

**CITY OF DOVER, DELAWARE
PLANNING COMMISSION
Monday, October 19, 2026 at 7:00 PM**

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

AGENDA

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

IN-PERSON and VIRTUAL MEETING NOTICE

The Planning Commission Meeting for October 19, 2026 will be held as an In-Person Meeting at City Hall in City Council Chambers at 7:00 PM and as a Virtual Meeting using Webex, an audio/video conferencing system as an electronic means of communication. The public is welcome to attend in person or virtually with the participation information below to join by phone or computer.

PUBLIC PARTICIPATION INFORMATION

City of Dover Planning Commission Meeting of Monday, October 19, 2026

Join By Phone: Dial +1-650-479-3208
Access Code: 253 268 04646
Password from Phones: 3683772

Join Online: <https://bit.ly/PCMeeting10192026>
Webinar Number: 2532 680 4646
Webinar Password: DoverPC

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

ADOPTION OF AGENDA

APPROVAL OF MINUTES

- [1.](#) Adoption of Meeting Minutes of September 21, 2026

COMMUNICATIONS & REPORTS

Meeting Reminder: The next Planning Commission regular meeting date November 16, 2026 at 7:00 P.M.

Update on City Council Actions

Department of Planning & Inspections Updates

OPENING REMARKS CONCERNING MEETING PROCEDURES FOR APPLICATIONS

OLD BUSINESS

Request Extension of Planning Commission Approval

2. C-24-02 Luther Village IV: Planned Neighborhood Design – Senior Citizen Housing Option on Babb Drive: Request for One Year Extension of the Planning Commission Approval granted on September 16, 2024 and October 21, 2024 for conditional approval of the Conditional Use Site Plan/Master Plan for the development of Luther Village Planned Neighborhood Design – Senior Citizen Housing Option consisting of up to 524 age-restricted apartment units in a total of nine phases and including approval of a series of Alternative Design Standards, Waiver Requests, and recommended approval of Subdivision Waiver Requests. Action was deferred on the Waiver Request for the Elimination of Rear Emergency Access with the Request later withdrawn. The Master Plan was previously established by Applications C-02-02 and C-13-03 and Luther Village Phases I, II, and III have been constructed. The plan for Phase IV consists of the construction of a three-story apartment building with 72 units (age-restricted) and associated site improvements. The plan also includes a Minor Subdivision to create a 2.79 acre+/- parcel for Phase IV from the overall 33.63 acre +/- tract. The property is zoned RG-2 (General Residence Zone). The property is located east side of John Hunn Brown Road and on the west side of Babb Drive. The owner of record is Martin Luther Foundation of Dover, Inc. Property Address: 101 Babb Drive. Tax Parcels: ED-05-077.06-02-90.00-000, ED-05-077.06-02-90.01-000, ED-05-077.06-02-90.02-000, and ED-05-077.06-02-90.03-000. Council District 2. *Approved Alternative Design Standards for PND: Building Setback from Property lines, Building Spacing, Building Height, Number of Stories, Average Number of Dwelling Units Per Building, Off-Street Parking Reduction. Approved Waiver Requests: Partial Elimination of Curbing, Reduction of Bicycle Parking and Subdivision Waiver: Waiver of Requirement for Two Connections to a Public Street and Waiver of Requirement for Lot Frontage on a Public Street.*

NEW APPLICATIONS

3. S-26-15 Tidewater Utilities: Office, Storage and Equipment Facility at 1100 S. Little Creek Road– Public Hearing and Site Development Plan Review to permit the construction and expansion on a 10.71-acre parcel for Business Offices, Material Storage, and Equipment Storage. The property includes two Office Buildings. The project proposes the construction of a 17,572 SF Office/Storage Building and a 7,200 SF three-sided Equipment Garage on the southern portion of the property, and other site improvements. Additional site improvements also include the installation of a 6-foot-high chain-link security fence with barbed wire and two north gate entrances located behind the existing front Office Building. The property is zoned

IPM (Industrial Park Manufacturing Zone). The property is located on the south side of South Little Creek Road and west of State Route 1. The owner of record is White Marsh Environmental Systems Inc. c/o Tidewater Utilities, Inc. Property Address: 1100 S. Little Creek Road, Dover DE. Tax Parcel: ED-05-077.12-01-03.00-000. Council District 2. *Waiver Requested: Partial Elimination of Upright Curbing. For Consideration: Performance Standards Review Application.*

NEW BUSINESS

- [4.](#) MI-26-11 2019 Comprehensive Plan - 2025 Annual Report on Implementation
- [5.](#) Annual Meeting of the Planning Commission (Nomination and Election of Officers and Appointment to Subcommittees)

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

ADJOURN

Posted Agenda: October 9, 2026

THE AGENDA ITEMS AS LISTED MAY NOT BE CONSIDERED IN SEQUENCE. PURSUANT TO 29 DEL. C. §10004(e)(2), THIS AGENDA IS SUBJECT TO CHANGE TO INCLUDE THE ADDITION OR THE DELETION OF ITEMS, INCLUDING EXECUTIVE SESSIONS, WHICH ARISE AT THE TIME OF THE MEETING

CITY OF DOVER PLANNING COMMISSION
September 21, 2026

The Meeting of the City of Dover Planning Commission was held on Monday, September 21, 2026, at 7:00 PM as an In-Person Meeting and also using the phone/videoconferencing system Webex. The Meeting Session was conducted with Vice-Chairwoman Mrs. Denney presiding. Members present were Mr. Michael Lewis, Mrs. Donna Lee Williams, Dr. Jones, Mrs. Welsh, Mr. Reaves (virtual) and Mrs. Denney. Mrs. Maucher, Mr. Roach and Mr. Baldwin were absent.

Staff members present were Mrs. Dawn Melson-Williams, Mr. Chris Salzano, Mr. Alex Dewey, Ms. Kate Mills (virtual), and Mrs. Kristen Mullaney.

APPROVAL OF AGENDA

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

APPROVAL OF MEETING MINUTES OF AUGUST 17, 2026

Mrs. Welsh moved to approve the Planning Commission Meeting Minutes from August 17, 2026, seconded by Mr. Lewis and the motion was carried 6-0 by voice vote with Mrs. Maucher, Mr. Roach and Mr. Baldwin absent.

COMMUNICATIONS & REPORTS

Mrs. Denney stated that the next Planning Commission regular meeting is scheduled for Monday, October 19, 2026 at 7PM in the City Hall Council Chambers.

Mrs. Melson-Williams provided an update on the regular City Council and various Committee meetings held on September 14 & 15, 2026.

Mrs. Melson-Williams stated that the Department of Water/Wastewater has now set their Fall flushing schedule of the water system to be in the timeframe of October 4, 2026 – October 23, 2026. More information about what part of the City they will be in on a given timeframe will be issued by that Department. She will note that the Downtown Dover Partnership is hosting an Open House on September 22, 2026 to give information on various Downtown project updates. That is being hosted at The Hive located on W. Loockerman Street with a timeframe of 4:30-6:30PM. With continuing construction activity here in Downtown, just beware that there may be detours associated with the Legislative Hall Parking Garage which over on Martin Luther King Jr Blvd S and East Avenue area. With the Downtown Mobility Center, they are moving to do a dry-run of large truck deliveries for that project as a test run tomorrow with future deliveries planned out in the coming months for that project. That could affect Division Street and S Bradford Street as well as Loockerman Street.

Mrs. Melson-Williams stated that the last thing that she will note from the Planning Office is really associated with that Housing Reform Study that is going on, Senate Joint Resolution 8 (SJR8). There is an upcoming workshop titled: Planning Housing in Dover. It is scheduled for October 14, 2026 to be held at the Dover Public Library. The timeframe is 4:30-6:30PM. It's an open-house format with other presentations and small group activities. There is a flyer about that but we wanted

to at least announce that initially to you all this evening. You may hear a little bit more about it when we get to the presentation later this evening from the consultant team about that workshop. It is meant to gather public input about some of the things they are seeing related to housing and what preferences may be on the public side.

OPENING REMARKS CONCERNING DEVELOPMENT APPLICATIONS

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

OLD BUSINESS

Requests for Extensions of Planning Commission Approval: None

Revised Development Applications:

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

Representatives: Mr. Sal Leone, FAD; Mr. Carl Atkins, FAD; Mr. Chad Warren, Davis, Bowen & Friedel; Mr. John Buckalew (virtual)

Mrs. Melson-Williams stated that this is the project for The Old Post located just a little to the east of where we are tonight at the location of the old Post Office Building. This application is back for what we call Revision #2. The applicant has proposed revisions to the project that has necessitated its reappearance before both the Historic District Commission and then also the Planning Commission this evening. With this project, the changes she will note specifically. The first is a

proposal to demolish the entire building. The original proposal for the project was to demolish just the rear wing of the building; the kind of warehouse portion of the building. Their further review of the project and planning for construction has shown that they are now making the request to take down the front section of the building as well. With that front section to be reconstructed basically with the same form as how it exists today. The reconstruction of that front façade portion of the building will include the addition of a second floor on what we call the wings of the building. That is the areas to the left and right in that top image, opposite of where to find the columns. The second key piece of revision for this project is related to the exterior surface materials for the wall systems. They are now proposing a brick EIFS system. The applicant has brought information about how that system works and what it consists of. All of this is in order to lighten the load of the building after finding not so great ground conditions at the subject site. With these two Revisions, the building basically remains in the same footprint with the same scenario for a parking lot on the west and north ends of the building. There continue to be sidewalks along the road frontages. The Active Recreation is a series of garden spaces with amenities in them that flanks the building. The project to basically reconstruct the building has made some changes to the unit count that is proposed for this location. Originally, it was proposed with 42 apartment units. With this Revision, there is some floor plan work that was able to be accomplished that would set the number of units at 45. While that makes changes to the overall unit count, they can still comply with the Active Recreation provisions for that increased number and their parking strategy basically remains the same with onsite parking as well as the existing agreement for what they will call the east row of parking that's adjacent to their west property line. That east row of parking is in agreement with the City of Dover as the property owner for the Library parcel. Tonight, the Planning Commission is looking at the Revised Architectural Review Certification and basically a re-approval process for the Site Plan itself. As noted, the Architectural Review Certificate revisited the Historic District Commission. That happened on Thursday of last week. Included in the meeting packet is that Architectural Review Staff Report that was issued to Historic District Commission. She can verbally report to the Commission that the Historic District Commission in considering this application has recommended approval of the project as Revised to include that full demolition of the existing building and its reconstruction in the format shown and also authorized the use of a brick finish EIFS system for building rather than regular brick. They heard that and also referenced that Staff Review Report for some of the other minor comments. It comes to you with a recommendation approval from the Historic District Commission. The applicant is here along with several project representatives.

Mr. Leone stated as Mrs. Melson-Williams had mentioned when the project first came around, we had some additional soil borings done by the builder and then we had two soil borings that were supplied to us when the property was purchased; those were done outside of the building. Come to find out, the property itself was built on an old landfill years ago and it is terrible soils. It can't support any weight so we have to a very expensive project called ridged inclusions which is kind of like what they are doing at the Mobility Center down the street. The reason why we couldn't save the front of the building is because the only practical way to get the footers in would be angled ridged inclusions which was virtually impossible. We had several engineers come out and try to figure out different ways to do it and it just wouldn't work. Hence the reason for taking down the front of the building and rebuilding it as it is now. With that, if we take away the brick feature and go with the EIFS, we can take a lot more weight off of the footers and just make the building a lot more suitable for the site.

Mrs. Welsh stated that she sees on the sample that it's an insulation board. There won't actually be any texture to the brick; it's just going to be basically how its shown there? Responding to Mrs. Welsh, Mr. Atkins stated that it is textured. What Mr. Leone is holding is the actual color. They color matched the existing brick of the Old Post so that we can make it look more like the old.

Mrs. Denney stated that it feels like real brick but from storm proof, hurricane proof, etc., like security wise from storm damage or weather issues, how does that work? Responding to Mrs. Denney, Mr. Buckalew stated that EIFS systems are designed and tested to withstand hurricanes. Obviously, Delaware may fit into that hurricane zone area but yes, it is going to be able to withstand quite a bit of wind. Obviously, trees and things of that nature that are flying through the air, not so much but once again, a lot of claddings will be damaged due to the fact that you have some type of act of God or wind driven event that is quite powerful. EIFS systems are designed to be able to withstand inclement weather of all types.

Mr. Buckalew stated that EIFS stands for Exterior Insulation Finish System. It's been around since 1969. As he stated in his testimony on Thursday of last week, what you have here is a non-structural cladding system where a traditional brick system is 60 pounds per square foot. The EIFS system being passed around the room is about 2.5 pounds per square foot. It also incorporates EPS foam that is more or less going to create CI, which is Continuous Insulation, on the building. He basically told the Commission on Thursday, what do you do when it's cold? You put a sweater on. This building will have what is known as a sweater all over it on the outside, creating continuous insulation which will help to reduce all of your heating and air costs throughout any given year. It is comprised of an air/vapor barrier, the styrofoam, a base coat, and a mesh that gives the exterior more strength and of course the decorative coating. There is an extra step involved in the project of the Old Post where they are going to incorporate a brick motif that is done with a stencil. The applicator puts it on the wall and then puts the finish coat over the stencil and then comes back the next day, carefully pulls the stencil away to give you the look of the brick along with the texture and finish color which he knows they matched for FAD. He believes that is there in the room in order to give you the same color that is on the building today before it's being demolished.

Mrs. Donna Lee Williams stated that tonight is her first official meeting of the Planning Commission so please have some patience with her as she asks questions. She is curious because as she looks at the second item that was passed around which shows the insulation and outer coating that outer coating looks awfully thin to her. She was wondering what studies you have done to make sure that this material is not chipped away within a very short period of time causing an eye sore in the community. She also wonders about safety concerns. Responding to Mrs. Williams, Mr. Buckalew stated that as far as the durability of the product, EIFS systems have been known to last in excess of 30 years. The only maintenance issue on an EIFS system is the sealants which is the caulking around windows and doors. The actual base coat and mesh sits at about 1/4 inch thick and it is a cementitious product so when you tap on it, it's quite durable. If it's ever punctured or damaged, it can be fixed relatively quickly and with ease. So, like he said, these systems do have a long durability so there shouldn't be any issue with whether or not it's going to perform over time. As far as safety is concerned, can you elaborate a little more about what it is about the safety you were asking?

Mrs. Donna Lee Williams stated that she knows traditional brick buildings provide quite a bit of safety and security for the people who are living and working in those buildings. She is curious as to how this will hold up especially as we are talking about a significant number of residential units. Responding to Mrs. Williams, Mr. Buckalew stated that the safety factor is one in which there is no chance for the EIFS system to come dislodged off of the building and fall to the ground or hit someone. Worst case scenario if that were to happen, it's not a heavy product; it's 2.5 pounds per square foot. Unlike a brick veneer or some type of man-made stone veneer that may get dislodged over time and come down; that's like a rock falling down and could hit someone. Very few EIFS systems that have been adhesively attached have failed over the years due to some act of God or wind driven event. They even perform better than the old mechanically fastened EIFS systems which were popular about 15-20 years ago.

Mrs. Denney stated that this product is cemented to the styrofoam and all of that. Responding to Mrs. Denney, Mr. Buckalew stated yes, and that's attached to the plywood for the sheathing.

Mrs. Denney asked with the cement as well? Responding to Mrs. Denney, Mr. Buckalew stated that's correct. The cement that embeds the mesh in the sample is also an adhesive. It's put on the back of the styrofoam and a special tool called a notched trap makes vertical notched rivets from the 2-foot height of the foam. All of the foam is 2 foot by 4 foot and it's installed in a running bond pattern and all of these systems now are required to have moisture drainage which this system does. That's in case incidental moisture gets behind the system and has a way through gravity to get out. Now EIFS systems have evolved from barrier systems to now moisture drainage systems and that is the system that will be applied at the Old Post. The base coat serves two purposes. It's the adhesive to adhere the EPS foam to the vertical notch rivets and that's on top of the DryVit air and vapor barrier which is a blue color which is shown on the sample. There is also a black material that runs in the window rough openings and doors that is also a DryVit products. All of these products are compatible; they can all touch one another and they will all work together. That is all part of the air and vapor barrier system. Then the windows go in and then they put the styrofoam up and then they wrap the styrofoam or they take the surface tension and smoothness off the foam and then you are ready to apply the same adhesive base coat and embed that blue mesh that you see. Once again, that is the cementitious process of the base coat prior to receiving the acrylic based finish coat which is the red on the brick sample that you see there.

Mrs. Denney stated that this is obviously a specialized cement product. She is sitting here with a brand new hip that is only two weeks old and is cement in her body; so, she has really good faith in cement by the way. It is a similar type of specialized cement. Responding to Mrs. Denney, Mr. Buckalew stated yes, this is not something that you are going to go pick up at Home Depot or Lowes. This is all DryVit products made by DryVit and tested by DryVit and warranted at the end of project by DryVit as well.

Mrs. Welsh stated that the cementitious top coating that you are going to put on, with the expanse of the building, she just wants to state that she is really concerned about being able to maintain the color throughout the building so that when you look at the building, you don't see one wall that looks different. She knows that you are going to mix the colors as you put them on; it's just sometimes the batches do turn out a little different. So she just wanted to voice that as a concern. Responding to Mrs. Welsh, Mr. Buckalew stated that they do all of their own in-house tinting

whether it is five pails or five-hundred pails. What they do is they take specific pails aside and make a sample of it and then match that on the next 50-60 pails. It is quite involved but they to ensure that the pails will be within a certain coloring so that there is not a lighter group of pails on the building to obviously be an aesthetic issue. We do our best to mitigate that problem and if there is an issue, we will be standing by right there to come up with a solution.

Dr. Jones stated that for this system that you are using, do you know of another building in the area where this has been used? Responding to Dr. Jones, Mr. Buckalew stated it sure has. They say that EIFS systems are hidden in plain sight. If you were to leave where you are at right now and turn left on Loockerman, the hotel about a ¼ of a mile down the road; the Home 2 Suites is wrapped in an EIFS system. If you are on the business part of Route 13 right at the next light, you have the McDonald's, the Burger King, and there is a Hispanic restaurant. If you go towards Dover Racetrack, he believes that there is a casino there; that entire building has this type of system on it. So, there are quite a few local areas to witness what EIFS systems are and he is sure that they are all different ages as well. As far as the custom brick templates which are going to be applied here at the Old Post, there is a project that Mr. Leone can get to you. It's in Laurel, DE called The Blow and it was just done about 6 or 7 months ago. So, if you want an idea of what a new custom brick application looks like, that is a good example. His largest project to date of custom brick, which is the same system that you are going to get at the Old Post, is the hotel and casino at Wind Creek in Bethlehem, PA. He is sure that you could go to Google Maps and take a look at a 45,000 SF of a red-like color on that building as well that turned out to be a very nice project fully warranted. EIFS systems are very popular and there is a lot of it down in your area.

Mrs. Denney stated that he had mentioned 30 years. She lives in a brick house that is 135 years old. We have 200-year-old buildings and 250-year-old buildings here. Actually the City of Dover, which was the capital of the State that started the Nation, had 13 brick houses, which 8 of those are still standing. So, when somebody says 30 years, it doesn't feel like a whole lot. We are just talking colorwise or fabric-wise? Where did the "30 years" estimate come from? Responding to Mrs. Denney, Mr. Buckalew stated that is a great question. He does not have the answer for you on that but EIFS systems have only been in this country for 50 years or so. They came about in 1969. He does know that there are a number of projects that are barrier systems that are over 30 years or are approaching 40 years from the mid 1980's when EIFS systems really started to take on more form in the commercial sector along with residential. But remember, it's a cladding; it is not structural. It can be repaired and replaced and you can change the color of it as well if there is a fading issue. DryVit is proud to say that we have incorporated in our acrylic finishes at no extra charge, a technology that is called StratoTone pigments that makes the color last up to ten years. It is guaranteed for five years but they really stretch it out to ten years. That is something that is unique to DryVit and not the other manufacturers. We think that is a win win for everybody at no extra charge, and we do stand behind it.

Mrs. Denney opened the public hearing and after seeing no one wishing to speak, closed the public hearing.

Mr. Michael Lewis moved to approve HI-25-01 Revised #2 and S-25-07 Revised #2 The Old Post at 55 Loockerman Plaza to include the Revised Architectural Review Certification and Revised Site Development Plan Application for redevelopment of the old Dover Post Office property,

seconded by Mrs. Welsh and the motion was carried 6-0 with Mr. Roach, Mrs. Maucher and Mr. Baldwin absent. Mr. Lewis voting yes. Mrs. Williams voting yes. Dr. Jones voting yes. Mr. Reaves voting yes. Mrs. Welsh voting yes; it looks like a well thought-out project and it's going to be a great use of the old facility and maintain a lot of the historical aspects that we have come to know about the old Post Office. Mrs. Denney voting yes; she thinks it's a very good and practical solution too; although she is saddened that the entire building has to come down, she thinks it is going to be quite a lovely improvement to our community. Just because she has to, she gives a shout out to a gentleman, a freed indentured servant named Absolam Gibbs who bought a piece of land that had soil to make brick with and he made most of the bricks for the historic buildings in Kent County Delaware.

HI-25-02 Revised and S-25-11 Revised The Governor: Mixed Use Building at 120 S Governors Avenue – Public Hearing and Review of a Revised Architectural Review Certification and Revised Site Development Plan Application for the construction of a four story, 169,080 SF Mixed Use Building including a grocery, retail and restaurant spaces, a child day care, 120 apartment units, and a roof-top courtyard with site improvements of a parking lot, a courtyard, and landscaping. The Revision includes refinement to the building architectural elevations and materials, and adjustments to the building entrances, courtyard and loading areas. The main parcel contains 1.70 +/- acres. The properties are zoned C-2 (Central Commercial Zone) and partially subject to H (Historic District Zone). The properties are located on the west side of South Governors Avenue and halfway between Reed Street and West Loockerman Street. The owners of record are Downtown Dover Development Corporation c/o Downtown Dover Partnership and The City of Dover. Property Addresses: 105 S. New Street, 111 S. New Street, 115 S. New Street, 120 S. Governors Avenue, Dover, DE. Tax Parcels: ED-05-077.09-01-44.00-000, ED-05-077.09-01-37.00-000, ED-05-077.09-01-42.00-000, ED-05-077.09-01-43.00-000. Council District 4. *Waiver Approved for Opaque Barrier – Fence Components and Approved Parking Strategy Statement. This Application HI-25-02 was considered at the Historic District Commission Meeting of July 17, 2025 and granted conditional approval of the Site Plan and Architectural Review Certification by the Planning Commission with Application S-25-11 The Governor 120 S Governors Avenue on September 15, 2025.*

Representative: Mr. Eli Storch, NORR; Mr. Greg Reaves, Mosaic Development Corporation (virtual); Mr. Shawn McAnally, NORR (virtual)

Mr. Salzano stated that before you is a revision to an existing project, S-25-11 Revised The Governor: Mixed Use Building at 120 S Governors Avenue. The property is zoned C-2 (Central Commercial Zone) and is H (Historic District Zone). The Planning Commission has been provided with a set of Minutes from the July 17, 2025, Historic District Commission as well as the Architectural Review Certification Report provided to the HDC at their September 17, 2026. The HDC met last Thursday, September 17, 2026, to discuss their business on this project and after discussions, elected to not grant the Architectural Review Certification. In doing so, the HDC cited concerns with the New Street façade engagement on that side of the façade but did commend the applicant for the excellent façade that's on the other locations on Governors Avenue. Originally the project proposed a 169,080 SF mixed use building including retail, restaurant, grocery, and a child day care space as well as 120 apartment units with a rooftop courtyard. The original building is to be 60 feet tall clad in masonry colors and copper brown paneling with matte black trim and fiber cement panels in natural tones with black and dark bronze decorative metal elements. The

primary changes to this building include changes to that architectural façade. The new façade consists of a taller ground floor with trimwork detailing, storefront window systems, and then an entry clad in a dark gray color. The revised upper floors 2 through 4 are presented in a more building section pattern using increased amounts of brick and other sections which are clad in two colors; taupe and white fiber cement panels. The Revisions include an introduction of divided-lite windows which are more reflective of the surrounding area of architectural language. There have also been additional façade articulations proposed along on the South New Street to support the continuity of design on all sides of the building. There have been storefront windows incorporated to the grocery facing elevation and integrated canopies have been added to activate the sidewalk throughout. The design on the South New Street elevation has also been changed to allow the opportunity for a mural although that may have been subject to change; he will leave that up to the applicant to explain. The overall shape and size of the building has not changed. There has been movement of an egress tower from the more prominent side of the building over towards the New Street side of the building where there is an existing service area. There has been movement of the loading area to prevent clashes with the fire lane by moving that loading door, again, to near the service area. Staff recommendations can be found on Page 106 of your packet. The applicant has also provided before and after renderings which can be found on Pages 143-153 of your packet.

Mr. Storch stated that it's been wonderful to join this project and to get to work with everyone on the team as well as the Mosaic group as we dig in and look at the project. It was a really good summary of what has taken place here as we took over a building that was previously approved by the Historic District Commission. We have worked on this interesting and complicated site that has two front doors; a more retail specific door on Governors Avenue and then the more textured façade with depth along New Street that has the child care facility and the grocery store as well the entry points into the residential. We tried to look at evidence to bring more of that historic texture to a façade that they felt was lacking some continuity. It had a lot of materials and a lot of elements. Looking at a lot of the historic details that we saw around town and that we were seeing close by and really feeling that that simple, singular color brick you referenced right before he got up here that referenced that local clay. Maintaining that color was really important and then bringing to it the warm palette of a little bit darker and a little bit lighter and the black and taupe to make sure that we had something that was really appropriate and historically contextual. As mentioned, looking at the existing Site Plan, we are in very much the exact same shape. The one point that he did want to bring up is that shown on the screen at the bottom left hand corner of the building, we have added loading internal to the grocery store. He thinks that is a big upgrade because rather than sliding by on the side of the building, we can now bring loading now into the building and maintain a lot of the back house grocery facilities or other uses inside the building. It makes for a cleaner and nice façade along New Street along with that goal of making sure New Street is activated and doesn't feel like the back of house. They really wanted to make sure that that got brought inside and it makes for a cleaner elevation and a better use for that side of the building. The next slide shows where we began looking at a lot of different elements but less tied together. Then we jump forward looking at some of the specifically historic detailing at the first floor which then lead to the symmetry and the addition of the brick really trying to emphasis the color palette and making it warm and consistent but also making sure there was lots of warm detail at the base welcoming people into the different parts and pieces of the building whether it be residential, retail, supermarket, or otherwise. The next screen shows as you turn the corner; we are trying to maintain that brick wrapping corner. The brick does turn the corner and makes the strong

elements that we are very happy with and feel very good about as that brick turns the corner and makes sure you can feel the depth and the shape of the architecture. As we move around onto New Street, the way that the grocery store is now oriented, allows us to have a lot more glazing. Now just down the corridor into that entrance, you can see that white material which uses a lot of language from the front of the building in terms of how it's detailed historically. That white color makes it pop and really draws the eye down to that residential entry behind those plantings and The Governors screen wall. Then you have the brick elements of the one story of the grocery store reflected across into that child care facility along there. The next slide, which had some of the most contention at the Historic District Commission meeting, you can see the grocery store there with the one entry point. Then as we were looking forward in re-orienting the internal plan as it became real, we were able to incorporate a lot more glazing along that face of New Street so that as you encounter this grocery store, you are seeing into it. You are reading the light, the activity, and the energy off of it as well as the child care facility which is going to have really nice access out to the outdoor space. Obviously, there is required outdoor private space for the children, but that will be well connected to that child care center. Then we look to bring those colors around matching the taupes, the whites, and those dark colors. We looked at how we could add some public art into the designs. That square on the elevation represents an as yet to be determined piece of public art that we are happy to consult and coordinate on what that is meant to be. As a team, we are open to suggestions there. At the bottom, you can see where we added in that door to make sure that we have a loading dock that is properly closed off to make sure that back of house in the grocery store stays back of house and the focus is on the central connector piece.

Dr. Jones asked if there was going to be issues with loading and pedestrian traffic. How is it going to be controlled or managed? Responding to Dr. Jones, Mr. Storch stated that the grocers schedule their deliveries at very specific times to make sure it's times when there are very limited people walking the site and when the grocery store is closed. Those are happening at off hours so you can get those trucks in and out without any issues. He thinks their loading conditions are a lot better now so we can bring the trucks into the building and rather than them being on the side of the building. He thinks they will turn in a lot with a much cleaner radius than they previously had. They will be able to get off-street and off of the property more quickly than previously. Grocery stores are a significant challenge. They have logistical plans for how they schedule all of those deliveries and make sure that it's happening at the right times of day and night so that they can slide doors closed where there are people moving around on-site.

Mrs. Melson-Williams stated that for clarification, what's before the Planning Commission tonight really focuses on consideration of a Revised Architectural Review Certification. That Certification appeared last Thursday before the Historic District Commission and as Mr. Salzano noted, at that time, the Historic District Commission did not recommend approval of the Architectural Review Certification for this overall Revision in these images that you are seeing on the screen. We said that we would report that. They had a rather lively discussion on the New Street frontage of this property. The project team has been working on how to address some of those measures. The applicant can share a little bit about how this perhaps might be changing. They will be resubmitting that information back to the Historic District Commission. This evening, we felt it best for you to continue the review of the project because it was subject to an advertised public hearing. But you certainly have a couple of options and then you could act upon what you could hear this evening. You could "push pause" and wait for the Historic District Commission to fully act on the proposed

Revision to this project. So, you've got a couple of options. There are other members of the project team that are here in the audience if you need to hear from them; more on the developers side as well as the engineering side. There are not really much changes on the engineering or Site Plan side of things for this project. It's really building architecture. If the applicant wants to talk a little bit about how they have been working to respond to the concerns of the Historic District Commission. This could certainly be an opportunity for that as well.

Mr. Storch stated that he would be happy to. Their team is already working to take those comments into consideration because we take them very seriously. We are looking forward to making some additions to make the Historic District Commission more comfortable and happy with this particular view coming off of New Street. The first element that will be added will be at the high level. Some of that cornice work that is on the Governors Avenue façade will wrap around especially those high white elements so that you will see a thicker more articulated cornice along the rear of the section over the grocery store, the front doors to the grocery, the child care, and the residential and then that sort of front piece that is engaging for that front space that is engaging with the outdoor space for the child care. That cornice work will be added. All of the windows will be shown in black so that we will have black windows consistently around the entire building. We will also be doing some additional articulation on that first floor brick element that will be some additional coursing. If you look pretty closely on this rendering, there is a double soldier course lintel over the openings of the grocery store and some of the other window openings. That coursing will continue around the building and create a datum line which will allow our signage to come sit on our canopies at the right scale to where it can be properly illuminated and will look really wonderful in front of that element. At the top of that one story brick element, they will also be adding additional coursing and cornice work so that it won't be the same thickness as you see up at the top of the building because once you are at that lower elevation, it can feel rather heavy. We will be adding coursing and that cornice work around the first floors of the brick elements here on New Street. Additionally, on top of the grocery store, there is an outdoor amenity space for the residents of the building. That comes with the capability to do a bunch of planting work. Now that is still in design in terms of what that looks like; beds, pots, planters, all of that sort of stuff. But we are able to make sure that the handrail and that planting is a little bit better reflected on top of where it says "Grocery" and to the right. On the building itself, that darker gray section, we will be incorporating a window which is at the end of a hallway, but you can see where we have the double wide window on the right and the single, we will have another one of those single windows within that gray mass. That will continue to break up the elevation with more fenestration. Anything that we are looking at in terms of a mural or public art will be incorporated into the design of that rather than a place holder that we show here. We will provide not a recommendation but something that shows what it could look like or what it could appear as, as we proceed. We have heard a lot of comments and we want to make sure that we are responding to them because we are proud of the design. We want to make sure that people are as happy with New Street and they are the Governors Avenue.

Mrs. Denney stated that this is very well thoughtout and it lends itself to our history as well as adding some newer elements. Interestingly enough, when she opened her packet and looked at that she thought this is not Madison Square Gardens; we are not going to have a big TV. She thinks a mural will be really nice there. Responding to Mrs. Denney, Mr. Storch stated that he doesn't think Dover has a digital sign ordinance.

Mrs. Denney stated that she also has a position with Kent County where everyone tries to find out when she is not going to be at their meeting because she is really tough on signs. The thing with the sign is, you have rules and regulations about the sign but the one thing that you absolutely cannot dictate is what goes on that sign because of the freedom of speech which she hold dear to her heart. But she has fifteen grandchildren and one great-grandchild with another on the way, she does care what goes up and so the bigger the sign is, the bigger the problem.

Mr. Storch stated that the signage dimensions are shown slightly too large here in his opinion. We will compress them down into that sort of 14-15-inch range where they can sit properly mounted on top of the canopy which will give nice texture and depth and reduce the size of the lettering a little bit.

Mr. Greg Reaves of Mosaic stated that he has been here for both presentations. The screen shows the original design that was approved by our team. This was the original design that has already been approved by our team. When we brought NORR on, what we gave as a challenge was that we had asked them to take an opportunity to see if they could bring a building that really spoke more closely to the historic nature of the Downtown District. They took on that challenge and he felt that they did a really terrific job by bringing architectural designs from other buildings and he thinks they showed that in the first page. He thinks as a team, they are incredibly proud of what they have been able to do here. This façade is more expensive but it's certainly a higher quality, in our view, than what was presented in the past. The treatment that they are using with the brick with the cement panel that's here and with the way that we are treating the façade changed particularly at ground level, and how we are using that space. Also, on New Street if you look at that entrance versus this entrance, there is definitely an improvement that really speaks to the fact that we recognize that this is also a front entry; that this is also a historic destination. We moved to a brick front here. That was a CMU block that's now a brick. He feels that what they have done here really does meet the moment of design. That large area that you saw was where we really had to move the stairway for efficiencies and for the grocery store to operate effectively in that space. What it created was an opportunity for that moment which could be an art piece. What we wanted to do was use that image space to put really a pane; of art. It won't be anything that we are putting signage on or digital signs, but we do a lot of this work in a lot of places and this would be an amazing moment from our standpoint to be able to work with the community to do something that is really special and that brings life to New Street. That was the intention of that and we still feel very good about it.

Mrs. Denney opened the public hearing and after seeing no one wishing to speak, closed the public hearing.

Mr. Michael Lewis moved to approve HI-25-02 Revised and S-25-11 Revised The Governor: Mixed Use Building at 120 S Governors Avenue to include the Revised Architectural Review Certification and Revised Site Development Plan application, seconded by Mrs. Welsh and the motion was carried 4-2 by roll call vote with Mr. Roach, Mrs. Maucher and Mr. Baldwin absent. Mr. Lewis voting yes. Mrs. Donna Lee Williams voting no; she is not comfortable voting yes given the recommendation of the Historic District Commission. Dr. Jones voting yes; she thinks that it's an attractive facility both on Governors Avenue and New Street and that's important. Mr. Reaves voting no; pending the decision from the Historic District Commission. Mrs. Welsh voting yes;

with the changes that they have made and showed us tonight, particularly on the Governors Avenue façade, she thinks they did an admiral job there and from what she has seen and heard tonight, she has faith that the managers of the project will work to resolve the issues that were of concern with the Historic District Commission. She thinks that they have made good faith efforts to take care of that so far and she believes that they will continue to do so and work on that. Mrs. Denney voting yes; because she thinks that this is a sorely needed improvement in that area. She thinks it lends itself very well to the historic aspect as well as complimenting what is yet to come and she has every faith that they will work with the Historic District Commission to make everything satisfactory and we are not the end.

NEW APPLICATIONS

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

Representative: Mr. Mike Riemann, Becker Morgan Group; Mr. Sean Larry, Winner Subaru

Mr. Dewey stated that S-26-13 is a project for the Winner Subaru Building Additions Site Development Application. It is located on the east side of N DuPont Highway and northwest of the entrance to the Dover Mall at 1387 N DuPont Highway. The property is currently zoned C-4 (Highway Commercial Zone) and a portion is subject to the SWPOZ (Source Water Protection Overlay Zone): Tier 3-Excellent Recharge Area. In terms of the site overview plan, the Site Plan as shown on the screen is going to add a building addition to the northern building used by the Winner Subaru dealership while the existing structure to the south continues to house the Volkswagen dealership which will be remaining unchanged. Construction for the Winner Subaru dealership includes a 3,336 SF building addition to use on the left side of the existing building for service intake bays. There will be an additional 8,817 SF building addition in the rear of the existing structure for the service area. The front of the building also proposed a 193 SF building addition while changing the front from parking spaces to an outdoor patio area with seating. Also, the Site Plan for this project proposes pavement to be repaved on the northwestern side where the proposed 3,336 SF building addition is to be constructed and in front of the property. Altogether, this adds 12,346 SF Building Addition to the existing Winner Subaru auto dealership building and site improvements.

The property is zoned C-4 (Highway Commercial Zone) which permits motor vehicle sales and service establishments. So, while the southern tip of the parcel falls within the SWPOZ (Source Water Protection Overlay Zone): Tier 3-Excellent Recharge Area, he wants to clarify that the proposed Site Plan work itself is located entirely outside of the boundary of that so there will be no site work happening in that area. In terms of parking, the Winner Subaru building parcel has a detailed parking description plan outlining their various parking designations. This project plans to take away 7 parking spaces from the front building to install that patio that he mentioned earlier. While also taking about an additional 23 parking spaces and one handicapped parking space to accommodate that building addition located on the northwestern side of the property; that 23 also includes the 7 in the front. In the rear parking lot of the property as you will see, there is a proposal of electric vehicle parking stations to be installed where there is an existing parking lot. So overall, despite the decrease in this small amount of parking, the applicant's parking strategy is still deemed well within compliance given the surplus of 172 parking spaces on the site. So, the site also has requirements for bicycle parking, lighting, sidewalk, curbing, and dumpster requirements which are all included in the DAC Report from this packet. The property also proposes to remove and replace one of the existing pylon signs currently in the parking display area in the front area of the existing Subaru showroom structure. Additional signage for the property is proposed near the roof line as well as on the left and the right elevations and for handicapped parking as well. It should also be made aware for the applicant that the property is currently governed by the Unified Comprehensive Sign Plan US-15-01, which received final plan approval in January 2016. This covers the existing illuminated wall sign that is presently there and the freestanding signs on both showroom buildings. Any proposed new signage would need to go through a separate review and permitting process.

From a landscaping perspective, there are a couple things to note here. The applicant is requesting a 30 foot Arterial Street Landscape Buffer reduction in a Waiver Request to the Planning Commission. This area is located along the northeastern entrance of the property between the existing site pavement and the curb where N. DuPont Highway is, it's 9 feet at its narrowest point and 15 feet at the widest point. The existing pavement along the front of the property is not going to be modified from its existing condition; so therefore; the applicant feels that that reduction is warranted. Along the southern frontage near the Volkswagen showroom, this project reduces the overall paved area to meet the SWPOZ (Source Water Protection Overlay Zone): Tier 3-Excellent Recharge Area requirements in that area. For context for the Commission, the same frontage previously received an Arterial Street Buffer Waiver under a completely separate application S-14-05, back in March 2014. The Landscape Plan shows that in the back of the property, there are going to be 27 trees proposed to be planted in the rear portion of property line as displayed. In terms of the DAC Report, there were some comments from the Department of Water/Wastewater, the Fire Marshal, DelDOT, and the Dover/Kent MPO. For the Wastewater, the applicant is going to coordinate with that Department when finalizing plans for a new sewer line to be installed as well as as-built plans required prior to the issuance of the Certificate of Occupancy. The Electric, although it's not in the DAC Report, it is worthy to note because it was mentioned during Staff and Applicant DAC which was that the City is actively working with the applicant regarding total electric load requirements necessary and additional transformers if needed. Chesapeake Utilities, once again not mentioned in the DAC Report, noted in Staff and Applicant DAC that the applicant is currently coordinating with Chesapeake Utilities regarding active natural gas service and they are going to contact Miss Utility before any site work begins. The Fire Marshal had a couple of

things regarding this application. One of them was Site Plans must clearly display a minimum of 50% perimeter access, designating fire lanes must cover at least 25% of the proposed building footprint and the fire suppression items. There needs to be a sprinkler system and it's strictly required for this project. For DelDOT, the applicant is currently working on scheduling a pre-submittal meeting with DelDOT officials. Lastly, the MPO strongly emphasizes prioritizing transportation safety throughout the site design. From a safety context on the entire stretch of N. DuPont Highway or Route 13 within Dover is designated on the High Injury Network under the MPO's Kent County Safety Plan.

Mr. Riemann stated that he has Mr. Sean Larry with him from Winner Subaru in Dover. This has been a car dealership for as long as he can remember. Winner has operated this car dealership for about the last 15 years when they acquired it. The additions that are being made today are to support the existing business that is there by expanding its maintenance capabilities for the site maintenance and repair capabilities, which we probably all know that we desperately need. You can see on this graphic, the existing buildings are in the light tan and then the additions are in the orangish kind of tan. You have a little bit in the back, that's the 8,000 SF that was referenced and then you have the 3,000 SF which is on the side north of the facility; and then a very minor addition out front. The site itself is zoned C-4 (Highway Commercial Zone). The use is consistent with the zoning that is there. The total parcel is about 5 acres. It is also important to note that this area is entirely impervious. The project is not adding additional pavement or additional impervious in this area. It is already impervious today. He knows the SWPOZ (Source Water Protection Overlay Zone) was referenced but none of the work for this project is within that zone. That zone is more on the southern portion of the parcel. The access is not being changed. It is an existing access; a right in and right out. There are turn lanes, sidewalks and all of those things there today and they are not impacting that at all. Essentially, the way this site works is the small addition on the left-hand side of the building would be for people bringing in their car for maintenance. They would go in there, check in with the agent, there and then the maintenance people would take the car into that back portion and that's where the magic happens and the repairs happen. That is the flow of things that are happening there. He did want to mention the waiver because they do have a Waiver Request in the packet. That waiver is for the 30-foot Arterial Buffer. It's a little bit odd because that's where the existing pavement is right now so that's how it is today. We are not proposing to increase that or change that; that's the limits of the existing pavements that are along the highway in its existing condition. He thinks there is a little bit of a formality in the sense that they need to request that as part of this but they are not proposing to add pavement in that particular area. As a result of the limitations we have across the frontage there, we are proposing the landscaping on the rear of the project and about 27 additional trees will be added. The next slide shows a view from Route 13 directly at the facility. So it's pretty major overhaul to the aesthetic of the building. He thinks that it is very attractive. Obviously you can see the different roof lines and some glazing. You can see on the left hand side the two garage doors which would be the new entry as you go in and check in for maintenance. You can see an outdoor covered seating area as well for customers, hopefully future car purchasers. You can see the signage on the front. They know that they will have to come back and deal with signage as a separate permitting process, but this gives you an idea of what that looks like. Also important to note, with any of these brand facilities, the architecture does go through a review process with Subaru and has to get approved by them and that approval has already happened for this.

Mrs. Denney stated that she thinks it looks great. She happens to be a frequent flyer of their business. She loves Subarus and her Subaru saved her life. She hit a full sized deer when she turned off of Route 13 to head towards Middletown and the only thing that happened to her car was that there was a hoof print in the rear front render. Several men stopped to see if she was okay. They picked up the giant deer and carried it to the side of the road and that Subaru saved her life. She is trying to understand essentially what you are asking us to relive you from on the Arterial Street Buffer which are the plantings out front but you are going to have plantings in the back, like sort of when we do in lieu of, they will all be in the back. Responding to Mrs. Denney, Mr. Riemann stated that there are sort of two different things. There is a landscape requirement which we meet and that's the trees in the back. But there is also a 30 foot Arterial Buffer because Route 13 is considered an arterial. So; there is a 30 foot buffer where essentially we can't have paving or hard surfaces. Those paving and hard surfaces already exist right now if you were to go to that site. We are not increasing that or changing that at all. It's a little of an odd request because it's an existing condition and maybe Mrs. Melson-Williams can expand on why that waiver has to come here for the Commission to act on, but it's not a condition that we are creating with this project.

Mrs. Denney stated that it's somewhat grandfathered in; it's always been there. Responding to Mrs. Denney, Mr. Riemann stated yes.

Mrs. Melson-Williams stated that your Code today includes as noted, a 30 foot Arterial Street Buffer that's supposed to be a landscaped space that is from the property line into the site. This northern building is the one that has been there for years and the pavement to place the vehicles on display in front of that building has been there for years. The remedy related to what our Code says today and then their existing condition was to have the Planning Commission act on the Waiver Request. Planning Staff is recommending that you approve that Waiver Request to reduce that landscape buffer to whatever little bit of green space is actually there. There is some green space closer to the entrance. You can see that the parking spaces have been there. The sidewalk was put in a number of years ago actually with jogs around them. It's an existing condition that can be excepted formally through action on the Waiver. Staff is recommending approval of that because of the existing conditions that exist on that northern area of the property. They have noted that other than probably resurfacing the pavement that is already there, there is no change happening there. They are adjusting where their handicapped parking spaces are because she thinks originally there were up against the building. They are providing that designated space in close proximity to their front main building entrance. The paving has been there so it's a way to act upon the existing condition and move it through the waiver process.

Mrs. Denney opened the public hearing and after seeing no one wishing to speak, closed the public hearing.

Mrs. Welsh moved to approve S-26-13 Winner Subaru Building Additions at 1387 North DuPont Highway inclusive of the waiver request for the reduction of the Arterial Street Buffer, seconded by Mr. Michael Lewis and the motion was carried 6-0 by roll call vote with Mr. Roach, Mrs. Maucher and Mr. Baldwin absent. Mrs. Welsh voting yes; she thinks the elevations show a beautiful design with the additions and they incorporate the additions into the existing building very aesthetically. Mr. Lewis voting yes. Mrs. Donna Lee Williams voting yes. Dr. Jones voting yes; she too will be happy to use the new entrance to the service area. Mr. Reaves voting yes; for

reasons previously stated. Mrs. Denney voting yes; this is another well thought out plan. She thinks that it's important that we grant this waiver because again, it's been like that forever and she thinks trying to do something different with it would create a hardship.

S-26-14 William Henry Campus Improvements at 65 Carver Road, Dover, DE – Public Hearing and review of a Site Development Plan for the demolition of an existing 140,382 SF school buildings (William Henry) and portion of the Kent County Community School (KCCS) and construction of a new 81,362 SF Kent County Secondary Intensive Learning Center, a 36,098 SF Addition for KCCS and a head house associated with the new geothermal system. The proposal also includes site work consisting of a new bus and parent dropoff/pickup loops, parking lots, vehicular and pedestrian circulation, and a geothermal system field. The property is zoned IO (Institutional and Office Zone) and also partly subject to the COZ-1 (Corridor Overlay Zone). The Owner of record is Dover Special School District (Capital School District). The Property consists of 45.46 Acres. The Property is located on the north side of Forest Street and east of Carver Road. Property Address: 65 Carver Road, Dover, DE. Tax Parcel: ED-05-076.07-01-55.00.000. Council District 4. *Waiver Request: Reduction of Parking Requirement.*

Representative: Ms. Eileen Thorp, CDA Engineering; Mr. Alex Meitzven, Traffic Planning and Design Inc.; Mr. Collin DeAscanis, CDA Engineering (virtual); Mr. Bryan Williams, ADHA (virtual); Ade Kuforiji, Capital School District

Mr. Salzano stated that before you is Site Plan S-26-14 William Henry Campus Improvements at 65 Carver Road. The property is zoned IO (Institutional and Office Zone) and the southern portion of the property containing the Booker T Washington Elementary School is also partly subject to the COZ-1 (Corridor Overlay Zone). The proposed project is not on that southern portion of the property and therefore is not subject to the requirements of the COZ-1 (Corridor Overlay Zone) but because part of the 46 acre parcel does touch it, he thought it was best to mention it. The property consists of about 45.56 acres; however, the development area specific to this project is 18.2 acres on the north side of what we are referring to as the boulevard drive aisle and just east of the recently approved Bus Lot. The proposed project includes the demolition of the existing William Henry Middle School in its entirety as well as the existing site work including parking and drive aisles on that northern portion of the site. The existing part of KCCS will be left intact. In place of the William Henry Middle School, the applicant has proposed a 36,778 SF Addition to the Kent County Community School and the construction of a new 81,362 SF Kent County Intensive Learning Center. There is also some site work that includes a geo-thermal field and as part of that geo-thermal field, there is a need for a geo-thermal head house so that is another 1,350 SF structure. When completed, the overall campus plan will be 223, 712 SF of building square footage on the site, including the existing Booker T Washington Elementary School, the expanded KCCS, the ILC, and the head house facility. Site work for this proposal includes the construction for two new bus loops, two new parent pickup and drop-off loops and there are also 3 new proposed drive aisles. One of them in the northern portion of the site, breaks off to access the northern parking lot as well as those two bus loops and then the two in the southern portion of this site take access from the boulevard drive aisle and provide access to the parent drop-off loops and to two additional parking fields in the south of this site. There is an extensive sidewalk and crosswalk network proposed throughout the site. This does include the required ADA early warning detection pads throughout, ramps and all other accommodations. Between the proposed three buildings,

there is a total parking requirement of 504 spaces. That is per the IO (Institutional and Office Zone) zoning requirement. The KCCS alone requires 227 spaces, the ILC 272 and 5 spaces for the head house facility. The applicant has requested a Waiver for about 44% requesting that the required 504 spaces be reduced to 283; representing an overall reduction of 221 spaces. The applicant cites the fact that these specialized educational facilities will really not need to accommodate more than their staff and faculty and they do not plan to do any public rentals or have a significant number of guests in the facilities. It's really just their staff and faculty that should be accommodated. Staff's Recommendations can be found on Page 194 of the packet and the proposed Site Plan can be found on Page 216. Staff is recommending approval of the Parking Waiver.

Ms. Thorp introduced the project team and stated that there were also members of the Capital School District here if there are questions about how these two unique schools operate that they are trying to establish on the site. For the existing William Henry School, the plan is to demolish a large portion of that school in order to add the Addition to KCCS as well as to build a new school for KCS ILC. Both of these schools have specialty programs for the student population in Kent County. In KCCS, they take care of students that have mobility issues as well as other physical impairment type issues in order to give them the education that they deserve and the facilities that they deserve. We are trying to improve that with the addition of the building. For the KCS ILC, this is basically a K-12 program to try to transition children who have behavioral issues back into the overall school system. These two facilities don't generally operate as a typical elementary school, middle school, or high school type situation. There might be some overlap in how they operate but the need is there and they are trying to fulfill that need for Kent County as well as the City of Dover and the Capital School District.

Mrs. Denney asked that ultimately there will no longer be a William Henry Middle School, or will it still exist and this will just be an addition to what is on the property? Responding to Mrs. Denney, Ms. Thorp stated that unfortunately the William Henry Middle School will be taken down in order to make accommodations for the new expansion as well as the new facility; however, the William Henry Middle School will be represented. She believes that there is a room that will be designated.

Mr. Williams (architect) stated that is correct. There are a couple of things that they are doing. The condition of the building was determined as not suitable for the investment that the District would be making and that was approved with the Department of Education and the School Board. Also it was not really suitable for the needs. As Ms. Thorp mentioned, KCS ILC is for behavioral children; it is a transitional program to get them back in. There were issues with supervision and clarity of corridors. William Henry Middle School was built up over the years and there were a lot of dead end corridors and things like that that were really not safe for security and function in this school. KCCS is not only physical challenges that these students are facing, but cognitive and other issues. They also needed more clear pathways and it's a single story facility. It was the conditions of the building for the suitability of the kids. Also, there were some things that happened to the building over the years, in particular there was a weather incident a few summers ago that did significant damage not only damaging the building but also allowing us to see the true condition of the building; things that were not visible under normal review of the building. With that being said to give some background on the purpose of why the building needed to be demolished to accommodate these two special facilities, we have been working closely with the District and the very vocal and proud alumni association to represent William Henry Middle School properly. It

has been determined that the campus will be called William Henry Campus. We are providing opportunities in both facilities for memorabilia and other displays. They are bringing plaques over and things like that. There is also a special dedicated history room. Anyone who has been in Booker T. Washington's renovation that was added on, we did something similar there. There is memorabilia room that is used as a meeting room, not only for the school but for the alumni group and that has the potential to carry over to William Henry Campus at the KCS ILC school in particular.

Mrs. Denney stated that he answered her question because she wanted William Henry to continue to be remembered. Responding to Mrs. Denney, Mr. Williams stated that there are historical markers as well that are being preserved among other things.

Mr. Mark Reaves stated that he has a question regarding a previous project that they approved in the Planning Commission. Over by Carver Road, the parking area that he believes that we approved for bus parking. Is that still something that is going to go forward? Responding to Mr. Reaves, Ms. Thorp stated yes, it is the school district's intention to move forward and build that.

Mr. Reaves asked if that would have any impact on this project. Responding to Mr. Reaves, Ms. Thorp stated no, she doesn't believe so other than the current impact that it would have with it being approved now. The overall site is actually going from a middle school type campus with an elementary school. It is actually going to be reducing the amount of traffic that will be there. When we had received the approval for the Bus Lot as well, we made sure that we got approval from DelDOT with how the movements would work with the buses. The school district agreed on how the movements for the buses who would utilize that Bus Lot and would operate coming in and out of the site. The intent is not to have them make any left hand turns on Carver Road or off of Carver Road or to Saulsbury Road as well as to Forest Street and to utilize the light at Weston Drive for all left hand turn movements.

Mrs. Denney opened a public hearing and after seeing no one wishing to speak, closed the public hearing.

Mrs. Welsh moved to approve S-26-14 William Henry Campus Improvements at 65 Carver Road, Dover, DE inclusive of the Waiver Request for the Reduction of the Parking Requirement, seconded by Mr. Michael Lewis.

Mrs. Denney stated that she might be mistaken, but she thought somewhere in this they asked that we separate the waiver or was that for another project. Responding to Mrs. Denney, Mrs. Melson-Williams stated that may have been separate. You can certainly as part of your motion, act upon a Waiver Request at the same time.

Mrs. Welsh moved to approve S-26-14 William Henry Campus Improvements at 65 Carver Road, Dover, DE inclusive of the Waiver Request for the Reduction of the Parking Requirement, seconded by Mr. Michael Lewis and the motion was carried 6-0 by roll call vote with Mr. Roach, Mrs. Maucher and Mr. Baldwin absent. Mrs. Welsh voting yes; this is going to be a great addition for the school system and she thinks it is a great use of the property. The geo-thermal thing is pretty interesting so she is anxious to see how that works. Mr. Lewis voting yes. Mrs. Donna Lee

Williams voting yes; she had two concerns as she reviewed the materials and both of those concerns were addressed to her satisfaction in response to the questions that Mrs. Denney raised. Dr. Jones voting yes; she is delighted that the name of William Henry will be retained and she wants to publicly thank the District for working with sometimes very energetic alumni in terms of what is going to happen at William Henry. Mr. Reaves voting yes. Mrs. Denney voting yes; it's about time. When she opened this she thought, this is wonderful. She had a daughter who went there and frankly it is about time. But her main concern when she opened the packet was, will William Henry continue to be honored and remembered.

NEW BUSINESS

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

Representative: Mrs. Ann Marie Townshend, Rossi Group

Mrs. Melson-Williams stated that this is, as we promised, continued reporting on the SJR8 Project. We have with us, representation from the Rossi Group who is the consultant assigned to the City of Dover who is working with us on this project. She is going to turn it over to Mrs. Ann Marie Townshend from the Rossi Group. She has a presentation that was actually included in your packet along with the Report document that she will also be referencing.

Mrs. Townshend stated that she knows her colleague was before the Commission last month talking about the Active Recreation component and now we are moving onto that. Now we have basically the overall regulatory analysis. Just to give a little bit of background, in 2024 the Generally Assembly created the Affordable Housing Production Task Force. They released a Report and it included representatives of the League of Local Governments. One of the recommendations of their Report was zoning reform to make it easier to build houses and housing that is something other than only single family, which is most of what you see being built in the State; not necessarily in Dover though. Last year, the General Assembly passed SJR8 which is a voluntary program to allow local governments to receive technical assistance to do zoning reform. There were 9 jurisdictions in the State that applied as part of that program; Dover being one of them. There are 3 technical assistance providers each assigned to multiple jurisdictions to help with the process. She is with Rossi Group and they are working with Dover as well as three other municipalities. This is a pilot program. It's about a year long process and we are right about in the middle of it. We have spent time over the last several months digging into the *Zoning Ordinance*, the *Subdivision Ordinance*, and the processes. We have been talking to Staff and we as you know because it's in your packet, recently released the Draft *Land Use Regulatory Analysis Report*. Basically, tonight she will be going through that. Going from here, forward, we will have public engagement in October and then we will get down to drafting ordinances. Then we will be before the Commission again with the idea that this whole process will wrap up somewhere around March 2027.

Reminding you of the zoning reforms that Dover selected were: allowing ADUs and/or "missing middle" as permitted uses in residential zones (ADUs being Accessory Dwelling Units); increasing buildable density by reducing minimum lot sizes and bulk standards; increasing building heights for multifamily housing and/or mixed-use developments; establishing an

inclusionary zoning program to address affordable and workforce housing; and to allow higher density and mixed-use with residential in commercial zones and employment centers. There were other reforms that are available and the City could still pursue some of those if you so choose. About 50% of Dover's housing stock is renter occupied and 47% is owner occupied so it is almost evenly split between the two. She thinks unlike a lot of communities, Dover really is doing its job to provide housing for people across the economic spectrum and at all economic phases of life. If you look at the housing stock and the type of housing that you have, the purple color is housing that is 10 or more units per structure; so, those are really the apartment complexes. The red color shows single family detached units. Basically, that really makes up the major of the housing in Dover at this point in time. That is not new construction. It's everything. When you talk about housing affordability, there are two terms. One is cost burden and that is where a household is spending more than 30% of their gross income on housing related expenses. That includes rent and mortgage, HOA fees, but also utilities. Severe housing cost burden is where you are spending more than 50% of their gross income on housing expenses. In Dover, 44% of households are cost burdened. That means that 44% of the households are spending more than 30% of their gross income on housing expenses. 36% of households with a mortgage are cost burdened. 14% of households without a mortgage are cost burdened; so, that could be senior citizens who may not have a mortgage anymore, but they really don't have any income. So even just the utilities and the taxes and just maintaining the house is a burden. 58% of renter households are cost burdened and 23.7% of renter households are extremely cost burdened. What that means is that people are really stretched especially if they are not in a homeownership situation and she thinks we all know that it's hard now to get into homeownership. Those of us who bought houses way back, we are lucky but the younger people now are having a harder time getting into that. How much does housing cost in Dover? According to the American Community Survey 5-year estimates, Dover's median gross rent was \$1,344 per unit. We believe that is low and there are a couple reasons; one there is a lag with the 5-year estimate but the other thing is that that factors in all rents. We have quite a few communities in Dover that have subsidized housing where the rent is set based on affordability, not based on the market. This really doesn't reflect the market. We have been looking at some of the market sites. Zillow estimates that Dover's median rent is almost \$1,800 per unit. She is also going to tell you that they have also been looking and there is not much out there for \$1,800. Apartments.com estimates the monthly housing cost for renters at \$2,447. Again, these numbers are a snapshot in time. The next slide shows ownership numbers. We are not quite as high as the State or the County as a whole but you can see where in 2020-2021. Things really jumped. They have leveled off since but they have still maintained that jump. She thinks what they do know is that household incomes have not made that same degree of jump. The next slide shows the process that they underwent for this. They reviewed the *Zoning Ordinance* and *Subdivision Ordinance*. We looked closely at what the permitted residential uses are in the various zones and the process for things like Subdivisions with Minor Subdivisions being one of the obvious ones. There really is not a lot to it. There is no infrastructure; you are basically just striking a lot line but that is subject to the same process that a public hearing and everything that a much larger subdivision is. We looked at the bulk standards for the zones including those that are in the PND. The PND as you all know because you see it first-hand, one, you are allowed to approve alternative lot standards proposed by the applicant, But also even in the standards set forth in the *Zoning Ordinance*, the lot sizes tend to be smaller than what would be required in the most of the zones like RG-1 and RG-2 zones that we looked very closely at. One of the questions is, if it's okay for a PND, maybe it's okay for other things as well. We looked at the Supplementary Regulations and

that's how we got into Active Recreation. She thinks there are some other provisions within that as well. And we also looked at the off-street parking and loading facilities because again, one of the things that drives up cost of housing is the land cost and also the improvement costs. The more you have to pave and let's face it, that just causes runoff. If it's parking that is needed, that is one thing but if it's parking that isn't really needed and justified, maybe there is an opportunity to change that. There are 23 zones in Dover that allow residential uses. These make up 55% of all zoned land in Dover. She did say when she was at the Council Committee of the Whole last week, she thinks as they move forward with this she is going to have their staff take the Air Force Base off because we really don't touch it or actually exercise the zoning. For the analysis purposes, she thinks she wants to take that out. Around 6% of Dover's zoned land is identified as vacant in the County parcel data. That is not a lot but we also know Dover is relatively built out and that a lot of the vacant that is not included in this 6% is already approved for something. What we are thinking is the opportunity to really move the needle might really be in the infill and redevelopment side of things. She is going to go through each of the reforms and some of the barriers. Really we are just at this point posing questions. She will talk at the end about the public engagement that is coming up and then where we go from there.

The first reform is the ADUs (Accessory Dwelling Units). There are multiple ways to do accessory dwelling units. They can be standalone, they can be over a garage, it can be the basement of a building, or it can be a small addition to the building. As we look at adding accessory dwelling units to the permitted residential accessory uses, we need to be thinking about what types are appropriate. Things that we want to encourage the City to consider: one, the City has already basically said that accessory dwelling units are part of the strategies that they want to pursue. So we need to identify what are the zones and basically modify those zones to allow them. We need to figure out if it's all zones. Is it just where you have a single family detached home? Those are things that they will get to in that next phase of the process. Should bulk standards be adjusted to facilitate accessory dwelling units? Right now, for instance, there is a maximum height of 15 feet for an accessory structure; so, a garage or shed can only be 15 feet. If you want to do an apartment over top of a garage then 15 feet isn't going to cut it because you need to be able to go two stories. Should there be specific parking requirements? Should it be parking over what that main residential structure is required or do you just let it go? These are things that we will have to figure out. Reform #2 "missing middle" housing basically makes up those things from duplexes to small apartment structures that have fewer than 10 units; so, it's not your apartment complexes. It's not big; it's things that kind of could fit in existing communities. Especially where you have sidewalks and infrastructure for people and you have sewer and all of these things. It makes it easier to build something more affordable because again, with land being one of the major components of housing costs townhouses, duplexes, multiplexes, or whatever you want to call these different styles are more efficient to build. Your per square foot cost goes down when you start to look at that. The idea with the "missing middle" is one, they can fit in our existing neighborhoods and they are a good fill in option. If you drive around Dover just like that picture on the screen which is on her street with all the single families. But that duplex has been there longer than any of us and it doesn't bother anyone; it belongs. If you drive around Dover, you see a lot of that. You see a lot on Governors Avenue. There were three pack townhouses that were built in the 80's. South Bradford has beautiful 130 year old Victorian duplexes and somewhere along the line we decided that these things shouldn't be allowed by right in our neighborhoods, but maybe they should be. One of the things that they looked at was where are townhouses allowed by-right, by Conditional Use, and

under the PND. By right, they are allowed in the areas shown in green. As a Conditional Use, they are allowed in the areas shown in yellow. For the PND process, they are allowed in the areas shown in orange. Again, one of the questions is if we allow townhouses, duplexes, or these other types of houses. The PND is fine and it has a lot of benefits but you have a tract size of 20 acres and it's a much more rigorous process. Is there the opportunity to allow some of those things without that degree of process? We have had a lot of re-development in the RG-1 zone in the last decade so she wants to show you where RG-1 is. It is basically the yellow shown on the map. It is a lot of Downtown, Lincoln Park, and it is a lot of the older communities. One of the questions is could the RG-1 and RG-2 zone be modified to allow townhouses and duplexes by-right instead of Conditional Use. Within the Ordinance, you can set standards. You can require alley access. You can have a lot width so that they are not too packed in. You can do a maximum number in a pack. There are things that you can do to make sure that it's not too much in any one location. But could we create a scenario where these things would be allowed? In the RG-2 zone, multi-family is allowed as a Conditional Use. Again, are there ways that we could allow multi-family in the RG-2 zone without that additional process because the process costs money too? Think of all of the paid engineers who were up here tonight and that is not an inexpensive process. RG-2 and RM-2 allow garden apartments and the garden apartments is an interesting definition and it's one that she thinks has gotten very stretched. Is there a way to re-purpose that definition and make it something maybe a little different? Could the garden apartment definition be updated to become something that would be more of a "missing middle" type? The mid-rise apartments are allowed in the R-4 zone and under their definition, they require an elevator. Could a mid-rise apartment have a definition that is something that could be used more easily? We have a definition for multiplexes and it requires that each unit have independent access from the outside. Are those things that could change? It's looking at really preserving the scale of things and not necessarily that level of detail. Again, having things that might be four or five units in a building but have it at a scale where it's not a big apartment building. Stacked duplexes; we have some stacked duplexes here and you can't tell from the outside a stacked duplex from a side by side. But we require duplexes to be side by side and on separate lots. Is that really needed anymore? She is sure that it was at one point in time. Some people in places that allow it will buy a whole structure and live in one unit and whether it's side by side or stacked, rent the other one out. It helps them to have that affordability that otherwise they might not have and it provides presumably a more affordable rental much like an accessory dwelling. We have talked and she is sure you have heard quite a bit about tiny homes. She doesn't know that we need to say or do tiny homes per say but the idea of cottage court where you might have units that are maybe 800 SF or maybe even 600 SF. Maybe it's just a one bedroom bungalow where somebody could start out any maybe get a little bit of equity. We were talking the other day when we had our internal meeting with the City's team that is working on this. Jason Lyon who is our new Assistant City Manager, talked about when he lived on Pear Street. He looked at where he lived on Pear Street and it was a 5,500 SF lot and an 800 SF house. That was just fine for him and then him and his wife and then they had a baby and they moved. But that's what used to happen and now it seems like nothing wants to get built under 2,000 SF. So can we get back to some of these smaller things? For some of the larger Victorian buildings, again, it's about how you set your standards but would allowing some of them that have already been converted to apartments, would apartments be more viable? It is interesting when she was very young a long time ago; she lived at 6 S State Street which is now the Brockstedt, Mandalas & Federico office. That used to be apartments and then we had more of an office demand and the apartments at some point, weren't as well maintained and so that converted to office. After

2020, there hasn't been as much demand for offices because people aren't going into the office as much. So maybe some of those old Victorians that converted to offices and now can't get filled is there an opportunity to convert to some multi-family. Increasing building density is the idea of looking at the minimum lot sizes where in the RG-1 zone the minimum lot size for a townhome is 3,000 SF and the minimum lot size for a duplex is 5,000 SF; however, we allow a lot less in the PND. The Board of Adjustment has issued variances to reduce those lot sizes. Again, can we look at what lot sizes make sense? This is getting away from the "missing middle" here but is there benefit to increasing building heights in some of the zones? In the RG-2 zone, multi-family is allowed to go up to three stories. Is four stories acceptable? These are the things that we could discuss. Could the maximum height of multi-family in RM-2 (Medium Density Residential Zone) be increased from three to four stories? Again, just by adding a little bit of height and a little bit of density, you could bring down those costs. She doesn't want you to think that she is telling you that all of this is going to change overnight. It's going to take time and there need to be other strategies too like funding at the state level; there is a whole tool kit. This is our piece of it and she thinks this will make some of those other things go further. Within the commercial zones and employment centers what about allowing higher density mixed use? Right now, in the SC-2 you can do apartments by-right but in the C-4 (Highway Commercial Zone) it's a Conditional Use. Should that perhaps be allowed by-right? There would still need to be a Site Plan. Are there other commercial zones that don't allow residential where maybe it would make sense, SC-3, IO, CPO? CPO allows townhouses and duplexes as a Conditional Use but does it make sense to allow that by-right? She thinks they only have one place that is zoned SC-3 now and that's the Dover Mall. If you look at places like Columbia Mall in Maryland, what used to be the Hunt Valley Mall and now it's an open air mall in Hunt Valley, Maryland. Those areas have redeveloped and Columbia in particular has housing all around that mall and right now, that would not be allowed here. The next slide is a big undertaking and it is something that helped move the needle where the market isn't going to do it on its own and that's inclusionary zoning. Inclusionary zoning can either be done voluntarily or as a requirement. Where it is most effective in the cases where it has usually worked and added units, it's been a requirement. That's the idea that if you are building more than, in some cases, it's more than 11 units, or someone could start 20 that you have the certain percent. In Montgomery County, Maryland where they have one of the more successful and inclusionary zoning programs, it's a minimum of 12.5% of the units need to be affordable and the ordinance would set that affordability level. And then you can get density bonuses if you increase the percentage. This is not something that she thinks could be done by March but it is something that could really help fulfill that need. For Pre-reviewed design plans, if we are going to move in this direction there could be things like accessory dwelling units or maybe some of the multiplexes and things where especially if you wanted to be a really nice design. If you develop the plans, basically people would be able to use them. We have looked at where these have been successful and it's a mixed bag because if you have a national builder, they are going to come in with their own design. A lot of the infill stuff is not being done by large companies, it's being done by local investors and it might be something that they would look at. One of the things that they are going to do is have a focus group with members of the development community. She thinks that's where we could really find out if that's something that they would latch onto. It doesn't make sense to use it if people aren't really going to use it, but it could help you to guide the character as well. In parking requirements, the big one that we found was that it works for apartment complexes. For apartments, we have a parking minimum of 2.25 spaces per unit which again, works for a complex especially because of visitors and stuff but it doesn't really work for those 3-4 unit small buildings that might

just have 3 or 4 one bedrooms with people living by themselves and they don't necessarily need to park two cars. In conclusion, we are looking at ADUs (Accessory Dwelling Units) which happen to have a lot of benefits, the "missing middle" that could really be an infill strategy and density. In a lot of cases she thinks we are talking marginal density increases, not anything significant, mixed use and walkable neighborhoods, and then the other thing that we are looking at is there the ability to do something on the water/wastewater impact fees which we are still figuring that out as there is a lot involved. Basically that's where we are. We will be having a Public Workshop on Wednesday, October 14, 2026 at 4:30PM at the Dover Public Library. The Commission has a copy of the flyer and we are asking people if they can, to stay for the whole thing. We have a Lego activity and we are trying to make it very hands on so that people understand the challenges and then also can then visualize the solutions.

Mrs. Melson-Williams stated that she is not seeing that Planning Commissioners had any questions on that presentation. We are really looking to keep you updated on where we are in that process and certainly you received a copy of the Regulatory Analysis Summary that Mrs. Townshend talked about tonight was kind of hitting some of the high points. That document is much more involved and this will be an ongoing effort with our consultant and Planning Staff.

Mr. Mark Reaves asked if this presentation was something that Planning Commissioners have any involvement on this information. Responding to Mr. Reaves, Mrs. Melson-Williams stated yes, because ultimately any changes to the City's *Zoning Ordinance* or *Land Subdivision Regulations* is going to come through the Planning Commission as a Text Amendment that you will have public hearings on. You will make recommendations to City Council and City Council will ultimately adopt provisions. She thinks the Planning Commission is also seen as a resource of where are we having difficulties with housing and what opportunities do you see since you've been reviewing these types of plans over time. The Commission is one of the key stakeholder groups for knowing about housing in Dover. So, if you have any particular thoughts on some of the concepts that we have put forth, they would like to hear the. But this is not the last because there is going to be more to come.

Mr. Reaves asked on the October 14th meeting, how much opportunity is there going to be to voice your concerns or anything like that? How is this meeting structured so that we could have more involvement? Responding to Mr. Reaves, Mrs. Townshend stated that the workshop on October 14th will have some kind of hands-on activity. Participants will get a card and they will have to look through the eyes of somebody who holds a certain occupation in Kent County. We will have the income information, survival budget, and how much is allowed for housing. It will be some hands-on things like that but there will be a survey component. She thinks it might end up being a live interactive poll that then can still be supplemented online. Everything that we do at the Workshop or everything that we present, they want people to be able to look at online as well. So, if they can't be there they have access to the materials and can submit their comments. Yes, there will be opportunities for you to submit through a survey and other activities. When we have out public input site live, there will also be the opportunity to submit emails through that website.

Mr. Reaves stated that currently there is no public input right now. This is all being done behind the scenes. Responding to Mr. Reaves, Mrs. Townshend stated no, "Public Input" is the name of the software application. The Public Input platform will go live in October and there will be

information available about this process, and about all of the 9 participating jurisdictions. The work that has been done to date has been a little behind the scenes because it's been our team reading the *Zoning Ordinance* and reading the *Subdivision Ordinance* and talking to Staff and getting a sense of where those barriers exist. Now we are moving into the phase of the project that is asking the public to look at what we have compiled and begin to provide their feedback and enter into the dialogue.

Mr. Reaves asked how this is being shared to the public. Responding to Mr. Reaves, Mrs. Townshend stated that we are going to have this Workshop on October 14th. She anticipates that they are going to put a commercial ad in the State News. We will do press releases. It is going to be shared on the City's website and social media. As Planning Commission members, they encourage you to send it out to your networks as well.

Dr. Jones asked at what point in time will you work with housing coalitions. Responding to Dr. Jones, Mrs. Townshend stated that we actually just talked to Staff about that on Friday. We have had a lot of focus on trying to figure out logistics for the Workshop. We plan to have three focus groups. One with employers, one with the development and real estate community, and then one with the non-profit housing people which would be like Neighborgood Partners, Habitat for Humanity, Milford Housing Development, and Delaware Housing Alliance.

Dr. Jones asked if there will be an intentional opportunity to have them join you. Responding to Dr. Jones, Mrs. Townshend stated yes, absolutely.

Dr. Jones asked if they were going to utilize WBOC. Responding to Dr. Jones, Mrs. Townshend stated that is where they will do press releases.

Dr. Jones asked if they were going to contact churches. Responding to Dr. Jones, Mrs. Townshend stated that is actually one of the things on our list. That came out at Council Committee of the Whole last week, is getting it out through churches so they are going to work on getting that out too.

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

Mrs. Denney stated that it turns out that we are short so many people and it just doesn't make sense to do it this evening. She is not sure if they have to vote on it or if they can just pass on it.

Mrs. Melson-Williams stated that you can certainly recognize that while it's on your Agenda. She believes that your past motion was to defer that until all appointments and reappointments had occurred. It's her understanding that we still have one term that was technically expired in June that has either not be reappointed or a new person appointed at this point in time. She believes that Commissioner is Mr. Reaves so if the Mayor's Office has reached out to you about continuing service, please respond to them because all appointments and reappointments come through the Mayor's Office to City Council to actually complete those appointments. Seeing that you have 6 of 9 members present this evening, you could certainly hold off on it. If you want to formalize it in a motion to defer that until the next meeting, you could do that.

Mrs. Welsh moved to table the elections of Chair and Vice Chair until such time as we have all of the reappointments and all of the members can participate to vote, seconded by Mr. Michael Lewis and the motion was carried 6-0 by voice vote with Mr. Roach, Mrs. Maucher and Mr. Baldwin absent.

PUBLIC COMMENTS OPPORTUNITY -There were no members of the public seeking to provide comment.

Meeting adjourned at 10:08 PM.

Sincerely,

**Kristen Mullaney
Secretary**



October 8, 2026

Subject: Request for One-Year Extension — C-24-02 Luther Village IV

Dear Ms. Melson-Williams:

On behalf of the applicant, I respectfully request a one-year extension of the Planning Commission's conditional approval for Application C-24-02, Luther Village IV: Planned Neighborhood Design – Senior Citizen Housing Option.

The application was conditionally approved by the Planning Commission in September and October 2024 and is currently scheduled to expire on October 31, 2026. We request that the approval be extended for one year, through October 31, 2027, to allow additional time to obtain final plan approval and permits and to commence construction.

We originally planned to submit a Low-Income Housing Tax Credit (LIHTC) application to the Delaware State Housing Authority (DSHA) in the 2026 funding round. However, the project's underwriting would not allow us to serve the residents at or below 50% of area median income (AMI) whom we are targeting. We are therefore revising the project to be developed in two phases so that the underwriting can support our target demographic. We anticipate having revised, permit-ready plans completed by mid-January 2027, positioning the project to participate in the 2027 LIHTC funding round.

Please include this request on the agenda for the October 19, 2026 Planning Commission meeting. Please let us know if any additional information or documentation is required.

Thank you for your consideration.

Sincerely,


Richard J. Murphy
 President, Board of Directors
 Applicant for C-24-02 Luther Village IV



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CITY OF DOVER
DEVELOPMENT ADVISORY COMMITTEE
APPLICATION REVIEW COMMENTARY
D.A.C. MEETING DATE: October 7, 2026

APPLICATION: Tidewater Utilities: Office, Storage and Equipment Facility at 1100 South Little Creek Road

FILE #: S-26-15

REVIEWING AGENCY: City of Dover Planning Office

CONTACT PERSONS: Alex Dewey, Planner I & Dawn Melson-Williams, AICP, Principal Planner
PHONE #: (302) 736-7196

I. PLAN SUMMARY

This is a Site Plan to allow for the construction and expansion on a 10.71-acre parcel for Business Offices, Material Storage, and Equipment Storage. The property includes two Office Buildings. The project proposes the construction of a 17,572 S.F. Office/Storage Building and a 7,200 S.F. three-sided Equipment Garage on the southern portion of the property, and other site improvements. Additional site improvements also include the installation of a 6-foot-high chain-link security fence with barbed wire and two north gate entrances located behind the existing front Office Building. The property is zoned IPM (Industrial Park Manufacturing Zone). The property is located on the south side of South Little Creek Road and west of State Route 1. The owner of record is White Marsh Environmental Systems Inc. c/o Tidewater Utilities, Inc. Property Address: 1100 S. Little Creek Road, Dover DE. Tax Parcel: ED-05-077.12-01-03.00-000.

Previous Applications

Previous applications for this site occurred under Site Plan S-02-21 for the 6,776 SF office – 1100 Building (closest to South Little Creek Road) and Site Plan S-07-22 Tidewater Utilities Office – 1100 Annex Building for a separate 9,882 SF office building (middle building). Z-24-04 was a Rezoning for the Lands of White Marsh Environmental Services that rezoned the property addressed as 1100 and 1110 South Little Creek Road from C-PO (Commercial and Professional Office Zone) to IPM (Industrial Park Manufacturing Zone). It had recommended approval from the Planning Commission on February 20, 2024 and was approved by the Dover City Council on April 22, 2024.

II. PROJECT DESCRIPTION

This project will construct a new storage and equipment facility for Tidewater Utilities, Inc. within a 3.86 acres +/- (168,000 S.F.) project development area. Major construction include a primary 17,752 S.F. Office/Storage Building featuring office spaces, meter maintenance parts storage, a mechanics bay, and accompanied by a separate 7,200 S.F. three-sided Equipment

Garage. Site improvements feature new pavement connecting to existing circulation lanes, along with 23 proposed parking spaces (2 handicap spaces), and two loading docks. Additional exterior facilities include a concrete apron spanning across the building fronts and precast concrete material storage bin blocks (20' x 30'), two roll-off dumpster pads, a dumpster enclosure, and proposed concrete sidewalks connecting key structures. The site will also incorporate a dedicated employee training area, with re-installed training infrastructure (including non-active water pipe, new fire hydrants, valves, and a re-installed precast training manhole), trailer parking, and a relocated gravel walking path. Security, utility, infrastructure upgrades consist of a six-foot in height chain link security fence with barbed wire, a proposed grinder pump station, connections to existing water mains and sewer force mains, a proposed emergency generator, a proposed transformer, and site light poles. Additionally, the Site Plan includes a dedicated stormwater management area featuring a pond with a 15-foot-wide maintenance perimeter.

III. BUILDING ARCHITECTURE

The architecture of the proposed Tidewater Utilities additional building facilities is presented in a series of conceptual color renderings. The overall design features a functional utility and administrative aesthetic utilizing a combination of tan vertical metal siding, a brick wall base and sill, dark metal entrance canopies, storefront window systems, and green standing seam metal roofs. The main front elevation of the Office/Storage Building features multiple access points equipped with glass storefront doors, framed storefront windows, and individual dark metal entrance canopies positioned above each entryway. Wrapping around the perimeter of the Office/Storage Building's lower façade is a red-brown brick wall base topped with a distant masonry sill, providing a durable foundation anchor beneath the tan vertical metal siding. Toward the right section of the front elevation, a metal overhead drive-in bay door is integrated alongside storefront doors with metal canopies to facilitate vehicular and equipment access. The roof structure consists of a prominent green standing seam metal roof featuring a gabled profile over the main office/administrative volume and extending continuously over the adjacent storage sections. The side and rear elevations maintain a consistent material palette, transitioning the vertical metal siding and brick based around the structure, with additional storefront doors and dark metal entrance canopies servicing secondary entry points. Across from the new main building, an auxiliary open-air storage Equipment Garage structure is proposed, utilizing matching green standing seam metal roofing and vertical metal siding, featuring a multi-bay covered storage design with structural support columns and concrete bays for equipment and materials.

IV. ZONING REVIEW

The IPM (Industrial Park Manufacturing Zone Conventional Planned) includes bulk standard requirements outlined in the City of Dover *Zoning Ordinance*, Article 4 §4.16. The building placements comply with these provisions.

V. PARKING SUMMARY

The parking requirement in the IPM zoning district is one parking space per 800 S.F. of floor area or one space per employee. The number of employees was not identified. Based on the floor area of 41,880 S.F. for the total facility (all buildings), a minimum of 53 parking spaces is

required. The existing site includes a total of 82 marked parking spaces and will have a total of 105 parking spaces upon completion of this project. The applicant is reminded that parking on grass surfaces is also prohibited.

Loading Spaces

The requirement for loading spaces is based on building square footage. The rate is one loading space for Offices of 10,000 to 25,000 square feet in floor area with an additional loading space per 25,000 square feet of floor area or fraction thereof. The existing Office Buildings have an existing loading space. For storage uses in the IPM zone, the development must include sufficient off-street loading berths. However, the maximum number of required loading spaces for buildings totally up to 150,000 square feet is three loading spaces. This site will require two (2) loading spaces. This plan notes that loading will occur in the non-public areas in the rear of the site behind the front Office Buildings in the work yard area under development.

Bicycle Parking

The site is required to provide bicycle parking. The bicycle parking calculation is one for every twenty parking spaces. Based on the number of parking spaces proposed at 105, then six (6) bicycle parking spaces are required. The plan proposed seven (7) bicycle spaces; with there being three (3) located at the Annex Office Building and four (4) located at the New Office/Storage Building.

VI. SITE CONSIDERATIONS

Dumpster

This project is non-residential; the requirement is for two (2) Dumpsters. For this plan, the applicants have submitted on their Site Plan the construction for placement of four (4) new Dumpster units (2 regular and 2 roll-off). One new dumpster (containing two dumpsters) enclosure is located in the rear existing parking lot on the site and two roll off dumpster pads are just north of the proposed three-sided equipment garage in the work yard.

Lighting

The location of the proposed lighting is shown on the Site Plan with eight (8) proposed lighting fixtures at the edges of the parking lot areas, wash out areas, behind material storage bins, and next to the proposed roll-off dumpster pads and located just outside the parking lot.

Sidewalk

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

The existing site frontage consists of a paved sidewalk along the South Little Creek Road frontage. A concrete sidewalk is proposed connecting the existing rear parking lot to the newly proposed parking lot. There are also multiple concrete sidewalk segments proposed along the front and connecting the proposed parking lot to the proposed Office/Storage Building. The rear of the property is also looped by a gravel walking path.

Curbing

The *Zoning Ordinance*, Article 6 §3.6(b) requires upright curbing for all parking areas and access drives. Upright curbing is shown on the south side (adjacent to the new Office/Storage Building) of the new parking lot. The other areas of the work yard do not include upright curbing.

Waiver Request of Partial Elimination of Upright Curbing

Article 6 § 3.6 allows the City Planner to grant a waiver to eliminate required upright curbing when alternative surface drainage strategies are utilized. The applicant is requesting a Waiver Request for Partial Elimination of Upright Curbing along three key sections: the main entrance drive, the southern terminus of the paved storage area, and the northern edge of the Office/Storage Building parking lot. The applicant believes the waiver is warranted because the site's stormwater strategy relies on unimpeded sheet flow to naturally convey runoff into the perimeter drainage system, comprising existing swales and the existing pond as well as the proposed new pond. Omitting the curbing in these areas would eliminate physical barriers and allow runoff to discharge directly into the management facilities without requiring traditional inlets and pipe networks.

Signage

The project documents indicate the removal and replacement of three (3) signs located just off of the existing walking trail located on Sheet C-101. Additional signage is proposed near the roofline on the proposed Office/Storage Building frontage, as well as the left and right-side elevations and for the handicapped parking. Any signage must be approved through a separate sign approval and permitting process.

VII. TREE PLANTING AND LANDSCAPE PLAN

One (1) tree is required for every 3,000 SF of development area. The tree planting requirement for this Site Plan is based on development area in the southern portion of the property. This project site consists of a total development area of 3.86 acres (168,00 S.F.) and contains 32,100 S.F. of existing woodland area. Based on the project area consisting of 168,000 S.F. of non-woodland area, 56 trees are required. A Landscape Plan is included in the submission, indicating that all proposed trees on the site. The northern area of the property includes existing trees around the existing Office Building and Office Annex Building. The existing woodland areas are to remain.

VIII. PERFORMANCE STANDARDS REVIEW

Uses in the IPM Zone are subject to the Performance Standards Procedure set forth in the *Zoning Ordinance*, Article 5, Section 8.1 and 8.2 and referenced sections.

Article 5 §8.1 Dangerous and objectionable elements. No land or building in any zone shall be used or occupied in any manner so as to cause any one or more of the following conditions to exist and to be dangerous, injurious, noxious or offensive beyond the boundaries of such premises in such a manner or in such amount as to adversely affect the reasonable use of the surrounding area or adjoining premises: Fire, explosive or other hazard; noise, or vibration; smoke, dust, odor or other form of air pollution; heat, cold, dampness or electromagnetic disturbance; glare, liquid or solid refuse or waste; traffic congestion causing roadways or intersections in the surrounding highway network to fall below acceptable levels of comfort and convenience; or other substance, condition or element (referred to hereinafter as "dangerous or

objectionable elements"), provided that any use permitted or not expressly prohibited by this ordinance may be undertaken and maintained if it conforms to the regulations of this section limiting dangerous and objectionable elements at the point of the determination of their existence.

The project's compliance with a series of performance standards for the "dangerous and objectionable elements" must be considered by the Planning Commission. The "dangerous and objectionable elements" are as follows:

- Fire and explosion hazards (activities with and storage of)
- Radioactivity or electromagnetic disturbance
- Noise (sound pressure level)
- Vibration
- Smoke
- Odors (Odorous gases or odorous matter)
- Fly ash, dust, fumes, vapors, gases and other forms of air pollution
- Glare (from lighting or high temperature processes)
- Liquid or solid wastes
- Traffic congestion (Level of Service E)

The project cannot cause the above conditions to exist so that they adversely affect the surrounding areas or adjoining properties. The specific limits of each performance standard are described in the *Zoning Ordinance*. Where the performance standards conflict with regulations established by other state or local agencies such as the Delaware Department of Natural Resources and Environmental Control (DNREC), the more restrictive regulations apply.

As part of this procedure, a *Performance Standard Review Application* is required to accompany this Plan submission for review and approval. The Applicant submitted a Performance Standard Review Application Letter indicating how the proposed development would restrict the emission of dangerous and objectionable elements detailed in Article 5, Section 8.5.

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

IX. CITY AND STATE CODE REQUIREMENTS:

- 1) A Performance Standards Review Application was submitted for review by the Planning Commission. The Letter outlines how the proposed development would not involve the dangerous and objectionable elements detailed in *Zoning Ordinance*, Article 5, Section 8.5.
- 2) Plan needs General Plan Details Sheet showing proposed signage and other details for site improvements. Add construction details for site elements such as bicycle racks, sidewalks, dumpster enclosure traffic control signage, etc.
- 3) Sheet C-001:
 - a) The Site Data Column will need to be updated prior to Final Approval with the following:
 - i) Any changes recommended or approvals include information on any waivers granted

- by the Planning Commission.
 - ii) Item 24 designation of wetland area needs to be reindicated and not written as “TBD.” *The Applicant indicated that a formal wetlands delineation is to be completed.*
 - iii) Length of fence needs to be disclosed.
 - b) Proposed trees need a symbol key in the legend.
- 4) Sheet C-201 & C-202
- a) Addresses for adjacent properties need to be indicated on Sheets C-201 and C-202.
 - b) Label the Setbacks on Sheet C-201.
 - c) Identify size of wetland area to confirm any required wetland setbacks.
 - d) Label Bike Rack locations.
 - e) Clarify the use of the “Wash Out” areas. The applicant described the use of each washout areas respectively related to vehicle/equipment washing and clean-up activities. Please add notes to the plan.
 - f) Identify the surface area of the Employee Training area.
 - g) Connect Office/Storage Building sidewalks to work yard and paving (near grinder pump).
- 5) Sheet L-001:
- a) Delineation of size wetlands area. Fence not allowed to be installed in wetland area of delineation.
 - b) Need to indicate approximate location and description of what trees are being protected with the measures (to follow dripline of all trees to be preserved).
 - c) Clarify if the Dogwood trees near the relocated gravel walkway path comply with the no trees within three feet from sidewalks.
 - d) Need indication of measures to be taken to avoid sedimentation instructions and erosion in tree protection areas.
 - e) Identify size of wetland area to confirm any required wetland setbacks.
- 6) Consideration should be given to addressing the future multiple buildings on this site in general. This can be proposed in coordination with the City’s Tax Office and GIS Section.
- 7) Erosion & Sediment Control Plans and Stormwater Management Plans granted approval by the Kent Conservation District and Delaware Sediment and Stormwater Management regulations must reflect the Site Plan layout and design conditionally approved by the Planning Commission and be in compliance with the *Zoning Ordinance* and technical review requirements of other agencies.
- 8) The Final Plan set must include notes documenting any action taken by the Planning Commission on the requested waivers and must list any additional conditions of approval.

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

In accordance with the *Zoning Ordinance*, Article 10 §2.2, the Planning Commission in considering and acting upon Site Development Plans may prescribe appropriate conditions and safeguards so that the public health, safety, and welfare, the comfort and convenience of the

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

- 1) Waiver Request- Partial Elimination of Upright Curbing: Staff recommends conditional approval of the Waiver Request to partially eliminate the requirement of the Upright Curbing to recognize existing conditions for the main entrance drive, the southern terminus of the paved storage area, and the northern edge of the Office/Storage Building parking lot area of the property. Parking bumpers should be added to northern row of new parking lot.
- 2) Consideration of Performance Standards Review Application: Planning Staff recommends approval of the Performance Standards Review as submitted in accordance with *Zoning Ordinance*, Article 5 Section 8.1 and 8.2 finding that the project is expected to involve dangerous or objectionable elements with its office, storage, and work yard operations/activities.
- 3) Security Fence: Staff recommend that the Security Fence be relocated out of the wetland area. It is our understanding that the fence location will be revised upon completion of the wetlands delineation for the property. The current wetlands information is only shown on the plan from mapping resources.

XI. ADVISORY COMMENTS TO THE APPLICANT:

- 1) Other agencies and departments which participate in the Development Advisory Committee may provide additional comments related to their areas of expertise and code requirements.
- 2) Following Planning Commission approval of the Site Plan, the Plan must be revised to meet all conditions of approval from the Development Advisory Committee or as otherwise noted. A Check Print must be submitted for review by Planning Office Staff and directly to other agencies. Upon determination that the Plan is complete and all agency approvals have been received, copies of the Plan may be submitted for final endorsement.
- 3) In the event, major changes and revisions to the Site Development Plan occur in the finalization of the Site Plan contact the Planning Office. Examples include reorientation of the buildings, relocation of site components like stormwater management areas, and increases in floor area count. These changes may require resubmittal for review by the Development Advisory Committee, Planning Commission, or other agencies and commissions making recommendations in regard to the plan.
- 4) For building new construction, the requirements of the building code and the fire code must be complied with. Consult with the Building Inspections Staff and City of Dover Fire Marshal regarding these requirements. The resolution of these items may impact the site design including such items as building dimensions and height, building openings, and fire protection needs, etc.

- 5) The applicant/developer shall be aware that prior to any ground disturbing activities on the site the appropriate site inspections, Pre-Construction meetings (including a City of Dover Pre-Construction meeting), and permits are required.
- 6) Construction may have an effect on the adjacent property owners and nearby travel lanes. Any work requiring the closing or rerouting of potential customers or visitors to adjacent properties should be coordinated as to offer the least amount of inconvenience to the adjacent property owners.
- 7) The applicant shall be aware that Site Plan approval does not represent a Sign Permit, nor does it convey permission to place any sign on the premises. Any proposed site or building identification sign may require a Sign Permit from the City of Dover prior to placement of any such sign in accordance with *Zoning Ordinance* Article 5 §4. It is recommended that the applicant discuss the sign regulation requirements with the Planning Staff prior to applying for a Sign Permit.
- 8) The applicant shall be aware that Site Plan approval does not represent a Building Permit and associated construction activity permits. A separate application process is required for issuance of a Building Permit from the City of Dover.
- 9) The address for the new building proposed on the property will need to be confirmed with the City's Tax Assessment Office and GIS Section and in coordination with the Fire Marshal's Office. The proposed building will be addressed using the road name of South Little Creek Road.

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



CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

STAFF D.A.C. MEETING DATE: SEPTEMBER 30, 2026



APPLICATION: TIDEWATER UTILITIES: OFFICE, STORAGE AND EQUIPMENT
FACILITY AT 1100 S. LITTLE CREEK ROAD

FILE #: S-26-15

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

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

CONTACT PHONE #: 302-736-7025

CONTACT EMAIL: kmills@doverde.gov

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

THE FOLLOWING ITEMS HAVE BEEN IDENTIFIED AS ELEMENTS WHICH NEED TO BE ADDRESSED BY THE APPLICANT:

CITY AND STATE CODE REQUIREMENTS

SANITATION

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

STORMWATER

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

STREETS

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

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

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

WATER

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

8. On October 24, 2022, City of Dover Council approved the new Cross Connection Control Program. This program requires certain backflow prevention assemblies on water service connections to the city's distribution system. Please provide a specific description of the activities in this building.

WASTEWATER

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

GENERAL

1. All existing utilities shall be adjusted to final grade in accordance with current City of Dover requirements and practices. This must be included as a note on the plan.
2. No trees may be planted within ten feet (10') of utility infrastructure.
3. No structure may be installed within ten feet (10') of utility infrastructure, please depict all underground utilities and structures on the utility plan sheet to confirm compliance.
4. The final site plan must be submitted in the following compatible digital formats:
 - a. AutoCAD 2021 (.dwg format).
 - b. Adobe Reader (.pdf format).
5. Prior to final certificate of occupancy, as-built plans shall be submitted in both .pdf and .dwg format.

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES

SANITATION / STORMWATER / STREETS / WATER / WASTEWATER / GENERAL

1. None.

ADVISORY COMMENTS TO THE APPLICANT

WATER

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

WASTEWATER

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

GENERAL

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

SANITATION / STORMWATER / STREETS

1. None.

IF YOU HAVE ANY QUESTIONS OR NEED TO DISCUSS ANY OF THE ABOVE COMMENTS, PLEASE CALL THE ABOVE CONTACT PERSON AND THE PLANNING DEPARTMENT AS SOON AS POSSIBLE.

CITY OF DOVER ELECTRIC
DEVELOPMENT ADVISORY COMMITTEE
APPLICATION REVIEW COMMENTARY

STAFF D.A.C. MEETING DATE: SEPTEMBER 30, 2026

APPLICATION: Tidewater Utilities: Office, Storage and Equipment Facility
at 1100 S. Little Creek Road

FILE #: S-26-15

REVIEWING AGENCY: City of Dover Electric Department

CONTACT PERSON: Shawn Burgett, Engineering Services & System Ops Superintendent

CONTACT PHONE #: 302-674-7568

CONTACT EMAIL #: sburgett@dover.de.us

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

THE FOLLOWING ITEMS HAVE BEEN IDENTIFIED AS ELEMENTS WHICH NEED TO BE ADDRESSED BY THE APPLICANT:

CITY AND STATE CODE REQUIREMENTS

ELECTRIC

THE PROPOSED DEVELOPMENT WILL REQUIRE COORDINATION WITH THE CITY OF DOVER ELECTRIC DEPARTMENT FOR ELECTRIC SERVICE DESIGN, INCLUDING TRANSFORMER LOCATION, PRIMARY SERVICE ROUTING, AND METER PLACEMENT. BASED ON PRELIMINARY REVIEW, THE LAYOUT APPEARS WORKABLE AND PRELIMINARY UTILITY COORDINATION IS ALREADY UNDERWAY; HOWEVER, ADDITIONAL LOAD INFORMATION WILL BE REQUIRED TO COMPLETE FINAL SERVICE EVALUATION, TRANSFORMER SIZING, AND FINAL DESIGN. UPDATED ELECTRIC LOAD INFORMATION AND A COMPLETED ELECTRIC LOAD SHEET SHALL BE SUBMITTED PRIOR TO FINAL DESIGN AND ARE REQUIRED TO EVALUATE SERVICE NEEDS. TRANSFORMER LOCATIONS AND UTILITY ACCESS SHALL BE SUBJECT TO REVIEW AND APPROVAL BY THE CITY OF DOVER ELECTRIC DEPARTMENT. THE OWNER/DEVELOPER SHALL BE RESPONSIBLE FOR ALL COSTS ASSOCIATED WITH PROVIDING ELECTRIC SERVICE TO THE SITE, INCLUDING ANY REQUIRED UPGRADES OR EXTENSIONS OF ELECTRIC FACILITIES.

1. The roadway and curbing must be in.
2. The right-of-way must be within 6" of final grade.
3. The property corners must be staked.
4. Owner is responsible for locating all existing underground electric, communications and water facilities.
5. Owner is responsible for installing all conduits and equipment pads per the City of Dover Engineering Department specifications.
6. Owner is responsible for site and/or street lighting.
7. Meter locations will be determined by City of Dover Engineering Department.
8. Load sheets and AutoCAD compatible DXF or DWG diskettes of site plans, including driveways, are required prior to receiving approved electrical construction drawings.

9. Any relocation of existing electrical equipment will be engineered by the City of Dover Electric Department. The developer may be required to perform a portion of the relocation work. Any work performed by the City of Dover will be at the owner's expense.
10. Prior to construction, owner is responsible for granting an easement to the City of Dover Electric Department. Easement forms will be furnished and prepared by the City of Dover Electric Engineering Department.
11. Fees will be assessed upon final site plans. The owner will be responsible for fees assessed prior to construction. Owner is required to sign off plans prepared by the Electric Department.
12. Must maintain 10' clearance around all electrical equipment, unless pre-approved by the City of Dover Electric Engineering Department.
13. Prior to the completion of any/all designs and estimates, the owner is responsible for providing the Electric Engineering Department with a physical address of the property.
14. All Engineering and design for Dover Electric will be engineered upon final approved plans. All Engineering work will be furnished by the City's Electric Engineering Department.
15. The City of Dover Electric Department reserves the right to require system upgrades, extensions, or off-site improvements as necessary to maintain system reliability and capacity.
16. All electric system design and installation shall comply with applicable City standards, NEC requirements, and utility best practices as determined by the City of Dover Electric Department.

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES

ELECTRIC

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

ADVISORY COMMENTS TO THE APPLICANT

ELECTRIC

1. Updated electric load information and a completed load evaluation shall be submitted prior to final design and are required for transformer sizing, system impact review, service evaluation, and development of primary service cost estimates. Current load sheets can be found at the following link: <https://www.cityofdover.com/media/Electric%20Department/COD%20Electric%20Load%20Sheet.pdf>.
2. Construction timelines are subject to material lead times, system conditions, and City of Dover Electric Department workload.

IF YOU HAVE ANY QUESTIONS OR NEED TO DISCUSS ANY OF THE ABOVE COMMENTS, PLEASE CALL THE ABOVE CONTACT PERSON AND THE PLANNING DEPARTMENT AS SOON AS POSSIBLE.

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: 09/30/26 Revised

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APPLICATION: Tidewater Utilities Office, Storage and Equipment Facility at 1100 A Little Creek Road**FILE #:** S-26-15 **REVIEWING AGENCY:** City of Dover, Office of the Fire Marshal**CONTACT PERSON:** Jason Osika, Fire Marshal
josika@dover.de.us**PHONE #:** (302) 736-4457

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

THE FOLLOWING ITEMS HAVE BEEN IDENTIFIED AS ELEMENTS WHICH NEED TO BE ADDRESS BY THE APPLICANT:

CITY AND STATE CODE REQUIREMENTS:

1. Proposed occupancy classification is: Building 1 business and storage, Building 2 storage.
2. Building Access shall be no further than 50 feet from a primary entrance.

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

3. Parking shall be prohibited in front of the primary entrance for a width of not less than 1.5 times the width of the door(s) or for 10 feet, whichever is greater.
(2021 Delaware State Fire Prevention Regulations, 705, Chapter 5, 6.3.2)
4. Perimeter access shall be 50% for building 1 and 50% (25% if sprinklered) for building 2 and clearly shown on the plans.

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

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

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

5. Fire lanes shall cover 25% of building 1 of the proposed building.
Fire lanes are required to be 24 feet wide and run along the front of the building as determined by the primary entrance(s). In cases where there is more than one primary entrance(s), each shall be served by a fire lane even if this exceeds the percentage as required.

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

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

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

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

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

7. All Fire Lanes shall be marked as follows:

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

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

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

9. Fire lane signs shall be located as follows:

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

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

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

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

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

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

12. Any dead-end road more than 300 feet in length shall be provided with a turnaround or cul-de-sac as outlined in the 2021 Delaware State Fire Prevention Regulations 705, chapter 5, 2.3.
13. Speed Reduction Devices must be approved, please see City of Dover Ordinance Chapter 98-10 in reference to this process.
14. Gated Areas: Fire Department access shall be provided to the property through the use of a system or device approved by the Fire Marshal. The system or device required shall be located in an area accessible to the fire department and approved by the Fire Marshal. All gates shall be either automatic or manual.

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

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

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

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

15. Fire hydrants shall be installed per the requirements of City of Dover Public Utilities Water/Wastewater Handbook, NFPA requirements (NFPA 1, 18.5.2 and 18.5.3), and Delaware State Fire Prevention Regulations (702, Chapter 6, 5.11) and City Ordinance Sec 46-9 (f).

Hydrants spacing shall be every 600 feet.

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

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

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

(2021 Delaware State Fire Prevention Regulations, 705, Chapter 6, 2)
The owner is responsible if the hydrant is private.

17. Hydrant barrels shall be provided with reflective material, such as paint, durable for highway/roadway markings or a reflective tape of a minimum of 2" in width around the barrel under the top flange, hydrant bonnets shall be color coded based on the following criteria: class

AA 1500 GPM - painted light blue, class A 1,000 GPM - 1499 GPM - painted green, class B 500 - 999 GPM - painted orange, class C 250 - 499 GPM - painted red, class D under 250 GPM - painted black.

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

The owner is responsible if the hydrant is private.

18. Hydrants are to be Darling Co. B-62-B Breakaway <https://american-usa.com/products/valves-and-hydrants/fire-hydrants/5-1-4-american-darling-b-62-b-5>
19. NFPA 72 compliant Fire Alarm System required (building 1, building 2 TBD) per occupancy code requirements.

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

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

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

(City Code of Ordinances 46-171)

20. Sprinkler system required (building 1, building 2 TBD). System is to be monitored by an approved Fire Alarm System.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(City of Dover Code of Ordinances 46-162)

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

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

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

finished grade. The fire marshal shall have the authority to require more stringent requirements when deemed necessary. (City of Dover Code of Ordinances 46-162)

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

All fire department connections (standpipe and sprinkler) shall have a minimum 12" x 18" sign that reads FIRE DEPT. CONNECTION, sign lettering shall be a minimum of 3 inches (3") in height with red scotchlite letters on white scotchlite background. The sign shall be clearly visible from the fire lane or roadway, and signs using NFPA international symbols shall be an acceptable alternative. (2021 Delaware State Fire Prevention Regulations, 705, Chapter 6, 3)
26. The installation of natural gas and LP gas meters, regulators, valves, and LP gas bottles shall be protected from impact damage by impact protection. Natural gas and LP gas meters, regulators, and valves located inside structures shall have impact protection, except when located in separate protected utility rooms.

Dimensions of bollards. Bollards shall be a minimum of six-inch diameter filled with concrete. The bollard shall be set into the ground at a depth of at least 36 inches (three ft.) embedded in concrete at a minimum of 18 inches surrounding the bollard. The bollards must be a least 48 inches (four ft.) in height above the finish grade elevation. Any deviation of the stated requirements must be approved by the fire marshal and/or chief building inspector. The above dimensions shall serve as the requirement for installation; however, the fire marshal and/or chief building inspector shall have the authority to require more stringent dimensions to fit the needs of devices warranting impact protection.

Color of bollards. Bollards should be of the following colors; yellow, amber or orange. All colors shall be of fluorescent or have a reflective coating. Any deviation of the stated requirements must be approved by the fire marshal and/chief building inspector.
(City of Dover Code of Ordinances, 46-4)

27. Every house, building or structure used or intended for use as living quarters or as a place for conducting business, and having any wall facing or abutting any public or private street or alley, shall have displayed on that wall, in legible, easily read characters which are of contrasting color

to the background, the proper street number for such house, building, or structure in accordance with the following:

One-family and two-family residential structures, height, the number shall measure a minimum of four inches in height, *location*, the number shall be placed on the house above or to the left or right of the front entrance, *color*, the number shall be contrasting to the background color, *Arabic numerals*, all numbers shall be Arabic numerals.

Multiple-family dwellings, measurements, the number shall measure a minimum of six inches when identifying individual apartments with exterior doors, and 12 inches when identifying buildings with apartment complexes where there are two or more buildings not assigned street addresses. Individual buildings with street addresses shall have numbers measuring six inches, *location*, numbers shall be placed either in the center of the building or on the street end of the building so as to be visible from either the public or private street or from the parking lot, *color*, numbers shall be contrasting to the background color, *Arabic numerals*, all numbers used shall be Arabic numerals.

Commercial, industrial and office buildings, height, the numbers shall measure a minimum of 12 inches in height, *location generally*, numbers shall be placed either in the center of the building or on the street end of the building so as to be visible from either the public or private street or from the parking lot,

property line or driveway, should the building be located far enough from a public or private road so that the numbers are not clearly visible from the street, then the street address shall also be posted on the property at or near the property line or driveway to said building,

color; each building, numbers shall be contrasting to the background color and shall be placed on each building in the complex,

Arabic numerals, all numbers used shall be Arabic numerals,

Shopping centers. Shopping centers consisting of two or more stores shall have a tenant or suite number affixed to the front of the tenant space and on the outside of the rear door which corresponds with that tenant space. Numbers shall measure six inches in height.
(City of Dover Code of Ordinances, 98-344)

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

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

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

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

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

Installation before testing. No acceptance test for sprinklers or fire alarms shall be conducted before the installation of a key box.
(City Code of Ordinances 46-127)

Knox Box to be mounted 6 feet above ground level

29. All required means of egress shall have an exit discharge consisting of a non-slip surface and leading to and terminating at a public way. NFPA 101
30. Project to be completed per approved Site Plan.
31. Full building and fire plan review is required.
32. Separate building permits/plans submission will be required for each building and/or tenant fit out. If the permit submission is for a "shell" a Certificate of Occupancy will not be issued. Separate plans and permits submissions will be required for each "tenant fit out" at which time a Certificate of Occupancy will be issued upon compliance/completion of each "tenant fit out".

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

Section 1. - Building permits.

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

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

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

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

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

(Ord. of 7-12-1993, § 3)

ADDITIONAL / SPECIFIC REQUIREMENTS TO OBTAIN APPROVAL:

1. There needs to be clear access to the front door and FDC (see item #'s 3 and 21-24 listed above)
2. Please show the perimeter access per item # 4 listed above
3. Please show the fire lanes per item #'s 5-10 listed above
4. Please see item # 14 in reference to the gates
5. Please confirm the widths of the gates (see item # 11 listed above)
6. A fire hydrant will be needed (see items 15-18 listed above)

APPLICABLE CODES LISTED BELOW (NOT LIMITED TO):

2024 NFPA 1 Fire Code (NFPA; National Fire Protection Association)

2024 NFPA 101 Life Safety Code (NFPA; National Fire Protection Association)

2025 NFPA 72 National Fire Alarm and Signaling Code (NFPA; National Fire Protection Association)

2025 NFPA 13 Installation of Sprinkler Systems (NFPA; National Fire Protection Association)

2009 IBC (International Building Code)

Latest editions of all other NFPA Codes as defined by the Delaware State Fire Prevention Regulations

2026 Delaware State Fire Prevention Regulations

City of Dover Code of Ordinances

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

From: [Jones, Tijah \(DelDOT\)](#)
To: [Melson-Williams, Dawn](#)
Cc: [Hickman, Kevin \(DelDOT\)](#)
Subject: EXTERNAL: DAC Comments
Date: Wednesday, September 30, 2026 9:24:14 AM

You don't often get email from tijah.jones@delaware.gov. [Learn why this is important](#)

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

Good Morning Dawn,

Here are the comments from DelDOT for the applications discussed in the DAC Meeting 30 September

- **S-26-15 Tidewater Utilities: Office, Storage and Equipment Facility at 1100 S. Little Creek Road**

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

Tijah Jones

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



KENT CONSERVATION DISTRICT

Item 3.

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

CITY OF DOVER DEVELOPMENT ADVISORY COMMITTEE APPLICATION REVIEW COMMENTARY MAY 2026

APPLICATION: Tidewater Utilities at 110 S. Little Creek Road

FILE #: S-26-15

REVIEWING AGENCY: Kent Conservation District

CONTACT PERSON: Jared Adkins

PHONE: (302) 608 - 5370

EMAIL: stormwater@kentcd.org

THE SUBJECT PROPOSAL HAS BEEN REVIEWED FOR CODE COMPLIANCE, PLAN CONFORMITY AND COMPLETENESS IN ACCORDANCE WITH THIS AGENCY'S AUTHORITY AND AREA OF EXPERTISE. THE FOLLOWING ITEMS HAVE BEEN IDENTIFIED AS ELEMENTS WHICH NEED TO BE ADDRESSED BY THE APPLICANT:

Source: 2019 Delaware Sediment and Stormwater Regulations

CITY AND STATE CODE REQUIREMENTS:

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

ADVISORY COMMENTS TO THE APPLICANT:

1. An SAS (stormwater assessment study) must be submitted and a pre-application meeting will be required to be held with KCD prior to plan submittal. We request that geotechnical testing be conducted prior to the pre application meeting.
2. Please note the Kent Conservation District will not review an application more than three times. If after the third review the plan is still not found to be approvable, the application will be denied, and a new application with review fees are to be re-submitted to continue a detailed plan review.
3. A letter of no objection to recordation will be provided upon approval of the Sediment and Stormwater Management Plan.

CITY OF DOVER
DEVELOPMENT ADVISORY COMMITTEE
ADVISORY BRIEF
D.A.C. MEETING DATE: 10/7/2026

**Dover/Kent
County
Metropolitan
Planning
Organization**

S-26-15 Tidewater Utilities: Office, Storage and Equipment Facility at 1100 S. Little Creek Road

FILE # S-26-15

REVIEWING AGENCY: Dover/Kent County MPO

CONTACT PERSON: Malcolm Jacob

PHONE #: (302) 387-6030

Attached, please find comments submitted by Dover Kent MPO for each of the current City of Dover Development Advisory Committee (DAC) applications. These comments are a part of the MPO's ongoing goals of promoting transportation safety and connectivity within the region. They are submitted in accordance with the support given by the MPO Council on November 6, 2024.

Issues of concern to the MPO are effective transit, reducing the amount of vehicle emissions by shortening or eliminating trips, and facilities for alternative modes of transportation, including bicycle and pedestrian access. The MPO considers the bicycle facilities required by the City of Dover to be the standard for all applications, not to be waived.

City of Dover Planning Commission
Site Development Plan Review

S-26-15 Tidewater Utilities: Office, Storage and Equipment Facility at 1100 S. Little Creek Road

The project mostly consists of improvements within the subject property. Sidewalks are already present along the property's frontage with South Little Creek Road, which means new frontage sidewalks will not be needed. However, a marked crosswalk extending across the property entrance would be beneficial. The applicants should also work with DelDOT to determine if further improvements at the entrance, such as turning lanes, will be necessary based on the site's anticipated traffic.

Within the subject property, particularly around the new storage and office building, a network of sidewalks will be added. These new facilities, combined with the existing sidewalks and gravel walking path, will improve connectivity on the property as well as create recreation opportunities for employees and visitors. Marked crosswalks and ADA curb ramps should also be included with the new sidewalks where appropriate.



The chain link fence included in the site plan will help prevent people from wandering towards SR1, a freeway with high vehicle speeds and very unsafe conditions for pedestrians. From a safety standpoint, this fence is important for separating pedestrian traffic from the nearby road that is a clear danger to people traveling on foot.

Note that DelDOT has several planned improvements for South Little Creek Road, which are expected to include a shared use path on the south side of the road between Horsepond Road and Babb Drive.¹ This project was proposed in the 2020 *Dover Bicycle and Pedestrian Plan*² and was selected through a prioritization process via the Bicycle and Pedestrian Pool. Once completed, the new path will allow bicyclists to safely reach the property.

Finally, given the planned improvements to South Little Creek Road and the likely increase in bicycle connectivity in the area, the applicants should ensure the site's proposed bicycle parking meets the City of Dover's requirements. This should be provided at a rate of a one (1) bicycle parking space for every twenty (20) vehicle parking spaces.³ The location of these facilities should be included in the site plan. If more information on various types of bike racks is needed, please contact Dover Kent MPO.

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

¹ "Project: MLK Boulevard - South Little Creek Road Bicycle and Pedestrian Connector." DelDOT Projects Portal. Delaware Department of Transportation (DelDOT).

<https://deldot.gov/projects/index.shtml?dc=details&projectNumber=T202401201>.

² *Dover Bicycle and Pedestrian Plan*. City of Dover (2020).

<https://doverkentmpo.delaware.gov/files/2021/04/Dover-Bicycle-and-Pedestrian-Plan-2020-FINAL-1.pdf#page=124>.

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

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





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TIDEWATER UTILITIES, INC – STORAGE & EQUIPMENT FACILITY **SITE PLAN** **LOADING SPACE JUSTIFICATION – IPM ZONE**

REQUIREMENT:

Provide written justification for off street loading berths for IPM zoned sites.

BERTHS PROVIDED:

“We are providing one (1) primary loading berth with dimensions of 12’wide x 60’ long and one (1) secondary loading berth with dimensions of 12’wide x 40’ long. The primary loading berth is a depressed loading dock attached to the building. The secondary loading dock is an at grade loading door.

BASIS FOR JUSTIFICATION:

Article 6, section 4.27 of the City of Dover zoning standards states that the “Planning staff will determine sufficiency of the proposed loading berths based on written documentation from the applicant”.

Our justification for two (2) loading berths is as follows:

The facility is fully fenced with a large paved operations area. The two (2) loading docks are sufficient for the offloading of smaller materials that are to be stored in the building. The large paved area provides plenty of space for trucks to park while larger materials that will be stored in the three (3) sided garage (pipe, hydrants, etc.) can be offloaded and placed directly into the garage. Additionally, materials that will be stored in the material storage bins at the east side of the paved area (stone, soil, etc.) will be dumped directly into the bins from the delivery dump trucks and when materials are going out to sites, will be loaded via tractor directly into outbound trucks. Thus, we feel two (2) dedicated loading berths are more than sufficient for the facility.

BECKER MORGAN GROUP, INC.

309 SOUTH GOVERNORS AVENUE
DOVER, DELAWARE 19904
302.734.7950

THE TOWER AT STAR CAMPUS
100 DISCOVERY BOULEVARD, SUITE 102
NEWARK, DELAWARE 19713
302.369.3700

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

780 LYNNHAVEN PARKWAY
SUITE 400-444
VIRGINIA BEACH, VIRGINIA 23452
757.734.9110

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

1942 EAST 7TH STREET, SUITE 240
CHARLOTTE, NORTH CAROLINA 28204
980.270.9100

314 EAST MAIN STREET
CLAYTON, NORTH CAROLINA 27520
919.243.1332

www.beckermorgan.com

202320803af-Loading-Justification.docx



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WAIVER REQUEST
TIDEWATER UTILITIES, INC – STORAGE & EQUIPMENT FACILITY
SITE PLAN
CURBING REQUIREMENTS

REQUEST:

We request that the portions of the required upright concrete curbing be waived to allow for sheet flow off the pavement for stormwater management purposes.

EXTENT OF THE REQUEST:

Article 6, section 3.6 (b) state “All permanent parking areas shall be enclosed with upright concrete curbing at least six inches in height.”
We are requesting a waiver to eliminate perimeter upright curbing along the drive to the facility, at the south end of the paved area storage area, and at the north side of the office parking to allow for sheet flow to runoff into the perimeter drainage system (swales and existing pond) as well as the new pond. Perimeter curb will be installed on the portion of the parking area at the building.

BASIS FOR REQUEST:

Article 6, section 3.6 (b) of the City of Dover zoning standards states “The city planner may relax this requirement for a portion of a parking area when there is a demonstrated need to convey stormwater to a proposed or approved stormwater management area.”

We intend to sheet flow drainage off of portions of the improved areas into the existing swales and pond as well as the new pond, and thus, curbing is not required to direct drainage to inlets.

202320803ae-curb-waiver.docx



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October 6, 2026

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

RE: **Performance Standard Review Application**
TIDEWATER UTILITIES STORAGE & EQUIPMENT FACILITY
Dover, Delaware
2023208.03

Dear Mrs. Melson-Williams:

On behalf of our client, Tidewater Utilities, we are hereby submitting a Performance Standard Review Application as a supplement to the Application for Site Development Plan Approval for the above-referenced project. This is submitted for consideration at the October 19, 2026 Planning Commission meeting. This project proposes the construction of a 17,376 s.f. office/storage building and a three sided 7,200 s.f. equipment garage/storage building with associated parking, paved storage area, grass employee training area, bulk material storage bins and other site amenities. The building is not intended for any type of manufacturing processes and thus the majority of the following standards are not applicable. Per your request, responses to the Performance Standards for the structure is provided below.

Buildings

Section 8.51 - Fire and Explosion hazards: The office/storage building will require fire sprinklers in accordance with the Delaware State Fire Prevention Regulations. The buildings will not contain any hazardous or explosive materials, nor will there be any fuel storage on the site. The storage building, garage, paved laydown area and bulk storage bins are for storage of materials necessary to Tidewater's operations (i.e. piping, fire hydrants, valves, pipe fittings, meters etc. and the bulk material bins are for storage of soil and stone necessary for installation/repair of water infrastructure).

Section 8.52 - Radioactivity or Electromagnetic Disturbance: Not Applicable. The proposed buildings will not contain nor produce radioactivity or electromagnetic disturbance.

Section 8.53 - Noise: Not Applicable - The proposed buildings will not generate any noise beyond that which is consistent with a utility company office and storage facility.

Section 8.54 - Vibration: Not Applicable - The proposed buildings will not generate any vibrations.

Section 8.55 - Smoke: Not Applicable - The proposed buildings are not intended for manufacturing and will not generate smoke as part of their operation.

Section 8.56 – Odors: Not Applicable - The proposed buildings will not generate odorous gases or other offensive odorous matter.

Section 8.57 – Fly Ash, Dust, Fumes, Gases, and other forms of Air Pollution: Not Applicable - The proposed building will not generate any of the aforementioned forms of air pollution.

BECKER MORGAN GROUP, INC.

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910.341.7600

www.beckermorgan.com

Section 8.58 - Glare: The proposed lighting for the building and parking areas will meet City of Dover lighting requirements.

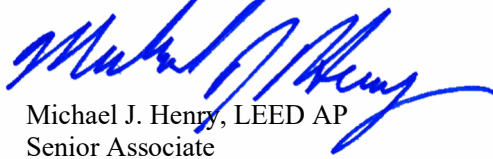
Section 8.59 – Liquid or Solid Wastes: No liquid or solid wastes will be discharged to the public sewer other than normal sanitary sewage from restrooms within the building.

Section 8.60 – Traffic Congestion: The proposed improvements will use the existing site access from South Little Creek Road, which is a DelDOT maintained roadway. The total increase in site trips for the project do not meet DelDOT's threshold for a Traffic Impact Study. As the site is a utility company home office and storage facility, the majority of trips to the site are employee trips.

We believe this addresses the requirements for the Performance Standard Review Application. Please attach this application to our Application for Site Development Plan Approval scheduled for review by the Planning Commission and contact me with any questions.

Sincerely,

BECKER MORGAN GROUP, INC.

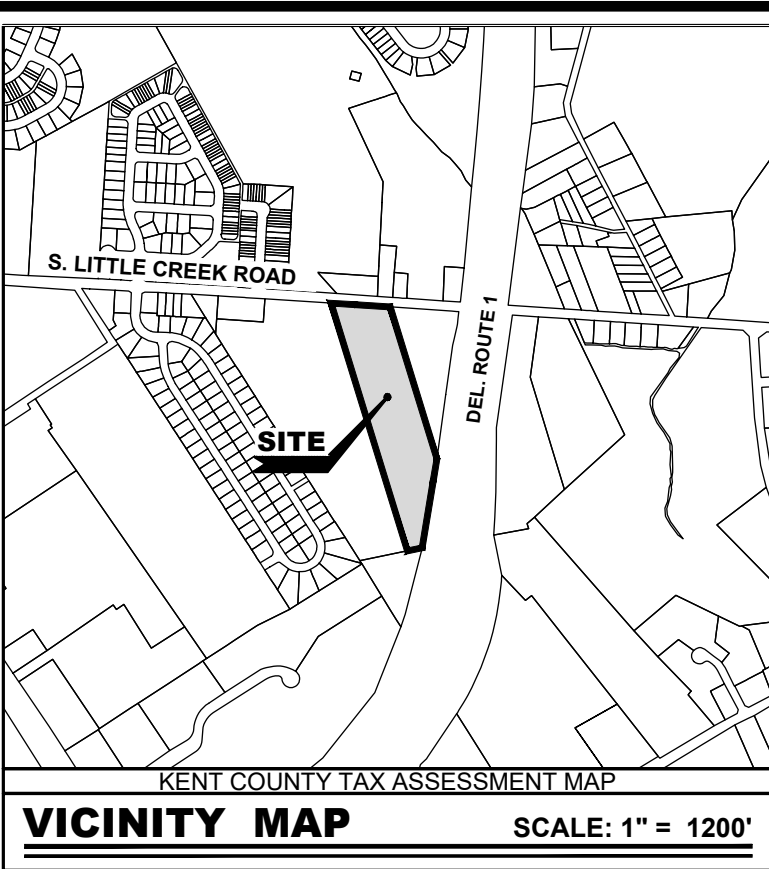
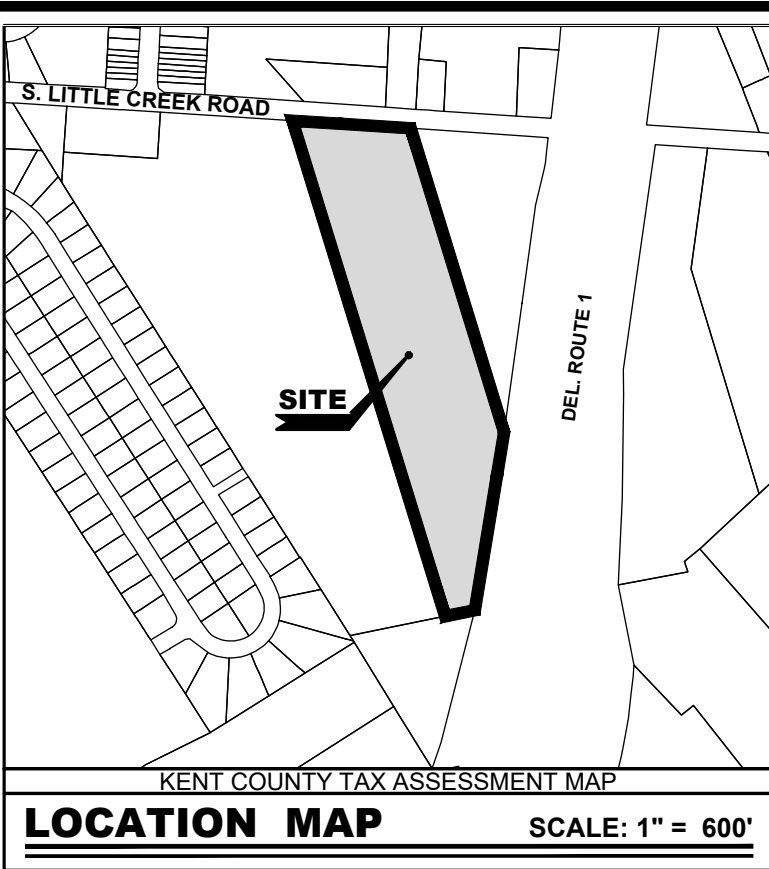
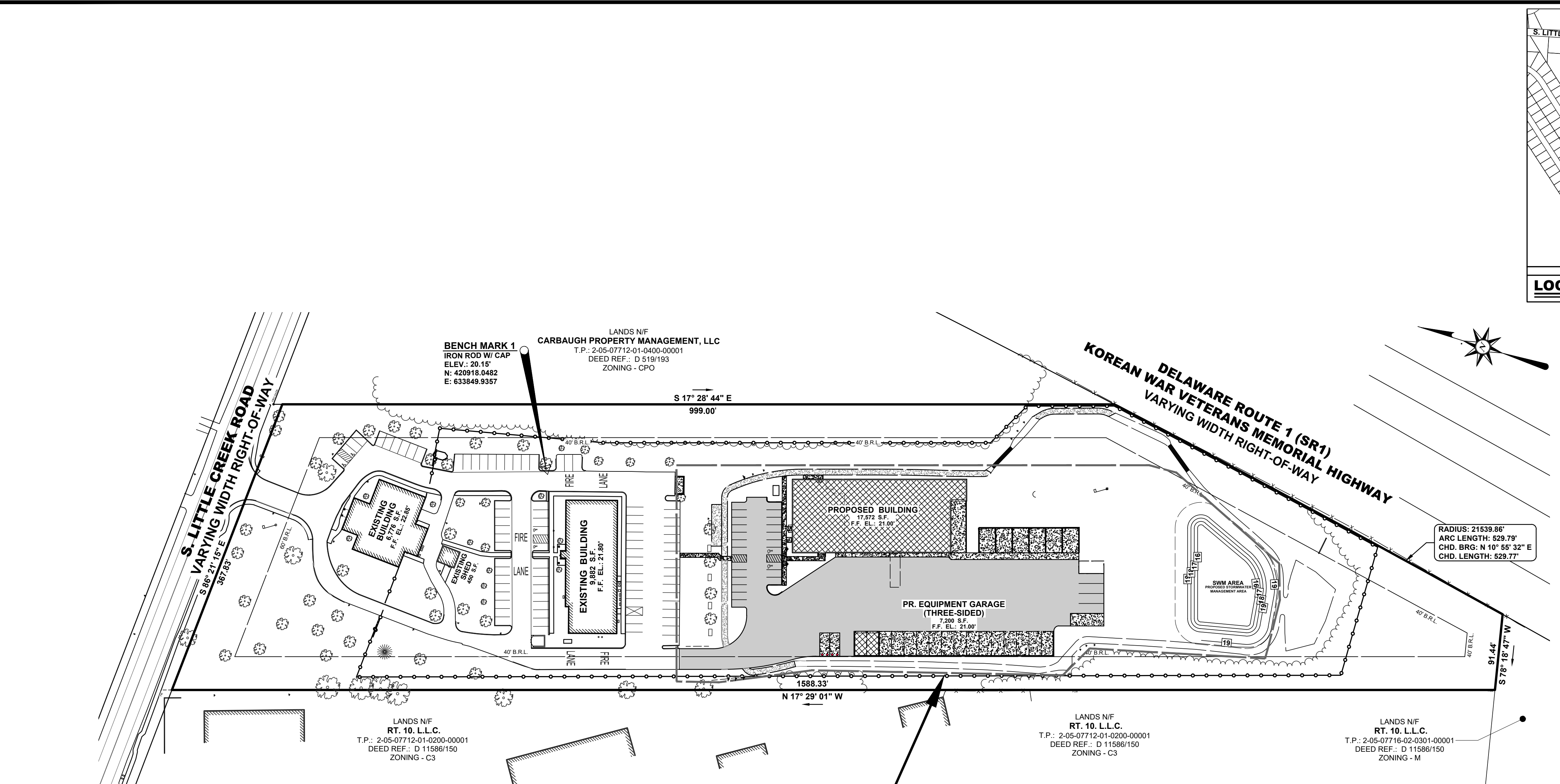


Michael J. Henry, LEED AP
Senior Associate

MJH/

Cc: Brian Carbaugh – Director of Engineering-Tidewater Utilities

202320803ah-Perf-Rev-ltr.docx



SITE DATA

1. OWNER OF RECORD:	WHITE MARSH ENVIRONMENTAL SYSTEMS INC. c/o TIDEWATER UTILITIES INC. 1100 S. LITTLE CREEK ROAD DOVER, DELAWARE 19901 (302) 734-7500 - EMAIL: bpatrick@middlesexwater.com
2. ENGINEER / SURVEYOR:	BECKER MORGAN GROUP INC. 309 SOUTH GOVERNORS AVE. DOVER, DE. 19904 (302) 734-7950 - EMAIL: mhenry@beckermorgan.com
3. PROPERTY MAP NUMBERS:	ED-05-077-12-01-03-00-000
4. PROPERTY ADDRESS:	1100 S. LITTLE CREEK ROAD, DOVER, DE 19901
5. PROPERTY LOCATION:	LATITUDE: N 39° 9' 22.18" GR880 - NAD83 (2011) LONGITUDE: W 75° 29' 44.92" GR880 - NAD83 (2011)
6. ZONING CLASSIFICATION:	EXISTING: IPM - INDUSTRIAL PARK MANUFACTURING PROPOSED: IPM - INDUSTRIAL PARK MANUFACTURING
7. DEED REFERENCE:	D.R. 347/272
8. PLAT REFERENCE:	PLAT BOOK: 0100 0041
9. PRESENT USE:	OFFICES
10. PROPOSED USE:	OFFICE / WAREHOUSE
11. PROPERTY AREA:	468,730 S.F. (10.7146 ACRES)
12. PROPOSED PROJECT AREA:	168,000 S.F. (3.86 ACRES)
13. IMPERVIOUS (LOT) COVERAGE:	MAXIMUM ALLOWED: 466,730 S.F. x 75% = 350,048 S.F. MAX. IMP. EXISTING: 80,407 S.F. PROPOSED: 158,872 S.F. = 34.0% TOTAL AT COMPLETION: 233,279 S.F. = 5.34 AC
14. BULK STANDARDS:	IPM - INDUSTRIAL PARK MANUFACTURING LOT AREA (MIN.): 2.5 AC LOT WIDTH (MIN.): 200 FT. LOT DEPTH (MIN.): 300 FT. FRONT SETBACK: 60 FT. SIDE SETBACK: 40 FT. REAR SETBACK: 40 FT. SIDE/REAR ADJ. RESIDENTIAL: 100 FT.
15. BUILDINGS:	EXISTING BUILDINGS: 17,108 S.F. PROPOSED OFFICE/STORAGE BUILDING: 17,572 S.F. PROPOSED EQUIPMENT GARAGE: 7,200 S.F. TOTAL S.F. AT COMPLETION: 41,880 S.F. HEIGHT: 40' (MAX.) STORIES: NO LIMIT FLOOR AREA RATIO: 0.5 (MAX.) NPPA CONSTRUCTION TYPE: TYPE V-000
16. UTILITIES:	WATER: CITY OF DOVER SEWER: CITY OF DOVER GAS: CHESAPEAKE UTILITIES ELECTRIC: CITY OF DOVER
17. PARKING CALCULATIONS:	IPM ZONING (CALCULATED AT 1,800 S.F.): 52.4 = 53 REQUIRED: 41,880 S.F. / 800 S.F. = 82 EXISTING: 23 PROPOSED: 105 TOTAL AT COMPLETION: 128 HANDICAPPED PARKING REQUIRED: 6 (3 VAN ACCESSIBLE) BICYCLE PARKING PROVIDED: 6 BICYCLE PARKING REQUIRED: 7 (3 AT ANNEX, 4 AT NEW BLDG)
18. LOADING CALCULATIONS:	LOADING BERTHS REQUIRED: 2 LOADING BERTHS PROVIDED: 2
19. DUMPSTER CALCULATIONS:	DUMPSTERS REQUIRED: 4 (2 REGULAR, 2 ROLL OFF) DUMPSTERS PROVIDED: 4
20. SIGNAGE:	FUTURE PERMIT SUBMISSION
21. OUTDOOR LIGHTING:	LIGHTING SHALL BE 1.5 FOOT CANDLES (MINIMUM) AT GRADE
22. TREE PRESERVATION:	EX. WOODLAND AREA: 32,100 S.F. TOTAL NON-WOODLAND PROJECT AREA: 468,730 S.F. - 32,100 S.F. = 434,270 S.F. TREES REQUIRED: 168,000 S.F. / 3,000 = 56 EXISTING TREES TO BE RETAINED: 6 PROPOSED TREES: 56 TOTAL TREES: 56
23. SURVEY DATUM:	NGS MONUMENT: VERTICAL: NAVD88 - L37 HORIZONTAL: NAD 83 (2007) DSN - DNRDC
24. MONUMENTATION:	6 FOUND
25. PREDOMINANT SOILS:	FALLSINGTON LOAMS, 0 TO 2 PERCENT SLOPES UNICORN LOAM, 0 TO 2 PERCENT SLOPES UNICORN LOAM, 2 TO 5 PERCENT SLOPES
26. WETLAND AREA:	TBD (OUTSIDE PROJECT AREA)

PROJECT AREA
3.86 AC± (168,000 S.F.)

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

GENERAL NOTES:

- THE BOUNDARY DATA SHOWN HEREON WAS COMPILED FROM A FIELD RUN SURVEY PERFORMED BY BECKER MORGAN GROUP, INC., DOVER, DE., IN FEBRUARY 2024.
- THE BOUNDARY LINES PORTRAYED HEREON HAVE BEEN ESTABLISHED BASED SOLELY ON PHYSICAL EVIDENCE DISCOVERED IN THE FIELD IN CONJUNCTION WITH DETERMINATIONS DERIVED FROM SOURCE OF TITLE AND ADJACENT DEED RECORD INFORMATION.
- PROPERTY SHOWN HEREON IS SUBJECT TO ANY RIGHT-OF-WAY, EASEMENTS, RESTRICTIONS, ETC. AS MAY BE SHOWN OR NOTED IN ANY RECORD, PUBLIC OR OTHERWISE, OR ANY REQUIREMENT OR REGULATION OF ANY PUBLIC AGENCY.
- THE EXISTING UTILITIES SHOWN WERE TAKEN FROM THE BEST AVAILABLE RECORDS. THE CONTRACTOR SHALL CONTACT MISS UTILITY OF DELAWARE (1-800-882-8555) TO VERIFY THEIR EXACT LOCATION PRIOR TO THE START OF ANY CONSTRUCTION. ANY DAMAGE INCURRED TO ANY UTILITIES SHALL BE REPAIRED IMMEDIATELY AT THE CONTRACTORS EXPENSE. IF THE CONTRACTOR RELIES ON THE UTILITY LOCATIONS SHOWN HEREON, HE DOES SO AT HIS OWN RISK AND WILL NOT BE ENTITLED TO ADDITIONAL COMPENSATION DUE TO TIME DELAYS FROM SAID RELIANCE. ALL SUBSURFACE UTILITIES SHOWN HEREON ARE DEPICTED BASED ON SURFACE EVIDENCE COLLECTED FROM TOPOGRAPHIC SURVEY.
- FLOODPLAIN: PARCEL IS LOCATED WITHIN ZONE "X", AREA OF MINIMAL FLOOD HAZARD, BASED ON FEMA FIRM MAPS 10001C0188J & 10001C0188J, EFFECTIVE DATE JULY 7, 2014.
- ALL ROADS, PARKING AND OTHER PAVED AREAS WILL BE PRIVATELY OWNED AND MAINTAINED AND ARE NOT INTENDED FOR DEDICATION.
- DELAWARE REGULATIONS PROHIBIT THE BURIAL OF CONSTRUCTION DEMOLITION DEBRIS, INCLUDING TREES AND STUMPS ON CONSTRUCTION SITES. ANY SOLID WASTE FOUND DURING EXCAVATION MUST BE REMOVED AND PROPERLY DISCARDED.
- ALL HANDICAPPED PARKING DEMARCATION, STALLS, AND BUILDING ACCESSIBLE ROUTES SHALL COMPLY WITH THE "AMERICAN WITH DISABILITIES ACT" AND ANSI ICC A117.1 - 2017 "ACCESSIBLE AND USABLE BUILDINGS AND FACILITIES". THIS DRAWING DOES NOT INCLUDE NECESSARY COMPONENTS FOR CONSTRUCTION SAFETY. ALL CONSTRUCTION MUST BE DONE IN COMPLIANCE WITH THE OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970 AND ALL RULES AND REGULATIONS THERETO APPURTENANT.
- BEFORE THE CONTRACTOR CAN BEGIN CONSTRUCTION HE MUST OBTAIN THE PROPER PERMITS AND/OR APPROVALS FROM THE CITY OF DOVER (C.D.), DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL CONTROL (DNREC), DELAWARE DEPARTMENT OF TRANSPORTATION (DELDOT), KENT CONSERVATION DISTRICT (KCD), AND ALL APPROPRIATE STATE AND COUNTY AGENCIES.
- ALL CONSTRUCTION METHODS AND MATERIALS SHALL BE ACCORDING TO THE CITY OF DOVER WATER & WASTEWATER DEPARTMENT AND THE STATE OF DELAWARE (DELDOT) STANDARDS AND CONSTRUCTION SPECIFICATIONS.
- ALL FIRE LANE DEMARCATION AND FIRE LANE SIGNS SHALL BE IN ACCORDANCE WITH ALL STATE FIRE PREVENTION REGULATIONS.
- ALL WORK WITHIN CITY/DELDOT MAINTAINED ROAD RIGHT-OF-WAYS SHALL MEET THE REQUIREMENTS AS SET FORTH IN THE CURRENT REVISION OF THE STANDARD SPECIFICATION FOR ROAD AND BRIDGE CONSTRUCTION, BY THE DELAWARE DEPARTMENT OF TRANSPORTATION AND ALL CITY OF DOVER REQUIREMENTS.
- TRAFFIC AND SAFETY CONTROL SHALL BE MAINTAINED DURING CONSTRUCTION IN CONFORMANCE WITH THE CURRENT VERSION OF THE DELAWARE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES.
- STORMWATER MANAGEMENT AND SEDIMENT / EROSION CONTROL SHALL BE IN ACCORDANCE WITH THE CURRENT VERSION DELAWARE SEDIMENT AND STORMWATER REGULATIONS BY THE DELAWARE DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL CONTROL.
- CONTRACTOR SHALL REFER TO ARCHITECTURAL/STRUCTURAL DRAWINGS OF PROPOSED STRUCTURES FOR ALL DIMENSIONS OF BUILDINGS AND FOUNDATIONS. PROPOSED BUILDING FOOTPRINTS, AS SHOWN ON SITE PLAN, SHOULD ONLY BE USED AS A REFERENCE TO THE ABOVE MENTIONED PLANS.
- HYDRANT CONNECTIONS BY THE CONTRACTOR ARE PROHIBITED. THIS METHOD MAY NOT BE UTILIZED DURING ANY PHASE OF THE PROJECT.
- ALL EXISTING SANITARY SEWER LINES AND WATER LINES NOT TO BE UTILIZED BY THE PROPOSED FACILITY MUST BE PROPERLY ABANDONED AT THE MAINS IN ACCORDANCE WITH THE CITY OF DOVER DEPARTMENT OF WATER & WASTEWATER SPECIFICATIONS AND REQUIREMENTS.
- PART II, CHAPTER 180, ARTICLE III, SECTION 180-10 OF THE CODE OF KENT COUNTY REQUIRES THAT "NO PERSON SHALL DISCHARGE OR CAUSE TO BE DISCHARGED ANY STORMWATER, SURFACE WATER, UNCONTAMINATED GROUNDWATER, ROOF RUNOFF, SUBSURFACE DRAINAGE, UNCONTAMINATED NONCONTACT COOLING WATER, CONDENSATE, OR UNPOLLUTED INDUSTRIAL PROCESS WATERS TO ANY SANITARY SEWER". THE CONTRACTOR/DEVELOPER SHALL ENSURE DURING CONSTRUCTION THAT NO ILLEGAL DISCHARGES TO THE SANITARY SEWER SYSTEM ARE CREATED WITH THE SITE IMPROVEMENTS.
- THE SITE CONTRACTOR SHALL NOTIFY THE CITY OF DOVER DEPARTMENT OF WATER AND WASTEWATER CONSTRUCTION MANAGER AT 302-735-7025 PRIOR TO THE START OF CONSTRUCTION. A REPRESENTATIVE FROM THE CITY OF DOVER DEPARTMENT OF WATER AND WASTEWATER MUST OBSERVE ALL CITY OWNED WATER AND SANITARY SEWER INTERCONNECTIONS AND TESTING. ALL WATER TAPS MUST BE PERFORMED BY A CITY OF DOVER APPROVED CONTRACTOR. THE PROPOSED LOCATION FOR THE WATER TAP MAY NEED TO BE ADJUSTED IN THE FIELD DUE TO CONDITIONS OF THE EXISTING MAIN. POSSIBLE CONDITIONS THAT WOULD REQUIRE TAPPING RELOCATION INCLUDE PROXIMITY TO PIPE JOINTS, OTHER TAPS, CONCRETE ENCASEMENTS, CONFLICT WITH OTHER UTILITIES, AND THE LIKE. TEST HOLES MUST BE PERFORMED BY THE CONTRACTOR TO DETERMINE THE BEST TAPPING LOCATION. THE CITY OF DOVER WILL NOT BE HELD RESPONSIBLE FOR FIELD CONDITIONS REQUIRING ADJUSTMENT OF THE TAPPING LOCATION OR FOR ANY WORK REQUIRED BY THE CONTRACTOR TO MAKE AN APPROPRIATE AND LAWFUL CONNECTION.
- THE KENT CONSERVATION DISTRICT (KCD) RESERVES THE RIGHT TO ADD, MODIFY, OR DELETE ANY EROSION OR SEDIMENT CONTROL MEASURE, AS IT DEEMS NECESSARY.
- THE KENT CONSERVATION DISTRICT (KCD) RESERVES THE RIGHT TO ENTER PRIVATE PROPERTY FOR PURPOSES OF PERIODIC SITE INSPECTION.
- THE OWNER SHALL BE RESPONSIBLE FOR MAINTENANCE OF ALL STORMWATER MANAGEMENT FACILITIES ON THE PROPERTY.
- ALL WATER AND WASTEWATER UTILITY COMPONENTS MUST MEET THE REQUIREMENTS OF THE CITY OF DOVER WATER & WASTEWATER DEPARTMENT SPECIFICATIONS.
- ALL EXISTING UTILITIES SHALL BE ADJUSTED TO FINAL GRADE IN ACCORDANCE WITH CURRENT CITY OF DOVER REQUIREMENTS AND PRACTICES.
- PRIOR TO THE START OF CONSTRUCTION OR ORDERING OF MATERIALS, THE CONTRACTOR SHALL ENGAGE A PRIVATE UTILITY LOCATOR TO VERIFY LOCATIONS OF ALL EXISTING UTILITIES WITHIN THE PROJECT EXTENTS AS WELL AS VERIFYING ELEVATIONS OF ALL UTILITIES TO BE CROSSED WITH NEW IMPROVEMENTS. CONTRACTOR SHALL REPORT CONFLICTS/ISSUES TO THE ENGINEER.
- ALL SUBSURFACE UTILITIES SHOWN HEREON ARE BASED ON BASED ON SURFACE EVIDENCE COLLECTED FROM THE FIELD TOPOGRAPHIC SURVEY AND THE BEST AVAILABLE RECORDS.
- STANDARD CITY OF DOVER SIDEWALK, AS PER CHAPTER 98, ARTICLE IV OF THE DOVER CODE OF ORDINANCES, SHALL BE REQUIRED TO BE INSTALLED ALONG THE ENTIRE PUBLIC STREET FRONTAGE OF A PROPERTY, WHERE FRONTAGE SIDEWALK EXISTS BUT DOES NOT MEET THE STANDARDS OF CHAPTER 98, ARTICLE IV, THE SIDEWALK SHALL BE RE-LAID TO MEET THE STANDARDS. SIDEWALK SHALL INCLUDE BARRIER-FREE ACCESS RAMPING AT POINTS OF INTERSECTION WITH STREET CROSSINGS AND AT OTHER LOCATIONS SO AS TO AFFORD REASONABLE BARRIER-FREE PEDESTRIAN MOVEMENT AND SITE ACCESS.
- IN ACCORDANCE WITH APPENDIX A, ARTICLE VI, SECTIONS B.3, ALL SIDEWALKS SHALL ASCEND FROM THE CURBSTONE TO THE BUILDING LINE AT THE RATIO OF ONE-QUARTER INCH TO THE FOOT. NOTHING IN THIS SECTION SHALL BE CONSTRUED TO AFFECT ANY PAVEMENT PREVIOUSLY LAID BY ORDER OF THE CITY COUNCIL, UNTIL IT IS TAKEN UP AND RE-LAID.
- SOLID WASTE REMOVAL FOR THIS PROPERTY SHALL BE PROVIDED BY PRIVATE TRASH REMOVAL SERVICES.

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

Item 3.

BECKER MORGAN GROUP

ARCHITECTURE ENGINEERING

Delaware
Dover Newark
302.734.7950 302.369.3700

Maryland
Salisbury
410.546.9100

Virginia
Virginia Beach
757.734.9110

North Carolina
Charlotte Raleigh
980.270.9100 919.243.1332
Wilmington
910.341.7600

www.beckermorgan.com

TIDEWATER UTILITIES, INC.
STORAGE & EQUIPMENT FACILITY

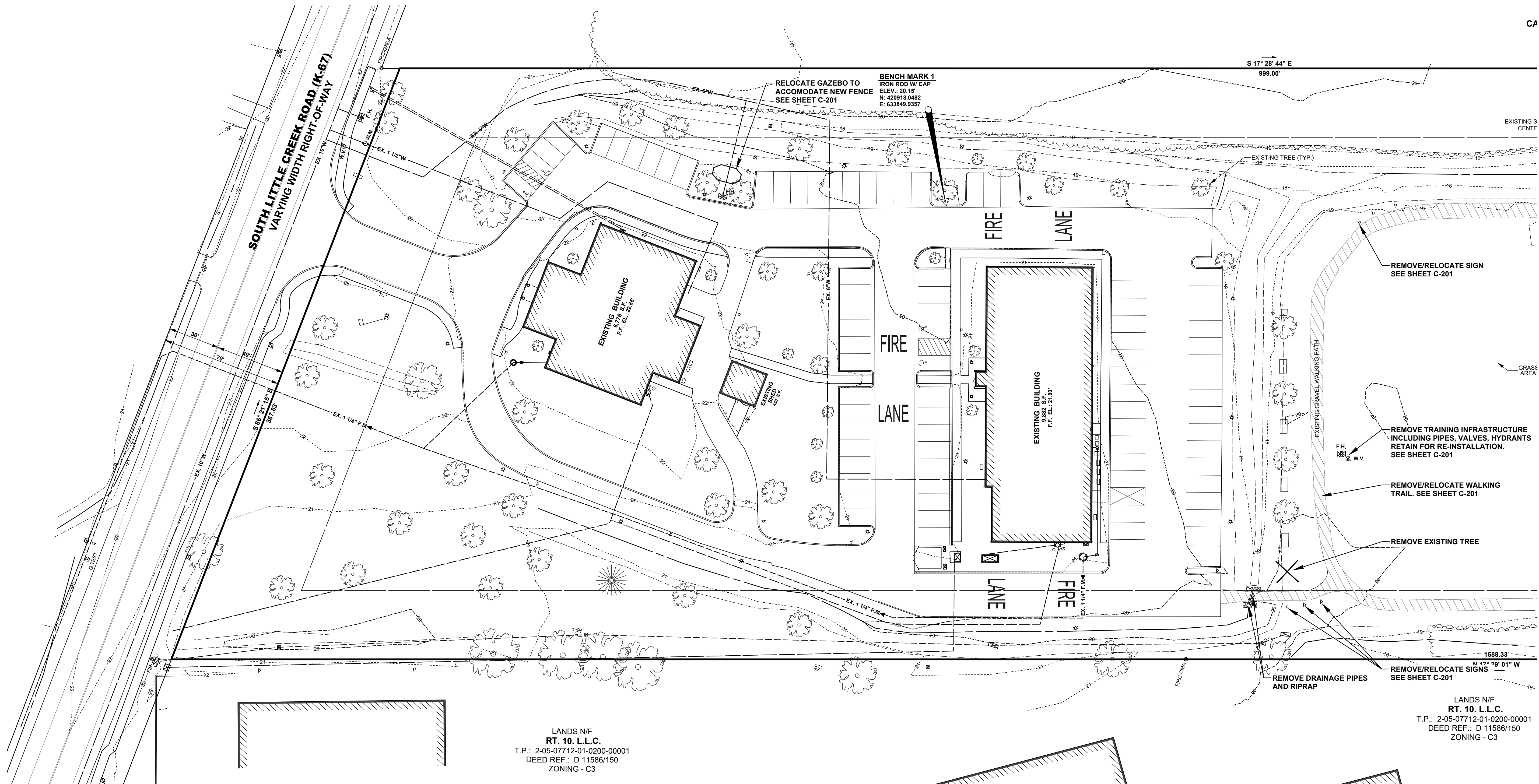
1100 S. LITTLE CREEK ROAD
CITY OF DOVER
KENT COUNTY, DELAWARE

COVER SHEET

0 40 80 160
SCALE: 1" = 80'

MARK	DATE	DESCRIPTION
LAYER STATE: C-001		
PROJECT NO.:	2023208.03	
DATE:	9-04-26	
SCALE:	1" = 80'	
DRAWN BY:	M.J.H.	PROJ. MGR.: M.J.H.
SHEET		
C-001		
COPYRIGHT: 2026		

C-001 C-101 102 C-201 202 L-001	COVER SHEET EXISTING CONDITIONS AND DEMOLITION PLAN SITE AND UTILITY PLAN LANDSCAPE PLAN
OWNERS CERTIFICATION	
WE, TIDEWATER UTILITIES INC, HEREBY CERTIFY THAT WE ARE THE OWNER OF THE PROPERTY DESCRIBED AND SHOWN ON THIS PLAN, THAT THE PLAN WAS MADE AT OUR DIRECTION, AND THAT WE ACKNOWLEDGE THE SAME TO BE OUR ACT AND DESIRE THE PLAN TO BE DEVELOPED AS SHOWN IN ACCORDANCE WITH ALL APPLICABLE LAWS AND REGULATIONS.	
BRUCE PATRICK, P.E. - PRESIDENT, DELAWARE OPERATIONS	DATE
ENGINEERS CERTIFICATION	
I, J. MICHAEL RIEMANN, HEREBY CERTIFY THAT I AM A REGISTERED ENGINEER IN THE STATE OF DELAWARE, THAT THE INFORMATION SHOWN HEREON HAS BEEN PREPARED UNDER MY SUPERVISION AND TO MY BEST KNOWLEDGE AND BELIEF REPRESENTS GOOD ENGINEERING PRACTICES AS REQUIRED BY THE APPLICABLE LAWS OF THE STATE OF DELAWARE.	
J. MICHAEL RIEMANN	P.E. NO. 13772
DATE	



CA

PROJECT TITLE

TIDEWATER
UTILITIES, INC.
STORAGE &
EQUIPMENT
FACILITY1100 S. LITTLE CREEK ROAD
CITY OF DOVER
KENT COUNTY, DELAWARE

SHEET TITLE

EXISTING
CONDITIONS AND
DEMOLITION PLAN0 15 30 60
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ISSUE BLOCK

MARK DATE DESCRIPTION

LAYER/STATE: C-101

PROJECT NO.: 2023208.03

DATE: 9-04-26

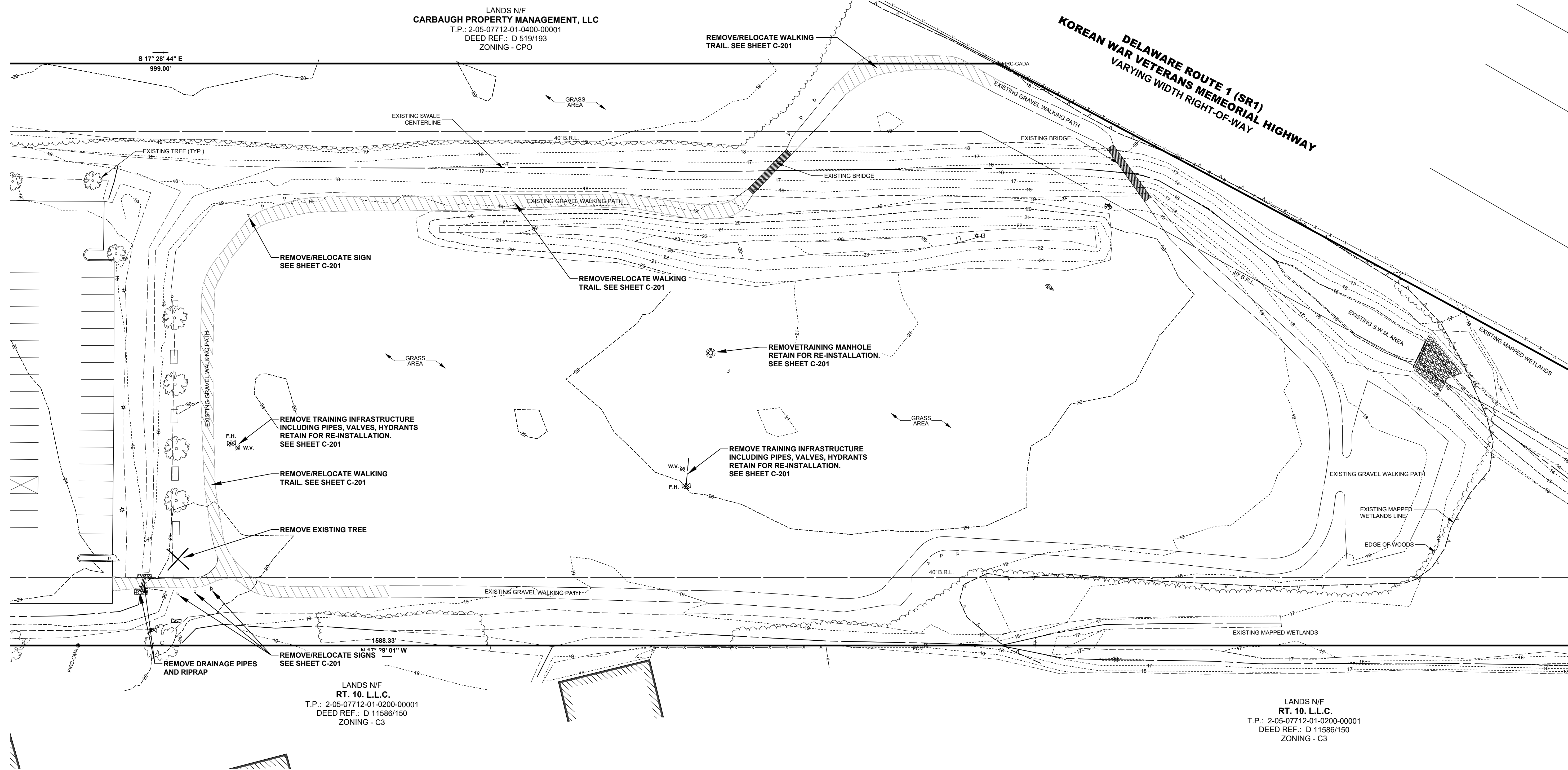
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DRAWN BY: M.J.H. PROJ. MGR.: M.J.H.

SHEET

C-101

COPYRIGHT 2025



PROJECT TITLE

**TIDEWATER
UTILITIES, INC.
STORAGE &
EQUIPMENT
FACILITY**1100 S. LITTLE CREEK ROAD
CITY OF DOVER
KENT COUNTY, DELAWARE

SHEET TITLE

SITE PLAN0 15 30 60
SCALE: 1" = 30'

ISSUE BLOCK

MARK DATE DESCRIPTION

PROJECT NO.: 2023208.03

DATE: 9-04-26

SCALE: 1" = 30'

DRAWN BY: M.J.H. PROJ. MGR.: M.J.H.

SHEET

C-102

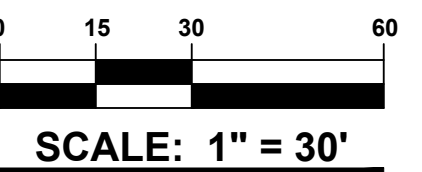
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PROJECT TITLE

TIDEWATER
UTILITIES, INC.
STORAGE &
EQUIPMENT
FACILITY1100 S. LITTLE CREEK ROAD
CITY OF DOVER
KENT COUNTY, DELAWARE

SHEET TITLE

SITE PLAN



ISSUE BLOCK

MARK DATE DESCRIPTION

LAYER/STATE: C-201

PROJECT NO.: 2023208.03

DATE: 9-04-26

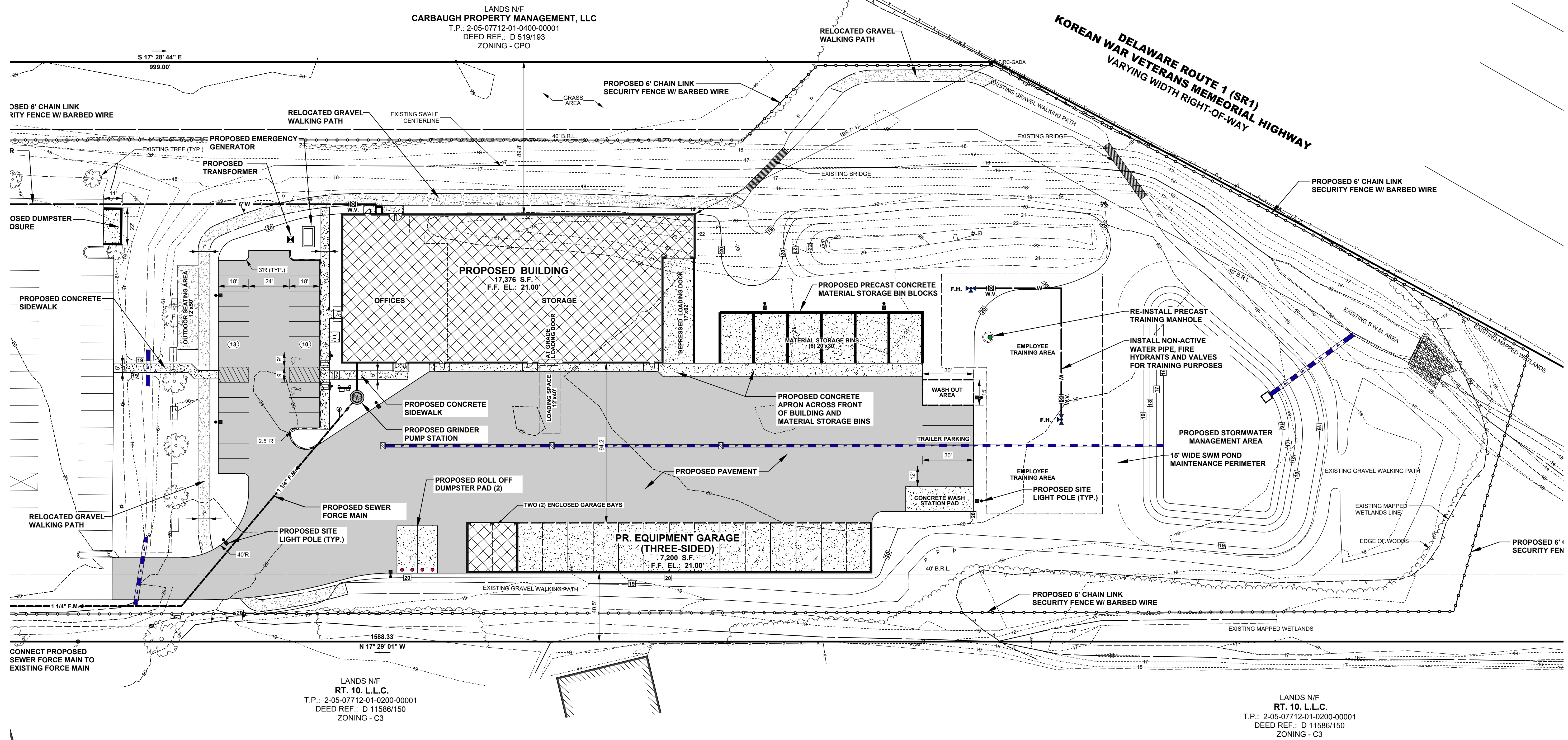
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C-201

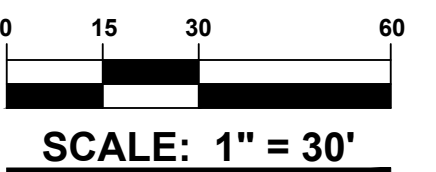
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PROJECT TITLE

**TIDEWATER
UTILITIES, INC.
STORAGE &
EQUIPMENT
FACILITY**1100 S. LITTLE CREEK ROAD
CITY OF DOVER
KENT COUNTY, DELAWARE

SHEET TITLE

SITE PLAN

ISSUE BLOCK

MARK

DATE

DESCRIPTION

LAYER/STATE: C-202

PROJECT NO.:

2023208.03

DATE:

9-04-26

SCALE:

1" = 30'

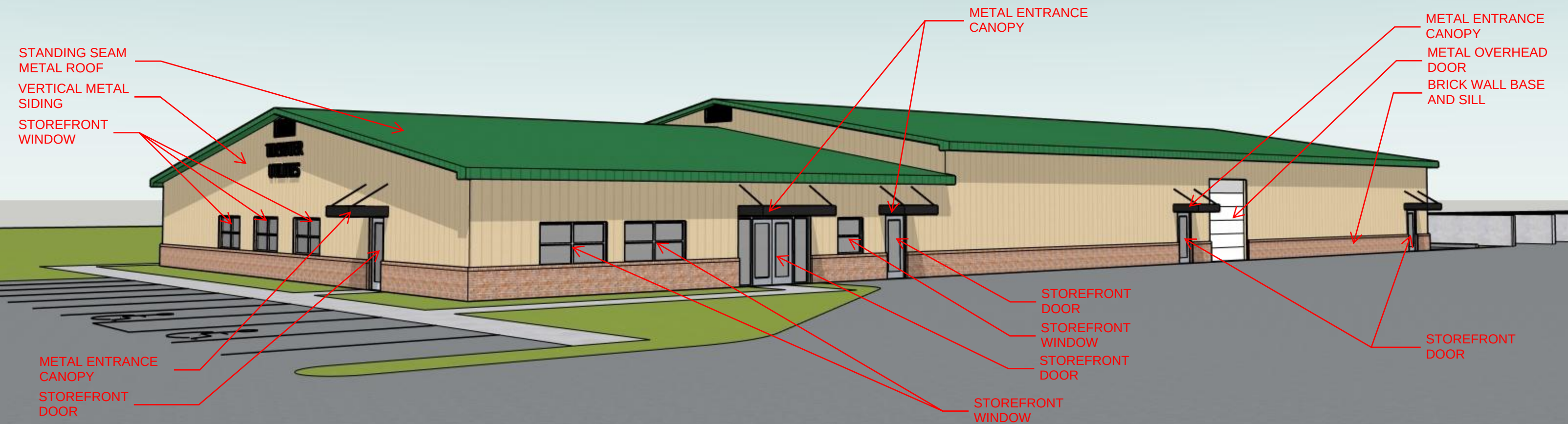
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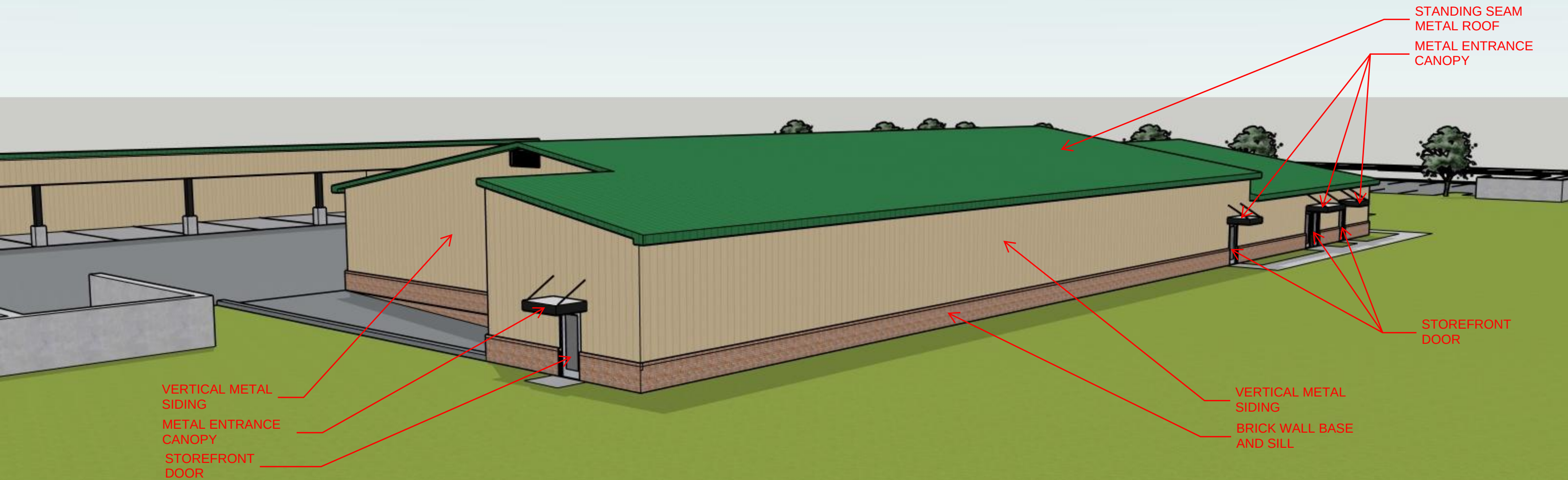
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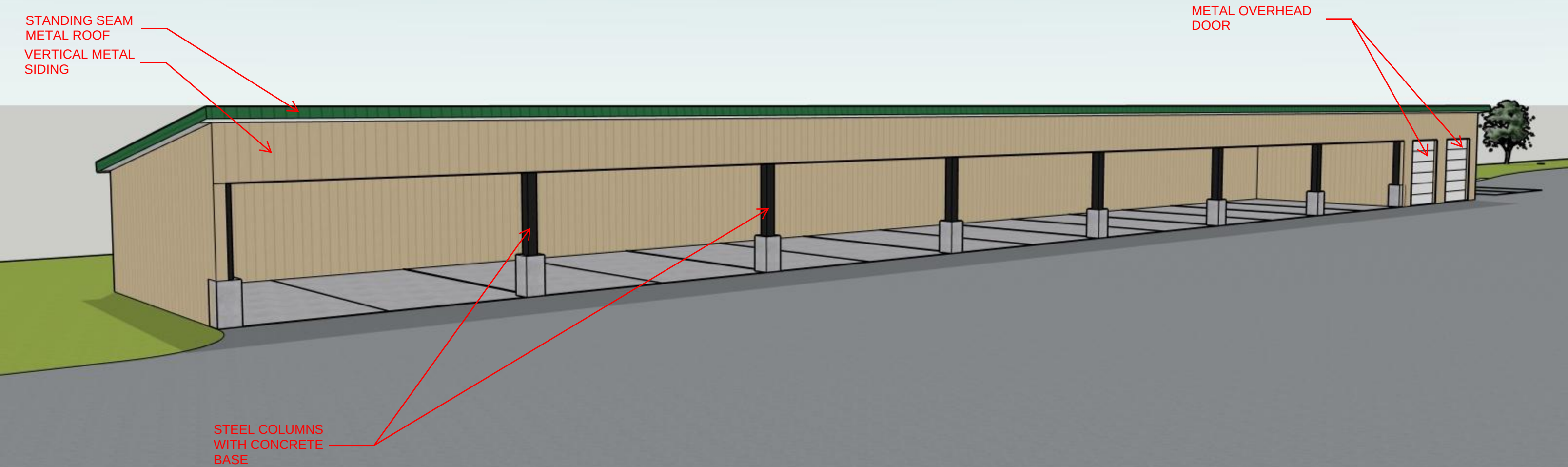
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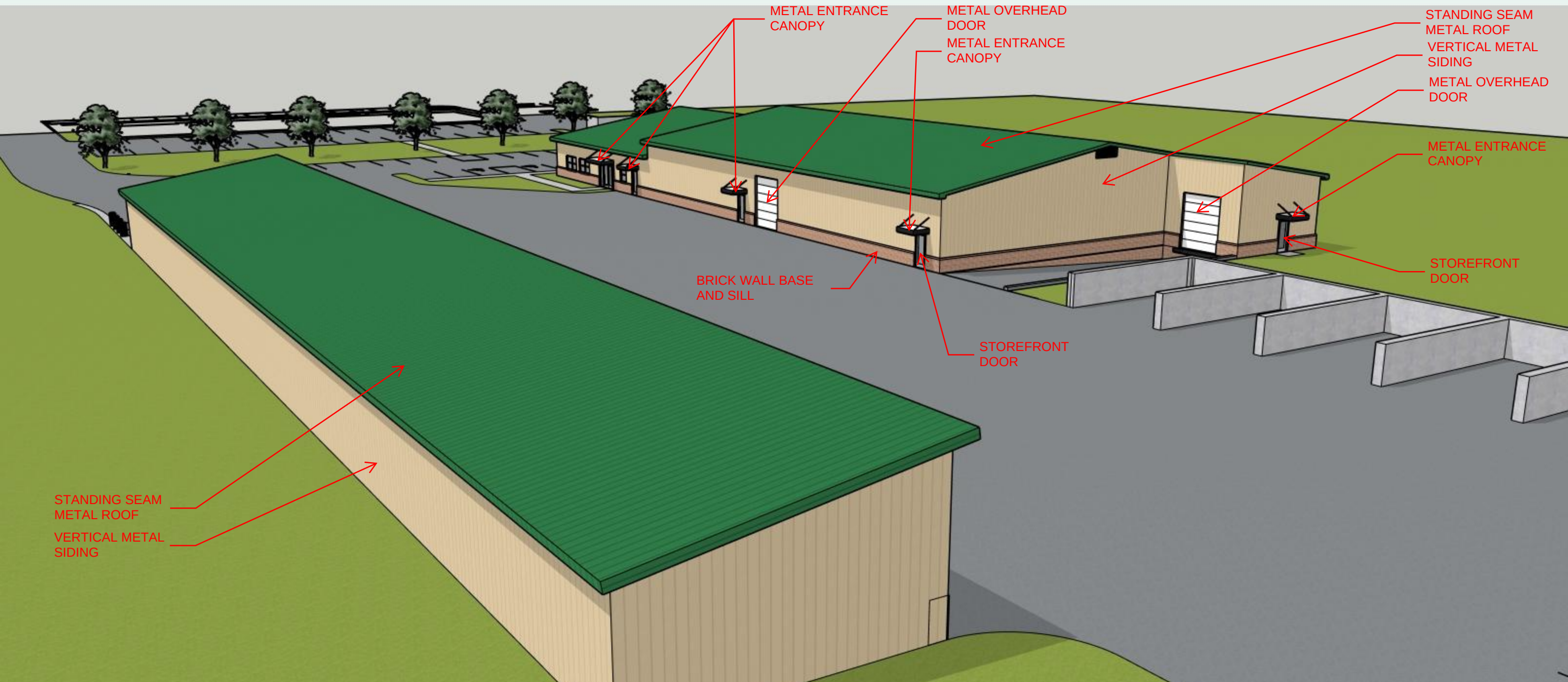
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Category	Goal No.	Recommendation Implementation Status
Natural Resources and Environmental Protection	Goal 1: Protect the Natural Environment	
	Recommendation 1: Develop New Code Amendments to Address Environmental Challenges • Improve water quality and floodwater absorption capacity in the City through code amendments addressing topics such as pervious paved surfaces, stormwater management areas, and hydric soils. • Reduce air quality impacts and climate change impacts through code amendments which aim to improve new developments’ access to alternative forms of transportation.	Continued administration of the City’s Municipal Separate Storm Sewer System (MS4) permit under the Clean Water Act, managing non-point source pollution through established stormwater management plans and public education on pervious surfaces and landscaping. Maintained integration of multi-modal transportation options and reviewed development projects through the Planning Commission to support pedestrian- and transit-oriented access.
	Recommendation 2: Protect Environmental Resources through the Development Review Process • Identify environmentally sensitive areas early in the development process, so projects can be designed with conservation of these areas in mind. • Ensure that the environmental standards encompassed in the Zoning Ordinance and Land Subdivision Regulations are upheld as part of development review. • Reference the Land Inventory of Delaware’s Open Space Program when reviewing development impacts.	The City is currently developing a Floodplain Permit in coordination with the Delaware Department of Natural Resources and Environmental Control (DNREC), along with clarifying the Floodplain Permitting process. The Planning Department and the Development Advisory Committee (DAC) continued to evaluate site plans, subdivision requests, and master plans early in the review pipeline to screen for environmentally sensitive areas and ensure compliance with the <i>Zoning Ordinance</i> and <i>Land Subdivision Regulations</i> . Utilized state open space inventories and parcel mappings when reviewing the active recreation and open space layout of new residential and commercial proposals (such as recent Planned Neighborhood Development reviews).
	Recommendation 3: Coordinate with Other Environmental Agencies and Groups • Include DNREC in the Development Advisory Committee for technical guidance on open space lands, natural resources, and environmental concerns. • Share the FEMA floodplain maps and information which pertain to the City to ensure homeowners, businesses, Realtors, and developers have accurate information about flood risks. • Continue the City’s participation in the National Flood Insurance Program. • Educate the public on floodplain topics through outreach to homeowners and residents focusing on helping residents understand their flood risk and what they can do to mitigate flooding in the City. • Identify potential flood mitigation projects along City waterways such as the St. Jones River, Puncheon Run, and the Little River. • Evaluate the process for referring development projects to the Silver Lake Commission to ensure they review all projects which may have significant impacts on Silver Lake.	The City of Dover continues to participate in the National Flood Insurance Program and participated in Community Audit Visit (CAV) in March 2026 (CAV Report issued June 2026 with Corrective Action Plan submitted in August 2026). Routinely included the Delaware Department of Natural Resources and Environmental Control (DNREC) and Kent Conservation District partners in technical evaluations regarding natural resources and stormwater management compliance. Maintained active participation in the National Flood Insurance Program (NFIP) and provided public access to updated FEMA floodplain maps and flood risk education. Coordinated ongoing waterway health reviews, including the annual Silver Lake Dam inspection review presented to the City Council in April 2026, and evaluated zero project referrals through the Silver Lake Commission projects in FY 2026.
	Goal 2: Improve Watershed Quality	
	Recommendation 4: Participate in or Implement Measures Related to Impervious Cover and Water Quality • Continue using the City’s planning and permitting processes to limit overall impervious coverage in the City by setting and enforcing impervious coverage limits on individual properties. • Update and maintain the Source Water Protection Overlay Zone (SWPOZ) on the City’s Zoning Map to ensure it covers all lands identified for protection by DNREC’s Source Water Map as wells and excellent recharge areas. • Work with DNREC to identify potential water quality improvement projects in major City water bodies and dams such as Silver Lake and the St. Jones River. • Implement a Stormwater Utility for the City to help fund the maintenance of stormwater infrastructure that improves water quality.	The Planning Office performs a zoning review on all Building Permit applications to ensure compliance with zoning requirements, including maximum lot coverage. The Stormwater Utility for the City to help fund the maintenance of stormwater infrastructure that improves water quality was initiated and repealed. Enforced individual property impervious coverage limits via zoning stipulations during the permitting and plan approval processes. Maintained the Source Water Protection Overlay Zone (SWPOZ) on the City's zoning maps to safeguard wellheads and excellent recharge areas consistent with the DNREC mapping Technical Review of--development projects on properties impacted by the SWPOZ from July 2025-June 2026. Partnered with state agencies on watershed stewardship, supporting programs like Delaware Livable Lawns and native planting initiatives to mitigate runoff into Silver Lake and the St. Jones River

Timeline Notice:

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	Recommendation 5: Support/Utilize the Silver Lake Commission • Continue to utilize the knowledge and expertise of the Silver Lake Commission as advocates for the lake, advisors to the City Council on matters regarding the lake, and as liaisons between the City, the public, and DNREC regarding lake management issues. • Continue to support the Silver Lake Commission as they implement the 2011 Silver Lake Sub-Watershed Implementation Strategy.	The Silver Lake Commission actively functioned as an advisor to the City Council, delivering its mandated annual report in April 2026 and advocating for lake protection strategies, public access, and sub-watershed management. The City of Dover has budgeted \$75,000 for a comprehensive, long-term master plan targeting Silver Lake Park's amenities, infrastructure, and environmental footprint.
	Goal 3: Improve Air Quality Recommendation 6: Reduce Air Quality Impacts from Auto Emissions • Update the City’s Bicycle Plan and Pedestrian Plan to include air quality improvement as an explicit goal. This should be done because increasing the mode share of bicyclists and pedestrians improves air quality by taking vehicles off the road and air quality improvements in turn make walking and biking healthier and more pleasant experiences for these users. • Improve the City’s bicycle and pedestrian networks in accordance with the recommendations of the Bicycle Plan and Pedestrian Plan. • Encourage use in the City of vehicles powered by electricity or other alternative fuels in order to reduce emissions produced by users who choose to drive.	As of June 30, 2026, active transportation and regional planning in the City of Dover advanced significantly through targeted policy execution and framework updates by the Dover/Kent County Metropolitan Planning Organization (MPO) and municipal entities. Building on regional milestones such as the MPO's adoption of the Kent County Safety Action Plan and the ongoing integration of the long-term Innovations 2050 Metropolitan Transportation Plan, implementation of the City of Dover Bicycle and Pedestrian Plan focused on aligning municipal development review policies with regional safety objectives. Throughout the FY 2026 timeframe, physical realization and engineering progression for top-tier municipal priorities for the City of Dover, such as the MLK Boulevard/South Little Creek Road Connector and critical localized pedestrian infrastructure like the Bay Road enhancements, depended heavily on intergovernmental coordination, municipal budget allocations, and securing external state and federal grants. Concurrently, the City of Dover’s Bicycle and Pedestrian Committee and local planning bodies utilized these frameworks to embed micro-scale connectivity, sidewalk gap closures, and Complete Streets design standards directly into ongoing site plan evaluations and capital improvement programming. The City currently has seven (7) electric vehicles (EVs) in its fleet and has installed EV fleet chargers at several locations. The City has installed 3 public electric vehicle multi-port charging stations (totaling up to 6 Level 2 charging ports) at the Dover Public Library. Advanced local infrastructure projects and development plan conditions that incorporate bike and pedestrian connectivity to reduce single-occupancy vehicle trips. Supported regional and municipal transitions toward electric and alternative fuel usage to curb vehicle emissions.
	Recommendation 7: Reduce Air Quality Impacts from Industry • Continue to use the City’s Performance Standards to curb air quality impacts from industry. • Evaluate the City’s Performance Standards and the lists of permitted and prohibited uses in the City’s industrial zones for possible code updates to ensure the City is both friendly to industrial development and up to date with air quality standards.	The Planning Office requires that land development applications in the industrial and manufacturing zones include a report to address performance standards as required in the <i>Zoning Ordinance</i>. Continued enforcement of the City’s industrial Performance Standards to regulate emissions, noise, and potential air quality impacts from commercial and manufacturing zones. Periodically reviewed industrial permitted and prohibited uses during Zoning Map Amendment applications to align with modern environmental standards. The number of rezoning applications for 2025 was for just one application.
	Goal 4: Encourage Green Development and Sustainable Energy Practices Recommendation 8: Research and Implement Sustainable Development Practices • Conduct a “vulnerability assessment” of the City to determine which people and places within Dover are most at-risk from climate change pressures including sea-level rise, increased heavy precipitation, and rising temperatures. This assessment can be used to help the City decide what forms of sustainable development practices need the most encouragement. • Evaluate ways to incentivize use of green practices in new development. Some green development practices include infill development, higher densities in areas with access to transit, and green building construction techniques. • Evaluate ways to incentivize improvements to the energy performance of existing buildings. Energy performance improvements can come from adding insulation to reduce dependence on heating and cooling	To proactively build local resilience, the City utilized updated statewide climate projections and data frameworks to evaluate long-term environmental pressures such as sea-level rise, increased heavy precipitation, and rising urban temperatures. Grounded in these insights, the City initiated steps toward a comprehensive local "vulnerability assessment" to identify the people, assets, and neighborhoods most at-risk, directly guiding targeted sustainable development priorities. Achieving CRS status will allow Dover to implement higher regulatory floodplain standards, mitigate localized flood risks, and unlock valuable flood insurance premium discounts for local property owners. Complementing these hazard mitigation efforts, the City systematically evaluated compact development, high-density infill proposals, and green building construction techniques through routine updates to land use policies and capital investment frameworks. Furthermore, the City prioritized investigating incentives for building energy performance enhancements, such as improved insulation and energy-efficient systems, while cataloging state, federal, and external grant opportunities to help offset costs for residents and developers. Through these integrated actions, Dover is successfully aligning hazard mitigation, energy efficiency, and sustainable growth to foster a resilient community.

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	Goal 5: Preserve Access to Open Space and Scenic Resources Recommendation 9: Support City Policies Allowing Public Access and Utilization of Open Space and Scenic Resources • Evaluate the Dover Code of Ordinances and other legislation to identify provisions that potentially limit public access to nature (e.g. parking requirements, use restrictions, fencing and screening requirements, etc.). • Determine what valuable open spaces and scenic resources in the City currently have limited public access and evaluate options for improving access to these areas. • Improve pedestrian, bicycle, and transit networks to parks, natural areas, and the Historic District. • Support programs that promote access to nature (e.g. environmental education programs, Scouts programs).	Reviewed provisions governing public space naming, active recreation areas, and park connectivity during subdivision plan reviews. Continued support for community programs, recreational planning around Silver Lake Park, and trail linkages connecting neighborhoods to natural and historic amenities New recreational additions to the City of Dover include a Do-It-Yourself Skatepark, and Off-Leash Dog Park, a brand-new community center building under construction, a spray/splash pad under construction, a planned ADA-accessible inclusive playground, and a city-wide court resurfacing that was a \$560,000+ project repair and resurface basketball, tennis, and pickleball courts across multiple local neighborhood parks and school properties.
Historic Preservation	Goal 1: Preserve and Protect Historic Resources Recommendation 1: Identification and Designation of the Dover Historic District Zone • Identify and study properties and areas for potential future local Historic District designation either as individual structures or as Historic District areas. • Evaluate properties of interest and concentrated areas of historic resources for local Historic District designation. • Evaluate for local Historic District designation those areas currently listed in and/or eligible for the National Register of Historic Places. • Evaluate proposed annexation areas for historic resources to address needs for preservation and protection.	In 2022, the Planning Commission made a recommendation to expand the Historic District Zone along South Governors Avenue (411/429/435/441/447 S Governors Ave & 117 W Water Street). City Council adopted this Rezoning through Ordinance #2022-02. While no new standalone local historic districts were officially designated during this 12-month period, the City actively evaluated properties within the existing Historic District Zone (H) during large-scale redevelopment proposals. The City utilized its 2025 recently renewed Downtown Development District (DDD) boundaries to streamline historic zoning priorities with economic incentives for incoming developments.
	Recommendation 2: Stewardship of Historic Resources • Encourage stewardship activities by public and private owners of historic resources to ensure the long-term care, protection, preservation, and continued existence of these resources. • Encourage appropriate stewardship of historic resources in City building projects and infrastructure improvements located within designated historic districts or areas. • Continue stewardship of The Green per the Preservation & Conservation Easement established with its designation as a National Monument/National Historical Park. • Develop strategies within disaster planning and disaster response plans that consider historic resources.	The Historic District Commission actively reviewed stewardship efforts for major public infrastructure. Most notably, on June 18, 2026, the HDC reviewed the Legislative Hall Building Addition at 411 Legislative Avenue. The evaluation ensured that the addition of an ADA-accessible ramp on the historic west façade demonstrated appropriate stewardship of one of the city's most significant state-owned historic resources. For the City of Dover's disaster planning and disaster response plans that historic resources, local mitigation heavily relies on broader state frameworks, such as the Delaware All-Hazard Mitigation Plan overseen by the Delaware Emergency Management Agency (DEMA), which addresses state-level property mitigation for public historic properties.
	Recommendation 3: Evaluation of Design Standards and Guidelines • Evaluate and update the “Design Standards and Guidelines for the City of Dover Historic District Zone.” This document was originally developed and adopted in 1992. • Evaluate and consider the standards and guidelines regarding the levels of protection for The Green and the Loockerman Street historic contexts. • Evaluate and consider the use of modern materials and technologies in the standards and guidelines.	There were no rewrites to the 1992 "Design Standards and Guidelines" adopted during this timeframe. Instead, the HDC strictly applied the existing standards to modern applications. For example, on February 19, 2026, the HDC evaluated a permit for 1 Kings Hwy NE, enforcing design standards by recommending that the replacement entry door maintain its historic double-door format to preserve visual integrity.

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	Recommendation 4: Architectural Review Certification Process • Refine the regulatory process and procedure for Architectural Review Certification for properties located within the designated local Historic District Zone (H). • Offer education opportunities to the Historic District Commission, staff and the general public on the Architectural Review Certification process. • Evaluate process of requests for demolition and the identification of “demolition by neglect” properties for code revisions and education opportunities.	• In 2020, of the 34 permits in the Historic District, 29 required Architectural Review Certification. • In 2021, of the 35 permits in the Historic District, 26 required Architectural Review Certification. • In 2022, of the 39 permits in the Historic District, 34 required Architectural Review Certification. • In 2023, of the 51 permits in the Historic District, 42 required Architectural Review Certification. • In 2024, of the 32 permits in the Historic District, 27 required Architectural Review Certification. • In 2025, of the 34 permits in the Historic District, 31 required Architectural Review Certification. Educational Opportunities: In 2020, the Historic District Commission participated in a training session on the aspects of the Historic District Zone (H) including the provisions and procedures for Architectural Review Certification and its differences from the National Register of Historic Places.
	Recommendation 5: Evaluate Impact of Development Activity on Historic Resources • Explore other strategies, activities, and incentive programs to assist in the preservation and protection of historic resources in order to balance the needs of preservation and revitalization. • Develop and/or improve incentives and ordinances that encourage the use of historic structures and maintain historic integrity. • Encourage use of flexible building codes when rehabilitation of existing historic buildings is proposed. • Focus planning initiatives on Downtown Dover to strengthen Loockerman Street and adjoining areas while maintaining the balance of preservation and development activity. • Ensure Community Development Block Grant Program activities complete the Section 106 Review process.	When evaluating the impact of development activity on historic resources, the City of Dover successfully balances historic preservation with active downtown revitalization by leveraging powerful financial tools like the Historic Properties Tax Incentive and the Downtown Development District (DDD) program. Through these programs, property owners are heavily incentivized to rehabilitate aging, architecturally significant structures, such as the notable historic preservation and adaptive reuse projects preventing "demolition by neglect." Complementing this, the Downtown Dover Partnership (DDP) administers its Critical Improvement Program, which provides direct funding for essential upgrades like life safety improvements, ADA accessibility, commercial kitchens, and upstairs residential conversions, ensuring that Dover's rich historic building stock is thoughtfully preserved and safely adapted for modern economic vitality.
	Recommendation 6: Support of Historic Resources and Landscapes • Support consideration of historic resources and landscapes in development activities from infill projects to land annexation. • Continue to identify, assist, and review the nominations of eligible properties to the National Register of Historic Places. • Explore opportunities to amend or provide updated information to existing National Register nominations to meet current standards. • Explore opportunities to conduct and/or update the Delaware Cultural Resource Survey for properties located within City limits. • Ensure preservation efforts reflect the diversity of the community as reflected in the City’s history, architecture, and culture. • Recommend completion of a Self-Assessment for the Historic District Commission to identify other strategic planning needs.	The City mandated that large projects, specifically the Dover Mobility Center and "The Governor" mixed use development, respect the historic character and landscape of the Historical District Zone. The Planning Commission evaluated parcel consolidations to ensure the footprint of these new developments did not overwhelm the existing historical context of the adjoining Loockerman Street areas. Both projects at four stories prevent them from visually overwhelming the lower-profile, 19th- and early 20th-century architectural fabric along Loockerman Street. Beyond managing mass and height, municipal oversight mandated that both buildings be strictly mixed-use to preserve the character of a historic downtown; incorporating compact footprints and active ground-floor spaces (such as a grocery store, daycare, community rooms, and retail spaces) rather than dead zones or blank walls. By blending multi-modal transit, workforce housing, and local commerce into a cohesive urban grid, these developments successfully foster continuous pedestrian activity that feeds directly into adjacent historic downtown businesses.
	Goal 2: Provide and Promote Incentives for Preservation Activities Recommendation 7: Tax Credit Program for Historic Properties • Continue the City’s Tax Credit Program for Historic Properties and promote awareness of the program. • Promote awareness of other Tax Credit Programs offered including State and Federal programs.	The City actively promoted its Historic Tax Credit program by packaging it with other local incentives. Notably, the City has done this through informational planning brochures, local view sheets for the Downtown Development District (DDD), and partnerships with groups like the Downtown Dover Partnership to connect owners with state and county programs. Throughout the 2025–2026 development window, City Planning officials publicized the historic tax credits alongside 10-year property tax abatements, transfer tax rebates, and waivers for Building Permit and Impact Fees to ensure property owners had the financial tools to rehabilitate historic properties.

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Recommendation 8: Increase Participation in Resource-Bearing Programs

- Continue participation in the Certified Local Government (CLG) program of the National Park Service with a focus on increasing Historic District Commission training and evaluating staff needs.
- Engage in promotion and implementation of corridor management efforts within the Delaware Byways Program that support historic preservation, promote tourism, and visitation for Downtown Dover.

The City maintains its status as a Certified Local Government (CLG) under the Historic Preservation Act, supported by an active Historic District Commission that unlocks vital grant opportunities. Operating through its 5-year Downtown Development District (DDD) extension, active through January 2030, the City successfully channels State Rebate funds to developers revitalizing the historic core. According to the Delaware State Housing Authority’s FY25 report released in January 2026, these strategic incentives have catalyzed millions in private investment for residential and commercial spaces. Simultaneously, the City advances corridor management via the Delaware Byways Program, partnering with the Dover/Kent County MPO and state agencies to harmonize land-use practices with the region's historic and scenic character. Collaborative partnerships with organizations like the Delaware Tourism Office and the Downtown Dover Partnership further drive tourism by celebrating local heritage assets, major events at the Dover Motor Speedway and Bally's Dover, and comprehensive downtown revitalization. Central to this economic momentum is *Capital City 2030: Transforming Downtown Dover* , a dynamic master plan projected to attract over \$500 million in cumulative private and public investment to the district. Serving as a powerful catalyst for commercial growth and urban renewal, community-driven promotion, including public charrettes, virtual reality tours, and presentations, has successfully paired with an initial \$25 million public investment of state and the American Rescue Plan Act (ARPA) funding to jumpstart transformative capital infrastructure, including a state-of-the-art multimodal transit hub and vibrant mixed-use spaces designed to maximize long-term regional prosperity.

As one of Delaware's original Downtown Development District (DDD) designees and the first to secure a program renewal, the City of Dover continued to aggressively catalyze downtown revitalization throughout calendar year 2025. Administered jointly by City Planning Staff and the City Manager's Office, with robust marketing support from the Downtown Dover Partnership (DDP), the program saw the adoption of Ordinance #2025-01 on February 24, 2025, which updated district boundaries and local incentives following a five-year state extension granted in 2024. Over the course of 2025, the City officially approved eight DDD Incentive applications encompassing new single-family construction, duplex and home renovations, apartment creations, and commercial upgrades. To directly lower financial hurdles, Dover recorded \$8,559 in Permit Fee Waivers across ten properties, utilized \$8,000 in Impact Fee Waivers for two properties, and applied a three-year business license fee waiver valued at \$128. These municipal incentives powerfully reinforced broader housing investments by organizations like NeighborGood Partners and Central Delaware Habitat for Humanity. Furthermore, the city successfully linked local efforts to state-level financing through the Delaware State Housing Authority (DSHA): staff processed multiple project conformity forms, culminating in significant state allocations that featured DDD Round 17 Large Project Reservations for key structural anchors like The Old Post at 55 Loockerman Plaza, the Cecil Street Townhouses, Mt. Zion AME Church, and the Priscilla Block Building, alongside five residential Small Project Rebates totaling \$155,909 and two Commercial Rebates totaling \$134,811.

Goal 3: Increase Public Information on Historic Resources

Recommendation 9: Public Outreach and Education

- Initiate educational programs on historic and cultural resources for the general public and elected/appointed officials to increase awareness and understanding.
- Develop and/or update written and digital materials (brochures, process guides, web-based postings, GIS mapping, etc.) on such topics as the local Historic District Zone, historic resources, the Historic District Commission, the Architectural Review Certification process, no the City’s Tax Credit Program for Historic Properties.
- Conduct workshop training with the Historic District Commission and Planning Commission on preservation topics and the Architectural Review Certification process.
- Identify and implement methods of on-going communication with historic property owners and interested groups.

A major educational milestone occurred on April 13, 2026, when the Dover City Council unanimously passed Resolution No. 2026-05. This resolution threw municipal support and resources behind the creation of The Greater Dover Museum, Inc., a new non-profit dedicated to housing historic artifacts and significantly expanding educational programming regarding the City's heritage for residents and tourists. The City collaborated with the State to highlight historic and Downtown investments via an interactive digital Story Map released in January 2026.

Timeline Notice:

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Goal 4: Collaborate with Diverse Groups and Governments		
Public Utilities and Infrastructure	Recommendation 10: Seek Assistance and Support of Interest Groups - Continue to coordinate with and assist government agencies/officials and preservation interest groups. Examples of these groups and agencies include the City Council, Planning Commission, Historic District Commission, the Division of Historical & Cultural Affairs (State Historic Preservation Office), the First State Heritage Park at Dover, and the First State National Historical Park (National Park Service). - Coordinate with preservation interest groups such as Downtown Dover Partnership, Preservation Delaware, Friends of Old Dover, and others. - Seek to educate other community-based organizations on preservation activities. - Build relationships with the historic preservation programs and other related programs at Delaware Technical & Community College, Delaware State University, Wesley College, and the University of Delaware.	The push for the Greater Dover Museum was a direct result of coordinating with the Friends of Old Dover, Inc., an interest group that needed a better facility to house its extensive collections. The City maintained active coordination with the Downtown Dover Partnership (DDP) and NeighborGood Partners (formerly NCALL) to execute the "Restoring Central Dover" plan, actively balancing the preservation of central historic neighborhoods with the need for affordable housing. The City integrates its shared cultural heritage through programs that engage local spaces like the Dover Green and First State Heritage Park, where student volunteers, interns, and academic researchers often participate in public history, architecture, and tourism events. The City builds relationships with local higher education institutions, such as Delaware State University, by engaging in regional preservation grants and local history preservation (such as NEH-backed archival projects preserving local historical imagery) that intersects with Dover's historic identity.
	Goal 1: Proactively Maintain Existing Infrastructure and Expand Infrastructure When Beneficial	
	Recommendation 1: Update Utility Plans Regularly - Dover water, sewer and electric will have their long-range plans updated every ten to fifteen years and integrated into a Consolidated Utility Plan for the City of Dover. - Planned update to the Water Utility Plan by 2021, as it was last updated in 2006. - Planned update to the Wastewater Utility Plan by 2021, as it was last updated in 2009. - Planned update to the Electric Utility Plan by 2026, as it was last updated in 2016. - Planned update to the Stormwater Utility Plan in 10-year increments following implementation by City Council.	The City of Dover has systematically advanced its infrastructure planning to maintain long-term reliability and environmental compliance across its municipal utilities. Progress made on the specific utility plans includes: Consolidated Utility Planning & Frameworks: The City continues to align its infrastructure tracking to ensure long-range capital improvements for water, wastewater, and electric systems are updated cyclically and coordinated with comprehensive land-use assumptions. Water & Wastewater Utility Plans: Following previous baselines (water last updated in 2006 and wastewater in 2009), the City has utilized continuous engineering assessments, capital improvement program (CIP) updates, and specialized system studies, such as drinking water filtration upgrades (e.g., manganese removal systems) and pump station evaluations, to modernize these frameworks well beyond their older baseline documents. Electric Utility Plan: Aligned with its targeted 10-year update cycle (following the 2016 plan), the City has actively managed electric grid capital requirements, incorporating local energy efficiency initiatives (such as the Efficiency Smart program partnership) and addressing shifting power supply demands and fiscal adjustments heading into FY 2027. Stormwater Utility Plan: The City continues to operate and refine its stormwater management framework under its DNREC-issued National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) permit. Capital and maintenance projects, such as localized flood mitigation initiatives (e.g., Water Street flooding improvements), are continuously integrated to fulfill long-term stormwater utility goals.
	Recommendation 2: Continue to Seek Mutually Beneficial Interconnections with Utility Systems - Analyze the ability of the City to sell water to Tidewater Utilities, the Camden-Wyoming Sewer and Water Authority and other neighboring water providers, for both domestic and fire protection use, within the current infrastructure capacity and allocation permit limits. Conversely, analyze the ability of neighboring water providers, in terms of both capacity and allocation, to allow the City to draw water in times of need. - Continue to work with Kent County with which the City’s wastewater system is interconnected to treat the City’s wastewater at the Kent County Regional Resource Recovery Facility in Frederica.	The City of Dover managed its utility frameworks and Comprehensive Plan recommendations by balancing regional infrastructure ties with internal capacity controls. While physical interconnections remained in place for emergency redundancy with regional entities like Tidewater Utilities, large-scale commercial bulk water sales were constrained by strict state allocation permits, and the City ultimately adopted the Fiscal Year 2025/2026 budget with modest water and electric utility rate adjustments to safeguard grid reliability and fund vital infrastructure maintenance. Concurrently, the City maintained its critical wastewater partnership to convey sewage to the Kent County Regional Resource Recovery Facility in Frederica, bolstering local logistics through upgrades to projects like Pump Station #7. while actively coordinating its power portfolio and distribution connections with wholesale partners and the regional PJM transmission grid to protect overall system stability.
	Recommendation 3: Implement a Plan to Identify and Remove Sources of Inflow and Infiltration - Prepare projects to reline or replace old sewer mains to reduce and/or eliminate inflow and infiltration. - Work with property owners to remove catch basin, sump pump and other illicit connections to the sanitary sewer system that have been identified by field investigations or smoke testing.	The City’s Department of Water and Wastewater, alongside an engineering consultant, is planning water and sanitary sewer improvements along the Loockerman Street corridor. The City advanced infrastructure rehabilitation initiatives, integrating localized street and alley program updates to protect sanitary sewer mains from inflow and infiltration. Field operations and Public Works crews utilized maintenance checks and public notification frameworks to identify and target illicit stormwater ties (such as sump pumps and catch basins) linked directly to the sanitary sewer lines.
	Recommendation 4: Prepare and Implement Utility Systems Service Plans for future Annexation Areas Study identified areas of potential future annexation into the City and prepare utility service plans to provide all essential City utilities and community services.	The City’s Planning and Engineering teams evaluated prospective annexation locations to map out future utility footprints, ensuring seamless integration of municipal water, wastewater, and electric grids before formal land incorporation. In 2025 there were zero properties annexed into the City of Dover.
	Recommendation 5: Prepare a Long-term Strategy to Implement Capital Improvements that will be Most Impactful to the City and its Residents Continue to identify key areas of Improvement for the City’s Water, Wastewater (Sewer), and Electric Utility	City is involved in planning for water and sanitary sewer improvement projects for the Loockerman Street corridor. The City prioritized high-impact utility investments through its annual budget and capital improvement schedules, focusing financial allocation on critical water quality fixes, electrical grid resilience, and major wastewater asset overhauls.

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Goal 2: Enhance Infrastructure to Meet Community Needs	
Recommendation 6: Continue to Implement Plans to Improve Water Quality - Continue the commitment to implementing the water system improvements that will improve the water quality concerns and resolve “brown water” issues. - Continue to implement necessary improvements at City’s Water Treatment Plant and associated water system infrastructure.	To actively resolve "brown water" concerns, the City awarded engineering design contracts for specialized Manganese Removal Systems for Drinking Water (contracted to Verdantas) and replaced security fencing around the Water Treatment Plant. The City formally awarded and initiated major water main infrastructure replacement projects, specifically targeting Fairview Avenue (East & West Alleys) and Queen Street.
Recommendation 7: Continue to Implement Plans to Improve Wastewater Systems Continue to implement the City’s long-term Capital Improvements Plan by investing in wastewater system facilities like new Pump Stations, Force Mains and Collection Systems.	The City awarded and advanced construction contracts for Pump Station No. 7 Upgrades (to A-Del Construction) and authorized engineering design support for the Laurel Drive Pump Station Upgrade (with Davis, Bowen, and Friedel). The City contracted and implemented specialized Supervisory Control and Data Acquisition (SCADA) equipment upgrades across wastewater facilities to monitor collection efficiency and prevent overflows.
Recommendation 8: Identify and Pursue Options for Long-term, Reliable, Cost Competitive, and Environmentally Prudent Electricity for our Customers - Identify ways the City of Dover Electric Department can improve management of Electric infrastructure including long-term supply and capacity. - Continue to implement the City’s long-term Capital Improvements Plan with things like Substation Improvements, Transmission System Upgrades, Distribution System Upgrades, and Generation/Production Facility Improvements. - Continue to implement Green Energy Goals including utilizing energy sources like Solar. This will help reduce overall consumption where possible, allowing us to more efficiently utilize existing capacity.	The Electric Department continuously managed transformer inventory and stock by procuring primary equipment (such as single and three-phase pad-mount distribution transformers through suppliers like NexGen and Delta Electric) to stabilize local distribution. The City implemented phased electric revenue updates derived from long-term rate studies to safeguard municipal bond ratings and secure baseline power supplies. In FY 2026, the City advanced its green energy and solar initiatives through major commercial and community-scale improvements. Such improvements include commercial facilities like the Delmarva Corrugated Packaging Company launching the state's largest rooftop solar panel array. The system provides roughly 30% of the facility's daily electricity needs, which plans on reducing regional grid dependency. Also, the Dover City Council adjusted the City's local Zoning Code to permit clean hydrogen production facilities in targeted manufacturing and industrial districts (Ordinance #2026-10). This opens new avenues for alternative clean energy manufacturing in the future for Dover.
Recommendation 9: Ensure the City has the Infrastructure and Capacity to Accommodate Evolving Technologies - Ensure that the City has the capacity to accommodate the demand for new technologies like at-home and public charging stations and to anticipate the growing use of new modes of transportation like electric cars. This should be done in a manner that mitigates the impact on the electric distribution system. - Ensure that the City has a plan/policy in place to address and accommodate the infrastructure needed for new communication technology like 5G telecommunications.	The City factored surging electric vehicle charging demands into distribution transformer stock procurement to ensure residential and commercial networks can manage localized load spikes. The City coordinated with administrative and utility departments to manage right-of-way and structural placement policies for emerging high-density communication and 5G infrastructure (Ordinance #2020-13).
Goal 3: Meet or Exceed the State and Federal Requirements of the NPDES Permit and Stormwater Management	
Recommendation 10: Implement a Stormwater Utility within the City of Dover - Implement a Stormwater Utility within the City to dedicate necessary funds to maintain the stormwater infrastructure. Implementation should be done in accordance with the findings of the feasibility study for the implementation of a Stormwater Utility. - Identify and implement necessary Capital Improvements for Stormwater Management infrastructure systems owned and maintained by the City.	The Stormwater Utility for the City to help fund the maintenance of stormwater infrastructure that improves water quality was initiated and repealed. The City directly executed stormwater infrastructure improvements, notably awarding and managing the construction phase for the Water Street Flooding Improvements project (assigned to A-Del Construction). The City contracted structural restoration work for critical municipal stormwater assets, including Silver Lake Dam repairs.
Recommendation 11: Encourage Use of Green Technologies for Stormwater Management in Development Projects Coordinate with City Engineering staff, Kent Conservation District, and the Department of Natural Resources and Environmental Control to determine the appropriate changes to City codes and processes. This should be with the aim to require stormwater management practices that mimic natural conditions for new development.	Through its Municipal Separate Storm Sewer System (MS4) permit framework, the City continues to collaborate alongside the Kent Conservation District and DNREC to enforce stormwater runoff controls and encourage green infrastructure practices for new developments. This is particularly apparent locally within the city limits and the surrounding watersheds (such as the St. Jones River and Silver Lake) under its Stormwater Program and MS4 permit framework. New development applications planned in the City are reviewed for compliance with the Delaware Sediment and Stormwater Managagement Regulations.
Goal 4: Continue to Strive for Excellent Service	
Recommendation 12: Obtain Accreditation with the American Public Works Association Continue efforts by the City of Dover Department of Public Works to obtain accreditation from the APWA (American Public Works Association) to be officially recognized as an Agency of high standards and professionalism.	The Department of Public Works maintained self-assessment protocols and administrative alignment with national benchmarks to advance multi-divisional compliance for full APWA agency recognition. The Department of Public Works did this by aligning internal operations with the APWA Public Works Management Practices Manual by using digital self-assessment tracking, cross-divisional task allocation, and structured peer-evaluation protocols.

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	Recommendation 13: Continue to Engage with the Public and Customers • Continue efforts to engage with the public and customers through electronic and print media, community meetings, and other methods to share information on the processes of utilities systems and major projects.	The City leveraged public broadcast channels (including Council Committee of the Whole meetings posted to official YouTube portals), digital bid tab notifications, and public awareness campaigns regarding cross-connection rules to maintain transparency on utility processes. The City of Dover's Website has moved to www.cityofdover.gov and contains all municipal meeting information and additional information. Also, all City of Dover emails have been upgraded from @dover.de.us to @doverde.gov. This change improves security, public trust, and protection against fraud when the City of Dover's employees are communicating internally and externally.
Community Services and Facilities	Goal 1: Provide and Maintain Quality City Services	
	Recommendation 1: Maintain Responsive and Effective Emergency Services • Evaluate the levels of City Services as they pertain to police, fire, and emergency response times. Service levels should be maintained or exceed their current status as Dover grows in population and land size. • Support the Police Department’s goals and strategies for improving public safety. • Support the Police Department’s public outreach to the Dover community. • Support the Fire Department’s activities aimed at improving fire safety including education and training efforts. • Ensure that the City’s contracted ambulance service can meet the service demands.	• Emergency Dispatch Efficiency: In April 2026, the Dover Police Department’s 2025 Annual Report detailed that the Emergency Communications Center processed over 93,000 calls for service, answering over 95% of emergency calls within 10 seconds. • Behavioral Health Unit Expansion: The Police Department expanded its Behavioral Health Unit, providing specialized response capabilities for mental health and substance-abuse emergency calls to de-escalate crisis situations. • Community Engagement Programs: The Department held public outreach initiatives, youth programs, and launched community satisfaction surveys in early 2026 to align policing strategies directly with neighborhood input. • Fire District Service Planning: The City’s FY2026 Operating Budget maintained direct line-item funding for local fire protection and safety while establishing contingency provisions to support citywide coverage across the Dover Fire District. • Clean Water & Fire Protection Infrastructure: Combined state and local capital efforts funneled funds into upgrading water pressure infrastructure and clean drinking water networks, directly strengthening fire suppression capabilities across city sectors.
	Recommendation 2: Maintain Responsive and Effective Customer Service • Continue to build a robust online presence for the City focusing on outreach related to City initiatives, education on City ordinances, and promoting Dover as a desirable place to live, work, and play. • Improve the City’s online customer service functions so that more types of applications, payments, and inquiries can be made through the City’s website. • Improve coordination of customer service functions across City departments.	• Digital Portal & Portal Services: The City continued refining its web-based municipal platforms, permitting residents and businesses to access online permit applications, incentive applications (such as Downtown Development District incentives), and electronic payments. • Public Information Transparency: City Hall expanded online publishing of live Webex streams, agenda packets, and digital public hearing records for boards like the Planning Commission, Historic District Commission, Board of Adjustment, Code Board of Appeals, and City Council Committees to improve civic outreach.
	Recommendation 3: Improve Access to and Maintain City Library Services • Support efforts by the Library to bring their services out of the Library building and to underserved populations such as children and the elderly. Services can be provided at locations such as parks, daycares, after-school programs, and nursing homes among others. • Evaluate additional methods to improve access to the Library building itself particularly for underserved populations. • Ensure existing services and facilities at the Dover Public Library building are maintained and expanded to support the number of daily visitors it encounters.	Public Well-Being & Civic Access: Through Budget allocations and state Grant-in-Aid coordination, the City sustained operational funding for the Dover Public Library to support high daily visitor volume, ensuring access to free public internet, educational resources, and workforce development materials.

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Goal 2: Invest in City Owned Resources	
Recommendation 4: Invest in City Services and Facilities • Assess all City buildings to determine if they are adequately able to support City staff and day-to-day operations in the City. Create plans for improving these buildings or moving to new ones if they are found to be inadequate. • Design and locate new City buildings and facilities so they act as anchors for redevelopment by providing needed amenities. Amenities helpful for redevelopment include parks and other community-accessible space, green infrastructure, parking, and pedestrian, bicycle, and transit facilities. • Evaluate ways the City’s vehicle fleet might benefit from new technologies such as alternative fuels and AI-driver assist, as well as the needed infrastructure to support these technologies (i.e. charging stations). Vehicles at the end of their lifecycle should be evaluated to compare with vehicles that take advantage of new technologies. • Implement the City’s Enterprise Resource Planning (ERP) Project to support the business processes of the City through improved access and management of City data.	In FY 2026, the City of Dover was in the middle of electrifying its new vehicle and equipment technologies through an ongoing 3-year pilot program. Funded by a \$500,000 grant from Energize Delaware, the City is deploying and tested electric vehicles and commercial electric mowers to measure performance, operating costs, and charging infrastructure needs. The new fleet involves 6 Ford F-150 Lightning pickup trucks assigned to Police, Public Works, Grounds, Fire Marshals, and Metering; 1 Chevrolet Bolt allocated to the Planning and Inspections Department; and 2 Commercial Greenworks electric riding mowers tested for municipal grounds maintenance. City staff actively relies on the core Tyler MUNIS financial platform for daily general ledger, invoice processing, and budget tracking while moving forward with independent oversight and modernizations.
Recommendation 5: Protect and Preserve Natural, Historic, and Cultural Resources • Encourage appropriate stewardship of natural, historic, and cultural resources in City construction projects and other activities that may impact these resources. • Continue to support native tree planting and landscaping programs through the Development Advisory Committee and Department of Public Works. • Continue to support long term vegetation maintenance on City-owned and other public properties especially those maintained by the Parks & Recreation Department. • Continue to support historic and cultural events and projects in the City. Assist by providing technical aid and support staff that ensures the viability and continuation of those activities.	Supported by the Department of Public Works and the Development Advisory Committee (D.A.C.), the City enforced land-use buffer requirements and tree planting mandates for newly proposed commercial and residential developments. The Parks & Recreation Department maintained ongoing long-term vegetation and invasive species management on city-owned open space, public rights-of-way, and along riparian buffers near local waterways. Dover provided technical, logistical, and public safety staffing support for Downtown events, historic district tours, and cultural gatherings centered around the Historic Green and Downtown Corridor.
Goal 3: Provide a System of Interconnected Open Space Areas and Recreational Opportunities	
Recommendation 6: Develop an Open Space, Parks & Recreation Master Plan • Identify within the Open Space, Parks & Recreation Master Plan a variety of park and recreation facilities citywide suitable to the interests of different demographic groups. • Identify within the Master Plan ways to meet the open space and recreational needs of the City’s Downtown. A plan of action for implementation should also be included. • Implement improved water-based facilities and other non-traditional recreation activities as part of any Open Space, Parks & Recreation Master Plan. • Conduct an updated Parks & Recreation Needs Assessment as part of the master planning effort or as a separate initiative if necessary.	The City continues to actively advance its Open Space, Parks, and Recreation Master Plan goals through targeted capital improvements and stakeholder-driven master planning. Implementation milestones feature the comprehensive multi-phase redevelopment of Dover Park on White Oak Road; highlighted by the expected delivery of a brand-new community center building, a splash pad, and ADA-compliant all-accessible playgrounds. Additionally, the City expanded non-traditional recreational amenities by opening a new Do It Yourself (DIY) Skatepark at Schutte Park and streamlined public access by deploying centralized digital registration systems. These projects collectively reinforce Dover's commitment to improving neighborhood connectivity, promoting active lifestyles, and addressing the recreational needs of residents across all demographics.
Recommendation 7: Plan for Individual Parks and Greenways • As funding allows, implement the completed Master Plans for Schutte Park and Dover Park. • Develop a Master Plan for Silver Lake Park (See also discussion of sea level rise in Chapter 5). • Develop Master Plans for the City’s neighborhood parks as necessary, when there is a need for long-term strategizing of a park’s resources and facilities at a level of detail that cannot be covered by the Park Master Plan. • Encourage efforts to preserve natural greenway and stream corridors, such as those along the St. Jones River, the Fork Branch, the Little River, and the Puncheon Run. Where possible, use these corridors as usable passive open space to connect more active recreation areas.	The FY 2026 City budget includes funding for a Master Plan for Silver Lake Park and other active recreational elements throughout the City. Maintained active recreational amenities in the budget include a municipal Dog Park and the Do It Your Own Skatepark, while continuing planning for an expanded permanent regional skatepark facility. The City has preserved passive open space along the St. Jones River and Silver Lake, focusing on shoreline stabilization, water-quality improvements, and greenway connectivity linking neighborhood paths to active parkland. The City has also made significant construction progress on the Dover Park Master Plan on White Oak Road, with the new community center and splash pad entering their final phases of construction. Meanwhile, the project's new all-accessible ADA playground remains pending a formal construction start. To accommodate these major capital works and protect public safety, the City temporarily restricted general park access and suspended pavilion rentals throughout the duration of the upgrade phases.

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	Recommendation 8: Maintain and Improve City Park Facilities and Recreation Programs • Maintain a system of comprehensive park maintenance addressing equipment, infrastructure, and vegetation. • Continue to perform playground safety inspections to ensure that playgrounds meet safety standards. • Continue to implement a playground replacement schedule as a part of the City’s Capital Improvement Program. • Maintain and expand recreational programs in parks citywide to meet the needs of a diverse population.	In the FY 2026 budget and ongoing capital improvement lifecycle, the City of Dover’s primary parks and recreation capital investments center on the final realization of the Dover Park revitalization and advancing planning initiatives for Silver Lake. Some key parks and recreation projects involves the City continuing to invest in heavy capital outlay focusing on building out the new community center structure, installing a modern spray pad, and putting in fully accessible playgrounds near White Oak Road; the Silver Lake Park Master Planning involving the allocation of a \$75,000 professional planning budget to contract external specialists for a comprehensive master plan establishing a long-term vision for recreation amenities, accessibility, and environmental/infrastructure improvements at Dover's largest park; and Schutte Park upgrades ongoing maintenance and minor capital improvements supporting the existing dog park, DIY skatepark, and routine grounds enhancements. The City has also conducted routine safety and equipment inspections across all city neighborhood parks, using CIP funding allocations to replace aging hardware and maintain surfacing standards. Conducted routine safety and equipment inspections across all city neighborhood parks, using CIP funding allocations to replace aging hardware and maintain surfacing standards.
	Recommendation 9: Obtain Effective Contributions to the Park System from the Private Sector • Evaluate the process and responsibilities for maintaining active recreation areas and common open space within residential developments. • Evaluate the City’s requirements for providing active recreation areas for new residential developments. Determine if new private recreation areas should still be developed in most cases, or if the City should focus on having developers contribute to Dover’s public Parkland Reserve Fund.	The City of Dover has primarily advanced its park and recreational spaces through public-private coordination and non-profit land assembly, notably partnering with the Downtown Dover Partnership (DDP) to transfer and mass parcels for Downtown greenspace and recreational revitalization tied to the Capital City 2030 Master Plan. The City has also enforced subdivision regulations requiring residential developers to either dedicate active open space or contribute to Dover’s Parkland Reserve Fund to finance public park infrastructure upgrades.
	Goal 4: Prepare Effectively for Disasters	
	Recommendation 10: Maintain a Level of Preparedness for Disasters • Prepare and maintain the Dover Emergency Operations Plan (DEOP). • Continue to comply with the National Incident Management System (NIMS) through participating in appropriate staff training and holding drills to prepare for potential disasters. Increase the staff training and education available to ensure all essential staff are trained. • Conduct post-event assessments and prepare After Action Reports (AAR) to evaluate response protocols, identify areas for improvement, and assess effectiveness of disaster preparedness plans.	City leadership maintained and updated the Dover Emergency Operations Plan (DEOP) in close alignment with state (DEMA) and Kent County Emergency Management frameworks. City response personnel participated in National Incident Management System (NIMS) incident command training and inter-agency disaster drills. City emergency managers integrated updated protocols for severe weather response (nor’easters, flash flooding) and public safety threat management. Over the past year, the City has upgraded its emergency response capabilities by integrating the Hyper-Reach mass notification system to manage targeted neighborhood alerts, water shutdowns, and evacuations. The City continues to comply with the National Incident Management System (NIMS) by aligning multi-agency operations, executing standardized incident command protocols, and integrating ongoing staff training with state standards
	Recommendation 11: Address Potential Natural and Man-Made Disasters • Continue to evaluate the City’s role in large special events management including its role in NASCAR events, the Firefly Music Festival, and other large events, festivals, parades, etc. • Maintain strong intergovernmental relationships with County and State agencies as they pertain to coordinating action before, during, and after special events and emergency situations. • Continuously update and implement the City’s Emergency Operations Plan (DEOP) to meet the challenges posed by increasingly severe weather events, terrorist threats, and other contemporary emergencies. Ensure appropriate City staff are educated on the plan’s proper implementation. • Evaluate the design of City-owned buildings to identify opportunities for improving their security and disaster-readiness.	When evaluating the impact of major public gatherings, festivals, and racing events, the City of Dover carefully weighs regional economic windfalls against municipal service costs. While these high-profile events generate substantial economic activity and tourism revenue for local businesses, they also demand significant city expenditures for public safety logistics, emergency medical deployment, and intensive traffic control along major corridors like US Route 13 and Route 8. To manage this balance, the City Manager actively participates in the Kent Economic Partnership Board, while maintaining rigorous joint operational coordination with Kent County, the Delaware State Police, and DEMA. Furthermore, Dover safeguards its infrastructure and maintains continuity of operations by reviewing disaster readiness across city-owned facilities and continuously updating its municipal Emergency Operations Plan (DEOP) through the City Emergency Management Office, applying the comprehensive PPRR framework (Prevention, Preparedness, Response, and Recovery) to handle severe weather, technological disruptions, and security threats.
Transportation	Goal 1: Preserve and Maintain the Existing Transportation System Recommendation 1: Maintain and Improve the Transportation System’s Capacity by: • Upgrading existing roadway facilities, particularly corridor intersections • Maintaining the City-owned street system • Increasing transit (bus) service efficiency • Improving opportunities for non-motorized travel such as biking and walking • Supporting the return of passenger rail service • Supporting opportunities to expand aviation facilities as well as access to these facilities • Assessing and tracking trends that influence future transportation systems and land uses • Proactively plan for the impact that new technologies such as alternative fuels, online goods and services delivery, and self-driving cars will have on lifestyles and travel.	City Council awarded the FY2026 Street and Alley Program contract (\$874,256) to Grassbusters Landscaping Co., Inc. to perform local road resurfacing, alley repairs, and curb and sidewalk restoration across Dover's municipal road network. Intersections & Corridor Capacity: DelDOT and Dover progressed multi-modal and intersection improvement efforts along major corridors, including ongoing studies and design phases for key arterial intersections (such as SR 8 / SR 15 / Carver Road improvements) and stormwater/flooding mitigation along critical city roadways like Water Street. The City participated in the statewide development of the <i>2026 Delaware State Freight Plan Update</i> , which evaluates regional supply chain delivery, freight corridor bottlenecks, and online goods/delivery impacts affecting Dover's local road network. The City monitored DelDOT’s Delaware State Rail Plan 2026 updates and regional rail corridor evaluations for passenger/commuter feasibility along the Delmarva line through Dover, while continuing infrastructure planning support near the Civil-Military Innovation Center and Dover Air Force Base.

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Goal 2: Increase Coordination with Agencies	
Recommendation 2: Leadership in the Dover/Kent County MPO • Continue to play an active role in the Dover/Kent County MPO. • Continue to use the Dover/Kent County MPO as a forum for long-range transportation planning and interacting with DelDOT. • Continue to coordinate development activities within the City of Dover with DelDOT through the Development Advisory Committee.	The Mayor of Dover, Robin Christiansen, serves as the chair of the Dover/Kent County MPO Council. City Staff participate on the Technical Advisory Committee (TAC). Dover/Kent County MPO staff participate in the Development Advisory Committee and provide comments on development applications. Also, the City actively participates in the Dover/Kent County MPO through collaboration on major local transportation and revitalization initiatives like the Downtown Dover Master Plan, and alignment of its municipal comprehensive plans with regional multi-modal transit goals. The City coordinated with the Dover/Kent County MPO on the preparation of the FY2027–FY2030 Transportation Improvement Program (TIP), ensuring municipal priorities for road resurfacing, signalization, and non-motorized paths were integrated into state/regional spending plans. The City actively coordinates with the Delaware Department of Transportation (DelDOT) by annually submitting and updating a prioritized list of local transportation, safety, and infrastructure projects for regional integration through the Dover/Kent County MPO. The City of Dover continues to hold regular monthly Staff Development Advisory Committee (D.A.C.) meetings to review applicant site plans, traffic impact studies, and access management with DelDOT engineers prior to approving private land development projects.
Recommendation 3: Promote Safe Routes Programs • Explore opportunities to designate Safe Routes to Schools, Safe Routes for Seniors and Safe Routes to Parks; and support programming efforts to encourage their use. • Identify current Safe Routes programs and evaluate deficiencies. • Conduct a community-engaged process to designate new Safe Routes and develop their programming.	During FY 2026, the City of Dover advanced several key pedestrian, bicycle, and multi-generational routing recommendations aligned with regional "Safe Routes" strategies. In coordination with the Dover/Kent County MPO, the City actively participated in the FY 2026 Unified Planning Work Program (UPWP) to address critical sidewalk gaps and map low-stress connectivity networks near local schools and senior-dense residential areas. Key milestones included supporting the South Dover Elementary School Traffic Safety Study to enhance student commute safety, and advancing the early construction phases of the \$12.25 million federal Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant project for the Martin Luther King Jr Boulevard/South Little Creek Road Bicycle and Pedestrian Connector. Furthermore, the City completed major accessibility and multi-use trail upgrades at Dover Park, successfully expanding safe, non-motorized infrastructure for families, youth, and seniors. City Council reviewed traffic safety measures along high-density corridors to protect vulnerable pedestrians and manage right-of-way interactions. These combined efforts continue to strengthen local transit interfaces, reduce pedestrian risk corridors, and improve equitable neighborhood access to municipal parks and educational facilities. Also, the Dover/Kent County Metropolitan Planning Organization (MPO) has actively evaluated and targeted pedestrian safety infrastructure around local educational facilities, most notably through comprehensive initiatives like the Dover High School Walk Zone Study. These studies analyze existing pedestrian networks, sidewalk gaps, and major intersections within state-mandated walk zones (such as the two-mile radius for high schools) to identify critical safety barriers. By collaborating with the City of Dover, the Capital School District, and DelDOT, the MPO uses these assessments to prioritize crosswalk upgrades, sidewalk installations, and traffic-calming measures that make walking and bicycling safer and more viable for students.
Goal 3: Develop and Expand Alternate Modes of Transportation	
Recommendation 4: Update and Implement the Bicycle & Pedestrian Transportation Plans • Review the bicycle and pedestrian transportation network to identify gaps and important segments needed to provide a continuous network. • Prioritize connectivity between neighborhoods and community assets such as schools, neighborhood centers, healthcare facilities, and government facilities. • Consider implementing the proposed bicycle network for the Downtown area included in the Plan4Health guidance document. • Develop an Implementation Plan to complete the bicycle and pedestrian transportation network. The construction of the missing sidewalk and bike path segments can be accomplished utilizing a combination of private development activities, City funding through the CIP, and funding available through state and federal sources. • Develop a maintenance plan for the network that builds on the Department of Public Works’ ADA Transition Plan, DelDOT repair schedules, and other current efforts. • Ensure vital pedestrian and bicycle amenities such as bike racks, seating, street lighting, street crossings,	In 2025, the takeaways from the study started to be implemented through design advancements for Loockerman Plaza, the groundbreaking of the Downtown Dover Mobility Center, and the initiation of mixed-use projects. Despite challenges regarding federal funding, the city leveraged state bond bills and American Rescue Plan Act (ARPA) funds to advance key pedestrian and transit infrastructure initiatives. The City integrated its ADA Transition Plan compliance into municipal sidewalk construction specifications and required private developments to construct infill sidewalk segments during the DAC review process. In 2025, the City also actively enforced and advanced multi-modal infrastructure requirements during site plan reviews for new developments and redevelopment projects. Rather than treating pedestrian and bicycle amenities as optional additions, the City’s Planning Commission and the Dover/Kent County MPO have explicitly mandated these elements during the Development Advisory Committee (DAC) review stage. The City has outlined in its <i>Zoning Ordinace</i> requirements that new developments proactively incorporate active transportation infrastructure rather than relying solely on automobile-centric design. By legally mandating bicycle parking and site-level pedestrian connectivity, the City of Dover reduces local traffic congestion, improves public health through active mobility, and steadily builds out a more cohesive, accessible transit network for residents and visitors alike (See Appendix B, Article 6 ofthe City of Dover Code). The City has also hosted and supported non-motorized transportation initiatives, including the annual Legislative Bike to Dover event ending at Legislative Mall, promoting multi-modal commuting and biking infrastructure.

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	Recommendation 5: Expand and Improve Transit Service • In collaboration with the Delaware Transit Corporation (DTC), enhance transit connections between neighborhoods and employment centers, institutions, commercial areas, schools and recreational facilities. Neighborhoods with large transit-dependent populations such as retirement, nursing and group-living facilities as well as economically disadvantaged areas should be targeted. • Support the addition of new transit stops. • Augment new and existing transit stops with bicycle and pedestrian facilities, as well as shelters to protect riders from inclement weather. • Advocate for more frequent and reliable transit service to attract and retain ridership. • Support improved transit routes to the Capital Area from North/South and East/West. • Encourage Delaware Transit Corporation (DTC) to share the Dover Transit Center with private intercity buses.	By conducting thousands of building and occupancy inspections, the Building Inspections Division supported key residential developments, like Eden Hill Farm, Patriot Village, Rojan Meadows PND, and major employment centers, including Delaware State University projects and the NeighborGood Partners offices. As development activity ramps back up, these completed projects lay the physical foundation for expanded transit routes connecting Dover's growing neighborhoods to primary commercial and institutional job hubs. The City has coordinated with DTC to review bus stop connectivity, shelter placement, and accessibility improvements connecting Dover residential neighborhoods with Downtown commercial hubs and healthcare facilities. The City has supported multi-modal options at the Dover Transit Center, integrating DART local routes, regional park-and-ride connections, and intercity transit access.
	Goal 4: Create Recommendations and Policies for Roadways and Development	
	Recommendation 6: Implement US Route 13 and Bay Road Corridor Improvements • Continue to work with DelDOT and the Dover/Kent County MPO to develop a Transportation Improvement District (TID) for the Route 13 and Bay Road Corridors in Dover. Evaluate the existing “Agreement Regarding Dover US 13/Bay Road Corridor Transportation Improvement District” for necessary updates the TID boundaries, Target Horizon Year, and Service Standards. • Evaluate the 2007 US Route 13 Circulation Study to determine if an updated plan is needed.	DelDOT and the City of Dover routinely review key intersections along the US 13 corridor, such as US 13/Jerome Drive (a side street off US Route 13 (DuPont Highway) in north Dover, primarily known for providing access to the local Walmart Supercenter and the McGinnis Green retail development) and US 13/White Oak Road/Kings Highway (where US Route 13 (DuPont Highway) intersects with White Oak Road (which heads west toward the Garrison Oak technical/industrial area) and Kings Highway (which splits eastward toward SR 1 and Leipsic/the Delaware Bay area), during private site development evaluations. The significance of these Traffic Impact Studies (TIS) is to proactively integrate vital infrastructure requirements, including extended turn lanes, signalized pedestrian crossings, and standard sidewalk buffers. Ultimately, these measures ensure that growing commercial and residential developments do not compromise traffic safety, capacity, or multi-modal accessibility along Dover's primary thoroughfare.
	Recommendation 7: Develop and Implement Strategies for Addressing East/West Traffic • Encourage corridor improvements to Route 8 to improve traffic movement and multi-modal capacity. • Work with DelDOT, property owners, and the Dover/Kent County MPO to implement the 2015 Division Street/Forest Street Dover Capital Gateway Plan and Design Book and the 2008 Delaware Route 8 Concept Plan and Operations Study. • Evaluate the 2008 Delaware Route 8 Concept Plan and Operations Study to determine if an updated plan is needed.	The Planning Staff and Department representatives participated in a Workshop on the Dover Freight Plan (Dover Kent County MPO and consultants). Route 8 (Forrest Ave / Division St) Multi-Modal Upgrades: Prioritized east-west corridor improvements along Delaware Route 8. This included monitoring DelDOT engineering for major east-west connectors (such as the College Road and Saulsbury Road/Route 8 intersection/corridor upgrades) to improve traffic flow, drainage, and pedestrian safety. The City has re-evaluated downtown east-west flow through the Division Street/Forest Street Dover Capital Gateway Plan context. The City prioritized improvements to traffic circulation, pedestrian crossings near rail tracks, and gateway enhancements connecting Westside neighborhoods to Downtown Dover.
	Recommendation 8: Establish a means of access from the Garrison Oak Business and Technology Center to State Route 1 • Evaluate potential options for building an access road which would allow access to Garrison Oak from State Route 1. • Determine the costs necessary to build the access road to Garrison Oak.	While the Planning Commission reviewed a Site Development Plan for a proposed warehouse and logistics facility at the Garrison Oak Business and Technology Center (Lot #3), the City maintained the Garrison Oak Connector as a top capital transportation priority submitted to DelDOT and the MPO. Moving beyond a long-term conceptual wish list, the City formally advanced this initiative through preliminary engineering across FY2025 and FY2026. This active design phase involves surveyors, engineers, and planners shaping the physical alignment, environmental scoping, utility coordination, and intersection layouts to link the park directly to SR 1 / North Little Creek Road (Route 8). Ultimately, this engineering work supports the park's rapid growth, including new logistics facilities and power utilities, by establishing a route designed to keep heavy industrial freight off smaller local residential streets.
	Recommendation 9: Miscellaneous Transportation Improvements • Support access management along minor arterials and collector roads to protect traffic capacity and preserve the character of existing neighborhoods. • Support bicycle and pedestrian friendly design and the inclusion of pedestrian, bicycle, and public transit facilities in Subdivisions and Site Plan applications. • Recognize and incorporate transportation planning strategies related to the Delaware Byways Program, especially the Harriet Tubman Underground Railroad Byway that traverses the City. • Advocate for specific projects and studies to be placed in the Dover/Kent County MPO Transportation Improvement Program (TIP) and the DelDOT Capital Transportation Program (CTP).	To advance a multi-modal and interconnected transportation network, the City of Dover actively partners with DelDOT and the Dover/Kent County Metropolitan Planning Organization (MPO). In FY 2026, the City strategically utilized \$336,154 in DelDOT grant expenditures to directly fund local pedestrian safety enhancements, ADA-compliant infrastructure upgrades, and the expansion of connected bicycle and sidewalk networks. Complementing these state-backed investments, the City's Staff Development Advisory Committee (D.A.C.) rigorously reviews private site and subdivision plans to ensure new developments incorporate essential non-motorized amenities, such as 5-foot internal sidewalks, 10-foot shared-use paths, ADA curb ramps, and necessary right-of-way dedications along frontages. Furthermore, to protect traffic capacity and preserve neighborhood character, the City enforces controlled entrance access and requires right- and left-turn auxiliary lanes along minor arterials and collector roads. Finally, the City formalizes its regional infrastructure goals by annually submitting prioritized project lists to advocate for vital capital investments within the Dover/Kent County MPO Transportation Improvement Program (TIP) and DelDOT's Capital Transportation Program (CTP).

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Economic Development	Goal 1: Attract and Retain High-Paying Quality Jobs by Targeting Business Sectors that are Best Suited for Dover and Kent County	
	Recommendation 1: Define an Economic Development Vision and Strategies for the City to Create a Diversity of Businesses and Foster Development of a Broad Workforce - Identify locations and pursue opportunities for economic growth, working with economic development entities, community organizations, and other stakeholders to build on assessments of the City’s and County’s strengths, weaknesses, opportunities and threats, and on identified target industries. - Build private-public partnerships (P3) to encourage coordination and foster investments among private, State, County and City stakeholders. - Build on the resources available through the City’s institutions of higher education for analytics, training and research and to link economic development opportunities and targets with workplace skills and professional training curricula. - Support the development of workforce development programs, strategies and partnerships that increase training and employment opportunities for all residents.	The Downtown Dover Partnership (DDP) has started it rollout of the \$500 Million <i>Capital City 2030: Transforming Downtown Dover Master Plan</i> , backed by over \$25 million in initial State and ARPA funding. This public-private partnership (P3) coordinates actions between the City, State of Delaware, Kent County, Delaware State University (DSU), private developers (e.g., Mosaic Development Partners), and the Downtown Dover Partnership. The City has integrated higher education resources with economic development by leveraging its partnership with Delaware State University through the institution’s expanded community-facing career readiness and public health outreach via the Wesley College of Health and Behavioral Sciences, alongside active engagement through the Center for Urban Revitalization & Entrepreneurship (CURE) to link local business incubation with professional training. The City has also leveraged its partnership with Delaware Technical Community College in that the institution continues to offer targeted Dover Workforce Training programs, updating open-enrollment and customized on-site employer training schedules to match regional employer needs in healthcare, IT, and trades. Through its PY 26 Community Development Block Grant (CDBG) Annual Action Plan execution, the City worked with organizations like the Milford Housing Development Corporation for homeowner-occupied rehabilitation. These programs help stabilize the workforce housing stock for low- to moderate-income families and first-time homebuyers.
	Recommendation 2: Promote Well-planned Commercial and Business Development and Redevelopment Complexes along Dover’s Principal Corridors and in Commercial Centers - Recognize the value of Dover’s local and regional commercial corridors. - Value the tourism industry including promoting the City as the State Capital. - Promote Dover as the central commercial location in the County and as a regional magnet for retail, commerce, entertainment and culture.	Over the past year, the City of Dover has achieved significant milestones in executing its economic development goals by driving targeted density, planning infrastructure upgrades, and regional commerce into the central core under the <i>Capital City 2030 Master Plan</i> . Central to this effort is the Downtown Dover Mobility Center being developed by the Downtown Dover Partnership (DDP). Supported by a foundational \$25 million state funding commitment, which includes \$15.1 million in federal American Rescue Plan Act (ARPA) funds, this multi-level transportation hub recently broke ground, securing up to 350 critical new parking spaces, EV charging stations, and public transit connections while awarding 22 initial project contracts. Concurrently, pre-development is advancing on "The Governor," a major \$50 million to \$80 million mixed-use development located at 120 S. Governors Avenue. This four-story anchor project is slated to deliver 120 mixed-income residential units, a 27,000-square-foot community grocery store, a daycare center, and ground-floor retail spaces. Backed additionally by \$1.7 million dedicated to essential water and wastewater infrastructure, these synchronized initiatives successfully elevate Dover’s status as a walkable capital destination and the premier regional magnet for commercial and cultural growth in Kent County.
	Recommendation 3: Market Dover’s Central Delaware Location for Business, Professional and Health Services, and for Manufacturing Locations and Facilities Coordinate with other economic development entities and the private sector to share information to cooperatively market Dover’s resources.	In alignment with economic development goals, the City has actively coordinated with the Downtown Dover Partnership (DDP), state agencies, and private sector stakeholders over the past year to share critical data and cooperatively market Dover's regional resources. This synchronized framework directly supported major milestones within the <i>Capital City 2030 Master Plan</i> , including joint public-private coordination for the new Governors Avenue mobility hub and a \$3.3 million downtown utility modernization project. By deploying unified marketing strategies, launching an updated DDP digital platform, and leveraging the financial incentives of the Downtown Development District (DDD) program, the City has successfully streamlined information-sharing with private developers to accelerate commercial recruitment and optimize mixed-use land implementation.
	Recommendation 4: Promote Opportunities to Create Aviation-based Business Opportunities Surrounding the Central Delaware Aviation Facility and in order to Capture the Economic Benefits of Dover Air Force Base (DAFB) - Promote the establishment of Joint Use Agreements and other opportunities to coordinate with DAFB. - Work closely with Kent County to develop an aviation and aeronautics focused employment center near DAFB. - Protect Dover Air Force Base (DAFB) from encroachment by preventing incompatible commercial and/or residential development east of State Route 1 and within the Airport Environs Overlay Zone (AEOZ). - Complete comprehensive rezoning associated with the Industrial Park Manufacturing Zone: Aviation and Aeronautics Center (IPM3) zoning classification.	Dover Air Cargo Freight Access Study - Planning and Environmental Linkages Report was completed by the Dover/Kent County MPO in July 2021. Protecting DAFB via AEOZ: The City Council and Planning Commission processed multiple annexation and rezoning applications along North Little Creek Road (e.g., Ordinance #2025-24 and Ordinance #2026-07). These were rezoned lands to IPM (Industrial Park Manufacturing Zone) while strictly subjecting them to the Airport Environs Overlay Zone (AEOZ / APZ II). This preserves military flight operations at Dover Air Force Base by preventing incompatible land uses east of SR-1. Freight and Logistics Expansion: Supported studies and zoning classifications aimed at capturing air-cargo and freight opportunities surrounding the Central Delaware Aviation Facility and DAFB.

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	Recommendation 5: Develop Effective Protocols for Business Attraction and Retention Activities • Designate a point of contact and specific processes for City interaction with prospects, including a coordinated marketing program with other public and private stakeholders. • Maintain an active leadership position within organizations focused on job growth in Kent County. • Ensure that the City is ready for economic development through streamlined regulatory processes, incentives, funding opportunities, and infrastructure investments, as appropriate. • Enhance the City’s capacity to collect and assess economic conditions and trends, identify target businesses, and understand business location decisions.	The City of Dover has formalized protocols for business attraction and retention through collaborative interdepartmental and intergovernmental frameworks, coordinated via the Department of Planning and Inspections and the Development Advisory Committee (DAC), which notably includes participation from the Dover Air Force Base (DAFB) Community Planner. Also Staff participates through the review and issuance of Special Event Permits for businesses to attend events citywide. To achieve economic development readiness, City staff coordinate a joint marketing program with the Kent Economic Partnership and Downtown Dover Partnership to actively engage incoming corporate prospects, streamline regulatory pipelines, and track localized data to analyze economic trends and business location decisions. By embedding proactive incentive counseling into its Building Permit review system, the City ensures eligible businesses are matched with local tax credits, fee waivers, and funding opportunities. Furthermore, Dover maintains an active leadership position in regional job growth initiatives across Kent County, leveraging strategic infrastructure investments, such as the ongoing construction of the Downtown Dover Mobility Center and the landmark The Governor mixed-use development, to lower barriers, attract targeted commercial and retail businesses, and foster robust local employment opportunities.
	Goal 2: Encourage the Economic Revitalization and Integrity of Dover’s Downtown, including the Historic Core and the Traditional Communities Surrounding It Recommendation 6: Support the Downtown Dover Partnership and Restoring Central Dover Plan • Coordinate with and encourage efforts of the Downtown Dover Partnership and the Restoring Central Dover programs and support as appropriate the NCALL Real Estate Development Plan for Central Dover. • Undertake a comprehensive planning and strategic process to address crime, vagrancy, loitering and vandalism through community policing, code and criminal enforcement and public awareness. • Review and modify vacant building codes and procedures to incentivize reuse, reduce exemptions, and enforce penalties on chronic vacancy. • Undertake and support new business creation initiatives such as the Kent County “Open for Business” program, the DDP’s “Unlock the Block” program, and the RCD program’s “Launcher” initiative. • Encourage one-on-one consulting with business and property owners to discuss their concerns and needs and to identify service providers/incentives that can help address those needs. • Work with businesses in the Downtown district to keep market driven hours, offer specialized products and services, properly maintain building space, enhance window displays, expand or contract current lines and services, expand existing business space, and open new shops. • Create and publish “how to” brochures and other information for investors, prospective entrepreneurs, property owners and other business interests.	Between July 2025 and June 2026, the City utilized the Downtown Development District (DDD) program to drive over \$2 million in private investment for rehabilitating Downtown’s residential neighborhoods, including construction of net-zero homes on North Kirkwood Street and renovation of the First State Center (formerly the Duncan Center) at 500 W. Loockerman Center. Municipal staff proactively connected permit applicants with local and State incentives, while major projects like the Old Post conversion, the Dover Mobility Center, and The Governor development moved forward to revitalize the area. The City also expanded Mary Street Park through a land donation associated with new housing, partnering with non-profits for site improvements.

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	Recommendation 7: Develop and Promote Incentives for Downtown Redevelopment • Evaluate and market a slate of incentives for redevelopment within the Downtown Redevelopment Target Area. Continue to add incentives that will encourage a balanced mix of uses with the intention of improving opportunities, correcting negative conditions and eliminating vacancies.	The Downtown Dover Partnership continues to offer Architectural and Facade Grants and also funds Critical Improvement Grants to support ADA and life safety upgrades to buildings as well as apartments overtop of businesses and commercial kitchen upgrades. Through a proactive outreach process, the City of Dover Planning Office reviews all incoming district permits and directly contacts eligible applicants to advise them on available programs, collaborating with the Downtown Dover Partnership to maximize investor awareness. These efforts directly facilitated over \$2 million in private investment to convert the First State Center into an active commercial hub, supported the pre-construction activities of The Old Post mixed-use project, and enabled the creation of affordable, energy-efficient net-zero homes on North Kirkwood Street. By combining these targeted financial tools with critical infrastructure advancements like the Dover Mobility Center and The Governor development, the City is moving to systematically correct negative conditions, reduced vacant properties, and established a sustainable foundation for ongoing Downtown redevelopment. The City is still crafting marketing strategies for promoting the awareness of these incentives.
	Goal 3: Promote the Revitalization and Redevelopment of the Center City Recommendation 8: Promote and Support Development and Redevelopment Efforts • Support a neighborhood redevelopment strategy along W. Division Street for the areas surrounding Governors Avenue, New Street, Queen Street, Kirkwood Street and West Street to include an identity, a variety of housing opportunities, neighborhood-scale businesses and continued increasingly successful blight removal efforts. • Implement recommendations of prior studies and plans for the revitalization of the center city, such as the Strategic Development Plan for the West Side, the Dover Transit Center Neighborhood Plan and Design Book, and the Division Street/Forest Street Dover Capital Gateway Plan and Design Book. • Link redevelopment activities along S. Governors Avenue, Water Street, Bank Lane and West Street with the Bayhealth Medical Center complex, the State Courts and other governmental and educational facilities in the area. • Develop a Government/Civic Complex plan addressing the future needs of the City including City Hall and other City offices, government complex parking, recreation and open space, and the Mirror Lake/Loockerman Street gateway to the Downtown. • Leverage positive investment from Delaware State Housing Authority, the Strong Neighborhood Housing Fund, the Neighborhood Building Block Fund, the Opportunity Zone Program, and other sources to assist with neighborhood redevelopment efforts.	In 2025, the City executed on key components of the <i>Capital City 2030 Master Plan</i> , while also aligning multi-agency funding to drive core Downtown redevelopment. Downtown revitalization efforts focused heavily on the West Division Street corridor, utilizing targeted blight removal via the Dangerous Building Ordinance while partnering with community entities to support minority entrepreneurship and neighborhood-scale business growth. To revitalize center city gateways, the City initiated planning for critical utility infrastructure updates along Loockerman Street and advanced pre-development phases for a central multi-modal parking and transit hub. Furthermore, the City reinforced pedestrian and transit connectivity, creating cohesive corridors to link South Governors Avenue with institutional anchors like the Bayhealth Medical Center and the State Courts complex. These strategic initiatives successfully leveraged Downtown Development District incentives, state capital funds, and the newly established 2025–2029 HUD Consolidated Plan to maximize equitable investment across Dover’s critical zones.
	Recommendation 9: Promote and Support the Traditional Mixed-use Nature of the Downtown Area • Ensure that zoning district regulations in the Downtown promotes personal, professional and service-oriented businesses and alternative work-live and co-work opportunities. • Create an Arts Co-op/ Arts & Entertainment designation for the Downtown area and recruit artists to live and work in the area.	In 2025, the City made strides to advance toward a vibrant, traditional mixed-use Downtown by enacting pivotal zoning changes and deploying creative placemaking initiatives. A major legislative milestone was achieved when the City Council passed an ordinance expanding the Downtown Development District (DDD) boundaries further north and west, significantly increasing the acreage eligible for critical incentives, tax waivers, and development rebates. This regulatory expansion paired seamlessly with state-backed investments and the Downtown Dover Partnership advancing landmark mixed-use projects. This included breaking ground on the multi-modal Downtown Dover Mobility Center, designed with structured parking, transit connections, and active ground-floor retail units, alongside movement to finalize development plans for The Governor, a transformative mixed-use development featuring mixed-income residential units, a much-needed full-service grocery store, a daycare center, and collaborative live-work spaces. Concurrently, the City Downtown Dover Partnership (DDP) targeted the cultural activation of the commercial footprint by launching the public-facing Tiny Art Project, which directly recruited local artists to transform downtown infrastructure into creative assets. Combined with robust city-level business license fee waivers and institutional programming partnerships, these actions successfully cultivated an environment where multi-modal accessibility, everyday commercial amenities, and an emergent arts and entertainment landscape thrive cohesively.

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Goal 4: Ensure that Land Development, Zoning, Infrastructure and Other Development Requirements		
	Recommendation 10: Review and Modify Regulations to ensure that Desired Uses Are Encouraged • Be flexible with contemporary zoning provisions that are responsive to emerging technologies and emerging business opportunities and activities, especially in the health care, arts and entertainment, and tourism sectors. • Implement appropriate zoning and other provisions that support development and expansion of targeted businesses, ensure the appropriateness of uses within respective zones, promote sustainability, encourage balanced growth, promote small businesses and startups, and ensure responsiveness to emerging economic and societal trends. • Update provisions addressing the growing variety and complexity of home occupations and accessory business activities in residential areas as the line defining traditional work evolves. • Actively pursue development of ordinances, policies and strategies to address blight, vacancy, abandonment, environmental contamination, and underutilization of business sites and facilities throughout the City.	During 2025, the City systematically updated its regulatory framework to establish a flexible, responsive environment that balances economic innovation with public safety and strict code compliance. Following Delaware's authorization of recreational marijuana, the City concluded a comprehensive land use study with the assistance of consultant team The Rossi Group, which included a strategic moratorium from July to December 2024. This effort culminated in the enactment of Zoning Ordinances #2024-29 and #2024-30, permitting marijuana manufacturing, cultivation, and testing facilities in IPM, M, and A zones, alongside conditional marijuana retail store exceptions in C-4 districts. To further adapt to modern logistical and commercial demands, the City processed multiple critical rezoning requests converting underutilized parcels into IPM (Industrial Park Manufacturing) zones while maintaining strict environmental protections. Concurrently, the City Council advanced vital municipal code updates, specifically Ordinance #2025-17, to strengthen code enforcement tools targeting chronic property neglect, abandoned structures, and underutilized business facilities. Finally, to ensure business community readiness and counteract loitering or vandalism, the City paired these land use updates with proactive public safety measures, expanding community policing strategies through Group Violence Intervention (GVI) presentations and planning for installation of localized security infrastructure like the Stoney Creek Alley cameras.
	Goal 5: Actively market the Garrison Oak Business and Technology Center (GOBTC)	
	Recommendation 11: Develop a Strategic Marketing Plan for Garrison Oak (GOBTC) • Work with the Kent Economic Partnership and the State to effectively market the Garrison Oak Business and Technology Center. • Urge DelDOT and the Dover/Kent MPO to undertake planning and design for a dedicated connector from State Route 1 to the Center to improve access and marketability. • Explore the potential of the Garrison Oak Business and Technology Center for designation as a foreign trade zone.	Throughout FY 2026, the City of Dover accelerated its economic development priorities by executing key components of the Garrison Oak Business and Technology Center (GOBTC) strategic marketing plan in close coordination with regional partners. Collaborating with the Kent Economic Partnership and the Delaware Prosperity Partnership, the City expanded permissible zoning uses to reposition the technical park’s remaining shovel-ready inventory for high-growth logistics and cold-storage operations. To significantly enhance long-term regional marketability, the City successfully urged DelDOT and the Dover/Kent MPO to integrate a future, dedicated State Route 1 highway connector into regional priority plans. Concurrently, localized infrastructure readiness reached a major milestone in September 2025 with the completion of DelDOT’s formal Traffic Impact Study (TIS) review letter approving the complex's immediate entrance improvements, setting the stage for engineering phases designed to safely manage high-volume industrial vehicle movements at park access points and systematically divert heavy truck traffic off municipal roadways. Furthermore, the city advanced the park’s competitive footprint by establishing GOBTC’s eligibility for Alternative Site Framework designation under Delaware's Foreign-Trade Zone No. 99, providing prospective international tenants with critical customs and tariff advantages to foster long-term industrial investment. Also, the City’s clean hydrogen ordinance (Ordinance #2026-10) amends municipal zoning regulations to permit clean hydrogen production facilities within designated industrial, manufacturing, and technology zones. This legislative update directly paves the way for advanced energy projects. By proactively adapting local code to accommodate emerging clean-tech infrastructure, the ordinance positions Garrison Oak as a prime hub for advanced manufacturing and renewable energy innovation, driving high-tech job growth and broadening the City’s economic base.

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Goal 6: Pursue Economic Development Linked to Active Recreation		
	Recommendation 12: Promote Business Opportunities Linked with Dover’s and Nearby Trails, Parks, Natural Areas and Public and Private Active Recreation Resources - Identify opportunities to use parks, trails, natural resources and commercial recreation facilities as catalysts for economic development. - Evaluate and promote economic development strategies linked to natural resources such as forests, wetlands, beaches and wildlife areas for travel and tourism benefits.	The City of Dover addresses business attraction and retention through collaborative interdepartmental and intergovernmental frameworks, coordinated via the Department of Planning and Inspections and the Development Advisory Committee (DAC). To achieve economic development readiness, City staff coordinate joint efforts with the Downtown Dover Partnership to actively engage incoming corporate prospects, streamline regulatory pipelines, and track localized data to analyze economic trends and business location decisions. By embedding proactive guidance into its review systems, the City ensures eligible businesses are matched with local funding and development opportunities. Furthermore, Dover maintains an active leadership position in regional job growth initiatives across Kent County, leveraging strategic infrastructure investments, such as the ongoing construction of the Downtown Dover Mobility Center and the planned The Governor mixed-use development, to lower barriers, attract targeted commercial and retail enterprises, and foster robust local employment opportunities. Complementing these efforts, Dover's updated active recreation requirements mandate that residential and commercial developments integrate accessible open space and functional recreational amenities (such as walking paths, multi-use sports courts, and dedicated play structures) directly into site plans. These enhanced lifestyle amenities directly stimulate economic growth by creating a highly attractive, walkable urban environment that draws in new residents, boosts foot traffic for downtown retail businesses, enhances neighborhood property values, and helps recruit a modern workforce seeking a high quality of life.
	Goal 7: Pursue Economic Development Linked to Improved Healthy Food Access	
	Recommendation 13: Encourage new ventures that expand healthy food options across Dover - Encourage access to food options such as corner markets, produce carts, food hubs, community gardens, farm stands, food trucks, and farmers markets, where appropriate. - Support expanding healthy food availability through planning for food choices throughout the City.	In 2025, the City systematically advanced its objectives to expand healthy food choices and eliminate localized food deserts by aligning municipal planning with targeted entrepreneurial incentives. The City integrated critical fresh-food equity directives directly into its draft planning frameworks, laying the groundwork to anchor a dedicated downtown grocery storefront within the Downtown Dover Partnership's mixed-use revitalization footprint. To lower barriers for diverse, small-scale food ventures, the City updated mobile vendor legislation through Ordinance #2024-22, streamlining safety and inspection protocols for food trucks and neighborhood produce carts. Additionally, the City maximized community-based distribution by supporting central farmers markets on The Green and coordinating with state-level frameworks like the Delaware Grocery Initiative to reduce transit gaps, thereby securing a resilient network of fresh food opportunities for all residential corridors.

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Housing and Community Development	Goal 1: Encourage Balanced Housing Opportunities for all Residents of the City	
	Recommendation 1: Encourage the Use of Mixed Housing Types - Evaluate the provisions of the Planned Neighborhood Design and the Senior Citizen Housing Option for residential development. - Continue to encourage compact and diverse residential development throughout the City. - Re-evaluate all residential zones development requirements and housing types in the City. - Evaluate and update Codes to encourage compact and diverse development throughout the City. - Amend the provisions in the Zoning Ordinance for the definition of “family” to remove undue restrictions for members of protected classes.	Provisions in the Zoning Ordinance for the definition of “family” were revised to avoid restrictions for members of protected classes via MI-20-04 Ordinance #2020-05, as adopted on January 11, 2021. In 2020, 48 permits were issued for a mix of one-family detached dwellings, duplexes, and townhomes (residential construction activity in Clearview Meadows PND, Patriot Village, Village of Cannon Mill Pond PND, Seskinore, Oak Shadows, Nottingham Meadows, and Lexington Glen) and approximately 34 new dwelling units were completed and received Certificates of Occupancy. Construction activity for multi-family units only included the start of reconstruction of the Baytree Apartment Building (previously destroyed by fire in April). In 2021, 83 permits were issued for a mix of one-family detached dwellings, duplexes, and townhomes (residential construction activity in Eden Hill Farm TND, Patriot Village, Oak Shadows, Nottingham Meadows, and Lexington Glen) and approximately 30 new dwelling units were completed and received Certificates of Occupancy. Construction activity for multi-family units only included the completion in December 2021 of the reconstruction of the Baytree Apartment Building (previously destroyed by fire in April 2020). In 2022, 119 permits were issued for a mix of one-family detached dwellings, duplexes, and townhomes (residential construction activity in Eden Hill Farm TND, Patriot Village, Oak Shadows, and Lexington Glen PND) and approximately 94 new dwelling units were completed and received Certificates of Occupancy. Construction activity for multi-family units only included the completion of a Multiplex Building (three units) on College Road. In 2023,12 permits were issued for a mix of one-family detached dwellings, duplexes, and townhomes (residential construction activity in Eden Hill Farm TND, Patriot Village and Patriot Village III, Oak Shadows, Chestnut Grove Farms, Lexington Glen PND, and Rojan Meadows PND) and approximately 128 new dwelling units were completed and received Certificates of Occupancy. There were no new multi-family units constructed during this year. In 2024, 113 permits were issued for a mix of one-family detached dwellings, duplexes, and townhomes and approximately 105 new dwelling units were completed and received Certificates of Occupancy. Also, 108 permits were issued for 72 apartment units under permit with garage buildings and a Clubhouse at The Edge at Dover, and three apartment buildings in Eden Hill Farm TND (36 units under permit), while zero new apartment units were competed and received Certificates of Occupancy. In 2025, 95 permits were issued for a mix of one-family detached dwellings, duplexes, and townhomes and approximately 93 new dwelling units were completed and received Certificates of Occupancy. Also, 144 permits were issued for 4 apartments containing unit 36 units each and approximately 12 new apartment units were competed and received Certificates of Occupancy.
	Recommendation 2: Explore the Feasibility of Allowing Alternative Housing Units Options - Develop zoning provisions to allow an accessory dwelling unit within one family residence zones for the use of family members. - Develop zoning provisions for alternative housing options including group housing and transitional housing.	In 2025, the City began to modernize its residential land-use frameworks by actively advancing regulatory updates to accommodate diverse and alternative housing configurations. A primary milestone included Dover's voluntary participation in the pilot program established under Senate Joint Resolution 8 (SJR 8), which directed the Delaware State Housing Authority to provide critical technical assistance for local zoning and land-use reform. Utilizing this framework, the City evaluated and is in the middle of the process by which the City (with consultant support) will draft municipal code updates to establish clear dimensional regulations and share utility requirements to permit family-use Accessory Dwelling Units (ADUs) within single-family residence zones while preserving established neighborhood character sometime in the near future. Concurrently, the City expanded its comprehensive planning directives to address group, supportive, and transitional housing needs, leveraging the technical resources from SJR 8 to establish locally tailored, compliant pathways for emergency shelters and group homes. These proactive, voluntary zoning reforms lay a flexible foundation for expanding housing equity and affordability across the city.

Timeline Notice:

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	Recommendation 3: Encourage the Development of Affordable Housing • Work with housing providers and developers to construct affordable rental housing options throughout the City including accessible housing for persons with disabilities. • Work with housing providers to provide affordable housing to low income residents. • Continue to work with housing providers to end homelessness and increase the number of permanent supportive housing for the homeless.	CDBG funds were utilized to cover operational costs of Dover Interfaith Mission to the Homeless shelter serving: • 200 unhoused men in 2020 • 175 unhoused men in 2021 • 138 unhoused men in 2022 • 181 unhoused men in 2023 • 180 unhoused men in 2024 A new shelter opened serving up to 39 women and children in 2025, relying on ARPA grant funds for staffing. CDBG funds were utilized to cover operational costs of Central Delaware Housing Collaborative shelter serving: • 16 unhoused women in 2020 • 16 unhoused women in 2021 • 16 unhoused women in 2022 • 16 unhoused women in 2023 • 39 unhoused women in 2024 • 83 unhoused women in 2025 CARES Act Funding to provide motel vouchers and rental subsidies to service houseless people or those at risk of becoming houseless: • In 2020, \$163,211 was awarded in funds to serve over 70 families and individuals • In 2021, \$475,372 was awarded in funds to serve over 70 families and individuals • In 2022, \$91,931 was awarded in funds to serve over 5 families and individuals
	Recommendation 4: Promote Residential Development within the City • Encourage mixed use of existing and new buildings. • Encourage “in-fill” residential development. • Encourage housing in the Downtown and other areas that are near transit and multi-modal routes, retail areas, employment and essential services.	In 2025, the City significantly accelerated its residential development and densification goals by prioritizing urban infill and transit-oriented, mixed-use development activities. Centered around the Downtown Dover Partnership's Capital City 2030 Strategic Master Plan, the City advanced frameworks to introduce mixed-use spaces across six major urban sites along Loockerman Street, establishing a pipeline to attract 2,000 new residents to the Downtown core. This initiative aligns high-density housing options directly with a planned central multi-modal transit hub, optimizing proximity to localized employment, essential retail, and cultural amenities. To support these goals without encouraging suburban sprawl, the city prioritized 15 acres of interior parcels for strategic in-fill development, utilizing existing utility corridors and enacting Ordinance #2024-18 to modernize townhouse design and rear-alleyway access standards. These integrated land-use strategies successfully establish a walkable, highly connected urban environment that maximizes transit access and revitalizes municipal economic centers.
	Goal 2: Preserve Existing Housing Stock Recommendation 5: Encourage Property Owners to Maintain and Rehabilitate Existing Housing Stock • Continue to make emergency repairs and rehab homes with Community Development Block Grant (CDBG) funds. • Continue to work with other housing agencies to eliminate severe housing conditions that constitute immediate health or safety hazards to the occupants. • Continue to support the rehabilitation of owner-occupied homes with families who are low to moderate income. • Support the adaptive mixed reuse of existing buildings throughout the City.	Continue to make emergency repairs and rehab homes with CDBG funds: • In 2020, 13 houses • In 2021, 7 houses • In 2022, 7 houses • In 2023, 6 houses • In 2024, 9 houses • In 2025, 13 houses

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	Recommendation 6: Promote Safe and Livable Neighborhoods through Enforcement of City Codes • Continue to conduct housing inspections on rental housing to ensure the compliance with City Codes. • Proactively enforce City Codes for property maintenance to improve community appearance for all residential units and adopt the 2018 International Property Maintenance Code. • Enforce building and fire codes for all buildings in the City and evaluate updated ICC and NFPA Codes for adoption. • Continue enforcement of floodplain regulations and associated construction codes. • Evaluate and amend provisions in the “Safe Communities Initiative” that may be a violation to fair housing. • Increase community policing efforts in the neighborhoods to reduce crime. • Continue to improve and maintain infrastructure in established neighborhoods throughout the City.	Continue to make emergency repairs and rehab homes with CDBG funds: • In 2020, 13 houses • In 2021, 7 houses • In 2022, 7 houses • In 2023, 6 houses • In 2024, 9 houses • In 2025, 10 homes Continued annual rental housing inspections by Code Enforcement Inpsection Staff: • In 2020, 106 inspections • In 2021, 828 inspections • In 2022, 713 inspections • In 2023, 1,297 inspections • In 2024, 850 inspections • In 2025, 776 inspections Enforce Building Inspections and Fire Codes: • In 2020, 226 Fire / Life Safety Inspections with 821 deficiencies • In 2021, 270 Fire / Life Safety Inspections with 1,137 deficiencies • In 2022, 332 Fire / Life Safety Inspections with 552 deficiencies • In 2023, 388 Fire / Life Safety Inspections with 1,345 deficiencies • In 2024, 340 Fire / Life Safety Inspections with 681 deficiencies • In 2025, 335 Fire/Life Safety Inspections with 248 deficiencies
	Recommendation 6: Promote Safe and Livable Neighborhoods through Enforcement of City Codes • Continue to conduct housing inspections on rental housing to ensure the compliance with City Codes. • Proactively enforce City Codes for property maintenance to improve community appearance for all residential units and adopt the 2018 International Property Maintenance Code. • Enforce building and fire codes for all buildings in the City and evaluate updated ICC and NFPA Codes for adoption. • Continue enforcement of floodplain regulations and associated construction codes. • Evaluate and amend provisions in the “Safe Communities Initiative” that may be a violation to fair housing. • Increase community policing efforts in the neighborhoods to reduce crime. • Continue to improve and maintain infrastructure in established neighborhoods throughout the City.	Enforcement of City Codes for exterior/interior property maintenance to improve community appearance for all residential units (Inpsection by Code Enforcement Inspection Staff): • In 2020, 649 cases • In 2021, 1,075 cases • In 2022, 804 cases • In 2023, 327 cases • In 2024, 617 cases • In 2025, 489 cases Enforcement of City Codes for tall grass and weeds to improve community appearance for all residential units (Inpsection by Code Enforcement Inspection Staff): • In 2020, 775 cases • In 2021, 758 cases • In 2022, 897 cases • In 2023, 777 cases • In 2024, 590 cases • In 2025, 775 cases
	Recommendation 7: Articulate the Link between Housing and Health • Advocate for the development of complete neighborhoods and mixed-use developments. • Collaborate with public health agencies, housing authorities, advocacy groups and others on matters concerning housing and health. • Support programs that promote good quality housing such as collaboration on weatherization programs and on lead paint hazards programs. • Support programs to address housing inequities and injustices such as collaborating with tenants’ alliances and promoting neighborhood initiatives to address hazards.	In 2025, the City systematically integrated public health outcomes into its residential land-use and housing policies to foster the development of complete, resilient neighborhoods. A cornerstone of this effort was City Council's approval of Resolution No. 2025-07, adopting the 2025–2029 Community Development Block Grant (CDBG) Consolidated Plan, which aligns federal funding with housing stabilization and special-needs housing partnerships alongside the Delaware State Housing Authority. To actively address housing inequities and environmental hazards, the City mandated strict HUD lead-based paint compliance across public rehabilitation projects, collaborated with the Milford Housing Development Corporation to deliver emergency home repairs, and advanced Proposed Ordinance #2025-05 to modernize tenant and property maintenance codes. Furthermore, the City sustained critical equity initiatives by supporting the community-led Restoring Central Dover framework to target localized structural disparities. Together, these coordinated actions successfully institutionalize a proactive approach to municipal housing policy where physical infrastructure, tenant protections, and environmental safety directly serve to improve community health.

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Goal 4: Provide Homeownership Opportunities		
	Recommendation 8: Promote Homeownership Incentives for Low to Moderate Income Households • Continue to support funding the Homeownership Assistance Program to provide down payment or settlement assistance up to \$20,000 to qualified homebuyers who purchase property in the City of Dover through the Community Development Block Grant (CDBG) Program. • Continue to support the provision of education regarding homeownership opportunities and responsibilities. • Support the Diamond State Community Land Trust and explore opportunities to utilize the land trust model to expand homeownership. • Continue to support the Restoring Central Dover Initiative and the Downtown Development District Incentives to increase homeownership in the Downtown area. • Continue to implement the most current Community Development Consolidated Plan.	Homeownership Assistance Program Recipients through First Time Homebuyers Program (for individuals that have not owned a home in 3 years): • In 2020, 10 families • In 2021, 5 families • In 2022, 8 families • In 2023, 6 families • In 2024, 6 families • In 2025, 10 families The DDD Program offered housing development incentives: • In 2020, the City waived permit fees for 11 new homes • In 2021, the City waived permit fees for 17 new homes • In 2022,the City waived permit fees for 15 new homes • In 2023, the City waived permit fees for 7 new homes • In 2024, the City waived permit fees for 9 new homes • In 2025, the City waived permit fees for 10 properties for the purpose of new housing or business renovations
	Recommendation 9: Update the Community Development Block Grant (CDBG) Consolidated Plan and the Fair Housing Plan • Maintain updates to the Consolidated Plan as required by the CDBG Program. • Update and adopt the 2020-2024 CDBG Consolidated Plan. • Participate in the development and the adoption of the 2019 Fair Housing Plan.	The City updated the Consolidated Plan in 2025. The 2025-2029 CDBG Consolidated Plan was adopted.

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By-Laws of the Planning Commission of the City of Dover

Objectives

Section 1 The objectives and purposes of the Planning Commission of the City of Dover, Delaware, are those set forth in Chapter 7, Title 22 of the Delaware Code annotated, and amendments, supplements, thereto, and those powers and duties delegated to the Planning Commission by the City Council of the City of Dover pursuant to state statute.

Powers, Duties and Procedures

Section 2 The duties, powers and procedures of the Planning Commission be as set forth in the following documents:

- (a) The resolution of the City Council establishing such Planning Commission;
- (b) The Building Zone Ordinance as to matters relating to amendments to site plan approval;
- (c) The Subdivision Regulations as to the review and approval of subdivision plats;
- (d) As to the regulations set forth herein for all other matters for which the Commission has the responsibility.

Officers

Section 3.1 The officers of the Planning Commission shall consist of a Chairman and Vice-Chairman.

Section 3.2 The Chairman shall preside at the meetings and hearings of the Planning Commission and shall have the duties usually conferred upon a presiding officer. He shall continue to exercise the prerogatives of an individual member of the Commission while performing the duties of presiding officer.

Section 3.3 The Vice Chairman shall be the presiding officer in the absence of the Chairman.

Recording and Corresponding Secretary

Section 4 The Commission shall appoint a Secretary who shall not be a member of the Commission or an officer, and shall have the following duties and responsibilities:

- (a) Prepare agenda for all meetings with the Chairman and provide notice of meetings to Commission members.
- (b) Keep minutes of all meetings, and record of the Commission.
- (c) Act as agent for the Commission in receiving submissions, applications, correspondence, etc.
- (d) Act as agent for the Commission in arranging for notice of public hearings and notifying interested parties of Commission actions as authorized by the Commission.

Official Records

Section 5 The City Clerk shall be the official custodian of the records of the Commission and shall make them available to the public as provided by law. He may designate the office of the Secretary of the Commission or the Planning Office as the place where such records shall be kept.

Elections of Officers

Section 6.1 The officers shall be elected by the Commission at the annual organization meeting which shall be the regular scheduled meeting in July of each year. Election of officers shall be held by secret ballot.

Section 6.2 A candidate receiving a majority vote of the entire membership of the Planning Commission shall be declared elected and shall serve for one year or until his or her successor shall take office.

Section 6.3 Vacancies in offices shall be filled by the Commission at any scheduled or special meeting.

Section 6.4 The Chairman and Vice Chairman shall be limited to **four** consecutive one-year terms. A former Chairman or Vice Chairman who has held **four** consecutive terms in such position may be elected to that position after vacating the position for a period of one year.

Meetings

Section 7.1 The Commission shall hold one public meeting during each calendar month.

Section 7.2 The monthly meeting date for the coming year shall be established by a majority of the Commission at its organization meeting of the year. The date of the public meeting can be changed during the year by a majority of the Commission

Section 7.3 The Commission will receive all applications concerning matters within its jurisdiction only at its public meetings. All times to be submitted for consideration at any public meeting shall be submitted in complete and final form for Commission consideration not less than thirty days prior to said meeting. No items submitted subsequent to this time shall be placed upon the Agenda except by a majority vote of the Commission members present at such meeting. The official date of receipt of any matter presented to the Commission shall be the date of the first public meeting at which such matter is received for consideration. Any maximum time periods established by the Zoning Ordinance or other local laws limiting the time for consideration of any matter by the Planning Commission shall commence on such date of the receipt.

Section 7.4 A majority of the membership of the Commission shall constitute a quorum. The Commission may act on any matter by a majority vote of such quorum.

Section 7.5 All formal votes to record the decision of the Commission on any matter referred to it shall be taken only by a quorum at a public meeting. By a majority vote of those members present the Commission may convene in executive session. However, all formal votes to record the Commission's decision shall only be taken during periods in which such meetings are open to the public.

Section 7.6 Special meeting may be called by the Chairman or by a majority of the Commission, providing that not less than 24 hours notice by writing or telephone is given to each member of the Commission. Such meetings shall be executive sessions at which no formal votes shall be taken.

Section 7.7 All public and special meetings shall be held in City Hall or other public facility with proper public notification.

Agenda

Section 8 The Secretary shall prepare the proposed Agenda for each public meeting, with the Chairman not less than ten days prior to the date of such meeting, and shall transmit a copy of the Agenda to each Commission member on such date of preparation. No items will appear on such proposed Agenda except those for which applications or written requests have been received not less than thirty days prior to the date of the public monthly meeting as set forth in Section 7 above. The Commission may amend the proposed Agenda by a majority vote of those members present.

Section 9.1 The order of business at public meetings shall be as follows:

- (a) Roll Call.
- (b) Adoption of Minutes of previous meetings.
- (c) Approval of Agenda
- (d) Communications
- (e) Report of Officers and Committees
- (f) Old Business
- (g) New Business
- (h) Referrals, Administrative Reviews, Petitions, Applications and Other Matters presented by the public.

Section 9.2 The order of business at special meetings shall be as determined by the Commission.

Section 9.3 At all meetings and hearings attended by the public, the Chairman shall make a brief statement indicating the nature of each item on the Agenda, except that in the case of petitions, applications and other matters presented by the public, such statement shall be made by the person introducing the matter.

Section 9.4 Minutes of all public and special meetings of the Commission shall form part of the records of the Commission and shall be available to the public when duly adopted by the Commission.

Committees

Section 10.1 There may be a Subdivision Committee appointed by the Chairman with the approval of the Commission at the annual organization meeting. It shall consist of three members who shall serve until the next annual meeting. The Chairman may make appointments to bring the committee to full strength in the event of temporary absence of committee members.

Section 10.2 Other Committees may be appointed by the Chairman from time to time with the approval of the Commission.

Public Hearings

Section 11.1 The Commission shall hold public hearings as required by statute and applicable ordinances of the City. In addition to those required by law, the Commission may at its discretion hold public hearing when it considers that such hearings will be in the public interest.

Amendments

Section 12 These By-Laws may be amended at any time by a majority vote of the entire membership of the Commission.

Adopted September 15, 1959
Amended November 17, 1975
Amended March 16, 1981
Amended March 19, 1981
Amended June 17, 1991
Amended January 25, 1995
Amended April 26, 1995
Amended August 16, 2010
Amended August 20, 2018

Appointment of the Architectural Review Oversight Subcommittee of Planning Commission

As part of the Annual Meeting of the Planning Commission, one of the responsibilities of the Planning Commission is to appoint the Architectural Review Oversight Subcommittee. The following excerpt from the *Zoning Ordinance* is provided.

Appendix B: Zoning Ordinance, Article 10 Section 2. Site development plan approval.

2.28 Consideration shall be given to the physical orientation and architectural characteristics of proposed buildings, the relationship of proposed buildings to existing buildings and to other proposed buildings, and their contributions to the overall image of the immediate vicinity by considering the building and architectural design guidelines as set forth in article 5, section 19. Design characteristics of proposed buildings and building additions shall not detract or devalue existing buildings in the immediate vicinity.

- (A) If the planning commission determines that the proposed physical orientation and architectural characteristics of the proposed buildings do not meet the intent and objectives of this section, then the planning commission shall refer the proposal to the architectural review oversight subcommittee for review and comment.
- (B) The subcommittee shall meet and review the proposal with the applicant, and return its comments to the planning commission by the next regularly scheduled meeting.
- (C) The architectural review oversight subcommittee shall be appointed by the commission at its annual meeting, and membership shall consist of two planning commission members, and two design professionals with experience in construction, and the mayor or the mayor's designee. Two alternate design professionals with experience in construction shall also be appointed.

At the July 20, 2026 Meeting of the Planning Commission began discussion of the composition of the Architectural Review Oversight Subcommittee of the Planning Commission. The following members are currently appointed (from July 2025), but final action was deferred pending completion of member appointments/reappointments.

- Kathleen Welsh, Planning Commission member
- Kenneth Roach, Planning Commission member
- Mayor or Mayor's designee

The Planning Commission at their July 20, 2026 Meeting also began consideration the appointment of two Design Professional members to the Subcommittee. The Planning Commission requested that Planning Staff contact the two current members (listed below) and report their availability to serve back to the Planning Commission. No other Design Professionals as Alternates were offered.

- Dr. R.J. Chandler, Faculty member of Architecture program at DelTech Community College, Design Professional
- Ms. Sarah Keifer, Director of Planning Services for Kent County, Design Professional

The Planning Commission as part of their Annual Meeting must act to appoint the membership of the Architectural Review Oversight Subcommittee. The Planning Commission began these activities at their July 20, 2026 Meeting but deferred final action.