



**CITY OF DOVER, DELAWARE
COUNCIL COMMITTEE OF THE WHOLE MEETING
Tuesday, November 25, 2025 at 6:00 PM**

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

AGENDA

Public comments are welcomed on any item and will be permitted at the appropriate time. When possible, please notify the City Clerk (302-736-7008 or email at cityclerk@dover.de.us) should you wish to be recognized.

VIRTUAL MEETING NOTICE

This meeting will be held in City Hall Council Chambers with electronic access via WebEx. Public participation information is as follows:

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Link: <https://shorturl.at/oJhW2>

Event number: 2539 666 7157

Event password: DOVER (if needed)

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CALL COUNCIL COMMITTEE OF THE WHOLE MEETING TO ORDER

ADOPTION OF AGENDA

COUNCIL REPORTS - OCTOBER 2025

- 1. First District**
- 2. Second District**
- 3. Third District**
- 4. Fourth District**
- 5. At-Large**
- 6. Council President Neil**

SAFETY ADVISORY AND TRANSPORTATION COMMITTEE

ADOPTION OF THE AGENDA

- 1. Quarterly Briefing on Dover/Kent County Metropolitan Planning Organization (MPO) Projects (Marilyn Smith, Executive Director of the Dover/Kent MPO)**

(Committee Action Not Required)

- 2. Prioritization of City of Dover State Capital Transportation Program (CTP) Projects (David S. Hugg, III, City Manager)**

(Staff Recommendation: Approval of the 2026 Transportation Priorities)

ADJOURNMENT OF THE SAFETY ADVISORY AND TRANSPORTATION COMMITTEE MEETING

UTILITY COMMITTEE

ADOPTION OF THE AGENDA

- 1. Evaluation of Bids - Security Fence Replacement for Water Treatment Plant (Jason Lyon, Water & Wastewater Director)**

(Staff Recommendation: Award the contract to Pierce Fence Company for the Security Fence Replacement for the Water Treatment Plant, Bid #26-0006WW, for the amount of \$216,650.00)

- 2. Evaluation of Bids - Pump Station #7 Upgrades (Jason Lyon, Water & Wastewater Director)**

(Staff Recommendation: Award the contract to A-Del Construction for the Pump Station #7 Upgrades project, Bid #26-0008WW, for the amount of \$636,548.00.)

ADJOURNMENT OF THE UTILITY COMMITTEE MEETING

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

ADOPTION OF THE AGENDA

- 1. Evaluation of Bids - Fiscal Year 2026 Street & Alley Program (Jason Lyon, Water & Wastewater Director)**

(Staff Recommendation: Award the contract to Grassbusters Landscaping Co., Inc, for the City of Dover FY 2026 Street and Alley Program, Bid #26-0007WW, for the amount of \$874,256.)

- 2. Consideration of the Reclassification and Re-grading of the Senior LAN Analyst Position (David S. Hugg, III, City Manager and Naomi Poole, Human Resources Director)**

(Staff Recommendation: Approval of the reclassification and the compensation)

3. Proposed Ordinance #2025-17 - Proposed Changes and Additions to Strengthen the Current Stormwater Ordinance by Amending Chapter 98 - Streets, Sidewalks, Storm sewers, and other public places, Article I. - In General, and Appendix F (Mark Nowak, Public Works Director)

(Staff Recommendation: Forward Proposed Ordinance #2025-17 to city council for approval)

4. Staff Substitute - Proposed Ordinance #2025-21 - Amending Chapter 106 - Traffic and Vehicles, Article III - Stopping, Standing, and Parking, by adding Sec. 106-139 - Pedestrian Safety (Councilman Anderson, David S. Hugg, III, City Manager, and Chief Johnson)

(During its meeting of October 28, 2025, the Legislative, Finance, and Administration Committee referred the Ordinance back to Staff)

(Recommendation: Forward Staff Substitute #1 for Proposed Ordinance #2025-21 to council for approval)

ADJOURNMENT OF THE LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE MEETING

ADJOURNMENT OF THE COUNCIL COMMITTEE OF THE WHOLE

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

Introductions & Purpose

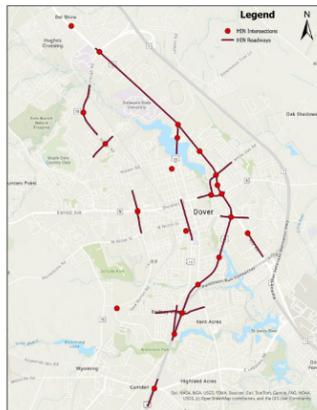
- **Mayor Christiansen, Chair of the MPO Council**
- **Jason Lyon, Water and Wastewater**, is a member of the Technical Advisory Committee (TAC)
- **Department of Planning & Inspection**, has a seat on the TAC, but no one is currently attending the meetings
- **Councilman Rocha** - *“Recommend a metropolitan traffic study for the City of Dover and surrounding area. If a recent study has been conducted by DeIDOT or the MPO, can we have someone come and brief us of the results so our constituents will be properly informed.”*

Garrison Oak Connector Road Update

- **In the draft FY27-FY32 CTP** – Garrison Oak Connector Road (SR 1 to White Oak Road), continued preliminary engineering in FY27
- **Status as of November 12, 2025**
- * Initial contact letters have been sent to area property owners, some have responded
- * Aerial drone survey and wetland delineation efforts are underway
- * Alternatives are being drafted
- * Public workshop with draft PEL (FHWA-required Planning and Environment Linkages document) and alternatives to be scheduled in summer 2026

Kent County Comprehensive Safety Action Plan

- Identify a High Injury Network
- 29 intersections and 24 corridors in Dover
- Toolkit of Proven Safety Countermeasures
- Can be used by municipalities in Kent County to apply for SS4A project implementation funding
- MPO applied (June 2025) for SS4A for a comprehensive safety study of the US13 corridor, waiting for awards to be announced
- City declined to apply



DAC (Development Advisory Committee)

- **MPO staff attends and prepares the MPO Advisory Briefing**
- We focus on applying existing studies, transportation plans, City ordinances, City comprehensive plan, etc., to proposed development
- Our recommendations are largely ignored by staff and applicants
- Planning Commission grants waivers (sidewalks, bike racks, loading berths)

Draft FY27-FY32 DeIDOT Capital Transportation Program

- **McKee Road/Saulsbury Road Corridor Improvements between US13 North and US13 South**
- This is **THE ONLY NEW** project added to the CTP, **statewide**
- Programmed for project development FY29, FY30, and FY31

Dover Comprehensive Plan (1/13/2020)

- **Chapter 9 - Transportation Plan** - 22 pages, Del. Code Title 22, Ch 7, Sec 702
- Extensive analysis
- Nine Recommendations and Policies for Roadways and Development
- List of prioritized projects, many of which have been completed

DeIDOT Ongoing Programs

- Transportation Alternatives (TAP) & Bike/Ped
- Pave & Rehab
- Intersection Studies
- Strategic Highway Safety Program

City of Dover - Completed MPO Projects since 2021

- **East/West Freight Routes Phase 2 (7/3/25)** - Identify east/west routes that pose challenges for freight movement and recommend targeted improvements or potential new alignments
- **South Dover Elementary School Traffic Circulation & Traffic Safety Assessment (5/7/25)** - Evaluate South Dover Elementary campus and South State Street approaches north and south of the campus entrance, specifically during peak AM and PM
- **SR 1 / SR 9 Interchange Improvements (3/12/25)** - Evaluate the feasibility of converting the right shoulder of southbound SR 1 to an auxiliary lane
- **Dover Municipal Freight Plan (2/10/25)** - Develop a freight plan for City of Dover that can be incorporated into the comprehensive plan
- **Downtown Dover Pathways/Lockerman Street Design (8/12/24)** - Identify means to better connect major activity centers within Dover by walking, bicycling, scooter; put back the infrastructure differently such that it better serves downtown businesses and Dover residents, workers, and visitors
- **Bay Road Path & Walking Trail Connections (9/6/23)** - Identify inadequate pedestrian amenities and safety concerns
- **Dover High School Walk Zone Sidewalk Study (7/5/23)** - Identify locations within the school walk zone with the greatest need of improvement
- **US13 Sidewalk Gaps (5/3/23)** - Identify prioritized locations where existing facilities are inadequate or do not exist
- **McKee Saulsbury Road Corridor Study (5/3/23)** - Address future capacity needs, improve safety, operation and nonmotorized infrastructure conditions
- **US13 North Corridor Study (3/1/23)** - Identify parcels that have access to transportation facilities with a capacity to meet the needs of potential industrial and manufacturing facilities
- **Truck Parking Amenities (3/1/23) and Subsequent Parcel Inventory** - Examine existing conditions of truck parking amenities and make recommendations for improving amenities for drivers
- **DAFB Compatible Use Plan (March 2023)** - Develop a tool for surrounding communities and the installation, to understand land use planning and develop strategy and implementation actions that support community goals and the installation’s mission
- **East/West Freight Routes Phase 1 (11/2/22)** - Identify potential alternatives to existing conditions; through these examples, municipalities may consider changes in local infrastructure that will benefit both truck drivers and the community
- **Rail Corridor Land Use (7/6/22)** - Identify available land adjacent to rail corridors which could be designated and preserved for industrial use
- **Banning & Clarence Streets (11/3/21)** - Develop alternatives to separate traffic based on its destination by providing an alternate connection to Forest Street
- **Dover Air Cargo Freight Access (9/1/21)** - Examine possible transportation improvements needed to support economic growth on the east side of SR1 from the DAFB to north of White Oak Road
- **Dover Bike & Pedestrian Plan 2020 (5/5/21)** - Guide improvements to the transportation network for people who walk and bike

Investment

- Total cost of these studies = **\$1,410,609**, plus the amount DeIDOT paid directly for existing task orders
- Total cost to City of Dover = **less than \$10,000**
- DDP = \$20,800
- KEP = \$34,485

MPO Long-Range Plan (MTP) - Innovations 2050 (1/8/25)

- 15 of the 41 short-range projects are in Dover
- 12 of the 24 mid-range projects are in Dover
- 5 of the 16 long-range projects are in Dover
- 8 of the 22 system maintenance projects are in Dover



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ACTION FORM

Item 2.

PROCEEDING: Council Committee of the Whole – Safety, Advisory & Transportation Committee	
DEPARTMENT OF ORIGIN: City Manager	DATE SUBMITTED: 11/18/25
PREPARED BY: David Hugg	
SUBJECT: Prioritization of City of Dover State Capital Transportation Program (CTP) Projects	
REFERENCE: N/A	
RELATED PROJECT: N/A	
REVIEWED BY: David S. Hugg, III, (City Manager) and Marilyn Smith (Dover Kent County MPO Executive Director)	
EXHIBITS: 2026 Transportation Priorities List	
EXPENDITURE REQUIRED: n/a AMOUNT BUDGETED: n/a	
FUNDING SOURCE (Dept./Page in CIP & Budget): n/a	
TIMETABLE: November 25 CCOW; December 8 Council	
STAFF RECOMMENDATION: Approval of 2026 Transportation Priorities	

BACKGROUND AND ANALYSIS

Each year the City of Dover prepares a prioritized list of transportation projects for consideration by DelDOT and the Dover/Kent County MPO. Projects are organized by category classification to better indicate how these projects address important needs in the city. The list includes 16 projects: 4 are primarily economic development projects; 4 are safety and capacity projects; 1 is transportation system enhancement; and 3 projects have been removed from consideration. 4 projects are new/carried over from 2025) this year: sidewalk improvements to N. State Street from Division Street to Walker Road, Downtown Strategic Plan Improvements, Bay Road Pedestrian Improvements and Landscaping and Development Regulations – Freight Issues. A new category, Local Streets, was added this year to incorporate this component of the transportation network. The list and scheduled dates were reviewed by the MPO Executive Director and by staff as appropriate.

Following approval by the Committee and Council, the recommended 2026 Transportation Priorities will be sent to the Secretary of Transportation (DelDOT) and the Dover/Kent County Metropolitan Planning Organization (MPO), for consideration and ranking for funding.

For consideration by Safety Advisory and Transportation Committee

CITY OF DOVER

2026 TRANSPORTATION PRIORITIES

DRAFT Revised November 18, 2025 with MPO comments.

Approved by Committee on _____

Each year the City of Dover prepares a prioritized list of transportation projects for consideration by DelDOT and the Dover/Kent County MPO. We employed a category classification format to indicate how these projects address important needs in the city. The first project in each grouping is our highest priority. The 2026 list follows.

ECONOMIC DEVELOPMENT PRIORITIES:

Garrison Connector

This project continues to be the City's highest priority request, providing a direct connection between the Garrison Oak Business and Technology Park and the Route 1 interchange at N. Little Creek Road (Route 8). A direct connection from the Garrison Oak Business and Technology Center to the SR 1 Interchange has been Dover's highest priority transportation project request for several years. The city is working with a number of business development opportunities at GOBTP that are dependent on alternatives to existing access which is not conducive to efficient freight transportation. Access to this business center involves using local roads for the movement of goods and materials and for employee access. The list of permissible uses of GOBTC continues to be expanded to include warehousing, distribution and logistics support, light manufacturing, food related storage, and other uses.

The [Dover Air Cargo Freight Access Study](#) (Dover/Kent County MPO, July 2021) reinforced the potential for significant employment growth in the Garrison Oak - Central Delaware Aviation Complex portion of the city. For these opportunities to be realized a complete business-to-business connector serving the area is essential. The Garrison Oak portion is recommended as Phase I of that program. The study outlined scope, existing conditions, primary alignments and design, and costs for a multi-phased project. This roadway system is consistent with and supportive of the future growth and development plans set forth in both the City and County Comprehensive Plans. The project is included in the FY27-32 CTP . Preliminary engineering is scheduled for FY 2027.

As business activities are realized in GOBTP, the city is honoring the original commitment with DelDOT for analysis and potential improvements to White Oak Road adjacent to the park. A TIS has been completed, and the design process is underway. We are investigating the TIIF eligibility of this segment.

Business-Business Connector Roads (N. Little Creek Road to Horsepond Road; Horsepond Road, Lafferty Lane and Starlifter Drive)

These roads were priority requests to DelDOT and the Dover/Kent County MPO as early as 2022, and again in both 2023 and 2024 priorities, reflecting the completion of regional freight and air cargo studies by the MPO. These roads are a continuation of the [Dover Air Cargo Freight Access](#)

[Study](#) project, extending a business focused limited access connection from the SR1/N. Little Creek Road (Route 8) interchange south to S. Little creek Road ; improvements to Horsepond Road and Lafferty Lane to facilitate imminent business development; and an extension of Starlifter Road to facilitate the development of the East Dover Employment Center as outlined in City and County Comprehensive Plans. These improvements increase safety by taking industrial traffic off local streets, improving regional freight access, and support the long-term viability of the East Dover Industrial Center, the Kent County Aeropark and the Central Delaware Aviation Complex. The city urges that initial funding for these improvements, including planning, engineering, ROW, and construction. be approved as soon as possible. The recent renewal of the Joint Use Agreement with DAFB increases the potential for these roadways. As the City and County work toward achieving the East Dover Employment Center, the priority of these improvements will become clearer.

Loockerman Street and Forest Avenue Intersection Improvements

This project was requested by the city to help spur redevelopment activities in the Downtown Development District while improving traffic circulation and safety. It was identified as a needed improvement through the [Restoring Central Dover Study](#) and the [Westside Redevelopment Study](#) conducted in 2001. It is complementary to the [Capital Gateway Study](#) and would result in improved traffic circulation, a more pedestrian friendly zone at the railroad crossing, and creation of a new gateway into Downtown. Work on this project has been deferred due to opposition to the original design option (roundabout). It was reviewed again as part of the DDP's proposed "[Capital City 2030 Downtown Master Plan](#)." The recently completed [Downtown Dover Pathways Study \(2024\)](#) includes conceptual design concepts for nearby properties and high-level recommendations such as street realignments, informational signage, and added parking and open space.

SAFETY AND CAPACITY IMPROVEMENTS PRIORITIES

College Road – Kenton Road to McKee Road

This high priority project consists of pavement rehabilitation, construction of shoulders and sidewalks on both sides of College Road, intersection and drainage improvements, bike safety improvements, utility relocations and complete pavement replacement. This roadway serves as a critical east-west connector. The project addresses transportation and safety issues for all modes and users. It is very narrow, poorly drained, and unsafe for vehicles, pedestrians, and bicyclists. College Road from Oakmont Drive to College Park Drive and the intersection at McKee Road are part of the High Injury Network (HIN) identified in the 2025 MPO [Comprehensive Safety Action Plan](#). It is scheduled to finish design in FY 2025 with ROW acquisition in FY 2025 and FY 2026 and construction in FY2027. ROW acquisition will be difficult. The project is listed in the FY27-32 CTP, but no funding is programmed. College Road/McKee Road intersection will be part of the McKee/Saulsbury Road project that has been included in draft FY27-32 CTP.

Sidewalks within the Walk Zone of Dover High School

Critical gaps in the sidewalk system on both State and city-maintained roadways near Dover High School remain, including along Mifflin Road and Route 8 on the south side of the roadway traveling west. This project incorporates recommendations from the [Capital Gateway Study](#) and [Senator Bikeway Plan](#), as well as a more recent assessment completed by the MPO in July 2023.

Connectivity gaps include portions along Route 8, Mifflin Road, Hazletville Road and various neighborhoods, although sidewalk is now complete on the southside of Route 8 from Mifflin Road to Dover High School. The city identifies this as a high priority safety concern in this area. The city urges funding through the statewide safety improvement program at the earliest opportunity . The city will seek funding through other sources such as CTF and TAP.

US 13 Sidewalk Construction and Related Improvements

DelDOT and the MPO have completed a [Comprehensive Safety Action Plan](#) for Kent County that identifies US 13 as part of the High Injury Network (HIN) and is seeking an SS4A grant to conduct additional study development of recommendations to address the concerns on this corridor. The city requests that part of the study examines US 13 from Division Street to the SR1 interchange to determine improvements to intersections, signals, turn lanes, pedestrian safety, lighting and private entrances to the road. This area experiences frequent accidents, serious and fatal incidents, traffic congestion, and delays (examples: recent pedestrian fatality near DSU, vehicles blocking through traffic from turn lanes at Lowes/Sams Club, and Lapore Street, dangerous traffic movements near Wilmington University and direct entrances such as at Dunkin Donuts and Kings Highway).

Construction of multi-use paths and complete sidewalk systems along Route 13 continues to be a city priority. Construction of sidewalks is required when properties are developed or redeveloped but significant sections of the sidewalk system are either missing or in poor condition. This program is ongoing and funded through the state’s sidewalk safety improvement program. In June 2023 the MPO conducted an inventory and assessment of the existing sidewalk system throughout the US13 commercial corridor. Substantial improvements have been made including construction of major sidewalk segments along Route13 on both sides of the highway. Some gaps still exist but these will be addressed in the near future.

McKee Road/Saulsbury Road Study

The Dover/Kent County MPO completed in May 2023 a [capacity study of the McKee/Saulsbury corridor](#) from the US13/Scarborough Road intersection to the POW-MIA Parkway/US13 intersection. This initiative examined potential capacity expansion as a result of past and future development, as well as the impact of recent improvements such as those at the Route 8/Route 15 intersection. The goal of the study was to address present and future traffic volume in consideration of residential growth. The study identified crash patterns and notable safety concerns.

The Scarbrough Road/McKee Road/College Road Corridor, including intersections, is identified on the High Injury Network (HIN). The project was added to the draft FY27-32 CTP with project development programmed for FY29-31.

TRANSPORTATION SYSTEM IMPROVEMENT PRIORITIES

Kings Highway/White Oak Road and Route 13 Intersection

The intersection of Kings Highway/White Oak Road/US 13 continues to need improvements to meet acceptable levels of service (now functioning at LOS “E”). Extensive adjacent commercial development, along with nearby recreational and institutional uses, have added traffic and access burdens to this intersection. Nearby multi-use paths contribute to increased bike and pedestrian

traffic as well. This intersection was identified in the [DelDOT Transportation Operations Management Plan](#) as a congestion hotspot in Kent County. Recommendations included adding a two-stage pedestrian crossing system and revising the intersection at White Oak Road and Centre Drive to provide additional access to US 13. The revised plans for Senator Bikeway include a crossing of US 13 at this intersection. This enhanced bicycle crossing must be included in the planning and engineering of this project. This intersection is also a gateway to the downtown.

Based on an MPO recommendation, this project was removed from draft FY27-32 CTP. There is currently an active construction project implementing safety and multi-modal facilities at the intersection. Improvements include new pedestrian crosswalk on the south leg of US13, ADA upgrades, and geometric modifications to tighten corner radii and realign side street crosswalks closer to US 13 for improved pedestrian crossing visibility.

NEW PROJECT REQUESTS (carried over from 2025)

Sidewalk Improvements to N. State Street from Division Street to Walker Road (New Project)

State Street is one of the oldest developed portions of the city, with mature trees, stately homes on well landscaped lots, and a complete sidewalk and curb system. But the maturity of the trees and relative age of curbs and sidewalks bring problems associated with tree roots and lifted walks, crumbled curbs, ADA conflicts, etc. The city recently replaced the water line in N. State Street but was not able, due to funding requirements, to effectively assess and remedy these issues. Last year the city requested that the MPO conduct a study to determine existing conditions and make recommendations leading to adding this project to the DelDOT TAP program to examine alternatives that would minimize tree removal while improving pedestrian safety. The MPO determined that sidewalks exist in most of the area, although some segments are in disrepair. Because the city has an inventory of sidewalks, curb cuts and other obstructions along N. State Street in its ADA Transition Plan, an additional study was not needed. The city was advised to apply for a DelDOT TAP grant. An application was submitted in February 2025 but was not approved.

Downtown Strategic Plan Improvements (New Project)

The recently completed [Capital City 2030 Downtown Dover Master Plan](#) and the [Downtown Dover Pathways Study](#) has recommended to the Downtown Dover Partnership a number of items for consideration. Many of the short-term recommendations involve painted crosswalks (2 have been completed), curb extensions, increased walkability, signage and wayfinding improvements. Also considered recommendations that include physical changes to crosswalks and curbs, roadway modification, signalization, raised street beds, street furniture, and possible connectivity/mobility improvements. As the Downtown Master Plan evolves these projects will be more fully detailed and costed. Capital investment is needed to implement these improvements. Portions of Loockerman Street will be redesigned and replaced as part of the City's water/wastewater improvement program, now in design.

Bay Road Pedestrian Improvements and Landscaping (new project)

Dover Kent County MPO completed the [Bay Road Pedestrian Path and Walking Trail Study](#) in 2023. This study describes the existing conditions along Bay Road, identifies the lack of adequate pedestrian amenities such as sidewalks, walking paths and crosswalks, and lists the most

important recommended changes for improving pedestrian connectivity in the area. The city supports this project as well as related projects along Horsepond Road and at the US13/Bay Road/MLK/South Little Creek Road intersections. The section of the roadway from Blue Hen Boulevard to Transportation Circle is part of the High Injury Network (HIN). The city asks that consideration also be given to improving the visual appearance attributes of this gateway to the city. The city submits this request for consideration in the FY27 UPWP process.

Development Regulations - Freight Issues

The MPO recently completed studies addressing freight parking and movement in the city. That study, [Dover Municipal Freight Plan](#), recommends land use and development regulations be reviewed and revised to require consideration of truck parking and travel as part of new industrial development plans and development of a checklist of to assist in determining what general types of freight and land use impacts may need to be considered as part of local planning and economic development initiatives.

PROJECTS REMOVED FROM CONSIDERATION

Leipsic Road/Persimmon Tree Lane from US13 to east of SR1 overpass)

This project was submitted last year as a new project request. This section of roadway is significantly impacted whenever there is a large event at Bally's Casino/Dover International Speedway. The impact extends from the US13/Leipsic Road intersection east to at least Persimmon Tree Lane and perhaps as far as Route 9, impacting residents at Persimmon Place, Persimmon Tree Apartments, Wild Meadows, and various businesses and residents along the roadway. Although improvements have been made to the east side at the Leipsic Road/Persimmon Tree Lane intersection, this area becomes highly congested during large events restricting EMS/Public Safety response and endangering the public. The city requested a study of Leipsic Road/Persimmon Tree Lane be a part of the FY26 UPWP. The project was considered by the MPO which determined that the minimally frequent nature of the congestion does not warrant a full study, and the problems seem to be created by events hosted by private entities.

West Street Improvements from New Burton Road to the Transit Center

This project was proposed to widen West Street to urban collector standards and included bike lanes and sidewalk connections to the Dover Transit Hub. The project was identified by the Dover/Kent County MPO as part of their pedestrian studies. West Street is an important connection for the DART transit services to the city. Improvements were made in 2018 with the completion of a multi-use path along West Street. The completion of the new Dover Post Office increases the importance of this project. Sidewalk exists on much of the corridor, including extension to the Dover Transit Hub Planning and engineering were scheduled to begin in FY 2025; no additional funding is allocated to CTP. The other changes have occurred in the area, including completion of the POW-MIA Parkway, which appear to make this project unnecessary.

Banning Street/Clarence Street/Forest Street Connector

The Dover/Kent County MPO completed a study assessing the construction of a connector from North Street at the Banning Street signal running along Clarence Street, extending north to Forest

Street. It includes consideration of flooding, traffic flow, and intersection alignments near Lincoln and Forest Streets. Based on an MPO recommendation, this project was removed from draft FY27-32 CTP. The MPO recommended that a new study be done in consideration of the development elements in the Downtown Dover Master Plan.

LOCAL STREETS (CITY-MAINTAINED)

The City of Dover currently owns and maintains over 113 miles of streets and alleys. Streets and alleys are rated based on software that takes into account the traffic volume and condition of the street. The city utilizes Community Transportation Funds (CTF) from local legislators to enhance and upgrade transportation infrastructure in the limits of the municipality. The city is also responsible for maintaining the pedestrian network within the boundary. An ADA Transition Plan has been adopted and lays out the long-term plan of bringing the network into compliance.



CITY OF DOVER, DELAWARE
ACTION FORM

PROCEEDING: Council Committee of the Whole (Utility Committee)

DEPARTMENT OF ORIGIN: Water & Wastewater **SUBMITTED ON:** November 14, 2025

PREPARED BY: Jason A. Lyon, P.E., Director of Water & Wastewater / Engineering Services

REVIEWED BY: David S. Hugg, III, City Manager and Patricia M. Marney, Controller / Treasurer

SUBJECT: Evaluation of Bids – Security Fence Replacement for Water Treatment Plant

TIMETABLE: Notice to Proceed to be issued within thirty (30) days of Council approval. Project anticipated to be completed within ninety (90) calendar days from issuance of Notice to Proceed, weather permitting.

RELATED PROJECT: X

REFERENCE: CIP- General Fund Projects

EXPENDITURE REQUIRED: \$216,650.00

AMOUNT BUDGETED: \$222,000.00

FUNDING SOURCE (Dept./Page in CIP & Budget): Department of Water & Wastewater, Water Treatment Plant Division, WD2605 WTP Security Fence. Account No.: 401-40-76-99-000-54031

STAFF RECOMMENDATION:

Award the contract to Pierce Fence Company for the Security Fence Replacement for the Water Treatment Plant, Bid #26-0006WW, for the amount of \$216,650.00.

BACKGROUND AND ANALYSIS:

As part of the FY2026 CIP Budget, a project was proposed to upgrade the current security at the Water Treatment Plant. This includes a new security fence to protect the city's asset.

The bid was advertised to the public as an Invitation to Bid in accordance with the City's purchasing policy by the City's Purchasing Agent under ITB #26-0006WW. Bids were opened on October 21, 2025. The City of Dover received five (5) bids as shown in the table below:

CONTRACTOR	LOCATION	BID PRICE	EVALUATED PRICE
PIERCE FENCE COMPANY	DOVER, DE	\$216,650.00	\$210,150.50*
GUARDIAN FENCE COMPANY	MIDDLETOWN, DE	\$242,050.00	\$242,050.00

NEW HOLLAND CHAINLINK ¹	NEW HOLLAND, PA	\$209,762.00	\$209,762.00
ALL STATE FENCE	LYNCHBURG, VA	\$238,343.00	\$231,192.71 [^]
PRO-MAX FENCE SYSTEMS ¹	WYOMISSING, PA	\$184,910.00	\$184,910.00

**Pierce Fence Company was awarded a three percent (3%) reduction due to local vendor preference.*

^All State Fence was awarded a three percent (3%) reduction due to minority owned preference.

¹ Both New Holland Chainlink and Pro-Max Fence Systems did not provide the required documentation for the bid and are found non-responsive, thus eliminating them from consideration.

City staff reviewed the submission and found that Pierce Fence Company's bid met all project qualifications. Staff recommends awarding the contract to Pierce Fence Company for \$216,650 for the Security Fence Replacement for the Water Treatment Plant.



**CITY OF DOVER, DELAWARE
ACTION FORM**

PROCEEDING: Council Committee of the Whole (Utility Committee)

DEPARTMENT OF ORIGIN: Water & Wastewater **SUBMITTED ON:** November 14, 2025

PREPARED BY: Jason A. Lyon, P.E., Director of Water & Wastewater / Engineering Services

REVIEWED BY: David S. Hugg, III, City Manager and Patricia M. Marney, Controller / Treasurer

SUBJECT: Evaluation of Bids – Pump Station #7 Upgrades

TIMETABLE: Notice to Proceed to be issued within thirty (30) days of Council approval. Project anticipated to be completed within ninety (90) calendar days from issuance of Notice to Proceed, weather permitting.

RELATED PROJECT: X

REFERENCE: CIP- General Fund Projects

EXPENDITURE REQUIRED: \$636,548.00

AMOUNT BUDGETED: \$680,000.00

FUNDING SOURCE (Dept./Page in CIP & Budget): Department of Water & Wastewater,
Wastewater Division, WW2606 Pump Station
#7 Upgrades. Account No.: 403-41-69-99-000-
54031

STAFF RECOMMENDATION:

Award the contract to A-Del Construction for the Pump Station #7 Upgrades project, Bid #26-0008WW, for the amount of \$636,548.00.

BACKGROUND AND ANALYSIS:

As part of the FY2026 CIP Budget, a project was proposed to upgrade portions of an existing sewer pump station. The improvements include a new valve, a new bypass connection, and the relining of the existing wet well to prevent deterioration.

The bid was advertised to the public as an Invitation to Bid in accordance with the City’s purchasing policy by the City’s Purchasing Agent under ITB #26-0008WW. Bids were opened on November 6, 2025. The City of Dover received two (2) bids as shown in the table below:

CONTRACTOR	LOCATION	BID PRICE	EVALUATED PRICE
A-DEL CONSTRUCTION	NEWARK, DE	\$636,548.00	\$617,451.56*

CHESAPEAKE TURF	SALISBURY, MD	\$869,944	\$869,944
-----------------	---------------	-----------	-----------

**A-Del Construction was awarded a three percent (3%) reduction due to local vendor preference.*

City staff reviewed the submission and found that A-Del Construction bid met all requirements for the qualifications of the project. Staff recommends awarding the contract to A-Del Construction for \$636,548 for the Pump Station #7 Upgrade project.



**CITY OF DOVER, DELAWARE
ACTION FORM**

PROCEEDING: Council Committee of the Whole (Leg & Fin)
DEPARTMENT OF ORIGIN: Water & Wastewater **SUBMITTED ON:** November 14, 2025
PREPARED BY: Jason A. Lyon, P.E., Director of Water & Wastewater / Engineering Services
REVIEWED BY: David S. Hugg, III, City Manager and Patricia M. Marney, Controller / Treasurer

SUBJECT: Evaluation of Bids – FY 2026 Street and Alley Program
TIMETABLE: Notice to Proceed to be issued within thirty (30) days of Council approval. Project anticipated to be completed within one hundred and twenty (120) calendar days from issuance of Notice to Proceed, weather permitting.
RELATED PROJECT: X
REFERENCE: CIP- General Fund Projects

EXPENDITURE REQUIRED: \$874,256.00
AMOUNT BUDGETED: \$1,000,000.00
FUNDING SOURCE (Dept./Page in CIP & Budget): Department of Public Works Streets Division, ST2601 Street, Concrete and Alley Program. Account No.: 101-12-18-35-000-54031

STAFF RECOMMENDATION:

Award the contract to Grassbusters Landscaping Co., Inc, for the City of Dover FY 2026 Street and Alley Program, Bid #26-0007WW, for the amount of \$874,256.

BACKGROUND AND ANALYSIS:

As part of the FY2026 CIP Budget, a project was proposed to rehabilitate the following streets/alleys: Bicentennial Boulevard, Carver Road, three (3) alleys adjacent to East Division Street, and two (2) alleys adjacent to South Governors Avenue. The total length of scheduled street/alley repaving is approximately 1.16 miles.

The bid was advertised to the public as an Invitation to Bid in accordance with the City’s purchasing policy by the City’s Purchasing Agent under ITB #26-0007WW. Bids were opened on November 5, 2025. The City of Dover received eight (8) bids as shown in the table below:

CONTRACTOR	LOCATION	BID PRICE	EVALUATED PRICE
GRASSBUSTERS LANDSCAPING CO. INC.	NEWARK, DE	\$874,256.00	\$874,256.00

SAM'S CONSTRUCTION	WILMINGTON, DE	\$1,584,825.00	\$1,584,825.00
GATEWAY CONSTRUCTION	CLAYTON, DE	\$1,031,478.35	\$1,031,478.35
HCE LLC	FRANKFORD, DE	\$1,322,839.18	\$1,322,839.18
DAVID A. BRAMBLE	CHESTERTOWN, MD	\$943,794.55	\$943,794.55
GEORGE & LYNCH	DOVER, DE	\$1,126,573.65	\$1,092,776.44*
A-DEL CONSTRUCTION	NEWARK, DE	\$1,184,932.75	\$1,184,932.75
DELAWARE ENVIRONMENTAL	NEWARK, DE	\$912,973.61	\$912,973.61

**George & Lynch was awarded a three percent (3%) reduction due to local vendor preference.*

City staff reviewed the submission and found that Grassbusters Landscaping Co. Inc. bid met all requirements for the qualifications of the project. Staff recommends awarding the contract to Grassbusters Landscaping Co. Inc. in the amount of \$874,256 for the FY 2026 Street and Alley Program.



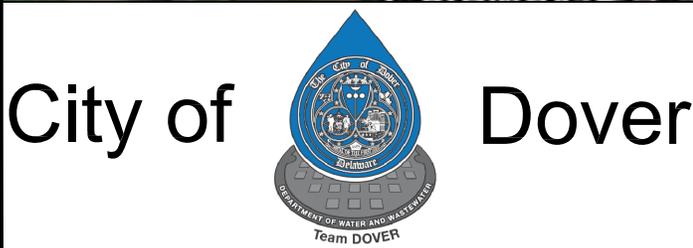
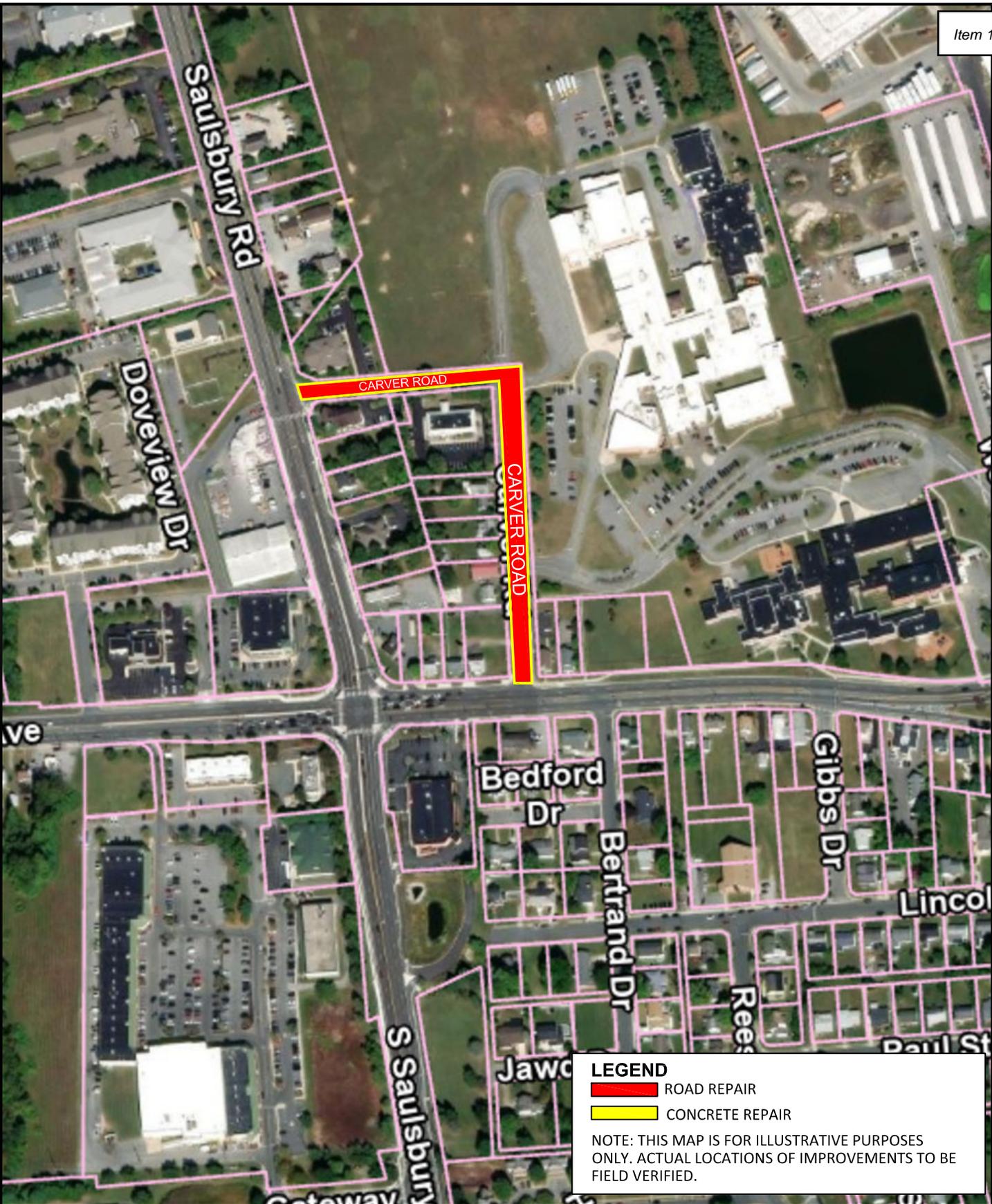
LEGEND

- ROAD REPAIR
- CONCRETE REPAIR

NOTE: THIS MAP IS FOR ILLUSTRATIVE PURPOSES ONLY. ACTUAL LOCATIONS OF IMPROVEMENTS TO BE FIELD VERIFIED.

City of Dover

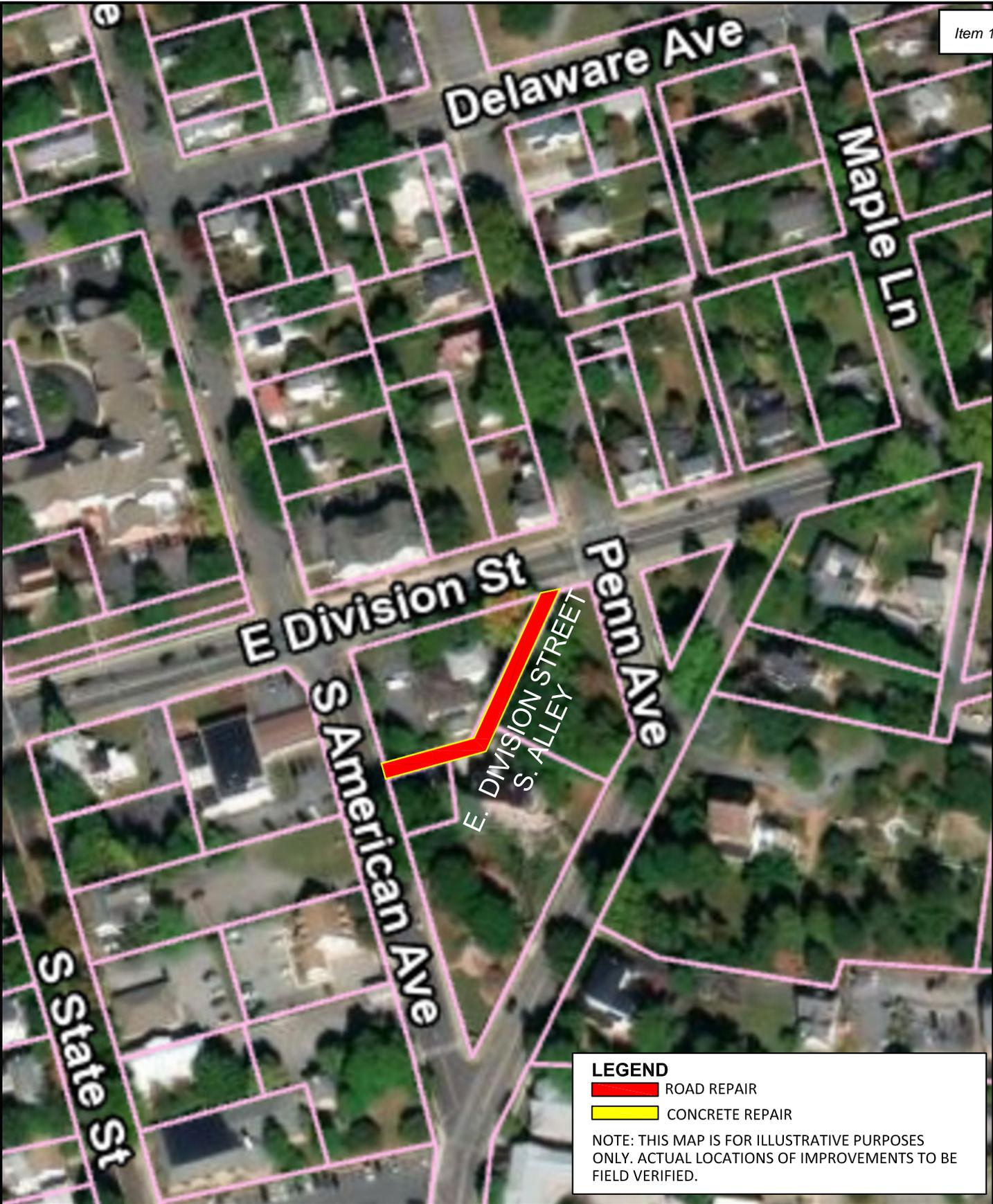
FY2026 STREET AND ALLEY PROGRAM BICENTENNIAL BLVD.			
DEPARTMENT OF WATER & WASTEWATER			
DRAWN:	RLL	DATE:	7/29/25
CKD:	---	SCALE:	N
APRVD:	---	DWG. NO.:	ST2601



FY2026 STREET AND ALLEY PROGRAM
CARVER ROAD

DEPARTMENT OF WATER & WASTEWATER

DRAWN:	RLL	DATE:	7/29/25
CKD:	---	SCALE:	N
APRVD:	---	DWG. NO.:	ST2601



LEGEND

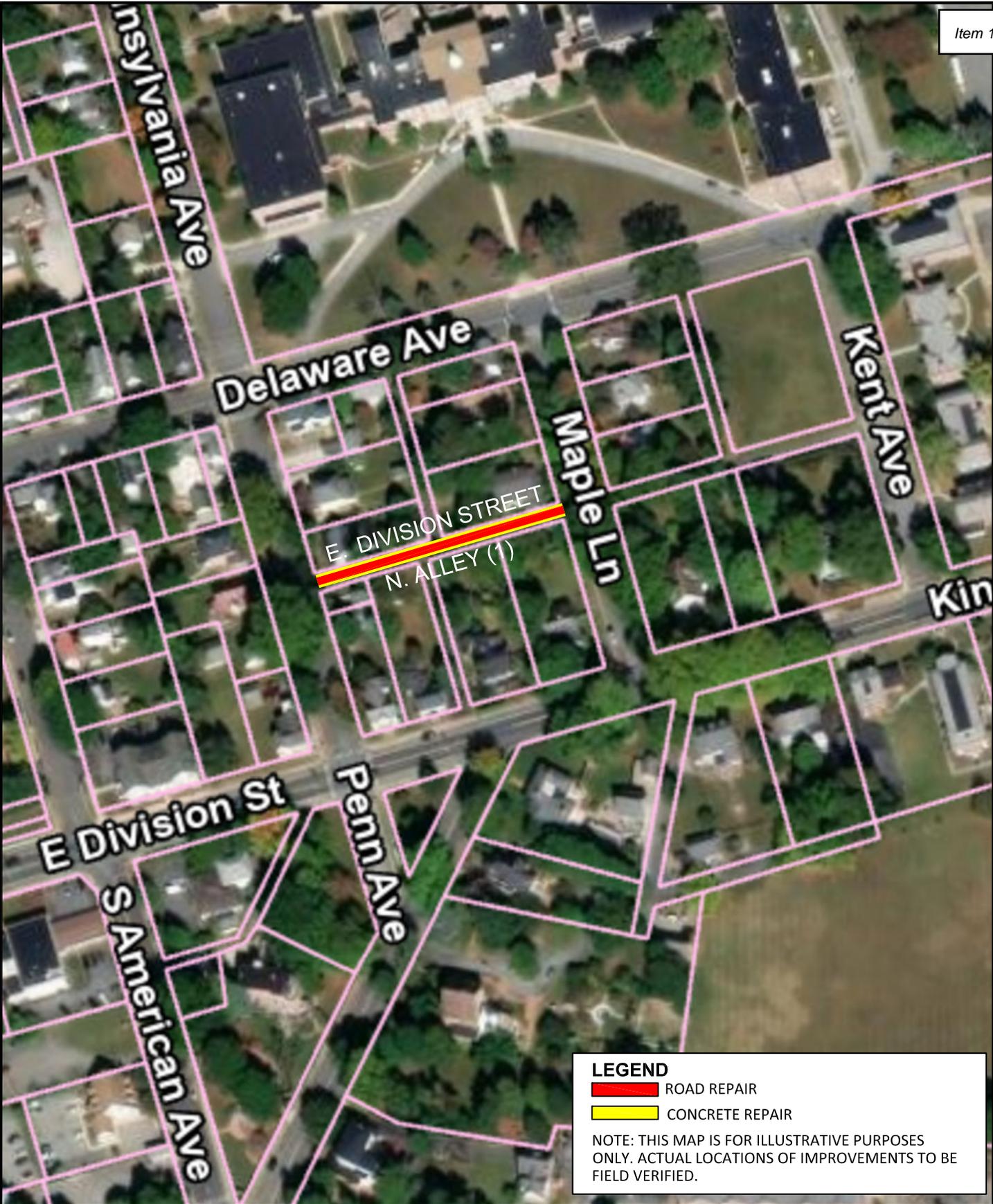
- ROAD REPAIR
- CONCRETE REPAIR

NOTE: THIS MAP IS FOR ILLUSTRATIVE PURPOSES ONLY. ACTUAL LOCATIONS OF IMPROVEMENTS TO BE FIELD VERIFIED.

City of  Dover

DEPARTMENT OF WATER AND WASTEWATER
Team DOVER

FY2026 STREET AND ALLEY PROGRAM E. DIVISION STREET SOUTH ALLEY			
DEPARTMENT OF WATER & WASTEWATER			
DRAWN:	RLL	DATE:	7/29/25
CKD:	---	SCALE:	N
APRVD:	---	DWG. NO:	ST2601



LEGEND

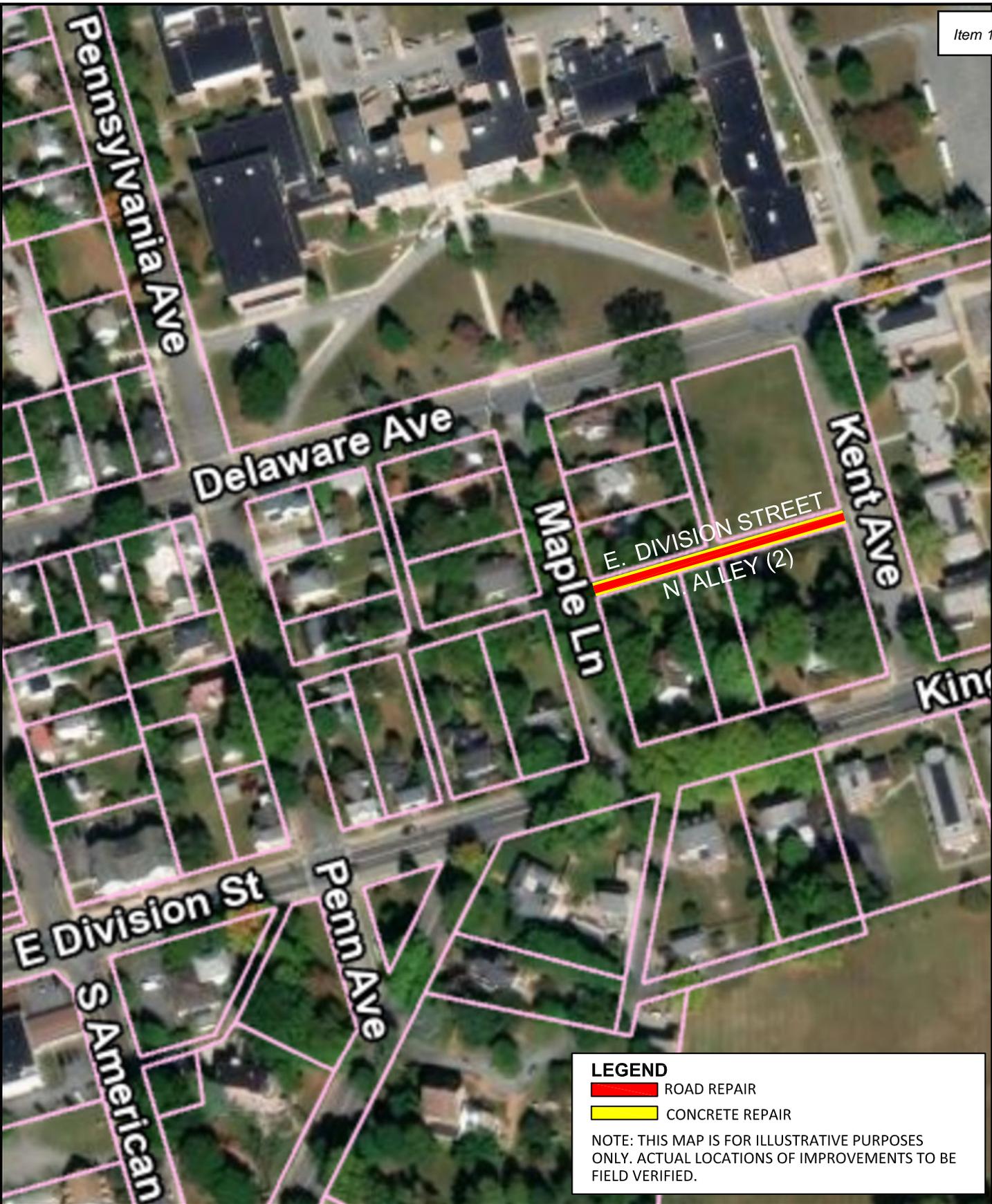
- ROAD REPAIR
- CONCRETE REPAIR

NOTE: THIS MAP IS FOR ILLUSTRATIVE PURPOSES ONLY. ACTUAL LOCATIONS OF IMPROVEMENTS TO BE FIELD VERIFIED.

City of  Dover

DEPARTMENT OF WATER AND WASTEWATER
Team DOVER

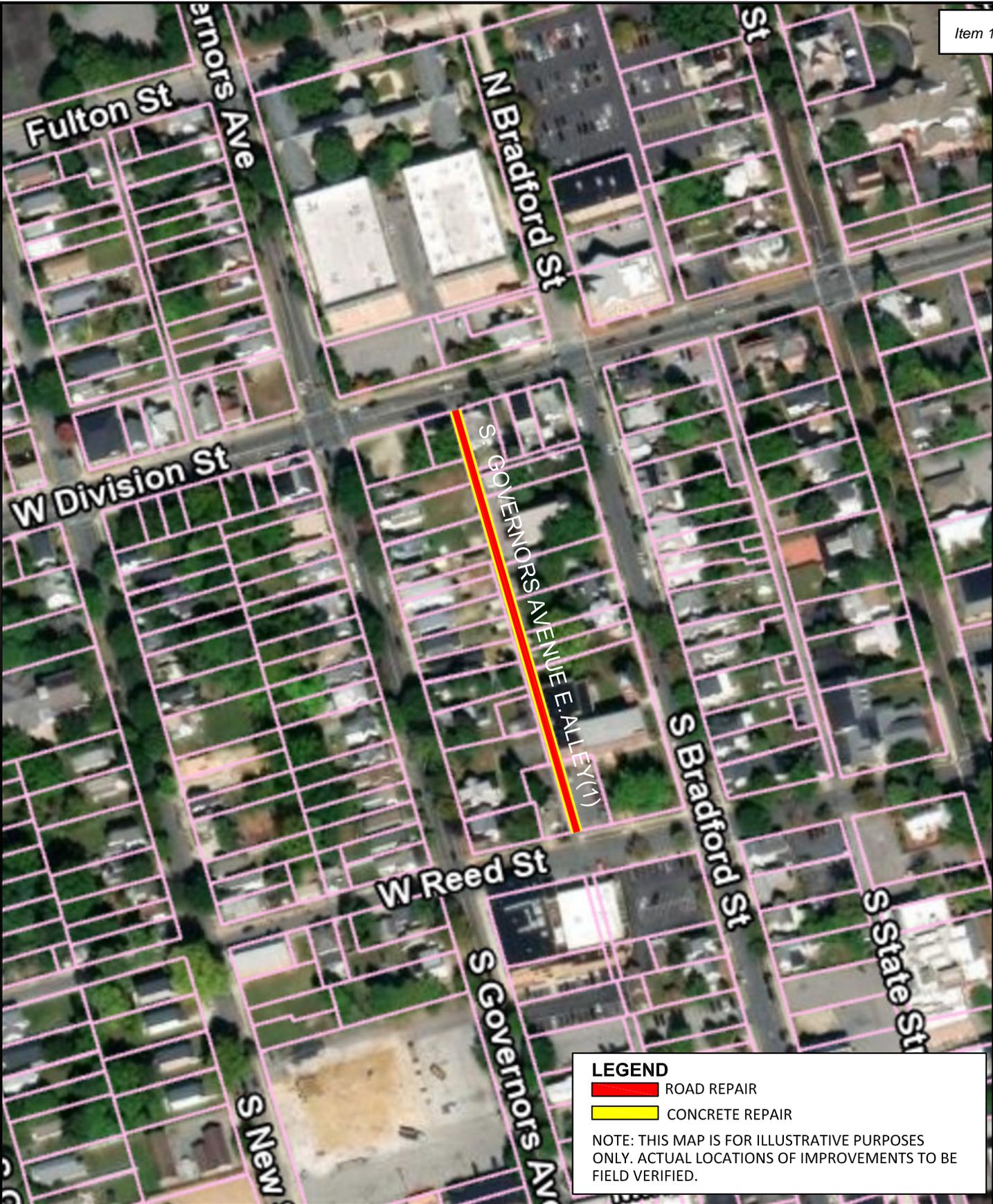
FY2026 STREET AND ALLEY PROGRAM			
E. DIVISION STREET NORTH ALLEY(1)			
DEPARTMENT OF WATER & WASTEWATER			
DRAWN:	RLL	DATE:	7/29/25
CKD:	---	SCALE:	N
APRVD:	---	DWG. NO:	ST2601



City of  Dover

DEPARTMENT OF WATER AND WASTEWATER
Team DOVER

FY2026 STREET AND ALLEY PROGRAM			
E. DIVISION STREET NORTH ALLEY(2)			
DEPARTMENT OF WATER & WASTEWATER			
DRAWN:	RLL	DATE:	7/29/25
CKD:	---	SCALE:	N
APRVD:	---	DWG. NO:	ST2601



LEGEND

- ROAD REPAIR
- CONCRETE REPAIR

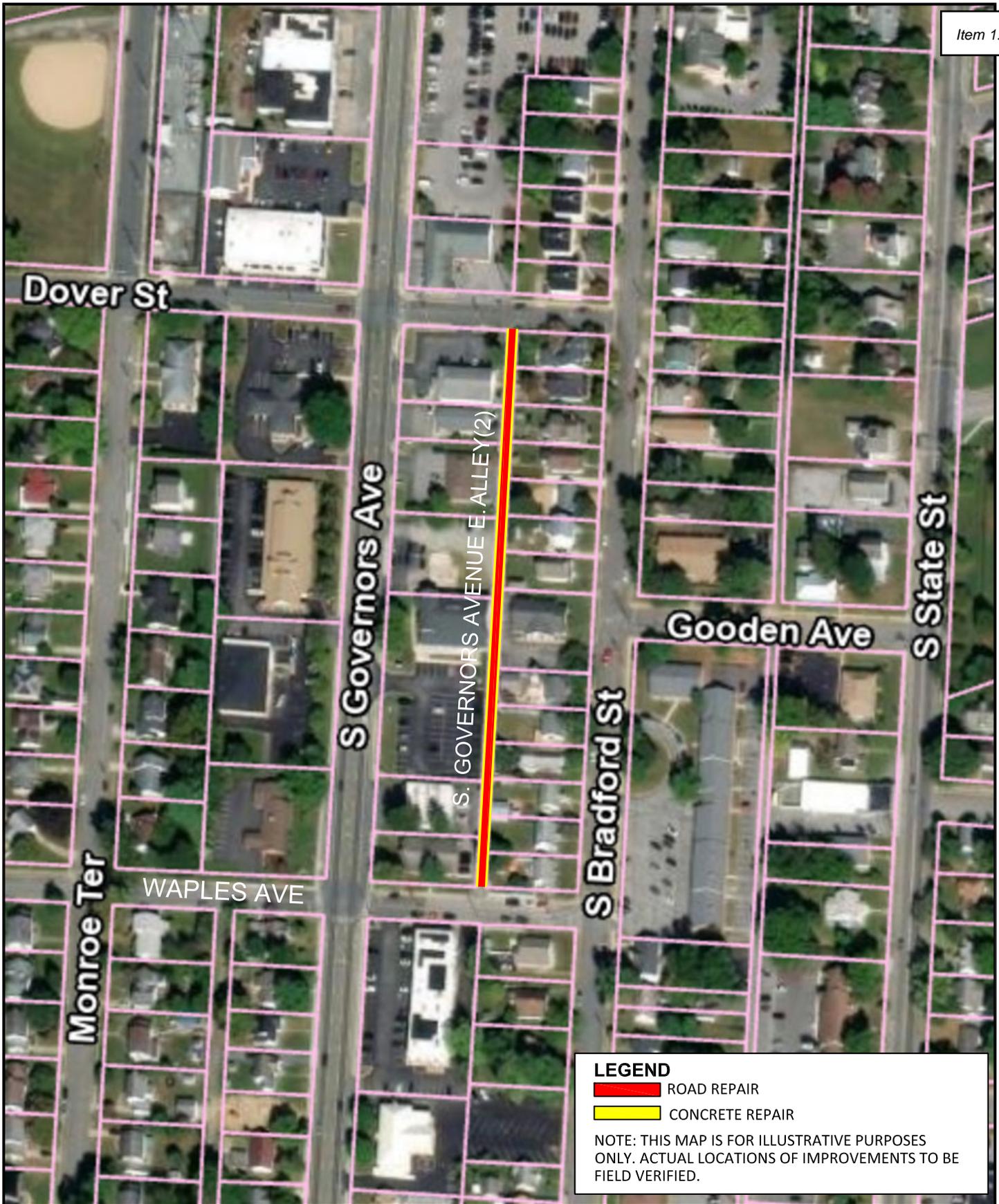
NOTE: THIS MAP IS FOR ILLUSTRATIVE PURPOSES ONLY. ACTUAL LOCATIONS OF IMPROVEMENTS TO BE FIELD VERIFIED.



FY2026 STREET AND ALLEY PROGRAM
S. GOVERNORS AVENUE EAST ALLEY (1)

DEPARTMENT OF WATER & WASTEWATER

DRAWN:	RLL	DATE:	7/29/25
CKD:	---	SCALE:	N
APRVD:	---	DWG. NO.:	ST2601



LEGEND

- ROAD REPAIR
- CONCRETE REPAIR

NOTE: THIS MAP IS FOR ILLUSTRATIVE PURPOSES ONLY. ACTUAL LOCATIONS OF IMPROVEMENTS TO BE FIELD VERIFIED.

City of  **Dover**

DEPARTMENT OF WATER AND WASTEWATER
Team DOVER

FY2026 STREET AND ALLEY PROGRAM			
S. GOVERNORS AVENUE EAST ALLEY (2)			
DEPARTMENT OF WATER & WASTEWATER			
DRAWN:	RLL	DATE:	7/29/25
CKD:	---	SCALE:	N
APRVD:	---	DWG. NO.:	ST2601

TO: Council
 FROM: David Hugg City Manager
 DATE: November 20, 2025
 SUBJ: Summary of Issues – Network Administrator in Dover Police Department

Chief Johnson wishes to fill the vacant Network Administrator (Sr. LAN Analyst) position in the Dover Police Department with an in-house candidate, requiring significant adjustment to the job title and compensation. This action would also require a similar compensation adjustment to another position, Network Administrator in the City IT Department. HR opposes this action for equity and morale concerns. Budget implications are also of concern to Finance and the City Manager.

OUTLINE FOR DISCUSSION – NETWORK ADMINISTRATOR - DPD

Issue:

DPD recently lost its Sr. LAN Analyst (resignation) and needs to fill that vacancy quickly. DPD wishes to reclassify and retitle the position to Network Administrator, consistent with that title as used in the City's IT Department. The position was posted in-house only. The position would be grade 129 with a FY2027 salary range of \$70,637.80 minimum, \$86,881.60 mid-point and \$110,552.80 maximum.

The current LAN Analyst has applied for the position. He is an 8-year employee of the police department in grade 126, step 6 and earns \$71,032. A 5% increase would take him to \$76,440. (+\$5400). He has requested much higher compensation in the mid-\$90,000-\$100,000 range. This represents a possible increase of \$25,000- \$30,000. Chief supports a salary in the \$94,000 - \$95,000 level.

The City IT Department recently hired a Network Administrator under the current salary range starting at \$67,912 (Grade 129, Step 1). Since both positions are essentially similar both positions should fall on the same salary scale in order to provide equity.

Chief has provided job descriptions and compensation for the IT Systems Administrator position in Milford (in excess of \$105,000) and the Assistant IT Manager position in Newark (range of \$98,649 - \$147,806). The Chief suggests this is the market for individuals with experience at this level. No market study was done, and these are the only comps offered.

Chief supports a salary offer in the \$94,000 - \$95,000 level. Chief notes that it is increasingly hard to recruit individuals in senior technical and managerial fields and that the City's 5% rule is insufficient (a 5% increase over the current compensation would result in about \$76,440 -difference). Chief believes, based on conversation, that the current

employee intends to leave DPD for a position in the private sector should his request not be approved. The Chief also notes that should the incumbent leave the DPD its IT function not be able to fulfill its mission, causing significant operational disruption.

HR has objected to the increase “continually singling out individuals for large, selective increase, rather than taking a comprehensive and equitable approach that evaluates all employees, creates significant risk for morale, internal equity, and retention.” Further, HR notes: “we set a dangerous precedent when we make decisions based on who threatens to leave or has the propensity of leaving rather than on objective criteria and consistent policy.”

Comment:

Many high skill jobs are hard to fill or retain employees because of a very competitive market – too few qualified candidates, excessive bonuses and enticements, restrictive requirements, certifications, education, perceptions, etc.

Our market study/wage study was done in 2023 and may already be outdated, at least in certain highly competitive fields (technology, engineering, skilled trades).

Many functional units such as IT in DPD have small staff and are highly susceptible to crisis if an employee leaves.

Incumbents have corporate history and operational knowledge not quickly acquired by a new employee, increasing their value to the organization.

New employees have a steep learning curve and need time to develop necessary staff contacts and build team relationships versus an incumbent, limiting the scope of their performance.

Significant compensation adjustments create budgetary issues in salary/benefits allocations, possibly resulting in insufficient funding and deferral of other spending through reallocation.

Negative responses from other staff can damage employee perceptions and attitudes.

Action Required of Council:

Council must approve both the reclassification and the compensation for it to take effect as it is a major budget and personnel change.



CITY OF DOVER, DELAWARE
ACTION FORM

PROCEEDING: Council Committee of the Whole (Legislative, Finance and Administration Committee)

DEPARTMENT OF ORIGIN: Public Works

SUBMITTED ON: October 9, 2025

PREPARED BY: Mark Nowak GISP, Director of Public Works, Bryn Wambaugh, Stormwater Coordinator, and Eddie Kopp CCEO, Chief Code Enforcement Officer

REVIEWED BY: David S. Hugg, III, City Manager

SUBJECT: Proposed Changes and Additions to Strengthen Current Stormwater Ordinance

TIMETABLE: Effective December 31, 2025

RELATED PROJECT: n/a

EXHIBITS: Ordinance #2025-17

REFERENCE: n/a

EXPENDITURE REQUIRED: \$0

AMOUNT BUDGETED: \$0

FUNDING SOURCE (Dept./Page in CIP & Budget): n/a

STAFF RECOMMENDATION:

That City Council approve the recommended ordinance including Ordinance #2025-17.

BACKGROUND AND ANALYSIS:

On September 25, 2023, the Delaware Department of Natural Resources and Environmental Control (DNREC) issued a new NPDES Phase II MS4 Tier I General Permit (MS4 Permit). To be in compliance with the MS4 Permit the permittee (City of Dover) must: "Maintain an ordinance or other regulatory means to implement and enforce a program that includes the prohibition of unauthorized non-stormwater discharges to the MS4." As stated in Part IV. Standard Permit Conditions B. Duty to Comply, "The permittee [City of Dover] shall comply with all conditions of this permit. ... The violation of any condition specified in this permit shall be grounds for enforcement as provided in 7 Del. C. § 6005." 7 Del. C. § 6005 (b) states, "Whoever violates this chapter ... shall be punishable as follows: (1) If the violation has been completed, by a civil penalty imposed by Superior Court of not less than \$1,000 nor more than \$10,000 for each completed violation. Each day of continued violation shall be considered as a separate violation."

Therefore, these proposed changes and additions to the current stormwater ordinance were created because of the City of Dover's Duty to Comply with the MS4 Permit and to avoid future fines for noncompliance.

The information below is to summarize the proposed changes and additions provided regarding implementing and enforcing a program that includes the prohibition of unauthorized non-stormwater discharges to the MS4.

- This draft ordinance reorganizes sections to provide more clarity for the citizens of Dover.
- This draft provides a more detailed list of unauthorized non-stormwater discharges based on cases Code Enforcement has issued violations for in the past.
- This draft ordinance would create a separate section within Chapter 98 to address sump pumps with direct connections to the MS4. In general, it would require persons to provide evidence (official lab results) to the Department of Public Works that their sump pump is not discharging an unauthorized non-stormwater discharge. Upon receiving evidence, the Director of Public Works may issue a letter of authorization to discharge their sump pump via a direct connection.
- This draft ordinance shortens the period to remedy the violation from ten days to 24 hours to maintain compliance with the MS4 Permit and prevents destructive damage to the stormwater systems.
- This draft ordinance also includes the establishment of penalties in Appendix F. No penalty would be imposed without the issuance of a warning.
- Based upon the above, staff recommends that City Council approve the recommended ordinance, Ordinance #2025-17

1 **Sec. 98-5. Duty of tenants or owners to maintain sidewalks and landscaped areas within the**
 2 **street right-of-way.**

- 3 (a) It shall be unlawful for the owner or occupant of any premises abutting upon a sidewalk to permit or allow
 4 snow or ice to remain thereon for longer than 12 hours of daylight after it has ceased snowing, or to permit
 5 debris or other materials to accumulate at any time so that pedestrians may conveniently and safely pass.
- 6 (b) It is the responsibility of the owner or occupant of any premises abutting upon a sidewalk to keep the
 7 landscaped area between the sidewalk and the curbline, or where no sidewalk exists between the property
 8 line and curbline or paved street, maintained in accordance with the standards set forth in chapter 114,
 9 article II, pertaining to weeds.
- 10 (c) ~~It shall be unlawful to sweep, blow, or otherwise discharge grass clippings into any street, sidewalk, storm~~
 11 ~~drain, or water course more than incidental amounts of grass.~~
- 12 (d) Violations; penalties. Any person(s) violating any provision of this section shall be fined as provided for in
 13 Appendix F—Fees and Fines.

14
 15 **Sec. 98-164. Prohibited discharges into system.**

- 16 (a) *Injurious substances.* It shall be unlawful for any person or group of persons to throw, place, or deposit, or
 17 attempt to throw, place or deposit, or cause to be thrown, placed or deposited, any article, object or
 18 substance in any of the storm sewers or into any of the inlets into the storm sewers of the city, or into any of
 19 the streets, lanes, alleys, or gutters of the streets in the city from which such article, object, or substance
 20 would be likely to enter into or run into the storm sewers of the city, which object, or substance would injure
 21 in any manner said storm sewer system or area into which such storm sewers empty.
- 22 (b) *Definition.* Wherever the term "system" is used, such term shall be taken to include, in addition to any other
 23 meaning herein indicated, any conduits, reservoirs, ditches, grates, catch basins, storm manholes, gauges,
 24 and building or buildings and the attachments thereto wherein any such machinery or parts thereof are kept
 25 or stored.
- 26 (c) *Tar, petroleum, etc.* It shall be unlawful to pour, drain or run into the storm sewers of the city, by any
 27 method whatsoever, any tar or tar product, or petroleum or petroleum product, or any inflammable
 28 substance or material. **Trash produced by these products must be properly disposed of.**
- 29 (d) **It shall be unlawful to sweep, blow, or otherwise discharge grass clippings into any street, alleyway,**
 30 **sidewalk, storm drain, or water course more than incidental amounts of grass. Amounts that constitute**
 31 **“more than incidental amounts” are at the discretion of the code official or the stormwater division**
 32 **personnel.**
- 33 (e) *Unauthorized non-stormwater discharges include but are not limited to:*
- 34 • **Antifreeze/transmission fluid**
 - 35 • **Paint**
 - 36 • **Solvent/degreaser**
 - 37 • **Grease/oil**
 - 38 • **Detergent**
 - 39 • **Home improvement waste (concrete, mortar)**
 - 40 • **Pet/human waste**

- 41 • Yard waste (leaves, grass, mulch)
- 42 • Excessive dirt and gravel
- 43 • Trash
- 44 • Pesticides and fertilizers
- 45 • Pool/spa waters

46

47 **(f) Authorized non-stormwater discharges must be in accordance with the Phase II MS4 Tier I General Permit.**

48

49 ~~(d)~~ **(g) Protection of equipment.** It shall be unlawful to pour or drain into or permit the drainage into any of the
50 storm sewers or storm sewer system of the city any substance or chemical which would hinder the proper
51 functioning of the storm sewer system or in any way negatively impact any related permits held by the city.

52 ~~(e) — Garbage, etc. It shall be unlawful to deposit or throw, or cause to be deposited or thrown into any receptacle~~
53 ~~connected with a public or private storm sewer of the city, any garbage, ashes, cinders, rags, waste of any~~
54 ~~kind whatsoever or to discharge or permit to be discharged into any private or public storm sewer within the~~
55 ~~city, anything that will injure such storm sewer or will obstruct the use and operation thereof.~~

56 **(h) Violations; Penalties.** Any person(s) violating any provision of this section shall be fined as provided for in
57 Appendix F—Fees and Fines.

58 **1. First Offense.** When prohibited discharges are unlawfully deposited into the stormwater system a notice of
59 violation will be issued with a citation in accordance with Appendix F- Fees and Fines.

60 **2. Second Offense.** When prohibited discharges are unlawfully deposited into the stormwater system an
61 additional notice of violation will be issued with a citation in accordance with Appendix F- Fees and Fines.

62 **3. Third and Subsequent Offenses.** When prohibited discharges are unlawfully deposited into the stormwater
63 system an additional notice of violation will be issued with a citation in accordance with Appendix F- Fees
64 and Fines.

65 **4. The City of Dover reserves the right to use all resources available to abate any violation that will cause**
66 **immediate harm to the storm water system. All associated costs will be billed to the property owner and/or a**
67 **municipal lien placed against the property.**

68

69

70 **Sec 98-167. Sump Pumps.**

71

72 **(a) Testing.** All persons wishing to begin or continue discharging sump pump water to any of the storm sewers,
73 ditches, or inlets into the storm sewers of the city or into any of the streets, lanes, alleys, or gutters of the
74 streets via a direct connection must submit evidence from an accredited laboratory of testing that proves all
75 discharges from the sump pump are uncontaminated pumped groundwater and not unauthorized non-
76 stormwater discharges.

77

78 **(b) Evidence.** Evidence includes a Chain of Custody from the laboratory and a final report from an accredited
79 laboratory, on official letterhead. The sample must be tested for MBAS, Oil & Grease, and pH.

80 Evidence must be submitted to the Director of Public Works to maintain compliance with this ordinance.

81 Evidence must be submitted to:

82

83 **Director of Public Works**

84 **City of Dover**

85 **5 E Reed St**

86 **Dover, DE, 19901**

87

88 **(c) Approval and Authorization.** Upon approval from the Director of Public Works, citizens will receive an
 89 authorization letter. The authorization letter will have a date of authorization and a date of expiry. Within 30
 90 days of the date of expiry, new evidence must be submitted to the Director of Public Works. Approval and
 91 authorization is at the full discretion of the Director of Public Works and his/her advisors.

92 **(d) Unlawful discharging.** If at any time it is discovered that property is discharging their sump pump without an
 93 authorization letter, either because it was not applied for or because it has expired, a code official reserves the
 94 right to issue a notice of violation and order testing. The code official reserves the right to terminate all
 95 discharges pending the outcome of testing. The cost of any required testing shall be the responsibility of the
 96 property owner. All related costs shall be billed against the property and/or placed on the municipal lien docket
 97 for collection.

98 **(e) Penalties.** If at any time it is discovered that a property is discharging their sump pump without an
 99 authorization letter, either because it was not applied for or because it expired, a code official reserves the right
 100 to issue a notice of violation, order testing and cause for the immediate termination of discharge pending the
 101 outcome of the investigation. All fines and fees will be charged in accordance with Appendix F.

102 **1. Initial Inspection.** When discharge of a sump pump is discovered without an authorization letter the code
 103 official will issue a letter of violation and require testing. In the event the results are returned that the discharge
 104 is uncontaminated pumped groundwater and not an unauthorized non-stormwater discharge, the property
 105 owner will be issued an authorization letter.

106 **2. First Occurrence.** In the event the results are returned that the discharge is an unauthorized non-stormwater
 107 discharge, a notice of violation letter will be sent to the property owner, and a citation will be issued in
 108 accordance with Appendix F. The maximum time for compliance shall be 30 days from the date of each notice of
 109 violation.

110 **3. Second Occurrence.** In the event the results are returned that the discharge is an unauthorized non-
 111 stormwater discharge, and/or the discharge continues a notice of violation letter will be sent to the property
 112 owner and a citation will be issued in accordance with Appendix F. The maximum time for compliance shall be
 113 30 days from the date of each notice of violation.

114 **4. Third and Subsequent Occurrence(s).** In the event the results are returned that the discharge is an
 115 unauthorized non-stormwater discharge, and/or the discharge continues a notice of violation letter will be sent
 116 to the property owner and a citation will be issued in accordance with Appendix F. The maximum time for
 117 compliance shall be 30 days from the date of each notice of violation.

118

119 **(f) Definition.** Uncontaminated pumped groundwater is any discharge from a sump pump that is proven not to
 120 be an unauthorized non-stormwater discharge.

121

122

123 **Sec. 98-166. Violations.**

124 (a) **Notice.** Whenever the city manager or his authorized agents shall determine that a condition exists which
 125 violates any portion of this article, the city manager or his authorized agents shall notify the property owner
 126 or occupant of the specific violation.

- 127 (b) *Action by city.* Unless the condition is remedied within ~~ten days~~ **24 hours** after notice is given, the city may
 128 cause the condition to be remedied and assess the cost thereof against the property owner.
- 129 (c) *Payment of cost.* Any person violating any of the provisions of this article shall, upon conviction therefore,
 130 pay to the city the cost of any of the repairs resulting from the violation and be subject to the penalty
 131 provided in section 1-17.

132
 133

134 **Appendix F- Chapter 98. Streets, Sidewalks and Other Public Places**

Chapter 98. Streets, Sidewalks and Other Public Places	Fees and Fines
<i>Article I. In General</i>	
Sec. 98-5. Duty of tenants or owners to maintain sidewalks and landscaped areas within the street right-of-way	Not in excess of \$100.00, nor less than \$5.00 for each violation
Sec. 98-11. Placement of wireless communications facilities within rights-of-way (c) Use of Rights-of-Way Permit	
(1) Permit Fee	\$25.00 for ROW Permit
(2) Annual Fee for Rights-of-way Use	No charge for WCF placement on existing City owned wireless support structure in City ROW \$220.00 for Placement of new wireless support structure/pole in City ROW \$220.00 for WCF placement on a third party/non-City wireless support structure/pole in City ROW
<i>Article V. Streets, Sidewalks, and Other Public Places</i>	
Sec. 98-164. Injurious Substances Subsec. (c) Tar, petroleum, etc. and Subsec. (e) Other illegal pollutants	
First offense	\$250.00

Second offense	\$500.00
Third and subsequent offense(s)	\$1,000.00
Subsec. (e)	
Sec. 98-167	Not in excess of \$100.00, nor less than \$5.00 for each violation
Failure to renew or apply for authorization	\$100.00
First occurrence of unauthorized non-stormwater discharge	\$250.00
Second occurrence of unauthorized non-stormwater discharge	\$500.00
Third and subsequent occurrence(s) of unauthorized non-stormwater discharge	\$1,000.00
<i>Article VI. Excavations</i>	
Sec. 98-253. Bond	Maximum of \$5,000.00 per opening
<i>Article VII. Parades</i>	
Sec. 98-303. Fee at the time of filing the application for a parade permit	\$10.00. This fee may be waived, in whole or in part, by the chief of police.



**PROPOSED ORDINANCE #2025-21
WITH STAFF SUBSTITUTE #1 AND CITY COUNCIL AMENDMENT #1
(CITY COUNCIL AMENDMENT #1 IS INDICATED IN GREEN TEXT)**

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

3
4 That Chapter 106 – Traffic and Vehicles, Article III – Stopping, Standing, and Parking, Division
5 I - Generally, be amended by adding Sec. 106-139 – Pedestrian Safety by inserting the text
6 indicated in bold, blue font and deleting the text indicated in red strikethrough as follows:

7
8 **Sec. 106-139. – Pedestrian Safety.**

9
10 **A. Limitation of occupancy of medians or the adjacent roadway at intersections**
11 **serves to prevent driver distraction, traffic congestion, delay of traffic, and**
12 **accidents, especially on median strips or in the roadway itself.**

13
14 **B. No person, other than a person in or on a vehicle, shall stand, sit, or remain on a**
15 **portion of a City Street as designated below and approach any vehicle in**
16 **operation causing it to slow or stop, except a vehicle that is legally parked at the**
17 **curb on the shoulder.**

18
19 **C. No person shall stand, sit, or remain upon a median of a City Street as designated**
20 **below unless that person is in the process of crossing the highway in a safety**
21 **zone or crosswalk. It is prima facie evidence of a violation of this sub-section if a**
22 **person stays on the median through two consecutive opportunities to complete**
23 **their crossing of the highway in a legal manner under this Chapter and the State**
24 **of Delaware traffic laws. This may include, but would not be limited to, a change**
25 **in the traffic control signal or a lack of traffic, as applicable. After such two**
26 **consecutive opportunities, such a person shall not be considered to be “using**
27 **the safety zone or crosswalk to cross the highways”.**

28
29 **D. No operator of a vehicle shall park, stop, or leave standing a vehicle, or permit a**
30 **passenger to leave it, on any City Street where prohibited or suddenly decrease**
31 **the speed of said vehicle or deviate from a traffic lane for the purpose of**
32 **responding to persons violating this ordinance.**

33 E. This ordinance applies to intersections at any street or right-of-way within the
34 incorporated boundaries of The City of Dover, but only for the first two-hundred
35 (200) feet on major principal arterials, minor arterials, and urban collectors and
36 one-hundred (100) feet on the urban local street system as defined in the City's
37 currently adopted Comprehensive Plan, measured along the center lines at the
38 designated painted stop bars where the two rights-of-way intersect. Boundaries
39 will be defined by appropriate marking or signage, but such is not required where
40 impractical. Failure to mark a boundary does not limit the enforcement of this
41 ordinance.

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43 F. Violators may be charged a fine as specified in Appendix F. A law enforcement
44 officer shall have discretion to consider reasonable defenses to this Section,
45 such as mechanical breakdown, etc.

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47 G. This ordinance shall not apply to sidewalks, private property, or other pedestrian
48 walkways not within a vehicular lane of travel.

49 Secs. 106-~~139~~ 140 – 106-160. – Reserved.

50
51 **BE IT FURTHER ORDAINED:**

52
53 That Appendix F – Fees and Fines, be amended by inserting the text indicated in bold, blue font
54 as follows:

55
56 **Chapter 106. – Traffic and Vehicles**

Chapter 106. Traffic and Vehicles	Fees and Fines
<i>Article I. In General</i>	
Fines not paid within 14 days of the day the fine was issued, including the day the fine was issued, shall be automatically doubled in amount.	
Sec. 106-7. Obedience to state law; violation of any provision of 21 Del. C. § 101 et seq. (except Sec. 106-7(1)—Handicapped parking and Sec. 106-7(2)—Fire lanes)	A fine of not less than \$25.00, nor more than \$1,000.00
Subsec. (1) Handicapped parking	Minimum fine, as defined in 21 Del. C. § 4183, at the time the violation occurs
Subsec. (2) Fire lanes	Minimum fines, as defined in 21 Del. C. § 7001(a), at the time the violation occurs
Sec. 106-14. Off-road motor vehicle regulations	
Subsec. (d) Penalties	A minimum fine of \$25.00 and a maximum fine of

	\$100.00
Sec. 106-15. Failure to stop for a red traffic signal; traffic light signal violation monitoring program; penalties	
Subsec. (b)(3) Traffic light signal violation monitoring program; civil or administrative assessment	
Failure to comply with a traffic light signal	\$75.00
If not paid within 14 days, an additional assessment shall be added to the original assessment	\$10.00
Additional assessment shall be increased if the assessment is not paid within 45 days	\$20.00
Additional assessment shall be increased if the assessment is not paid within 90 days	\$30.00
Court costs or similar administrative fees may also be assessed if the owner requests a hearing to contest the violation, and is ultimately found to be in violation or fails to pay or contest the violation in a timely manner	Maximum \$30.00
Sec. 106-16. Violations; except as otherwise provided	
Subsec. (a)(1) Moving offense	Minimum of \$10.00
Subsec. (a)(2) Nonmoving offense	Minimum of \$15.00
Subsec. (a)(3) Parking violation	\$20.00 for each offense, if the fine is paid within 72 hours from the date the offense is recorded in time, the fine shall be \$15.00
<i>Article II. Bicycles</i>	
Fines not paid within 14 days of the day the fine was issued, including the day the fine was issued, shall be automatically doubled in amount.	
Sec. 106-55. Penalties for violation	Not to exceed \$100.00 and not less than \$10.00
<i>Article III. Stopping, Standing and Parking</i>	
Sec. 106-135. Residential parking	
Subsec. (i)(1) Expiration; Two-hour parking	\$20.00 fine or \$15.00 if paid within 72 hours of issuance of such fine
Subsec. (i)(2) Expiration; change of residence, etc.	\$20.00 fine or \$15.00 if paid within 72 hours of issuance of such fine
Subsec. (m) Violations; penalties	Any violation of this section not having a stated, specified

	penalty will result in a \$20.00 fine or \$15.00 if paid within 72 hours of issuance of such fine
Sec. 106-137. Parking areas for persons with disabilities	
Subsec. (c)(3) Signage; fines	Failure to achieve compliance within 30 calendar days of the issuance of the notice of violation shall be subject to the fines set forth in subsection (f) of this section
Subsec. (f) Penalties	Whoever violates this section shall be fined not less than the minimum fine as defined in 21 Del. C. § 4183 at the time the violation occurred
Sec. 106-139. Pedestrian Safety	\$50.00
Sec. 106-139. Pedestrian Safety	
First Offense	Written Warning
Second Offense	\$15.00
Third Offense within a twelve (12) month period	\$50.00
Sec. 106-163. Use of meters required	
Subsec. (a) Failure to make the required payment in the parking meter	\$20.00 fine or \$15.00 if paid within 72 hours of issuance of such fine
Subsec. (b) Payments accepted	
Each \$0.25 coin	Permits the vehicle to be parked for a period of one hour
Each \$1.00	Permits the vehicle to be parked for the duration of the enforcement period of 8:00 a.m. to 5:00 p.m.
Sec. 106-164 Violations; penalties	
Subsec. (a) Generally; each violation if paid within 24 hours from time summons giving notice of violation is issued	A fine of not less than \$1.00 for each violation

Subsec. (a) Generally; each violation if paid after expiration of 24 hours from time summons giving notice of violation is issued	\$2.00 for each violation, if payment is made voluntarily prior to the time and date set forth in the summons
Subsec. (a) Fourth violation; each violation if paid within one hour from time summons giving notice of violation is issued	\$1.00 for each such violation
Subsec. (a) Fourth violation; each violation if paid after expiration of one hour from time summons giving notice of violation is issued	\$2.00 for each violation, if payment is made voluntarily prior to the time and date set forth in the summons
Subsec. (a) Fifth violation, etc.; any person committing more than four violations within any 30-day period of the provisions of this division	\$5.00 for each such violation, if payment is made voluntarily prior to the time and date set forth in the summons.
Subsec. (b)(4) Any person who unlawfully removes a device for immobilization of a vehicle	\$500.00 fine for each violation
Subsec. (b)(5) Any person who tows or otherwise moves an immobilized vehicle without authorization by the chief of police or his designee	\$500.00 fine for each violation
Subsec. (c) Cost. No cost will be assessed if payment of the penalty as hereinbefore imposed is voluntarily paid without the necessity of a hearing before the proper official.	

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ADOPTED: *

SYNOPSIS

This Ordinance shall take effect on the first day of July after passage and approval.

(SPONSORS: * and *)

Action History

11/25/2025 – Staff Substitute Scheduled for Reintroduction – Council Committee of the Whole/Legislative, Finance, and Administration Committee
10/25/2025 - Introduction – Council Committee of the Whole/ Legislative, Finance, and Administration Committee (referred back to staff)