MEMORANDUM

Department of Planning & Inspections
P.O. Box 475
Dover, Delaware 19903
Phone: 302.736.7196 Fax: 302.736.4217

DATE: May 15, 2019

TO: Development Advisory Committee

FROM: Planning Office

SUBJECT: D.A.C. Meeting of WEDNESDAY, May 29, 2019

The Development Advisory Committee (D.A.C.) will hold a staff meeting on **WEDNESDAY, May 29, 2019 at 10:00 AM** in the **CAUCUS ROOM of City Hall, 15 Loockerman Plaza, Dover** to review and comment on the following applications that will be considered by the Planning Commission at its meeting of Monday, June 17, 2019.

Participation in the D.A.C. meetings is limited to agency reviewers and project applicants. While the public is welcome to attend, public comment will not be accepted. The opportunity for public comment will be available at the Planning Commission meeting.

1) C-19-02 Duplex at 106 Willis Road – Review of a Minor Subdivision Plan and Conditional Use Site Plan Application to permit the subdivision of a 7,500 SF parcel of land into two lots (Lot 1 and Lot 2) of 3,750 SF each. The Conditional Use Site Plan application is to permit construction of a one-story 909 SF duplex to provide one dwelling unit on each of the newly subdivided parcels for 2 total dwelling units, as well as associated site improvements. The site is currently vacant. The subject area is 7,500 SF (0.17 +/- acres) located on the west side of Willis Road, north of East Division Street. The property is zoned RG-2 (General Residence Zone). The owner of record is 1944 Builder, LLC. Property Address: 106 Willis Road. Tax Parcel: ED-05-068.19-01-23.00-000. Council District 2. *Two variances were approved by the Board of Adjustment at their March 2019 meeting. The variances are from Zoning Ordinance, Article 4 §4.3 pertaining to the bulk standards of the RG-2 zone: to reduce the minimum lot size from 5,000 SF to 3,500 SF: and to reduce the minimum side yard requirement from 10 feet to 5 feet. (V-19-03)*

2) S-19-10 Parking Area of Dover Community Pharmacy at 1035 South Governors Avenue – Review of a Site Development Plan Application for an additional 5,700 SF of pavement in the existing parking lot area at the rear of the building containing Dover Community Pharmacy. The project creates a total of seventeen (17) total parking spaces for the site. The subject property is 0.35 +/- acres located on the east side of South Governors Avenue, south of Wyoming Avenue. The property is zoned C-1A (Limited Commercial Zone). The owner of record is AK Investments, LLC. Property Address: 1035 South Governors Avenue. Tax Parcel: ED-05-077.17-07-09.00-000. Council District 2. *It is noted that construction commenced prior to authorization or permits.*

3) S-19-11 Lion of Judah Ministry Church at 951 White Oak Road - Review of a Site Development Plan Application to permit construction of one-story 5,000 SF place of public assembly (church) building and associated site improvements. The subject property is 1.14 +/- acres. The property is zoned IO (Institutional and Office Zone). The property is located on the north side of White Oak Road and east of Halsey Road. The owner of record is L & S Davis Properties, Inc. Property Address: 951 White Oak Road. Tax Parcel: ED-05-068.14-05-85.00-000. Council District 3. *This property was rezoned from CPO (Commercial and Professional Office Zone) to IO (Institutional and Office Zone) by City Council at their November 13, 2018 meeting (Z-18-02; Ordinance #2018-08). Waiver Requests: Partial Elimination of Fence Component of Opaque Barrier, Partial Elimination of Upright Curbing.*

4) S-19-12 United States Postal Service – Dover: Retail & Carrier Annex at 350 South Queen Street – Review of a Site Development Plan Application for construction of a 19,700 SF building and associated site improvements to contain the new United States Post Office. The subject area consists of 4.97 +/- acres (216,924 SF) and consists of most of the block bounded by South Queen Street, Bank Lane, West Street, and West North Street. The property is zoned C-3 (Service Commercial Zone) and subject to the SWPOZ (Source Water Protection Overlay Zone): Tier 3 – Excellent Recharge Area. The owners of record are Dover Gas & Light Co. and Skipjack, Inc. and the equitable owner is the United States Postal Service. Property Addresses: 350 South Queen Street (and 450 S. Queen Street, 451 Bank Lane, and 520 W. North Street). Tax Parcels: ED-05-076.12-04-32.01-000, ED-05-076.12-04-27.00-000, ED-05-076.12-04-33.00-000 and ED-05-076.12-04-32.00-000). Council District 4. *It is noted that a Minor Lot Line Adjustment Plan is anticipated to be filed by the property owner to complete property line adjustments.*

Please be reminded that we will meet with the applicants on **Wednesday, June 5, 2019 at 10:00 AM** in the **City Hall Conference Room of City Hall**, 15 Loockerman Plaza, Dover. Please plan to attend this meeting as well

CC: Planning Staff
Inspections Staff
Fire Marshal
City Manager
Mayor
City Clerk
City Council
City Comptroller
Sharon Duca
Jason Lyon
Electric Department
Parks & Recreation
Tax Assessor
Police Chief
Patricia Marney
Mark Nowak
Dover Fire Chief
Jared Adkins
Elaine Webb
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Jim Galvin
Kent County Mapping
Michael Tholstrup
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Office of State Planning
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