

**CITY OF DOVER, DELAWARE
BOARD OF ADJUSTMENT MEETING
Wednesday, January 21, 2026 at 9:00 AM**

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

AGENDA

IN-PERSON and VIRTUAL MEETING

This Board of Adjustment Meeting for January 21, 2026 will be held in City Hall, City Council Chambers. The public is welcome to attend in person. The Meeting will also be provided as a Virtual Meeting using Webex, an audio/video conferencing system as an electronic means of communication. See participation information below to join by phone or computer..

PUBLIC PARTICIPATION INFORMATION

To Attend City of Dover Board of Adjustment Meeting of January 21, 2026 at 9:00 AM

Join by Phone: Dial 1-650-479-3208

Access Code: 253 595 53703

Password for Phones: 36837262

Join Online: <https://bit.ly/BOA01212026>

Webinar Number: 2535 955 3703

Webinar Password: DoverBOA

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.

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

WELCOME

ROLL CALL

APPROVAL OF AGENDA

APPROVAL OF MINUTES

- [1.](#) Adoption of Minutes of December 17, 2025

COMMUNICATIONS & REPORTS

Meeting Reminder: The next Board of Adjustment Meeting date is February 18, 2026 at 9:00 AM.

NEW BUSINESS

The following Application was filed for Review and Public Hearing before the Board of Adjustment:

2. Application #V-26-01 Proposed 7-Eleven Convenience Store with Fuel Pumps Sign Variance Request

Series of properties referred to as 736 N. DuPont Highway. A Request has been made for a Variance from the requirements of *Zoning Ordinance*, Article 5 §4.7 associated with signage for a new convenience retail store with fuel pumps and site improvements. The Variance Request seeks to allow the installation of a 99.6 SF pylon sign along the North State Street frontage of the development area (current property at 1021 N. State Street). North State Street is an urban minor arterial where pylon signs are not a permitted freestanding sign type. The development area consists of four (4) properties to be consolidated and that are zoned C-4 (Highway Commercial Zone). The owners of record are Harrington Four Seasons, LLC and Asher Four Seasons, LLC; the equitable owner is Dover DuPont State, LLC. Property Addresses: 736 N. Dupont Highway, 738 N. DuPont Highway, 1021 N. State Street and 1027 N. DuPont Highway. Tax Parcels: ED-05-068.09-01-07.00-000, ED-05-068.09-01-06.00-000, ED-05-068.09-01-04.01-000 and ED-05-068.09-01-04.00-000.

OLD BUSINESS

3. Continued Discussion of Draft Rules of Procedure for Board of Adjustment

PUBLIC COMMENTS OPPORTUNITY

ADJOURN

Posted Agenda: January 14, 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

MINUTES OF
BOARD OF ADJUSTMENT MEETING
OF DECEMBER 17, 2025

- The Meeting Minutes of the December 17, 2025 are still being prepared.
- Adoption of the Meeting Minutes may be considered at the February 18, 2026 meeting of the Board of Adjustment.



City of Dover
Board of Adjustment
January 21, 2026

V-26-01

Title: Property at 736 N. DuPont Highway - Application for a Variance: Signage

Location: North end of the peninsula at Route 13 (North Dupont Highway) and North State Street just south of Leipsic Road

Address: 736 N. DuPont Highway, 738 N. DuPont Highway, 1021 N. State Street, 1027 N. State Street

Owner: Harrington Four Season, LLC and Asher Four Seasons, LLC

Tax Parcel: ED05-068.09-01-07.00-000, ED05-068.09-01-06.00-000, ED05-068.09-01-04.01-000, ED05-068.09-01-04.00-000

Application Date: November 12, 2025

Present Zoning: C-4 (Highway Commercial Zone)

Present Use: Multiple businesses (to be demolished)

Proposed Use: 7-Eleven Convenience Store with Fuel Pumps

Reviewed By: Ann Marie Townshend, AICP, Planning Consultant (Rossi Group)
Dawn Melson-Williams, AICP, Principal Planner

Variance Type: Area Variance

Variances Requested: Request has been made for a Variance from the requirements of *Zoning Ordinance*, Article 5 §4.7 associated with signage for a 7-Eleven convenience store with fuel pumps. The Variance Request seeks to allow installation of a pylon sign on the North State Street frontage of the development area and to allow for 99.6 SF of sign area.

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

Project Description

The subject property (736 & 738 N. DuPont Highway and 1021 & 1027 N. State Street) is bounded by North State Street on the west and North DuPont Highway on the east, located just

south of the intersection of North State Street and North DuPont Highway, south of TD Bank. A Site Development Plan application (S-25-15) for redevelopment of the four parcels for a 7-Eleven convenience store with gas pumps was granted conditional approval by the Planning Commission on October 20, 2025.

Property and Adjacent Properties: Zoning and Land Use

The 1.52 acre (66,329 SF) +/- property (combination of four parcels) is zoned C-4 (Highway Commercial Zone). Adjoining properties north and south of the subject site are zoned C-4 and include business uses. To the east, across North DuPont Highway, there are additional properties zoned C-4, that also have businesses operating. To the west, across North State Street is the Silver Mill Apartments, zoned RG-1. North DuPont Highway is an Urban Principal Arterial. North State Street is an Urban Minor Arterial.

A Map Exhibit (Exhibit B) prepared by Staff is attached to this Report. It shows the subject property's (development area) location and the surrounding zoning. Map Exhibit C shows an aerial view of the area with its existing buildings (prior to proposed redevelopment).

Code Citations

C-4 (Highway Commercial Zone)

The subject project area is zoned C-4 (Highway Commercial Zone). *Zoning Ordinance*, Article 3 Section 16 lists the permitted uses, conditional uses, and other provisions of the C-4 zone. See the following excerpt of the permitted uses in the C-4 zone.

Article 3 Section 16

16.1 *Uses permitted.* In a highway commercial zone (C-4), no building or premises shall be used, and no building or part of a building shall be erected, which is arranged, intended, or designed to be used, in whole or in part, for any purpose, except the following:

- (a) Retail stores.
- (b) Business, professional or governmental offices.
- (c) Restaurants.
- (d) Personal service establishments.
- (e) Service establishments.
- (f) Hotels and motels.
- (g) Places of public assembly.
- (h) Bus terminal.
- (i) Wholesale, storage, warehousing, and distribution establishments.
- (j) Indoor or outdoor recreation and amusement establishments.
- (k) Hospitals and medical centers.
- (l) Drive-throughs.

In the C-4 zone, the set of bulk standards for development is outlined in *Zoning Ordinance*, Article 4 Section 4.15 including setbacks, parking, height, FAR (Floor area ratio), lot coverage, etc. These regulations define the buildable area and the placement of the proposed building and fuel pump canopy.

Sign Regulations

The *Zoning Ordinance*, Article 5 Section 4 – Supplementary sign regulations outline the provision for the placement of signs. See the purpose statement in the code excerpt below.

Article 5 Section 4

4.1 Purpose statement. The purpose of this section is to create a legal framework for a comprehensive and balanced system of signs and other street graphics to facilitate an easy and pleasant communication between people and their environment. The ordinance from which this section is derived is enacted to avoid the visual clutter that is potentially harmful to vehicular and pedestrian safety, property values, business environment and opportunities, and community appearance. With these purposes in mind, it is the intent of this section to authorize the use of signs which are compatible with their surroundings, appropriate to the activity that displays them, expressive of the identity of individual activities and the community as a whole, and legible in the circumstances in which they are seen, understanding that it is important for the economic vitality of the community as well as individual businesses and institutions that they are clearly identified and their services are understood by the traveling public.

The section further outlines the design requirements for different types of signs. Under consideration in this Application is a variance request to allow a pylon sign on the North State Street frontage of the property. Pylon signs are permitted only on Urban Principal Arterials. North State Street is an Urban Minor Arterial. Definitions for these terms are provided in the *Zoning Ordinance*, Article 5 §4.3 Sign Definitions.

Urban minor arterials: Delaware (DE) Route 8 (including all alternative names); McKee Road; Saulsbury Road; College Road; North Street (from Saulsbury Road to the western city limits); Kenton Road (from College Road to DE Route 8); State Street (from Walker Road north to US Route 13 and Wyoming Avenue south to the southern city limits); Loockerman Street; Leipsic Road; Webbs Lane, New Burton Road, Scarborough Road, Walker Road and Governors Avenue (from Division Street to the southern city limits) are considered to be urban minor arterials under the provisions of this section.

Urban principal arterial: US Route 13, Bay Road, and Court Street between 13 and Bay Road are considered to be urban principal arterials under the provisions of this ordinance. Delaware State Route 1 is not considered to be a road that will provide frontage for any parcel.

The *Zoning Ordinance*, Article 5 §4.7 is a table of permitted signs (Sign Table) for properties based on the specific use, road type, and sign type. The North State Street frontage of this is a non-residential use adjacent to a residential district, and it has frontage on an urban minor arterial. See code excerpt below for the permitted signage. Pylon signs are not indicated, and for any sign type the maximum sign area is 32 SF.

Article 5 Section 4.7 Permitted signs. Signs are permitted in all zones in accordance with the following table, which is a list of permitted sign types by use, proximity to residential uses and road classification.

Use		Road Type	Permitted Signs						
Specific			Sign Type	Number Permitted	Max. Size	Max. Height	Percentage of Total Wall Area	Setback (R.O.W.)	Exclusion Zone
Adjacent to Residential Use/Zones	Nonresidential Uses	Urban Minor Arterial	Wall	2/frontage	32 S.F.	N/A	≤ 15%	N/A	N/A
			Monument or Post and Panel	1/entrance	32 S.F.	7 feet	N/A	5 feet	20 feet
			Post	1/frontage	16 S.F.	7 feet	N/A	5 feet	10 feet

Additionally, the following definitions are part of sign regulations of the *Zoning Ordinance*:

Adjacent to residential: Property lines which are situated within 200 feet and which front on the same street as a parcel, or group of parcels containing residential uses, or that are zoned for residential uses, excluding residential uses and districts fronting on principal arterial roads.

Frontage: For the purposes of this section, the term "frontage" refers to a parcel's property line along a right-of-way, be it public or private, excluding alleys and service drives that are abutting residential properties. The parcel must be directly adjacent to the right-of-way for it to be considered to have frontage.

Sign: Any device visible from a public place whose essential purpose and design is to convey either commercial or noncommercial messages by means of graphic presentation of alphabetic or pictorial symbols or representations.

Pylon sign: A tall freestanding sign that is held up by a pole or poles. The supporting structure must be equal to or narrower than the sign itself. (See figure 5-7.)

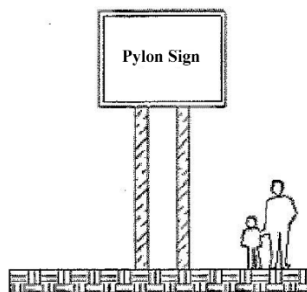


Figure 5-7

Monument sign: A low freestanding sign that is affixed to a base that is equal to or wider than the sign itself. The height of the sign is to be measured from the finished grade to the top of the sign. (See figure 5-3.)

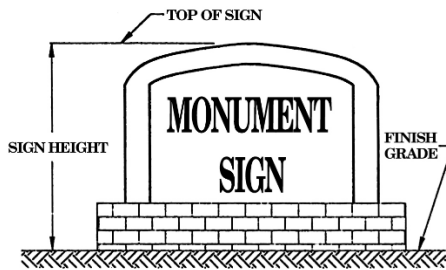


Figure 5-3

Applicant's Proposed Project and Variances Requested

The applicant has submitted a Site Map Plan Sheet (Exhibit E). This plan/drawing depicts the proposed convenience store with fuel pumps under a canopy and the proposed location of the pylon sign on North State Street, identified as P2. Exhibit F includes cut sheets and structural calculations for the proposed pylon sign.

In October, the applicant submitted a Sign Permit Application (Application #25-1482) for signage proposed for the planned 7-Eleven. This submission, along with the Architectural and Signage submission are attached as Exhibit G1 and G2. The City's planning consultant, Rossi Group, reviewed the submission and sent an email to the applicant identifying the necessary corrections (Exhibit H), which led to the applicant's variance application. A pylon sign proposed for the North DuPont Highway, identified as P1 in Exhibit G1 and G2, is permitted as proposed. Other permissible signage includes the four wall signs (A1, A2, and A3), a canopy fascia sign (F1), and directional signage (D1 and D2), which will be reduced in height to four feet.

The Applicant has requested a Variance from the requirements of *Zoning Ordinance*, Article 5 §4.7 associated with the proposed pylon sign (P2) on the North State Street frontage. The proposed pylon sign would be 30 feet tall with a sign area of 99.6 SF.

The *Zoning Ordinance*, Article 5 §4.9 C. includes the following provisions for Gas Station Signage:

C. Gas station signage.

1. Canopy signs.

- (a) Canopy sign height shall not exceed 30 feet.
- (b) Canopy sign copy shall be directed toward a public street.
- (c) Canopy sign area shall be limited to no greater than 20 percent of the area of the canopy face to which the sign is applied.

2. Exempt signs.

- (a) State or federal required price per gallon signage shall not count towards overall sign area for the site, unless they exceed 32 square feet in size.
- (b) Price per gallon signs not exceeding two square feet, located on the pump itself.

As proposed, the price per gallon signage on pylon sign P2 is not exempt from the area calculation because it exceeds 32 SF. It must be counted towards sign area.

Exceptional Practical Difficulties Tests

Zoning Ordinance, Article 9 §2 dictates the specific powers and duties of the Board of Adjustment with regard to granting variances. Specifically, the Board must determine:

Article 9

2.1 Variance – The board shall have the authority to authorize variances from provisions of the Zoning Ordinance that are not contrary to public interest where the board determines that a literal interpretation of the Zoning Ordinance would result in undue hardship or exceptional practical difficulties to the applicant. In granting variances, the board shall determine that the spirit of the Zoning Ordinance is observed and substantial justice is done.

2.11 Area Variance. A variance shall be considered an area variance if it relates to bulk standards, signage regulations, and other provisions of the Zoning Ordinance that address lot layout, buffers, and dimensions. In considering a request for an area variance, the board shall evaluate the following criteria and document them in their findings of fact:

- (a) the nature of the zone in which the property lies;
- (b) the character of the immediate vicinity and the contained uses therein;
- (c) whether, if the restriction upon the applicant's property were removed, such removal would seriously affect neighboring properties and uses; and
- (d) whether, if the restriction is not removed, the restriction would create unnecessary hardship or exceptional practical difficulty for the owner in his efforts to make normal improvements in the character of that use of the property that is a permitted use under the provisions of the Zoning Ordinance.

Review of Application

As part of the Application, the applicant was asked to summarize how the requested Variance relates to the above criteria. The applicant's response (Exhibit D) along with a Staff assessment of the application in accordance with the required criteria is provided below.

1. The nature of the zone in which the property lies.

Applicant Response: The property is located within a commercial zoning district intended to support retail, service, and auto-oriented uses along major transportation corridors. This district accommodates high-volume vehicular traffic and businesses that rely on clear roadway visibility for customer access. Freestanding signage, including pylon-style structures, is consistent with the overall commercial identity of this corridor.

Staff Response: The subject property is zoned C-4 (Highway Commercial Zone), which permits auto-oriented uses along urban principal arterial roads. The C-4 zone in Dover is located along the DuPont Highway (US 13) corridor and along Bay Road. Pylon signs are typical within the C-4 zone along the frontage of the urban principal arterial roadways.

2. The character of the immediate vicinity and the contained uses therein.

Applicant Response: The surrounding area along N. Dupont Highway and North State Street contains a variety of commercial uses, including fuel stations, convenience stores,

restaurants, and retail businesses. These properties commonly utilize freestanding signs positioned close to the roadway to ensure visibility for motorists.

The proposed Sign P2 is located more than 150 feet from the nearest residential property, is oriented perpendicular to the roadway, and is visually buffered by existing mature trees. Its scale, placement, and purpose are consistent with the commercial character of the surrounding area and will not alter or detract from the established corridor.

Staff Response: The subject property has frontage on North DuPont Highway and on North State Street. This area of North State Street is a transition area from the highway corridor and serves as a northern gateway to the residential neighborhoods in central Dover. In turning from North DuPont Highway to North State Street, the visual character of the roadway and surrounding properties changes. The speed limit of North State Street along the property frontage is 25 MPH; while the speed limit of North DuPont Highway along the property frontage is 40 MPH. Immediately surrounding properties on the east side of North State Street are zoned C-4. The property directly across the street is zoned RG-1 (General Residence Zone) and is Silver Mill Apartments. As you travel south along North State Street beyond Hiawatha Lane and Lepore Road, properties are zoned C-1A (Limited Commercial Zone) and C-2A (Limited Central Commercial Zone). These properties are made up of a variety of commercial uses. Exhibit I shows photos of the surrounding area.

The adjacent property to the south of the development properties, Silver Lake Center, has frontage on North State Street and Lepore Road. It is zoned C-4. In 2000, Silver Lake Center was the subject of a Unified Comprehensive Signage Plan (US-00-04). A 12.33-foot-tall monument sign, comprising 78 SF of sign area was approved as part of this plan. This signage replaced a non-conforming 22-foot-tall, 96 SF pylon sign.

Further south, on the west side of North State Street, Compass Pointe, was granted two variances for signage (V-08-20 and V-14-14). V-08-20 allowed for the property to have two one-sided monument signs instead of one, a reduced setback from 10 feet to 3 feet, and an increase in sign area from 32 SF to 51.7 SF. This variance was ultimately superseded by V-14-14, which granted an increase in sign height to 10 feet and an increase in sign area to 48 SF. The sign currently at this location complies with the variances granted through V-14-14.

The addition of a 99.6 SF pylon sign for the 7-Eleven site on North State Street is not in keeping with the character of the surrounding area, as only monument signs are permitted and the proposed pylon sign would be the most prominent sign located on North State Street between North DuPont Highway and Walker Road. Additionally, the sign area requested exceeds the sign area of other signs along this roadway.

3. Whether, if the restriction upon the applicant's property were removed, such removal would seriously affect neighboring properties and uses.

Applicant Response: Granting this variance will not adversely affect neighboring residential properties or uses. While the City determined that the sign location qualifies as "adjacent to residential" under the Sign Regulations, the proposed pylon sign is located more than 150 feet away from the nearest residential use, is oriented perpendicular to residential views, and is visually screened by existing mature trees. Because of these physical conditions, the sign will not cast light toward residential areas, will not be visible from nearby homes, and will not contribute to glare or illumination spillover.

Although the Sign Regulations limit pylon signs along Urban Minor Arterials and provide stricter standards for signage near residential uses, the primary intent of these restrictions is to prevent incompatible lighting and views affecting residential surroundings. The proposed sign location and directional orientation fully uphold this intent. The sign is positioned to provide visibility for motorists approaching the commercial entrance while maintaining protection of the nearby residences and ensuring continued compatibility with the surrounding environment.

Staff Response: If the restriction regarding a pylon sign on the North State Street property frontage is removed, it would seriously affect neighboring properties and uses. The type of roadway as an urban minor arterial has lower speeds and is a secondary frontage for this development parcel. Even if the site were not adjacent to a residential use and residential zone, a pylon sign would not be permitted on North State Street and sign area of a freestanding sign would be limited to 64 SF. A 30-foot-tall, 99.6-SF sign would change the visual character of North State Street. If the variance is granted, this could serve as a precedent that could vastly change the character of the corridor.

4. Whether, if the restriction is not removed, the restriction would create unnecessary hardship or exceptional practical difficulty for the owner in his efforts to make normal improvements in the character of that use of the property that is a permitted use under the provisions of the *Zoning Ordinance*.

Applicant Response: Strictly requiring a 7-foot, 32-square-foot monument sign would create an exceptional practical difficulty for this property and business use. As a fuel station and convenience store, the success and safe operation of the use rely heavily on advance visibility for motorists traveling at higher roadway speeds. Customers must be able to clearly identify fueling locations and make safe lane changes and turning movements into the site.

In this context, a sign of the size permitted by right would be substantially obscured due to existing vegetation, the geometry of the roadway approach, and the overall commercial scale of the corridor. A reduced monument sign would fail to provide sufficient visibility for drivers, resulting in last-second movements that may create traffic safety concerns and negatively impact business operations.

A pylon-style sign is the industry standard for fuel stations along major arterials because it provides necessary visibility from a distance to support safe decision-making by motorists. Many surrounding commercial uses in the corridor already utilize freestanding signage of similar height and scale.

Therefore, granting the variance enables reasonable signage functionality for a gasoline/convenience store use while continuing to protect adjacent residential properties through proper orientation and screening.

Staff Response: If the variance for a pylon sign and for a sign area of 99.6 SF is not granted, this would not pose an exceptional practical difficulty for the applicant. As previously stated, the site is eligible for a pylon sign that is up to 30 feet in height and up to 150 SF in sign area on the North DuPont Highway frontage of the site. The applicant is permitted to install a monument sign of up to seven feet in height on the North State Street frontage. Additionally, if the sign area is reduced so that the price per gallon signage is 32 SF or less, this signage would not count toward the permitted sign area, allowing for up to 32 SF of branding signage, or a total of 64 SF for the monument.

Variance Recommendations

Staff recommends denial of the Variance to allow a pylon sign of 99.6 SF in sign area on North State Street, an urban minor arterial roadway.

Staff recommends **denial** of the variance for reasons as follows:

- The applicant has not demonstrated that the inability to install a pylon sign creates an exceptional practical difficulty. The subject site has frontage on two streets: on North State Street and on North DuPont Highway. It is permitted to install a pylon sign on the North DuPont Highway frontage and a monument sign on the North State Street frontage.
- Both frontages can present the price per gallon information on the types of freestanding signage allowed and within the sizing parameters allowed by the Sign Regulations found in the *Zoning Ordinance*.
- If the variance is granted, the proposed signage would not be in keeping with the character of the North State Street corridor and surrounding area.
- Granting the variance could establish a precedent that could degrade the visual character of North State Street and other urban minor arterial roadways in Dover.

Advisory Comments to the Applicant

- If granted, the variance becomes null and void if work has not commenced within one (1) year of the date the variance was granted. At present there is no provision for extension.
- If the requested variance is granted, the Applicant must still obtain the appropriate Site Development Plan and construction activity Permits approvals for construction of a Building on the property. The Planning Commission granted conditional approval for the Site Development Plan (S-25-15); and it is currently in the check print review phase.
- The placement of signs at the property and building is subject to the provisions of the *Zoning Ordinance*, Article 5 §4. A Sign Permit application is required to be submitted for review. The Sign Permit Application (#25-1482) may need to be revised pending the outcome of this variance request. It is noted that there are certain types of signage that do not require a Sign

Permit for their placement. Continue consultation with the Planning Office to classify all signage proposed for the project.

- The Applicant should be aware that whenever the Board of Adjustment denies an application for a variance, such application for a variance, or an application on the same property, which is substantially similar, shall not be accepted for reconsideration by the Board of Adjustment sooner than one year from the date of denial (*Zoning Ordinance*, Article 9 §3.8).

GUIDE TO ATTACHMENTS

Exhibit	Description/Author	# Pages
A	BOA Application Form & Letter from Property Owner	2
B	Zoning Map Exhibit (Staff)	1
C	Planning & Inspections View Map – Aerial Map Exhibit (Staff)	1
D	Applicant's Written Responses: Narrative	3
E	Site Map Showing Location of Requested Pylon	2
F	Cut Sheets for Proposed Pylon Sign & Structural Calculations	5
G1	Sign Permit Application (#25-1482) with Attachments	23
G2	Architecture & Signage Plan	22
H	Email to Applicant Noting Sign Noncompliance	1
I	Photos of North State Street Surrounding Area	1



Board of Adjustment Application

Application Information

Property Address:	736 N Dupont Hwy, Dover DE 19901
Tax Parcel Number:	2 05 06809 01 0700 000
Owner Name:	Hagerstown Mason RE, LLC
Property Zoning:	C4 - Highway Commercial
Variance (s) Requested:	Allow installation of a pylon sign (p2) in a location where pylon signs are prohibited

*Provide eight (8) copies of any survey, drawings, photos, site plan, etc. that may help support your application, and your response to the criteria. The criteria for a use variance and appeal are on the back of the form.

Area Variance

An area variance shall be evaluated on the following criteria: **Please state how your request meets each of these four (4) criteria.**

1. The nature of the zone in which the property lies;
2. The character of the immediate vicinity and the contained uses therein;
3. Whether, if the restriction upon the applicant's property were removed, such removal would seriously affect neighboring properties and uses; and
4. Whether, if the restriction is not removed, the restriction would create unnecessary hardship or exceptional practical difficulty for the owner in his efforts to make normal improvements in the character of that use of the property that is permitted uses under the provisions of the zoning ordinance.

Signature

I Hagerstown Mason RE, LLC do affirm that I am the property owner on which the variance is sought and that all the information provided in this application is accurate to the best of my knowledge and belief.

<u>Michael T. Carp</u>	<u>Owner</u>	<u>11/12/2025</u>
Signature	Title	Date

HARRINGTON FOUR SEASONS, LLC &

ASHER FOUR SEASONS, LLC

(D) 302-736-0800 (F) 302-7361924

516A Jefferic Blvd.

Dover, DE 19901

12/18/2025

Re: Owner Authorization Letter-Variance Application

Property: 7-Eleven, Dover Dupont State

736 N Dupont Hwy

Dover, DE 19901

Store #42802-1057018

To Whom It May Concern,

This letter serves as formal authorization regarding the variance application for signage at the above-referenced property.

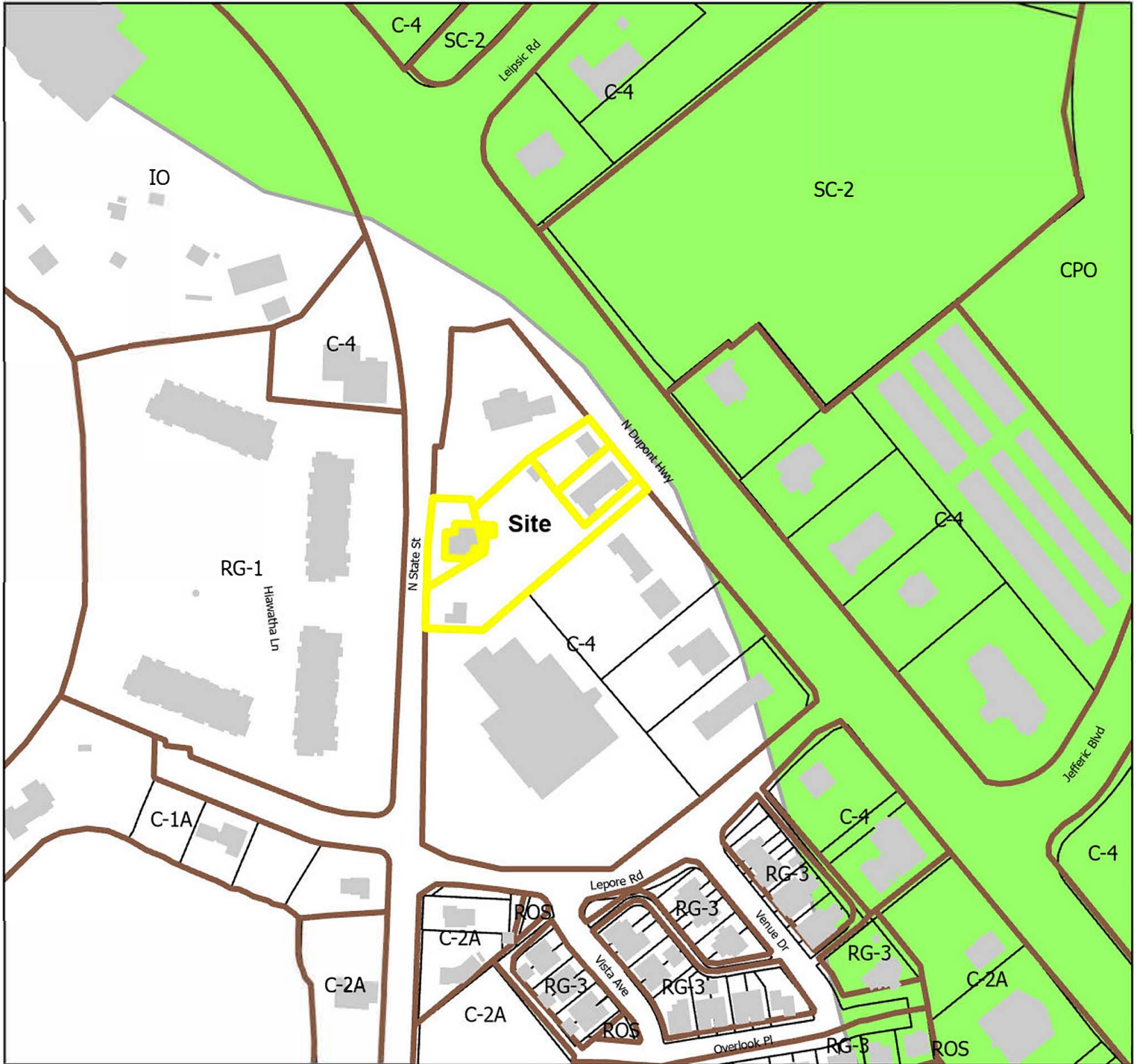
We, Dover Dupont State, LLC, the managing party on behalf of the owner, Harrington Four Seasons LLC, & Asher Four Seasons, LLC hereby confirm that we have full authorization and are designated as the agent to proceed with the variance application for signage for the 7-Eleven located at 736 N. Dupont Hwy, Dover, Delaware 19901 (Store #42802-1057018).

This authorization includes the ability to prepare, submit, and represent the owner in all matters related to the variance application and associated approvals.

Should you require any additional information, please do not hesitate to contact us.

Sincerely,

A handwritten signature in black ink, appearing to be "E. J. Smith", written over the word "Sincerely,".



Title: Proposed 7-Eleven Convenience Store with Fuel Pumps - Sign Variance Request

Addresses: 736 N Dupont Hwy, 738 N Dupont Hwy, 1021 N State St, & 1027 N State St

Parcel ID: ED05-068.09-01-07.00-000, ED05-068.09-01-06.00-000, ED05-068.09-01-04.01-000, & ED05-068.09-01-04.00-000

Zoning: C-4 (Highway Commercial Zone)

Owner: Harrington Four Seasons, LLC & Asher Four Seasons, LLC.
Equitable Owner Dover DuPont State, LLC

Date: 1/7/2026



0 200 400 800 Feet

Legend

- Subject Property
- Dover Boundary
- Zoning
- Kent County Parcels
- Building Footprints
- Dover Parcels
- SWPOZ Tier 3



10

C-4

Exhibit C

SC-2

Item 2.

C-4

Hiawatha Ln

N DuPont Hwy

RG-1

C-4

1027

1021

738

736

706

696

1005

18

656

Microsoft, Vantor

AREA VARIANCE NARRATIVE – CITY OF DOVER

Subject Property: 736 N. Dupont Hwy, Dover, DE 19901

Variance Request: Allow installation of a pylon sign (Sign P2) in a location where pylon signs are prohibited on an Urban Minor Arterial and where monument signs are normally required adjacent to residential uses.

1. The nature of the zone in which the property lies

The property is located within a commercial zoning district intended to support retail, service, and auto-oriented uses along major transportation corridors. This district accommodates high-volume vehicular traffic and businesses that rely on clear roadway visibility for customer access. Freestanding signage, including pylon-style structures, is consistent with the overall commercial identity of this corridor.

2. The character of the immediate vicinity and the existing uses therein

The surrounding area along N. Dupont Highway and North State Street contains a variety of commercial uses, including fuel stations, convenience stores, restaurants, and retail businesses. These properties commonly utilize freestanding signs positioned close to the roadway to ensure visibility for motorists.

The proposed Sign P2 is located more than 150 feet from the nearest residential property, is oriented perpendicular to the roadway, and is visually buffered by existing mature trees. Its scale, placement, and purpose are consistent with the commercial character of the surrounding area and will not alter or detract from the established corridor.

3. Whether removal of the restriction would adversely affect neighboring properties and uses

Granting this variance will not adversely affect neighboring residential properties or uses. While the City determined that the sign location qualifies as “adjacent to residential” under the Sign Regulations, the proposed pylon sign is located more than 150 feet away from the nearest residential use, is oriented perpendicular to residential views, and is visually screened by existing mature trees. Because of these physical conditions, the sign will not cast light toward residential areas, will not be visible from nearby homes, and will not contribute to glare or illumination spillover.

Although the Sign Regulations limit pylon signs along Urban Minor Arterials and provide stricter standards for signage near residential uses, the primary intent of these restrictions is to prevent incompatible lighting and views affecting residential surroundings. The proposed sign location and directional orientation fully uphold this intent. The sign is positioned to provide visibility for motorists approaching the commercial entrance while maintaining protection of the nearby residences and ensuring continued compatibility with the surrounding environment.

4. Whether denying the variance would create unnecessary hardship or exceptional practical difficulty

Strictly requiring a 7-foot, 32-square-foot monument sign would create an exceptional practical difficulty for this property and business use. As a fuel station and convenience store, the success and safe operation of the use rely heavily on advance visibility for motorists traveling at higher roadway speeds. Customers must be able to clearly identify fueling locations and make safe lane changes and turning movements into the site.

In this context, a sign of the size permitted by right would be substantially obscured due to existing vegetation, the geometry of the roadway approach, and the overall commercial scale of the corridor. A reduced monument sign would fail to provide sufficient visibility for drivers, resulting in last-second movements that may create traffic safety concerns and negatively impact business operations.

A pylon-style sign is the industry standard for fuel stations along major arterials because it provides necessary visibility from a distance to support safe decision-making by motorists. Many surrounding commercial uses in the corridor already utilize freestanding signage of similar height and scale. Therefore, granting the variance enables reasonable signage functionality for a gasoline/convenience store use while continuing to protect adjacent residential properties through proper orientation and screening.

Conclusion ;

Approval of this variance will allow signage that appropriately supports a new business establishing itself in the community. The proposed pylon sign provides clear communication to motorists, enhances safe site access, and supports the operational needs typical of a fuel station and convenience store without creating negative effects on surrounding properties. The variance aligns with the commercial character of the corridor, respects nearby residential areas, and contributes to a well-functioning and successful commercial use at this location.

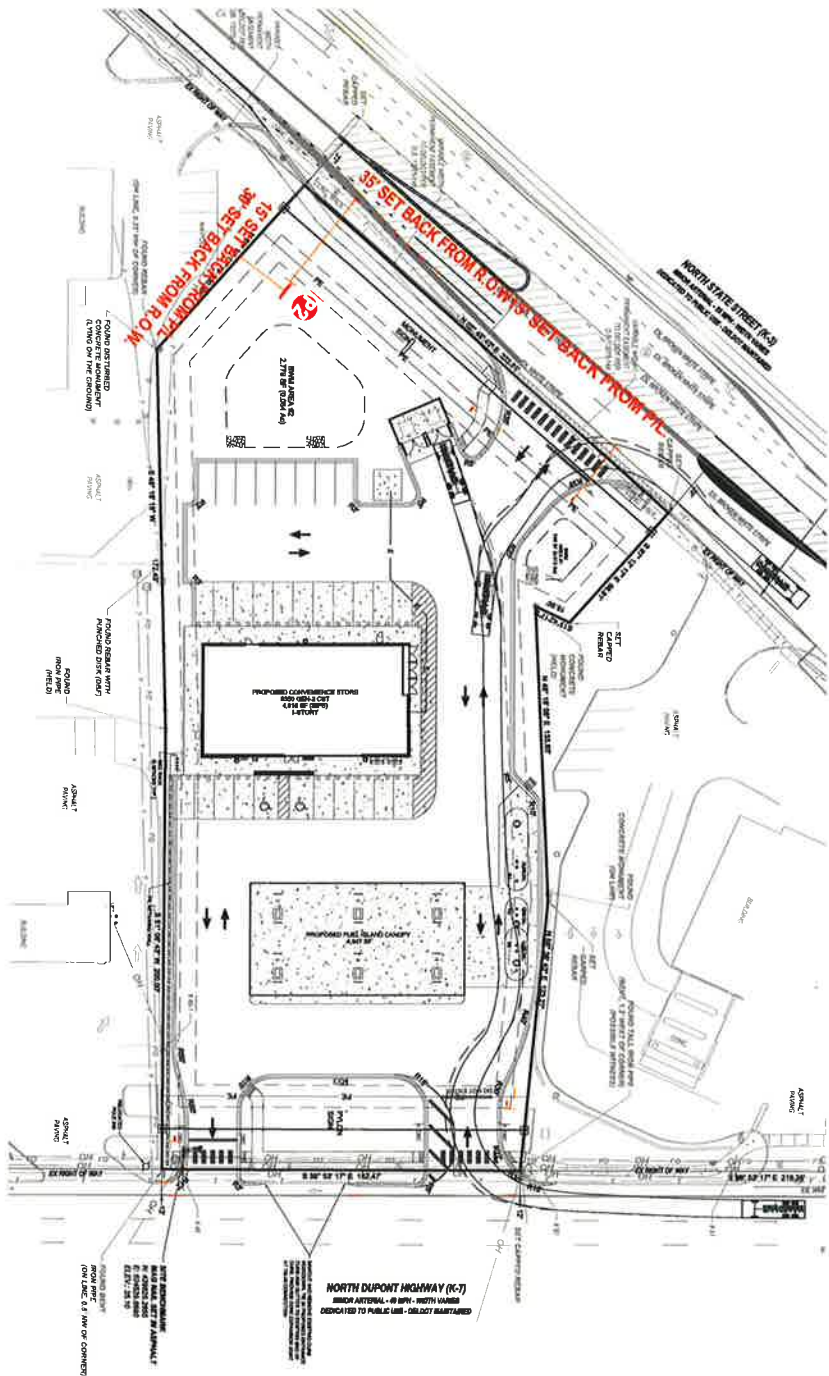
Approved By 7-Eleven Construction Manager

Name :

Signed:

Date:

EXHIBIT # E



PRODUCT LIST		
SQ. FT.	QTY	ITEM
EXTERIOR GROUND SIGNS		
99.6	1	DF PYLON SIGN

Job Location: Site # 42802-1057018

736 N. Dupont Hwy
Dover DE 19901

Date: December 18, 2025



CUMMINS

D-ORDER# 1590611591.03

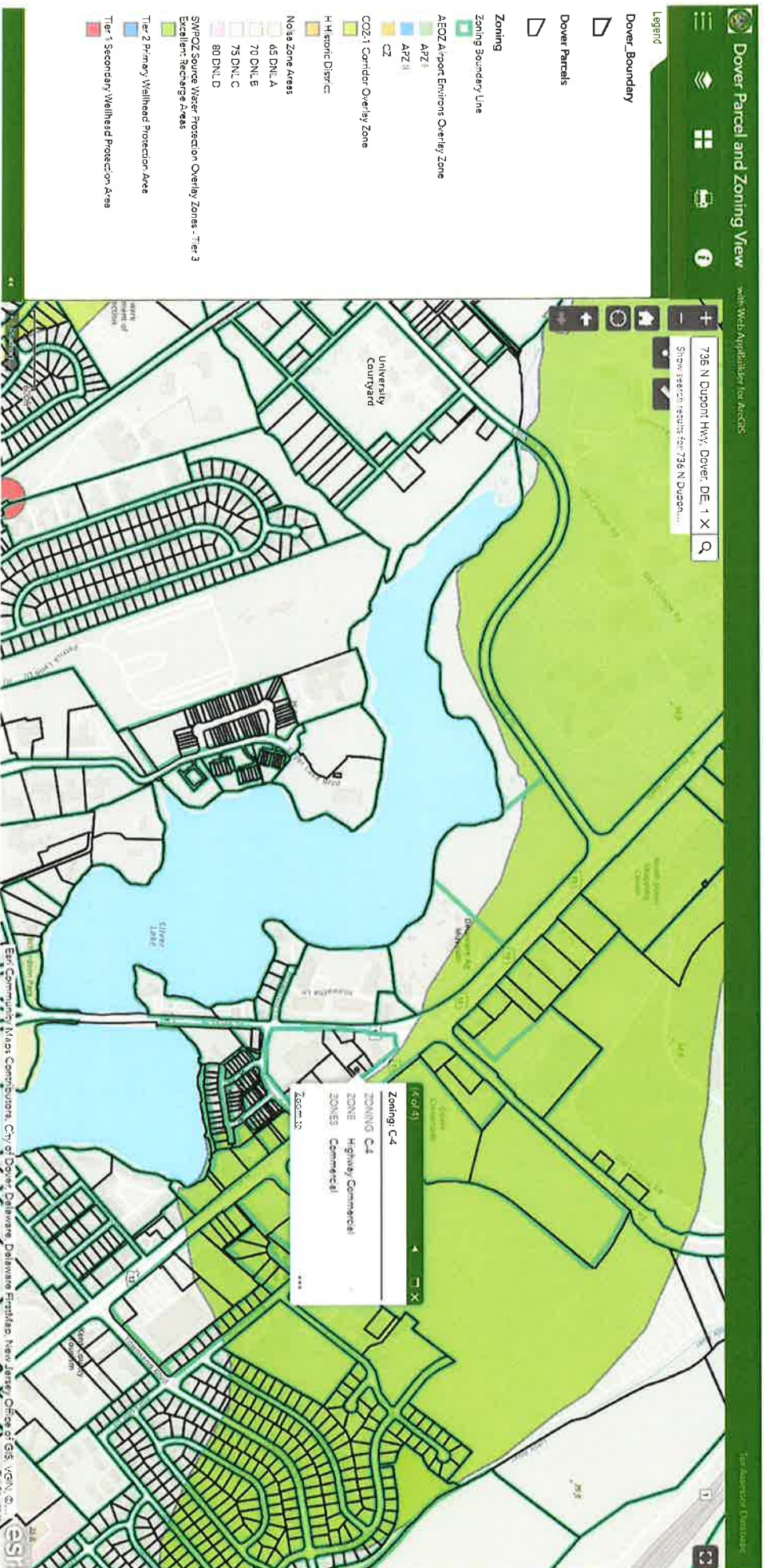
Project Mgr.: Taryn Shultz

taryn.shultz@cummingsigns.com

Page: 1 of 22

Tdp/jma

Zoning map - City of Dover DE - C4 Hwy Commercial.



Job Location: site # 42802-1057018

736 N. Dupont Hwy

Dover DE 19901

Date: September 21, 2025



CUMMING'S

D-ORDER# 1590611591.01 TdP

Project Mgr.: Taryn Shultz

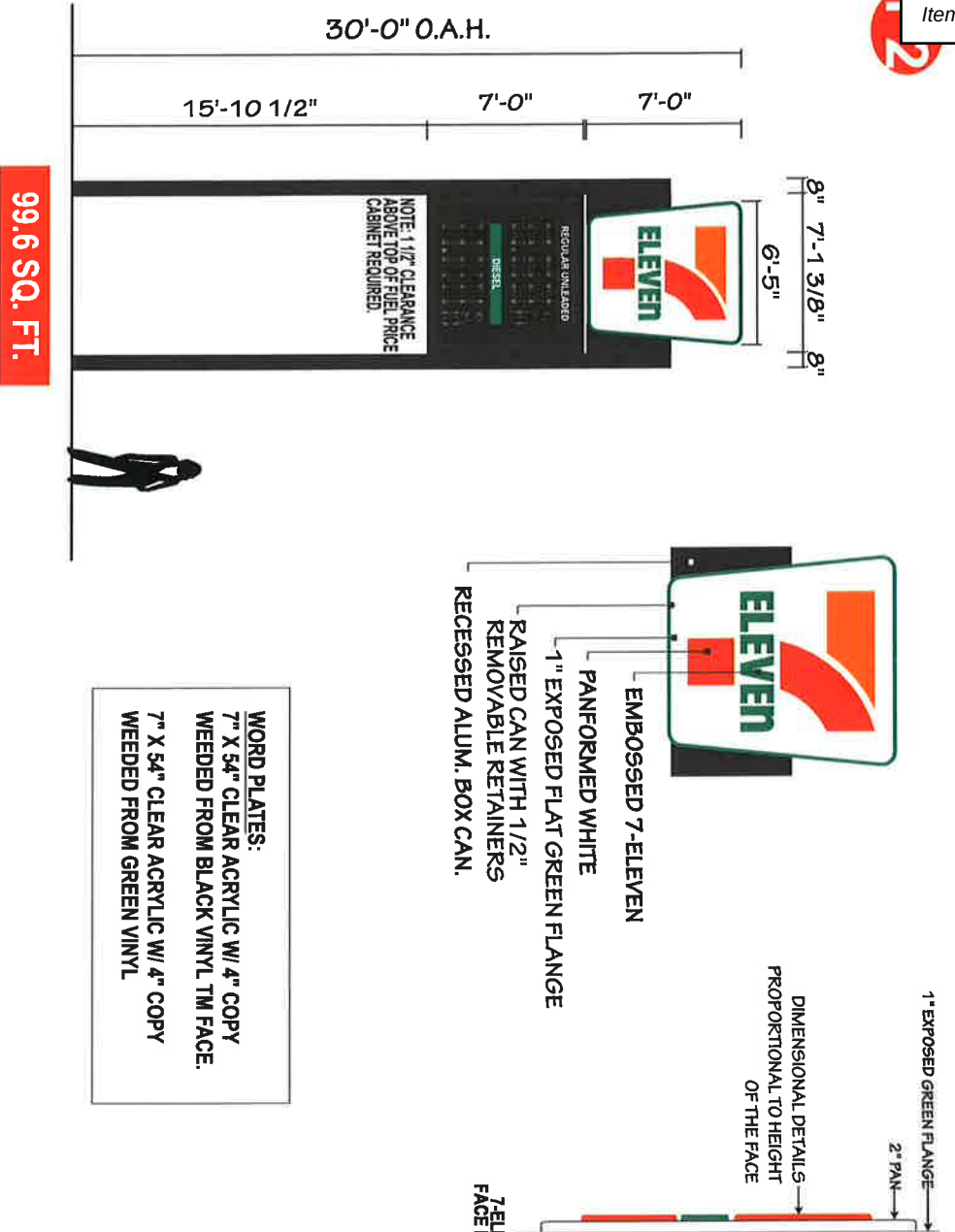
taryn.shultz@cummingsigns.com

Page: 2 of 22

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

7' KEYSTONE DF PYLON SIGN SYSTEM NEW IMAGE 202

EXHIBIT # F



DF INTERNALLY ILLUMINATED PYLON SIGN

7-ELEVEN SIGN HEAD

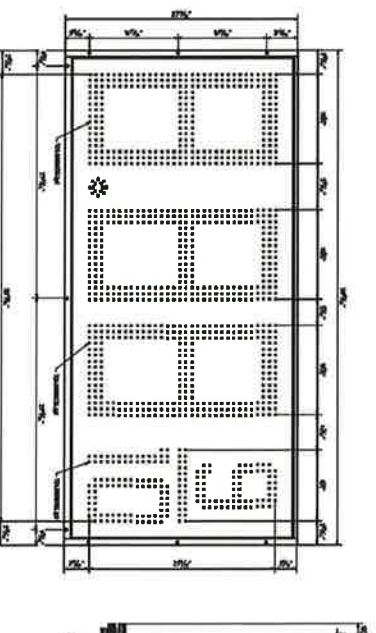
- 8" DEEP, DF EXTRUDED ALUMINUM CABINET & RETAINERS PAINTED GREEN.
- PAN-FORMED & EMBOSSSED CLEAR POLYCARBONATE FACES W/ 2ND SURFACE DECORATION
- LED ILLUMINATION
- FABRICATED ALUM. RECESSED BOX CAN TO BE PAINTED TRICORN BLACK.

FUEL PRICE SIGN HEAD

- 8" DEEP, DF EXTRUDED ALUMINUM CABINET & RETAINER PAINTED TRICORN BLACK SW 6258
- PAN-FORMED CLEAR POLYCARBONATE FACES BACK SPRAYED BLACK WITH WHITE RECTANGLES FOR FLAT CLEAR ACRYLIC WORD PLATES WITH COPY WEEDED FROM BLACK & GREEN BACK-GROUNDS TO SLIDE INTO 1ST SURFACE APPLIED CLEAR TRACKS.
- FLAT PCU TACK (PWM) 22" WHITE LED DIGITS
- LED ILLUMINATION

7-ELEVEN COLORS

- 3M Scotched 3730-3243 Pantone PMS 1505 XGC
- 3M Scotched 3730-6537 Pantone PMS 336 C
- 3M Scotched 3730-2123 Pantone PMS 2347 XGC



FREESTANDING SIGNAGE.
Code: Monument: 100sf / Setback is minimum of 15' & Pylon: 150SF if setback is 31' or more.
Can have (1) pylon or monument per frontage.

Job Location: Site # 42802-1057018
736 N. Dupont Hwy
Dover DE 19901
Date: September 21, 2025



D-ORDER# 1590611591.01 TdP
Project Mgr.: Taryn Shultz
taryn.shultz@cummingsigns.com
Page: 14 of 22



STRUCTURAL CALCULATIONS

7-Eleven #1057018 Elements
736 N Dupont Highway, Dover, DE
Cummings Resources LLC

September 19, 2025

Project No. 251492

9 pages

Principal Checked:



PYLON

Item 2.

Scope of work is for the design of the sign pole and the foundation.

Keystone Width = 6.42 ft
Cabinet Width = 7.11 ft

LOADING:

Wind: ASCE7-16

$V_{wk} = 115$ mph (3 second gust)
Exposure = C
Overall Height, $h = 30.00$ ft
Cabinet Area = 111 ft²
Est. Cabinet wt. = 10 psf
Est. Pylon Mass = 1112 lb = 111*10psf
Center of mass = 22.94 ft (cabinet)
I, pole = 171.2 in⁴ (8X8X5/16)*(2)

$F = qz \cdot G \cdot C_F \cdot 0.8$: (allowable)

Kz	qz	F(psf)	h
0.85	24.46	21.9	0 - 15 ft
0.90	25.90	23.2	15 - 20 ft
0.94	27.05	24.2	20 - 25 ft
0.98	28.20	25.3	25 - 30 ft

Roark's Table 16.1, Case 3c

Nat. freq., $n_1 = 2.08$ > 1.0, consider rigid

$Gf = 0.85$

$K_{zt} = 1.00$ (Eqn. 26.8-1)

$K_d = 0.85$ (Table 26.6-1)

$C_f = 1.76$ (Figure 29.3-1)

$s = 14.13$ ft

$s/h = 0.47$

$B = 8.45$ ft

$B/s = 0.60$

$0.2 \cdot B = 1.69$ ft (code offset, for wind load)

offset = 0.00 ft (horizontal cabinet offset)

$x = 7.78$ ft (c-c dist. btwn. poles)

$F_1 = 72\%$ of load to single pole due to 20% wind offset

OOP = 0.00 ft (out-of-plane offset)

FORCES:

Height to top (ft)	Height to bottom (ft)	Width (ft)	Area (sq. ft.)	Wind load* (psf)	Force (lb)	Height to center (ft)	Moment (ft-lb)
30.00	26.44	6.42	22.8	25.3	577	28.22	16284
26.44	25.00	8.45	12.2	25.3	309	25.72	7948
25.00	23.00	8.45	16.9	24.2	409	24.00	9816
23.00	22.88	1.33	0.2	24.2	5	22.94	115
22.88	20.00	8.45	24.3	24.2	588	21.44	12605
20.00	15.88	8.45	34.8	23.2	807	17.94	14476
15.88	15.00	1.33	1.2	23.2	28	15.44	432
15.00	0.00	1.33	20.0	21.9	438	7.50	3285

$\Sigma = 3161$

$\Sigma = 64961$
at base

SIGN POLE:

Single Stage

Base Post

$F_y = 48000$ psi

$Z_x = 25.10$ in³

$Z_y = 25.10$ in³

$M_x = 46772$ ft-lb

$M_{cx} = 57615$ ft-lb

$M_y = 0$ ft-lb

$M_{cy} = 57615$ ft-lb

$T = 0$ ft-lb

$T_c = 47515$ ft-lb

0.00 < 0.2 torsion can be neglected

$= 64961 \cdot 72\%$

$= 46000 \cdot 25.1/12/1.67$

$46772 < 57615$ OK, 81%

$= 46000 \cdot 25.1/12/1.67$

Use a HSS 8X8X5/16 sign pole

FOUNDATION CHECK:

$M_{net} = 43.10$ k-ft

$P = 2.276$ k

$h_{(effective)} = 18.94$ ft

$q = 150$ psf/ft

$q' = 300$ psf/ft

Footing shape: Circular

$b = 3.00$ ft

diameter

diameter

diameter

$d_{(estimated)} = 8.00$ ft

Estimated embedment

Unconstrained Condition

$S_1 = 800$ psf

$A = 2.22$ ft

$d = 7.97$ ft

$q \cdot d_{est} / 3$

$2.34 \cdot P \cdot 1000 / (S_1 \cdot b)$

$A/2 \cdot (1 + (1 + 4.36 \cdot h/A)^{0.5})$

$7.97 < 8'$ OK

volume of concrete = 2.1 yd

footing wt. = 8.5 k

est. sign wt. = 1.51 k (with poles)

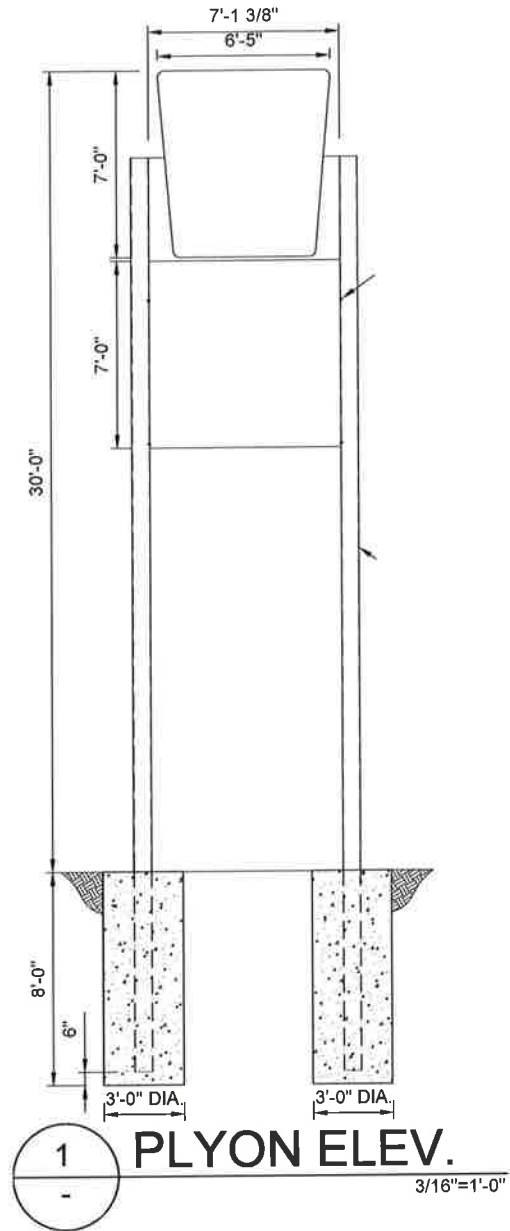
Total wt (DL) * 0.6 = 6.00 k

eccentricity of load to reaction (e) = 0.81 ft = 3.67/6

maximum resistive moment available based on soil bearing, $M_{res} = 3.67$ ft-k

Use 3' - 0" diameter x 8' - 0" deep concrete footing

Individual Footings



PLYON ELEV.

3/16"=1'-0"



Project Name 7-Eleven #1057018 Elements

Project # 251492

Location 736 N Dupont Highway, Dover, DE

Client Cummings Resources LLC

9600 SW Oak St #400
Portland, OR 97223

503.246.1250
miller-se.com

By JMS

Ck'd CJM

Date 9/19/2025

Page 7 of 9

ALTERNATE FOOTING:

Mnet = 13.70 k-ft = (64961)/1000-51.26ft-k
 P = 3.161 k
 h_(effective) = 4.33 ft
 q = 150 psf/ft assumed lateral soil-brg.
 q' = 300 psf/ft = 150*2 (allowable brg. with 1/2" movement)
 Footing shape: Rectangular
 b = 12.00 ft (in the plane of the page)
 L = 6.00 ft (into the page)
 b' = 14.49 ft effective footing width
 d (estimated) = 3.50 ft Estimated embedment

Unconstrained Condition

S₁ = 350 psf q*d_{est} / 3
 A = 1.46 ft 2.34*P*1000/(S₁*b)
 d = 3.45 ft A/2*(1+(1+4.36*h/A)^{0.5})
 3.45 < 3.5' OK

volume of concrete = 9.3 yd
 footing wt. = 37.8 k
 est. sign wt. = 3.02 k (with poles)
 Total wt (DL) *0.6 = 24.49 k
 eccentricity of load to reaction (e) = 2.09 ft = 51.26/24.49
 maximum resistive moment available based on soil bearing, M_{res} = 51.26 ft-k

Use 12' - 0" x 6' - 0" x 3' - 6" deep concrete footing Single Continuous Footing



9600 SW Oak St #400 503.246.1250
 Portland, OR 97223 miller-se.com

Project Name 7-Eleven #1057018 Elements Project # 251492

Location 736 N Dupont Highway, Dover, DE

Client Cummings Resources LLC

By JMS Ck'd CPM Date 9/19/2025 Page 8 of 9

PYLON SIGN

STRUCTURAL NOTE

GENERAL

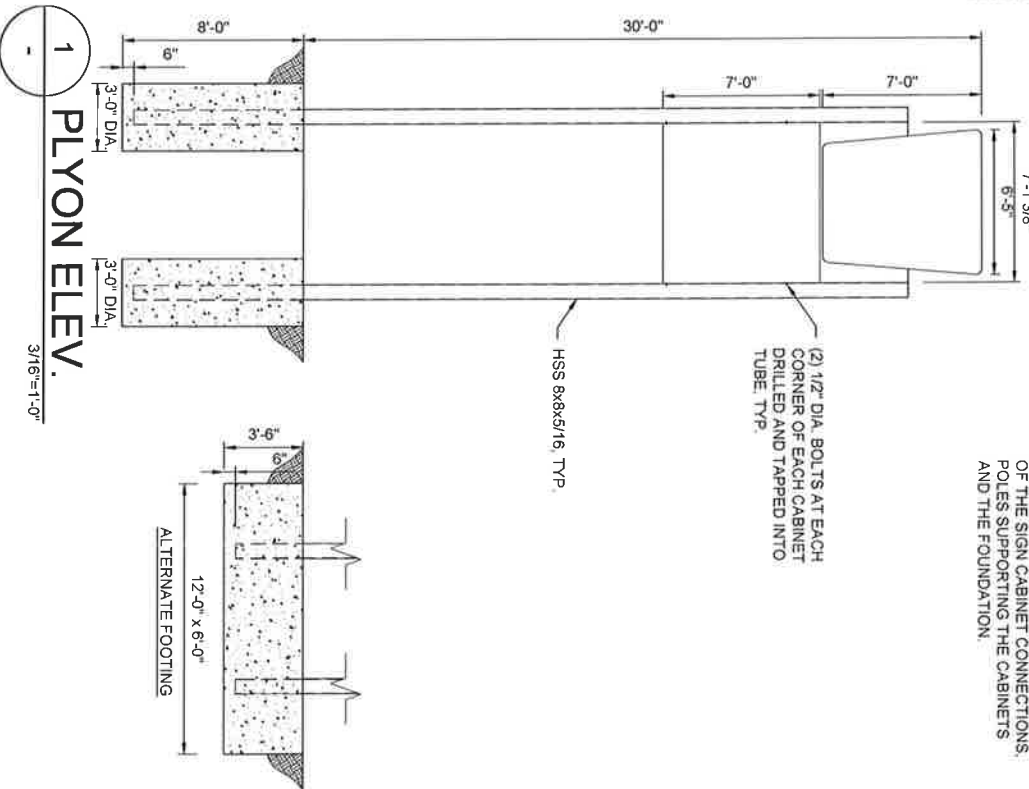
THE CONTRACTOR IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND FOR THE PROTECTION OF ALL UTILITIES AND WORK NECESSARY FOR COMPLETION OF THE PROJECT AS INDICATED BY THE CONTRACT DOCUMENTS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES AND WORK NECESSARY FOR COMPLETION OF THE PROJECT AS INDICATED BY THE CONTRACT DOCUMENTS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES AND WORK NECESSARY FOR COMPLETION OF THE PROJECT AS INDICATED BY THE CONTRACT DOCUMENTS.

ALL STRUCTURAL, ALUMINUM FABRICATOR TO BE DONE IN AL. MATERIAL TO BE USED SHALL BE ALUMINUM ALLOY. A PROTECTIVE BARBER SHALL BE PROVIDED TO PROTECT THE ALUMINUM ALLOY FROM CORROSION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES AND WORK NECESSARY FOR COMPLETION OF THE PROJECT AS INDICATED BY THE CONTRACT DOCUMENTS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES AND WORK NECESSARY FOR COMPLETION OF THE PROJECT AS INDICATED BY THE CONTRACT DOCUMENTS.

- NOTES:
- SCOPE OF WORK IS FOR THE DESIGN OF THE SIGN CABINET CONNECTIONS, POLES SUPPORTING THE CABINETS AND THE FOUNDATION.

(2) 1/2" DIA. BOLTS AT EACH CORNER OF EACH CABINET DRILLED AND TAPPED INTO TUBE TYP.

HSS 8X8X1/4 TYP.



SHEET
S7 of 8

REV
DATE
DESCRIPTION

DATE
DESCRIPTION
DRAWN BY
CHECKED BY
DATE
DESCRIPTION

7-ELEVEN ELEMENTS #1057018
CUMMINGS RESOURCES LLC

736 N DUPONT HIGHWAY
DOVER, DE

MILLER
CONSULTING
ENGINEERS
1800 SHAW BLVD
DOVER, DE 19901
(302) 451-1234



City of Dover, DE

Department of Planning and Inspections
P.O. Box 475, Dover, Delaware 19903
(302) 736-7010 Fax: (302) 736-4217
www.cityofdover.com

Permit # **25-1482**

Sign Permit Application

Applicant's Name: Laura MercierProject Name: 7 - ElevenAddress: 736 N. Dupont Hwy, Dover DE 19901Phone: (561) 307-1463

Dover Business License # _____

Property Owner: Hagerstown Mason RE, LLC E-mail: mtcarp@marston-holdings.comContractor Name: Econo Sign IncAddress: 20272 Glenrobin Terrace, Ashburn VA 20147Phone: (571) 397-6069

Dover Business License #: _____

E-mail: laura@econosigninc.com

Sign Information

Sign	1	2	3	4	5
New/Reface	New	New	New	New	New
Type of Sign Ex. wall, monument, window, etc.	Wall Sign(A1)	Wall Sign (A2)	Wall Sign (A2)	Wall Sign (A3)	Vinyl Sign (E)
Dimensions Length, width and depth	6.41x7	6x8	6x8	4.5x6	4.91x0.66
Square Footage	44.87	48	48	27	3.24
Setback from Right-of-Way	NA	NA	NA	NA	NA
Sign Material Ex., aluminum, PVC,	Aluminum	Aluminum	Aluminum	Aluminum	Vinyl
Overall Height	14'-1"	14'	12'	13'-4"	10'
Clear Height Wall signs only	14'-1"	14'	12'	13'-4"	10'
Illumination Type Internal, external, LED, etc.	LED	LED	LED	LED	NA

For Office Use Only		Tax Parcel #						
Date Received: <u>10/14/25</u>				Date Issued:				
Planner Assigned		Zoning District		Historic District	<u>Y/N</u>	Adj. to Residential	Y/N	Date Approved
Road Classification	UPA UMA UC	Accurate Plot Plan	Y/N/NA	Wall Elevation	Y/N/NA	Sign Elevation	Y/N	
Unified Sign#/BOA #		Application Complete	Y/N	Total # Signs		Total SF Signs		
Fee Paid	Check #	Cash	Collected By		Permit Fee \$			

Applicant's Signature

I the undersigned do affirm that all the information provided in this application is accurate. I also affirm that I am authorized by the Property Owner and have the authority to make this application. Finally I will perform all work in accordance with the City of Dover Code and of this permit.

Laura Mercier

Laura Mercier

10/7/25

Signature

Print Name

Date

Sign Permit Application cont. - Effective 8-14-12



City of Dover, DE

Department of Planning and Inspections
P.O. Box 475, Dover, Delaware 19903
(302) 736-7010 Fax: (302) 736-4217
www.cityofdover.com

Permit # 05-1482

Sign Permit Application

Applicant's Name: Laura Mercier

Project Name: 7 - Eleven

Address: 736 N. Dupont Hwy, Dover DE 19901

Phone: (561) 307-1463

Dover Business License # _____

Property Owner: Hagerstown Mason RE, LLC E-mail: mtcarp@marston-holdings.com

Contractor Name: Econo Sign Inc

Address: 20272 Glenrobin Terrace, Ashburn VA 20147

Phone: (571) 397-6069

Dover Business License #: _____

E-mail: laura@econosigninc.com

Sign Information

Sign	1	2	3	4	5
New/Reface	New	New	New	New	New
Type of Sign Ex. wall, monument, window, etc.	Pylon Sign (P2)	Directional D1	Directional D1	Directional D2	Directional D2
Dimensions Length, width and depth	7.11x14	2x3	2x3	2x3	2x3
Square Footage	99.54	6	6	6	6
Setback from Right-of-Way	35	15	18	30	20
Sign Material Ex., aluminum, PVC,	Aluminum	Aluminum	Aluminum	Aluminum	Aluminum
Overall Height	30'	5'	5'	5'	5'
Clear Height Wall signs only	NA	NA	NA	NA	NA
Illumination Type Internal, external, LED, etc.	LED	NA	NA	NA	NA

For Office Use Only		Tax Parcel #						
Date Received:				Date Issued:				
Planner Assigned		Zoning District		Historic District	Y/N	Adj. to Residential	Y/N	Date Approved
Road Classification	UPA UMA UC	Accurate Plot Plan	Y/N/NA	Wall Elevation	Y/N/NA	Sign Elevation	Y/N	
Unified Sign#/BOA #		Application Complete	Y/N	Total # Signs		Total SF Signs		
Fee Paid	Check #	Cash	Collected By	Permit Fee \$				

Applicant's Signature

I the undersigned do affirm that all the information provided in this application is accurate. I also affirm that I am authorized by the Property Owner and have the authority to make this application. Finally I will perform all work in accordance with the City of Dover Code and of this permit.

Laura Mercier

Laura Mercier

10/7/25

Signature

Print Name

Date

Sign Permit Application cont. - Effective 8-14-12



City of Dover, DE

Department of Planning and Inspections
P.O. Box 475, Dover, Delaware 19903
(302) 736-7010 Fax: (302) 736-4217
www.cityofdoover.com

Permit # 25-1482

Sign Permit Application

Applicant's Name: Laura Mercier

Project Name: 7 - Eleven

Address: 736 N. Dupont Hwy, Dover DE 19901

Phone: (561) 307-1463

Dover Business License # _____

Property Owner: Hagerstown Mason RE, LLC **E-mail:** mtcarp@marston-holdings.com

Contractor Name: Econo Sign Inc

Address: 20272 Glenrobin Terrace, Ashburn VA 20147

Phone: (571) 397-6069

Dover Business License #: _____

E-mail: laura@econosigninc.com

Sign Information

Sign	1	2	3	4	5
New/Reface	New	New	New	New	New
Type of Sign Ex. wall, monument, window, etc.	Vinyl Sign(E)	Tri-Stripe (S)	Wall Sign (F2)	Tri-Stripe (F2)	Pylon Sign(P1)
Dimensions Length, width and depth	6.41x7	8 Line Method	8 Line Method	8 Line Method	7.11x14
Square Footage	44.87	112.71	71.96	83.91	99.54
Setback from Right-of-Way	NA	NA	NA	NA	39'
Sign Material Ex., aluminum, PVC,	Vinyl	Clear Acrylic	Clear Acrylic	Clear Acrylic	Aluminum
Overall Height	14'-1"	15'	14'-6"	14'-6"	30'
Clear Height Wall signs only	14'-1"	15'	14'-6"	14'-6"	NA
Illumination Type Internal, external, LED, etc.	NA	LED	LED	LED	LED

For Office Use Only		Tax Parcel #						
Date Received:				Date Issued:				
Planner Assigned		Zoning District		Historic District	Y/N	Adj. to Residential	Y/N	Date Approved
Road Classification	UPA UMA UC	Accurate Plot Plan	Y/N/NA	Wall Elevation	Y/N/NA	Sign Elevation	Y/N	
Unified Sign#/BOA #		Application Complete	Y/N	Total # Signs		Total SF Signs		
Fee Paid	Check #	Cash	Collected By	Permit Fee \$				

Applicant's Signature

I the undersigned do affirm that all the information provided in this application is accurate. I also affirm that I am authorized by the Property Owner and have the authority to make this application. Finally I will perform all work in accordance with the City of Dover Code and of this permit.

Laura Mercier

Laura Mercier

10/7/25

Signature

Print Name

Date

Sign Permit Application cont. - Effective 8-14-12

Brief Description of Work (To Be Completed by Applicant):

Apply Sign Vinyl. Install 3 new Tri-Stripe Set.
Install 1 New Pylon Sign

To Be Completed By Planning & Inspections Staff

Building Permit #: 25-1482

Plumbing Permit #:

C/O Required: Y/N

Item 2.

WORK SITE LOCATION

Address: 736 N. Dupont Hwy, Dover DE 19901

Parcel ID:

Applicant (Owner or Contractor)	Econo Sign Inc
Contact Person	Laura Mercier
Mailing Address	20272 Glenrobin Ter
City, State, Zip	Ashburn VA 20147
Telephone	(571) 397-6069
Fax	
E-mail Address	laura@econosigninc.com

Does Your Project Propose . . .	Yes	No	If Yes, Describe
an increase or decrease to the quantity of plumbing fixtures at the location?	☐	☒	
a change in size of the water line serving the location?	☐	☒	
a new water irrigation system?	☐	☒	
a change in size of the sanitary sewer line serving the location?	☐	☒	
relocation of the water meter?	☐	☒	
relocation of the water line serving the location or any associated appurtenances?	☐	☒	
relocation of the sanitary sewer line serving the location or any associated appurtenances?	☐	☒	
any work within the right-of-way?	☐	☒	
any proposed sidewalk work?	☐	☒	
any proposed concrete work?	☐	☒	
any alteration to any storm drain infrastructure?	☐	☒	
any proposed curb alteration, i.e., new driveway to property?	☐	☒	
any proposed scaffolding to renovate building exterior?	☐	☒	
any proposed tree or shrub plantings within the right-of-way?	☐	☒	
an upgrade in sanitation service?	☐	☒	
a relocation of the existing trash pick-up location?	☐	☒	

EASEMENT*	Yes	No
Is there any existing easement on this property? (utility, drainage, cross access, etc.)	☐	☒

*-It is prohibited to build any structure within an existing easement.

I hereby certify that the information provided above is correct and acknowledge that should any differences be identified throughout the course of the project that all renovation project requirements still apply.

Laura Mercier

Printed Name of Applicant

Laura Mercier

Signature of Applicant

10/7/25

Date

THIS FORM MUST BE COMPLETED AND TURNED IN WITH PLUMBING PERMIT APPLICATION OR BUILDING PERMIT APPLICATION.



Cummings Resources
Two Lakeview Place
15 Century Blvd., Suite 200
Nashville, TN 37214
1-800-489-7446
www.cummingsigns.com

Dear Property Owner/Authorized Agent for Property Owner:

We are contacting you on behalf of 7-Eleven to inform you of upcoming sign changes to your building and/or property as shown in the drawing.

Please provide the required information below and signature for approval to proceed with sign changes. Return a copy to Cummings Resources at the e-mail below.

Contact me at Taryn.Schultz@cummingsigns.com if you have any questions or comments. Thank you for your assistance with this request.

In my capacity as the official representative, I do hereby authorize Cummings Signs and/or its representative to perform all work associated with the signage conversion. I further authorize Cummings Signs and/or its representative to obtain all permits for the signage conversion which may include planning, building and sign permits.

Property Owner/Authorized Agent for the Property Owner:	
Corporate/Entity Name:	Hagerstown Mason RE, LLC
Contact Name:	Michael T. Carp
Phone:	561.307.1463
Email:	mtcarp@marston-holdings.com
Address/City/State/ZIP:	117 W. Patrick St., Suite 200, Frederick, MD 21701
Signature:	
Date:	19SEP25

BUILDING SIGNAGE

STRUCTURAL NOTES

THE CONTRACTOR IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND COORDINATION OF ALL UTILITIES AND WORK NECESSARY FOR THE CONSTRUCTION OF THE SIGNAGE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE INTERPRETATION AND CLARIFICATION OF THE DRAWINGS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE INTERPRETATION AND CLARIFICATION OF THE DRAWINGS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE INTERPRETATION AND CLARIFICATION OF THE DRAWINGS.

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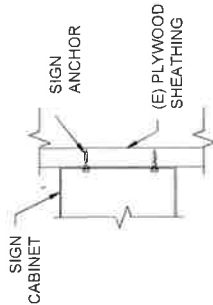
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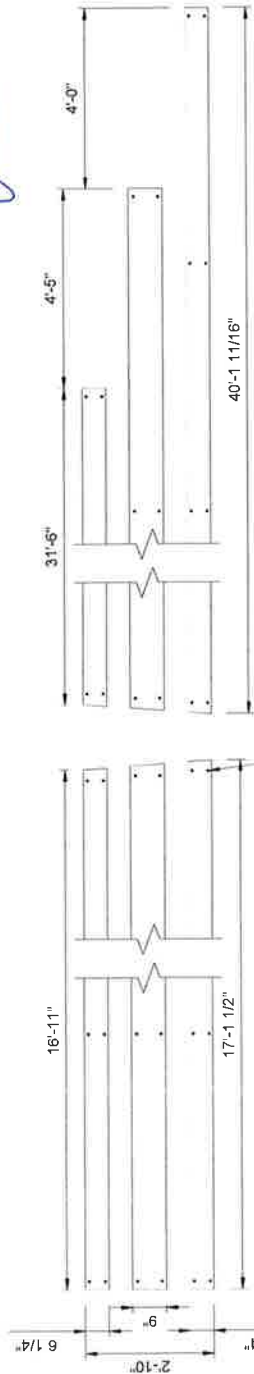
THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE INTERPRETATION AND CLARIFICATION OF THE DRAWINGS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE INTERPRETATION AND CLARIFICATION OF THE DRAWINGS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE INTERPRETATION AND CLARIFICATION OF THE DRAWINGS.

- NOTES:
- SCOPE OF WORK IS FOR THE DESIGN OF THE CONNECTION OF THE SIGNAGE TO THE EXISTING WALL.
 - VERIFY ALL ANCHOR LAYOUTS WITH MANUFACTURER AND WALL CONDITIONS PRIOR TO INSTALLATION.



A CONN. DET.

37"=1'-0"



1 WALL SIGN ELEV.

3/4"=1'-0"

1/4" DIA. SIMPSON TITEN TURBO SCREW FROM STRIPE TO EXISTING SHEATHING. TYPICAL AT APPROXIMATE LOCATIONS SHOWN. (6'-0" MAX SPACING)

MILLER CONSULTING ENGINEERS
303.245.1250 | miller-ee.com

7-ELEVEN ELEMENTS #1057018
CUMMINGS RESOURCES LLC
736 N DUPONT HIGHWAY
DOVER, DE

PROJECT NO.	211407
DATE	09/29/25
ISSUE DATE	09/29/25
REVISION	
DATE	
DESCRIPTION	
REV	
DATE	
DESCRIPTION	
WALL SIGNAGE	
SHEET	S4 of 8



STRUCTURAL CALCULATIONS

7-Eleven #1057018 Elements
736 N Dupont Highway, Dover, DE
Cummings Resources LLC

September 19, 2025
Project No. 251492
9 pages

Principal Checked: 



WALL SIGN DESIGN - A1

Scope of work is for the design of the connection of the wall sign to the existing structure only.
See last two pages for structural notes.

ASCE 7-22 - Components and Cladding

Wind Speed, V = 115 mph
Risk Category = II
Exposure Category = C
Sign Height = 20.00 ft (max)
Topo. Factor, Kzt = 1.00
Direct. Factor, Kd = 0.85
Corner Zone: Yes

Resulting Parameters and Coefficients:**Wall External Pressure Coefficients, GCp:**

GCp Zone 4 Pos. = 0.90
GCp Zone 5 Pos. = 0.90
GCp Zone 4 Neg. = -0.99
GCp Zone 5 Neg. = -1.26

a = 9.50
zg = 900
Kh = 0.90

qh = 15.5 psf = $0.00256 \times 0.9 \times 1 \times 0.85 \times 115^2 \times 2 \times (0.6, \text{allowable})$

Case 1, F (-) = -19.5 psf

Case 2, F (+) = 14.0 psf = $(-1.26) \times 15.5 \text{ psf}$

Sign Geometry:

Height = 7.00 ft (total)
Width = 6.42 ft (max)

% solid area = 100%

Area = 44.9 ft² = $7 \times 6.42 \times 100\%$

Sign Thickness = 7.00 in (channel letters or cabinet)

Sign Dead Load = 3.00 psf (max)

Appx. Weight = 135 lb = $3 \text{ psf} \times 44.9$

Vertical offset = 0.00 in (positive # denotes centroid of sign above centroid of connection)

Air gap between sign and surface

fastener couple = 78.00 in (vertical)

Total # of fasteners = 12 (minimum)

50% of fasteners resisting tension due to eccentricities (along top of connection)

V, fastener = 11 lb = $135 / (12 \text{ fasteners})$

M_{bottom}, case 1 = -34619 in-lb = $-19.5 \times 44.9 \times (78''/2) - 135 \times (7''/2)$

R, upper, case 1 = 74 lb (tension) = $34619 / 78'' / (12 \text{ fasteners} \times 50\%)$

M_{top}, case 1 = -33674 in-lb = $-19.5 \times 44.9 \times (78''/2) + 135 \times (7''/2)$

R, lower, case 1 = 72 lb (tension) = $(33674 / 78'') / (12 \text{ fasteners} \times 50\%)$

M_{bottom}, case 2 = 24043 in-lb = $14 \times 44.9 \times (78''/2) - 135 \times (7''/2)$

R, upper, case 2 = 51 lb (tension) = $24043 / 78'' / (12 \text{ fasteners} \times 50\%)$

M_{top}, case 2 = 24988 in-lb = $14 \times 44.9 \times (78''/2) + 135 \times (7''/2)$

R, lower, case 2 = 0 lb no tension occurs along lower support

gap = in (non-structural)

o.d. of pipe spacer = in

add'l tension = 0 lb

T, fastener = 74 lb

V, fastener = 11 lb

Wall Const.: Plywood/Wood

Fastener Type: Snaptoggle Toggler

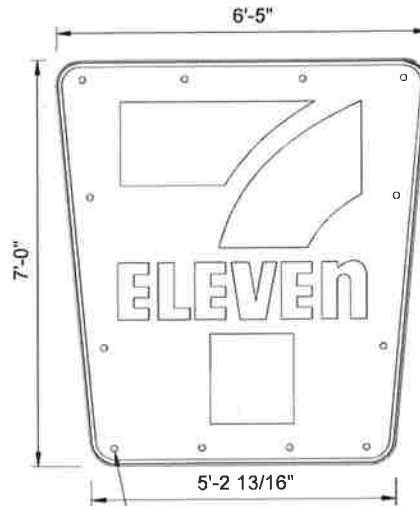
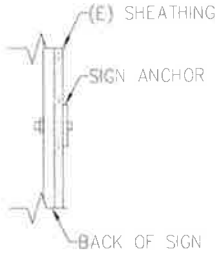
Fastener Size: 0.375 in

Tc = 144 lb > 74 OK 51%

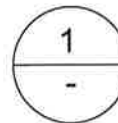
Vc = 102 lb > 11 OK 11%

0.62 < 1.00 OK

Use 0.375" Snaptoggle Toggler to Plywood/Wood



3/8" DIA. SNAPTOGGLE TOGGLES FROM SIGN CABINET THROUGH EXISTING BUILDING SHEATHING. TYPICAL AT APPROXIMATE LOCATIONS SHOWN.



WALL SIGN ELEV. A1
3/4"=1'-0"



9600 SW Oak St #400
Portland, OR 97223

503.246.1250
miller-se.com

Project Name 7-Eleven #1057018 Elements

Project # 251492

Location 736 N Dupont Highway, Dover, DE

Client Cummings Resources LLC

By JMS

Ck'd LJM

Date 9/19/2025

Page 1 of 9

WALL SIGN DESIGN - A2

Scope of work is for the design of the connection of the wall sign to the existing structure only.
See last two pages for structural notes.

ASCE 7-22 - Components and Cladding:

Wind Speed, $V = 115$ mph
Risk Category = II
Exposure Category = C
Sign Height = 20.00 ft (max)
Topo. Factor, $K_{zt} = 1.00$
Direct. Factor, $K_d = 0.85$
Corner Zone: Yes

Resulting Parameters and Coefficients:**Wall External Pressure Coefficients, GCP :**

GCP Zone 4 Pos. = 0.90
 GCP Zone 5 Pos. = 0.90
 GCP Zone 4 Neg. = -0.99
 GCP Zone 5 Neg. = -1.26

$a = 9.50$
 $z_g = 900$
 $K_h = 0.90$

$q_h = 15.5$ psf = $0.00256 \times 0.9 \times 1.0 \times 0.85 \times 115^2 \times 2 \times (0.6, \text{allowable})$
Case 1, $F(-) = -19.5$ psf = $(-1.26) \times 15.5$ psf
Case 2, $F(+) = 14.0$ psf = $(0.9) \times 15.5$ psf

Sign Geometry:

Height = 8.00 ft (total)
Width = 8.00 ft (max)
% solid area = 50%
Area = 24.0 ft² = $8 \times 6 \times 50\%$
Sign Thickness = 5.00 in (channel letters or cabinet)
Sign Dead Load = 3.00 psf (max)
Appx. Weight = 72 lb = $3 \text{ psf} \times 24$
Vertical offset = 0.00 in (positive # denotes centroid of sign above centroid of connection)
No offset, sign flush to surface.

fastener couple = 18.00 in (vertical)
Total # of fasteners = 10 (minimum)
50% of fasteners resisting tension due to eccentricities (along top of connection)
 $V, \text{ fastener} = 7$ lb = $72 / (10 \text{ fasteners})$
 $M_{bottom, \text{ case 1}} = -4392$ in-lb = $-19.5 \times 24 \times (18''/2) - 72 \times (5''/2)$
 $R, \text{ upper, case 1} = 49$ lb (tension) = $4392 / 18'' \times (10 \text{ fasteners} \times 50\%)$
 $M_{top, \text{ case 1}} = -4032$ in-lb = $-19.5 \times 24 \times (18''/2) + 72 \times (5''/2)$
 $R, \text{ lower, case 1} = 45$ lb (tension) = $(4032 / 18'') \times (10 \text{ fasteners} \times 50\%)$
 $M_{bottom, \text{ case 2}} = 2844$ in-lb = $14 \times 24 \times (18''/2) - 72 \times (5''/2)$
 $R, \text{ upper, case 2} = 32$ lb (tension) = $2844 / 18'' \times (10 \text{ fasteners} \times 50\%)$
 $M_{top, \text{ case 2}} = 3204$ in-lb = $14 \times 24 \times (18''/2) + 72 \times (5''/2)$
 $R, \text{ lower, case 2} = 0$ lb no tension occurs along lower support

gap = 2.00 in (non-structural)
o.d. of pipe spacer = 0.50 in
add'l tension = 56 lb = $7 \times 2'' / (0.5''/2)$

$T, \text{ fastener} = 105$ lb = $49 + 56$

$V, \text{ fastener} = 7$ lb

Wall Const.: Plywood/Wood

Fastener Type: Snaptoggle Toggler

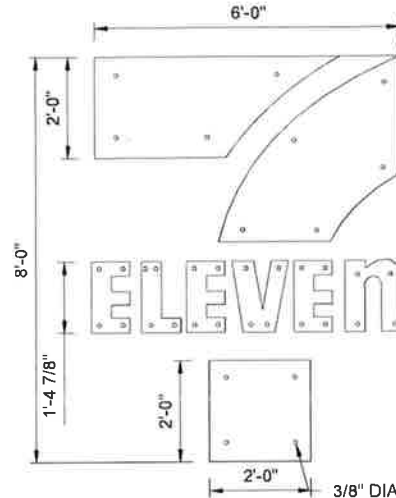
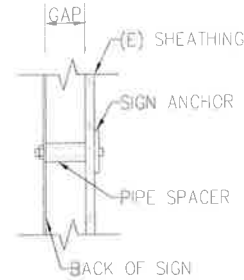
Fastener Size: 0.375 in

$T_c = 144$ lb > 105 OK 73%

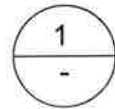
$V_c = 102$ lb > 7 OK 7%

0.80 < 1.00 OK

Use 0.375" Snaptoggle Toggler to Plywood/Wood
with 0.5" dia. o.d. pipe spacer through non-structural finish, 2" max thickness



3/8" DIA. SNAPTOGGLE TOGGLER FROM
SIGN CABINET THROUGH EXISTING
BUILDING SHEATHING. TYPICAL AT
APPROXIMATE LOCATIONS SHOWN



WALL SIGN ELEV.
A2
3/4"=1'-0"



9606 SW Oak St #400 503.246.1250
Portland, OR 97223 miller-se.com

Project Name **7-Eleven #1057018 Elements**

Project # **251492**

Location **736 N Dupont Highway, Dover, DE**

Client **Cummings Resources LLC**

By **JMS**

Ck'd **CJM**

Date **9/19/2025**

Page **2 of 9**

WALL SIGN DESIGN - A3

Scope of work is for the design of the connection of the wall sign to the existing structure only.

See last two pages for structural notes.

ASCE 7-22 - Components and Cladding

Wind Speed, V =	115	mph
Risk Category =	II	
Exposure Category =	C	
Sign Height =	20.00	ft (max)
Topo. Factor, Kzt =	1.00	
Direct. Factor, Kd =	0.85	

Corner Zone: Yes

Resulting Parameters and Coefficients:

Wall External Pressure Coefficients, GCp:

GCp Zone 4 Pos. =	0.90	
GCp Zone 5 Pos. =	0.90	
GCp Zone 4 Neg. =	-0.99	
GCp Zone 5 Neg. =	-1.26	
a =	9.50	
zg =	900	
Kh =	0.90	
qh =	15.5	psf = $0.00256 \times 0.9 \times 1 \times 0.85 \times 115^2 \times 2 (0.6, \text{allowable})$
Case 1, F (-) =	-19.5	psf = $(-1.26) \times 15.5 \text{ psf}$
Case 2, F (+) =	14.0	psf = $(0.9) \times 15.5 \text{ psf}$

Sign Geometry:

Height =	6.00	ft (total)
Width =	4.50	ft (max)
% solid area =	50%	
Area =	13.5	ft ² = $6 \times 4.5 \times 50\%$
Sign Thickness =	5.00	in (channel letters or cabinet)
Sign Dead Load =	3.00	psf (max)
Appx. Weight =	41	lb = $3 \text{ psf} \times 13.5$
Vertical offset =	0.00	in (positive # denotes centroid of sign above centroid of connection)

No offset, sign flush to surface.

fastener couple =	18.00	in (vertical)
Total # of fasteners =	8	(minimum)
	50%	of fasteners resisting tension due to eccentricities (along top of connection)
V, fastener =	5	lb = $41 / (8 \text{ fasteners})$
M _{bottom} , case 1 =	-2472	in-lb = $-19.5 \times 13.5 \times (18''/2) - 41 \times (5''/2)$
R, upper, case 1 =	34	lb (tension) = $2472 / 18'' / (8 \text{ fasteners} \times 50\%)$
M _{top} , case 1 =	-2267	in-lb = $-19.5 \times 13.5 \times (18''/2) + 41 \times (5''/2)$
R, lower, case 1 =	31	lb (tension) = $(2267 / 18'') / (8 \text{ fasteners} \times 50\%)$
M _{bottom} , case 2 =	1599	in-lb = $14 \times 13.5 \times (18''/2) - 41 \times (5''/2)$
R, upper, case 2 =	22	lb (tension) = $1599 / 18'' / (8 \text{ fasteners} \times 50\%)$
M _{top} , case 2 =	1804	in-lb = $14 \times 13.5 \times (18''/2) + 41 \times (5''/2)$
R, lower, case 2 =	0	lb no tension occurs along lower support

gap =	2.00	in (non-structural)
o.d. of pipe spacer =	0.50	in
add'l tension =	40	lb = $5 \times 2'' / (0.5''/2)$

T, fastener =	74	lb = $34 + 40$
V, fastener =	5	lb

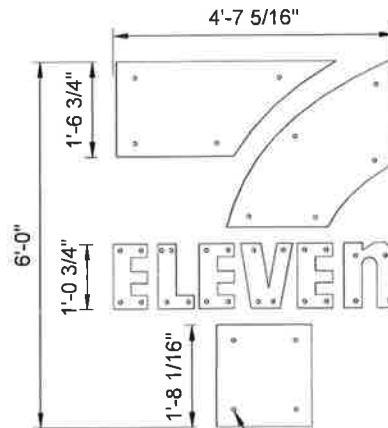
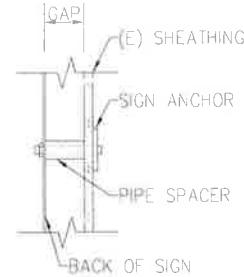
Wall Const.: Plywood/Wood

Fastener Type: Snaptoggle Toggler

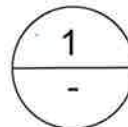
Fastener Size =	0.375	in
Tc =	144	lb > 74 OK 51%
Vc =	102	lb > 5 OK 5%

0.56 < 1.00 OK

Use 0.375" Snaptoggle Toggler to Plywood/Wood
with 0.5" dia. o.d. pipe spacer through non-structural finish, 2" max thickness



3/8" DIA. SNAPTOGGLE TOGGLER
FROM SIGN CABINET THROUGH
EXISTING BUILDING SHEATHING.
TYPICAL AT APPROXIMATE
LOCATIONS SHOWN.



WALL SIGN ELEV.
A3
3/4"=1'-0"



9600 SW Oak St #400 503.246.1250
Portland, OR 97223 miller-se.com

Project Name 7-Eleven #1057018 Elements Project # 251492

Location 736 N Dupont Highway, Dover, DE

Client Cummings Resources LLC

By JMS

Ck'd LJM

Date 9/19/2025

Page 3 of 9

7-Eleven Stripes

Scope of work is for the design of the connection of the wall sign to the existing structure only.

ASCE 7-22 - Components and Cladding

Wind Speed, V = 115 mph
 Risk Category = II
 Exposure Category = C
 Sign Height = 20.00 ft (max)
 Topo. Factor, Kzt = 1.00
 Direct. Factor, Kd = 0.85

Corner Zone: Yes

Resulting Parameters and Coefficients:**Wall External Pressure Coefficients, GCp:**

GCp Zone 4 Pos. = 0.80
 GCp Zone 5 Pos. = 0.90
 GCp Zone 4 Neg. = -0.99
 GCp Zone 5 Neg. = -1.26

a = 9.50

zg = 900

Kh = 0.90

qh = 15.5 psf

Case 1, F (-) = -19.5 psf

Case 2, F (+) = 14.0 psf

= $0.00256 \times 0.9 \times 1 \times 0.85 \times 115^2 \times 2 \times (0.6, \text{allowable})$

= $(-1.26) \times 15.5 \text{ psf}$

= $(0.9) \times 15.5 \text{ psf}$

Sign Geometry:

Height = 0.75 ft (total) (design is for a pair of fasteners on a single stripe)

Width (trib.) = 6.00 ft (max)

% solid area = 100%

Area = 4.5 ft²

= $0.75 \times 6 \times 100\%$

Sign Thickness = 4.00 in (channel letters or cabinet)

Sign Dead Load = 4.00 psf (max)

Appx. Weight = 18 lb = $4 \text{ psf} \times 4.5$

Vertical offset = 0.00 in (positive # denotes centroid of sign above centroid of connection)

No offset, sign flush to surface.

fastener couple = 3.00 in (vertical)

Total # of fasteners = 2 (minimum)

50% of fasteners resisting tension due to eccentricities (along top of connection)

V, fastener = 9 lb = $18 / (2 \text{ fasteners})$

M_{bottom} case 1 = -168 in-lb = $-19.5 \times 4.5 \times (3/2) - 18 \times (4/2)$

R, upper, case 1 = 56 lb (tension) = $168 / (3/2) / (2 \text{ fasteners} \times 50\%)$

M_{top} case 1 = -96 in-lb = $-19.5 \times 4.5 \times (3/2) + 18 \times (4/2)$

R, lower, case 1 = 32 lb (tension) = $(96 / 3) / (2 \text{ fasteners} \times 50\%)$

M_{bottom} case 2 = 59 in-lb = $14 \times 4.5 \times (3/2) - 18 \times (4/2)$

R, upper, case 2 = 20 lb (tension) = $59 / (3/2) / (2 \text{ fasteners} \times 50\%)$

M_{top} case 2 = 131 in-lb = $14 \times 4.5 \times (3/2) + 18 \times (4/2)$

R, lower, case 2 = 0 lb no tension occurs along lower support

finish thickness = in (non-structural)

o.d. of pipe spacer = in

add'l tension = 0 lb

T, fastener = 56 lb

V, fastener = 9 lb

Wall Const.: Plywood/Wood

Fastener Type: Screw

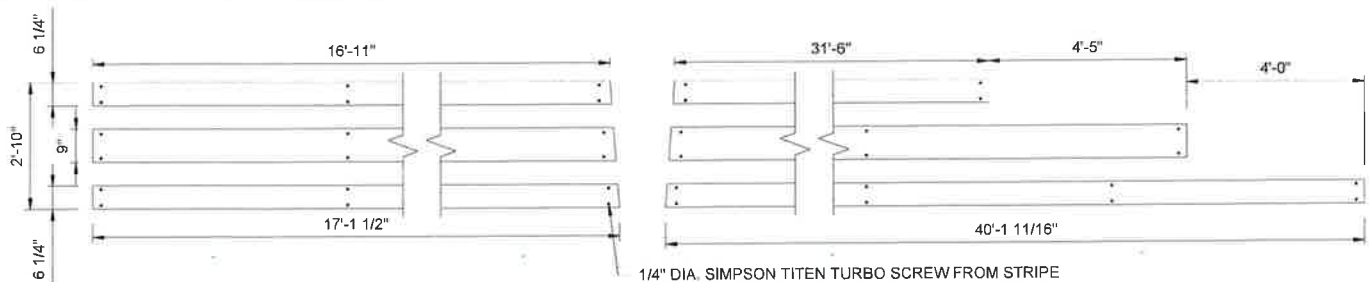
Fastener Size: 0.250 in

Tc = 70 lb > 56 OK 80%

Vc = 118 lb > 9 OK 8%

0.88 < 1.00 OK

Use 0.25" Screw to Plywood/Wood



1 WALL SIGN ELEV.
 S 3/4"=1'-0"

1/4" DIA. SIMPSON TITEN TURBO SCREW FROM STRIPE TO EXISTING SHEATHING. TYPICAL AT APPROXIMATE LOCATIONS SHOWN. (6'-0" MAX SPACING)



9600 SW Oak St #400 503.246.1250
 Portland OR 97223 miller-se.com

Project Name **7-Eleven #1057018 Elements**

Project # **251492**

Location **736 N Dupont Highway, Dover, DE**

Client **Cummings Resources LLC**

By **JMS**

Ck'd **LJM**

Date **9/19/2025**

Page **4 of 9**

WALL SIGN DESIGN - F1

Scope of work is for the design of the connection of the wall sign to the existing structure only.

See last two pages for structural notes.

ASCE 7-22 - Components and Cladding

Wind Speed, V = 115 mph
 Risk Category = II
 Exposure Category = C
 Sign Height = 20.00 ft (max)
 Topo. Factor, Kzt = 1.00
 Direct. Factor, Kd = 0.85

Corner Zone: Yes

Resulting Parameters and Coefficients:

Wall External Pressure Coefficients, GCp:

GCp Zone 4 Pos. = 0.90
 GCp Zone 5 Pos. = 0.90
 GCp Zone 4 Neg. = -0.99
 GCp Zone 5 Neg. = -1.26
 a = 9.50
 zg = 900
 Kh = 0.90
 qh = 15.5 psf = $0.00256 \times 0.9 \times 1 \times 0.85 \times 115^2 \times (0.6, \text{allowable})$
 Case 1, F (-) = -19.5 psf = $(-1.26) \times 15.5 \text{ psf}$
 Case 2, F (+) = 14.0 psf = $(0.9) \times 15.5 \text{ psf}$

Sign Geometry:

Height = 2.50 ft (total)
 Width = 13.33 ft (max)
 % solid area = 100%
 Area = 33.3 ft² = $2.5 \times 13.33 \times 100\%$
 Sign Thickness = 10.75 in (channel letters or cabinet)
 Sign Dead Load = 3.00 psf (max)
 Appx. Weight = 100 lb = $3 \text{ psf} \times 33.3$
 Vertical offset = 0.00 in (positive # denotes centroid of sign above centroid of connection)
 No offset, sign flush to surface.

fastener couple = 24.00 in (vertical)
 Total # of fasteners = 28 (minimum)
 V, fastener = 4 lb = $100 / (28 \text{ fasteners})$
 M_{bottom} case 1 = -8330 in-lb = $-19.5 \times 33.3 \times (24''/2) - 100 \times (10.75''/2)$
 R, upper, case 1 = 25 lb (tension) = $8330 / 24'' \times (28 \text{ fasteners} \times 50\%)$
 M_{top} case 1 = -7255 in-lb = $-19.5 \times 33.3 \times (24''/2) + 100 \times (10.75''/2)$
 R, lower, case 1 = 22 lb (tension) = $(7255 / 24'') \times (28 \text{ fasteners} \times 50\%)$
 M_{bottom} case 2 = 5057 in-lb = $14 \times 33.3 \times (24''/2) - 100 \times (10.75''/2)$
 R, upper, case 2 = 15 lb (tension) = $5057 / 24'' \times (28 \text{ fasteners} \times 50\%)$
 M_{top} case 2 = 6132 in-lb = $14 \times 33.3 \times (24''/2) + 100 \times (10.75''/2)$
 R, lower, case 2 = 0 lb no tension occurs along lower support

gap = in (non-structural)
 o.d. of pipe spacer = in
 add'l tension = 0 lb

T, fastener = 25 lb
 V, fastener = 4 lb

Wall Const.: Metal Cladding/Light Gage Studs

Fastener Type: Self Drilling Screws in 24ga material

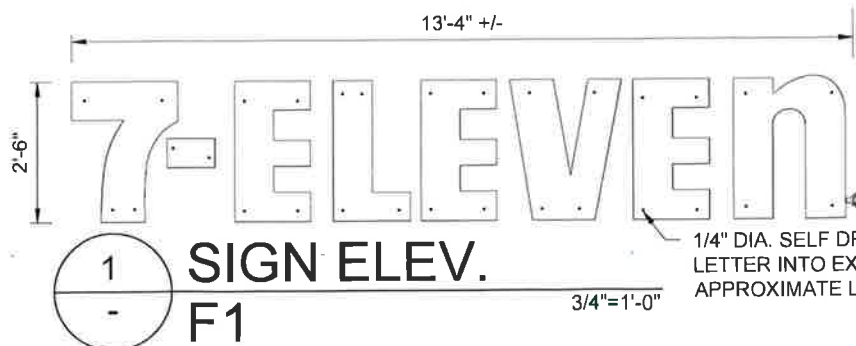
Fastener Size: 0.250 in

Tc = 76 lb > 25 OK 33%

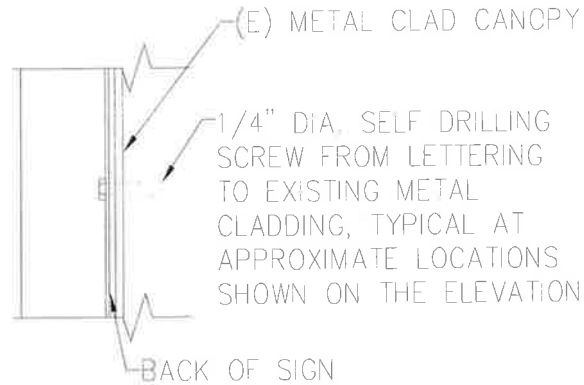
Vc = 116 lb > 4 OK 3%

0.36 < 1.00 OK

Use 0.25" Self Drilling Screws in 24ga material to Metal Cladding/Light Gage Studs



1/4" DIA. SELF DRILLING SCREWS FROM CHANNEL LETTER INTO EXISTING CANOPY CLADDING, TYPICAL AT APPROXIMATE LOCATIONS SHOWN.



9600 SW Oak St #400 503.246.1250
 Portland, OR 97223 miller-se.com

Project Name 7-Eleven #1057018 Elements

Project # 251492

Location 736 N Dupont Highway, Dover, DE

Client Cummings Resources LLC

By JMS

Ck'd CJM

Date 9/19/2025

Page 5 of 9

WALL SIGN DESIGN - F2

Scope of work is for the design of the connection of the wall sign to the existing structure only.

See last two pages for structural notes.

ASCE 7-22 - Components and Cladding

Wind Speed, V = 115 mph
 Risk Category = II
 Exposure Category = C
 Sign Height = 20.00 ft (max)
 Topo. Factor, Kzt = 1.00
 Direct. Factor, Kd = 0.85

Corner Zone: Yes

Resulting Parameters and Coefficients:

Wall External Pressure Coefficients, GCp:

GCp Zone 4 Pos. = 0.90
 GCp Zone 5 Pos. = 0.90
 GCp Zone 4 Neg. = -0.99
 GCp Zone 5 Neg. = -1.26

a = 9.50

zg = 900

Kh = 0.90

qh = 15.5 psf

$$= 0.00256 \times 0.9 \times 1 \times 0.85 \times 115^2 \times (0.6, \text{allowable})$$

Case 1, F (-) = -19.5 psf

$$= (-1.26) \times 15.5 \text{ psf}$$

Case 2, F (+) = 14.0 psf

$$= (0.9) \times 15.5 \text{ psf}$$

Sign Geometry:

Height = 0.75 ft (total)

(design is for a pair of fasteners on a single stripe)

Width (trib.) = 4.00 ft (max)

% solid area = 100%

Area = 3.0 ft²

$$= 0.75 \times 4 \times 100\%$$

Sign Thickness = 4.00 in (channel letters or cabinet)

Sign Dead Load = 4.00 psf (max)

Appx. Weight = 12 lb

$$= 4 \text{ psf} \times 3$$

Vertical offset = 0.00 in

(positive # denotes centroid of sign above centroid of connection)

No offset, sign flush to surface.

fastener couple = 3.00 in (vertical)

Total # of fasteners = 2 (minimum)

50%

of fasteners resisting tension due to eccentricities (along top of connection)

V, fastener = 6 lb

$$= 12 / (2 \text{ fasteners})$$

M_{bottom}, case 1 = -112 in-lb

$$= -19.5 \times 3 \times (3/2) - 12 \times (4/2)$$

R, upper, case 1 = 37 lb (tension)

$$= 112/3 \times (2 \text{ fasteners} \times 50\%)$$

M_{top}, case 1 = -64 in-lb

$$= -19.5 \times 3 \times (3/2) + 12 \times (4/2)$$

R, lower, case 1 = 21 lb (tension)

$$= (64/3) \times (2 \text{ fasteners} \times 50\%)$$

M_{bottom}, case 2 = 39 in-lb

$$= 14 \times 3 \times (3/2) - 12 \times (4/2)$$

R, upper, case 2 = 13 lb (tension)

$$= 39/3 \times (2 \text{ fasteners} \times 50\%)$$

M_{top}, case 2 = 87 in-lb

$$= 14 \times 3 \times (3/2) + 12 \times (4/2)$$

R, lower, case 2 = 0 lb

no tension occurs along lower support

gap = in (non-structural)

o.d. of pipe spacer = in

add'l tension = 0 lb

T, fastener = 37 lb

V, fastener = 6 lb

Wall Const.: Metal Cladding/Light Gage Studs

Fastener Type: Self Drilling Screws in 24ga material

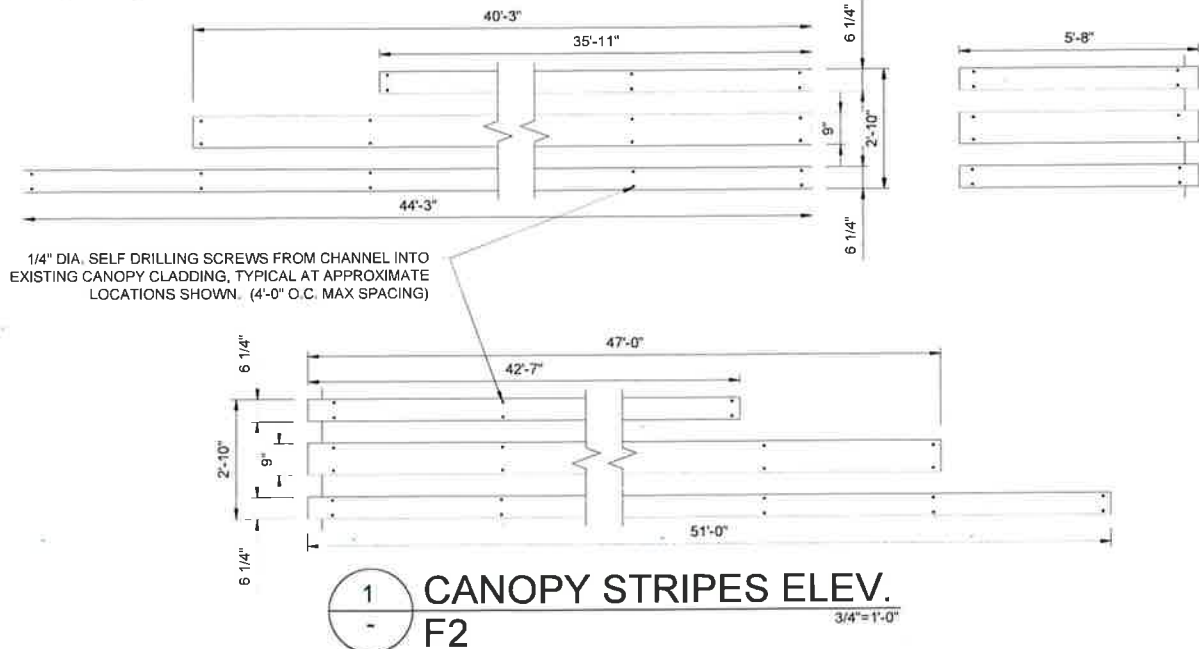
Fastener Size: 0.250 in

Tc = 78 lb > 37 OK 49%

Vc = 116 lb > 6 OK 5%

$$0.54 < 1.00 \text{ OK}$$

Use 0.25" Self Drilling Screws in 24ga material to Metal Cladding/Light Gage Studs



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 Portland, OR 97223 miller-se.com

Project Name 7-Eleven #1057018 Elements

Project # 251492

Location 736 N Dupont Highway, Dover, DE

Client Cummings Resources LLC

By JMS

CK'd LJM

Date 9/19/2025

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PYLON

Scope of work is for the design of the sign pole and the foundation.

Keystone Width = 6.42 ft
Cabinet Width = 7.11 ft**LOADING:**

Wind: ASCE7-16

 $V_{ult} = 115$ mph (3 second gust)

Exposure = C

Overall Height, $h = 30.00$ ftCabinet Area = 111 ft²

Est. Cabinet wt. = 10 psf

Est. Pylon Mass = 1112 lb = 111*10psf

Center of mass = 22.94 ft (cabinet)

l. pole = 171.2 in⁴ (8X8X5/16)(2)

Roark's Table 16.1, Case 3c

Nat. freq., $n_1 = 2.08$ > 1.0, consider rigid $Gf = 0.85$ $K_{z1} = 1.00$ (Eqn 26.8-1) $K_d = 0.85$ (Table 26.8-1) $C_f = 1.76$ (Figure 29.3-1) $s = 14.13$ ft $B = 8.45$ ft $0.2*B = 1.69$ ft (code offset, for wind load)

offset = 0.00 ft (horizontal cabinet offset)

 $x = 7.78$ ft (c-c dist. b/w poles) $F1 = 72\%$ of load to single pole due to 20% wind offset

OOP = 0.00 ft (out-of-plane offset)

 $F = qz*G*C_f*0.6$; (allowable)

Kz	qz	F (psf)	h
0.85	24.46	21.9	0 - 15 ft
0.90	25.90	23.2	15 - 20 ft
0.94	27.05	24.2	20 - 25 ft
0.98	28.20	25.3	25 - 30 ft

FORCES:

Height to top (ft)	Height to bottom (ft)	Width (ft)	Area (sq. ft.)	Wind load* (psf)	Force (lb)	Height to center (ft)	Moment (ft-lb)
30.00	26.44	6.42	22.8	25.3	577	28.22	16284
26.44	25.00	8.45	12.2	25.3	309	25.72	7948
25.00	23.00	8.45	16.9	24.2	409	24.00	9816
23.00	22.88	1.33	0.2	24.2	5	22.94	115
22.88	20.00	8.45	24.3	24.2	588	21.44	12605
20.00	15.88	8.45	34.8	23.2	807	17.94	14476
15.88	15.00	1.33	1.2	23.2	28	15.44	432
15.00	0.00	1.33	20.0	21.9	438	7.50	3285

 $\Sigma = 3161$ $\Sigma = 64961$
at base**SIGN POLE:**

Single Stage

Base Post $F_y = 46000$ psi $Z_x = 25.10$ in³ $Z_y = 25.10$ in³ $M_x = 46772$ ft-lb $M_{cx} = 57615$ ft-lb $M_y = 0$ ft-lb $M_{cy} = 57615$ ft-lb

Use a HSS 8X8X5/16 sign pole

 $T = 0$ ft-lb $T_c = 47515$ ft-lb

0.00 < 0.2 torsion can be neglected

 $= 64961*72\%$ $= 46000*25.1/12/1.67$ $= 46772$ < 57615 OK, 81% $= 46000*25.1/12/1.67$ **FOUNDATION CHECK:** $M_{net} = 43.10$ k-ft $P = 2.276$ k $h_{p(allow)} = 18.94$ ft $q = 150$ psf/ft $q' = 300$ psf/ft

Footing shape: Circular

 $b = 3.00$ ft $b' = 3.00$ ft $d_{(estimated)} = 8.00$ ft

Estimated embedment

Unconstrained Condition

 $S_1 = 800$ psf $A = 2.22$ ft $d = 7.97$ ft $7.97 < 8'$ OK $= (64961)*72\%/1000-3.67$ ft-k $= 3161*0.72/1000$

assumed lateral soil-brg.

 $= 150*2$ (allowable brg. with 1/2" movement)

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PYLON**ALTERNATE FOOTING:**

Mnet =	13.70	k-ft	=	(64961)/1000-51.26ft-k
P =	3.161	k		
h _(effective) =	4.33	ft		
q =	150	psf/ft		assumed lateral soil-brg.
q' =	300	psf/ft		= 150*2 (allowable brg. with 1/2" movement)
Footing shape: Rectangular				
b =	12.00	ft		(in the plane of the page)
L =	6.00	ft		(into the page)
b' =	14.49	ft		effective footing width
d _(estimated) =	3.50	ft		Estimated embedment
Unconstrained Condition				
S ₁ =	350	psf	q*d _{est} / 3	
A =	1.46	ft	2.34*P*1000/(S ₁ *b)	
d =	3.45	ft	A/2*(1+(1+4.36*h/A)^.5)	
	3.45 < 3.5' OK			
			maximum resistive moment available based on soil bearing, M _{res.}	
Use 12" - 0" x 6' - 0" x 3' - 6" deep concrete footing		Single Continuous Footing		
volume of concrete =	9.3	yd		
footing wt. =	37.8	k		
est. sign wt. =	3.02	k (with poles)		
Total wt (DL) *0.6 =	24.49	k		
eccentricity of load to reaction (e) =	2.09	ft = 51.26/24.49		
				51.26 ft-k



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Project Name 7-Eleven #1057018 Elements Project # 251492

Location 736 N Dupont Highway, Dover, DE

Client Cummings Resources LLC

By JMS Ck'd CJM Date 9/19/2025 Page 8 of 9

DIRECTIONAL

Scope of work is for the design of the sign poles and the foundation.

LOADING:WIND: ASCE7-16 115 MPH, EXP C
(3 second gust)MAXIMUM HEIGHT, $h =$ 5.50 ft Includes 6" buried below grade
Gust Factor, $G =$ 0.85

$$F = qz * G * Cf * 0.6: (allowable)$$

$K1 =$ 0.00 (Figure 26.8-1)
 $K2 =$ 1.00 (Figure 26.8-1)
 $K3 =$ 1.00 (Figure 26.8-1)
 $Kzt =$ 1.00 (Eqn. 26.8-1)
 $Kd =$ 0.85 (Table 26.6-1)
 $Cf =$ 1.73 (Figure 29.3-1)
 $s =$ 3.00 ft
 $B =$ 2.00 ft
 $0.2B =$ 0.40 ft
 $x =$ 1.83 ft (c-c dist. btwn. poles)
 $F1 =$ 72% of load to single pole due to 20% wind offset

Kz	qz	F (psf)	h
0.85	24.46	= 21.6	0 - 6 ft

FORCES:

Width	Height to bottom (ft)	Height to top (ft)	Area (sq. ft.)	Wind load (psf)	Force (lbs)	Height to center (ft)	Moment (ft-lb)
2.00	2.50	5.50	6.00	21.6	130	4.00	520
0.33	0.00	2.50	0.83	21.6	18	1.25	23
0.00	0.00	0.00	0.00	0.0	0	0.00	0
0.00	0.00	0.00	0.00	0.0	0	0.00	0
0.00	0.00	0.00	0.00	0.0	0	0.00	0
					$\Sigma =$ 148	$\Sigma =$ 543	

SIGN POLE: (Double Pole)

Try a HSS Pipe 2X2X1/4 sign pole

$Z =$ 0.96 in³
 $M =$ 391 ft-lb = 543*0.72

$F_y =$ 46000 psi
 $M_c =$ 2213 ft-lb
 2213 > 391

OK

Use the HSS 2X2X1/4 sign pole

FOUNDATION CHECK:

$M_{net} =$ 0.301 k-ft Applied moment from sign minus M_{es} .
 $P =$ 0.107 k Applied lateral force
 $h_{(effective)} =$ 2.82 ft distance from ground surface to P
 $q =$ 300 psf/ft allowable soil-brg, $q=2(150)=300$ *
 Footing shape: Circular
 $b =$ 1 ft diameter
 $L =$ 1 ft diameter
 $b =$ 1.00 ft diameter
 $d_{(estimated)} =$ 2.50 ft ESTIMATED embedment, ft 2.50 for pressure

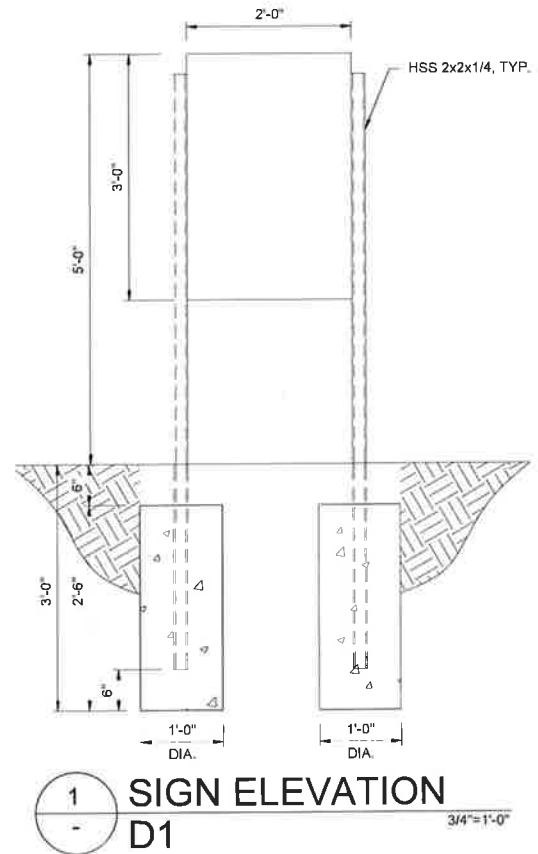
Unconstrained Condition

$S_1 =$ 250 psf
 $A =$ 1 ft
 $d =$ 2.32 ft
 $q * d_{est} / 3$
 $2.34 * P * 1000 / (S_1 * b)$
 $A / 2 * (1 + (1 + 4.36 * h / A)^{.5})$
 2.32 < 2.5' OK

maximum resistive moment available based on soil bearing, $M_{es} =$

volume of concrete = 0.1 yd
 footing wt = 0.3 k
 sign wt = 0.07 k
 Total wt (DL) * 0.6 = 0.22 k
 eccentricity of load to reaction (e) = 0.41 ft = 0.09/0.22
 $M_{es} =$ 0.09 ft-k

Use 1' - 0" diameter x 2' - 6" deep
concrete footing at each pole



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Project Name 7-Eleven #1057018 Elements Project # 251492Location 736 N Dupont Highway, Dover, DEClient Cummings Resources LLCBy JMSCK'd LJMDate 9/19/2025Page 9 of 9

Approved By 7-Eleven Construction Manager

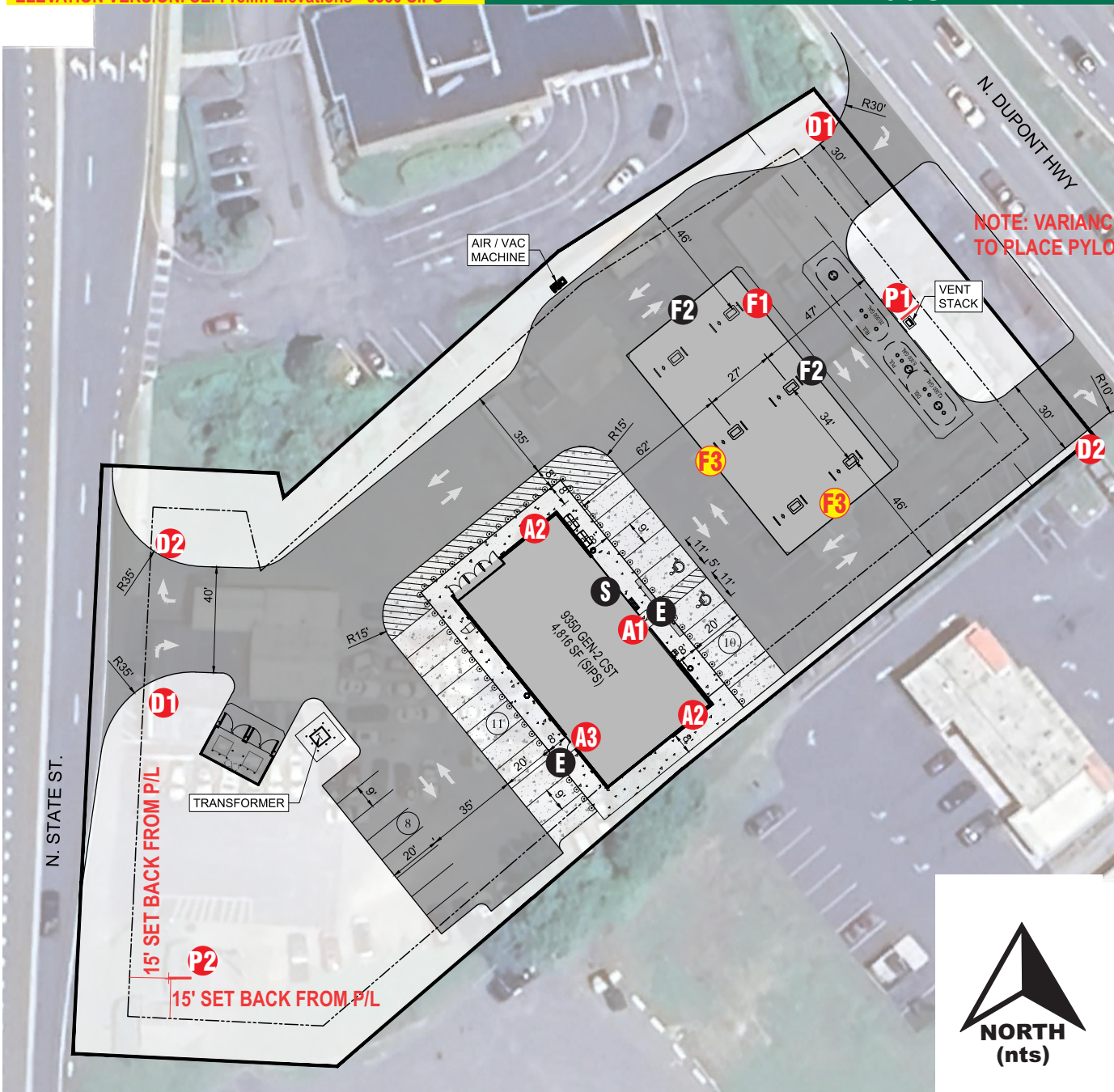
Name :

Signed:

Date:

NOTE: VARIANCE NEEDED
TO PLACE DIRECTIONALS
OUTSIDE OF P/L.

NOTE: VARIANCE NEEDED
TO PLACE PYLON @ P/L



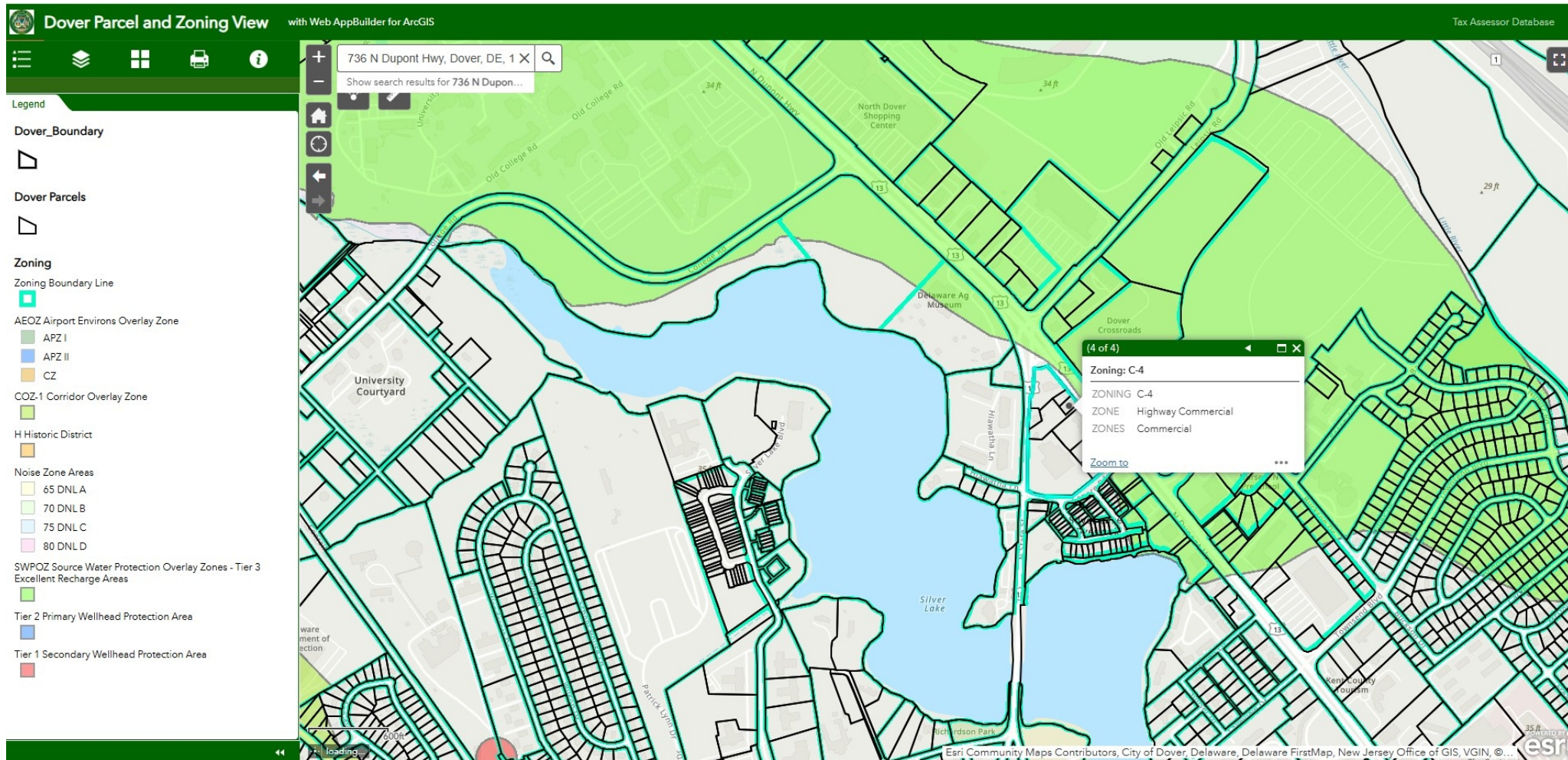
PRODUCT LIST

	SQ. FT.	QTY	ITEM
EXTERIOR BUILDING SIGNS			
A1	45	1	7' SF KEYSTONE WALL SIGN
A2	48	2	8' WALL CHANNEL LOGOS
A3	27	1	6' WALL CHANNEL LOGO
ARCHITECTURAL ELEMENTS			
E	N/A	2	WELCOME VINYLs
S	N/A	1	CHANNEL STRIPES SET
EXTERIOR GROUND SIGNS			
P1	99.6	1	DF PYLON SIGN
P2	99.6	1	DF PYLON SIGN
D1	6	2	DF DIRECTIONAL SIGN (ENTER)
D2	6	2	DF DIRECTIONAL SIGN (EXIT)
FUEL CANOPY FASCIA SIGNS			
F1	33.3	1	CHANNEL LETTER SET
FUEL CANOPY FASCIA DECORATION			
F2	N/A	2	CHANNEL STRIPES SETS
FUEL CANOPY FASCIA ITEMS BY OTHERS			
F3	N/A	2	VINYL STRIPES & DOWN LIGHTING (BY OTHERS)

Job Location: Site # 1057018
736 N. Dupont Hwy
Dover DE 19901
Date: February 10, 2025



D-ORDER# 1590611591 TdP
Project Mgr.: Michelle Hoffman
michelle.hoffman@cummingsigns.com
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Job Location: Site # 1057018
 736 N. Dupont Hwy
 Dover DE 19901
Date: February 10, 2025



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Item 2.



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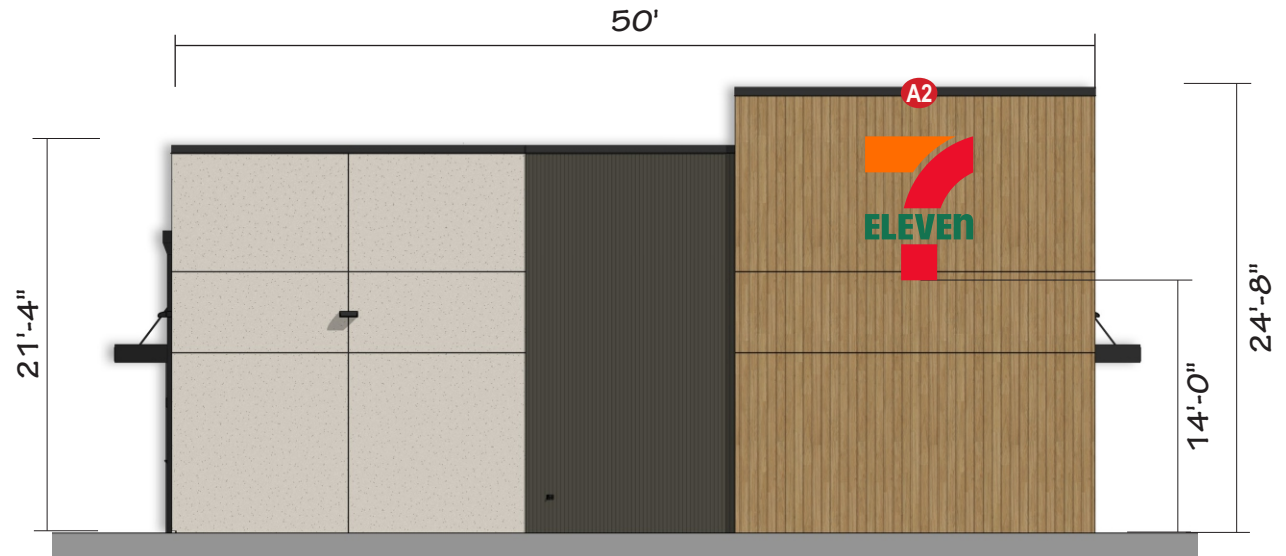
SCALE: 3/32" = 1'-0"

PRELIM. ELEVATIONS (GEN 2)

ELEVATION - WALL SIGNAGE

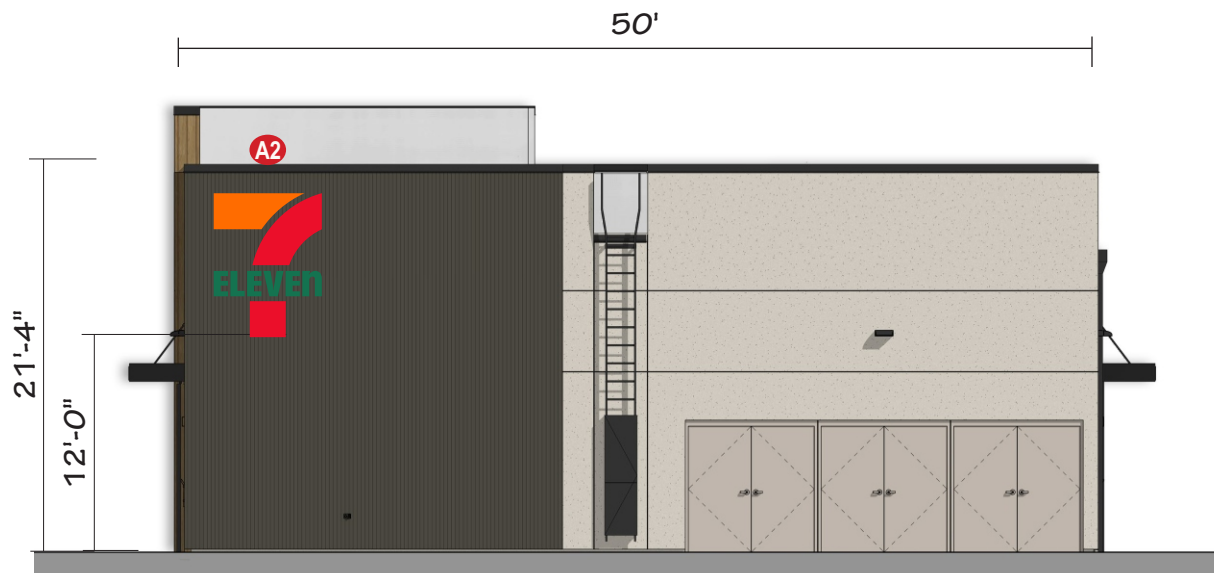
BUILDING SIGNS -Code: Equal to or less than 15% of total wall area; For purposes of calculating wall area, calculations shall include height of wall from ground level to roofline, then multiplied by width of wall - No Maximum.

Item 2.



PROPOSED: 48 SF

LEFT SIDE



RIGHT SIDE

PROPOSED: 48 SF

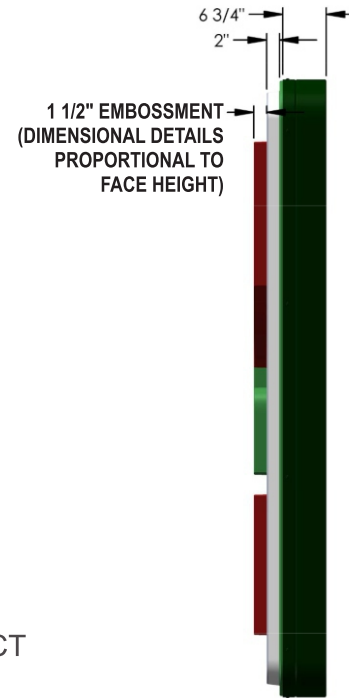
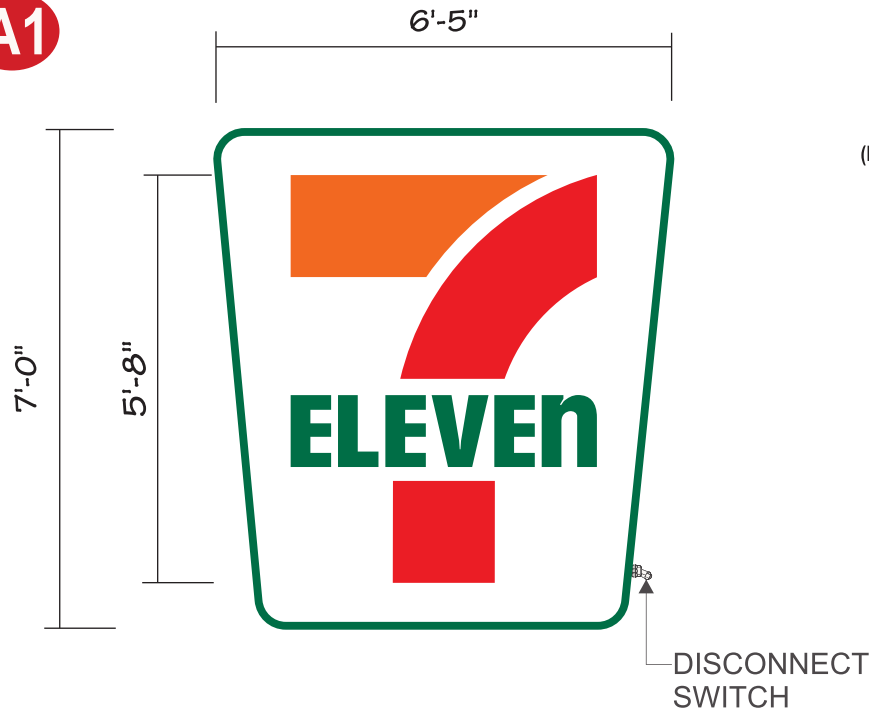
Job Location: Site # 1057018
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A1



CABINET:
EXTRUDED ALUM. CAB. & RETAINERS
PAINTED GREEN TM PMS 336C

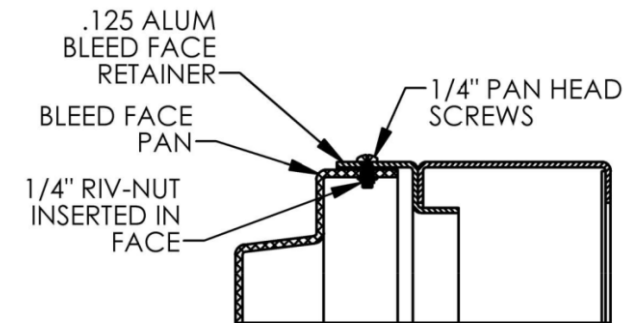
FACE:
PAN-FORMED & EMBOSSED CLEAR
POLYCARBONATE, BACK SPRAYED WHITE
WITH 2ND SURFACE APPLIED VINYL GRAPHICS.

ILLUMINATION:
WHITE LEDS

 3M Scotchcal **3730-3243**
Pantone PMS 1505 XGC

 3M Scotchcal **3730-6537**
Pantone PMS 336 C

 3M Scotchcal **3730-2723**
Pantone PMS 2347 XGC



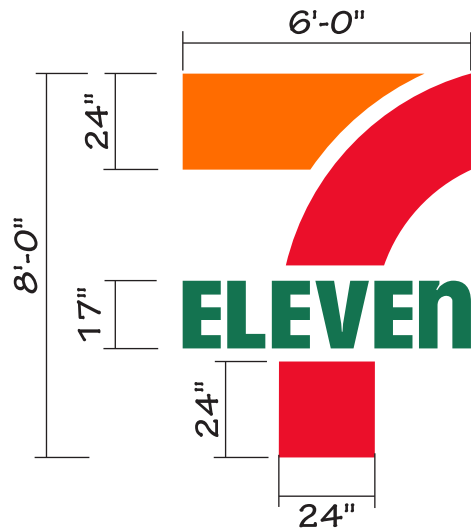
Display Square Footage (Cabinet): 45

Job Location: Site # 1057018
736 N. Dupont Hwy
Dover DE 19901
Date: February 10, 2025

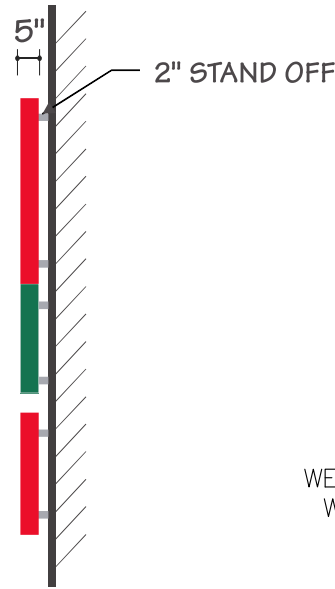


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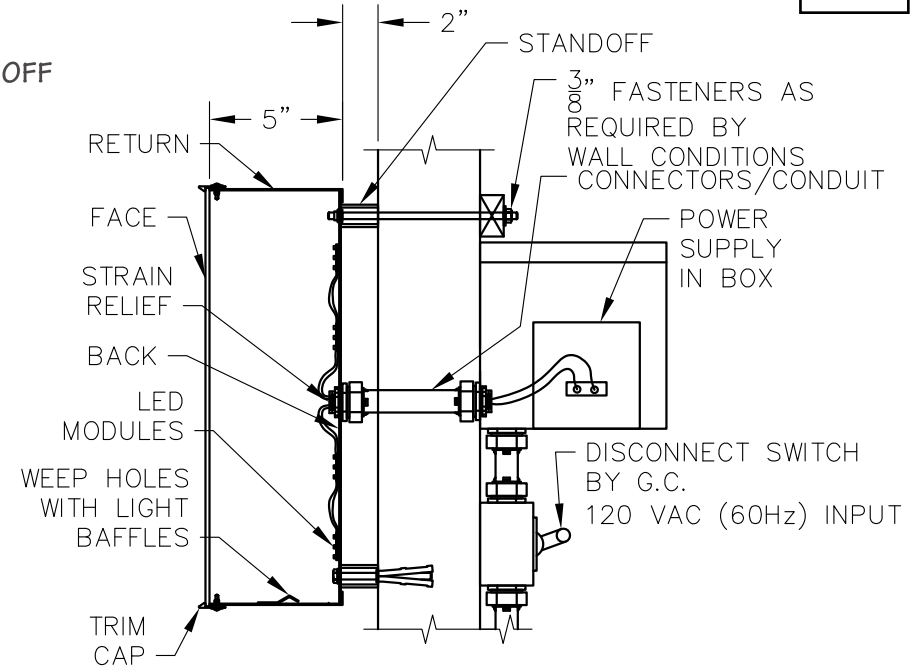
A2



FRONT VIEW



SIDE VIEW



FACES:

CLEAR ACRYLIC WITH 2ND SURFACE APPLIED VINYL. (CLEAR ACRYLIC BACKS W/ 36355-30 WHITE FILM)

TRIM CAP:

1" JEWELITE WHITE, PAINT TM RETURN.

RETURNS:

ALUMINUM PAINTED TM FACE COLOR

ILLUMINATION:

WHITE LEDS

3M Scotchcal **3730-3243**
Pantone PMS 1505 XGC

3M Scotchcal **3730-6537**
Pantone PMS 336 C

3M Scotchcal **3730-2723**
Pantone PMS 2347 XGC

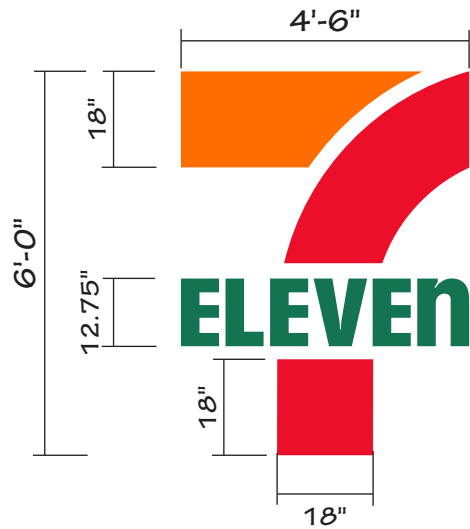
Display Square Footage : 48

Job Location: Site # 1057018
736 N. Dupont Hwy
Dover DE 19901
Date: February 10, 2025

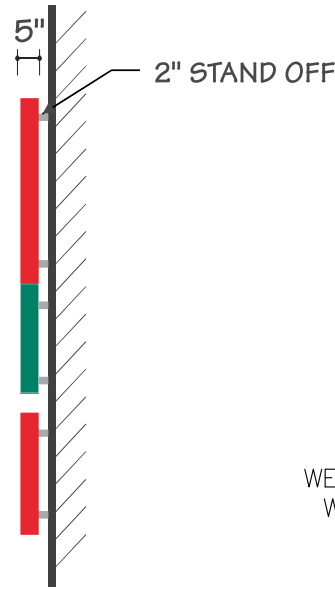


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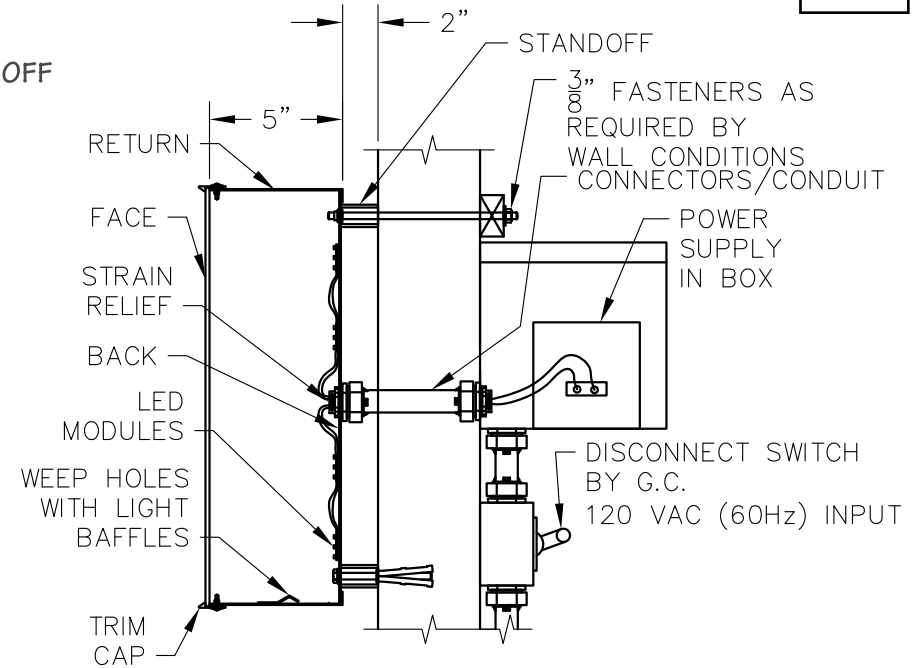
A3



FRONT VIEW



SIDE VIEW



FACES:

CLEAR ACRYLIC WITH 2ND SURFACE APPLIED VINYL. (CLEAR ACRYLIC BACKS W/ 36355-30 WHITE FILM)

TRIM CAP:

1" JEWELITE WHITE, PAINT TM RETURN.

RETURNS:

ALUMINUM PAINTED TM FACE COLOR

ILLUMINATION:

WHITE LEDS

3M Scotchcal **3730-3243**
Pantone PMS 1505 XGC

3M Scotchcal **3730-6537**
Pantone PMS 336 C

3M Scotchcal **3730-2723**
Pantone PMS 2347 XGC

Display Square Footage : 27

Job Location: Site # 1057018
736 N. Dupont Hwy
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Date: February 10, 2025



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E



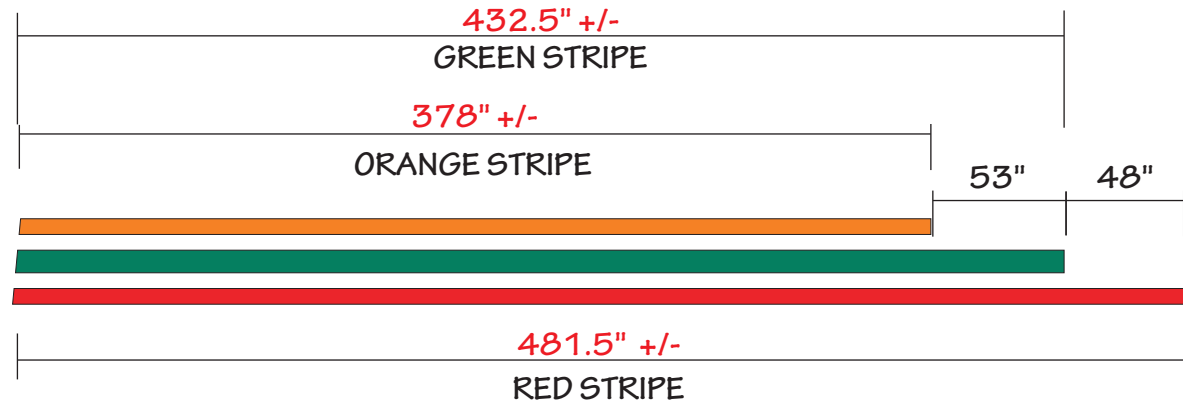
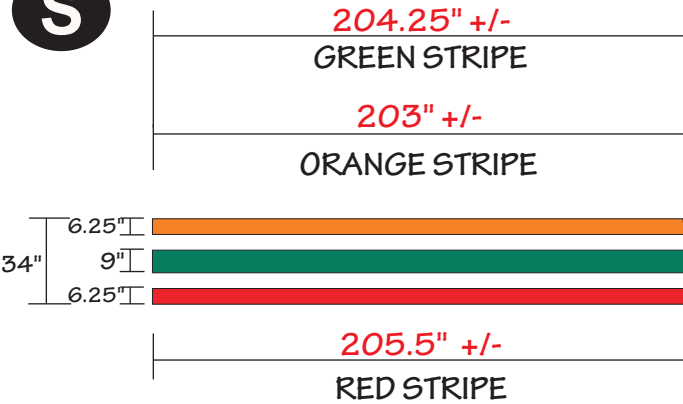
OPAQUE WHITE WELCOME VINYL LETTERS FOR
FIRST SURFACE IN FIELD APPLICATION TO NEW
BLDG. CANOPY FACE.

Job Location: Site # 1057018
736 N. Dupont Hwy
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Project Mgr.: Michelle Hoffman
michelle.hoffman@cummingsigns.com
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S



FACES:

CLEAR ACRYLIC WITH 2ND SURFACE APPLIED VINYL. (CLEAR ACRYLIC BACKS W/ 36355-30 WHITE FILM)

STRIPE BODY RETAINER ENDCAP SCREWS - PAINT TO MATCH FACE

ILLUMINATION:
WHITE LEDS

3M Scotchcal **3730-3243**
Pantone PMS 1505 XGC

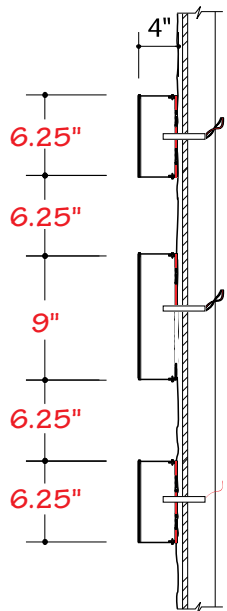
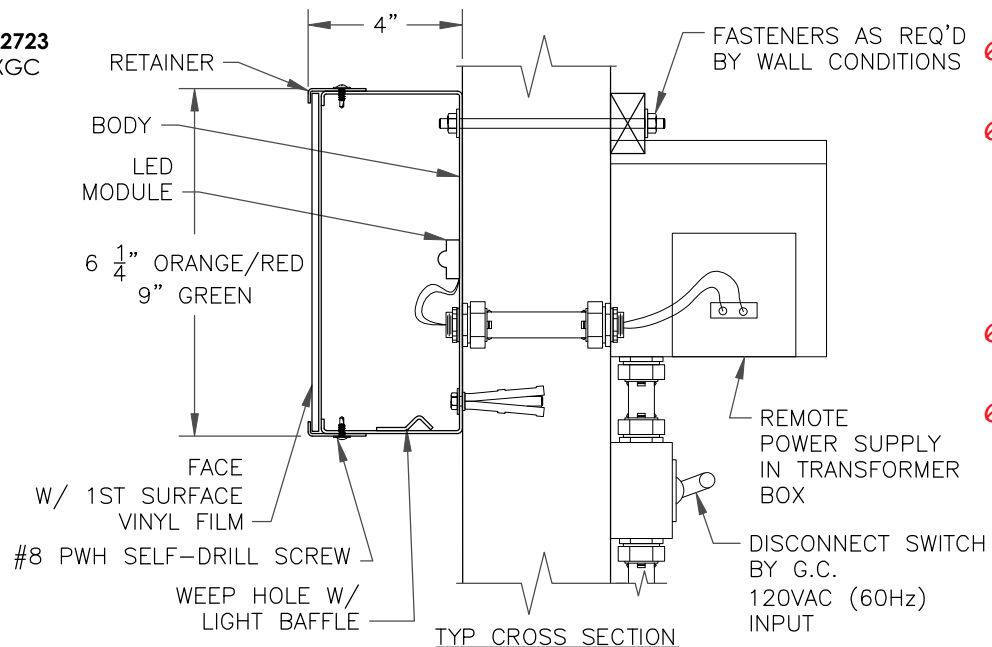
3M Scotchcal **3730-6537**
Pantone PMS 336 C

3M Scotchcal **3730-2723**
Pantone PMS 2347 XGC



- ☒ DIMENSIONS
- ☐ COLORS
- ☐ MATERIAL
- ☐ MOUNTING TYPE
- ☐ OTHER

STRIPE LENGTH SIZES SHOWN ARE APPROXIMATE AND SUBJECT TO CHANGE. ESTIMATES PROVIDED BASED ON THE ABOVE SIZES ARE ALSO SUBJECT TO CHANGE. FIELD SURVEY REQUIRED PRIOR TO MANUFACTURING.

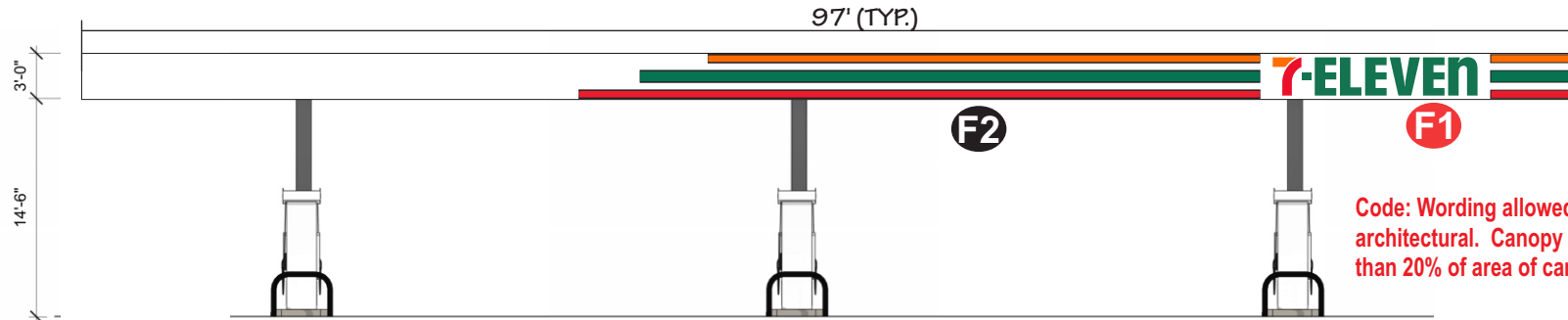


TRI-STRIP BAND SET

Job Location: Site # 1057018
736 N. Dupont Hwy
Dover DE 19901
Date: February 10, 2025

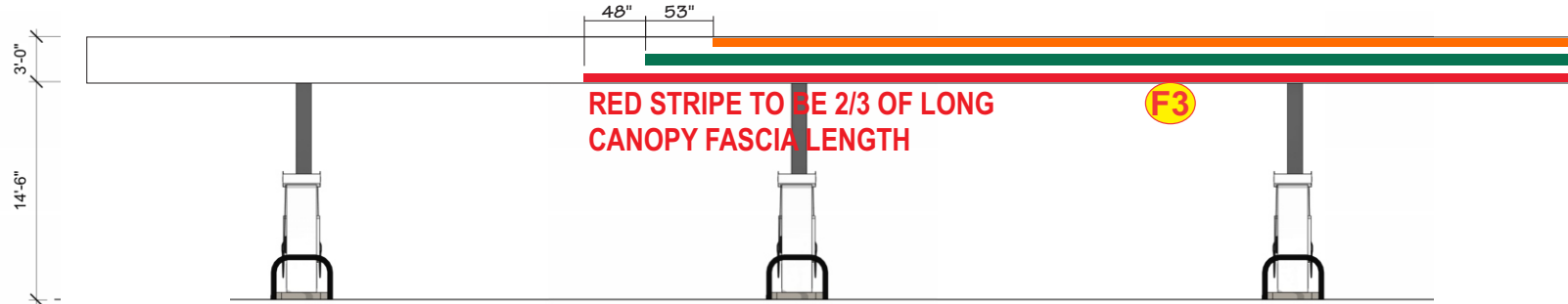


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michelle.hoffman@cummingsigns.com
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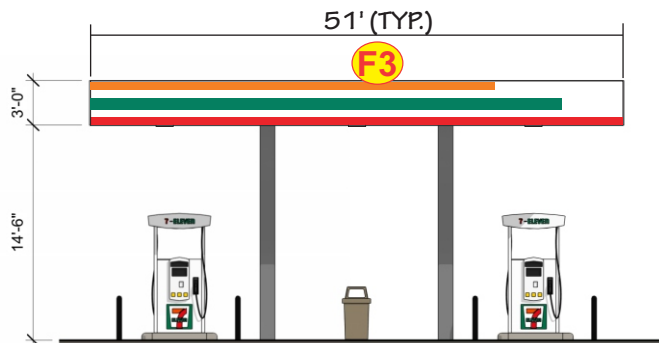
Code: Wording allowed on canopy; stripes likely counted as architectural. Canopy sign area shall be limited to no greater than 20% of area of canopy face which sign is applied.

FRONT (FACING STREET) - ILLUMINATED LETTERS & STRIPES BY CUMMINGS

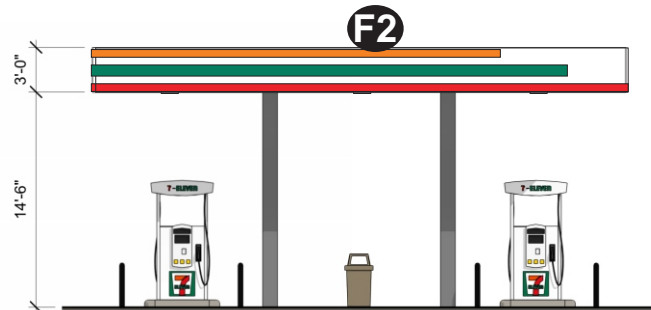


RED STRIPE TO BE 2/3 OF LONG CANOPY FASCIA LENGTH

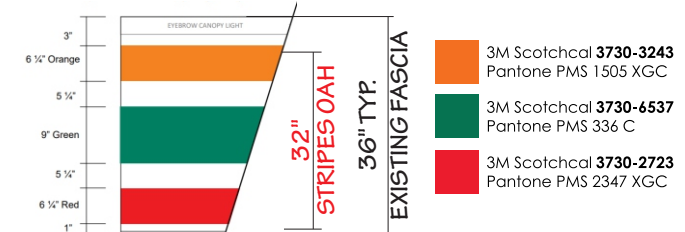
REAR (FACING STORE) - VINYL STRIPES & DOWN LIGHTING BY OTHERS



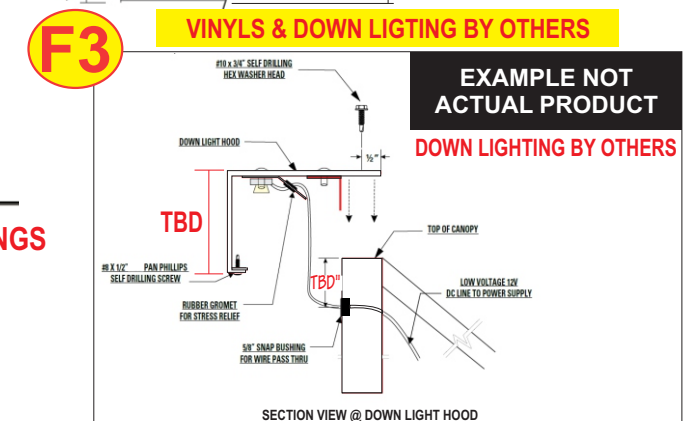
LEFT SIDE - VINYL STRIPES & DOWN LIGHTING BY OTHERS



RIGHT SIDE - ILLUMINATED STRIPES BY CUMMINGS



VINYLS & DOWN LIGHTING BY OTHERS



F1



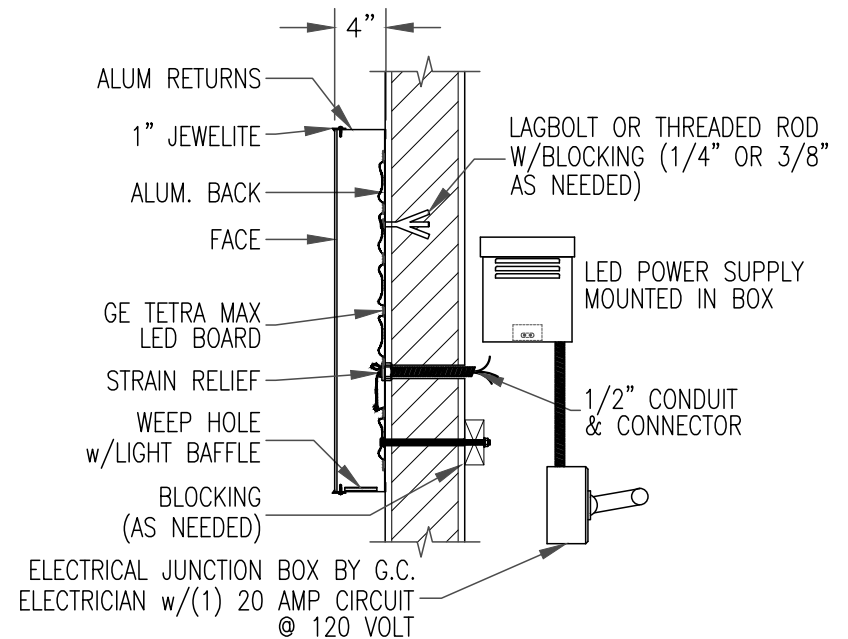
33.3 SQ. FT.

BACKS: WHITE ACMFACES: CLEAR ACRYLIC WITH 2ND SURFACE VINYLTRIM CAPS: 1" JEWELITE PAINTED TM FACE COLORRETURNS: ALUMINUM COIL PAINTED TM FACE COLORILLUMINATION: (FACE LIT) LED

 3M Scotchcal **3730-3243**
Pantone PMS 1505 XGC

 3M Scotchcal **3730-6537**
Pantone PMS 336 C

 3M Scotchcal **3730-2723**
Pantone PMS 2347 XGC



REMOTE LED CHLL LTR CROSS SECTION

SCALE: NTS (REFERENCE ONLY)
EQUIPMENT GROUNDED

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736 N. Dupont Hwy
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Date: February 10, 2025

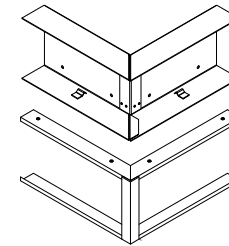
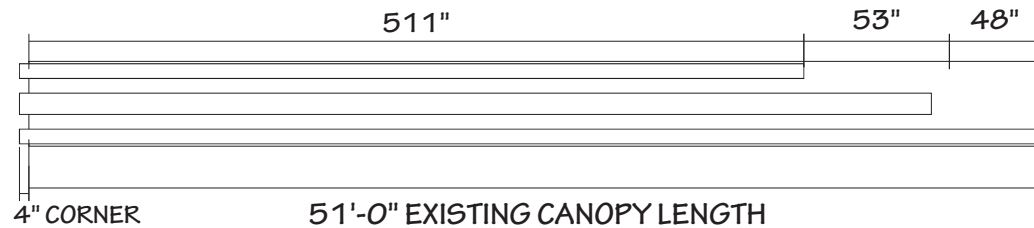
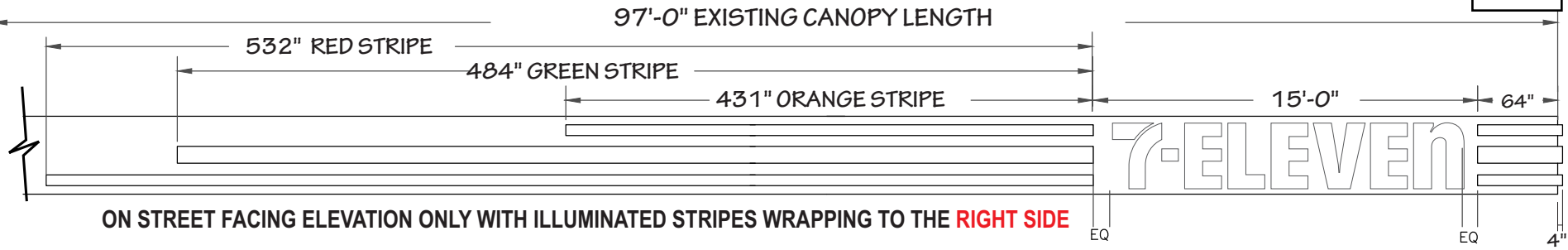


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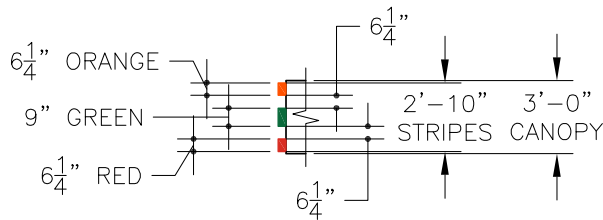
FUEL CANOPY CHANNEL TRI-STRIPES SETS - NEW IMAGE 2024

F2

Item 2.



**TRI-STRIPES
CORNER SECTION**



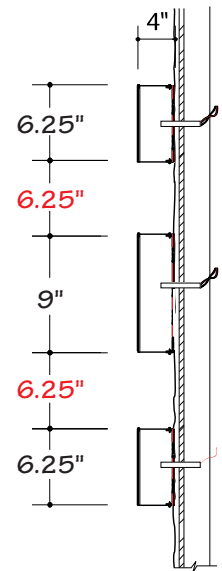
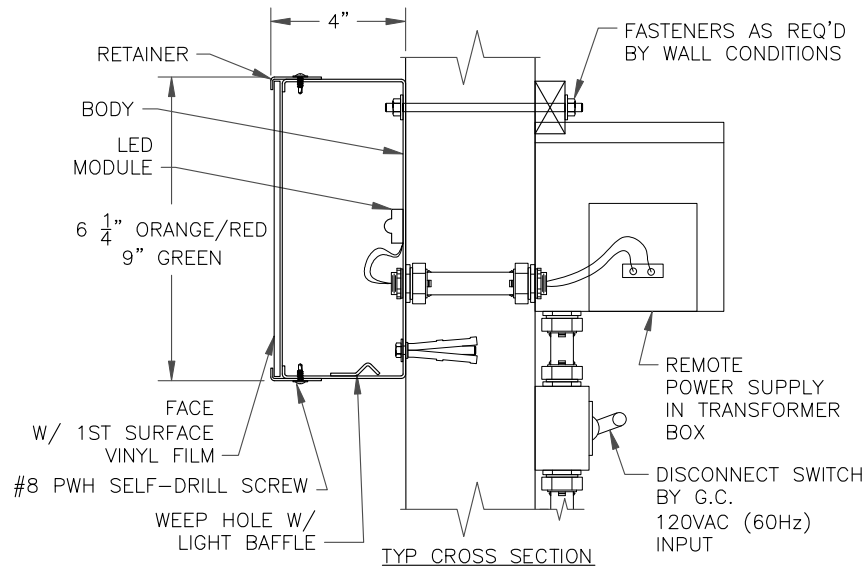
FACES:
CLEAR ACRYLIC WITH 2ND SURFACE
APPLIED VINYL. (CLEAR ACRYLIC
BACKS W/ 36355-30 WHITE FILM)

STRIPE BODY RETAINER ENDCAP
SCREWS - PAINT TO MATCH FACE

ILLUMINATION:
WHITE LEDS

ELECTRICAL NOTES:
TOTAL AMPS - 3.3 A
TOTAL CIRCUITS - 1 20A REQUIRED
VOLTS - 120V-277V

- 3M Scotchcal **3730-3243**
Pantone PMS 1505 XGC
- 3M Scotchcal **3730-6537**
Pantone PMS 336 C
- 3M Scotchcal **3730-2723**
Pantone PMS 2347 XGC

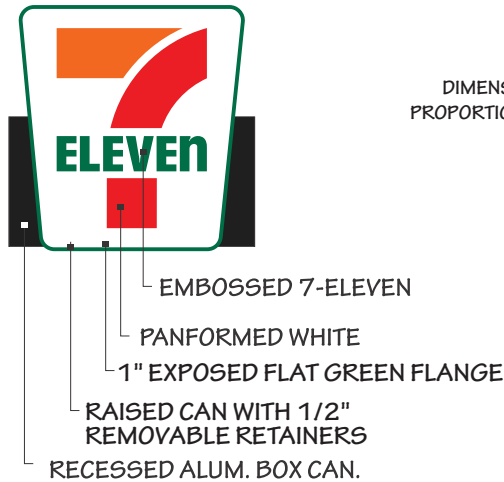
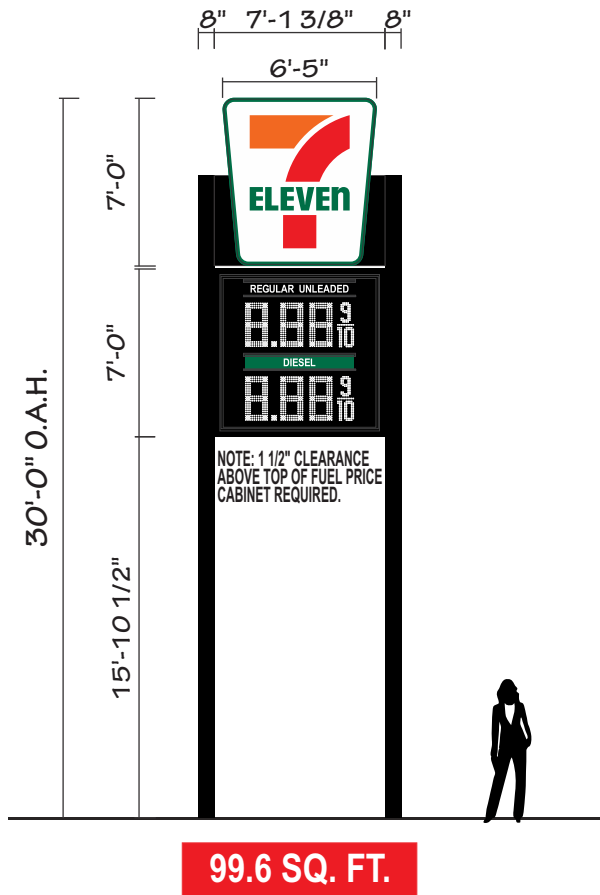


**TRI-STRIPES
BAND SET**

Job Location: Site # 1057018
736 N. Dupont Hwy
Dover DE 19901
Date: February 10, 2025



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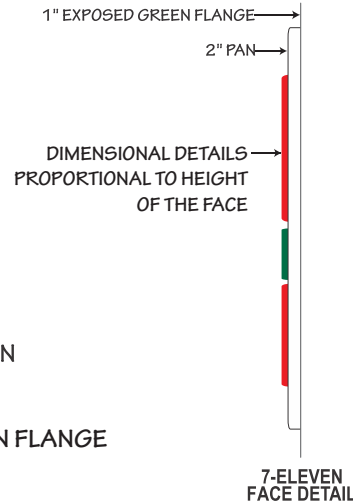
P1**WORD PLATES:**

7" X 54" CLEAR ACRYLIC W/ 4" COPY
WEEDED FROM BLACK VINYL TM FACE.

REGULAR UNLEADED

7" X 54" CLEAR ACRYLIC W/ 4" COPY
WEEDED FROM GREEN VINYL

DIESEL

**DF INTERNALLY ILLUMINATED PYLON SIGN**

Item 2.

7-ELEVEN SIGN HEAD

- 8" DEEP, DF EXTRUDED ALUMINUM CABINET & RETAINERS PAINTED GREEN.
- PAN-FORMED & EMBOSSED CLEAR POLYCARBONATE FACES W/2ND SURFACE DECORATION
- LED ILLUMINATION
- FABRICATED ALUM. RECESSED BOX CAN TO BE PAINTED TRICORN BLACK.

FUEL PRICE SIGN HEAD

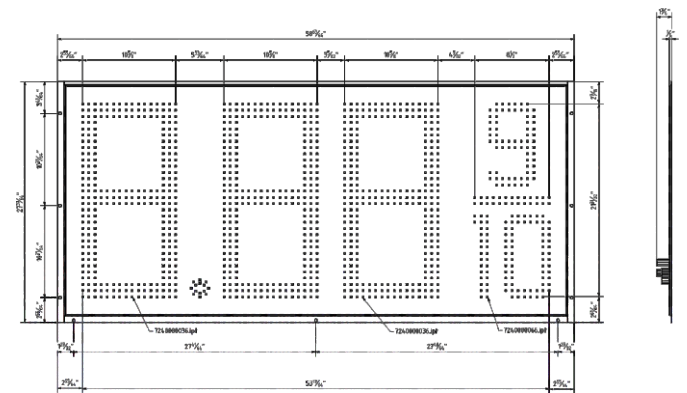
- 8" DEEP, DF EXTRUDED ALUMINUM CABINET & RETAINER PAINTED TRICORN BLACK SW 6258
- PAN-FORMED CLEAR POLYCARBONATE FACES BACK SPRAYED BLACK WITH WHITE RECTANGLES FOR FLAT CLEAR ACRYLIC WORD PLATES WITH COPY WEEDED FROM BLACK & GREEN BACK-GROUNDS TO SLIDE INTO 1ST SURFACE APPLIED CLEAR TRACKS.

FLAT PCU TACK (PWM) 22" WHITE LED DIGITS

- LED ILLUMINATION

7-ELEVEN COLORS

- 3M Scotchcal **3730-3243** Pantone PMS 1505 XGC
- 3M Scotchcal **3730-6537** Pantone PMS 336 C
- 3M Scotchcal **3730-2723** Pantone PMS 2347 XGC

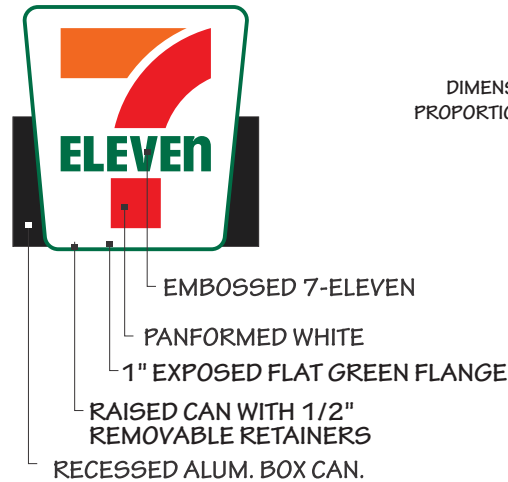
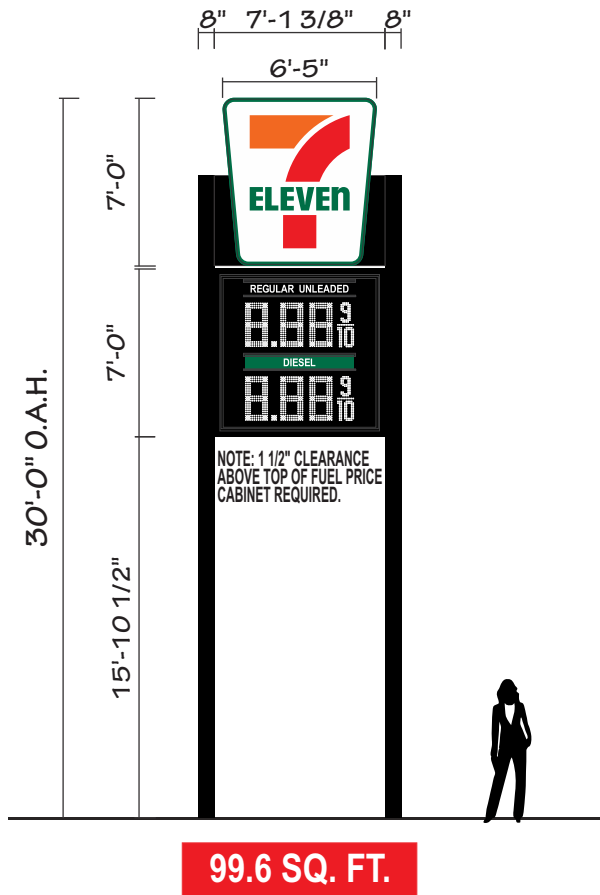
**FREESTANDING SIGNAGE -**

Code: Monument: 100sf / Setback is minimum of 15' & Pylon: 150SF if setback is 31' or more.
Can have (1) pylon or monument per frontage.

Job Location: Site # 1057018
736 N. Dupont Hwy
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Date: February 10, 2025



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michelle.hoffman@cummingsigns.com
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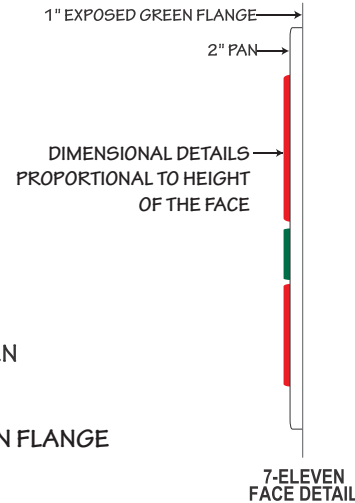
WORD PLATES:

**7" X 54" CLEAR ACRYLIC W/ 4" COPY
WEEDED FROM BLACK VINYL TM FACE.**

REGULAR UNLEADED

**7" X 54" CLEAR ACRYLIC W/ 4" COPY
WEDED FROM GREEN VINYL**

DIESEL



DF INTERNALLY ILLUMINATED PYLON SIGN

Item 2.

7-ELEVEN SIGN HEAD

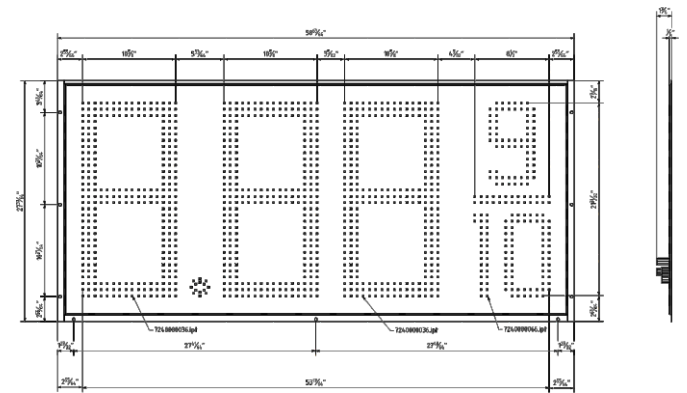
- 8" DEEP, DF EXTRUDED ALUMINUM CABINET & RETAINERS PAINTED GREEN.
- PAN-FORMED & EMBOSSED CLEAR POLYCARBONATE FACES W/2ND SURFACE DECORATION
- LED ILLUMINATION
- FABRICATED ALUM. RECESSED BOX CAN TO BE PAINTED TRICORN BLACK.

FUEL PRICE SIGN HEAD

- 8" DEEP, DF EXTRUDED ALUMINUM CABINET & RETAINER PAINTED TRICORN BLACK SW 6258
- PAN-FORMED CLEAR POLYCARBONATE FACES BACK SPRAYED BLACK WITH WHITE RECTANGLES FOR FLAT CLEAR ACRYLIC WORD PLATES WITH COPY WEEDED FROM BLACK & GREEN BACK-GROUNDS TO SLIDE INTO 1ST SURFACE APPLIED CLEAR TRACKS.
- FLAT PCU TACK (PWM) 22" WHITE LED DIGITS
- LED ILLUMINATION

7-ELEVEN COLORS

-  3M Scotchcal **3730-3243** Pantone PMS 1505 XGC
 3M Scotchcal **3730-6537** Pantone PMS 336 C
 3M Scotchcal **3730-2723** Pantone PMS 2347 XGC



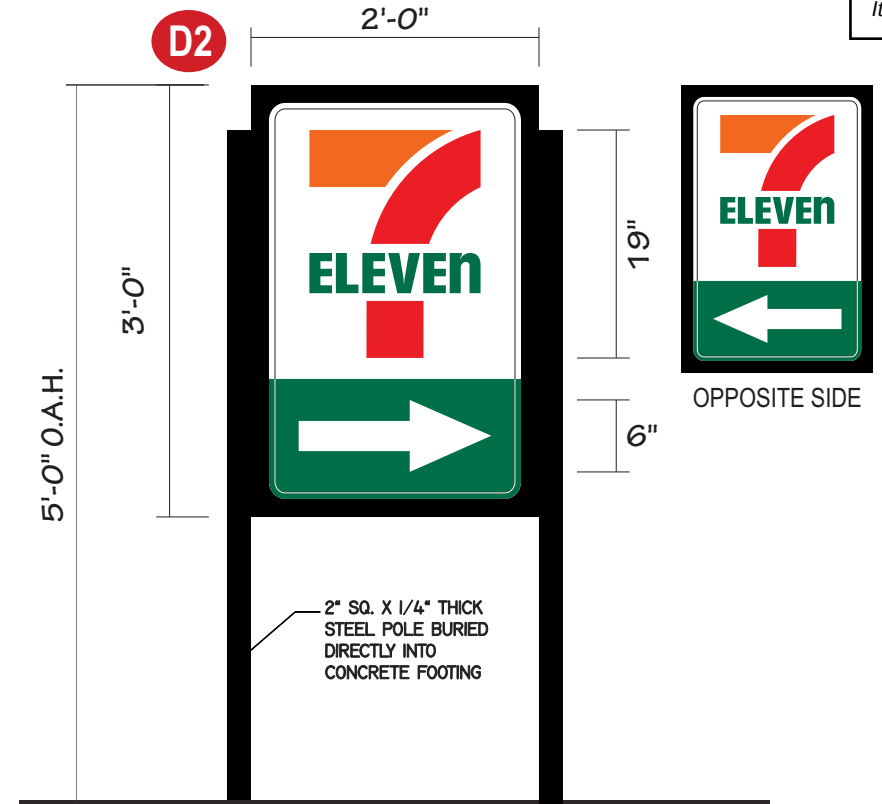
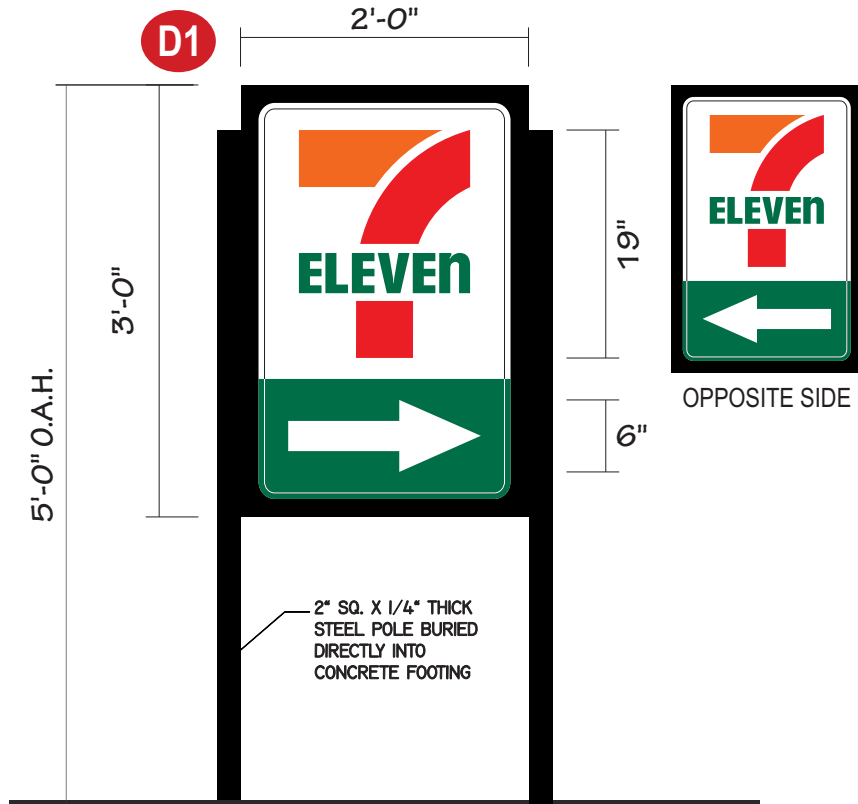
FREESTANDING SIGNAGE -

Code: Monument: 100sf / Setback is minimum of 15' & Pylon: 150SF if setback is 31' or more.
Can have (1) pylon or monument per frontage.

Job Location: Site # 1057018
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INSTALL NOTE: ENTER DIRECTIONAL
ENTER: ARROWS TO POINT TOWARD PROPERTY.

INSTALL NOTE: EXIT DIRECTIONAL
ARROWS POINT TOWARD STREET OR AWAY FROM PROPERTY.

DIRECTIONAL SIGNAGE -
Code: Allowable area NTE 8sf./4' MAX OAH/max area 5sf.

6 SQ. FT.

Job Location: Site # 1057018
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Date: February 10, 2025



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Project Mgr.: Michelle Hoffman
michelle.hoffman@cummingsigns.com
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Pre-Permit Sign Info

Property ID: **1057018** Completion Date: **12/30/2024**

Site Name: _____

Address: **736 N Dupont Hwy** MSP/Design Standards? **No, Follow Sign Regs**

City, ST Zip: **Dover, DE 19901**

Zoning & Permit

1. Zoning/Class: **C4 - Highway Commercial (Urban Principal Arterial)**

1b. Overlay: _____

2. Contact & Title: **The Department of Planning & Zoning: Dawn Melson-Williams, Principal Planner**

3. Phone Number: **(302) 736-7010 / 302-736-7196** Email: permitsandlicenses@dover.de.us

4. Address: **15 Loockerman Plaza, Dover DE 19901**

5. Jurisdiction: **City/Town of: City of Dover, DE**

6. Permit Fees: **\$0.75 per sq ft with a minimum of \$50.00**

180 days from the date of issuance. One 180-day extension may be granted without additional charge to the permit holder. Additional 180-day extensions may be granted with payment of a renewal fee as specified in Appendix F: Fees and Fines.

7. Time Frame: **up to 15 business days** Expires: **specified in Appendix F: Fees and Fines.**

8. Permit for Sign Box replacement? **Yes** Pole/pylon Signs? **Yes**

9. Permit for Face replacement? **Yes** Wall Signs? **Yes**

10. Permit for Static Pricer-to-LED Swap? **Yes** LED light change? **Yes**

11. Permit Req for Sign Relocation? **Yes**

12. Engineer Seals required? **Yes**

13. Other Restrictions? _____

Wall Signs

1.A. Formula: **equal to or less than 15% of total wall area**

Wall area: For purposes of calculating wall area, the calculations shall include the height of the wall from ground level to the roofline (mansard roofs also count as wall area), multiplied by the width of the wall (including all architectural features).

B. Max. Sq. Ft all Wall signs: **no max**

C. Max. per SIGN Face Per WALL: **no max for each sign - follow formula**

Primary: **no max for each sign - follow formula**

Secondary: **no max for each sign - follow formula**

Side: **no max for each sign - follow formula**

Rear: **no max for each sign - follow formula**

D. Calculation Method: **The area of the smallest geometric figure, or the sum of the combination of regular geometric figures.**

E. Allowable square footage per building face / elevation:

Primary: **no max for each sign - follow formula**

Secondary: **no max for each sign - follow formula**

Side: **no max for each sign - follow formula**

Rear: **no max for each sign - follow formula**

In cases where only one wall sign is permitted because the lot has one frontage, the business may choose to locate the sign on any exterior wall of the building to afford the best possible visibility for the traveling public.

In cases where more than one wall sign is permitted, the city planner or their authorized designee may allow the business to locate the additional wall sign on a different exterior wall of the building to afford the best possible visibility for the traveling public.

F. Any allowances transferrable? _____

2. Illumination: **Internal/External-No flashing, strobing, or moving** Page 1 of 8

7-11 - 1057018 - Dover DE - Code Check Form

Item 2.



3. # allowed:	2 p/ street frontage
4. Max Letter Ht:	Not Stipulated
5. Max. Ht. above grade:	not extend above roofline or wall to which sign is attached
6. Channel Letters: Mount style:	not stipulated
6b. Color restrictions:	not stipulated
6c. Other restrictions:	As per Daw, stripes will likely be considered architectural features, and not count towards allowable sign sq ft
7. Internally Lit Cabinet signs allowed:	not stipulated otherwise
7b. - Opaque background required?	not stipulated
8. Projecting Signs: Max Projection	considered a projecting sign if projects more than 18" from the wall
9. Clearance from Grade:	8' from grade
10. Gas Pricers allowed on Bldg?	not stipulated
11. List prohibited sign types:	

Sign prohibited in all districts.

- A. Signs which emit audible sound, vapor, smoke, odor, particles or gaseous matter.
B. Any sign which competes for attention with, or may be mistaken for, traffic signals. Also, any sign that is determined by the city planner to constitute a traffic hazard by reason of size, location, content, color, or type of illumination.
C. Off-premises signs of any type (billboards, temporary signs, directional signs for developments, etc.), except for shared freestanding signs as provided in subsection 4.4—Design requirements, A.5., and subsection 4.9—Supplementary sign provisions, F., of this section.
D. Inflatable signs, except as specifically permitted in subsection 4.9—Supplementary sign provisions, D.3., of this section.
E. Reserved.
F. Signs painted on or attached to trees, fence posts, natural features, or telephone or utility poles.
G. Signs that are flashing, rotating, or that give the appearance of movement, or are illuminated by flashing or intermittent lights, or lights of changing degrees or intensity, except as permitted under subsection 4.4—Design requirements, of this section.
H. Temporary signs made of cardboard, paper, canvas or similar impermanent material, except those permitted in subsection 4.9—Supplementary sign provisions, of this section.
I. Window signs covering more than 50 percent of a window or a door, or mounted above the first floor, except those permitted in subsection 4.9—Supplementary sign regulations, A.5., of this section.
J. Pennants, balloons, streamers, flags, etc. except when permitted in subsection 4.5—Signs permitted in all districts and not requiring permits and in subsection 4.9—Supplementary sign regulations, D.1., of this section.

12. Building-mounted Readerboards allowed:

If Allowed, timing, content or other restrictions:

Not stipulated if allowed on building or not

☐ Manual ☐ LED ☐ Both ☐ None



Freestanding Signs

1.A. Formula: N/A

B. Max. SqFt/freestanding sign: Monument or Post & Panel: 100 sq ft / Pylon: 100 s ft if setback is min of 15' setback up to 30' setback - OR - Pylon: 150 sq ft if setback is 31' or more

C. Max. Per Face: The area of 2-sided signs shall be computed as 50% of the sum of the area of all faces of the sign.

D. Overall Height: Monument or Post & Panel: 10' / Pylon: 30'

E. Min. Clearance:

2. # allowed: Can have 1 Monument or post and panel per entrance OR 1 pylon p/ frontage

3. Shared Pylon? permitted

4. Min. distance betw. signs: min 50'

5. Setbacks:

A. Front: Monument or Post & Panel: 10' from ROW / Pylon: 15' from ROW

B. Side:

No sign or landscaping in excess of three feet in height above the adjacent street grade, shall be erected, placed or maintained on any corner within the triangular area formed by intersecting right-of-way lines. Two sides of the triangular area shall be 20 feet in length and measured from the point of intersection of the right-of-way lines.

7. WindLoad: Dawn didn't know the wind load requirements. I have a call into Buildings and will update once I hear back

8. Must gas Pricer show Diesel? not stipulated

9. Must we show cash/credit pricing? not stipulated

10. Minimum height for gas pricer? within sign allowances

11. Readerboard types allowed:

IF LED's allowed: As deemed appropriate by Planning Board

A. Colors NOT allowed:

☐ Red

☐ Green

☐ Amber/Yellow

☐ Blue

☐ Manual

☐ LED

☒ XD

☐ Both

☐ None

☐ Full Color Allowed

☐ No Color Restriction

Other: not stipulated in code

B. If certain colors, ie. red, green, yellow are restricted is a full-color unit prohibited?

Explain:

☐ Yes ☐ No

C. Operating Restrictions:

☒ No Scrolling

☒ No Flashing

☐ Community Message Required

☐ Time-Temp Required

☐ No Restrictions

☐ Interval restrictions

Changeable signs.

1. Changeable signs may be incorporated into a sign face when the changeable component of the sign face occupies less than 70 percent of the total area of that sign face.

2. Changeable sign area shall be integrated into the sign face and shall be enclosed by a border or similar enclosure so as to form one sign panel.

3. Electronic message centers (EMC):

(a) The following EMC display features and functions are permitted: scrolling, fading and dissolving while transitioning between messages.

(b) EMC's shall have a minimum display time of eight seconds. The transition time between message and/or message frames is limited to one second.

(c) The following EMC display features and functions are prohibited: traveling, flashing, spinning, rotating, any other moving effects, and all dynamic frame effects or patterns of illusionary movement or simulated movement.

Other (Explain)

D. Interval/Frequency

times per

Seconds

Hour

Day

☐ Not Stipulated

E. Animation

☒ No animation/moving pictures

☐ No graphics

☐ No Logos

☐ No Restrictions

Other (Explain)

F. Is 24-hour operation of LED readerboard allowed?

☐ Yes ☐ No

☐ With Restrictions

All illuminated signs must comply with the maximum luminance level of 750 cd/m2 or Nits at least one-half hour before Apparent Sunset. All illuminated signs must comply with this maximum luminance level throughout the night, if the sign is energized, until Apparent Sunrise.

G. If special use permit or review board required, explain: no

9. Architectural requirements for

not stipulated in code

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Item 2.

Job Location: Site # 1057018
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the design of the base?:

Hi-Rise Pylon Signs

Not Allowed

1.A. Formula:	
B. Max. SqFt/freestanding sign:	
C. Max. Per Face:	
D. Overall Height:	
E. Min. Clearance:	
2. # allowed:	
3. Shared Pylon?	
4. Min. distance betw. signs:	
A. Front:	
B. Side:	
6. WindLoad:	
7. Must gas Pricer show Diesel?	
8. Must show cash/credit pricing?	
9. Minimum height for gas pricer?	

Job Location: Site # 1057018
736 N. Dupont Hwy
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CUMMINGS

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Directionals

1. Permit Required? if more than 5 sq ft (NTE 8 sqft) each 2. # Allowed: _____
3. Allowable Area: 5 sq ft each (NTE 8 sq ft) 4. Copy area Sq Feet? 5 sq ft each
5. Maximum Height: 4' 6. Logo/Copy allowed? not stipulated

Directional signs limited in area to no more than five square feet per sign, plus one square foot for each additional tenant. A permit is required for directional signs identifying the entrance or exit of a site if over five square feet in sign area. The sign area for these larger directional signs shall not exceed eight square feet and shall not be over four feet in height.

Temporary Signs

1. 'Coming Soon' banner allowed? yes 2. Permit Required? No
3. Allowable time-frame for banner 6 mos

Signs noting a tenant, store, building, etc. is "coming soon", which sign shall not exceed 32 square feet and only one sign is permitted on the site. The sign shall be 50 feet from other signs. The sign shall not be placed on the site for more than six months. After six months the sign shall be removed even if the tenant, store, building, etc. has not opened or been constructed.

4. Restrictions: _____
5. Freestanding Temporary Signs allowed? Yes 6. Permit Required? No
7. Allowable time-frame for freestanding: not stipulated

Signs denoting the architect, engineer, developer, or contractor placed on premises where construction, repair, or renovation is in progress, which signs shall not exceed 32 square feet in area. No more than two signs of any type are permitted for any one property or building project. Signs shall be 50 feet from other signs on the site, except where it is not physically possible, then the signs shall be as far away from the other sign as much as possible.

8. Restrictions: _____

Gas Canopy

See #5 this section

- | 1. Is wording allowed on canopy? | X | Yes | No | Is it part of wall signs? | Yes | No |
|---|---|----------------|----|---------------------------|-----|----------------|
| 2. Can existing canopy be refaced? | | Yes | No | Does logo count on sq.ft? | X | Yes |
| 3. Custom Logo Allowed: | X | Yes | No | Is Permit Required? | X | Yes |
| 4. Multi-colored stripes allowed on canopy? | | Yes | No | Cost: | | No |
| 5. Gas Pricers allowed on Canopy? | | not stipulated | | Is architectural fee | X | Yes |
| | | | | | | No |
| | | | | | Yes | not stipulated |

- (a) Canopy sign height shall not exceed 30 feet.
- (b) Canopy sign copy shall be directed toward a public street.
- (c) Canopy sign area shall be limited to no greater than 20% of the area of the canopy face to which the sign is applied.

5. Formula for Allowance: permitted
6. Illumination on Canopy? stripes will likely be considered architectural feature
7. Other sign restrictions? _____

Car Wash

Not Applicable to Site

1. Is "tri-stripe" allowed? _____
2. Sign Sqft Entrance: _____ Exit: _____
- Approach: _____ Back: _____
3. Is the above square footage included in Building signs? _____
4. Are Non-illuminated way-finding signs allowed & exempt from permit? _____

Additional Questions

1. LED gas-pricers allowed? If yes, Size Limitations: yes within sign allowances
- If no, is there a process to get LED approved? _____
- If no, are mechanical/scrolling pricers allowed? _____

Exempt signs.

- (a) State or federal required price per gallon signage shall not count towards overall sign area for the site, unless they exceed 32 square feet in size.
2. Pump signage allowance: (b) Price per gallon signs not exceeding two square feet, located on the pump itself.
3. If current pylon is grandfathered & we change cabinets/face, must new cabinet/face meet new regulations? _____
4. Any outstanding violations for this property? N/A
5. When calculating the sqft for sign, is the background color (area the sign is attached to) or any decorative accents/lines outside the logo, _____

included as part of the square footage? The area of the smallest geometric figure, or the sum of the combination of regular geometric figures.

6. Any additional requirements/restrictions for gas station signs? no additional stipulations in code above what I provided on this form

Variances Info 7-11 - 1057018 - Dover DE - Code Check Form



3rd Wednesday of each month @ 9am

2. App. Deadline: 1 month

1. Meeting Date:

3. Processing Time: approximately 2 months - pre-application meeting can be done virtually

4. Documents Required:	8 + digital	# of Sets	Building elevations	X	Installation drawings	X	Legal description	X
5. Likelihood of Success	About 50% (Dawn said % EST		Plot plan	X	Photo of existing		Engineer Seal	X
6. Filing Fee	\$625.00 filing fee per application		Graphic Drawings	X	Other			

Area variance. A variance shall be considered an area variance if it relates to bulk standards, signage regulations, and other provisions of the zoning ordinance that address lot layout, buffers, and dimensions. In considering a request for an area variance, the board shall evaluate the following criteria and document them in their findings of fact:

- The nature of the zone in which the property lies;
- The character of the immediate vicinity and the contained uses therein;
- Whether, if the restriction upon the applicant's property were removed, such removal would seriously affect neighboring properties and uses; and
- Whether, if the restriction is not removed, the restriction would create unnecessary hardship or exceptional practical difficulty for the owner in his efforts to make normal improvements in the character of that use of the property that is a permitted use under the provisions of the zoning ordinance.

Notes

WINDOW SIGNAGE

- Three window signs shall be permitted as additional signage on walls fronting on the public right-of-way.
- Window signs shall not cover more than 50% of any window exclusive of window and/or door frame.
- Windows principally viewed from drive aisles and parking lots and not prominently visible from the public right-of-way shall be exempt from restrictions on the number of signs, and may be approved by the city planner for a window coverage area greater than 50% when the business elects to have less window signage than permitted on the windows fronting on, or prominently visible from, the public right-of-way.
- Window signs shall be permitted on windows on the first floor of a building only.
- The city planner may waive the provisions of this subsection when it has been demonstrated that the proposed window signs are of a unique or superior quality and style, and are intended to complement the architectural design of the building, or when the business elects to use less wall signs than permitted for the purpose of complementing the architectural design of the building. Signs granted this waiver are not exempt from the requirement to obtain a sign permit.

No permit required: Signs designating the name and address of the occupants, hours of operation, security notices, and business policy statements, and may not exceed 4 sq ft.

Sign criteria is reported as presented to us as of the "Completion Date". This provider is not responsible for changes in local sign code after the completion date, nor for the review process, interpretations, calculations or fees of local authorities. It is understood that a permit will be obtained prior to manufacture, if required by authorities.

Notes

Sign illumination standards.

1. A sign may be illuminated at night. Signs that are illuminated at night may not exceed a maximum luminance level of 750 cd/m² or Nits, regardless of the method of illumination.
2. Signs that have external illumination, whether the lighting is mounted above or below the sign face or panel, shall have lighting fixtures or luminaries that are fully shielded.
3. All illuminated signs must comply with the maximum luminance level of 750 cd/m² or Nits at least one-half hour before Apparent Sunset. All illuminated signs must comply with this maximum luminance level throughout the night, if the sign is energized, until Apparent Sunrise.

Item 2.





Dover, Delaware - 7-Eleven Sign Permit (#25-1482)

From Ann Marie Townshend <annmarie.townshend@rossitg.com>

Date Wed 10/29/2025 10:03 AM

To Laura@econosigninc.com <laura@econosigninc.com>

Cc Melson-Williams, Dawn <DMelson@dover.de.us>; Townsend, Ann Marie <atownsend@DOVER.DE.US>

Good morning.

We have completed the review of the sign permit application for 7-Eleven, to be located at 736 N. DuPont Highway (Permit #25-1482).

Based upon this review, the following signs do not comply with the Sign Regulations and must be modified as follows:

- P2 - Pylon side at entrance from North State Street. North State Street is an Urban Minor Arterial, and pylon signs are not permitted on Urban Minor Arterials. Additionally, this location is "adjacent to residential" according to the definition within the Sign Regulations. A monument sign with a maximum height of seven (7) feet and maximum sign area of 32 SF is permitted.
- Directional signs at six (6) SF as proposed comply with the Sign Regulations, but they must be reduced in height to not exceed four (4) feet in height.

If you have questions, please let me know.

Ann Marie Townshend, AICP, CC-P

Senior Project Manager

(c) 302.242.0381 (o) 302.672.0093

AnnMarie.Townshend@Rossitg.com

Rossi Group

WBE/DBE/SBE Certified

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Book time to meet with me

Exhibit I: Photos of North State Street Corridor

Compass Point Sign



Silver Lake Center Sign



N. State Street Looking South



N. State Street Looking North



RULES OF PROCEDURE OF THE BOARD OF ADJUSTMENT OF CITY OF DOVER, DELAWARE

These rules shall govern the procedure of the Board of Adjustment of the City of Dover, Delaware.

Definitions

"Agenda" includes but is not limited to a general statement of the major issues expected to be discussed at a public meeting, as well as a statement of intent to hold an executive session and the specific ground or grounds therefor.

"City" means the City of Dover, Delaware, unless otherwise specified.

"Board of Adjustment" or **"Board"** means the Board of Adjustment of the City of Dover, Delaware.

"Meeting" means the formal or informal gathering of a quorum of the members of the Board of Adjustment for the purpose of discussion or taking action on public business.

"Chairman" means the Chairman of the Board of Adjustment.

"Presiding Officer" means the Chairman of the Board of Adjustment, or such other person who presides over the meetings of the Board of Adjustment, pursuant to the Rules of the Board of Adjustment.

"Public business" means any matter over which the Board of Adjustment has supervision, control, jurisdiction or advisory power.

Rule 1 - Duties

- 1.1 The Chairman shall preside at all meetings or hearings of the Board, decide all points of order or procedure, and perform all duties required by law or these Rules.
- 1.2 The Department of Planning and Inspections shall conduct, at the discretion of the Board, all official correspondence of the Board, send out all notices required by law and by these Rules of Procedure, keep records of each examination of other official action of the Board and perform all duties required by law and these Rules of Procedure.
- 1.3 In the absence of the Chairman, the presiding officer, with all powers and duties of the Chairman enumerated herein, shall be the Vice-Chairman as elected from its membership by a majority vote of all of the members of Board of Adjustment. In the absence of the Vice-Chairman, the presiding officer, with all powers and duties of the Chairman enumerated herein, shall be such other member of the Board of Adjustment as is elected by a majority vote of the members of Board of Adjustment present.

Rule 2 - Order of Business; Conduct of Meetings

- 2.1 The order of business at each regular meeting of the Board of Adjustment shall be as follows:
 - Call to Order
 - Pledge of Allegiance
 - Roll Call
 - Approval Agenda
 - Approval of Minutes
 - Communications of Reports
 - Old Business
 - New Business
 - Adjournment

- 2.2 The order of business can be altered at any duly constituted meeting by an affirmative vote of a majority of the Board of Adjustment members present. The privilege of the floor may be granted to the public at any time by presiding officer.
- 2.3 During public hearings, the presiding officer may set reasonable time limits on public comments. An individual may submit a written statement in lieu of or in addition to verbal comments. The presiding officer may terminate or limit testimony which is irrelevant or unduly repetitive.
- 2.4 Every attempt will be made to complete all business scheduled. In the event that the presentation of a scheduled agenda item takes longer than reasonably anticipated, the presentation may be suspended by approval of majority of the Board of Adjustment members present. A motion to suspend a presentation should, to the extent possible, include the date and time at which the remainder of the presentation will be heard.
- 2.5 Testimony at public hearings shall be taken under oath which shall be administered by the Board's attorney or any other individual as may be directed by the presiding officer.

Rule 3 - Meetings of the Board of Adjustment

- 3.1 Regular meetings shall be held in City of Dover City Hall Council Chamber or such other location as designated by majority vote of all the members of the Board of Adjustment.
- 3.2 Regular meetings shall convene at 9:00 A.M. on those days when a meeting has been properly noticed and advertised.

- 3.3 Special meetings and executive sessions may be held as provided in Title 29, Chapter 100 of the Delaware Code. Special meetings may be called by the Chairman upon at least 48 hours' notice to each member. The Chairman shall call a special meeting within 10 days of receipt of a written request from any two members of the Board. Notice of a special meeting shall include an explanation as to why the notice required in Rule 4 could not be given.
- 3.4 Except for executive sessions, all meetings shall be open to the public.
- 3.5 Minutes of all meetings, including executive sessions, shall be kept and made available for public inspection and copying. At a minimum, the minutes shall include a record of attendance and a record, by individual members of the Board of Adjustment, of each vote taken and each action agreed upon.

Rule 4 - Public Notice of Meetings

- 4.1 Public notice of all meetings shall be posted on the public bulletin board located in City Hall and on the official City of Dover website.
- 4.2 Public notice, property posting and advertisement of meetings and public hearings shall comply with all applicable provisions of State law and City of Dover ordinances. In addition, notice of a public hearing shall be mailed to an appellant or applicant (or attorney or agent of the appellant or applicant) at least 15 days before the date of the hearing.

Rule 5 - Agenda

- 5.1 The agenda for Board of Adjustment meetings shall be available to members of the Board of Adjustment at least one week prior to the scheduled meeting.
- 5.2 The Director of the Department of Planning and Inspections shall be responsible for the preparation and contents of the agenda. Any member of the Board of Adjustment may place items on the agenda by contacting the Director of Planning and Inspections, either verbally or in writing, prior to the posting of the agenda. Any other person may

request to have items placed on the Board of Adjustment agenda by notifying the Director of Planning and Inspections, in writing; provided, however, that items requested to be placed on the agenda that are not, in the opinion of the Director or Planning and Inspections, of Board of Adjustment jurisdiction, or which do not meet requirements of notice or advertisement, will not be placed on the posted agenda. Those items that do not qualify as Board of Adjustment business will be responded to by the Director of Planning and Inspectiuons and copied to the members of the Board of Adjustment.

- 5.3 Items which arise at the time of the Board of Adjustment's meeting may be added to the agenda, and items may be deleted from the agenda, by a majority vote of all of the members of the Board of Adjustment present, subject to requirements of advertisement and other applicable provisions of state law and City of Dover ordinance.

Rule 6 - Attendance of Members of the Board of Adjustment at meetings; Quorums

- 6.1 No members of the Board of Adjustment shall be absent from scheduled meetings or from other official duties without cause. When

unable to attend a scheduled meeting, a member of the Board of Adjustment shall be responsible for notifying one of the following: the Chairman, the Director of Planning and Inspections, another Board of Adjustment member, or a staff member of the Office of Planning and Inspections.

- 6.2 The presence of no less than three (3) members of the Board of Adjustment shall constitute a quorum.
- 6.3 When a quorum is not present at any properly called meeting, the members of the Board of Adjustment present may adjourn.
- 6.4 If no members of the Board of Adjustment are present, any staff member of the Office of Planning and Inspections may adjourn the meeting.
- 6.5 Three (3) affirmative votes shall be required to approve any special use exception or variance. Failure to receive three (3) affirmative votes shall be deemed to disapprove any matter.
- 6.6 Any other matter may be decided by majority vote of Board of Adjustment members present.

Rule 7 - Voting Procedure

- 7.1 On each motion duly made and seconded, the presiding officer shall call the roll or determine the vote in some other manner, and announce the results.
- 7.2 A written record shall be made of the vote by each member of the Board of Adjustment on each vote taken. Said record shall also reflect the number of "aye" votes, the number of "nay" votes and the number of "abstaining" votes.

Rule 8 - Record Keeping

- 8.1 A file shall be kept in the Office of Planning and Inspections of all Board of Adjustment meetings. The file shall include copies of meeting notices (including the time, date and place where they were posted), the agenda and the minutes of the meeting.

Rule 9 - Minutes of Board of Adjustment Meetings

- 9.1 Minutes shall be taken of each meeting of the Board of Adjustment, and shall reflect the following:
- a. Kind of meeting.
 - b. Date and place of meeting.
 - c. Name of the presiding officer.
 - d. Members of Board of Adjustment present.
 - e. Whether the minutes of the previous meeting were approved.
 - f. The proceedings of the Board of Adjustment, briefly and accurately stated. The minutes shall record what was done rather than what was said. However, a member of Board of Adjustment may request that a statement or written material be attached to the minutes and made a part thereof.
 - g. All motions voted upon and the results of said motions.
 - h. Names of members of Board of Adjustment making motions and those making secondary motions.
 - i. A record by individual members of Board of Adjustment, of each vote taken and action agreed upon.
 - j. Time of convention and adjournment.

- 9.2 Minutes shall be taken, prepared and presented by a staff member of the Office of Planning and Inspections and the Board's attorney in written form for approval as written or as amended. The minutes as approved shall be filed in the minute book of the Board of Adjustment. Copies of the approved minutes shall be made available to the general public, except as otherwise authorized by law.
- 9.3 Recordings will be made of all Board of Adjustment meetings at which City of Dover business is transacted. The recordings shall be under the custody of the Director of Planning and Inspections and shall be open to inspection and copying in accordance with applicable law regarding access to public records.

Rule 10 - Conduct During Meetings

- 10.1 When a member of Board of Adjustment desires to speak, that member shall address the presiding officer and shall not proceed until recognized and granted the privilege of the floor. The presiding officer shall recognize the member of Board of Adjustment who is the first to address the presiding officer.
- 10.2 No member of Board of Adjustment shall interrupt another in debate without the consent of the other. To obtain such consent, the member shall first address the presiding officer.
- 10.3 If any member of Board of Adjustment, in speaking or otherwise, transgresses the Rules of the Board of Adjustment, the presiding officer shall, or any member of Board of Adjustment may, call the errant member to order. When a member shall be called to order, that member shall not proceed without the permission of the presiding officer.

Rule 11 - Change or Suspension of Rules

Any rule of the Board of Adjustment may be changed or suspended by the approval of a majority of all of the members of the Board of Adjustment.

Rule 12 - Rules of Order

- 12.1 These rules have been adopted in order to provide an orderly procedure for matters coming before the Board. However, these rules shall be interpreted and applied so as to afford substantial justice and to promote a fair but efficient hearing procedure. Consequently, strict adherence to these rules shall not be required but the Board may modify and digress from these rules for reasonable cause as the situation may demand. In the event that any rule herein contradicts state law or City of Dover ordinance, such rule shall be construed in compliance with such statute or ordinance. In the event that any of the foregoing rules is declared illegal or unenforceable by any court of competent jurisdiction, the balance hereof shall remain in full force and effect.

Rule 13 - Standards of Conduct

- 13.1 Persons attending Board of Adjustment meetings shall observe appropriate dress standards and standards of conduct. Attire that may distract from the proceedings shall not be permitted.
- 13.2 Persons attending Board of Adjustment meetings may wear one (1) "cause supporting sign" affixed to their clothing. The size of such "sign" may not exceed three (3) inches by five (5) inches. Signs offensive to the members of the Board of Adjustment or to participants, and signs that may distract from the proceedings shall not be permitted. No placards shall be permitted at any meeting of the Board of Adjustment.

- 13.3 The City Manager for the City of Dover may, from time-to-time, prescribe by policy reasonable and appropriate attire and conduct for persons attending meetings of the Board of Adjustment.
- 13.4 Members of the news media shall conduct themselves in such a manner as to not be disruptive of the proceedings of the Board of Adjustment.
- 13.5 Persons attending Board of Adjustment meetings shall at all times conduct themselves in an orderly manner and follow the direction of the presiding officer.
- 13.6 No applause or other disruptive behavior shall be permitted. All cellular phones, pagers, and other electronic devices which emit noise shall be turned off or placed on silent mode for the duration of the meeting.

Rule 14 - Appeals and Applications to the Board of Adjustment

- 14.1 Appeals and applications to the Board, as permitted by state law and City of Dover ordinances, shall be on forms to be prepared by the Director of Planning and Inspections and approved by the Board of Adjustment, and shall be accompanied by the proper fee. Appeals and applications shall be signed by any person authorized by law to make such an appeal or application, or an agent or an attorney of such person.
- 14.2 All appeals and applications to the Board shall be accompanied by a recent survey, prepared and approved by a licensed surveyor, of the subject property, except when this requirement is waived by the Board or the Office of Planning and Inspections.
- 14.3 Appellants, Applicants, supporters, and members of the opposition are encouraged to submit their exhibits and other supporting materials prior to the hearing, if possible.

- 14.4 All communication and correspondence with the Board shall be submitted through the Office of Planning and Inspections. Telephone, email, verbal or written communication to individual Board members regarding a case is prohibited.
- 14.5 Appeals and applications shall not be amended after public notice of the public hearing has been made except that the size of any variance requested may be increased or reduced by an applicant prior to or at the public hearing provided, however, that the type of variance requested (side yard variance, front yard variance, etc.) has been included in the public notice.
- 14.6 During the presentation of an appeal or application to the Board, persons addressing the Board shall identify themselves by name and place or residence. No cross-examination of witnesses or applicants will be permitted. All questions for others should be directed to the Board and the Board may direct the question to the appropriate person. Nothing in this paragraph shall limit an attorney from directly questioning witnesses in support of the position the attorney is advocating.
- 14.7 The Board may continue a hearing or vote to leave the record open for the purpose of supplementing the record and may put limitations or conditions thereon.
- 14.8 Following a decision by the Board on an appeal or application, a copy of the written decision shall be sent to the appellant or applicant, or the agent or attorney for the appellant or applicant. Any oral discussion of or vote upon the application by the Board shall be deemed in the nature of preliminary deliberations to the rendering of a final written decision and only the written decision, as adopted by a majority of the Board, shall constitute a decision of the Board.
- 14.9 The Board may impose conditions with respect to the granting of an application or appeal pursuant to the City of Dover Municipal Code. Whenever such condition is imposed by the Board, the condition should be stated in the decision of the Board. Such decision shall remain valid

only as long as the condition or conditions upon which it was approved exist or the conditions imposed by the Board are adhered to.

Rule 15 — Order of Proceeding:

- 15.1 The order of presentation shall generally be as follows subject to modification by the Chairman for reasonable grounds.
- 15.2 The Board shall identify the application number, the general nature of the proceeding (appeal, variance, or special use exception), the name of the filing party, the description of the subject property, and shall state whether the Office of Planning and Inspections has received any correspondence pertaining to the application.
- 15.3 The Applicant/Appellant will be afforded the opportunity to present testimony and evidence supporting the application. The Applicant/Appellant may appear with or without legal counsel. The Applicant/Appellant shall be permitted to present witnesses and introduce exhibits, petitions, and other documents into the record.
- 15.4 Upon the conclusion of each witness' initial testimony, members of the Board, the Planning and Inspections Department, and the Board's attorney shall have an opportunity to ask questions of the Applicant/Appellant and its witnesses and counsel.
- 15.5 In the case of a variance or special use exception application, at the conclusion of the Applicant's witnesses and evidence, any person desiring to make a statement in support of the application shall be given an opportunity to do so. Each person desiring to make such a statement shall identify himself or herself by name and address and shall be sworn in prior to making a statement.
- 15.6 In the case of a variance or special use exception application, at the conclusion of the statements in favor of an application, any person

desiring to make a statement in opposition to the application shall be given an opportunity to do so. Each person desiring to make such a statement shall identify himself or herself by name and address and shall be sworn in prior to making a statement.

- 15.7 At the conclusion of all evidence and public statements, if applicable, the Applicant/Appellant shall be given a brief opportunity to submit additional testimony or evidence in the form of "rebuttal." The presiding officer may allow for brief "sur-rebuttal" testimony from the opposition provided that such testimony is limited to the scope of the testimony presented in the "rebuttal" and is not repetitive, redundant, or irrelevant.
- 15.8 All exhibits presented to the Board for its consideration shall be identified and marked appropriately. All such documents shall be retained by the Office of Planning and Inspections.
- 15.9 Hearsay evidence shall be permitted a Board hearing and the Board shall be entitled to hear and consider any probative evidence which, in the Board's opinion, is relevant and of sufficient credibility to be entitled to consideration.
- 15.10 The Board shall have the authority to set reasonable time limits on all parties and speakers appearing before it.
- 15.11 The presiding officer shall have authority to terminate or limit any testimony or questioning which is irrelevant or unduly repetitive or provocative.
- 15.12 Once all testimony and evidence has been presented, the public hearing shall be closed and no new testimony or evidence will be permitted unless the Board votes to leave the public record open.

Rule 16 - Delaware Freedom of Information Act

- 16.1 All procedures of the Board of Adjustment shall comply with the Delaware Freedom of Information Act, as contained in Title 29,

Chapter 1000 of the Delaware Code, as amended. To the extent that any provision herein shall conflict with the provisions of the Delaware Freedom of Information Act, the more restrictive provision shall apply.

Rule 17 - Delaware State Employees', Officers' and Officials' Code of Conduct

- 17.1 Members of the Board of Adjustment shall be subject to the Delaware State Employees', Officers' and Officials' Code of Conduct, as set forth in Title 29, Chapter 58, Subchapter I of the Delaware Code.

Rule 18 - Request for a Rehearing

- 18.1 A motion for a rehearing shall be made not later than 10 days after the filing of a decision in the office of the Board of Adjustment. The Board of Adjustment may rehear a matter for the following reasons:

- a. Mistake, inadvertent surprise or excusable neglect.
- b. Newly discovered evidence which by due diligence could not have been discovered at the time of the original hearing.
- c. Fraud, misrepresentation or other misconduct of an adverse party.

- 18.2 A motion for a rehearing shall state the grounds therefore and may be accompanied by applicable affidavits. The motion and affidavits shall be provided by mail to the opposing party of record, if any. The opposing party shall have 10 days after receipt of the motion to file a response thereto and attach applicable affidavits. The Board shall determine the motion upon the written application, any responses thereto, and accompanying affidavits, if any.

Rule 19 - Adoption and Effective Date

- 19.1 These rules shall become effective upon adoption by a majority vote of all of the members of the Board of Adjustment.

Adopted:
Effective Date: