

**CITY OF DOVER, DELAWARE
PLANNING COMMISSION
Monday, June 16, 2025 at 7:00 PM**

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

AGENDA

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

IN-PERSON and VIRTUAL MEETING NOTICE

The Planning Commission Meeting for June 16, 2025 will be held at City Hall in City Council Chambers at 7:00PM and as a Virtual Meeting using Webex, an audio/video conferencing system as an electronic means of communication. The public is welcome to attend. See participation information below to join by phone or computer.

**PUBLIC PARTICIPATION INFORMATION
City of Dover Planning Commission Meeting of June 16, 2025**

Join By Phone: Dial +1-650-479-3208

Access Code: 253 013 23994

Password from Phones: 3683772

Join Online: <https://bit.ly/PCMeeting06162025>

Webinar Number: 2530 132 3994

Webinar Password: DoverPC

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

ADOPTION OF AGENDA

APPROVAL OF MINUTES

- [1.](#) Adoption of Minutes of May 19, 2025

COMMUNICATIONS & REPORTS

Meeting Reminder: The next Planning Commission regular meeting date is Monday, July 21, 2025 at 7:00PM.

Update on City Council Actions

Department of Planning & Inspections Updates

OPENING REMARKS CONCERNING MEETING PROCEDURES

OLD BUSINESS

Requests for Extension of Planning Commission Approval - None

NEW APPLICATIONS

NEW BUSINESS

2. Presentation on Dover's Downtown Development District (DDD) Program Relaunch
Visit <https://www.cityofdover.com/departments/Planning/dovers-downtown-development-district-210248>
3. Presentation by Delaware Office of State Planning Coordination (OSPC)
Visit <https://stateplanning.delaware.gov/>
4. Progress on Implementation of *2019 Comprehensive Plan*

PLANNING COMMISSIONER COMMENTS

PUBLIC COMMENTS

ADJOURN

Posted Agenda: June 6, 2025

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

**CITY OF DOVER PLANNING COMMISSION
MAY 19, 2025**

The Meeting of the City of Dover Planning Commission was held on Monday, May 19, 2025, at 7:00 PM as an In-Person Meeting and also using the phone/videoconferencing system Webex. The Meeting Session was conducted with Chair Mr. Witham presiding. Members present were Mr. Michael Lewis, Mr. Roach (arrived virtual at 7:15PM), Mrs. Denney, Mrs. Maucher (virtual), Mr. Baldwin, Dr. Jones, Mr. Reaves (virtual), Mrs. Welsh, and Mr. Witham.

Staff members present were Mrs. Dawn Melson-Williams, Mr. Christopher Salzano, and Mr. Jason Lyon (virtual).

APPROVAL OF AGENDA

Dr. Jones moved to approve the Agenda as submitted, seconded by Mrs. Welsh and the motion was carried 8-0 with Mr. Roach absent.

APPROVAL OF MEETING MINUTES OF APRIL 21, 2025

Mrs. Denney moved to approve the Planning Commission Meeting Minutes of April 21, 2025, seconded by Mrs. Welsh and the motion was carried 8-0 with Mr. Roach absent.

COMMUNICATIONS & REPORTS

Mrs. Melson-Williams stated that the next Planning Commission regular meeting is scheduled for Monday, June 16, 2025 at 7 PM. At the present time, we do not have a specific application for consideration that evening. They will look to see if they can put together a training opportunity for you that evening; so, stay tuned on that. If you have an idea or a preferred topic for that training, certainly reach out to Staff and they will see what they can do for that.

Mrs. Melson-Williams provided an update on the regular City Council and various Committee meetings held on April 28 & 29, 2025 and May 12 & 13, 2025.

Mrs. Melson-Williams stated that for Planning and Inspection updates, there is not really much to bring to you from our Department. We continue to still have a number of vacancies and as always, she encourages you to look at the City's website in regard to that. Specifically, in the Planning Section, we have a Planner position and the Planning Director position that are currently open.

OPENING REMARKS CONCERNING DEVELOPMENT APPLICATIONS

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

OLD BUSINESS

Requests for Extensions of Planning Commission Approval:

S-23-06 College Road Apartments at Railroad Avenue/Grove Street – Request for a One-Year Extension of Planning Commission Approval granted on June 20, 2023 for a Site Development

Plan for construction of two 6-story mid-rise apartment buildings with a total of 385 units consisting of studio, 1 bedroom, and 2 bedroom units. The ground level of each apartment building is parking and the other site improvements include six 7-car garage buildings, parking lots, landscaping, and recreation areas. The Planning Commission action also included approval of the Active Recreation Area Plan and denial of a Waiver Request to Reduce the Parking Requirements. The Project also includes street construction/improvements to Raymond Street and Railroad Avenue. A Lot Consolidation Plan will combine the four parcels located east of Railroad Avenue for a total of 31.08 acres of land. These properties are zoned RG-5 (General Residence Zone for Mid-Rise Apartments). The subject area is located north of, but not adjacent to College Road, and east of the Railroad corridor in the vicinity of Raymond Street, Railroad Avenue, and Grove Street. Property Owners: Patel College Properties, LLC and Patel Excess College Road, LLC. Tax Parcels: ED-05-067.00-02-53.00-000, ED-05-067.00-02-54.00-000, ED-05-067.00-02-55.00-000, and ED-05-067.00-02-56.00-000. Council District 4.

Representative: Mr. Dominic Balascio, Parkway Law

Mrs. Melson-Williams stated that this is a Request for an Extension pertaining to S-23-06 College Road Apartments. There is an image on the screen that shows the location of the involved properties. The Planning Commission did grant conditional approval to this project for an apartment complex back in June 2023. The applicant is seeking a one-year extension. They have provided a letter to that effect dated April 14, 2025. This letter comes from Parkway Law LLC and their representative Brian T. Riffin, Esq. The letter indicates the reasons for their Request. Specifically, this property and some related areas have been involved in several active court cases that the letter outlines in detail. That is their reasons for seeking the Request for Extension. They cite those as reasons beyond the client's control in referencing this series of litigations and associated disputes. They are requesting a one-year extension. Just to remind the Planning Commission, your approval when you grant approval to a conditional Site Plan is good for a period of two years and the Code outlines a process to seek a one-year extension. In considering that extension, there are items that you can consider and the first of those being whether the project has been delayed for reasons beyond the control of the applicant excluding economic or financial reasons. Another item is whether the applicant has made substantial progress towards obtaining final approvals. An additional criteria or another option is whether there have been any significant changes in the surrounding neighborhood. Then fourth, whether there have been any amendments to the Zoning Map or Text or the *Comprehensive Plan* or any waivers or variances have been granted. Staff would note that there have not been any significant zoning changes in this immediate area and the same *Comprehensive Plan* is in place that was previously. In this case, for S-23-06 College Road Apartments, they are seeking a One-Year Extension of the Planning Commission action.

Mr. Balascio stated that because of the pending litigation, they are asking for an extension at this time.

Mr. Witham stated that he understands that litigation is holding this matter up. Is that correct? Responding to Mr. Witham, Mr. Balascio stated yes, there is ongoing litigation that is summarized in the letter. He doesn't know if Mr. Mandalas is present tonight but it is quite

complex and at this time, has not made it possible to proceed and move forward due to the various claims that have been filed.

Mr. Witham asked if the parties are negotiating for full resolution of the litigation to allow this matter to proceed. Responding to Mr. Witham, Mr. Balascio stated that they are in discussions and in contact with one another beyond that, he really can't discuss that because of the pending litigation.

Mrs. Denney moved to approve Application S-23-06 College Road Apartments at Railroad Avenue/Grove Street for a One-Year Extension in light of the pending court cases, seconded by Mrs. Welsh and the motion was carried 9-0 by roll call vote. Mrs. Denney voting yes; as stated in her motion, this Site Plan is being held up by some decisions that need to be made in Chancery Court and those things can take a while. Mrs. Maucher voting yes; based on the reasons in the motion. Mr. Roach voting yes. Mr. Baldwin voting yes; based on previous statements. Dr. Jones voting yes. Mr. Reaves voting yes; for reasons previously stated. Mrs. Welsh voting yes; in conjunction with the reasons stated by Mrs. Denney. Mr. Lewis voting yes. Mr. Witham voting yes; for the reasons stated on the record and also for the mere fact that there are at least two pending litigations and of course that can certainly affect the outcome of this Application making it appropriate to grant an Extension.

Pending Development Application:

Request to Withdraw: AX-25-01 Lands of Robert Pellegrino at 582 Acorn Lane - A Request to Withdraw has been received regarding Annexation Request and Rezoning Request for a parcel of land totaling 2.3096 acres+/- located at 582 Acorn Lane. The property is currently zoned RS-1 (Residential Single Family Zone) in Kent County. The proposed Zoning is R-8 (One Family Residence Zone). The property is located at the southeast corner of Acorn Lane and Old White Oak Road. The annexation category according to Dover's 2019 Comprehensive Plan is Category 1: High Priority Annexation Areas and the land use designation is Residential Low Density. The property owner is Robert Pellegrino. Property Address: 582 Acorn Lane. Tax Parcel: ED-00-068.15-01-11.00-000. Proposed Council District 3. Ordinance #2025-08. *The First Reading of this Annexation Request was completed March 10, 2025. Public Hearing before the Planning Commission on began on April 21, 2025 and was held open seeking additional information for the Planning Commission Meeting of May 19, 2025. The Public Hearing originally scheduled for City Council on May 12, 2025 will be cancelled.*

Mrs. Melson-Williams stated that they received a Request to Withdraw AX-25-01 Lands of Robert Pellegrino at 582 Acorn Lane. This Request previously was for annexation of the property. You began consideration of this application at your April 21, 2025 meeting and then the public hearing was begun but you took steps to hold that hearing open seeking additional information to be presented to you at tonight's meeting. The applicant subsequently to that did make a Request in writing on May 5, 2025 to withdraw his Request for Annexation after verbally expressing that to Staff. The Request for Withdraw was presented to City Council as she noted earlier on their meeting of May 12, 2025. City Council took action to withdraw as they were scheduled to have a public hearing on that application that evening. To wrap up all loose ends, they (Staff) needed to place it on your agenda this evening. There has been a Request to Withdraw and it has been accepted as withdrawn by City Council. You can certainly make a

motion to that effect here to close the loop for Application AX-25-01.

Mrs. Denney stated that the question would be just as a matter of keeping a good paper trail here. He has asked for a motion to withdraw and even though City Council is ahead of us because they have already addressed the withdrawal, maybe in order to close the loop we should just go ahead and make a motion based on his Request to Withdraw.

Mrs. Denney moved to withdraw the request for AX-25-01 Lands of Robert Pellegrino at 582 Acorn Lane based on the applicant's Request to Withdraw, seconded by Mrs. Welsh.

Mrs. Maucher asked that since we held the public hearing open, do we need to close that as well?

Mr. Witham stated that it would seem to be a moot issue since it was withdrawn before City Council. They are considered the Court of Appeals. Since it was accepted by them, there is really nothing to come before us.

Mrs. Denney stated that is her intention for the motion. It's just for clarity so they didn't skip a step because essentially we never addressed it and sent it forward.

Mrs. Denney moved to withdraw the request for AX-25-01 Lands of Robert Pellegrino at 582 Acorn Lane based on the applicant's Request to Withdraw, seconded by Mrs. Welsh and the motion was carried 9-0 by voice vote.

NEW APPLICATIONS

S-25-08 PAM Rehabilitation Hospital of Dover Building Addition at 1216 and 1240 McKee Road - Public Hearing and Review of a Site Development Plan application for two parcels of land consisting of a total of 5.3 acres +/- . The properties are zoned IO (Institutional and Office Zone) and subject to the COZ-1 (Corridor Overlay Zone). The proposed Addition would expand the existing rehabilitation hospital at 1240 McKee Road by 13,084 SF, adding two additions, one totaling 10,062 SF and one totaling 3,022 SF. The application includes the addition of a therapy garden, 64 parking spaces, associated circulation for parking, and a stormwater management pond. The property is located on the west side of McKee Road and north of the intersection of McKee Road and College Road. The owners of record are Dover MOB, LLC and PAM Cubed Real Estate, LLC. Property Addresses: 1240 McKee Road and 1216 McKee Road. Tax Parcels: ED05-067.00-01-33.00-000 and ED05-067.00-01-34.00-000. Council District 1. *Waivers Requested: Partial Elimination of Upright Curbing and Reduction of Loading Berth Requirements. For Consideration: Superior Urban Design.*

Representative: Mr. Jonathan Richard, Becker Morgan Group

Mr. Salzano stated that this is application S-25-08 PAM Rehabilitation Hospital of Dover Building Addition at 1216 and 1240 McKee Road. The parcels are owned by Dover MOB, LLC and PAM Cubed Real Estate, LLC. Both parcels are zoned IO (Institutional and Office Zone) and are subject to the COZ-1 (Corridor Overlay Zone). The existing land uses on the parcels are an existing Rehabilitation Hospital at 1240 McKee Road and a vacant parcel of land at 1216 McKee Road. The proposal before you today is a request to expand the existing Rehabilitation

Hospital with two additions. One totaling 10,062 SF and the other totaling 3,022 SF. The project will add 64 parking spaces to the site to be in compliance with the required parking as well as any associated site circulation and storm drainage required. The applicant has requested two waivers: a partial elimination of upright curbing which Staff has granted and a reduction of the loading space requirements which the Planning Commission shall consider tonight. They have also requested consideration of the Superior Urban Design. Planning Staff has provided review comments for this project starting on Page 7 of the DAC Report. The Planning Commission is charged with evaluating this Site Development Plan per the *Zoning Ordinance* Article 10 Section 2 and against the requirements of the COZ-1 (Corridor Overlay Zone) and the IO (Institutional and Office Zone) requirements. The applicant is also here to make a presentation and help answer any questions if necessary.

Mr. Richard stated that as Mr. Salzano mentioned, this is on McKee Road on the west side of McKee Road and north of College Road. It backs up to the subdivision known as Emerald Pointe. This project came before this body in March 2017 and PAM opened their doors in December 2018 and has been operational since then. PAM has purchased the southern parcel and northern parcel that abuts the north and south of the subject site. As of last year, PAM is looking to expand their operations at their Dover facility. As Mr. Salzano mentioned, they have an existing building of approximately 32,000 SF gross floor area with two floors. There are two additions that will occur that totals about 13,000 SF gross floor area, bringing the overall site gross floor area to about 56,000 SF gross floor area. Currently, there is 35 beds for this rehabilitation hospital and they are looking to expand with 12 beds for the patients that they currently serve now. As Mr. Salzano mentioned, there are 189 parking spaces that are proposed so they meet the requirements for the City of Dover Code. There is one loading space that they are looking for a waiver. The Code actually references that they should be providing three. The reason why they are requesting one loading space is that the scheduling of deliveries only requires one so they don't really need to have the additional two that are required by Code. As you will notice on the Site Plan itself, this has the stormwater management on the south side and then there is an outdoor therapy garden for patients that seek rehabilitation. It helps the patients work on their mobility on traversing multiple surfaces such as pavement, concrete, stone, and one other material that he can't remember at the moment. There is actually steps and ramps out there as well so the patients can gain that mobility back themselves. The architectural view shows that the building is going to be an expansion of what is currently there now. It's going to have the same configuration as far as the exterior with EIFS and some corner stone items and stone at the very bottom of the façade itself. He thinks the colors are going to still remain which is the tan and a darker tan. As Mr. Salzano mentioned, they are requesting a Waiver for upright curbing directly adjacent to the stormwater management pond to have that ability to drain sheetflow into the pond itself. As he already mentioned, the reduction in the loading dock requirements from three down to one based on the fact that the scheduling of the deliveries is only necessary to have one itself. Based on Section 27.61A, the maximum setback is 90 feet or the plan has to exhibit Superior Urban Design in Section 27.62. The addition that is going to be going on the south side is going to directly line up with the existing building right now. So, we currently would meet the existing requirement or existing setbacks set forth back in the 2017 Plan approval that they received. The second one is Section 27.63A, parking is not permitted between the building and the street (except when) the Plan exhibits the Superior Urban Design. Back in 2017, they obtained the Superior Urban Design approval on this for ADA spaces alone.

They have done the same for this particular Plan; only adding the ADA spaces because of the existing entrance in the front of the building itself. There is a sprinkle of ADA spaces around the Site Plan itself. A couple of the requirements that they have to provide as far as the Superior Urban Design and how we meet that. These are several that are up on the screen that we believe that we will meet with the site itself. There is a multi-modal transportation aspect of it, which they are providing a sidewalk connection as a barrier free pedestrian access from McKee Road to the site itself. For the architectural features, as he mentioned before, it is going to be constructed with EIFS siding bands, corner quoins coping and trimmed with stone veneer on the building itself which will match the existing building already there. The robust landscaping is going to be in the front and around the therapy garden and the plants that are in the back. He thinks this aerial (image) was slightly dated. As you can tell, there are several landscaping trees that are up at the front that have grown over time since this aerial has been taken. He thinks that in conversations with Mrs. Melson-Williams, she has mentioned that a couple of the landscaping trees out there have died over a period of time. He thinks they will kind of go back and refresh those that have need be. The last item that they would meet for the Superior Urban Design would be the green technologies. They are currently going through the process right now of figuring out the stormwater management that is going to be for the site but he believes that it is going to be an infiltration practice or quite possibly a submerged gravel wetland which meets DNREC's current requirements for green best management practices. A couple other notes that he just wants to bring up. They have met with DelDOT on this subject project and they have said that there is no TIS (Traffic Impact Study) required for this particular project. Our trips are low enough that they do not require a TIS. It actually happens to be an additional 162 trips to the site itself. DelDOT will only be requesting for the parcel that is currently vacant, to widen that multi-use path that is out in front and to upgrade an existing bus path that is out there. The site currently has a left turn lane, a right turn lane and a full access entrance that is usable today. A couple other items that he does want to mention is that this is existing business looking to grow within the community and to better serve the community. This is a plus for the Dover community itself. This operation, meaning PAM, has two others in the State of Delaware: one in Georgetown and one in Milford. They are looking to bring a couple of services that they have in those other two locations to Dover. One being the outdoor therapy garden and they plan on adding a little bit more of outpatient services to this facility as well. He would like to say that they are in review of Staff's DAC Report and they agree with the Report.

Mrs. Denney stated that she is retired but having managed an orthopedic surgery, she thinks these rehab centers are sorely needed. She thinks we need more and she thinks it is in keeping with what is there; so, she thinks it's a needed addition.

Mr. Witham stated that he is curious as to where the proposed therapy garden is going to be. Responding to Mr. Witham, Mr. Richard stated if you look in the right-hand corner of the plan shown on the screen that is going to be the outdoor therapy garden. It is kind of like a walking track so to speak. The different surfaces that he was mentioning are bits and pieces of the track itself. Then in the center of the track is kind of a field so to speak. There is a canopy that stands out there and a couple of steps and a ramp so the patients can traverse like they would be going to a house or a store of some sort.

Mr. Witham asked if the access to get to the therapy garden crossed any parking area.

Responding to Mr. Witham, Mr. Richard stated that it does cross the parking area. It is a little long in length but he thinks the reason why that is, is they try to reserve as much room for a larger truck to back into the loading area. But they are looking at options to kind of shorten that up a little bit.

Mr. Witham stated that he assumes they have that well marked for pedestrian safety. Responding to Mr. Witham, Mr. Richard stated yes, they will have a crosswalk there and probably a couple of signs and so forth.

Mrs. Welsh stated that she was thinking the same thing as Mr. Witham while reading that comment about access to the therapy garden and she sees it goes straight across the parking area. But you say that you are going to evaluate a different path, perhaps to get there? Responding to Mrs. Welsh, Mr. Richard stated that unfortunately, there is not really a different path to get there. This is kind of the only space that they have leftover to place an outdoor therapy garden area. Looking at the plan visually, there may be an option to the left in the rear. He showed space on the screen that is unavailable green space. It is actually used for stormwater management because we have a sub-surface stormwater management facility underneath the parking lot. That is kind of an overflow detention area. The next closest available spot that we have to place an outdoor therapy area happens to be in that lower right-hand corner of the site itself. Yes, it is a long distance away and they are looking at running larger vehicle templates through there to see if they can actually shorten up that distance a little bit. He can't guarantee that it will be down to a 24-foot drive aisle, but they might be able to shorten it up a little bit.

Mrs. Welsh stated that when she looked at it she thought that was kind of a long way across the parking lot. Responding to Mrs. Welsh, Mr. Richard stated that these patients are not walking out there by themselves. They typically have a Staff member that will be tending to them so they will have a crossing guard so to speak that will help them get across the parking lot.

Mrs. Melson-Williams stated that she wanted to note that there is a person that has joined us online that is part of the project team. It is listed as Barry Travis with PAM. She doesn't know if he has any additional comments as part of the applicant team that he wishes to make.

Mr. Travis stated that he did not have any additional comments.

Mr. Witham opened a public hearing.

Ms. Michelle Keiffer – 411 Topaz Cir Dover, DE 19904 (virtual participant)

Ms. Keiffer stated that the only issue that she foresees is when construction begins. She is more worried about the back part of her property there. Responding to Mr. Keiffer, Mr. Richard stated that he is not sure exactly where she is located based on the aerial but he will say that there is going to be no disturbance on the other side of the property line. As you can tell, we currently already have a fence and a buffering that backs up to the Emerald Pointe Subdivision itself and then they are just going to be creating an extension of the fence and landscaping screening that is already there now.

Mr. Witham closed the public hearing.

Mrs. Welsh moved to approve S-25-08 PAM Rehabilitation Hospital of Dover Building Addition at 1216 and 1240 McKee Road inclusive of the DAC comments and the Waivers for the partial elimination of upright curbing and the reduction of the loading birth requirements, seconded by Mrs. Denney.

Mrs. Melson-Williams asked for the motion maker to clarify the Planning Commission's stance on the consideration of their request for Superior Urban Design.

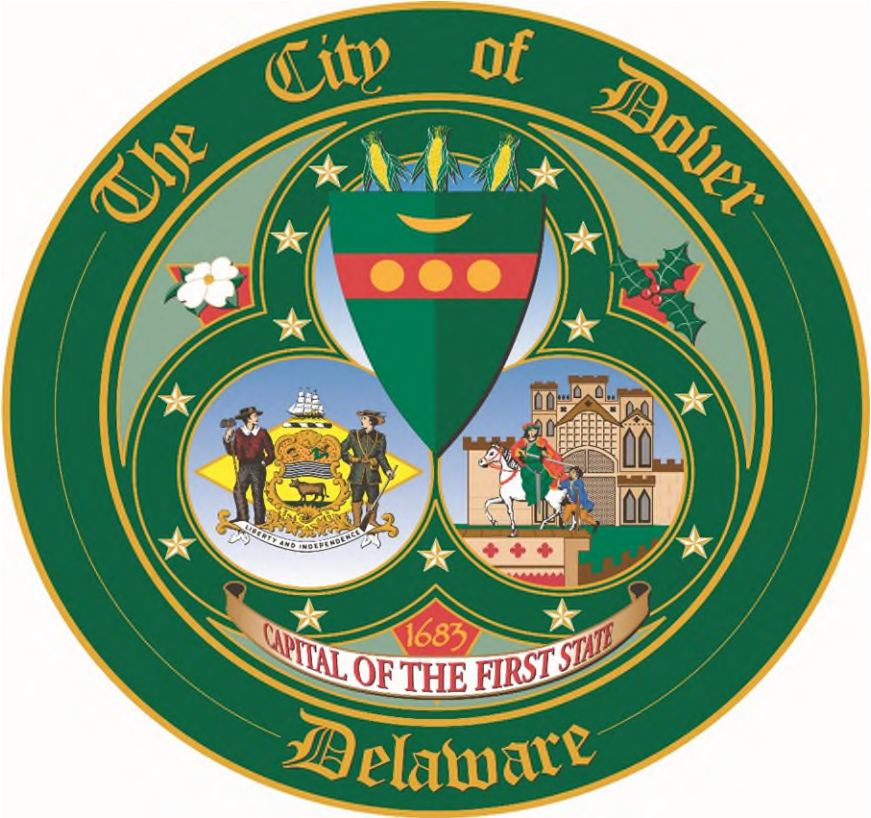
Mrs. Welsh moved to approve S-25-08 PAM Rehabilitation Hospital of Dover Building Addition at 1216 and 1240 McKee Road inclusive of the DAC comments and the Waivers for the partial elimination of upright curbing and the reduction of the loading birth requirements and to also note the applicant has demonstrated that they meet two of the requirements for the Superior Urban Design policy and therefore they meet those requirements for landscaping and architecture as noted by the DAC comments, seconded by Mrs. Denney and the motion was carried 9-0 by roll call vote. Mrs. Welsh voting yes; for reasons stated in the motion. Mr. Lewis voting yes. Mrs. Denney voting yes. Mr. Roach voting yes. Mrs. Maucher voting yes; based on DAC comments. Mr. Baldwin voting yes. Dr. Jones voting yes; the services are much needed and she likes to see this coming. Mr. Reaves voting yes. Mr. Witham voting yes; for the reasons set forth on the record by the Commissioners, including the additional statement that the applicant agrees with the conditions of approval set by DAC and it does appear to meet at least two of the conditions for Superior Urban Design. He adds that since the present building met that Superior Urban Design, he would extend that to the new addition as well.

NEW BUSINESS

Meeting adjourned at 8:01 PM.

Sincerely,

Kristen Mullaney
Secretary



Dover Downtown Development District Relaunch

Planning Commission
June 16, 2025



Background

Downtown Development Districts

Item 2.

- The DDD Act of 2014 was enacted to

- Spur private capital investment.
- Stimulate job growth.
- Help build a stable community of long-term residents by improving housing opportunities.
- Assist municipalities in strengthening neighborhoods while harnessing the attraction that vibrant downtowns hold.

Statewide Implementation

- Dover, Wilmington, and Seaford were the first districts designated in 2015.
- Today there are 12 designated DDD's.
- Dover's first 5-year extension began on February 1, 2025.

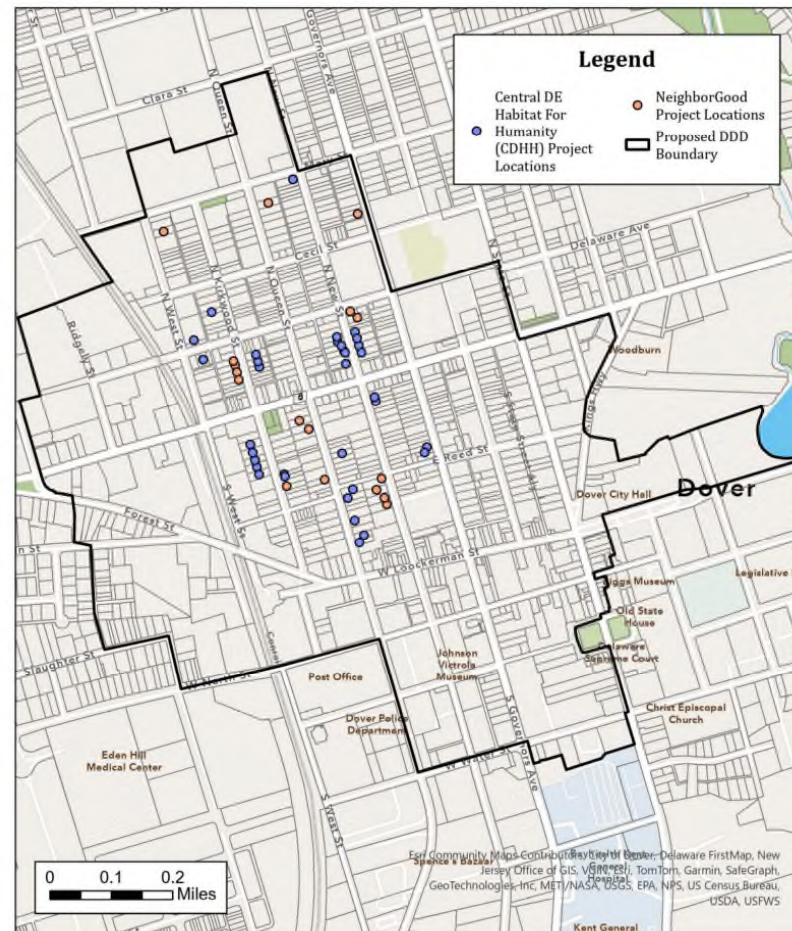


Program Successes

Item 2.



N. Kirkwood Street,
Rail Haus
Beer Garden,
Janaid's
Salon



Housing

- More than 60 new homes constructed by Habitat for Humanity, NeighborGood Partners, and others.

Businesses

- New businesses have benefited from DDD incentives.



Financial Impact

Item 2.



Incentives



- **City:** Waives Impact fees, building permit fees, new business license fees; offers a 10-year property tax abatement, a transfer tax rebate, and a historic tax credit.
- **Downtown Dover Partnership:** Architectural, Façade, and Critical improvement.
- **State:** 20% construction rebate and a \$10,000 matching program.



Results 2015-2023

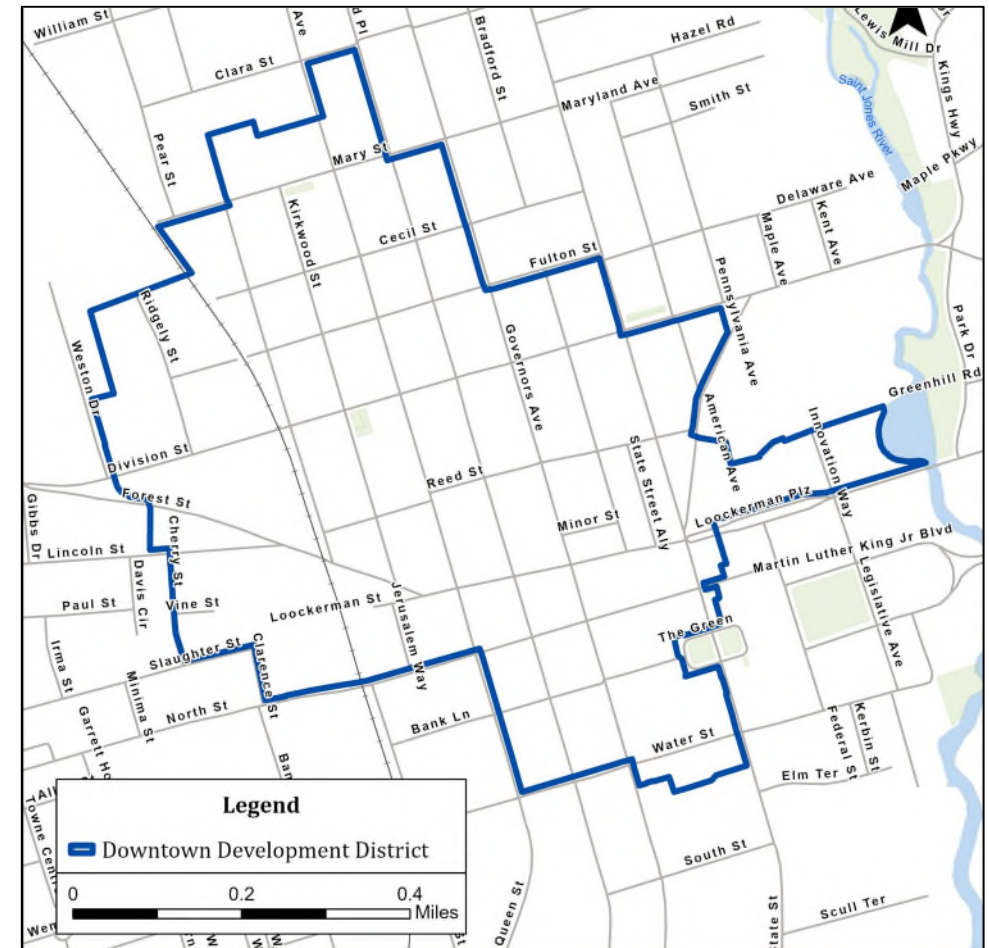
- Total state rebates since program started in 2015: **\$1.6 Million**
- 2018-2023 Total value of City incentives used: **\$73,134.20**
- Private Investment: **\$13.2 Million**



DDD Renewal

Item 2.

- Application and Updated District Plan approved by City Council in May 2024.
- Governor Carney granted 5-year extension by letter dated August 20, 2024.
- City Council adopted Ordinance #2025-01, amending the District Boundary on February 24, 2025.



DDD Relaunch

Updated Webpage

Item 2.

Planning Menu

Marijuana Regulations

2019 Comprehensive Plan

Brochures, Applications and Ordinances

Brochures - Planning & Inspections

Community Development

Comprehensive Rezoning 2021 Project

Dover's Downtown Development District

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Silver Lake Boat Permit

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Dover's Downtown Development District

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Dover's Downtown Development District



On January 11, 2015, Governor Markell announced Dover's designation as one of three Downtown Development Districts. Nearly 10 years later, on August 20, 2024, Dover's Downtown Development District became the first district in the program's history to achieve five year renewal, as approved by Governor Carney. Property owners in the Downtown Development District are eligible for a variety of incentives from the State and the City of Dover. The most valuable of these

<https://www.cityofdover.com/departments/Planning/dovers-downtown-development-district-210248>

Updated Information Sheets

Item 2.

City of Dover, DE Downtown Development District

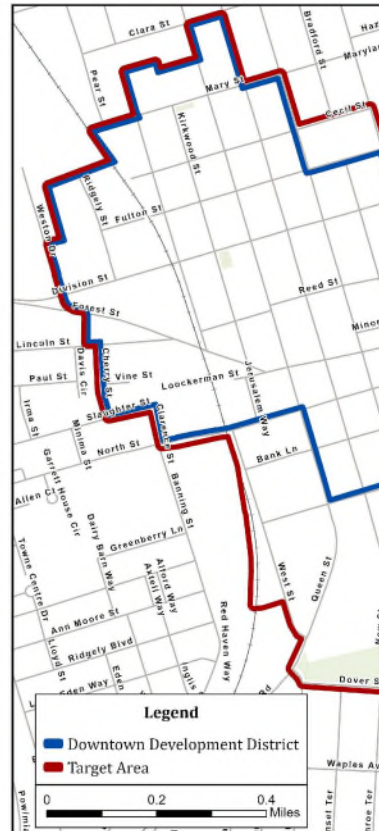


Dover's Downtown Development District

On January 11, 2015, Governor Jack Markell designated the Downtown Development District. On August 20, 2024, the City Council adopted the Downtown Development District Designation through the Downtown Development Districts Act.

- Spur private capital investment;
- Stimulate job growth and improve community life;
- Help build a stable community of long-term residents;
- Assist municipalities in strengthening their downtowns held for talented people, in part, for their life.

City of Dover, DE Downtown Redevelopment District



Adopted February 24, 2025



City of Dover, DE Tax Credit Program

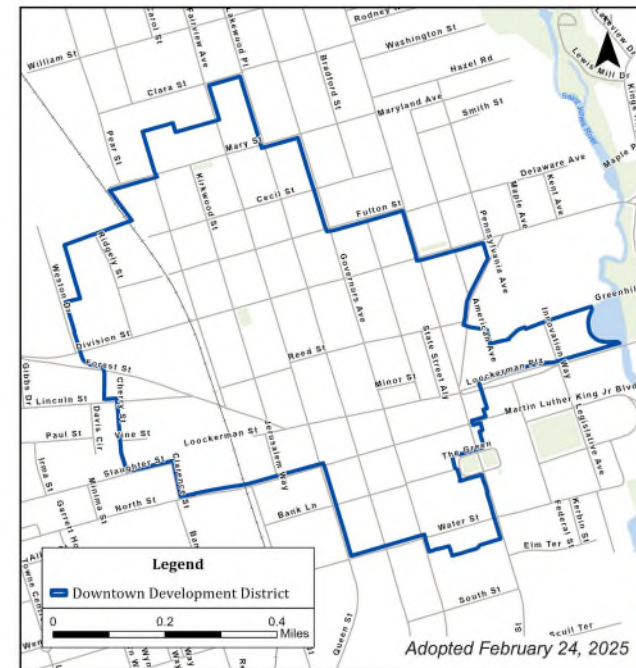
The historic buildings and homes of Dover are an essential part of the City's past and future. The Tax Credit for Historic Properties helps relieve some of the expenses of owning and maintaining a building within the Historic District. It serves as an incentive for repair and renovation of these historic buildings.

How do the Tax Credits Work?

- The Tax Credits equal 50% of the total cost of the approved project. The maximum Tax Credit is \$6,000. The cost of the project must be at least \$1,200, resulting in a minimum Tax Credit for the project of \$600.
- The Tax Credits are applied to an individual property.
- The Tax Credits run with the property. For example, a \$1,000 tax credit would not transfer to any new owners of the property. Tax Credit per year is \$600.
- The owners of the property may apply for Tax Credits. A property may not receive more than \$12,000.

City of Dover, DE Downtown Homeownership Incentives

The City of Dover offers a variety of homeownership incentives to qualifying purchasers. Some incentives are available citywide, and others are specific to the Downtown Development District.



First Time Homebuyer Transfer Tax Exemption

First time homebuyers are eligible for a transfer tax exemption citywide if they use the property as their principal residence. City Council shall have the right to deny this exemption to any property owner where the sale and purchase appears to be done fraudulently to take advantage of the realty transfer tax exemption ordinance.

For property located within the **Downtown Development District**, the seller will also receive and exemption from their portion of the transfer tax if they sell to a first time homebuyer. See Dover Code, Chapter 102 Taxation, Article III Realty Transfer Tax, §102-71 Definitions (a)(3) for more detail about the Realty Transfer Tax Exemption.

New Incentive Application Form

APPLICATION FOR DOWNTOWN DEVELOPMENT DISTRICT & TARGET AREA INCENTIVES

City of Dover - Planning and Inspections
PO Box 475
Dover, DE 19903
DoverDDD@dover.de.us



Please complete electronically or print.

1. APPLICANT INFORMATION

Name:
Address:
Phone:
Email:

2. SUBJECT PROPERTY DATA

Tax Parcel ID:
Location/Address:
Owner Name:
Owner Address:

3. INCENTIVES AVAILABLE FROM THE CITY OF DOVER

Please check incentives for which you are applying:

- ☐ Waiver of Building Permit Fees
- ☐ Waiver of City Water and Wastewater Impact Fees
- ☐ Abatement of property taxes on the value of improvements
- ☐ Waiver of new Business License fees for 3 years (DDD only)
- ☐ Rebate of buyer's City Transfer Tax when Certificate of Occupancy is issued within 5 years of property transfer (DDD only)

4. PROJECT DESCRIPTION

Use additional sheet if necessary.

☐ Additional information attached

City of Dover
Application for Development Incentives



Page 2

Date of Purchase:

Project Cost Estimate:

5. ASSURANCES

All information in this application is complete and true to the best of my/our knowledge. I/We certify that certain expenses are only reimbursable after Certificate of Occupancy or final inspection by Planning and Inspections. I/We understand that if I/we do not comply with the provisions of the development incentives program, the City may terminate the incentives.

Date Applicant Signature

6. STAFF ACTION

	YES	NO
Located within Target Area?	<input type="checkbox"/>	<input type="checkbox"/>
Located within the DDD?	<input type="checkbox"/>	<input type="checkbox"/>
Cost of Project:	<input type="text"/>	
Transfer of Property Date:	<input type="text"/>	

	APPROVED	DENIED
Building Permit Fee Waiver	<input type="checkbox"/>	<input type="checkbox"/>
10 Year Tax Abatement	<input type="checkbox"/>	<input type="checkbox"/>
City Impact Fees	<input type="checkbox"/>	<input type="checkbox"/>
Transfer Tax Rebate	<input type="checkbox"/>	<input type="checkbox"/>
New Business License Fee	<input type="checkbox"/>	<input type="checkbox"/>

STAFF NOTES/COMMENTS

Date Signature of City Planner

Date Signature of City Manager

Other Implementation Actions

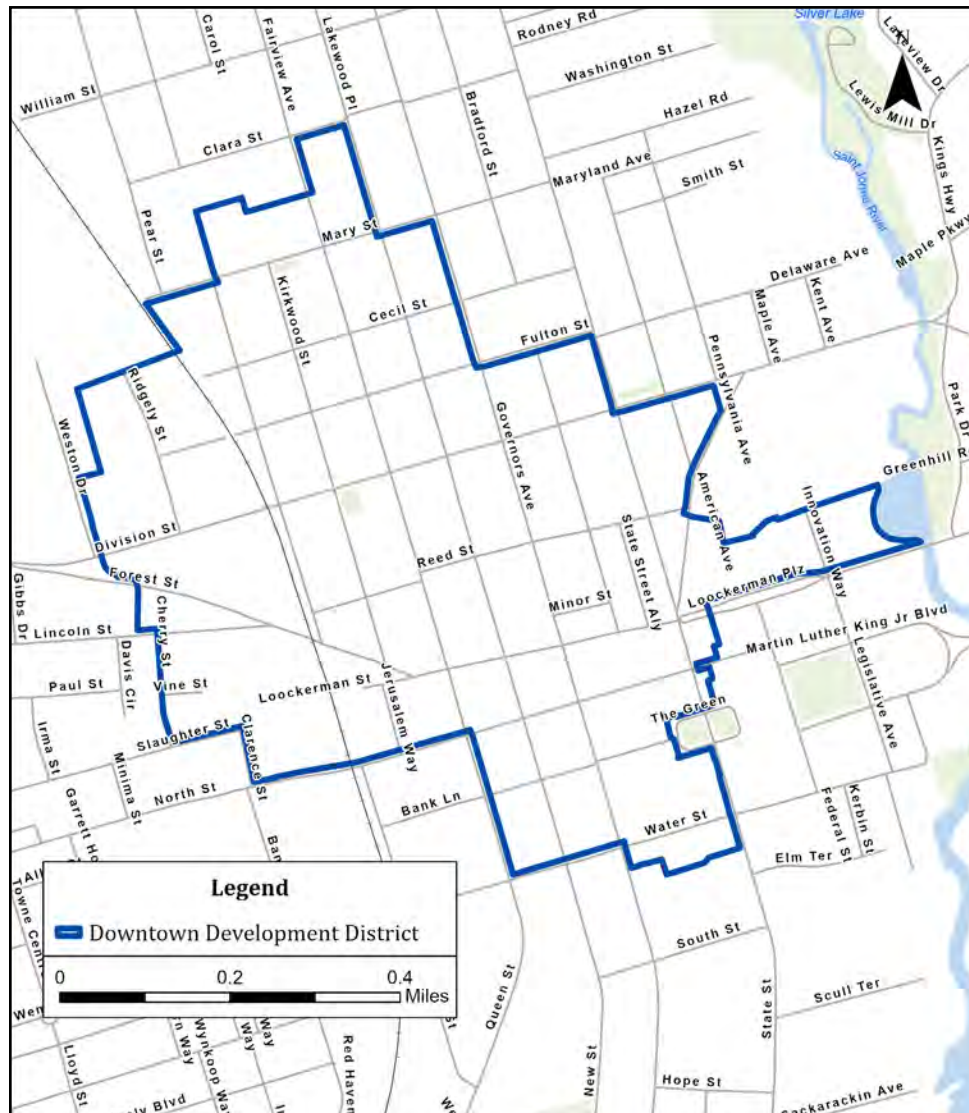
Item 2.

- DDD Signs Placed at New Boundary Locations.
- Press Release to promote the DDD program.



Questions?

City of Dover, DE Downtown Development District Program Overview



Adopted February 24, 2025

Dover's Downtown Development District

On January 11, 2015, Governor Jack Markell announced he had selected Dover as a Downtown Development District. On August 20, 2024, Governor John Carney extended Dover's Downtown Development District Designation through January 2030. The goals of the program, as established in the Downtown Development Districts Act of 2014, are to:

- Spur private capital investment;
- Stimulate job growth and improve commercial vitality;
- Help build a stable community of long term residents; and
- Assist municipalities in strengthening neighborhoods while harnessing the attraction that vibrant downtowns hold for talented people, innovative small businesses, and residents from all walks of life.

How to Participate

Construction projects and new businesses within Dover's Downtown Development District (see map on other side) may qualify for a variety of incentives from sponsoring agencies, including the State of Delaware, the City of Dover, and the Downtown Dover Partnership. Not all projects are eligible for all incentives. To make sure you know which incentives apply to your project, contact the administering agency or the Dover Planning Office at (302) 736-7196 or DoverDDD@dover.de.us. For the City of Dover local incentive application visit <https://evogov.s3.amazonaws.com/media/27/media/13253.pdf>. For more information about the State's Downtown Development District Program visit <https://www.stateplanning.delaware.gov/ddd>.

Incentives by Sponsoring Agencies

State of Delaware

Downtown Development District Rebates

- Administered by Delaware State Housing Authority
- Up to 20% cash rebate for qualifying construction projects (capped at \$1 million per property)
- For more information visit <https://www.destatehousing.com/build/ddd-program/>
- Call (302) 739-4263 for more information.

State Historic Preservation Tax Credits

- Administered by the Division of Historical and Cultural Affairs
- Assist with the preservation and rehabilitation of historic buildings
- For more information visit <https://history.delaware.gov/preservation/taxcredit/> or call (302) 739-7400.

Downtown Dover Partnership

- The DDP also administers programs to help business owners. For more information contact the DDP at (302) 678-2940 or visit <https://www.downtowndoverpartnership.com/>.

City of Dover

- Waiver of City Water and Wastewater Impact Fees
- Waiver of Building Permit Fees
- Abatement of property taxes on the value of improvements
- Waiver of new Business License fees for three years
- Rebate of buyer's City Transfer Tax when Certificate of Occupancy is issued within five years of property transfer
- Transfer Tax waiver for owner-occupied homes for first-time buyers
- Abatement of property taxes for owner-occupied homes
- Historic Property Tax Credits for restoration of building exterior
- For more information visit <https://www.cityof-dover.com/Dovers-Downtown-Development-District-210248/>.
- Call the Dover Planning Office at (302) 736-7196 or email DoverDDD@dover.de.us with questions.

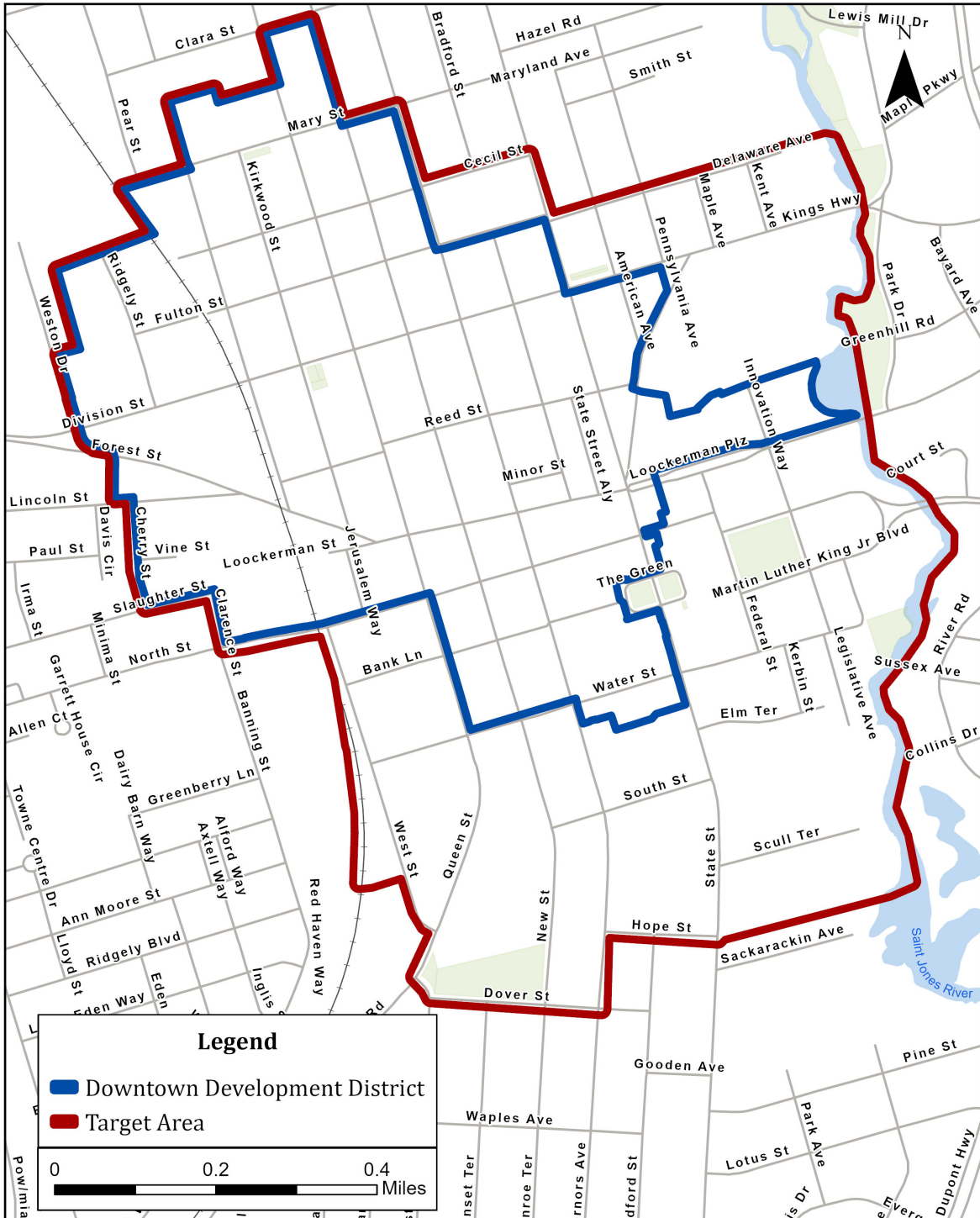


Department of Planning & Inspections

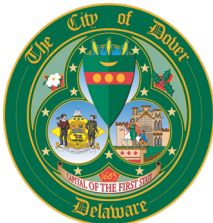
Dover City Hall
15 Loockerman Plaza
Dover, DE 19901
Phone: 302-736-7196
Fax: 302-736-4217
<https://www.cityofdover.com/Planning-and-Inspections/>
DoverDDD@dover.de.us

City of Dover, DE

Downtown Redevelopment Incentives



Adopted February 24, 2025



What Projects are Eligible for Incentives?

Projects will be eligible for incentives if they meet the following criteria:

- Are new construction or renovation projects.
- Are located within the **Target Area** (outlined in **red** on the map) or **Downtown Development District** (outlined in **blue** on the map). The Downtown Development District is included in the Target Area.
- Exceed \$5,000 fair market value in terms of the materials used and the labor to be performed.

Tax-exempt properties are **not** eligible for these incentives, except as specified in Appendix C. Incentive Applications must be filed prior to applying for a Building Permit.

Incentives Available in the Target Area and Downtown Development District:

Permit Fee Waivers - Waiver of Building, Plumbing, Mechanical & Fire Protection Permit fees. (Sign Permit fees are not eligible.)

Impact Fee Waivers - Waiver of City Water & Wastewater (Sewer) Impact Fees. (Kent County Impact Fees are not waived by this program.)

Property Tax Abatements - 10-year abatement of City property tax on the value of improvements.

Additional Incentives Available in the Downtown Development District:

Business License Fee Waivers - For new businesses or businesses that expand or relocate to the Downtown Development District, City of Dover Business License Fees will be waived for three years. All businesses are required to obtain a City of Dover Business License, but no fee will be charged.

Transfer Tax Rebates - For properties that transfer on or after March 1, 2015, the property owner will be eligible for a rebate of the buyer's portion of the Real Estate Transfer Tax paid to the City of Dover upon issuance of a Certificate of Occupancy, provided that a Certificate of Occupancy is issued for improvements to the property within five years of the payment of the Real Estate Transfer Tax.

Additional Incentives Available

Contact 302-678-2940 or visit <https://downtowndoverpartnership.com> for more information about their additional incentives.

See Dover Code, Appendix C - Downtown Redevelopment for more detail about the incentives for downtown redevelopment or visit https://library.municode.com/de/dover/codes/code_of_ordinances?nodeId=PTIICOOR_APXCDORE

Department of Planning & Inspections

Dover City Hall

15 Loockerman Plaza

Dover, DE 19901

Phone: 302-736-7196

Fax: 302-736-4217

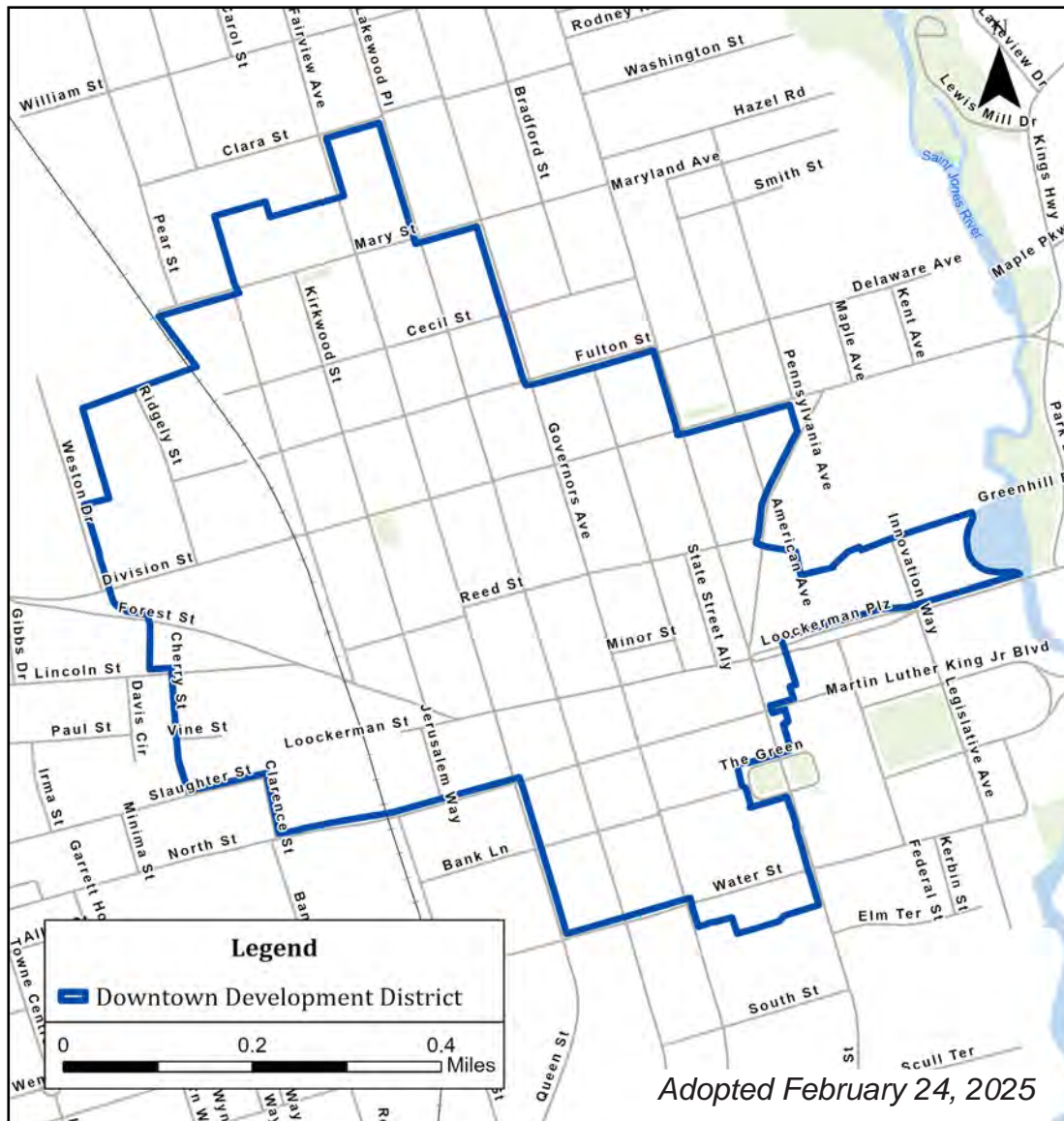
<https://www.cityofdover.com/Planning-and-Inspections/>

DoverDDD@dover.de.us

City of Dover, DE

Downtown Homeownership Incentives

The City of Dover offers a variety of homeownership incentives to qualifying purchasers. Some incentives are available citywide, and others are specific to the Downtown Development District.



First Time Homebuyer Transfer Tax Exemption

First time homebuyers are eligible for a transfer tax exemption citywide if they use the property as their principal residence. City Council shall have the right to deny this exemption to any property owner where the sale and purchase appears to be done fraudulently to take advantage of the realty transfer tax exemption ordinance.

For property located within the **Downtown Development District**, the seller will also receive and exemption from their portion of the transfer tax if they sell to a first time homebuyer. See Dover Code, Chapter 102 Taxation, Article III Realty Transfer Tax, §102-71 Definitions (a)(3) for more detail about the Realty Transfer Tax Exemption.

Real Estate Tax Abatement

Any person purchasing a residential property in which they will reside within the Downtown Development District shall be eligible for relief from the payment of City real estate taxes in the following manner:

1 st year of owner occupancy	100% reduction of City taxes
2 nd year of owner occupancy	75% reduction of City taxes
3 rd year of owner occupancy	50% reduction of City taxes
4 th year of owner occupancy	25% reduction of City taxes
5 th year of owner occupancy	0% reduction of City taxes

How to Obtain the Real Estate Tax Abatement

The homeowner must make application by letter sent to the city manager stating the provisions under which he or she qualifies for the real estate tax abatement. The city manager will notify the applicant within 30 days if their application is eligible for approval. After a certificate of occupancy is granted for the property, the city manager will present the abatement request with the qualifying documentation to City Council for approval. The applicant must submit a statement of compliance by April 15 of each year to the City Manager. Failure to submit the statement of compliance shall disqualify the applicant from the abatement.

See Dover Code, Chapter 102 Taxation, Article IV Abatement of Real Estate Taxes for more information about this incentive.

Dover First Start

First time homebuyers in Dover may also be eligible for downpayment assistance through the Dover First Start program. For more information, contact the Community Development Office at (302) 736-7175. Applicants must have a household income of 80% of Area Median Income or less to be eligible for the Dover First Start Program.

First time homebuyer means a natural person who has at no time held an interest in residential real estate, wherever located, and which has been occupied as their principal residence, and who intends to occupy the property being conveyed as his principal residence within 90 days following recordation of the deed.

Department of Planning & Inspections

Dover City Hall
15 Loockerman Plaza
Dover, DE 19901
Phone: 302-736-7196
Fax: 302-736-4217
<https://www.cityofdover.com/Planning-and-Inspections/>
DoverDDD@dover.de.us

Tax Assessor's Office

P.O. Box 7100
Dover, DE 19903
Phone: 302-736-7022



Updated June 2025

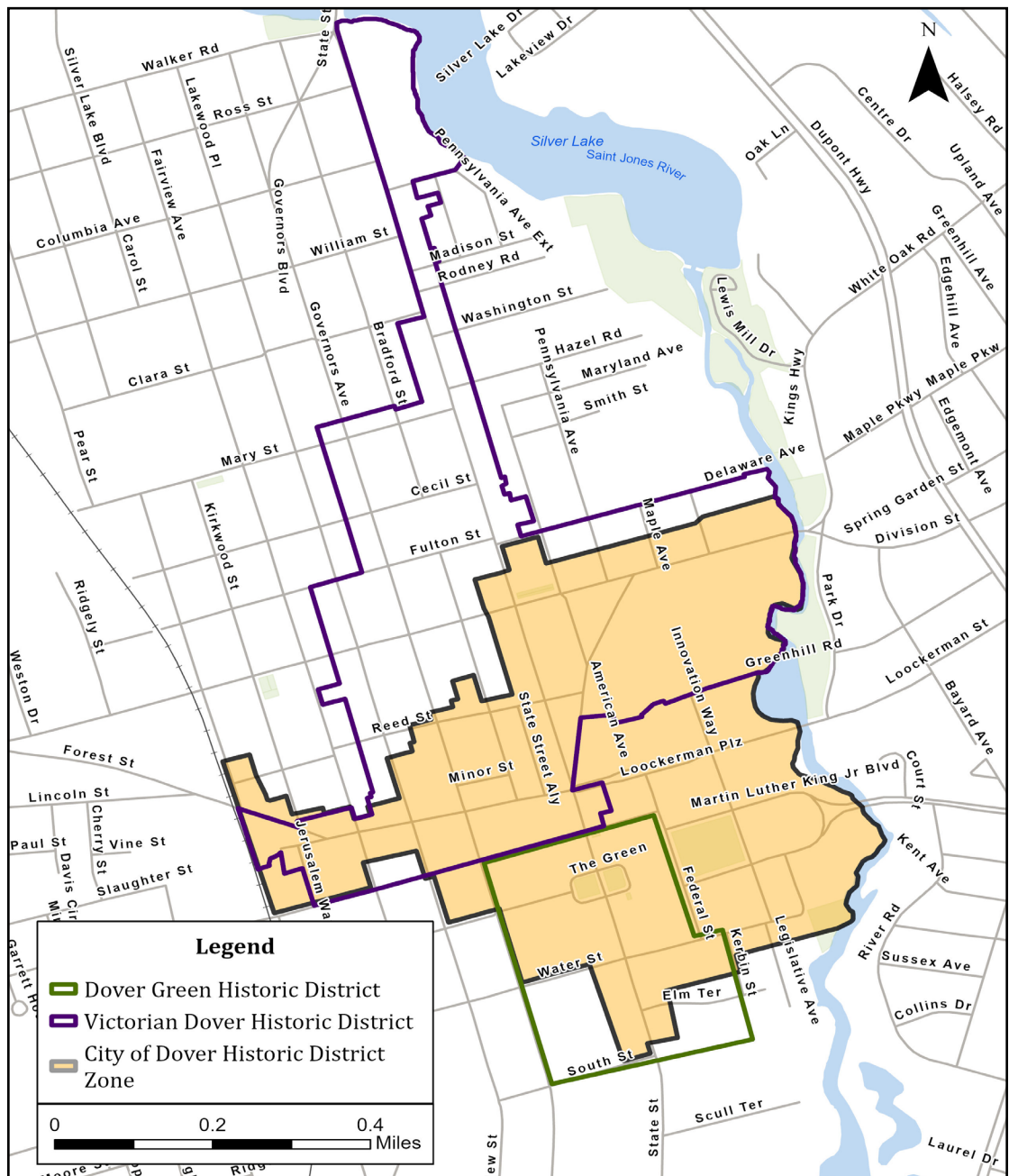
City of Dover, DE

Tax Credit Program for Historic Properties

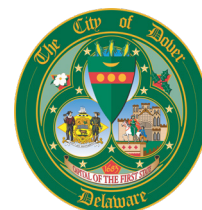
The historic buildings and homes of Dover are an essential part of the City's past and future. The Tax Credit for Historic Properties helps relieve some of the expenses of owning and maintaining a building within the Historic District. It serves as an incentive for repair and renovation of these historic buildings.

How do the Tax Credits Work?

- The Tax Credits equal 50% of the total cost of the approved project. The maximum Tax Credit is \$6,000. The cost of the project must be at least \$1,200, resulting in a minimum Tax Credit for the project of \$600.



- The Tax Credits are applied to annual City property tax bills.
- The Tax Credits run with the property for a ten-year period and is prorated over the ten years. For example, a \$1,000 tax credit would be \$100 each year for ten years. However, the Tax Credit does not transfer to any new owners of the property. The maximum Tax Credit per year is \$600.
- The owners of the property may apply more than once for Tax Credits. A property may not receive a total Tax Credit greater than \$12,000.



What are Eligible Properties?

Properties located in the City's Historic District Zone (as shown in the shaded area on the map) or properties listed on or within a Historic District on the National Register of Historic Places may be individually eligible for tax credits for exterior improvements.

What are Eligible Projects?

- An eligible project is a preservation, restoration, and/or rehabilitation project involving exterior improvements to the architectural facade of the building.
- The project must be visible from a public street, sidewalk, or public way. An **exterior preservation project** is construction or maintenance work that sustains the existing form, integrity and material of the building. A **rehabilitation project** returns the property to a state of utility while preserving features which are central to its historic significance. **Exterior restoration projects** recover the form and detail of a property as it appeared at a particular period of time.

How to Apply for Historic Properties Tax Credit

- 1) Contact the City Planning Office for the [Application Form](#) & instructions.
- 2) Property Owners must submit a Historic Property Tax Credit Application and required documentation with their Building Permit Application.
- 3) Include the following in the submittal:
 - Color photographs of the property showing its current condition and existing materials on site.
 - Plans and information describing the project activities.
 - An itemized cost estimate for the project.
- 4) The City Planner will review the application to confirm eligibility and ensure consistency with the *Design Standards and Guidelines for the City of Dover Historic District Zone* and the Architectural Review Certificate, if one has been approved. The City Planner may refer any application to the Historic District Commission for consultation. See Dover Code, Chapter 102 Taxation, Article V Tax Credits for Historic Properties for more detail about tax credits for historic properties.

How are Tax Credits Activated?

Once an approved project is completed:

- Submit a final expense report to the Planning Office. The project is inspected for compliance with approvals.
- Upon verification of the project, the Tax Assessor will apply the Tax Credit.

Department of Planning & Inspections

Dover City Hall
15 Loockerman Plaza
Dover, DE 19901
Phone: 302-736-7196
Fax: 302-736-4217
<https://www.cityofdover.com/Planning-and-Inspections/>
DoverDDD@dover.de.us

Tax Assessor's Office

P.O. Box 7100
Dover, DE 19903
Phone: 302-736-7022

APPLICATION FOR DOWNTOWN DEVELOPMENT DISTRICT & TARGET AREA INCENTIVES

City of Dover - Planning and Inspections
 PO Box 475
 Dover, DE 19903
DoverDDD@dover.de.us



Please complete electronically or print.

1. APPLICANT INFORMATION

Name:
 Address:
 Phone:
 Email:

2. SUBJECT PROPERTY DATA

Tax Parcel ID:
 Location/Address:
 Owner Name:
 Owner Address:

3. INCENTIVES AVAILABLE FROM THE CITY OF DOVER

Please check incentives for which you are applying:

- ☐ Waiver of Building Permit Fees
☐ Waiver of City Water and Wastewater Impact Fees
☐ Abatement of property taxes on the value of improvements
☐ Waiver of new Business License fees for 3 years (DDD only)
☐ Rebate of buyer's City Transfer Tax when Certificate of Occupancy is issued within 5 years of property transfer (DDD only)

4. PROJECT DESCRIPTION

Use additional sheet if necessary.

☐ Additional information attached

City of Dover Contact List

City Manager's Office

(302) 736-7005

CityManagers@dover.de.us

Role/Responsibility:

Conformance with Downtown
Development District Plan

Contacts:

David S. Hugg III, City Manager

Yvonne Martine, Executive Assistant
to the City Manager

Planning Office

(302) 736-7196

DoverDDD@dover.de.us

Roles/Responsibilities:

Conditional Use, Site Plan, Zoning,
Subdivision, Architectural Review
Certificates/Historic Reviews,
Downpayment Assistance and
Housing Rehabilitation

Contacts:

Dawn Melson-Williams, AICP,
Principal Planner

Chris Salzano, AICP, Planner II

Tracey Harvey, Planner/Community
Development

Maretta Savage-Purnell,
Administrative Assistant

Building Inspections

(302) 736-7011

[PermitsandLicenses@
dover.de.us](mailto:PermitsandLicenses@dover.de.us)

Role/Responsibility:

New Construction, Building
Renovations, Change of Occupancy
of Building Space, Building Code/
Building Permits

Contact:

Matthew Brown, Deputy Fire Marshal

Fire Marshal's Office

(302) 736-7011

[PermitsandLicenses@
dover.de.us](mailto:PermitsandLicenses@dover.de.us)

Role/Responsibility:

Fire Code, Change of Occupancy
of Building Space, Fire Protection
Permits, Public Occupancy Permits

Contacts:

Jason Osika, Fire Marshal

Matthew Brown, Deputy Fire
Marshal

Licensing & Permitting

(302) 736-7011

[PermitsandLicenses@
dover.de.us](mailto:PermitsandLicenses@dover.de.us)

Role/Responsibility:

Business Licenses, Building
Permits, Rental Dwelling Permits,
Planning and Inspections Payment

Contacts:

Kristen Mullaney, Licensing &
Permitting Supervisor

Taryn Bauer, Office Assistant

Tax Assessment Office

(302) 736-7022

DoverDDD@dover.de.us

Role/Responsibility:

Current Assessment Values, Tax
Incentives, Tax Billing

Contacts:

Annette Hart

Water/Wastewater Department

(302) 736-7025

[WaterWastewater@
dover.de.us](mailto:WaterWastewater@dover.de.us)

Role/Responsibility:

Additions to Plumbing Fixtures, Water
and Sewer Utilities, Impact Fee
Calculation

Contact:

Jason Lyon, P.E., Director of Water/
Wastewater

Public Works Department

(302) 736-7005

PublicWorks@dover.de.us

Role/Responsibility:

Trash Collection/Recycling, Grounds/
Street Trees, Public Streets,
Stormwater Management

Contact:

Mark Nowak, Director of Public Works

Electric Department

(302) 736-7070

Electric@dover.de.us

Roles/Responsibilities:

Electric Service Size/Feed, Load
Sheets

Contacts:

Paul Waddell, Electric Director

Lois King, Administrative Assistant

Aren Wright

Customer Service Department

(302) 736-7035

[CustomerService@
dover.de.us](mailto:CustomerService@dover.de.us)

Role/Responsibility:

Utility Accounts, Billing and
Collections, Tax Payments

Contacts:

Allison Haines



Updated June 2025



CITY OF DOVER ORDINANCE #2025-01

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:

That Dover Code of Ordinances, Appendix C - Downtown Redevelopment, be amended to read as follows:

ARTICLE I. INTENT

The city council has deemed it to be in the best interests of the residents of the city and in furtherance of their health, safety and welfare to promote the redevelopment of downtown Dover. In order to promote the redevelopment, the council has determined that incentives in the forms of tax abatements, impact fee waivers and building permit caps should be offered.

ARTICLE II. DOWNTOWN DOVER PARTNERSHIP

- (a) The Downtown Dover Partnership shall be established and duly incorporated under the not-for-profit corporation provisions of the Delaware General Corporation Law (8 Del. C §101 et seq.) for the purpose of fostering redevelopment within the target area.
- (b) Certification of incorporation. The city solicitor, as incorporator of the company, shall prepare and cause, or amend, the certificate of incorporation to be filed with the secretary of State of Delaware, which certificate shall include those requirements set forth in 22 Del. C. § 1504, as amended.
- (c) Membership of company and board of directors. The management company shall be a corporation comprised of a board of directors established in accordance with the by-laws approved by the board of directors, provided that not less than five directors shall own commercial property within the target area, or shall be the designee of such owner.
- (d) Company reports. The management company shall file with the finance department and with the city clerk a quarterly financial report and shall also provide an annual operating report. The city shall annually review the performance of the management company and shall prepare for public inspection a report which certifies that the management company is in compliance with its enabling ordinance, its certificate of incorporation and bylaws, and the provisions of this appendix and 22 Del. C. Ch. 15 (22 Del. C. § 1501 et seq.); the management company is fiscally sound; and the management company has not discriminated against any person based upon race, sex, national origin, religion, age or disability.

ARTICLE III. DEFINITIONS

The following words, terms and phrases, when used in this ordinance, shall have the meanings ascribed to them in this article, except where the context clearly indicates a different meaning:

Section 1. Beneficiary of the incentives.

The *beneficiary of the incentives* shall include the person or artificial entity that receives the incentive and the owner of one-half or greater interest in an artificial entity that receives the incentive.

Section 2. Eligible project.

Eligible project shall mean a new construction or renovation that meets the requirements of Article IV. Eligibility of this Appendix.

Section 3 . Target area.

Target area shall mean that part of the city more particularly described as follows:

Beginning at a point at the intersection of the centerlines of North New Street and Clara Street south to the intersection of the centerlines of North New Street and Mary Street, east to the intersection of the center lines of North Governors Avenue and Mary Street south to the intersection of the centerlines of North Governors Avenue and Cecil Street, east to the intersection of the centerlines of Cecil and North State Streets, then continuing on the centerline of North State Street in a southerly direction to the intersection of the centerline of State Street and an extension of the centerline of Delaware Avenue, then continuing on the centerline and an extension of the centerline of Delaware Avenue in an easterly direction to the point of intersection of an extension of the centerline of Delaware Avenue and the St. Jones River, then following the centerline of the St. Jones River in a southerly direction to the point of intersection of the centerline of the St. Jones River and the southerly property line of the property located at 631 South State Street then proceeding in a westerly direction along said property line to the easterly right-of-way line of South State Street (U.S. Route 13-A), then crossing the right-of-way line of South State Street in a westerly direction and joining the centerline of Hope Street and proceeding in a westerly direction to the centerlines of Hope Street and South Governors Avenue, then proceeding in a southerly direction along the centerline of South Governors Avenue to the point of intersection of the centerlines of South Governors Avenue and Dover Street, then proceeding in a westerly direction along the centerline of Dover Street to the point of intersection of the centerlines of Dover Street and Westview Terrace, then continuing in a northerly direction on the centerline of Westview Terrace to the point of intersection of the centerline of Westview Terrace and New Burton Road, then proceeding in a northeasterly direction on the centerline of New Burton Road to the point of intersection of New Burton Road and West Street, then continuing in a northerly direction along the westerly right-of-way line of West Street to the point of intersection of the westerly side of the right-of-way of West Street and the northerly property line of the property located at 724 South West Street, then continuing in a westerly direction along said property line to the point of intersection of said property line and the lands of the railroad right-of-way, then proceeding in a northerly direction along the easterly right-of-way line of the railroad right-of-way in a northerly direction to the point of intersection of the centerline of West North Street and then westerly along the centerline of West North Street to Clarence Street and north along the center line of Clarence Street to Slaughter Street, and west along the center line of Slaughter Street to Cherry Street and north along the center line of Cherry Street to the intersection with the center line of Lincoln Street, west 122 feet to the southeast corner of the property at 826 Forest Street, north along the easterly border of said property, to Forest Street, northwest 287 feet to the intersection of the centerlines of Forest Street, Weston Drive, and West Division Street, north 508 feet along Weston Drive to the southern border of the

property located at 200 Weston Drive, east 142 feet to the southeast corner of said property, north 538 feet to the southwest corner of the property located at 300 Ridgely Street, east along the southern border of said property 680 feet to the eastern side of the railroad right-of-way, north 359 feet to the edge western terminus of Mary Street, east to the intersection of the centerlines of North West Street and Mary Street, east 27 feet to the western property line of the property located at 511 Mary Street, then continuing north 403 feet along the western border of said property, east 430 feet along the northern border of said property to North Queen Street, then north 346 feet to the intersection of the centerlines of North Queen Street and Clara Street, and east to the intersection of the centerlines of Clara Street and North New Street.

Section 4. Downtown Development District

Downtown Development District shall mean that area within the Target Area designated as such by the State of Delaware in accordance with 22 Del. C. Ch. 19 and more particularly described as bounded by the street center lines as follows:

From the intersection of the centerlines of North New Street and Clara Street south to the intersection of the centerlines of North New Street and Mary Street, east to the intersections of the center lines of Mary Street and North Governors Avenue, south to the intersection of the centerlines of North Governors Avenue and Fulton Street, east to the intersection of the centerlines of North State Street and Fulton Street, south to the intersection of the centerlines of State Street and Division Street, east to the intersection of the centerlines of Pennsylvania Avenue and Division Street, south to the intersection of the centerlines of Pennsylvania Avenue and Kings Highway, southwest to the intersection of the centerlines of Kings Highway and Reed Street, east 1,361 along the southern boundary property located at 89 Kings Highway SW to the westerly edge of Mirror Lake, south along the westerly edge of Mirror Lake to Loockerman Street 201 feet west of the intersection of the centerlines of Loockerman Street and Park Drive, west 1,386 feet along Loockerman Plaza, south 282 feet to the northeast corner of the property located at 15 East North Street, west 36 feet to the northwest corner of the property located at 15 East North Street, south 73 feet long the westerly border of the property located at 15 East North Street to North Street, west 137 feet to the intersection of the centerlines of South State Street and North Street, east 73 feet to the northwest corner of the property located at 7 The Green, south 274 feet along the westerly edge of the property located at 7 The Green to The Green, 792 feet along the western portion of The Green to the intersection of the centerlines of South State Street and The Green, south 200 feet past the intersection of the centerlines of South State Street and Water Street to the northeast corner of the property located at 540 South State Street, west 787 feet along the northern border of the property located at 540 South State Street to South Governors Avenue, north 172 feet to the intersection of the centerlines of South Governors Avenue and Water Street, west to the intersection of the centerlines of South Queen Street and Water Street, north to the intersection of the centerlines of South Queen Street and West North Street, west to the intersection of the centerlines of Clarence Street and West North Street, north to the intersection of the centerlines of Clarence Street and Slaughter Street, west to the intersection of the centerlines of Cherry Street and Slaughter Street, north to the intersection of the centerlines of Cherry Street and Lincoln Street, west 122 feet to the southeast corner of the property at 826 Forest Street, north along the easterly border of said property, to Forest Street, northwest 287 feet to the intersection of the centerlines of Forest Street, Weston Street, and West Division Street,

north 508 feet along Weston Street to the southern border of the property located at 101 Weston Drive, east 142 feet to the southeast corner of the property located at 101 Weston Drive, north 538 feet to the southwest corner of the property located at 300 Ridgley Street, east along the southern border of property located at 300 Ridgley Street 680 feet to the eastern side of the railroad right-of-way, north 359 feet to the edge western terminus of Mary Street, east to the intersection of the centerlines of North West Street and Mary Street, east 27 feet to the western property line of the property located at 511 Mary Street, north 403 feet along the western border of the property located at 511 Mary Street, east 430 feet along the northern border of the property located at 511 Mary Street to North Queen Street, north 346 feet to the intersection of the centerlines of North Queen Street and Clara Street, and east to the intersection of the centerlines of Clara Street and North New Street.

ARTICLE IV. ELIGIBILITY

Section 1. Eligible Project

Eligible projects shall include a new construction or renovation which:

- (a) Is located within the target area; and
- (b) The fair market value of the materials to be used in and the labor to be performed on the project exceeds the sum of \$5,000.00; and
- (c) Is for commercial, office, or a residential use; and
- (d) Conforms to the intent of this ordinance.
- (e) In accordance with the agreement with the Delaware Office of State Planning Coordination and the Delaware State Housing Authority, no rebates will be granted for expansion of the gross square footage of the building on parcel 2-05-07705-04-5200-00001 (9 East Loockerman Street) unless an eligible project(s) mitigates future flood risks and improves the resiliency of the site. Renovations to the existing building may be considered appropriate, at the discretion of the Office of State Planning Coordination (OSPC) and the Delaware State Housing Authority (DSHA).
- (f) In order for a residential use to be an eligible project, the object of the construction or renovation must be a dwelling unit as defined in article 12 of Appendix B - Zoning. Construction or renovation of accessory buildings as defined in article 12 of Appendix B - Zoning shall not be eligible for development incentives.

Section 2. Development incentive ineligibility.

An otherwise eligible project shall be ineligible for development incentives if:

- (a) Issuance of the certificate of occupancy and/or the completion and finalization of the building permit occurs before the application for development incentives is received; or
- (b) The subject property is exempt from City of Dover real estate taxes, except in cases where the property is owned by a non-profit organization constructing or renovating a dwelling unit to be transferred to non-tax-exempt homeowners; or
- (c) The beneficiary of the incentives is delinquent on any of the obligations listed in Dover Code, Chapter 1 - General Provisions, section 1-13(b).

Section 3 . Revocation of eligibility.

The beneficiary of the incentives provided by this Appendix must remain current on all obligations due the city. If, at any time after the incentives have been granted, the beneficiary of the incentives becomes delinquent on any of the obligations listed in Dover Code, Chapter 1-General Provisions, section 1-13(b), the city manager shall revoke the eligibility for any portion of the incentives not yet received by the beneficiary. Notice shall be given to such beneficiary in writing.

ARTICLE V. DEVELOPMENT INCENTIVES

Eligible projects within the Target Area and Downtown Development District shall be eligible for the following development incentives:

Section 1. Waiver of permit fees.

Fees for building, plumbing, mechanical, and fire protection permits shall be waived for eligible projects. Waivers do not apply to sign permits.

Section 2. Waiver of impact fees.

Eligible projects shall qualify for city water and wastewater impact fee waiver of the cost of such fees as established in Dover Code, Chapter 110, Article III and Article IV. The city cannot waive Kent County impact fees.

Section 3. Abatement of property taxes on the value of improvement.

Eligible projects shall receive property tax waivers for a period not to exceed ten years so that improvements to the properties made in accordance with the intent of this ordinance will not be taxed for a period of time not to exceed ten years from the date of the making of the improvements. The said ten-year period will commence with the date of issuance of a inspection or certificate of occupancy.

Eligible projects within the Downtown Development District shall also be eligible for the following incentives:

Section 4. Business license fee waiver.

Businesses that open within or relocate to the Downtown Development District on or after March 1, 2015, shall be eligible for a waiver of all city business license fees associated with the business for a period of three years. Eligible businesses are still required to obtain the required city business licenses.

Section 5. Rebate of the buyer's portion of the real estate transfer tax.

For properties which have transferred on or after March 1, 2015, the property owner shall be eligible for a rebate of the buyer's portion of the real estate transfer tax upon issuance of a certificate of occupancy, provided that a certificate of occupancy is issued for improvements to the property within five years of the payment of the real estate transfer tax.

ARTICLE VI. ADMINISTRATION

The city manager and his/her staff shall develop the administrative procedures and application forms necessary to implement this ordinance. If a potential beneficiary of the development incentives submits an application for incentives after a fee has been paid, except as otherwise provided in this appendix, the city will not issue a refund of fees paid.

ARTICLE VII. - APPEALS

Applicants denied development incentives shall have the right to appeal the decision to the city council within 30 days from the date that the notification was sent to the applicant. Such appeal shall be in writing, signed by the owner of the property in question, and filed with the city clerk.

ARTICLE VIII. SEVERABILITY AND EFFECTIVE DATE

Section 1. Severability.

Should any section or provision of this ordinance be declared to be unconstitutional or otherwise invalid, such decision shall not affect the validity of the ordinance as a whole or any part thereof other than the parts so declared to be unconstitutional or invalid.

Section 2. Effective date.

This ordinance shall be effective as of January 1, 1991.

ADOPTED: February 24, 2025

SYNOPSIS

The purpose of this ordinance is to codify the updated boundary of the Downtown Development District (DDD) approved by the State of Delaware. The amendments to Appendix C include: The description of the Downtown Dover Partnership (DDP) is moved from definitions to its own article. The description of the Board of Directors make-up references the DDP by-laws and maintains the requirement that at least five (5) members represent downtown property owners. It also reduces the frequency for the DDP to submit financial reports to City Council from monthly to quarterly and reduces the frequency of operational reporting from monthly to annually.

The ordinance moves the details of development incentive eligibility requirements from definitions to the article on eligibility. It modifies the “Target Area” to encompass the entire DDD area. It renames the “High Priority Target Area” to “Downtown Development District” and references the State designation. It modifies the DDD boundary to align with the updated DDD boundary approved by the State of Delaware (summer 2024).

The ordinance clarifies that the ineligibility of tax-exempt properties does not apply to non-profits building or renovating houses that will be transferred to non-tax-exempt owners. It also clarifies that the City cannot waive Kent County impact fees and that permit fee waivers do not apply to sign permits.

(SPONSORS: HUGG AND ANDERSON)

Actions History

02/24/2025 – Final Reading – City Council

02/10/2025 – First Reading – City Council

02/05/2025 – Proofreading Edits by Planning Staff

01/28/2025 – Introduction - Council Committee of the Whole/Legislative, Finance and Administration

Table 1-2: 2019 Comprehensive Plan Chapter Goals

Natural Resources and Environmental Protection	<p>Goal 1: Protect the Natural Environment</p> <p>Goal 2: Improve Watershed Quality</p> <p>Goal 3: Improve Air Quality</p> <p>Goal 4: Encourage Green Development and Sustainable Energy Practices</p> <p>Goal 5: Preserve Access to Open Space and Scenic Resources</p>
Historic Preservation	<p>Goal 1: Preserve and Protect Historic Resources</p> <p>Goal 2: Provide and Promote Incentives for Preservation Activities</p> <p>Goal 3: Increase Public Information on Historic Resources</p> <p>Goal 4: Collaborate with Diverse Groups and Governments</p>
Public Utilities and Infrastructure	<p>Goal 1: Proactively Maintain Existing Infrastructure and Expand Infrastructure When Beneficial</p> <p>Goal 2: Enhance Infrastructure to Meet Community Needs</p> <p>Goal 3: Meet or Exceed the State and Federal Requirements of the NPDES Permit and Stormwater Management</p> <p>Goal 4: Continue to Strive for Excellent Service</p>
Community Services and Facilities	<p>Goal 1: Provide and Maintain Quality City Services</p> <p>Goal 2: Invest in City Owned Resources</p> <p>Goal 3: Provide a System of Interconnected Open Space Areas and Recreational Opportunities</p> <p>Goal 4: Prepare Effectively for Disasters</p>
Transportation	<p>Goal 1: Preserve and Maintain the Existing Transportation System</p> <p>Goal 2: Increase Coordination with Agencies</p> <p>Goal 3: Develop and Expand Alternate Modes of Transportation</p> <p>Goal 4: Create Recommendations and Policies for Roadways and Development</p>

<p>Economic Development</p>	<p>Goal 1: Attract and Retain High-Paying Quality Jobs by Targeting Business Sectors that are Best Suited for Dover and Kent County</p> <p>Goal 2: Encourage the Economic Revitalization and Integrity of Dover’s Downtown, including the Historic Core and the Traditional Communities Surrounding It</p> <p>Goal 3: Promote the Revitalization and Redevelopment of the Center City</p> <p>Goal 4: Ensure that Land Development, Zoning, Infrastructure and Other Development Requirements Encourage the Economic Development and Uses Desired</p> <p>Goal 5: Actively market the Garrison Oak Business and Technology Center (GOBTC)</p> <p>Goal 6: Pursue Economic Development Linked to Active Recreation</p> <p>Goal 7: Pursue Economic Development Linked to Improved Healthy Food Access</p>
<p>Housing & Community Development</p>	<p>Goal 1: Encourage Balanced Housing Opportunities for all Residents of the City</p> <p>Goal 2: Preserve Existing Housing Stock</p> <p>Goal 3: Provide Safe and Healthy Livable Neighborhoods</p> <p>Goal 4: Provide Homeownership Opportunities</p>

Source: 2019 Comprehensive Plan

CHAPTER 15

IMPLEMENTATION PLAN

For a Comprehensive Plan to be effective in guiding the growth and improving quality of life within a city, it must identify specific actions and timeframes for implementation. This Chapter identifies the actions and projects necessary for implementation of the *2019 Comprehensive Plan*, as well as the process for amending the Plan.

The City's success in meeting the upcoming challenges will in large part be determined by the actions it takes in the coming years. While each chapter of the *2019 Comprehensive Plan* includes a series of recommendations for the specific topic area, this Chapter focuses on the projects, studies, code amendments, and other activities necessary to implement the Comprehensive Plan. The actions are grouped by timeframe for accomplishment of the specific action item.

The City Manager, City Planner, and other Department Directors will be responsible for incorporating the various actions and projects into their annual work plans to ensure that projects and tasks are completed in accordance with the Comprehensive Plan. The Planning Office will report annually to City Council and to the Office of State Planning Coordination on the progress of implementation.

The following is a categorized list of the actions required to implement the *2019 Comprehensive Plan* such that its Goals and Recommendations are achieved during the ten-year planning period.

IMMEDIATE ACTIONS - 2019

The two most important and time-sensitive actions that are required by *Delaware Code* are the adoption of the Comprehensive Plan and the Comprehensive Rezoning of all parcels that will now be inconsistent with the Land Development Plan.

Adoption of the Comprehensive Plan

The first step in the implementation process of the Comprehensive Plan is the official adoption. The process for adopting a Comprehensive Plan is spelled out in State law (*Delaware Code*, Title 29, Section 9103). A proposed municipal comprehensive plan is submitted to the Office of State Planning Coordination which shall solicit the comments of state agencies and those of other potentially impacted jurisdictions. This is accomplished through the submission to Preliminary Land Use Service (PLUS). The Office shall follow the process and procedures set forth for the Preliminary Land Use Service (PLUS) and shall provide the municipality with a report:

1. Documenting the degree to which the municipality has incorporated the State's goals, policies and strategies.
2. Listing findings, recommendations and objections, including adverse fiscal impacts
3. Identifying improvements, revisions or other actions desired to address and resolve inconsistencies.
4. Setting forth a timetable and process for negotiations to achieve consistency.

The Release DRAFT 10.1.2019) of the *2019 Comprehensive Plan* was submitted for PLUS Review on October 1, 2019 and the comment review letter (Report) dated November 8, 2019 was received. The PLUS review comments and information revisions to the plan were considered by the City Staff and incorporated into the release of the Final DRAFT (12.3.2019) *2019 Comprehensive Plan*.

The City must also provide an opportunity for public review and comment and shall provide such review and the proposed Comprehensive Plan to the City Planning Commission and the City Council. The first step in the implementation process of the Comprehensive Plan is the official adoption by the Planning Commission and City Council as required under Delaware law. Both Planning Commission and City Council adopting the Plan affirms their common goal with respect to the future. This occurred on December 16, 2019 with the City of Dover Planning Commission and January 13, 2020 with the Dover City Council. See Chapter 4 – Citizen Participation for a more detailed description of the formal review and adoption process for the *2019 Comprehensive Plan*.

Upon adoption and satisfaction of the PLUS comments the Plan shall be submitted for Certification by the Governor. The final publication version of the *2019 Comprehensive Plan: Planning for a Bigger, Better Dover* as adopted on January 13, 2020 has been prepared for this submission.

Comprehensive Rezoning/Zoning Map Revisions

As a part of the Comprehensive Plan implementation process, the City's Official Zoning Map must be evaluated for consistency with the Land Development Plan. Zoning changes necessary to implement the Land Development Plan will be evaluated immediately after the Plan is adopted. The Land Development Plan (Chapter 12 and Map 12-1) is the basis for zoning within the City. Within 18 months of the Comprehensive Plan's adoption, all zoning throughout the City must be consistent with the Land Development Plan. This Comprehensive Rezoning project will involve review by the Planning Commission and City Council with opportunities for public input through public hearings before each body.

ONGOING ACTIVITIES

Many implementation tasks are not tied to a specific study, project, or code change rather they are tasks that are addressed on a routine and continuing basis throughout the planning period. They may result in one or more specific actions as appropriate. These on-going activities are listed by topic area.

Natural Resources and Environment

- Continue to support native tree planting and landscaping programs and tree/natural area maintenance through the Development Advisory Committee and the Department of Public Works.
- Share the FEMA floodplain maps and information which pertain to the City to ensure homeowners, businesses and developers have accurate information about flood risks through a variety of outreach methods i.e. workshops, website, etc.
- Continue to utilize the knowledge and expertise of the Silver Lake Commission as advocates for the Lake, advisors to the City Council on matters regarding the Lake, and as liaisons between the City, the public, and DNREC regarding Lake management issues.
- Continue public education, outreach, and participation/engagement measures for water quality and related activities identified in Dover's Municipal Separate Stormwater System (MS4) program.

Historic Preservation

- Conduct Public Outreach and Education opportunities regarding Historic District programs.
- Continue participation as a CLG (Certified Local Government).
- Utilize knowledge and expertise of Historic District Commission focused on preservation and protection of historic resources.

Utilities and Infrastructure

- Educate the public on floodplain topics through outreach to homeowners and residents focusing on helping residents understand their flood risk and what they can do to mitigate flooding in the City.
- Continue enforcement of floodplain regulations and associated construction codes.
- Implement a plan to remove sources of inflow and infiltration in the City's Wastewater Systems.
- Continue to implement Green Energy Goals to help improve the effectiveness and efficiency of our resource management systems, particularly with electricity.
- Proactively maintain and improve the City's utility infrastructure (water, sewer, stormwater, and electric).

Community Services and Operations

- Evaluate the levels of City Services as they pertain to police, fire, and emergency response times. Service levels should be maintained or exceed their current status as Dover grows in population and land size.
- Continue to build a robust online presence and implement other outreach communication efforts for the City focusing on City initiatives, education on City ordinances, and promoting Dover as a desirable place to live, work, and play.
- Ensure existing services and facilities at the Dover Public Library building are maintained and expanded to support the number of daily visitors it encounters.
- Improve the City's customer service functions so that more types of applications, payments, and inquiries can be made online through the City's website or are made

available through other communication methods for those with limited access to electronic media formats.

- Support the Police Department’s goals and strategies for improving public safety as outlined in the Police Strategic Plan.

Transportation

- Encourage augmentation of new and existing transit stops with bicycle and pedestrian facilities, as well as shelters to protect riders from inclement weather.
- In collaboration with DART, enhance transit connections between neighborhoods and employment centers, institutions, commercial areas, schools, recreational facilities, and locations with large transit-dependent populations.
- Continue to play an active role in the Dover/Kent County MPO.
- Maintain the City-owned street and alley systems.
- Continue to coordinate development activities within the City of Dover with DelDOT through the Development Advisory Committee and other interactions.
- Continue implementation of the *Bicycle Plan* and the *Pedestrian Plan*.

Economic Development

- Ensure that the City has the capability and resources to effectively market and promote itself by identifying points of contact, protocols, processes, and marketing strategies.
- Develop a package of promotional materials suitable for a variety of audiences and uses, including print media, social and web presence, and general distribution with a hierarchy of consistent messages and information.
- Routinely review commercial, industrial and related ordinance provisions to ensure that they remain contemporary and support changing concepts of work, shopping and living.
- Reassess Dover’s (and Kent County’s) economic strengths and opportunities through a comprehensive economic analysis and assessment.
- Support opportunities to expand aviation facilities as well as access to these facilities.

Housing

- Continue to conduct housing inspections on rental housing to ensure the compliance with City Codes.
- Continue to work with other housing agencies to eliminate severe housing conditions that constitute immediate health or safety hazards to the occupants.
- Work with housing providers and developers to construct affordable rental housing options throughout the City including accessible housing for persons with disabilities.
- Continue to work with housing providers to end homelessness and increase the number of permanent supportive housing options.
- Support programs to address housing inequities and injustices and promote neighborhood initiatives to address hazards.
- Update and adopt the 2020-2024 Community Development Block Grant Consolidated Plan.

Emergency Operations Planning

- Continue to comply with the National Incident Management System (NIMS) through participating in appropriate staff training and holding drills to prepare for potential disasters.
- Increase the staff training and education available to ensure all essential staff are trained in NIMS and familiar with the *Dover Emergency Operations Plan* (DEOP).

Planning and Use of Lands and Buildings

- Support the adaptive mixed reuse of existing buildings throughout the City.
- Continue to evaluate and adopt the latest versions of the Building Codes and Fire Codes.
- Increase coordination with development community and design professionals on City's regulations.

SHORT TERM IMPLEMENTATION (2019-2021)

The following is a listing of projects, studies, code revisions, and other activities that will be initiated or focused on during the two years immediately following Comprehensive Plan adoption.

Projects

Projects - Transportation

- Update the “Agreement Regarding Dover US 13/Bay Road Corridor Transportation Improvement District” to set boundaries, target horizon year, and service standards.
- Work with DelDOT and the Dover/Kent County MPO to develop a Transportation Improvement District for the Route 13/Bay Road Corridor in Dover.

Projects – Economic Development

- Implement a marketing plan for Garrison Oak Business and Technology Center including establishing a web presence, ensuring listing for economic development, improving signage, and site enhancement.

Projects – Downtown Revitalization

- Develop and implement a Downtown parking plan.
- Promote the vitality of the Downtown Development District by developing a shared vision for the Downtown strategically addressing crime, vacancy, and blight.
- Develop revised or new incentives.
- Implement a neighborhood development strategy for adjacent commercial and residential areas.

Projects - Community Services and Operations

- Develop and implement a government/civic complex plan addressing needed City government offices and facilities.

- Implement the City’s Enterprise Resource Planning (ERP) Project to support the business processes of the City through improved access and management of City data.

Studies

Studies – Natural Resources and Environment

- Evaluate the City’s requirements for providing active recreation areas for new residential developments.

Studies – Historic Preservation

- Evaluate and update the *Design Standards and Guidelines for the Historic District Zone*.

Studies – Community Services and Operations

- Evaluate the design of City-owned buildings to identify opportunities for improving their security and disaster-readiness.

Studies - Transportation

- Identify current Safe Routes programs and evaluate deficiencies.

Studies – Economic Development

- Evaluate potential access to the Garrison Oak Center from State Route 1 with an Alignment Study to determine feasibility and location of future road connection.
- Participate in development of a Joint Land Use Study with Dover Air Force Base.

Studies – Housing

- Participate in the development and adoption of the 2019 Fair Housing Plan.

Code Amendments

Code Amendments – Natural Resources and Environment

- Update and maintain the Source Water Protection Overlay Zone (SWPOZ) on the City’s Zoning Map to ensure it covers all lands identified for protection by DNREC’s Source Water Map as wells and excellent recharge areas.

Code Amendments – Transportation

- Explore current ordinances and site plan requirements to better incorporate non-motorized elements into land development plans.

Code Amendments - Housing

- Amend provisions in the *Zoning Ordinance* for the definition of “family” to remove undue restrictions for members of protected classes.
- Amend provisions in the Safe Communities Initiative that may be a violation to Fair Housing.

Other Activities

Other Activities – Natural Resources and Environment

- Implement a Stormwater Utility with the City to help fund the maintenance of stormwater infrastructure that improves water quality.
- Evaluate the process for referring development projects to the Silver Lake Commission to ensure they review all projects which may have significant impacts on Silver Lake.

Other Activities – Community Services and Operations

- Ensure that the City’s contracted Ambulance Service can meet the service demands placed on it.

Other Activities – Transportation

- Evaluate the *2008 Delaware Route 8 Concept and Operations Study* and the *2007 US Route 13 Circulation Study* to determine if updated plans are needed.
- Advocate certain projects and studies to be placed in the Dover/Kent County MPO Transportation Improvement Program (TIP) and the DelDOT Capital Transportation Program (CTP). Each year the Dover City Council develops listing of prioritized projects.

Other Activities – Housing

- Update and adopt the 2020-2024 Community Development Block Grant Consolidated Plan.

INTERMEDIATE TERM IMPLEMENTATION (2022 – 2025)

The following is a listing of projects, studies, code revisions, and other activities that will be initiated two to five years following Comprehensive Plan adoption.

Projects

Projects – Natural Resources and Environment

- Develop an Open Space, Parks & Recreation Master Plan.
- Implement the completed Master Plans for Schutte Park and Dover Park.
- Develop a Master Plan for Silver Lake Park.

Projects – Transportation

- Conduct a community-engaged process to designate new Safe Routes and develop their programming.
- Update and Implement the *Bicycle Plan* and the *Pedestrian Plan*.

- Work with DelDOT, property owners, and the Dover/Kent County MPO to implement the *Division Street/Forest Street Dover Capital Gateway Plan* and the *Delaware Route 8 Concept and Operations Study*.

Projects – Economic Development

- Facilitate the establishment of the Central Delaware Aviation Center/aviation and aeronautics employment center through completion of the DAFB Joint Use Agreement and a master plan for development of the facility.

Studies

Studies – Natural Resources and Environment

- Work with DNREC to identify potential water quality improvement projects in major City water bodies such as Silver Lake.
- Conduct a “vulnerability assessment” of the City to determine which people and places within Dover are most at-risk from climate change pressures.

Studies – Historic Preservation

- Evaluate appropriate areas for expansion of the Historic District (H) Zone.
- Evaluate areas listed or eligible to be listed on the National Register for Historic Places for inclusion within the City’s Historic District (H) Zone.

Studies – Community Services and Operations

- Assess all City buildings to determine if they are adequately able to support City staff and day-to-day operations in the City. Create plans for improving these buildings or moving to new ones if they are found to be inadequate.

Code Amendments

Code Amendments – Natural Resources and Environment

- Improve water quality and floodwater absorption capacity in the City through code amendments addressing topics such as pervious paved surfaces, stormwater management areas, and hydric soils.
- Reduce air quality impacts and climate change impacts through code amendments which aim to improve access to alternative forms of transportation.

Code Amendments – Historic Preservation

- Identify and study areas for local Historic District designation (H - Historic District Zone).
- Refine procedures for Architectural Review Certification process.

Code Amendments - Housing

- Develop code amendments considering an alternative housing options for group, transitional, and supportive housing.

Other Activities

Other Activities - Transportation

- Encourage DART to share the Dover Transit Center with private intercity buses.

LONG TERM IMPLEMENTATION (2025 AND BEYOND)

Long term projects are those tasks, that while important components of the Plan, will be undertaken later in the planning process. This may be a function of timing, resources, research and data requirements, and dependence on completion of preceding tasks. Some identified projects, studies and activities may be multi-phased initiatives or ongoing large projects.

Projects

Projects – Community Services and Operations

- Implement a plan to remove sources of inflow and infiltration in the City's Wastewater Systems.
- Obtain Accreditation with the American Public Works Association in recognition of high standards and professionalism.

Studies

Studies – Natural Resources and Environment

- Proactively plan for the impact new technologies such as alternative fuels, online goods and services delivery, and self-driving cars will have on lifestyles and travel.

Studies – Utilities and Infrastructure

- Ensure that the City's Utility Plans of the Department of Public Works and the Electric Department are kept up to date, noting that they need to be updated every 10-15 years.

Studies – Economic Development

- Address development opportunities for West Center City area including review and implementation of prior planning studies.

Code Amendments

- Regularly review and revise the *Zoning Ordinance*, *Land Subdivision Regulations* and *Dover Code of Ordinances* to endure that they reflect current conditions and trends, are efficient to administer, and promote sound land use and development in the City.

Other Activities

Other Activities – Natural Resources and Environment

- Improve the City's Bicycle and Pedestrian networks in accordance with the recommendations of the *Bicycle Plan* and *Pedestrian Plan*.

Other Activities – Historic Preservation

- Complete a Self-Assessment for the Historic District Commission.
- Implement methods of on-going communication with historic property owners.

Other Activities – Transportation

- Support the return of passenger rail service.
- Identify new transportation needs and ensure the City has the infrastructure to accommodate evolving technologies.

Other Activities - Housing

- Collaborate with public health agencies, housing authorities, advocacy groups, and others on matters concerning housing and health.

COMPREHENSIVE PLAN 2029

Planning is a process. It is not a product or a report. It is not done when this Comprehensive Plan is adopted and certified. During the 2019-2029 planning period, Staff will regularly track and monitor development activities, study and identify economic and demographic trends, and assess the implementation of the Plan's objectives. Through coordination with the Office of State Planning Coordination, the Dover/Kent County MPO, the Kent Economic Partnership, the Downtown Dover Partnership and other stakeholders, regular analysis of contemporary data (including the 2020 Census); and ongoing community input, the Staff will build the basis for the next Comprehensive Plan. The process to develop the next Comprehensive Plan document for 2029 will need to begin at least in the prior year to determine the plan preparer (Staff or Consultant), the format of plan, and the types of outreach activities.

COMPREHENSIVE PLAN AMENDMENTS

The City may, from time to time, amend the Comprehensive Plan as circumstances unforeseen at this time arise that require such amendments. Any amendments to the Comprehensive Plan must be approved by City Council, by recommendation of the Planning Commission, and submitted to the Office of State Planning Commission for review before they become effective. Comprehensive Plan Amendments can fall into two categories: Minor Variations and Comprehensive Plan Amendment Requests.

Requests to amend the Comprehensive Plan may be initiated by Planning Staff, City Council, or applications from the general public. Upon receiving a request to amend the Comprehensive Plan, the City Planner will determine whether the request is considered a Minor Variation or a Comprehensive Plan Amendment Request.

Minor Variations

Any application for Rezoning or Annexation that is inconsistent with the City of Dover's Comprehensive Plan, but where the non-conformity is of a minor, relatively insignificant nature

shall be considered a **Minor Variation**. A Rezoning shall be considered a Minor Variation from the Comprehensive Plan when the following conditions are met:

- a) The rezoning is of a unique circumstance and cannot set precedent for other lands in the vicinity of the rezoning; and
- b) The relative size of the rezoning or the variation from the land use recommended by the Comprehensive Plan is so minor that it would have no impact on the goals and objectives of the Comprehensive Plan; and
- c) The proposed zoning is adjacent to or in the immediate vicinity of other similarly zoned lands and would not alter the pattern of development in the area.

When the City Planner determines that a request qualifies as a Minor Variation, he/she will submit the requested amendment to the Office of State Planning Coordination in writing including a map of the area with the Land Development Plan classifications and an explanation of how the proposal qualifies as a Minor Variation. If the Office of State Planning Coordination concurs with the City Planner, the application will be considered consistent with the Comprehensive Plan and processed according to the proper procedure for the Rezoning or Annexation request. If the Office of State Planning Coordination does not concur, then the application will be considered a Comprehensive Plan Amendment Request.

Comprehensive Plan Amendment Requests

For those requests that may not be considered a Minor Variation, the applicant must file a **Comprehensive Plan Amendment Request**. As established in the Memorandum of Understanding for PLUS, the City has agreed to submit an Application (of the Comprehensive Plan Amendment Requests) for comments to the State Office of Planning Coordination's Preliminary Land Use Services (PLUS) review process. In these cases, the City is the entity that must submit a request for PLUS review.

When the City Planner determines that a request is considered a Comprehensive Plan Amendment Request (not a Minor Variation), it will be subject to the following process. The City will submit Comprehensive Plan Amendment Requests for consideration through the PLUS Process in **January of each year**. Applications for Amendments to the Comprehensive Plan must be received by the City Planning Office by December 15th. The City will compile any requests received into one submission to the Office of State Planning Coordination, regardless of Planning Staff concurrence with the Request. Comprehensive Plan Amendment Requests will be processed annually, in accordance with the schedule in Table 15-1.

Table 15-1: Amendment Submission Schedule

Milestone	Date
Application Deadline	December 15 th
Submission to PLUS	1 st Working Day of January
PLUS Meeting	Late January
DAC Staff Meeting	Late January/February
DAC Applicant Meeting	February
Planning Commission Hearing	February
City Council Hearing & Action	March

There are specific application forms and checklists for Comprehensive Plan Amendment Requests. Prior to submitting an application for Comprehensive Plan Amendment, an applicant must hold a Pre-Application meeting with Planning Staff. Submission materials for Comprehensive Plan Amendments will require the applicant to provide the following information (prepared by a design professional): a completed Comprehensive Plan Amendment Application, other appropriate application forms based on the request type, property information (drawing), an analysis of the surrounding land uses and zoning classifications, a statement on how the request is consistent with the goals of the Comprehensive Plan, and the fee associated with the application. For Rezoning and Annexation applications, all other requirements must be met for the submission.

It is noted that Comprehensive Plan Amendment Requests that are associated with a Request for Annexation of lands located in Annexation Category 3 and in Areas of Concern may be considered at any time and not held to the once-a-year filing requirement. A Plan Amendment is required to change the Annexation Category and to identify potential Land Use Category (classification for the property). However, they will still be subject to the Preliminary Land Use Service (PLUS) review process.

CONCLUSION

The *2019 Comprehensive Plan* is the culmination of more than a year's effort, led by the Planning Office, in conjunction with other City Departments, the City Council, the Planning Commission, the Historic District Commission, and the citizens of Dover. This project has worked to define the future of Dover. Public input is at the heart of the goals, recommendations, and implementation actions of the Comprehensive Plan. The Comprehensive Plan is intended to be a living document that will guide the actions of City government as it addresses the challenges of a growing City. The public input does not end with the adoption of the Comprehensive Plan; rather, the public is encouraged to stay involved in the implementation of the Plan to ensure that Dover continues to be a place where people want to live, work and play.