CITY OF DOVER, DELAWARE
COUNCIL COMMITTEE OF THE WHOLE MEETING
Tuesday, March 23, 2021 at 6:00 PM

Virtual via WebEx

AGENDA

This agenda has been revised by adding Utility Committee item #1 - Purchase of Two Electric Bucket Trucks.

Public comments are welcomed on any item and will be permitted at the appropriate time. When possible, please notify the City Clerk (736-7008 or email at cityclerk@dover.de.us) should you wish to be recognized.

VIRTUAL MEETING NOTICE

This meeting will be held electronically. Public participation information is as follows:

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CALL THE COUNCIL COMMITTEE OF THE WHOLE MEETING TO ORDER

UTILITY COMMITTEE

ADOPTION OF THE AGENDA

ACTIONABLE ITEMS

1. **Purchase of Two Electric Bucket Trucks**

   (Staff recommendation: Authorize the purchase of both trucks from Altec to replace Truck #772 and Truck #759)

ADJOURNMENT OF THE UTILITY COMMITTEE

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

ADOPTION OF THE AGENDA

ACTIONABLE ITEMS

2. **Community Development Block Grant (CDBG) Renewal Recommendations - Fiscal Year 2021**

   (Staff recommendation: Approval of the proposed Community Development Block Grant (CDBG) allocation recommendations totaling $311,600 for Fiscal Year 2021)

3. **Proposed Resolution No. 2021-04 Authorizing the Issuance and Sale of up to $1,563,000 General Obligation Bonds for the Improvements to the City of Dover HVAC Systems**

   (Staff recommendation: Adoption of Proposed Resolution No. 2021-04)

ADJOURNMENT OF THE LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

SAFETY ADVISORY AND TRANSPORTATION COMMITTEE

ADOPTION OF THE AGENDA (ACTIONABLE AND INFORMATIONAL ITEMS)

ACTIONABLE ITEMS

4. **Request for Waiver - Appendix A - Subdivisions, Article VI - Subdivision - General Requirements and Design Standards, Section E - Lots (Lands of Bayroadcap LLC at 600 Bay Road) - Waiver of Requirement for Lot Frontage on a Public Street associated with Minor Subdivision Plan to subdivide property consisting of 12.94 acres into two parcels (Lot 1 and Lot 2)**
   (Property Owner: Bayroadcap LLC. Property Address: 600 Bay Road. Tax Parcel: ED-05-077.00-01-09.00-000. Planning Reference: SB-21-01)

   (The Planning Commission recommended approval with Conditions of the Request to Eliminate the Requirement for Lot Frontage on a Public Street (for Lot 1))

INFORMATIONAL ITEMS

5. **Community Update** (Ms. Lachelle Paul, Criminal Justice Committee Chair, National Association for the Advancement of Colored People (NAACP) Delaware State Conference of Branches)

ADJOURNMENT OF THE SAFETY ADVISORY AND TRANSPORTATION COMMITTEE

ADJOURNMENT OF THE COUNCIL COMMITTEE OF THE WHOLE

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

COMMITTEE ACTION FORM

PROCEEDING: Council Committee of the Whole – Utility Committee
DEPARTMENT OF ORIGIN: Electric **DATE SUBMITTED**: March 11, 2021
PREPARED BY: Paul Waddell, Electric Director
SUBJECT: Purchase of Two Electric Bucket Trucks
REFERENCE: N/A
RELATED PROJECT: N/A
REVIEWED BY: Matthew Harline, Interim City Manager / Lori Peddicord, Controller
EXHIBITS: Estimates of purchase cost from Altec Industries; RFP #21-0023EL Quote Page
EXPENDITURE REQUIRED: $415,365 **AMOUNT BUDGETED**: $410,000 **FUNDING SOURCE (Dept./Page in CIP & Budget)**: Electric/page 178 Account # 411-42-82-99-000-54023. See discussion below.
TIMETABLE: Award upon Council Approval.
RECOMMENDED ACTION: Authorize the purchase of both trucks from Altec to replace Truck #772 and Truck #759.

BACKGROUND AND ANALYSIS

The Electric Department maintains a fleet of special use vehicles designed to perform specific functions related to overhead and underground electrical line work. The bucket trucks are utilized to perform aerial work on overhead lines, light replacement and other miscellaneous items. These vehicles are smaller bucket trucks (49-foot boom) and can reach more areas than our larger ones like back alleys. Average life expectancy of these types of trucks is between 13-15 years depending on frequency of use. Truck #759 is 15 years old and Truck #772 is 17 years old, we are starting to see problems more frequently and they are becoming more costly.

Originally this was put on the Committee agenda and removed because we had gone through a cooperative purchasing arrangement which is contrary to our adopted policy. A Request for Proposal was written and advertised per the City Purchasing Policy by the Procurement Manager and posted on the City website. The City received a complete bid package from only one bidder, Altec Industries that meet our vehicle specifications. A second vendor answered the original ad but did not submit a bid.

Individual prices for the trucks were bid at $208,082 for the new Truck# 759 and as $207,283 for the new Truck#772. City staff recommends Council approve accepting the one bid to purchase the vehicles. The price is slightly lower than bid received from Sourcewell the cooperative purchasing organization.

Our current fleet of bucket trucks is exclusively Altec because we can have an Altec representative on site for repairs within 24 hours whereas Terex could take several days to provide service. It is critical for the department to have a fully functional fleet and any lengthy delays in vehicle/equipment repairs will impact the ability to return our system to normal and perform work required in Capital projects and new service extensions.

We are pursuing the options for trade-in versus sale on GovDeals. Historically, the resale of the vehicles through trade or GovDeals has ranged from $5,000 to $15,000. It will be several months before the new truck is built and delivered.

To cover the funds in excess of the budgeted amount, we will delay purchasing the replacement for the 2008 Ford Escape from FY 21 to FY 22.

COMMUNITY DEVELOPMENT DEPARTMENT

Department of Planning & Inspections
P.O. Box 475
Dover, DE 19903
Phone: (302) 736-7175 Fax (302) 736-4217

TO: Legislative and Finance Committee

FROM: Tracey N. Harvey, Planner /CDBG Program Administrator

DATE: March 10, 2021

RE: CDBG Grant Renewal Recommendations for FY 2021

Planning Staff has provided the proposed Community Development Block Grant (CDBG) allocation recommendations for the FY 2021 CDBG grant renewal Fiscal Year. The proposed grant funding recommendations will be allocated to the sub-grantees that were awarded multi-year grants from the approved 2020-2024 Consolidated Plan.

The CDBG formula grant for Fiscal Year 2021 has been allocated at $311,600. Twenty percent (20%) of the grant will be used for program administration to manage the CDBG program, and up to fifteen percent (15%) of the grant will be used for public service activities not to exceed $46,740.

Planning Staff has elected not to propose recommended funding to the Milford Housing Development Corporation for Fiscal Year 2021 due to carryover grant funding from FY19 and FY20 in the amount of $160,974 for the Homeowner Rehabilitation Program and the Emergency Home Repair Program. Expenditures for this program were delayed due to COVID related restrictions.

The following activities are projects to be funded with proposed recommended funding allocations by planning staff.

Homeownership Assistance Program
The City will provide settlement assistance up to $20,000.00 to assist up to 10 low to moderate income persons that are first time homebuyers purchase affordable housing in the City of Dover. **Grant Request: $172,540 Recommended funded amount: $172,540**

Program Administration
CDBG funds will be used to oversee management, monitoring and coordination of the CDBG program in the City of Dover. Twenty percent 20% of the total grant allocation will be used to fund program administration. **Recommended funded amount: $62,320**

Dover Interfaith Mission for Housing
CDBG funds will be used for operation costs for the building that will include utility and maintenance costs. This project is a public service activity and subject to the 15% cap requirement. **Grant Request: $30,000 Recommended funded amount: $28,000**

Central Delaware Housing Collaborative
CDBG funds will be used for operation cost for a women's shelter that will include utility and maintenance cost. This project is a public service activity and cannot exceed 15% of the grant. **Grant Request: $20,600 Recommended funded amount: $18,740**

NCALL Research Inc.
CDBG funds will be used for the demolition and abatement of two (2) vacant buildings in the Restoring Central Dover area and construct new affordable housing on the vacant lots.
Grant Request: $30,000 Recommended funded amount: $30,000

Total grant funding recommendations $311,600

CITY OF DOVER
FY 2020-2024 Multi-Year
CDBG GRANT APPLICATION FORM

1. General Applicant Information

A. Name: Tracey Harvey

Address: 15 Loockerman Plaza Dover, DE 19901

Phone Number: (302) 736-7196

B. Name, position and signature of person submitting application:

Tracey Harvey, Planner /CDBG Program Administrator

_____

Name and position of authorizing official:

Dave Hugg, Director of Planning & Community Development

_____

C. Name, address and phone number of Contact Person:
(If different from B above)

Same as above.

_____

FY 2021 only

Activity: **Homeownership Assistance**
Amount Requested: $ **172,540.00**
Source of Cash Matching Funds $ **None**

1. Low/Moderate-Income Benefit:

LOW/MODERATE - INCOME BENEFIT TABLE - Instructions

The amount of benefit to low-and moderate-income persons must be calculated for each activity as described below. Future program years may be estimated as long as 51% of the population being served is low to moderate income.

1. In column 1, list the activity and fiscal year through 2021.
2. In column 2, show the total number of persons that the activity will serve.
3. In column 3, show the number of low- and moderate-income persons that the activity will serve.
4. In column 4, divide column 3 by column 2 to show the percent of low- and moderate-income persons that the activity will serve.
5. In column 5, show the amount of funds requested for the activity for current fiscal year only.
6. In column 6, multiply column 4 by column 5 to show the amount of those funds that will be used to benefit low-and moderate-income persons.
7. List the sources of data used to calculate benefit in the space provided at the bottom of this page.

LOW/MODERATE-INCOME BENEFIT TABLE

1. Activity	2. Total Persons Activity will Serve	3. L/M Persons Activity will Serve	4. % L/M Persons Activity will Serve	5. Amount Requested for Activity	6. Amount L/M Benefit
Down payment and settlement assistance	**9-10 persons**	**9-10**	**100%**	**$172,540**	**$172,540**

Source of Data: **Mortgage Ready referrals from NCALL**

2. Management Capacity

A. List the person(s) to be responsible for administering the CDBG Project:

Sub-Recipient Personnel	Title(s)
Tracey Harvey	**Planner/ CDBG Program Administrator**

B. Attach resumes or other supporting documentation for the personnel of new applicants, which establishes the capacity of the personnel above to effectively manage a CDBG sub-recipient project. **N/A**

4. Application Work Plan

Each proposed program activity must address each of the following areas through fiscal year 2024. Items C thru H will only need to be completed for the current fiscal year. Attach a mission statement and purpose of your organization.

A. Each program activity must be addressed separately. Program activities must be listed in order of priority with the program activity of highest priority first. This order of priority for program activities must be followed on all forms contained in this application.

- **The highest priority for this project is to provide affordable housing to low to moderate income persons.**

B. Each program activity must be fully described. For rehabilitation programs, this description must include the number of units to be rehabilitated, rental properties to be rehabilitated, any special population groups the rehabilitation program will address, the target area, and the need for the rehabilitation activity.

- **Funding for this program will be available for up to ten (10) first time homebuyers who will be required to purchase property in the City of Dover and complete a homeownership counseling program with a certified HUD Counselor. Assistance is provided up to $20,000 for properties purchased in the city. The city will place a second mortgage lien on the property and if within the first ten years the home is sold, transferred, or ceases to be the borrower's principal residence, the loan becomes**

due and payable. The interest rate is 0% and is forgiven after 10 years.

C. Provide a timetable showing monthly milestones for completion of each activity.

- **Funding for this program is available on a first come first serve basis and will be drawndown as the applicants purchase properties.**

D. Attach drawings, plans or other documentation necessary to describe program activities.

N/A

E. Describe each activity's conformance with the goals and objectives of the City's Consolidated Plan.

- **This project is consistent with Goal 3 in the 2020-2024 Consolidated Plan: Encourage owner occupied housing in low to moderate income areas. The city is meeting this goal by providing down payment assistance to qualified homebuyers who purchase properties in the city.**

F. Describe the extent to which the proposed project(s) will address one or more significant priorities identified by the City's Consolidated Plan.

- **Housing needs was ranked number two in priorities in the 2020-2024 Consolidated Plan. By providing homeownership assistance to first-time homebuyers, this will assist in eliminating barriers to affordable housing.**

G. Describe the extent to which the project builds upon previous work or supplements other work that will be funded from other sources.

Annually this project is funded and each year the city reaches its goal by assisting in providing affordable housing for low to moderate income persons. The city is a stakeholder in the Restoring Central Dover Initiative in which part of the I initiative includes improving existing affordable housing

within the designated target area. One of the goals is to provide down payment assistance in conjunction with rehab assistance for properties purchased that will need to be in compliance with the city's housing code.

H. Describe source and amount of any funds used to leverage the City's portion of the project. Indicate when these funds will be available. Attach documentation of any match.

None

5. Each application should also describe the following:

A. Describe any efforts to coordinate with businesses regarding the development of the community as it affects low/moderate-income residents of the area.

Part of the Restoring Central Dover Initiative is to reinvest in commercial corridors and ensure equitable economic development. By reinvesting in the commercial corridors, this will improve the revenue streams and attract visitors from all over Delaware and the tri-state area. One of the strategies for ensuring equitable economic development is to develop a comprehensive workforce development strategy by implementing a pilot program that will assist in developing small businesses and entrepreneurships.

6. Have you received a sub-recipient grant from the previous funding year?
If yes give the total amount $ 230,000

ADDENDUM
2021 CDBG SUB-RECIPIENT APPLICATION FORM

Please choose the best option that describes the purpose of your activity from the three objectives.

Suitable Living Environment _____
Decent Housing __X__
Economic Opportunity _____

Please choose the best option that will describe the outcome of your activity based on the categories listed below.

Availability/Accessibility _____
Affordability __X__
Sustainability _____

Please provide a proposed outcome based on the information below that applies to your activity

To increase affordable housing opportunities for low to moderate income persons.

Number of persons, households, units, or beds assisted as appropriate **6**

Income level of persons or households by: Very Low _____ %
Low _50_____ %
Moderate _50_____ %

If your activity benefits a target area, please show the number of persons served and the percentage of low/mod persons served. **This information is unknown at this time.**

Your close out report will require you to provide breakdowns of those served by race, ethnicity and disability.

CITY OF DOVER
FY 2020-2024 Multi-Year
CDBG GRANT APPLICATION FORM
FY2021

1. General Applicant Information

A. Name Dover Interfaith Mission for Housing, Inc.

Address 684 Forest Street, Dover DE 19904

Phone Number 302-736-3600

B. Name, position and signature of person submitting application:

Jeanine Kleimo, Chair

Name and position of authorizing official:

Jeanine Kleimo, Chair

C. Name, address and phone number of Contact Person:
(If different from B above)

Jeanine Kleimo, Chair

FY 2021 only

Activity: Homeless shelter operations
Amount Requested: $ 30,000
Source of Cash Matching Funds $ Office of Community Services $50,000

1. Low/Moderate-Income Benefit:

LOW/MODERATE - INCOME BENEFIT TABLE - Instructions

The amount of benefit to low-and moderate-income persons must be calculated for each activity as described below. Future program years may be estimated as long as 51% of the population being served is low to moderate income.

1. In column 1, list the activity and fiscal year through 2020.
2. In column 2, show the total number of persons that the activity will serve.
3. In column 3, show the number of low- and moderate-income persons that the activity will serve.
4. In column 4, divide column 3 by column 2 to show the percent of low- and moderate-income persons that the activity will serve.
5. In column 5, show the amount of funds requested for the activity for current fiscal year only.
6. In column 6, multiply column 4 by column 5 to show the amount of those funds that will be used to benefit low-and moderate-income persons.
7. List the sources of data used to calculate benefit in the space provided at the bottom of this page.

LOW/MODERATE-INCOME BENEFIT TABLE

1. Activity	2. Total Persons Activity will Serve	3. L/M Persons Activity will Serve	4. % L/M Persons Activity will Serve	5. Amount Requested for Activity	6. Amount L/M Benefit
Homeless shelter	350	250	100%	$30,000	$30,000

1. Activity	2. Total Persons Activity will Serve	3. L/M Persons Activity will Serve	4. % L/M Persons Activity will Serve	5. Amount Requested for Activity	6. Amount L/M Benefit

2. Management Capacity

A. List the person(s) to be responsible for administering the CDBG Project:

Sub-Recipient Personnel	Title(s)
Jeanine Kleimo, Chair	
Herb Konowitz, Vice Chair	

B. Attach resumes or other supporting documentation for the personnel of new applicants, which establishes the capacity of the personnel above to effectively manage a CDBG sub-recipient project.

4. Application Work Plan

Each proposed program activity must address each of the following areas through fiscal year 2019. Items C thru H will only need to be completed for the current fiscal year. Attach a mission statement and purpose of your organization.

A. Each program activity must be addressed separately. Program activities must be listed in order of priority with the program activity of highest priority first. This order of priority for program activities must be followed on all forms contained in this application.

B. Each program activity must be fully described. For rehabilitation programs, this description must include the number of units to be rehabilitated, rental properties to be rehabilitated, any special population groups the rehabilitation program will address, the target area, and the need for the rehabilitation activity.

C. Provide a timetable showing monthly milestones for completion of each activity.

D. Attach drawings plans or other documentation necessary to describe program activities.

E. Describe each activity's conformance with the goals and objectives of the City's Consolidated Plan.

F. Describe the extent to which the proposed project(s) will address one or more significant priorities identified by the City's

Consolidated Plan.. Describe the extent to which the project builds upon previous work or supplements other work that will be funded from other sources.

H. Describe source and amount of any funds used to leverage the City's portion of the project. Indicate when these funds will be available. Attach documentation of any match.

5. Each application should also describe the following:

   A. Describe any efforts to coordinate with businesses regarding the development of the community as it affects low/moderate-income residents of the area.

6. Have you received a sub-recipient grant from the previous funding year?
   If yes give the total amount $ 21,065

ADDENDUM
2020 CDBG SUB-RECIPIENT APPLICATION FORM

Please choose the best option that describes the purpose of your activity from the three objectives.

Suitable Living Environment _____
Decent Housing __x____
Economic Opportunity _____

Please choose the best option that will describe the outcome of your activity based on the categories listed below.

Availability/Accessibility ___x____
Affordability _____
Sustainability _____

Please provide a proposed outcome based on the information below that applies to your activity

Number of persons, households, units, or beds assisted as appropriate __265_____

Income level of persons or households by: Very Low _100_____ %
Low_____ %
Moderate _____ %

If your activity benefits a target area, please show the number of persons served and the percentage of low/mod persons served.

Your close out report will require you to provide breakdowns of those served by race, ethnicity and disability.

Dover Interfaith Mission for Housing, Inc.

A. PROGRAM ACTIVITY

The program activity planned for the period is the continued operation of our shelter for homeless men. The Dover Interfaith Mission for Housing (DIMH) renovated a building at 684 Forest Street with CDBG funds in 2010 and opened this 36-bed facility in September of that year. Recent changes in the Fire Code has resulted in the reduction of the number of permitted beds to 34. Since DIMH began providing shelter, meals, and assistance to homeless men in Dover in 2008, it has served over 3,000 individuals.

DIMH does much more than make it possible for homeless men to move in from the street: most (well over 70%) of those entering the shelter leave with full-time employment and housing in the community. In addition, crime and loitering are reduced, health is improved, and community is engaged in addressing the needs of less-fortunate residents is greatly expanded.

While the costs of reduced crime and improved health among homeless men are difficult to quantify, DIMH is able to estimate the value of employment: With at least 200 men re-employed annually in recent years, the impact on the local economy is in excess of $3.5 million.

DIMH now offers an extensive set of in-house training programs designed to enable men with various employment histories to develop the capacity needed to apply for, interview for, and secure employment along with the acquisition of personal, communications, and money-management skills. Training and employment efforts are coordinated by a program director in collaboration with three case managers, one of whom also serves as Resource Center coordinator, who schedules and assists a roster of volunteers.

While DIMH staffing is limited, several board members are actively engaged and perform key management, administration, and training functions for the organization. Full-time staff now includes a program manager, facilities manager, and three case managers who maintain a case load of approximately 120 individuals at any given time. These include current and former shelter residents as well as unsheltered homeless adults and others of very low income.

B. PROGRAM ACTIVITY

The 34-bed shelter requires substantial operating costs that include utilities, telephone, insurance, cleaning and office supplies, and the maintenance and occasional repair of the facility. It is these costs for which DIMH is applying for funds through CDBG. An adjacent daytime Resource Center opened at the beginning of 2015 and is available to all local homeless adults who may wish to use it as a mailing address as well as to obtain shower and laundry facilities and access to computers, phones, and counselors able to assist with employment applications and referrals to services. Since its opening, a constant stream of visitors use the facility, averaging 40 to 45 daily or between 400 and 500 unique individuals annually. This is a reasonable estimate of the total population of homeless adults in Greater Dover. Most of these individuals are not DIMH shelter residents but find shelter in "Code Purple" sanctuaries or on the street. It may be noted that Code Purple Kent County no longer operates under the auspices of DIMH.

During the calendar year 2020, DIMH operations were affected by the Covid-19 pandemic ins several ways. First, motel stays were offered to many homeless individuals and households, reducing demand

on shelters during the period in which motel vouchers were available. In order to maintain as healthful an environment as possible during the pandemic, DIMH created space between beds and limited shelter capacity to 26. In addition, a negative Covid-19 test was required for residence in the shelter, though the Resource Center was used when needed as a quarantine space to ensure that men experiencing homelessness were accommodated and not penalized until they were able to provide evidence of a negative Covid test. In addition, temporary regulations prohibited evictions except in cases in which residents failed to comply with shelter rules. This resulted in longer stays and renewed stays by many shelter residents who would otherwise have moved on. With evictions prohibited in rental housing as well, there was a concomitant reduction in affordable housing options to which shelter residents typically have access, such as housing operated by DIMH for them.

C. TIMETABLE

The shelter is already in operation, with a solid base of information regarding operating costs. This facility is open year-round and is typically full. The City of Dover has permitted the DIMH shelter to take in up to five extra men on cold winter nights, and this is often the case. There is no plan to change year-round operations. Paid and volunteer staffing ensure responsible oversight and management every day of the year.

Each month, several new shelter residents are admitted. The program focuses on enabling the men sheltered to secure productive and self-reliant lives. Training is offered to ensure that each has a plan and is able to apply for work, open a bank account, prepare for job interviews, and so on. Checklists track the progress of each at 30, 60, and 90 days, with no one permitted to remain at DIMH unless he has complied with the requisite steps of each month's checklist. Progress in achieving the steps listed in these checklists is monitored by staff and key board managers on a weekly basis, with a fuller assessment of the progress of each guest performed monthly.

D. DOCUMENTATION

The shelter's operation is well-known to CDBG and City officials and regular reports are provided. During the calendar year ending December 31, 2020, only 131 men resided in the shelter, with many successful in obtaining employment despite job losses due to the pandemic.

E. CITY OF DOVER PLAN PRIORITIES AND PROJECT NEED

The DIMH shelter clearly provides aid to special-needs persons. Those sheltered are very low-income (generally without any income at all) and are unable to meet their basic needs for shelter. Their lack of shelter certainly poses an urgent community need that poses an immediate threat to their health and welfare. In fact, demand for shelter is always highest and exceeds that which DIMH can supply during cold weather and other weather emergencies, including summer storms and prolonged periods of rain or intense heat.

There is a widely-recognized deficiency within the City of Dover of affordable rental housing and of shelter for those who are homeless. DIMH cooperates with the People's Place/Whatcoat Shelter and with The Shepherd Place, with all organizations making referrals to one another to ensure the best placement and services for those most in need of shelter. DIMH efforts include the development of affordable housing for those leaving the shelter and the leasing of housing in which individuals might reside together, though these activities are not funded through CDBG. DIMH is a member of the new

Central Delaware Housing Collaborative and provides guidance on its shelter and housing development. This resulted in the creation of a new 18-bed shelter for women as well as leasing two large houses in which rooms are rented to women moving from homelessness to personal stability.

DIMH estimates that there are at least 200 men in and around the City of Dover who are homeless. This number has increased in recent years due to a combination of factors, including failure to house those with mental illness, code enforcement displacement of residents of substandard housing, rising housing costs, and continued high rates of unemployment or employment that is part-time or temporary. Many landlords will not rent to those without secure and lasting employment or who have been released from prison.

As this project is already in operation, DIMH continues to build on the experience of providing shelter and services to the homeless population during the past twelve years. A greater number of faith communities, organizations, businesses, and individuals have come to volunteer and support the efforts of DIMH. Most notable is the fact that such volunteer support generates more than 12,000 plates of dinner annually with a zero food budget within DIMH. Additional volunteers have created and manage the operation of the daytime Resource Center and an increasingly active and diverse program of training for shelter residents and other homeless adults.

The fact that support has been provided through CDBG has enabled DIMH to raise additional funds and to borrow others needed to purchase and renovate the property at 1155 Walker Road, named Walt Bagley Hall in honor of a deceased founding board member. This project has opened and enables 25 men to move from the shelter to stable, supportive housing for which they pay a modest rent. This fee includes utilities, two meals daily, and continued education and training efforts. 15 other beds of affordable housing have also been developed in Dover, with "Interfaith Crossing" opening in Felton during 2019 with 18 beds of additional supportive housing.

F. COMPREHENSIVE PLAN PRIORITIES ADDRESSED

The Dover Interfaith Mission for Housing provides decent housing, a suitable living environment for men who would otherwise be homeless, and economic opportunity for residents. Most are enabled to secure employment and stable housing in the community.

G. And H. LEVERAGE AND PROJECT COSTS

$30,000 is requested to maintain the costs of heat, electricity, telephone service, supplies, insurance, and maintenance of the DIMH shelter. This compares with annual non-personnel operating costs of approximately $50,000.

The Delaware State Housing Authority provided $13,750 for operating costs for FY2020, making it possible for DIMH to cover many routine operating costs between these two grants. Any deficit is made up from private donations.

When this amount requested is compared with the service provided, $30,000 may be divided by the 12,410 person nights of shelter provided annually:

$30,000 would provide 12,410 person-nights of shelter at $2.42 per person per night.

$30,000 would provide an average benefit of $100 to $120 per person, 100% of whom have very low incomes.

In addition to the grants for operating costs, DIMH has received a total of over $400,000 in grants to support staffing and programs for a total budget of $460,000 in overall support. The request of $30,000 would, therefore, leverage more than ten times the CDBG request.

WORKPLAN

The DIMH workplan continues to be the provision of shelter, meals, and assistance to homeless men to enable them to achieve lives of productivity and purpose. 34 men are sheltered at one time. Each new entrant is provided with 30 days of shelter, during which he must demonstrate that he is serious about securing employment and stability. Those who comply with the pursuit of this objective by participating in case management and the extensive training offered are permitted to extend their stay.

DIMH plans to continue—at a minimum—its current staffing pattern and active board involvement in daily operations and services. Additional funding is being sought to add professional staff so that reliance on volunteer board members may decrease over time. With additional volunteers and organizations engaged on an ongoing basis, there is no reason to anticipate a decline in services and programs but, rather, an expansion of them.

GOALS AND OBJECTIVES

The goal of the program is to operate a safe and healthful shelter for homeless men and to assist them to obtain the food, medical attention, and other services needed to ensure their health and well-being while enabling them to become self reliant. The shelter will continue to provide 34 beds and a complement of regular training and education efforts as noted above. DIMH is in the process of acquiring a more permanent facility that will—we hope—expand the number of beds available as well as housing opportunities.

Homelessness results in serious health conditions and is life-threatening. Those who are homeless typically utilize emergency resources such as the hospital emergency room excessively. A few such individuals in Dover have made eight to ten emergency-room visits during the past six months, resulting in considerable cost to the community. Further, those who are homeless are unlikely to be in a position to hold jobs and to be productive individuals able to contribute to the local economy. The prevention of homelessness and the sheltering of the homeless reduces health risks and increases the productivity of those who were homeless. Clearly, homelessness poses a serious and immediate threat to the health and welfare of the community. The efforts of DIMH are a solution to this problem locally.

PERFORMANCE MEASUREMENT

The number of men provided with shelter, meals, and assistance and the number who secure a stable life outside the shelter are the key indicators of effective performance.

As noted, DIMH provided shelter, meals and services to , with more than 200 securing employment that was sufficient to enable them to live on their own and to meet their own needs. In addition, less-measurable benefits accrued to the community that include a reduction in crime and loitering and crime

as well as an increase in overall health and well-being among the most vulnerable members of the community.

DIMH typically generates results along the lines of 70% or more of the shelter residents being re-employed in the community. 100 men who secure minimum-wage employment generate an economic impact of more than $1.7 million in terms of the wages earned and then spent locally. These numbers are more reflective of recent efforts and experience.

BUILDING ON PREVIOUS WORK

The DIMH shelter continues to build on the experience gained by the work of the organization over the past twelve years. DIMH continues to respond to the needs of the homeless community: in recent years, Code Purple emergency cold-weather housing was initiated under the auspices of DIMH. A daytime resource center has opened to serve additional homeless individuals with personal needs ranging from hygiene to employment assistance. Additional housing facilities serve 58 men who are able to pay modest rents but whose past instability and other challenges impede their access to housing in the private market. DIMH also collaborates with many local organizations and community efforts, including Restoring Central Dover, the creation of the Downtown Development District, and the implementation of programs with resources from the Delaware State Housing Authority's Strong Neighborhoods Housing Fund.

COORDINATION WITH LOCAL BUSINESSES

DIMH is an active member of the Central Delaware Chamber of Commerce and regularly informs its members and those of the Greater Dover Committee about DIMH efforts and achievements. Numerous businesses contribute to the DIMH shelter, providing food and other materials needed. The Downtown Dover Partnership leases the shelter facility to DIMH at a nominal rent. DIMH benefits from the Bayard Pharmacy donation program, with Bayard Pharmacy collaborating in an effort initiated by DIMH to reduce co-payments for prescription medications needed by homeless individuals.

Through the Cen-Del Foundation, DIMH is accessing donations of supplies and materials from the Greater Kent Committee network of businesses. Donations of various items are received from local businesses and individuals. A growing network of food providers--with regular pickups at several local restaurants and retailers—makes it possible for DIMH to collaborate with other local organizations to ensure that the homeless in our community have access to at least one hot, nutritious meal daily.

TD Bank has a special working relationship with DIMH, enabling shelter residents to open bank accounts with a $25 contribution from the bank along with training in the use and management of bank accounts.

DIMH is a member of the Central Delaware Chamber of Commerce and regularly interacts with Chamber members to enlist their support as volunteers and contributors. This relationship has done much to enhance the awareness of DIMH, its mission, and the need for the community to assist the homeless. Partnerships with local builders and contractors have made it possible for DIMH to renovate Walt Bagley Hall (congregate housing facility) and a daytime Resource Center for the homeless. Dover area Rotary Clubs have been instrumental in making the Resource Center a reality.

Suppliers of building materials have been cooperative in terms of providing discounts for DIMH purchase of materials for these and other projects. DIMH also works with a number of local landlords to secure housing for men moving from the shelter to independence, as DIMH references—and guarantees when needed—often make the difference in accessing private housing for former shelter residents. DIMH residents with construction skills are increasingly employed by local businesses for a variety of small renovation and repair projects.

Further, DIMH collaborates actively with local agencies and nonprofits to ensure that services are available to those engaged with DIMH housing and programs. This includes collaboration on the provision of meals and on the provision of housing through the Central DE Housing Collaborative.

CITY OF DOVER
FY 2020-2024 Multi-Year
CDBG GRANT APPLICATION FORM
FY2021

1. General Applicant Information

A. Name Central Delaware Housing Collaborative (CDHC)

Address 801 W. Division Street, Dover, DE 19904-2735

Phone Number 302-883-2655

B. Name, position and signature of person submitting application:

Paulette Winkfield, CDHC Executive Board Member

Paulette J. Winkfield, MSW, CHWS, CDTP

Name and position of authorizing official:

Paulette Winkfield, Executive Board Member

C. Name, address and phone number of Contact Person:
(If different from B above)

Same as Above

FY 2021 only

Activity: Aid for special needs persons

Amount Requested: $ 20,600
Source of Cash Matching Funds $ 33,000

1. Low/Moderate-Income Benefit:

LOW/MODERATE - INCOME BENEFIT TABLE - Instructions

The amount of benefit to low-and moderate-income persons must be calculated for each activity as described below. Future program years may be estimated as long as 51% of the population being served is low to moderate income.

1. In column 1, list the activity and fiscal year through 2024.
2. In column 2, show the total number of persons that the activity will serve.
3. In column 3, show the number of low- and moderate-income persons that the activity will serve.
4. In column 4, divide column 3 by column 2 to show the percent of low- and moderate-income persons that the activity will serve.
5. In column 5, show the amount of funds requested for the activity for current fiscal year only.
6. In column 6, multiply column 4 by column 5 to show the amount of those funds that will be used to benefit low-and moderate-income persons.
7. List the sources of data used to calculate benefit in the space provided at the bottom of this page.

LOW/MODERATE-INCOME BENEFIT TABLE

Activity	2. Total Persons Activity will Serve	3. L/M Persons Activity will Serve	4. % L/M Persons Activity will Serve	5. Amount Requested for Activity	6. Amount L/M Benefit
Provide operating and maintenance costs for a shelter for homeless women	96	96	100%	$20,600	$2,060

Activity	2. Total Persons Activity will Serve	3. L/M Persons Activity will Serve	4. % L/M Persons Activity will Serve	5. Amount Requested for Activity	6. Amount L/M Benefit

Source of Data: Estimates of numbers of homeless women to be served each year, 96 per year x 5 years= 480. This estimate is based on initial group of 16, and then anticipated turnover of 16 bimonthly to get the 96.

2. Management Capacity

A. List the person(s) to be responsible for administering the CDBG Project:

Sub-Recipient Personnel	Title(s)
Valerie Bradshaw	Vice Chair CDHC board
Paulette Winkfield	Executive CDHC board member

B. Attach resumes or other supporting documentation for the personnel of new applicants, which establishes the capacity of the personnel above to effectively manage a CDBG sub-recipient project.

4. Application Work Plan

Each proposed program activity must address each of the following areas through fiscal year 2024. Items C thru H will only need to be completed for the current fiscal year. Attach a mission statement and purpose of your organization.

A. Each program activity must be addressed separately. Program activities must be listed in order of priority with the program activity of highest priority first. This order of priority for program activities must be followed on all forms contained in this application.

B. Each program activity must be fully described. For rehabilitation programs, this description must include the number of units to be rehabilitated, rental properties to be rehabilitated, any special population groups the rehabilitation program will address, the target area, and the need for the rehabilitation activity.

C. Provide a timetable showing monthly milestones for completion of each activity.

D. Attach drawings plans or other documentation necessary to describe program activities.

E. Describe each activity's conformance with the goals and objectives of the City's Consolidated Plan.

F. Describe the extent to which the proposed project(s) will address one or more significant priorities identified by the City's Consolidated Plan.

G. Describe the extent to which the project builds upon previous work or supplements other work that will be funded from other sources.

H. Describe source and amount of any funds used to leverage the City's portion of the project. Indicate when these funds will be available. Attach documentation of any match.

5. Each application should also describe the following:

A. Describe any efforts to coordinate with businesses regarding the development of the community as it affects low/moderate-income residents of the area.

The CDHC has support of the Dover business community and is partnering with the Central Delaware Chamber of Commerce, their leadership group, as well as the Area 30 Rotary Clubs, NCALL research, and local realtors. The business community, churches and other faith based groups, as well as private citizens have rallied together in support of the 801 women's shelter by providing linens, food, interior design, and other support services.

6. Have you received a sub-recipient grant from the previous funding year?
If yes give the total amount $_____40,000_____

ADDENDUM
2021 CDBG SUB-RECIPIENT APPLICATION FORM

Please choose the best option that describes the purpose of your activity from the three objectives.

Suitable Living Environment xxxx
Decent Housing _____
Economic Opportunity _____

Please choose the best option that will describe the outcome of your activity based on the categories listed below.

Availability/Accessibility _____
Affordability _____
Sustainability xxxxx

Please provide a proposed outcome based on the information below that applies to your activity

Number of persons, households, units, or beds assisted as appropriate 96

Income level of persons or households by: Very Low 100%
Low 0%
Moderate 0 %

If your activity benefits a target area, please show the number of persons served and the percentage of low/mod persons served.

Very Low	96	100%
Low	0	0%
Moderate	0	0 %

Your close out report will require you to provide breakdowns of those served by race, ethnicity and disability.

CITY OF DOVER
FY 2020-2024 Multi-Year
CDBG GRANT APPLICATION FORM
FY2021

1. General Applicant Information

A. Name: NCALL

Address: 363 Saulsbury Road, Dover, DE 19904

Phone Number: (302) 678-9400

B. Name, position and signature of person submitting application:

Patricia Kelleher, Real Estate Development Director

2/25/21

Name and position of authorizing official:

Karen B. Speakman, Executive Director

2/26/21

C. Name, address and phone number of Contact Person:
(If different from B above)

FY 2021 only

Activity: Demolition and environmental abatement of two vacant properties
Amount Requested: $30,000
Source of Cash Matching Funds $30,000 – SNHF IV (DSHA)

1. Low/Moderate-Income Benefit:

LOW/MODERATE - INCOME BENEFIT TABLE - Instructions

The amount of benefit to low-and moderate-income persons must be calculated for each activity as described below. Future program years may be estimated as long as 51% of the population being served is low to moderate income.

1. In column 1, list the activity and fiscal year through 2024.
2. In column 2, show the total number of persons that the activity will serve.
3. In column 3, show the number of low- and moderate-income persons that the activity will serve.
4. In column 4, divide column 3 by column 2 to show the percent of low- and moderate-income persons that the activity will serve.
5. In column 5, show the amount of funds requested for the activity for current fiscal year only.
6. In column 6, multiply column 4 by column 5 to show the amount of those funds that will be used to benefit low-and moderate-income persons.
7. List the sources of data used to calculate benefit in the space provided at the bottom of this page.

LOW/MODERATE-INCOME BENEFIT TABLE

Activity	2. Total Persons Activity will Serve	3. L/M Persons Activity will Serve	4. % L/M Persons Activity will Serve	5. Amount Requested for Activity	6. Amount L/M Benefit
Demo & Abatement	100	50	50	$30,000	$30,000

Source of Data: NeighborWorks Success Measures, Policy Map, DSU's Center for Neighborhood Revitalization, Restoring Central Dover's outreach and surveying of residents.

2. Management Capacity

A. List the person(s) to be responsible for administering the CDBG Project:

Sub-Recipient Personnel Title(s)

Patricia Kelleher, Real Estate Development Director

Frank Datillo, Construction Manager

Will Grimes, Neighborhood Revitalization Coordinator

Connie Harrington, Finance Director

B. Attach resumes or other supporting documentation for the personnel of new applicants, which establishes the capacity of the personnel above to effectively manage a CDBG sub-recipient project.

4. Application Work Plan – *Please see attachment*

Each proposed program activity must address each of the following areas through fiscal year 2024. Items C thru H will only need to be completed for the current fiscal year. Attach a mission statement and purpose of your organization.

A. Each program activity must be addressed separately. Program activities must be listed in order of priority with the program activity of highest priority first. This order of priority for program activities must be followed on all forms contained in this application.

B. Each program activity must be fully described. For rehabilitation programs, this description must include the number of units to be rehabilitated, rental properties to be rehabilitated, any special population groups the rehabilitation program will address, the target area, and the need for the rehabilitation activity.

C. Provide a timetable showing monthly milestones for completion of each activity.

D. Attach drawings plans or other documentation necessary to describe program activities.

E. Describe each activity's conformance with the goals and objectives of the City's Consolidated Plan.

F. Describe the extent to which the proposed project(s) will address one or more significant priorities identified by the City's Consolidated Plan.

G. Describe the extent to which the project builds upon previous work or supplements other work that will be funded from other sources.

H. Describe source and amount of any funds used to leverage the City's portion of the project. Indicate when these funds will be available. Attach documentation of any match.

5. Each application should also describe the following:

   A. Describe any efforts to coordinate with businesses regarding the development of the community as it affects low/moderate-income residents of the area.

6. Have you received a sub-recipient grant from the previous funding year? Yes
   If yes give the total amount $ 30,000

ADDENDUM
2021 CDBG SUB-RECIPIENT APPLICATION FORM

Please choose the best option that describes the purpose of your activity from the three objectives.

Suitable Living Environment **__x____**
Decent Housing **__x____**
Economic Opportunity **__x____**

Please choose the best option that will describe the outcome of your activity based on the categories listed below.

Availability/Accessibility **_____**
Affordability **___x____**
Sustainability **___x___**

Please provide a proposed outcome based on the information below that applies to your activity

Number of persons, households, units, or beds assisted as appropriate: 100 persons, minimum_____

Income level of persons or households by: Very Low _____ %
Low____50___ %
Moderate ___50___ %

If your activity benefits a target area, please show the number of persons served and the percentage of low/mod persons served.

The demolitions and environmental abatements and assessments will occur in the Restoring Central Dover target area, a low-income neighborhood of approximately 4,000 persons that is the focus of a targeted, comprehensive community revitalization plan. According to the American Community Survey, approximately 46% of Central Dover households earn less than $30,000 annually.

Your close out report will require you to provide breakdowns of those served by race, ethnicity and disability.

NCALL

CDBG Application to City of Dover

February 26, 2021

A. Program Activity:

Demolition and Environmental Assessment/Abatement of two (2) Vacant Buildings in Central Dover

B. NCALL is the lead agency of the Restoring Central Dover initiative, a multi-year community development collaboration with the City of Dover, the Downtown Dover Partnership, Central Delaware Habitat for Humanity, the Dover Police Department, and other partners, to improve the downtown area. Major funding for the project is provided by the Wells Fargo Regional Foundation. In 2020, Wells Fargo renewed the implementation grant for an additional five years (2020 - 2024) in the amount of $500,000.

Central Dover has suffered from generations of disinvestment. Many of the residents are low income and either unemployed or underemployed, as the following statistics from the original application to the Wells Fargo Regional Foundation testify:

- Of a total area population of 3,746, a high percentage is comprised of low-income renters, public housing residents and homeowners, as well as homeless individuals
- 59% of population is African American
- Households led by single mothers - 53%
- Median incomes of $34,730 are 27% lower than for Dover as a whole at $47,754.
- According to the American Community Survey, 46% of Central Dover households earn less than $30,000 annually
- A high unemployment rate of 10% (2010) and lower educational achievement levels characterize the neighborhood residents.
- Vacant land and buildings comprise 13% of Central Dover.
- Low rate of homeownership – 30%[I] and accompanying high rate of rental housing – 70%
- The Central Dover plan area is made up of 75 blocks (393 acres)

[I]Revised number as of November 2019, up from 25% in 2014

Restoring Central Dover focuses on three key goals:

1. A Strong Community
2. Positive Development
3. Quality of Life

And the following priorities:

- Improved Housing – both Rental and Homeownership
- Economic and Workforce Development
- The Social Determinants of Health

- Arts and Culture
- Resident Empowerment
- Public Policy

When Restoring Central Dover began in 2015, the rate of homeownership was about 25%, which is extremely low, and is an indicator of a community in distress. Therefore, increasing the rate of homeownership is a priority for the initiative. During the initial five years, 2015 - 2020, the rate climbed close to 30% because of the combined efforts of NCALL and Habitat, as well as other partners such as Milford Housing Development Corporation and MauTiste, Inc., to build new single-family homes. Currently, NCALL is constructing two homes on S. Queen Street, has recently broken ground on two more on N. New, and is planning three more on S. Queen and one on S. Kirkwood in 2021. With the financial assistance of the City of Dover, we acquired the Elks Properties on N. Kirkwood at the end of 2020. The plan is to build four single family homes on the lots (217, 225 & 235) in 2022, as well as deeding a piece of the property to the City to expand the Mary Street Park. NCALL recently purchased 102 S. New and has a pending contract on 104 S. New; both homes are contiguous with our vacant lots at 106, 108, 110 and 112 S. New Street. This will allow NCALL to secure and redevelop this highly distressed corner of the Central Dover.

NCALL purchases existing vacant structures, conducts environmental testing and completes asbestos and lead abatements before demolishing and then building new single-family homes. Our development costs are high and therefore we are respectfully requesting that the City of Dover consider a grant of $30,000 to cover two demolitions and the corresponding environmental tests. There are several properties in hand that could be covered by this funding including the Elks Lodge and the single-family home on that property, and we are constantly seeking new properties to acquire and redevelop. NCALL has Strong Neighborhoods Housing Funding, and other commitments, in place to build at least twenty more homes before 2024, as committed in the Restoring Central Dover Plan, Phase II.

In 2018, NCALL purchased 11 vacant properties from a Central Dover investor. The attached table details the costs involved in the acquisition and clearing of those parcels; this was just Phase I. Phase II is the construction of the homes which costs around $190,000. The homes then sell for $175,000. We could not make the improvements that we are achieving in Central Dover without assembling funding from various sources such as this CDBG request.

Although only two homes will be built with the funding, if awarded, the impact will go beyond the households who move into them. Blight is a destructive force in neighborhoods. It lowers property values, decreases neighborhood pride, provides havens for illegal activities and vagrancy and has been proven to cause significant mental and physical stress for those who live nearby (*Journal of Public Health, 2013*). Therefore, we estimate about 50 residents surrounding each demolished home will reap the benefits of revitalization for a total of 100, but the actual number is probably much higher.

Data will be gathered from NCALL's housing counseling intake forms (all purchasers of NCALL's homes must go through our housing counseling program), NeighborWorks Success Measures, Policy Map, DSU's Center for Neighborhood Revitalization, and Restoring Central Dover's outreach and surveying of residents.

C. Timeline for NCALL's Proposed Demolitions

CDBG Application Submitted	February 26, 2021
CDBG Awards	August 2021
Purchase of Vacant Buildings	In current inventory
Environmental Testing Completed	By end of January 2022
Bid and Award for Abatements	By end of February 2022
Abatements Completed	March 2022
Bid and Award for Demolitions	March 2022
Demolitions Completed	April – May 2022

D. Drawings – please see attachment

E. Describe each activity's conformance with the goals and objectives of the City's Consolidated plan:

When the City of Dover reviewed its previous (2008) Consolidated Plan, a significant slowdown in residential development was noted, as well as a lack of housing diversity and of affordable housing. Since then, NCALL has made a commitment to building quality single-family houses for low to moderate-income households and has sold eight new homes to first time homebuyers with four more under construction. Fifteen vacant and boarded up buildings were acquired and demolished, or are awaiting demolition, addressing the prevention of slums and blight, and leading to improved health outcomes for the community. NCALL's real estate development in Central Dover is part of a bigger plan, Restoring Central Dover, to improve the neighborhood by addressing all the Social Determinants of Health. Funding the demolition of two vacant properties in Central Dover will conform with the City's Consolidated Plan.

F. NCALL addresses one or more significant priorities in the City of Dover's Comprehensive Plan's goals by:

- Encouraging balanced housing opportunities by removing barriers
- Providing safe and healthy livable neighborhoods
- Providing homeownership opportunities to low- and moderate-income households
    - Creating mixed housing types
    - Promoting residential development within the City
    - Encouraging the development of affordable housing

G. The proposed project continues and supports the efforts of the Restoring Central Dover to improve residential conditions by providing quality for sale housing for low to moderate income households. Thirty new homes have been built in total since 2015 by NCALL and our partners, and twenty more are proposed for the next five years. Significant funding has been granted by the following entities, among others:

City of Dover CDBG
Delaware State Housing Authority
- Strong Neighborhoods Housing Funds
- Housing Development Funds

State of Delaware
- Neighborhood Building Blocks
- Downtown Development Districts Rebates

- Bank of America Foundation
- Crestlea Foundation
- Borkee Hagley Foundation
- Chichester duPont Foundation
- Delaware Community Foundation
- JPMorgan Chase Foundation
- Laffey McHugh Foundation
- Longwood Foundation
- Marmot Foundation
- NeighborWorks America
- Potter Trust
- Speer Trust
- Welfare Foundation
- Wells Fargo Regional Foundation

It also continues the work funded by City of Dover CDBG funds in FY 2020.

H. In 2020, NCALL, in partnership with Habitat, was awarded a fourth Strong Neighborhoods Housing Fund grant in the amount of $800,000 by Delaware State Housing Authority. The grant agreement is attached.

5. A.

RCD works with the Downtown Dover Partnership and area merchants through Unlock the Block and our support of First Fridays. Will Grimes, the RCD Program Coordinator, serves on several of DDP's committees. Diane Laird, the DDP's executive director, is a member of RCD's Steering Committee and Co-Chairs its Economic Development Work Group. NCALL is developing an office building at the corner of Division and New Streets that will house a small business incubator to be operated by Delaware State University. This new building will be a resource for the community and an engine for economic renewal. The sixth Launcher class began on January 11 at Solid Rock Outreach Center with 16 participants. Launcher educates aspiring entrepreneurs on the development of a business plan, connects them to resources and offers eligibility for a $25,000 implementation loan from the Franklin Mint Credit Union.

All of these efforts combine to offer economic development opportunities to the low and moderate-income residents of the community.

6. In FY 2020, NCALL received a CDBG award of $30,000 from the City of Dover to complete two demolitions and environmental abatements. Working with Tracey Harvey, CDBG Program Administrator, the demolition of 49 S. Kirkwood Street was completed in December 2020 and the environmental abatement in January of this year. Reimbursement is pending. Mrs. Harvey is currently assessing the suitability of 102 S. New Street to be the second draw e for the grant. City of Dover CDBG funding is a valuable resource for the redevelopment of Central Dover and is greatly appreciated by NCALL.

THE WESLEY

OWNER:

NCALL
544 WEBBS LANE
DOVER, DE 19904

CONSTRUCTION DOCUMENTS

DATE:	09/24/2018
CODE:	IRC 2012
USE GROUP:	R-3

SQUARE FOOTAGE

FINISHED SQUARE FOOTAGE	
-FIRST FLOOR	920 S.F.
-SECOND FLOOR	842 S.F.
-TOTAL	1762 S.F.

UNFINISHED SQUARE FOOTAGE	
-CRAWL FLOOR	833 S.F.
-GARAGE FLOOR	244 S.F.

DRAWING LIST

CS-1	COVER SHEET
GN-1	GENERAL NOTES
GN-2	GENERAL NOTES
A-1	FOUNDATION PLANS
A-2	FLOOR PLANS
A-3	SECTIONS
A-4A	ELEVATIONS 'A'
A-4B	ELEVATIONS 'B'
A-4C	ELEVATIONS 'C'
S-1	FIRST FLOOR FRAMING PLANS
S-2	SECOND FLOOR/ ROOF FRAMING PLANS
CD-1	DETAILS
CD-2	DETAILS

C. O'BRIEN Architects Inc.
18 ROCK HILL ROAD
BALA CYNWYD
PA, 19004
PH: (610) 279-8792
F: (610) 279-8793

COVER SHEET

NCALL
544 WEBBS LANE
DOVER, DE 19904
THE WESLEY

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drawn by
checked by COB
date 09/24/2018
revised

sheet title
COVER SHEET
sheet no.
CS-1

GENERAL CONDITIONS

-- All codes having jurisdiction shall be observed strictly in the construction of the project, including all applicable state, city and county building, zoning, electrical, mechanical, plumbing and fire codes. Contractor shall verify all code requirements before commencement of construction and bring any discrepancies between code requirements and the construction documents to the attention of the Architect.

-- These plans are not to be scaled for construction purposes. Dimension lines and notes supersede all scaled references

-- Details and sections on the drawings are shown at specific locations and are intended to show general requirements throughout. Details noted 'typical' imply all conditions treated similarly. Modifications to be made by contractor to accommodate minor variations.

-- All drawings shall be fully coordinated by contractor to verify all dimensions, locate depressed slabs, slopes, drains, outlets, recesses reglets, bolt settings, sleeves, etc.

-- The contractor shall verify and protect all service lines and existing site area from deterioration or damage.

-- The Architect/Engineer shall not be responsible for the safety and construction procedures, techniques, or the failure of the builder to carry out the work in accordance with the drawings or the required codes.

-- Contractor shall obtain all necessary building permits.

-- Contractor shall during the course of construction bring to the attention of the Architect in writing any issue that may effect the work or finish of the house. The Contractor will wait until the Architects issues written instructions before proceeding with the work.

-- The Contractor and Subcontractor shall verify all dimensions and job conditions at the job site sufficiently in advance of work to be performed to assure the orderly progress of the work.

-- The Architect/ Engineer shall not be responsible for review of shop drawings prepared by manufacturer (ie., truss) or the installation of such, in areas where the drawings do not address methodology.

-- All manufacturer's printed warnings for handling of products must be strictly observed. The words "or equal" are to be assumed whenever a specific manufacturer is noted.

-- All codes, trade standards, and manufacturer's instructions referenced in the Contract Documents shall be the latest edition, unless otherwise noted.

-- All components of construction not specifically called for or detailed on the drawings (such as blocking, bulkheads, sills, plates, sleepers, cats, anchors, ties, fasteners, flashings, miscellaneous trim, etc.) but are required, necessary, and considered good practice for construction shall be made part of the building.

SITE WORK

-- Presumptive Soil Bearing Capacity is 2,000 psf on undisturbed soil. All concrete footings shall bear on undisturbed soil or engineered fill. Bottoms of footings shall be 2'-0" below finish grade (min.) or to frost line.

-- No excavations shall be made whose depth below the footing is greater than 1/2 the horizontal distance from the nearest edge of the footing.

-- All backfill at structures, slabs, steps and pavements shall be determined in accordance with ASTM D-557.

-- All slabs on grade shall bear on compacted soil

-- Gutters and downspouts shall discharge at gutter splash blocks unless local codes require Storm Water Management System.

DOORS AND WINDOWS

-- Glazing in locations which may be subject to human impact, as listed in IRC Section R308, such as glazing in framed/ unframed swinging doors, storm doors, glass entrances and exit doors, fixed/ operable panels adj. to doors less than 24", panels of sliding glass doors, shower doors, tub enclosures, and railings.

-- Per Section R308.4.5, glazing and wet surfaces require safety glazing (tempered glass) for any window within 60" measured horizontally in a straight line from water's edge of hot tubs, spas, whirlpools, saunas, steam rooms, bathtubs, showers & indoor/outdoor pools

-- Per Section R308.4.6, glazing adjacent to stairs and ramp require safety glazing (tempered glass) in glazing where bottom exposed edge of glazing is less than 36" above the plane of adjacent walking surfaces of stairways, landings btwn flights of stairs and ramps

-- Per Section R308.4.7, glazing adjacent to the bottom stair landing requires safety glazing tempered glass) in glazing adjacent to the landing at bottom of a stairway where the glazing is less than 36" above the landing and within 60" horizontally of the bottom tread

-- Per Section R310.1 all egress windows cannot have a greater sill height than 44 inches A.F.F.

-- Per Section R312.2, any window that has opening located more than 72 inches above grade and the opening is less than 24 inches from the finished interior flor, will have to be provided with a fall protection device that will prevent the window from being opened more than 4 inches. Windows that have a sill height of 24 inches and greater will not have to comply with this requirement.

-- All manufactured windows and sliding glass doors shall meet the air infiltration standards of the 1972 American National Standards Institute ASTM E283-73 with a pressure differential of 1.57 pounds per square foot and shall be certified and labeled.

-- Exterior entry doors shall be 1-3/4" thick insulated metal doors or approved equal and shall meet the following requirements:
Air Infiltration: ASTM E283 - Water resistance: ASTM E331 Acoustical Performance: ASTM E413-70T-6TC 28 Thermal Transmission: R-18.48 (calculated). Sidelights shall be tempered glass and sized as indicated on drawings. Manufacturer as selected by Owner.

-- Natural light and ventilation minimum requirements:
Basement light/vent area = 2% / 5% floor area
light area per room = 8% floor area
Ventilation area per room = 4% floor area

-- Windows as 2nd egress (sleeping areas) shall be minimum 5.7 sq. ft. openable area with 24" minimum net clear opening height and 20" minimum net clear opening width

CONCRETE

-- All reinforced concrete shall be furnished and installed in accordance with the current ACI-318 "Building Code Requirements for Reinforced Concrete," (Latest Edition) and "Specifications for Structural Concrete for Buildings," ACI 301.

-- All Concrete used for footings, basement slabs and interior slabs on grade shall be 3,500 psi min. @ 28 days Type I ASTM C150. All exterior concrete work, including porches and garage slabs shall be nominal 4" - 3,500 psi, (per specification "Ex. A"), air entrained concrete, Type IA ASTM C260.

-- Maintain 1/2"-1" wide gap between basement slab edges & foundation walls.

-- Basement slabs shall have control joints placed at a maximum spacing of 25'-0" in each direction and at points of offsets, if such offset exceeds

-- Install footings / foundation walls with a min. depth of 24" below finish grade , measured to the bottom of the conc. footing, or maintain more restrictive height limitations imposed by local site / frost conditions

-- Sump pit shall be installed in full basements per foundation plan with a min. distance of 8' and a maximum distance of 24' from the foundation wall to the sump pit edge. 18" dia. X 24" dp. with lid sump to be connected to the perimeter drain.

-- Provisions must be taken to protect all concrete work from frost damage with special attention paid to footings and other on-grade construction prior to backfilling and enclosing the building.

-- Provide 6 mil polyethylene vapor barrier membrane complying with ASTM D-2103 under slabs where indicated on drawings.

-- Contractor shall verify all locations of openings, sleeves, anchor bolts, inserts, etc., as required by other trades before concrete is poured.

-- No concrete without additives is to be poured when the temperature is 40 F and falling. All concrete will be cured as per ACI.

WOOD AND PLASTICS

-- SEE GENERAL STRUCTURAL NOTES FOR WOOD SPECS.

-- Roof sheathing shall be APA rated 1/2" exterior grade plywood or or 7/16" Oriented Strand Board (OSB.) sheathing. Provide panel-clips at mid-span for spans greater than 24" o.c.

-- Floor sheathing shall be APA rated 3/4" sturdi-floor T & G interior/exterior plywood, glued and nailed. Adhesives conforming with Performance Specification AFG-01 shall only be used.

-- Provide and install 1/2" exterior grade plywood subfloor or alternative equal to, such as "Wonderboard" at all locations to be finished with ceramic tile.

-- Micro-lam and Para-lam beams to be engineered and manufactured by Truss Joist Macmillan, Corp. or approved equal.

-- All partitions shall be 2x4 stud construction unless otherwise noted on drawings. Bearing walls shall have stud placement of 16" o.c., maximum. Non-load bearing interior partitions shall be 16" o.c. maximum.

-- All wood framing members which rest on exterior foundation walls shall be pressure-treated unless the distance of the wood member to finish grade is greater than 8".

-- Post or multiple studs which directly support concentrated / point loads shall be made continuous through all stories / floors below and shall rest directly on the basement girder or foundation. Install solid blockings in floor framing spaces under posts / multiple studs to transfer the loads downward without interruption. The area of the cross-section of such blocking shall not have an area less than the cross-section of the posts / multiple studs below.

-- Lapping of floor joist is to be 3" min. and 6" max.

-- All connections and fastening of wood products shall follow IRC WOOD FRAME CONSTRUCTION FASTENING SCHEDULE.

-- Prefabricated wood trusses, truss bracings (temporary and permanent) and connections to support shall be designed by a licensed professional Structural Engineer. The design of the truss shall be in accordance with the specifications of Truss Plate Institute, Inc.

-- Woodburning fireplace chimneys shall have a min. vertical distance of 2'-0" above any portion of the roof 10'-0" away.

-- Interior stairways shall have a minimum clear width of 36", with a minimum 6'-8" headroom.

-- Per IRC R311.5.6 Handrails: Handrails having minimum and maximum heights of 34 inches and 38 inches (864 mm and 965 mm), respectively, measured vertically from the nosing of the treads, shall be provided on at least one side of stairways. All required handrails shall be continuous the full length of the stairs with two or more risers from a point directly above the lowest riser of the flight.
Exceptions:
1. Handrails shall be permitted to be interrupted by a newel post at a turn.
2. The use of a volute, turnout or starting easing shall be allowed over the lowest tread

-- Per IRC R312.1 Guards Required: Porches, balconies or raised floor surfaces located more than 30 inches (762 mm) above the floor or grade below shall have guards not less than 36 inches (914 mm) in height. Open sides of stairs with a total rise of more than 30 inches (762 mm) above the floor or grade below shall have guards not less than 34 inches (864 mm) in height measured vertically from the nosing of the treads.

METALS

-- All structural steel shall be in accordance with ASTM Specifications A-36. Steel for pipe columns shall be of equivalent capacity and weldability to ASTM Specifications A-501.

-- All steel shall be painted with one shop coat of Red Oxide paint. Primer or approved equal

FIRE PROTECTION OF FLOORS:

-- Fire-engineered "I-Joist" or floor truss floor assemblies require minimum 1/2" drywall or 5/8" wood structural sheathing applied to the underside of floor. With the following exceptions:

1. Dwellings protected by an automatic sprinkler system
2. Crawlspaces that don't have storage or fuel-fire appliances
3. Basements having a mechanical room no larger than 80 sf and fire-blocked per section 302.11 are exempt.
4. Floor assemblies using nominal 2x10 or larger conventional lumber

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GENERAL NOTES

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SPECIALTIES

-- Provide kitchen accessories, bath accessories, fireplace hardware, and miscellaneous items per Owners schedule and specifications. All items shall be installed in strict accordance with the respective manufacturer's published instructions and approved installation drawings.

-- Factory built fireplaces and flues shall be installed in accordance with N.F.P.A. 211, U.L. and manufacturer's specifications.

FINISHES

-- Provide and install gypsum wall board in accordance with "American Standard Specifications for the Application and Finishing of Gypsum Wallboard, as approved by the American Standards Association", latest edition: applicable parts thereof are hereby made a part of this specification except where more stringent requirements are called for in this specification, in local codes, or by the manufacturer of the gypsum wallboard, whose requirements shall be followed.

-- Application of paint or other coating shall be in strict accordance with manufacturer's directions. Ready-mixed paint shall not be thinned, except as permitted in the application instructions.

-- Provide and install moisture-resistant gypsum wall board, type VII, grade W or X as required, class 2, 1/2" thick, at shower/tub enclosures at walls and ceiling. Provide "Firecode" gypsum as called for on drawings.

ELECTRICAL

-- Contractor shall provide and install all labor, materials and equipment necessary to install wiring, related fixtures, electric heat elements and control. All work shall comply with the latest edition of National Electrical Code, state and local codes and ordinances. Subcontractor shall coordinate work with all other trades. Terminal hookup is required of all fixtures and appliances, motors, fans, and controls.

-- Electrical system layouts are generally diagrammatic, location of outlets and equipment is approximate. Exact routing of wiring and locations of outlets shall be governed by structural conditions and obstructions. Wiring for equipment requiring maintenance and inspection shall be readily accessible.

-- All electrical equipment, breakers, and time clock controls shall be properly labeled.

-- The serving utility will provide and install all primary and secondary service raceways and conductors, including transformer pads and connections to the line side of all building main disconnects. Raceways sized as designated by the service utility, shall be provided by the Electrical Contractor from each building main disconnect to the exterior building line for continuation by serving utility. Contractor shall provide panel design.

-- Provide one electric meter.

-- Materials and equipment shall be new and listed by Underwriter's Laboratories Inc. and bear their label wherever standards have been established and their label service is regularly furnished.

-- Verify and locate all receptacles prior to installation of drywall.

-- All switched outlets shall be one-half hot.

-- Provide G.F.I. circuits in the kitchen, bathrooms, garage, exterior locations, and at whirlpool where applicable. Provide trip reset receptacles where noted. Kitchen G.F.I. receptacles shall not be wired in series with other G.F.I. locations.

-- Install outlets as per local / state codes. In general, outlets shall be placed 12'-0" o.c. along wall spaces and not more more than 6'-0" from the corner of a wall opening. In addition, any isolated wall that is 2'-0" in length or longer with the exception of hallways, bathrooms, and laundry rooms will receive an outlet.

-- All equipment installed outdoors and exposed to weather shall be weather-proof.

-- Install receptacles in kitchen and bathrooms above work top unless otherwise noted on plans.

-- Provide light fixtures per owner's schedule.

-- Smoke detectors shall be installed in each sleeping room, outside of each separate sleeping area in the immediate vicinity of the bedrooms and on each additional story of the dwelling, including basements and cellars, but not including crawl spaces and uninhabitable attics.
In accordance with the latest edition of NFIPA 13D, each smoke detector shall operate on an alternating primary source with a back up battery source. The detectors shall be wired in sequence such that the actuation of one single alarm will actuate all of the alarms throughout the dwelling.

MECHANICAL

-- Contractor shall provide all labor, materials and equipment necessary to install: plumbing, related fixtures, ventilations, roof and floor drains, heating and air conditioning. All work shall comply with state and local codes and ordinances. Subcontractors shall coordinate work with all other trades. Contractor shall install and check all pressure reducing valves, pop off valves and other safety devices prior to operation.

THERMAL AND MOISTURE PROTECTION

-- The following specification shall govern with modifications as specified herein: American Society of Heating, Refrigerating and Air Conditioning Engineers (ASHRAE) Handbook of Fundamentals.

-- Install flashing and sheet metal in compliance with "Architectural Sheet Metal Manual" by SMACNA.

-- Provide and install flashing at all roof to wall conditions, projections of wood beams through exterior walls, exterior openings, and elsewhere as required to provide watertight/weatherproof performance.

-- Shingles shall be Asphalt-Fiberglass composition three-tab, conforming to U.L. Class "A" Fire Resistance, U.L. Wind Resistance, ASTM D3462 and ASTM D3018 Type I with a 20 year (min.) limited MFR. warranty. Shingles shall be installed as per Manufacturer's instructions.

-- Slopes of 4 inches in 12 inches or greater: asphalt shingle roofs shall have an underlayment of not less than one ply of no. 15 felt, applied as required in IRC section R-802 and table no. R-905.

-- The net free ventilating area shall not be less than 1 to 150 of the area of the space ventilated except that the area may be 1 to 300, provided at least 50 percent of the required ventilating area is provided by ventilators located in the upper portion of the space to be ventilated at least 3 feet above eave or cornice vents with the balance of the required ventilation provided by eave or cornice vents. The net free cross-ventilation area may not be less than 1 to 300 of the area of the space ventilated when the vapor barrier having a transmission rate not exceeding 1 perm is installed on the warm side of the ceiling.

-- The following information describes the conservation package insulation contractors are hereby required to bid and install insulation by this schedule, unless otherwise instructed in writing:

LOCATION	R-VALUE	MATERIAL
Ceiling	R-38	Blown Cellulose Insulation
Cathedral Ceiling	R-30	Batt insulation w/ kraft-faced V.B. per specs.
Exterior Walls 2 X 4 2 X 6 Dbl. 2 X 4	 R-13 R-19 R-13	Batt insulation w/ kraft-faced V.B. to inside (2) Layers (remove kraft paper on outermost layer
Ext. bsmt./fdtn. exposed wall	R-11	Foil faced batt insulation
Floors at overhangs	R-19	Batt insulation w/ kraft-faced V.B. to inside
Walls adj. to unfinished lower level	R-11	Batt insulation w/ no V.B.

-- Provide and install 1" thick rigid foam plastic insulation board with a minimum insulation only value of R-5 in accordance with manufacturer's instructions where shown on drawings.

-- Fit insulation tight within spaces and tight to and behind mechanical and electrical services within the plane of insulation. Leave no gaps or spaces being sure not to compress glass insulation.

-- Provide and install joint sealers to comply with Manufacturer's printed instructions applicable to products and applications indicated and to the following specifications:
Elastomeric Sealant: ASTM C-926
Solvent-Release-Curing Sealant: ASTM C-834
Latex Sealant: ASTM C-790
Acoustical Sealant: ASTM C-919

-- Provide and install gutters and downspouts as per SMACNA architectural sheet metal manual.
- Connect downspouts to preformed splash blocks to run to grade.

-- Drains shall be provided around all concrete or masonry foundations enclosing habitable or usable spaces located below grade per IRC Section R-405.1. The top of open joints of drain tiles shall be protected with strips of building paper, and the drainage tiles or pipe shall be placed on a minimum of 2 inches of washed gravel or crushed rock at least one sieve size larger than the tile joint opening or perforation and covered with not less than 6 inches of the same material.

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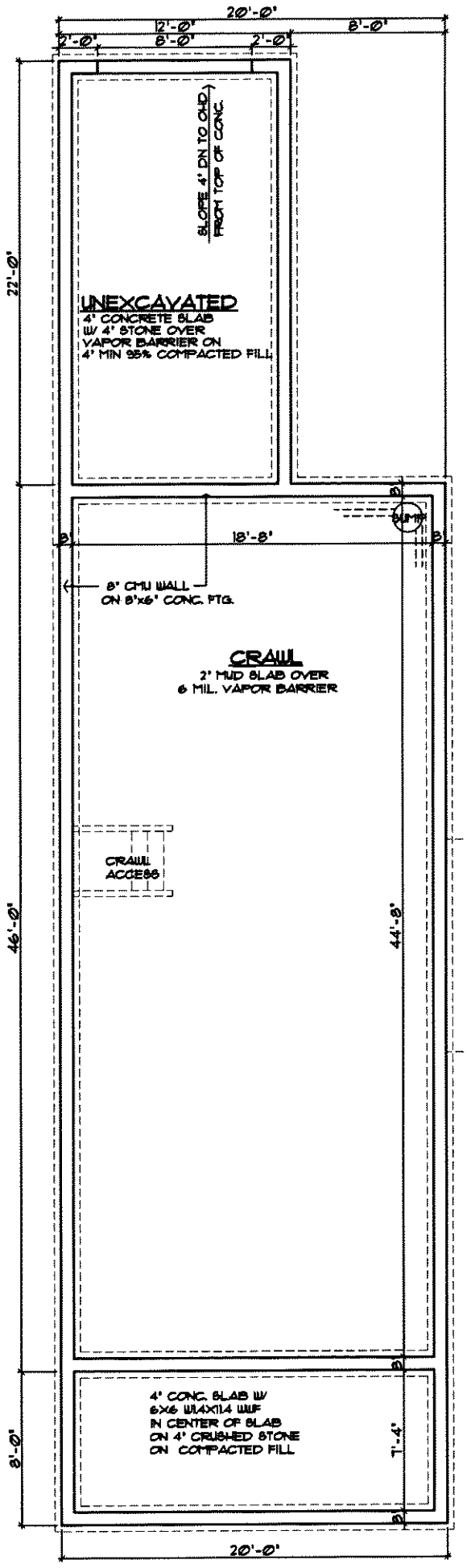
GENERAL NOTES

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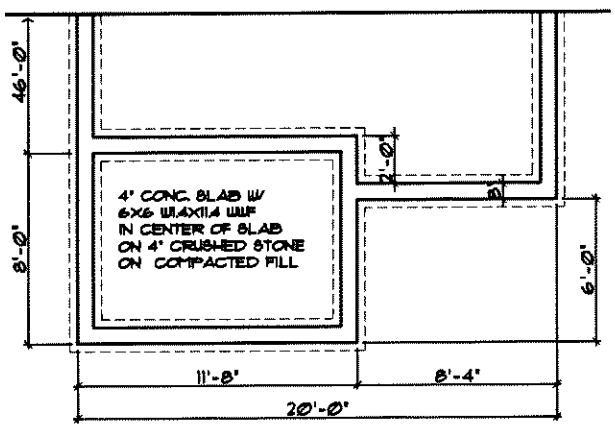
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sheet no.: G-2



ELEVATION 'A' & 'B'



ELEVATION 'C'

FOUNDATION PLANS

SCALE: 1/8" = 1'-0" @ 11"X17"
1/4" = 1'-0" @ 24"X36"

sheet title: FOUNDATION PLANS
sheet no.: A-1

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FOUNDATION PLANS

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GENERAL NOTES

ALL DIMENSIONS ARE TO ROUGH FRAMING.
ALL WALLS SHALL BE 2X6 STUDS @16" O.C. AT EXTERIOR & 2X4 @ 24" O.C. AT INTERIOR UNLESS OTHERWISE NOTED.
ALL LUMBER IN CONTACT WITH MASONRY OR CONCRETE SHALL BE PRESSURE TREATED.

HANDRAILS AND GUARDRAILS REQ. @ STEPS W/ 4 RISERS (MIN) AND SHALL COMPLY WITH R311 & R312. HANDRAILS TO HAVE MIN. & MAX. HEIGHTS OF 34" AND 38" GUARDRAILS TO HAVE MIN. HGT. OF 36" @ PORCHES, BALCONIES OR RAISED FLOORS, AND MIN. HGT. OF 34" @ OPEN STAIRS.

ALL EXTERIOR DECK LUMBER SHALL BE PRESSURE TREATED
ALL ANGLED WALLS @45 DEGREES, UNLESS OTHERWISE NOTED.
WHERE DRAWINGS ARE IN CONFLICT WITH OTHER DRAWINGS, CONTRACTOR SHALL NOTIFY THE ARCHITECT.

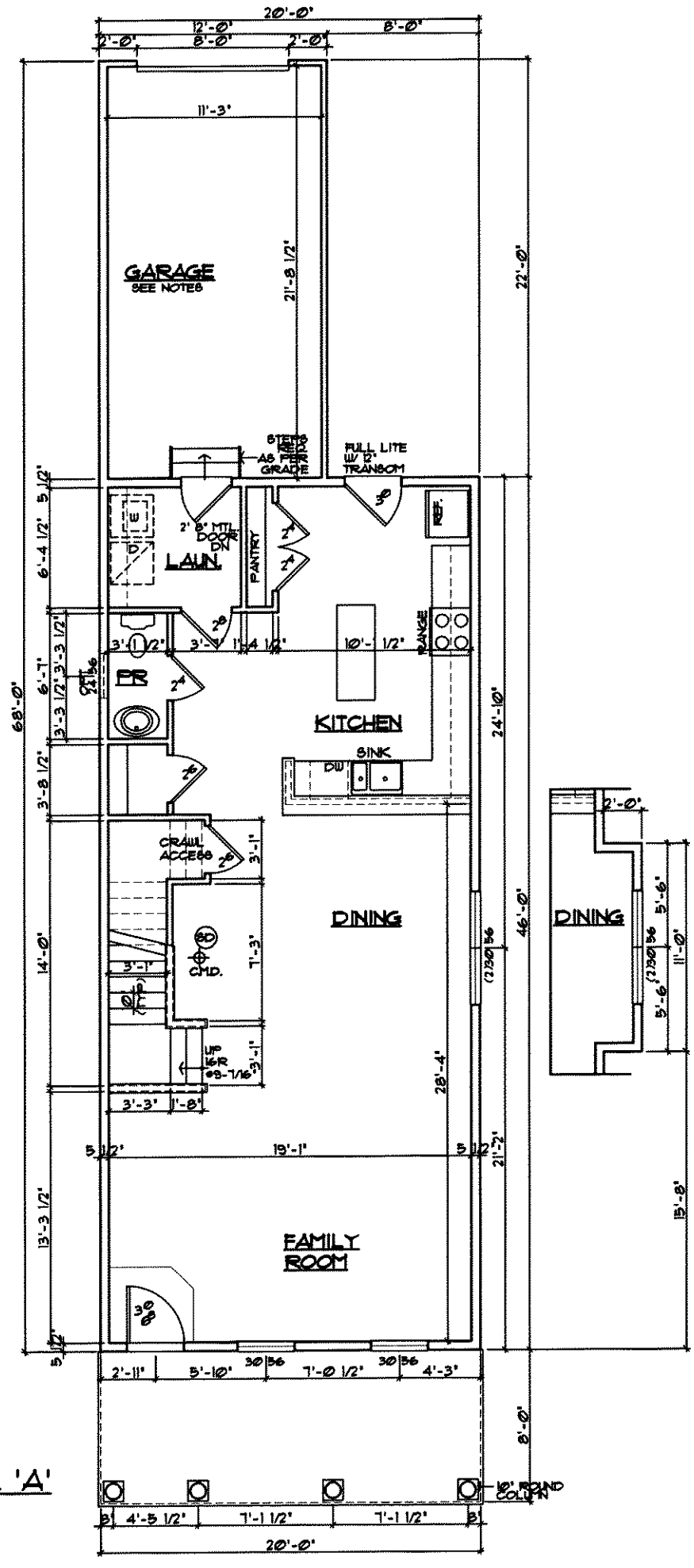
GARAGE NOTES:

DWELLING/ GARAGE FIRE SEPARATION SHALL COMPLY AS REQ. PER TABLE R302.6.

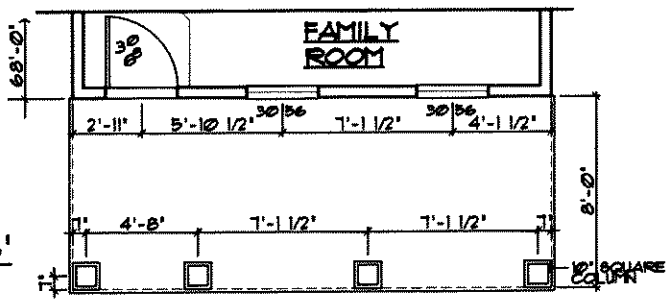
OPENINGS AND PENETRATIONS THROUGH THE WALLS OR CEILINGS SEPARATING THE DWELLING FROM THE GARAGE SHALL COMPLY WITH SECTION R302.5. THIS PROVISION DOES NOT APPLY TO GARAGE WALLS PERP. TO THE ADJ. DWELLING UNIT WALL.

ATTACHED GARAGES AND DETACHED GARAGES LESS THAN 3 FEET FROM THE DWELLING REQUIRES NOT LESS THAN ½-INCH GYP. BD. TO INTER. SIDE OF EXTER. WALLS. BETWEEN HABITABLE SPACE ABOVE GARAGE, ⅝ -INCH TYPE 'X' GYPSUM BOARD MUST BE APPLIED TO THE CEILING OF THE GARAGE.

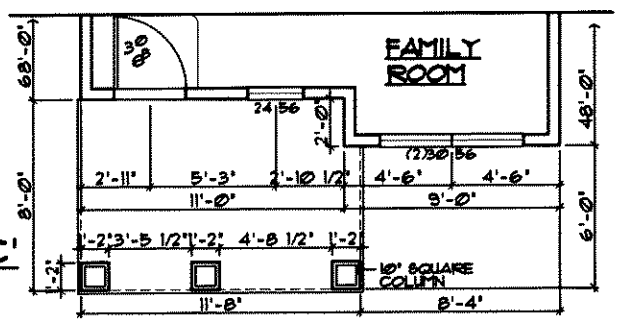
PROVIDE R-38 BATT INSUL. BTWN. GAR. CLG. AND FLOOR ABV. PROVIDE R-13 BATT. INSUL. AT ALL WALLS ADJ. TO GAR.



ELEV. 'A'

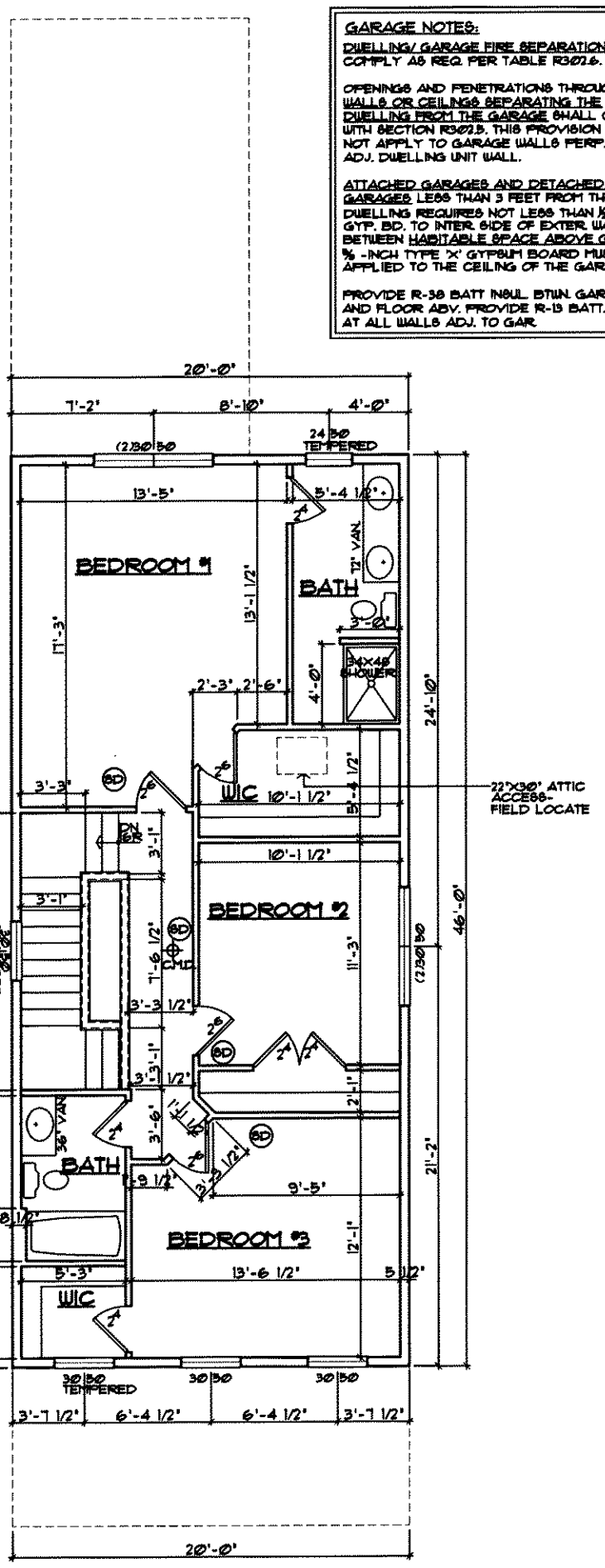


ELEV. 'B'

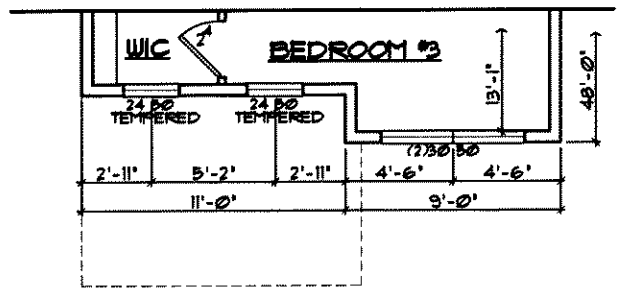


ELEV. 'C'

FIRST FLOOR PLAN



ELEV. 'A' & 'B'



SECOND FLOOR PLAN

FLOOR PLANS

SCALE: 1/8" = 1'-0" @ 11"X17"
1/4" = 1'-0" @ 24"X36"

sheet title: FLOOR PLANS
sheet no.: A-2

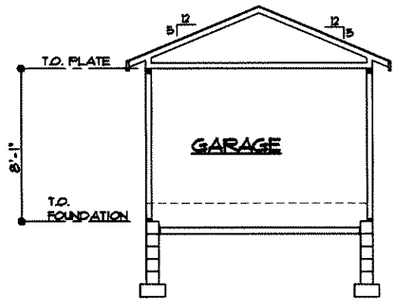
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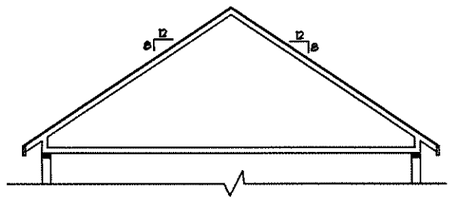
FLOOR PLANS

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1 / A-2 SECTION
SCALE: 1/8" = 1'-0" @ 11"X17"
1/4" = 1'-0" @ 18"X24"



2 / A-2 SECTION
SCALE: 1/8" = 1'-0" @ 11"X17"
1/4" = 1'-0" @ 18"X24"

3 / A-2 SECTION
SCALE: 1/8" = 1'-0" @ 11"X17"
1/4" = 1'-0" @ 18"X24"

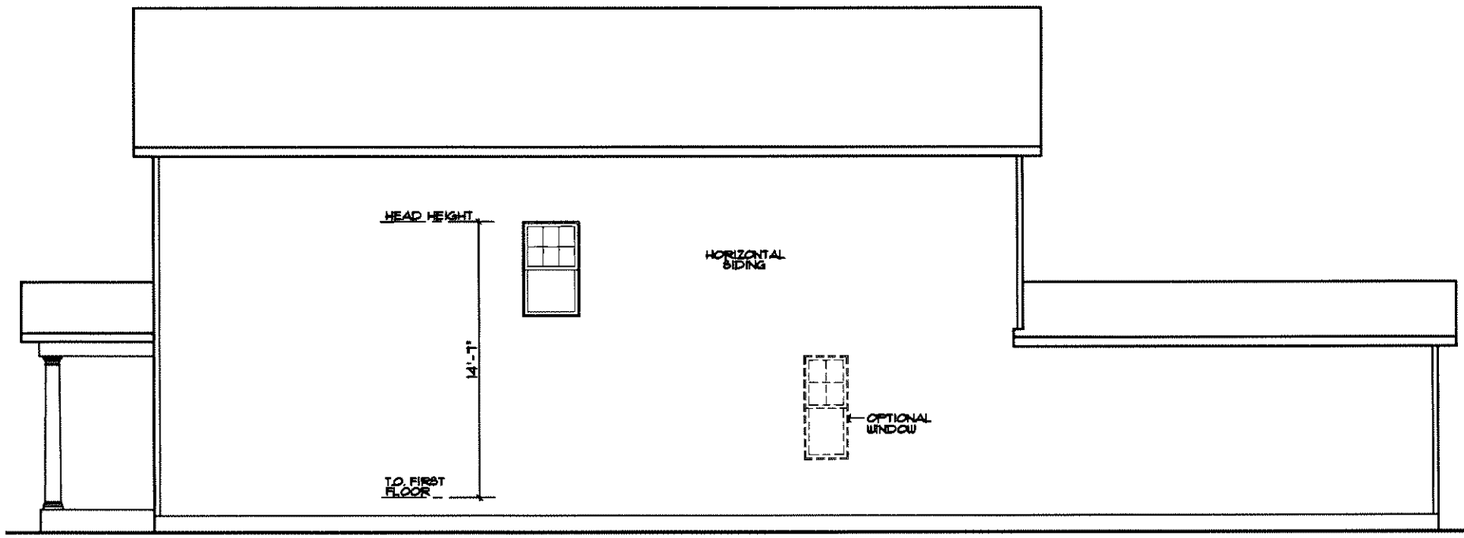
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SECTIONS

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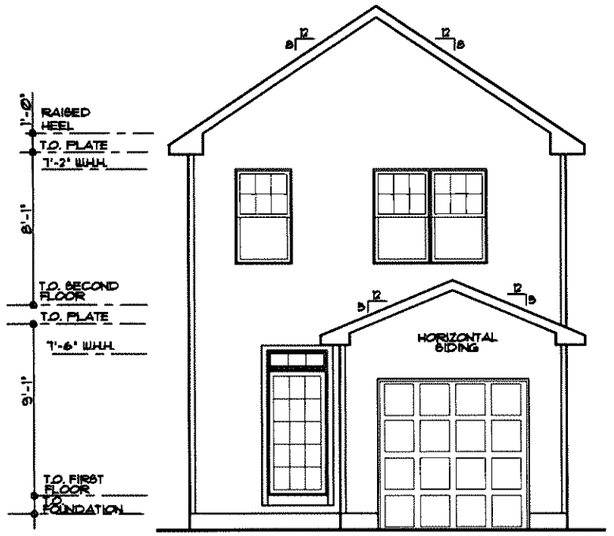
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LEFT SIDE ELEVATION

SCALE: 1/8" = 1'-0" @ 11"X17"
1/4" = 1'-0" @ 24"X36"



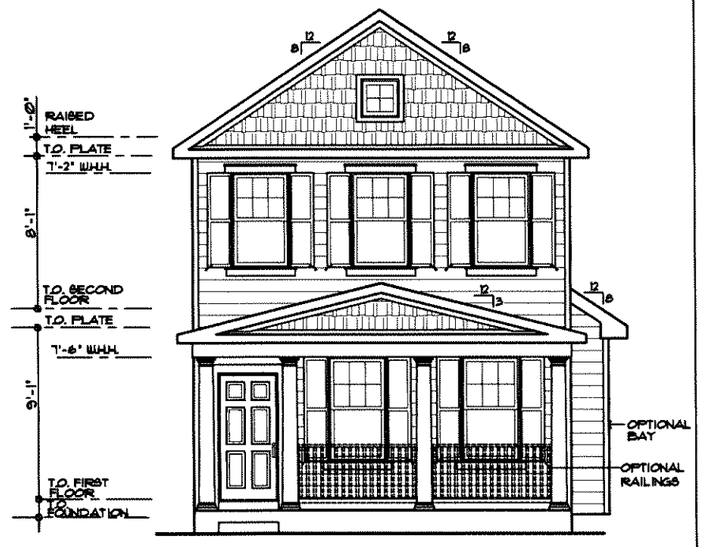
REAR ELEVATION

SCALE: 1/8" = 1'-0" @ 11"X17"
1/4" = 1'-0" @ 24"X36"



RIGHT SIDE ELEVATION

SCALE: 1/8" = 1'-0" @ 11"X17"
1/4" = 1'-0" @ 24"X36"



FRONT ELEVATION

SCALE: 1/8" = 1'-0" @ 11"X17"
1/4" = 1'-0" @ 24"X36"

MATERIALS LEGEND		
PART		
CORNER TRIM	PER SIDING CONTRACTOR	
FASCIA	1X6 ALUMINUM WRAPPED TRIM	
FRIEZE & PORCH	1X10 ALUMINUM WRAPPED TRIM	
RAKE	1X6 ALUMINUM WRAPPED TRIM	
ENTRY		
DOOR TYPE	3'0" DOOR	

ELEVATIONS 'A'

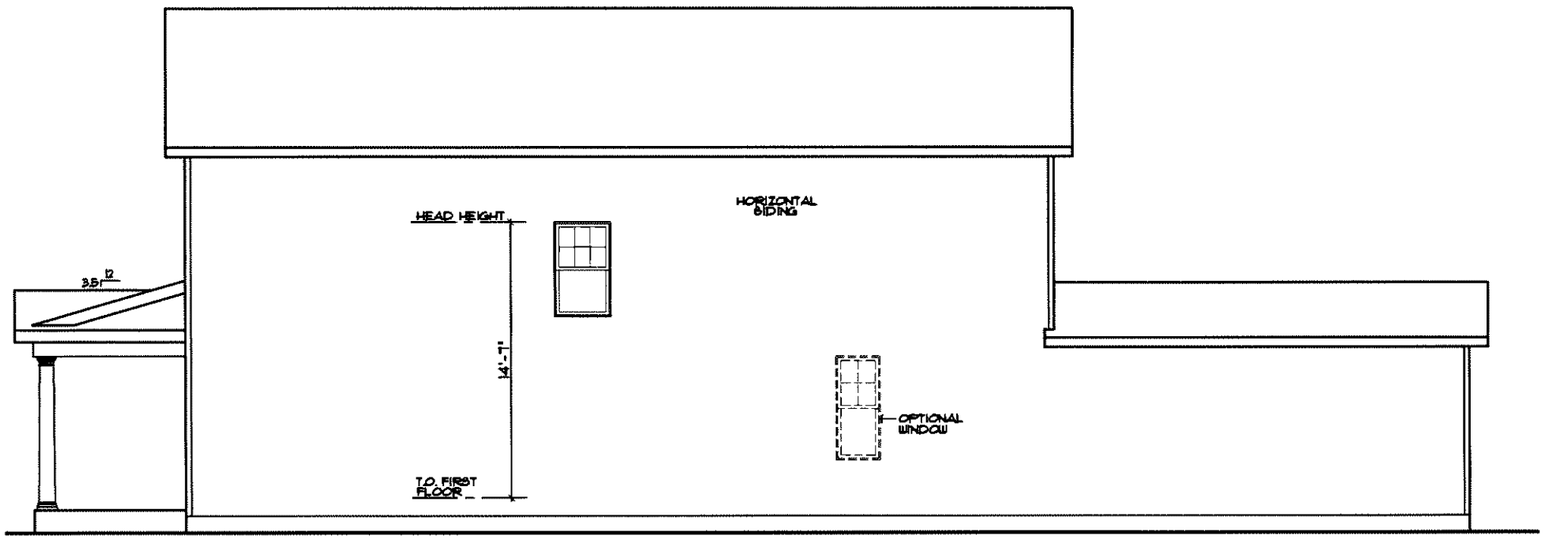
SCALE: 1/8" = 1'-0" @ 11"X17"
1/4" = 1'-0" @ 24"X36"

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ELEVATIONS 'A'
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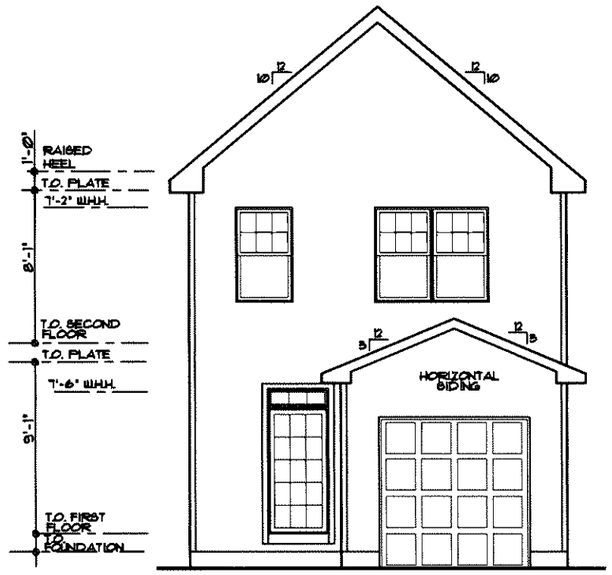
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sheet no. A-4A



LEFT SIDE ELEVATION

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1/4" = 1'-0" @ 24"X36"



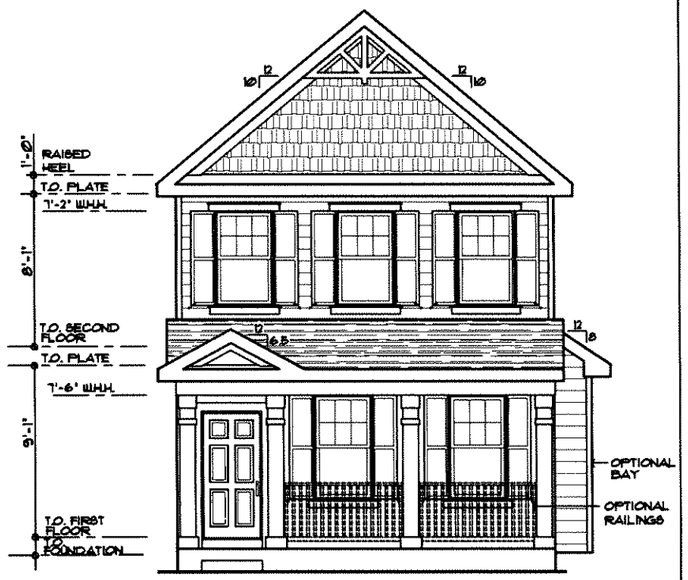
REAR ELEVATION

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RIGHT SIDE ELEVATION

SCALE: 1/8" = 1'-0" @ 11"X17"
1/4" = 1'-0" @ 24"X36"



FRONT ELEVATION

SCALE: 1/8" = 1'-0" @ 11"X17"
1/4" = 1'-0" @ 24"X36"

MATERIALS LEGEND

PART	
CORNER TRIM	PER SIDING CONTRACTOR
FASCIA	1X6 ALUMINUM WRAPPED TRIM
FRIEZE @ PORCH	1X10 ALUMINUM WRAPPED TRIM
RAKE	1X6 ALUMINUM WRAPPED TRIM
ENTRY	
DOOR TYPE	3'0" DOOR

ELEVATIONS 'B'

SCALE: 1/8" = 1'-0" @ 11"X17"
1/4" = 1'-0" @ 24"X36"

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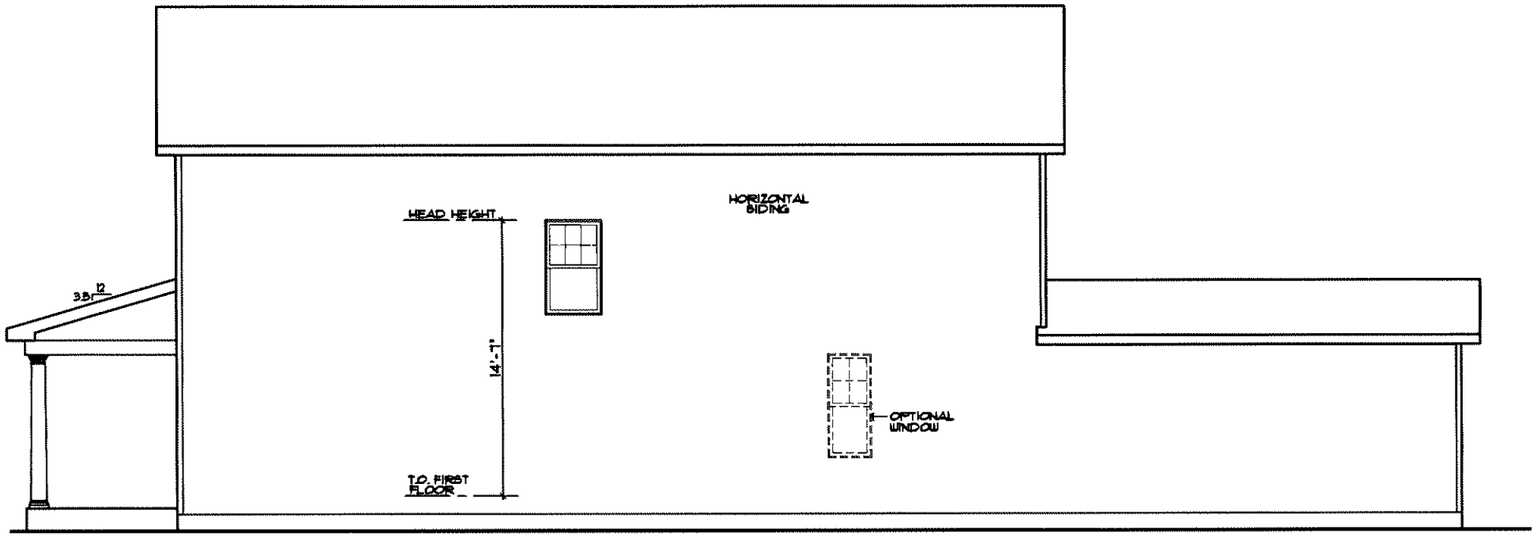
ELEVATIONS 'B'

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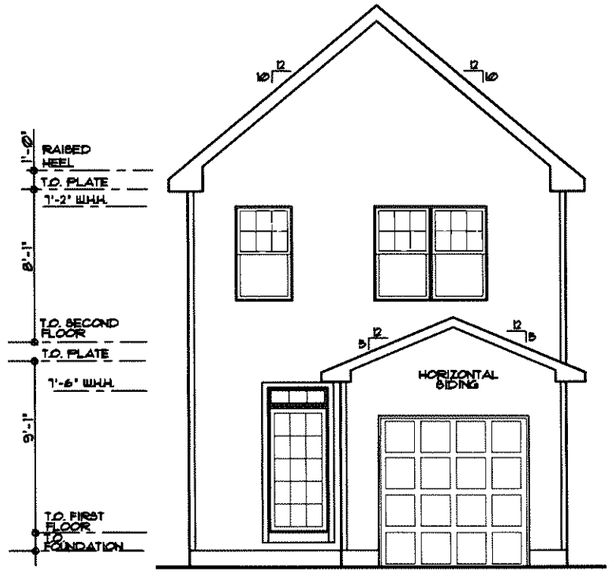
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LEFT SIDE ELEVATION

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1/4" = 1'-0" @ 24"X36"



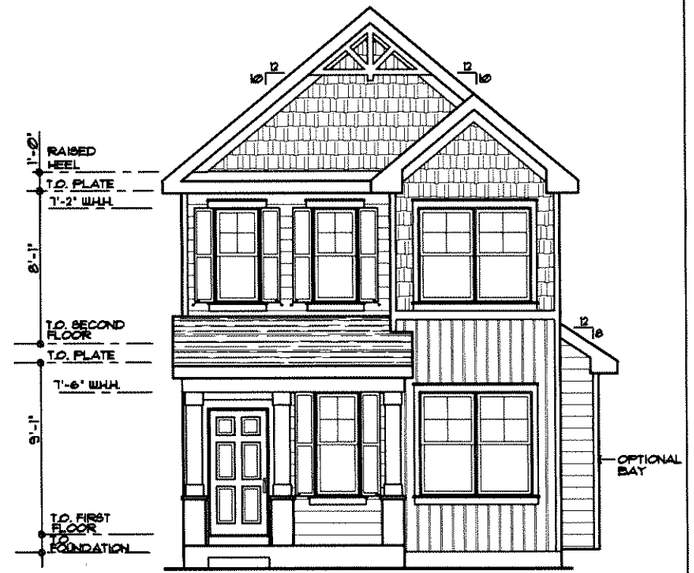
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SCALE: 1/8" = 1'-0" @ 11"X17"
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RIGHT SIDE ELEVATION

SCALE: 1/8" = 1'-0" @ 11"X17"
1/4" = 1'-0" @ 24"X36"



FRONT ELEVATION

SCALE: 1/8" = 1'-0" @ 11"X17"
1/4" = 1'-0" @ 24"X36"

MATERIALS LEGEND	
PART	
CORNER TRIM	PER SIDING CONTRACTOR
FASCIA	1X6 ALUMINUM WRAPPED TRIM
FRIEZE @ PORCH	1X10 ALUMINUM WRAPPED TRIM
RAKE	1X6 ALUMINUM WRAPPED TRIM
ENTRY	
DOOR TYPE	3'0" DOOR

ELEVATIONS 'C'

SCALE: 1/8" = 1'-0" @ 11"X17"
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PH: (610) 279-8792
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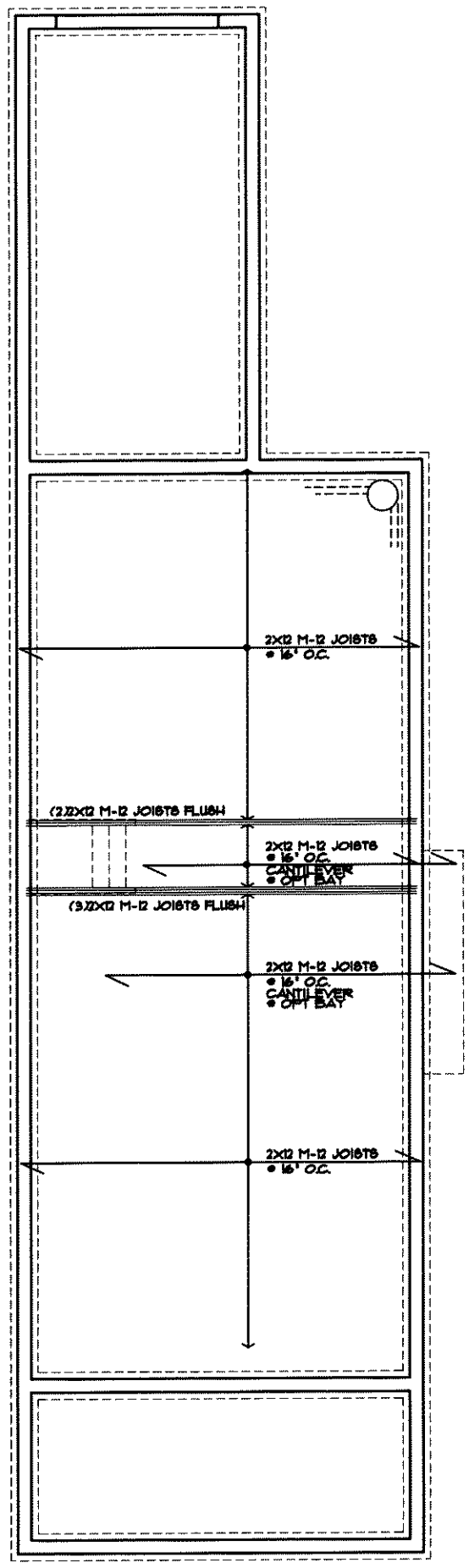
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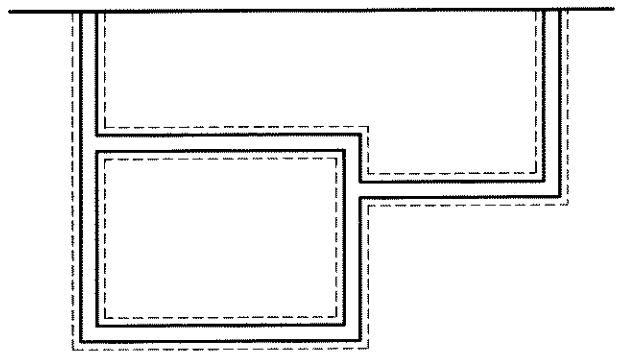
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THE WESLEY

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date 09/24/2018
revised

sheet title ELEVATIONS
sheet no. A-4C





FIRST FLOOR FRAMING PLAN

SCALE: 1/8" = 1'-0" @ 11"X17"
1/4" = 1'-0" @ 24"X36"

sheet title
ROOF FRMTG PLAN
sheet no.
S-1

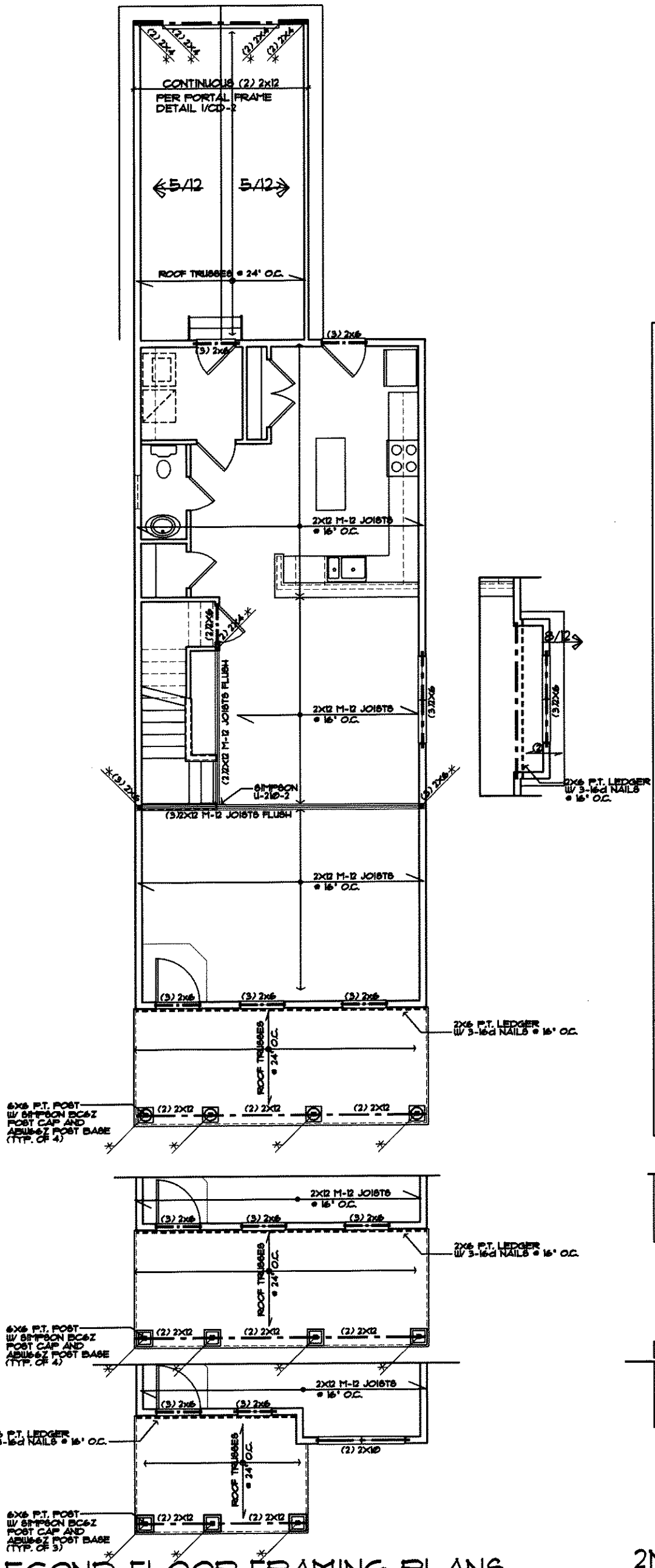
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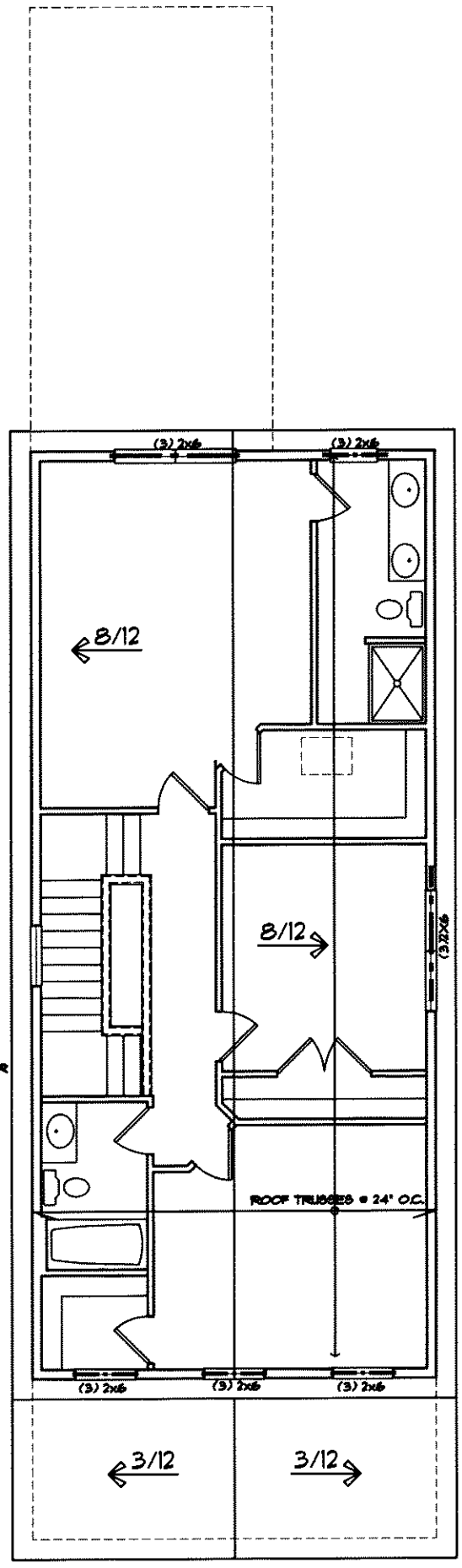
FIRST FLOOR FRAMING PLAN

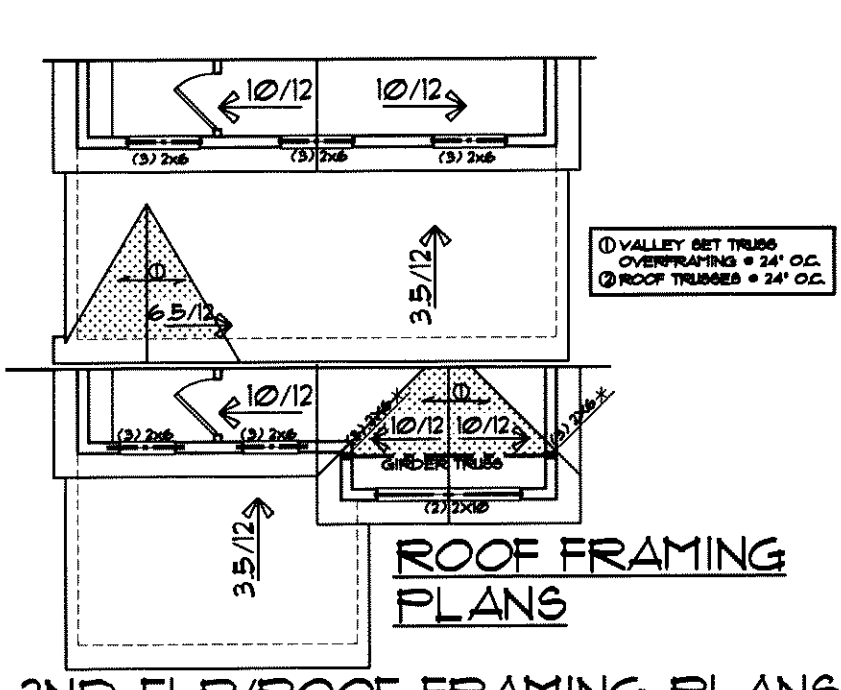
NCALL
544 WEBBS LANE
DOVER, DE 19904
THE WESLEY

C. O'BRIEN Architects Inc.
18 ROCK HILL ROAD
BALA CYNWYD
PA, 19004
PH: (610) 279-8792
F: (610) 279-8793



SECOND FLOOR FRAMING PLANS





ROOF FRAMING PLANS

2ND FLR/ROOF FRAMING PLANS

SCALE: 1/8" = 1'-0" @ 11"X17"
1/4" = 1'-0" @ 24"X36"

S-2

sheet title
ROOF FRMTG. PLAN
sheet no.

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revised

2ND FLOOR/ROOF FRAMING PLANS

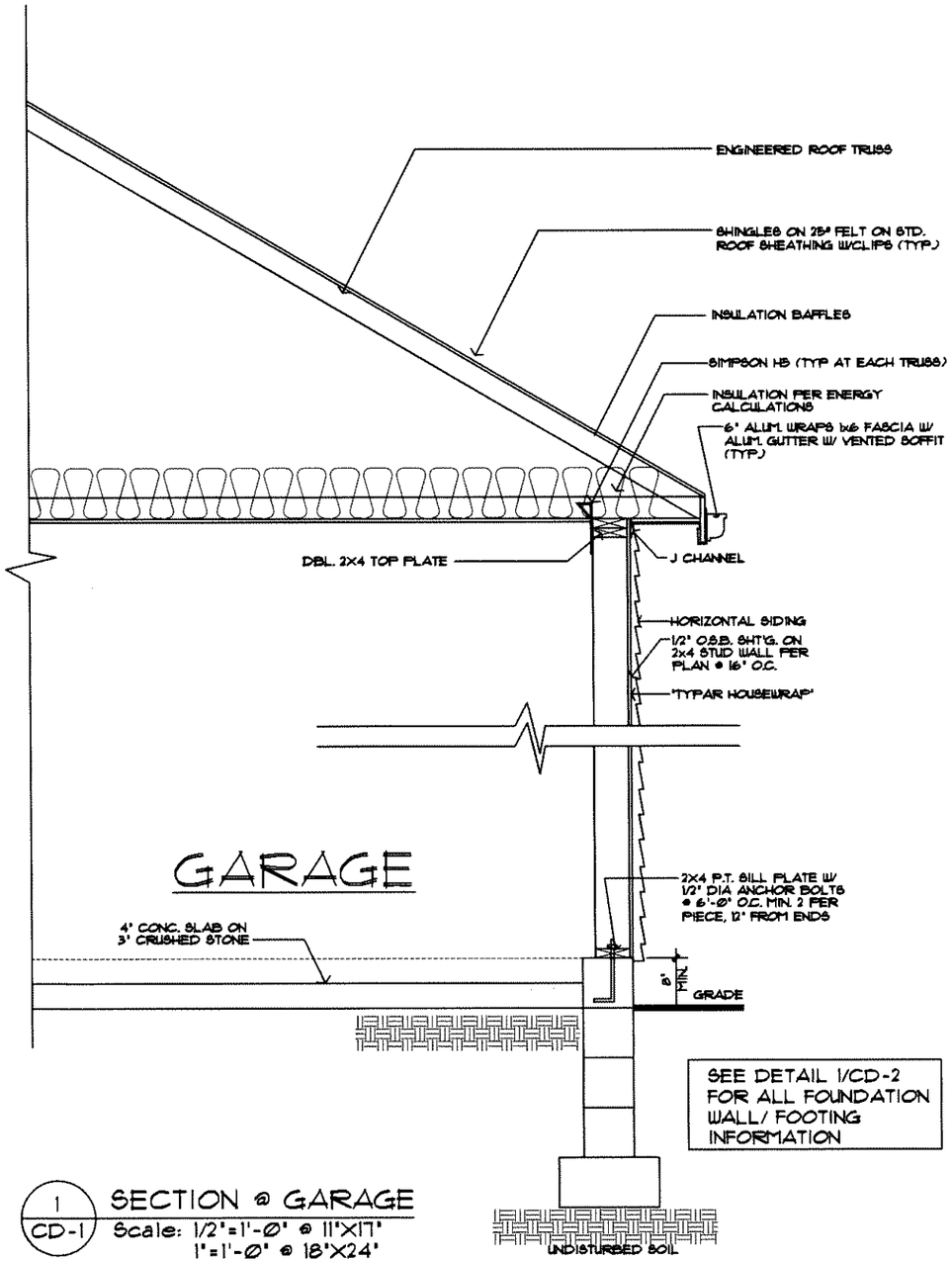
NCALL
544 WEBBS LANE
DOVER, DE 19904
THE WESLEY

C. O'BRIEN Architects Inc.
18 ROCK HILL ROAD
BALA CYNWYD
PA, 19004
PH: (610) 279-8792
F: (610) 279-8793

NOTE: SEE CD-2 FOR MATERIALS LEGEND

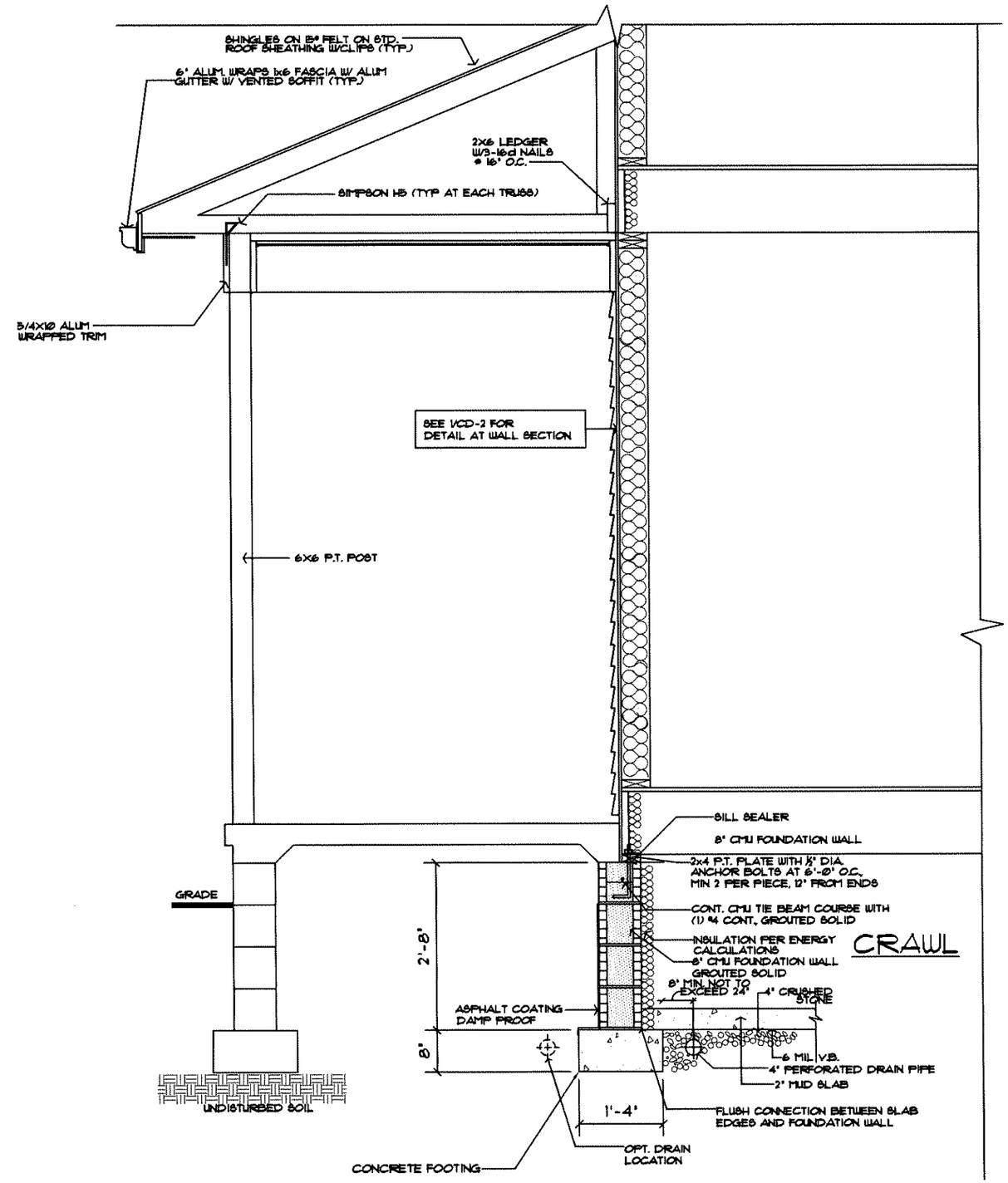
GARAGE NOTES:
DWELLING/ GARAGE FIRE SEPARATION SHALL COMPLY AS REQ. PER TABLE R302.6.

OPENINGS AND PENETRATIONS THROUGH THE WALLS OR CEILINGS SEPARATING THE DWELLING FROM THE GARAGE SHALL COMPLY WITH SECTION R302.5. THIS PROVISION DOES NOT APPLY TO GARAGE WALLS PERP. TO THE ADJ. DWELLING UNIT WALL.



SEE DETAIL 1/CD-2 FOR ALL FOUNDATION WALL/ FOOTING INFORMATION

1 / CD-1 SECTION @ GARAGE
Scale: 1/2"=1'-0" @ 11"X17"
1"=1'-0" @ 18"X24"



2 / CD-1 SECTION @ PORCH
Scale: 1/2"=1'-0" @ 11"X17"
1"=1'-0" @ 18"X24"

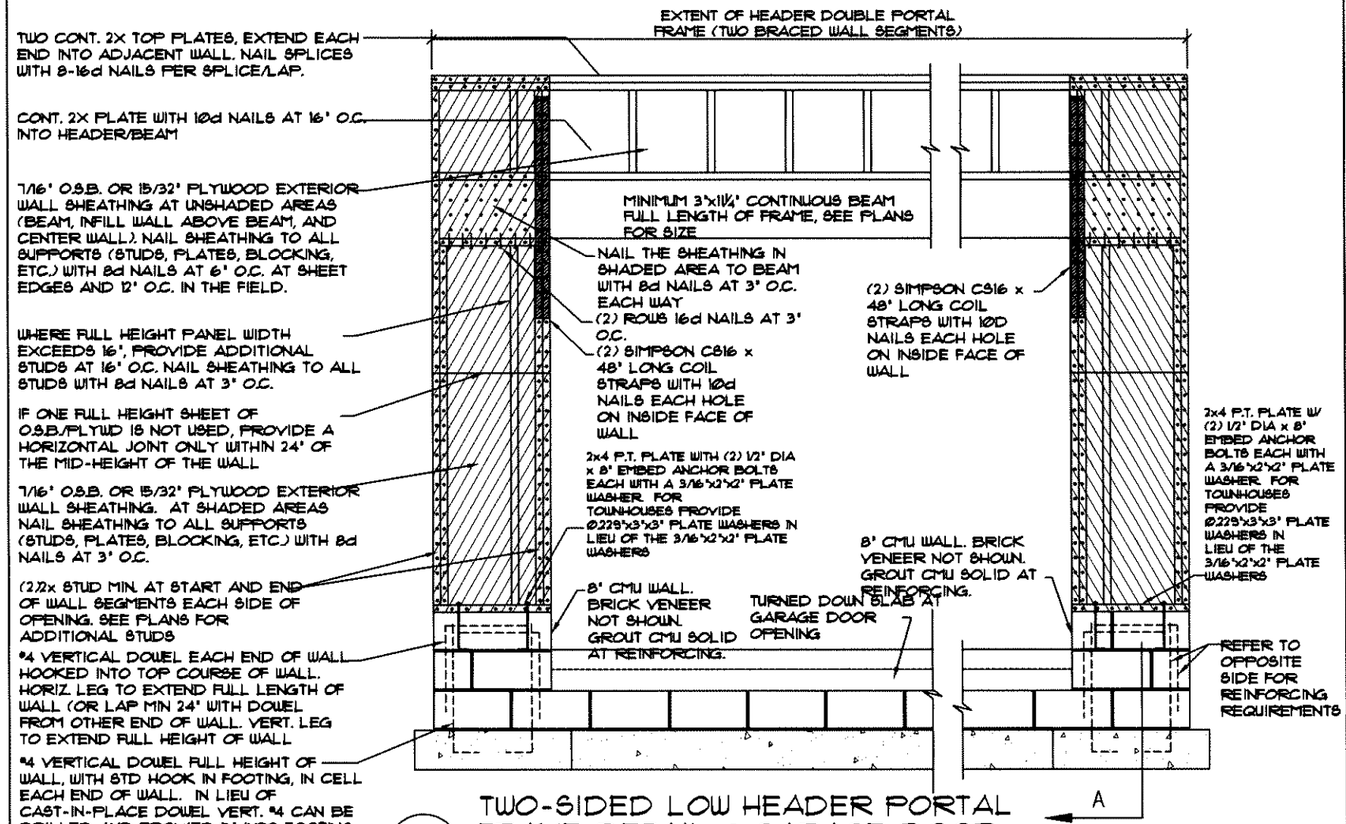
C. O'BRIEN Architects Inc.
18 ROCK HILL ROAD
BALA CYNWYD
PA, 19004
PH: (610) 279-8792
F: (610) 279-8793

CONSTRUCTION DETAILS

NCALL
544 WEBBS LANE
DOVER, DE 19904
THE WESLEY

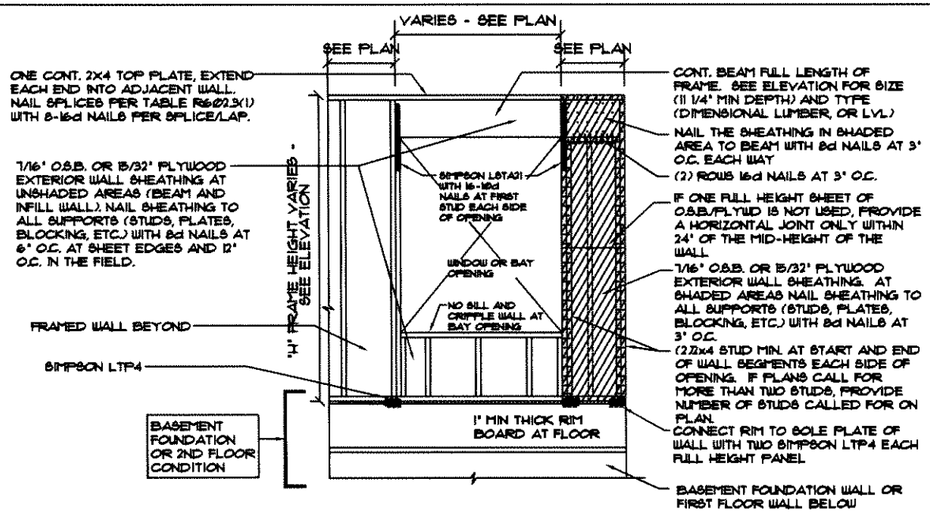
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revised

sheet title DETAILS
sheet no. CD-1



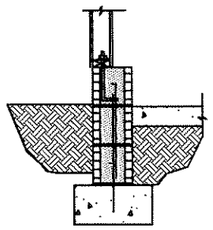
1 CD-2 TWO-SIDED LOW HEADER PORTAL FRAME DETAIL @ GARAGE DOOR

Scale: N.T.S.

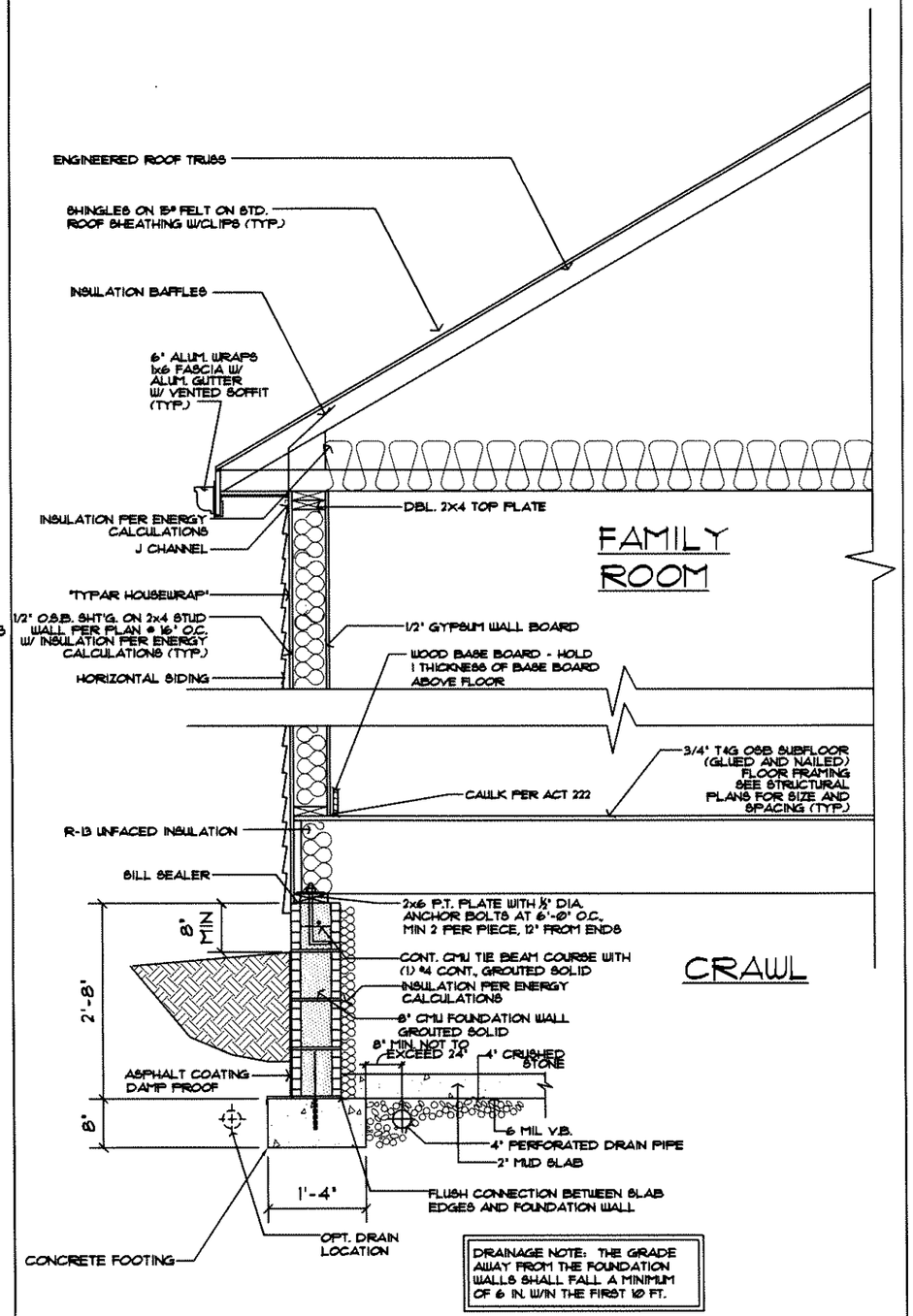


2 CD-2 ONE SIDED PORTAL FRAME DETAIL AT WINDOW OR BAY OPENING

Scale: N.T.S.



SECTION A



2 CD-2 SECTION

Scale: 1/2"=1'-0" @ 11"X17"
1"=1'-0" @ 18"X24"

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18 ROCK HILL ROAD
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sheet title DETAILS
sheet no. CD-2

Burden Properties - Phase I

Nine lots purchased 02-16-2018

EXPENSES:

	1	4	3	4	5	6	7	8	9
		Purchase	**Average**	**Settlement**				**Asbestos**	
		Price	Price	Costs	Appraisal	Demolition	Environmental	Abatement	Total Costs
1	20 S. Queen St	$ 35,000.00	$ 31,111.00	$ 2,269.40	$150	$ 9,250.00	$ 2,992.00	$ 300.00	$ 46,072.40
2	18 N. Kirkwood St	$ 35,000.00	$ 31,111.00	$ 1,682.00	$150	$ 10,750.00	$ 2,992.00	$ 300.00	$ 46,985.00
3	20 N. Kirkwood St	$ 35,000.00	$ 31,111.00	$ 2,171.50	$150	$ 11,750.00	$ 2,992.00	$ 8,900.00	$ 57,074.50
4	22 N. Kirkwood St	$ 35,000.00	$ 31,111.00	$ 1,547.45	$150	$ 10,750.00	$ 2,992.00	$ 3,400.00	$ 49,950.45
5	26 N. Kirkwood St	$ 35,000.00	$ 31,111.00	$ 1,404.59	$150	$ 6,000.00	$ 2,992.00	$ 300.00	$ 41,957.59
6	28 N. Kirkwood St	$ 35,000.00	$ 31,111.00	$ 2,334.41	$150	$ 6,000.00	$ 2,992.00	$ 300.00	$ 42,887.41
7	60 S. Queen St.	$ -	$ 31,111.00	$ 3,215.57	$150	$ 8,750.00	$ 2,992.00	$ 300.00	$ 46,518.57
8	43 S Kirkwood St	$ 35,000.00	$ 31,111.00	$ 1,175.92	$150	$ 10,750.00	$ 2,992.00	$ 2,200.00	$ 48,378.92
9	45 S Kirkwood St	$ 35,000.00	$ 31,111.00	$ 1,641.73	$150	$ 11,750.00	$ 2,992.00	$ 300.00	$ 47,944.73
		$ 280,000.00		$ 17,442.57	$1,350	$ 85,750.00	$ 26,928.00	$ 16,300.00	$ 427,770

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-7000

ASSISTANT SECRETARY FOR
COMMUNITY PLANNING AND DEVELOPMENT

February 25, 2021

The Honorable Robin R. Christiansen
Mayor of Dover
15 Loockerman Plaza
City Hall
Dover, DE 19901-7327

Dear Mayor Christiansen:

I am pleased to inform you of your jurisdiction's Fiscal Year (FY) 2021 allocations for the Office of Community Planning and Development's (CPD) formula programs, which provide funding for housing, community and economic development activities, and assistance for low- and moderate-income persons and special needs populations across the country. Public Law 116-260 includes FY 2021 funding for these programs. Your jurisdiction's FY 2021 available amounts are as follows:

Community Development Block Grant (CDBG)	$311,600
Recover Housing Program (RHP)	$ 0
HOME Investment Partnerships (HOME)	$ 0
Housing Opportunities for Persons With AIDS (HOPWA)	$ 0
Emergency Solutions Grant (ESG)	$ 0

Individuals and families across the country are struggling in the face of four converging crises: the COVID-19 pandemic, the resulting economic crisis, climate change, and racial inequity. Through these bedrock programs, CPD seeks to develop strong communities by promoting integrated approaches that provide decent housing and suitable living environments while expanding economic opportunities for low- and moderate-income and special needs populations, including people living with HIV/AIDS. We urge grantees to strategically plan the disbursement of grant funds to provide relief for those affected by these converging crises and help move our country toward a robust recovery.

Based on your jurisdiction's CDBG allocation for this year, you also have $1,558,000 in available Section 108 borrowing authority. Since Section 108 loans are federally guaranteed, this program can leverage your jurisdiction's existing CDBG funding to access low-interest, long-term financing to invest in Opportunity Zones or other target areas in your jurisdiction.

Because the funds are not appropriated by Congress, Housing Trust Fund (HTF) formula allocations will be announced at a later date under separate cover.

HUD continues to emphasize the importance of effective performance measurements in all its formula grant programs. Proper reporting in the Integrated Disbursement and Information System (IDIS) is critical to ensure grantees comply with program requirements and policies, provide demographic and income information about the persons that benefited from a community's activities, and participate in HUD-directed grantee monitoring. Your ongoing attention to ensuring complete and accurate reporting of performance measurement data continues to be an invaluable resource with regard to the impact of these formula grant programs.

The Office of Community Planning and Development is looking forward to working with you to promote simple steps that will enhance the performance of these critical programs and successfully meet the challenges that our communities face. If you or any member of your staff have questions, please contact your local CPD Office Director.

Sincerely,



James Arthur Jemison II
Principal Deputy Assistant Secretary
for Community Planning and Development

COUNCIL RESOLUTION NO. 2021 - 04

A RESOLUTION AUTHORIZING THE ISSUANCE AND SALE OF UP TO $1,563,000 GENERAL OBLIGATION BONDS FOR THE IMPROVEMENTS TO THE CITY OF DOVER HVAC SYSTEMS AND AUTHORIZING ALL NECESSARY ACTION IN CONNECTION THEREWITH

WHEREAS, the City of Dover (the "City") is authorized pursuant to Section 50, Volume 77, Chapter 130, as amended ("the City Charter") to issue general obligation bonds for the municipal purposes of the City as set forth in a resolution authorizing such issuance; and

WHEREAS, pursuant to the City Charter, the City desires to issue a general obligation bond for the municipal purposes set forth herein (the "Bond");

WHEREAS, the City has approved certain capital construction projects and improvements and desires to issue the Bond to finance the costs of said improvements, including, but not limited to replacement and improvement of HVAC systems as set forth on Exhibit A and costs of issuance of the Bond (the "Projects").

NOW THEREFORE THE CITY OF DOVER HEREBY ORDAINS (AT LEAST THREE FOURTHS OF THE MEMBERS OF COUNCIL CONCURRING HEREIN):

Section 1. Amount and Purpose of the Bond. Acting pursuant to the City Charter, the City shall issue its general obligations in the maximum aggregate principal amount not to exceed $1,563,000 to finance or refinance a portion of the cost of the construction and equipping of the Projects, an estimate of which is appended hereto as Exhibit A.

The monies raised from the sale of the Bond (including the investment earnings thereon) after the payment of the costs of issuance, shall be expended only for the purposes authorized herein or as may otherwise be authorized by subsequent action by City Council. Authorized purposes include the costs of planning, constructing, acquiring and equipping the Projects or any portion thereof; interest on the Bond and any interim financing during the construction period and for a period of up to one year following the estimated date of completion; the costs of issuance of the Bond and any interim financing; the repayment of temporary loans incurred with respect to the Projects; and the reimbursement of authorized costs previously expended by the City from other funds.

Section 2. Terms of the Bond The Bond shall be sold to PNC Bank, National Association (the "Lender") pursuant to a proposal dated March 12, 2021 and the other terms and conditions to be contained in a Loan Agreement between the City and the Lender (the "Loan Agreement"). The Bond is anticipated to bear interest at a fixed rate of interest not to exceed 3.00% with a maturity date of June 15, 2031 (the "Maturity Date"). It is further anticipated that interest only will be paid monthly on the 15th day of each calendar month through June 15, 2021 and, thereafter, fully amortizing principal and interest will be paid monthly on 15th day of each calendar month for ten (10) years with a final payment of all amounts due and payable paid on the Maturity Date.

Section 3. Security for the Bond. The full faith and credit of the City shall be pledged to pay principal and interest on the Bond.

Section 4. Qualified Tax-Exempt Obligation. The Bond is hereby designated as a qualified tax-exempt obligation within the meaning of § 265(b)(3)(B) of the Internal Revenue Code of 1986, as amended (the "Code"). For purposes of § 265(b)(3) of the Code, the Issuer and all entities that issue on behalf of the issuer do not reasonably anticipate issuing more than $10,000,000, inclusive of the Bond, of tax-exempt obligations in calendar year 2021.

Section 5. Details of the Bond. The Mayor and Controller/Treasurer are authorized to determine the details of the Bond including the following: the date or dates of the Bond; provisions for either serial or term bond; sinking fund or other reserve fund requirements; due dates of the interest thereon; the form of the Bond; the denominations and designations of the Bond; registration, conversion and transfer provisions; provisions for the receipt, deposit and investment of the proceeds of the Bond; provisions for the replacement of a lost, stolen, mutilated or destroyed Bond; and provisions for issuing uncertificated obligations and all procedures appropriate for the establishment of a system of issuing uncertificated debt. The Bond shall be executed by the manual or facsimile signature of the Mayor and Controller/Treasurer, shall contain an impression of the City Seal or a facsimile thereof and shall be attested by the manual signature of the City Clerk.

Section 6. Declaration of Intent. Pending issuance of the Bond, the City may finance the Projects with other funds which will be reimbursed with the proceeds of the Bond, provided that (a) the Bond shall not be used to reimburse any expenditure paid more than sixty (60) days prior to the present date; (b) the Bond shall not be issued more than eighteen (18) months after the later of (i) the date of the first expenditure to be reimbursed with the proceeds of the Bond, or (ii) the date the Projects are placed in service; and (c) in no event may the Bonds be issued more than three (3) years after the date of the first expenditure to be reimbursed with the proceeds of the Bond; and provided further that the limitations of this Section 6 shall not apply to qualified "preliminary expenditures", costs of issuance of the Bond or a de minimis amount, as permitted by Treasury Regulations § 1.150-2(f).

Section 7. Further Action. Each of the Mayor, the President of the City Council, the Controller/Treasurer, the City Manager and the City Clerk are authorized and directed to take such other action on behalf of the City, as may be necessary or desirable to effect the adoption of this Resolution and the issuance and sale of the Bond and to provide for their security and to carry out the intent of this Resolution, including the publication of notices and advertisements and the execution and delivery of customary closing certificates.

Section 8. Effective Date. This Resolution shall become effective immediately upon its passage. The City Clerk is hereby directed to publish once in a newspaper published in the City a notice in substantially the following form:

"NOTICE IS HEREBY GIVEN that the City Council of The City of Dover, Delaware on _____, 2021 pursuant to Chapter 130, Volume 77, Delaware Laws, as amended, adopted a resolution entitled as follows:

"RESOLUTION AUTHORIZING THE ISSUANCE AND SALE OF UP TO $1,563,000 GENERAL OBLIGATION BOND FOR THE IMPROVEMENTS TO CITY OF DOVER HVAC

SYSTEMS AND AUTHORIZING ALL NECESSARY ACTION IN CONNECTION THEREWITH"

"The purpose of the issuance and sale of said bond is to provide funds (not to exceed $1,563,000) to pay a portion of the costs of certain projects including, but not limited to: (1) Chiller replacement and cooling tower/pump replacement for Police Department; (2) Replace entire HVAC system at City Hall, (3) Replace HVAC system and all components at Warehouse Building and (4) pay costs of issuance of said bond.

"Any action or proceeding to contest the validity of said resolution or any of its provisions must be commenced within thirty (30) days after publication of this notice. After expiration of such period of limitation, no right of action or defense founded upon the invalidity of said resolution or any of its provisions shall be asserted, nor shall the validity of said resolution or any of its provisions be open to question in any court upon any ground whatsoever, except in an action or proceeding commenced within such period."

By order of the City Council of the City of Dover.

_____
City Clerk

ADOPTED this __ day of March, 2021.

CITY OF DOVER, DELAWARE

Attest:

_____ _____
Clerk, Dover City Council President, Dover City Council

APPROVED by the Mayor of the City of Dover on the __ day of March, 2021.

_____
Mayor

Exhibit A

Estimated Costs of Projects

Projects	**Estimated Costs**
Police Department - Chiller replacement and cooling tower/pump replacement	$382,904
City Hall - Replace entire HVAC system	$852,000
Warehouse Building – Replace HVAC system and all components	$297,000
Other (contingency, costs of issuance of Bond, etc.)	$31,096
TOTAL	$1,563,000

City of Dover

CONSIDERATION OF SUBDIVISION WAIVER REQUEST
Review by Council Committee of the Whole: Safety Advisory & Transportation Committee
Recommendation from Planning Commission Meeting of March 15, 2021
with Staff and Development Advisory Committee Review

Plan Title:	Lands of Bayroadcap, LLC at 600 Bay Road, SB-21-01
Plan Type:	Minor Subdivision Plan
Associated Plans:	Bay Road Commercial at 560 & 600 Bay Road, S-17-20 DSP Administration Building Updated to Bay Road Commercial, S-19-20 Landing Square (Condition Use Plan for Apartments), C-20-02 Landing Square Commercial Building; Phase 2 Revised (Site Plan), C-20-02
Applicant/Owner:	Bayroadcap, LLC
Property Location:	West side of Bay Road near its intersection with Blue Hen Boulevard and the Bay Road Plaza entrance drive
Property Address:	600 Bay Road
Tax Parcel:	ED-05-077.00-01-09.00-000
Existing Parcel Area:	12.49 acres +/-
Parcels to be Created:	Lot 1: 4.95 acres +/- Lot 2: 7.99 acres +/-
Zoning:	C-4 (Highway Commercial Zone)
Subdivision Waiver Request Recommended:	Elimination of Requirement for Lot Frontage on a Public Street
Planning Commission Recommendation:	The Minor Subdivision Plan Application SB-21-01) was represented by the applicant's engineering firm. A Public Hearing was conducted on March 15, 2021 where one member of the public spoke. The Planning Commission moved by vote of 9-0 to recommend in favor of the proposed Minor Subdivision Plan and including approval of the Subdivision Waiver allowing for the elimination of the requirement for Lot 1 to have frontage on a public street and requiring conditions to establish a series of easements among the Lots. (Draft Meeting Minutes attached.)

This Subdivision Waiver Request is forwarded to the Council Committee of the Whole: Safety Advisory and Transportation Committee and City Council who has the final authority to grant the request. *The following is the Development Advisory Committee Report prepared for SB-21-01 including the application review narrative and Department/Agency Review comments.*

City of Dover Planning Office

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: March 3, 2021

APPLICATION: Minor Subdivision Plan for Lands of Bayroadcap, LLC at 600 Bay Road

FILE #: SB-21-01 REVIEWING AGENCY: City of Dover Planning

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

I. PLAN SUMMARY

This application is the review of a proposed Minor Subdivision Plan to subdivide the Bay Road Commercial property consisting of 12.94 acres +/- into two parcels (Lot 1 and Lot 2). Lot 1 is to be 4.95 acres+/- and encompass the western portion of the property developed with Phase 1: Building, stormwater management facility, and parking area. Lot 1 does not have frontage on Bay Road. Lot 2 is to be 7.99 acres+/- and encompass the eastern residual portion of the property with frontage on Bay Road. The subject property is located on the west side of Bay Road near its intersection with Blue Hen Boulevard and the Bay Court Plaza entrance drive. The property is zoned C-4 (Highway Commercial Zone). The owner of record is BAYROADCAP, LLC. Property Address: 600 Bay Road. Tax Parcel Number: ED-05-077.00-01-09.00-000. Council District 2.

Previous Application Reviews and Plan Approvals

The property has been the subject of several applications for site development; the most recent applications are noted as follows. Regarding the development of the Lot 1 area, Site Plan Application S-19-20 Delaware State Police Building Update at Bay Road Commercial was approved by the Planning Commission in September 2019 and received Final Plan Approval on March 6, 2020; the Plan superseded Application S-17-20 Bay Road Commercial previously approved by the Planning Commission in July 2017 with Final Plan Approval of July 23, 2019. The Office Building and associated site improvements are almost complete as it has a Temporary Certificate of Occupancy issued in early 2021. For the pending commercial development of the Lot 2 area with an Office Building and 2 Restaurants, Site Plan Application C-20-02 Landing Square: Revised Phase 2 Area was approved by the Planning Commission on August 17, 2020 and achieving Final Plan approval on February 25, 2021. A proposal for development of an Apartment Building in the Lot 2 area reviewed as Conditional Use Site Plan C-20-02 was denied by the Planning Commission in July 2020.

III. PROJECT DESCRIPTION – Minor Subdivision

This Minor Subdivision Plan proposes to subdivide the commercial property into two lots. See the following Table for summary of the lots.

Site	Proposed Acreage	Building/Area Use
Lot 1	4.95 acres	Phase 1 Area: Existing Office Building recently constructed under Site Plan S-19-20
Lot 2	7.99 acres	Phase 2 Area: Vacant land with vacant building (to be demolished) that is proposed for development of as an Office Building and 2 Restaurants with Site Plan C-20-02 Revised
TOTAL	12.94 acres	

The procedures for subdivision of land are found in the *Land Subdivision Regulations*. Planning Staff confirms this application as a Minor Subdivision. Therefore, the Planning Commission may find the application is subject to one public hearing and review for action by the Planning Commission followed by the administrative process to complete the Final Plat for recordation. In order to subdivide the property, the plan review must ensure that the subdivision does not create any non-conformities with the bulk standards of the *Zoning Ordinance*. These bulk standards include minimum lot size, front yard setbacks, side yard setbacks, rear yard setbacks, floor area ratio, etc. See discussion below under Zoning Review.

Subdivision Waiver Requested: Creation of Lot without Frontage on a Public Street

As proposed, the Minor Subdivision Plan would create a lot (Lot 1) without frontage on a public street. In the Subdivision Waiver Request submitted by the applicant, the applicant discusses the provisions for access to Lot 1 via an existing easement. While the proposed Lot 2 has frontage on Bay Road, Lot 1 does not have frontage on a public street. Lot 1 does have frontage along the privately maintained entrance drive (Bay Court Plaza Entrance Drive) located on the adjacent property to the south. This entrance drive is subject to easement provisions granted access to several adjacent properties. The purpose of the requirement for frontage on a public street is to ensure access to lots created.

According to the *Land Subdivision Regulations*, Article VI. Subdivision General Requirements and Design Standards, Section E. Lots:

> All lots in a subdivision shall have frontage on a public street.

According to the *Land Subdivision Regulations*, Article VII. Special Provisions, Section A. Variance and Waiver:

1. Upon the findings of the commission that, due to special conditions peculiar to a subdivision or a site, certain requirements of these regulations are inappropriate, or that strict compliance with said requirements may cause extraordinary and unnecessary hardships, the commission may recommend to the city council, and the city council may vary or waive said requirements, provided that such variance or waiver shall not be detrimental to the public health, safety, or general welfare, or have the effect of nullifying the intent and purpose of the official map, the zoning ordinance, the development plan or these regulations. In varying or waiving certain requirements, the council may specify such conditions as will, in its judgment, secure substantially the objectives of the requirements so varied or waived.

IV. ZONING REVIEW

C-4 Zoning District

The property is zoned C-4 (Highway Commercial Zone) and subject to the regulations of *Zoning Ordinance*, Article 3 Section 16 and Article 4 Section 4.15. The following table highlights some of the lot design standards for the C-4 (Highway Commercial Zone).

Minimum Required	**C-4**
Lot Width (ft.)	150
Lot Depth (ft.)	150
Front Yard Setback (ft.)	20
Side Yard Setback (ft.)	15
Rear Yard Setback (ft.)	10 or equal to bldg. height
Side or rear yards which adjoin a residence zone (ft.)	30
Off-Street Parking Spaces	
Per 300 sq. ft. floor area or	1
Per employee (whichever is greater)	1
Maximum Permitted:	
Building Height: Stories	6
Feet	75
Floor Area Ratio	4.0
Lot Coverage	75%

The Plan submission includes a Sheet Exhibit: Impervious Exhibit that generally depicts the current site improvements (parking lot and stormwater management facility) and the Office Building located on Lot 1 as the Phase 1 development completed under S-19-20. With the location of the proposed property line between Lot 1 and Lot 2, compliance with the setbacks from the property lines is confirmed for this existing Office Building. The placements of any buildings on Lot 2 must also comply with these setbacks; this must be confirmed. The new property line proposed will serve as the property line for the front yard setback on Lot 1 and serve as the rear property line (for the rear yard setback) on Lot 2. Also, the existing Lot Coverage of Lot 1 is listed as 74% which complies with the maximum allowed of 75%.

This subdivision of land and any future development or use of the parcels are subject to the requirements found in the City of Dover *Zoning Ordinance*, Article 3 §16 and referenced sections outlined in the permitted uses for the C-4 Zone.

V. SITE CONSIDERATIONS

Site Access

There are multiple entrances proposed to the overall property site: a right-in/right-out on Bay Road and three access/exit points off the Bay Court Plaza entrance drive which intersects with Bay Road at a signalized intersection of Bay Road and Blue Hen Boulevard (to the east). Lot 1 has two direct access/exit points off the Bay Court Plaza entrance drive; one enters the parking lot area and one that serves the area west of the Office Building. The other two entrances (one from Bay Road and the eastern access/exit point off the Bay Court Plaza entrance drive) serve

the Lot 2 area and through potential parking circulation drives will also allow access to Lot 1.

On the proposed Lot 2 area, the Plan continues to identify the cross-access interconnections to a neighboring parcel to the north (550 Bay Road) and to the adjacent parcel on Bay Road (580 Bay Road surrounded by the subject site and owned by The Law Office of Karen Y. Vicks).

Parking

The parking requirement for C-4 (Highway Commercial Zone) is based on a rate of one parking space per 300 square feet of floor area and/or based on an alternative parking rate for a specific use. The approved Site Plans (S-19-20 and C-20-02) for the overall property depict vehicle and bicycle parking spaces on both proposed Lot 1 and Lot 2.

Sidewalk

Zoning Ordinance, Article 5 §18 requires the installation of sidewalks along the public street frontage of a property whenever such property involves a development proposal which is subject to Planning Commission review and approval. For the lands involved in this Minor Subdivision Plan, there are existing sidewalks along portions of the Bay Court Plaza entrance drive and a proposed multi-use pathway along the Bay Road frontage of Lot 2 as identified on Site Development Plans.

VI. TREE AND LANDSCAPE PLANTING

When site development of the individual parcels (Lots 1 and 2) occurs, the development will be required to meet the provisions for Landscape Guidelines and Tree Planting and Preservation. These tree planting and landscaping requirements are subject principally to the regulations found in *Zoning Ordinance*, Article 5 Sections 15 and 16 and are also addressed in other various sections of code related to buffering, screening, and open space. There are existing tree plantings that have already occurred with the development of the Phase 1 area (proposed Lot 1) including partial implementation of an approved Tree Mitigation Plan which plants trees on the adjacent property to the south.

VII. CITY AND STATE CODE REQUIREMENTS

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

1) Sheet 1, in the Data Column:
    a. Item 9: Update listing of acreage for Lot 1 and Lot 2 to match depicted labeling on the plan drawing.
    b. Confirm total lot size of property as data column lists 12.94 acres and plan drawing lists 12.6746 acres. Update data column and plan drawing as necessary.
    c. Item 11: List maximum lot coverage as 75%.
    d. Item 18: Update proposed uses.

2) Sheet 1, General Notes:
    a. Clarify General Notes Items #6 and #7 as it references the previously consolidated Tax Parcels 9.00 and 10.00 that were combined (and recorded) associated with Site Plan S-17-20 that make up the subject property. New notes regarding cross access

easements regarding Lot 1 and Lot 2 must be added.

b. List reference for previous Record Plat associated with S-17-20 that is being superseded.

3) Sheet 1: On the plan drawing complete the following corrections (and also as depicted on Exhibit Sheet):
   a. Add name/title of signer on behalf of property owner.
   b. Update ownership of Lands of B&B Delaware Investments LLC.
   c. Remove pavement and fencing depicted on adjacent property to the north of Bay Road One, LLC. Remove power pole label and tie line.
   d. Clarify if variable width Permanent Easement along Bay Road has already been recorded and depict if it will remain with this plan.
   e. Clarify the existing (recorded) cross access easements on the Lot 2 area.
   f. Correct the tax parcel number label on the drawing to be ED-05-077.00-01-09.00-000 for the current overall parcel.
   g. Ensure the front yard setback for Lot 1 and the rear yard setback for Lot 2 are labeled and depicted on the Record Plan sheets. Confirm that the new building proposed on Lot 2 complies with this setback determination.

4) The Record Plan Sheet must document and identify any easements for cross access, utilities, drainage, etc. associated with the subdivision of these lots; these appear to be shown and clarified. However, any associated recorded documents may need to be updated to clarify the rights are for both Lot 1 and Lot 2.

5) Provide any information on any agreements established regarding responsibilities for construction, dedication, maintenance, etc. for areas with the overall project such as circulation aisles, walking paths, open spaces, landscaping, stormwater management, etc. that are shared between the Lots. Add notes to the Record Plan sheet as necessary for reference.

6) Of the two lots proposed, Lot 1 does not have frontage on a public street. According to the *Land Subdivision Regulations*, Article VI. Subdivision General Requirements and Design Standards, Section E. Lots, all lots are required to have frontage on a public street. A Waiver Request was submitted to allow creation of the Lot without frontage on a public street. The Planning Commission shall make a recommendation to City Council. This recommendation will be forwarded to the Safety Advisory and Transportation Committee, who will in turn make a recommendation to City Council.
   a. In order to grant a waiver of the requirement that all lots have frontage on a public street, the Planning Commission and City Council shall determine that compliance with the requirements of the ordinance would cause extraordinary and unnecessary hardship and that "such variance or waiver shall not be detrimental to the public health, safety, or general welfare, or have the effect of nullifying the intent and purpose of the official map, the zoning ordinance, the development plan or these regulations."
   b. All necessary easements to provide access to and between the Lots, including any access required for utility installation and drainage needs, shall be secured and incorporated into the Record Plan prior to approval of the Minor Subdivision for recordation.

7) The Final Record Plat submission must include requirements described in *Dover Code of Ordinances*, Appendix A: Land Subdivision Regulations, Article IV, C. Plat and any additional requirements of the Planning Commission.

8) The formal Record Plan will need to be recorded upon completion of the approval process with any corrections identified by the reviewing agencies.

VIII. RECOMMENDED ADDITIONAL CONSIDERATIONS TO MEET CODE OBJECTIVES:

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

1) This Minor Subdivision Plan creates two (2) lots out of the one parcel; the areas remain zoned C-4. The Subdivision Plan generally complies with the *Land Subdivision Regulations*.

2) The proposed Minor Subdivision Plan for the was evaluated. The subdivision of this property into two (2) individual lots does not impede the plan to develop the site.

3) Waiver of Requirement for Lots to Have Frontage on a Public Street: In order for City Council to grant a waiver from the requirements of the *Land Subdivision Regulations*, the applicant must demonstrate that compliance with the requirements of the Regulations would cause extraordinary and unnecessary hardship, and that the variance or waiver "shall not be detrimental to the public health, safety, or general welfare, or have the effect of nullifying the intent and purpose of the official map, the zoning ordinance, the development plan or these regulations."
   a) Staff does not believe that the requirement that lots have frontage on a public street causes an extraordinary and unnecessary hardship for the property except for how the property has chosen to develop. However, access to a public street can easily be provided through agreements/easements which is another code provision. The applicant notes a financial motivation related to ease of multiple phases of development of the property that will continue to function as one complex.
   b) Staff recommends that if the waiver is granted, the Planning Commission require cross access easements among both Lots 1 and 2 and along the Bay Court Plaza entrance drive to ensure permanent access to Bay Road is secured. It is noted that the Lot 1 area will be a party to a cross access easement along the Bay Court Plaza entrance drive that already serves multiple properties
   c) Staff recommends that these easements allow for the owners of each lot to make any improvements necessary to the internal circulation system to the satisfaction of the Planning Commission as specified in the *Zoning Ordinance*, Article 8 § 1, and to ensure that internal circulation and site access to both Lots are beneficial to the public health, safety and general welfare.

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

IX. ADVISORY COMMENTS TO THE APPLICANT:

1) In the event, that major changes and revisions to the Minor Subdivision Plan occur in the finalization of the Plan contact the Department of Planning and Inspections. These changes may require resubmittal for review by the Development Advisory Committee, Planning Commission, or other agencies making recommendations in regard to the plan.

2) Following Planning Commission approval of the Minor Subdivision 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. Upon determination that the Plan is complete and all agency approvals have been received, copies of the Plan must be submitted for final endorsement prior to recordation at the Kent County Recorder of Deeds Office.

3) Other agencies and departments which participate in the Development Advisory Committee may provide additional comments related to their areas of expertise and code requirements.

4) The applicant shall be aware that Minor Subdivision Plan approval does not represent a Building Permit, Sign Permit, and associated construction activity permits. A separate application process is required for issuance of a Building Permit from the City of Dover.

Findings and Recommendations of the Dover Planning Commission

At the Virtual Planning Commission Meeting on March 15, 2021, the Planning Commission reviewed the proposed Waiver Request as part of its review of the Minor Subdivision for the Lands of Bayroadcap, LLC at 600 Bay Road. The Application (SB-21-01) was represented by Jonathan Street of the application's engineering firm the Becker Morgan Group. During the Public Hearing, one (1) member of the public spoke noting their presence as an adjacent property owner for informational purposes only. **Following a Public Hearing, the Planning Commission recommended approval of the Minor Subdivision Plan and approval of the requested Subdivision Waiver to eliminate the lot frontage requirement on a public street for Lot 1 subject to securing the necessary cross access easements for access to Bay Road and internal circulation.** The motion passed unanimously 9-0 of the members present.

See also the included excerpt of the DRAFT Meeting Minutes of the March 15, 2021 Planning Commission meeting.

Attachments:

- Development Advisory Committee Comments: Comments from City of Dover Public Works Department, Department of Water & Wastewater, Electric Department, City Office of the Fire Marshal, DelDOT, and Kent Conservation District
- Subdivision Waiver Request Narrative
- Minor Subdivision Plan Sheets
- Excerpt of Planning Commission Meeting Minutes of March 15, 2021

CITY OF DOVER
DEVELOPMENT ADVISORY COMMITTEE
APPLICATION REVIEW COMMENTARY
STAFF D.A.C. MEETING DATE: FEBRUARY 24, 2021

APPLICATION:	**Lands of Bayroadcap, LLC at 600 Bay Road: Minor Subdivision Plan**
FILE #:	**SB-21-01**
REVIEWING AGENCY:	**City of Dover Department of Public Works**
CONTACT PERSON:	**Sharon J. Duca, P.E.**
CONTACT PHONE #:	**302-736-7025**

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

STORMWATER / STREETS / SANITATION / GENERAL

1. None.

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES

STORMWATER / STREETS / SANITATION / GENERAL

1. None.

ADVISORY COMMENTS TO THE APPLICANT

STORMWATER / STREETS / SANITATION / GENERAL

1. The Department of Public Works has no objections to the plan as the property is located off a State road and a private drive.

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: FEBRUARY 24, 2021

APPLICATION: **Lands of Bayroadcap, LLC at 600 Bay Road: Minor Subdivision**

FILE #: **SB-21-01**

REVIEWING AGENCY: **City of Dover Department of Water & Wastewater**

CONTACT PERSON: **Jason A. Lyon, P.E., Director of Water & Wastewater**

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

CONTACT PHONE #: **jlyon@dover.de.us**

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

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

CITY AND STATE CODE REQUIREMENTS

WATER

1. Previously approved plans depicted private water mains crossing the proposed property lines. Easements between the two (2) property owners shall be required prior to approval.

WASTEWATER

1. Previously approved plans depicted private wastewater mains crossing the proposed property lines. Easements between the two (2) property owners shall be required prior to approval.

GENERAL

1. None.

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES

WATER / WASTEWATER / GENERAL

1. None

ADVISORY COMMENTS TO THE APPLICANT

WATER / WASTEWATER / GENERAL

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: FEBRUARY 24, 2021

APPLICATION: **Lands of Bayroadcap, LLC at 600 Bay Road; Minor Subdivision Plan**

FILE #: **SB-21-01**

REVIEWING AGENCY: **City of Dover Electric Department**

CONTACT PERSON: **Paul Waddell, Electric Director**

CONTACT PHONE #: **302-736-7072**

CONTACT EMAIL #: **pwaddell@dover.de.us**

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

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

CITY AND STATE CODE REQUIREMENTS

ELECTRIC

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

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

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES

ELECTRIC

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

ADVISORY COMMENTS TO THE APPLICANT

ELECTRIC

1. Provide load sheets as soon as possible for proper sizing of transformers and creation of primary fee estimates. Current load sheets can be found at the following link: https://www.cityofdover.com/media/Electric%20Department/COD%20Electric%20Load%20Sheet.pdf.
2. Preliminary site electrical design complete with some conduit installed.

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.

SB-21-01

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: 02/24/21

CITY OF DOVER FIRE MARSHAL

APPLICATION: Lands of Bayroadcap LLC 600 Bay Road

FILE #: SB-21-01 REVIEWING AGENCY: **City of Dover, Office of the Fire Marshal**

CONTACT PERSON: **Jason Osika, Fire Marshal** 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. Proposal is to subdivide commercial property into two parcels (Lot 1 and lot 2). This office has no objections

2. 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, n*umbers shall be contrasting to the background color and shall be placed on each building in the complex,

*Arabic numerals, a*ll numbers used shall be Arabic numerals,

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

3. Project to be completed per approved Site Plan.

4. Full building and fire plan review is required.

5. 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.

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

7. 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.

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

ADDITIONAL / SPECIFIC REQUIREMENTS TO OBTAIN APPROVAL:

1. Ensure all current access to Lot 1 remains in place

APPLICABLE CODES LISTED BELOW (NOT LIMITED TO):
2015 NFPA 1 Fire Code (NFPA; National Fire Protection Association)
2015 NFPA 101 Life Safety Code (NFPA; National Fire Protection Association)
2013 NFPA 72 National Fire Alarm and Signaling Code (NFPA; National Fire Protection Association)
2013 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
2015 Delaware State Fire Prevention Regulations
City of Dover Code of Ordinances

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

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

DELDOT

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APPLICATION: Lands of Baycorp LLC (600 Bay Road)
FILE#: SB-21-01 REVIEWING AGENCY: DelDOT

CONTACT PERSON: Joshua Schwartz PHONE#: 302-760-2768

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

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

CITY & STATE CODE REQUIREMENTS:

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

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES:

ADVISORY COMMENTS TO THE APPLICANT:

1. Schedule a pre-submittal meeting through DelDOT Subdivisions.
2. Subdividing the property will require a Record Plan approval through DelDOT Subdivisions
3. At such time a proposed land use is shown on the plan a further Record Plan will be required.

KENT CONSERVATION DISTRICT

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

CITY OF DOVER
DEVELOPMENT ADVISORY COMMITTEE
APPLICATION REVIEW COMMENTARY
February 24, 2021

APPLICATION: SB-21-01 Lands of Bayroadcap, LLC at 600 Bay Road: Minor Subdivision Plan

FILE #: SB-21-01

REVIEWING AGENCY: Kent Conservation District

CONTACT PERSON: Katherine Owens **PHONE #:** 302-608-5370

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. Drainage easements are required to be shown on the plans.
2. An operation and maintenance agreement of all stormwater facilities is required.

ADVISORY COMMENTS TO THE APPLICANT:

1. Please submit a revised plan set with owners identified for each parcel to the Kent Conservation District.
2. Submit a copy of the operation and maintenance agreements of all stormwater facilities to the Kent Conservation District.

WAIVER REQUEST

SUBDIVISION OF LANDING SQUARE

ROAD FRONTAGE REQUIREMENTS

REQUEST: A waiver is requested for relief from the City of Dover's Zoning Ordinance which requires parcels within the City to have frontage on a public street.

EXTENT OF THE REQUEST: Per Appendix A, Article VI ,E (6.) of the City of Dover Zoning Code, "All lots in a subdivision shall have frontage on a public street." As this subdivision is part of a greater conglomerate of commercial properties, owned by the same entity, which all utilize a boulevard style entrance from a public right-of-way, and easements have been previously recorded which grant these parcels access from the public right-of-way, we are requesting the frontage requirement be relaxed to allow the subdivision.

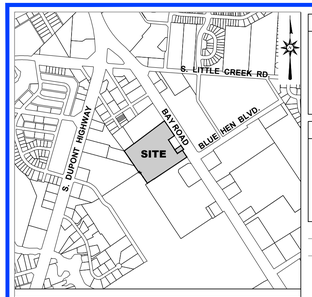
BASIS FOR REQUEST: Appendix A**,** Article 7, section A of the City of Dover Zoning Ordinances states "Upon the findings of the commission that, due to special conditions peculiar to a subdivision or a site, certain requirements of these regulations are inappropriate, or that strict compliance with said requirements may cause extraordinary and unnecessary hardships, the commission may recommend to the city council, and the city council may vary or waive said requirements, provided that such variance or waiver shall not be detrimental to the public health, safety, or general welfare, or have the effect of nullifying the intent and purpose of the official map, the zoning ordinance, the development plan or these regulations.

As a cross access easement benefiting not only this parcel, but the DelDOT parcel to the west, which permits access from Bay Road, a public right-of-way through the parcel to the rear currently exists, the newly created parcel would by default have access to a public right-of-way via the existing easement. This long-standing easement, as well as the previously planned sidewalk connectivity,

would act as a public right-of-way for the newly created parcel as it permits access from Bay Road to the newly created parcel. Strict compliance with the frontage requirement will place an unnecessary hardship on the developer to secure additional financing for further improvements to the development. We would submit that the waiving of the frontage requirement would not have an adverse impact to the health, safety, or general welfare of the public in this instance as this subdivision is part of a greater commercial complex as well as a long-standing easement would not impede access to the parcel and has been previously executed and recorded. These easements will be updated to include all parcels subject to this subdivision.

We would request that the Planning Commission recommend to the Dover City Council that the frontage requirement previously mentioned be waived.

201613403-Frontage-waiver-COD-ltr.docx



VICINITY MAP SCALE : 1" = 1,200'

OWNERS CERTIFICATION

WE, BAYROADCAP, LLC HEREBY CERTIFY THAT WE ARE THE OWNERS 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 RECORDED AS SHOWN IN ACCORDANCE WITH ALL APPLICABLE LAWS AND REGULATIONS.

BAYROADCAP, LLC. DATE

SURVEYORS CERTIFICATION

I, JEFFREY C. DODD, HEREBY CERTIFY THAT I AM A REGISTERED SURVEYOR 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 SURVEYING PRACTICES AS REQUIRED BY THE APPLICABLE LAWS OF THE STATE OF DELAWARE.

JEFFREY C. DODD P.L.S. NO. 782 DATE

GENERAL NOTES FOR DELDOT :

1. NO LANDSCAPING SHALL BE ALLOWED WITHIN R/W UNLESS THE PLANS ARE COMPLIANT WITH SECTION 3.7 OF THE DEVELOPMENT COORDINATION MANUAL (DCM).
2. ALL ENTRANCES SHALL CONFORM TO THE DELAWARE DEPARTMENT OF TRANSPORTATION'S (DELDOT'S) CURRENT DEVELOPMENT COORDINATION MANUAL (DCM) AND SHALL BE SUBJECT TO ITS APPROVAL.
3. SHRUBBERY, PLANTINGS, SIGNS AND/OR OTHER VISUAL BARRIERS THAT COULD OBSTRUCT THE SIGHT DISTANCE OF A DRIVER PREPARING TO ENTER THE ROADWAY ARE PROHIBITED WITHIN THE DEFINED DEPARTURE SIGHT TRIANGLE AREA ESTABLISHED ON THIS PLAN. IF THE ESTABLISHED DEPARTURE SIGHT TRIANGLE AREA IS OUTSIDE THE RIGHT-OF-WAY OR PROJECTS ONTO AN ADJACENT PROPERTY OWNER'S LAND, A SIGHT EASEMENT SHOULD BE ESTABLISHED AND RECORDED WITH ALL AFFECTED PROPERTY OWNERS TO MAINTAIN THE REQUIRED SIGHT DISTANCE.
4. UPON COMPLETION OF THE CONSTRUCTION OF THE SIDEWALK OR SHARED-USE PATH ACROSS THIS PROJECT'S FRONTAGE AND PHYSICAL CONNECTION TO ADJACENT EXISTING FACILITIES, THE DEVELOPER, THE PROPERTY OWNERS OR BOTH ASSOCIATED WITH THIS PROJECT, SHALL BE RESPONSIBLE TO REMOVE ANY EXISTING ROAD TIE-IN CONNECTIONS LOCATED ALONG ADJACENT PROPERTIES, AND RESTORE THE AREA TO GRASS. SUCH ACTIONS SHALL BE COMPLETED AT DELDOT'S DISCRETION, AND IN CONFORMANCE WITH DELDOT'S "SHARED-USE PATH AND/OR SIDEWALK TERMINATION POLICY".
5. SUBDIVISION STREETS CONSTRUCTED WITHIN THE LIMITS OF THE RIGHT-OF-WAY ARE PRIVATE AS SHOWN ON THIS PLAN AND ARE TO BE MAINTAINED BY THE DEVELOPER, PROPERTY OWNERS OR BOTH. THE STATE OF DELAWARE ASSUMES NO MAINTENANCE RESPONSIBILITIES FOR THE FUTURE MAINTENANCE OF THESE STREETS.
6. THE SIDEWALK AND SHARED-USE PATH SHALL BE THE RESPONSIBILITY OF THE DEVELOPER, THE PROPERTY OWNERS OR BOTH WITHIN THIS SUBDIVISION. THE STATE OF DELAWARE ASSUMES NO RESPONSIBILITY FOR THE FUTURE MAINTENANCE OF THE SIDEWALK AND/OR SHARED-USE PATH.
7. THE DEVELOPER SHALL BE REQUIRED TO FURNISH AND PLACE RIGHT-OF-WAY MONUMENTS IN ACCORDANCE WITH DELDOT'S DEVELOPMENT COORDINATION MANUAL.
8. THE DEVELOPER SHALL BE REQUIRED TO FURNISH AND PLACE RIGHT-OF-WAY MARKERS TO PROVIDE A PERMANENT REFERENCE FOR RE-ESTABLISHING THE RIGHT-OF-WAY AND PROPERTY CORNERS ON LOCAL AND HIGHER ORDER FRONTAGE ROADS. RIGHT-OF-WAY MARKERS SHALL BE SET AND/OR PLACED ALONG THE FRONTAGE ROAD RIGHT-OF-WAY AT PROPERTY CORNERS AND AT EACH CHANGE IN RIGHT-OF-WAY ALIGNMENT IN ACCORDANCE WITH SECTION 3.2.4.2 OF THE DEVELOPMENT COORDINATION MANUAL.

GENERAL NOTES :

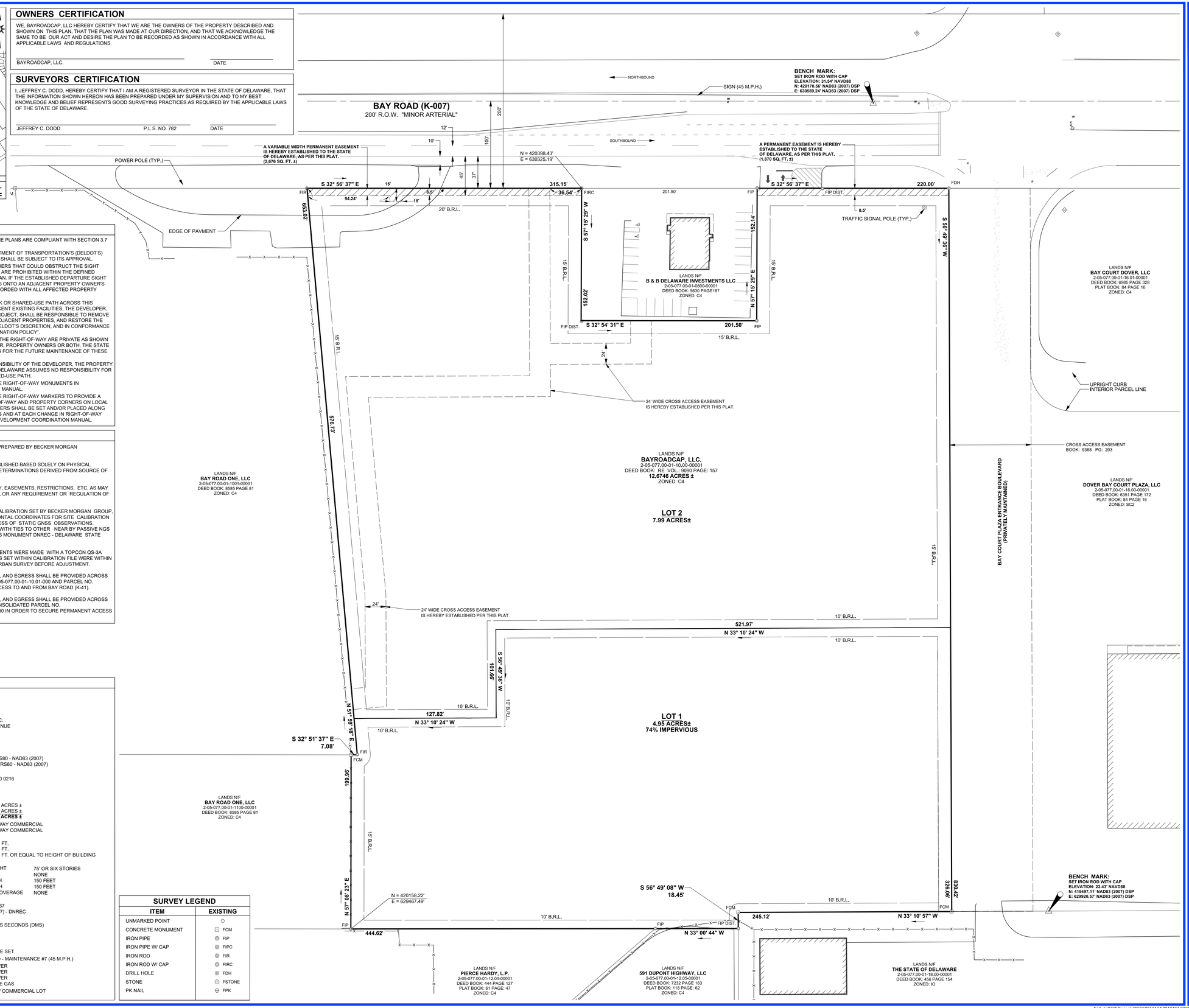
1. TOPOGRAPHIC AND BOUNDARY RETRACEMENT SURVEY WAS PREPARED BY BECKER MORGAN GROUP,DOVER, DE., IN NOVEMBER OF 2017.
2. THE BOUNDARY LINES PORTRAYED HEREON HAVE BEEN ESTABLISHED BASED SOLELY ON PHYSICAL EVIDENCE DISCOVERED IN THE FIELD IN CONJUNCTION WITH DETERMINATIONS DERIVED FROM SOURCE OF TITLE AND ADJACENT DEED RECORD INFORMATION.
3. PROPERTY SHOWN HEREON IS SUBJECT TO ANY RIGHT-OF-WAY, EASEMENTS, RESTRICTIONS, ETC. AS MAY BE SHOWN OR NOTED IN ANY RECORD, PUBLIC OR OTHERWISE, OR ANY REQUIREMENT OR REGULATION OF ANY PUBLIC AGENCY.
4. ALL MEASUREMENTS MADE ARE BASED ON A GNSS RTK SITE CALIBRATION SET BY BECKER MORGAN GROUP, DOVER DE., IN OCTOBER OF 2009. BOTH VERTICAL AND HORIZONTAL COORDINATES FOR SITE CALIBRATION WERE DERIVED THROUGH A LIMITED CONSTRAINT POST PROCESS OF STATIC GNSS OBSERVATIONS. VERTICAL DATUM IS BASED ON NGS MONUMENT L37 (NAVD 88) WITH TIES TO OTHER NEAR BY PASSIVE NGS MONUMENTS. HORIZONTAL REFERENCE SYSTEM IS BASED NGS MONUMENT DNREC - DELAWARE STATE PLANE NAD 83 (2007).
5. WHERE GNSS OBSERVATION WERE NOT SUITABLE, MEASUREMENTS WERE MADE WITH A TOPCON GS-3A ELECTRONIC TOTAL STATION. TRAVERSE RAN TO/FROM POINTS SET WITHIN CALIBRATION FILE WERE WITHIN MINIMUM CLOSURE STANDARD SET BY STATE STATUE FOR A URBAN SURVEY BEFORE ADJUSTMENT.
6. CROSS ACCESS EASEMENT FOR VEHICULAR ACCESS, INGRESS, AND EGRESS SHALL BE PROVIDED ACROSS THE CONSOLIDATED PARCEL TO BENEFIT BOTH PARCEL NO. 2-05-077.00-01-10.01-000 AND PARCEL NO. 2-05-077.00-01-08.00-000 IN ORDER TO SECURE PERMANENT ACCESS TO AND FROM BAY ROAD (K-41).
7. CROSS ACCESS EASEMENT FOR VEHICULAR ACCESS, INGRESS, AND EGRESS SHALL BE PROVIDED ACROSS PARCEL NO. 2-05-077.00-01-16.00-000 TO BENEFIT BOTH THE CONSOLIDATED PARCEL NO. 2-05-077.00-01-10.00-000 AND PARCEL NO. 2-05-077.00-01-18.00-000 IN ORDER TO SECURE PERMANENT ACCESS TO AND FROM BAY ROAD (K-41).

SITE DATA

1.	OWNER OF RECORD:	BAYROADCAP, LLC. 105 FAULK ROAD, SUITE 200 WILMINGTON, DE 19803 (302) 429-8700
2.	ENGINEER / SURVEYOR:	BECKER MORGAN GROUP INC. 309 SOUTH GOVERNORS AVENUE DOVER, DELAWARE 19904 (302) 734-7950
3.	**PROPERTY MAP NUMBER:**	2-05-07700-01-0900-00001
4.	PROPERTY LOCATION:	LATITUDE N39° 09' 12.34" WRS80 - NAD83 (2007) LONGITUDE W75° 30' 32.30" WRS80 - NAD83 (2007)
5.	STATE INVESTMENT LEVEL:	LEVEL 1
6.	DEED SUMMARY:	DEED BVP: D 9090 0157 D 0590 0216
7.	NUMBER OF PARCELS:	EXISTING: 1 PROPOSED: 2
8.	TOTAL SITE AREA:	LOT 1 = 7.99 ACRES ± LOT 2 = + 4.95 ACRES ± **TOTAL SITE AREA= 12.94 ACRES ±**
9.	ZONING CLASSIFICATION:	EXISTING: C-4 - HIGHWAY COMMERCIAL PROPOSED: C-4 - HIGHWAY COMMERCIAL
10.	SETBACKS:	C4 - HIGHWAY COMMERCIAL FRONT: 20 FT. SIDE 15 FT. REAR: 10 FT. OR EQUAL TO HEIGHT OF BUILDING
11.	BULK REQUIREMENTS:	C4 - HIGHWAY COMMERCIAL MAX BUILDING HIEGHT 75' OR SIX STORIES MINIMUM LOT AREA NONE MINIMUM LOT WIDTH 150 FEET MINIMUM LOT DEPTH 150 FEET MAX IMPERVIOUS COVERAGE NONE
12.	SURVEY DATUM:	NGS MONUMENTATION VERTICAL: NAVD88 - L37 HORIZONTAL: NAD83 (2007) - DNREC
13.	SURVEY UNIT:	LINEAR: US SURVEY FOOT ANGULAR: DEGREES MINUTES SECONDS (DMS) COORDINATE: GROUND
14.	SURVEY CLASSIFICATION:	SUBURBAN SURVEY
15.	MONUMENTATION:	EXISTING: 14 FOUND PROPOSED: NONE TO BE SET
16.	ROAD CLASSIFICATION:	MINOR ARTERIAL - BAY ROAD - MAINTENANCE #7 (45 M.P.H.)
17.	UTILITIES PROVIDER:	SEWER: CITY OF DOVER WATER: CITY OF DOVER ELECTRIC: CITY OF DOVER GAS: CHESAPEAKE GAS
18.	USE:	EXISTING: OPEN LOT / COMMERCIAL LOT PROPOSED: OFFICE

SURVEY LEGEND

ITEM	EXISTING
UNMARKED POINT	○
CONCRETE MONUMENT	⊡ FCM
IRON PIPE	◎ FIP
IRON PIPE W/ CAP	◎ FIPC
IRON ROD	◎ FIR
IRON ROD W/ CAP	◎ FIRC
DRILL HOLE	⊗ FDH
STONE	⊙ FSTONE
PK NAIL	⊕ FPK



BECKER MORGAN GROUP

ARCHITECTURE
ENGINEERING

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Wilmington, North Carolina 28403
Ph. 910.341.7600
Fax 910.341.7506

www.beckermorgan.com

PROJECT TITLE

LANDS OF
BAYROADCAP, LLC

BAY ROAD COMMERCIAL

BAY ROAD
CITY OF DOVER 19901
KENT COUNTY, DE

SHEET TITLE

SUBDIVISION PLAN

0 25 50 100
SCALE : 1" = 50'

ISSUE BLOCK

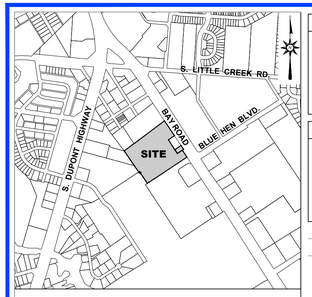
MARK	DATE	DESCRIPTION
1	-	-

LAND STATE - Recd Per...

PROJECT NO.: 2016134.03
DATE: 2-5-2021
SCALE: 1" = 50'
DRAWN BY: K.N.G | PROJ. MGR.: J.C.D.
SHEET
1 OF 1

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VICINITY MAP SCALE : 1" = 1,200'

OWNERS CERTIFICATION

WE, BAYROADCAP, LLC HEREBY CERTIFY THAT WE ARE THE OWNERS 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 RECORDED AS SHOWN IN ACCORDANCE WITH ALL APPLICABLE LAWS AND REGULATIONS.

BAYROADCAP, LLC. DATE

SURVEYORS CERTIFICATION

I, JEFFREY C. DODD, HEREBY CERTIFY THAT I AM A REGISTERED SURVEYOR 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 SURVEYING PRACTICES AS REQUIRED BY THE APPLICABLE LAWS OF THE STATE OF DELAWARE.

JEFFREY C. DODD P.L.S. NO. 782 DATE

GENERAL NOTES FOR DELDOT :

1. NO LANDSCAPING SHALL BE ALLOWED WITHIN R/W UNLESS THE PLANS ARE COMPLIANT WITH SECTION 3.7 OF THE DEVELOPMENT COORDINATION MANUAL (DCM).
2. ALL ENTRANCES SHALL CONFORM TO THE DELAWARE DEPARTMENT OF TRANSPORTATION'S (DELDOT'S) CURRENT DEVELOPMENT COORDINATION MANUAL (DCM) AND SHALL BE SUBJECT TO ITS APPROVAL.
3. SHRUBBERY, PLANTINGS, SIGNS AND/OR OTHER VISUAL BARRIERS THAT COULD OBSTRUCT THE SIGHT DISTANCE OF A DRIVER PREPARING TO ENTER THE ROADWAY ARE PROHIBITED WITHIN THE DEFINED DEPARTURE SIGHT TRIANGLE AREA ESTABLISHED ON THIS PLAN. IF THE ESTABLISHED DEPARTURE SIGHT TRIANGLE AREA IS OUTSIDE THE RIGHT-OF-WAY OR PROJECTS ONTO AN ADJACENT PROPERTY OWNER'S LAND, A SIGHT EASEMENT SHOULD BE ESTABLISHED AND RECORDED WITH ALL AFFECTED PROPERTY OWNERS TO MAINTAIN THE REQUIRED SIGHT DISTANCE.
4. UPON COMPLETION OF THE CONSTRUCTION OF THE SIDEWALK OR SHARED-USE PATH ACROSS THIS PROJECT'S FRONTAGE AND PHYSICAL CONNECTION TO ADJACENT EXISTING FACILITIES, THE DEVELOPER, THE PROPERTY OWNERS OR BOTH ASSOCIATED WITH THIS PROJECT, SHALL BE RESPONSIBLE TO REMOVE ANY EXISTING ROAD TIE-IN CONNECTIONS LOCATED ALONG ADJACENT PROPERTIES, AND RESTORE THE AREA TO GRASS. SUCH ACTIONS SHALL BE COMPLETED AT DELDOT'S DISCRETION, AND IN CONFORMANCE WITH DELDOT'S "SHARED-USE PATH AND/OR SIDEWALK TERMINATION POLICY".
5. SUBDIVISION STREETS CONSTRUCTED WITHIN THE LIMITS OF THE RIGHT-OF-WAY ARE PRIVATE AS SHOWN ON THIS PLAN AND ARE TO BE MAINTAINED BY THE DEVELOPER, PROPERTY OWNERS OR BOTH. THE STATE OF DELAWARE ASSUMES NO MAINTENANCE RESPONSIBILITIES FOR THE FUTURE MAINTENANCE OF THESE STREETS.
6. THE SIDEWALK AND SHARED-USE PATH SHALL BE THE RESPONSIBILITY OF THE DEVELOPER, THE PROPERTY OWNERS OR BOTH WITHIN THIS SUBDIVISION. THE STATE OF DELAWARE ASSUMES NO RESPONSIBILITY FOR THE FUTURE MAINTENANCE OF THE SIDEWALK AND/OR SHARED-USE PATH.
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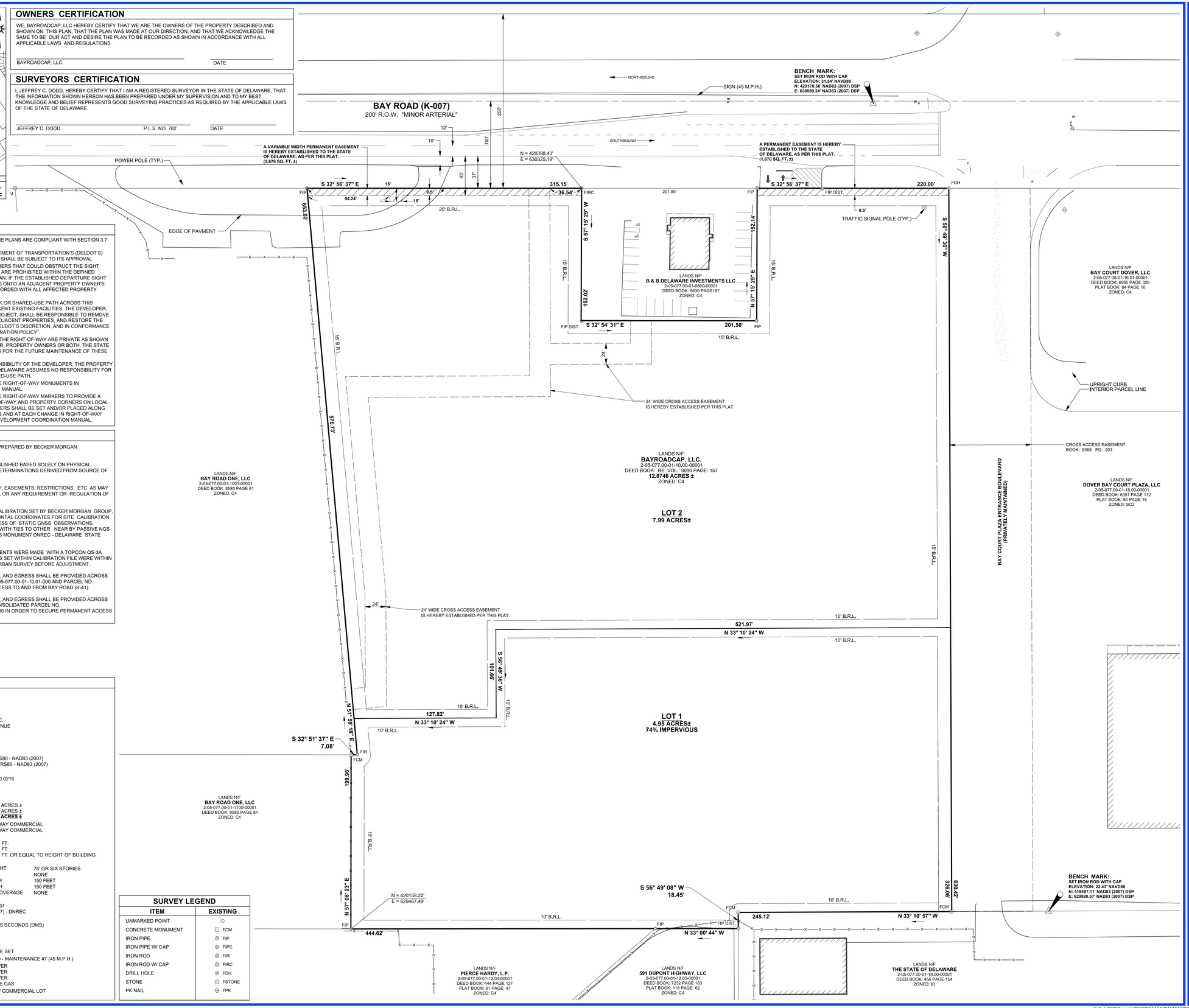
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3.	**PROPERTY MAP NUMBER:**	2-05-07700-01-0900-00001
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5.	STATE INVESTMENT LEVEL:	LEVEL 1
6.	DEED SUMMARY:	DEED BVP: D 9090 0157 D 0590 0216
7.	NUMBER OF PARCELS:	EXISTING: 1 PROPOSED: 2
8.	TOTAL SITE AREA:	LOT 1 = 7.99 ACRES ± LOT 2 = + 4.95 ACRES ± **TOTAL SITE AREA= 12.94 ACRES ±**
9.	ZONING CLASSIFICATION:	EXISTING: C-4 - HIGHWAY COMMERCIAL PROPOSED: C-4 - HIGHWAY COMMERCIAL
10.	SETBACKS:	C4 - HIGHWAY COMMERCIAL FRONT: 20 FT. SIDE 15 FT. REAR: 10 FT. OR EQUAL TO HEIGHT OF BUILDING
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15.	MONUMENTATION:	EXISTING: 14 FOUND PROPOSED: NONE TO BE SET
16.	ROAD CLASSIFICATION:	MINOR ARTERIAL - BAY ROAD - MAINTENANCE #7 (45 M.P.H.)
17.	UTILITIES PROVIDER:	SEWER: CITY OF DOVER WATER: CITY OF DOVER ELECTRIC: CITY OF DOVER GAS: CHESAPEAKE GAS
18.	USE:	EXISTING: OPEN LOT / COMMERCIAL LOT PROPOSED: OFFICE

SURVEY LEGEND

ITEM	EXISTING
UNMARKED POINT	○
CONCRETE MONUMENT	⊡ FCM
IRON PIPE	◎ FIP
IRON PIPE W/ CAP	◎ FIPC
IRON ROD	◎ FIR
IRON ROD W/ CAP	◎ FIRC
DRILL HOLE	⊗ FDH
STONE	⊙ FSTONE
PK NAIL	⊕ FPK



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ENGINEERING

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Fax 910.341.7506

www.beckermorgan.com

PROJECT TITLE

LANDS OF
BAYROADCAP, LLC

BAY ROAD COMMERCIAL

BAY ROAD
CITY OF DOVER 19901
KENT COUNTY, DE

SHEET TITLE

SUBDIVISION PLAN

0 25 50 100
SCALE : 1" = 50'

ISSUE BLOCK

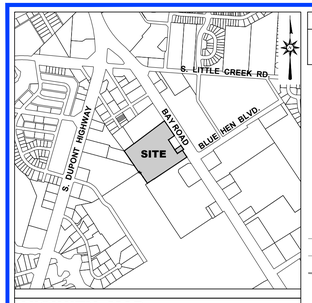
MARK	DATE	DESCRIPTION
1	-	-

LANDS STATE - Revised Per...

PROJECT NO.: 2016134.03
DATE: 2-5-2021
SCALE: 1" = 50'
DRAWN BY: K.N.G | PROJ. MGR.: J.C.D.

SHEET
1 OF 1

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VICINITY MAP SCALE : 1" = 1,200'

PLAN NOTE :

THE PURPOSE OF THIS EXHIBIT IS TO DEPICT THE EXISTING DESIGN IMPERVIOUS AREAS ASSOCIATED WITH LOT 1 AND SHOULD BE VIEWED IN THAT CONTEXT ONLY.

BENCH MARK:
SET IRON ROD WITH CAP
ELEVATION: 31.54' NAVD88
N: 420170.56' NAD83 (2007) DSP
E: 630589.24' NAD83 (2007) DSP

BAY ROAD (K-007)
200' R.O.W. "MINOR ARTERIAL"

NORTHBOUND
SOUTHBOUND
SIGN (45 M.P.H.)
200'
100'
12'
10'
45'
37'
N = 420398.43'
E = 630325.19'

A VARIABLE WIDTH PERMANENT EASEMENT IS HEREBY ESTABLISHED TO THE STATE OF DELAWARE, AS PER THIS PLAT. (2,676 SQ. FT. ±)

A PERMANENT EASEMENT IS HEREBY ESTABLISHED TO THE STATE OF DELAWARE, AS PER THIS PLAT. (1,870 SQ. FT. ±)

POWER POLE (TYP.)
EDGE OF PAVMENT
TRAFFIC SIGNAL POLE (TYP.)

S 32° 56' 37" E 315.15'
FIR
94.24'
15'
8.5'
15'
FIRC
36.54'
20' B.R.L.
S 32° 56' 37" E 220.00'
FIP
FIP DIST.
8.5'
FDH

201.50'
EXISTING BUILDING
S 57° 15' 29" W 152.14'
N 57° 15' 29" E 152.02'
15' B.R.L.
LANDS N/F
B & B DELAWARE INVESTMENTS LLC
2-05-077.00-01-080X-00001
DEED BOOK: 5630 PAGE187
ZONED: C4

FIP DIST.
S 32° 54' 31" E 201.50'
FIP
15' B.R.L.
24'

S 57° 49' 36" W

LANDS N/F
BAY COURT DOVER, LLC
2-05-077.00-01-16.01-00001
DEED BOOK: 6985 PAGE 328
PLAT BOOK: 84 PAGE 16
ZONED: C4

UPRIGHT CURB
INTERIOR PARCEL LINE

24' WIDE CROSS ACCESS EASEMENT IS HEREBY ESTABLISHED PER THIS PLAT.

LANDS N/F
BAYROADCAP, LLC.
2-05-077.00-01-10.00-00001
DEED BOOK: RE VOL.: 9090 PAGE: 157
12.6746 ACRES ±
ZONED: C4

CROSS ACCESS EASEMENT
BOOK: 9368 PG: 203

LANDS N/F
DOVER BAY COURT PLAZA, LLC
2-05-077.00-01-16.00-00001
DEED BOOK: 6351 PAGE 172
PLAT BOOK: 84 PAGE 16
ZONED: SC2

BAY COURT PLAZA ENTRANCE BOULEVARD (PRIVATELY MAINTAINED)

LANDS N/F
BAY ROAD ONE, LLC
2-05-077.00-01-1001-00001
DEED BOOK: 8585 PAGE 81
ZONED: C4

LOT 2
7.99 ACRES±

S 57° 08' 23" E 576.73'
15' B.R.L.

24' WIDE CROSS ACCESS EASEMENT IS HEREBY ESTABLISHED PER THIS PLAT.

10' B.R.L.
521.97'
N 33° 10' 24" W
S 56° 49' 36" W 101.69'
EXISTING PARKING AREA
N 57° 08' 23" E 199.96'
127.82'
N 33° 10' 24" W
LOT 1
4.95 ACRES±
74% IMPERVIOUS
39'
25'
S 32° 51' 37" E 7.08'
FIR
FCM
EXISTING BUILDING (D.S.P. OFFICES)
EXISTING SWM AREA
EXISTING PARKING AREA
EXISTING PARKING AREA
68'
N = 420158.22'
E = 629467.49'
S 56° 49' 08" W 18.45'
FCM
FIP
FIP DIST.
N 33° 00' 44" W
444.62'
245.12'
N 33° 10' 57" W
326.06'
S 56° 49' 36" W 330.42'

LANDS N/F
BAY ROAD ONE, LLC
2-05-077.00-01-1100-00001
DEED BOOK: 8585 PAGE 81
ZONED: C4

LANDS N/F
PIERCE HARDY, L.P.
2-05-077.00-01-12.04-00001
DEED BOOK: 444 PAGE 127
PLAT BOOK: 61 PAGE: 47
ZONED: C4

LANDS N/F
591 DUPONT HIGHWAY, LLC
2-05-077.00-01-12.05-00001
DEED BOOK: 7232 PAGE 163
PLAT BOOK: 118 PAGE: 62
ZONED: C4

LANDS N/F
THE STATE OF DELAWARE
2-05-077.00-01-18.00-00001
DEED BOOK: 456 PAGE 154
ZONED: IO

BENCH MARK:
SET IRON ROD WITH CAP
ELEVATION: 22.43' NAVD88
N: 419497.11' NAD83 (2007) DSP
E: 629920.57' NAD83 (2007) DSP

NAD83 DSP GRID

LEGEND

ITEM	EXISTING
CONCRETE CURB & GUTTER	
CONCRETE SIDEWALK, SLAB / PAVING	
IMPERVIOUS SURFACED ROAD, DRIVE OR LOT	
STRUCTURE (CONCRETE, WOOD, METAL, ETC.)	
ELEVATION SPOT SHOT	43.55
BENCH MARK	
PROPERTY OR RIGHT-OF-WAY LINE	
CENTERLINE	
LIGHT POLE	

SURVEY LEGEND

ITEM	EXISTING
UNMARKED POINT	
CONCRETE MONUMENT	FCM
IRON PIPE	FIP
IRON PIPE W/ CAP	FIPC
IRON ROD	FIR
IRON ROD W/ CAP	FIRC
DRILL HOLE	FDH
STONE	FSTONE
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BAY ROAD COMMERCIAL

BAY ROAD
CITY OF DOVER 19901
KENT COUNTY, DE

SHEET TITLE

IMPERVIOUS EXHIBIT

0 25 50 100
SCALE : 1" = 50'

ISSUE BLOCK

MARK	DATE	DESCRIPTION
1	-	-

LAYER STATE: Impervious Exhibit

PROJECT NO.: 2016134.03
DATE: 2-5-2021
SCALE: 1" = 50'
DRAWN BY: K.N.G | PROJ. MGR.: J.C.D.
SHEET

EXHIBIT

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WAIVER REQUEST

SUBDIVISION OF LANDING SQUARE

ROAD FRONTAGE REQUIREMENTS

REQUEST: A waiver is requested to eliminate the portion of upright curbing from the perimeter parking areas of lots 2, 3, & 4 of Lafferty Lane.

EXTENT OF THE REQUEST: Per Appendix A, Article VI ,E (6.) of the City of Dover Zoning Code, "All lots in a subdivision shall have frontage on a public street." As this subdivision is part of a greater conglomerate of commercial properties, owned by the same entity, which all utilize a boulevard style entrance from a public right-of-way, and easements have been previously recorded which grant these parcels access from the public right-of-way, we are requesting the frontage requirement be relaxed to allow the subdivision.

BASIS FOR REQUEST: Appendix A**,** Article 7, section A of the City of Dover Zoning Ordinances states "Upon the findings of the commission that, due to special conditions peculiar to a subdivision or a site, certain requirements of these regulations are inappropriate, or that strict compliance with said requirements may cause extraordinary and unnecessary hardships, the commission may recommend to the city council, and the city council may vary or waive said requirements, provided that such variance or waiver shall not be detrimental to the public health, safety, or general welfare, or have the effect of nullifying the intent and purpose of the official map, the zoning ordinance, the development plan or these regulations.

As a cross access easement benefiting not only this parcel, but the DelDOT parcel to the west, which permits access from Bay Road, a public right-of-way through the parcel to the rear currently exists, the newly created parcel would by default have access to a public right-of-way via the existing easement. This long standing easement would act as a public right-of-way for the newly created

parcel as it permits access from Bay Road the newly created parcel. Strict compliance with the frontage requirement will place an unnecessary hardship on the developer to secure additional financing for further improvements to the development. We would submit that the waiving of the frontage requirement would not have an adverse impact to the health, safety, or general welfare of the public in this instance as this subdivision is part of a greater commercial complex as well as a long-standing easement providing access to the parcel has been previously executed and recorded.

We would request that the Planning Commission recommend to the Dover City Council that the frontage requirement previously mentioned be waived.

201613403-Frontafe-waiver-COD-ltr.docx

CITY OF DOVER PLANNING COMMISSION
March 15, 2021
Excerpt from Meeting Minutes – Draft

The Meeting of the City of Dover Planning Commission was held on Monday, March 15, 2021 at 7:00 PM as a Virtual Meeting using the phone/videoconferencing system WebEx due to Delaware's Declaration of the State of Emergency for COVID-19. The Meeting Session was conducted with Chair Mrs. Maucher presiding. Members present were Mr. Adams, Mrs. Malone, Mr. Hartman, Mrs. Lord, Mrs. Welsh, Dr. Jones, Mr. Roach, Mr. Baldwin, and Mrs. Maucher.

Staff members present were Mr. Dave Hugg, Mrs. Dawn Melson-Williams, Mr. Julian Swierczek, Mrs. Samantha Bulkilvish, Mrs. Tracey Harvey, Mr. Jason Lyon and Mrs. Kristen Mullaney.

SB-21-01 Lands of Bayroadcap, LLC at 600 Bay Road: Minor Subdivision Plan - Public Hearing and Review of a Minor Subdivision Plan to subdivide the Bay Road Commercial property consisting of 12.94 acres +/- into two parcels (Lot 1 and Lot 2). Lot 1 is to be 4.95 acres+/- and encompass the western portion of the property developed with Phase 1: Building, stormwater management facility, and parking area. Lot 1 does not have frontage on Bay Road. Lot 2 is to be 7.99 acres+/- and encompass the eastern residual portion of the property with frontage on Bay Road. The subject property is located on the west side of Bay Road near its intersection with Blue Hen Boulevard and the Bay Court Plaza entrance drive. The property is zoned C-4 (Highway Commercial Zone). The owner of record is Bayroadcap, LLC. Property Address: 600 Bay Road. Tax Parcel Number: ED-05-077.00-01-09.00-000. Council District 2. Subdivision *Waiver Requested: Elimination of Requirement for Lot Frontage on a Public Street. Application S-19-20 Delaware State Police Building Update at Bay Road Commercial was approved by the Planning Commission in September 2019 and received Final Plan Approval on March 6, 2020 regarding the development of the Lot 1 area superseding Application S-17-20. Application C-20-02 Landing Square: Revised Phase 2 Area was approved by the Planning Commission on August 17, 2020 for the commercial development of the Lot 2 area.*

Representative: Mr. Jonathan Street, Becker Morgan Group

Mrs. Melson-Williams stated that this is a Minor Subdivision Plan. We have seen this subject site a number of times in recent years, but this is a proposal to subdivide what is a 12.49 acre parcel into two lots. Lot 1 being the smaller of the two and focused on the western extremes of the property and then Lot 2 being just less than 8 acres and being the eastern portion of the property with frontage specifically on Bay Road. The property is zoned C-4 (Highway Commercial Zone) and both parcels would remain that zoning classification. For previous history, there have been a number of projects. The two most recent of note is what is proposed here in the Lot 1 area was developed under the Site Plan Application S-19-20 the Delaware State Police Administration Update to the Bay Road Commercial site. There is that existing building there now and their parking and some stormwater management which will serve Lot 1 as well as some areas of Lot 2 likely. The Lot 2 area is the subject of the Site Plan piece of C-20-02 The Landing Square, also known as the Revised Phase 2 area which is just the site development for an office building and then two restaurant pieces out along Bay Road should they move to that direction. If you will remember those applications, access to the site is with a right-in/right-out

off of Bay Road along the property frontage but the main real access to the property occurs by traveling over what they call the Baycourt Plaza entrance drive. That is not public right-of-way; it just happens to be a named entrance drive which has easements that allow access to the subject parcel as well as to a property owned by DelDOT and DTC that is to the further west. The Baycourt Plaza entrance drive is not right-of-way. Because with the kind of Z-shaped property line that they are requesting to strike to divide this into two lots leaves Lot 1 without specific frontage on a public street. That is a requirement of our *Land Subdivision Regulations*; however, there is the ability for the Planning Commission and then ultimately City Council, to consider a waiver of the *Subdivision Regulations* to remove that requirement. They are seeking this waiver as Lot 1 does not have frontage on a public street. It has the ability to access a public street by the easement that exists along the Baycourt Plaza drive and then also if additional easements are established across Lot 2 for it to reach Bay Road. Lot 2 has the required frontage on Bay Road. Any time that we are striking a property line, we have to look at the bulk standards for the zone. With this being C-4 (Highway Commercial Zone), they have looked at that and the second sheet of their submission very specifically shows where the building is on Lot 1 so that we can confirm that setbacks from property lines as met. Likewise, that will also have to be confirmed with the development that was recently approved on Lot 2. In recent weeks, it went to Final Plan Approval so they will need to double check that the new proposed property line doesn't impede any required setbacks there. For the balance of the development, that really is related to the approved development plans that exist so things like parking, sidewalks and tree plantings are covered under a Site Development Plan Review. As she said, Lot 1 is pretty much completed its development at this point, but Lot 2 will be subject to the plans that are recently approved for its development. There were comments from the other regulatory agencies that are included in the packet, but Staff finds that the creation of two lots generally complies with our *Land Subdivision Regulations*. Dividing it into two lots does not impede its future development; however, we do need to address the Subdivision Waiver for the requirement of the lot to have frontage on a public street. Staff does recommend that that Waiver be granted and in doing so, that you require the cross access easements to be very specifically established to ensure both Lot 1 and Lot 2 can make use of that Baycourt Plaza entrance drive to reach Bay Road which is the public street in this general area and that there are also appropriate easements associated across Lot 2 and between these two Lots to cover things related to utilities, site circulation, and the like. With a Subdivision Waiver, the Planning Commission is making a recommendation and that recommendation must be forwarded to City Council.

Mr. Street stated that what you are looking at tonight is simply the subdivision of two properties. What you are not seeing on the plan are the cross access easements. There are currently cross access easements between not only Bay Road and the neighboring property to the north where Century Engineering is now. You can actually see that cross access easement there defined on the plan, but it also includes the attorney's office out front as well. Also, what you are not seeing on the plan that was deeded is that the project will provide sewer not only to both Lot 1 and Lot 2, but also that parcel out front as well. That will have to be restated and re-recorded to include new parcel numbers and owners if the Waiver is granted. The cross access easement that is currently on the Baycourt Plaza side which is the boulevard entry, that was actually made up of two different easements prior to the original approval to this a couple of years ago. They actually researched that and cleaned that up for our parcel in its entirety. DelDOT and DART are both a party to that and that obviously would remain as it has been a long standing easement that

provides not only our parcel access but the DART facility access as well. As part of the State Police project, they also included that interconnection there to make the bus traffic in and out a little easier and well organized. With that, they are in receipt of Staff's comments; they don't have any real concerns with comments. The cross access easement that Mrs. Melson-Williams was stating would have to be recorded and taken care of. The State Police facility is kind of its own little parcel there as Lot 1. The stormwater management that is on the north side of them, serves both what would be Lot 1 and a small portion of Lot 2; so, there will be some sharing of maintenance responsibilities. It is going to be the same owner, but this is still a typical agreement that happens. Most recently the last one that he did was across the street to the south with the DSWA and the Chesapeake Utilities site. The stormwater management pond is located on the Chesapeake Utilities parcel, but it feeds the entire business park and there is an agreement of who maintains what and what percentages of maintenance needs to be done. This is a typical agreement and it is something that they are already aware of and are already working on. They are not changing anything about current agreements that are in place with the exception of updating parcel numbers and owners. They are not proposing to sell off any of these parcels. This is just being done so that they can kind of reorganize the financing for construction because the State Police Building is completed. This whole parcel (Lot 1) will essentially be done and signed off on which allows them to then move on with development of Lot 2 and its financing.

Mrs. Maucher opened a public hearing.

Ms. Karen Vicks – 580 Bay Road Dover, DE 19901

Ms. Vicks stated that she did not have any comments; she is here for informational purposes.

Mrs. Maucher closed the public hearing.

Mr. Hartman moved to recommend approval to City Council for SB-21-01 Lands of Bayroadcap, LLC at 600 Bay Road: Minor Subdivision Plan to include the Waiver to eliminate the lot frontage requirement for Lot 1 provided that cross access easements among both Lots 1 & 2 and along the Baycourt Plaza entrance drive to ensure permanent access to Bay Road is secured and that these easements allow for the owners of each lot to make any improvements necessary to the internal circulation system as specified in the Zoning Ordinance Article 8, Section 1 to ensure that internal circulation and site access to both lots are beneficial to the public health, safety and general welfare, seconded by Mr. Adams and the motion was carried 9-0 by roll call vote. Mr. Hartman voting yes; he agrees with the Planning Office's commentary and the DAC requirements in Section VII of the DAC Report. Mr. Baldwin voting yes; based on Staff's recommendations. Mrs. Lord voting yes; based on reasons previously stated. Mrs. Welsh voting yes; based on DAC comments and that it is in compliance with plan for that site area. Dr. Jones voting yes; for reasons previously stated. Mr. Adams voting yes. Mr. Roach voting yes. Mrs. Malone voting yes; for reasons previously stated. Mrs. Maucher voting yes; based on Staff and DAC comments.