LOOCKERMAN PLAZA
DOVER, KENT COUNTY
DELAWARE

ROBERT W. ROLLINS No. 5889 STATE OF DELAWARE REGISTERED ARCHITECT

REVISIONS:

SCALE:
1/8" = 1'-0"

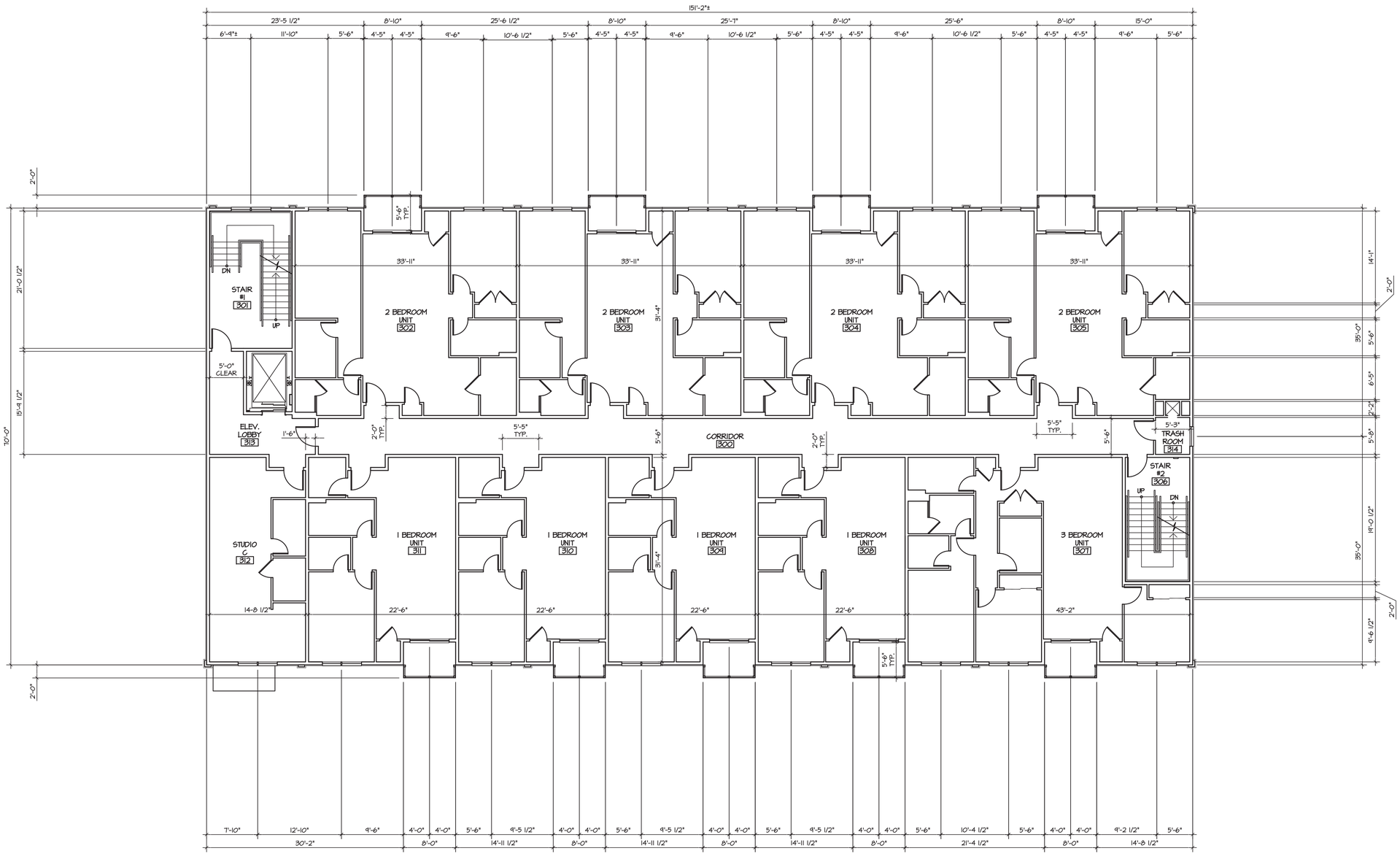
DRAWING DATE:
08/24/2026

SHEET TITLE:
SECOND FLOOR OVERALL DIMENSION PLAN

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PROJECT NUMBER:
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SHEET #:
A102



NOTE:
REFER TO ENLARGED FLOOR PLANS FOR TYPICAL INTERIOR UNIT DIMENSIONS - TYP.

A1	THIRD FLOOR OVERALL DIMENSION PLAN
1/8" = 1'-0"	KEY

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REGISTERED ARCHITECT

REVISIONS:

SCALE:
1/8" = 1'-0"

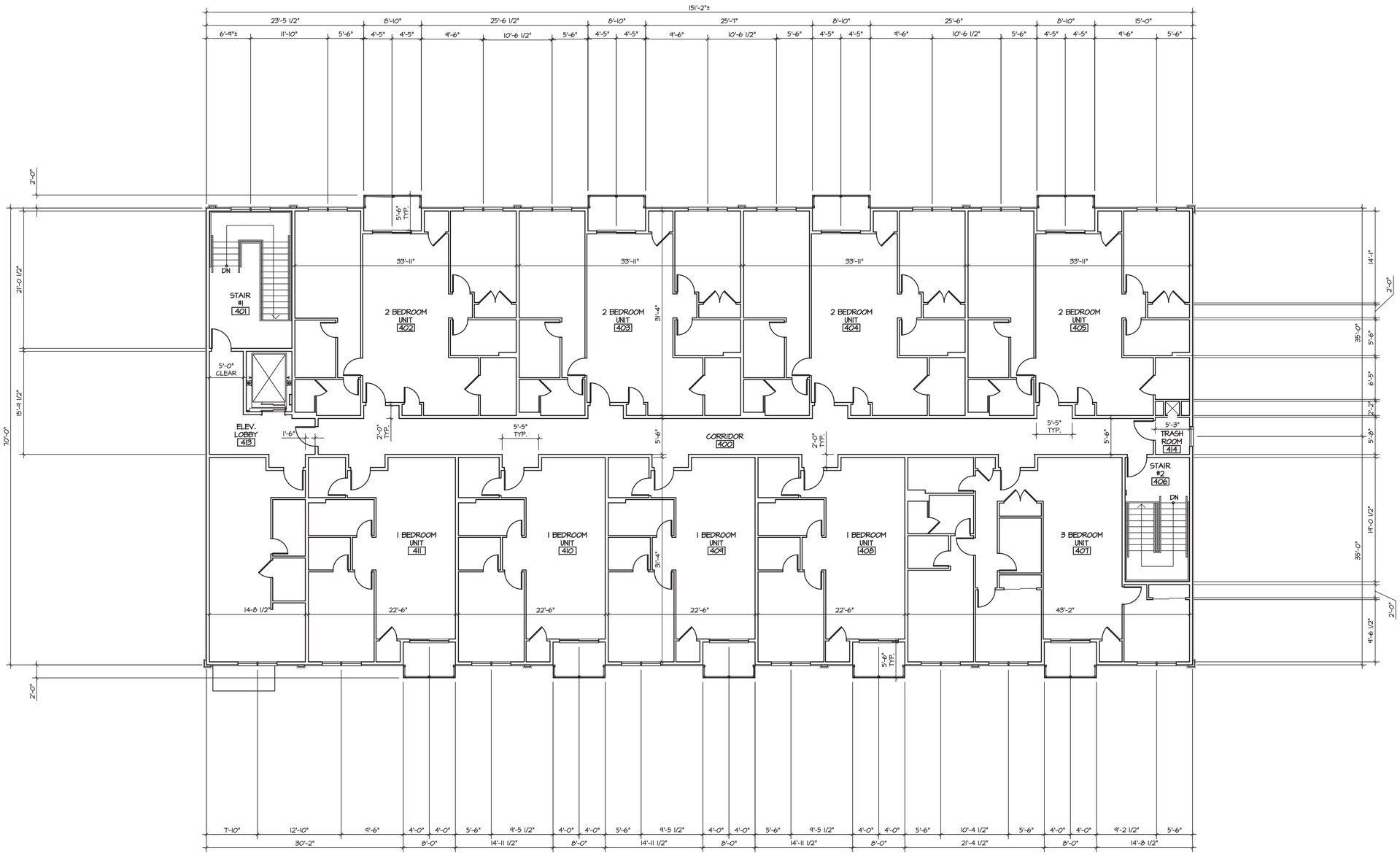
DRAWING DATE:
08/24/2026

SHEET TITLE:
THIRD FLOOR OVERALL DIMENSION PLAN

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PROJECT NUMBER:
25059

SHEET #:
A103



NOTE:
REFER TO ENLARGED FLOOR PLANS FOR TYPICAL INTERIOR UNIT DIMENSIONS - TYP.

A1	FOURTH FLOOR OVERALL DIMENSION PLAN
1/8" = 1'-0"	KEY

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STATE OF DELAWARE
REGISTERED ARCHITECT

REVISIONS:

SCALE:
1/8" = 1'-0"

DRAWING DATE:
08/24/2026

SHEET TITLE:
FOURTH FLOOR OVERALL DIMENSION PLAN

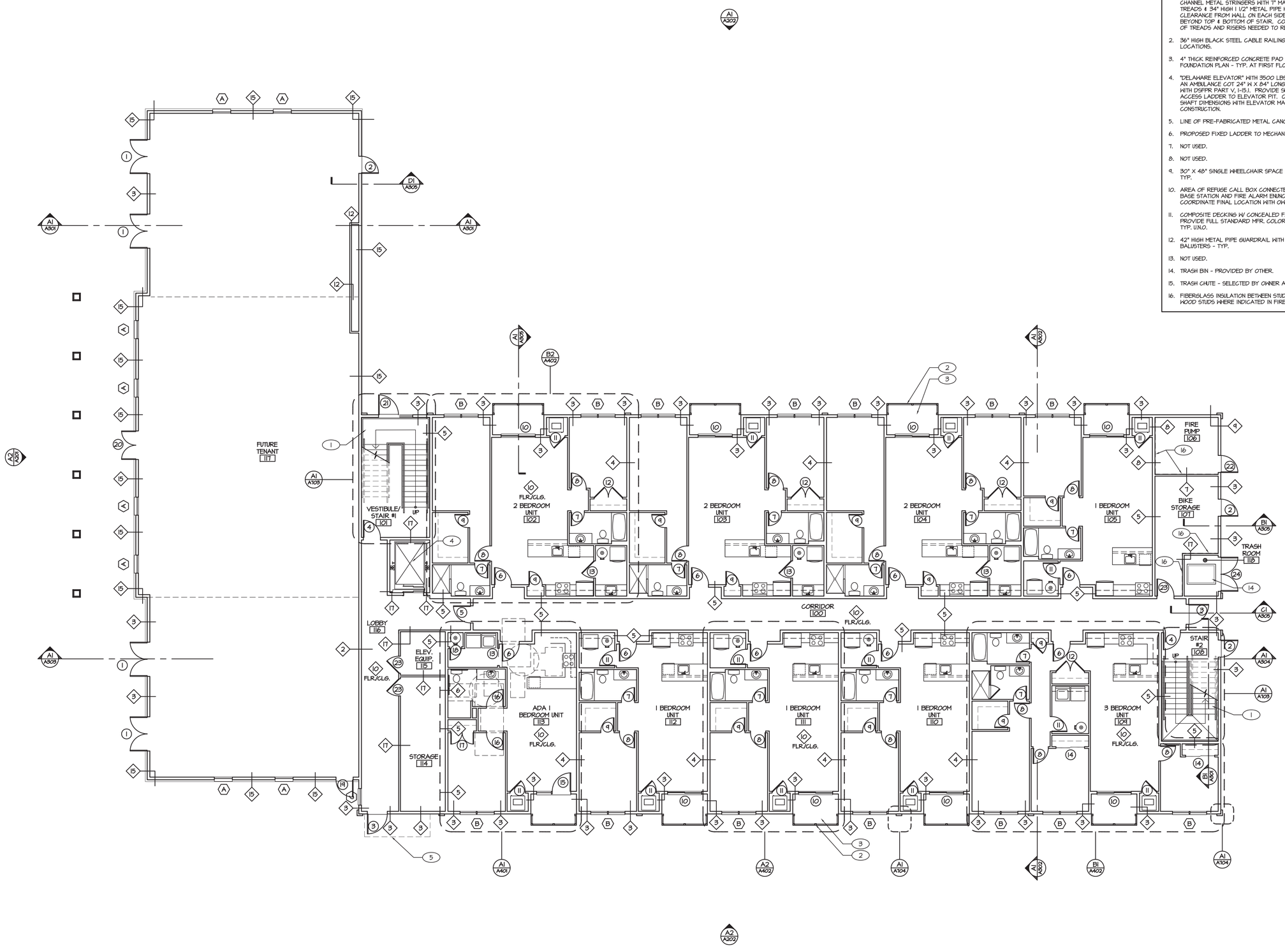
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PROJECT NUMBER:
25059

SHEET #:
A104

NOTE LEGEND

1. RUBBER FLOORING ON CONCRETE FILLED METAL PAN STAIR WITH "C" CHANNEL METAL STRINGERS WITH 7" MAX. RISERS & 11" x 1" NOSING MIN. TREADS & 34" HIGH 1 1/2" METAL PIPE HANDRAIL WITH 2 1/4" MIN. CLEARANCE FROM WALL ON EACH SIDE OF STAIR. EXTEND HANDRAIL 1'-0" BEYOND TOP & BOTTOM OF STAIR. CONTRACTOR TO DETERMINE NUMBER OF TREADS AND RISERS NEEDED TO REACH FINISH FLOOR - TYP.
2. 36" HIGH BLACK STEEL CABLE RAILING - TYP. AT PATIO/BALCONY LOCATIONS.
3. 4" THICK REINFORCED CONCRETE PAD - REFER TO STRUCTURAL FOUNDATION PLAN - TYP. AT FIRST FLOOR LOCATIONS ONLY.
4. "DELAWARE ELEVATOR" WITH 3500 LBS. RATING SIZED TO ACCOMMODATE AN AMBULANCE COT 24" H X 84" LONG IN OPEN POSITION IN ACCORDANCE WITH DSFPR PART V, I-15.1. PROVIDE SUMP PUMP IN ELEVATOR PIT & ACCESS LADDER TO ELEVATOR PIT. CONTRACTOR TO VERIFY ELEVATOR SHAFT DIMENSIONS WITH ELEVATOR MANUFACTURER PRIOR TO CONSTRUCTION.
5. LINE OF PRE-FABRICATED METAL CANOPY ABOVE.
6. PROPOSED FIXED LADDER TO MECHANICAL ROOF.
7. NOT USED.
8. NOT USED.
9. 30" X 48" SINGLE WHEELCHAIR SPACE RESERVED FOR AREA OF REFUGE - TYP.
10. AREA OF REFUGE CALL BOX CONNECTED TO TWO-WAY COMMUNICATION BASE STATION AND FIRE ALARM ENUNCIATOR CONTROL PANEL. COORDINATE FINAL LOCATION WITH OWNER PRIOR TO INSTALLATION - TYP.
11. COMPOSITE DECKING W/ CONCEALED FASTENING SYSTEM. CONTRACTOR TO PROVIDE FULL STANDARD MFR. COLOR RANGE FOR OWNER'S SELECTION - TYP. U.N.O.
12. 42" HIGH METAL PIPE GUARDRAIL WITH 4" MAX. CLEARANCE BETWEEN BALUSTERS - TYP.
13. NOT USED.
14. TRASH BIN - PROVIDED BY OTHER.
15. TRASH CHUTE - SELECTED BY OWNER AND INSTALLED BY CONTRACTOR.
16. FIBERGLASS INSULATION BETWEEN STUDS AND VAPOR BARRIER OVER WOOD STUDS WHERE INDICATED IN FIRE PUMP ROOM & TRASH ROOM.



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REVISIONS:

SCALE:
1/8" = 1'-0"

DRAWING DATE:
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SHEET TITLE:
FIRST FLOOR OVERALL NOTE PLAN AND NOTE LEGEND

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PROJECT NUMBER:
25059

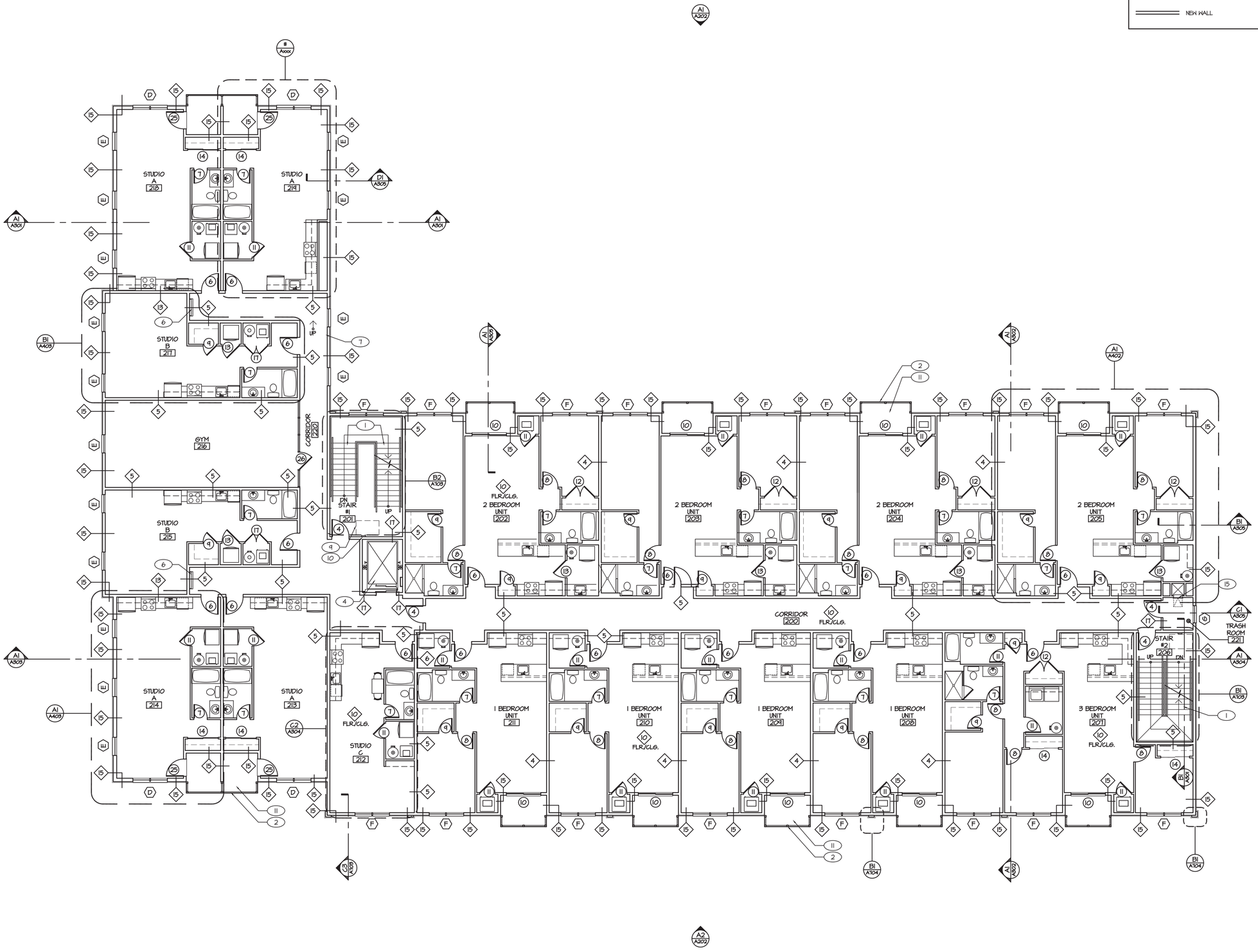
SHEET #:
A105

A1	FIRST FLOOR OVERALL NOTE PLAN
1/8" = 1'-0"	KEY

WALL LEGEND

NEW CMU WALL

NEW WALL



A1	SECOND FLOOR OVERALL NOTE PLAN
1/8" = 1'-0"	KEY

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CONSTRUCTION DOCUMENTS FOR THE:

OLD DOVER POST RENOVATIONS
55 LOOCKERMAN PLAZA
DOVER, KENT COUNTY
DELAWARE

ROBERT W. ROLLINS No. 5889 STATE OF DELAWARE REGISTERED ARCHITECT

REVISIONS:

SCALE:
1/8" = 1'-0"

DRAWING DATE:
08/24/2026

SHEET TITLE:
SECOND FLOOR OVERALL NOTE PLAN

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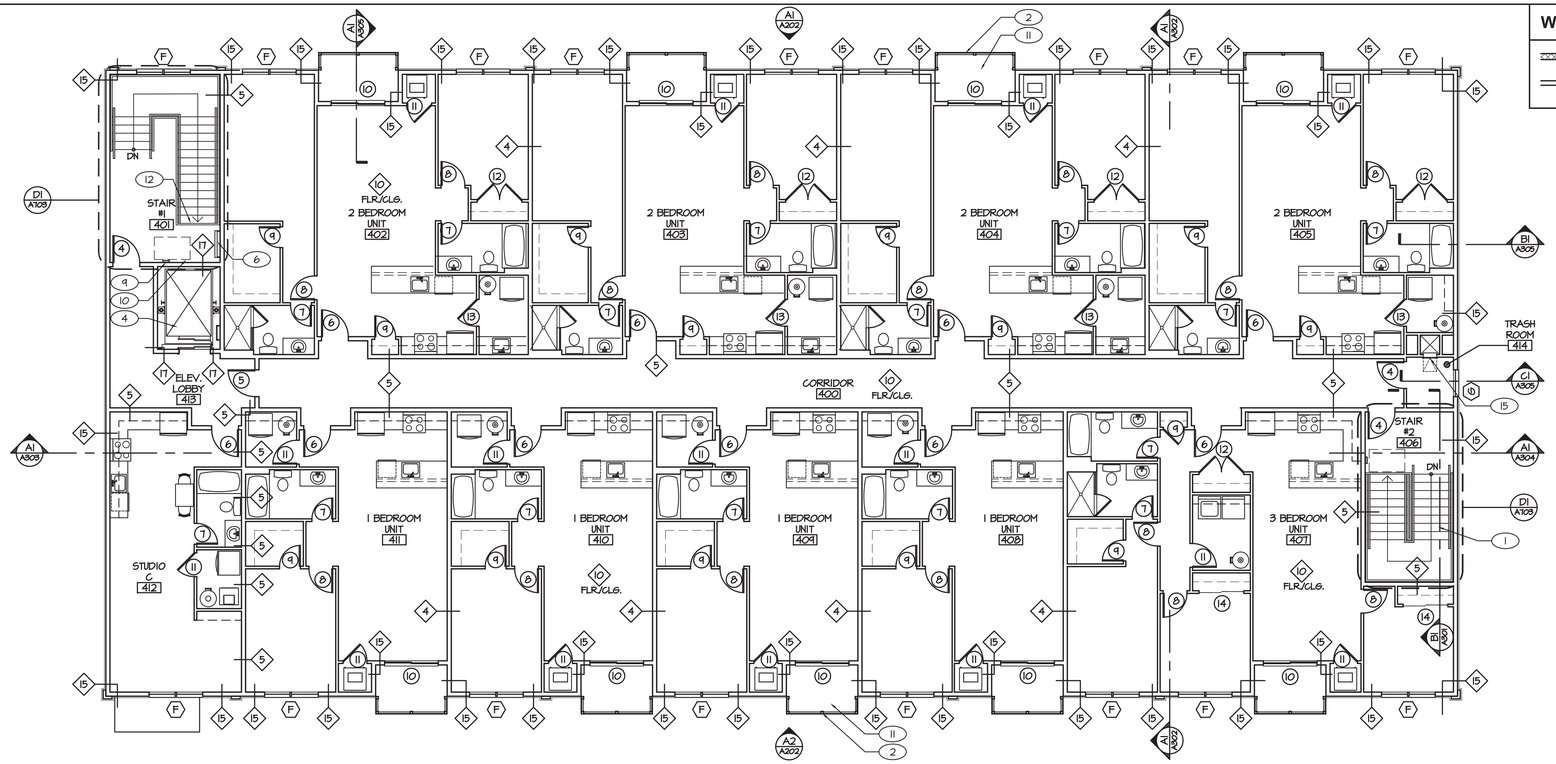
PROJECT NUMBER:
25059

SHEET #:
A106

WALL LEGEND

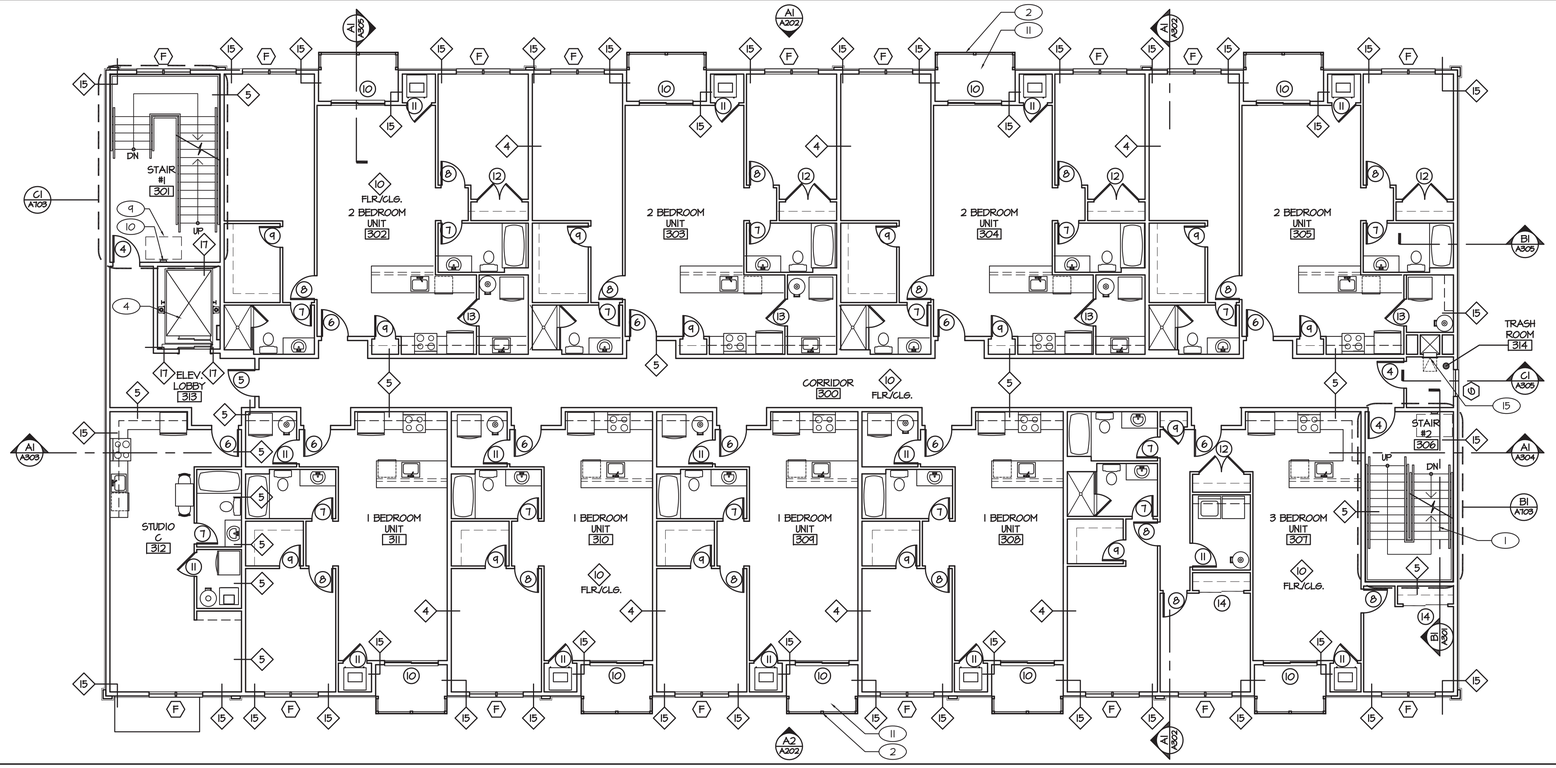
NEW CMU WALL

NEW WALL



A2 FOURTH FLOOR OVERALL NOTE PLAN

1/8" = 1'-0" KEY



A1 THIRD FLOOR OVERALL NOTE PLAN

1/8" = 1'-0" KEY

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REVISIONS:

SCALE:
1/8" = 1'-0"

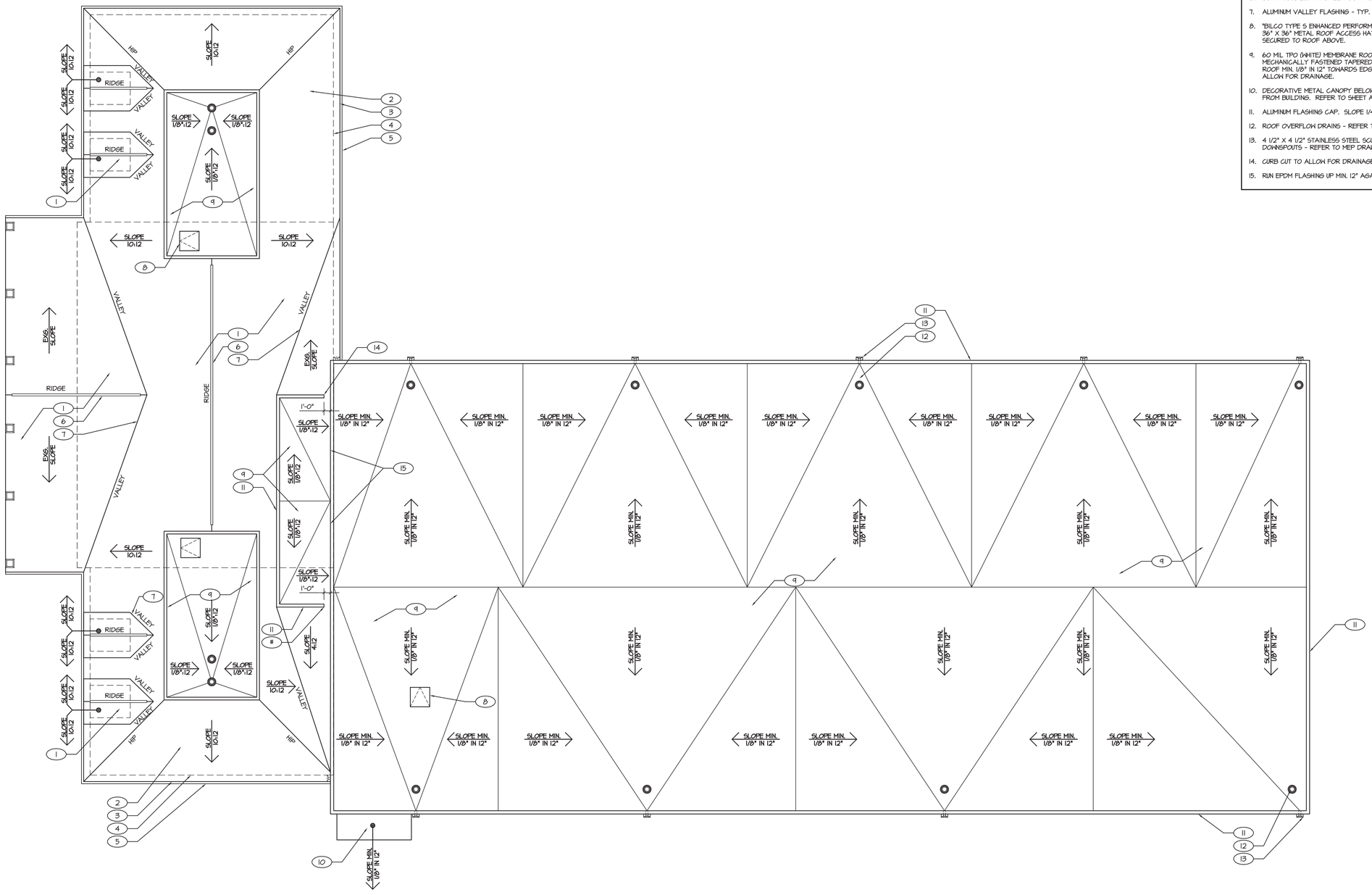
DRAWING DATE:
08/24/2026

SHEET TITLE:
THIRD AND FOURTH FLOOR OVERALL NOTE PLANS

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PROJECT NUMBER:
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SHEET #:
A107



NOTE LEGEND

1. ARCHITECTURAL ASPHALT SHINGLE TO MATCH EXIS. - TYP. U.N.O.
2. WATER & ICE SHIELD ROOFING UNDERLAYMENT EXTEND FROM LOWEST EDGES OF ALL ROOF SURFACES TO A POINT OF 24" MIN. FROM INSIDE THE EXTERIOR WALL LINE - TYP.
3. CONTINUOUS ALUMINUM DRIP EDGE - TYP.
4. LINE OF BUILDING BELOW - TYP.
5. BRONZE COLORED GUTTER AND DRAINS TO MATCH EXIS. CONTRACTOR TO COORDINATE WITH OWNER FINAL LOCATION OF DOWNSPOUTS PRIOR TO INSTALLATION. SPLASH BLOCK AT ALL DOWNSPOUT LOCATIONS - TYP. REFER TO MEP DRAWINGS FOR SIZE AND DETAIL FOR CONNECTION INTO STORM WATER MANAGEMENT SYSTEM.
6. CONTINUOUS LOW-PROFILE ROOF RIDGE VENT - TYP.
7. ALUMINUM VALLEY FLASHING - TYP.
8. "BILCO TYPE S ENHANCED PERFORMANCE DESIGN", OR APPROVED EQUAL, 36" X 36" METAL ROOF ACCESS HATCH AND METAL ACCESS LADDER SECURED TO ROOF ABOVE.
9. 60 MIL TPO (WHITE) MEMBRANE ROOFING SYSTEM ON MIN. 4" TAPERED MECHANICALLY FASTENED TAPERED RIGID INSULATION BOARD. SLOPE ROOF MIN. 1/8" IN 12" TOWARDS EDGE OF ROOF AND ROOF DRAINS TO ALLOW FOR DRAINAGE.
10. DECORATIVE METAL CANOPY BELOW. SLOE CANOPY MIN. 1/8" IN 12" AWAY FROM BUILDING. REFER TO SHEET A102 FOR DETAILS.
11. ALUMINUM FLASHING CAP. SLOPE 1/4" IN 12" TOWARD ROOF - TYP.
12. ROOF OVERFLOW DRAINS - REFER TO MEP DRAWINGS FOR DETAILS - TYP.
13. 4 1/2" X 4 1/2" STAINLESS STEEL SCUPPER TIED INTO SQUARE ALUMINUM DOWNSPOUTS - REFER TO MEP DRAWINGS FOR DETAILS.
14. CURB CUT TO ALLOW FOR DRAINAGE.
15. RUN EPDM FLASHING UP MIN. 12" AGAINST EXTERIOR WALL.

A1	ROOF PLAN
1/8" = 1'-0"	KEY

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STATE OF DELAWARE
REGISTERED ARCHITECT

REVISIONS:

SCALE:
1/8" = 1'-0"

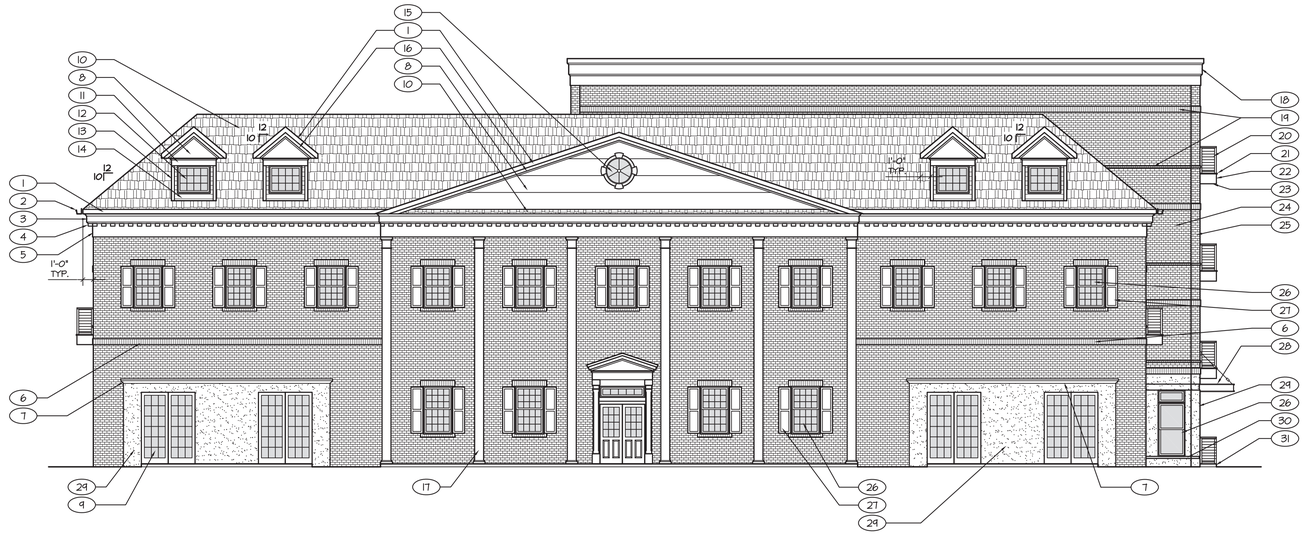
DRAWING DATE:
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SHEET TITLE:
ROOF PLAN

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PROJECT NUMBER:
25059

SHEET #:
A108



A2 NORTH SIDE FRONT ELEVATION

1/8" = 1'-0" KEY



A1 SOUTH SIDE REAR ELEVATION

1/8" = 1'-0" KEY

NOTE LEGEND

1. 6" ALUMINUM WRAPPED FASCIA - TYP.
2. BRONZE COLORED GUTTER AND DRAINS TO MATCH EXG.
3. 12" "AZEK" CROWN MOLDING - TYP.
4. CLOSED CELL PVC DENTIL MOLDING - SIZE AND STYLE TO MATCH EXG. - TYP.
5. 1'-6" "AZEK" TRIM - TYP.
6. E.I.F.S. BRICK ROLLOCK.
7. 6" "AZEK" CROWN MOLDING.
8. "HARDIE ARCHITECTURAL PANEL" IN "FINE SAND" - TYP.
9. DOOR UNIT - REFER TO DOOR SCHEDULE - TYP.
10. ARCHITECTURAL ASPHALT SHINGLES TO MATCH EXG. - TYP.
11. 10" "AZEK" CROWN MOLDING - TYP.
12. FAUX WINDOW UNIT - "ANDERSON 100 SERIES" 3630 - TYP. AT DORMERS.
13. 4" "HARDIE" CORNER TRIM BOARD - TYP. AT FRONT DORMERS.
14. "HARIDE" PLANK LAP SIDING - TYP. AT FRONT DORMERS.
15. EXG. WINDOW UNIT TO REMAIN AS IS.
16. 6" BUILT UP "AZEK" TRIM UNDER RAKE - TYP.
17. 12" HB&G FIBERGLASS COLUMN WITH DECORATIVE CAPITAL AND BASE TO MATCH EXG. - TYP.
18. 36" BUILT UP "AZEK" TRIM.
19. E.I.F.S. SOLDIER COURSING - TYP.
20. 36" HIGH "WOLF KEYLINK" BLACK STEEL CABLE RAILING - TYP.
21. COMPOSITE DECKING W/ CONCEALED FASTENING SYSTEM - COLOR PER OWNER'S SELECTION - TYP.
22. 8" CLOSED CELL PVC TRIM BOARD AT FACE OF BALCONY - TYP.
23. FINISH UNDERSIDE OF BALCONY WITH VINYL SOFFIT CEILING - TYP.
24. E.I.F.S. BRICK VENEER - TYP.
25. 12" BRICK COLUMN - TYP.
26. WINDOW UNIT - REFER TO WINDOW SCHEDULE.
27. VINYL SHUTTERS TO MATCH EXG. - TYP.
28. PREFAB METAL CANOPY - COLOR PER OWNER'S SELECTION. REFER TO SHEET A102 FOR DETAILS.
29. EXTERIOR INSULATION & FINISH SYSTEM (E.I.F.S.) WITH INTEGRAL MOISTURE DRAINAGE SYSTEM ON VAPOR BARRIER ON 2" MINIMUM RIGID INSULATION BOARD. COLOR PER OWNER'S SELECTION - TYP. PROVIDE MIN. 2" IMPACT RESISTANT RIGID INSULATION BOARD 4'-0" UP FROM FIN. GRADE - TYP. AROUND ENTIRE PERIMETER OF STRUCTURE.
30. E.I.F.S. ACCENT BAND. PROVIDE IMPACT RESISTANT FOAM FOR BAND AT ELEVATIONS UNDER 2'-0" A.F.G. - TYP.
31. 4" THICK REINFORCED CONCRETE PAD - TYP.
32. PROPOSED CRICKET - REFER TO ROOF PLAN.
33. HVAC GRILL - TYP. COLOR TO BE SELECTED BY OWNER.
34. CURB CUT TO ALLOW FOR DRAINAGE - REFER TO ROOF PLAN FOR DETAILS.
35. COLLECTOR BOX - COLOR SELECTED BY OWNER.
36. THROUGH WALL OVERFLOW SCUPPER - REFER TO A103 FOR DETAILS.

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DELAWARE

ROBERT W. ROLLINS No. 5889 STATE OF DELAWARE REGISTERED ARCHITECT

REVISIONS:

SCALE:
1/8" = 1'-0"

DRAWING DATE:
08/24/2026

SHEET TITLE:
EXTERIOR ELEVATIONS AND NOTE LEGEND

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PROJECT NUMBER:
25059

SHEET #:
A201



NOTE:
REFER TO SHEET A201 FOR TYPICAL NOTES, MATERIALS & DIMENSIONS - TYP. U.N.O.

A2 EAST SIDE ELEVATION

1/8" = 1'-0" KEY



NOTE:
REFER TO SHEET A201 FOR TYPICAL NOTES, MATERIALS & DIMENSIONS - TYP. U.N.O.

A1 WEST SIDE ELEVATION

1/8" = 1'-0" KEY

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REVISIONS:

SCALE:
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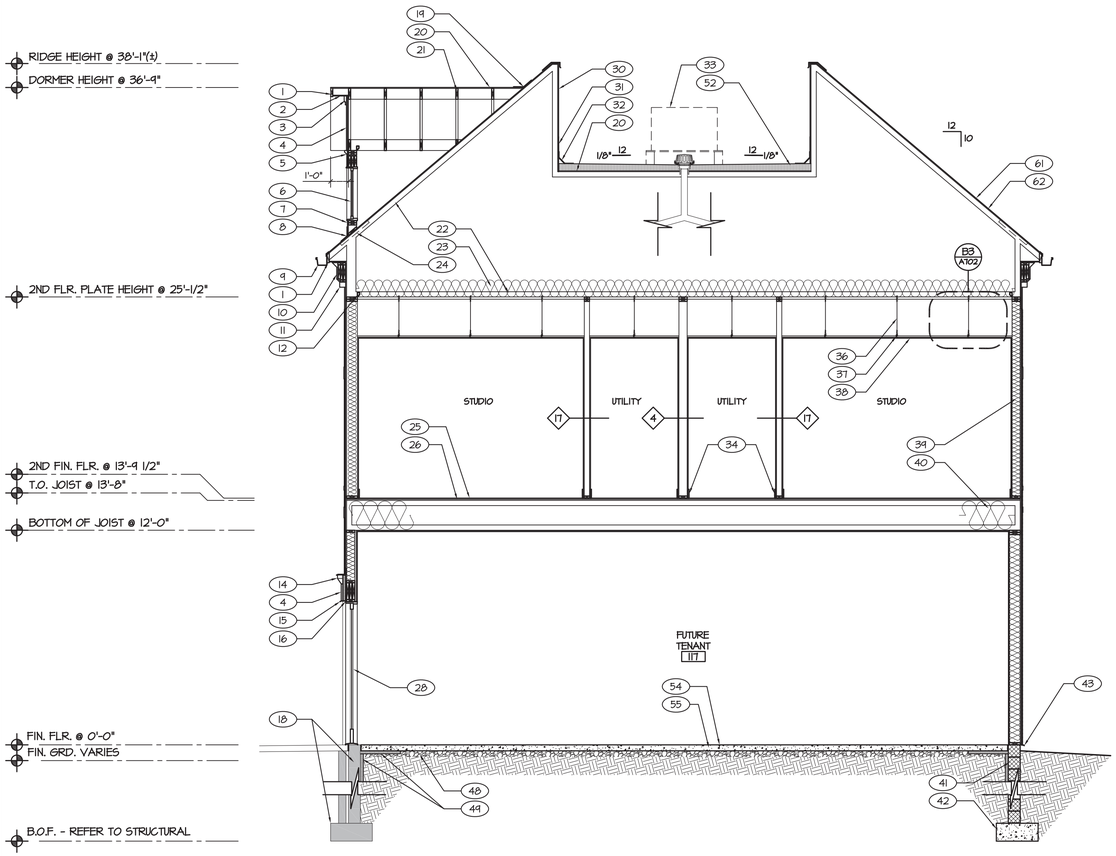
DRAWING DATE:
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SHEET TITLE:
EXTERIOR ELEVATIONS

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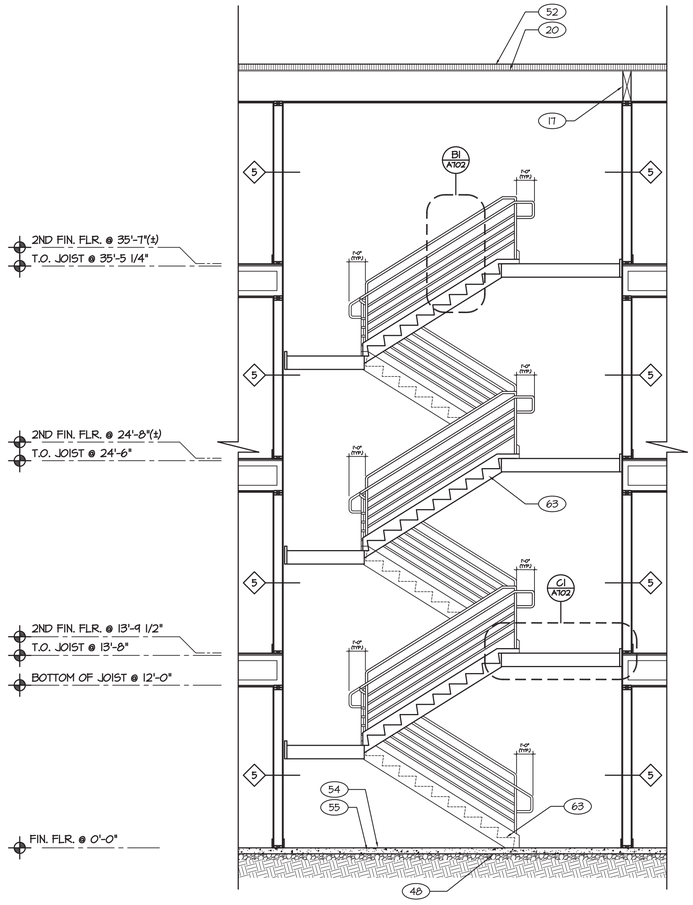
PROJECT NUMBER:
25059

SHEET #:
A202



A1 BUILDING SECTION

1/4" = 1'-0" KEY



B1 STAIR SECTION

1/4" = 1'-0" KEY

NOTE LEGEND

1. 6" ALUMINUM WRAPPED FASCIA - TYP.
2. V-GROOVE VINYL NON-VENTED SOFFIT.
3. 6" BUILT UP "AZEK" TRIM UNDER RAKE - TYP.
4. "AZEK" SHEET.
5. "10" "AZEK" CROWN MOLDING.
6. FAUX WINDOW UNIT - "ANDERSON 100 SERIES" 3630 - TYP. AT DORMERS.
7. "HARDIE" PLANK LAP SIDING - COLOR PER OWNER'S SELECTION FROM MFR'S FULL RANGE OF COLORS - TYP. AT DORMERS.
8. ALUMINUM FLASHING - TURN UP WALL MIN. 6" UNDER SIDING - TYP.
9. BRONZE COLORED GUTTER AND DRAINS TO MATCH EXIS. CONTRACTOR TO COORDINATE FINAL LOCATION OF DOWNSPOUTS WITH OWNER PRIOR TO INSTALLATION. SPLASH BLOCK AT EACH DOWNSPOUT LOCATIONS - TYP.
10. 12" "AZEK" CROWN MOLDING - TYP.
11. DENTIL MOLDING - SIZE AND STYLE TO MATCH EXS. - TYP.
12. "SIMPSON STRONG TIE H2.5A" CLIP AT EACH RAFTER/TRUSS END - TYP.
13. NOT USED.
14. 6" "AZEK" CROWN MOLDING.
15. GALV. METAL CAP FLASHING OVER ALL WINDOW AND DOOR UNITS - TYP.
16. SEALANT W/ BACKER ROD - TYP.
17. WOOD BEAM - REFER TO STRUCTURAL DRAWINGS.
18. EXS. CONCRETE FOOTER AND CMU WALL TO REMAIN - REFER TO STRUCTURAL DRAWINGS - TYP. U.N.O.
19. ALUMINUM VALLEY FLASHING - TYP.
20. 5/8" T&G EXTERIOR GRADE PLYWOOD ROOF SHEATHING W/ HURRICANE CLIPS - TYP.
21. 2X RAFTERS - REFER TO STRUCTURAL DRAWINGS.
22. PRE-ENGINEERED WOOD ROOF TRUSSES - REFER TO STRUCTURAL DRAWINGS - TYP.
23. MIN. R-38 FIBERGLASS BATT INSULATION BETWEEN EACH TRUSS - TYP.
24. EXPANDED POLYSTYRENE INSULATION BAFFLE EACH TRUSS - TYP.
25. FINISH FLOOR PER FINISH SCHEDULE ON 3/4" "EXACOR" MAGNESIUM OXIDE SUB-FLOOR - TYP.
26. "ACOUSTIMAC" SOUND BARRIER OVER 3/4" "EXACOR" MAGNESIUM OXIDE SUB-FLOOR GLUED AND SCREWED TO 2X MD. SLEEPERS - TYP.
27. RUN EPDM FLASHING UP MIN. 12" AGAINST EXTERIOR WALL.
28. DOOR UNIT - REFER TO DOOR SCHEDULE - TYP.
29. NOT USED.
30. 5/8" EXTERIOR GRADE WALL SHEATHING.
31. RUN EPDM UP WALL & OVER TRUSS UNDER 5/8" PLYWOOD SHEATHING - TYP.
32. 4" CANT STRIP - TYP.
33. PROPOSED LOCATION OF MECHANICAL UNIT - REFER TO MEP DRAWINGS.
34. 6" HIGH WOOD BASE - REFER TO FINISH SCHEDULE - TYP.
35. 2X WOOD FRAMING FOR ROOF CRICKET.
36. 8 GA. WIRE @ 48" O.C. AND WITHIN 6" OF END OF CARRYING CHANNEL - TYP.
37. 1 1/2" C.R. 16 GA. SUSPENDED CHANNEL @ 4'-0" O.C. - TYP.
38. SUSPENDED 5/8" TYPE-X F.R. GPDW CEILING - TYP.
39. MIN. R-20 FIBERGLASS BATT INSULATION BETWEEN EACH STUD - TYP. AT EXTERIOR WALLS.
40. MIN. R-30 FIBERGLASS BATT INSULATION BETWEEN EACH FLOOR JOIST AROUND ENTIRE PERIMETER OF BUILDING. RUN INSULATION IN MIN. 2'-0" FROM PERIMETER - TYP.
41. FOUNDATION WALL - REFER TO STRUCTURAL DRAWINGS - TYP.
42. CONCRETE FOOTING - REFER TO STRUCTURAL DRAWINGS - TYP.
43. GALV. METAL PAN FLASHING - TYP.
44. P.T. MD. BLOCKING. SLOPE 1/4" IN 12" TOWARD ROOF - TYP.
45. "ANCHOR-TITE" FASCIA COVER AT PARAPET WALL WITH DRIP EDGE - TYP.
46. 36" BUILT UP "AZEK" TRIM - TYP.
47. RIM JOIST - REFER TO STRUCTURAL DRAWINGS - TYP.
48. 10 MIL VAPOR BARRIER OVER WASHED GRAVEL UNDER ENTIRE SLAB - TYP.
49. 2" HIGH COMPRESSIVE RIGID INSULATION AROUND ENTIRE PERIMETER OF FOUNDATION SYSTEM. RUN MIN. 2'-0" IN AND 2'-0" DOWN FOUNDATION WALL AROUND ENTIRE PERIMETER - TYP.
50. WOOD HEADER - REFER TO STRUCTURAL DRAWINGS - TYP.
51. 4" WOOD CASING AT DOOR UNIT AS SELECTED BY OWNER. PAINT W/ (1) PRIME COAT & (2) FINISH COATS - TYP.
52. 60 MIL TPO (WHITE) MEMBRANE ROOFING SYSTEM ON 4" MECHANICALLY FASTENED RIGID INSULATION BOARD - TYP.
53. SUSPENDED ACOUSTICAL CEILING TILE - REFER TO SHEET A601 - TYP. IN CORRIDORS.
54. FINISH FLOOR PER FINISH SCHEDULE ON 4" THICK REINFORCED CONCRETE SLAB - TYP. AT FIRST FLOOR LOCATIONS ONLY.
55. 4" THICK REINFORCED CONCRETE SLAB - REFER TO STRUCTURAL DRAWINGS - TYP.
56. (2) 2X6 WOOD SILL - TYP. AT WINDOW UNITS.
57. WINDOW UNIT - REFER TO WINDOW SCHEDULE - TYP. U.N.O.
58. LINE OF ROOF BEYOND.
59. CMU BOND BEAM - REFER TO STRUCTURAL DRAWINGS.
60. "DELAWARE ELEVATOR" WITH 3500 LBS. RATING SIZED TO ACCOMMODATE AN AMBULANCE COT 24" H X 84" LONG IN OPEN POSITION IN ACCORDANCE WITH DSFPR PART V, I-15.1. PROVIDE SUMP PUMP IN ELEVATOR PIT & ACCESS LADDER TO ELEVATOR PIT. CONTRACTOR TO VERIFY ELEVATOR SHAFT DIMENSIONS WITH ELEVATOR MANUFACTURER PRIOR TO CONSTRUCTION.
61. ARCHITECTURAL ASPHALT SHINGLES TO MATCH EXS.
62. WATER & ICE SHIELD ROOFING UNDERLAYMENT EXTEND FROM LOWEST EDGES OF ALL ROOF SURFACES TO A POINT OF 24" MIN. FROM INSIDE THE EXTERIOR WALL LINE.
63. RUBBER FLOORING ON CONCRETE FILLED METAL PAN STAIR WITH "C" CHANNEL METAL STRINGERS WITH 7" MAX. RISERS & 11" + 1" NOSING MIN. TREADS & 34" HIGH 1 1/2" METAL PIPE HANDRAIL WITH 2 1/4" MIN. CLEARANCE FROM WALL ON EACH SIDE OF STAIR. EXTEND HANDRAIL 1'-0" BEYOND TOP & BOTTOM OF STAIR. CONTRACTOR TO DETERMINE NUMBER OF TREADS AND RISERS NEEDED TO REACH FINISH FLOOR - TYP.

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REVISIONS:

SCALE:
1/4" = 1'-0"

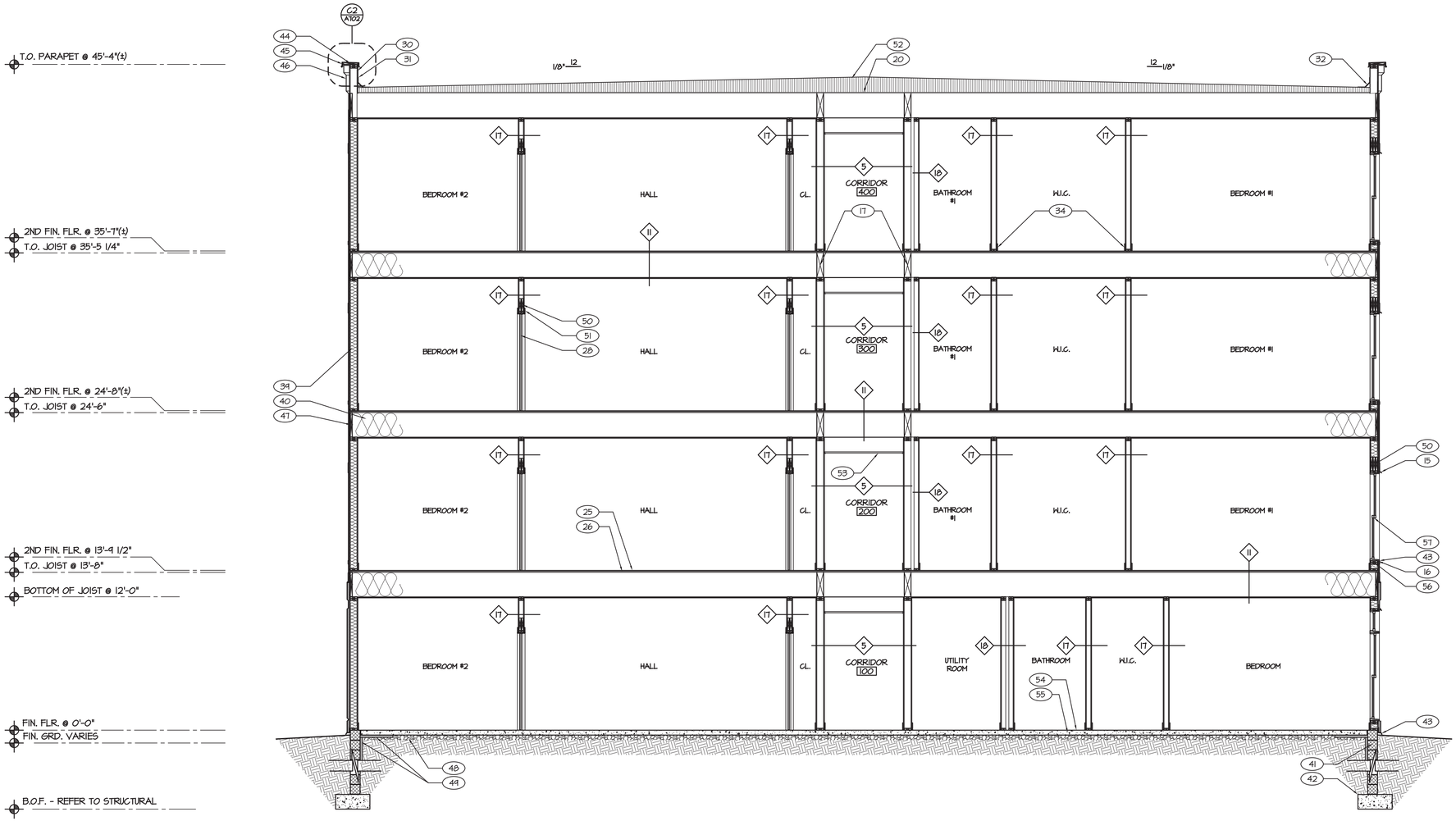
DRAWING DATE:
08/24/2026

SHEET TITLE:
BUILDING SECTION AND NOTE LEGEND

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PROJECT NUMBER:
25059

SHEET #:
A301



A1	BUILDING SECTION
1/4" = 1'-0"	KEY

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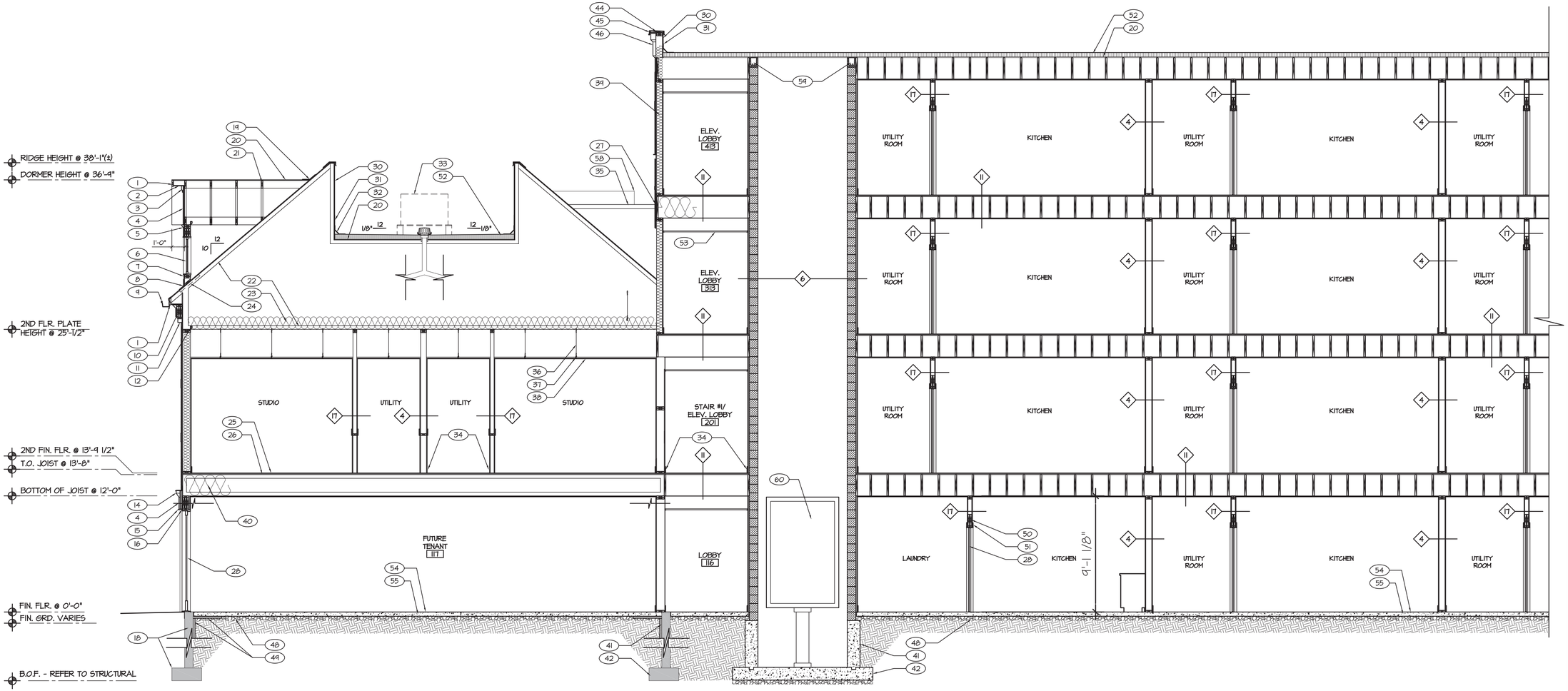
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SHEET TITLE:
BUILDING SECTION

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PROJECT NUMBER:
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SHEET #:
A302



A1	PARTIAL BUILDING SECTION
1/4" = 1'-0"	KEY

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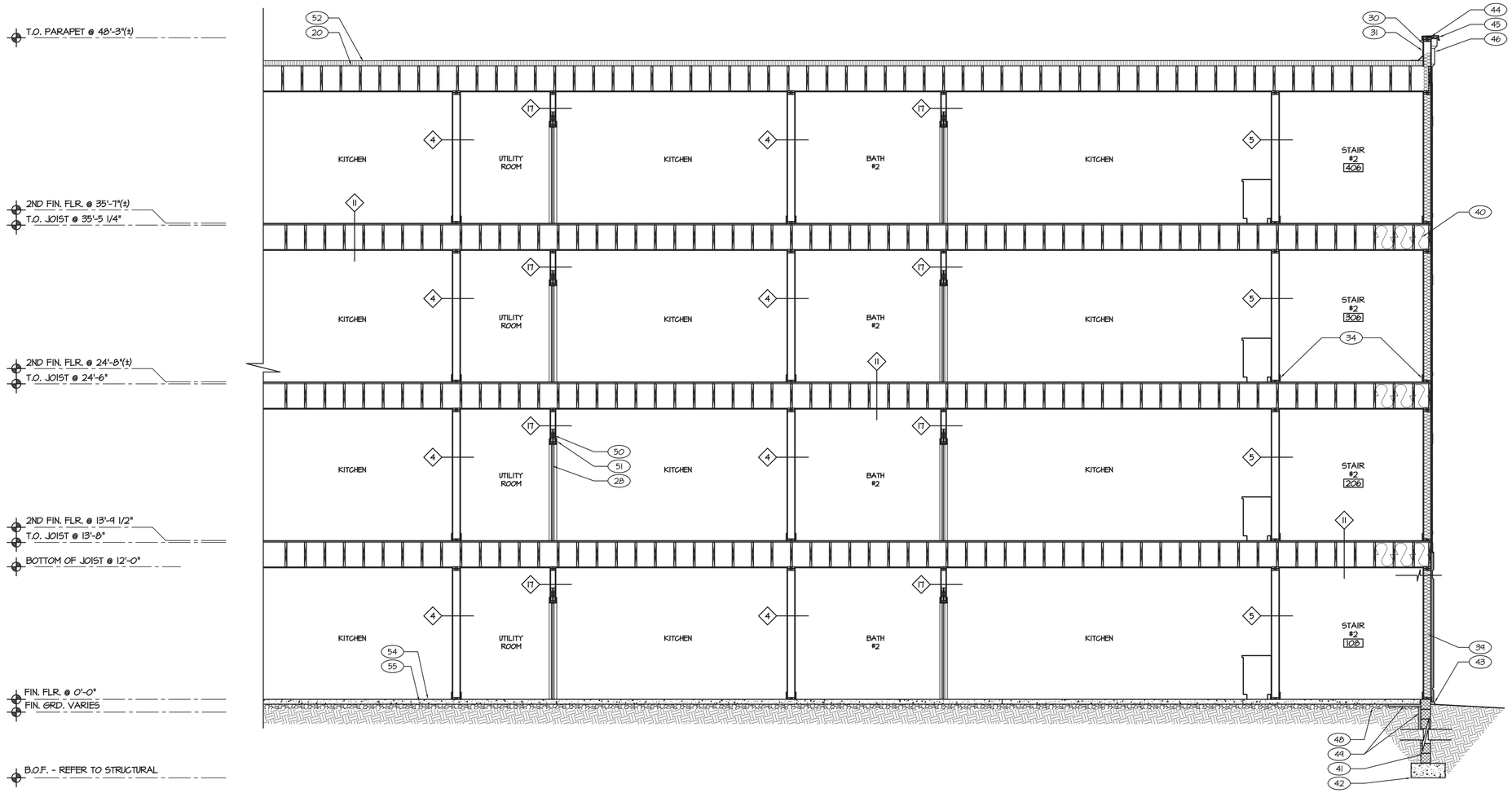
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SHEET TITLE:
PARTIAL BUILDING SECTION

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PROJECT NUMBER:
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SHEET #:
A303



A1	BUILDING SECTION
1/4" = 1'-0"	KEY

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REVISIONS:

SCALE:
1/4" = 1'-0"

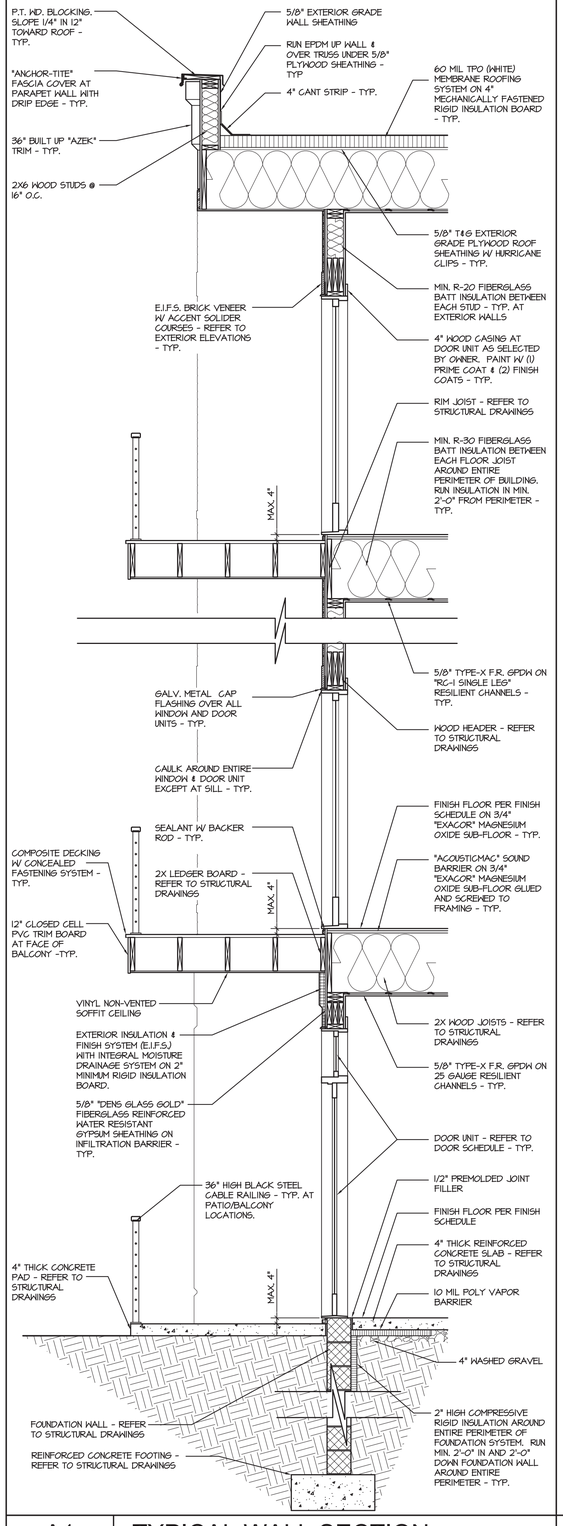
DRAWING DATE:
08/24/2026

SHEET TITLE:
PARTIAL BUILDING SECTION

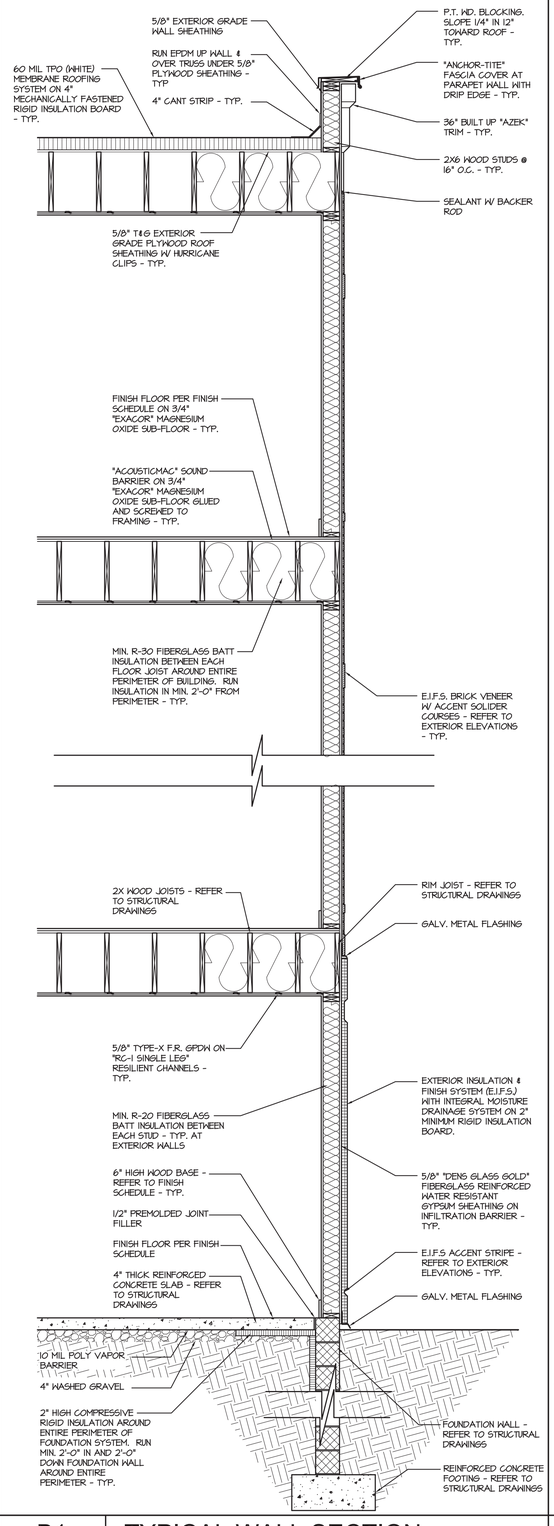
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PROJECT NUMBER:
25059

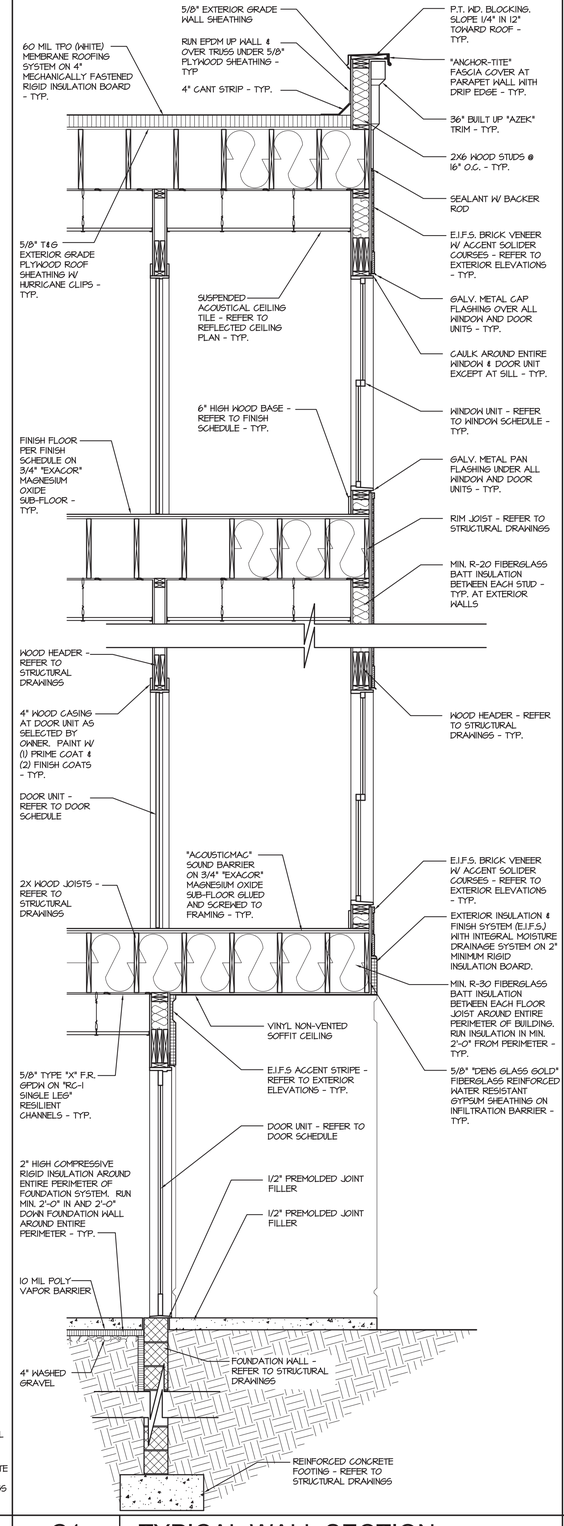
SHEET #:
A304



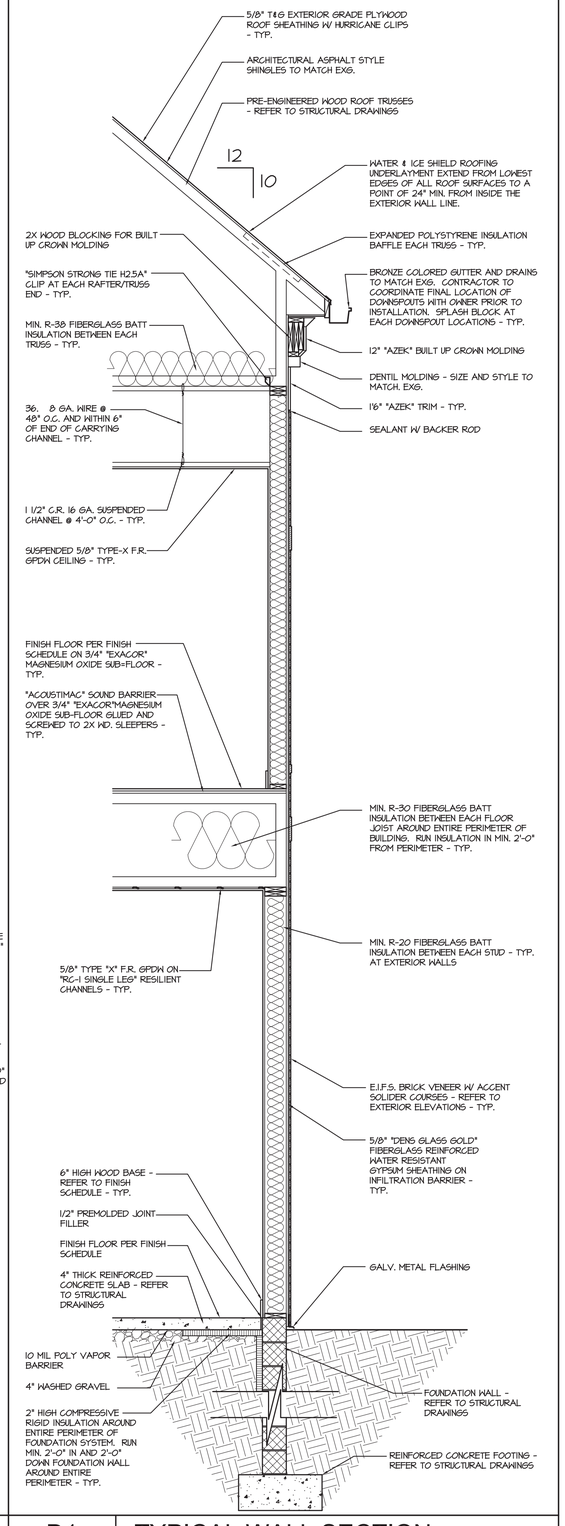
A1	TYPICAL WALL SECTION
1/2" = 1'-0"	KEY



B1	TYPICAL WALL SECTION
1/2" = 1'-0"	KEY



C1	TYPICAL WALL SECTION
1/2" = 1'-0"	KEY



D1	TYPICAL WALL SECTION
1/2" = 1'-0"	KEY

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CONSTRUCTION DOCUMENTS FOR THE:

OLD DOVER POST RENOVATIONS
55 LOOCKERMAN STREET
DOVER, KENT COUNTY
DELAWARE

ROBERT W. ROLLINS
No. 5889
STATE OF DELAWARE
REGISTERED ARCHITECT

REVISIONS:

SCALE:
1/2" = 1'-0"

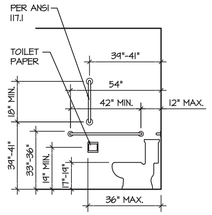
DRAWING DATE:
08/24/2026

SHEET TITLE:
TYPICAL WALL SECTIONS

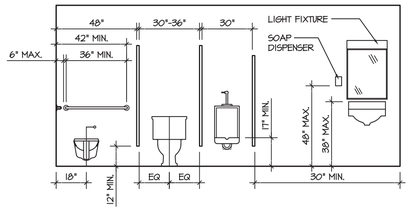
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PROJECT NUMBER:
25059

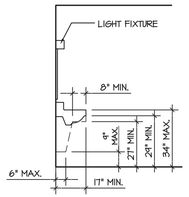
SHEET #:
A305



TOILET

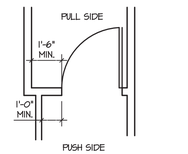


TOILET PARTITIONS URINAL SINK WITH MIRROR



SINK

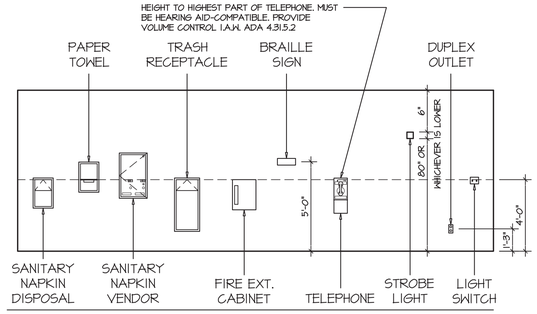
1. DASHED LINE = OPTIONAL UNDER-LAVATORY ENCLOSURE.
2. HOT WATER AND DRAIN PIPES TO BE INSULATED.

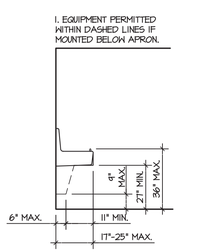


MIN. DOOR CLEARANCES

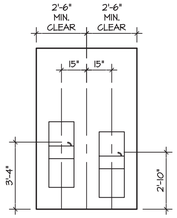
ACCESSIBLE DOOR NOTES

1. ALL DOOR HARDWARE SHALL CONFORM WITH CURRENT ADA AND ANSI REQUIREMENTS AS ADOPTED BY THE APPLICABLE AGENCIES.
2. ALL DOOR OPERATING HARDWARE SHALL BE LEVER TYPE.
3. THRESHOLDS SHALL BE 1/2" AND BEVELED (MAXIMUM SLOPE OF BEVEL 1 IN 2)
4. CLOSERS SHALL HAVE OPERATING FORCE OF 5 LBS FOR INTERIOR DOORS AND 8-1/2 LBS FOR EXTERIOR DOORS.
5. THIS DRAWING INDICATES GENERAL ACCESSIBLE FIXTURE APPLICATIONS - NOT ALL FIXTURES OR ACCESSORIES APPLY TO THIS PROJECT (REFER TO FLOOR PLAN)

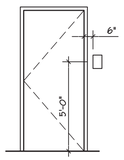




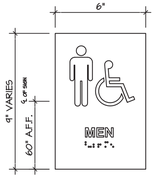
SINGLE DRINKING FOUNTAIN

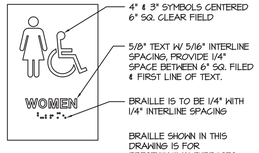


HIGH-LOW DRINKING FOUNTAIN



SIGN LOCATION





ACCESSIBLE SIGNS

NOTE:
VERTICAL DIMENSION OF SIGN VARIES, DIMENSION DEPENDS ON AMOUNT OF LINES OF TEXT.

BRAILLE SHOWN IN THIS DRAWING IS FOR PRESENTATION PURPOSES ONLY. ACTUAL SIGNS ARE TO HAVE GRADE 2 BRAILLE WHICH IS THE SAME COLOR AS THE BACKGROUND OF THE SIGN.

COLORS
BACKGROUND NONGLARE FINISH: BLACK SYMBOLS & TEXT: WHITE

A2 ADA FIXTURES CLEARANCES AND MOUNTING HEIGHTS

1/4" = 1'-0" KEY

- BATHROOM ACCESSORIES LEGEND

A. 42" WIDE x 36" HIGH STAINLESS STEEL FRAMED TILT MIRROR UNIT

B. UNDER LAVATORY GUARDS (INSULATING PIPING COVERINGS)

C. SURFACE MOUNTED STAINLESS STEEL FRAMED TOILET TISSUE DISPENSER

D. 1 1/2"ø 36" LONG HORIZONTAL STAINLESS STEEL REAR WALL GRAB BAR MOUNTED 36" A.F.F.

E. 1 1/2"ø 42" LONG HORIZONTAL STAINLESS STEEL GRAB BAR MOUNTED 36" A.F.F.

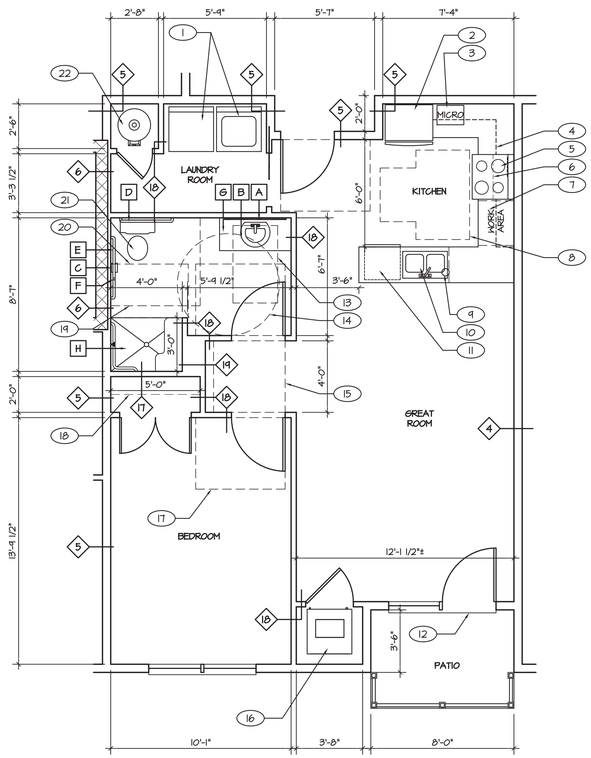
F. 1 1/2"ø 18" LONG VERTICAL STAINLESS STEEL GRAB BAR MOUNTED 40" A.F.F. TO BOTTOM OF GRAB BAR

G. 4'-0" L X 34" MAX. HEIGHT PLASTIC LAMINATE COUNTERTOP WITH DROP-IN LAVATORY AND OPEN BELOW

H. 3'-0" x 4'-0" SHOWER STALL WITH FOLDING TYPE SEAT SET AT 18" ABOVE BATHROOM FINISH FLOOR. PROVIDE 1 1/2"ø STAINLESS STEEL GRAB BARS ON THE BACK AND SIDE WALL OPPOSITE TO SEAT, INSTALLED 6" MAX. FROM ADJACENT WALLS - TYP.

NOTES:

1. REFER TO PLUMBING FIXTURES & TOILET ACCESSORIES MOUNTING HEIGHTS & CLEARANCE FOR HDCP.
2. PROVIDE BLOCKING FOR ALL TOILET ACCESSORIES MOUNTED TO STUD WALLS.



A1 ENLARGED ADA 1 BEDROOM UNIT FLOOR PLAN

1/4" = 1'-0" KEY

NOTE LEGEND

1. WASHER/DRYER UNIT - SELECTED BY OWNER AND INSTALLED BY CONTRACTOR. RECESSED WASHER BOX FOR WASHER. HARD DUCT DRYER TO VENT TO EXTERIOR.
2. ADA COMPLIANT ENERGY STAR FROST-FREE REFRIGERATOR - SELECTED BY OWNER AND INSTALLED BY CONTRACTOR.
3. COUNTERTOP MICROWAVE OVEN - SELECTED BY OWNER AND INSTALLED BY CONTRACTOR. COORDINATE FINAL LOCATION WITH OWNER PRIOR TO ELECTRICAL INSTALLATION.
4. PLASTIC LAMINATE COUNTERTOP WITH 4" HIGH BACKSPLASH & SIDESPLASHES ON ADA COMPLIANT SOLID WOOD BASE CABINETS WITH SOLID WOOD WALL CABINETS ABOVE. CABINETS SHALL HAVE ADJUSTABLE SHELVES, DOOR & DRAWER HARDWARE (U-SHAPE OR BUTTON PULLS AND CONCEALED DOOR HINGES) - SELECTED BY OWNER AND INSTALLED BY CONTRACTOR. CAULK PERIMETER OF COUNTERTOP.
5. ADA COMPLIANT STOVE WITH SELF-CLEANING OVEN AND FRONT MOUNTED CONTROLS - SELECTED BY OWNER AND INSTALLED BY CONTRACTOR. PROVIDE FULL HEIGHT PLASTIC LAMINATE BACKSPLASH GUARD ON WALL BEHIND STOVE FROM TOP OF STOVE TO UNDERSIDE OF EXHAUST FAN HOOD.
6. WALL MOUNTED OVERHEAD EXHAUST HOOD DUCTED TO EXTERIOR WITH CONTROLS 48" MAX. A.F.F. - SELECTED BY OWNER AND INSTALLED BY CONTRACTOR.
7. MIN. 30" WIDE WORK SPACE (OPEN BELOW WORK SPACE COUNTERTOP) WITH FALSE WOOD VENEER DRAWER FRONT TO MATCH KITCHEN CABINETS.
8. T-SHAPED TURNING SPACE FOR ADA.
9. WALL-MOUNTED RECHARGEABLE 2.5 ABC FIRE EXTINGUISHER MOUNTED IN OPEN SPACE UNDER SINK.
10. DOUBLE COMPARTMENT STAINLESS STEEL SINK (OPEN BELOW COUNTERTOP) - SELECTED BY OWNER AND INSTALLED BY CONTRACTOR WITH FALSE WOOD VENEER DRAWER FRONT TO MATCH KITCHEN CABINETS. INSULATE EXPOSED HOT WATER & DRAIN LINES UNDER COUNTERTOP. CAULK AROUND PERIMETER OF SINK.
11. ENERGY STAR DISHWASHER - SELECTED BY OWNER AND INSTALLED BY CONTRACTOR.
12. MAXIMUM 1/2" DIFFERENTIAL BETWEEN FINISH FLOOR AND FINISH PATIO.
13. 30" X 52" ADA FLOOR CLEARANCE AT LAVATORY.
14. 5'-1" TURNING DIAMETER FOR ADA CLEARANCE.
15. 48" X 48" ADA FLOOR CLEARANCE FOR FRONT PUSH SIDE APPROACH OF DOOR.
16. "MAGICPAK" HVAC UNIT - SELECTED BY OWNER AND INSTALLED BY CONTRACTOR.
17. 60" X 48" ADA FLOOR CLEARANCE FOR LATCH SIDE, PULL SIDE APPROACH OF DOOR - TYP.
18. (5) 12" DEEP ADJUSTABLE SHELVES.
19. 60" X 60" ADA FLOOR CLEARANCE AT WATER CLOSET.
20. 36" X 52" ADA FLOOR CLEARANCE AT SHOWER.
21. ADA COMPLIANT WATER CLOSET.
22. PROPOSED LOCATION OF WATER HEATER - SELECTED BY OWNER AND INSTALLED BY CONTRACTOR.
23. 12" DEEP WOOD SHELF AND ROD - TYP. IN ALL CLOSETS U.N.O.
24. STACKED WASHER/DRYER UNIT - SELECTED BY OWNER & INSTALLED BY CONTRACTOR. RECESSED WASHER BOX FOR WASHER. HARD DUCT DRYER TO VENT TO EXTERIOR - TYP.
25. 36" HIGH SOLID SURFACE COUNTERTOP WITH BACKSPLASH AND SIDESPLASH ON WOOD BASE CABINETS WITH WOOD CALL CABINETS ABOVE PER OWNER'S SELECTION - TYP.
26. FOUR BURNER RANGE STOVE AND OVEN WITH EXHAUST HOOD ABOVE - SELECTED BY OWNER AND INSTALLED BY CONTRACTOR. DUCT EXHAUST HOOD TO EXTERIOR.
27. 36" HIGH SOLID SURFACE ISLAND COUNTERTOP ON WOOD BASE CABINETS PER OWNER'S SELECTION - TYP.
28. SINGLE COMPARTMENT STAINLESS STEEL UNDERMOUNT SINK PER OWNER'S SELECTION.
29. MIN. 4" DIFFERENTIAL BETWEEN FINISH FLOOR AND PATIO/BALCONY - TYP. U.N.O.
30. 12" ISLAND EATING COUNTERT OVERHANG.
31. 4'-0" L X 36" HIGH SOLID SURFACE COUNTERTOP WITH BACKSPLASH, SIDESPLASH AND INTEGRAL BOWL SINK WITH FAUCET ON WOOD VANITY CABINET PER OWNER'S SELECTION.
32. PLATE GLASS MIRROR OVER VANITY PER OWNER'S SELECTION - TYP.
33. REFRIGERATOR - SELECTED BY OWNER AND INSTALLED BY CONTRACTOR.
34. COMFORT HEIGHT TANK STYLE W/ WATER SAVING FLUSH VALVE. WATER CLOSET PER OWNER'S SELECTION - TYP. U.N.O.
35. 5'-0" FIBERGLASS TUB/SHOWER UNIT WITH FIBERGLASS SURROUND AND SLIDING GLASS DOOR - SELECTED BY OWNER AND INSTALLED BY CONTRACTOR.
36. 3 1/2" H 2X4 WOOD STUDS @ 16" O.C. W/ SINGLE SOLE PLATE AND DOUBLE TOP PLATE.
37. (5) 16" W EQUALLY SPACED WOOD SHELVES.
38. 3'-6" L X 36" HIGH SOLID SURFACE COUNTERTOP WITH BACKSPLASH, SIDESPLASH AND INTEGRAL BOWL SINK WITH FAUCET ON WOOD VANITY CABINET PER OWNER'S SELECTION.
39. CUSTOM CERAMIC TILE SHOWER, SURROUND, AND FLOOR WITH TEMPERED GLASS ENCLOSURE. MANUFACTURER AND STYLE PER OWNER'S SELECTION - TYP.
40. 3'-0" L X 36" HIGH SOLID SURFACE COUNTERTOP WITH BACKSPLASH, SIDESPLASH, AND INTEGRAL BOWL SINK WITH FAUCET ON WOOD VANITY CABINET PER OWNER'S SELECTION.
41. STAINLESS STEEL LAUNDRY SINK - SELECTED BY OWNER AND INSTALLED BY CONTRACTOR.

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CONSTRUCTION DOCUMENTS FOR THE:

PROJECT NAME
PROJECT ADDRESS
TOWN, COUNTY, DELAWARE

ROBERT W. ROLLINS No. 5889 STATE OF DELAWARE REGISTERED ARCHITECT

REVISIONS:

SCALE:
1/4" = 1'-0"

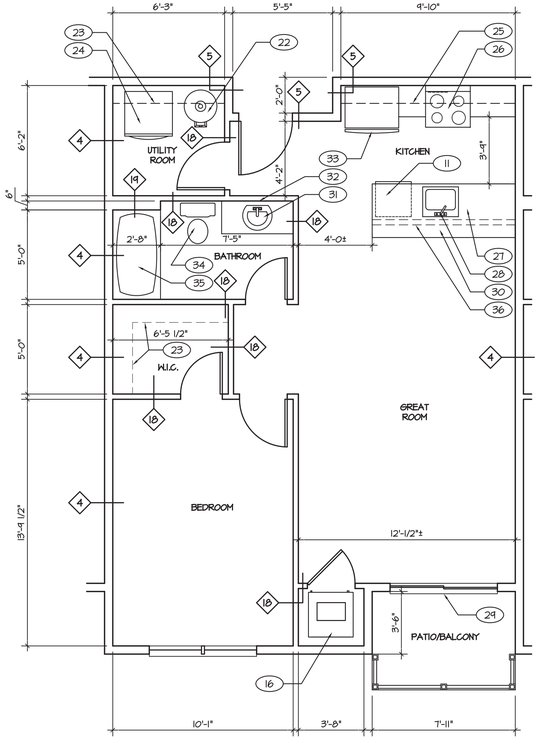
DRAWING DATE:
08/24/2026

SHEET TITLE:
ADA FIXTURES CLEARANCES AND MOUNTING HEIGHTS, ENLARGED ADA 1 BEDROOM UNIT FLOOR PLAN AND NOTE LEGEND

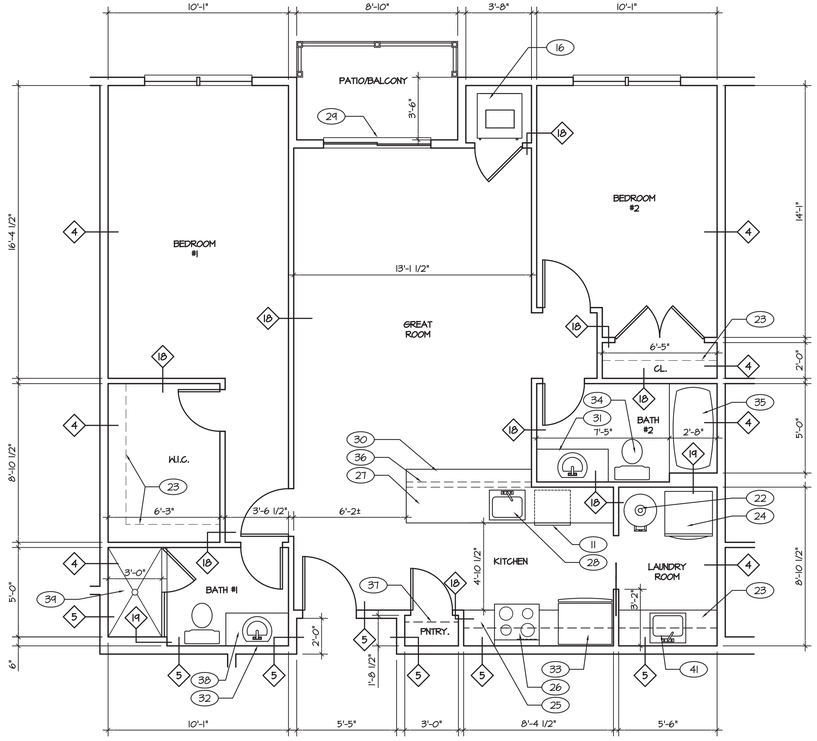
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PROJECT NUMBER:
25059

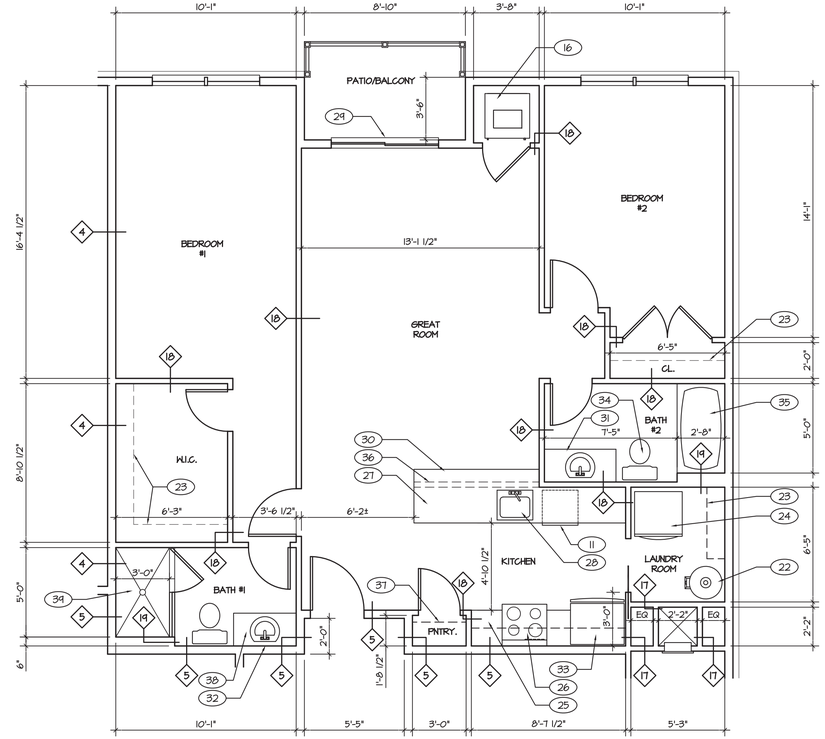
SHEET #:
A401



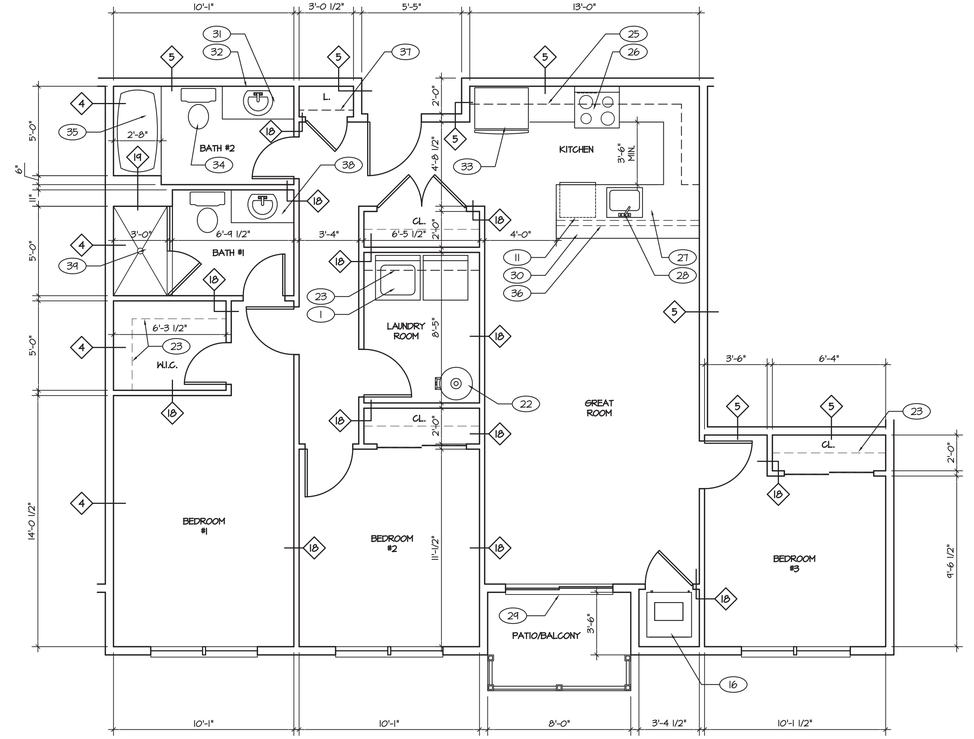
A2	ENLARGED 1 BEDROOM UNIT TYPICAL FLOOR PLAN
1/4" = 1'-0"	KEY



B2	ENLARGED 2 BEDROOM UNIT TYPICAL FLOOR PLAN
1/4" = 1'-0"	KEY



A1	ENLARGED 2 BEDROOM UNIT TYPICAL CORNER UNIT
1/4" = 1'-0"	KEY



B1	ENLARGED 3 BEDROOM UNIT TYPICAL FLOOR PLAN
1/4" = 1'-0"	KEY

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CONSTRUCTION DOCUMENTS FOR THE:

PROJECT NAME
PROJECT ADDRESS
TOWN, COUNTY, DELAWARE

ROBERT W. ROLLINS No. 5889 STATE OF DELAWARE REGISTERED ARCHITECT

REVISIONS:

SCALE:
1/4" = 1'-0"

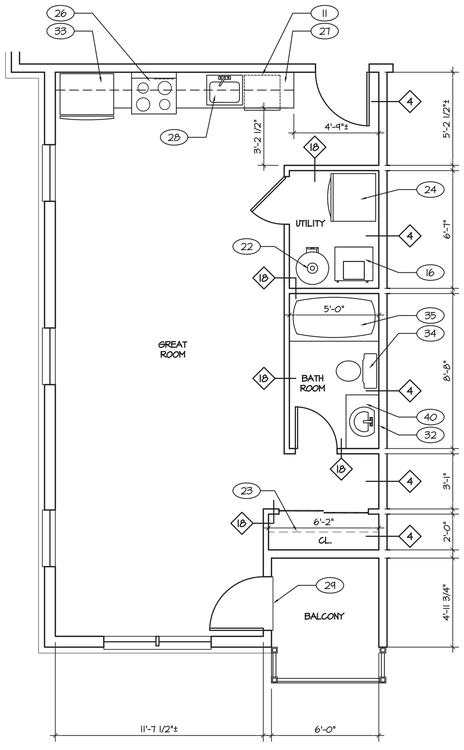
DRAWING DATE:
08/24/2026

SHEET TITLE:
ENLARGED TYPICAL ONE, TWO, AND THREE BEDROOM FLOOR PLANS

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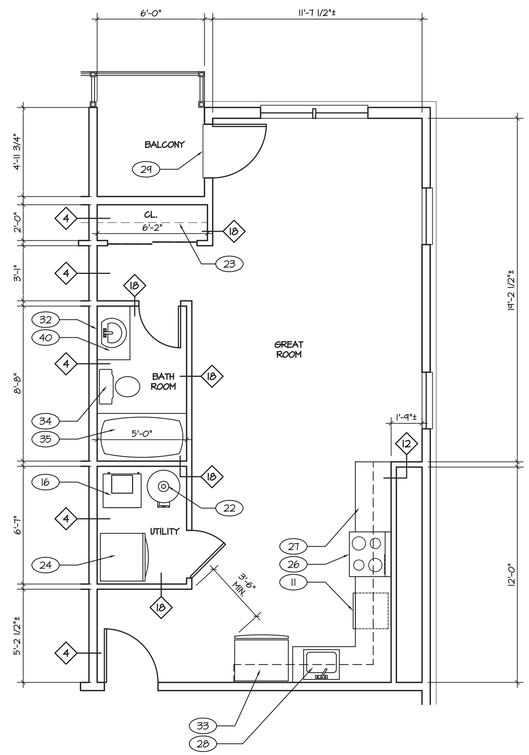
PROJECT NUMBER:
25059

SHEET #:
A402



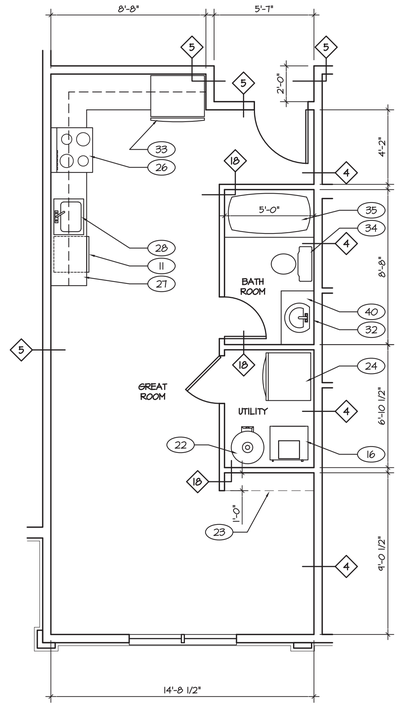
A1 ENLARGED STUDIO "A" UNIT TYP. FLOOR PLAN

1/4" = 1'-0" KEY



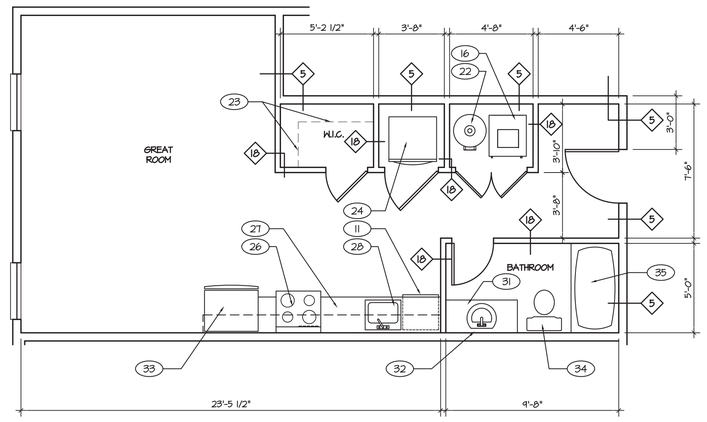
B1 ENLARGED STUDIO "A" FLOOR PLAN

1/4" = 1'-0" KEY



C1 ENLARGED STUDIO "B" UNIT TYP. FLOOR PLAN

1/4" = 1'-0" KEY



C2 ENLARGED STUDIO "C" UNIT TYP. FLOOR PLAN

1/4" = 1'-0" KEY

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PROJECT NAME
PROJECT ADDRESS
TOWN, COUNTY, DELAWARE

ROBERT W. ROLLINS No. 5889 STATE OF DELAWARE REGISTERED ARCHITECT

REVISIONS:

SCALE:
1/4" = 1'-0"

DRAWING DATE:
08/24/2026

SHEET TITLE:
ENLARGED TYPICAL STUDIO FLOOR PLANS

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PROJECT NUMBER:
25059

SHEET #:
A403

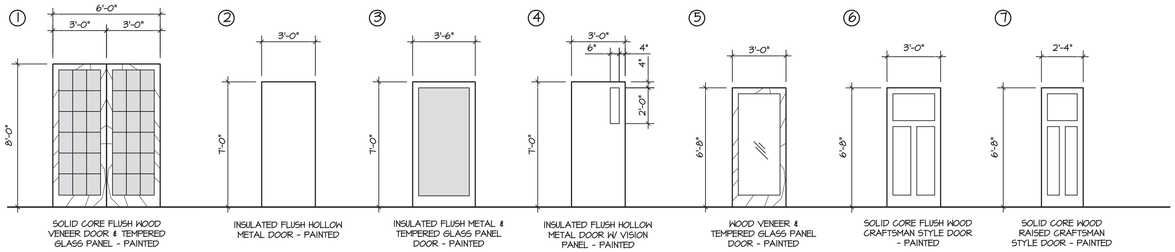
DOOR SCHEDULE

NO.	OPENING NOMINAL SIZE W	OPENING NOMINAL SIZE H	OPENING NOMINAL SIZE THK.	DOOR TYPE	DOOR MAT'L	DOOR GLASS TYPE	DOOR LOUVRE/GLASS W	DOOR LOUVRE/GLASS H	DOOR FIRE RATING	FRAME TYPE	FRAME MAT'L	REMARKS
1	6'-0"	8'-0"	1 3/4"	1	WD	TEMP	2'-4"	7'-0"	1 HR	A	HM	ENTRY LOCKSET & CLOSER, PANIC HARDWARE
2	3'-0"	7'-0"	1 3/4"	2	MTL	-	-	-	1 HR	B	HM	ENTRY LOCKSET & CLOSER, PANIC HARDWARE
3	3'-6"	7'-0"	1 3/4"	3	MTL	TEMP	2'-10"	6'-0"	1 HR	C	HM	ENTRY LOCKSET & CLOSER, PANIC HARDWARE
4	3'-0"	7'-0"	1 3/4"	4	MTL	TEMP	6"	2'-0"	1 HR	B	HM	CLOSER, PANIC HARDWARE, VISION PANEL
5	3'-0"	6'-8"	1 3/4"	5	WD	TEMP	2'-4"	5'-8"	1 HR	D	HM	CLOSER, PANIC HARDWARE
6	3'-0"	6'-8"	1 3/4"	6	WD	-	-	-	1 HR	D	HM	ENTRY LOCKSET & CLOSER
7	2'-4"	6'-8"	1 3/4"	7	WD	-	-	-	-	E	WD	PRIVACY LOCKSET
8	2'-8"	6'-8"	1 3/4"	8	WD	-	-	-	-	F	WD	PRIVACY LOCKSET
9	2'-4"	6'-8"	1 3/4"	7	WD	-	-	-	-	E	WD	PASSAGE LOCKSET
10	6'-0"	6'-8"	1 3/4"	9	FBGL	TEMP	2'-6"	5'-8"	-	G	HM	6061IL W/ 6016 TRANSOM ABOVE
11	2'-8"	6'-8"	1 3/4"	8	WD	-	-	-	-	F	WD	PASSAGE LOCKSET
12	5'-0"	6'-8"	1 3/4"	10	WD	-	-	-	-	O	WD	PASSAGE LOCKSET
13	3'-0"	6'-8"	1 3/4"	6	WD	-	-	-	-	P	WD	PASSAGE LOCKSET
14	5'-0"	6'-8"	1 3/4"	11	WD	-	-	-	-	H	HM	BI-PASS DOOR
15	3'-3"	6'-8"	1 3/4"	12	FBGL	TEMP	2'-7"	5'-8"	-	G	HM	15PD3361IAR MULLED W/ 15PD2461I5 W/ 6016 TRANSOM ABOVE, LOW THRESHOLD
16	3'-0"	6'-8"	1 3/4"	6	WD	-	-	-	-	D	HM	PRIVACY LOCKSET
17	4'-0"	6'-8"	1 3/4"	13	WD	-	-	-	-	J	WD	PASSAGE LOCKSET
18	2'-0"	6'-8"	1 3/4"	14	WD	-	-	-	-	K	HM	PASSAGE LOCKSET
19	3'-0"	6'-8"	1 3/4"	15	WD	-	-	-	-	D	HM	ENTRY LOCKSET & CLOSER, PANIC HARDWARE
20	5'-0"	6'-8"	1 3/4"	16	WD	TEMP	1'-10"	3'-4"	-	H	HM	ENTRY LOCKSET & CLOSER, PANIC HARDWARE
21	6'-0"	7'-0"	1 3/4"	3	MTL	TEMP	2'-10"	6'-0"	1 HR	M	HM	ENTRY LOCKSET & CLOSER, PANIC HARDWARE
22	3'-0"	7'-0"	1 3/4"	2	MTL	-	-	-	2 HR	B	HM	ENTRY LOCKSET & CLOSER, PANIC HARDWARE
23	3'-0"	6'-8"	1 3/4"	2	MTL	-	-	-	1 HR	B	HM	ENTRY LOCKSET & CLOSER
24	6'-0"	7'-0"	1 3/4"	17	MTL	-	-	-	1 HR	N	HM	ENTRY LOCKSET & CLOSER, PANIC HARDWARE
25	3'-0"	7'-0"	1 3/4"	18	FBGL	TEMP	2'-4"	6'-0"	-	B	HM	15PD3161IAR
26	3'-0"	7'-0"	1 3/4"	19	ALM	TEMP	2'-4"	6'-0"	-	L	HM	CLOSER, PANIC HARDWARE

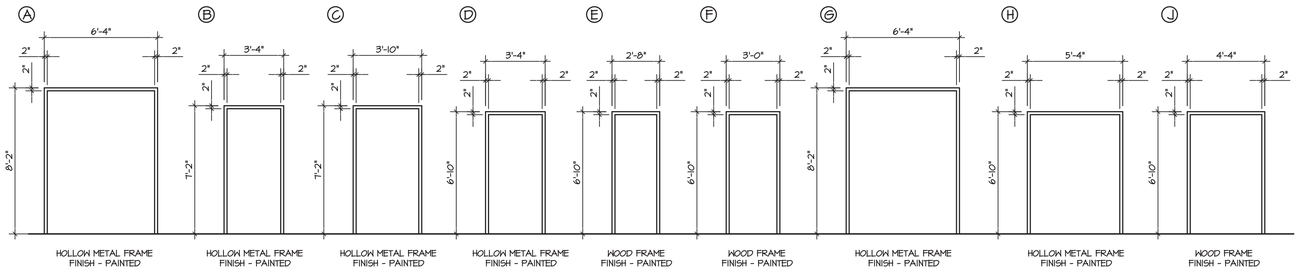
DOOR NOTES:

1. ALL EXIT DOORS SHALL BE NON-KEYED FROM THE EGRESS SIDE. THIS CAN BE A LEVER, PANIC HARDWARE, OR THUMB LATCH.
2. ALL DOORS SHALL BE PAINTED AT TOP AND BOTTOM .
3. ALL DOORS SHALL HAVE LEVER TYPE HARDWARE.
4. ALL GLASS IN EXTERIOR DOOR UNITS SHALL HAVE HIGH PERFORMANCE LOW-E GLASS. ALL GLASS IN INTERIOR FIRE RATED DOOR UNITS SHALL HAVE FIRE RATED GLASS. PROVIDE TEMPERED GLASS IN DOOR UNITS, WHERE REQUIRED BY CODE.
5. EXTERIOR DOOR UNITS ARE TO BE INSTALLED IN ACCORDANCE WITH EXTERIOR DOOR MANUFACTURER'S RECOMMENDATIONS & SPECIFICATIONS. CONTRACTOR SHALL COORDINATE WITH EXTERIOR DOOR MANUFACTURER PRIOR TO INSTALLATION OF ANY EXTERIOR DOOR UNITS. CONTRACTOR SHALL BE RESPONSIBLE TO PREPARE OPENING AS REQUIRED TO RECEIVE EXTERIOR DOOR UNIT.

DOOR TYPES



FRAME TYPES



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CONSTRUCTION DOCUMENTS FOR THE:

OLD DOVER POST RENOVATIONS
55 LOOCKERMAN PLAZA
DOVER, KENT COUNTY
DELAWARE

ROBERT W. ROLLINS No. 5889 STATE OF DELAWARE REGISTERED ARCHITECT

REVISIONS:

SCALE:
1/4" = 1'-0"

DRAWING DATE:
08/24/2026

SHEET TITLE:
DOOR SCHEDULE

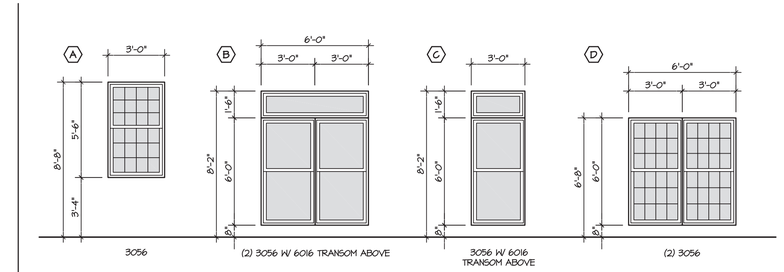
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PROJECT NUMBER:
25059

SHEET #:
A501

A1	DOOR SCHEDULE
1/4" = 1'-0"	KEY

WINDOW SCHEDULE



WINDOW SCHEDULE NOTES:

1. ALL WINDOW UNITS ARE BASED ON "ANDERSON 100 SERIES" WINDOWS AND DOORS (TYPICAL UNLESS NOTED OTHERWISE)
2. WINDOW UNITS SHALL HAVE HIGH PERFORMANCE INSULATED LOW-E GLASS AND IMPACT RESISTANT GLASS. PROVIDE TEMPERED GLASS IN WINDOW UNITS, WHERE REQUIRED BY CODE.
3. WINDOW UNITS ARE TO BE INSTALLED IN ACCORDANCE WITH WINDOW UNIT MANUFACTURER'S RECOMMENDATIONS & SPECIFICATIONS. CONTRACTOR SHALL COORDINATE WITH WINDOW UNIT MANUFACTURER PRIOR TO INSTALLATION OF ANY WINDOW UNITS.
4. CONTRACTOR SHALL BE RESPONSIBLE FOR PREPARING OPENING AS REQUIRED TO RECEIVE WINDOW UNIT. CONTRACTOR SHALL VERIFY REQUIRED ROUGH OPENING DIMENSIONS OF WINDOW UNITS WITH WINDOW UNIT MANUFACTURER PRIOR TO FRAMING OPENING. CONTRACTOR SHALL VERIFY WINDOW UNITS IN BEDROOM LOCATIONS MEET THE EGRESS REQUIREMENTS OF THE BUILDING CODE.
5. HARDWARE STYLES AND FINISH AS SELECTED BY OWNER FROM WINDOW MANUFACTURER'S FULL RANGE OF STANDARD STYLES AND FINISHES.

A1	WINDOW SCHEDULE
1/4" = 1'-0"	KEY

FINISH SCHEDULE

LOCATION	ROOM NO.	ROOM NAME	FLOORS MATL. 1 CONCRETE (SEALED)	2 CARPET TILE - CHARCOAL	3 LUXURY VINYL PLANK	4 LUXURY VINYL TILE	5 POLISHED CONCRETE	6 -	BASE MATL. 1 6" WOOD SANITARY BASE W/ EASED EDGE	2 -	3 -	4 -	5 -	6 PAINTED	WALLS MATL. 1 5/8" GPDW	2 FR. 5/8" TYPE 'X' GPDW	3 EXG. CMU WALL	4 -	5 -	6 PAINTED	WAINSCOT MATL. 1 -	2 -	3 -	4 -	5 -	HT	CEILING MATL. 1 5/8" GPDW	2 FR. 5/8" TYPE 'X' GPDW	3 SHEP. ACOUSTICAL CEILING TILE	4 SUSPENDED 5/8" GPDW	5 SUSPENDED MR. 5/8" GPDW	6 -	7 PAINTED	HT	REMARKS
	100	CORRIDOR		○					○					○		○				○						0'-0"		○					○	8'-6"	
	101	STAIR #1					○		○					○		○				○													○		
	102	2 BEDROOM UNIT			○				○					○	○					○													○	9'-0"	
	103	2 BEDROOM UNIT			○				○					○	○					○													○	9'-0"	
	104	2 BEDROOM UNIT			○				○					○	○					○													○	9'-0"	
	105	1 BEDROOM UNIT			○				○					○	○					○													○	9'-0"	
	106	FIRE PUMP	○						○					○		○				○													○	9'-0"	
	107	BIKE STORAGE	○						○					○		○				○													○	9'-0"	
	108	STAIR #2					○		○					○		○				○															
	109	3 BEDROOM UNIT			○				○					○	○					○													○	9'-0"	
	110	1 BEDROOM UNIT			○				○					○	○					○													○	9'-0"	
	111	1 BEDROOM UNIT			○				○					○	○					○													○	9'-0"	
	112	1 BEDROOM UNIT			○				○					○	○					○													○	9'-0"	
	113	ADA 1 BEDROOM UNIT			○				○					○	○					○													○	9'-0"	
	114	STORAGE			○				○					○		○				○							○						○	9'-0"	
	115	ELEVATOR EQUIPMENT			○				○					○		○				○													○	9'-0"	
	116	LOBBY					○		○					○		○				○								○					○	8'-6"	
	117	FUTURE TENANT	○														○																		
	200	CORRIDOR		○					○					○		○				○								○					○	8'-6"	
	201	STAIR #1					○		○					○		○				○													○		
	202	2 BEDROOM UNIT			○				○					○	○					○													○	9'-0"	
	203	2 BEDROOM UNIT			○				○					○	○					○													○	9'-0"	
	204	2 BEDROOM UNIT			○				○					○	○					○													○	9'-0"	
	205	2 BEDROOM UNIT			○				○					○	○					○													○	9'-0"	
	206	STAIR #2					○		○					○		○				○															
	207	3 BEDROOM UNIT			○				○					○	○					○													○	9'-0"	
	208	1 BEDROOM UNIT			○				○					○	○					○													○	9'-0"	
	209	1 BEDROOM UNIT			○				○					○	○					○													○	9'-0"	
	210	1 BEDROOM UNIT			○				○					○	○					○													○	9'-0"	
	211	1 BEDROOM UNIT			○				○					○	○					○													○	9'-0"	
	212	STUDIO C			○				○					○	○					○									○				○	9'-0"	
	213	STUDIO A			○				○					○	○					○									○				○	9'-0"	
	214	STUDIO A			○				○					○	○					○									○				○	9'-0"	
	215	STUDIO B			○				○					○	○					○									○				○	9'-0"	
	216	GYM				○			○					○			○			○											○				9'-0"	
	217	STUDIO B			○				○					○	○					○									○				○	9'-0"	
	218	STUDIO A			○				○					○	○					○									○				○	9'-0"	
	219	STUDIO A			○				○					○	○					○									○				○	9'-0"	
	220	CORRIDOR	○						○					○		○				○								○					○	8'-6"	
	300	CORRIDOR	○						○					○		○				○								○					○	8'-6"	
	301	STAIR #1					○		○					○		○				○															
	302	2 BEDROOM UNIT			○				○					○	○					○													○	9'-0"	
	303	2 BEDROOM UNIT			○				○					○	○					○													○	9'-0"	
	304	2 BEDROOM UNIT			○				○					○	○					○													○	9'-0"	
	305	2 BEDROOM UNIT			○				○					○	○					○													○	9'-0"	
	306	STAIR #2					○		○					○		○				○															
	307	3 BEDROOM UNIT			○				○					○	○					○													○	9'-0"	
	308	1 BEDROOM UNIT			○				○					○	○					○													○	9'-0"	
	309	1 BEDROOM UNIT			○				○					○	○					○													○	9'-0"	
	310	1 BEDROOM UNIT			○				○					○	○					○													○	9'-0"	
	311	1 BEDROOM UNIT			○				○					○	○					○													○	9'-0"	
	312	STUDIO C			○				○					○	○					○													○	9'-0"	
	313	ELEVATOR LOBBY	○						○					○		○				○								○					○	8'-6"	
														○																					
	400	CORRIDOR	○						○					○		○				○								○					○	8'-6"	
	401	STAIR #1					○		○					○		○				○							○						○	9'-0"	
	402	2 BEDROOM UNIT			○				○					○	○					○													○	9'-0"	
	403	2 BEDROOM UNIT			○				○					○	○					○													○	9'-0"	
	404	2 BEDROOM UNIT			○				○					○	○					○													○	9'-0"	
	405	2 BEDROOM UNIT			○				○					○	○					○													○	9'-0"	
	406	STAIR #2					○		○					○		○				○							○						○	9'-0"	
	407	3 BEDROOM UNIT			○				○					○	○					○													○	9'-0"	
	408	1 BEDROOM UNIT			○				○					○	○					○													○	9'-0"	
	409	1 BEDROOM UNIT			○				○					○	○					○													○	9'-0"	
	410	1 BEDROOM UNIT			○				○					○	○					○													○	9'-0"	
	411	1 BEDROOM UNIT			○				○					○	○					○													○	9'-0"	
	412	STUDIO C			○				○					○	○					○													○	9'-0"	
	413	ELEVATOR LOBBY	○						○					○		○				○								○					○	8'-6"	

FINISH NOTES:

1. PROVIDE MINIMUM THREE (3) COATS OF PAINT - ONE (1) PRIMER AND TWO (2) FINISH COATS. COLOR PER OWNER'S SELECTION.
2. INTERIOR FINISH ON WALLS AND CEILINGS SHALL BE CLASS A OR CLASS B. IF FINISHES OTHER THAN DRYWALL AND PAINT ARE PROPOSED, PROVIDE THE FIRE MARSHAL WITH MANUFACTURER'S SPECIFICATIONS
3. INTERIOR FLOOR FINISHES IN ALL SPACES SHALL BE CLASS I OR CLASS II.
4. TOILET ROOMS FINISH ON WALLS SHALL HAVE A SMOOTH, HARD, NON-ABSORBENT SURFACE ON WALLS MIN. 48" ABOVE FINISH FLOOR AND THE MATERIALS USED SHALL BE OF A TYPE THAT IS NOT ADVERSELY AFFECTED BY MOISTURE.
5. TOILET ROOM FLOOR FINISH SHALL HAVE A SMOOTH HARD, NON ABSORBENT SURFACE THAT EXTENDS UPWARD ONTO THE WALLS MIN. 6" A.F.F. ON CONCRETE FLOOR.

B1	FINISH SCHEDULE
1/4" = 1'-0"	KEY

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CONSTRUCTION DOCUMENTS FOR THE:

OLD DOVER POST RENOVATIONS
55 LOOCKERMAN PLAZA
DOVER, KENT COUNTY
DELAWARE

ROBERT W. ROLLINS No. 5889 STATE OF DELAWARE REGISTERED ARCHITECT

REVISIONS:

SCALE:
1/4" = 1'-0"

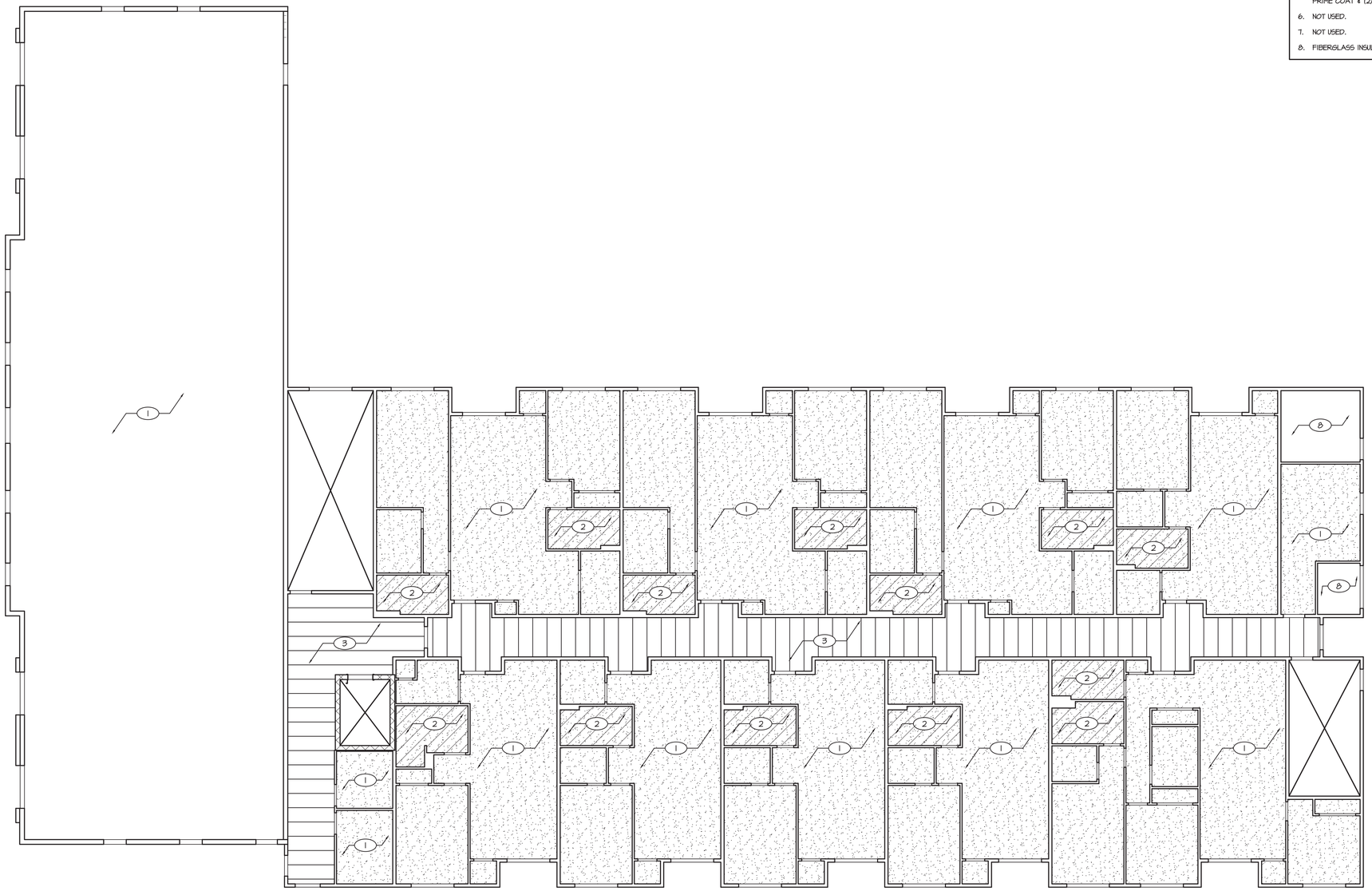
DRAWING DATE:
08/24/2026

SHEET TITLE:
WINDOW & FINISH SCHEDULES

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PROJECT NUMBER:
25059

SHEET #:
A502



NOTE LEGEND

1. 5/8" TYPE-X F.R. GPDW. PAINT COLOR PER FINISH SCHEDULE - PAINT W/ (1) PRIME COAT & (2) FINISH COATS - TYP. THROUGHOUT U.N.O.
2. 5/8" TYPE-X F.R. MOISTURE RESISTANT GPDW. PAINT COLOR PER FINISH SCHEDULE - PAINT W/ (1) PRIME COAT & (2) FINISH COATS - TYP. IN BATHROOMS U.N.O.
3. "ARMSTRONG ULTIMA LAY IN & TEGULAR" ACOUSTICAL CEILING TILE 2'-0" X 6'-0" OR 2'-0" X 5'-0" (TEGULAR) - TYP. IN CORRIDORS. FINISH CEILING HEIGHT SET AT @ 8'-0".
4. 5/8" TYPE-X F.R. GPDW SET INTO HIDDEN SUSPEND METAL CEILING GRID. PAINT COLOR PER FINISH SCHEDULE - PAINT W/ (1) PRIME COAT & (2) FINISH COATS. FINISH CEILING HEIGHT SET AT @ 9'-0".
5. 5/8" TYPE-X F.R. MOISTURE RESISTANT GPDW SET INTO HIDDEN SUSPENDED METAL CEILING GRID. PAINT COLOR PER FINISH SCHEDULE - PAINT W (1) PRIME COAT & (2) FINISH COATS. FINISH CEILING HEIGHT SET @ 9'-0".
6. NOT USED.
7. NOT USED.
8. FIBERGLASS INSULATION & VAPOR BARRIER.

A1	FIRST FLOOR REFLECTED CEILING PLAN
1/8" = 1'-0"	KEY

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ROBERT W. ROLLINS No. 5889 STATE OF DELAWARE REGISTERED ARCHITECT

REVISIONS:

SCALE:
1/8" = 1'-0"

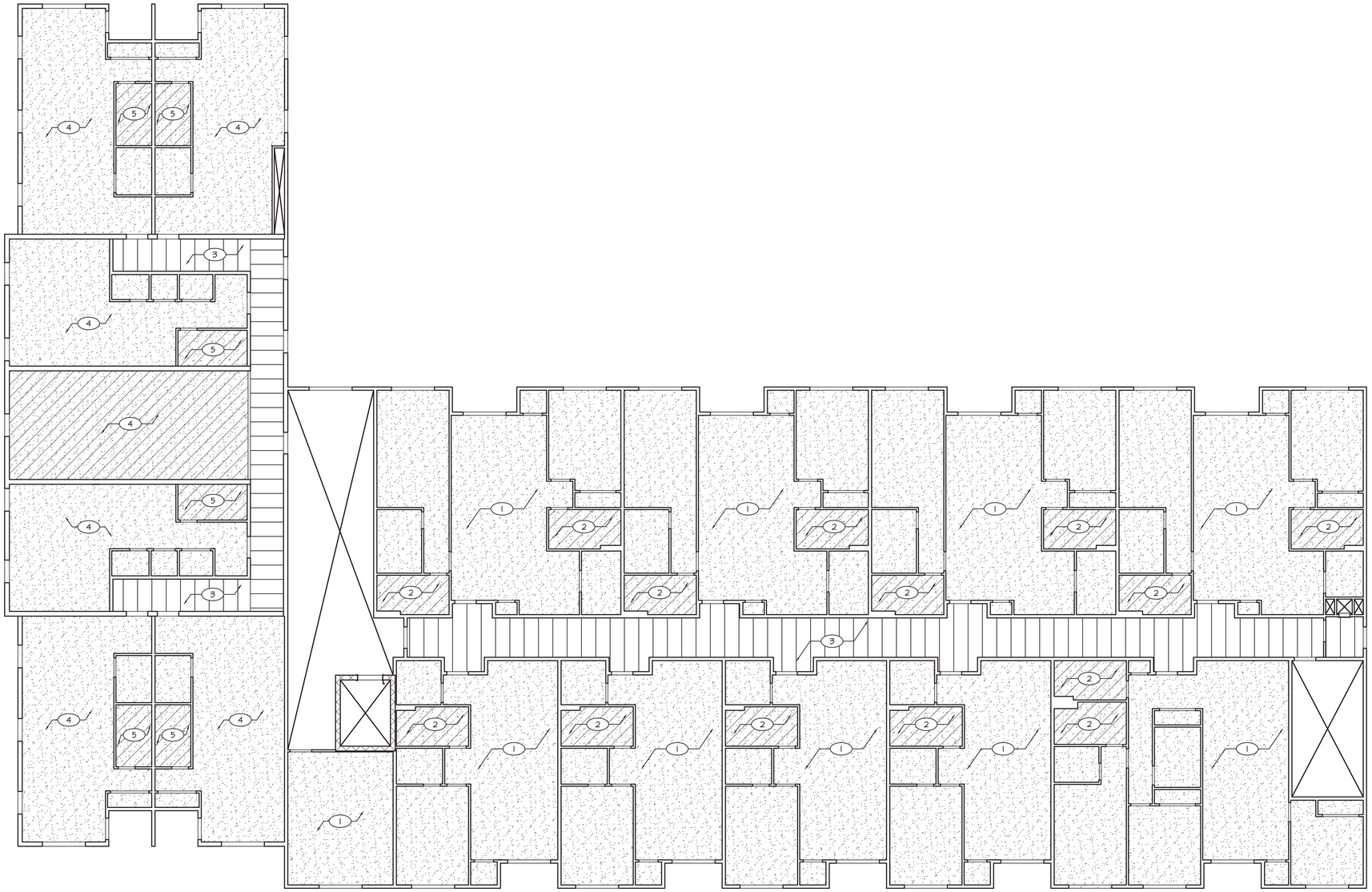
DRAWING DATE:
08/24/2026

SHEET TITLE:
FIRST FLOOR REFLECTED CEILING PLAN

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PROJECT NUMBER:
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SHEET #:
A601



A1	SECOND FLOOR REFLECTED CEILING PLAN
1/8" = 1'-0"	KEY

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CONSTRUCTION DOCUMENTS FOR THE:

OLD DOVER POST RENOVATIONS
55 LOOCKERMAN PLAZA
DOVER, KENT COUNTY
DELAWARE

ROBERT W. ROLLINS
No. 5889
STATE OF DELAWARE
REGISTERED ARCHITECT

REVISIONS:

SCALE:
1/8" = 1'-0"

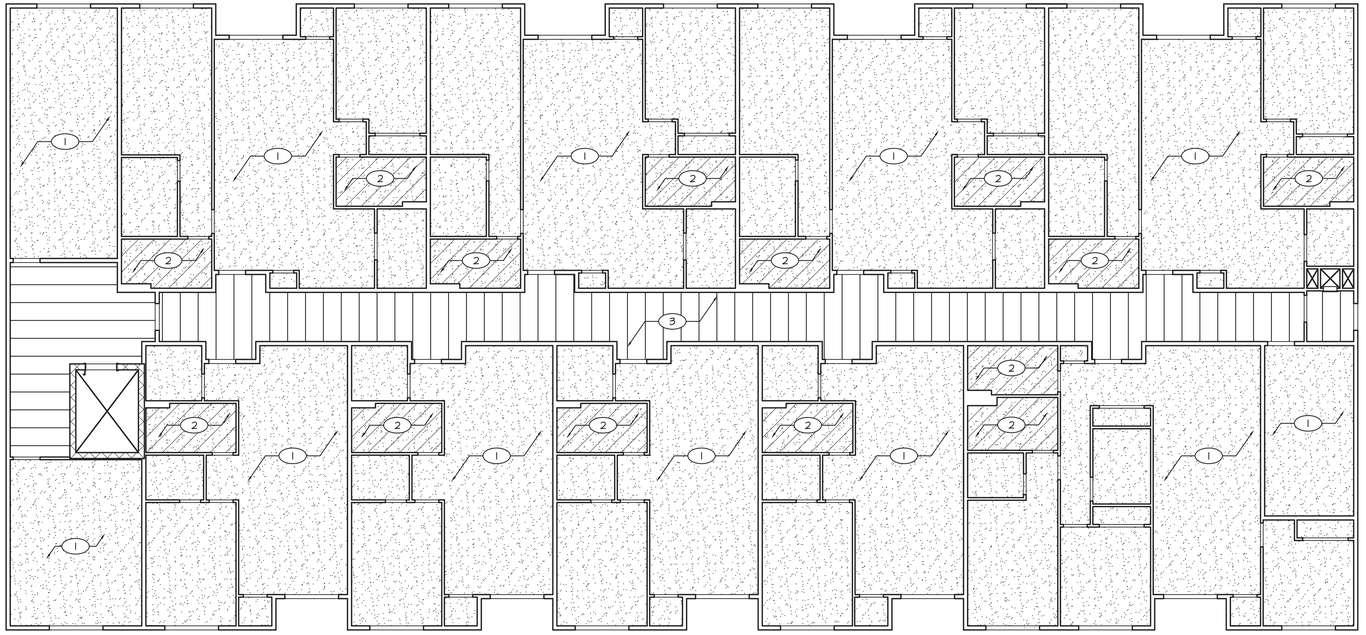
DRAWING DATE:
08/24/2026

SHEET TITLE:
SECOND FLOOR REFLECTED CEILING PLAN

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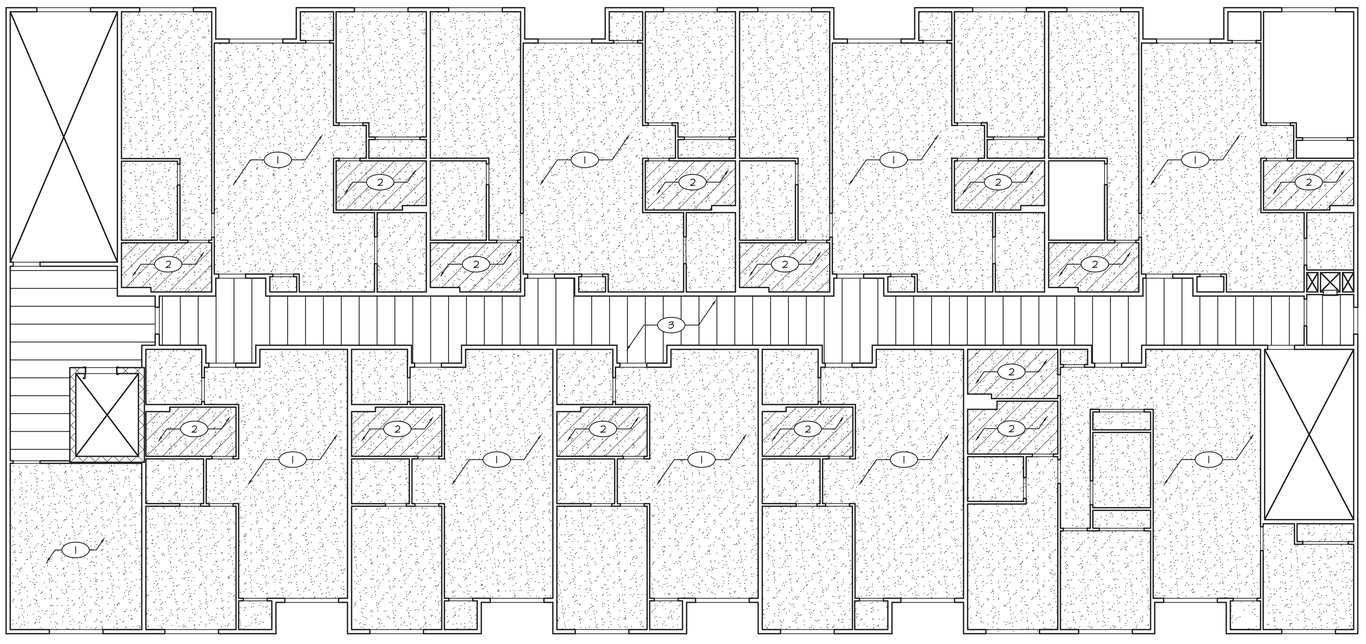
PROJECT NUMBER:
25059

SHEET #:
A602



A2 FOURTH FLOOR REFLECTED CEILING PLAN

1/8" = 1'-0" | KEY



A1 THIRD FLOOR REFLECTED CEILING PLAN

1/8" = 1'-0" | KEY

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DELAWARE

ROBERT W. ROLLINS No. 5889 STATE OF DELAWARE REGISTERED ARCHITECT

REVISIONS:

SCALE:
1/8" = 1'-0"

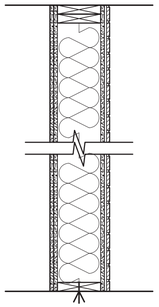
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08/24/2026

SHEET TITLE:
THIRD & FOURTH FLOOR REFLECTED CEILING PLANS

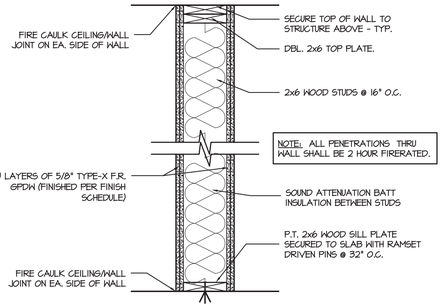
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PROJECT NUMBER:
25059

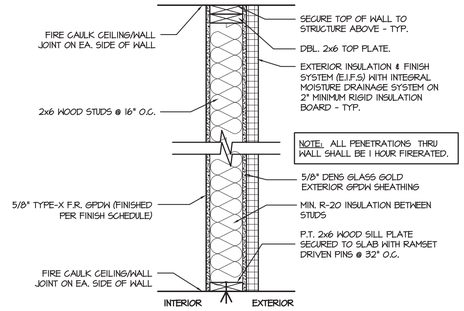
SHEET #:
A603



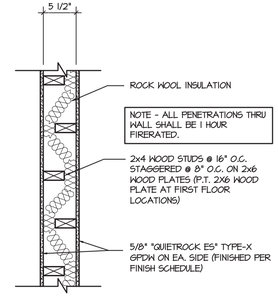
1 NOT USED



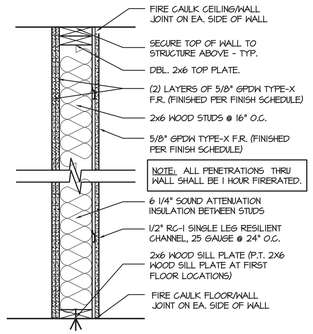
2 2-HR. F.R. 2x6 INTERIOR STUD WALL
UL# U301



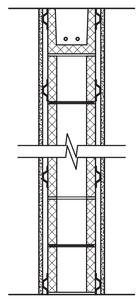
3 1-HR. F.R. 2x6 EXTERIOR STUD WALL
UL# U305



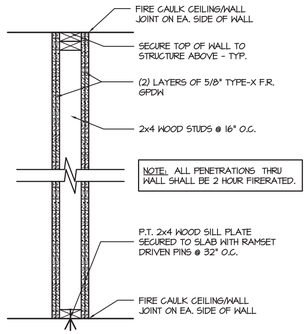
4 INTERIOR SEPARATION WALL
UL #U340 (1 HR.)
55 STC SOUND TRANSMISSION



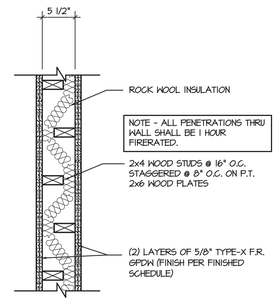
5 1-HR. F.R. 2x6 STUD WALL
UL# U305
STC 53



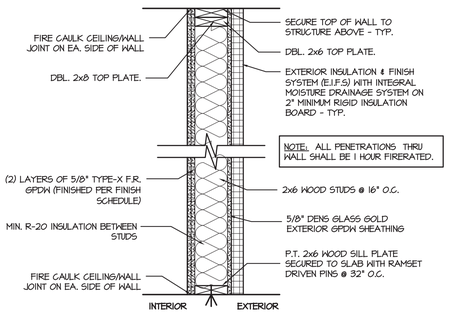
6 NOT USED



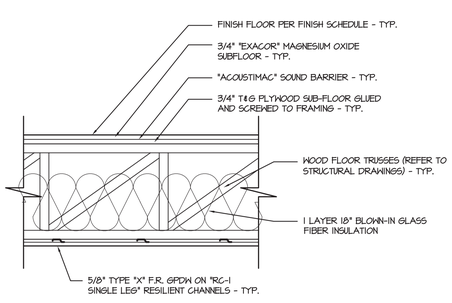
7 2-HR. F.R. 2x4 STUD WALL
UL# U301



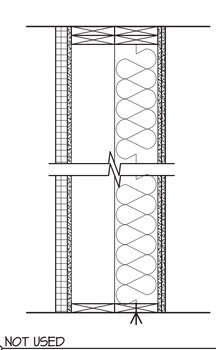
8 INTERIOR WALL (HORIZONTAL)
UL #U301 (2 HR.)
55 STC SOUND TRANSMISSION



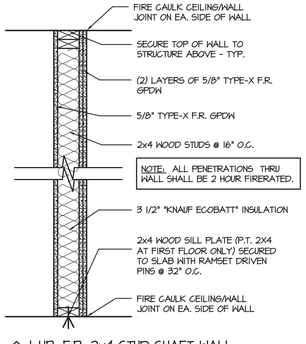
9 2-HR F.R. 2x6 EXTERIOR STUD WALL
UL# U301



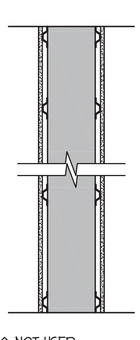
10 1 HR. RATED FLOOR/ CEILING ASSEMBLY
UL DESIGN # L521



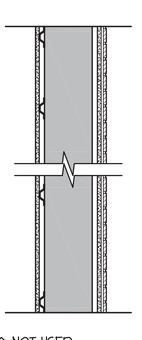
11 NOT USED



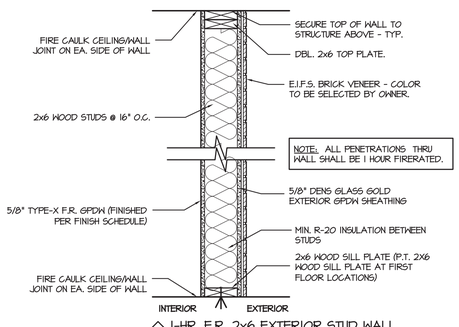
12 1-HR. F.R. 2x4 STUD SHAFT WALL
UL# U419



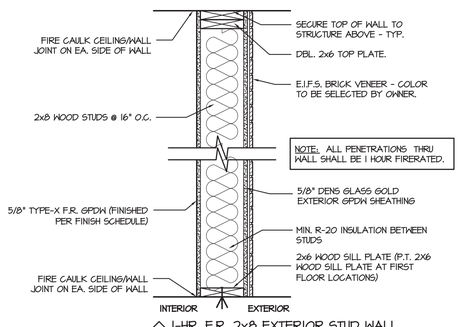
13 NOT USED



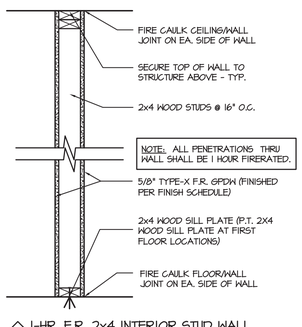
14 NOT USED



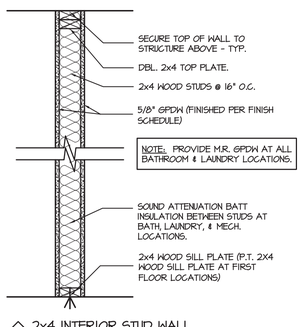
15 1-HR. F.R. 2x6 EXTERIOR STUD WALL
UL# U305



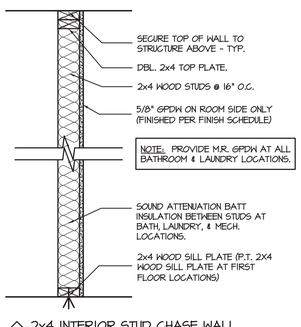
16 1-HR. F.R. 2x8 EXTERIOR STUD WALL
UL# U305



17 1-HR. F.R. 2x4 INTERIOR STUD WALL
UL# U305



18 2x4 INTERIOR STUD WALL



19 2x4 INTERIOR STUD CHASE WALL

A1	TYPICAL WALL TYPES
1" = 1'-0"	KEY

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OLD DOVER POST RENOVATIONS
55 LOOCKERMAN PLAZA
DOVER, KENT COUNTY
DELAWARE

ROBERT W. ROLLINS
No. 5889
STATE OF DELAWARE
REGISTERED ARCHITECT

REVISIONS:

SCALE:
1" = 1'-0"

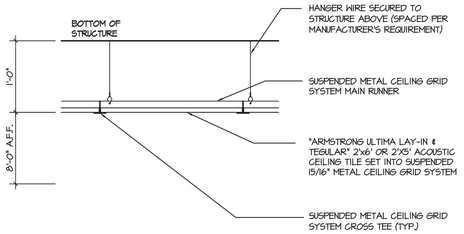
DRAWING DATE:
08/24/2026

SHEET TITLE:
TYPICAL WALL TYPES

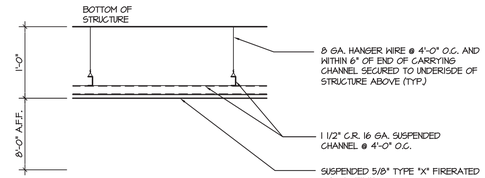
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PROJECT NUMBER:
25059

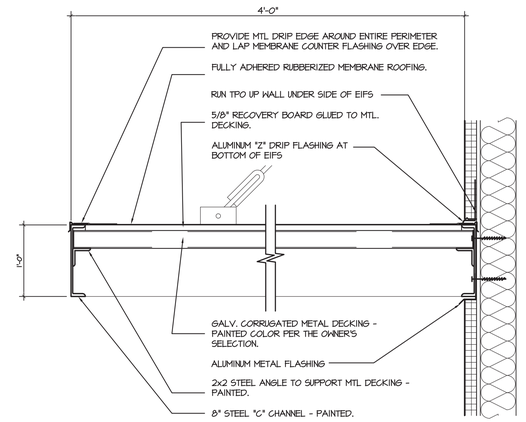
SHEET #:
A701



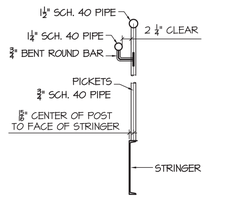
A3	TYPICAL DROPPED ACOUSTIC CEILING DETAIL
3/4" = 1'-0"	KEY



B3	TYPICAL DROPPED GPDW CEILING DETAIL
3/4" = 1'-0"	KEY

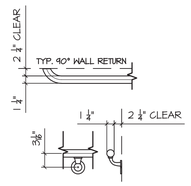


C3	CANOPY DETAIL
1 1/2" = 1'-0"	KEY



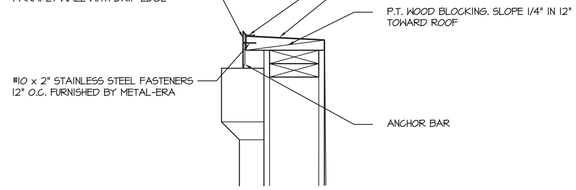
RAIL FLUSH W/ WEB OF STRINGER

A2	RAILING DETAIL
3/4" = 1'-0"	KEY

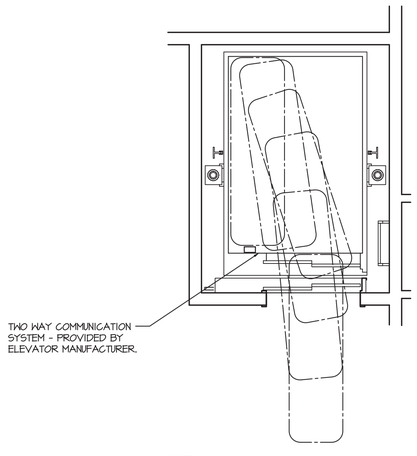


TYP. WALL RAIL DETAIL

B2	RAILING DETAIL
3/4" = 1'-0"	KEY

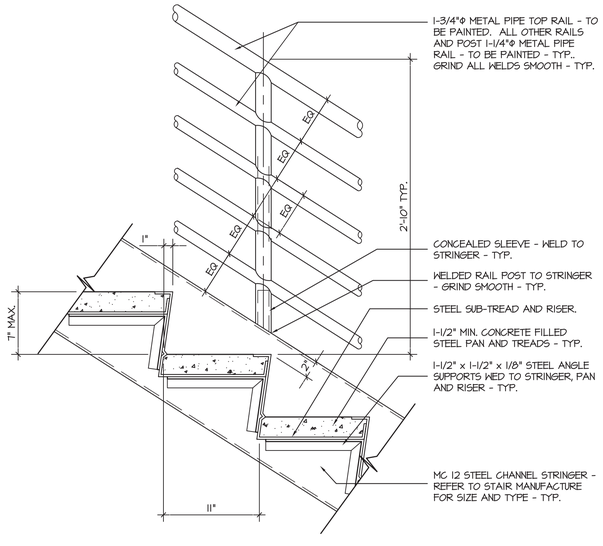


C2	PARAPET DETAIL
1 1/2" = 1'-0"	KEY

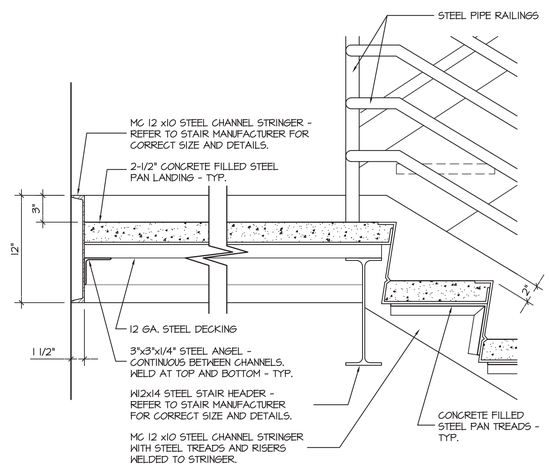


NOTE:
ELEVATOR SIZED TO ACCOMMODATE AN AMBULANCE COT 24"W BY 84" LONG IN OPEN POSITION IN ACCORDANCE WITH DSFPR PART V, I-15.I.

A1	ELEVATOR STRETCHER DETAIL
3/8" = 1'-0"	KEY



B1	STAIR DETAIL
1 1/2" = 1'-0"	KEY



C1	STAIR LANDING DETAIL
1 1/2" = 1'-0"	KEY

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DOVER, KENT COUNTY
DELAWARE

ROBERT W. ROLLINS No. 5889 STATE OF DELAWARE REGISTERED ARCHITECT

REVISIONS:

SCALE:
AS NOTED

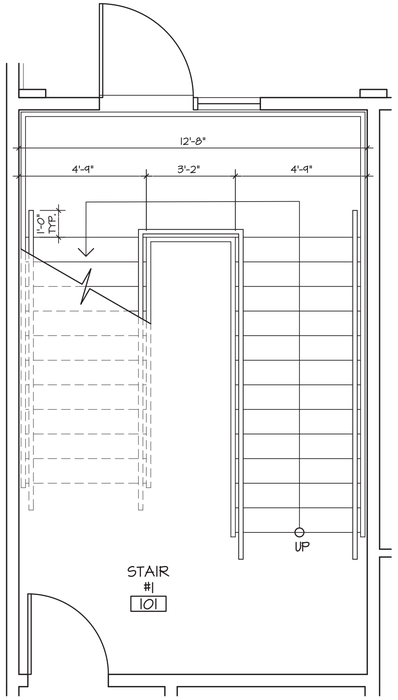
DRAWING DATE:
08/24/2026

SHEET TITLE:
DETAILS

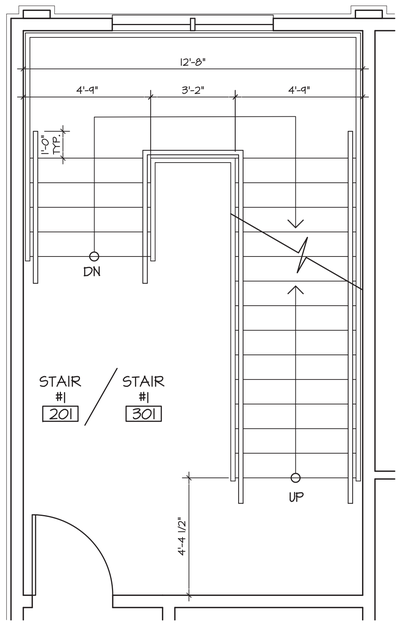
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PROJECT NUMBER:
25059

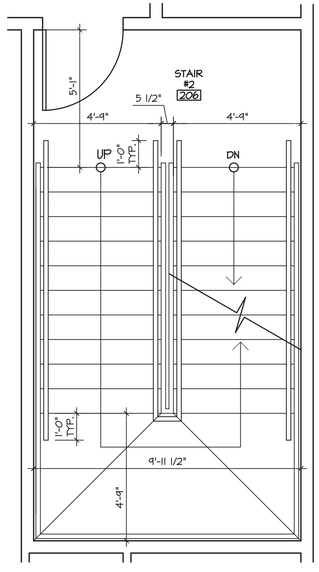
SHEET #:
A702



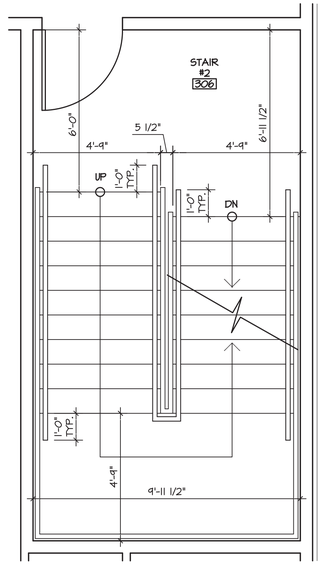
A1	ENLARGED 1ST FLOOR STAIR PLANS
3/8" = 1'-0"	KEY



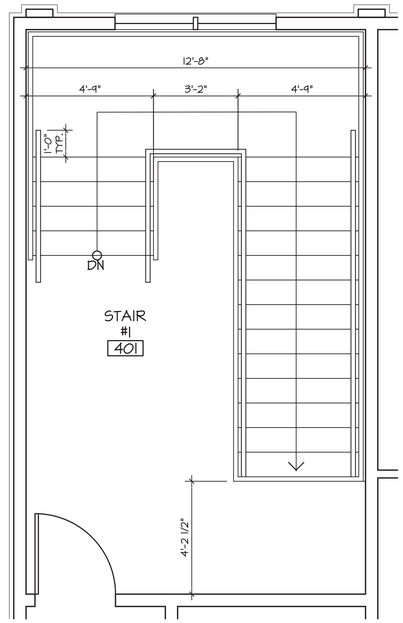
B1	ENLARGED 2ND & 3RD FLOOR STAIR PLAN
1 1/2" = 1'-0"	KEY

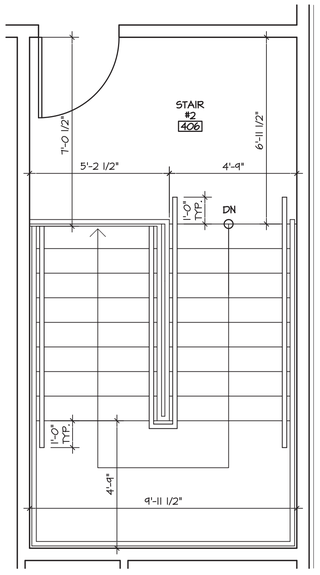


B1	ENLARGED 2ND FLOOR STAIR
1 1/2" = 1'-0"	KEY



C1	ENLARGED 3RD FLOOR STAIR
1 1/2" = 1'-0"	KEY





D1	ENLARGED 4TH FLOOR STAIR PLANS
3/8" = 1'-0"	KEY

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55 LOOCKERMAN PLAZA
DOVER, KENT COUNTY
DELAWARE

ROBERT W. ROLLINS No. 5889 STATE OF DELAWARE REGISTERED ARCHITECT

REVISIONS:

SCALE:
3/8" = 1'-0"

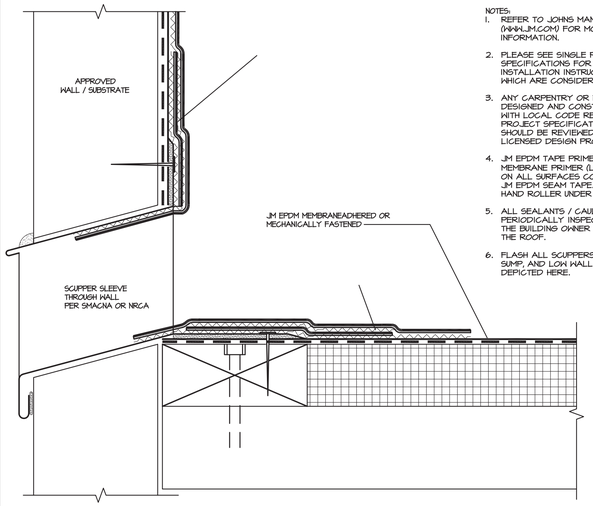
DRAWING DATE:
08/24/2026

SHEET TITLE:
ENLARGED STAIR FLOOR PLANS

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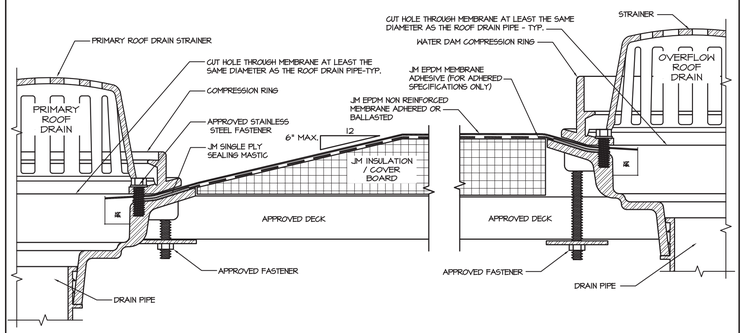
PROJECT NUMBER:
25059

SHEET #:
A703



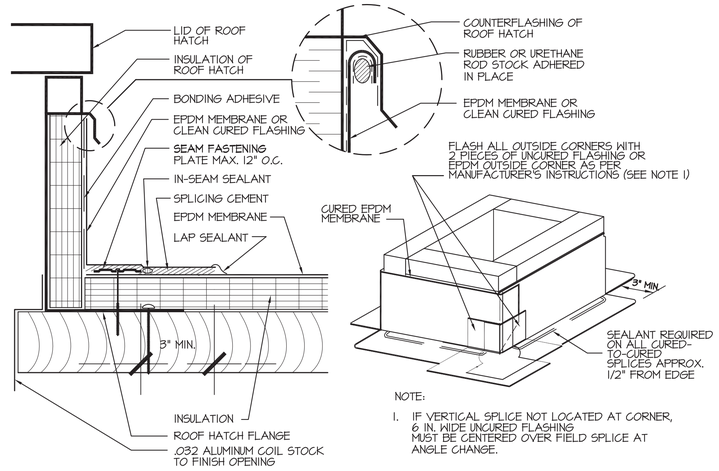
NOTES:
1. REFER TO JOHNS MANVILLE WEBSITE (www.jm.com) FOR MOST UP-TO-DATE INFORMATION.
2. PLEASE SEE SINGLE PLY FLASHING SPECIFICATIONS FOR A FULL DESCRIPTION OF INSTALLATION INSTRUCTIONS AND REQUIREMENTS WHICH ARE CONSIDERED A PART OF THIS DETAIL.
3. ANY CARPENTRY OR METAL WORK SHOULD BE DESIGNED AND CONSTRUCTED IN ACCORDANCE WITH LOCAL CODE REQUIREMENTS AND/OR PROJECT SPECIFICATIONS. THESE COMPONENTS SHOULD BE REVIEWED AND APPROVED BY A LICENSED DESIGN PROFESSIONAL.
4. JM EPDM TAPE PRIMER OR JM SINGLE PLY MEMBRANE PRIMER (LOW VOC) MUST BE APPLIED ON ALL SURFACES COMING INTO CONTACT WITH JM EPDM SEAM TAPE. ROLL MEMBRANE WITH HAND ROLLER UNDER PRESSURE AT SEAM.
5. ALL SEALANTS / CAULKING SHALL BE PERIODICALLY INSPECTED AND MAINTAINED BY THE BUILDING OWNER THROUGHOUT THE LIFE OF THE ROOF.
6. FLASH ALL SCUPPERS (OVERFLOW, TAPERED SUMP, AND LOW WALL IN THE SAME MANNER AS DEPICTED HERE.

A2	TYPICAL THROUGH WALL SCUPPER DETAIL
N.T.S.	KEY



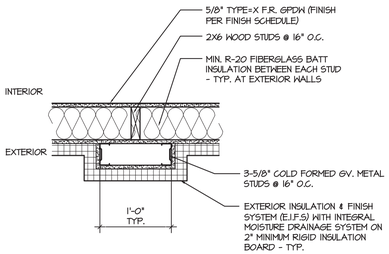
NOTES:
1. REFER TO JOHNS MANVILLE WEBSITE (www.jm.com) FOR MOST UP-TO-DATE INFORMATION.
2. PLEASE SEE SINGLE PLY FLASHING SPECIFICATIONS FOR A FULL DESCRIPTION OF INSTALLATION INSTRUCTIONS AND REQUIREMENTS WHICH ARE CONSIDERED A PART OF THIS DETAIL.
3. ANY CARPENTRY OR METAL WORK SHOULD BE DESIGNED AND CONSTRUCTED IN ACCORDANCE WITH LOCAL CODE REQUIREMENTS AND/OR PROJECT SPECIFICATIONS. THESE COMPONENTS SHOULD BE REVIEWED AND APPROVED BY A LICENSED DESIGN PROFESSIONAL.
4. DRAIN AREA MUST BE PROPERLY TAPERED SO THAT THE DRAIN FLASHING IS NOT INSTALLED UNDER TENSION.
5. NO SEAMS OR FOLDS UNDER THE COMPRESSION RING.

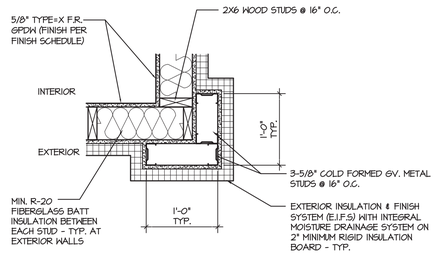
B2	TYPICAL ROOF AND OVERFLOW DRAIN DETAIL
N.T.S.	KEY



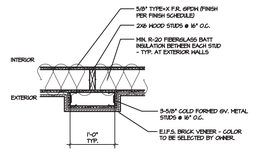
NOTE:
1. IF VERTICAL SPLICE NOT LOCATED AT CORNER, 6 IN. WIDE UNCURED FLASHING MUST BE CENTERED OVER FIELD SPLICE AT ANGLE CHANGE.

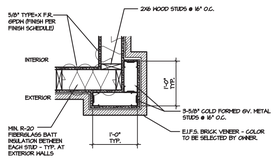
C2	DETAIL
N.T.S.	KEY





A1	EXTERIOR FIRST FLOOR COLUMN DETAILS
3/8" = 1'-0"	KEY





B1	EXTERIOR 2ND - 4TH FLOOR COLUMN DETAILS
1 1/2" = 1'-0"	KEY

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DELAWARE

ROBERT W. ROLLINS No. 5889 STATE OF DELAWARE REGISTERED ARCHITECT

REVISIONS:

SCALE:
AS NOTED

DRAWING DATE:
08/24/2026

SHEET TITLE:
DETAILS

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PROJECT NUMBER:
25059

SHEET #:
A704

City of Dover

DATA SHEET FOR SITE PLAN REVIEW & ARCHITECTURAL REVIEW CERTIFICATION

DEVELOPMENT ADVISORY COMMITTEE MEETING OF September 3, 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
Location:	On the west side of South Governors Avenue and halfway between Reed Street and West Loockerman Street in Dover, DE
Owners:	Downtown Dover Development Corporation c/o Downtown Dover Partnership and the City of Dover (parcels at 105 and 115 S. New Street)
Addresses: (Related Properties)	120 South Governors Avenue 105, 111, and 115 South New Street
Tax Parcel: (Related Properties)	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
Size:	1.7622 acres +/- (main parcel) 1.9813 acres +/- (total of all parcels)
Present Uses:	Vacant lot – Building with former auto retail store and child daycare center was demolished
Proposed Use:	Mixed Use Commercial (Grocery, retail, restaurant, child day care center) and Multi-family Housing (Apartments) and associated parking
Zoning:	C-2 (Central Commercial Zone) H (Historic District Zone)
Building Area:	Total Square Feet: 139,306 square feet (also listed as 169,080 SF)
Off Street Parking:	13 vehicle parking spaces including 1 van accessible ADA parking space, and 40 bicycle parking spaces
Sewer & Water:	City of Dover
Waiver Requests:	Opaque Barrier – Elimination of Fence Component Tree Mitigation Plan (for off-site tree planting)
For Consideration:	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 eh 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 Ordinanc*e 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 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 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 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.

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 that 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: SEPTEMBER 2, 2026

APPLICATION:	**REVISED The Governor: Mixed Use Building at 120 S Governors Avenue**
FILE #:	**S-25-11 & HI-25-02**
REVIEWING AGENCY:	**City of Dover Department of Public Works and Water & Wastewater**
CONTACT PERSON:	**Kate L. Mills, P.E., Interim Director of Water & Wastewater / Engineering Services**
CONTACT PHONE #:	**302-736-7025**
CONTACT EMAIL:	**kmills@doverde.gov**

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-gallong 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-fre

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 2021 (.dwg format).
    b. Adobe Reader (.pdf format).

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES

SANITATION / STORMWATER / STREETS / WATER / WASTEWATER / GENERAL

1. As-built plans shall be provided prior to the certificate of occupancy and shall be provided in .dwg and .pdf format.

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. Each apartment unit is equal to one (1) Equivalent Dwelling Unit (EDU). The retail portion will also have impact fees, the amount will be dictated by the proposed fixture count.

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. Each apartment unit is equal to one (1) Equivalent Dwelling Unit (EDU). The retail portion will also have impact fees, the amount will be dictated by the proposed fixture count.

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: 09/02/26

CITY OF DOVER FIRE MARSHAL

APPLICATION: HI-25-02 and S-25-11 Revised The Governors Mixed Use Building at 120 S Governo

FILE #: HI-25-02 and S-25-11 REVIEWING AGENCY: City of Dover, Office of the Fire Marshal

CONTACT PERSON: Jason Osika, Fire Marshal PHONE #: (302) 736-4457
josika@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 ADDRESS BY THE APPLICANT:

CITY AND STATE CODE REQUIREMENTS:

1. Proposal is an architectural review only using the exact footprint of S-25-11

ADDITIONAL / SPECIFIC REQUIREMENTS TO OBTAIN APPROVAL:

1. It is noted that this is an architectural review only, all S-25-11 comments apply
2. In door storage is new.

APPLICABLE CODES LISTED BELOW (NOT LIMITED TO):
2021 NFPA 1 Fire Code (NFPA; National Fire Protection Association)
2021 NFPA 101 Life Safety Code (NFPA; National Fire Protection Association)
2019 NFPA 72 National Fire Alarm and Signaling Code (NFPA; National Fire Protection Association)
2019 NFPA 13 Installation of Sprinkler Systems (NFPA; National Fire Protection Association)
2009 IBC (International Building Code)
Latest editions of all other NFPA Codes as defined by the Delaware State Fire Prevention Regulations
2021 Delaware State Fire Prevention Regulations
City of Dover Code of Ordinances

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

From: Jones, Tijah (DelDOT)
To: Melson-Williams, Dawn
Cc: Hickman, Kevin (DelDOT)
Subject: EXTERNAL: DAC Comments
Date: Thursday, September 3, 2026 3:00:04 PM

You don't often get email from tijah.jones@delaware.gov. Learn why this is important

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

Good Morning Dawn,

Here are the comments from DelDOT for the applications discussed in the DAC Meeting 02 September

- **S-26-13 Winner Subaru Building Additions at 1387 North DuPont Highway**

1. Schedule a pre-submittal meeting with the department.

- **S-26-14 William Henry Campus Improvements at 65 Carver Road, Dover, DE**

2. Schedule a pre-submittal meeting with the department.

- **HI-25-01 Revised #2 and S-25-07 Revised #2 The Old Post at 55 Loockerman Plaza**

3. Schedule a pre-submittal meeting with the department.

- **HI-25-02 Revised and S-25-11Revised The Governor: Mixed Use Building at 120 S Governors Avenue**

4. Schedule a pre-submittal meeting with the department.

TiJah Jones
Subdivision Review Engineer
Economic Development Coordination
Delaware Department of Transportation
(302) 760-2124
tijah.jones@delaware.gov

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

CITY OF DOVER
ADMINISTRATIVE SITE PLAN REVIEW
SEPTEMEBER 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: 9/9/2026

Dover/Kent County Metropolitan Planning Organization

HI-25-02 Revised and S-25-11 Revised The Governor: Mixed Use Building at 120 S Governors Avenue

FILE # HI-25-02 / 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

HI-25-02 Revised and S-25-11 Revised 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 sidewalks[1] 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.

[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.

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 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 park their vehicles and then 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.

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[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_ART6OREPADRLOFA_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.

City of Dover

DRAFT

ARCHITECTURAL REVIEW STAFF REPORT for REVISED PLAN
Before Dover Historic District Commission September 17, 2026
Previous Recommendation from the Dover Historic District Commission on July 17, 2025

Application:	The Governor: Mixed Use Building at 120 Governors Avenue, HI-25-02 REVISED
Assoc. Application:	S-25-11
Owners:	Downtown Dover Development Corporation (Downtown Dover Partnership) City of Dover Downtown Dover Partnership Corporation
Location:	Between South Governors Avenue and South New Street, midway between Reed Street and West Loockerman Street in Dover, DE
Address:	120 South Governors Avenue
Related Properties:	105, 111 and 115 South New Street
Tax Parcels:	ED-05-077.09-01-44.00-000
Related Parcels:	ED-05-077.09-01-37.00-000, ED-05-077.09-01-42.00-000, ED-05-077.09-01-43.00-000
Project Area:	1.70 Acres +/- (Main parcel) 2.03 Acres +/- (Total of all parcels)
Present Uses:	Vacant Lots – Former auto retail store and daycare center, building previously demolished
Proposed Use:	Mixed Use Commercial (Grocery, Retail, Restaurant, Child Day Care Center) and Multi-family Housing (Apartments) and associated parking
Present Zoning:	C-2 (Central Commercial Zone) H (Historic District Zone)
For Consideration:	Revised Architectural Review Certification including alternative side yard setback

This Report for **Revised HI-25-02 Mixed Use Building at 120 S Governors Avenue** was updated upon submission of Revised Architectural package of a Summary Letter, Revised Design Narrative, Updated Architectural Graphics Package, and Updated Site Plan Sheet 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-25-02 was initially considered by the

Historic District Commission on July 17, 2025 and then considered by the Planning Commission on September 15, 2025 as Site Plan S-25-11 The Governor: Mixed Use Building at 120 S Governors Avenue

Note: The original Staff Review Report of July 17, 2025 was initially prepared by Planning Staff. This Revised Staff Review Report utilizes that original Report as a starting point.

I. PROJECT DESCRIPTION:

The Historic District Commission will act to make a Recommendation for a Revised 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 includes 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.

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).

The design Revisions for The Governor: Mixed Use Building at 120 S Governors Avenue are presented and focus on a shift in the main entrance, building courtyard, and loading area enhancing internal functionality, façade language, and some changes in site circulation to better serve fire and emergency vehicles. The Building form remains overall the same, elevations have been revised to blend more seamlessly with nearby architecture, including new trim on the ground-floor façade and revisions to the brick facades to balance the composition of the structure with the existing historic buildings nearby.

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, the previous auto parts store and day care center building having been demolished several years ago. 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 and 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 was reviewed as HI-25-02 Mixed Use Building at 120 S Governors Avenue by the Historic District Commission on July 17, 2025, with a recommendation of conditional approval. It was then reviewed by the Planning Commission on September 15, 2025, achieving conditional approval of the Site Plan S-25-11 and Architectural Review Certification approval.

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 previous mid-twentieth century commercial building was considered a non-contributing building.

III. PROJECT PROPOSAL

PROJECT PROPOSAL as Revised (Summary Letter, Revised Architectural Graphics Package with Site Plan dated August 24, 2026)

The Revised Application proposes construction of a Mixed Use Building and other site improvements for the development of The Governor. The project location also includes three parcels to the north: two owned by the City, and one owned by Downtown Dover Partnership.

The Applicant's original submission to the Historic District Commission included a Design Narrative, a site plan graphic, and building elevations and 3-D views. The original site plan application also included a Tree Mitigation and Active Recreation Plan, as well as parking plan for the property. The documents were originally filed August 01, 2025.

The Applicant's Revised submission of August 24, 2026 includes a Summary Letter giving an overview of the Design revisions, a Revised Architectural Graphics Package, and an Updated Site Plan diagram.

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

1. Entrance and Loading Area: The proposed Revisions to the main building entrance include a shift of the entrance along South Governors Avenue to align better with the center of the residential lobby and amenity spaces. The loading area, which had initially shared access with the fire lane along the south side has been relocated to be a loading entry rollup door on the S. New Street (west) elevation of the building. This enhances site circulation and fire and emergency vehicle access. This shift has not impacted the overall building form.

2. Facades: The Building Architecture of the Revised facades consists of a tall ground (first) floor with trim work detailing, storefront window system and an entry clad in a dark grey

color. The Revised upper floors of 2 – 4 are presented more in a building section pattern with increased usage of brick and with the other sections clad in two colored (taupe and white) fiber cement panel systems. The Revisions include the introduction of divided-light windows, which are more reflective of the architectural language of the surrounding area. There has been additional façade articulation proposed along South New Street to support the overall continuity of design on all sides of the proposed building. Storefront windows have been incorporated into the grocery-facing elevation, and integrated canopies have been added to activate the sidewalks and provide shade. Further Revisions have changed the design on the South New Street elevations, creating an opportunity for a mural, and relocating an egress stair tower on a less prominent portion of the building where there are already service-related activities. The building continues to architecturally consist of a base, wall, then cornice at the top roof line. Again, these modifications have done little to change the shape of the building but have impacted the architectural aesthetics.

See the attached **Revised Design Narrative Letter, the Revised Architectural Graphics Package, and updated Site Plan** for the 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.

Code Compliance for C-2	Required	Provided
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 (Max)	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 *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 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 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 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 Revised project's compliance with the architectural review standards.

This Revised 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

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 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, lot coverage, height, etc. This Revised 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 will be verified via Site Plan review process. 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. In this case there was no bulk modifications authorized by the Historic District Commission, or recommended in the Staff Report. HDC Recommended a redesign of the north and south elevations and façade cornices to incorporate the brick elements with the possible dentiling and/or bracketing.

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."

ACTION on ARCHITECTURAL REVIEW CERTIFICATION (for HI-25-02 with July 2025 Review by the Historic District Commission and September 15, 2025 Review by Planning 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.

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 of July 17 2025, are provided.*

Action on Architectural Review Certification Recommendation by Historic District Commission:
The motion to recommend approval passed 3-0 of the members present for application HI-25-02 at the July 17, 2025 Meeting. The Historic District Commission recommended 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.

Action on Architecture Review Certification and Site Plan by the Planning Commission:
Application S-25-11/HI-25-02 was considered at the September 15, 2025 Meeting of the Planning Commission with 8 members present. The application was represented by Mike Riemann of Becker Morgan Group; Michael Cane and Bob Bloczynski of Core States Group; Ms. Meagan Whetstone of Mosaic Development Partners; Mr. J.D. Bartlett of EDiS Company; and Staff of the Downtown Dover Partnership. Public testimony was received during the Public Hearing from Ms. Karen Speakman of NeighborGood Partners and Mr. Zach Prebula of the Kent Economic Partnership. During the Meeting, the Planning Commission heard the applicants' presentation on the Mixed Use Building at 120 S Governors Avenue. The Governor Project includes a Tree Mitigation Plan for off-site tree planting, an Active Recreation Area Plan, and Conditional Use Approval for the proposed Day Care center, as well as approval of a Waiver for the fence component of the design.

The motion to approve Site Plan S-25-11 The Governor: Mixed Use Building at 120 S Governors Avenue passed 8-0 of the Planning Commission members present for this application at the September 15, 2025 Meeting. This action included approval of the Architectural Review Certification with the alternative side yard setbacks, approval of the Tree Mitigation Plan, Active Recreation Plan, conditional approval for the day care and approval of the Waiver for Opaque Barrier – Fence Component.

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 July 17, 2025 Historic District Commission Meeting. **The comments and recommendations were updated for this Report following Staff's review of the Revised Submission dated August 24, 2026.**

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 Revised Architectural Review Certificate for The Governor, Mixed Use Building at 120 South Governors Avenue project, finding that the building as Revised 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 revised brick and fiber cement paneled 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) Staff again recommends the following conditions to improve the project's compliance with the recommended guidelines of the *Design Standards and Guidelines*. The following are the recommended conditions for the Revised project:

    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 roof facing the courtyard area. It appears to be a dark colored picket style railing.
    d. Consideration of wall or free-standing signage may require additional review and will need to go through the Sign Permit application process.
    e. Consider screening 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 material may be subject to further review by the Historic District Commission.

3) The Governor: 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) and balcony elements. 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. There is space between the parking and the street frontage sidewalk; the renderings show shrub plantings.

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/fire lane 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 11 of the proposed submission indicates the off-street parking lot will be screened by shrubs. 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 are also 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*. This is considered during the Site Plan Review.

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. These appear to be shown.
    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. Lighting fixtures are shown for the parking lot and street frontages.

8) The review of the development of the three adjacent parcels along S. New Street occurred with the Site Plan review process as some of the planned amenities are tied to code requirements for certain uses such as the Child Day Care Center and Active Recreation for 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 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.

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 were identified during the Site Plan Process for Site Plan S-25-11. The Revised project remains subject to the DAC Report and Comments issued for S-25-11 (The Planning Commission will be provided the DAC Report issued for September 2025).

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 Revised 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 Required on Revised Submission**

The Historic District Commission shall conduct a Public Hearing and shall consider the proposal and provide a Revised Recommendation in regard to the Revised Architectural Review Certification for the 120 South Governors Avenue Mixed Use Building development. The Revised Recommendation should reflect consideration of the *Design Standards and Guidelines for the City of Dover Historic District Zone.* This Revised Recommendation will be presented to the Planning Commission at their September 21, 2026 Meeting with Public Hearing and Review of the Revised HI-25-02/S-25-11.

CITY OF DOVER HISTORIC DISTRICT COMMISSION
JULY 17, 2025
Excerpt from Meeting Minutes – Draft

The Meeting of the City of Dover Historic District Commission was held on Thursday, July 17, 2025, at 3:30 PM as an In-Person Meeting in the City Hall Council Chambers (anchor location) and virtually using the audio/videoconferencing system Webex. With Chairman Czerwinski presiding, the other members present were Mrs. Richardson and Ms. Horsey (virtual). Mrs. Mason was absent. (There is currently one member not appointed.)

The Planning Office Staff members present were Mrs. Melson-Williams, Mr. Salzano, and Mrs. Savage-Purnell.

NEW APPLICATION

HI-25-02 Mixed Use Building at 120 S Governors Avenue – Public Hearing and Review for Recommendation on 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 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 owner of record is Downtown Dover Development Corporation c/o Downtown Dover Partnership. Property Address: 120 S. Governors Avenue, Dover. Tax Parcel: ED-05-077.09-01-44.00-000. Council District 4.

Mrs. Melson-Williams mentioned that this is a proposal for a four-story mixed-use building with a mixture of commercial and residential units that are being proposed. As part of the process, there is an Architectural Review Staff Report that is prepared that gives a narrative about the project, the different Code provisions and *Design Standards and* Guidelines for the Historic *District* that you need to be looking at as well as a series of Staff Recommendations. The location of 120 South Governors Avenue is to the north of Loockerman Street which is at the bottom of the image here (as she referred to the slide presentation) its the main parcel shaded in blue. You can see that it expands the full width of the block between South Governors Avenue, which is on the right-hand side and then South New Street is on the left-hand side of the block.

There are several adjacent parcels to the north of this large tract that are not within the Historic District but may involve improvements in those areas as it moves through the Site Development Plan review process that it will have to go through. The building is on a property that is zoned C-2 which is the Central Commercial Zone and also found in the Historic District Zone. Anytime you have new construction in the Historic District, it is going to be subject to the process called Architectural Review Certification. This property previously held what we call and know as the Acme building. The demolition of that building has occurred. That occurred after the request for its demolition appeared before this body in June of last year as application HI-24-05 and that was approved for demolition of that mid-20th century commercial building (grocery store building) that was there. The narrative does include some information on the historic development of this

parcel, but that commercial building was the last in the line before this new proposal here. The property is fully located in the City's Historic District Zone. I will also note that the property is within the National Register of Historic Places in the Historic District, known as the Victorian Dover Historic District, but that previous commercial building was considered a non-contributing building to that district.

The project proposal today, as we will hear more from the Applicant about its details, is a mixed-use building. It is 4-stories in height. As part of the project, there is part of the parcel that would be developed as a parking lot and then there's other associated site amenities that would be proposed for improvement or new construction, things like sidewalks, placements of trees, and the like. With this property being in the C-2 zoning district, there are some design standards related to that. Our report outlines the code compliance items related to setbacks. They are meeting those with the placement of the building overall. The C-2 zone does allow for a building of four stories in height as the maximum building height is ten stories or 125 feet. This Plan proposes four stories at 60 feet for this project. In reviewing this project, the Historic District Commission is charged with looking at the *Design Standards and Guidelines for the City of Dover Historic District Zone*, specifically mostly focused on Chapter 4 where new construction is discussed and the appropriate kind of guidelines and standards for doing such a new construction. There are also some references to Chapter 3, which is where each kind of building element and materials are discussed in greater detail. For new construction, they're really looking at things related to the massing of the building, like how does it present itself to its street and its adjacent neighbors. And also, things like orientation, size, overall portions of things like walls to window, and those types of criteria. The Planning Staff in doing the Staff Review Report always gives a series of Comments and Recommendations in regards to the project. Those are found on the Report beginning on page 7. Staff is recommending conditional approval of the Architectural Review Certificate, finding that the building is of a compatible design with adjacent buildings and would meet the intent of the *Design Standards and Guidelines*. We believe that their use of the various brick finishes takes cues from the adjacent and greater Downtown Dover area, and how the facade particularly is broken up, it really, even though it is one overall building could be easily read as several smaller buildings along a streetscape area. The other Staff comments that are included in the Report, ask some questions about things that probably should be clarified. The Applicant may actually focus on some of those as we continue a review on this project. I'd be happy to circle back to those comments after we hear from the Applicant and if the Historic District Commission members have other questions. But at this point in time, I think your time is best used in hearing from the Applicant and the details of their project. There are a number of the project team members here. I'm not sure who is taking the lead today.

Representatives: Mr. Todd Stonesifer, Chair of the Downtown Dover Partnership Board, Mr. Michael Henry, Becker Morgan Group, Ms. Candice Schuster, CoreStates Group, Ms. Leslie Smallwood-Lewis and Ms. Meagan Whetstone, Mosaic Development Partners.

Presentation

Mr. Stonesifer stated that he lives at 115 N. State Street, Dover, Delaware. I'm also the Chair of the Downtown Dover Partnership. Just to paint a little picture, we would like to present to you as much information as we can to make your decisions easier. We may miss the mark. If so, please ask us questions and if not, then wonderful. We did a good job. I'm here with my team. I'm simply the Chair of the Board of Directors and we have established a wonderful team over the last couple of years. So, in 2021, we set out to find out what the solution is to make Dover more attractive.

And the solution is we went through a planning process for a little over one year. We engaged community members to give us input, and the community came together wonderfully to provide feedback and to build through this process where they provided information. We took the information and collected that into iterations of ideas, brought it back, presented it, they gave us more feedback, we went back and drilled down into finer details.

The Plan was delivered to us in January of 2023. Part of that Plan was that we would find Staff and have someone dedicated to implementing this Plan through a Property Development Director. I am pleased to introduce Mr. Ken Anderson. Then we'll meet the rest of our team: Jed with Colonial Parking, Monica and JD Bartlett with EDiS Construction, Candice Schuster with CoreStates Group, Leslie Smallwood-Lewis and Meagan Whetstone with Mosaic-Colonial Associates, and the Civil Engineers of the Becker Morgan Group. This was a one-year process just to get us to the overarching Plan that conceptualized this. We have now been working on the implementation stages to get us to this point.

Mr. Ken Anderson stated that he is the Property Development Director Consultant for the Downtown Dover Partnership. I am so excited to be at this portion of the project. In my role over the last 18 months, I've primarily been responsible for the assessment with some key structures that are specific to our Downtown Dover Master Plan. As a result of site assessments, overseeing the bid and procurement process, identifying remediation requirements from some of the structures, and having to come before you previously for a couple of little structures where we had to get permission to demolish certain buildings.

I'm grateful that through all the community input that we got as part of that process, all the feedback, and the menagerie of phone calls we received while demolishing buildings. While doing remediation, we have successfully gotten to this point. I think this building is a benchmark and is iconic representation of what this Master Plan is all about.

When Todd asked me to come and participate with this incredible team, this is what I was looking forward to. At this moment, I'm grateful that when we came to you regarding our request to demolish the old Acme building, you gave us unanimous consent to do so. As a result, concurrent with all these other activities that we just heard about, the design process took place by this team. We are at, I think, an incredible next step and next phase of the Master Plan. Thank you for your input today as we look forward to going forward.

Mr. Stonesifer mentioned that we'll turn it over to Meagan and Leslie from Mosaic Development Partners. They are the ones really driving the train on this design and leading the charge.
Hello, I'm **Ms. Meagan Whetstone** the Senior Vice President at Mosaic Development Partners. I'm here today with those Development Partners. What we are really trying to talk to you about is the broad sweeping market identity for this project. You know, a healthy walkable city comes with the verb and people to drive it. And so, what we are trying to do with this Site is not only embrace outcomes of the new Mobility Center but also pay attention really carefully to New Street and make sure that there is no real backdoors, which is an incredibly hard thing to do in a building that is supposed to have grocery and retail and all these amazing things. We're trying to do it really carefully because within that Historic District, the scale has to be at the pedestrian level. So, what we're hoping to achieve here is something that fits the cadence along Governors really matches the identity of the town. And also allow for people to really inhabit the space. What we are envisioning in the residential part of this is affordable luxury units that are going to be delivered at

kind of a market luxury level, but with different funding mechanisms used on our capital stack side to enable people of any income level to join in on this project and be part of the community.

It's not really, you know, for any one type of person. It's for everybody, but really providing a high level of care and community within the building itself. With that, a lot of the units have requirements, but there's a really high level of mix so we can have emerging professionals as well as families starting to enjoy this space as they're looking to put permanent footing down in Dover. The retail is along South Governors. A lot of times the grocery store actually heads back to most of the space because it all requires refrigeration. So, what we've done is have three special little micro-retail pieces along Governors to kind of give startup space back to the community and to provide a front door. Then the grocery store itself is more extended back into the building. It is accessible for both sides just thinking about the way people will engage with the building itself.

Mrs. Melson-Williams noted that Michael Caine from CoreStates Group has also joined us online.

I'm going to turn it over to Ms. Candice Schuster of CoreStates Group and she'll talk to you more about the architectural realization as well as the programming along the street.

Good afternoon. My name is Ms. Candice Schuster and I'm the architect for 120 South Governors. I'm the Associate Director of Housing for CoreStates Group, formerly known as Bernardon. The proposed community is a four-story multifamily, mixed use, mixed income residential property offering thoughtfully designed apartments while maintaining the historic character. Exterior and shared spaces help in reinforcing the street grid and the historic pedestrian connectivity. The ground floor of the building is programmed to serve a variety of activities which promote the urban experience. Key occupancies will include a grocer, a cafe, a daycare, and three small retail and restaurant spaces that are perfect for small businesses serving a community. This building concept proposes two front doors as Meagan previously stated which gives revitalization to New Street as well as Governors Avenue. These two spaces will give use to the exterior courtyard located at the rear of the building to help stitch in the existing community. There is surface parking at the back that will accommodate both the grocer and the daycare. The upper floors are a mix of studios, one beds, two beds, and three beds with an outdoor rooftop courtyard above the grocer.

Rendering

Although contemporary in design, the development's architecture respects the historic context rather than replicating the neighborhood structure. The building incorporates the guideline principles of scale, rhythm, proportion, and materiality. It enables the structure to harmonize with the surroundings and avoid appearing foreign in the community, while introducing additional contemporary textures and materials to complement the historical context. The building massing follows the surrounding historical communal vernacular. The building is scaled with the urban fabric of Dover’s Downtown context. The southern façade is four stories while the facade steps down to the north of the building where we have two-story adjacent buildings to weave in with the fabric that's existing there. The facade lends itself to more of a neighborhood aesthetic to fit in with a local community. The dynamic process of the facade allows for a pedestrian friendly walkway both on Governors Avenue and New Street. It also creates identifiable entry points at the corners of the building as well as the residential entry in the center. The facades are treated with brick, masonry, and historic talent aligned with the context in the surrounding neighborhoods. Decorative cornices and bandings align with the historic cornice heights within the district, upper floors are treated architecturally to blend and maintain focus on the first story. Large storefronts on

the ground floor with tall narrow windows are to maximize the comfort of the units and the aesthetic of the overall building. Railings will tend to hold historic character while using modern materials. The façade will feature a primarily retail frontage alternating between masonry piers, glazing, and premanufactured panels. The brickwork employs varying orientations, particularly in the column bases and at the cornices or perceived cornices lines of the building. This technique ensures the harmonious line of Dover's historic vernacular. All street facing elevations, follow the brickwork pattern up to varying cornice lines that step down as you get more into the residential area of Dover that's on the north side of the property. These design choices reflect the commitment to honoring the previously received public input, integrating the contemporary style with historical contexts, and aligning with the *Design Standards and Guidelines* of the City for the Historic District Zone.

Chairman Czerwinski asked if the Board members had any questions? He mentioned that he had questions. Mrs. Richardson mentioned that she had questions, but would like to see and hear the full presentation before asking questions.

Chairman Czerwinski asked if there was anyone else presenting? There were no other presenters.

Mrs. Richardson mentioned that she was in favor of the project and was also impressed.

Mrs. Richardson asked about the off-street parking on page 16 of the pictorial presentation. It shows a hedge. The presentation shows a hedge and a hint of a low fence. Will the final design include both a fence and a hedge? If you don't have a fence, someone is going to walk right through it.

Mr. Mike Henry (Civil Engineering Team of the Becker Morgan Group) replied that right now, only a screening hedge has been shown, but there is a possibility; we just haven't proceeded that far at this point. Mrs. Richardson said she would recommend it.

Okay there is a screening requirement and the hedge meets that, but I'm asking if there's going to be a fence condition because if there's an illusion of it maybe you can't really see it on that.

Ms. Leslie Smallwood-Lewis mentioned that they were also concerned about putting up a fence and creating an optics of that the community is not welcome and we don't want them in; sometimes provides that illusion. So, we want to make sure of that because there is going to be interior space that public installations might be able to occur. We don't want it to look like we are closed off. It's something that we just want to make sure that we consider collectively.

Mrs. Richardson mentioned on page 4 of the pictorial presentation it stated that there are 14 parking spaces. She asked will there be a maximum time limit on parking in these spaces? The proposal indicates that this parking lot is to accommodate the needs of residents, business owners, and shoppers. And if it's going to be the employee of a business, they are going to come in at 7:00 o'clock in the morning and park all day, when they only have 30 minutes.

Ms. Smallwood-Lewis mentioned that primarily, this parking has been envisioned to serve the grocery user, which is a big because of the size of the grocery actually really requests further needs, really high turnover parking and not a lot of them. Another use we're envisioning is for leasing so you can come in and then daycare drop off is a huge part of it. That's kind of why it's a

wide lane and for fire lane use. It is more of a temporary stay lot with the parking envisioned across the street.

Mrs. Richardson said but back to part of my original question. Do you plan to have a limit, like a 2-hour parking limit on these spaces like the rest of the town? Ms. Smallwood-Lewis responded by saying that it has not been considered yet, but certainly could be considered. Mrs. Richardson stated that she would recommend it.

Mrs. Richardson asked on what street will the entrance to the parking lot be located? On page 5 of the pictorial presentation, it indicates that it will be on Minor Street, which is just an alley. Is that how you are going to get into the parking lot? It's one way, you know, the one entrance and then the other side is the exit.

Mr. Henry replied the parking will come off of New Street. It's basically a U-shape. Minor Street is technically a paper alley that doesn't truly exist.

Mrs. Richardson asked, is it the same entrance as the truck access to the back of the grocery loading area? Mr. Henry replied yes.

Mrs. Richardson mentioned it appears that there is only one return for grocery carts which are located on South Governors. Are there other areas planned? Will there be a routine collection of carts which have not been returned? For example, if carts were left near where customers parked. Ms. Weststone replied that they are going to park across the street in the parking garage. Mrs. Richardson said then they are going to leave the carts up there. They are not going down and pull them (the carts) across the street.

Mrs. Richardson asked if they are in the parking lot, do they come in the back door? There's only one cart return area and it's looking to be at the front of the grocery store away from where anyone is going to park.

Ms. Weststone replied we have discussed these operational questions with the grocer as well as the parking team to understand the best-case scenario for them. Likely, it would be an operational exercise by the grocers themselves. The grocery has two entrances and so that the hallway in between that funnels in the middle is envisioned as that collecting space for the shopping carts. Should we need to add more (cart) parking in the same parking lot or elsewhere we can certainly consider it. Right now, the grocer that would go here is a smaller on their footprint and more of a grocery basket type. So, it's not envisioned that they would need it and they're not heavy cart users.

Mrs. Richardson mentioned that she understood. She assumed that it would be the grocer’s responsibility, but the concern was it didn't look like you could return your carts through the backdoor. It was only at the front of the grocer.

Ms. Weststone replied that it is also in the back. There will be a sliding door to connect to that corridor.

Ms. Horsey asked if she could interact with that because she had the same question about the shopping carts. We have shopping carts left all over the Dover and it's a huge problem. I would suggest that this grocer please charge $0.25 (twenty-five cents) like Aldi’s. They don’t have any

carts anywhere. They are the one place where you get your quarter back after returning the cart. She would really like to see that.

Mrs. Richardson asked why we are using three different types of bricks versus staying consistent (reference page 7, item IV #2 of the submitted proposal)? This is reminiscent of the smorgasbord of material used on the Dover Library. She has heard many comments around town after the library was built that it was obvious a committee put that building together.

Ms. Schuster mentioned looking at all the different materials here, it can seem like a lot. We studied this building for quite a long time as was said previously. When we got all of the opinions and the public's comments on this building, we decided that to fit in with the neighborhood of Dover and to really stitch into the fabric that we were going to go for more of a communal façade. That look is where you kind of start getting these different materials. Now, we are very careful that these materials relate to each other. It may be a different brick color, but the brick size may stay the same. The portions of the building are going to stay materially continuous in that section. We are not mixing and matching different materials within the same portion of the building where we have one brick type. We are keeping that and then we are having a separate façade look. We are doing something that compliments that, but it's not matching the building to get one cohesive building feel although the scale is breaking down to more of a pedestrian level.

Mrs. Richardson stated that she did understand that, and you did clarify that in your initial comments.

Mrs. Richardson, other than two very plain metal cornices, the design doesn't seem to include any decorative historical details that other buildings in the area have. That is a disappointment to her (see picture of Priscilla Block another historic building in the area). I'm not seeing anything historical in this building.

Ms. Schuster mentioned when we were looking at this building, we certainly wanted to have a nod to the historical context of Dover, which is very important. The building should feel like it fits. We did also look at the building having a little bit more of a contemporary look to kind of lead the future building opportunity. We can certainly look at putting some cornices in, but I think the way that the cornices lay out with this façade kind of stepping down feels appropriate too to the building façade.

Mrs. Richardson said it is very plain. It doesn't add anything to it.

Ms. Whetstone stated that I think one thing about replicating what is there is respecting it, which we do because we are trying to pull the columns up and really connect it to the edges to get context and those kinds of cornices. I don't think they are in the drawings, but you can kind of see them in the rendering where you start to get a little more play with the brick and articulation. I think one thing that we're thinking about, you know, is the marketing of this space and bringing people down. It is also a second layer of bringing additional private investment in with other people. And so its having that kind of fresh feel while merging it into the middle. Plain, we don't want plain. So, we will absolutely look at that and how it kind of demonstrates the shadow lines coming together to become clearer. I think that's coming back to what we're talking about with the pedestrian scale. You really feel it when you're on the ground floor. But also coming back with the bricks. You're coming down Main Street and every single brick building is brick and it's worn

brick, but they come from a very slightly different place. It is a slightly different clay, and they are all a little different as you march your way down. That's kind of what we are trying to do; so, you feel like you're not just walking past a monolith and it's something to get past, but it's something to stop and consider. So, with this lens of trying to bring people in and trying to make something familiar for everybody. Within a historic district, it has to have that scale. From an investment perspective, you know making people understand you know Dover is doing something here and it's something really cool. And what does that look like? So, it looks like a little bit of everybody but with that same rhythm and then with that same scale demonstrates I think you're speaking to. That is our vision.

Mrs. Richardson said okay, thank you.

Mrs. Richardson said none of the windows pictured in the pictorial presentation reflect any hint of historical connection with the area. They are all modern windows.

Ms. Schuster mentioned that with the window sizing and proportion of the window, we tried to match what was in the vernacular. That means tall and more narrow in size. The materials of the window are going to be more modern. I think that kind of lends to the type of living that's going to be happening in this building and the users at the end of this using these apartments. But with the proportion of the windows, we try to match the historical context.

Ms. Whetstone mentioned on the brick buildings, you're seeing a black frame on the windows and on the newer stuff, you're seeing the white frame. Coming back to that play of old and new, the brick is kind of replicating the idea of more of a warehouse window look. So, it's old and it's going to be reminiscent of what's already typically within the brick frame. I'm wondering if this is a render issue because it's so early in this concept is reading a little flat. It would be more set in. We would get shadow lines. There are millions on there that you would start to see. We can definitely take a look at how that could read with modern materials in a more contextual way.

Mrs. Melson-Williams asked if they could look at page 15. I think that page would probably help a little bit in the discussion you are having about cornice lines, windows, and old versus new.

Ms. Whetstone said that it is absolutely helpful. I defer to my team for all of the technical stuff, but that's not my strength. I do want to just note from a more global approach to this is the Master Plan. That is what Mosaic was brought in to focus on and to make sure that there is a true impact on Downtown Dover. In order to do that, there's constantly a balancing act that has to occur where we respect your City, because we love it so much. It's got such a quite feel to it because of its historic background. But we also know that it's very important to meet the needs of what people are looking for now in their living environment. And a lot of that has to do with a somewhat of a fresher look, the windows, the balconies, how things are laid out, and the amenities that will be in this building. We are charged with making sure that we actually do what was put into the Master Plan. We know and have done this so much that we know what these future residents and commercial tenants are going be looking for. We are always having this push and pull between what the social needs are going to be for the future residents and tenants and how do we respect the City of Dover to make sure that comes out. It's not going to look exactly how everything else does in Dover because we won't achieve the ultimate goal of really densifying and bringing in a kind of a new generation of residents to Downtown Dover.

Ms. Horsey mentioned overall I really like what you have done here. I think you have achieved the goal of making it people's street level friendly facade. I do have one comment on this north end which is on the right side of the slide is that it seems to be what you see first. It is plain and kind of white and it will definitely show a little more. I was thinking possibly that could be a slightly darker color or maybe a little more interest in just the plain facade that it reads now because it looks like a white cube. So, that would be my only comment. I think you have answered a lot of questions that I had. Some of them were similar to Mrs. Richardson questions.
The only other question I might have would be the trees. Are they hopefully canopy trees, or do we know yet or is this too early in the process? I would urge you to plant some canopies to bring in the shade because as we all know, that's what makes Downtown's livable are the trees. Thank you.

Chairman Czerwinski commented that overall, the design is really nice. I think it is a postmodern kind of look. Mixing the old and new, he appreciates that. I think that the idea behind it is wonderful. My concerns about it are as follows. I think when she was talking about the cornices, I think there's an issue when you are dealing with cornices and trying to draw the eye down. So, what you're trying to do is you're drawing everybody away from the higher elevations or higher façade. I think you need a little bit more detail than just putting sheet metal or sheet aluminum because that's what it is going to be or represent the cornice. What we are talking about it simple, either incorporating that within the brick structure by making the cornice itself brick and then adding maybe some bracketing or some dentiling that adds a little bit of design elements to that. Because if you're going draw people's eyes down and you are going to respect the historical architectural features of Downtown Dover, you are going to have to make those little features.

I say just some simple bracketing or dentiling on the corners. I would hope that maybe you would stick with brick instead of trying to use aluminum. What you're trying to do, and I'm not an architect myself, but, you know, there's a fine line between trying to draw people's eyes down and being brutalistic within building design. Because effectively the top half of the building is not existen; there is no design elements up there. It's just the box, the white box. And so, if you're going to draw people's eyes down, I would ask that you enhance the details of those areas that you want to pop out. I think the idea of making the north elevation and darkening it down to like a gray might work, you know, just to break up the white. I understand what you're saying is you want that to disappear. One of my biggest problems is the south elevation. What I'm finding with these new buildings, and we typically do this all the time, is we ignore the elevation and put everything out on the façade and then there's nothing on the (side) elevation. And the thing is, this is a four-story building. So, from Loockerman. that building is going to stick out. If you have just an elevation with the brick and then the rest of it is just the white, you are going see a white building from Loockerman. It is going to be a featureless white building going all the way back. I'm asking that on the south elevation is wrapping that brick building all the way around for twelve bays on the elevation side of the building. Because we have another building on the Water Street where they just did the façade and it’s very painfully obvious when the roof ends right there at the façade. It cuts off, you can just see where there's no roof there and there is no features. It's going to be the same thing right there especially from Loockerman where all you're going to see is that brick ending at the corner. You are just going to see a plain white building going all the way down to the rest of the building. So, I asked if you could wrap the facade of the south side around the elevation instead of just having to stop. On the back, it's kind of weird because you have the features. Go to page 16 and at the rear of the building, you go to a wainscoting which is kind of weird. The wainscoting really kind of brings out a warehouse look to the building. I'm not sure if that's necessary. I would just stick with the white going all the way around the back. The wainscoting

gives off the feature of a warehouse; it's not necessarily attractive. And then where the grocery building is, you kind of lose all the architectural features and you basically have the rear of a hospital right there. So, I would ask that for the grocery area to put a little more features on that to match the rest of the brick, because that looks really sterile. But basically, its like the emergency entrance to the hospital and especially from New Street. It's going to be extremely visible if you're walking. You want something that looks neighborly and that doesn't really look neighborly. So, I'd ask that you continue that same sort of treatment as far as the brick with the columns.

Ms. Whetstone mentioned that they are all in set brick panels and it can be a little difficult to see, but okay.

Chairman Czerwinski mentioned they are very subtle. Ms. Whetstone said okay.

Chairman Czerwinski said it's a square box back there. That's another thing I see. But like I said, overall, I think the building design is very well executed. I just wish architects would look more at the elevation sometimes to give a little bit more respect to the elevations. We have the same thing with the other project with parking garage where the side stops, and it just becomes concrete along the whole back side of it. And these are big structures. So, when you are talking about massing and height these things are absorbing everything else, whether it's the Kent County Family Court Building, or whether it's this. These buildings will be seen from blocks away literally because everything else is two to three stories. So, all I ask is to respect the elevations. I know we talked about the facades, but I'm trying to get away from the facade so we can get more into the building to look like a complete building instead of just adding stuff onto the front of it. Ms. Whetstone said okay.

Chairman Czerwinski mentioned as he referred to the Staff notes that this project has unusually not a large number of questions that are brought up in Staff notes. The Staff summary for this was in the Review Staff Report for this project in Section 6. In Section 6, there is a whole list of details that were not clarified in the project and some of it was highlighted by my counterparts here. And so, to me it's kind of hard to go ahead and approve an Architectural Review Certification when you have two or three pages of unclarified details. It's not on the building but the bushes, the fences, the masking of the parking lot, and things like that. If Staff does recommend, then we can go ahead and approve it. However, we need strict adherence to Section 6 of the Review Staff Report to make sure that everything's been addressed to Staff’s satisfaction to make sure the project gets pushed through.

Chairman Czerwinski asked if any of his counterparts have any further questions?

Ms. Horsey stated that she thinks they also have to include all the comments in question seven. There are a lot and as long as you are all aware of these and are working on them, I don't really have a problem with this.

Mrs. Richardson asked if they could get clarification on your page 8 of the Staff proposal at the very top: clarify the window glass area material if it’s mirrored or colored glass. Ms. Schuster replied that the windows do not have mirrored or colored glass.

The public hearing is open.
Chairman Czerwinski asked if there was anyone who would like to speak.

Mrs. Melson-Williams mentioned that we do have one individual that joined us online and that's Michael Caine from the CoreStates Group. He did not have any comments.

Mrs. Melson-Williams stated that there were no written comments received by any members of the community.

Mr. Tom Smith: I live at 36 The Green. I thought the comments so far have been really good. First, I'd like to say that this morning when I was emptying the garbage, I looked out and I saw the facade on the side of the new parking garage that's for the Family Court had been built. The windows there looked fantastic. I thought, geez, this parking garage is beautiful; and you know, how can a parking garage be beautiful? It was really terrific. It was so good that I wrote a note to Bill Lenihan congratulating him. In some sort of the same manner, my daughter bought a new electric car, a very fancy car. She loved the car, but on the front of it there's a grill. And the grill is totally fake. And you can see right through the grill. You can see the metal of the regular car. And it was just sort of objectionable. In the same way, all the different facades that we're talking about, in some respect to me, are a little objectionable. I think that the facade should be specific for a purpose. To make a distinguishing difference between the residential and the retail, is important. That part is good. I think that in some respects; this may be a little overdone. I think it might be too much, especially if you talked about the hospital appearance with the marketplace; you know, I totally agree with that. I briefly looked over the Plans and I saw where the third and fourth floors that were residential had different colors on the side. And I thought, “Well, what's the reason for that?” And I'm thinking that it's more like the library. Do the windows open because the windows are tricky here and I could see them overtime being not as attractive. For instance, the windows in that parking garage are spectacular, with the trim and so forth. I thought that something needs to be done to dress up the windows here. If they open that's kind of important. That makes them more attractive than if they don’t open.

Chairman Czerwinski asked for clarification if the windows open or don't open? Ms. Whetstone asked if he could be more specific regarding which windows. Chairman Czerwinski said any apartment windows. Ms. Whetstone replied that the residential windows are operable. For the portions of the windows are operable. The storefront on the ground floor, those are fixed.

Ms. Schuster mentioned for clarification that this building is going for a really, really high level of sustainability. We are not only considering LED, but also Passive House. And so, as we explore the Passive House, which is like a Net Zero, it’s a really incredibly resilient and environmentally responsible type of building. That might limit our ability to do operable windows, but it would only be because of that reason we would not.

Chairman Czerwinski asked is that something that you actually had in your design. I assume that you had it in the design elements for the building that there was supposed to be a “green” building. Ms. Schuster replied yes. Chairman Czerwinski said he was just checking.

The public hearing was closed seeing no one else wishing to speak in the room or virtually.

Chairman Czerwinski commented that there are a lot of Staff notes that would have to be questions that have to be addressed. I know there's design elements that I would like to see and then I don't want to approve the Application as is: the problems with the cornices and the change of the wraparound of the façade onto the elevation on the south elevation. They did it on the north but not on the south.

Mrs. Melson-Williams mentioned that I think we can probably ask the applicant to clarify that question on the north and the south elevations because I think that it is in our packets if there's questions about material on those.

Chairman Czerwinski mentioned that page 13 shows the elevations. If you look at the south elevation it is a little confusing of how it is presented. It has the south and then the north, but is the north, I assume at the bottom?

Mrs. Melson-Williams replied we are on page 13, and it's the interior of the courtyard. This is a u-shaped building if that helps you. So, the page before it, page 12 is actually the true, I guess, north elevation and south elevation of the building.

Chairman Czerwinski mentioned that he was satisfied with that. Perhaps we request a redesign of the cornice with more elements.

Mrs. Richardson stated that she would prefer to seek more Historic District details included. I understand the basic concept. I appreciate that you did your homework and went around to the different historical details around town and took pictures. I'm not seeing where they've been incorporated into the design.

Chairman Czerwinski mentioned that he could see what they were talking about regarding the Victorian window massing.

Mr. Stonesifer mentioned regarding the elements that you would like to see, can we approach this from a conditional approval and have Staff and Planning help us work through that in the interest of time? We are open and certainly open to doing all the suggestions.

Mrs. Melson-Williams noted that Planning Staff to the Historic District Commission are making a recommendation on the Architectural Review Certification for this project. So, if you have specific concerns, you can note those in making your recommendation. The ultimate issuance of the Architectural Review Certification for this project will be issued by the Planning Commission as part of their review of the Site Development Plan for this project, because it's required to go to them. The Staff presented a series of comments and recommendations. A number of these are, I would consider them more minor things, or they may be things that are more in the realm of some of the Code requirements that the Planning Commission would be looking at: things like screening of that parking lot area, some of the other tree planting requirements, and those types of things. Some of them are truly comments or things that were not real clear, such as that window glass area.

Then its clarifying what the material truly was in the Presentation that we had received in their graphics package. So, there are a number of things that way. Certain elements that were not real clear,like is it mirrored (the glass) or tinted? We have determined that answer is no. What are the

certain edge treatments for things like the railings and other elements of the building or site detailing. I think as the project progresses they will be flushed out. But if there is certainly some particular elements or design features of the building that you have concerns with, your action on the recommendation for this building could certainly articulate those.

Chairman Czerwinski moved to forward a motion of the Recommendation of the Architectural Review Certification for Conditional Approval of the Architectural Review Certification of HI-25-02 Mixed Building at 120 South Governors Avenue with inclusion requirements of complying with Section 6 of the Staff Review Report to be in compliance with those. In addition, with a requirement for consideration for redesign of the north and south elevations and façade cornices to incorporate the brick elements with the possible dentiling and/or bracketing. With one or the other to improve the cornice presentation of the building to better reflect the Downtown Dover area. The motion was seconded by Ms. Horsey and approved 3-0. Ms. Mason was absent.

Mrs. Melson-Williams summarized the motion that your recommendation regarding this Application is for conditional approval of the Architectural Review Certification. It's subject to compliance with the items identified in Section 6 (of the Review Report), which is the Staff Comments and Recommendations, and then to consider potential design changes on the north and south elevations and cornice areas to add potentially more brick in certain areas and/or cornice detailing.

Mrs. Melson-Williams noted that a written Notice of Decision, the information found in this Report and the action of the Historic District Commission will be forwarded to the Planning Commission. It will accompany your Site Development Plan once that is filed. That next step of a Site Development Plan review process is with the City's Planning Commission.

The Governor Context Photos

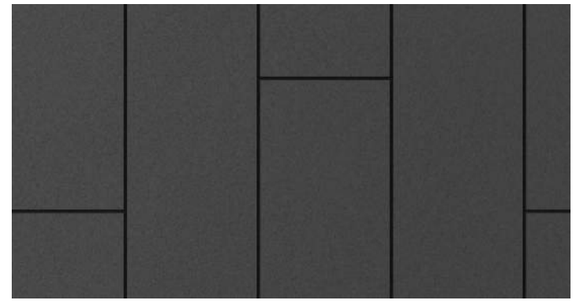


152 S Governors Ave.



125 S Governors Ave.

New St. Residential Entrance



Dark Fiber Cement Panel



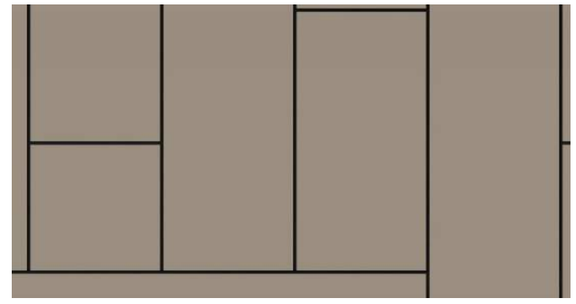
2 W. Loockerman St.



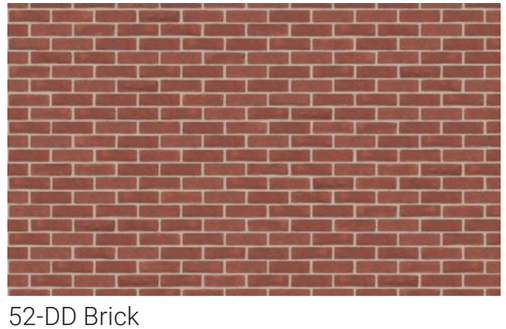
107 W. Loockerman St.



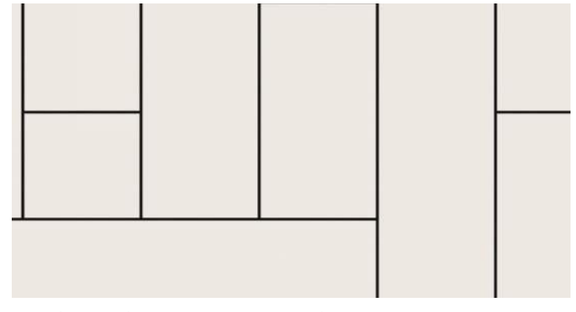
Governor St Entry Cladding



Taupe Fiber Cement Panel``

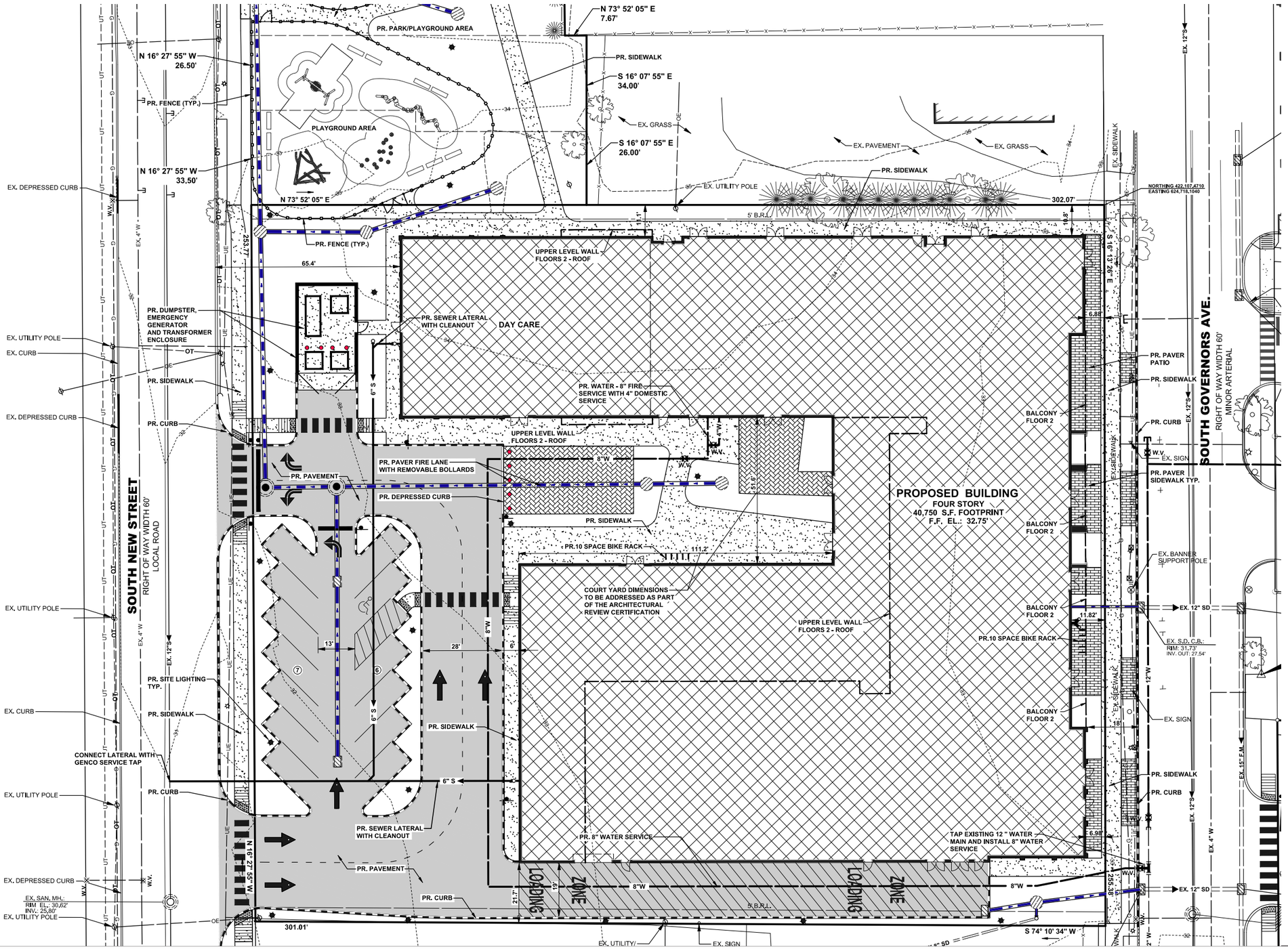


52-DD Brick

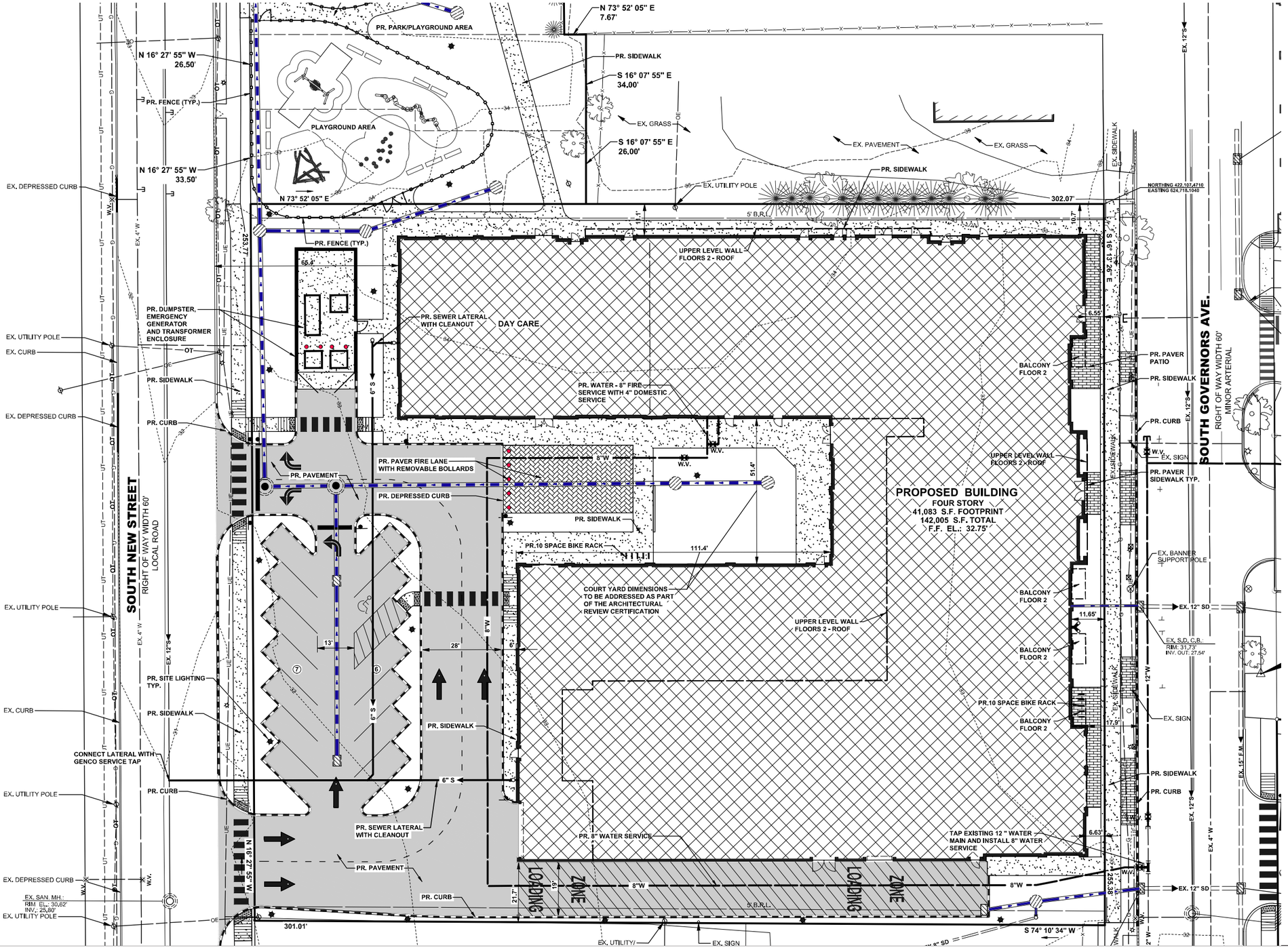


White Fiber Cement Panel

The Governor Site **(PREVIOUS DESIGN)**



The Governor Site



The Governor Governor Ave.. **(PREVIOUS DESIGN)**

CORE STATES GROUP



The Governor Governor Ave.



The Governor Governor Ave.. **(PREVIOUS DESIGN)**

CORE STATES GROUP



The Governor Governor Ave..



The Governor New St.. **(PREVIOUS DESIGN)**

CORE STATES GROUP



The Governor New St..



The Governor New St. **(PREVIOUS DESIGN)**

CORE STATES GROUP




CHILD CARE
CENTER
GROCERY

City of Dover

DATA SHEET FOR SITE PLAN REVIEW

DEVELOPMENT ADVISORY COMMITTEE MEETING OF: September 9, 2026

PLANNING COMMISSION MEETING OF: September 21, 2026

Plan Title:	Winner Subaru Building Additions
Plan Type:	Site Development Plan, S-26-13
Location:	East side of North DuPont Highway and northwest of the entrances to Dover Mall
Address:	1387 North DuPont Highway, Dover DE
Tax Parcel:	ED-05-057.00-01-15.00-000
Owner:	Owner of Record: 1387 DuPont Highway, LLC Lessee: Winner Dover 1387, LLC (c/o Michael Hynansky)
Lot Size:	5.48 acres +/-
Zoning:	C-4 (Highway Commercial Zone) Partially subject to SWPOZ (Source Water Protection Overlay Zone)
Existing/Proposed Use:	Auto Dealership
Building Area:	Existing Building(s) – 37,491 S.F. (Total) Auto Showroom/Service Building (18,465 S.F.), Auto Detailing Building (2,976 S.F.), Auto Showroom/Service Building (20,178 S.F.) Proposed – Building Addition (8,817 S.F.) (3,336 S.F.) & (193 S.F.)
Impervious Areas:	95.4%
Floor Area Ratio:	0.209 (4.0 Maximum)
Off Street Parking:	Required – 167 spaces (6 handicap spaces, 1 van accessible) Provided – 422 spaces (6 handicap spaces, 4 van accessible)
Sanitary Facilities:	City of Dover
Water Supply:	City of Dover
Waiver Request:	Reduction of 30’ Arterial Street Buffer

City of Dover Planning Office

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: September 9, 2026

APPLICATION: Winner Subaru Building Additions at 1387 North DuPont Highway

FILE #: S-26-13 REVIEWING AGENCY: City of Dover Planning

CONTACT PERSON: Alex Dewey, Planner I & Dawn Melson-Williams, AICP, Principal Planner

PHONE #: (302) 736-7196

I. PLAN SUMMARY

This is a Site Plan to allow for the construction of 12,346 SF in Building Additions to the existing auto dealership building and site improvements on a 5.48-acre parcel for Motor Vehicle Sales and Service Establishments. The project entails the construction of a new 8,817 SF +/- Building Addition, a new 3,336 SF +/- Building Addition, and an additional new 193 SF +/- Building Addition, and associated parking and site improvements. The property is zoned C-4 (Highway Commercial Zone), and a portion is subject to the SWPOZ (Source Water Protection Overlay Zone): Tier 3-Excellent Recharge Area. The property is located on the east side of North DuPont Highway and northwest of the entrances to the Dover Mall. The owner of record is 1387 N. Dupont Highway, LLC c/o Michael Hynansky and lessee is Winner Dover 1387, LLC c/o Michael Hynansky. Property Address: 1387 North DuPont Highway, Dover DE. Tax Parcel: ED-05-057.00-01-15.00-000.

Previous Applications

S-02-15 was a Site Plan for the addition of buildings to the site which expired with no construction occurring. Site Plan S-08-06 gave the site a total of two buildings by adding the "detailing building." The last application for this property was associated with application S-14-05 for the addition of a structure in the southwest portion of the property to be used by the Volkswagen dealership, while making adjustments to the display area along the property frontage and a new pylon sign. Through Building Permit application (Permit #14-124), it had completed interior and exterior renovations to the existing building which became the location for the Subaru dealership upon completion of the New Volkswagen Showroom project.

II. PROJECT DESCRIPTION

This project will add building additions to the northern building used by the Winner Subaru dealership, while the existing structure to the south continues to house the Volkswagen dealership. Major construction for the Winner Subaru dealership includes a 3,336 SF +/- building addition to be built on the left side of the existing building for service intake bays and an 8,817 +/- building addition in the rear of the existing structure for the service area. The front of the

building proposes a 193 SF +/- building addition. Also, the front of the building proposes taking away 7 parking spaces in order to install a patio area and entry sidewalk with a canopy. The portion of the property's parking lot located on the southwestern side of the property (including the 7 parking spaces in the front) will be taking away 23 parking spaces and 1 handicap parking space to accommodate the building addition. Also, the Site Plan for this project proposes bituminous pavement to be paved northwestern side area where the proposed 3,336 SF +/- building addition is to be constructed and the front of the property. In the rear parking lot of the property, there is a proposed electric vehicle charging station to be installed where there is existing parking.

III. BUILDING ARCHITECTURE

The architecture of the proposed Subaru dealership and service facility renovation is presented in a series of conceptual color renderings. The overall design features a modern aesthetic utilizing a combination of exterior metal panels, wood-grain finish elements, glass storefront systems, stone veneer, cladding, and masonry. The primary front elevations features a prominent central showroom with a raised roof volume wrapped in dark bronze anodized exterior metal panels and trim. The lower portion of the front façade incorporates an exterior storefront window system framed dark bronze, complemented by decorative metal columns and exterior metal finishes with a wood-grain appearance. Centrally positioned above the glass storefront is main brand signage depicting the Subaru logo and lettering. Extending along the right side of the front façade is a section clad in sandstone stone veneer featuring secondary dealer branding. To the left, the service and express bay area is finished with black EIFS and black CMU, incorporating metal panel columns and dark glass overhead service bay doors. A continuous roof overhang with decorative woodgrain finished metal columns spans across the front elevation to integrate the service area with the main showroom. The side elevation transitions from the modern storefront and stone veneer cladding at the front to existing painted tan CMU toward the rear of the building structure. Additional garage access bays are integrated along the side wall adjacent to the stone veneer section for the service area. All displayed dealer and brand signage shown across the renderings remain subject to separate review and approval processes for signs.

IV. ZONING REVIEW

The C-4 zoning district requires 150 ft. of lot width per building (*Zoning Ordinance*, Article 4 §4.15). With only 400 feet of lot width along North DuPont Highway/Route 13, the property would be limited to the two buildings.

On February 19, 2014, the Board of Adjustment granted an area variance (V-14-04) to allow a reduction of the minimum lot width to 133.33 per building for three (3) buildings totaling 400 feet. The existing service/detail building is at the rear of the property and has limited visibility from the public right-of-way.

Source Water Protection Overlay Zone

A portion of the property lies within the Source Water Protection Overlay Zone (SWPOZ), Tier 3. For redevelopment of existing sites or portions within the SWPOZ, a 15-percent reduction in the amount of impervious surface on the site is required compared to pre-redevelopment conditions. This Site Plan shows a 29-percent reduction in imperious surface for the portion of the property subject to the SWPOZ.

V. PARKING SUMMARY

The parking requirement in the C-4 zoning district is 1.5 parking spaces per 300 S.F. of floor area or one space per employee. The number of employees was not identified. Based on the floor area of 49,837 S.F. for the total facility, a minimum of 250 parking spaces is required. The existing site includes a total of 491 marked parking spaces and will have a total of 422 parking spaces upon completion of this project. The following table presents a tally of the types of parking spaces proposed for the site.

Parking Description	**Number of Parking Spaces**
Customer	23
Used Car Display/Storage	59
Subaru New Car Display/Storage	59
Volkswagen New Car Display/Storage	181
Active Service	40
Employee Parking	50
Wholesale	10
TOTAL	422

The *Zoning Ordinance* does not have a parking calculation specific to motor vehicle sales and motor vehicle service to address the fact that the sales inventory and service inventory is actually 'parked' on site. The applicant is reminded that parking on grass surfaces is also prohibited.

Loading Spaces

The requirement for loading spaces for retail and service establishments is based on building square footage. The rate is one loading space for establishments of 8,000 to 25,000 square feet in floor area with an additional loading space per 25,000 square feet of floor area or fraction thereof. However, the maximum number of required loading spaces for buildings totally up to 150,000 square feet is three loading spaces. This site will require two (2) loading spaces. This plan notes that loading will occur in the non-public areas in the rear of the site behind the buildings.

Bicycle Parking

The site is required to provide bicycle parking. The bicycle parking calculation is one for every twenty parking spaces. Based on the number of required parking spaces at 250, then thirteen (13) bicycle parking spaces are required. The plan does not appear to indicate the location of any bicycle parking spaces; the applicant has stated that there are bike racks at each auto dealership building.

VI. SITE CONSIDERATIONS

Dumpster

This project is non-residential; the requirement is for two (2) Dumpsters. For this plan, the applicants have submitted on their Site Plan the construction of two (2) new Dumpsters relocated along the northwest property line. An enclosure is required when the Dumpsters are visible from the public right-of-way or from an adjacent property.

Lighting
The location of the proposed lighting is shown on the plan with lighting fixtures at the edges of the parking lot areas and within the parking lot.

Sidewalk
Sidewalk is required along the street frontage of North DuPont Highway in accordance with *Zoning Ordinance,* Article 5 §18. In addition, sidewalks connecting from the street frontage sidewalk into the site are required and for pedestrian access from parking areas to building entrances.

The existing site frontage consists of a paved sidewalk along the North DuPont Highway frontage. Also, at the front of the Subaru Building the frontage of the proposes concrete pavers with a 1' x 1' joint pattern. This area also proposes a sidewalk with recessed in-grade light, while proposed to be flush with pavement at ADA Ramp location. The dimensions of this sidewalk and patio area are not included in the Site Plan.

Curbing
The *Zoning Ordinance,* Article 6 §3.6(b) requires upright curbing for all parking areas and access drives. The plan shows new curbing for the parking areas at the rear of the site, and in the parking areas along the property lines near the Volkswagen dealership building. Some areas along the northwest property line do not include curbing and this is considered an existing condition.

Signage
The project documents indicate the removal and replacement of one (1) freestanding pylon sign currently in the parking/display area in front of the existing Subaru showroom structure. A second pylon sign exists in front of the proposed new showroom structure. Additional signage is proposed near the roofline on the building frontage, as well as the left and right-side elevations and handicapped parking.

This property is associated with Unified Comprehensive Signage Plan US-15-01; proposing the permitted construction of signage to include illuminated freestanding signage and illuminated wall signage on two (2) showroom buildings. The application was heard by the Planning Commission on July 20, 2015. This application was granted Conditional Approval. US-15-01 received final plan approval on January 1, 2016.

Any additional signage must be approved through a separate sign approval and permitting process. The existing site is considered legal non-conforming with respect to the number of signs.

VII. TREE PLANTING AND LANDSCAPE PLAN

One (1) tree is required for every 3,000 SF of land area. The tree planting requirement is based on the total lot area. This project site consists of a total lot area of 5.48 acres (238,708.80 S.F.). Based on the 5.48 acres of non-woodland area, 80 trees are required. A Landscape Plan is included in the submission, indicating that all proposes trees on the site that will be installed in the rear of the building.

The C-4 zoning district requires a landscape strip of open space that is ten (10) feet in width along street lines. Only small areas along the southern portion of the North DuPont Highway frontage comply with this requirement. The remaining frontage areas are considered existing conditions where the vehicle display and parking areas limit the open space.

The site is also subject to the Arterial Street Landscape Buffer requirement along the North DuPont Highway frontage of the property for a landscaped open space of thirty (30) feet, per Article 5 of the *Zoning Ordinance*. The existing configuration does not meet this requirement due to the existing condition of paved areas for vehicle display and parking.

Waiver Request of 30' Arterial Street Landscape Buffer

Article 5 § 7.3 allows the Planning Commission to grant a waiver to approve a lesser amount of landscape buffering due to lot constraints or other conditions provided that the objective of establishing landscaped open space along arterial roadways is achieved. The applicant is seeking a Waiver Request for a 30' Arterial Street Landscape Buffer located along the northeast entrance between the existing site pavement and the curb where North Dupont is 9' at the narrowest point and 15' at the widest point. The existing pavement along the frontage of the property is not being modified from its existing condition; therefore, the applicant feels the reduction is warranted. For the southern portion of the frontage of the property, fronting the Volkswagen showroom building, includes an overall reduction in paved area is also achieved in response to the requirements of the Source Water Protection Overlay Zone (SWPOZ) in the southern corner of the property.

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

VIII. CITY AND STATE CODE REQUIREMENTS:

1) The Site Plan must be updated with changes recommended or approvals including any waivers granted by the Planning Commission. Add to plan as reference notes.

2) Plan needs Minor Grading Plan or information (spot grades) to reflect changes around the rear addition. Also add a General Plan Details Sheet to add the construction details for site elements such as bicycle racks, sidewalks, traffic control signage, etc.

3) Sheet C-001:
   a) The Site Data Column will need to be updated prior to Final Approval with the following:
      i) Provide Floor Area Ratio for project site.
      ii) Parking Ratio of what is required needs to be indicated.
      iii) Need clarification if the number of parking spaces is 422 versus 421 the Planning Office counted on the Site Plan.
      iv) Any changes recommended or approvals including information on any waivers granted by the Planning Commission.
      v) Plan needs a written purpose for each of its additions it has indicated on the Site Plan in the General Notes.

vi) List the existing and proposed impervious surface coverage as a percent and in square feet.

4) Sheet C-201:
   a) Label parking rows with space tally.
   b) Dimensions of the proposed patio, sidewalk, and canopy are missing.
   c) Identify the location of the bike racks and number of spaces.

5) The proposed sign locations shown on this plan are for informational purposes and approval of this plan does not grant approval to the signage shown on the Site Plan or in building elevation drawings. Additional review is required to evaluate compliance with the Sign Regulations.

IX. 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) Waiver Request- Arterial Street Landscape Buffer: Staff recommends conditional approval of the Waiver Request to reduce the width of the Arterial Street Landscape Buffer to recognize existing conditions for the north area of the property.
   a) Staff notes that a portion of the North DuPont Highway frontage south of the entrance is within the Source Water Protection Overlay Zone (SWPOZ) and includes a landscaped area to comply with the impervious surface limitations.
   b) Staff recommends that the landscape buffer includes a landscape treatment of shrubs and groundcovers in lieu of or addition to grass where space is available.

X. ADVISORY COMMENTS TO THE APPLICANT:

1) Any offsite traffic improvements imposed by DelDOT may potentially impact the configuration and area of the proposed Arterial Street Landscape Buffer and require modifications to the final Site Plan.

2) The Planning Commission should act upon any waiver requests including the Request of 30’ Arterial Street Landscape Buffer for the project as part of any motion to approve this project, or as a separate motion if necessary. Note: All waivers are at the discretion of the Planning Commission. The Commission may approve or deny waiver requests.

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) 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 directly to other 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.

5) In the event, major changes and revisions to the Site Development Plan occur in the finalization of the Site Plan contact the Planning Office. Examples include reorientation of the buildings, relocation of site components like stormwater management areas, and increases in floor area count. These changes may require resubmittal for review by the Development Advisory Committee, Planning Commission, or other agencies and commissions making recommendations in regard to the plan.

6) For building construction, the requirements of the building code or 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.

7) The applicant/developer shall be aware that prior to any ground disturbing activities on the site the appropriate site inspections, Pre-Construction meetings (including a City of Dover Pre-Construction meeting), and permits are required.

8) Construction may have an effect on the adjacent property owners and nearby travel lanes. Any work requiring the closing or rerouting of potential customers or visitors to adjacent properties should be coordinated as to offer the least amount of inconvenience to the adjacent property owners.

9) The applicant shall be aware that Site 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 shall require a Sign Permit from the City of Dover prior to placement of any such sign. It is recommended that the applicant discuss the sign regulation requirements with the Planning Staff prior to applying for a Sign Permit.

10) 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.

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

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

STAFF D.A.C. MEETING DATE: SEPTEMBER 2, 2026

APPLICATION: WINNER SUBARU BUILDING ADDITION @ 1387 NORTH DUPONT HIGHWAY

FILE #: S-26-13

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

CONTACT PERSON: Kate L. Mills, P.E., Interim Director of Water & Wastewater / Engineering Services

CONTACT PHONE #: 302-736-7025

CONTACT EMAIL: kmills@doverde.gov

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-gallong 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-fre

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.

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 2021 (.dwg format).
   b. Adobe Reader (.pdf format).

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES

SANITATION / STORMWATER / STREETS / WATER / WASTEWATER / GENERAL

1. As-built plans shall be provided prior to the certificate of occupancy and shall be provided in .dwg and .pdf format.

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 may 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 may 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.

S-26-13

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: 09/02/26

CITY OF DOVER FIRE MARSHAL

APPLICATION: Winner Subaru Building Additions at 1387 N DuPont Hwy

FILE #: S-26-13 REVIEWING AGENCY: City of Dover, Office of the Fire Marshal

CONTACT PERSON: Jason Osika, Fire Marshal PHONE #: (302) 736-4457
josika@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 ADDRESS BY THE APPLICANT:

CITY AND STATE CODE REQUIREMENTS:

1. Proposed occupancy classification is business, mercantile, and industrial.

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 50% and clearly shown on the plans.

   Perimeter Access minimum width shall be10 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 25% 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. Speed Reduction Devices must be approved, please see City of Dover Ordinance Chapter 98-10 in reference to this process.

12. 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)

13. 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 3In 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

14. Fire Department Connection is to be a 5-inch stortz 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)

15. 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)

16. Fire Department Connection to be located within 300 feet of fire hydrant, measured as hose would come off the fire equipment.

17. 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.

18. 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)

19. 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)

20. 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, *t*he number shall measure a minimum of four inches in height, *location, t*he number shall be placed on the house above or to the left or right of the front entrance, *color*, *t*he number shall be contrasting to the background color, *Arabic numerals, a*ll numbers shall be Arabic numerals.

    *Multiple-family dwellings, measurements, t*he 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, n*umbers 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*, *n*umbers shall be contrasting to the background color, *Arabic numerals, a*ll 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, n*umbers 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, s*hould 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, n*umbers shall be contrasting to the background color and shall be placed on each building in the complex,

*Arabic numerals, a*ll 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)

21. 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

22. 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

23. Project to be completed per approved Site Plan.

24. Full building and fire plan review is required.

25. Construction or renovations cannot be started until building plans are approved.

26. 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.

27. Building cannot be occupied by the public until a Certificate of Occupancy is obtained.

28. 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 perimeter access as outlined in item # 4 listed above
2. Please show the fire lane as outlined in item # 5 listed above
3. FDC to be relocated to front of the building as outlined in item #'s 14, 15, and 16 listed above
4. Knox Box to be relocated to the front of the building as outlined in item # 21 listed above

APPLICABLE CODES LISTED BELOW (NOT LIMITED TO):
2021 NFPA 1 Fire Code (NFPA; National Fire Protection Association)
2021 NFPA 101 Life Safety Code (NFPA; National Fire Protection Association)
2019 NFPA 72 National Fire Alarm and Signaling Code (NFPA; National Fire Protection Association)
2019 NFPA 13 Installation of Sprinkler Systems (NFPA; National Fire Protection Association)
2009 IBC (International Building Code)
Latest editions of all other NFPA Codes as defined by the Delaware State Fire Prevention Regulations
2021 Delaware State Fire Prevention Regulations
City of Dover Code of Ordinances

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

From: Jones, Tijah (DelDOT)
To: Melson-Williams, Dawn
Cc: Hickman, Kevin (DelDOT)
Subject: EXTERNAL: DAC Comments
Date: Thursday, September 3, 2026 3:00:04 PM

You don't often get email from tijah.jones@delaware.gov. Learn why this is important

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

Good Morning Dawn,

Here are the comments from DelDOT for the applications discussed in the DAC Meeting 02 September

- **S-26-13 Winner Subaru Building Additions at 1387 North DuPont Highway**

1. Schedule a pre-submittal meeting with the department.

- **S-26-14 William Henry Campus Improvements at 65 Carver Road, Dover, DE**

2. Schedule a pre-submittal meeting with the department.

- **HI-25-01 Revised #2 and S-25-07 Revised #2 The Old Post at 55 Loockerman Plaza**

3. Schedule a pre-submittal meeting with the department.

- **HI-25-02 Revised and S-25-11Revised The Governor: Mixed Use Building at 120 S Governors Avenue**

4. Schedule a pre-submittal meeting with the department.

TiJah Jones
Subdivision Review Engineer
Economic Development Coordination
Delaware Department of Transportation
(302) 760-2124
tijah.jones@delaware.gov

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

ADVISORY BRIEF

D.A.C. MEETING DATE: 9/9/2026

Dover/Kent County Metropolitan Planning Organization

S-26-13 Winner Subaru Building Additions at 1387 North DuPont Highway

FILE # S-26-13 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-26-13 Winner Subaru Building Additions at 1387 North DuPont Highway

This site plan focuses on internal improvements to the property such as building additions rather than new frontage sidewalks or property entrances. The transportation impacts of the project are expected to be fairly minimal. It should be noted, however, that the subject property is located on US13 (N DuPont Highway), which has been singled out in Dover Kent MPO's research for its significant safety issues. The entirety of US13 within the City of Dover is included in the High Injury Network as part of the MPO's *Kent County Safety Action Plan*. Roads in the High Injury Network have experienced a disproportionately high number of traffic fatalities and serious injuries.[1] The full map of the High Injury Network as well as recommended safety improvements for US13 can be found in the "High-Priority Locations" section of the *Safety Action Plan*.

Due to the safety issues highlighted in the available data, it is recommended that the applicants strongly consider transportation safety when completing the project. The applicants should also

[1] *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=66.

coordinate with DelDOT throughout the process to prevent impediments to safety and connectivity on US13, such as temporary sidewalk obstructions during building construction.

Also note that the applicants will need to work with the City of Dover to ensure the requirements for bicycle parking are met. The City of Dover requires a minimum of one (1) bicycle parking space for every twenty (20) vehicle parking spaces.[2] The location of these facilities should be included in the site plan. If more information on various types of bike racks is needed, please contact Dover Kent MPO.

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

[2] Dover Code: Appendix B, Article 6, Section 3.10. City of Dover. https://library.municode.com/de/dover/codes/code_of_ordinances?nodeId=PTIICOOR_APXBZO_ART6OREPADRLOFA_S3REOREPASP.

WAIVER REQUEST

1387 DUPONT HIGHWAY, L.L.C.
NEW SUBARU BUILDING ADDITIONS

30’ ARTERIAL BUFFER

REQUEST: Relaxation of the 30 foot wide arterial buffer requirements for the site.

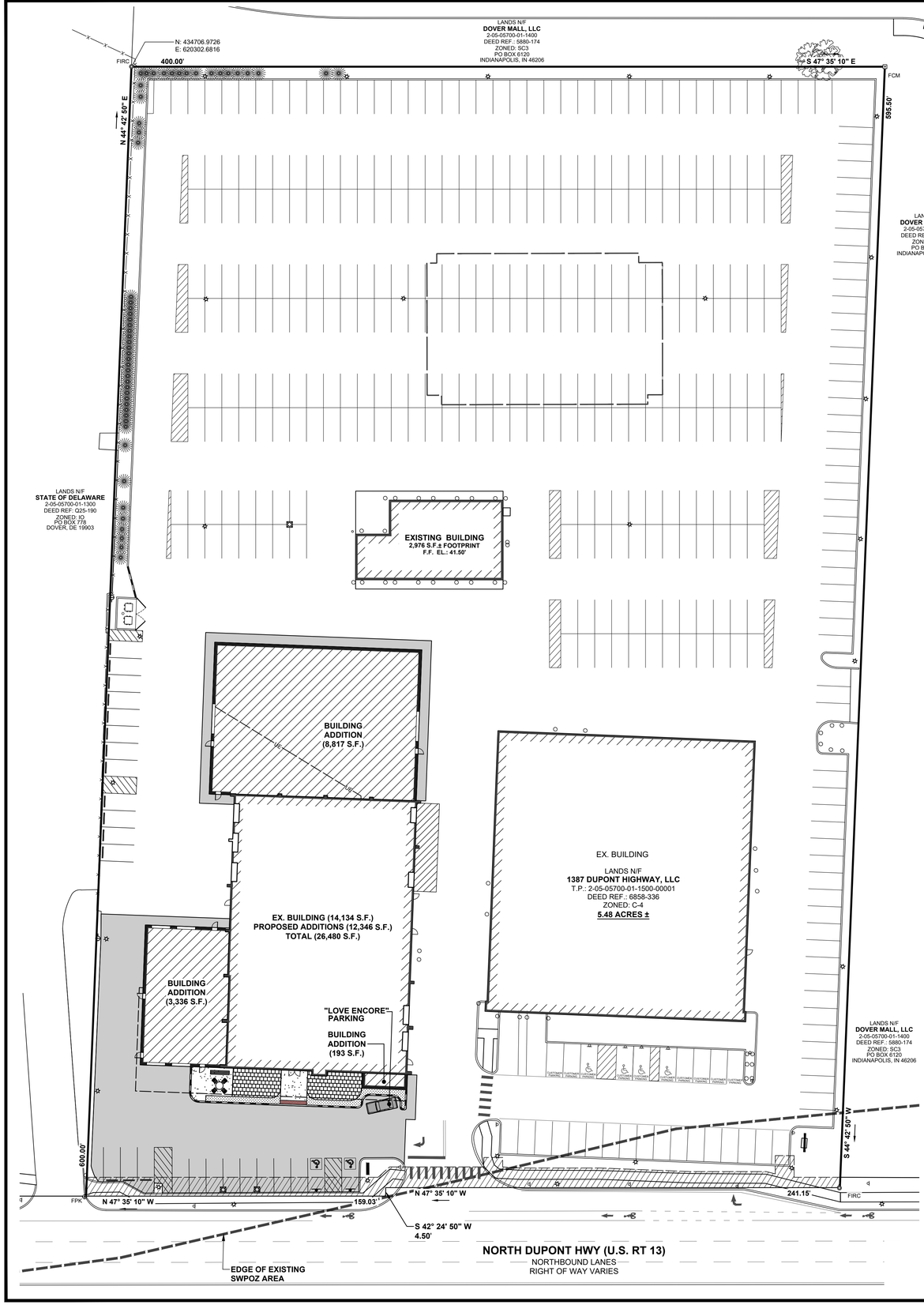
EXTENT OF THE REQUEST:

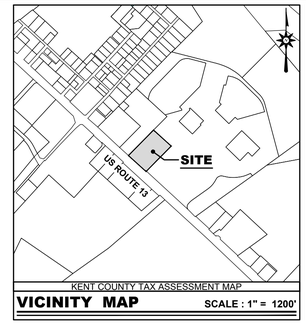
By code, a 30 ft wide arterial landscape buffer is required along road frontage that is classified as an arterial road by the Delaware Department of Transportation. The previous plan was approved with a 10’ wide landscape buffer based on the zoning.

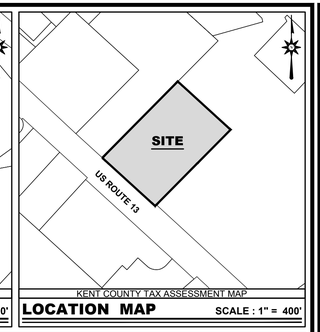
The buffer between the existing site pavement and the curb on Rt. 13 is 9’ at the narrowest point and 15’ at the widest point. The existing pavement along the frontage is not being modified from its existing condition and therefore, we feel the reduction is warranted.

BASIS FOR REQUEST:

1. Article 5, section 7.3 of the City of Dover zoning standards states that the Planning Commission may approve a lesser amount of buffering due to physical constraints that may severely limit the development potential of the property. The site is an operating automobile dealership and visibility of their product and building is a major part of drawing customers into the facility. The requirement to set the paved display area and the building back the required thirty feet creates a hardship based on the use of the facility, in addition to the fact that it is an existing condition which is not be modified.







GENERAL NOTES

1. THE BOUNDARY DATA SHOWN HEREON WAS COMPILED FROM A FIELD RUN SURVEY PERFORMED BY BECKER MORGAN GROUP, INC., DOVER, DE., IN APRIL 2026.
2. THE BOUNDARY LINES PORTRAYED HEREON HAVE BEEN ESTABLISHED BASED SOLELY ON PHYSICAL EVIDENCE DISCOVERED IN THE FIELD IN CONJUNCTION WITH DETERMINATIONS DERIVED FROM SOURCE OF TITLE AND ADJACENT DEED RECORD INFORMATION.
3. 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.
4. PARCEL IS LOCATED WITHIN ZONE "X", AREA OF MINIMAL FLOOD HAZARD BASED ON FIRM MAP 10001C0158J, EFFECTIVE DATE JULY 8, 2014.
5. ALL ROADS, PARKING AND OTHER PAVED AREAS WILL BE PRIVATELY OWNED AND MAINTAINED AND ARE NOT INTENDED FOR DEDICATION.
6. 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.
7. 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"
8. 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 THERETO APPURTENANT.
9. 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.
10. 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.
11. ALL FIRE LANE DEMARCATION AND FIRE LANE SIGNS SHALL BE IN ACCORDANCE WITH ALL STATE FIRE PREVENTION REGULATIONS.
12. ALL WORK WITHIN CITY/DELDOT MAINTAINED ROAD RIGHT-OF-WAYS SHALL MEET THE REQUIREMENTS AS SET FORTH IN THE CURRENT REVISION OF THE STANDARD SPECIFICATION FOR ROAD AND BRIDGE CONSTRUCTION, BY THE DELAWARE DEPARTMENT OF TRANSPORTATION AND ALL CITY OF DOVER REQUIREMENTS.
13. TRAFFIC AND SAFETY CONTROL SHALL BE MAINTAINED DURING CONSTRUCTION IN CONFORMANCE WITH THE CURRENT VERSION OF THE DELAWARE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES.
14. 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.
15. 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.
16. HYDRANT CONNECTIONS BY THE CONTRACTOR ARE PROHIBITED. THIS METHOD MAY NOT BE UTILIZED DURING ANY PHASE OF THE PROJECT.
17. 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.
18. 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.
19. 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.
20. IF THE APPROVED PLAN NEEDS TO BE 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).
21. THE KENT CONSERVATION DISTRICT (KCD) RESERVES THE RIGHT TO ENTER PRIVATE PROPERTY FOR PURPOSES OF PERIODIC SITE INSPECTION.
22. 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.
23. 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.
24. ALL SUBSURFACE UTILITIES SHOWN HEREON ARE BASED ON BASED ON SURFACE EVIDENCE COLLECTED FROM THE FIELD TOPOGRAPHIC SURVEY AND THE BEST AVAILABLE RECORDS.
25. 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.
26. IN ACCORDANCE WITH APPENDIX A, ARTICLE VI, SECTIONS B.3, ALL SIDEWALKS SHALL ASCEND FROM THE CURBSTONE TO THE BUILDING LINE AT THE RATIO OF ONE-QUARTER 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 RE-LAID.

PARKING SUMMARY

DESCRIPTION	NO. OF PARKING SPACES
CUSTOMER	23
USED CARS DISPLAY/STORAGE	59
SUBARU NEW CAR DISPLAY/STORAGE	59
VOLKSWAGEN NEW CAR DISPLAY/STORAGE	181
ACTIVE SERVICE	40
EMPLOYEE PARKING	50
WHOLESALE	10
TOTAL	422

SITE DATA

1.	OWNERS OF RECORD:	1387 DUPONT HIGHWAY, LLC 1300 N UNION ST WILMINGTON, DE 19806 302-656-4000
2.	ENGINEER / SURVEYOR:	BECKER MORGAN GROUP INC. 309 S. GOVERNORS AVENUE DOVER, DE 19904 302-734-7950
3.	PROPERTY MAP NUMBER:	2-05-05700-01-1500-000
4.	DEED SUMMARY:	DEED BOOK: 6858 PAGE: 336
5.	TOTAL SITE AREA:	5.48 ACRES ±
6.	ZONING CLASSIFICATION:	EXISTING: C4 (HIGHWAY COMMERCIAL) SWPOZ TIER 3 (SOURCE WATER PROTECTION OVERLAY ZONE)
7.	SETBACKS:	C4 (HIGHWAY COMMERCIAL) FRONT: 20 FT. SIDE: 15 FT. REAR: 30 FT. (BUILDING HEIGHT) MAX BLDG HEIGHT: 6 STORIES / 75 FT. MAX LOT COVERAGE: N/A SWPOZ TIER 3 (SOURCE WATER PROTECTION OVERLAY ZONE) MAX LOT COVERAGE: 30%
8.	PRESENT USE: PROPOSED USE:	CAR DEALERSHIP CAR DEALERSHIP
9.	BUILDINGS:	EXISTING: 37,491 S.F. PROPOSED: 12,346 S.F. TOTAL AT COMPLETION: 49,837 S.F. HEIGHT: 30 FT. (75 FT. MAX.) FLOOR AREA RATIO: 0.209 (4.0 MAX.)
10.	UTILITIES:	WATER: CITY OF DOVER SEWER: CITY OF DOVER GAS: CHESAPEAKE UTILITIES ELECTRIC: CITY OF DOVER
11.	PARKING:	REQUIRED: 167 SPACES PROVIDED: 422 SPACES (INCL CUST. & EMPLOY. PARKING, DISPLAY, REPAIR & INVENTORY) HANDICAP PARKING REQUIRED: 6 SPACES, 1 VAN ACC. HANDICAP PARKING PROVIDED: 6 SPACES, 4 VAN ACC. BICYCLE PARKING REQUIRED: 167 / 20 = 9 SPACES BICYCLE PARKING PROVIDED: 12 SPACES
12.	LOADING CALCULATIONS:	BERTHS REQUIRED: 2 BERTHS PROVIDED: 2 SPACES ARE NOT STRIPED AS VEHICLE OFFLOADING TAKES PLACE WITHIN THE NON-PUBLIC AREA BEHIND THE BUILDINGS
13.	DUMPSTERS:	REQUIRED: 2 PROVIDED: 2
14.	SIGNAGE:	FUTURE PERMIT SUBMISSION
15.	IMPERVIOUS:	5.23 AC. (95.4% LOT COVERAGE) (75% MAX.)
16.	ROAD CLASSIFICATION:	NORTH DUPONT HIGHWAY - MINOR ARTERIAL - 45 MPH
17.	ROAD FRONTAGE:	404' ± - VIA US ROUTE 13
18.	MONUMENTATION:	4 FOUND
19.	SURVEY DATUM:	NGS MONUMENTS VERTICAL: NAVD 88 - CORS HORIZONTAL: NAD 83 (2011) DSP - CORS
20.	SURVEY UNIT:	LINEAR: US SURVEY FOOT ANGULAR: DEGREES MINUTES SECONDS (DMS) COORDINATE TYPE: GROUND
21.	SURVEY CLASSIFICATION:	SUBURBAN SURVEY
22.	SOILS ON SITE:	HbA - HAMBROOK SANDY LOAM, 0 TO 2 PERCENT SLOPES HkB - HAMBROOK-URBAN LAND COMPLEX, 0 TO 5 PERCENT SLOPES WocA - WOODSTOWN LOAM, 0 TO 2 PERCENT SLOPES, MID ATLANTIC COASTAL PLAIN

SHEET INDEX

C-001	COVER SHEET AND OVERALL SITE PLAN
C-101	EXISTING CONDITIONS AND DEMOLITION PLAN
C-201	SITE PLAN
L-001	LANDSCAPE PLAN

OWNERS CERTIFICATION

WE, 1387 DUPONT HIGHWAY, LLC, 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.

MICHAEL HYNANSKI — DATE

ENGINEERS CERTIFICATION

I, J. MICHAEL RIEMANN, 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. — P.E NO. 13772 — DATE

LEGEND

ITEM	EXISTING	PROPOSED
CONCRETE CURB & GUTTER		
CONCRETE SIDEWALK, SLAB / PAVING		
IMPERVIOUS SURFACED ROAD, DRIVE OR PARKING LOT		
INDIVIDUAL TREE OR BUSH	EVERGREEN DECIDOUS	N/A
WIRE FENCE	x x x	
CHAINLINK FENCE		
STOCKADE FENCE		
STRUCTURE (CONCRETE, WOOD, METAL, ETC.)		
DRAINAGE DITCH OR SWALE		
WETLAND BOUNDARY LINE		N/A
CONTOUR	49	55
ELEVATION SPOT SHOT	43.55	25.15 / 25.50 T.C. 25.00 B.C.
BENCH MARK		N/A
PROPERTY OR RIGHT-OF-WAY LINE		
CENTERLINE		
LIGHT POLE		

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.)		
WATER MAIN & SIZE	EX. 10" W	12" W
FIRE HYDRANT (F.H.)	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.)		
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

BECKER MORGAN GROUP

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Salisbury, MD 21801
410.546.9100

North Carolina
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Wilmington, NC 28403
910.341.7600

www.beckermorgan.com

PROJECT TITLE

WINNER SUBARU BUILDING ADDITIONS

1387 N DUPONT HIGHWAY
CITY OF DOVER
KENT COUNTY, DE

SHEET TITLE

COVER SHEET & GENERAL NOTES

0 15 30 60

SCALE: 1" = 30'

ISSUE BLOCK

MARK	DATE	DESCRIPTION

LAYER STATE: C-001

PROJECT NO.:	2026070.00
DATE:	08/07/2026
SCALE:	1" = 30'
DRAWN BY: A.J.S.	PROJ. MGR.: M.J.H.

SHEET

C-001

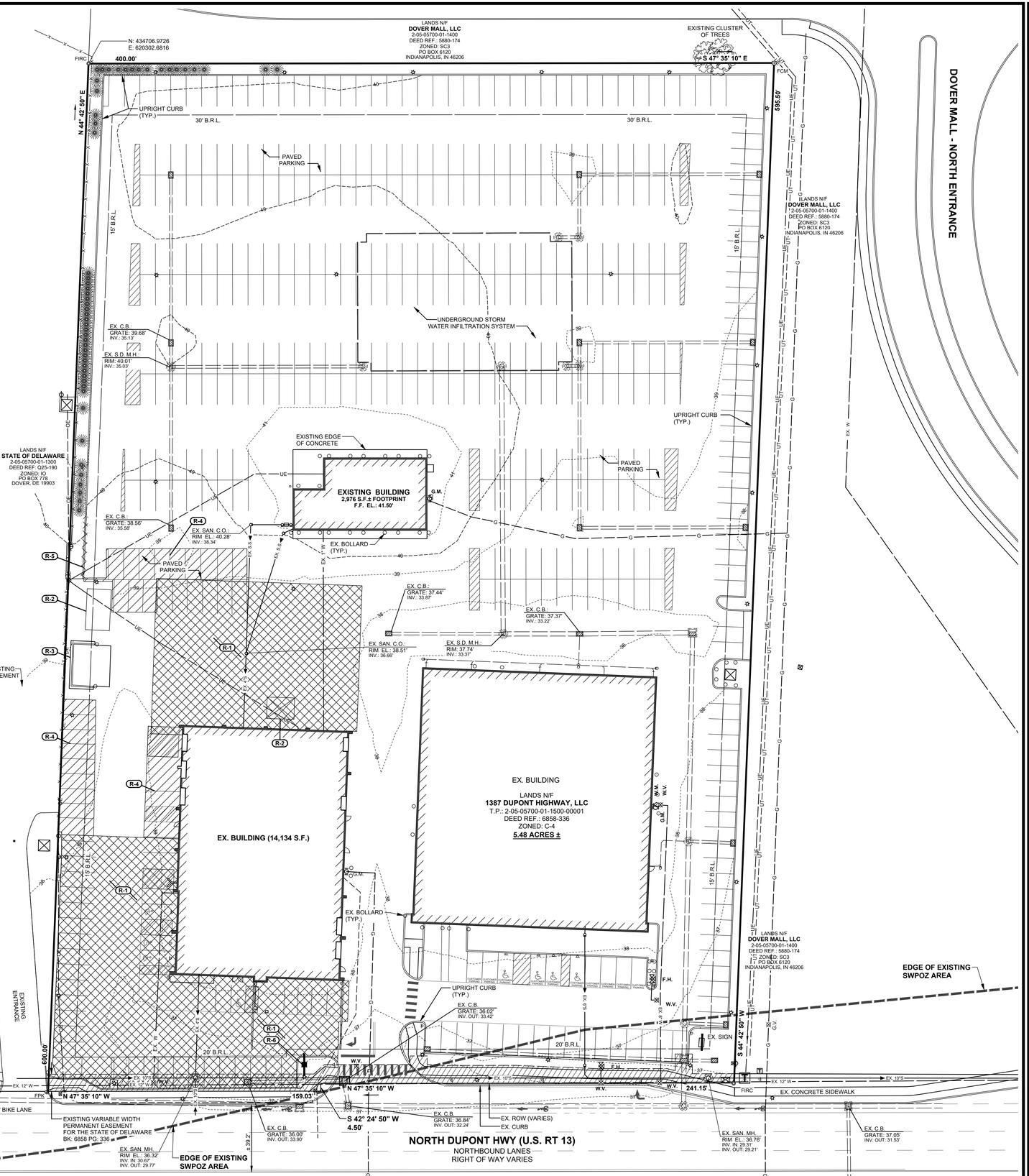
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DEMO LEGEND

- PAVEMENT DEMO
- STRIPING DEMO





DEMOLITION CONSTRUCTION NOTES

- **R-1** REMOVE PAVEMENT, SUBBASE MATERIAL, AND DEPRESSED CURB. SAW CUT PAVEMENT AT LIMITS OF REMOVAL.
- **R-2** REMOVE EXISTING STRUCTURES.
- **R-3** REMOVE EXISTING DUMPSTER.
- **R-4** REMOVE EXISTING STRIPING USING A DELDOT APPROVED METHOD (I.E. WATER/SAND BLAST).
- **R-5** EXISTING CURB TO BE REMOVED.
- **R-6** EXISTING SIGN TO BE REMOVED AND REPLACED, SEE SHEET C-201 FOR PROPOSED LOCATION.

NOTES:
1. PROPERLY DISPOSE OF ALL DEMOLITION MATERIAL IN ACCORDANCE WITH ALL CITY, COUNTY, STATE AND FEDERAL REGULATIONS. DELAWARE REGULATIONS PROHIBIT THE BURIAL OF DEMOLITION DEBRIS.
2. CONTRACTOR TO FIELD VERIFY LOCATIONS OF UNDERGROUND UTILITIES.
3. ANY EXISTING SANITARY SEWER OR 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 AND WASTEWATER SPECIFICATIONS AND REQUIREMENTS.

LEGEND

ITEM	EXISTING	PROPOSED
CONCRETE CURB & GUTTER		
CONCRETE SIDEWALK, SLAB / PAVING		
IMPERVIOUS SURFACED ROAD, DRIVE OR PARKING LOT		
INDIVIDUAL TREE OR BUSH	EVERGREEN DECIDUOUS	N/A
WIRE FENCE	X X X	
CHAINLINK FENCE		
STOCKADE FENCE		
STRUCTURE (CONCRETE, WOOD, METAL, ETC.)		
DRAINAGE DITCH OR SWALE		
WETLAND BOUNDARY LINE		N/A
CONTOUR	49	55
ELEVATION SPOT SHOT	43.55	25.15 / 25.50 T.C. 25.00 B.C.
BENCH MARK		N/A
PROPERTY OR RIGHT-OF-WAY LINE		
CENTERLINE		
LIGHT POLE		

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.**)		
WATER MAIN & SIZE	EX. 10" W	12" W
FIRE HYDRANT (**F.H.**)	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.**)		
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

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910.341.7600

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PROJECT TITLE

WINNER SUBARU BUILDING ADDITIONS

1387 N DUPONT HIGHWAY
CITY OF DOVER
KENT COUNTY, DE

SHEET TITLE

EXISTING CONDITIONS & DEMOLITION PLAN

0 15 30 60

SCALE: 1" = 30'

ISSUE BLOCK		
MARK	DATE	DESCRIPTION

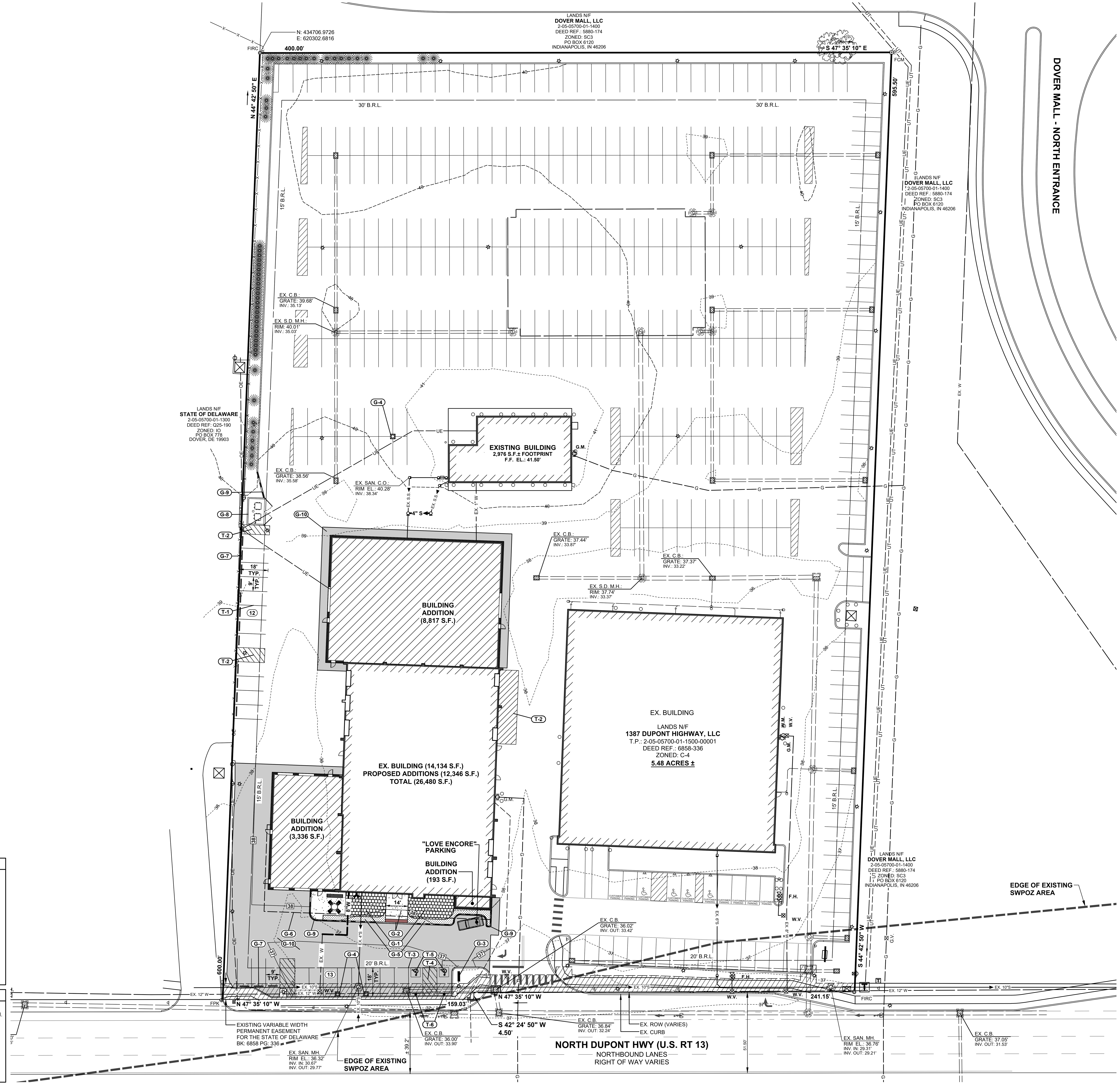
LAYER/STATE: C-101

PROJECT NO.:	2026070.00
DATE:	08/07/2026
SCALE:	1" = 30'
DRAWN BY: A.J.S.	PROJ. MGR.: M.J.H.

SHEET

C-101

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STRIPING & SIGNAGE CONSTRUCTION NOTES

T-1 PROPOSED PAINTED STRIPING - 4" SOLID WHITE LINE (TYP.).
T-2 PROPOSED PAINTED STRIPING - 4" SOLID YELLOW LINES WITH 4" SOLID LINES 45° @ 4' O.C. SPACING.
T-3 PROPOSED PROPOSED PAINTED STRIPING 4" SOLID ACCESSIBLE BLUE LINE.
T-4 PROPOSED PAINTED STRIPING - 4" SOLID ACCESSIBLE BLUE LINES. 45° @ 4' O.C. SPACING.
T-5 PROPOSED THERMO ACCESSIBLE SYMBOL. PAINTED ACCESSIBLE BLUE.
T-6 PROPOSED "ACCESSIBLE HANDICAP PARKING" SIGN.

NOTE:
ALL SIGNAGE FOR THE SITE IS SUBJECT TO THE SIGN PROVISIONS OF ZONING ORDINANCE ARTICLE 5, SECTION 4 AND SUBJECT TO A SEPARATE SIGN PERMIT APPLICATION SUBMISSION. (EXCLUDES ROAD SIGNS)

GENERAL CONSTRUCTION NOTES

G-1 PROPOSED CONCRETE PAVERS WITH 1'X1' JOINT PATTERN.
G-2 PROPOSED SIDEWALK WITH RECESSED IN-GRADE LIGHT. SIDEWALK TO BE FLUSH WITH PAVEMENT AT ADA RAMP LOCATION.
G-3 PROPOSED PYLON SIGNAGE. SIGN DETAIL TO BE PROVIDED BY OWNER.
G-4 PROPOSED ELECTRIC VEHICLE CHARGING STATION.
G-5 PROPOSED LANDSCAPING. SEE LANDSCAPE PLANS.
G-6 PROPOSED CANOPY LIMITS.
G-7 PROPOSED PARKING BUMPER (TYP.).
G-8 PROPOSED DUMPSTER ENCLOSURE.
G-9 PROPOSED P.C.C. CONCRETE CURB (DELDOT TYPE 1-6).
G-10 PROPOSED BITUMINOUS PAVEMENT.

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PROJECT TITLE

WINNER SUBARU BUILDING ADDITIONS

1387 N DUPONT HIGHWAY
CITY OF DOVER
KENT COUNTY, DE

SHEET TITLE

SITE AND UTILITY PLAN

0 15 30 60
SCALE: 1" = 30'

ISSUE BLOCK

MARK	DATE	DESCRIPTION

LAYER STATE: C-201

PROJECT NO.:	2026070.00
DATE:	08/07/2026
SCALE:	1" = 30'
DRAWN BY: A.J.S.	PROJ. MGR.: M.J.H.

SHEET
C-201

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SITE DATA

1.	OWNERS OF RECORD:	1387 DUPONT HIGHWAY, LLC 1300 N UNION ST WILMINGTON, DE 19806 302-656-4000
2.	ENGINEER / SURVEYOR:	BECKER MORGAN GROUP INC. 309 S. GOVERNORS AVENUE DOVER, DE 19904 302-734-7950
3.	PROPERTY MAP NUMBER:	2-05-05700-01-1500-000
4.	DEED SUMMARY:	DEED BOOK: 6858 PAGE: 336
5.	TOTAL SITE AREA:	5.48 ACRES ±
6.	ZONING CLASSIFICATION:	EXISTING: C4 (HIGHWAY COMMERCIAL) SWPOZ TIER 3 (SOURCE WATER PROTECTION OVERLAY ZONE)
7.	SETBACKS:	C4 (HIGHWAY COMMERCIAL) FRONT: 20 FT. SIDE: 15 FT. REAR: 30 FT. (BUILDING HEIGHT) MAX BLDG HEIGHT: 6 STORIES / 75 FT. MAX LOT COVERAGE: N/A SWPOZ TIER 3 (SOURCE WATER PROTECTION OVERLAY ZONE) MAX LOT COVERAGE: 30%
8.	PRESENT USE: PROPOSED USE:	CAR DEALERSHIP CAR DEALERSHIP

GENERAL LANDSCAPE NOTES :

1. QUALITY AND SIZE OF PLANTS, SPREAD OF ROOTS, AND SIZE OF BALLS SHALL BE IN ACCORDANCE WITH THE CURRENT STANDARDS OF THE AMERICAN ASSOCIATION OF NURSERYMEN "AMERICAN STANDARDS FOR NURSERY STOCK."

   EVERGREEN TREES SHALL HAVE A FULL, WELL-BRANCHED, CONICAL FORM TYPICAL OF THE SPECIES.

   PLANT MATERIALS DELIVERED TO THE SITE IN UNCOVERED TRUCKS WILL BE REJECTED.

   UNACCEPTABLE PLANT MATERIALS: MATERIALS WHICH HAVE DAMAGED OR CROOKED LEADERS, DEFORMED GROWTH HABIT, ABRASIONS OF THE BARK, SUN SCALD, WINDBURN, DISFIGURING NOT COMPLETELY CALLUSED WILL BE REJECTED. IN ADDITION, TREES HAVING THEIR CENTRAL LEADERS HEADED BACK WILL ALSO BE REJECTED. PLANTS WITH LOOSE OR CRACKED ROOT BALL OR CONTAINERS WILL BE REJECTED.

2. ALL PLANTS SHALL BE PLANTED IN TOPSOIL THAT IS THOROUGHLY WATERED AND TAMPED AS BACKFILLING PROGRESSES. NOTHING BUT SUITABLE TOPSOIL, FREE OF DRY SOD, STIFF CLAY, LITTER, STONES IN EXCESS OF ONE (1) INCH DIAMETER, ETC. SHALL BE USED FOR PLANTING.

   MULCH FOR PLANTING BEDS SHALL BE SHREDDED HARDWOOD BARK MULCH UNLESS OTHERWISE SPECIFIED ON THE PLANS AND SHALL HAVE NO LEAVES, YOUNG GREEN GROWTH, BRANCHES, TWIGS, GREATER IN DIAMETER OF ½", WEEDS, SHAVINGS OR FOREIGN MATERIAL SUCH AS STONES, ETC. SHALL BE MIXED WITH THE MULCH. ALL SHRUB MASSES SHALL BE PLANTED IN CONTINUOUS MULCHED BEDS WITH A LIGHTLY COMPACTED DEPTH OF THREE (3) INCHES. ALL CONTAINER PLANTS ARE TO HAVE ROOTS CUT ON FOUR SIDES AND/ OR SPREAD OUT IN NEW SOIL MIXTURE.

3. ALL AREAS NOT STABILIZED IN PAVING OR PLANT MATERIALS SHOULD BE SEEDED AND MULCHED. (SEE EROSION & SEDIMENT CONTROL PLAN AND NOTES.)

4. LANDSCAPE BEDS NOT DEFINED BY CURBS, SIDEWALKS, WALLS OR OTHER STRUCTURES SHALL BE ENCLOSED BY ALUMINUM EDGING UNLESS OTHERWISE INDICATED.

5. AREAS DISTURBED BY LANDSCAPE OPERATIONS SHALL BE GRADED TO MATCH EXISTING TOPSOIL AND SEED OR SOD AS REQUIRED.

6. CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGE TO UTILITIES AND MAY MAKE MINOR ADJUSTMENTS IN SPACING AND/OR LOCATION OF PLANT MATERIALS. CONTRACTOR TO VERIFY "AS BUILT" LOCATION OF ALL UTILITIES.

7. NO PLANT, EXCEPT GROUNDCOVERS, SHALL BE WITHIN THREE (3) FEET FROM SIDEWALKS.

8. NO TREE SHALL BE PLANTED CLOSER THAN TEN (10) FEET FROM ANY STRUCTURE OR BUILDING.

9. NO TREE SHALL BE PLANTED WITHIN TEN (10) FEET OF UNDERGROUND UTILITIES OR FIRE HYDRANTS.

10. ONLY TREES THAT REACH A HEIGHT AND SIZE AT MATURITY OF SMALL TO MEDIUM SHALL BE PLANTED UNDER POWER LINES.

11. THE CONTRACTOR SHALL WATER ALL PLANTS THOROUGHLY TWICE DURING THE FIRST 24-HOUR PERIOD AFTER PLANTING, AND THEN WEEKLY OR MORE OFTEN, IF NECESSARY, DURING THE FIRST GROWING SEASON, UNLESS THE OWNER AGREES TO MAINTAIN AND WATER THEM.

12. TREES TO REMAIN ON-SITE SHALL BE PROTECTED WITH SNOW FENCE DURING CONSTRUCTION (SEE DETAIL). SNOW FENCING TO BE MAINTAINED DURING CONSTRUCTION BY CONTRACTOR.

13. THE PLANTING PLAN SHALL TAKE PRECEDENCE OVER THE PLANT SCHEDULE SHOULD ANY PLANT QUANTITY DISCREPANCIES OCCUR.

14. NO SUBSTITUTIONS SHALL BE MADE WITHOUT APPROVAL OF THE OWNER AND/ OR THE LANDSCAPE ARCHITECT.

15. ALL NEW TREES SHALL BE GUARANTEED TO SURVIVE FOR ONE FULL YEAR AFTER INSTALLATION (FULL COST). ALL STAKES AND GUYS SHALL BE REMOVED FROM TREES AND SITE AS EARLY AS THREE (3) MONTHS, BUT NO LONGER THAN ONE (1) YEAR AFTER PLANTING.

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 :	238,708 S.F.
5.	DENSITY : 1 TREE PER 3,000 S.F. OF LOT AREA 238,708 / 3,000 S.F. / TREE = 79.57	80 TREES REQUIRED
6.	EXISTING TREES TO BE RETAINED :	53 TREES
7.	PROPOSED TREES :	27 TREES
8.	TOTAL TREES :	80 TREES

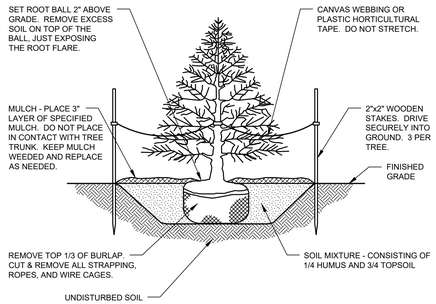
DELAWARE LANDSCAPE ARCHITECTS CERTIFICATION

I, CHAD D. CARTER, RLA, ASLA, HEREBY CERTIFY THAT I AM A LANDSCAPE ARCHITECT IN THE STATE OF DELAWARE, THAT THE LANDSCAPING INFORMATION SHOWN HEREON HAS BEEN PREPARED UNDER MY SUPERVISION AND TO MY BEST KNOWLEDGE AND BELIEF, REPRESENTS GOOD LANDSCAPING PRACTICES.

CHAD D. CARTER, RLA, ASLA S1-499 DATE

PLANT LIST

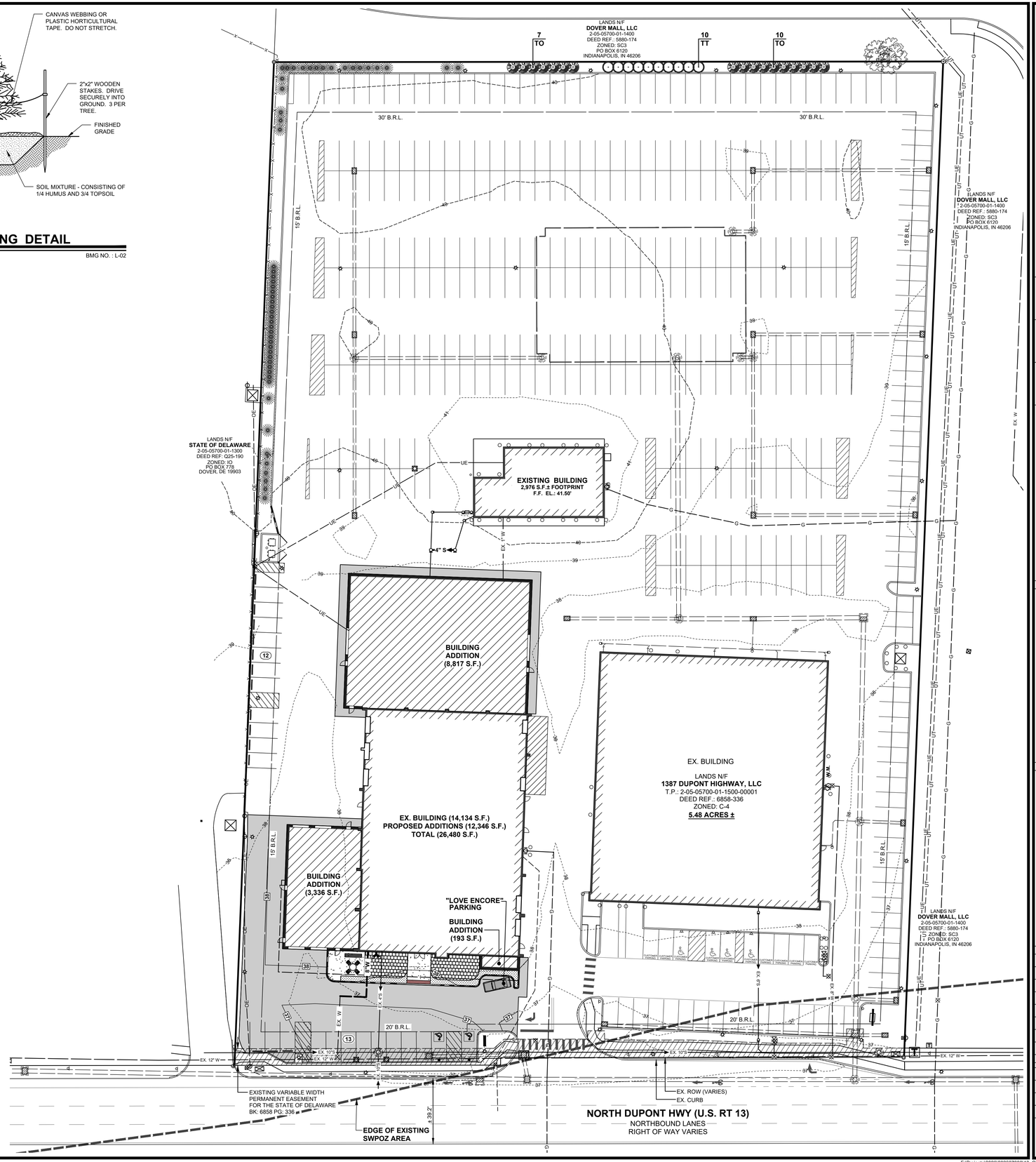
KEY	QUANTITY	BOTANICAL NAME	COMMON NAME	SIZE	ROOT	REMARKS
EVERGREEN TREES						
TO	17	THUJA OCCIDENTALIS 'EMERALD GREEN'	EMERALD GREEN ARBORVITAE	5' - 6' HGT	B&B	FHV
TT	10	THUJA OCCIDENTALIS 'TECHNY'	TECHNY ARBORVITAE	5' - 6' HGT	B&B	FHV
TOTAL:	27 EVERGREEN TREES					



EVERGREEN TREE PLANTING DETAIL

NO SCALE BMG NO. : L-02

LEGEND	
ITEM	SYMBOL
EXISTING TREE TO REMAIN (53)	



BECKER MORGAN GROUP

ARCHITECTURE
ENGINEERING

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309 South Governors Avenue
Dover, DE 19904
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The Tower at STAR Campus
100 Discovery Boulevard, Suite 102
Newark, DE 19713
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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

PROJECT TITLE

WINNER SUBARU BUILDING ADDITIONS

1387 N DUPONT HIGHWAY
CITY OF DOVER
KENT COUNTY, DE

SHEET TITLE

LANDSCAPE PLAN

0 15 30 60

SCALE: 1" = 30'

ISSUE BLOCK

MARK	DATE	DESCRIPTION

LAYER STATE: L-101

PROJECT NO.:	2026070.00
DATE:	08/06/2026
SCALE:	1" = 30'
DRAWN BY: A.J.D.	PROJ. MGR.: M.J.H.

SHEET

L-101

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SUBARU | WINNER - CONCEPTUAL ELEVATION RENDERING

DOVER, DE

7.29.26 | 2026070.00



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DOVER, DE

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City of Dover

DATA SHEET FOR SITE PLAN REVIEW

DEVELOPMENT ADVISORY COMMITTEE MEETING OF: September 9, 2026

PLANNING COMMISSION MEETING OF: September 21, 2026

Plan Title:	William Henry Campus Improvements at 65 Carver Road S-26-14
Plan Type:	Site Development Plan
Location:	North of Forest Street, East of Saulsbury Road, and Northeast of Carver Road.
Address:	65 Carver Road, Dover, DE, 19904
Tax Parcel:	ED-05-076.07-01-55.00-000
Owner:	Dover Special School District (Capital School District)
Property Area:	45.46 acres +/- (1,980,675 SF +/-)
Project Area:	18.2 acres +/- (802,376 SF +/-)
Zoning:	IO (Institutional and Office Zone) COZ-1 (Corridor Overlay Zone)
Previous Use:	Education Campus: Middle School, Community School and Elementary School
Proposed Use:	Education Campus: Elementary School and Community School with intensive learning center
Building Area:	73,100 +/- SF – Booker T. Washington Elementary (To Remain) 172,184 +/- SF – William Henry Middle School (To be Removed) 31,802 +/- SF – Kent County Community School (To Remain) 33,778 +/- SF – Kent County Community School (Proposed Addition) 81,362 +/- SF – Kent County Intensive Learning Center (Proposed) 1,350 +/- SF – Geothermal Head House (Proposed) 223,712 +/- SF – Overall Buildings on Site
Off Street Parking:	Required – 498 spaces Including – 9 ADA spaces Proposed – 393 spaces Including – 28 ADA spaces
Bicycle Parking Spaces:	Required – 25 spaces Proposed – 4 spaces
Waiver Request:	Partial Elimination of Upright Curbing. Reduction of Parking Requirement

City of Dover Planning Office

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: September 9, 2026

APPLICATION: William Henry Campus Improvements at 65 Carver Road

FILE #: S-26-14 REVIEWING AGENCY: City of Dover Planning

CONTACT PERSON: Christopher Salzano, AICP, Planner II

PHONE #: (302) 736-7196

I. PLAN SUMMARY

This is a review of a Site Development Plan for the demolition of an existing 140,382 SF school buildings (William Henry) and portion of the Kent County Community School (KCCS) and construction of a new 81,362 SF Kent County Secondary Intensive Learning Center, a 36,098 SF Addition for KCCS and a head house associated with the new geothermal system. The proposal also includes site work consisting of a new bus and parent dropoff/pickup loops, parking lots, vehicular and pedestrian circulation, and a geothermal system field. The property is zoned IO (Institutional and Office Zone) and also partly subject to the COZ-1 (Corridor Overlay Zone). The Owner of record is Dover Special School District (Capital School District). The Property consists of 45.46 Acres. The Property is located on the north side of Forest Street and east of Carver Road. Property Address: 65 Carver Road, Dover, DE. Tax Parcel: ED-05-076.07-01-55.00-000. Council District 4.

II. PROJECT DESCRIPTION

The subject property is located at 65 Carver Road, on a 45.46 +/- acre parcel (ED-05-076.07-01-55.00-000) known colloquially as the William Henry Campus. Currently, the project site is home to three school buildings, the Booker T. Washington Elementary School, the William Henry Middle School, and the Kent County Community School (KCCS). The parcel is located north of Forrest Street, east of Saulsbury Road and south of the Clara Street Extension. This project is located on the northern portion of the campus above the existing boulevard drive aisle that spawns from Carver Road to Weston Drive.

The development area for this project consists of an 18.2 +/- acre portion of the campus positioned east of the Regional Bus Lot established by Site Development Plan S-24-17, and north of the boulevard drive aisle established as part of Site Development Plan S-11-23 which also expanded the Booker T. Washington Elementary School. This Site Development Plan will not impact the configuration south of the boulevard drive aisle, or of the Booker T. Washington School Building.

The project proposes the demolition of William Henry Middle School Building, which is currently not serving students. It further proposes the demolition of bus loops and parking associated with the Middle School Building. The Plan proposes the preservation of the existing KCCS school building and constructing a 33,778 SF Addition to the structure. This would bring the total size of the KCCS Building to 67,900 SF. The plan proposes the construction of a new Kent County School Intensive Learning Center (KCS ILC) which is a partial two-story building totaling 81,362 SF.

Site improvements include:

- A new access drive, which is accessed from Carver Road, leads up to a new 106-space parking field, and the bus drop-off/pick-up loops for the KCS ILC and KCCS.
- New parent drop-off loops which take access from the existing boulevard drive aisle and terminate north near their respective buildings.
- Three new parking fields totaling 283 new parking spaces, two parking fields are located south of the proposed KCS ILC and one is located north of the KCS ILC.
- A new geothermal field and associated headhouse.
- Improved and enlarged stormwater management ponds.
- Site landscaping for the northern portion of the campus.
- Sidewalk Network with crosswalks throughout the site, as required by City Code.

Surrounding Land Uses:
The adjacent properties to the south are zoned along Forest Street are zoned C-PO (Commercial and Professional Office Zone), RG-1 (General Residence Zone), and IO (Institutional and Office Zone), with their uses ranging from residences to businesses. Along Carver Road to the south and west, the properties are zoned C-2A (Limited Central Commercial Zone), C-1A (Limited Commercial Zone), and C-PO, some of which serve as residences and others as businesses. Along the western side of the property from Carver Road to Clara Street Extension, the properties are zoned C-PO, C-2A, C-3 (Service Commercial Zone) and IO, these properties are either used as businesses, residences, or are part of the Capital School District and used as open space. To the north, the properties are zoned C-PO or IPM (Industrial Park Manufacturing Zone), and all are business uses. To the east the properties are zoned IPM, M (Manufacturing Zone), and C-2A all serving as businesses.

III. ZONING REVIEW

IO Zoning District
The property is zoned IO (Institutional and Office Zone) and is subject to the regulations of *Zoning Ordinance*, Article 3 §10, Article 4 §4.15, and Article 5 §8.1 as a non-residential lot development. Additionally, Site Development Plan approval in accordance with article 10, section 2 shall be required prior to the issuance of Building Permits for the erection or enlargement of all structures and prior to the issuance of Certificates of Occupancy for any change of use in this zone. Permitted uses within this zoning district (Article 3 §10.d) include:

> Public and institutional uses including hospitals, medical clinics, libraries, police stations, courthouses, transit centers, schools, colleges, universities, places of public assembly, philanthropic and charitable institutions, parks, playgrounds, public indoor recreation centers, athletic fields.

The use of schools is specifically listed in the IO Zone as a permitted use; therefore, the proposed use is consistent with the *Zoning Ordinance*.

COZ-1 (Corridor Overlay Zone 1)
The Corridor Overlay Zone 1 is established for the following specific reasons:

> (a) To promote superior urban corridor development and the highest quality built environment;
> (b) To foster coordination and linkage among corridor properties and with adjacent lands;
> (c) To preserve the functionality and efficiency of the roadway for traffic movement; and
> (d) To achieve a visually balanced streetscape environment which is friendly to the pedestrian and motorist alike.

The southern and westernmost sides of the property are encumbered by the Corridor Overlay Zone 1, however the portion of the site where this project takes place is not encumbered by it. Therefore, this project does not need to conform to the requirements of the COZ-1. Therefore, this proposal is consistent with the *Zoning Ordinance.*

IV. PARKING SUMMARY

The Plan submittal shows the demolition of 154 parking spaces currently located in the project area. The project overall proposes a complete parking renovation for the northern area of the campus. Starting from the north, above the KCS ILC and taking access from the new drive from Carver Road, the plan proposes a 106-space parking field, and a smaller 6-space parking area in the KCCS bus loop. Another large parking lot is proposed south of the KCS ILC, and north of the boulevard drive aisle taking access from the parent drop-off loops consisting of 153 parking spaces. An additional smaller parking lot is proposed south of the KCCS Addition, taking access from the KCCS Parent Drop-Off loop, and totaling 18 parking spaces. Between all of the proposed parking, there is a total of 22 ADA spaces, 16 located in the southern two parking lots, and 6 between the two northern areas.

The City of Dover *Zoning Ordinance* Article 4, Section 4.15 specifies how parking should be calculated in the IO Zone (Institutional and Office Zone). And while educational uses such as high schools, colleges, elementary and middle schools are covered as uses in the *Zoning Ordinance* under Article 6 Section 3; however, additional information in order to utilize these calculations which could potentially reduce the parking required on site was needed. The Planning Office has calculated the parking requirements based on the more restrictive calculations under Article 4 Section 4.15 which require 1 parking space for every 300 square feet of floor area.

Using the parking calculation specified by the *Zoning Ordinance* under Article 4, Section 4.15 the parking breakdown that should be shown on site is as follows:

- KCCS: 67,900 SF – requires 227 parking spaces.
- KCS ILC: 81,362 SF – requires 272 parking spaces
- Existing parking for Booker T. Washington has 110 parking spaces
- Planned Regional Bus Lot is 76 spaces for cars, 76 for buses
- Total shown should be 761 Parking spaces including the parking at the bus lot

Waiver Request: Reduction of Parking Requirement

The Applicant has requested a parking waiver from the required 504 parking spaces to 283 parking spaces which have been provided on the northern portion of the campus. This reduction represents a 221-space, 44% reduction in overall required site parking for the northern area. Their reasoning is that these specialized educational facilities will primarily need to accommodate the parking needs of staff, faculty, and limited visitors. There will be no public rentals, or public use of these buildings outside of students, faculty, staff, and some limited visitors.

Bicycle Parking

Bicycle parking is required by the *Zoning Ordinance,* Article 6 Section 3.10. The minimum bicycle parking requirement is one (1) for every twenty (20) vehicle parking spaces. Sheet SP-01 includes a bicycle parking calculation which bases the required bicycle parking on 283 vehicle parking spaces stating a requirement of 15 bicycle spaces. Sheet SP-01 has been revised since DAC to show 16 proposed parking spaces. The Applicant has provided 5 parking spaces between KCCS and its addition, between the Parent and Bus Pick-up/drop-off loops. The Applicant has also provided an additional 11 bicycle spaces adjacent to the main entrance of the KCCS ILC, just north of the Parent drop-off/pick-up loop. The Applicant is providing more bicycle parking spaces than required.

V. SITE CONSIDERATIONS

Access

Vehicular access to the KCS ILC building is provided by a drive aisle off Carver Road. There is additional access to the KCS ILC Building and KCCS Addition provided by two drive aisles, taking access from the boulevard drive aisle. The boulevard drive aisle is an interior connector and is not a publicly operated or named street. The 30-foot-wide drive aisles connect to the parent drop off loops and approximately 171 parking spaces south of the KCS ILC Building and KCCS addition. The drive aisle taking access from Carver Road provides access to the two bus drop-off loops, and the 106 parking spaces proposed north of the KCS ILC building. The sidewalk network with crosswalks throughout the site is proposed across the various drive aisles and drop-off loops, equipped with ramps and ADA early warning detection pads providing clear and safe access from all parking fields to buildings throughout the campus.

Sidewalk

Sidewalks are required along all private street frontages, between parking areas, building entrances and other site features requiring pedestrian access. The Plan notes a sidewalk network throughout the site, connecting parking lots and buildings to one another along the internal drive aisles. The plan shows sidewalks along the exterior of all proposed major parking lots, leading to the building entrances of both KCCS and the proposed KCS ILC. The Plan also shows an additional sidewalk across the front of the small parking lot in the proposed KCCS bus drop-off loop to the entrances of both the KCCS and ILC, which integrates into the greater site sidewalk network. The proposed sidewalk network has two proposed crossings at the boulevard drive aisle between the project area and Booker T. Washington Elementary School which links the rest of the site together. The site sidewalk network also connects to an existing sidewalk network on Carver Road and Forest Street.

Lighting

Article 5 §7.1 stipulates that lighting shall provide no less than 1.5 foot-candles at grade. Light shall also be deflected away from adjacent residential areas and shall not be distracting to traffic on adjacent roads. Information on the lighting scheme was not provided, lighting fixtures are shown however footcandle calculations are not therefore staff cannot determine if these regulations are being met.

Dumpsters

The *Zoning Ordinance*, Article 5 §6.1 stipulates the regulations regarding the required number of dumpsters and the associated placement and screening requirements thereof. Article 5 §6.11 specifically notes the following:

> 6.11 *Location and screening required.* All dumpsters must be located in approved locations on the lot. Dumpsters must be placed on hard, paved, dust-free surfaces and may not be placed in designated parking spaces, fire lanes, or access ways. Outside storage of trash, cardboard, or shipping pallets is prohibited. A dumpster enclosure is required to screen the dumpster from view whenever these units are situated so that they will be visible from any public right-of-way or from an adjacent property.

The *Zoning Ordinance* goes on in Article 5 §6.12 to note that non-residential uses provide a minimum of two (2) dumpsters per property. The applicant has proposed a dumpster enclosure for the KCS ILC building on the southeastern façade of the building, adjacent to the proposed utility area. There are also 2 dumpsters in an enclosure at the northeast corner of the existing KCCS Building.

Curbing

Waiver Request: Partial Elimination of Upright Curbing

The use of 6-inch upright curbing for parking lots and drive aisles is a requirement stipulated in Article 6 §3.6(b) of the *Zoning Ordinance*. The Site Plans submitted note there is 6-inch upright curbing to be provided along the upstream portions of the parking and drive aisles. The applicant has submitted an upright curbing waiver, requesting to replace downstream curbing with flush curbing to allow for sheet flow of water onto grass and into stormwater management areas. The applicant has not clearly indicated on the site plan where they intend this flush curbing to be; however, waivers to allow for sheet flow into stormwater management spaces have been granted before.

Flood Hazard Area

The *Zoning Ordinance*, Article 5 §11.21 requires that Special Flood Hazard Areas (100-year floodplain) remain as open natural areas with no impervious surfaces. None of the William Henry Campus property is within the floodplain. This property is found on the FEMA FIRM Panel of Kent County Delaware Map Number 10001C0166H effective date May 5, 2003.

VI. BUILDING ARCHITECTURE

Conceptual Renderings and Exterior Elevation Drawings were submitted for the proposed Facilities. The buildings are proposed as rectilinear structures, the one-story with mechanical mezzanine KCCS Addition is more rectangular while the 2-story KCS ILC building is proposed in an irregular shape. The exterior of both buildings is proposed to be primarily of masonry work, with metal panel assemblies to accent the masonry work. The brickwork is in a variety of tan and gray tones, while the metal cladding is a combination of horizontal gray and vertical blue panels.

The KCCS Addition is dominated primarily by the darker neutral color brick and glazing on the bottom, while the gray and black metals dominate the upper portion of the structure. The East elevation shows a series of doors, and the west elevation shows the main entrance to the building. The KCS ILC Building is dominated largely by glass, with a mix of gray and tan brickwork for the lower portion of the building with more gray and black metals towards the upper portions of the façade. The ILC northern elevation shows a series of bay doors, with the southeast elevation showing another series of doors and the south elevation showing the main entrance.

Both buildings' primary entrances feature a prominent design proposed to be on the brickwork. Of the two, the KCS ILC building is visible from the street, specifically Carver Road. Any signage or logos visible from a public right-of-way must be approved as part of a Sign Permit and cannot be erected or placed prior to receiving one.

VII. TREE PLANTING AND LANDSCAPE PLAN

Woodland

The *Zoning Ordinance*, Article 5 §16.2 defines Woodland as follows:

> *Woodland.* An area of contiguous wooded vegetation (7,500 square feet or greater), where trees exist at a density of at least one tree with a caliper dimension of six inches or greater per 375 square feet of land and where the tree branches form a contiguous canopy.

The Landscape Plan provided by the Applicant notes that there is approximately 12,632 SF of woodland in the site development area and to the northeast of the KCCS Building. Therefore, a Tree Preservation and Selective Clearing Plan for any cleared woodlands is required; however, the applicant has indicated they are not intending on disturbing the woodland area.

Tree Planting

Article 5 §16.62 of the *Zoning Ordinance* specifies that new tree plantings should be provided at a rate of density no less than one (1) tree per 3,000 SF of non-woodland area. The total site Development Area has been identified by the Applicant as being 14.6 +/- AC (635,976 +/- SF) the format of this Development Area was discussed and authorized by Planning Staff. The defined area removed the existing KCCS building area and the proposed geothermal field. The required number of newly planted trees would be 212 trees.

The Plan submitted notes that 222 trees are required as part of the project and 222 are being provided as part of the project with 14 of them being street trees located along Carver Road. The Landscape Plan Sheets LP-02 to LP-04 show placement of ornamental deciduous and evergreen trees. Sheed LP-05 is referenced but not included in the set. The tree list, or a planting table is likely on the plan sheet LP-05 so Planning cannot verify what the species the trees are intended to be. The applicant also has multiple trees that are within 10 feet of utility lines which will need to be relocated.

As all required trees are being planted on the campus, in the site development area and immediately surrounding the development site, tree mitigation is not technically required; however, the Planning Commission should consider the tree planting strategy in their review of the plan.

VIII. 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) A parking calculation in the form of a narrative was provided and includes a waiver request for the reduction of the parking requirement.

2) Provide bicycle parking, based on the new parking calculation and the requirements of the *Zoning Ordinance.*

3) Overall Site Set (SP-00 series):
   a) Data Column:
      i) Update Parking calculation per information in this Report.
      ii) Update impervious coverage per comments.
      iii) Update bicycle parking per the information in this Report.
   b) Highlight the LOD of the proposed development area within the location maps on the Cover Sheet (C300).
   c) Clarify Dumpster enclosure materials and detail.
   d) Provide details sheet.
   e) Provide bicycle parking as required by the *Zoning Ordinance* and show on site.
   f) Fix inconsistencies in demolition and site plan including items not properly labeled for demolition/moving, inconsistent square footages, and unclear linework.
   g) Provide an easement exhibit or note indicating there are no easements encumbering the property.
   h) Provide a paving key as it has been referenced throughout the plan.
   i) Clearly indicate where flush curbing is being placed.

4) Landscape Plan (Sheet L0.00 series):
   a) Provide summary table for tree plantings.
   b) Provide detail tree protection plan for woodland area per this Report.
   c) Tree Planting note should meet City of Dover Note under Article 5.
   d) Move trees away from utility lines in the northern parking lot, and near the bus loop parking area.
   e) Missing sheet LP-05; add to plan set.

5) Architectural Submission (Sheet A200 Series)
   a) Signs and logos must be approved as part of a Sign permit.

6) The Plan shows the planned locations of light fixtures along drive aisles and in parking areas. Include a lighting scheme/detail sheet to determine if Article 5 §7.1 regulations are being met.

7) Any Erosion & Sediment Control Plans and Stormwater Management Plans granted approval by 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.

8) The Final Plan set must include notes documenting any action taken by the Planning Commission and must list any additional conditions of approval.

IX. 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) Bicycle Parking: Staff recommends that bicycle parking be placed at student entry locations to the facility to allow for improved bicycle access and meet the applicant's bicycle parking requirements.

2) Waiver Request: Partial Elimination of Upright Curbing: Planning Staff grants approval of the waiver request to relax curbing requirements on the downstream curbs of the drive aisles and parking areas. The Upright curbing requested to be waived is associated with sheet flow for stormwater; therefore, elimination is appropriate. Please clearly mark on the final submittal what curbs are being changed to flush curbing.

3) Waiver Request: PLUS Hearing: The site was previously the subject of a PLUS Hearing #2010-10-06. Planning Staff and the applicant are currently in the process of pursuing a PLUS waiver for this project.

4) Waiver Request: Reduction in Required Parking: The site has historically, and continues to be used exclusively as an educational campus. While the addition of the ILC to the site and expansion of the KCCS invites students from differing grade levels who may have vehicles. Planning Staff agrees that the primary users of on-site parking will be faculty and staff. As such, Planning Staff recommends approval of the waiver.

Other agencies may recommend additional conditions and safeguards in accordance with their areas of expertise. The Recommended Additional Considerations to Meet Code Objectives may be accepted or rejected by the Planning Commission.

X. ADVISORY COMMENTS TO THE APPLICANT:

1) If major changes and revisions to the Site Plan occur in the finalization of the Plan, contact the Planning Office. Examples include reorientation of the building, relocation of site components like stormwater management areas, and increases in floor area count. These changes may require resubmittal for review by the Development Advisory Committee, Planning Commission, or other agencies and commissions making recommendations in regard to the plan.

2) In the event that there are changes to the architecture, building footprint, layout or square footage of the building contact, the Planning Office. These changes may require review by the Planning Commission.

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) Following Planning Commission approval of the Site Development Plan, the Plan must be revised to document all conditions of approval from the Development Advisory Committee or as otherwise noted. This process involves submission of Check Prints to

each agency in order to achieve Final Plan approval.

5) For building new construction, the requirements of the building code and the fire code must be complied with. Consult with the Building Inspections 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.

6) 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.

7) Construction may have an effect on the adjacent roadways, property owners and visitors. Any work requiring the closing or rerouting of residents or visitors should be coordinated to offer the least amount of inconvenience.

8) 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.

9) The applicant shall be aware that 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.

10) This site could apply for a Comprehensive Sign Plan as an educational campus if the applicant would like to handle signage that way moving forward. This would entail a separate application to the Planning Commission.

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.

S-26-14

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: 09/02/26

CITY OF DOVER FIRE MARSHAL

APPLICATION: William Henry Campus Improvements at 65 Carver Rd

FILE #: S-26-14 REVIEWING AGENCY: City of Dover, Office of the Fire Marshal

CONTACT PERSON: Jason Osika, Fire Marshal PHONE #: (302) 736-4457
josika@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 ADDRESS BY THE APPLICANT:

CITY AND STATE CODE REQUIREMENTS:

1. Proposed occupancy classification is educational

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 N/A and clearly shown on the plans.

   Perimeter Access minimum width shall be10 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 single story building and 75% of the two story building 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. 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.

13. 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.

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.
    (2021Delaware 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 (NFPA 1, 18.5.2 and 18.5.3), and Delaware State Fire Prevention Regulations (702, Chapter 6, 5.11) and City Ordinance Sec 46-9 (f).

    Hydrants spacing shall be every 600 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 3In 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 stortz 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. 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)

26. 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)

27. 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)

28. 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, *t*he number shall measure a minimum of four inches in height, *location, t*he number shall be placed on the house above or to the left or right of the front entrance, *color*, *t*he number shall be contrasting to the background color, A*rabic numerals*, *a*ll numbers shall be Arabic numerals.

*Multiple-family dwellings, measurements, t*he 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, n*umbers 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, n*umbers shall be contrasting to the background color, *Arabic numerals, a*ll numbers used shall be Arabic numerals.

*Commercial, industrial and office buildings, height, t*he numbers shall measure a minimum of 12 inches in height, *location generally, n*umbers 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, s*hould 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, n*umbers shall be contrasting to the background color and shall be placed on each building in the complex,

*Arabic numerals, a*ll 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)

29. 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

30. 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

31. 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)

32. 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.

33. Project to be completed per approved Site Plan.

34. Full building and fire plan review is required.

35. 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.

36. Construction or renovations cannot be started until building plans are approved.

37. 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.

38. Building cannot be occupied by the public until a Certificate of Occupancy is obtained.

39. 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 as outlined in item # 5 listed above for both buildings. The drop off/pick up lanes cannot be in the Fire lanes.
2. There is an island on the West side of the two-story building, please show the roadway width size on each side of the island (minimum 14')
3. The single-story building shows two FDC's, this will be considered one building and needs one FDC (a discussion on placement will have to take place)
4. The single story building fire alarm, sprinkler, and standpipe should be one system.
5. There has been conversations with the Fire Marshals office regarding some of these items.

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

STAFF D.A.C. MEETING DATE: SEPTEMBER 2, 2026

APPLICATION: WILLIAM HENRY CAMPUS IMPROVEMENTS @ 65 CARVER ROAD

FILE #: S-26-14

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

CONTACT PERSON: Kate L. Mills, P.E., Interim Director of Water & Wastewater / Engineering Services

CONTACT PHONE #: 302-736-7025

CONTACT EMAIL: kmills@doverde.gov

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-gallong 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. This note corresponds to the proposed site work at Carver Rd.
3. 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.
4. 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.

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 2021 (.dwg format).
   b. Adobe Reader (.pdf format).

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES

SANITATION / STORMWATER / STREETS / WATER / WASTEWATER / GENERAL

1. As-built plans shall be provided prior to the certificate of occupancy and shall be provided in .dwg and .pdf format.

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 may 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 may 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.

From: Blandino, Joshua (DNREC)
To: Melson-Williams, Dawn
Subject: EXTERNAL: William Henry Campus Improvements DAC Comments
Date: Wednesday, September 9, 2026 7:59:51 AM
Attachments: image001.png
image002.png
image003.png
image004.png
image005.png

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

Good morning,

I cannot attend the Applicant Development Advisory Committee meeting this morning; however, I wanted to provide you with DNREC SSP's comments for this project. I talked to Elaine about the discharge concerns you had mentioned and she informed me that they had been addressed on a past project approval for a bus parking lot on that site. Therefore, we are not anticipating an issue with the site discharge. We've worked with the designer on past projects, and they are familiar with our process. Our input would include the following:

- DNREC SSP and the design engineer had a meeting to discuss the various existing BMPs on site.
- A formal project application meeting was not conducted for this project. Please proceed with a Step 1 Stormwater Assessment Study submission to our office. At the project application meeting, we will discuss the RPv compliance methods for this project.

Thanks,

Joshua A. Blandino, E.I.
Engineer II, DNREC SSP
Office: 302-608-5474
Cell: 302-222-8395
Email: joshua.a.blandino@delaware.gov
285 Beiser Blvd, Suite 102, Dover, DE 19904
dnrec.delaware.gov

From: Jones, Tijah (DelDOT)
To: Melson-Williams, Dawn
Cc: Hickman, Kevin (DelDOT)
Subject: EXTERNAL: DAC Comments
Date: Thursday, September 3, 2026 3:00:04 PM

You don't often get email from tijah.jones@delaware.gov. Learn why this is important

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

Good Morning Dawn,

Here are the comments from DelDOT for the applications discussed in the DAC Meeting 02 September

- **S-26-13 Winner Subaru Building Additions at 1387 North DuPont Highway**

1. Schedule a pre-submittal meeting with the department.

- **S-26-14 William Henry Campus Improvements at 65 Carver Road, Dover, DE**

2. Schedule a pre-submittal meeting with the department.

- **HI-25-01 Revised #2 and S-25-07 Revised #2 The Old Post at 55 Loockerman Plaza**

3. Schedule a pre-submittal meeting with the department.

- **HI-25-02 Revised and S-25-11Revised The Governor: Mixed Use Building at 120 S Governors Avenue**

4. Schedule a pre-submittal meeting with the department.

TiJah Jones
Subdivision Review Engineer
Economic Development Coordination
Delaware Department of Transportation
(302) 760-2124
tijah.jones@delaware.gov

CDA Engineering Inc.

Civil/Site Engineering + Land Planning + Stormwater Management
6 Larch Avenue Suite 401 Wilmington, DE 19804
Tel: 302 998 9202 Fax: 302 691 1314 www.cdaengineering.com

August 3, 2026

Ms. Dawn Melson Williams
City of Dover
15 Loockerman Plaza
Dover, DE 19901

Subject: **William Henry Middle School Campus**
PLUS Hearing Waiver request

Dear Ms. Williams:

On behalf of Capital School District, we are hereby respectfully requesting a waiver from the PLUS Hearing requirement for the proposed partial redevelopment of the existing William Henry Campus (WHC)

The current WHC campus consists of multiple school facilities situated on a single Lot encompassing 45.65± acres and located at 65 Carver Road, Dover, DE 19904. The existing campus includes Booker T. Washington Elementary School (to remain), William Henry Middle School (to be removed), Kent County Community School (KCCS), and a recently approved Regional Bus Parking Facility (to be constructed). The existing overall site GFA is approximately 245,284± SF (73,100± SF BTW +172,184± SF WHM/KCCS)

The proposed Campus redevelopment will continue to function as school campus, and proposes the following:

1) Demolish 140,382± SF. of existing WHM and a portion of KCCS school buildings;
2) Construct 36,098± SF addition for KCCS;
3) Construct 81,362± SF. new building for KCS ILC;
4) Construct associated site improvements and stormwater management.

The proposed site improvements will provide separate Parent Drop-off/Pick-up loops and Bus Drop-off/Pick-up loops that align with central entry location for each building with pedestrian interconnectivity. These proposed separate loops are in keeping with the school districts standard of maintaining 2 areas of bus and vehicular access to the site for student drop-off/pick-up. SWM facilities will be provided in compliance with DNREC.

The site will maintain Booker T. Washington Elementary School (73,100± SF) in which the overall proposed site GFA is approximately 223,712± SF (73,100± SF BTW + 67,900± SF KCCS + 81,362± SF KCS ILC + 1,350± SF Maintenance Building).

We request a PLUS Hearing Waiver due to the fact that the existing site currently functions as a school campus and will continue to function in as the same, but with a reduction in overall GFA of approximately 21,572 ± SF.

Should you have any questions regarding this request, please call me at 998.9202. Thank you.

Sincerely,

Colmcille DeAscanis

Colmcille DeAscanis, P.E.

CDA Engineering Inc.

Civil/Site Engineering + Land Planning + Stormwater Management
6 Larch Avenue Suite 401 Wilmington, DE 19804
Tel: 302 998 9202 Fax: 302 691 1314 www.cdaengineering.com

August 3, 2026

Ms. Dawn Melson Williams
City of Dover
15 Loockerman Plaza
Dover, DE 19901

Subject: William Henry Middle School Campus
Curbing Waiver Request

Dear Ms. Williams:

On behalf of Capital School District, we are hereby respectfully requesting a partial curbing waiver for the proposed redevelopment project of the William Henry Middle School (WHMS) campus located at 65 Carver Road in the City of Dover, DE. We request this waiver for specific segments of curbing to facilitate storm drainage on the site. By granting this waiver, City would allow us to promote runoff in the form of sheet flow onto adjacent grassed areas and into both existing and new stormwater management facilities throughout the site.

We are proposing to install flush/edger curbing in areas where vertical curbing is being eliminated to provide a better transition between the paved and grassed areas that would otherwise interfere with storm drainage. Flush or edger curbing is proposed in lieu of vertical curbing along the downstream edges of paving to promote drainage. These sections of flush or edger curbing are shown on the attached Site Plan.

Should you have any questions regarding this request, please call me at 998.9202. Thank you.

Sincerely,

Colmcille DeAscanis

Colmcille DeAscanis, P.E.

CDA Engineering Inc.

Civil/Site Engineering + Land Planning + Stormwater Management
6 Larch Avenue Suite 401 Wilmington, DE 19804
Tel: 302 998 9202 Fax: 302 691 1314 www.cdaengineering.com

September 10, 2026

Ms. Dawn Melson Williams
City of Dover
15 Loockerman Plaza
Dover, DE 19901

Subject: **Parking Waiver Request**
William Henry Campus Proposed Improvements – Kent Count Secondary Intensive Learning Center (KCS ILC) Building and Kent County Community School (KCCS) Addition

Dear Ms. Williams:

On behalf of Capital School District, we hereby respectfully requesting a parking waiver for the proposed redevelopment project of the William Henry Campus including the Kent Count Secondary Intensive Learning Center (KCS ILC) Building and Kent County Community School (KCCS) Addition.

The William Henry Campus (WHC) consists of 1 lot on 45.65± AC located at 65 Carver Road, Dover, DE 19904. The existing campus includes Booker T. Washington Elementary School (to remain), William Henry Middle School (WHM), Kent County Community School (KCCS), and a recently approved Regional Bus Parking Facility (to be constructed).

The existing campus site provides a total of 402 parking spaces associated with the WHM, KCCS, and Booker T. Washington Elementary School, with an additional 76 parking spaces associated with the Regional Bus Parking Facility (to be constructed).

The proposed plan is to demolish 140,382± SF of existing WHM and a portion of KCCS school buildings, to construct 36,098± SF addition for KCCS, to construct 81,362± SF. new building for KCS ILC, and a 1,350± SF maintenance building with associated site improvements.

This proposed portion of the site seeking redevelopment per City of Dover Code of Ordinances, Appendix B Zoning, Article 4, Section 4.15 – C-3, C-4, R-C, IO, and CPO zones would require 1 parking space per 300 SF of floor area.

504 parking spaces would be required for KCCS (67,900± SF / 300 SF = 227 spaces), KCS ILC (81,362± SF / 300 SF = 272 spaces) and Maintenance Bldg. (1,350± SF / 300 SF = 5 spaces).

This redevelopment proposes to reconfigure the existing parking areas associated with WHM and KCCS in order to provide 2 main parking fields with 2 smaller parking areas, providing better vehicular circulation for the use of staff and visitors. These parking areas combined provide a total of 283 parking spaces (including 22 ADA spaces). Parking areas associated with Booker T. Washington Elementary School and the Regional Bus Parking Facility will not be modified per this redevelopment plan.

We are requesting a reduction for the required parking of 504 spaces to allow for the construction of 283 spaces with required ADA spaces. This reduction of 221 spaces provides approximately a 44% reduction in parking.

Based on the function of these specialized educational facilities, the Capital School District (with our proposed design) is providing parking that genuinely reflects the schools' programming needs. Proposed parking is designed to match actual faculty and staff needs while also accommodating expected daily visitor traffic. The district has also confirmed that no formal athletic events, assemblies, concerts, or similar public assembly programs will take place at these school facilities. Furthermore, based on the bespoke design nature of these facilities, they will not be used for any public rentals.

Should you have any questions regarding this request, please call me at 998.9202. Thank you.

Sincerely,

Colmcille DeAscanis

Colmcille DeAscanis, P.E.

cc: James Baustert – Capital School District

Bryan Williams – ABHA Architects

PURPOSE OF PLAN:

TO DEMOLISH 140,382± SF OF EXISTING SCHOOL BUILDING, TO CONSTRUCT 36,098± SF ADDITION, AND CONSTRUCT 81,362± SF NEW SCHOOL BUILDING WITH ASSOCIATED SITE IMPROVEMENTS.

SITE DATA

1. OWNER ADDRESS: DOVER SPECIAL SCHOOL DISTRICT (CAPITAL SCHOOL DISTRICT)
WILLIAM HENRY MIDDLE SCHOOL
945 FOREST ST.
DOVER, DE 19904
(302) 672-1620

2. PROPERTY ADDRESS: 65 CARVER ROAD
DOVER, DE 19904

3. TAX PARCEL NUMBER: ED-05-076.07-01-55.00

4. AREA OF PARCEL: 45.46± ACRES TOTAL (14.58± AC. WITHIN C0Z-1) (PER DNREC APPROVED PLAN 6/7/14)

5. ZONING: EXISTING: IO IN C0Z-1 (INSTITUTIONAL AND OFFICE ZONE IN THE CORRIDOR OVERLAY ZONE)
PROPOSED: IO IN C0Z-1 (INSTITUTIONAL AND OFFICE ZONE IN THE CORRIDOR OVERLAY ZONE)

6. USE: EXISTING: EDUCATIONAL
PROPOSED: EDUCATIONAL

7. ZONING REQUIREMENTS: IO – INSTITUTIONAL/OFFICE

LOT AREA	LOT WIDTH	LOT DEPTH	FRONT YARD	SIDE YARD	SIDE YARD TOTAL	REAR YARD	REAR/SIDE YARD ADJOINING RESIDENTIAL ZONE	BUILDING HEIGHT	FLOOR AREA RATIO	LOT COVERAGE
10,000 SF.	100'	100'	10'	10'	–	15'	30'	10/150'	6.0	85%

C0Z-1 – OVERLAY DISTRICT

LOT AREA	LOT WIDTH	LOT DEPTH	FRONT YARD	SIDE YARD	SIDE YARD TOTAL	REAR YARD	REAR/SIDE YARD ADJOINING RESIDENTIAL ZONE	BUILDING HEIGHT	FLOOR AREA RATIO	OPEN SPACE
10,000 SF.	100'	100'	40'-50' SAULSBURY 20'-30' RT. 8	5'	5'	5'	15'	2/35'	–	25%

* 30' SETBACK FOR SIDE AND/OR REAR YARDS WHICH ADJOIN A RESIDENCE ZONE

8. SOURCE OF TITLE: DEED RECORD F, VOLUME 25, PAGE 306

9. SURVEY: IMPROVEMENTS AND TOPOGRAPHIC FIELD SURVEY CONDUCTED BY CDA ENGINEERING, INC. IN FEBRUARY 2024.
THE PERIMETER BOUNDARY FOR THE SUBJECT PROPERTY SHOWN HEREON IS DEPICTED PER PLANS FOR BOOKER T. WASHINGTON RENOVATION AND ADDITION DATED JULY 2014 PREPARED BY BECKER MORGAN GROUP.

DATUM: VERTICAL – NAVD 88
HORIZONTAL – COORDINATE SYSTEM AND BASIS OF BEARINGS;
DELAWARE STATE PLANE NAD 83/91

BENCHMARK: DRILL HOLE IN SIDEWALK
POINT NO.: 2
EL.: 44.47'
N: 422,815.1266
E: 620,442.0958

10. BUILDING AREA: EXISTING: 73,100± SF BOOKER T. WASHINGTON (EX. TO REMAIN)
172,184± SF WILLIAM HENRY MIDDLE SCHOOL

172,184± SF WILLIAM HENRY MIDDLE SCHOOL
DEMO'D: 140,382± SF PORTION OF WILLIAM HENRY MIDDLE SCHOOL (EX. TO BE DEMO'D)
31,802± SF TOTAL EXISTING KCCS BUILDING (PORTION TO REMAIN)
33,778± SF PROPOSED KCCS ADDITION
2,320± SF PROPOSED KCCS ADDITION MECH. MEZZ.
PR. KCCS: 67,900± SF TOTAL GFA

62,960± SF PROPOSED KCS ILC BUILDING (1ST FLOOR)
18,402± SF PROPOSED KCS ILC BUILDING (2ND FLOOR)
PR. KCS ILC: 81,362± SF TOTAL GFA
PR. MAINT. BLDG.: 1,350± SF TOTAL GFA
OVERALL SITE: 223,712± SF TOTAL GFA

11. IMPERVIOUS COVERAGE: EXISTING: 18.42 AC. (40.5%)
DEMO: 0.39 AC.
TOTAL: 18.03 AC. (39.7%)
LIMIT OF DISTURBANCE: 18.2± AC.

12. PARKING
PR. SCHOOL CAMPUS: ZONING CLASSIFICATION OF IO
KCCS AND KCS ILC (1 SPACE PER 300 SF)
227 SPACES : KCCS (67,900± SF / 300 SF)
272 SPACES : KCS ILC (81,362± SF / 300 SF)
5 SPACES : MAINTENANCE BLDG. (1,350± SF / 300 SF)
REQUIRED: 504 SPACES
PROVIDED: 283 SPACES (INCLUDING 22 ADA SPACES)*
* PARKING WAIVER REQUEST TO REDUCE REQUIRED PARKING BY FOR 221 SPACES (44%± REDUCTION)

EX. BOOKER T. WASHINGTON: PROVIDED: 110 SPACES (INCLUDING 6 ADA SPACES)

REGIONAL BUS LOT: (TO BE CONSTRUCTED): BUS PARKING: 76 SPACES
CAR PARKING: 76 SPACES (INCLUDING 4 ADA SPACES)

13. BICYCLE PARKING (SCHOOL CAMPUS): BOOKER T. WASHINGTON
REQUIRED: 6 SPACES (1 PER EVERY 20 CAR SPACES)
PROVIDED: 10 SPACES
KCCS AND KCS ILC
REQUIRED:15 SPACES (1 PER EVERY 20 CAR SPACES)
PROVIDED: 16 SPACES
(REGIONAL BUS LOT) REQUIRED: 4 SPACES (1 PER EVERY 20 CAR SPACES)
PROVIDED: 4 SPACES

14. SOURCE OF WATER: CITY OF DOVER

15. SOURCE OF SEWER: CITY OF DOVER

16. SOURCE OF GAS: CHESAPEAK UTILITIES

17. SOURCE OF ELECTRIC: CITY OF DOVER

18. SOILS: HsB – HAMBROOK URBAN LAND COMPLEX, 0 TO 5 PERCENT SLOPE
Up – URBAN LAND

19. FLOODPLAIN: THIS AREA OF DEVELOPMENT IS NOT IMPACTED BY THE 100-YR FLOOD PLAN AS SHOWN ON FIRM MAP 10001C0166H DATED MAY 5, 2003.

20. WETLANDS: BASED ON FIELD OBSERVATION 2024, NO FRESH WATER WETLANDS ARE LOCATED WITH PROPOSED IMPROVEMENT AREAS.

21. DELDOT: ALL BUSES ENTERING/EXITING THE SITE WILL NOT PERFORM LEFT TURNS:
- ENTERING NORTHBOUND CARVER RD. FROM FOREST ST. (KCR 051) AT CARVER RD. & FOREST ST. (UNSIGNALIZED INTERSECTION)
- EXITING SOUTHBOUND CARVER RD. TO FOREST ST. (KCR 051) AT CARVER RD. & FOREST ST. (UNSIGNALIZED INTERSECTION)
- ENTERING EASTBOUND CARVER RD. FROM SAULSBURY AVE. (KCR 156) AT CARVER RD. & SAULSBURY AVE. (UNSIGNALIZED INTERSECTION)
- EXITING WESTBOUND CARVER RD. TO SAULSBURY AVE. (KCR 156) AT CARVER RD. & SAULSBURY AVE. (UNSIGNALIZED INTERSECTION)

ALL BUSES ENTERING/EXITING THE SITE WILL PERFORM RIGHT TURNS:
- ENTERING NORTHBOUND CARVER RD. FROM FOREST ST. (KCR 051) AT CARVER RD. & FOREST ST. (UNSIGNALIZED INTERSECTION)
- EXITING SOUTHBOUND CARVER RD. TO FOREST ST. (KCR 051) AT CARVER RD. & FOREST ST. (UNSIGNALIZED INTERSECTION)
- ENTERING EASTBOUND CARVER RD. FROM SAULSBURY AVE. (KCR 156) AT THE CARVER RD. & SAULSBURY AVE. (UNSIGNALIZED INTERSECTION)
- EXITING WESTBOUND CARVER RD. FROM SAULSBURY AVE. (KCR 156) AT THE CARVER RD. & SAULSBURY AVE. (UNSIGNALIZED INTERSECTION)

ALL BUSES ENTERING/EXITING THE SITE WILL PERFORM LEFT/RIGHT TURNS:
- ENTERING/EXITING WESTON DRIVE FROM FOREST ST. (KCR 051) AT FOREST ST. (KCR 051) & WESTON DR. (SIGNALIZED INTERSECTION)

GENERAL NOTES

1. 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.

2. 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.

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.

DNREC PROJECT INFORMATION

DNREC PROJECT #_____
WILLIAM HENRY CAMPUS
SEDIMENT AND STORMWATER MANAGEMENT PLANS
ST. JONES RIVER WATERSHED, CITY OF DOVER, KENT COUNTY, DE
LATITUDE/LONGITUDE OF SITE: 39.162020, -75.541120

CONTACT INFORMATION

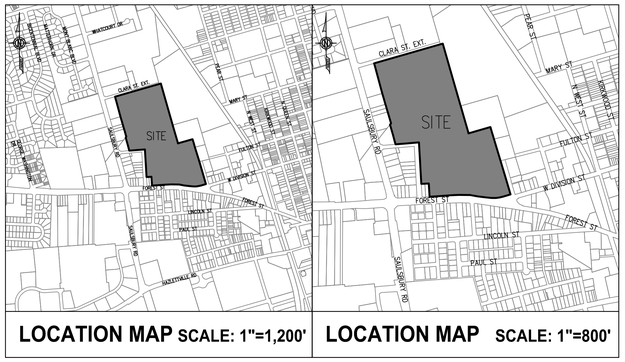
OWNER/DEVELOPER: CAPITAL SCHOOL DISTRICT
ATTN: DR. VICTOIR CAHOON, INTERIM SUPERINTENDENT
198 COMMERCE WAY
DOVER, DE 19904
(302) 857-4201
VICTOIR.CAHOON@CAPITAL.K12.DE.US

ENGINEER: CDA ENGINEERING, INC.
ATTN: COLMOLLE DEASCANIS
6 LARCH AVENUE, SUITE 401
WILMINGTON, DE 19804
(302) 998-9202
CDEASCANIS@CDAENGINEERING.COM

STANDARD SEDIMENT AND STORMWATER CONSTRUCTION NOTES

1. THE DNREC SEDIMENT AND STORMWATER PROGRAM SHALL BE NOTIFIED IN WRITING FIVE (5) DAYS PRIOR TO COMMENCING WITH CONSTRUCTION. FAILURE TO DO SO CONSTITUTES A VIOLATION OF THE APPROVED SEDIMENT AND STORMWATER MANAGEMENT PLAN.
2. REVIEW AND/OR APPROVAL OF THE SEDIMENT AND STORMWATER MANAGEMENT PLAN SHALL NOT RELIEVE THE CONTRACTOR FROM HIS OR HER RESPONSIBILITIES FOR COMPLIANCE WITH THE REQUIREMENTS OF THE DELAWARE SEDIMENT AND STORMWATER REGULATIONS, NOR SHALL IT RELIEVE THE CONTRACTOR FROM ERRORS OR OMISSIONS IN THE APPROVED PLAN.
3. IF THE APPROVED PLAN NEEDS TO BE MODIFIED, ADDITIONAL SEDIMENT AND STORMWATER CONTROL MEASURES MAY BE REQUIRED AS DEEMED NECESSARY BY DNREC.
4. FOLLOWING SOIL DISTURBANCE OR RE-DISTURBANCE, PERMANENT OR TEMPORARY STABILIZATION SHALL BE COMPLETED FOR ALL PERIMETER SEDIMENT CONTROLS, SOIL STOCKPILES, AND ALL OTHER DISTURBED OR GRADED AREAS ON THE PROJECT SITE WITHIN 14 CALENDAR DAYS UNLESS MORE RESTRICTIVE FEDERAL REQUIREMENTS APPLY.
5. ALL EROSION AND SEDIMENT CONTROL PRACTICES SHALL COMPLY WITH THE DELAWARE EROSION AND SEDIMENT CONTROL HANDBOOK, LATEST EDITION.
6. AT ANY TIME A DEWATERING OPERATION IS USED, IT SHALL BE PREVIOUSLY APPROVED BY THE AGENCY CONSTRUCTION SITE REVIEWER FOR A NON-EROSIVE POINT OF DISCHARGE, AND A DEWATERING PERMIT SHALL BE APPROVED BY THE DNREC WELL PERMITTING BRANCH.
7. APPROVED PLANS REMAIN VALID FOR 5 YEARS FROM THE DATE OF APPROVAL.
8. POST CONSTRUCTION VERIFICATION DOCUMENTS ARE TO BE SUBMITTED TO THE DEPARTMENT WITHIN 60-DAYS OF STORMWATER MANAGEMENT FACILITY COMPLETION.
9. APPROVAL OF A SEDIMENT AND STORMWATER MANAGEMENT PLAN DOES NOT GRANT OR IMPLY A RIGHT TO DISCHARGE STORMWATER RUNOFF. THE OWNER/DEVELOPER IS RESPONSIBLE FOR ACQUIRING ANY AND ALL AGREEMENTS, EASEMENTS, ETC., NECESSARY TO COMPLY WITH STATE DRAINAGE AND OTHER APPLICABLE LAWS.
10. THE NOTICE OF INTENT FOR STORMWATER DISCHARGES ASSOCIATED WITH CONSTRUCTION ACTIVITY UNDER A NPDES GENERAL PERMIT FOR THIS PROJECT IS #7618, THE PERMITTEE OF RECORD SHALL NOT BE RELIEVED OF THEIR RESPONSIBILITIES UNTIL A NOTICE OF TERMINATION HAS BEEN PROCESSED BY THE DEPARTMENT.
11. THE OWNER SHALL BE FAMILIAR WITH AND COMPLY WITH ALL ASPECTS OF THE NPDES CONSTRUCTION GENERAL PERMIT.
12. THE CONTRACTOR SHALL AT ALL TIMES PROTECT AGAINST SEDIMENT OR DEBRIS LADEN RUNOFF OR WIND FROM LEAVING THE SITE. PERIMETER CONTROLS SHALL BE CHECKED DAILY AND ADJUSTED AND/OR REPAIRED TO FULLY CONTAIN AND CONTROL SEDIMENT FROM LEAVING THE SITE. ACCUMULATED SEDIMENT SHALL BE REMOVED WHEN IT HAS REACHED HALF OF THE EFFECTIVE CAPACITY OF THE CONTROL. IN ADDITION, THE CONTRACTOR MAY NEED TO ADJUST OR ALTER MEASURES IN TIMES OF ADVERSE WEATHER CONDITIONS, OR AS DIRECTED BY THE AGENCY CONSTRUCTION SITE REVIEWER.
13. BEFORE ANY EARTHWORK OR EXCAVATION TAKES PLACE, THE CONTRACTOR SHALL CALL MISS UTILITY AT 811 OR 1.800.282.8555 AT LEAST 48 HOURS PRIOR TO CONSTRUCTION, TO HAVE ALL EXISTING UTILITIES MARKED ONSITE.
14. BEST AVAILABLE TECHNOLOGY (BAT) SHALL BE EMPLOYED TO MANAGE TURBID DISCHARGES IN ACCORDANCE WITH REQUIREMENTS OF 7. DEL. C. CH 60, AND THE CURRENT DELAWARE CONSTRUCTION GENERAL PERMIT (CGP).
15. DOCUMENTATION OF SOIL TESTING AND MATERIALS USED FOR TEMPORARY OR PERMANENT STABILIZATION INCLUDING BUT NOT LIMITED TO SOIL TEST RESULTS, SEED TAGS, SOIL AMENDMENT TAGS, ETC. SHALL BE PROVIDED TO THE DEPARTMENT TO VERIFY THAT THE PERMANENT OR TEMPORARY STABILIZATION HAS BEEN COMPLETED IN ACCORDANCE WITH THE APPROVED PLAN.
16. THE DEPARTMENT MAY REQUIRE ADDITIONAL SOIL TESTING AND REAPPLICATION OF PERMANENT OR TEMPORARY STABILIZATION IN ACCORDANCE WITH THE SPECIFICATIONS PROVIDED IN THE "DELAWARE EROSION AND SEDIMENT CONTROL HANDBOOK", OR ALTERNATIVE MEASURES THAT PROVIDE FUNCTIONAL EQUIVALENCY.
17. WHEN DIRECTED BY THE DEPARTMENT, THE OWNER SHALL ACQUIRE THE SERVICES OF A THIRD PARTY CERTIFIED CONSTRUCTION REVIEWER (CCR) TO PERFORM WEEKLY CONSTRUCTION REVIEWS. SEDIMENT AND STORMWATER MANAGEMENT PLANS APPROVED BY THE DEPARTMENT SHALL HAVE A THIRD PARTY CCR.





LEGEND

EXISTING		PROPOSED
	PROPERTY LINE	
	ADJOINER LINE	
	SETBACK/EASEMENT	
SAN	SANITARY	SAN
	CONCRETE CURB	
	FENCE	
58	CONTOUR	58
S	SANITARY MANHOLE	S
	UTILITY POLE	
	FIRE HYDRANT	
FDC	FIRE DEPARTMENT CONNECTION	FDC
LOD	LIMIT OF DISTURBANCE	LOD
	BUILDING	
OE	OVERHEAD ELECTRIC	
ELEC	ELECTRIC	
COMM	COMMUNICATIONS	
G.V.	GAS VALVE	
G	GAS	G
W.V.	WATER VALVE	W.V.
W	WATER	W
	DOWNSPOUT PIPING	DS
C.O.	STORM CLEANOUT	
	STORM	

SHEET INDEX

COVER SHEET	SP-01
EXISTING CONDITIONS AND DEMOLITION PLAN	SP-02 - SP-03
SITE CONSTRUCTION PLAN	SP-03 - SP-06
SITE FIRE PLAN	FP-01 - FP-04
SITE LANDSCAPE PLAN	LP-01 - LP-05

CERTIFICATION OF PLAN ACCURACY

I HEREBY CERTIFY THAT THIS PLAN HAS BEEN PREPARED UNDER MY SUPERVISION AND TO THE BEST OF MY KNOWLEDGE COMPLIES WITH THE APPLICABLE STATE AND LOCAL REGULATIONS AND ORDINANCES.

I HEREBY CERTIFY THAT I AM A REGISTERED PROFESSIONAL ENGINEER IN THE STATE OF DELAWARE AND THAT ALL OF THE INFORMATION ON THIS PLAN IS TRUE AND CORRECT TO THE ACCURACY REQUIRED BY ACCEPTED SURVEYING STANDARDS AND PRACTICES.

COLMOLLE DEASCANIS — DATE
REGISTRATION #13049

OWNER'S CERTIFICATION

I, THE UNDERSIGNED, CERTIFY THAT ALL LAND CLEARING, CONSTRUCTION AND DEVELOPMENT SHALL BE DONE PURSUANT TO THE APPROVED PLAN AND THAT RESPONSIBLE PERSONNEL (I.E., BLUE CARD HOLDER) INVOLVED IN THE LAND DISTURBANCE WILL HAVE A CERTIFICATION OF TRAINING PRIOR TO INITIATION OF THE PROJECT, AT A DNREC SPONSORED OR APPROVED TRAINING COURSE FOR THE CONTROL OF EROSION AND SEDIMENT DURING CONSTRUCTION. IN ADDITION, I GRANT THE DNREC SEDIMENT AND STORMWATER PROGRAM AND/OR THE RELEVANT DELEGATED AGENCY THE RIGHT TO CONDUCT ON-SITE REVIEWS, AND I UNDERSTAND MY RESPONSIBILITIES UNDER THE NPDES CONSTRUCTION GENERAL PERMIT, AS REFERENCED ON THIS COVERSHEET.

DR. VICTOR CAHOON, INTERIM SUPERINTENDENT — DATE
CAPITAL SCHOOL DISTRICT

Know what's below. Call before you dig.
MISS UTILITY PHONE 1-800-257-7777
PROTECT YOURSELF, GIVE THREE WORKING DAYS NOTICE

ABHA architects
1621 N. Lincoln Street
Wilmington, DE 19806
(P) 302.658.6426
(F) 302.658.8431
abhagen@ABHA.com
www.ABHA.com

CONSULTANTS
CDA Engineering, Inc
Civil Engineers
6 Larch Avenue Suite 401
Wilmington, DE 19804

Pilottown Engineering
Structural Engineers
17585 Nassau Commons Blvd Unit 3
Lewes, DE 19958

Gipe Associates, Inc
Mechanical/Electrical Engineers
8719 Brooks Drive
Easton, MD 21601

Corsi Associates
Food Service Consultants
1489 Baltimore Pike
Springfield, PA 19064

NOT FOR CONSTRUCTION

PROJECT
WILLIAM HENRY CAMPUS
65 CARVER RD.
DOVER, DE 19904

OWNER
CAPITAL SCHOOL DISTRICT
198 COMMERCE WAY
DOVER, DE 19904

MARK	DATE	DESCRIPTION
2	8/07/2026	CITY OF DOVER SUBMISSION
1	7/16/2026	DD PRICING SET

PROJECT NUMBER: 2022-11
FILE NAME: Wm_Henry_Campus_v2025.rvt
DRAWN BY: EMT
CHECKED BY: CD

The professional services of ABHA Architects, Inc. are undertaken for and performed in the interest of Capital School District. No contractual obligation is assumed by ABHA Architects, Inc. for the benefit of any other person involved in the project.

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SHEET TITLE
SITE PLAN
COVER SHEET

SP-01

City of Dover
DSHA Technical Assistance for Housing and Land Use Reform

Planning Commission

September 21, 2026

Background

In response to Delaware's housing affordability crisis, the General Assembly passed House Bill 442, creating the Affordable Housing Production Task Force.

The Affordable Housing Production Task Force released a report which recommended implementing zoning reform to allow more housing choices at a local level.

The General Assembly passed Senate Joint Resolution 8 (SJR8), directing the DSHA to create a pilot program to provide technical assistance for municipal governments related to zoning reform.

DSHA opened an application process for municipalities to participate in this pilot program where they could select zoning reform options and Dover applied to participate.

Our Approach

Public Engagement, Municipal Coordination, Ongoing Support and Meeting Attendance, HRC & TA Coordination

Project Initiation

- Kick-off with DSHA and TAs
- Kick-off with Dover
- First meeting with HRC

Zoning & Regulatory Framework Analysis

- Develop worksheet for reviewing codes and processes
- Existing housing makeup
- Site Plan Review process

Barrier Identification & Strategy Alignment

- Barriers and opportunities matrix
- Identify a list of potential changes

We are here

Drafting Amendments

- Draft ordinances and summaries
- Administrative changes

Presentations to PC, Council & HRC

- Early Presentation (Council)
- Check in again mid process (both)
- Present draft ordinances (PC -> Council)

HRC = Housing Resources Committee

Chosen Reforms

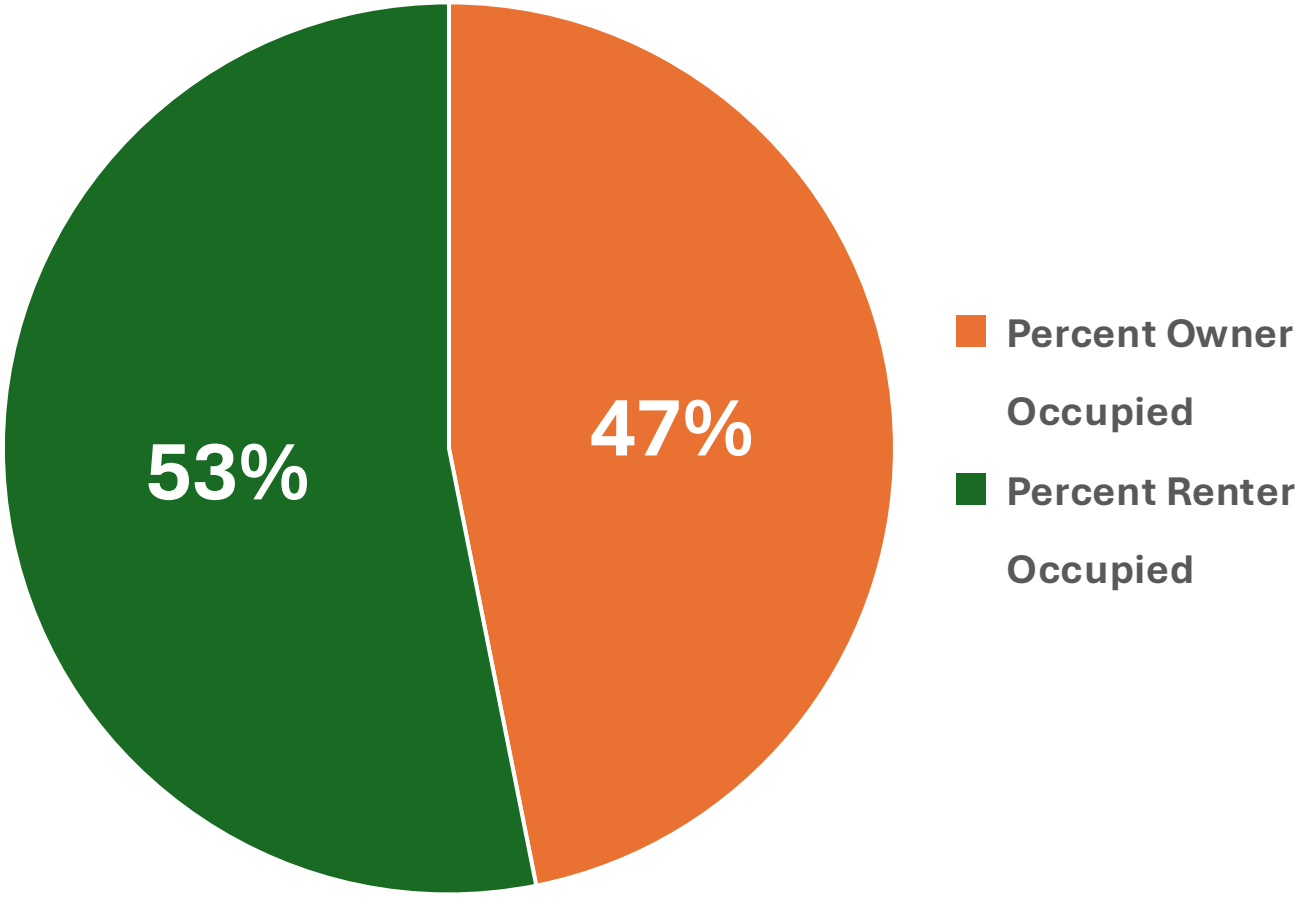
- Allow ADUs and/or “missing middle” housing types as permitted in residential zones
- Increase buildable density for housing by reducing minimum lot sizes and bulk standards
- Increase building heights for multifamily housing and/or mixed-use developments
- Establish an inclusionary zoning program to address affordable and workforce housing needs
- Allow higher density, mixed-use with residential in commercial zones or employment centers

Additional Reforms Available

- Allow manufactured and/or modular homes placed on permanent foundations as a permitted use where single-family detached homes are permitted
- Create pre-reviewed design plans for “missing middle” housing types
- Reduce parking requirements in areas zoned for residential and mixed-use to promote walkable communities and provide more affordable development opportunities

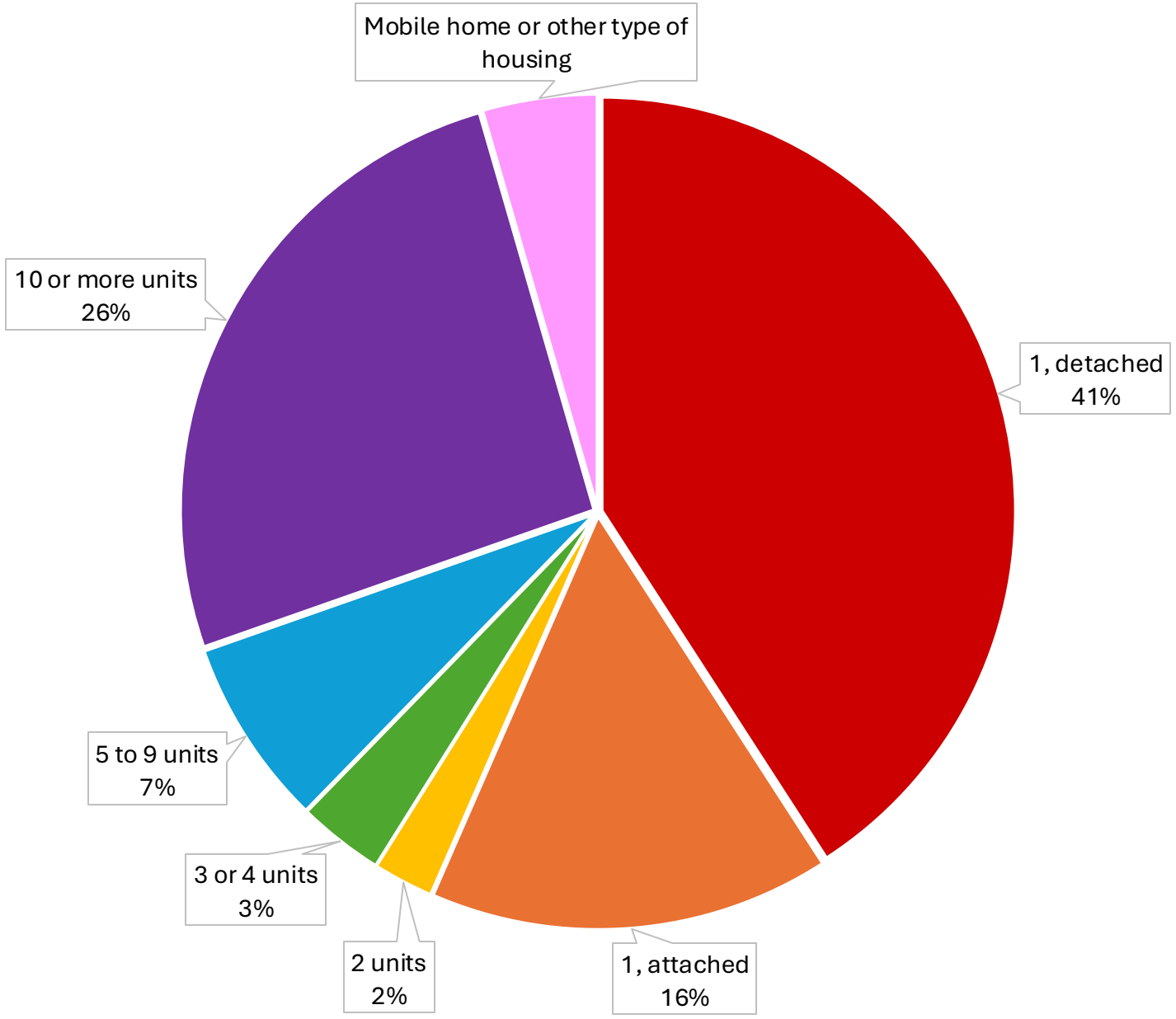
Housing Affordability in Dover

Owner and Renter Occupancy in Dover



- Per 2024 ACS data, there are 16,448 housing units in Dover, 15,428 of which are occupied

Occupancy by # of Units* per Structure

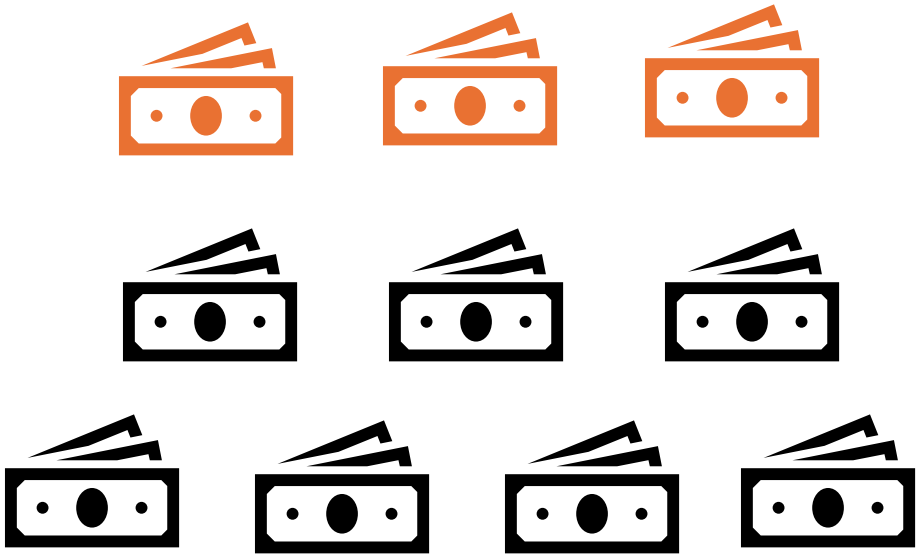


A housing units refers to a house, a condo, an apartment, a mobile home or trailer, a group of rooms, or a single room that is occupied

Key Terms

Housing Cost Burden

Spending **more than 30%** of household income on housing costs



Severe Housing Cost Burden

Spending **more than 50%** of household income on housing costs



Housing Cost Burden

In Dover, **44% of households are cost burdened.**

36% of households with a mortgage are cost burdened (1,756 households)

14% of homeowner households without a mortgage are cost burdened (327 households)

58% of renter households are cost burdened (4,622 households)

23.7% of renter households are extremely cost burdened (1,947 households)

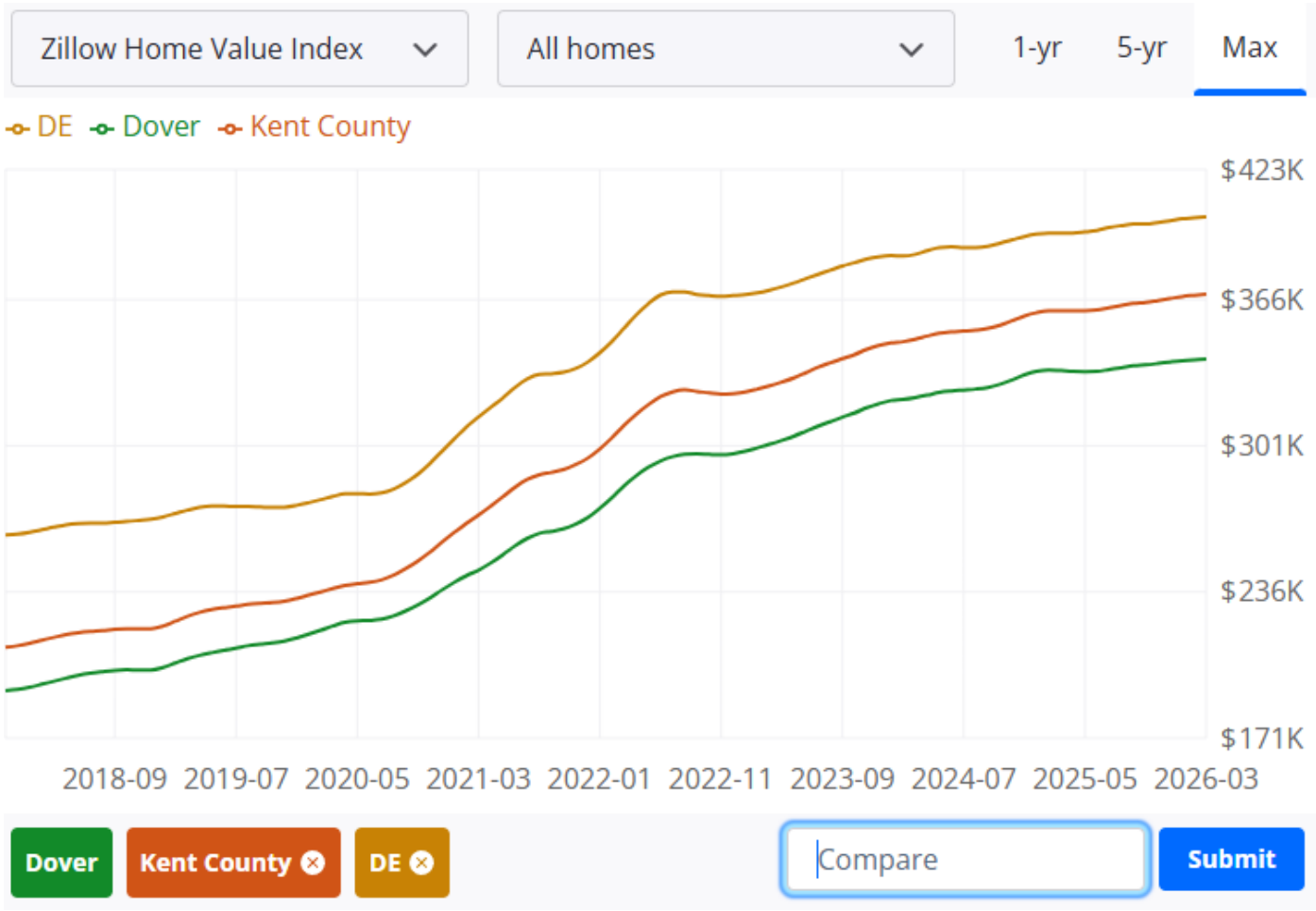
2024 ACS, 5-year estimates

How much does housing cost in Dover?

- Dover's Median gross rent is **$1,344 per unit**, calculated only for occupied units paying rent (2024 ACS 5-year estimates).
  - To afford this rent, a household would need to make at least $53,760/year.
- Zillow estimates Dover's median rent at $1,795, and Apartments.com estimates Dover renters' monthly housing costs at $2,447.

Zillow Home Value Index (ZHVI)

- The **ZHVI** is a smoothed, seasonally adjusted measure of the typical home value and market changes across a given region and housing type.
- It reflects the typical value for homes in the 35th to 65th percentile range.
- **Dover ZHVI: $339,650**
- **Kent County ZHVI: $368,542**
- **Delaware ZHVI: $396,207**

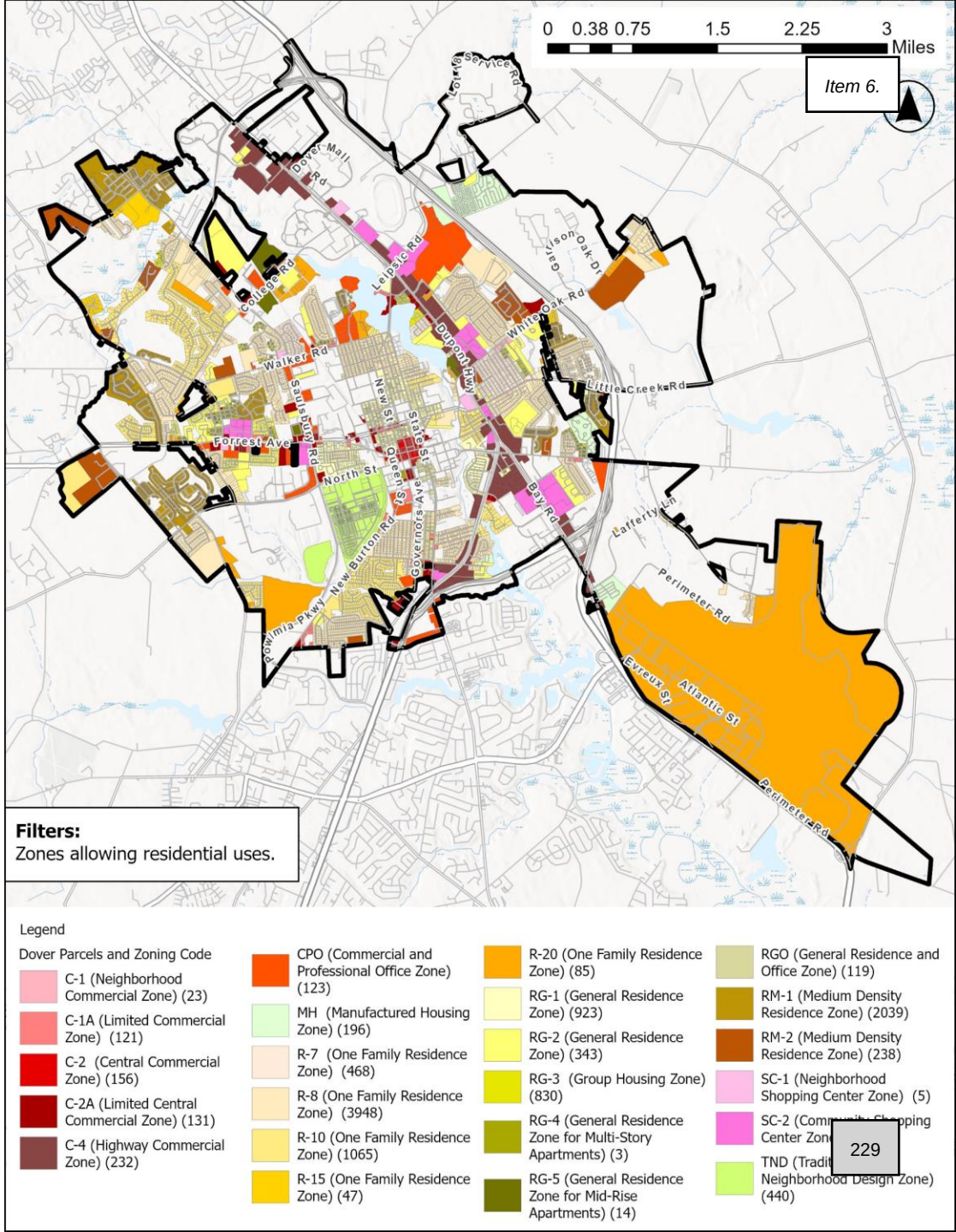


Regulatory Analysis Methodology

- Dover subdivision and zoning codes
- Permitted residential uses
- Process for subdivisions
- Bulk standards, including variances and PND bulk standards
- Supplementary regulations (Zoning Ordinance Article 5)
- Off street parking, driveways, and loading facilities (Zoning Ordinance Article 6)

Zones Permitting Residential Uses

- 23 zones allow residential uses
- These zones make up 55% of all zoned land in Dover
- Around 6% of Dover's zoned land is identified as "vacant" in County parcel data
  - Importance of infill and redevelopment



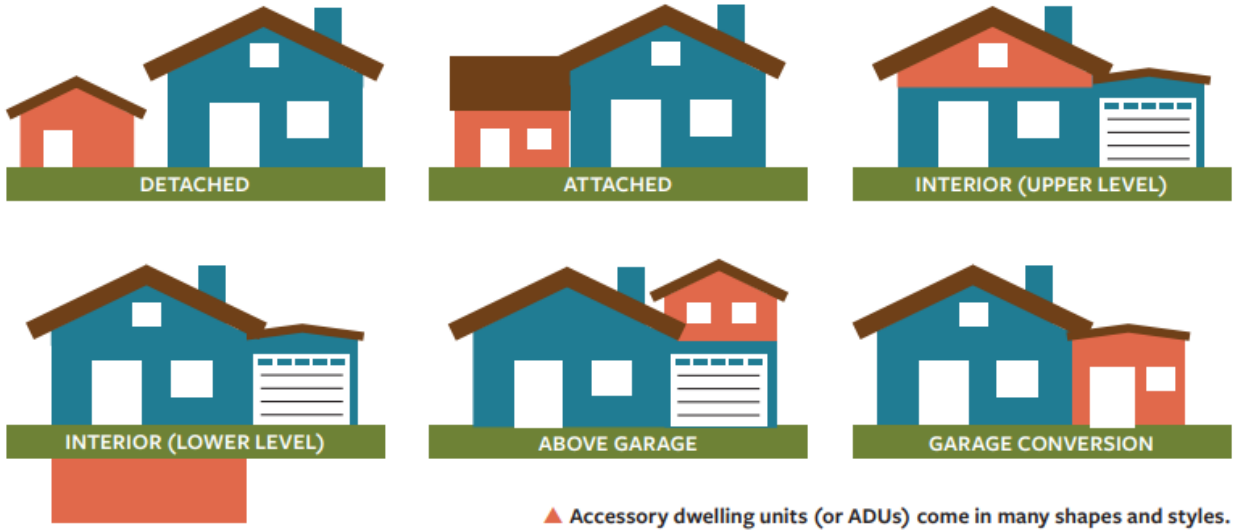
Evaluating the Strategies: Barriers and Potential Actions

Reform 1: ADUs



ADUs: Accessory Dwelling Units

- Small scale housing, expand housing choices without substantially changing neighborhood character
- Allow flexibility to accommodate family members, caregivers, rental income
- Can support aging in place, intergenerational neighborhoods



▲ Accessory dwelling units (or ADUs) come in many shapes and styles.

ADUs: Considerations

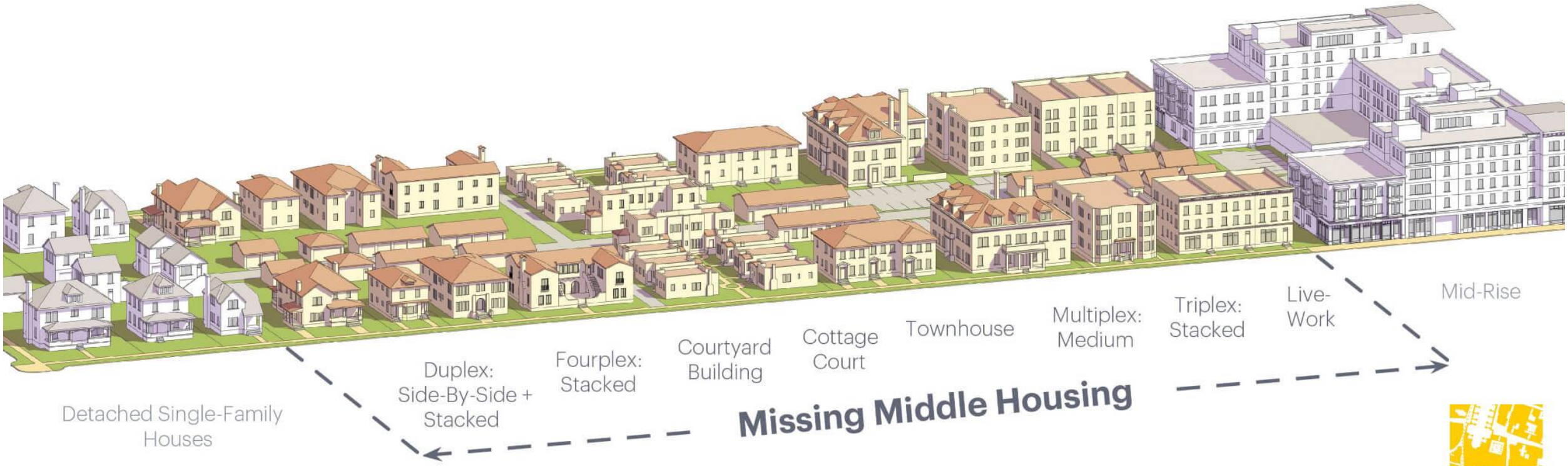
- **Modifying code to allow ADUs as permitted accessory use**
- Should bulk standards be adjusted to facilitate ADUs?
- Should ADUs have specific parking requirements?
- Could the 15ft limit on accessory building height be increased to allow ADUs over detached garages?



Reform 2: Missing Middle Housing



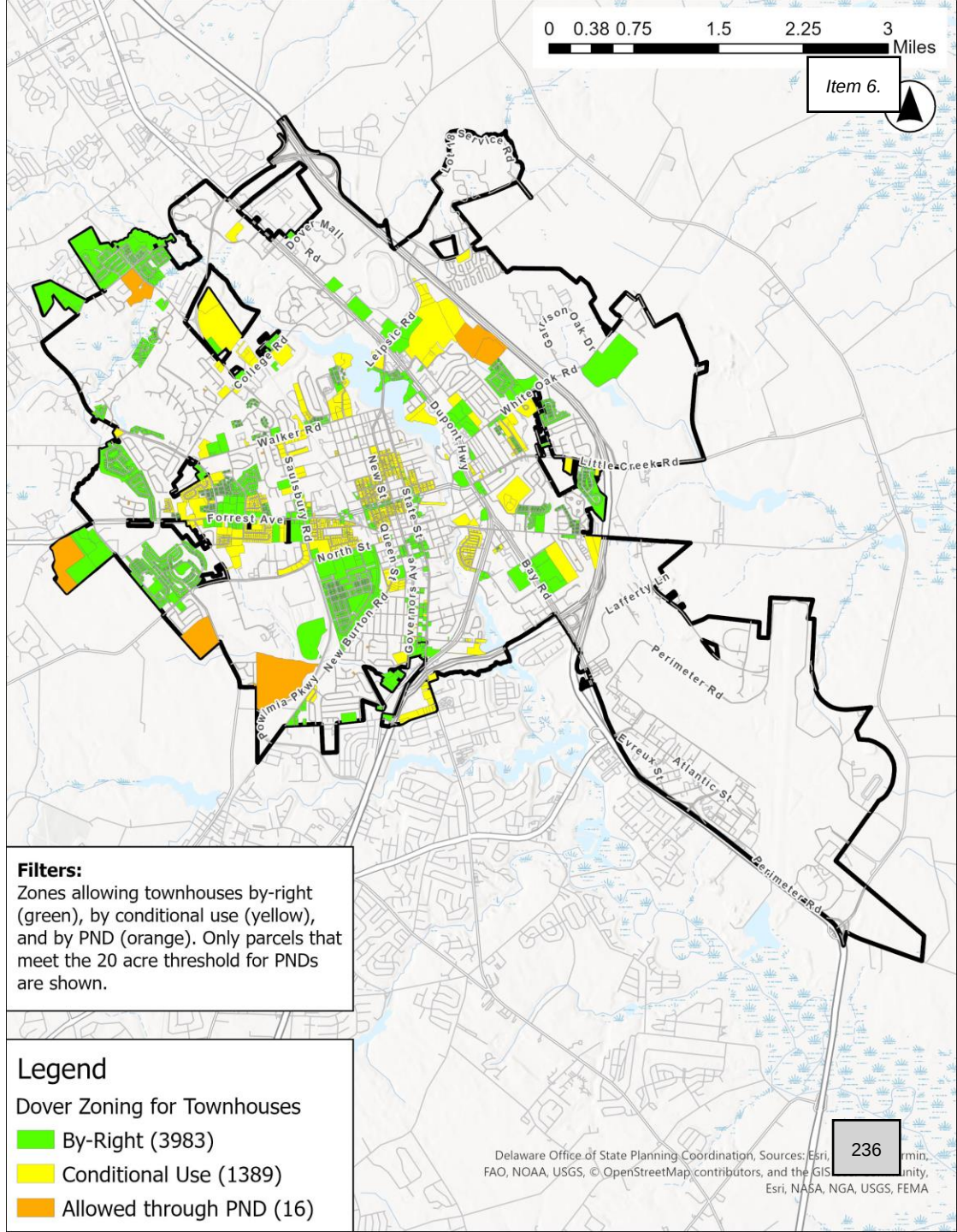
Missing Middle



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Opticos Design, Inc.

Townhouses: By right, Conditional Use, PND

- Missing middle housing types are only permitted by-right in few areas of the City
- Townhouses are permitted in many more areas of the city if you include where they are allowed by Conditional Use permit or by PND



Considerations

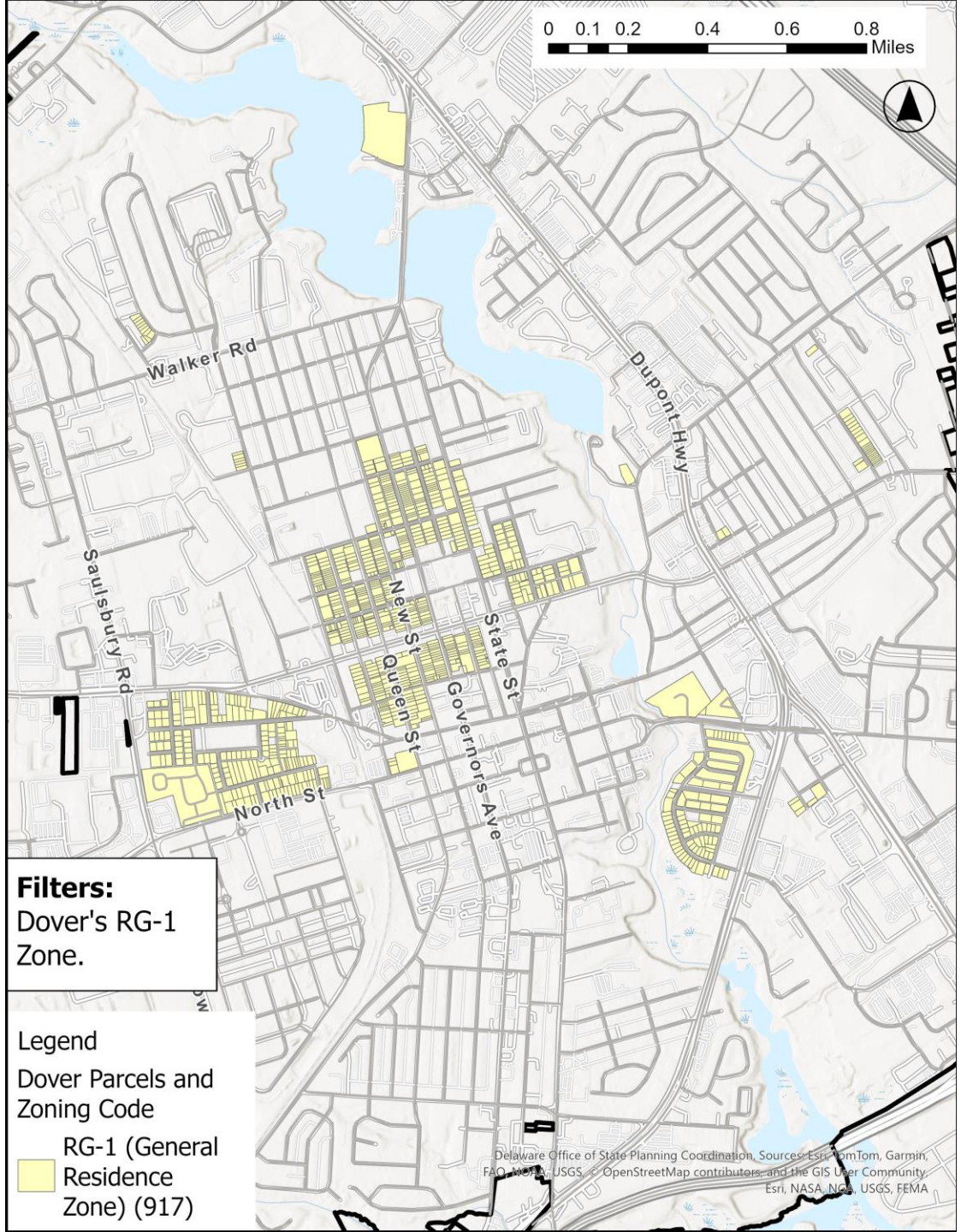
- Could RG-1 and RG-2 be modified to allow townhouses and duplexes by right, instead of conditional use?
- Could RG-2 allow multifamily by right instead of by conditional use?
- Could RG-1 and RM-2 change to allow multi-family other than garden apartments?







Spotlight: RG-1 Zone



Considerations: Multifamily Missing Middle

- Could the “garden apartment” definition be updated to be more specific, drawing on Missing Middle’s definition?
- Would it be helpful to update the definition for mid-rise apartment? The current definition requires an elevator.
- Should multiplexes continue to require independent access for each unit, or could the definition change to allow for more creative designs?



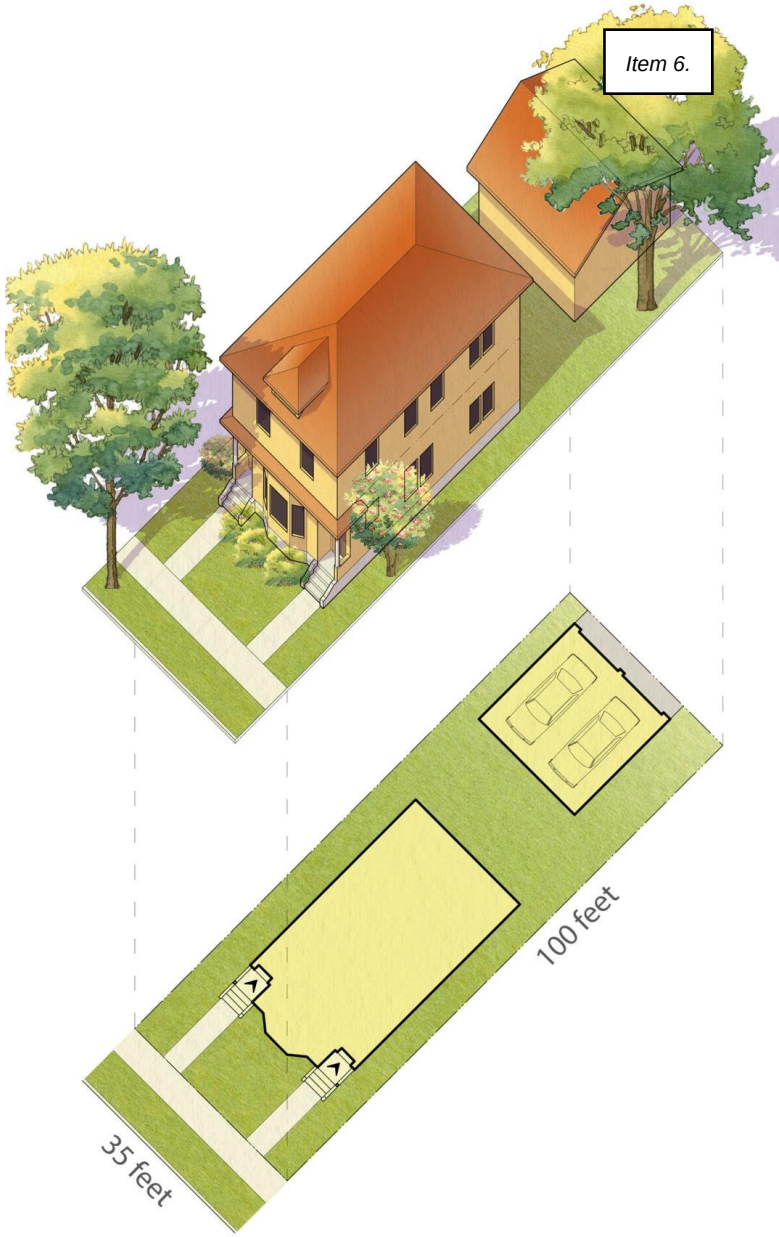
One example of a multiplex that does not have independent outside access for each dwelling unit.

Considerations: Stacked Duplexes

Could more than one unit be permitted on the same lot, or could the duplex definition be changed to allow stacked duplexes instead of only side-by-side duplexes?







Considerations: Additional Missing Middle

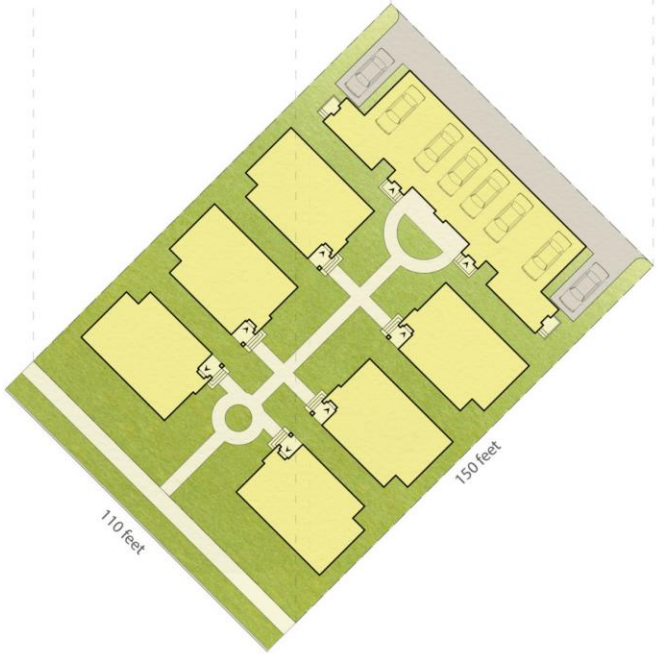
- Could “cottage courts” or tiny homes be permitted housing













Considerations: Building Conversions

Could Dover allow existing large residential buildings like the Victorian-era homes on State St. to be converted into duplexes or multifamily units, while maintaining their exterior appearance?



“The Castle” at 300 N State Street was converted into 11 rental apartments in the 1930s, while retaining the building’s history and character.



Reform 3: Increase Housing Buildable Density

Bulk Standards and Missing Middle Housing

- Minimum lot size requirements may prevent Missing Middle housing types from being developed even in zones where they are permitted.
- Minimum lot sizes have been reduced in Dover through variances and PNDs.



Could minimum lot sizes be reduced?



Reform 4: Multi-family and Mixed-Use Building Heights

Building Heights: Considerations

- Increasing building heights for multifamily housing and/or mixed-use structures can reduce housing costs.
- Could the maximum height of multifamily housing in **RG-2** increase from 3 stories to 4 or more stories?
- Could the maximum height of multifamily housing in **RM-2** increase from 3 stories and 35 feet to at least 4 stories?

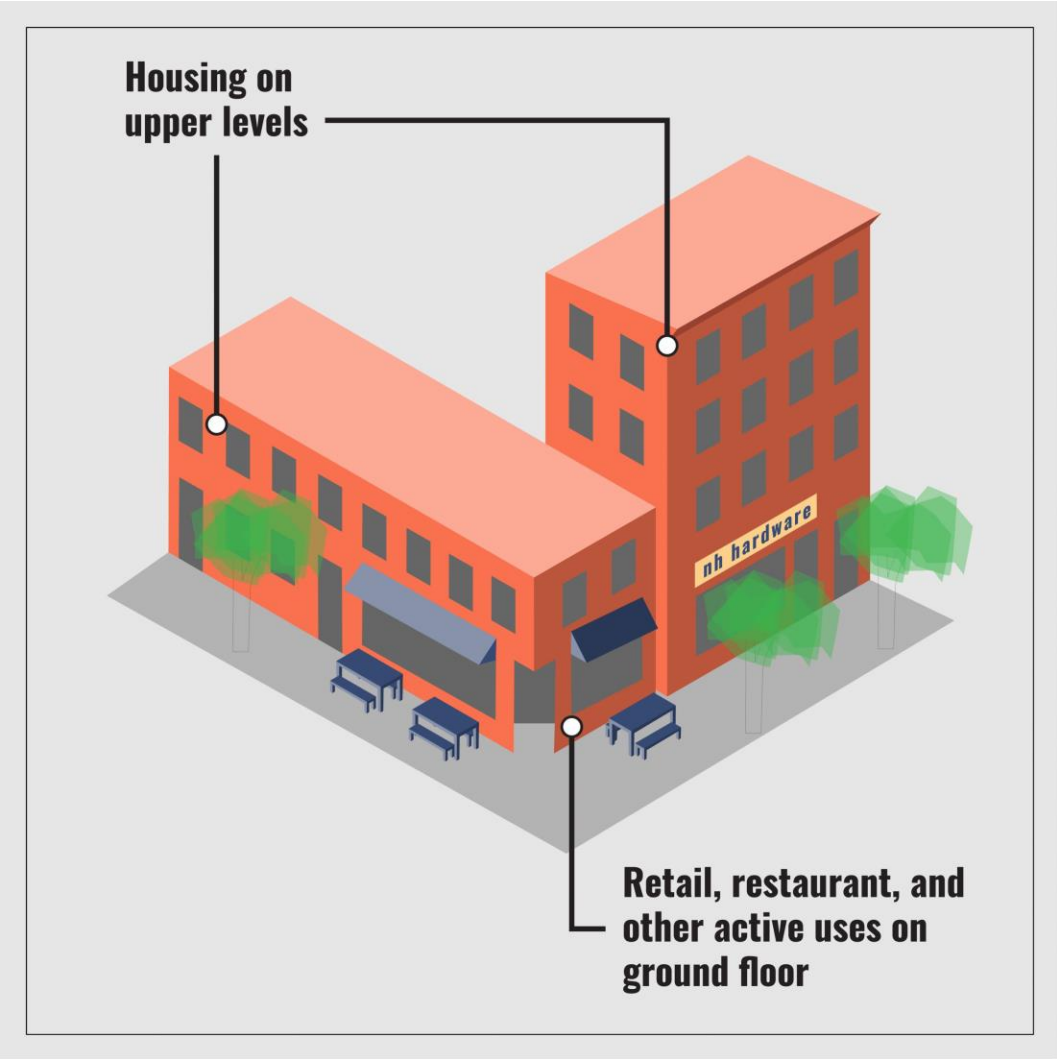




Top: The Grande 55+ Rental Community at 4 stories.
Bottom: English Village Condominiums at 3 stories in RM-2

Reform 4: High Density Mixed Use Residential in Commercial Zones and Employment Centers

Mixed Use Development





Mixed Use: Considerations

- Continue to build upon the strategies outlined in *Capital City 2030: Transforming Downtown Dover* to promote many of the identified work/play housing opportunities in the Downtown core.
- For example, could **C-4** be amended to allow apartments by-right?
- Could **CPO** be amended to allow townhouses, duplexes, and/or apartments by-right?
- Are there other commercial zones that do not currently allow residential that could be amended to allow mixed-use development (ex. **SC-3 or IO**)?



Reform 5: Inclusionary Zoning

- Requiring all developments include a certain percentage of affordable housing units
  - Some inclusionary zoning policies allow affordable units to be built at a different location, while others require affordable units within the same building.
  - Some inclusionary zoning policies allow for a payment to an affordable housing fund to be used by others.



Evaluate an inclusionary housing program requiring or incentivizing affordable housing set-asides in larger residential developments.

Reform 6: Pre-Reviewed Design Plans

- Not initially chosen by City
- Pre-reviewed design plans are reusable sets of designs and blueprints that are already approved by local governments and available to developers for free.
- Pre-reviewed design plans can reduce unpredictability and shorten the approval process for developers.

Consider use of a pattern book or pre-reviewed design plans beyond Dover's TND zone.

Figure 2

Preapproved Plan for a 2-Bedroom Cottage in South Bend's Pattern Book

Plans for smaller homes can encourage efficient building on smaller lots



Source: Build South Bend Toolkit

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Reform 7: Parking Requirements

- Calibrating parking standards to actual demand can reduce unnecessary construction costs while creating more efficient use of land in walkable neighborhoods.
- RG-1 zoning requires one off-street parking space per unit, while apartments require 2.25 parking spaces per unit.

Can parking requirements be reduced, especially for apartments and/or infill development?



Conclusion

- ADUs: aging in place + local charm
- Missing Middle: return to when these housing types were allowed in Dover
- Density: cheaper production costs → affordability
- Mixed use: walkable neighborhoods
- Other analyses: Water and wastewater impact fee, active recreation requirements

Thank you!

City of Dover Regulatory Analysis Summary

DRAFT September 2026

DRAFT

City of Dover Regulatory Analysis Summary

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Overview of Housing in Dover 3
Dover Housing Affordability: 3
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Introduction

Communities across Delaware and the nation are facing growing housing challenges driven by rising costs, limited housing supply, and changing household needs. Housing costs [1] have increased faster than household incomes, leaving many Delaware households **cost-burdened**—spending more than 30 percent of their income on housing. Further, many households are severely **cost-burdened**, spending more than half of their income on housing (see Dover Housing Affordability section on page 3).

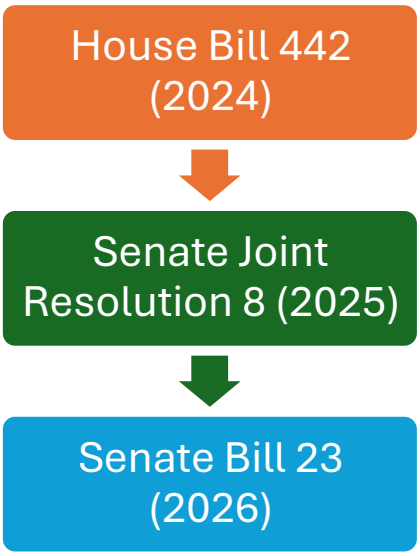
Housing demand is also changing as household sizes and demographics evolve. Today, approximately one-third of American households consist of a single individual. The share of households with children has declined significantly since the 1970s, and by 2030 one in five Americans will be over the age 65. Together, these trends are increasing demand for smaller homes, more attainable housing options, walkable neighborhoods, and housing that allows residents to age in place. However, land use regulations often prevent communities from adapting to meet these changing housing needs.

[1] Housing costs typically include rent and/or mortgage principal and interest, property taxes, insurance and homeowners' association (HOA) fees. Housing costs also include utilities (electricity, gas, and water and sewer) and fuels (oil, coal, kerosene, wood, etc.).

DRAFT

Recent State Initiatives

In response to these challenges, the Delaware General Assembly has undertaken several initiatives to expand housing opportunities. In 2024, House Bill 442 established the Affordable Housing Production Task Force, which recommended a variety of land use and zoning reforms to increase housing choice.[2] In 2025, Senate Joint Resolution 8 directed the Delaware State Housing Authority (DSHA) to establish a municipal technical assistance pilot program to help communities evaluate and implement recommendations.



In August 2025, DSHA opened an application process for municipalities to express interest in receiving technical assistance regarding zoning reform, including a menu of strategies based on the Affordable Housing Production Task Force recommendations. These include:

Additional housing choices
- Accessory dwelling units (ADUs)
- Missing Middle Housing
- Compact mixed-use residential in commercial zones or employment centers

Expand housing opportunities
- Increase housing buildable density
- Greater building heights

Promote housing affordability
- Manufactured/modular homes
- Inclusionary housing

Refine review processes
- Pre-approved plans

As part of this initiative, Dover was selected as one of nine Delaware jurisdictions to participate in the DSHA land use reform technical assistance program. In its application, Dover chose to evaluate the strategies listed below:

- Allow ADUs and/or "missing middle" housing types as permitted in residential zones
- Increase buildable density for housing by reducing minimum lot sizes and bulk standards
- Increase building heights for multifamily housing and/or mixed-use developments

[2] Affordable Housing Production Task Force (April 2025). Final Report. Delaware State Housing Authority. https://www.destatehousing.com/wp-content/uploads/2025/04/Final-Report_4.3.25-Final.pdf

- Establish an inclusionary zoning program to address affordable and workforce housing needs
- Allow higher density, mixed-use with residential in commercial zones or employment centers

In 2026, the Delaware General Assembly adopted Senate Bill 23, the *Housing for Every Delawarean Act*.[3] The legislation requires Delaware counties and municipalities with populations exceeding 2,000 residents to prepare an affordable housing plan as part of their comprehensive plan. The law requires communities to assess housing needs, identify barriers to housing production, establish strategies to increase housing supply and affordability, and implement land use and zoning measures that support a broader range of housing opportunities. Affordable housing plans will be reviewed by the Delaware State Housing Authority as part of the state's comprehensive planning process.

This Report provides an assessment of Dover's current housing conditions, affordability challenges, and housing needs. It evaluates existing barriers to housing production, examines opportunities to expand housing choices, and identifies potential land use and zoning strategies that can help the City respond to changing housing needs while preserving the character and quality of life that define Dover.

Overview of Housing in Dover

Dover Housing Affordability:

Housing affordability is a serious issue in Dover. The median monthly housing cost in Dover is **$1,337**, meaning that a household would need to make at least **$4,456 per month** to afford the median housing cost in Dover without being cost-burdened (2024 ACS 5-year estimates). The median yearly household income in Dover is $60,199. In Dover, **44% of households are cost burdened** (2024 ACS 5-year estimates).

Both homeowners and renters in Dover experience housing cost burden.[4] For homes with a mortgage, the median monthly housing cost was $1,686, while for owned homes without a mortgage the median monthly housing cost was $534. In practice, this means that 36% (1,756) of households with a mortgage and 14% (327) of households without a mortgage are cost burdened (**Figure 1**). Taken together, 29% of owner-occupied households are cost burdened in Dover (2024 ACS 5-year estimates).

[3] Senate Substitute 2 for Senate Bill 23. (July 2026). https://legis.delaware.gov/BillDetail/143471

[4] According to the American Community Survey (ACS) 2024 five-year estimates, 52% (8,084) of Dover's occupied units are rental units, while 47% (7,230) are owner-occupied units. There are 15,428 households in Dover.

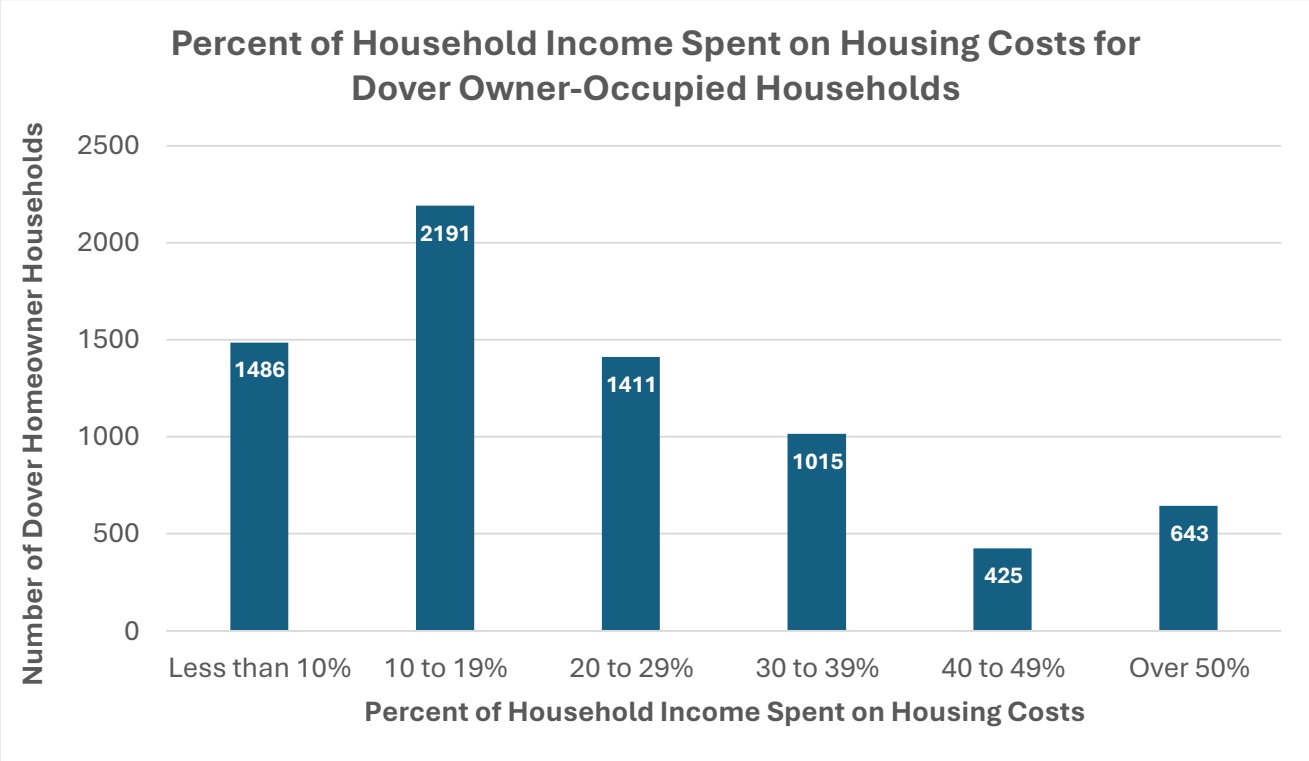


Figure 1. Percent of household income spent on housing costs, for owner-occupied households in Dover. Source: 2024 ACS, 5-year estimates.

For renters, the median gross rent[5] is $1,344 per unit, calculated only for occupied units paying rent. That number is from the 2024 ACS 5-year estimates, meaning it calculates the median gross rent from 2020-2024 in Dover. However, a total of 1,526 households get assistance from the Dover Housing Authority and the Delaware State Housing Authority in Dover,[6] so the true median gross rent for market-rate apartments is likely higher than reported in the ACS.[7] Additionally, since the median gross rent of $1,344 per unit is calculated based on data from 2020-2024, it fails to account for inflation since 2024 that impacts today's median rent in Dover.

[5] The 2024 American Community Survey defines gross rent as "the contract rent plus the estimated average monthly cost of utilities (electricity, gas, and water and sewer) and fuels (oil, coal, kerosene, wood, etc.) if these are paid by the renter (or paid for the renter by someone else)."

[6] These numbers come from Dover's 2025 Draft Consolidated Plan: "Dover Housing Authority administers 190 Section 8 Housing Choice Vouchers with a total of 294 Public Housing Units and 77 Tax Credit Units. DSHA has 210 Housing Choice Vouchers, 250 Public Housing Units and 505 Tax Credit Units" (pg. 43).

[7] Zillow estimates Dover's median rent at $1,795, and Apartments.com estimates Dover renters' monthly housing costs at $2,447.

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According to the 2024 ACS 5-year estimates, **58% (4,622) of renter households are cost burdened**, which is larger than the number of cost-burdened renter households in Kent County and the state (**Figure 2**). Furthermore, **23.7% of Dover renters (1,947 households) are extremely cost burdened**, defined as spending 50% or more of their monthly income on housing costs (2024 ACS 5-year estimates).

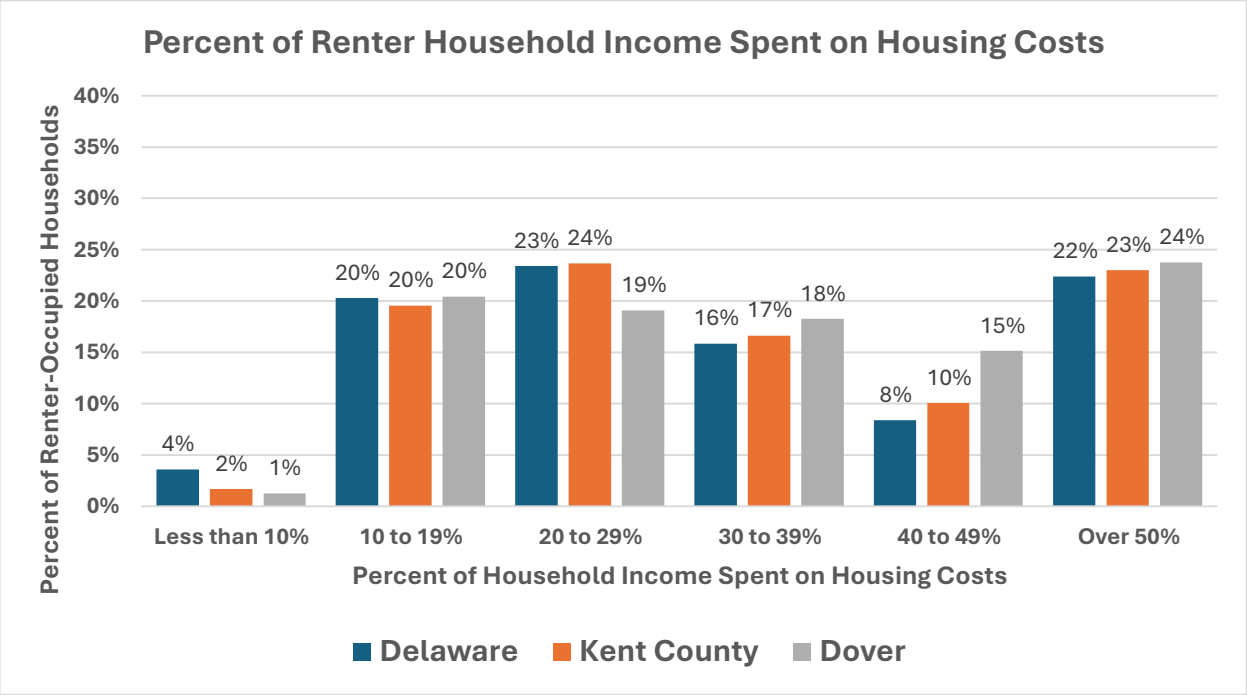


Figure 2. Gross rent as a percentage of household income, for occupied units paying rent in Dover, Kent County, and Delaware. Source: 2024 ACS, 5-year estimates. All percentages are rounded to the nearest whole number.

Researchers have found that as housing cost burden increases, so does material hardship, including food insecurity, bill-paying hardship, and medical care hardship (Shamsuddin and Campbell, 2021). Furthermore, other research has found that long-term exposure to housing cost burden is associated with worsened outcomes for children, including behavior problems and lower math and reading test scores (Hess et al., 2025). Taken together, it is clear that housing affordability in Dover is a critical issue.

For more context on Dover's housing costs, **Figure 3** shows the Zillow Home Value Index (ZVHI), which is a smoothed, seasonally adjusted measure of the typical home value and market changes across a given region and housing type. It reflects the typical value for homes in the 35th to 65th percentile range. Dover's ZHVI is $339,650, while Kent County's ZVHI is $368,542 and Delaware's overall ZVHI is $396,207.

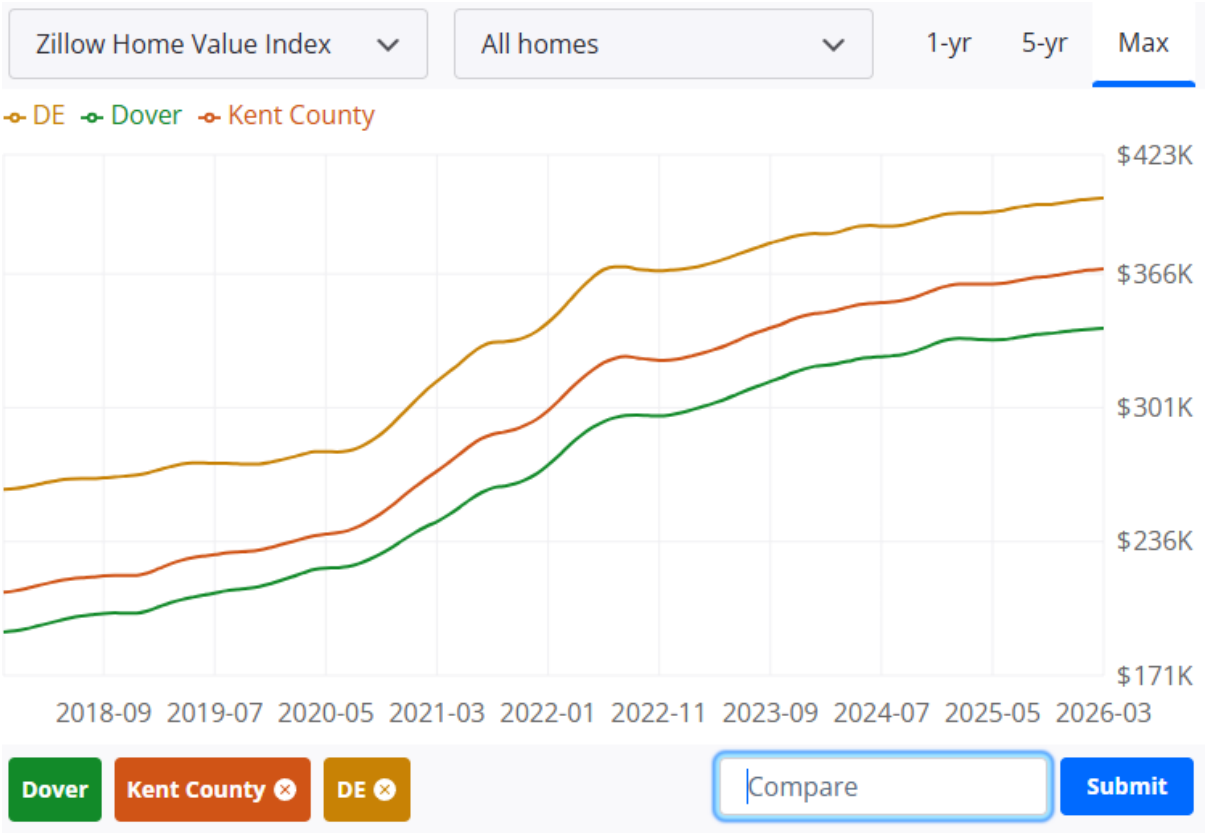


Figure 3. Zillow Home Value Index (ZVHI) for Dover, Kent County, and Delaware.

Regulatory Analysis Methodology

To complete the regulatory analysis, the project team developed an Excel workbook to summarize and evaluate Dover's zoning and subdivision codes[8] and to identify barriers to affordable housing. The workbook summarized the permitted residential uses in each zoning district, lot standards for various housing types, the process for minor subdivisions, and revised bulk standards approved through variances and alternative bulk standards under Planned Neighborhood Design (PND) applications. The project team also reviewed the Supplementary Regulations (Zoning Ordinance Article 5) and Off-Street Parking, Driveways and Loading Facilities (Zoning Ordinance Article 6) to identify outdated, confusing, or unnecessary requirements that could create barriers to building housing. City staff provided input regarding code provisions that often create challenges, especially for infill development, which were considered along with the code evaluation. Along with the strategies identified by DSHA, the team identified potential changes to help affordable housing development, including adjusting active recreation requirements, reviewing the

[8] Analysis included Appendix A: Subdivisions and Appendix B: Zoning

water and wastewater impact fee structure, emergency rear access, and considering minor subdivisions through an administrative process.

Table 1 and Table 2 provide descriptions of the current zoning districts. Mapping of current zoning districts can be viewed on the City's online Zoning Map or the Dover Zoning Evaluation Dashboard created by the project team.

Table 1 – Residential Zoning Districts

Zoning District	Residential Zoning District Description
R-20: One Family Residence Zone	Permits single-family, detached residential dwellings with **20,000 Sq. Ft.** minimum lot size. PNDs can be applied in this zone.[9]
R-15: One Family Residence Zone	Permits single-family, detached residential dwellings with **15,000 Sq. Ft.** minimum lot size. PNDs can be applied in this zone.
R-10: One Family Residence Zone	Permits single-family, detached residential dwellings with **10,000 Sq. Ft.** minimum lot size. PNDs can be applied in this zone.
R-8: One Family Residence Zone	Permits single-family, detached residential dwellings with **8,000 Sq. Ft.** minimum lot size. PNDs can be applied in this zone.
R-7: One Family residence Zone	Permits single-family, detached residential dwellings with **7,000 Sq. Ft.** minimum lot size.
RG-1: General Residence Zone	Permits single-family, detached residential dwellings with **6,000 Sq. Ft.** minimum lot size. Conditionally permits duplexes with **5,000 Sq. Ft.** minimum lot size, and townhouses / one family attached dwellings with **3,000 Sq. Ft.** minimum lot size.
RG-2: General Residence Zone	Same as RG-1 and permits garden apartments with **1,700 Sq. Ft.** minimum lot size.
RG-3: Group housing Zone	Permits single-family, detached residential dwellings with **7,000 Sq. Ft.** minimum lot size. Permits townhouses / one family attached dwellings with **1,800 sq. ft.** minimum lot size. It is unclear if this zone, which permits "one-family group dwellings" also permits duplexes, which are not mentioned in the code.

[9] PNDs require a special approval process and require at least 20 acres. We describe PNDs in more detail on page 13.

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RG-4: General Residence Zone for Multistory Apartments	Permits single-family, detached residential dwellings with **6,000 Sq. Ft.** minimum lot size. Permits high-rise apartments **600 Sq. Ft.** minimum lot area per dwelling unit.
RG-5: General Residence Zone for Mid-Rise Apartments	Permits single-family, detached residential dwellings with **6,000 Sq. Ft.** minimum lot size. Permits mid-rise apartments, defined as multiple dwellings sharing common outside access and elevators. Mid-rise apartments require **900 Sq. Ft. lot area**.
RM-1: Medium Density Residence Zone	Permits single-family detached residential dwellings with **8,000 Sq. Ft.** minimum lot size, one-family lot line dwellings with **7,000 Sq. Ft** minimum lot sizes, duplexes with **5,000 Sq. Ft.** minimum lot size, townhouses with **3,000 Sq. Ft.** minimum lot size, multiplexes with **3,000 Sq. Ft** minimum lot sizes, and rooming houses.
RM-2: Medium Density Residence Zone	Same as RM-1, but also permits Garden Apartments with a minimum lot size of **3,000 Sq. Ft.**
MH: Manufactured Housing Zone	Permits manufactured homes on individual lots and multiple manufactured homes on the same lot, with varying lot size requirements.
RGO: General Residential and Office Zone	Permits one-family detached dwellings with **6,000 Sq. Ft.** minimum lot size, duplexes with **5,000 Sq. Ft.** minimum lot size, one-family lot line dwellings with **7,000 Sq. Ft** minimum lot sizes, townhouses with **3,000 Sq. Ft.** minimum lot size, and multiplexes with **3,000 Sq. Ft** minimum lot sizes. It also permits apartments. It also permits businesses and shops, some types by conditional use.
TND: Traditional Neighborhood Design Zone	The TND zone is a mixed-use zone that applies only to Eden Hill Farm TND. The zone does not prescribe set bulk standards but relies on a pattern book Comprehensive Design Standards Manual that is developed as part of the Planning Commission's development review process. By design, the TND includes a variety of housing types.

Table 2 – Other Zoning Districts

Zoning District	Other Zoning District Description
C-1: Neighborhood Commercial Zone	Permits single-family, detached residential dwellings with **6,000 Sq. Ft.** minimum lot size, duplexes with **5,000 Sq. Ft.** minimum lot size, and townhouses / one family attached dwellings with **3,000 Sq. Ft.** minimum lot size. Multiplexes and apartments are also permitted by-right, but bulk standards are not clear. Other permitted uses include stores and restaurants.
C-1A: Limited Commercial Zone	Same as C1 above but includes offices as a non-residential permitted use and other non-residential changes (ex. allowing drive throughs as a conditional use).
C-2: Central Commercial Zone	Permits apartments and multi-family dwellings, as long as no dwelling units are permitted on the first floor of Lockerman Street. No minimum lot size is specified in the code. Permits a variety of other uses including commercial and recreation uses.
C-2A: Limited Central Commercial Zone	For residential uses, same as C1, with slightly different lot depth requirements. Other permitted uses include stores, offices, restaurants, and hotels.
C-4: Highway Commercial Zone	Apartments and multi-family dwellings are permitted as a conditional use. Other permitted uses include manufacturing, storage, retail, and hospitals.
C-PO: Commercial and Professional Office Zone	Apartments, multifamily residences, and single-family residences (single family detached, duplexes, and townhouses) are all conditional uses in this district. Permitted uses include offices, banks, and medical laboratories. Bulk regulations for multifamily and apartments are not clear, but for single family residences they are the same as RG-1.
SC-1: Shopping Center Development	Permits single family detached residential dwellings, duplexes, townhouses, multiplexes, and apartments. Other permitted uses include stores, restaurants, libraries, and offices. Bulk regulations are not clear.

SC-2: Shopping Center Development	Permits single family detached residential dwellings, duplexes, townhouses, multiplexes, and apartments. Other permitted uses include those permitted in SC-1, and banks, theaters, hotels, and manufacturing. Bulk regulations are not clear.
Remaining Zones	Residential uses are not currently permitted in remaining zones, which are Institutional and Office Zone (IO), Service Commercial Zone (C-3), Recreational and Commercial Zone (RC), Manufacturing Zone (M), and Industrial Park Manufacturing Zones (IPM, IPM2, IPM3). Negligible residential uses are permitted in the Agricultural Zone (A).

Opportunities for Residential Development - Zoning Designations

Land with zones that permit residential development account for approximately 55% of all zoned land in Dover. Land zoned for non-residential uses accounts for approximately 45% of all land in Dover. Zoned lands account for around 87% of all of the land within Dover's boundaries, with roads, Silver Lake, and other non-zoned lands accounting for the other 13%.

Figure 4 shows a map of all of Dover's zoning districts that permit residential uses. This map includes the TND (Traditional Neighborhood Development) district, which applies only to Eden Hill, a mixed-use planned community that was initially planned in the early 2000s and is continuing to build out. **Figure 5** shows the parcels labeled "vacant" in Kent County assessment records in zones permitting residential uses. Notably, while it is located within Dover and zoned R-20, the Dover Air Force Base is not subject to local regulations since it is a federal property.

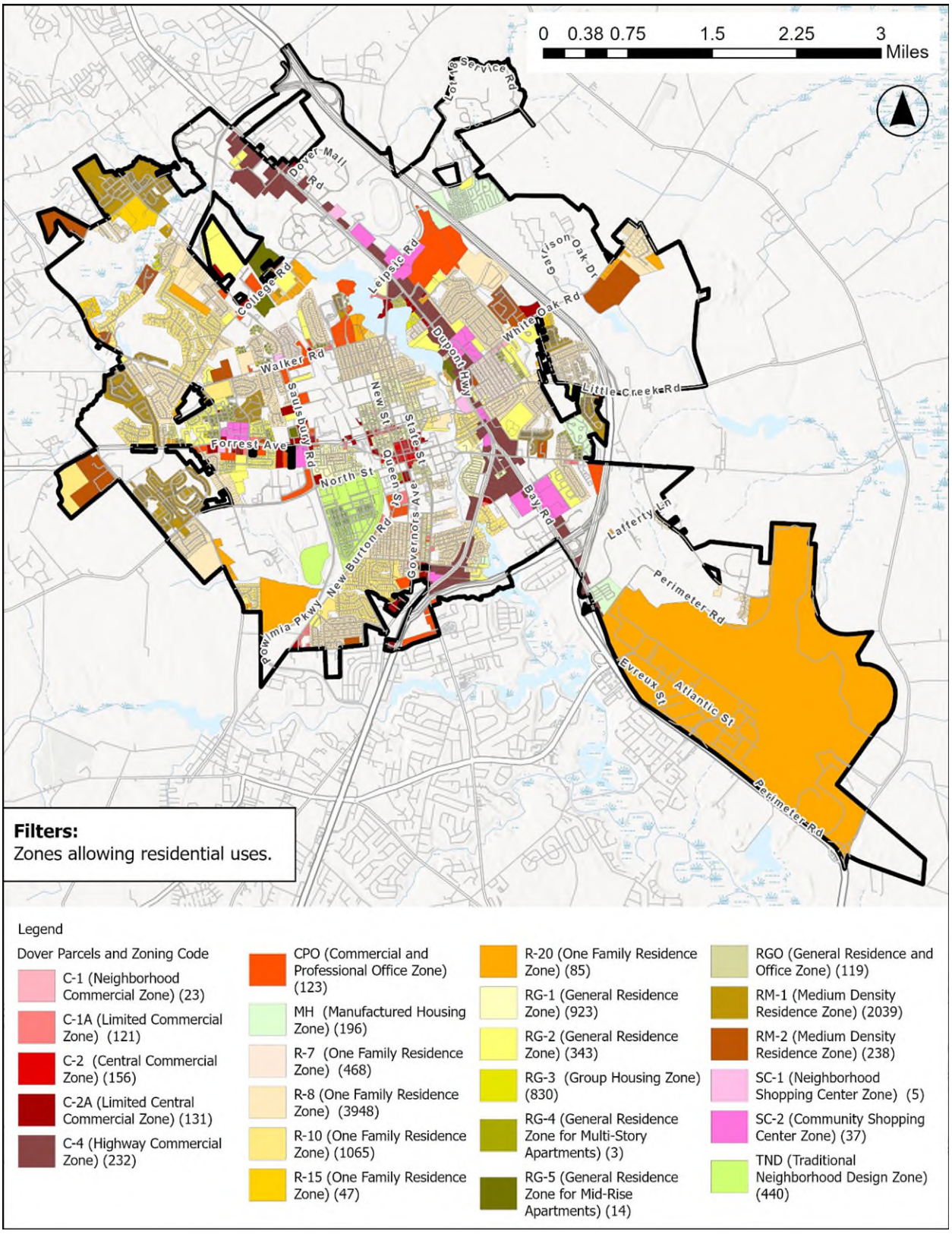


Figure 4. City of Dover Zoning districts permitting residential uses, with the number of parcels in each zone in parenthesis.

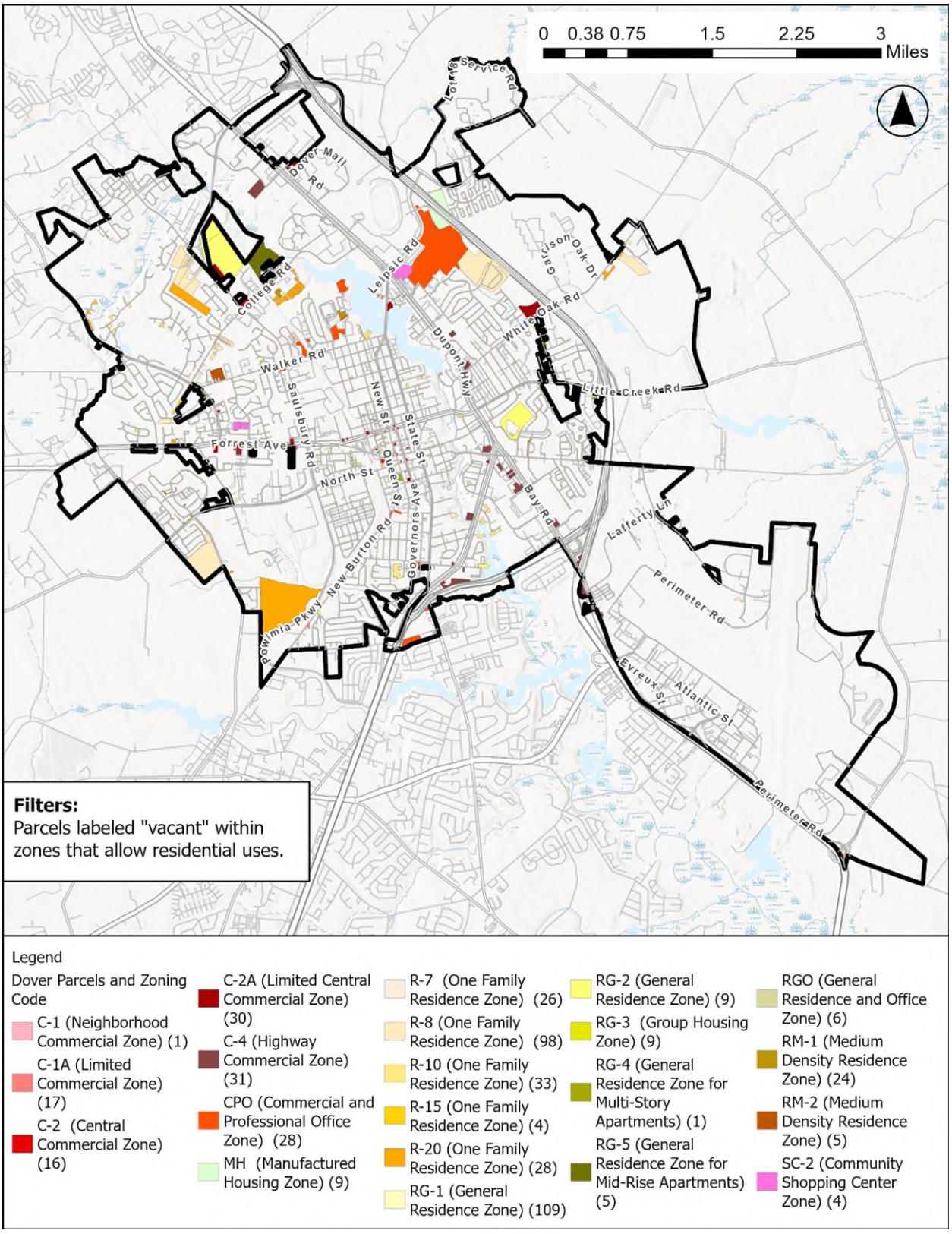


Figure 5. Parcels with "vacant" uses in zones permitting residential uses.

In **Figure 5**, the vacant parcels in zones permitting residential uses account for 813 acres, or approximately 6% of the zoned lands in the city. Put another way, 10% of parcels in zones permitting residential uses are marked as vacant. The vacant parcel data is as accurate as possible, and it excludes many active subdivisions and state designated open space from the vacant parcel count. However, the vacant parcels may still include parcels that are already accounted for in subdivision plans, valuable "undeveloped" land like overflow Racetrack parking, and open space. However, the map still highlights how much of Dover's land is already developed, making infill and redevelopment important in the City.

While the zoning code identifies which housing types are allowed in each zone, the Planned Neighborhood Design (PND) option allows for an expansion of housing types in the R-20, R-15, R-10, R-8, RM-1 and RM-2 zones through a multi-step process that includes conditional use review by the Planning Commission. The PND allows for more flexibility in housing types, unit density, and lot regulations. To use the PND option, developers must present a general sketch plan to the City Council, who must determine if the plan warrants further review from the Planning Commission. If so, the conditional use process will continue as usual, requiring Planning Commission approval of a conditional use subdivision plan and then the submission of a site development plan or preliminary subdivision plan for review and approval by the Planning Commission. The minimum tract size for a PND is 20 acres.

Strategies: Barriers and Potential Code Amendments

Based upon the evaluation completed, the project team developed a Barriers Matrix that summarizes barriers or obstacles to selected reforms (those identified in Dover's application) within the existing code and process, as well as potential amendments that could remedy the barriers. The proposed amendments in the matrix do not include the details of how the amendments could be drafted. Evaluating details of how ordinances should be crafted will take place as the regulatory analysis is discussed with the Council Committee of the Whole and Planning Commission during August and September.

Although this report and pilot project focus on housing conditions and regulatory opportunities, affordable housing cannot be addressed in isolation. Long-term success requires coordinated planning that integrates housing with land use, infrastructure, transportation, public services, economic development, and demographic trends. Consistent with the requirements of Senate Bill 23, a more robust plan for affordable housing will become an element of the City's broader comprehensive planning process. Accordingly, the findings of this pilot project should be viewed as an important first step that informs both near-term regulatory refinements and longer-term community planning efforts.

Reform	Why it Matters	Obstacles	Considerations
Accessory Dwelling Units (ADUs) ADUs provide small-scale housing opportunities within established neighborhoods while allowing homeowners additional flexibility to accommodate family members, caregivers, or rental income. Because they use existing residential lots, ADUs can expand housing choices without substantially changing neighborhood character building upon existing investments. Below is **Figure 6**, from the AARP's ABCs of ADUs guide. ***Click to view DSHA description>>***	Allowing accessory dwelling units creates affordable housing opportunities that are effective for areas that are largely built-out. ADUs can enable existing homeowners to manage increasing costs while remaining in place. They can allow family members to live on the same property to support aging in place and promote intergenerational neighborhoods. They can also provide opportunities for affordable rental housing.	Currently the City of Dover's zoning ordinance does not allow ADUs in any zoning district except the Traditional Neighborhood Design (TND) district which has a very small footprint. In the TND, all ADU locations were designated in TND plan review process.	To allow ADUs, the zoning ordinance would have to be modified so ADUs are permitted as accessory uses. Public engagement and feedback from the Planning Commission and City Council could help inform which types of ADUs are permitted, where they are permitted, and what other standards or requirements should apply. <u>Questions to consider:</u> Should bulk standards be adjusted to facilitate ADUs? Should ADUs have specific parking requirements? Could the 15ft limit on accessory building height (Article 5, Supplementary Regulations) be increased to allow ADUs over detached garages? Should the 5-foot setback for accessory structures be amended for ADUs? Could Dover consider tax credits for owner-occupied properties that provide ADUs for residents that meet a certain age or income criteria, in line with Delaware Housing Supply Accelerator recommendations?

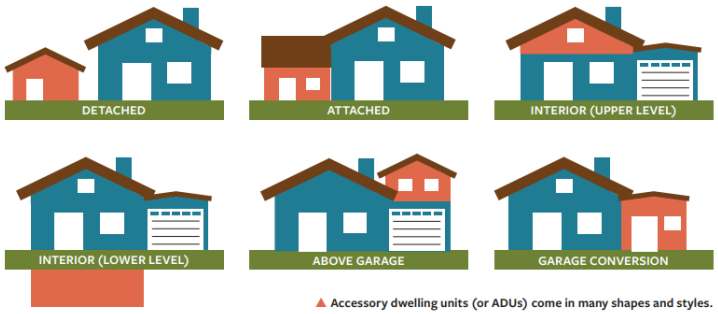


Figure 6. Types of ADUs from the AARP's ABCs of ADUs guide.

Reform	Why it Matters	Obstacles	Considerations
Missing Middle Housing Missing Middle housing includes duplexes, triplexes, fourplexes, medium multiplexes, townhouses, cottage courts, courtyard buildings, and live-work buildings. These building types, common in earlier, traditional neighborhoods, provided modest-scale, relatively affordable housing options. However, they are now largely "missing" as a result of zoning and building codes that, over the past several decades, have accommodated detached dwellings and some larger scale multifamily development while limiting Missing Middle Housing due to additional requirements and regulatory hurdles. To learn more about Missing Middle housing types, go to missingmiddlehousing.com. ***Click to view DSHA description>>***	Expanding opportunities to create these housing types by right can reduce costs per unit resulting in expanded affordable housing opportunities. Missing middle housing expands housing types that offer effective solutions to providing affordable housing solutions for small scale projects, while maintaining the character and scale of traditional neighborhoods. They are effective for facilitating infill developments.	Missing middle housing types are only permitted by right in a few zones (see **Figure 7** for townhouse example). While more zones allow missing middle housing types conditionally (**Figure 8**), the process of conditional approval can be daunting and lengthy. Also, much of Dover is already built out. Some "missing middle" types such as stacked duplexes, cottage courts, and courtyard buildings are not permitted or addressed in code. Other current definitions are restrictive, like requiring each unit to have independent access points.	There are many opportunities for expanding Missing Middle housing: Could RG-1 and RG-2 be modified to allow townhouses and duplexes by right, instead of conditional use? Could RG-2 allow multifamily by right instead of by conditional use? Could RG-1 and RM-2 change to allow multi-family other than garden apartments? Could the "garden apartment" definition be updated to be more specific, drawing on Missing Middle's definition? Also, would it be helpful to update the definition for mid-rise apartment? The current definition requires an elevator. Should multiplexes continue to require independent access for each unit, or could the definition change to allow for more creative designs (**Figure 9**)? Could more than one unit be permitted on the same lot, or could the duplex definition be changed to allow stacked duplexes instead of only side-by-side duplexes (**Figure 10**)? Could Dover allow existing large residential buildings like the Victorian-era homes on State St. to be converted into duplexes or multifamily units, while maintaining their exterior appearance? Could "cottage courts" or tiny homes be permitted housing types?

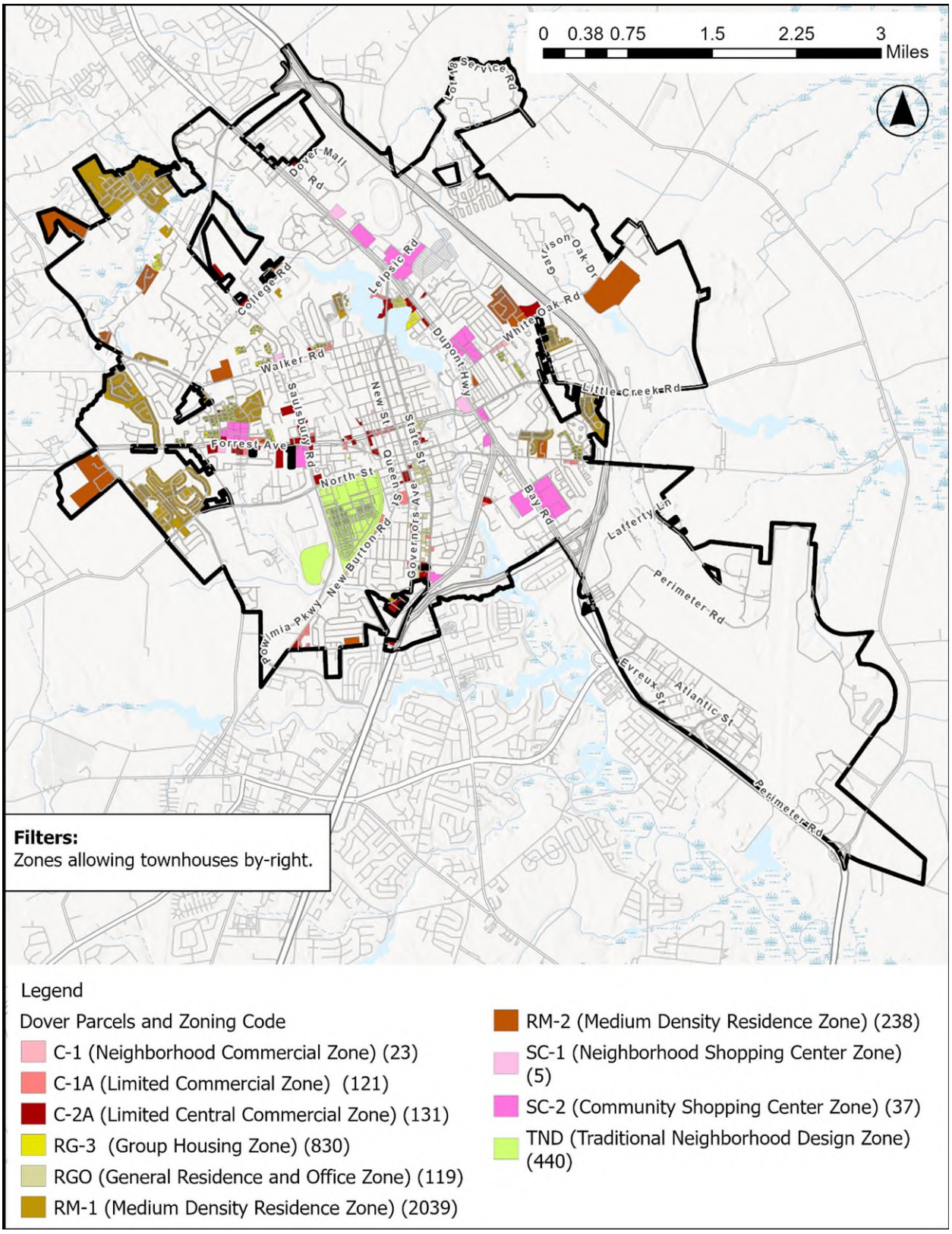


Figure 7. Zones that allow townhouses by-right in Dover, with the number of parcels in each zone in parentheses. This map is almost identical to the zones that allow duplexes by-right, except RG-3 which does not allow duplexes by-right.

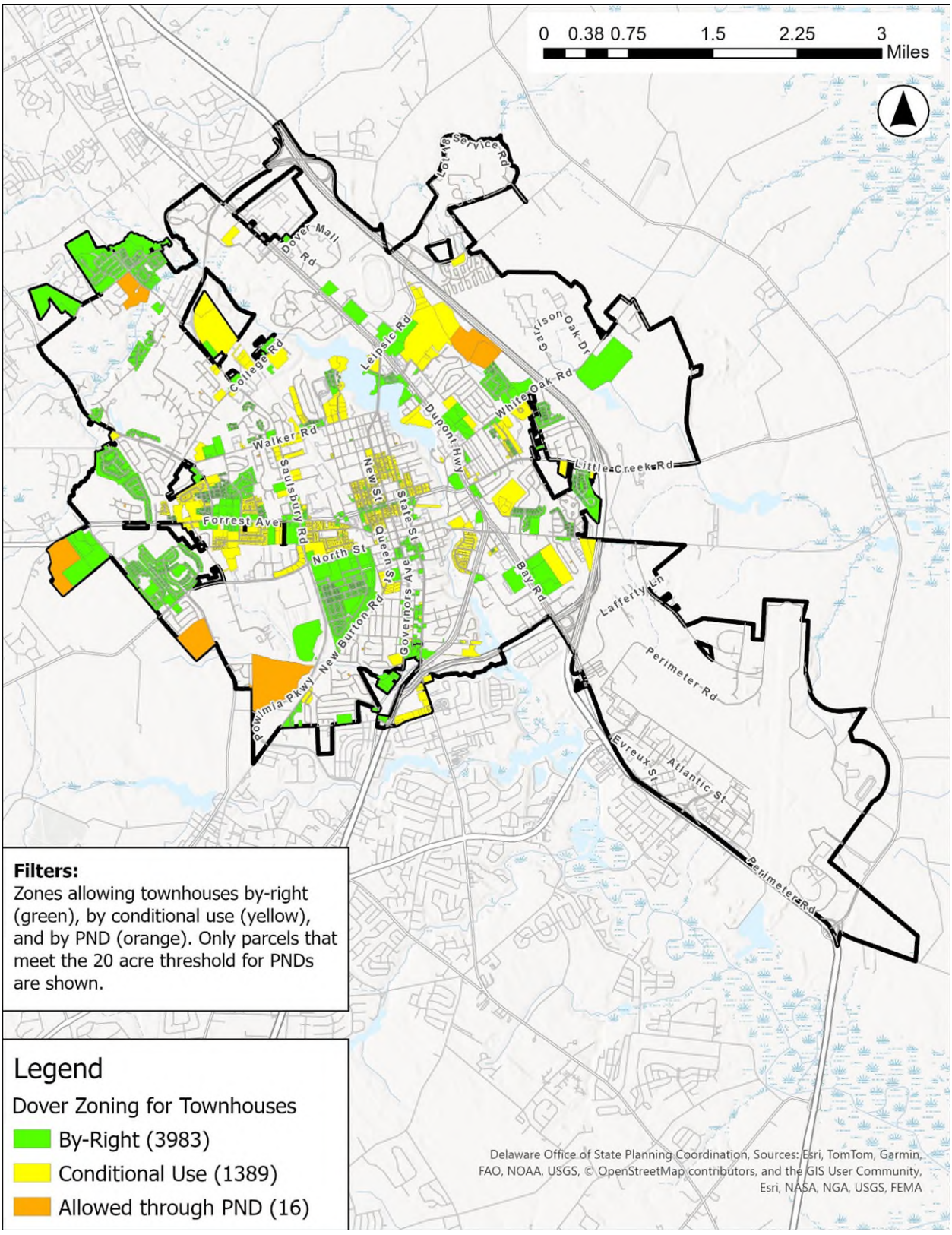


Figure 8. Zones that allow townhouses by right, with conditional use, and with PND. Only parcels that meet the PND minimum of 20 acres are shown in the Allowed through PND category.



Figure 9. One example of a multiplex that does not have independent outside access for each dwelling.



Figure 10. One example of a stacked duplex that could be built if duplexes were allowed to exist on the same lot. Stacked duplexes can fit on narrower lots than side-by-side duplexes.

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Reform	Why it Matters	Obstacles	Considerations
Increase Housing Buildable Density Housing buildable density is defined by local land use policies and set by zoning area, bulk and units' requirements. Density has a significant influence on housing conditions, including affordability. The policies should be evaluated and refined to support housing needs while maintaining community planning objectives. ***Click to view DSHA Descriptions>>***	Housing affordability is strongly influenced by land costs, minimum lot sizes, and development standards. Modifying bulk standards to be more in line with Dover's existing development pattern and bulk standards, regularly approved through the variance and PND processes, would ensure that standards are applied consistently, shortens the approval process for housing developers, and creates predictability for developers and the public.	Existing minimum lot sizes and setbacks can prevent opportunities for Missing Middle housing types to be built, even if these housing types and infill development are allowed within a zone. While the City's Board of Adjustments has issued variances for reduced lot sizes, the process of applying for a variance can be a barrier for developers and variances may not be applied uniformly. Similarly, the Planned Neighborhood Design (PND) process allows for alternative bulk standards similar to those that have been granted through the Board of Adjustment, but the PND process can be lengthy and requires a large tract of land.	Reducing the bulk standards to allow lot sizes and setbacks consistent with what has been granted through variances and PND applications would increase buildable density for infill development. For example, could townhouse minimum lot sizes in RG-1 and seven other zones[10] (currently 3,000 sq. ft.) be reduced to align with the minimum lot size granted for the Cecil Street townhouses or the PND's minimum townhouse lot size (2,000 – 2,350 sq. ft.) ? Similarly, in RG-1 and nine other zones, the minimum lot size for a duplex is 5,000 sq. ft. Could this change to align with the PND's minimum lot size for duplexes of 4,500 sq. ft.? Or could they change to align with the Missing Middle recommendations where stacked duplexes have an ideal lot size of 3,500 sq. ft.?

[10] Zones with a 3,000 sq. ft. minimum lot size for townhouses are RG-1 (conditional use), RM-1, RM-2, RGO, C-1, C-1A, C-2A, SC-1, and SC-2.

Reform	Why it Matters	Obstacles	Considerations
Multi-family and Mixed-Use Building Heights Building Heights set by zoning use and bulk standards, and tied to adopted land use policies, can be refined to support many affordable housing and related community planning objectives. While relatively lower building heights are an effective way to maintain local character in certain areas, maintaining a uniform, low cap in all areas can limit effective design options and hamper efforts to provide attainable housing for lower to middle income groups. ***Click to view DSHA description>>***	Increasing building heights for multifamily housing and/or mixed-use structures offers efficiencies by providing space that can reduce housing costs. However, addressing building height may be less of a priority, as Dover has not seen a strong demand for buildings that exceed four stories. Construction standards (including building and fire code standards) change when buildings exceed four stories, which may relate to the reason that Dover does not see many buildings taller than this.	In RG-2, multifamily is limited to 3 stories and 40 feet; in RM-2 garden apartments are limited to 3 stories and 35 feet. Apartments in the SC-2 zone are permitted to be six stories and 75 feet in height.	Could the maximum height of multifamily housing in RG-2 increase from 3 stories to 4 or more stories? Could the maximum height of multifamily housing in RM-2 increase from 3 stories and 35 feet to at least 4 stories?





Figure 11. Left: The Grande 55+ Rental Community at 4 stories. Right: English Village Condominiums at 3 stories in RM-2.

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Reform	Why it Matters	Obstacles	Considerations
High Density Mixed-Use Residential in Commercial Zones and Employment Centers Integrating housing with commercial, institutional, and employment areas creates affordable housing opportunities for residents to live closer to jobs, services, and daily destinations while supporting more walkable development patterns. ***Click to view DSHA description>>***	Providing housing within or in proximity to commercial and institutional areas offers opportunities to integrate housing near employment, services, and transit.	Missing Middle housing is permitted in most commercial zones. Multi-family is a conditional use in the CPO and C-4 zones. Townhouses and duplexes are a conditional use in the CPO zone. Manufacturing and industrial zones prohibit residential units, which is appropriate based on the nature of the uses permitted in those zones.	Continue to build upon the strategies outlined in *Capital City 2030: Transforming Downtown Dover* to promote many of the identified work/play housing opportunities in the Downtown core. For example, could C-4 be amended to allow apartments by-right? Could CPO be amended to allow townhouses, duplexes, and/or apartments by-right? Are there other commercial zones that do not currently allow residential that could be amended to allow mixed-use development (ex.SC-3 or IO)?

Reform	Why it Matters	Obstacles	Considerations
Inclusionary Zoning Programs Inclusionary zoning requires medium and large developments to include a certain percentage of affordable units. Some inclusionary zoning policies allow affordable units to be built in a different location, while others require affordable units in the same building. ***Click to view DSHA description>>***	Inclusionary zoning can help ensure that affordable and workforce housing needs are addressed. It can help create mixed-income neighborhoods and lower housing cost burdens.	The City currently lacks an inclusionary housing program.	Evaluate an inclusionary housing program requiring or incentivizing affordable housing set-asides in larger residential developments.



Figure 12. Inclusionary zoning graphic illustrating how some units must be affordable in every new development.

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While the following reforms were not initially chosen by Dover, our team still identified barriers to their implementation that may be helpful for the City.

Reform	Why it Matters	Obstacles	Considerations
Pre-reviewed Design Plans Pre-reviewed design plans are reusable sets of designs and blueprints that are already approved by local governments and available to developers for free. This is similar to the pattern book used in Dover's TND zone. To see another example, view South Bend, Indiana's pre-reviewed design plans here. ***Click to view DSHA description>>***	Pre-reviewed design plans can reduce unpredictability and shorten the approval process for developers. Applicants and reviewers can rely on predefined details while focusing on site specific conditions to better ensure compatibility.	Without pre-reviewed design plans, applicants for small-scale infill projects often incur preventable design costs and repeated plan revisions. Pre-reviewed design plans, while successfully used in other communities, are a relatively new concept that can require additional resources (time and expense) to incorporate into a local development review process.	Promote opportunities for applicants to use pre-reviewed design plans, while considering ways to provide sets of plans that incorporate treatments that reflect valued, local characteristics. Consider use of a pattern book or pre-reviewed design plans beyond Dover's TND zone.

Reform	Why it Matters	Obstacles	Considerations
Parking Requirements Parking requirements influence both development costs and site design. Calibrating parking standards to actual demand can reduce unnecessary construction costs while creating more efficient use of land in walkable neighborhoods. ***Click for DSHA description>>***	Municipal parking requirements often exceed the actual parking needs, resulting in excessive paved area and added cost for constructing new housing. Adjusting parking requirements to demands in areas zoned for residential and mixed-use development to promotes walkable communities and more affordable development opportunities.	Uniform parking requirements increase housing costs, consume developable land, and reduce flexibility for projects serving households with lower vehicle ownership rates. While such uniform off-street parking standards remain a common zoning practice and some areas need more parking, a single standard can create excess parking, especially in mixed-use areas, hampering efforts to provide affordable housing, create pedestrian-oriented places and minimize runoff problems.	Consider scaling parking requirements to parking conditions based on dwelling size, housing type and location. Adapting parking requirements more compact, mixed-use areas can help create more affordable and walkable places – such locations would also work well in proximity to areas currently or ideally served by public transit. For example, the RG-1 zoning requires one off-street parking space per unit, while apartments require 2.25 parking spaces per unit. Could the requirement for apartments be modified to reflect the demand for parking, especially for infill development?

Conclusion

Overall, Dover's selected housing strategies have the potential to accelerate affordable housing in the City. Allowing ADUs would introduce an affordable housing option that also promotes aging in place, while maintaining local charm. Expanding where Missing Middle housing types are permitted uses would enable duplexes, townhouses, and other housing types to be more common in Dover's communities. These housing types would be affordable options, yet still maintain Dover's character—for example, many duplexes look almost identical to single family homes. Increasing building heights for multifamily housing and/or mixed-use developments allows buildings in key areas to have more housing units. Adding housing density in areas already serviced by businesses and transportation can lead to affordable and vibrant neighborhoods. Allowing higher density mixed-use developments can contribute to creating more dense, walkable, and affordable neighborhoods.

While the previously mentioned strategies address housing types and densities, an inclusionary zoning program would require that a portion of units in new construction would meet defined affordability requirements. Typically, such requirements would apply only to medium and large developments. Inclusionary zoning is a creative way to ensure that affordable housing options grow alongside market-rate housing options.

In addition to those larger strategies identified, our review of the development process, requirements, and associated costs identified other obstacles in the process that we have recommended addressing. These include reviewing water usage for apartments to determine if a lower water and wastewater impact fee would be justified and simplifying the City's active recreation requirements specifically as they relate to small developments. The project team presented a recommended framework to the Council Committee of the Whole and the Planning Commission for revising the recreation requirements, which was favorably received. The team will draft an ordinance to amend this section of code ahead of other ordinances, as it can operate independently of other recommendations.

Looking forward, the Rossi Team is excited to hear local feedback on these strategies as we plan our next steps.

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By-Laws of the Planning Commission

of the City of Dover

Objectives

Section 1 The objectives and purposes of the Planning Commission of the City of Dover, Delaware, are those set forth in Chapter 7, Title 22 of the Delaware Code annotated, and amendments, supplements, thereto, and those powers and duties delegated to the Planning Commission by the City Council of the City of Dover pursuant to state statute.

Powers, Duties and Procedures

Section 2 The duties, powers and procedures of the Planning Commission be as set forth in the following documents:

(a) The resolution of the City Council establishing such Planning Commission;
(b) The Building Zone Ordinance as to matters relating to amendments to site plan approval;
(c) The Subdivision Regulations as to the review and approval of subdivision plats;
(d) As to the regulations set forth herein for all other matters for which the Commission has the responsibility.

Officers

Section 3.1 The officers of the Planning Commission shall consist of a Chairman and Vice-Chairman.

Section 3.2 The Chairman shall preside at the meetings and hearings of the Planning Commission and shall have the duties usually conferred upon a presiding officer. He shall continue to exercise the prerogatives of an individual member of the Commission while performing the duties of presiding officer.

Section 3.3 The Vice Chairman shall be the presiding officer in the absence of the Chairman.

Recording and Corresponding Secretary

Section 4 The Commission shall appoint a Secretary who shall not be a member of the Commission or an officer, and shall have the following duties and responsibilities:

(a) Prepare agenda for all meetings with the Chairman and provide notice of meetings to Commission members.
(b) Keep minutes of all meetings, and record of the Commission.
(c) Act as agent for the Commission in receiving submissions, applications, correspondence, etc.
(d) Act as agent for the Commission in arranging for notice of public hearings and notifying interested parties of Commission actions as authorized by the Commission.

Official Records

Section 5 The City Clerk shall be the official custodian of the records of the Commission and shall make them available to the public as provided by law. He may designate the office of the Secretary of the Commission or the Planning Office as the place where such records shall be kept.

Elections of Officers

Section 6.1 The officers shall be elected by the Commission at the annual organization meeting which shall be the regular scheduled meeting in July of each year. Election of officers shall be held by secret ballot.

Section 6.2 A candidate receiving a majority vote of the entire membership of the Planning Commission shall be declared elected and shall serve for one year or until his or her successor shall take office.

Section 6.3 Vacancies in offices shall be filled by the Commission at any scheduled or special meeting.

Section 6.4 The Chairman and Vice Chairman shall be limited to four consecutive one-year terms. A former Chairman or Vice Chairman who has held four consecutive terms in such position may be elected to that position after vacating the position for a period of one year.

Meetings

Section 7.1 The Commission shall hold one public meeting during each calendar month.

Section 7.2 The monthly meeting date for the coming year shall be established by a majority of the Commission at its organization meeting of the year. The date of the public meeting can be changed during the year by a majority of the Commission

Section 7.3 The Commission will receive all applications concerning matters within its jurisdiction only at its public meetings. All times to be submitted for consideration at any public meeting shall be submitted in complete and final form for Commission consideration not less than thirty days prior to said meeting. No items submitted subsequent to this time shall be placed upon the Agenda except by a majority vote of the Commission members present at such meeting. The official date of receipt of any matter presented to the Commission shall be the date of the first public meeting at which such matter is received for consideration. Any maximum time periods established by the Zoning Ordinance or other local laws limiting the time for consideration of any matter by the Planning Commission shall commence on such date of the receipt.

Section 7.4 A majority of the membership of the Commission shall constitute a quorum. The Commission may act on any matter by a majority vote of such quorum.

Section 7.5 All formal votes to record the decision of the Commission on any matter referred to it shall be taken only by a quorum at a public meeting. By a majority vote of those members present the Commission may convene in executive session. However, all formal votes to record the Commission's decision shall only be taken during periods in which such meetings are open to the public.

Section 7.6 Special meeting may be called by the Chairman or by a majority of the Commission, providing that not less than 24 hours notice by writing or telephone is given to each member of the Commission. Such meetings shall be executive sessions at which no formal votes shall be taken.

Section 7.7 All public and special meetings shall be held in City Hall or other public facility with proper public notification.

Agenda

Section 8 The Secretary shall prepare the proposed Agenda for each public meeting, with the Chairman not less than ten days prior to the date of such meeting, and shall transmit a copy of the Agenda to each Commission member on such date of preparation. No items will appear on such proposed Agenda except those for which applications or written requests have been received not less than thirty days prior to the date of the public monthly meeting as set forth in Section 7 above. The Commission may amend the proposed Agenda by a majority vote of those members present.

Section 9.1 The order of business at public meetings shall be as follows:

(a) Roll Call.
(b) Adoption of Minutes of previous meetings.
(c) Approval of Agenda
(d) Communications
(e) Report of Officers and Committees
(f) Old Business
(g) New Business
(h) Referrals, Administrative Reviews, Petitions, Applications and Other Matters presented by the public.

Section 9.2 The order of business at special meetings shall be as determined by the Commission.

Section 9.3 At all meetings and hearings attended by the public, the Chairman shall make a brief statement indicating the nature of each item on the Agenda, except that in the case of petitions, applications and other matters presented by the public, such statement shall be made by the person introducing the matter.

Section 9.4 Minutes of all public and special meetings of the Commission shall form part of the records of the Commission and shall be available to the public when duly adopted by the Commission.

Committees

Section 10.1 There may be a Subdivision Committee appointed by the Chairman with the approval of the Commission at the annual organization meeting. It shall consist of three members who shall serve until the next annual meeting. The Chairman may make appointments to bring the committee to full strength in the event of temporary absence of committee members.

Section 10.2 Other Committees may be appointed by the Chairman from time to time with the approval of the Commission.

Public Hearings

Section 11.1 The Commission shall hold public hearings as required by statute and applicable ordinances of the City. In addition to those required by law, the Commission may at its discretion hold public hearing when it considers that such hearings will be in the public interest.

Amendments

Section 12 These By-Laws may be amended at any time by a majority vote of the entire membership of the Commission.

Adopted September 15, 1959
Amended November 17, 1975
Amended March 16, 1981
Amended March 19, 1981
Amended June 17, 1991
Amended January 25, 1995
Amended April 26, 1995
Amended August 16, 2010
Amended August 20, 2018

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 20, 2026 Meeting of the Planning Commission began discussion of the composition of the Architectural Review Oversight Subcommittee of the Planning Commission. The following members are currently appointed (from July 2025), but final action was deferred pending completion of member appointments/reappointments.

- Kathleen Welsh, Planning Commission member
- Kenneth Roach, Planning Commission member
- Mayor or Mayor’s designee

The Planning Commission at their July 20, 2026 Meeting also began consideration the appointment of two Design Professional members to the Subcommittee. The Planning Commission requested that Planning Staff contact the two current members (listed below) and report their availability to serve back to the Planning Commission. No other Design Professionals as Alternates were offered.

- Dr. R.J. Chandler, Faculty member of Architecture program at DelTech Community College, Design Professional
- Ms. Sarah Keifer, Director of Planning Services for Kent County, Design Professional

The Planning Commission as part of their Annual Meeting must act to appoint the membership of the Architectural Review Oversight Subcommittee. The Planning Commission began these activities at their July 20, 2026 Meeting but deferred final action.